Jason: Plus, how to get and reinterpret SLA unbalancing. First, we’re just going to talk about a few updates on the CR FY ’23 enactment. I’ll take care of October’s IA training. So, next slide please.

So, I hope you like the pictures. This is from a schoolhouse area. I like this picture, but basically that’s the status of the FY’23 appropriation. I don’t think it’s even at the bottom of the stairs. The committees haven’t agreed on the funding levels for each committee for the Appropriations Bill.

So, we’re really not really going anywhere at all. Next slide.

So, as a reminder, the president’s budget is back around $16 million. That was submitted in March. So, Congress is working to pass that.

So, we’re currently in a continuing resolution to December 16th at an annualized amount of $882 million. So, you have approximately 21% of that amount in your TDA’s—21% of the IT (SP).

So, I’m sure you’re getting a lot of questions from your investigators and such. So, please pass this information on. Congress is now attempting pass a four-year appropriation by December 16th—110% chance this won’t happen. There’s no way it’s going to happen in January.

So, next week there will be a lot of activity in the news about passing a CR extension. You might see the typical news stories about planning for shutdowns. That’ll probably happen like normal where they’ll always be close to the deadline. But hopefully, 90%-99% of the time that doesn’t happen.

So, we’ll keep you posted on the status of when the next CR meeting will be. I’m anticipating it will probably be through January or February and then Congress basically kicks the can down the road and then they’ll attempt more.

So, right now I would say that really our situation looks a lot like last year. So, last year we had four CRs until March 11, 2022.

So, a lot’s changing. The house is changing, parties. So, we don’t really know what’s going to happen. What we do know is it’s probably going to have CRs.

So, continue to use that CR amount that we sent out to you. Hopefully that helps give you some guidance because like we said before, we need to operate a lot here in the CR. Unfortunately, enactment is a big question mark—one that’ll be just like last year.

So, please remain flexible. We have a long way for your appropriation and if you have anymore questions about that I’ll be happy to answer any questions.

Okay, execution status. I think Tony’s pushing me along here. Funding has been distributed to the field in the first two years. Initial CR through Summer ’16 and then the CR when he tells it.

We’re also working this week to send out the CC101 distribution. So, you should be seeing that. Prior funding, we talk a lot about that.

So, like we said in the past, please obligate all that funding as much as possible at once. If we’re not obligated by then, risk will be swept and then this is Tony’s big point.

Conductor seller cost transfers appropriate 21 and 24 as soon as possible. Today only, we’re seeing about $9.6 billion conducted there. So, the average payroll is about $20 million. So, a lot of room there.

John: Yeah. Jason, I’m starting next week at the Finance Office. I’ll be sending out the prior year balances by station by program from VSCC

Jason: Yeah. So, John. So, in this training, you’ll not have to waste your time to be able to do it yourself too. So, we see 51 million available in the field right now. Next slide.

Okay. So, I don’t want to take up too much time on this. I mentioned in my email yesterday. So, when we had the IA training in October and you mentioned that OU Secret Procurement Law Group is required to review IAs.

Now they can review any IA you want, but this is only for assisted acquisitions. An assistant acquisition is one where another agency would be conducting procurement activities on our behalf which is generally not the case for the type of IAs we see in the field where typically when we’re receiving, we receive money from another agency like NIH, FDA and that money is transmitted to the ODC.

So, if you do want to submit to ODC, probably first there’s a link to also do that there too and then the ODC Star Group’s another good resource to have them put their pictures where you can look at it.

So, again, if you have any other questions about that let us know. But next slide?

All right, back to you, Tony.

Tony: All right, thank you, Jason. Thank you, John. So, today we’re really here to talk about the status of allowance and how important it is in tracking our money as Jason has put up another wonderful picture. “What happens after the weekend?” “How do we track our money?” “What do you mean?” and “Who can help us?”

So, just technically some key terms. So, the status allowances are provided by fiscal or you can get access to it through VSCC. That gives you your ceilings, your obligations, and your current balance information for each program, each control point, or ACC indicates of the SEC.

Again, committed expenditures, orders that have been placed in Vista, that received a transaction number, but that have not yet been obligated or in case of purchase cards, reconciled and approved.

We’ve talked a little about the paid system which is the personnel and accounting integrated data system which is where we get our payroll information from. The F20D report which is actually one of the more important reports as well which is the Daily Activity By Account Classification Code Report and it basically lists all FMS activity by ECC code for a period of time in that fiscal year.

So, you can actually do it for the whole fiscal year. You can limit it to yesterday, etc. Then there’s ACS and we’ve talked about ACS in the past. But that’s where you can pull your TDAs or you can go into RAFT which is the Research Analysis Forecasting Tool which is managed by ORD.

So, let’s talk about the effect of different activities in the SOA. So, this displays like a cashflow statement allowing you to quickly review your cash that you’ve received to date—your allocations, your expenses, your obligations and commitments, and your overall balance.

TDAs are all just a primary revenue source and they’ll appear in the BUDG column. So, you’ll see in the bottom there Core One BUDG instead of Core it’ll be Core Two BUDG and then there’s a Fiscal Year-to-Date and that’s a hall of quarters as you go along.

You then have your expenses and they’ll be here in the OBL columns if you add a quarter for the quarter and the fiscal year. You have your current balance as it stands at the end which is your FYTD unobligated balance of unobligated number.

This is an example where there’s about four or five control points in here that were broken out and what the current balances are in those control points. Just remember that fiscal can move ceilings—BUDG—within a program at a facility.

So, example is salary and all other. So, if I wanted to move $500,000 from all the other down to salary to cover salary because I know I’m not going to have enough money, you can do that. You can request some sort of budget ceiling adjustment.

However, what you cannot do is move ceilings across programs. So, for example, from Program 81 biomedical laboratory to Program 82 rehab R&D or across fiscal years. You can’t move a ceiling from 22-to-23 or 23-to-22.

So, keeping up with the SLA. In our opinion, the SLAs the singular most important report available to provide you a picture of where your funds currently stand. The SLA ties to the F20D and in some cases the running balances that is to ask in what I call this the Vista If Cap Checkbook of Running Balances.

It should be reviewed no less than weekly for the following items that are undistributed. That’s at the bottom. So, there’s the TDAs that you haven’t received or that you’ve received, but you haven’t moved up to the program. Excuse me.

The large balance changes, so all the sudden you see a huge balance change. Something got obligated or something got de-obligated. So, large balance changes. You can look at it from a payout of normal distributions every two pay periods or every two weeks—sorry—for every pay period.

Also, the accruals at the end of the month or at the beginning of the month. So, the accruals always reverse out. So, they’ll hit at the end of the month and they’ll accrual south the beginning of the next month.

So, as you get closer at the end of the fiscal year, it becomes very important because this is what ORD Finance looks at. This is what John looks at and, “Tony, why haven’t you spent your money?” or “Why do you have such a large balance?”

So, there’s also what I call the Pretty Effect and it’s keeping a clean status. So, we talked about moving money, moving ceilings within a program. So, sometimes you’ll see a huge negative and one control point in all other, or salary and a huge positive in all other or salary. You can really move the CLS to keep it pretty and actually balance out a little bit better rather than having to worry about a huge negative balance on one control point and a huge positive balance on the other control point.

So, that’s the pretty effect. So, we’ve talked a bit about managing under the continuing resolution. Jason has really harped on this. So, it’s really important because you really got to track what you currently have on station, so they can do your hirings.

Don’t wait for the full year enactment to start staffing projects. I know that some stations are saying, “My fiscal won’t let me do this” and so forth. But again, show them the memo that Dr. Ramani signed.

We talked about in your personal agreements, going and obligate as much as you can. Obviously, you can’t exceed the spending limit through December 16th, but obligate as much as you can.

Go ahead and submit your contracts. Remember these contracts are not going to be obligated until later on in the fiscal year. Hopefully, by that time we’ll have our full allocation. Our PO understands. They’ve worked with us on this.

So, they’re going to work the contracts through until it’s ready to obligate. So, please work on those contracts and get them in. So, let’s talk a little bit about how to get everything re-entered for the status of allowance.

So, it’s a picture of what goes crazy with multiple calculators and so forth. But really, it’s really, “What does it mean?” “How do we get to the right numbers?” and so forth.

So, the SLA can be found in two different ways. You can go through the VSCC. You can look it up yourself in the VSCC or you can get it through your budget office.

So, your budget office has the ability to create the SLA and actually what we’ll talk about in a little bit is the differences between the two. Actually, the budget fiscal office report may be a little bit more expansive and give you more information that you need to get that.

So, what are the differences? The VSCC’s only going to show data that has hit FMS. It’s not going to show funds that are committed, but not obligated. It’s not going to show things that are pending. It’s not going to show purchase cards that have not yet been reconciled.

So, it’s really everything that has hit the checkbook. The bottom line—it’s been obligated and it shows up. It’s going to show you by ACC number. It’s not going to show you the fund control point.

So, you really have to understand how to tie-in the ACC number to the fund control point. However, the Budget Office does show you the committed—if kept spending—amount in your fiscal balances. It shows you your committed and not obligated. It also will show you things that are pending obligation or follow reconciliation.

It also shows you the fund control point numbers. So, it allows you to think about 2111 rather than 810010100.

So, how do we get to the VSCC numbers? I know we’ve talked about this in the past, but it’s always good to kind of walk through it again.

So, if you’re going to go to into the VSCC, you’re going to go to Finance and you’re going to click on Budget Distribution and you’re going to click on the Status of Allowance Create Reports Daily.

Then from here, you’re going to check off summary level which is station. The finest breakout is station and then you’re going to find your site. You’re going to select the 9016181 appropriation.

In this case, we’re also selecting R1 reimbursables and X2 which is a non-product reimbursable control points. It’s going to come up and it’s going to show you budget fiscal year, your station, your budget fiscal year, the end fiscal year. So, this is ’22-’23 money.

So, this is now considered prior money this year. It’s going to show you 016181 which is the appropriation and then of course it’s going to have all these little program codes. To expand that you’re going to hit on the little plus sign and when they get to the plus sign, it’s actually going to expand out and show you all the ECC codes.

The cool thing about this is you can export it to an Excel or to a CSV file. I like to export it personally to the CSV file because it’s a lot easier to manipulate XL. When it goes into XL, it’s got a lot of merges and so forth.

So, either way you’ll at least get the information out to something that you can manipulate. So, this is what it looks like. We’ve expanded it out for Program 81 and it’s going to show you—as we showed earlier—the budget amounts, the obligations, etc.

So, this is really and truly where you stand as of today without anymore committed’s or anything like that—or any predicted expenditures. So, I’m going to turn this over to Kari to talk about the budget SOA.

Kari: Thank you, Tony. So, ideally you should be receiving your status files from your budget office. It’s an easier report to read. It gives you a little bit more data. If you can work that out with your budget office to receive it, that is ideal.

So, an example. You can see the difference here. We’re just looking at the full year. There’s the corner breakdown, but we still have the FMS budget column, your obligated, your unobligated, and then here’s the difference—the If Cap pending.

If Cap pending on those orders that are committed, but have not yet been obligated. You need to factor in when you’re looking at your overall balance because you have committed those funds.

So, your FMS unobligated isn’t really true that you’re unobligated because you know that you’re going to have these other transactions coming in when you’re trying to balance.

On this example as well, you can see that the fund control point is on the far left side. So, it’s easier to read versus just seeing what your FCC codes are and matching those to your fund control points. Go to the next slide, Tony.

So, what are other tools that are available to you? A lot of these you have talked about in the past and some of them will go into more detail on the following slides.

But first of all, you have racked (SP). Racked allows you to look at the funds that have been sent back ORD to the station and they can be broken down by PI program in your date range.

The running balance in IFCAP is a reall useful tool and it works like a checkbook. It’s going to be broken down into two sections.

The first section I’ll show you later has the Vista or the IFCAP side of the house and the second section shows the FMS. It gives you your final committed, but not obligated balances that we’ll go through.

So, it’s a very useful tool. So, get used to looking at your running balance and then understanding what it means.

The F20 Daily Activity Report we’ve talked about in the past. It’s a tool from the VSCC and it provides you that your FMS daily transactions.

As Tony mentioned earlier, you can also put in the date range you’re looking for. So, if you’ve been out on vacation and haven’t balanced your accounts for a week or two, you can pull the data specific to that to see what may have hit or the reason why you’re not penaltying your thought control points.

There are also purchase pair (SP) reports in IFCAP. I’ll tell you what transactions have not been reconciled. So, these are your open orders that are committed, but not obligated.

So, they’re sitting on that pending side. But you need to get the detailed reports on what purchase card orders are open, so you can work with those purchasing agents to close those out.

That’s particularly important this time of year when we’re trying to close out our prior dollars. Next slide.

So, here’s the example from RAFT (SP). You go to Budget Reports and then it shows all the different kinds of budget reports on the left panel that you can pull.

Once you open up the report, there’s an option to expartee their Excel or PDF depending on how you want to read it. We went through this in a lot more detail in November. So, if you want to go back and review the November training session, it really gets into the details of RAFT.

So, here’s the running balance that we talked about in IFCAP. Whatever key code you use, I use UPcare and CP and I get to a selection that has the running balance options. All of us are kind of a little different in how we get to these tools.

So, figure out how you can access the running balance. Make sure you have this in view. Here I selected the fiscal year 2023, the first quarter and the first year of the allegation because this is ’23-’24 money.

You hit enter when you get down to the device and then next page. We’ll go ahead and go to the next slide.

Participant: Well, hang on, Kari. One more thing on—

Kari: Oh!

Participant: --if you look at “Select Control Point”, 63, etc.? If you look at the right-hand side, there’s the correlation to—

Kari: Oh.

Participant: Yeah.

Kari: The ECC code, yeah.

Participant; The ECC code, yeah.

Kari: So, there’s a quick way to find your ECC codes if you’re not familiar with what those are. It will provide you if you look up your fund control point in IFCAP and you’ll need that if you’re pulling the report from the FCC.

When I pull a report from VSCC I make that step and I support it onto the FCC. I’ll make a separate column and put the control numbers in there just so I have it easier to look at.

So, here’s the first section of your running balance. You can see we started purchasing on October seventh here in Iowa City and all the orders that we have put in so far for this year as you go down to the page.

So, if you kept hitting “Enter”, it’ll go through anything that’s hit Vista. So, this is the Vista IFCAP side of the house. Here some of these reconcile. Others are open.

The symbols we’ll get to in a couple more slides of what those mean. But they’re important to know what orders have been reconciled and what orders need to be closed. This is a useful tool to find that information out.

So, the next section as you hit “Enter” through your running balance is the FMS section. So, this is transmitting the information from FMS back to Vista and it’s located on the second section of the bottom of your Running Balance Report.

So, here’s where I always try to get to. It’s a very, very important report. This is the final section of the running balance. It gives you three different things here.

One, your actual control point balance. So, this is the amount unobligated. We made it in the fund control point and includes your pending transactions.

So, you can see right now I have a negative balance for second quarter because we put in some large contracts and we may have to see how our continued resolution goes here in Iowa City prior to us obligating that because clearly I don’t have the funds for that right now.

The actual fiscal balance? This number should match the SLA. It should match the unobligated amount on the SLA if your Fiscal’s balancing to IFCAP. That’s what they call your actual. That’s the FMS side.

The final one is your total committed non-obligated. So, your runni8ng balance report is going to tell you what open orders you have that you have committed to that have not hit the FMS side—the obligated side—of the house.

You need these numbers when you try to go to balance, so that you know what is pending out there. The next page I think is, go ahead and go to next slide.

So, it also gives you these codes which I found very useful. So, as you’re flipping through that first page, if you go back to the previous slide you would see that there is an app next to one of our purchase card orders and that means that that’s an open order. That’s an order right there in the middle of the page.

You can see that there’s something still open. It’s showing reconciled, but it’s also showing that there’s a piece of it that must not have been completely finalized.

I can pull up that PO number, and determine which purchasing agent is assigned to it, and find out what’s going on, and can we get that reconciled. This is really important if you’re looking at prior year funds because you’re trying to close those out right now.

If I would’ve gone back up and put in a prior fund control point for this quarter, it’ll tell me all of the open orders that I have remaining with prior year funds. I need to work with the purchasing agent to get those closed out.

(Coughing)

Excuse me. Next slide.

So, here’s the F20 report in the VSSC which we discussed allows you to view obligations on a daily basis. It allows you to put in the date range you’re looking for.

So, if something happened the last few days, you can go ahead and just put in that timeframe. It’ll show you everything that’s hit FMS for your fund control points.

When you get to the VSSC, you’ll select FMS Expenditures, obligations at TWE and MCCF at Selection. It’ll pull up this list and at 20 daily activity count code is what you’re looking for.

Here’s a slide we’ve presented in the past that shows you what that daily report will look like. So, this we just did a day day range May 13th-to-May 14th for the 016181 Fund.

You can see that this is a useful tool for the pay periods here. When you download to get the page report, sometimes you might be off a little bit in your balancing. One of the reasons might be a prior year tense action. A piece of that—sorry—might have been from prior year and hit that cost control point.

The F20? Well, I’ll show you that. You can see the green one that’s highlighted here was from a 2021 fund control point. We know that a piece of that salary that downloaded was actually a prior year.

It’ll also show you any rejects. So, if somebody was entered incorrectly—their cost center was wrong and their rejecting to you, it’ll show up a couple of days later and that’ll show up on the F’20. So, you can look for those rejects and that’s shown there in blue.

Okay, net slide please?

Tony: Kari, the other thing to look at is you’ll see also in the Ceiling Adjustment Columns—

Kari: Yes.

Tony: --it also shows you that there’s a ceiling adjustment that brought down the ceiling from one-to-one by $205,000 and so forth.

So, it’s a good way of seeing where your ceiling transactions are heading if they hit correctly and the way you asked them to hit.

Kari: Yep. All right, there’s some inhabiting. You can go over there and look too. Maybe your fiscal moved the ceilings around. It’ll show you what was done, so you can be aware of what’s going on with your fund control points.

So, there’s also an open purchase card menu. So, if you’re a pairing (SP) official in FCAP, you can pull open orders by your purchase card holders. What this allows you to know is the amount that’s committed, but not obligated organized by your purchase card holders. You can pull that report and work with each one of them to determine how you can close out those orders.

As I mentioned earlier, it’s particularly important when you’re closing out your prior year because you want to be pulling all those FY’22 purchase orders and getting those closed out.

If you’re finding out that you have purchase orders that are open from last year and the orders are not going to be delivered anytime soon, you really need to be closing those out and creating new purchase orders with ’23-’24 funds.

This is really important as you get closer to the January sweep because you really can’t finalize your cost transfers until you’re committed column is empty because right now you’re factoring in those orders and looking at the pending. There might be an adjustment to that purchase order.

So, it’s really hard to finalize and do your final cost transfers until that’s done.

In addition, ORD cannot see what you have in pending. They’re seeing the SSC side of the SLA, so they do not have your IFCAP Pending column.

So, if you have items pending come January, those funds will be swept and you will no longer have the funds for those committed transactions. So, you really need to be working now to get those closed out. Next slide please.

Here’s an example that Harmony (SP) was talking about. You look at Approving Official Menu and go to Reconcile Orders. There’s an unreconciled purchase card transaction item.

If you pull that in and enter it beginning and end date, the next report will show you the status of each unreconciled purchase card order. There may be different ways in Vista for you to obtain this information to put on the menus that you have.

But you should look for a report that itemizes it by purchase card. If you don’t have it, you can go back and do the running balance. It will still show you those open orders they have in that at sign (SP) that you can look for and then you can look it up by the purchase order number to pin that to determine the agent that those are assigned to. Next slide.

So, I’ll just talk about balancing. Another Jason slide here. “So, where are we?” “Do we have enough money?” “Why is fiscal saying no?” “What’s going on?” “How do you know what you have available throughout the year for funds?”

So, first of all balancing ceilings. So, you’ve already talked about the FMS budget side of the SLA. This is also known as your ceiling and it represents the amount of funds you have received for the year.

It is important to balance your ceilings as these come in throughout the year. So, as we go through this continued resolution and you’re getting those TDAs, you need to be tracking these somehow, so that you know what you’ve received in and ensuring that you’re balancing to the FMS budget column.

So, if you’re using winter (SP) MS, or you’re using Excel, there should be some tool that you’re using to track your budget. Each time that you ask Fiscal to place a TDA into a fund control point, you should be checking back the SLA the next day, and make sure that it balances, and that it balances with your tracking tool.

Now for me, I use Winter MS and I put the entire ITA in Winter MS. All my statements for the whole year that we know about are in Winter MS on Day One.

So, I can’t use Winter MS to balance my ceiling. So, I have an Excel tracking tool. We’ve shared this in the past where I track my ITAs and the TDAs as they come in.

So, I can still ensure that I know the funds that have been sent to me and that I have placed them into fund control points and that I have balanced them to the SLA.

So, balancing your ceilings, the following all have the same amount for the fund control point. The funds in the FMS budget column—the SLA—the TDE amount that you have received requested at fiscal place in that fund control point and then that fund that you have allocated in your tracking database.

So, there’s three ways that you need to be tracking this to make sure that everything is being done correctly with those funds as they come in. You should also periodically be balancing your ceilings to ensure that no changes have been made that you’re aware of.

So, if all of a sudden you see maybe a ceiling occurred, you can reach out to fiscal and inquire about that. Next slide please.

So, we already talked a little bit about ceiling moves. But you can request a ceiling move if you have a deficit in the fund control point, but not in the overall program.

So, for example, if you have a deficit in a salary fund control point, but you have a surplus and an all other fund control point within the same program. They have to be in the same program.

You can ask fiscal to move ceilings from the “all other” to the salary fund control point to correct the deficit. This is really a good idea to do because it makes the SLA so much easier to read and it has that pretty effect that we talked about from here.

So, instead of seeing a deficit, and a surplus, and trying to throw out what you have left in the fund control point, if you can zero out some of those and make sure that you’ve corrected those deficits, it does makes the SLA easier to read and it just mainly looks better.

So, after the ceiling move as requested by Fiscal, you should then balance your ceilings. Make sure the SLA reflects the request that you did and make sure that you’ve updated your tracking method to reflect that ceiling move. So, then you can stay balanced to the SLA.

So, tracking salaries. You can get your salary data. It comes from the Paid Report and you can update it in two ways. One—download into Winter MS or two—your Fiscal sends you the paid report.

Regardless of how you obtain the data, you need to balance your salary expenditures to the SLA obligation column. If you utilized Winter MS, it’s doing the salary projection for you. So, you can’t balance your salary expenditures throughout the year. You have to create a separate Excel sheet.

Best tracking your salary expenditures as they occur in order to ensure that you stay balanced in the SLA throughout the year. The next slide shows an example of that.

So, this is a simple tool we used in Iowa City. Winter MS provides us with some for each salary fund control point as it downloads each pay period. WE pull that report and we just enter the bottom line number for that pay period into this spreadsheet.

(Background chatter)

Excuse me. If you use a different method to track your salary, you’re given the Page Report, you need a total of all the individuals in that fund control point and enter that information into here.

As you can see here--Pay Period 20—I entered the dollar amount from the report that I pulled from Winter MS and it’s the total. So, it doesn’t decipher being prior year and current year.

So, in order to balance, I need to know what the pay period split is. How much of that should’ve been charged to prior year?

To get that information, it goes back to that earlier slide when we topped off the FM Daily Report. I pull up that pay period—that date range—on the F20 and it tells me how much of that pay period was charged to current year versus prior year.

I answer that—let’s see—the second line there. The dollar amount that was charged per year is entered here, so that I can continue to stay balanced to my salary control points.

We also have trans benefits and I was to do their charts ‘salary functional points. So, I just do those charges in as well.

If I have throughout requested cost transfers, both will go in this spreadsheet. If there is a TSP adjustment, that will go into here. So, anything that’s hitting your Fund Control Budget should be tracked here throughout the year.

So, that bottom line is with your SLA expenditures. Next slide.

Here’s an example of our Fund Control Point for all three for salaries. My spreadsheet shows that I have $180,131.39 in expenditures so far this year.

I pull up the SLA and I look at the FMS Obligated column and that dollar amount should match which it does here. So, if you don’t balance, what do you do?

You can check the Page Report in Daily F20s to see if you can determine what might have happened. Was there a transaction that you weren’t aware of? Did something hit prior year? I might end up in a TSP adjustment, a Fiscal adjustment. Try to do that due diligence of researching what could be possibly causing that to be unbalanced.

These are some different suggestions of things that I look for such as the TSP transactions. Like I said, the Trans Benefit the prior year and at fiscal. If you can only go straight out to fiscal, see if they can help you. They might see something that you can’t see and can tell you what that is.

So, a final section here’s a head check and all other expenditures. The like salary expenditures, whatever tool you use to estimate your budget needs to be rolled up to the fund control point level.

So, a lot of you might be balancing at the project level. But you also need to be balancing at the fund control point level. So, you can balance your status of allowance.

The first step as they turn the totem on expenditures for that fund control point and whatever database you’re using, so if you’re using Winter MS or Excel, whatever you’re using to enter your expenditures, you need to turn the total amount by that fund control point.

This is most likely going to include all your obligated and your committed pending orders. Winter MS does not decipher between whether or not it’s obligated or committed and unless you’re doing that on your Excel, you’re probably not tracking it there either.

So, that’s going to be a total overall amount of expenditures. So, the second step is to pull the FMS obligated amount from the SLA which tells you all the items that have been obligated and then determine what you have committed or pending the total for IFCAP.

So, last year Fiscal provides you with the IFCAP pending on FLA, you will need to return the amount back to balance. So, you can do this by looking for the pending amount used in the tools earlier described in Section Two such as the running balance or your open orders menu to determine what you have pending.

So, here’s the amounts for Step One and Two should match my expenditures from Winter MS for all other fundings at .663 are circled here at almost 1.5 million. The next slide I go to the SLA.

So, if you look at our SLA, we only have $285,000 obligated. That means we have a lot pending.

So, if I take the first quarter pending and this second quarter pending, and add that to the obligated amount, you can see that I have that same total that I have in Winter MS. I know now that I have balanced.

So, again, what to do if you don’t balance? You can use the tools such as the Running Balance Report—the F20 Report.

Talk to your purchase card holders. They may have done an adjustment to a purchase card order that for some reason you weren’t either aware of when you were looking at your Excel sheet or Winter MS did not download that adjustment. They may recognize that dollar amount you’re off and say, “Oh, I adjusted a P.O. yesterday. That’s what this is.”

If you can’t find the discrepancy, you can also reach out to your Fiscal office for assistance. They may be able to determine it for you.

Now I’ll turn it back to Tony for the summary.

Tony: Thank you, Kari. That was pretty in-depth. I appreciate it. Again, understanding the SOS is critical to budget management. We know that the SLA is a big picture type of thing. But everything should roll-up into that SLA and understanding your ceilings, your obligations and your balances are really critical to making sure you manage your budget correctly.

Keeping up with the SLA takes a bit of work. I understand that. But it also allows you to see drastic changes, missing funds and most importantly where you stand overall by program and by appropriation.

So, we’ve focused on 016181, but also you can look at 0161R1, 0161X2, as well as some of the settling money that you have out there.

You have to make sure that you separate current year from prior year, so you can clean up the prior year. As Kari mentioned, there’s a lot of things that happened especially when you crossover the fiscal year that hits back to prior year reconciliations, some payroll adjustments, things along those lines.

So, it’s really critical you stay up with this, so you can separate out the current year and the prior year, so we can get rid of all the prior year money by mid-January.

So, I think at this point we’re going to turn it over for questions. Parker, I’m going to stop sharing and let you take over. There’s some useful resources as well at the end of the slides.

Parker: All right, and I don’t think we have any yet. So, we’ll just give folks a minute or two to—

Tony: Can you all see my screen there?

Parker: Yes.

Tony: Great, and we’ll just remind folks if they have any questions to upload and we’ll get them out for—

Parker: If you have any questions about any previous exchange or anything this is a good time.

Tony: Okay, and I’m not going to put this one up. But I’m seeing the first question is, “Are there any PowerPoint slides for this training?”

The slides that the presenters just went over were sent out via email and if you didn’t receive them for whatever reason—possibly you just registered late—they’ll be available in the ORPP in the archive by the end of the week along with this recording.

Parker: We’re working as part of the Finance Initiative to well, a couple. I’ll tell you about a bunch of them eventually. But we’re working to create this centralized learning for you that we’re working to crate all of these trainings in one spot. So, it might be helpful.

Some of the items we’re working on the financial initiative this year are—can you hear me okay first of all?

Tony: Yeah. Yep.

Parker: So, we’re working on the structure for the realignment of the oversite and structure for the new actively amended and fully open (SP) services. The other thing we’re working is to develop and address some of the issues in the field such as class expense and other things. But look at those.

So, we’re looking at that and then we’re also looking at how we’d allocate funding at headquarters at the Institution of Learning. We’re looking at that and then we’re looking to also continue through mitigation that these trainings are actually a big priority of leadership now.

We’re getting a lot of good feedback from these trainings. Thank you, and it’s being recommended for us. So, thank you for participating in these trainings.

So, we’ll be doing a survey probably in a month or two of what we did during the summer to see what kind of training you’re looking for, for the one-hour formula.

So, if you have anything in the meaning please let us know. But every training we’ve done with STAR (SP) has been from that survey. So, these trainings were all in response to where we were busted.

The other thing I forgot to mention was all about the appropriations law training. So, if you’re interested please email Maria \_\_\_\_\_[00:41:50] in Training.

We only have 20 spots for this first training, but we really want to see how it’s going to go. So, I think some members are already financed and are also going to join to see how it goes.

So, I’ve been taken in by these concepts before. Its’ a pretty standard format. There’s instruction.

The Appropriations Law instructors are very, very knowledgeable. I actually took it yesterday and the day before because I needed my CPs.

So, it’s a really great class and then there’s a test we had to take. So, if anybody needs credit for any of their certifications, CPAs, etc. CPEs are core in town. I think it’s a good 16 credits and the added benefit is that we’re going to pay for it by our funding here. So, there’ll be no cost to your facility. So, hopefully that will entice folks.

It's going to be from probably 10-to-six because I don’t think the class posters want it to start at six a.m. I think the group we’re targeting that’s not a priority and we’re working to finalize the times.

So, we’re going to create the list and then we’re going to work with our manager concepts—POC. She’s working on getting some dates for us now—to finalize dates—and then we’ll get with you all so you know and tell you the dates you want.

What we’re going to do is waive 1SF182 for everyone on the list. If you need it, we can provide it to you, so you have it.

So, yeah. While I was rambling, were there any other questions?

Jason: Not yet. Yes, sir. You guys were too thorough.

Parker: Yeah, too thorough.

Participant: So, Jason, let me also add that next week we’re planning as part of this initiative a section on contracting that’s going to be from right around RPO East Seth Custer and his team.

We encourage you guys to attend to learn some of the ins, and outs, and how to address some of the contracting issues that they see from their perspective to get better packages in. So, that’ll be I think on the 15th of December.

Jason: So, let me talk about that. First, let me see if there are any questions. So, I know you haven’t received the guidance from us yet. Just know that it’s not something we forgot about.

Unfortunately, it’s our organization—BHA Finance—and OGC. Everybody’s very diligent about it. But unfortunately, we’ve had many iterations of it.

But basically, just so you can have comments of what would be helpful to come out and I’m not providing guidance here because the guidance will be written.

But we’re hoping that we’ll provide authority to obligate IAs from 2017 and beyond that were non-startable. So, it’s very important when you’re working your new IAs to make that important determination if they’re separable and non-separable. That’s something you’ll learn in Appropriations about.

But I really wouldn’t think that any of the work that we do—if it’s research-related IA—would be severable. So, severable would be simple activity.

For example, if we’re procuring services to cut lawn at the VA, that’s severable because you can have two periods and it doesn’t really matter who cuts the lawn, right?

But if we start a research study, and we get it started, the results—the product—is not on its own completion. So, that would be non-severable.

So, when you’re working in that case, be very careful. If anybody’s telling you “unseverable”, I’d rather it be questioned now.

So, I can continue to ramble. John, do you have anything else to add?

John: (Long pause)

Jason: I think we’re good then. Do you have anything Tony or Kari?

Kari: I don’t have anything else.

Jason: All right, thank you.

(Long pause)

Tony: All right, let’s give back some time. So, take care, everybody.

Participant: Sounds good, thanks. Thank you, everyone for joining us and thank you, panelists for the presentation.

This is a reminder, folks. If you just take a minute or two to fill out that post-webinar survey, we greatly appreciate it and we’ll get that feedback to our presenters.

So, thank you very much for joining us and have a great afternoon.

Participant: Thank you.

(Music)