Kate: Good afternoon, everyone. Please give us one moment to share our screen and we’ll start at 2:00.   
  
And good afternoon, everyone. Hello, and welcome to today’s ORPP&E webinar titled, “Managing and Navigating WinRMS.” This is Session 4; this is the final session in a four-part series.   
  
I’m Kate and I’ll be your administrator today. I’d like to go over a few reminders and housekeeping items.  
  
First, today’s session is presented in lecture-only mode; therefore, the audience is muted. This presentation is being recorded.   
  
Handouts were sent out in advance to everyone that registered. For those that did not receive the handouts, they can be accessed on the SharePoint link that’s located in the Q&A box.  
  
Questions will be addressed at the end of the webinar during the question-and-answer portion. When submitting questions, please send them to “All panelists.” Please do not use the Chat feature to submit questions.   
  
The WebEx Events platform does not automatically share your question with other attendees. However, we will share questions with the entire audience by replying to each submission with the phrase, “Thank you for your question.”   
  
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To return to the normal view, simply double-click on the middle of your WebEx Event screen. Once you exit the webinar, a quick survey will pop up in the browser window.   
  
We would appreciate your feedback on today’s presentation to improve future webinars. If you have difficulties running the webinar, some people have had more success using Google Chrome instead of Internet Explorer.  
  
Also, if you experience connectivity issues, our live webinars can be accessed using the call-in number that’s provided on the slides and in the registration confirmation email.  
  
With that, I’ll pass it along to Tony Laracuente, Director of Field Operations.

Tony Laracuente: Thank you, Kate. And thank you, Brandon, for all your work on this. We really appreciate you helping us get these things set up and moving forward.  
  
So, today, we’re going to talk about setting up accounts, expense transfers, and how to split account transactions; specifically, with expense transfers and within the expense transfer module. Today, we’ll have Kari Points and Erin Olson present, as well, and we will be going through this.  
  
So, today’s the final session. We will have a session sometime in late August/early September to go over closing the year and setting up the new year.   
  
Again, I want to thank Kari, Tabitha, Jamece, Travis, and Erin for all their help in getting these presentations put together and for actually presenting.   
  
Again, we want to talk about the disclaimers. These ideas are what we use or we find to make RMS useful. There are other ways to manage so, please let us know if you do it in a different way. There are no hurt feelings on that.   
  
There are many ways to attack WinRMS so, these presentations are based on just us and our experience.   
  
Don’t hesitate to contact any of us to help out with RMS. Kari and I are both on the phone several times a day talking to people about WinRMS. You can also contact Kashif Iqbal to get it installed or to get the upgrades as needed.  
  
It will take a few months to get WinRMS going at a station. That means that there are some underlaws as to each station so, we definitely want you to consider that as you figure out your timing for FY22 if you want WinRMS installed.  
  
It takes daily management to make this work. We spent a lot of time going through things early morning, as has Kari, as she’s mentioned before. And but it does work.  
  
And you’ve got to utilize tools such as VSSC and IFCAP or VISTA to reconcile and to manage.  
  
So, today’s rules of engagement; we’re going to talk about setting up accounts. It’s critical to managing the program. Accounts are basically tied to investigators. I am going to show you some of the upcoming updates that will be happening within WinRMS with the account module.   
  
We’re going to talk a little bit about IPAs - a little bit more about IPAs. Erin’s going to go into some of the processes that she’s been using.   
  
And whatever you do, just make sure that you balance to the obligation. That’s the key point; balancing to that obligation.  
  
Then, cores; we’re going to talk about cores and per diems and how they’re similar approaches. And so, really, if you can do one, you can do the other.  
  
And then, one final note is that expense transfers are not like expense transfers in fiscal. The expense transfers stays within the fund-control point initiated whereas in fiscal, it’s usually transferred from one control point - transferring the expense from one control point to the other.  
  
So, some general rules. In the old days, some general rules for setting up accounts; in the old days, it was common to use the cost center last number to set up the accounts. So, for example, 8103 would be in a 3 series; 8124 would be in the 2400 series; and the 8134 would be in the 3400 series of account numbers. And this is a way to really track it so you can really tie it back into the type of program. So, you really want to try to split up your accounts by program.  
  
Multiple accounts can be used to support one program. However, try not to use one account to support multiple projects.  
  
And with the advent of service IDs and expense reporting, you may want to consider setting up new accounts for new service IDs. In the past, I used to just roll over the merit review with the investigator. But this service ID reporting has really made us rethink how we’re going to do that.  
  
So, how to set up an account. It’s pretty straightforward. You go to Add, Add Account, Add New Account, and then, you’re going to put in the account number. And the example that I’ve given you; this is an account number 303. If you look at the right-hand side, you have 103 is the medical research merit review and therefore, we start the number with 3. We used the PI name and we try to use the service ID right now.   
  
And then, when the project terminates or when a pink sheet termination end date is. And so, the reason for that is so I know if something’s going to be going into the middle of the year or if it’s going to go a full year, the project.   
  
You’re now required to put in a responsible person. Usually, we put in the PI or their coordinator or the person who manages their budget. And then, the email address. Now, this was a change a few years back. The email address is there so you can actually email the accounts. It has to be within the VA, though. You cannot use it - you can put an email address that’s university or non-VA but it will not email out to that person.  
  
So, here’s an example of an account that we set up for a Rehab R&D investigator. Account is 2419, cost center is 125, so, therefore; the 24. This is Dr. Machelle Pardue and you’ll see the service ID number and so forth.   
  
So, one update that’s going to happen hopefully in the next few months is that they’re going to put in a service ID within the account setup screen. And so, you’ll have Project Funding End Date and you’ll have the Service ID so, you don’t have to actually type it into the account name.   
  
And this is good because what they’re going to do is correlate the service IDs. So, if you have multiple accounts with one service ID, it’ll roll out the numbers for you in the reporting system.   
  
So, this was an enhancement that was talked about with RDCC and they’re working on the programming right now. So, this will be hopefully something that will be beneficial to all of us.  
  
Let’s talk about the emailing accounts real quick. So, email function is under the Accounts. You can select Accounts - an account to email or you can select All. You’re going to look at the account, you’re going to check the box on the left, and you’re going to mail the report. Again, we’re using Dr. Pardue as an example.  
  
You’re going to get this screen and, of course, it’s going to show which account it’s going to email to. You can actually either email the message or you can actually customize the message to say, “Dr. Pardue, [sound out] please find your account status. Note that you’re in deficit,” or whatever you want to say. But normally, this is a good way of communicating.  
  
When you do it in bulk, you could actually select all the accounts and you can actually write an email to everybody saying, “Hey, guys, you’re underspent. You need to spend money or you have part of your money. Make sure you \_\_\_\_\_ [00:13:20] your money.” Or, you know, any kind of message you want to send to the whole group. And you can just click that and send and mail the report.   
  
It’s actually a nifty little feature; we use it all the time. We do tell our investigators that they have to be within the VA system because of the - not so much the sensitive nature of the email but the sensitive nature of the email.  
  
So, with that, I’m going to turn it over to Erin, who’s going to talk about IPAs.

Erin Olson: Thank you, Tony. So, with the IPA Purchase Orders, as we know from our previous training sessions, you can manage your research dollars several different ways; it’ll vary by station. But just keep in mind that you can establish IPA Purchase Orders spanning fiscal years; they just cannot exceed twelve months. And you can also establish IPA Purchase Orders by program and affiliate. So, like we’ve talked about, you can do one-to-one or you can do many-to-one. Like Tony says, any way you slice it, though - tomato, tomahto, whatever way you do it - you do still have to balance the obligation and using RMS can help with that.   
  
So, I’m going to step through an example where I have a CSRD obligation and the period of performance. I just recently switched - I want to say this is my second fiscal year doing this - moving from an October 1 to a September 30 1358 period of performance to starting in, going into Q4, and then, spanning a fiscal year, and then, capturing through June 30. So, Quarter 1, 2, and 3 of the following fiscal year.   
  
So, using Budget Fiscal Year 21/22 - so, this is the current year appropriation - the transaction establishing the purchase order is obligating in Q3 of this fiscal year, 2021, July 1st. So, fiscal is going to obligate it on July 1st.  
  
When that VISTA/RMS download hits in July, because this is a many-to-one 1358 IPA Purchase Order, I will need to edit the downloaded purchase transaction to ensure that I am capturing the appropriate costs for each account. Tony, you can go ahead - next slide.  
  
So, again, you’re going to want to utilize whatever makes sense for you at your station, whatever your fiscal will permit you to do, whatever makes sense.   
  
Depending on your duties - if you’re an AO on this call or you’re a budget analyst - you may be also tracking, in addition to the 1358 purchases and POs, all the modifications and extensions, terminations, all the invoicing in IPPS - like me, that’s my role. So, it’s fairly simple that when it’s time to generate the next 1358 Purchase Order, I have that Excel workbook. I just start a new sheet in the workbook and here is a screen grab of the format that I use to calculate the amounts and the distribution on that many-to-one PO.  
  
So, again, this is a CSRD Purchase Order with just one affiliate. We have three but this is just the one. And so, I track it by PI, by the ITA. I have the monthly cost. On occasion, the monthly cost would be variable. And so, if that monthly cost - like for example, if the effort changes from one month to the other and it isn’t stable throughout this period, I would calculate what it is going to cost on this PO in FY21 and in FY22 and put the distributions there. Otherwise, I just have the formula that I use.  
  
And then, just to help out, I’m always trying to think of ways that current Erin can help future Erin. Even though I don’t need it to generate this purchase order, I will put what that remainder of that cost would be just so I can be mindful of that when I’m working with the PI. Next slide?   
  
So, once you’ve calculated this and you’ve entered it into this and it’s hit and you do your download; you’re going to go into RMS. More than likely, the transaction is going to go in that Alert section that we spent time talking about yesterday and you’re going to want to edit that transaction.  
  
If the transaction didn’t download, for whatever reason, you can create your own transaction. You can manually enter it but just watch to make sure it’s not duplicated. Next slide?  
  
Okay. So, once you find the purchase - probably in your Alerts - you can manually enter the account’s charge-to information on the Purchase Transaction screen. So, you’re going to go into this screen. You can see the bar across the middle. Change Purchase is an option to click. Once you click on Change Purchase, then, this pops up where the account maintenance is available to you and you’re good to go to start entering. So, next slide?  
  
Alright. So, you’ve already calculated the total amount needed for the purchase order for the period of performance because that’s what you - you did that when you entered it into VISTA and then, it was obligated. But this is where you do the distribution. This is where you cost the total of that big 1358 into the individual accounts.  
  
So, in this example, again, I’m entering the single purchase order for all of the CSRD project IPAs at that affiliate. And so, the appeal of this approach for me is to have one purchase order instead of - you know, this is encompassing probably - you know, before it’s all said and done - ten to twelve IPAs. So, I’m reporting one time on that UDO sheet every month. It’s one PO for tracking and reconciling in VISTA and IPPS and it gives the flexibility for the IPAs that start and end during the PO period because it’s obligated for the affiliate and for the program. Next slide?  
  
Okay. RMS won’t allow the purchase distribution. So, when you’re editing that purchase document, it won’t allow you to save it unless your entries add up to that total amount with current order total and all of the fields pertaining to the purchase transaction are entered.  
  
So, again, when you go down to that bar, you will click on Change the Purchase when you go to enter these. And then, the Account Maintenance field pops up with a dropdown number, or it’ll have an entry number. And then, that’s where you’ll have each account that you can select from. And then, you enter the account number and then, the account costs and you click Add Entry to move to the next entry. And then, when you’re done, you click Exit.   
  
And then, once you have them all entered, you just click Save Changes and then, voila, you are good to go.   
  
Now, one thing that I do is when I know, for example - so, I have a PI that’s in just in time right now and he’s more than likely going to start in either July or maybe August 1. But in either way, either case, it’s going to be during this period of performance. So, I’ll just go ahead and I’ll enter the account number and I’ll just put a zero there. And that way, it’s going to show up on that account status when I run a report.  
  
You will increase and decrease to this order throughout the fiscal year. You will enter that in VISTA and then, it will roll over and it’ll show up in your downloads. And then, any time you need to make a change to this order, this is the process that you will follow for distributing out those increases or decreases appropriately to the correct accounts. Next slide?  
   
So, now, I’m going to take a look at the second fiscal year of the IP purchase transaction and distribution. So, you’ll remember I’m going to have distributions on the downloads, as well, for the POs that are in progress. So, in fiscal year 20, I obligated an IP Purchase Order at our affiliate for the timeframe spanning July 1, 2020, to June 30, 2021. So, once you get to the beginning of fiscal year 2021 - so, back in October - I’ve got to track three more quarters of this purchase in RMS.   
  
So, you have to make sure that you are accounting for the costs in the right fiscal year. So, July, August, and September were included in fiscal year ’20 and now, we’re in fiscal year ’21. So, one of the ways, again, you can utilize a spreadsheet that helps you capture and populate those cost distributions. So, it shows the Q1 to Q3 PO distribution, what was already charged in that previous fiscal year, and then, what the remainder is. Go ahead and go to the next slide?  
  
There we go, there we go, okay. Another helpful tool that I use all the time; I do track all of our invoices in a spreadsheet but I also utilize IPPS to help to work on making sure that those obligations are reconciled. So, it’s super wonderful to be able to just run a report on the purchase order. And to do that, you select Station Inquiry System, Invoice Status, PO Number. And then, if you want to know, for example, what you paid out in that previous fiscal year, you know, what has hit during the first segment of that 1358 PO; you just enter your dates - I mean, any range of dates - to find what actually was invoiced. And this information will help you follow up with your affiliates for invoicing. I know sometimes they can get behind and you need to stay on top of it so that there isn’t a mad rush at the end of the 1358 period. And also, it helps decide what to include in that initial distribution. Next slide?  
  
And finally, this is what it looks like when you run your report. I use the detailed status reports just to have a quick peek. So, click on Accounts; so, this is one of my CSRD PIs. Clicked Detailed Status and you can see both of the IPA purchase orders reflecting on his account for what has been distributed in those many-to-one IPA purchase orders and then, what he has left.   
  
And that covers how I handle them at our stations.

Tony Laracuente: So, thanks, Erin. So, one thing to note is that if you’re crossing fiscal years and you need to increase the obligation, you’ve got to make sure you use the same fiscal year obligation that - or obligation - fiscal year appropriation to do the increases or decreases of the obligation.  
  
So, thank you. So, Kari?

Kari Points: Alright. So, I want to talk to you specifically about expense transfers. So, one of the first times that we utilized expense transfers for our animal per diem. So, if you are a site that utilizes animals, your investigator should be charged a per diem for the care of those animals. So, if your animal facility is at the VA or at the affiliate, there’s still going to be a per diem charge that results from the housing of those animals.  
  
To account for these per diem charges, you’ll want to do an expense transfer. So, if you have housing at the VA, you’ll have an account already set up for an animal facility because you’re receiving funds for that animal facility and there are also going to be transactions that hit against it.   
  
So, you’ll want to do an expense transfer, then, from the animal facility account to the investigator’s account so that they are billing for those animal per diem expenses and those funds are coming back to the animal facility.   
  
In Iowa City, we also house at our affiliate and we have set up a separate account for those transactions and a complete expense transfer. And I’ll go into a little more detail about that in a bit.  
  
So, first of all - the next slide, please. Okay. So, if you’re housing at the VA, you need to - however you get that report for per diem charges and however often - in Iowa City, each week, I get a report from the animal facility that details the usage for each investigator. And then, I calculate out the charges and go in and initiate an expense transfer.   
  
The first time this occurs for the new fiscal year, you’ll want to add a new expense transfer. So, on the Home screen, you go to Add. Select Add New Expense Transfer and you’re going to fill out the information.  
  
A couple key points in filling this out. In the document description, I put, “VA Animal Maintenance,” and I put the date range for this bill. So, each date range - and there are different ways you can do this, it’s just how we do it - is on a weekly basis, I put the week that we’re charging, the total document amount - so, what’s the total bill going to be for all animal usage for that week? Select the fund control point, the account number - you can see it’s 501, which is our account number for the animal care facility.   
  
And then, I break out the expenses to each PI’s account. So, each entry, you’ll need to select the account that - the PI’s account that’s being charged and then, the dollar amount. And that total is going to need to equal the total that you put in the Total Document Amount and the Quarter 1 Amount.  
  
And so, this is your expense transfer once done. You’ll save the changes and those expense transfers will be there.  
  
Now, this is a few - start at the beginning of the year. There is a trick that we utilize so, you don’t have to create a new expense transfer each time. Once you’ve entered that expense transfer, you can actually copy it and reuse it. So, you go to Find - Find Expense Transfer - and find the last one that you did. You’ll click on that expense transfer, open it up, and select Copy this Document.   
  
This is going to copy all those items into a new document. You want to make sure that you edit each line item. So, you’re going to edit the description and put in the new dates for that time period, edit any of the accounts, edit the total document amount for that week. But at least you don’t have to click and add each account each time. I think this is a faster way to do it is just like copy in the transaction.   
  
And the next slide shows where that button is. So, if you go to Find - Find Expense Transfer - click on it, this pops up. You copy this document there in the middle and it’ll just bring it all over to an editable field. And then, you want to make sure you change the document description, the total document amount, and then, the amount being charged at each of those accounts. And it will tell you - again, if you don’t add up the total document amount to what you’ve been adding to the PI account, it will give you an error. So, it’s nice that there’s a check-and-balance there for that.  
  
So, if you have housing at your affiliate like I do, you have to pay for those per diem charges. So, a purchase order is established with your affiliate for animal housing and care. We do it on a yearly basis so, the affiliate’s going to invoice you for the per diem charges through IPPS. In our case, our affiliate invoices us on a monthly basis and they break down in detail the per diem charges for each investigator.   
  
So, once I receive that invoice in IPPS, I need to charge the investigator for their usage.   
  
And so, there are different ways to do this. For us, what I’ve done is we created a chargeback account. And so, this is the account that’s just used strictly for our university per diem charges. The initial contract downloads into that account and then, each month, I do an expense transfer to the investigator’s accounts that utilize it.  
  
The expense transfers are done the same way as the housing at the VA, except it’s to this research chargeback.   
  
So, this gives the example. This is my University of Iowa Animal Chargeback Account. You can see under Non-Salary Expenses that I have the initial contracts that were set up for this animal per diem. And then, each month - you can see the first one’s titled on the top there, “UI Animal Maintenance for January.” And then, each month, I do expense transfer as I get those invoices in until it completes the year.   
  
And so, this account helps me maintain that purchase order and ensures that the investigators are charged with the exact amount and getting invoiced for.  
  
In my example, though, one way to pay attention to it; this is, again, there are multiple ways to do it. I set up these under one fund control point; under Biomedical. That’s where all of my core facility and animal purchase orders are set up under.  
  
However, we do have Rehab investigators that house affiliate, as well. So, in order to make my fund control points balance, I actually request a cost transfer from Fiscal to transfer the costs from Biomedical to Rehab for their per diem charges.   
  
I know there are a lot of sites that you’ll have separate PO numbers for each fund control point. So, if that’s the case, you don’t need to worry about this. I just find it easier for invoicing for the affiliate to have it all under one purchase order number and then, I break it out over on my end, which is the reason why we do that. They don’t know who’s going to be the Biomedical and Rehab investigator and we have quite a bit of users. So, that’s kind of the reason why we do that.  
  
Core Facilities. If you have core facilities either at the VA or the affiliate, you want to set up expense transfers very similar to the animal per diem charges.   
  
We actually do the same thing. We’ve created a chargeback account for each core facility. Or we do one for all so, I have a Research chargeback account for all core facilities. But you could also do one for each core facility or maybe you have an admin account that you’ve tracked these. However you track them, you want to have an account that you utilize for the expense transfers.   
  
So, for core facilities that are located at the VA, you’re just going to do an expense transfer similar to the animal health at the VA that I showed you.  
  
If you have core facilities that are located at the affiliate, then, you’re going to have that contract in place. You’re going to be invoiced for however often in the invoice; in our case, we did those monthly, as well. And you’re going to expense those transfers back from the chargeback account to the PI.  
  
And so, the next slide shows the core facility examples. So, you can see; we have what’s called a “Research Chargeback Account,” the account number assigned as RCB. That’s where all of our contracts go into. So, in this case, it’s the DNA Core Facility at the University of Iowa. We’ve set up that contract and then, as I get the monthly invoices, I do an expense transfer.  
  
So, the next slide shows an example of that expense transfer. So, you can see there are a lot of investigators that are using \_\_\_\_\_ [00:33:53]. One thing to point out here - so, this is for the month of March - you’ll see I have almost all of our investigator names listed in the entry description. That’s one thing I should mention; when you do the expense transfers, you can write into that entry description whatever you like. For us, we actually just write the PI name since the account - there are so many in the account numbers, we don’t always know what those account numbers are. And so, that’s just kind of one of our little tricks so I can quickly look at this and see what their usage is.  
  
You’ll see that some of them have a zero-dollar. That’s because I used that Copy this Document feature. So, not all months are going to utilize those core facilities but if they do, I can quickly just click on that line item, change the dollar amount, and hit Save Changes. And so, pretty much any investigator that’s ever utilized the core is listed here. And then, when I get that invoice, I can quickly enter the new numbers, change the document description and the total document amount, and hit Save Changes. So, this is one example where that Copy this Document becomes really helpful.   
  
And then, I think that’s back to you, the next slide, Tony.

Tony Laracuente: Yeah. So, thank you, Kari. So, let’s talk a little bit about some conclusions on this one. It’s set up your accounts by program. It makes it a lot easier. You noticed that when Kari was talking about the animal facilities. Animal facilities are the - as I recall, Center 105. And so, she has Account 501 set up so, 105 and 501.   
  
IPA management is strictly based on what local fiscal allows you to do; one-to-one or many-to-one. However, if you stay within the program, it makes life a lot easier.   
  
Use the expense transfer to manage within an FCP. You know, Kari showed that she crossed programs; however, the charges were in one control point and then, she would do an expenditure transfer, a separate transaction to handle the movement of the actual money itself.   
  
So, some general thoughts that we’ve talked about over the last few days. Allocate to a fund control point and distribute to an account.   
  
Make sure you manage the noise because managing the noise is really important.  
  
Stay up to date and reconcile at least several times a week but definitely after payroll every other two weeks or every other week.  
  
Utilize VSSC and VISTA and other tools available to you.   
  
And then, call us - call any of us. If you need any help or have questions, don’t be shy. We actually learn more from your questions and find different ways of doing - find different solutions to problems, different ways of doing things, and they’re all good.  
  
So, before we get to questions today, we do want to do two poll questions. So, I’m going to go to the first one. And what we really want to know is; have the presentations made you reconsider how you use WinRMS? Answer the poll questions, “Yes,” “No,” or, “It’s still not clear how to use RMS.” And so, the poll should be up on your right-hand side for you to answer. I think Keith’s giving us thirty seconds to do that. We’re at five seconds left.   
  
Okay, great. Kate, I’m going to go ahead and go to the next question. Oh, there’s the results. So, good; most of you have said yes. We still have some unclear - still not clear. And so, those that are still not clear; again, reach out to us and we’ll work through the issues with you.  
  
So, the second poll question is; have these presentations clarified issues/ concerns you may have had with WinRMS? So, the answers are, “Yes,” “No, I need further guidance,” or, “No, I did not have any issues before.” So, again, thirty seconds; we’re at fifteen seconds. Five seconds.   
  
And so, the majority say; yeah, that we’ve helped you out so, good. And so, again, if we did not clarify it, then, please, please reach out to us. We want to make sure that we hit the right sweet spot with you guys.  
  
Okay. So, again, this recording’s going to be available at the ORPP&E website and the slides were sent out to you so, you can click the links.   
  
And so, now, let’s go to questions if there are any out there. Remember; these questions can be related to today or they can be related to anything that we’ve talked about over the last four sessions. So, Kate? I’m going to run it back to you. [Pause]  
  
Okay. So; will there be any interface between RMS and RAFT linked through service ID? So, we have not delved into that yet because the whole RAFT issue with service ID was new and it’s coming along.  
  
So, there has been some talk about the possibility of developing a report and then, uploading it into RAFT directly. There’s also been the TDA conversation. However, we’re early on in those discussions. If you have any thoughts; certainly, email me and we can - I can pursue that with the RACC and with Mr. Davilo’s or Mr. Vervo’s team going up. So, the next question?  
  
Will we still be able to interface RMS with VISTA? Yes, you should be able to. When IFAMS comes along, there’s been early discussions about IFAMS and RMS. We’re not sure if IFAMS is going to have delved in all the way to the subaccount level or the account level. There seems to be some features in IFAMS that are somewhat related to what we need in Research. But Mr. Davilo’s opened up the door for discussions with the IFAM folks about the possibility of tracking by accounts within IFAMs.   
  
But until then, we will definitely be able to interface RMS with VISTA. Next question, please?  
  
If we’re already utilizing RMS and have been using subaccounts/have them established with their PIs to use, how should we transition to using the account numbers the way you suggested?   
  
You can do that at the beginning of the year. You don’t have to do it; this is just a suggestion. But I would definitely not do that until the beginning of the year. I would definitely not do it in the middle of the year.  
  
Again, this is just - it’s easier to manage it by program. But if you’re comfortable and it’s worked well for you, then, go ahead and keep doing it the way you’re doing it.

Kari Points: Yeah, the way - so, I don’t use the same numbering system but I have all mine grouped together by program. So, mine was set up in 2002 before I started here so - way before. So, I don’t have an idea of why it was set that way. But we have like all the 1s - like so, the number starts with a 1 like 129, 120 - that’s all Rehab. All my 3s are Biomedical. So, that way, when you have your account structure in the pink description area, all my programs are grouped together there. And I think that’s kind of the end goal of that numbering system to help you out.   
  
But yeah, I agree with Tony; I wouldn’t do that until the beginning of the year since you have to delete out those old accounts.

Tony Laracuente: So, next question, please? Is it possible to designate funds in RMS as set aside for large future transactions like IPAs or contracts so you can show projected non-personnel expenditures on an Account Status Report? Could you manually enter them as a purchase, then delete the manual item when the 2237/1358 is later entered and downloaded from VISTA? Erin, you want to take that question?

Kari Points: Did you say Kari?

Tony Laracuente: No, Erin.

Kari Points: Erin, okay.

Erin Olson: Yes. You definitely can manually enter them as a purchase and then, delete it later. In fact, I do that on my station. I don’t recommend it. It’s better to do it in VISTA and have it obligated and then, process it with the downloads.   
  
But things happen. And at my station, I have some challenges actually doing the download. So, sometimes that is the way it is.   
  
So, what I love about it is that it’s flexible. You can enter it manually and then, you just have to make sure that when it comes up in the Alert, you’ve just got to check those Alerts and make sure that you deal with it. But yes.

Kari Points: Yeah. And I had done it another way. I have issues with my contracts; if someone does a modification to a contract, it takes months for them to see that because modifications don’t hit until they’re obligated, since the obligation’s already there. And they’re not edited in VISTA until the very end.  
  
And so, I actually did an expense transfer, all my pending modifications last time I hit Send Out Statements so that the investigators wouldn’t think they had that money since they haven’t had the modifications done for the last couple of months. And by doing the expense transfer, then, I’m still balancing on my fund control point when I pull my expenditures. And so, that was kind of a little trick and I made a note that I need to delete each expense transfer once it actually downloads.

Tony Laracuente: Right. And the other way to do it is you actually go ahead and enter it into FCAP but don’t approve it so, you can actually have it within the FCAP system. It’ll download but it’s not approved so, it’s not sent forward and it’s just sitting there until you’re ready to move forward with it.

Unidentified Female: That’s a good idea. I like that one.

Tony Laracuente: So, next question, please? How do I update subcontrol point names in VISTA? So, what we have talked about is not using names but using numbers. And actually, when you enter - when we enter it in our VISTA, we can actually just put the new subcontrol point and it says, “Do you want to create a new subcontrol point?” and say, “Yes.”   
  
And so, we do not use the names; we only use the number of the accounts. Kari, Erin; you guys want to add onto that? [Pause]

Unidentified Female: No, just - the numbers would pull into VISTA. So, we’ve had multiple users on a single account number like if there’s someone from the past, it’ll still show up in VISTA but it’s only employment number, it’ll match it up. So, you don’t need to put the name.

Unidentified Female: Yes, we also only use numbers.

Tony Laracuente: Next question? Not a question, just a clarification. I answered, “No,” to the second poll question not because the training you have provided didn’t help - they did immensely. But I’m brand new so working with WinRMS so, it will take some time. I just didn’t want y’all to think “no” was hit.” No, we don’t think that, trust me. Appreciate the comment. So, good, thank you very much.   
  
Alright, next question. We’re not sure yet. So, it’s going to work until IFAMS comes onboard and again, the RDCC folks are working - we’re starting conversations with the FMS, or the IFAM people. We’re sitting around the table. And if it turns out that IFAMS can do management of budget by account, they may not pursue with RMS going forward.   
  
So, there is a lot of little nuances to that. But those discussions are just starting now at that level. IFAMS is three to five years away, from what I understand. Next question?  
  
Would you be providing this training at the beginning of next fiscal year? So, actually, the trainings are recorded so, we encourage you to go to the website to pull down the trainings.   
  
What we are going to provide is training on closing a fiscal year and opening a new fiscal year. Because those are - there are some nuances to that, especially with the salary in the last pay period of the year. And there’s a new report that RDCC is working on that will help us truly manage the accruals at the end of the fiscal year and then, how to begin the next fiscal year. So, next question?  
  
Is there a way to stop employee salaries from projecting; i.e., intermittent employees? Yes, there is. You can actually go to the Employee screen and just put a termination date that’s equivalent to your last pay period for that employee and the salaries will not project. And then, when they download again, it actually gives you the actual expense for that pay period and it won’t project out.   
  
So, yes, there is a way to do that. Employee Screen - upper right-hand corner - put a date that’s now or before. And then, again, when it downloads, it’s just going to download that current cost but it will not project it. Next question?  
  
Are there plans to have more of these trainings? Yes. If there’s a specific topic that we didn’t capture well or didn’t capture at all, send it to us. We’ll definitely - we’ll just put it into the survey at the end and Kate will roll it out for us.   
  
But also, you can - again, I keep saying this - send me an email. This is kind of what this whole thing’s all about is communication so, send us an email and I’ll go from there.  
  
We do plan on having, the end of the year, start of the year. But if we miss something that’s vital; certainly, we will put together a training.   
  
And you could ask for any - not just RMS - any other budget items that you can think of. Our training in February of last year - or February of this past year - was the beginning of those conversations. So, please, do send that.  
  
And I believe that’s the last question.

Kate: That’s correct.

Tony Laracuente: So, go ahead.

Kate: Oh, yeah, just to confirm. Oh, it looks like we got two last-minutes questions.

Tony Laracuente: Oh, excellent. Let’s keep going, yeah.   
  
Of, every fiscal year, I roll the fiscal into the next and the PP schedule is never correct. Why and how?   
  
So, it should be. And more than likely, it has to do with the number of pay periods in the calendar - the number of weeks in a calendar year and so forth.   
  
So, we will definitely make a note of this and we will talk about it in the August/September session. Because it is - it’s as simple as how you fill in that little box about the number of weeks in a year. It’s amazing how that can really screw your PP schedule up.   
  
So, yes, thank you. Good point and we will definitely make sure - make note of that for the training. Thank you. Next question.  
  
Do you have a teams group email address for us to share? I don’t think so. I think we’ve got - you can just email me at Antonio.Laracuente03 @VA.gov. Or you can email VHA - the budget group in VHA Research. There’s a VNA Research Budget group if you have questions. Or the AO group if you have questions. But it’s probably best just to email me first and then, I can try to address it. Kate?

Kate: And that’s it.

Tony Laracuente: Okay, great. So, we’re going to give you a few minutes back today. I really want to thank everybody for their attention, their questions, any followup since before. I do want to publicly acknowledge Alan Dunlow. He has been a fantastic fiscal manager for VA Research. Those of you who have been around understand what I’m saying. He has been somebody who has listened, who has thought about it, who has always asked the question, “If I do this, what will I break?” And that’s really important because a lot of things that happen do have unintended consequences.  
  
So, thank you to Mr. Dunlow and best of luck in your retirement. And thanks to all of you. And everybody have a great day and we’ll talk to you soon. Have a great day. Thank you.