

Research Salary Management

Kari Points, Director Research Operations - Iowa City

Antonio Laracuente, Director Field Operations - ORD

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Objectives

- Provide guidance on accessing and utilizing payroll data (PAID, VSSC)
- Explain how to utilize WinRMS to download and manage data
- Advise on what do to when you do not have WinRMS
- Explain how to balance and how to manage salary rejects and adjustments

Rules of Engagement

- Individual Salary Information comes from the PAID system and can be downloaded to WinRMS
- Total cost per FCP and Budget Fiscal Year (BFY) for each PP can be found in the F20 Report in VSSC
- Transactions occur at the Control point level. WinRMS does not split a transaction among several Control Points
 - Salaries hit one control point in FMS – you have to let them hit one FCP in WinRMS then transfer the cost (ex. HSR and CSR splits)
- Salaries can be downloaded into WinRMS but you must have access to the salary FCPs (preferably as an FCP approving official, but Clerk is acceptable)
- Always reconcile WinRMS and PAID to what hits FMS because FMS holds the actual cost
- Advantage of WinRMS is that salaries can be projected to the whole year or partial and includes the accruals at the end of year.
- Sometimes salaries hit PAID but do not download to WinRMS
- You have to track Rejects so you can reconcile projects

Poll Question 1

- How do you project salary requirement for the FY?

WinRMS

Excel Sheets

Other programs

Do not project



Choose **VA**

VA



U.S. Department
of Veterans Affairs

How to calculate total number of PP in FY

- September/October Splits are important in projecting the first and last PP of the Fiscal Year
- How to determine pay periods for FY 22
 - CY 21 PP 20 September 26 – October 9
 - FY 22 has 6 pay days so use .6 of CY 21 PP20 as the cost factor
 - CY 22 PP20 September 25 – October 7
 - FY 22 has 5 pay days so use .5 of CY 22 PP 20 as the cost factor
- $CY21\ PP\ 21-26 + CY\ 22\ PP\ 1-19 = 25\ PP$
- Add the .6 and .5 = 1.1
- Total FY 22 PP = 26.1

Data source: [Pay Period Calendars | National Finance Center \(usda.gov\)](#)

WinRMS Pay Calendar

DEPARTMENT OF VETERANS AFFAIRS MC 508 FY 2022 Pay Calendar List

Pay Date	Quarter	Percent For Quarter	Pay Period
10/09/2021	1	60	21-20
10/23/2021	1	100	21-21
11/06/2021	1	100	21-22
11/20/2021	1	100	21-23
12/04/2021	1	100	21-24
12/18/2021	1	100	21-25
01/01/2022	1	100	21-26
01/15/2022	2	100	22-01
01/29/2022	2	100	22-02
02/12/2022	2	100	22-03
02/26/2022	2	100	22-04
03/12/2022	2	100	22-05
03/26/2022	2	140	22-06
04/09/2022	3	100	22-07
04/23/2022	3	100	22-08
05/07/2022	3	100	22-09
05/21/2022	3	100	22-10
06/04/2022	3	100	22-11
06/18/2022	3	190	22-12
07/02/2022	4	100	22-13
07/16/2022	4	100	22-14
07/30/2022	4	100	22-15
08/13/2022	4	100	22-16
08/27/2022	4	100	22-17
09/10/2022	4	100	22-18
09/24/2022	4	150	22-19
10/08/2022	4	0	22-20



VSSC – Pay Period Data

- [VSSC - VHA Support Service Center \(va.gov\)](https://va.gov) – Access to all employees with VA accounts
 - Select Finance
 - To determine the cost of a PP by FCP –
 - Select FMS Expenditures the F20 – Daily Account Activity by Account Classification
 - Complete the information up top
 - You will be looking for charges that have PR ###PP##
 - Also look for the BFY to determine if part of the total cost hit PY
 - This happens for retroactive pay or other pay issues
 - Amount is total cost for that pay period by program
 - Use this number to reconcile to PAID or to WinRMS download
 - Remember FMS is the true cost and is what is reflected in the accounting system

Select VISN

V07

Select Fund

0161A1 MEDICAL & PROSTHETIC

Select Ending Date (Run Date)

5/14/2022

Orange is normal Pay Green is PY Pay Blue is a reject

0%



Find

Next

Classification Code

5/14/2022

Subscribe

ACC No	Document ID	BOC	Cost Ctr	Cost Ctr (6 digit)	Vendor Name	Budget Ceiling Beginning Balance	Ceiling Adjustment Amount	Budget Ceiling Ending Balance	Obligations Beginning Balance	Obligation Adjustment Amount	Unob
2 810010100	CC 50821319043	2632	8101	810100	U S BANK	\$4,541,646.23	\$0.00	\$4,541,646.23	\$1,547,841.38	\$182.92	
2 810010100	SO 508D17020	2580	8101	810100	SAGE BIONETWORKS	\$5,965,743.78	\$0.00	\$5,965,743.78	\$5,005,821.50	\$2,178.13	
2 810010101	PR 508PP09	11	8101	810100		\$1,884,566.58	\$0.00	\$1,884,566.58	\$1,865,629.73	\$131,950.58	
2 820010101	PR 508PP09	11	8124	812400		\$2,942,520.55	\$0.00	\$2,942,520.55	\$2,940,243.38	(\$1,777.81)	
2 820010101	PR 508PP09	11	8124	812400		\$4,135,646.68	\$0.00	\$4,135,646.68	\$1,741,490.44	\$140,197.59	
2 840010101	PR 508PP09	11	8134	813400		\$107,366.00	\$0.00	\$107,366.00	\$50,942.39	\$5,998.91	
2 850010101	PR 508PP09	11	8150	815000		\$776,767.07	\$0.00	\$776,767.07	\$596,246.95	\$43,253.51	
2 860010101	PR 508PP09	11	8150	815000		\$104,000.00	\$0.00	\$104,000.00	\$39,692.24	\$6,580.76	
3 810010100	CC 50821329026	2632	8119	811900	U S BANK	\$4,541,646.23	\$0.00	\$4,541,646.23	\$1,548,024.30	\$360.00	
3 810010100	CC 50821329042	2632	8101	810100	U S BANK	\$4,541,646.23	\$0.00	\$4,541,646.23	\$1,548,024.30	\$2,526.24	
3 810010101	PR 508PP09	11	8150	815000		\$1,884,566.58	\$0.00	\$1,884,566.58	\$1,997,580.31	\$5,810.25	
3 850010100	SA 508FC2279					\$1,213,062.93	(\$205,000.00)	\$1,008,062.93	\$386,467.55	\$0.00	

Poll Question 2

- Does Fiscal Budget provide you with PAID information

Each Pay Period

Upon Request

Never – have not asked

Never – Refuses to provide

Never – Rely on WinRMS



Choose **VA**

VA



U.S. Department
of Veterans Affairs

PAID Individual Data

- Must ask Budget in Fiscal Service
- Explain why you need it
 - Project level accounting
 - Need data to split costs
 - Quarterly Expenditure Reports
- You should be provided with a spreadsheet by FCP
- Ensure all staff are listed
- Provide Budget with information on missing employees

PAID Report from the Budget Office

- Request from Fiscal each Pay Period
- Will provide granular detail on total cost by employee and FCP

1

PP	Name	Grade	Step	CC	BOC	TL_unit	FCP	FMS_fund	FTEE	FTEE_hrs	Ttl_VA_cost
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2

PP	Name	BASE	OASDI	CSRS	FERS	LifeIns	FEHB	MCare	TSP	PremPay	GrossPay	FTEhrs	FTE
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Summary for 'FCP' = 006 (6 detail records)

Sum		\$18,676.80	\$1,079.34	\$0.00	\$1,610.22	\$40.08	\$2,126.69	\$252.42	\$470.80	\$14.58	\$24,270.93	480.0	6.0
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007

██████████		\$2,804.80	\$173.90	\$0.00	\$465.60	\$6.08	\$0.00	\$40.67	\$140.24	\$0.00	\$3,631.29	80.00	1.0
██████████		\$2,183.20	\$125.76	\$0.00	\$401.71	\$4.72	\$404.21	\$29.41	\$104.58	\$0.00	\$3,253.59	80.00	1.0

Summary for 'FCP' = 007 (2 detail records)

Sum		\$4,988.00	\$299.66	\$0.00	\$867.31	\$10.80	\$404.21	\$70.08	\$244.82	\$0.00	\$6,884.88	160.0	2.0
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Projecting without WinRMS

- Need data from Budget
- Utilize an excel spreadsheet
- Insert PP data by individual. One worksheet per project or FCP.
- Update the PP numbers

Example of Report

Project X FCP 007	Employee 1	Employee 2	TOTAL		PP projected	PP Paid
PP 20 END 10/9/21	\$ 2,046.67				0.6	0.6
PP 21 END 10/23/21	\$ 3,411.12				1	1
PP 22 END 11/6/21	\$ 3,440.71	\$ 3,179.61	\$ 6,620.32		1	1
PP 23 END 11/20/21	\$ 3,440.70	\$ 3,179.63	\$ 6,620.33		1	1
PP 24 END 12/4/21	\$ 4,301.91		\$ 4,301.91		1	1
PP 25 END 12/18/21	\$ 3,440.70	\$ 3,179.62	\$ 6,620.32		1	1
PP 26 END 1/1/22	\$ 3,542.20	\$ 3,179.63	\$ 6,721.83		1	1
PP 1 END 1/15/22	\$ 3,631.29	\$ 3,248.59	\$ 6,879.88		1	1
PP 2 END 1/29/22	\$ 3,631.29	\$ 3,248.59	\$ 6,879.88		1	1
PP 3 END 2/12/22	\$ 3,631.28	\$ 3,248.59	\$ 6,879.87		1	1
PP 4 END 2/26/22	\$ 3,631.29	\$ 3,248.59	\$ 6,879.88		1	1
PP 5 END 3/12/22	\$ 3,631.29	\$ 3,253.61	\$ 6,884.90		1	1
PP 6 END 3/26/22	\$ 3,631.29	\$ 3,253.59	\$ 6,884.88		1	1
PP 7 END 4/9/22	\$ 3,631.29	\$ 3,253.59	\$ 6,884.88		1	1
PP 8 END 4/23/22	\$ 3,631.28	\$ 3,253.59	\$ 6,884.87		1	1
PP 9 END 5/7/22					1	
PP 10 END 5/21/22					1	
PP 11 END 6/4/22					1	
PP 12 END 6/18/22					1	
PP 13 END 7/2/22					1	
PP 14 END 7/16/22					1	
PP 15 END 7/30/22					1	
PP 16 END 8/13/22					1	
PP 17 END 8/27/22					1	
PP 18 END 9/10/22					1	
PP 19 END 9/24/22					1	
PP 20 END 9/30/22					0.5	
TOTAL	\$ 52,674.31	\$ 38,727.23	\$ 85,943.75		26.1	14.6
Projected remainder for year	\$ 41,759.72	\$ 37,416.29	\$ 79,176.01			
total Cost for year Projected	\$ 94,434.03	\$ 76,143.52	\$ 165,119.76			
Total Pay Periods in FY 22	26.10	26.10	\$ 26.10			
PP Paid so Far	14.60	14.60	\$ 14.60			
PP left	11.50	11.50	11.50			



Choose **VA**

VA



U.S. Department
of Veterans Affairs

Reconciling Payroll in WinRMS

- In WinRMS, download the pay period
- In WinRMS, go to Reports > Employee Salary Reports > Current Pay Period Report
- Match the cost to the report from the F20. Should match however, you may have employees who are paying back funds etc. and they hit prior year.
- FMS differentiates the years while PAID does not. This means that you will have to look and see where the differences are so you can balance.

WinRMS Salary Report

The Research Management System for Windows - Internet Explorer

Funds Distribution Reports **Funds Allocation Reports** **Expense Transfer Reports** **Purchase Reports** **Employee - Salary Reports** **Reports For E-Mail**

Structure Reports **Status Reports** **Quarter End Reports** **Year End Reports** **Miscellaneous Reports** **Reports For Export To MS Office**

Select Type:

Select A Parameter (if any):

Pay Calendar List
Employee Master List
Current Pay Period Report
Pay Periods By Employee Report
Detail Cost By Employee And Pay Period
Projected Pay Status By Account
Year End Accrual By CP And Employee

ID#	Pay Period	Quarter	Pay Date
1	20-20	1	10/10/2020
2	20-21	1	10/24/2020
3	20-22	1	11/07/2020
4	20-23	1	11/21/2020
5	20-24	1	12/05/2020
6	20-25	1	12/19/2020
7	20-26	2	01/02/2021
8	21-01	2	01/16/2021
9	21-02	2	01/30/2021
10	21-03	2	02/13/2021
11	21-04	2	02/27/2021
12	21-05	2	03/13/2021
13	21-06	3	03/27/2021
14	21-07	3	04/10/2021
15	21-08	3	04/24/2021
16	21-09	3	05/08/2021
17	21-10	3	05/22/2021
18	21-11	3	06/05/2021
19	21-12	3	06/19/2021
20	21-13	4	07/03/2021
21	21-14	4	07/17/2021
22	21-15	4	07/31/2021
23	21-16	4	08/14/2021
24	21-17	4	08/28/2021
25	21-18	4	09/11/2021
26	21-19	4	09/25/2021

What to do when someone does not show up

- Each time a download occurs a file is created in `c:\JRMS\data\output.parsed.paid`
- If you use RVI 1 (download script), you can see a listing of the people downloaded from PAID and you can then see what FCP they hit and what CC they are tied to.
- It is critical that the FCP is accurate because that is what the download script uses to tie to WinRMS.
- You can then identify the person and where they are hitting.
- Primary cause is No or Wrong FCP

Recap Problems from the WinRMS data

Name		plan	GradeSte p1	GradeSte p2	CP	hours	TL	column AB	Column BB		
	GS/CA/SL /GW	GS/CA/SL /GW				80		4485.05	8124	8124	missing in download
	GS/CA/SL /GW	GS/CA/SL /GW			12				8101	8101	Reject
	GS/CA/SL /GW	GS/CA/SL /GW			16	80	271	8613.21	8402	8402	showed in download but not research

How to Manage Employees Who Have Left

- Plan ahead for employees that are terminating if you know ahead of time. They will have their annual leave paid out and this should be part of the budget plan charged to the proper account.
- When an employee has an NTE, you should calculate the AL accumulated and projected hours to estimate the cost that will be charged to the award. (ex. Steve has NTE in 6 PP and has accumulated and projected 200 hours of AL at \$30. Plan on a \$6,000 charge to the award)
- For employees that have left, you will want to add a Termination Date so that the employee will no longer have a projection past their last pay period and WinRMS will not give you an error that an employee wasn't paid.
- Go to Find -> Find Employee -> And select the employee you want to Terminate.

Poll Question 3

- Do you have staff whose salary are charged across programs or appropriations

Yes

No

Do not know



Choose **VA**

VA



U.S. Department
of Veterans Affairs

How to Request Cost Transfers (EWs)

- Typically done to close out Prior Year (PY) funds. They involve transferring salary costs from the Current Year (CY) FCPs to PY FCPs.
- Cost Transfers also transfer expenses between appropriations when expenses need to be reimbursed. For example, an individual's time is split between Med Care and Research. They are paid from one appropriation and need to be reimbursed at a certain percent effort from another.
- Decrease obligations in one FCP and Increase in another (not ceilings)
- Provide budget with as much data as possible since they are audited
 - Name, PP, Costs, reason
- These transfers of costs need to be documented in WinRMS in order to balance.

How to Enter Cost Transfers (EWs)

- In order to enter EWs in WinRMS, you will need to enter it as a purchase.
- Go to Add → Add Purchase and enter the EW information.
- If EW is between Research FCPs, there will be two purchase transactions for each. One will be showing the costs being added to a PY FCP and one will be removing the costs from a CY FCP.
- IF EW is between Research and Medical Center appropriation, you will be entering only one side of that transaction unless you are managing the MC FCP as well.

How to Enter Cost Transfers (EWs) cont.

Purchases List - Internet Explorer

Count: 1211

ADJ#	PO#	DESCRIPTION	VENDOR	QTY	UNIT PRICE	EXTENDED PRICE	AMOUNT	STATUS	DATE
D01014	D01014	ADJ COLONIAL MED SUPPLY	COLONIAL MED SUPPLY	9	24.00	\$-242.00	\$-242.00	R	10/28/2020
D03038	D03038	ADJ UI PO D03038	UNIV OF IOWA	11	19,200.78	\$13,200.78	\$13,200.78	R	11/09/2020
D03050	D03050	ADJ UI PO	UNIV OF IOWA	7	999.47	\$-999.47	\$-999.47	R	12/23/2020
D03053	D03053	ADJ UI PURCHASE ORDER	UNIV OF IOWA	11	11,526.00	\$11,526.00	\$11,526.00	R	03/08/2021
D03084	D03084	ADJ UI PURCHASE ORDER	UNIV OF IOWA	7	38,854.58	\$-38,854.58	\$-38,854.58	R	04/07/2021
D03085	D03085	ADJ UI PURCHASE ORDER	UNIV OF IOWA	7	150,000.00	\$150,000.00	\$150,000.00	R	11/09/2020

Purchase Transaction (All Non-Salary Expenses)

Research Order Number: EW 636J1368 Committed Date: 03/30/2021 Order Description: COST TRANSFER

Obligation Number: EW 636J1368 Receiving Date: 03/30/2021 Vendor: COST TRANSFER

Order Status: R Reconcil Group Number: 55 SALARIES Quarter: 2 Current Order Total: 288,228.73

Received Status: R Reconcil Control Point: P415 PY REHAB S Creation Source: Manual - Manually entered Committed Amount: 288,228.73

Current Order Balances:

Committed	Obligated	Reconciled	Pending
.00	.00	288,228.73	.00

Buttons: Next Purchase, Previous Purchase, Change Purchase, Remove Purchase, Add New Purchase, Save Changes, Cancel Changes, Purchase Comment, Update History, Print Document

The Following Accounts are being charged with the cost of this purchase:

Entry#	Account	Account Cost
1	101R	\$288,228.73

Account Maintenance:

EW#	PO#	DESCRIPTION	VENDOR	QTY	UNIT PRICE	EXTENDED PRICE	AMOUNT	STATUS	DATE
EW 636J1368	EW 636J1368	COST TRANSFER	COST TRANSFER	55	4,895.06	\$-28,051.24	\$-28,051.24	R	04/29/2021
EW 636J1368A	EW 636J1368A	COST TRANSFER	COST TRANSFER	55	8,833.34	\$-8,833.34	\$-8,833.34	R	04/29/2021
EW 636J1368B	EW 636J1368B	COST TRANSFER	COST TRANSFER	55	8,833.34	\$-8,833.34	\$-8,833.34	R	04/29/2021
EW 636J1368C	EW 636J1368C	COST TRANSFER	COST TRANSFER	55	8,833.34	\$-8,833.34	\$-8,833.34	R	04/29/2021
EW 636J1368D	EW 636J1368D	COST TRANSFER	COST TRANSFER	55	8,833.34	\$-8,833.34	\$-8,833.34	R	04/29/2021
EW 636J1368E	EW 636J1368E	COST TRANSFER	COST TRANSFER	55	8,833.34	\$-8,833.34	\$-8,833.34	R	04/29/2021
EW 636J1368F	EW 636J1368F	COST TRANSFER	COST TRANSFER	55	8,833.34	\$-8,833.34	\$-8,833.34	R	04/29/2021
EW 636J1368G	EW 636J1368G	COST TRANSFER	COST TRANSFER	55	8,833.34	\$-8,833.34	\$-8,833.34	R	04/29/2021
EW 636J1368H	EW 636J1368H	COST TRANSFER	COST TRANSFER	55	8,833.34	\$-8,833.34	\$-8,833.34	R	04/29/2021
EW 636J1368I	EW 636J1368I	COST TRANSFER	COST TRANSFER	55	8,833.34	\$-8,833.34	\$-8,833.34	R	04/29/2021
EW 636J1368J	EW 636J1368J	COST TRANSFER	COST TRANSFER	55	8,833.34	\$-8,833.34	\$-8,833.34	R	04/29/2021
EW 636J1368K	EW 636J1368K	COST TRANSFER	COST TRANSFER	55	8,833.34	\$-8,833.34	\$-8,833.34	R	04/29/2021
EW 636J1368L	EW 636J1368L	COST TRANSFER	COST TRANSFER	55	8,833.34	\$-8,833.34	\$-8,833.34	R	04/29/2021
EW 636J1368M	EW 636J1368M	COST TRANSFER	COST TRANSFER	55	8,833.34	\$-8,833.34	\$-8,833.34	R	04/29/2021
EW 636J1368N	EW 636J1368N	COST TRANSFER	COST TRANSFER	55	8,833.34	\$-8,833.34	\$-8,833.34	R	04/29/2021
EW 636J1368O	EW 636J1368O	COST TRANSFER	COST TRANSFER	55	8,833.34	\$-8,833.34	\$-8,833.34	R	04/29/2021
EW 636J1368P	EW 636J1368P	COST TRANSFER	COST TRANSFER	55	8,833.34	\$-8,833.34	\$-8,833.34	R	04/29/2021
EW 636J1368Q	EW 636J1368Q	COST TRANSFER	COST TRANSFER	55	8,833.34	\$-8,833.34	\$-8,833.34	R	04/29/2021
EW 636J1368R	EW 636J1368R	COST TRANSFER	COST TRANSFER	55	8,833.34	\$-8,833.34	\$-8,833.34	R	04/29/2021
EW 636J1368S	EW 636J1368S	COST TRANSFER	COST TRANSFER	55	8,833.34	\$-8,833.34	\$-8,833.34	R	04/29/2021
EW 636J1368T	EW 636J1368T	COST TRANSFER	COST TRANSFER	55	8,833.34	\$-8,833.34	\$-8,833.34	R	04/29/2021
EW 636J1368U	EW 636J1368U	COST TRANSFER	COST TRANSFER	55	8,833.34	\$-8,833.34	\$-8,833.34	R	04/29/2021
EW 636J1368V	EW 636J1368V	COST TRANSFER	COST TRANSFER	55	8,833.34	\$-8,833.34	\$-8,833.34	R	04/29/2021
EW 636J1368W	EW 636J1368W	COST TRANSFER	COST TRANSFER	55	8,833.34	\$-8,833.34	\$-8,833.34	R	04/29/2021
EW 636J1368X	EW 636J1368X	COST TRANSFER	COST TRANSFER	55	8,833.34	\$-8,833.34	\$-8,833.34	R	04/29/2021
EW 636J1368Y	EW 636J1368Y	COST TRANSFER	COST TRANSFER	55	8,833.34	\$-8,833.34	\$-8,833.34	R	04/29/2021
EW 636J1368Z	EW 636J1368Z	COST TRANSFER	COST TRANSFER	55	8,833.34	\$-8,833.34	\$-8,833.34	R	04/29/2021
J12391	J12391	COST TRANSFER REIM	COST TRANSFER	11	3,661.26	\$-3,661.26	\$-3,661.26	R	03/02/2021
J12391A	J12391	COST TRANSFER REIM	COST TRANSFER	11	3,661.26	\$-3,661.26	\$-3,661.26	R	03/02/2021
K11KU4W	K11KU4W	FINK REIM	UNIV OF IOWA	92	34,887.00	\$-34,887.00	\$-34,887.00	R	05/04/2021

How to Enter Cost Transfers (EWs) cont.

Purchases List - Internet Explorer

Count: 1211

ADJ#	PO#	DESCRIPTION	VENDOR	QTY	UNIT PRICE	EXTENDED PRICE	AMOUNT	STATUS	DATE
D01014	D01014	ADJ COLONIAL MED SUPPLY	COLONIAL MED SUPPLY	9	24.00	\$-242.00	\$-242.00	R	10/28/2020
D03038	D03038	ADJ UI PO D03038	UNIV OF IOWA	11	11,909.78	\$13,200.78	\$13,200.78	R	11/09/2020
D03050	D03050	ADJ UI PO	UNIV OF IOWA	7	142.81	\$-999.47	\$-999.47	R	12/23/2020
D03053	D03053	ADJ UI PURCHASE ORDER	UNIV OF IOWA	11	10,526.00	\$11,526.00	\$11,526.00	R	03/08/2021
D03084	D03084	ADJ UI PURCHASE ORDER	UNIV OF IOWA	7	50,841.43	\$-36,884.58	\$-36,884.58	R	04/07/2021
D03085	D03085	ADJ UI PURCHASE ORDER	UNIV OF IOWA	7	21,428.57	\$150,000.00	\$150,000.00	R	11/09/2020

Purchase Transaction (All Non-Salary Expenses)

Research Order Number: EW 636JI1368A Committed Date: 03/30/2021 Order Description: COST TRANSFER

Obligation Number: EW 636JI1368A Receiving Date: 03/30/2021 Vendor: COST TRANSFER

Order Status: Group Number: 55 SALARIES Quarter: 2 Current Order Total: -288,228.73

Received Status: Control Point: 415 Rehab Salaries Creation Source: Manual - Manually entered Committed Amount: -288,228.73

Current Order Balances:

Committed	Obligated	Reconciled	Pending
.00	.00	-288,228.73	.00

The Following Accounts are being charged with the cost of this purchase:

Entry#	Account	Account Cost
1	101R	\$-288,228.73
-		

ADJ#	PO#	DESCRIPTION	VENDOR	QTY	UNIT PRICE	EXTENDED PRICE	AMOUNT	STATUS	DATE
EW 636JI1433A	EW 636JI1433A	COST TRANSFER	COST TRANSFER	55	48.91	\$-28,051.24	\$-28,051.24	R	04/29/2021
EW 636JI1434	EW 636JI1434	COST TRANSFER	COST TRANSFER	55	160.60	\$8,833.34	\$8,833.34	R	04/29/2021
EW 636JI1434A	EW 636JI1434A	COST TRANSFER	COST TRANSFER	55	160.60	\$-8,833.34	\$-8,833.34	R	04/29/2021
EW JI1362	EW JI1362	COST TRANSFER	COST TRANSFER	55	8,706.26	\$480,963.35	\$480,963.35	R	03/28/2021
Ji2391	Ji2391	COST TRANSFER REIM	COST TRANSFER	11	30,918.18	\$-3,661.26	\$-3,661.26	R	03/02/2021
Ji2391A	Ji2391	COST TRANSFER REIM	COST TRANSFER	11	30,918.18	\$3,661.26	\$3,661.26	R	03/02/2021
K11KU4W	K11KU4W	FINK REIM	UNIV OF IOWA	92	37,428.26	\$-34,687.00	\$-34,687.00	R	05/04/2021

FMS Balancing

- It is extremely important to balance your Salary data (WINRMS or Excel) to the FMS FCP balances or status!
- The size and complexity of your program should not matter. You should be balancing every PP.
- In order to balance, you will need the Status of Allowance (SOA), the PAID report from Budget or WinRMS download data. There are couple ways to get this:
 - From your Fiscal Office (Budgeting)
 - From the VSSC: [VSSC - VHA Support Service Center \(va.gov\)](https://www.va.gov/vsscc/)

How to Balance Salary Expenses

- Since WinRMS does salary projections, set-up an excel sheet to balance the salary expenses throughout the year in order to balance each pay period.
- There are multiple ways the spreadsheet can be set-up. The key is to track the obligations. The next slide shows a simplified method.
- To find the salary expenses that have downloaded into WinRMS each pay period, click on Reports ->Employee-Salary Reports ->Current Pay Period Report and then select the current pay period. This will show you the employees that have downloaded into each FCP and the amount for each FCP. That amount should then be entered into your spreadsheet.
- You will want to ensure the FMS Obligated amount matches the spreadsheet amount for each FCP.

Salary Spreadsheet

Transit Benefit

Cost Transfers

	FCP 403	FCP 415	FCP 417	FCP 476
PP1	66798.3	51696.64	2833.42	5888.35
PP2	67180.02	53949.72	5381.77	5888.34
PP3	67287.26	49335.6	5664.66	5888.35
TB1017		564.66		
PP4	67358.1	49897.06	5666.82	5888.34
EW 636JI1320	-18615.5			
PP5	67420.84	49331.11	5671.16	5888.35
EW 636JI1362	-480963.35			
EW 636JI1364	-134024.43			
EW 636JI1368		-288228.73		
EW 636JI1369			-23447.01	
EW 636JI1370				-10886.05
TB1017		400		
PP6	67175.06	51412.74	5666.83	5888.34
PP7	68590.64	51556.71	5666.83	5888.34
PP8	68280.35	51556.7	5666.83	5888.35
EW 636JI1431	-5966.39			
EW 636JI1434	-8833.34			
EW 636JI1432		-195.6		
EW 636JI1433			-28051.24	
PP9	68590.4	51556.67	5666.83	5888.34
PP10	68280.39	51556.73	5666.83	5888.35
TB1017		200		
TOTAL	404480.63	563251.41	20828.81	89416.31



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VA



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FCP 403 SOA Balance to Spreadsheet

FCP	ACC	FCP Name	FMS Budget	FMS Oblig	FMS Unob	IFCAP Unob	IFCAP Pending	FMS Unob minus IFCAP Unob
	0161A1 FY 2122 Prog 81							
403	810034401	821 IC SALARIES	1,645,493.00	404,480.63	1,241,012.37	1,241,012.37	0.00	0.00



FCP 403 Status

The Research Management System for Windows (Version: 7.4.1) - Internet Explorer

File Find Add System Quarter End Year End RDIS Reporting Management Help

Current Settings: Station: 636 Login User: VHAIOPointK Session Timeout: 60 min(s)
Fiscal Year: 2021 User Role: Administrator
Quarter: 2

Fiscal Years

Fiscal Year
2021
2020
2019
2018

Quarters

Quarters
1
2
3
4

Stations

Station#	Description
636	Iowa City VAMC (Win7)

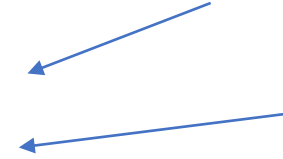
Control Points

CP	CP Description	CC	Description	Account	Description
403	821 IC Salaries	101	ADMINISTRATION	101A	101ACOS
415	Rehab Salaries	102	NURSING COMMON RESOURCES	101R	RESERVE
417	Clinical Salaries	103	MERIT REVIEW	110	BISHOP
4800	Non-Profit REIM	105	ANIMAL RESEARCH FACILITY	122	HARPER
4810	PY MR SUPPLIES	106	SPECIAL EMPHASIS RESEARCH	124	HAMITY
4811	MR SUPPLIES	107	COOP STUDIES	126	KARDON GRAMLICH C2878-R
4813	REIM 0161R1 Fund 20/21	108	CAREER DEVELOPMENT	129	KARDON/CENTER OF EXCELLENCE
4815	REIM 0161R1 FUND 21/22	109	CAREER DEV SUPPLIES	130	SOWERS (REHAB)
4830	PY RRD SUPPLIES	110	CAREER SCIENTIST	133	DUTCA CAREER DEV
4831	RRD SUPPLIES	124	RR&D	135	YOREK (REHAB)
4720	PY COOP/CLINICAL SUPPLIES	130	CLEARING ACCTS.	137	KUEHN
4721	COOP/CLINICAL	134	HSR&D	138	Uc (REHAB)
476	MVP Salaries	146	STATION TRAVEL	205	QUALITY SCHOLARS
P403	PY RESEARCH SALARIES	148	RES&D TRAVEL	302	YOREK (BIOMEDICAL)
P415	PY REHAB SALARIES	149	HSR&D TRAVEL	307	BENSON
P417	PY COOP/CLINICAL	150	CSP CLINICAL MEDICINE	311	BALLAS CLINICAL
P476	PY MVP PROGRAM	153	COOP.STUDIES TRAVEL	315	ELLIOTT
				320	GREINER - UI BILL
				325	GRUMBACH
				326	IMAI
				330	INCE
				331	IRANI
				332	JABBARI
				333	LUO, JIA
				335	KARANDIKAR
				350	MCGOWAN
				351	MEIER
				352	MOKADEM

Cost Centers

Accounts

Summary Status
Detail Status
Reports
Vista Download
Download Control
FMS Analysis
Alerts
Balancing
Synchronize Database



FCP 403 Summary Status

The Research Management System for Windows - Internet Explorer

Control Point: 403 Station: 636 Fiscal Year: 2021
Quarter: 2

Description	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Cumulative
+ Control Point Funds Allocated:	\$229,221.00	\$521,151.00	\$665,901.00	\$229,220.00	\$1,645,493.00
+ Control Point Expenditures:	\$-414,755.85	\$214,494.61	\$-396,081.83	\$-450,650.56	\$-1,046,993.63
= Control Point Funds Remaining:	\$-185,534.85	\$735,645.61	\$269,819.17	\$-221,430.56	\$598,499.37
+ Account Ceilings:	\$229,221.00	\$521,151.00	\$665,901.00	\$229,220.00	\$1,645,493.00
+ Account Expenditures:	\$-414,755.85	\$214,494.61	\$-396,081.83	\$-450,650.56	\$-1,046,993.63
= Account Funds Remaining:	\$-185,534.85	\$735,645.61	\$269,819.17	\$-221,430.56	\$598,499.37
+ Undistributed Funds:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
= Control Point Funds Remaining:	\$-185,534.85	\$735,645.61	\$269,819.17	\$-221,430.56	\$598,499.37

Print



TSP Transactions

- You may see a TSP transaction hit the FCP and will look like the following on the F20 daily activity report:

Transaction Date	ACC No	Document ID	BOC	Cost Ctr	Cost Ctr (6 digit)	Vendor Name	Obligations Beginning Balance	Obligation Adjustment Amount	Unobligated Ending Balance
20210114	810034401	PR 999TSP2104N	11	8101	810100	CURRENT EMPLOYEE RECV ONLY	\$410,605.29	\$3.99	\$282,197.72

- To determine the individual that the charge is for so you can apply it to the correct account in WinRMS, you can do the following:
 - Go to VSSC: [VSSC - VHA Support Service Center \(va.gov\)](https://www.va.gov/vsscc)
 - Click on Journal Voucher Line Table (JVLT)
 - Enter in your VISN, Facility, 0161A1 Fund, Select PR as Transaction Code and the accounting period you are looking in for the transaction. Then click on View Report.
 - Once you locate the transaction, look at the description column and it will tell you the individual.

Other Pay Report in VSSC that is Useful

- [VSSC - VHA Support Service Center \(va.gov\)](https://va.gov)
 - Select Finance
 - PAID PayPeriod FTE Costs [Bi-Weekly PAID Fiscal Create Report](#)
- Gives you detail break out by grade, cost center, FCP etc.
- Useful to determine where anomalies are



Choose **VA**

VA



U.S. Department
of Veterans Affairs

Output

2 ▾
 ion ▾
 ion ▾
 2,3,4,5,6,7,8,9,10,11,12,13,14,15 ▾
 >,1000-GENERAL ADMIN CEN ▾
 ne of the below,Fund,Cost Ctr,E ▾
 Select Payperiod: 09_22 ▾
 Select Station/VISN/Natl: (508) MC ATLANTA GA ▾
 Select Fund: 0161A1-MEDICAL & PROSTHETIC ▾
 Select Occupational Code: <All>,9999,0006,0017,0018 Safety ▾
 Select BOC: <All>,0-Unknown,1000-VCS ADM ▾
 Select Measures: 1101 Regular Pay,1102 Night Diffe ▾

> ▶ | 100% ▾ |  ▾ |  | Find | Next



PAID Report as of Pay Period 09_22

[Data Definitions](#)

[VSSC Help Desk](#)

[Subscribe](#)

Facility	Fund	BOC	BOC Label	Cost Ctr	Cost Ctr Label	Occupation Name	Grade	Fund Ctr	Pay Basis	Pay Plan	T	U
(508) MC ATLANTA GA	0161A1	1001	ADMINISTRATIVE PERSONNEL NOT O	8101	ADMIN. & COMMON RESEARCH	0301 Miscellaneous Administration and Program		003	1	A	26	
	0161A1	1001	ADMINISTRATIVE PERSONNEL NOT O	8101	ADMIN. & COMMON RESEARCH	0340 Program Management		003	1	A	26	
	0161A1	1001	ADMINISTRATIVE PERSONNEL NOT O	8101	ADMIN. & COMMON RESEARCH	0341 Administrative Officer		003	1	A	26	
	0161A1	1001	ADMINISTRATIVE PERSONNEL NOT O	8101	ADMIN. & COMMON RESEARCH	0560 Budget Analysis		003	1	A	26	
	0161A1	1001	ADMINISTRATIVE PERSONNEL NOT O	8101	ADMIN. & COMMON RESEARCH	0601 General Health Science		003	1	A	26	
	0161A1	1001	ADMINISTRATIVE PERSONNEL NOT O	8101	ADMIN. & COMMON RESEARCH	0690 Industrial Hygiene		003	1	A	26	
	0161A1	1001	ADMINISTRATIVE PERSONNEL NOT O	8101	ADMIN. & COMMON RESEARCH	1105 Purchasing		003	1	A	26	
	0161A1	1001	ADMINISTRATIVE PERSONNEL NOT O	8101	ADMIN. & COMMON RESEARCH	1529 Mathematical Statistician		003	1	A	26	
	0161A1	1001	ADMINISTRATIVE PERSONNEL NOT O	8103	BIOMEDICAL RESEARCH PROJECT	0404 Biological Science Technician		003	1	A	26	

Things to Consider

- Always get detail on EWs from budget
 - This will show you where the increases and decreases in obligations
- Downloading MC FCPs – Not Recommended
 - Some MCs put many people in one FCP
 - You will have to track by PP.
 - Focus on research
- Managing Career Development Awardees
 - 75% in Research 25% in Med Care
 - Wherever you place the awardee, track the EW. Consider keeping in med care.

Conclusions

- Salary costs make up a large portion of research expenditures.
- Salary projections are a key component to balancing budgets and managing expenditures.
- Make sure you have the right access to the FCP
- Setup your PY as salary transactions will hit throughout the year to both
- Reconcile each PP
- If you do not balance, you need to look for the anomalies
- Use VSSC tools and the download CSV to help you

Questions??



Choose **VA**

VA



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