Jason Berlow: Hi, everybody. Hope everybody’s having a good July. Today, we’re going to have a training that’s going to be tailored to new budget analysts, budget techs. Anybody who’s working in budget or finance in the research office. And this is supposed to be a one-on-one training just to show you all the resources available, to help you understand when you come on the job. Because I know often you come into the job and the person that you replaced retired or left four or five months ago. And there’s some dusty binders in the corner of the office that are there for you to take a look, to figure out the job, and you have nothing. So we’re hoping that this training will be the first one you’ll look at for new folks later, so we’ll share them within this recording and the slides of course. And then we’re going to go through the SharePoint.

So let me go through the agenda today. Well, I’m giving an introduction already, but we’re talking about where to begin and where to find resources and understand your critical role in research operations. And then we also later, depending on time—I guess Kari can share her screen, or I can. We might go through our website to show you the resources there, too. But then Erin, Erin Olson, recently joined us from the St. Louis VA. She’s one of our budget analysts here in Finance in ORD. Seeing going to talk about day one and what you should do and what she went through to figure it out.

And then Kari is going to talk about all the trainings we’ve done in the last over a year to help you in your competency skills for budget analysts and budget technicians and how to find them on the ORD Finance and Resources page. And then I’m going to talk about some the external trainings we’ve doing, and we’ll be doing more. And then we’re going to talk about a survey. We’re going to put a survey on the screen, but we’re also going to be sending a survey to the field to understand how you manage your accounts, which \_\_\_\_\_ [00:02:01] with Tony Laracuente of field operations. Next slide, please.

So like I said, today, the real object is to provide you with an overview of all the helpful resources. You’re not really going to learn—well, you’re going to learn something new, but we’re not going to into the system, per se. We’re going to give you a broad overview, so we’re not going to go in depth about anything. So just a quick reminder, always, we have in a lot of our signatures. The ORD Field Administrative Officers page is really helpful for you to find a lot of different information. All our trainings, everything we upload, all the emails we send with the attachments go on here. And then always—we have the AO list, and then if you’re not an AO, if you have any budget role in the research office, please send us a note to get on the POC list. We know we’re still not getting to everybody, but we want to get to as many people as we can. So if you want to be added, just send me or Maria a note, and we’ll quickly add you. It takes about probably a day for the server to refresh, then you’ll be added. Next slide, please.

So this is something we joke about in our office, so you can be in our inside joke, too. But at the bottom of the page, it has a number of views. And when we email out the distro list, it hits about 500 people, AO and finance POCs, and we have 818 views. And a lot of us are using that site a lot when we’re adding resources, so we only have 818 views. So we really want to stress make sure you go to the site. We have a lot of helpful information. We’ve added a lot of helpful links to help you get—and we want it to be your one-stop shop so you can get everything you need to get you in the right direction. So the question is, what percent of these views are Erin, Jason, and Kari? We’re thinking over 50%, but we won’t know for sure. So we really want to see that. We’re going to look in a couple days, and we want to see this get over 1000. So we’re going to keep sending updates of where we are on these views. Next slide.

So that’s a cup of Erin’s coffee. Erin likes memes like me, so we try to put a lot of fun memes in here. But so we just want you to understand when you come into the position, you may not even understand what a budget analyst or budget tech does. So these are just some of the key responsibilities and key skills required for the job and for some things that you should—if you’re taking courses, external courses, things you should work on or learn more. But basically support the research mission by applying budget analysis concepts. So obviously, we’re not researchers. We’re not PIs, but we support the research mission through our skill set which is budget analysis and concepts.

So you should understand methods and procedures connected with how you formulate the budget for your project, and how to execute the budget for VA’s particular programs, systems, procedures, functions, and structure of the support organizational components. And then this is pretty common for budget analysis, OPM, I have some links at the end of the presentation about some the key competencies. But these are some of the key competencies you might see in USAJobs listing that are necessary. You see budget concepts, budget execution, analysis, spreadsheet skills. You need all these skills to be able to manage a budget. Next slide, please.

So now it’s Erin’s turn. Erin, you ready?

Erin Olson: I’m ready. I’m ready for the next slide.

Jason Berlow: Alright, alright. Oh, you should have read the—go back and read the— Make sure everybody saw that.

Erin Olson: Okay, can you go ahead and manage the research budget? I think you can find some dusty binders from the 90s on the bookshelf to figure everything out. So that would be great.

Jason Berlow: That’d be great. And I think that’s really the case, though. \_\_\_\_\_ [00:05:53], so we want to give you more than that. So alright, next slide.

Erin Olson: Yes, next slide. So when I started in the budget role in St. Louis, I had the good fortune, I had already worked in the research office, but I was on the regulatory side of the house as a management analyst. And I knew a little bit about the budget but not much. I had budget training from graduate school, and I had been a budget analyst in DC at a different agency at Commerce in NOAA. So I had a little bit of budget knowledge but more at the agency level. And at the field, we’re really where the rubber meets the road. We are at post award execution, so we’re ordering supplies. We’re buying mice. We’re shipping stuff to our investigators. We’re doing all of these things listed here.

And so what I really wanted to get across and to communicate with the field is everything in a day’s work, your day-to-day translation of duties. You’re a new budget analyst coming onboard, and you don’t know what you need to be doing on a daily basis, on a weekly basis, what needs to be done quarterly. What are all the tasks that need to be accomplished in order to manage the finances at the station level to execute a research program successfully. And so these were the items. There may be additional duties that you’ve got at your station. Maybe you’re \_\_\_\_\_ [00:07:15], and you’re an AO. And you don’t have any analyst, so all of these fall in your lap. Maybe you are a budget analyst, but you have other individuals in your office that do other roles. But all these things are roles that must happen for post award execution. I’m not going to read all of them. We’re going to cover them one by one on the next slide. I’m ready to move to the next slide.

Okay, so the very first thing, distribution of funding, those TDAs. Jason said, what is a TDA? And I had to look it up because I did not know. Transfer Disbursing Authority. So when the timing—and I want to talk about the task, the tool, the timing, and then provide a training recording so that if you’ve got somebody new— I mean, you could keep this slide handy, and then if you’ve got somebody new, you could just say, what’s the task? Okay, here’s the training and go right there. When you click on the link to the training recording, it is also going to have not only the slides but a transcript. And I can tell you that there have been times when I was a budget analyst in St. Louis when I had a question that I would search the transcript for the word, for example, zero-dollar IPA. I would search the transcript to see what I said to get my answer, and then if I had questions, I’d reach out to Tony or whomever. So at that link, you’re going to find a ton of resources on that topic and so much more.

So back to the task, the number one task, TDA. You need to utilize RAFT in order to distribute your Pink Sheets. The timing, as you know, we have been under continuing resolution for the last few fiscal years, so you cannot go by what those initial TDAs are in order to distribute, to set up your accounts for the year, whether you do that in WinRMS or some other tracking mechanism. But you can look in RAFT, and you can see what the funding is going to be for that investigator for that project that for that year, and that is how you can set up your budget for that project. And then when the funds come in, you need to distribute them appropriately to the All Other line or to the Salary line. So that’s TDAs.

Research Salary Tracking. This is very, very important. We just did, I think, a salary training just a couple months ago, but the tools that you utilize for salary tracking, you can use the daily Status of Allowance utilizing the VSSC. You can also pull the F20, the daily reports after the pay period to see what salary is hitting, the PAID report, and then WinRMS. If you’ve got your research employees costed to the research appropriation and you have it set up in WinRMS, you just click a button to do the download, and it will populate the salary reports for you in WinRMS and cost those individuals to the studies to which you need to cost them. I do recommend that you check those every pay period, and if you need to do cost transfers, even do them as you go. It’s much better to do them as you go than to wait until the end of the physical year, particularly if you’ve got folks that are working on tough projects or other appropriations where there are actual deadlines by when you need to get those transfers done.

Cost expenditure transfers. Again, the Status of Allowance is a good tool and the F20 is a good tool. You check for the EWs after you send that request to fiscal to process that cost transfer. You can go to F20, and you need to make sure that it’s actually done. And again, the timing, each pay period for salaries or regularly for other items. And we did a cost transfer training specifically covering all of the steps associated with this, so you can catch that at that link.

Bills of collection. So you’re going to generate the bills of collection. The venue is in VISTA. The reimbursement training there actually shows screen captures and a step-by-step process of how to enter a bill of collection. And then again, the AACS is a tool for that. And then it comes in as a TDA, and the funds are reimbursed. So you check that, and then you would match it on the F827, the General Ledger Report. You get those from fiscal. Next slide. And I’ve got someone that needs to mute, please.

Okay, contracting and paperwork. This is a fun task. Maybe you’re lucky, and you have someone else who can help you with this because this can be quite, quite an undertaking. It gets easier the more that you do it. The timing July 1st is a fourth-quarter deadline, but of course you need to do those as soon as you can in order to make sure that there’s plenty of time for contracting. Whether you’re using RPO East as the research contracting office handling your contracts or if you’re using your VISN, I do want to note, because in St. Louis we use RPO East for some research contracts but we do utilize a VISN for some other things as well, we put the SharePoint link there for a tool. That’s going to have the most up to date documents. They do change over time. The fourth link is there for you as well, and again, of course the 2237 is going to be entered into VISTA.

So the next item, purchase card duties. This will vary. Some stations may have one purchase card holder. Some may have a couple. Some of you may rely on logistics to be your card holder, and logistics is processing all of your purchase card orders for you. But this is definitely something that needs to be kept up on because you’re going to need—especially if the purchase card holder is in research, you’re going to have an approving official that needs to make sure that all those reconciliations are done and approve those reconciliations. So we do not have a training specific to purchase card duties, but those card holders are managed at the VISN level. So connect with your VISN folks. And if you need help with that, we had a lot of success in partnering with our logistics team. And when we had a new card holder, we were able to reach out to logistics, and they sat with our card holder to help understand how everything gets entered into VISTA and how to do reconciliation and things like that. So typically, utilize the resources that you have on your station when you have a vacancy or when you need help with things like a purchase card were there’s others there that are doing similar duties.

Reviewing and certifying invoices in IPPS. I said this is as needed. This is something that we check on a weekly basis. If you’ve got some invoices that are a low dollar amount, like less than 2500, if they’re not reviewed within a couple of weeks, they process automatically. And you want to make sure that you’re catching everything and making sure that it is a proper charge that is going against that purchase order. So the link to IPPS is there. In St. Louis, we manage and track our open orders in an Excel document. So that’s a tool. Every station will do it differently. We did cover IPPS and how to run different reports in IPPS and how to do things in IPPS, and the training is linked in that training column.

WinRMS. This is a big one. We have spent a lot of time developing trainings on WinRMS, and I’ve linked them there. There’s four different trainings that are on our SharePoint. Tony Laracuente and Kari Points also have WinRMS open office hours. We really recommend that if you have over ten funded projects that you get WinRMS installed at your station. It takes a little bit of effort to set it up. You do have to utilize it daily to do those daily downloads and cleanup some of the noise that occurs, but you have a lot of resources at ORD to help you. If you do not have WinRMS, then that is something that you would like to do.

Aged order reporting and duties. Your fiscal should be sending you these reports monthly, the 851s and the 850s, and they should be asking you if you have an open order, why is it open? What’s going on with that? These are performance measures that are tracked and actually go on your medical center director’s performance report, so this is going to be important to your station. It’s going to be important to fiscal. It’ll be important to you. And it also helps you manage, to make sure that your closing things out appropriately. The OBLL Open Documents Report Viewer in VSSC will show you all of your open 1358s and 2237s. And we did cover the aged order processes in the training links there. Next slide, please.

Balancing to the Status of Allowance. So this is timing. It’s going to vary, but it should be done on a regular basis. Some stations your fiscal will send it to you, but if you don’t want to wait for fiscal, if you start at 5:30, 6:00 a.m. like me, you can just go to the VSSC and download it for yourself. We have a couple of trainings. Actually, quite a number of our trainings cover balancing to the Status of Allowance using different tools like VSSC and the different tools available to you that are linked there.

Entering 1358s. These are for your IPAs and your patient reimbursements. Again, this is as needed. Those get entered in VISTA. But you need to track them in Excel or Access, some other way to track them, so that you can keep track of what is being expensed, what’s being submitted against that open order. And again, we did cover that in the research budget management training, which is linked there.

G-Invoicing. Probably Jason Berlow’s favorite topic. G-Invoicing and IAAs. I will admit it is daunting, but the IAA forms and instructions are all available. Each station will have a superuser, a G-Invoicing superuser. You can make friends with that person. Make sure you take all of the IAA training. It’s linked there in this slide. It’s very important with regard to timing that the IAAs get established before the work begins and not after. Again, we’ve covered this a lot in trainings, but we really encourage everyone to watch the trainings again and review the slides because there’s a lot of really good information in there. Jason covers the 7600Bs. All the forms are covered and how to complete them and what the roles are and how to execute those.

And last but not least—I think this is last—IPAs. The link to OPM’s website with all the IPA information is there. You’re going to want to execute those as needed by project, keeping in mind that they are two years at a time. You can only obligate the 1358s associated with IPAs for one year at a time, but the IPA itself lasts two years with then another two-year renewal and then a one-year break at the end after four years. There was a really good training that Tony did, like I mentioned earlier. We referred to it many times trying to regularize our IPAs and WOCs, and that’s at the link there as well. So there’s a lot of great resources. I probably left out some of the things that you have to do at your station with regard to budget duties, but these are truly the main duties that you’re going to be needing to accomplish to manage your budget on station. So the tools and the timing of them and then the training recording.

So I hope that this will help you with new staff, with new hires, if you need a refresher, if there’s something tricky that you need to study to try to implement a little bit better. And then we’re always here if you’ve gone to these resources. And like Jason said, we’ll be checking that number. And if you still need help, we’re here to help you. I think that concludes my portion. Next slide.

Kari Points: Alright, thank you, Erin. So it’s a lot. There are so many tools and things you have to know as a budget analyst, so I do appreciate Erin and Jason’s humor when they create these slides. So they get all the credit for these types of things. But there’s our definition of budget analyst. An individual who does precise guess-work based on unreliable data provided by those of questionable knowledge. See also wizard and miracle worker. So that gave me a little chuckle, so hopefully that does for you, too. But I like the definition. I especially like this part, the wizard and the miracle worker. There’s a lot that you take on as you saw in the previous slides.

So you’re going to hear again and again and again throughout this training that we’ve doing this finance training series for quite a while now. And so if you’re new to the budget role, it’s really useful to you to go back and review those and check out those previous presentations. The trainings are based on the current issues facing the field and known deficiencies that were seen in federal financial management.

So the slides going forward are going to serve as a syllabus for what your competencies need to be as a budget analyst, what tools we can offer you, like Erin had been talking about, but also more links. More here’s where you can find these things. So that’s the really the purpose of today’s call is to identify where you can go to find the tools that you need to perform your job. But also, that last bullet is really critical. If there is a topic that we have not covered and you would really love to see a training on it, please reach out to any one of us, and we can get that worked into the schedule and prepare that information for you because we do want to make sure that we’re all-encompassing in these training series.

So here is ORD Finance Resource Center. Bookmark it, bookmark it, bookmark it. It’s going to have your best practice documentations, your trainings, and then those communications that we’re sending out to the field, that ORD Finance is sending out. They’re going to be there as well—or are there as well. So please use this tool. Like Jason said, we haven’t seen a whole lot of views on it, so please, please, please go and explore and see what you can find that can help you in your position.

So here is that opening of the page. We have financial management links. You can see the G-Invoicing, there’s RAFT, there’s IPPS. There’s different training videos, SharePoint, information on G-Invoicing. A lot of regulatory items here if you’re interested. Key training links. So go, again, explore through here and save the SharePoint. So I keep repeating myself here. Again, the Finance Resource Center has a lot. You can check the trainings of best practices when you have a question. We tried to categorize that trainings based on topics, so you can see there the Opening and Closing of the Fiscal Year, WinRMS Trainings, VA Research Budget Management, Understand Tools and Systems such as IAAs or G-invoicing. Using the VSSC and the Status of Allowance. Managing salaries. So there’s a lot of important topics here.

And so we do appreciate when you reach out to ORD Finance or to myself and ask questions. We want to communicate with the field. We want to assist you, but a lot of times we find that these topics have been covered. Please reference here, but if you’ve reviewed the resources and you really need some one-on-one guidance, maybe you don’t quite understand something, absolutely reach out to us. But we like to see that you’ve done your homework first and tried to see if there’s a solution out there. That’s why we’ve been doing these training series.

So here’s the best practice library. Again, categories by different topics. You have appropriation law, budget management, contracting. There’s a section on cost transfers, human resources, IAAs. A lot of different office hours that have been hosted in the past, RAFT resources. There’s so much things in here that you can search for if you have a question on a certain topic.

So here’s an example of appropriations law. So it’s really important as a budget analyst that you understand the laws of the appropriation, so \_\_\_\_\_ [00:24:17] there’s some basic concepts that are fundamental for your understanding of how you can obligate and expend funds from the research appropriation in your program or station. It’s really important you understand these basic concepts. There’s a lot of appropriation law out there. I understand that. But there are pieces that you really do need as budget analysts to have a grasp on. So here’s a link if you want to go explore this topic. There is a best practice folder link on the slide about appropriations law, best practices and training. And then there’s also a link to recorded training. So throughout this presentation, we’re trying to categorize things for you and show you where these tools are, so that you can use them.

The next topic is budget management, so like appropriations law, there’s a lot of basic concepts that you need to understand in managing a budget, especially with the research appropriation at your station. And then there’s a slew of trainings that have been offered, such as closing the fiscal year, research admin 101, how to find, review, and execute your budget allocations, those TDAs as they come in. Changes that occur, so new financial requirements for FY23 and 24 are going to be posted there. When we give new guidance out. Updates on the CC 101 model training and cost transfers. So those are all past trainings that you can go and review if you have a question in this area regarding budget management at your station.

Contracting. So obviously we need contracts in research to obligate funding over $10,000, for equipment services over 2500 and any of those types of items that need to go to contracting, it’s very important. And it helps you. If you go and look at the contracting RPO East, their SharePoint, you get the most recent form. You view the contracting presentation that was presented. That’s going to help you get those contracts through faster, and it’s going to make the lives of the contracting officer much more helpful and easier for them to process, versus having to send you the corrected forms or saying, hey, something wasn’t done correctly that was covered in this training. So if you haven’t done a contract before, go back and review the training series on the contracting basics and work with our POAs. Go to their SharePoint, look around, try to get a form, so you can submit a good contract to them that can be processed quickly.

So the other tools are VSSC, Status of Allowance, and expenditure tracking. So these are really, really important tools that you should be very familiar with. The VSSC, you can find the Status of Allowance there, but there’s a lot of other things that you can do in the VSSC. Erin mentioned one earlier about the open obligations; you can go find your open obligations. You can view your F20s. You can see what’s hitting your Fund Control Points on a daily basis or for a certain date range. Whatever you’re looking for. If your Fund Control Point is not balanced, you can go to the F20 and say, hey, it was balanced yesterday; it’s not today. What changed? What hit the Fund Control Point for those days? So the VSSC, I think it’s fun to play around in. I think it’s a very useful tool. I use the open obligations all the time just to make sure we’re closing out our prior year, 1358s and 2237s, that we’re not leaving anything open that might be missed. That is a very useful tool.

But there’s a lot of things. Balancing to your Status of Allowance I always talk about. That’s very, very important. So there’s been multiple training series on this using the VSSC, reading the Status of Allowance, how to manage your salaries, how to understand and balance a Status of Allowance. All you know I talk about that all the time, that you need to balance to the Status of Allowance to make sure that your data is correct. You might be balancing at the project level, but how do you know your overall data is correct if you’re not balancing to the Status of Allowance, which is the facts. That’s what hit your Fund Control Points. And then the monthly training series on Understanding the flow of Funding, Obligations, and Common Financial Reports. All very useful tools for you \_\_\_\_\_ [00:28:33].

IAA resources. So IAA is especially with the change to G-Invoicing, it’s a learning curve. I’m going through a couple right now that we’re trying to process through G-Invoicing for the first time, and it is complex. So it’s useful for me to go those IAA best practices, the monthly training series on reimbursables, just so I can fully understand the process and work with the fiscal office to make sure those are processed correct and timely.

Reimbursable Resources. So if you’re billing out the VA to your nonprofit or your affiliate for any type of bill, so it might be salaries, it might be animal per diem, core facility charges. Whatever you’re billing for, you need to recoup this funding. It’s going to come in as a bill of collections. You’re going to enter a bill of collection. You’re going to have an agreement with the nonprofit and the university first, establishing what this billing is going to entail. You’re going to enter the bill, and then you’re going to process the TDAs in, which will go into the cost transfers to close them out from the reimbursables.

That might sound confusing, how I just worded it, but there you go. You can take the reimbursables training, view the best practices where we go through that whole process in great detail from the start, from the MOU generation to the bill of collection, to getting the TDA, to viewing the F827 with your fiscal office to see how to match up that bill, and then processing the cost transfer to close out the reimbursables. Multiple steps in this, but the training should take you through that.

And now I’ll pass it over to Jason to talk about external trainings that are available for you.

Jason Berlow: Hi, everyone. So we have provided a lot of external trainings this past year on appropriations law, budget accounting, and then some of you are were taking a long with us the CGFM training, those who want to get the CGFM certification. We did have some meetings on that and introduction. So we’ll plan to do more courses on appropriation law and budget accounting once the year starts. We’re not quite sure about the CGFM yet. We want to see how many people get the certification and make sure we’re targeting training to the right purposes. We’re not going to offer any more until FY24 starts because, I mean, everyone gets busy with close out. And then, again, summer vacations. It’s challenging. So we’re going to take a little break from those for a few months, but we plan to offer more next year. Next slide.

So and another plug for our SharePoint site, there’s a number of useful trainings and links in there. I am linking to the VHA Finance SharePoint site. There’s a lot of good information, too, so I link there, too. So there’s trainings on there for IPPS, UDOs, all sort of things. And then we keep adding the links. And if you find a good link, just send me a note, and I’ll add it to the SharePoint because we want you find everything. But anyway, a couple areas here. The Budget Line of Business, those are the emails I send out. You can get yourself on the email list. It’s called BFELOB. They’re part of the Department of Education, and they do a lot of trainings for budget and finance folks across government. So they have a lot of sessions on spreadsheets, pivot tables, et cetera. And they’re all free, so I highly recommend them. I’ll keep sending out those emails, but if you click there, you can get on the email list. You might need to create what’s called a MAX email. You might need to create a—there’s the budget system called MAX, which is OMB’s collaboration system. So you could just create an account with your government email address, and you should be good to go.

And then AGA, it used to be called the Association for Government Accountants, but they changed the name, which is AGA now because they want to say it’s not just for accountants. But they have a lot of trainings and conferences, too, so I would check there. You can become a member of AGA if you want. Even if you don’t want to do the CGFM, you can become a member, and there’s a lot of good—there’s local chapters across the country. So you can meet other financial manager people across the country. And then management concepts provides financial manager training courses. And these are where the courses we were having our through. So if you—I’ll go back to that slide. So I’ll go back. So you might want to—if you can check out these courses. And if you want to pay for a local you can. The thing is that when we contract the courses, when we do the courses individually—or when we do them for our groups, research staff, we get a much better price. So that’s the benefit there, but they’re the same courses. And we can tailor them a little bit. Next slide, please.

So again, these are on the SharePoint site, but the VHA Finance has a lot of training. They have a training calendar. They have sessions on debit cards and all sorts of things, IPPS, all sorts of video recordings. And then management concepts, like I said, BFELOB. And the FSC has a lot of trainings on the IAA. So if you’re having trouble with the IAA and understanding G-Invoicing, they have a lot of video records for all these sections. So like on setting up an agreement, the 7600B, setting up an order, managing performance. All sorts of things. So please, try to use these resources. We’re happy to answer questions, but we really want to make sure that you’re also using the resources that we spend a lot of time trying to produce to help you make your jobs, hopefully, easily. Next slide.

So this section is me and Erin. So Tony, he’s not on today. He’s on an onsite visit, but we’re going to send out another survey because we want to see how you manage accounts in the field. But Parker’s going to help us. We’re going to put a poll on the screen in a second to see how you do it, and then we’re going to follow up with a SharePoint typical survey. So next slide, please.

So we really want to understand. The crux of it is that we’re not going to be able to do what we’re trying to do with managing funding better with less appropriations. As you know, our budget is much smaller. Our growth is much smaller because we’re only on 2% increase. So we want to understand how you’re managing your budgets, so we can help you. So that’s the first question you’re going to get. Oh, there it is. Okay. You have a minute and 15—go ahead, Parker.

Parker Cunneen: Jason, they’re all coming on the screen at once, just so you know. So we’ll give them a minute to answer them all.

Jason Berlow: Okay, so the next question is, how frequently do you monitor and reconcile expenditure? And this is anonymous. And when we do the SharePoint, it’ll be anonymous, too. And then how accurate do you feel you are in reconciliation? And this is all really to help us help you. So I guess let’s give you a minute here. We can play some theme music, and then we’ll—let me give you some music here.

Unidentified Female: Still pretty excited that I went to the Eras Tour, so I could sing some Taylor Swift.

Jason Berlow: I’ll look up what’s—I have Siri. Play Taylor Swift.

Unidentified Female: Thirteen seconds left. You’re running out of time, Jason, for the music. No pressure.

Jason Berlow: Okay, time’s up. Hopefully, you’ll enjoy the music.

Parker Cunneen: It’s just the filing, so it’ll show up in just a second.

Jason Berlow: Okay. Our systems are—we thank you for your patience. Our system is slow today. You know whenever you call customer service, they say that BS, so yeah. We apologize for the delay and inconvenience. Okay, so this produces like a spreadsheet, right?

Parker Cunneen: Yes.

Jason Berlow: So they can see the results, too, right? Right, Parker?

Parker Cunneen: Yes, you guys can see them?

Jason Berlow: Yes, so we can just—okay, so 26% WinRMS, 60% Excel, 30% other. I’d like to know what the other is, okay. And daily, weekly, monthly. Oh, that’s pretty interesting here. Anybody want to comment? It’s pretty interesting how often because, Erin, you would do it daily? And, Kari?

Unidentified Female: Or daily.

Jason Berlow: Accurate. And then the accuracy, yes. So yeah, no answer 66%. So yeah, this is going to help us tailor our trainings for you all. This has been a concern of—Tony Laracuente’s been bringing this up a lot. So if anybody else wants to comment, I think—I know we don’t have everybody here, but we have 90 individuals on the call. We have, what, 87 responses? I would say these results are pretty interesting. Anybody else want to comment?

Kari Points: There’s going to be extra questions on the survey that we send out. There are so many duties that the budget folks have to attend to where you’re like putting out fires, that sometimes it could fall by the wayside. But I think what we’re trying to stress is that it’s going to be really, really important to be able to do this so that we can execute down to the 2% level or even better, given our funding scenarios coming up. So yes, be on the look out for that survey. And one other thing I wanted to mention is in our emails, we have the link to the SharePoint, though if you have emails from us, you can click it there or just bookmark it, and then you have easy access.

Jason Berlow: And we’ll keep emailing you nonstop. Alright, do we have any questions, Parker?

Parker Cunneen: Yes, we have a couple so far, so let me pull those up.

Jason Berlow: Keep sending if you want. And if you have questions about anything, any of the topics we covered today, please, you have our attention. And Matt and John are on the speakers—oh, I see that maybe they did a \_\_\_\_\_ [00:39:42].

Parker Cunneen: I’ll just have somebody read those out.

Jason Berlow: I will let Kari or Erin. So is that question about the number of people per study to accomplish budget tasks? I assume.

Kari Points: I think so. So we’ve given a number of people needed per the number of studies, amount of funding needed to accomplish all the tasks. It’s really program specific on what your needs are and how you use your CC 101 funds. In Iowa City, we’re a medium program, but we’re very heavy biomedical. So there’s a lot of supplies. So I have one budget analyst, but I have two procurement technicians because that’s what our needs need. So you’re looking at the size of your program. And I know Tony has a CC 101 formula that might be a good one to reference. He’s not on the call today, but that’s one of the things that we looked at based on what your procurement is. You need a budget analyst. You need a budget tech. Do you need multiple? And I don’t know off the top of my head what that formula ended up looking like. That’s something that we are looking into.

Fiscal is helping balance FMS and VISTA, but I still need helping trying to balance WinRMS and FMS in the middle of the year. So the further and further you get into the year, the harder and harder it is to balance FMS if you haven’t been doing it all along. What I would recommend to whoever asked this question is just reach out to me. When it comes to WinRMS, I have no problem if you want to reach out and say, hey, I need a private session to ask some questions outside of the helpdesk hours. There’s quite a few sites that I’ll meet with. So if you want to learn a little bit more about balancing, I can take a look at your WinRMS and your Status of Allowance and discuss that with you. It’s hard in July if you haven’t done it all year, depending on the size of your program, but we can always shoot for next fiscal year to be on target for that. It is really important to balance to the Status of Allowance in WinRMS, do definitely reach out if you’re having problems or just want to ask some questions.

Parker Cunneen: That is the last one so far.

Jason Berlow: I’ll just make a plug for the reimbursables. We sent out the reimbursable end of year guidance today, so take a look at that. Because I flagged it, but the last day to receive a TDA for FY23 is September 15th. So make sure all your connections are earned and received by then, otherwise you risk not receiving them later. If there aren’t any questions, I guess we’ll complete the training. Do you have anything else to add, Erin or Kari?

Erin Olson: No, just reach out. Us the SharePoint we’re hoping. I would check—Jason, did you already look? I think it’s already gone up a little bit.

Jason Berlow: I’m checking it. Hold on, I’ll give you the last amount.

Kari Points: Yeah, I want to go tally. I want the tally.

Erin Olson: Everyone click on it quick before he gets there.

Jason Berlow: What I could do is I could go through the SharePoint. Do people want a live demo? Let’s do that. I’m going to share my screen. Alright, it’s coming. Alright, can you see the SharePoint?

Unidentified Female: Not yet.

Unidentified Female: Not yet, Jason. Starting.

Unidentified Female: There it goes. It’s there.

Unidentified Female: Now we can see it.

Jason Berlow: Okay, here’s the site. We’re at 873. So it’s always a work in progress. So with the best practices, so as Kari was showing you, we have the folders here. So appropriations law, what ever folder will have is some of the helpful things we’ve sent out in the past for you, any of the guidance we’ve sent out. So if you have a question or about food or refreshments, you can check here. So the appropriations law training we did in February is right here, and then there are other helpful things that are helpful here, too. \_\_\_\_\_ [00:44:50] non-severable contracts. So then we also have—if you look in budget management, we have a section on WinRMS, closing the year. We’ll start putting these in more folders. We put out a lot of fires, too.

So then we’ve had a lot of the trainings we’ve done from the past. And then in the trainings, this links to all of the trainings on the ORD website. So what you could do is follow the links from the training from today where what we could do is look through here and start clicking through what you want to see. So if you click here, every webinar that Parker helps us with is on the ORD website at this link. And you can, again, find the slides here. You can have the audio, or you can watch the video here. So here’s the video. You just click on it. You can watch it. It’s loading. See, there you go. See? You can watch all the trainings. So the intent is that obviously we know that you may not be able to make our training exactly when we schedule it, but hopefully you can watch it later.

And then here we put some key communications, some key guidance memos that we send out, so different things. Field call minutes, et cetera. We’ll organize this more, too, but we have a section on the Toxic Exposure Fund with the TEF policy and their approved projects. And then we’ve been adding to the links down here. So VHA Finance, I’ll go there in a second, but we have a lot of helpful trainings. So VHA Finance has a really nice SharePoint site, too, that you should check out. So there’s VHA Financial policy and references, they have all their guidance, SOPs, and all sorts of things for your reference. The VA Financial Policy Manual links. And then they have VHA Financial Alerts, which are pretty important. So you can go here and find all the alerts. So Reimbursement Process for Salary FTE costs. That might be a good one. So that just came out a couple days ago, so you can read all these to make sure you’re compliant.

And then the EFT issue, I know that’s a big issue. They have a lot of resources on that about how to do a direct express, debit cards, programs for the unbanked. They have office hours meeting, so here. And then they have what else? They have the National Fiscal Officers monthly conference call, so it’s on the second Tuesday. So what you could do is here is where you join the meeting, so you can put this on your calendar. It’s the WebEx. There’s recordings you can watch. And then in training and education, they had a lot of good stuff. So VHA CFO training videos. So here they have IFCAP videos. All sorts of stuff. I would take a look at it. And then they have a training calendar. Where was that? That should get linked on our site. So here’s the training calendar. So on the 26th, they have direct deposit/unbanked program. Direct express office hours. G-Invoice and superusers. And then this is some of their staff if you have questions.

They have a whole section on G-Invoicing, which is very helpful. So a whole section of G-Invoicing training videos, Object Class Codes, Buy/Sell, so they have all sorts of stuff. So make sure you’re looking, too. I admit we’re not the best about going here either. FSC G-Invoicing hints, so all sort of things to help you. And then let’s see what else there is. Let me go back to our site. Then I have links to the Red Book, GAO Red Book. BFELOB here. So you can get the information from BFELOB here.

Then we have—so management concepts. This is their financial management training, so you’re always welcome to sign up on your own. If you’re a local facility, we’ll pay for it. You can use your CC 101 funding for this. So there’s a lot of good courses. So if you go here and type budgeting performance, budget analysis techniques. All sort of classes. Federal budget process. They have a lot of classes. Most of them are virtual, so that’s good. And then there’s the AGA training, which is who we did the CGFM. Some of you on the call did the CGFM with us. But they have a lot of training, too. Let’s see here. So they have national conferences. They’re virtual or in-person professional development training, which is next week. Oh, see Soledad O’Brien will be speaking at it. And what else? We have—yes. So there’s a lot of resources. We just want you to make sure you’re helping find the right ones. So with that, if there aren’t any more questions, I guess we’ll end the—Kari or Erin, do you have anything to add?

Unidentified Female: No, I’m fine.

Unidentified Female: No.

Jason Berlow: Thank you, everyone.

Unidentified Female: Alright. Thanks, everyone.

Jason Berlow: Bye-bye.