

WIAB 21 -11

DATE: June 1, 2012
TO: All WIA Subrecipients
FROM: Joni Booth, Chief, Accounting *Joni*
SUBJECT: WIA Participant Accruals for Program Year 2011

The WIA participant payment system will close on June 28, 2012 for this program year ending June 30. All program/title payments, made by 2:00 p.m. on June 28 will be reflected in the system (if a payment does not appear, it has not been paid). The system will then begin generating accruals for payments not made.

The accrual system will open July 2 at 1:00 p.m. Mountain Daylight Time and close July 3 at 4:00 p.m. Mountain Daylight Time. All WIA case managers will have the opportunity to view and modify system accruals and to enter manual accruals not shown (see box below).

Note: Manual accruals should be made for unpaid participant expenses that have actually occurred on or before June 30.

Remember - To Minimize Accrual Case Manager Workload:

1. *Submit all participant and vendor payments as soon as possible, preferably before June 22.*
2. *Verify activity completion dates before the system closes, to avoid modifying unnecessary system accruals. The system will accrue to the participant's activity completion date.*

Please direct questions to Julia Browning, Ben Phillips or Jude Jensen.

TO VIEW & MODIFY ACCRUALS

Logon to the WIA Management Information System (MIS)

<https://www3.labor.idaho.gov/wia/>

(Security clearance is required)

Select Accounting/Payroll, followed by WIA Participant Manual Accruals.

Then follow the **instructions in red** on the screens.

The screens are designed to be generally self-explanatory. However, more detailed instructions are shown in the illustrations below, if needed.

Idaho Workforce Investment Information System

All Users Must Log in:

Log in as normal

USERNAME:

PASSWORD:

Login

| |
|------------------------------------|
| WIA Main Menu |
| Client Inquiry |
| Locate A Client |
| Overview of Client |
| Accounting/Payroll |
| Reports |
| Info |

Select Accounting/Payroll



Welcome to the

orkforce Investment Information System

| |
|------------------------------------|
| WIA Main Menu |
| Client Inquiry |
| Locate A Client |
| Overview of Client |
| Accounting/Payroll |
| Reports |
| Information |

Please choose a function below

Participant Payroll Information

Participant Accrued Expenditures

Accounts Payable:

- Payee Search by Vendor Number/SSN
- Alphabetic Payee Search

State Vendor File:

- Vendor Search by Vendor Number/SSN
- Alphabetic Vendor Search

WIA Financial Reports

WIA Participant Manual Accruals

Select WIA Participant Manual
Accruals

PARTICIPANT EXPENDITURES AND ACCRUALS

6/24/2003 2:33:55 PM -- Update is Enabled--Userid=bboyd

FOLLOW INSTRUCTIONS IN RED

Enter part or all of the SSN, Click here. The next page will bring up all that match the selected criteria.

1 - Enter all or part of SSN or First Name or Last Name. Then click on 'Get Participant'.

| Social Security Number | First Name | Last Name | Get Participant |
|----------------------------------|----------------------|----------------------|-----------------|
| <input type="text" value="888"/> | <input type="text"/> | <input type="text"/> | Clear SSN/Names |

PARTICIPANT EXPENDITURES AND ACCRUALS

6/25/2003 1:35:50 PM -- Update is Enabled--Userid=bboyd

FOLLOW INSTRUCTIONS IN RED

1 - Enter all or part of SSN or First Name or Last Name. Then click on 'Get Participant'.

| Social Security Number | First Name | Last Name | Get Participant |
|----------------------------------|----------------------|----------------------|-----------------|
| <input type="text" value="888"/> | <input type="text"/> | <input type="text"/> | Clear SSN/Names |

| SSN | First Name | Last Name |
|----------|------------|-----------|
| 88888888 | STEFFANIE | DUCK |

Click On The SSN

1 - Enter all or part of SSN or First Name or Last Name. Then click on 'Get Participant'.

| | | | |
|------------------------|------------|-----------|-----------------|
| Social Security Number | First Name | Last Name | Get Participant |
| 88888888 | STEFFANIE | DUCK | Clear SSN/Names |

2 - Click on one of the Cost Categories below to show detail.

| Action | Program Year | WIB/Site | Fund Number | Cost Cat | Obligations | Cash Expenditures | Total Accruals | Total Accrued Expenditures |
|---------------|--------------|----------|-------------|----------|-------------|-------------------|----------------|----------------------------|
| | 2002 | 3/3308 | XX 15 411 | <u>G</u> | \$1.00 | \$0.90 | \$0.00 | \$0.90 |
| | 2002 | 3/3308 | XX 21 411 | <u>C</u> | \$1,089.00 | \$119.75 | \$0.00 | \$119.75 |
| | 2002 | 3/3308 | XX 21 411 | <u>G</u> | \$0.00 | \$2.70 | \$0.00 | \$2.70 |
| | 2002 | 3/3308 | XX 21 411 | <u>I</u> | \$0.00 | \$27.00 | \$0.00 | \$27.00 |
| | 2002 | 3/3308 | XX 21 411 | <u>N</u> | \$0.00 | \$755.00 | \$3,020.00 | \$3,775.00 |
| | 2002 | 3/3308 | XX 21 411 | <u>X</u> | \$0.00 | \$129.95 | \$0.00 | \$129.95 |
| | 2002 | 3/3308 | | | \$0.00 | \$54.00 | \$0.00 | \$54.00 |
| | 2002 | 3/3308 | | | \$989.00 | \$470.00 | \$0.00 | \$470.00 |
| | | | | | \$0.00 | \$156.95 | \$0.00 | \$156.95 |
| | | | YY 41 410 | <u>X</u> | \$0.00 | \$129.95 | \$0.00 | \$129.95 |
| | 2002 | 3/3308 | YY 41 410 | <u>Y</u> | \$0.00 | \$54.00 | \$0.00 | \$54.00 |
| Add | 2002 | | | | | | | |
| Totals | | | | | \$2,079.00 | \$1,900.20 | \$3,020.00 | \$4,920.20 |

Select the Cost Category you wish to change the accruals on.

Or add a line (Cost Category) to accrue on.

**3 - Click on Manual Override to toggle Y/N and enter Manual Accrual.
Then click on 'Update Accruals' below.**

Cost Center **33308** Fund Number **XX21411** Cost Category **N**

| Month | Cash Expenditures | Automated Accruals | Manual Override (Y/N) | Manual Accruals |
|--------------------------------|-------------------|--------------------|--|-----------------|
| July | \$0.00 | \$0.00 | <input type="checkbox"/> N | \$0.00 |
| August | \$0.00 | \$0.00 | <input type="checkbox"/> N | \$0.00 |
| September | \$0.00 | \$0.00 | <input type="checkbox"/> N | \$0.00 |
| October | \$0.00 | \$0.00 | <input type="checkbox"/> N | \$0.00 |
| November | | | <input type="checkbox"/> | \$0.00 |
| December | | | <input type="checkbox"/> | \$0.00 |
| January | \$755.00 | \$0.00 | <input type="checkbox"/> N | \$0.00 |
| February | \$0.00 | \$755.00 | <input type="checkbox"/> N | \$0.00 |
| March | \$0.00 | \$755.00 | <input type="checkbox"/> N | \$0.00 |
| April | \$0.00 | \$755.00 | <input type="checkbox"/> N | \$0.00 |
| May | \$0.00 | \$755.00 | <input type="checkbox"/> N | \$0.00 |
| June | \$0.00 | \$0.00 | <input type="checkbox"/> N | \$0.00 |
| Totals | \$755.00 | \$3,020.00 | | \$0.00 |
| Total Reported Accruals | | \$3,020.00 | <input type="button" value="Update Accruals"/> | |

Is something WRONG? If you see accruals for big \$'s amounts month after month and no expenditures you are most likely missing a completion date for this enrollment. You will need to change these to zero.

If you wish to change the \$755 in Feb. click the Manual Override to Y for yes and then change the dollar amount to the desired amount.

Then click Update Accruals

Accruals have been updated!

3 - Click on Manual Override to toggle Y/N and enter Manual Accrual.
Then click on 'Update Accruals' below.

Cost Center Fund Number Cost Category

| Month | Cash Expenditures | Automated Accruals | Manual Override (Y/N) | Manual Accruals |
|--------------------------------|-------------------|--------------------|--|-----------------|
| July | \$0.00 | \$0.00 | <input type="text" value="N"/> | \$0.00 |
| August | \$0.00 | \$0.00 | <input type="text" value="N"/> | \$0.00 |
| September | \$0.00 | \$0.00 | <input type="text" value="N"/> | \$0.00 |
| October | \$0.00 | \$0.00 | <input type="text" value="N"/> | \$0.00 |
| November | \$0.00 | \$0.00 | <input type="text" value="N"/> | \$0.00 |
| December | \$0.00 | \$0.00 | <input type="text" value="N"/> | \$0.00 |
| January | \$755.00 | \$0.00 | <input type="text" value="N"/> | \$0.00 |
| February | \$0.00 | \$755.00 | <input type="text" value="*Y*"/> | \$100.00 |
| March | | | <input type="text" value="N"/> | \$0.00 |
| April | | | <input type="text" value="N"/> | \$0.00 |
| May | | | <input type="text" value="N"/> | \$0.00 |
| June | | | <input type="text" value="N"/> | \$0.00 |
| Totals | \$755.00 | \$3,020.00 | | \$100.00 |
| Total Reported Accruals | | \$2,365.00 | <input type="button" value="Update Accruals"/> | |

After selecting Update Accruals your screen should look like this. You have changed the accrual for \$755 to \$100. Your accruals have decreased \$655 to \$2,365.00.
note you may select more than one month to change before you click Update

PARTICIPANT EXPENDITURES AND ACCRUALS

6/12/2003 11:18:10 AM -- Update

FOLLOW INSTRUCTIONS

Scroll up to view this part of the screen.
You May now select another participant or!!

1 - Enter all or part of SSN or First Name or Last Name or Social Security Number.

| | | | |
|-------------------------------|-------------------|------------------|------------------------|
| Social Security Number | First Name | Last Name | Get Participant |
| 888-88-888 | STEFFANIE | DUCK | Clear SSN/Names |

2 - Click on one of the Cost Categories below to show detail.

| Action | Program Year | WIB/Site | Fund Number | Cost Cat | Cash | Total Accruals | Total Accrued Expenditures | |
|---------------|--------------|----------|-------------|----------|------------|----------------|----------------------------|------------|
| | 2002 | 3/3308 | XX 15 411 | <u>G</u> | | \$0.00 | \$0.90 | |
| | 2002 | 3/3308 | XX 21 411 | <u>C</u> | | \$0.00 | \$119.75 | |
| | 2002 | 3/3308 | XX 21 411 | <u>G</u> | | \$0.00 | \$2.70 | |
| | 2002 | 3/3308 | XX 21 411 | <u>I</u> | \$0.00 | \$27.00 | \$0.00 | |
| | 2002 | 3/3308 | XX 21 411 | <u>N</u> | \$0.00 | \$755.00 | \$2,365.00 | |
| | 2002 | 3/3308 | XX 21 411 | <u>X</u> | \$0.00 | \$129.95 | \$0.00 | |
| | 2002 | 3/3308 | XX 21 411 | <u>Y</u> | \$0.00 | \$54.00 | \$0.00 | |
| | 2002 | 3/3308 | XX 41 410 | <u>A</u> | \$989.00 | \$470.00 | \$0.00 | |
| | 2002 | 3/3308 | XX 41 410 | <u>I</u> | \$0.00 | \$156.95 | \$0.00 | |
| | 2002 | 3/3308 | XX 41 410 | <u>X</u> | \$0.00 | \$129.95 | \$0.00 | |
| | 2002 | 3/3308 | YY 41 410 | <u>Y</u> | \$0.00 | \$54.00 | \$0.00 | |
| Add | 2002 | | | | | | | |
| Totals | | | | | \$2,079.00 | \$1,900.20 | \$2,365.00 | \$4,265.20 |

Scroll up to view this part of the screen.
You can now select a new Cost Cat to accrue on. ****NOTE**** Your accruals will be reflected in the Totals at the bottom of this page.

Or you can use the Add button to add a new Cost Cat. Do not worry about making a mistake as once you have a new line for Cost Cat you will see a delete button on the left side under Action.