

**DATE:** June 9, 2006  
**TO:** All WIA Subrecipients  
**FROM:** Joni Booth, Chief, Accounting  
**SUBJECT:** WIA Participant Accruals for Program Year 2005

The WIA participant payment system will close on June 29, 2006 for this program year ending June 30. All payments made by 2:00 p.m. on June 29 will be reflected in the system (If a payment does not appear, it has not been paid.). On June 30, the system will begin generating accruals for payments not made.

**The accruals will open July 5 and close July 6 by noon Pacific Daylight Time.** All WIA case managers will have the opportunity to view and modify system accruals and to enter accruals not shown (see box below).

*Remember, accruals should be made for unpaid participant expenses that have actually occurred on or before June 30. Also, the system will accrue to the participant completion date. So, verify completion dates before the system closes, which will reduce accrual changes.*

Please direct any questions or problems to your grants manager.

**TO VIEW & MODIFY ACCRUALS**

Logon to the WIA Management Information System (MIS)

<https://cl.idaho.gov/applications/wia/login.asp>

(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

<a href="#">WIA Main Menu</a>
<a href="#">Client Inquiry</a>
<a href="#">Locate A Client</a>
<a href="#">Overview of Client</a>
<a href="#">Accounting/Payroll</a>
<a href="#">Reports</a>
<a href="#">Info</a>

Select Reports



Welcome to the

# Idaho Workforce Investment Information System

<a href="#">WIA Main Menu</a>
<a href="#">Client Inquiry</a>
<a href="#">Locate A Client</a>
<a href="#">Overview of Client</a>
<a href="#">Accounting/Payroll</a>
<a href="#">Reports</a>
<a href="#">Information</a>

<b><i>WIA Reports</i></b>
<a href="#">Management Rep</a>
<a href="#">Obligation Reports</a>
<a href="#">Participant Activities</a>
<a href="#">Participant Demographics</a>
<a href="#">Participant Exit</a>
<a href="#">Customer Satisfaction</a>
<a href="#">Data Quality Reports</a>

Select Obligation Reports

<a href="#">WIA Main Menu</a>
<a href="#">Client Inquiry</a>
<a href="#">Locate A Client</a>
<a href="#">Overview of Client</a>
<a href="#">Accounting/Payroll</a>
<a href="#">Reports</a>
<a href="#">Information</a>

### WIA Obligation Reports

\*Program Year:

\*Report:

Program:

WIB Number:

Site:

Project:

Activity:

Case Mgr:

SSN:

Header Placement:  25  20  15  10  5  0 (Best for printing)

\*required

From here generate a report for your site number by title (or what ever is easiest for you to work with) and print it. This can be your guide in selecting which participants may need accruals and which participants may need accruals reduced.



<a href="#">WIA Main Menu</a>
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<a href="#">Reports</a>
<a href="#">Info</a>

Select Accounting/Payroll

Welcome to the

# Workforce Investment Information System

<a href="#">WIA Main Menu</a>
<a href="#">Client Inquiry</a>
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<a href="#">Overview of Client</a>
<a href="#">Accounting/Payroll</a>
<a href="#">Reports</a>
<a href="#">Information</a>

*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**

**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

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

## 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
<b>88888888</b>	STEFFANIE	DUCK

Click On The SSN

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

<b>Social Security Number</b>	<b>First Name</b>	<b>Last Name</b>	<b>Get Participant</b>
88888888	STEFFANIE	DUCK	<b>Clear SSN/Names</b>

**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
	2002	3/3308			\$0.00	\$156.95	\$0.00	\$156.95
	2002	3/3308	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
<b>Add</b>	2002							
<b>Totals</b>					\$2,079.00	\$1,900.20	\$3,020.00	\$4,920.20

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

Select the Cost Category you wish to change the accruals 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	N	\$0.00
August	\$0.00	\$0.00	N	\$0.00
September	\$0.00	\$0.00	N	\$0.00
October	\$0.00	\$0.00	N	\$0.00
November				\$0.00
December				\$0.00
January	\$755.00	\$0.00	N	\$0.00
February	\$0.00	\$755.00	N	\$0.00
March	\$0.00	\$755.00	N	\$0.00
April	\$0.00	\$755.00	N	\$0.00
May	\$0.00	\$755.00	N	\$0.00
June	\$0.00	\$0.00	N	\$0.00
<b>Totals</b>	\$755.00	\$3,020.00		\$0.00
<b>Total Reported Accruals</b>		\$3,020.00	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** 33308 **Fund Number** XX21411 **Cost Category** N

Month	Cash Expenditures	Automated Accruals	Manual Override (Y/N)	Manual Accruals
July	\$0.00	\$0.00	N	\$0.00
August	\$0.00	\$0.00	N	\$0.00
September	\$0.00	\$0.00	N	\$0.00
October	\$0.00	\$0.00	N	\$0.00
November	\$0.00	\$0.00	N	\$0.00
December	\$0.00	\$0.00	N	\$0.00
January	\$755.00	\$0.00	N	\$0.00
February	\$0.00	\$755.00	*Y*	\$100.00
March				\$0.00
April				\$0.00
May				\$0.00
June				\$0.00
<b>Totals</b>	\$755.00	\$3,020.00		\$100.00
<b>Total Reported Accruals</b>		\$2,365.00	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 of Participant!**

<b>Social Security Number</b>	<b>First Name</b>	<b>Last Name</b>	<input type="button" value="Get Participant"/>
<input type="text" value="888-88-888"/>	<input type="text" value="STEFFANIE"/>	<input type="text" value="DUCK"/>	<input type="button" value="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	Total Accrued Expenditures
	2002	3/3308	XX 15 411	<a href="#">G</a>		\$0.00	\$0.90
	2002	3/3308	XX 21 411	<a href="#">C</a>		\$0.00	\$119.75
	2002	3/3308	XX 21 411	<a href="#">G</a>		\$0.00	\$2.70
	2002	3/3308	XX 21 411	<a href="#">I</a>	\$0.00	\$27.00	\$27.00
	2002	3/3308	XX 21 411	<a href="#">N</a>	\$0.00	\$755.00	\$2,365.00
	2002	3/3308	XX 21 411	<a href="#">X</a>	\$0.00	\$129.95	\$129.95
	2002	3/3308	XX 21 411	<a href="#">Y</a>	\$0.00	\$54.00	\$54.00
	2002	3/3308	YY 41 410	<a href="#">A</a>	\$989.00	\$470.00	\$470.00
	2002	3/3308	YY 41 410	<a href="#">I</a>	\$0.00	\$156.95	\$156.95
	2002	3/3308	YY 41 410	<a href="#">X</a>	\$0.00	\$129.95	\$129.95
	2002	3/3308	YY 41 410	<a href="#">Y</a>	\$0.00	\$54.00	\$54.00
<input type="button" value="Add"/>	2002	<input type="text"/>	<input type="text"/>	<input type="text"/>			
<b>Totals</b>					\$2,079.00	\$1,900.20	\$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.