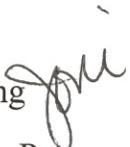


**WIAB 17-12**

**DATE:** June 7, 2013  
**TO:** All WIA Subrecipients  
**FROM:** Joni Booth, Chief, Accounting   
**SUBJECT:** WIA Participant Accruals for Program Year 2012

The WIA participant payment system will close on June 27, 2013 for this program year ending June 30. All program/title payments, made by 2:00 p.m. on June 27 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 1 at 1:00 p.m. Mountain Daylight Time and close July 2 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 21.*
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 Vicki Parkinson, Julia Browning, Janice Pannell, 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 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 Accounting/Payroll



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>

*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
888			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
888			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
	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
Add	2002							
<b>Totals</b>					\$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	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  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
<b>Totals</b>	\$755.00	\$3,020.00		\$100.00
<b>Total Reported Accruals</b>		\$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 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	<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	\$27.00	
	2002	3/3308	XX 21 411	<u>N</u>	\$0.00	\$755.00	\$3,120.00	
	2002	3/3308	XX 21 411	<u>X</u>	\$0.00	\$129.95	\$129.95	
	2002	3/3308	XX 21 411	<u>Y</u>	\$0.00	\$54.00	\$54.00	
	2002	3/3308	XX 41 410	<u>A</u>	\$989.00	\$470.00	\$470.00	
	2002	3/3308	XX 41 410	<u>I</u>	\$0.00	\$156.95	\$156.95	
	2002	3/3308	XX 41 410	<u>X</u>	\$0.00	\$129.95	\$129.95	
	2002	3/3308	YY 41 410	<u>Y</u>	\$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	\$2,365.00	\$4,265.20

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.

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.