

WIOAB 19-15

DATE: June 17, 2016
TO: All WIOA Subrecipients
FROM: John Taylor, Financial Executive Officer 
Accounting
SUBJECT: Program Year (PY) 2015 WIOA Participant Accruals

Idaho Department of Labor accounting staff will continue to process WIOA participant expenses through June 28th. All WIOA-04 forms received in Accounting by June 24th will be paid in June. If an expenditure does not appear on the Participant Payment Register (to be provided to Service Providers) as of June 30th, it has not been paid. The system will need to have accruals created for payments not made, which will be provided by career planners utilizing the process described below.

The accrual worksheets will be available on June 30 at 9:00 a.m. Mountain Daylight Time and close July 1 at 01:00 p.m. Mountain Daylight Time. All WIOA career planners will have the opportunity to add manual accruals.

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

Remember – To Minimize Career Planner Workload:

1. *Submit all participant and vendor payments as soon as possible. WIOA-04's must be received in Accounting by June 24th in order to be paid in June.*
2. *Verify the date of expense falls within the service period start and completion date.*

Please direct questions to Vicki Parkinson at (208) 332-3570, ext. 3880.

THE ACCRUAL PROCESS

Non-IDOL Service Providers: Worksheets will be emailed prior to June 30

IDOL Service Providers: Go to EPIC ► Administration ► Accounting

<http://epic/Administration/Accounting/Manual%20Accruals/Forms/AllItems.aspx>

Open accrual worksheet by cost center.

Select participant, fund, cost category (CCAT) and enter manual accrual in the month expenses were incurred where a payment has not been made.

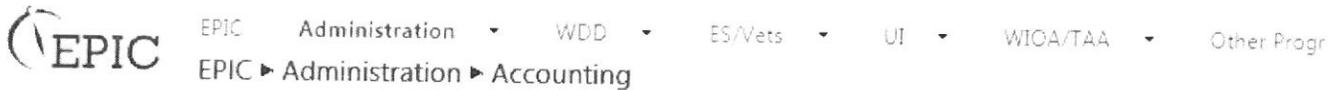
Follow the detailed instructions in red on the illustrations below.

To Enter Manual Accruals, take the following steps:

***** It is recommended to save your document everytime you make a change *****

Step 1

- Access the worksheet for your cost center, either at the EPIC link provided for IDOL service providers or to the Excel worksheet sent directly to non-IDOL service providers



Manual Accruals

Upload completed (1 added) DISMISS

Accounting Staff

All Documents ...

SAVE THIS VIEW

P-Card Request

Grant Documents

✓	Name ↑	Modified	Modified By
	10230 Sample #	About a minute ago	Simon So
✓	40270 Sample #	A few seconds ago	Simon So
	60710 Sample #	A few seconds ago	Simon So

Manuals

Forms

Reports

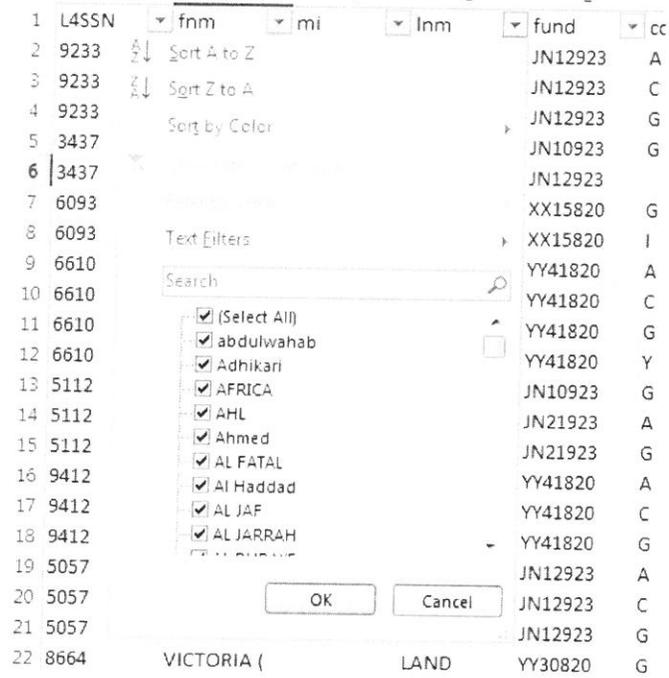
2016 Cost Center Budget Worksheets

Step 2

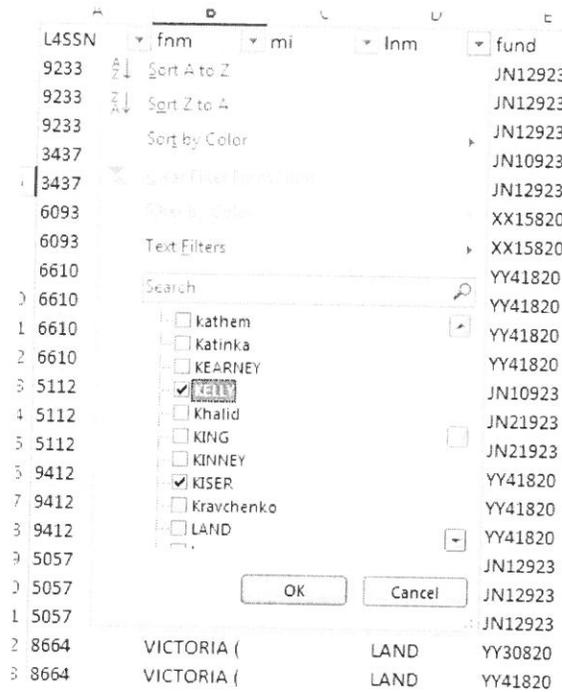
- Select your Clients by using the LNM (last name) filter. Click on down arrow icon

	A	B	C	D	E	F	G	H
1	L4SSN	fnm	mi	Inm	fund	ccat	15-Jul	15-Aug
2	9233	NIHAD	F	GHADHBAN	JN12923	A		0
3	9233	NIHAD	F	GHADHBAN	JN12923	C		0
4	9233	NIHAD	F	GHADHBAN	JN12923	G		0
5	3437	ASMAA		ALBUKAIE	JN10923	G		0
6	3437	ASMAA		ALBUKAIE	JN12923			0
7	6093	MARSHA	M	SHAFFT	XX15820	G		0
8	6093	MARSHA	M	SHAFFT	XX15820	I		0
9	6610	Michael	R	Garloch	YY41820	A		0

- The following pop up will appear



- To add accruals, select or unselect the participant(s) using the Last Name (Inm)



- After you click OK, only selected participants will appear on the screen

1	ssn	Y	frn	mi	lnm	fund	ccat	15-Jul	15-Aug	15-Sep	15-Oct	15-Nov	15-Dec	16-Jan	16-Feb	16-Mar
96	0023	JANA	M	KISER	XX21820	C		0	0	0	0	0	0	0	0	0
97	0023	JANA	M	KISER	XX21820	G		0	0	0	0	0	0	0	0	0
98	0023	JANA	M	KISER	XX99820	C		0	0	0	0	0	0	0	0	0
568	0131	SAWYER		MORRISON	YY99820			0	0	0	0	0	0	0	0	0

Step 3

- Look for the corresponding fund number and CCAT (cost category) to report accrual amount. Be sure to list the expense in the month in which the expense was incurred

1	ssn	Y	frn	mi	lnm	fund	ccat	15-Jul	15-Aug	15-Sep	15-Oct	15-Nov	15-Dec	16-Jan	16-Feb	16-Mar	16-Apr	16-May	16-Jun
96	0023	JANA	M	KISER	XX21820	C		0	0	0	0	0	0	0	0	0	0	0	0
97	0023	JANA	M	KISER	XX21820	G		0	0	0	0	0	0	0	0	0	0	0	0
98	0023	JANA	M	KISER	XX99820	C		0	0	0	0	0	0	0	0	0	0	0	0
568	0131	SAWYER		MORRISON	YY99820			0	0	0	0	0	0	0	0	0	0	0	500

To select different participants, repeat Step 2
 To add a row or enter a different CCAT for the same fund, see Step 3a below

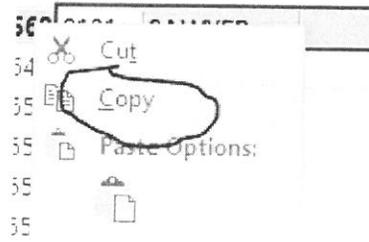
Step 3a

- If the CCAT is empty, you can assign a new CCAT.

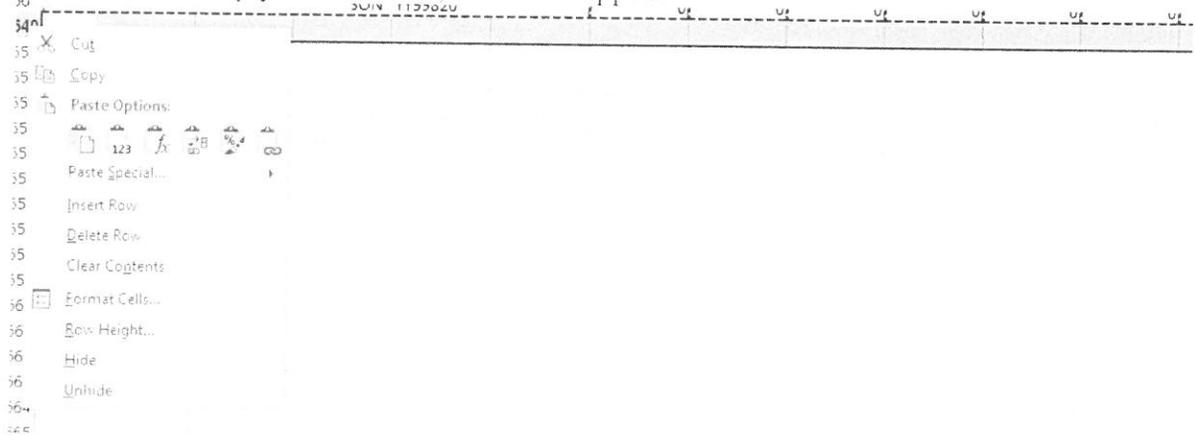
397	0023	JANA	M	KISER	XX21820	G		0	0	0	0	0	0	0	0	0
398	0023	JANA	M	KISER	XX99820	C		0	0	0	0	0	0	0	0	0
568	0131	SAWYER		MORRISON	YY99820			0	0	0	0	0	0	0	0	0

- To insert a new row for a participant, right click on the the row number; a pop up will appear

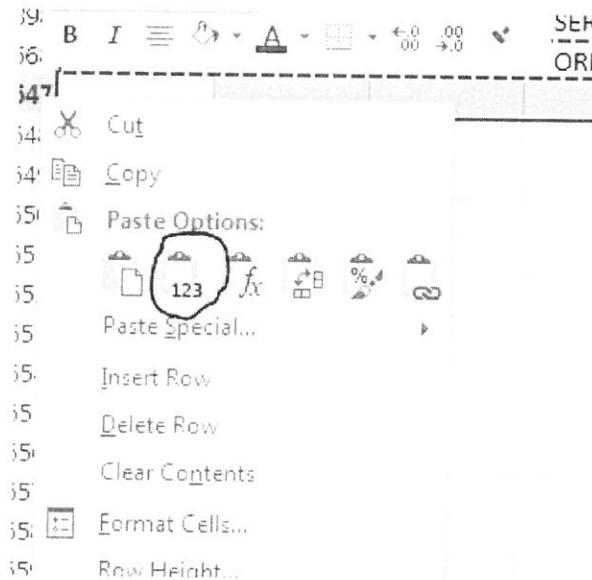
- Select Copy



- Right click on a empty row number: a list will appear



- Click on 'paste as value' icon to paste **or** use keyboard shortcut (control + V)



- A new participant line is added

1	L4SSN	First	Middle	Last	fund	ccat	15-Jul	15-Aug	15-Sep	15-Oct	15-Nov	15-Dec
96	0023	JANA	M	KISER	XX21820	C	0	0	0	0	0	0
97	0023	JANA	M	KISER	XX21820	G	0	0	0	0	0	0
98	0023	JANA	M	KISER	XX99820	C	0	0	0	0	0	0
58	0131	SAWYER		MORRISON	YY99820		0	0	0	0	0	0
47	0131	SAWYER		MORRISON	YY99820		0	0	0	0	0	0

- Assign the CCAT (cost category code) and enter the amount to be accrued for that cost category for the client in the month in which the expense was incurred

1	L4SSN	First	Middle	Last	fund	ccat	15-Jul	15-Aug	15-Sep	15-Oct	15-Nov	15-Dec	16-Jan	16-Feb	16-Mar	16-Apr	16-May	16-Jun	
96	0023	JANA	M	KISER	XX21820	C	0	0	0	0	0	0	0	0	0	0	0	0	
97	0023	JANA	M	KISER	XX21820	G	0	0	0	0	0	0	0	0	0	0	0	0	
98	0023	JANA	M	KISER	XX99820	C	0	0	0	0	0	0	0	0	0	0	0	0	
58	0131	SAWYER		MORRISON	YY99820	C	0	0	0	0	0	0	0	0	0	0	0	0	
47	0131	SAWYER		MORRISON	YY99820	G	0	0	0	0	0	0	0	0	0	0	0	100	
148																			350

Step 4

- Save your work when you are done



**It is recommended to save everytime you make a change

- Only one person may make changes in a cost center worksheet at any given time.