



*DIRK KEMPTHORNE, GOVERNOR*  
*Roger B. Madsen, Director*

**DATE:** June 25, 2004 **WIAB 18-03**  
**TO:** All Service Delivery Areas; All WIA Subrecipients; All Local Office Managers  
**FROM:** Joni Booth, Chief, Accounting  
**SUBJECT:** WIA Accruals for Program Year 2003

The WIA participant payment system will close for Program Year 2003 (July 1, 2003 through June 30, 2004) on Tuesday, June 29, 2004. After closure, WIA case managers are provided limited access to the accounting system so they can manually add, correct or delete financial accruals. This process helps to ensure that costs incurred during PY 2003 are actually charged to the PY 2003 grant, and not to the next program year. All payments made by 2:00 p.m. June 29<sup>th</sup> will be reflected in the Automated Accrual System (AAS). If you cannot locate an expenditure on the Automated Accrual System, it has not been paid and an accrual should be manually entered into the AAS.

All WIA Subrecipient staff will have the opportunity to view and modify (if necessary) participant accrual data on **Thursday, July 1<sup>st</sup> from 8:00 a.m. to 6:00 p.m. Mountain DaylightTime**. Staff may access the accounting system from any personal computer with access to the Internet.

### **Automated Accruals**

Participant accruals are unpaid financial obligations that are due and payable during the program year. Our accounting system generates these automated accruals throughout the year, based on certain costs paid in the prior month. These costs include OJT employer payments, work experience wages, internship wages (including fringe) and needs-related payments.

#### Automated Accrual Example

If the system makes a \$600 OJT payment for April it will automatically generate a \$600 accrual for the month of May in anticipation of another monthly invoice. The May accrual will be changed to reflect the actual May payment when the invoice is paid (generating a June accrual) OR the accrual will be deleted if the individual completes from the activity. Note: There must be no time lag between the last day worked and the activity completion date or the system will retain the May accrual in anticipation of a May invoice.

### **Manual Accruals**

Case managers are provided limited access to the accounting system and are asked to review and adjust, when necessary, system accruals at the end of each program year. This limited

access period provides case managers with the opportunity to enter manual accruals for outstanding payments that have not yet been processed. Payments such as child care, transportation, tuition, books, supplies, etc. are not included in the automated process and must be entered manually if appropriate. *Remember: In order to qualify as a current year cost, the actual transaction or date of purchase must occur on or before June 30, 2004.*

If you have any questions, please contact:  
Region III Subrecipients - Dania Rivers  
All other Regions - your assigned Grants Manager

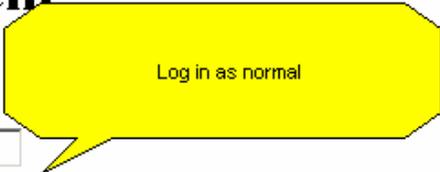
**Security clearance for the WIA Management Information System (MIS) is required.**  
**<https://www.wia.state.id.us/login.asp>**

**After selecting WIA Participant Manual Accruals, follow the **instructions in red.****

**More detailed instructions are shown in the illustrations below, but are informational only.**

# Idaho Workforce Investment Information System

All Users Must Log in:



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>



Welcome to the

# Idaho Workforce Investment Information System

<a href="#">WIA Main Menu</a>
<a href="#">Client Inquiry</a>
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<a href="#">Information</a>

<b><i>WIA Reports</i></b>
<a href="#">Management Reports</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="#">Information</a>

Select Accounting/Payroll

Welcome to the  
**Workforce Investment  
Information System**

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<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**

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
<u>88888888</u>	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			\$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							
<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	\$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	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		

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** XXX21411    **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	\$0.00	\$0.00	<input type="checkbox"/> N	\$0.00
December	\$0.00	\$0.00	<input type="checkbox"/> N	\$0.00
January	\$755.00	\$0.00	<input type="checkbox"/> N	\$0.00
February	\$0.00	\$755.00	<input checked="" type="checkbox"/> *Y*	\$100.00
March			<input type="checkbox"/> N	\$0.00
April			<input type="checkbox"/> N	\$0.00
May			<input type="checkbox"/> N	\$0.00
June			<input type="checkbox"/> 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>	<b>Get Participant</b>
888-88-888	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	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	\$27.00	
	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	\$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	
<b>Add</b>	2002	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
<b>Totals</b>					\$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.