IDAHO
DEPARTMENT OF LABOR
C.L. "BUTCH" OTTER, GOVERNOR
KENNETH D. EDMUNDS, DIRECTOR

WIAB 22-14

DATE: June 9, 2015

TO: All WIA Subrecipients

FROM: Joni Booth, Chief
Accounting

SUBJECT: Program Year (PY) 2014 WIA Participant Accruals

The WIA participant payment system (WIA-MIS) will close on June 26, 2015 for this program year ending June 30th. All program/title payments, received by Accounting by 2:00p.m., June 26th, 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 8:00a.m. Mountain Daylight Time and close July 2 at 12:00 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 30th.

Remember – To Minimize Accrual Case Manager Workload:

1. *Submit all participant and vendor payments as soon as possible. They need to be received by the Accounting office by June 19th.*
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 question to any member of the grants management team.

TO VIEW & MODIFY ACCRUALS

Logon to the WIA Management Information System (MIS)
https://www3.labor.idaho.gov/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 self-explanatory.
However, more detailed instructions are shown in the illustrations below, if needed.

Idaho Workforce Investment Information System

All Users Must Log in:

USERNAME:

PASSWORD:

Login

Log in as normal

WIA Main Menu
Client Inquiry
Locate A Client
Overview of Client
Accounting/Payroll
Reports
Infor

Select Accounting/Payroll

Welcome to the

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rmation 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

Social Security Number	First Name	Last Name	Get Participant
888			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
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	G	$1.00	$0.90	$0.00	$0.90
	2002	3/3308	XX 21 411	C	$1,089.00	$119.75	$0.00	$119.75
	2002	3/3308	XX 21 411	G	$0.00	$2.70	$0.00	$2.70
	2002	3/3308	XX 21 411	I	$0.00	$27.00	$0.00	$27.00
	2002	3/3308	XX 21 411	N	$0.00	$755.00	$3,020.00	$3,775.00
	2002	3/3308	XX 21 411	X	$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	X	$0.00	$129.95	$0.00	$129.95
	2002	3/3308	YY 41 410	Y	$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 Overide 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
Novem				$0.00
Decem				$0.00
January	$755.00	$0.0	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
Totals	$755.00	$3,020.00		$0.00
Total Reported Accruals		$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 Overide 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
Totals	$755.00	$3,020.00		$100.00
Total Reported Accruals		$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 --- Upd

FOLLOW INSTRUCTI

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 nt'.

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.

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 buttom 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.

Action	Program Year	WIB/Site	Fund Number	Cost Cat		Cash	Total uals	Total Accrued Expenditures
	2002	3/3308	XX 15 411	G			.00	$0.90
	2002	3/3308	XX 21 411	C			.00	$119.75
	2002	3/3308	XX 21 411	G			0.00	$2.70
	2002	3/3308	XX 21 411	I	$0.00	$27.00	$0.00	$27.00
	2002	3/3308	XX 21 411	N	$0.00	$755.00	$2,365.00	$3,120.00
	2002	3/3308	XX 21 411	X	$0.00	$129.95	$0.00	$129.95
			X 21 411	Y	$0.00	$54.00	$0.00	$54.00
			41 410	A	$989.00	$470.00	$0.00	$470.00
			41 410	I	$0.00	$156.95	$0.00	$156.95
			41 410	X	$0.00	$129.95	$0.00	$129.95
	2002	3/3308	YY 41 410	Y	$0.00	$54.00	$0.00	$54.00
Add	2002							
	Totals				$2,079.00	$1,900.20	$2,365.00	$4,265.20