FiscalLink User Guide

America's JobLink Version

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Getting Started

Fiscal representatives log into FiscalLink from the standard AJL home page. To access the top-level Fiscal menu, click the **Fiscal** link in the control panel.

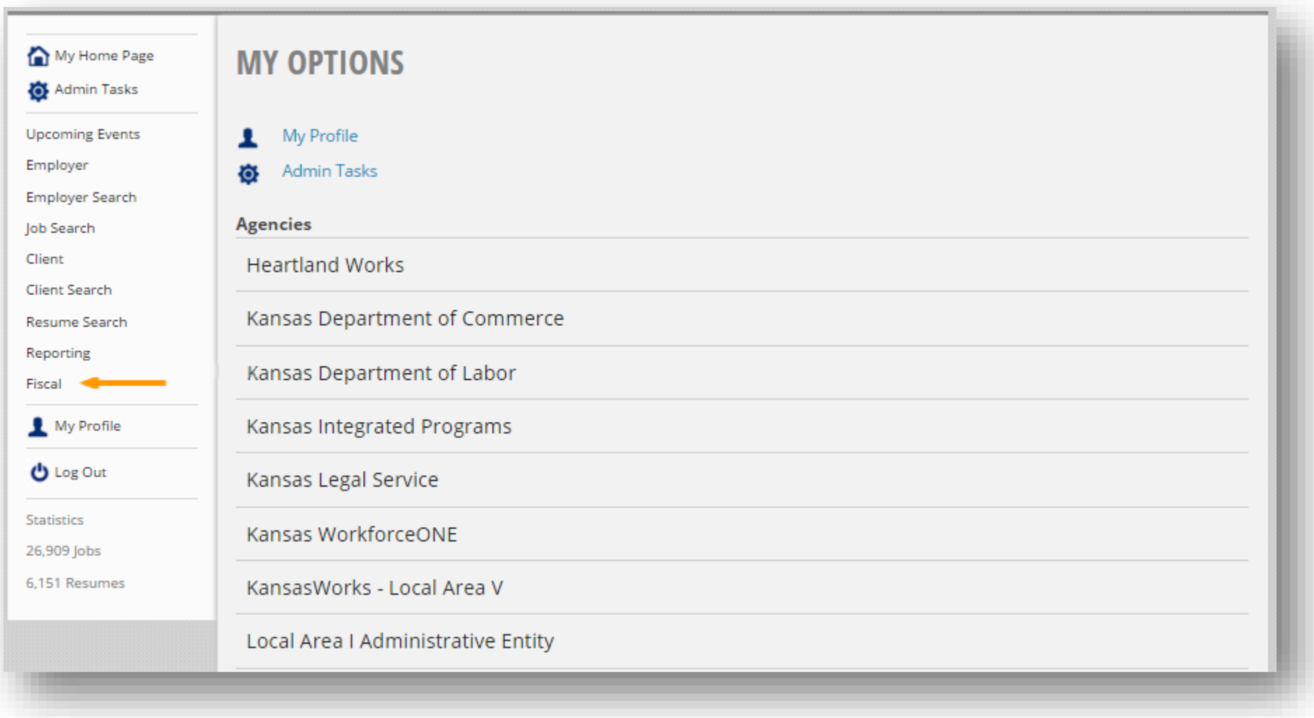


Figure 1 Fiscal Navigation

Fiscal Main Menu

Budget Contract	**Participant Groups**
Create or edit new budgets (contracts).	Create groups that allow clients and admin/vendor monies to be tied together into reporting categories.
Region-wide Deobligation	**Review Pending Budgets**
Deobligate an entire region by enrollment type.	Review budgets modified or created by front-line staff in order to enable payments against them.
Fiscal Reports	**Payments**
Fiscal reporting options.	Add payments against a budget.
Returned Check	**Vendor Maint.**
Void returned checks.	Add new vendors, or update vendor contact information.
Vouchers	**Reconciled Vouchers**
Cut checks for payments.	View a list of vouchers reconciled in the past 30 days.
Allocation Management	
Allocation and Obligation of funds	

Figure 2 Fiscal Main Menu

The links that appear in the Fiscal main menu are tied to the privileges assigned to the current fiscal representative. Each section must be explicitly granted to each individual fiscal rep.

GRANTING FISCAL PRIVILEGES

Fiscal uses the ServiceLink security system to grant fiscal privileges. To access the security system, in your control panel, click **Admin Tasks**. Any admin privileges to which you have access display as a tiled desktop. In this example, the user has full admin privileges with access to the Admin main menu and ServiceLink, JobLink, Sitewide, FiscalLink, Service Provider, and Rails sub-menus. At the top of the page, click the ServiceLink tab.

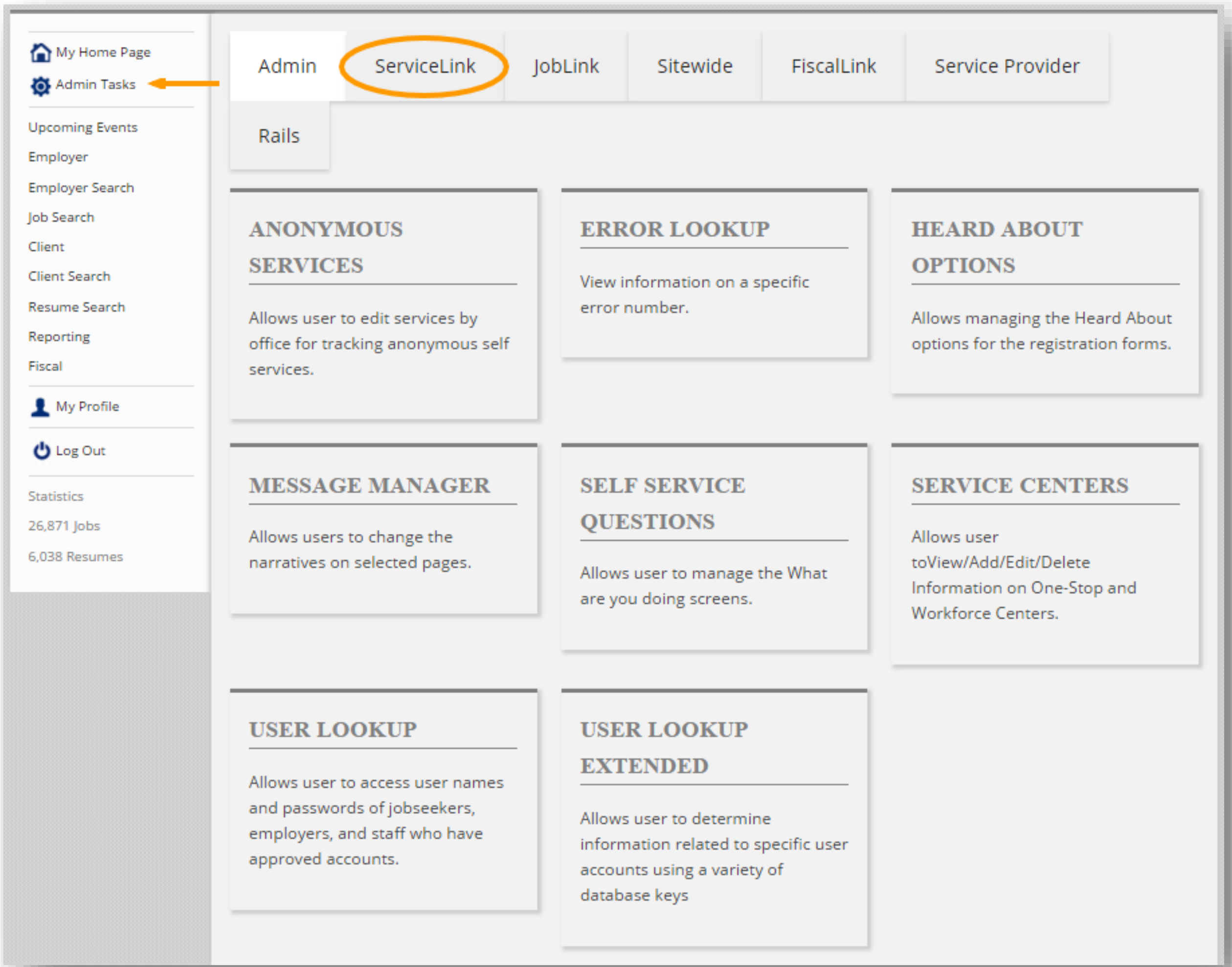


Figure 3 Admin Tasks

The ServiceLink sub-menu displays. Click **Security**. You may have to scroll down to see the Security tile.

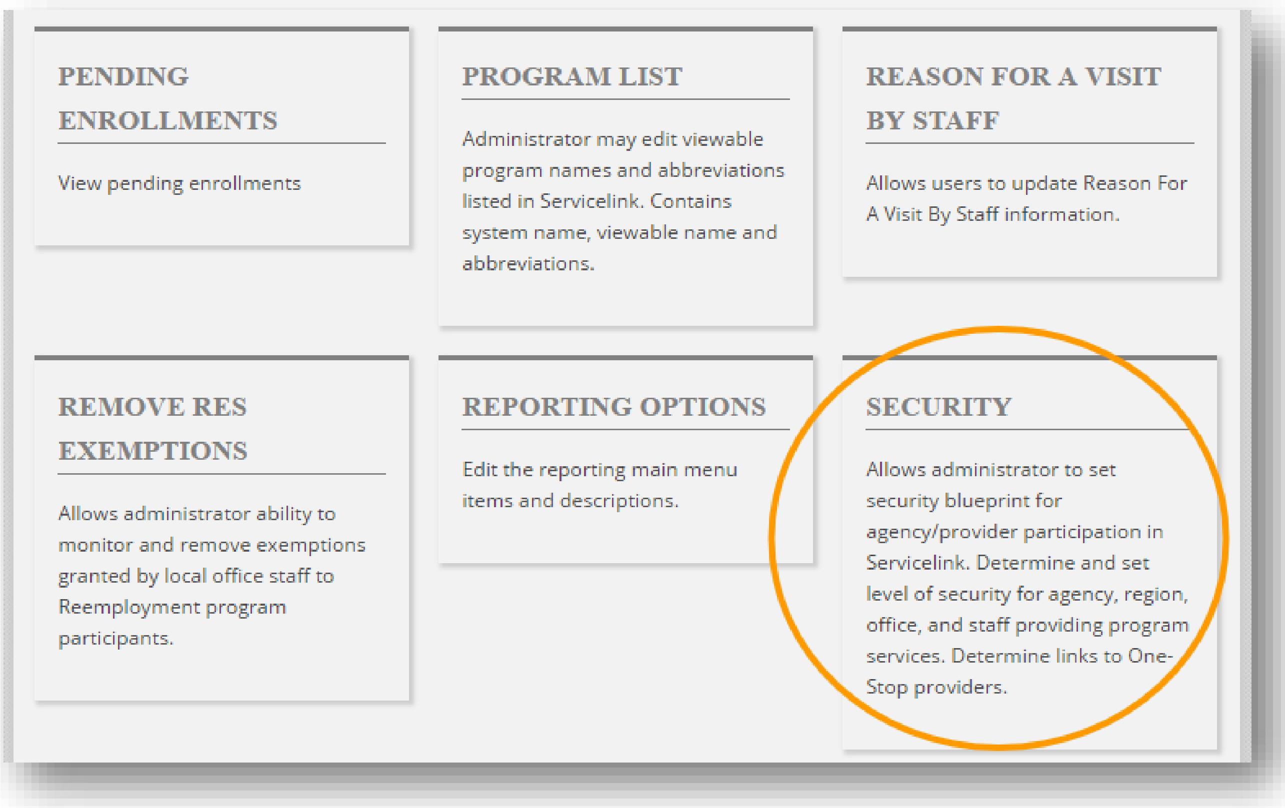


Figure 4 Security

Fiscal security differs from the rest of ServiceLink in that it does not use inheritance to determine which records a certain representative can see. Because of this, the only security section of interest to fiscal reps is the "Staff" section. In the Related Links, click **Staff**.

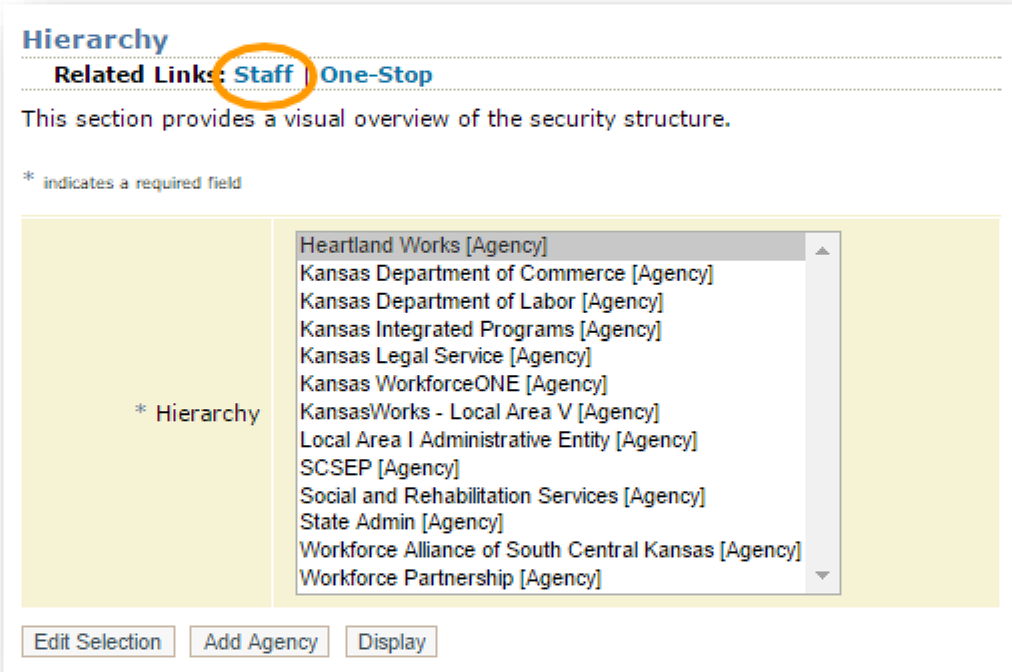


Figure 5 Staff Security

A fiscal rep can ONLY access records that are tied to regions in their area of control. For payments against services, this means the office that owns the program registration. Regional administrators can work with any record that is tied to any office in the region. State administrators can work with all records.

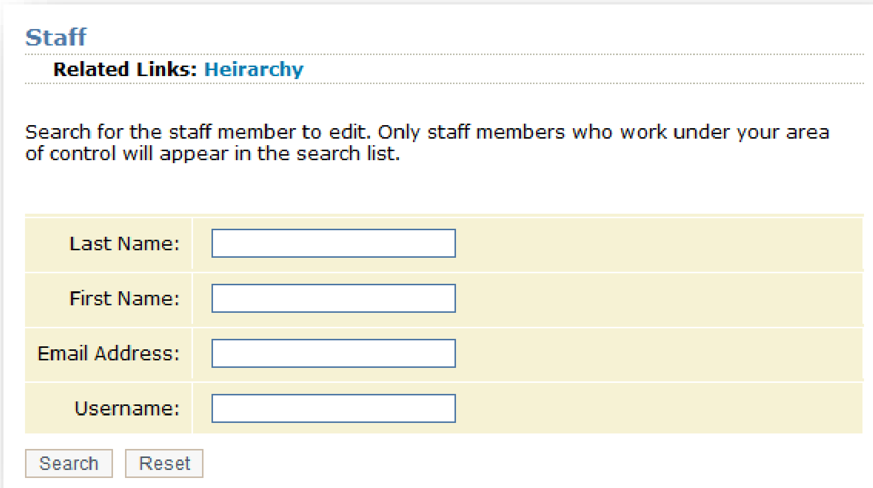


Figure 6 Staff Search

When searching for a staff member, the security system will only return staff who are in your area of control. You cannot assign rights to a peer or a superior, but only to individuals with an account level below your own. If you are searching for an individual that does not appear, and are confident that you are entering their information correctly, this is likely the issue.

The “Set privileges” page consists of three sections. The top section ties the case manager to his or her home office and stationdesk. The home office is used to determine the region and agency of the case manager. (Once security privileges are set, the home office and stationdesk are not editable.) The middle section allows for the setting of program level privileges.

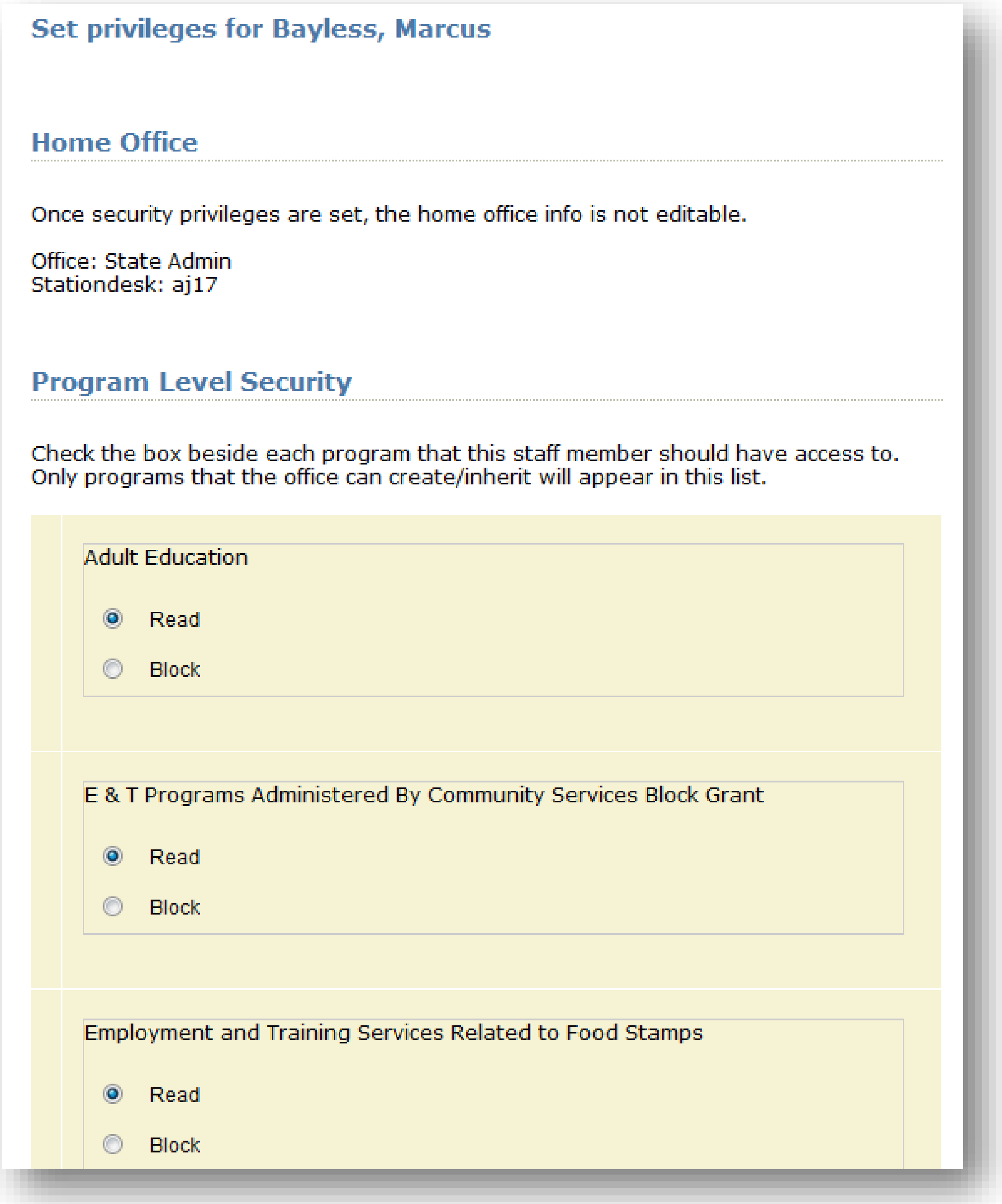


Figure 7 Program Level Security for Staff Account (Partial)

The final section is for setting which sections of ServiceLink the user can access. The sections in the box below relate to FiscalLink.

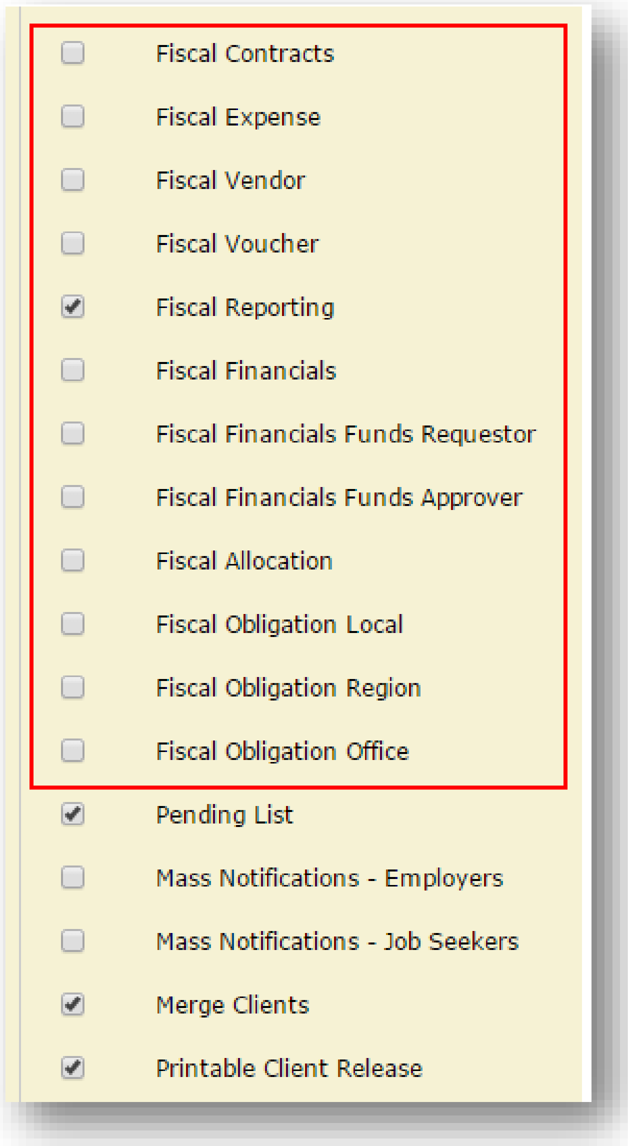


Figure 8 Page Level Security for Staff Account (Partial)

Checking the box to the left of the section grants the user rights to that section. An administrator cannot grant privileges to sections they themselves do not have rights to. In fact, these sections do not even appear in the list. If you are attempting to grant rights to a section and do not see the section as an option, this is likely the issue.

HOW CLIENTS/SERVICES ARE MAPPED TO REGIONS

When a program enrollment is created, the ServiceLink user is asked to define the "county of service" for the enrollment. ServiceLink requires that the county of service be a county in the same region as the case manager creating the enrollment.

Since FiscalLink is built on the same ServiceLink tables, it can use this county of service to map back to the same regions defined for the federal reports. Fiscal reps are only able to work with data that maps back to a region within their area of control.

MAPPING EXPENDITURE CATEGORIES TO SERVICES

To set, delete, disable, enable, and map expenditure categories to services, use the services admin section within AJL Admin. In general, fiscal reps do not have access to this section, so mapping expenditure categories to services must be done by a statewide administrator. See the Expenditure Categories section in *AJL User Guide Administration* for details.

SETTING SECTION DELETE LEVELS

The minimum staff level (state director, agency director, regional director, office supervisor, or case manager) that can delete fiscal records is defined using the site-wide administration settings in AJL Admin.

Only the superuser account, or state administrator accounts that have explicitly been granted access to modify these settings, can access the Site-Wide Fiscal Options page. In AJL Admin, in the FiscalLink sub-menu, click **Fiscal Options**.

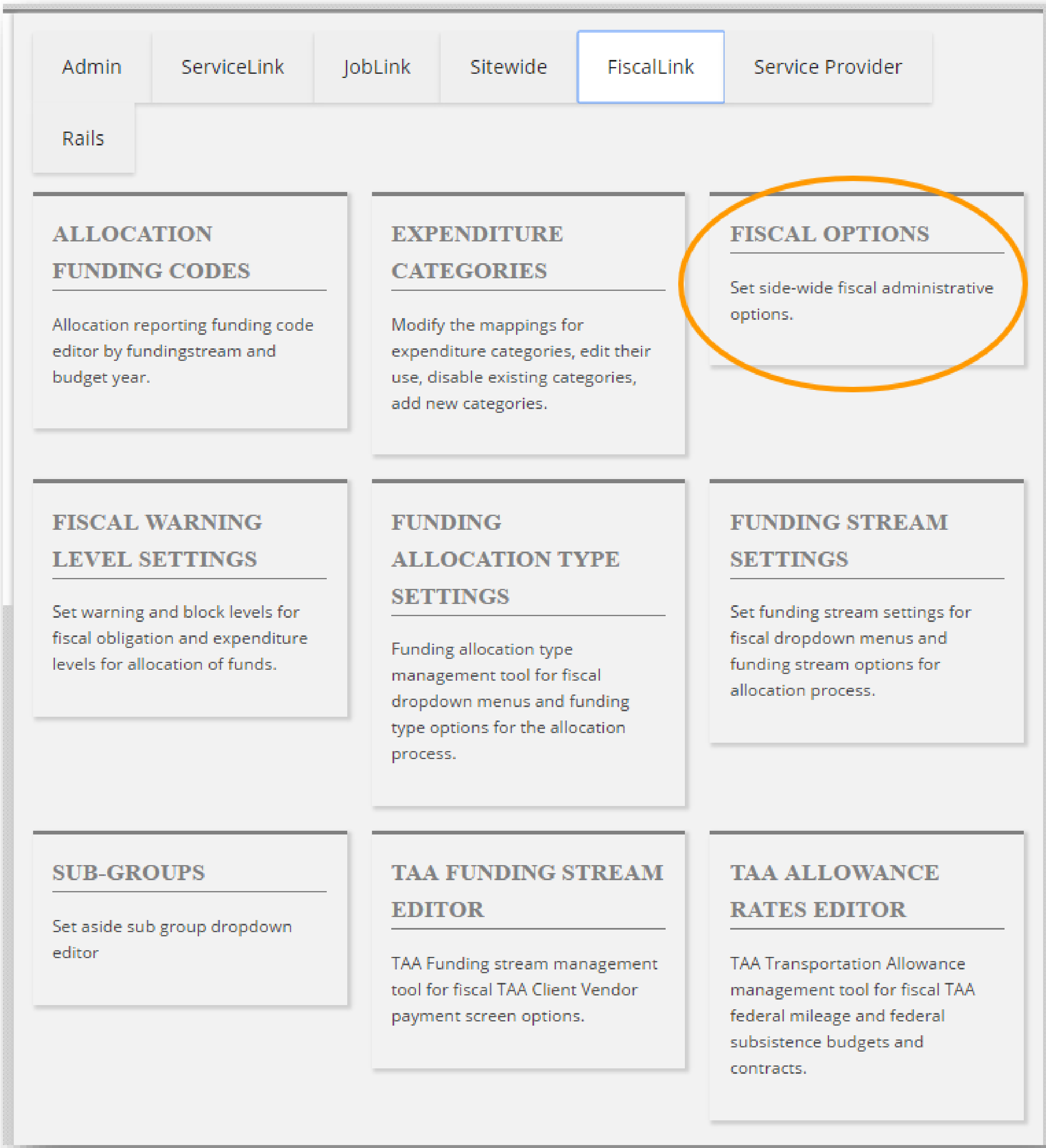


Figure 9 Fiscal Options

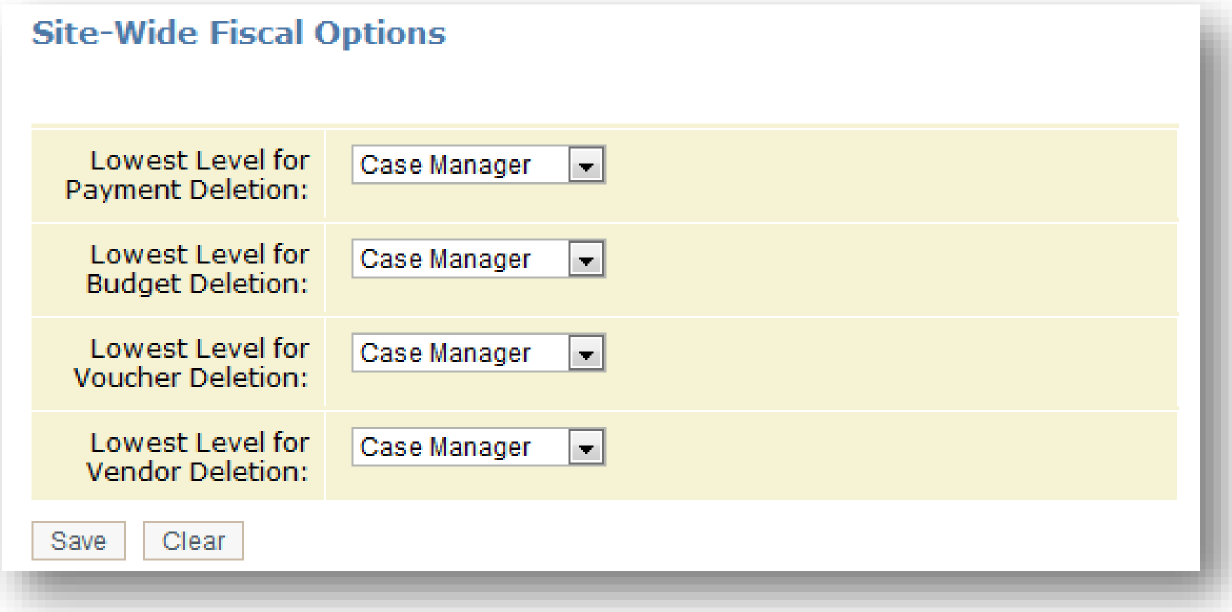


Figure 10 Set Delete Levels

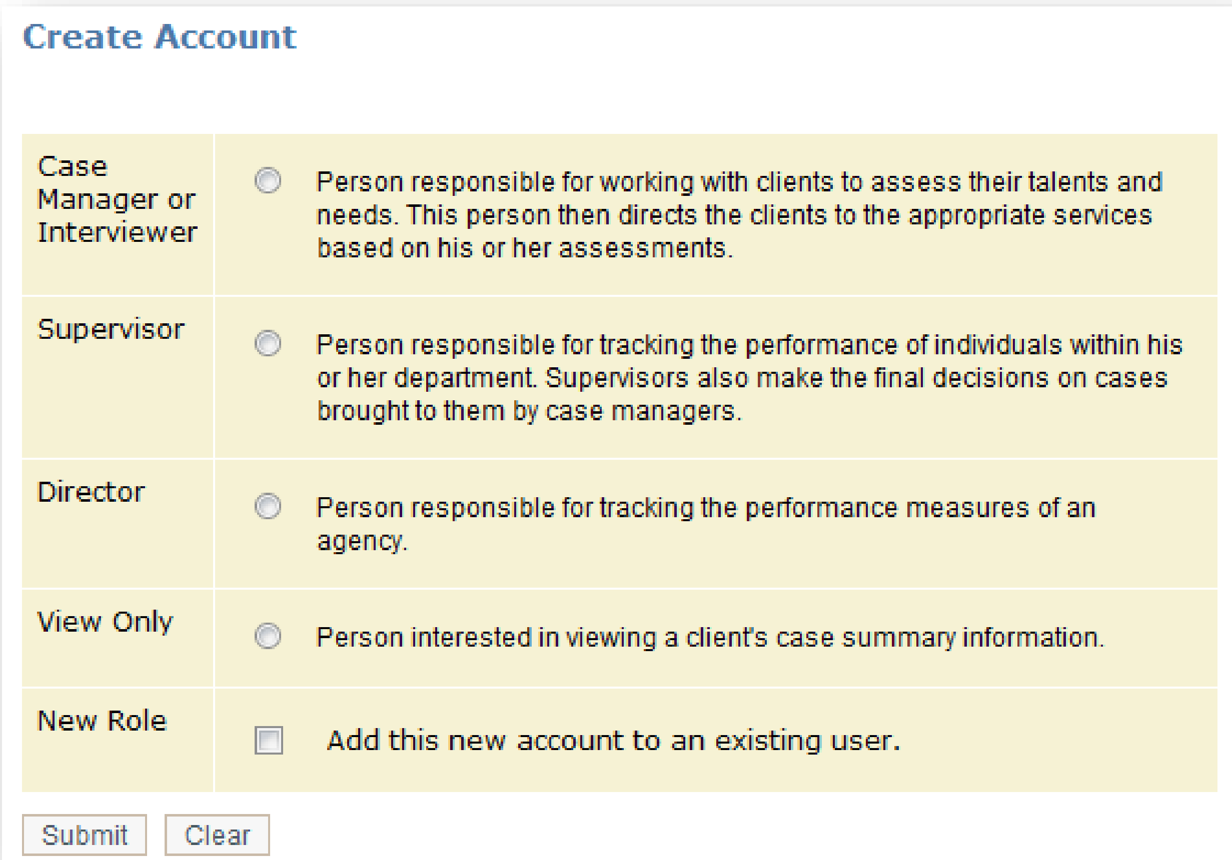
The "delete level" can be set independently for the deletion of payments, budgets (contracts), vouchers, and vendors. Even if the current case manager meets the appropriate delete level, the following rules determine whether the record can be deleted:

- Budgets cannot be deleted if payments are on file for ANY of the line items included in the budget.
- Payments cannot be deleted once they are vouchered.
- Vouchers cannot be deleted once they have been included in a paymaster text file.
- Vendors cannot be deleted if they are being used in any current or past payments or budgets.

Services cannot be deleted once the service has a budget on file, unless that budget is "zeroed-out" or has already been deleted. A "zeroed-out" budget is any budget that has only zeros for every budget amount on all line items.

ADDING NEW FISCAL REPS

Fiscal reps are ServiceLink users who have been granted rights to Fiscal. Within ServiceLink, new administrators, supervisors, and case managers all request accounts by filling out a new account web form.



Create Account

Case Manager or Interviewer	Person responsible for working with clients to assess their talents and needs. This person then directs the clients to the appropriate services based on his or her assessments.
Supervisor	Person responsible for tracking the performance of individuals within his or her department. Supervisors also make the final decisions on cases brought to them by case managers.
Director	Person responsible for tracking the performance measures of an agency.
View Only	Person interested in viewing a client's case summary information.
New Role	Add this new account to an existing user.

Submit Clear

Figure 11 Create Account

The account must be approved by state admin before the new user has rights to the system. Once approved, the user receives a confirmation email. Their superior also receives an email, prompting him or her to grant the new user permissions to the appropriate sections of ServiceLink.

ADDING/EDITING A CLIENT'S MAILING ADDRESS

The mailing addresses for clients are controlled by the case manager(s) in charge of each individual enrollment. Each client has one mailing address on file for all the enrollments in a program. Case managers can only edit enrollment information for which they have security rights.

When a client enrollment is created in ServiceLink, a new mailing address row is created that contains either:

- The address from the users table (resume contact information) if no previous enrollment existed, or
- The most recent mailing address entry in the mailaddress table.

WIOA Program Details for APRIL TEST

Click on the appropriate link to add, view, or edit the information. You will be restricted to information based on your privilege level.

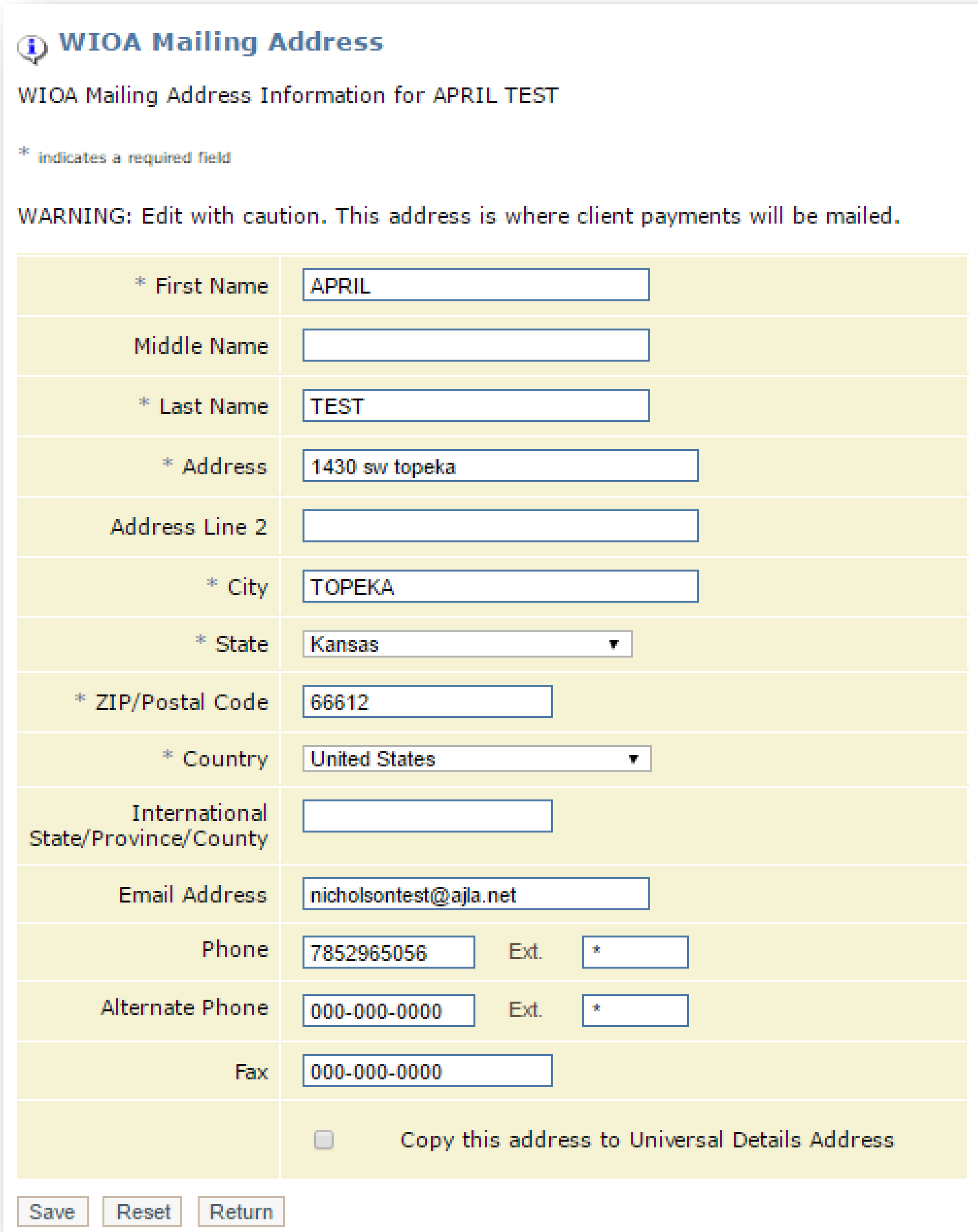
Prog ID	3432185
Reassign Office	Current Office: State Admin Reassign the office for this particular program registration.
Exit Questions	Program Exit Date:
Wages	Enter wage information.
Outcomes	Enter outcome information.
Mailing Address	View the client's mailing address information. (This is different than Mailing Address as displayed on Enrollment Details.)
Program Notes	There have been no notes entered for this program.
Enrollment/Eligibility Date List	View the enrollment and eligibility dates.
Printable Version	Select the program sections to print.

WIOA Enrollments

Adult (Local Formula)	08/22/2016 - Pending
Dislocated Worker (Local Formula)	Not eligible for Dislocated Worker (Local Formula).
Older Youth (Local Formula)	Not eligible for Older Youth (Local Formula).
Youth	Not eligible for Youth.
Younger Youth (Local Formula)	Not eligible for Younger Youth (Local Formula).
Rapid Response	Not eligible for Rapid Response.
Rapid Response Additional Assistance	Not eligible for Rapid Response Additional Assistance.
Rapid Response Additional Assistance General	No enrollments on file.
NEG - KS07	Not eligible for NEG - KS07.
NEG - KS08	Not eligible for NEG - KS08.
Kansas Community Impact - KSX1	Not eligible for Kansas Community Impact - KSX1.
ARRA OJT - KS09	Not eligible for ARRA OJT - KS09.

Figure 12 Mailing Address on Program Details (Partial)

Once enrolled, the mailing address can be edited from the program details page by any case manager with security access to the enrollment. Edit with caution. The mailing address on Program Details is the address to which client payments will be mailed, and is effective for all enrollments under that program.



WIOA Mailing Address

WIOA Mailing Address Information for APRIL TEST

* indicates a required field

WARNING: Edit with caution. This address is where client payments will be mailed.

* First Name	APRIL
Middle Name	
* Last Name	TEST
* Address	1430 sw topeka
Address Line 2	
* City	TOPEKA
* State	Kansas
* ZIP/Postal Code	66612
* Country	United States
International State/Province/County	
Email Address	nicholsontest@ajla.net
Phone	7852965056 Ext. *
Alternate Phone	000-000-0000 Ext. *
Fax	000-000-0000
	Copy this address to Universal Details Address

Save Reset Return

Figure 13 Edit Mailing Address

The “Contact Info Snapshot” displayed on Enrollment Details is pulled from Case Details at the time of that particular enrollment and is not editable.

WIOA Adult (Local Formula) Enrollment Details for APRIL TEST

Click on the appropriate link to add, view, or edit the information. You will be restricted to information based on your privilege level.

Part ID Prog ID Enroll ID	1659090 3432185 3465673
Enrollment Info	Enrolled: 08/22/2016 - Approval Pending.
EEO Notice	08/22/2016
Primary Casetracker	April Nicholson anicholson@ajla.net Phone: (785) 296-5056
Enrolled By:	April Nicholson
Testing	No tests have been entered.
Measurable Skill Gains, Goals and Interests	No goals or interests have been entered.
Educational Grants	No grants have been entered.
Service & Training	No services have been entered.
Schedule a Service Gap	Add a scheduled service gap so the client is not soft exited.
Training Plan	No plans have been entered.
Enrollment Notes	Notes have not been entered.
Needs and Barriers	ELL Primary Language: English
Contact Info Snapshot	1430 sw topeka TOPEKA, KS 66612 (785) 296-5056 nicholsontest@ajla.net
Demographics Snapshot	View the clients demographics information at the time of enrollment.
Eligibility Snapshot	LE Job Service WIOA Adult (Local Formula) WIOA Rapid Response Additional Assistance General KHPOP KHPOP Control Group 2 KHPOP KHPOP Treatment 2 KHPOP KHPOP Wildcard 2 HHIT Heath Care and Health Information H1BTST Earn IT and Learn IT H1BTST Jobs Innovation Accelerator Challenge Grant DHFG Dane Hansen Foundation Grant
Printable Version	Select the enrollment sections to print.
EEO Printable Version	Print the EEO notification.

Return to Program Details

Figure 14 Enrollment Details – Contact Info Snapshot

CREATING A CONSOLIDATED EXPENDITURE REPORT

From the Client Details page, approved staff can create a Consolidated Expenditure Report. The Consolidated Expenditure Report displays all of the client's services that have budgets and payments tied to them, including the obligated, accrued, expended, and remaining funds. If a service or enrollment does not have a budget it will not display on the report.

On the client's Case Details page, in the Consolidated Service & Training Plan section, click the **Consolidated Expenditure Report** link.

Figure 15 Consolidated Expenditures Report from Case Details Page

The report displays.

Consolidated Expenditures for Ver Test

Earn IT and Learn IT - 10/15/2012

On-The-Job Training

	Obligated	Accrued	Expended	Remaining
	$1,750.00	$0.00	$0.00	$1,750.00

Return to Case Details

Figure 16 Sample Consolidated Expenditures Report

Budgets

The Budget Contract link on the Fiscal main menu is the starting point for the budget creation process. The opening page is for adding or editing a client budget (budgets that are tied to a client service [stiid]). Related Links at the top of the page provide navigation to the other two budget types:

- Region Admin Budget—Budgets against the special set aside funds available for each region.
- Vendor Budget—Special vendor budgets that are not tied to any particular client service.

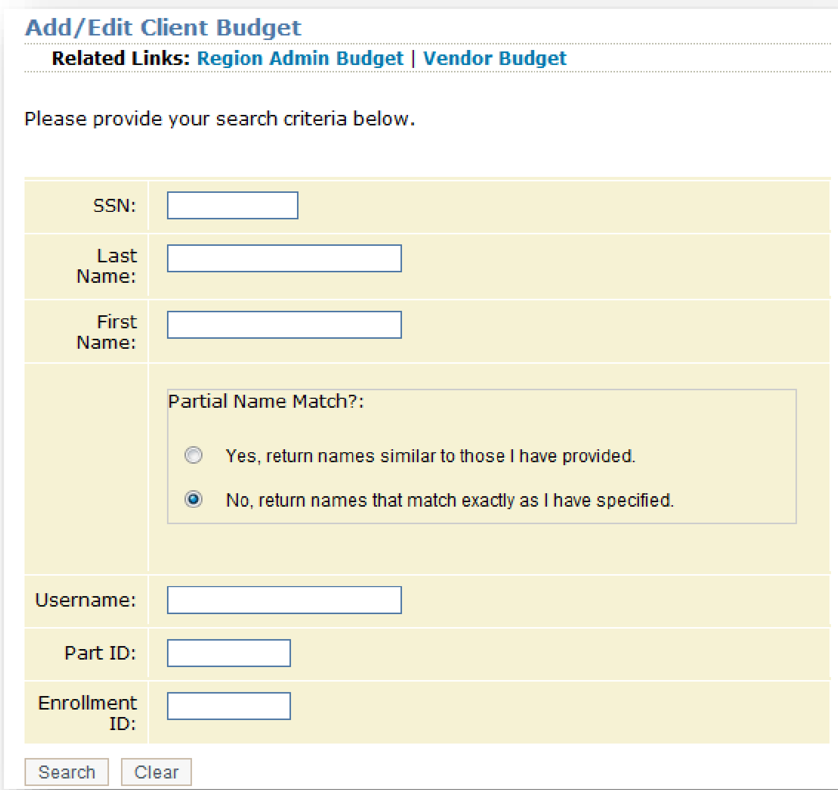


Figure 17 Client Search

CLIENT BUDGETS

To view, edit, or create a client budget, you must first perform a client search. If you have the client's SSN, Part ID, or Enrollment ID, fill in the appropriate box and click **Search**. If searching by name, select **Yes** under Partial Name Match. This will bring up names that are similar. For client budgets, a client search will return either a list of clients (if more than one client matched), or the Budgetable Services for <Client Name> page (if a single client matched). If no clients match, a message displays indicating this. If a list of clients displays, click the correct client's name. While the universe of clients are returned, the fiscal rep may only access the records of clients who exist within their area of control.

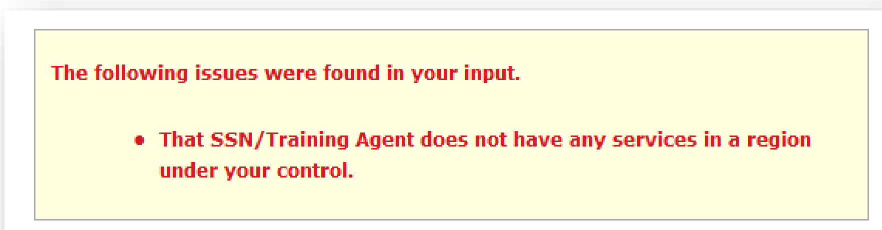


Figure 18 Client Record Access Denied Message

After selecting a client, a list of current services that exist against enrollments flagged in the database as valid for FiscalLink display.

Budgetable Services for Sheri Berger

Click on the training/service name to add budget information. If a service is not linked, it means that no expenditure categories have been defined for it.

You may uncheck the Print Indicator box for any training/service to exclude it from printing. Click on the Print Combined BSS button to print all selected BSS reports for this client or click on the Print Combined FAV to print all selected FAV reports for this client.

Print Indicator	Training	Serv Num	Proj	Fund	Begin Date	School Status
Adult (Local Formula) - 10/31/2006						
☑	Eligibility Determination	2098276	0	Adult (Local Formula)	10/31/06	NA
☑	Job Search and Placement Assistance	2333444	0	Adult (Local Formula)	08/08/07	NA
☑	Occupational Skills Training	2159569	0	Adult (Local Formula)	01/10/07	NA
☑	Individual Employment Plan Development	2108564	0	Adult (Local Formula)	11/09/06	NA
Adult (Local Formula) - 04/16/2010						
☑	Job Search Planning	3069644	0	Adult (Local Formula)	04/16/10	NA
☑	Initial Assessment	3069638	0	Adult (Local Formula)	04/16/10	NA
☑	Job Search and Placement Assistance	3069622	0	Adult (Local Formula)	04/16/10	NA
Adult (Local Formula) - 12/15/2011						
☑	Initial Assessment	3690623	0	Adult (Local Formula)	12/15/11	NA
☑	Workforce Information Services	3690626	0	Adult (Local Formula)	12/15/11	NA
☑	Follow-Up Services - Supportive Services	4031843	0	Adult (Local Formula)		NA
☑	WorkKeys Assessment	3696332	0	Adult (Local Formula)	12/20/11	NA
Heath Care and Health Information - 12/15/2011						
☑	Eligibility Determination (HHIT)	3690631	0	Heath Care and Health Information	12/15/11	NA
☑	Individual Employment Plan (HHIT)	3699692	0	Heath Care and Health Information	12/23/11	NA
☑	Occupational Skills Training (HHIT)	3699696	0	Heath Care and Health Information	01/09/12	NA

Print Combined BSS | Print Combined FAV

Figure 19 Client Budgetable Services

If a service does not display as a link, this means that no expenditure categories have been defined for it. Expenditure categories are set in the Services Admin section. If a service does not appear, it is possible that the enrollment has not been approved in ServiceLink. You cannot create budgets against enrollments that are still in the enrollment queue, or against enrollments that have been denied. You may uncheck the Print Indicator box for any training/service to exclude it from printing. Click the **Print Combined BSS** button to print all selected BSS reports for this client, or click on the **Print Combined FAV** button to print all selected FAV reports for this client.

After clicking the appropriate service link, a list of existing budgets displays.

Current Budgets

Related Links: Add Budget to Service

Click on the vendor name to edit this budget.

Budget Name	PY/FY	Vendor	City	State
Client 515721793 budget for service #2614920/vendor #0	2008	Client Budget		
Client 515721793 budget for service #2614920/vendor #2810	2008	Cowley Co Community College	Arkansas City	KS
Client 515721793 budget for service #2614920/vendor #676	2008	PRATT C.C. BOOKSTORE #158	Chicago	IL
Client 515721793 budget for service #2614920/vendor #128	2008	PRATT COMMUNITY COLLEGE	PRATT	KS
Client 515721793 budget for service #2614920/vendor #2092	2008	Workforce Alliance	Wichita	KS

Figure 20 Client Budgets

Clicking the "Add Budget to Service" Related Link pulls up the vendor search form.

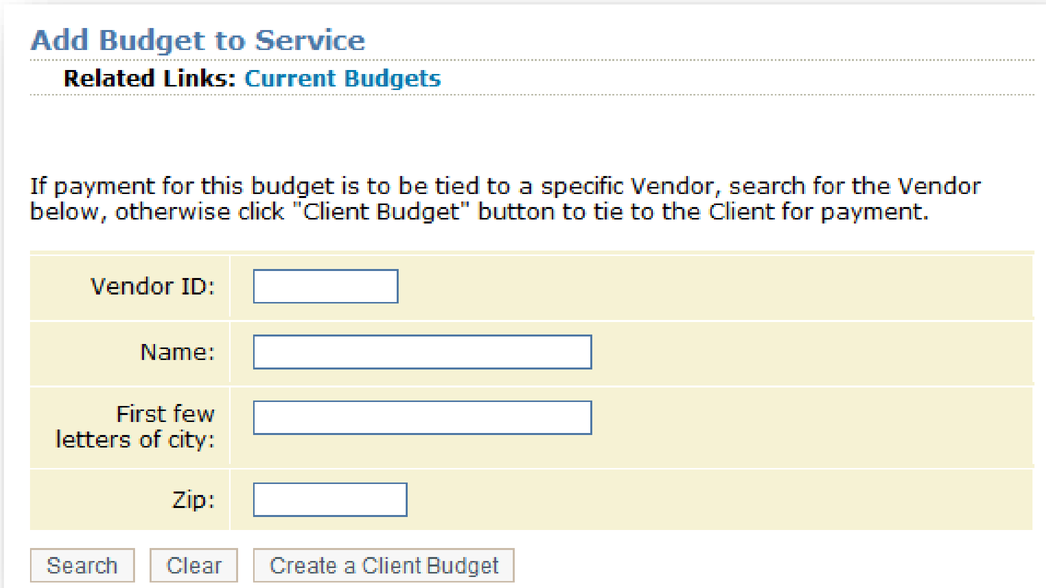


Figure 21 Vendor Search

To create a Client Budget, click **Create a Client Budget**. Client Budgets use a Vendor ID of 0. The Create a Client Budget button does not appear unless at least one of the expenditure categories associated with the service has been marked as either an "Open" or "Wage" expenditure type. Only technical staff can edit expenditure types.

To associate a vendor with the new budget, enter the search criteria and click **Search**. A vendor search will return either a list of vendors (if more than one vendor matched), or the Expenditure Category Selection page (if a single vendor matched).

Vendor Search Results

Click on a vendor name to move to the next section.

Name	ID	SSN/FEIN	Vendor Address Code	Address	City	Zip	Phone	Email	
Action Real Estate	4611	XXX-XX-0100	00	1015 E Madison Ave	Derby	67037	316-788-3711	me@123.com	☐
All State Striping	4248	XXX-XX-8712		Rick Rycraft	Merriam	66203	913-432-1209		☐
American Assoc of Veterinary State Bds	6785	XXX-XX-0391		PO Box 413183	Kansas City	64141			☐
American Assoc of Veterinary State Bds	6786	XXX-XX-0391		380 W 22nd St Ste 101	Kansas City	64108			☐
Association of Real Estate License Law	7080	XXX-XX-5204		8361 Sangre de Cristo Rd Ste 250	Littleton	80127			☐

Figure 22 Vendor Search Results (Partial)

Clicking a vendor name or the **Create a Client Budget** button pulls up a list of expenditure categories that are valid for the budget. Select the appropriate categories and click **Continue**.

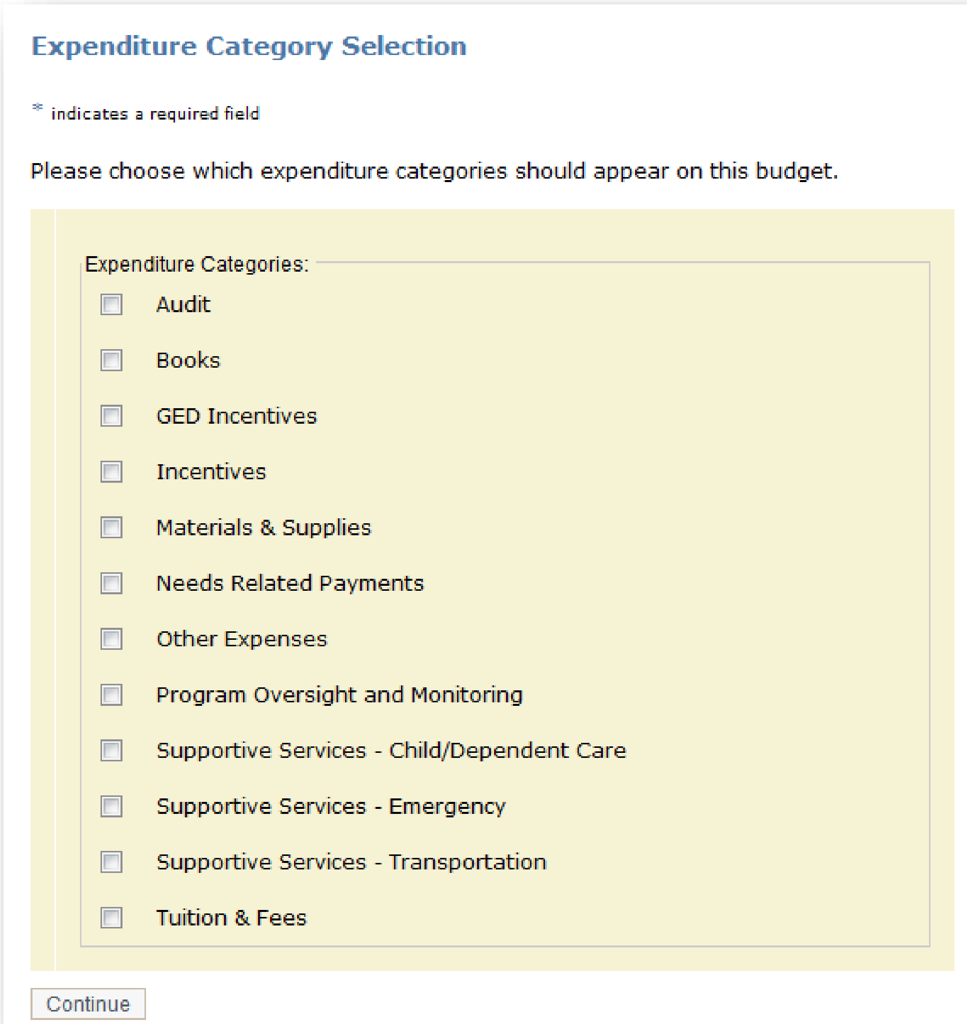


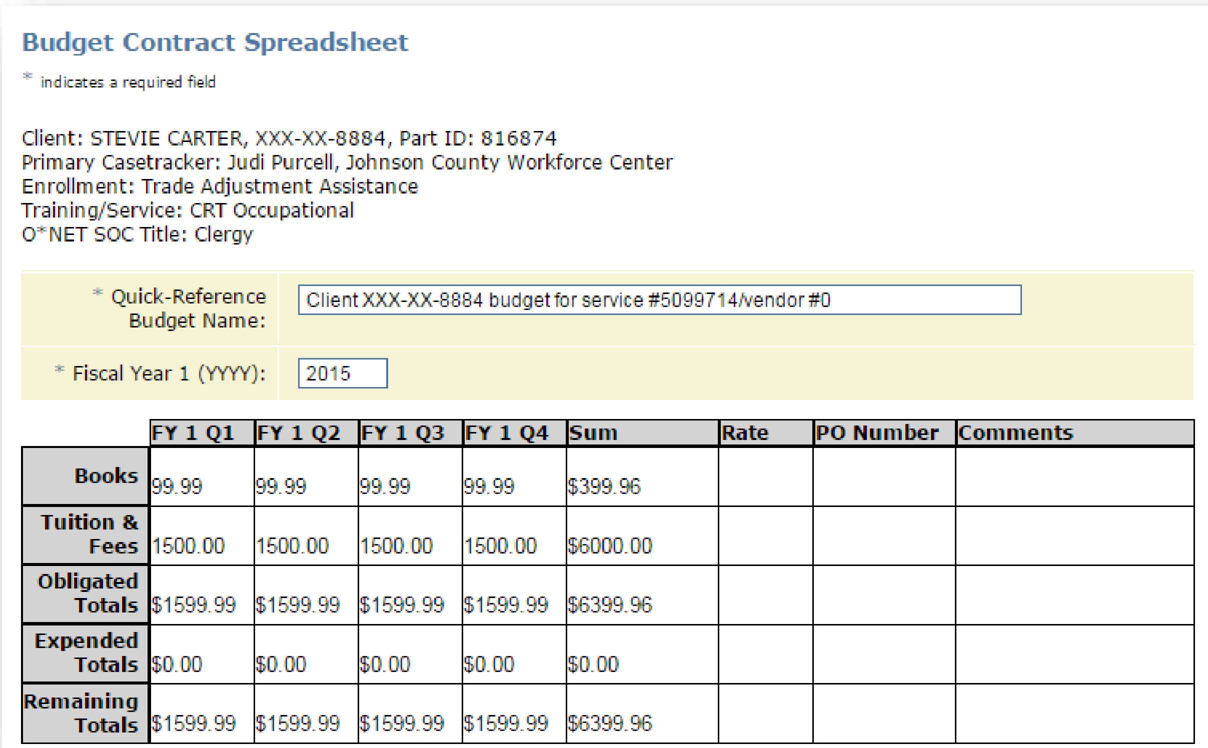
Figure 23 Expenditure Category Selection

Once the categories are selected, a budget spreadsheet is generated using each category as a row. The Quick-Reference Budget Name is a free text field for naming the budget. This is especially useful if multiple budgets exist with similar details.

When appropriate, existing values appear and can be edited. The following rules apply when editing budgets:

- Budgeted amounts for each category/year combination cannot be reduced to an amount that is less than the sum of all payments for the category year.
- You cannot increase the budget for a PY that is more than one less than the current PY.

- Program years can only be edited if no existing payments are on file (vouchered or un-vouchered).
- You cannot budget an amount for PY2 or PY3 without having budgeted amounts for each previous year, nor can you enter a rate or comments without budgeted dollar amounts.
- TAA budgets can be broken down by quarter. TAA budgets only allow for one FY per contract.



Budget Contract Spreadsheet

* indicates a required field

Client: STEVIE CARTER, XXX-XX-8884, Part ID: 816874
Primary Casetracker: Judi Purcell, Johnson County Workforce Center
Enrollment: Trade Adjustment Assistance
Training/Service: CRT Occupational
O*NET SOC Title: Clergy

* Quick-Reference Budget Name: Client XXX-XX-8884 budget for service #5099714/vendor #0

* Fiscal Year 1 (YYYY): 2015

	FY 1 Q1	FY 1 Q2	FY 1 Q3	FY 1 Q4	Sum	Rate	PO Number	Comments
Books	99.99	99.99	99.99	99.99	$399.96			
Tuition & Fees	1500.00	1500.00	1500.00	1500.00	$6000.00			
Obligated Totals	$1599.99	$1599.99	$1599.99	$1599.99	$6399.96			
Expended Totals	$0.00	$0.00	$0.00	$0.00	$0.00			
Remaining Totals	$1599.99	$1599.99	$1599.99	$1599.99	$6399.96			

Figure 24 Budget Spreadsheet

The gray, non-editable lines provide information on how much money is already expended for the budget. The values in the sum column and totals rows will auto-update in real time with each modification to the budget.

Clicking the **Save** button saves any changes you have made to the budget. A confirmation page displays, asking the fiscal rep to confirm or cancel changes. To cancel the changes, click **Cancel**. To confirm and save the changes, click **Confirm**.

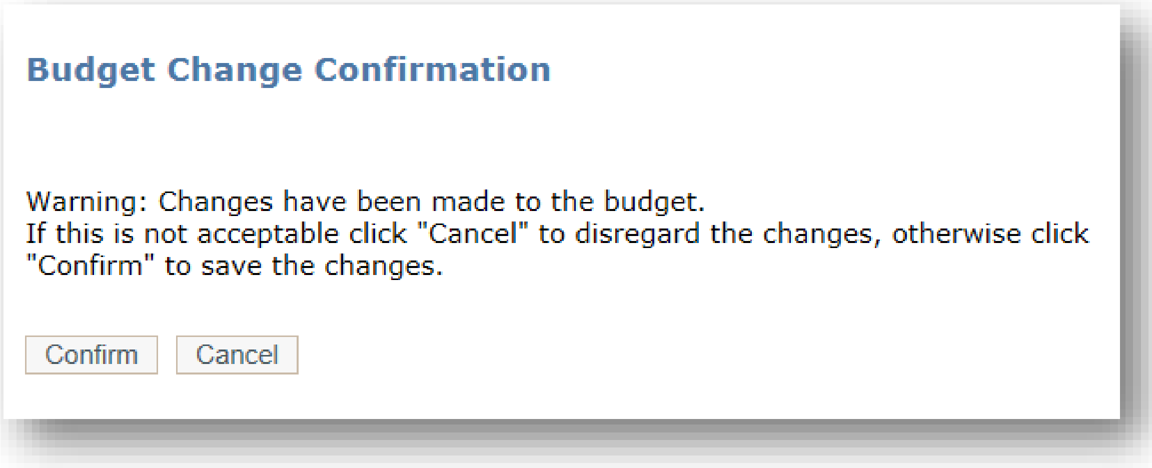


Figure 25 Budget Change Confirmation

Clicking the **De-Obligate** button sets the budgeted amount for each category/year combination to be equal to the amount already expended for that combination.

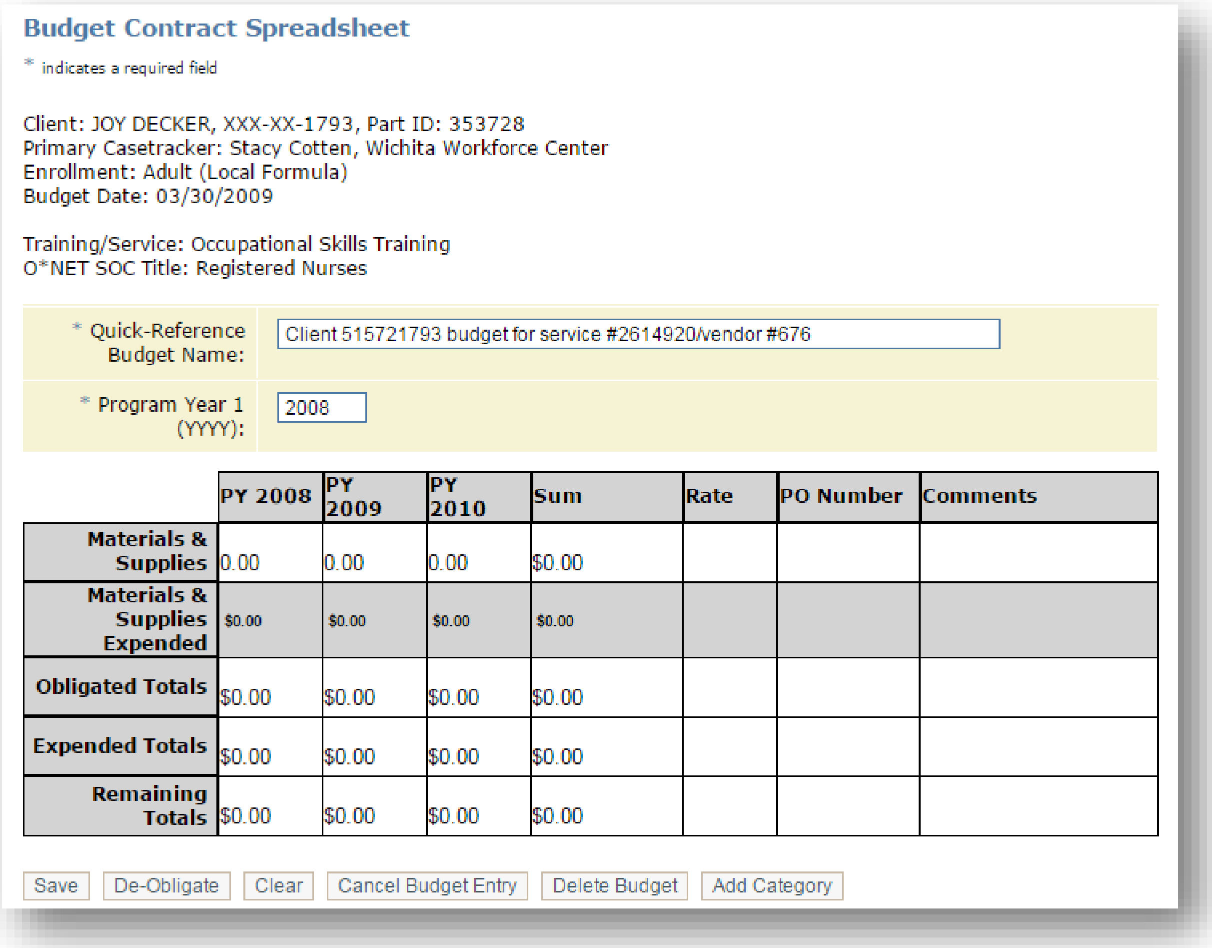
Clicking the **Clear** button only clears information that you have just entered. It will not clear saved information.

Clicking the **Cancel Budget Entry** button returns the fiscal rep to the opening page for adding or editing budgets.

Clicking the **Add Category** button returns the fiscal rep to the Expenditure Category Selection page, allowing additional expenditure category rows to be added to the budget spreadsheet.

DELETING BUDGETS

If the budget has no expenses on file, and you are logged in as a staff level that is at or above the minimum level set for budget deletions by state admin, a Delete Budget button displays below the spreadsheet.


Budget Contract Spreadsheet

* indicates a required field

Client: JOY DECKER, XXX-XX-1793, Part ID: 353728
Primary Casetracker: Stacy Cotten, Wichita Workforce Center
Enrollment: Adult (Local Formula)
Budget Date: 03/30/2009

Training/Service: Occupational Skills Training
O*NET SOC Title: Registered Nurses

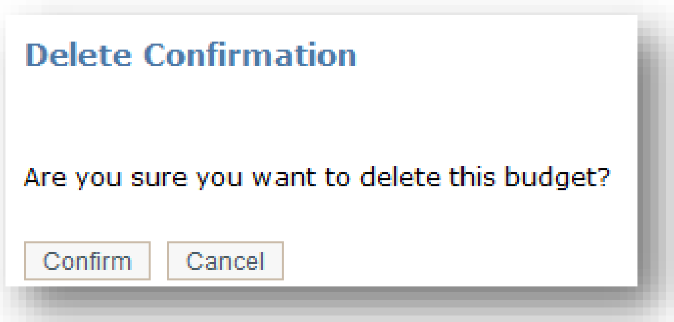
* Quick-Reference Budget Name:	Client 515721793 budget for service #2614920/vendor #676
* Program Year 1 (YYYY):	2008

	PY 2008	PY 2009	PY 2010	Sum	Rate	PO Number	Comments
Materials & Supplies	0.00	0.00	0.00	$0.00			
Materials & Supplies Expended	$0.00	$0.00	$0.00	$0.00			
Obligated Totals	$0.00	$0.00	$0.00	$0.00			
Expended Totals	$0.00	$0.00	$0.00	$0.00			
Remaining Totals	$0.00	$0.00	$0.00	$0.00			

Save | De-Obligate | Clear | Cancel Budget Entry | Delete Budget | Add Category

Figure 26 Delete Budget

Clicking **Delete Budget** pulls up a confirmation page.


Delete Confirmation

Are you sure you want to delete this budget?

Confirm | Cancel

Figure 27 Delete Confirmation

Confirming the deletion removes the budget from the database and an audit trail entry is created to show the budget once existed.

REGION ADMIN AND VENDOR BUDGETS

Region admin and vendor budgets look very similar to client budgets, but are different in a few ways. First, these budgets can pull their funds from multiple funding streams, and can split their funds between in-school and out-of-school youth within the youth funding stream.

Select your region from the drop-down list and click **Submit**. If you have existing budgets, they will display. You can edit the existing budgets by clicking the budget name, or click **Add New**. Clicking **Add New** displays the Funding Stream Selection page.

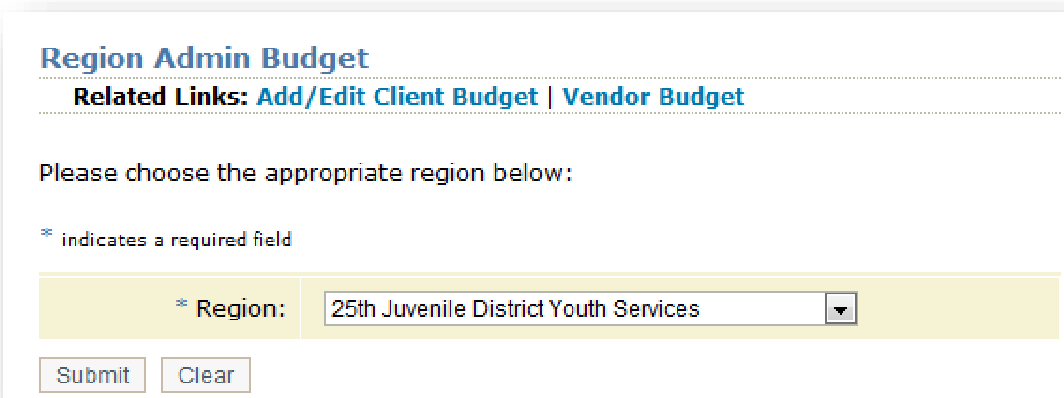


Figure 28 Select Region

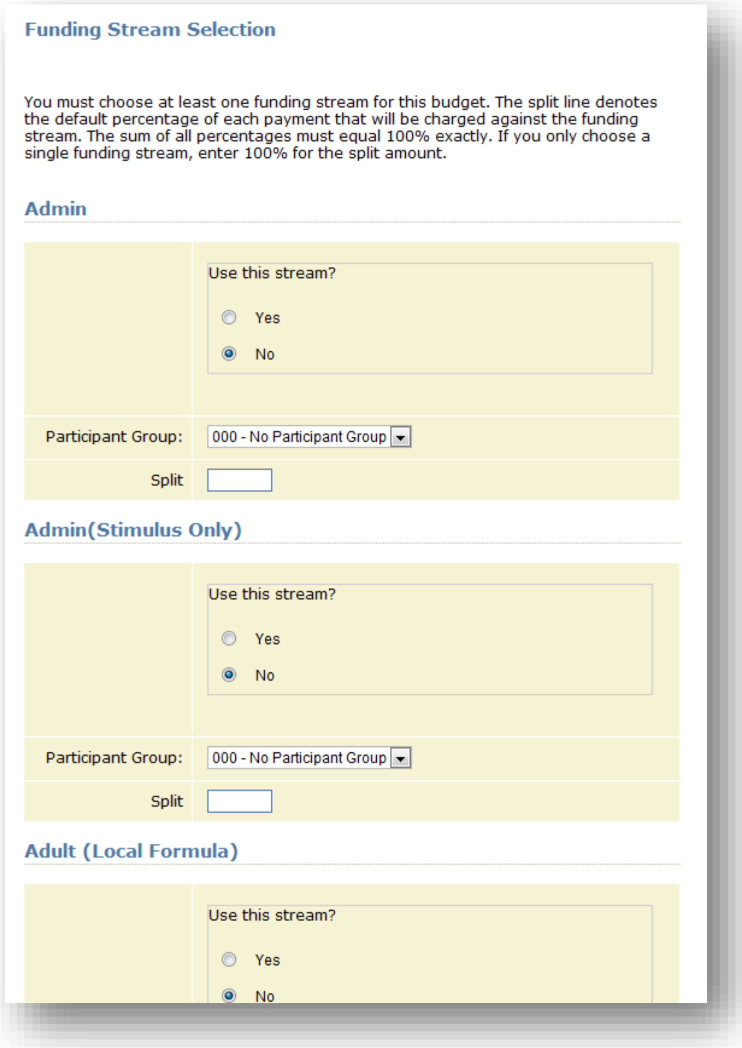


Figure 29 Select Funding Streams – Region Admin Budget (Partial)

Select each relevant funding stream and then enter the percentage of the budget that should be pulled from the stream in the Split field. Click **Continue**. Participant groups allow fiscal monies to be tied together and rolled up for reporting. (Participant groups will be discussed in more detail in the next section.)

Vendor budgets also prompt for the service/training activity in each category.

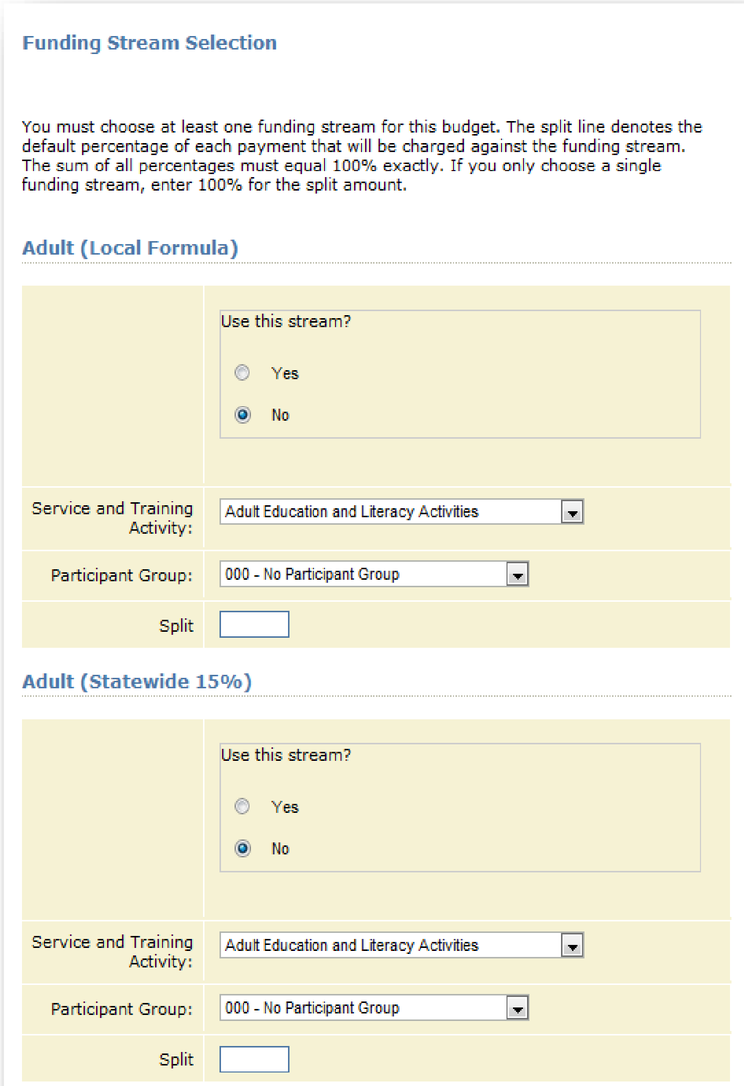


Figure 30 Select Funding Streams – Vendor Budget (Partial)

The budget spreadsheets for region admin and vendor budgets look and function exactly the same as client budgets.

Participant Groups

Participant groups are a means to group clients and/or vendor expenses together so that they can be rolled up for reporting purposes. Each region controls which groups are available for use within that region. Participant groups that are not mapped to that region are not available for selection within ServiceLink or FiscalLink.

To access the participant group functionality, click **Participant Groups** on the Fiscal main menu.

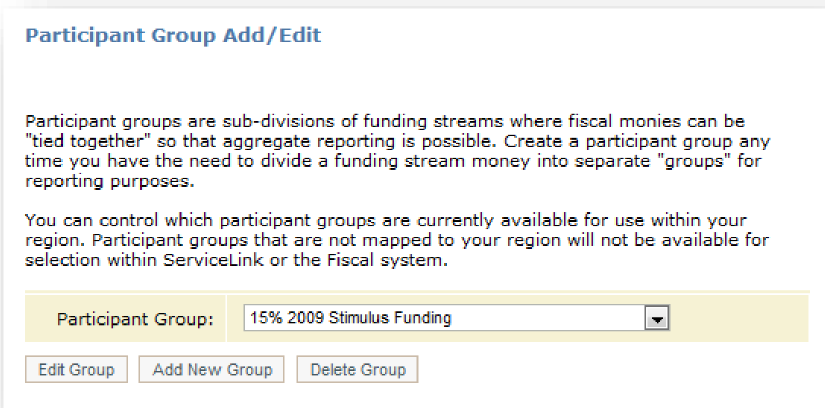


Figure 31 Add/Edit Participant Group

ADDING/EDITING/DELETING PARTICIPANT GROUPS

To add a participant group, click **Add New Group**. Give the group a name, then select which regions, and which funding streams within those regions, can use the group. Only regions under the fiscal rep's area of control are available for assignment.

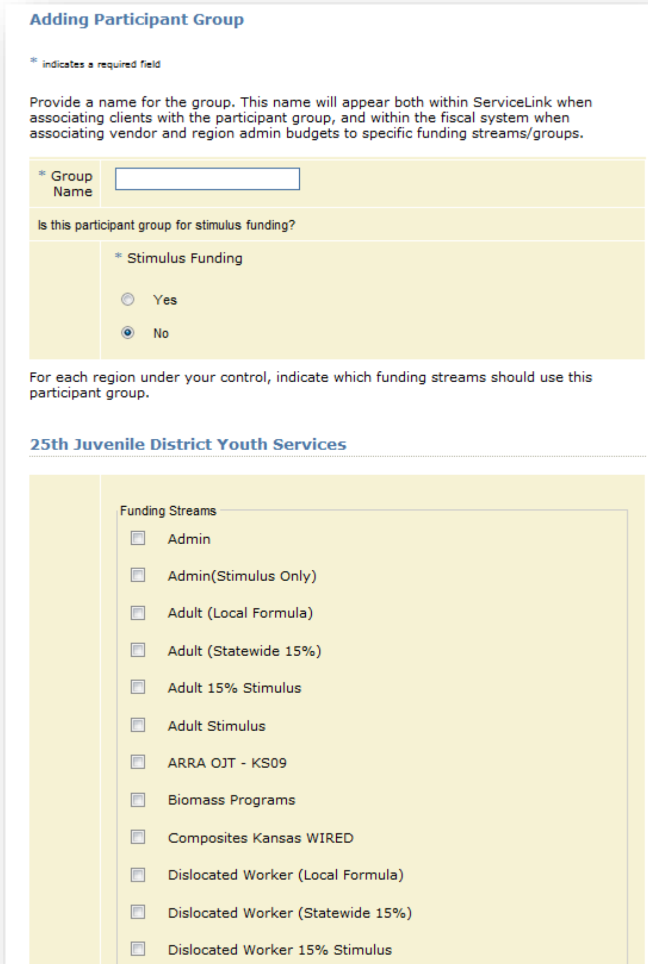
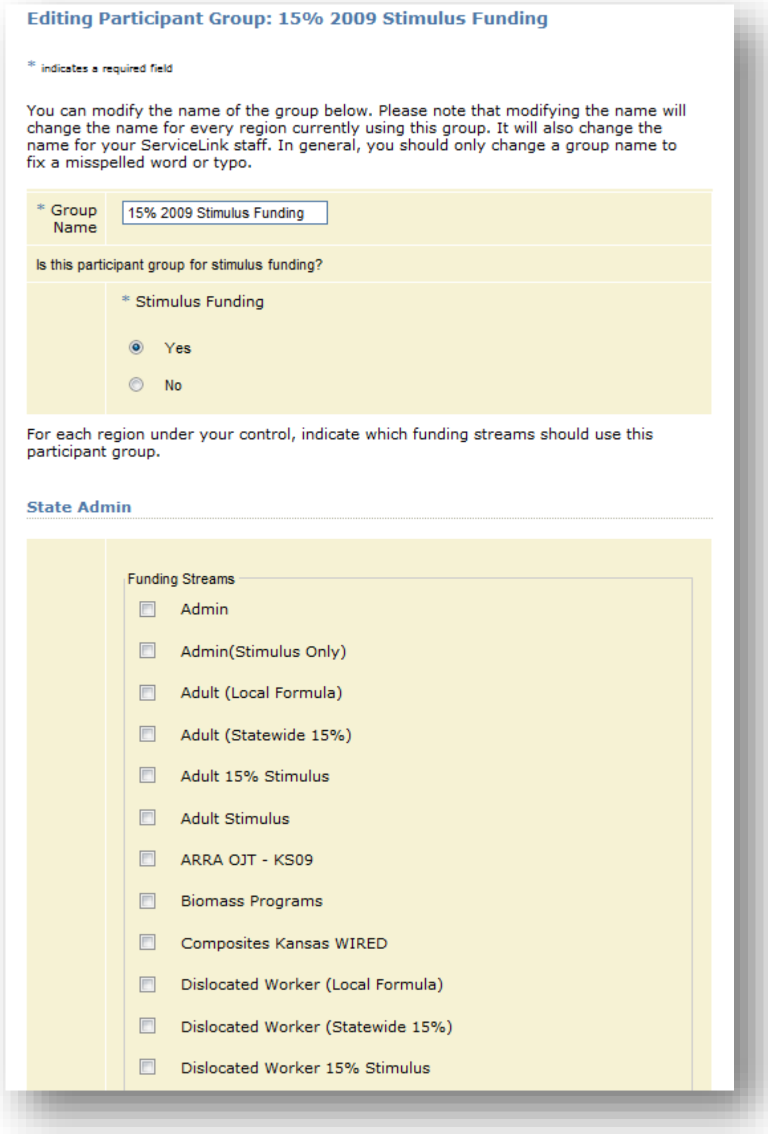


Figure 32 Add Participant Group (Partial)

To edit a participant group, select the group in the Participant Group drop-down and click **Edit Group**. You can modify the group name, regions authorized to use the group, and the funding streams. Note that any modifications to the name will be made in both ServiceLink and FiscalLink for all regions currently using the group. In general, you should only change a group name to fix a misspelling or typo.



Editing Participant Group: 15% 2009 Stimulus Funding

* indicates a required field

You can modify the name of the group below. Please note that modifying the name will change the name for every region currently using this group. It will also change the name for your ServiceLink staff. In general, you should only change a group name to fix a misspelled word or typo.

* Group Name: 15% 2009 Stimulus Funding

Is this participant group for stimulus funding?

* Stimulus Funding

- (selected) Yes
- No

For each region under your control, indicate which funding streams should use this participant group.

State Admin

Funding Streams

- Admin
- Admin(Stimulus Only)
- Adult (Local Formula)
- Adult (Statewide 15%)
- Adult 15% Stimulus
- Adult Stimulus
- ARRA OJT - KS09
- Biomass Programs
- Composites Kansas WIRED
- Dislocated Worker (Local Formula)
- Dislocated Worker (Statewide 15%)
- Dislocated Worker 15% Stimulus

Figure 33 Edit Participant Group (Partial)

To delete a participant group, select the group in the Participant Group drop-down and click **Delete Group**. You can only delete a group if it has not been used by a client or budget.

Region-Wide Deobligation

Fiscal reps can deobligate an entire program year by region/enrollment combination. This functionality should be used with considerable caution. It is available as “Region-wide Deobligation” in the Fiscal main menu.

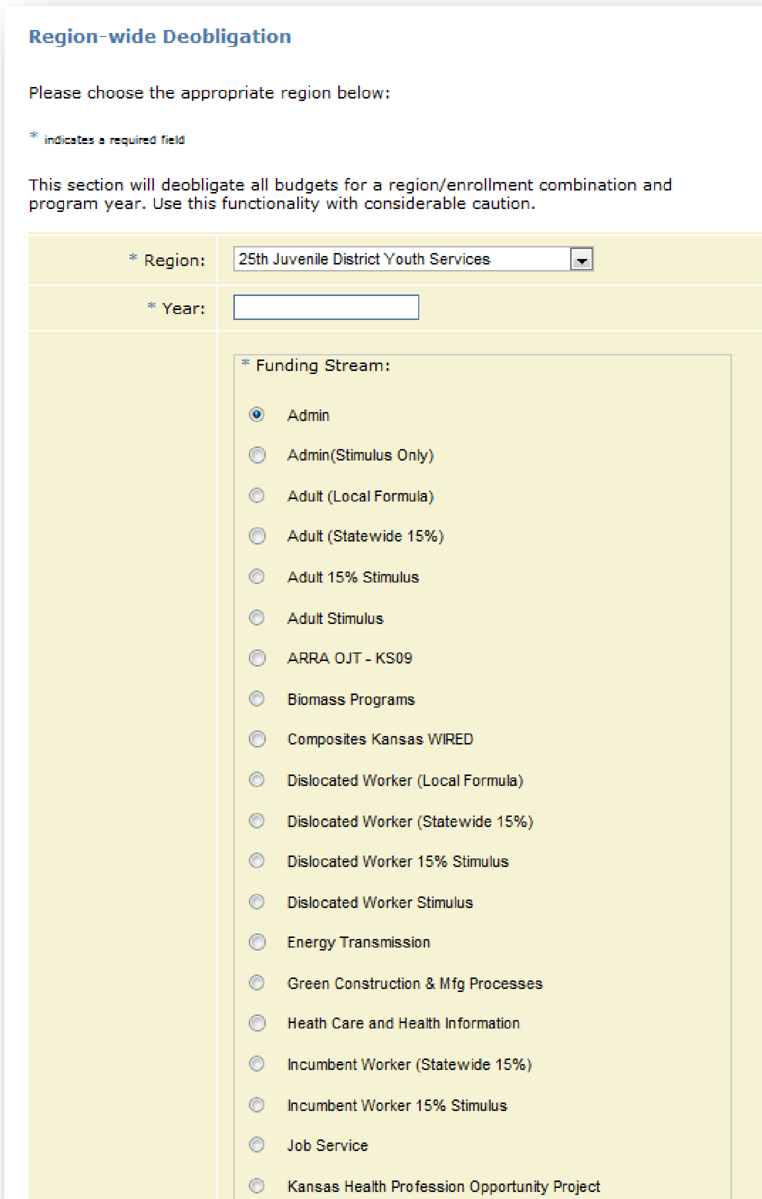


Figure 34 Region-wide Deobligation (Partial)

Select the region to be deobligated, then enter the four-digit year to be deobligated in the Year field. Select the funding stream.

If a budget has been split between multiple funding streams, it cannot be mass deobligated. These budgets must be deobligated one at a time. Links to these budgets are provided during the region-wide deobligation process.

In the Record Type field, select **All Matching** or **Exited Client**. If **Exited Client** is selected, only exited client records are deobligated. Otherwise all records attached to the selected funding stream are deobligated, whether they are vendor or client budgets.

The Select Offices button can be used to limit the deobligation to certain offices, rather than the entire region.

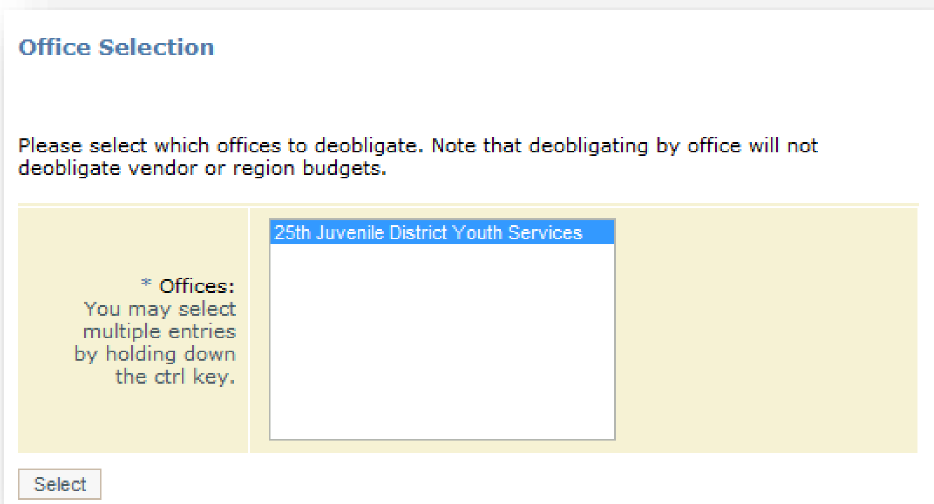


Figure 35 Office Selection

DEOBLIGATION RULES

A program year (PY) cannot be deobligated if the preceding PY has not already been deobligated.

If the PY represents PY1 on a given budget, the remaining funds will be moved to PY2.

If the PY represents PY2 on a given budget, the remaining funds will be moved to PY3.

If the PY represents PY3 on a given budget, the funds will be dropped. A list of SSNs where money has been dropped is provided for informational purposes after the deobligation.

All TAA-related program budgets only support one fiscal year. Funds are dropped when de-obligated and DO NOT rollover to FY2 or FY3.

Review Pending Budgets

Budget approval is restricted to Regional Directors and above. Any budgets entered by staff below that level go into the pending budget queue for approval. No payment can be made until the budget is approved. A Review Pending Budgets link displays on the Fiscal main menu for fiscal reps with the appropriate privilege level.

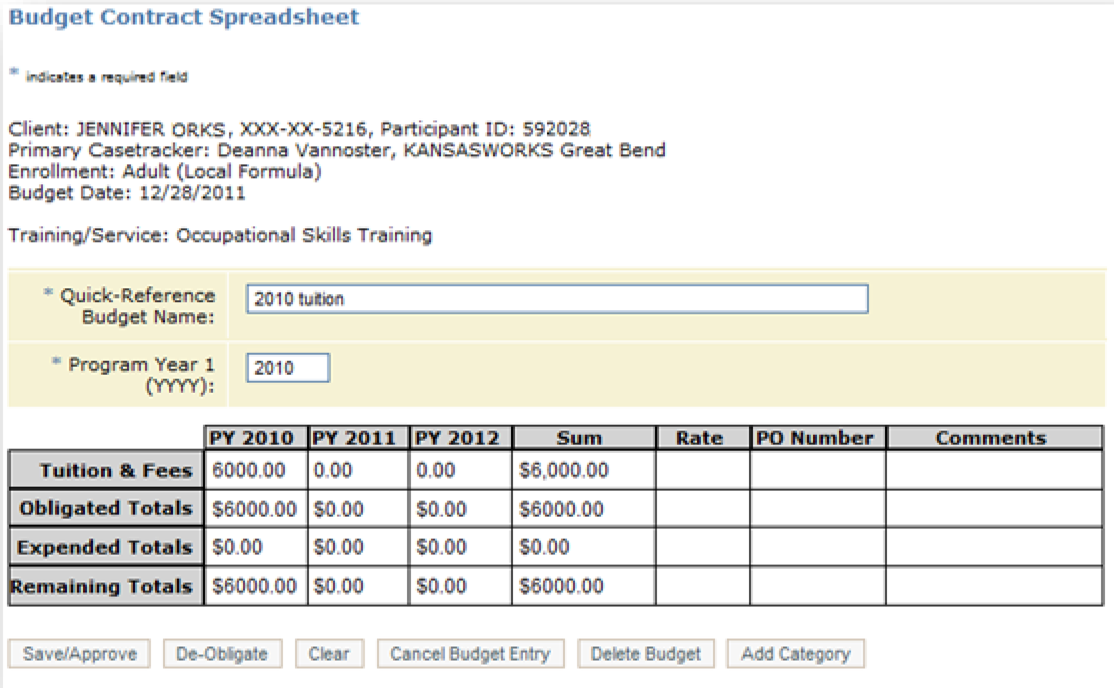
Budgets Pending Approval

Click on a budget name to view/approve the budget.

Budget Name	Primary Casetracker	Enrollment
Client XXX-XX-2097 budget for service #3230354/vendor #0	Vannoster, Deanna	Adult
2010 tuition	Vannoster, Deanna	Adult

Figure 36 Budgets Pending Approval

Clicking the budget name link pulls up the editable budget spreadsheet.



Budget Contract Spreadsheet

* indicates a required field

Client: JENNIFER ORKS, XXX-XX-5216, Participant ID: 592028
Primary Casetracker: Deanna Vannoster, KANSASWORKS Great Bend
Enrollment: Adult (Local Formula)
Budget Date: 12/28/2011

Training/Service: Occupational Skills Training

* Quick-Reference Budget Name: 2010 tuition

* Program Year 1 (YYYY): 2010

	PY 2010	PY 2011	PY 2012	Sum	Rate	PO Number	Comments
Tuition & Fees	6000.00	0.00	0.00	$6,000.00			
Obligated Totals	$6000.00	$0.00	$0.00	$6000.00			
Expended Totals	$0.00	$0.00	$0.00	$0.00			
Remaining Totals	$6000.00	$0.00	$0.00	$6000.00			

Save/Approve | De-Obligate | Clear | Cancel Budget Entry | Delete Budget | Add Category

Figure 37 Approve Budget

Review the budget and edit as necessary. (See the Client Budgets section for more information). All youth budgets will identify the funds as ISY or OSY based on the client's eligibility status at enrollment. To save any changes and approve the budget, click **Save/Approve**. The Budget Contract page displays.

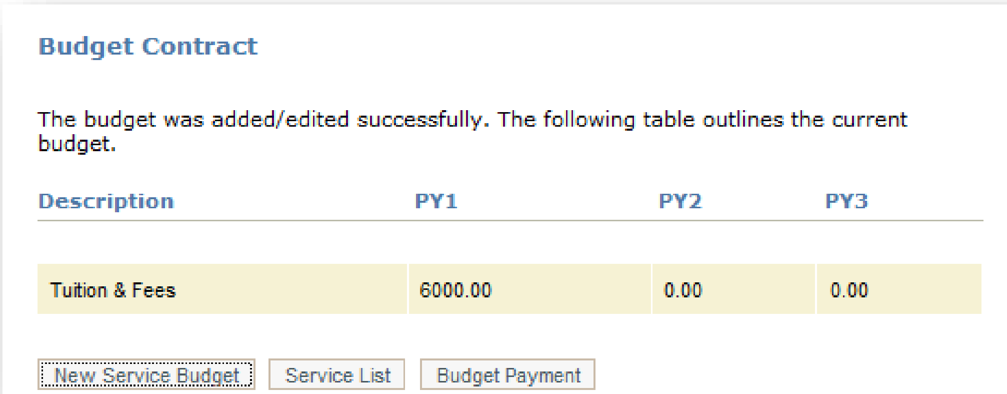


Figure 38 Budget Contract

To make a payment against the budget, click **Budget Payment**. (See the Payments section for more information about making payments.)

To view the client's list of budgetable services, click **Service List**.

To create a new budget for the client, click **New Service Budget**. (See the Client Budgets section for more information about creating budgets.)

Fiscal Reports

The fiscal reporting options are broken out into their own desktop. To access this desktop, click **Fiscal Reports** in the Fiscal main menu.

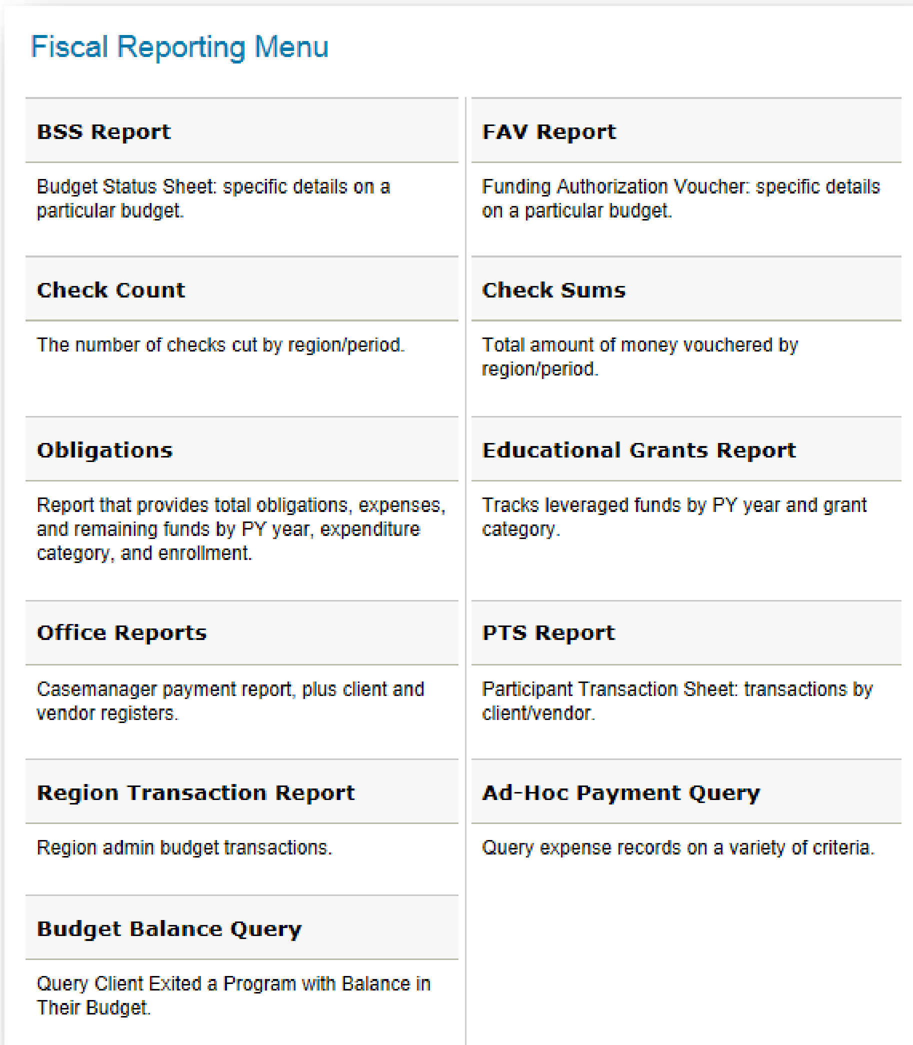


Figure 39 Fiscal Reporting Menu

BUDGET STATUS SHEET REPORT

The Budget Status Sheet (BSS) is a detailed expense report for a given service, from the client, region admin, or vendor perspective. The opening page is for generating a client BSS. Related Links at the top of the page provide navigation to the Vendor and Region Admin BSS reports. If you have the client's SSN, Part ID, or Enrollment ID, fill in the appropriate box and click **Search**. If searching by name, select **Yes** under the Partial Name Match. This will bring up names that are similar.

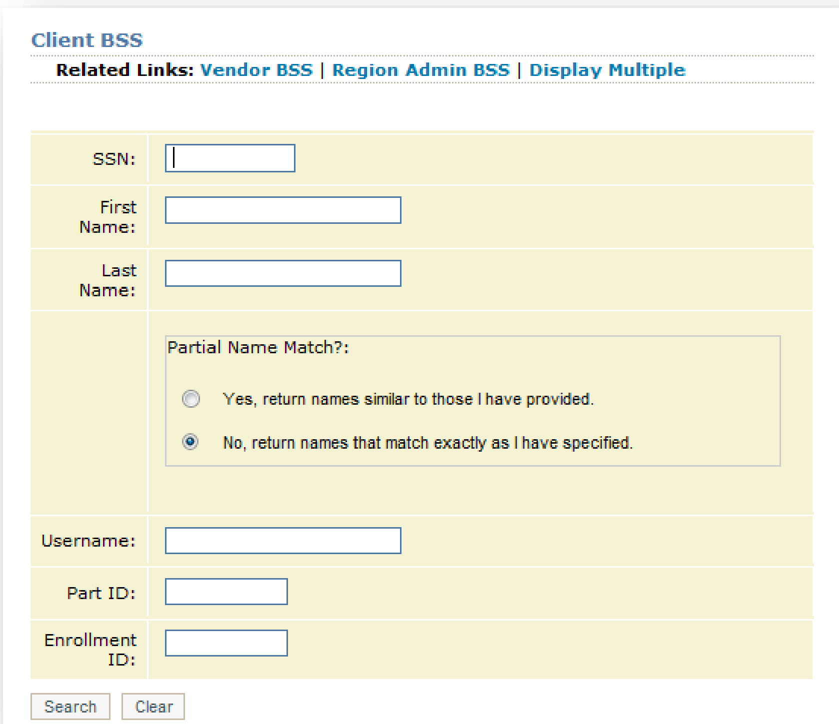
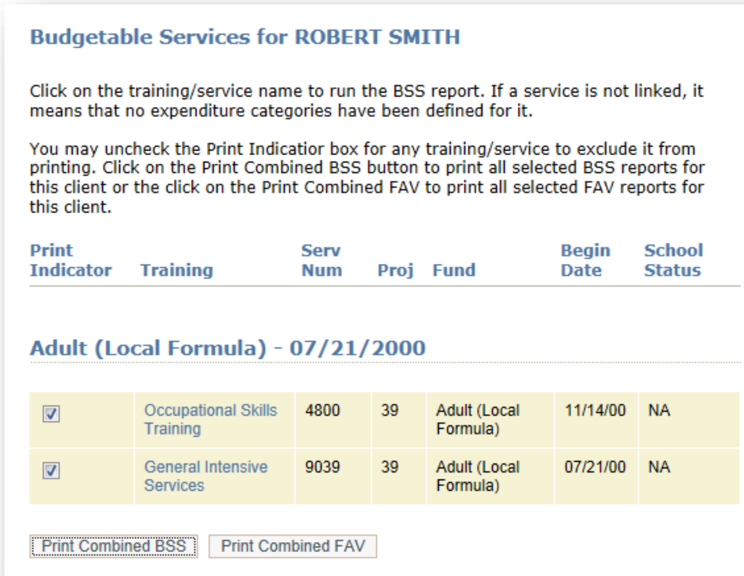


Figure 40 Client BSS

If the search criteria returns more than one client, a client selection page appears. If only one client is returned, the fiscal rep is sent directly to the Budgetable Services for <Client Name> page.



Budgetable Services for ROBERT SMITH

Click on the training/service name to run the BSS report. If a service is not linked, it means that no expenditure categories have been defined for it.

You may uncheck the Print Indicatior box for any training/service to exclude it from printing. Click on the Print Combined BSS button to print all selected BSS reports for this client or the click on the Print Combined FAV to print all selected FAV reports for this client.

Adult (Local Formula) - 07/21/2000

Print Indicator	Training	Serv Num	Proj	Fund	Begin Date	School Status
☑	Occupational Skills Training	4800	39	Adult (Local Formula)	11/14/00	NA
☑	General Intensive Services	9039	39	Adult (Local Formula)	07/21/00	NA

Print Combined BSS | Print Combined FAV

Figure 41 Budgetable Services for <Client Name> - BSS Report

You may uncheck the Print Indicator box for any training/service to exclude it from printing. Click the **Print Combined BSS** button to print all selected BSS reports for this client, or click the **Print Combined FAV** button to print all selected FAV reports for this client.

BUDGET STATUS SHEET/PAYMENT VOUCHER; Run Date: 09/03/2013

Test, Ver
Part ID: 111120
1309 SW Topeka
Topeka, KS 66103
(123) 456-7890

AJLA-TS
401 SW Topeka
Topeka, KS 66603

Agent: afdasd
PO Number:

No Participant Group

Serv Num: 4138828
Station Desk: 2812

Earn IT and Learn IT - On-The-Job Training

ESTBEG: 10/15/2012
ACTBEG: 10/15/2012

ESTEND: 10/15/2012
ACTEND:

Payment Section*

Days/Wk ____________ Hrs/Wk ____________ Hourly Wage ____________ Needs Based Allow/Wk ____________

Dep. Allow ____________ Trans. Miles/Day ____________ Needs Based Mod/Adjustment** ____________

Comments or **Adjustments:

*Refer to last budget submission prior to making modifications in these areas

Funding Stream: Earn IT and Learn IT

Modification Date:____________#________

Budget Category	PY 2013	PY 2014	PY 2015	Budgeted Amt	Expended Amt	Balance	Modif. Amount	Voucher Amount
Work Clothing, Equipment & Tools	$800.00	$100.00	$100.00	$1,000.00	$0.00	$1,000.00		
Technology Expenses	$200.00	$150.00	$100.00	$450.00	$0.00	$450.00		
Technology Related Expenses	$150.00	$75.00	$75.00	$300.00	$0.00	$300.00		
Total Amounts:	*$1,150.00*	*$325.00*	*$275.00*	*$1,750.00*	*$0.00*	*$1,750.00*		

** Add New Category(s)

Voucher Date ________ to ________

Payment to be made to:

Vendor #:

Mailing Address:

City:

State:

Zip:

Voucher Adjustment Comments:

Figure 42 Sample Client BSS Report

Vendor and region admin BSS reports look the same as client BSS reports.

FiscalLink also supports generating multiple client BSSs in worksheet style through the Display Multiple Related Link. This form allows the fiscal rep to enter up to 10 SSNs or 10 Participant IDs. Each fiscal budgeted service for all SSNs or IDs will appear as a separate worksheet in a single Excel file.

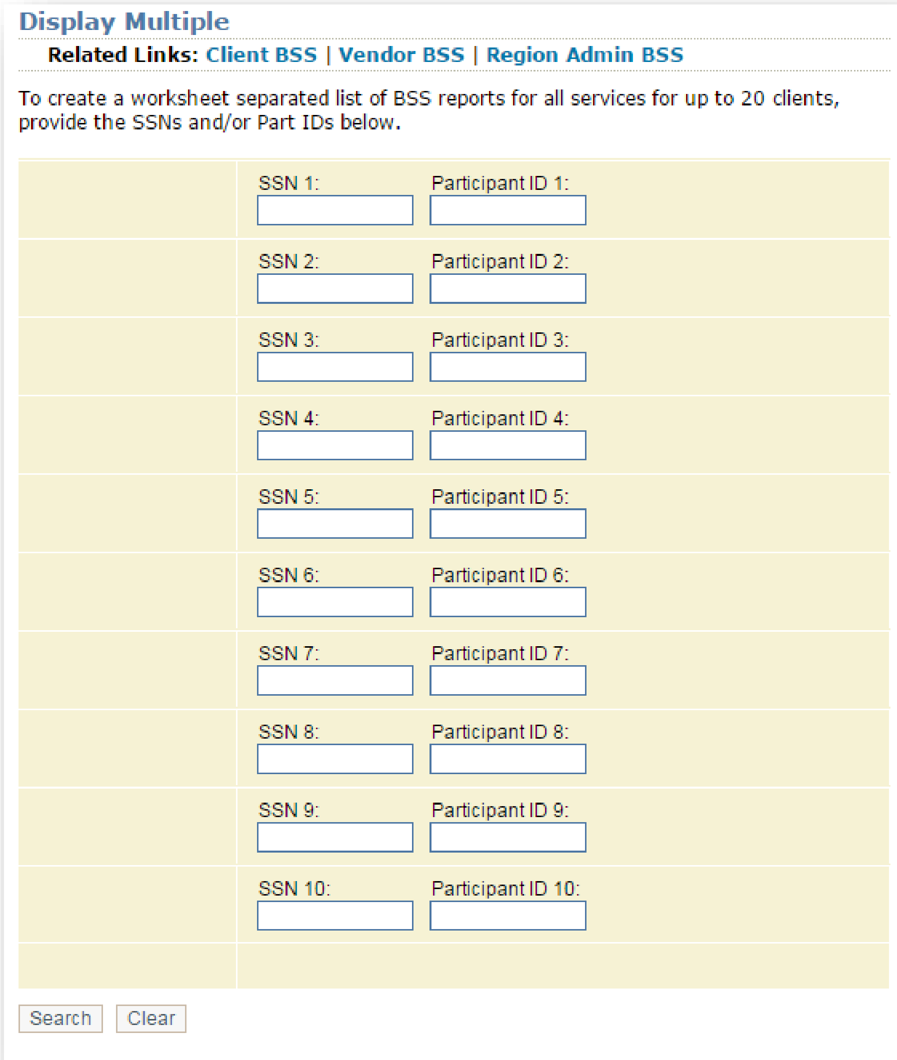


Figure 43 Client BSS – Display Multiple

FAV REPORT

The Funding Authorization Voucher (FAV) report pulls specific details on a particular client budget.

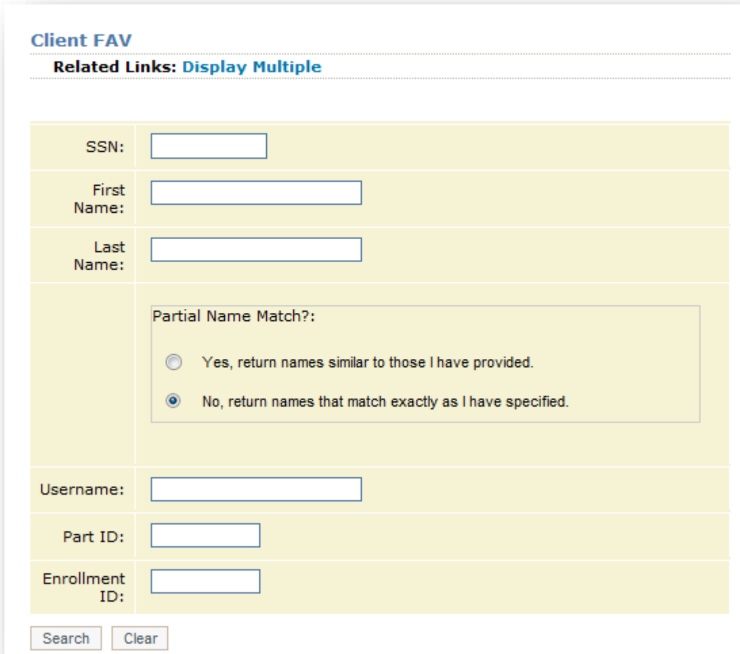


Figure 44 Client FAV

If the search criteria returns more than one client, a client selection page appears. If only one client is returned, the fiscal rep is sent directly to the Budgetable Services for <Client Name> page. After clicking the appropriate service link, a page displays asking the fiscal rep to choose the report format: Excel, HTML. If you want to save the report to view or print at a later date, Excel is recommended.

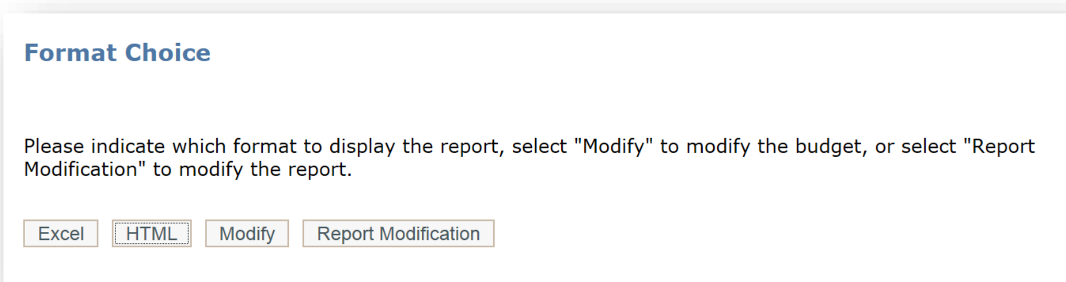
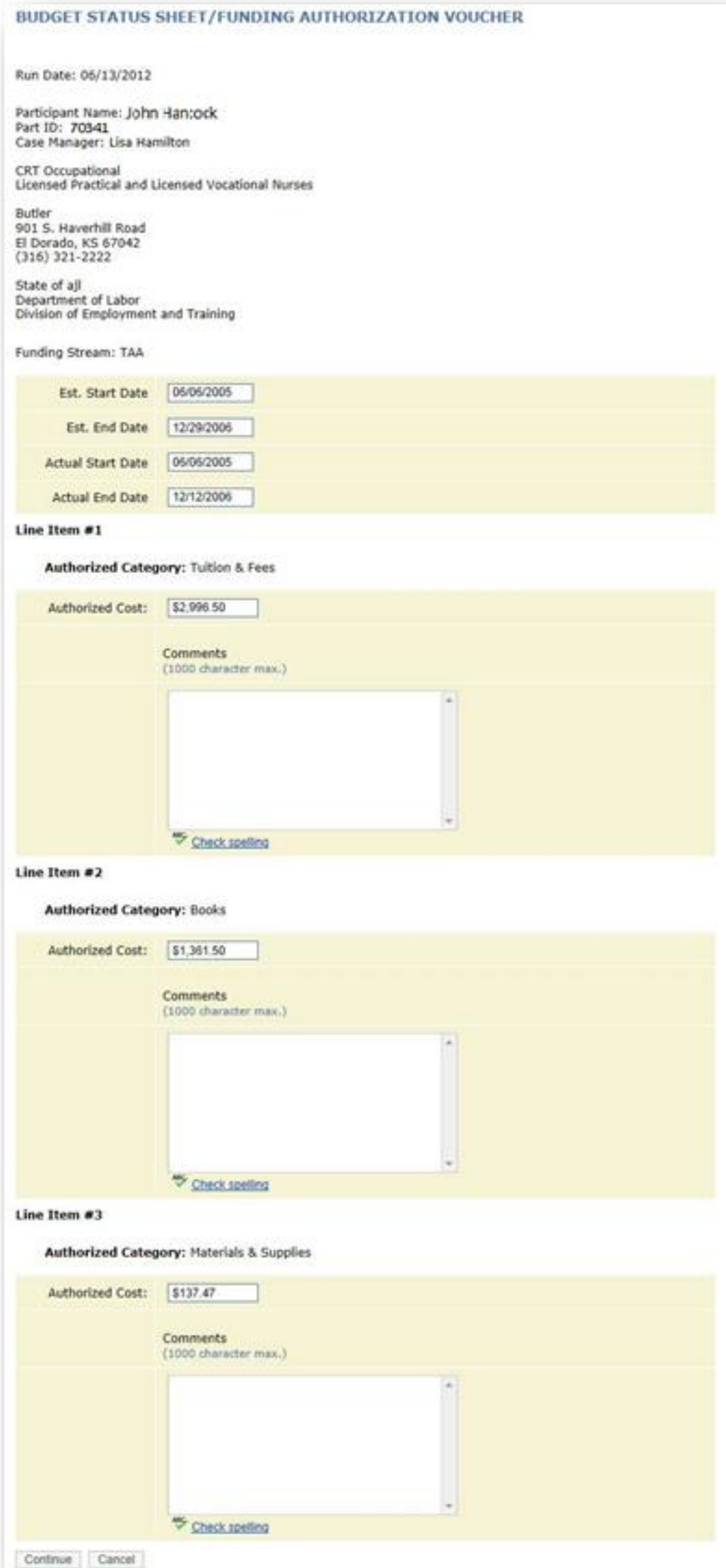


Figure 45 Client FAV Report Format Choice

The Format Choice page also provides Modify and Report Modification options.

To display an editable version of the client's budget, click **Modify**.

To modify the current report before printing, click **Report Modification**. This function allows partial invoices to be edited on the fly. For example, you may want to change the authorized cost for "Books" so that the vendor sees only what is being paid to them at this time, rather than the entire amount budgeted for that category. NOTE: These modifications will not be saved to the client's budget. After making the desired modifications, click **Continue**. A printable version with the revisions displays for printing.



BUDGET STATUS SHEET/FUNDING AUTHORIZATION VOUCHER

Run Date: 06/13/2012

Participant Name: John Hancock
Part ID: 70341
Case Manager: Lisa Hamilton

CRT Occupational
Licensed Practical and Licensed Vocational Nurses

Butler
901 S. Haverhill Road
El Dorado, KS 67042
(316) 321-2222

State of ajl
Department of Labor
Division of Employment and Training

Funding Stream: TAA

Est. Start Date	06/06/2005
Est. End Date	12/29/2006
Actual Start Date	06/06/2005
Actual End Date	12/12/2006

Line Item #1

Authorized Category: Tuition & Fees

Authorized Cost: $2,996.50

Comments
(1000 character max.)

Check spelling

Line Item #2

Authorized Category: Books

Authorized Cost: $1,361.50

Comments
(1000 character max.)

Check spelling

Line Item #3

Authorized Category: Materials & Supplies

Authorized Cost: $137.47

Comments
(1000 character max.)

Check spelling

Continue Cancel

Figure 46 Report Modification

BUDGET STATUS SHEET/FUNDING AUTHORIZATION VOUCHER; Run Date: 06/14/2012

State of kansas

Participant Name: John Hancock
Part ID: 70341
Case Manager: Phyllis Gish

Department of Labor
Division of Employment and Training

General Core Services

Heartland Works
1430 SW Topeka Blvd.
Topeka, KS 66612
(785) 235-5627

ESTBEG: 02/01/2003
ACTBEG: 02/01/2003

ESTEND: 08/30/2003
ACTEND: 07/02/2003

Funding Stream: Dislocated Worker (Local Formula)		
Authorized Category	**Authorized Cost**	**Comments**
Tuition & Fees	$600.00	
Materials & Supplies	$100.00	
Total Amounts:		*$700.00*
The service selected has no budgets attached to it.		

Send Invoice to:
kansas Department of Labor
Division of Employment & Training
Attention: Office Supervisor
1430 SW Topeka Blvd.
Topeka, KS 66612
(785) 235-5627

Provider will submit invoices for payment within 30 days after course drop/add date.
Documentation of attendance/performance may be requested.

STUDENT MUST APPLY FOR A PELL GRANT, IF APPLICABLE. HAS STUDENT APPLIED: YES_____NO_____NA_____
IF YES, PELL MUST BE APPLIED FIRST BEFORE ANY BILLING IS SUBMITTED.
IF NO, WHY:____

Figure 47 Sample Client FAV Report

FiscalLink also supports generating multiple client FAVs in worksheet style through the Display Multiple Related Link. This form allows the fiscal rep to enter up to 10 SSNs. Each report will appear as a separate worksheet in a single Excel file.

CHECK COUNT REPORT

The check count report provides the number of checks issued by region/timeframe.

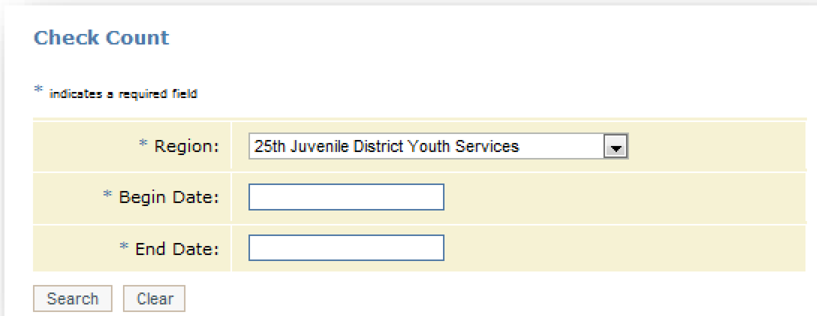
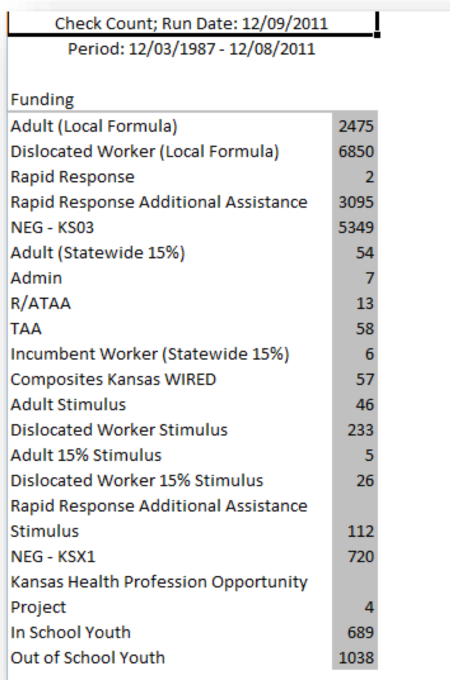


Figure 48 Check Count



Check Count; Run Date: 12/09/2011
Period: 12/03/1987 - 12/08/2011

Funding	
Adult (Local Formula)	2475
Dislocated Worker (Local Formula)	6850
Rapid Response	2
Rapid Response Additional Assistance	3095
NEG - KS03	5349
Adult (Statewide 15%)	54
Admin	7
R/ATAA	13
TAA	58
Incumbent Worker (Statewide 15%)	6
Composites Kansas WIRED	57
Adult Stimulus	46
Dislocated Worker Stimulus	233
Adult 15% Stimulus	5
Dislocated Worker 15% Stimulus	26
Rapid Response Additional Assistance Stimulus	112
NEG - KSX1	720
Kansas Health Profession Opportunity Project	4
In School Youth	689
Out of School Youth	1038

Figure 49 Sample Check Count Report

CHECK SUMS REPORT

The check sums report provides the total amount paid for the checks within a region/timeframe.

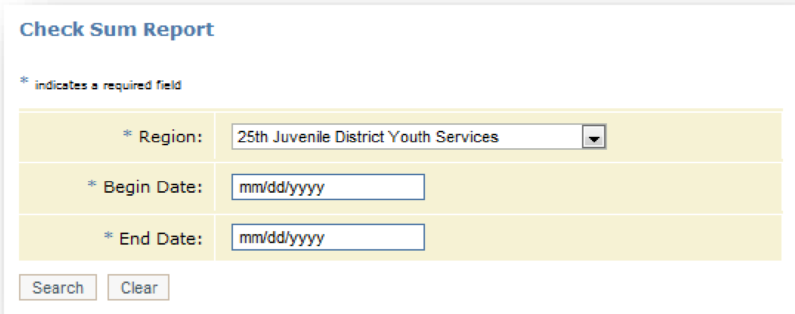


Figure 50 Check Sum

Period: 12/01/1987 through 12/01/2011

PY 2000 MONEY

CATEGORY	Dislocated Worker (Local Formula) (2)	Rapid Response Additional Assistance (5)	(TOTAL)
Tuition & Fees (4)	$11,826.73	$17,638.65	$29,465.38
Books (5)	$1,468.23	$4,431.72	$5,899.95
Materials & Supplies (6)	$605.61	$690.10	$1,295.71
Supportive Services - Child/Dependent Care (20)	$2,196.50	$41,268.15	$43,464.65
Supportive Services - Transportation (21)	$4,394.78	$31,884.46	$36,279.24
Supportive Services - Emergency (22)	$0.00	$9,310.00	$9,310.00
	$20,491.85	$105,223.08	$125,714.93

PY 2001 MONEY

CATEGORY	Dislocated Worker (Local Formula) (2)	Rapid Response Additional Assistance (5)	Admin (13)	(TOTAL)
Tuition & Fees (4)	$308,547.79	$37,038.92	$0.00	
Books (5)	$56,821.38	$9,730.31	$0.00	
Materials & Supplies (6)	$15,443.87	$280.68	$0.00	
Supportive Services - Child/Dependent Care (20)	$179,316.63	$112,522.72	$0.00	
Supportive Services - Transportation (21)	$166,302.79	$88,651.83	$0.00	
Supportive Services - Emergency (22)	$51,044.95	$36,515.96	$0.00	
Assessment Services Fee (29)	$450.00	$0.00	$0.00	
Administrative Setaside (30)	$0.00	$0.00	$20,554.79	

Figure 51 Sample Check Sum Report

OBLIGATIONS REPORT

The obligations report is an administrative report that provides all obligations, expenses, and remaining funds by project year, category, and funding stream. Make a selection from the drop-down list. The Report Area is divided into the following groups: Statewide, Local Areas, Providers, and Regions. Enter the begin year (PY) and end year, and then click **Search**.

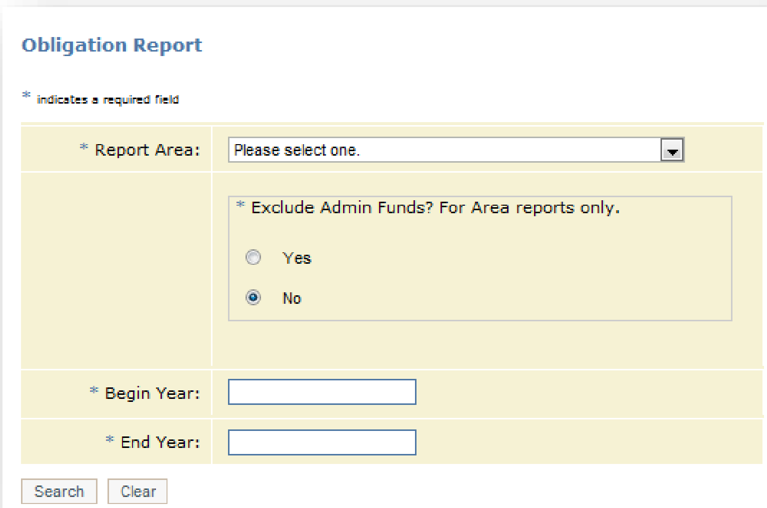


Figure 52 Obligation Report

Obligation Report For 2015 Through 2016; Printed 05/31/2016

Regions included in this report:

- Local Area IV - Workforce Alliance

PY/FY 2015 MONEY

Category	Adult (Local Formula)	Dislocated Worker (Local Formula)	Rapid Response Additional Assistance	In School Youth -Youth	Out of School Youth -Youth	Total
OJT Payments						
Budgeted	$75,628.61	$0.00	$0.00	$0.00	$0.00	$75,628.61
Accrued	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Expended	$69,163.97	$0.00	$0.00	$0.00	$0.00	$69,163.97
Remaining	$6,464.64	$0.00	$0.00	$0.00	$0.00	$6,464.64
Tuition & Fees						
Budgeted	$156,645.17	$27,478.50	$0.00	$44,744.53	$19,858.53	$248,726.73
Accrued	$16,617.00	$1,392.82	$0.00	$7,727.19	$4,752.50	$30,489.51
Expended	$106,858.27	$16,845.48	$0.00	$17,486.62	$2,892.00	$144,082.37
Remaining	$33,169.90	$9,240.20	$0.00	$19,530.72	$12,214.03	$74,154.85

Figure 53 Sample Obligation Report

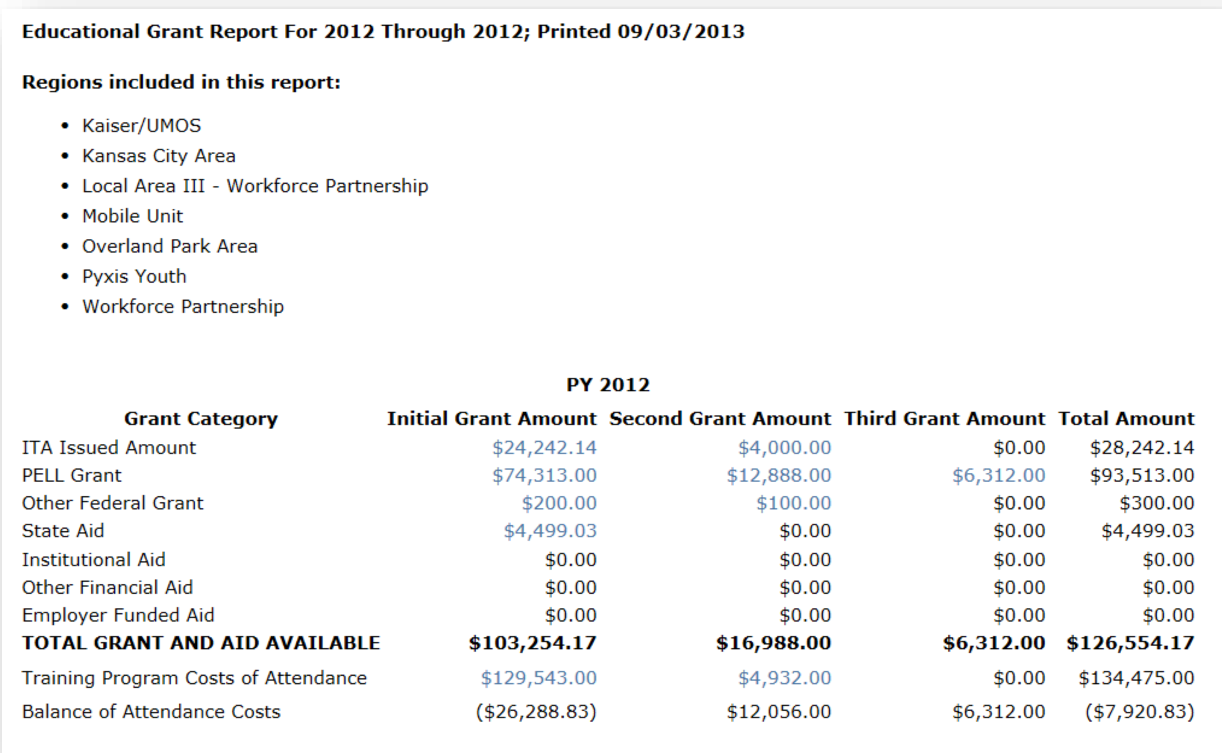
EDUCATIONAL GRANTS REPORT

The Educational Grants Report combines the amounts entered in the Educational Grants section of the Enrollment Details page. The report identifies the amounts by type of grant or aid.

Select the Report Area and enter the Begin Year and End Year, then click **Search**.

Figure 54 Educational Grants Report

Choose the report format: Excel or HTML. If you want to save the report to view or print at a later date, Excel is recommended.



Educational Grant Report For 2012 Through 2012; Printed 09/03/2013

Regions included in this report:

- Kaiser/UMOS
- Kansas City Area
- Local Area III - Workforce Partnership
- Mobile Unit
- Overland Park Area
- Pyxis Youth
- Workforce Partnership

PY 2012

Grant Category	Initial Grant Amount	Second Grant Amount	Third Grant Amount	Total Amount
ITA Issued Amount	$24,242.14	$4,000.00	$0.00	$28,242.14
PELL Grant	$74,313.00	$12,888.00	$6,312.00	$93,513.00
Other Federal Grant	$200.00	$100.00	$0.00	$300.00
State Aid	$4,499.03	$0.00	$0.00	$4,499.03
Institutional Aid	$0.00	$0.00	$0.00	$0.00
Other Financial Aid	$0.00	$0.00	$0.00	$0.00
Employer Funded Aid	$0.00	$0.00	$0.00	$0.00
TOTAL GRANT AND AID AVAILABLE	**$103,254.17**	**$16,988.00**	**$6,312.00**	**$126,554.17**
Training Program Costs of Attendance	$129,543.00	$4,932.00	$0.00	$134,475.00
Balance of Attendance Costs	($26,288.83)	$12,056.00	$6,312.00	($7,920.83)

Figure 55 Sample Educational Grants Report

The report amounts are links allowing the fiscal rep to drill down and view a separate report detailing all of the participants and totals. Click a link, then choose a report format: Excel or HTML. The resulting report displays a list of participants and amounts that make up the original report.

Educational Grant Report For PY 2015
PELL Grant - Intial Grant Amount
Printed 09/14/2015

Part ID	Last Name	First Name	ITA Issued Amount	PELL Grant	Other Federal Grant	State Aid	Institutional Aid	Other Financial Aid	Employer Funded Aid	Total Grant and Aid Available
1043681	[illegible]	[illegible]	$0.00	$2,500.00	$0.00	$0.00	$0.00	$0.00	$0.00	$2,500.00

Figure 56 Sample Educational Grants Report – Drill-Down

OFFICE REPORTS

FiscalLink provides three reports geared toward local office use. The opening page is for generating a Case Manager Payment report. Related Links at the top of the page provide navigation to the Client Register and Vendor Register reports. The office reports all appear as HTML tables that are designed to print on separate pages when printed from Internet Explorer 5 or higher.

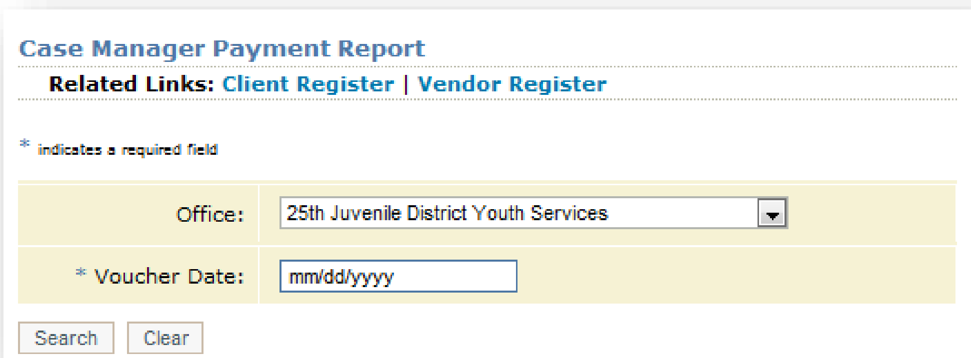


Figure 57 Case Manager Payment Report

The Case Manager Payment report provides a listing of payments (by timeframe) made for clients broken down by their primary case manager. Only offices in the fiscal rep's area of control appear in the drop-down. The resulting HTML report includes only expenses vouchered on the voucher date entered.

Client Listing for Payments ISSUED
Run Date: 12/29/2011
Vouchered: 02/26/2004

DWAYNE MCDWAYNE

SSN	Name	Vendor	Voucher	Amount	Cat	Program
XXX-XX-7842	BRIDGETTE BRYANT	Client Budget	32760	$92.70	15	141986
XXX-XX-7842	BRIDGETTE BRYANT	Client Budget	32774	$309.00	15	141986
XXX-XX-7842	BRIDGETTE BRYANT	Client Budget	32782	$278.10	15	141986
XXX-XX-7842	BRIDGETTE BRYANT	Client Budget	32799	$154.50	15	141986
XXX-XX-1900	CLARK HUDSON	Client Budget	32706	$66.95	15	122047

Figure 58 Sample Case Manager Payment Report

PARTICIPANT TRANSACTION SHEET (PTS)

The PTS report pulls detailed transaction information by client/service combination. The opening page prompts for the client SSN or other search criteria.

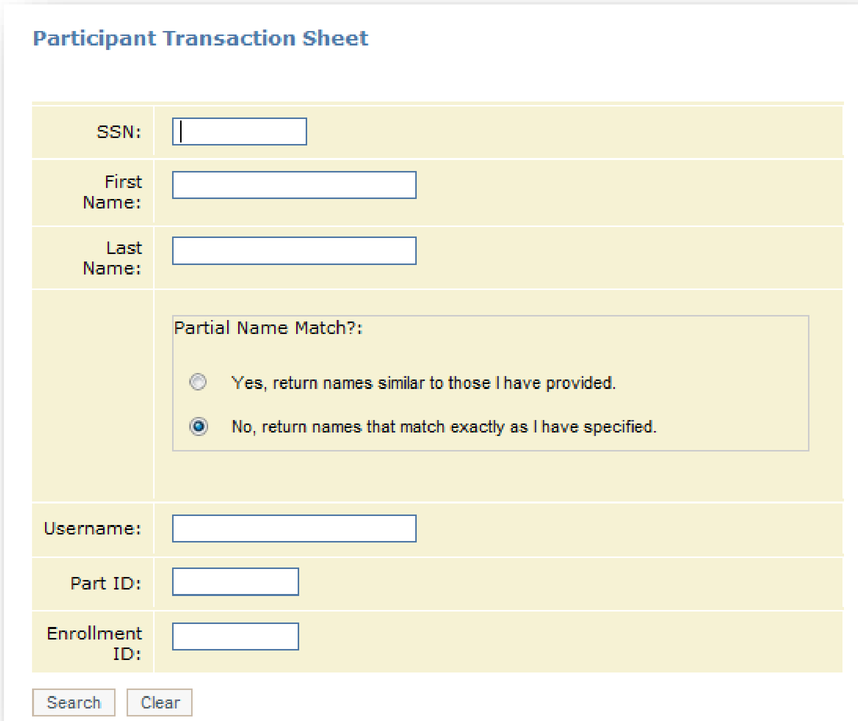
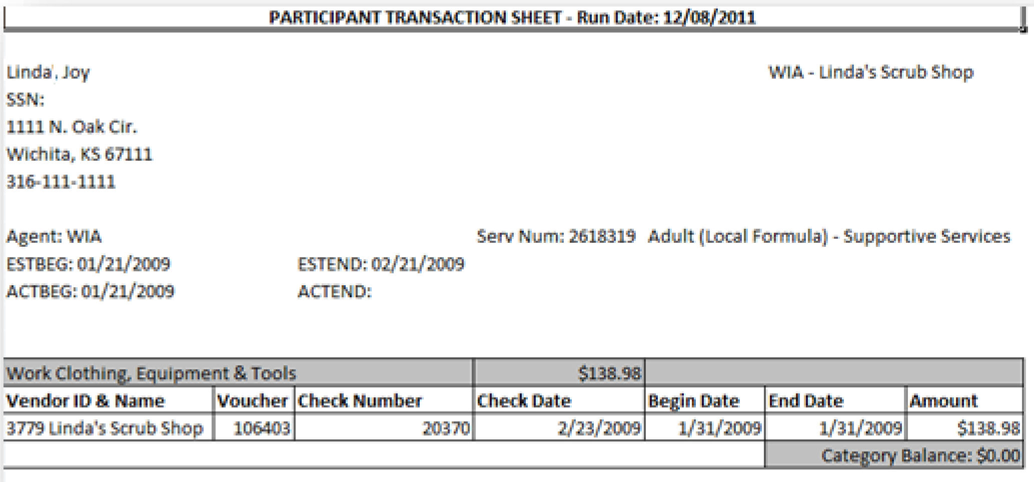


Figure 59 Participant Transaction Sheet

If the search criteria returns more than one client, a client selection page appears. If only one client is returned, the fiscal rep is sent directly to the Budgetable Services for <Client Name> page. After clicking the appropriate service link, a page displays asking the fiscal rep to choose the report format: Excel or HTML. If you want to save the report to view or print at a later date, Excel is recommended.



PARTICIPANT TRANSACTION SHEET - Run Date: 12/08/2011

Linda, Joy
SSN:
1111 N. Oak Cir.
Wichita, KS 67111
316-111-1111

WIA - Linda's Scrub Shop

Agent: WIA
Serv Num: 2618319 Adult (Local Formula) - Supportive Services
ESTBEG: 01/21/2009 ESTEND: 02/21/2009
ACTBEG: 01/21/2009 ACTEND:

Work Clothing, Equipment & Tools			$138.98			
Vendor ID & Name	**Voucher**	**Check Number**	**Check Date**	**Begin Date**	**End Date**	**Amount**
3779 Linda's Scrub Shop	106403	20370	2/23/2009	1/31/2009	1/31/2009	$138.98
					Category Balance: $0.00	

Figure 60 Sample Participant Transaction Sheet

REGION TRANSACTION REPORT

The region transaction report pulls detailed transaction information by region.

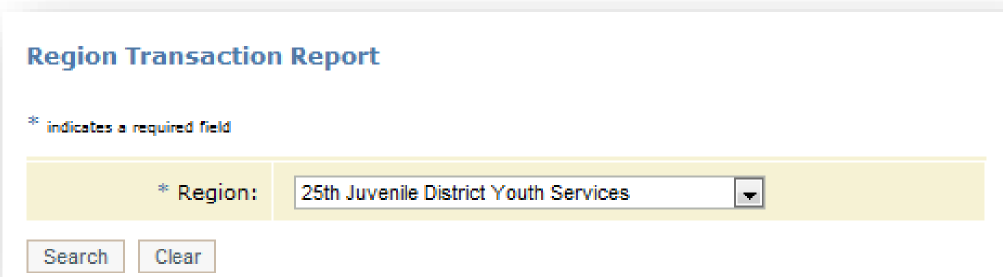


Figure 61 Region Transaction Report

After selecting the region, a list of budgets displays.

Region Admin Budgets

Region Budget Name	Program Year	Participant Group	Begin Date
LWA4 Admin Budget - (2001 - 2003)	2001-2003	100% Misc.	10/28/2004
LWA4 Admin Budget - (2003 - 2005)	2003-2005	100% Admin (950)	10/28/2004

Figure 62 Region Admin Budgets

After clicking the appropriate budget link, a page displays asking the fiscal rep to choose the report format: Excel or HTML. If you want to save the report to view or print at a later date, Excel is recommended.

LWA4 Admin Budget - (2001 - 2003)	Entered: 10/28/2004					
Administrative Setaside				Contract Amount: $20,554.79		
Payee	**Voucher**	**Check Number**	**Check Date**	**Begin Date**	**End Date**	**Amount**
HUGO WALL SCHOOL AT WSU	46429	154404	3/22/2002	11/1/2001	12/31/2001	$4,881.20
HUGO WALL SCHOOL AT WSU	46429	154404	3/22/2002	1/1/2002	1/31/2002	$2,813.47
HUGO WALL SCHOOL AT WSU	46528	157258	8/9/2002	4/1/2002	4/30/2002	$2,607.50
HUGO WALL SCHOOL AT WSU	46479	155996	6/7/2002	2/1/2002	3/31/2002	$5,262.94
HUGO WALL SCHOOL AT WSU	46621	160547	11/8/2002	5/1/2002	6/30/2002	$4,989.68
				Category Balance: $0.00		

Figure 63 Sample Region Transaction Report

AD-HOC PAYMENT QUERY

The ad-hoc payment query allows the fiscal rep to query expense records using a variety of criteria. The opening ("Browse") page is for general querying of all payments. Related Links at the top of the page provide navigation to the Client, Region, Vendor, and TAA Client-Vendor Payment queries.

There are several ways to browse the database for payments. To narrow your results for client payments, enter the Part ID, SSN, or Service Num. For vendor payments, enter the Vendor ID. If you don't know the Vendor ID, you can find it in the vendor maintenance table. You can search by check number to find all payments associated with a specific check. If you click the check box next to "Only return unvouchered payments", the report will display all payments in the database that have not been vouchered. For a broad search, you can search by funding stream(s), participant groups, or category. The date fields are not required but may assist in narrowing your search. Once you have set the report parameters, click **Search**. The reports can be viewed in Excel or HTML. If you want to save the report to view or print at a later date, Excel is recommended.

The ad-hoc payment queries are also accessible from the Browse Related Link located on the opening page of the Payments section.

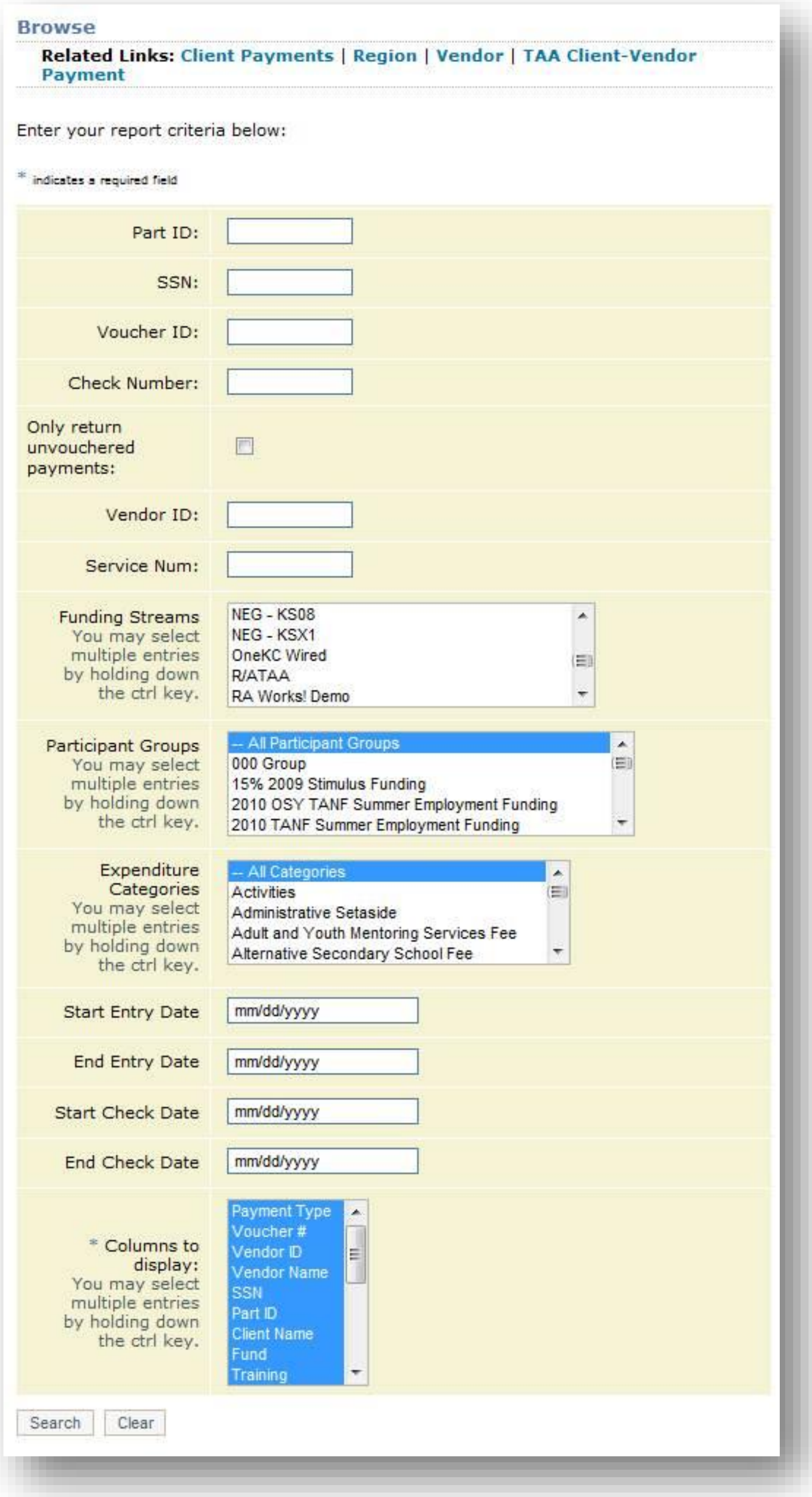


Figure 64 Ad-Hoc Payment Query

Ad-hoc Payment Query

Payment Type	Voucher #	Vendor ID	Vendor Name	SSN	Part ID	Client Name	Fund	School Status	Training	Category	Project	Gross Amount	PY/FY	Year	Pay Begin	Pay End	Federal Tax	State Tax	Child Support	Expense Total	Check Number	Check Date	Payment Status	PO Number	Comments
Actual	107164	2552	Pratt Community College/Vo-Tech	XXX-XX-1793	353728	DECKER, JOY	Adult (Local Formula)	NA	Occupational Skills Training	Tuition & Fees		$985.50	PY	2009	08/05/2009	12/10/2009	0.00	0.00	0.00	0.00	0000021243	08/17/2009			Tuition, fees, book for fall 2009 nursing program. 8/11/2009.
Actual	107340	676	PRATT C.C. BOOKSTORE #158	XXX-XX-1793	353728	DECKER, JOY	Adult (Local Formula)	NA	Occupational Skills Training	Books		$1462.64	PY	2009	08/06/2009	08/20/2009	0.00	0.00	0.00	0.00	0000021471	09/28/2009			Books & uniforms for fall 2009. 9/22/2009.
Actual	107340	3442	Sedgwick County Health Departm	XXX-XX-1793	353728	DECKER, JOY	Adult (Local Formula)	NA	Occupational Skills Training	Materials & Supplies		$52.00	PY	2009	07/30/2009	07/30/2009	0.00	0.00	0.00	0.00	0000021475	09/28/2009			Vaccination fee. 9/22/2009.
Actual	107942	2552	Pratt Community College/Vo-Tech	XXX-XX-1793	353728	DECKER, JOY	Adult (Local Formula)	NA	Occupational Skills Training	Tuition & Fees		$655.00	PY	2009	01/13/2010	05/13/2010	0.00	0.00	0.00	0.00	0000021956	01/25/2010			Spring semester tuition & fees for Nursing program. 01/19/2010.
Actual	108328	2552	Pratt Community College/Vo-Tech	XXX-XX-1793	353728	DECKER, JOY	Adult (Local Formula)	NA	Occupational Skills Training	Tuition & Fees		$214.85	PY	2009	01/13/2010	05/13/2010	0.00	0.00	0.00	0.00	0000022267	04/19/2010			Nursing Books
Actual	108622	1525	Kansas State Board of Nursing	XXX-XX-1793	353728	DECKER, JOY	Adult (Local Formula)	NA	Occupational Skills Training	Materials & Supplies		$100.00	PY	2010	07/06/2010	07/06/2010	0.00	0.00	0.00	0.00	0000022624	07/12/2010			Testing Cost for Kansas State Board of Nursing posted 07/06/10

Figure 65 Sample Ad-Hoc Payment Query

The Vendor Name displays as a link to the Vendor Maintenance page. After selecting the link, the Vendor Details page displays.

BUDGET BALANCE QUERY

The budget balance query pulls the number of clients who exited with a balance in their budget by region, program, and program year.

Budget Balance Report

* indicates a required field

* Region:	25th Juvenile District Youth Services
* Enrollmentlist	Adult (15%)
* Program Year:	1999

Search Clear

Figure 66 Budget Balance Query

After selecting the region, enrollment, and program year, a page displays asking the fiscal rep to choose the report format: Excel or HTML. If you want to save the report to view or print at a later date, Excel is recommended.

List of Clients exited with Money remain in their budget -- Program Year: 2010 - Requested by 10

Participant ID	Client Name	Serv Num	Training Activity	Budget Amount	Expense Amount	Balance Amount	Funding	Category	Exit Date
578942	Tom, Thumb	3198893	Occupational Skills Training	$500.00	$462.16	$37.84	1	Tuition & Fees	11/3/2010
68421	Mandy, Muffett	3172395	Occupational Skills Training	$100.00	$77.88	$22.12	1	Books	10/7/2010
97623	DONNA, REED	3172395	Occupational Skills Training	$400.00	$355.50	$44.50	1	Tuition & Fees	10/7/2010
841259	Mark, Wahlberg	3185894	Occupational Skills Training	$963.50	$0.00	$963.50	1	Tuition & Fees	12/17/2010

Figure 67 Sample Budget Balance Report

Payments

To make a payment against a budget, click the Payments link on the Fiscal main menu. The opening page is for making a client payment. Related Links at the top of the page provide navigation to the region, vendor, and TAA client-vendor payment functionality. The Browse Related Link allows for real-time querying of the expenses that are on file. (See the Ad-Hoc Payment Queries section for details.)

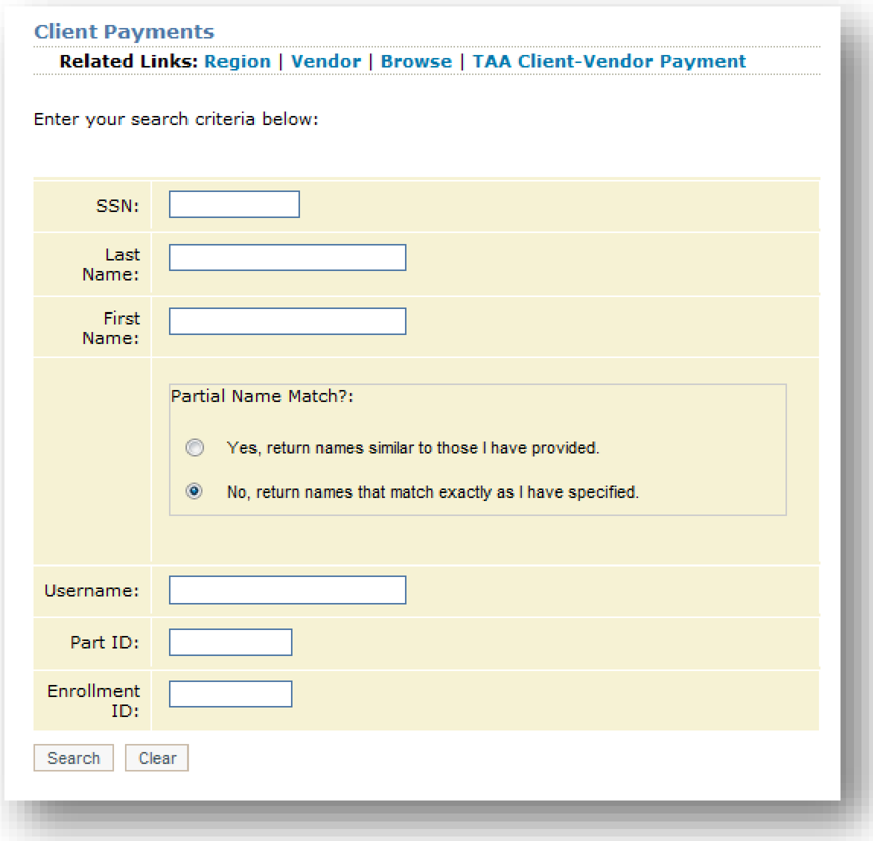


Figure 68 Client Payments

If you have the client's SSN, Part ID, or Enrollment ID, fill in the appropriate box and click **Search**. If searching by name, select **Yes** under Partial Name Match. This will bring up names that are similar. For client payments, a client search will return either a list of clients (if more than one client matched), or the Budgetable Services for <Client Name> page (if a single client matched). If no clients match, a message displays indicating this. If a list of clients displays, click the correct client's name.

While the universe of clients are returned, the fiscal representative may only access the records of clients who exist within their area of control. (See Figure 13.)

If a service does not display as a link, this means that the service does not have an actual start date entered.

Budgetable Services for Sheri Berger

Click on the training/service name to make a payment. Only services that have been budgeted and have actual start dates will appear in this list.

Training	Serv Num	Proj	Fund	Begin Date	School Status
Adult (Local Formula) - 10/31/2006					
Occupational Skills Training	2159569	0	Adult (Local Formula)	01/10/07	NA
Heath Care and Health Information - 12/15/2011					
Occupational Skills Training (HHIT)	3699696	0	Heath Care and Health Information	01/09/12	NA

Print Combined BSS | Print Combined FAV

Pending Services for Sheri Berger

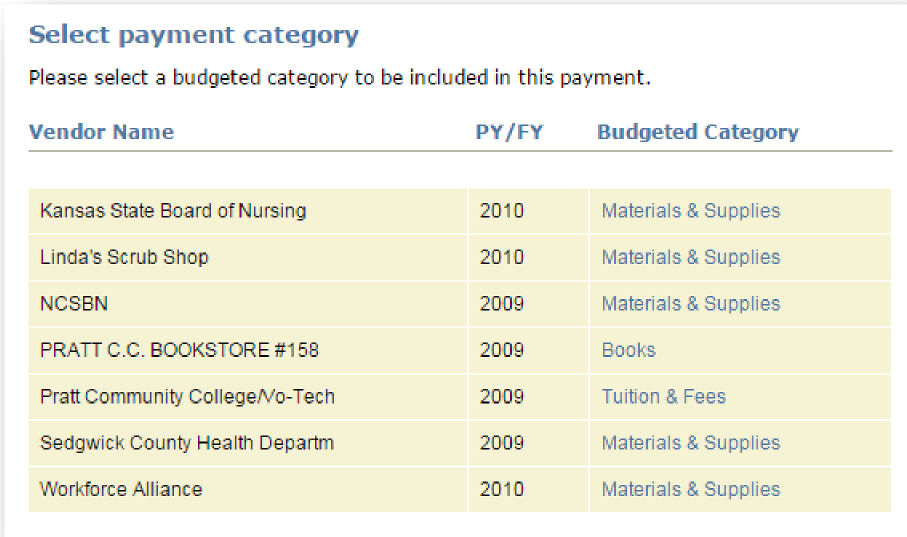
This table lists those training/service items that have not yet started.

Training	Serv Num	Proj	Fund	Begin Date	School Status
Adult (Local Formula) - 12/15/2011					
Follow-Up Services - Supportive Services	4031843	0	Adult (Local Formula)		NA

New Search

Figure 69 Budgetable Services for <Client Name> - Client Payments

Clicking a budgeted service provides a list of budgeted vendors (unless there are no vendors currently associated with the service; in which case, the vendor search page displays). A separate vendor line displays for each budgeted category. A client budget has a vendor name of “Client Budget.”



Select payment category

Please select a budgeted category to be included in this payment.

Vendor Name	PY/FY	Budgeted Category
Kansas State Board of Nursing	2010	Materials & Supplies
Linda's Scrub Shop	2010	Materials & Supplies
NCSBN	2009	Materials & Supplies
PRATT C.C. BOOKSTORE #158	2009	Books
Pratt Community College/Vo-Tech	2009	Tuition & Fees
Sedgwick County Health Departm	2009	Materials & Supplies
Workforce Alliance	2010	Materials & Supplies

Figure 70 Associated Vendors

In contrast to region and vendor budget payments, client payments require the additional step of indicating to whom the payment should be sent: a vendor, or the client him/herself.

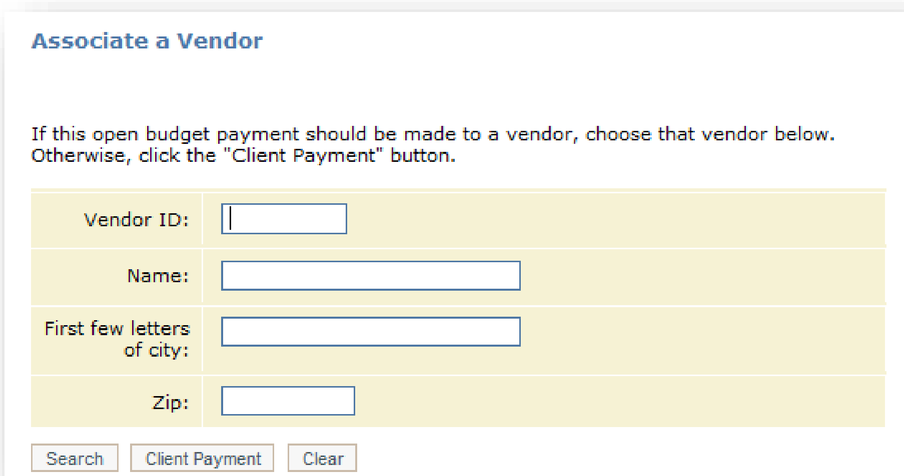


Figure 71 Associate a Vendor

To search for a vendor, enter the vendor information, click **Search**, and then select a vendor from the list. To indicate the payment should be made directly to the client, click **Client Payment** button.

The payment entry page provides a quick overview table of the current budget expenses. There are two different payment entry pages as seen below. The first displays for TAA budgets and all wage category payments. The second is for all other payments and allows the user to make payments for multiple categories.

New Payment

Related Links: Edit Existing Payments

* indicates a required field

You are making a client [Joy Decker] payment to Pratt Community College/Vo-Tech [2552] for Tuition & Fees.

Service: Occupational Skills Training [2767451]
Participant Group: 000 - No Participant Group
PO Number:
Actual Start Date: 07/20/2009
Estimated End Date: 05/30/2011

PY Budget Overview

PY Year	Amount Budgeted	Amount Spent	Avail
2009	$2,551.30	$2,551.30	$0.00
2010	$2,691.85	$1,447.05	$1,244.80
2011	$0.00	$0.00	$0.00

Payment Information

Type
Actual
Accrual

* Rate: 0.00

Put a minus sign (-) before the units number to create a negative payment for a returned check, refund or negative adjustment.

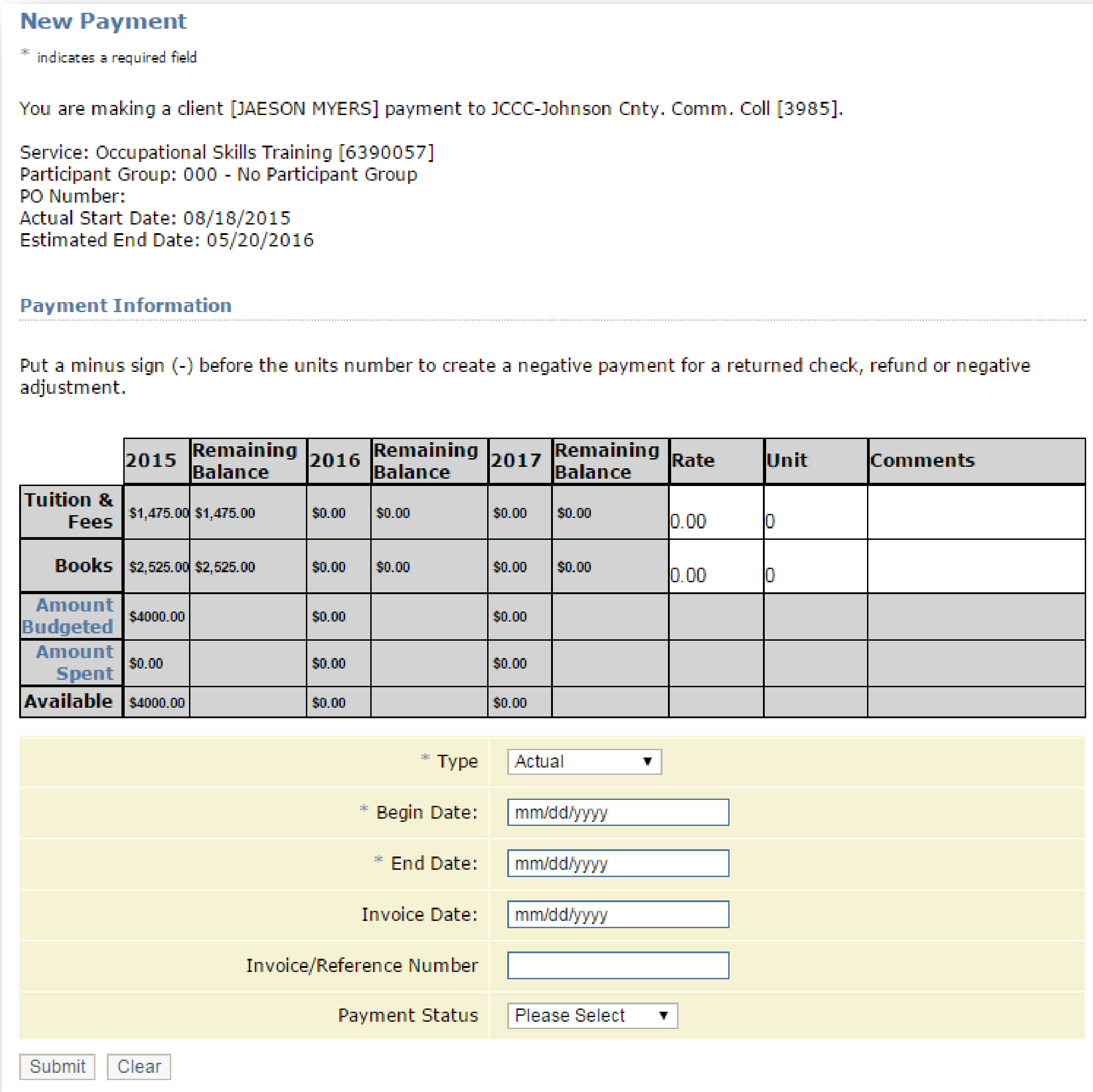
* Units:
* Begin Date: mm/dd/yyyy
* End Date: mm/dd/yyyy
Invoice/Reference Number
Payment Status: Please Select

Comment
(1000 character max.)

Check spelling

Submit Clear

Figure 72 New Payment (TAA and Wage Payments)



New Payment

* indicates a required field

You are making a client [JAESON MYERS] payment to JCCC-Johnson Cnty. Comm. Coll [3985].

Service: Occupational Skills Training [6390057]
Participant Group: 000 - No Participant Group
PO Number:
Actual Start Date: 08/18/2015
Estimated End Date: 05/20/2016

Payment Information

Put a minus sign (-) before the units number to create a negative payment for a returned check, refund or negative adjustment.

	2015	Remaining Balance	2016	Remaining Balance	2017	Remaining Balance	Rate	Unit	Comments
Tuition & Fees	$1,475.00	$1,475.00	$0.00	$0.00	$0.00	$0.00	0.00	0	
Books	$2,525.00	$2,525.00	$0.00	$0.00	$0.00	$0.00	0.00	0	
Amount Budgeted	$4000.00		$0.00		$0.00				
Amount Spent	$0.00		$0.00		$0.00				
Available	$4000.00		$0.00		$0.00				

* Type	Actual
* Begin Date:	mm/dd/yyyy
* End Date:	mm/dd/yyyy
Invoice Date:	mm/dd/yyyy
Invoice/Reference Number	
Payment Status	Please Select

Submit Clear

Figure 73 New Payment (All Other Payments)

For Vendor and Region Admin budgets, the split and participant group for each funding stream attached to the budget can be modified. When using flat rate splits, the payment total must be available from one program year at a time. If the split flat rate field is populated, the split percentage filled will be overridden.

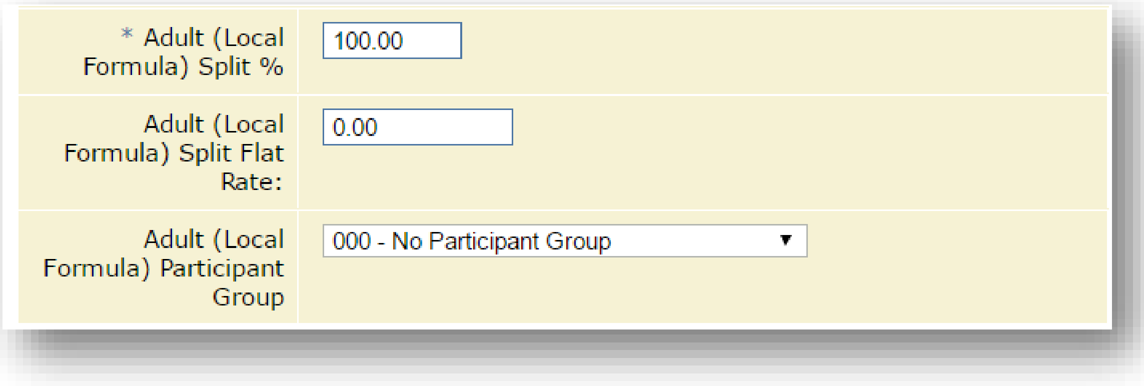


Figure 74 Flat Rate and Split Payments

The "Amount Budgeted" header is a direct link to the budget spreadsheet for the current budget. It shows how much this client has budgeted for a specific category by PY. The "Amount Spent" header is a direct link in to the payment display for all current budget expenses. The "Avail" header shows how much this client has left for this budget category by PY.

The Type field allows the payment to be flagged as actual or accrual payments. An accrual payment is an expense record that is not ready to be vouchered (released for actual payment). An accrual payment lets the fiscal rep place those funds on "hold" against the budget knowing that it is/will be an expense.

The Rate field allows the fiscal rep to enter the amount to be paid.

The Units field allows the fiscal rep to make a negative payment for a returned check, refund, or negative adjustment by entering a minus sign before the units number. (See the Negative Payments section for more information.) It also allows the fiscal rep to make multiple payments to the same client for the same amount.

The date fields allow the fiscal rep the latitude to identify the payment date by any date within the actual start date and estimated end date. The fiscal rep is allowed to use the entry date, the date received, the invoice date, etc.: whichever date helps them to track their payments.

The invoice/reference number field allows the fiscal rep to enter an invoice number or reference information.

The New Payment page for TAA Client-Vendor payments will pre-fill with additional vendor and reporting information. Some states require the fiscal rep to enter an invoice date for TAA payments. The Invoice/Reference Number field allows the fiscal rep to tie the payment to an invoice number or PO number for tracking purposes.

The Payment Status field allows the fiscal rep to categorize the payment.

Once the payment information is supplied, a number of edit checks are run prior to insert:

- Is the payment begin date after the actual start date?
- Is the payment end date before the estimated end date?
- Is there another payment with the same period/client/vendor/service already on file. If so, warn the fiscal rep before inserting the expense.
- Is there enough money in the budget?

FiscalLink always charges the money against the earliest budgeted year with money available. If a payment is large enough to require spending a future year's funds, a warning is displayed, and then the payment is split as many as three times. The system does not allow the payment to be paid from future Program Years. A budget modification may need to be done to allow the full payment.

When updating a payment, many date edit checks to not run due to the expense splits described above.

WIB and vendor payments are very similar to client payments, except that many of the edit checks are not relevant.

New payments must always be confirmed.

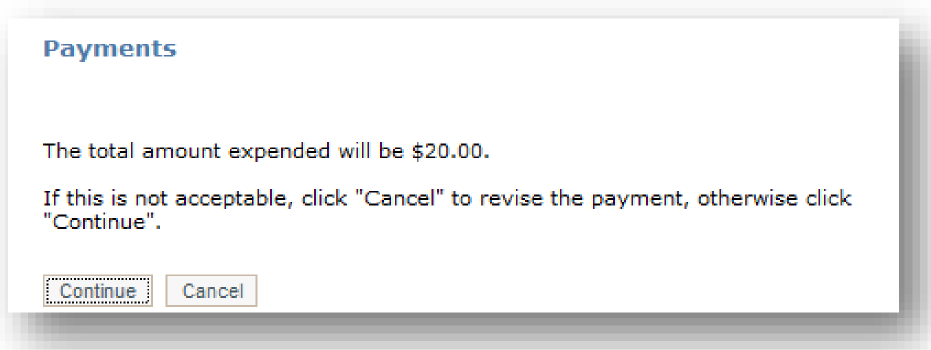
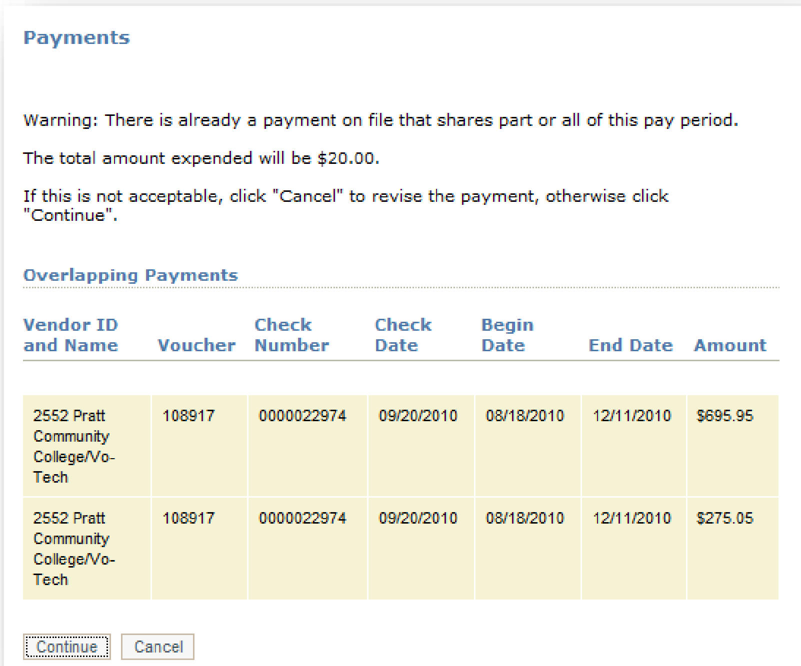


Figure 75 Payment Confirmation

Overlapping payments require an additional confirmation.



Payments

Warning: There is already a payment on file that shares part or all of this pay period.

The total amount expended will be $20.00.

If this is not acceptable, click "Cancel" to revise the payment, otherwise click "Continue".

Overlapping Payments

Vendor ID and Name	Voucher	Check Number	Check Date	Begin Date	End Date	Amount
2552 Pratt Community College/Vo-Tech	108917	0000022974	09/20/2010	08/18/2010	12/11/2010	$695.95
2552 Pratt Community College/Vo-Tech	108917	0000022974	09/20/2010	08/18/2010	12/11/2010	$275.05

Continue Cancel

Figure 76 Overlapping Payment Confirmation

CLIENT PAYMENT QUICK ENTRY

The "payment has been logged" page for client payments includes an SSN field for "quick payments." If a fiscal rep is entering batches of similar payments (same enrollment type, service type, expenditure type, and vendor), this field eliminates the need to drill down to each budget.

FiscalLink uses the previous budget's information and the SSN provided to find the appropriate budget and pull up the payment entry page. The payment dates of the previous payment are used as the defaults on the next payment.

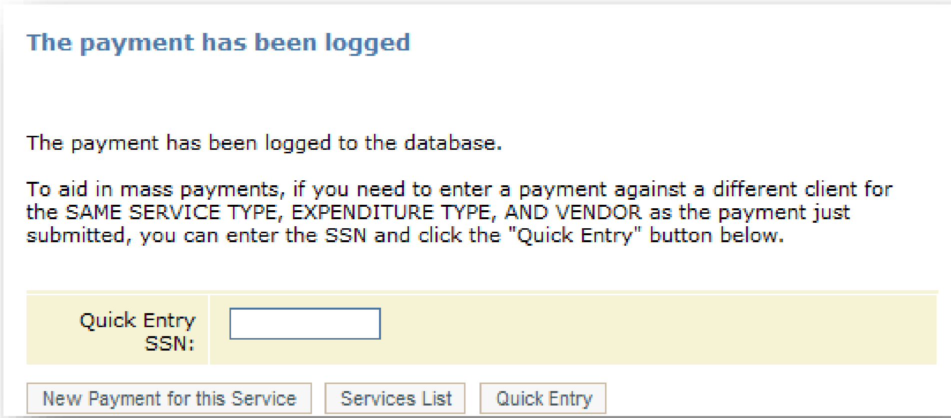


Figure 77 Client Payment Quick Entry

EDITING/DELETING PAYMENTS

A payment can only be edited if it has not been vouchered. It can only be deleted if it has not been vouchered and the current fiscal rep is of the appropriate delete level.

NEGATIVE PAYMENTS

When entering a negative payment, the fiscal rep must indicate whether it is for an overpayment or a future adjustment.

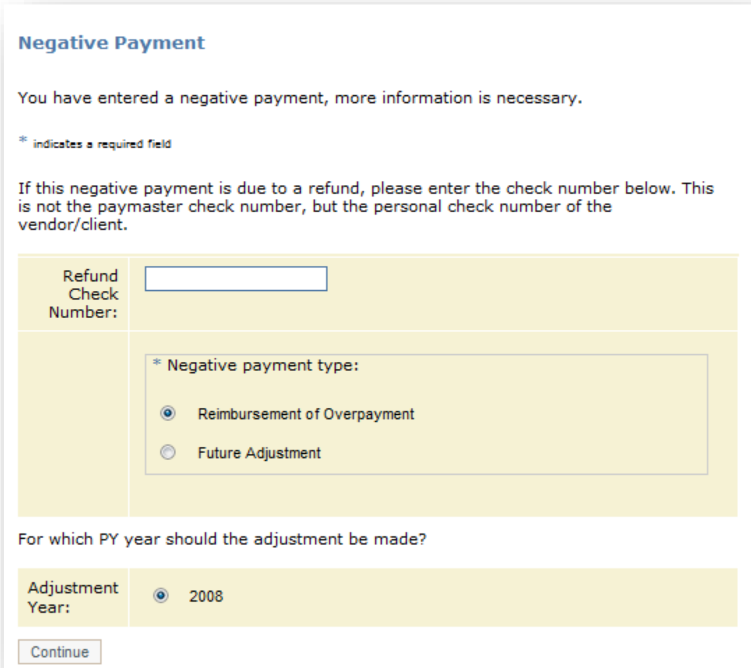


Figure 78 Negative Payment

If a negative payment is the result of an overpayment, it is not necessary to issue the negative payment amount to paymaster, but the budgeted amount available should reflect that more money is available. These payments are flagged as “non-paymaster payments” in the database.

If a negative payment is flagged as a “Future Adjustment”, FiscalLink will apply the adjustment to the PY selected IF the PY selected has expenditures for the category/vendor combination that are GREATER than the absolute value of the negative expenditure.

The Vendor field appears only for client budgets that can have multiple vendors. This assures that the negative payment cannot result in a vendor that has a negative total contract expended amount.

The Refund Check Number field collects the personal check number of the client or vendor if monies were returned. This information is passed on to the paymaster with the next voucher.

Returned Checks

If, for whatever reason, a check is returned by a client/vendor and must be voided, the Fiscal main menu item "Returned Check" should be used. Enter the check number and click **Submit**.

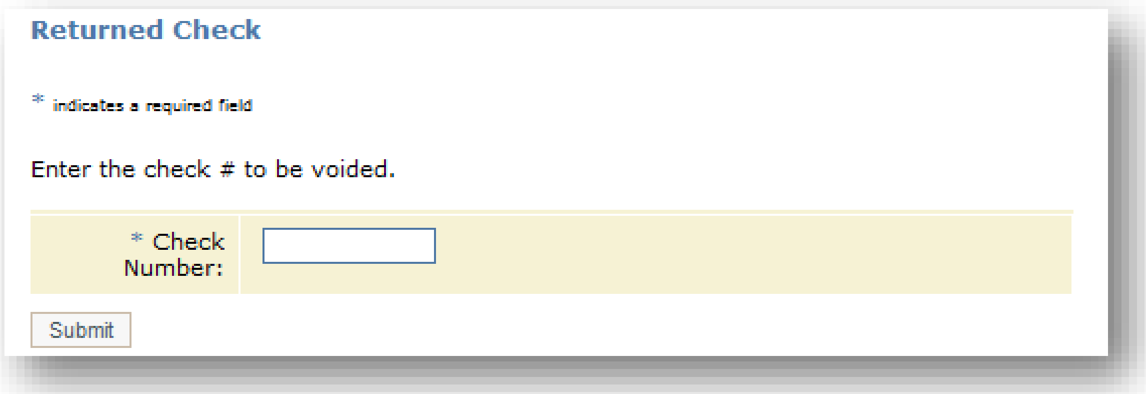
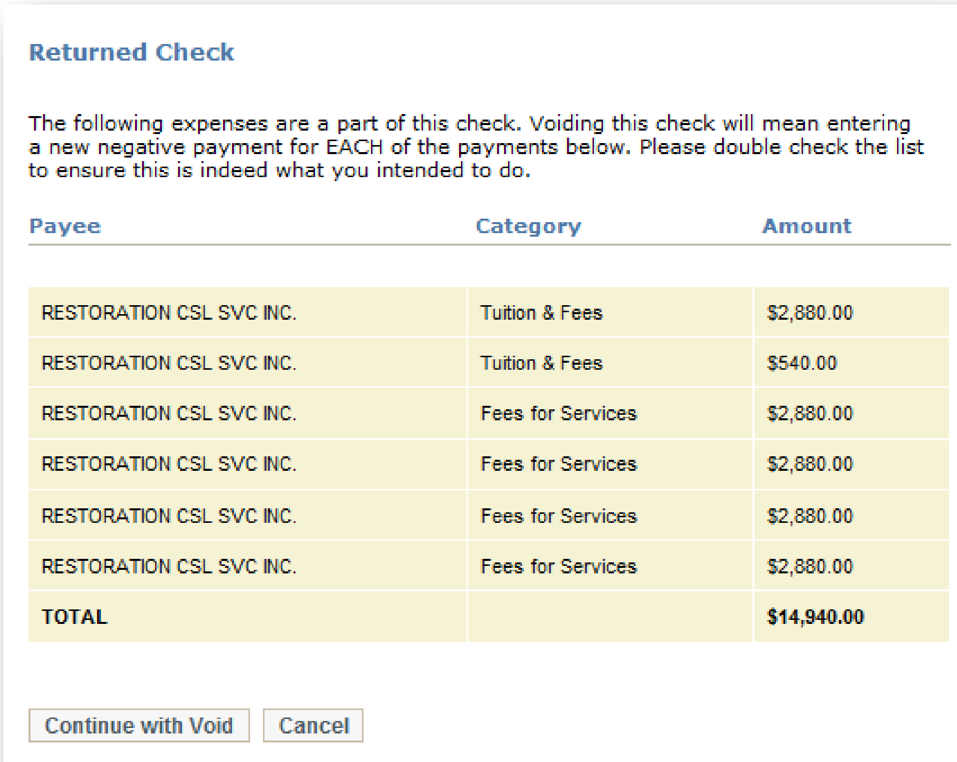


Figure 79 Returned Check

Provided the check number is valid, can be accessed by the current fiscal rep, and has not already been voided, FiscalLink returns a confirmation page containing data on each payment that was associated with the check number. The final row of the table contains the total sum of the check, which should be double-checked against the check amount for an exact match.



Returned Check

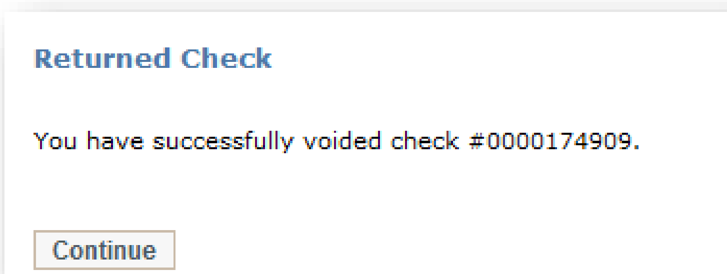
The following expenses are a part of this check. Voiding this check will mean entering a new negative payment for EACH of the payments below. Please double check the list to ensure this is indeed what you intended to do.

Payee	Category	Amount
RESTORATION CSL SVC INC.	Tuition & Fees	$2,880.00
RESTORATION CSL SVC INC.	Tuition & Fees	$540.00
RESTORATION CSL SVC INC.	Fees for Services	$2,880.00
RESTORATION CSL SVC INC.	Fees for Services	$2,880.00
RESTORATION CSL SVC INC.	Fees for Services	$2,880.00
RESTORATION CSL SVC INC.	Fees for Services	$2,880.00
TOTAL		**$14,940.00**

Continue with Void | Cancel

Figure 80 Void Check

Clicking **Continue with Void** pulls up the returned check confirmation page.



Returned Check

You have successfully voided check #0000174909.

Continue

Figure 81 Voided Check Confirmation

Voiding a check results in a new row for each expense covered in the check. The new row will be an exact copy of the original, except for a negative amount in the expense column and no voucher information. The negative payment amounts “zero-out” the check, returning the money to the available budget. The negative payments will also be sent on to the paymaster to update the money amount available for mailing.

Vendor Maintenance

The fiscal vendor table is kept independent from the ServiceLink provider table for added security. Fiscal reps have their own system for adding and editing fiscal vendor information.

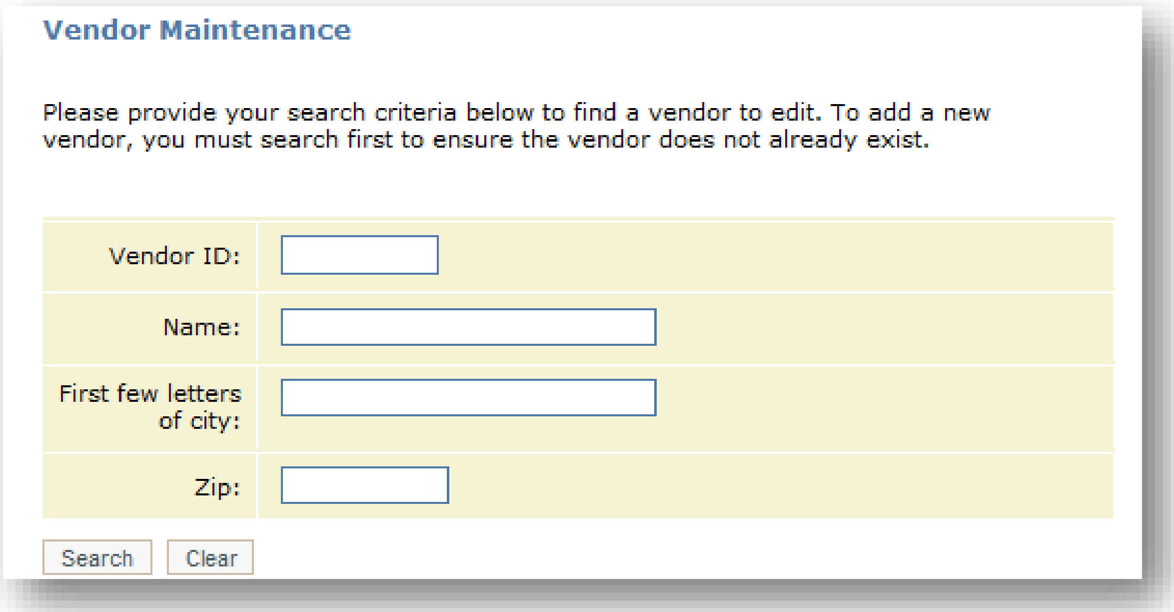


Figure 82 Vendor Maintenance

ADDING VENDORS

To add a new vendor, a fiscal rep must first search for the vendor to ensure it is not already on file. Type the vendor name in the Name field and click **Search**.

Vendor Search Results

Click on a vendor name to move to the next section.

Name	ID	SSN/FEIN	Vendor Address Code	Address	City	Zip	Phone	Email	
Action Real Estate	4611	XXX-XX-0100	00	1015 E Madison Ave	Derby	67037	316-788-3711	me@123.com	☐
All State Striping	4248	XXX-XX-8712		Rick Rycraft	Merriam	66203	913-432-1209		☐
American Assoc of Veterinary State Bds	6785	XXX-XX-0391		PO Box 413183	Kansas City	64141			☐
American Assoc of Veterinary State Bds	6786	XXX-XX-0391		380 W 22nd St Ste 101	Kansas City	64108			☐
Association of Real Estate License Law	7080	XXX-XX-5204		8361 Sangre de Cristo Rd Ste 250	Littleton	80127			☐

Figure 83 Vendor Search Results

If the vendor is not already on file, clicking the **Add New** button pulls up the new vendor entry page. Using the fields provided, enter the vendor's information as completely and accurately as possible. This information is supplied to the paymaster for processing payments. If the 1099 boxed is checked **Yes**, the paymaster will process a 1099 for that vendor unless otherwise notified.

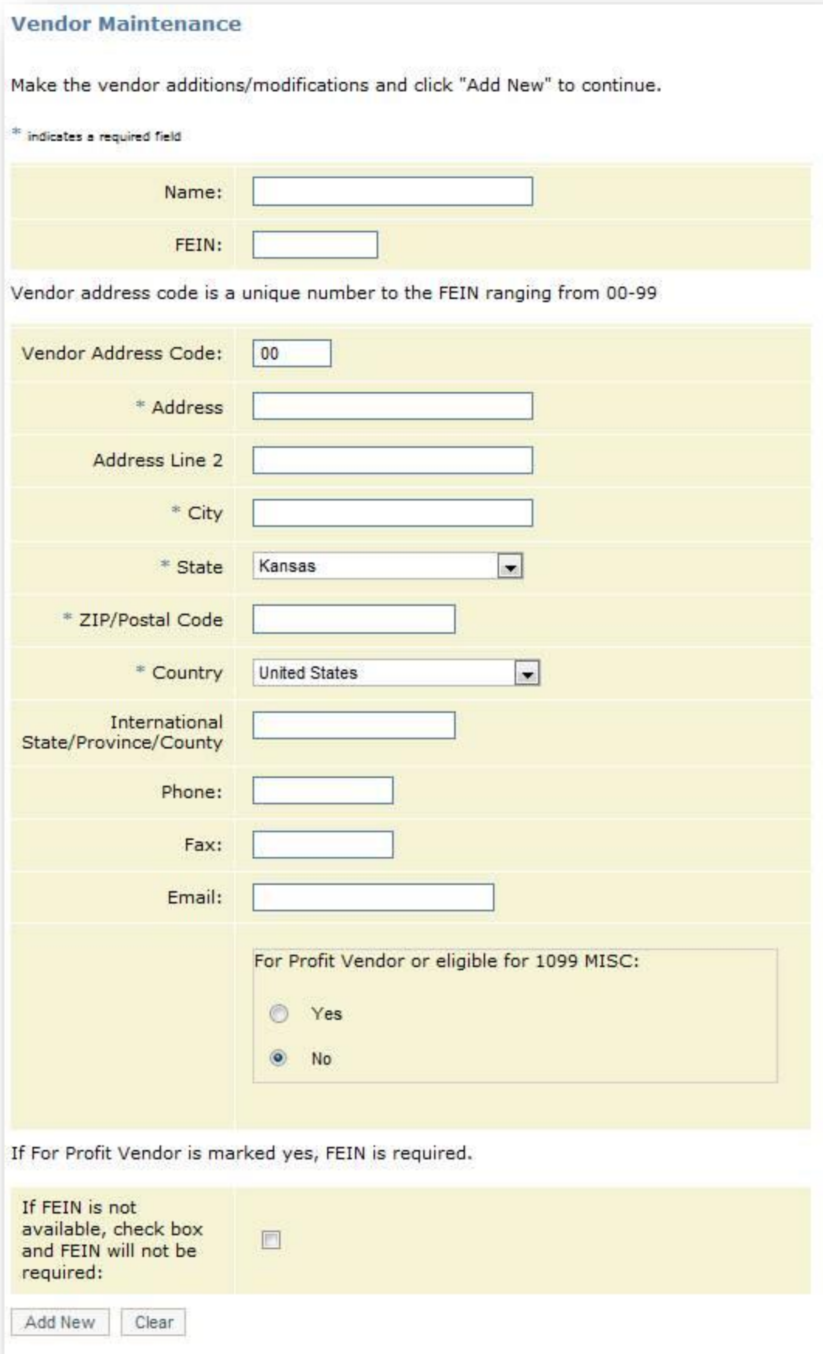


Figure 84 Add New Vendor

EDITING/DELETING VENDORS

If a vendor is not associated with any budgets or expenses, and the current fiscal rep is of the appropriate delete level, the edit page will include a **Delete** button.

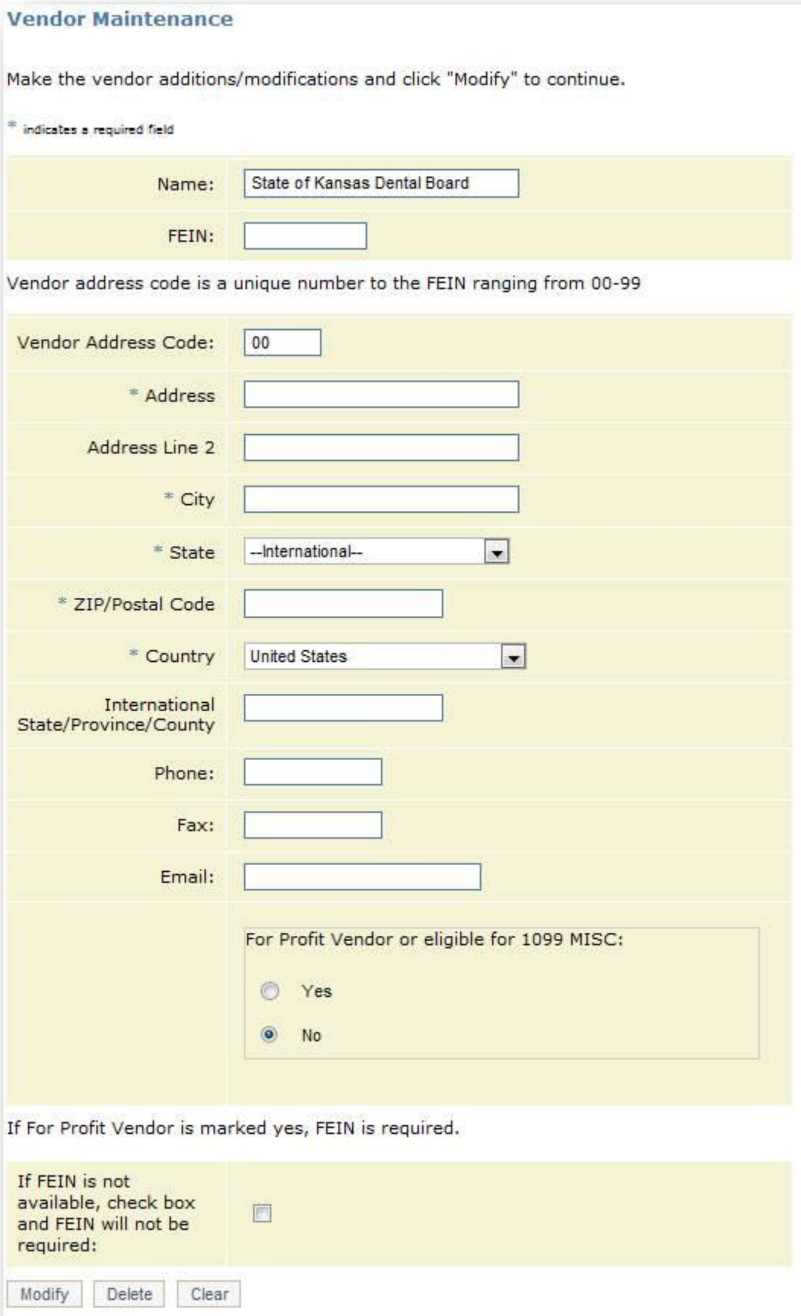
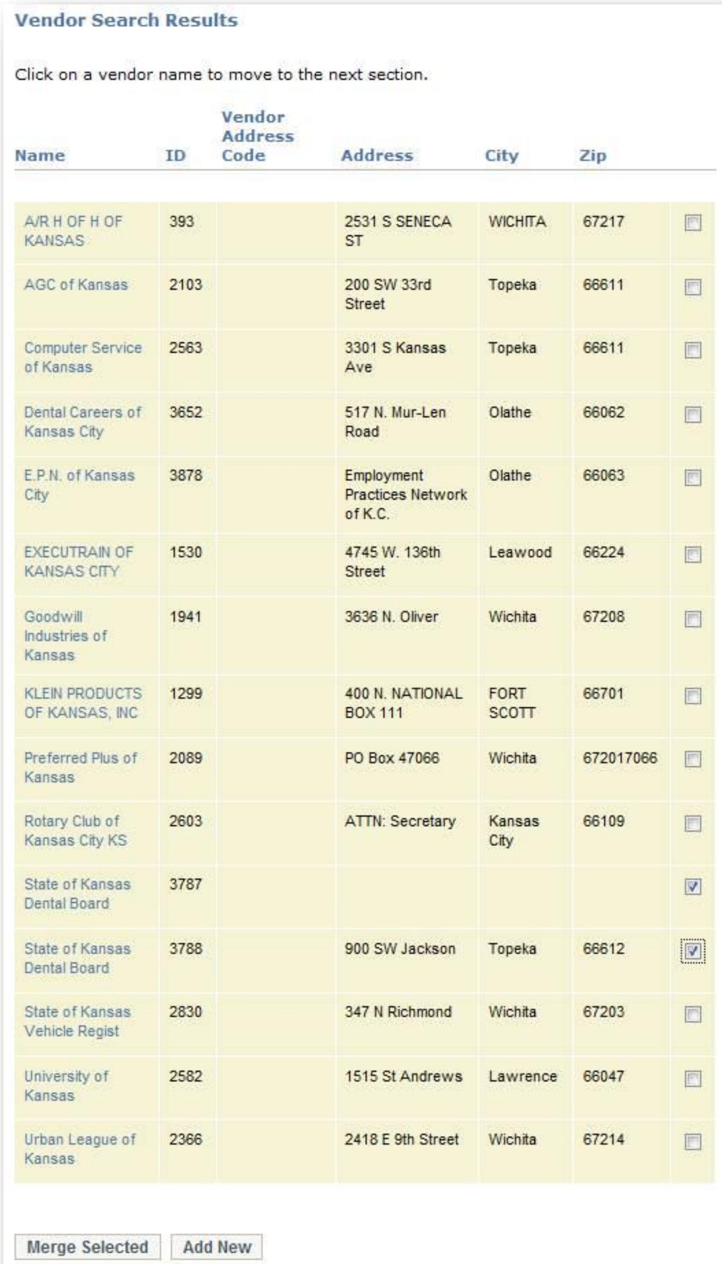


Figure 85 Modify/Delete Vendor

MERGING VENDORS

If two or more identical vendors are on file, and both are being used for budgets and expenses, it can become difficult to run roll-up reports that accurately depict fiscal information by vendor. To address this, FiscalLink allows two or more vendors to be “merged” into the same record.

The merge process starts at the search results page, where each row has a check box to the right. Select the vendors that are duplicates, and click the **Merge Selected** button.



Vendor Search Results

Click on a vendor name to move to the next section.

Name	ID	Vendor Address Code	Address	City	Zip	
A/R H OF H OF KANSAS	393		2531 S SENECA ST	WICHITA	67217	☐
AGC of Kansas	2103		200 SW 33rd Street	Topeka	66611	☐
Computer Service of Kansas	2563		3301 S Kansas Ave	Topeka	66611	☐
Dental Careers of Kansas City	3652		517 N. Mur-Len Road	Olathe	66062	☐
E.P.N. of Kansas City	3878		Employment Practices Network of K.C.	Olathe	66063	☐
EXECUTRAIN OF KANSAS CITY	1530		4745 W. 136th Street	Leawood	66224	☐
Goodwill Industries of Kansas	1941		3636 N. Oliver	Wichita	67208	☐
KLEIN PRODUCTS OF KANSAS, INC	1299		400 N. NATIONAL BOX 111	FORT SCOTT	66701	☐
Preferred Plus of Kansas	2089		PO Box 47066	Wichita	672017066	☐
Rotary Club of Kansas City KS	2603		ATTN: Secretary	Kansas City	66109	☐
State of Kansas Dental Board	3787					☑
State of Kansas Dental Board	3788		900 SW Jackson	Topeka	66612	☑
State of Kansas Vehicle Regist	2830		347 N Richmond	Wichita	67203	☐
University of Kansas	2582		1515 St Andrews	Lawrence	66047	☐
Urban League of Kansas	2366		2418 E 9th Street	Wichita	67214	☐

Merge Selected | Add New

Figure 86 Vendor Merge

The next page prompts for which record to keep. The selected record will be maintained, while the others will be deleted. All contracts and expenses tied to the non-selected vendors will be changed to the id of the selected vendor.

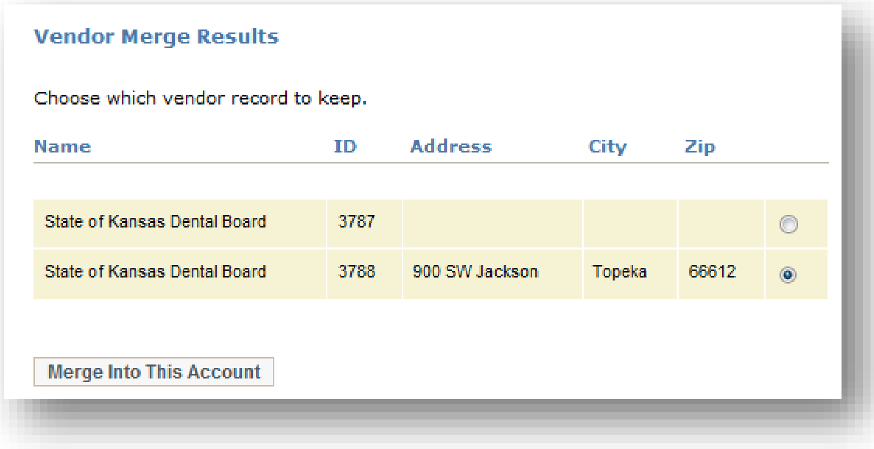


Figure 87 Vendor Merge Results

Vendor merges must be confirmed.

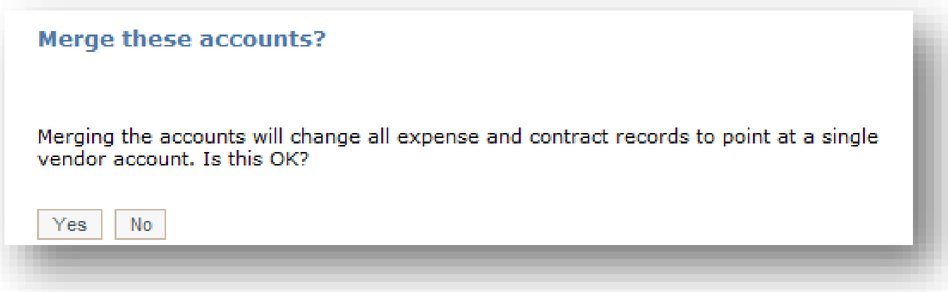


Figure 88 Vendor Merge Confirmation

Vouchers

Creating a voucher authorizes a set of expenses to be paid. The opening page is for creating vendor vouchers. Related Links at the top of the page provide navigation to the region and client voucher functionality, along links for viewing previous (Existing) vouchers, and for reconciling vouchers. The “Reconcile” Related Link displays only for fiscal reps with the appropriate security level.

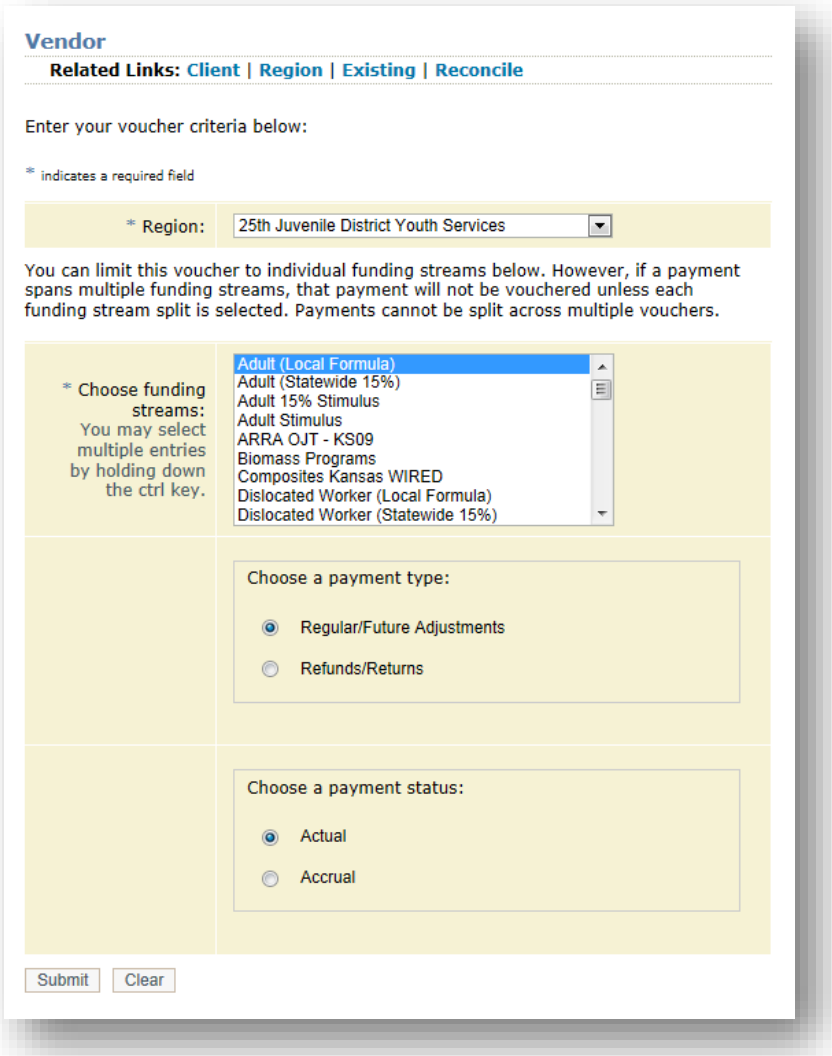


Figure 89 Vendor Vouchers

The funding stream selection list allows multiple streams to be included in a single voucher.

Client vouchers are also divided by wage and non-wage payments.

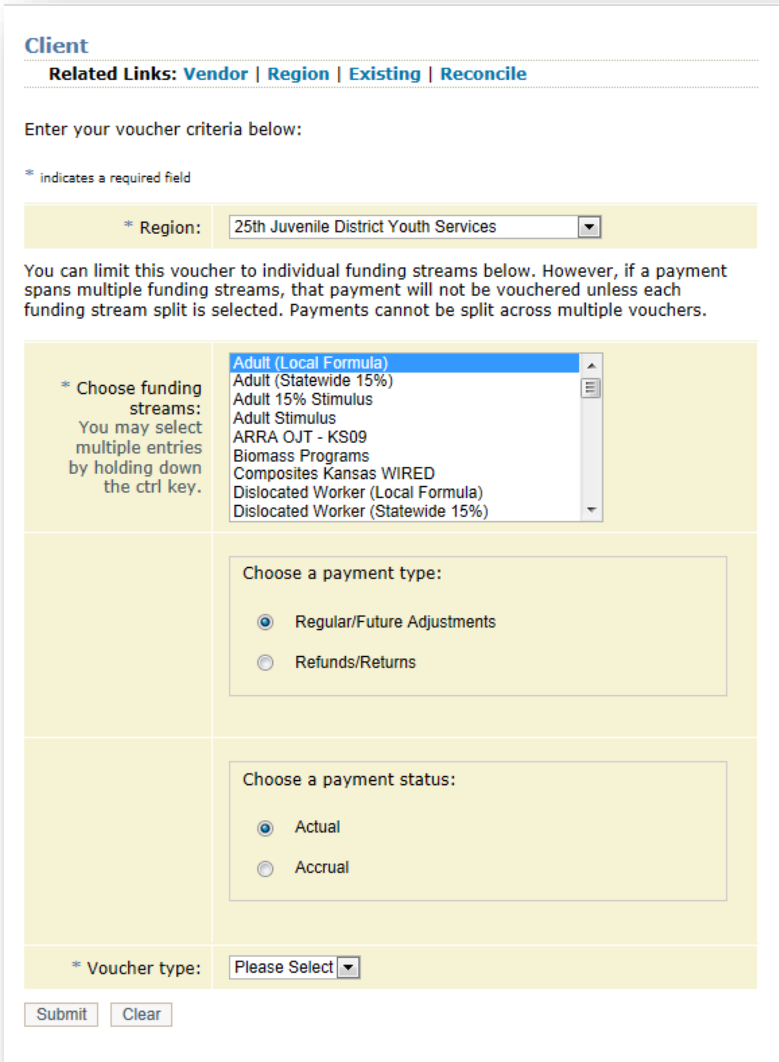


Figure 90 Client Vouchers

Client vouchers can also be limited to certain service/training activities.

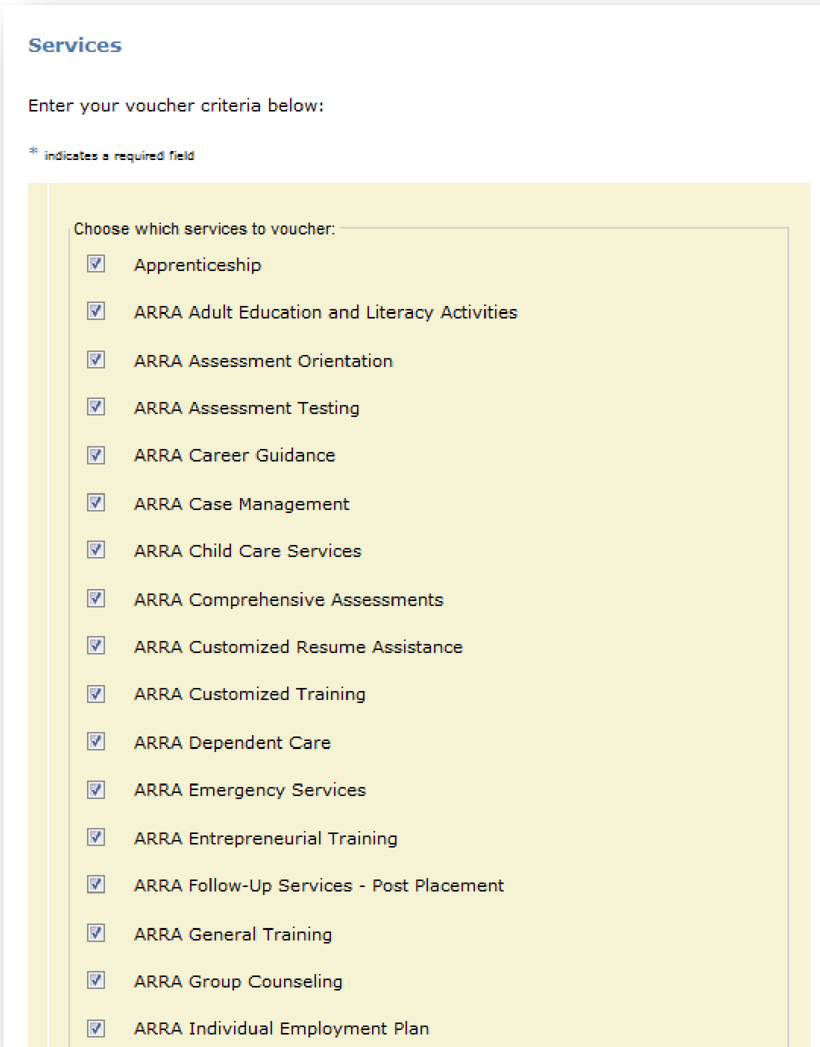
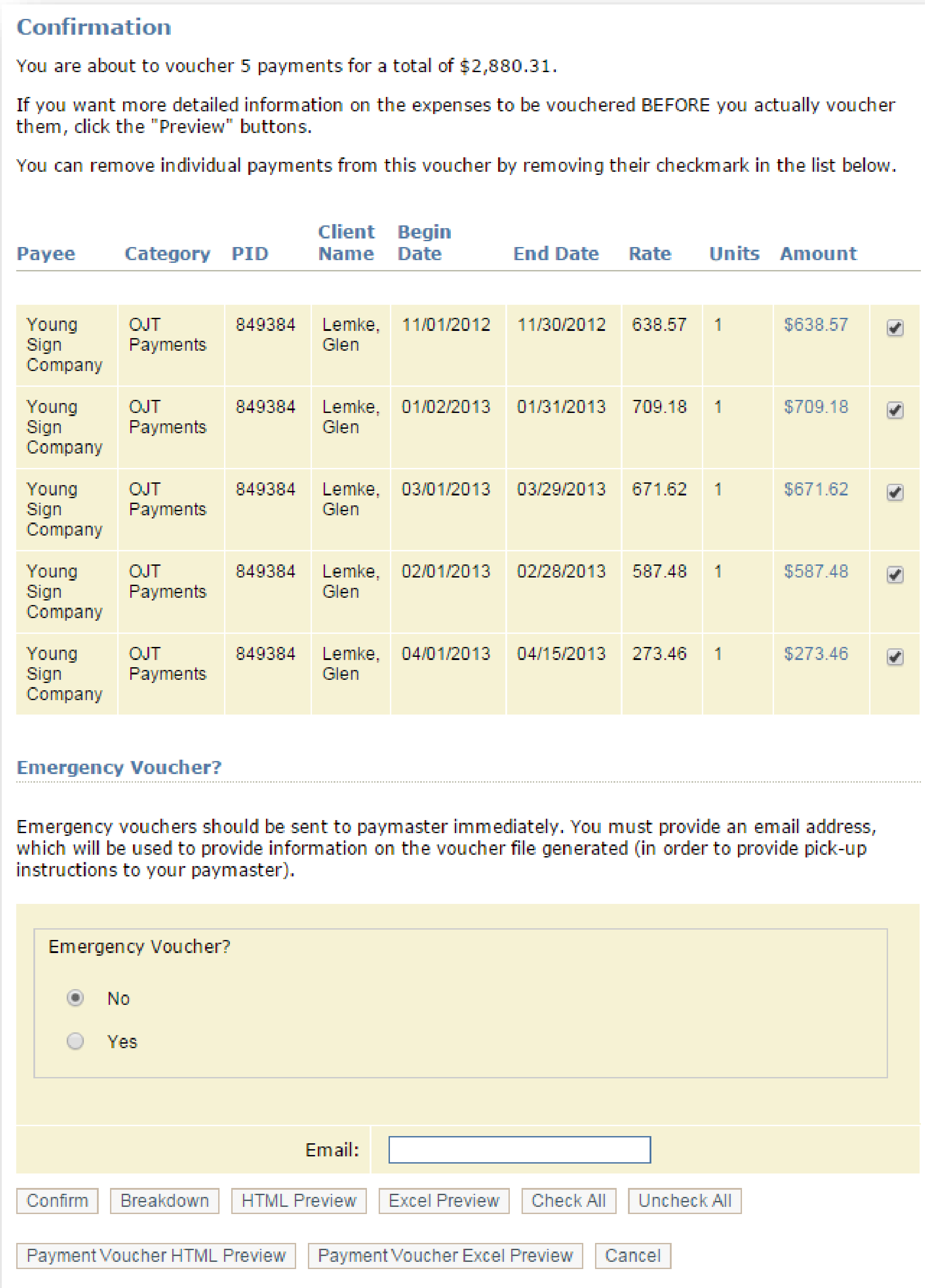


Figure 91 Selecting Services to Voucher (Partial)

After providing your voucher criteria, a confirmation page appears.



Confirmation

You are about to voucher 5 payments for a total of $2,880.31.

If you want more detailed information on the expenses to be vouchered BEFORE you actually voucher them, click the "Preview" buttons.

You can remove individual payments from this voucher by removing their checkmark in the list below.

Payee	Category	PID	Client Name	Begin Date	End Date	Rate	Units	Amount	
Young Sign Company	OJT Payments	849384	Lemke, Glen	11/01/2012	11/30/2012	638.57	1	$638.57	☑
Young Sign Company	OJT Payments	849384	Lemke, Glen	01/02/2013	01/31/2013	709.18	1	$709.18	☑
Young Sign Company	OJT Payments	849384	Lemke, Glen	03/01/2013	03/29/2013	671.62	1	$671.62	☑
Young Sign Company	OJT Payments	849384	Lemke, Glen	02/01/2013	02/28/2013	587.48	1	$587.48	☑
Young Sign Company	OJT Payments	849384	Lemke, Glen	04/01/2013	04/15/2013	273.46	1	$273.46	☑

Emergency Voucher?

Emergency vouchers should be sent to paymaster immediately. You must provide an email address, which will be used to provide information on the voucher file generated (in order to provide pick-up instructions to your paymaster).

Emergency Voucher?

- (•) No
- ( ) Yes

Email:

Confirm | Breakdown | HTML Preview | Excel Preview | Check All | Uncheck All

Payment Voucher HTML Preview | Payment Voucher Excel Preview | Cancel

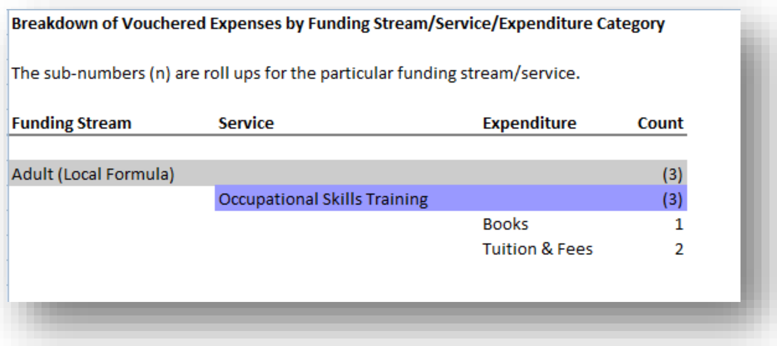
Figure 92 Voucher Confirmation

This page includes a message indicating the number of payments that match the voucher criteria and the total dollar amount of the resulting voucher. It also includes a list of each payment included in the voucher, complete with a check box to remove the payment from the voucher.

To flag a voucher as an "Emergency Voucher" and create the voucher file immediately, provide an email address and select **Yes** under Emergency Voucher.

Clicking **Payment Voucher Confirm** creates the new voucher.

Clicking **Breakdown** displays a hierarchical list of expenses by enrollment, service, and category. The numbers in parentheses are roll-up numbers and represent sums for that particular category.



Breakdown of Vouchered Expenses by Funding Stream/Service/Expenditure Category

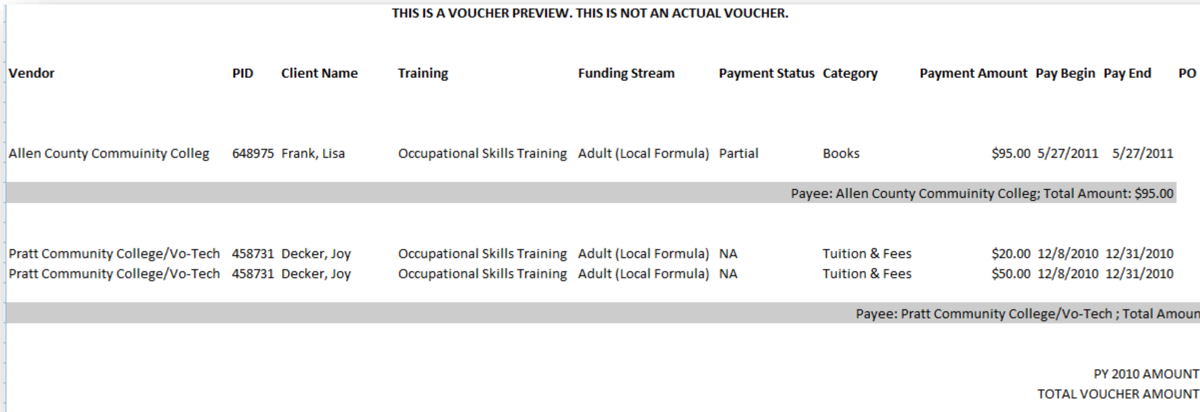
The sub-numbers (n) are roll ups for the particular funding stream/service.

Funding Stream	Service	Expenditure	Count
Adult (Local Formula)			(3)
	Occupational Skills Training		(3)
		Books	1
		Tuition & Fees	2

Figure 93 Voucher Breakdown

Clicking **Payment Voucher HTML Preview** or **Payment Voucher Excel Preview** creates an Excel spreadsheet or HTML report of all voucher information for review BEFORE actually creating the voucher.

Printing a voucher preview (before confirmation) or a voucher report (after confirmation) results in a printable Excel version of the voucher.



THIS IS A VOUCHER PREVIEW. THIS IS NOT AN ACTUAL VOUCHER.

Vendor	PID	Client Name	Training	Funding Stream	Payment Status	Category	Payment Amount	Pay Begin	Pay End	PO N
Allen County Community Colleg	648975	Frank, Lisa	Occupational Skills Training	Adult (Local Formula)	Partial	Books	$95.00	5/27/2011	5/27/2011	
Payee: Allen County Community Colleg; Total Amount: $95.00										
Pratt Community College/Vo-Tech	458731	Decker, Joy	Occupational Skills Training	Adult (Local Formula)	NA	Tuition & Fees	$20.00	12/8/2010	12/31/2010	
Pratt Community College/Vo-Tech	458731	Decker, Joy	Occupational Skills Training	Adult (Local Formula)	NA	Tuition & Fees	$50.00	12/8/2010	12/31/2010	
Payee: Pratt Community College/Vo-Tech ; Total Amount										

PY 2010 AMOUNT:
TOTAL VOUCHER AMOUNT:

Figure 94 Voucher Preview

Voucher previews have a warning message across the top to indicate that the fiscal rep is not viewing a completed voucher.

After voucher creation, a confirmation page displays, including the voucher number.

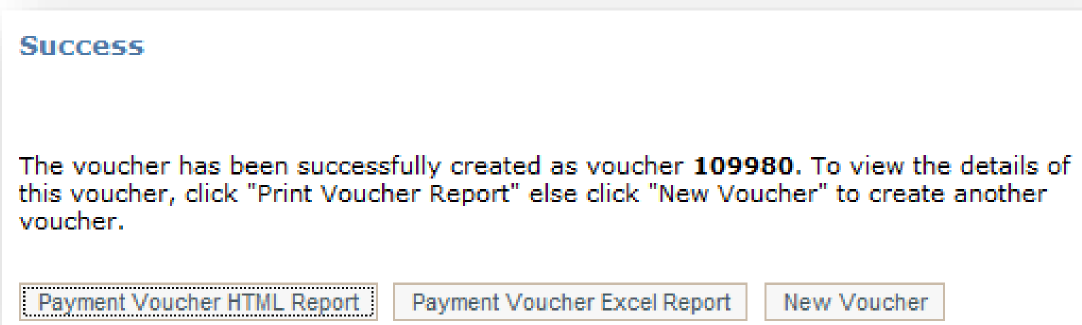


Figure 95 Voucher Confirmation

DELETING OR RE-PRINTING VOUCHERS

Vouchers can always be re-printed for a historical record of what payments were included with each voucher number. If the fiscal rep has the appropriate privilege level, and the voucher has not been sent to paymaster, vouchers can also be deleted. Both of these functions are performed from the "Existing" Related Link in the Voucher section.

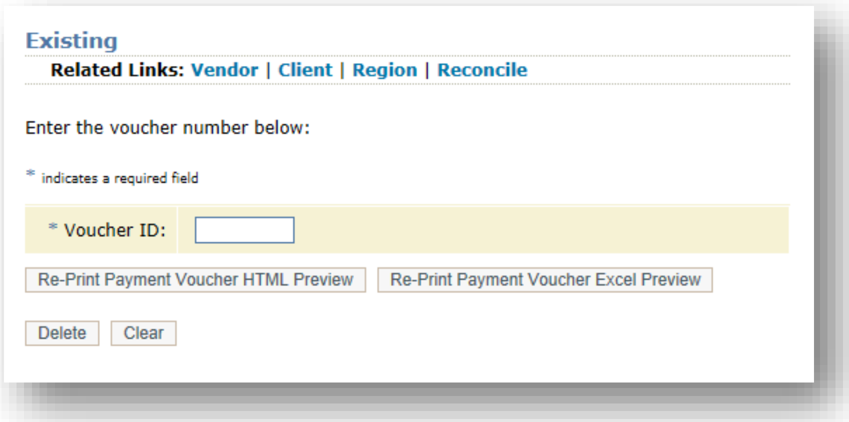


Figure 96 Existing Vouchers

Provide the appropriate voucher number and click one of the re-print options or the **Delete** button. Deleting a voucher requires confirmation.

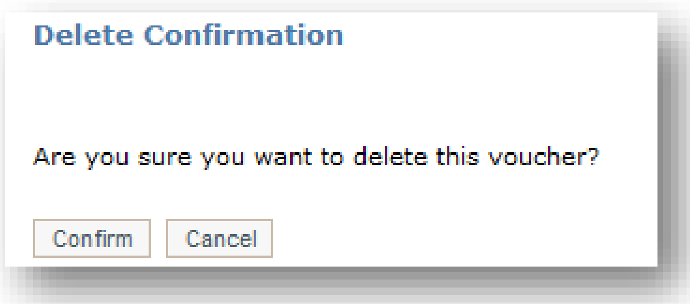
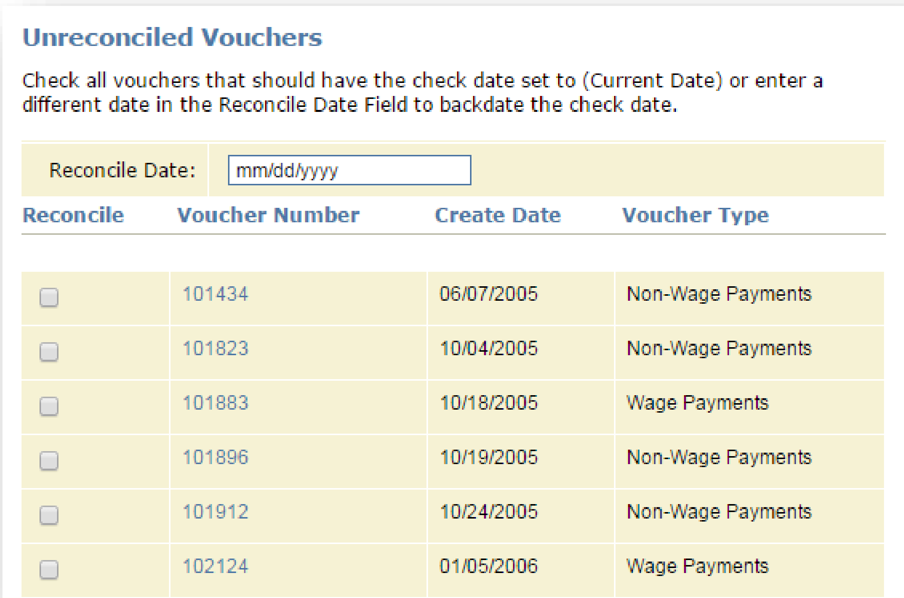


Figure 97 Voucher Delete Confirmation

VOUCHER RECONCILIATION

Agency Directors and State Directors have the ability to process unreconciled vouchers for all regions and offices under their control. This function is performed from the "Reconcile" Related link in the Voucher section. To view the HMTL version of the voucher, click a voucher number. If the check date differs from current date, enter a date in the **Reconcile Date** field,. Select the check box next to a voucher to select it for reconciliation. To select all the vouchers, click **Check All**. To deselect all selected vouchers, click **Uncheck All**. To reconcile all selected vouchers, click **Submit**.



Unreconciled Vouchers

Check all vouchers that should have the check date set to (Current Date) or enter a different date in the Reconcile Date Field to backdate the check date.

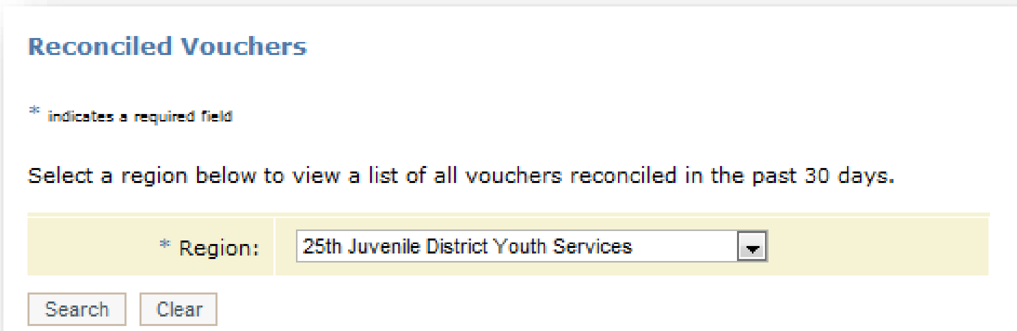
Reconcile Date: mm/dd/yyyy

Reconcile	Voucher Number	Create Date	Voucher Type
	101434	06/07/2005	Non-Wage Payments
	101823	10/04/2005	Non-Wage Payments
	101883	10/18/2005	Wage Payments
	101896	10/19/2005	Non-Wage Payments
	101912	10/24/2005	Non-Wage Payments
	102124	01/05/2006	Wage Payments

Figure 98 Unreconciled Vouchers (Partial)

Reconciled Vouchers

By clicking **Reconciled Vouchers** on the Fiscal main menu, fiscal reps have the ability to view all vouchers reconciled within the past thirty days. Agency Directors and State Directors have the ability to view reconciled vouchers for all regions and offices under their control.


Reconciled Vouchers

* indicates a required field

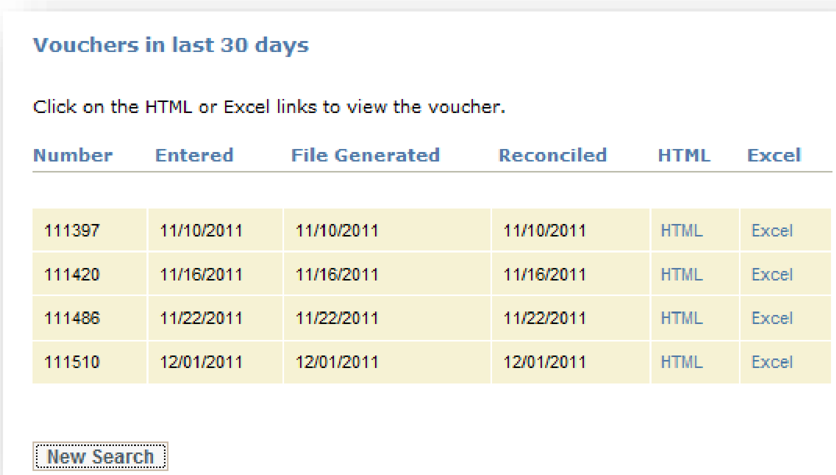
Select a region below to view a list of all vouchers reconciled in the past 30 days.

* Region: 25th Juvenile District Youth Services

Search Clear

Figure 99 Reconciled Vouchers

For the voucher to appear in the list, the reconciliation file must have been received and processed by FiscalLink. Vouchers can be viewed in either Excel or HTML format.


Vouchers in last 30 days

Click on the HTML or Excel links to view the voucher.

Number	Entered	File Generated	Reconciled	HTML	Excel
111397	11/10/2011	11/10/2011	11/10/2011	HTML	Excel
111420	11/16/2011	11/16/2011	11/16/2011	HTML	Excel
111486	11/22/2011	11/22/2011	11/22/2011	HTML	Excel
111510	12/01/2011	12/01/2011	12/01/2011	HTML	Excel

New Search

Figure 100 Vouchers in Last 30 Days

Allocation Management

This application is only accessible by State Directors or staff at a specific security level. In the Fiscal main menu, click **Allocation Management**. The Fiscal Allocation desktop displays. From here, the fiscal rep can manage their State, Local Area, Region, and Office Allocations.

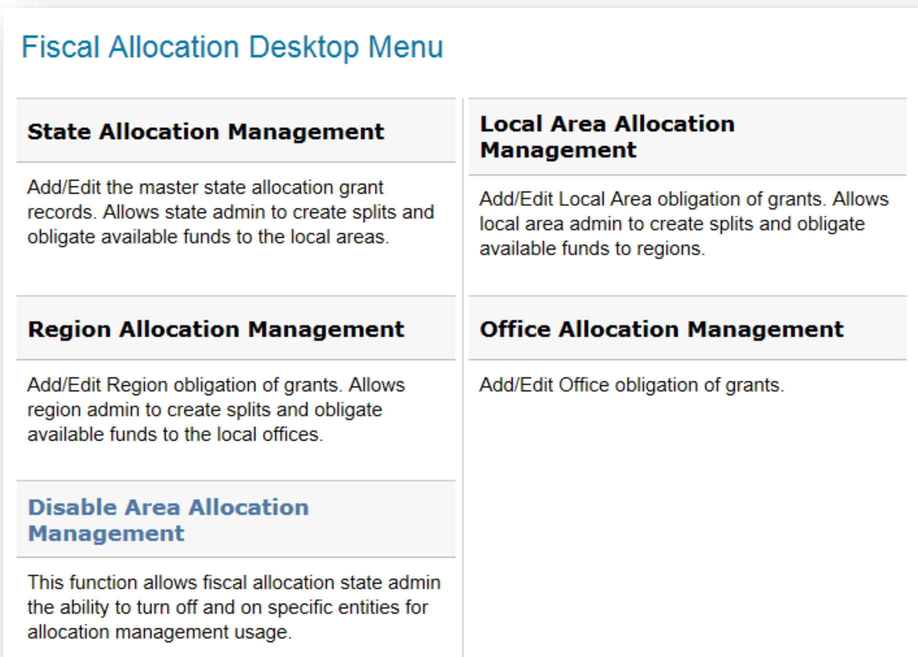


Figure 101 Fiscal Allocation Menu

STATE ALLOCATION MANAGEMENT

On the State Allocations page, select the grant year type (PY or FY). Enter the year you want to add/edit. Funding Stream and Type of Search (active, inactive, or both) are not required, but can be used to further narrow your search. Click **Search**.

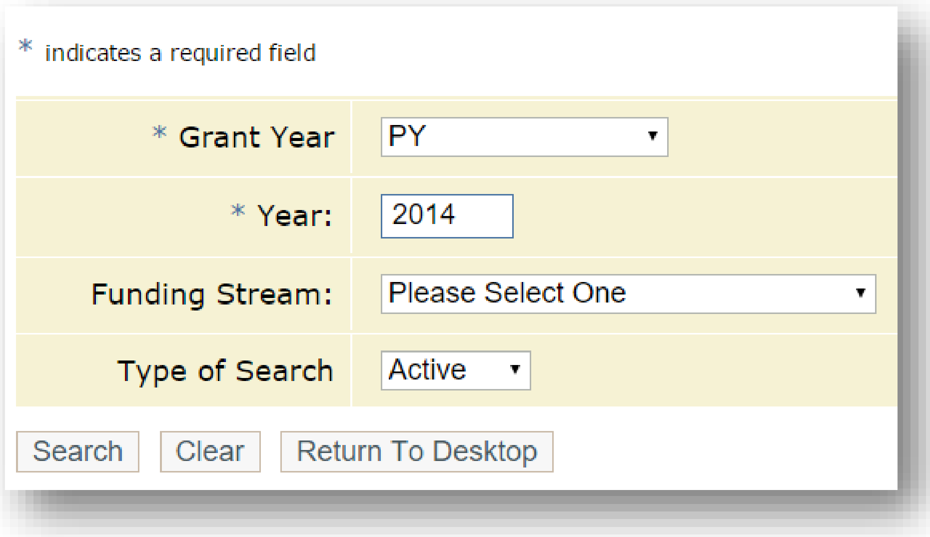


Figure 102 State Allocation Search

The State Allocation Search Results page shows all available funding streams.

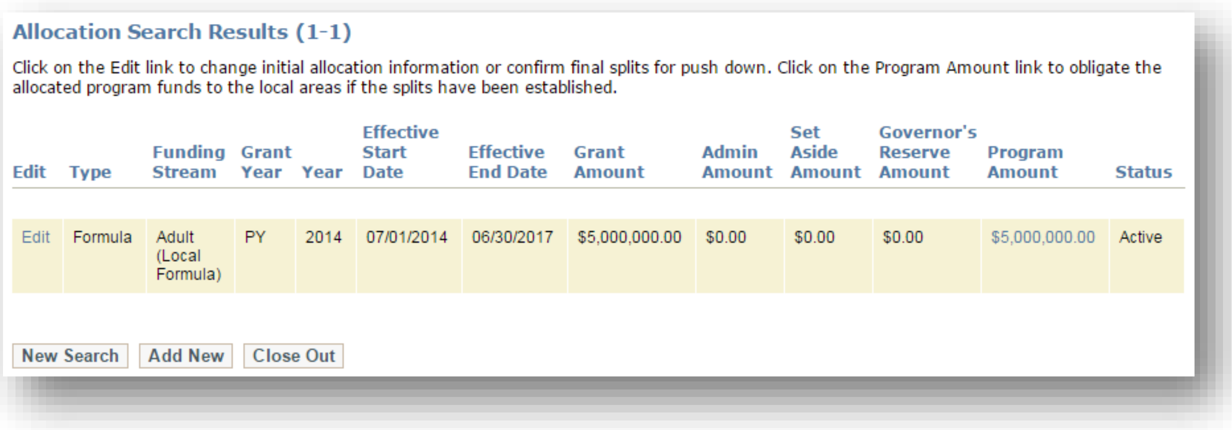


Figure 103 State Allocation Search Results

Adding State Allocations

To add a new state allocation to a funding stream, click the **Add New** button.

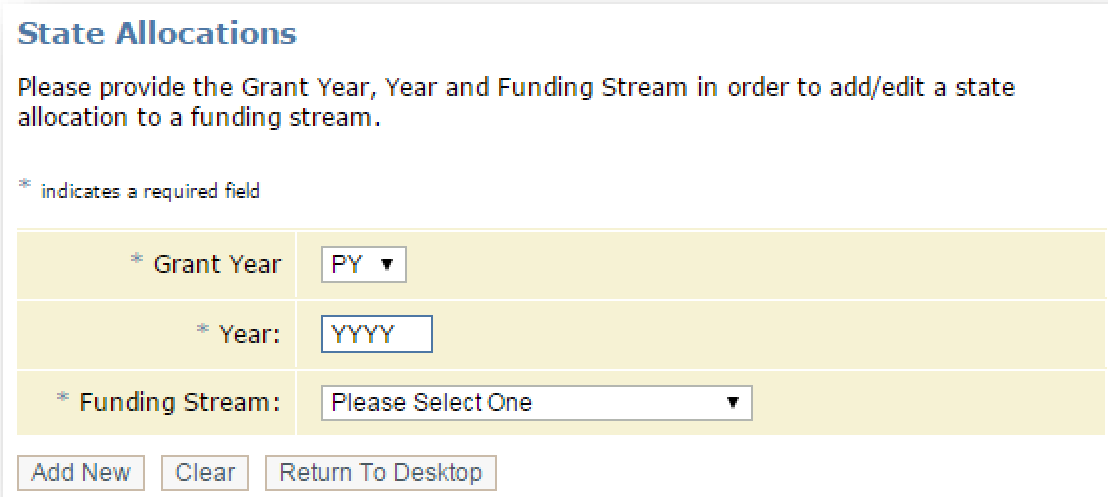


Figure 104 Add State Allocation

Select the grant year type. Enter the year you want to add. Select the funding stream and click **Add New**.

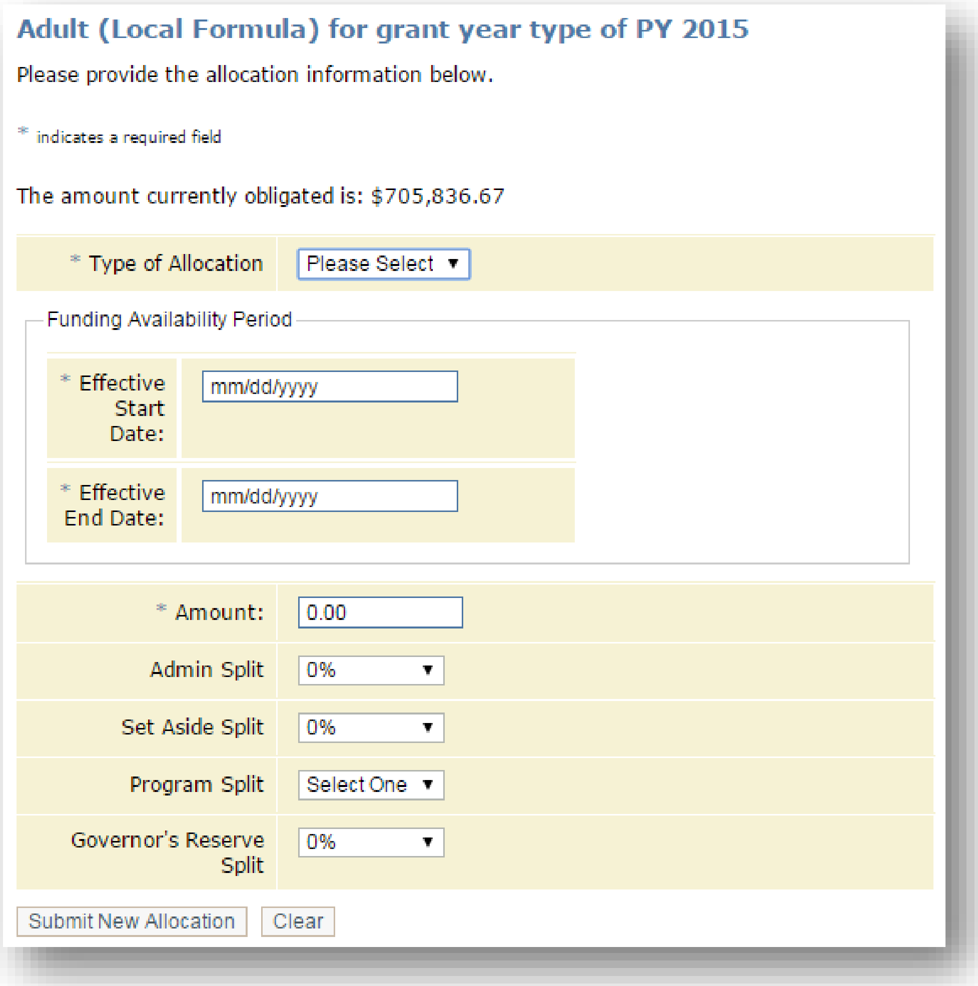


Figure 105 Add State Allocation Information

To set a new allocation, select the type of allocation. Enter the effective start and end dates. Enter the total grant allocation in the amount field. Select the desired split percentages. These must add up to 100%. Note: Program Split must be set and is the only field that can be set as 100%.

Editing State Allocations

To edit the initial allocation information or confirm final splits for push down, on the State Allocation search results page, click the "Edit" link. The Edit State Allocation Information page displays. Update the information as necessary. In the "What is the status of this allocation?" field, you can set the allocation as Active or Inactive. When you are finished, click **Update Allocation**.

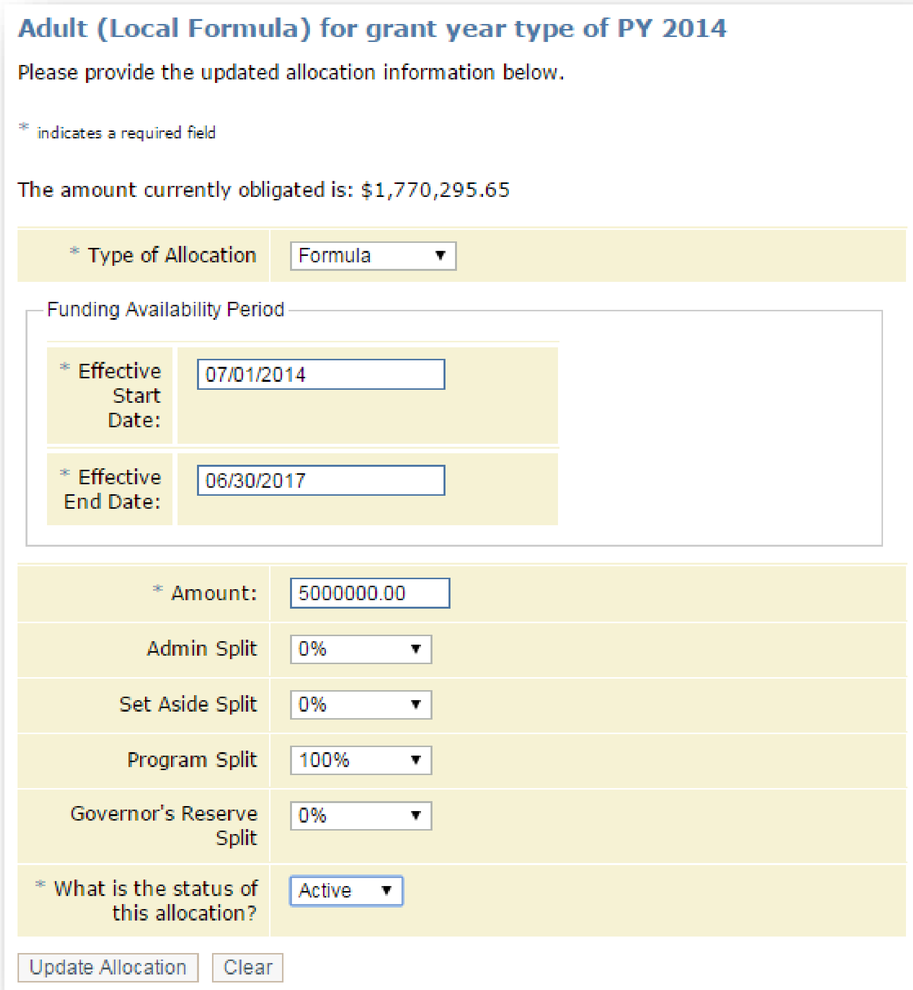


Figure 106 Edit State Allocation Information

To view or edit the program amounts available to obligate to each local area, on the State Allocation Search Results page, click the link in the "Program Amount" column.

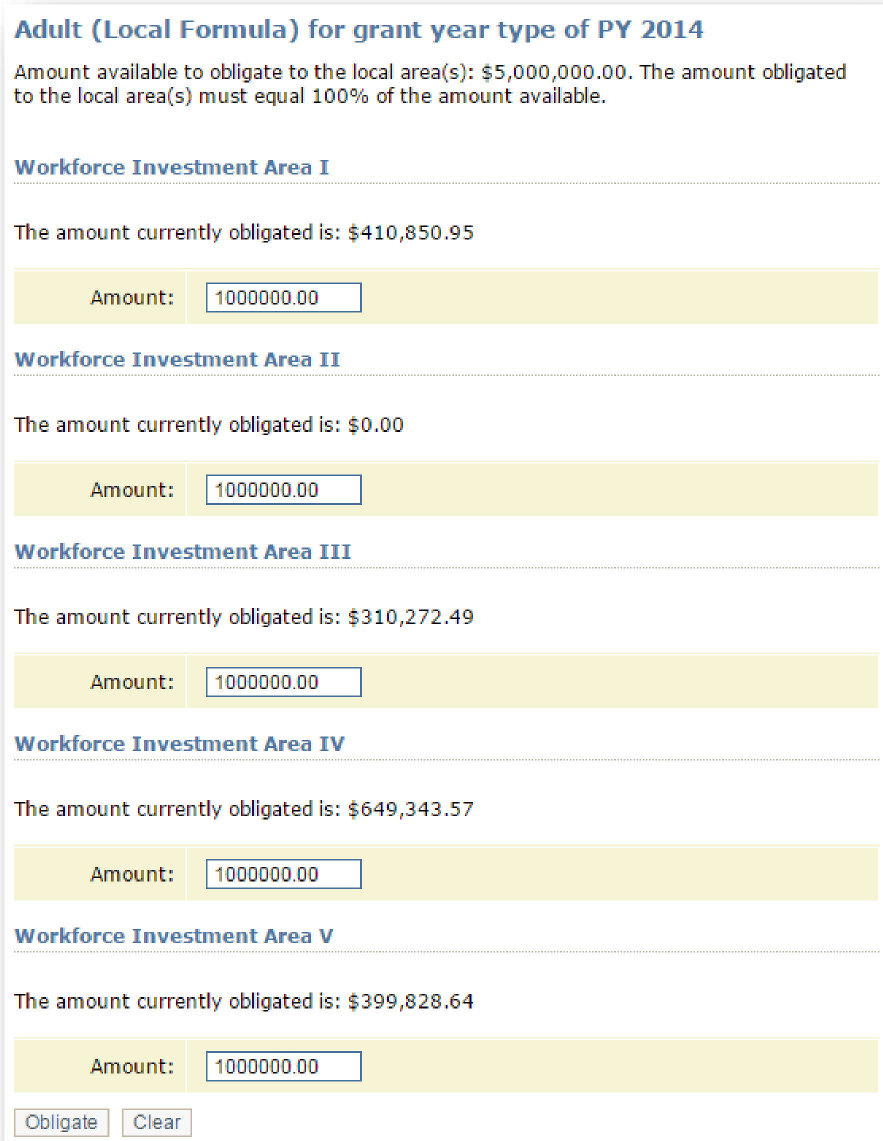
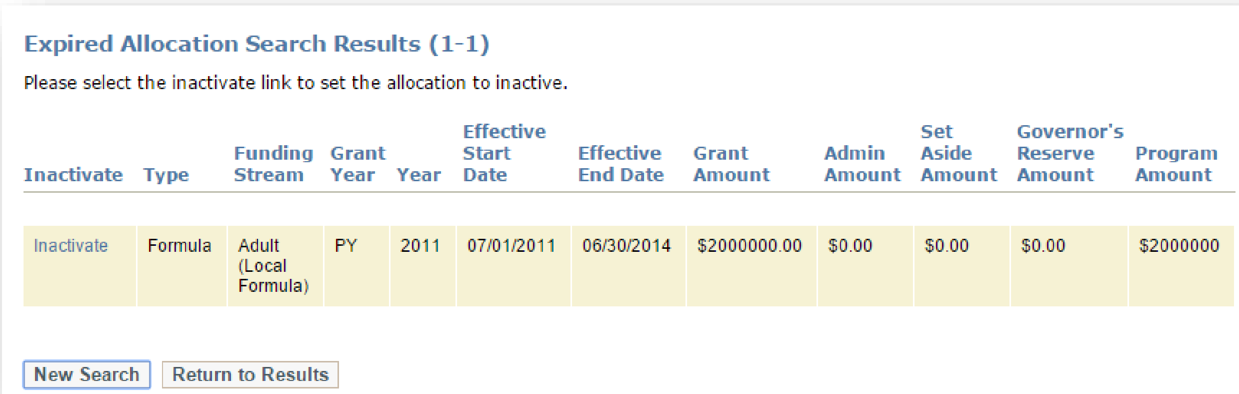


Figure 107 Local Area Obligations

The Local Area Obligations page shows all available Local Areas. To indicate no allocation, leave the entry field blank. To save the changes, click **Obligate**. If the amounts obligated equal 100% of the amount available, a success message will display. If not, a message will display showing the difference between the obligated total and the total amount allocated.

Closing Out State Allocations

To close out grants with an effective end date prior to the current date, on the State Allocation search results page, click the **Close Out** button. Any grants with an effective end date prior to the current date will display.



Expired Allocation Search Results (1-1)

Please select the inactivate link to set the allocation to inactive.

Inactivate	Type	Funding Stream	Grant Year	Year	Effective Start Date	Effective End Date	Grant Amount	Admin Amount	Set Aside Amount	Governor's Reserve Amount	Program Amount
Inactivate	Formula	Adult (Local Formula)	PY	2011	07/01/2011	06/30/2014	$2000000.00	$0.00	$0.00	$0.00	$2000000

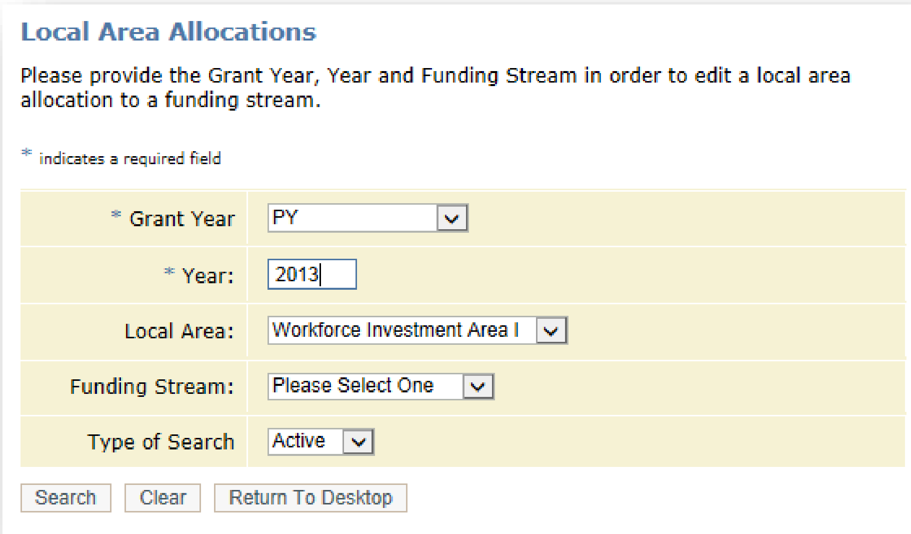
New Search | Return to Results

Figure 108 Close Out State Allocations

Click the "Inactivate" link and a confirmation message will display.

LOCAL AREA ALLOCATION MANAGEMENT

On the Local Area Allocations page, select the grant year type (PY or FY). Enter the year you want to edit. Local Area, Funding Stream, and Type of Search (active, inactive, or both) are not required, but can be used to further narrow your search. Click **Search**.



Local Area Allocations

Please provide the Grant Year, Year and Funding Stream in order to edit a local area allocation to a funding stream.

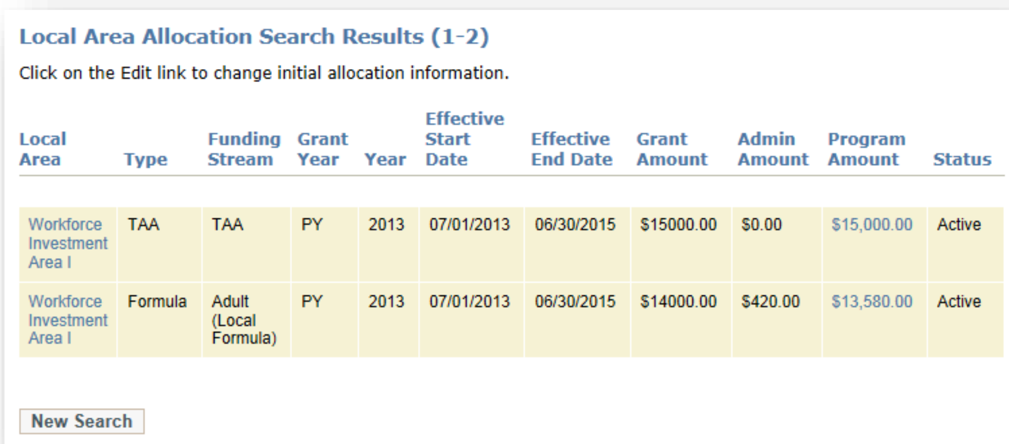
* indicates a required field

* Grant Year	PY
* Year:	2013
Local Area:	Workforce Investment Area I
Funding Stream:	Please Select One
Type of Search	Active

Search | Clear | Return To Desktop

Figure 109 Local Area Allocation Management Search

The Local Area Allocations Search Results page shows all available funding streams.



Local Area Allocation Search Results (1-2)

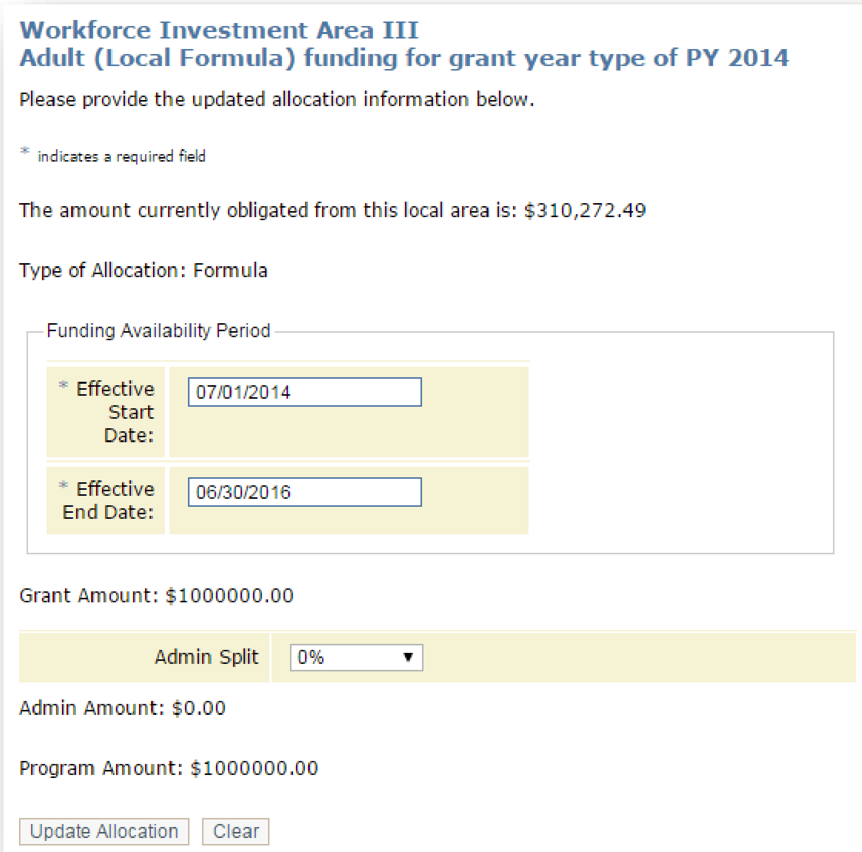
Click on the Edit link to change initial allocation information.

Local Area	Type	Funding Stream	Grant Year	Year	Effective Start Date	Effective End Date	Grant Amount	Admin Amount	Program Amount	Status
Workforce Investment Area I	TAA	TAA	PY	2013	07/01/2013	06/30/2015	$15000.00	$0.00	$15,000.00	Active
Workforce Investment Area I	Formula	Adult (Local Formula)	PY	2013	07/01/2013	06/30/2015	$14000.00	$420.00	$13,580.00	Active

New Search

Figure 110 Local Area Allocation Search Results

To edit the initial allocation information, click the link in the "Local Area" column. The Edit Local Area Allocation Information page displays. Update the information as necessary. When you are finished, click **Update Allocation**.



Workforce Investment Area III
Adult (Local Formula) funding for grant year type of PY 2014

Please provide the updated allocation information below.

* indicates a required field

The amount currently obligated from this local area is: $310,272.49

Type of Allocation: Formula

Funding Availability Period

* Effective Start Date:	07/01/2014
* Effective End Date:	06/30/2016

Grant Amount: $1000000.00

Admin Split	0%

Admin Amount: $0.00

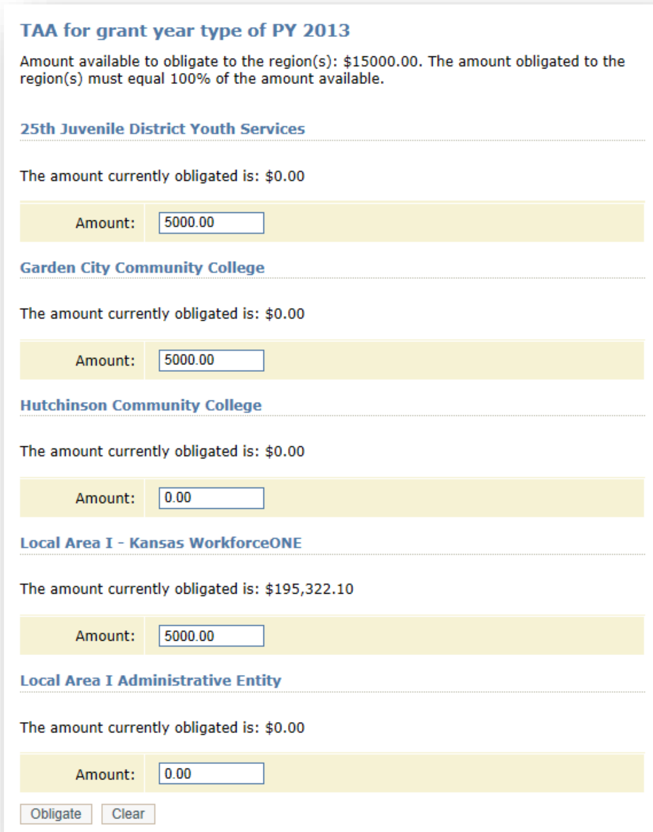
Program Amount: $1000000.00

Update Allocation | Clear

Figure 111 Edit Local Area Allocation

To view or edit the program amounts available to obligate to each region, on the Local Area Allocation Search Results page, click the link in the "Program Amount" column.

The Region Obligations page shows all available funding streams. Edit the obligation amounts as necessary. To indicate no allocation, leave the Amount field blank. To save the changes, click **Obligate**. If the amounts obligated equal 100% of the amount available, a success message will display. If not, a message will display showing the difference between the obligated total and the total amount allocated.


TAA for grant year type of PY 2013

Amount available to obligate to the region(s): $15000.00. The amount obligated to the region(s) must equal 100% of the amount available.

25th Juvenile District Youth Services

The amount currently obligated is: $0.00

Amount: 5000.00

Garden City Community College

The amount currently obligated is: $0.00

Amount: 5000.00

Hutchinson Community College

The amount currently obligated is: $0.00

Amount: 0.00

Local Area I - Kansas WorkforceONE

The amount currently obligated is: $195,322.10

Amount: 5000.00

Local Area I Administrative Entity

The amount currently obligated is: $0.00

Amount: 0.00

Obligate Clear

Figure 112 Region Obligations

REGION ALLOCATION MANAGEMENT

On the Region Allocations Search page, select the grant year type (PY or FY). Enter the year you want to edit. Region, Funding Stream, and Type of Search (active, inactive, or both) are not required, but can be used to further narrow your search. Click **Search**.

Figure 113 Region Allocation Search

The Region Allocation Search Results page shows all available funding streams.

Region Allocation Search Results (1-16)

Click on the Edit link to change initial allocation information.

Region	Type	Funding Stream	Grant Year	Year	Effective Start Date	Effective End Date	Grant Amount	Admin Amount	Program Amount	Status
Local Area III - Workforce Partnership	TAA	TAA	PY	2013	07/01/2013	06/30/2015	$59617.74	$0.00	$59,617.74	Active
Arbor	Formula	Adult (Local Formula)	PY	2013	07/01/2013	06/30/2015	$11177.00	$0.00	$0.00	Active
Local Area IV - Workforce Alliance	Formula	Adult (Local Formula)	PY	2013	07/01/2013	06/30/2015	$12233.00	$0.00	$0.00	Active
Workforce Alliance of South Central Kansas	Formula	Adult (Local Formula)	PY	2013	07/01/2013	06/30/2015	$28772.83	$0.00	$0.00	Active
25th Juvenile District Youth Services	Formula	Adult (Local Formula)	PY	2013	07/01/2013	06/30/2015	$5555.59	$0.00	$0.00	Active
Garden City Community College	Formula	Adult (Local Formula)	PY	2013	07/01/2013	06/30/2015	$1899.79	$0.00	$0.00	Active
Hutchinson Community College	Formula	Adult (Local Formula)	PY	2013	07/01/2013	06/30/2015	$3333.33	$0.00	$0.00	Active
Local Area I - Kansas WorkforceONE	Formula	Adult (Local Formula)	PY	2013	07/01/2013	06/30/2015	$2791.29	$0.00	$0.00	Active
Local Area I Administrative Entity	Formula	Adult (Local Formula)	PY	2013	07/01/2013	06/30/2015	$0.00	$0.00	$0.00	Active

Figure 114 Region Allocation Search Results (Partial)

To edit the initial allocation information, click the link in the “Region” column. If the region is not a link, there is no money allocated to it. The Edit Region Allocation Information page displays. Update the information as necessary. When you are finished, click **Update Allocation**.

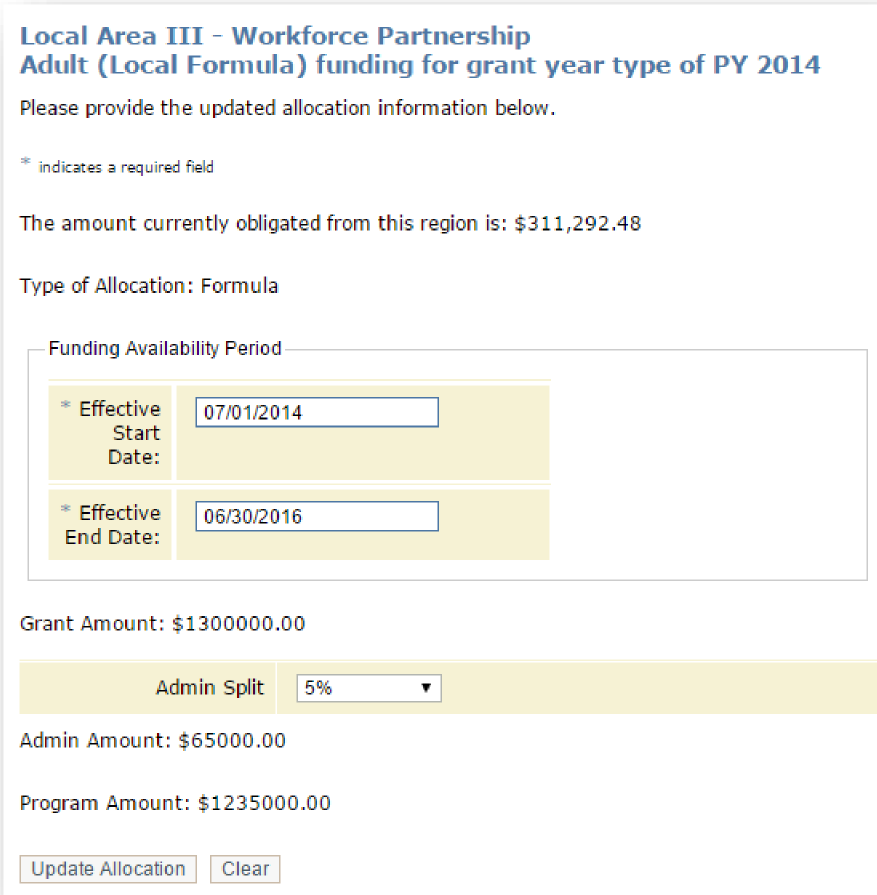


Figure 115 Edit Region Allocation

To view or edit the program amounts available to obligate to each office, on the Region Allocation Search Results page, click the link in the “Program Amount” column. The Office Obligations page shows all available funding streams. Edit the obligation amounts as necessary. To indicate no allocation, leave the Amount field blank. To save the changes, click **Obligate**. If the amounts obligated equal 100% of the amount available, a success message will display. If not, a message will display showing the difference between the obligated total and the total amount allocated.

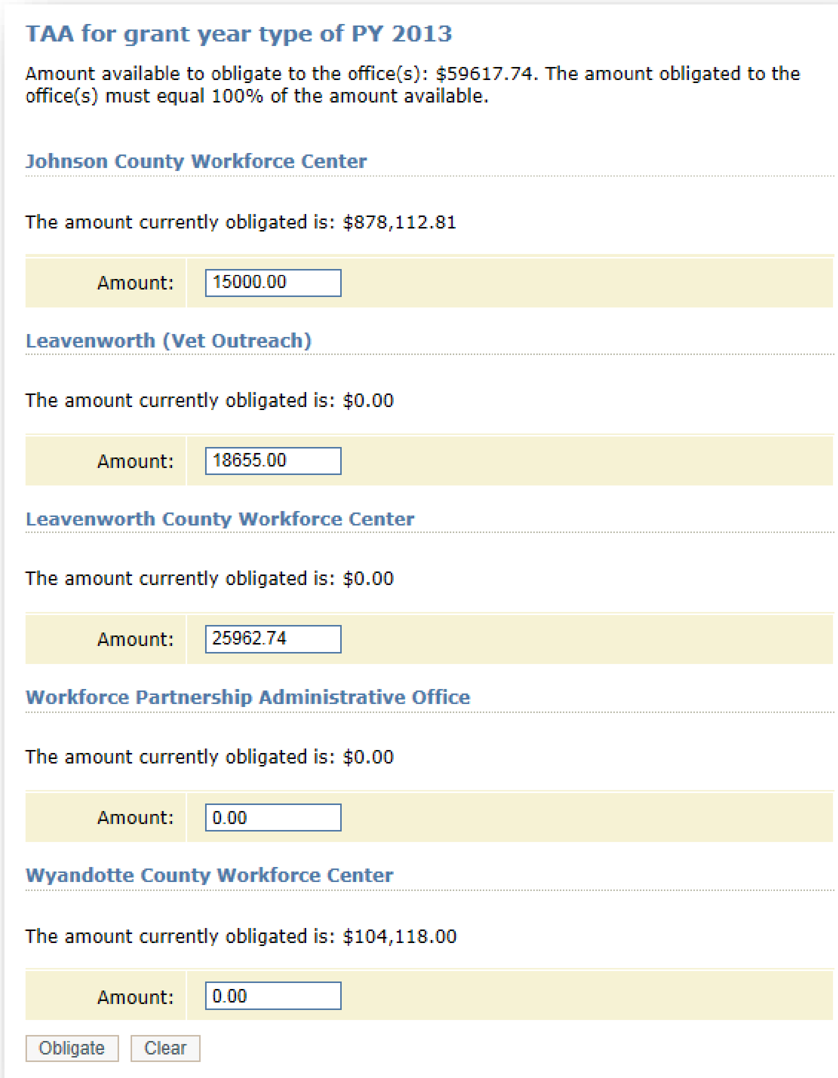


Figure 116 Office Obligations Page

OFFICE ALLOCATION MANAGEMENT

On the Office Allocations Search page, select the grant year type (PY or FY). Enter the year you want to edit. Region, Funding Stream, and Type of Search (active, inactive, or both) are not required, but can be used to further narrow your search. Click **Search**.

Figure 117 Office Allocations

The Office Allocation Search Results page shows all available funding streams.

Office Allocation Search Results (1-5)

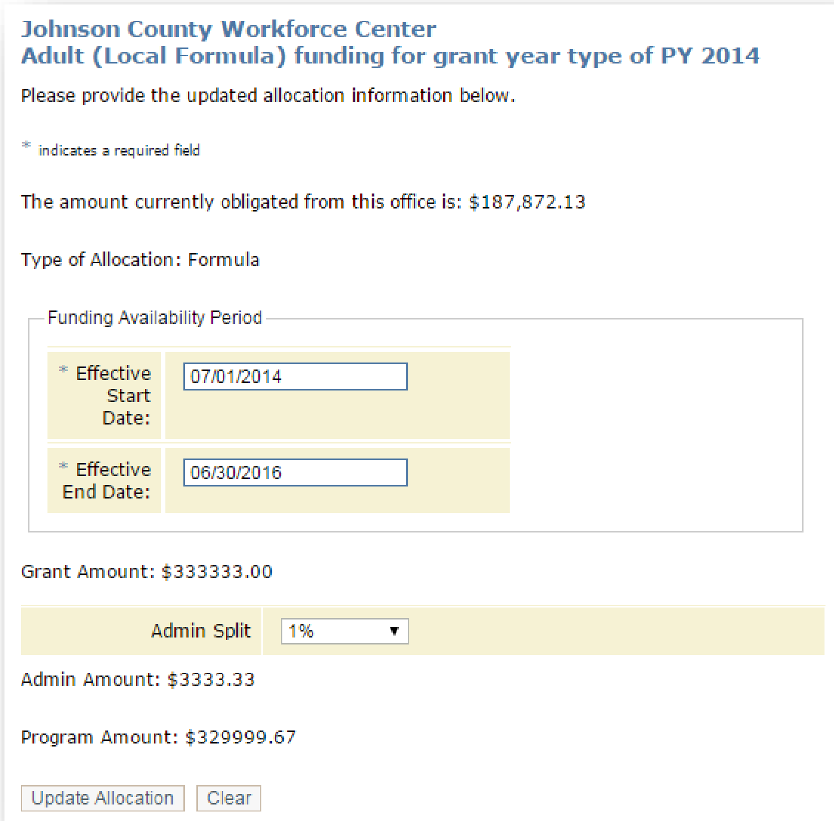
Click on the Edit link to change initial allocation information.

Office	Type	Split Type	Funding Stream	Grant Year	Year	Effective Start Date	Effective End Date	Grant Amount	Admin Amount	Program Amount	Status
Johnson County Workforce Center	Formula	Program	Adult (Local Formula)	PY	2014	07/01/2014	06/30/2016	$333333.00	$3333.33	$329999.67	Active
Leavenworth (Vet Outreach)	Formula	Program	Adult (Local Formula)	PY	2014	07/01/2014	06/30/2016	$0.00	$0.00	$0.00	Active
Leavenworth County Workforce Center	Formula	Program	Adult (Local Formula)	PY	2014	07/01/2014	06/30/2016	$333333.00	$0.00	$333333.00	Active
Workforce Partnership Administrative Office	Formula	Program	Adult (Local Formula)	PY	2014	07/01/2014	06/30/2016	$1.00	$0.00	$0.00	Active
Wyandotte County Workforce Center	Formula	Program	Adult (Local Formula)	PY	2014	07/01/2014	06/30/2016	$333333.00	$0.00	$333333.00	Active

New Search

Figure 118 Office Allocation Search Results

To edit the initial allocation information, click the link in the "Office" column. The Edit Office Allocation Information page displays. If the region is not a link, there is no money allocated to it. Update the information as necessary. When you are finished, click **Update Allocation**.



Johnson County Workforce Center
Adult (Local Formula) funding for grant year type of PY 2014

Please provide the updated allocation information below.

* indicates a required field

The amount currently obligated from this office is: $187,872.13

Type of Allocation: Formula

Funding Availability Period

* Effective Start Date:	07/01/2014
* Effective End Date:	06/30/2016

Grant Amount: $333333.00

Admin Split	1%

Admin Amount: $3333.33

Program Amount: $329999.67

Update Allocation | Clear

Figure 119 Edit Office Allocation

DISABLE AREA ALLOCATION MANAGEMENT

On the Disable/Enable page, select the funding stream and choose a level (Local Area, Region, or Office) to turn off or on. To save the changes, click **Submit**.

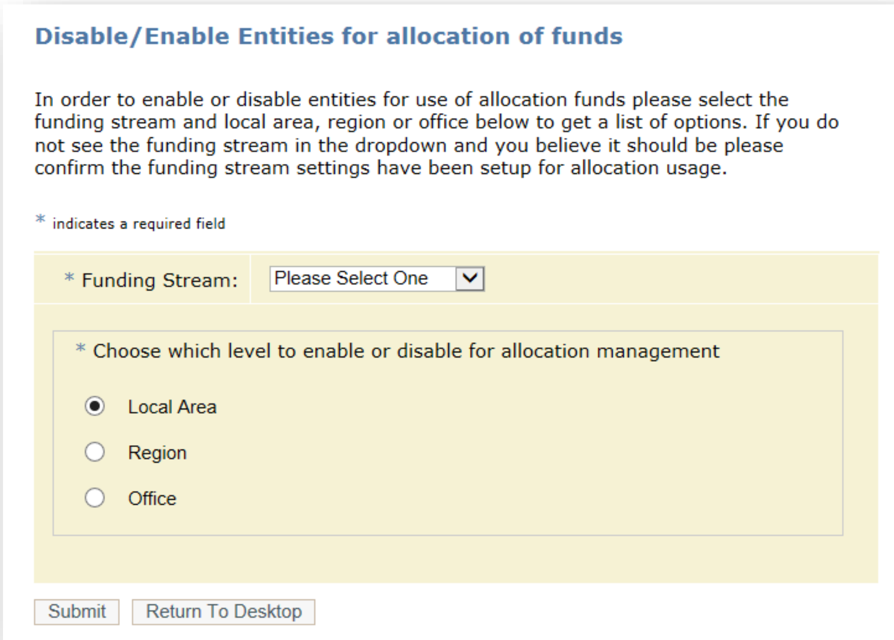


Figure 120 Disable Area Allocation Management

A list of options to disable/enable displays. Carefully read the text on this page. Select the entities you want to disable/enable and click **Confirm**. A confirmation message displays.

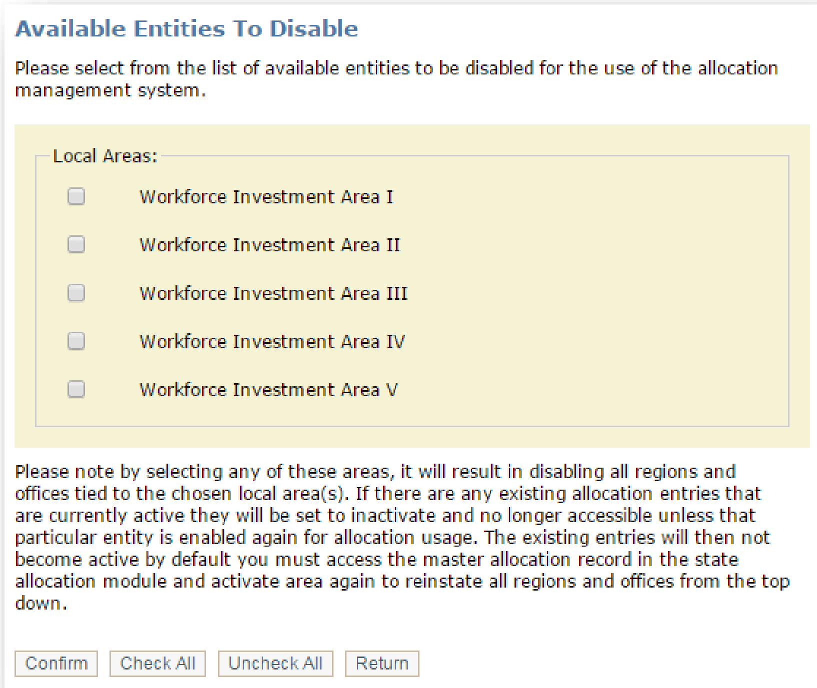


Figure 121 Available Entities to Disable/Enable

Audit Trail

Every time information is inserted, edited, or deleted in FiscalLink, an audit trail is created. "Before" and "after" snapshots of all information are saved, as well as the following information:

- Which case manager made the change.
- Which client was being worked with.
- The IP address from which the change was made.
- The template in which the change was made.
- General use debugging information supplied by the code.

The audit trail information is not available from the web application. Actions can only be viewed or reconstructed by technical staff.

Paymaster File Generation

FiscalLink generates the following five pay files each night:

Wage payment	(FiscalWyyyymmddhhmmss)
Non-wage payment	(FiscalNWyyyymmddhhmmss)
Wage payment returned	(FiscalWRyyyymmddhhmmss)
Non-wage payment returned	(FiscalNWRyyyymmddhhmmss)
Mail Address	(FiscalMyyyymmddhhmmss)

These are placed on an FTP server for the ASC (payment service) to pick up. Each week the ASC puts a reconciliation file on the FTP server. FiscalLink uses this file to update check dates, numbers, and employee contributions.

A special process allows the generation of pay files outside of the normal nightly process. The voucher is marked for special expedited processing within FiscalLink. The expedited vouchers are monitored and 2 files are created for each special voucher. The file names will be in the same format as above: (FiscalXXXyyyymmddhhmmss). Once these files are created, an email listing the file name is sent to the fiscal rep who requested the special voucher. The fiscal rep will then notify the ASC, and the ASC can then retrieve the files from the FTP server.

Wage Payments/Wage Payment Returns

One file is created for each. Wage payments are payments made directly to the client. The withholding is done by the ASC.

Record 1 – File Header – (1st record in the file)

MMDDCCYY,	- Date file created
999999.99,	- Total sum of dollars on detail records
9…	- Total count of detail records

Voucher Header – (1 for each voucher)

9…,	- Voucher number (void)
9…,	- Office Group ID number (ogiid)
9…,	- Fiscal Contact ID (fciid)
999999.99	- Total sum of dollars for voucher
9…	- Total count of detail records for voucher

Voucher Detail

9…,	- Voucher number
9…,	- ID number (SSN or Vendor number) (fviid)
9,	- Office Group ID number (ogiid)
REG,	- Hard coded
9…,	- Category number (exiid)
9…,	- Training activity number (ssiid)
9…,	- Funding Stream (fsiid)
CCYY,	- Funding year (cacyear)
XXX,	- Participant Group number (pgiid)
999999.99,	- Amount (epmamount or esmamount)
XXXXXXXXXX,	-Check Number (ckvchecknum) (Return file only)
XXXXXXXXXX,	-Refund check number (epvrefundchecknum) (Return file only)
X…. (max 20),	-Invoice/Reference Number (epvinvoicenum)

Non-Wage Payments/Non-Wage Payment Returns

One file is created for each .Non-wage payments can be made directly to client or to a business on behalf of the client.

Record 1 – File Header – (1st record in the file)

MMDDCCYY,	- Date file created
999999.99,	- Total sum of dollars on detail records
9…	- Total count of detail records

Voucher Header – (1 for each voucher)

9…,	- Voucher number (void)
9,	- Office Group ID number (ogiid)
999999.99,	- Total sum of dollars for voucher
9…	- Total count of detail records for voucher

Document Header – (1 for each unique SSN, Vendor ID)

9…,	- Voucher number (void)
9…,	- ID number (SSN or Vendor ID) (fviid)
MMDDCCYY,	- Begin Date (epdpaybegindate)
MMDDCCYY,	- End Date (epdpayenddate)
999999.99	- Total check amount

Voucher Detail

9…,	- Voucher number (void)
9…,	- ID number (SSN or Vendor number) (fviid)
9…,	- Category number (exiid)
9…,	- Training activity number (ssiid)
9…,	- Funding Stream ID number (fsiid)
YYYY,	- Program year (cacyear)
XXX,	- Participant Group number (pgiid)

999999.99,	- Amount (epmamount or esmamount)
XXXXXXXXXX,	-Check number (ckvchecknum) (Return file only)
XXXXXXXXXX,	-Refund check number (epvrefundchecknum)(Return file only)
X... (max 20)	-Invoice/Reference number(epvinvoicenum)

Mail Address

Mailing address of each client or vendor.

Record 1 – File Header – (1st record in the file)

MMDDCCYY,	- Date file created
9...	- Total count of detail records

Mail Address – (1 for each SSN/Vendor ID)

9...,	- ID number (SSN or Vendor ID) (fviid)
X...,	- Name
X...,	- Address line 1
X...,	- Address line 2
X...,	- City
XX,	- State
XXXXX,	- Zip (xxxxx or xxxxx-xxxx)
9...,	- Case manager ID (ctiid)
9...,	- FEIN (Federal Employment Identification Number) (fvcfein)
9....	-Office ID (ofiid)

Reconciliation

File sent back from ASC. This is used to update FiscalLink with the check number, check date, and employee contributions.

Reconciliation – (1 for each transaction)

9…,	- Voucher number (void)
9…,	- Fund number (pliid)
9…,	- ID number (SSN or Vendor ID) (fviid)
X…,	- Name
X…,	- Address
X…,	- City
XX,	- State
XXXXX…,	- Zip (xxxxx or xxxxx-xxxx)
XXXXXXXXXX,	- Check Number (ckvchecknum)
MM/DD/CCYY,	- Date of check (ckdcheckdate)
99999.99,	- Check amount (epmamount)
99999.99,	- Employee contributions (.00 for zeroes) (ckmcontri)
99999999.99	- Garnishment amount (.00 for zeroes) (ckmcontri)