

FiscalLink User Guide



America's JobLink Version

America's Job Link Alliance–Technical Support 1430 SW Topeka Blvd, 2nd Floor Topeka, KS 66612 E-Mail: ajladesk@ajla.net Phone: 785-296-0295 or 800-255-2458 Fax: 785-296-2119

©2017 America's Job Link Alliance–Technical Support (AJLA–TS) All rights reserved. This publication may be copied by subscribers for internal use by subscribers and their workforce partners only. No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form, or by any means (electronic, mechanical, photocopying, or otherwise) without prior written permission from AJLA–TS.



Getting Started1
Granting Fiscal Privileges2
How Clients/Services Are Mapped to Regions9
Mapping Expenditure Categories to Services9
Setting Section Delete Levels9
Adding New Fiscal Reps12
Adding/Editing a Client's Mailing Address13
Creating a Consolidated Expenditure Report17
Budgets19
Client Budgets20
Deleting Budgets27
Region Admin and Vendor Budgets29
Participant Groups32
Adding/Editing/Deleting Participant Groups32
Region-Wide Deobligation35
Region-Wide Deobligation
Region-Wide Deobligation
Region-Wide Deobligation
Region-Wide Deobligation
Region-Wide Deobligation.35Deobligation Rules.36Review Pending Budgets.38Fiscal Reports41Budget Status Sheet Report42FAV Report.45
Region-Wide Deobligation35Deobligation Rules36Review Pending Budgets38Fiscal Reports41Budget Status Sheet Report42FAV Report45Check Count Report50
Region-Wide Deobligation35Deobligation Rules36Review Pending Budgets38Fiscal Reports41Budget Status Sheet Report42FAV Report45Check Count Report50Check Sums Report51
Region-Wide Deobligation35Deobligation Rules36Review Pending Budgets38Fiscal Reports41Budget Status Sheet Report42FAV Report45Check Count Report50Check Sums Report51Obligations Report52
Region-Wide Deobligation35Deobligation Rules36Review Pending Budgets38Fiscal Reports41Budget Status Sheet Report42FAV Report45Check Count Report50Check Sums Report51Obligations Report52Educational Grants Report53
Region-Wide Deobligation35Deobligation Rules36Review Pending Budgets38Fiscal Reports41Budget Status Sheet Report42FAV Report45Check Count Report50Check Sums Report51Obligations Report52Educational Grants Report53Office Reports55
Region-Wide Deobligation35Deobligation Rules36Review Pending Budgets38Fiscal Reports41Budget Status Sheet Report42FAV Report45Check Count Report50Check Sums Report51Obligations Report52Educational Grants Report53Office Reports55Participant Transaction Sheet (PTS)56
Region-Wide Deobligation35Deobligation Rules36Review Pending Budgets38Fiscal Reports41Budget Status Sheet Report42FAV Report45Check Count Report50Check Sums Report51Obligations Report52Educational Grants Report53Office Reports55Participant Transaction Sheet (PTS)56Region Transaction Report58



Budget Balance Query	62
Payments	64
Client Payment Quick Entry	72
Editing/Deleting Payments	73
Negative Payments	73
Returned Checks	75
Vendor Maintenance	78
Adding Vendors	78
Editing/Deleting Vendors	81
Merging Vendors	82
Vouchers	85
Deleting or Re-Printing Vouchers	90
Voucher Reconciliation	91
Reconciled Vouchers	93
Allocation Management	94
State Allocation Management	94
Local Area Allocation Management	100
Region Allocation Management	103
Office Allocation Management	106
Disable Area Allocation Management	109
Audit Trail	112
Paymaster File Generation	113



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.

My Home Page Admin Tasks	MY OPTIONS
ocoming Events	- My Profile
nployer	👸 Admin Tasks
nployer Search b Search	Agencies
ent	Heartland Works
ent Search sume Search	Kansas Department of Commerce
cal	Kansas Department of Labor
My Profile	Kansas Integrated Programs
Log Out	Kansas Legal Service
atistics ,909 Jobs	Kansas WorkforceONE
151 Resumes	KansasWorks - Local Area V
	Local Area I Administrative Entity

Figure 1 Fiscal Navigation



Fiscal	Ma	ain N	lenu
1.10.0.01			

udget 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.
/oid 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.



🔆 Admin Tasks 🛛 🚽	ServiceLink	Sitemae Histaleink	Service Provider
Upcoming Events Employer Employer Search	Rails		
ob Search Client Client Search Resume Search Reporting	ANONYMOUS SERVICES Allows user to edit services by	ERROR LOOKUP View information on a specific error number.	HEARD ABOUT OPTIONS Allows managing the Heard About
Fiscal My Profile	office for tracking anonymous self services.		options for the registration forms.
Clog Out Statistics 26,871 Jobs	MESSAGE MANAGER	SELF SERVICE QUESTIONS	SERVICE CENTERS
6,038 Resumes	narratives on selected pages.	Allows user to manage the What are you doing screens.	toView/Add/Edit/Delete Information on One-Stop and Workforce Centers.
		USER LOOKUP EXTENDED	
	and passwords of jobseekers, employers, and staff who have approved accounts.	Allows user to determine information related to specific user accounts using a variety of database keys	

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**.



is section provides a indicates a required field	visual overview of the security structure.
* Hierarchy	Heartland Works [Agency] Kansas Department of Commerce [Agency] Kansas Department of Labor [Agency] Kansas Integrated Programs [Agency] Kansas Legal Service [Agency] Kansas WorkforceONE [Agency] KansasWorks - Local Area V [Agency] Local Area I Administrative Entity [Agency] SCSEP [Agency] Social and Rehabilitation Services [Agency] State Admin [Agency] Workforce Alliance of South Central Kansas [Agency] Workforce Partnership [Agency]
dit Selection Add Age	ency Display

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.



Staff Related Links:	Heirarchy
Search for the staf of control will appe	ff member to edit. Only staff members who work under your area ear in the search list.
Last Name:	
First Name:	
Email Address:	
Username:	
Occesh Decet	

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.



Set privileges for Bayless, Marcus
Home Office
Once security privileges are set, the home office info is not editable.
Office: State Admin Stationdesk: aj17
Program Level Security
Check the box beside each program that this staff member should have access to. Only programs that the office can create/inherit will appear in this list.
Adult Education
Read
O Block
E & T Programs Administered By Community Services Block Grant
Read
BIOCK
Employment and Training Services Related to Food Stamps
Read
O Block

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.

Fiscal Contracts	l
Fiscal Expense	I
Fiscal Vendor	I
Fiscal Voucher	I
Fiscal Reporting	I
Fiscal Financials	I
Fiscal Financials Funds Requestor	I
Fiscal Financials Funds Approver	I
Fiscal Allocation	I
Fiscal Obligation Local	I
Fiscal Obligation Region	I
Fiscal Obligation Office	I
Pending List	I
Mass Notifications - Employers	
Mass Notifications - Job Seekers	
Merge Clients	
Printable Client Release	

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**.



	obelink Sitewide Piscale	Service Provider
Rails		
ALLOCATION FUNDING CODES	EXPENDITURE CATEGORIES	FISCAL OPTIONS
Allocation reporting funding code editor by fundingstream and budget year.	Modify the mappings for expenditure categories, edit their use, disable existing categories, add new categories.	options.
FISCAL WARNING	FUNDING	FUNDING STREAM
LEVEL SETTINGS	SETTINGS	SETTINGS
Set warning and block levels for fiscal obligation and expenditure levels for allocation of funds.	Funding allocation type management tool for fiscal dropdown menus and funding type options for the allocation process.	Set funding stream settings for fiscal dropdown menus and funding stream options for allocation process.
SUB-GROUPS	TAA FUNDING STREAM	TAA ALLOWANCE
Set aside sub group dropdown	EDITOR	RATES EDITOR
editor	TAA Funding stream management tool for fiscal TAA Client Vendor payment screen options.	TAA Transportation Allowance management tool for fiscal TAA federal mileage and federal subsistence budgets and contracts.

Figure 9 Fiscal Options



Site-Wide Fiscal (ptions	
Lowest Level for Payment Deletion:	Case Manager 💌	
Lowest Level for Budget Deletion:	Case Manager 💌	
Lowest Level for Voucher Deletion:	Case Manager 💌	
Lowest Level for Vendor Deletion:	Case Manager 💌	
Save Clear		

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.

٩

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 Acc	ount
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 Cl	ear

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 In	formation for APRIL TEST			
* indicates a required field				
WARNING: Edit with caut	tion. 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	ТОРЕКА			
* 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 For TEST	mula) Enrollment Details for APRIL
Click on the appropriate link to add restricted to information based on	d, view, or edit the information. You will be 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 Snapsnot	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.

o Documents Available	
Add New Document	
Consolidated Service & Trainin	g Plan
Consolidated Service and Training Plan	
Consolidated Expenditure Report	
Program Registrations	
Job Service	Open - State Admin office S&T Plan 06/15/2011 - 09/14/2011in State Admin office
Wired Grants	01/09/2007 - 01/09/2007in Wyandotte County Workforce Center office

Figure 15 Consolidated Expenditures Report from Case Details Page

The report displays.



Consolidated Exp	penditures fo	r Ver Test		- 1
Earn IT and Learn IT	r - 10/15/2012			
On-The-Job Training]			
Obligated	Accrued	Expended	Remaining	- 8
\$1,750.00	\$0.00	\$0.00	\$1,750.00	
Return to Case Deta	ils			
				_

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.

Add/Edit C Related Li	Client Budget nks: Region Admin Budget Vendor Budget
Please provid	e your search criteria below.
SSN:	
Last Name:	
First Name:	
	 Partial Name Match?: Yes, return names similar to those I have provided. No, return names that match exactly as I have specified.
Username:	
Part ID:	
Enrollment ID:	
Search	ear

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 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 click on the Print Combined FAV to print all selected FAV reports for this client.

rint ndicator	Training	Serv Num	Proj	Fund	Begin Date	School Status
dult (Loc	al Formula) - 10/31	l /2006				
V	Eligibility Determination	2098276	0	Adult (Local Formula)	10/31/08	NA
2	Job Search and Placement Assistance	2333444	0	Adult (Local Formula)	08/08/07	NA
V	Occupational Skills Training	2159569	0	Adult (Local Formula)	01/10/07	NA
V	Individual Employment Plan Development	2108564	0	Adult (Local Formula)	11/09/08	NA
dult (Loo	al Formula) - 04/16	ō /2010				
	Job Search Planning	3069644	0	Adult (Local Formula)	04/16/10	NA
V	Initial Assessment	3069638	0	Adult (Local Formula)	04/16/10	NA
V	Job Search and Placement Assistance	3069622	0	Adult (Local Formula)	04/16/10	NA
dult (Loo	al Formula) - 12/15	5/2011				
V	Initial Assessment	3890823	0	Adult (Local Formula)	12/15/11	NA
V	Workforce Information Services	3890828	0	Adult (Local Formula)	12/15/11	NA
V	Follow-Up Services - Supportive Services	4031843	0	Adult (Local Formula)		NA
V	WorkKeys Assessment	3696332	0	Adult (Local Formula)	12/20/11	NA
leath Car	e and Health Inform	nation - 12	/15/2	011		
	Eligibility Determination (HHIT)	3690631	0	Heath Care and Health Information	12/15/11	NA
		3699692	0	Heath Care and Health	12/23/11	NA
V	Individual Employment Plan (HHIT)			Information		
2	Individual Employment Plan (HHIT) Occupational Skills Training (HHIT)	3699696	0	Information Heath Care and Health Information	01/09/12	NA

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.

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

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

Figure 20 Client Budgets

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



Related Links:	Current Budgets
payment for this	s budget is to be tied to a specific Vendor, search for the Vendor
iow, otherwise	and chert budget button to be to the chert for payment.
Vendor ID:	
Name:	
First few letters of city:	
Zip:	

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

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**.



Expend	ture Category Selection
* indicates	a required field
Please ch	oose which expenditure categories should appear on this budget.
Exper	nditure Categories:
	Audit
	Books
	GED Incentives
	Incentives
	Materials & Supplies
	Needs Related Payments
	Other Expenses
	Program Oversight and Monitoring
	Supportive Services - Child/Dependent Care
	Supportive Services - Emergency
	Supportive Services - Transportation
	Tuition & Fees
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.

indicates a req	uired tield								
lient: STEV) rimary Case nrollment: raining/Serv *NET SOC 1 * Qui	E CARTER, tracker: Ju Trade Adju: vice: CRT O Fitle: Clergy ck-Referen	XXX-XX-8 di Purcell, 3 stment Ass ccupationa /	884, Part I Johnson Co istance I it XXX-XX-8:	D: 816874 unty Work 884 budgett	force Center	9714/vendo	pr #0		
B	udget Nam	e:							
* Fiscal Y	ear 1 (YYYY	'): 2015							
* Fiscal Y	ear 1 (YYYY	(): 2015			1-	_		I	
* Fiscal Y	ear 1 (YYYY FY 1 Q1	(): 2015	FY 1 Q3	FY 1 Q4	Sum	Rate	PO Number	Comments	
* Fiscal Ye Books	ear 1 (YYYY FY 1 Q1 99.99	(): 2015 FY 1 Q2 99.99	FY 1 Q3 99.99	FY 1 Q4 99.99	Sum \$399.96	Rate	PO Number	Comments	
* Fiscal Yo Books Tuition & Fees	ear 1 (YYYY FY 1 Q1 99.99 1500.00	(): 2015 FY 1 Q2 99.99 1500.00	FY 1 Q3 99.99 1500.00	FY 1 Q4 99.99 1500.00	Sum \$399.96 \$6000.00	Rate	PO Number	Comments	
* Fiscal Yo Books Tuition & Fees Obligated Totals	ear 1 (YYYY FY 1 Q1 99.99 1500.00 \$1599.99	(): 2015 FY 1 Q2 99.99 1500.00 \$1599.99	FY 1 Q3 99.99 1500.00 \$1599.99	FY 1 Q4 99.99 1500.00 \$1599.99	Sum \$399.96 \$6000.00 \$6399.96	Rate	PO Number	Comments	
* Fiscal Yo Books Tuition & Fees Obligated Totals Expended Totals	ear 1 (YYYY 99.99 1500.00 \$1599.99 \$0.00	(): 2015 FY 1 Q2 99.99 1500.00 \$1599.99 \$0.00	FY 1 Q3 99.99 1500.00 \$1599.99 \$0.00	FY 1 Q4 99.99 1500.00 \$1599.99 \$0.00	Sum \$399.96 \$6000.00 \$6399.96 \$0.00	Rate	PO Number	Comments	

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 autoupdate 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**.



Budget Change Confirmation	I
Warning: Changes have been made to the budget. If this is not acceptable click "Cancel" to disregard the changes, otherwise click "Confirm" to save the changes.	l
Confirm Cancel	l
	e.

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	Spread	sheet
Duugee	contract	opicau	511000

* 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

Budget Nan * Program Yea (YYY	ne: r 1 200 Y):	8	-				
	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 Bi	udget Entry	Delete Budget	Add Ca	tegory	

Figure 26 Delete Budget

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

Delete Confirmation	l
Are you sure you want to delete this budget?	L
Confirm Cancel	J





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.

Related Links: Ad	d/Edit Client Budget Vendor Budget
Please choose the ap	ppropriate region below:
* indicates a required field	1
* Region:	25th Juvenile District Youth Services
Submit Clear	

Figure 28 Select Region



You must choose at let the default percentage stream. The sum of all single funding stream, Admin	ast one funding stream for this budget. The split line denotes a of each payment that will be charged against the funding percentages must equal 100% exactly. If you only choose a enter 100% for the split amount.
	Use this stream?
	⊘ Yes
	No
Participant Group:	000 - No Participant Group 💌
Split	
Admin(Stimulus (Dnly)
	Use this stream?
	O Yes
	• NO
Participant Group:	000 No Padicipant Crown
Participant Group.	
Split	
Adult (Local Form	nula)
	Use this stream?
	O Yes

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.



ou must choose at lea efault percentage of e he sum of all percenta inding stream, enter 1 dult (Local Formu	st one funding stream for this budget. The split line denotes the ach payment that will be charged against the funding stream. iges must equal 100% exactly. If you only choose a single 00% for the split amount. Ila)
	Use this stream? Yes No
Service and Training Activity:	Adult Education and Literacy Activities
Participant Group:	000 - No Participant Group
Split	
dult (Statewide 1	5%)
	Use this stream? <pre> Yes No </pre>
Service and Training Activity:	Adult Education and Literacy Activities
Participant Group:	000 - No Participant Group
Split	

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.

Participant Group	Add/Edit	1
Participant groups are a "tied together" so that a time you have the need reporting purposes. You can control which p region. Participant grou selection within Service	sub-divisions of funding streams where fiscal monies can be aggregate reporting is possible. Create a participant group any d to divide a funding stream money into separate "groups" for participant groups are currently available for use within your ups that are not mapped to your region will not be available for eLink or the Fiscal system.	I
Participant Group:	15% 2009 Stimulus Funding	
Edit Group Add New	Group Delete Group	

Figure 31 Add/Edit Participant Group

A D D I N G / E D I T I N G / D E L E T I N G P A R T I C I P A N T G R O U P S

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.



^k indicates a n	equired field
Provide a r associating associating	name for the group. This name will appear both within ServiceLink when clients with the participant group, and within the fiscal system when vendor and region admin budgets to specific funding streams/groups.
* Group Name	
Is this partic	cipant group for stimulus funding?
	* Stimulus Funding
	⊙ Yes
	No
For each re	agion under your control, indicate which funding streams should use this
participant	group.
25th Juv	enile District Youth Services
	Funding Streams
	Admin Admin
	Admin Admin(Stimulus Only)
	Admin Admin(Stimulus Only) Adult (Local Formula)
	 Admin Admin(Stimulus Only) Adult (Local Formula) Adult (Statewide 15%)
	 Admin Admin(Stimulus Only) Adult (Local Formula) Adult (Statewide 15%) Adult 15% Stimulus
	 Admin Admin(Stimulus Only) Adult (Local Formula) Adult (Statewide 15%) Adult 15% Stimulus Adult Stimulus
	 Admin Admin(Stimulus Only) Adult (Local Formula) Adult (Statewide 15%) Adult 15% Stimulus Adult Stimulus Adult Stimulus ARRA OJT - KS09
	 Admin Admin(Stimulus Only) Adult (Local Formula) Adult (Statewide 15%) Adult 15% Stimulus Adult Stimulus Adult Stimulus ARRA OJT - KS09 Biomass Programs
	 Admin Admin(Stimulus Only) Adult (Local Formula) Adult (Statewide 15%) Adult 15% Stimulus Adult Stimulus Adult Stimulus ARRA OJT - KS09 Biomass Programs Composites Kansas WIRED
	 Admin Admin(Stimulus Only) Adult (Local Formula) Adult (Statewide 15%) Adult 15% Stimulus Adult Stimulus Adult Stimulus Adult Stimulus Composites Kansas WIRED Dislocated Worker (Local Formula)
	 Admin Admin(Stimulus Only) Adult (Local Formula) Adult (Statewide 15%) Adult 15% Stimulus Adult Stimulus Adult Stimulus ARRA OJT - KS09 Biomass Programs Composites Kansas WIRED Dislocated Worker (Local Formula) Dislocated Worker (Statewide 15%)

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.


Ealting P	articipant Group: 15% 2009 Stimulus Funding
* indicates a n	equired field
You can m change the name for y fix a missp	odify the name of the group below. Please note that modifying the name will name for every region currently using this group. It will also change the our ServiceLink staff. In general, you should only change a group name to elled word or typo.
* Group Name	15% 2009 Stimulus Funding
Is this parti	cipant group for stimulus funding?
	* Stimulus Funding
	Yes
	© No
For each re participant	gion under your control, indicate which funding streams should use this group.
State Ada	
state Aun	nin
State Aun	nin
State Au	Funding Streams
	Funding Streams Admin Admin Admin(Stimulus Only)
	Funding Streams Funding Streams Admin Admin(Stimulus Only) Adult (Local Formula)
State Au	Funding Streams Admin Admin(Stimulus Only) Adult (Local Formula) Adult (Statewide 15%)
State Au	Funding Streams Funding Streams Admin Admin(Stimulus Only) Adult (Local Formula) Adult (Statewide 15%) Adult 15% Stimulus
State Aut	Funding Streams Admin Admin(Stimulus Only) Adult (Local Formula) Adult (Statewide 15%) Adult 15% Stimulus Adult Stimulus
	Funding Streams Funding Streams Admin Admin(Stimulus Only) Adult (Local Formula) Adult (Statewide 15%) Adult 15% Stimulus Adult Stimulus Adult Stimulus Adult Stimulus Adult Stimulus ARRA OJT - KS09
	Funding Streams Admin Admin(Stimulus Only) Adult (Local Formula) Adult (Statewide 15%) Adult 15% Stimulus Adult Stimulus Adult Stimulus Biomass Programs
	Funding Streams Funding Streams Admin Admin(Stimulus Only) Adult (Local Formula) Adult (Statewide 15%) Adult 15% Stimulus Adult Stimulus Adult Stimulus Adult Stimulus Biomass Programs Composites Kansas WIRED
	Funding Streams Admin Admin(Stimulus Only) Adult (Local Formula) Adult (Statewide 15%) Adult 15% Stimulus Adult Stimulus Adult Stimulus Biomass Programs Composites Kansas WIRED Dislocated Worker (Local Formula)
	Funding Streams Funding Streams Admin Admin(Stimulus Only) Adult (Local Formula) Adult (Statewide 15%) Adult (Statewide 15%) Adult Stimulus Adult Stimulus Adult Stimulus Adult Stimulus Adult Stimulus Composites Kansas WIRED Dislocated Worker (Local Formula) Dislocated Worker (Statewide 15%)

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.

Region-wide Deob	ligation
Please choose the appr	opriate region below:
* indicates a required field	
program year. Use this	ate all budgets for a region/enrollment combination and functionality with considerable caution.
* Region:	25th Juvenile District Youth Services
* Year:	
	* Funding Stream:
	Admin
	Admin Admin(Stimulus Only)
	 Adult (Local Formula)
	 Adult (Statewide 15%)
	Adult 15% Stimulus
	O Adult Stimulus
	O ARRA OJT - KS09
	O Biomass Programs
	Composites Kansas WIRED
	O Dislocated Worker (Local Formula)
	 Dislocated Worker (Statewide 15%)
	Dislocated Worker 15% Stimulus
	Dislocated Worker Stimulus
	Energy Transmission
	Green Construction & Mtg Processes
	Incumbent Worker (Statewide 15%)
	Incumbent Worker (Statewise 1376)
	 Job Service
	C Kansas Health Profession Opportunity Project

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.

Office Selection		1
Please select which offi deobligate vendor or re	ces to deobligate. Note that deobligating by office will not gion budgets.	
* Offices: You may select multiple entries by holding down the ctrl key.	25th Juvenile District Youth Services	
Select		



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.

Click on a budget name to view/approve t	he budget.	
Budget Name	 Primary Casetracker 	Enrollment
Client XXX-XX-2097 budget for service #3230354/vendor #0	Vannoster, Deanna	Adult
#5256554761001#6		

Figure 36 Budgets Pending Approval

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



Budget Contract	Spreads	heet					
* indicates a required field							
Client: JENNIFER OR Primary Casetracker Enrollment: Adult (Lo Budget Date: 12/28/	KS, XXX-X r: Deanna \ ccal Formul 2011	X-5216, Pa /annoster, a)	rticipant ID KANSASWO	: 592028 DRKS Great Be	nd		
Training/Service: Oc	cupational	Skills Train	ing				
* Quick-Reference Budget Name	2010 t	uition					
* Program Year (YYYY	1 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	ancel Budget	Entry Delete	Budget	Add Category	

Figure 37 Approve Budget

Review the budget and edit as necessary. (See the <u>Client Budgets</u> 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.



The budget was added/edi oudget.	ted successfully. The follo	owing table outline	es the current
Description	PY1	PY2	РҮЗ
Tuition & Fees	6000.00	0.00	0.00

Figure 38 Budget Contract

To make a payment against the budget, click **Budget Payment**. (See the <u>Payments</u> 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 <u>Client</u> <u>Budgets</u> 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.

BSS Report	FAV Report
Budget Status Sheet: specific details on a particular budget.	Funding Authorization Voucher: specific details on a particular budget.
Check Count	Check Sums
The number of checks cut by region/period.	Total amount of money vouchered by region/period.
Obligations	Educational Grants Report
Report that provides total obligations, expenses, and remaining funds by PY year, expenditure category, and enrollment.	Tracks leveraged funds by PY year and grant category.
Office Reports	PTS Report
Casemanager payment report, plus client and vendor registers.	Participant Transaction Sheet: transactions by client/vendor.
Region Transaction Report	Ad-Hoc Payment Query
Region admin budget transactions.	Query expense records on a variety of criteria.
Budget Balance Query	
Query Client Exited a Program with Balance in Their Budget.	

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.

SSN:	
First Name:	
Last Name:	
	 Partial Name Match?: Yes, return names similar to those I have provided. No, return names that match exactly as I have specified.
Jsername:	
Part ID:	
Enrollment ID:	
Search Cl	ear

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.



You may und printing. Clic his client or his client.	check the Print Indica k on the Print Comb the click on the Prin	atior box ined BSS It Combin	for any button ed FAV	training/service to print all selec to print all selec	to exclude ted BSS re ted FAV re	e it from ports for ports for
Print Indicator	Training	Serv Num	Proj	Fund	Begin Date	School Status
Adult (La		07/21	/2000			
Adult (Lo	ocal Formula) -	07/21,	/2000)		
Adult (Lo	Occupational Skills Training	07/21 / 4800	/ 2000 39	Adult (Local Formula)	11/14/00	NA

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.



Part ID: 111120 1309 SW Topeka opeka, KS 66103 (123) 456-7890						AJL 401 SV Topeka,	A-TS / Topeka KS 66603	
Agent: afdasd N PO Number:	lo Participa	nt Group	Serv Nu Station	m: 4138828 Desk: 2812	Earn IT a	nd Learn IT	- On-The-Jol	b Training
l	ESTBEG: 10 ACTBEG: 10)/15/2012)/15/2012	2			ESTEND: ACT	10/15/2012 END:	
			Pa	ayment Sectio	n*			
Days/Wk		Hr	s/Wk	н	lourly Wage		_ Needs Bas	ed Allow/Wk
Dep. Allow			_ Trans. N	1iles/Day	N	eeds Based	Mod/Adjustm	ient**
τ.	Defer to lac	t budget (submissio					
Funding	Stream: Fa	rn IT and	Learn IT	n prior to mai	Modificat	ions in these	e areas	
Funding	Stream: Ea	rn IT and	Learn IT	Budaeted	Modificat	ions in these	# areas	t
Funding	Stream: Ea	rn IT and PY 2014	Learn IT PY 2015	Budgeted Amt	King modificat Modificat Expended Amt	ions in these ion Date: Balance	# areas # Modif. Amount	voucher Amount
Funding Budget Category Work Clothing, Equipment & Tools	Stream: Ea PY 2013 \$800.00	rn IT and PY 2014 \$100.00	Learn IT PY 2015 \$100.00	Budgeted Amt \$1,000.00	King modificat Modificat Expended Amt \$0.00	ions in these ion Date: Balance \$1,000.00	Modif. Amount	Voucher Amount
Funding Budget Category Work Clothing, Equipment & Tools Technology Expenses	Stream: Ea PY 2013 \$800.00 \$200.00	rn IT and PY 2014 \$100.00 \$150.00	Learn IT PY 2015 \$100.00 \$100.00	Budgeted Amt \$1,000.00 \$450.00	King modificat Modificat Expended Amt \$0.00 \$0.00	ions in these ion Date:	Modif. Amount	Voucher Amount
Funding Funding Budget Category Work Clothing, Equipment & Tools Technology Expenses Technology Related Expenses	Stream: Ea PY 2013 \$800.00 \$200.00 \$150.00	rn IT and PY 2014 \$100.00 \$150.00 \$75.00	Learn IT PY 2015 \$100.00 \$100.00 \$75.00	Budgeted Amt \$1,000.00 \$450.00 \$300.00	King modificat Modificat Expended Amt \$0.00 \$0.00 \$0.00	ions in these ion Date: Balance \$1,000.00 \$450.00 \$300.00	Modif. Amount	termination for the second sec
Funding Funding Budget Category Work Clothing, Equipment & Tools Technology Expenses Technology Related Expenses Total Amounts:	PY 2013 \$800.00 \$200.00 \$150.00	rn IT and PY 2014 \$100.00 \$150.00 \$75.00 \$325.00	Learn IT PY 2015 \$100.00 \$100.00 \$75.00 \$275.00	Budgeted Amt \$1,000.00 \$450.00 \$300.00 \$1,750.00	King modificat Modificat Expended Amt \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	ions in these ion Date: Balance \$1,000.00 \$450.00 \$300.00 \$1,750.00	# Areas	Voucher Amount
Funding Funding Budget Category Work Clothing, Equipment & Tools Technology Expenses Technology Related Expenses Total Amounts:	PY 2013 \$800.00 \$200.00 \$150.00	rn IT and PY 2014 \$100.00 \$150.00 \$75.00 \$325.00	Learn IT PY 2015 \$100.00 \$100.00 \$75.00 \$275.00 ** Ac	Budgeted Amt \$1,000.00 \$450.00 \$300.00 \$1,750.00 id New Categ	King modificat Modificat Expended Amt \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	ions in these ion Date: Balance \$1,000.00 \$450.00 \$300.00 \$1,750.00	# Areas	t Voucher Amount
Funding Funding Budget Category Work Clothing, Equipment & Tools Technology Expenses Technology Related Expenses Total Amounts: Voucher Dat to	PY 2013 \$800.00 \$200.00 \$150.00 \$1,150.00	rn IT and PY 2014 \$150.00 \$75.00 \$325.00	Learn IT PY 2015 \$100.00 \$100.00 \$75.00 \$275.00 ** Ac	Budgeted Amt \$1,000.00 \$450.00 \$300.00 \$1,750.00 id New Categ	king modificat Modificat Expended Amt \$0.00 \$0.00 \$0.00 ory(s) made to:	ions in these ion Date: Balance \$1,000.00 \$450.00 \$300.00 \$1,750.00	Modif. Amount	Voucher Amount
Funding Funding Budget Category Work Clothing, Equipment & Tools Technology Related Expenses Total Amounts: Voucher Dat to Mail	PY 2013 \$800.00 \$150.00 \$1,150.00 te ing Address	rn IT and PY 2014 \$100.00 \$150.00 \$75.00 \$325.00 	Learn IT PY 2015 \$100.00 \$100.00 \$75.00 \$275.00 *** Ac	Budgeted Amt \$1,000.00 \$450.00 \$300.00 \$1,750.00 id New Categ	king modificat Modificat Expended Amt \$0.00 \$0.00 \$0.00 \$0.00 ory(s) made to: City:	ions in these ion Date: Balance \$1,000.00 \$450.00 \$300.00 \$1,750.00	Modif. Amount	

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.



SSN 1: Participant ID 1: SSN 2: Participant ID 2: SSN 3: Participant ID 3: SSN 3: Participant ID 3: SSN 4: Participant ID 4: SSN 5: Participant ID 5: SSN 6: Participant ID 5: SSN 6: Participant ID 6: SSN 7: Participant ID 7: SSN 8: Participant ID 8: SSN 9: Participant ID 9:	ients,
SSN 2:Participant ID 2:SSN 3:Participant ID 3:SSN 3:Participant ID 3:SSN 4:Participant ID 4:SSN 5:Participant ID 5:SSN 6:Participant ID 6:SSN 6:Participant ID 6:SSN 7:Participant ID 7:SSN 8:Participant ID 8:SSN 9:Participant ID 9:	
SSN 3: Participant ID 3: SSN 4: Participant ID 4: SSN 5: Participant ID 5: SSN 6: Participant ID 6: SSN 7: Participant ID 7: SSN 8: Participant ID 8: SSN 9: Participant ID 9:	
SSN 4: Participant ID 4: SSN 5: Participant ID 5: SSN 6: Participant ID 6: SSN 7: Participant ID 7: SSN 8: Participant ID 8: SSN 9: Participant ID 9:	
SSN 5: Participant ID 5: SSN 6: Participant ID 6: SSN 7: Participant ID 7: SSN 8: Participant ID 8: SSN 9: Participant ID 9:	
SSN 6: Participant ID 6: SSN 7: Participant ID 7: SSN 8: Participant ID 8: SSN 9: Participant ID 9:	
SSN 7: Participant ID 7: SSN 8: Participant ID 8: SSN 9: Participant ID 9:	
SSN 8: Participant ID 8: SSN 9: Participant ID 9: SSN 9: Participant ID 9:	
SSN 9: Participant ID 9:	
SSN 10: Participant ID 10:	

Figure 43 Client BSS – Display Multiple

FAV REPORT

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



SSN:	
First Name:	
Last Name:	
	 Yes, return names similar to those I have provided. No, return names that match exactly as I have specified.
Username:	
Part ID:	
Enrollment	

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.



Run Date: 05/13/2012			I
Participant Name: John Part ID: 70341 Case Manager: Lisa Har	Hantock		
CRT Occupational Licensed Practical and L	icensed 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	05/05/2005		
Est. End Date	12/29/2005		
Actual Start Date	05/05/2005		
Actual End Date	12/12/2006		
Line Item #1			
Authorized Categ	jory: Tuition & Fees		
Authorized Costs	\$2 996 50		
Partition CODE			
	Comments (1000 character max.)		
		(4)	
	NS court on the	*	
ine Item #2	The Check spelling	*	
Line Item #2	Check seeling		
Line Item #2 Authorized Cates	Check spelling		
Line Item #2 Authorized Categ Authorized Cost:	Check spelling pory: Books \$1,381.50	•	
Line Item #2 Authorized Cates Authorized Cost:	Check scelling		
Line Item #2 Authorized Categ Authorized Cost:	Check scelling pory: Books [\$1,381.50 Comments (1000 character max.)	•	
Line Item #2 Authorized Categ Authorized Cost:	Check spelling ory: Books [\$1,301.50 Comments (1000 character max.)	•	
Line Item #2 Authorized Categ Authorized Cost:	Comments (1000 character max.)		
Line Item #2 Authorized Cates Authorized Cost:	Check scelling pory: Books \$1,361.50 Comments (1000 character max.)		
Line Item #2 Authorized Categ Authorized Cost:	Check scelling ory: Books 51,361.50 Comments (1000 character max.)		
Une Item #2 Authorized Categ	Check spelling ory: Books (31,301.50 Comments (1000 character max.) Check spelling Check spelling		
Line Item #2 Authorized Cates Authorized Cost:	Check scelling Fory: Books S1,381.50 Comments (1000 character max.) Check scelling Check scelling		
Line Item #2 Authorized Cates Authorized Cost: Une Item #3 Authorized Cates	Check scelling Fory: Books S1,361:50 Comments (1000 character max.) Check scelling Check scelling The check scelling Ch		
Line Item #2 Authorized Categ Authorized Cost: Line Item #3 Authorized Categ Authorized Categ	Check spelling pery: Books [\$1,361.50 Comments (1000 character max.) * Check spelling pery: Materials & Supplies [\$137.47		
Line Item #2 Authorized Categ Authorized Cost: Line Item #3 Authorized Categ Authorized Categ	Check scelling Fory: Books S1,361.50 Comments (1000 character max.) Check scelling ory: Materials & Supplies S137.47 Comments (1000 character max.)		
Line Item #3 Authorized Cates Authorized Cost: Line Item #3 Authorized Cates Authorized Cost:	Check scelling Image: Second scelling Status Status <td></td> <td></td>		
Une Item #2 Authorized Cates Authorized Cost: Une Item #3 Authorized Cost:	Check scelling Comments (1000 character max.) Comments (1000 character max.) (1000 character max.) Comments (1000 character max.)		
Line Item #2 Authorized Categ Authorized Cost: Line Item #3 Authorized Cost:	Check spelling pry: Books [\$1,301.50 Comments (1000 character max.) Check spelling pry: Materials & Supplies [\$137.47 Comments (1000 character max.)		
Line Item #2 Authorized Cates Authorized Cost: Une Item #3 Authorized Cates Authorized Cost:	Comments (1000 character max.) Comments (1000 character max.) Check spellins pory: Materials & Supplies [\$137.47 Comments (1000 character max.)		
Line Item #3 Authorized Categ Authorized Cost: Line Item #3 Authorized Categ Authorized Categ	Check scelling pry: Books \$1,361.50 Comments (1000 character max.) ** Check scelling pry: Materials & Supplies \$137.47 Comments (1000 character max.) ** Check scelling		



Figure 46 Report Modification

	AUTHORIZATION VOUCHER; R	tun Date: 06/14/2012	
	State of kansas		
Participant Name: John Hancock	otate of Kansas		
Part ID: 70341	Department of Labor		
Case Manager: Phyllis Gish	Division of Employme	ent and Training	
use managerr nyms olsn	bristen er employme		
General Core Services			
Heartland Works			
1430 SW Topeka Blvd.			
Topeka, KS 66612			
(785) 235-5627			
BEG: 02/01/2003 ESTEND: 08/30/2003			
ACTBEG: 02/01/2003		ACTEND: 07/02/2003	
Funding Stream: Dislocated Worke	r (Local Formula)		
Authorized Category	Authorized Cost	Comments	
Tuition & Fees	\$600.00		
Materials & Supplies	\$100.00		
Total Amounts:		\$70	
The service selected has no budge	ts attached to it.		
Cond Invoice to:			
kansas Dapartment of Labor			
kansas Department of Labor			
kansas Department of Labor Division of Employment & Training	l		
kansas Department of Labor Division of Employment & Training Attention: Office Supervisor	ţ		
kansas Department of Labor Division of Employment & Training Attention: Office Supervisor 1430 SW Topeka Blvd.	ş		
kansas Department of Labor Division of Employment & Training Attention: Office Supervisor 1430 SW Topeka Blvd. Topeka, KS 66612	ş		
kansas Department of Labor Division of Employment & Training Attention: Office Supervisor 1430 SW Topeka Blvd. Topeka, KS 66612 (785) 235-5627	ş		
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 n	g avment within 30 days after o	ourse drop/add date.	
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 p Documentation of attendance/per	3 ayment within 30 days after c	ourse drop/add date.	
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 p Documentation of attendance/per	3 ayment within 30 days after c formance may be requested.	ourse drop/add date.	
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 p Documentation of attendance/per STUDENT MUST APPLY FOR A PELL O	ayment within 30 days after c formance may be requested. 3RANT, IF APPLICABLE. HAS ST	ourse drop/add date. FUDENT APPLIED: YESNONA	
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 p Documentation of attendance/per STUDENT MUST APPLY FOR A PELL O IF YES, PELL MUST BE APPLIED FIRST	ayment within 30 days after c formance may be requested. 3RANT, IF APPLICABLE. HAS ST `BEFORE ANY BILLING IS SUBM	ourse drop/add date. FUDENT APPLIED: YESNONA /ITTED.	

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.

Region: 25th Juvenile District Youth Services Segin Date: End Date:	indicates a required field	
* End Date:	* Region:	25th Juvenile District Youth Services
* End Date:	* Begin Date:	
	* End Date:	

Figure 48 Check Count

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
ΤΑΑ	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.

heck Sum Report	
indicates a required field	
* Region:	25th Juvenile District Youth Services
* Begin Date:	mm/dd/yyyyy
* End Date:	mm/dd/yyyy
Search Clear	

Figure 50 Check Sum

PY 2000 MONEY				
		Rapid Response Additional Assistance		
CATEGORY	Dislocated Worker (Local Formula) (2)	(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				
		Rapid Response Additional Assistance		
CATEGORY	Dislocated Worker (Local Formula) (2)	(5)	Admin (13) (1	FOTAL)
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	
	\$166,302.79	\$88,651.83	\$0.00	
Supportive Services - Transportation (21)			\$0.00	
Supportive Services - Transportation (21) Supportive Services - Emergency (22)	\$51,044.95	\$36,515.96	ŞU.UU	
Supportive Services - Transportation (21) Supportive Services - Emergency (22) Assessment Services Fee (29)	\$51,044.95 \$450.00	\$36,515.96 \$0.00	\$0.00	

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**.

indicates a required field	
* Report Area:	Please select one.
	 * Exclude Admin Funds? For Area reports only. Yes No
* Begin Year:	
* End Year:	
Search Clear	

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 20 Category	15 MONEY Adult (Local Formula)	Dislocated Worker (Local Formula)	Rapid Response Additional Assistance	In School Youth -Youth	Out of School Youth -Youth	Total
OJT Payme	ents					
Budgeted	\$75,628.61	\$0.00	\$0.0	0 \$0.00	\$0.00	\$75,628.61
Accrued	\$0.00	\$0.00	\$0.0	0 \$0.00) \$0.00	\$0.00
Expended	\$69,163.97	\$0.00	\$0.0	0 \$0.00	\$0.00	\$69,163.97
Remaining	\$6,464.64	\$0.00	\$0.0	0 \$0.00	\$0.00	\$6,464.64
Tuition & Fe	ees					
Budgeted	\$156,645.17	\$27,478.50	\$0.0	0 \$44,744.53	\$19,858.53	\$248,726.73
Accrued	\$16,617.00	\$1,392.82	\$0.0	0 \$7,727.19	\$4,752.50	\$30,489.51
Expended	\$106,858.27	\$16,845.48	\$0.0	0 \$17,486.62	\$2,892.00	\$144,082.37
Remaining	\$33,169.90	\$9,240.20	\$0.0	0 \$19,530.72	2 \$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**.



* Poport Aroa	Workforce Investment Area III - Workforce Investment Act
Report Area.	
* Begin Year:	2012
* End Year:	2012

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.

Regions included in this report:				
Kaiser/UMOS				
 Kansas City Area 				
 Local Area III - Workforce Partne 	rship			
Mobile Unit				
 Overland Park Area 				
Pyxis Youth				
Workforce Partnership				
	PY	2012		
Grant Category	Initial Grant Amount	Second Grant Amount	Third Grant Amount	Total Amoun
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	\$93,513.0
Other Federal Grant	\$200.00	\$100.00	\$0.00	\$300.0
State Aid	\$4,499.03	\$0.00	\$0.00	\$4,499.0
Institutional Aid	\$0.00	\$0.00	\$0.00	\$0.0
Other Financial Aid	\$0.00	\$0.00	\$0.00	\$0.0
Employer Funded Aid	\$0.00	\$0.00	\$0.00	\$0.0
TOTAL GRANT AND AID AVAILABLE	\$103,254.17	\$16,988.00	\$6,312.00	\$126,554.13
	\$129,543.00	\$4,932.00	\$0.00	\$134,475.0
Training Program Costs of Attendance				

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.

PELL Grant - Int Printed 09/14/2	ial Grant Amount 2015	cued Amount	DELL Cropt C)ther Foderal Crant	Stata Aid	Institutional Aid	Other Financial Aid	Employer Eupdod Aid	Total Crant and Aid Available
artid Lastina	me FIrst Name TTA IS	sued Amount	PELL Grant C	Juler Federal Grant	State Ald	Insulutional Ald	Other Financial Alu	Employer Funded Ald	Total Grant and Ald Available
				*0.00	*0.00	*0.00	*0.00	*****	AD 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.

Related Links: Clie	ent Register Vendor Register
indicates a required field	
Office:	25th Juvenile District Youth Services
* Voucher Date:	mm/dd/yyyyy
Search Clear	

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.



		Run Dat Voucher	te: 12/29/2/ ed: 02/26/2	011 2004		
DWA	YNE MCDWAYNE	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.



Participant	Transaction Sheet	l
SSN:		
First Name:		L
Last Name:		I
	Partial Name Match?: Yes, return names similar to those I have provided. No, return names that match exactly as I have specified. 	l
Username:		
Part ID:		
Enrollment ID:		
Search C	lear	ð

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.



	PA	RTICIPANT TRANSACT	ION SHEET - Run Dat	e: 12/08/2011		
Linda', Joy					WIA - Linda's Scr	ub Shop
SSN:						
1111 N. Oak Cir.						
Wichita, KS 67111						
316-111-1111						
Agent: WIA			Serv Num: 2618319	Adult (Local F	ormula) - Suppor	tive Services
ESTBEG: 01/21/2009		ESTEND: 02/21/2009				
ACTBEG: 01/21/2009		ACTEND:				
Work Clothing, Equipme	nt & Tools		\$138.98			
Work Clothing, Equipme Vendor ID & Name	nt & Tools Voucher	Check Number	\$138.98 Check Date	Begin Date	End Date	Amount
Work Clothing, Equipme Vendor ID & Name 3779 Linda's Scrub Shop	nt & Tools Voucher 106403	Check Number 20370	\$138.98 Check Date 2/23/2009	Begin Date 1/31/2009	End Date 1/31/2009	Amount \$138.98

Figure 60 Sample Participant Transaction Sheet

REGION TRANSACTION REPORT

The region transaction report pulls detailed transaction information by region.

Region Tr	ransactio	n Report
* indicates a re	quired field	
	* Region:	25th Juvenile District Youth Services
Search	Clear	

Figure 61 Region Transaction Report

After selecting the region, a list of budgets displays.



egion 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.

Administrative Setaside				Contract An	nount: \$20,5	54.79
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 Ba	alance: \$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.



ter your report criter	ia below:
ndicates a required field	
Part ID:	
SSN:	
Voucher ID:	
Check Number:	
nly return nvouchered ayments:	
Vendor ID:	
Service Num:	
Funding Streams You may select multiple entries by holding down the ctrl key.	NEG - KS08 NEG - KSX1 OneKC Wired R/ATAA RA Works! Demo
Participant Groups You may select multiple entries by holding down the ctrl key.	All Participant Groups O00 Group Source Stimulus Funding 2010 OSY TANF Summer Employment Funding 2010 TANF Summer Employment Funding
Expenditure Categories You may select multiple entries by holding down the ctrl key.	All Categories Activities Administrative Setaside Adult and Youth Mentoring Services Fee Alternative Secondary School Fee T
Start Entry Date	mm/dd/yyyy
End Entry Date	mm/dd/yyyy
Start Check Date	mm/dd/yyyy
End Check Date	mm/dd/yyyy
* Columns to display: You may select multiple entries by holding down the ctrl key.	Payment Type Voucher # Vendor ID Vendor Name SSN Part ID Client Name Fund Training

Figure 64 Ad-Hoc Payment Query



												Ad-hoc	Paym	ent Q	uery											
Payment Type	Voucher #	Vendoi ID	Vendor Name	SSN	Part ID	Client Name	Fund	School Status	Training	Category	Project	Gross Amount	PY/FY	Year	Pay Be	gin	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 nursin 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 & fee 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 Re	port
* 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.

Participant ID	Client Name	Serv Num	Training Activity	Budget Amount	Expense Amount	Balance Amount	Funding	Category	Exit Date
578942	Tom, Thumb	<u>3198893</u>	Occupational Skills Training	\$500.00	\$462.16	\$37.84	1	Tuition & Fees	11/3/2010
68421	Mandy, Muffett	<u>3172395</u>	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 <u>Ad-Hoc Payment Queries</u> section for details.)

nter your sea	arch criteria below:
SSN:	
Last Name:	
First Name:	
	Partial Name Match?: Yes, return names similar to those I have provided. No, return names that match exactly as I have specified.
Jsername:	
Part ID:	
Enrollment ID:	
Search CI	ear

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 <u>Figure 13</u>.)

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

raining	Serv Num	Proj	Fund	Begin Date	School Status
dult (Local Formu	ıla) - 10/31	/2006			
Occupational Skills Training	2159569	0	Adult (Local Formula)	01/10/07	NA
leath Care and He	alth Inform	ation -	12/15/2011		
Occupational Skills	3699696	0	Heath Care and Health	01/09/12	NA
Training (HHIT)	3033030	Ū	Information	01/03/12	nici Nici
Print Combined BSS	Print Comb	ined FA\	/		
Dending Service	es for She	ri Ber	aer		
	Do TOT OTIC		gei		
	,				
his table lists those	training/serv	ice item	is that have not yet sta	ted.	

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.

/endor 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
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.

Associate a Ve	ndor	
If this open budge Otherwise, click th	t payment should be made to a vendor, choose that vendor below. e "Client Payment" button.	
Vendor ID:		
Name:		
First few letters of city:		
Zip:		
Search Client P	ayment Clear	





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.



distant a second						
In Calves & Requ	uired field					
u are mak 552] for Tu	ing a client uition & Fee	[Joy Decker] pay s.	ment to Pratt Community C	College/Vo-Tech		
ervice: Occ rticipant G Number: tual Start I timated En	upational S iroup: 000 Date: 07/2 id Date: 05	kills Training (276 - No Participant Gi 0/2009 /30/2011	7451] roup			
Y Budget (Overview					
Y Year	Amoun	t Budgeted	Amount Spent	Avail		
2009	\$2,551.3	0	\$2,551.30	\$0.00		
2010	\$2,691.8	5	\$1,447.05	\$1,244.80		
2011	\$0.00		\$0.00	\$0.00		
ayment In	formatio	n				
		120				
		Туре				
		Actual				
		C Accrual				
	* Rate:	0.00				
ut a minus : eturned che	* Rate: sign (-) bef	0.00	ber to create a negative pa	yment for a		
ut a minus : eturned che	= Rate: sign (-) bef ck, refund	0.00 ore the units numb or negative adjust	ber to create a negative pa ment.	yment for a		
ut a minus : eturned che	* Rate: sign (-) bef cck, refund * Units:	0.00	ber to create a negative pa ment.	yment for a		
ut a minus s eturned che * Be	* Rate: sign (-) bef ck, refund * Units: gin Date:	0.00	ber to create a negative pa ment.	yment for a		
ut a minus a eturned che * Be * E	* Rate: sign (-) bef ick, refund * Units: gin Date: End Date:	0.00 fore the units numb or negative adjust mm/dd/yyyy mm/dd/yyyy	ber to create a negative pa	yment for a		
'ut a minus : eturned che * Be * E Invoice/R	* Rate: sign (-) bef ck, refund * Units: gin Date: End Date: Number	0.00 fore the units number or negative adjust mm/dd/yyyy mm/dd/yyyy	ber to create a negative pa ment.	yment for a		
Put a minus : eturned che * Be * E Invoice/R Payme	* Rate: sign (-) bef ick, refund * Units: gin Date: ind Date: teference Number ent Status	0.00 fore the units number or negative adjust mm/dd/yyyy mm/dd/yyyy Please Select	ber to create a negative par ment.	yment for a		
rut a minus ; eturned che * Be * E Invoice/R Payme	* Rate: sign (-) bef ck, refund * Units: gin Date: End Date: Reference Number ent Status	0.00 fore the units number or negative adjust mm/dd/yyyy mm/dd/yyyy Please Select	ber to create a negative pa ment.	yment for a		
ut a minus : eturned che * Be * E Invoice/R Payme	* Rate: sign (-) bef ck, refund * Units: gin Date: ind Date: teference Number ent Status	0.00 or e the units numb or negative adjust mm/dd/yyyy mm/dd/yyyy Please Select Comment (1000 character m	ber to create a negative pa ment.	yment for a		
Put a minus : eturned che * Be * E Invoice/R Payme	* Rate: sign (-) bef ck, refund * Units: gin Date: End Date: Reference Number ent Status	0.00 fore the units number or negative adjust mm/dd/yyyy mm/dd/yyyy Please Select Comment (1000 character m	ber to create a negative pa ment.	yment for a		
Put a minus : eturned che * Be * E Invoice/R Payme	* Rate: sign (-) bef ick, refund * Units: gin Date: ind Date: teference Number ent Status	0.00 fore the units number or negative adjust mm/dd/yyyy mm/dd/yyyy Please Select Comment (1000 character m	ber to create a negative pa ment.	yment for a		
rut a minus ; eturned che * Be * E Invoice/R Payme	* Rate: sign (-) bef ck, refund * Units: gin Date: End Date: teference Number ent Status	0.00 fore the units number or negative adjust or negative adjust mm/dd/yyyy mm/dd/yyyy Please Select Comment (1000 character m	ber to create a negative pa ment.	yment for a		





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

	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						
	* Туре					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										

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

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.


* Adult (Local Formula) Split %	100.00
Adult (Local Formula) Split Flat Rate:	0.00
Adult (Local Formula) Participant Group	000 - No Participant Group ▼

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 <u>Negative Payments</u> 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.

Payments		1
The total amo	ount expended will be \$20.00.	
If this is not a "Continue".	acceptable, click "Cancel" to revise the payment, otherwise click	
Continue	Cancel	

Figure 75 Payment Confirmation



Overlapping payments require an additional confirmation.

	re is already	a payment on	file that sha	res part or al	l of this pay	period.
The total amo	ount expende	d will be \$20.0	00.			
f this is not a 'Continue".	acceptable, cl	ick "Cancel" to	o revise the p	ayment, othe	erwise click	
Overlapping	J 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 Death	108917	0000022974	09/20/2010	08/18/2010	12/11/2010	\$275.05

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.



The payment h	as been logged	ł
The payment has b	een logged to the database.	
To aid in mass pay the SAME SERVICE submitted, you can	ments, if you need to enter a payment against a different client for TYPE, EXPENDITURE TYPE, AND VENDOR as the payment just enter the SSN and click the "Quick Entry" button below.	I
Quick Entry SSN:		
New Payment for this	s Service Services List Quick Entry	

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.



Negative Pa	ayment
You have enter	red a negative payment, more information is necessary.
* indicates a require	d field
If this negative is not the payn vendor/client.	e payment is due to a refund, please enter the check number below. This naster check number, but the personal check number of the
Refund Check Number:	
	 * Negative payment type: Reimbursement of Overpayment Future Adjustment
For which PY y	ear should the adjustment be made?
Adjustment Year:	
Continue	

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 "nonpaymaster 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**.

Returned Cheo	k	- 1
* indicates a required fie	d	
Enter the check #	to be voided.	
* Check Number:		
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.

Рауее	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.



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.

Vendor Mainte	nance
Please provide you vendor, you must	ur search criteria below to find a vendor to edit. To add a new search first to ensure the vendor does not already exist.
Vendor ID:	
Name:	
First few letters of city:	
Zip:	
Search Clear	

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.



venuor maintenance	
Make the vendor additions	s/modifications and click "Add New" to continue.
^s indicates a required field	
Name:	
FEIN:	
/endor address code is a	unique number to the FEIN ranging from 00-99
Vendor Address Code:	00
* Address	
Address Line 2	
* City	
* State	Kansas
* ZIP/Postal Code	
* Country	United States
International State/Province/County	
Phone:	
Fax:	
Email:	
	For Profit Vendor or eligible for 1099 MISC: Yes No
f For Profit Vendor is mai	rked yes, FEIN is required.
If FEIN is not available, check box and FEIN will not be required:	
Add New Clear	

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.

Make the vendor addition	s/modifications and click "Modify" to continue.
* indicates a required field	
Name:	State of Kansas Dental Board
FEIN:	
Vendor address code is a	unique number to the FEIN ranging from 00-99
Vendor Address Code:	00
* Address	
Address Line 2	
* City	
* State	International
* ZIP/Postal Code	
* Country	United States
International State/Province/County	
Phone:	
Fax:	
Email:	
	For Profit Vendor or eligible for 1099 MISC: Yes No
If For Profit Vendor is ma	rked yes, FEIN is required.
If FEIN is not available, check box and FEIN will not be required:	
Modify Delete Clear	1

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.



lame	ID	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	

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.



Choose which vendor record t	o keen.				
Name	ID	Address	City	Zip	
State of Kansas Dental Board	3787				\bigcirc
State of Kansas Dental Board	3788	900 SW Jackson	Topeka	66612	۲
Merge Into This Account					

Figure 87 Vendor Merge Results

Vendor merges must be confirmed.

Merging the accounts will change all expense and contract records to point at a single vendor account. Is this OK?	Merge these accounts?	
Yes No	Merging the accounts will change all expense and contract records to point at a single vendor account. Is this OK?	
	Yes No	

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.

nter your voucher crite	eria below:
indicates a required field	
* Region:	25th Juvenile District Youth Services
ou can limit this vouch pans multiple funding unding stream split is s	er to individual funding streams below. However, if a payment streams, that payment will not be vouchered unless each selected. Payments cannot be split across multiple vouchers.
* Choose funding streams: You may select multiple entries by holding down the ctrl key.	Adult (Local Formula) Adult (Statewide 15%) Adult 15% Stimulus Adult Stimulus Adult Stimulus ARRA OJT - KS09 Biomass Programs Composites Kansas WIRED Dislocated Worker (Local Formula) Dislocated Worker (Statewide 15%)
	Choose a payment type: Regular/Future Adjustments Refunds/Returns
	Choose a payment status: Actual Accrual
Submit Clear	





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.

ter your youcher crite	
nter your voucher chit	ena below.
[•] indicates a required field	
* Region:	25th Juvenile District Youth Services
You can limit this vouch spans multiple funding unding stream split is s	er to individual funding streams below. However, if a payment streams, that payment will not be vouchered unless each selected. Payments cannot be split across multiple vouchers.
* Choose funding streams: You may select multiple entries by holding down the ctrl key.	Adult (Cale 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%)
	Choose a payment type: Regular/Future Adjustments Refunds/Returns
	Choose a payment status: Actual Accrual
* Voucher type:	Please Select •

Figure 90 Client Vouchers



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

Enter your voucher criteria below:	Services	5	ł.
 Indicates a required field Choose which services to voucher: Apprenticeship Apprenticeship ARRA Adult Education and Literacy Activities ARRA Assessment Orientation ARRA Assessment Testing ARRA Career Guidance ARRA Case Management ARRA Child Care Services ARRA Comprehensive Assessments ARRA Customized Resume Assistance ARRA Customized Training ARRA Emergency Services ARRA Emergency Services ARRA Entrepreneurial Training ARRA Follow-Up Services - Post Placement 	Enter your	r voucher criteria below:	
Choose which services to voucher: Apprenticeship ARRA Adult Education and Literacy Activities ARRA Assessment Orientation ARRA Assessment Testing ARRA Career Guidance ARRA Career Guidance ARRA Case Management ARRA Child Care Services ARRA Child Care Services ARRA Comprehensive Assessments ARRA Customized Resume Assistance ARRA Customized Training ARRA Emergency Services ARRA Emergency Services ARRA Entrepreneurial Training ARRA Follow-Up Services - Post Placement	* indicates a r	required field	
Image: Street in Free i	Choos	se which services to voucher	
 ARRA Adult Education and Literacy Activities ARRA Assessment Orientation ARRA Assessment Testing ARRA Career Guidance ARRA Case Management ARRA Child Care Services ARRA Comprehensive Assessments ARRA Customized Resume Assistance ARRA Customized Training ARRA Dependent Care ARRA Emergency Services ARRA Emergency Services ARRA Entrepreneurial Training ARRA Follow-Up Services - Post Placement 		Apprenticeship	
 ARRA Assessment Orientation ARRA Assessment Testing ARRA Career Guidance ARRA Case Management ARRA Child Care Services ARRA Comprehensive Assessments ARRA Customized Resume Assistance ARRA Customized Training ARRA Dependent Care ARRA Emergency Services ARRA Entrepreneurial Training ARRA Follow-Up Services - Post Placement 		ARRA Adult Education and Literacy Activities	
 ARRA Assessment Testing ARRA Career Guidance ARRA Case Management ARRA Case Management ARRA Child Care Services ARRA Comprehensive Assessments ARRA Customized Resume Assistance ARRA Customized Training ARRA Dependent Care ARRA Dependent Care ARRA Emergency Services ARRA Entrepreneurial Training ARRA Follow-Up Services - Post Placement 		ARRA Assessment Orientation	
 ARRA Career Guidance ARRA Case Management ARRA Child Care Services ARRA Comprehensive Assessments ARRA Customized Resume Assistance ARRA Customized Training ARRA Dependent Care ARRA Dependent Care ARRA Emergency Services ARRA Entrepreneurial Training ARRA Follow-Up Services - Post Placement 		ARRA Assessment Testing	
 ARRA Case Management ARRA Child Care Services ARRA Comprehensive Assessments ARRA Customized Resume Assistance ARRA Customized Training ARRA Dependent Care ARRA Dependent Care ARRA Emergency Services ARRA Entrepreneurial Training ARRA Follow-Up Services - Post Placement 		ARRA Career Guidance	
 ARRA Child Care Services ARRA Comprehensive Assessments ARRA Customized Resume Assistance ARRA Customized Training ARRA Dependent Care ARRA Emergency Services ARRA Entrepreneurial Training ARRA Follow-Up Services - Post Placement 		ARRA Case Management	
 ARRA Comprehensive Assessments ARRA Customized Resume Assistance ARRA Customized Training ARRA Dependent Care ARRA Emergency Services ARRA Entrepreneurial Training ARRA Follow-Up Services - Post Placement 		ARRA Child Care Services	
 ARRA Customized Resume Assistance ARRA Customized Training ARRA Dependent Care ARRA Emergency Services ARRA Entrepreneurial Training ARRA Follow-Up Services - Post Placement 		ARRA Comprehensive Assessments	
 ARRA Customized Training ARRA Dependent Care ARRA Emergency Services ARRA Entrepreneurial Training ARRA Follow-Up Services - Post Placement 		ARRA Customized Resume Assistance	
 ARRA Dependent Care ARRA Emergency Services ARRA Entrepreneurial Training ARRA Follow-Up Services - Post Placement 		ARRA Customized Training	
 ARRA Emergency Services ARRA Entrepreneurial Training ARRA Follow-Up Services - Post Placement 		ARRA Dependent Care	
Image: Construction of the second		ARRA Emergency Services	
ARRA Follow-Up Services - Post Placement		ARRA Entrepreneurial Training	
		ARRA Follow-Up Services - Post Placement	
ARRA General Training		ARRA General Training	
ARRA Group Counseling		ARRA Group Counseling	
ARRA Individual Employment Plan		ARRA Individual Employment Plan	

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 Vouchere	d Expenses by Funding Stream/Se	rvice/Expenditure Ca	tegory
The sub-numbers (n) are	e roll ups for the particular funding	g 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.									
or	PID	Client Name	Training	Funding Stream	Payment Status	Category	Payment Amount Pay Begin	Pay End	PO
County Commuinity Colleg	648975	Frank, Lisa	Occupational Skills Training	Adult (Local Formula)	Partial	Books	\$95.00 5/27/2011	5/27/2011	
					Paye	ee: Allen County	Commuinity Colleg; Total Amo	unt: \$95.00	
Community College/Vo-Tech Community College/Vo-Tech	458731 458731	Decker, Joy Decker, Joy	Occupational Skills Training Occupational Skills Training	Adult (Local Formula) Adult (Local Formula)	NA NA	Tuition & Fees Tuition & Fees	\$20.00 12/8/2010 \$50.00 12/8/2010	12/31/2010 12/31/2010	
						Payee: Pra	att Community College/Vo-Tec	h ; Total Am	ioun
							רא TOTAL VOL	2010 AMOU	JNT: UNT

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.

Success	l
The voucher has been successfully created as voucher 109980 . To view the details of this voucher, click "Print Voucher Report" else click "New Voucher" to create another voucher.	l
Payment Voucher HTML Report Payment Voucher Excel Report New Voucher	Į

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.

ter the voucher number below:	
indicates a required field	
* Voucher ID:	
Re-Print Payment Voucher HTML Preview Re-Print Payment Voucher Excel	Preview
Delete Clear	

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.

Delete Confirmation	l
Are you sure you want to delete this voucher?	L
Confirm Cancel	J

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**.

Check all vou lifferent date	chers that should have th in the Reconcile Date Fie	e check date set to (Id to backdate the ch	Current Date) or enter a eck 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 Vouche	rs
* 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.

lumber	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

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.

State Allocation Management	Local Area Allocation Management
Add/Edit the master state allocation grant records. Allows state admin to create splits and obligate available funds to the local areas.	Add/Edit Local Area obligation of grants. Allows local area admin to create splits and obligate available funds to regions.
Region Allocation Management	Office Allocation Management
Add/Edit Region obligation of grants. Allows region admin to create splits and obligate available funds to the local offices.	Add/Edit Office obligation of grants.
Disable Area Allocation Management	
This function allows fiscal allocation state admin the ability to turn off and on specific entities for allocation management usage.	

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**.



* indicates a required field	
* Grant Year	PY •
* Year:	2014
Funding Stream:	Please Select One
Type of Search	Active •
Search Clear Retu	rn To Desktop

Figure 102 State Allocation Search

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

dit	Туре	Funding Stream	Grant Year	Year	Effective Start Date	Effective End Date	Grant Amount	Admin Amount	Set Aside Amount	Governor's Reserve Amount	Program Amount	Status
Edit	Formula	Adult (Local Formula)	ΡY	2014	07/01/2014	06/30/2017	\$5,000,000.00	\$0.00	\$0.00	\$0.00	\$5,000,000.00	Active

Figure 103 State Allocation Search Results

Adding State Allocations

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



State Allocations

Please provide the Grant Year, Year and Funding Stream in order to add/edit a state allocation to a funding stream.

* indicates a required field	
* Grant Year	PY V
* Year:	YYYY
* Funding Stream:	Please Select One
Add New Clear R	eturn To Desktop

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**.



Adult (Local Formula) for grant year type of PY 2015 Please provide the allocation information below.
* indicates a required field
The amount currently obligated is: \$705,836.67
* Type of Allocation Please Select V
Funding Availability Period
* Effective Start Date:
* Effective End Date: mm/dd/yyyy
* Amount: 0.00
Admin Split 0%
Set Aside Split 0%
Program Split Select One 🔻
Governor's Reserve 0% ▼ Split
Submit New Allocation Clear

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**.



Adult (Local Please provide th	Formu	la) for grant year type of PY 2014 I allocation information below.
* indicates a require	d field	
The amount cur	rently obli	gated is: \$1,770,295.65
* Type of A	llocation	Formula •
-Funding Availa	ability Perio	d
* Effective Start Date:	07/01/2	D14
* Effective End Date:	06/30/2	D17
*,	Amount:	500000.00
Adı	min Split	0%
Set As	side Split	0%
Progr	am Split	100% 🔻
Governor's	Reserve Split	0% •
* What is the this all	status of ocation?	Active •
Update Allocatio	n Clear	

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.



Adult (Local Formula) for grant year type of PY 2014	
Amount available to obligate to the local area(s): \$5,000,000.00. The amount obligated to the local area(s) must equal 100% of the amount available.	I
Workforce Investment Area I	
The amount currently obligated is: \$410,850.95	L
Amount: 1000000.00	
Workforce Investment Area II	
The amount currently obligated is: \$0.00	I
Amount: 1000000.00	
Workforce Investment Area III	
The amount currently obligated is: \$310,272.49	l
Amount: 1000000.00	
Workforce Investment Area IV	
The amount currently obligated is: \$649,343.57	I
Amount: 1000000.00	
Workforce Investment Area V	
The amount currently obligated is: \$399,828.64	I
Amount: 1000000.00	
Obligate Clear	

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.

nactivate	Туре	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

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 Alloca Please provide the Gran allocation to a funding s	tions It Year, Year and Funding Stream in order to edit a local area 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 Re	eturn To Desktop

Figure 109 Local Area Allocation Management Search

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

.ocal Area	Туре	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

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:							
* Effective End Date: 06/30/2016							
Grant Amount: \$100000.00							
Admin Split 0%							
Admin Amount: \$0.00							
Program Amount: \$100000.00							
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): 1500.00 . 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	Ī
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**.



Region Allocation Please provide the Gran allocation to a funding s	s It Year, Year and Funding Stream in order to add/edit a Region stream.
* indicates a required field	
* Grant Year	PY v
* Year:	2013
Region:	Please Select One
Funding Stream:	Please Select One
Type of Search	Active 🗸
Search Clear Re	turn To Desktop
-	

Figure 113 Region Allocation Search

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

Region	Туре	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	ΡY	2013	07/01/2013	06/30/2015	\$59617.74	\$0.00	\$59,617.74	Active
Arbor	Formula	Adult (Local Formula)	ΡY	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)	ΡY	2013	07/01/2013	06/30/2015	\$28772.83	\$0.00	\$0.00	Active
25th Juvenile District Youth Services	Formula	Adult (Local Formula)	ΡY	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)	ΡY	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**.

Local Area III Adult (Local F Please provide the	I - Workforce Partnership Formula) funding for grant year type of PY 2014 updated allocation information below.						
* indicates a required fie	ald						
The amount currer	ntly obligated from this region is: \$311,292.48						
Type of Allocation:	Formula						
- Funding Availabi	lity Period						
* Effective Start Date: 07/01/2014							
* Effective End Date:	06/30/2016						
Grant Amount: \$1	30000.00						
Adm	in Split 5%						
Admin Amount: \$6	\$5000.00						
Program Amount:	\$1235000.00						
Update Allocation	Clear						
-							



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.


TAA for grant year type of PY 2013				
Amount available to obligate to the office(s): $$59617.74$. The amount obligated to the office(s) must equal 100% of the amount available.				
Johnson County Workforce Center				
The amount currently obligated is: \$878,112.81				
Amount: 15000.00				
Leavenworth (Vet Outreach)				
The amount currently obligated is: \$0.00				
Amount: 18655.00				
Leavenworth County Workforce Center				
The amount currently obligated is: \$0.00				
Amount: 25962.74				
Workforce Partnership Administrative Office				
The amount currently obligated is: \$0.00				
Amount: 0.00				
Wyandotte County Workforce Center				
The amount currently obligated is: \$104,118.00				
Amount: 0.00				
Obligate Clear				

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**.



Office Allocations Please provide the Grant allocation to a funding s	: Year, Year and Funding Stream in order to edit an Office tream.
indicates a required field	
* Grant Year	PY •
* Year:	YYYY
Office:	Please Select One
Funding Stream:	Please Select One
Type of Search	Active 🔻
Search Clear Ret	Irn To Desktop

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	Туре	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)	ΡY	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)	ΡY	2014	07/01/2014	06/30/2016	\$333333.00	\$0.00	\$333333.00	Active
Workforce Partnership Administrative Office	Formula	Program	Adult (Local Formula)	ΡY	2014	07/01/2014	06/30/2016	\$1.00	\$0.00	\$0.00	Active
Wyandotte County Workforce Center	Formula	Program	Adult (Local Formula)	ΡY	2014	07/01/2014	06/30/2016	\$333333.00	\$0.00	\$333333.00	Active

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**.



Disable/Enable Entities for allocation of funds In order to enable or disable entities for use of allocation funds please select the funding stream and local area, region or office below to get a list of options. If you do not see the funding stream in the dropdown and you believe it should be please confirm the funding stream settings have been setup for allocation usage.
* indicates a required field
* Funding Stream: Please Select One 🗸
* Choose which level to enable or disable for allocation management
 Region
O Office
Submit Return To Desktop

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.



Available Entities To Disable

Please select from the list of available entities to be disabled for the use of the allocation management system.

-L	Local Ar	eas:
		Workforce Investment Area I
		Workforce Investment Area II
		Workforce Investment Area III
		Workforce Investment Area IV
		Workforce Investment Area V
Please office are co partic becor alloca down	e note l es tied to urrently cular en me activ ation mo	by selecting any of these areas, it will result in disabling all regions and to the chosen local area(s). If there are any existing allocation entries that active they will be set to inactivate and no longer accessible unless that tity is enabled again for allocation usage. The existing entries will then not be by default you must access the master allocation record in the state bodule and activate area again to reinstate all regions and offices from the top
Cont	firm(Check All Uncheck All Return

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)
ΥΥΥΥ,	- 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)
Х,	- Name
Х,	- Address line 1
Х,	- Address line 2
Х,	- 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)
999999999.99	- Garnishment amount (.00 for zeroes) (ckmcontri)