

Region 4 Workforce Investment Board Track One Fiscal Module

PURPOSE: Regional use of the Fiscal Module

REFERENCES: DWD Communication and Track-One Technical Guidance Bulletin TTGB 2006-11

CONTENT: Department of Workforce Development has determined that the full fiscal module available in TrackOne will be used by all regions. This policy sets expectations and guidance for the use of the fiscal module in Region 4 to ensure consistent, accurate, and complete recording of customer when funds are expended. Case files are subject to monitoring and data validation reviews.

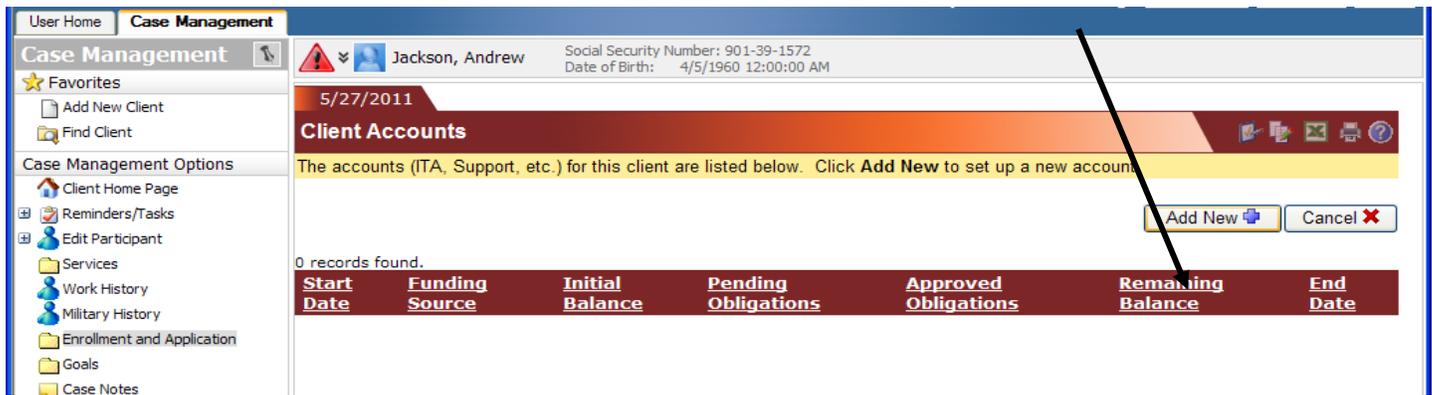
This document walks through the process step-by-step for using the TrackOne fiscal module. The purpose of this flow is to show how accounts are created, an obligation is created, and how the voucher is issued/scanned into TrackOne.

Once an application has been created, eligibility has been established, and a training or supportive service is going to be provided; the user will set up a new account or add additional accounts by accessing the "Accounts" icon from the dropdown gear next to the application.

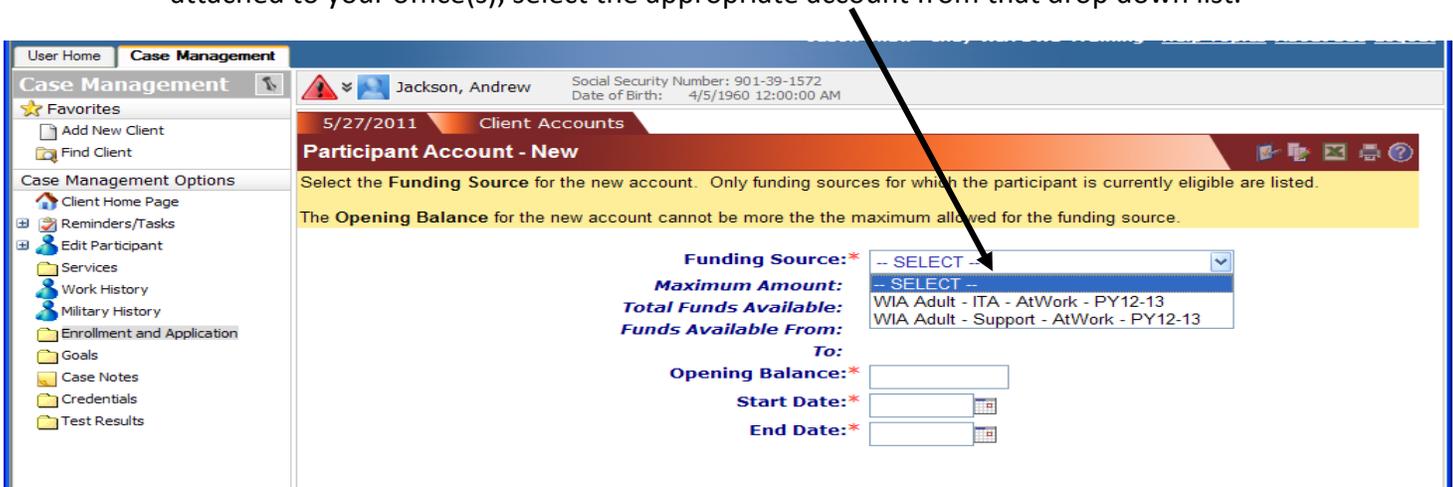
The screenshot displays the TrackOne Case Management interface. The user is logged in as Andrew Jackson, with a Social Security Number of 901-39-1572 and a Date of Birth of 4/5/1960. The main content area is titled "Enrollment and Application" and contains a table with one record found. The table has columns for Participation Date, Exit Date, App. Date, Interviewer, Organization, Region, and Eligibility. The record shows a participation date of 5/27/2011, interviewed by Jason Shaw, at At Work Solutions, in the ARRA Adult region. A dropdown menu is open next to the record, with the "Accounts" option highlighted. The menu includes options like View Registration, Edit Registration, Edit Application, Accounts, Monthly Contact, Follow Ups, Exit Information, Print App/Enrollment, Print ISS, Planned Gap in Service (New), View Planned Gaps, Adjust Enrollment, and YHCC Work Readiness Assessment. A "Cancel" button is visible in the top right of the dropdown menu.

Participation Date	Exit Date	App. Date	Interviewer	Organization	Region	Eligibility
5/27/2011			Jason Shaw	At Work Solutions	ARRA Adult	

Once you get to the Account Summary Screen select "Add New"



The "Add New Account" screen will only show the accounts that the client is eligible for and only the accounts attached to your office(s), select the appropriate account from that drop down list.



Once an account is selected, the available balance and account date information will auto-fill. The Total Funds Available Field represents the total amount of funds left for your office under the funding stream the client was eligible for you selected. Each account is given a "Maximum Amount per Client" that the opening balance cannot exceed. The Maximum amount has been sent for the region. Maximum for ITA's is \$4500 per program year and maximum for Supportive Services is \$1000 per year. OJT amounts will vary per client and may need a T-1 account limit adjustment. Fill in the Opening Balance with the amount your client will need for the semester, the certification or supportive service. Example: \$2650 for training, \$560 for books or \$50 gas reimbursement. The amount you enter in this field 'holds' and reduces the Total Funds Available for your office. We do not want to have funds 'held' that won't be fully used. date, the end of the program year. For supportive services the date can be 'today's date' (one time service) or fiscal year for on-going type of supportive service.



Once the account has been added and saved, the account information should appear on the “Account Summary” screen. The Initial Balance on this screen reflects what you entered as a Beginning Balance. As obligations are added, this screen will begin to show pending and approved obligations.

5/27/2011

Client Accounts

The accounts (ITA, Support, etc.) for this client are listed below. Click **Add New** to set up a new account.

1 records found.

Start Date	Funding Source	Initial Balance	Pending Obligations	Approved Obligations	Remaining End Balance Date
7/1/2012	WIA Adult - ITA - AtWork - PY12-13	\$3,000.00	\$0.00	\$0.00	\$3,000.00 6/30/2013

When the account has been set up completely, the service can be added by going to the Services screen and clicking the “Add Training Service” button. Using the appropriate ‘Status’ (Referred/Waiting, Active, Completed, Terminated/Revoked, Withdrew before completing, Unsuccessful Completion, Failed to Report) complete the training activity screen (see below)

ClientTrack 13.1 Rev 3 - Internet Explorer

State of Indiana [US]

ClientTrack

Case Management

Client: **Hilt, Caitlyn B** Social Security Number: 008-17-2308 Date of Birth: 12/11/1991 12:00:00 AM

Activities > Training Activity

Status - If the training program has not yet begun, leave the Status set to “Referred/Waiting” and enter the Planned Begin Date. When the training begins, update the status to “Active” to record the Actual Begin Date.

Status:

Planned Begin Date - Enter the date when the training is expected to begin.

Planned Begin Date of Training:

Training Program Selection - Select the Service Category and the Funding Stream, Then select the Title of the training program from the pop-up selection list (magnifying glass icon).

Service Category:

Line Code:

Service Type:

Provider:

Type of Vouchers Allowed:

Additional Training Info - Enter the additional information on the training program below.

Training Provider ID:

O*Net Code:

O*Net Title:

Training Leading to Associate's Degree:

Summary Description:

Planned End Date - Enter the date when the entire training program is expected to be completed (not just the first session, semester, etc). Vouchers can be attached to this training service.

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Select a “Service Category” and “Funding Stream” from the drop down boxes. Once a category and funding stream are selected, click the magnifying glass next to the “Activity/Service Title” field to look up the exact service.

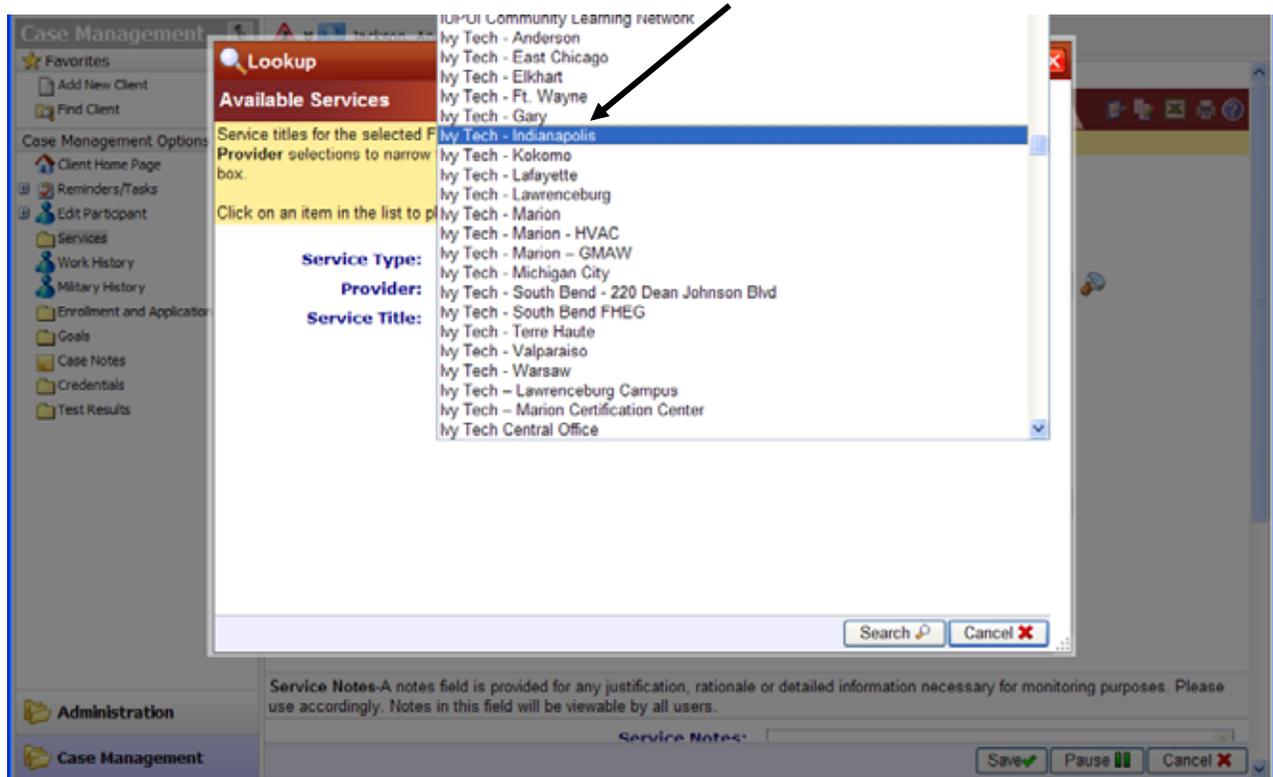
The **Begin Date** for training services must be the **date the on which the individual’s training actually begins**. The training service should not be future dated.

The screenshot shows a software interface for Case Management. The main window displays the 'Activity' form for 'V4 WIA Activities'. The form includes the following fields and values:

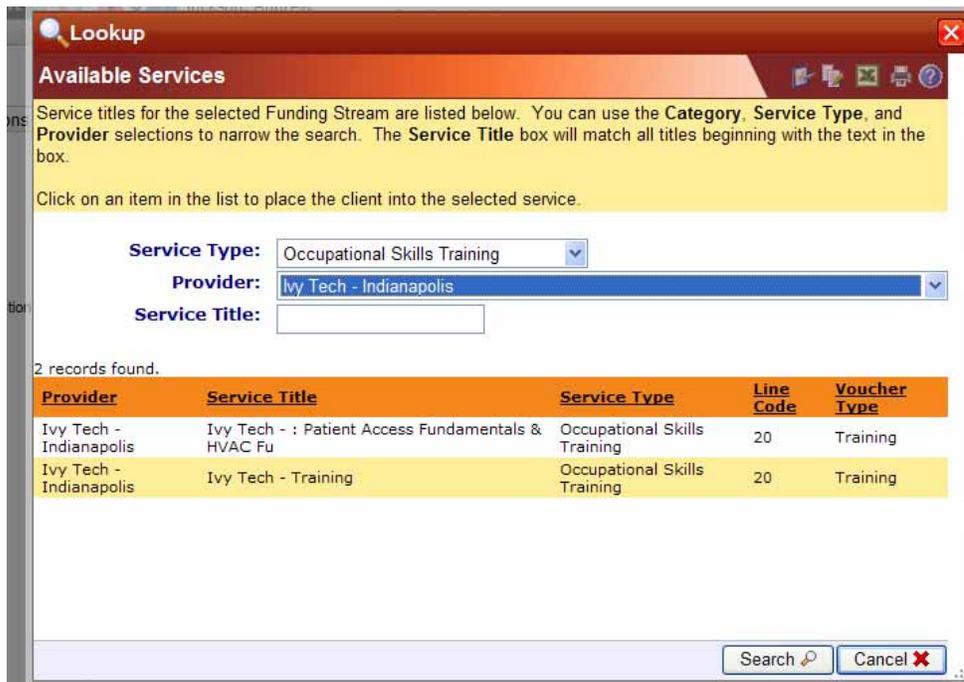
- Begin Date:** 07/16/2012
- Service Category:** Training Services
- Funding Stream:** WIA-Adult
- Activity/Service Title:** (Empty field with a magnifying glass icon)
- Line Code:** (Empty field)
- Service Type:** (Empty field)
- Provider:** (Empty field)
- Type of Vouchers Allowed:** (Empty field)
- Training Provider ID:** (Empty field)
- O*Net Code:** (Empty field)
- O*Net Title:** (Empty field)
- Summary Description:** (Empty field)
- Status:** -- SELECT --
- Planned End Date:** 07/17/2012
- Actual End Date:** (Empty field)
- Record Created By:** (Empty field)

At the bottom of the form, there is a 'Service Notes' field and buttons for 'Save', 'Pause', and 'Cancel'.

On the “Service Lookup” screen, select the Service Type, and then select the provider (vendor that will provide the service) from the drop down list.



After a “Provider” is selected, click the search button to get a list of corresponding services.



Note: If the vendor and/or service are not listed, contact your team leader. Team leaders will work with Tina to request @Work Solutions to have them added.

Once a service is selected, the service type information will auto fill. Fill in the rest of the necessary information for the service and click "Save". Note for *CPT training use ONET code 51-209200 Title – Team Assemblers*

Activity

To add an activity, enter the following information.

Begin Date: 07/16/2012

Service Category: 3 Training Services

Funding Stream: WIA-Adult

Activity/Service Title: Ivy Tech - Training

Line Code: 20

Service Type: Occupational Skills Training

Provider: Ivy Tech - Indianapolis

Type of Vouchers Allowed: Training

Training Provider ID:

O*Net Code:

O*Net Title:

Summary Description:

Status: Active

Planned End Date: 06/15/2013

Actual End Date:

Record Created By:

Service Notes: A notes field is provided for any justification, rationale or detailed information necessary for monitoring purposes. Please use accordingly. Notes in this field will be viewable by all users.

Buttons: Save, Pause, Cancel

After the service has been saved, it will appear on the "Service Summary Screen" along with the "Voucher Type" that can be attached to that service.

Activities

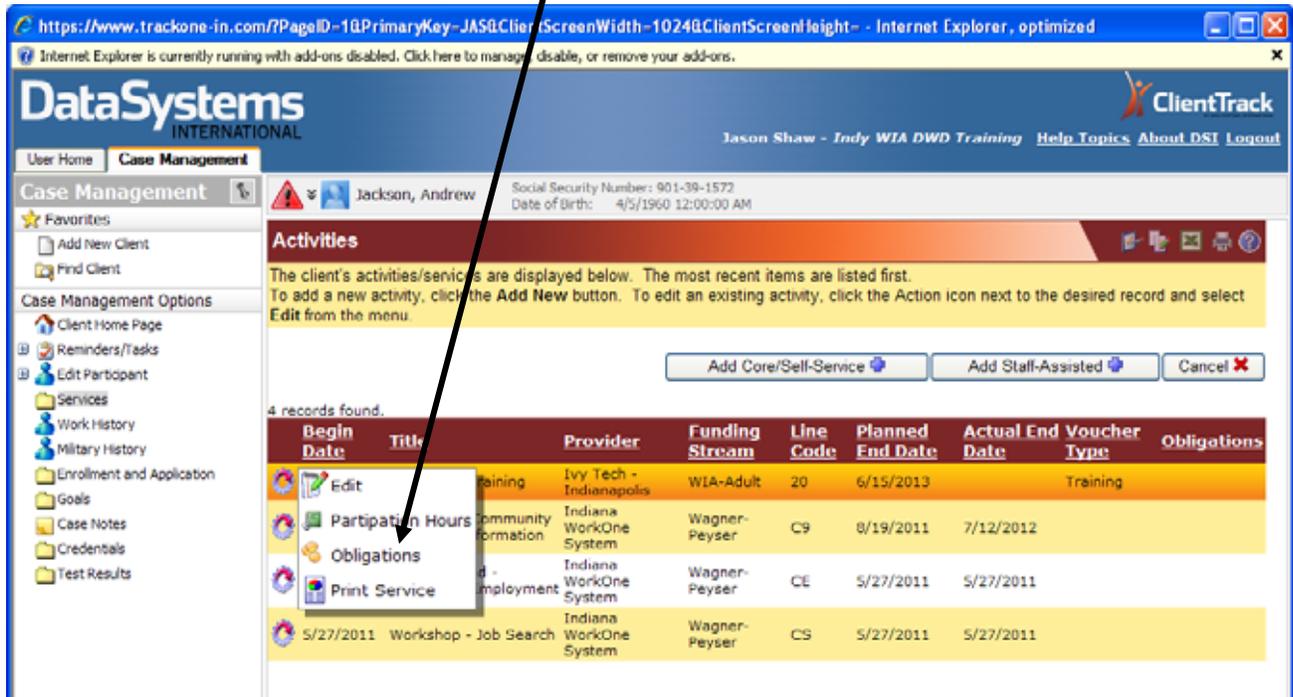
The client's activities/services are displayed below. The most recent items are listed first.
To add a new activity, click the **Add New** button. To edit an existing activity, click the Action icon next to the desired record and select **Edit** from the menu.

Buttons: Add Core/Self-Service, Add Staff-Assisted, Cancel

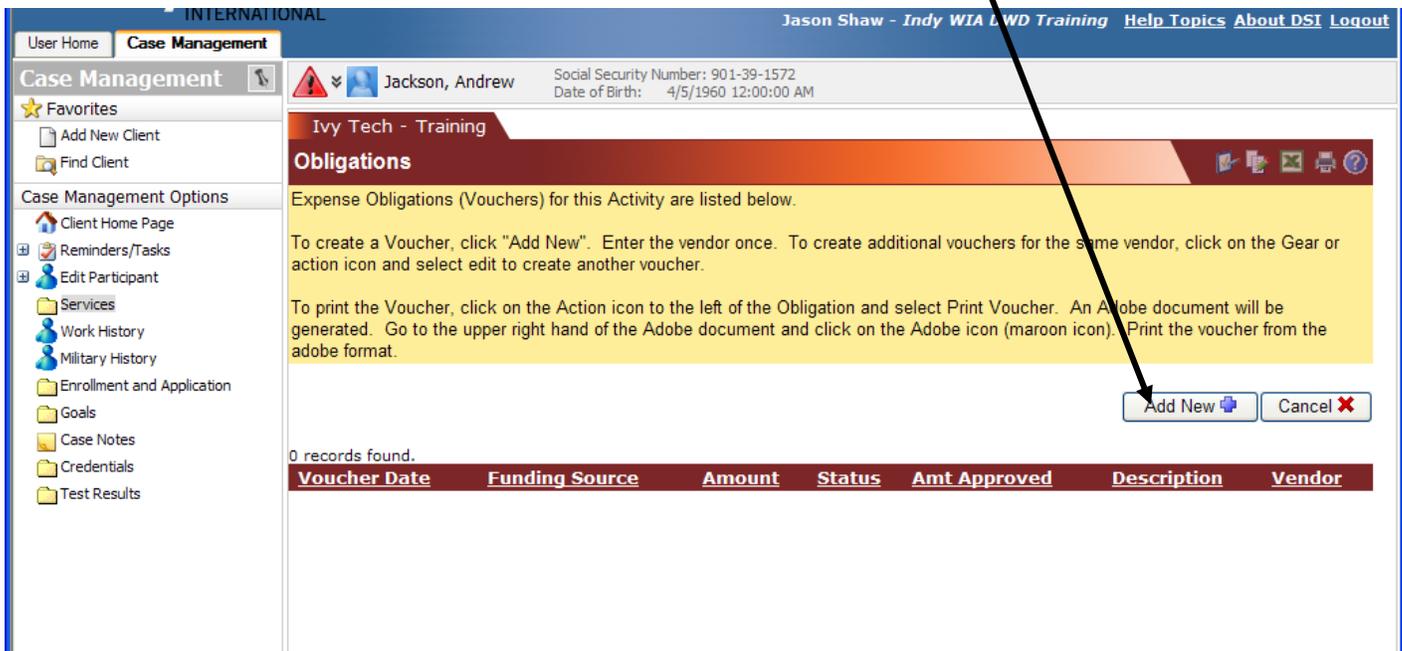
4 records found.

Begin Date	Title	Provider	Funding Stream	Line Code	Planned End Date	Actual End Date	Voucher Type	Obligations
7/16/2012	Ivy Tech - Training	Ivy Tech - Indianapolis	WIA-Adult	20	6/15/2013		Training	
8/19/2011	Self-help - Community Resource Information	Indiana WorkOne System	Wagner-Peyser	C9	8/19/2011	7/12/2012		
5/27/2011	Staff-assisted - Referral to Employment	Indiana WorkOne System	Wagner-Peyser	CE	5/27/2011	5/27/2011		
5/27/2011	Workshop - Job Search	Indiana WorkOne System	Wagner-Peyser	CS	5/27/2011	5/27/2011		

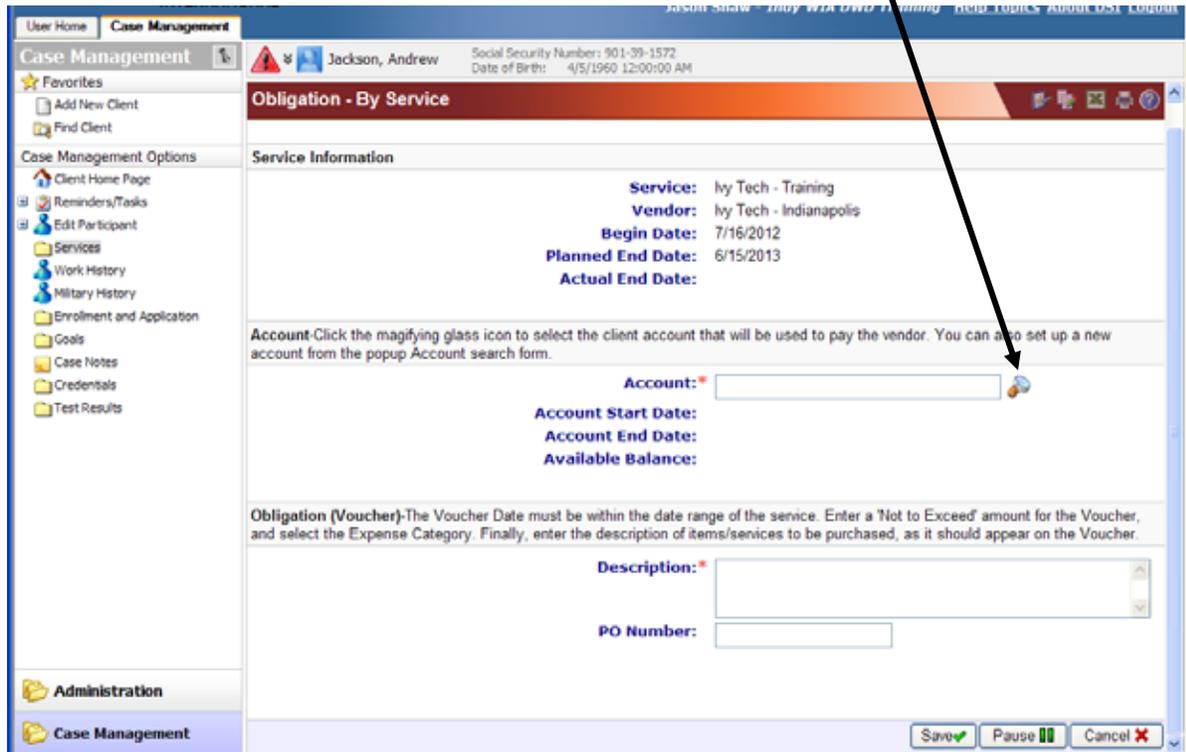
At the time the service is added you, must add the obligation. Click the gear next to the service that you want to add the obligation to, and select the "Obligations" icon.



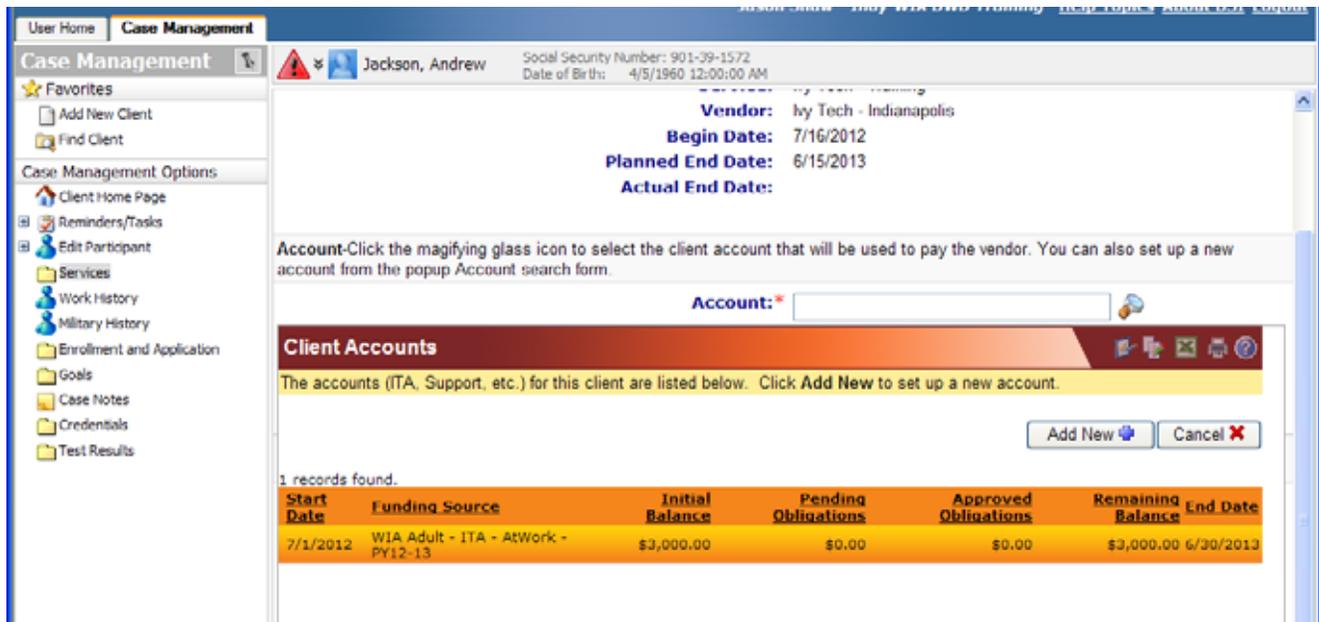
On the "Obligations Summary Screen" click the "Add New" button.



On the "Add Obligation" screen, click the magnifying glass next to the "Account" field to search for the account for which you would like to add the obligation.



The accounts that appear will be the accounts that you have set up for that client that correspond with the type of service that the obligation is being added to. For instance, since this obligation is being added to a training service, the only accounts that will appear are training accounts.



After you have selected which account you want to add the obligation, fill in the rest of the fields with the necessary information. This will include the amount of the obligation, as well as the expense type and a description of what is being purchased. This information will appear on the printed voucher. The Voucher date will be today's date.

Service Information

Service: Ivy Tech - Training
Vendor: Ivy Tech - Indianapolis
Begin Date: 7/16/2012
Planned End Date: 6/15/2013
Actual End Date:

Account: WIA Adult - ITA - AtWork - PY12-13
Account Start Date: 7/1/2012
Account End Date: 6/30/2013
Available Balance: \$3,000.00

Obligation (Voucher)-The Voucher Date must be within the date range of the service. Enter a 'Not to Exceed' amount for the Voucher, and select the Expense Category. Finally, enter the description of items/services to be purchased, as it should appear on the Voucher.

Voucher Date: 07/16/2012
Amount: \$1,000.00
Expense Type: Tuition
Description: Tuition for one year of training classes.
PO Number:

Buttons: Save, Pause, Cancel

Once the obligation has been saved, it will appear on the "Obligation Summary Screen" as "Pending". Pending means that the voucher has yet to be approved by your fiscal department. The voucher will eventually be sent to the vendor. The voucher approval happens later in the process after your fiscal dept receives the invoice from the vendor.

Ivy Tech - Training

Obligations

Expense Obligations (Vouchers) for this Activity are listed below.

To create a Voucher, click "Add New". Enter the vendor once. To create additional vouchers for the same vendor, click on the Gear or action icon and select edit to create another voucher.

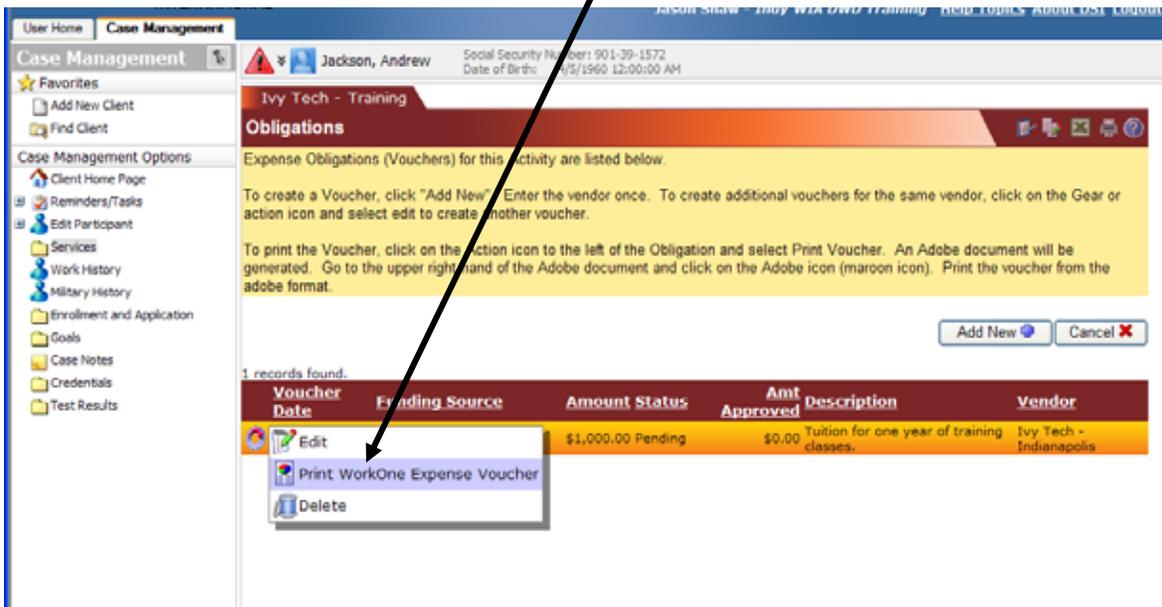
To print the Voucher, click on the Action icon to the left of the Obligation and select Print Voucher. An Adobe document will be generated. Go to the upper right hand of the Adobe document and click on the Adobe icon (maroon icon). Print the voucher from the adobe format.

Buttons: Add New, Cancel

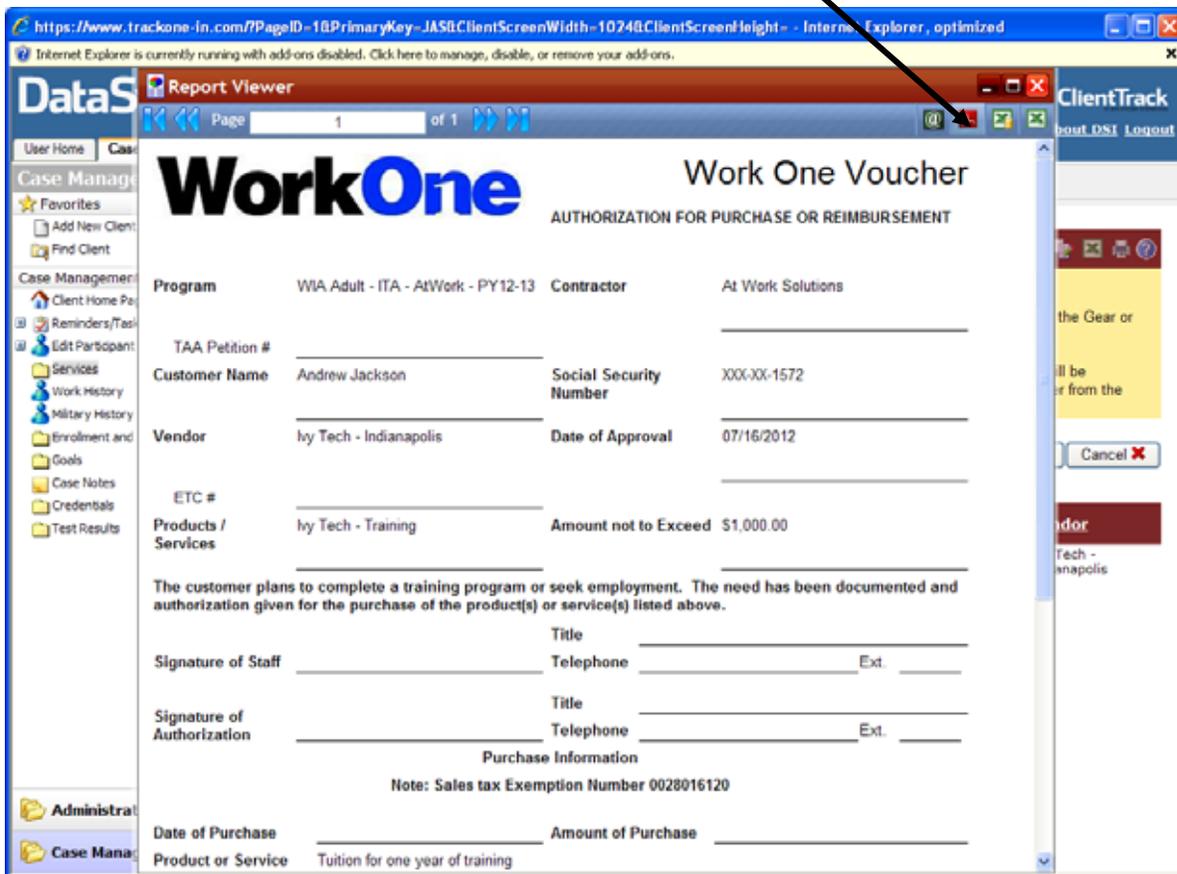
1 records found.

Voucher Date	Funding Source	Amount Status	Amt Approved	Description	Vendor
7/16/2012	WIA Adult - ITA - AtWork - PY12-13	\$1,000.00 Pending	\$0.00	Tuition for one year of training classes.	Ivy Tech - Indianapolis

Now that the obligation is created, the user can print out the voucher. The voucher is to be signed by the client, staff, and Team Leader review/initials. The signed voucher will be scanned into T-1. To print the voucher, select "Print WorkOne Expense Voucher" from the option on the gear menu to the left of the obligation.



The voucher will generate in TrackOne in report form. To print it out, it must be converted into a PDF file by clicking on the Adobe Reader icon at the top right-hand corner of the report.



Once printed, the voucher can be given to the client and taken to the vendor as a commitment for payment.

WorkOne Work One Voucher
AUTHORIZATION FOR PURCHASE OR REIMBURSEMENT

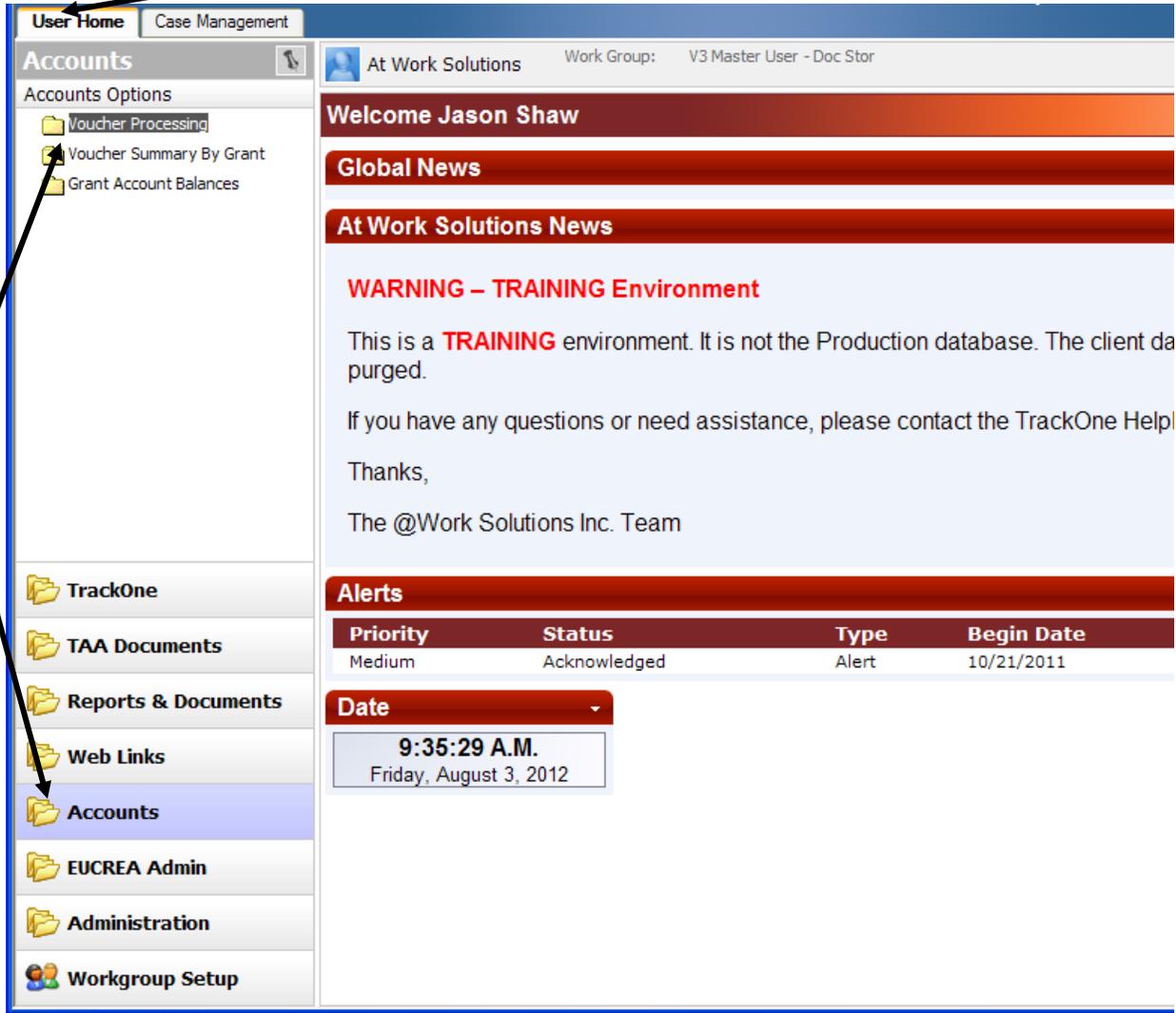
Program	WIA Adult - ITA - AtWork - PY12-13	Contractor	At Work Solutions
TAA Petition #	_____		_____
Customer Name	Andrew Jackson	Social Security Number	XXX-XX-1572
Vendor	Ivy Tech - Indianapolis	Date of Approval	07/16/2012
ETC #	_____		_____
Products / Services	Ivy Tech - Training	Amount not to Exceed	\$1,000.00

The customer plans to complete a training program or seek employment. The need has been documented and authorization given for the purchase of the product(s) or service(s) listed above.

Title _____

After the voucher has been sent to the vendor of the service, it will be mailed back to the Service Provider address that is printed on the voucher along with an invoice for payment. The Fiscal Master User will then approve the voucher in TrackOne when a check has been written to the vendor and payment has been made. To approve the voucher:

1. Go to the User Home Tab



2. Go to the "Accounts" folder

3. Select Voucher Processing

Use the search parameters to look up the account that appears on the voucher

Voucher Processing - Summary

The voucher processing feature is structured according to the organization (location) of the originating voucher. The Funding Sources for which you are authorized to process vouchers are listed below. If you process vouchers across multiple locations, you can narrow your selection through "Organization" and selecting the appropriate location from the pull down menu.

You can also narrow your search through "Grant" and "Account Type" and choosing the appropriate selection.

To process pending vouchers, click the Gear icon (coins) next to the Funding Source and select **Process Vouchers**.

Program Year: 2012-13
Organization: At Work Solutions
Grant: WIA-Adult
Account Type: -- SELECT --

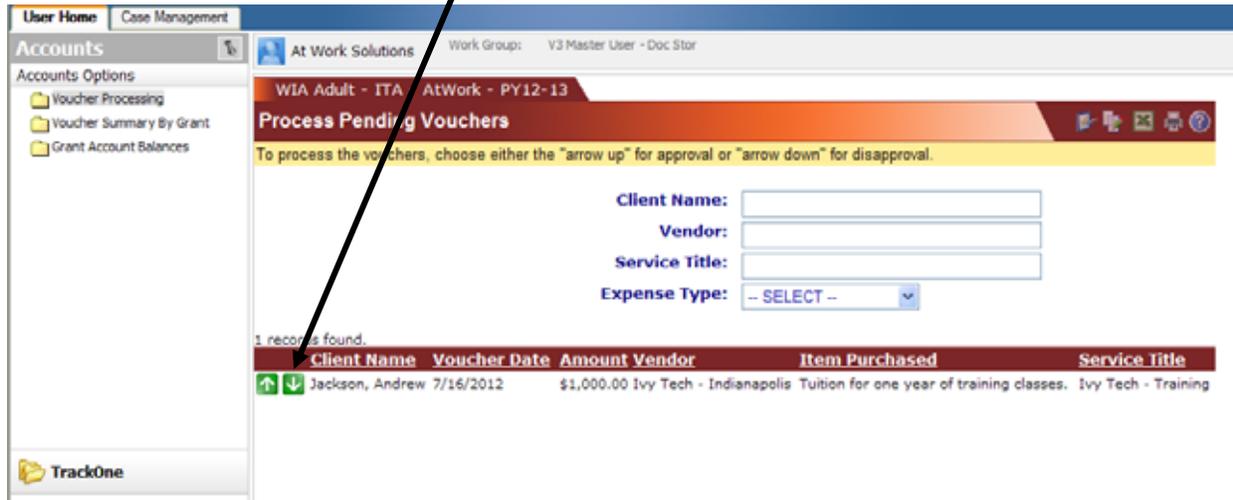
2 records found.

Funding Source	Pending Vouchers	Total \$ Pending	Approved Vouchers	Total \$ Approved	Unobligated Funds
WIA Adult - ITA - AtWork - PY12-13	1	\$1,000.00	0	\$0.00	\$97,000.00
WIA Adult - Support - AtWork - PY12-13	0	\$0.00	0		\$100,000.00

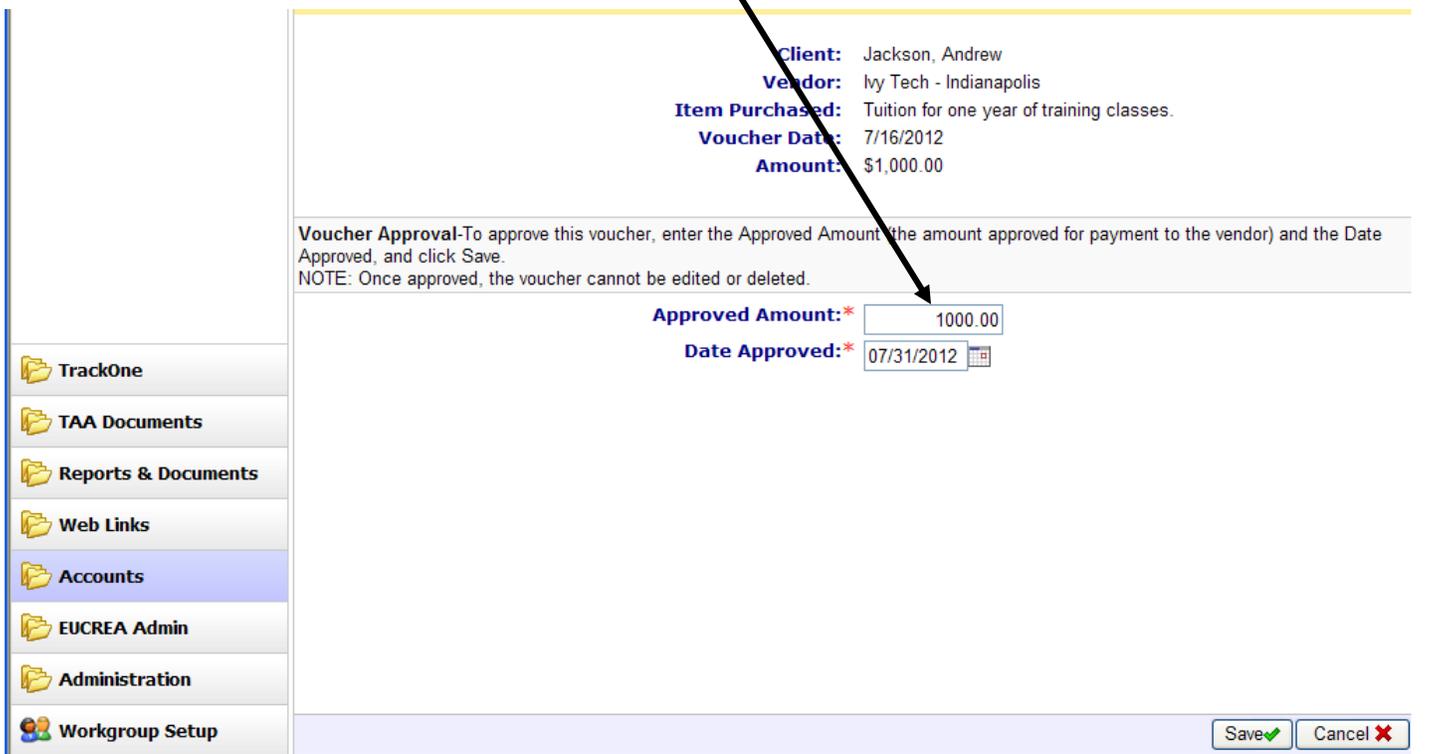
Search [] Cancel [X]

Once you have found the account click the coin icon to the left of the account name to look up the voucher

If there are multiple vouchers on the account, the search parameters can be used to narrow down the results even further. Once you have found the voucher you were looking for, click the “up” arrow to approve the voucher, or the “down” arrow to deny the voucher.



You will have the ability to approve the voucher for the amount that it was originally created, or you can approve it for a different amount. If the invoice is for a different amount than what is on the voucher, change the “Amount Approved” to reflect what was actually paid.



Once the voucher has been approved, it will be reflected in the client's record as an "Approved Obligation" on the "Accounts" screen.

The screenshot shows a web application interface for Case Management. The top navigation bar includes 'User Home' and 'Case Management'. The main content area is titled 'Client Accounts' and shows a table of accounts for the client 'Jackson, Andrew'. The table has the following columns: Start Date, Funding Source, Initial Balance, Pending Obligations, Approved Obligations, Remaining End Balance Date, and AccountID. A single record is shown with a start date of 7/1/2012, funding source 'WIA Adult - ITA - AtWork - PY12-13', an initial balance of \$3,000.00, pending obligations of \$0.00, and approved obligations of \$1,000.00. The remaining end balance date is 6/30/2013 and the account ID is 121004. An arrow points from the text above to the 'Approved Obligations' column header.

Start Date	Funding Source	Initial Balance	Pending Obligations	Approved Obligations	Remaining End Balance Date	AccountID
7/1/2012	WIA Adult - ITA - AtWork - PY12-13	\$3,000.00	\$0.00	\$1,000.00	\$2,000.00 6/30/2013	121004

After reviewing the TrackOne Fiscal Module, DWD has chosen to make a few wording changes to some of the column headings and text in TrackOne. The purpose of these changes was to be sure that the language in TrackOne aligned with the language that is used by the DWD fiscal department and the United States Department of Labor.

One of the main changes was the word “Obligation”, which was the term that TrackOne used for voucher. As a result, the word “Obligation” has been replaced by the word “Voucher”.

The wording change does not change the requirement to post the ‘obligation’ at the time the service is posted in TrackOne.