Region 4 Workforce Investment Board
Track One Fiscal Module

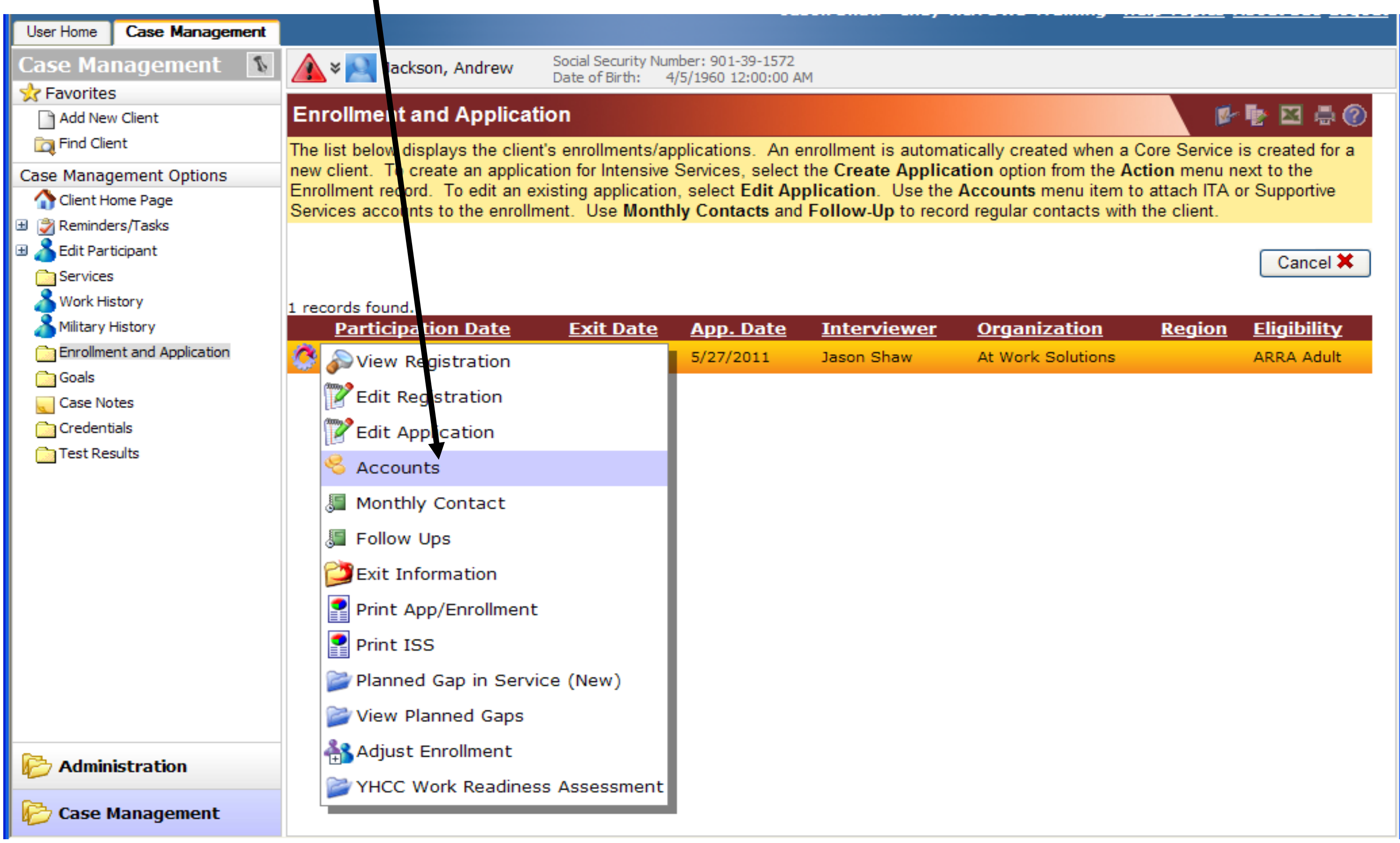
PURPOSE: Regional use of the Fiscal Module

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

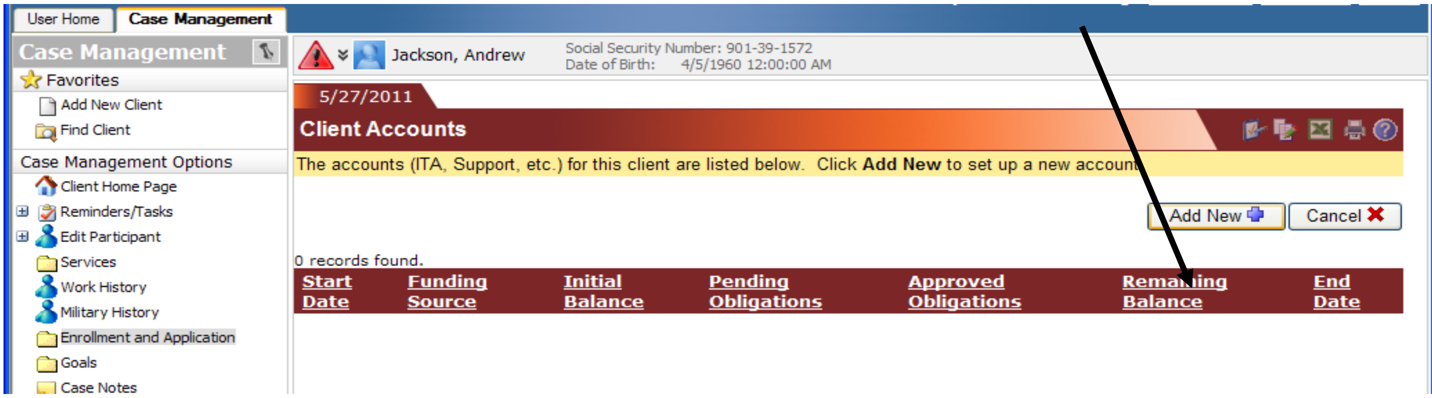
CONTENT: Department of Workforce Development has determined that the full fiscal module available in TrackOne will be used by all regions. This policy sets expectations and guidance for the use of the fiscal module in Region 4 to ensure consistent, accurate, and complete recording of customer when funds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

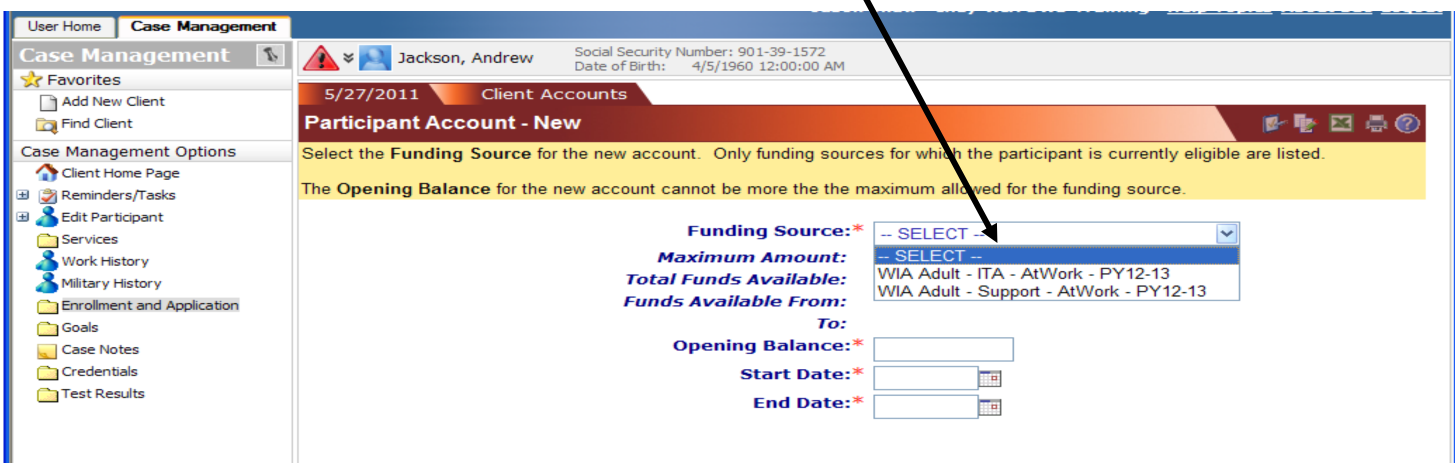
Once an application has been created, eligibility has been established, and a training or supportive service is going to be be provided; the user will set up a new account or add additional accounts by accessing the “Accounts” icon from the dropdown gear next to the application.



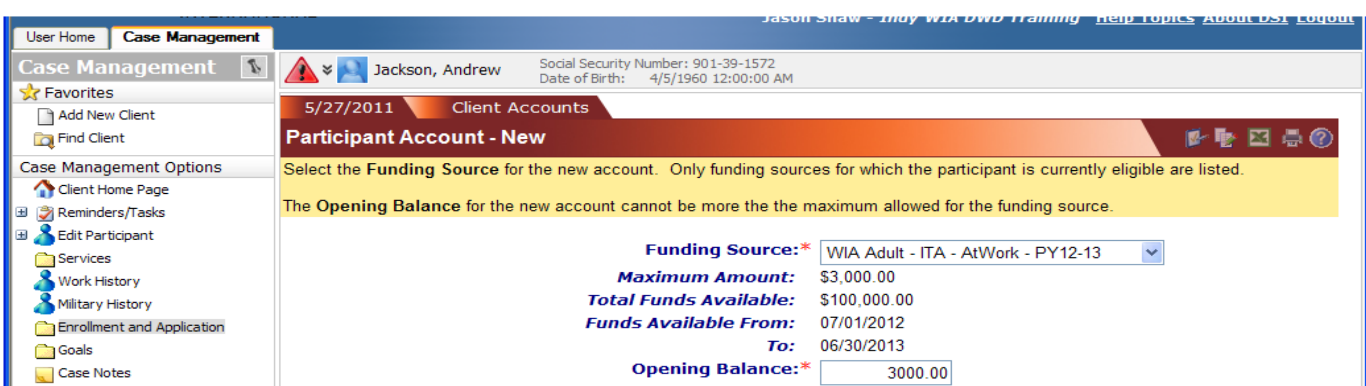
Once you get to the Account Summary Screen select “Add New”



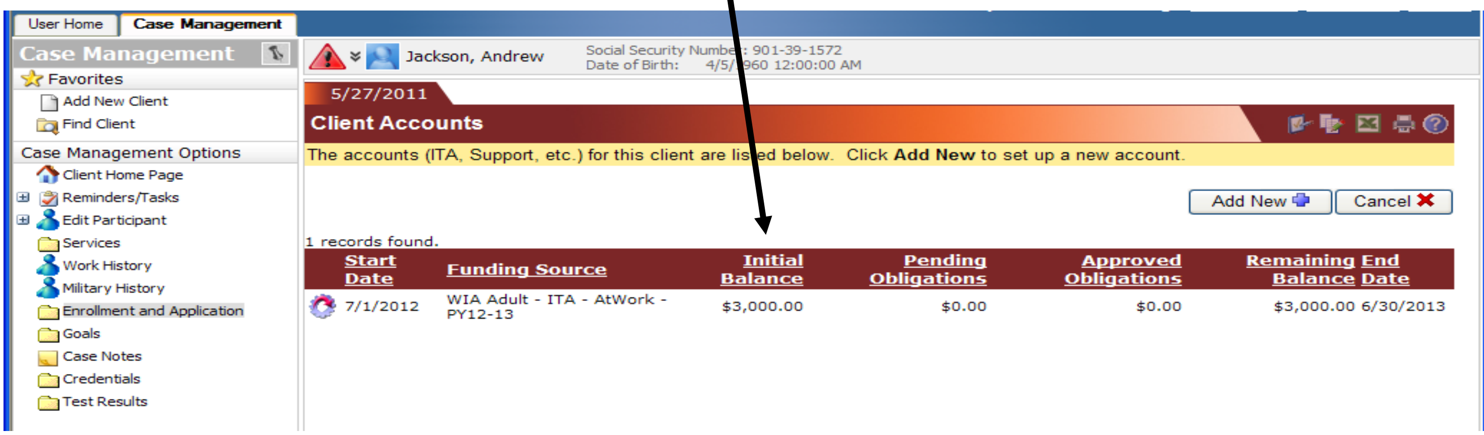
The “Add New Account” screen will only show the accounts that the client is eligible for and only the accounts attached to your office(s), select the appropriate account from that drop down list.



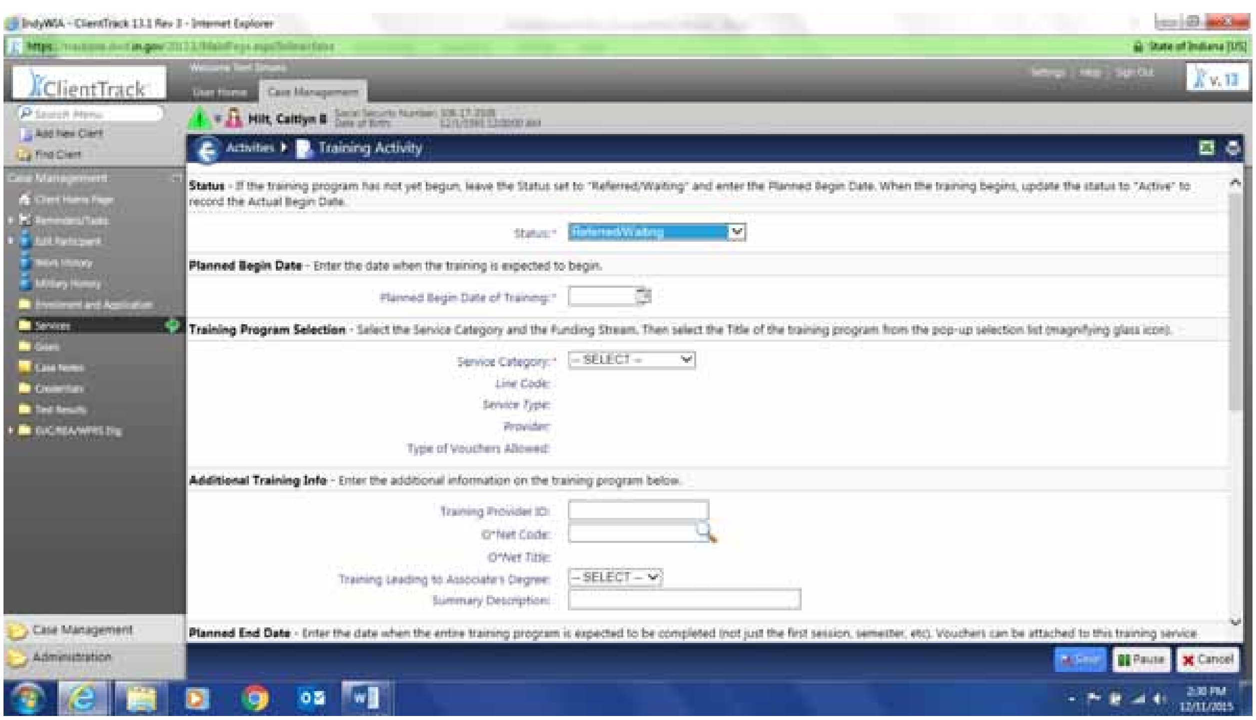
Once an account is selected, the available balance and account date information will auto-fill. The Total Funds Available Field represents the total amount of funds left for your office under the funding stream the client was eligible for you selected. Each account is given a “Maximum Amount per Client” 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.

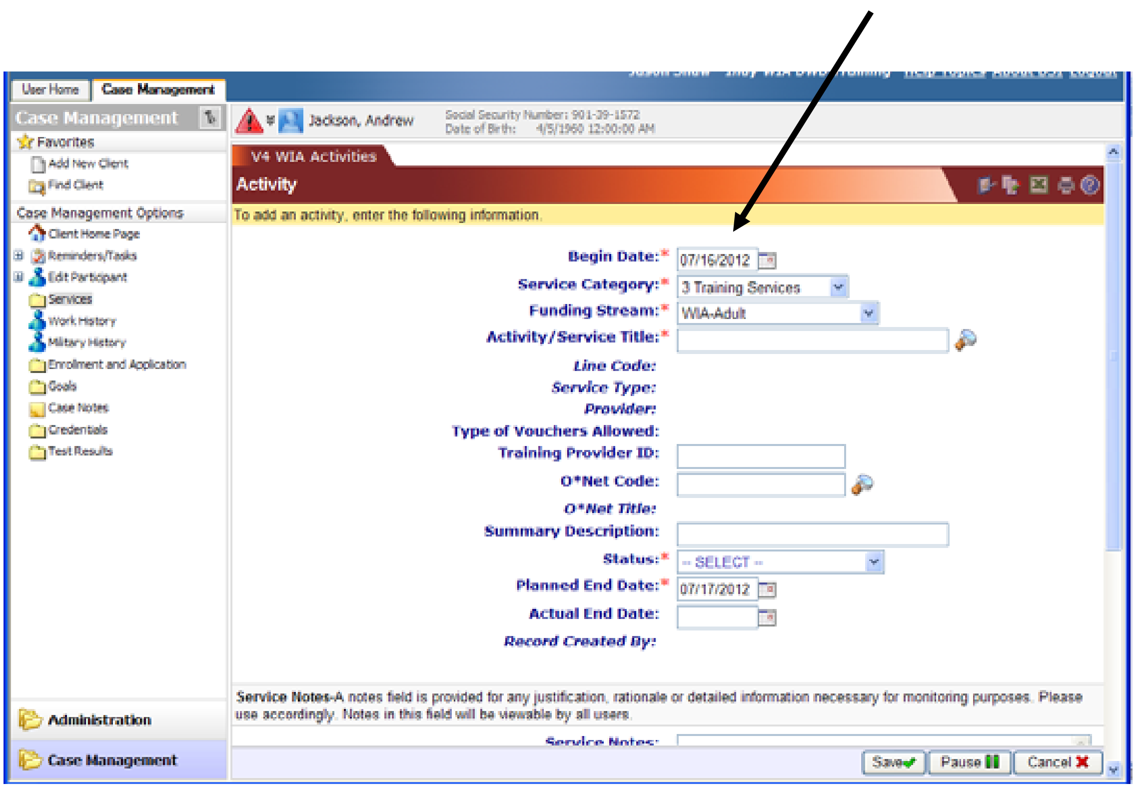


When the account has been set up completely, the service can be added by going to the Services screen and clicking the "Add Training Service" button. Using the appropriate 'Status' (Referred/Waiting, Active, Completed, Terminated/Revoked, Withdrew before completing, Unsuccessful Completion, Failed to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

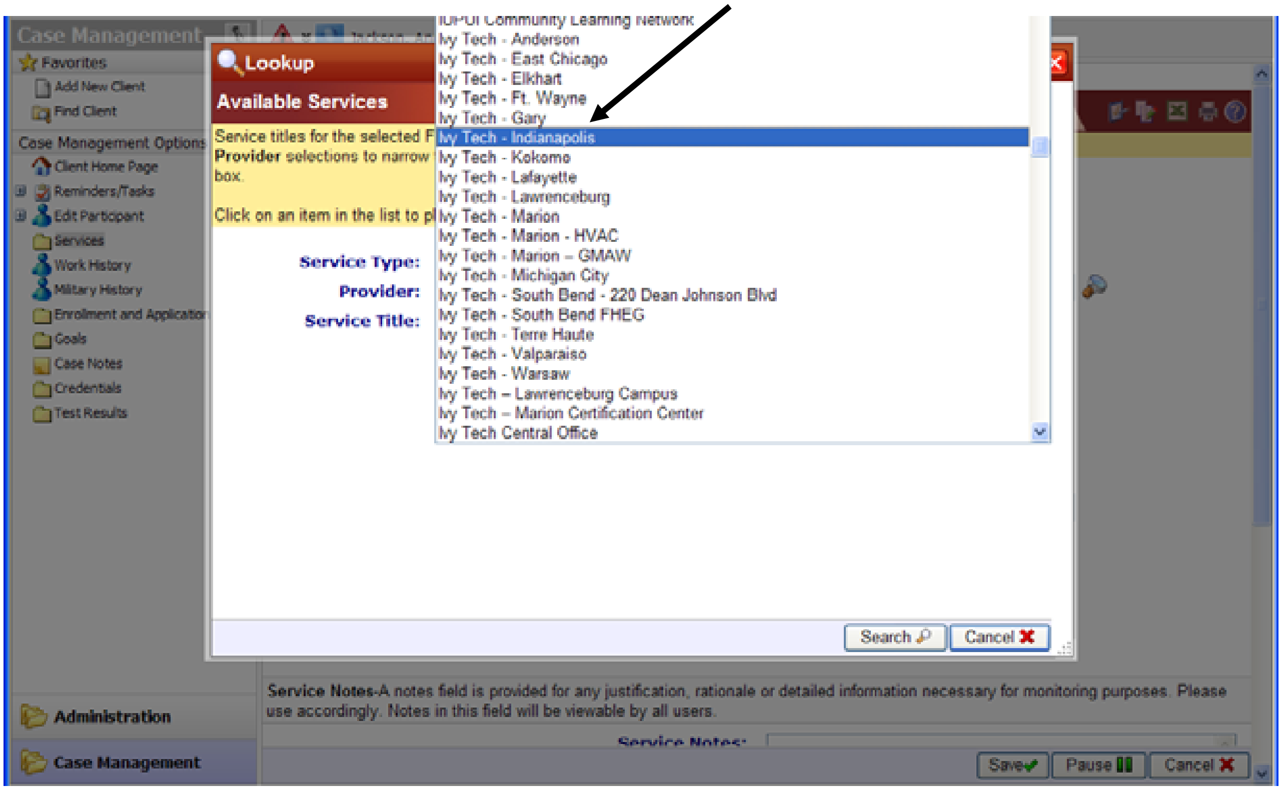


Select a “Service Category” and “Funding Stream” from the drop down boxes. Once a category and funding stream are selected, click the magnifying glass next to the “Activity/Service Title” field to look up the exact service.

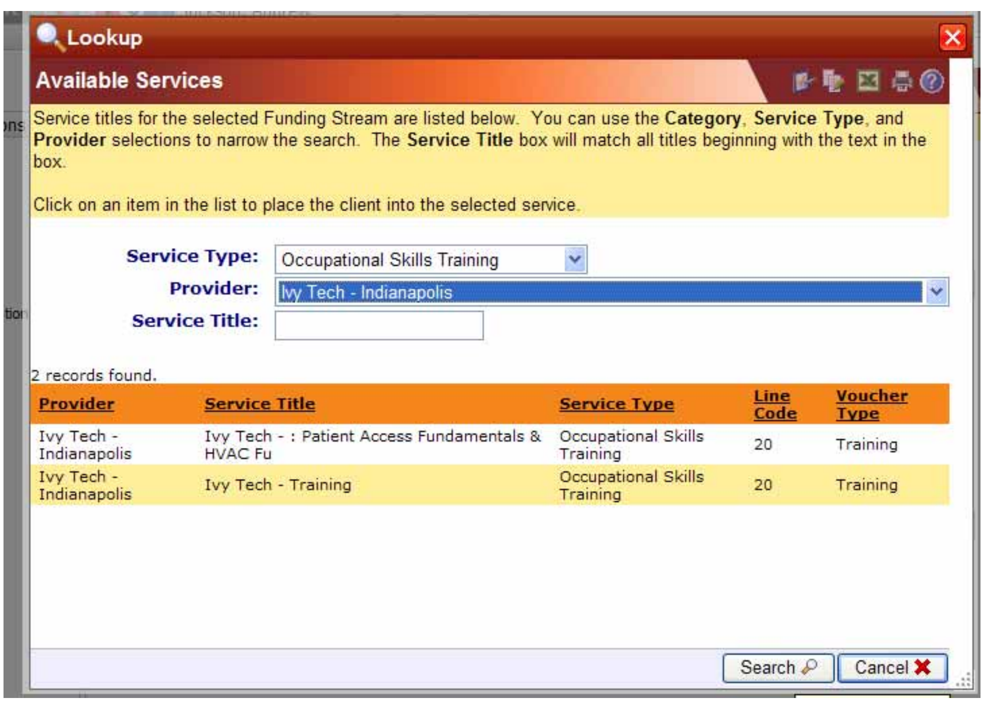
The **<u>Begin Date</u>** for training services must be the **date the on which the individual’s training actually begins**. The training service should not be future dated.



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.

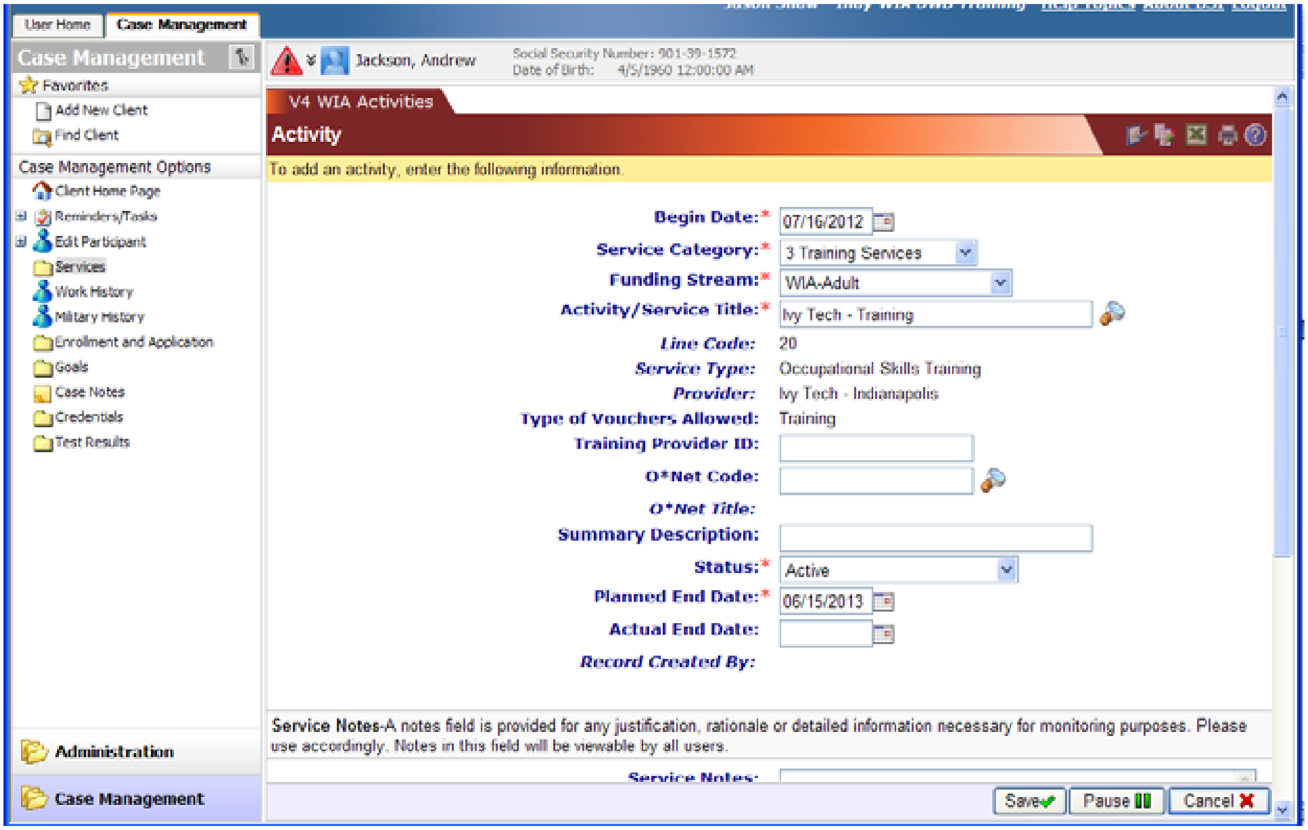


After a “Provider” is selected, click the search button to get a list of corresponding services.

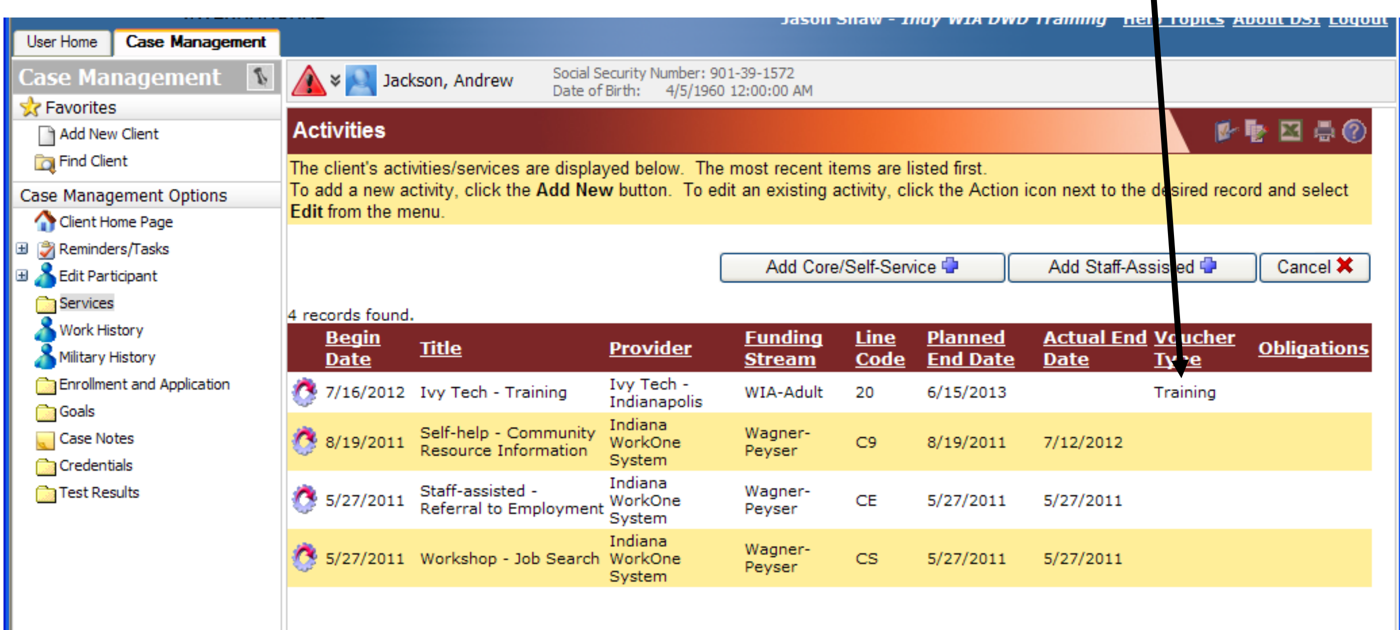


Note: If the vendor and/or service are not listed, contact your team leader. Team leaders will work with Tina to request @Work Solutions to have them added.

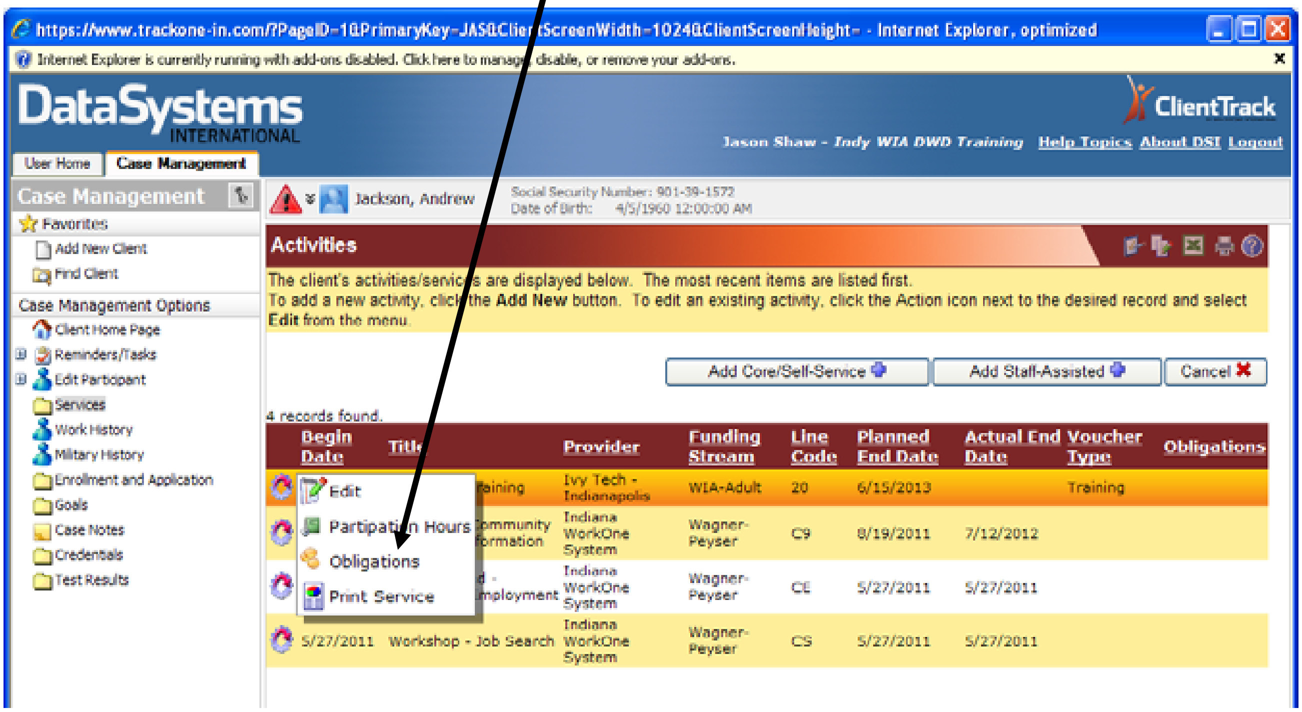
Once a service is selected, the service type information will auto fill. Fill in the rest of the necessary information for the service and click "Save". Note for *CPT training use ONET code 51-209200 Title – Team Assemblers*



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.

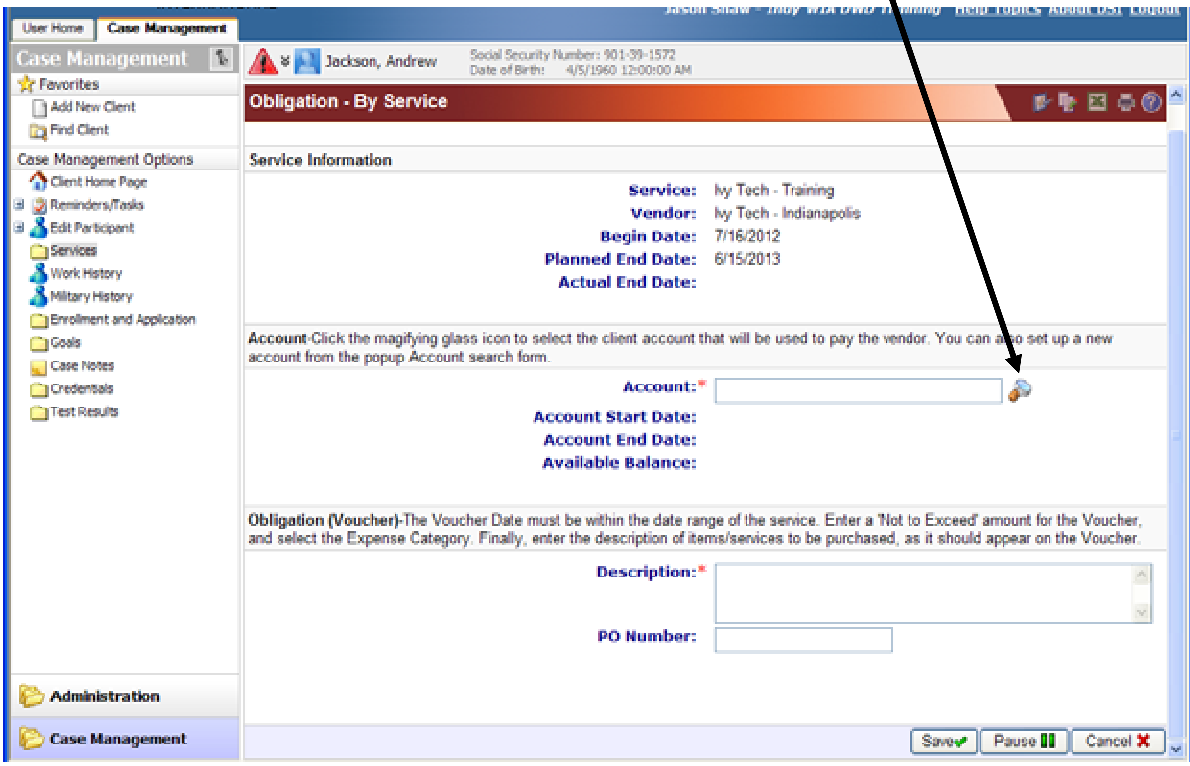


At the time the service is added you, must add the obligation. Click the gear next to the service that you want to add the obligation to, and select the "Obligations" icon.

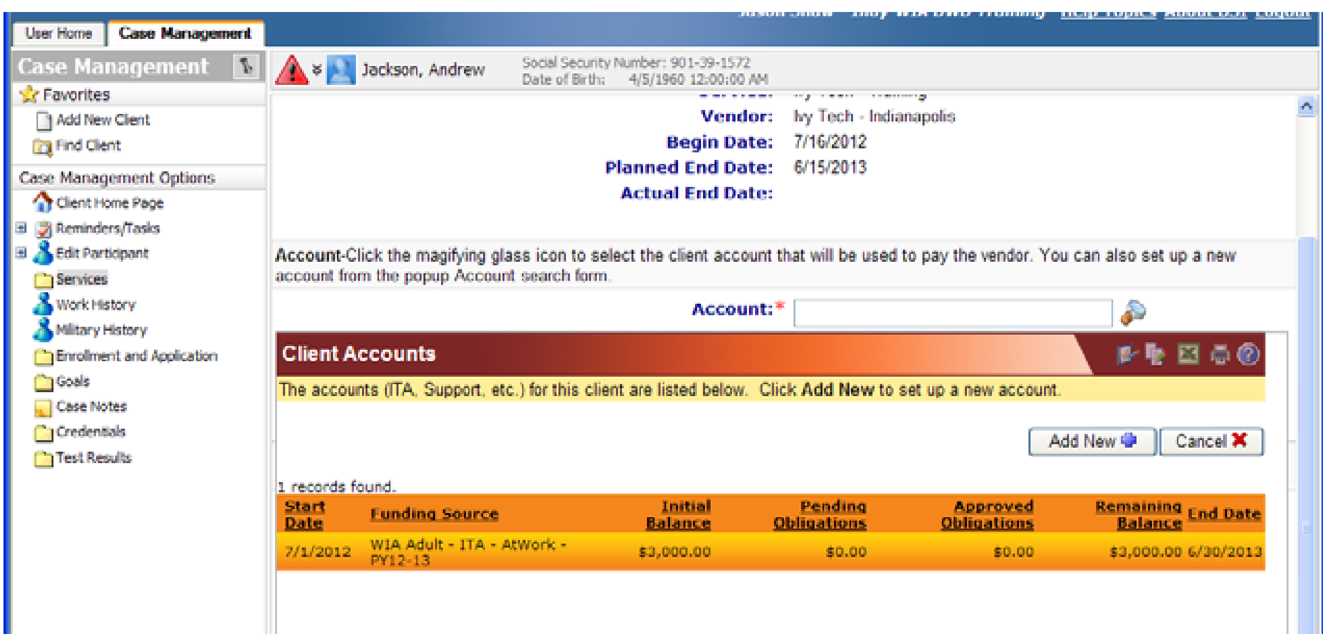


On the "Obligations Summary Screen" click the "Add New" button.

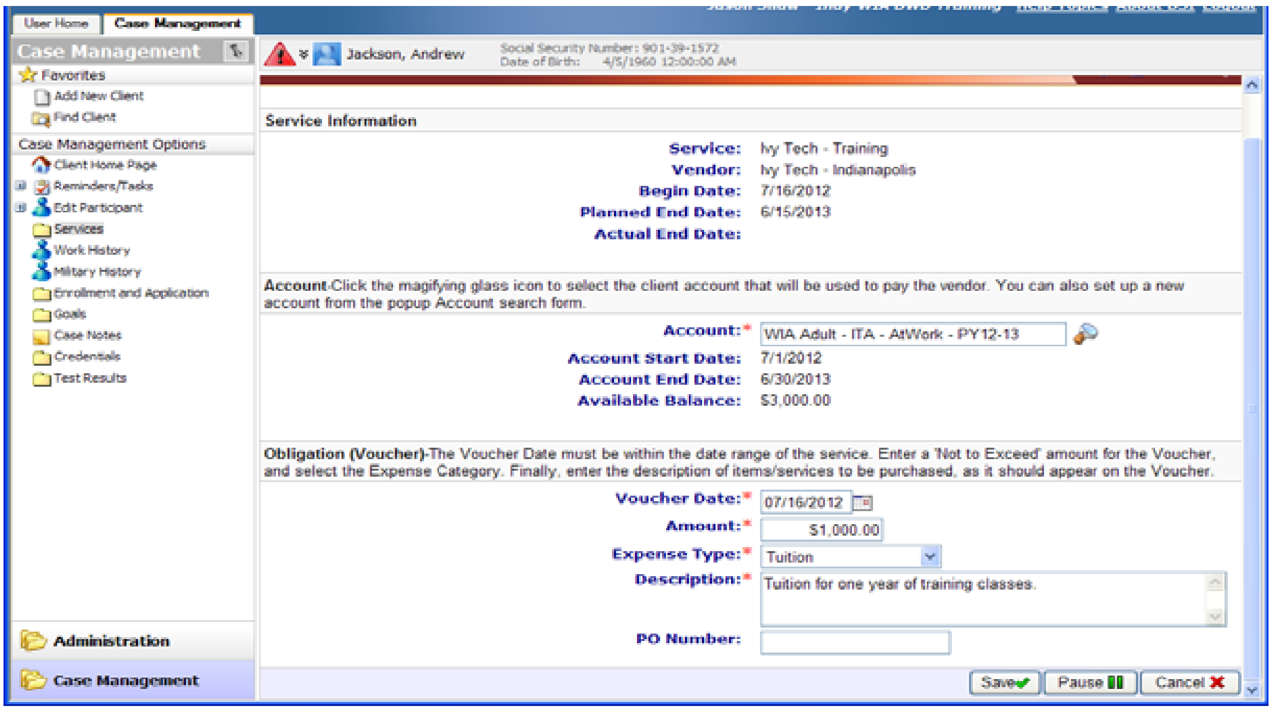
On the "Add Obligation" screen, click the magnifying glass next to the "Account" field to search for the account for which you would like to add the obligation.



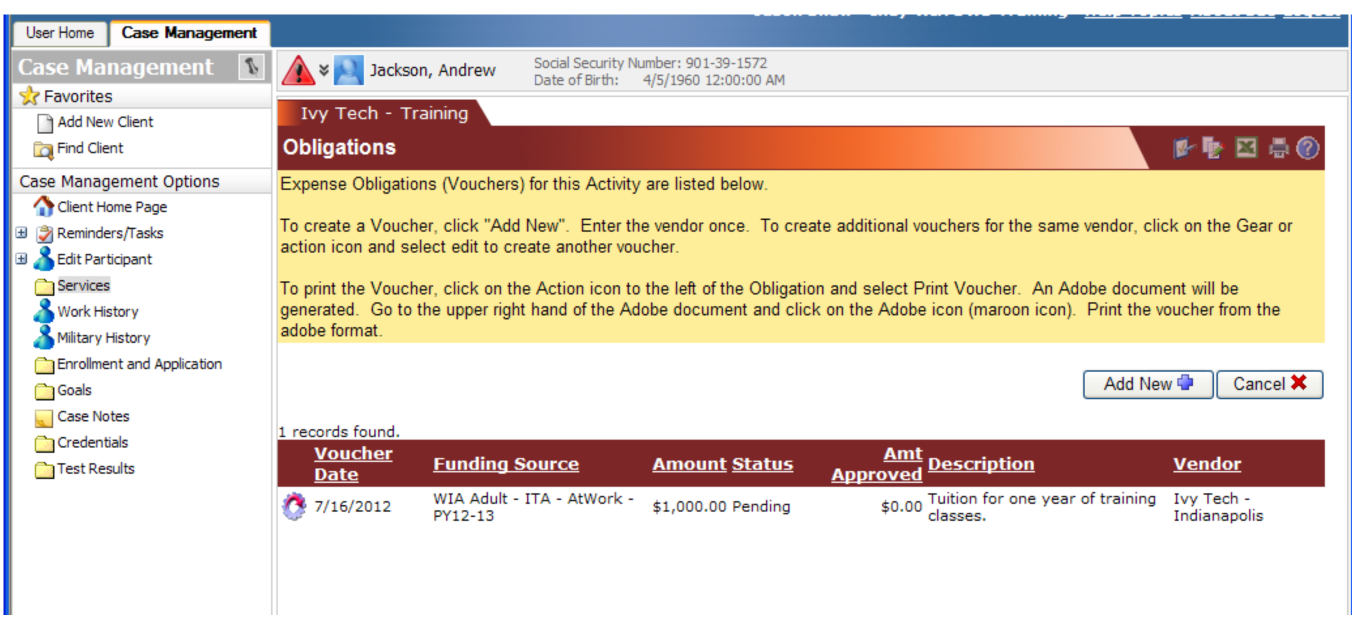
The accounts that appear will be the accounts that you have set up for that client that correspond with the type of service that the obligation is being added to. For instance, since this obligation is being added to a training service, the only accounts that will appear are training accounts.



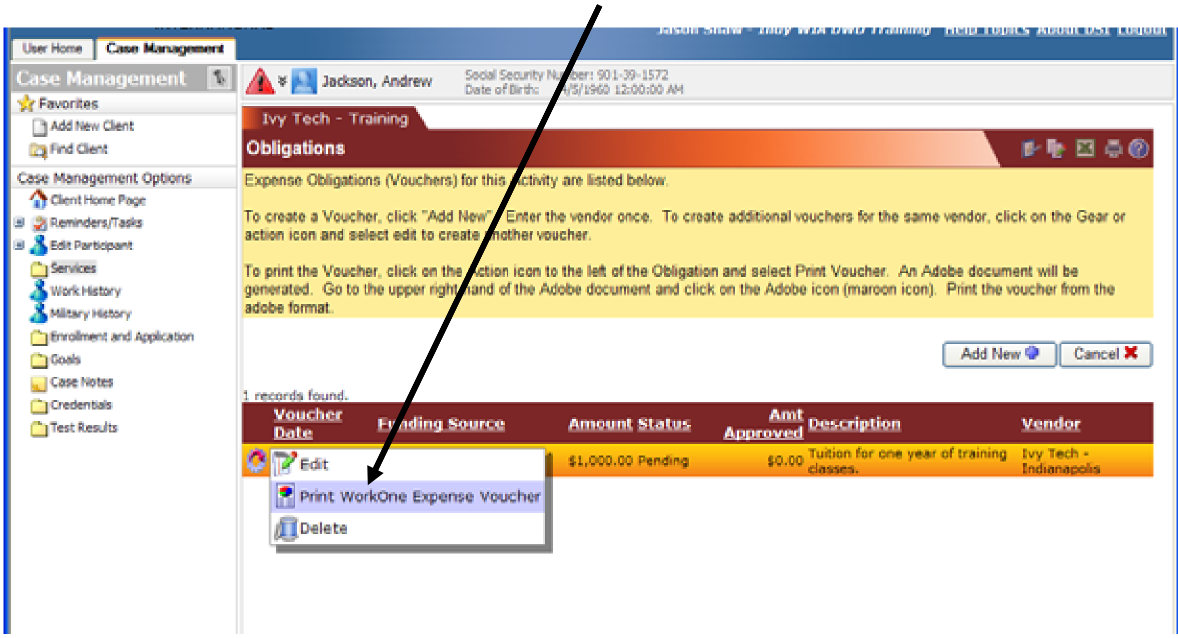
After you have selected which account you want to add the obligation, fill in the rest of the fields with the necessary information. This will include the amount of the obligation, as well as the expense type and a description of what is being purchased. This information will appear on the printed voucher.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



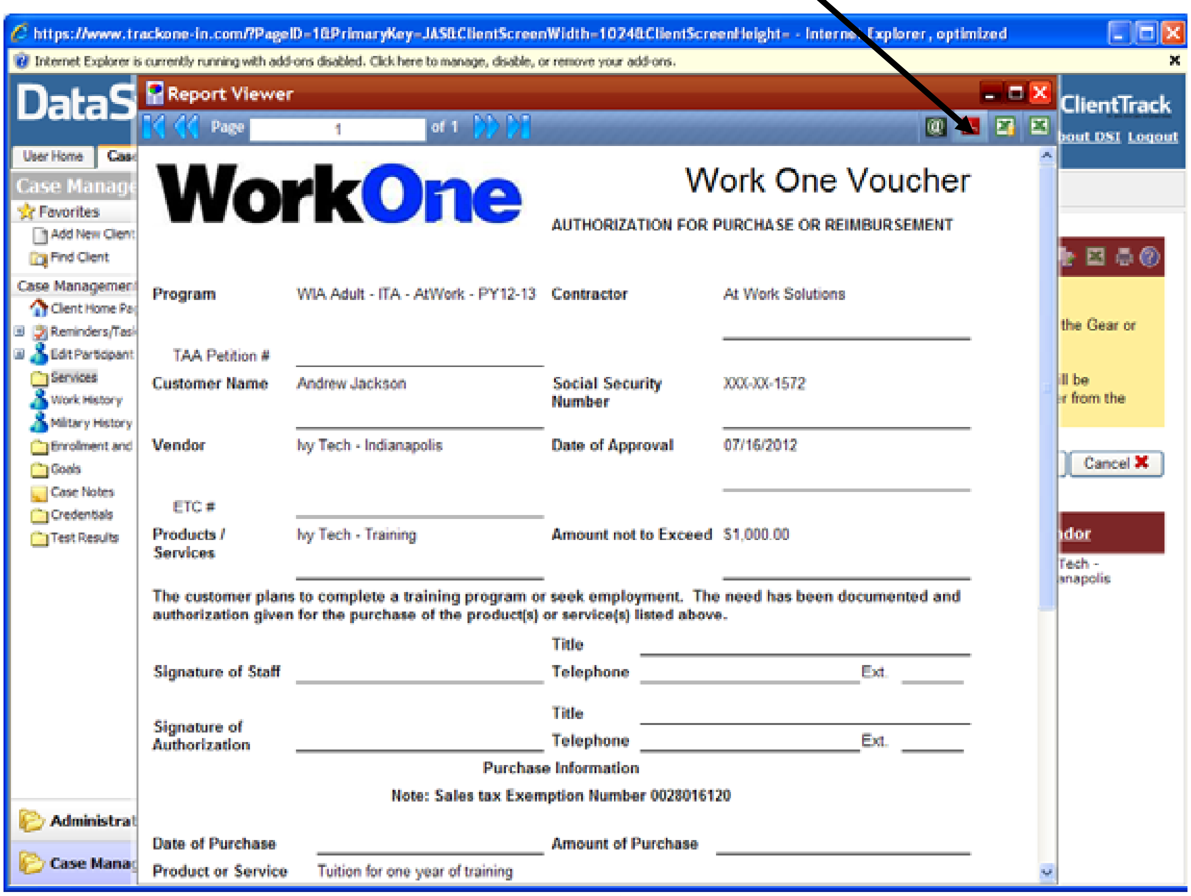
Once the obligation has been saved, it will appear on the "Obligation Summary Screen" as "Pending". Pending means that the voucher has yet to be approved by your fiscal department. The voucher will eventually be sent to the vendor. The voucher approval happens later in the process after your fiscal dept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



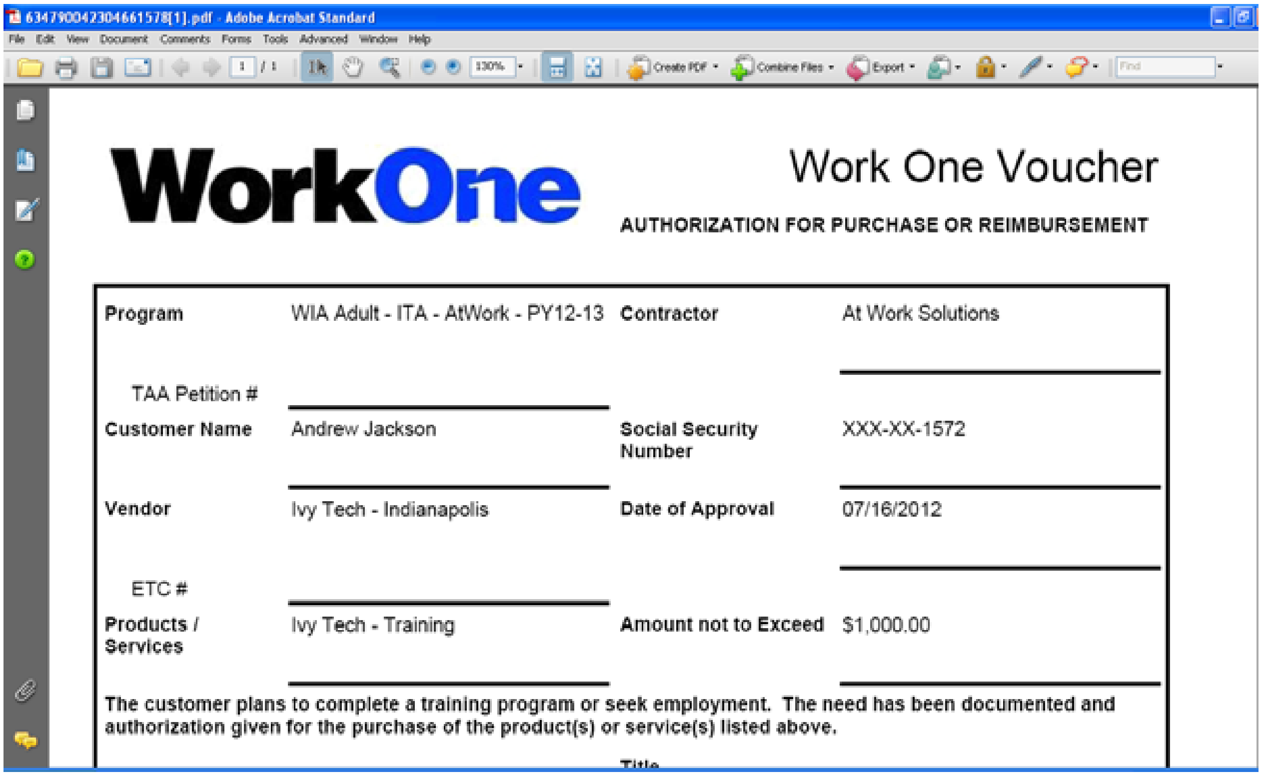
Now that the obligation is created, the user can print out the voucher. The voucher is to be signed by the client, staff, and Team Leader review/initials. The signed voucher will be scanned into T-1. To print the voucher, select "Print WorkOne Expense Voucher" from the option on the gear menu to the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

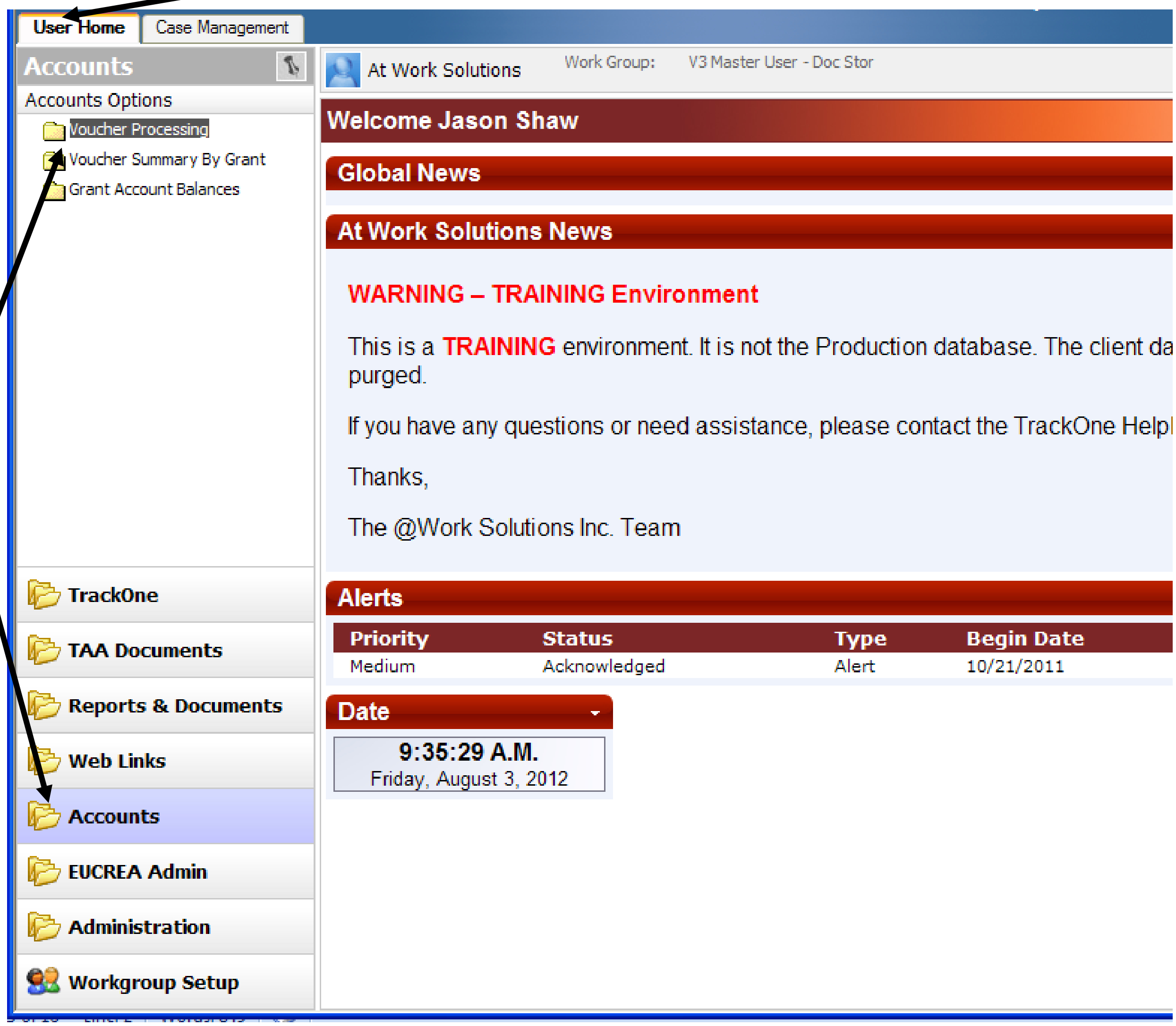
Title

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:

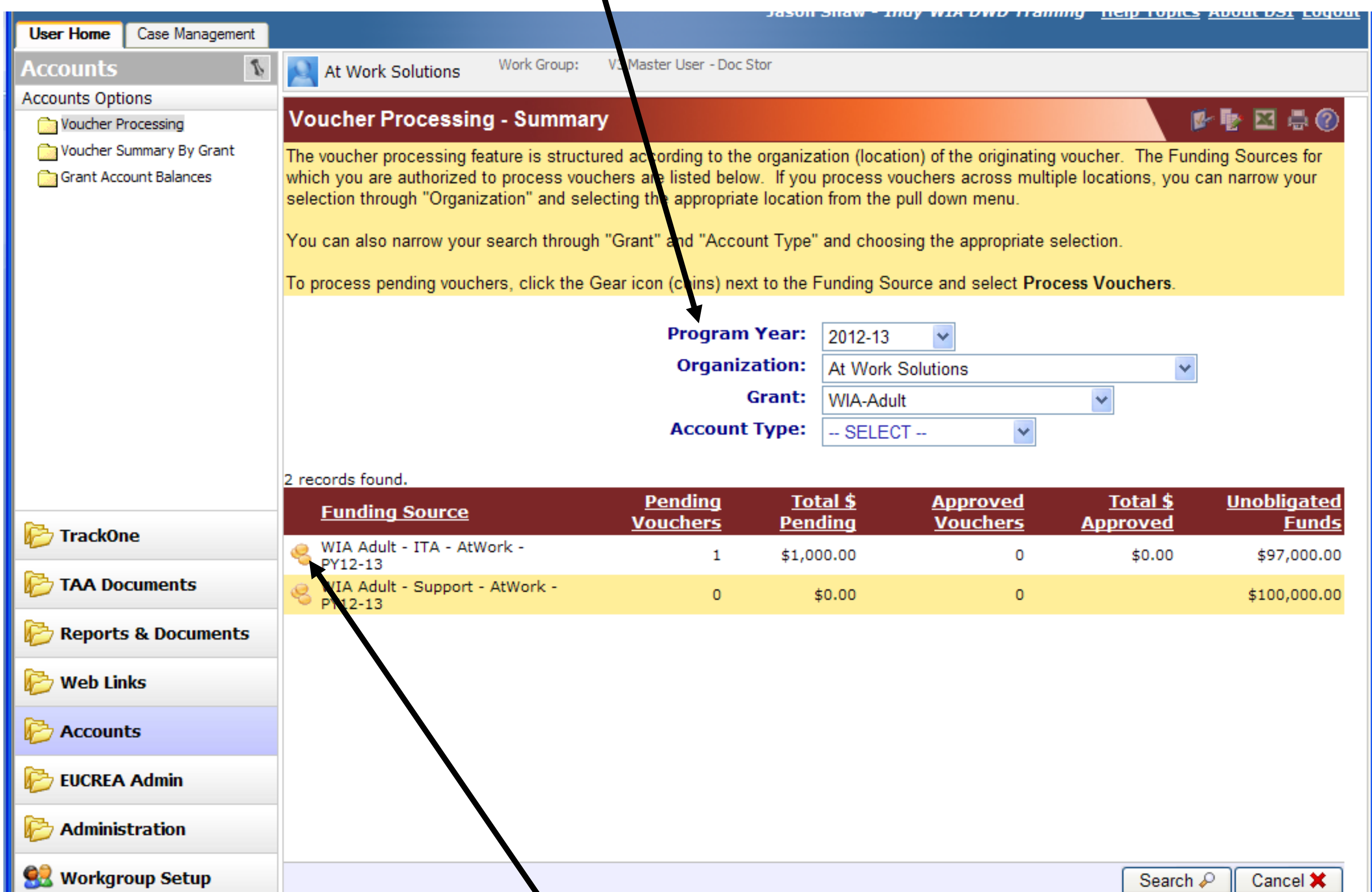
1. Go to the User Home Tab

2. Go to the “Accounts” folder

3. Select Voucher Processing

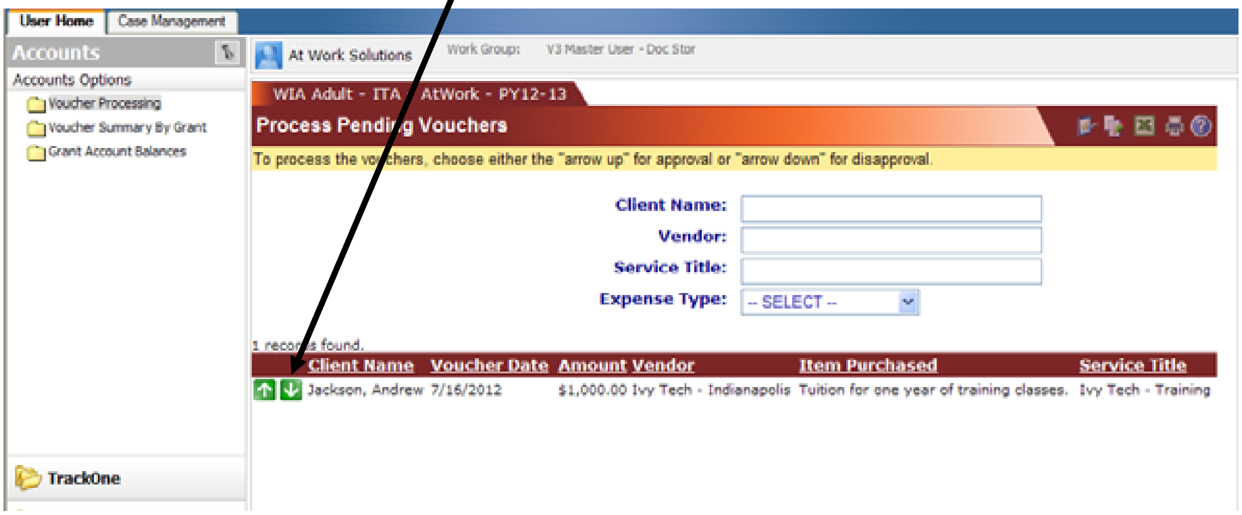


Use the search parameters to look up the account that appears on the voucher

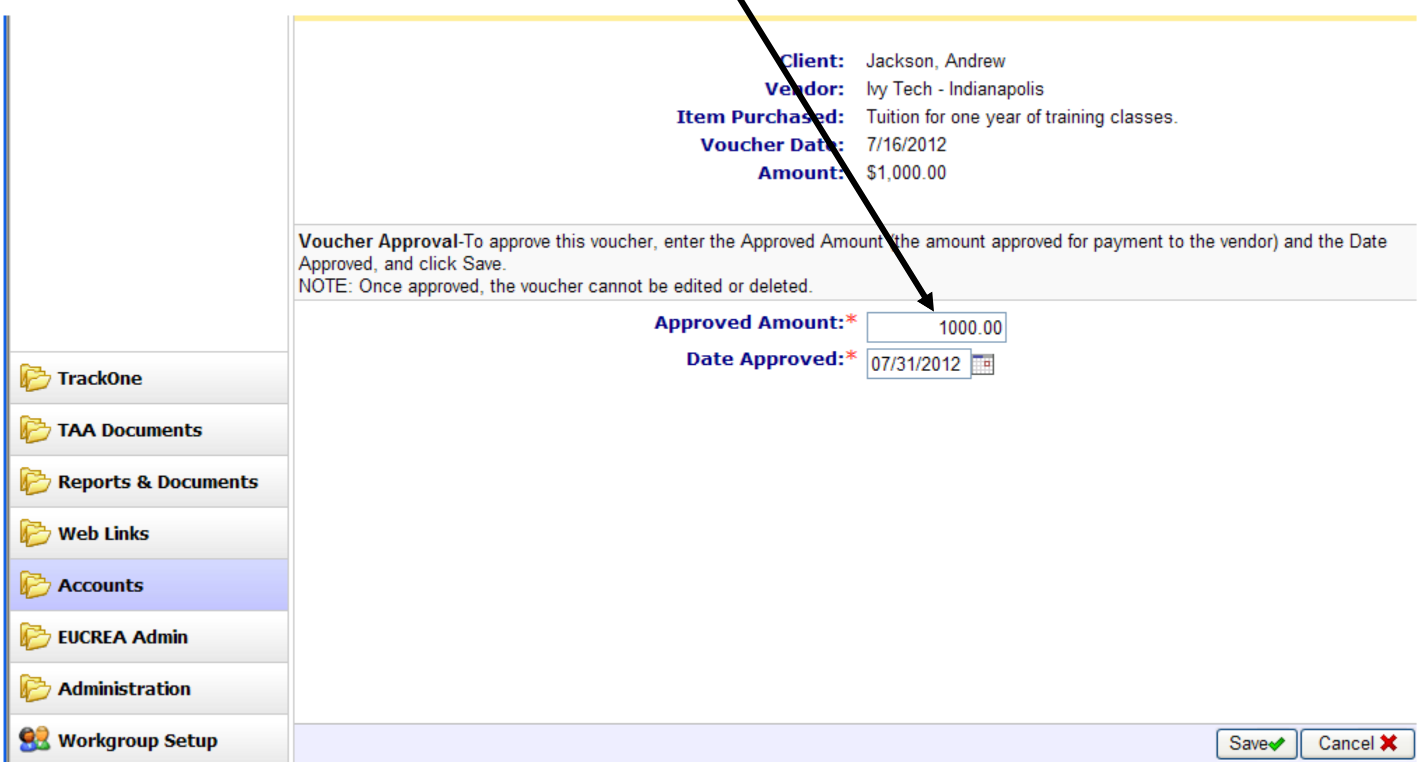


Once you have found the account click the coin icon to the left of the account name to look up the voucher

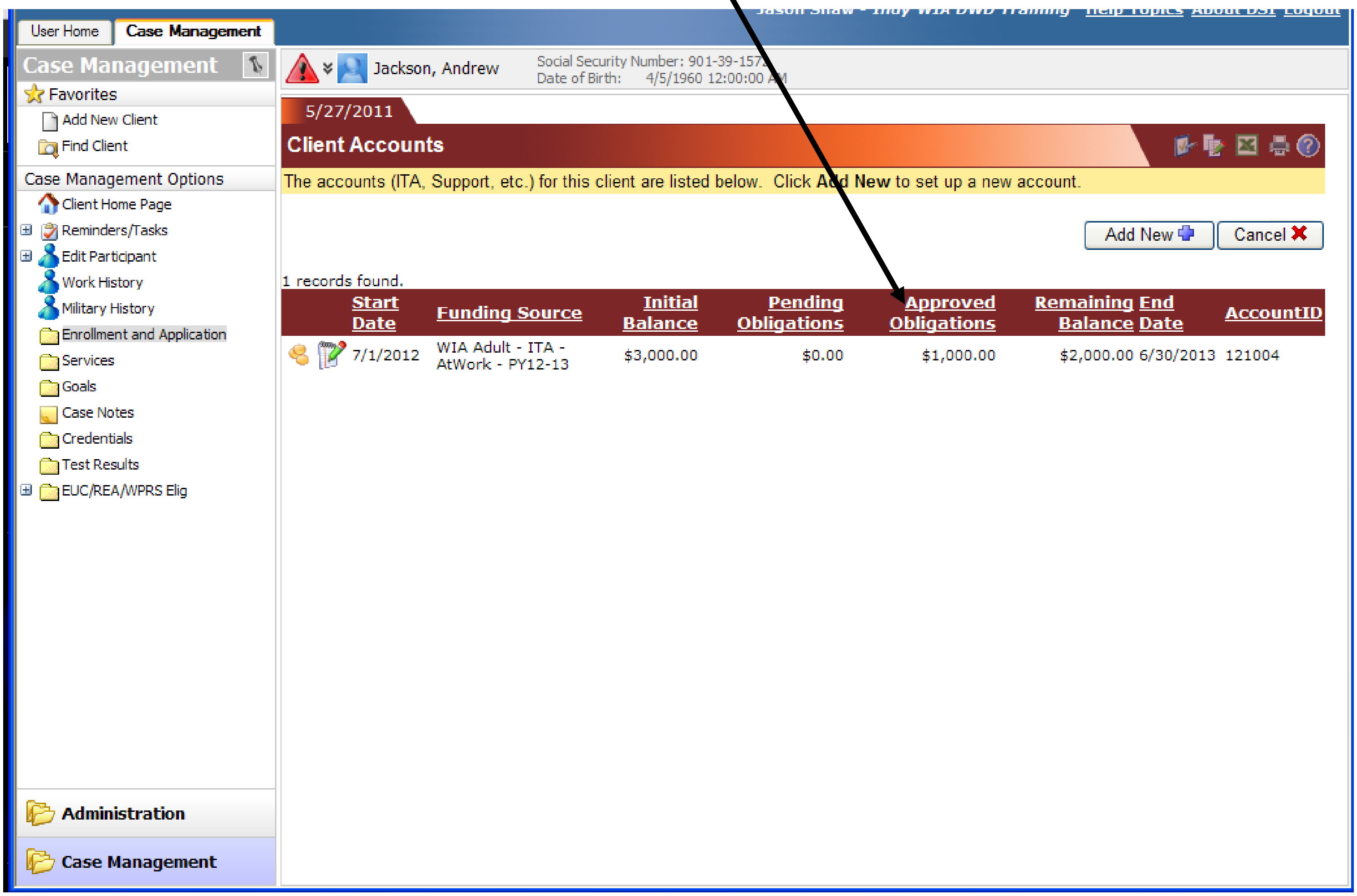
If there are multiple vouchers on the account, the search parameters can be used to narrow down the results even further. Once you have found the voucher you were looking for, click the "up" arrow to approve the voucher, or the "down" arrow to deny the voucher.



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.



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.