

Instructions for Entering Client Budgets and Payments into the AJC System

Entering Budgets from the S&T plan For WIOA Title I Adult, Dislocated Worker or Youth

Depending on the user's role, budgets may go to the Review Pending Budget queue for approval. Budgets in this queue will need to be approved before payments can be made.

- 1) Bring jobseeker in context in AJC;
- 2) Navigate to the S&T Plan;
- 3) Locate the service the budget will be added to;

Occupational Skills Training	Cochise College	Add Budget	No Payments	Completed	07/27/2018	05/30/2019
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- 4) From the service, Select Add Budget

Add Vendor to Service

If payment for this budget is to be tied to a specific Vendor, search for the Vendor below, otherwise click "Client Budget" button to tie to the Client for payment.

Vendor ID:

Name:

Business Name:

FEIN:

First few letters of city:

Zip:

To associate a vendor with the new budget, **enter the vendor in the search criteria** and click Search. Clicking a vendor name pulls up a list of expenditure categories that are valid for the budget; or

If you choose to select the Create a Client Budget clicking **'Create Client Budget'**, this pulls up a list of expenditure categories that are valid for the budget.

Instructions for Entering Client Budgets and Payments into the AJC System

Expenditure Category Selection

* Indicates a required field

Please choose which expenditure categories should appear on this budget.

* Expenditure Categories:

- Audit
- Books
- Drug Screen/Background Check
- 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
- Work Clothing, Equipment & Tools

5) After selecting the Expenditure Categories and continue, will see the Budget Contract Spreadsheet, which you will complete and save;

Instructions for Entering Client Budgets and Payments into the AJC System
Vendor View

Budget Contract Spreadsheet
* Indicates a required field

Client: KRISTAL SILVA , XXX-X0-5461, Part ID: 129866
 Primary Casetracker: TAMMY LEE BROWN, AZ@Work-Bus. & Wrkfr Development Ctr-Sierra Vista
 Enrollment: Adult (Local Formula)
 Vendor: SOUTHWEST TRUCK DRIVER TRAININ
 Training/Service: Occupational Skills Training
 O*NET SOC Title: Registered Nurses

* Quick-Reference Budget Name:

* Program Year 1 (YYYY):

	PY 1	PY 2	PY 3	Sum	Rate	PO Number	Comments
Tuition & Fees	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			

Or Client View

Budget Contract Spreadsheet
* Indicates a required field

Client: KRISTAL SILVA , XXX-X0-5461, Part ID: 129866
 Primary Casetracker: TAMMY LEE BROWN, AZ@Work-Bus. & Wrkfr Development Ctr-Sierra Vista
 Enrollment: Adult (Local Formula)
 Training/Service: Occupational Skills Training
 O*NET SOC Title: Registered Nurses

* Quick-Reference Budget Name:

* Program Year 1 (YYYY):

	PY 1	PY 2	PY 3	Sum	Rate	PO Number	Comments
Books	0.00	0.00	0.00	0.00			
Materials & Supplies	0.00	0.00	0.00	0.00			
Other Expenses	0.00	0.00	0.00	0.00			
Supportive Services - Transportation	0.00	0.00	0.00	0.00			
Tuition & Fees	0.00	0.00	0.00	0.00			
Work Clothing, Equipment & Tools	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			

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- 6) 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;

* Quick-Reference Budget Name:

- 7) Enter the initial program year;

* Program Year 1 (YYYY):

You cannot add budgets for a PY that is more than one year old.

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.

- 8) Rate, PO, and Comments are not required;

Rate	PO Number

- 9) Clicking the Save button saves any changes you have made to the budget; and

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Budget Contract Spreadsheet
* Indicates a required field

Client: KRISTAL SILVA , XXX-X0-5461, Part ID: 129866
 Primary Casetracker: TAMMY LEE BROWN, AZ@Work-Bus. & Wrkfr Development Ctr-Sierra Vista
 Enrollment: Adult (Local Formula)
 Training/Service: Occupational Skills Training
 O*NET SOC Title: Registered Nurses

* Quick-Reference Budget Name:

* Program Year 1 (YYYY):

	PY 1	PY 2	PY 3	Sum	Rate	PO Number	Comments
Books	1879.10	0.00	0.00	\$1879.10			
Materials & Supplies	1235.00	0.00	0.00	\$1235.00			
Other Expenses	2855.00	0.00	0.00	\$2855.00			
Supportive Services - Transportation	500.00	0.00	0.00	\$500.00			
Tuition & Fees	5865.00	0.00	0.00	\$5865.00			
Work Clothing, Equipment & Tools	<input type="text" value="200.00"/>	0.00	0.00	\$200.00			
Obligated Totals	\$12534.10	\$0.00	\$0.00	\$12534.10			
Expended Totals	\$0.00	\$0.00	\$0.00	\$0.00			
Remaining Totals	\$12534.10	\$0.00	\$0.00	\$12534.10			

Save De-Obligate Clear Cancel Budget Entry Add Category

10) A confirmation page displays, asking the fiscal rep to confirm or cancel changes.

Budget Change Confirmation

Warning: Changes will be made to the budget.
 If this is not acceptable click "Cancel" to disregard the changes, otherwise click "Confirm" to save the changes.

To cancel the changes, click **Cancel**. **To confirm** and save the changes, click **Confirm**.

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Budget Contract
 The budget was added/edited successfully. The following table outlines the current budget.

Description	PY1	PY2	PY3
Tuition & Fees	5865.00	0.00	0.00
Books	1879.10	0.00	0.00
Materials & Supplies	1235.00	0.00	0.00
Other Expenses	2855.00	0.00	0.00
Supportive Services - Transportation	500.00	0.00	0.00
Work Clothing, Equipment & Tools	200.00	0.00	0.00

Once the staff with the Regional director role has approved the budget (regional director you would go to fiscal>review pending budgets and there would be a list) make the payment from the service in the S&T Plan

Adding the payment from the S&T plan for WIOA Title I Adult, Dislocated Worker or Youth

- 1) From the service, Select Add Payments;

Occupational Skills Training	Cochise College	BSS FAV	Add Payments	Completed	07/27/2018	05/30/2019
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To associate a vendor with the new budget, **enter the vendor in the search criteria** and click Search. Clicking a vendor name pulls up a list of expenditure categories that are valid for the budget.

OR,

If you choose to select the Create a Client Budget clicking **'Create Client Budget'** pulls up a list of expenditure categories that are valid for the budget.

Instructions for Entering Client Budgets and Payments into the AJC System

Associate a Vendor

If this open budget payment should be made to a vendor, choose that vendor below. Otherwise, click the "Client Payment" button.

Vendor ID:

Name:

Business Name:

FEIN:

First few letters of city:

Zip:

3) Select the payment category;

Select payment category

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

Vendor Name	PY/FY	Budgeted Category
Client Budget	2018	Books
Client Budget	2018	Materials & Supplies
Client Budget	2018	Other Expenses
Client Budget	2018	Supportive Services - Transportation
Client Budget	2018	Tuition & Fees
Client Budget	2018	Work Clothing, Equipment & Tools

4) Enter the payment amounts;

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New Payment

* Indicates a required field

You are making a payment directly to the client [KRISTAL SILVA].

Service: Occupational Skills Training [10674556]

Participant Group: 000 - No Participant Group

PO Number:

Actual Start Date: 07/27/2018

Estimated End Date: 05/15/2020

Payment Information

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

	2018	Remaining Balance	2019	Remaining Balance	2020	Remaining Balance	Rate	Unit	Comments
Tuition & Fees	\$5,865.00	\$5,865.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0	
Books	\$1,879.10	\$1,879.10	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0	
Materials & Supplies	\$1,235.00	\$1,235.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0	
Other Expenses	\$2,855.00	\$2,855.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0	
Supportive Services - Transportation	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0	
Work Clothing, Equipment & Tools	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0	
Amount Budgeted	\$12534.10		\$0.00		\$0.00				
Amount Spent	\$0.00		\$0.00		\$0.00				
Available	\$12534.10		\$0.00		\$0.00				

* Type:

* Begin Date:

* End Date:

Invoice Date:

Invoice/Reference Number:

Payment Status:

5) Enter the Rate for the amount to be paid. (Rate is the amount of the expense. It can be a flat rate for tuition or books. It can also be an hourly rate (childcare) or mileage rate);

6) Enter the Units. This is a multiplying field. If the rate is flat enter 1. (Unit is a multiplier. If used with a flat rate, the unit is 1. Example \$300.00 x 1 = \$300.00, you would enter 300.00 in the rate field and 1 in the unit field. If used for childcare or mileage, the unit is the total number of hours/miles. Example \$5.00 per hour x 10 hours = \$50.00, you would enter 5.00 in the rate field and 10 in the unit field);

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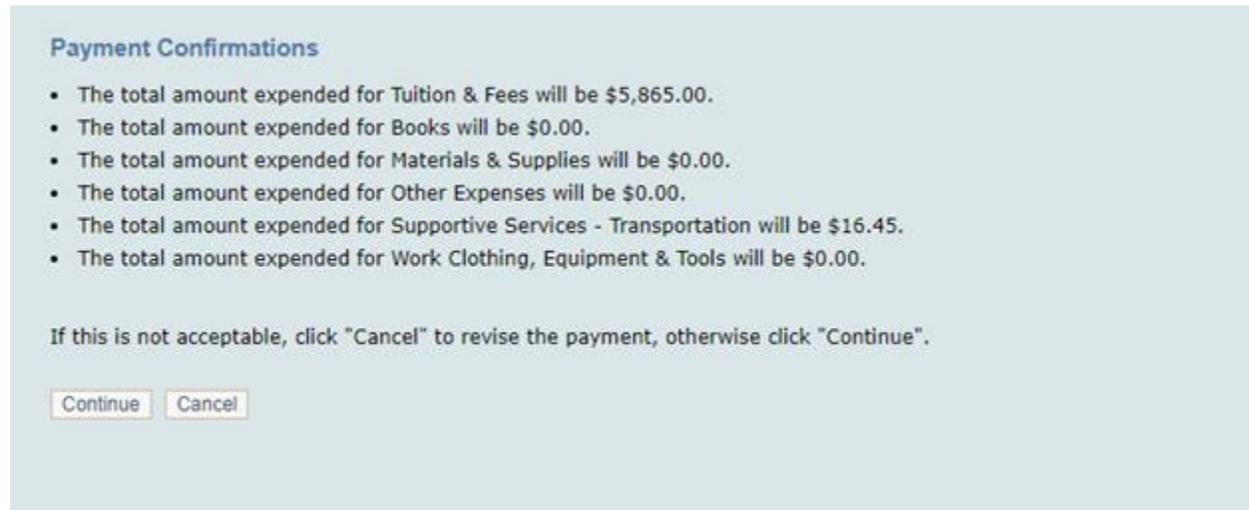
7) Set the Type field as actual or accrual payments (Your budget department should tell you which to enter);

8) Enter the payment begin and end dates. The dates must be within the actual start date and estimated end date of the service;

Enter the Invoice date and Invoice/Reference Number as each LWDA has defined.

9) Enter the payment status Partial Payment or Final Payment. Select submit:

10) New payments must always be confirmed. Select continue or cancel;

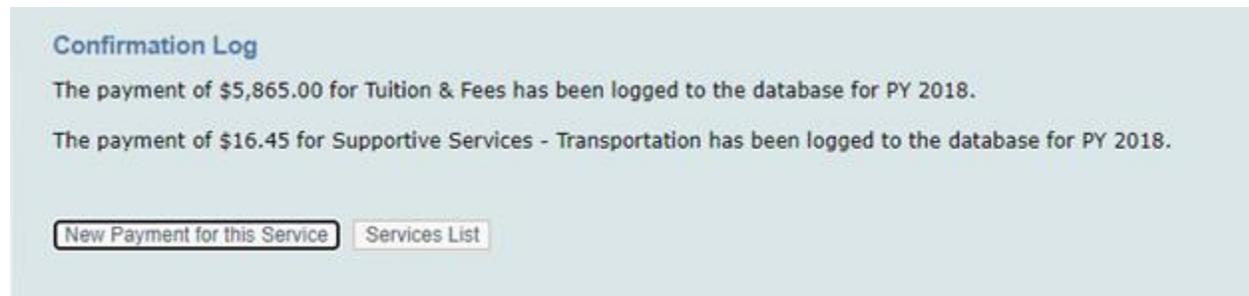


Payment Confirmations

- The total amount expended for Tuition & Fees will be \$5,865.00.
- The total amount expended for Books will be \$0.00.
- The total amount expended for Materials & Supplies will be \$0.00.
- The total amount expended for Other Expenses will be \$0.00.
- The total amount expended for Supportive Services - Transportation will be \$16.45.
- The total amount expended for Work Clothing, Equipment & Tools will be \$0.00.

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

Selecting continue displayed the Confirmation Log



Confirmation Log

The payment of \$5,865.00 for Tuition & Fees has been logged to the database for PY 2018.

The payment of \$16.45 for Supportive Services - Transportation has been logged to the database for PY 2018.

Selecting New Payment takes you back to the Associate a Vendor page

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Add Vendor to Service

If payment for this budget is to be tied to a specific Vendor, search for the Vendor below, otherwise click "Client Budget" button to tie to the Client for payment.

Vendor ID:

Name:

Business Name:

FEIN:

First few letters of city:

Zip:

Selecting Service List displayed Budgetable Services

Budgetable Services for KRISTAL SILVA

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

Training	Serv Num	Proj	Fund	Begin Date	School Status
Adult (Local Formula) - 07/03/2018					
Occupational Skills Training	10674556	0	Adult (Local Formula)	07/27/18	NA

Pending Services for KRISTAL SILVA

This client does not have any services that have not started.

11) Overlapping payments require additional confirmation; and

12) To return to the case details for the jobseeker. Select the jobseekers name.

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My Home Page

Case details for:

KRISTAL SILVA