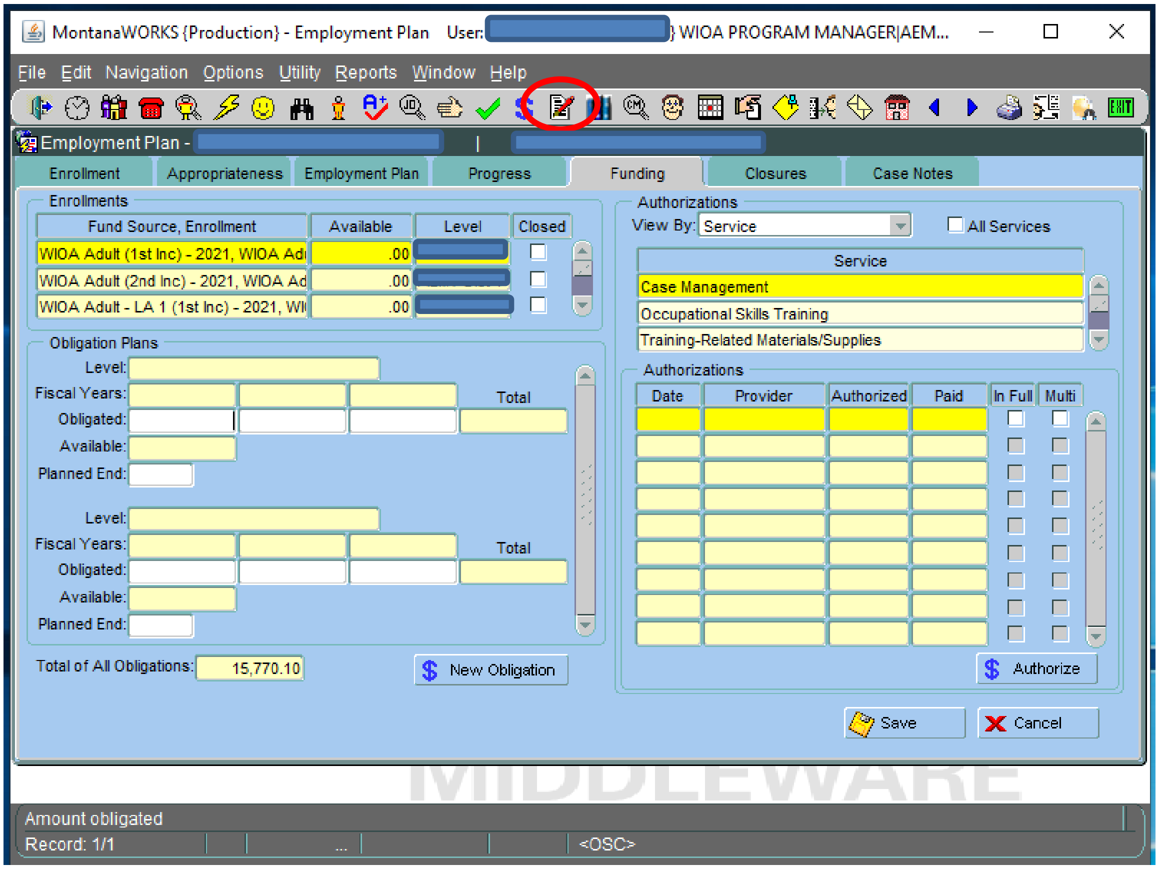
Funding Tab

Introduction: This section is used to obligate funding to a client and authorize payment of services for a client.

- **Obligations** are the total amount budgeted for a client based on an estimate of the total amount to be spent throughout the current fiscal year.
- **Authorizations** are invoices received that will be paid on behalf of the client and are specific to services and vendors.



Page Layout:

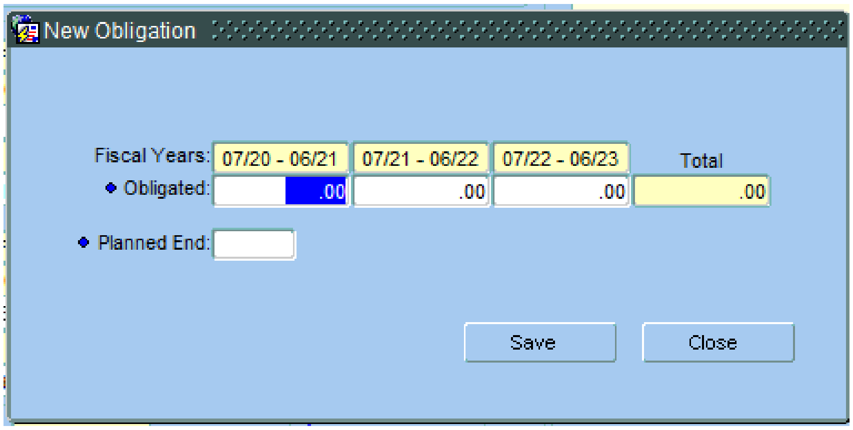
- **Fund Source, Enrollment:** Available funding per active client enrollment
- **Obligation Plan:** Shows all obligations by the agency provider
- **Total of All Obligations**: Shows the total of all obligations made by all agency providers.
- **Authorizations View By**: There are 4 options to view authorizations:
    - **Service:** Click on a service to view authorizations specific to each service
    - **Enrollment:** Click on an enrollment to view authorizations specific to each enrollment
    - **Obligation:** Click on an obligation to view authorizations specific to each obligation
    - **Plan:** Click on a plan to view authorizations specific to each plan

STEP ONE - CREATING AN OBLIGATION:

1. Highlight the **Fund Source, Enrollment** to be used.

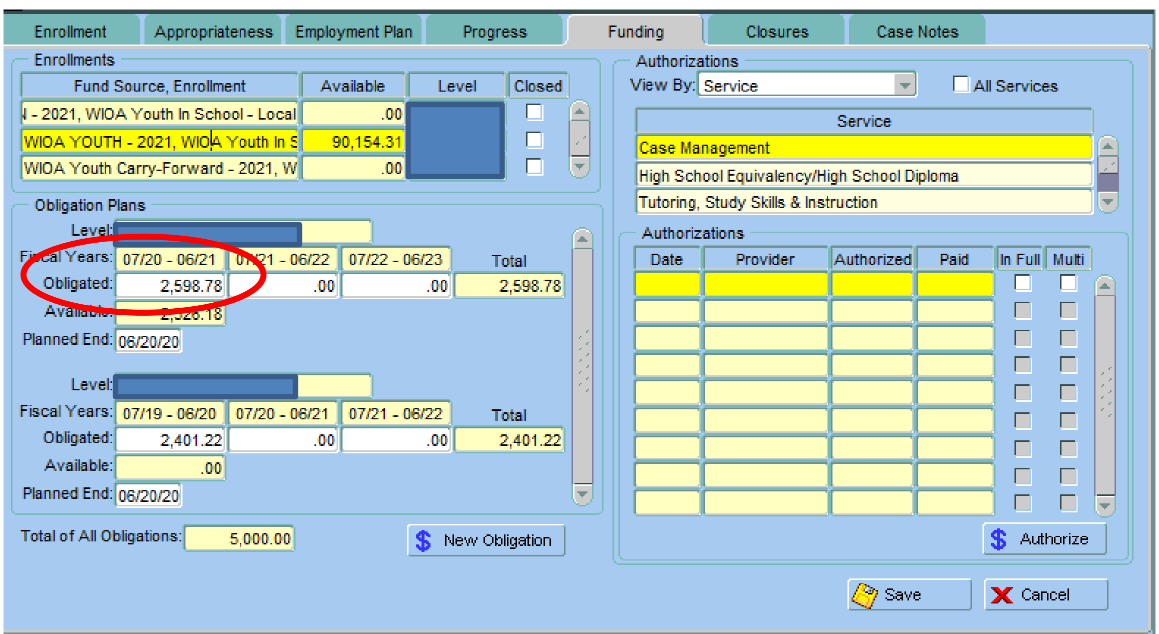
2. Click on 

A pop up screen/box will appear.



Page Layout:

- **Obligated:** Enter amount you plan to spend on the client for all services during the current year only. Leave the two futures years blank. Only budget for one year.
- **Planned End:** Enter the anticipated end date using a mm/dd/yy format. Date will usually be the end of the state fiscal year or grant end date.
- **Click Save** and the numbers you entered will populate to the **Obligated** and **Planned End** on the Funding Tab.



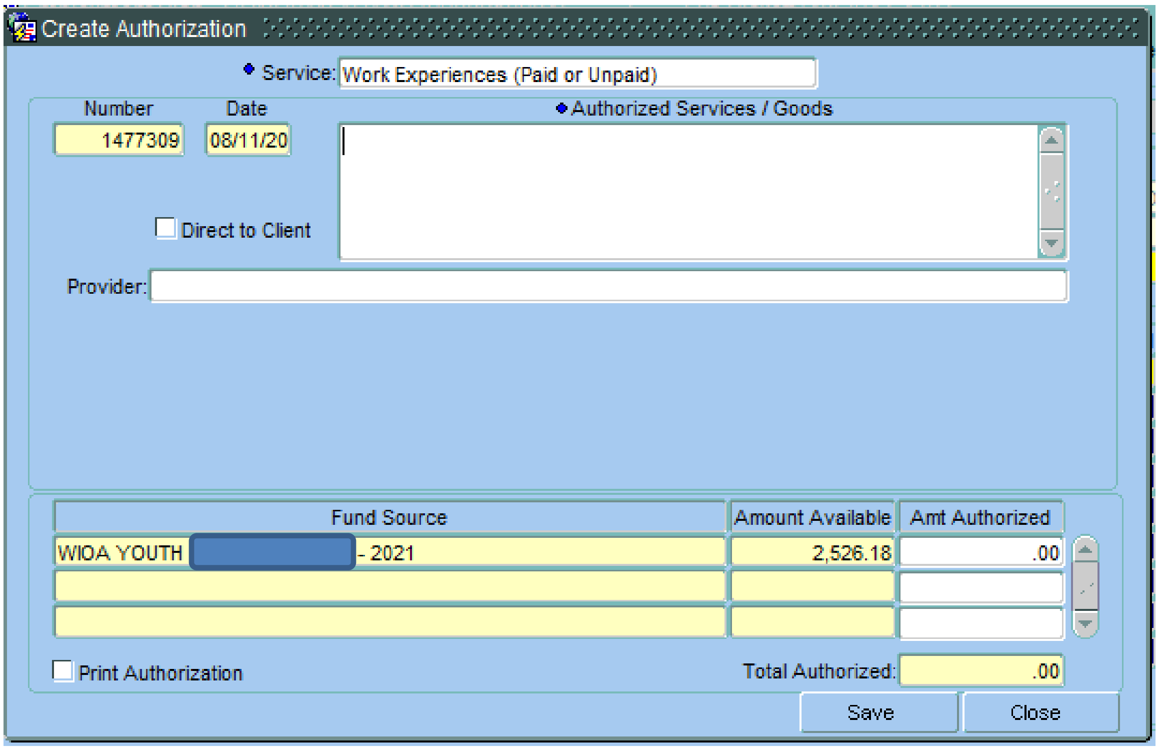
****Note:** Once initially created, the Obligated amount and Planned End date can be changed at any time as needed as long as the client has an active employment plan. **To modify the obligation number, type over the existing Obligated amount.** All amounts obligated to the client will reduce total availability for your office for the current fiscal year.

STEP TWO - CREATING AN AUTHORIZATION:

1. Highlight the **Service** you wish to authorize payment for. Services must be opened on the Employment Plan first. Only opened Services will be available to choose from.

2. Click on 

A pop up screen will appear:



Page Layout:

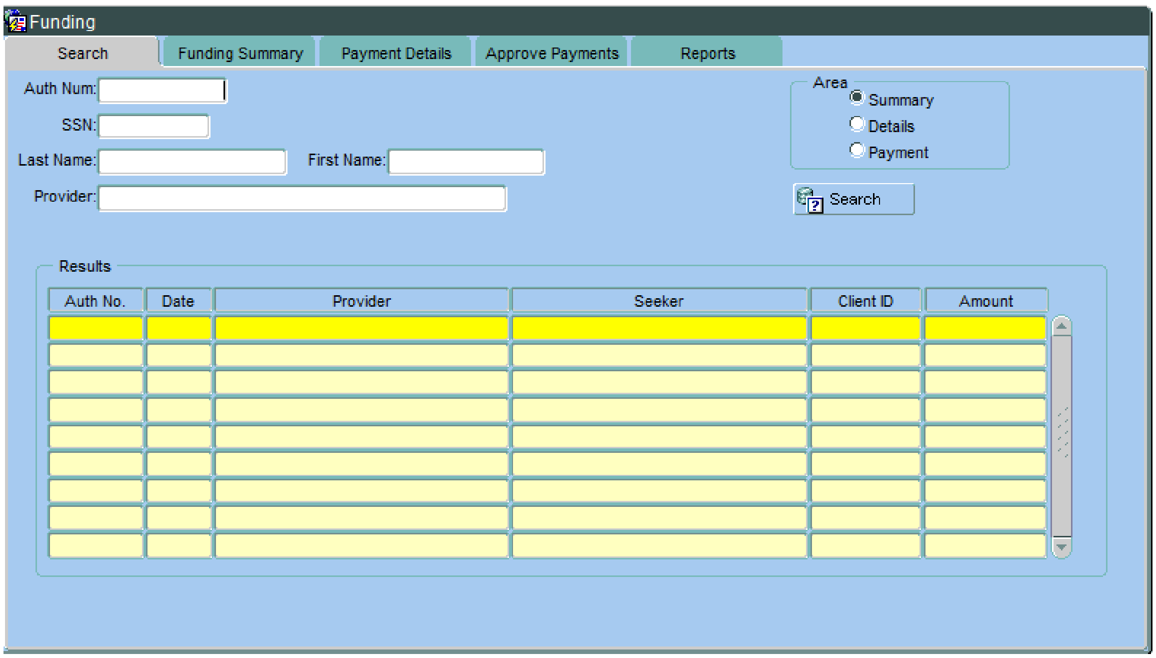
- **Service**: Populated from highlighted service.
- **Number**: System generated.
- **Date**: System generated.
- **Authorized Services/Goods**: Type in the description of what you are paying.
- **Direct to Client**: Check this box if check is to be paid to client.
- **Provider:** Double click and choose the vendor to be paid. If the Vendor is not on the list, then email DLIWSDW9INPUT@mt.gov
- **Fund Source:** List of available obligations.
- **Amt Authorized:** Amount to be paid from invoice or other backup documentation. A single invoice can be paid using more than one fund source on the same authorization.
- **Print Authorization**: Check this box to print the authorization. Form may be used as the Supportive Service Request form and/or can be used to notify the vendor as proof we will pay for the service.

STEP THREE - MAKE A PAYMENT

To make a Payment, navigate to the payment area through the menu dropdown - Navigation / Funding

Search Tab

Introduction: This tab allows you to search for authorizations made. See Employment Plan – Funding section on how to set up Obligations and Authorizations.



Page Layout:

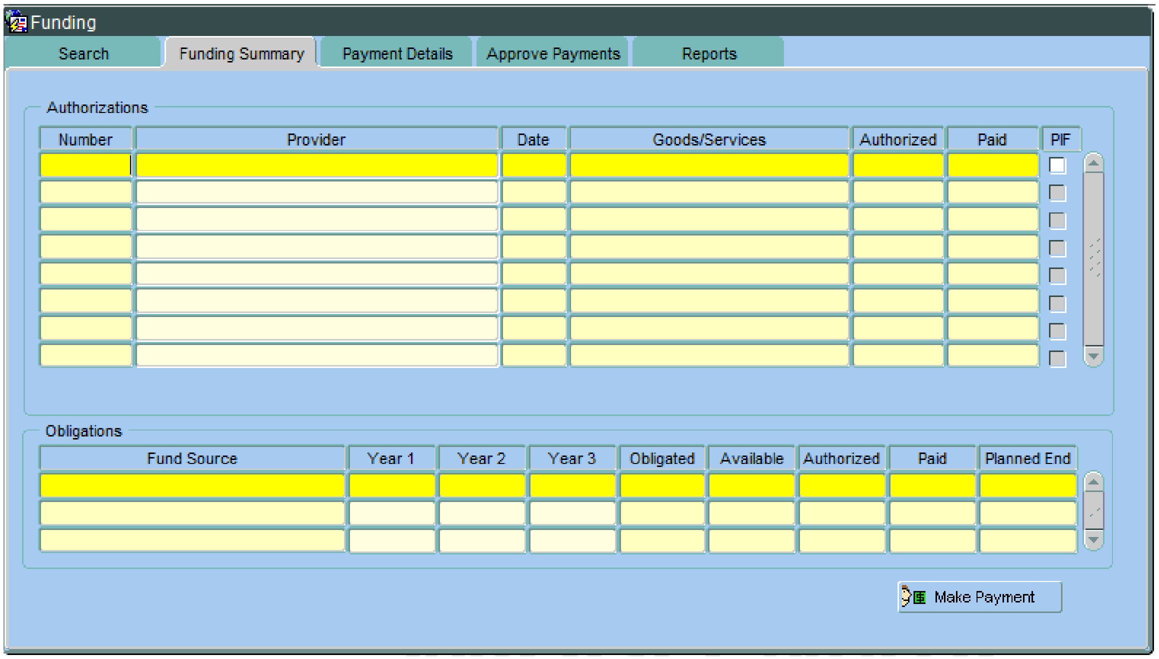
You can search using one or more of the following:

- **Auth Num:** Enter the authorization number generated from the Employment Plan/Funding area when you created the authorization
- **SSN:** Social Security Number of Client
- **Last Name:** Last name of Client
- **First Name:** First name of Client
- **Provider:** Vendor name
- **Area** - This area is used specific for a search on an authorization number.
    - Summary – (default) takes you to the Funding Summary tab
    - Details - takes you to the Payment Details tab
    - Payment – takes you to the Payment pop up screen (same as Make a Payment button)
- **Click on** 

 You will be taken to the Funding Summary Tab.

Funding Summary Tab

Introduction: This tab summarizes all authorizations made on behalf of a client.



Page Layout:

Authorizations – information populated from the Authorization screen.

- **Number:** Authorization number
- **Provider:** Vendor name
- **Date:** Date of Authorization
- **Goods/Services:** Description of service
- **Authorized:** Amount authorized
- **Paid:** Amount paid
- **PIF:** Paid in Full – can be checked and unchecked here

****Note:** If you double-click on an Authorization, it will take you to the Payment Details Tab.

Obligations – information populated from the Obligation Plan for the client

- **Fund Source:** Funding obligated to client
- **Year 1, Year 2, Year 3:** Year in which funds are obligated
- **Obligated:** Total amount obligated to client
- **Available:** Amount of Obligation not yet authorized
- **Authorized:** Total amount authorized
- **Paid:** Total Amount paid
- **Planned End:** Planned End date of Obligation

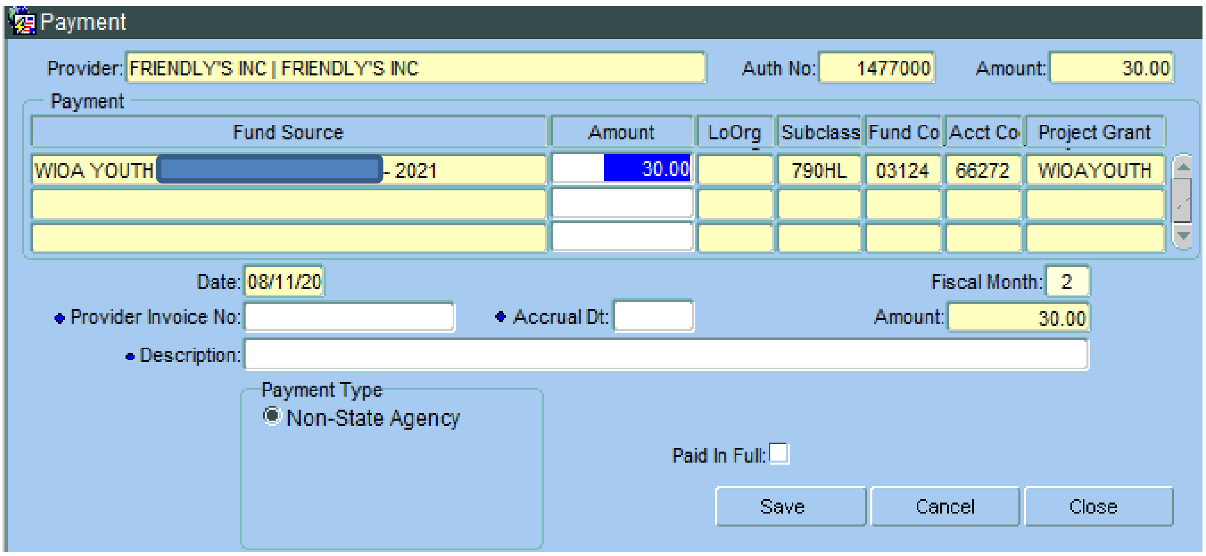
Making the Payment

Introduction: This describes how to make a payment.

- ***Click on*** 

 A pop up screen will appear:

Non-State Provider {View}



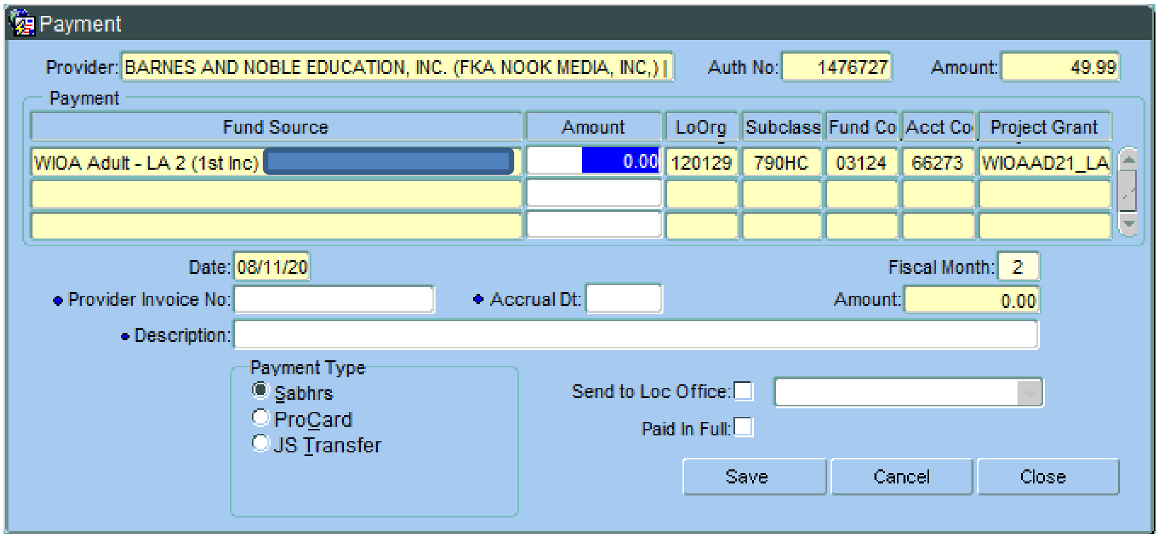
Page Layout:

- **Provider:** Vendor name
- **Auth No:** Authorization number
- **Amount (upper right corner):** Authorized amount
- **Payment Info:** Fund source Payment coding
- **Date:** Date Payment is made
- **Amount:** Amount to be paid
- **Provider Invoice No:** Invoice number
- **Accrual Dt:** Date of Invoice
- **Description:** Description of service being paid
- **Payment Type: Non-State Agency** used by Non-State agencies
- **Paid In Full:** Check this box if invoice is paid in full

Click Save 

 to process the Payment.

Job Service Provider {View}



Page Layout:

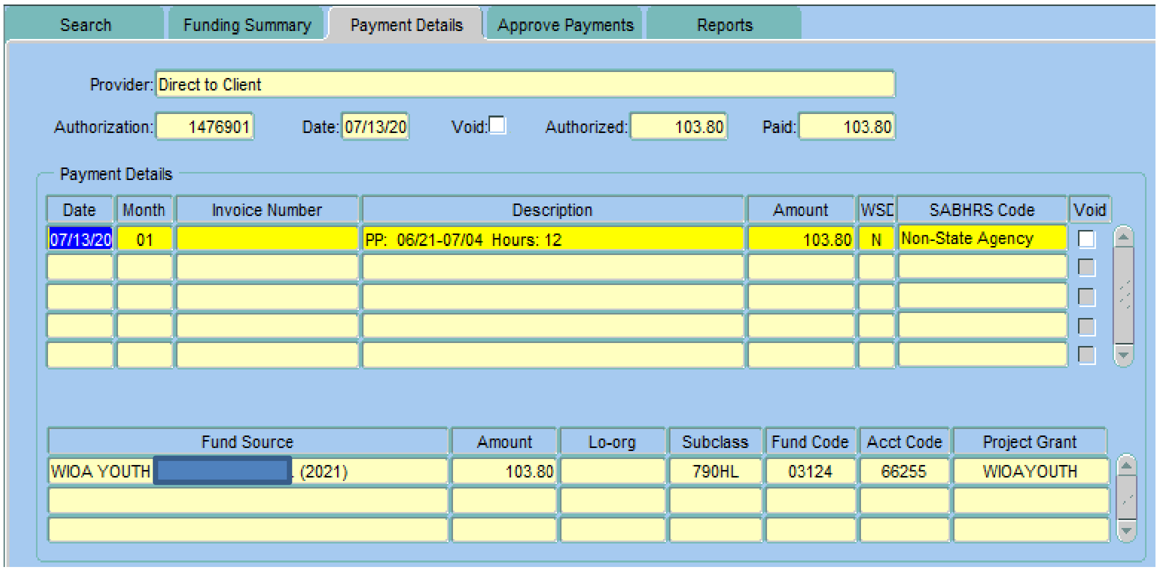
- **Provider:** Vendor name
- **Auth No:** Authorization number
- **Amount (upper right corner):** Authorized amount
- **Payment Info:** Fund source Payment coding
- **Date:** Date Payment is made
- **Amount:** Amount to be paid
- **Provider Invoice No:** Invoice number
- **Accrual Dt:** Date of Invoice
- **Description:** Description of service being paid – Payment advice will be printed on warrant.
- **Payment Type:** Choose the appropriate type for your office
  - SABHRS – used by Job Service offices to issue a check/EFT
  - ProCard – payments made using a procard
  - JS Transfer – no longer is used
- **Send to Loc Office:** Job Services click this box if the check is to be sent to local office address
- **Paid In Full:** Check this box if invoice is paid in full

Click Save 

to process the Payment.

Payment Details Tab

Introduction: This tab summarizes payment information to a vendor.



Page Layout:

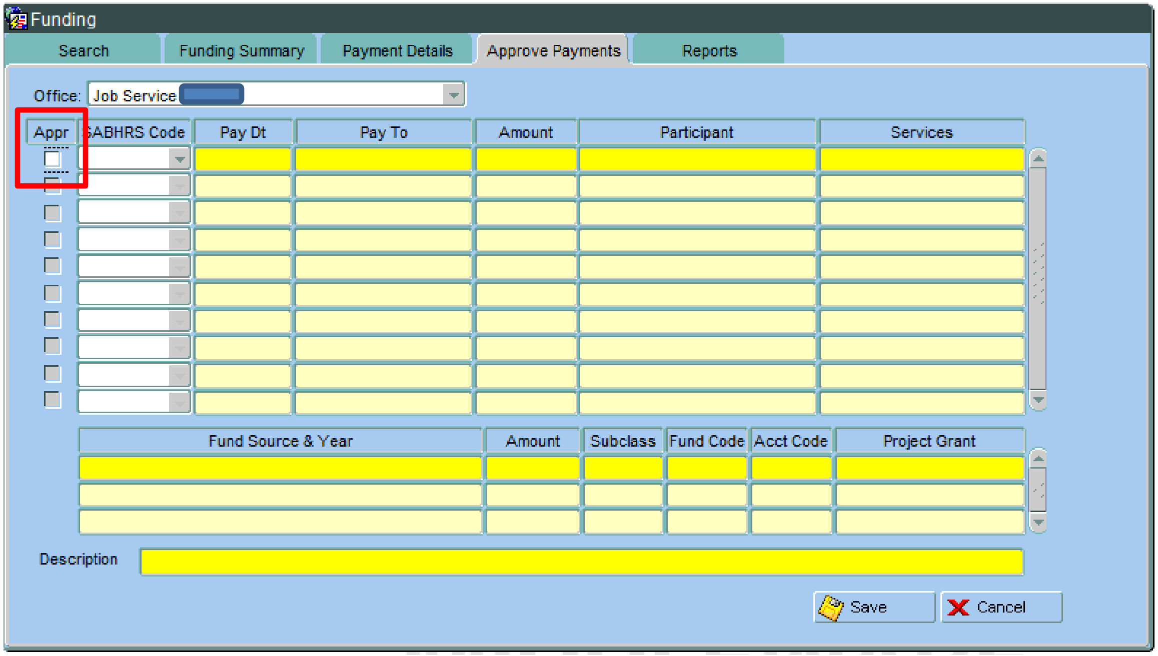
All boxes are populated with data from other screens.

- **Provider:** Vendor name
- **Authorization:** Authorization number
- **Date:** Authorization date
- **Void (top):** Pre-populated when **Authorization** is voided
- **Authorized:** Amount authorized
- **Paid:** Amount paid
- **Payment Details**
  - **Date:** Payment date
  - **Month:** Fiscal month (July is 1, August is 2, etc)
  - **Invoice Number:** Vendor invoice number
  - **Description:** Description of service being paid
  - **Amount:** Paid amount
  - **WSD:** Pre-populated from choosing "Send to Local Office" button.
  - **SABHRS Code:** Payment Type chosen
  - **Void (right side):** Check this box if you want to void or delete the **Payment**.

**** NOTE: Job Service Staff will not have access to VOID button and MUST contact Central Office to void or delete.**

Approve Payments Tab

Introduction: This tab is used by Job Service staff only to approve payments for interfacing with SABHRS (state accounting system).



<u>Page Layout:</u>

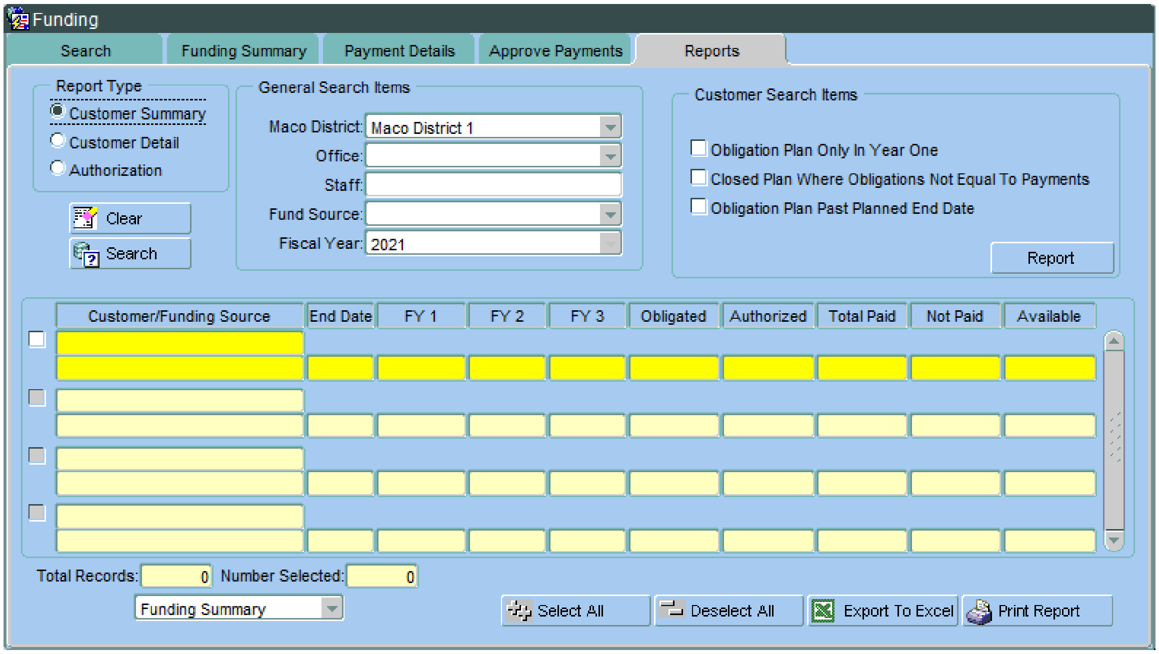
Appr: Click this box if payment is accurate and ready for approval. Please verify the following items have been reviewed prior to clicking this box:

- **Fund Source**
- **Service**
- **Amount**
- **Vendor**
- **Back-up Documentation**

**** NOTE: The individual who initiated the payment will not be allowed to also approve the payment.**

Reports Tab

Introduction: This tab is used to run current year client fiscal reports.



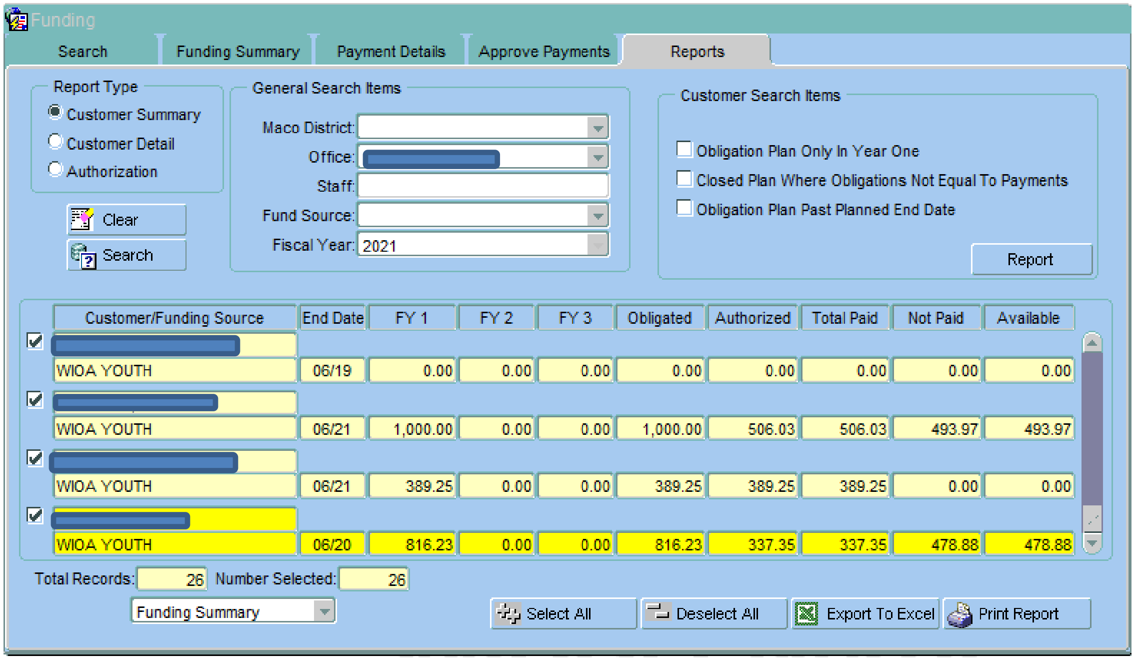
Page Layout:

Report Type: Choose one of the following:

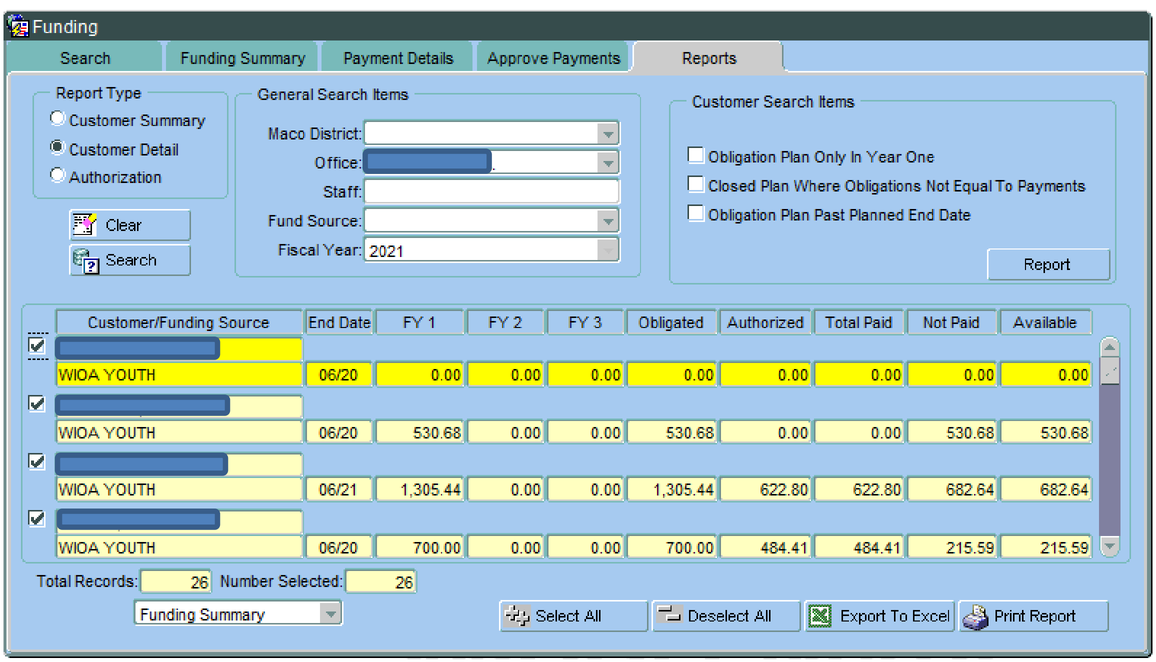
- **Customer Summary:** Summarizes client's Obligations and Authorization information – Not printable
- **Customer Detail:** Provides detailed information regarding Authorizations, including vendor information
- **Authorization:** Lists all client Authorizations.
- **General Search Items**: Choose one or more of the following:
    - **MACo District:** Defaults to provider's district
    - **Office:** Select provider office
    - **Staff:** Double click to select from the dropdown list
    - **Fund Source:** Select fund source or leave blank for all
    - **Fiscal Year:** Defaults to current year only

Customer Summary Report – Not Printable

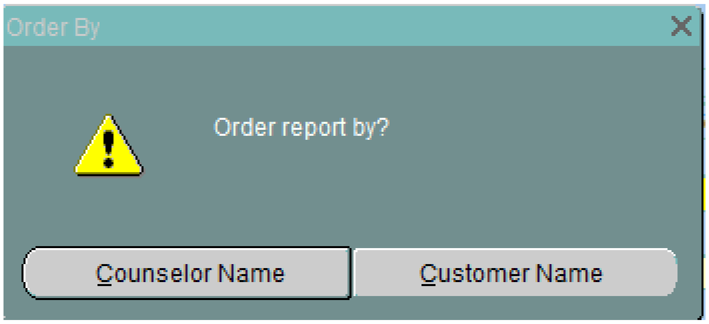
Summarizes Clients Obligations and Authorizations. Review on screen only.
Double click on the client and the system will take you to the Funding Summary Tab.



Customer Detail Report – Printable

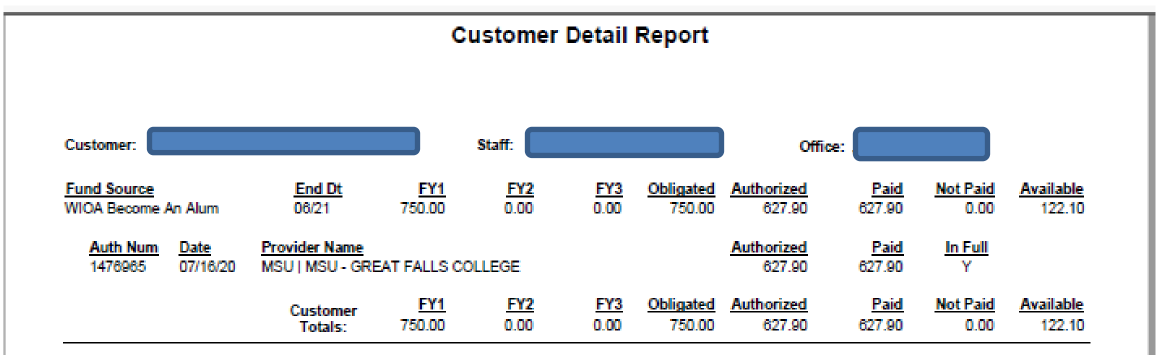


Click Print Report Print Report to view all lines with detail.



Click Counselor Name to sort by Case Manager

Click Customer Name to sort by Client



Customer Detail Report

Customer: Staff: Office:

Fund Source	End Dt	FY1	FY2	FY3	Obligated	Authorized	Paid	Not Paid	Available
WIOA Become An Alum	06/21	750.00	0.00	0.00	750.00	627.90	627.90	0.00	122.10

Auth Num	Date	Provider Name	Authorized	Paid	In Full
1476965	07/16/20	MSU | MSU - GREAT FALLS COLLEGE	627.90	627.90	Y

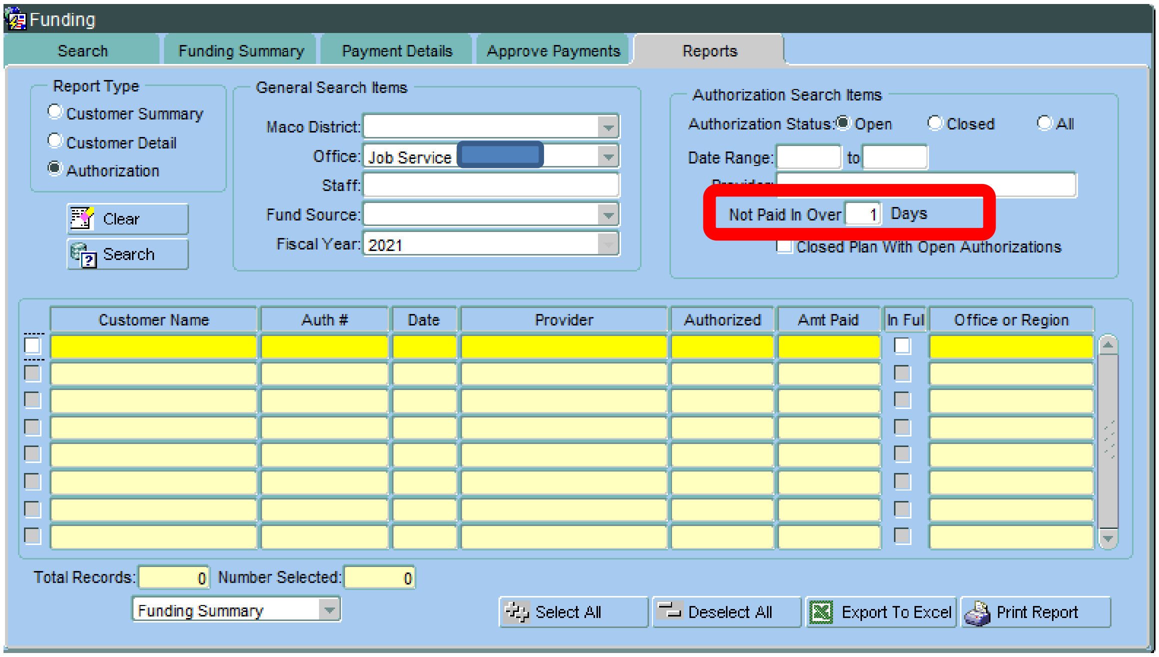
	FY1	FY2	FY3	Obligated	Authorized	Paid	Not Paid	Available
Customer Totals:	750.00	0.00	0.00	750.00	627.90	627.90	0.00	122.10

 Revised 08/19/2020

Authorization Report (open authorizations)

Enter Not Paid in Over "Blank" Days. Entering "1" will display all current outstanding Authorizations.

Click Search to run the report



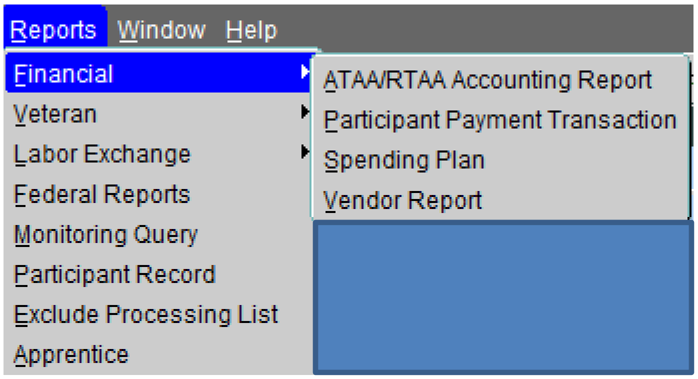
Authorization Report

Customer Name	Auth Num	Provider	Date	Amt Auth	Amt Paid	In Full	Staff Name	Office
[redacted]	1476883	RONAN TELEPHONE COMPANY | RONAN TELEPHONE COMPANY	07/10/20	58.69	58.69		[redacted]	[redacted]
	1476744	AT&T MOBILITY II LLC | AT&T MOBILITY - CAROL STREAM, IL	07/02/20	127.48	127.48			
	1476736	CHARTER COMMUNICATIONS HOLDING COMPANY, LLC | CHARTER SPECTRUM	07/01/20	49.99	49.99			
	1476848	VERIFIED CREDENTIALS, INC | VERIFIED CREDENTIALS, INC	07/09/20	83.80	83.80			
	1476734	WAL-MART | WAL-MART #2607	07/01/20	45.00	45.00			
	1476725	TK PROPERTY MANAGEMENT LLC | TK PROPERTY MANAGEMENT LLC	07/01/20	325.00	325.00			

Financial Reports

Introduction: Reports used to track payment data by client or vendor. Navigate to the report area through the Menu dropdown.

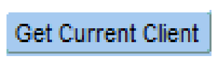
Click on Report / Financial



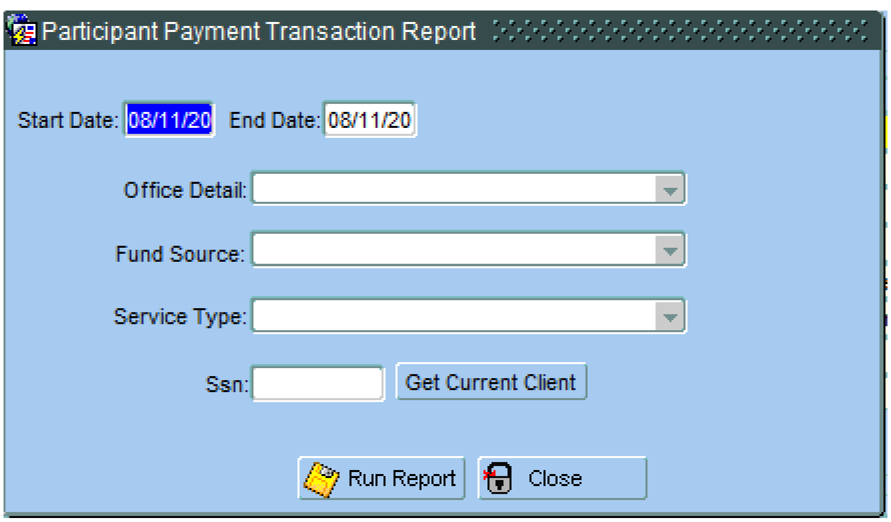
Participant Payment Transaction Report

Participant Payment Transaction Report:

- Summarizes payments made for each client by Office and Fund Source.
- **Start and End Date will need to be updated** – defaults to current date.
- Minimize the data by selecting specific Fund Source or Service Type.
- Leave blank to capture all data for the Office.

View all clients OR you may click 

to view selected client only.



Department Of Labor & Industry
Participant Payment Transactions
Report For the Period 07/01/20 to 08/12/20

Local Office: [redacted] **Fund Source Name: State Displaced Homemaker**

Participant: [redacted] **Ssn:** [redacted]

Vendor	Authoriz #	Authoriz Dt	Amt Authorized	Sabhrs Chk	Sabhrs Code	Service Type	State Fiscal Yr	Paid Dt	Paid Amt
MSU - BILLINGS	1476813	07/06/20	$60.00		Non-State Agency	Training-Related Materials/Supplies		07/06/20	$60.00
NORTHWESTERN ENERGY	1477312	08/11/20	$214.45		Non-State Agency	Other Support Services		08/11/20	$214.45
								ParticipantTotal:	$274.45

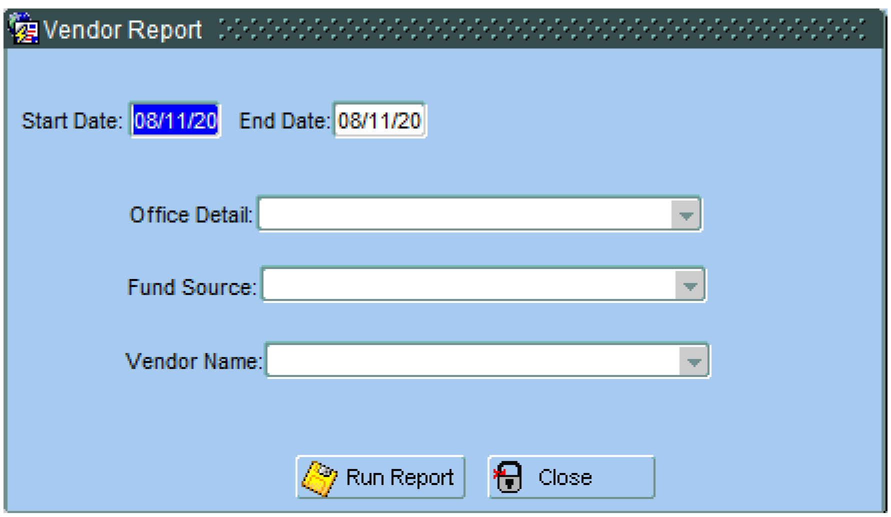
Participant: [redacted] **Ssn:** [redacted]

Vendor	Authoriz #	Authoriz Dt	Amt Authorized	Sabhrs Chk	Sabhrs Code	Service Type	State Fiscal Yr	Paid Dt	Paid Amt
BILLINGS ADULT & COMMUNITY EDUCATION	1476978	07/17/20	$43.33		Non-State Agency	Occupational Skills Training		07/17/20	$43.33
								ParticipantTotal:	$43.33

Local Office Fund Source Total: $317.78

Vendor Report

- Summarizes payments made to Vendors.
- **Start and End Date will need to be updated** – defaults to current date.
- Minimize the data by selecting specific Fund Source or Vendor Name
- Leave blank to capture all data for the Office.



Department Of Labor & Industry
Vendor Report
Report For the Period 07/01/20 to 08/12/20

Vendor: FRIENDLY'S INC **Local Office:** [redacted]

Name: [redacted] **Ssn:** [redacted]

Service Type	Fund Source Name	Authorize Num	Payment Dt	Paid Amt
Transportation	WIOA YOUTH	1476742	05-AUG-20	$30.00
			Client Total:	$30.00

Name: [redacted] **Ssn:** [redacted]

Service Type	Fund Source Name	Authorize Num	Payment Dt	Paid Amt
Transportation	WIOA YOUTH	1477069	05-AUG-20	$30.00
			Client Total:	$30.00

Vendor Total: $60.00