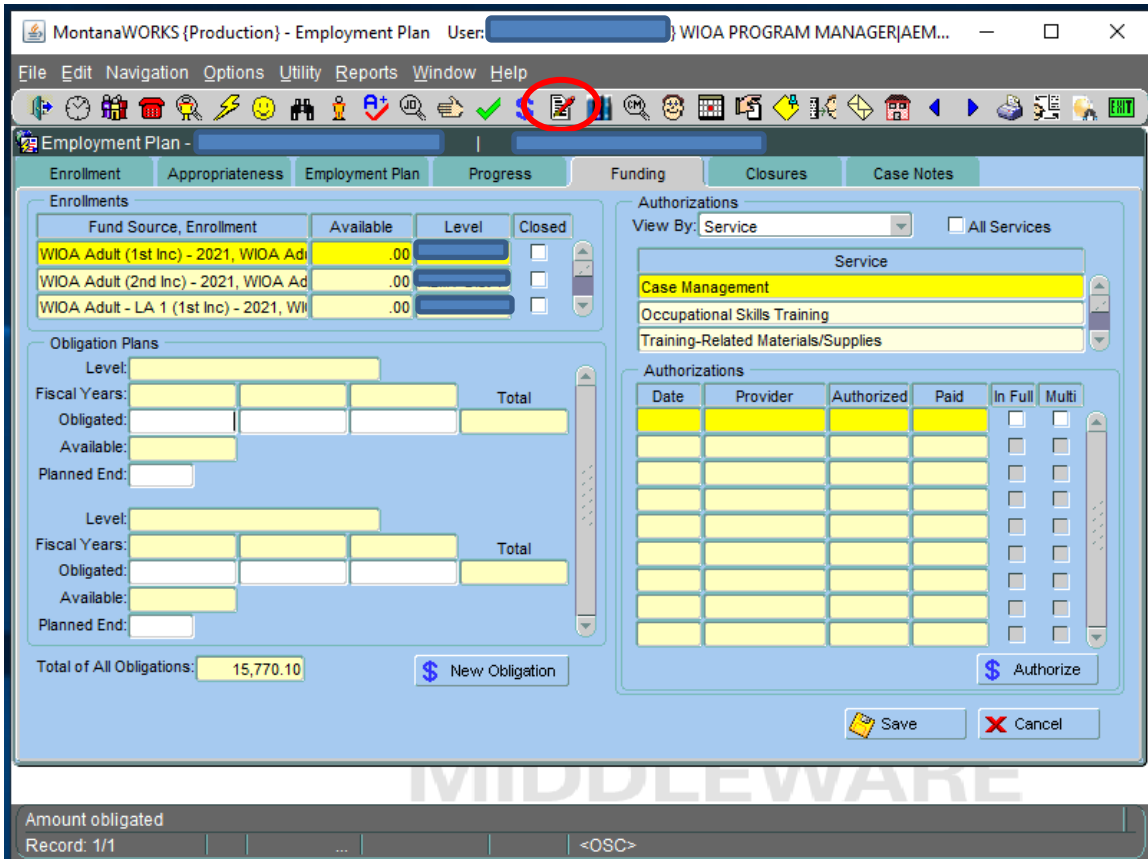


## Funding Tab

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

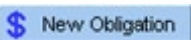
- **Obligations** are the total amount budgeted for a client based on an estimate of the total amount to be spent throughout the current fiscal year.
- **Authorizations** are invoices received that will be paid on behalf of the client and are specific to services and vendors.

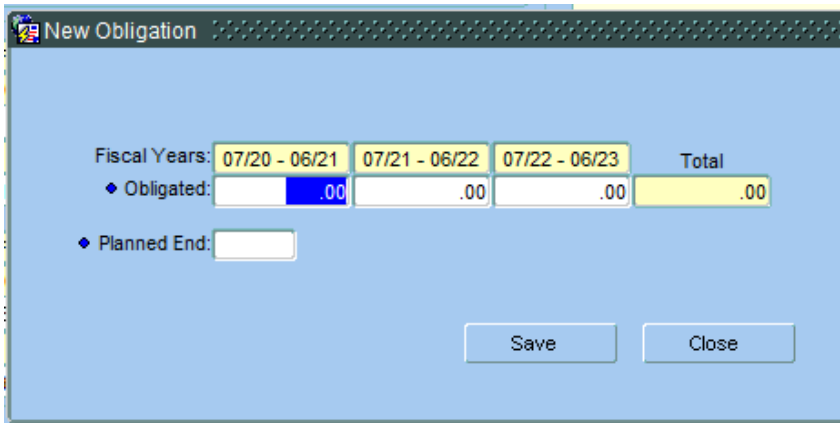


### Page Layout:

- **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:**

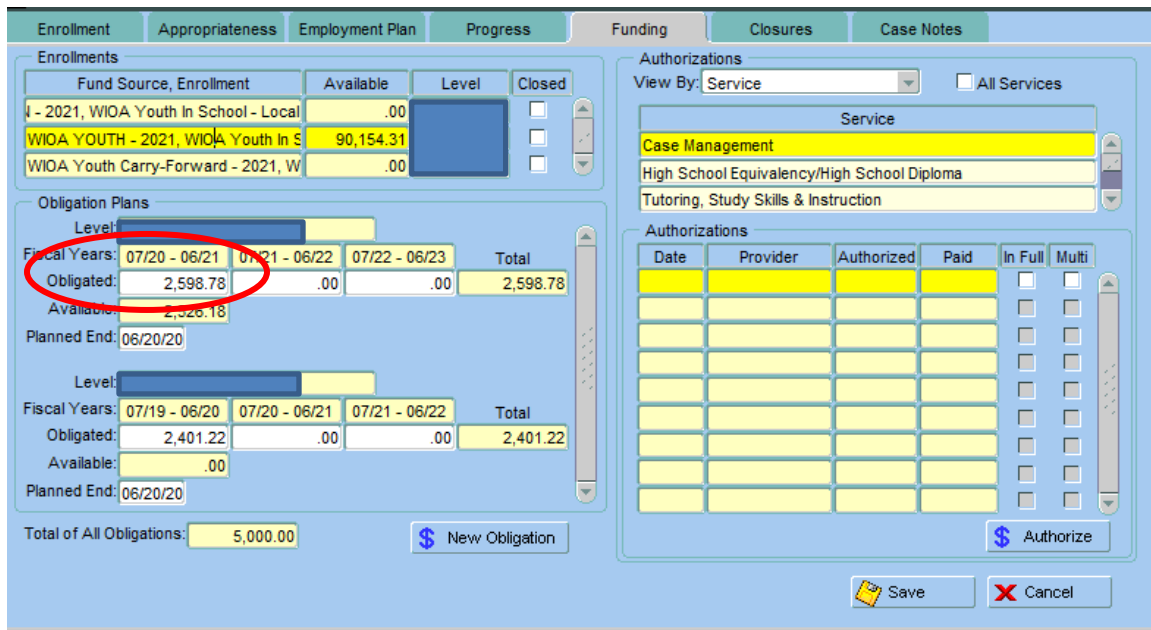
1. Highlight the **Fund Source, Enrollment** to be used.
2. Click on  A pop up screen/box will appear.



Fiscal Years:	07/20 - 06/21	07/21 - 06/22	07/22 - 06/23	Total
◆ Obligated:	.00	.00	.00	.00
◆ Planned End:				

**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.



Fund Source, Enrollment	Available	Level	Closed
W - 2021, WIOA Youth In School - Local	.00		<input type="checkbox"/>
WIOA YOUTH - 2021, WIOA Youth In S	90,154.31		<input type="checkbox"/>
WIOA Youth Carry-Forward - 2021, W	.00		<input type="checkbox"/>

Fiscal Years:	07/20 - 06/21	07/21 - 06/22	07/22 - 06/23	Total
Obligated:	2,598.78	.00	.00	2,598.78
Available:	2,326.18			
Planned End:	06/20/20			


  

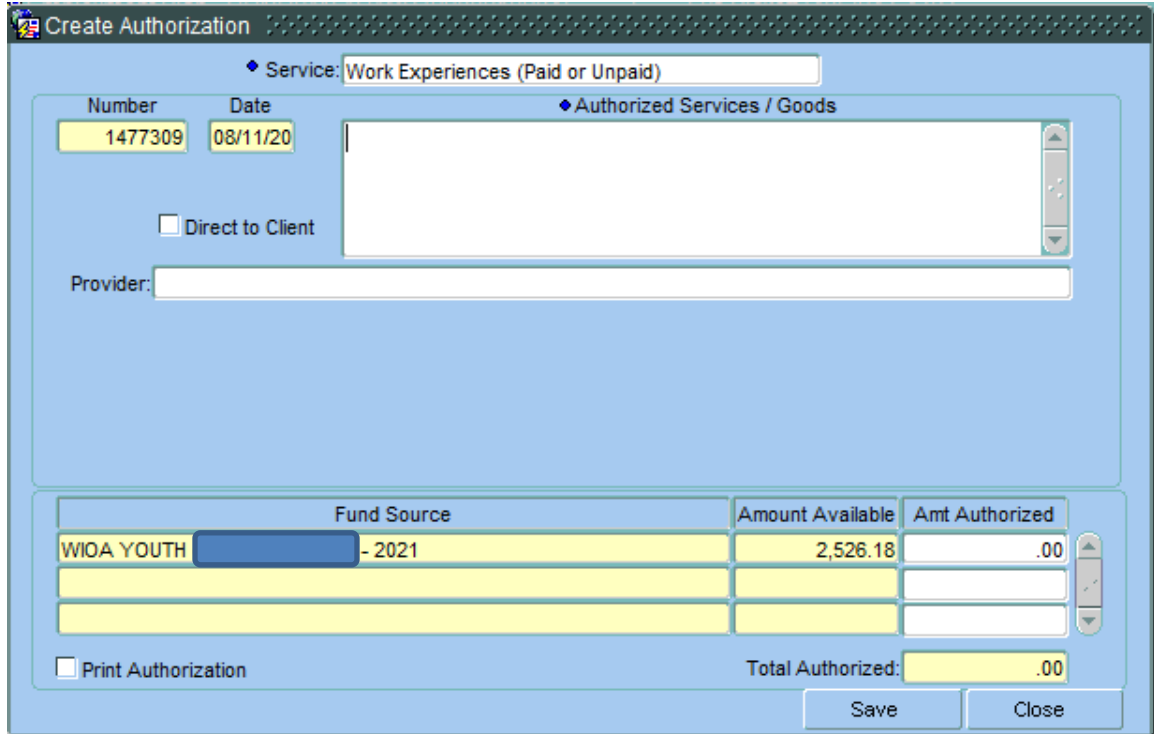
Fiscal Years:	07/19 - 06/20	07/20 - 06/21	07/21 - 06/22	Total
Obligated:	2,401.22	.00	.00	2,401.22
Available:	.00			
Planned End:	06/20/20			

Total of All Obligations: 5,000.00

**\*\*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:



Fund Source	Amount Available	Amt Authorized
WIOA YOUTH - 2021	2,526.18	.00

**Page Layout:**

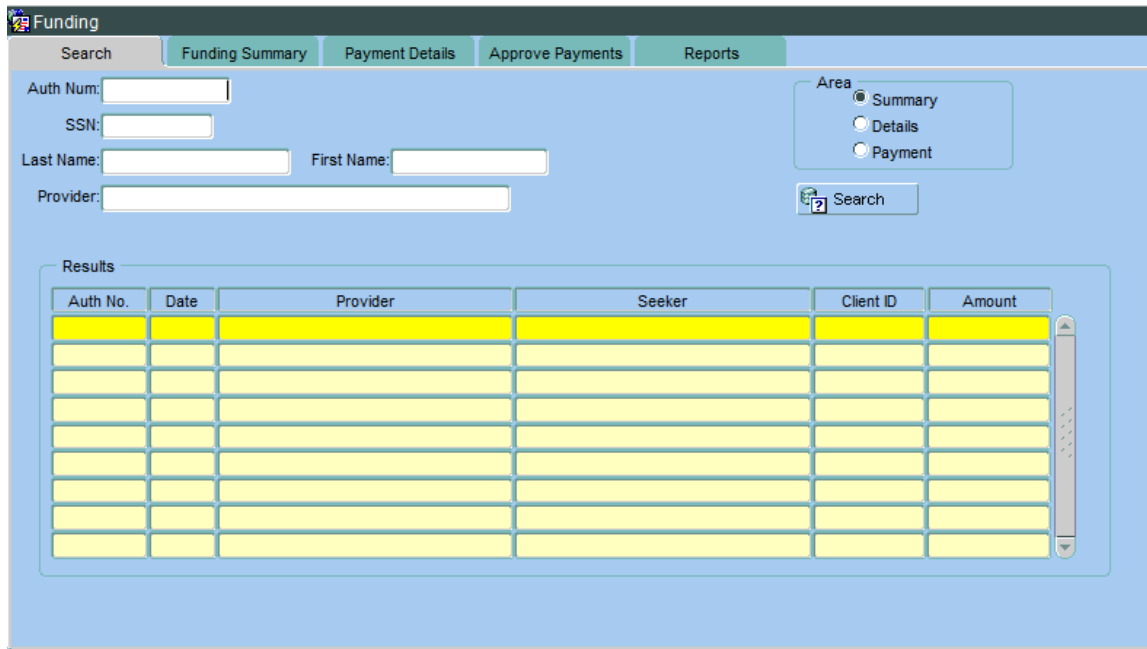
- **Service:** Populated from highlighted service.
- **Number:** System generated.
- **Date:** System generated.
- **Authorized Services/Goods:** Type in the description of what you are paying.
- **Direct to Client:** Check this box if check is to be paid to client.
- **Provider:** Double click and choose the vendor to be paid. If the Vendor is not on the list, then email [DLIWS9INPUT@mt.gov](mailto:DLIWS9INPUT@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**  Search You will be taken to the Funding Summary Tab.

## Funding Summary Tab

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

Authorizations						
Number	Provider	Date	Goods/Services	Authorized	Paid	PIF
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

Obligations								
Fund Source	Year 1	Year 2	Year 3	Obligated	Available	Authorized	Paid	Planned End

Make Payment

### 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

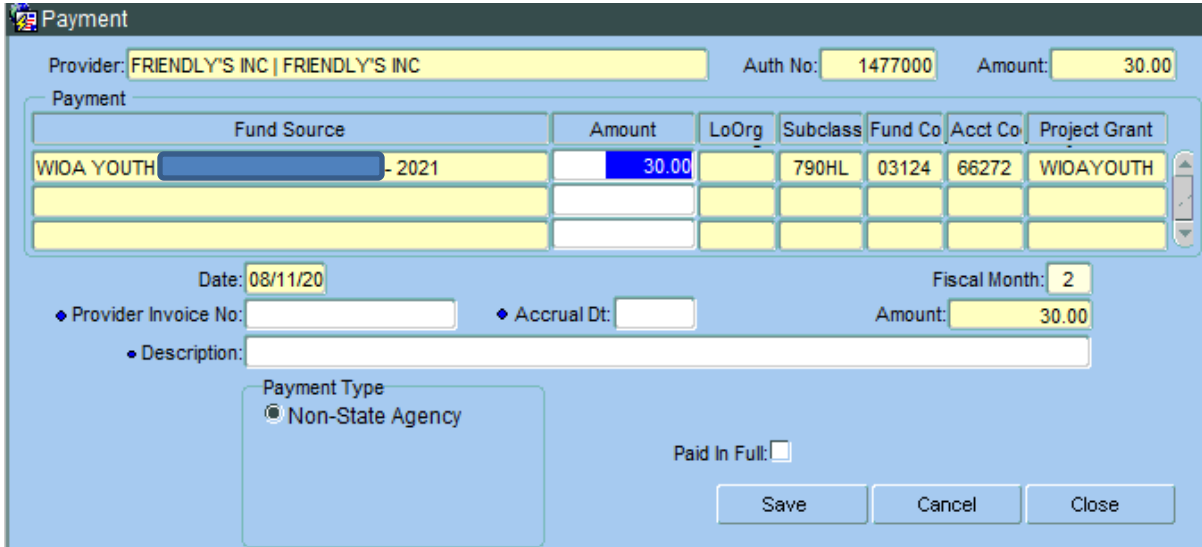
- **Fund Source:** Funding obligated to client
- **Year 1, Year 2, Year 3:** Year in which funds are obligated
- **Obligated:** Total amount obligated to client
- **Available:** Amount of Obligation not yet authorized
- **Authorized:** Total amount authorized
- **Paid:** Total Amount paid
- **Planned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



The screenshot shows a 'Payment' form with the following fields and values:

- Provider: FRIENDLY'S INC | FRIENDLY'S INC
- Auth No: 1477000
- Amount: 30.00
- Date: 08/11/20
- Fiscal Month: 2
- Provider Invoice No: (empty)
- Accrual Dt: (empty)
- Amount: 30.00
- Description: (empty)
- Payment Type:  Non-State Agency
- Paid In Full:

Fund Source	Amount	LoOrg	Subclass	Fund Co	Acct Co	Project Grant
WIOA YOUTH - 2021	30.00		790HL	03124	66272	WIOAYOUTH

Buttons: Save, Cancel, Close

### 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}**

Payment

Provider: BARNES AND NOBLE EDUCATION, INC. (FKA NOOK MEDIA, INC.) | Auth No: 1476727 | Amount: 49.99

Fund Source	Amount	LoOrg	Subclass	Fund Co	Acct Co	Project Grant
WIOA Adult - LA 2 (1st Inc)	0.00	120129	790HC	03124	66273	WIOAAD21_LA

Date: 08/11/20 | Fiscal Month: 2

◆ Provider Invoice No: | ◆ Accrual Dt: | Amount: 0.00

◆ Description:

Payment Type

Sabhrs

ProCard

JS Transfer

Send to Loc Office:  |

Paid In Full:

Save Cancel Close

**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.

Provider: Direct to Client

Authorization: 1476901    Date: 07/13/20    Void:     Authorized: 103.80    Paid: 103.80

Payment Details

Date	Month	Invoice Number	Description	Amount	WSC	SABHRS Code	Void
07/13/20	01		PP: 06/21-07/04 Hours: 12	103.80	N	Non-State Agency	<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>

Fund Source	Amount	Lo-org	Subclass	Fund Code	Acct Code	Project Grant
WIOA YOUTH (2021)	103.80		790HL	03124	66255	WIOAYOUTH

### 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).

Appr	SABHRS Code	Pay Dt	Pay To	Amount	Participant	Services
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

Fund Source & Year	Amount	Subclass	Fund Code	Acct Code	Project Grant

Description:

**Page Layout:**

**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.

The screenshot shows the 'Funding' application window with the 'Reports' tab selected. The interface includes several search filters and a data table.

**Report Type:** Radio buttons for Customer Summary (selected), Customer Detail, and Authorization. Buttons for Clear and Search.

**General Search Items:**

- Maco District: Maco District 1
- Office: [Dropdown]
- Staff: [Text Input]
- Fund Source: [Dropdown]
- Fiscal Year: 2021

**Customer Search Items:**

- Obligation Plan Only In Year One
- Closed Plan Where Obligations Not Equal To Payments
- Obligation Plan Past Planned End Date

**Table:** A table with columns: Customer/Funding Source, End Date, FY 1, FY 2, FY 3, Obligated, Authorized, Total Paid, Not Paid, Available. The table contains several rows of data, with the first row highlighted in yellow.

**Summary:** Total Records: 0, Number Selected: 0. A dropdown menu shows 'Funding Summary'.

**Buttons:** Select All, Deselect All, Export To Excel, Print Report.

### 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.

The screenshot shows the 'Funding' application window with the 'Reports' tab selected. The 'Report Type' is set to 'Customer Summary'. The 'General Search Items' include Maco District, Office, Staff, Fund Source, and Fiscal Year (2021). The 'Customer Search Items' include checkboxes for 'Obligation Plan Only In Year One', 'Closed Plan Where Obligations Not Equal To Payments', and 'Obligation Plan Past Planned End Date'. The data table below shows the following records:

Customer/Funding Source	End Date	FY 1	FY 2	FY 3	Obligated	Authorized	Total Paid	Not Paid	Available
WIOA YOUTH	06/19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
WIOA YOUTH	06/21	1,000.00	0.00	0.00	1,000.00	506.03	506.03	493.97	493.97
WIOA YOUTH	06/21	389.25	0.00	0.00	389.25	389.25	389.25	0.00	0.00
WIOA YOUTH	06/20	816.23	0.00	0.00	816.23	337.35	337.35	478.88	478.88


Total Records: 26 Number Selected: 26

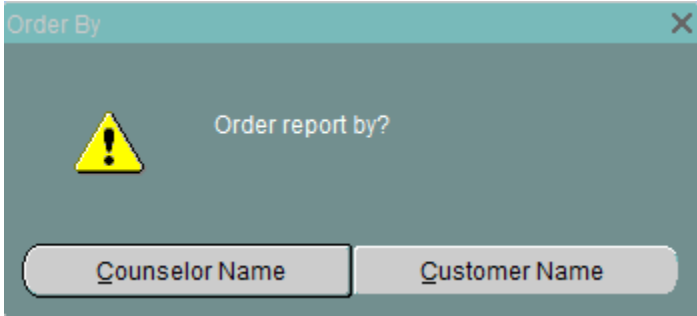
### Customer Detail Report – Printable

The screenshot shows the 'Funding' application window with the 'Reports' tab selected. The 'Report Type' is set to 'Customer Detail'. The 'General Search Items' include Maco District, Office, Staff, Fund Source, and Fiscal Year (2021). The 'Customer Search Items' include checkboxes for 'Obligation Plan Only In Year One', 'Closed Plan Where Obligations Not Equal To Payments', and 'Obligation Plan Past Planned End Date'. The data table below shows the following records:

Customer/Funding Source	End Date	FY 1	FY 2	FY 3	Obligated	Authorized	Total Paid	Not Paid	Available
WIOA YOUTH	06/20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
WIOA YOUTH	06/20	530.68	0.00	0.00	530.68	0.00	0.00	530.68	530.68
WIOA YOUTH	06/21	1,305.44	0.00	0.00	1,305.44	622.80	622.80	682.64	682.64
WIOA YOUTH	06/20	700.00	0.00	0.00	700.00	484.41	484.41	215.59	215.59

Total Records: 26 Number Selected: 26

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



**Click** Counselor Name to sort by Case Manager

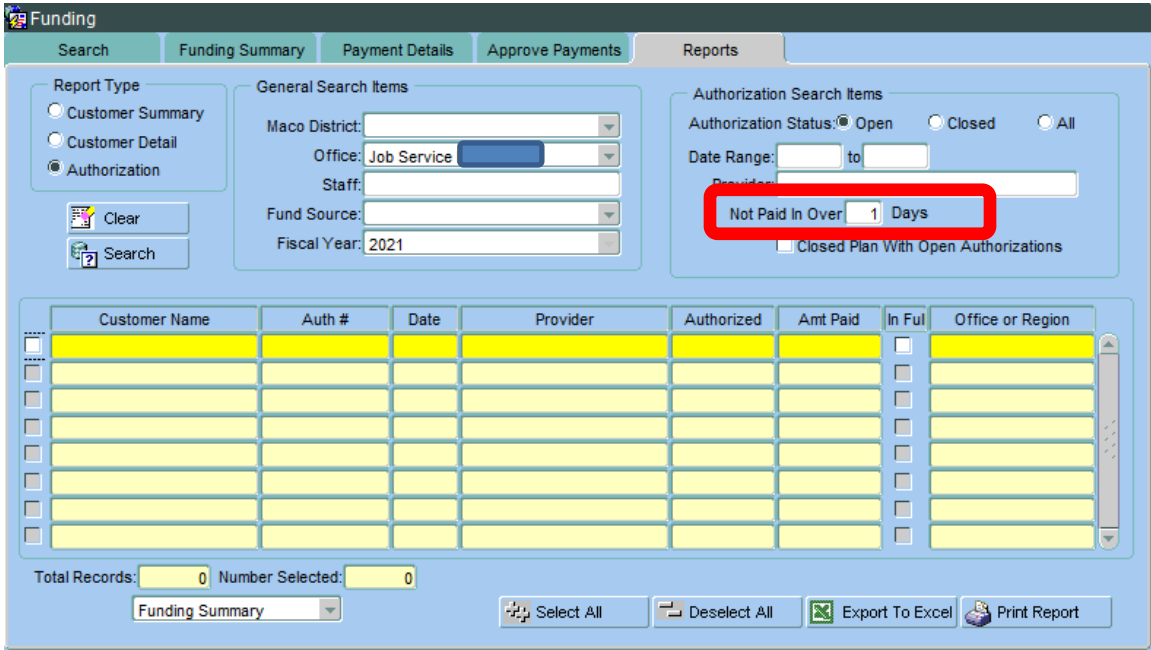
**Click** Customer Name to sort by Client

Customer Detail Report									
Customer:			Staff:			Office:			
<u>Fund Source</u>	<u>End Dt</u>	<u>FY1</u>	<u>FY2</u>	<u>FY3</u>	<u>Obligated</u>	<u>Authorized</u>	<u>Paid</u>	<u>Not Paid</u>	<u>Available</u>
WIOA Become An Alum	06/21	750.00	0.00	0.00	750.00	627.90	627.90	0.00	122.10
<u>Auth Num</u>	<u>Date</u>	<u>Provider Name</u>				<u>Authorized</u>	<u>Paid</u>	<u>In Full</u>	
1476065	07/16/20	MSU   MSU - GREAT FALLS COLLEGE				627.90	627.90	Y	
	<u>Customer Totals:</u>	<u>FY1</u>	<u>FY2</u>	<u>FY3</u>	<u>Obligated</u>	<u>Authorized</u>	<u>Paid</u>	<u>Not Paid</u>	<u>Available</u>
		750.00	0.00	0.00	750.00	627.90	627.90	0.00	122.10

**Authorization Report (open authorizations)**

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

**Click**  to run the report



The screenshot shows the 'Funding' application interface. The 'Reports' tab is active. Under 'Authorization Search Items', the 'Not Paid In Over' field is set to '1' Days. Other search criteria include 'Office: Job Service' and 'Fiscal Year: 2021'. The 'Report Type' is set to 'Authorization'. The table below shows the search results.

Customer Name	Auth #	Date	Provider	Authorized	Amt Paid	In Ful	Office or Region

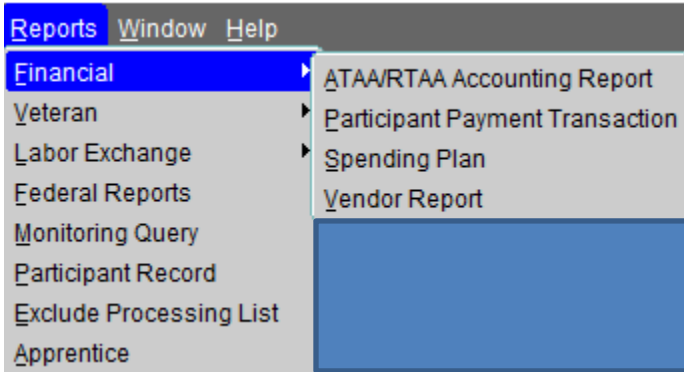
**Authorization Report**

Customer Name	Auth Num	Provider	Date	Amt Auth	Amt Paid	In Full	Staff Name	Office
	1478883	RONAN TELEPHONE COMPANY   RONAN TELEPHONE COMPANY	07/10/20	58.69	58.69			
	1478744	AT&T MOBILITY II LLC   AT&T MOBILITY - CAROL STREAM, IL	07/02/20	127.48	127.48			
	1478736	CHARTER COMMUNICATIONS HOLDING COMPANY, LLC   CHARTER SPECTRUM	07/01/20	49.99	49.99			
	1478848	VERIFIED CREDENTIALS, INC   VERIFIED CREDENTIALS, INC	07/09/20	83.80	83.80			
	1478734	WAL-MART   WAL-MART #2807	07/01/20	45.00	45.00			
	1478725	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 [Get Current Client](#) to view selected client only.

A screenshot of a web-based form titled 'Participant Payment Transaction Report'. The form has a light blue background and contains the following fields and buttons:

- Start Date: 08/11/20
- End Date: 08/11/20
- Office Detail: [Dropdown menu]
- Fund Source: [Dropdown menu]
- Service Type: [Dropdown menu]
- Ssn: [Text input field]
- Get Current Client [Button]
- Run Report [Button]
- Close [Button]

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
Participant Total:									\$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
Participant Total:									\$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.

**Vendor Report**

Start Date:  End Date:

Office Detail:

Fund Source:

Vendor Name:

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

Vendor: FRIENDLY'S INC

Name	Local Office	Ssn	Fund Source Name	Authorize Num	Payment Dt	Paid Amt
[Redacted]	[Redacted]	[Redacted]	WIOA YOUTH	1476742	05-AUG-20	\$30.00
Client Total:						\$30.00
Name: [Redacted]	Local Office: [Redacted]	Ssn: [Redacted]	Fund Source Name	Authorize Num	Payment Dt	Paid Amt
Service Type			WIOA YOUTH	1477069	05-AUG-20	\$30.00
Transportation						\$30.00
Client Total:						\$30.00
Vendor Total:						\$60.00