PeopleSoft Procedural Manual

Table of Contents

PeopleSoft Introduction Pg 2

- Sign-on
- Personalization
- Navigation

Cash Order Process Pg 7

- Input
- Validation

Errors Pg 13

- Journal Status
- Budget Status

Approval Pg 20

- Request for Approval
- Supervisory approval

Copying Journal entries Pg 27

Monthly Entries Pg 31

- Cash Expenditures
- Stand-in costs
- Accruals and Obligations

Queries Pg 38

Reports Pg 56

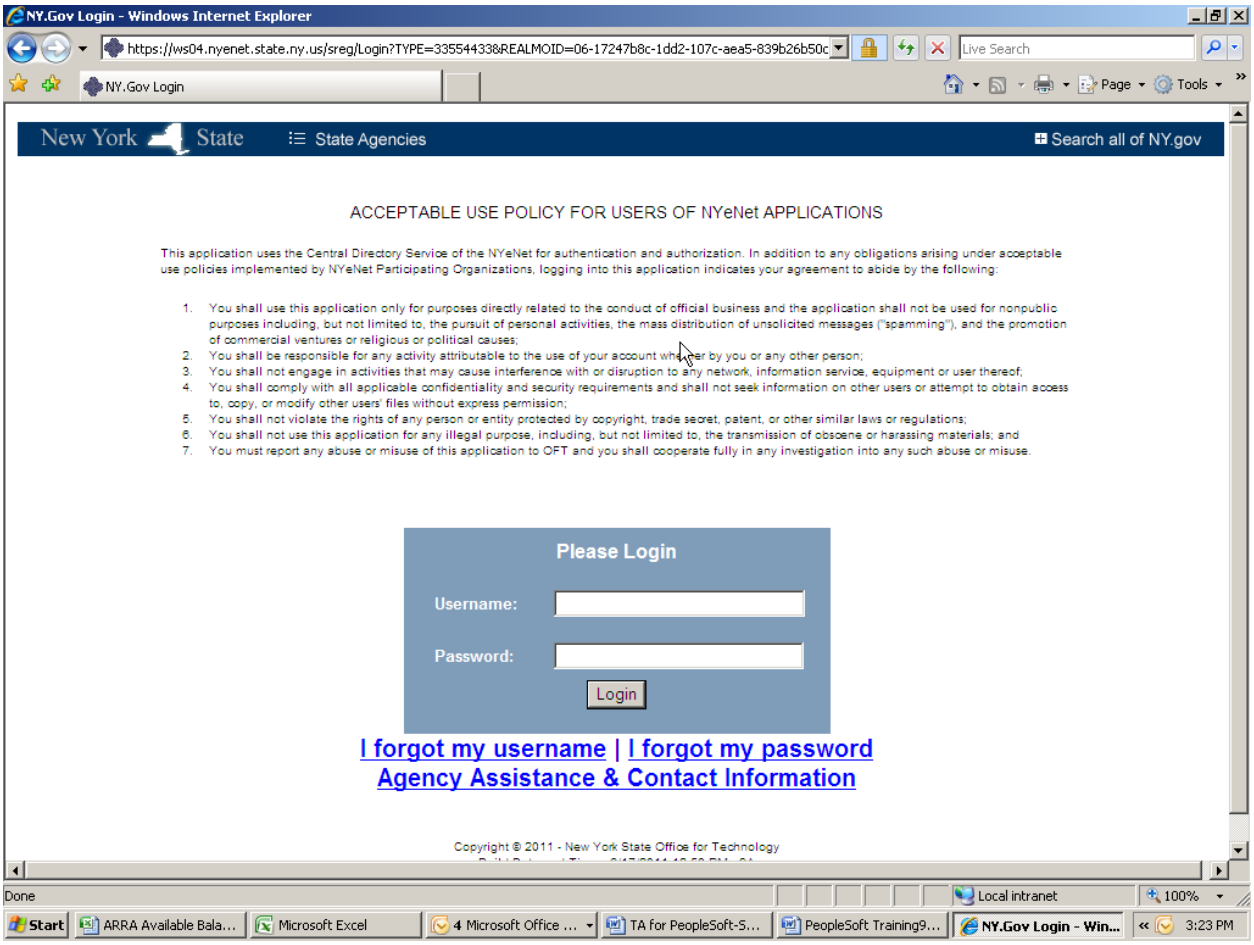
Frequently Asked Questions Pg 59

PeopleSoft Introduction

PeopleSoft Sign-on

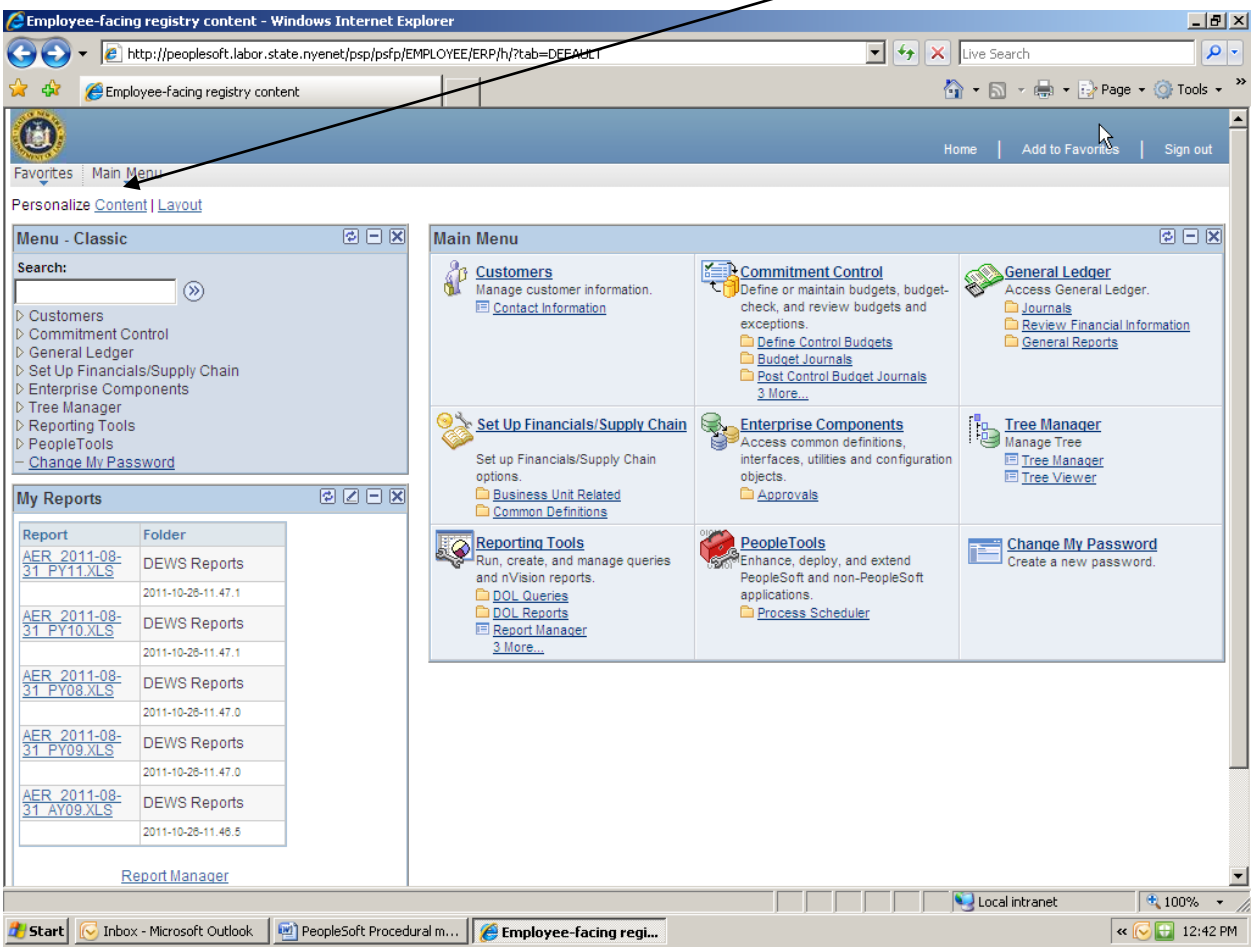
To access PeopleSoft go to: http:\\peoplesoft.labor.ny.gov.

Enter your LDAP User name and password. This will bring you to the PeopleSoft Menu.



PeopleSoft Personalization

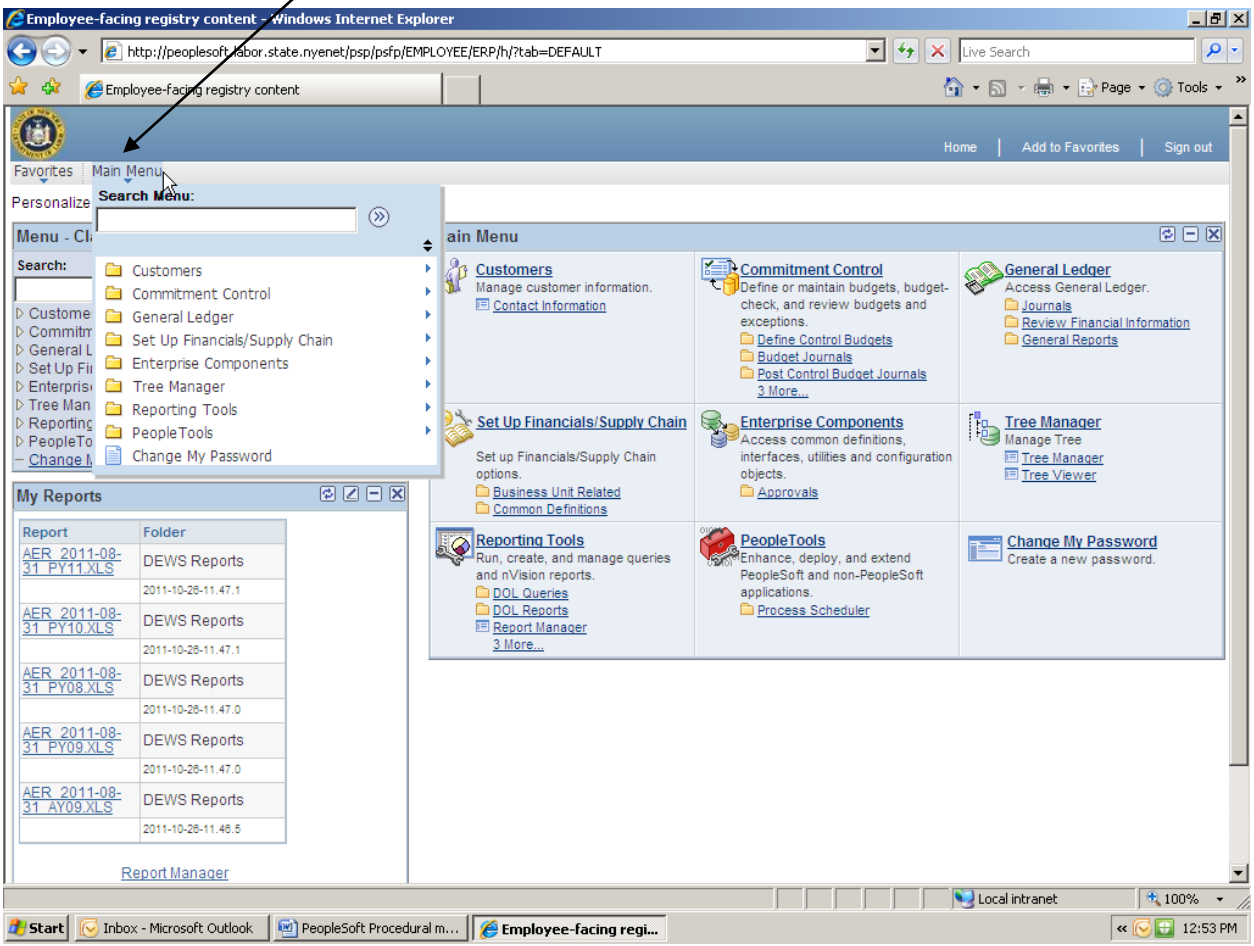
You can modify the appearance of your sign-on screen by using the personalization feature. Click on **content or layout** to make adjustments. Once you have made your changes you must hit **save** at the bottom of the page.



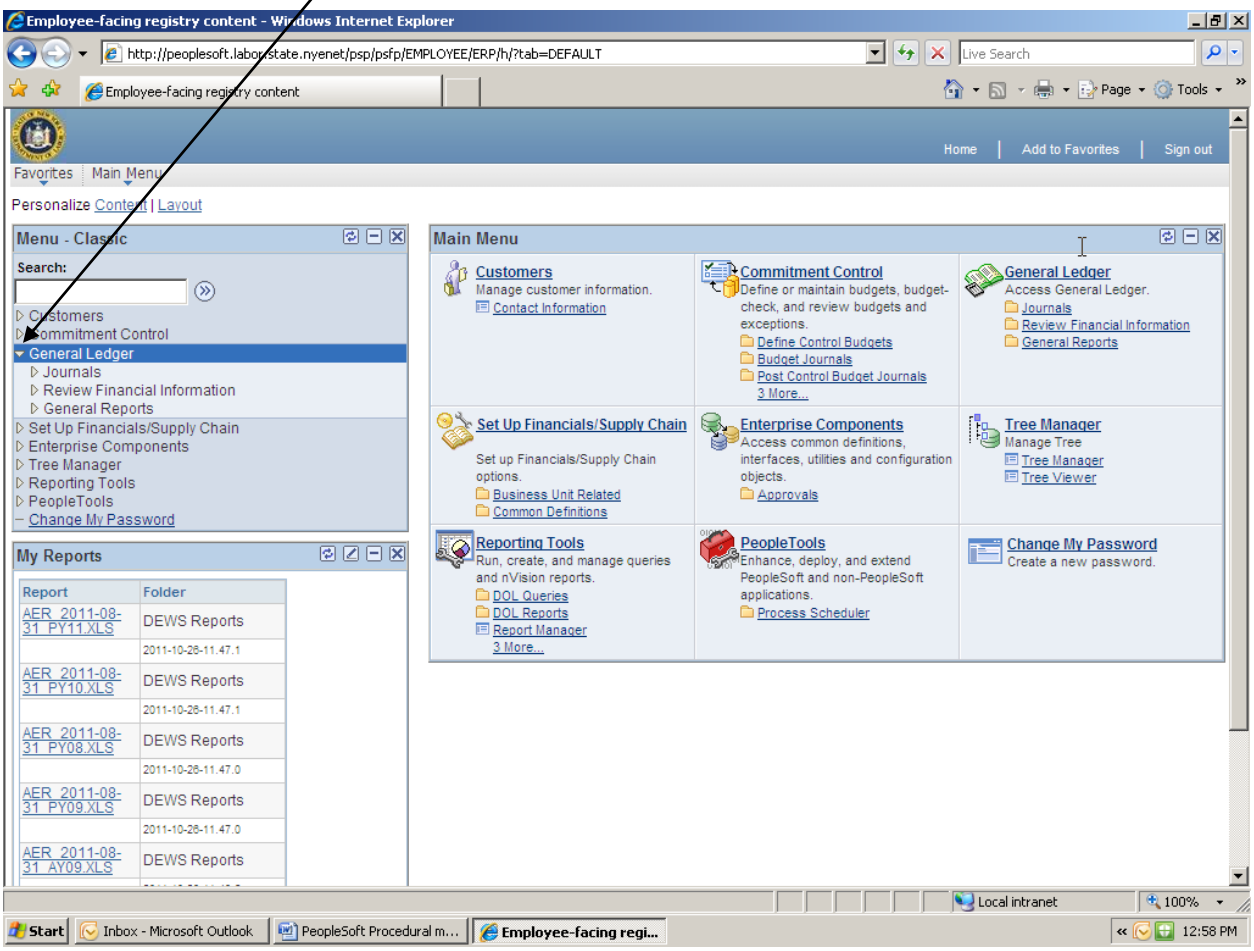
You can make changes at anytime by clicking on content or layout.

Menu Navigation-There are several ways you can navigate through PeopleSoft.

1) You may use the **Breadcrumbs** along the top of the screen.

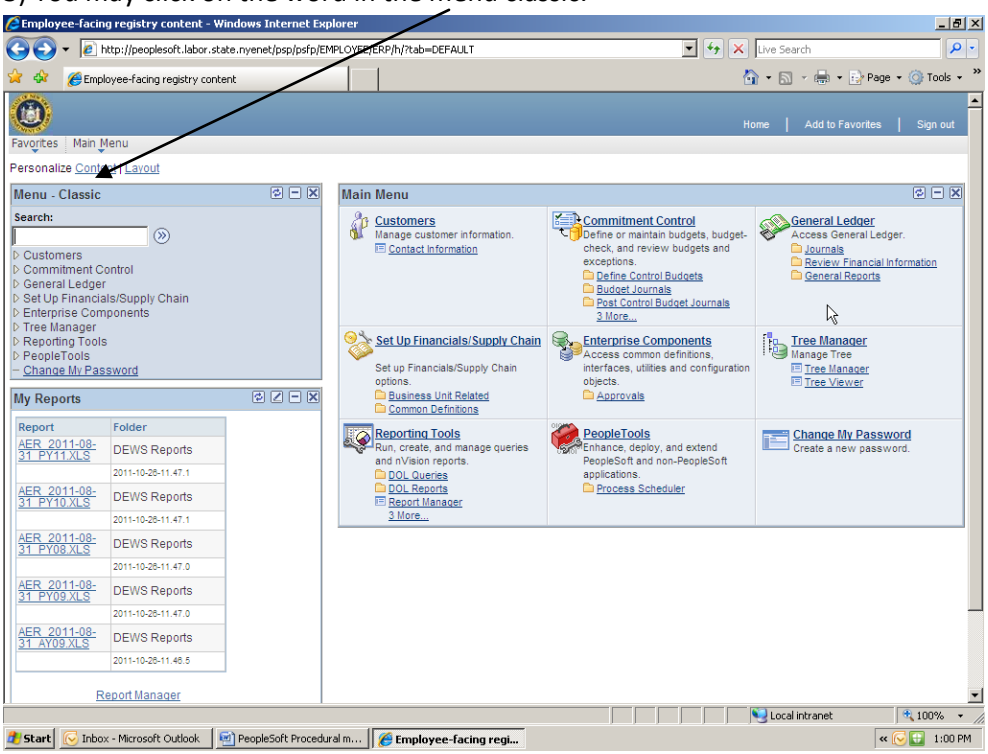


2) You may click on the **arrow** next to the menu classic.

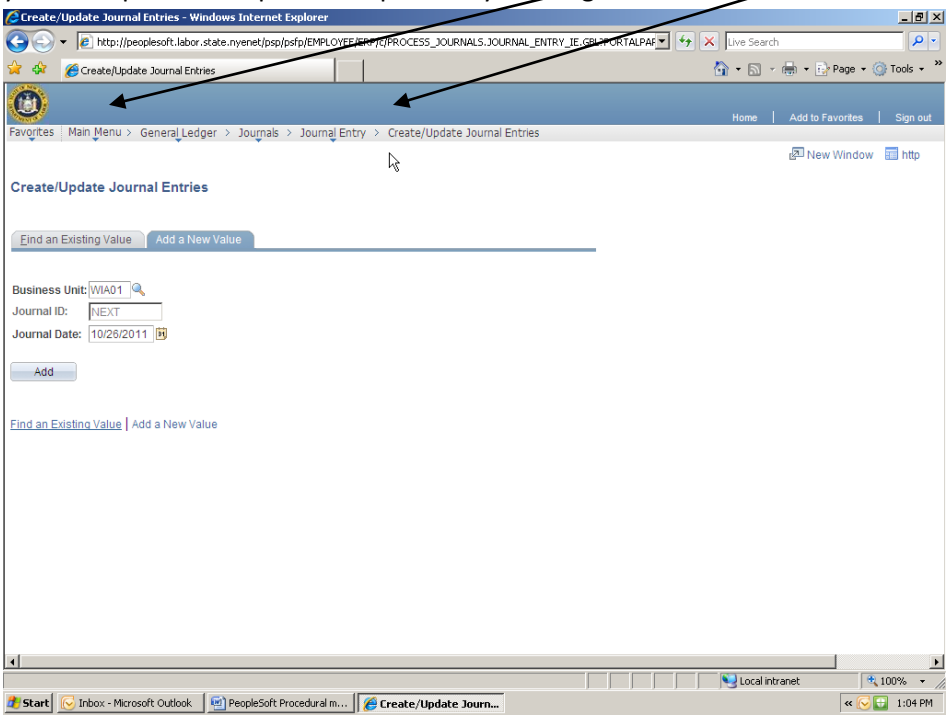


Or:

3) You may click on the word in the menu classic.



Regardless of how you decide to navigate you will be brought to a menu of additional options. If you choose to go back to a prior step you may navigate using the **breadcrumbs** along the top; this will allow you to step back to a particular place or you can go back to the main menu.



Journal Entries

Cash Requests/Approval Process

As needed

Cash requests can be completed as you need funds but you cannot maintain more than 5 days cash on hand.

Cash requests will take 5 **business** days from the day the funds are requested to the day of deposit.

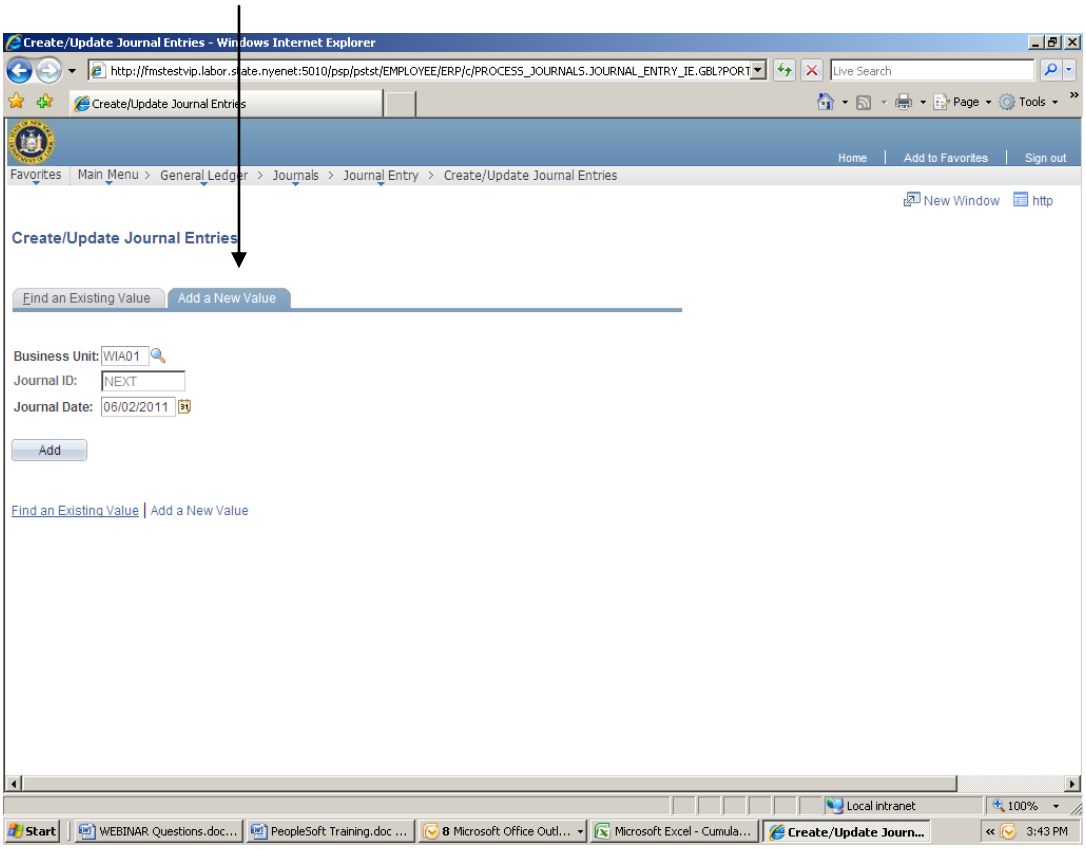
Ordering Guidelines for **non-holiday periods**:

Day cash is needed	**Day Cash Request must be received by 11:30AM**
Monday	Previous Tuesday
Tuesday	Previous Wednesday
Wednesday	Previous Thursday
Thursday	Previous Friday
Friday	Previous Monday

To input your cash order:

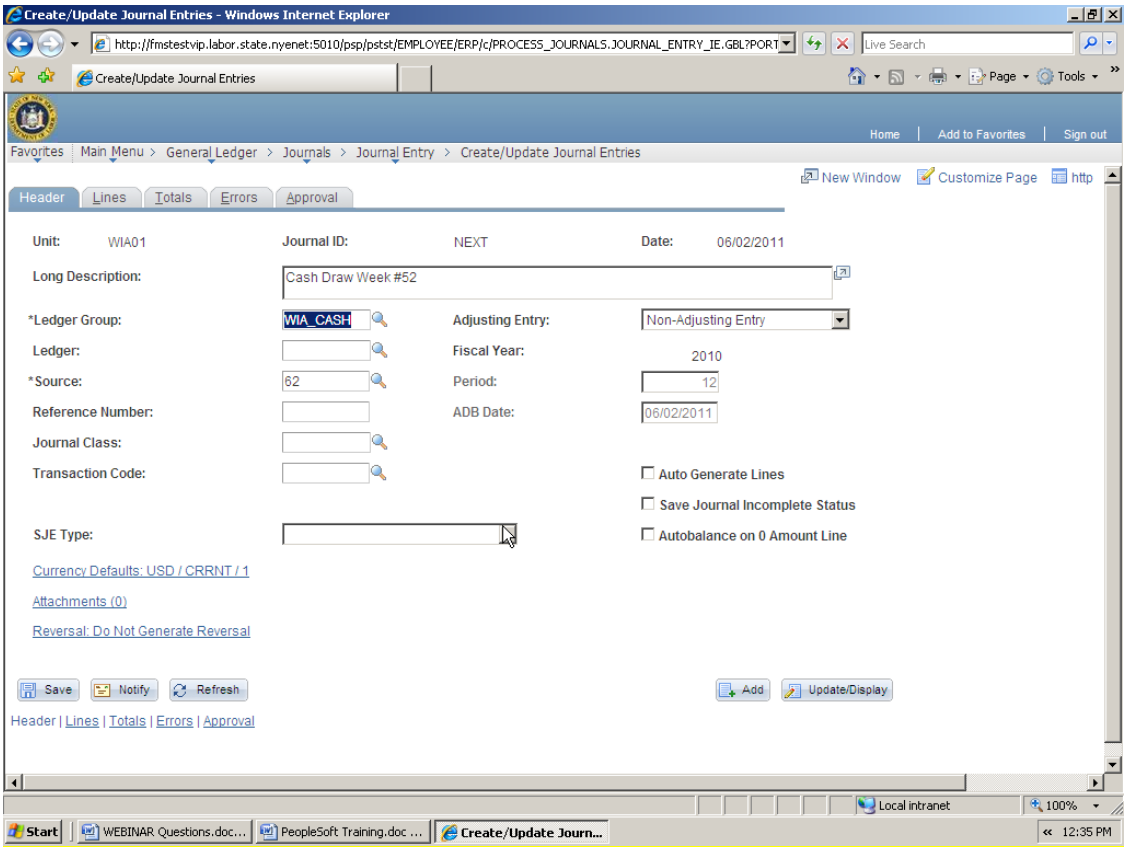
Go to General Ledger/Journal/Journal Entries/Create Update Journal Entries

Click on Add a new Value



Enter:

- The business unit will always be WIA01
- Journal ID will always be NEXT
- Journal Date will default to the current date. You can update this if you want your cash order to be processed on a future date.
- Click on Add

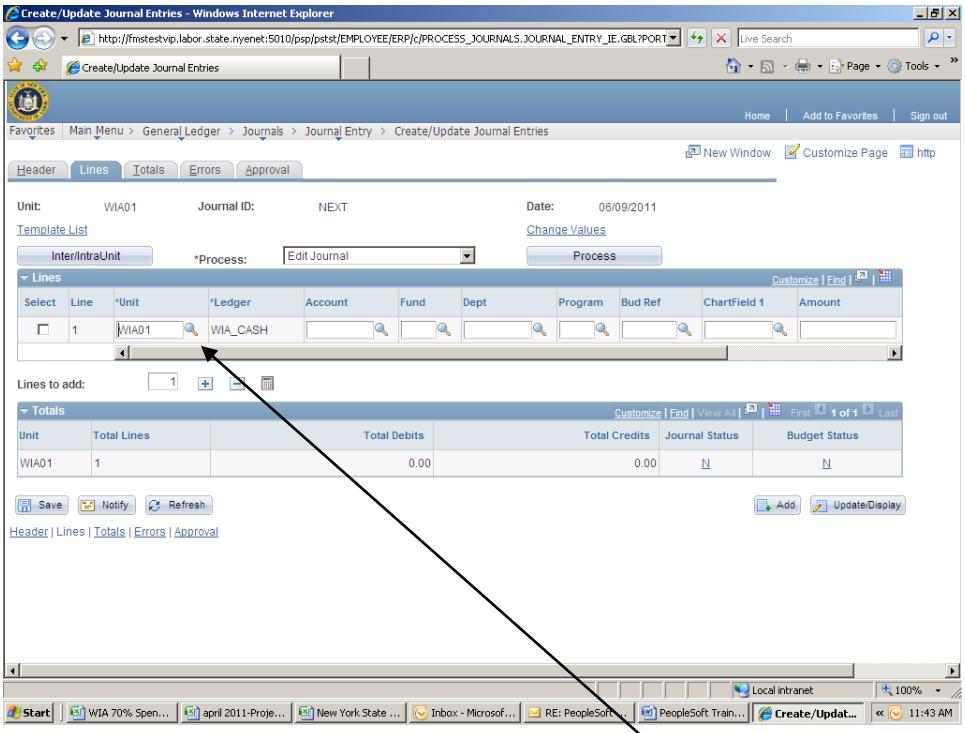


On the Header page Input:

- Long description: you can input information that will assist your LWIA.
- At Ledger Group - enter: WIA_CASH

Source will be automatically entered for your area. This is your two digit LWIA code. This information is required and should not be changed.

- Click on the Lines Tab at the top of the page.



Once you are at the lines tab you will need to **input your entry**.

The magnifying glass will allow you to see what choices are available:

Enter:

- Unit is always WIA01

Ledger is populated from the header screen

- Account for cash requests is always 410000

You can identify the accounts by using the drop down box or by running the query: Active Account List

- Fund is always 26251 (only choice).
- Dept is your FIPS code- The only choice is the code for your area.
- Program – Enter the code for the funds you wish to draw down.

You can identify program numbers using the drop down box or by running the query: List of all Active Programs.

- Bud Ref – Program year funds being drawn down.

You can identify the Budget References using the drop down box. Chartfield 1- Not needed for cash requests

- Amount- **input as a negative for cash requests**, enter the amount you want to draw for that program/program year combination. A **positive # in the amount column returns funds to DOL.**
- Click on the save button at the bottom of the screen. This will assign a Journal ID. The Journal ID can be used to retrieve your entry if you need to return to it at a later time.
- Click on the plus sign next to "lines to add" to add an additional funding stream

Each time you add a line it will populate with an offset total. If you have additional funding streams to draw down you will need to add the account code (410000), program, budget reference and the amount for each additional funding stream/program year.

Repeat this process until you have included all funds you wish to draw down.

Once you have completed all the lines for your cash request, add one more line. This is your offset line. **For offsets you only enter the:**

- **Account #- 100000**. The unit, ledger and amount will be populated automatically. **You must delete the fund and department** on the offset line in order for the entry to be valid.

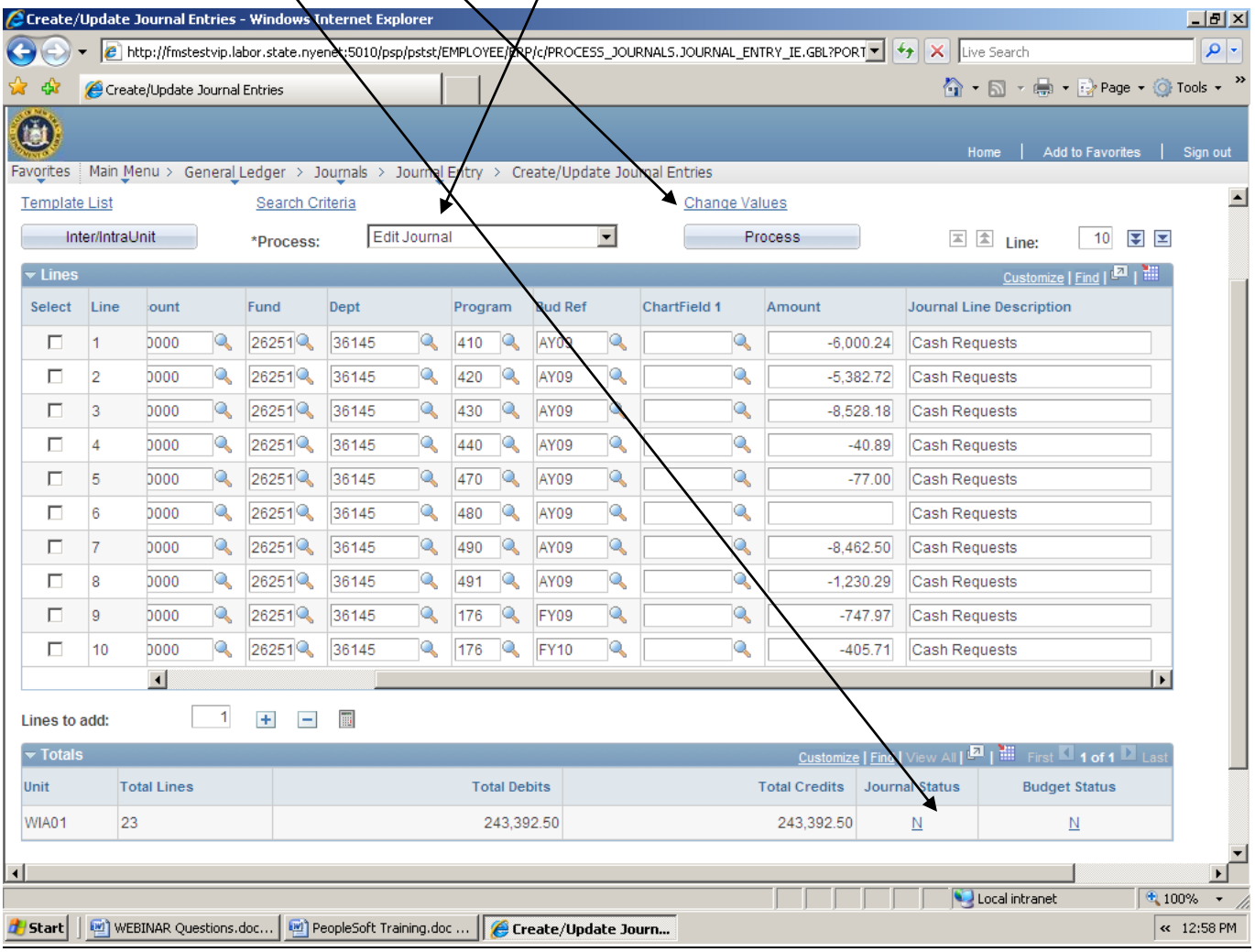
Your offset line amount should be equal to the cash deposit you are requesting. **Note: unless you are physically returning cash, this will always be a positive number.**

Once all your lines are in you must edit the journal.

Above the lines section of the journal:

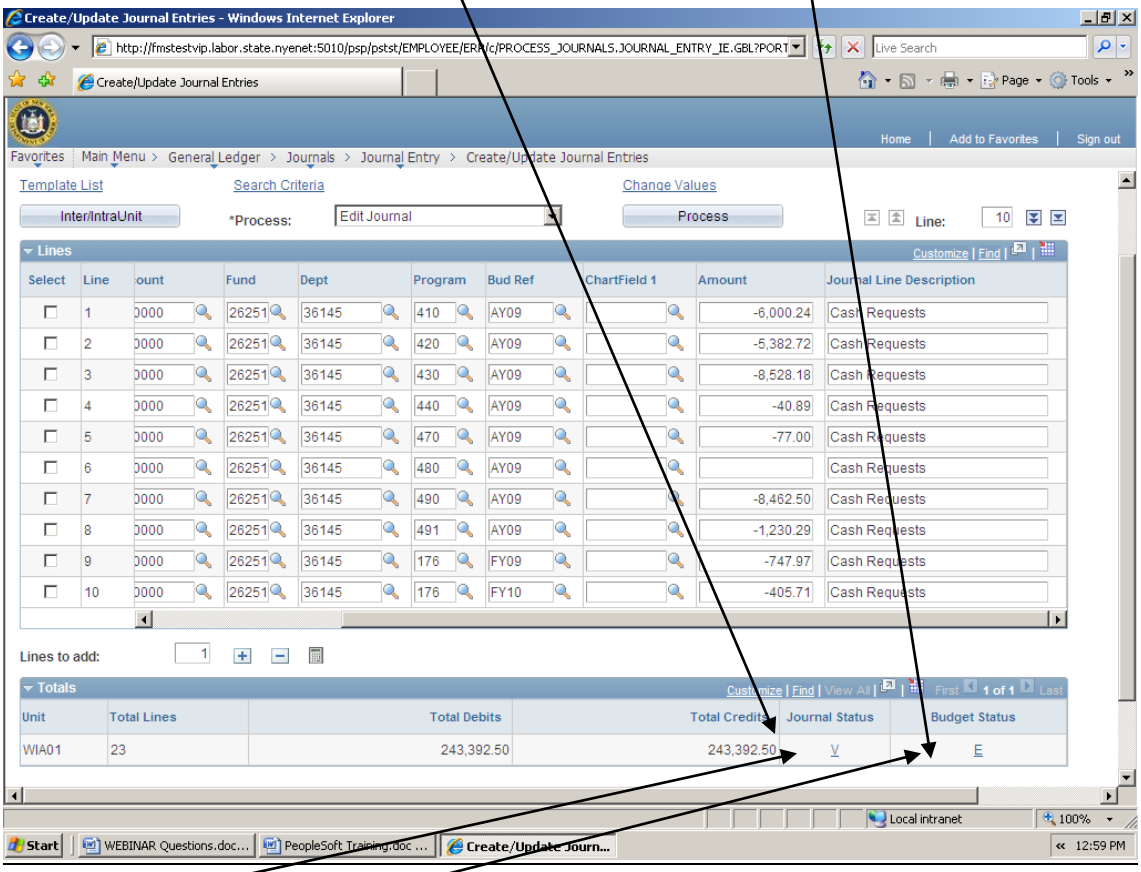
- make sure the drop down menu says **Edit Journal**
- click the **Process button**

The Journal Status prior to editing will be N.

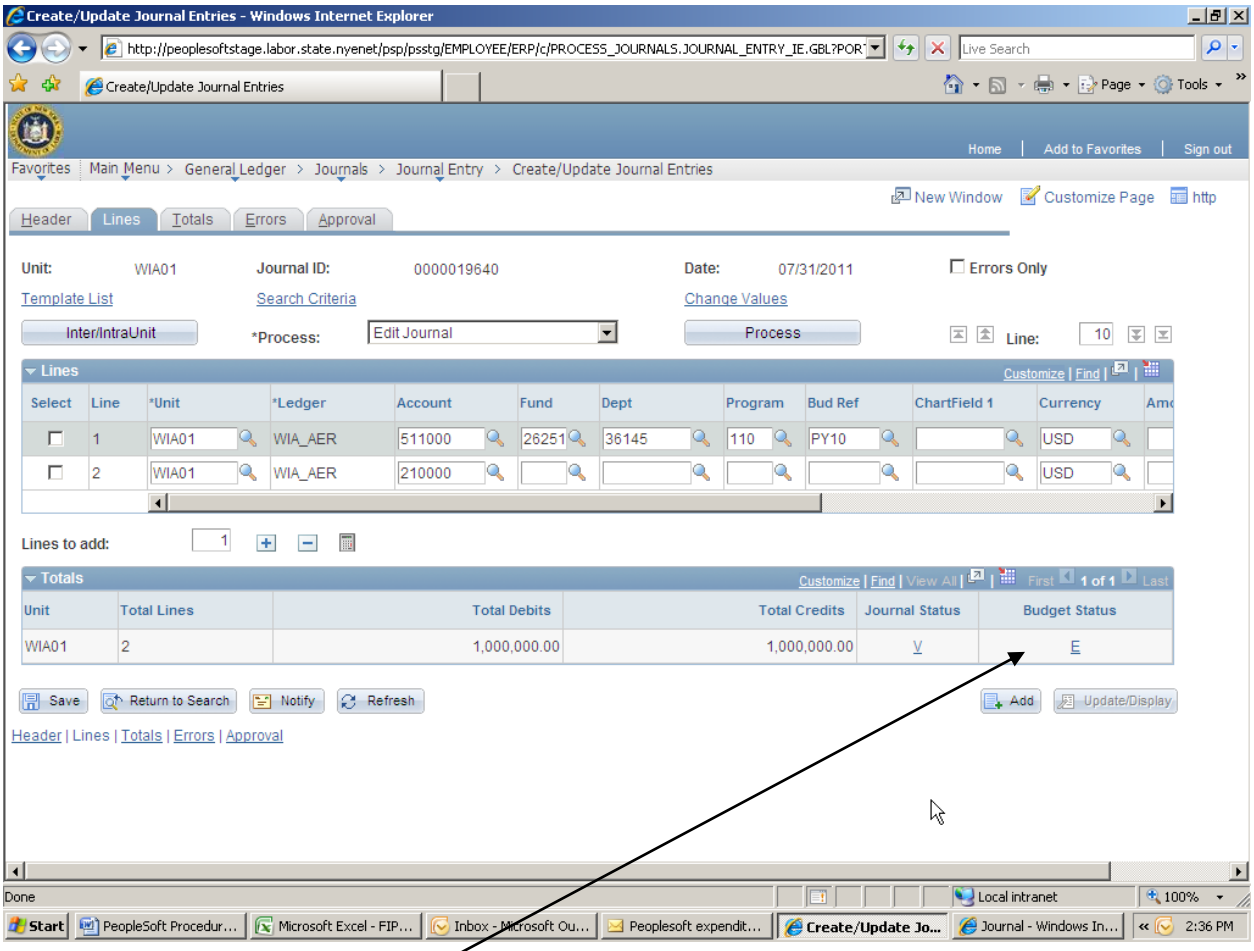


ERRORS

Once the journal is edited it is necessary to check the journal and budget status. In order to submit the entry for approval the Journal Status and Budget Status must be V.



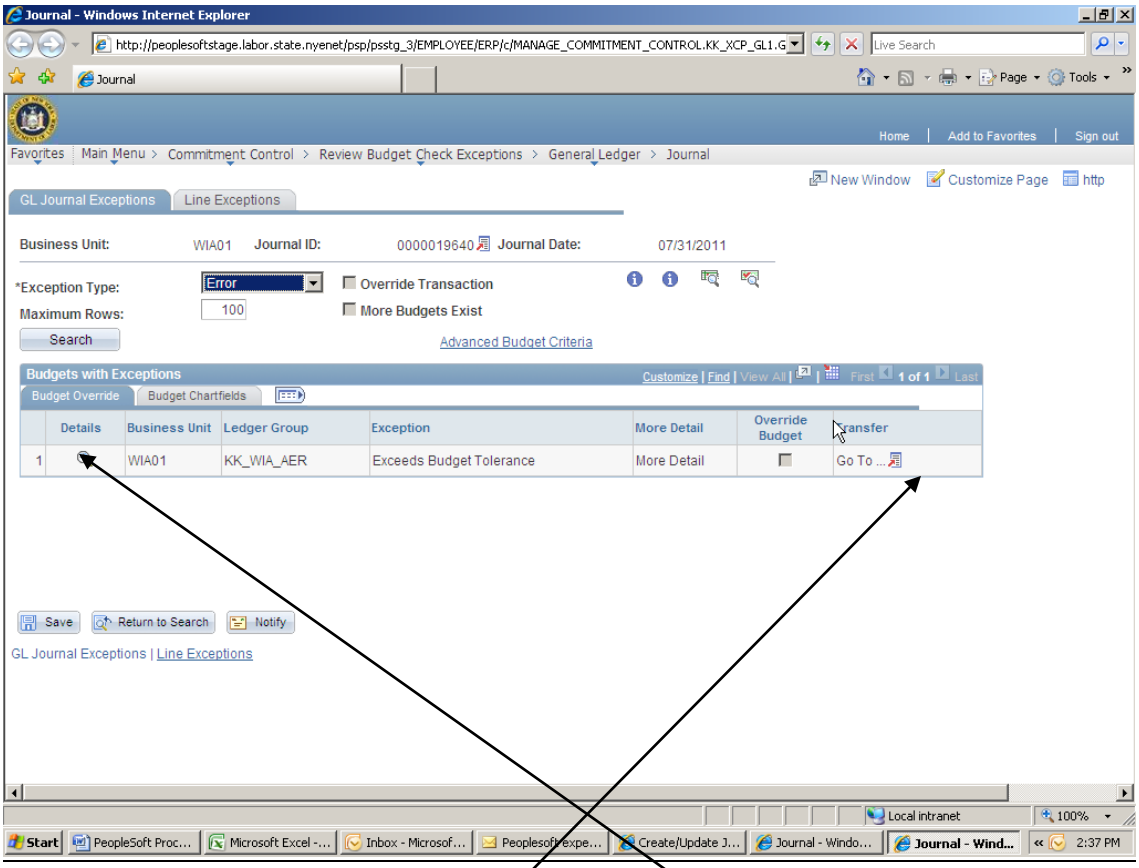
If the **Journal or Budget status is E**, it is necessary to correct the error.



To identify a Budget Status error

- click on the E.

This will open up a new window showing: Commitment Control Budget Check Exceptions. From this screen you can review your error(s).



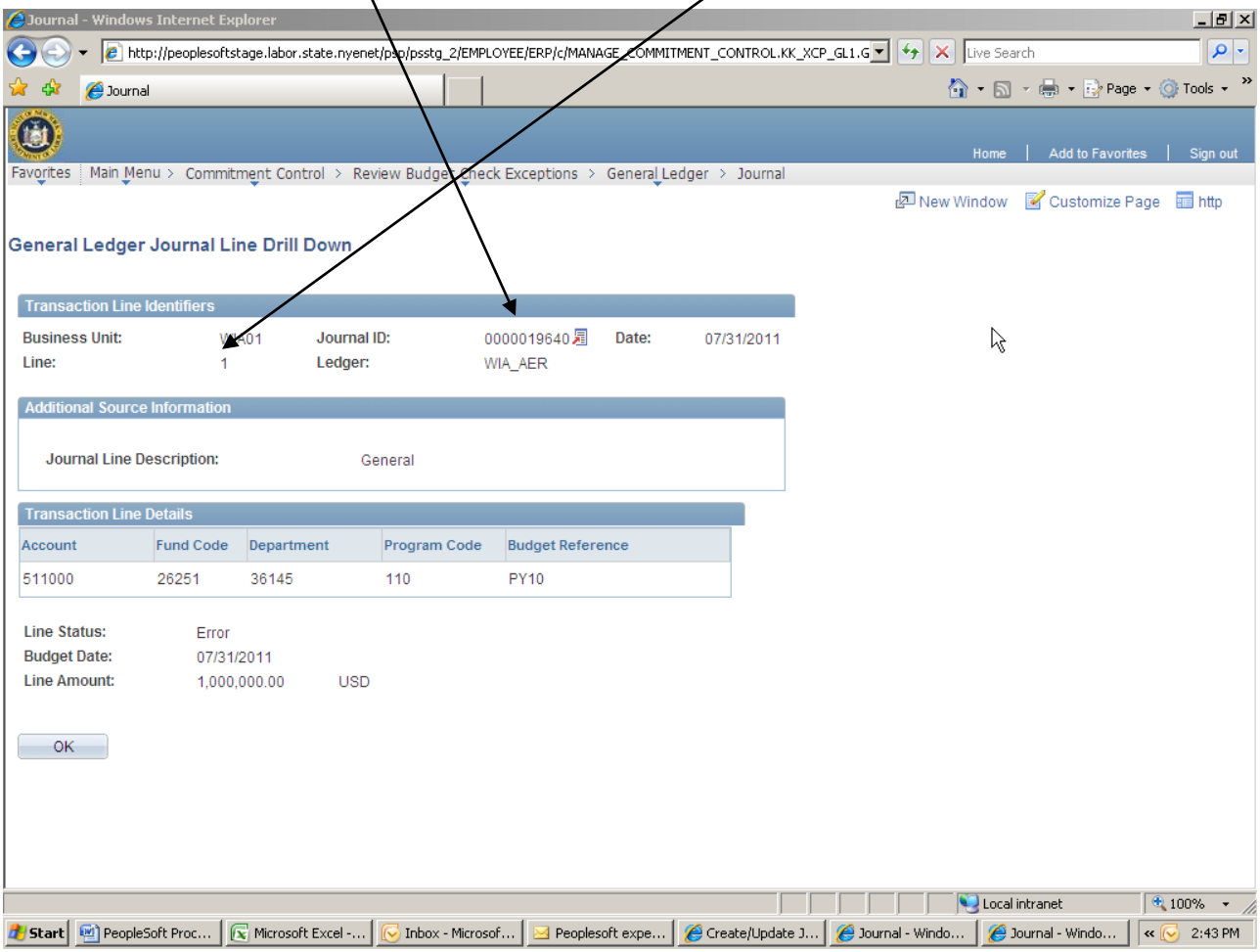
On this screen you can see the budget exception. From this screen you can check on **Details** or you may click on the **Transfer** option.

If you go to details you will see the General Ledger Journal Line Drill Down. This will show you what **line** is in error.

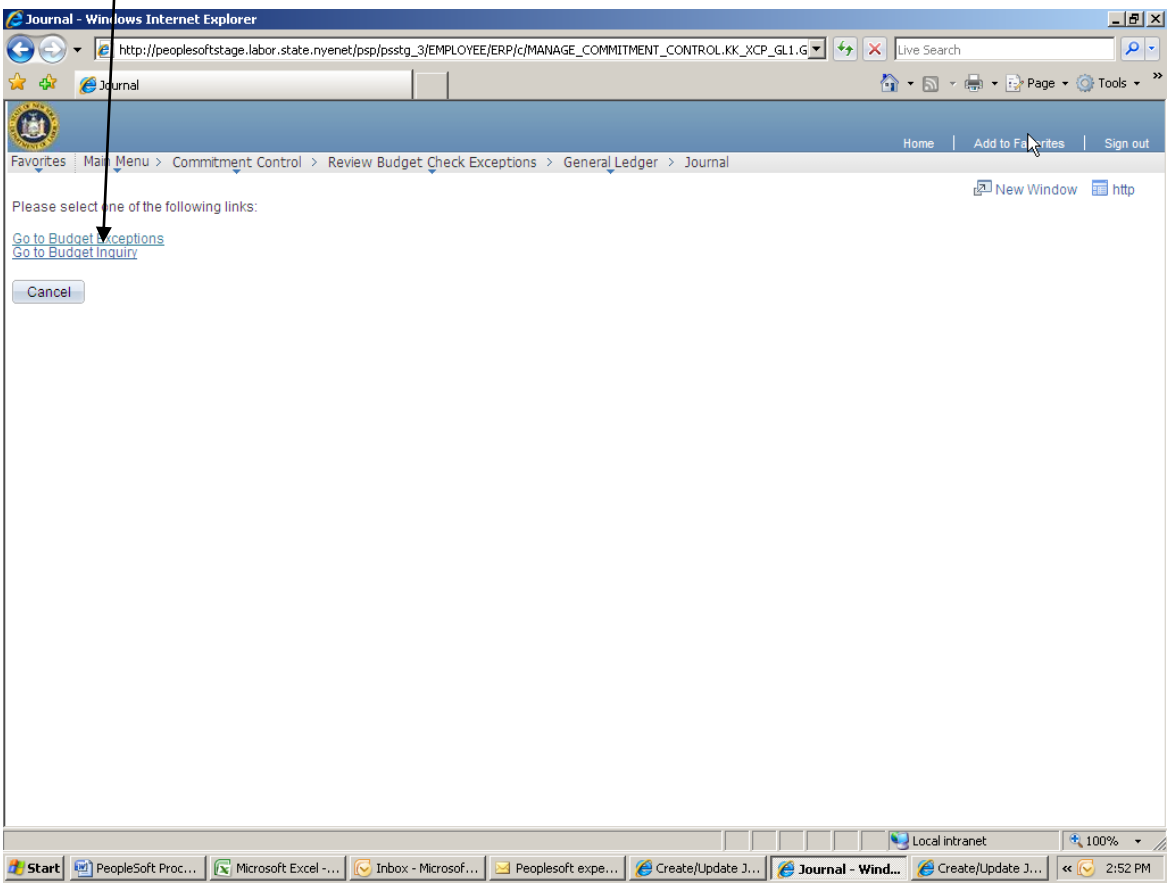
To go back to the Journal Lines:

- click on the **Journal ID.**

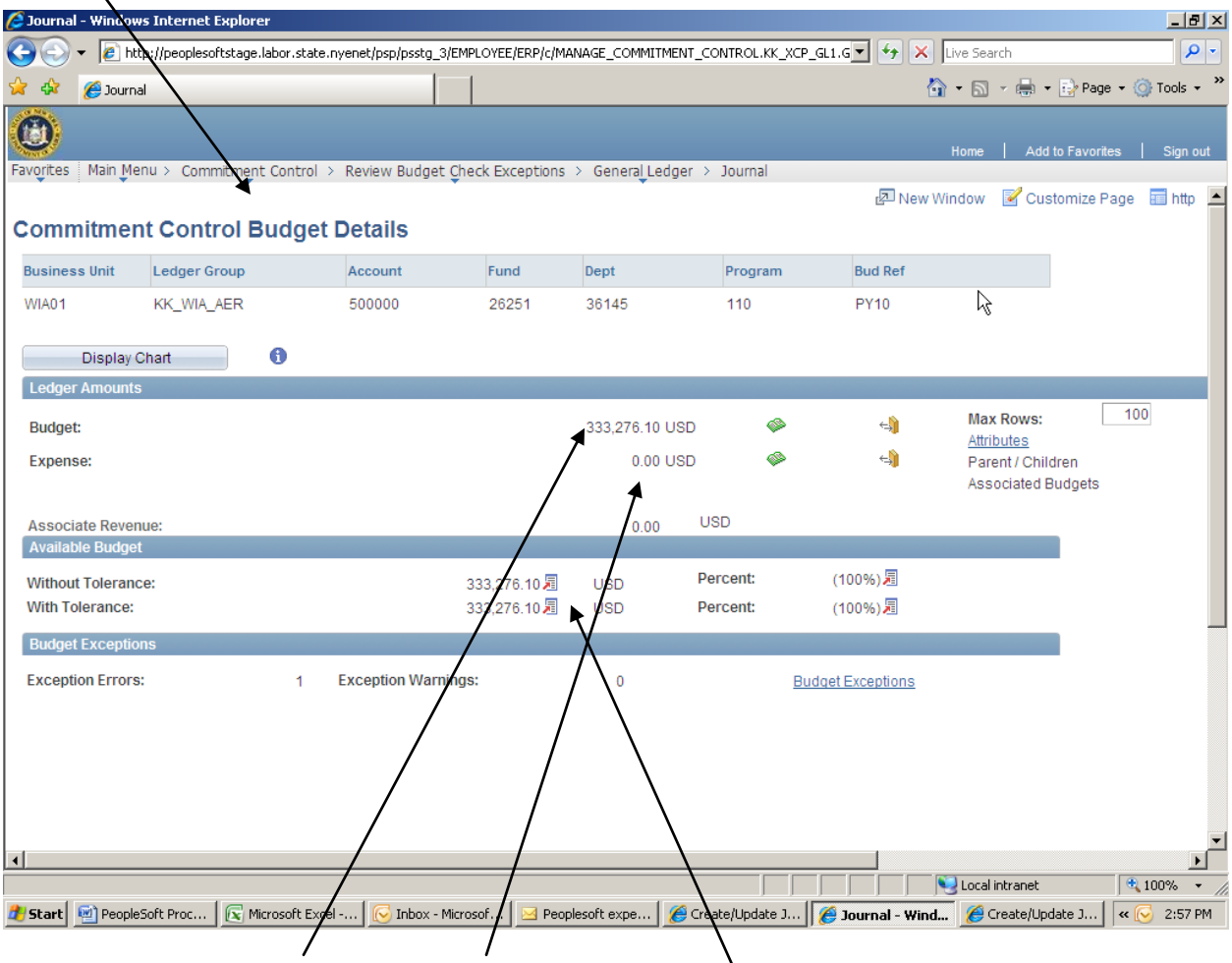
This option is most useful if the exception is a problem with a date (funding expired). You can identify the line and then you will need to contact the Division of Employment and Workforce Solutions (DEWS) in Albany at 518-457-9529 to resolve the issue.



If you click on the transfer option, you will be brought to a new screen that will allow you to go to **Budget Inquiry**.



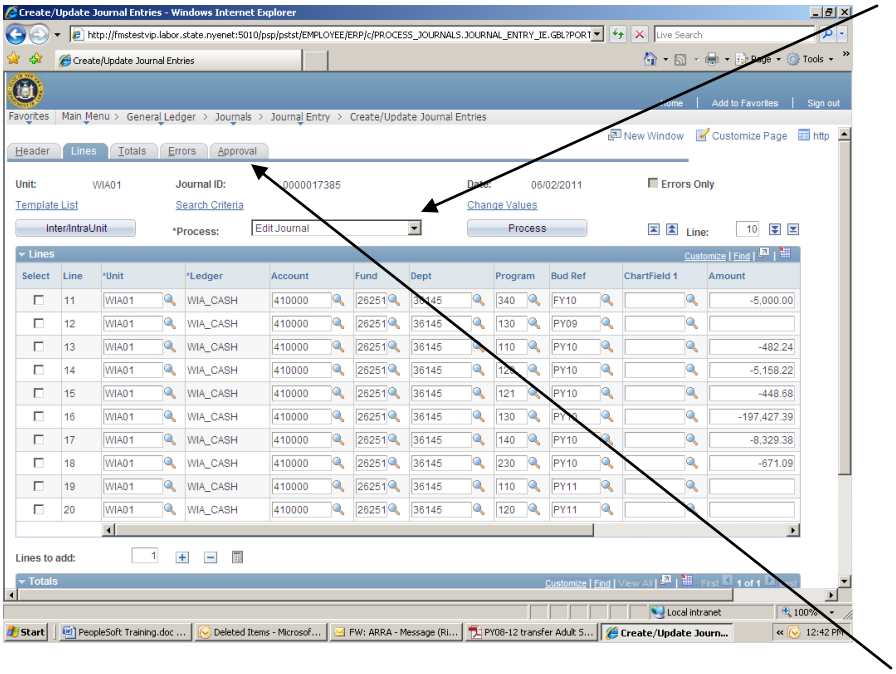
The Budget Inquiry will bring you to: Commitment Control Budget Details



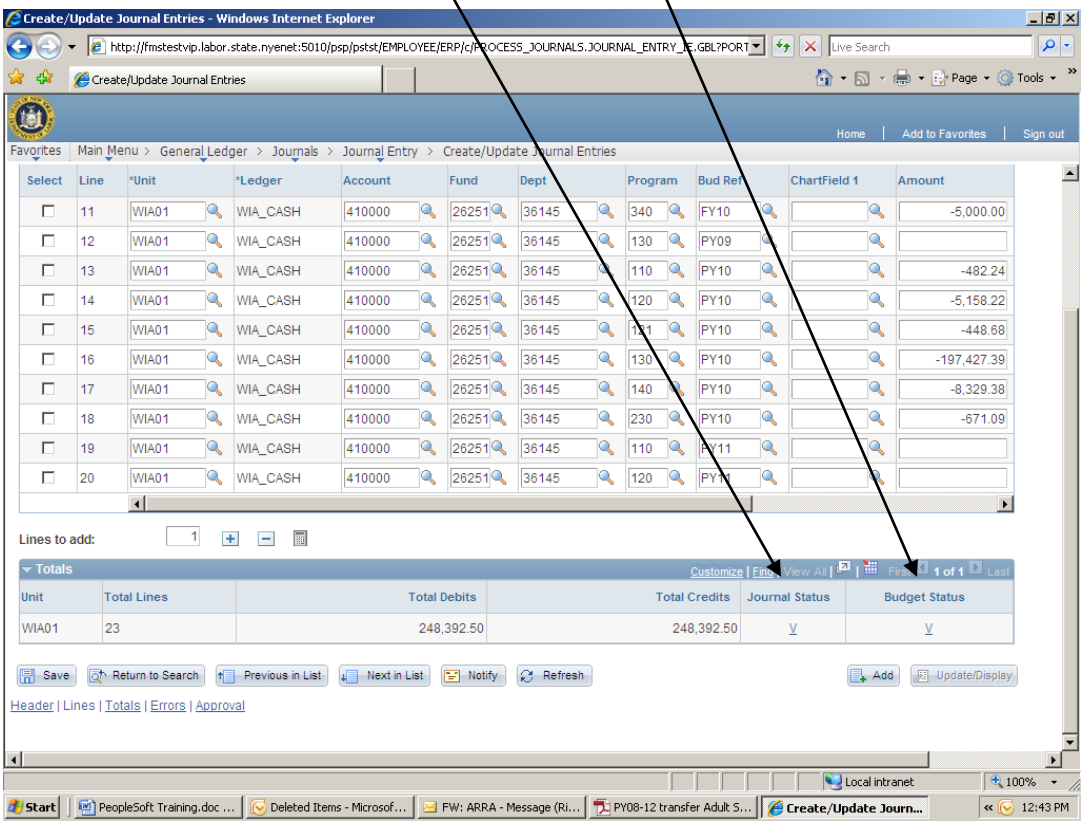
This will show you the **Budget** and **Expenses** against the budget. This will allow you to identify any error in your journals. This screen will also give you your available budget.

Once the error is identified it will be necessary to go back to your Create/Update Journal screen and make the necessary correction(s). Any problems resolving budget issues can be handled by calling Maryrose Walsh or Sharie Fitzgibbon at the Workforce Investments office in Albany. (518) 457-9529.

Once you make the necessary corrections, you will need to edit the journal again.



Once the entry is valid (journal status and budget status), go to the **Approval tab** at the top of the entry.



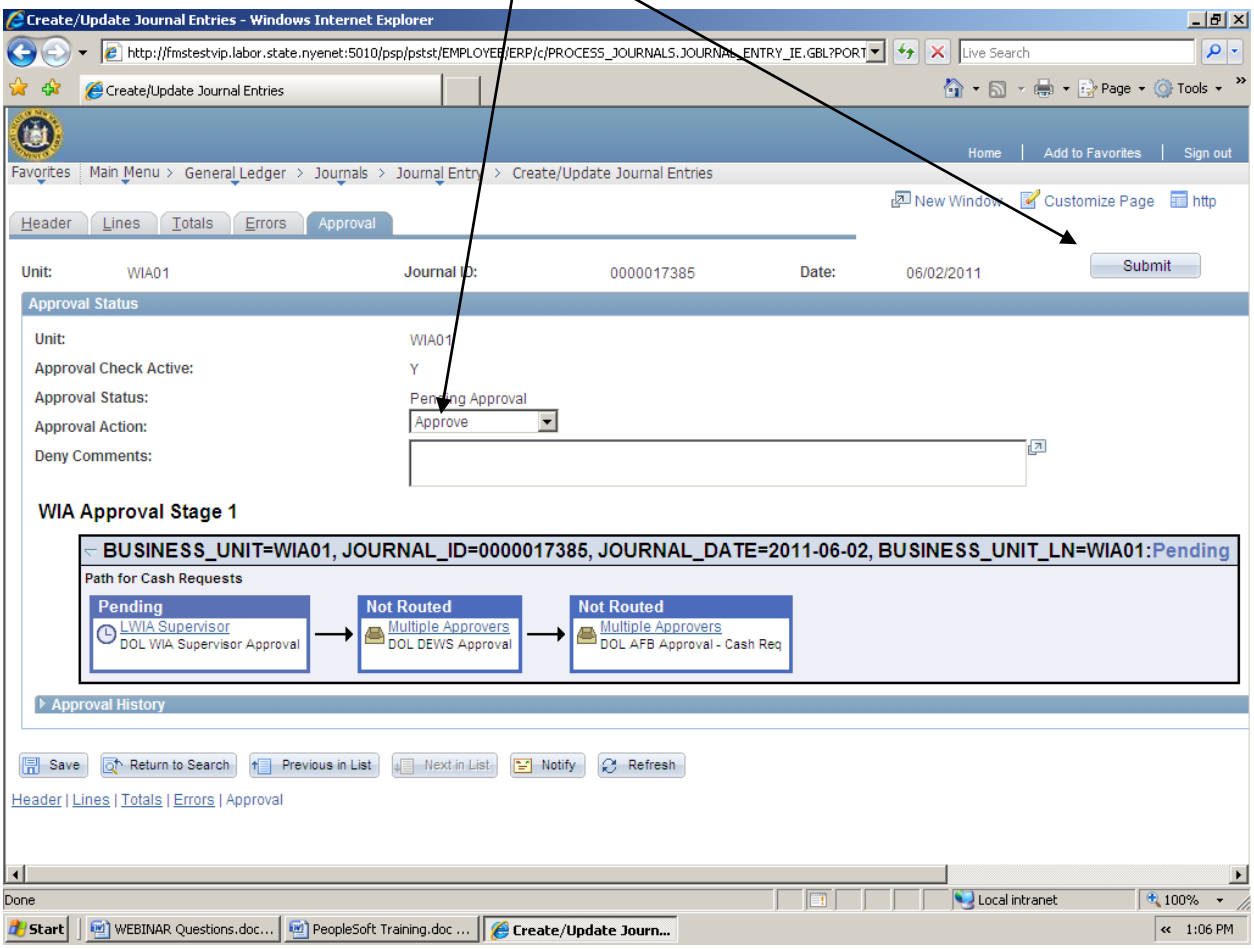
Approvals

LWIA approvals are required on all Journal Entries. The individual approving entries is certifying that the entries have been made in accordance with the applicable laws, regulations and agreements; that the information is correct the best of your knowledge and that the proper records have been maintained and are available for inspection to support the data recorded. Please note, the individual approving the journal entries must also be an authorized signatory on file at the New York State Department of Labor.

At the approval screen:

- make sure the approval action is "Approve"
- click the **Submit button for approval**. This screen defaults to approve.

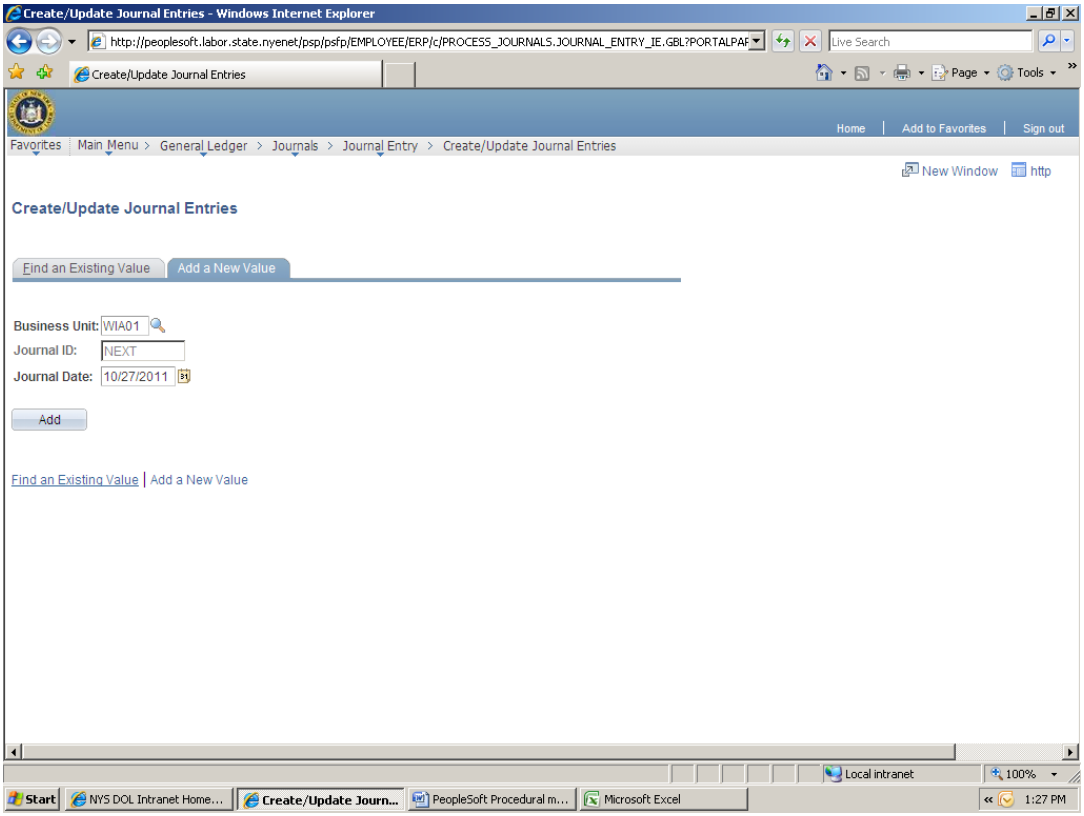
Note: We have not activated the notify button. Therefore, you will need to set up an internal process to notify the Supervisor that entries are available for approval.



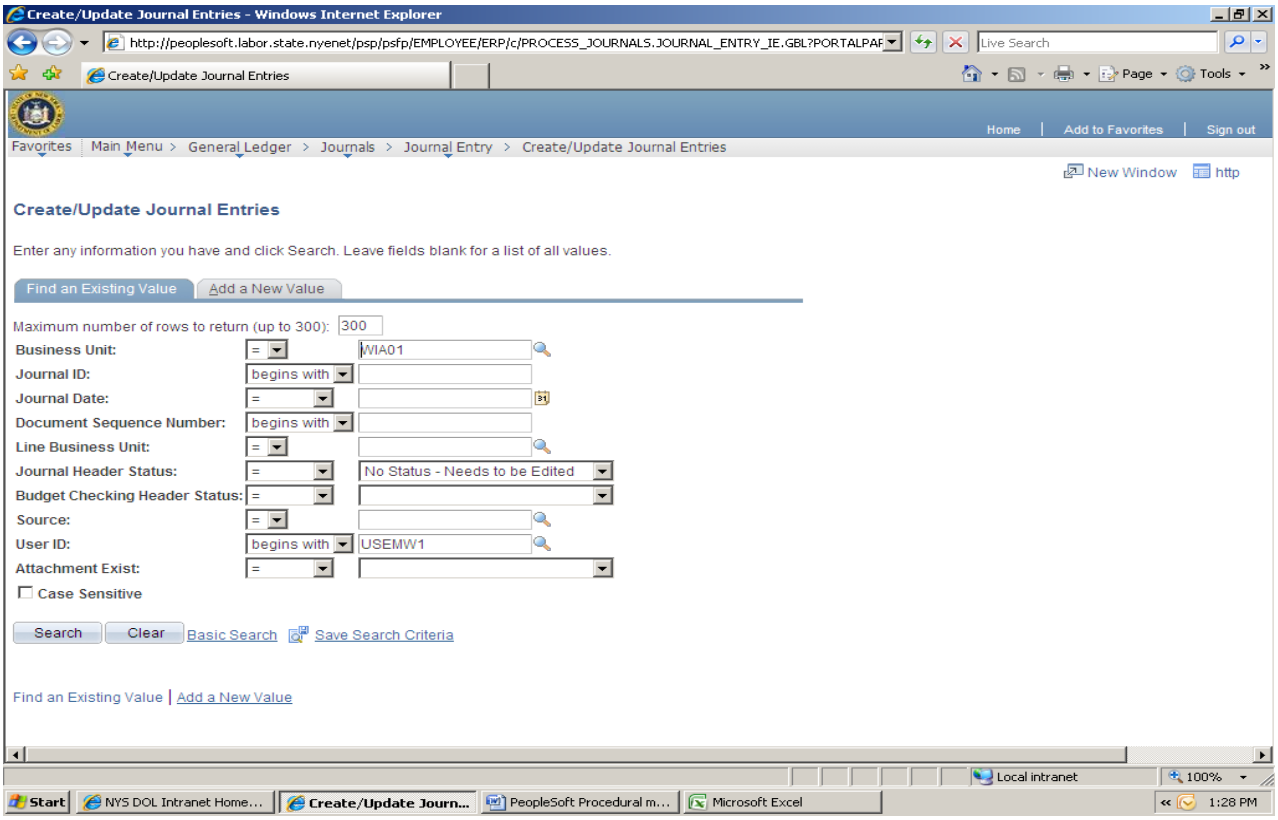
Approval by Supervisor

Anyone with Supervisory approval can approve entries. If someone with Supervisory status inputs the Journal entry it will be self-approved. Otherwise the Supervisor will go to the Journal entry approval tab and approve (this will allow the review of individual lines). The supervisor can gain access to the entries needing approval by searching for Journals that are in valid status. To do this the Supervisor should go to:

- **Main Menu**
- **General Ledger**
- **Journals**
- **Journal Entries**
- **Create/Update Journal Entries**
- **Click on Find an Existing Value**

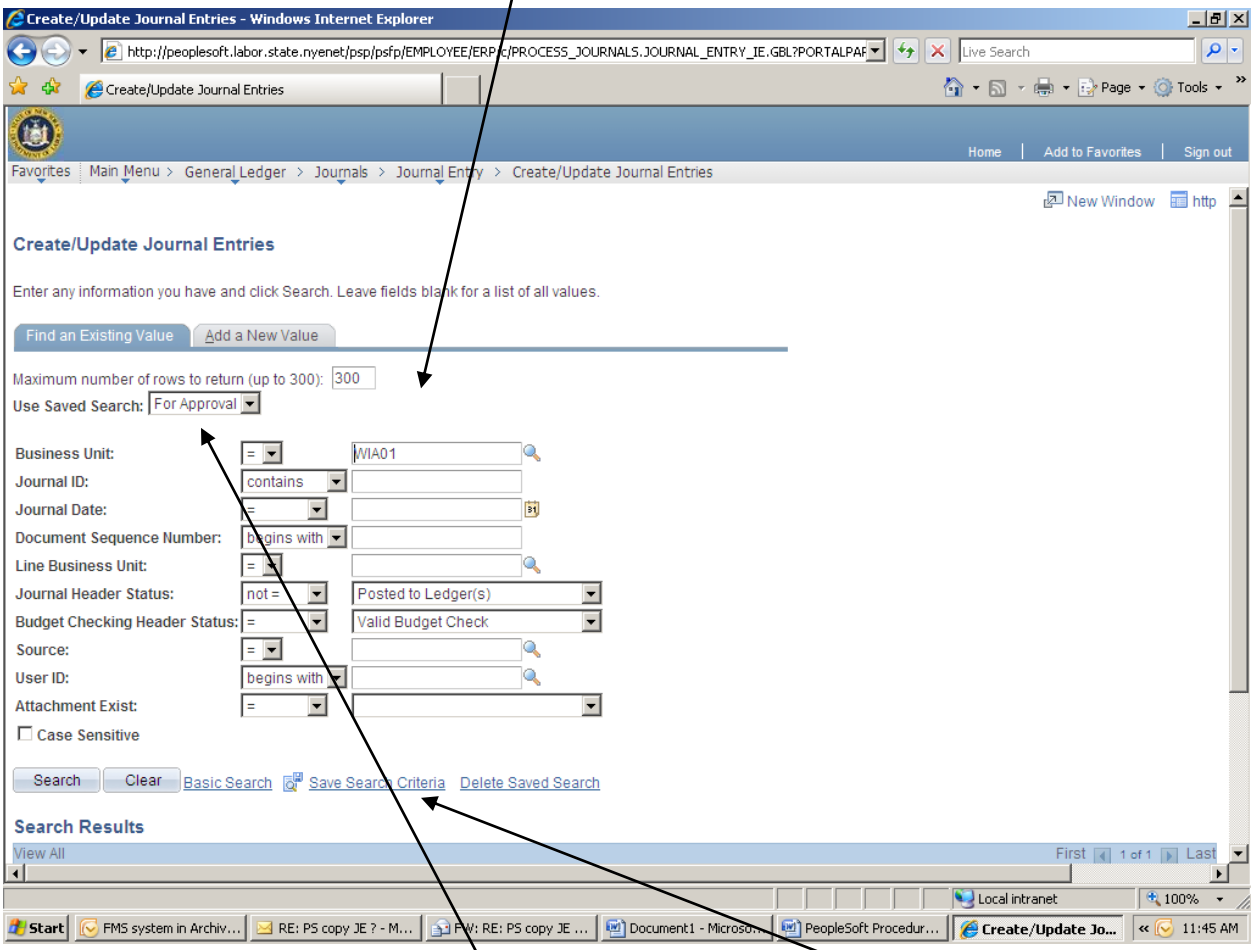


- Click on clear to blank out all fields



- Enter any information you can use to identify the entries. Such as
    - Journal ID-the originator of the entry would need to provide or
    - Journal Date- provider by the originator of the entry or
    - Journal Header Status-equal to valid-edits complete

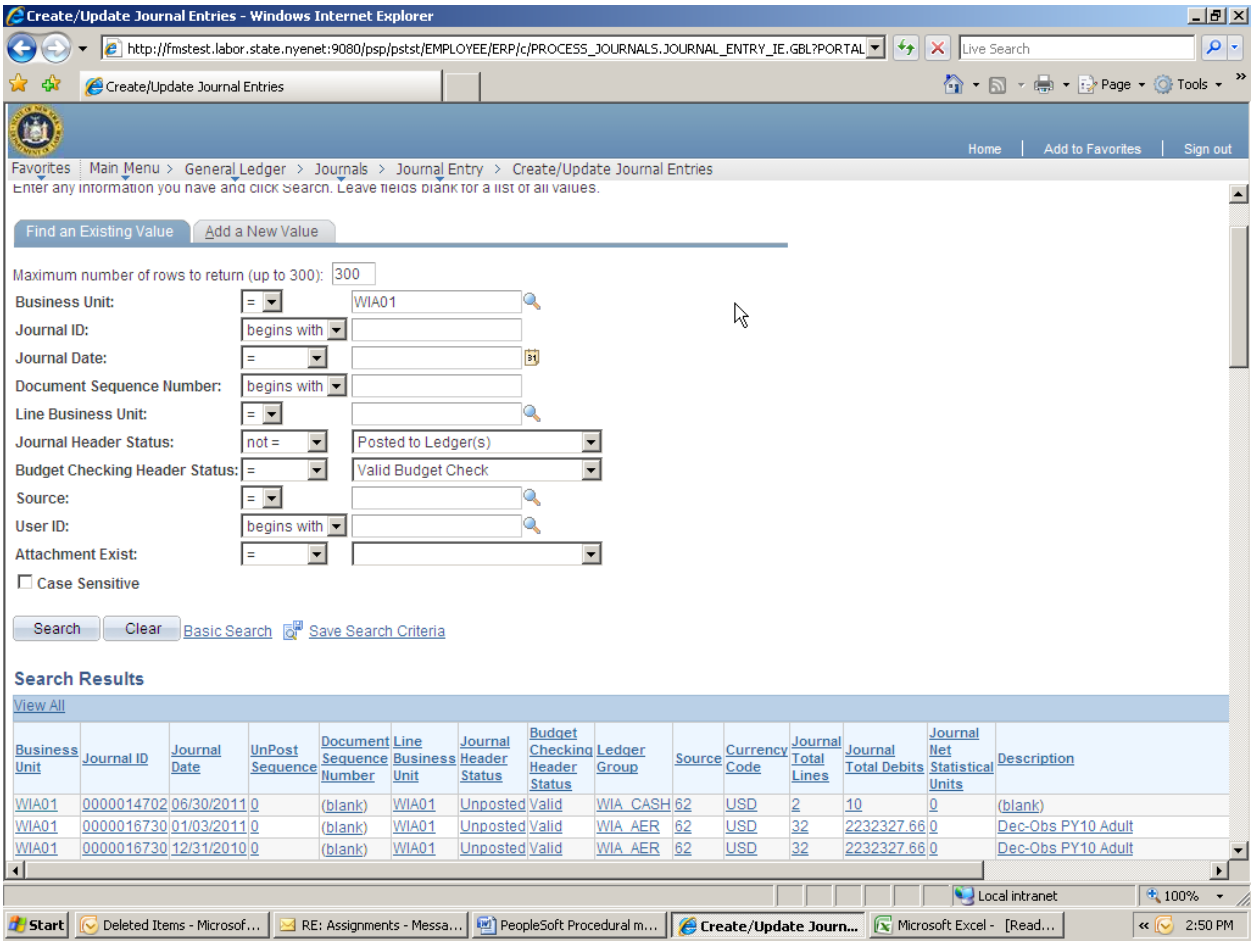
Business unit is always WIA01



If you use the same criteria from month to month you can save this information and then use that search each month to retrieve your data. Once you Save Search Criteria a drop-down box labeled "Use Search Criteria" will appear above the Business unit. All searches that you have saved will appear in this drop-down box.

This will bring up all the entries the LWIA has that fit the search. If multiple entries are returned you can sort these by ledger group. For cash draw downs you are only concerned with WIA cash entries.

- Choose the first entry by clicking on the line and review the entry



- Approve or disapprove.

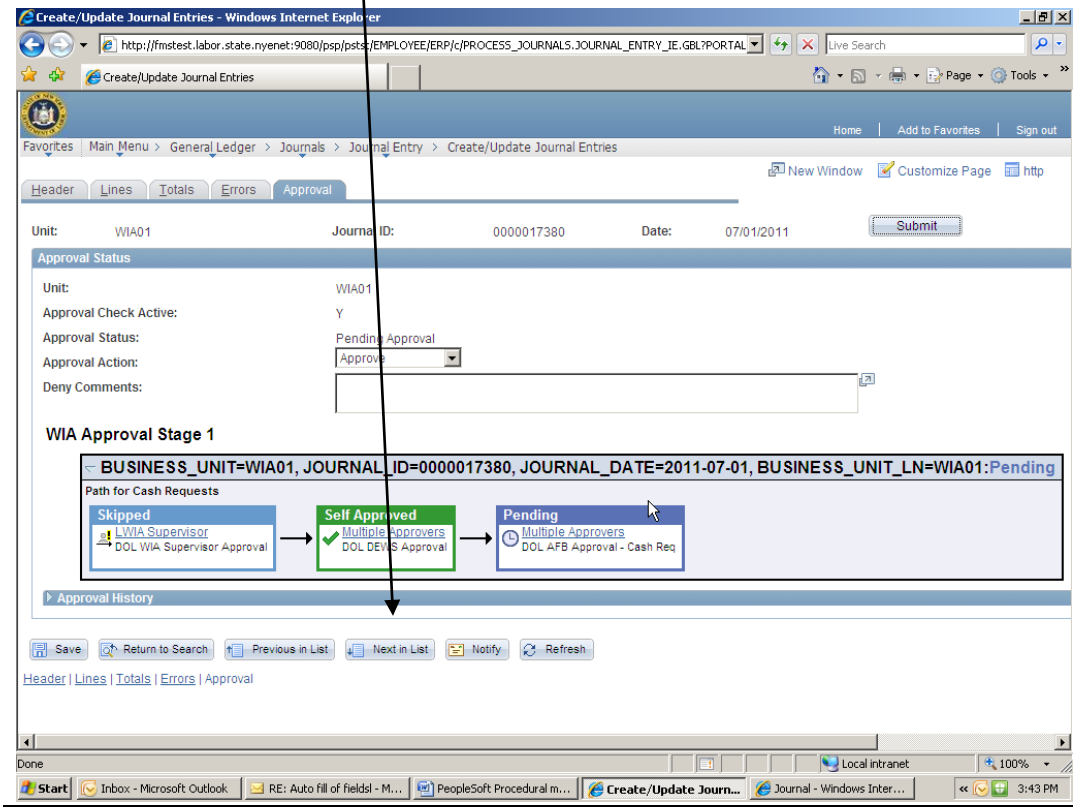
At the approval screen the supervisor will approve or deny (defaults to approve) the entry and submit. If the Supervisor denies the entry he should contact the employee to let them know. The supervisor can indicate the reason for denial if the entry is denied.

After completing the approval process on the first entry you can then continue on the next entry by:

- Clicking on next in list at the bottom of the entry.

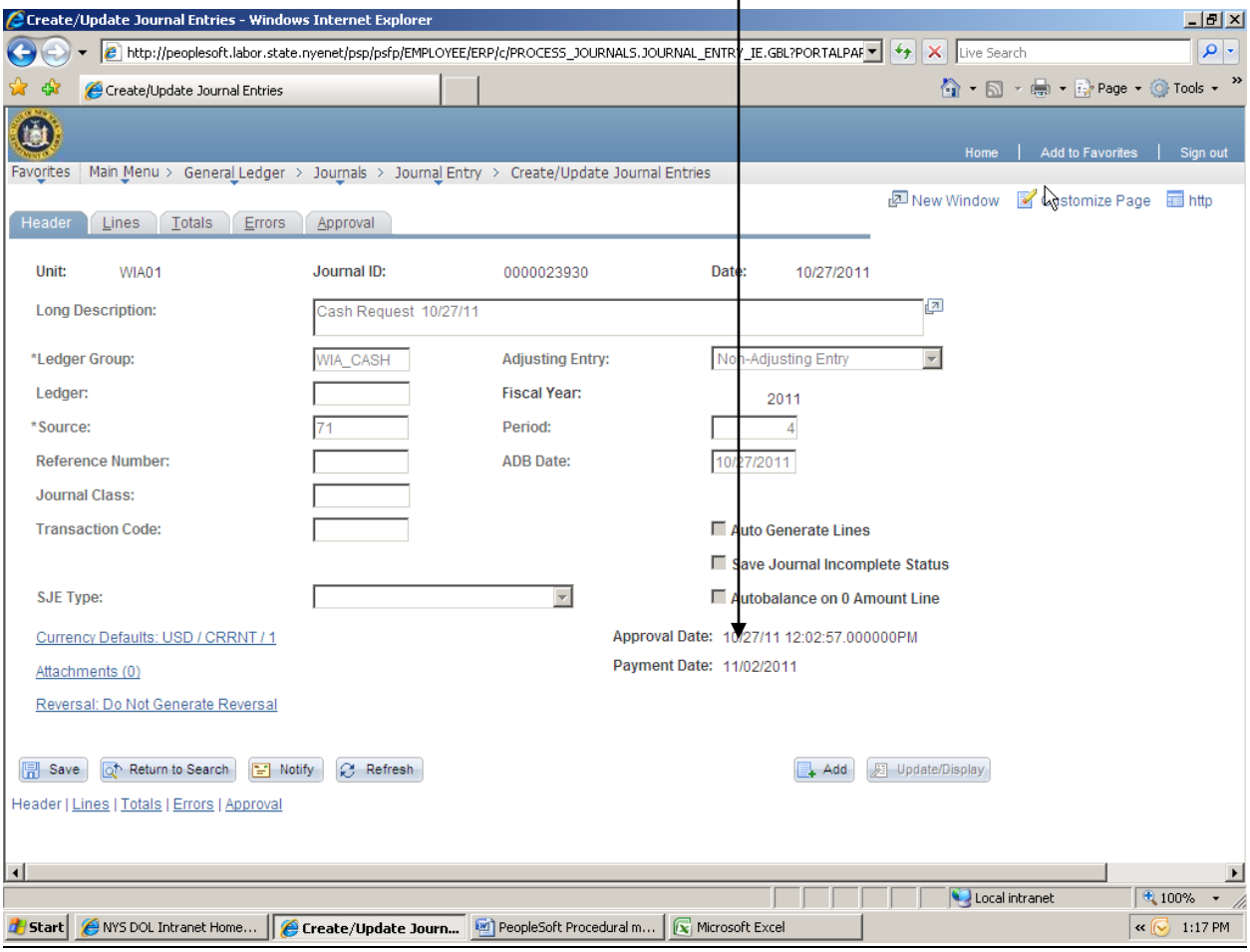
The Supervisor can continue this process until no more cash entries are available for review.

Once approved, the transaction will be forwarded to Department of Labor (DOL) DEWs for approval. Once approved by DEWs the transaction will be approved by the Administrative Finance Bureau (AFB) and transmitted through the Office of the State Comptroller (OSC). As noted earlier, transactions must be approved at the LWIA by 11:30AM daily. Anything approved after 11:30AM will be processed by DOL the following day.



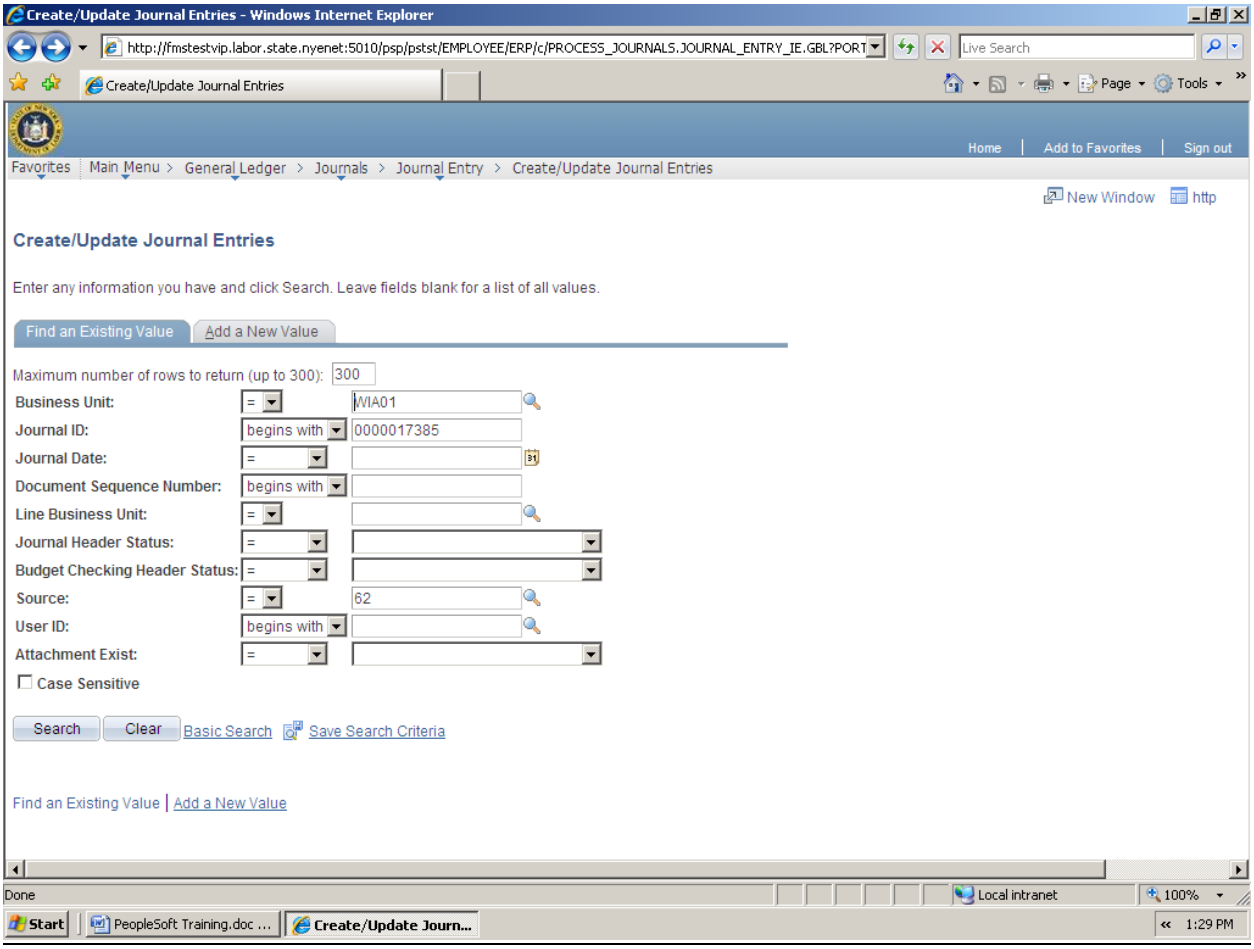
The cash draw down request can be reviewed **once it is posted by the Department**. The Header screen will indicate the scheduled **payment date**. You can review your entry by:

- Searching on existing journals at the Create /Update journal screen for the date you are verifying.



Copy Journal Entries

Copying journal entries will allow you to update only fields that need to be changed. For example if you set up a cash draw down journal at the start of the year with all your available funding sources you can copy the same entry from week to week and only update the cash draw amount. The system will allow you to enter -0-, so there is no need to delete lines that you are not using. You can add or delete lines if new funds become available or if all the cash has been drawn for a particular funding stream/fiscal year.



Go to:

- General Ledger
- Journals
- Journal Entry
- Create/Update Journal entries

Click on the tab:

- Find an Existing Value
- Click on the clear button at the bottom of the screen

You can enter any data that will help you find the entry:

- (Journal ID, Journal Date, User ID, Source Code)
- You must include WIA01 in the business unit
- Click Search

Once you find the entry you want to copy:

- Click on the line of the entry
- Click on lines tab
- Verify that this is the entry you want to copy.

If it is the correct entry

Hit drop down button:

- change Edit Journal to Copy Journal
- hit process

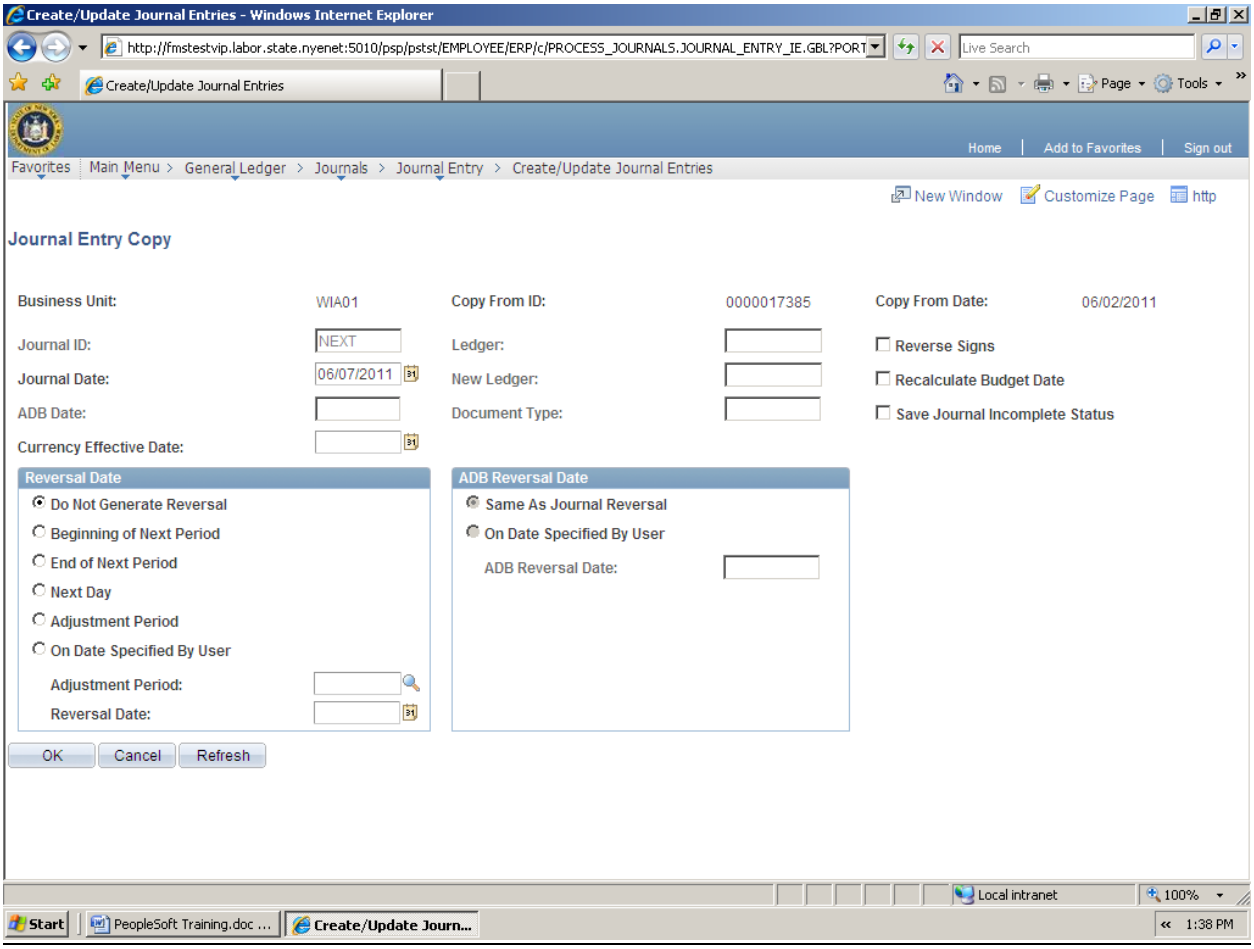
If it is the incorrect entry go to the bottom of the screen

- hit return to search

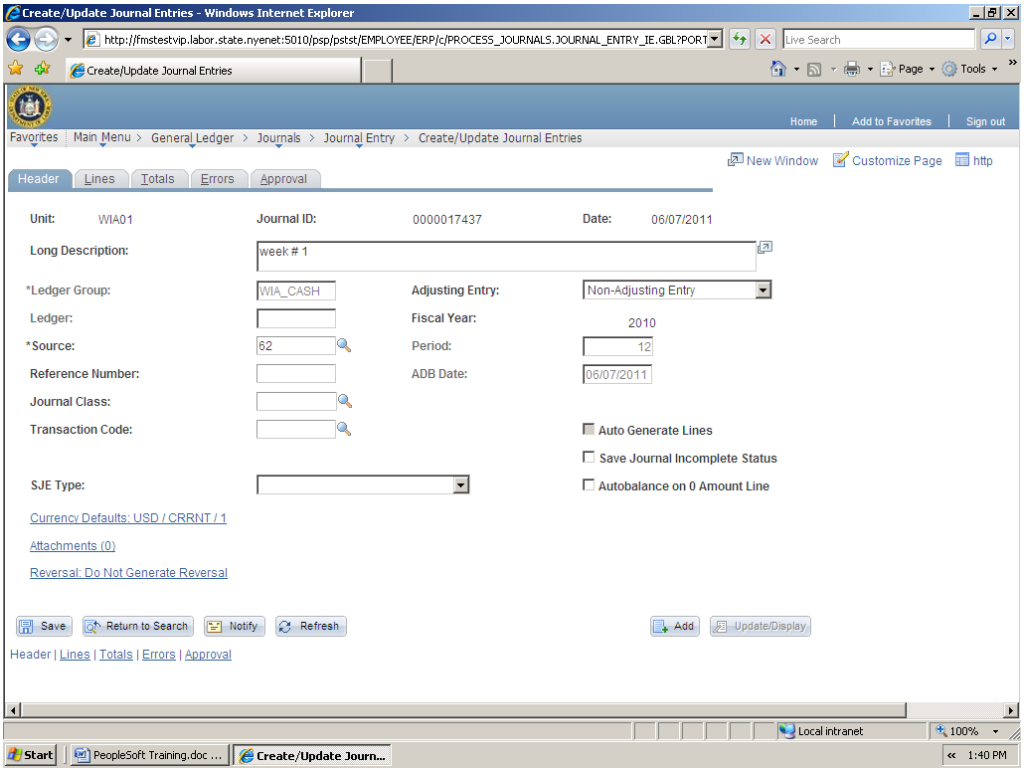
This will bring you back to your search screen, chose another entry and go back to Click on line tab.

Once you have copied the journal you will be brought to the Journal Entry Copy Screen **but, if you receive a dialog box telling you to save or cancel, hit cancel to proceed, as instructed below**.

If you hit **Save** the entry will be created, but PeopleSoft will bring you back to the original lines tab. To eliminate creating duplicates, if you hit **Save**, go to the Create/Update Journal Entries Search page to find your new journal.



- Journal ID reverts to next.
- Change Journal Date if necessary.
- You should always click on Recalculate Budget Date.
- Click on OK.
- This will create a new Journal ID number.
- On the header screen you can update the long description as desired.



- Click on Lines tab

At this point you need to:

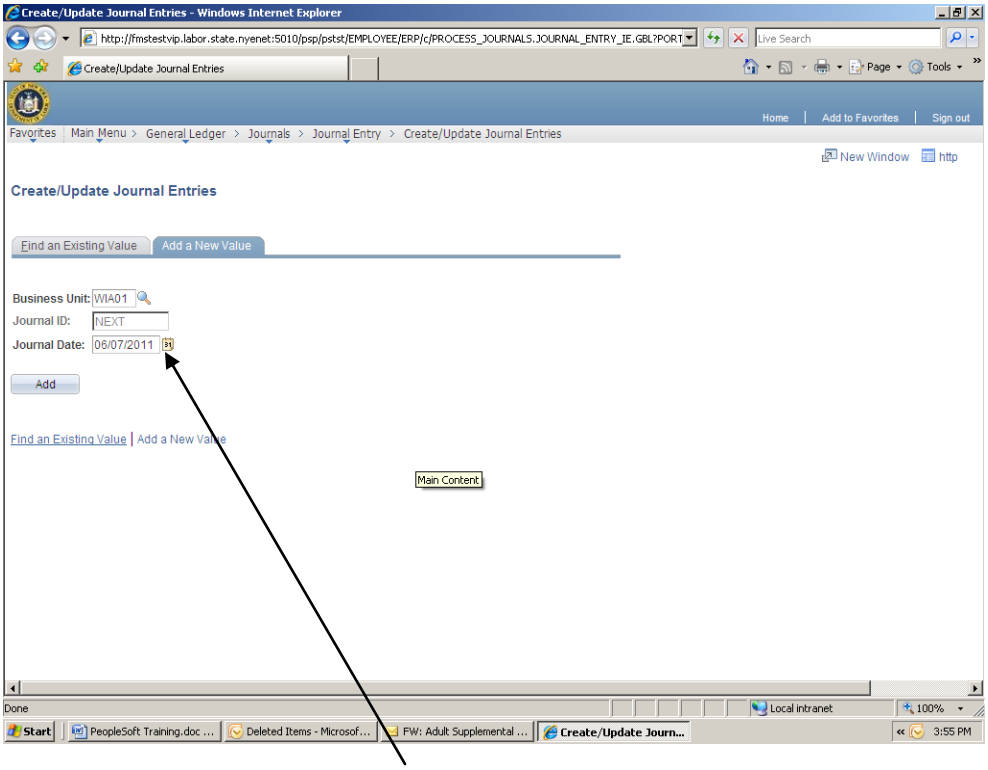
- Update amounts for the cash order
- Add or delete lines as desired
- Edit journal
- If valid go to approval screen
- If errors exist you need to investigate the errors and re-edit the journal; see pg. 13
- Once it is in a valid status Submit for approval; see Pg 19
- Supervisor must approve; see Pg 20

Monthly Journal Entries

Cash Expenditures (Disbursements)

Go to:

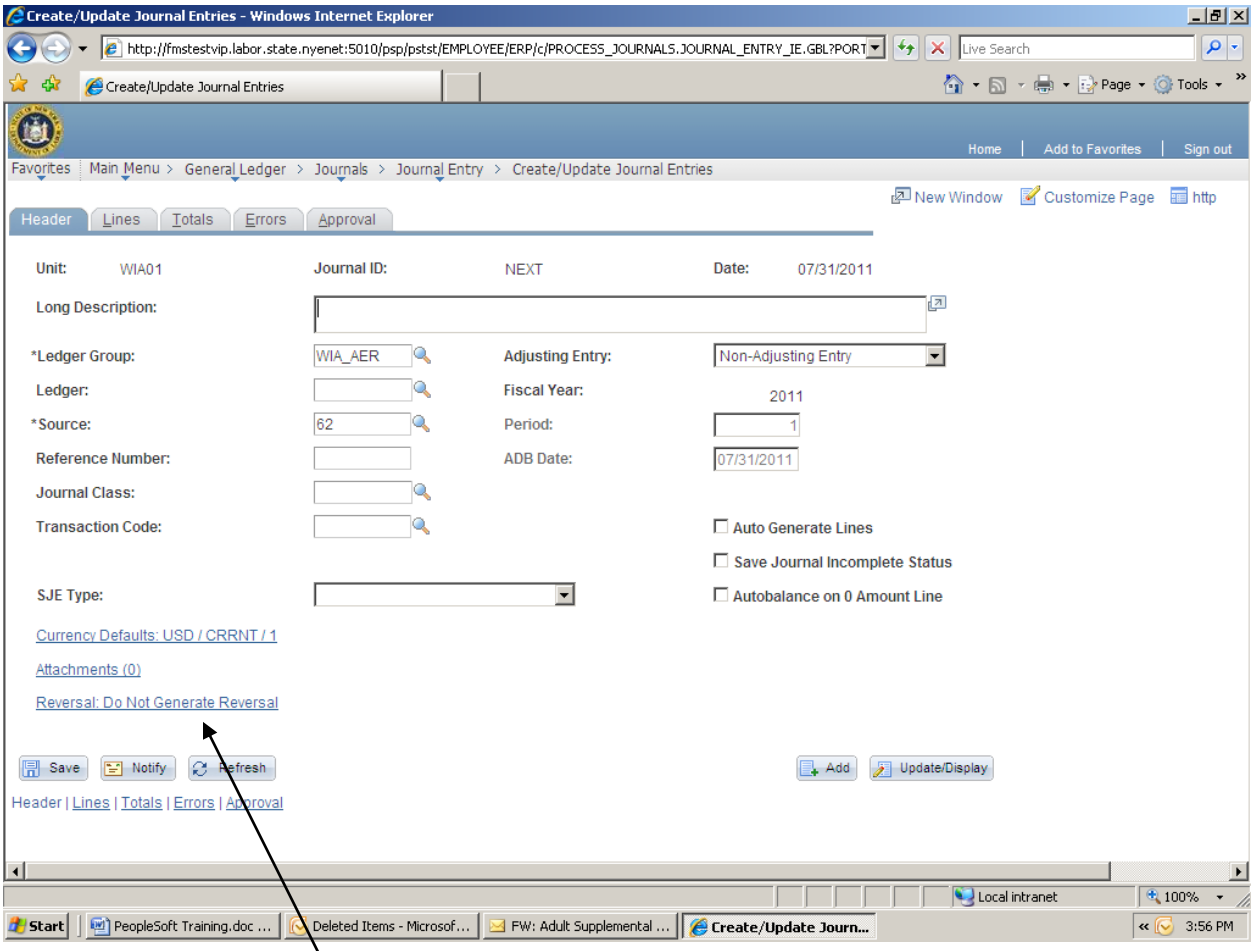
- General ledger
- Journals
- Journal Entry
- Create/Update Journal entries



The date automatically defaults to the current date.

- Update date to End of Month
- Hit add

This will bring you to the journal entry header.



On the Header screen you will need to:

- Add description. This information should be useful to you to identify entries if you are trying to retrieve data.
- Add Ledger Group. For all expenditure entries this will be WIA_AER.
- Verify that the reversal status is correct
- Cash expenditures- Do not generate reversal
- Accruals–Reverse beginning of next period
- Obligations-Reverse Beginning of next period
- Save journal entry, this will bring you to the Lines tab

On the lines tab you will input monthly cash expenditures.

Input:

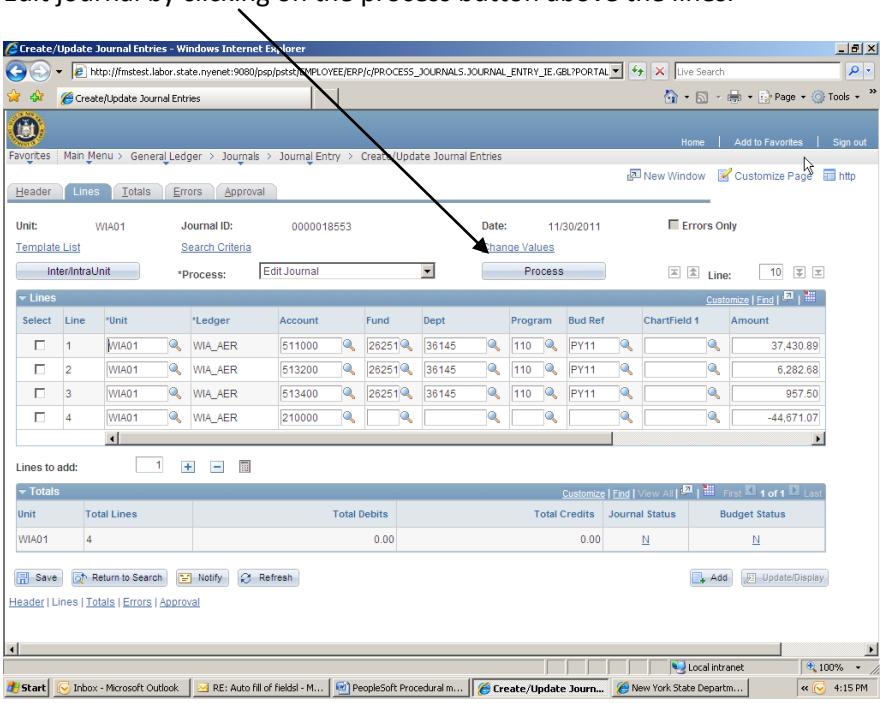
- Account-Information is available from the drop down list or from the account list query.
- Fund-26251, this is available from the drop down menu. This is the only option.
- Department-this is your FIPS code. It is available from the drop down menu. Only your LWIA will appear.
- Program-This is available from the drop down menu or from the active program listing query.
- Budget Reference- This is the program year being charged. All Budget references are available from the drop down menu.
- Chartfield1-this field is used to report in-school or out of school youth. It is required for youth programs only. Options are available from the drop down menu.
- Amount-The LWIA should report cash expenditures for the current month.

Add lines as necessary to complete your monthly cash expenditures by:

- Clicking on the "+" under the actual lines. Once you have completed your cash expenditures you must:
- Add one more line. As with cash requests an offset entry needs to be completed.
- When entering the offset :
    - Enter the account 210000
    - Delete the fund
    - Delete the Department
- Verify the offset amount. This is equal to the net of the debit and credit expenditure lines entered for the month.

After all entries are complete you must:

- Edit journal by clicking on the process button above the lines.



As with cash, correct any errors. See Pg 13 for the error correction process.

The entries need to be in a valid status.

Once the entries are valid the individual that input the entries should go to the approval screen and submit the entry for approval; see Pg 19

Supervisor must approve entries; see Pg 20

Stand-in Costs

If a LWIA has any stand-in costs, these costs must be accurately reported as part of the final program report for the funds being reported as specified in the closeout documents transmitted via a DOL Technical Advisory. Stand-in costs can be used at a later date to offset any disallowed costs, however, they must be reported on the final report and are subject to audit.

Stand-in costs are costs paid from non-Federal sources that a recipient proposes to substitute for Federal costs that have been disallowed as a result of an audit or other review. In order to be considered as valid substitutions the costs:

1. Shall have been reported by the grantee as uncharged program costs under the same title and in the same program year in which the disallowed costs were incurred;
2. Shall have been incurred in compliance with laws, regulations and contractual provisions governing WIA and
3. Shall not result in a violation of any applicable cost limitations.

To complete Stand-in cost entries go to:

- General Ledger
- Journals
- Journal Entry
- Create/Update Journal Entries
- Select 'Add a new value', enter your journal date and click 'add' , or you may find an existing value if you want to copy a previous entry.
- Select your ledger group 'WIA_AER' and click on the 'lines' tab
- Click on Add a new line.

To add a new line follow the instructions on Pg 31 except the account code for Stand-in costs is always 111000. Stand-in costs are **not** reversed at the beginning of the next month. Stand in costs must be balanced with the expenditure offset account code 210000.

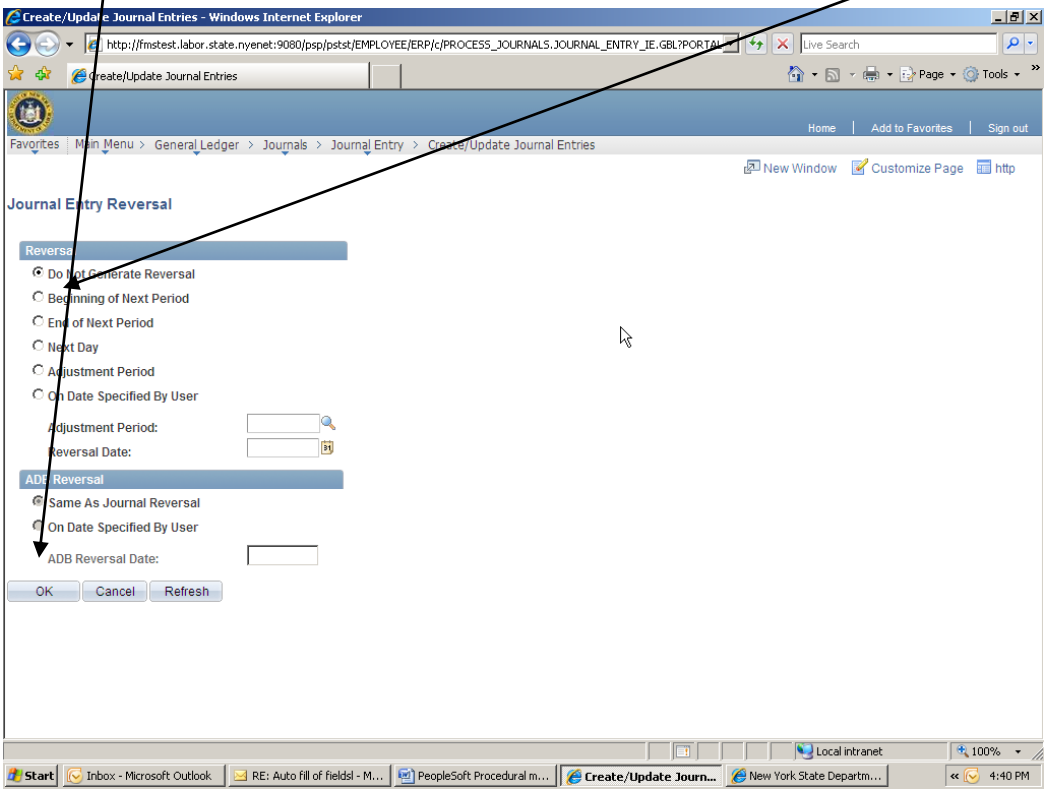
Accrual and Obligation Entries

To complete accrual and unliquidated obligation entries go to:

- General Ledger
- Journals
- Journal Entry
- Create/Update Journal Entries
- Click on Add a new line or you may find an existing value if you want to copy a previous entry.

To add a new line follow the instructions on Pg 31 except:

- You must click on the line that says Reversal: do not generate reversal.
- This will bring you to a new screen, on the this screen you will choose beginning of next period
- Click OK



- Proceed with entries as described for cash on Pg 31.

Once the expenditures, accruals and obligations are approved by the LWIA, DEWs staff in Albany will review, approve, and post the entries. Staff in Albany will contact the LWIA if problems are found in the entries.

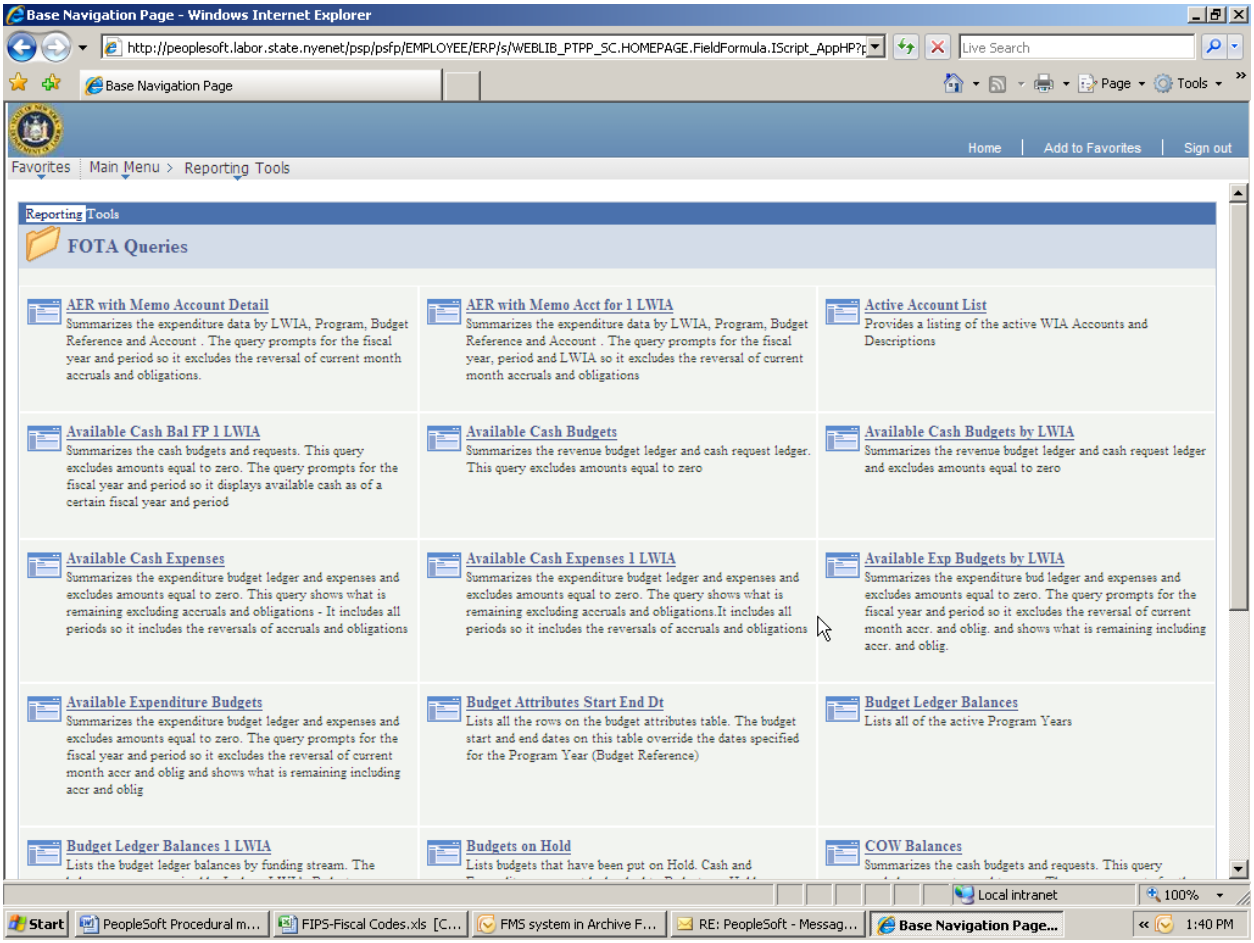
Reports will be run one day after the expenditures are due. All LWIAs should review their reports and make any corrections necessary within 5 business days after the reports are due (20th). Expenditure reports will be re-run 5 days after the report deadline. Any reporting problems discovered after this point should be corrected the following month.

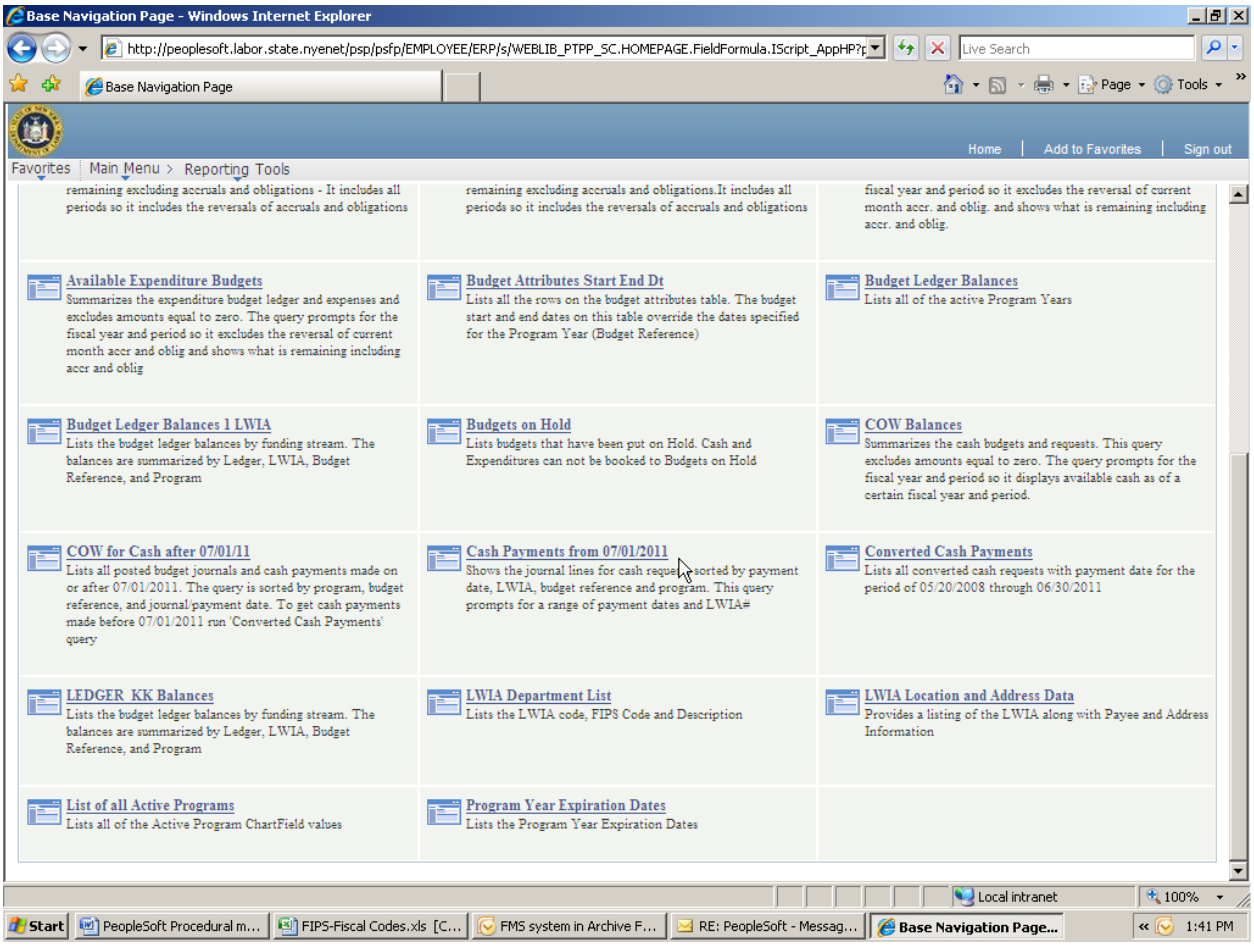
Any LWIA needing assistance should contact their FOTA representative for problems related to actual expenditures or obligations. Please contact staff in Albany for technical questions relating to PeopleSoft.

LWIA Queries

Navigation: Main Menu > Reporting Tools > DOL Queries > LWIA Queries

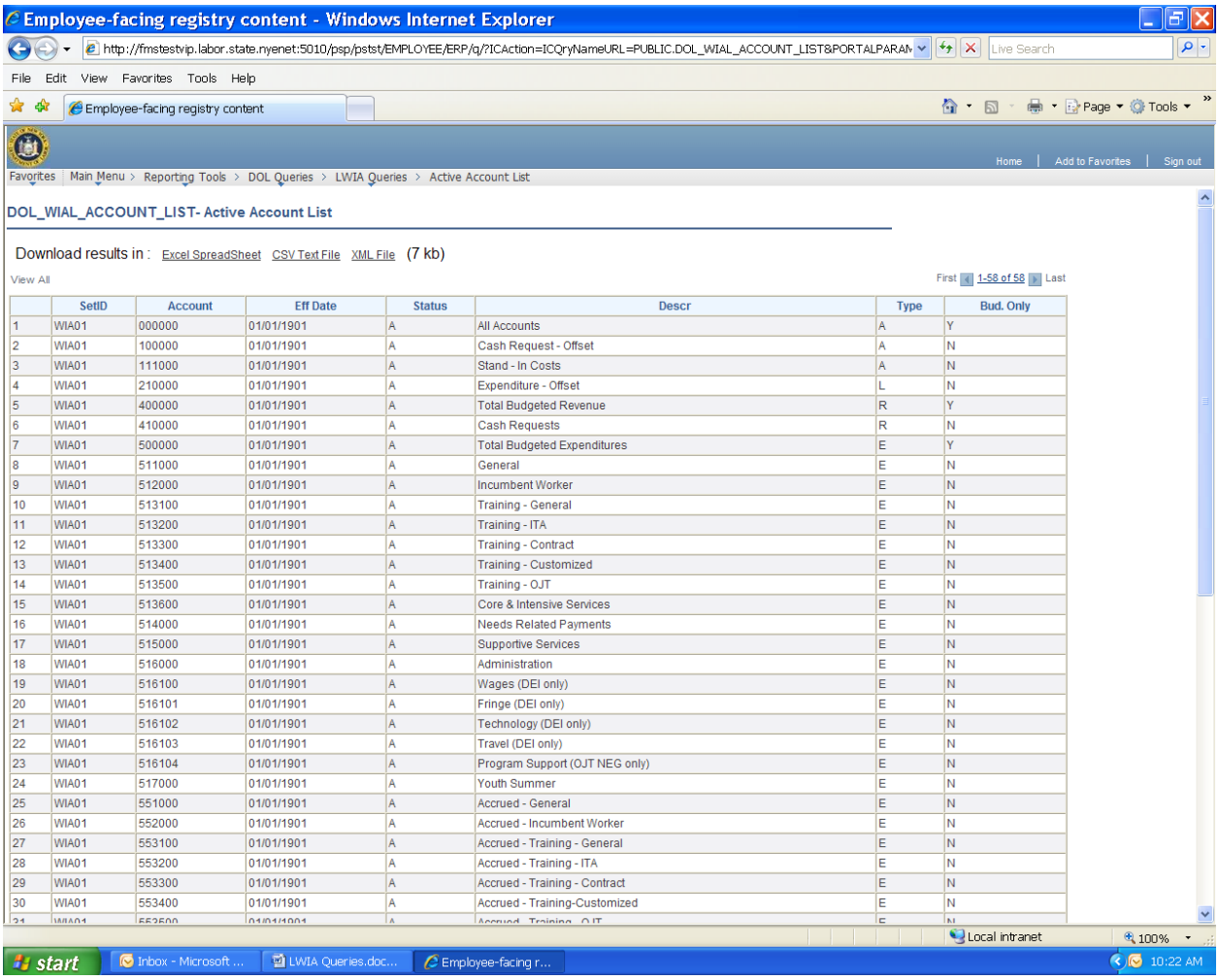
All the queries available to the LWIAs are listed




Base Navigation Page - Windows Internet Explorer
http://peoplesoft.labor.state.nyenet/psp/psfp/EMPLOYEE/ERP/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.IScript_AppHP?p
Live Search
Base Navigation Page
Page
Tools
Home
Add to Favorites
Sign out
Favorites
Main Menu > Reporting Tools
remaining excluding accruals and obligations - It includes all periods so it includes the reversals of accruals and obligations
remaining excluding accruals and obligations.It includes all periods so it includes the reversals of accruals and obligations
fiscal year and period so it excludes the reversal of current month accr. and oblig. and shows what is remaining including accr. and oblig.
Available Expenditure Budgets
Summarizes the expenditure budget ledger and expenses and excludes amounts equal to zero. The query prompts for the fiscal year and period so it excludes the reversal of current month accr and oblig and shows what is remaining including accr and oblig
Budget Attributes Start End Dt
Lists all the rows on the budget attributes table. The budget start and end dates on this table override the dates specified for the Program Year (Budget Reference)
Budget Ledger Balances
Lists all of the active Program Years
Budget Ledger Balances 1 LWIA
Lists the budget ledger balances by funding stream. The balances are summarized by Ledger, LWIA, Budget Reference, and Program
Budgets on Hold
Lists budgets that have been put on Hold. Cash and Expenditures can not be booked to Budgets on Hold
COW Balances
Summarizes the cash budgets and requests. This query excludes amounts equal to zero. The query prompts for the fiscal year and period so it displays available cash as of a certain fiscal year and period.
COW for Cash after 07/01/11
Lists all posted budget journals and cash payments made on or after 07/01/2011. The query is sorted by program, budget reference, and journal/payment date. To get cash payments made before 07/01/2011 run 'Converted Cash Payments' query
Cash Payments from 07/01/2011
Shows the journal lines for cash reque sorted by payment date, LWIA, budget reference and program. This query prompts for a range of payment dates and LWIA#
Converted Cash Payments
Lists all converted cash requests with payment date for the period of 05/20/2008 through 06/30/2011
LEDGER_KK Balances
Lists the budget ledger balances by funding stream. The balances are summarized by Ledger, LWIA, Budget Reference, and Program
LWIA Department List
Lists the LWIA code, FIPS Code and Description
LWIA Location and Address Data
Provides a listing of the LWIA along with Payee and Address Information
List of all Active Programs
Lists all of the Active Program ChartField values
Program Year Expiration Dates
Lists the Program Year Expiration Dates
Local intranet
100%
Start
PeopleSoft Procedural m...
FIPS-Fiscal Codes.xls [C...
FMS system in Archive F...
RE: PeopleSoft - Messag...
Base Navigation Page...
1:41 PM

Query: Active Account List

This Query lists all active account codes for requesting cash and reporting expenditures. This list, as with all queries, can be converted to Excel by selecting 'Excel Spreadsheet' at the top of the list.



	SetID	Account	Eff Date	Status	Descr	Type	Bud. Only
1	WIA01	000000	01/01/1901	A	All Accounts	A	Y
2	WIA01	100000	01/01/1901	A	Cash Request - Offset	A	N
3	WIA01	111000	01/01/1901	A	Stand - In Costs	A	N
4	WIA01	210000	01/01/1901	A	Expenditure - Offset	L	N
5	WIA01	400000	01/01/1901	A	Total Budgeted Revenue	R	Y
6	WIA01	410000	01/01/1901	A	Cash Requests	R	N
7	WIA01	500000	01/01/1901	A	Total Budgeted Expenditures	E	Y
8	WIA01	511000	01/01/1901	A	General	E	N
9	WIA01	512000	01/01/1901	A	Incumbent Worker	E	N
10	WIA01	513100	01/01/1901	A	Training - General	E	N
11	WIA01	513200	01/01/1901	A	Training - ITA	E	N
12	WIA01	513300	01/01/1901	A	Training - Contract	E	N
13	WIA01	513400	01/01/1901	A	Training - Customized	E	N
14	WIA01	513500	01/01/1901	A	Training - OJT	E	N
15	WIA01	513600	01/01/1901	A	Core & Intensive Services	E	N
16	WIA01	514000	01/01/1901	A	Needs Related Payments	E	N
17	WIA01	515000	01/01/1901	A	Supportive Services	E	N
18	WIA01	516000	01/01/1901	A	Administration	E	N
19	WIA01	516100	01/01/1901	A	Wages (DEI only)	E	N
20	WIA01	516101	01/01/1901	A	Fringe (DEI only)	E	N
21	WIA01	516102	01/01/1901	A	Technology (DEI only)	E	N
22	WIA01	516103	01/01/1901	A	Travel (DEI only)	E	N
23	WIA01	516104	01/01/1901	A	Program Support (OJT NEG only)	E	N
24	WIA01	517000	01/01/1901	A	Youth Summer	E	N
25	WIA01	551000	01/01/1901	A	Accrued - General	E	N
26	WIA01	552000	01/01/1901	A	Accrued - Incumbent Worker	E	N
27	WIA01	553100	01/01/1901	A	Accrued - Training - General	E	N
28	WIA01	553200	01/01/1901	A	Accrued - Training - ITA	E	N
29	WIA01	553300	01/01/1901	A	Accrued - Training - Contract	E	N
30	WIA01	553400	01/01/1901	A	Accrued - Training-Customized	E	N

Query: Available Cash Budgets

This query lists all available cash budgets for an LWIA. This represents allocation minus cash requests to date. If you request cash and get a budget error, you should use this query to make sure there is available cash to draw.

Employee-facing registry content - Windows Internet Explorer

http://fmstestvip.labor.state.nyenet:5010/psp/pstst/EMPLOYEE/ERP/q/?ICAction=ICQryNameURL=PUBLIC.DOL_WIAL_AVAIL_CASH_BUDGETS&PORTA

File Edit View Favorites Tools Help

Employee-facing registry content

Page Tools

Home | Add to Favorites | Sign out

Favorites | Main Menu > Reporting Tools > DOL Queries > LWIA Queries > Available Cash Budgets

DOL_WIAL_AVAIL_CASH_BUDGETS- Available Cash Budgets

Download results in : Excel SpreadSheet CSV Text File XML File (3 kb)

View All

First 1-21 of 21 Last

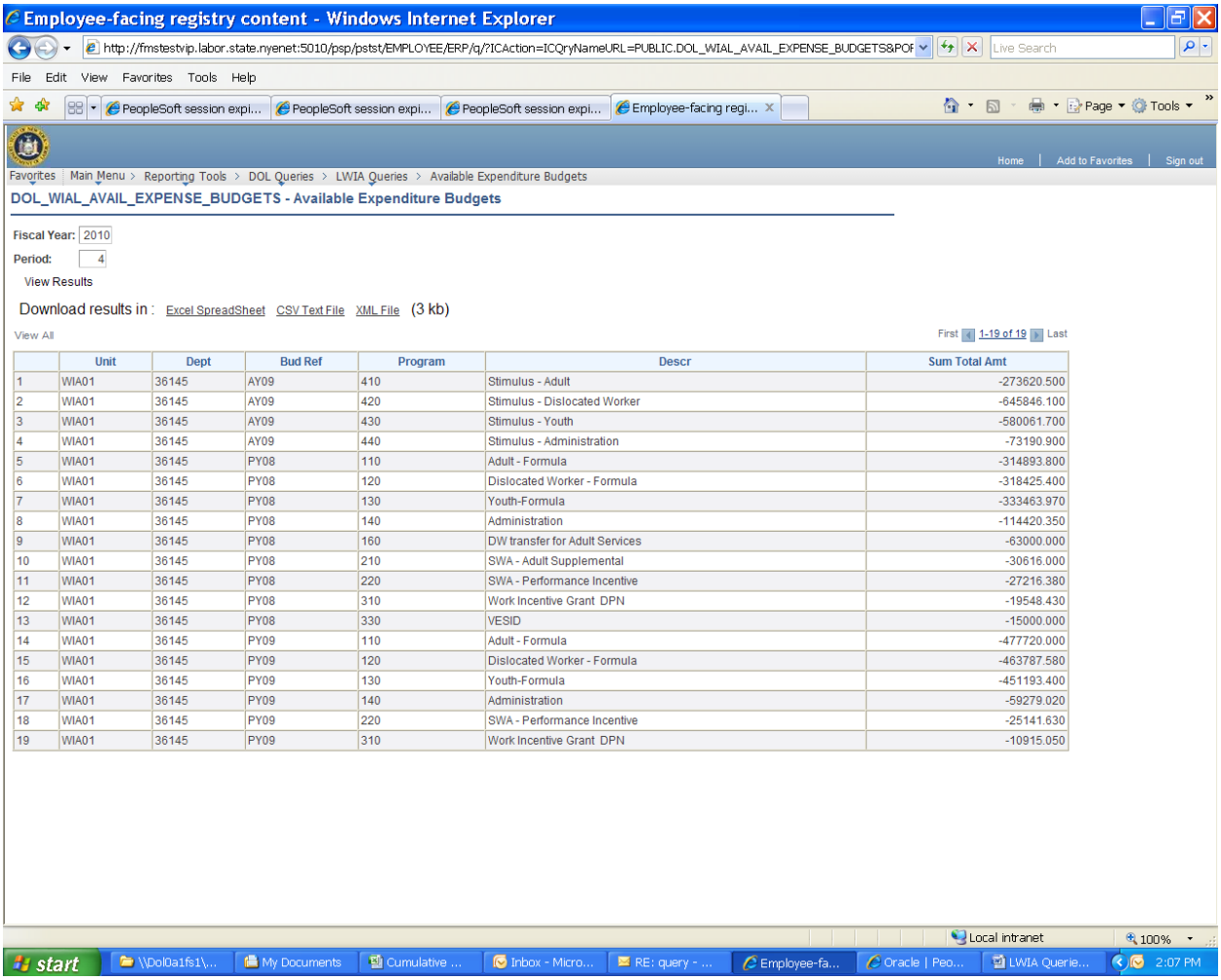
	Unit	Dept	Bud Ref	Program	Descr	Sum Total Amt
1	WIA01	36145	AY09	410	Stimulus - Adult	3000475.000
2	WIA01	36145	AY09	420	Stimulus - Dislocated Worker	90000.000
3	WIA01	36145	AY09	430	Stimulus - Youth	40000.000
4	WIA01	36145	AY09	440	Stimulus - Administration	2000.000
5	WIA01	36145	AY09	470	Stimulus - OJT NEG Admin	6000.000
6	WIA01	36145	AY09	480	Stimulus - OJT NEG Sup Svcs	5000.000
7	WIA01	36145	AY09	490	Stimulus - OJT NEG Wages	10000.000
8	WIA01	36145	AY09	491	Stimulus - SWA Incentive Grant	10000.000
9	WIA01	36145	FY09	176	TAA Training	14252.030
10	WIA01	36145	FY10	176	TAA Training	40594.290
11	WIA01	36145	PY09	130	Youth-Formula	500.000
12	WIA01	36145	PY10	110	Adult - Formula	7194010.000
13	WIA01	36145	PY10	120	Dislocated Worker - Formula	3280000.000
14	WIA01	36145	PY10	121	Dislocated Worker Supplemental	86000.000
15	WIA01	36145	PY10	130	Youth-Formula	3000000.000
16	WIA01	36145	PY10	140	Administration	30000.000
17	WIA01	36145	PY10	230	SWA - ITA Pilot	9000.000
18	WIA01	36145	PY11	110	Adult - Formula	29065.000
19	WIA01	36145	PY11	120	Dislocated Worker - Formula	108156.000
20	WIA01	36145	PY11	130	Youth-Formula	337336.200
21	WIA01	36145	PY11	140	Administration	21481.800

Done Local intranet 100%

start \\Dol0a1fs1\wia_f... My Documents Inbox - Microsoft ... LWIA Queries.doc... Employee-facing r... 4:15 PM

Query: Available Expenditure Budgets

This query shows available expenditures. This is your allocation minus all reported obligations which include accruals/and or obligations. If you compare this with your monthly accrued expenditure report, the 'sum total' represents your allocation minus total obligations. You must input fiscal year and reporting period (1-12). Fiscal Year 2010 period 1 represents July 2010, Fiscal Year 2010 period 2 represents August 2010, Fiscal Year 2010 period 12 represents June 2011, Fiscal Year 2011 period 1 represents July 2011,etc.



	Unit	Dept	Bud Ref	Program	Descr	Sum Total Amt
1	WIA01	36145	AY09	410	Stimulus - Adult	-273620.500
2	WIA01	36145	AY09	420	Stimulus - Dislocated Worker	-645846.100
3	WIA01	36145	AY09	430	Stimulus - Youth	-580061.700
4	WIA01	36145	AY09	440	Stimulus - Administration	-73190.900
5	WIA01	36145	PY08	110	Adult - Formula	-314893.800
6	WIA01	36145	PY08	120	Dislocated Worker - Formula	-318425.400
7	WIA01	36145	PY08	130	Youth-Formula	-333463.970
8	WIA01	36145	PY08	140	Administration	-114420.350
9	WIA01	36145	PY08	160	DW transfer for Adult Services	-63000.000
10	WIA01	36145	PY08	210	SWA - Adult Supplemental	-30616.000
11	WIA01	36145	PY08	220	SWA - Performance Incentive	-27216.380
12	WIA01	36145	PY08	310	Work Incentive Grant DPN	-19548.430
13	WIA01	36145	PY08	330	VESID	-15000.000
14	WIA01	36145	PY09	110	Adult - Formula	-477720.000
15	WIA01	36145	PY09	120	Dislocated Worker - Formula	-463787.580
16	WIA01	36145	PY09	130	Youth-Formula	-451193.400
17	WIA01	36145	PY09	140	Administration	-59279.020
18	WIA01	36145	PY09	220	SWA - Performance Incentive	-25141.630
19	WIA01	36145	PY09	310	Work Incentive Grant DPN	-10915.050

Query: Available Cash Expenses

This query shows available cash expenditures. This would be allocation minus total cash expenditures reported to date (excludes accruals and obligations). This query does not show amounts equal to 0.

Employee-facing registry content - Windows Internet Explorer

http://peoplesoftstage.labor.state.nyenet/psp/psstg/EMPLOYEE/ERP/q/?ICAction=ICQryNameURL=PUBLIC.DOL_WIAL_AVAIL_CASH_EXPENSES&PORT

Favorites | Main Menu > Reporting Tools > DOL Queries > LWIA Queries > Available Cash Expenses

DOL_WIAL_AVAIL_CASH_EXPENSES- Available Cash Expenses

Download results in : Excel SpreadSheet CSV Text File XML File (5 kb)

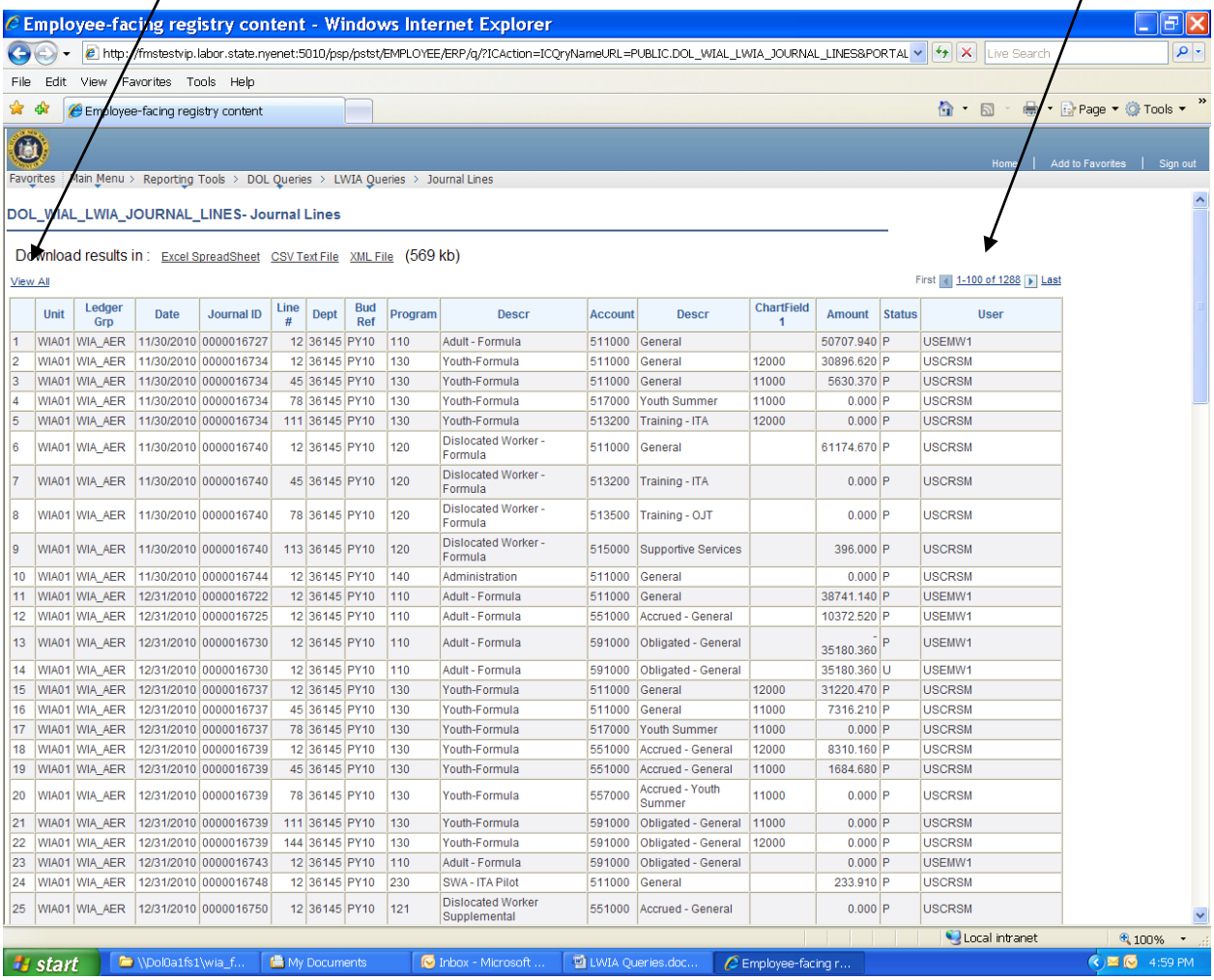
View All

First 1-28 of 28 Last

	Unit	Dept	Bud Ref	Program	Descr	Sum Total Amt
1	WIA01	36145	AY09	410	Stimulus - Adult	-273620.500
2	WIA01	36145	AY09	420	Stimulus - Dislocated Worker	-645846.100
3	WIA01	36145	AY09	430	Stimulus - Youth	-580061.700
4	WIA01	36145	AY09	440	Stimulus - Administration	-73190.900
5	WIA01	36145	AY09	470	Stimulus - OJT NEG Admin	-4615.010
6	WIA01	36145	AY09	490	Stimulus - OJT NEG Wages	-57687.660
7	WIA01	36145	AY09	491	Stimulus - SWA Incentive Grant	-15039.780
8	WIA01	36145	PY08	110	Adult - Formula	-314493.800
9	WIA01	36145	PY08	120	Dislocated Worker - Formula	-318425.400
10	WIA01	36145	PY08	130	Youth-Formula	-333463.970
11	WIA01	36145	PY08	140	Administration	-114420.350
12	WIA01	36145	PY08	160	DW transfer for Adult Services	-63000.000
13	WIA01	36145	PY08	210	SWA - Adult Supplemental	-30616.000
14	WIA01	36145	PY08	220	SWA - Performance Incentive	-27216.380
15	WIA01	36145	PY08	310	Work Incentive Grant DPN	-19548.430
16	WIA01	36145	PY08	330	VESID	-15000.000
17	WIA01	36145	PY09	110	Adult - Formula	-477720.000
18	WIA01	36145	PY09	120	Dislocated Worker - Formula	-463787.580
19	WIA01	36145	PY09	130	Youth-Formula	-451193.400
20	WIA01	36145	PY09	140	Administration	-59279.020
21	WIA01	36145	PY09	220	SWA - Performance Incentive	-25141.630
22	WIA01	36145	PY09	310	Work Incentive Grant DPN	-10915.050
23	WIA01	36145	PY10	110	Adult - Formula	-333276.100
24	WIA01	36145	PY10	120	Dislocated Worker - Formula	-423332.400
25	WIA01	36145	PY10	121	Dislocated Worker Supplemental	-48634.860
26	WIA01	36145	PY10	130	Youth-Formula	-352311.600
27	WIA01	36145	PY10	140	Administration	-58768.900
28	WIA01	36145	PY10	230	SWA - ITA Pilot	-9905.000

Query: Journal Lines

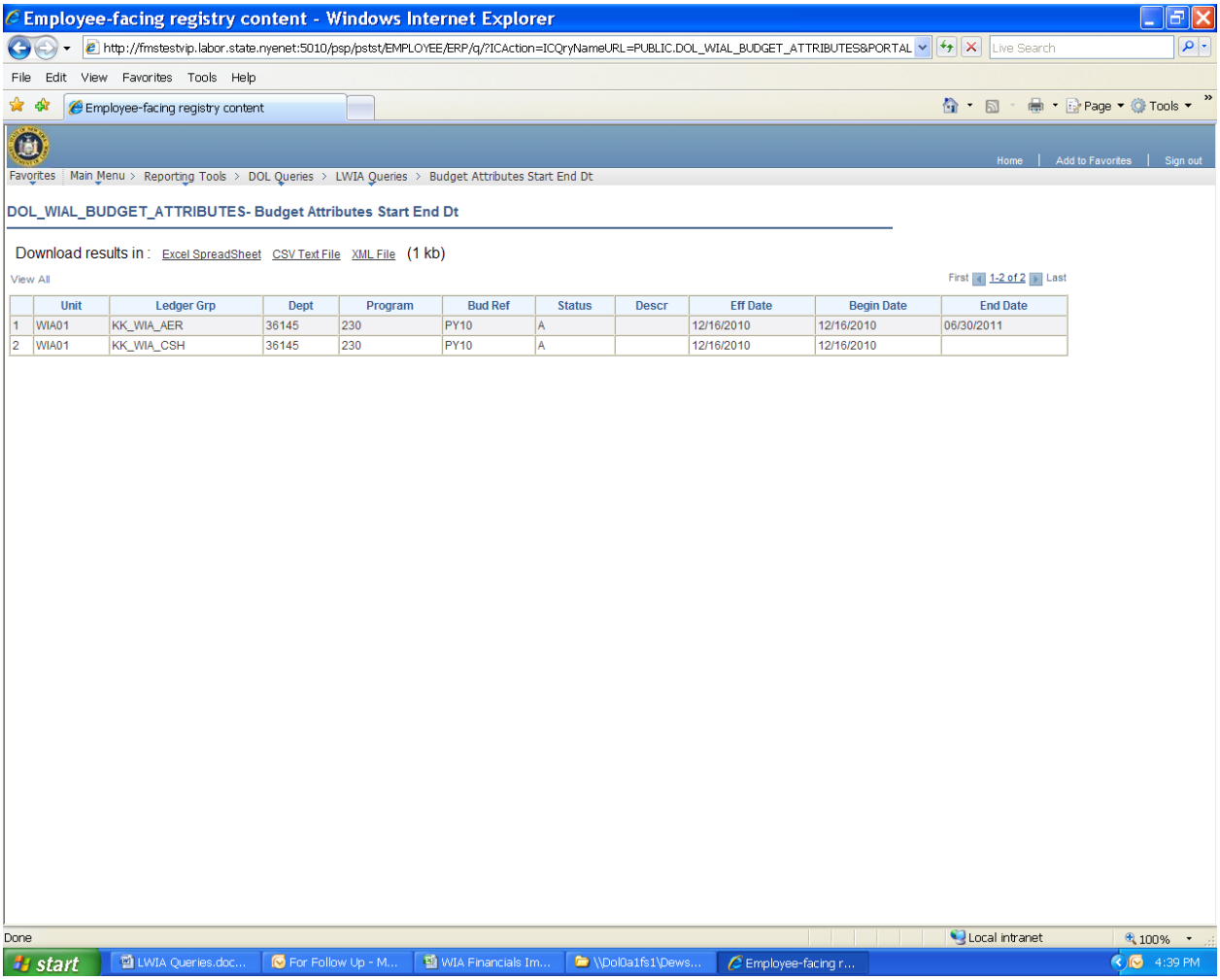
This query will list all journal line entries for an individual LWIA. The primary sort is by ledger group (AER/CSH) and then date. Expenditure journals appear first, cash request journals second. You will only see the first 100 lines by default. Click 'view all' in the upper left hand corner to list all lines for a continuous scroll. Default status: P=posted; U=unposted; V=valid (not yet posted); E=error.



	Unit	Ledger Grp	Date	Journal ID	Line #	Dept	Bud Ref	Program	Descr	Account	Descr	ChartField 1	Amount	Status	User
1	WIA01	WIA_AER	11/30/2010	0000016727	12	36145	PY10	110	Adult - Formula	511000	General		50707.940	P	USEMW1
2	WIA01	WIA_AER	11/30/2010	0000016734	12	36145	PY10	130	Youth-Formula	511000	General	12000	30896.620	P	USCRSM
3	WIA01	WIA_AER	11/30/2010	0000016734	45	36145	PY10	130	Youth-Formula	511000	General	11000	5630.370	P	USCRSM
4	WIA01	WIA_AER	11/30/2010	0000016734	78	36145	PY10	130	Youth-Formula	517000	Youth Summer	11000	0.000	P	USCRSM
5	WIA01	WIA_AER	11/30/2010	0000016734	111	36145	PY10	130	Youth-Formula	513200	Training - ITA	12000	0.000	P	USCRSM
6	WIA01	WIA_AER	11/30/2010	0000016740	12	36145	PY10	120	Dislocated Worker - Formula	511000	General		61174.670	P	USCRSM
7	WIA01	WIA_AER	11/30/2010	0000016740	45	36145	PY10	120	Dislocated Worker - Formula	513200	Training - ITA		0.000	P	USCRSM
8	WIA01	WIA_AER	11/30/2010	0000016740	78	36145	PY10	120	Dislocated Worker - Formula	513500	Training - OJT		0.000	P	USCRSM
9	WIA01	WIA_AER	11/30/2010	0000016740	113	36145	PY10	120	Dislocated Worker - Formula	515000	Supportive Services		396.000	P	USCRSM
10	WIA01	WIA_AER	11/30/2010	0000016744	12	36145	PY10	140	Administration	511000	General		0.000	P	USCRSM
11	WIA01	WIA_AER	12/31/2010	0000016722	12	36145	PY10	110	Adult - Formula	511000	General		38741.140	P	USEMW1
12	WIA01	WIA_AER	12/31/2010	0000016725	12	36145	PY10	110	Adult - Formula	551000	Accrued - General		10372.520	P	USEMW1
13	WIA01	WIA_AER	12/31/2010	0000016730	12	36145	PY10	110	Adult - Formula	591000	Obligated - General		35180.360	P	USEMW1
14	WIA01	WIA_AER	12/31/2010	0000016730	12	36145	PY10	110	Adult - Formula	591000	Obligated - General		35180.360	U	USEMW1
15	WIA01	WIA_AER	12/31/2010	0000016737	12	36145	PY10	130	Youth-Formula	511000	General	12000	31220.470	P	USCRSM
16	WIA01	WIA_AER	12/31/2010	0000016737	45	36145	PY10	130	Youth-Formula	511000	General	11000	7316.210	P	USCRSM
17	WIA01	WIA_AER	12/31/2010	0000016737	78	36145	PY10	130	Youth-Formula	517000	Youth Summer	11000	0.000	P	USCRSM
18	WIA01	WIA_AER	12/31/2010	0000016739	12	36145	PY10	130	Youth-Formula	551000	Accrued - General	12000	8310.160	P	USCRSM
19	WIA01	WIA_AER	12/31/2010	0000016739	45	36145	PY10	130	Youth-Formula	551000	Accrued - General	11000	1684.680	P	USCRSM
20	WIA01	WIA_AER	12/31/2010	0000016739	78	36145	PY10	130	Youth-Formula	557000	Accrued - Youth Summer	11000	0.000	P	USCRSM
21	WIA01	WIA_AER	12/31/2010	0000016739	111	36145	PY10	130	Youth-Formula	591000	Obligated - General	11000	0.000	P	USCRSM
22	WIA01	WIA_AER	12/31/2010	0000016739	144	36145	PY10	130	Youth-Formula	591000	Obligated - General	12000	0.000	P	USCRSM
23	WIA01	WIA_AER	12/31/2010	0000016743	12	36145	PY10	110	Adult - Formula	591000	Obligated - General		0.000	P	USEMW1
24	WIA01	WIA_AER	12/31/2010	0000016748	12	36145	PY10	230	SWA - ITA Pilot	511000	General		233.910	P	USCRSM
25	WIA01	WIA_AER	12/31/2010	0000016750	12	36145	PY10	121	Dislocated Worker Supplemental	551000	Accrued - General		0.000	P	USCRSM

Query: Budget Attributes Start End Dt

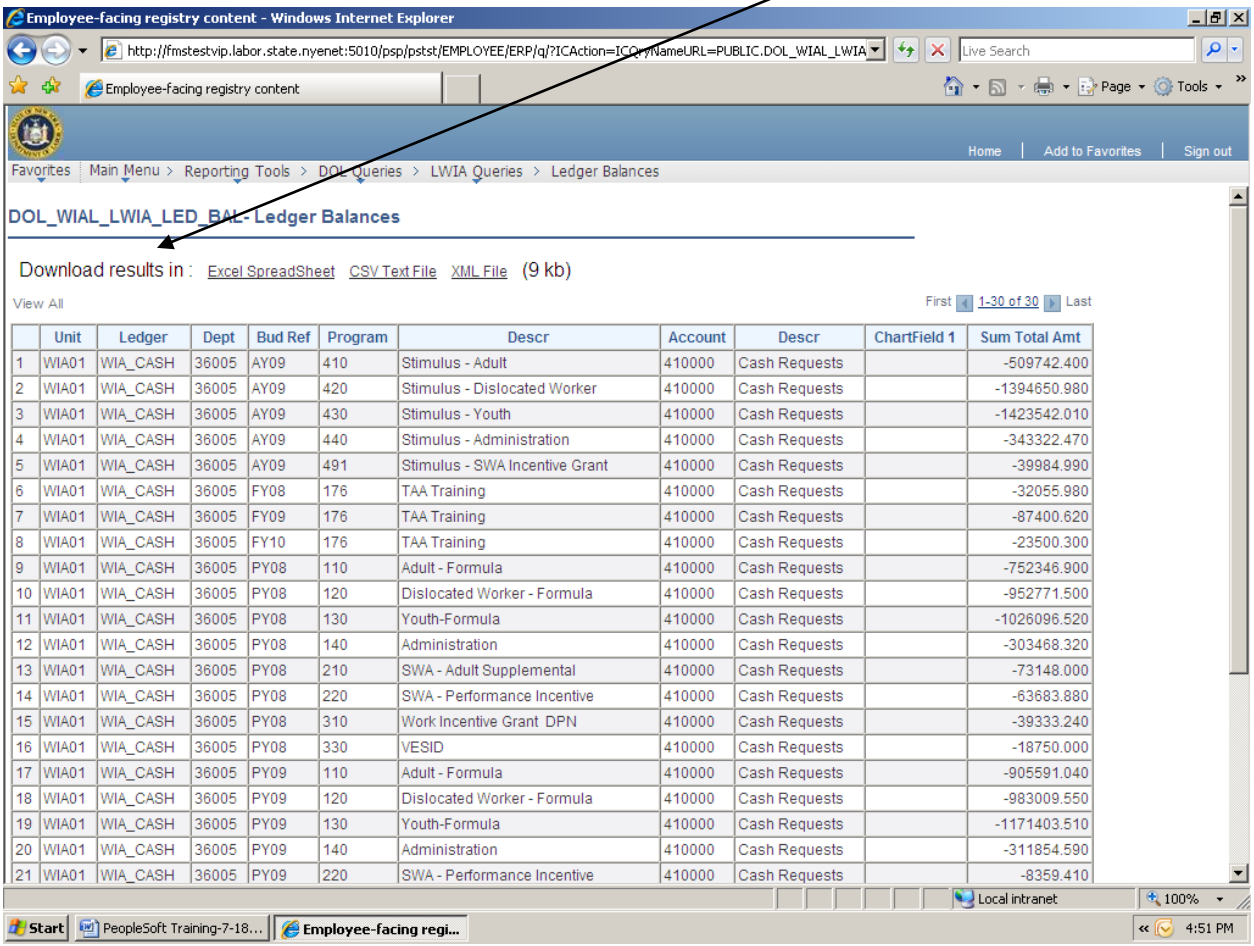
This query lists all programs by ledger group that have a start and/or end date outside of the standard PY dates. For instance, PY10 would normally be available from 7/1/10-6/30/12 but we had program 230 which represents SWA ITA Pilot which was available from 12/15/10-6/30/11.



	Unit	Ledger Grp	Dept	Program	Bud Ref	Status	Descr	Eff Date	Begin Date	End Date
1	WIA01	KK_WIA_AER	36145	230	PY10	A		12/16/2010	12/16/2010	06/30/2011
2	WIA01	KK_WIA_CSH	36145	230	PY10	A		12/16/2010	12/16/2010	

Query: DOL_WIAL_LWIA_LED_BALANCES-Cumulative Cash Draw Downs

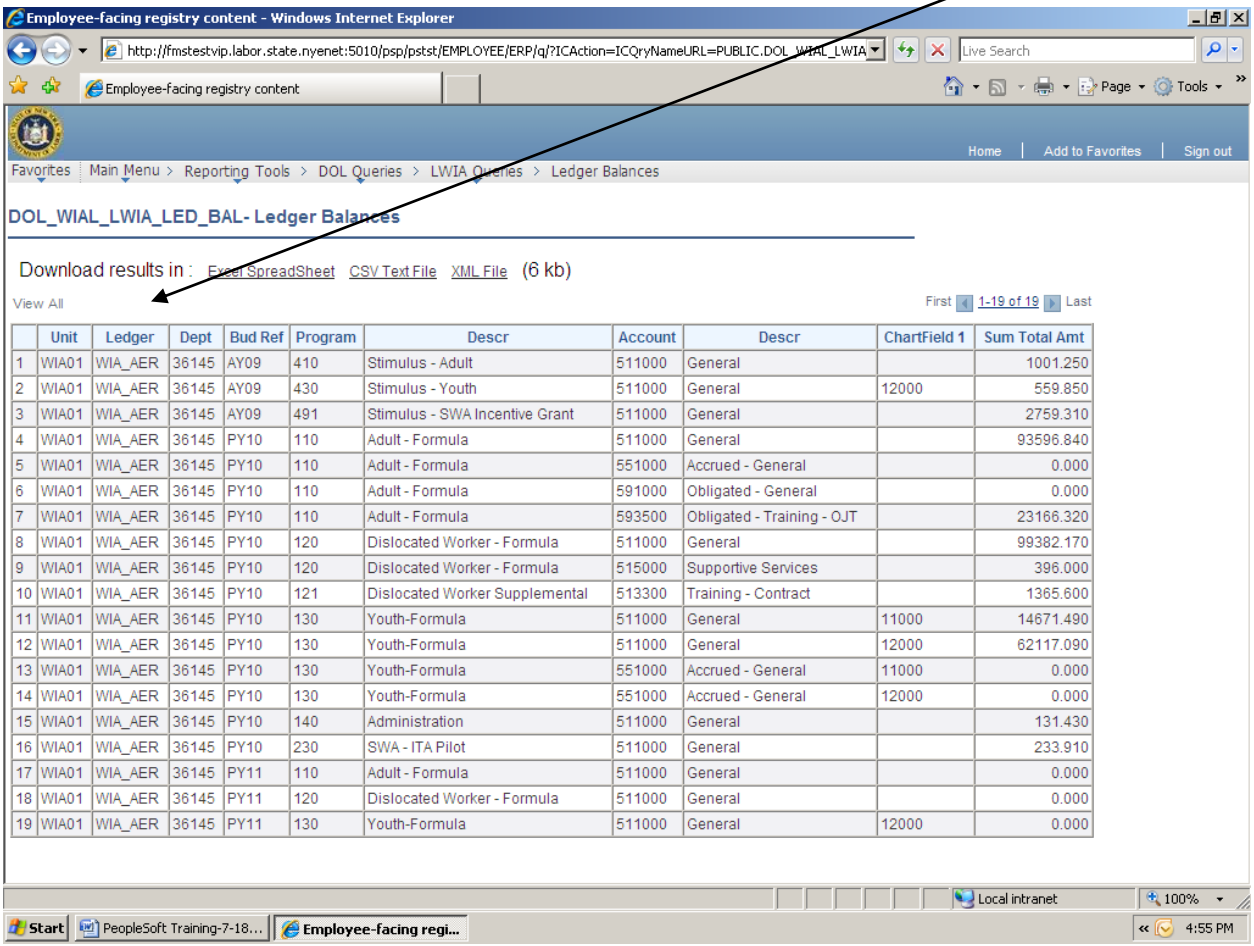
This query shows Cumulative cash requests to date by the LWIA. This query is sorted by Budget Reference and Program. This report shows cash requests that have been posted by DOL. (sort on WIA_CASH)



	Unit	Ledger	Dept	Bud Ref	Program	Descr	Account	Descr	ChartField 1	Sum Total Amt
1	WIA01	WIA_CASH	36005	AY09	410	Stimulus - Adult	410000	Cash Requests		-509742.400
2	WIA01	WIA_CASH	36005	AY09	420	Stimulus - Dislocated Worker	410000	Cash Requests		-1394650.980
3	WIA01	WIA_CASH	36005	AY09	430	Stimulus - Youth	410000	Cash Requests		-1423542.010
4	WIA01	WIA_CASH	36005	AY09	440	Stimulus - Administration	410000	Cash Requests		-343322.470
5	WIA01	WIA_CASH	36005	AY09	491	Stimulus - SWA Incentive Grant	410000	Cash Requests		-39984.990
6	WIA01	WIA_CASH	36005	FY08	176	TAA Training	410000	Cash Requests		-32055.980
7	WIA01	WIA_CASH	36005	FY09	176	TAA Training	410000	Cash Requests		-87400.620
8	WIA01	WIA_CASH	36005	FY10	176	TAA Training	410000	Cash Requests		-23500.300
9	WIA01	WIA_CASH	36005	PY08	110	Adult - Formula	410000	Cash Requests		-752346.900
10	WIA01	WIA_CASH	36005	PY08	120	Dislocated Worker - Formula	410000	Cash Requests		-952771.500
11	WIA01	WIA_CASH	36005	PY08	130	Youth-Formula	410000	Cash Requests		-1026096.520
12	WIA01	WIA_CASH	36005	PY08	140	Administration	410000	Cash Requests		-303468.320
13	WIA01	WIA_CASH	36005	PY08	210	SWA - Adult Supplemental	410000	Cash Requests		-73148.000
14	WIA01	WIA_CASH	36005	PY08	220	SWA - Performance Incentive	410000	Cash Requests		-63683.880
15	WIA01	WIA_CASH	36005	PY08	310	Work Incentive Grant DPN	410000	Cash Requests		-39333.240
16	WIA01	WIA_CASH	36005	PY08	330	VESID	410000	Cash Requests		-18750.000
17	WIA01	WIA_CASH	36005	PY09	110	Adult - Formula	410000	Cash Requests		-905591.040
18	WIA01	WIA_CASH	36005	PY09	120	Dislocated Worker - Formula	410000	Cash Requests		-983009.550
19	WIA01	WIA_CASH	36005	PY09	130	Youth-Formula	410000	Cash Requests		-1171403.510
20	WIA01	WIA_CASH	36005	PY09	140	Administration	410000	Cash Requests		-311854.590
21	WIA01	WIA_CASH	36005	PY09	220	SWA - Performance Incentive	410000	Cash Requests		-8359.410

Query: DOL_WIAL_LWIA_LED_BALANCES Cumulative Cash Expenditures

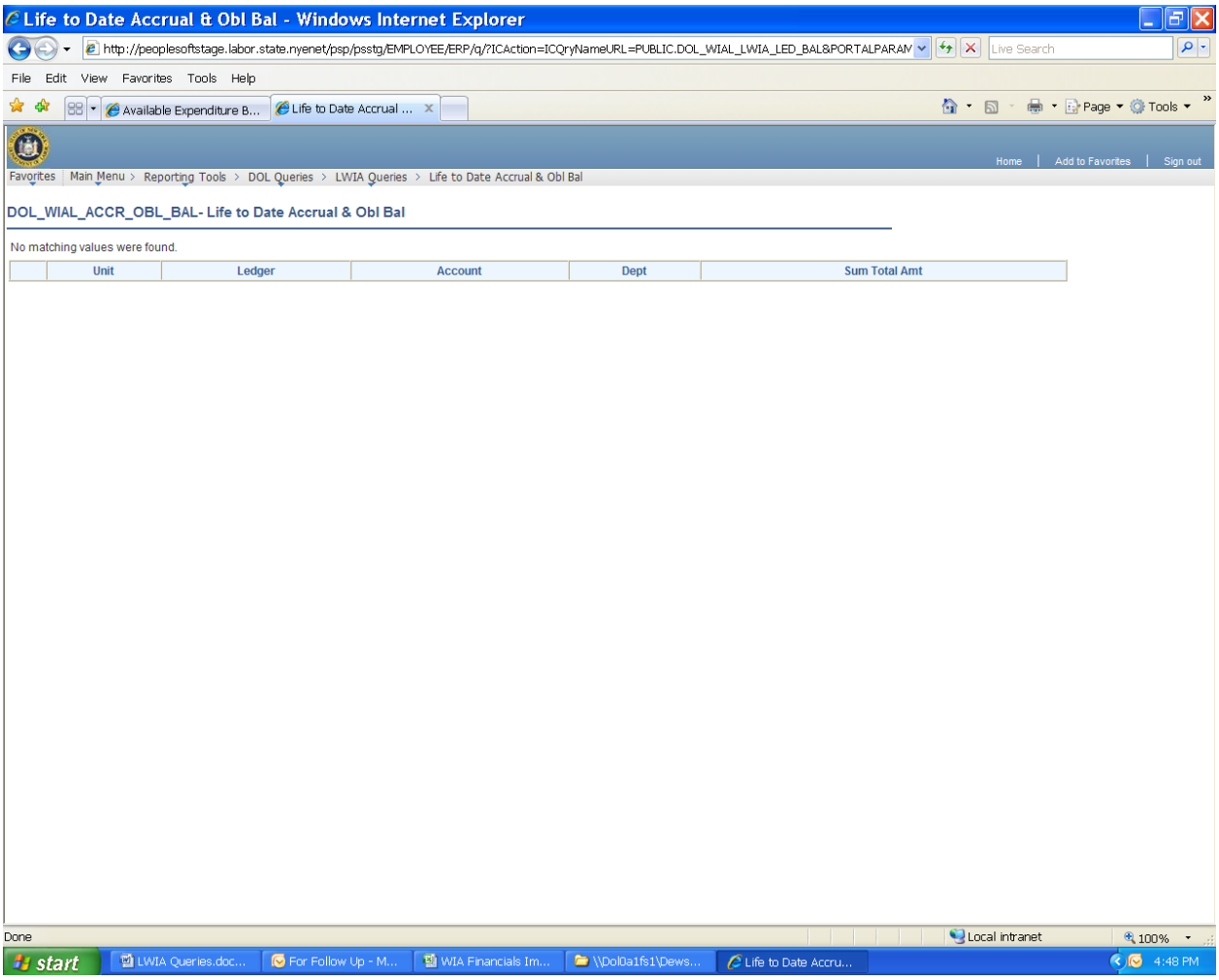
This query shows cumulative cash expenditures reported to date. This query is sorted by Budget Reference and Program Year. This query shows expenditures that have been posted by DEWs staff. (Sort on WIA_AER)



	Unit	Ledger	Dept	Bud Ref	Program	Descr	Account	Descr	ChartField 1	Sum Total Amt
1	WIA01	WIA_AER	36145	AY09	410	Stimulus - Adult	511000	General		1001.250
2	WIA01	WIA_AER	36145	AY09	430	Stimulus - Youth	511000	General	12000	559.850
3	WIA01	WIA_AER	36145	AY09	491	Stimulus - SWA Incentive Grant	511000	General		2759.310
4	WIA01	WIA_AER	36145	PY10	110	Adult - Formula	511000	General		93596.840
5	WIA01	WIA_AER	36145	PY10	110	Adult - Formula	551000	Accrued - General		0.000
6	WIA01	WIA_AER	36145	PY10	110	Adult - Formula	591000	Obligated - General		0.000
7	WIA01	WIA_AER	36145	PY10	110	Adult - Formula	593500	Obligated - Training - OJT		23166.320
8	WIA01	WIA_AER	36145	PY10	120	Dislocated Worker - Formula	511000	General		99382.170
9	WIA01	WIA_AER	36145	PY10	120	Dislocated Worker - Formula	515000	Supportive Services		396.000
10	WIA01	WIA_AER	36145	PY10	121	Dislocated Worker Supplemental	513300	Training - Contract		1365.600
11	WIA01	WIA_AER	36145	PY10	130	Youth-Formula	511000	General	11000	14671.490
12	WIA01	WIA_AER	36145	PY10	130	Youth-Formula	511000	General	12000	62117.090
13	WIA01	WIA_AER	36145	PY10	130	Youth-Formula	551000	Accrued - General	11000	0.000
14	WIA01	WIA_AER	36145	PY10	130	Youth-Formula	551000	Accrued - General	12000	0.000
15	WIA01	WIA_AER	36145	PY10	140	Administration	511000	General		131.430
16	WIA01	WIA_AER	36145	PY10	230	SWA - ITA Pilot	511000	General		233.910
17	WIA01	WIA_AER	36145	PY11	110	Adult - Formula	511000	General		0.000
18	WIA01	WIA_AER	36145	PY11	120	Dislocated Worker - Formula	511000	General		0.000
19	WIA01	WIA_AER	36145	PY11	130	Youth-Formula	511000	General	12000	0.000

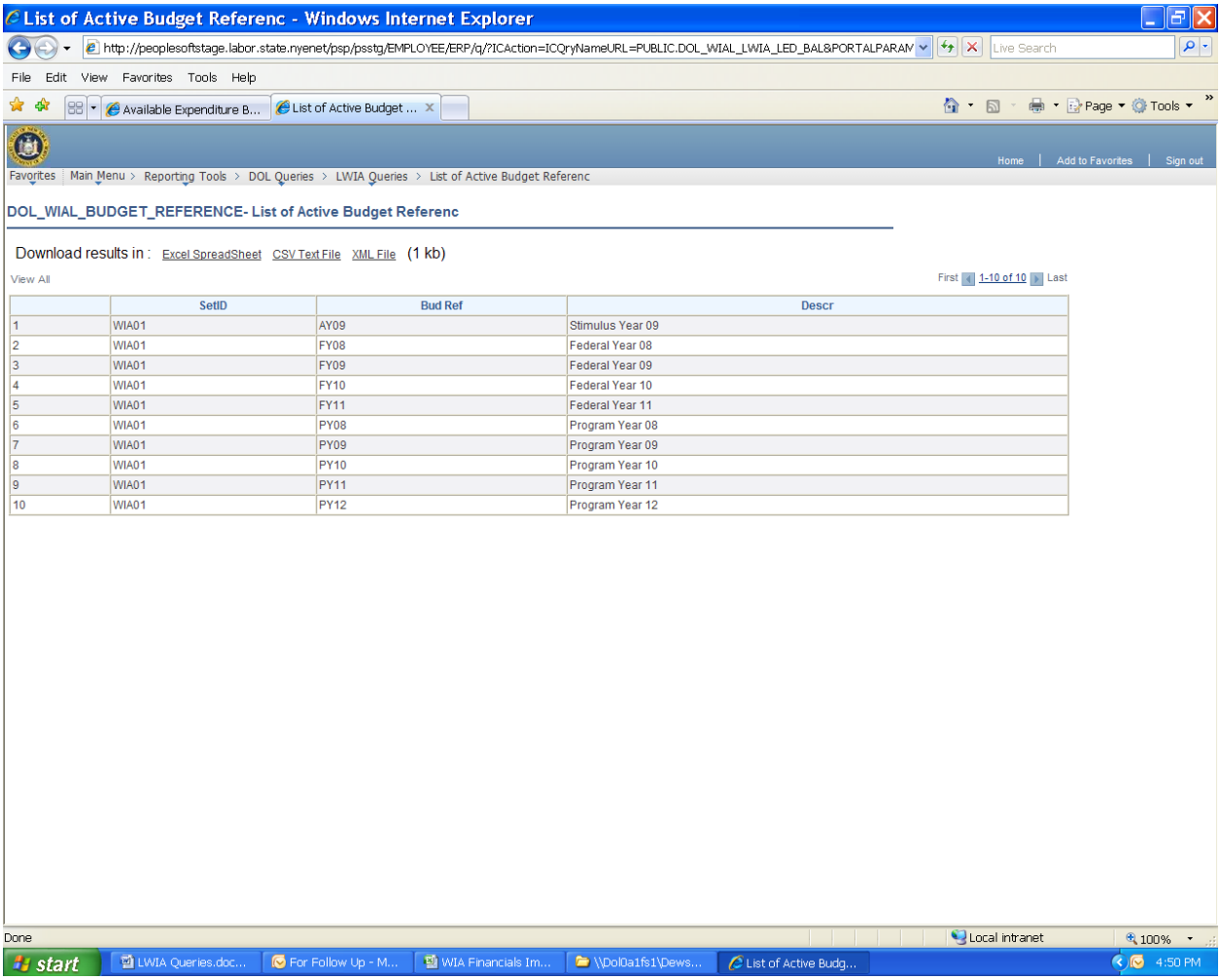
Query: Life to Date Accrual & Obl Bal

This query shows the life to date accrual and obligation account balances. This query should always show no data as accruals and obligations are reversed at the beginning of the next reporting period. If you see any values under 'sum total amt', you have not reversed your accruals and obligations. Please note, entries will only appear here after your journal entries are posted.



Query: List of Active Budget Referenc

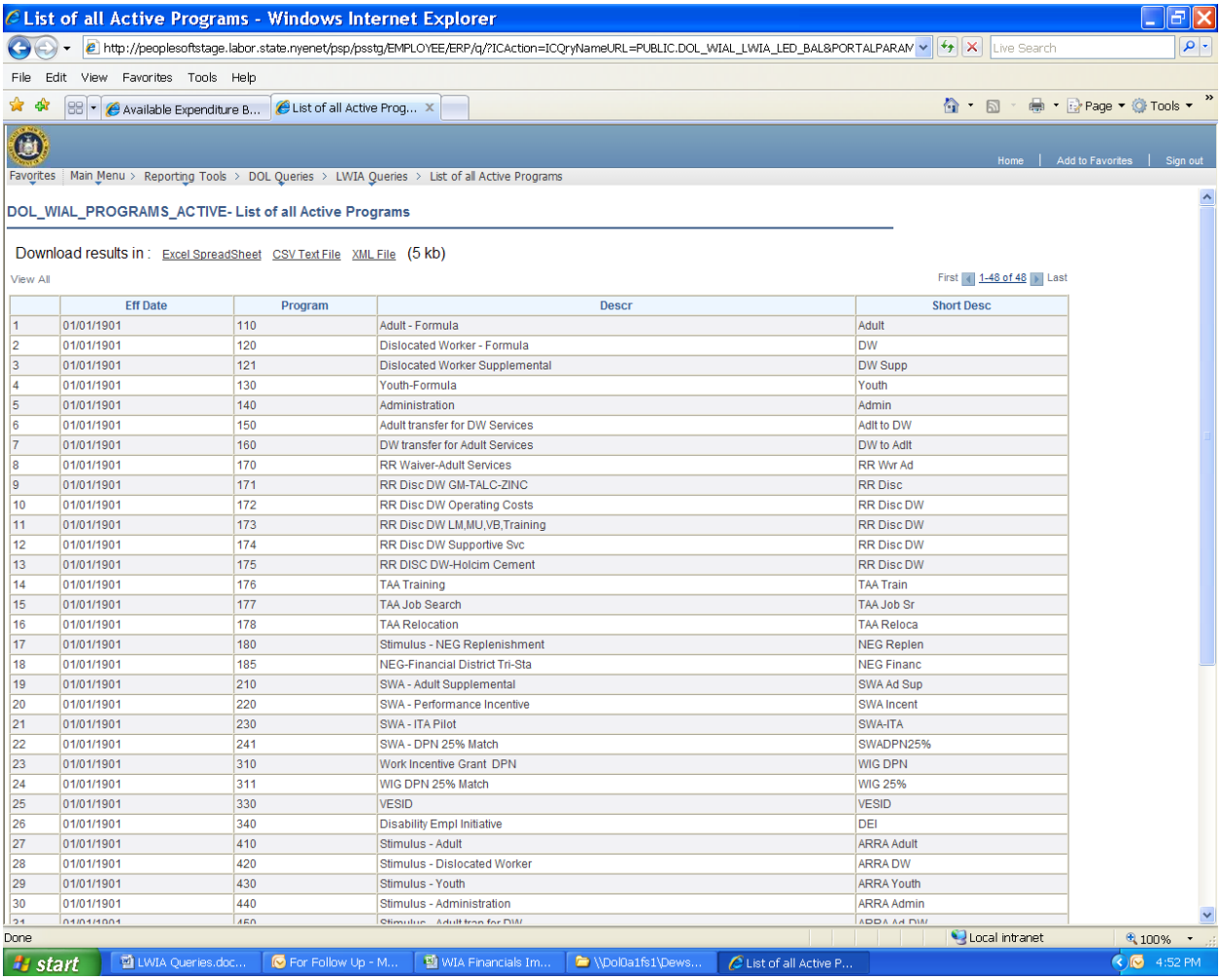
This query shows the list of active budget references.



	SetID	Bud Ref	Descr
1	WIA01	AY09	Stimulus Year 09
2	WIA01	FY08	Federal Year 08
3	WIA01	FY09	Federal Year 09
4	WIA01	FY10	Federal Year 10
5	WIA01	FY11	Federal Year 11
6	WIA01	PY08	Program Year 08
7	WIA01	PY09	Program Year 09
8	WIA01	PY10	Program Year 10
9	WIA01	PY11	Program Year 11
10	WIA01	PY12	Program Year 12

Query: List of Active Programs

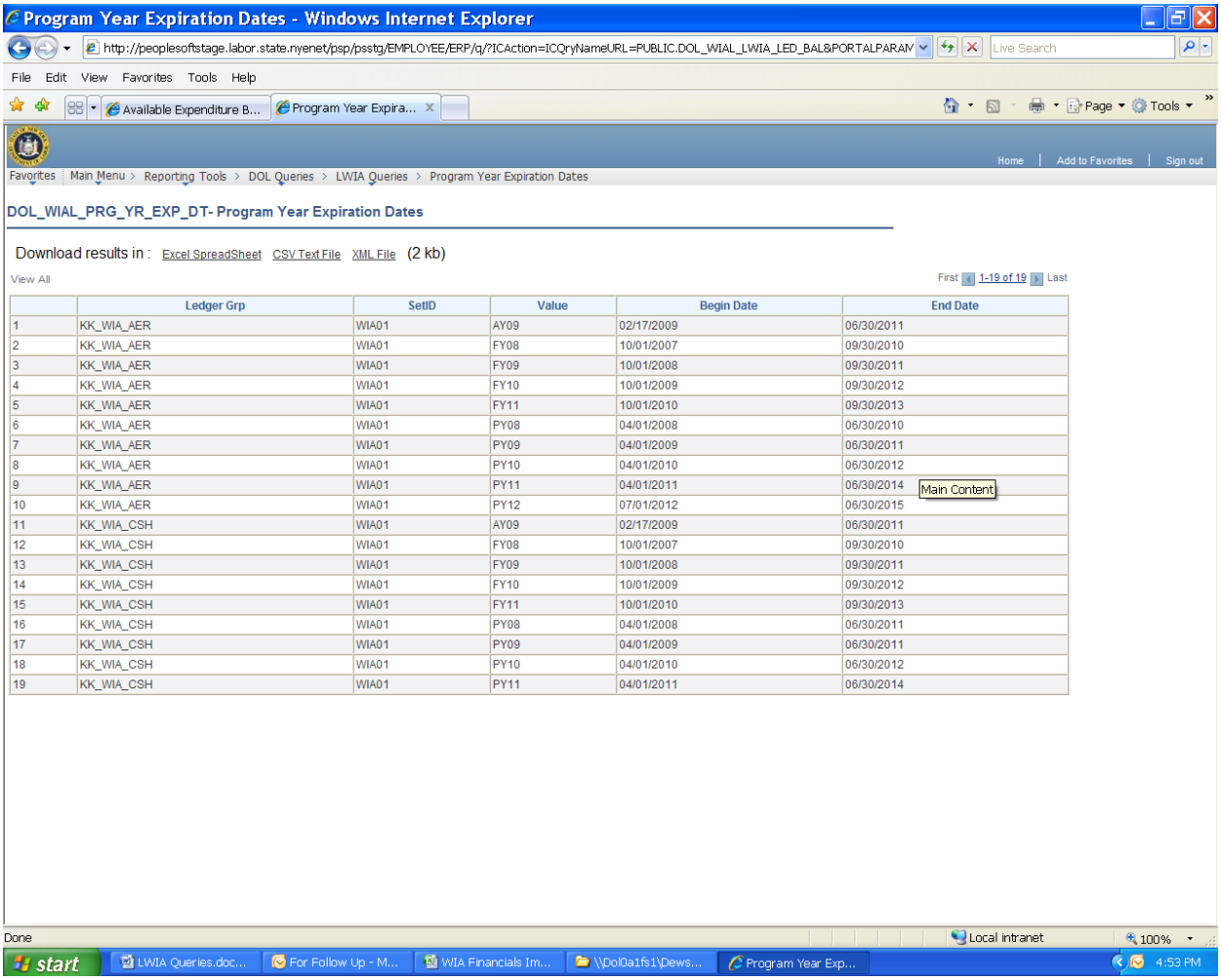
This query shows currently active programs.



	Eff Date	Program	Descr	Short Desc
1	01/01/1901	110	Adult - Formula	Adult
2	01/01/1901	120	Dislocated Worker - Formula	DW
3	01/01/1901	121	Dislocated Worker Supplemental	DW Supp
4	01/01/1901	130	Youth-Formula	Youth
5	01/01/1901	140	Administration	Admin
6	01/01/1901	150	Adult transfer for DW Services	Adlt to DW
7	01/01/1901	160	DW transfer for Adult Services	DW to Adlt
8	01/01/1901	170	RR Waiver-Adult Services	RR Wvr Ad
9	01/01/1901	171	RR Disc DW GM-TALC-ZINC	RR Disc
10	01/01/1901	172	RR Disc DW Operating Costs	RR Disc DW
11	01/01/1901	173	RR Disc DW LM,MU,VB,Training	RR Disc DW
12	01/01/1901	174	RR Disc DW Supportive Svc	RR Disc DW
13	01/01/1901	175	RR DISC DW-Holcim Cement	RR Disc DW
14	01/01/1901	176	TAA Training	TAA Train
15	01/01/1901	177	TAA Job Search	TAA Job Sr
16	01/01/1901	178	TAA Relocation	TAA Reloca
17	01/01/1901	180	Stimulus - NEG Replenishment	NEG Replen
18	01/01/1901	185	NEG-Financial District Tri-Sta	NEG Financ
19	01/01/1901	210	SWA - Adult Supplemental	SWA Ad Sup
20	01/01/1901	220	SWA - Performance Incentive	SWA Incent
21	01/01/1901	230	SWA - ITA Pilot	SWA-ITA
22	01/01/1901	241	SWA - DPN 25% Match	SWADPN25%
23	01/01/1901	310	Work Incentive Grant DPN	WIG DPN
24	01/01/1901	311	WIG DPN 25% Match	WIG 25%
25	01/01/1901	330	VESID	VESID
26	01/01/1901	340	Disability Empl Initiative	DEI
27	01/01/1901	410	Stimulus - Adult	ARRA Adult
28	01/01/1901	420	Stimulus - Dislocated Worker	ARRA DW
29	01/01/1901	430	Stimulus - Youth	ARRA Youth
30	01/01/1901	440	Stimulus - Administration	ARRA Admin
31	01/01/1901	450	Stimulus - Adult trsp for DW	ARRA Ad DW

Query: Program Year Expiration Dates

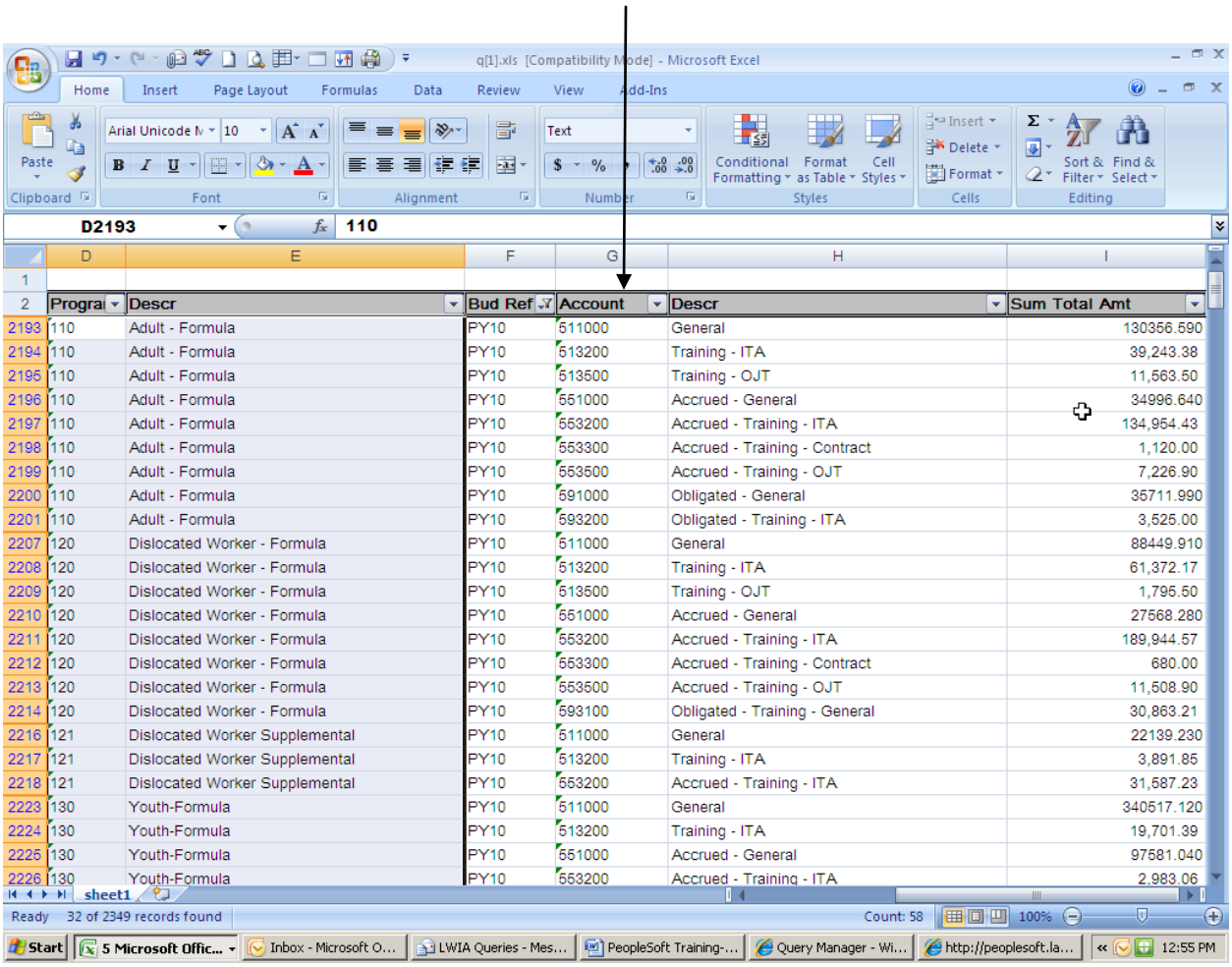
This query shows budget reference (program year) expiration dates.



	Ledger Grp	SetID	Value	Begin Date	End Date
1	KK_WIA_AER	WIA01	AY09	02/17/2009	06/30/2011
2	KK_WIA_AER	WIA01	FY08	10/01/2007	09/30/2010
3	KK_WIA_AER	WIA01	FY09	10/01/2008	09/30/2011
4	KK_WIA_AER	WIA01	FY10	10/01/2009	09/30/2012
5	KK_WIA_AER	WIA01	FY11	10/01/2010	09/30/2013
6	KK_WIA_AER	WIA01	PY08	04/01/2008	06/30/2010
7	KK_WIA_AER	WIA01	PY09	04/01/2009	06/30/2011
8	KK_WIA_AER	WIA01	PY10	04/01/2010	06/30/2012
9	KK_WIA_AER	WIA01	PY11	04/01/2011	06/30/2014
10	KK_WIA_AER	WIA01	PY12	07/01/2012	06/30/2015
11	KK_WIA_CSH	WIA01	AY09	02/17/2009	06/30/2011
12	KK_WIA_CSH	WIA01	FY08	10/01/2007	09/30/2010
13	KK_WIA_CSH	WIA01	FY09	10/01/2008	09/30/2011
14	KK_WIA_CSH	WIA01	FY10	10/01/2009	09/30/2012
15	KK_WIA_CSH	WIA01	FY11	10/01/2010	09/30/2013
16	KK_WIA_CSH	WIA01	PY08	04/01/2008	06/30/2011
17	KK_WIA_CSH	WIA01	PY09	04/01/2009	06/30/2011
18	KK_WIA_CSH	WIA01	PY10	04/01/2010	06/30/2012
19	KK_WIA_CSH	WIA01	PY11	04/01/2011	06/30/2014

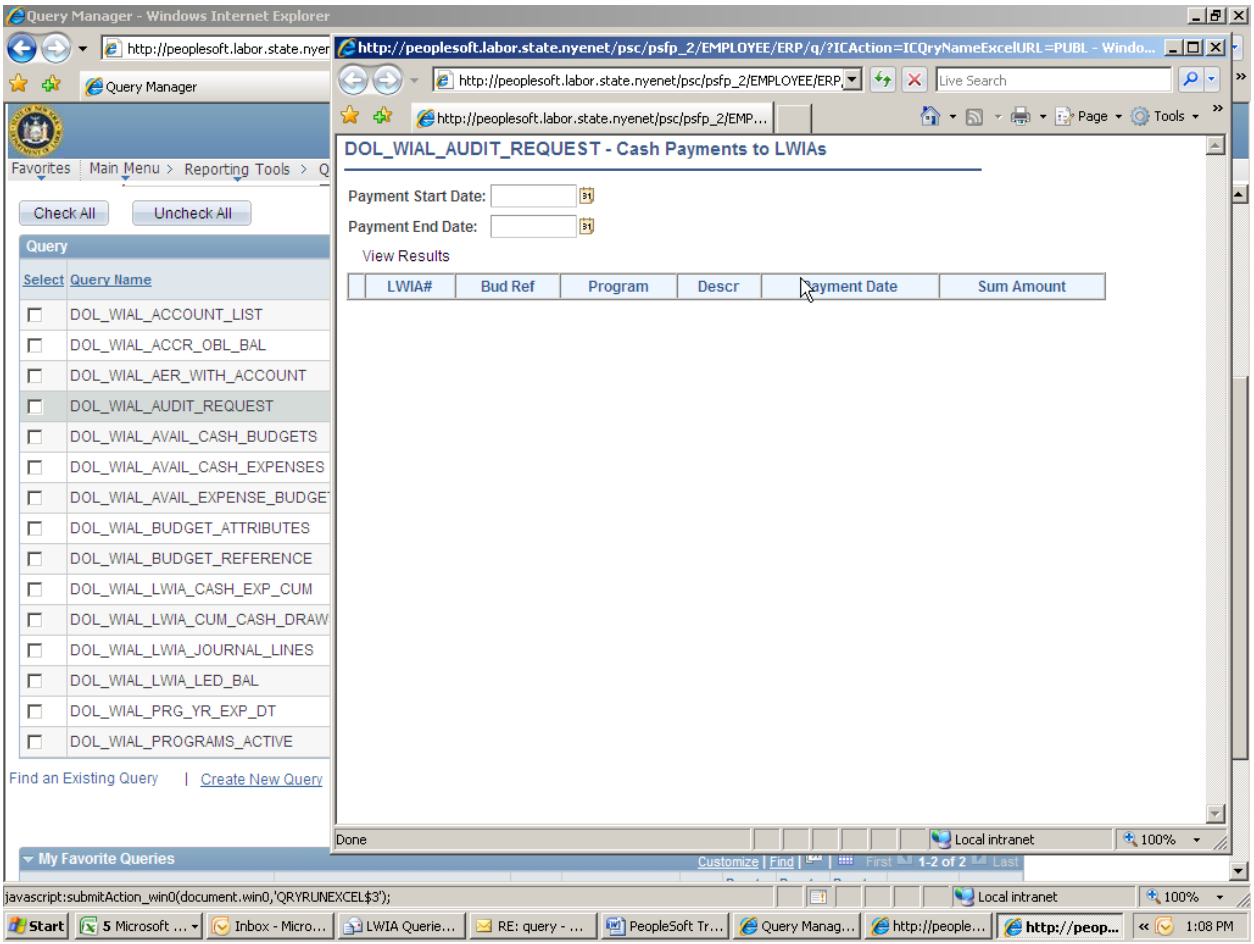
Query: DOL_WIAL_AER_WITH_ACCOUNT –AER with memo account detail

Identifies entries by account: This information can be used to identify expenditures by account (memo entry). This query prompts for a Fiscal Year and Fiscal Period. A new program year begins every July. So Fiscal year 2011 Period1 is July 2011; Fiscal year 2011 period 12 is June 2012, etc.

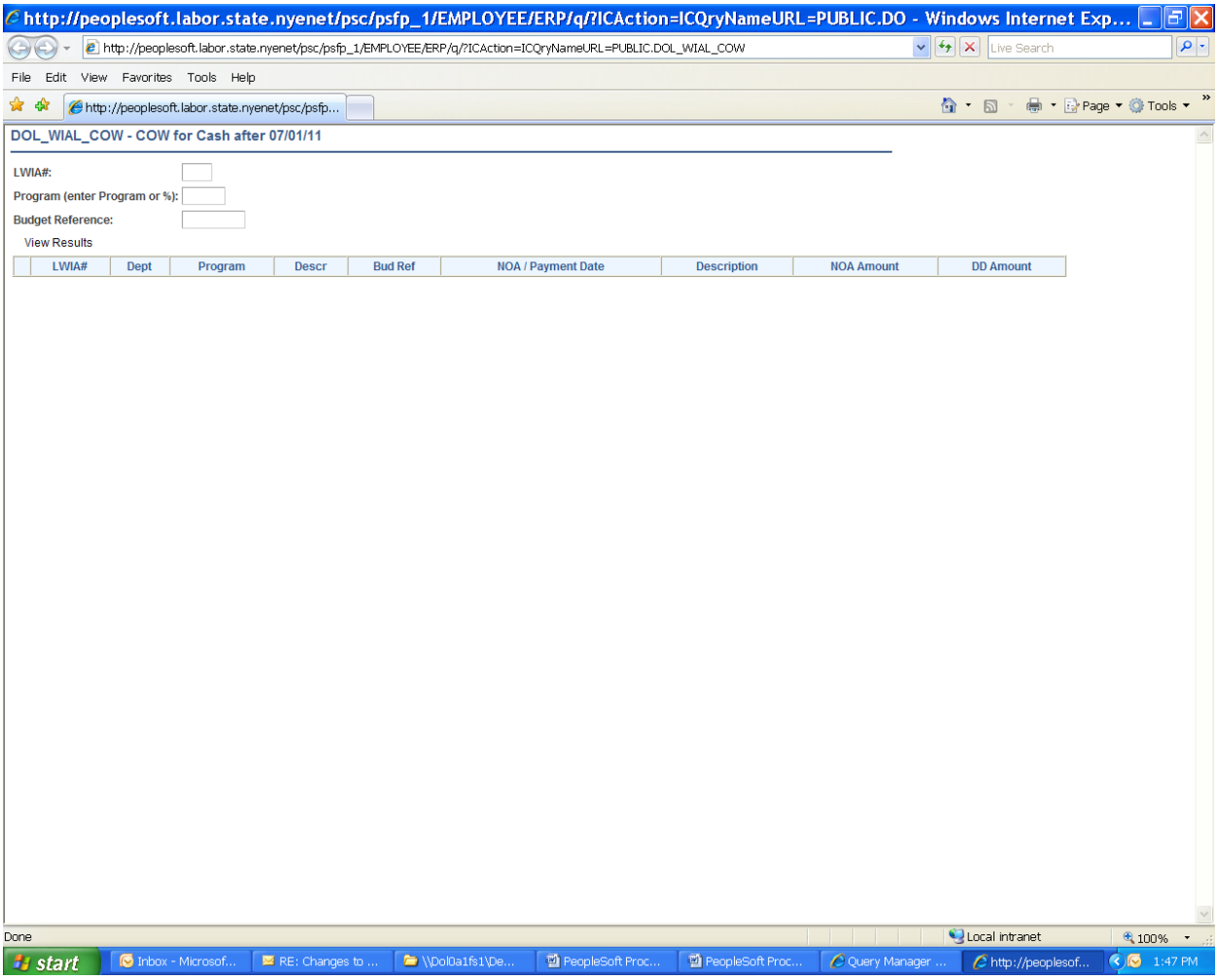


	Progra	Descr	Bud Ref	Account	Descr	Sum Total Amt
2193	110	Adult - Formula	PY10	511000	General	130356.590
2194	110	Adult - Formula	PY10	513200	Training - ITA	39,243.38
2195	110	Adult - Formula	PY10	513500	Training - OJT	11,563.50
2196	110	Adult - Formula	PY10	551000	Accrued - General	34996.640
2197	110	Adult - Formula	PY10	553200	Accrued - Training - ITA	134,954.43
2198	110	Adult - Formula	PY10	553300	Accrued - Training - Contract	1,120.00
2199	110	Adult - Formula	PY10	553500	Accrued - Training - OJT	7,226.90
2200	110	Adult - Formula	PY10	591000	Obligated - General	35711.990
2201	110	Adult - Formula	PY10	593200	Obligated - Training - ITA	3,525.00
2207	120	Dislocated Worker - Formula	PY10	511000	General	88449.910
2208	120	Dislocated Worker - Formula	PY10	513200	Training - ITA	61,372.17
2209	120	Dislocated Worker - Formula	PY10	513500	Training - OJT	1,795.50
2210	120	Dislocated Worker - Formula	PY10	551000	Accrued - General	27568.280
2211	120	Dislocated Worker - Formula	PY10	553200	Accrued - Training - ITA	189,944.57
2212	120	Dislocated Worker - Formula	PY10	553300	Accrued - Training - Contract	680.00
2213	120	Dislocated Worker - Formula	PY10	553500	Accrued - Training - OJT	11,508.90
2214	120	Dislocated Worker - Formula	PY10	593100	Obligated - Training - General	30,863.21
2216	121	Dislocated Worker Supplemental	PY10	511000	General	22139.230
2217	121	Dislocated Worker Supplemental	PY10	513200	Training - ITA	3,891.85
2218	121	Dislocated Worker Supplemental	PY10	553200	Accrued - Training - ITA	31,587.23
2223	130	Youth-Formula	PY10	511000	General	340517.120
2224	130	Youth-Formula	PY10	513200	Training - ITA	19,701.39
2225	130	Youth-Formula	PY10	551000	Accrued - General	97581.040
2226	130	Youth-Formula	PY10	553200	Accrued - Training - ITA	2,983.06

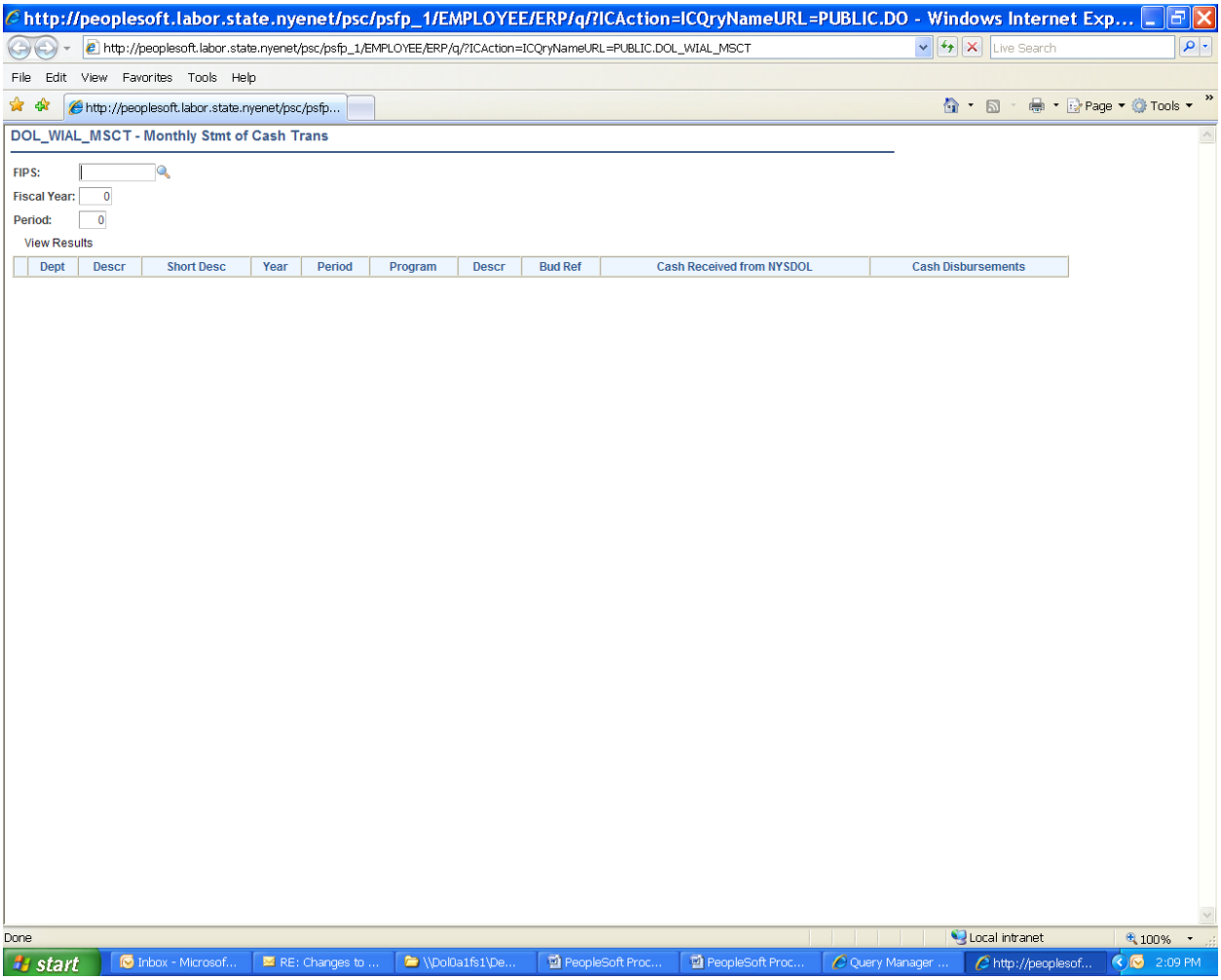
Query: DOL_WIAL_AUDIT_REQUEST-Cash payments to LWIAs for a specified period. The dates represent payment dates to the LWIA. The LWIA will be required to input the desired payment dates and hit view results.



Query: DOL_WIAL_COW- COW for Cash after 7/1/11. This query shows NOA dates and amounts as well as cash draw payment dates and amounts by program and PY year.



Query: DOL_WIAL_MSCT-Monthly stmt of Cash Trans. This query lists a LWIA's cash draws(cash received from DOL) and cash expenses(cash disbursements) by fiscal year and period. This query reflects a LWIA's monthly cash report(MSCR). TAA 176/177/178 are not included.



Reports

Reports are run monthly for each LWIA, one day after reports are due. Any LWIA that did not submit reports by the due date will receive reports, 5 business days after the original due date. Once reports are run, the LWIA will have 5 days to make corrections. Once these corrections are made reports will be re-run as final. This information will serve as the official records of the Department.

Available Reports

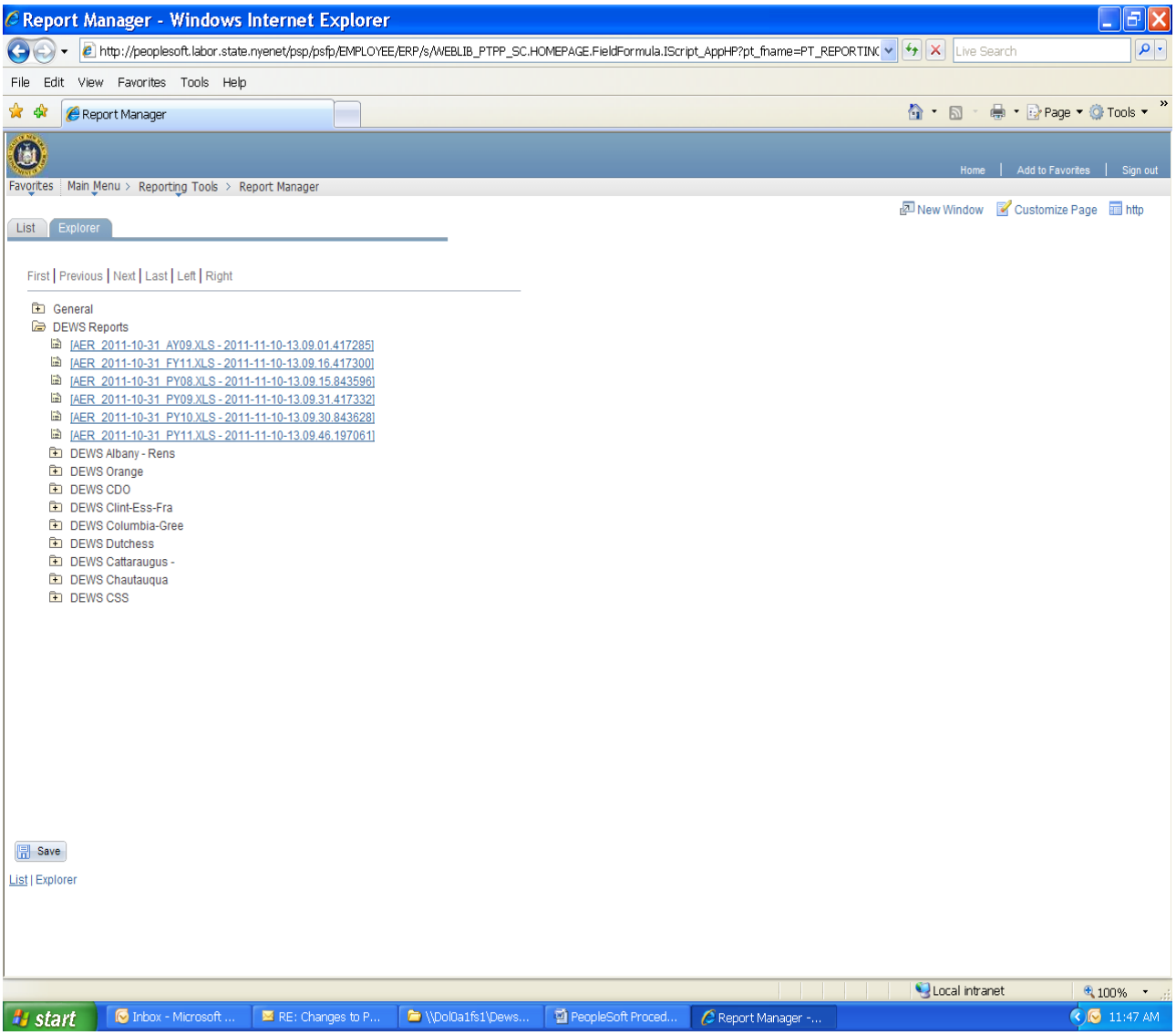
To download reports:

- Sign on to PeopleSoft
- Go to Reporting Tools
- Go to Report Manager
- Click on Explorer Tab

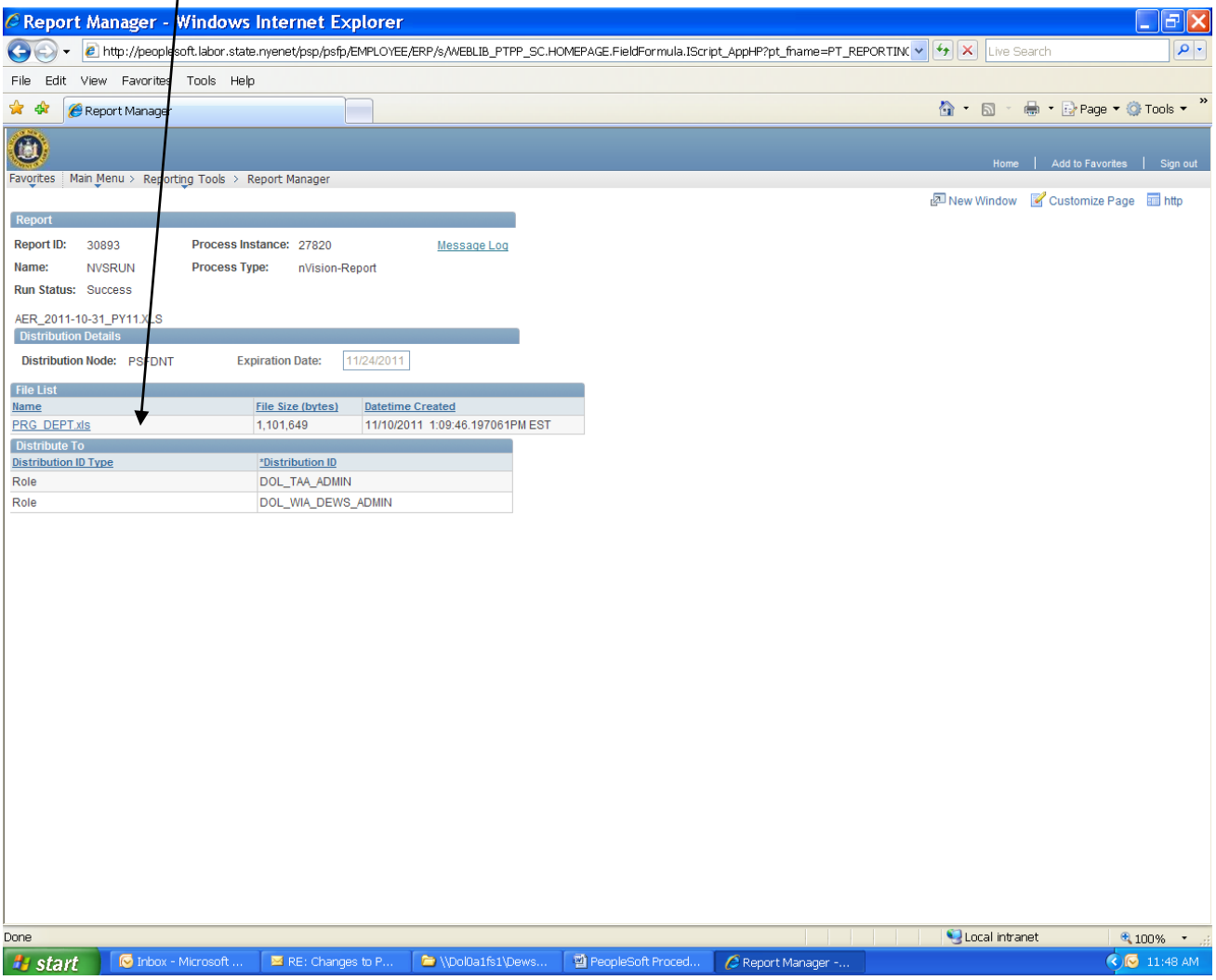
  Reports will be listed by:

  - Name-LWIA#-Report date-FIPS code-Budget Reference-Run date/time

- Using the list of Reports click on the report you would like to open or save. If there are multiple versions of the same report you should always choose the newest report.


Report Manager - Windows Internet Explorer
http://peoplesoft.labor.state.nyenet/psp/psfp/EMPLOYEE/ERP/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.IScript_AppHP?pt_fname=PT_REPORTING
File Edit View Favorites Tools Help
Report Manager
Page Tools
Home | Add to Favorites | Sign out
Favorites Main Menu > Reporting Tools > Report Manager
New Window Customize Page http
List Explorer
First | Previous | Next | Last | Left | Right
General
DEWS Reports
[AER_2011-10-31_AY09.XLS - 2011-11-10-13.09.01.417285]
[AER_2011-10-31_FY11.XLS - 2011-11-10-13.09.16.417300]
[AER_2011-10-31_PY08.XLS - 2011-11-10-13.09.15.843596]
[AER_2011-10-31_PY09.XLS - 2011-11-10-13.09.31.417332]
[AER_2011-10-31_PY10.XLS - 2011-11-10-13.09.30.843628]
[AER_2011-10-31_PY11.XLS - 2011-11-10-13.09.46.197061]
DEWS Albany - Rens
DEWS Orange
DEWS CDO
DEWS Clint-Ess-Fra
DEWS Columbia-Gree
DEWS Dutchess
DEWS Cattaraugus -
DEWS Chautauqua
DEWS CSS
Save
List | Explorer
Local intranet
100%
start
Inbox - Microsoft ...
RE: Changes to P...
\\DolOa1fs1\Dews...
PeopleSoft Proced...
Report Manager -...
11:47 AM

- When you click on a report you wish to view or save, the screen below will appear. You must click on the Excel file name under File List to open or save the file.



- The screen will then ask if you want to open the file or save it. If you choose to open the file you can save it once it is open, or you may choose to save them all and then open the files.

- If you choose to review them without saving them, seven (7) business days after the reports are run they will no longer be available for your review. After seven (7) days you must contact someone in the central office in Albany to have the reports rerun.

- To download additional reports return to the report manager and follow the steps above.

Frequently Asked Questions

1. What do I do if I get locked out of the system?

    - If you get locked out of the system, you will be asked to answer the three questions you set up when you received your original sign-on. If you answer these questions correctly you can re-set your password. Answers are case sensitive.

    - If you are not successful in answering these questions you should contact your county IRR or DOL. If your original account was set up by your county you must contact your county IRR. Otherwise please contact Maryrose.Walsh@labor.ny.gov

2. What do I do if new staff is added?

    - If you add new staff, please contact your county IRR or DOL (Maryrose.Walsh@labor.ny.gov) to have a New York State Office for Technology account set up. Once this is set up please send the account information (login ID) and e-mail address to DOL requesting PeopleSoft access. Please indicate what level of access the individual should have. If you are requesting Supervisor access the individual must be an authorized Signatory.

3. How do I know if I am an authorized Signatory?

    - A list of authorized signatories is maintained by DOL. You can contact Workforce Investments at 518-457-9529 or by e-mailing: labor.sm.dews.aers-taa@labor.ny.gov, to obtain a list of authorized signatories for your LWIA or to obtain a new form to change signatories.

4. When do I need to order cash?

    - Cash must be ordered by 11:30AM in order to be processed on that day. All cash receipts will be deposited 5 business days after the cash order is posted.

5. How can I tell if my cash order was processed?

    - To verify that your cash order was processed and the scheduled deposit date, refer to the Journal Entry Header. Once your cash order is processed the approval date and scheduled payment date will appear on the bottom right of the header screen.

6. What do I do if I can't access the system?

    - If you are trying to access the system and you need to process a cash order or complete journal entries, please send a message to the IT mailbox at: labor.dl.pt.peoplesoft@labor.ny.gov, and contact Workforce Investments. Maryrose Walsh or Sharie FitzGibbon @ 518-457-9529.

7. What do I do if I time out of PeopleSoft?

    - You will need to sign back in to PeopleSoft if you time out. PeopleSoft is set to time out after 20 minutes of inactivity.

8. How do I do an adjusting cash order (closeout)

    - If it is necessary for you to order cash against a particular funding stream but you don't need cash you can do an adjusting cash order. This entry will be the same as a regular cash order except <u>you will not need an offset line</u>.

      For example if you are de-obligating $1000.00 in PY 10 Adult Supplemental that you previously drew down you may want to adjust the entry against PY 10 adult formula as follows:

      410000 26251 36xxx 210 PY10 1000.00

      410000 26251 36xxx 110 PY10 (1000.00)

9. Why do I need to do manual Monthly Statement of Daily Cash Transactions (MSDCT) and Monthly Summary Cash Report (MSCR)?

    - PeopleSoft is being used by DOL as a reporting system. We do not require you to complete expenditure transactions daily, therefore, the MSDCT cannot be completed within PeopleSoft.

    - Regarding the MSCR, there is a query that will produce monthly cash receipts and monthly cash disbursements. The LWIA can download this query to Excel and manually add a column for Beg Balance (from the previous month MSCR) and a column for the ending balance. You can then calculate the ending balance. The Query is DOL_WIAL_MSCT (Monthly Statement of Cash Transactions).

10. What do I do if I Have Program Income?

    - If you have program income it must be reported to the New York State Department of Labor (DOL) using a manual form. Due to the low volume of these transactions the Department did not set up a mechanism in PeopleSoft to handle these transactions. The instructions and the form were sent to you with the MSCR and MSDCT templates.