

**Workforce Development System
Technical Advisory #11-02.5
May 17, 2023**

To: Workforce Development Community

SUBJECT: UPDATED Financial Reporting and Cash Draw-down Policy and Procedures for Workforce Innovation and Opportunity Act (WIOA), Trade Adjustment Assistance Act (TAA), and Other Federal Funding

PURPOSE

Notify Local Workforce Development Boards (LWDBs) of the New York State Department of Labor's (NYSDOL's) policy and procedures for Financial Reporting and Cash Draw-down for WIOA funding, TAA funding, and other Federal funding, including:

- Requirements for monthly expenditure and cash reporting;
- Requirements for Cash draw-down requests; and
- Penalties for late reporting, inaccurate reporting, and excess cash on hand.

Rescind and replace Workforce Development System Technical Advisory (WDS TA) #11-2.4: UPDATED Financial Reporting and Cash Draw-down Policy and Procedures for Workforce Innovations and Opportunities Act, Workforce Investment Act, Trade Adjustment Act and Other Federal Funding (June 19, 2015).

POLICY

1. Financial reports (e.g., expenditures and cash) for WIOA, TAA, and all other federal funds allotted to a local area must be submitted monthly to NYSDOL;
2. Cash on hand exceeding needs for five (5) days cannot be maintained; and
3. Organizations that do not meet a reporting deadline, submit an accurate report, and/or maintain cash requirements will be subject to penalties upon notification from NYSDOL of the occurrence.

ACTION

Reporting

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The following presents procedures for monthly reporting of expenditures and cash, and for requesting an extension on reporting deadlines.

Expenditure Reporting

Monthly expenditure reporting is required for WIOA and other federal discretionary funding, and TAA funding.

WIOA and Other Federal Discretionary Funding

Monthly reporting of expenditures for WIOA and other federal discretionary funding is to be done via the PeopleSoft financial reporting software. These monthly expenditure reports are due by the 20th day of the month following the month being reported. To report these monthly expenditures, all relevant entries in PeopleSoft must be approved by an authorized signatory by the due date. **Attachment A: Entering Workforce Innovation and Opportunity Act (WIOA) Fiscal Data in PeopleSoft (PS)**, provides instructions on entering WIOA data into PS. In addition, questions or comments concerning the use of PS may be emailed to the Division of Employment and Workforce Solutions (DEWS) Quality Assurance Report mailbox at dews.aers-taa@labor.ny.gov.

TAA Funding

Monthly reporting of expenditures for TAA funding is due by the 10th day of the month following the month being reported. To report TAA monthly expenditures, the TAA Expenditure Report must be signed by an authorized signatory and submitted to the Report mailbox at dews.aers-taa@labor.ny.gov, with a copy to the NYSDOL Financial Oversight and Technical Assistance (FOTA) representative for the local area.

Cash Reporting

WIOA and Other Federal Discretionary Funding

Monthly WIOA cash reporting includes two reports:

1. Monthly Statement of Daily Cash Transactions (MSDTC); and
2. Monthly Summary Cash Report (MSCR).

These reports must be signed by an authorized signatory and submitted to the Report mailbox at dews.aers-taa@labor.ny.gov by the 20th day of the month following the month being reported, with a copy to the FOTA representative for the local area.

TAA Funding

Monthly TAA cash reporting includes two reports:

1. MSDTC; and

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2. MSCR.

These reports must be signed by an authorized signatory and submitted to the Report mailbox at dews.aers-taa@labor.ny.gov by the 10th day of the month following the month being reported, with a copy to the FOTA representative for the local area.

Extensions

In order to avoid penalties, organizations responsible for local area fiscal reporting that cannot comply with a reporting due date must:

- Request an extension in writing no later than close of business the day prior to the reporting due date; and
- Receive approval of this extension; and
- Submit the reports by the extended due date.

Extensions are only to be requested for rare circumstances or emergencies that arise from unforeseen situations. Any situation necessitating an extension must be explained in the request and include the number of extended days required to submit reports. Situations such as scheduled vacations or long-term staffing shortages do not qualify for extensions.

Extensions will be granted for the number of days necessary, up to five (5) business days.

Extension requests must be submitted by the LWDB Director, and/or the Fiscal Manager with a copy to the LWDB Director, and must be sent to the DEWS Quality Assurance Report mailbox at dews.aers-taa@labor.ny.gov. NYSDOL approval or denial of this request will be sent to the organization responsible for fiscal reporting for the local area within one (1) business day. Reports must be submitted by close of business on the last day of the approved extension period, if not sooner.

NYSDOL reserves the right to deny any local area request for an extension and also reserves the right to allow for no extensions to any local area during a quarter-ending reporting month (i.e., March, June, September, December).

Submission of reports during an approved extension period is recorded as late reporting for future reference. Local areas are continually monitored for the number of late reports submitted, with State-level technical assistance mandated for any local area where a pattern of late reports being submitted is apparent.

Cash Requests

Organizations responsible for local area cash requests must submit cash requests based on the immediate cash needs of the organization.

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Penalties

Organizations that fail to meet a reporting deadline, report inaccurate information, and/or have excess cash on hand will be notified by NYSDOL via email on the day of the occurrence. The notification will be sent to the LWDB Director and the Fiscal Manager for the local area.

The penalties for Late Reporting, Inaccurate Reporting, and/or Excess Cash on Hand are described below.

Late Reporting

Organizations that do not meet a reporting deadline will be subject to suspension of cash draw-downs until the report is submitted.

Organizations that demonstrate persistent late reporting must attend a formal meeting with NYSDOL to discuss mandatory technical assistance to address the problem. The LWDB Chair, LWDB Director, and Fiscal Manager will be required to attend the meeting.

Inaccurate Reporting

Upon notification from NYSDOL, organizations responsible for fiscal reporting will have 24 hours to correct an inaccurate report, or will be subject to suspension of cash draw-downs until the monthly report is accurately reported.

Excess Cash on Hand

Upon notification from NYSDOL, organizations responsible for cash requests will have 24 hours to respond to excess cash on hand. The response to NYSDOL must include:

- An explanation for the error; and
- Action(s) and timeframe to come into compliance.

The response to NYSDOL must be emailed to dews.aers-taa@labor.ny.gov.

Organizations that do not respond to the notification will be subject to suspension of cash draw-downs until a response is submitted.

Organizations that demonstrate persistent excessive cash balances will be subject to NYSDOL review prior to the approval of individual cash orders. Further, the organization must attend a formal meeting with NYSDOL to discuss mandatory technical assistance to address the problem. The LWDB Chair, LWDB Director, and Fiscal Manager will be required to attend the meeting.

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REFERENCES

20 CFR Part 683.200(a) WIOA Final Rule

INQUIRIES

Please direct all questions regarding this Technical Advisory to Sharie FitzGibbon at (518) 457-9060 or to the DEWS Quality Assurance Report mailbox at dews.aers-taa@labor.ny.gov.

ATTACHMENTS

- A. Entering Workforce Innovation and Opportunity Act (WIOA) Fiscal Data in PeopleSoft (PS)

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**Entering Workforce
Innovation and
Opportunity Act (WIOA)
Fiscal Data in
PeopleSoft (PS)**

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Overview

This guide is intended to instruct users on how to enter WIOA data into the PeopleSoft (PS) system. Any LWDA needing assistance related to actual expenditures or obligations should contact their FOTA representative. Please contact Albany DEWS Staff for technical questions relating to PeopleSoft.

Note

Please note that your screen may look somewhat different from what is presented in this guide as far as the order of the fields in a journal. The definitions of the field remain the same, however, regardless of their order.

A Word of Warning

Accuracy of the data entered is critical for successful data entry of WIOA information. Incorrect account codes, program codes or program years will cause budget errors. Also, while PS will warn you if you go over a budget or use incorrect codes, it cannot warn you if you enter incorrect data that does not trigger one of the edits in the program.

For example, you have a budget of \$5,000 for WIOA Adult and you wish to enter a \$2,500 expenditure. You accidentally leave off a zero and enter \$250. PS will accept this since it is within the budgeted amount, but you now have a \$2,250 error.

Contact Information

If you have problems not covered in this guide or any questions, please contact Albany DEWS staff.

Sharie FitzGibbon	518-457-9060	sharie.fitzgibbon@labor.ny.gov
Scott Morschauser	518-457-1419	richard.morschauser@labor.ny.gov
David Buda	518-457-0371	david.buda@labor.ny.gov

DEWS Report Mailbox: DEWS.aers-taa@labor.ny.gov

Accessing PeopleSoft

Requesting an Account for New Staff

To request an account for a new staff person, send an email to the DEWS Report Mailbox (DEWS.aers-taa@labor.ny.gov) including the following information:

- Name
- E-mail address
- Work phone number
- Work address
- Level of access required (Data Entry or Supervisory)
- Account ID, if the person has an existing NYSDS/LDAP account

There are 2 levels of access available for LWDA Staff:

- Journal Entry level
 - Allows the person to enter and edit journals
- Supervisory level
 - Allows the person to enter, edit and approve journals
 - To be granted Supervisory level, the person must be a signatory of the CEO, someone authorized to sign official documents
 - A person may be added to the list of signatories by contacting DEWS for the appropriate form

Signing on to PeopleSoft

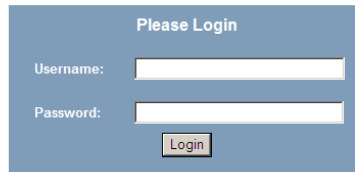
Once you receive your PeopleSoft account, go to: <https://peoplesoft.labor.ny.gov>

Enter your Username and Password. This will bring you to the PeopleSoft home page.

ACCEPTABLE USE POLICY FOR USERS OF NYeNet APPLICATIONS

This application uses the Central Directory Service of the NYeNet for authentication and authorization. In addition to any obligations arising under acceptable use policies implemented by NYeNet Participating Organizations, logging into this application indicates your agreement to abide by the following:

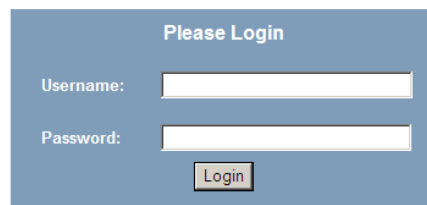
1. You shall use this application only for purposes directly related to the conduct of official business and the application shall not be used for nonpublic purposes including, but not limited to, the pursuit of personal activities, the mass distribution of unsolicited messages ("spamming"), and the promotion of commercial ventures or religious or political causes;
2. You shall be responsible for any activity attributable to the use of your account whether by you or any other person;
3. You shall not engage in activities that may cause interference with or disruption to any network, information service, equipment or user thereof;
4. You shall comply with all applicable confidentiality and security requirements and shall not seek information on other users or attempt to obtain access to, copy, or modify other users' files without express permission;
5. You shall not violate the rights of any person or entity protected by copyright, trade secret, patent, or other similar laws or regulations;
6. You shall not use this application for any illegal purpose, including, but not limited to, the transmission of obscene or harassing materials; and
7. You must report any abuse or misuse of this application to OIT and you shall cooperate fully in any investigation into any such abuse or misuse.



[I forgot my username](#) | [I forgot my password](#)
[Agency Assistance & Contact Information](#)

If You Get Locked Out

Once in a while, everyone forgets their username or password. Fortunately, PS allows you to have this information sent to you on the sign-in page. Click on the appropriate choice and follow the directions.



[I forgot my username](#) | [I forgot my password](#)
[Agency Assistance & Contact Information](#)

If you receive a message saying you have exceeded the number of attempts allowed, you will need to contact DEWS staff (see Contact Information, page 4) to have your account reset.

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.



Personalize [Content](#) | [Layout](#)

Menu - Classic

- Search:
- Customers
 - Commitment Control
 - General Ledger
 - Set Up Financials/Supply Chain
 - Enterprise Components
 - Tree Manager
 - Reporting Tools
 - PeopleTools
 - [Change My Password](#)

My Reports

Report	Folder
AER_2011-08-31_PY11.XLS	DEWS Reports
	2011-10-26-11.47.1
AER_2011-08-31_PY10.XLS	DEWS Reports
	2011-10-26-11.47.1
AER_2011-08-31_PY08.XLS	DEWS Reports
	2011-10-26-11.47.0
AER_2011-08-31_PY09.XLS	DEWS Reports
	2011-10-26-11.47.0
AER_2011-08-31_AY09.XLS	DEWS Reports
	2011-10-26-11.46.5

[Report Manager](#)

Main Menu

Customers Manage customer information. Contact Information	Commitment Control Define or maintain budgets, budget-check, and review budgets and exceptions. Define Control Budgets Budget Journals Post Control Budget Journals 3 More...	General Ledger Access General Ledger. Journals Review Financial Information General Reports
Set Up Financials/Supply Chain Set up Financials/Supply Chain options. Business Unit Related Common Definitions	Enterprise Components Access common definitions, interfaces, utilities and configuration objects. Approvals	Tree Manager Manage Tree Tree Manager Tree Viewer
Reporting Tools Run, create, and manage queries and nVision reports. DOL Queries DOL Reports Report Manager 3 More...	PeopleTools Enhance, deploy, and extend PeopleSoft and non-PeopleSoft applications. Process Scheduler	Change My Password Create a new password.

Home | Add to Favorites | Sign out

New Window Help http

Personalize Content

Welcome Message:

Choose Pagelets: Simply check the items that you want to appear on your homepage.
Remember to click "Save" when done.

Arrange Pagelets: Go to [Personalize Layout](#)

PeopleSoft Applications

- [MAINTENANCE NOTIFICATION](#)
- [Menu](#)
- [Menu - Classic](#)
- [Top Menu Features Description](#)
- [My Reports](#)
- [Main Menu](#)

Save [Return to Home](#)

Notify

Once you have made your changes, you must click on **Save** at the bottom of the page.

Menu Navigation

There are several ways you can navigate through PeopleSoft.

- 1) You may click on the **arrow** next to the Menu-Classic topic to drill down to sub-categories.



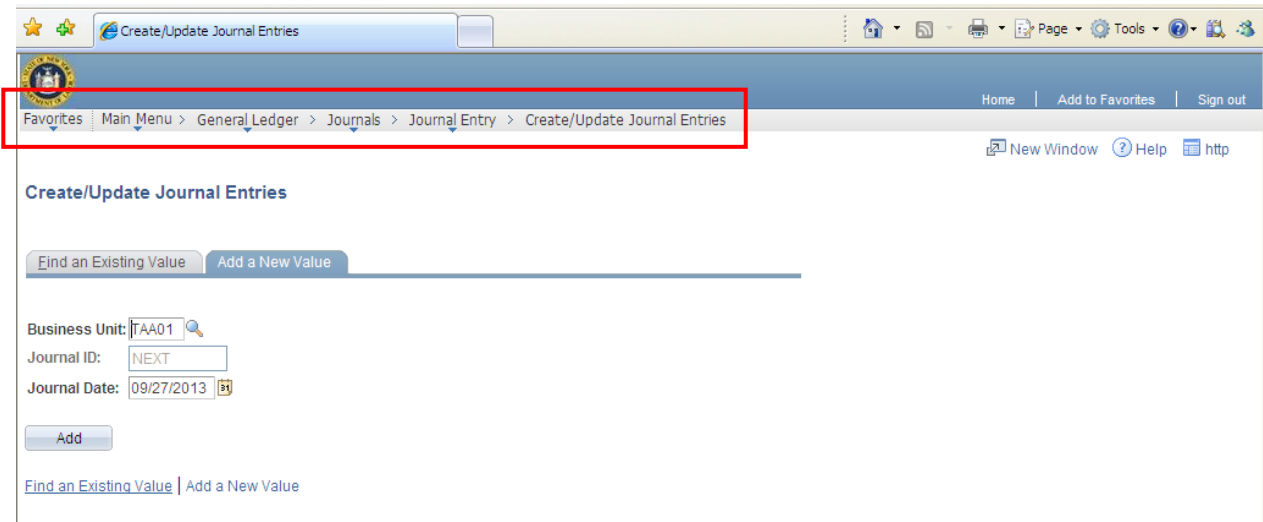
The screenshot shows the PeopleSoft Main Menu interface. On the left, the 'Menu - Classic' pane is expanded, showing a tree view of categories. A red arrow points to the 'General Ledger' category, which is highlighted in blue. The 'Main Menu' pane on the right displays various application tiles, including 'Customers', 'Commitment Control', 'General Ledger', 'Set Up Financials/Supply Chain', 'Enterprise Components', 'Tree Manager', 'Reporting Tools', 'PeopleTools', and 'Change My Password'. The 'General Ledger' tile is visible in the top right of the Main Menu.

- 2) You may click on the **word** in the Menu-Classic topic.



The screenshot shows the PeopleSoft Main Menu interface. On the left, the 'Menu - Classic' pane is expanded, showing a tree view of categories. The 'General Ledger' category is highlighted with a red box. The 'Main Menu' pane on the right displays various application tiles, including 'Customers', 'Commitment Control', 'General Ledger', 'Set Up Financials/Supply Chain', 'Enterprise Components', 'Tree Manager', 'Reporting Tools', 'PeopleTools', and 'Change My Password'. The 'General Ledger' tile is visible in the top right of the Main Menu.

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



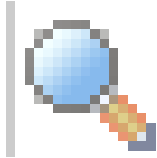
Regardless of how you decide to navigate, you will be brought to a menu of additional options. If you choose to go back to a prior step you may navigate using the **breadcrumbs** along the top. This will allow you to step back to a particular place or you can go back to the main menu.

NEVER use the back button from your browser. Your session of PeopleSoft will terminate and you will have to log back into the system. You may lose whatever data you were working on as well.

Journal Entries – General Information

Journals are the primary means of entering data into PeopleSoft. You will use them to make requests for cash as well as report on how you spent your funding every month.

The Magnifying Glass



The Magnifying Glass is used throughout PS journals.

The screenshot shows the PeopleSoft Journal Entry interface. At the top, there is a navigation bar with 'Home', 'Add to Favorites', and 'Sign out'. Below it, a breadcrumb trail reads 'Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries'. There are also links for 'New Window', 'Help', and 'Customize Page'. The main interface has tabs for 'Header', 'Lines', 'Totals', 'Errors', and 'Approval'. The 'Header' tab is active, showing fields for 'Unit: WIA01', 'Journal ID: 0000049053', 'Date: 01/30/2014', and 'Errors Only' checkbox. Below these are 'Template List', 'Search Criteria', and 'Change Values' links. A dropdown menu is set to 'Inter/IntraUnit' and '*Process: Edit Journal'. A 'Process' button and a 'Line: 10' dropdown are also present. The 'Lines' section is expanded, showing a table with columns: Select, Line, *Unit, *Ledger, Account, Fund, Program, Dept, Bud Ref, ChartField 1, and PC Bus Unit. The 'Program' column for line 1 is highlighted with a red box and contains the value '110'. Below the table is a 'Lines to add:' section with a '1' in a box and '+' and '-' buttons. The 'Totals' section is also expanded, showing a table with columns: Unit, Total Lines, Total Debits, Total Credits, Journal Status, and Budget Status. The 'Journal Status' is 'Y' and 'Budget Status' is 'E'. At the bottom, there are 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display' buttons, and a breadcrumb trail: 'Header | Lines | Totals | Errors | Approval'.

Clicking on it will give you a list of the choices available to you for that field.

Look Up Program ? Help

SetID: WIA01

Program Code: begins with ▾

Budgetary Only

Look Up Clear Cancel [Basic Lookup](#)

Search Results

View 100 First ◀ 1-28 of 28 ▶ Last

Program Code	Description	Budgetary Only
110	Adult - Formula	N
120	Dislocated Worker - Formula	N
121	Dislocated Worker Supplemental	N
130	Youth-Formula	N
140	Administration	N
141	WIOA Implementation	N
150	Adult transfer for DW Services	N
160	DW transfer for Adult Services	N
161	DW supp transfer for Adult	N
176	TAA Training	N
177	TAA Job Search	N
178	TAA Relocation	N
179	RAPID RESPONSE DISC DW	N
185	NEG-Financial District Tri-Sta	N
186	NEG-Hurricane Irene/Lee	N
187	NEG-Hurricane Sandy	N
188	NEG-Hurricane Irene/Lee ph2	N
189	NEG-Hurricane Sandy ph2	N
191	SP-NEG-Enhanced Services	N
192	SP-NEG Transitional Worker	N
193	SP-NEG RSPD	N
330	VESID	N
340	Disability Empl Initiative	N
350	H1B Growth	N
370	OJT NEG Admin	N
380	OJT NEG Sup Svcs	N
390	OJT NEG Wages	N
491	Stimulus - SWA Incentive Grant	N

For example, clicking on the magnifying glass next to the **Program Field** will produce this list of all currently active program codes available for use (Note: This list may have changed since this guide was written. Check PeopleSoft for the most up to date list).

Create a New Journal

- Navigate to General Ledger/Journal/Journal Entries/Create Update Journal Entries. This will place you on the **Add a New Value** tab
- The **Business Unit** will default to WIA01; do not change this
- **Journal ID** will default to NEXT; do not change this
- **Journal Date** will default to the current date. Update if necessary, depending on the type of journal you are creating
 - For example, a monthly report journal should be dated for the last day of the month being reported
 - See examples for specific journals later in the manual
- Click on **Add**

Home | Add to Favorites |

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

New Window

Create/Update Journal Entries

Find an Existing Value | Add a New Value

Business Unit: WIA01

Journal ID: NEXT

Journal Date: 06/02/2011

Add

[Find an Existing Value](#) | [Add a New Value](#)

Field Definitions on the Header Tab

The Header tab allows you to identify what type of journal you are creating.

- **Journal ID:** Note the location of the Journal ID for future reference.
 - When you first create a journal, the Journal ID will say "NEXT". Once you have completed and saved or edited the journal, a numeric ID will be assigned.
- **Long Description:** enter information that will describe the journal
- **Ledger Group:**
 - **WIA_CASH** - identifies the journal as a cash request
 - **WIA_AER** - identifies the journal as an expenditure journal
 - Should be used on the ALL expenditure journals that comprise your monthly report – cash expenses, accruals and obligations
- **Source:** this field defaults to your LWDA 2-digit code; do not change
- **Reversal: Do Not Generate Reversal**
 - This link allows you to create a reversal for Accrual and Obligation journals
 - Do NOT change this for Cash Expense journals
 - See more specific information at Journal Entries – Monthly Report Journals (page 26)

Home | Add to Favorites | Sign out

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

New Window | Help | Customize Page

Header | Lines | Totals | Errors | Approval

Unit: WIA01 | Journal ID: 0000049048 | Date: 01/29/2014

Long Description: Monthly Report Journal - TEST JOURNAL - DO NOT DELETE

*Ledger Group: WIA_AER | Adjusting Entry: Non-Adjusting Entry

Ledger: | Fiscal Year: 2013

*Source: WDT | Period: 7

Reference Number: | ADB Date: 01/29/2014

Journal Class: |

Transaction Code: |

SJE Type: |

Currency Defaults: USD / CRRNT / 1

Attachments (0)

Reversal: Do Not Generate Reversal

Save | Return to Search | Notify | Refresh | Add | Update/Display

Header | Lines | Totals | Errors | Approval

Field Definitions on the Lines Tab

The Lines tab is where you enter the specific data for your cash request or monthly report.

- **Unit:** Defaults to WIA01; do not change
- **Ledger:** Populated from the Header tab, cannot be changed
- **Account:** Identifies the type of activity you wish to record
 - Account codes are always 6 digits long
 - For example, account code 410000 represents a cash request and should only be used on journals using the WIA_CASH ledger
 - Codes beginning with 51 represent **cash expenses**, use with WIA_AER ledger
 - Codes beginning with 55 represent **accruals**, use with WIA_AER ledger
 - Codes beginning with 59 represent **obligations**, use with WIA_AER ledger
 - A list of active account codes can be seen by clicking on the magnifying glass or by running a query entitled “Active Account List” (see Queries, Active Account List, page 49)
- **Fund:** The fund code is always **26251**
- **Dept:** This is your 5-digit FIPS code, beginning with 36
- **Program:** Identifies the program the expense or cash request is associated with
 - For example, code 110 represents WIOA Adult formula funds
 - A list of active account codes can be seen by clicking on the magnifying glass or by running a query entitled “List of Active Programs” (see Queries, List of Active Programs, page 62)
- **Bud Ref:** This is the Program Year of the funding you wish to use
 - For example, PY23 for WIOA transactions
- **Chartfield 1:** Used to identify In-School and Out-of-School Youth
 - Code 11000 - In-School Youth
 - Code 12000 - Out-of-School Youth
 - If you use program code 130 (WIOA Youth), you must identify if the entry is for In-School or Out-of-School Youth; PS will return an error if you don't
- **Amount:** self-explanatory; see the Journal Entries section for specifics
- **Add/Remove a line:** The “+” box adds another line to your journal. The “-” box removes a line if you have checked the “Select” box next to it.

[Home](#) | [Add to Favorites](#) | [Sign out](#)
 Favorites | [Menu](#) > [General Ledger](#) > [Journals](#) > [Journal Entry](#) > [Create/Update Journal Entries](#)

[New Window](#) | [Customize Page](#) | [http](#)

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

Unit: WIA01 Journal ID: NEXT Date: 06/09/2011
[Template List](#) [Change Values](#)

[Inter/IntraUnit](#) *Process:

Select	Line	*Unit	*Ledger	Account	Fund	Dept	Program	Bud Ref	ChartField 1	Amount
<input type="checkbox"/>	1	WIA01	WIA_CASH							

Lines to add:

Totals		Customize Find View All <input type="button" value="⋮"/> <input type="button" value="⌂"/> <input type="button" value="⌂"/> First 1 of 1 Last		
Unit	Total Lines	Total Credits	Journal Status	Budget Status
WIA01	1	0.00	N	N

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

Field Definitions on the Approval Tab

The Approval Tab must be completed by staff with Supervisory permission before the entry can be processed by DEWS staff. Staff with Journal Entry permission can create the journal, validate it and press the Submit button to prepare the journal for the final approval by Supervisory staff. Once the journal has been reviewed and edited, the Supervisory staff should click on the **Submit** button to indicate their approval of the journal and signal DEWS staff to process it. The Approval Action is set to "Approve" by default; there is no need to change it.

The entry below shows a journal which has been approved by the LWDA but has not been processed by DEWS central staff.

The screenshot displays the 'Approval' tab of a web application. At the top right, there are links for 'Home', 'Add to Favorites', and 'Sign out'. Below the navigation bar, there are tabs for 'Header', 'Lines', 'Totals', 'Errors', and 'Approval'. The 'Approval' tab is active. The main content area shows the following details:

- Unit: WIA01
- Journal ID: 000049006
- Date: 01/30/2014
- Approval Status: Pending Approval
- Approval Action: Approve (dropdown menu)
- Deny Comments: (empty text box)

Below the 'Approval Status' section, there is a section titled 'WIA Approval Stage 1' with a breadcrumb trail: 'BUSINESS_UNIT=WIA01, JOURNAL_ID=000049006, JOURNAL_DATE=2014-01-30, BUSINESS_UNIT_LN=WIA01:Pending'. The flowchart shows three stages:

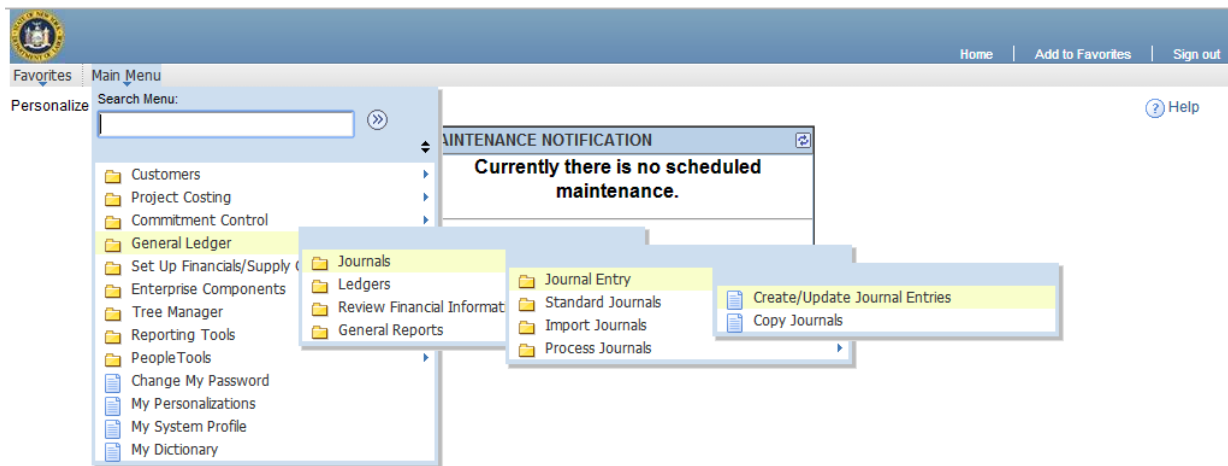
- Self Approved** (Multiple Approvers, DOL WIA Supervisor Approval) - highlighted with a green box.
- Pending** (Multiple Approvers, DOL DEWS Approval) - highlighted with a blue box.
- Not Routed** (Multiple Approvers, DOL AFB Approval - Cash Req)

At the bottom of the page, there are navigation buttons: 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', and 'Refresh'. The footer shows the breadcrumb trail: 'Header | Lines | Totals | Errors | Approval'.

The **Totals** and **Errors** tabs are not used a great deal and can be ignored.

Find an Existing Journal

To find a journal in PeopleSoft, follow the path below, to the **Create/Update Journal Entries** page.



Click on the **Find an Existing Value** tab



There are 2 main search criteria on this tab to assist you in finding a journal – **Journal ID** and **Journal Date**. The first means of finding a journal requires you to have the **Journal ID number**. Enter the ID number in the field labeled **Journal ID**. While journal entries are often referred to without the leading zeroes, those digits must be entered to retrieve the journal. Clear all other fields except **Business Unit**. Click on **Search**.



Create/Update Journal Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value

Maximum number of rows to return (up to 300): 300

Business Unit:	=	WIA01
Journal ID:	begins with	0000049048
Journal Date:	=	
Document Sequence Number:	begins with	
Line Business Unit:	=	
Journal Header Status:	=	
Budget Checking Header Status:	=	
Source:	=	
User ID:	begins with	
Attachment Exist:	=	



Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

The journal will appear.

Home

Favorites Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

New Window

Header Lines Totals Errors Approval

Unit: WIA01 **Journal ID:** 0000049048 Date: 01/29/2014

Long Description: Monthly Report Journal - TEST JOURNAL - DO NOT DELETE

*Ledger Group: WIA_AER Adjusting Entry: Non-Adjusting Entry

Ledger: Fiscal Year: 2013

*Source: WDT Period: 7

Reference Number: ADB Date: 01/29/2014

Journal Class:

Transaction Code:

Auto Generate Lines

Save Journal Incomplete Status

Autobalance on 0 Amount Line

SJE Type:

[Currency Defaults: USD / CRRNT / 1](#)

[Attachments \(0\)](#)

[Reversal: Do Not Generate Reversal](#)

Save Return to Search Notify Refresh Add Update/Display

Header | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

The second method is to use the **Journal Date** field. Note the choices available in the Journal Date dropdown box. If you know the exact date the journal was dated, you can enter that in the field and click on Search.



Create/Update Journal Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value

Maximum number of rows to return (up to 300):

Business Unit:	=	<input type="text" value="WIA01"/>
Journal ID:	begins with	<input type="text"/>
Journal Date:	=	<input type="text"/>
Document Sequence Number:	=	<input type="text"/>
Line Business Unit:	<	<input type="text"/>
Journal Header Status:	<=	<input type="text"/>
Budget Checking Header Status:	>	<input type="text"/>
Source:	>=	<input type="text"/>
User ID:	between	<input type="text"/>
Attachment Exist:	in	<input type="text"/>

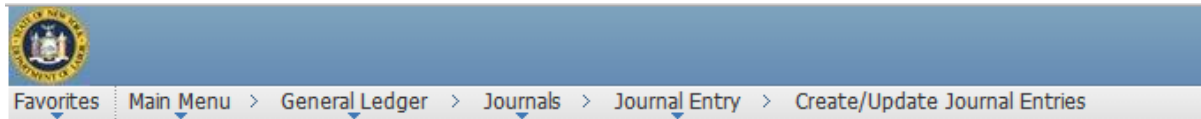


Case Sensitive

[Basic Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

If you are unsure of the exact date but know approximately when it was entered, use the “between” choice. Choosing “between” will open up a second date box and allow you to search a range of time. Again, be sure to clear all other cells, except **Business Unit**, when using this option. Click Search.



Create/Update Journal Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

Maximum number of rows to return (up to 300):

Business Unit: = ▼

Journal ID: = ▼

Journal Date: between ▼ and

Document Sequence Number: begins with ▼

Line Business Unit: = ▼

Journal Header Status: = ▼ ▼

Budget Checking Header Status: = ▼ ▼

Source: = ▼

User ID: begins with ▼

Attachment Exist: = ▼ ▼

Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

Journal Entries – Cash Requests

General Information

Cash requests can be made at any time. To be processed on the same day, they must be entered and approved in PS by **11:30 AM**. Requests entered after this time will be processed the next business day.

Please remember, per federal guidelines, 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:


Cash Requested by 11:30 AM on:	Will be deposited on the following:
Monday	Friday
Tuesday	Monday
Wednesday	Tuesday
Thursday	Wednesday
Friday	Thursday

Ordering guidelines for holiday periods will be provided via email by Workforce Investment staff.

For cash journals, the account code **410000** is used for all lines, except the offset line which is **100000**. Program codes should be used to identify which program you wish to draw cash from.

Entering a Cash Order

First, create a new journal.



Home | Add to Favorites | Sign out

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

New Window ? Help

Create/Update Journal Entries

Find an Existing Value | Add a New Value

Business Unit: WIA01

Journal ID: NEXT

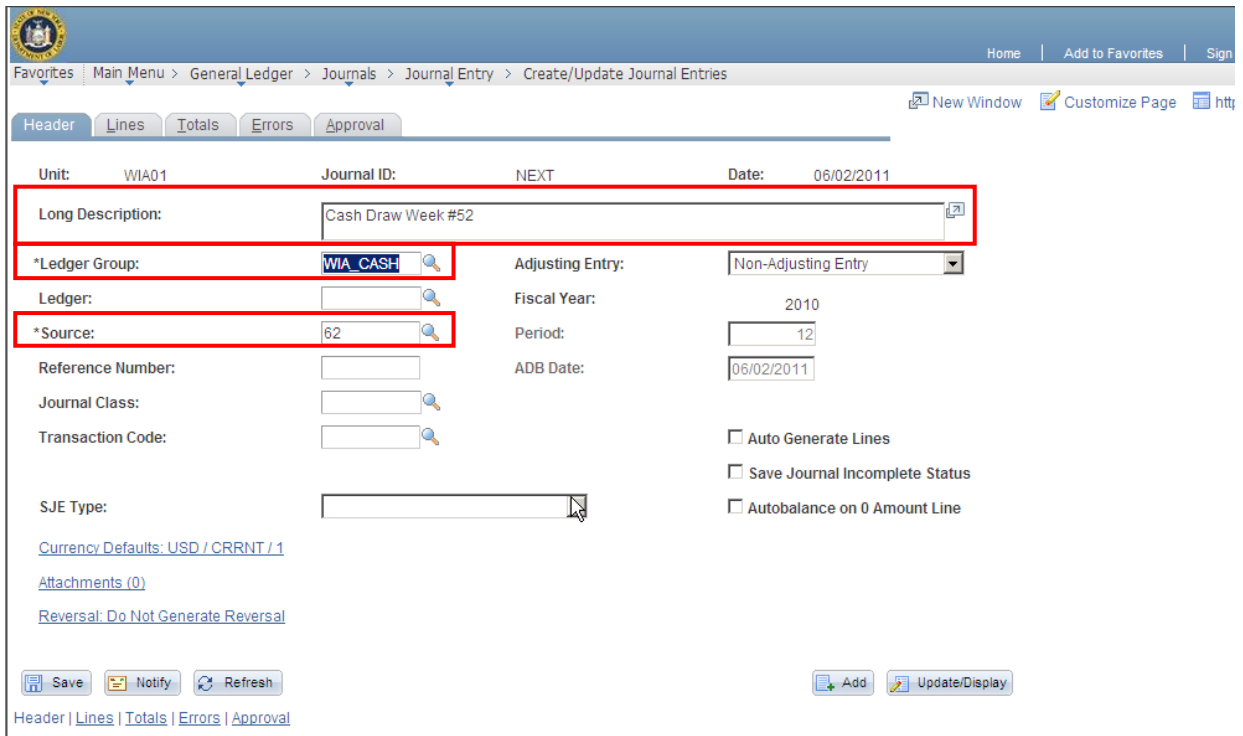
Journal Date: 01/30/2014

Add

Find an Existing Value | Add a New Value

Remember when creating a new journal, it is very important what date you use. For cash orders, you may allow the date to default to the current day or you may enter a future date. Journals with future dates will not be processed until that date. This can be very handy if you know you will not be available to make the entry on that particular date. Click on Add.

After creating a new journal, enter the information in the Header tab as described under Field Definitions on the Header Tab (page 13). In the case of a cash request, the Ledger Group should be **WIA_CASH**.



Home | Add to Favorites | Sign out

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

New Window | Customize Page | hti

Header

Unit: WIA01 | Journal ID: NEXT | Date: 06/02/2011

Long Description: Cash Draw Week #52

*Ledger Group: WIA_CASH | Adjusting Entry: Non-Adjusting Entry

Ledger: | Fiscal Year: 2010

*Source: 62 | Period: 12

Reference Number: | ADB Date: 06/02/2011

Journal Class: |

Transaction Code: | Auto Generate Lines

SJE Type: | Save Journal Incomplete Status

Autobalance on 0 Amount Line

Currency Defaults: USD / CRRNT / 1

Attachments (0)

Reversal: Do Not Generate Reversal

Save | Notify | Refresh | Add | Update/Display

Header | Lines | Totals | Errors | Approval

On the Lines tab, input your information as explained under Field Definitions on the Lines Tab (page 14).

Please note: In the Amount field, **you must input the amount as a negative for cash requests.** A positive amount returns funds to NYSDOL.

The screenshot shows the 'Create/Update Journal Entries' interface. The 'Lines' tab is active, displaying a table with the following data:

Select	Line	*Unit	*Ledger	Account	Fund	Dept	Program	Bud Ref	ChartField 1	Amount
<input type="checkbox"/>	1	WIA01	WIA_CASH							

Below the table, the 'Totals' section shows:

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
WIA01	1	0.00	0.00	N	N

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:

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

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 you have completed the entry of all journal lines, the entry must be edited and approved to be completed (see Editing the Journal, page 35 and Approving the Journal, page 37).

NYSDOL will complete the journal by approving and posting the journal. The cash draw down request can be reviewed once it is posted to determine the scheduled **payment date**. This is the date the cash will be deposited into the LWDA's bank account and is the date that should be used on the Monthly Statement of Daily Cash Transactions (MSDCT). It is on the Header tab of the journal, as shown below.



Header | Lines | Totals | Errors | Approval

Unit:	WIA01	Journal ID:	0000023930	Date:	10/27/2011
Long Description:	<input type="text" value="Cash Request 10/27/11"/>				
*Ledger Group:	<input type="text" value="WIA_CASH"/>	Adjusting Entry:	<input type="text" value="Non-Adjusting Entry"/>		
Ledger:	<input type="text"/>	Fiscal Year:	2011		
*Source:	<input type="text" value="71"/>	Period:	<input type="text" value="4"/>		
Reference Number:	<input type="text"/>	ADB Date:	<input type="text" value="10/27/2011"/>		
Journal Class:	<input type="text"/>				
Transaction Code:	<input type="text"/>				
SJE Type:	<input type="text"/>				

[Currency Defaults: USD / CRRNT / 1](#)

[Attachments \(0\)](#)

[Reversal: Do Not Generate Reversal](#)

Approval Date: 10/27/11 12:02:57.000000PM

Payment Date: 11/02/2011



Header | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

Journal Entries – Monthly Report Journals

General Information

WIOA monthly reports are due on the 20th day of the month following the month being reported. For example, for the month of January, the report is due on February 20th. If the 20th falls on a weekend or holiday, the report is due by close of business on the next business day.

The Workforce Innovation and Opportunity Act requires accounting using accrued expenditures. To accommodate that need, PeopleSoft has 3 sets of account codes:

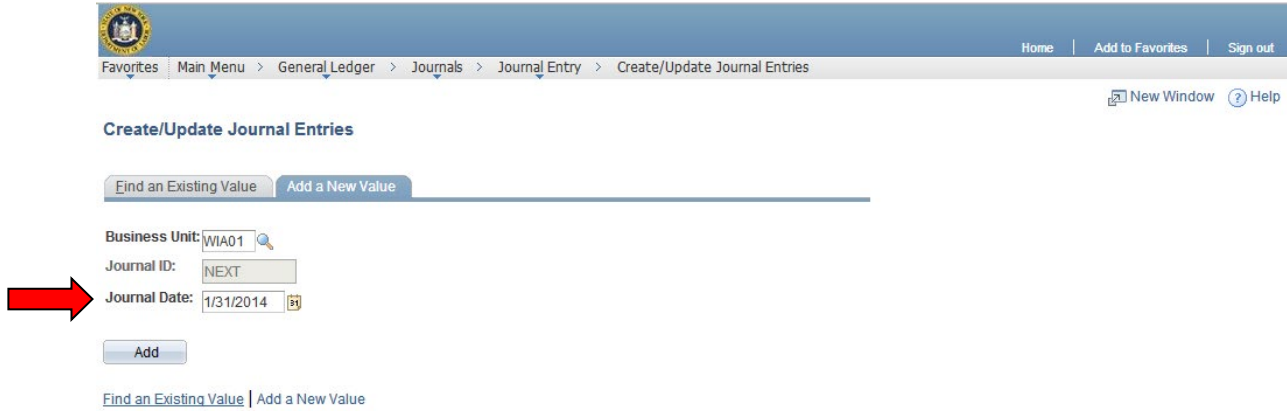
- Cash expenditures
 - Start with 51
 - For example, an Admin cash expenditure is code 516000
- Accruals
 - Start with 55
 - For example, an Admin accrual is code 556000
- Obligations
 - Start with 59
 - For example, an Admin obligation is code 596000

A list of active account codes can be found by clicking on the magnifying glass next to the Account field or by running a query entitled “Active Account List” (see Queries, Active Account List, page 49).

Because accruals and obligations must be reversed every month, they **cannot** be combined in the same journal with cash expenditures, which must not be reversed. PeopleSoft will return an error if such a combination is entered.

Entering a Monthly Report Journal – Cash Expenditures

First, create a new journal.



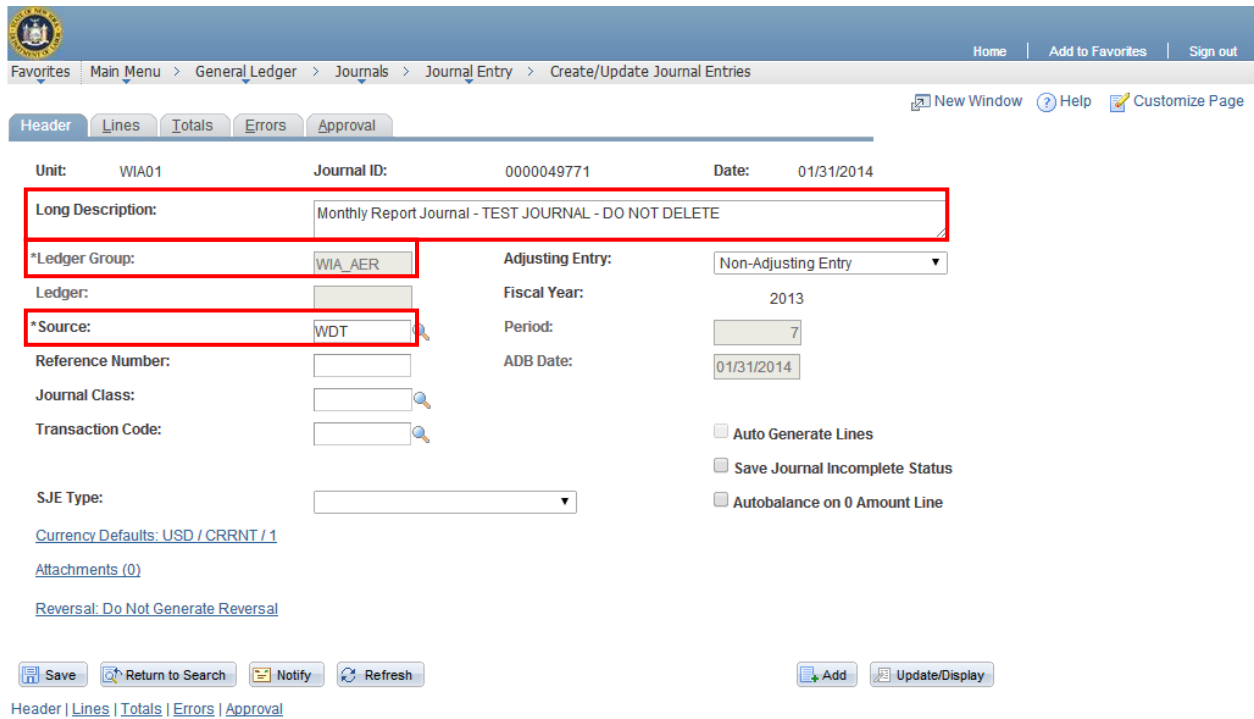
Business Unit: WIA01
Journal ID: NEXT
Journal Date: 1/31/2014

Add

Find an Existing Value | Add a New Value

Remember when creating a new journal, it is very important what date you use. Monthly Report Journals should **always** be dated on the last day of the month you are reporting on.

After creating a new journal, enter the information in the Header tab as described under Field Definitions on the Header Tab (page 13). In the case of the monthly report, the Ledger Group should be **WIA_AER**.



Unit: WIA01 Journal ID: 0000049771 Date: 01/31/2014

Long Description: Monthly Report Journal - TEST JOURNAL - DO NOT DELETE

*Ledger Group: WIA_AER Adjusting Entry: Non-Adjusting Entry

Ledger: Fiscal Year: 2013

*Source: WDT Period: 7

Reference Number: ADB Date: 01/31/2014

Journal Class: Auto Generate Lines

Transaction Code: Save Journal Incomplete Status

SJE Type: Autobalance on 0 Amount Line

Currency Defaults: USD / CRRNT / 1

Attachments (0)

Reversal: Do Not Generate Reversal

Save Return to Search Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval

On the Lines tab, input your information as explained under Field Definitions on the Lines Tab (page 14). Be sure to only use Account codes beginning with “51”. Use the “+” box to add new lines.

Please note: In the Amount field, **you must input the amount as a positive for cash expenses**. A negative amount reduces your expenditures.

The screenshot shows the 'Create/Update Journal Entries' page in PeopleSoft. The 'Lines' tab is active, displaying two journal lines. A red arrow points to the 'Process' button. Below the lines is a 'Totals' table summarizing the entries.

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
WIA01	2	-3,000.00	-9,000.00	N	N

Continue entering lines until you have entered your entire report for the month. Note that it is NOT necessary to create separate journals for each program you are reporting on, but, if it helps keep you organized, you certainly may.

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

- **Account code – 210000**
 - You must delete the entries in the fund, program, department and bud ref fields on the offset line; leave them blank
- **Amount** – PeopleSoft will calculate this automatically.

Unit: WIA01 Journal ID: 0000049771 Date: 01/31/2014 Errors Only

Template List Search Criteria Change Values

Inter/IntraUnit *Process: Edit Journal Process Line: 10

Select	Line▲	*Unit	*Ledger	Account▲	Fund	Program	Dept	Bud Ref▼	ChartField 1	PC Bus Unit
<input type="checkbox"/>	1	WIA01	WIA_AER	511000	26251	110	36000	PY13		
<input type="checkbox"/>	2	WIA01	WIA_AER	513100	26251	120	36000	PY13		
<input type="checkbox"/>		WIA01	WIA_AER	210000						

Lines to add: 1 + - [icon]

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
WIA01	3	-3,000.00	-3,000.00	N	N

Save Return to Search Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval

Once you have completed the entry of all journal lines, the entry must be edited and approved to be completed (see Editing the Journal, page 35 and Approving the Journal, page 37).

Entering a Monthly Report Journal – Stand-In Costs

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

- must 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 and
- must have been incurred in compliance with laws, regulations and contractual provisions governing WIOA and
- must not result in a violation of any applicable cost limitations.

Stand-in costs may be entered into PeopleSoft as part of your monthly cash expenditure journal (see Entering Cash Expenditures, page 27) or as a separate journal. The account code used for these costs is **111000** and the offset code is **210000**, the same as the offset for cash expenditure journals. Stand-in costs should **not** be reversed.

Entering a Monthly Report Journal – Accruals and Obligations

After creating a new journal (see Creating a New Journal, page 12), enter the information in the Header tab as described under Field Definitions on the Header Tab (page 13). In the case of the monthly report, the Ledger Group should be **WIA_AER**.

Unit: WIA01 Journal ID: 0000049771 Date: 01/31/2014

Long Description: Monthly Report Journal - Accruals and Obligations - DO NOT DELETE

*Ledger Group: WIA_AER Adjusting Entry: Non-Adjusting Entry

Ledger: Fiscal Year: 2013

*Source: WDT Period: 7

Reference Number: ADB Date: 01/31/2014

Journal Class: Auto Generate Lines

Transaction Code: Save Journal Incomplete Status

SJE Type: Autobalance on 0 Amount Line


Currency Defaults: USD / CRRNT / 1

Attachments (0)

Reversal: Do Not Generate Reversal

Save Return to Search Notify Refresh Add Update/Display

Header | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)


Home | Add to Favorites | Sign out

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries
 New Window | Help | Customize Page

Header | Lines | Totals | Errors | Approval

Unit: WIA01 Journal ID: 0000049771 Date: 01/31/2014

Long Description: Monthly Report Journal - Accruals and Obligations - DO NOT DELETE

*Ledger Group: WIA_AER Adjusting Entry: Non-Adjusting Entry

Ledger: Fiscal Year: 2013

*Source: WDT Period: 7

Reference Number: ADB Date: 01/31/2014

Journal Class:

Transaction Code:

SJE Type:


Currency Defaults: USD / CRRNT / 1

Attachments (0)

[Reversal: Do Not Generate Reversal](#)

Header | Lines | Totals | Errors | Approval

Accruals and obligations **MUST** be reversed every month. To set the reversal, click on the “Reversal: Do Not Generate Reversal” text.


Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Jo

Journal Entry Reversal

Reversal

Do Not Generate Reversal

 Beginning of Next Period


Adjustment Period:

 Reversal Date:

ADB Reversal

ADB Reversal Date:

Click on the dialog button for “Beginning of Next Period” then click OK.


Home | Add to Favorites | Sign out

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries
 New Window | Help | Customize Page

Header | Lines | Totals | Errors | Approval

Unit: WIA01 **Journal ID:** 000049771 **Date:** 01/31/2014

Long Description: Monthly Report Journal - Accruals and Obligations - DO NOT DELETE

***Ledger Group:** WIA_AER **Adjusting Entry:** Non-Adjusting Entry

Ledger: **Fiscal Year:** 2013

***Source:** WDT **Period:** 7

Reference Number: **ADB Date:** 01/31/2014

Journal Class: Auto Generate Lines

Transaction Code: Save Journal Incomplete Status

SJE Type: Autobalance on 0 Amount Line

[Currency Defaults: USD / CRRNT / 1](#)

[Attachments \(0\)](#)

[Reversal: Beginning of Next Period](#)

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

The Header page will now reflect the reversal.

On the Lines tab, input your information as explained under Field Definitions on the Lines Tab (page 14). Be sure to only use Account codes beginning with “55” (accruals) or “59” (obligations). Use the “+” box to add new lines. The entry below shows accrual entries.

The screenshot shows the 'Create/Update Journal Entries' screen in PeopleSoft. The 'Lines' tab is active, displaying two journal lines. A red arrow points to the 'Process' button. Below the lines table is a 'Totals' table.

Select	Line	*Unit	*Ledger	Account	Fund	Program	Dept	Bud Ref	ChartField 1	PC Bus Unit
<input type="checkbox"/>	1	WIA01	WIA_AER	551000	26251	110	36000	PY13		
<input type="checkbox"/>	2	WIA01	WIA_AER	553100	26251	120	36000	PY13		

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
WIA01	2	-3,000.00	-9,000.00	N	N

Once you have completed all the lines for your accrual/obligation journal, add one more line. This is your offset line. For offsets you only enter:

- **Account code – 210000**
 - You must delete the entries in the fund, program, department and bud ref fields on the offset line; leave them blank
- **Amount** – PeopleSoft will calculate this automatically.

[Home](#) | [Add to Favorites](#) | [Sign out](#)
[Favorites](#) | [Main Menu](#) > [General Ledger](#) > [Journals](#) > [Journal Entry](#) > [Create/Update Journal Entries](#)

[New Window](#) | [Help](#) | [Customize Page](#)

Header | **Lines** | **Totals** | **Errors** | **Approval**

Unit: WIA01 **Journal ID:** 0000049771 **Date:** 01/31/2014 **Errors Only**
[Template List](#) [Search Criteria](#) [Change Values](#)

 *Process: Line:

Select	Line▲	*Unit	*Ledger	Account▲	Fund	Program	Dept	Bud Ref▼	ChartField 1	PC Bus Unit
<input type="checkbox"/>	1	WIA01	WIA_AER	551000	26251	110	36000	PY13		
<input type="checkbox"/>	2	WIA01	WIA_AER	553100	26251	120	36000	PY13		
<input type="checkbox"/>		WIA01	WIA_AER	210000						

Lines to add:

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
WIA01	3	-3,000.00	-3,000.00	N	N

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

Once you have completed the entry of all journal lines, the entry must be edited and approved to be completed (see [Editing the Journal](#), page 35 and [Approving the Journal](#), page 37).

Journal Entries – Validating and Approving Journals

Validating a Journal

Once all your lines are entered, you must validate the journal. Validating the journal allows PeopleSoft to budget check the entries and alert you to errors prior to finalizing the entry. The Journal and Budget Statuses prior to editing will be “N”.

To edit the journal:

- Make sure the drop-down menu says **Edit Journal** (this is the default)
- Click the **Process** button

The screenshot shows the 'Create/Update Journal Entries' screen. The 'Process' dropdown menu is set to 'Edit Journal' and the 'Process' button is highlighted with a red box. Below this is a table of journal lines with columns for Line, Amount, Fund, Dept, Program, Bud Ref, ChartField 1, Amount, and Journal Line Description. The 'Totals' table at the bottom shows the following data:

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
WIA01	23	243,392.50	243,392.50	N	N

While the journal is being processed, a spinning wheel will appear in the upper right-hand corner.

The screenshot shows the PeopleSoft interface with a spinning wheel icon in the upper right-hand corner, indicating that the journal is being processed. A red arrow points to the spinning wheel icon.



Home | Add to Favorites | Sign Out

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Select	Line	*Unit	*Ledger	Account	Fund	Dept	Program	Bud Ref	ChartField 1	Amount
<input type="checkbox"/>	11	WIA01	WIA_CASH	410000	26251	36145	340	FY10		-5,000.00
<input type="checkbox"/>	12	WIA01	WIA_CASH	410000	26251	36145	130	PY09		
<input type="checkbox"/>	13	WIA01	WIA_CASH	410000	26251	36145	110	PY10		-482.24
<input type="checkbox"/>	14	WIA01	WIA_CASH	410000	26251	36145	120	PY10		-5,158.22
<input type="checkbox"/>	15	WIA01	WIA_CASH	410000	26251	36145	121	PY10		-448.68
<input type="checkbox"/>	16	WIA01	WIA_CASH	410000	26251	36145	130	PY10		-197,427.39
<input type="checkbox"/>	17	WIA01	WIA_CASH	410000	26251	36145	140	PY10		-8,329.38
<input type="checkbox"/>	18	WIA01	WIA_CASH	410000	26251	36145	230	PY10		-671.09
<input type="checkbox"/>	19	WIA01	WIA_CASH	410000	26251	36145	110	PY11		
<input type="checkbox"/>	20	WIA01	WIA_CASH	410000	26251	36145	120	PY11		

Lines to add: 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
WIA01	23	248,392.50	248,392.50	V	V

Save | Return to Search | Previous in List | Next in List | Notify | Refresh | Add | Update/Display

Header | Lines | Totals | Errors | Approval

Once the journal is validated and there are no errors, the Journal and Budget Status should both change to “V”.

Home | Add to Favorites | Sign Out

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Template List | Search Criteria | Change Values

Inter/IntraUnit | *Process: Edit Journal | Process | Line: 10

Select	Line	Account	Fund	Dept	Program	Bud Ref	ChartField 1	Amount	Journal Line Description
<input type="checkbox"/>	1	0000	26251	36145	410	AY09		-6,000.24	Cash Requests
<input type="checkbox"/>	2	0000	26251	36145	420	AY09		-5,382.72	Cash Requests
<input type="checkbox"/>	3	0000	26251	36145	430	AY09		-8,528.18	Cash Requests
<input type="checkbox"/>	4	0000	26251	36145	440	AY09		-40.89	Cash Requests
<input type="checkbox"/>	5	0000	26251	36145	470	AY09		-77.00	Cash Requests
<input type="checkbox"/>	6	0000	26251	36145	480	AY09			Cash Requests
<input type="checkbox"/>	7	0000	26251	36145	490	AY09		-8,462.50	Cash Requests
<input type="checkbox"/>	8	0000	26251	36145	491	AY09		-1,230.29	Cash Requests
<input type="checkbox"/>	9	0000	26251	36145	176	FY09		-747.97	Cash Requests
<input type="checkbox"/>	10	0000	26251	36145	176	FY10		-405.71	Cash Requests

Lines to add: 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
WIA01	23	243,392.50	243,392.50	V	E

If the **Journal or Budget status is “E”**, it is necessary to correct the error (see Error Correction, page 38).

Approving a Journal

The Approval Tab must be completed by staff with Supervisory permissions before the entry can be processed by DEWS staff. Once the journal has been reviewed and edited, the supervisory staff should click on the **Submit** button to indicate their approval of the journal and signal DEWS staff to process it.

Unit: WIA01 Journal ID: 0000049006 Date: 01/30/2014

Approval Status

Unit: WIA01
Approval Check Active: Y
Approval Status: Pending Approval
Approval Action: Approve
Deny Comments:

WIA Approval Stage 1

BUSINESS_UNIT=WIA01, JOURNAL_ID=0000049006, JOURNAL_DATE=2014-01-30, BUSINESS_UNIT_LN=WIA01:Pending

Path for Cash Requests

Self Approved → Pending → Not Routed

Multiple Approvers
DOL WIA Supervisor Approval

Multiple Approvers
DOL DEWS Approval

Multiple Approvers
DOL AFB Approval - Cash Req

Save Return to Search Previous in List Next in List Notify Refresh

Please note: **If you make a change to a journal AFTER it has been approved, you must reapprove it.** Saving an approved journal has the effect of wiping out the approval.

Journal Entries – Error Correction

The screenshot shows the PeopleSoft Journal Entry interface. At the top, there is a navigation bar with 'Home', 'Add to Favorites', and 'Search'. Below that, a breadcrumb trail reads 'Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries'. The interface has tabs for 'Header', 'Lines', 'Totals', 'Errors', and 'Approval'. The 'Header' tab is active, showing fields for Unit (WIA01), Journal ID (0000049048), Date (01/29/2014), and Errors Only (unchecked). There are also links for 'Template List', 'Search Criteria', and 'Change Values'. A 'Process' button is visible, along with a dropdown for '*Process:' set to 'Edit Journal' and a 'Line:' field set to 10. Below the header is a table with columns: Select, Line, *Unit, *Ledger, Account, Fund, Program, Dept, Bud Ref, ChartField 1, and PC Bus Unit. Three lines are listed, all with Unit WIA01 and Ledger WIA_AER. Below the table is a 'Lines to add:' section with a '1' in a box and plus/minus buttons. At the bottom is a 'Totals' table with columns: Unit, Total Lines, Total Debits, Total Credits, Journal Status, and Budget Status. The 'Budget Status' column contains the letter 'E', which is highlighted with a red box. At the very bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

This journal shows an error in the Budget Status. There are special cases where errors may also occur in the Journal Status.

Error Correction – Data Entry Errors

Errors in PeopleSoft generally come in 2 forms – data entry errors and budget errors. Data entry errors are the most common; everybody has had the experience of typing an incorrect number in a field or a correct number in the wrong field. The first step in error correction is to review your data and make any typing corrections needed. Here are a few things to watch for:

- If you are reporting Youth expenses, have you filled in Chartfield 1 with the appropriate in-School/Out-of-School codes?
 - This is one of those special cases that will result in a Journal Status error, rather than a Budget error
- Does your offset amount match the negative total of your expenses?
 - While PS will automatically calculate the offset for you if it is the last line you enter, if you add more expense lines below the offset line, the figure will not recalculate.
- Are your account codes correct?
 - It is very easy to leave a zero off the end of account codes. Remember that account codes are always 6 digits long.

If you discover any such errors, make whatever corrections are necessary and re-validate the journal.

Error Correction – Budget Status Errors

Once you have determined that all data is entered as you intended it and you still have an “E” in a status line, it is time to dig deeper into PS to determine the cause.

The screenshot shows the 'Create/Update Journal Entries' interface. The 'Totals' table is as follows:

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
WIA01	2	1,000,000.00	1,000,000.00	✓	E

The 'Budget Status' cell contains the letter 'E' and is highlighted with a red box. Below the table are buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

To identify a Budget Status error, click on the “E”. This will open a new window entitled “Commitment Control; Review Budget Check Exceptions”. This screen will identify the error(s).

The screenshot shows the 'Review Budget Check Exceptions' interface. The 'Budgets with Exceptions' table is as follows:

Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1	WIA01	KK_WIA_AER	Exceeds Budget Tolerance	More Detail	<input type="checkbox"/>	Go To ...

A red arrow points to the 'Exception' column, which contains the text 'Exceeds Budget Tolerance'.

In this case, the error, or “exception” as it is called in PS, is one of the lines in the journal exceeds budget tolerance. In common English, this means that the expense goes over the amount budgeted for that

category or program. Each journal line is checked individually, so if you have multiple errors, you will have one exception entry for each line in error.

On this screen, you have 2 options to choose from to get further information – **Details** or **Transfer**.

Business Unit: WIA01 Journal ID: 0000019640 Journal Date: 07/31/2011

*Exception Type: Error Override Transaction More Budgets Exist

Maximum Rows: 100

Search [Advanced Budget Criteria](#)

Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1	WIA01	KK_WIA_AER	Exceeds Budget Tolerance	More Detail	<input type="checkbox"/>	Go To ...

If you click on the magnifying glass under Details, a page entitled “General Ledger Journal Line Drill Down” will open.

General Ledger Journal Line Drill Down

Transaction Line Identifiers

Business Unit: WIA01 **Journal ID:** 0000019640 **Date:** 07/31/2011
Line: 1 **Ledger:** WIA_AER

Additional Source Information

Journal Line Description: General

Transaction Line Details


Account	Fund Code	Department	Program Code	Budget Reference
511000	26251	36145	110	PY10

Line Status: Error
Budget Date: 07/31/2011
Line Amount: 1,000,000.00 USD



This tells you which line in your journal is generating this error. To return to the list of exceptions, click on OK.

If you click on the second option, Transfer, you will open a new screen which offers you 2 more options.


 Home | Add to Favorites

Favorites | Main Menu > Commitment Control > Review Budget Check Exceptions > General Ledger > Journal

New Window | Customize |

GL Journal Exceptions | Line Exceptions

Business Unit: WIA01 **Journal ID:** 0000019640 **Journal Date:** 07/31/2011

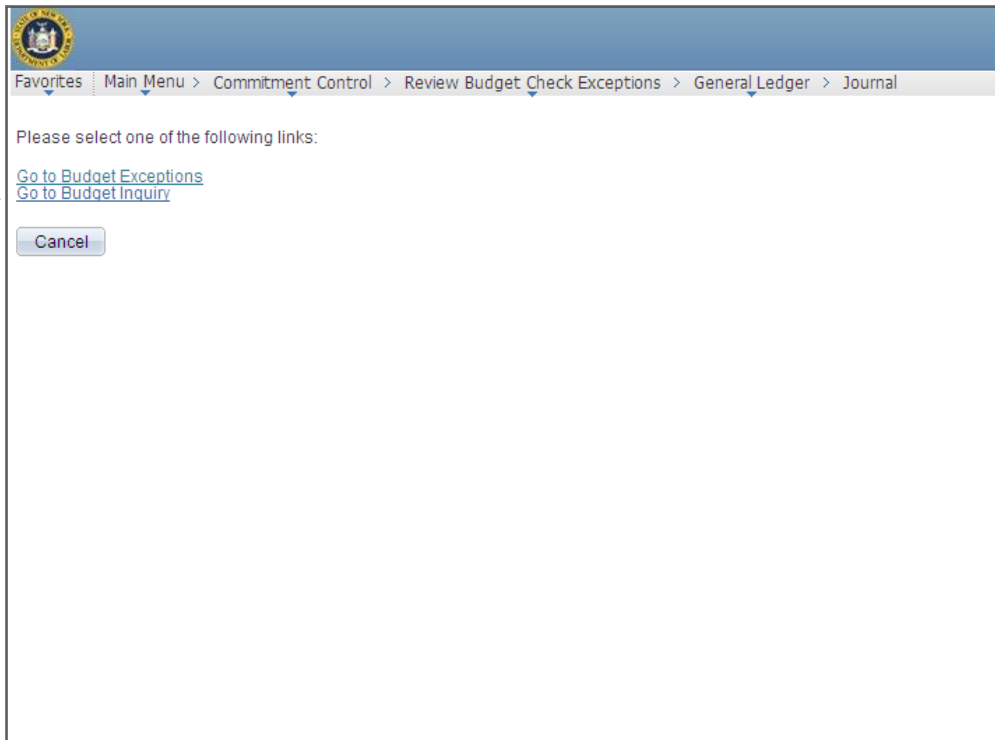
***Exception Type:** Error Override Transaction *i* *i*

Maximum Rows: 100 More Budgets Exist

 [Advanced Budget Criteria](#)

Budgets with Exceptions Customize | Find | View All | 1 of 1 | Last

Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1	WIA01	KK_WIA_AER	Exceeds Budget Tolerance	More Detail	<input type="checkbox"/>	Go To ...



The one entitled "Go to Budget Exceptions" is not useful for our purposes, as it only lists off the errors again. Choose the one entitled "Go to Budget Inquiry". This will open a page entitled "Commitment Control Budget Details".

[Home](#) | [Add to Favorites](#) | [New Window](#) | [Customize Page](#)

[Favorites](#) | [Main Menu](#) > [Commitment Control](#) > [Review Budget Check Exceptions](#) > [General Ledger](#) > [Journal](#)

Commitment Control Budget Details

Business Unit	Ledger Group	Account	Fund	Dept	Program	Bud Ref
WIA01	KK_WIA_AER	500000	26251	36145	110	PY10

[Display Chart](#) ⓘ

Ledger Amounts

Budget:	333,276.10 USD			Max Rows: <input type="text" value="100"/>
Expense:	0.00 USD			Attributes
Associate Revenue:	0.00 USD			Parent / Children
				Associated Budgets
Available Budget				
Without Tolerance:	333,276.10 USD	Percent:	(100%)	
With Tolerance:	333,276.10 USD	Percent:	(100%)	

Budget Exceptions

Exception Errors:	1	Exception Warnings:	0	Budget Exceptions
-------------------	---	---------------------	---	-----------------------------------

There are several valuable pieces of data on this page.

- **Budget** is the total amount you may spend on that program in that program year
 - Notice that the program and program year are listed in the top row of the page
- **Expense** indicates how much you have already reported as spent, in this case nothing
- **Available Budget** indicates how much remains unspent

This page indicates that the **Budget** and **Available Budget** for the program 110 (WIOA Adult) program year PY10 are \$333,276.10. The journal attempted to record an expenditure of \$1,000,000.00, clearly well over both budget limits.

Once the error is identified, return to the journal and make whatever corrections are necessary. Re-validate the journal.

Error Correction – Journal Status Errors

The screenshot displays a financial system interface for creating or updating journal entries. The header section shows the following details:

- Unit: WIA01
- Journal ID: 0000049048
- Date: 01/29/2014
- Errors Only:

The 'Lines' table contains the following data:

Select	Line	Error	*Unit	*Ledger	Account	Fund	Program	Dept	Bud Ref	ChartField 1	PC Bus U
<input type="checkbox"/>	1		WIA01	WIA_AER	511000	26251	110	36000	PY13		
<input type="checkbox"/>	2		WIA01	WIA_AER	513100	26251	120	36000	PY13		
<input type="checkbox"/>	3	X	WIA01	WIA_AER	513200	26251	130	36000	PY13		
<input type="checkbox"/>	5		WIA01	WIA_AER	210000						

The 'Totals' table shows the following summary:

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
WIA01	4	9,000.00	9,000.00	E	N

Navigation and control elements include: Header | Lines | Totals | Errors | Approval; Inter/IntraUnit; *Process: Edit Journal; Process; Line: 10; Lines to add: 1; Save; Return to Search; Notify; Refresh; Add; Update/Display.

Journal Status errors are relatively uncommon. There is one circumstance, however, which will reliably generate this error every time. In this case, PS flags the error with a large “X” next to the line as well as showing an “E” in the Journal Status.

Click on either the “X” or the “E” or click on the **Errors** tab to see further details.

[Home](#) | [Add to Favorites](#) | [Sign out](#)
[Favorites](#) | [Main Menu](#) > [General Ledger](#) > [Journals](#) > [Journal Entry](#) > [Create/Update Journal Entries](#)

[New Window](#) | [Help](#) | [Customize Page](#)

[Header](#) | [Lines](#) | [Totals](#) | **Errors** | [Approval](#)

Unit: WIA01 **Journal ID:** 0000049048 **Date:** 01/29/2014

Header Errors					
Unit	Field Name	Field Long Name	Set	Msg	Message Text
WIA01	JRNL_HDR_STATUS	Journal Header Status	5860	53	Journal line errors exist for this header.

Line Errors					
Line #	Field Name	Field Long Name	Set	Msg	Message Text
3	ACCOUNT	Account	9600	31	Combo error for fields Account/Program/ChartField 1 in group .

[Save](#) | [Return to Search](#) | [Notify](#) | [Refresh](#) | [Add](#) | [Update/Display](#)

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

The error is described as a combo error between certain fields. As you can see from the journal entry on the previous page, the Account code is 513200, Training – ITA, the Program code is 130, Youth – Formula, and Chartfield 1 is left blank.

With Youth funding, it is required by WIOA that expenditures be identified as applying to in-school or out-of-school. Chartfield 1 is the field in which this distinction is made (see Field Definitions for the Lines Tab, page 14). Leaving this field blank triggers the Journal Status error.

Return to the Lines tab and fill in the appropriate value in Chartfield 1 for all Youth entries.

Error Correction – Unusual Errors

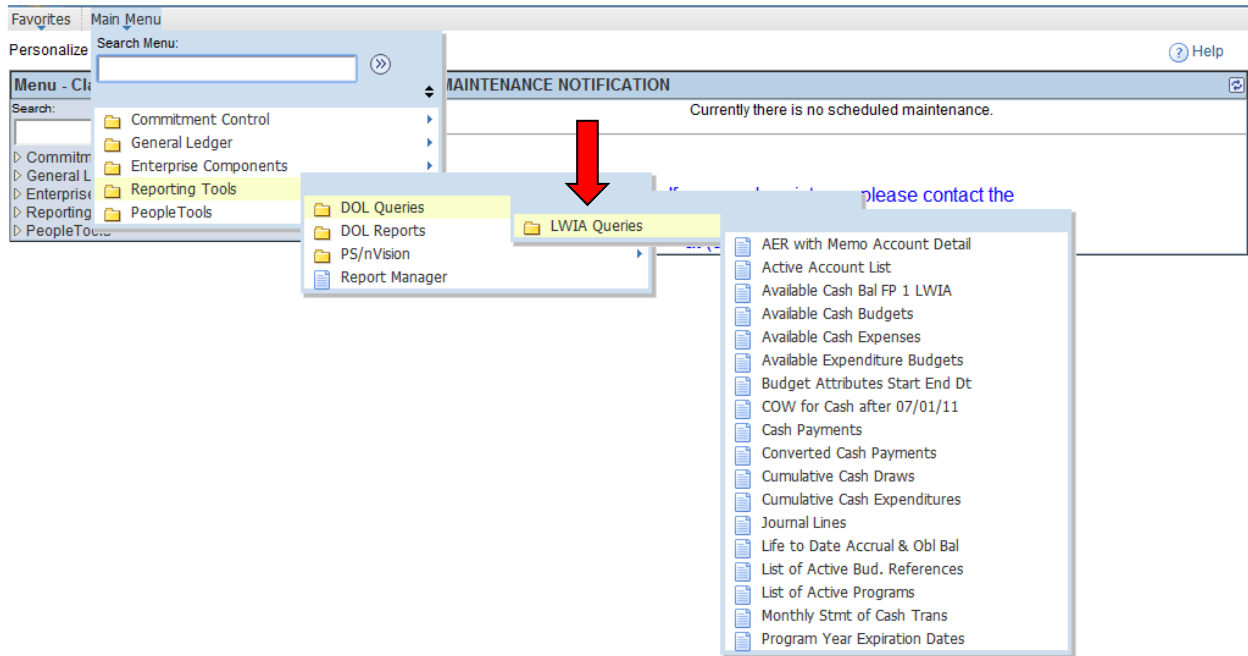
Occasionally, you will run across errors which you will not be able to fix. If you click on the “E” in your journal and the exception message is one of the following, you must contact Albany DEWS staff (Contact Info, page 4).

- Outside Expired Date Range
- Funding has Expired

Both errors require updates to PeopleSoft which can only be done centrally.

Queries

General Information



Queries are available to assist you in answering specific questions in PeopleSoft. We encourage LWDA's to inform us if there are other data you would like to see drawn from queries. We can always develop new queries if they are needed.

Queries – Using Criteria

Most queries are run without the need for criteria. They are intended to show current balances, such as the Available Cash Balances, or all data, such as Journal Lines. However, certain queries require you to enter criteria to narrow your results.

The Wildcard

In some cases, you may be able to use a “wildcard” value to get all data, not limited to certain values. In PS, the wildcard is the percent symbol – %.

Favorites Main Menu > Reporting Tools > DOL Queries > LV

DOL_WIAL_COW - COW for Cash after 07/01/11

LWIA#:

Program (enter Program or %):

Budget Reference:

[View Results](#)

LWIA#	Dept	Program	Descr	Bud Ref
-------	------	---------	-------	---------

In this example, the wildcard has been entered in both the Program and Budget Reference fields. The data returned will include **ALL** Programs and Budget References for this LWDA. You may also use the wildcard in just one field. For example, if you wanted to view all Budget References for your Adult Formula funds, you would enter Program code 110 and the wildcard in the Budget Reference field.

Fiscal Year and Accounting Period Criteria

In this query, PS requires a Fiscal Year and Accounting Period.

peoplesoft.labor.state.nyenet/psc/psfp_2/EMPLOYEE/ERP/q/?ICAction=ICQryNameURL=PUBLIC.DOL_WIAD_AER_WITH_ACCOUNT - Google Chrome

peoplesoft.labor.state.nyenet/psc/psfp_2/EMPLOYEE/ERP/q/?ICAction=ICQryNameURL=PUBLIC.DOL_WIAD_AER_WITH_ACCOUNT

DOL_WIAD_AER_WITH_ACCOUNT - AER with Memo Account Detail

Fiscal Year:

Period:

[View Results](#)

Dept	Descr	LWIA	Program	Descr	Bud Ref	Account	Descr	Sum Total Amt
------	-------	------	---------	-------	---------	---------	-------	---------------

The WIOA program year starts in July and runs to June, with July being period 1 and June being period 12. For the date July 15, 2013, you would say you were in Fiscal Year 2013, period 1; March 19, 2013 would be Fiscal Year 2012, Period 9.

This allows you to check not only your most recent data (by entering the current Fiscal Year and Period) but also allows you to check prior periods.

Queries – Viewing Data

Once you have run your query, you may choose to view it in several ways. For our purposes, the HTML view (shown below) and Excel view are the important ones. HTML view is useful if you do not need to manipulate the data, just review it. It is the default view when you run a query.

Note that only the first 100 entries are shown in HTML view. You can click on “View All” to see all the entries.

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(169 kb\)](#)

[View All](#) First 1-100 of 574 Last

	LWIA#	Dept	Program	Descr	Bud Ref	NOA / Payment Date	Description	NOA Amount	DD Amount
1	52	36220	110	Adult - Formula	PY08	2008-10-17	NOA Amount	398616.300	
2	52	36220	110	Adult - Formula	PY09	2009-10-22	NOA Amount	378210.600	
3	52	36220	110	Adult - Formula	PY10	2011-01-12	NOA Amount	479091.000	
4	52	36220	110	Adult - Formula	PY10	2011-07-22	DD Amount		-62139.390
5	52	36220	110	Adult - Formula	PY10	2011-08-10	DD Amount		-30656.900
6	52	36220	110	Adult - Formula	PY10	2011-09-13	DD Amount		-30034.990
7	52	36220	110	Adult - Formula	PY10	2011-11-16	DD Amount		-5000.000
8	52	36220	110	Adult - Formula	PY10	2012-03-21	DD Amount		-15000.000
9	52	36220	110	Adult - Formula	PY10	2012-07-11	DD Amount		-35000.000
10	52	36220	110	Adult - Formula	PY10	2012-08-16	DD Amount		-30000.000
11	52	36220	110	Adult - Formula	PY10	2012-08-28	DD Amount		-3879.160
12	52	36220	110	Adult - Formula	PY11	2011-08-10	NOA Amount	35916.300	
13	52	36220	110	Adult - Formula	PY11	2011-11-07	NOA Amount	404306.100	
14	52	36220	110	Adult - Formula	PY11	2011-11-16	DD Amount		-36000.000
15	52	36220	110	Adult - Formula	PY11	2011-12-19	DD Amount		-70000.000
16	52	36220	110	Adult - Formula	PY11	2012-01-23	DD Amount		-30000.000
17	52	36220	110	Adult - Formula	PY11	2012-02-17	DD Amount		-70000.000

If you click on the “Excel Spreadsheet” text above the data, PS will download the data to an Excel workbook where you can manipulate it.

Specific Queries

Listed below are some specific queries and an explanation of the data retrieved using them. Please note that you should not rely on these screenshots for the data in the query. It may have changed since this guide was completed.

AER with Memo Account Detail

This query shows cumulative cash expenditures broken out by Account. It includes the current month Accruals or Obligations, but not prior months. Unlike the Cumulative Cash Expenditures query, this one allows you to look at prior data by entering a Fiscal Year and Period.

Fiscal Year:
 Period:
[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(72 kb\)](#)

[View All](#) First Last

	Dept	Descr	LWIA	Program	Descr	Bud Ref	Account	Descr	Sum Total Amt
1	36220	Broome - Tioga	52	110	Adult - Formula	PY08	511000	General	398616.300
2	36220	Broome - Tioga	52	110	Adult - Formula	PY09	511000	General	309796.600
3	36220	Broome - Tioga	52	110	Adult - Formula	PY09	513200	Training - ITA	54091.000
4	36220	Broome - Tioga	52	110	Adult - Formula	PY09	513500	Training - OJT	14323.000
5	36220	Broome - Tioga	52	110	Adult - Formula	PY10	511000	General	369321.390
6	36220	Broome - Tioga	52	110	Adult - Formula	PY10	513200	Training - ITA	34110.820
7	36220	Broome - Tioga	52	110	Adult - Formula	PY10	513500	Training - OJT	75658.790
8	36220	Broome - Tioga	52	110	Adult - Formula	PY10	551000	Accrued - General	0.000
9	36220	Broome - Tioga	52	110	Adult - Formula	PY10	553200	Accrued - Training - ITA	0.000
10	36220	Broome - Tioga	52	110	Adult - Formula	PY10	553500	Accrued - Training - OJT	0.000
11	36220	Broome - Tioga	52	110	Adult - Formula	PY10	591000	Obligated - General	0.000
12	36220	Broome - Tioga	52	110	Adult - Formula	PY10	593200	Obligated - Training - ITA	0.000
13	36220	Broome - Tioga	52	110	Adult - Formula	PY10	593500	Obligated - Training - OJT	0.000
14	36220	Broome - Tioga	52	110	Adult - Formula	PY11	511000	General	349008.850
15	36220	Broome - Tioga	52	110	Adult - Formula	PY11	513200	Training - ITA	64322.240
16	36220	Broome - Tioga	52	110	Adult - Formula	PY11	513500	Training - OJT	32309.310
17	36220	Broome - Tioga	52	110	Adult - Formula	PY11	551000	Accrued - General	0.000
18	36220	Broome - Tioga	52	110	Adult - Formula	PY11	553200	Accrued - Training - ITA	0.000

Available Cash Budgets

This query lists the amount of cash available for each program for your LWDA. This represents your allocation minus **cash requests** to date. If you request cash and get a budget error, you should use this query to check your available balance. This query does not show amounts equal to zero. If you do not see a program listed, it means you have drawn all available cash for that program.

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

Available Cash Expenses

This query shows available cash expenditures. This represents your allocation minus **cash expenditures** reported to date (**excludes** accruals and obligations). This query does not show amounts equal to zero. If you do not see a program listed, it means you have reported expenditures equal to your allocation.

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


Available Expenditure Budgets

This query shows available expenditures. This is your allocation minus all reported expenditures which **includes** accruals/and or obligations. If you compare this with your monthly accrued expenditure report, the "Sum Total Amt" represents your allocation minus the higher of either total accrued expenditures or total obligations.

	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

Cash Payments

With this query, you can request a list of cash payments made to the LWDA for a specified period. The dates represent payment dates to the LWDA. Please remember that the date is NOT the date the cash was requested but the date the payment was deposited in your bank account (see Journal Entries - Cash Requests, page 22).


Home | Add to Favorites | Sign out

[Favorites](#) | [Main Menu](#) > [Reporting Tools](#) > [DOL Queries](#) > [LWIA Queries](#) > [Cash Payments](#)

DOL_WIAL_AUDIT_REQUEST - Cash Payments to LWIAs

Payment Start Date: [x]

Payment End Date: [x]

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (3 kb)

View All First Last

	LWIA#	Bud Ref	Program	Descr	Payment Date	Sum Amount
1	52	PY10	340	Disability Empl Initiative	09/16/2013	-7000.000
2	52	PY10	340	Disability Empl Initiative	09/27/2013	-10000.000
3	52	PY12	110	Adult - Formula	09/16/2013	-2969.830
4	52	PY12	130	Youth-Formula	09/16/2013	-30000.000
5	52	PY12	130	Youth-Formula	09/27/2013	-16254.300
6	52	PY12	140	Administration	09/16/2013	-838.300
7	52	PY12	370	OJT NEG Admin	09/16/2013	-2000.000
8	52	PY12	370	OJT NEG Admin	09/27/2013	-5000.000
9	52	PY12	390	OJT NEG Wages	09/16/2013	-20000.000
10	52	PY12	390	OJT NEG Wages	09/27/2013	-20000.000
11	52	PY13	120	Dislocated Worker - Formula	09/16/2013	-30000.000
12	52	PY13	120	Dislocated Worker - Formula	09/27/2013	-15000.000
13	52	PY13	130	Youth-Formula	09/27/2013	-30000.000
14	52	PY13	140	Administration	09/16/2013	-2000.000
15	52	PY13	140	Administration	09/27/2013	-7000.000

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 to date. COW (Cash Order Worksheet) is the term we used prior to PeopleSoft for an Excel worksheet which tracked the same data as this query.

	LWIA#	Dept	Program	Descr	Bud Ref	NOA / Payment Date	Description	NOA Amount	DD Amount
1	52	36220	110	Adult - Formula	PY08	2008-10-17	NOA Amount	398616.300	
2	52	36220	110	Adult - Formula	PY09	2009-10-22	NOA Amount	378210.600	
3	52	36220	110	Adult - Formula	PY10	2011-01-12	NOA Amount	479091.000	
4	52	36220	110	Adult - Formula	PY10	2011-07-22	DD Amount		-62139.390
5	52	36220	110	Adult - Formula	PY10	2011-08-10	DD Amount		-30656.900
6	52	36220	110	Adult - Formula	PY10	2011-09-13	DD Amount		-30034.990
7	52	36220	110	Adult - Formula	PY10	2011-11-16	DD Amount		-5000.000
8	52	36220	110	Adult - Formula	PY10	2012-03-21	DD Amount		-15000.000
9	52	36220	110	Adult - Formula	PY10	2012-07-11	DD Amount		-35000.000
10	52	36220	110	Adult - Formula	PY10	2012-08-16	DD Amount		-30000.000
11	52	36220	110	Adult - Formula	PY10	2012-08-28	DD Amount		-3879.160
12	52	36220	110	Adult - Formula	PY11	2011-08-10	NOA Amount	35916.300	
13	52	36220	110	Adult - Formula	PY11	2011-11-07	NOA Amount	404306.100	
14	52	36220	110	Adult - Formula	PY11	2011-11-16	DD Amount		-36000.000
15	52	36220	110	Adult - Formula	PY11	2011-12-19	DD Amount		-70000.000
16	52	36220	110	Adult - Formula	PY11	2012-01-23	DD Amount		-30000.000
17	52	36220	110	Adult - Formula	PY11	2012-02-17	DD Amount		-70000.000

Cumulative Cash Draws

This query shows cumulative cash requests to date by the LWDA. This query is sorted by Budget Reference and Program. Only cash requests that have been posted by NYSDOL are shown; pending requests are not included.

Unit	Ledger	Dept	Bud Ref	Program	Descr	Account	Descr	ChartField 1	Sum Total Amt
1	WIA01	WIA_CASH	36220	AY09	180	Stimulus - NEG Replenishment	410000	Cash Requests	-103237.000
2	WIA01	WIA_CASH	36220	AY09	410	Stimulus - Adult	410000	Cash Requests	-241446.000
3	WIA01	WIA_CASH	36220	AY09	420	Stimulus - Dislocated Worker	410000	Cash Requests	-776819.100
4	WIA01	WIA_CASH	36220	AY09	430	Stimulus - Youth	410000	Cash Requests	-608217.000
5	WIA01	WIA_CASH	36220	AY09	470	Stimulus-OJT NEG Admin	410000	Cash Requests	-35457.460
6	WIA01	WIA_CASH	36220	AY09	490	Stimulus-OJT NEG Wages	410000	Cash Requests	-450055.850
7	WIA01	WIA_CASH	36220	AY09	491	Stimulus - SWA Incentive Grant	410000	Cash Requests	-14192.790
8	WIA01	WIA_CASH	36220	FY08	176	TAA Training	410000	Cash Requests	-22395.320
9	WIA01	WIA_CASH	36220	FY08	177	TAA Job Search	410000	Cash Requests	-214.630
10	WIA01	WIA_CASH	36220	FY09	176	TAA Training	410000	Cash Requests	-170211.670
11	WIA01	WIA_CASH	36220	FY09	177	TAA Job Search	410000	Cash Requests	-236.030
12	WIA01	WIA_CASH	36220	FY10	176	TAA Training	410000	Cash Requests	-293067.970
13	WIA01	WIA_CASH	36220	FY10	177	TAA Job Search	410000	Cash Requests	-576.200
14	WIA01	WIA_CASH	36220	FY10	178	TAA Relocation	410000	Cash Requests	-15773.890
15	WIA01	WIA_CASH	36220	FY11	176	TAA Training	410000	Cash Requests	-19906.660
16	WIA01	WIA_CASH	36220	FY12	176	TAA Training	410000	Cash Requests	-62701.230
17	WIA01	WIA_CASH	36220	PY08	110	Adult - Formula	410000	Cash Requests	-398616.300
18	WIA01	WIA_CASH	36220	PY08	120	Dislocated Worker - Formula	410000	Cash Requests	-470808.000
19	WIA01	WIA_CASH	36220	PY08	130	Youth-Formula	410000	Cash Requests	-437584.560
20	WIA01	WIA_CASH	36220	PY08	140	Administration	410000	Cash Requests	-145223.210
21	WIA01	WIA_CASH	36220	PY08	173	RR Disc DW LM,MU,VB,Training	410000	Cash Requests	-202172.460
22	WIA01	WIA_CASH	36220	PY08	210	SWA - Adult Supplemental	410000	Cash Requests	-28756.000

Cumulative Cash Expenditures

This query shows cumulative cash expenditures broken out by Account reported to date. It does not include Accruals or Obligations. This query is sorted by Budget Reference and Program Year. It is very similar to the AER with Memo Account Detail (see page 50) except that this query shows all data. The AER w/MAD has criteria fields which allow you to view past data.

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (32 kb)

View All First Last

	Unit	Ledger	Dept	Bud Ref	Program	Descr	Account	Descr	ChartField 1	Sum Total Amt
1	WIA01	WIA_AER	36220	AY09	180	Stimulus - NEG Replenishment	511000	General		103237.000
2	WIA01	WIA_AER	36220	AY09	410	Stimulus - Adult	511000	General		10131.730
3	WIA01	WIA_AER	36220	AY09	410	Stimulus - Adult	513200	Training - ITA		168183.250
4	WIA01	WIA_AER	36220	AY09	410	Stimulus - Adult	513500	Training - OJT		63131.020
5	WIA01	WIA_AER	36220	AY09	420	Stimulus - Dislocated Worker	511000	General		24831.280
6	WIA01	WIA_AER	36220	AY09	420	Stimulus - Dislocated Worker	513200	Training - ITA		645908.510
7	WIA01	WIA_AER	36220	AY09	420	Stimulus - Dislocated Worker	513500	Training - OJT		106079.310
8	WIA01	WIA_AER	36220	AY09	430	Stimulus - Youth	511000	General	12000	553636.740
9	WIA01	WIA_AER	36220	AY09	430	Stimulus - Youth	513200	Training - ITA	12000	54580.260
10	WIA01	WIA_AER	36220	AY09	470	Stimulus-OJT NEG Admin	511000	General		35457.460
11	WIA01	WIA_AER	36220	AY09	490	Stimulus-OJT NEG Wages	511000	General		450055.850
12	WIA01	WIA_AER	36220	AY09	491	Stimulus - SWA Incentive Grant	511000	General		9526.000
13	WIA01	WIA_AER	36220	AY09	491	Stimulus - SWA Incentive Grant	513500	Training - OJT		4666.790
14	WIA01	WIA_AER	36220	PY08	110	Adult - Formula	511000	General		398616.300
15	WIA01	WIA_AER	36220	PY08	120	Dislocated Worker - Formula	511000	General		470808.000
16	WIA01	WIA_AER	36220	PY08	130	Youth-Formula	511000	General	12000	437584.560
17	WIA01	WIA_AER	36220	PY08	140	Administration	511000	General		145223.210
18	WIA01	WIA_AER	36220	PY08	173	RR Disc DW LM,MU,VB,Training	511000	General		202172.460
19	WIA01	WIA_AER	36220	PY08	210	SWA - Adult Supplemental	511000	General		38756.000
20	WIA01	WIA_AER	36220	PY08	220	SWA - Performance Incentive	511000	General		50799.000
21	WIA01	WIA_AER	36220	PY08	310	Work Incentive Grant DPN	511000	General		33865.880
22	WIA01	WIA_AFR	36220	PY08	330	VFSID	511000	General		18673.250

Journal Lines

This query will list ALL journal line entries for an individual LWDA. It is sorted by Ledger Group then Date. It can be an invaluable resource when researching errors.

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[Favorites](#) | [Main Menu](#) > [Reporting Tools](#) > [DOL Queries](#) > [LWIA Queries](#) > [Journal Lines](#)

DOL_WIAL_LWIA_JOURNAL_LINES- Journal Lines


Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(569 kb\)](#)

[View All](#) First Last

	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

Monthly Stmt of Cash Trans.

This query lists a LWDA's cash draws (cash received from NYSDOL) and cash expenses (cash disbursements) by Fiscal Year and Period. This query reflects a LWDA's monthly cash report (MSCR). TAA program codes (176, 177, and 178) are not included.


Home | Add to Favorites | Sign out

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DOL_WIAL_MSCT - Monthly Stmt of Cash Trans

FIPS:

Fiscal Year:

Period:

[View Results](#)

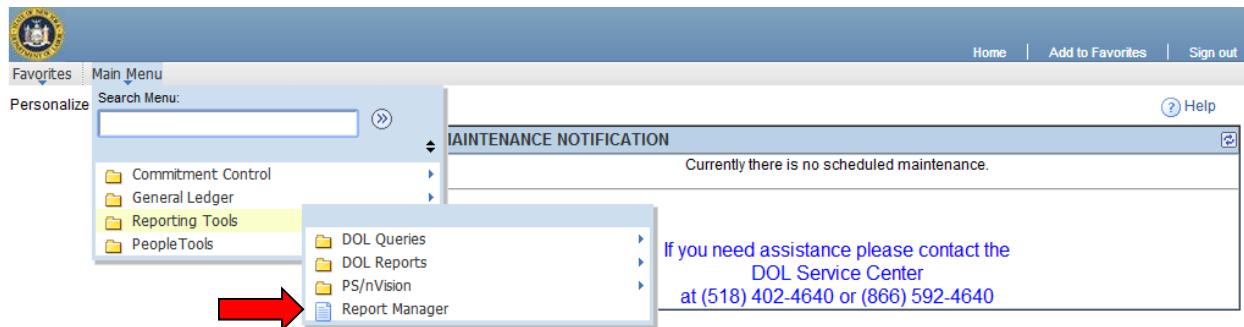
Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (3 kb)

View All
First of 10 Last

	Dept	Descr	Short Desc	Year	Period	Program	Descr	Bud Ref	Cash Received from NYSDOL	Cash Disbursements
1	36220	Broome - Tioga	52	2013	3	340	Disability Empl Initiative	PY10	17000.000	13655.790
2	36220	Broome - Tioga	52	2013	3	188	NEG-Hurricane Irene/Lee ph2	PY11		546.650
3	36220	Broome - Tioga	52	2013	3	110	Adult - Formula	PY12	2969.830	19497.030
4	36220	Broome - Tioga	52	2013	3	130	Youth-Formula	PY12	46254.300	16951.680
5	36220	Broome - Tioga	52	2013	3	140	Administration	PY12	838.300	
6	36220	Broome - Tioga	52	2013	3	370	OJT NEG Admin	PY12	7000.000	5854.440
7	36220	Broome - Tioga	52	2013	3	390	OJT NEG Wages	PY12	40000.000	17329.780
8	36220	Broome - Tioga	52	2013	3	120	Dislocated Worker - Formula	PY13	45000.000	47251.640
9	36220	Broome - Tioga	52	2013	3	130	Youth-Formula	PY13	30000.000	
10	36220	Broome - Tioga	52	2013	3	140	Administration	PY13	9000.000	6685.070

Reports

General Information



Reports will be run one day after the monthly reports are due. All LWDA's 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 by the last day of the month. Any reporting problems discovered after this point should be corrected the following month. These reports serve as the official records of the department.

PeopleSoft reports are deleted after 14 days. You may request the reports for a given month to be rerun but the request will be subject to workload considerations and may not be done immediately.

Downloading Reports

Reports can be accessed in 2 ways – on the home page of PeopleSoft or in the Report Manager.

My Reports

Menu - Classic

Search:

- ▷ Commitment Control
- ▷ General Ledger
- ▷ Enterprise Components
- ▷ Reporting Tools
- ▷ PeopleTools

My Reports

Report	Folder
AER_52_2013-11-30_36220_PY11.XLS	DEWS Reports 2014-02-12-14.27.4
AER_52_2013-11-30_36220_PY13.XLS	DEWS Reports 2014-02-12-14.27.4
AER_52_2013-11-30_36220_PY12.XLS	DEWS Reports 2014-02-12-14.27.4
AER_52_2013-11-30_36220_PY10.XLS	DEWS Reports 2014-02-12-14.27.2
AER_52_2013-11-30_36220_PY09.XLS	DEWS Reports 2014-02-12-14.27.2

[Report Manager](#)

MAINTENANCE NOTIFICATION

Currently there is no scheduled maintenance.

If you need assistance please contact the
DOL Service Center
at (518) 402-4640 or (866) 592-4640

On the PS home page, you can personalize the view to include a box entitled “My Reports” (see PeopleSoft Personalization, page 6). When reports are run for your LWDA as described above, they will automatically show up in this box.

Click on the report you wish to view. A screen titled “Report Index” will appear. Click on the report located under “File List”.

Report

Report ID: 136395 Process Instance: 69191 [Message Log](#)

Name: NVSRUN Process Type: nVision-Report

Run Status:

AER_52_2013-11-30_36220_PY11.XLS

Distribution Details

Distribution Node: PSNT Expiration Date: 02/26/2014

File List

Name	File Size (bytes)	Datetime Created
AER_52_2013-11-30_36220_PY11.xls	13,007	02/12/2014 2:27:42.371884PM EST

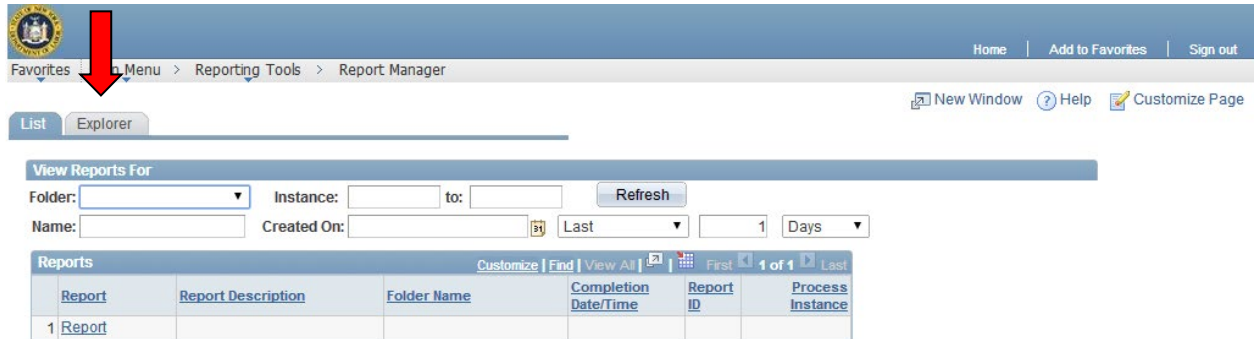
Distribute To

Distribution ID Type	Distribution ID
Role	DOL_WIA_LWIA_36220_REPORTS

Your report will open in Excel. Save a copy to your desktop.

Report Manager

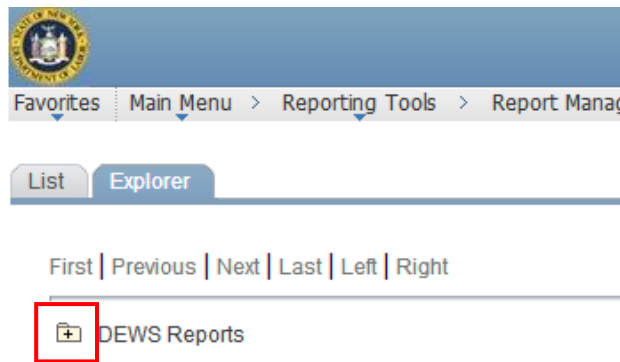
If you have not added “My Reports” to your homepage, you may also access reports via the Report Manager (see navigation at the beginning of this section).



The screenshot shows the Report Manager interface. At the top, there is a navigation bar with "Favorites", "Menu", "Reporting Tools", and "Report Manager". A red arrow points to the "Menu" dropdown. Below the navigation bar, there are tabs for "List" and "Explorer". The "Explorer" tab is active. Below the tabs, there is a "View Reports For" section with fields for "Folder:", "Instance:", "Name:", and "Created On:". There is also a "Refresh" button. Below this section, there is a table of reports. The table has columns for "Report", "Report Description", "Folder Name", "Completion Date/Time", "Report ID", and "Process Instance". The table contains one row with a "Report" link.

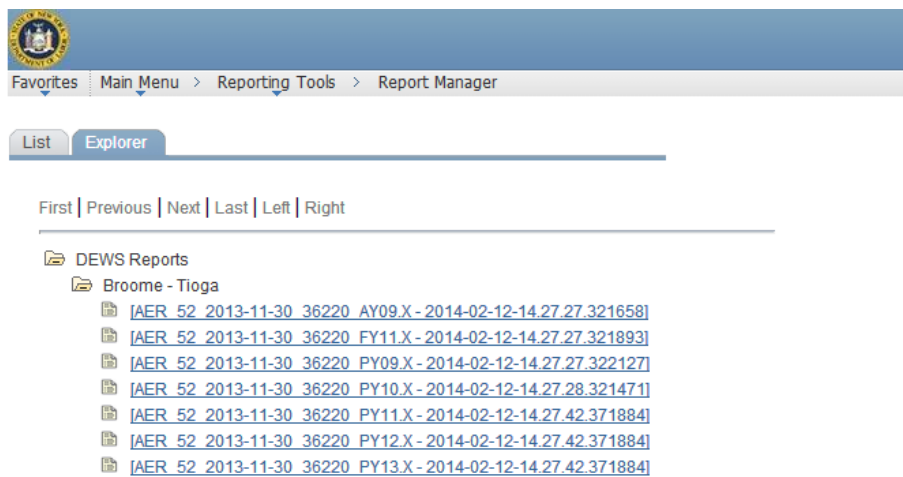
Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 Report					

Click on Explorer Tab.



The screenshot shows the Report Manager interface with the "Explorer" tab active. Below the tabs, there is a navigation bar with "First", "Previous", "Next", "Last", "Left", and "Right". Below this bar, there is a folder icon and the text "DEWS Reports". The folder icon is highlighted with a red box.

Click on the envelope with the plus sign to view reports.



The screenshot shows the Report Manager interface with the "Explorer" tab active. Below the tabs, there is a navigation bar with "First", "Previous", "Next", "Last", "Left", and "Right". Below this bar, there is a folder icon and the text "DEWS Reports". Underneath the folder, there is a sub-folder icon and the text "Broome - Tioga". Below this, there is a list of reports, each with a folder icon and a link to a report. The links are: [\[AER 52 2013-11-30 36220 AY09.X - 2014-02-12-14.27.27.321658\]](#), [\[AER 52 2013-11-30 36220 FY11.X - 2014-02-12-14.27.27.321893\]](#), [\[AER 52 2013-11-30 36220 PY09.X - 2014-02-12-14.27.27.322127\]](#), [\[AER 52 2013-11-30 36220 PY10.X - 2014-02-12-14.27.28.321471\]](#), [\[AER 52 2013-11-30 36220 PY11.X - 2014-02-12-14.27.42.371884\]](#), [\[AER 52 2013-11-30 36220 PY12.X - 2014-02-12-14.27.42.371884\]](#), and [\[AER 52 2013-11-30 36220 PY13.X - 2014-02-12-14.27.42.371884\]](#).

The report names can be interpreted as follows:

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

Click on the report you would like to view. It will open in Excel. Save a copy to your desktop. If there are multiple versions of the same report you should always choose the report with the most current run date/time.