WIA Obligation Policy

Reference:

TEGL 28-10

Background:

As the grantee, the State of Nebraska has financial oversight responsibility of the Workforce Investment Act (WIA) funds. In July 2012, the Nebraska Department of Labor deployed the WIA Request and Reporting System (WIARRS). The WIARRS, an on-line database, is the mechanism by which the WIA local areas request their WIA funds from the State. The monthly financial request process allows the State grant oversight capabilities in a timely consistent format.

The WIARRS has been expanded to include an additional component to the database that will allow the local WIA areas to report WIA program obligations. For the purpose of this policy, an obligation will be defined as an encumbrance as outlined in TEGL 28-10. In accounting, an encumbrance means an anticipated expenditure or funds restricted for anticipated expenditures. It is important with budget reductions, mid-year recessions, and sequestrations that the State and local areas have a reasonable understanding of funds expended and funds anticipated to be spent. The purpose of this policy is to outline the process for reporting local area WIA obligations.

Action:

After the 10 day public review period, this policy is considered final. Questions and comments should be submitted in writing to Jan Fox, Policy Coordinator, jan.fox@nebraska.gov.

Policy:

Effective PY13/FY14 (July 1, 2013 – June 30, 2014) the local WIA areas will report their WIA program obligations to the State. The local areas have the option of directly entering their obligations in the WIARRS or uploading obligations monthly to WIARRS.

The State has worked individually with each of the local areas to determine their method of choice in reporting obligations. The timeline for implementation of reporting program obligations is as follows:

October 9–31, 2013:	System testing by local areas
November 5, 2013:	First report due covering the timeframe July 1, 2013 through October 31, 2013
December 5, 2013:	November report due

Subsequent monthly obligation reports will be due by the 5th of the following month.

Access requests to the obligation component of the WIARRS must be made by local area management. The Access Request Form (Attachment A) and the System Design User Guide (Attachment B) are included as part of this policy.

Definitions:

APPLICATION ROLES

- **System Administrator**
  This role is reserved for those State of Nebraska staff members who will provide technical assistance on the WIARRS. This role has the ability to view all of the screens available within the system.

- **System Power Users**
  This role allows individuals to access reference screens, but not system configurations. This role is to be utilized by the WIA State Administration staff members.

- **System End User**
  The roles below will primarily be utilized by the Local Area Grantee representatives.
  a. **Certify**
     This role allows users to approve or reject documents uploaded in the system.

  b. **Entry**
     This role enables users to create, edit, or view documents within the system, which will be reviewed and approved by the individual designated as a System End User – Certify.

OBLIGATION APPROVAL LEVEL

- **System End User – Certify**
  a. **Level 1 Approval (final)**
     Allows the user to approve submissions; this is the final approval level at the Local Grantee level. This user cannot edit or create documents.

  b. **Level 2 Approval**
     Allows the user to approve documents. Once approved the documents will be directed to the System End User – Certify, Level 1 Approval. This level cannot edit or create documents.

- **System End User – Entry**
  a. **Edit, Create, and Submit**
     Allows the user to create, edit, and submit documents for approval. This level does not have approval abilities.
  b. **Inquiry Only**
     Users may only access the reporting features of the system.
  c. **No Access**
     Users cannot access the obligation system within the WIARRS.

Attachment A

Obligation Access for the WIA Request and Reporting System

The Nebraska Department of Labor ("NDOL") has established the WIA Request and Reporting System (WIARRS) to support local area sub grantee funding requests, as well as track obligations. The following form is required to gain access to the obligation system in WIARRS. Submit completed form to Joan Modrell via email, joan.modrell@nebraska.gov.

Access Requested for:

First Name: ____

Last Name: ____

Title: ____

Email Address: ____

Select Local Grantee(s): *(circle all that apply)*

State	Greater Lincoln
Statewide	Greater Nebraska
Rapid Response	Greater Omaha

Select Application Role: *(circle one)*

System Administrator	System End User – Certify
System Power Users	System End User – Entry

Select Obligation Access Level for System End User - Certify: *(circle one)*

Level 1 Approval (final)	Level 2 Approval

Select Obligations Access Level for System End User - Entry: *(circle one)*

End User – Inquiry Only	End User – Create, Edit, and Submit
End User – No Access	

Requestor Signature: ____

Name *Title* *Date*

Attachment B

WIA Program Obligations & Expense Entry Module

System Design and User Guide

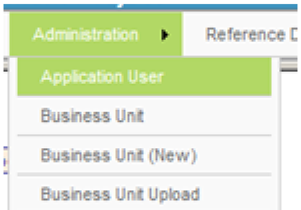
October 8, 2013

NEBRASKA
DEPARTMENT OF LABOR
A proud partner of the americanjobcenter network

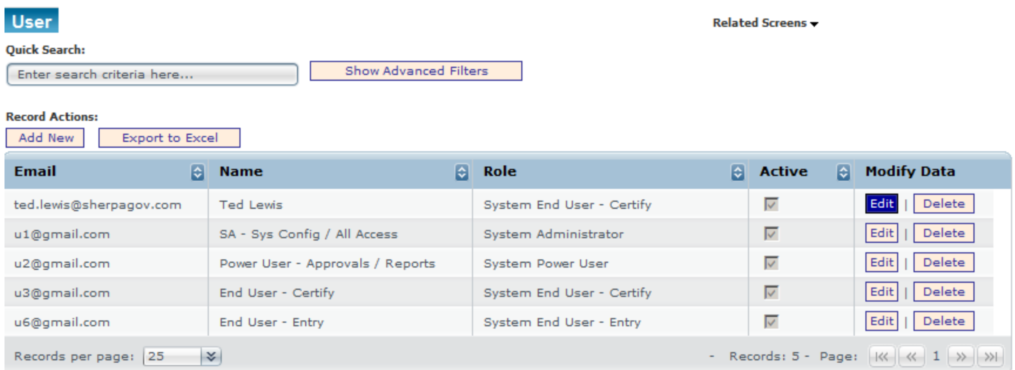
1. User Setup

All existing users in the WIA system will require review upon the implementation of the Program Obligations module.

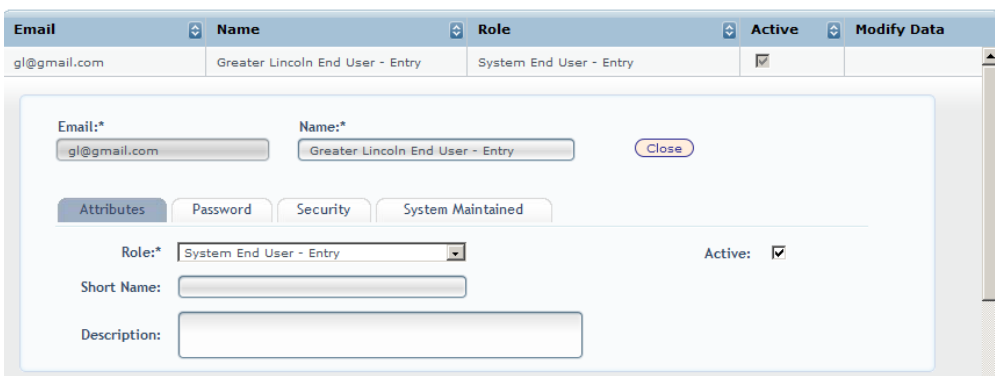
1. Using the menu system go to Administration – Application User



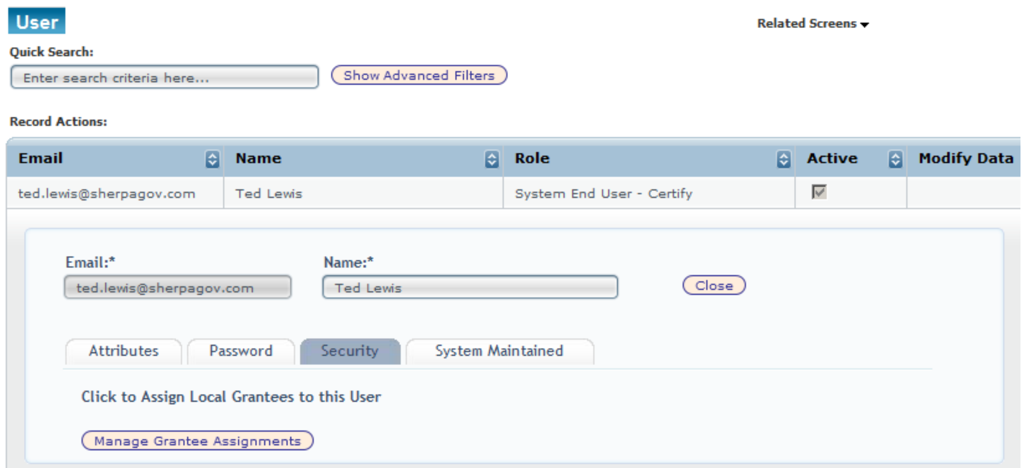
2. Edit a User



3. Click on the Attributes Tab

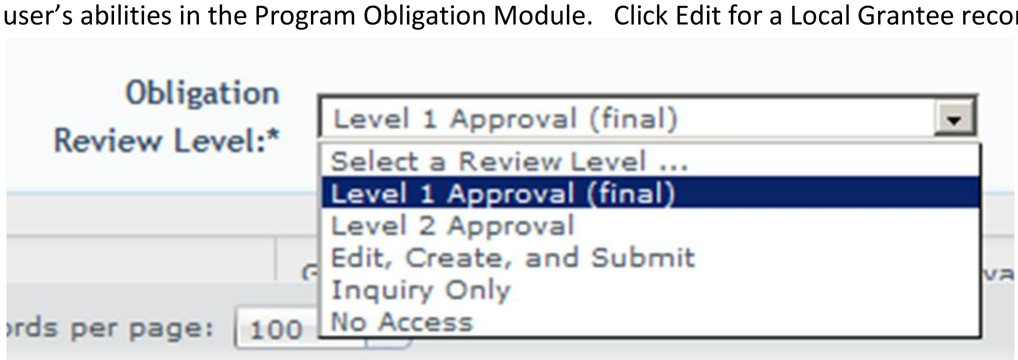


4. Review the “Role”, there are four options for this field
   i. Administrator - Most powerful setting, only the system admin should have this role – they can see all screens
   ii. Power User – Special role that gives access to reference screens but not system configuration
   iii. End User – Certify – Use this role if the user can approve documents
   iv. End User – Entry – Use this role if the user can edit or view documents
5. Click on the Security Tab



6. Click on "Manage Grantee Assignments"

7. There is a new column called "Obligation Review Level". This field determines the user's abilities in the Program Obligation Module. Click Edit for a Local Grantee record



8. Giving Level 1 Approval allows the user to approve submission for the Local Grantee.
9. Giving Level 2 Approval allows the user to approve documents to level 1 for the Local Grantee.
10. "Edit, Create, and Submit" allows document creation and submission for approval but no approval abilities
11. "Inquiry Only" will provide only access to the reporting features of the Obligation Module
12. "No Access" means the user can not access the Obligation module
13. Make the desired settings for Obligation access and save the record

14. The WIA Review Level also includes a new option for “No Access”. This allows a user to have access to Obligations but no access to WIAs.

Local Grantee	Local Grantee Name	WIA Review Level	Obligation Review Level	Modify Data
GL	Greater Lincoln	Level 2 Approval	Level 1 Approval (final)	Edit | Delete
GN	Greater Nebraska	Level 1 Approval (final)	No Access	Edit | Delete
GO	Greater Omaha	No Access	No Approval	Edit | Delete

15. The above setup is possible to give various levels of access as desired

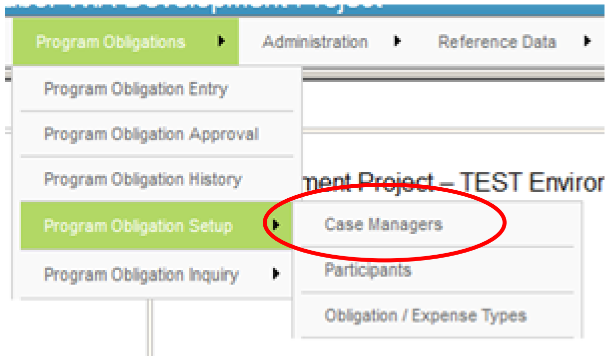
Setting both the role and the review level will determine what the user is able to see and accomplish in the application.   It is important that new users for Obligations only be fully setup and that existing user’s security settings are reviewed because new columns were added to the security tables to support obligations.

2. Important Reference Tables

There are a few important support tables to help control the entry of data into the obligation module.

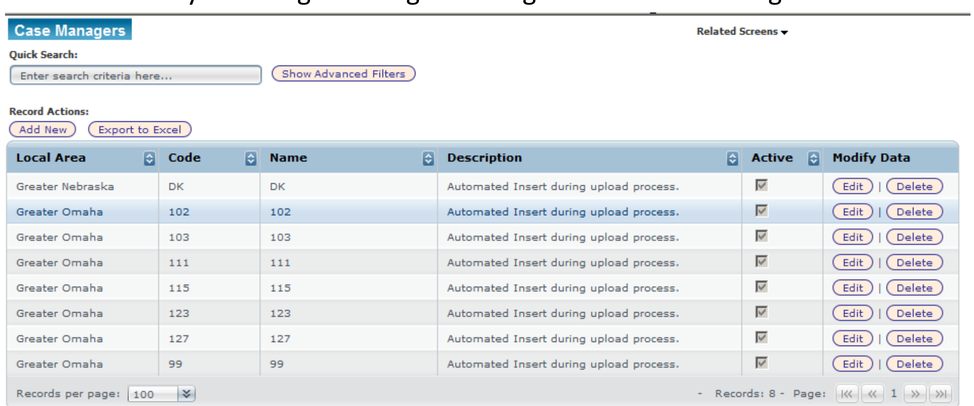
1. Case managers (sgs_oblg_rep)

   i. The system maintains the list of valid Case Managers codes that can be entered on a record. This allows for a more uniform collection of data and the ability to report on certain types if desired in the future



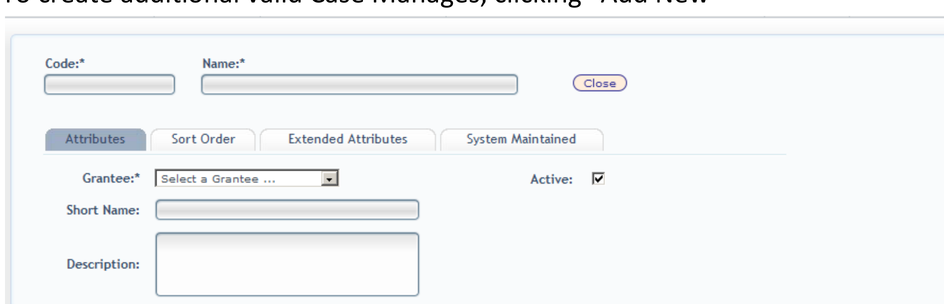
   ii. Users with View Only or No Access to obligations can't access this screen. An end user can view, edit, and add data for their local area.

   iii. Use the menu system to go to Program Obligations – Case Managers

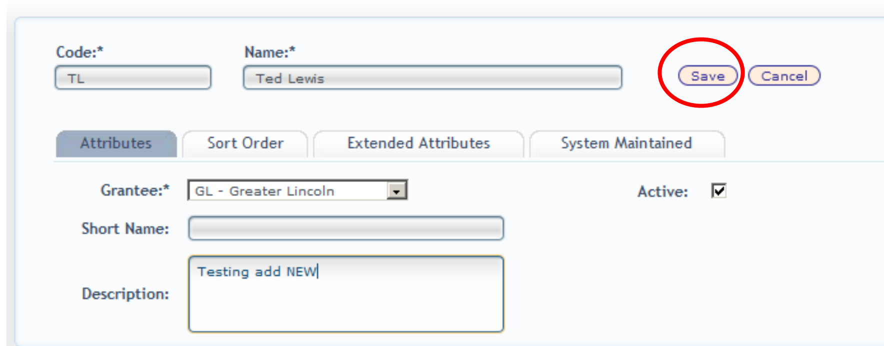


Local Area	Code	Name	Description	Active	Modify Data
Greater Nebraska	DK	DK	Automated Insert during upload process.	☑	Edit | Delete
Greater Omaha	102	102	Automated Insert during upload process.	☑	Edit | Delete
Greater Omaha	103	103	Automated Insert during upload process.	☑	Edit | Delete
Greater Omaha	111	111	Automated Insert during upload process.	☑	Edit | Delete
Greater Omaha	115	115	Automated Insert during upload process.	☑	Edit | Delete
Greater Omaha	123	123	Automated Insert during upload process.	☑	Edit | Delete
Greater Omaha	127	127	Automated Insert during upload process.	☑	Edit | Delete
Greater Omaha	99	99	Automated Insert during upload process.	☑	Edit | Delete

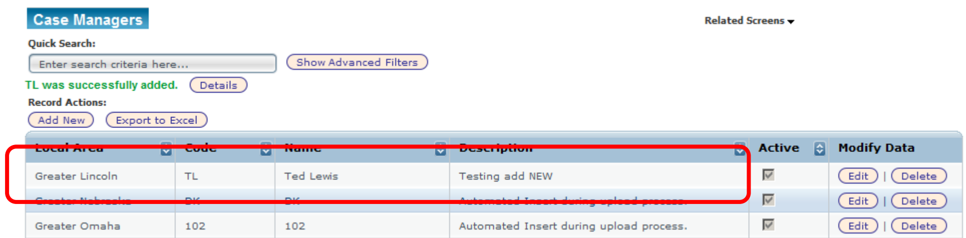
   iv. To create additional valid Case Manages, clicking "Add New"



   v. Complete the required fields and hit save



vi. The Record will be added to the system and can be used on a transaction



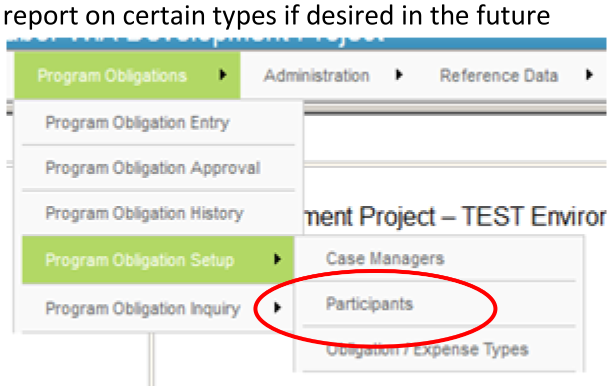
vii.

viii. Records can be edited and deleted to achieve a similar affect.

ix. Updating records here affects the way these values are represented on reports. Use edit, if the name of a case manager changes and needs to display differently.

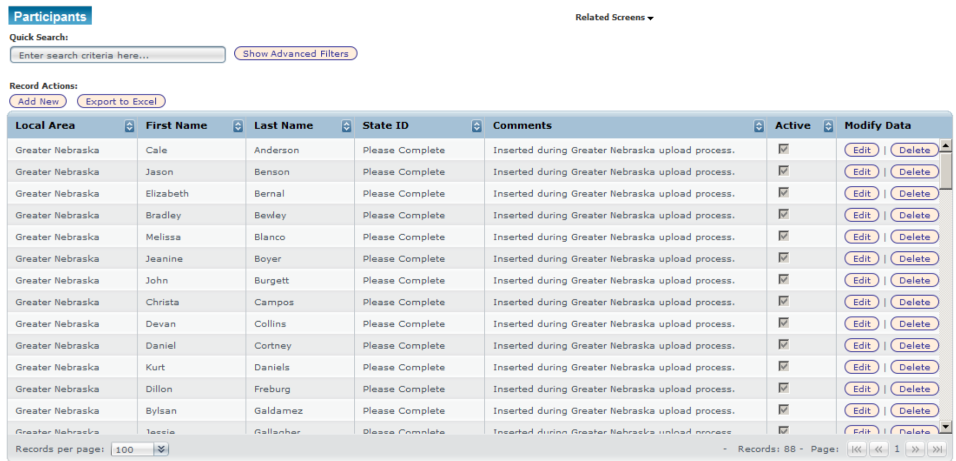
2. Participants (sgs_oblg_name)

   i. The system maintains the list of valid Participants codes that can be entered on a record. This allows for a more uniform collection of data and the ability to report on certain types if desired in the future

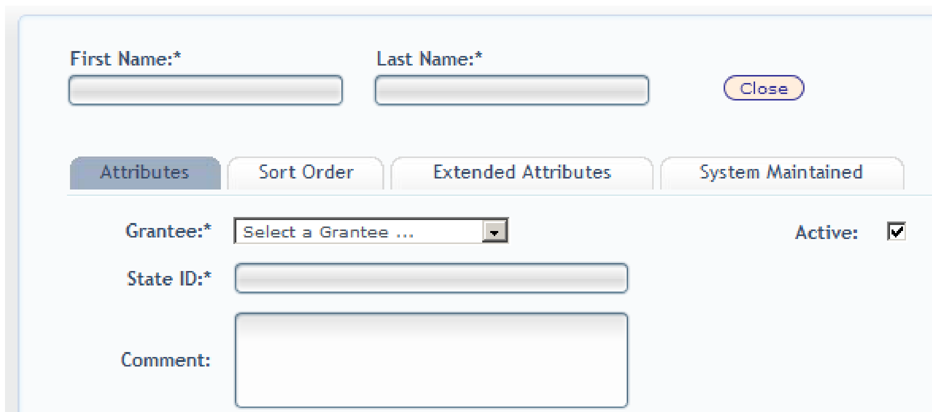


   ii. Users with View Only or No Access to obligations can't access this screen. An end user can view, edit, and add data for their local area.

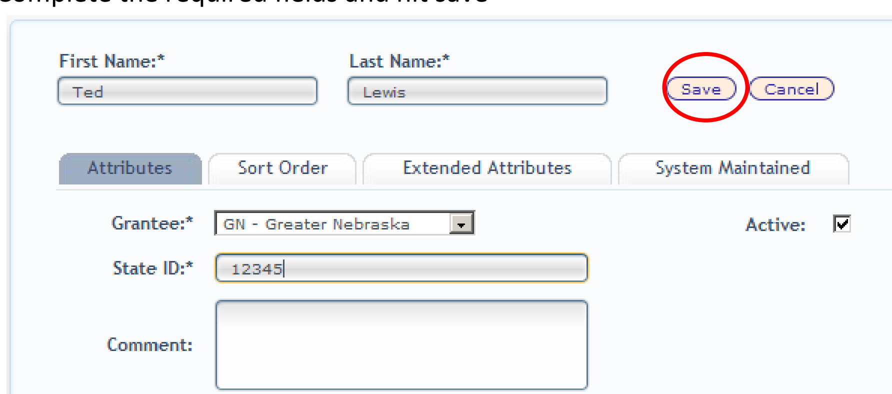
   iii. Use the menu system to go to Program Obligations – Participants



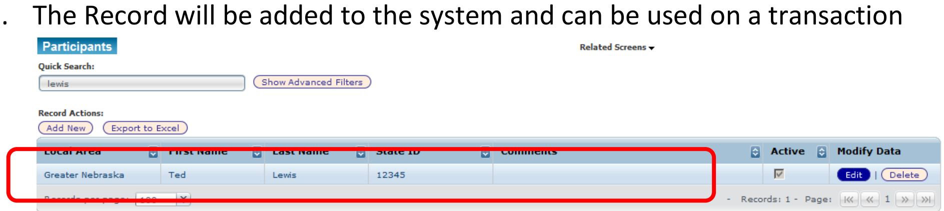
iv. To create additional valid Participants, clicking “Add New”



v. Complete the required fields and hit save



vi. The Record will be added to the system and can be used on a transaction

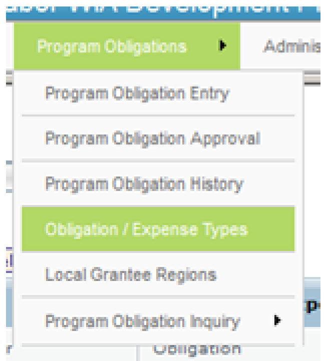


vii. Records can be edited and deleted to achieve a similar affect.

viii. Updating records here affects the way these values are represented on reports. Use edit, if the name of a case manager changes and needs to display differently.

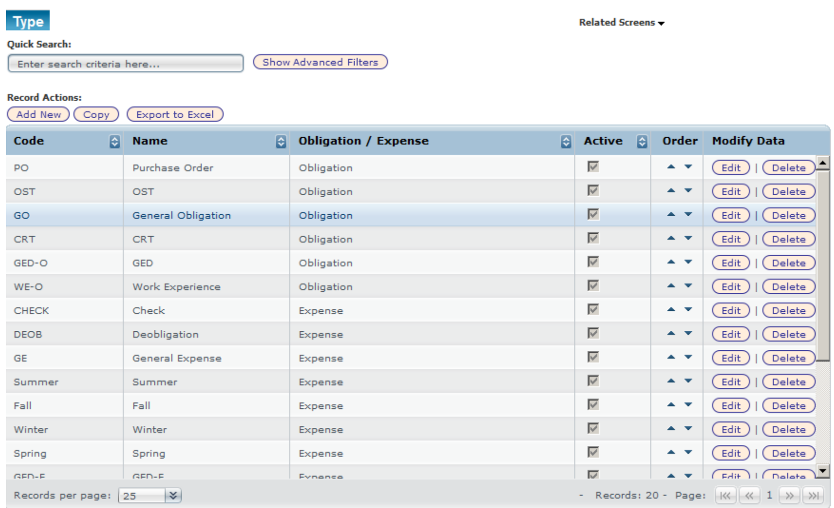
3. Obligation / Expense Types (sgs_oblg_type)

   i. The system maintains the list of valid obligation / expense type codes that can be entered on a record. This allows for a more uniform collection of data and the ability to report on certain types if desired in the future



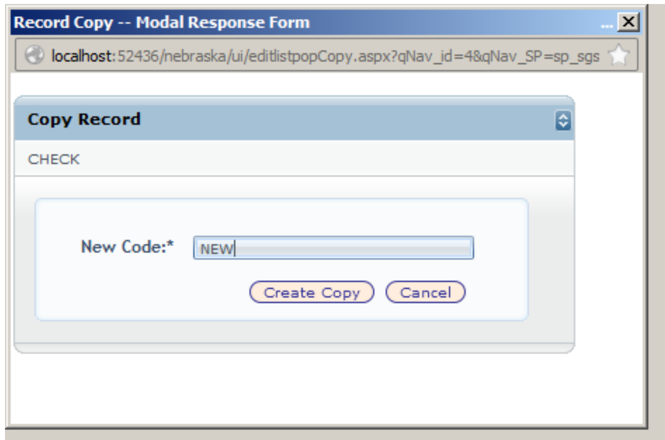
   ii. If the user is a system admin, the types can be maintained.

   iii. Use the menu system to go to Program Obligations – Obligation / Expense Types



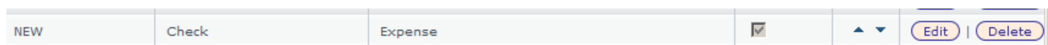
   iv. To create additional valid types, copy an existing Obligation or Expense record by selecting a row and clicking "copy"

   v. An exact duplicate of the record is made, before saving, update the code to something unique that determines it's usage



vi. Click Create Copy

vii. Once the copy is made, refresh the list, locate the record and edit the remaining fields as needed.

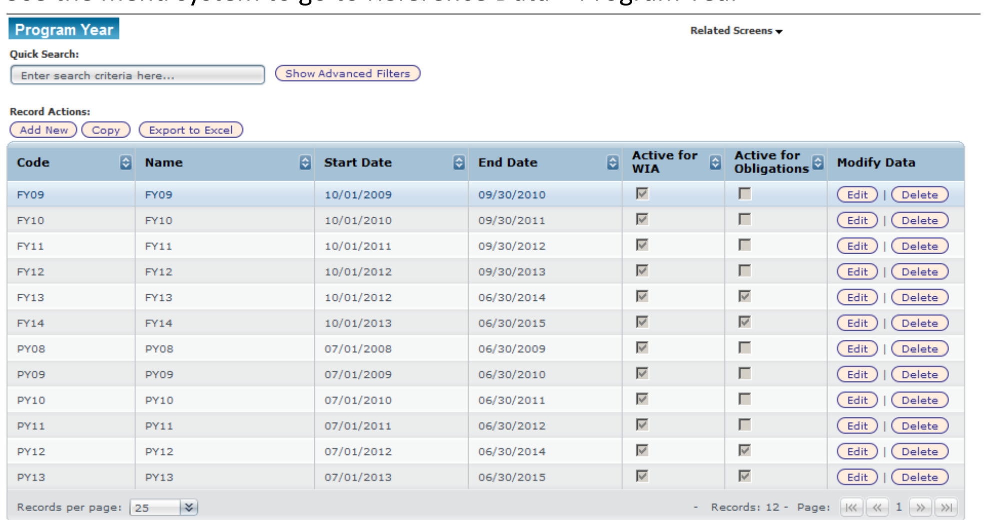


4. Program Year (sgs_prgm_yr)

   i. The system maintains the list of valid Program Years that are selectable when creating an obligation report.

   ii. If the user is a system admin, the program years can be setup and maintained

   iii. Use the menu system to go to Reference Data – Program Year



Code	Name	Start Date	End Date	Active for WIA	Active for Obligations	Modify Data
FY09	FY09	10/01/2009	09/30/2010	☑	☐	Edit | Delete
FY10	FY10	10/01/2010	09/30/2011	☑	☐	Edit | Delete
FY11	FY11	10/01/2011	09/30/2012	☑	☐	Edit | Delete
FY12	FY12	10/01/2012	09/30/2013	☑	☐	Edit | Delete
FY13	FY13	10/01/2012	06/30/2014	☑	☑	Edit | Delete
FY14	FY14	10/01/2013	06/30/2015	☑	☑	Edit | Delete
PY08	PY08	07/01/2008	06/30/2009	☑	☐	Edit | Delete
PY09	PY09	07/01/2009	06/30/2010	☑	☐	Edit | Delete
PY10	PY10	07/01/2010	06/30/2011	☑	☐	Edit | Delete
PY11	PY11	07/01/2011	06/30/2012	☑	☐	Edit | Delete
PY12	PY12	07/01/2012	06/30/2014	☑	☑	Edit | Delete
PY13	PY13	07/01/2013	06/30/2015	☑	☑	Edit | Delete

   iv. The start and end dates dictate for Obligations only the range of time when a transaction can be entered. If an entry is made outside of the date range, an error will be generated OR the line will not import.

   v. The active flags control id the Year is to be visible as a selection. This can be used to limit selects as the data in the system ages.

   vi. Editing of the records allows changes system wide. (Admin only)

5. Obligation Status (sgs_oblg_stus)

   i. This is a system maintained table to support workflow. No changes should be made to this table or the records.

6. Obligation Review Level (sgs_oblg_rvw_lvl)
    i. This is a system maintained table to support workflow. No changes should be made to this table or the records.
7. Obligation Review Level (sgs_oblg_rvw_lvl)
    i. This is a system maintained table to support workflow. No changes should be made to this table or the records.
8. Obligation Header (sgs_oblg_hdr) – main data table
    i. This is a user transaction table to hold obligation records
9. Obligation Detail (sgs_oblg_dtl) – main data table
    i. This is a user transaction table to hold obligation records. There is a one to many relation between a row on Obligation Header and rows on Obligation Detail
10. Obligation Attachments (sgs_oblg_hdr_attc)
    i. This is a user transaction table to hold attachments pertaining to an obligation record
11. Obligation History (sgs_oblg_hsty)
    i. This is a system maintained that stores the workflow history of a obligation transaction
    ii. This table can be purged periodically to control database size
12. Obligation Detail Staging (sgs_oblg_dlt_stge)
    i. This is a system maintained that supports the processing of obligation data that is uploaded from XLS
13. Upload History (sgs_upld_hsty)
    i. This is a system maintained that supports the processing of obligation data that is uploaded from XLS
    ii. This table can be purged periodically to control database size
14. Upload Log (sgs_upld_log)
    i. This is a system maintained that supports the processing of obligation data that is uploaded from XLS
    ii. This table can be purged periodically to control database size
15. Upload Validation Messages (sgs_sys_upld_vldt_msg)
    i. This is a system maintained that supports the processing of obligation data that is uploaded from XLS
    ii. This table can be purged periodically to control database size

3. Program Obligation / Expense Entry

Program Obligations are currently maintained in unmanaged excel files. Each region keeps their own formats for the information and even tracks different types of transactions. The formats are not sequential or linear and often include hardcoded column values such as PY12, Adult, Spring Expenses, etc. The data is not validated automatically against any source. Only manual review maintains the integrity of the information. By beginning to collect the data in a standardized manner, inquiries can be used to rollup the information to any level desired. It is possible that in the future expenses can be validated against a source of interfaced data from the financial system adding even more value to the process.

Here is a sample spreadsheet from one of the local areas.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Rep	Last Name	First Name	Date	Prog	TYPE	MEMO	Date CN Entered	PY 11 Obligations	PY 11 Expenses	PY 11 Balance	PY 12 Obligations	PY 12 Expenses	PY 12 Balance	PY13 Obligations	Total Expenditures
18	LP	Acosta Reza	Rebeca						$1,358.65	$1,358.65	$0.00	$68.99	$68.99	$0.00	$0.00	$1,427.64
19	LP	Acosta Reza	Rebeca													
20	VP	Aguayo	Sophia E	8/7/12	AD	PO	CCC - Practical Nursing, LPN	8/13/12	$1,494.91			$4,298.59				
21	VP	Aguayo	Sophia E	5/2/12		PO	SS	5/4/12				$1,000.00				
22		Aguayo	Sophia E	9/28/11		check	CCC Fall 2011 tuit	5/3/12		$860.00						
23		Aguayo	Sophia E	1/17/12		check	reimbursement for books Spring 2012 1/9/12-5/3/12	2/3/12		$204.91						
24		Aguayo	Sophia E	2/15/12		check	CCC tuit Spring 2012 1/9/12-5/3/12	3/5/12		$430.00						
25		Aguayo	Sophia E	7/11/12		check	CCC tuit Summer 2012 5/21-7/25	7/24/12					$344.00			
26		Aguayo	Sophia E	8/20/12		check	Uniforms 'N More	8/23/12					$319.84			
27		Aguayo	Sophia E	9/24/12		check	CCC - Bookstore Fall 2012 8/20/12-12/14/12	10/24/12					$372.40			
28		Aguayo	Sophia E	11/13/12		check	CCC Fall 2012 tuit & fees 8/20/12-12/13/12	12/7/12					$1,104.00			
29		Aguayo	Sophia E	1/3/13		check	reimbursement for CPR/AED class	1/4/13					$110.00			
30		Aguayo	Sophia E	2/11/13		check	CCC - bookstore Spring 2013 books 1/7/13-5/2/13	2/21/13					$114.21			
31		Aguayo	Sophia E													
32		Aguayo	Sophia E													
33		Aguayo	Sophia E													
34		Aguayo	Sophia E													
35	VP	Aguayo	Sophia E						$1,494.91	$1,494.91	$0.00	$5,298.59	$2,364.45	$2,934.14	$0.00	$3,859.36
36																
37	ST	Alarcon	Jose	8/30/10			CRT CCC - Auto Body Technology	9/20/11	$1,750.00							
38	ST	Alarcon	Jose	9/20/11		check	CCC tuit Fall 2011 8/22/11-12/15/11	9/30/11		$875.00						
39	ST	Alarcon	Jose	2/15/12		check	CCC tuit Spring tuit 2012 1/9/12-5/3/12	3/5/12		$875.00						
40	ST	Alarcon	Jose				exited on 5/25/12									
41	ST	Alarcon	Jose						$1,750.00	$1,750.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,750.00
42																
43	ML	Avalos	Angela	8/9/12		PO	CCC Nurse Aide/Med Aide	8/15/12				$750.00				
44	ML	Avalos	Angela	11/8/12		check	CCC Fall 2012 tuit 9/10/12-9/21/12	11/9/12					$334.00			

In this case, a worksheet is used to collect data for several Program Years however for one program (adult) and 1 region (region 3). Separate worksheets are used for Youth and DLW. Separate workbooks are present for each region. Obtaining a sum for Local Area, Program, Program Type would require the manual merging of data from several sheets and workbooks and would not be available in real-time.

The Program Obligation Module will attempt to centralize this data into one repository that can provide additional visibility of planned spending. Using an online transactional website (previously developed WIA system), each local area will have the ability to import, enter, modify, review, submit, and approve obligation and expense data on a regular frequency. Inquiry, extracts, and reports will be available to provide output at various levels of summary. It will be possible to integrate the obligation / expense balance into the WIA status screens to provide additional information.

The local areas will have multiple options for getting information into the system

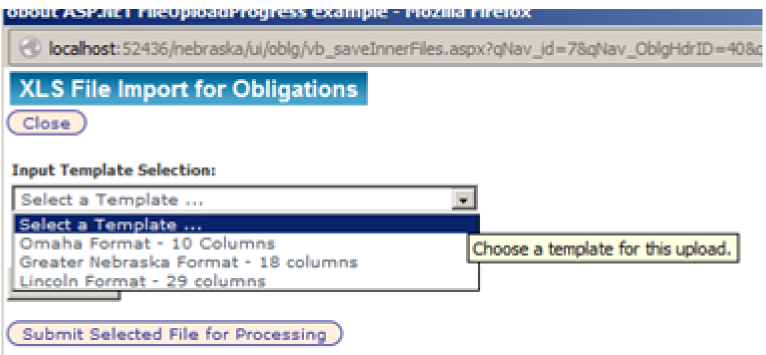
- Excel Upload using a standard template (preferred)
- Excel Upload using a specific template designed for a Local Area
- Online entry

Excel upload is the preferred method as it is the fastest way to input the detail data into the system. The users will have to use the provided template and will have to conform to the column requirements exactly or the upload process will not work correctly. The system is designed to accept multiple xls templates but each template has strict rules that must be followed so the desired result is achieved.

At this point in time 3 templates are supported

- Omaha format (10 columns)
- Greater Nebraska Format (18 columns)
- Lincoln Format (29 columns)

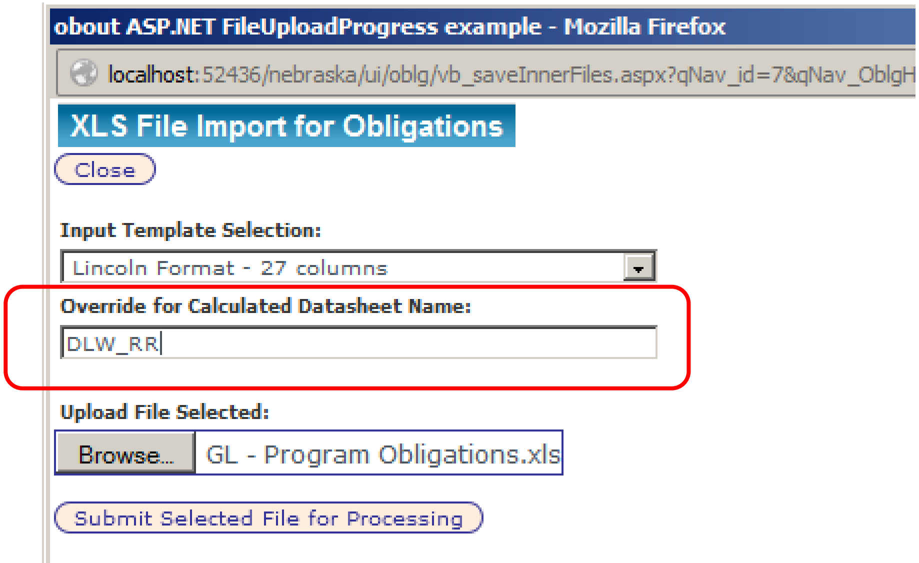
The template being used must be selected when the file is uploaded



Since each XLS file can contain multiple sheets. The naming of the sheets is very important for the process to work correctly. The following table below shows the expected sheets names for each local area and program

Program	Omaha	Greater Nebraska	Lincoln
1 – Adult	qryDOL_Export_ADL	Adult	Adult
2 – DLW	qryDOL_Export_DLW	DLW	DLW
3 – Youth In	qryDOL_Export_YTH	Youth	Youth
4 – Youth Out	??	YouthOut ?	YouthOut ?
5 – Youth Undesignated	??	YouthUndesignated?	YouthUndesignated?

Lincoln has a special case where a tab of DWL_RR exists. This data should be loaded to the 2 – DLW program. To load this data, the sheet override can be used on the import excel page.

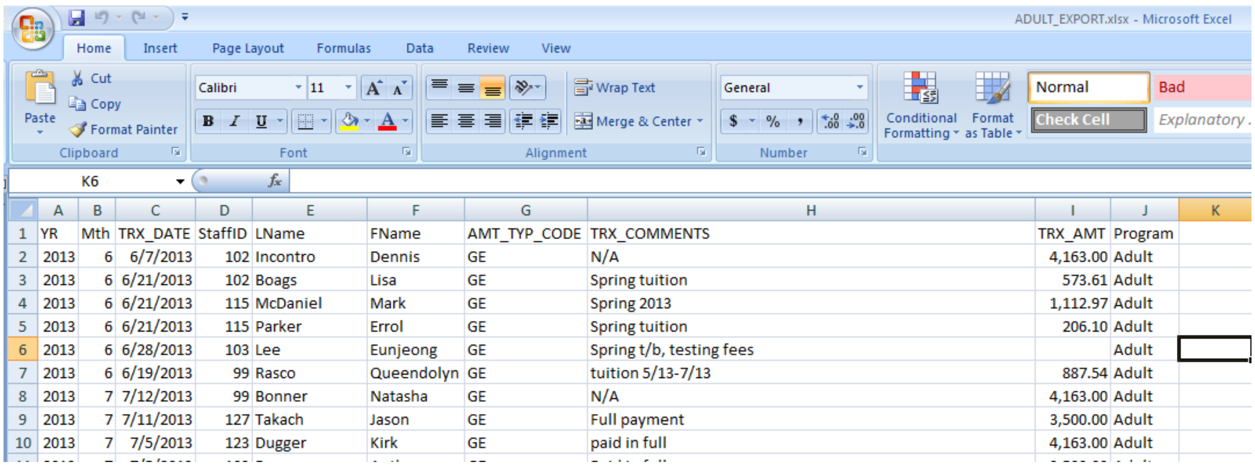


Using this text box an override for the sheet name can be supplied to match up what is needed.

Detailed instructions follow for each template choice.

3.1 Omaha Format (10 Columns)

Below is the required layout and design for the Excel upload file. If the file does not contain these columns, the process will not work correctly and will have unknown results.



	A	B	C	D	E	F	G	H	I	J	K
1	YR	Mth	TRX_DATE	StaffID	LName	FName	AMT_TYP_CODE	TRX_COMMENTS	TRX_AMT	Program	
2	2013	6	6/7/2013	102	Incontro	Dennis	GE	N/A	4,163.00	Adult	
3	2013	6	6/21/2013	102	Boags	Lisa	GE	Spring tuition	573.61	Adult	
4	2013	6	6/21/2013	115	McDaniel	Mark	GE	Spring 2013	1,112.97	Adult	
5	2013	6	6/21/2013	115	Parker	Errol	GE	Spring tuition	206.10	Adult	
6	2013	6	6/28/2013	103	Lee	Eunjeong	GE	Spring t/b, testing fees		Adult	
7	2013	6	6/19/2013	99	Rasco	Queendolyn	GE	tuition 5/13-7/13	887.54	Adult	
8	2013	7	7/12/2013	99	Bonner	Natasha	GE	N/A	4,163.00	Adult	
9	2013	7	7/11/2013	127	Takach	Jason	GE	Full payment	3,500.00	Adult	
10	2013	7	7/5/2013	123	Dugger	Kirk	GE	paid in full	4,163.00	Adult	

XLS Column	Name	Expectation	Processing Logic
A	Year (YR)	Year in which the transaction should be recorded	If an entry found that is not a year 2008 – 2025, the file will be rejected. If blank, a default from today will be used.
B	Month (Mth)	Month in which the transaction should be recorded	If an entry found that is not a month 1 – 12, the file will be rejected. If blank, a default from today will be used.
C	Date (TRX Date)	Date (mm/dd/yyyy) in which the transaction should be recorded	If an entry found that is not a date, a default of today will be used. If blank, a default from today will be used.
D	Rep Code (Staff ID)	Rep Code – present on most XLS sheets provided. A reporting rollup	If blank, a default of ZZ will be used.
E	Last Name (Lname)	Last Name – present on most XLS sheets provided. A reporting rollup	If blank, a default of Missing will be used.
F	First Name (Fname)	First Name – present on most XLS sheets provided. A reporting	If blank, a default of Missing will be used.

XLS Column	Name	Expectation	Processing Logic
		rollup	
G	Amount Type Code (AMT_TYP_CODE)	Category of the amount, present on most XLS sheets provided.	If an entry found that is not a Type setup in the system on the Obligation Type table the file will be rejected. If blank, a default of GO will be used
H	Memo (TRX_COMMENTS)	Optional text to describe the data line	
I	Amount (TRX_AMT)	Currency value if line is an obligation or expense entry	Must be a valid decimal or integer representing a currency amount, if not 0 will be used.
J	Program Code (Program)	Reminder in the file of which program this file represents – Not used internally	Not used

If the XLS spreadsheet does not match this definition, it is likely the data will not be loaded and an error will result. Not all error conditions will result in a clear message. Please use only XLS files and when possible start with the provided template. Several samples will be made available.

3.2 Greater Nebraska Format (25 columns)

3.2.1 Sample excel files were provided from Greater Nebraska. An effort was made to allow the system to accept this file in nearly the same format. Data clean up is highly recommended for consistency. Below are some suggestions for data review

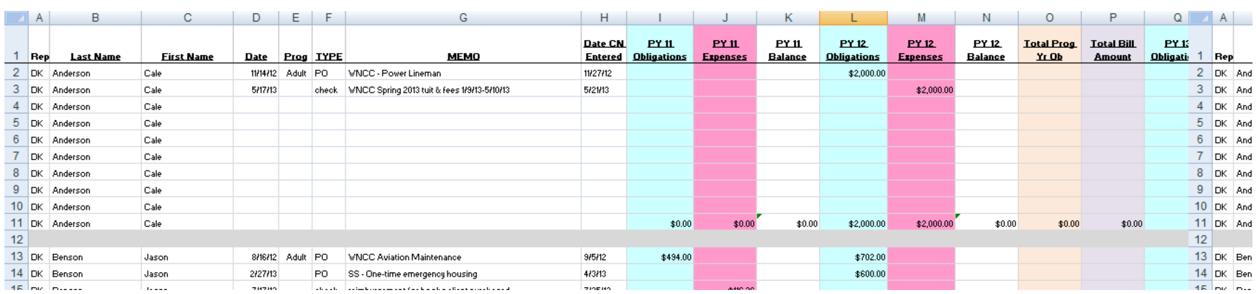
3.2.1.1 Column A – Rep, please ensure all rows to be uploaded have a code entered in this column.

3.2.1.2 Column D – Date, this column must contain a string that represents a date value. Only records with a date in between the dates provided on the header are imported to the current transaction.

3.2.1.3 Column F – Type, this column must contain a valid type code.

3.2.1.4 Column G – Memo, only rows with string data in the memo file will be valid.

3.2.1.5 Columns I / J, L/M, Q/R, and T/V these columns map to either an Obligation or Expenditure value for a Program Year. Only 1 set of values can be used on each upload since the Program Year is selected on the header of the transaction. If loading PY11, columns either column I or J must have a value. If loading PY12, columns either column L or M must have a value. If loading PY13, columns either column Q or R must have a value. . If loading FY14, columns either column T or U must have a value.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q		A	
1	Rep	Last Name	First Name	Date	Prog	TYPE	MEMO	Date CN Entered	PY 11 Obligations	PY 11 Expenses	PY 11 Balance	PY 12 Obligations	PY 12 Expenses	PY 12 Balance	Total Prog Yr Ob	Total Bill Amount	PY 13 Obligati	1	Rep	
2	DK	Anderson	Cale	11/14/12	Adult	PO	WNCC - Power Lineman	11/27/12				$2,000.00						2	DK	And
3	DK	Anderson	Cale	5/17/13		check	WNCC Spring 2013 tuit & fees 1/9/13-5/10/13	5/21/13					$2,000.00					3	DK	And
4	DK	Anderson	Cale															4	DK	And
5	DK	Anderson	Cale															5	DK	And
6	DK	Anderson	Cale															6	DK	And
7	DK	Anderson	Cale															7	DK	And
8	DK	Anderson	Cale															8	DK	And
9	DK	Anderson	Cale															9	DK	And
10	DK	Anderson	Cale															10	DK	And
11	DK	Anderson	Cale						$0.00	$0.00	$0.00	$2,000.00	$2,000.00	$0.00	$0.00	$0.00		11	DK	And
12																		12		
13	DK	Benson	Jason	8/16/12	Adult	PO	WNCC Aviation Maintenance	9/5/12	$494.00			$702.00						13	DK	Ben
14	DK	Benson	Jason	2/27/13		PO	SS - One-time emergency housing	4/3/13				$600.00						14	DK	Ben

3.2.2 The below table defines the expected layout of the excel file to upload.

XLS Column	Name	Expectation	Processing Logic
A	Rep Code	Rep Code – present on most XLS sheets provided. A reporting rollup	If blank, the row will be marked invalid
B	Last Name	Last Name – present on most XLS sheets provided. A reporting rollup	If blank, a default of Missing will be used.
C	First Name	First Name – present on most XLS sheets provided. A reporting rollup	If blank, a default of Missing will be used.
D	Date	Date (mm/dd/yyyy) in which the transaction should be recorded	If an entry found that is not a date, a default of today will be used. If

XLS Column	Name	Expectation	Processing Logic
			blank, a default from today will be used.
E	Prog	Optional	This field is not currently used
F	Amount Type Code	Category of the amount, present on most XLS sheets provided.	If an entry found that is not a Type setup in the system on the Obligation Type table the file will be rejected. If blank, a default of GO will be used
G	Memo	Required text to describe the data line	If left blank, the row will be marked as invalid
H	Date CN Entered	Optional	This field is not currently used
I	PY11 Obligation Amount	Currency value if line is an obligation entry	Must be a valid decimal or integer representing a currency amount; if not, 0 will be used. Only applies when PY11 is selected on the header.
J	PY11 Expense Amount	Currency value if line is an expense entry	Must be a valid decimal or integer representing a currency amount; if not, 0 will be used. Only applies when PY11 is selected on the header.
K	PY11 Balance	Optional	Not Used
L	PY12 Obligation Amount	Currency value if line is an obligation entry	Must be a valid decimal or integer representing a currency amount; if not, 0 will be used. Only applies when PY12 is selected on the header.
M	PY12 Expense Amount	Currency value if line is an expense entry	Must be a valid decimal or integer representing a currency amount; if not, 0 will be used. Only applies when PY12 is selected on the header.
N	PY12 Balance	Optional	Not Used
O	Total Prog Yr Ob	Optional	Not Used
P	Total Bill Amount	Optional	Not Used

XLS Column	Name	Expectation	Processing Logic
Q	PY13 Obligation Amount	Currency value if line is an obligation entry	Must be a valid decimal or integer representing a currency amount; if not, 0 will be used. Only applies when PY13 is selected on the header.
R	PY13 Expense Amount	Currency value if line is an expense entry	Must be a valid decimal or integer representing a currency amount; if not, 0 will be used. Only applies when PY13 is selected on the header.
S	PY13 Balance	Optional	Not Used
T	FY14 Obligation Amount	Currency value if line is an obligation entry	Must be a valid decimal or integer representing a currency amount; if not, 0 will be used. Only applies when FY14 is selected on the header.
U	FY14 Expense Amount	Currency value if line is an obligation entry	Must be a valid decimal or integer representing a currency amount; if not, 0 will be used. Only applies when FY14 is selected on the header.
V	FY14 Balance	Optional	Not Used
W	PY12 Projection	Optional	Not Used
X	PY13 Projection	Optional	Not Used
Z	Total Expenditure	Optional	Not Used

If the XLS spreadsheet does not match this definition, it is likely the data will not be loaded and an error will result. Not all error conditions will result in a clear message. Please use only XLS files and when possible start with the provided template. Several samples will be made available.

3.3 Greater Lincoln Format (27 columns)

3.3.1 Sample excel files were provided from Greater Lincoln. An effort was made to allow the system to accept this file in nearly the same format. Data clean up is highly recommended for consistency. Below are some suggestions for data review

3.3.1.1 Column A – Date, this column must contain a string that represents a date value. Only records with a date in between the dates provided on the header are imported to the current transaction.

3.3.1.2 Column B – Rep, please ensure all rows to be uploaded have a code entered in this column.

3.3.1.3 Column E – Type, this column must contain a valid type code.

3.3.1.4 Column F – Memo, only rows with string data in the memo file will be valid.

3.3.1.5 Columns J, K, M, and N are used for FY13. Values are separated by support for internal tracking. In the target system, the Amount Type will determine if it is a support value or not. Columns P, Q, S, and T are used for PY13. Columns V, W, Y, and Z are used for FY14. Only 1 set of values can be used on each upload since the Program Year is selected on the header of the transaction.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	**Adult Obligations/Expenditures**													
2					Amount			Business	Object	FY 13	FY 13	FY 13	FY 13	FY 1
3	Date (mm/dd/y	Rep Co	Last Nam	First Nar	Type Code	Memo	PV#	Unit	Code	Trg Obliga	SS Obliga	Ttl Obliga	Trg Expens	SS Expe
4						FY 13 Carryin funds available				13,367.00	1,453.00	14,820.00		
5						PY 13 Base trg funds avail								
6						FY 14 Advance trg funds avail								
7						Total funds available				13,367.00	1,453.00	14,820.00		
8	7/18/2013	BA	Al Sanousi	Manasik	FALL	Bryan LGH Fall 13						-		
9	8/13/2013	BA	Al Sanousi	Manasik	CHECK	Bryan LGH Fall 13	1481930	012	5961					
10	1/2/2013	BA	Al Sanousi	Manasik	SPRING	Bryan LGH Spring 13						-		
11	7/18/2013	BA	Al Sanousi	Manasik	GAS	Mileage reimb					27.56	27.56		
12	7/31/2013	BA	Al Sanousi	Manasik	CHECK	Mileage reimb 0506/062513	1469357	012	5956			-		
13	6/26/2013	BA	Brown	Shavon	SUMMER	SCC Summer 13				1,396.98		1,396.98		
14	9/4/2013	BA	Brown	Shavon	CHECK	SCC Summer 13	1477399	012	5961			-	1,366.68	
15	8/29/2013	BA	Brown	Shavon	DEOB	deobligate SCC Summer 13				(30.30)		(30.30)		
16	9/25/2013	BA	Brown	Shavon	FALL	SCC Fall 2013						-		
17	9/26/2013	BA	Brown	Shavon	GAS	Mileage reimb						-		

3.3.2 The below table defines the expected layout of the excel file to upload.

XLS Column	Name	Expectation	Processing Logic
A	Date	Date (mm/dd/yyyy) in which the transaction should be recorded	If an entry found that is not a date, a default of today will be used. If blank, a default from today will be used.
B	Rep Code	Rep Code – present on most XLS sheets provided. A reporting rollup	If blank, the row will be marked invalid
C	Last Name	Last Name – present on most XLS sheets provided. A reporting rollup	If blank, a default of Missing will be used.
D	First Name	First Name – present on	If blank, a default of

XLS Column	Name	Expectation	Processing Logic
		most XLS sheets provided. A reporting rollup	Missing will be used.
E	Amount Type Code	Category of the amount, present on most XLS sheets provided.	If an entry found that is not a Type setup in the system on the Obligation Type table the file will be rejected. If blank, a default of GO will be used
F	Memo	Required text to describe the data line	If left blank, the row will be marked as invalid
G	PV #	Optional	This field is not currently used
H	Business Unit	Optional	This field is not currently used
I	Object Code	Optional	This field is not currently used
J	FY13 Trg Obligation Amount	Currency value if line is an obligation entry	Must be a valid decimal or integer representing a currency amount; if not, 0 will be used. Only applies when FY13 is selected on the header.
K	FY13 SS Obligation Amount	Currency value if line is an obligation entry	Must be a valid decimal or integer representing a currency amount; if not, 0 will be used. Only applies when FY13 is selected on the header.
L	FY13 Total Obligation	Optional	Not Used
M	FY13 Trg Expense Amount	Currency value if line is an expense entry	Must be a valid decimal or integer representing a currency amount; if not, 0 will be used. Only applies when FY13 is selected on the header.
N	FY13 SS Expense Amount	Currency value if line is an expense entry	Must be a valid decimal or integer representing a currency amount; if not, 0 will be used. Only applies when FY13 is selected on the header.

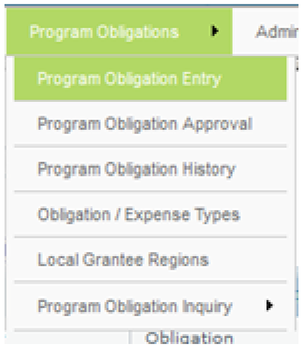
XLS Column	Name	Expectation	Processing Logic
O	FY13 Total Expense	Optional	Not Used
P	PY13 Trg Obligation Amount	Currency value if line is an obligation entry	Must be a valid decimal or integer representing a currency amount; if not, 0 will be used. Only applies when PY13 is selected on the header.
Q	PY13 SS Obligation Amount	Currency value if line is an obligation entry	Must be a valid decimal or integer representing a currency amount; if not, 0 will be used. Only applies when PY13 is selected on the header.
R	PY13 Total Obligation	Optional	Not Used
S	PY13 Trg Expense Amount	Currency value if line is an expense entry	Must be a valid decimal or integer representing a currency amount; if not, 0 will be used. Only applies when PY13 is selected on the header.
T	PY13 SS Expense Amount	Currency value if line is an expense entry	Must be a valid decimal or integer representing a currency amount; if not, 0 will be used. Only applies when PY13 is selected on the header.
U	PY13 Total Expense	Optional	Not Used
V	FY14 Trg Obligation Amount	Currency value if line is an obligation entry	Must be a valid decimal or integer representing a currency amount; if not, 0 will be used. Only applies when FY14 is selected on the header.
W	FY14 SS Obligation Amount	Currency value if line is an obligation entry	Must be a valid decimal or integer representing a currency amount; if not, 0 will be used. Only applies when FY14 is selected on the header.
X	FY14 Total Obligation	Optional	Not Used
Y	FY14Trg Expense	Currency value if line is	Must be a valid decimal

XLS Column	Name	Expectation	Processing Logic
	Amount	an expense entry	or integer representing a currency amount; if not, 0 will be used. Only applies when FY14 is selected on the header.
Z	FY14 SS Expense Amount	Currency value if line is an expense entry	Must be a valid decimal or integer representing a currency amount; if not, 0 will be used. Only applies when FY14 is selected on the header.
AA	Total Expenditure	Optional	Not Used

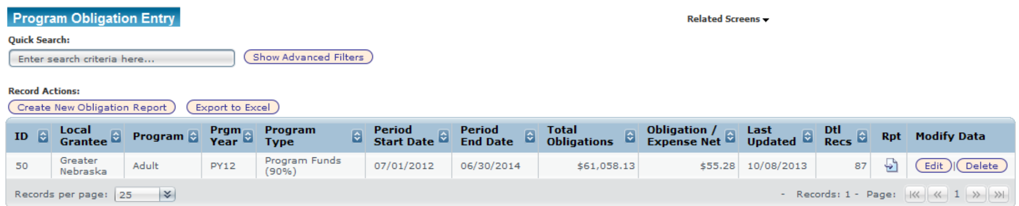
If the XLS spreadsheet does not match this definition, it is likely the data will not be loaded and an error will result. Not all error conditions will result in a clear message. Please use only XLS files and when possible start with the provided template. Several samples will be made available.

3.4 Upload Procedure with New Creation

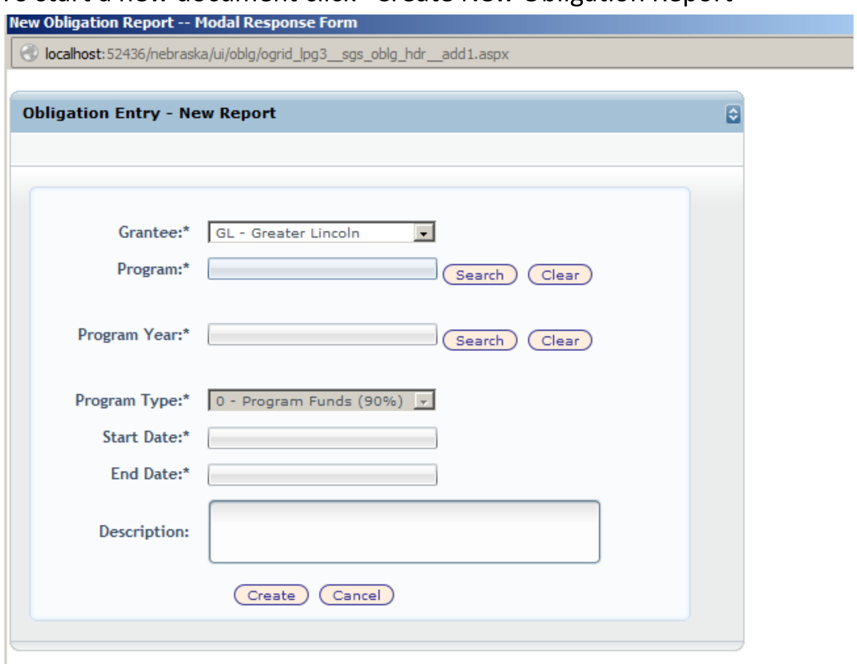
1. Using the menu system go to Program Obligations – Program Obligation Entry



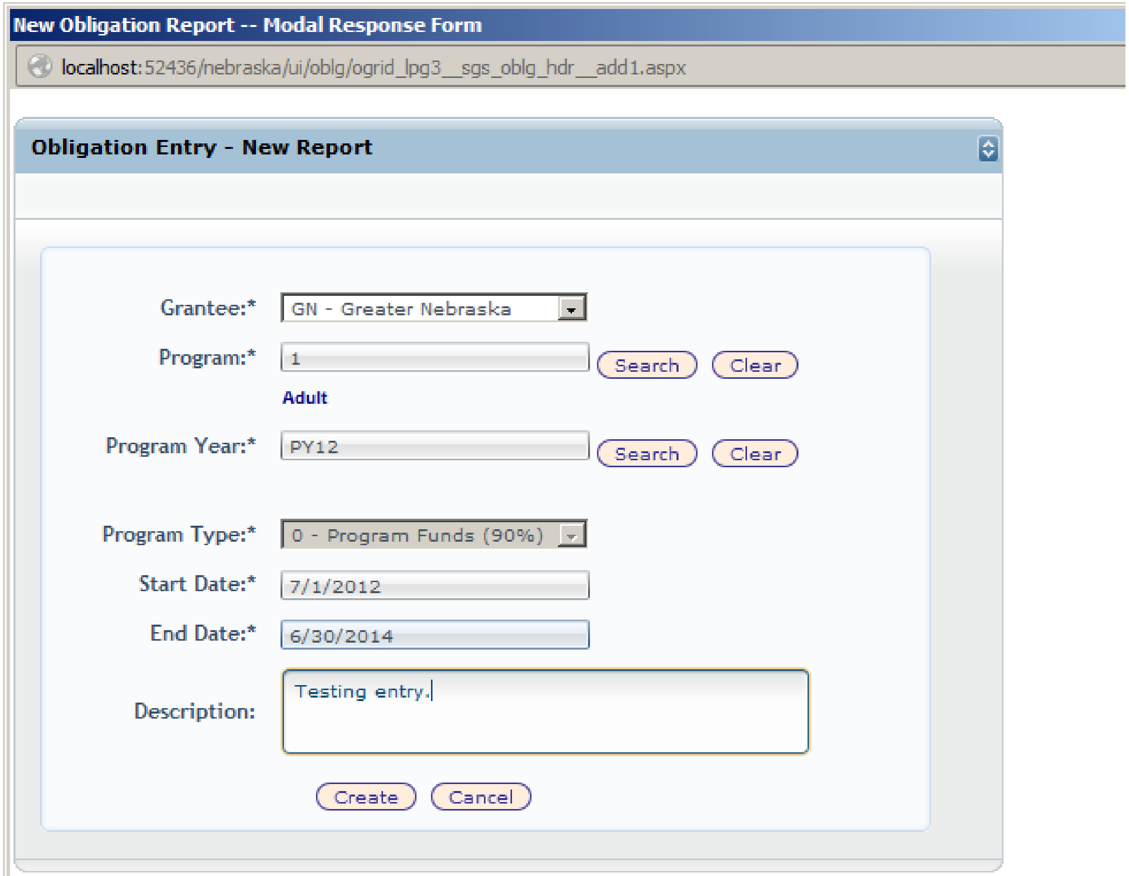
2. All transactions not yet Approved will be shown



3. To start a new document click "Create New Obligation Report"



4. There are 5 required fields and an optional description. Each report in unique on it own. Duplicate reports for the same periods are allowed and the will combine and build in the system. The Start and End dates are designed to create a frequency in which the transactions should be entered and submitted. There is no restriction placed on the dates used in the system however the policy is designed so data is entered monthly. The start and end dates can be a control mechanism to help accomplish this. A document could be done for a single day if desired. The fields are there to help manage the process.



i. The Grantee drop down will only contain the areas that the signed in user as access to as defined by the security established in step 1.

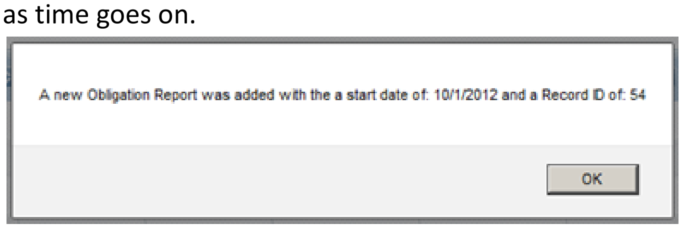
ii. Program and Program Year must be selected using search because only valid combinations will be listed. Changing an element may result in other elements clearing out if the data is related.

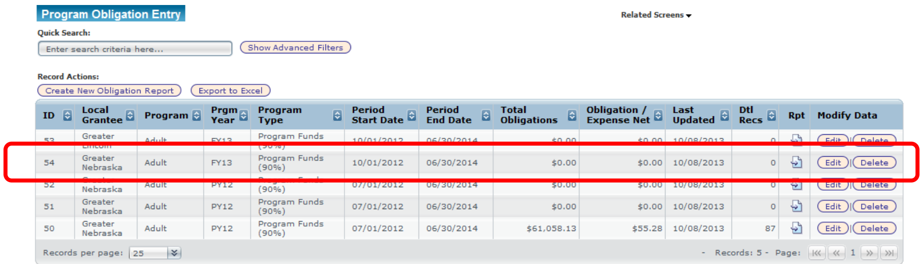
iii. Program Type is a system default value at this time to 0 – Program Fund (90%). In the future admin data might be collected as well.

iv. The dates should be entered to denote the month of submission for management purposes.

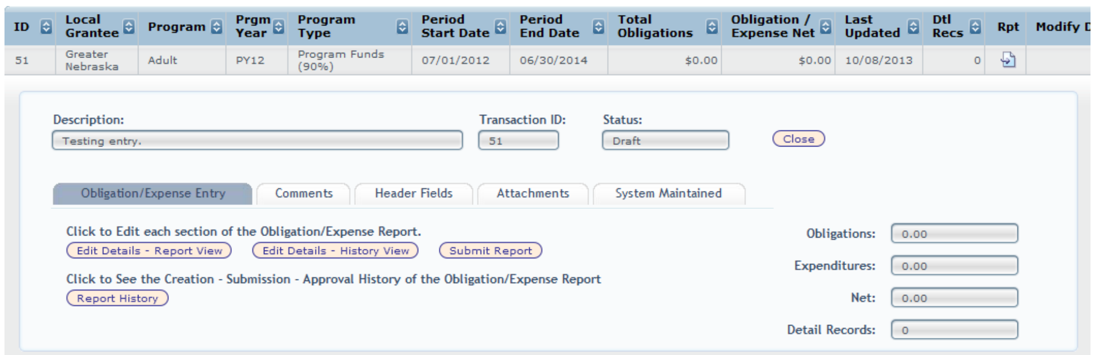
v. The description is optional and can be used to find documents if needed.

5. Click "Create" – if there were no errors a message will appear confirming the document was created in the system. Note the ID as that is the easy way to locate the document as time goes on.

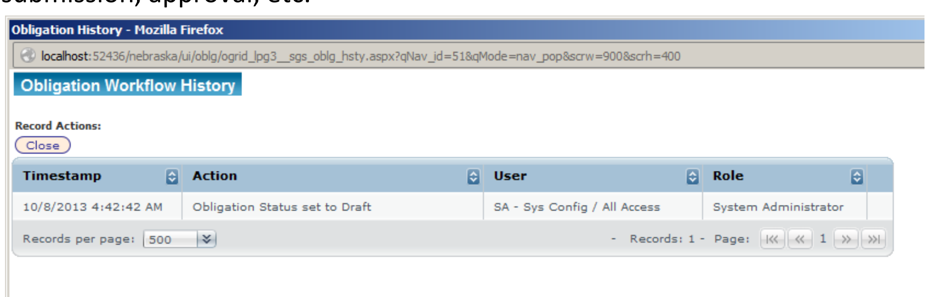




6. The record is added and the document is in draft status. No amounts are reflected in reporting until the transaction is approved.
7. To add transactions to the document, click "Edit"

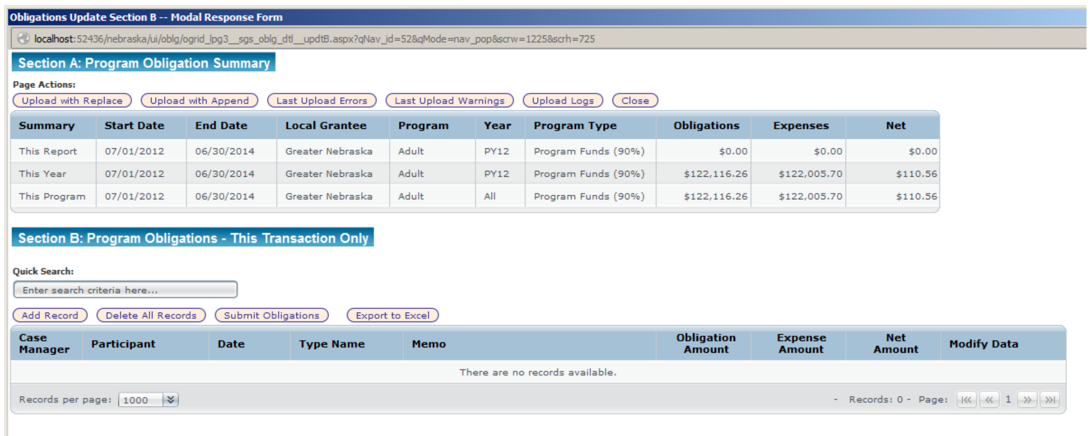


   i. There are several tabs that contain details about the transaction.
   ii. Report History will show all major activity for this document such as creation, submission, approval, etc.

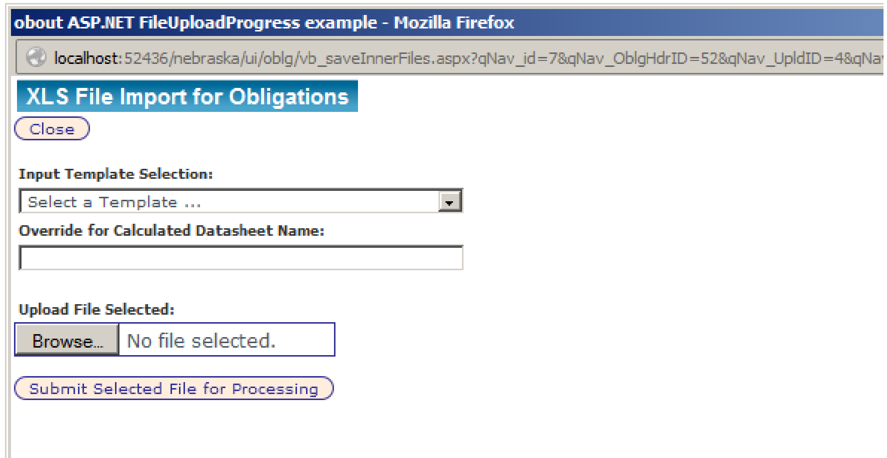


   iii. Additional comments can be entered on the comments tab
   iv. There are two modes for detail data entry, Report View and History View.
      1. Report View will only show data that exists on this document
      2. History View will show data on this document in addition to all data for this local grantee, program, and program year. This is useful when doing online entry or review because the current and historical data is present in a single view

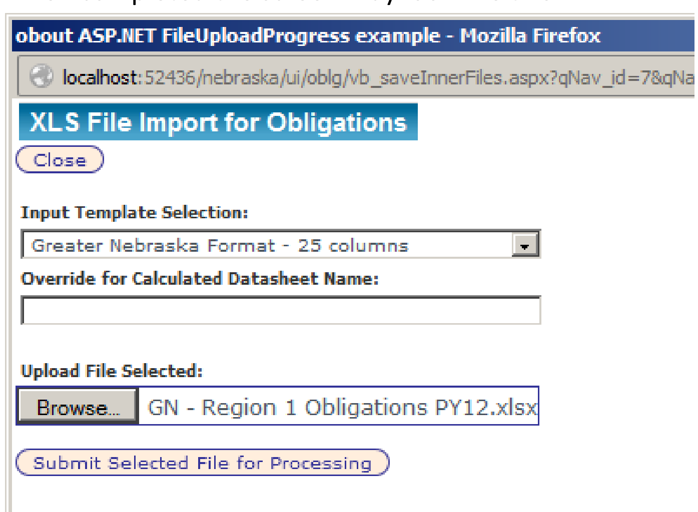
8. To begin entering / uploading details… click on "Edit Details – Report View"



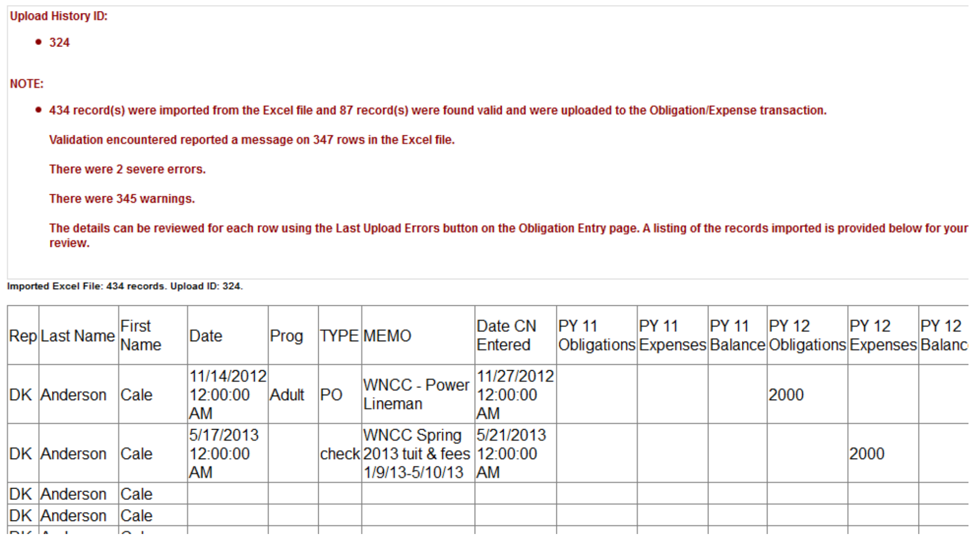
i. This popup window will generate where the data can be entered
ii. The summary lines above give information about other reports that may have been entered for the same local area, program, and year.
iii. There are 6 action buttons on the top of the screen
    1. Upload with Replace – Use an xls file to replace all records on the transaction
    2. Upload with Append – Use an xls file to add new records to the transaction
    3. Last Upload Errors – shows the user any problem captured from the last upload to this transaction
    4. Last Upload Warnings – shows any information messages captured from the last upload to this document
    5. Upload Logs – shows the technical log from the upload process, could be helpful if there are issues with an upload file
    6. Close – closes the pop window and returns to the header screen.
iv. There are 4 buttons related to actions on the detail
    1. Add Record – add a new single record from scratch online
    2. Delete all Records – remove everything to start fresh
    3. Submit Obligations – use when finished entering information to move the document into the waiting for approval status
    4. Export to Excel – download the detail data to a file
v. To upload data from an excel source - click either Append or Replace button.
    1. Using Replace will generate a warning about replacing all data
    2. The pop window will open



a. Select the template to use based on your local area
b. If the sheet name is to be overridden, enter that value in the text box – In most cases allow the system to determine the sheet name. it is calculated based on the local area and program selected on the header.
c. Select Browse to locate the target file for the upload
d. When completed the screen may look like this



7. Click on “Submit Selected File for Processing”



Upload History ID:

- 324

NOTE:

- 434 record(s) were imported from the Excel file and 87 record(s) were found valid and were uploaded to the Obligation/Expense transaction.

  Validation encountered reported a message on 347 rows in the Excel file.

  There were 2 severe errors.

  There were 345 warnings.

  The details can be reviewed for each row using the Last Upload Errors button on the Obligation Entry page. A listing of the records imported is provided below for your review.

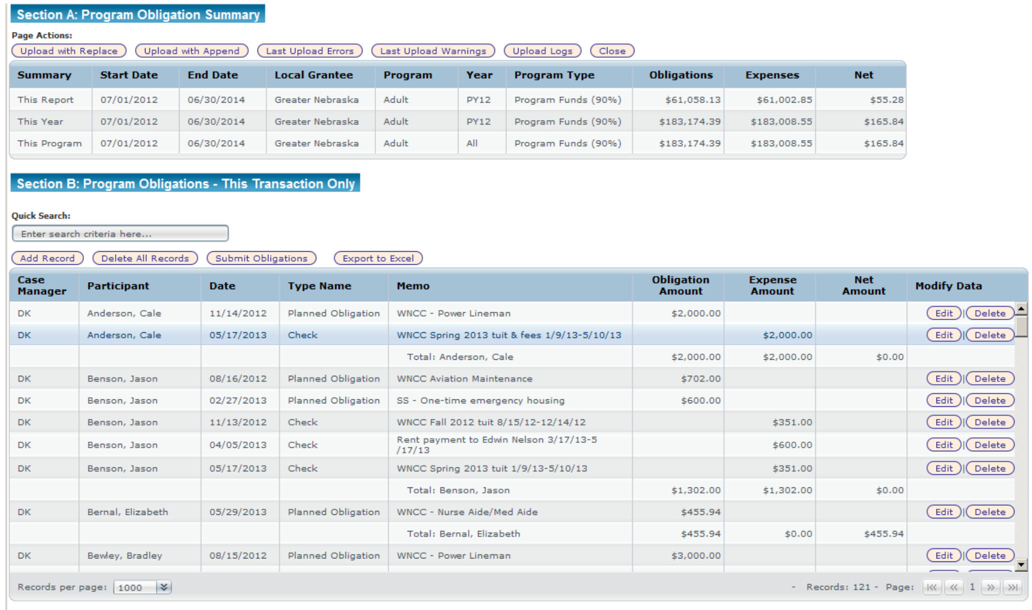
Imported Excel File: 434 records. Upload ID: 324.

Rep	Last Name	First Name	Date	Prog	TYPE	MEMO	Date CN Entered	PY 11 Obligations	PY 11 Expenses	PY 11 Balance	PY 12 Obligations	PY 12 Expenses	PY 12 Balanc
DK	Anderson	Cale	11/14/2012 12:00:00 AM	Adult	PO	WNCC - Power Lineman	11/27/2012 12:00:00 AM				2000		
DK	Anderson	Cale	5/17/2013 12:00:00 AM		check	WNCC Spring 2013 tuit & fees 1/9/13-5/10/13	5/21/2013 12:00:00 AM					2000	
DK	Anderson	Cale											
DK	Anderson	Cale											

a. If the letters on the resulting screen are black in color, the load was generally successful. Even if the screen letters are red, the load probably worked but may have encountered some errors. The load will still import the good records. A grid is provided to show the user how the system found the columns in the xls file. If the data is not aligned properly adjustments will be needed and any data loaded should be removed using remove all. Also note the record count. It should match the rows of data in the file to be loaded.

b. Click Close in the top left corner.

9. Once the import is complete, new data will appear on the detail screen



Section A: Program Obligation Summary

Page Actions:

Upload with Replace | Upload with Append | Last Upload Errors | Last Upload Warnings | Upload Logs | Close

Summary	Start Date	End Date	Local Grantee	Program	Year	Program Type	Obligations	Expenses	Net
This Report	07/01/2012	06/30/2014	Greater Nebraska	Adult	PY12	Program Funds (90%)	$61,058.13	$61,002.85	$55.28
This Year	07/01/2012	06/30/2014	Greater Nebraska	Adult	PY12	Program Funds (90%)	$183,174.39	$183,008.55	$165.84
This Program	07/01/2012	06/30/2014	Greater Nebraska	Adult	All	Program Funds (90%)	$183,174.39	$183,008.55	$165.84

Section B: Program Obligations - This Transaction Only

Quick Search:

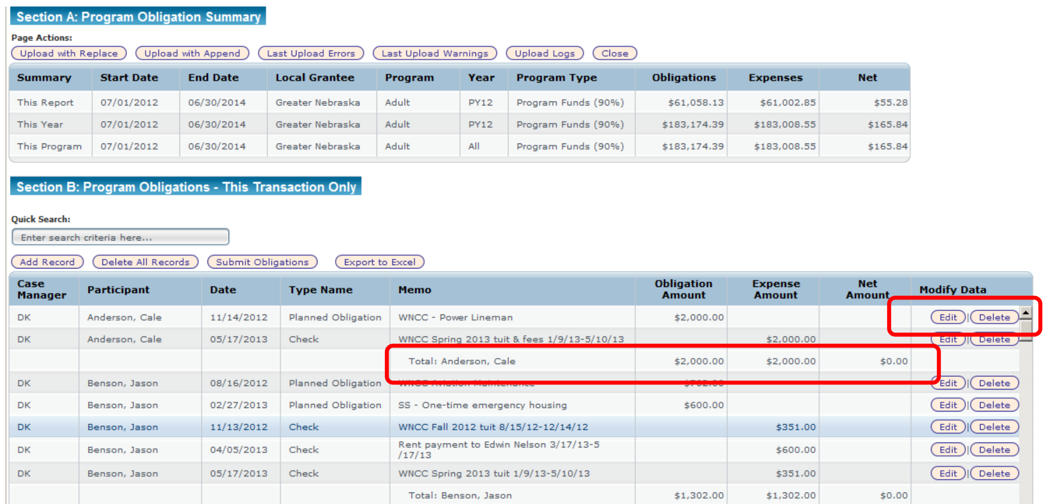
Enter search criteria here...

Add Record | Delete All Records | Submit Obligations | Export to Excel

Case Manager	Participant	Date	Type Name	Memo	Obligation Amount	Expense Amount	Net Amount	Modify Data
DK	Anderson, Cale	11/14/2012	Planned Obligation	WNCC - Power Lineman	$2,000.00			Edit | Delete
DK	Anderson, Cale	05/17/2013	Check	WNCC Spring 2013 tuit & fees 1/9/13-5/10/13		$2,000.00		Edit | Delete
				Total: Anderson, Cale	$2,000.00	$2,000.00	$0.00	
DK	Benson, Jason	08/16/2012	Planned Obligation	WNCC Aviation Maintenance	$702.00			Edit | Delete
DK	Benson, Jason	02/27/2013	Planned Obligation	SS - One-time emergency housing	$600.00			Edit | Delete
DK	Benson, Jason	11/13/2012	Check	WNCC Fall 2012 tuit 8/15/12-12/14/12		$351.00		Edit | Delete
DK	Benson, Jason	04/05/2013	Check	Rent payment to Edwin Nelson 3/17/13-5/17/13		$600.00		Edit | Delete
DK	Benson, Jason	05/17/2013	Check	WNCC Spring 2013 tuit 1/9/13-5/10/13		$351.00		Edit | Delete
				Total: Benson, Jason	$1,302.00	$1,302.00	$0.00	
DK	Bernal, Elizabeth	05/29/2013	Planned Obligation	WNCC - Nurse Aide/Med Aide	$455.94			Edit | Delete
				Total: Bernal, Elizabeth	$455.94	$0.00	$455.94	
DK	Bewley, Bradley	08/15/2012	Planned Obligation	WNCC - Power Lineman	$3,000.00			Edit | Delete

Records per page: 1000 - Records: 121 - Page: 1

1. The data includes some summary rows. Lines are can be adjusted will have “Edit and Delete” available
2. Summary breaks are provided at Last Name / First Name and Rep Code to see the Net of Obligation and Expenses



Section A: Program Obligation Summary

Page Actions: Upload with Replace | Upload with Append | Last Upload Errors | Last Upload Warnings | Upload Logs | Close

Summary	Start Date	End Date	Local Grantee	Program	Year	Program Type	Obligations	Expenses	Net
This Report	07/01/2012	06/30/2014	Greater Nebraska	Adult	PY12	Program Funds (90%)	$61,058.13	$61,002.85	$55.28
This Year	07/01/2012	06/30/2014	Greater Nebraska	Adult	PY12	Program Funds (90%)	$183,174.39	$183,008.55	$165.84
This Program	07/01/2012	06/30/2014	Greater Nebraska	Adult	All	Program Funds (90%)	$183,174.39	$183,008.55	$165.84

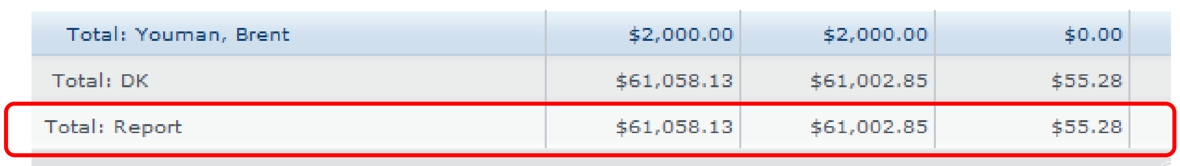
Section B: Program Obligations - This Transaction Only

Quick Search: Enter search criteria here...

Add Record | Delete All Records | Submit Obligations | Export to Excel

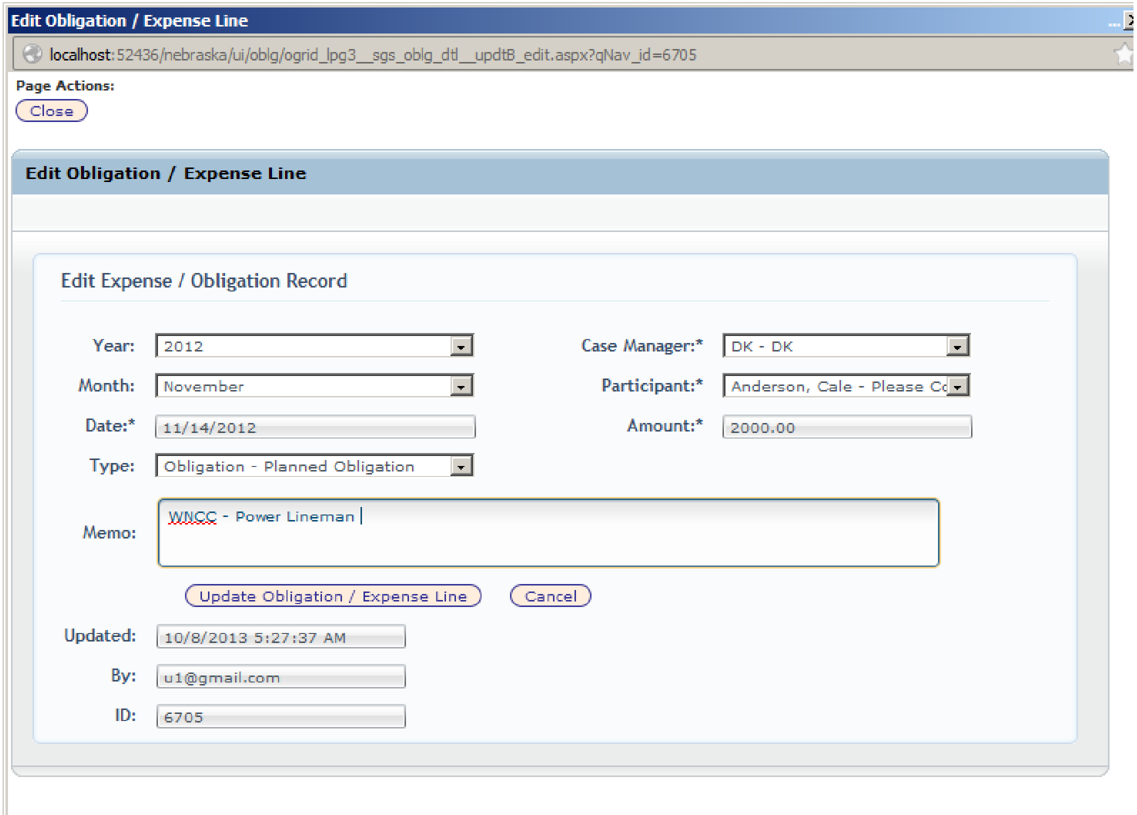
Case Manager	Participant	Date	Type Name	Memo	Obligation Amount	Expense Amount	Net Amount	Modify Data
DK	Anderson, Cale	11/14/2012	Planned Obligation	WNCC - Power Lineman	$2,000.00			Edit Delete
DK	Anderson, Cale	05/17/2013	Check	WNCC Spring 2013 tuit & fees 1/9/13-5/10/13		$2,000.00		Edit Delete
				Total: Anderson, Cale	$2,000.00	$2,000.00	$0.00	
DK	Benson, Jason	08/16/2012	Planned Obligation	WNCC Aviation Maintenance	$702.00			Edit Delete
DK	Benson, Jason	02/27/2013	Planned Obligation	SS - One-time emergency housing	$600.00			Edit Delete
DK	Benson, Jason	11/13/2012	Check	WNCC Fall 2012 tuit 8/15/12-12/14/12		$351.00		Edit Delete
DK	Benson, Jason	04/05/2013	Check	Rent payment to Edwin Nelson 3/17/13-5/17/13		$600.00		Edit Delete
DK	Benson, Jason	05/17/2013	Check	WNCC Spring 2013 tuit 1/9/13-5/10/13		$351.00		Edit Delete
				Total: Benson, Jason	$1,302.00	$1,302.00	$0.00	

3. There is a grand total row as well that should match the header

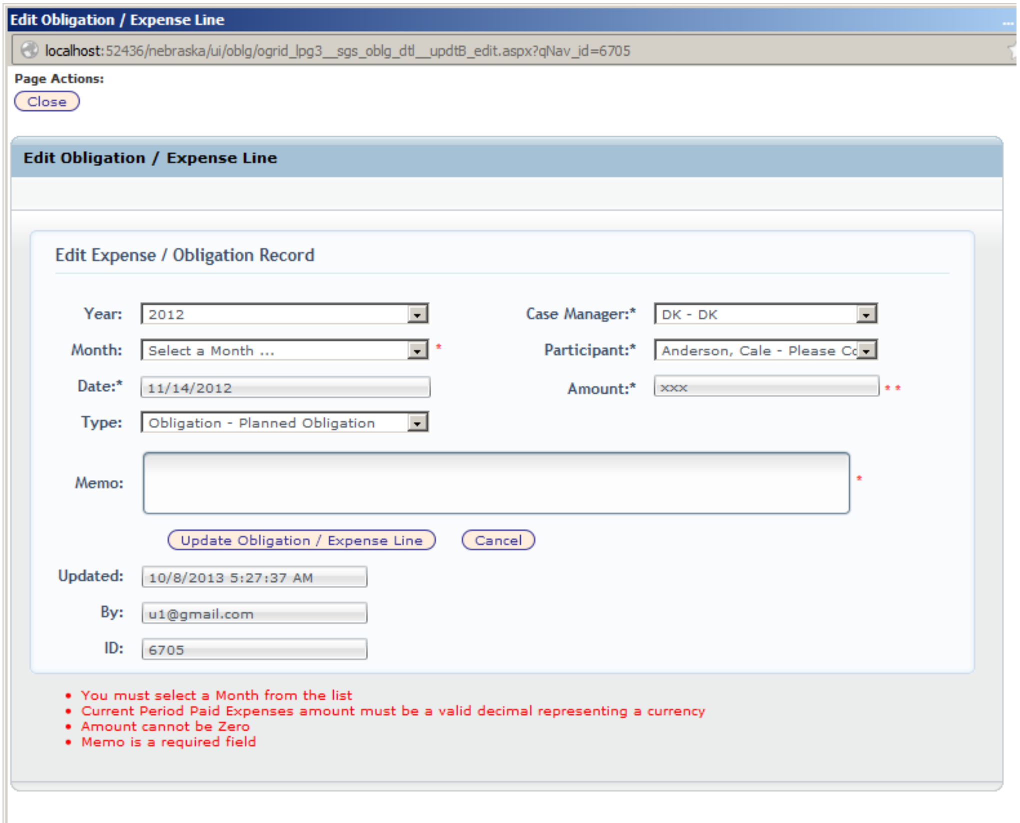


Total: Youman, Brent	$2,000.00	$2,000.00	$0.00
Total: DK	$61,058.13	$61,002.85	$55.28
Total: Report	$61,058.13	$61,002.85	$55.28

4. Individual records can be edited if desired
5. Click Edit on a detail record to see the fields and make adjustments as needed

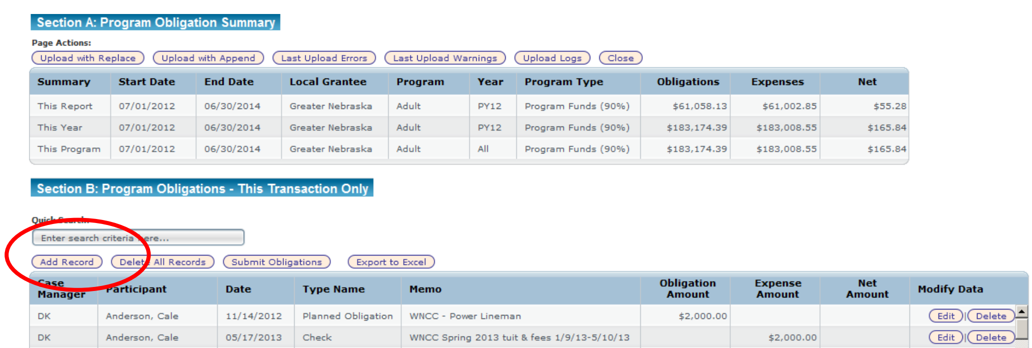


a. Year – select from the list of options to identify what Year this transaction is part of – this field is for reporting grouping purposes and carries no other function. On imports, this field is usually derived from the transaction date entered.
b. Month – select from the list of options to identify what Month this transaction is part of – this field is for reporting grouping purposes and carries no other function. On imports, this field is usually derived from the transaction date entered.
c. Date – The date of the transaction. This date must be within the period dates defined on the header or the record cannot be saved.
d. Type – select from the list of options. Choose an expense type OR obligation type depending on the purpose of the line. The system admin can create more types as needed.
e. Case Manager – select from the list of options to identify who is the case manager. On imports, a case manager not already in the system will be created automatically. Users can add additional case managers as needed
f. Participant – select from the list of options to identify who is the participant. On imports, a participant not already in the system will be created automatically. Users can add additional participants as needed
g. Amount – Enter the amount for the line item. Positive or negative values are allowed.
h. Memo – Describe the purpose of the line
i. The Updated, By, and ID fields are read only and system maintained.
j. If fields are filled out incorrectly, errors will generate.

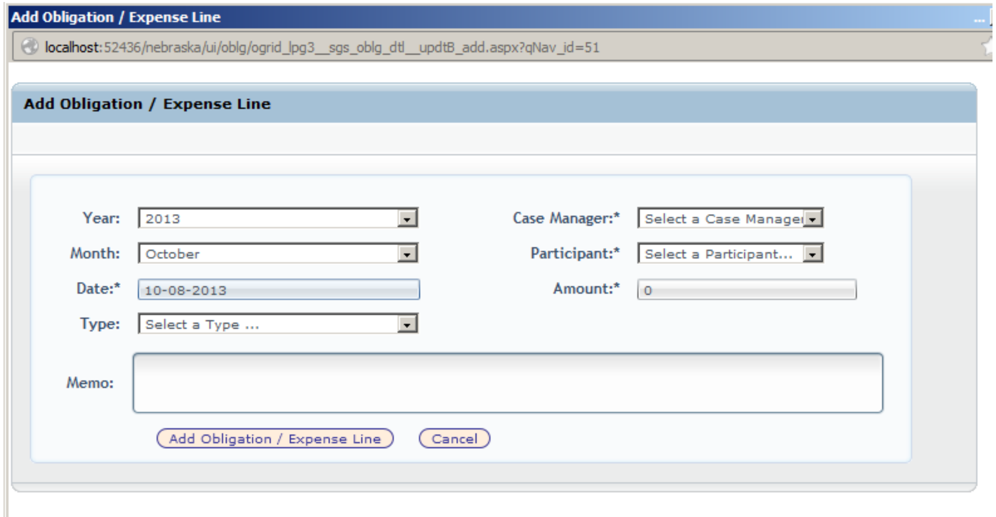


k. Click Update Obligation Expense Line to make the changes or Cancel to abort.

6. A new record can be added using a similar screen and completing the fields as needed
7. Click "Add Record"

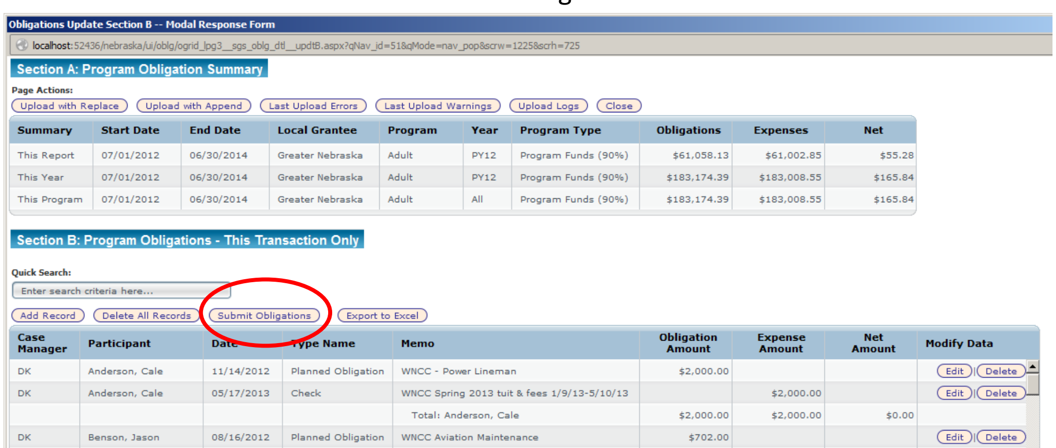


8. Complete the fields as needed

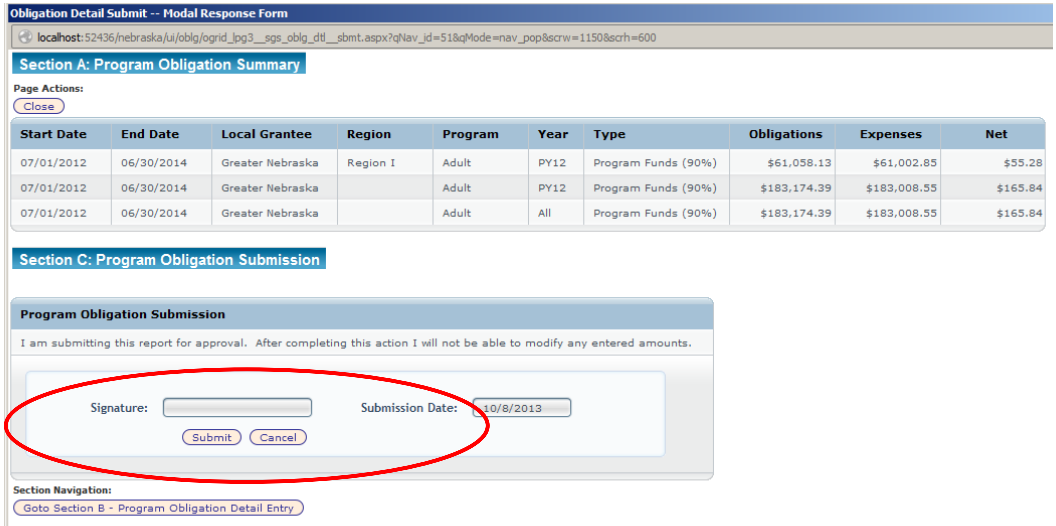


9. Edits exist just like on the edit transaction
10. Click Save to add the record.

10. When the transaction is completed it can be submitted into the queue for review and approval. Once submitted, it can't be changed again unless it is rejected by the approver. Any adjustments can be made in another transaction for the same Local Area and Program.
    a. To submit the document click "Submit Obligations"



    b. Complete the signature line and click submit



Obligation Detail Submit -- Modal Response Form

localhost:52436/nebraska/ui/oblg/ogrid_lpg3__sgs_oblg_dtl__sbmt.aspx?qNav_id=51&qMode=nav_pop&scrw=1150&scrh=600

Section A: Program Obligation Summary

Page Actions:

Close

Start Date	End Date	Local Grantee	Region	Program	Year	Type	Obligations	Expenses	Net
07/01/2012	06/30/2014	Greater Nebraska	Region I	Adult	PY12	Program Funds (90%)	$61,058.13	$61,002.85	$55.28
07/01/2012	06/30/2014	Greater Nebraska		Adult	PY12	Program Funds (90%)	$183,174.39	$183,008.55	$165.84
07/01/2012	06/30/2014	Greater Nebraska		Adult	All	Program Funds (90%)	$183,174.39	$183,008.55	$165.84

Section C: Program Obligation Submission

Program Obligation Submission

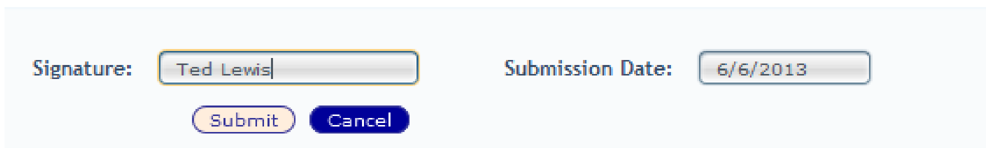
I am submitting this report for approval. After completing this action I will not be able to modify any entered amounts.

Signature: Submission Date: 10/8/2013

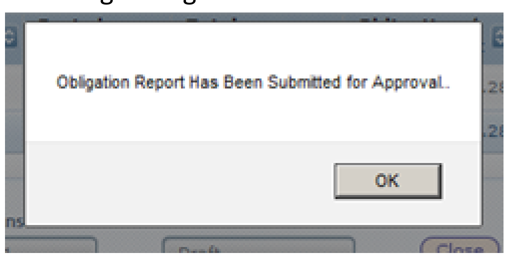
Submit Cancel

Section Navigation:

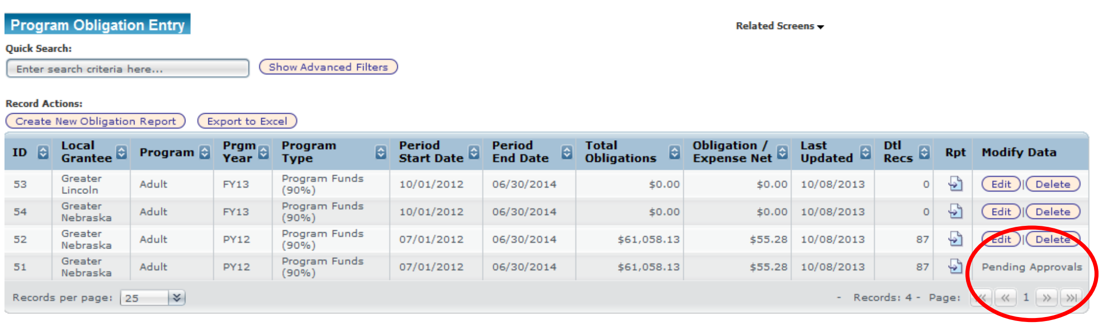
Goto Section B - Program Obligation Detail Entry



c. A message will generate



d. The entry screen will show documents in Pending as such and they can't be deleted or changed unless rejected.



Program Obligation Entry

Related Screens

Quick Search:

Enter search criteria here... Show Advanced Filters

Record Actions:

Create New Obligation Report Export to Excel

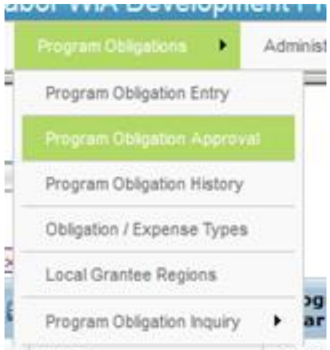
ID	Local Grantee	Program	Prgm Year	Program Type	Period Start Date	Period End Date	Total Obligations	Obligation / Expense Net	Last Updated	Dtl Recs	Rpt	Modify Data
53	Greater Lincoln	Adult	FY13	Program Funds (90%)	10/01/2012	06/30/2014	$0.00	$0.00	10/08/2013	0		Edit Delete
54	Greater Nebraska	Adult	FY13	Program Funds (90%)	10/01/2012	06/30/2014	$0.00	$0.00	10/08/2013	0		Edit Delete
52	Greater Nebraska	Adult	PY12	Program Funds (90%)	07/01/2012	06/30/2014	$61,058.13	$55.28	10/08/2013	87		Edit Delete
51	Greater Nebraska	Adult	PY12	Program Funds (90%)	07/01/2012	06/30/2014	$61,058.13	$55.28	10/08/2013	87		Pending Approvals

Records per page: 25 Records: 4 - Page: 1

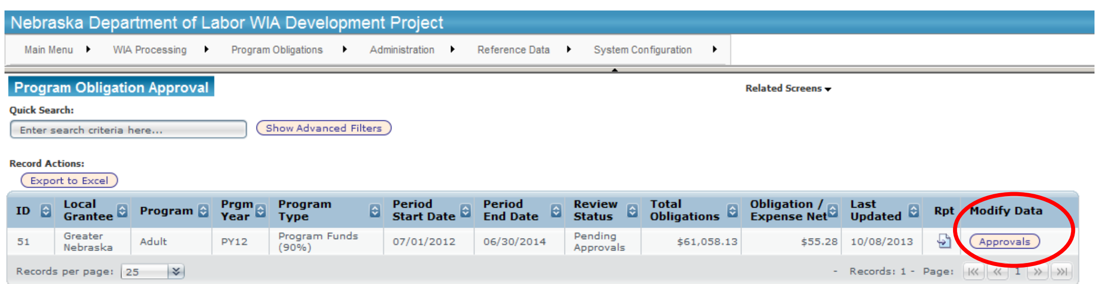
4. Program Obligation / Expense Approval

When documents are ready for approval, they will appear in the Program Obligation Approval screen. Only users with the “Certify Role” and set with a review level of 1 or 2 will be able to access this feature and approve documents.

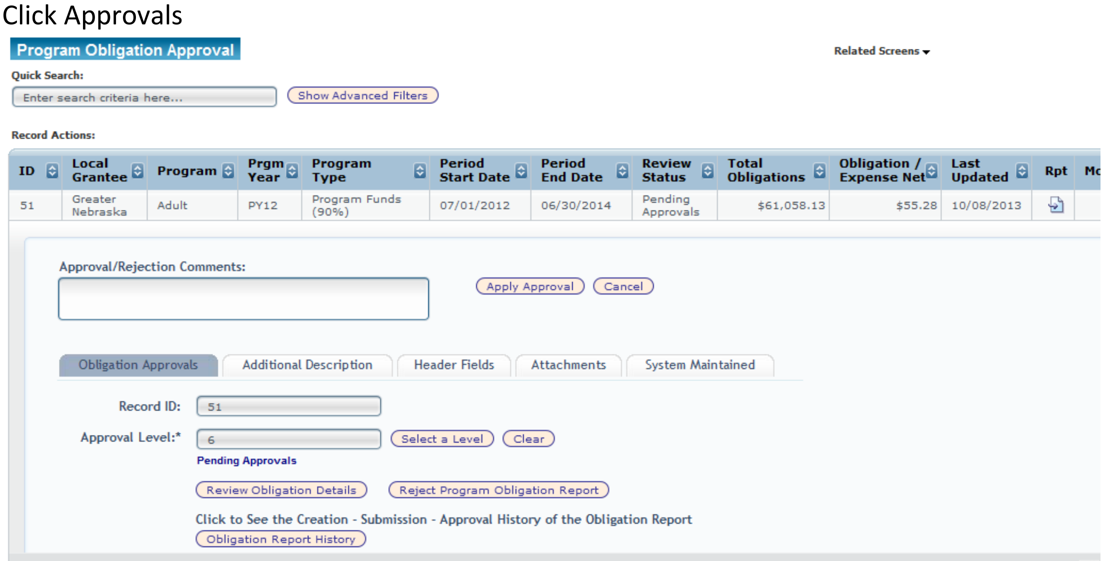
a. Using the menu system go to Program Obligations – Program Obligation Approval



b. All transactions waiting to be Approved will be shown – This screen serves as a work queue for the approver.

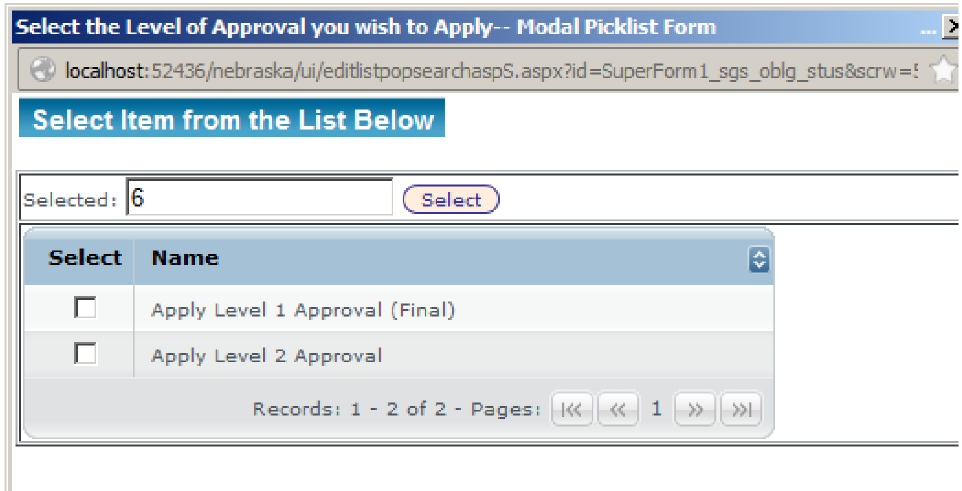


c. Click Approvals



d. Any comments concerning the action to be taken can be placed in the Approval / Rejection Comments box.

e. To Approve choose “Select a Level”

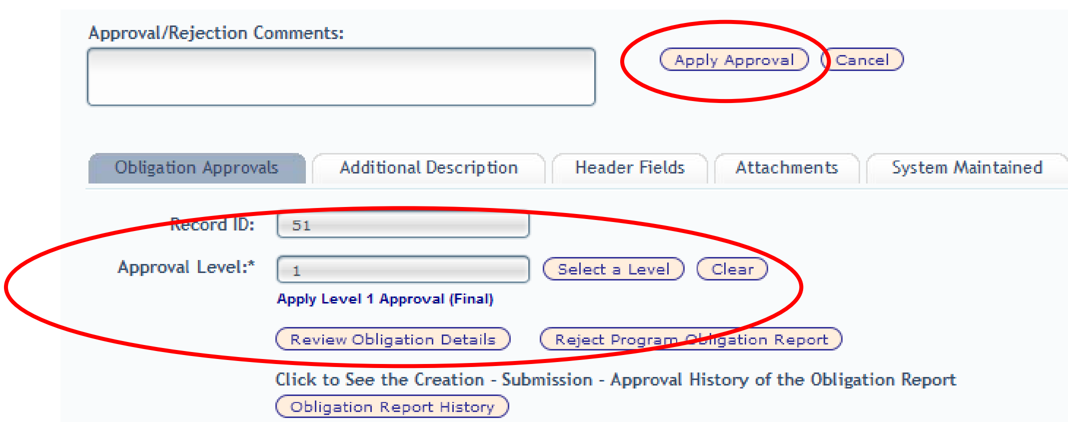


i. Only the approval levels assigned to the current user are available.

ii. The system has 2 possible approval levels and can be configured for more.

iii. At this point this user can apply level 2 or level 1

f. Check the “Level 1” line



g. Click “Apply Approval” to save this level

h. To reject the transaction, the “Reject Program Obligation Report” can be used.

i. Be sure to supply some reasoning for the rejection so the entry user can take action

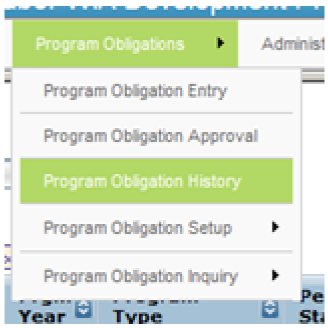
j. This document now impacts the system and can’t be changed.

k. If the amounts are not desired, a reversing transaction can be put in to preserve the audit trail.

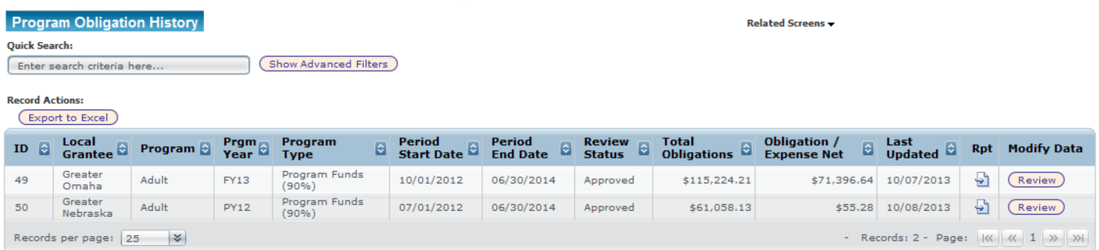
5. Inquiry and Reporting Features

Only fully approved documents (level 1 – final) fully impact the system. Once they reach this level they are preserved in detail as historical transactions. Users with Read Only access or above can browse the transactions for the local areas that they are assigned to. There are a few options for getting information directly from the website. It is expected that this area will grow over time as transactions are processed. Revision to existing inquiries and the creation of new ones is expected over the first few months of being in production. In addition, since this system is a transactional SQL database their maybe other options for obtaining reports in the future.

a. Using the menu system go to Program Obligations – Program Obligation History



b. All transactions that have been Approved will be shown – This is detailed level information exactly as was submitted transaction by transaction.


Program Obligation History

Related Screens

Quick Search:

Enter search criteria here...

Show Advanced Filters

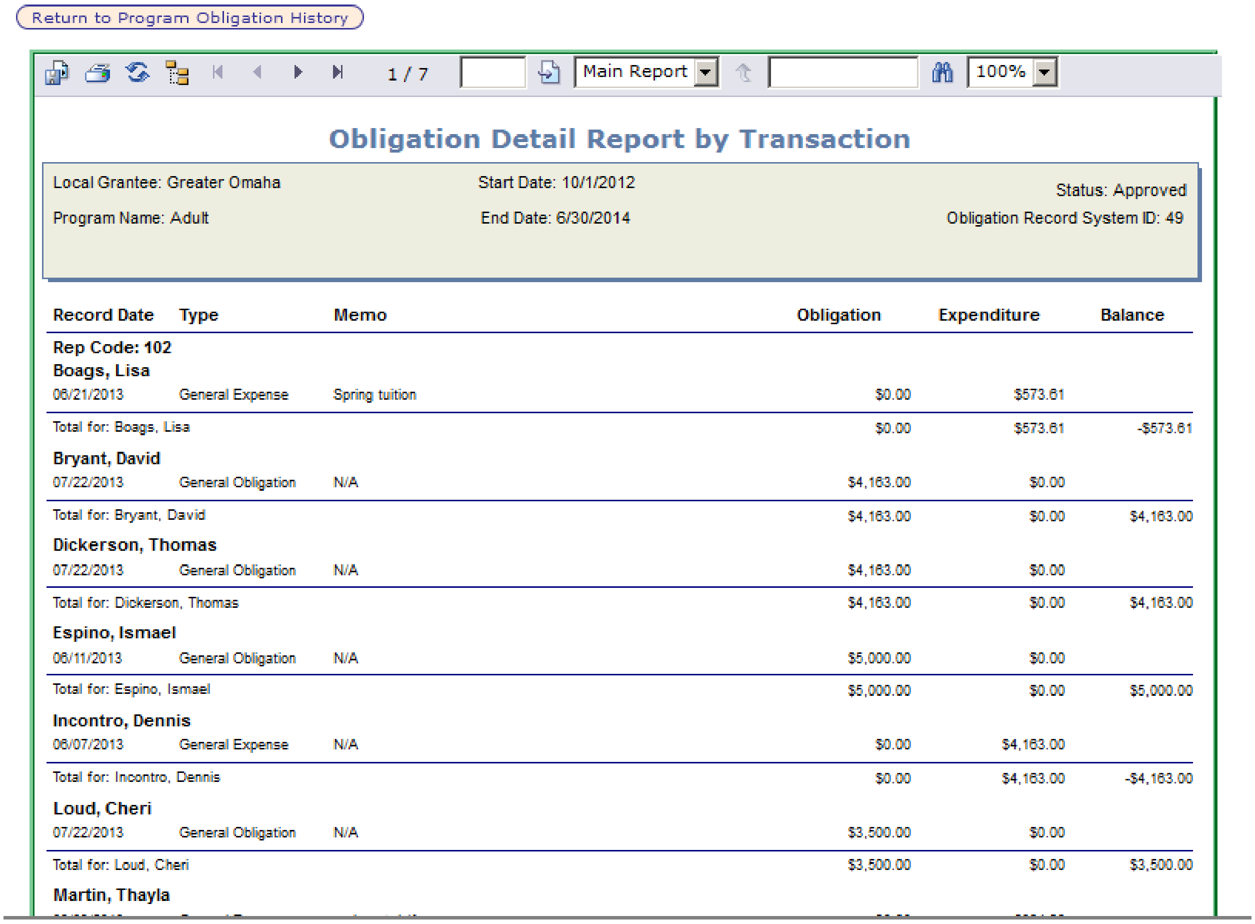
Record Actions:

Export to Excel

ID	Local Grantee	Program	Prgm Year	Program Type	Period Start Date	Period End Date	Review Status	Total Obligations	Obligation / Expense Net	Last Updated	Rpt	Modify Data
49	Greater Omaha	Adult	FY13	Program Funds (90%)	10/01/2012	06/30/2014	Approved	$115,224.21	$71,396.64	10/07/2013		Review
50	Greater Nebraska	Adult	PY12	Program Funds (90%)	07/01/2012	06/30/2014	Approved	$61,058.13	$55.28	10/08/2013		Review

Records per page: 25 - Records: 2 - Page: 1

c. A report can be generated by click on the button in the Rpt column.



Return to Program Obligation History

1 / 7 Main Report 100%

Obligation Detail Report by Transaction

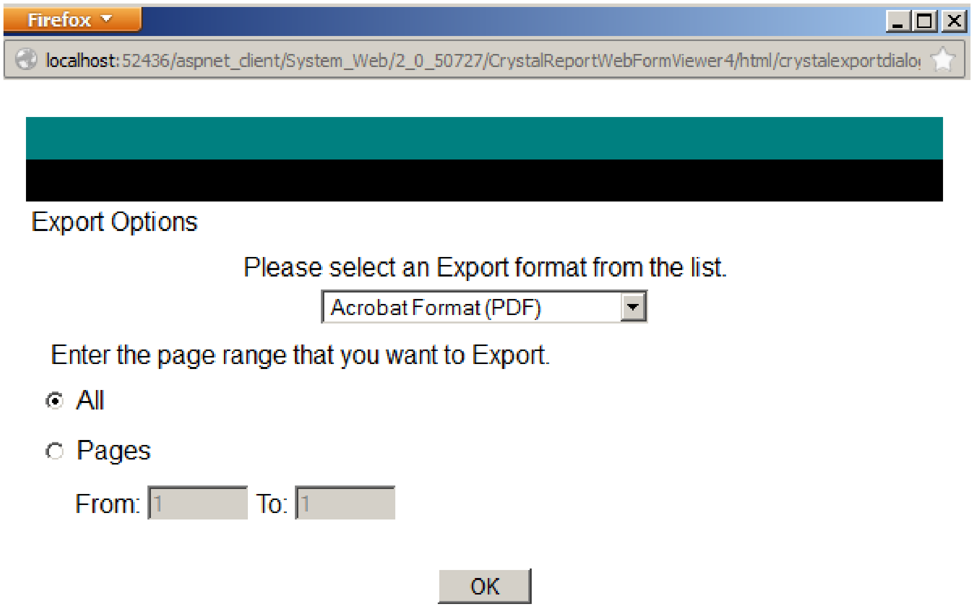
Local Grantee: Greater Omaha | Start Date: 10/1/2012 | Status: Approved

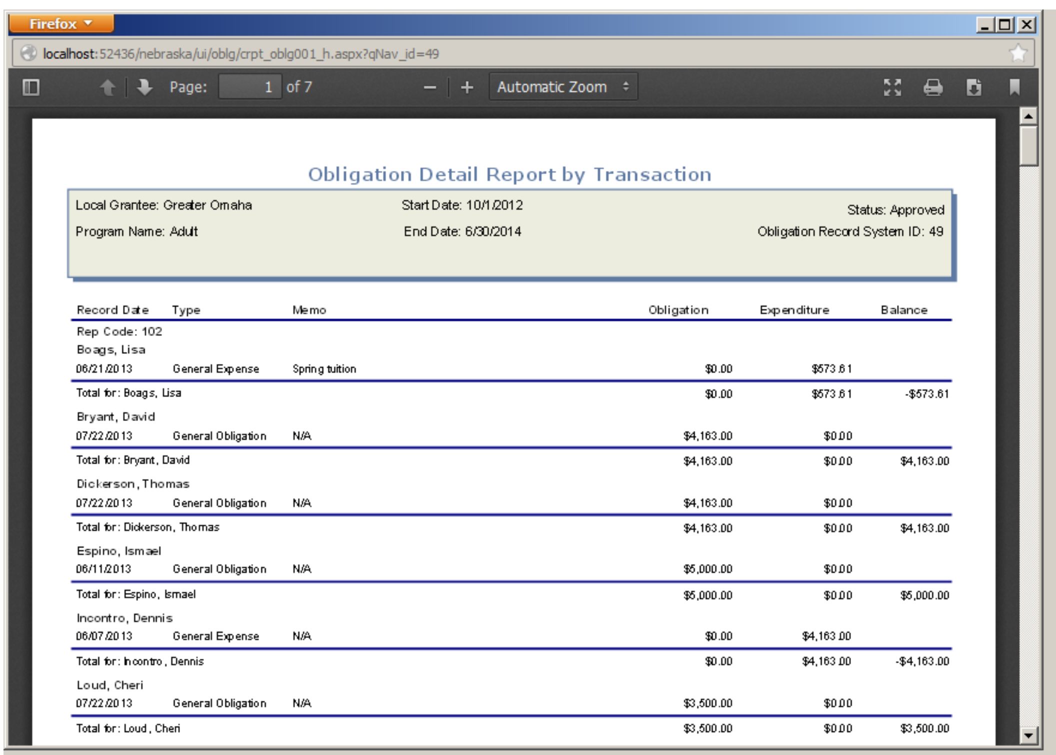
Program Name: Adult | End Date: 6/30/2014 | Obligation Record System ID: 49

Record Date	Type	Memo	Obligation	Expenditure	Balance
Rep Code: 102					
Boags, Lisa					
06/21/2013	General Expense	Spring tuition	$0.00	$573.61	
Total for: Boags, Lisa			$0.00	$573.61	-$573.61
Bryant, David					
07/22/2013	General Obligation	N/A	$4,163.00	$0.00	
Total for: Bryant, David			$4,163.00	$0.00	$4,163.00
Dickerson, Thomas					
07/22/2013	General Obligation	N/A	$4,163.00	$0.00	
Total for: Dickerson, Thomas			$4,163.00	$0.00	$4,163.00
Espino, Ismael					
06/11/2013	General Obligation	N/A	$5,000.00	$0.00	
Total for: Espino, Ismael			$5,000.00	$0.00	$5,000.00
Incontro, Dennis					
06/07/2013	General Expense	N/A	$0.00	$4,163.00	
Total for: Incontro, Dennis			$0.00	$4,163.00	-$4,163.00
Loud, Cheri					
07/22/2013	General Obligation	N/A	$3,500.00	$0.00	
Total for: Loud, Cheri			$3,500.00	$0.00	$3,500.00
Martin, Thayla					

d. This action generates an embedded crystal report. Using the menu system at the top of the page, the report can be exported to PDF or Excel for physical printing or other external use

e. Click the export button which is the first option in the tool bar.



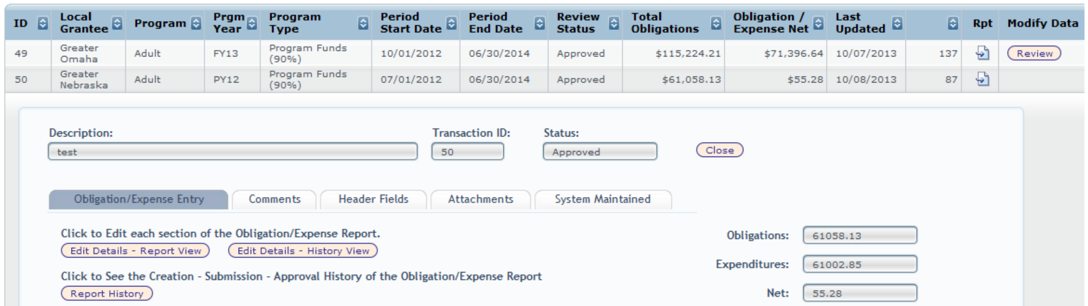


Obligation Detail Report by Transaction

Local Grantee: Greater Omaha | Start Date: 10/1/2012 | Status: Approved
Program Name: Adult | End Date: 6/30/2014 | Obligation Record System ID: 49

Record Date	Type	Memo	Obligation	Expenditure	Balance
Rep Code: 102					
Boags, Lisa					
06/21/2013	General Expense	Spring tuition	$0.00	$573.61	
Total for: Boags, Lisa			$0.00	$573.61	-$573.61
Bryant, David					
07/22/2013	General Obligation	N/A	$4,163.00	$0.00	
Total for: Bryant, David			$4,163.00	$0.00	$4,163.00
Dickerson, Thomas					
07/22/2013	General Obligation	N/A	$4,163.00	$0.00	
Total for: Dickerson, Thomas			$4,163.00	$0.00	$4,163.00
Espino, Ismael					
06/11/2013	General Obligation	N/A	$5,000.00	$0.00	
Total for: Espino, Ismael			$5,000.00	$0.00	$5,000.00
Incontro, Dennis					
06/07/2013	General Expense	N/A	$0.00	$4,163.00	
Total for: Incontro, Dennis			$0.00	$4,163.00	-$4,163.00
Loud, Cheri					
07/22/2013	General Obligation	N/A	$3,500.00	$0.00	
Total for: Loud, Cheri			$3,500.00	$0.00	$3,500.00

f. Details can be reviewed by clicking “Review” in the Modify Data column



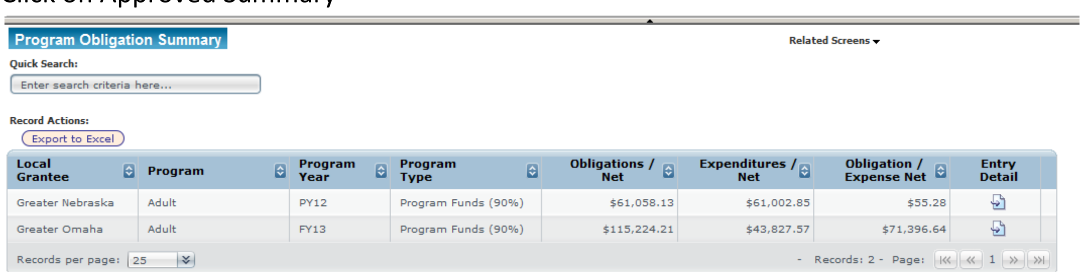
g. While no data can be changed here, the fields can still be reviewed.

Other inquiry options are available and will probably expand over time.

a. Using the menu system go to Program Obligations – Program Obligation Inquiry

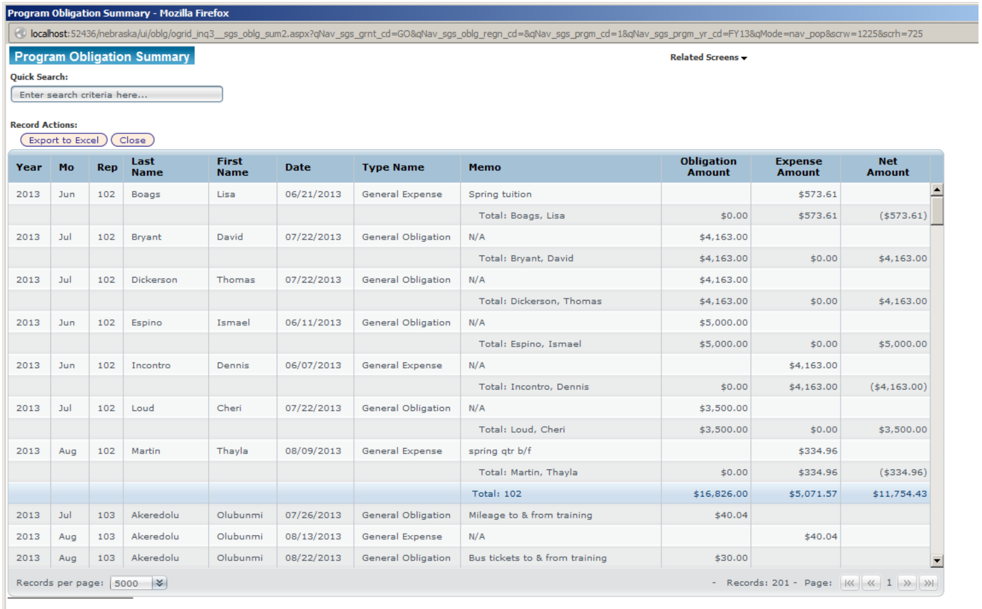
b. Available views of data each with various ranges of options will be shown

c. Click on Approved Summary



d. This Inquiry provides a view of all submitted and approved transactions summarized by Local Grantee, Program, Program Year and Type.

e. Using the entry detail button, the detail comprising the summary can be review and exported to excel if needed externally.



Program Obligation Summary - Mozilla Firefox

localhost:52436/nebraska/ui/oblg/ogrid_inq3__sgs_oblg_sum2.aspx?qNav_sgs_grnt_cd=GO&qNav_sgs_oblg_regn_cd=&qNav_sgs_prgm_cd=1&qNav_sgs_prgm_yr_cd=FY13&qMode=nav_pop&scrw=1225&scrh=725

Program Obligation Summary

Related Screens

Quick Search:

Enter search criteria here...

Record Actions:

Export to Excel | Close

Year	Mo	Rep	Last Name	First Name	Date	Type Name	Memo	Obligation Amount	Expense Amount	Net Amount
2013	Jun	102	Boags	Lisa	06/21/2013	General Expense	Spring tuition		$573.61	
							Total: Boags, Lisa	$0.00	$573.61	($573.61)
2013	Jul	102	Bryant	David	07/22/2013	General Obligation	N/A	$4,163.00		
							Total: Bryant, David	$4,163.00	$0.00	$4,163.00
2013	Jul	102	Dickerson	Thomas	07/22/2013	General Obligation	N/A	$4,163.00		
							Total: Dickerson, Thomas	$4,163.00	$0.00	$4,163.00
2013	Jun	102	Espino	Ismael	06/11/2013	General Obligation	N/A	$5,000.00		
							Total: Espino, Ismael	$5,000.00	$0.00	$5,000.00
2013	Jun	102	Incontro	Dennis	06/07/2013	General Expense	N/A		$4,163.00	
							Total: Incontro, Dennis	$0.00	$4,163.00	($4,163.00)
2013	Jul	102	Loud	Cheri	07/22/2013	General Obligation	N/A	$3,500.00		
							Total: Loud, Cheri	$3,500.00	$0.00	$3,500.00
2013	Aug	102	Martin	Thayla	08/09/2013	General Expense	spring qtr b/f		$334.96	
							Total: Martin, Thayla	$0.00	$334.96	($334.96)
							Total: 102	$16,826.00	$5,071.57	$11,754.43
2013	Jul	103	Akeredolu	Olubunmi	07/26/2013	General Obligation	Mileage to & from training	$40.04		
2013	Aug	103	Akeredolu	Olubunmi	08/13/2013	General Expense	N/A		$40.04	
2013	Aug	103	Akeredolu	Olubunmi	08/22/2013	General Obligation	Bus tickets to & from training	$30.00		

Records per page: 5000 - Records: 201 - Page: 1

Additional inquiries are likely to be created over time and the details will be added to this document.