

Overview of Process:

- Create activity/enrollment/service
- Assign provider and program
- Verify costs
- Assign budget
- Add a voucher
- Start activity
- Make final payment

Create Activity/Enrollment/Service

1. Click on Create Activity/Enrollment/Service
2. General Information Tab
 - a. When the service actually begins (at the beginning of the first assigned module) create the activity using the Actual Begin Date.
3. Service Provider Tab
 - a. Select Provider – Advanced Vocational Institute
 - b. Select the Program (Course)
 - i. For Young Adults - PS – Office Services – Soft Skills Workshop for Youth
 - ii. For Adult/DW – PS – Other Soft Skills Workshop for Adult/DW
4. Enrollment Cost Tab
 - a. Input the number of modules to calculate the total cost.
5. Financial Aid Tab – Not Used
6. Enrollment Budget Tab
 - a. Click link to select a budget
 - b. Click on the appropriate budget
 - i. Young Adults – use the appropriate WEX funding stream
 - ii. Adult – user the AVi funding stream
 - c. Edit the assigned budget record
 - d. Input the total amount of the training in Funded Amount field and Save
7. Budget Planning Tab
 - a. Add a voucher
 - i. One voucher is to be created.
 - ii. Leave Status as Active and Approval Status as Pending Approval
 - iii. The voucher is for the Service Provider (AVi).
 - iv. Leave the expiration date of the voucher as default (it will remain good for a year.).
 - v. Put the estimated ending date of the workshop in Ending Date
 - vi. Input the number of units to get a total cost.
 - vii. Save the voucher.
 - b. The voucher is to be printed and given to appropriate management.
 - c. Provider management will edit the voucher in CalJOBS and mark approved.
 - d. The voucher is then printed and signed by the appropriate provider of services staff.
 - e. The voucher is then scanned and sent to workshop-docs@wfc.co and added as an electronic document in CalJOBS.
8. Closure Information Tab
 - a. Finish the activity to save

Make Payments

1. Edit the activity
 - a. Click on the Budget Planning Tab
 - b. Open the voucher for which a payment is to be made
 - c. Click Add a Payment

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- d. Click Open under Manage Payments
 - e. Input the dates of service for which the payments apply
 - f. Input the payment amount in the appropriate field
 - i. If this is the last payment for this voucher, check No further payments will be made against this obligation
 - g. Save the payment
 - h. Provider management must edit the payment and click Approved for Payment to move the payment forward.
 1. If something is wrong with the payment that can't be corrected, provider staff may void the payment at this point.
 - i. Print the approved payment request, scan the payment request and send it to workshop-docs@wfc.co.
 - j. Add as a scanned payment request document to the payment in CalJOBS. Do not upload the supporting documents, as FRWDB Fiscal will retain the progress report and the roster.
2. FRWDB Fiscal will make the payment
- a. Fiscal will edit the payment and change the Status to Payment Processed, input the Paid Date, and Check Number when the payment is processed.