
ASSET Technical Bulletin

The following changes to ASSET will be implemented before business hours on **January 13, 2022**.

TAA Program - ASSET Financials

We have added functionality to allow staff to track costs related to a TAA participant's benefits and services.

- New Special Access Roles
- Financials Side Menu Item
- Invoices Top Menu Item
- Alerts and Event History

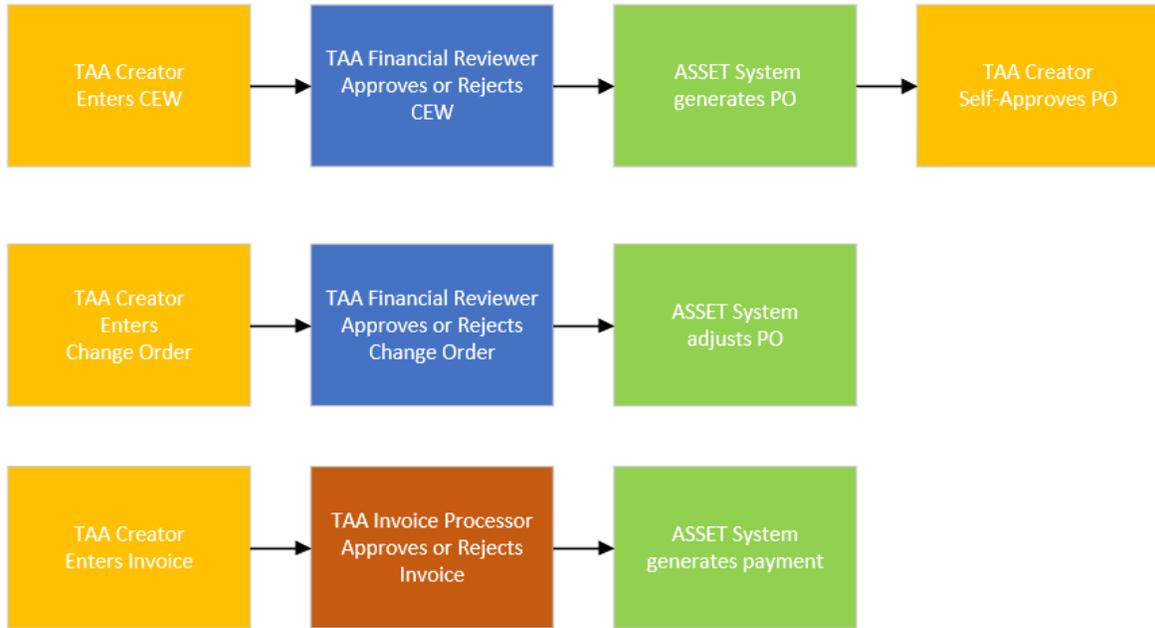
TAA Program staff will begin utilizing this functionality after their training on 1/20/22.

1) **Three new special access roles were added to ASSET for managing TAA Financial data:**

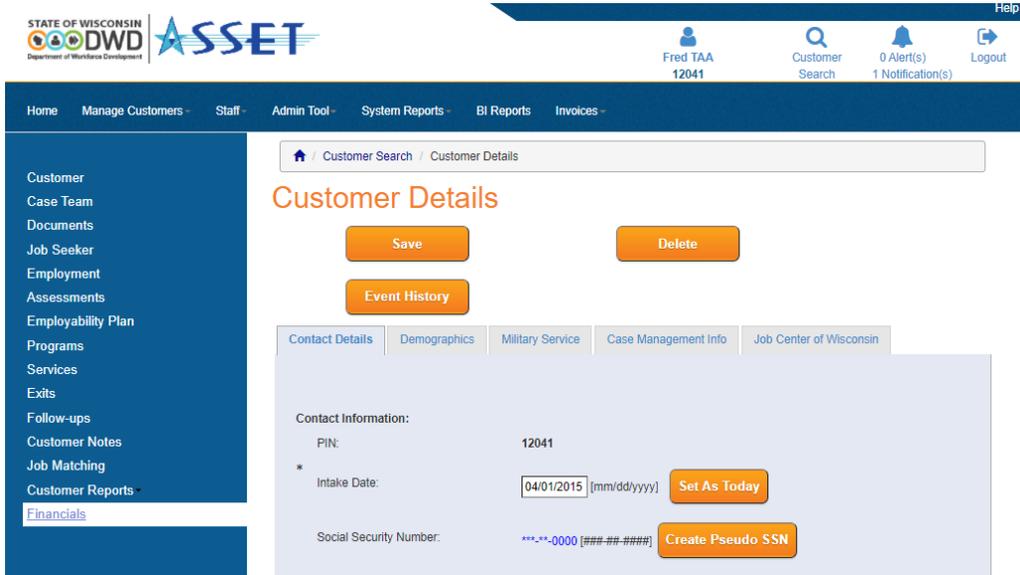
Special Access Role	Cost Estimate Worksheet (CEW)	Purchase Orders (PO)	Invoices	Change Orders (CO)
TAA Creator	Create/edit/submit	Edit/Self-approve	Create/edit/submit	Create/Submit
TAA Financial Reviewer	Approve/Reject	Read-only	Read-only	Approve/Reject
TAA Invoice Processor	Read-only	Read-only	Approve/Reject	Read-only

NOTE: Without one of these special access roles staff will only be able to view TAA Financial data.

New Workflow:

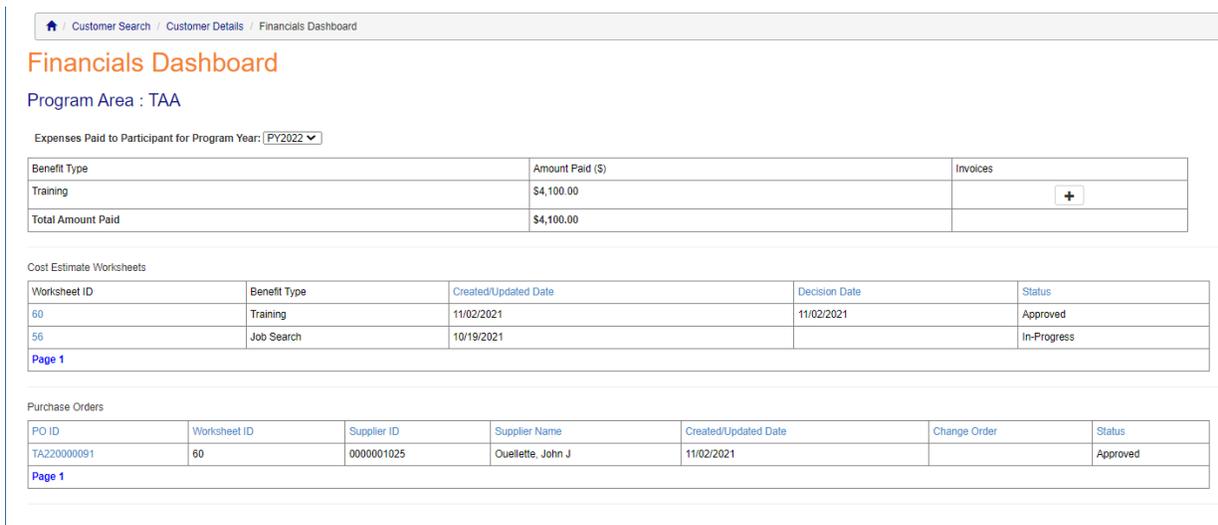


2) Once a customer has been selected, staff will see a Financials link on the left menu:



When clicked, (after case assignment has been taken) grids display for **Expenses, Cost Estimate Worksheets** and **Purchase Orders**.

NOTE: The Expenses grid displays only after an Invoice has been paid for this customer. The Cost Estimate Worksheet (CEW) and Purchase Order (PO) grids display once CEWs or POs have been created.



ASSET Technical Bulletin –
Find this document at: https://dwd.wisconsin.gov/DETAPPS/detapps_info/secure/asset/tech-bulletins.htm

Clicking on (+) in the grid will display Invoice details and provide a link to the invoice where the user can also access the associated Purchase Orders (POs):

Customer Search / Customer Details / Financials Dashboard

Financials Dashboard

Program Area : TAA

Expenses Paid to Participant for Program Year: [PY2022]

Benefit Type	Amount Paid (\$)	Invoices
Training	\$4,100.00	+
	Invoice #	Paid Date
	ASTTAA220000028	11/2/2021
		Amount Paid
		\$4,100.00
Total Amount Paid	\$4,100.00	

Clicking on **Worksheet ID** in the grid will display the Cost Estimate Worksheet (CEW) details:

Cost Estimate Worksheet Details

Status:

Current Status:

Comments:

caution 2000 character limit

Select Service:

Service Name	Benefit Type
Occupational Classroom	Training
Page 1	

Training Cost Estimate

Training Cost Estimate:

Institution Name:

Address Line 1:

Address Line 2:

City:

State:

Zip Code:

Cost Estimate Breakdown:

Tuition & Required Fees:

Books:

Supplies/Materials:

Internet Cost:

Technology Cost:

Other Fees:

Other Fees Comment:

caution 2000 character limit

Transportation Cost Estimate:

GSA per Mile: \$

Total Round Trip miles per day:

Eligible Miles:

Training Weeks:

Total Transportation Cost:

Food Cost Estimate:

GSA per Diem: \$

Training Weeks:

Total Food Cost:

Lodging Cost Estimate:

GSA per Diem: \$

Training Weeks:

Total Lodging Cost:

RTAA

Relocation Benefit

OOA Job Search

[PO Details](#)

[Print](#)

Clicking on the accordions for **RTAA**, **Relocation Benefit** or **OOA Job Search** open tabs for tracking these benefits.

RTAA Benefit tab:

RTAA

RTAA

Was confirmation of RTAA eligibility received from TAA Central Office? Yes No

Total amount payable for RTAA Benefit: \$

Relocation Allowance tab:

Relocation Benefit	
Relocation Allowance	
Qualifying Employer:	Chrysler Group LLC
Qualifying Separation Date:	10/1/2021
Previously received relocation allowance under same petition #?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Is relocation address within the U.S.?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Is relocation address outside participant's normal commuting area?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Is suitable employment available within the participant's normal commuting area?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Does participant have bona fide offer of employment in relocation area?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Does the offer pay either 80% of the pre-layoff wage or 75th percentile of national wages as determined by the National Occupational Employment Wage Estimates?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Are any costs being paid by other sources?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Estimated Date of Relocation:	<input type="text" value="11/29/2021"/>
Commercial Moving Costs:	
Carrier Name:	<input type="text" value="ABS Movers"/>
Carrier Cost:	<input type="text" value="\$13000.00"/> x 0.90 = \$11,700.00
Storage Costs:	
Storage Cost:	<input type="text" value="\$0.00"/> x 0.90 = \$0.00
Participant Travel:	
Participant GSA per Mile:	<input type="text" value="\$ 0.585"/>
Total Participant Miles:	<input type="text" value="320.00"/>
Eligible Miles:	290.00
Total Travel Cost:	$162.40 \times 0.90 = \$146.16$

Job Search Allowance tab:

OOA Job Search

Job Search Allowance

Qualifying Employer: Eaton Corporation

Qualifying Separation Date: 10/1/2018

Is suitable employment available within the participant's normal commuting area? Yes No

Does the participant have reasonable expectation of securing suitable employment, or employment paying within the 75th percentile of national wages as determined by the National Occupational Employment Wage estimates, within the selected job search area? Yes No

Is the participant able to job search using remote technology? Yes No

Why not?

On site interviews

Has the participant previously received a job search allowance under the same petition? Yes No

Are any job search costs being paid by other sources? Yes No

Other source Amount: \$ 500.00

OOA Job search amount: \$ 1,250.00

Eligible amount: \$ 750.00

Has the participant received TAA-funded training? Yes No

Clicking on **Purchase Order ID** in the grid will display the Purchase Order (PO) details:

[Home](#) / [Customer Search](#) / [Customer Details](#) / [Financials Dashboard](#) / [Purchase Order](#)

Purchase Order Details

Status: Approved

PO Number:	TA220000183	Supplier Name:	La Crosse Area Development
PIN:	11957	Supplier ID:	0000041406
Delivery Type:	Mailing Address	Order Begin Date:	11/30/2021
Address Name:	La Crosse Area Development	Order End Date:	06/30/2023
Address Line 1:	712 Main Street		
Address Line 2:	<input type="text"/>		
City:	La Crosse		
State:	WI		
Zip:	54601 - 4121 [##### #####]		
STAR PO#:	00000		

Line Items for Benefit Type: RTAA

Line Number	Line Item Description	Line Amount	Line Balance Amount	Invoices
1	RTAA	\$8,000.00 (Final Invoice)	\$7,850.00	<input data-bbox="1052 1192 1101 1234" type="button" value="+"/>
	Total Order Amount	\$8,000.00	\$7,850.00	

Change Order History

Created:	12/20/2021 2:12:31 PM	By:	WIEXTACCIZELDAIT98
Last Updated:	1/6/2022 2:19:53 PM	By:	ACCOUNTS\IPOWERLXAWQ
Approved Timestamp:	12/20/2021 2:38:18 PM		
Approved By:	ACCOUNTS\CULLEKACQM		

- Clicking the **Change Order** button allows user to enter changes to line items (TAA Creator only)
- Clicking the **Change Order History** link allows user to view information related to both non-Financial and Financial changes to Purchase Order:

Change Order History

Non Financial Activity

PO Begin Date	End Date	Delivery Type	Delivery Details	Status	Created By	Approved/Rejected By	Approved/Rejected Time	Comments
12/01/2021	06/30/2023	MAIL	La Crosse Area Development 712 Main Street La Crosse WI 546014121	ORIGINAL	WIEXTACCZELDAIT98	ACCOUNTS\CULLEKACQM	12/27/2021 1:38:20 PM	
11/30/2021	06/30/2023	MAIL	La Crosse Area Development 712 Main Street La Crosse WI 546014121	APPROVED	ACCOUNTS\CULLEKACQM	WIEXTACCZELDAIT98	12/27/2021 2:30:36 PM	

Financial Activity

Line Item	\$ Amount	\$ CO Amount	Status	Created By	Approved/Rejected By	Approved/Rejected Time	Comments
RTAA	10000	8000	APPROVED	ACCOUNTS\CULLEKACQM	WIEXTACCZELDAIT98	12/27/2021 2:30:36 PM	

3) In the horizontal menu bar in ASSET the user will now see a Link to Invoices:

The screenshot shows the ASSET web application interface. At the top left is the logo for the State of Wisconsin DWD (Department of Workforce Development) and ASSET. On the right side of the top bar, there are links for Customer Search, Alerts (0 Alert(s), 1 Notification(s)), and Logout. The horizontal menu bar includes Home, Manage Customers, Staff, Admin Tool, System Reports, BI Reports, and Invoices. The Invoices menu item is highlighted, and a dropdown menu is visible with two options: TAA and Finance Spreadsheet. Below the menu bar, the main content area displays the ASSET logo, the text 'Welcome to Wisconsin's ASSET', and a System Messages section dated Monday, January 10, 2022, with a message about Document Upload functionality.

- Clicking on **TAA** will take user to grids containing TAA Invoices, separated by Supplier and Participant Invoices:

ASSET Financials / TAA Invoices

TAA Invoices

Supplier Invoices

ASSET Invoice #	Invoice Recd Date	Scheduled Payment Date	Supplier Invoice #	ASSET Inv Created/Updated	\$ Amount Invoiced	Status
ASTTAA220000146	01/07/2022	01/27/2022	dfs1123	01/10/2022	\$4,085.97	Scheduled
ASTTAA220000143	01/07/2022	01/27/2022	dattwerw1	01/10/2022	\$4,038.27	Scheduled
ASTTAA220000142	01/04/2022	01/24/2022	KC2345678920	01/05/2022	\$150.00	Scheduled
ASTTAA220000141	10/31/2021	01/04/2022	2	01/04/2022	\$17,000.00	Rejected
ASTTAA220000140	12/27/2021	01/16/2022	KC2345678919	01/05/2022	\$458.66	Scheduled
ASTTAA220000139	01/03/2022	01/23/2022	KC2345678918	01/05/2022	\$500.00	Scheduled
ASTTAA220000138	01/02/2022	01/22/2022	KC2345678917	01/05/2022	\$1,250.00	Scheduled
ASTTAA220000137	12/22/2021	01/11/2022	KC2345678916	01/04/2022	\$750.00	Rejected
ASTTAA220000135	12/30/2021	01/19/2022	KC234678915	01/07/2022	\$17,520.00	Void
ASTTAA220000134	01/03/2022	01/23/2022	KC2345678914	01/04/2022	\$1,050.00	Rejected

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Create Invoice

ASSET Participant Invoices

ASSET Invoice #	Receipt Recd Date	Scheduled Payment Date	ASSET PIN	ASSET Inv Created/Updated	\$ Amount Invoiced	Status
ASTTAA220000122	12/29/2021	01/04/2022	9635	01/07/2022	\$5,021.26	Void
ASTTAA220000109	12/29/2021	12/30/2021	23631	01/05/2022	\$7,500.00	Scheduled
ASTTAA220000086	12/08/2021	12/08/2021	26413	12/09/2021	\$11,253.86	Paid
ASTTAA220000084	12/08/2021		13450	12/08/2021	\$8,100.00	In-Progress
ASTTAA220000069	11/12/2021		26473	12/09/2021	\$423.50	In-Progress
ASTTAA220000066	11/12/2021	11/12/2021	26413	12/15/2021	\$7,500.00	Void
ASTTAA220000061	11/12/2021	11/12/2021	8457	01/06/2022	\$500.00	Void
ASTTAA220000056	11/12/2021	11/12/2021	5590	11/18/2021	\$250.00	Paid
ASTTAA210000002	06/13/2021			06/29/2021	\$12,000.00	In-Progress

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Create Invoice

- Clicking on the **Create Invoice** button will take user to a blank invoice for entry (TAA Creator role only)
- Clicking on the **ASSET Invoice #** link will take user to Invoice Details page:

Invoice Details

Event History

Status: Scheduled

Void

Comments:

caution 2000 character limit

* Supplier Invoice / Remittance Advice #:

dfs1123

ASSET Invoice #:

ASTTAA220000146

* Invoice Received Date:

01/07/2022

* Total Invoice Amount:

\$ 4085.97

Scheduled Payment Date:

01/27/2022

Amount to be Invoiced:

\$0.00

* Supplier ID:

0000140578

Supplier Name:

Lisa A

Supplier Locations:

ACH -

I have verified that all services have been provided and all the correct supporting documentation has been received. This invoice is approved for payment.

Acknowledged By:

ACCOUNTS\POWELRXAWQ

Date/Timestamp:

1/7/2022 5:03:40 PM

Invoice Line Items:

Invoice Number	PO Number	ASSET PIN	Description	PO Amount	Balance Amount	Invoice Amount	Final Invoice
1	TA220000278	13978	Commercial Carrier	\$1,980.00	\$0.00	\$1,980.00	
2	TA220000278	13978	Storage	\$522.79	\$0.00	\$522.79	
3	TA220000278	13978	Participant Mileage	\$236.88	\$0.00	\$236.88	
4	TA220000278	13978	Food	\$53.10	\$0.00	\$53.10	
5	TA220000278	13978	Lodging	\$43.20	\$0.00	\$43.20	
6	TA220000278	13978	Cash Payment	\$1,250.00	\$0.00	\$1,250.00	

Back

Void

Created:

1/7/2022 5:02:38 PM

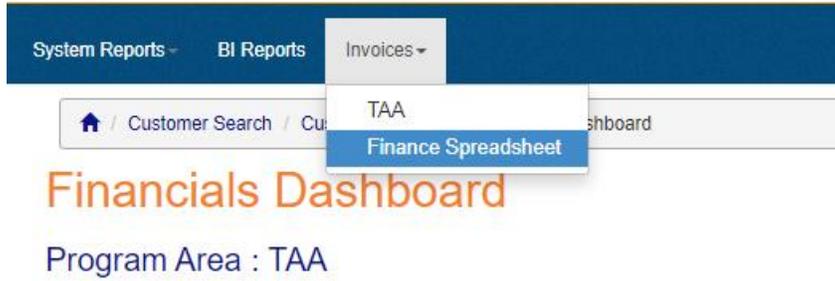
By: ACCOUNTS\POWELRXAWQ

Last Updated:

1/10/2022 8:25:00 AM

By: JJ3387

- Clicking on the **Void** button voids the Invoice (Admin Only) with required comment. Voids should be requested by staff via staff request and require analysis by Admin and Finance.
- Clicking on **Finance Spreadsheet** will take user to a spreadsheet that TAA Creator will use to enter Cost Estimate Worksheets (CEWs) for their current caseloads.



NOTE: This link is temporary and will be removed when TAA staff have finished entry.

4) Alerts

TAA staff will receive the following alerts:

Role	Alert happens when:	Alert is removed when:
TAA Creator	Cost Estimate Worksheet is approved by TAA Financial Reviewer	Purchase Order (PO) is self-approved by TAA Creator
TAA Creator	Change Order to PO is approved by TAA Financial Reviewer	Purchase Order (PO) is self-approved by TAA Creator
TAA Creator	Invoice is approved by Invoice Processor	invoice link is clicked from the Alert
TAA Financial Reviewer	Cost Estimate Worksheet is submitted by TAA Creator	Cost Estimate Worksheet is approved by TAA Financial Reviewer
TAA Financial Reviewer	Change Order to PO is submitted by TAA Creator	Change Order is approved by TAA Financial Reviewer

Alerts are accessed by clicking the bell icon in the header:



When **PIN** link is clicked, system navigates to customer record.

[Home](#) / Customer Notifications

Staff Alerts

PIN	Name	Alert Type	Alert Date	Description
1551	Claimant II, Jake	Cost Estimate Worksheet Submitted	01/11/2022	TAA - Cost Estimate Worksheet submitted by Jennifer Arzt
15524	Claimant II, Jake	Cost Estimate Worksheet Submitted	01/11/2022	TAA - Cost Estimate Worksheet submitted by Jennifer Arzt
15931	TAA-AF, Bri	PO Change Order Submitted	12/22/2021	TAA - PO Change Order submitted by Rebecca Powell
12044	TAA, Grover	PO Change Order Submitted	12/16/2021	TAA - PO Change Order submitted by Rebecca Powell
20931	sharma, vik	PO Change Order Submitted	11/22/2021	TAA - PO Change Order Submitted by Rebecca Powell
12041	TAA, Fred	Cost Estimate Worksheet Submitted	11/08/2021	TAA - Cost Estimate Worksheet submitted by Darlene Shirer
20931	sharma, vik	PO Change Order Submitted	08/26/2021	TAA - PO Change Order Submitted by Vikas Sharma
20931	sharma, vik	Cost Estimate Worksheet Submitted	07/23/2021	TAA - Cost Estimate Worksheet submitted by Vikas Sharma
20931	sharma, vik	PO Change Order Submitted	07/22/2021	TAA - PO Change Order Submitted by Vikas Sharma
20931	sharma, vik	PO Change Order Submitted	07/19/2021	TAA - PO Change Order submitted by Vikas Sharma

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13 Alert(s) found.

5) Event History

- Purchase Order - Event History is kept for the Purchase Order (PO) and can be accessed by clicking on the **Change Order History** Link:

Line Items for Benefit Type: RTAA

Line Number	Line Item Description	Line Amount	Line Balance Amount	Invoices
1	RTAA	\$8,000.00 (Final Invoice)	\$7,850.00	
	Total Order Amount	\$8,000.00	\$7,850.00	

[Print](#)

[Change Order History](#) 

- Invoice - Event History is kept for the Invoice and can be accessed by clicking on the **Event History** button:

Invoice Details

[Event History](#)

Status: Scheduled

Comments:

caution 2000 character limit

* Supplier Invoice /
Remittance Advice #:

dfs1123

ASSET Invoice #:

ASTTAA220000146

* Invoice Received
Date:

01/07/2022

* Total Invoice
Amount:

\$ 4085.97

Scheduled Payment
Date:

01/27/2022

Amount to be
Invoiced:

\$0.00

* Supplier ID:

0000140578

[Get Remittance Address](#)

Supplier Name:

Disc. Lic A

Changes to Invoice status with date and timestamps and staff name are accessible for auditing purposes:

Event History Summary

[Return To Form](#)

Event History for Invoice : ASTTAA220000146

Create Date	Event Description	By
01/10/2022 08:25:00 AM	Status changed from Batch Process to Scheduled	Batch
01/10/2022 08:24:59 AM	Status changed from Approved to Batch Process	Batch
01/07/2022 05:07:33 PM	Status changed from Submitted to Approved	Sharma, Wish1
01/07/2022 05:05:02 PM	Status changed from In-Progress to Submitted	Powell, Rebecca

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4 row(s) found.