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:

				Help
STATE OF WISCONSIN ©	ET	Fred TAA 12041	Customer 0 Alert(s) Search 1 Notification(s	Logout
Home Manage Customers - Staff -	Admin Tool - System Reports - Bl Repor	ts Invoices -		
	1 Customer Search / Customer Details			
Customer Case Team	Customer Details			
Documents	Save	Delete		
Job Seeker Employment				
Assessments	Event History			
Employability Plan				
Programs	Contact Details Demographics Milit	ary Service Case Management Info	Job Center of Wisconsin	
Services				
Exits	Contract Informations			
Customer Notes	PIN:	12041		
Job Matching	*			
Customer Reports	Intake Date:	04/01/2015 [mm/dd/yyyy] Set As To	day	
<u>Financials</u>			_	
	Social Security Number:	***-**-0000 [### ## ######] Create Pse	udo SSN	

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

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

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Set																	
	Cost Estimate Worksheets																
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age 1	Page 1																

ASSET Technical Bulletin – Find this document at: <u>https://dwd.wisconsin.gov/DETAPPS/detapps_info/secure/asset/tech-bulletins.htm</u> 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	Amount Paid					
	ASTTAA220000028	11/2/2021	\$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 W	orksheet Details	
Status:	In-Progress 🗸	
Current Status:	Approved	
Comments:		
	caution 2000 character limit	
Select Service:	~	
Service Name		Benefit Type
Occupational Classroom		Training
ruyo i		
Training Cost Estimate		
Training Cost Estimate:		
Institution Name:	Southwest Technical College	
Address Line 1:	1800 Bronsom Drive	
Address Line 2:		
City:	Fennimore	
State:	WI V	
Zip Code:	54701 -	
Cost Estimate Breakdown:		
Tuition & Required Fees:	\$ 3500.00	
Books:	\$ 400.00	
Supplies/Materials:	\$ 100.00	
Internet Cost:	s	
Technology Cost:	s	
Other Fees:	\$ 100.00	
Other Fees Comment:		
	caution 2000 obstactor limit	
	caution 2000 character innit	

Transportation Cost Estimate:		
GSA per Mile:	s	
Total Round Trip miles per day:		
Eligible Miles:		
Training Weeks:		
Total Transportation Cost:		
Food Cost Estimate:		
GSA per Diem:	S	
Training Weeks:		
Total Food Cost:		
Lodging Cost Estimate:		
GSA per Diem:	S	
Training Weeks:		
Total Lodging Cost:		
•		•
RTAA		
Relocation Benefit		
OOA Job Search		
	POI	Details
	Print	

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

RTAA Benefit tab:

Yes O No
\$ 10000.00

Relocation Allowance tab:

Relocation Allowance Qualifying Chrysler Group LLC Employee: Qualifying 10/1/2021 Separation Date: Previously received relocation allowance under Separation #7 Is relocation address within the U.S.? Yes No Is relocation address outside participant's normal Genemptoyment available within the Participant's normal commuting area? Does participant have bona filde offer of Separation area? Does participant have bona filde offer of Wage or 75th percentile of national wages as a determined by the National Occupational Employment wage Estimates? Are any costs being paid by other sources? Yes No Estimated Date of Tu?2021 Relocation: Carrier Cost: Source: Sourc	elocation Benefit				
Qualifying Chryster Group LLC Employer: Qualifying 10/1/2021 Separation Date: Previously received relocation allowance under Yes Separation Same petition #? Is relocation address within the U.S.? Yes No Is relocation address outside participant's normal commuting area? Is suitable employment available within the participant's normal commuting area? Is suitable employment available within the participant's normal commuting area? Is suitable employment available within the participant's normal commuting area? 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? Are any costs being paid by other sources? Yes No Estimated Date of align and by sources? Yes No Estimated Date of sign and by other sources? Yes No Estimated Date of sign and by other sources? Yes No Estimated Date of sign and by other sources? Yes No Estimated Date of sign and by other sources? Yes No Estimated Date of sign and by other sources? Yes No Estimate Date of sign and by other sources? Yes No Estimated Date of sign and by other sources? Yes No Estimated Date of sign and by other sources? Yes No Estimated Date of sign and by other sources? Yes No Estimated Date of sign and by other sources? Yes No Estimated Date of sign and by other sources? Yes No Estimated Date of sign and by other sources? Yes No Sign and by other sources? Yes No Sign and	Relocation Allowar	ice			
Qualifying 10/1/2021 Separation Date: Previously received relocation allowance under same petition #? Is relocation address within the U.S.? Yes No Is relocation address outside participant's normal commuting area? Is suitable employment available within the participant's normal ormal to moral commuting area? Does participant normal commuting area? Does the offer pay either 80% of the pre-layoff wage or 75th percentile of national wages as determined by the National Occupational Employment available within the same as a second	Qualifying Chrysler Employer:	Group LLC			
Previously received relocation allowance under same petition #? Is relocation address within the U.S.? Is relocation address outside participant's normal commuting area? Is suitable employment available within the participant's normal commuting area? Does participant have bona fide offer of employment in relocation area? Does the offer pay either 80% of the pre-layoff wage or 75th percentile of national wages as determined by the Attoinal Occupational Employment Wage Estimates? Are any costs being paid by other sources? Are any costs being paid by other sources? Carrier Cost: Carrier Cost: Storage Costs: Storage Cost: Storage Cost: S	Qualifying 10/1/20. Separation Date:	21			
Is relocation address within the U.S.? Yes No Is relocation address outside participant's normal commuting area? No Is suitable employment available within the participant's normal commuting area? No Does participant have bona fide offer of employment in relocation area? 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? Are any costs being paid by other sources? Yes No Estimated Date of Relocation: commercial Moving Costs: Carrier Cost: \$13000.00 0.90 = \$11,700.00 torage Costs: Storage Cos	Previously received relocation same petition #?	on allowance under	🔾 Yes 🖷	No	
Is relocation address outside participant's normal ormmuling area? Is suitable employment available within the participant's normal commuting area? Does participant have bona fide offer of Yes 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? Are any costs being paid by other sources? Yes No Estimated Date of 11/29/2021 Commercial Moving Costs: Carrier Cost: S 13000.00 × 0.90 = \$11,700.00 torage Costs: Storage Costs:	Is relocation address within	the U.S.?	• Yes O	No	
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Does participant have bona fide offer of employment in relocation area? 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? Are any costs being paid by other sources? Yes Are any costs being paid by other sources? Yes No Estimated Date of atlonal wages as determined by the National Occupational Employment Wage Estimates? Carrier Name: Carrier Cost: Storage Costs: Storage Costs: Storage Cost: Participant Travel: Participant GSA per Mile: Storage Cost: Eligible Miles: Storage Cost:	Is suitable employment avail participant's normal commu	able within the ting area?	⊖ Yes ■	No	
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Total Travel Cost: \$162.40 × 0.90 = \$146.16	Eligible Miles:	290.00			
	Total Travel Cost:	\$162.40 × 0.90 = \$1	46.16		

Job Search Allowance tab:

OOA Job Search

Job Search Allowance

Qualifying Employer:						
Qualifying Separation Date:						
ls suitable employm participant's normal	0	Yes	۲	No		
Does the participant of securing suitable paying within the 75 wages as determine Occupational Emplo within the selected j	۲	Yes	0	No		
Is the participant ab technology?	le to job sea	rch using remote	0	Yes	۲	No
Why not?		On site interviews				
Has the participant search allowance ur	previously re nder the sam	eceived a job ne petition?	0	Yes	۲	No
Are any job search o sources?	costs being	paid by other	۲	Yes	0	No
Other source Amou	nt:	\$ 500.00				
OOA Job search am	ount:	\$ 1,250.00				
Eligible amount:		\$ 750.00				
Has the participant training?	0	Yes	۲	No		

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

1 Customer Se	↑ / Customer Search / Customer Details / Financials Dashboard / Purchase Order										
Purchase Order Details											
Status: Approved V	itatus: Approved V Change Order										
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	06/30/2023								
Address Line 1:	712 Main Street	Date:									
Address Line 2:											
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	+
	Total Order Amount	\$8,000.00	\$7,850.00	



- 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	Deliver	y Details		Status	Created By		Approve	d/Rejected By	Approved/Rejected Tim	e Comments
12/01/2021	06/30/2023	MAIL	La Cro	sse Area Development 712 Main Street L	a Crosse WI 546014121	ORIGINAL	WIEXTACC\2	ZELDAIT98	ACCOU	NTS\CULLEKACQM	12/27/2021 1:38:20 PM	
11/30/2021	06/30/2023	MAIL	La Cro	sse Area Development 712 Main Street L	a Crosse WI 546014121	APPROVED	ACCOUNTS	CULLEKACQM	WIEXTA	CC\ZELDAIT98	12/27/2021 2:30:36 PM	
Financial Activity												
Line Item		\$ Amount		\$ CO Amount	Status	Created By		Approved/Reject	ted By	Approved/Rejected	Time Comments	
RTAA		10000		8000	APPROVED	ACCOUNTS\C	ULLEKACQM	WIEXTACC\ZEI	LDAIT98	12/27/2021 2:30:36	PM	

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



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



Create Invoice

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
Page 1						

ASSET Participant Invoices

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:

ASSET Financia	als / TAA Invoices / Invoice Details			
Invoice De	etails			
		Event History		
Status: Scheduled 🛩				
	. · · · · · · · · · · · · · · · · · · ·	Did		
Comments:	5			
	caution 2000 character limit	1		
* Supplier Invoice /	dfe1123		ASSET Invoice #:	ASTTAA220000146
Remittance Advice #:	001123			
* 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 a approved for payme	Il services have been provided and nt.	all the correct supporting	documentation has been	received. This invoice is
Acknowledged By:	ACCOUNTSIPOWELRXAWQ	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	53
2	TA220000278	13978	Storage	\$522.79	\$0.00	\$522.79	- 12
3	TA220000278	13978	Participant Mileage	\$236.88	\$0.00	\$236.88	12
4	TA220000278	13978	Food	\$53.10	\$0.00	\$53.10	10
5	TA220000278	13978	Lodging	\$43.20	\$0.00	\$43.20	
6	TA220000278	13978	Cash Payment	\$1,250.00	\$0.00	\$1,250.00	15



Created: Last Updated: 1/7/2022 5:02:38 PM 1/10/2022 8:25:00 AM By: ACCOUNTS\POWELRXAWQ

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.

Invoices -	
TAA	shboard
Finance Spreadsheet	
	nvoices ← TAA Finance Spreadsheet

Program Area : TAA

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	Purchase Order (PO) is self-approved by TAA Creator
	Reviewer	
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	Cost Estimate Worksheet is	Cost Estimate Worksheet is approved by
Reviewer	submitted by TAA Creator	TAA Financial Reviewer
TAA Financial	Change Order to PO is	Change Order is approved by TAA
Reviewer	submitted by TAA Creator	Financial Reviewer

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



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

DWD ree Development	SSET	-		Customer 13 Alert Search 1 Notifici
lanage Custom	ners - Staff - System	Reports - BI Reports Invoid	æs -	
🔺 / Cu	stomer 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
20024	sharma vik	PO Change Order Submitted	07/19/2021	TAA - PO Change Order submitted by Vikas Sharma

13 Alert(s) found.

Line Items for Benefit Type: RTAA

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 Number Line Item Description Line Amount Line Balance Amount Invoices 1 RTAA \$8,000.00 (Final Invoice) \$7,850.00 • 0 Total Order Amount \$8,000.00 \$7,850.00 • Print

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

ASSET Financials	/ TAA Invoices / Invoice Details		
Invoice De	tails		
		Event History	
Status: Scheduled V			
Comments:			
	aution 2000 character limit		
* Supplier Invoice /	dfs1123	ASSET Invoice #	#: ASTTAA220000146
Remittance Advice #:			
* Invoice Received	01/07/2022	* Total Invoice	\$ 4085.97
Date:		Amount:	
Scheduled Payment Date:	01/27/2022	Amount to be Invoiced:	\$0.00
* Supplier ID:	0000140578 Get Remitt	ance Address	
Supplier Name	Duan Liss A		

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

↑ / Customer Search / Customer Details / Event History					
Event History Summary					
Return To Form					
Event History for Invoice : ASTTAA220000146					
Create Date	Event Description	Ву			
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			
Page 1					

4 row(s) found.