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# ASSET Technical Bulletin

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## ASSET Changes – Will be deployed on March 26, 2024

### New O\*NET codes available in ASSET and CEPT

- The O\*NET codes available in ASSET and CEPT have been updated to the newest versions. Users will not see changes to existing records. When adding a new O\*NET code to a customer, users may see some changes in names.

### DVOP Eligibility displays on Customer Details

- A customer's DVOP Eligibility will display on the Military Service tab of the Customer Details page. This includes a timestamp of when this was last updated. Existing customer records will be updated on the evening following this deploy. The full impact of the changes will be visible the following morning.

Unemployed more than 27 weeks in past year (Veterans):	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> No Response
Veteran reported at: 	11/7/2023 11:45:26 AM
DVOP Eligible:	Yes
DVOP eligibility calculated on:	3/15/2024 1:34:23 PM

### RESEA Virtual Sessions

- Validation rules now are in place to ensure that links entered in the Site Details comment box when creating an RESEA Virtual Session are formatted correctly. If the format is incorrect, an error message is triggered.

## Addition of Title 1 to ASSET Financials

We have added functionality to allow Career Planners to optionally plan expenditures related to a participant's Title 1 benefits and services. The following functions are available within ASSET.

### New Special Access Roles

Three new special access roles have been created for staff to manage Title 1 Financials data:

Special Access Role	Cost Estimate Worksheet (CEW)	Change Orders (CO)	Vendor List	T1 Financials File Upload
T1 Financials Creator	Create/edit/submit	Create/Submit	Read-only	Read-only
T1 Financials Reviewer	Approve/Reject	Approve/Reject	Create/edit/submit	Upload/view/delete
T1 Financials Manager	Read-only	Read-only	Create/edit/submit	Upload/view/delete

NOTE: Without one of these special access roles staff will only be able to view Title 1 Financial data. Staff can request this additional access by submitting a DET-10-E form to DET Security.

# Title1 Financials Program Area

Title 1 program area has been added to Financials Dashboard:

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

## Financials Dashboard

Program Area : TAA

### Cost Estimate Worksheets

Worksheet ID	Benefit Type	Created/Updated Date	Decision Date	Status
127		12/08/2021		In-Progress

[Page 1](#)  
Participant doesn't have any applicable TAA service to create Cost Estimate Worksheet

### Purchase Orders

PO ID	Worksheet ID	Supplier ID	Supplier Name	Created/Updated Date	Change Order	Status
<a href="#">Page 1</a>						

Program Area : Title 1 

### Expenses Paid

Program Name	Cost Category	Name on Check	Check Number	Amount Paid	Check Date	Created By	Created Timestamp
Title 1 Adult	Test fee	Chad Trenton Business School LLC.	11112	-\$111.11	09/01/2023	ACCOUNTS\arelomcbw	9/15/2023 1:09:31 PM
Title 1 Adult	Mileage	Chad Trenton Business School LLC.	22222	\$222.22	09/02/2023	ACCOUNTS\arelomcbw	9/15/2023 1:09:31 PM
Title 1 Adult	Test fee	Chad Trenton Business	11111	\$111.11	09/01/2023	ACCOUNTS\arelomcbw	9/15/2023

## Expenses Paid

The Expenses grid displays only if WDA has uploaded financial data showing payments made for this participant. Each column is sortable by clicking the headers:

Program Area : Title 1

### Expenses Paid

Program Name	Cost Category	Name on Check	Check Number	Amount Paid	Check Date	Created By	Created Timestamp
Title 1 Adult	Tuition	Chanell Ardor	41821	\$800.00	04/05/2023	ACCOUNTS\pallanxrsr	9/13/2023 3:16:24 PM
Title 1 Adult	Mileage	Nicole S Anderson	41901	\$3,123.20	04/06/2023	ACCOUNTS\pallanxrsr	9/12/2023 1:46:58 PM
Title 1 Adult	Test fee	Nicole S Anderson	41901	\$2,813.64	04/06/2023	ACCOUNTS\pallanxrsr	9/12/2023 1:46:58 PM
Title 1 Adult	Tuition	Nicole S Anderson	41821	\$800.00	04/06/2023	ACCOUNTS\pallanxrsr	9/12/2023 1:46:58 PM
Title 1 Adult	Tuition	Chanell Ardor	41821	\$800.00	04/05/2023	ACCOUNTS\pallanxrsr	9/12/2023 1:46:58 PM

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## Cost Estimate Worksheets (CEWs)

Once a CEW has been created for this participant there will be a link to it displaying on the grid.

- Clicking on **Worksheet ID** link in the grid will display the CEW details
- TAA Creators may add a new CEW by clicking the '**Add Cost Estimate Worksheet**' button

Cost Estimate Worksheets

Worksheet ID	Benefit Type	Created/Updated Date	Decision Date	Status
50	Training	07/19/2023	07/19/2023	Submitted
48	Training	05/10/2023		In-Progress
47	Training	04/21/2023		In-Progress
46	Supportive Services	03/09/2023		In-Progress
45	Training, Career Services	03/09/2023	03/09/2023	Submitted
44		03/03/2023		In-Progress
42	Supportive Services	02/23/2023		In-Progress
41	Training, Supportive Services	02/15/2023		In-Progress
39	Supportive Services	02/01/2023		In-Progress
32		12/05/2022	12/05/2022	Cancelled
26 - C	Training	12/05/2022	09/19/2022	Submitted
22	Training, Supportive Services	12/01/2022	12/01/2022	In-Progress
11	Training, Supportive Services, Career Services	08/25/2022	08/25/2022	Cancelled

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Add Cost Estimate Worksheet

Clicking on the accordions for **Training**, **Supportive Services**, **Career Services**, **Youth Work Experience Services** or **Youth Incentives** will open tabs for tracking these benefits:

## Training

**Training**

Training Type:

Institution Name:

Address Line 1:

Address Line 2:

City:

State:

Zip Code:  -  [##### ####]

Contact Name:

Phone Number:  [\_\_\_\_-\_\_\_\_] [###]###-####

Fax Number:  [\_\_\_\_-\_\_\_\_] [###]###-####

Email Address:

ITA Number:

Training Program:

Start Date:

Projected End Date:

Student ID:

Tuition Cost: \$

Details:

caution 500 character limit

Save Training

## Supportive Services

Training

Supportive Services

### Supportive Services

Type of Support:

Vendor Type:  Participant  Vendor

Vendor:

Vendor Name:

Vendor Address Line 1:

Vendor Address Line 2:

City:

State:

Zip Code:  -  [##### #####]

Contact Name:

Phone Number: ( ) - - [##### #####]

Fax Number: ( ) - - [##### #####]

Email Address:

Start Date:

Projected End Date:

Cost: \$

Funding Source:

Details:   
caution 500 character limit

## Career Services

Training

Supportive Services

Career Services

### Career Services

Type of Career Service:

Vendor Type:  Participant  Vendor

Vendor:

Vendor Name:

Vendor Address Line 1:

Vendor Address Line 2:

City:

State:

Zip Code:  -  [##### #####]

Contact Name:

Phone Number: ( ) - - [##### #####]

Fax Number: ( ) - - [##### #####]

Email Address:

Start Date:

Projected End Date:

Cost: \$

Details:   
caution 500 character limit

## Youth Work Experience Services

Training
Supportive Services
Career Services
<b>Youth Work Experience Services</b>

### Youth Work Experience Services

Type of Service:

Placement Site:

Job Title:

No. of weeks:

Start Date:

Projected End Date:

Hourly Rate: \$

No. of hours per week:

Cost:

Details:   
caution 500 character limit

Save Work Experience Service

## Youth Incentives

Training
Supportive Services
Career Services
Youth Work Experience Services
<b>Youth Incentives</b>

### Youth Incentives

Type of Service:

Milestone Achieved:

Incentive Activity Type:

Date of Achievement:

Start Date:

Projected End Date:

Cost: \$

Details:   
caution 500 character limit

Save Youth Incentive

## Approved Cost Estimate Worksheet

Once a CEW has been approved there will be a link to it displaying on the grid:

Approved Cost Estimate Worksheets

Worksheet ID	Created/Updated Date	Amount
<a href="#">49 - Training</a>	08/21/2023	\$22,222.00
<a href="#">43 - Supportive Services</a>	02/23/2023	\$80,000.00
<a href="#">43 - Training</a>	02/23/2023	\$10,000.00
<a href="#">40 - Training</a>	02/13/2023	\$10,000.00
<a href="#">38 - Training</a>	01/13/2023	\$10,000.00
<a href="#">35 - Career Services</a>	12/13/2022	\$88,888.00
<a href="#">35 - Training</a>	12/13/2022	\$18,888.00
<a href="#">33 - Training</a>	12/12/2022	\$5,000.00

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Find this document at: [https://dwd.wisconsin.gov/DETAPPS/detapps\\_info/secure/asset/tech-bulletins.htm](https://dwd.wisconsin.gov/DETAPPS/detapps_info/secure/asset/tech-bulletins.htm)

By clicking the Worksheet ID link user is taken to a details screen:

Customer Search / Customer Details / Financials Dashboard / Approved Cost Estimate Worksheet Details

### Approved Cost Estimate Worksheet Details

Benefit Type: Training  
 Worksheet ID: 49  
 Approved Worksheet ID: 20  
 Needs Approval By:

Approvers: Alison Scales  
 Comments:

caution 2000 character limit

Service	Institution Name	Training Start Date	Created/Updated	Cost	CO Status	Action(s)
Occupational Classroom	UW-Madison Clinic	08/23/2022	8/21/2023 1:43:08 PM	\$22,222.00	APPROVED	<input type="button" value="View"/> <input type="button" value="Change Order"/> <input type="button" value="CO History"/>

- Comments may be added
- Change order may be added
- Past change orders may be viewed

## Change Orders

T1 Financials Creator can make changes to submitted CEWs by entering changes and clicking the "Submit Change Order" button. CEW will be resubmitted with changes for approval.

Customer Search / Customer Details / Financials Dashboard / Approved Cost Estimate Worksheet Details

### Approved Cost Estimate Worksheet Details

Benefit Type: Training  
 Worksheet ID: 49  
 Approved Worksheet ID: 20  
 Needs Approval By:

Approvers: Alison Scales  
 Training Type:

Institution Name:   
 Address Line 1:   
 Address Line 2:   
 City:   
 State:   
 Zip Code:  -  [#####-####]  
 Contact Name:   
 Phone Number:  [\_\_\_\_-\_\_\_\_] [(###)###-####]  
 Fax Number:  [\_\_\_\_-\_\_\_\_] [(###)###-####]  
 Email Address:   
 ITA Number:   
 Training Program:   
 Start Date:   
 Projected End Date:   
 Student ID:   
 Tuition Cost:   
 Details:

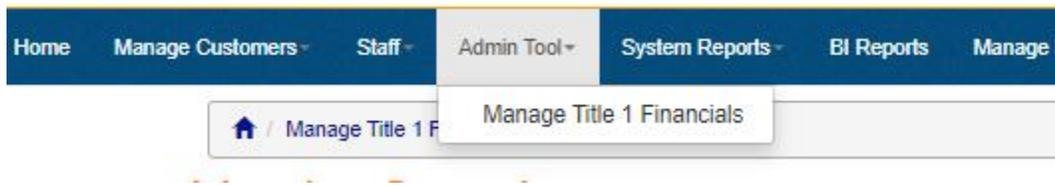
caution 500 character limit

Comments:

caution 2000 character limit

## Vendor List

T1 Financials Reviewers or Managers can enter and manage the Vendors for their WDAs using the Vendor List Admin Tool:



Home / Manage Title 1 Financials / Vendor List

### Vendor Search

Field:

Operator:

\*Criteria:

Active/Inactive Status:  Active  Inactive  All

Search

Add Vendor

#### Vendors

Vendor ID	Vendor Name	City	Vendor Classification	Vendor Status	Active/Inactive
3	ABC Vendor1_1	Madison	TEST3	Submitted	Inactive
10	ABC1	Madison	Classification Three	Approved	Inactive
13	ABCD Vendor		Classification Four	In-Progress	Active
11	Kwik Trip	Madison		Approved	Active
12	Kwik Trip			Submitted	Active
5	Kwik Trip #188	Janesville		Submitted	Active
14	Kwik Trip #198	Janesville		Submitted	Active

Clicking on the "Add Vendor" button opens a form to enter a new Vendor:

Home / Manage Title 1 Financials / Vendor List / Vendor Details

### Vendor Details

Save

Vendor ID:

Approvers:

Status:

Vendor Classification:

Vendor Name:

Address Line 1:

Address Line 2:

City:

State:

Zip Code:  -  [#####]

Email Address:

Phone Number:  [#####]

Fax Number:  [#####]

Contact Name:

Is Vendor Active?

Tax ID Number:

Comments:

caution 2000 character limit

Save

Clicking on the "Vendor ID" link opens the existing Vendor record for edit.

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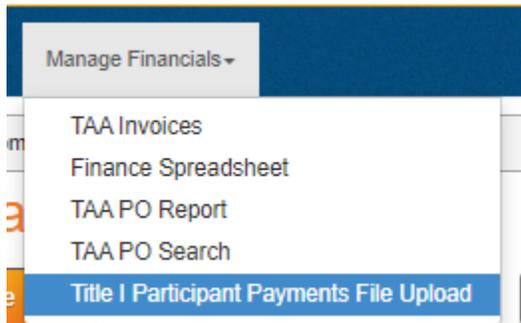
Find this document at: [https://dwd.wisconsin.gov/DETAPPS/detapps\\_info/secure/asset/tech-bulletins.htm](https://dwd.wisconsin.gov/DETAPPS/detapps_info/secure/asset/tech-bulletins.htm)

## Title 1 Financials File Upload

A mechanism has been created to allow Title 1 Financial staff in WDAs to easily upload their obligations and expenditures from their own financial systems to ASSET monthly so they can be displayed on participant's Financials page in ASSET.

**\*\*Please note this new functionality requires prior collaboration/set up between WDA financial staff, ITC BSM and BITS Developers, and this work should be requested via email DWD DL DET Apps Support (DETAppsSupport@dwd.wisconsin.gov). Currently only WDA 10's (pilot) data will display for participants in Production ASSET.\*\***

Staff with appropriate security can upload a file using link in top menu:



- Reports in .csv format up to 23MB may be uploaded
- Reports will be scanned for virus.
- Uploaded reports will display in the grid below:

Home / Title I Participant Payments File Upload

### Title I Participant Payments File Upload

Document Type\*  
Title I File Upload

**CHOOSE FILE**

- Only .csv documents up to 25 MB can be uploaded.
- The file name cannot contain special characters (such as &, #, @).
- Your documents will be scanned for viruses during the upload process. If a virus is found, your document will not be uploaded.

**SUBMIT**

Document Name	Uploaded By	Uploaded On	Actions
Test-Title I form - Check Register April 2023 CSV (1).csv	ACCOUNTS\pallanxsr	9/15/2023 2:04:58 PM	↓ 🗑️
Cross testing T1 upload file - UAT ITERATION.csv	ACCOUNTS\areilcmcbw	9/15/2023 1:09:29 PM	↓ 🗑️

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Find this document at: [https://dwd.wisconsin.gov/DETAPPS/detapps\\_info/secure/asset/tech-bulletins.htm](https://dwd.wisconsin.gov/DETAPPS/detapps_info/secure/asset/tech-bulletins.htm)

Once file is uploaded, system will display the obligations & expenditures of WDA Title I data by Participant:

## Program Area : Title 1

### Expenses Paid

Program Name	Cost Category	Name on Check	Check Number	Amount Paid	Check Date	Created By	Created Timestamp
Title 1 Adult	Test fee	Chad Trenton Business School LLC.	11112	-\$111.11	09/01/2023	ACCOUNTS\arelcmcbw	9/15/2023 1:09:31 PM
Title 1 Adult	Mileage	Chad Trenton Business School LLC.	22222	\$222.22	09/02/2023	ACCOUNTS\arelcmcbw	9/15/2023 1:09:31 PM

Financial staff who have responsibility to perform the file upload in their WDA will receive emailed reminders each month to upload their data file.

## (UAT) ASSET Title I Financials Monthly Report Reminder



DETAPPS@dw.d.wisconsin.gov

To: DWD DL DET ASSET T1 PARTICIPANT FILE;

This message was sent with High importance.

Hello WDA Financial Teams,

This is the monthly reminder email to upload your **Title I Participants Monthly File** to ASSET.

As your time allows, please perform the following steps:

1. Please create your monthly report from your financial systems.
2. Log onto ASSET.
3. Click on the "Manage Financials" option on the top menu.
4. Click on the "Upload Title I Monthly File" option.
5. Please follow the onscreen directions to upload your Title I Monthly File.

Any questions can be reported to [detAppsSupport@dwd.wisconsin.gov](mailto:detAppsSupport@dwd.wisconsin.gov)

Regards,

Wisconsin Department of Workforce Development

201 E Washington Ave

Madison, WI 53703

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