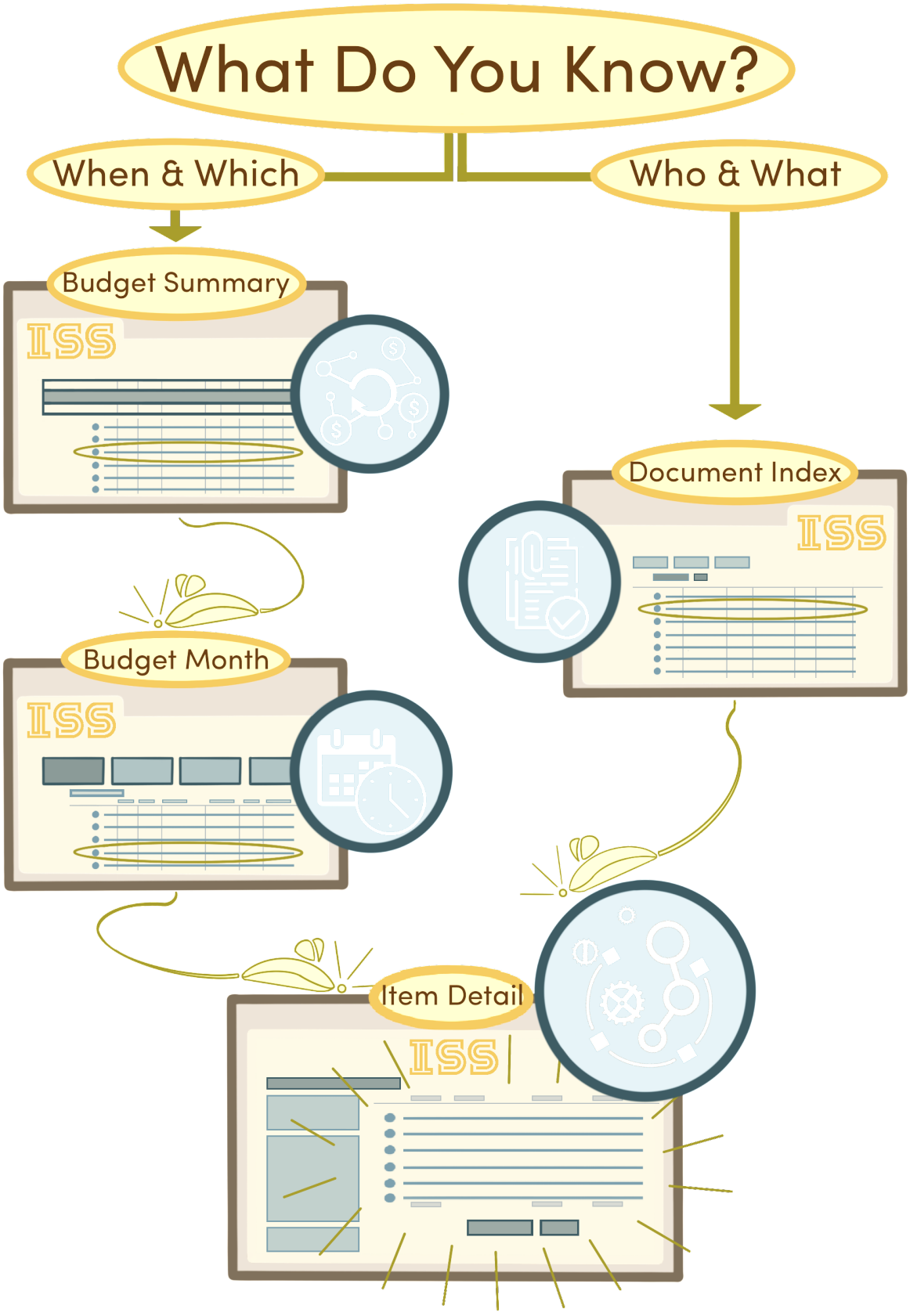
Budget Summary Drill Down Guide

- Accessing Item Detail
- Budget Discovery (When & Which)
- Index Discovery (Who & What)
- Item Detail
- Overtime (OT)
- Paid Time Off (PTO)
- Request Documents
- FAQ

Accessing Item Detail

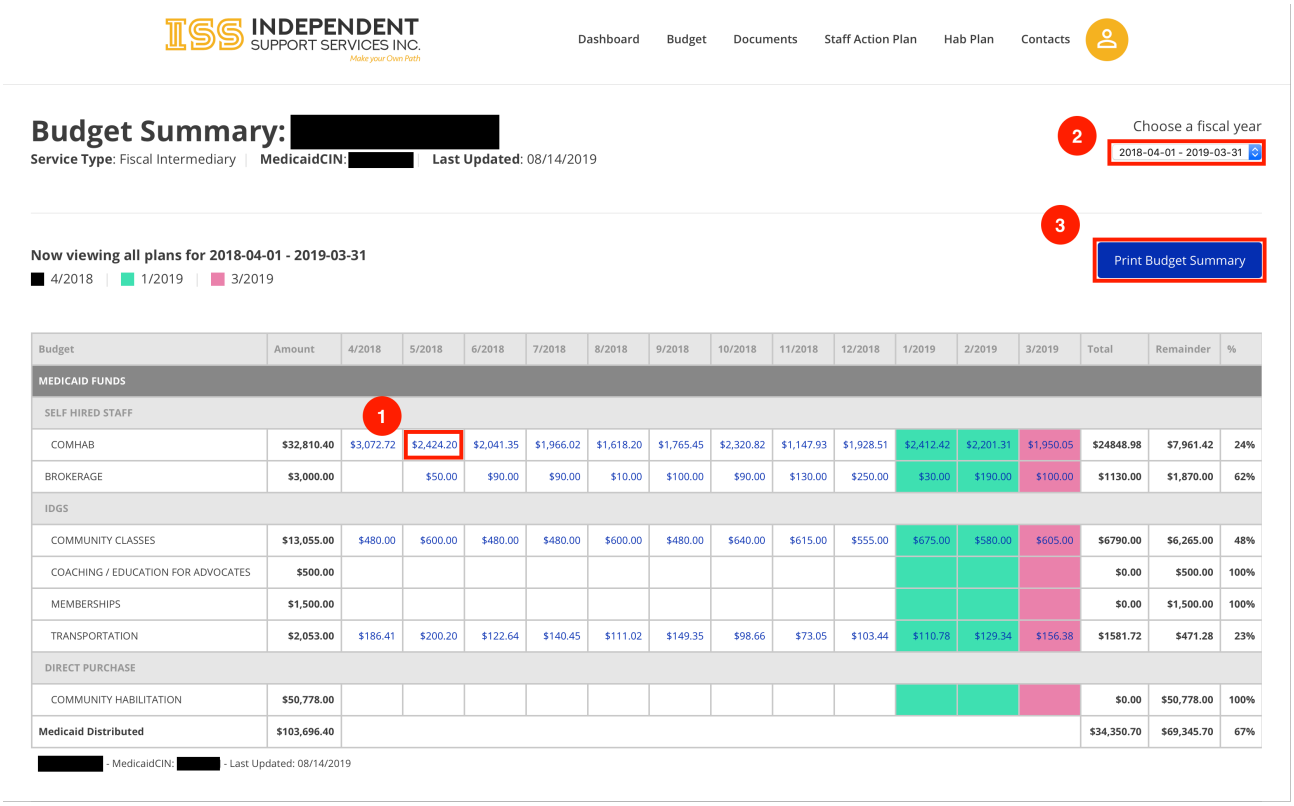
There are two avenues by which to find and view timesheet and expense details, as demonstrated by the infographic below: Budget Discovery and Index Discovery.


What Do You Know?
When & Which
Who & What
Budget Summary
ISS
Budget Month
ISS
Document Index
ISS
Item Detail
ISS

Budget Discovery (When & Which)

The Budget Discovery method can be used when the when (month, year) and which (budget line) of a timesheet or expense are known.

Budget Summary View

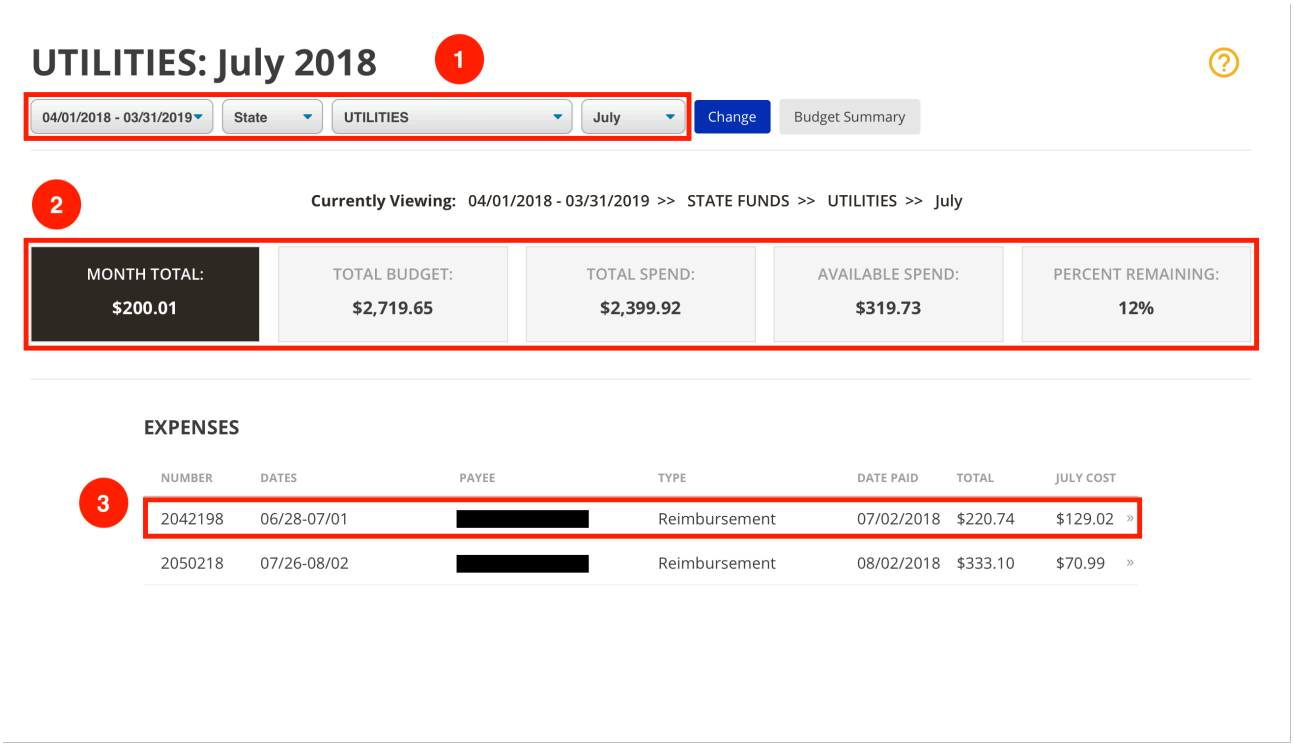


Budget	Amount	4/2018	5/2018	6/2018	7/2018	8/2018	9/2018	10/2018	11/2018	12/2018	1/2019	2/2019	3/2019	Total	Remainder	%
MEDICAID FUNDS																
SELF HIRED STAFF																
COMHAB	$32,810.40	$3,072.72	$2,424.20	$2,041.35	$1,966.02	$1,618.20	$1,765.45	$2,320.82	$1,147.93	$1,928.51	$2,412.42	$2,201.31	$1,950.05	$24848.98	$7,961.42	24%
BROKERAGE	$3,000.00		$50.00	$90.00	$90.00	$10.00	$100.00	$90.00	$130.00	$250.00	$30.00	$190.00	$100.00	$1130.00	$1,870.00	62%
IDGS																
COMMUNITY CLASSES	$13,055.00	$480.00	$600.00	$480.00	$480.00	$600.00	$480.00	$640.00	$615.00	$555.00	$675.00	$580.00	$605.00	$6790.00	$6,265.00	48%
COACHING / EDUCATION FOR ADVOCATES	$500.00													$0.00	$500.00	100%
MEMBERSHIPS	$1,500.00													$0.00	$1,500.00	100%
TRANSPORTATION	$2,053.00	$186.41	$200.20	$122.64	$140.45	$111.02	$149.35	$98.66	$73.05	$103.44	$110.78	$129.34	$156.38	$1581.72	$471.28	23%
DIRECT PURCHASE																
COMMUNITY HABILITATION	$50,778.00													$0.00	$50,778.00	100%
Medicaid Distributed	$103,696.40													$34,350.70	$69,345.70	67%

1. Click any linked item to view the Budget Month page.
2. Use the dropdown to change the fiscal year being viewed.
3. Click **Print** to print the currently viewed Budget Summary

Budget Month View

The Budget Month view shows the intersection of a given budget line with a given month. It provides summary data and list of all items that contribute to the total of a given Budget Month.

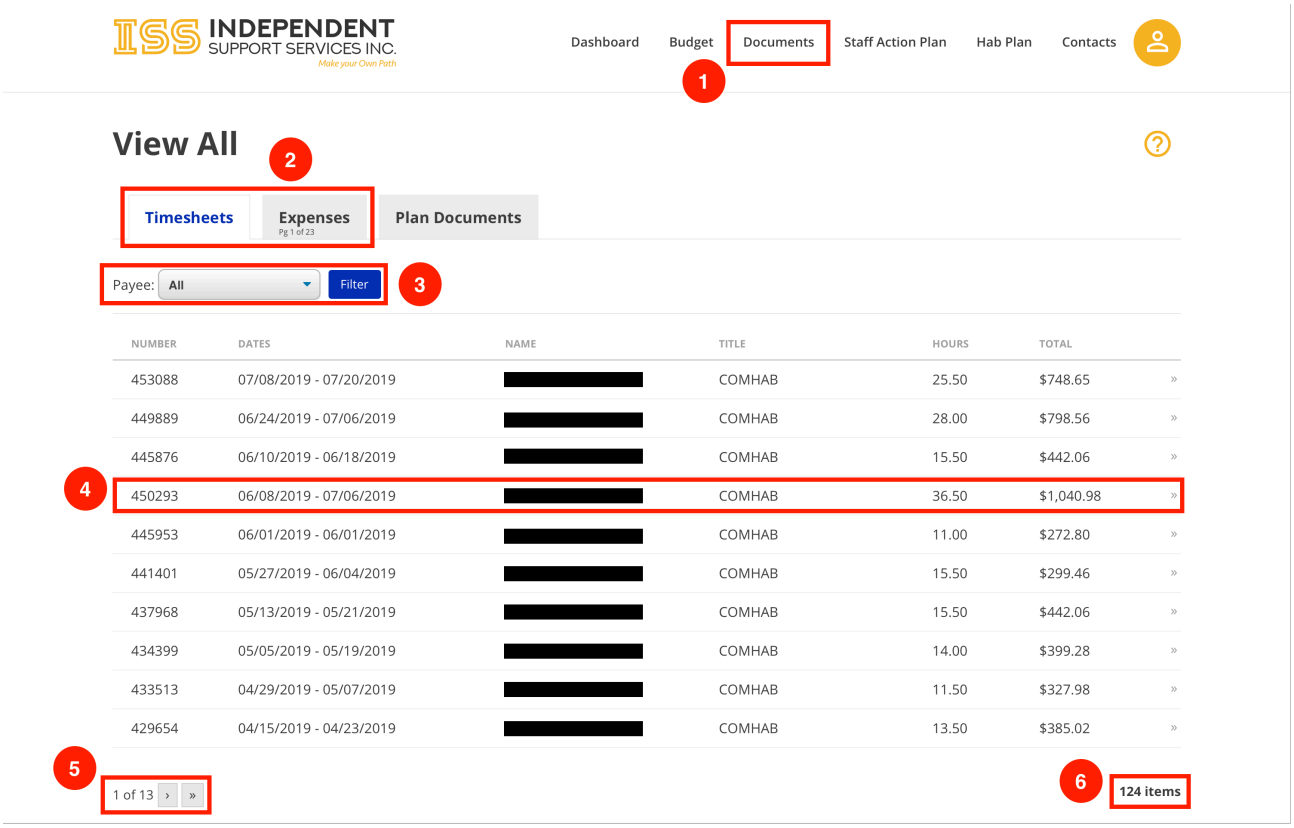


1. Use the dropdowns to quickly navigate between fiscal years, fund types, budget lines, and months without returning to the Budget Summary.
   *Click Change to refresh the page according to the new dropdown selections.
2. This section provides a summary of information for the given budget line and month. These include:
   • **Month Total** - total dollar amount spent on the budget line in the currently Mth Ttl
   • **Total Budget** - total dollar amount allocated for the budget line for the fiscal year
   • **Total Spend** - total dollar amount spent on the budget line from the start of Ttl Sd
   • **Available Spend** - total dollar amount remaining in the budget for the budget line for the fiscal year
   • **Percent Remaining** - percent of the budget line's Total Budget remaining for Pt Rii of Total Budget)
3. Select an item to view the Item Detail page.

Index Discovery (Who & What)

The Index Discovery method can be used when the who (name, payee) and what (timesheet or expense) are known.

Document Index View



1. Navigate to the Document Index page by clicking the Documents tab across the top.
2. Switch between Timesheets and Expenses using the tabs.
3. Use the dropdown to filter timesheets or expenses by Payee.
   *Click Filter to filter the list after making a dropdown selection.
4. Select an item to view its Item Detail page.
5. Timesheets and expenses are broken down into pages. Use the navigation arrows to move between pages in the list.
6. Notice the total count of items. This is specific to the active tab.
   • In the example shown, there are 124 timesheets and 226 expenses. Since the Timesheets tab is active, 124 is displayed.

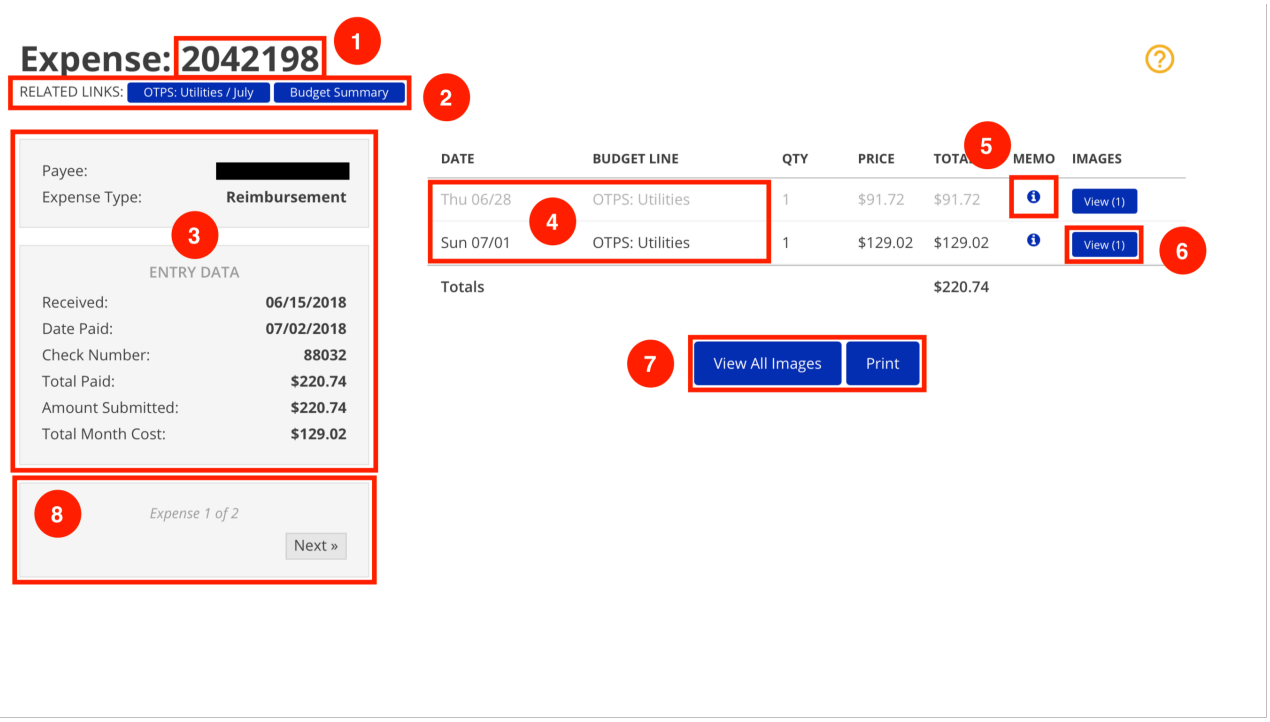
Item Detail

The exact information displayed in the Item Detail will vary based on the type of item.

There are 6 (six) different types of items:

- **Reimbursement** Expenses
- **Mileage** Expenses
- **Brokerage** (previously Contractor Invoice) Expenses
- **Timesheets**
- **Correction Expenses**
- **Adjustments** (does not have a detail view)

Item Detail View



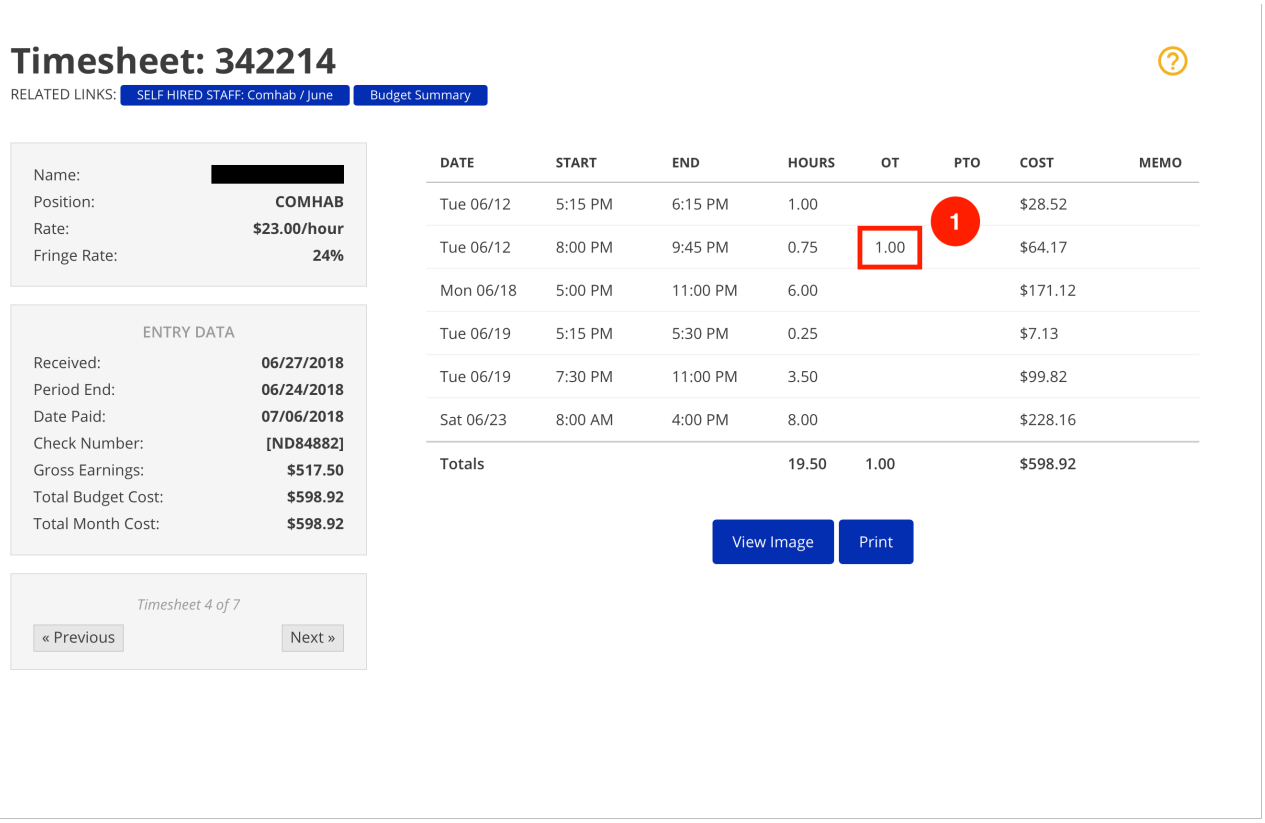
1. The ID number of the expense or timesheet is listed at the top.
2. Related Links will vary based on the method used to access the Item Detail.
    - If accessed via the Budget Discovery method, the related links will include the Budget Summary and the Budget Month used to access the item.
        - In the example shown, clicking the first related link (Budget Month link) would take you to the Budget Month view for OTPS: Utilities for July of the applicable fiscal year.
    - If accessed via the Index Discovery method, the related links will include a link back to either all timesheets or all expenses, depending on the item type.
3. Various summary data about the item is listed on the left. The data listed will vary depending on the item type.
4. If accessed via the Budget Discovery method, some lines may appear gray. Lines that belong to the selected Budget Month are shown in black. All other lines are shown in gray.

5. If ISS has added a comment to a line, a memo button will appear on the line.
   Click the memo button to read the comment.
6. If a line has any supporting document(s) (e.g. receipt), a **View** button will appear on the line.
   Click this button to view the image(s).
7. Click **View All Images** to view all images associated with the item in a carousel.
   - Click **Print** for a printer-friendly version of the Item Detail page.
8. Use the navigation buttons to move between items in the selected Budget Month.
   *These navigation buttons do not appear when Item Detail is accessed via the
   Index Discovery method.

Overtime (OT)

How is OT displayed?

A timesheet containing OT can be identified only on the Item Detail view. A column titled "OT" will appear, with the number of OT hours listed for each line with OT.



How does OT affect the budget?

OT affects the budget just like any other line on a timesheet.

How is OT calculated?

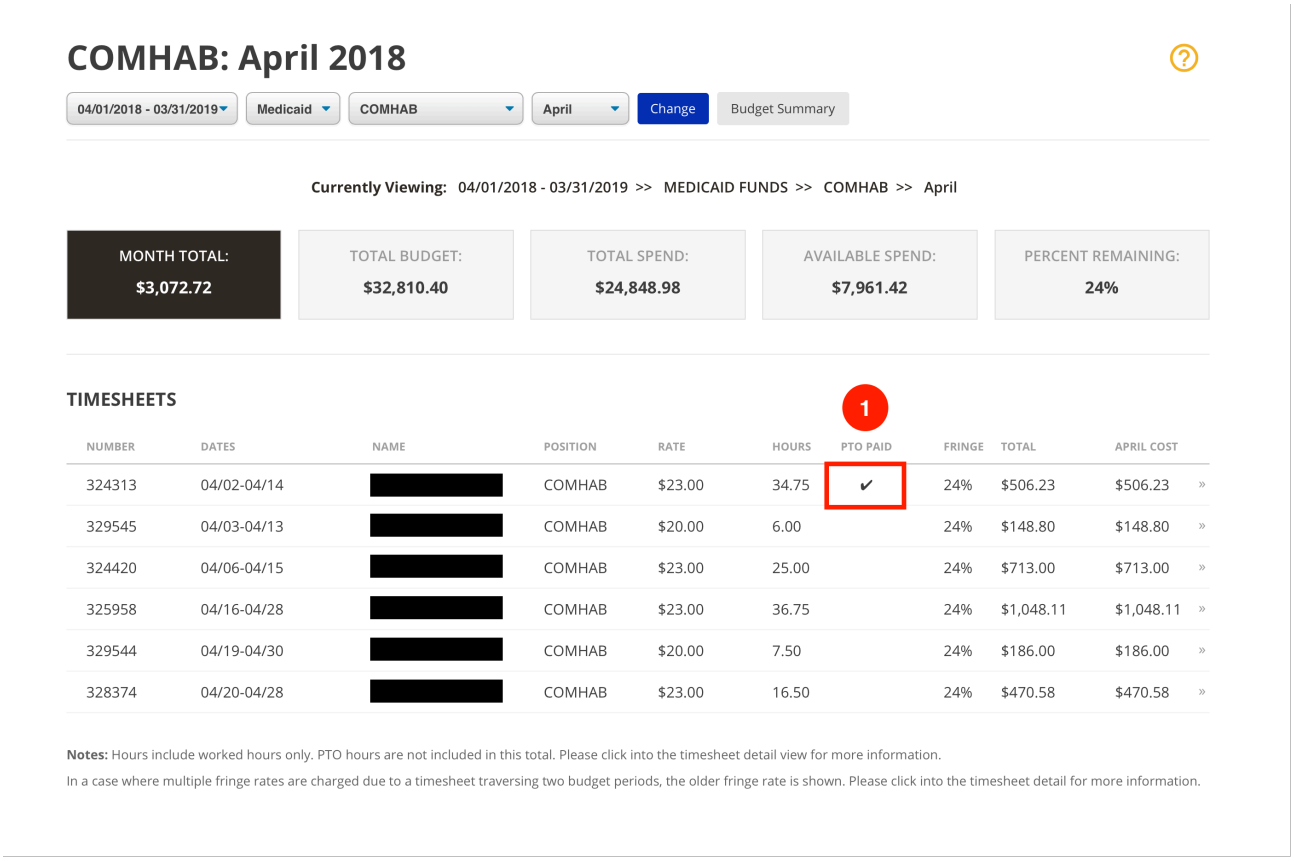
OT hours are paid at time and a half, plus fringe. The formula below shows how the cost for a line with OT is calculated, along with an example using the numbers above.

Cost = [(Regular Hours)(Rate)(1 + Fringe Rate)] + [(OT Hours)(1.5)(Rate)(1 + Fringe Rate)]
Cost = [(0.75)(23.00)(1 + 24%)] + [(1.00)(1.5)(23.00)(1 + 24%)]
Cost = [(0.75)(23.00)(1 + 0.24)] + [(1.00)(1.5)(23.00)(1 + 0.24)]
Cost = [(17.25)(1.24)] + [(34.50)(1.24)]
Cost = (21.39) + (42.78)
Cost = 64.17

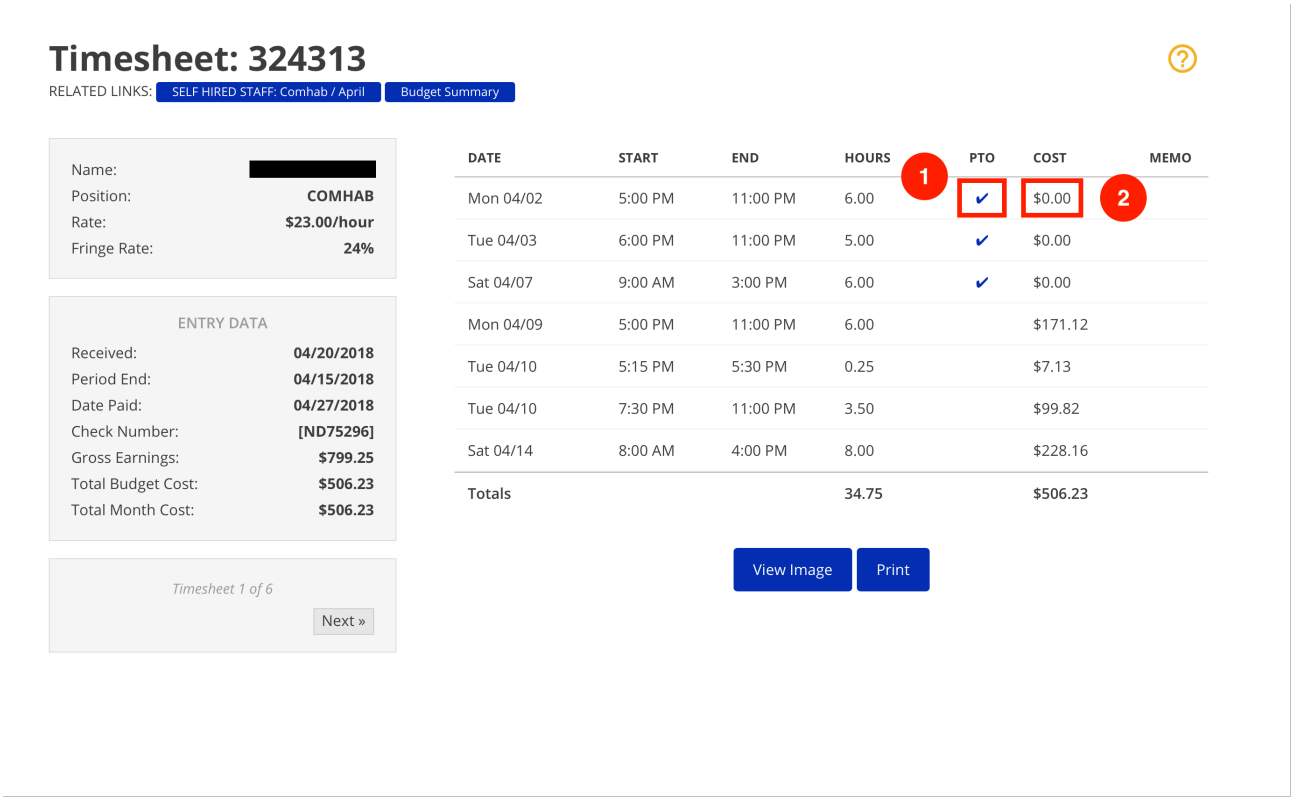
Paid Time Off (PTO)

How is PTO displayed?

A timesheet containing PTO can be identified on the Budget Month view by a checkmark in the **PTO Paid** column.



A timesheet containing PTO can be identified on the Item Detail view by a checkmark in the PTO column.



1. Click the checkmark to view detail about the type of PTO.
2. The cost for PTO is always $0.00. See “How does PTO affect the budget?” below for more information

How does PTO affect the budget?

Although the staff person is paid, PTO does not count against the budget, which is why the cost for a PTO line is always $0.00.

Request Documents

Due to the massive number of source documents (multiple millions) associated with the drill down, some of them have not yet been moved to a location readily accessible to the portal. In this event, a Request Documents button will appear rather than the View All Images button. Clicking this button sends a request to the system for those specific documents to be retrieved and made available to the portal. The requested documents will be available in the portal no later than the next day.


?
@#&%
0-1 Million
1-2 Million
.....
!
Thanks for
your Patience!!

FAQ

Why is the Amount Submitted different from the Total Paid? (Reimbursement Expenses)

There are two main reasons why Amount Submitted and Total Paid for a Reimbursement Expense may not match.

1. All lines were paid. However, the sum that was submitted is different from the sum that ISS calculated.
2. Not all lines were paid. Certain lines may not be paid for various reasons. In these cases, click the memo button on the line to see a note about why the line was not paid.

Why is the Amount Submitted different from the Total Paid? (Mileage Expenses)

There are three main reasons why Amount Submitted and Total Paid for a Mileage Expense may not match.

1. The most common reason is a rounding issue. Lines of a mileage expense are calculated on a per-line basis (miles * rate). The totals of the lines are then summed. You may calculate a slightly different number if you multiply the rate by the sum of the miles.
2. The rate used on the submitted expense may have been the incorrect rate.
3. Certain lines may not be paid for various reasons. Click the memo button on the line to see a note about why the line was not paid.

Why is Gross Earnings different from the Total Budget Cost (Timesheets)

Gross Earnings is the amount paid to the staff person. Total Budget Cost is the amount that was charged to the budget. Gross Earnings does not include fringe, while Total Budget Cost does include fringe, so Total Budget Cost will usually be higher than Gross Earnings.

What do the different colored columns in the Budget Summary mean?

Each new column color on the Budget Summary denotes an amendment to the budget for that fiscal year.

How do I download documents associated with a timesheet or expense?

To download documents associated with a timesheet or expense:

1. Navigate to the Item Detail for the timesheet or expense.
2. Click View for a specific line, or View All Images to see all images related to a timesheet or expense.
3. Scroll to the bottom of the carousel window and click Download.