### **Aboriginal Information Systems**



## Social Assistance

**User Reference** 

Custom Software. Network Services. E-Business. Complete I T Solutions.

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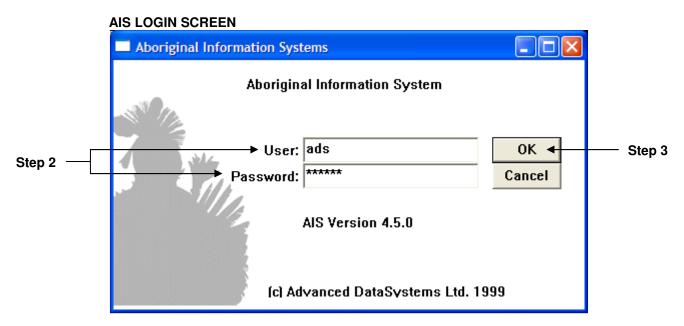
### Section 1: Getting Started

#### Logging in

**STEP 1:** Double click on the shortcut on your desktop:



You will then see the AIS Login Screen:



**STEP 2:** Enter your USER ID and PASSWORD.

CAUTION: NEVER give anyone your personal USER ID or PASSWORD!!

STEP 3: Click OK.

When you have successfully logged in, you will see the "AIS COMMAND CENTER".

# AIS COMMAND CENTER AIS Aboriginal Information System Ele Qitizen SA Applications Qase Management Setup Help Exit Assistant Clerk, Social (None>

Depending on your **USER SECURITY PRIVILEGES**, you will only see the applications that you have been granted permission to access.

# Section 2: SA Applications New SA Application

**OVERVIEW:** An Application MUST be created before any payment(s) can be processed. The Application identifies the "INAC Category", their home community (if applicable), and the client's current family members (spouse and/or dependants). When saved, the Application is automatically assigned an "Application Number" and a new "blank" B&D is also automatically created with a matching number.

#### NOTE: Any changes on the Application, such as adding or removing a spouse and/or dependants will trigger an "On Hold" status on the B&D. You must then modify the B&D accordingly.

STEP 1: From the AIS Command Center, select "SA Applications".

Figure 1		Step 1		
AIS Aborigina	l Informa	ation System		
<u>Fi</u> le <u>C</u> itizen <u>S</u> A Ap	oplications	<u>C</u> ase Management	Setyp	Help
Citizen				
Assistant Clerk, Socia	al			<none></none>

STEP 2: From the SA Applications submenu, select "Application".

You will then see a "blank application" if you are logging in for the first time. Otherwise you will see the last record you viewed.

SA Application (# )	for			
Eile Edit Family Info He	ilp .			
Application Type				New
Level of Benefit: <none></none>	• 3		<b>_</b>	Find
Applicant Type: <none></none>	2		-	Save
Applicant General Inform	ation			Applicant
Name:				Spouse
SIN:	Treaty #:	BirthDate: Marita	I Status:	Dependant General
Address: Work	-	🛆 On Reserve: 💿 Yes	House #:	Print
		🗢 🔿 No	Date:	Open
Phone: Facsimile	•	Head of House:		Exit
		Community: N/A	<b></b>	
Applicant Education / W	fork History	Contrarity. [111-1		
Occupation:		yed Employable: • Yes • No	C Not Fully	
1. Employer:				
2. Employer:				
Degree Specif	<i>y</i> :	🗠 Technical Tra	ining(1·4):	
🔲 Diploma		Grade Comple	ted(1-12):	
		🔛 Univ	ersity(1-4):	
Applicant Assistance His	story			
From: To		Authority:	Amount	
			0.00 🗆 VF	
Enter applicant name	e or down arrow to find			
Enter appreant name				111

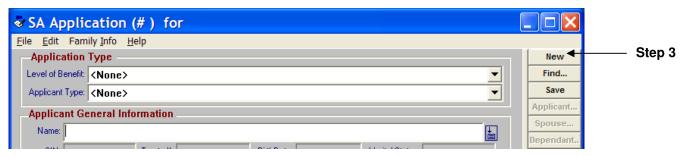
The "SA Application" screen is divided into 4 sections: Section 1: Application Type, Section 2: Applicant General Information, Section 3: Applicant Education/Work History, and Section 4: Applicant Assistant History, as shown below:

	SA Application (# ) for	
	File Edit Family Info Help	
Section 1	Application Type	New
	Level of Benefit: <none></none>	Find
	Applicant Type: <none></none>	Save
	Applicant General Information	Applicant
	Name:	Spouse
	SIN: Treaty #: BirthDate: Marital Status:	Dependant
Section 2		General
	Address: Work  On Reserve:  Yes House #	Print
	🖉 🔿 Date:	Open
	Phone: Facsimile  Head of House:	Exit
	Community: N/A	
	Applicant Education / Work History	
	Occupation: Employed Employable:  Yes  No  Not Fully	
Castion 2	1. Employer: From: To:	
Section 3	2. Employer:	
	Degree Specify: Technical Training(1-4):	
	Diploma Grade Completed(1-12):	
	Applicant Assistance History From: To: Issuing location / Authority: Amount:	
Section 4	Amount.	
		22
	Enter applicant name or down arrow to find	11.

Note: Application Type and Applicant General Information sections are REQUIRED before an Application can be saved. An APPLICATION MUST be created for each client before any payment(s) can be made to or on behalf of a client.

**STEP 3:** Click NEW **New** on the top right hand side to ensure you have a "blank" application".

#### Figure 4



**STEP 4:** In the **Application Type** section, select the appropriate "Applicant Type" from the drop down list. This is the field that identifies the INAC Category of the client, such as:

Employable – Single	Unemployable – Single	Child Out of Parental Home
Employable – Family	Unemployable – Family	Work Opportunity Program

NOTE: (Level of Benefit is used only in special circumstances. Please consult with your FSO if this is a requirement for your Region.)

#### Figure 5

	SA Application (# ) for	
	<u>F</u> ile <u>E</u> dit Family Info <u>H</u> elp	
	Application Type	New
	Level of Benefit: <none></none>	Find
Step 4 —	Applicant Type: (None)	Save
-		Applicant

**STEP 5:** In the **Name:** field in the **Applicant General Information** section, click the "Browse" button as shown below:

#### Figure 6

SA Application (# ) for	
jile <u>E</u> dit Family <u>I</u> nfo <u>H</u> elp	
Application Type	New
Level of Benefit: <none></none>	Find
Applicant Type: <none></none>	Save
Applicant General Information	Applicant
	Spouse
Name:	Dependant

You will then see the "Browse Citizen" Screen, as shown below:



lame	Preferred Name Treaty Numb	OK
		Cancel
		<u>H</u> elp
Find By • Name	Find Surname:	
© First Nation	Initials	
O ID numbers	Sound Search	

NOTE: There are 3 "Find By" options: by Name, by First Nation, or by ID Numbers (such as Treaty/Status Number or SIN). Select the "Find By" option and then enter the search criteria.

**STEP 6:** Enter the first few letters of the Applicant's last name in the field labeled "Surname", then click **Find...** You will then see a list of results matching your search

	criteria, as shown below:
Figure 8	

	Browse Citizen	
Step 7	Name     Preferred Name     Treaty Numb       Attig, Curtis     9990000301       Gancel       Help	—— Step 8
Select the "Find by" option here	Find       Surname:       att         • Name       Given:       Initials:         • ID numbers       Sound Search       Eind	Step 6

- **STEP 7:** In the list of matching results, locate the name of the applicant and click on it to highlight it.
- **STEP 8:** Click OK. You will then see the SA Application screen where your client's general information now appears in the applicable fields, as shown below.

#### Figure 9

SA Application (#1377) for McLeod, Sterling		
Eile Edit Family Info Help		
Application Type	New	
Level of Benefit: <none></none>	Find	
Applicant Type: Employable - Family	Save 🗲	— Step 9
Applicant General Information	Applicant	
Name: McLeod, Sterling	Spouse	
SIN: Treaty #: 3520000101 BirthDate: 04/01/1969 Marital Status: Married	Dependant	
	General	
Address: Home 123 Main Street On Reserve: • Yes House #:	Print	
SOP 0E0 🗸 🔿 Date:	Open	
Phone: Home 🔽 306 5551234 Head of House:	Exit	
Community: Saskatoon		
Applicant Education / Work History		
Occupation: Employed Employable: O Yes O No O Not Fully		
2. Employer: From: To:		
Degree Specify:		
Diploma Grade Completed(1-12):		
University(1-4):		
Applicant Assistance History From: To: Issuing location / Authority: Amount:		
Enter applicant's house number on the reserve	1111	

#### STEP 9: Click SAVE.

NOTE: General Information about your client is automatically entered in the GREY areas after you SAVE the application. If there are any changes needed to any of the information that appears in these areas, advise your Membership Clerk, or refer to the "AIS – Citizen User Reference".

- If the Applicant is SINGLE with NO DEPENDANTS, the application is completed. Go to the section titles BUDGET & DECISION in the manual.
- > If the Applicant has a spouse, go to the subsection titled **ADD A SPOUSE** in this manual.
- If the Applicant has dependants, go to the subsection titled ADD A DEPENDANT in this manual.

#### **Printing an Application**

STEP 2:

While viewing the Application and after saving the application, you can print the Application for signing and to maintain on file.

SA Application (#24) for Dickey, George File Edit Family Info Help Ctrl+N New Open... Ctrl+O Save Ctrl+S Find.... Ctrl+F Refresh Ctrl+R Preferences... Ctrl+E BirthDate: Marital Status: Divorced Button Bar Setup ۲ On Reserve: 📀 Yes House #: Print Additional Application for this Client 🔿 No Date: Head of House: Exit 

**STEP 1:** Click FILE on the menu at the top and select PRINT ..., as shown below:

You will then see the PRINT OPTIONS screen, as shown below:

Destination:	• Printer	⊖ S <u>c</u> reen	🔿 File		<u>Print</u>
# of Copies:	01 File Na	me:			<u>S</u> etup.
				<u>F</u> iles	Cance
Printer:	hp deskjet 450 Adobe PDF on WADSROUTE	100 (MS) on LPT1: printer on LPT1:	n NeO2:	•U3: ►	Help
Report Stat	us:				

NOTE: ALL printed Applications are "date stamped" with the current date.

#### Add a Spouse

NOTE: Adding or removing a spouse or dependant will cause the B&D to change to an "On-Hold" status. You will have to change the status of the B&D to CONTINUING and modify the Regular Payments Amount(s), as described in Section 3 of this User Reference Manual before any payments can be processed.

- **STEP 1:** FIND the Client's application, as described in the subsection titled "*Find and Modify an Application*" in this manual.
- **STEP 2:** Click the SPOUSE button on the right hand side. You will then see this screen:

SA Application	n (#5) for Attig, C	Curtis				
<u>File</u> Edit Family Info						
-Spouse General In	formation				New	
Name:					Find	
SIN:	Treaty #:	BirthDate:	Marital Status:		Save	
Address: Work	<b>_</b>		tion to Applicant:		pplicant	•
					Spouse	— Step 2
Phone: Facsimile	•				ependant	
Facsimile					General	
					Print	
-Spouse Education	/ Work History				Open Exit	
Occupation:	🗐 Emp	loyed			EXIT	
1. Employer:		From:	To:			
2. Employer:		From:	To:			
Degree Specify	e l		Technical Training(1-4):			
🗖 Diploma			Grade Completed(1-12):			
		~	University(1-4):			
Spouse Assistance From: To:	e History Issuing location	7 Authority:	Amount:	I VF		
Enter applicant name	or down arrow to find				110	

**STEP 3:** At the end of the **Name**: field, click the browse button as shown below:

Figure 10	
SA Application (#5) for Attig, Curtis	
<u>F</u> ile <u>E</u> dit Family <u>I</u> nfo <u>H</u> elp	
Spouse General Information New	
Name: Find	Step 3
SIN: Treaty #: BirthDate: Marital Status: Save	

You will then see the "Browse Citizen" Screen, as shown below:

#### Figure 11

Name	Preferred Name	Treaty Numb 🔨	ОК
			ancel
			<u>H</u> elp
<		>	
Find By	Find		
• Name	Sumame: Given:		
© First Nation	Initials:		
O ID numbers	Sound Search	<u> </u>	

- **STEP 4:** Enter the first few letters of the Spouse's last name in the field labeled "Surname", and click <u>Find</u>.
- **STEP 5:** You will then see the results of your search, as shown below. Click on the name to highlight it.
- STEP 6: Click

0K

	Name	Preferred Name	Treaty Numb \land	ок ┥	— Step 6
ер 5 —	Attig, Curtis		999000301	Cancel Help	
	Find By • Name • First Nation • ID numbers	Find Sumame: att Given: Initials: Sound Search	Find 4		Ste

You will then see that the spouse information has been entered, as shown below.

NOTE: General Information about the spouse is automatically entered in the GREY areas after you SAVE the application. If there are any changes needed to any of the information that appears in these areas, advise your Membership Clerk.

STEP 7:	Click	Save	
STEP 7:	Click	save	

SA Application (#1377) for McLeod, Sterling		
Eile Edit Family Info Help		
Spouse General Information	New	
Name: McLeod, Stepahnie	Find	
SIN: Treaty #: 3520000102 BirthDate: 05/10/1970 Marital Status: Married	Save	— Step 7
Address: Home 123 Main Street PELICAN NARROWS, SK C SOP 0E0	Applicant Spouse Dependant	•
Phone: Home 306 555-1234	General	
	Print	
Spouse Education / Work History	Open	
Occupation: Employed	Exit	
1. Employer: From:		
2. Employer: From: 🚼 To:		
Degree Specify: A Technical Training(1-4):		
Diploma Grade Completed(1-12):		
University(1-4)		
Spouse Assistance History		
From:         To:         Issuing location / Authority:         Amount:           Image: State of the state of		
Enter relation to Applicant		

#### **Add a Dependant**

NOTE: Adding or removing a spouse or dependant will cause the B&D to change to an "On-Hold" status. You will have to change the status of the B&D to CONTINUING and modify the Regular Payments Amount(s), as described in Section 3 of this User Reference Manual before any payments can be processed.

#### **STEP 1:** FIND the client's application

**STEP 2:** Click the DEPENDANT button on the right hand side. You will then see this screen:

#### Figure 14

SA Application (# File Edit Family Info Help	7) for Eagle, Colton	
Name: Birth Date: Treaty #: Type: <b><none></none></b> Available Benefits <b><none></none></b>	Gender: First Nation #: Benefits this child is eligible f	New Find Save Applicant Spouse Dependant General Print Open
Add <u>&gt;&gt;</u> < <remove< th=""><th>down arrow to find</th><th>Exit</th></remove<>	down arrow to find	Exit

**STEP 3:** At the end of the **Name:** field, click the Browse button, as shown below:



You will then see the "Browse Citizen" Screen.

**STEP 4:** Enter the first few letters of the Dependant's last name in the field labeled "Surname", and then click FIND. You will then see results of your search, as shown below.

	Browse Citizen				
Step 5	Name         Attig, Curtis            ✓         ✓         Find By         Find By	Surname: att Given: Initials:	Treaty Numb	OK Cancel Help	- Step 6
		C Sound Search	<u>Find</u>		

#### Figure 16

- **STEP 5:** Locate the name and click on it to highlight it.
- STEP 6: Click OK.
- **STEP 7:** In the next screen, the Dependant's name is in the Name field, but you MUST ADD him/her by clicking on the **Add2>** button at the bottom left hands side, as shown below:

#### Figure 17

🖏 SA A	oplication (#7) fo	r Eagle, Colton		
<u>File</u> Edit	Family <u>I</u> nfo <u>H</u> elp			
				New
Name	Greyeyes, Madison			Find
Birth Date	09/15/1994	8 yrs Gender: F		Save
	9990000804	First Nation #:		Applicant
		This Citation #.		Spouse
	<none></none>		<b>-</b>	Dependant
	le Benefits	Benefits this child is eligible		General
<none< th=""><td>&gt;</td><td><u>Add≥&gt;</u></td><td>~</td><td>Print</td></none<>	>	<u>Add≥&gt;</u>	~	Print
		✓ ≤ <remove< p=""></remove<>	~	Open
				Exit
Step 7		son (TN: 9990000804) <none></none>		
Enter de	oendant name or down ar	rrow to find		ltii

To add additional dependants, repeat Steps 2 thru 7.

#### **Remove Spouse:**

**STEP 1:** Find the Client's Application.

**STEP 2:** Click SPOUSE on the right hand side. You will then see this screen:

#### Figure 18

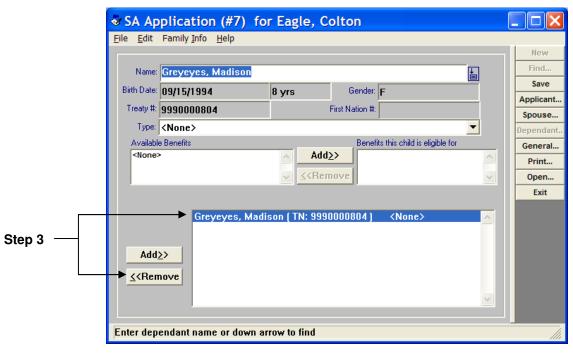
SA Application (#1377) for McLeod, Sterling	
File Edit Family Info Help	
Spouse General Information	New
Name: McLeod, Stepahnie	Find
SIN: Treaty #: 3520000102 BirthDate:	05/10/1970 Marital Status: Married Save
Address: Home   I23 Main Street	Applicant
PELICAN NARROWS, SK C	Relation to Applicant:     Spouse
SOP DED	Dependant.
Phone: Home 306 555-1234	General
	Print
Spouse Education / Work History	Open
Occupation:	Exit
1. Employer:	From:
2. Employer:	From: To:
Degree Specify:	Technical Training(1-4):
🗖 Diploma	Grade Completed(1-12):
	University(1-4):
Spouse Assistance History	
From: To: Issuing location / Authority:	Amount: 0.00 F VF
Enter relation to Applicant	' <b>_</b> '
Enter relation to Applicant	

**STEP 3:** Right click anywhere in the **Name**: Field, and select "No Spouse", as shown below:

<b>*</b>						
File Edit Family In	o Help					
-Spouse Gene	ral Information				New	
Name:				L	Find	
SIN:	Treaty #:	BirthDate:	Find		Save	Step 3
Address: Work		A Belatio	n to Applicant:	_	Applicant	
ITOIK					Spouse	
		-			Dependant	

#### **Remove Dependant:**

- **STEP 1:** Find the Client's Application.
- **STEP 2:** Click on the DEPENDANT button on the right hand side. You will then see this screen:



- **STEP 3:** Click on the Dependant's name at the bottom of the screen to highlight it.
- **STEP 4:** Click REMOVE **STEP 4:** On the left hand side, as shown above.

#### Find and Modify an Application

STEP 1: From the AIS Com	nand Center, select	"SA Applications".
--------------------------	---------------------	--------------------

Figure 21	Step 1		
🔲 AIS Aborigina	Information System		
<u>File C</u> itizen <u>S</u> A Ap	pplications <u>C</u> ase Management	Setup	Help
Citizen	1		
Assistant Clerk, Socia	al		McLeod, Gregory

STEP 2: On the SA Applications submenu, select "Application".

You will then see a "blank application" if you are logging in for the first time (see below). Otherwise you will see the last record you viewed.

#### Figure 22

SA Application (# ) for		
<u>File Edit</u> Family Info <u>H</u> elp		
Application Type		New
Level of Benefit: <none></none>		Find Step 3
Applicant Type: <none></none>		▼ Save
Applicant General Information		Applicant
Name:		Spouse
SIN: Treaty #:	BirthDate: Marital Status:	Dependant
		General
Address: Work	On Reserve: • Yes House #:	Print
	No Date:	Open
Phone: Facsimile	Head of House:	Exit
Applicant Education / Work History		
Occupation:	Employed Employable: 💿 Yes 🔿 No 🔿 Not Fully	
1. Employer:	From: To:	
2. Employer:	From: To:	
Degree Specify:	Technical Training(1-4):	
Diploma	Grade Completed(1-12):	
	University(1-4):	
Applicant Assistance History		
	location / Authority: Amount: 0.00	T VF
	0.00	
Enter applicant name or down arrow to fi	ind	
Enter applicant name of down arrow to h	inu	III

**STEP 3:** Click FIND **Find...** at the top right hand side.

B&D # Name		Position	Status		Application #	
26 Quaker, L	en	applicant	Active		26	
						<u>C</u> ancel
						~
Citizen Name	Family Id		Form #	)		-
Surna	ne: q		_			
Giv			-			

You will then see the "Browse SA Application B&D" screen, as shown below:

- **STEP 4:** Enter the first letter(s) of the client's last name in the field labeled "Surname".
- STEP 5: OPTIONAL: Click the check box **I** next to "List only Applicants" to narrow down your search.
- STEP 6: Click
- **STEP 7:** From the list of results, locate the Client's name and click on it to highlight it.
- STEP 8: Click OK.
- **STEP 9:** Make the necessary changes.
- STEP 10: Save and exit.

NOTE: Changing the APPLICANT TYPE will trigger an "ON HOLD" STATUS on the B&D. You will then need to view the B&D, change the status to CONTINUING, and you will be asked if you wish to load the defaults when you save. Select YES, then go to the REG PAY tab and ensure all payment items and details are corrected.

# Section 3: Budget & Decision

- From the AIS Command Center, select "SA Applications", then "Budget & Decision  $\dots$ " from the submenu, then select "Modify  $\dots$ " STEP 1:
- Click FIND at the top, as shown below: STEP 2:

Figure 24	Step 2				
🗖 B&D					
<u>File E</u> dit <u>H</u> elp					
Select a client:		🔊			
Summary Info	Upcoming Payments	Regular Pay	Additional Needs	Referrals	
Application #: 0					

You will then see the "Browse Social Assistance Applicants" screen, shown below:

B&D # Name		osition Stal			Application # 🗠	<u>o</u> k 🚽
26 Quaker, Len	ap	plicant Acti	ve		26	
						Cancel
Citizen Name	Family Id		Form #	)		-
	1					
Surname:	7					
Given:						
Initials:						

Enter the first letter(s) of the client's last name in the field labeled "Surname". STEP 3:

OPTIONAL: Click the check box 🔽 next to "List only Applicants" to narrow down STEP 4: your search.

STEP 5: Click FIND Find

**STEP 6:** From the list of results, locate the Client's name and click on it to highlight it.

STEP 7: Click OK.

You will then see The SUMMARY INFO screen, as shown below:

Figure	26
--------	----

	B&D				
	File Edit Help				
	Select a client: Quaker, Len	2)			
	Summary Info	ents Regular Pay	Additional Needs	Referrals	)
	Application #: 26				
	Application Info:				
	Budget & Decision General Info				
	C Temporary Review On: 06/21/20	05 Hold Reasons:			
8 —	<ul> <li>Continuing</li> </ul>			<b>v</b>	
9 —	C On Hold Start Date: 09/10/20 End Date: / / C Cancelled	04 T12 Comments:			
10 —		→ Save			
_	Select this button to begin the search				

- **STEP 8:** By default, ALL NEW B&D's are "On Hold". You MUST set the B&D to "Continuing" in order for payment to be issued, as shown above.
- **STEP 9:** Set the START DATE.
- **STEP 10:** Click SAVE.

NOTE: A REVIEW DATE is automatically set six months from the start date. When the REVIEW date arrives, it will automatically trigger an ON HOLD status, and no payments can be issued until the B&D has been reviewed, and returned to a "CONTINUING" status.

**STEP 11:** Click the REGULAR PAY tab at the top.

Figure 27	Step 11	Step 12	
B&D			
<u>Eile E</u> dit <u>H</u> elp			
Select a client: Quaker, Len	۵)		
Summary Info	coming Payments Regular	Pay Additional Needs Referrals	
STEP 1 Select Existing or New Click New button to add a new Mor OR	thly budget item	STEP 2 Enter -or- Modify Information Issue: C Cheque C Purchase Order	— Step 13
Select existing record from I		ew Quaker, Len 🔊 🕂	— Step 14
Description Recovery For Advance (ref #431s Basic Need	Amoun sued 10/03/04 ) (\$12.50 310.00	0 12/ Basic Need	— Step 15
		Monthly	— Step 16
		Amount: Effective Date: 310.00 Default 12/01/2004	Step 17
		\$310.00 Dec 1 / 2004 - Dec 31 / 2004 End Date: Review Date:	— Step 18
		Comments:	See
			NOTE Below
		Delete Save	Step 19
Enter data or press ESC to e	nd.		
STEP 12: Click NEW	New as s	hown above.	

You will now see the REGULAR PAY screen, as shown below:

**STEP 13:** Select CHEQUE or PURCHASE ORDER as issue TYPE.

STEP 14: In the Payment To: field, right-click and select "Select this Client" as the Payee,

OR

Click the BROWSE button at the end of the field where you can search for a Member, First Nation, Supplier, or WOP Program as the Payee and search.

**STEP 15:** Select the appropriate Payment item from the "Payment for:" drop down list.

NOTE: If a PAYMENT ITEM is missing from the list, contact your AIS System Administrator, or AIS Support.

- **STEP 16:** Select the appropriate Payment Frequency from the "Payment Frequency" drop down list.
- **STEP 17:** Enter the FULL amount of the monthly entitlement for this one item.
- **STEP 18:** Ensure the EFFECTIVE DATE is the date they are to begin to receive this entitlement.

NOTE: Entering a date that is NOT the first day of the month will cause a PRO-RATED amount to be calculated for this payment only. Once this entitlement has been issued, and provided they are a continuing client, the FULL monthly entitlement will be issued in the next cheque run.

**STEP 19:** Click SAVE at the bottom to save this item.

To add additional payment items, repeat Steps 12 through 19. Once you are done entering all regular recurring monthly payment items, your screen should look similar to the one below where the items are all listed as well the amounts and who the payment will be made to.

B&D			
<u>File E</u> dit <u>H</u> elp			
Select a client: Quaker, Len	<b>A</b> )		
Summary Info Upcoming Payments STEP 1 Select Existing or New Click New button to add a new Monthly budget item OR Select existing record from list below Description	Regular Pay           New           Amount Effe           -12.50 12/	Additional Needs Referrals STEP 2 Enter -or- Modify Information Issue:  Cheque Purchase Order Payment To: Quaker, Len Payment for: Basic Need	
Recovery For Advance ( ref #43 Issued 10/03/04 ) ( \$12:50 Basic Need	-12:50 127	Payment Frequency:         Monthly         Amount:       Effective Date:         310.00       Default         Next Payment:         \$310.00       Dec 1 / 2004 - Dec 31 / 2004         End Date:       Review Date:         / /       Iz         0       Iz         Iz       Iz	
	2	► Delete Save	
Enter data or press ESC to end.			///

**STEP 20:** Click the UPCOMING PAYMENTS Tab at the top to view and verify the next payment(s) and totals for this B&D, as shown below. This is a READ ONLY screen.

#### Figure 29

<u>E</u> dit <u>H</u> elp				
ect a client: Dickey, George	2			
Summary Info	ents Regular Pay	Additional Needs	Referrals	
Regular Payments for Feb 1 / 20	05 - Feb 28 / 2005: PO to A	IS Wood Choppers	;	
	Amount	Comment		
Elder's Wood	\$250.00			
Total Payment to AIS Wood Choppers: \$	250.00			
Regular Payments for Feb 1 / 20	05 - Feb 28 / 2005: Chequ	e to Dickey, George	9	1
-	Amount	Comment		
CMHC Rent	\$350.00			
Basic Need	\$210.00			
Comforts	\$60.00			
Total Payment to Dickey, George: \$620.	00			

#### **Printing a Budget & Decision Preview**

To ensure you have all of the information entered correctly, you can print a **Budget and Decision Preview** by simply selecting FILE from the menu at the top, then PRINT while viewing the Budget & Decision, as shown below:

	B&D					
	File Edit Help	2				
	New	Ctrl+N	e	 2)		
	Save Refresh	Ctrl+S Ctrl+R	Upcoming Payments	Regular Pay	Additional Needs	Refer
	Preferences.	Ctrl+E	P	•		
T.	Print					
t	Delete				<u>^</u>	
L	Exit					

NOTE: This is ONLY a PREVIEW and is not recommended as the form to use for signatures. Refer to the next section of this manual for instructions on how to print a Budget & Decision for signature and to retain on file.

#### **Printing a Budget & Decision for Signature**

After a payment has been issued, you can then print a Budget & Decision for signature and to retain on file. You can either print one or more (or all) for a specific period by using the correct report filters.

### **STEP 1:** Select SA APPLICATIONS → REPORTS → GENERAL REPORTS from the AIS Command Center.

You will then see the following screen:

💁 General Reports	
<u>Eile E</u> dit <u>R</u> eports <u>H</u> elp	
B&D History Options	B&D's
Period	S. Need
Month: October	WOP
Year: 2004	Applents
	Print
Selected B&D's	Open
	Exit
All B&D's Select B&D's	
	///

**STEP 2:** Select the appropriate Month and Year.

**STEP 3:** Click PRINT.

NOTE: To select specific B&D's, click the Select B&D's... button. If you DO NOT select individual B&D's, ALL B&D's for the month selected will be printed.

*Clients who have received a payment for the selected month will be the ONLY B&D's that print.* 

#### Placing a B&D "ON HOLD"

- **STEP 1:** At the Main Console, select SA Applications, and then select "Budget & Decision ..." from the drop down list. Then select "Modify ..."
- **STEP 2:** Click the FIND button at the top, as shown below:

Figure 30	Step 2	7		
🗖 B&D				
<u>F</u> ile <u>E</u> dit <u>H</u> elp				
Select a client:		a l		
Summary Info	Upcoming Payments	gular Pay Additio	nal Needs Ref	

B&D # Name	Position	Status	Application #	
26 Quaker, Len	applicant	Active	26	
				<u>C</u> ancel
				~
Citizen Name	ily Id	Form #		=
Surname: q		_		
Given:				
Initials:				

- **STEP 3:** Enter the first letter(s) of the client's last name in the field labeled "Surname".
- STEP 4: OPTIONAL: Click the check box 🗹 next to "List only Applicants" to narrow down your search.
- STEP 5: Click FIND Find
- **STEP 6:** From the list of results, locate the Client's name and click on it to highlight it.

- STEP 7: Click OK. You will then see The SUMMARY INFO screen, as shown below.
- In the section titled "Budget & Decision General Info", change CONTINUING to ON STEP 8: HOLD, as shown below.

	Eile Edit Help	
	Select a client: Quaker, Len	
	Summary Info	
	Application #: 26	
	Application Info:	
	Budget & Decision General Info	
	C Temporary Review On: 06/21/2005 Hold Reasons:	
Step 8:	Continuing	
Change to ON	C On Hold Start Date: 09/10/2004  C Omments:  C On Hold End Date: / /  C Omments:  C On Hold C Omments:  C O	
HOLD		
Step 9 —	Save	
	Select this button to begin the search	
	STEP 9: Click SAVE Save	

#### Figure 32

#### **Budget and Decision: Review Feature**

**STEP 1:** At the Main Console, select SA Applications, and then select "Budget & Decision ..." then select "Review ..."

You will then see the "B&D REVIEW" window, as shown below:

#### Figure 33

BtD Review			
<u>F</u> ile <u>E</u> dit <u>H</u> elp			
View all B&D's On Hold	•		
Name	B&D# Status	Review 🔥	
			BD Status: 🕑 Temporary
			Continuing
			🗢 On Hold
			Cancelled
			Review On:
			,
			View B&D
Select			

**STEP 2:** Choose one of the 4 options in the drop down list:

- View all B&D's On Hold
- > View all B&D's Due for Review
- > View all Cancelled B&D's
- View all Active B&D's

You will then see the list of B&D's that currently fall in the status category you have selected.

After you have selected ONE or MORE, ALL or ANY of the B&D's listed you can then do any of the following:

- 1. Change B&D Status(es) with just one click
- 2. Set a new "REVIEW DATE".
- 3. If you have just one B&D selected, you can first "jump" to the B&D to view and/or modify the details by clicking the "VIEW B&D" button.

NOTE: To select only ONE B&D, simply click once on the client's name. The one B&D you clicked on will be highlighted in blue. Any change you make while this B&D is highlighted will effect ONLY THAT B&D.

To select more than one B&D in the list that are listed consecutively (listed one after the other), click on the first B&D and while HOLDING the left mouse button down, drag the pointer to the last B&D you want selected. All the B&D's you "dragged" the pointer over will be highlighted in blue. Any change you make while these B&D's are highlighted will effect ALL HIGHLIGHTED B&D'S.

To RANDOMLY select B&D's from the list, hold down the "Ctrl" key while clicking on the client names in the list that you want selected. Only the B&D's that you "Ctrl Clicked" on will be highlighted in blue. Any change you make while these B&D's are highlighted will effect ONLY THE HIGHLIGHTED B&D'S.

#### **Canceling a B&D**

**OVERVIEW:** Canceling a B&D will remove the B&D details but will NOT delete the client's Application.

**STEP 1:** At the Main Console, select SA Applications, and then select "Budget & Decision ..." from the drop down list. Then select "Modify ..."

**STEP 2:** Click the FIND **Step 2:** Click the FIND **Step 2**:

Figure 34	Step 2 —				
■ B&D					
<u>File E</u> dit <u>H</u> elp					
Select a client:		<u>a</u>			
Summary Info	Upcoming Payments	Regular Pay	Additional Needs	Referrals	

B&D # Name		Position	Status		Application #	
26 Quaker, L	n	applicant	Active		26	
						<u>C</u> ancel
						~
	Family I	d	Form #	)		
Citizen Name	Ľ.					
Suma	ne: q					
Giv						
Initi						
1100	no.				<u>F</u> ind	

- **STEP 3:** Enter the first letter(s) of the client's last name in the field labeled "Surname".
- **STEP 4:** OPTIONAL: Click the check box 🔽 next to "List only Applicants" to narrow down your search.
- STEP 5: Click FIND Find
- STEP 6: From the list of results, locate the Client's name and click on it to highlight it.
- **STEP 7:** Click OK. You will then see The SUMMARY INFO screen, as shown below.
- **STEP 8:** In the section titled "Budget & Decision General Info", change CONTINUING to CANCELLED, as shown below.

#### Figure 36

	E BAD	X
	Eile Edit Help	
	Select a client: Quaker, Len	
	Summary Info	T
	Application #: 26	
	Application Info:	
	Budget & Decision General Info	
	C Temporary Review On: 06/21/2005 Temporary	
Step 8:	Continuing	
Change to CANCELLED	Charl David 09/10/2004	
	Cancelled	
Step 9 —	Save	
	Select this button to begin the search	///
	STEP 9: Click SAVE Save	

NOTE: Canceling a B&D deletes the B&D for this client but NOT the Application. If the client returns, you will need to reenter the B&D detail.

#### Find and Modify Payment Item(s) on a B&D

**OVERVIEW:** The REASON you need to modify detail on a B&D will determine WHAT you will have to add, change, or delete.

Details you may have to change are:

- Add a new Payment Item
- Change a payment method (from cheque to PO, or vice versa)
- Change the Payee
- Change the amount
- Change the Payment Frequency
- Change an Amount
- Delete the Payment Item entirely
- **STEP 1:** At the Main Console, select SA Applications
- STEP 2: Select "Budget & Decision ..." from the menu, then select "Modify ..."
- **STEP 3:** Click the FIND **Step 3** button at the top, as shown below:

Figure 37	Step 2				
🗖 B&D					
<u>File E</u> dit <u>H</u> elp					
Select a client:		<u>a</u>			
Summary Info	Upcoming Payments	Regular Pay	Additional Needs	Referrals	

Step 6

B&D # Name	Position	Status	Ap	pplication # 🛆 🛛 🔼
26 Quaker, Len	applicant	Active	]	26 Cancel
Citizen Name Surname: q Given: Initials: ✓ Exclude Cancelle	ed B&D's	u ✓ List only Applica	nts	Eind

**STEP 4:** Enter the first letter(s) of the client's last name in the field labeled "Surname".

- STEP 5: OPTIONAL: Click the check box I next to "List only Applicants" to narrow down your search.
- STEP 6: Click FIND
- **STEP 7:** From the list of results, locate the Client's name and click on it to highlight it.
- **STEP 8:** Click OK. You will then see The SUMMARY INFO screen.
- **STEP 9:** Select the REGULAR PAY Tab at the top, as shown below:

You will now see the REGULAR PAY screen, as shown below:

	Figure 39	Step 8			
	B&D				
	Eile Edit Help				
	Select a client: Quaker, Len	<b>A</b>			
	Summary Info Upcoming F	'ayments Regular Pay	Additional Needs Referrals		
	STEP 1 Select Existing or New Click New button to add a new Monthly budg		STEP 2 Enter -or- Modify Information Issue: © Cheque © Purchase Order	   <b>↓</b>	Make
	·· OR ·· Select existing record from list below	D New	Payment To: Quaker, Len	 	Necessary Change(s)
	Description	Amount Effe	Payment for:		Change(S)
Step 9	Recovery For Advance (ref #43 Issued 10/0	03/04)(\$12.50 -12.50 12/ 310.00 12/	Basic Need Payment Frequency:		
Step 9			Monthly	<b>_</b>	
			Amount: Effective Date: 310.00 Default 12/01/2004	<b>1</b> 2	
			Next Payment:		
			\$310.00 Dec 1 / 2004 - Dec 31 / 2004		
			End Date: Review Date:		
			Comments:		
		×	X Delete		0. 40
					Step 10
	Enter data or press ESC to end.			Ili	

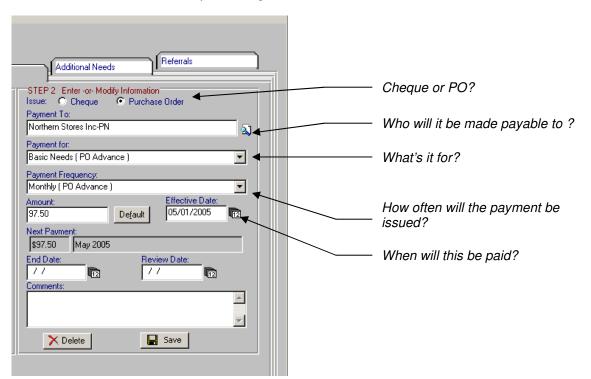
**STEP 10:** Click the Payment Type you wish to edit in the list on the left side. The details for this item will be displayed on the right hand side. Make your required change(s).

STEP 11: Click **Save** to save your changes.

# Section 4: Jesuing Payments

There are 3 types of batches created based on the details and/or screen you choose to enter the detail (be it on the Reg Pay Tab of the B&D, the Additional Needs Tab on a B&D, or the Supplier Invoices payment screen (found on as a submenu on the Command Centre). Then, when you go to the PROCESS Payments screen, you will choose which batch you want to process: Cheques and/or PO's, one-time special needs, or Supplier payments.

Specific fields on the Regular Pay tab of a B&D will determine what to issue (cheque or PO), to whom the cheque or PO will be made payable to, what the payment is for, the amount, how often the payment will be made (AIS will automatically divide the monthly payment entitlement depending on the payment frequency), which batch the payment will appear in for processing. and when it will be available for processing.



#### Payments can be categorized as:

Regular Monthly: Are payments that clients and/or suppliers receive every 2 weeks or once a month and little to no change occurs. These types of payments are entered on the REGULAR PAY Tab on a client's B&D.

Additional Needs: Are one time payments that are generally issued "in between" the regular monthly payments. These types of payments are entered on the ADDITIONAL NEEDS Tab on a client's B&D.

Supplier Payments: Are payments that are generally issued when invoices come in and are paid on behalf of a client(s). The amounts and/or suppliers will vary from month to month.

Depending on the type of payment you are processing, a specific "batch" is created and will appear in the PERIOD drop down list when you are in the payment processing screen. Following is a description of the payment batches you may see in the PERIOD field when processing payments.

**Regular Payments for <MONTH> 1 – 15, 2005** (This is the first half of a CHEQUE/PO BATCH for those clients set up to receive  $\frac{1}{2}$  of the monthly entitlement)

#### OR

**Regular Payments for <MONTH> 16 – 31, 2005** (This is the second half of a CHEQUE/PO BATCH for those clients set up to receive ½ of the monthly entitlement)

#### OR

**Regular Payments for <MONTH> 1 – 30, 2005** (This is the CHEQUE/PO BATCH for those clients set up to receive the full monthly entitlement)

- Cheques to Suppliers MAY appear here because you may be paying an invoice on behalf of a client (IE: Housing will be receiving Rent Payments.)
- If a payment is MISSING from this batch, check the Clients B&D for the following:
  - 1. Is the B&D ON HOLD or CANCELLED? If so, why?
  - 2. Is the EFFECTIVE DATE for each payment item on the REG PAY tab correct?
- Once you have processed this batch, the MONTH will "advance" to the next month and a new batch for next month will immediately be created.
- If this type of batch "reappears" after processing this could indicate one of the following has occurred:
  - 1. A Payment Type(s) on a B&D has an EFFECTIVE DATE within the current month, which may be the case for a new client.
  - 2. A cheque has been cancelled and is waiting to be re-issued

#### Additional Needs for <MONTH> 2005

- May be a cheque(s) OR a PO(s) for a One Time Special Needs
- Once processed there will NOT be another batch for these types unless a new one time payment is created after processing

#### Invoices for <MONTH> 2005

- May be a cheque(s) OR a PO(s) and is for Supplier Payments ONLY. (No cheques to clients should appear in this batch.)
- Similar to Additional Needs, once processed there will NOT be another batch for these types unless a new supplier payment is created after processing

#### Following are the detailed steps on processing payments from AIS:

- **STEP 1:** Select SA Applications from the AIS Command Center, then Select Payments ..., then Process ... You will then see the "Issue Cheques" screen.
- **STEP 2:** OPTIONAL: If you are managing multiple community offices, you can select individual communities and create separate batches for each community.
- **STEP 3:** Select "B&D Clients and Suppliers", "Clients Only", or "Suppliers Only" from the Pay: field at the top of this screen, as shown below.

	🔏 Issue	Cheques					- 7 🗙		
	<u>File E</u> dit	Eunction Help							
	Step 1: 3	Select who to pay	then select the period for process	ing			Exit		
Step 2 —	Community: All Communities								
Step 3 —	P	ay: B&D Clients &	Suppliers		•				
Step 4 —	🔶 Peri	od: Regular Paym	ents for Sept 1 / 2004 - Sept 30 ,	2004	<b>_</b>				
	Stop 21	Cat process to "no	" for any payments you don't war	l la pracesa					
	Process T		Amount On Behalf of	it to process	Payment To				
		ype heque	245.00 MCLEOD, STERLI	NG	MCLEOD, STERLING				
		heque	520.00 MOSAIC, TANIS		MOSAIC, TANIS	1			
		heque bague	120.00 SASS, FELIX 100.00 SASS, JULIE		SASS, FELIX SASS, JULIE				
		heque heque	240.00 SASS, JULIE 240.00 SASS, LEO 500.00 FIRST NATION HO		SASS, LEO				
		heque	500.00 FIRST NATION HO	DUSING	FIRST NATION HOUSI	NG			
						~			
	<	_				>			
	Step 3: I	Preview Payments		Step	4: Process Payments				
		Pr	eview		Process				

- **STEP 4:** Select the appropriate Payment Batch from the drop down list in the field labeled "Period". A list of the payments in the batch will appear in the window.
- **STEP 5:** Click the Preview button at the bottom. You will then see the "Print Options" screen.
- **STEP 6:** Select PRINT on the Print Options screen. This will print a PAYMENT PREVIEW listing all payments that will be issued in the batch. CAREFULLY REVIEW this report and verify those clients and suppliers who are to receive a payment are on the list and the amounts of the payments. If all payments are correct, go to STEP 6.

### Before PROCESSING AND PRINTING Cheques carefully review the "Print Preview" report and verify the following PRIOR to processing payments:

- Are all amounts for each payment correct?
- Are there payments not appearing on the report that should be?
- Are there payments appearing that shouldn't be processed?
- Are any of the VENDOR NUMBERS AND/OR GL ACCOUNT NUMBERS missing?

If changes are required, make them at this time.

**STEP 7:** If all items on the Payment Preview Report are correct, click the Process button. You will then see the "Cheque Manager" screen, as shown below.

Figure 41

	Cheque Manager		
Step 7 Step 8	Cheque Options Cheque Date: 01/07/2004 Destination:  Printer  Screen Bank: General	Print Cancel Help	Step 11
Step 10	Printer: HP LaserJet 4000 Series PCL on LPT1: hp LaserJet 1000 DOS on LPT2: hp LaserJet 1000 on Ne00: Cross Lake: PCL 6 - USB on Ne01: <u>WADSROUTER NHP 8000 PCL on Ne02:</u> Wadsrouter ads ca\HP Colour LaserJet 4600 PS on Ne03:		
	Cheque Comments		

- **STEP 8:** Enter the cheque date. (This is the date that will appear on the cheque or PO.)
- **STEP 9:** Select the correct Bank from the drop down list.
- **STEP 10:** Select the correct Printer from the list, if applicable. (The default printer is the same as your Windows Default Printer.)
- **STEP 11:** Click the PRINT button.

If you are printing the cheques from AIS: your cheques will begin printing.

If Finance will be printing your cheques in ACCPAC: an "Accpac Export Detail Report" will be printed. Give this report to Finance who will complete the Cheque Process and will give you the printed cheques for this cheque run.

At the end of any and all cheque processes, a report called "Batch Summary" will be first previewed on your screen. This report provides you with useful detailed information about the cheque batch. Depending on your internal Policy and Procedures, you can choose to print this report or not.

# Missing Vendor and/or GL Account Message

**OVERVIEW:** Vendor Codes for each client are only required if you are printing an *Invoice Batch* and you may receive the following AIS message after selecting PROCESS when processing payments:

Message (Press HELP to view stack trace)
GL Accounts and Vendor Codes have not been entered. Re-print the preview to see which Codes were not entered
Please fix these problems and regenerate the accpac file from the Payment History screen
OK Help

This simply means that a Vendor Code(s) or an Expense Account (GL Account) has not yet been entered. This is a one step setup option. To determine which is required (Vendor Code or GL Account), review the Payment Preview Report.

Refer to the following section for detail on how to add a Vendor or GL Account.

**To Add Vendor Numbers and/or GL Account Numbers** 

NOTE: If you are not comfortable with completing this, please contact your AIS System Administrator OR AIS Support at 1-800-361-3331.

- **STEP 1:** Go to PAYMENTS  $\rightarrow$  PROCESS.
- **STEP 2:** From the menu at the top of the "ISSUE CHEQUES" screen, select FUNCTION, then ACCPAC EXPORT MANAGER, as shown below:

File Edit	Function Help		
Step 1: S	Preview Payments	period for processing	
	AccPac Export Manager		
Pay:			
Period:		<b>-</b>	1.5
Step 2: St	et process to "no" for any pay	ments you don't want to process	
Process	Amount Recipient		-

You will then see the following screen:

	AccPac Interface Man	ager	
	Description	GL Account	<u></u>
_	Vendors	Name:	_
Step 3>	C Bank Accounts	,	
	C GL Accounts		Query

- **STEP 3:** Select VENDORS or GL ACCOUNTS, depending on whichever you need to add.
- **STEP 4:** Type the first few letters of the Client's LAST NAME or the first few letters of a SUPPLIER NAME in the NAME field.
- **STEP 5:** Click QUERY. A list of results will appear, as shown below:

AccPac Interface Manager			
Name	Vendor	~	
Benoit, Eric	234		
Bowes, Brent	1200		- Stop 6
Bear, Rose	•		Step 6
Black, Feather			
Black, Heather			
Bob, Bob			
Blue, Berry			
		~	
			Stop 4
• Vendors			Step 4
Name	: b 🚽		
C Bank Accounts C GL Accounts		Query	Step 5

- **STEP 6:** In the VENDOR column next to the name of the client or supplier, enter the VENDOR NUMBER.
- **STEP 7:** Hit the up arrow key  $\uparrow$  or the down arrow key  $\downarrow$  to save your changes.

# IF YOU ARE USING ACCPAC, AND HAVE ALREADY PROCESSED PAYMENTS WITHOUT VENDOR NUMBERS:

Accpac will not accept the imported batch if a Vendor Code or GL Account is missing. This will be detected when Finance attempts to import the batch that you have generated from AIS and have provided to them. You will have to REGENERATE (re-process) the batch by doing the following: (See the example below.)

- **STEP 1:** Add the missing codes by following the steps described above in the subsection titled "*Adding Vendor Codes and/or GL Account*".
- **STEP 2:** Go to PAYMENTS  $\rightarrow$  HISTORY.
- **STEP 3:** Click on the LAST PAYMENT THAT WAS IN THE ORIGINAL BATCH THAT HAD MISSING VENDOR NUMBERS to highlight it. (It doesn't matter if this was NOT the one with the missing vendor number. Just as long is it is one of the payments that was included in the same batch as the payment(s) with the missing vendor number.)
- **STEP 4:** With the payment line highlighted, click on FUNCTION on the menu at the top and select 'REGENERATE ACCPAC EXPORT FILE".

ire 42	_ Step 4	Step 3	j
🖀 Review Chec			
File Edit View	Function Help		
Cheque	Cancel Cheque	Amount Date Recipient	All
1	Reprint Cheque / PO	0.00 2004/01/15 Pruden, Ron	B&D
	Re-Sequence Cheques	97.50 2004/01/15 Quaker, Len	S. Need
	Reprint Payment Batch		
	Regenerate AccPac Files	45.00 2004/01/22 Frank, Lloyd	Supplie
	Reconcile Cheques		Adjustm
	Unreconcile Cheques		Cance
			Reprin
			Reconc
-			Unrec
H			Open
			Exit
		v	
		>	
	Reconciled: 0.00	Non-Reconciled: 2,863.65	
Click here to a	ccept report filter opt	tions	

**STEP 5:** The Print Options screen will appear. Click <u>Pint</u>. The Accpac Export Detail Report will print again and will now include the vendor numbers you just added. The batch is now ready to import into Accpac by Finance. (The Batch number will remain the same, and is printed on the last page of this report.) This will NOT be recorded as duplicate payments in AIS.

# **Printing Additional (or Special Needs) Cheques**

- **STEP 12:** Select SA Applications from the AIS Command Center, then Select Payments ..., then Process ... You will then see the "Issue Cheques" screen.
- **STEP 13:** OPTIONAL: If you are managing multiple community offices, you can select individual communities and create separate batches for each community.
- **STEP 14:** Select "B&D Clients and Suppliers", "Clients Only", or "Suppliers Only" from the Pay: field at the top of this screen, as shown below.

### Figure 43

	🔏 Issue Cheques				- 7 🗙
	<u>File Edit Function Help</u>	)			
	Step 1: Select who to pay	then select the period for process	ing		Exit
Step 2	Community: All Communiti	es	•	1	
Step 3 —	► Pay: B&D Clients &	Suppliers	•	[	
Step 4 —		nents for Sept 1 / 2004 - Sept 30 /	2004 💌	[	
	Sten 2: Set process to "pr	o" for any payments you don't war	t to process		
	Process Type	Amount On Behalf of	Payment To		
	Yes Cheque Yes Cheque Yes Cheque Yes Cheque Yes Cheque Yes Cheque	245.00 MCLEOD, STERLI 520.00 MOSAIC, TANIS 120.00 SASS, FELIX 100.00 SASS, JULIE 240.00 SASS, LEO 240.00 FIRST NATION HO 500.00	NG MCLEOD, STERL MOSAIC, TANIS SASS, FELIX		
				>	
	Step 3: Preview Payment:	3	Step 4: Process Payments		
	P	review	Process		

- **STEP 15:** Select the appropriate Payment Batch from the drop down list in the field labeled "Period". A list of the payments in the batch will appear in the window.
- **STEP 16:** Click the Preview button at the bottom. You will then see the "Print Options" screen.
- **STEP 17:** Select PRINT on the Print Options screen. This will print a PAYMENT PREVIEW listing all payments that will be issued in the batch. CAREFULLY REVIEW this report and verify those clients and suppliers who are to receive a payment are on the list and the amounts of the payments. If all payments are correct, go to STEP 6.

### Before PROCESSING AND PRINTING Cheques carefully review the "Print Preview" report and verify the following PRIOR to processing payments:

- Are all amounts for each payment correct?
- Are there payments not appearing on the report that should be?
- Are there payments appearing that shouldn't be processed?
- Are any of the VENDOR NUMBERS AND/OR GL ACCOUNT NUMBERS missing?

If changes are required, make them at this time.

**STEP 18:** If all items on the Payment Preview Report are correct, click the <u>Process</u> button. You will then see the "Cheque Manager" screen, as shown below.



	Cheque Manager	×	
Step 7 Step 8	Cheque Options Cheque Date: 01/07/2004 Destination:  Printer Screen Bank: General	Print Cancel Help	——— Step 11
Step 10	Printe:: HP LaserJet 4000 Series PCL on LPT1: hp LaserJet 1000 DOS on LPT2: hp LaserJet 1000 on Ne00: Cross Lake: PCL 6 - USB on Ne01: WADSROUTER NHP 8000 PCL on Ne02: Wadsrouter ads ca\HP Colour LaserJet 4600 PS on Ne03:		
	Cheque Comments		

- **STEP 19:** Enter the cheque date. (This is the date that will appear on the cheque or PO.)
- **STEP 20:** Select the correct Bank from the drop down list.
- **STEP 21:** Select the correct Printer from the list, if applicable. (The default printer is the same as your Windows Default Printer.)
- **STEP 22:** Click the PRINT button.

If you are printing the cheques from AIS: your cheques will begin printing.

If Finance will be printing your cheques in ACCPAC: an "Accpac Export Detail Report" will be printed. Give this report to Finance who will complete the Cheque Process and will give you the printed cheques for this cheque run.

At the end of any and all cheque processes, a report called "Batch Summary" will be first previewed on your screen. This report provides you with useful detailed information about the cheque batch. Depending on your internal Policy and Procedures, you can choose to print this report or not.

# **Canceling Payments**

From time to time, some details get overlooked and accidently processed. You then will have to either cancel, modify and/or reprocess/reprint a cheque(s).

# **BEFORE CANCELING A PAYMENT:**

In order to determine the correct process, you will need to ask WHY you need to cancel this payment:

- Was it the wrong payment issue type? (Is it a cheque that should have been a PO, or is it a PO that should have been a cheque?)
- Is it made payable to the wrong person or Supplier?
- Is for the wrong Payment Item?
- Is the amount wrong?
- Will you need to make a change (such as one of the above) and reissue this payment?
- Is it being canceled because it should never have been issued at all?

#### Canceling a cheque after it has already been processed in AIS:

**STEP 1:** Select SA Applications from the main menu of the of the AIS Command Center, then select Payments → History.

- **STEP 2:** Find the payment you need to cancel in the list of payments that you see on the screen and click on it to highlight it.
- **STEP 3:** Select the Cancel button on the right hand side. You will then see the following prompt:

#### Figure 45

Cancel Cheque		
Why are you cancelling this cheque?		
Select an option	•	
Select an option This cheque needs to be corrected and re-issued		
This cheque should NOT have been issued		

**STEP 4:** Determine whether or not you will be re-issuing the payment from AIS and select the correct reason why you are canceling the cheque from the drop down list, as shown above.

**If you choose: "This cheque needs to be corrected and re-issued"** this "resets" the effective date back on the details of the B&D Regular Pay, B&D Additional Needs, or Supplier Invoices. You will only need to make the necessary changes on the respective payment detail screen (WITHOUT changing the Effective Date) and reprocess the payment, as per usual.

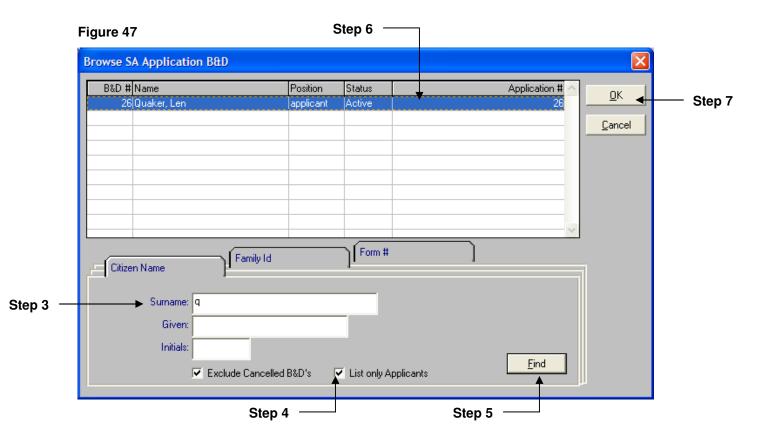
**If you choose: "This cheque should NOT have been issued"** you should determine than whether the B&D should be placed on HOLD or Cancelled, or if it was an Additional Needs Payment or Supplier Payment, it should be deleted.

# Section 5: Additional Needs (formerly "One Time Special Needs")

**OVERVIEW:** "Additional Needs" are one-time or emergency "special needs" payments that are requested and issued between regular monthly cheque runs in addition to a client's monthly entitlement.

- **STEP 1:** At the Main Console, select SA Applications, and then select "Budget & Decision ..." from the drop down list. Then select "Modify ..."
- STEP 2: Click the FIND button at the top, as shown below:

Figure 46	Step 2		
🔲 B&D			
<u>F</u> ile <u>E</u> dit <u>H</u> elp		,	
Select a client:	2		
Summary Info	Upcoming Payments	ar Pay Additional Needs	Referrals



**STEP 3:** Enter the first letter(s) of the client's last name in the field labeled "Surname".

- STEP 4: OPTIONAL: Click the check box *I* next to "List only Applicants" to narrow down your search.
- STEP 5: Click FIND Find

Step

- **STEP 6:** From the list of results, locate the Client's name and click on it to highlight it.
- **STEP 7:** Click OK. You will then see The SUMMARY INFO screen.
- **STEP 8:** Select the ADDITIONAL NEEDS Tab at the top, as shown below:

Figure 48	Step	8	
B&D			
<u>File E</u> dit <u>H</u> elp			
Select a client: Benoit, Eric	۵)		
Summary Info	coming Payments Regular Pay	Additional Needs	Referrals
STEP 1 Select Existing Addition	al Need or New S	TEP 2 Enter -or- Modify Informat	ion

You will now see the ADDITIONAL NEEDS screen, as shown below:

B&D		
<u>File E</u> dit <u>H</u> elp		
Select a client: Benoit, Eric	a)	Step 11
Summary Info Upcoming Paymer	ts Regular Pay Additional Needs Referrals	- Step 10
STEP 1 Select Existing Additional Need or New Click New button to add a new Additional Need	STEP 2 Enter or Modify Information	
OR Select existing Additional Need from list below	New         Ref #: 49         Effective Date: 01/10/2005	
Status         Payment for           Pending Issue         Cheque to Benoit, Eric for Advan	Amount Amount 75.00	See Notes
	Reproval Form Completed Invoice Date: 7 / R	<b>∢</b> i
	Need Type: Advance	Step 12
		Step 13
	Payment and Recovery	See notes
	Approved: 75.00 Recoverable: 75.00	<u>_</u> i
	Issued: Term: 3 Recov. Term: 25.00 © Purchase Order @ Cheque	Step 14
	Pay To: Benoit, Eric	
	Comments:	Step 15
Print Approval Form	Save X Delete	
		Step 16

STEP 9: Click even on the left hand side.

- **STEP 10:** Enter the EFFECTIVE DATE. This is usually the CURRENT date and determines which batch the payment will appear in when processing.
- **STEP 11:** Enter the amount REQUESTED.

NOTE: If you are paying an invoice from a supplier and have the details of the invoice, you can add the information in the fields labeled "Invoice #" and "Invoice Date".

Once you have completed entering the details for the payment and have printed the Approval Form, you can *range and the completed*.

- **STEP 12:** Select the appropriate Need Type: from the drop down list.
- **STEP 13:** Enter the amount approved. (This amount cannot exceed the amount requested, but can be LESS than the amount requested.)

NOTE: If the client has agreed to pay back all or a portion of the amount approved, enter this amount in the Recoverable field, then enter the number of payments to be made. The monthly amount deducted will be automatically calculated and displayed in the grey field labeled "Recov. Term". This will be deducted automatically from their regular monthly entitlement until payment in full is received. You do not have to remember to deduct or stop deducting this amount; AIS will do that for you.

- **STEP 14:** Select the method this amount is to be issued as: either a Purchase Order or a Cheque.
- **STEP 15:** In the Pay To: field, click is to search for and select a Supplier, OR right-click anywhere in this field and select "This Client" if the cheque is to be made in the client's name.
- STEP 16: Click
- **STEP 17:** Click Print Approval Form to print the Approval Form to be signed and retained on file.

**STEP 18:** Exit the Budget & Decision entirely.

To process this one-time payment, refer to the section titled "Processing Payments" in this User Manual. You will see a payment batch "Additional Needs for <month and year>" in the Period: drop down list of batches ready to be processed.

# **Deleting an Additional Need (PENDING Status Only)**

**STEP 1:** FIND the client's Budget & Decision, and select the select the ADDITIONAL NEEDS Tab at the top, as shown below:

Figure 50	Step 1	
B&D		
<u>Eile E</u> dit <u>H</u> elp		
Select a client: Benoit, Eric	2	
Summary Info Upcoming Payments	Regular Pay Additi	onal Needs
STEP 1 Select Existing Additional Need or New	STEP 2 Enter-or-1	Andify Information

You will now see the ADDITIONAL NEEDS screen, as shown below:

Figure 51

B&D	
Eile Edit Help	
Select a client: Benoit, Eric	<b>a</b>
Summary Info Upcoming Payments	Regular Pay Additional Needs Referrals
STEP 1 Select Existing Additional Need or New Click New button to add a new Additional Need	STEP 2 Enter -or- Modify Information
- OR Select existing Additional Need from list below	Ref #: 49 Effective Date: 01/10/2005
	nount ^ Requested: 75.00 Invoice #:
	Approval Form Completed Invoice Date: 7 /
	Need Type: Advance
	Notes:
	Payment and Recovery
	Approved: 75.00 Recoverable: 75.00
	Issued: Term: 3
	Recov. Term: 25.00 C Purchase Order C Cheque
	Pay To: Benoit, Eric
	Comments:
Print Approval Form	Save X Delete
Enter data or prece ESC to and	
Enter data or press ESC to end.	

**STEP 2:** Click on the Item that is in PENDING STATUS on the left hand side to select it.

STEP 3: Click \_\_\_\_\_ in the bottom right hand side.

# Sacijou 2: Subbliat Lahuauja

# Supplier Payments

**OVERVIEW:** "Supplier Payments" allow you to create one cheque to one supplier on behalf of or more clients.

Supplier Payments can also cross-reference with Purchase Orders, if applicable, that have been issued in order to accommodate a reconciliation process.

**STEP 1:** At the Main Console, select SA APPLICATIONS → SUPPLIER INVOICES

**STEP 2:** Click the FIND Solution at the top, as shown below:

Figure 52	Step 2 ——	
Supplier Invoices		
<u>File E</u> dit <u>H</u> elp		
J		2)
Supplier Invoice Details		
STEP 1 Select Existing or New Supplier Invoice		STEP 2 Enter -or- Modify Information

**STEP 3:** Enter the first few letters of the name of the supplier you intend to pay, then click <u>Find</u>, as shown below:

ame		Туре			
askPower	dors — Find — — —	Supplier		<u>Q</u> k <u>C</u> ancel	
<ul><li>Citizens</li><li>Suppliers</li></ul>	Vendor Name: Sa	38	•	_	
<ul> <li>✓ First Nations</li> <li>✓ Program</li> </ul>			<u> </u>	•	Ste

**STEP 4:** In the list of search results click on the name of the supplier, then click \_\_\_\_\_K

You will then see the Invoices screen, as shown below:

	🔲 Supplier I	Invoices	
	<u>Eile E</u> dit <u>H</u> elp	elp	
	SASK POW	мев 🔕	
	Supplier In	Invoice Details	
		Select Existing or New Supplier Invoice STEP 2 Enter -or- Modify Information	
tep 5 –		New Refresh	Step
iep 5	Invoice #	Invoice Date: 05/25/2005 🖌 📷	
	5	06/06/2005 200.00 Issued Effective Date: 05/25/2005	Step
	88651	05/25/2005 0.00 Pending	
	85356 86608	04/07/2005 20,331.18 Issued Invoice #: 88651	Step
	00000	04/07/2005 286.65 Issued Total Amount: 0.00	
		Save X Delete	
			Step
			Otep
			µ
	List of Invoi	oices	
	STEP 5:		
	STEP 6:	Enter the Invoice Date.	
	STEP 7:	Enter the Effective Date, which is the date you intend to process the chequ	ue. (The
		default is set to today's date.)	·
		. ,	
	STEP 8:	Enter a unique Invoice # or description. This will be the "batch name ident	ifier".
		Click Save	
	STEP 9:	Click Save	
	STEP 10:		lighted on
		the left, then click the INVOICE DETAILS TAB.	

You will then see the following screen:

	Supplier Invoice Details		
	<u>Eile E</u> dit <u>H</u> elp		
	SASK POWER		
	Supplier Invoice Invoice Details		
	STEP 1 Select PO or Existing Assignment or Enter	STEP 2 Assign Costs to Clients	<ul> <li>Optional</li> </ul>
	Select PD(s)		
Step 11	PO # Name Type Amount	Invoice #: 88651	<ul> <li>Step 12</li> </ul>
	Lee, Penny Power \$37.44	Point Paid on Behalf of: Lee, Penny	
		Payment Type: Power	<ul> <li>Step 13</li> </ul>
		Amount: 37.44 Recovery: 0.00	··· Optional
		Comments:	- Step 14
			Step 14
		Term: 1 Recovery/Term: 0.00	
		·····	
		·	··· Optiona
		🔚 Save 🔀 Delete	
			<ul> <li>Step 15</li> </ul>
	Invoice Details		
	D u		
5	TEP 11: Click		
C	<b>OPTIONAL:</b> Select the original PO#, if application	able.	

- **STEP 12:** Click and find the client you are paying the invoice on behalf of.
- **STEP 13:** Select the appropriate Payment Type from the drop down list.
- **STEP 14:** Enter the amount to be paid.

NOTE: If the client has agreed to pay back all or a portion of the amount, enter this amount in the Recovery field, then enter the number of payments to be made in the field labeled "Term". The monthly amount deducted will be automatically calculated and displayed in the grey field labeled "Recovery/ Term". This will be deducted automatically from their regular monthly entitlement until payment in full is received. You do not have to remember to deduct or stop deducting this amount; AIS will do that for you.

**OPTIONAL:** Enter the Client's Account number with the vendor.

STEP 15:	Click	Save	
51 LF 15.	Olick		

Repeat Steps 11 – 15 for each bill you want to include in this payment.

To issue a Supplier Payment, see "Section 4: Issuing Payments".

# "Cloning" a Supplier Invoice

From month to month, you may find yourself paying the same supplier on behalf of the same list of clients with the same account number. For example, utility payments.

In Supplier Invoices, you can "right click" on the previous payment to a supplier and "clone" (or COPY) the details you entered, saving you a tremendous amount of repetitive steps and time!

To clone a payment, do the following:

- **STEP 1:** Find the supplier, as described in Steps 1 4 in the previous section of this manual.
- **STEP 2:** Locate the last invoice paid in the list on the left and *right click* on it and select "CLONE", as shown below:

	Invoice #	Invoice Date	Amount	Status	^
Stop 0	5	2005	200.00	Issued	
Step 2 -	88651	Clone 2005	37.44	Pending	
	85356	04/07/2005	20,331.18	Issued	
	86608	04/07/2005	286.65	Issued	

You will then see the following screen:

	Clone an Invoice
	Supplier: SASK POWER
	Clone Invoice #: 5
Step 3 —	As Invoice #: July 2005
Step 4	<u>Save</u> <u>Cancel</u>

**STEP 3:** Enter a unique Invoice # or batch description.

STEP 4: Click Save

**STEP 5:** Ensure the Invoice # (or batch description) you just saved in Step 5 is highlighted on the left, then click the INVOICE DETAILS TAB.

All of the detail you entered previously will be there EXCEPT the amounts for each will be set to \$0.00.

**STEP 6:** Click on the first item in the list on the left and modify the amount accordingly.

OR

If there is an item in the list that should NOT be included, click on it to highlight it, then select

OR

If there is an item that is not in the list, add NEW.

Section 7: Vendor/GL Codes

NOTE: If you are not comfortable with completing this, please contact your AIS System Administrator OR AIS Support at 1-800-361-3331.

#### STEP 1: Go to PAYMENTS $\rightarrow$ PROCESS.

STEP 2: From the menu at the top of the "ISSUE CHEQUES" screen, select FUNCTION, then ACCPAC EXPORT MANAGER, as shown below:

File Edit	Function Help	
Step 1: S	Preview Payments Jeriod for processing	E
Pay:	AccPac Export Manager	
Period:		
Step 2: S	et process to "no" for any payments you don't want to process	
	Amount Recipient	

You will then see the following screen:

	AccPac Interface Manager		
	Description	GL Account	<u>^</u>
			≡
			~
	Vendors	lame:	
р3 — 🔶	C Bank Accounts	,	
	GL Accounts	Quer	У

- STEP 3: Select VENDORS or GL ACCOUNTS, depending on whichever you need to add.
- Type the first few letters of the Client's LAST NAME or the first few letters of a STEP 4: SUPPLIER NAME in the NAME field.
- STEP 5: Click QUERY. A list of results will appear, as shown below:

Name Vendor   Benoit, Eric 234   Bowes, Brent 1200   Bear, Rose Image: Constraint of the second s	AccPac Interface Manager			
Bowes, Brent 1200   Bear, Rose Step 6   Black, Feather Black, Heather   Bob, Bob Blue, Berry   Blue, Berry Step 6	Name	Vendor	~	
Bear, Rose Step 6   Black, Feather Black, Heather   Bob, Bob Blue, Berry   Blue, Berry Step 4	Benoit, Eric	234		
Black, Feather Black, Heather Bob, Bob Blue, Berry	Bowes, Brent	1200		Stop 6
Black, Heather Bob, Bob Blue, Berry Step 4 Vendors Bank Accounts	Bear, Rose	•		Step 0
Bob, Bob Blue, Berry	Black, Feather			
Blue, Berry Blue, Berry Step 4 Step 4	Black, Heather			
	Bob, Bob			
Vendors     Name: b	Blue, Berry			
Vendors     Name: b				
Vendors     Name: b				
Vendors     Name: b				
Vendors     Name: b				
Vendors     Name: b				
Vendors     Name: b				
Vendors     Name: b			-	
Vendors     Name: b				0
C Bank Accounts	C Mandana			Step 4
	Name:	b 🔶 🚽		
C GL Accounts Query Step 5		-		
	C GL Accounts		Query	Step 5

- **STEP 6:** In the VENDOR column next to the name of the client or supplier, enter the VENDOR NUMBER.
- **STEP 7:** Hit the up arrow key  $\uparrow$  or the down arrow key  $\downarrow$  to save your changes.

# Sacijou 3: Adjusimenia

**OVERVIEW:** After you have processed and submitted the Control Journal to INAC, there may be some payments issued that INAC may "reject", or you may find a payment that was coded incorrectly. Whatever the reason, you still have the ability to make an adjustment to the payment detail in AIS and the adjustment will appear in the NEXT/CURRENT monthly report to INAC.

Before you begin, you will need to know the following information about the original payment:

- AIS Payment Reference Number
- Posting Period

This information can be found in *Payment History*.

**STEP 1:** From the AIS Command Center, select "AIS APPLICATIONS" then "Adjustments". You will then see the following screen:

### Figure 53

🗱 SA Payment Adjustments	
<u>Eile Edit H</u> elp	
Adjustments	
Step 1: Find Existing or Select New	
Adjustment:	🕄 🗅 Ref #: 0
Step 2: Edit or Modify Info	
Adjustment Type: Not Reimbursable	EffectiveDate: 02/22/2005
Adjusted Payment:	<u></u>
Reason for Adjustment:	
Step 3: Review Payment Information	Step 4: Enter Non-Reimbursable Portion
Amount: 0.00	Amount 0.00
Client 3	Client:
Vendor:	Vendor:
Payment Type:	Payment Type:
Period:	
Save	X Delete
Enter data or press ESC to end.	11.

**STEP 2:** Click the NEW D button at the end of the field titled "Adjustment".

**STEP 3:** Select the appropriate Adjustment Type from the drop down list. You choices are:

- Not Reimbursement
- Overpayment
- Missed Payment
- Coding Correction
- Manual Correction
- **STEP 4:** Click at the end of the field labeled "Adjusted Payment:" You will then see the "Browse SA Payments" screen.
- **STEP 5:** Enter your search criteria (Payment Refer #, and original Posting Period).

STEP 6:	Click	<u>F</u> ind	as shown in the example below:
---------	-------	--------------	--------------------------------

Figure	54			Ste	ер 7	
	Browse SA Payments					
	Client Name BALLANDYNE, SILAS NO BALLANDYNE, SILAS NO BALLANDYNE, SILAS NO	3 04/01/2005	End Date 04/30/2005 04/30/2005 04/30/2005		<u>D</u> K	— Step 8
Step 5	Find Cheque #: 3 Client Surname: Given: Post Year: 2005		Period: April	 Eind		— Step 6

EACH Payment Item issued and included in the original payment are listed as separate items in the list of search results.

**STEP 7:** Click on the the payment item that requires the adjustment to highlight it.

STEP 8: Click OK

You will then be returned to the ADJUSTMENTS screen and the payment item detail information will be brought forward, as shown below:

Figure 55

	SA Payment Adjustments		
	Eile Edit Help		
	Adjustments		
	Step 1: Find Existing or Select New		
	Adjustment: 🛛 🖓 🗅 Ref #: 0		
	Step 2: Edit or Modify Info		
	Adjustment Type: Not Reimbursable EffectiveDate: 05/02/2005		
	Reason for Adjustment:		
	Step 3: Review Payment Information Step 4: Enter Non-Reimbursable Portion		
	Amount 50.00		
	Client: BALLANDYNE, SILAS NOAH	<u>a</u>	Step 10
Step 9 —	Vendor: BALLANDYNE, SILAS NOAH	2	
·	Payment Type: Northern Allowance Payment Type: Northern Allowance	⊒◀┤┤	
	Expense Account: Basic Needs Expense Account: Basic Needs INAC Category: Basic Need INAC Category: Basic Need		
	Period: April 2005 For Period: 04/01/2005		
	Save X Delete		
	Enter a year		
	Step 11		

**STEP 9:** Review the ORIGINAL Payment Information on the bottom left frame.

**STEP 10:** Make the necessary adjustments in the fields in the bottom right frame.

STEP 11: SAVE your changes.

An "Adjustment #" will be assigned and appear in the top frame, as shown below:

	SA Payment Adjustments	
	File Edit Help	
	Adjustments Step 1: Find Existing or Select New	
Adjustment — Reference #	→djustment: Adj# 2 · Not Reimbursable	
Reference #		

# Sacijou a: Raborja

The SA Module contains four categories of reports:

- General Reports
  - o B&D's
  - o List of Applicants
  - Applications
- INAC Reports (Control Journals)
  - o Details
  - o Summaries
  - o Families
  - Cover Sheets
  - o Additional Needs
- Expenditures and Accounting Reports
  - Client Expenditure by Budget
  - Client Expenditure by INAC Category
  - Client Expenditure by Payment Type
  - Client Expenditure by Period
  - Expenditure by Summary by Budget
  - Expenditure by INAC Category
  - Expenditure by Payment Type
  - Payment Register
  - Special Needs
  - WOP Transaction Register
- Aged Advances Reports

The following sections describe each category in detail of the type of information you can collect based on your records.

Regardless of the category, you can always "preview" the report before actually printing it so you can make sure you are printing the information you want.

To preview any report after selecting a report and setting your filter options, click PRINT. You will then see the following PRINT OPTIONS window: (NOTE: The default options that you see will always print one copy of the report to your Windows Default Printer if you do not make any changes in this window.)

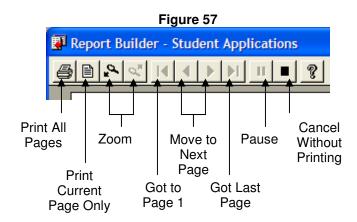
#### Figure 56

Print Options	
Destination: • Printer C Screen C File	<u>P</u> rint
# of Copies: 01 File Name:	<u>S</u> etup
Files	Cancel
	Help
Printer: HP LaserJet 5 on Ne00: HP LaserJet 1100 (MS) on LPT1: hp deskjet 450 printer on LPT1:	
Adobe PDF on Ne01:	
VADSROUTERVHP 8000 PCL on Ne02: VADSROUTERVHP Colour Lesenlet 4600 PS on Ne03:	
Report Status:	

# PRINT OPTIONS:

- **STEP 1:** Select the **Destination (**directly to a printer, to the screen (preview) or to a file.)
- STEP 2: Click Pint on the right hand side.

If you have selecting "Print to Screen" a preview of the report will appear. At the top of the Preview screen, you have the following options:



# **General Reports**

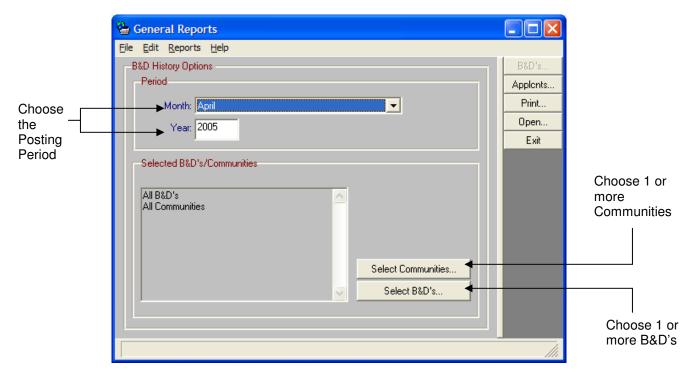
Pre-defined reports include:

- B&D History
- List of Applicants
- Print All Applications

# **B&D History Reports**

**Overview:** This report is pre-formatted to print all B&D's for a specific month.

**Filtering Options:** Are as illustrated in the figure below and can be modified to produce your required information.



### How to Print this Report:

- **STEP 1:** Login to AIS as described in Section 1.
- STEP 2: Select SA APPLICATIONS from the AIS Command Center, then REPORTS → GENERAL REPORTS ...
- **STEP 3:** By default, this is the first report that will appear.
- **STEP 4:** Enter the desired report criteria.
- STEP 5: Select PRINT.

# **List of Applicants**

**Overview:** This report will print a **brief listing of all Applicants** including Active, On-Hold and/or Cancelled, based on your filters.

**Filtering Options:** Are as illustrated in the figure below and can be modified to produce your required information.

🚰 General Reports	
<u>File E</u> dit <u>R</u> eports <u>H</u> elp	
List Of Applicants Options	B&D's
B&D Status	S. Need
🔽 Active 🔽 On Hold 🔽 Cancelled	WOP
Review Date	Applents
From: To:	Print
	Open
Selected Applicants	Exit
All Applicants	
Select Applicants	
-Sort By	
● Name	
Enter data or press ESC to end.	

### How to Print this Report:

- **STEP 1:** Login to AIS as described in Section 1.
- STEP 2: Select SA APPLICATIONS from the AIS Command Center, then REPORTS → GENERAL REPORTS ...
- STEP 3: Select REPORTS on the top menu, then List of Applicants ...
- **STEP 4:** Enter the desired report criteria.
- **STEP 5:** Select PRINT.

# **Print all Applications**

**Overview:** This will print all Completed **Application Forms** for all clients for a specific application date range and B&D status (active, on-hold and/or cancelled) that can be signed and retained on file.

**Filtering Options:** Are as illustrated in the figure below and can be modified to produce your required information.

ခ General Reports	
<u>File E</u> dit <u>R</u> eports <u>H</u> elp	
Applications	B&D's
Applied Date	S. Need
From: 04/01/2004	WOP
Application Status	Applents
Active On Hold Cancelled	Print
	Open
Selected Applicants	Exit
All Applicants	
-Sort By	
Name C Applied Date	
Enter date with MMDDYYYY format or hit down-arrow for calendar.	///

How to Print this Report:

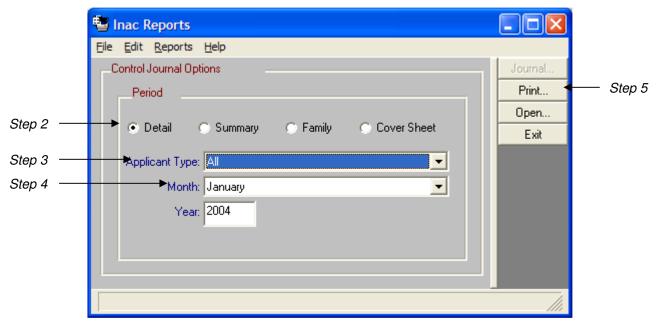
- **STEP 1:** Login to AIS as described in Section 1.
- STEP 2: Select SA APPLICATIONS from the AIS Command Center, then REPORTS → GENERAL REPORTS ...
- STEP 3: Select REPORTS on the top menu, then PRINT ALL APPLICATIONS ...
- **STEP 4:** Enter the desired report criteria.
- **STEP 5:** Select PRINT.

# Saction 10: INAC Reports

# **INAC Month End Reports**

- STEP 1: Select "SA Applications" from the main console and select "INAC Reports".
- STEP 2: Select "Detail".
- **STEP 3:** Select "ALL" from the Applicant Type drop down list.
- **STEP 4:** Select the correct month from the Month drop down list.
- **STEP 5:** Click the PRINT button, as shown below.

# Figure 58



**STEP 6:** Repeat Steps 2 – 5 for each report type (Summary, Family, and Cover Sheet).

These reports combined with copies of the New B&D's for the same period become your Month end Package to INAC.

# Section 11: Financial Reports

Pre-defined financial reports in the SA module include:

- Client Expenditure by Budget
- Client Expenditure by INAC Category
- Client Expenditure by Payment Type
- Client Expenditure by Period
- Expenditure Summary by Budget
- Expenditure Summary by INAC Category
- Expenditure Summary by Payment Type
- Payment Register
- Special Needs Journal
- WOP Transaction Register

Each financial report listed above has very detailed information based on selected filters. All of the Financial Reports are selected from just one screen and have the same FILTER OPTIONS as shown below:

# Figure 59

🗱 Expenditure / Accounting
<u>File Edit H</u> elp
Print
Select a Report to Print Report Name: Client Expenditure By Budget
Filter Options
From: 2005 February To: 2005 February
Issue Type
Include
No Filters Are Selected
Select Applicants
Select Applicant Types
Select Payment Types
Select INAC Categories.
Select Budget Types
List of selected Filters

### How to Print Any of the Financial Reports:

- **STEP 1:** Login to AIS as described in Section 1.
- **STEP 2:** Select SA APPLICATIONS from the AIS Command Center, then REPORTS → EXPENDITURE/ACCOUNTING REPORTS ...

You will then see the EXPENDITURE/ACCOUNTING report and filter selection screen.

# SELECTING A REPORT AND SETTING THE FILTERS:

**STEP 3:** Select the report name you want to print from the drop down list.

### Figure 60

	🗱 Expenditure / Accounting 📃	
	<u>File Edit Help</u>	
	Print Exit	
	Select a Report to Print	
Step 3 —	Report Name: Client Expenditure By Budget	

**STEP 4:** Select the Posting Period date Range:

	State State Accounting	_ 🗆 ×
	<u>Eile E</u> dit <u>H</u> elp	
	Print Exit	
	Select a Report to Print	
	Report Name: Client Expenditure By Budget	<u> </u>
	Filter Options	
	Posting Period	
	From: 2005 February To: 2005 February	<b>•</b>
Step 4	FROM	

**STEP 5:** Select the Payment Method(s) issued.

NOTE: A 🔽 for each type will appear by default and WILL include ALL payment method(s) issued. To remove a "check", simply click on it.

#### Figure 61

📲 Expenditure / Ac	counting			_ 🗆 ×
<u>File E</u> dit <u>H</u> elp				
Print Ex	it			
Select a Report to F	Print Client Expenditure B	y Budget		-
Filter Options				_
Posting Period				
From: 2005	February 💌	To: 2005	February	•
I I I I I I I I I I I I I I I I I I I				
PO PO	🔽 Cheque	🔽 Cancelled	🔽 Adjustment	
<b>A</b>	<b>A</b>	<b>A</b>	<b>A</b>	

Step 5

**STEP 6:** Additional filters are:

- One or more specific Applicant(s) (Client(s))
- One or more specific Applicant Type(s)
- One or more specific Payment Type(s)
- One or more specific INAC Category Type(s)
- One or more specific Budget Type(s)

If you DO not select any specific TYPE from any of these categories the report will include ALL Client and all payment types in EACH category listed above.

#### Figure 62

Include	
No Filters Are Selected	<u> </u>
	Select Applicants
	Select Applicant Types
	Select Payment Types
	Select INAC Categories.
	Select Budget Types
List of selected Filters	lh

# Sacion 12: Closing Monin End

**OVERVIEW:** After all of the INAC reports have been printed and submitted to INAC, you must advance the reporting period to the next month. Once this period has been advanced it is considered "closed". However, in the event an adjustment is required AFTER the month has been closed, an *adjustment* can be made in "*Adjustments*", as described in the Section 7" in this user manual.

Once all reports for the reporting period have been submitted to INAC, close monthend by doing the following:

**STEP 1:** At the AIS Command Center, select SA APPLICATIONS  $\rightarrow$  MONTHEND.

You will then see the following screen:

### Figure 63

SA Month End	
<u>File E</u> dit <u>Function H</u> elp	
Fiscal Period	
Year: 2005 Period: 4	
Advance Fiscal Period	
Enter the Fiscal Period	
בוונכו נווכ ו ואכמו רכווטע	

**STEP 2:** Click the Advance Fiscal Period button.