



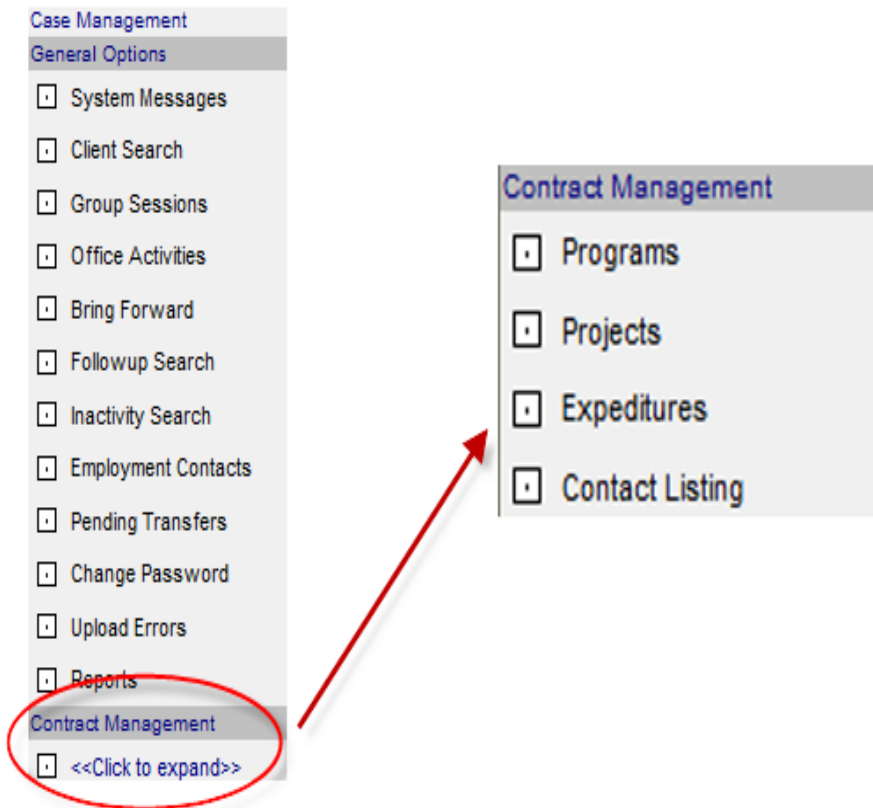
ASETS CONTRACT MANAGMENT GUIDE

AUGUST 2013

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Contract Management



After Logging into ARMS, select “[click to expand](#)” beneath the Contract Management menu option.

You have four menu options:

- (1) Programs- Each revenue and program type lists project participants. Project details, expenditures, budget, cash flow and a summary are shown for each project.
- (2) Projects – Projects can searched by program type, SIN, first & last name, and business name, along with specific date ranges.
- (3) Expenditures – Expenditures can be searched by project, job trainer and various date ranges.
- (4) Contact Listing – Business contacts can be entered here or under “Employment contacts” in the case management component of ARMS.

Programs

All financial costs can be entered under the programs heading. By selecting **Programs**, funding sources for your office will be listed along with their corresponding interventions. Some examples of revenue sources are ASETS-CRF, ASETS-EI, etc.

REVENUE SOURCE	PROGRAM NAME	OPTIONS
ASETS-CRF	Administration	Projects Edit Delete
	Service Delivery	Projects Edit Delete
	Client Assessment	Projects Edit Delete
	Career Research and Exploration	Projects Edit Delete
	Diagnostic Assessment	Projects Edit Delete
	Employment Counselling	Projects Edit Delete
	Skills Development - Essential Skills	Projects Edit Delete
	Skills Development - Academic Upgrading	Projects Edit Delete
	Work Experience - Job Creation Partnerships	Projects Edit Delete
	Work Experience - Wage Subsidy	Projects Edit Delete
	Work Experience - Student Employment	Projects Edit Delete
	Occupational Skills Training - Certificate	Projects Edit Delete
	Occupational Skills Training - Diploma	Projects Edit Delete
	Occupational Skills Training - Degree	Projects Edit Delete
	Occupational Skills Training - Apprenticeship	Projects Edit Delete
	Occupational Skills Training - Vocational	Projects Edit Delete
	Self Employment	Projects Edit Delete
	Job Search Preparation Strategies	Projects Edit Delete
	Job Starts Supports	Projects Edit Delete
	LMI, Assistance, and Referral	Projects Edit Delete
Employment Retention Supports	Projects Edit Delete	
Referral to Agencies	Projects Edit Delete	
ASETS-EI	Administration	Projects Edit Delete
	Service Delivery	Projects Edit Delete
	Client Assessment	Projects Edit Delete

*Note: Entering administration and service delivery costs is currently optional, however **expenditures for clients are mandatory and listed by program.** For interventions like client assessments where no direct expenditure is made, there is no need to enter costs.*

Project Details

Select **Projects** across from the revenue source and intervention you wish to enter an expenditure. **Projects details are listed by participant name.** Next click to add a project. The following screen will populate with the fields empty:

Projects > Edit Project


Project Details Expenditures Budget Cashflow Summary


Project Information:

Program: Work Experience - Job Creation Partnerships

Project ID*: 999902134 Status: Active ▾

Project Title*: Sherri Jerry

Start Date*: 4/1/2011  ▾

End Date*: 4/5/2011  ▾

Description:

Contact Information:

Search...

Name:

Address:

City:

Province:

Postal Code:

Phone:

Fax:

First enter the Project title which is another name for the client. Then enter the start and end dates of their intervention, for which costs need to be recorded. Click search to cross reference the contract management module of ARMS with the interventions already entered into the ARMS database. In this case, the search would be by client. Enter their full name in the client search and click **begin search**. When the client comes up, select the correct client. (If a client is not found by name, double check the spelling or search by SIN #.) Copy and paste or retype the client SIN # into the first field called project id. Click **Save** at the bottom of the screen.

Expenditures

To add costs, click **expenditures** on the top tab, and then choose **Add Expenditure**. Your screen will appear as follows:

Projects > New Expenditure

Program: Work Experience - Job Creation Partnerships Project: 999902134 - Sherri Jerry

Expenditure Information:

Type*: Redisplay

Date*:

Amount (\$)*:

Description:

Allocate to: [Show Address](#)

Name:

Intervention: Not applicable

Pay to: [Show Address](#)

Name:

Choose the expenditure type from the drop down box, in this case equipment. Select the date that the cheque for the expense was written (mm/dd/year), and a description if needed. Financial information is best recorded to the nearest dollar.

You must allocate the expense to the client and select the correct intervention affiliated with the expense. If the cheque is paid to someone other than the client, i.e. an educational institution, click search under pay to, and search contact for the name of the educational institution. If it is not already listed, add it under contacts (see p. 13). Click save when all expenditure details have been added.

Budget

The next tab is **Budget** and clicking on this heading will show the following:

Projects > Budget

Program: Work Experience - Job Creation Partnerships **Project:** 999902134 - Sherri Jerry

Year	Budget	Actual/Projected
2011-2012	<input type="text" value="0"/>	0
Project Total	0	0

Enter the budget allocated to the client for this specific intervention for the budget year and click save. The actual/projected budget is determined by the expenditures entered, and for future months, the projections you enter and save in the cash flow.

Cashflow (optional)

Projects > Cashflow

Program: Work Experience - Job Creation Partnerships **Project:** 999902134 - Sherri Jerry

Year	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
2011-2012	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Actual/Projected	0	0	0	0	0	0	0	0	0	0	0	0

Total Project Budget: \$0.00
 Actual/Projected Expenditures: \$0.00
 Projected Surplus Deficit: \$0.00

Under cashflow, projected expenditures can be entered to allocate the yearly budget for each client by intervention. Enter total amounts projected by month. Click save after any adjustments. Cashflow can only be projected for the months when the intervention is taking place. If the training intervention ends in April, do not enter projections for May. A budget must be entered to determine the correct surplus or deficit.

Keep in mind, that expenditures projected for each month must be spent through allocating expenditures, or the projections are deemed unneeded. For example, if for the month of April you anticipate spending 800, (400 on allowances, 200 on equipment, and 200 on transportation), but by May 1, you have only entered expenditures for the allowances and transportation, the 200 for equipment will be deemed unneeded by cashflow. The cashflow is designed to track expenditures and projections for your convenience.

Summary

The financial summary is a brief overview of the budget for each fiscal year, as shown below.

Projects > Financial Summary

[Project Details](#) [Expenditures](#) [Budget](#) [Cashflow](#) [Summary](#)

Program: Work Experience - Job Creation Partnerships **Project:** 999902134 - Sherri Jerry

Fiscal Year	Budget
2011-2012	\$4,000


[Return to Projects](#)


Projects– on the main menu is primarily a search function


Projects

Begin Search

Enter search criteria and click Begin Search to begin:

Program:  Select program from the drop down box


Project ID:  Client's SIN number



Project Title:  Client's first and last name



SIN:

First Name:

Last Name:

Business Name:  Searching by business name or educational institution allows only expenditures from that job or course to be reviewed


Start Date:  to 


End Date:  to 


To search within a date range, enter dates in one or both search boxes.


Begin Search


Expenditures – Primarily a search function

Program:  Select Program from the drop down box

Project ID:  Client's SIN number

Project Title:  Client's first and last name

Date From: 

Date To: 

To search within a date range, enter dates in one or both search boxes.

Allocated To:

SIN:

First Name:

Last Name:

Business Name:


Payee:

SIN:

First Name:

Last Name:

Business Name:

 Only necessary if the expenditure is made to an educational institution instead of directly to the client.

Contact Listing

If you choose contact listing from the main menu, and select add contact, the following screen will be available:

Contact Information:

Type:	<input type="text" value="Select.."/>
Business Name:	<input type="text"/>
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Telephone:	<input type="text"/>
Fax Number:	<input type="text"/>
Address:	
Street/PO Box	<input type="text"/>
City/Town:	<input type="text"/>
Province:	<input type="text" value="Newfoundland and Labrador"/>
Country:	<input type="text" value="Canada"/>
Postal Code:	<input type="text"/>

Business contacts can be entered here or under “Employment contacts” in the case management component of ARMS. Information entered in either will automatically be added to both areas of the program.

Viewing Expenditures in Case Management

The interventions inside each client’s casefile will show the expenditure amounts entered through “Contract Management”. Bring the client up on screen through a client search, and select casefile summary from the left side menu. Go to the intervention to view the expenditure affiliated with it.

Intervention Details **Funding Details** Funding Summary

Intervention: *ASETS: Work Experience - Wage Subsidy*

Program*: ASETS-CRF Information Access: Private Shared

Referral Date: (m/d/y) BF Date: (m/d/y)

Start Date*: 9/19/2012 (m/d/y) BF Actioned: N/A

End Date: (m/d/y) Referral Result: N/A

Sch End Date: (m/d/y) Referral Result Date: (m/d/y)

Intervention Result: Select.. Project #:

Duration (Days): [\[Definition\]](#) 0

Employment Details

At the top of the page, select “Funding Details”, as shown above. The details of the expense will be shown as below:

Intervention Details | Funding Details | Funding Summary

Intervention: *Employment Interventions: Work Experience - Wage Subsidy*

Funded Costs:					
Date	Cost Category	Type	Funding Source	Amount	Options
Fiscal Year: 2012-2013					
9/19/2012	Expenses	Expenditure	ASETS-CRF	\$10,702.00	View