ASETS
CONTRACT MANAGMENT GUIDE

AUGUST 2013

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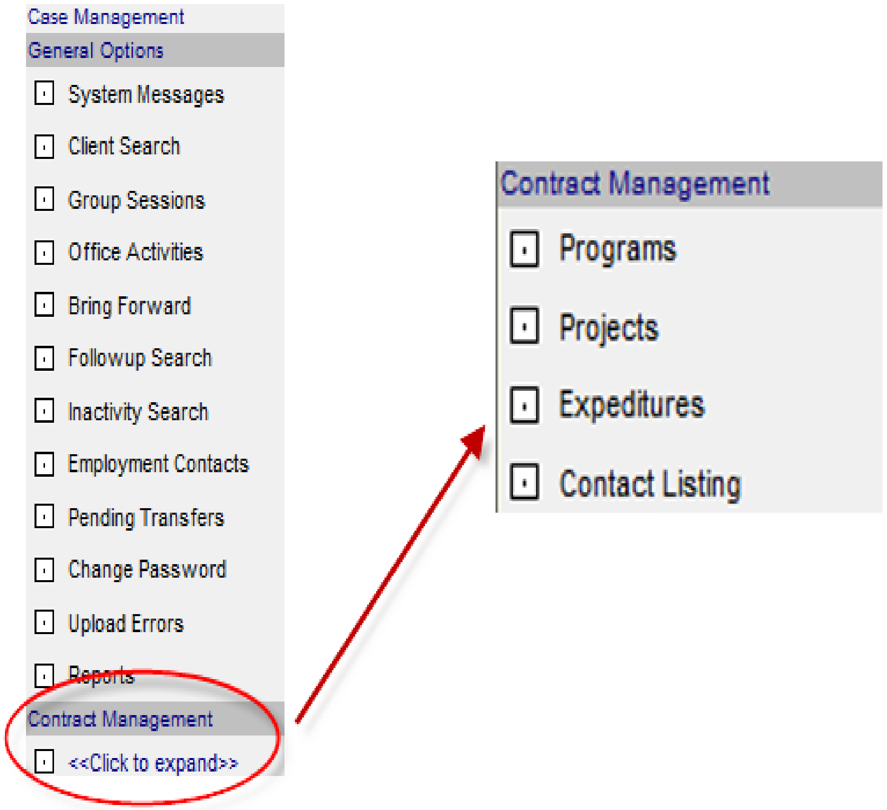
Contract Management



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

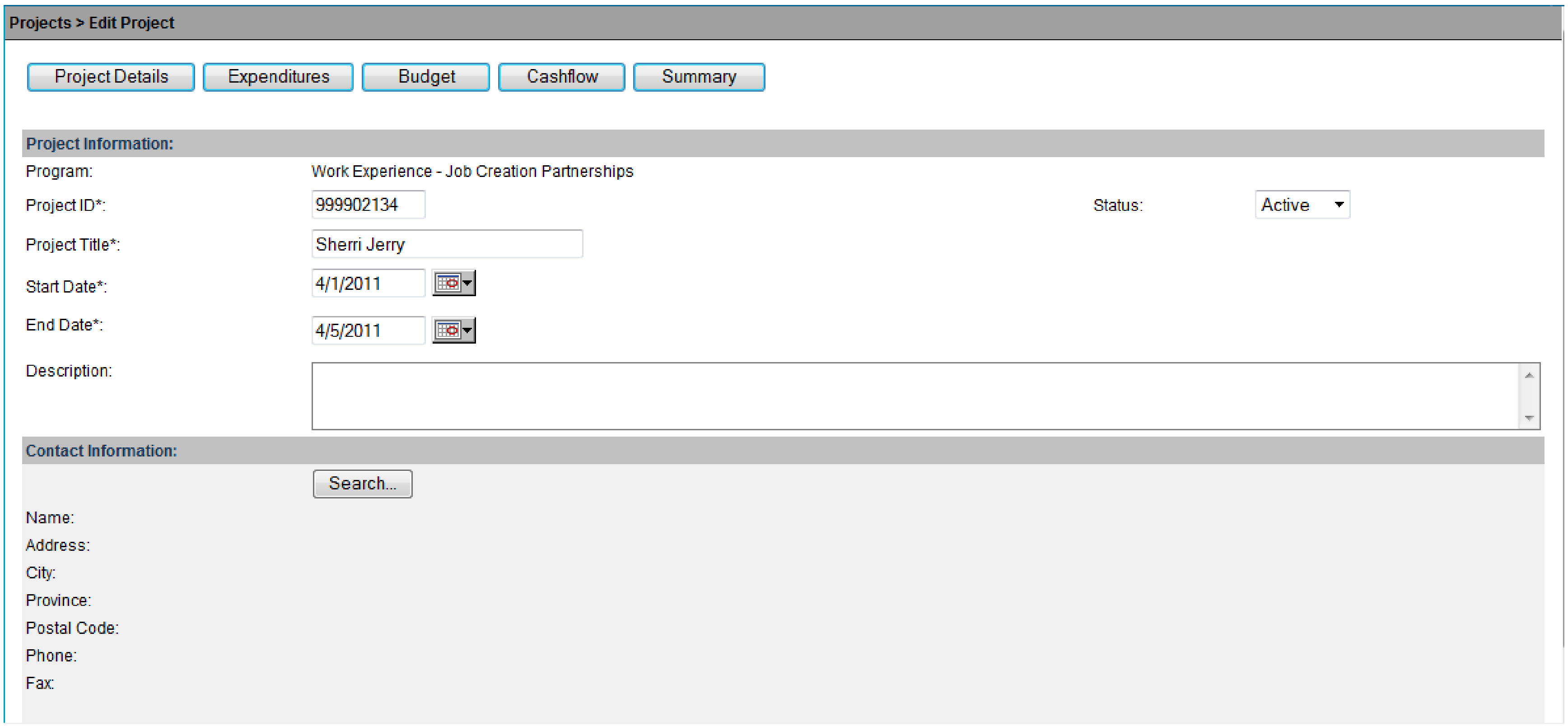
All financial costs can be entered under the programs heading. By selecting **Programs**, funding sources for your office will be listed along with their corresponding interventions. Some examples of revenue sources are ASETS-CRF, ASETS-EI, etc.

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

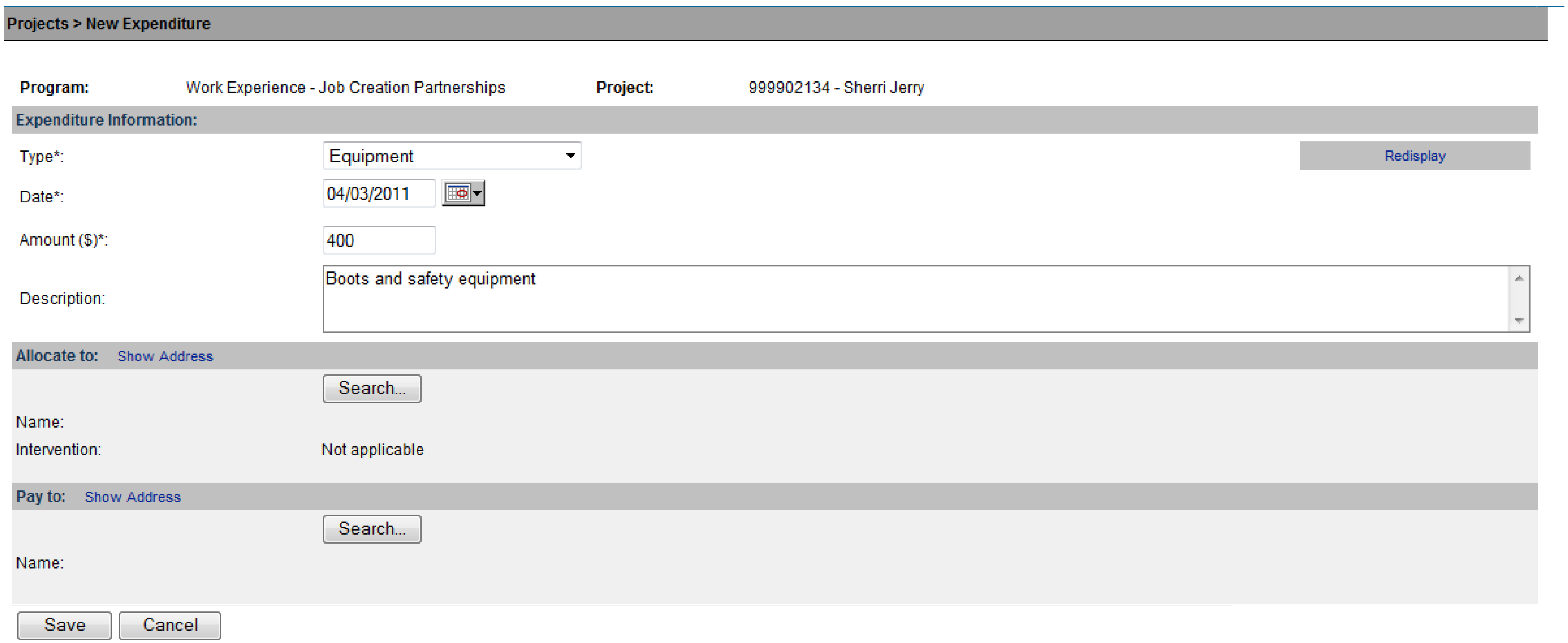
Select **Projects** across from the revenue source and intervention you wish to enter an expenditure. **Projects details are listed by participant name.** Next click to add a project. The following screen will populate with the fields empty:



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:

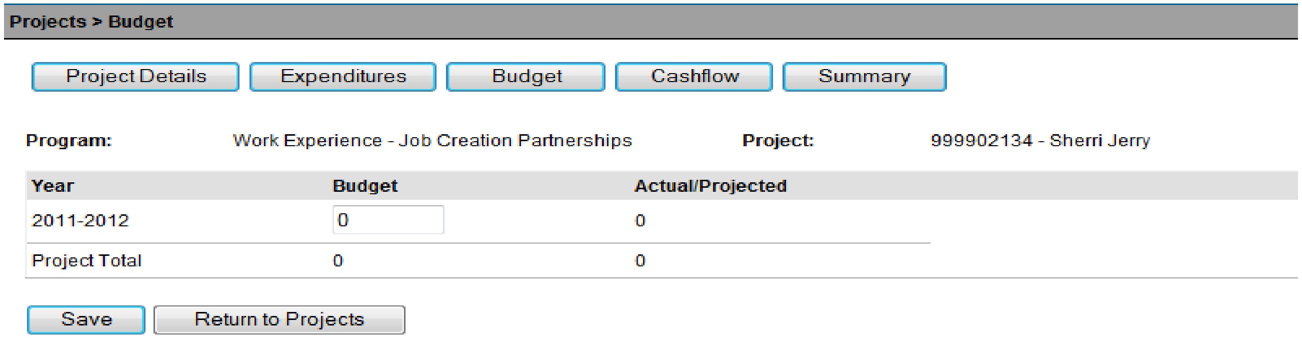


Choose the expenditure type from the drop down box, in this case equipment. Select the date that the cheque for the expense was written (mm/dd/year), and a description if needed. Financial information is best recorded to the nearest dollar.

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.

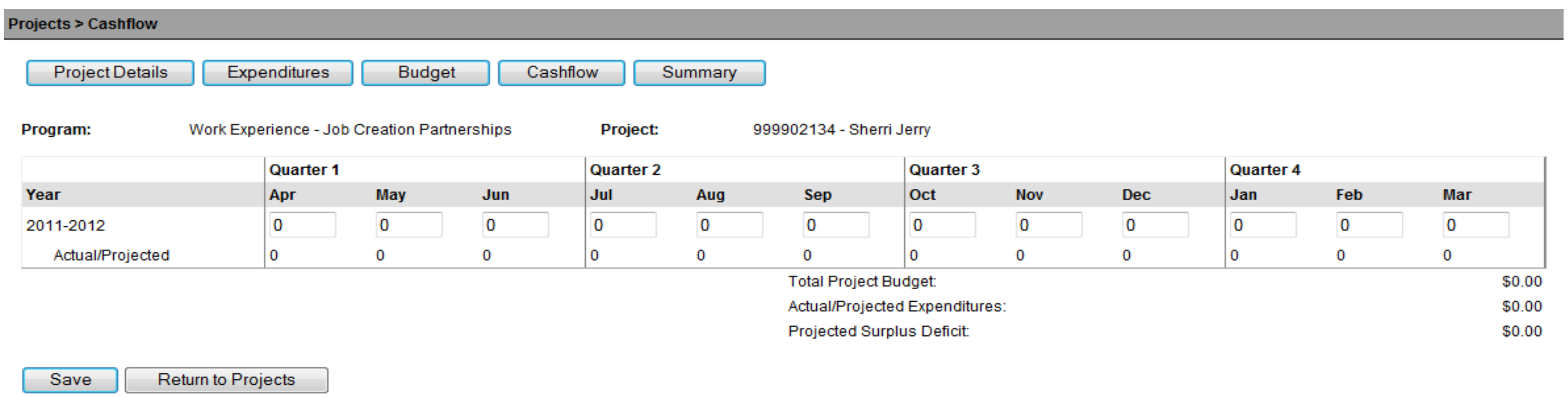
Budget

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



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)

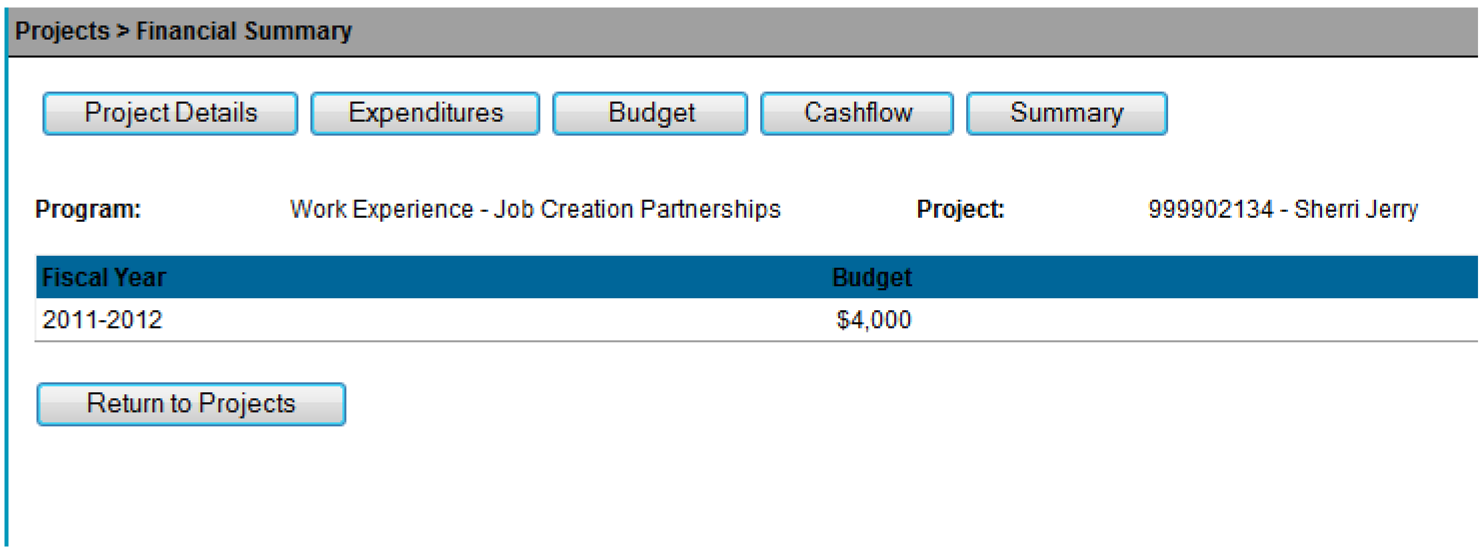


Under cashflow, projected expenditures can be entered to allocate the yearly budget for each client by intervention. Enter total amounts projected by month. Click save after any adjustments. Cashflow can only be projected for the months when the intervention is taking place. If the training intervention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

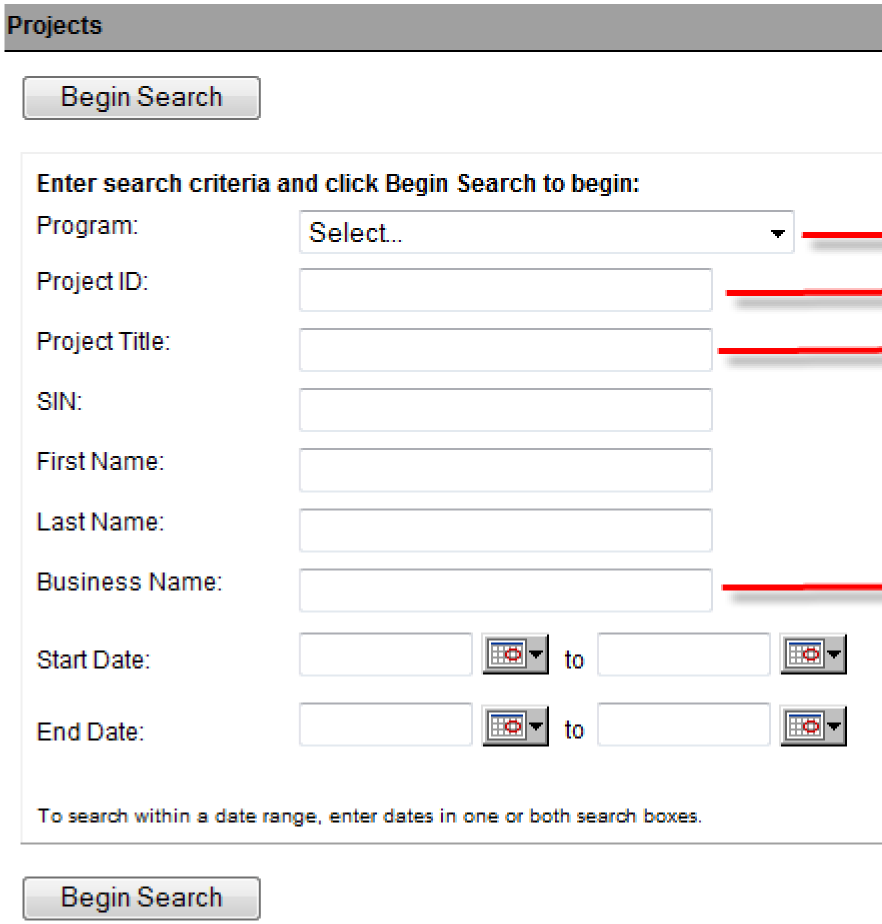
Keep in mind, that expenditures projected for each month must be spent through allocating expenditures, or the projections are deemed unneeded. For example, if for the month of April you anticipate spending 800, (400 on allowances, 200 on equipment, and 200 on transportation), but by May 1, you have 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– on the main menu is primarily a search function



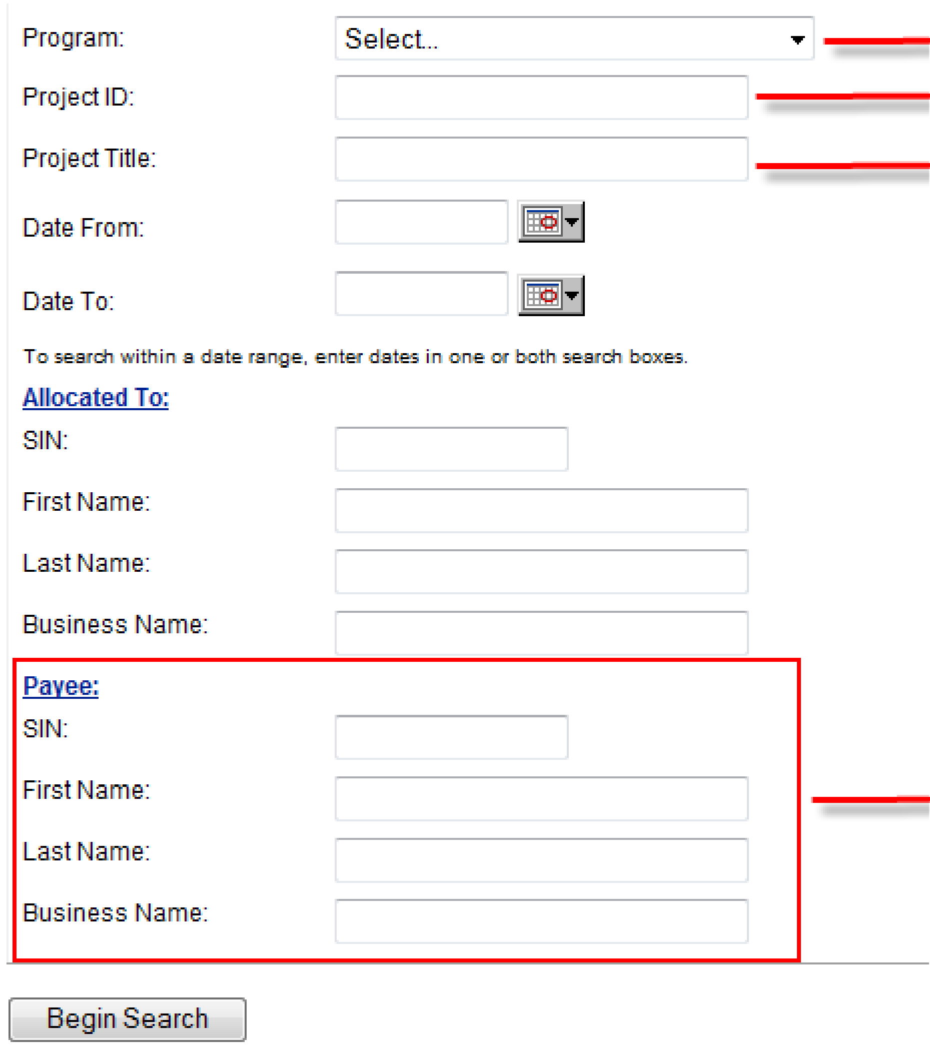
Select program from the drop down box

Client's SIN number

Client's first and last name

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

Expenditures – Primarily a search function



Select Program from the drop down box

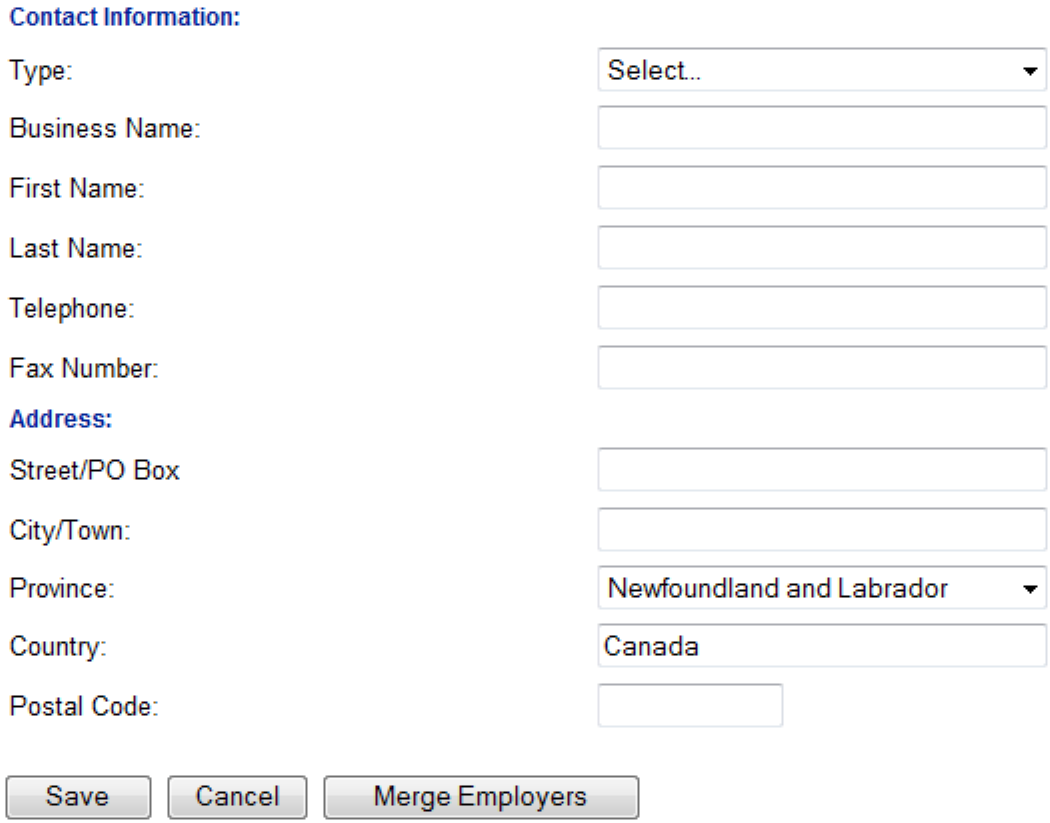
Client's SIN number

Client's first and last name

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

Contact Listing

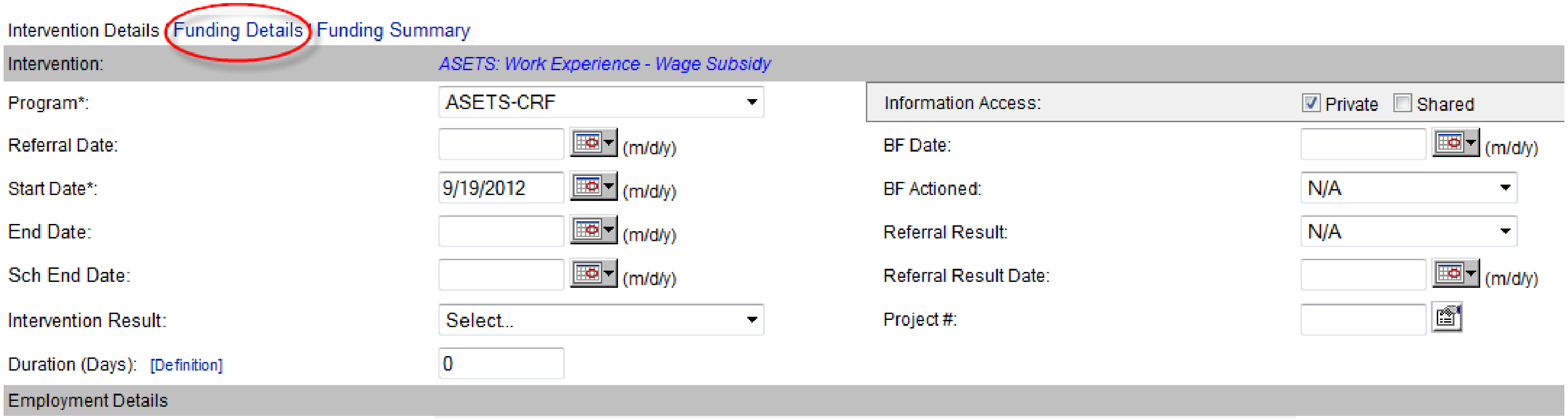
If you choose contact listing from the main menu, and select add contact, the following screen will be available:



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.



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