

## 26: Manage Funds

Access to the *Manage Funds* function is typically enabled only for select staff members who are involved with managing imports, exports, limits, and controls related to the Advanced Individual Fund Tracking (IFT) components of Virtual OneStop. These staff members monitor and manage limitations on obligations, payments, and refunds related to an individual's services/activities for programs. They also manage related budgets and budget or program limits.

**Note:** *As part of this specialized, separate function, staff members supporting IFT and fund management should refer to the Individual Fund Tracking (IFT) User Guide for details. A very brief high-level summary of the IFT Management options is provided in this chapter.*

► **To access Manage Funds functions:**

- 1 From the Services for Workforce Staff menu, click **Manage Funds**.

<p><u>IFT Administration</u></p> <p>This section includes options for creating payment extract files.</p>	<p><u>IFT Fund Management</u></p> <p>This section includes options to manage regional funds, staff budgets, individual fund limits and system default limits. It also includes areas to search contracts, vouchers and payment information.</p>
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*Manage Funds Menu Options*

**IFT Administration** – Features vary by client. *View Payment Processing Information* is a common function for this area and allows staff to review and manage data conversion payment tables, including committing them to payment, if applicable. Some systems may also include a function to *View Exception Reports*. Staff should confer with their management to discuss the IFT features included in their system.

**IFT Fund Management** – Each category is designed to manage funding sources at different management levels. They allow a state administrator with the appropriate security access to manage funds from the state level down to the region and office level.

The IFT Fund Management section includes five categories:

<p><u>Fund Stream Management</u></p> <p>Select this option to manage funds, their budgets, and enrollments at the state, region and One-Stop Center level.</p>	<p><u>System Default Fund Limit</u></p> <p>Select this option to manage system default fund limits at the state and region level.</p>
<p><u>Individual Fund Limit</u></p> <p>Select this option to manage an individual's fund limits.</p>	<p><u>Client Vouchers</u></p> <p>Search for client vouchers and payment information.</p>
<p><u>Payments</u></p> <p>Search for contracts, vouchers and payment information.</p>	

*IFT Fund Management Menu*

**Fund Stream Management** – Manage funding allocations at all levels. Fiscal staff can set up fund allocations based on customer group eligibility and location.

**System Default Fund Limit** – Manage and limit individual fund allocations for a customer group or at the system level.

**Individual Fund Limit** – Manage fund limits by date, program, customer group, and location. This capability enables staff to overrule any system default fund limits for specific individuals based on need.

**Client Vouchers** – Search for vouchers in the system. Fiscal staff members can then review and edit the vouchers with appropriate settings.

**Payments** – Search for client invoice payment and refund information.

Once the fund streams are set up for management, and the system default and individual fund limits are set up for the fund streams and budgets, these fund streams and their limits are considered part of the IFT connected to enrollments in activities for individuals.