

**WIOAB 12-20**

**DATE:** June 11, 2021  
**TO:** All WIOA Providers  
**FROM:** Danilo Cabrera *Danilo Cabrera*  
Program Operations Manager  
**SUBJECT:** WIOA 04 Voucher Issues and Tips

Recently, we have received errors on 04 vouchers that may negatively affect the year-end accrual process. Please review the following information and take the appropriate action to correct it before sending any new vouchers to accounting or those already sent to accounting.

#### **Issued Status**

- If a voucher has been sent to accounting for payment or shows as paid in the Payment Register on EPIC, please change the voucher status to *Reviewed* in the online 04 system by entering an Actual Cost.
  - This cost should be the actual amount to be paid, NOT the maximum allowed cost.
  - If you cannot enter the Actual Cost, please email Accounting at [WIOAPayroll@labor.idaho.gov](mailto:WIOAPayroll@labor.idaho.gov) with the participant's name, SSN, description of the voucher (pay to, etc.), and let them know what needs to be changed or entered.
- Before sending any future vouchers to Accounting, ensure the Actual Cost has been entered into the Online 04 system, and the status of the 04 has changed to *Reviewed*.  
*Note:* Some valid vouchers may show an *Issued* status. This means they are waiting on signatures or invoices, etc., and have not been sent to Accounting. These will be accrued if they are not paid by the end of the Program Year (PY).

#### **Pending Status**

- These are vouchers that have been started but not issued. This status may be correct, but career planners should review all *Pending* vouchers to determine if they are going on to *Issued* status. If these are mistakes or need to be canceled, please VOID them.

#### **TIPS:**

- If the VOID function is not available or you entered the wrong actual cost, please email WIOAPayroll using the process outlined in the **Issued Status** above. For issues with Services or Budgets in IdahoWorks related to specific vouchers, please send an email to the IdahoWorks mailbox at [idahoworks@labor.idaho.gov](mailto:idahoworks@labor.idaho.gov) and cc [Joey.Shelby@labor.idaho.gov](mailto:Joey.Shelby@labor.idaho.gov) so they may be fixed/resolved as soon as possible.