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3. Reports

Reports are generated within the Financial Management application on the Generate Reports dialog defined in [Financial Management Chapter 01 – Financial](#). All reports that can be generated are defined in [System Outputs Chapter 01 – System Outputs](#).

End of Month Processing

Data from the WIC food instrument and participant systems is summarized in a End of Month process to feed the FNS statements and management reports.

If the data is inserted, updated or replaced via an import of data, the outcome of the end of month summarizing and the data reported will be affected. The State is responsible for the integrity of the data imported into the database. Monthly, quarterly, yearly, etc. reports need to be run based on the monthly hard close date. The data issues will need to be tracked back to the system that generated the import files.

Beginning a New Fiscal Year

Accounting Months: Set up accounting months for the new FY. All accounting months default to open. Close the accounting months as necessary in the prior fiscal year. Close the accounting months as necessary in the new fiscal year. At the very least, add the two calendar years that fall within the fiscal year so that only a few months can be selected for journal transaction entry for convenience when selecting an accounting period. See the Journal menu option for Accounting Period.

Financial Statement Setup: Set up fund variants for the months in the new FY. See the Journal menu option for Financial Statements. At the very least, add the two calendar years that fall within the fiscal year so that the variant values all default to 100% of the closeout month values. Otherwise, the computation for projections will be bypassed if there is no value; anything multiplied by zero is zero.

Apply Imported Files: Maintain the system in a timely manner for the FNS-798. Make sure the bank paid file is applied on a regular schedule. If the clinic data is imported, validate it is correct. Make sure the rebates are invoiced. Otherwise, the rebates estimated and rebates billed data will not have any data to report.

Current on End of Month Processing: Make sure the end of month has been run for the FNS-798. Some data is dependent upon values that are set by the progress of the end of month module. For example, the issued participation counts by WIC category are no longer update after closeout. The monthly vs. annual closeout report format is determined based upon the September closeout. The September monthly report will not show as closed until the month of September is the closed month.

The redeemed obligation values will continue to be updated since the final report is submitted in March allowing for the lag in redemption to be processed. These spreadsheets are generated to quickly give you an idea of what that period looks like as it stands.

Fund Management: Setup any new fund sources if necessary. There might be a special type of fund that is available for a limited time that you may or may not choose to track separately. This would not be a fund that recurs annually. You may need to mark a limited fund that has expired as inactive. See the Journal menu option for Funds.

Financial Accounting Codes Management: If you have chosen to maintain the same detail level codes and need that continuity with the Dept of Accounting, you may choose to setup additional financial and natural account codes to match the Dept. of Accounting general ledger account codes. If you are using summary accounts then this would not apply. See the Journal menu option for Financial and Natural Accounts.

4. Caseload Participation Counts

The caseload participation counts include monthly and yearly participation counts.

The process to create these tables is run during the month-end processing. The month-end process will adjust the participation data for the current, prior and closeout months. Once a month has been closed, the values are not changed. If running the April 2002 month-end, participation counts for April, March and February are updated. Count for January 2002 and prior are not changed.

Monthly participation counts:

The caseload monthly participation counts include counts of enrollment, reported and redeemed participation. Participants are included in the monthly totals for every month the participant meets the selection criteria.

Participants are included in the monthly enrollment participation count if the participant is eligible to receive WIC benefits any one day of the month.

Participants are included in the monthly reported participation if the participant is issued a food instrument for the reported month. Participants are included in the monthly redeemed participation count if the participant is issued a food instrument for the reported month and that food instrument has been presented to the bank for payment.

The following tables are used to track the monthly participation counts.

- CaseloadCount table tracks the reported and redeemed participation. Data from food instruments are totaled and stored in this table.
- CaseloadCountEnrollment table tracks the enrollment participation. Data from enrollment tables are stored in this table.
- CaseloadCountRebateItems table tracks the rebate reported and redeemed participation. Data from rebate food instruments are totaled and stored in this table.

Examples of the monthly participation count follow.

- If a participant enrolls in the WIC program for the first time during the month of January 2001 and stays enrolled until June 2001, the participant is counted in the enrollment participation counts for the months of January through June 2001, inclusive.
- If the participant receives a food instrument for the months of January, February and March of 2001, the participant is counted in the reported participation counts for the months of January, February and March 2001.
- If the participant presents the February and March food instruments to a vendor and the vendor presents the food instruments to the bank for payment, the participant is counted in the redeemed participation for the months of February and March 2001. It does not matter if the bank pays the vendor for the food instrument or rejects the food instrument. The participant is counted in the redeemed participation totals in either case.
- If the March food instrument includes a rebate item with a rebate agreement in affect as of the day the food instrument is printed, the participant is counted in the rebate totals.

5. Imported Data

Imports

This information includes but is not limited to individual food instrument (FI) issue and redemption and participants. Data may need to be reprocessed from month to month since FIs are issued three months advance and rejections can be overridden and paid. Some data may need to be summarized prior to import. Vendor recoveries, for instance, are to be accumulated monthly for the fifth prior issue month.

Maximum and average pricing will be derived from imported data.

The State is responsible for the integrity of the data imported into the database. The database is maintained via an import of data that could change the outcome of reports and invoices. The data will need to be tracked back to the system that generated the import files.

Import Exceptions/Errors

Data import errors need to be resolved before end of month reports are run. It could change the outcome of the reports. Invalid data will be rejected and documented in an error file. The data must be corrected.

5.1 Conceptual Architecture

This illustration is a conceptual model of the data import/export processing.



