

West Virginia DEPARTMENT OF EDUCATION

Vendor Self-Service

Example VSS screen prints of a National School Lunch Program deposit

Check/EFT Summary Search

		Search -	To search for Check	s/EFTs, enter search criteria	and click the 'Search	' button.		
		Results -	To sort results, click a column heading.					
		Details - To view more details about a payment, select a payment from the results and then click the 'Details' button.						
Click "sear	rch" to	PDF -	To View, Save, or Print a PDF version of an payment, select a payment and click the 'PDF' button. To view referenced agreement and scheduled payment information for selected Payment,					
produce th		References -						
listing of deposits received d		Download -	and click the 'Reference' button. To download the search results to a CSV file, click the 'Download' button. ETs					
the period	unng	ch for Checks/E	EFTs			current month		
				Dovmont Erc	k			
selected		Check/EFT Nun	iber :		om : 8/1/2011			
	\checkmark	Check/EFT Sta	atus :	✓ Payment	То :			
Click the	Searc	ch Clear						
box next to	the second se							
the	Select	Status Date	Check/EFT Number	Payment ID	Check/EFT Status	Amount		
desired		08/21/2014	8206118282	EFT 0402 AUTO1500122691	Paid	60,050.00		
transaction to select it		08/21/2014	8206118283	EFT 0402 AUTO1500122692	Paid	449,827.00		
		08/19/2014	8156112323	EFT 0402 AUTO1500116564	Paid	337,369.00		
		08/19/2014	8186116279	EFT 1200 AUTO1500120562	Paid	2,642.86		
	\overline{A}	08/05/2014	8046094714	EFT 0402 AUTO1500099371	Paid	39,825.25		
		07/31/2014	7306092712	EFT 0402 AUTO1500096400	Paid	112,288.00		
		07/29/2014	7256085535	EFT 0402 AUTO1500089127	Paid	269,943.00		
		07/22/2014	7186019337	EFT 0402 AUTO1500022746	Paid	449,151.00		
		07/16/2014	7156017211	EFT 0402 AUTO1500020626	Paid	336,864.00		
	First	Prev Next	Last					
Click the	"Details	s" button to d	rill 📝 Details	Download PDF	Reference			
		al informatior						
for the se	lected	transaction						

Summary of Steps Step 1: Log onto wvOASIS Vendor Self Service (VSS) at wvoasis.gov Step 2: Select the "Financial Transactions" option Step 3: Choose "Checks/EFTs" Step 4: The "Search for Checks/EFTs" menu will default to search for a period of 3 years. If a shorter list is is desired you must manually edit the "payment from" and "payment to" options. Once the desired time frame is selected, click the "search" button to produce the listing of checks/EFTs that have been received by the LEA.

Step 5: Select the transaction for which you would like to see additional details by placing a check mark in the appropriate box in the left-hand column of the check/EFT listing.

Step 6: Click the "details" button. The next page shows the resulting details.

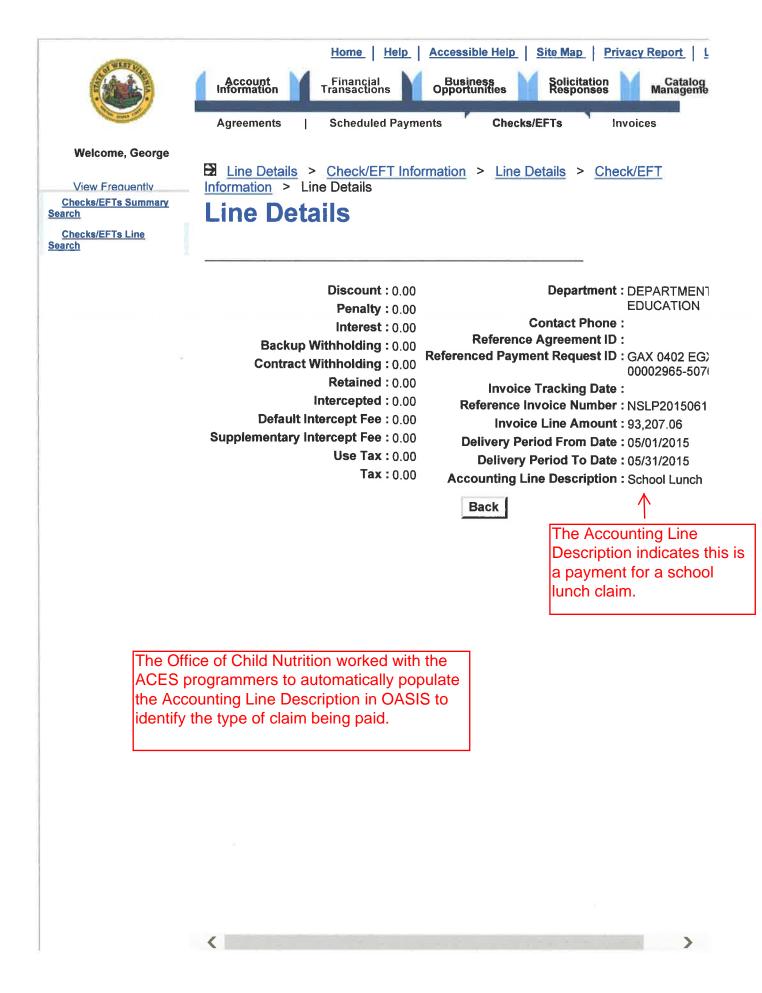
Rather than using a "back" button to navigate to previous pages, VSS utilizes a "bread crumb trail" that can be used to navigate back to a previous level of detail.

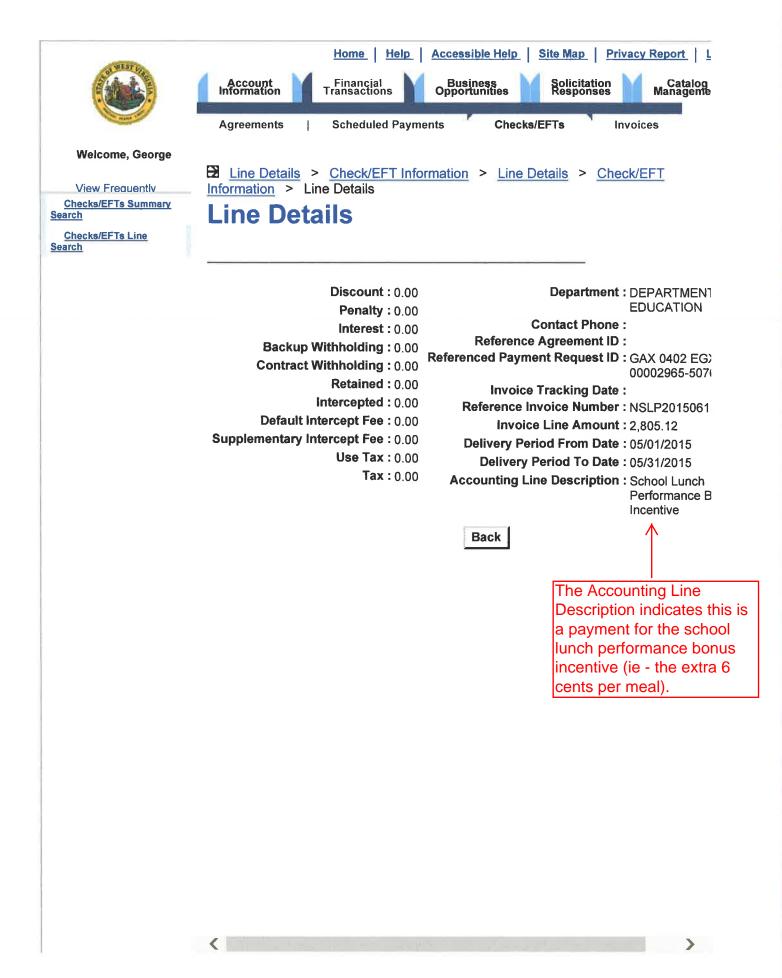
Check/EFT Information > I Information	<u>ine Details</u> > <u>Ch</u>	eck/EFT Information	n > Line De	tails	> Check/EFT	
Check/EFT Info	rmation					
Use this page to get further inform Additional Details link to view deta			Select the			
					ple payments are n	
Check/EFT Information					h the same day,	
Check/EFT Number : 62475	519355				ay group all of those to one check/EFT.	
	402 AUTO15015744	Reference PDF 431			des the detail of the	
Status Date : 06/25					king up the "net pay	
Status : Paid				made to the LEA.		
Vendor Information						
Vendor Name : MINERAL CO		Vendor Name :				
OF EDUCAT Alias/DBA :		ee Alias/DBA :				
Vendor Code : 00000021210						
Vendor Address : 1 BAKER PL						
KEYSER , W 267262835	V					
Total Payment Allocation						
Payment : 128,692.7	D	Intercepted : 0.00	0			
Discount: 0.00		t Intercept Fee: 0.00		-	ick here to drill dow	
Penalty : 0.00	Supplementar	y Intercept Fee : 0.00			additional details for	
Interest : 0.00 Backup Withholding : 0.00		Use Tax : 0.00	-		ach invoice included	
Contract Withholding : 0.00		Net Payment : 128			the total payment	
Retained : 0.00		Not raymont . 120	,032.70			
Payment Allocation by Line		Down and Line	Not Down out I			
<u>Department</u>	Invoice No.	<u>Payment Line</u> <u>Amount</u>	Net Payment L Amount	ine	\checkmark	
DEPARTMENT OF EDUCATION	NSLP201506150810	93,207.06	93,2	07.06	Additional Details	
DEPARTMENT OF EDUCATION	NSLP201506150810	2,805.12	2,8	05.12	Additional Details	
DEPARTMENT OF EDUCATION	NSLP201506150810			12.20		
DEPARTMENT OF EDUCATION	NSLP201506150810	24,968.32	24,9	68.32	Additional Details	
First Prev Next Last	R					
Deferrers		ce numbers begi	nning with "	NSLI	P" will designate	
Reference		sits of National S	•			

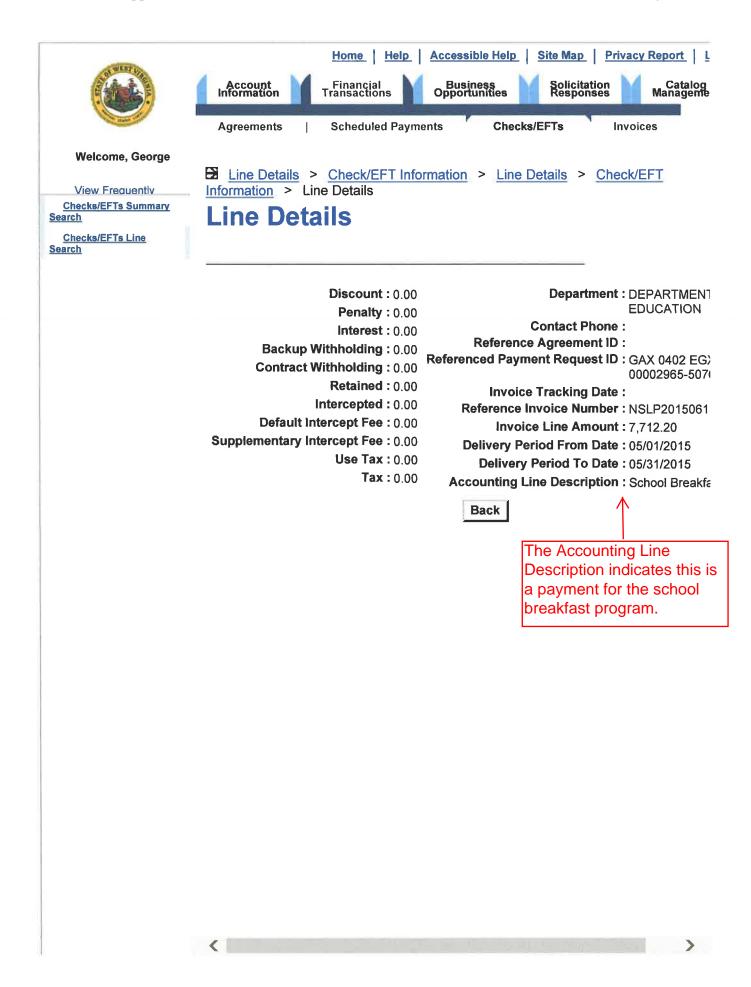
Page 1 of 1

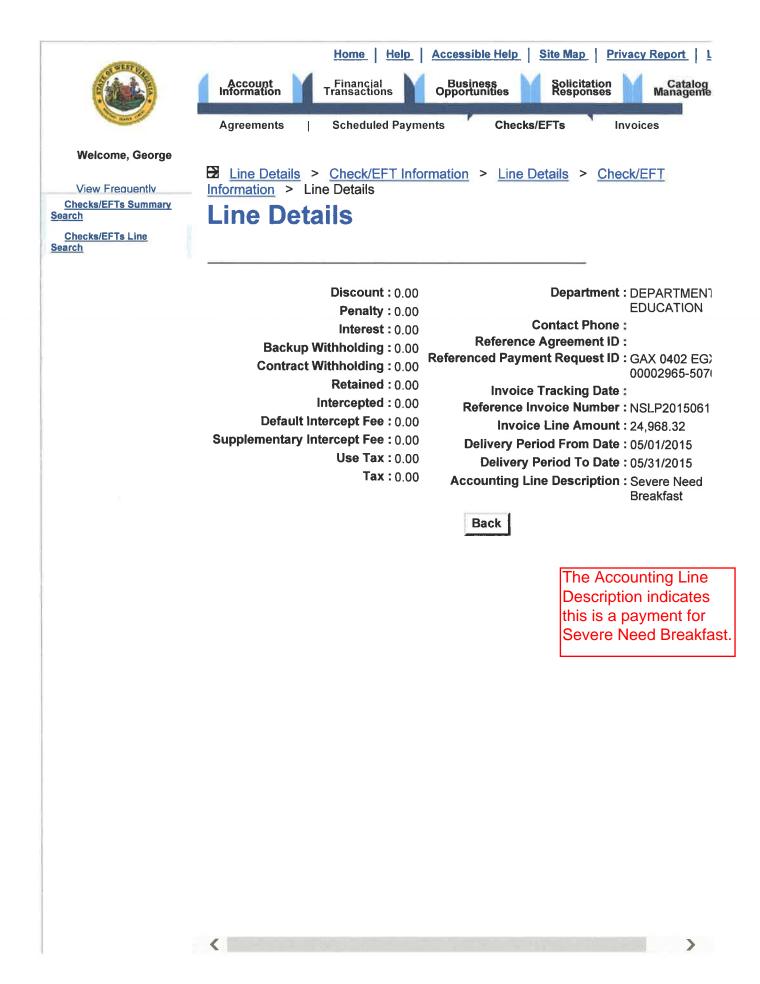
Step 7: If more detail is desired, click the "Additional Details" button to the right of the desired amount. This action will produce the "Line Details" screen as shown on the few pages.

https://prod-fin-vss.wvoasis.gov/webapp/prdvss11/AltSelfService;jsessionid=0000_x2DsYS... 7/2/2015









Example VSS screen prints of a State Aid deposit

Check/EFT Summary Search

Click "search produce the listing of deposits received duri the period selected	ring Searc	Search - Results - Details - PDF - References - Download - ch for Checks/E Check/EFT Num				
γ	/	Check/EFT Sta	atus :	✓ Payment [™]	То :	
	Searc	clear				
Click the box next to the desired transaction to select it Click the "I down to ac for the sele	dditior ected	08/21/2014 08/21/2014 08/19/2014 08/19/2014 08/05/2014 07/31/2014 07/29/2014 07/29/2014 07/16/2014 Prev Next s" button to conal information	8156112323 8186116279 8046094714 7306092712 7256085535 7186019337 7156017211 Last Details	Payment ID EFT 0402 AUTO1500122691 EFT 0402 AUTO1500122692 EFT 0402 AUTO15001120564 EFT 1200 AUTO1500120562 EFT 0402 AUTO1500099371 EFT 0402 AUTO1500096400 EFT 0402 AUTO15000989127 EFT 0402 AUTO1500022746 EFT 0402 AUTO1500022626 Download PDF	Paid Paid Paid Paid Paid Paid	Amount 60,050.00 449,827.00 337,369.00 2,642.86 39,825.25 112,288.00 269,943.00 449,151.00 336,864.00
Step 2: Se Step 3: Ch Step 4: Th is tin be Step 5: Se	og onto elect th noose ne "Se desire me fra een re elect th	o wvOASIS \ he "Financial "Checks/EF" earch for Che ed you must me is selecte ceived by the he transactio	I Transactions" of Ts" ecks/EFTs" menu manually edit the ed, click the "sea e LEA. on for which you v	u will default to search e "payment from" and arch" button to produce	for a period of 3 "payment to" op e the listing of ch tional details by	B years. If a shorter list is ptions. Once the desired necks/EFTs that have placing a check mark in the

Step 6: Click the "details" button. The next page shows the resulting details.

Checks/EFTs Summary Search > Check/EFT Information Check/EFT Information

Note: If multiple payments are made to an LEA on the same day, wvOASIS may group all of those payments into one check/EFT. This screen provides the detail of the invoices making up the "net payment" made to the LEA.

Use this page to get further information about the disbursement selected. Select the Additional Details link to view details on the payment line.

 Check/EFT Information Check/EFT Number : 81561 Payment ID : EFT 0 Status Date : 08/19 Status : Paid 	402 AUTO1	500116564 <u>Reference</u>		advice" fo	F" to view a "remittan or this deposit. An is provided on page 6
Vendor Information					
Vendor Name : NICHOLAS OF EDUCAT Alias/DBA : Vendor Code : 0000002121	ION	Assignee Vendor Name Assignee Alias/DBA Assignee Vendor Code Assignee Address			
Vendor Address : 400 OLD MA		For Unrestricted St	- 202		
SUMMERSV WV 2665113	/ILLE,	No. is simply the pa format of YYYYMN	ayment date		
Total Payment Allocation				Click	here to drill down to
Payment: 337,369.0	D	Intercepted	:0.00	additi	onal details for each
Discount: 0.00	/	Default Intercept Fee	:0.00		ce included in the
Penalty: 0.00	Supple	ementary Intercept Fee	:0.00		deposit. See pages
Interest: 0.00		Use Tax	:0.00		bugh 12 for the
Backup Withholding: 0.00			:0.00		ional detail of each
Contract Withholding: 0.00		Net Payment	:337,369.00		ent included in this
Retained : 0.00				depo	
Payment Allocation by Line	V				
Department	Invoice No.	<u>Payment Line</u> Amount	Net Payment Amount	Line	
DEPARTMENT OF EDUCATION	20140815	193,871.00	<u></u>	193,871.00	Additional Details
DEPARTMENT OF EDUCATION	20140815	64,900.00		64,900.00	Additional Details
DEPARTMENT OF EDUCATION	20140815	32,904.00		32,904.00	Additional Details
DEPARTMENT OF EDUCATION	20140815	15,289.00		15,289.00	Additional Details
DEPARTMENT OF EDUCATION	20140815	7,432.00		7,432.00	Additional Details
DEPARTMENT OF EDUCATION	20140815	22,973.00		22,973.00	
First Prev Next Last					

Summary of Steps:

Step 7: For most deposits received by an LEA, this page will not provide sufficient information to identify the funding source of the funds. In such cases, you can either click on the "Additional Details" button to the right of the individual invoice amount desired, or you can select the "PDF" option at the top of this screen. The next page shows the "Remittance Advice" that is generated when the "PDF" option is selected.

This is the "remittance advice" which is produced by clicking the "PDF" option on the previous page.

or EFT notification. It may not be used as a substitute for the original document received.		STATE OF WEST VIRGINIA REMITTANCE ADVICE			EFT No.8156112323 EFT DATE :8/15/2014
VENDOR CODE:000000212157 VENDOR NAME:NICHOLAS CO BD OF E	EDUCATION	C	DOCUMENT ID #: EFT 0401 CHECK/EFT AMOUNT :337369. AMOUNT INCLUDES FREIGHT /	0.00	
Alias/DBA : Assignee Name : Assignee Alias/DBA :					This is actually step 5 (also known as Professional Student Support personnel PSS)
DEPARTMENT NAME	TELEPHONE NUMBER	VENDOR INV #	INVOICE AMOUNT	LINE AMOUNT	DESCRIPTION
DEPARTMENT OF EDUCATION		20140815	32,904.00	32,904.00	State Aid - Step 6
DEPARTMENT OF EDUCATION		20140815	7,432.00	7,432.00	State Aid - PSS
DEPARTMENT OF EDUCATION		20140815	193,871.00	193,871.00	State Aid - Step 1
DEPARTMENT OF EDUCATION		20140815	22,973.00	22,973.00	State Aid - Step 3
DEPARTMENT OF EDUCATION		20140815	64,900,00	64,900.00	State Aid - Step 2
DEPARTMENT OF EDUCATION		20140815	15,289.00	15,289.00	State Aid - Step 4
					1 through 6 of
					Inding formula are
					ded in this
					ent as evident
					the descriptions
					ded in the
				["Desc	cription" column.

For State Aid payments, a description is provided for each step of the funding formula. However, the commitment numbers are not provided on the remittance advice. To obtain the relevant commitment number for each step of the State Aid payment, select the "additional details" option as noted on the previous page.

Checks/EFTs Summary Search > Check/EFT Information > Line Details

Line Details This is the new commitment number which replaces the old "C" numbers that were used with WVFIMS. This number corresponds with the commitment numbers provided in the State Aid Monthly Distribution Schedules.

Discount : 0.00	Department : DEPARTMENT OF
Penalty : 0.00	EDUCATION
Interest : 0.00	Contact Phone :
Backup Withholding : 0.00	Reference Agreement ID : GAP 0402 1500000251
Contract Withholding : 0.00	Referenced Payment Request ID : GAX 0402 1500024585
Retained : 0.00	Invoice Tracking Date :
Intercepted : 0.00	Reference Invoice Number : 20140815
Default Intercept Fee : 0.00	Invoice Line Amount : 193,871.00
Supplementary Intercept Fee : 0.00	Delivery Period From Date : 08/15/2014
Use Tax : 0.00	Delivery Period To Date : 08/15/2014
Tax : 0.00	Accounting Line Description : State Aid - Step 1
	Back

This page results from choosing the "Additional Details" option on page 5. The "Line Details" screen provides the "Accounting Line Description" as well as the commitment number for the state aid payment. The payment above is the Step 1 portion of the August 15th State Aid deposit for Nicholas County. The "Reference Agreement ID" (aka commitment number) agrees to the revised State Aid Monthly Distribution Schedule that was e-mailed out to the CSBO listserv on August 20, 2014. The other 5 Steps of this State Aid payment are included in the following pages.

Checks/EFTs Summary Search > Check/EFT Information > Line Details Line Details

Discount : 0.00 Penalty : 0.00 Interest : 0.00 Backup Withholding : 0.00 Contract Withholding : 0.00 Retained : 0.00 Intercepted : 0.00 Default Intercept Fee : 0.00 Supplementary Intercept Fee : 0.00 Use Tax : 0.00 Tax : 0.00

Department : DEPARTMENT OF EDUCATION Contact Phone : Reference Agreement ID : GAP 0402 1500000251 Referenced Payment Request ID : GAX 0402 1500024585 Invoice Tracking Date : Reference Invoice Number : 20140815 Invoice Line Amount : 64,900.00 Delivery Period From Date : 08/15/2014 Delivery Period To Date : 08/15/2014 Accounting Line Description : State Aid - Step 2

Checks/EFTs Summary Search > Check/EFT Information > Line Details Line Details

Discount : 0.00 Penalty : 0.00 Interest : 0.00 Backup Withholding : 0.00 Contract Withholding : 0.00 Retained : 0.00 Intercepted : 0.00 Default Intercept Fee : 0.00 Supplementary Intercept Fee : 0.00 Use Tax : 0.00 Tax : 0.00 Department : DEPARTMENT OF EDUCATION Contact Phone : Reference Agreement ID : GAP 0402 1500000251 Referenced Payment Request ID : GAX 0402 1500024585 Invoice Tracking Date : Reference Invoice Number : 20140815 Invoice Line Amount : 32,904.00 Delivery Period From Date : 08/15/2014 Delivery Period To Date : 08/15/2014 Accounting Line Description : State Aid - Step 6

Checks/EFTs Summary Search > Check/EFT Information > Line Details > Check/EFT Information Line Details

Line Details

Discount : 0.00 Penalty : 0.00 Interest : 0.00 Backup Withholding : 0.00 Contract Withholding : 0.00 Retained : 0.00 Intercepted : 0.00 Default Intercept Fee : 0.00 Supplementary Intercept Fee : 0.00 Use Tax : 0.00 Tax : 0.00 Department : DEPARTMENT OF EDUCATION Contact Phone : Reference Agreement ID : GAP 0402 150000251 Referenced Payment Request ID : GAX 0402 1500024585 Invoice Tracking Date : Reference Invoice Number : 20140815 Invoice Line Amount : 15,289.00 Delivery Period From Date : 08/15/2014 Delivery Period To Date : 08/15/2014 Accounting Line Description : State Aid - Step 4

El <u>Line Details</u> > <u>Check/EFT Information</u> > <u>Line Details</u> > <u>Check/EFT Information</u> > Line Details Line Details

- Discount : 0.00 Penalty : 0.00 Interest : 0.00 Backup Withholding : 0.00 Contract Withholding : 0.00 Retained : 0.00 Intercepted : 0.00 Default Intercept Fee : 0.00 Supplementary Intercept Fee : 0.00 Use Tax : 0.00 Tax : 0.00
- Department : DEPARTMENT OF EDUCATION Contact Phone : Reference Agreement ID : GAP 0402 1500000251 Referenced Payment Request ID : GAX 0402 1500024585 Invoice Tracking Date : Reference Invoice Number : 20140815 Invoice Line Amount : 7,432.00 Delivery Period From Date : 08/15/2014 Delivery Period To Date : 08/15/2014 Accounting Line Description : State Aid - PSS

El <u>Line Details</u> > <u>Check/EFT Information</u> > <u>Line Details</u> > <u>Check/EFT Information</u> > Line Details Line Details

- Discount : 0.00 Penalty : 0.00 Interest : 0.00 Backup Withholding : 0.00 Contract Withholding : 0.00 Retained : 0.00 Intercepted : 0.00 Default Intercept Fee : 0.00 Supplementary Intercept Fee : 0.00 Use Tax : 0.00 Tax : 0.00
- Department : DEPARTMENT OF EDUCATION Contact Phone : Reference Agreement ID : GAP 0402 1500000251 Referenced Payment Request ID : GAX 0402 1500024585 Invoice Tracking Date : Reference Invoice Number : 20140815 Invoice Line Amount : 22,973.00 Delivery Period From Date : 08/15/2014 Delivery Period To Date : 08/15/2014 Accounting Line Description : State Aid - Step 3

Summary of Steps

Example screen prints of a VSS grant award deposit

Check/EFT Summary Search

Click "sear produce the listing of deposits received du the period selected	e	Search - To search for Checks/EFTs, enter search criteria and click the 'Search' button. Results - To sort results, click a column heading. Details - To view more details about a payment, select a payment from the results and then click the 'Details' button. PDF - To View, Save, or Print a PDF version of an payment, select a payment and click the 'PDF' button. References - To view referenced agreement and scheduled payment information for selected Payment, and click the 'Reference' button. Download - To download the search results to a CSV file, click the 'Download' button.					
$\langle \rangle$	Searc	h for Checks/E	FTs			beginning of the current month	
\backslash		Check/EFT Nun	iber:	Payment Fro	om : 8/1/2011		
	$\sum_{i=1}^{n}$	Check/EFT St	atus :	Payment	то :		
	Searc	h Clear	La construction de la subficielle de la construction de la constructio			_	
Click the							
box next to the	Select	Status Date	Check/EFT Number	Payment ID	Check/EFT Status	Amount	
desired		08/21/2014	8206118304	EFT 0402 AUTO 1500 122693	Paid	32,123.00	
transaction		08/19/2014	8186112483	EFT 0402 AUTO 1500 120 356	Paid	51,029.48	
to select it		08/19/2014	8186116290	EFT 1200 AUTO 1500 120563	Paid	834.30	
$\overline{}$		08/07/2014	8066100760	EFT 0402 AUTO 1500104692	Paid	1,324.81	
2	4	08/06/2014	8056100564	EFT 0402 AUTO 1500104510	Paid	200,000.00	
			7306091874	EFT 0402 AUTO1500096176	Paid	48,866.24	
		07/22/2014	7186019350	EFT 0402 AUTO1500022747	Paid	32,123.00	
	First	Prev Next	Last				
down to a	additior	s" button to o al informatic transaction		Download PDF	Reference		

Step 1: Log onto wvOASIS Vendor Self Service (VSS) at wvoasis.gov
Step 2: Select the "Financial Transactions" option
Step 3: Choose "Checks/EFTs"
Step 4: The "Search for Checks/EFTs" menu will default to search for a period of 3 years. If a shorter list is is desired you must manually edit the "payment from" and "payment to" options. Once the desired time frame is selected, click the "search" button to produce the listing of checks/EFTs that have been received by the LEA.

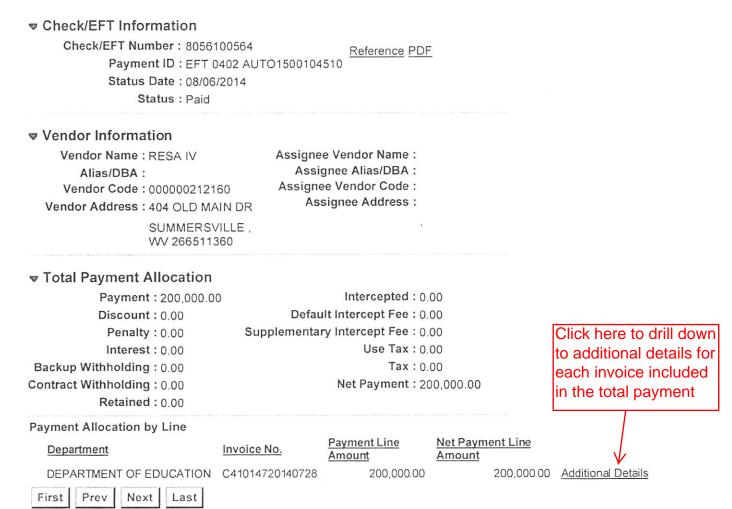
Step 5: Select the transaction for which you would like to see additional details by placing a check mark in the appropriate box in the left-hand column of the check/EFT listing.

Step 6: Click the "details" button. The next page shows the resulting details.

Checks/EFTs Summary Search > Check/EFT Information Check/EFT Information

Note: If multiple payments are made to an LEA on the same day, wvOASIS may group all of those payments into one check/EFT. This screen provides the detail of the invoices making up the "net payment" made to the LEA.

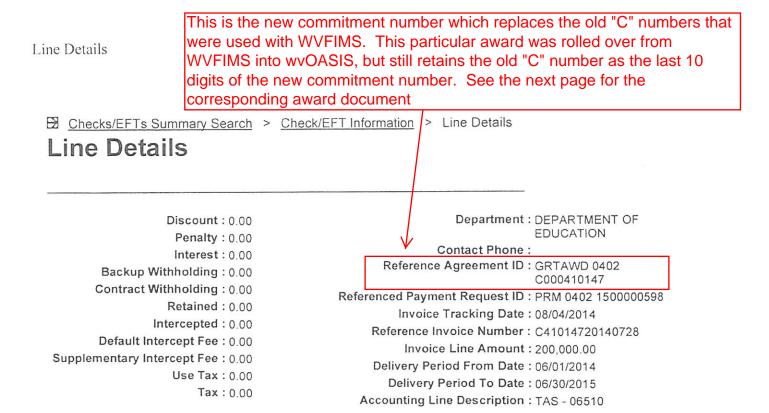
Use this page to get further information about the disbursement selected. Select the Additional Details link to view details on the payment line.



Reference

Summary of Steps:

Step 7: If more detail is desired, click the "Additional Details" button to the right of the desired amount.



Back

This page results from choosing the "Additional Details" option on page 14. The "Line Details" screen provides the "Accounting Line Description" as well as the commitment number for the payment. For grant awards, the commitment numbers (Reference Agreement ID) all begin with the letters "GRTAWD," which identify this as a grant award. Grant awards issued prior to the implementation of wvOASIS were imported into the new system. Such awards will still retain their 10 digit "C" number as part of the "Reference Agreement ID" number in wvOASIS. Grant awards issued under the new system will no longer retain the "C" number format. However, the "Reference Agreement ID" included on the "Line Details" screen will continue to serve as the commitment number just as the "C" numbers in WVFIMS.

WEST VIRGINIA DEPARTMENT OF EDUCATION NOTIFICATION OF GRANT AWARD For Local Education Agencies

Grantee's	s Name & Address		Grant	Award
			Initial	\$
			Adjustment	\$
			Adjusted Total	\$
	I			
OBLIGATION PERIOD	From:	То:	ENDING LIQUIDATION DA	ATE
Project Title:			New Award	
FIMS Account #:			Revised Award	
Commitment #:	K		Grant Award State F/Y:	
Project Code:	'\		CFDA#:	
Revenue Source Code:			DUNS#:	
Purpose:	\sim			
		\searrow		
		Agrees to the	last 10 digits of the	
General Scope and Conditi	ons:		greement ID" shown o	on the
This grant award will b	be administered by the V		•	ject to periodic
monitoring and review	by WVDE staff.	ľ		,
	ant award are to be used		es for which received. ator for any changes made to	the nurnees for which grant
 Prior approval must be funds are being expendence 		program auministra	ator for any changes made to	the purpose for which grant
The expenditure of gra	int funds is to be made in		I federal and state laws, appl	
			y the WVDE program admini ve shall be returned to the W	
			en received from the WVDE pr	
the funds over into the	subsequent fiscal year.			-
			l via: <u>http://wvde.state.wv.us/s</u> es under project code 00YXX	
upon receipt of the sign		isement of expense		
State grants will be dis	tributed upon WVDE's rec		ant award and approved distri	
			ant awards, at the rate approv	
			cified by OMB Circular 87, U. ederal program rules and reg	
	be charged against any			
			dums attached to this award, a	
Certifications, are to b RESA/MCVC director	e acknowledged by the as the case may be and th	electronic date ar	nd time signature of the con cer, with the acceptance notifion	unty superintendent and/or cation returned electronically
	n (10) days of receipt of th			
	VED		ACCEDTE	
APPRO	VED		ACCEPTE	J
State Superintendent of St	abaala Data		LEA Chief Financial Officer	Data
State Superintendent of Se	chools Date		LEA Chief Financial Officer	Date
GRANT AWARD NOT	TIFICATION DATE			
			LEA Superintendent/Director	Date
Date	3			