ISAAC Invoicing Module
Quick Start User Guide
for Company Users

Funded by the Pennsylvania Department of Community & Economic Development, WEDnetPA provides funding to qualified employers to train their employees. View the WEDnetPA Company Guidelines for current program eligibility requirements.

This Quick Start User Guide will assist in accessing and using the *Information Sharing, Administration & Analysis Center* (ISAAC) portal. ISAAC manages all data aspects of the WEDnetPA program. Beginning in December 2024, ISAAC is housed on a Salesforce platform.

For additional information or assistance, please reach out to one of our 22 WEDnetPA partners: https://wednetpa.com/our-partners/

Contents

Creating/Viewing an Invoice

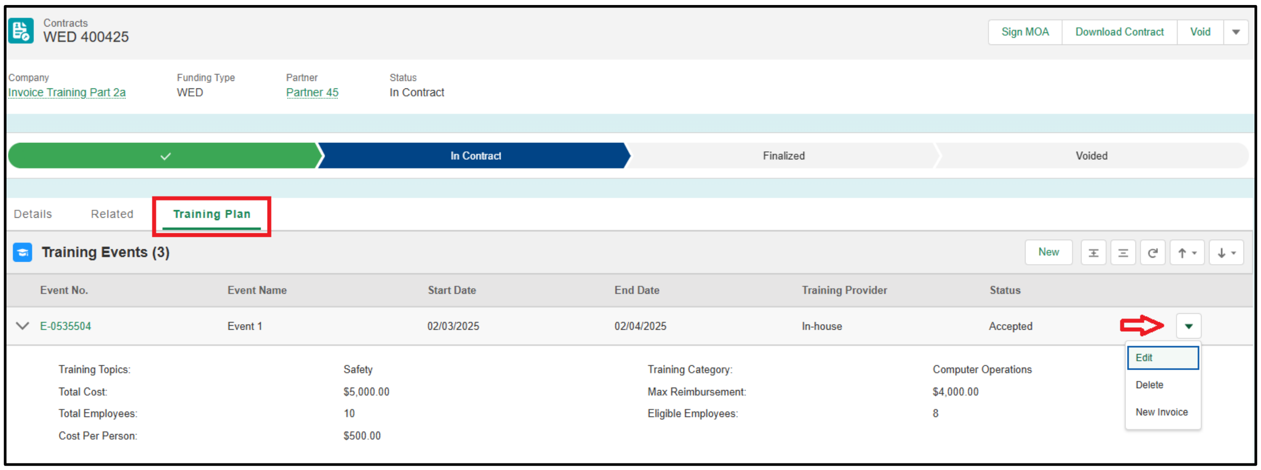
How do I create an invoice?

Users can create invoices on a pending application and while a contract is in **Pending Acceptance** status, but the contract will need to be promoted **to In Contract** status before a user can submit the invoice to **Partner Review** status.

Users can create an invoice from one of two locations:

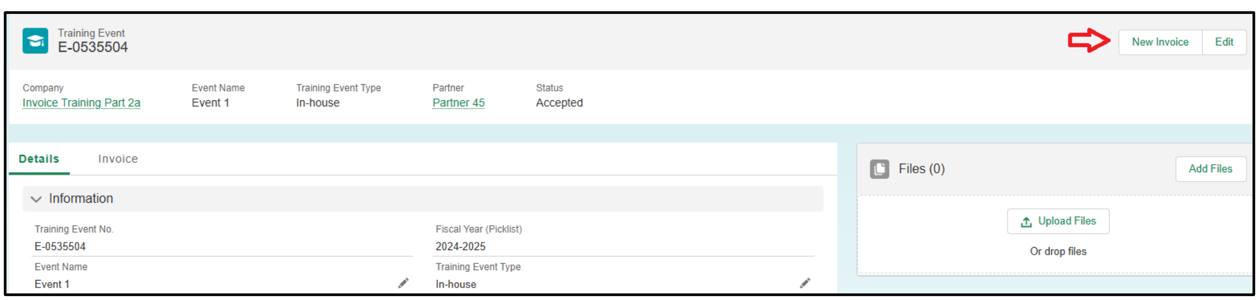
Option 1. Contract > Training Plan tab

Users can select New Invoice from the dropdown for a specific training event.



Option 2. Contract > Training Plan tab > click on training event number to bring up Training Event Details

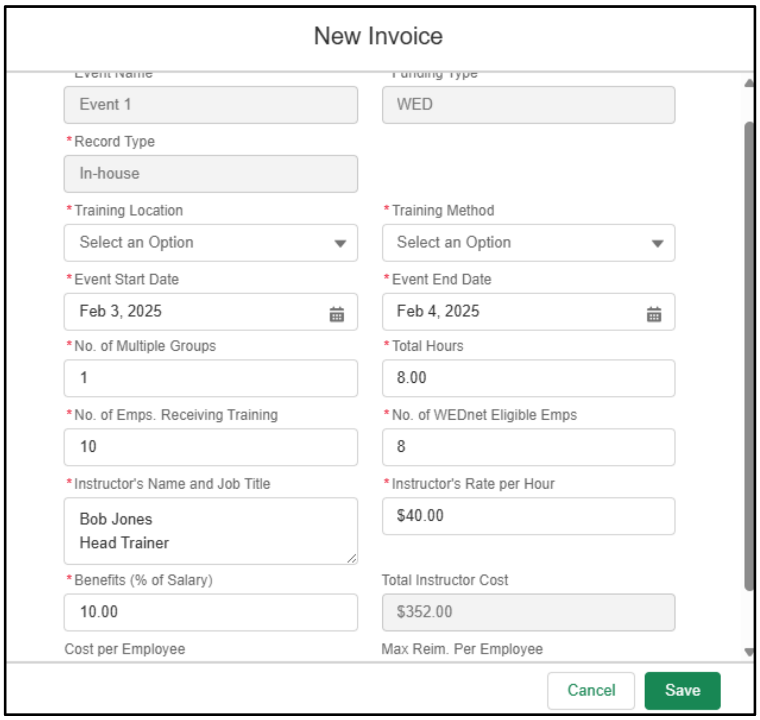
Users can click on New Invoice from the top right corner.



After clicking New Invoice from either location, the user will be presented with a New Invoice form. The information from the training plan will pre-populate some fields which are grayed out and cannot be edited from this screen. To edit any of the grayed out fields, it will require the user to Cancel the creation of the new invoice and edit the applicable training event details before recreating the invoice.

Fields that have an * are required fields. Users will not be able to save an invoice until all required fields have been completed.

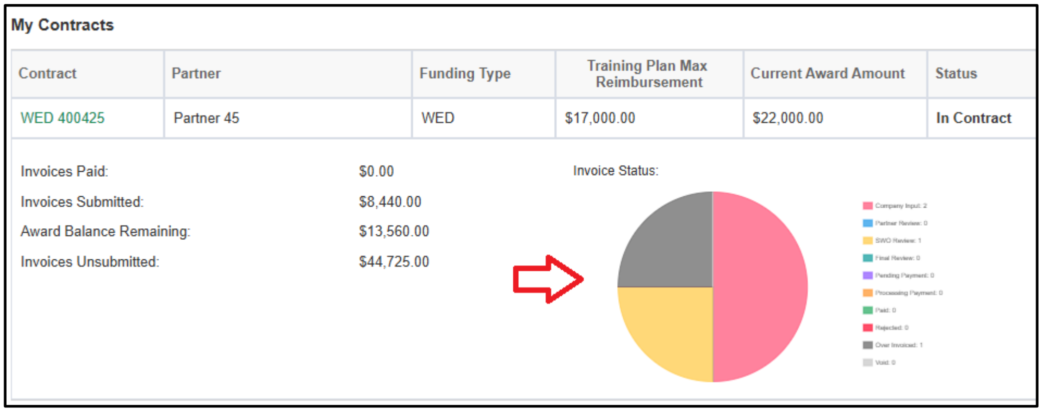
Clicking Save at the bottom of the screen will create the invoice.



How do I view an invoice?

Users can access invoices from a variety of screens. Below are a few of the most common ways to access an invoice.

From the Dashboard, users can click on the appropriate piece of the pie chart.

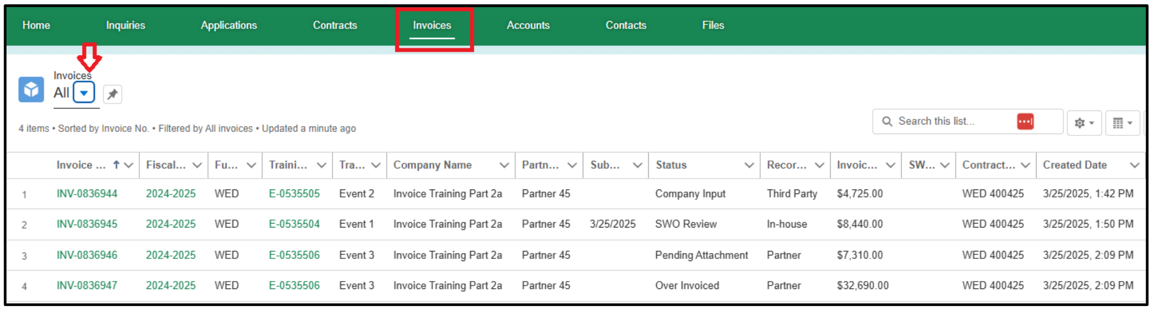


Users can view a list of invoices that match the status of the selected pie piece. The user can then click on the applicable Invoice Number to view the details of the invoice.

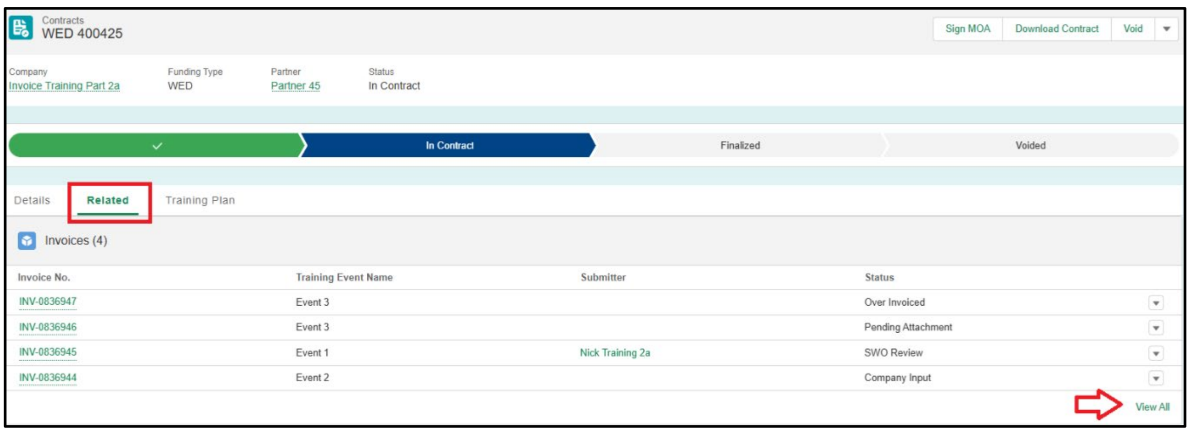
Invoices at "Company Input" Status

Invoice Number	Funding Type	Partner	Training Event Name	Invoice Reimbursement
INV-0836946	WED	Partner 45	Event 3	$7,310.00
INV-0836944	WED	Partner 45	Event 2	$4,725.00

From the Invoices Tab in the global navigation bar, users can view a full list of all invoices. If a user is unable to see a particular invoice, make sure the correct filter has been applied to the list view.

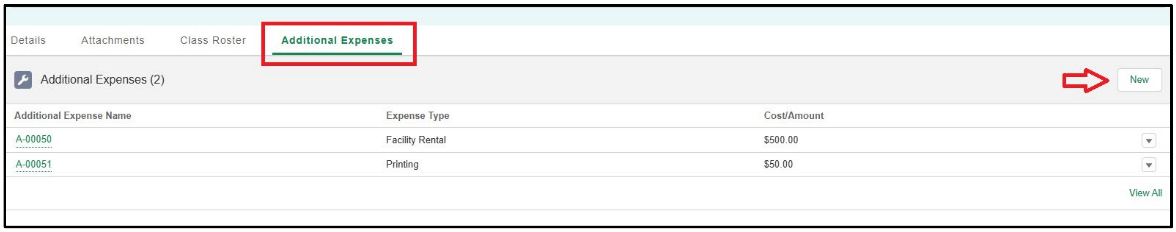


From the Related tab on the contract screen, a user can view a full list of invoices for that contract. If there is a long list of invoices, the user may need to click on View All.



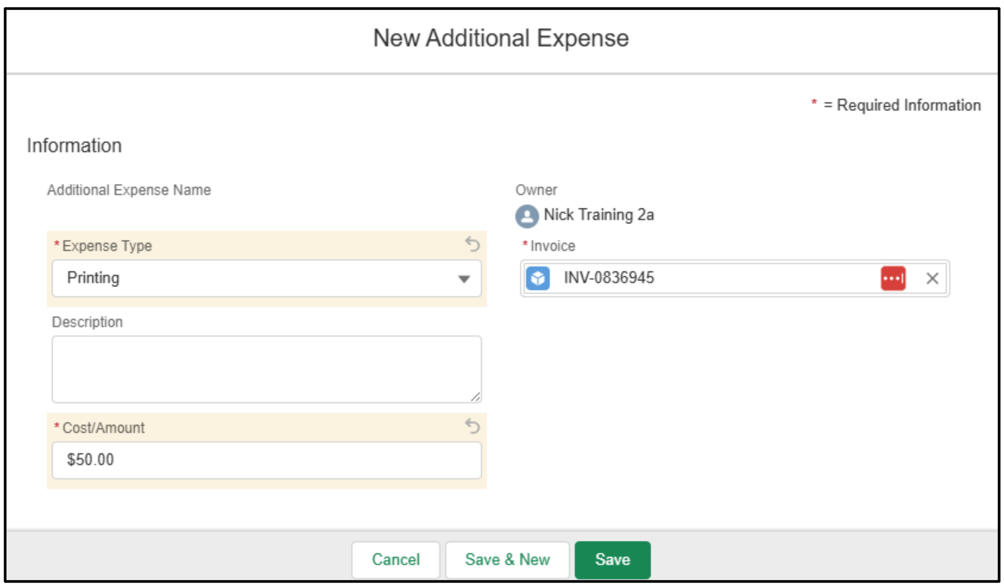
Adding Required Documentation for Invoices

How do I add additional expenses for in-house training events?
Users can add additional expenses by accessing the Additional Expenses tab (only available for in-house training events) on the invoice screen. Users click on New on the right side of the screen.



Users will fill out all required fields noted by an * on the form.

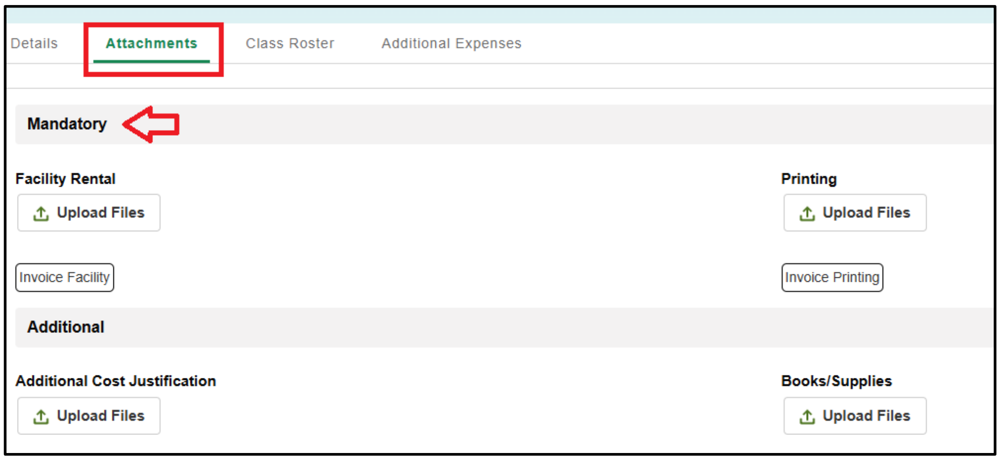
- Clicking Save will add the new additional expense and close the form.
- Clicking on Save & New will add the new expense and open a new form to fill out another New Additional Expense form.



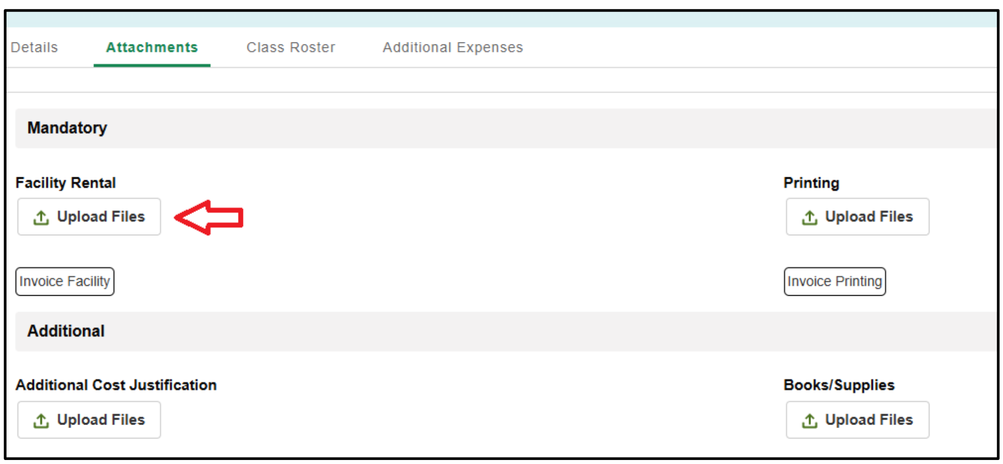
How do I add an Invoice Attachment?

Users can add attachments from the Attachments tab on the Invoice. Required attachments will be listed under the Mandatory section. The required attachments will be based on the training type selected along with any Additional Expense Types (if applicable).

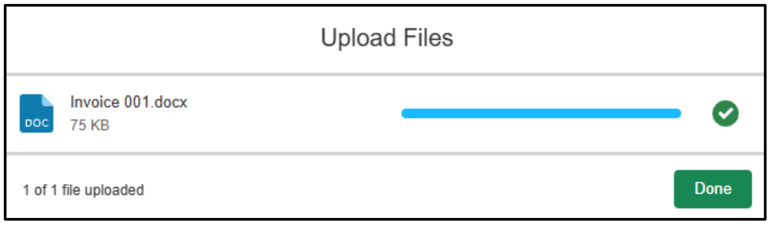
All sections listed as mandatory will require a file to be attached before a company user can submit the invoice to **Partner Review** status.



Users can click on the Upload Files button under the appropriate section to attach a file to the specified section.

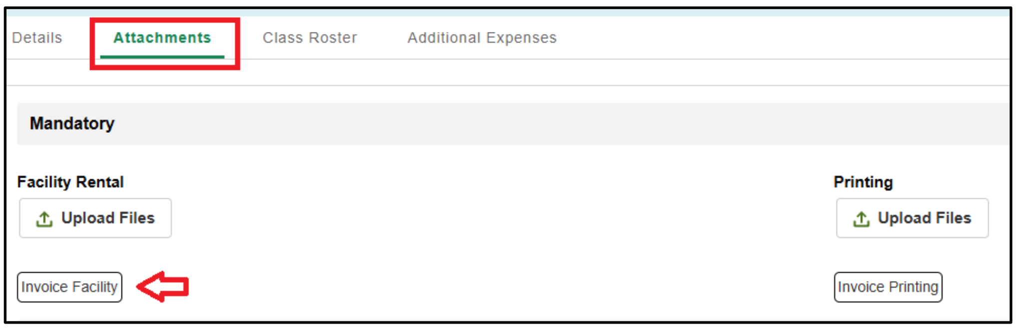


Users will be provided with a window to select the file they wish to upload. Once selected, the system will display an Upload Files window with the progress of the upload. Once completed, the user will be presented with a green check mark and have the ability to click Done.

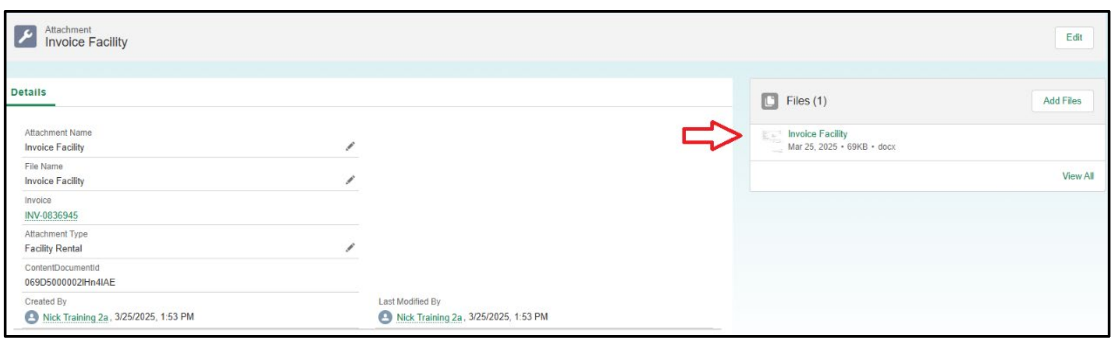


How do I view my Invoice Attachments?

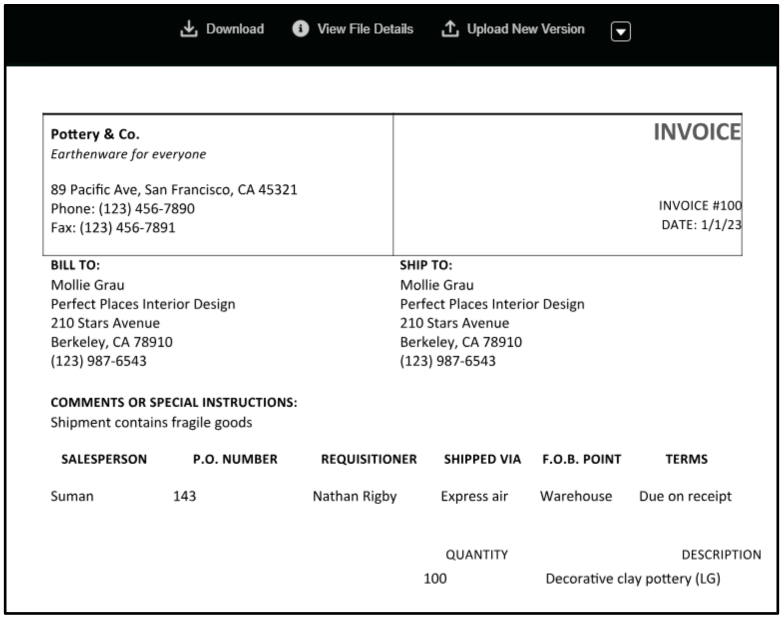
Users can view their attachments by accessing the Attachments tab on the invoice. On the Attachments tab, the user can click on any of the files that have been uploaded.



Users can then click on the appropriate file from the right side of the screen to open a preview of the file.



From the preview, a user can view and/or download the file.



Pottery & Co.
Earthenware for everyone

89 Pacific Ave, San Francisco, CA 45321
Phone: (123) 456-7890
Fax: (123) 456-7891

INVOICE

INVOICE #100
DATE: 1/1/23

BILL TO:
Mollie Grau
Perfect Places Interior Design
210 Stars Avenue
Berkeley, CA 78910
(123) 987-6543

SHIP TO:
Mollie Grau
Perfect Places Interior Design
210 Stars Avenue
Berkeley, CA 78910
(123) 987-6543

COMMENTS OR SPECIAL INSTRUCTIONS:
Shipment contains fragile goods

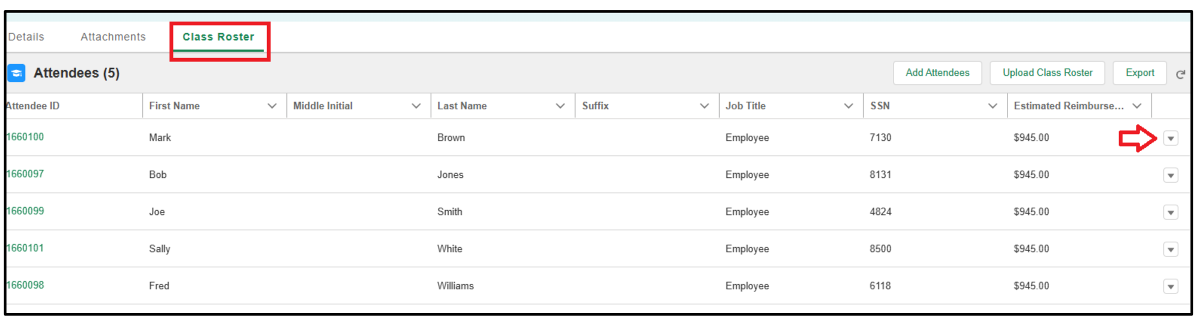
SALESPERSON	P.O. NUMBER	REQUISITIONER	SHIPPED VIA	F.O.B. POINT	TERMS
Suman	143	Nathan Rigby	Express air	Warehouse	Due on receipt

QUANTITY	DESCRIPTION
100	Decorative clay pottery (LG)

How do I add a Class Roster?

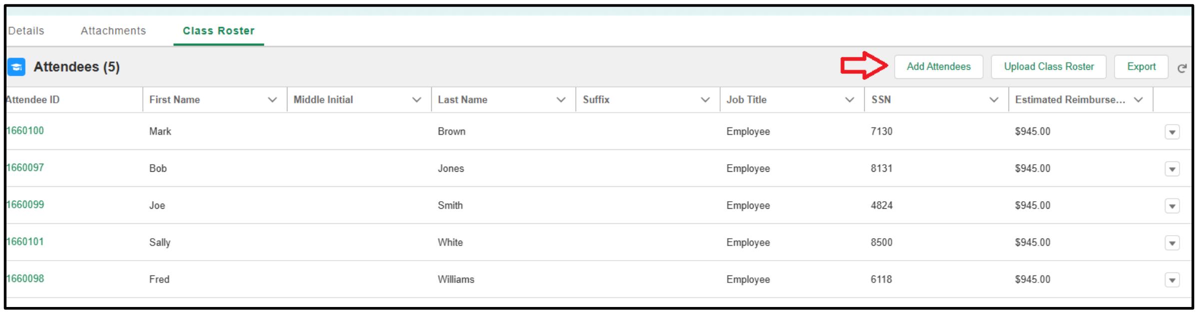
Users can add a class roster by accessing the Class Roster tab on the invoice. Users can add eligible attendees manually or through an upload file. Once the eligible attendees are added, the list of eligible attendees will be visible on the Class Roster tab. The number of eligible attendees added to the class roster must match the No. of WEDnet Eligible Emps. field.

From this screen, a user can view/edit/delete eligible attendees using the dropdown next to the attendee's name.



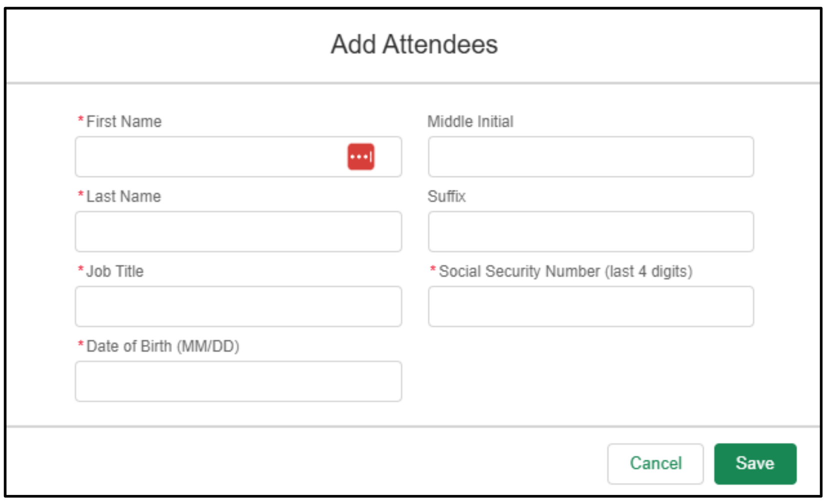
Attendee ID	First Name	Middle Initial	Last Name	Suffix	Job Title	SSN	Estimated Reimburse...
1660100	Mark		Brown		Employee	7130	$945.00
1660097	Bob		Jones		Employee	8131	$945.00
1660099	Joe		Smith		Employee	4824	$945.00
1660101	Sally		White		Employee	8500	$945.00
1660098	Fred		Williams		Employee	6118	$945.00

Manually Adding a User: A user can manually add eligible attendees by clicking the Add Attendees button.

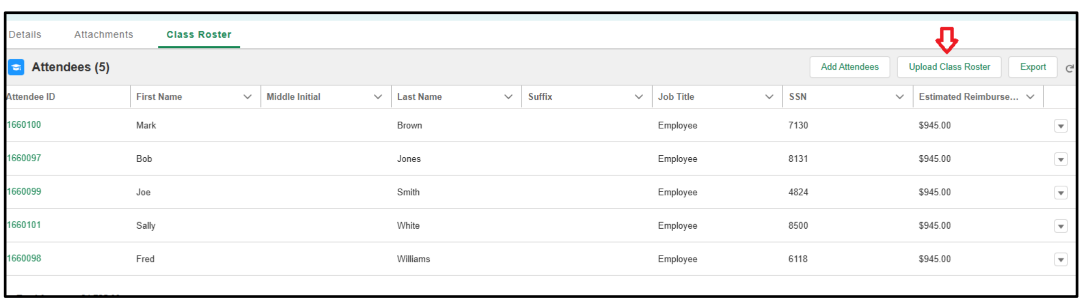


Attendee ID	First Name	Middle Initial	Last Name	Suffix	Job Title	SSN	Estimated Reimburse...
1660100	Mark		Brown		Employee	7130	$945.00
1660097	Bob		Jones		Employee	8131	$945.00
1660099	Joe		Smith		Employee	4824	$945.00
1660101	Sally		White		Employee	8500	$945.00
1660098	Fred		Williams		Employee	6118	$945.00

Users will need to fill out all required fields indicated by an * on the Add Attendees form. When all required fields are filled out correctly, the user can click Save to add the eligible attendee.



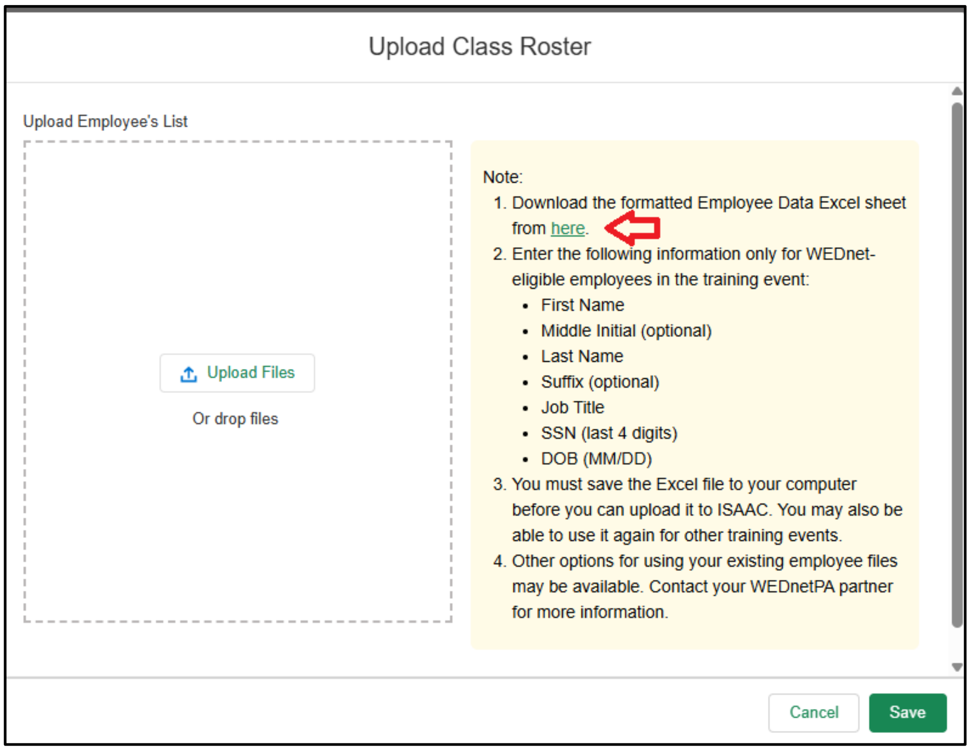
Uploading a Class Roster: A user can upload multiple eligible attendees by clicking on the Upload Class Roster button.



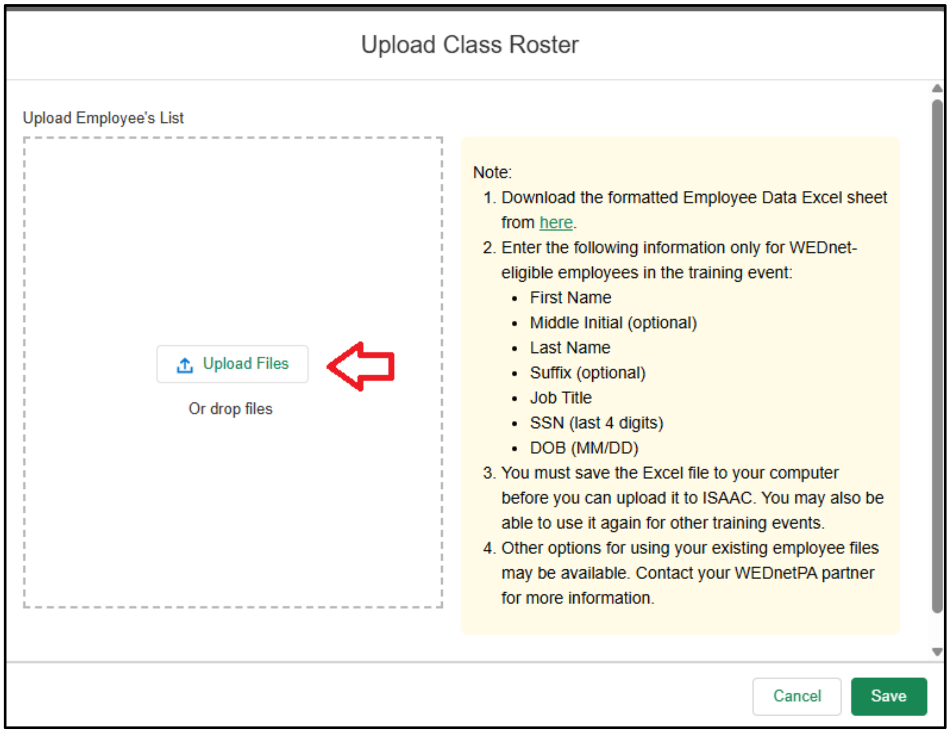
Attendee ID	First Name	Middle Initial	Last Name	Suffix	Job Title	SSN	Estimated Reimburse...
1660100	Mark		Brown		Employee	7130	$945.00
1660097	Bob		Jones		Employee	8131	$945.00
1660099	Joe		Smith		Employee	4824	$945.00
1660101	Sally		White		Employee	8500	$945.00
1660098	Fred		Williams		Employee	6118	$945.00

The user will be presented with an instructions page on how to use the upload class roster functionality. A few notes:

1. The user can download the template from the instructions screen.
2. All required fields must be filled out for each eligible attendee. If any attendee is missing required information, the upload will fail. Middle initial and suffix are optional.
3. Users must **<u>NOT</u>** change the structure of the template. This includes changing the titles of columns, adding/deleting rows or columns and/or the order of columns.
4. Users must **<u>NOT</u>** leave any rows blank. The first attendee should be listed in the first available row.

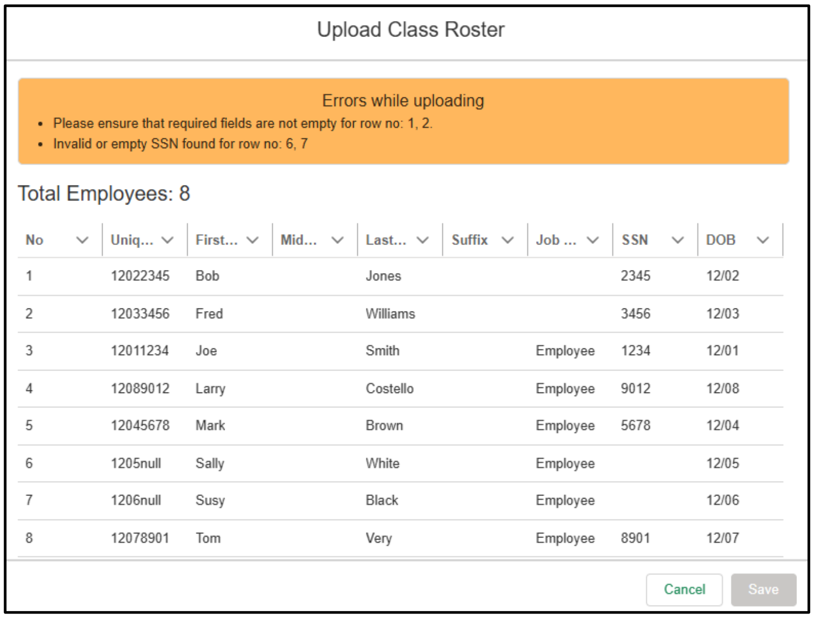


The user can add eligible attendees by clicking on the Upload Files button or dragging the saved file into the available space.



The user can click the Save button at the bottom of the screen.

- If the upload is successful, the user will be provided with a preview of the list of eligible attendees.
- If the upload is unsuccessful, the user will be provided with a list of errors the system encountered when trying to upload the file. In the event of failure, the file must be corrected and reuploaded before the eligible attendees appear on the class roster.


Upload Class Roster

Errors while uploading

- Please ensure that required fields are not empty for row no: 1, 2.
- Invalid or empty SSN found for row no: 6, 7

Total Employees: 8

No	Uniq...	First...	Mid...	Last...	Suffix	Job ...	SSN	DOB
1	12022345	Bob		Jones			2345	12/02
2	12033456	Fred		Williams			3456	12/03
3	12011234	Joe		Smith		Employee	1234	12/01
4	12089012	Larry		Costello		Employee	9012	12/08
5	12045678	Mark		Brown		Employee	5678	12/04
6	1205null	Sally		White		Employee		12/05
7	1206null	Susy		Black		Employee		12/06
8	12078901	Tom		Very		Employee	8901	12/07

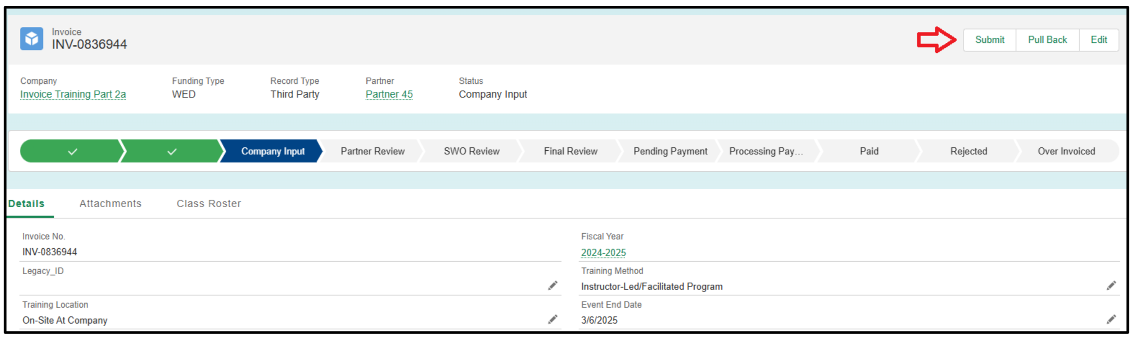
Cancel Save

Submitting an Invoice

How do I submit an Invoice?

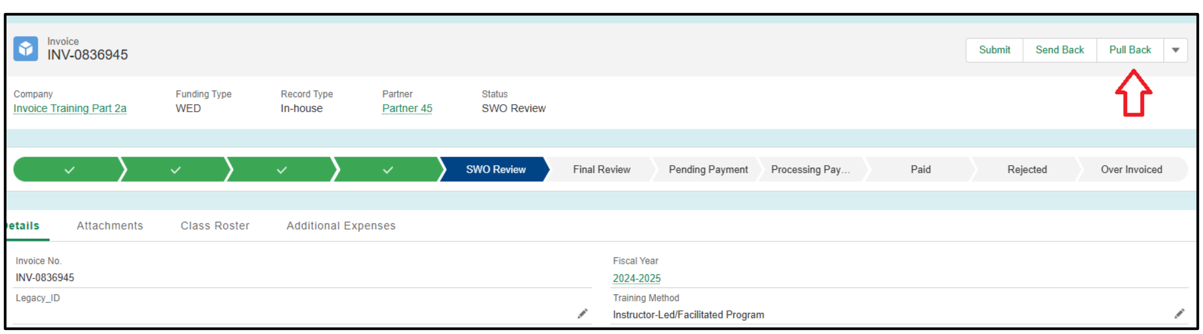
A user can submit an invoice from the Invoice screen by clicking on the Submit button. A user can only submit an invoice that is currently in **Company Input** status. This requires the invoice to meet the following criteria:

1. The Contract must be in **In Contract** status.
2. All mandatory attachments have been uploaded successfully.
3. The class roster must match the number of eligible employees on the invoice.



How do I edit an Invoice that has been submitted?

Users can only edit an invoice that is in **Company Input** status or earlier in the workflow. If the invoice has not reached **Processing Payment**, the user can use the Pull Back button to pull the invoice back into **Company Input** status to make changes and resubmit. If the invoice has reached **Processing Payment** or **Paid** status, the user cannot make changes and will need to work with their WEDnetPA partner on a possible resolution.



Frequently Asked Questions

Can I submit an invoice that will exceed my award amount?

Yes. Users can submit an invoice that will exceed their award amount. If this happens, the system will split the invoice into two invoices. The parent invoice will reflect the remaining balance of the award amount for the contract. The child invoice will reflect the over invoiced amount and will be set to **Over Invoiced** status. A partner may award additional funds to cover child invoices if additional funds become available.

What is the current cap for individual employee training?

The current cap for individual employee training for WED contracts is $2,000 per eligible employee; $3,000 per eligible employee for BusinessPA/Governor's Action Team (GAT) awards.

Can an employee attend more than one training event?

Yes. Employees can attend multiple training events and be reimbursed as long as they have not fully reached their employee cap. Employees cannot be reimbursed for duplicate identical training or partially completed training.

How do I know how much an employee will be reimbursed for?

From the Class Roster tab, a user can view the estimated reimbursement for each attendee. These figures will automatically recalculate based on several factors including, but not limited to:

1. If an employee is on multiple training events, the invoice furthest along in the approval process will be given priority.
2. If the cost of training changes on an invoice.
3. If the number of eligible employees changes on an invoice.
4. If additional funds are added to the contract.
5. If an invoice is pulled back or sent back.
6. If an invoice is rejected.

Can I see how much each employee has left on their employee cap?

This feature is not currently available but will be included in the next major release. Please watch for updates from your WEDnetPA partner when this is available.

The status of an invoice says paid, but I have not received my funds.

The status of an invoice shows that funds have been distributed to the WEDnetPA partner and the partner will process payment to the company. Payment from the WEDnetPA partner is expected to be made within 60 days to the company.