Welcome to the Workforce and Economic Development Network of PA (WEDnetPA) Information Sharing Administration and Analysis Center commonly referred to as “ISAAC”.

The purpose of this document is to assist companies with the training invoicing process in ISAAC.

Once an application has been approved, it is made into a contract. The company contract screen provides detail regarding the contract, to include award amount, invoice status, and balance. You can also view and print your company’s Memorandum of Agreement (MOA), Contract, and Training Plan.

Add an invoice
- Select TRAINING PLAN
- Under Actions select Invoice icon $.valueOf
- Training Event Invoices screen appears
- Select [Add Invoice]
ISAAC creates a new invoice for this training event and gives it a **unique Invoice number**.

- **# of Multiple Groups** – if multiple groups of the same course are offered during a period of time to DIFFERENT employees, please list the number of groups. *In most cases, there will be 1 group.*
- **Total Hours** – List the number of instructional hours for this training event. If indicating more than one group, multiply the number of groups by the instructional hours (if the training event is 4 hours, and there were 2 groups, then the Total Hours equals 8)
- **# of Emps. Receiving Training** – list TOTAL number of trainees, regardless of GFT eligibility
- **# of WEDnet Eligible Emps. Receiving Training** – List number of GFT eligible employees in training event
- **Cost Calculation**:
  - If charged a per person tuition charge, enter cost under **Cost Per Employee**
  - If charged a flat rate per course for multiple employees, enter cost under **Total Cost of Training** *(Shipping, tax, food/lodging/travel are not eligible expenses and must be deducted from total cost of training.)*
ISAAC cannot calculate the cost of the invoice until attendees are added to the roster. Attendees can be added individually or uploaded as a group. In the Training Event Invoices screen, select Add Student icon 🏛️. The Class Roster will appear.

- To add attendees individually, select Add Attendee.
- To enter multiple attendees into a roster, select Upload Employees and follow the instructions.
  - Middle initial is optional
  - Job Titles cannot be an acronym (i.e., “COO”) or a department name (i.e., Purchasing).

Once attendees have been added to the Class Roster, a Estimated Reimbursement Amount is listed on the Invoice Class Roster. Because we have limits on how much employees can be reimbursed for training (refer to guidelines) and the order in which invoices are fully reviewed and approved for payment is uncertain, the amount of this invoice is an ESTIMATE and subject to change. **HINT: To see the course activity for an attendee, click on the Estimated Reimbursement amount.**
Third Party or WEDnetPA Partner Provided Training Invoices

Invoicing documentation must include at least one of the following documents (in .pdf, .doc, .tif or .jpg format) which must be dated, include specific training event name and training cost:

- training provider invoice
- paid registration confirmation/receipt
- completed registration form and proof of payment (cancelled check, credit card receipt/statement)

The training event name on the training plan must match what appears on the submitted vendor invoice. Documentation MUST be dated between July 1 and June 30 of the current Fiscal Year.

Attach the Vendor’s invoice for training by selecting the **Attach Documentation** icon 🖼. Select an **ADOBE .PDF** of the vendor’s invoice from your files and add. In the Invoice Attachments screen, under **Attachment Type**, select “Vendor Invoice” from the drop down menu.
ISAAC: Invoicing Procedures

For those events listed on the Training Plan as being facilitated by an In-House Trainer, a different screen will appear when entering invoice details. This screen will not only capture all the training detail, but also the costs incurred for the training event. ISAAC will calculate the cost per employee based on the # of employees receiving the training.
ISAAC: Invoicing Procedures

Once all data has been entered into ISAAC, click on the pink SUBMIT button, read and verify the submission statement, and select “OK”. The SUBMIT button will turn to “PENDING PARTNER APPROVAL”.

Approval Notification Process

- **Submit**
  Client submits invoice

- **Pending Partner Approval**
  WEDnetPA Partner must review and approve

- **Pending Statewide Approval**
  WEDnetPA statewide office must review and approve

- **Approved**
  Invoice approved and reimbursement being processed

- **Paid**
  Invoice has been paid

Invoice Paid Email

Once an invoice has been paid at the State level, you will automatically receive the following email:

“Connor McLean:

Thank you for submitting your training invoice #123456 to WEDnetPA for HAZ WOPER. Your invoice has been approved for reimbursement and is in the process of being paid.

Thank you.

Heather Allison
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*Once you receive this email, it typically takes 2-4 weeks for you to receive your reimbursement.*