



# BFET in ctcLink

**Purpose:** Use this document as a guide to set up and manage the BFET Reimbursement Program in ctcLink.

**Audience:** FA/SF/Finance Staff/Supervisors

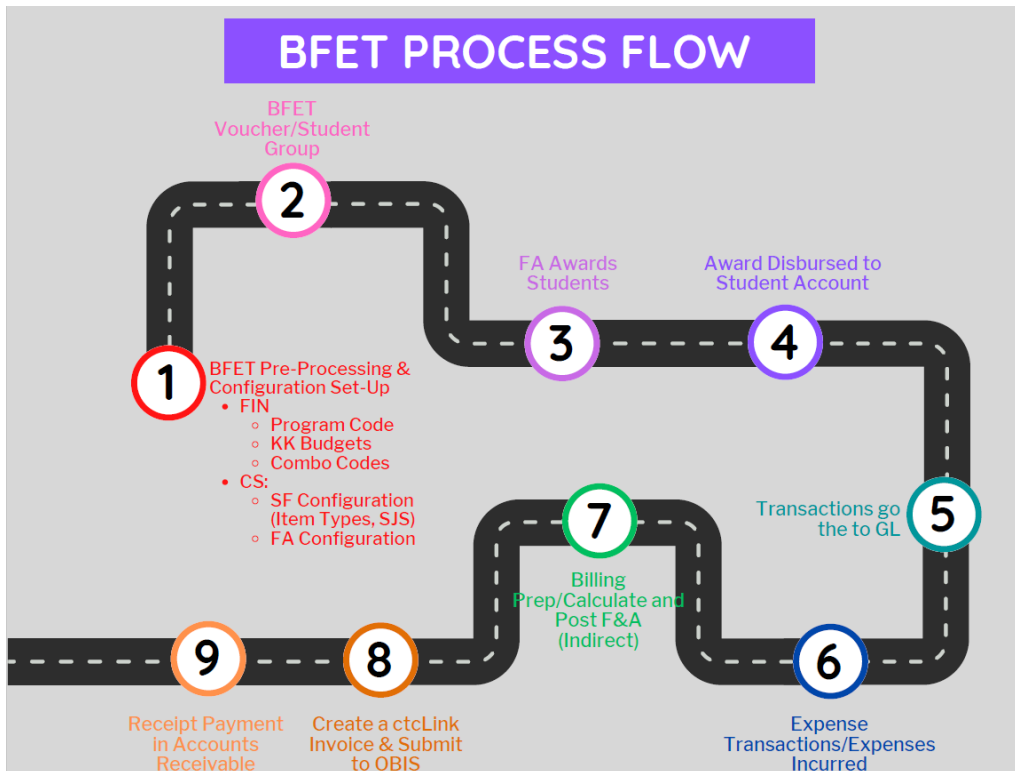
 For additional information, please see the [SBCTC Basic Food, Employment and Training](#) (BFET) web page for program details, important dates, and contact information. Please see below for direct links:

- [2023-24 BFET Program Guidelines](#)
- [2023-24 BFET Fiscal Guidelines](#)

 Effective October 1<sup>st</sup>, 2022, colleges offering BFET programs will follow a global process for the set up in PeopleSoft for leveraging BFET reimbursement on administrative costs which include staff salaries, benefits, travel, goods/services, and F&A/indirect. This global process requires the use of the program chartfield value in budgets and expenses and does not require changes for student expenses.

**Note:** SBCTC Education Division Policy requires colleges to **refrain** from setting up BFET-related funding sources within the Grants Module.

# BFET Process Flow



BFET Process Flow.pdf


## BFET Pre-Processing/Configuration Set-up

- i** The initial setup begins in Finance with a locally defined Program Code and BFET-related [Budgets in Commitment Control](#). Then the finalized ChartStrings are used to create payroll-related speed types called [Combo Codes](#) for college employee salaries and benefits. SF and FA will also use the finalized ChartStrings to create tuition-related speed types called [Item Types](#) to process student awards and transactions.

## Finance Pre-Processing Set-Up

These processes are completed annually as the reimbursement program is renewed each year.

## 1. Create a BFET Program Code


 Use the following QRG as a guide to create your locally defined Program Code.

QRG: [Adding Programs to ChartField Definitions](#)


### Video Tutorial

The video below demonstrates the Create a BFET Program Code process. There is no audio included with this video. Select the play button to start the video.

## 2. Add BFET-related Budgets in Commitment Control


 Use the following QRGs as a guide to create new BFET-related Budgets using the locally defined 'BFET' Program Code.

- QRG: [Enter or Adjust a Budget Online](#) - provides the basic process
- QRG: [Entering or Adjusting a Budget in Commitment Control](#) - provides additional info such as Budget Errors, uploading a Budget Template, etc.
- QRG: [Copy Budget Journal](#) - provides the process how to copy an existing budget

 Utilize existing budgets for all the funds your college will leverage for BFET student expenses (tuition, books, fees, tools, transportation, housing, etc.). For example, if your college leverages Worker Retraining (WRT), Opportunity Grant (OG), Local Grant ABC, etc., continue to use those existing budgets and ChartStrings to fund BFET student expenses. The BFET student group allows your college to easily identify student expenses regardless of the funding source.

For funding your college will leverage for BFET administrative expenses (staff salaries/benefits, goods/services for staff, transportation for staff, and F&A/indirect), add budgets utilizing the same original chart strings and the 'BFET' Program Code. For example, if your college leverages Worker Retraining (WRT) for BFET administrative

expenses, add a second budget that uses the same ChartString as your original WRT budget and includes the 'BFET' Program Code. Utilizing the original Chart String allows your college to meet the BFET of demonstrating exactly how much money and from which funding source(s) your college is leveraging for BFET administrative activities. The added 'BFET' Program Code allows your college to easily collect/query these expenses for billing and reporting purposes.

 **Note:** The college may continue to use an existing Program Code or leave the field blank if the college does not already use Program Codes for funding sources not leveraged for BFET administrative activities and/or for BFET student costs.

Use the following table as an example when utilizing and setting up BFET-related budgets.

FUNDING SOURCE	FUND	APPROPRIATION	DEPARTMENT	CLASS	PROGRAM
<b>Worker Retraining</b> (used for non-BFET costs or leveraged for BFET student costs)	001	123	42137	271	*
<b>Worker Retraining</b> (leveraged for BFET admin costs)	001	123	42137	271	BFET
<b>Opportunity Grant</b> (used for non-BFET costs or leveraged for BFET student costs)	08A	3E0	41120	061	*
<b>Opportunity Grant</b> (leveraged for BFET admin costs)	08A	3E0	41120	061	BFET

<b>BFET Reutilized</b> (used for non-BFET costs or leveraged for BFET student costs)	146		21107	161	*
<b>BFET Reutilized</b> (leveraged for BFET admin costs)	146		21107	161	BFET

\*If your college already uses the Program Code field, continue using your existing program code here. If your college does not already use the Program Code field and does not wish to start using it broadly, you can leave this value blank on budgets that are not leveraged for BFET administrative activities.

## Video Tutorial

The video below demonstrates the Create a BFET Budget in Commitment Control process. There is no audio included with this video. Select the play button to start the video.

## 3. Create Combo Codes

 Create combo codes using the new ChartStrings that include the locally defined '**BFET** Program Code' for any staff time leveraged for **BFET**. Use the following QRGs as a reference:


- QRG: [Creating a New Combo Code](#)
- QRG: [Understanding Cross-Pillar Integration and Combo Codes](#)

## Video Tutorial

The video below demonstrates the Create a BFET Combo Code process. There is no audio included with this video. Select the play button to start the video.

## Campus Solutions Configuration Set-Up


- SF Configuration (Item Types, Tuition Calculation)
- FA Configuration (Item Types)

 The global BFET items types listed below. \*The available item types may vary per institution.\*

Global Non-Disbursable Item	Description (PH = Placeholder, ND = Non-Disbursable)
912000001410	BFET Books Placeholder
912000001420	BFET Equipment Placeholder
912000001430	BFET Transportation PH
912000001440	BFET Childcare Placeholder
912000001443	BFET Digital Supports ND
912000001446	BFET Phone & Internet ND
912000001470	BFET Testing Placeholder
912000001480	BFET Housing Placeholder
912000001490	BFET Clothing Placeholder
912000001497	BFET Vision/Dental Placeholder
912000001498	BFET Personal Hygiene PH

Global Disbursable Item Types	Description
912000000400	BFET Tuition
912000000410	BFET Books
912000000420	BFET Equipment
912000000430	BFET Transportation
912000000440	BFET Childcare
912000000443	BFET Digital Supports
912000000446	BFET Phone and Internet
912000000470	BFET Testing
912000000480	BFET Housing
912000000490	BFET Clothing
912000000497	BFET Vision & Dental
912000000498	BFET Personal Hygiene

## Financial Aid

 In the Financial Aid Module, the BFET Item Types will start your journey to billable items generating from CS: FA-SF and into FIN-GL. A student will have an award, which then posts to SF, and then posts to the GL.

Before awarding, and preferably at the time of identifying your BFET students, always work with your Student Records to post the appropriate BFET student group: SBFT.

### 1. Adding, Updating, and Viewing Student Groups

QRG: [Adding, Updating, and Viewing Student Groups](#)

### 2. Manually Awarding Aid without a FAFSA

Next, you add BFET award(s) in the Financial Aid Assign Awards to a Student page, using the BFET Item Types.

It is typical BFET recipients will not yet have their FAFSA completed at the time of awarding the first term BFET awards. Follow the QRG below:

QRG: [Manually Awarding Aid without a FAFSA](#)

In the event a BFET student does have their FAFSA completed/award package offered, follow this QRG to award BFET:

QRG: [Manually Awarding Financial Aid](#)


### 3. Authorize and Disburse Awards

The awards must then be **Authorized** and **Disbursed** before the awards are able to be posted in the SF View Customer Accounts page.

QRG: [Process Award Authorization](#)

QRG: [Process Disbursements](#)

## Student Financials

 Student Financials has a series of queries you can use to track how the BFET item types interface with the General Ledger (GL), their Charge Priorities as to how they apply to charges on the student accounts, and others to assist you in managing charges and balances through the specific SBFT student group.

- Recommended:
  - **CTC\_SF\_ACCTNG\_LN\_WITH\_PROMPTS - Student Financials Transactions**
  - or
  - QCS\_SF\_E214\_ACCTG\_LN\_CF\_DTL
- Optional:
  - QCS\_SF\_ITM\_TYPE\_GL\_INTERFACE - This query is quite robust and shows item types and all of their data pertaining to configuration.
  - CTC\_SF\_VAL\_CHRG\_PRI\_B - This BI Publisher Report provides an overview of your Charge Priority List that item types are configured to.
  - QCS\_SF\_STDNT\_GRP\_PYMNT\_DETAIL - This query shows student groups and the payment information for specific quarters.
  - QCS\_SF\_STDNT\_ACCOUNT\_DTL\_BAL - This query provides student account details including term-specific balances.
  - QCS\_SF\_ITEM\_TYPE\_STDNT\_CHARGES - This query shows charge item types applied to student accounts.

- CTC\_CS\_SF\_STDNT\_OUTSTDNG\_CHRGs - This query provides outstanding charges on student accounts for specific terms.
- QCS\_CC\_STDNT\_GRPs\_BALANCES - This query shows outstanding remaining balances ( + / - ) on prompted Student Group and Institution.
- CPL/Configuration:
  - QCS\_SF\_ITEM\_TYPE\_TREE\_NODE
  - QCS\_SF\_ITEMTYPES\_TO\_CPL
  - QCS\_SF\_CPL\_NODE\_ITEMTYPES

## Finance

- i** The BFET Program Code and Budgets are created in Finance, however majority of the transactions occur in HCM or CS Pillars. When expenditures occur, they are integrated or journalized over into the General Ledger in a batch process. Use a variety of queries from HCM, CS, and FIN to identify and reconcile data.

The following steps guides you to analyze transactions, manage indirect cost, and bill for reimbursement.

### 1. Expense Transactions / Expenses Incurred

**i Finance - Administrative-related Expenses:**

- Salaries and Benefits are journalized from the HCM Pillar and posted in GL.
- Goods & Svc, Travel, etc. are posted to the GL from other Finance Modules.
- When processing expenses for BFET administrative costs, use the ChartStrings with the locally defined 'BFET' Program Codes.

**Student Financials - Student-related Expenses:**

- Tuition, books, childcare, transportation, etc. are journalized from CS Pillar through the Second Journal Set process. Transactional details [student IDs, term, amounts] are found on SF-side and the summary expense totals are posted on the GL-side. Student Financial transactions post to the General Ledger in summary data using the Second

Journal Set process. For more information, please see the QRG [SF-Finance GL Integration](#) for more information.

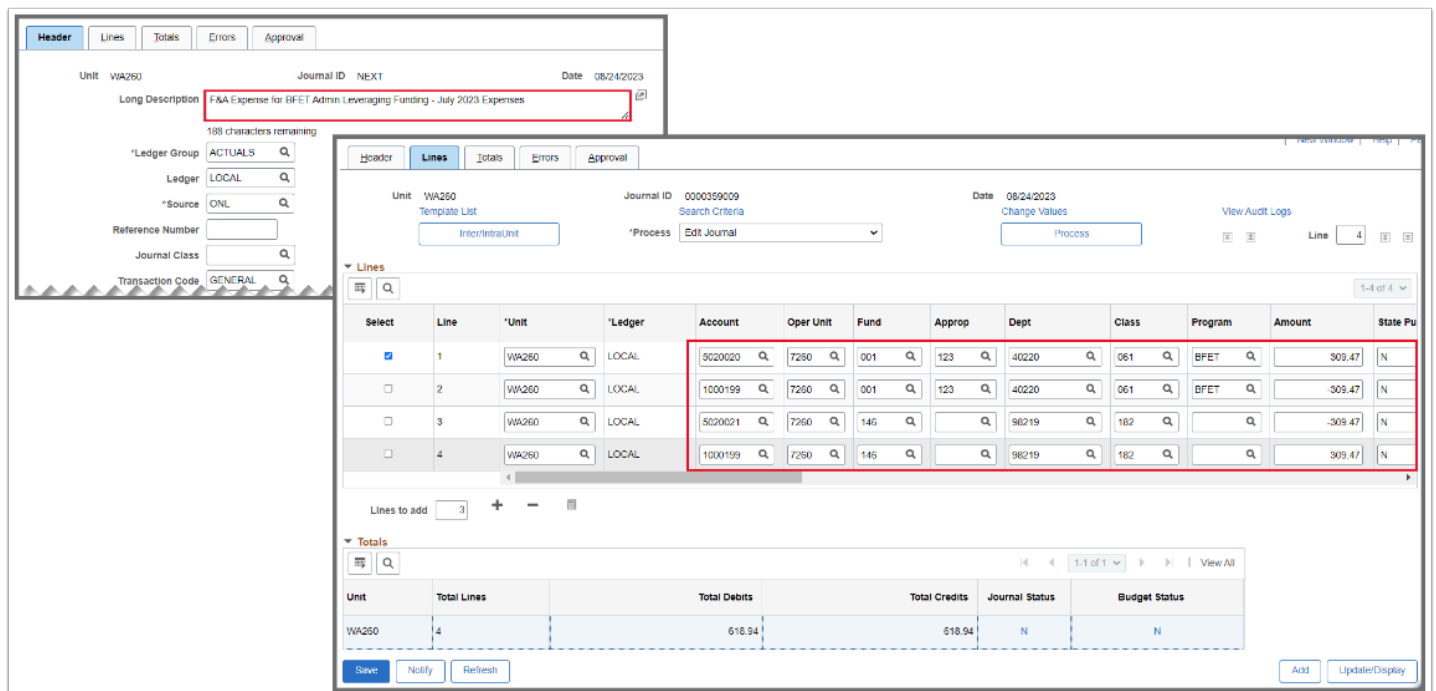
## 2. Calculate and Post F&A/Indirect

**i** Query administrative expense data using the **QFS\_GL\_PROGRAM\_ACCT\_ANALYSIS** query (must be run as a [Scheduled Query](#)). Use the BFET Program Code in the query prompts.

Calculate and create a manual journal entry for the F&A/Indirect expense using the including the BFET program code. Post the F&A/Indirect "expense" in your college's BFET Reutilized Funding (fund 146) Chartstring.

Use the following QRG as a reference:

QRG: [Creating and Posting a Manual Journal Entry](#)




Select	Line	Unit	Ledger	Account	Oper Unit	Fund	Approp	Dept	Class	Program	Amount	State Pu
<input checked="" type="checkbox"/>	1	WA260	LOCAL	5020020	7260	001	123	40220	061	BFET	309.47	N
<input type="checkbox"/>	2	WA260	LOCAL	1000199	7260	001	123	40220	061	BFET	309.47	N
<input type="checkbox"/>	3	WA260	LOCAL	5020021	7260	146		98219	182		-309.47	N
<input type="checkbox"/>	4	WA260	LOCAL	1000199	7260	146		98219	182		309.47	N


Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
WA260	4	618.94	618.94	N	N

### 3. Billing Prep

#### Finance - Administrative-related Expenses:

-  Query admin-related expense data, such as Salaries, Benefits, Goods & Services, use the **QFS\_GL\_PROGRAM\_ACCT\_ANALYSIS** query and payroll details using the **QFS\_GL\_PROGRAM\_HR\_ACCT\_LINE** query (must be run as [Scheduled Queries](#)). Use the BFET Program Code in the query prompts.

The **QFS\_GL\_PROGRAM\_ACCT\_ANALYSIS** query data can be put into a pivot table to show total funding by funding source as well as funding by budget item which can be used for invoicing in [Online Budget and Invoicing System](#) (OBIS) and reporting on the Local Certification Form. When using this data, be sure to filter/sort data for only expense accounts.

-  Example below displays how to utilize the Search Criteria field values within the **QFS\_GL\_PROGRAM\_ACCT\_ANALYSIS** query and the **QFS\_GL\_PROGRAM\_HR\_ACCT\_LINE**. Note: the '5%' entered uses a wildcard '%' sign that pulls all values after 5 or all GL Accounts that begin with 5 - for Expenditures.

### QFS\_GL\_PROGRAM\_ACCT\_ANALYSIS - GL Program Account Analysis

\*Unit 
Project (Optional) 
Account (Optional) 
Year (Optional) 
Fund (Optional) 
Dept (Optional) 
Period (Optional) 
Journal ID (Optional) 
Class (Optional) 
Operating Unit (Optional) 
Journal Date From (Optional) 
To Journal Date (Optional) 
Program (Optional)

View Results

Download results in: Excel Spreadsheet CSV Text File XML File (11 kb)

View All

Row	Unit	Year	Period	Oper Unit	Account	Acct Descr	Type	Descr	Fund	Approp	Dept	Class	PC Bus Unit	Project	Activity	An Type	Amount	Journal ID	Descr
1	WA	2024	1	7	5000020	Exempt Managerial	E	Expense	001	123	40220	061					1736.000	PAY0345374	HR Payroll Journals
2	WA	2024	1	7	5000020	Exempt Managerial	E	Expense	001	123	40220	061					1736.000	PAY0354235	HR Payroll Journals
3	WA	2024	1	7	5000030	Exempt Professional/Technical	E	Expense	001	123	40220	061					677.000	PAY0345374	HR Payroll Journals
4	WA	2024	1	7	5000030	Exempt Professional/Technical	E	Expense	001	123	40220	061					677.000	PAY0354235	HR Payroll Journals
5	WA	2024	1	7	5010010	Old Age and Survivors	E	Expense	001	123	40220	061					143.310	PAY0345374	HR Payroll Journals

### QFS\_GL\_PROGRAM\_HR\_ACCT\_LINE - HR Acct PayCheck

\*GL Unit 
\*From Pay End Date 
\*To Pay End Date 
Fund (optional) 
Dept (Optional) 
Account (% for All) 
Program (optional)

View Results

Row	GL Unit	Oper Unit	Account	Account Description	Fund
ID	Name	Sum Amount	End Date		

## Student Financials - Student-related Expenses:

- Query SF-related expense data, such as Tuition, Books, Childcare, etc. Use the SF Query: **CTC\_SF\_ACCTNG\_LN\_WITH\_PROMPTS - Student Financials Transactions** with the FIN Query: **QFS\_GL\_ACCOUNT\_ANALYSIS**. Pivot by GL Account# 1000199 and compare SF detailed transactions with Student ID numbers with the GL Summary data using GL Account# 5XXXXXX.

CTC_SF_ACCTNG_LN_WITH_PROMPTS													
Acct	1000199												
Sum of Amount		Period											
Item Type	Line Descr	ID	1	2	3	4	5	7	8	9	10	11	12 Grand Total
912000000400	BFET Tuition	1010		752.25							2,745.80		2,745.80
		1010											752.25
		2029								2,512.00			2,512.00
		2029								503.87			503.87
		2029									757.65		757.65
		2029									1,679.40		1,679.40
		2029									1,269.92		1,269.92
	BFET Tuition Total		10,467.04	32,965.57	21,872.29	10,892.01	9,124.12	16,924.22	6,194.38	7,400.45	31,691.12	9,018.02	158,745.38
912000000400 Total			10,467.04	32,965.57	21,872.29	10,892.01	9,124.12	16,924.22	6,194.38	7,400.45	31,691.12	9,018.02	158,745.38
912000000410	BFET Books	1010					476.74						476.74
		1010									250.00		250.00
		1010		135.16				246.73			114.27		496.16
		1010	(257.08)										(257.08)
		2029							250.00		250.00		500.00
		2029							247.06				247.06
		2029							249.70			91.15	340.85
		2029									249.14		249.14
		2029										65.84	65.84
		2029									281.68	(53.48)	228.20
		2029									144.75	0.00	144.75
		2029									161.66	0.00	161.66
		2029										65.84	65.84
		2029									250.00		250.00
		2029										65.84	65.84
		2029										65.84	65.84
	BFET Books Total		(1,904.47)	4,637.95	4,267.87	1,712.81	7,686.58	2,013.22	2,548.41	8,013.03	515.88	9,904.33	40,943.28
912000000410 Total			(1,904.47)	4,637.95	4,267.87	1,712.81	7,686.58	2,013.22	2,548.41	8,013.03	515.88	9,904.33	40,943.28
Grand Total			8,562.57	37,603.52	26,140.16	12,604.82	16,810.70	18,937.44	8,742.79	15,413.48	32,207.00	18,922.35	199,688.66

QFS_GL_ACCOUNT_ANALYSIS													
Account	5020080												
Sum of Sum Amount		Period											
Fund	Dept	1	2	3	4	5	6	7	8	9	10	11	12 999 Grand Total
146	80210	8,562.57	37,603.52	26,140.16	12,604.82	16,810.00	19,754.31	7,925.92	15,413.48	32,207.00	18,922.35	3,743.83	(199,687.96) 0.00
846	80210	0.00	0.00	0.00	0.00	16,810.70	(16,810.00)	0.00	25.00				(25.70) 0.00
Grand Total		8,562.57	37,603.52	26,140.16	12,604.82	16,810.70	0.00	19,754.31	7,950.92	15,413.48	32,207.00	18,922.35	3,743.83 (199,713.66) 0.00



### Additional notes:

SF is looking at internal cash [GL Account 1000199] and GL is looking at expenses [GL Accounts 5XXXXXX] so the two amounts should offset each other to zero. The example above (see period 8 and row 6) and below (Fund 846 Sum Amount \$25.00) provides a college that is out of balance by \$25 between SF and GL. This would provide them with the ability to drill down to do additional research at the student level. In this case however, the difference was due to a manual entry that happened only on the GL side and did not flow back to SF.

Fund	Appr	Dept	Dept Descr	Clas	Sum Amount	Journal I	Descr	State Purp	Sta	Date	Subsid	Sox	PC Sta
146		80210	BFET 50%	161	5456.730	0000289470	2ND JOURNAL SET FEB 20TH-28TH	N	P	2/20/2023		EXT	N
146		80210	BFET 50%	161	2469.190	0000289470	2ND JOURNAL SET FEB 20TH-28TH	N	P	2/20/2023		EXT	N
846		80210	BFET 50%	271	25.000	0000280706	FY2023 PERIOD 3 1000199 CORREC	N	P	2/3/2023		EXT	N

## Totals do not match up? Troubleshooting SF Details/ Transactions

- i** Use the following queries to troubleshoot and dive into details of student expenses for a given period, outstanding charges, etc.
- **QCS\_SF\_STDNT\_GRP\_PYMNT\_DETAIL** - This query shows student groups and the payment information for specific quarters (most common and useful).
  - **QCS\_SF\_STDNT\_ACCOUNT\_DTL\_BAL** - This query provides student account details including term-specific balances.
  - **CTC\_CS\_SF\_STDNT\_OUTSTDNG\_CHRG** - This query provides outstanding charges on student accounts for specific terms.
  - **QCS\_SF\_ITEM\_TYPE\_STDNT\_CHARGES** - This query shows charge item types applied to student accounts.
  - **QCS\_CC\_STDNT\_GRP\_BALANCES** - This query shows outstanding remaining balances ( + / - ) on prompted Student Group and Institution.

## 4. Create a PeopleSoft Invoice

- i** Combine the administrative total from the **QFS\_GL\_PROGRAM\_ACCT\_ANALYSIS** query and the student total from the **CTC\_GL\_SF\_ACCTNG\_LN\_WITH\_PROMPTS** or **QCS\_SF\_STDNT\_GRP\_PYMNT\_DETAIL** to get the total up-front funding the college leveraged for BFET administrative and student costs. Depending upon your college business practice decision, your department may already have in place the 50% reimbursement calculation within the Payroll Combo Code and/or Item Types. Check with your local college business practices. If your college does not have it in place, divide that total in half to get the 50% amount the college can invoice SBCTC. This is the amount you will invoice in ctcLink and in OBIS. Please refer to the SBCTC BFET Fiscal Guidelines for detailed budget and invoicing guidelines.

💡 Utilize your college's **BFET Reutilized Funding ChartString (fund 146)** on the invoice so that the payment is deposited into that ChartString per BFET policy. Consider setting up a Billing Charge Code for this ChartString to make invoicing faster.

❗ Per SBCTC, please use **AR OFFSET** or **CONTRACT ASSET** as the default or GL Account **1010050** for Finance-related billing. If you have questions, please contact the [SBCTC Accounting Team](#).

Please use the **AR Customer** for the State Board for Comm & Tech Colleges: **FIN00107**

Use the Billing Prep analysis to create a manual Billing Invoice and use the following QRGs as a guide to create either a Standard or Express Bill in ctcLink:

- **QRG:** [Create a Standard Bill](#) or [Create an Express / One-Time Bill](#) - The PeopleSoft invoice will be used for internal purposes for you will create an OBIS Invoice to submit to the State Board. The reimbursement payment will be matched to the PeopleSoft invoice.
- **QRG:** [Creating a Bill Charge Code](#) - Creating a BFET charge code can help expedite when creating an invoice.
- **QRG:** [Copying a Bill](#) - After you've successfully created a BFET PeopleSoft invoice, follow these steps to copy the invoice. Be sure to update the Amounts, Header/Line Notes for the new invoice.

INVOICE						
Invoice No:		MSC-000021227				
Invoice Date:		8/25/23				
Page:		1 of 1				
<b>Remit To:</b> 11605 132nd Avenue NE Attn to: Accounts Receivable Kirkland, WA, 98034		<b>Customer Number:</b> FIN00107 <b>Payment Terms:</b> Immediate <b>Due Date:</b> 8/25/23				
<b>Bill To:</b> State Board for Comm & Tech Colleges Grant Coordinator PO Box 42495 Olympia WA 98504-2495 United States		<b>AMOUNT DUE:</b> 51,140.16 USD				
		Immediate				
		<b>Amount Remitted</b>				
For billing questions, please call 425-739-8184						
Line	Identifier	Description	Quantity	UOM	Unit Amt	Original Net Amount
1	BFET_BEN	BFET Benefits 146--161-80210-4020120--	1.00	EA	5,000.00	5,000.00
2	BFET_SAL	BFET Salaries 146--161-80210-4020120--	1.00	EA	20,000.00	20,000.00
3	BFET_SF_EXPE NSES	BFET SF Expenses-Books 146--161-80210-4020120--	1.00	EA	4,267.87	4,267.87
4	BFET_SF_EXPE NSES	BFET SF Expenses-Tuition 146--161-80210-4020120--	1.00	EA	21,872.29	21,872.29
<b>Subtotal:</b>						51,140.16
<b>Amount Due:</b>						51,140.16
July 1 - 31, 2023 BFET REIMBURSEMENT PROGRAM EXPENSES OBIS Award ID# 260-BFET24						
Line	Identifier	Description	Quantity	UOM	Unit Amt	Net Amount
1		BFET Admin Expenses 146--161-80210-4020120--	1.00	EA	25,000.00	25,000.00
2		BFET SF Expenses 146--161-80210-4020120--	1.00	EA	26,140.16	26,140.16
<b>Subtotal:</b>						51,140.16
<b>Amount Due:</b>						51,140.16
JULY 1 - 31, 2023 OBIS Award ID# 260-BFET24 BFET REIMBURSEMENT PROGRAM EXPENSES ADMIN = 25,000 salaries + 5000 benefits SF = 21,872.29 tuition + 4,267.87 books						

## 5. Submit OBIS Billing according to the BFET Program and/or Fiscal Requirements.

- Utilize data from the queries mentioned above to complete the billing and associated reporting (Local Match Certification form).

- Enter the PeopleSoft generated Invoice Number as the OBIS Invoice Number. Utilize the Comments section for additional details if needed.

The screenshot displays the OBIS Billing form. At the top left, the 'Invoice Number' is set to 'MSC-21225', with a red arrow pointing to it from a label 'MSC-21225'. Below this, the 'Invoice Start Date' is 'July 1, 2023' and the 'Invoice End Date' is 'July 31, 2023'. The 'Invoice Contact' section is partially obscured. To the right, the 'INVOICE' summary box shows 'Invoice No: MSC-0000021225', 'Invoice Date: 8/24/23', and 'Page: 1 of 1'. Below this, 'Customer Number: FIN00107', 'Payment Terms: Immediate', and 'Due Date: 8/24/23' are listed. A blue text box in the comments section states: 'Optional to add details, such as your PeopleSoft Invoice #, notes or additional information in the comments section.' At the bottom, a table lists various activities and their associated costs.

Activity	Salary and Wages	Employee Benefits	Goods and Services	Travel	Client Services	Tuition	Books	Clothing	Indirect	Digital Supports	Phone and Internet	Total
General	0.00	0.00	0.00	0.00	0.00				0.00			0.00
Tuition						0.00						0.00
Participant Reimbursement							0.00	0.00		0.00	0.00	0.00
100% Funding	0.00	0.00	0.00	0.00		0.00			0.00			0.00
Work-based Learning Wages Subsidized with BFET Funds Only	0.00	0.00	0.00	0.00			0.00	0.00		0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Process complete.

## Video Tutorial

The video below demonstrates the process actions described in the steps listed above. This video includes audio and closed captioning. Select the play button to start the video.

## Video Tutorial Via Panopto

View the external link to the [Introduction to BFET](#) training session. This link will open in a new tab/window.