

**DEPARTMENT OF LABOR
INDIVIDUAL DEVELOPMENT ACCOUNT PROGRAM
TECHNICAL POLICY MANUAL**

CTDOL Access Database Instructions

ENTERING NEW CLIENTS

1. From the Main Menu, click the “Add New Client” button
2. Enter in as much information as possible on all of the tabs listed (“General Client Information,” “Registration Information,” “Demographics” and “General Account.”)
3. The client will NOT be added unless the SSN is entered and the Savings Goal, Match Ratio, and Max Match are all entered.

NEVER DELETE CLIENTS unless they were accidentally entered.

EDITING CLIENT INFO

1. From the “Main Menu” screen, click on the client’s name, change any information as required.

ENTERING CLIENT ACCOUNT ACTIVITY

Deposits/Interest (except Emergency Withdrawal Payback)

1. From the “Main Menu” screen, click on the client’s name.
2. The “General Client Information” screen will come up.
3. Choose the year for which you want to input data from the “Choose A Year of Account History” drop down menu. (So if it is September 2012 and you want to record a December 2011 transaction, you would enter the year 2011.)
4. Click the “View Account Data” button.
5. Using the drop down menu, choose the month for which you will be entering data.
6. IMPORTANT...you must record the Month of the transaction on the first screen (“Deposit/Interest”) in order to have that month appear in the other tabs.
7. After recording the Month in the “Deposit/Interest” tab you can switch tabs, if necessary.
8. Move to different columns by hitting the “tab” key or the arrows on your keyboard.

NOTE: The system will not allow you to record a deposit of more than \$500 in any single entry. If a lump sum deposit is greater than \$500 it will need to be entered as more than one deposit. The deposit date should stay the same. (For example, if there was a \$600 deposit in September, 2007, you would have to record it as two entries: \$500 for September 2007 and another \$100 also for September 2007.)

Entering Emergency Withdrawal Payback

Due to state laws which limit annual matching amounts, we use the following process to maximize the matching available to a client and apply current paybacks to prior years.

1. From the “Deposit/Interest” tab, choose the “Emer Pay Back” option in the drop down box (do NOT apply an Emergency Withdrawal Payback to a month).
2. Enter in the rest of the transaction as if it were a deposit

**DEPARTMENT OF LABOR
INDIVIDUAL DEVELOPMENT ACCOUNT PROGRAM
TECHNICAL POLICY MANUAL**

Asset Withdrawals

When recording an asset purchase in the “Assets Withdrawal” tab, only enter the amount withdrawn from the participant’s IDA in the “Amount of Withdrawal from IDA for Asset Purchase” column. Do not include the match amount; the database will automatically calculate it.

Withdrawals (other than Asset Withdrawals and Emergency Withdrawals)

To record a withdrawal for this purpose you need to enter it on the “Deposit/Interest” tab as a negative deposit. (For example, if a participant deposits \$600 in one year [assuming a 2:1 match], you will need to have them withdraw \$100. Enter -\$100 in the “Total \$ Amount of Deposits” column.)

Emergency Withdrawals

1. Go to the “Emergency Withdrawals” tab and enter information. REMEMBER: The month has to be entered in the “Deposits/Interest” tab in order for it to appear in the “Emergency Withdrawals” tab.

Exiting Clients

1. From the Main Menu click on the client’s name, choose the “Exit/Leave Info” tab and complete the Exit information.
2. Participant accounts that are closed and exited must also have any remaining funds zeroed out from the account upon exit. A negative deposit will need to be entered to show the account as zero.

Leave of Absence

1. From the Main Menu click on the client’s name, choose the “Exit/Leave Info” tab and complete the Leave of Absence information.

Erasing/Deleting a Transaction

1. Click the arrow to the left of the transaction line and hit the “Delete” key.
or
2. You can just change the data in the line to \$0. It won’t delete the line but it will have the same result.
3. You may have to “Close” the screen and re-open it for the deletion to record properly.

Data Entry

DOL requests that each agency assign one person to do the data entry for the IDA Program, and that all data entry be done by this person.

For technical assistance contact Marie Hawe (marie@cafca.org or (860) 832-9438 x2202).