Wyoming Community College Commission

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Local Provider Instruction Manual for Drawdown Portal

1/2/2019

This manual provides the necessary instructions for use of the Official Wyoming State ABE Budget Management and Drawdown website. The portal and all software are subject to update at any time, which may result in changes or discrepancies with the depictions shown herein. Substantial changes will result in updates to this manual. Questions regarding the use and functioning of this website or software should be directed to the Wyoming State ABE Director or the Director of Federal programs. 307-777-7885 or 307-777-7175. This application is intended for authorized users only.

Background Information:

- Dynamic platform which allows immediate availability of budgets and balances.
- Allows up to two (2) people per site to have access to drawdown and budget information.
- Email notifications confirming receipt and approval of the draws.
- Greater flexibility in drawdowns within categories – reducing requests for budget changes.
- Ability to print budgets and monthly draws

Initial Agreement:

Each provider receives one Agreement with 1-4 budgets depending on the funding awarded:

ABE – Federal/State
Corrections & Other Institutions - Federal
IELCE
Leadership / Special Projects (Federal or State funds)

NOTE: Corrections and Leadership have been separated from the current drawdown sheet and now have their own separate forms.

Navigating the System:

The "BACK" button on your browser does not function with this program.

The system will "Time Out" after 15 minutes of inactivity, you'll be prompted to login again.

The "Enter" key does not function with this program, you must point and click with your mouse to navigate the system.

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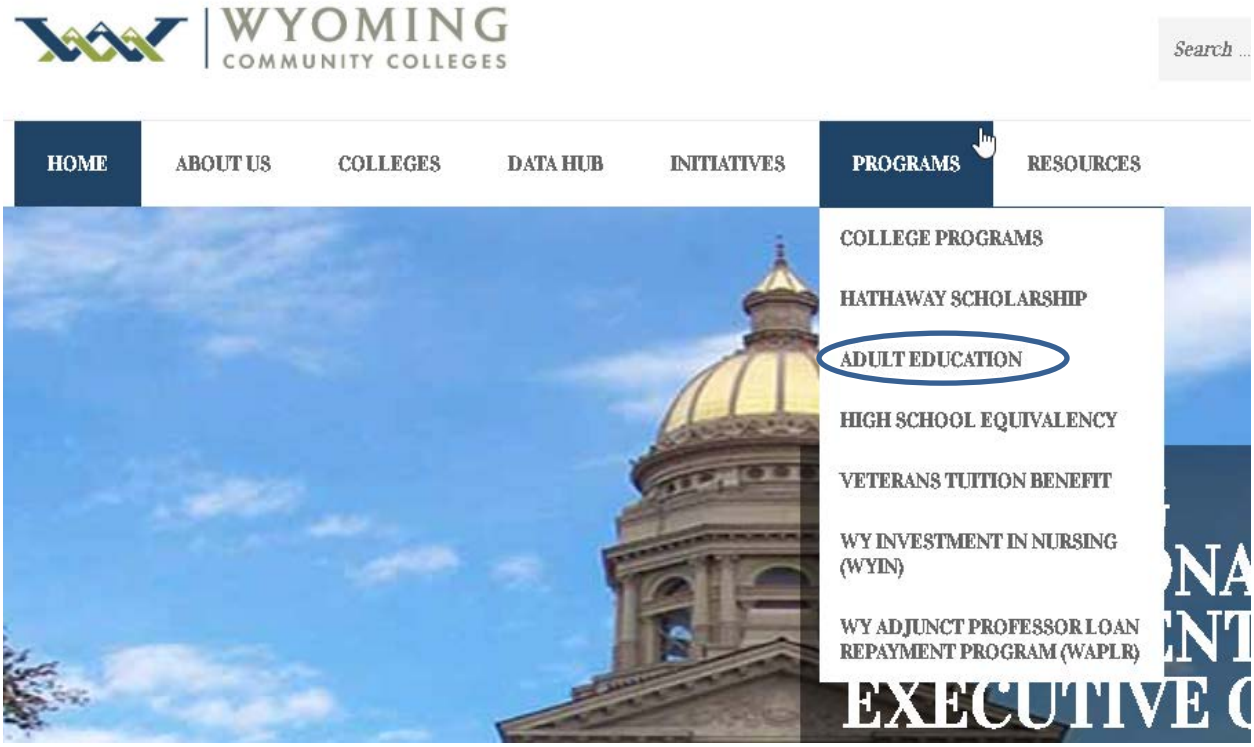
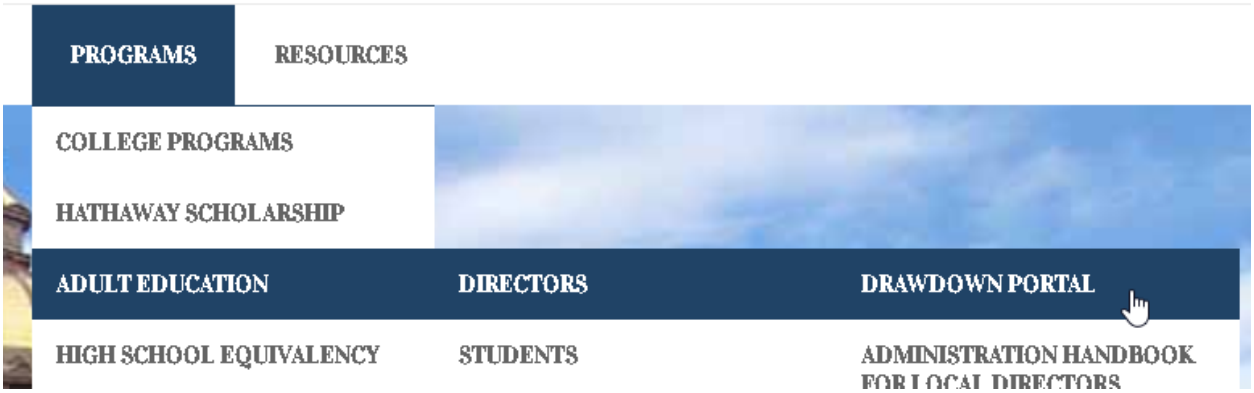
A. Registering in the WCCC Portal:

Each program director will register themselves using this procedure. Local program directors should also direct new local users to this process. Open a browser (Google Chrome and FireFox work best, *Internet Explorer or EDGE* do not work) and navigate to the WCCC home page www.communitycolleges.wy.edu Select the "Programs" button on the top right of the page.



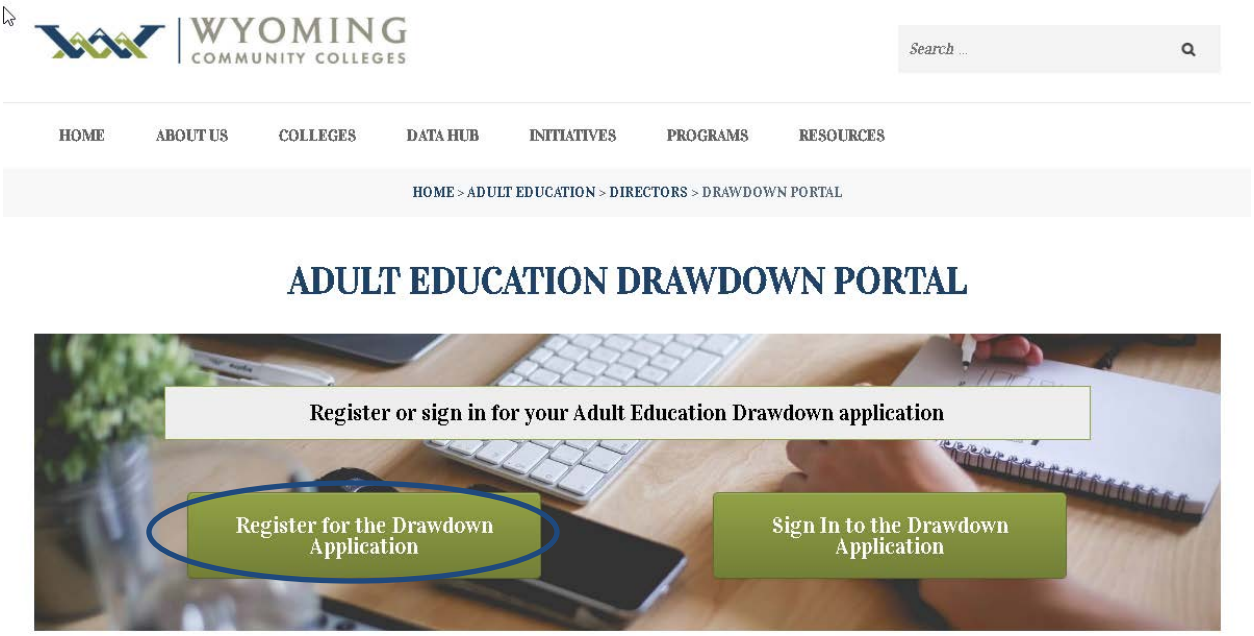
There are two ways to get to the drawdown portal.

1) Hover over Adult Education, then Directors, and Click on "Drawdown Portal" as shown below.



2) Hover over Adult Education and **click** on ”Directors”. Scroll down to “Drawdown Portal” and click.

On the next screen, you have a choice to “Register for the Drawdown Application” or “Sign In.”



Click on “Register for the Drawdown Application”

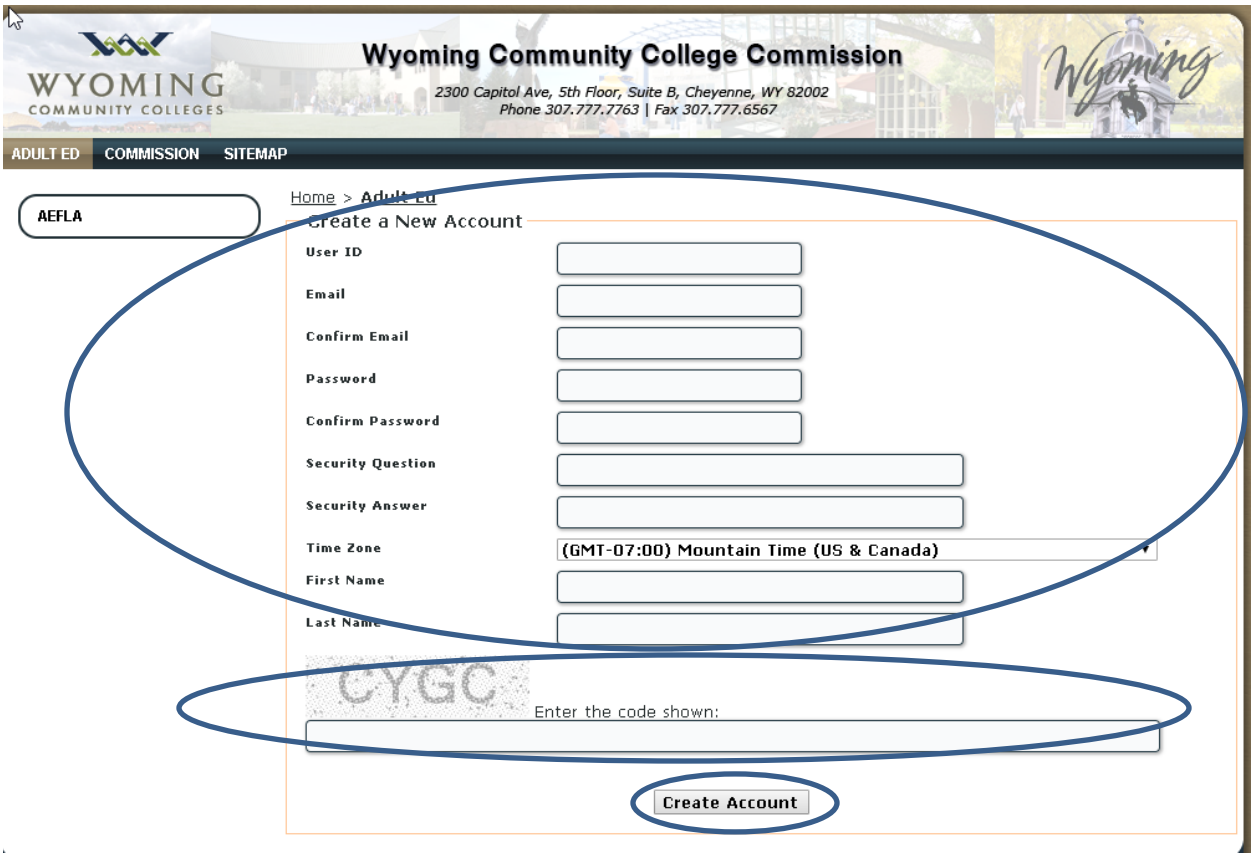
Note: The local AE director must email the Adult Education State Office the name(s) and email addresses of personnel being authorized access to the portal.

Complete all of the fields in the form that appear on your screen.

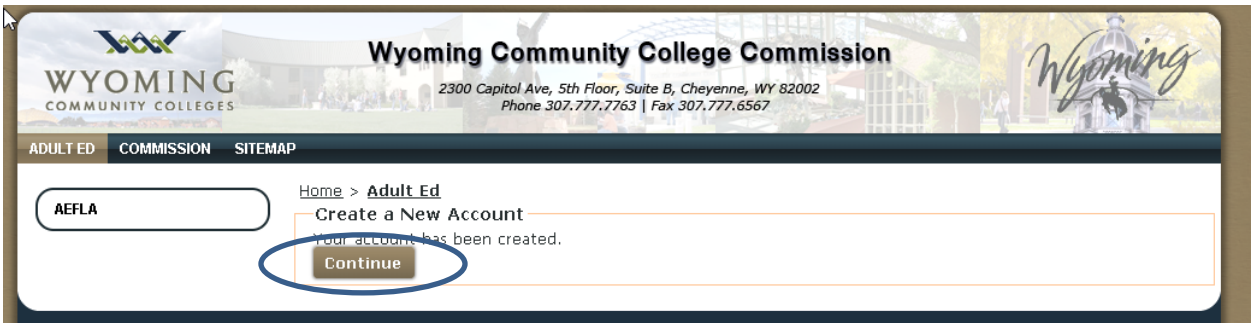
- The User ID has to be unique in the system or you will be prompted that the User ID is already in use and you will have to create another.
- Your email address must be accurate or you will not be able to finalize the registration process.
- The password must be between 7 and 10 characters, have at least one number, one capital letter and one special symbol.
- Create your own security question and answer; it will be used to recover your password should you forget what it is.
- The time zone should be defaulted to the correct zone, no action should be required.
- You must accurately input the number/letter captcha into the field “Enter the code shown.”

Now you can click on “Create Account.”

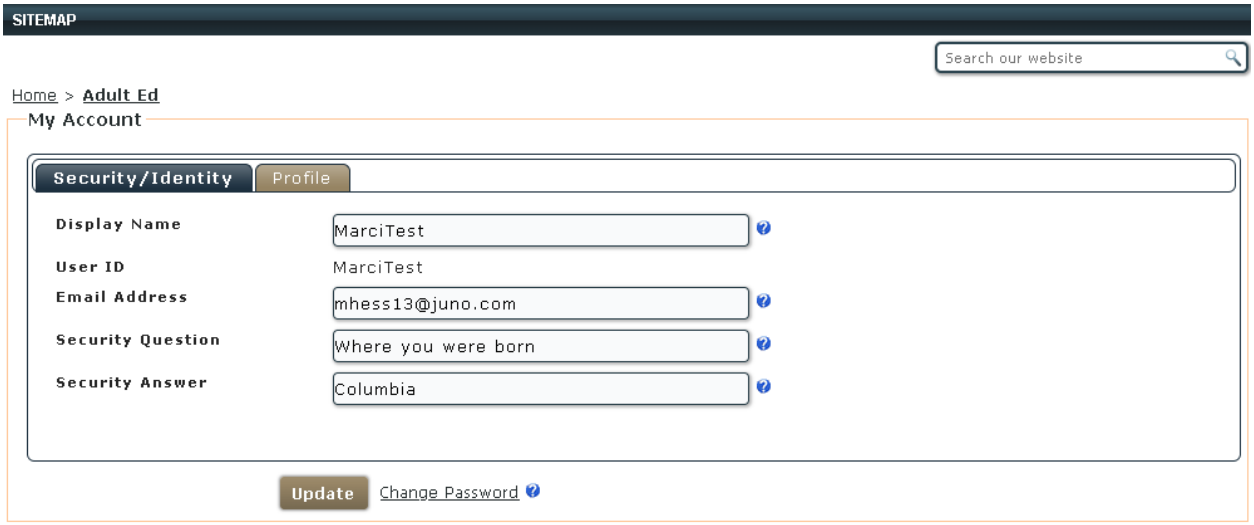
Note: If someone has had an account that has been deleted, you must re-create your account.



You will receive this screen in response to accurately completing the registration form. Click "Continue."



The AE State Office will send you an email once you are set up in the system. You will see a site map like the one below when you click the Continue button.

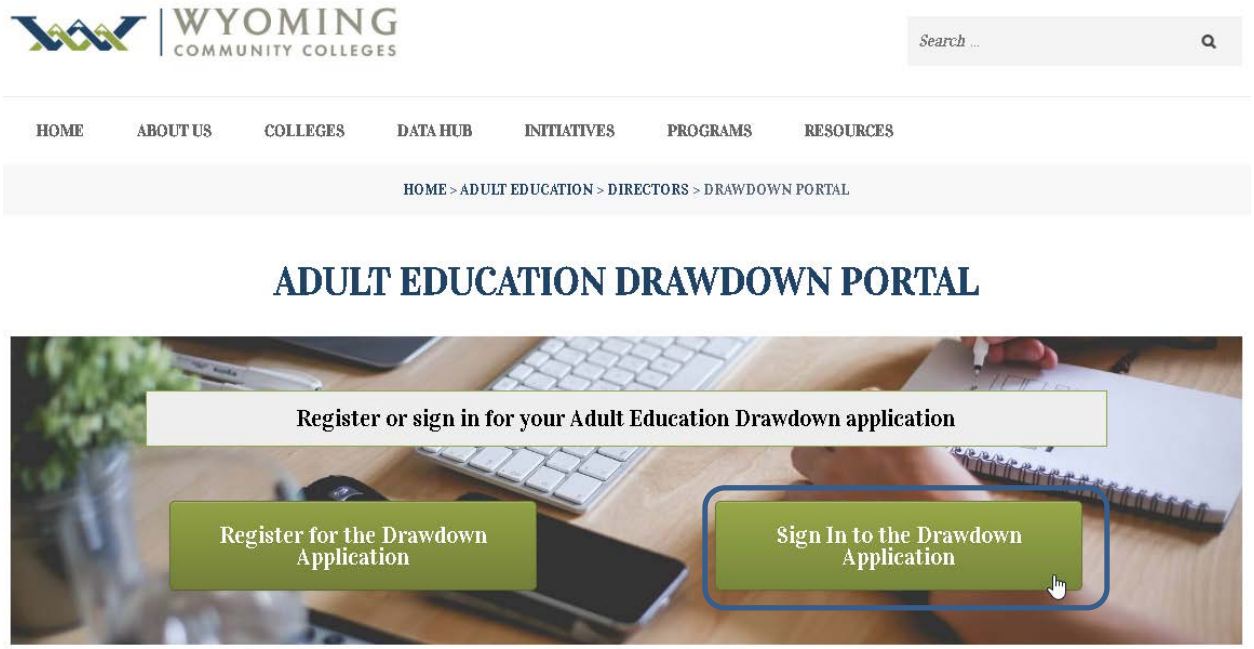


This does not give the user access to the AE System yet. You will receive an email from the AE State Program Manager or WCCC Staff that grants permission to access the local provider account. When a local staff member no longer needs access to the AE system, the local director must notify WCCC so that access for that user may be closed.

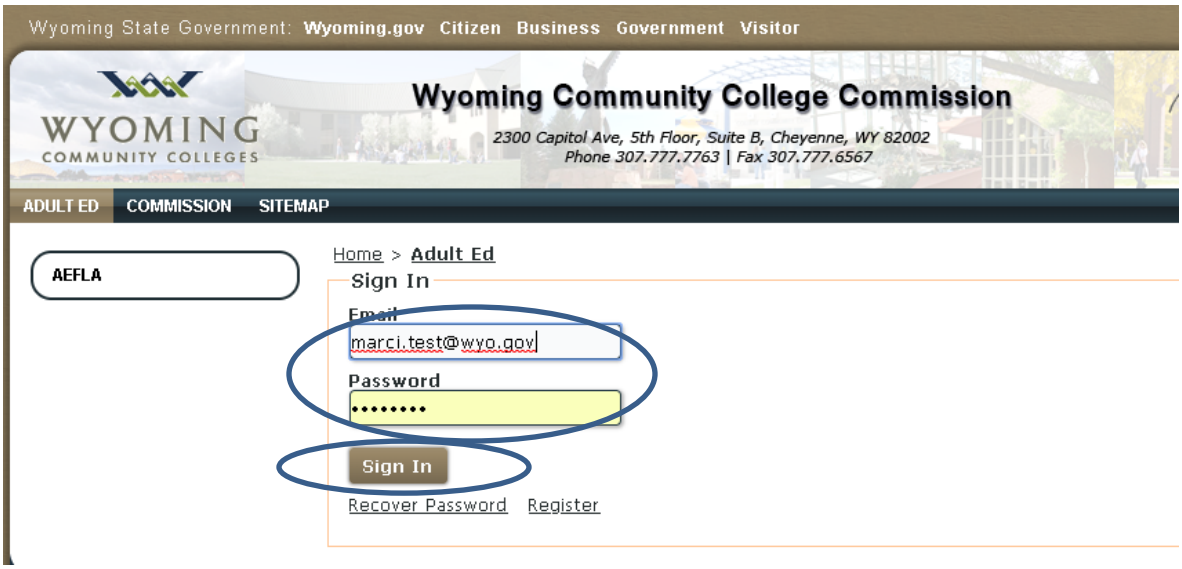
B. Procedure for Sign-In

Hover over “Programs” at the top of the homepage. Then hover over “Adult Education”, “Directors” then click on Drawdown Portal

On the next screen, click “ABE”

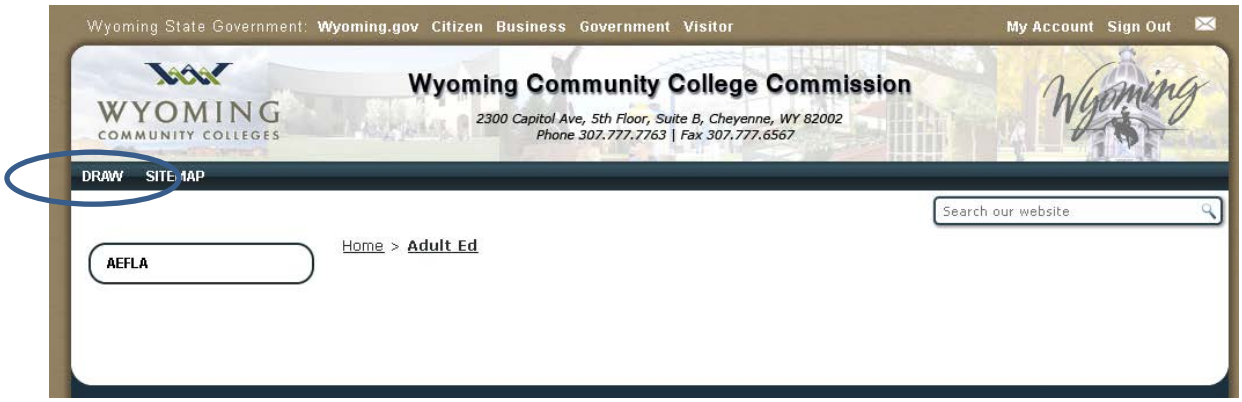


On this screen, click on “Sign In to the Drawdown Application.”



Fill in the “Email” and “Password” you created while registering, click “Sign In.”

Now that you’ve successfully signed in, you’ll note there is now a new tab across the menu bar, click on “Draw”

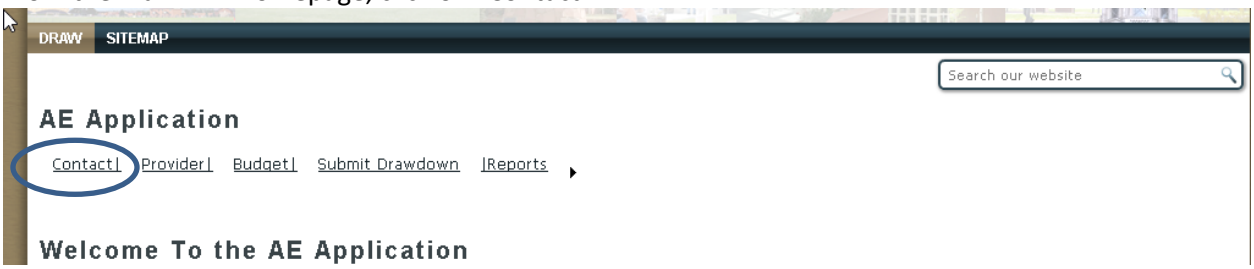


After clicking on “Draw”, you’ll note that you now have access to five (5) activity links, each is described in sections C through E:

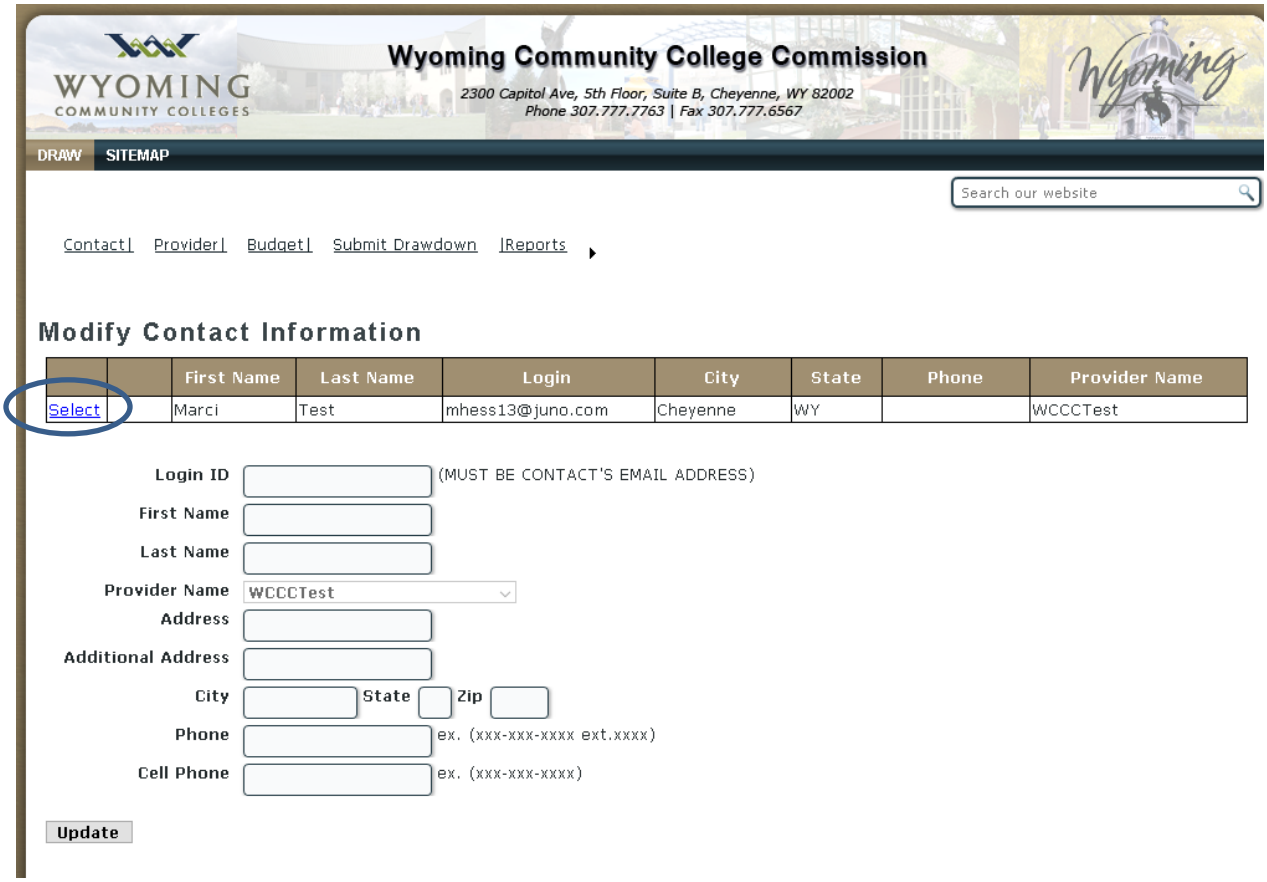
C. Updating Contact Information:

Once successfully logged in, you can view and update contacts associated with your local program. The original contact information is created by WCCC staff, you can update any information but the "Login ID."

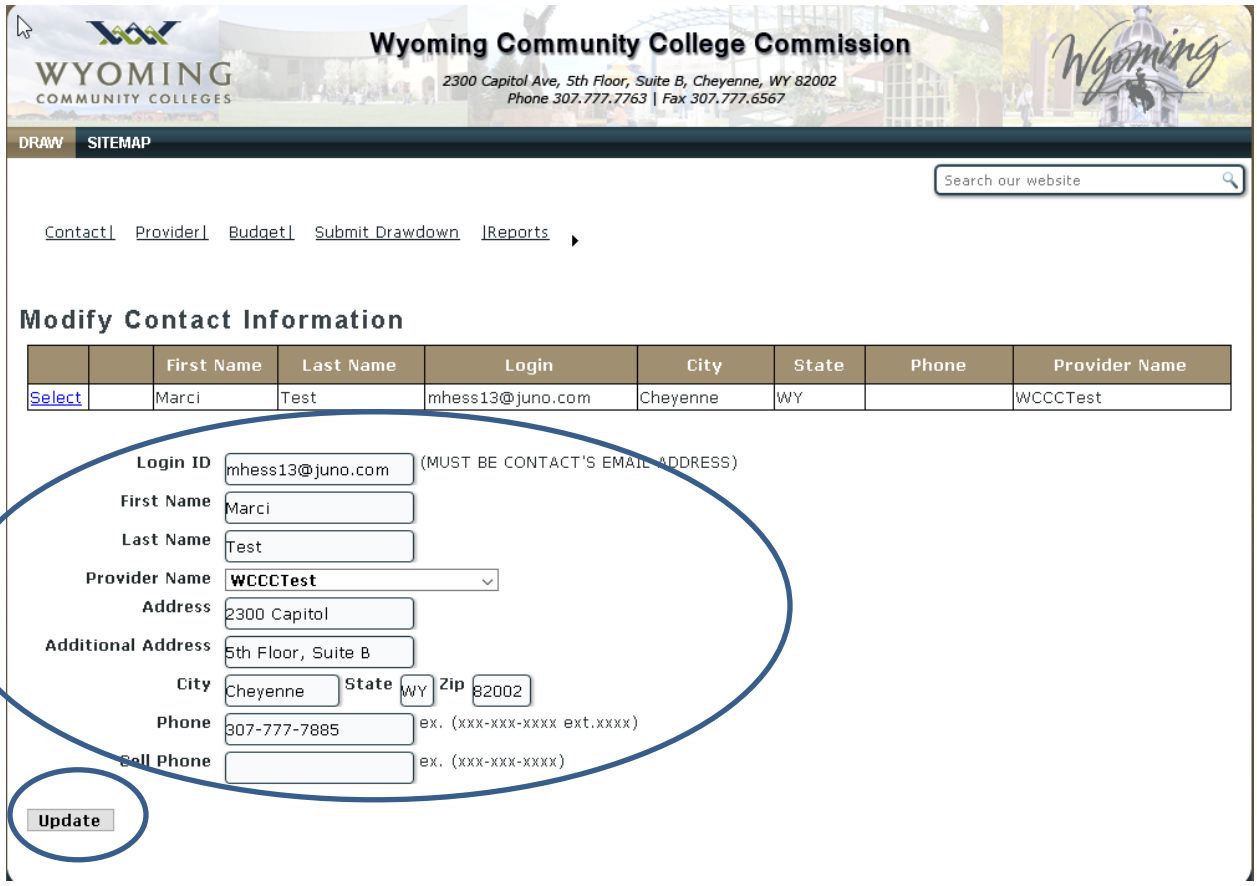
From the main ABE homepage, click on "Contact"



The following screen now appears. You can view all of the information on file for a contact by clicking "Select" in the left hand margin.



The information on file for the contact you've selected now populates the boxes below the grid. You have the ability to change anything but the Login ID. Make the changes as necessary, then click "Update" and the changes are saved.

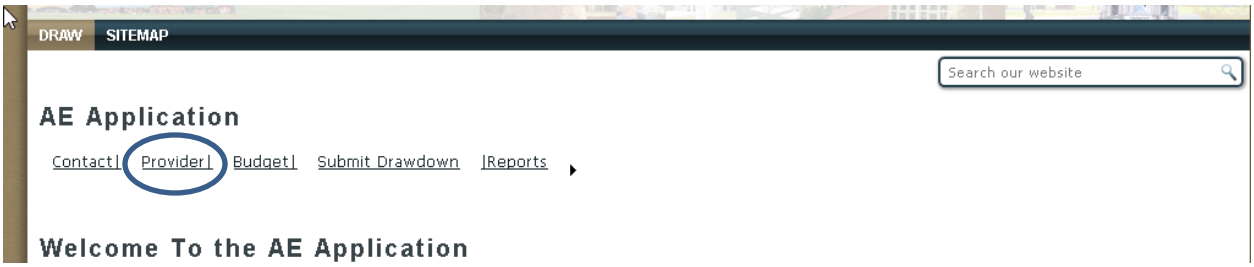


If a contact needs to be “deleted” or “disabled,” contact the WCCC ABE Program Manager via email identifying which contact needs to be disabled.

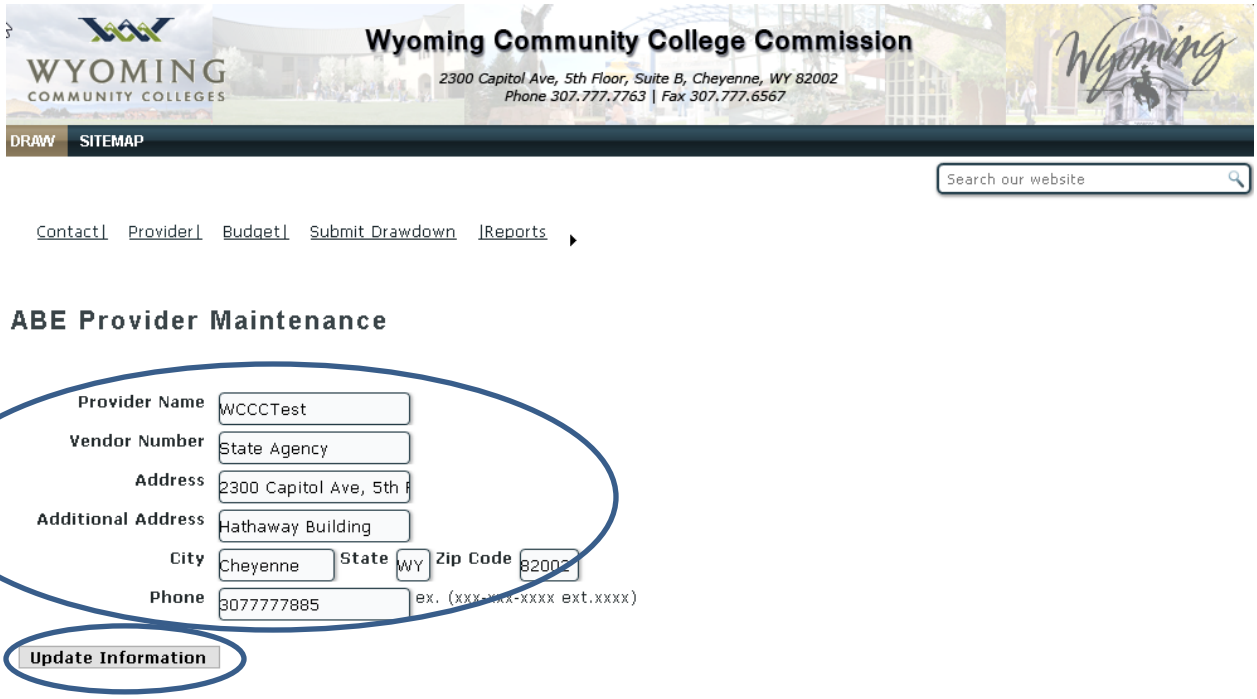
D. Updating Provider Information:

Once successfully logged in, you can view and update Provider information associated with your local program. The original Provider information is created by WCCC staff. You can update any information but the "Vendor Code".

From the main ABE homepage, click on "Provider"



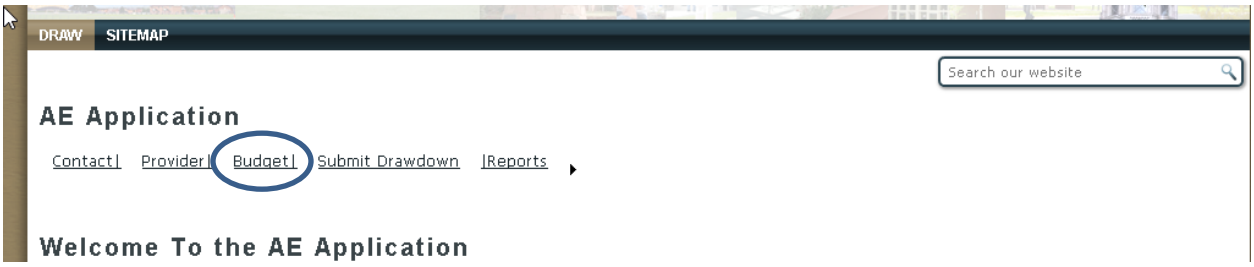
The following screen now appears. Make any changes necessary, then click on "Update Information" to save.



E. Viewing Budget Information:

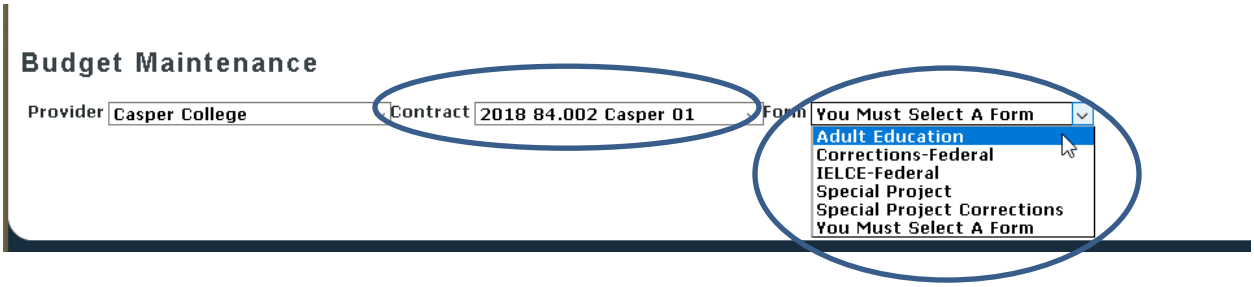
Once successfully logged in, you can view the budget information associated with your local program. All budget information is created by WCCC staff; you have "view" access only. If you note an error, send an email to the WCCC ABE Program Manager describing the error.

From the main ABE homepage, click on "Budget"



The following screen appears:

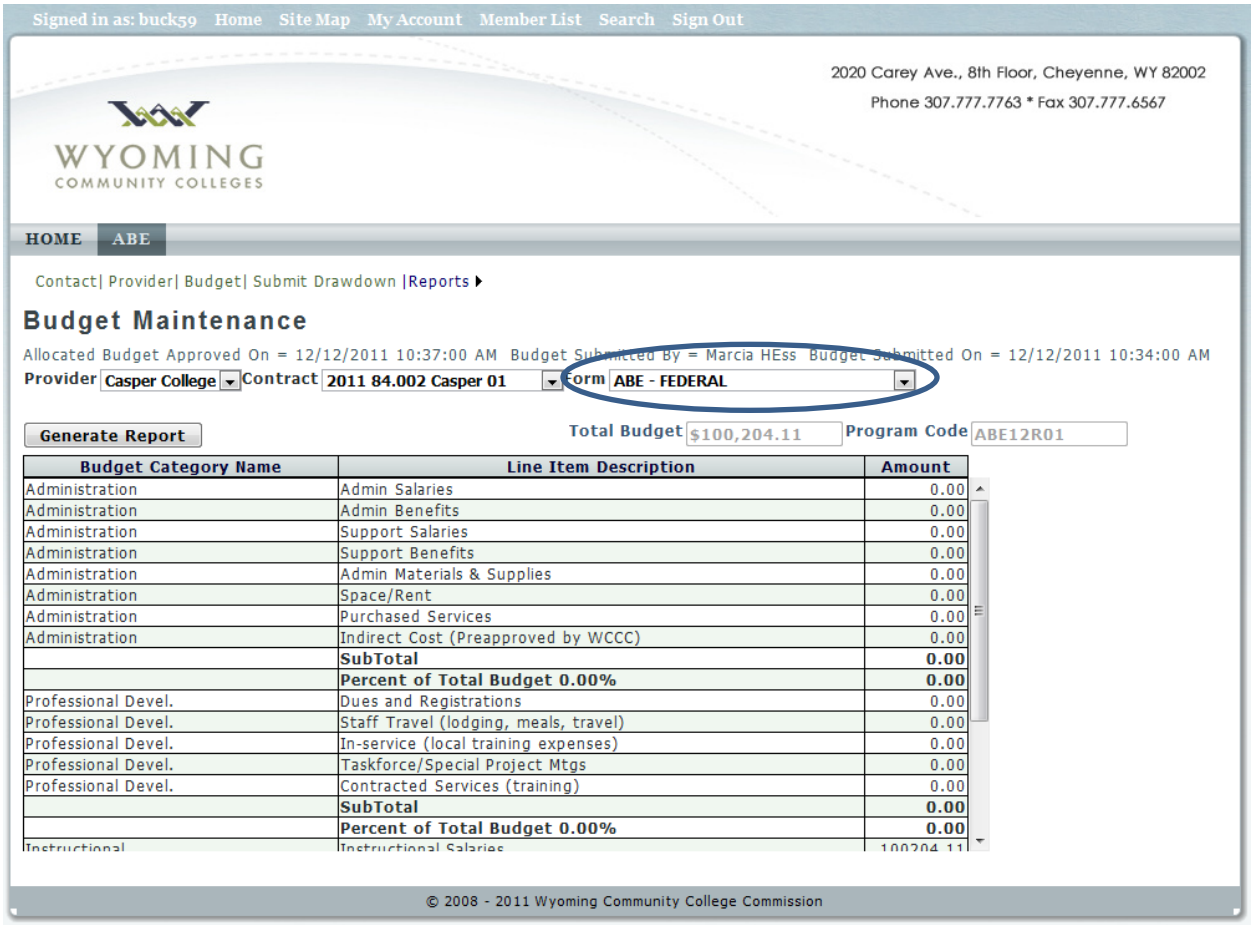
The “Provider” information is pre-populated with the provider you are associated with, you cannot see budget information for any other providers. To view budget information for your program, you must select which contract you want to see budget information for, click on the dropdown menu for “Contract” and select the contract you are currently operating under. All prior year and current year contracts will remain on the system indefinitely.



Your budget is broken out into all of the different “programs” you have contracted to perform. Each different “program” and “funding source” are on different “Forms” within the budget structure. You must select which “Form” you want to view the associated budget with. Click on the dropdown menu for “Form” and select the appropriate funding source. These will match your approved written budget negotiated with the WCCC.

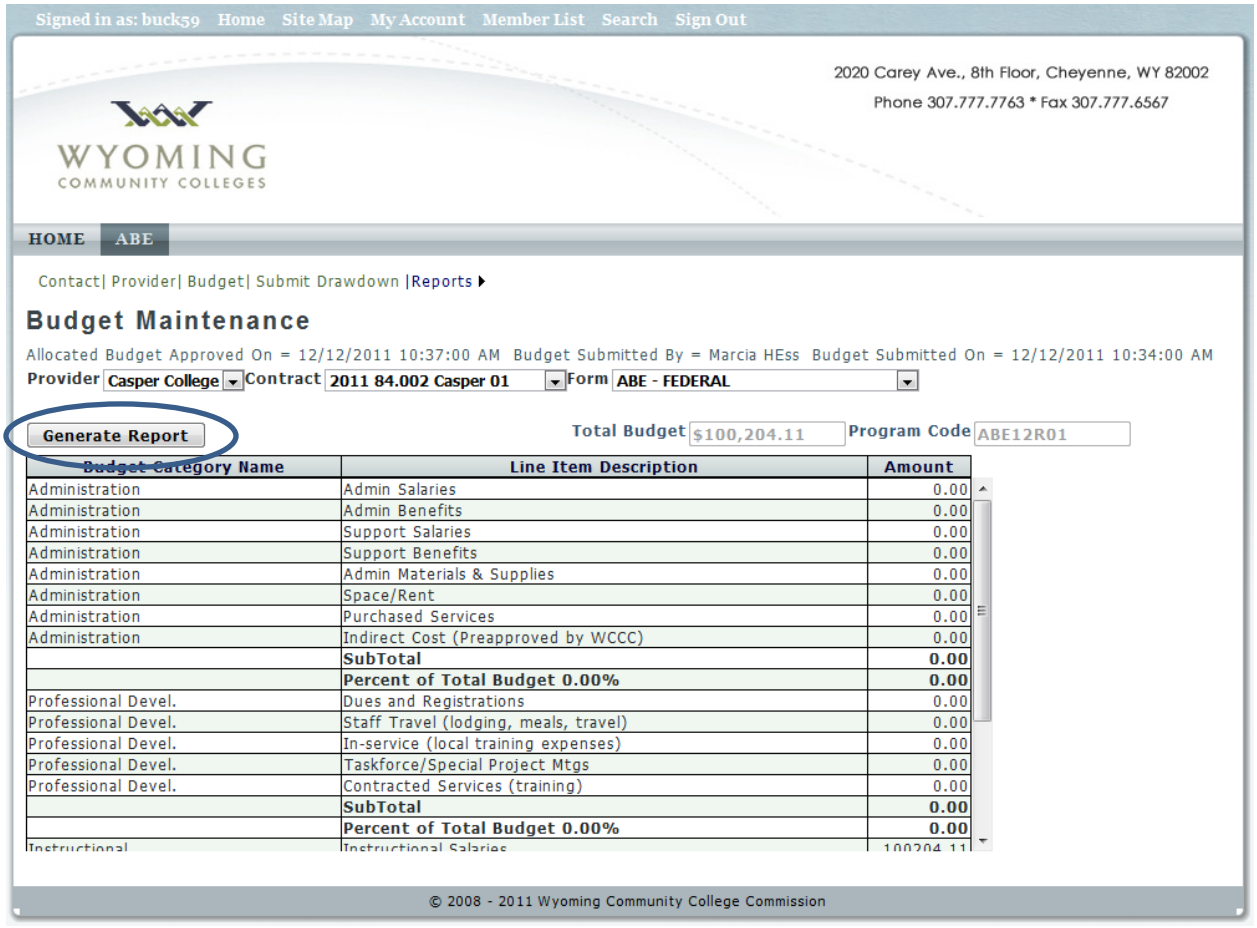
In the example below, this shows the budget for the ABE program funded with federal dollars. ABE funded with state dollars, EL Civics, Leadership and Corrections all have their own budget and form as depicted in your contract and approved written budget.

Note: there is a scroll bar on the right side of the grid which will allow you to view budget information below the viewing pane.

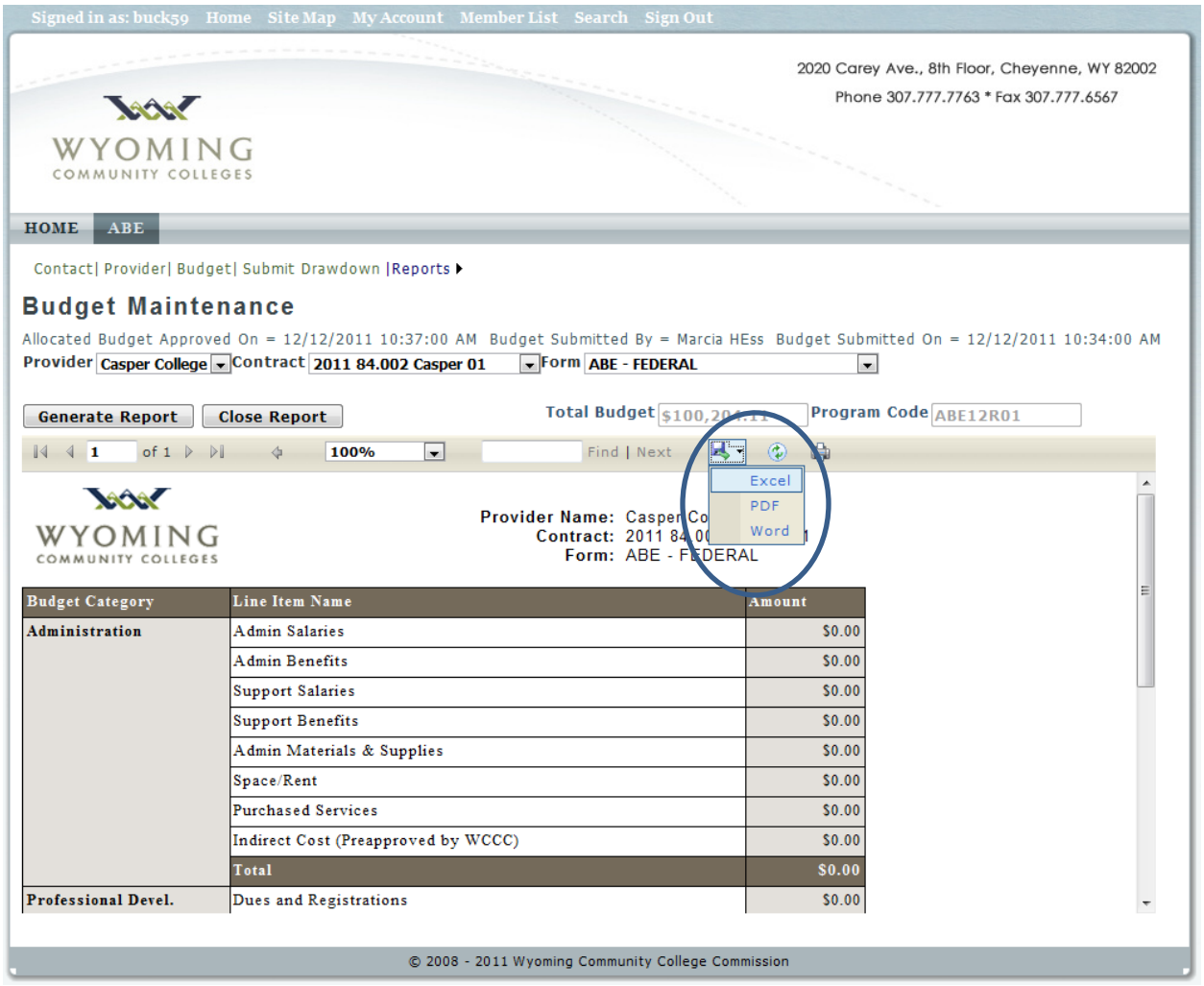


From this page, you can select the dropdown menu again and click on a different program to view the budget information for that program.

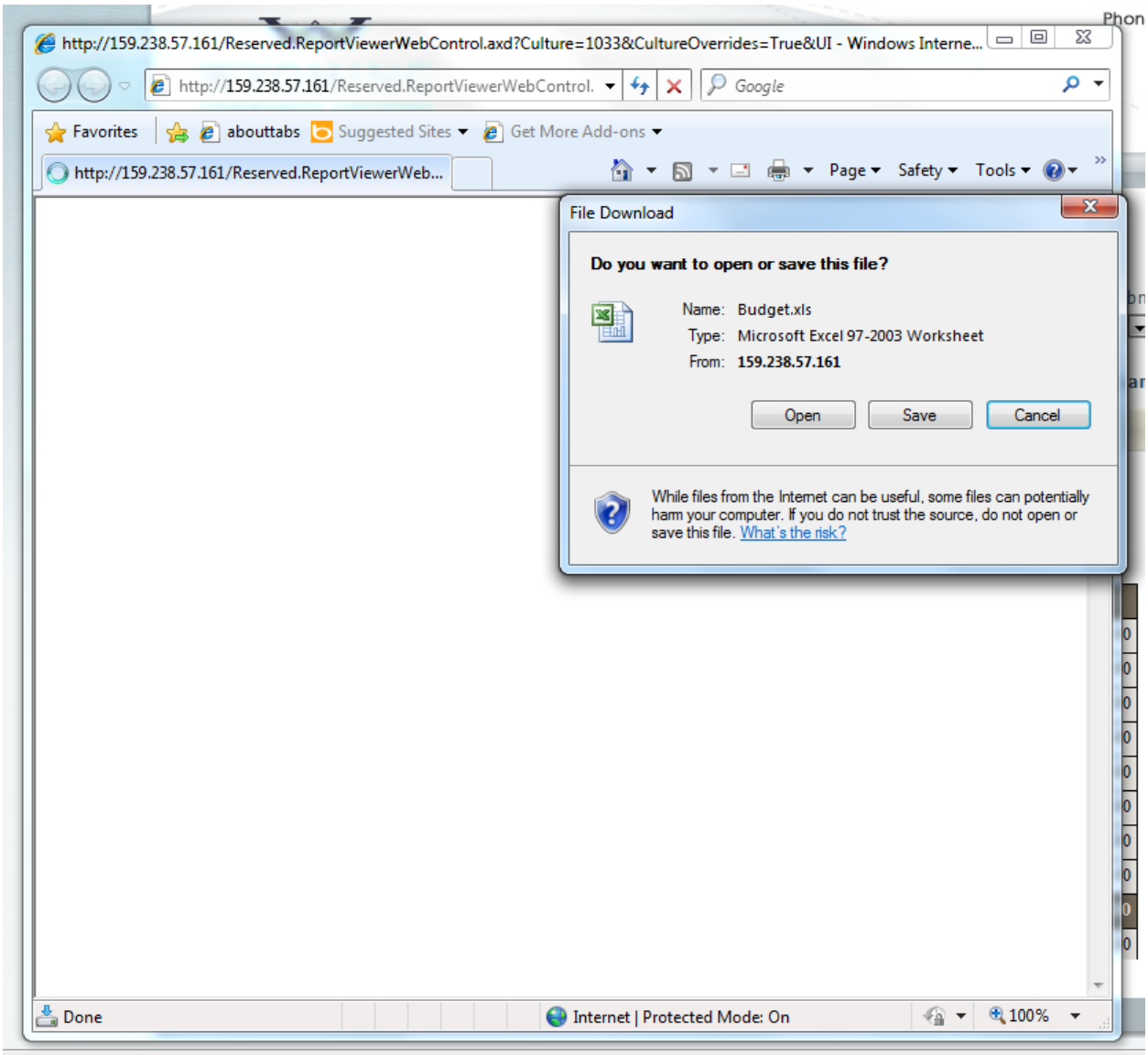
You can generate a report in either a Word®, Excel ® or Adobe ® PDF format and they can be saved electronically and/or printed for your own files. If you do not have Word ® or , Excel ®, you can obtain a copy of the free viewer here: http://www.microsoft.com/download/en/office.aspx?q=office (just type either "word viewer" or "excel viewer" in the search box. You can obtain a free copy of Adobe Acrobat here: http://get.adobe.com/reader/. When you have a budget selected and displaying on your screen, a "Generate Report" button appears to the upper left of the grid. Click "Generate Report."



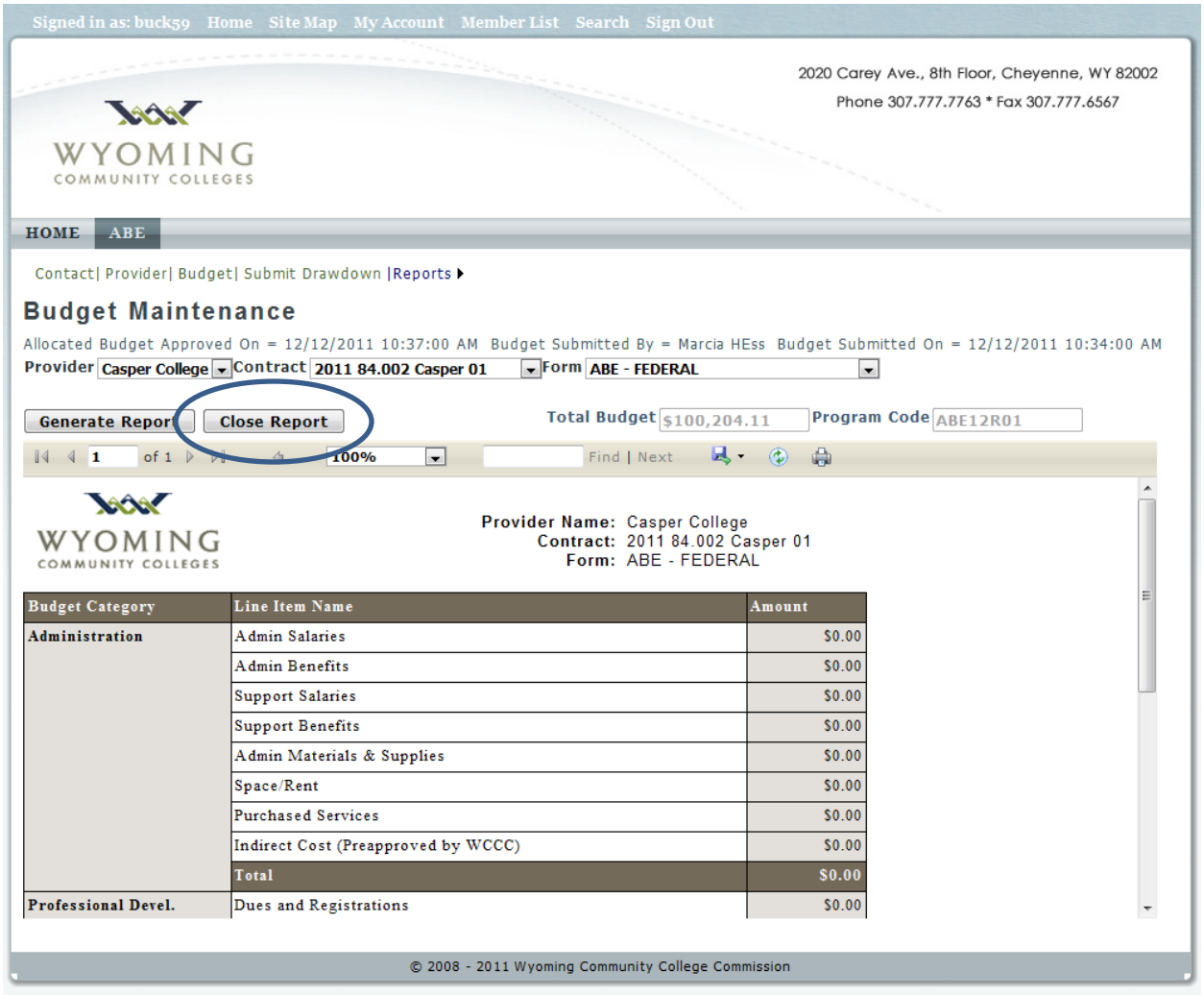
The following screen now displays on your screen. You can view the report information and/or you can save the report information as described above. To save the data in the report, click on the "disc with a little green arrow" which will activate a new window that will prompt you for the format you want the report saved in. Click on the format you desire the report to be displayed in.



The following screen(s) will appear, select if you want to “Open” or “Save” the report you just generated. Print the report as needed.


http://159.238.57.161/Reserved.ReportViewerWebControl.axd?Culture=1033&CultureOverrides=True&UI - Windows Interne...
http://159.238.57.161/Reserved.ReportViewerWebControl.
Google
Favorites
abouttabs
Suggested Sites
Get More Add-ons
http://159.238.57.161/Reserved.ReportViewerWeb...
Page
Safety
Tools
File Download
Do you want to open or save this file?
Name: Budget.xls
Type: Microsoft Excel 97-2003 Worksheet
From: 159.238.57.161
Open
Save
Cancel
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?
Done
Internet | Protected Mode: On
100%

You can exit the report screen by clicking “Close Report.”



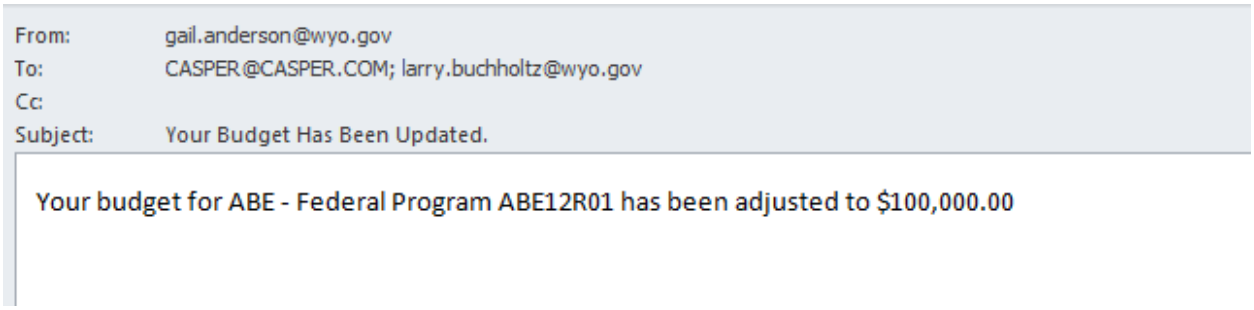
F. Budget Maintenance and WCCC Responsibility:

At the beginning of each program year, Providers enter into a contract with the WCCC to provide services. Once that contract is finalized, WCCC staff will input into the ABE system the necessary contract information that will enable the system to work. After the contract is finalized, the provider submits a proposed budget pursuant to the provisions of the contract. Once the budget is approved by the WCCC ABE Program Manager, each individual budget and line item are loaded into the ABE system by WCCC staff. This process also applies to any contract amendments that may be entered into during the course of the program year.

You will receive an email when each budget is input and approved. The date of the email will be the date the budget was approved, and the email will indicate which program and amount was approved.

Once you receive this email, you'll be able to view the "Budget" section of the system and review the individual line items that make up this budget as described in Section E above. Once again, if you determine there is an error in the line items that comprise the budget, email the WCCC ABE Program Manager with the details, they have the ability to change what was input.

Whenever a change is made on any of your budgets by WCCC staff, you will be notified via an email that informs you of the changes made (sample below). You can then enter the budget maintenance screens and review the specific line items within a budget that may have been updated.


From: gail.anderson@wyo.gov
To: CASPER@CASPER.COM; larry.buchholtz@wyo.gov
Cc:
Subject: Your Budget Has Been Updated.

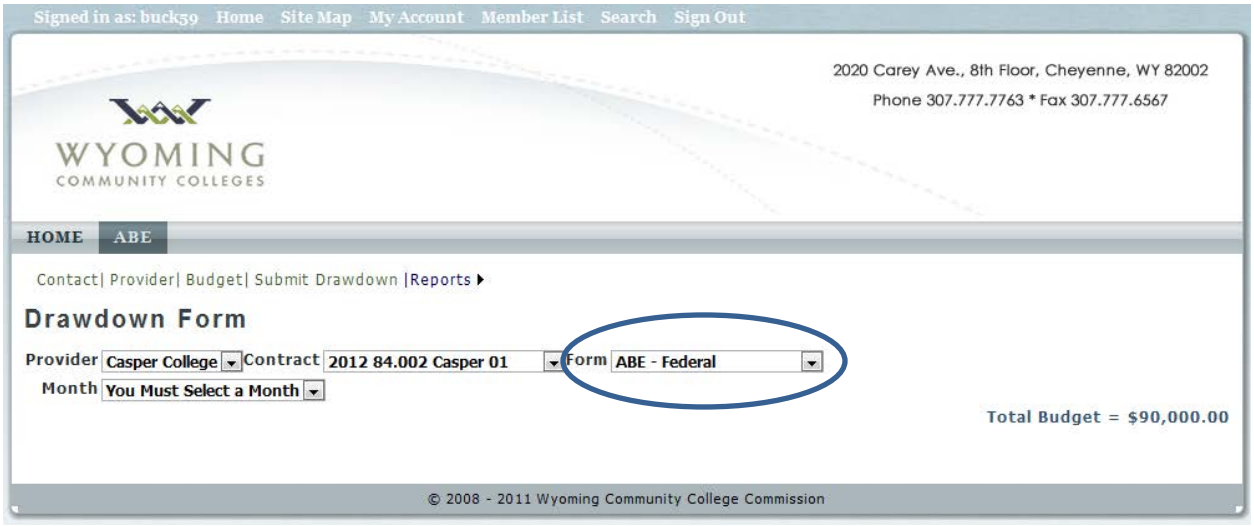
Your budget for ABE - Federal Program ABE12R01 has been adjusted to $100,000.00

G. Drawdowns:

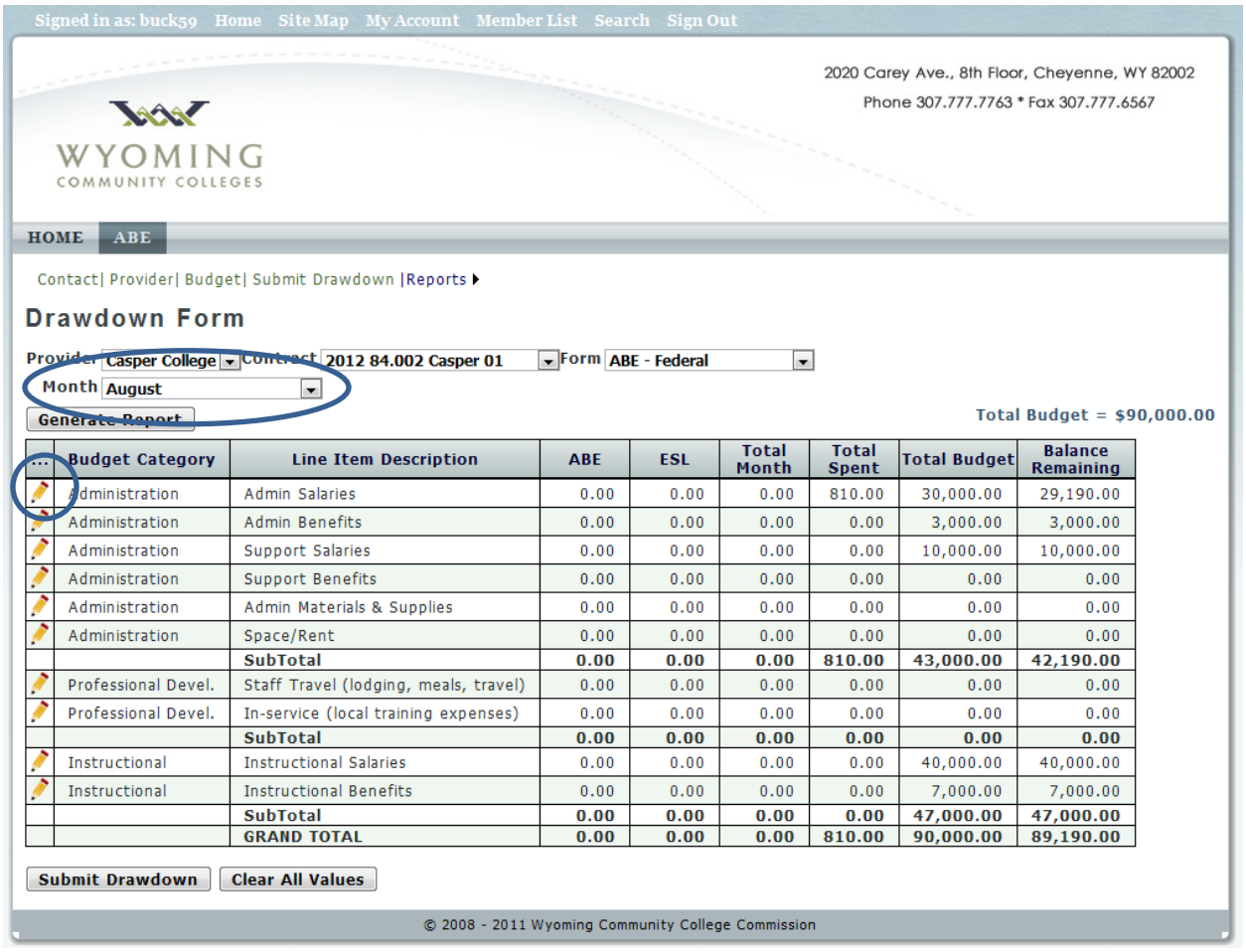
Once successfully logged in, you can create a drawdown from the budgets associated with your local program. All drawdowns and budgets are linked within the system, enabling some system controls that will either alert you to a potential problem or prevent you from performing some acts. Each month you must submit a drawdown for each program that has a budget associated with it. Your contract states that this should occur by the 5th business day of the month. Even if you had no expenditures for which you are asking for reimbursement, you must submit a drawdown form, even if it is all zeros. The program is written such that every month must be accounted for in order for the following month to appear. From the main ABE homepage, click on "Submit Drawdown."

The following screen appears, the drawdown forms acts much the same way the "Budget" form works. You must know which contract you are operating from and which program you are seeking reimbursement for. The "Provider" field is pre-populated with your program, the only one you can see. Click the dropdown menu and select the "Contract" you want to draw from.

Select a form from the “Form” dropdown menu.

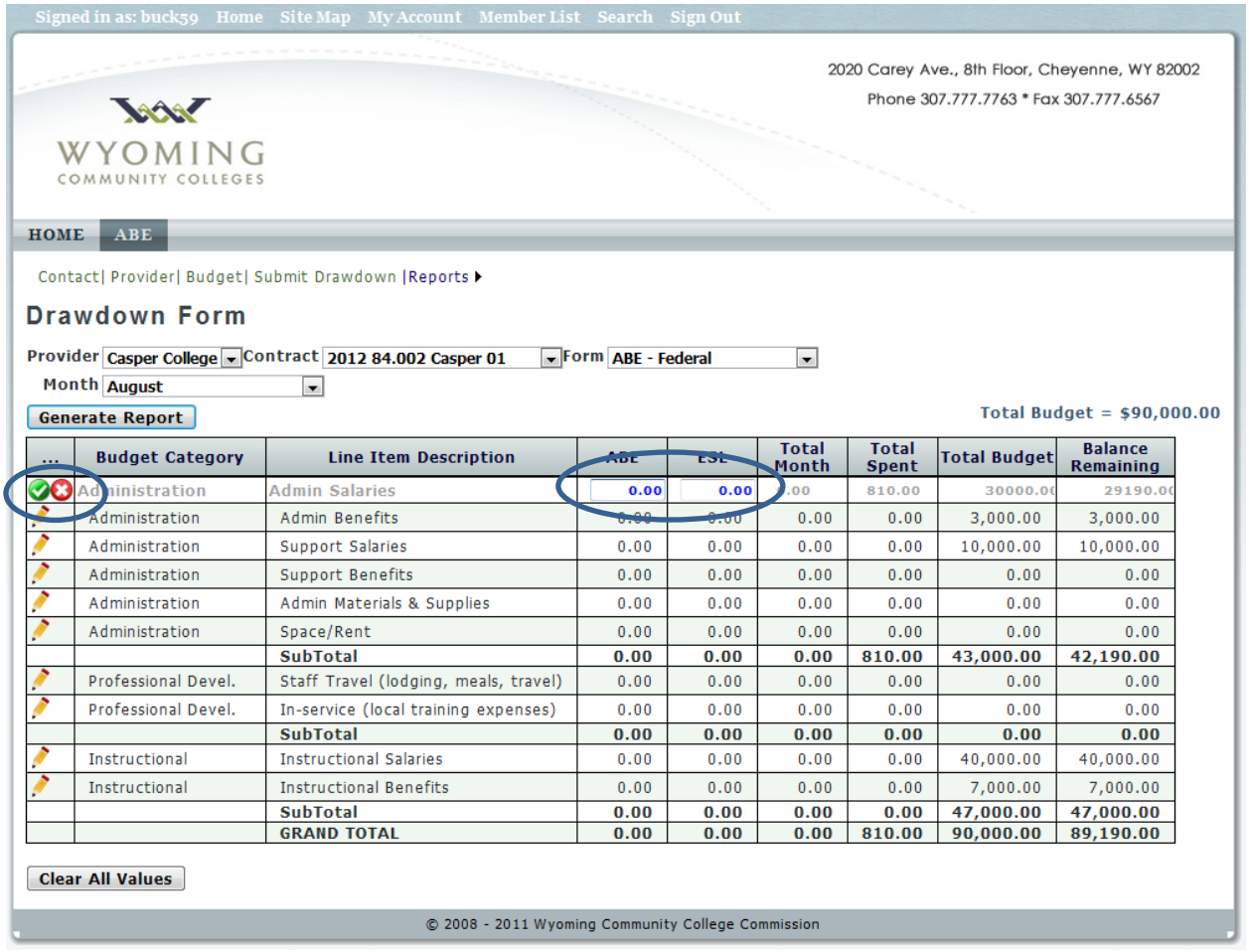


Select a month from the “Month” drop down menu. The program year always begins in July and is the first month shown in the dropdown menu and is the only month that can be selected for the creation of a new drawdown at the beginning of any program year. August will not appear until a drawdown for July has been prepared, submitted and approved. All prior months that appear in the dropdown have already been submitted and are closed out, they cannot be modified. Once you click on the newest month, the total form populates the page. You can now click the “pencil” in the left hand margin for the line item that applies to the request for reimbursement. The money amounts in that line item now appear in boxes that can be clicked in and changed. This is repeated for every line item that you are claiming expenses in and are now seeking reimbursement.

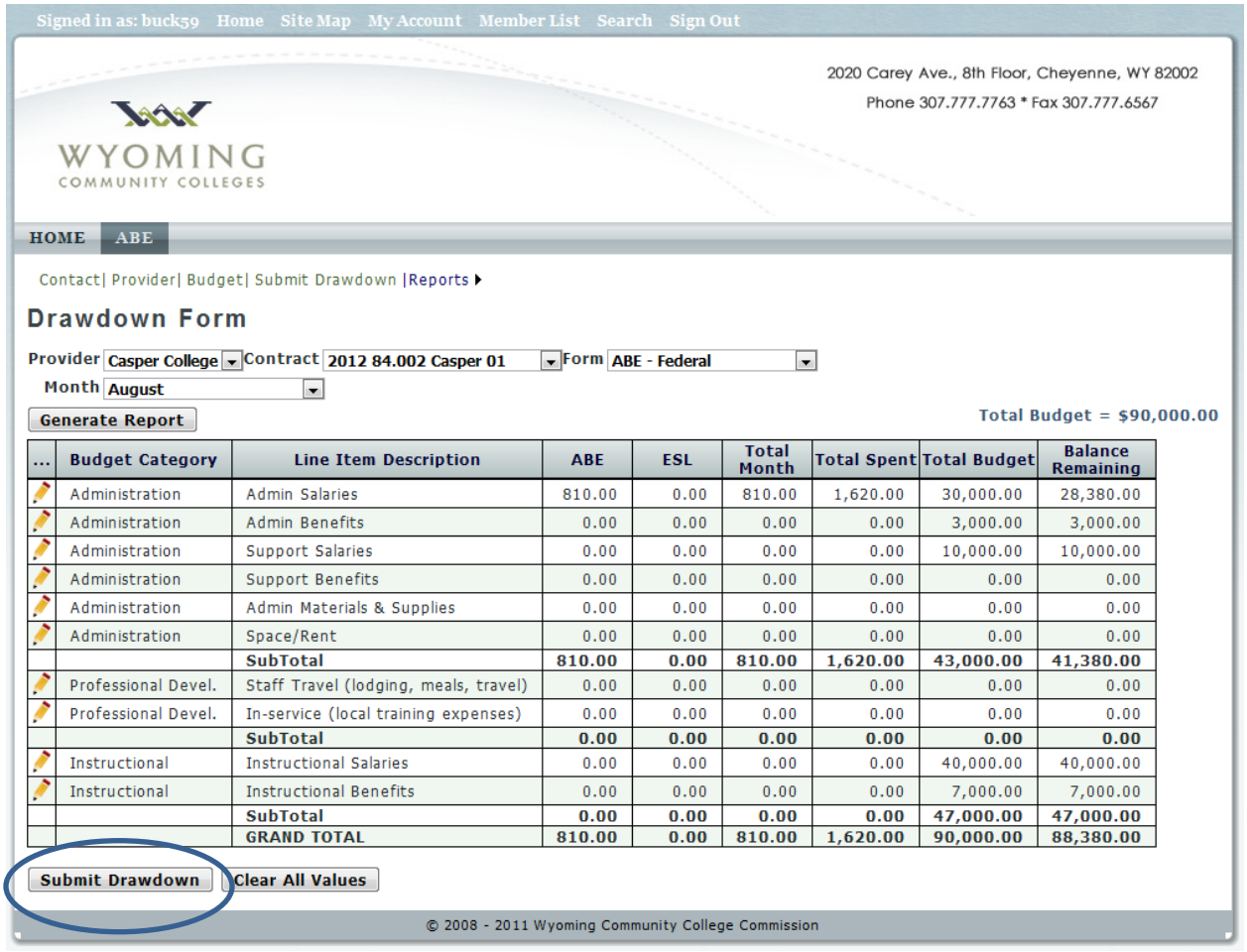


Budget Category	Line Item Description	ABE	ESL	Total Month	Total Spent	Total Budget	Balance Remaining
Administration	Admin Salaries	0.00	0.00	0.00	810.00	30,000.00	29,190.00
Administration	Admin Benefits	0.00	0.00	0.00	0.00	3,000.00	3,000.00
Administration	Support Salaries	0.00	0.00	0.00	0.00	10,000.00	10,000.00
Administration	Support Benefits	0.00	0.00	0.00	0.00	0.00	0.00
Administration	Admin Materials & Supplies	0.00	0.00	0.00	0.00	0.00	0.00
Administration	Space/Rent	0.00	0.00	0.00	0.00	0.00	0.00
	SubTotal	**0.00**	**0.00**	**0.00**	**810.00**	**43,000.00**	**42,190.00**
Professional Devel.	Staff Travel (lodging, meals, travel)	0.00	0.00	0.00	0.00	0.00	0.00
Professional Devel.	In-service (local training expenses)	0.00	0.00	0.00	0.00	0.00	0.00
	SubTotal	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
Instructional	Instructional Salaries	0.00	0.00	0.00	0.00	40,000.00	40,000.00
Instructional	Instructional Benefits	0.00	0.00	0.00	0.00	7,000.00	7,000.00
	SubTotal	**0.00**	**0.00**	**0.00**	**0.00**	**47,000.00**	**47,000.00**
	GRAND TOTAL	**0.00**	**0.00**	**0.00**	**810.00**	**90,000.00**	**89,190.00**

Once all entries in that line item are complete, you click on the “Green Checkmark” to save the entries or the “Red X” to discard the entries. If all entries for the month need to be discarded, you can select the “Clear All Values” button.



If everything on the drawdown form is complete, you can then submit the drawdown to the ABE Program Manager by clicking on “Submit Drawdown”.



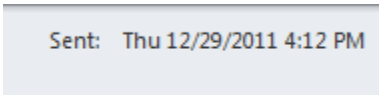
A new box appears requesting the first and last name of the person submitting the Drawdown. This will be the name of the contact authorized to submit a drawdown form to the Commission. This is your digital signature and appears on the email notifying the state staff there is a drawdown to process. You must now click on "Drawdown Confirmation". If for any reason you think you have made an error, or are not yet ready to submit your drawdown to the WCCC for processing, click on "Get Me Out Of Here, I'm Not Ready" and you will be returned to the main menu.

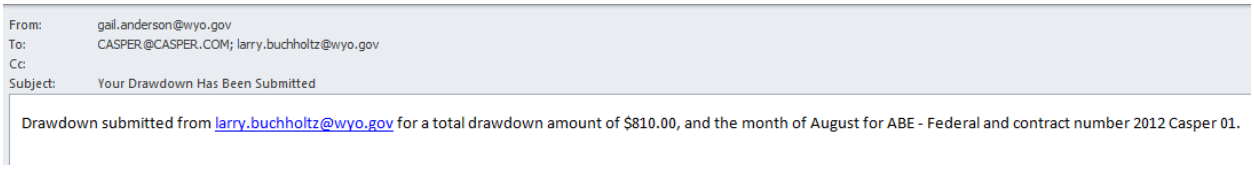
If you did click "Drawdown Confirmation" this window will appear which confirms the submission, states the amount, which form and which year.

You are now ready to continue with other drawdowns you are submitting. You can navigate directly back to the drawdown form by clicking on "Start Next Drawdown" which will allow you to input a drawdown for a different local program. You cannot create another drawdown for the program you just submitted a drawdown for until Commission staff approve the drawdown that was just submitted. If you are finished, you can "Sign Out" or get back into the ABE program by clicking on "ABE". If you do confirm a drawdown and then realize a mistake was made, you can notify the Commission ABE Program

Manager and they can reject the drawdown instead of approving it, thereby reversing the confirmation and allowing you to make the necessary corrections. If the Program Manager is not notified in time and approves the drawdown, the corrections will need to be reflected in the following month's drawdown form.

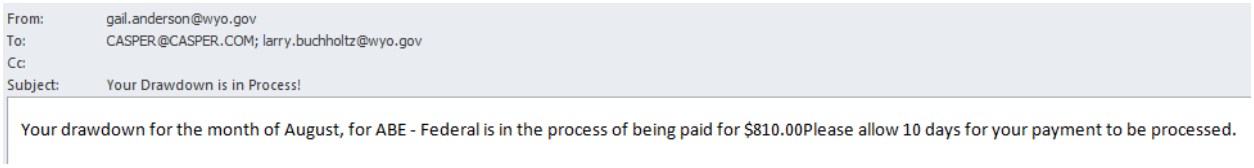
All users of the local program will receive two emails from the system that will advise you of the status of any drawdown that has been submitted. You will receive one immediately after you click "Drawdown Confirmation" that lets you know the system delivered the drawdown request to the WCCC. It identifies who, when and what was submitted, as per the example below.


Sent: Thu 12/29/2011 4:12 PM


From: gail.anderson@wyo.gov
To: CASPER@CASPER.COM; larry.buchholtz@wyo.gov
Cc:
Subject: Your Drawdown Has Been Submitted

Drawdown submitted from larry.buchholtz@wyo.gov for a total drawdown amount of $810.00, and the month of August for ABE - Federal and contract number 2012 Casper 01.

Internal to WCCC, the drawdown gets reviewed, and if appropriate to pay gets sent to the fiscal unit for processing. Once the request has been approved for payment, another email is generated (sample below) that informs all users at the local program that the payment process has begun. You can expect to receive payment within 10 days of receipt of this email.

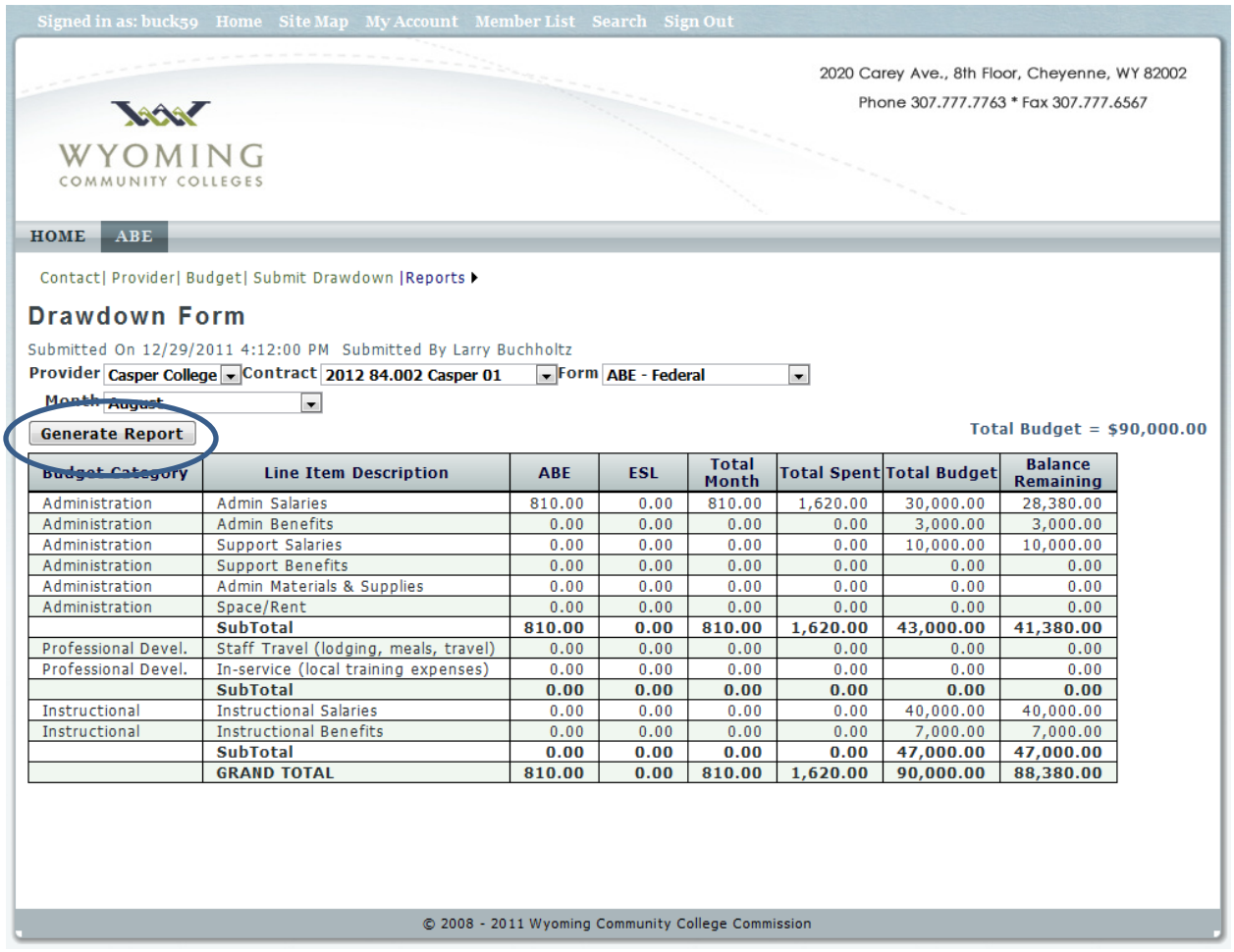

From: gail.anderson@wyo.gov
To: CASPER@CASPER.COM; larry.buchholtz@wyo.gov
Cc:
Subject: Your Drawdown is in Process!

Your drawdown for the month of August, for ABE - Federal is in the process of being paid for $810.00Please allow 10 days for your payment to be processed.

If for some reason the WCCC staff should "reject" your drawdown request, you will receive an email informing you of such action as well as a description of what the perceived error is and how to remedy it. If this occurs, your drawdown request is available again on the system so that you may take action to make corrections as necessary. Simply follow the directions in section G to navigate back to the drawdown screens.

H. Printing Your Drawdown:

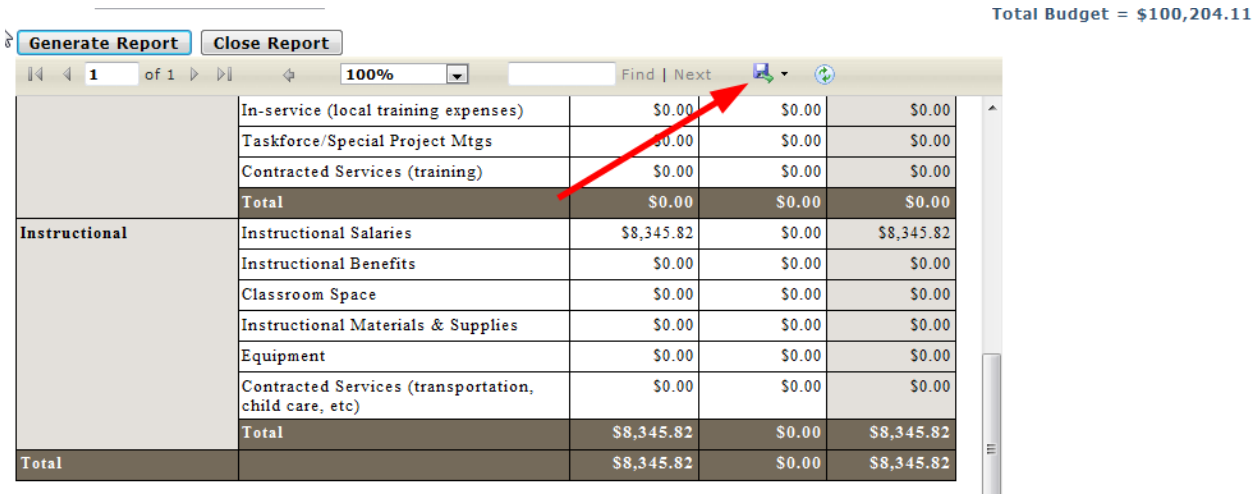
After a drawdown has been submitted, we recommend you create a hard copy of that submittal. To perform that action, click on “Generate Report” near the top of the “Drawdown” form.



Budget Category	Line Item Description	ABE	ESL	Total Month	Total Spent	Total Budget	Balance Remaining
Administration	Admin Salaries	810.00	0.00	810.00	1,620.00	30,000.00	28,380.00
Administration	Admin Benefits	0.00	0.00	0.00	0.00	3,000.00	3,000.00
Administration	Support Salaries	0.00	0.00	0.00	0.00	10,000.00	10,000.00
Administration	Support Benefits	0.00	0.00	0.00	0.00	0.00	0.00
Administration	Admin Materials & Supplies	0.00	0.00	0.00	0.00	0.00	0.00
Administration	Space/Rent	0.00	0.00	0.00	0.00	0.00	0.00
	SubTotal	**810.00**	**0.00**	**810.00**	**1,620.00**	**43,000.00**	**41,380.00**
Professional Devel.	Staff Travel (lodging, meals, travel)	0.00	0.00	0.00	0.00	0.00	0.00
Professional Devel.	In-service (local training expenses)	0.00	0.00	0.00	0.00	0.00	0.00
	SubTotal	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
Instructional	Instructional Salaries	0.00	0.00	0.00	0.00	40,000.00	40,000.00
Instructional	Instructional Benefits	0.00	0.00	0.00	0.00	7,000.00	7,000.00
	SubTotal	**0.00**	**0.00**	**0.00**	**0.00**	**47,000.00**	**47,000.00**
	GRAND TOTAL	**810.00**	**0.00**	**810.00**	**1,620.00**	**90,000.00**	**88,380.00**

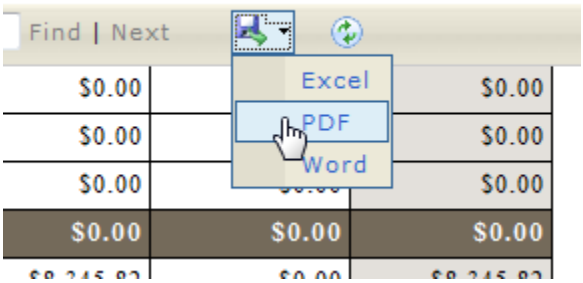
The Total Budget and Balance Remaining will not appear on this report. There is a different report which will generate a month by month summary that will have these amounts. This report is discussed in the next section.

Once the report is generated, click on the export box.



	In-service (local training expenses)	$0.00	$0.00	$0.00
	Taskforce/Special Project Mtgs	$0.00	$0.00	$0.00
	Contracted Services (training)	$0.00	$0.00	$0.00
	Total	**$0.00**	**$0.00**	**$0.00**
Instructional	Instructional Salaries	$8,345.82	$0.00	$8,345.82
	Instructional Benefits	$0.00	$0.00	$0.00
	Classroom Space	$0.00	$0.00	$0.00
	Instructional Materials & Supplies	$0.00	$0.00	$0.00
	Equipment	$0.00	$0.00	$0.00
	Contracted Services (transportation, child care, etc)	$0.00	$0.00	$0.00
	Total	**$8,345.82**	**$0.00**	**$8,345.82**
Total		**$8,345.82**	**$0.00**	**$8,345.82**

This allows you to choose the type of export.

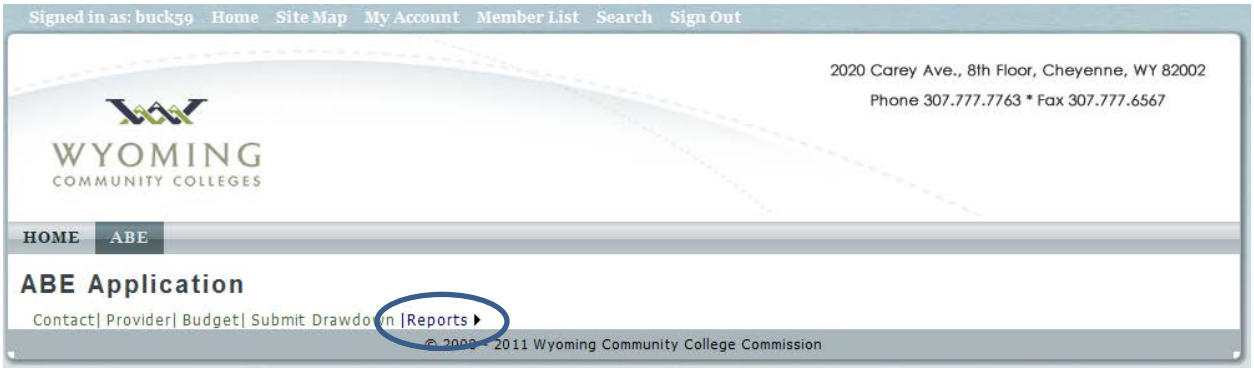


We recommend printing the drawdown after you submit it, then it will be an accurate reflection of what you submitted to the commission for processing. If you discover that the drawdown you submitted has an error, refer to section G on contacting the commission to "reject" a drawdown.

I. Reports

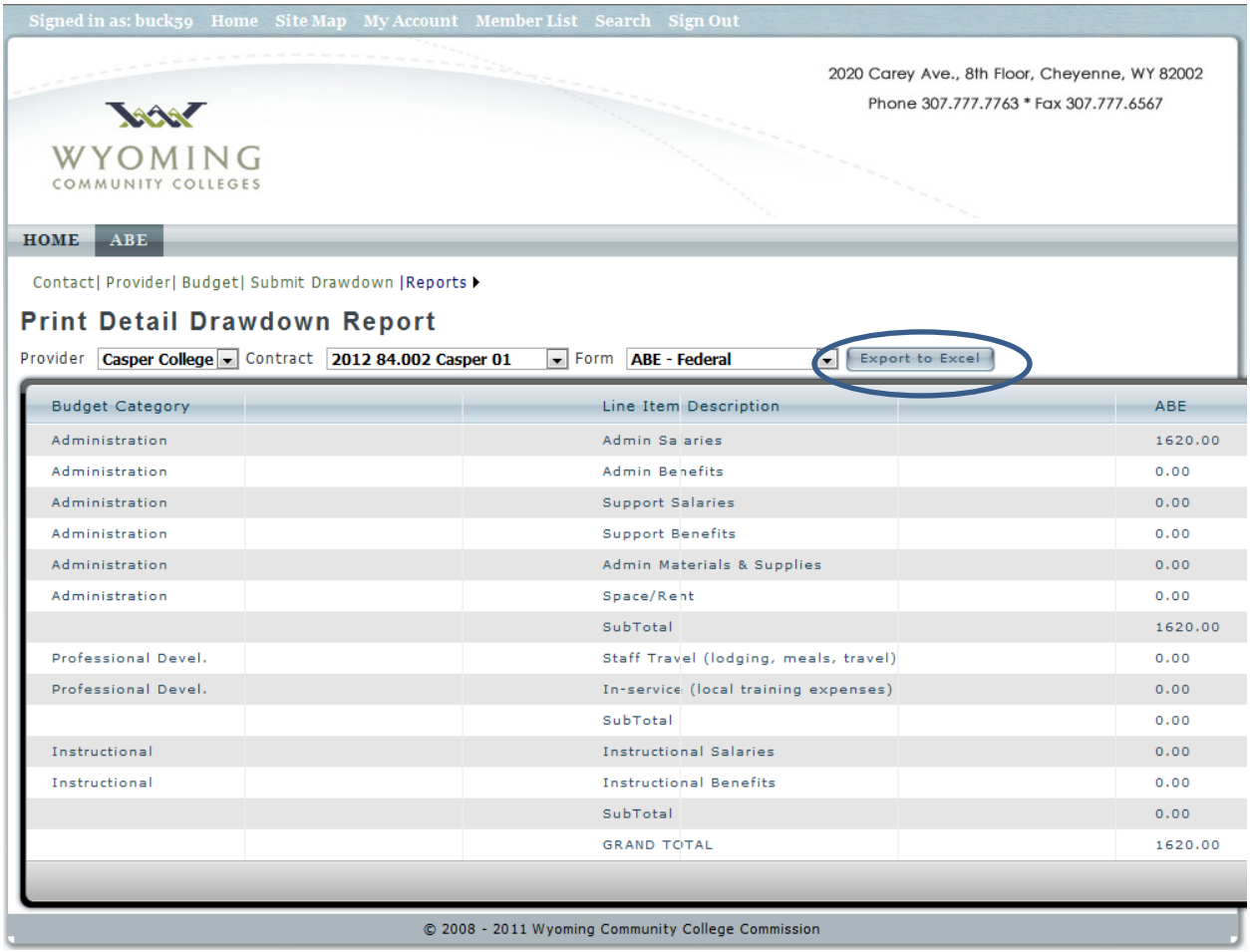
In addition to the reports you can generate, save and print as described in the budget and drawdown sections of this manual, you can create a report that consolidates both the budget and the drawdown activity to date.

Once successfully logged into the main ABE homepage, “hover” over “Reports” and an additional menu will appear, from that menu click on ““Total Drawdown by Month”.



The next screen requires you to populate the “Contract” box by selecting the contract you are currently operating under from the dropdown menu and the “Form” or program you want to create a report for from the dropdown menu.

Once you select the “Form”, the system will create the report and display it on the screen. From here you have the option to “Export to Excel®”, which is the action you want to take.

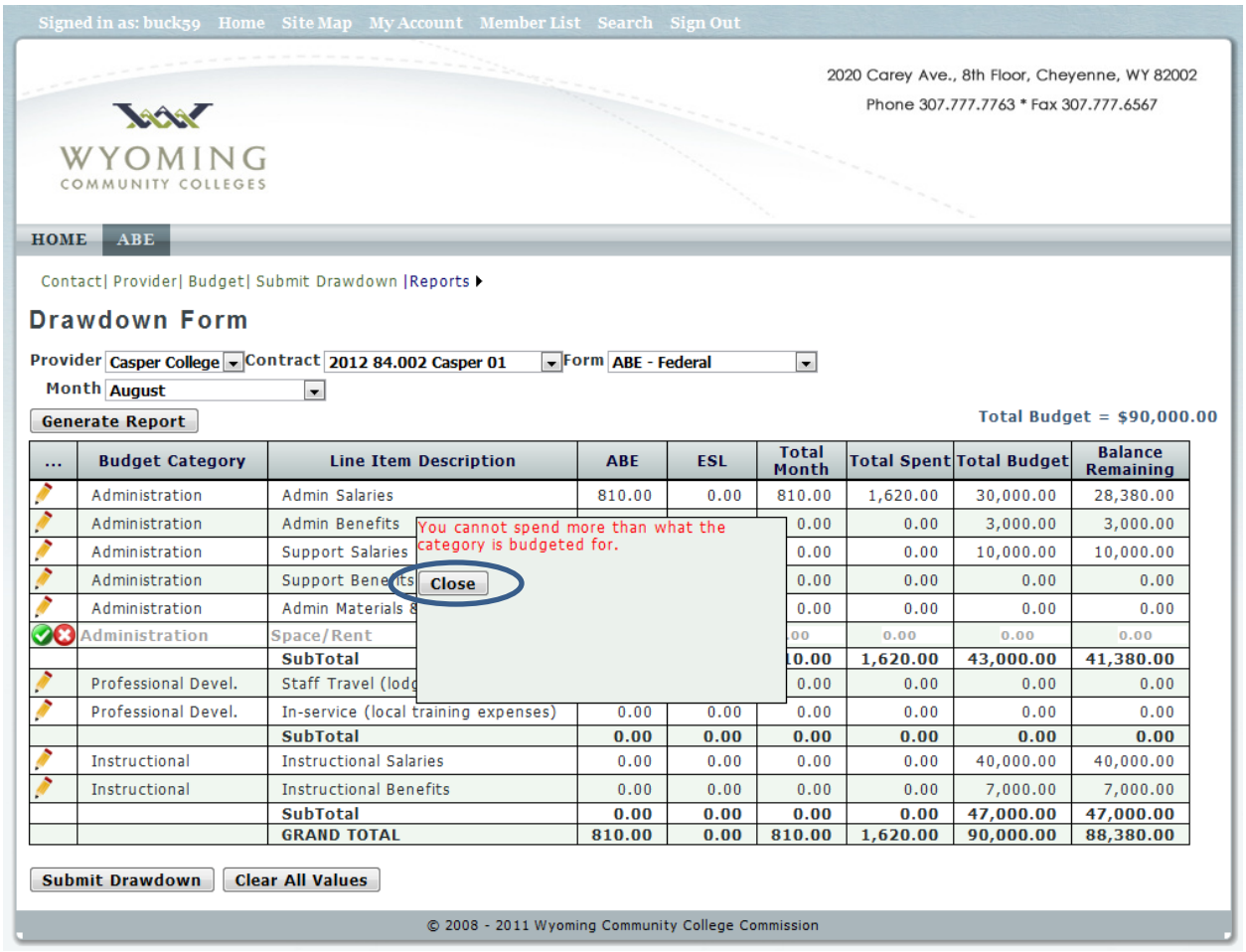


The new Excel® spreadsheet that was just created gives you all of the information regarding this particular program, its original budget amount, draw amounts by month and available balance.

	A	B	C	D	E	F	G	H	I
1	Budget Category	Line Item Description	ABE	ESL	Total Spent	Total Budget	Balance Remaining	July	August
2	Administration	Admin Salaries	$1,620.00	$-	$ 1,620.00	$ 30,000.00	$ 28,380.00	$810.00	$810.00
3	Administration	Admin Benefits	$ -	$-	$ -	$ 3,000.00	$ 3,000.00	$ -	$ -
4	Administration	Support Salaries	$ -	$-	$ -	$ 10,000.00	$ 10,000.00	$ -	$ -
5	Administration	Support Benefits	$ -	$-	$ -	$ -	$ -	$ -	$ -
6	Administration	Admin Materials & Supplies	$ -	$-	$ -	$ -	$ -	$ -	$ -
7	Administration	Space/Rent	$ -	$-	$ -	$ -	$ -	$ -	$ -
8		SubTotal	$1,620.00	$-	$ 1,620.00	$ 43,000.00	$ 41,380.00	$810.00	$810.00
9	Professional Devel.	Staff Travel (lodging, meals, travel)	$ -	$-	$ -	$ -	$ -	$ -	$ -
10	Professional Devel.	In-service (local training expenses)	$ -	$-	$ -	$ -	$ -	$ -	$ -
11		SubTotal	$ -	$-	$ -	$ -	$ -	$ -	$ -
12	Instructional	Instructional Salaries	$ -	$-	$ -	$ 40,000.00	$ 40,000.00	$ -	$ -
13	Instructional	Instructional Benefits	$ -	$-	$ -	$ 7,000.00	$ 7,000.00	$ -	$ -
14		SubTotal	$ -	$-	$ -	$ 47,000.00	$ 47,000.00	$ -	$ -
15		GRAND TOTAL	$1,620.00	$-	$ 1,620.00	$ 90,000.00	$ 88,380.00	$810.00	$810.00
16									

J. System Constraints

There are checks built into the system. Error messages will pop up on the screen if you drift outside the defined boundaries of the application. Example given: over spend a category, in the example below the error message was given when the user attempted to click the “Green Checkmark”. The user was attempting to spend more money than what was left available in the budget for the budget category. Click on “Close” in the pop-up box and you will be returned to the form to make changes.



...	Budget Category	Line Item Description	ABE	ESL	Total Month	Total Spent	Total Budget	Balance Remaining
	Administration	Admin Salaries	810.00	0.00	810.00	1,620.00	30,000.00	28,380.00
	Administration	Admin Benefits			0.00	0.00	3,000.00	3,000.00
	Administration	Support Salaries			0.00	0.00	10,000.00	10,000.00
	Administration	Support Benefits			0.00	0.00	0.00	0.00
	Administration	Admin Materials &			0.00	0.00	0.00	0.00
	Administration	Space/Rent			.00	0.00	0.00	0.00
		SubTotal			**.0.00**	**1,620.00**	**43,000.00**	**41,380.00**
	Professional Devel.	Staff Travel (lodg			0.00	0.00	0.00	0.00
	Professional Devel.	In-service (local training expenses)	0.00	0.00	0.00	0.00	0.00	0.00
		SubTotal	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
	Instructional	Instructional Salaries	0.00	0.00	0.00	0.00	40,000.00	40,000.00
	Instructional	Instructional Benefits	0.00	0.00	0.00	0.00	7,000.00	7,000.00
		SubTotal	**0.00**	**0.00**	**0.00**	**0.00**	**47,000.00**	**47,000.00**
		GRAND TOTAL	**810.00**	**0.00**	**810.00**	**1,620.00**	**90,000.00**	**88,380.00**

K. Examples

The Headers for each budget form may differ and reflect the type of program for which the funds are used.

- **The ABE Federal and ABE State forms are for ABE and ESL charges:**

Drawdown Form

Submitted On 12/19/2011 4:57:00 PM Submitted By Rosann David Approved On 12/19/2011 4:57:00 PM Approved By admin@admin.com

Provider Casper College Contract 2011 84.002 Casper 01 Form ABE - STATE

Month August

Total Budget = $161,517.34

Generate Report

Budget Category	Line Item Description	ABE	ESL	Total Month	Total Spent	Total Budget	Balance Remaining
Administration	Admin Salaries	0.00	0.00	0.00	0.00	0.00	0.00

- **Corrections only has one area:**

Drawdown Form

Submitted On 12/19/2011 4:57:00 PM Submitted By Rosann David Approved On 12/19/2011 4:58:00 PM Approved By admin@admin.com

Provider Casper College Contract 2011 84.002 Casper 01 Form Corrections & Other Inst. - STATE

Month July

Total Budget = $10,977.00

Generate Report

Budget Category	Line Item Description	Corrections	Total Month	Total Spent	Total Budget	Balance Remaining
Administration	Admin Salaries	0.00	0.00	0.00	0.00	0.00

- **Leadership has only the professional Development line items:**

Drawdown Form

Submitted On 12/20/2011 10:17:00 AM Submitted By Rosann David Approved On 12/20/2011 10:18:00 AM Approved By admin@admin.com

Provider Casper College Contract 2011 84.002 Casper 01 Form Leadership - FEDERAL

Month July

Total Budget = $3,000.00

Generate Report

Budget Category	Line Item Description	Leadership	Total Month	Total Spent	Total Budget	Balance Remaining
Professional Devel.	Dues and Registrations	0.00	0.00	0.00	0.00	0.00
Professional Devel.	Staff Travel (lodging, meals, travel)	0.00	0.00	1,000.00	3,000.00	2,000.00
Professional Devel.	In-service (local training expenses)	0.00	0.00	0.00	0.00	0.00
Professional Devel.	Taskforce/Special Project Mtgs	0.00	0.00	0.00	0.00	0.00
Professional Devel.	Contracted Services (training)	0.00	0.00	0.00	0.00	0.00
	SubTotal	**0.00**	**0.00**	**1,000.00**	**3,000.00**	**2,000.00**
	GRAND TOTAL	**0.00**	**0.00**	**1,000.00**	**3,000.00**	**2,000.00**

- **EL/Civics has only one program and that is EL Civics:**

Drawdown Form

Submitted On 12/20/2011 2:16:00 PM Submitted By Rosann David Approved On 12/20/2011 2:18:00 PM Approved By admin@admin.com

Provider Casper College Contract 2011 84.002 Casper 01 Form EL Civics Drawdown - FEDERAL

Month July

Total Budget = $6,504.67

Generate Report

Budget Category	Line Item Description	EL Civics	Total Month	Total Spent	Total Budget	Balance Remaining
Administration	Admin Salaries	0.00	0.00	0.00	0.00	0.00

To help you keep track of balances you will always see:

- Total for the Month
- Total Spent
- Total Budgeted amount for the line item
- Balance Remaining

NEW in this system will be the ability to overspend in a line item but not in a category:

Generate Report

...	Budget Category	Line Item Description	ABE	ESL	Total Month	Total Spent	Total Budget	Balance Remaining
	Devel.							
	Professional Devel.	In-service (local training expenses)	0.00	0.00	0.00	0.00	0.00	0.00
	Professional Devel.	Taskforce/Special Project Mtgs	0.00	0.00	0.00	0.00	0.00	0.00
	Professional Devel.	Contracted Services (training)	0.00	0.00	0.00	0.00	0.00	0.00
		SubTotal	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
	Instructional	Instructional Salaries	0.00	0.00	0.00	25,036.64	100,204.11	75,167.47
	Instructional	Instructional Benefits	500.00	0.00	500.00	500.00	0.00	-500.00

You will have a highlighted amount with a minus sign in front if you over spend a line item. This will reduce the requests to WCCC for revisions to the budget.

Revisions requiring a change form will only be used for moving funds from one category to another. Example 1: Admin or Professional Development funds to Instruction. Remember, Instructional Funds cannot be moved the other direction to Admin and Professional Development activities.

Example 2: Additional funds have been added to the contract as in the case of Carry-over funds dispersed at mid-year which needs a revision to the budget.