Wyoming Community College Commission

Capitol Avenue, 5th Floor, Suite B, Cheyenne WY 82002

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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.

| 2 | | COMM | OMIN | G | | | | Search | ٩ |
|---|------|----------|----------|----------|-------------------|------------------|-----------|--------|---|
| | HOME | ABOUT US | COLLEGES | DATA HUB | INITIATIVES | PROGRAMS | RESOURCES | | |
| | | | | H | OME > ADULT EDUCA | TION > DIRECTORS | | | |

ADULT EDUCATION DIRECTORS

Wyoming adult education directors will find useful resources, links and professional development, as well as required reports and forms below.

Reporting

- Monthly Data Monitoring Form
- Data & Financial Monitoring Instruction
- Quarterly Narrative Report Adult Ed & Corrections
- Quarterly Narrative Report IELCE
- End of Year Report Guidance
- Fiscal Status Report State
- Fiscal Status Report Federal
- Fiscal Status Report Instructions
- Cash & In-kind Match Form
- Data Quality Checklist for Wyoming
- End-of-Year Narrative Report for Local Programs 2017-2018

Forms

- Age Waiver Application
- Multiple HSEC Pathways Choice Form
- AE Budget Change Form
- New Teacher Information
- Student Intake Form
- Site Visit Monitoring Form 2018-19
- Confidentiality Agreement
- Risk Assessment Report Tracking
- Follow-Up Survey for Non SSN Students
- Follow-Up Contact Log for Interviewers

Drawdown Portal

Resources

- Drawdown Manual
- Performace Measures 2016-2018
- Assessment Policy 2018-2019
- Assessment Tests Approved by OCTAE
- General Information 2017 RFP
- Resources 2017 RFP
- = AE Policy and Guidance Manual
- College & Career Readiness Standards
- AE Profile 2016-2017

Reapplication

- AE Continuing Application 2018-19
- Attachment B2 Goal Sheet
- Attachment B3 GEPA Attestation Form
- Attachment B3 GEPA 427 Instructions
- Attachment Cl AE Budget Form
- Attachment C2 Corrections Budget Form
- = Attachment C3 IELCE Budget Form
- Attachment E Benefits Detail Worksheet
- Attachment G Professional Development Budget Worksheet

Links

- Commission on Adult Basic Education (COABE)
- National Adult Education Professional Development Consortium (NAEPDC)
- Literacy Information and Communication System (LINCS)
- Wyoming Department of Workforce Services
- Wyoming at Work
- Wyoming Vocational Rehabilitation Services
- Wyoming Department of Family Services
- Adult Numeracy Network
- National College Transition Network
- National Career Pathways Network
- Center for the Study of Adult Literacy (CSAL) web-based texts
- ESL Literacy Network leveled reading materials
- Next Generation Sector Partnerships



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

ADULT EDUCATION DRAWDOWN PORTAL



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.

| WYOMING COMMUNITY COLLEGES | Wyoming Com 2300 Capitol Av Phone | e, Sth Floor, Suite B, Cheyenne, WY 82002 307.777.7763 Fax 307.777.6567 | Wyoming |
|-------------------------------|---|--|---------|
| ADULT ED COMMISSION SITEMA | P | | |
| AEFLA | Home > Adult Lu Create a New Account - | | |
| | User ID | | |
| | Email | | |
| | Confirm Email | | |
| | Password | | |
| | Confirm Password | | |
| | Security Question | | |
| | Security Answer | | |
| | Time Zone | (GMT-07:00) Mountain Time (US & Canada) | |
| | First Name | | |
| | Last Name | | |
| < | CYGC | inter the code shown: | |
| | | Create Account | |

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

| WYOMING COMMUNITY COLLEGES | Wyoming Community College Commission 2300 Capitol Ave, 5th Floor, Suite B, Cheyenne, WY 82002 Phone 307.777.7763 Fax 307.777.6567 | Wyoming |
|-------------------------------|---|---------|
| ADULT ED COMMISSION SITEMAP | Home > Adult Ed Create a New Account Your account has been created. 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.

| SITEMAP | | | | |
|-------------------|--------------------------|---|--------------------|---|
| | | | Search our website | ٩ |
| Home > Adult Ed | | | | |
| My Account | | | | |
| Security/Identity | Profile | | | |
| Display Name | MarciTest | 0 | | |
| User ID | - MarciTest | | | |
| Email Address | mhess13@juno.com | 0 | | |
| Security Question | Where you were born | 0 | | |
| Security Answer | Columbia | | | |
| | | | | |
| | _ | | |) |
| | Update Change Password 🔮 | | | |

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

| J aco | C WY | OMIN | G | | | | Search | | Q | |
|--------------|------------|-------------|----------|-----------------|----------------|---------------|-----------|--------|-----------------|---|
| HOME | ABOUT US | COLLEGES | DATA HUB | INITIATIVES | PROGRAMS | RESOURCES | | | | |
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| On the n | ext scree | n, click "A | ABE" | | | | | | | |
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| | CON | MUNITY CO | LLEGES | | | | | Search | | ۹ |
| HOME | ABOUT US | COLLEG | ES DATA | HUB INI | TIATIVES | PROGRAMS | RESOURCES | | | |
| | | | HOM | IE > ADULT EDUC | ATION > DIRECT | ORS > DRAWDOW | N PORTAL | | | |

ADULT EDUCATION DRAWDOWN PORTAL



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

| Wyoming State Government: | Wyoming.gov Citizen Business Government Visitor | |
|-------------------------------|---|--|
| WYOMING COMMUNITY COLLEGES | Wyoming Community College Commission 2300 Capitol Ave, 5th Floor, Suite B, Cheyenne, WY 82002 Phone 307.777.7763 Fax 307.777.6567 | |
| ADULT ED COMMISSION SITEN | IAP | |
| AEFLA (| Home > Adult Ed Sign In Frosit marci.test@wyo.gov Password Sign In Recover Password Register | |

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"

| | Wyoming.gov Citizen Business Government Visitor | My Account Sign Out 🛛 🖾 |
|-------------------------------|---|-------------------------|
| WYOMING COMMUNITY COLLEGES | Wyoming Community College Commission 2300 Capitol Ave, 5th Floor, Suite B, Cheyenne, WY 82002 Phone 307.777.7763 Fax 307.777.6567 | Wyoming |
| AEFLA | Home > Adult Ed | Search our website |

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:

| | Wyoming State Government: Wyoming.gov Citizen Business Government Visitor | My Account Sign Out 🛛 🖾 |
|--------|---|-------------------------|
| | Wyoming Community College Commission WYOMING COMMUNITY COLLEGES 2300 Capitol Ave, 5th Floor, Suite B, Cheyenne, WY 82002 Phone 307.777.7763 [Fax 307.777.6567 | Wyoming |
| | DRAW SITEMAP | |
| | | Search our website |
| | AE Application | |
| \leq | Contact Provider Budget Submit Drawdown Reports | |
| | Welcome To the AE Application | |
| | Please use the horizontal menu above to navigate the application. | |

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.

| | ING DILLEGES | Wyo | 2300 Capitol Ave, 5th Floor, Phone 307.777.77 | y College Suite B, Cheyenne 63 Fax 307.777.0 | Commissi 2, wy 82002 5567 | on | Wyoming |
|---|--|---------------------|--|--|---------------------------------|----------|--|
| DRAW SITEMAP | | | | | | | and a second sec |
| <u>Contacti</u> Pro | <u>videri Budas</u> | <u>submit Drawc</u> | lown IReports 🖡 | | | Search o | ur website |
| | First Name | Last Name | Login | City | State | Phone | Provider Name |
| Select N | Marci | Test | mhess13@juno.com | Cheyenne | WY | | WCCCTest |
| Log First Last Provider Ad Additional Ad | gin ID Name Name Name Idress Idress | CTest | (MUST BE CONTACT'S EM/ | AIL ADDRESS) | | | |

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.

| | | | | | | Search o | ur website |
|----------------|--|---|--|----------|-------|----------|----------------------|
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| | | | | | | | |
| odify | / Contact | Information | | | | | |
| | First Nan | ne Last Na <u>me</u> | Login | City | State | Phone | Provider <u>Name</u> |
| ielect | Marci | Test | mhess13@juno.com | Cheyenne | WY | | WCCCTest |
| | - First Name Ma | arci | | | | | |
| Pr Additic | Last Name Te ovider Name W Address 23 onal Address 5t | st CCCTest 00 Capitol n Floor, Suite B |) | | | | |
| Pr Additic | Last Name Te ovider Name Te Address 23 onal Address 5t City Cr Phone 30 | st CCCTest OO Capitol n Floor, Suite B eyenne State (v 7-777-7885 |]] γγ ^{Zip} ₈₂₀₀₂]ex. (xxx-xxx-xxxx ext.xx) | (x) | | | |

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.

AE Application Contact Provider Budget Submit Drawdown Reports, Welcome To the AE Application The following screen appears:



Budget Maintenance

```
Provider WCCCTest v Contract You Must Select A Contract v
```

From the main ABE homepage, click on "Budget"

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.

| Signed in as: buck59 Home | Site Map My Account Member List Search Sign Out | |
|--------------------------------|---|--|
| | | |
| | | 2020 Carey Ave., 8th Floor, Cheyenne, WY 82002 |
| | | Phone 207 777 7742 * Eav 207 777 4547 |
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| HOME | | |
| HOME ABE | | |
| Contact Provider Budget Sub | mit Drawdown Reports 🕨 | |
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| Budget Maintenand | ce | |
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| Browider on a Provider of a | | s Budget 55 Milled On - 12/12/2011 10:34:00 AM |
| Provider Casper College Cont | ract 2011 84.002 Casper 01 Corm ABE - FEDERAL | |
| | | |
| Generate Report | Total Budget \$100,204.1 | 1 Program Code ABE12R01 |
| | Line Them Dependenties | |
| Budget Category Name | | Amount |
| Administration | Admin Salaries | 0.00 ^ |
| Administration | Admin Benefits | 0.00 |
| Administration | Support Salaries | 0.00 |
| Administration | Admin Materials & Cupalies | 0.00 |
| Administration | Space/Rept | 0.00 |
| Administration | Durshaged Convises | 0.00 |
| Administration | Purchased Services | 0.00 |
| Auministration | CubTatal | 0.00 |
| | SubTotal | 0.00 |
| Brofossional Dovol | Dues and Registrations | 0.00 |
| Professional Devel | Ctoff Travel (Indiana meals travel) | 0.00 |
| Professional Devel | In service (local training expenses) | 0.00 |
| | Taskforce/Special Project Mtgs | 0.00 |
| Professional Devel | Contracted Services (training) | 0.00 |
| rioressional Devel. | SubTotal | 0.00 |
| | Percent of Total Budget 0 00% | 0.00 |
| Instructional | Instructional Salarias | 100204 11 |
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| | © 2008 - 2011 Wyoming Community College Commis | ssion |

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: <u>http://www.microsoft.com/download/en/office.aspx?q=office</u> (just type either "word viewer" or "excel viewer" in the search box. You can obtain a free copy of Adobe Acrobat here: <u>http://get.adobe.com/reader/</u>. 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."

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|---|--|--|
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| Generate Report Generate Report Conference Conference Conference Conference | Total Budget \$100,204.1 Total Budget Admin Salaries Admin Benefits Admin Banefits Support Salaries Support Salaries Support Benefits Admin Materials & Supplies Space/Rent Purchased Services Indirect Cost (Preapproved by WCCC) SubTotal Percent of Total Budget 0.00% Dues and Registrations Staff Travel (lodging, meals, travel) In-service (local training expenses) Staff Travel | 1 Program Code ABE12R01 Amount 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.00000 0.00000 0.00000 0.000000 0.00000000 |
| Generate Report Generate Report Budget Category Name Administration Administration Administration Administration Administration Professional Devel. Professional Devel. Professional D | Total Budget \$100,204.1 Total Budget Admin Salaries Admin Salaries Admin Benefits Support Salaries Support Benefits Admin Materials & Supplies Space/Rent Purchased Services Indirect Cost (Preapproved by WCCC) SubTotal Percent of Total Budget 0.00% Dues and Registrations Staff Travel (lodging, meals, travel) In-service (local training expenses) Taskforce/Special Project Mtgs | Amount 0.00 |
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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.

| Signed in as: buck59 | Home Site Map My Account Member List Search Sign Out | |
|-------------------------|--|--|
| | | 2020 Carey Ave., 8th Floor, Chevenne, WY 82002 |
| Jaco Z | | Phone 307.777.7763 * Fax 307.777.6567 |
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| WYOMIN | ١G | |
| COMMONITY COLL | EGES | |
| HOME ABE | | |
| Contact Provider Budg | get Submit Drawdown Reports ► | |
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| Generate Report | Close Report | ABE12R01 |
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| XXXX | (| PDF |
| WYOMING | Provider Name: Casper Co Contract: 2011 84.00 | Word |
| COMMUNITY COLLEGE | s Form: ABE - FIDER/ | AL |
| Budget Category | Line Item Name | Amount |
| Administration | Admin Salaries | \$0.00 |
| | Admin Benefits | \$0.00 |
| | Support Salaries | \$0.00 |
| | Support Benefits | \$0.00 |
| | Admin Materials & Supplies | \$0.00 |
| | Space/Rent | \$0.00 |
| | Purchased Services | \$0.00 |
| | Indirect Cost (Preapproved by WCCC) | \$0.00 |
| | Total | \$0.00 |
| Professional Devel. | Dues and Registrations | \$0.00 |
| | | |
| | © 2008 - 2011 Wyoming Community College Com | mission |

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

| TANT | P |
|---|---|
| http://159.238.57.161/Reserved.ReportViewerWebControl.axd?Cul | lture=1033&CultureOverrides=True&UI - Windows Interne 📼 💷 🐰 |
| 🕞 💬 🗢 🛃 http://159.238.57.161/Reserved.ReportViewerWebC | Control 4 X Google P - |
| 🖕 Favorites 🛛 👍 🔊 abouttabs 🔽 Suggested Sites 👻 🍘 Get I | More Add-ons 👻 |
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| | |
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You can exit the report screen by clicking "Close Report."

| Signed in as: buck59 | | |
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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.

| Ser | t: Tue 12/27/2011 3:18 PM |
|-------|---|
| From: | gail.anderson@wyo.gov |
| To: | CASPER@CASPER.COM; larry.buchholtz@wyo.gov |
| Cc | |
| Subje | ect: Your Budget Has Been Approved! |
| You | ur budget for ABE - State Program ABE12S01 has been approved for \$5,000.00 |

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 <u>must</u> 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.

| Signed in as: buck59 Home Site Map My Account Member List S | earch Sign Out 2020 Carey Ave., 8th Floor, Cheyenne, WY 82002 Phone 307.777.7763 * Fax 307.777.6567 |
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| WYOMING COMMUNITY COLLEGES | |
| Contact Provider Budget Submit Drawdown Reports > Drawdown Form Provider Casper College Contract 2012 84.002 Casper 01 | ABE - Federal |
| Month You Must Select a Month 💌 | Total Budget = \$90,000.00 |
| © 2008 - 2011 Wyoming 0 | Community College Commission |

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.

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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.

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

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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.

| Signed in as: buck59 Home Site Map My Account Member List | t Search Sign Out |
|---|---|
| and the second se | 2020 Carey Ave., 8th Floor, Cheyenne, WY 82002 |
| Jobal | Phone 307.777.7763 * Fax 307.777.6567 |
| WYOMING COMMUNITY COLLEGES | |
| HOME ABE | |
| Drawdown Confirmation | |
| Drawdown Total \$810.00 for Form ABE - Federal and Year 2012 | 2 |
| Your Drawdown Submittal Has Been Confirmed! Please use the top n commission staff to alert them that a provider drawdown is ready for | avigation menu to proceed to next steps or sign out. An email has been sent to approval. |
| Start Next Drawdown | |
| © 2008 - 2011 Wyom | ing Community College Commission |

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 <u>larry.buchholtz@wyo.gov</u> 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.

| TAAA/ | 2020 Carey Ave., 8th Floor, Cheyenne, WY 82002 | | | | | | | | | | |
|---|--|--|---|---|---|--|---|-----------|--|--|--|
| | | | | | Pho | one 307.777.7763 | 3 * Fax 307.777. | 6567 | | | |
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| HOME ABE | | | | | | | | | | | |
| Contact Provider B | udget Submit Drawdown Reports 🕨 | | | | | | | | | | |
| Drawdawn E | 0 K 100 | | | | | | | | | | |
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| Submitted On 12/29/2 | 2011 4:12:00 PM Submitted By Larry B | uchholtz | | | | | | | | | |
| Provider Casper Colle | ge - Contract 2012 84.002 Casper 01 | + Form | ABE - Fede | ral | - | | | | | | |
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| August | | | | | | | | | | | |
| Generate Report | • | | | | | Tota | al Budget = \$ | 90,000.00 | | | |
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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.

| Generate Report | Close Report | | | |
|---------------------|---|-------------|--------|------------|
| 4 4 1 of 1 ↓ | ▶ ♦ 100% ▼ | Find Next | 🔍 • 🚯 | |
| | 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 |
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Total Budget = \$100,204.11

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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".

| 1000 | 2020 Carey Ave., 8th Floor, Cheyenne, WY 82002 Phone 307.777.7763 * Fax 307.777.6567 |
|--|---|
| WYOMING COMMUNITY COLLEGES | |
| OME ABE | |
| BE Application contact Provider Budget Submit Drawdo (n Reports) | |

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.

| WYOMING COMMUNITY COLLEGES | | | 2020 Carey Ave., 8th Floor, Cheyenn Phone 307.777.7763 * Fax 307.77 | e, WY 82002 7.6567 |
|---|---|----------------------------------|--|-----------------------|
| HOME ABE Contact Provider Budget Su Print Detail Draw(Provider Casper College Co | ubmit Drawdown Reports down Report ntract 2012 84.002 Casj | ▶ per 01 ▼ Form ABE - Federal | Export to Excel | |
| Rudget Category | | | | ARE |
| Budget Category | | Line Item Description | | ADE |
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| Administration | | Admin Benefits | | 0.00 |
| Administration | | Support Salaries | | 0.00 |
| Administration | | Support Benefits | | 0.00 |
| Administration | | Admin Materials & Supplies | ; | 0.00 |
| Administration | | Space/Rent | | 0.00 |
| | | SubTotal | | 1620.00 |
| Professional Devel. | | Staff Travel (lodging, mea | s, travel) | 0.00 |
| Professional Devel. | | In-service (local training e | xpenses) | 0.00 |
| | | SubTotal | | 0.00 |
| Instructional | | Instructional Salaries | | 0.00 |
| Instructional | | Instructional Benefits | | 0.00 |
| | | SubTotal | | 0.00 |
| | | GRAND TOTAL | | 1620.00 |
| | | | | |
| | | | | |

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.

| | А | В | С | | D | | E | | F | | G | H | H | | I. |
|----|---------------------|---------------------------------------|----------|----|-----|----|-----------|----|------------|------|---------------|-------|------|------|------|
| 1 | Budget Category | Line Item Description | ABE | | ESL | То | tal Spent | То | tal Budget | Bala | nce Remaining | July | | Aug | ust |
| 2 | Administration | Admin Salaries | \$1,620. | 00 | \$- | \$ | 1,620.00 | \$ | 30,000.00 | \$ | 28,380.00 | \$810 | 0.00 | \$81 | 0.00 |
| 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 | 0.00 | \$81 | 0.00 |
| 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 | 0.00 | \$81 | 0.00 |
| 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.

| BE ovider Budget S wn Form sper College CC gust teport get Category histration | Submit Drawdown Reports > Ontract 2012 84.002 Casper 01 | orm <u>ABE - F</u> <u>ABE</u> 810.00 | ederal ESL | 20 Total Month | 20 Carey Ave. Phone 307. | , 8th Floor, Cher 777.7763 * Fax 3 Total Budget | venne, WY 82002 07.777.6567 let = \$90,000.0 Balance Remaining |
|---|---|--|---|--|---|--|--|
| BE Sovider Budget S WN Form Sper College CCC gust teport get Category histration | submit Drawdown (Reports) ontract 2012 84.002 Casper 01 | orm <u>ABE - F</u> <u>ABE</u> 810.00 | Federal | ▼ Total Month | Phone 307. | 777.7763 * Fax 3 Total Budg | 07.777.6567 et = \$90,000.0 Balance Remaining |
| BE wn Form sper College CC gust teport get Category histration | Submit Drawdown Reports > Ontract 2012 84.002 Casper 01 F Line Item Description Admin Salaries | orm <u>ABE - F</u> <u>ABE</u> 810.00 | Federal ESL | ▼ Total Month | Total Spent | Total Budg | et = \$90,000.0 Balance Remaining |
| BE with colleges by ider Budget S wn Form sper College v Co gust teport get Category histration | ubmit Drawdown Reports ► ontract 2012 84.002 Casper 01 ▼F ▼ Line Item Description Admin Salaries | orm ABE - F ABE 810.00 | Federal ESL | ▼ Total Month | Total Spent | Total Budg | et = \$90,000.0 Balance Remaining |
| BE ovider Budget S wn Form sper College v Cc gust keport get Category histration | s submit Drawdown Reports ► ontract 2012 84.002 Casper 01 ▼F ▼ Line Item Description | orm ABE - F ABE 810.00 | Federal ESL | ▼ Total Month | Total Spent | Total Budg | et = \$90,000.0 Balance Remaining |
| BE ovider Budget S wn Form sper College - Cc gust Report get Category nistration | Submit Drawdown Reports ► Ontract 2012 84.002 Casper 01 F Line Item Description Admin Salaries | orm ABE - F ABE 810.00 | ederal ESL | ▼ Total Month | Total Spent | Total Budg Total Budget | et = \$90,000.0 Balance Remaining |
| BB wn Form sper College _ Cc gust Report get Category histration | Submit Drawdown Reports ► Ontract 2012 84.002 Casper 01 F Line Item Description Admin Salaries | orm <u>ABE - F</u> ABE 810.00 | ederal ESL | Total Month | Total Spent | Total Budg Total Budget | et = \$90,000.0 Balance Remaining |
| wn Form sper College CC gust Report get Category | aubmit Drawdown Reports ► | Orm ABE - F | ESL | ▼ Total Month | Total Spent | Total Budg Total Budget | et = \$90,000.0 Balance Remaining |
| wn Form sper College CC gust Report get Category histration | Pontract 2012 84.002 Casper 01 F Line Item Description Admin Salaries | orm ABE - F ABE 810.00 | ESL | ▼ Total Month | Total Spent | Total Budg Total Budget | et = \$90,000.0 Balance Remaining |
| ger College CC gust Report get Category | | Orm <u>ABE - F</u> ABE 810.00 | ESL | ▼ Total Month | Total Spent | Total Budg Total Budget | et = \$90,000.0 Balance Remaining |
| sper College Co gust Report get Category | Contract 2012 84.002 Casper 01 Contract Casp | ABE - F | ESL | ▼ Total Month | Total Spent | Total Budg Total Budget | et = \$90,000.0 Balance Remaining |
| gust Report get Category | Line Item Description Admin Salaries | ABE 810.00 | ESL | Total Month | Total Spent | Total Budg Total Budget | et = \$90,000.0 Balance Remaining |
| Report get Category | Line Item Description Admin Salaries | ABE 810.00 | ESL | Total Month | Total Spent | Total Budg Total Budget | et = \$90,000.0 Balance Remaining |
| get Category | Line Item Description | ABE 810.00 | ESL | Total Month | Total Spent | Total Budget | Balance Remaining |
| nistration | Admin Salaries | 810.00 | 0.00 | | | | |
| | | | 0.00 | 810.00 | 1,620.00 | 30,000.00 | 28,380.00 |
| nistration | Admin Benefits You cannot spend n | nore than w | vhat the | 0.00 | 0.00 | 3,000.00 | 3,000.00 |
| nistration | Support Salaries category is budgete | d for. | | 0.00 | 0.00 | 10,000.00 | 10,000.00 |
| nistration | Support Bene ts Close | | | 0.00 | 0.00 | 0.00 | 0.00 |
| nistration | Admin Materials 8 | | | 0.00 | 0.00 | 0.00 | 0.00 |
| istration | Space/Rent | | | .00 | 0.00 | 0.00 | 0.00 |
| | SubTotal | | | 10.00 | 1,620.00 | 43,000.00 | 41,380.00 |
| ssional Devel. | Staff Travel (lodg | | | 0.00 | 0.00 | 0.00 | 0.00 |
| ssional 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 |
| uctional | Instructional Salaries | 0.00 | 0.00 | 0.00 | 0.00 | 40,000.00 | 40,000.00 |
| uctional | 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 |
| i s s | stration sional Devel. sional Devel. ctional ctional | stration Space/Rent SubTotal sional Devel. Staff Travel (lodg sional Devel. In-service (local training expenses) SubTotal ctional Instructional Salaries ctional Instructional Benefits SubTotal GRAND TOTAL | Space/Rent SubTotal sional Devel. Staff Travel (lodg sional Devel. In-service (local training expenses) 0.00 SubTotal 0.00 ctional Instructional Salaries 0.00 ctional Instructional Benefits 0.00 GRAND TOTAL 810.00 | stration Space/Rent SubTotal Sional Devel. Staff Travel (lodg Sional Devel. In-service (local training expenses) 0.00 0.00 SubTotal 0.00 0.00 Ctional Instructional Salaries 0.00 0.00 Ctional Instructional Benefits 0.00 0.00 SubTotal 0.00 0.00 GRAND TOTAL 810.00 0.00 | Space/Rent 00 SubTotal 0.00 sional Devel. Staff Travel (lodg sional Devel. In-service (local training expenses) 0.00 0.00 SubTotal 0.00 0.00 0.00 Ctional Instructional Salaries 0.00 0.00 SubTotal 0.00 0.00 0.00 Ctional Instructional Benefits 0.00 0.00 SubTotal 0.00 0.00 0.00 SubTotal 0.00 0.00 0.00 | Space/Rent 00 0.00 SubTotal 0.00 1,620.00 sional Devel. Staff Travel (lodg 0.00 0.00 0.00 sional Devel. In-service (local training expenses) 0.00 0.00 0.00 SubTotal 0.00 0.00 0.00 0.00 0.00 SubTotal 0.00 0.00 0.00 0.00 0.00 Ctional Instructional Salaries 0.00 0.00 0.00 0.00 SubTotal 0.00 0.00 0.00 0.00 0.00 GRAND TOTAL 810.00 0.00 810.00 1,620.00 | Stration Space/Rent 00 0.00 0.00 SubTotal 0.00 1,620.00 43,000.00 sional Devel. Staff Travel (lodg 0.00 0.00 0.00 0.00 sional Devel. In-service (local training expenses) 0.00 0.00 0.00 0.00 0.00 SubTotal 0.00 0.00 0.00 0.00 0.00 0.00 tional Instructional Salaries 0.00 0.00 0.00 40,000.00 ctional Instructional Benefits 0.00 0.00 0.00 47,000.00 SubTotal 0.00 0.00 0.00 90,000.00 |

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:

🛛 rawdown 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 Budg | get = \$10,9 | 77.0 |
|-----------------|-----------------------|-------------|----------------|-------------|--------------|----------------------|------|
| 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

Month July

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

| July | • | | | | | Tot |
|---------------------|---------------------------------------|------------|----------------|-------------|-----------------|----------------------|
| Generate Report | | | | | | 100 |
| 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 12/20/2 | 011 2:16:00 PM Submitted By Rosann David Approve | d On 12/20 | /2011 2:18 | B:00 PM Appr | oved By admi | n@admin.com | |
|----------------------------|--|------------|----------------|--------------|-----------------|----------------------|----------|
| Provider Casper Colleg | Je Contract 2011 84.002 Casper 01 | ▼Form EL | Civics Draw | down - FEDER | AL 👻 | | |
| Month July Generate Report | | \frown | | | Tota | l Budget = 9 | 6,504.67 |
| 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 |
| Ĺ | 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.