Web-based Year-To-Date Expenditure and Progress Reporting Usage Guide

Version 1.5

Contacts:

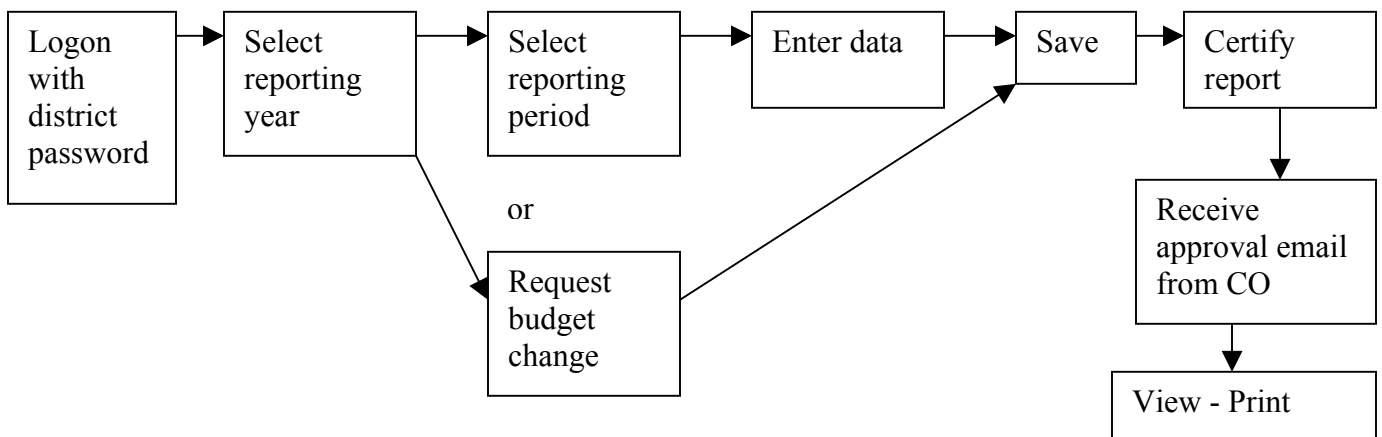Questions about completing the forms: Please contact your project monitor.

Technical Problems: Chuck Wiseley
                                          Vocational Education Specialist
                                          cwiseley@cccco.edu

Contents:

Process Overview:

Passwords

Before beginning, be sure to have the appropriate password available. Both Data Entry and Certification modes use the same Logon screen. The password entered determines the capabilities of the account. Two passwords have been provided to each district via email. Contact your regional monitor at the Chancellor's Office for more information or if you encounter problems accessing the website.

Data Entry Password: The first password can be used to enter and save the data as the submission process progresses. The data entry password can also certify the Application and Final report budgets. This password was sent via email to the Project Director and Chief Business Officer indicated on the most recent YTD report.

> **Warning:** For security reasons, users must press the Save/Update button within 30 minutes of accessing the data entry page or the user session will expire. Data entered since the last "Save" will be lost if the session expires. Each "Save/Update" resets the 30 minute timer.

Certification Password: The second password was provided to the Chief Business Officer via email. This password allows complete access to the district account including data entry or update, save and certification.

> **Warning:** Once a submission is certified, the data cannot be edited. If changes or updates are required after certification, contact your regional project monitor at the Chancellor's Office.

The Logon Screen

The VTEA Year-To-Date Expenditures and Progress reporting application is available through the "Extranet Online Web Application Site" at http://misweb.cccco.edu. The Logon screen can be accessed directly at: http://misweb.cccco.edu/vtea/prod/logon.cfm. This usage guide is also available on the Logon screen below the Logon button.

Figure 1 – Logon Screen

Logon to the district account by following the steps below:

1. Select your district.

2. Enter the appropriate password for "Data Entry Only" or "Certification" mode (the certification function is not available under *Data Entry Only* mode).

3. Select the "Logon" button.

Web-based Year-To-Date Expenditure and Progress Reporting Usage Guide

Process Selection Screen

When the next screen appears (Figure 2), a number of options become available. The options are selected using the buttons on the bottom of the screen. Each option is described in a section of the guide as shown below.

Figure 2 – Year/Quarter/Process Selection

1. Select the appropriate Program Year and Report Period,

2. Select one of the following options:

   View Data Provides a view only screen designed for viewing and printing. The quarter selected is highlighted and all text and narratives apply to the selected quarter.

   Enter/Edit Data Allows data entry, edit and certification (when Certification password is used).

   Budget Change Budget Change requests are required when budget changes materially change the outcomes of the grant or a line item is changed to or from zero. Approval prior to expenditures is required. See Budget Change section for more information.

   District Profile District contact information is stored in the district profile. All correspondence with a district regarding these reports uses information from the district profile. The profile should be updated quarterly or when personnel changes require updates. The District Profile information is also provided on the Certification screen

   Logoff End this session. Users should Logoff when the computer is unattended or when long periods of inactivity will occur.

Web-based Year-To-Date Expenditure and Progress Reporting Usage Guide

View Data Option

1. Select the appropriate Program Year and Quarter,

2. Select the "View Data" button,

3. Once the form appears (as shown in figure 3), the report can be viewed or printed. Scroll down to view the narrative entries for the selected quarter. The cancel button returns the user to the previous selection screen.

Figure 3 – View Report

Data Entry Mode

When the *Data Entry Only* password is used, the application is set to *Data Entry* mode. The *Data Entry* mode can be used to enter and save the data as the submission process progresses. The session can be saved and resumed at a later time by selecting the Save/Update button described below.

> **Warning:** For security reasons, users must press the Save/Update button within 30 minutes of accessing the data entry page or the user session will expire. Data entered since the last "Save" will be lost if the session expires. Each "Save/Update" resets the 30 minute timer.

1. Select the appropriate Program Year and Quarter on the Process Selection screen (figure 2).

2. Select the "Enter/Edit Data" button,

3. Once the form appears (as shown in figure 4), begin the data entry. Use the Mouse or Tab key to move from cell to cell.

Web-based Year-To-Date Expenditure and Progress Reporting Usage Guide

There are two parts to the Year-to-Date report: Expenditures and Progress. Each section is addressed below:

Expenditure Report

The budget for the quarter is automatically filled in with the previously approved budget. Budget changes should follow restrictions in the Legal Articles of the grant. If total expenditures fall below guidelines set using the apportionment payment schedule, narrative section II must be completed.

Figure 4 – Expenditure Report

Expenditures (Figure 4)

1. Use a single set of columns for each category: the first column "Budget" reports the approved budget, the second column "Expenditure" reports year-to-date expenditures (cumulative), the third column "Balance" reports unexpended balances relative to the approved total budget (automatically calculated – no entry is required).

2. Report amounts by summary object code as defined by the *California Community Colleges Budget and Accounting Manual.* The disaggregation listed in these YTD reports are the minimum required. Due to various program guidelines, additional disaggregation of costs may be required in the final claim.

Progress Report

The progress report includes a progress selection area and a narrative area as shown below in Figure 5.

Web-based Year-To-Date Expenditure and Progress Reporting Usage Guide

Note: The narrative can be created in a word processing software and copied into the appropriate narrative section. **Each section is limited to 8,000 characters** (including spaces) which is approximately 1 page of text. To check the number of characters in a *MS Word* document, select *Tools* and then *Word Count*.

Figure 5 – Progress Report

Three buttons are available on the **bottom of the "Enter/Edit" form** as shown in Figure 5: Save/Update, Reset, and Cancel. The function of each button is described below:

1. **Save/Update** button: Data entered can be saved at any time during the session by selecting the "Save/Update" button at the bottom of the page. Data that has been saved will appear when the account is accessed at a later time or date.

2. **Reset** button: Discards all changes since the last save, reloads data from the most recent save, and keeps the user in the "Edit/Update" form.

3. **Cancel** button: Discards all changes since the last save and returns to the Year-Quarter selection screen.

Completing the Progress Report Section

1. Select the appropriate choice of activity progress.

    a. If "Activities are being conducted as planned" is selected, complete section I.

    b. If "Activities are not being conducted as planned" is selected, complete sections I and II.

    c. If expenditures as a percentage of allocation falls below the guideline is indicated in the "Total Expenditure" percentage calculation, the district must provide an explanation in section III before certifying.

2. **Section I** of the Year-To-Date Expenditure and Progress Report form provides a summary of activities. Entries are limited to 8,000 characters (approximately 1 page of text).

3. **Sections II** of the Year-To-Date Expenditure and Progress Report form provides the reasons for the lack of progress during the quarter.

4. **Section III** reports why expenditures are below the guideline.

5. **Section IV** provides explanations for budget changes made on the report. The narrative explains how the changes meet the requirements in the Legal Articles (e.g. for Title I-C that they do not materially effect the outcomes of the grant). *See Budget Changes section for information on when monitor approval is required.*

Certification Mode

When the *Certification* password is used, the application is set to *Certification* mode. The *Certification* mode can be used to enter and save the data as the submission process progresses similar to the *Data Entry* mode. The session can be saved and resumed at a later time by selecting the *Save/Update* button described below. The *Certify* button is only available in the *Certification* mode.

Note: The certification button is available for all passwords in the Budget Change screen. Email notifications are sent to all email accounts in the district profile when change requests are approved.

1. The VTEA Year-To-Date reporting application is available at: http://misweb.cccco.edu/vtea/prod/logon.cfm.

2. Logon to the district account by following the steps below (see Figure 1):

    a. Select your district

    b. Enter the "Certification" password for "Certification" mode.

      Note: The certification button is only available in certification mode. It is not available under "Data Entry Only" mode.   All data entry functions are also available in "Certification" mode. See Figure 6 below for a view of the buttons available in certification mode.

    c. Select the "Logon" button.

3. When the next screen appears, select the appropriate Program Year and Quarter.

4. Select the "Enter/Edit Data" button. The Save/Update or Certify buttons must be pressed within 30 minutes of accessing the Edit screen or edits in the session will be lost (see warning under data entry mode for more information).

5. Once the form appears, all edit and certify functions are available.

6.   Certify button: Once all data is entered and checked for accuracy, select the certify button at the bottom of the page to begin the certification process.
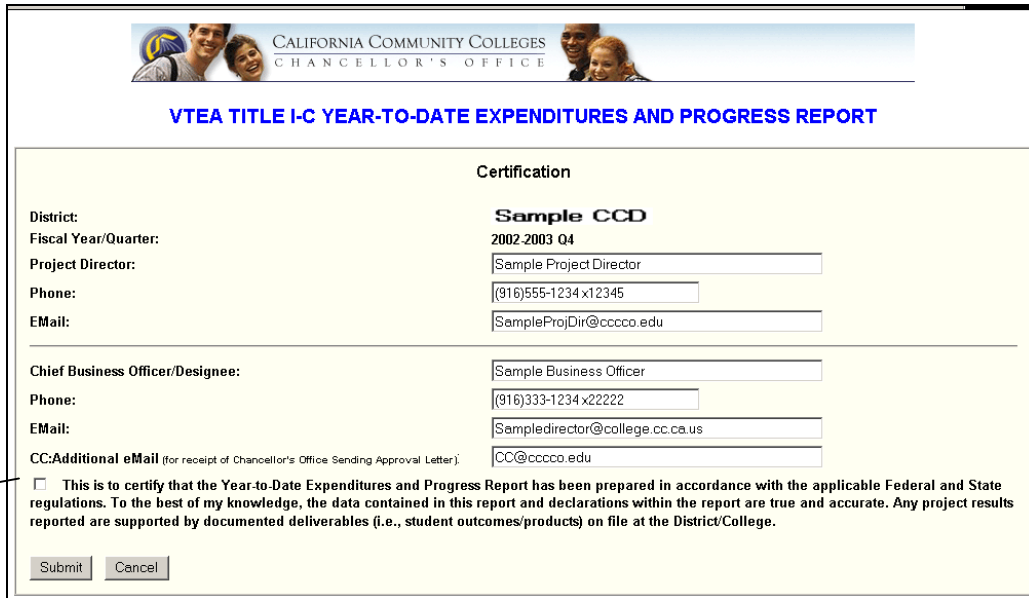
Figure 6 – Certification mode buttons
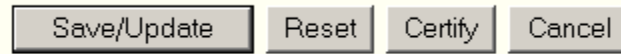
Certification:

1.   Once the certify button is selected, the Certification screen (Figure 6) appears. Review (or update) the information presented for accuracy.

Figure 7 – Certification Screen

Certification Checkbox

Note: The email addresses on this screen will be used for all correspondence regarding these YTD submissions so accuracy is critical.

The "cc: Additional eMail" address is used as an additional VTEA district contact or coordinator to receive correspondence.

2. **Required for Certification:** Select the check box next to the certification paragraph to agree to the certification.

3. Select the "Submit" button to certify or the "Cancel" button to go back to the Year-Quarter selection screen.

Warning: Once a submission is certified, the data cannot be edited. If changes or updates are required after certification, contact your regional monitor at the Chancellor's Office. Regional contact information is available at:

http://www.cccco.edu/divisions/esed/voced/grants/proj_monitor_contact_list.doc

Budget Change

Budget Change requests are required when budget changes materially effect the outcomes of the grant or a line item is changed to or from zero. ***Project Monitor Approval is required prior to expenditures***. See the grant *Legal Article I*, Budget Change section for more information.

Web-based Year-To-Date Expenditure and Progress Reporting Usage Guide

When a budget change is completed and the certify button is pressed an email is automatically sent to the project monitor as notification of the request. Budget Change requests can be certified by either the project director or CBO passwords. Approval will be time stamped when the monitor approves the request. **Approvals must be prior to expenditures.**

Once a budget change is approved by the monitor, an email will be generated automatically to all email accounts in the district profile notifying them of the approved budget change.

Budget Changes are effective once approved so budget changes can only affect the next quarter report for the period when the request is approved. **Budget Changes CANNOT be approved in arrears.**

Figure 8: Budget Change Screen

Enter the new budget being requested for approval, provide an explanation of why the change is being requested, and press one of the four buttons described below:

Web-based Year-To-Date Expenditure and Progress Reporting Usage Guide

1. **Save/Update** button: Data entered can be saved at any time during the session by selecting the "Save/Update" button at the bottom of the page. Data that has been saved will appear when the account is accessed at a later time or date. The save button should be pressed within 20 minutes of accessing this screen

2. **Reset** button: Discards all changes since the last save, reloads data from the most recent save, and keeps the user in the "Edit/Update" form.

3. **Certify** button: Once all data is entered and checked for accuracy, select the certify button at the bottom of the page to begin the certification process. See the Certification section above for next steps in requesting budget changes. Budget change requests can be certified by either password.

4. **Cancel** button: Discards all changes since the last save and returns to the Year-Quarter selection screen.

Printing a copy for your files:

To print the document, follow the steps below:

1. Logon to the district section of the reporting tool at: http://misweb.cccco.edu/vtea/prod/logon.cfm. ,
2. Select the appropriate Program Year and Reporting Period,
3. Select the "View Data" button,
4. Once the report appears, select the "Send to Printer" button.

We advise you to print and keep a paper copy of the approved document in your local audit file once you have received the approval email.