Expenditures Video Transcript

Video 1: Introduction to Expenditures

Welcome to the CTEIS Expenditures video training, presented by PTD Technology.

For Michigan schools running CTE programs, the Expenditures report is one of three seasonal reports required by the Office of Career and Technical Education, or OCTE, each year. On this report, you will collect information related to the expenses incurred by your CTE programs during the previous school year. You will also indicate how any 61a(1), 61b, and 61c Added Cost funds, and local funds, were applied to these programs. OCTE will review your reports in order to ensure that your district's funds were spent appropriately and to determine the amount of money your programs are eligible to receive in the following year.

Because an inaccurate or incomplete Expenditures report can lead to a loss of funding, please remember that several resources are available to you if you have questions or need assistance. For any technical questions, do not hesitate to call the PTD Technology Help Desk at (800) 203-0614, extension 128, or at (517) 333-9363, extension 128. If you prefer to contact the Help Desk by e-mail, you may e-mail your questions to CTEIS.help@PTDtechnology.com. For questions regarding policy and standard reporting procedures, please contact Joan Church at OCTE. You may phone her at (517) 335-0360 or e-mail her at ChurchJ@michigan.gov. Additional information regarding your CTEIS reports may also be located on the OCTE website at www.michigan.gov/octe.

To learn the steps involved in beginning and successfully completing your Expenditures report, please click on the link titled "Collecting Data."

Video 2: Collecting Data

To streamline your workflow and produce a quality Expenditures report, you might find it helpful to break the reporting process into several smaller goals. To begin this report, you will need to identify the expenditure information you require and then collect it from the appropriate personnel. After collecting your information, decide if you want to create distribution tables to allow CTEIS to spread your expenditures across multiple programs. Distribution tables are never required in order to complete your Expenditures report, but may serve as useful tools when portions of your expenses need to be claimed by several programs. When you have designed any necessary distribution tables and are confident that you have your expenditure records in order, you may begin entering your expenditure data into CTEIS. You may run the validation procedure at any time, but you will be required to use this tool before you may submit your final report.

One of the more challenging tasks to complete during the Expenditures reporting cycle is collecting your expenditure information from the right people. In general, you will need to know three pieces of information to complete your Expenditures report: the dollar amount of expenditures to record, the programs you are applying expenditures to, and, if you are prorating certain expenses or using distribution tables, the percentage of your expenditures that is being claimed by each program sharing in those costs. Typically your business or finance office will provide you with the records you need.

Keeping a contact table or spreadsheet of staff names, phone numbers, e-mail addresses, and the type of data each source provides can help streamline the collection process. You may also wish to generate a listing of programs awaiting expenditure entry. Within CTEIS, navigate to the Data Entry menu and click “Expenditure Entry.” If necessary, select your district and building, and then click the “Export to Excel” button. You may open your program list in Microsoft Excel if you would like to print hard copies for yourself and your staff.

In the next tutorial segment, we discuss how to build distribution tables as another useful tool to help with your reporting requirements. Click on the link called “Creating and Editing Distribution Tables” to learn more.

Video 3: Creating and Editing Distribution Tables (0:00)

Before entering your expenditure information into CTEIS, you should plan and create any distribution tables necessary to your report. Distribution tables are optional features within CTEIS that you may use to easily assign portions of an expenditure to multiple programs. For example, if you have a counselor who works with career tech students from all of the programs within a building, you can create a distribution table to spread that counselor's salary or other related costs across those different programs. You could also set up a distribution table to bundle travel expenses or prorate equipment or maintenance costs.

Distribution tables are created using the "Distribution Tables" option within the Expenditures menu. Here, you will select your Fiscal Agency and choose the building that houses the programs you wish to include in your distribution table. If you would like to include programs that run in different buildings, you may use the "Select All in District" option instead. Use the checkboxes beside the building name to indicate which programs you wish to include in your distribution table. Use the "Distribution Table Name" field to give your table a name that you will recognize.

It is important to note that when you finish creating your table and begin feeding expenses into it, CTEIS will calculate the costs to be applied to each program you include based on the calculation option you select. The "Based on Student Enrollment" option is the default choice and will indicate to CTEIS that your expenditures should be divided based on the number of student enrollments within a program. This information is provided by the previous year's XO107 Secondary Funding Report, and programs that enroll large numbers of students will receive a proportionately greater share of the expenditures you enter than smaller programs.

The "Evenly Distributed" option simply asks CTEIS to divide any expenses evenly among all the programs included within the current distribution table. Choosing "Custom" calculations allows you to manually enter the rates at which your expenses are divided among your programs.

Finally, click on the “Enter Expense” button to save your table.

After you have perfected the distribution tables you will use to divide your expenditures, you are ready to enter your information into CTEIS. Click on the link titled “Entering and Editing Expenditures” to understand this process.

Video 4: Entering and Editing Expenditures (0:00)

When you are ready to enter your data into CTEIS, navigate to the Data Entry menu and select “Expenditure Entry.” Please use the links at the top of the screen to download OCTE’s guidance workbooks. These workbooks will provide you with detailed descriptions of Function and Object Code pairs as well as instructions for entering expenditures.

To begin entering your expenditure information, select your Fiscal Agency and a building from the provided drop-down menus. Next, choose whether you would like to enter expenditures for a single program or would prefer to run them through a distribution table. Remember that you may sort and filter your grid by clicking the labels or typing keywords into the text fields within the column header rows.

The process for entering expenditure information is the same for both PSNs and distribution tables. First, click the leftmost button within a program’s row, then select a Function Code and Object Code to classify the expenditure as shown in the OCTE guidance workbooks. A teacher salary should be entered using Function Code 127 and Object Code 1240, for example.

Next, indicate the expenditure’s funding sources by entering the amount of money that was drawn from each of the recognized funding sources. Click the “Enter Expenditure” button to save the record. As you save your expenditures, a grid at the bottom of the screen will expand to include the details of your new entries, including any notes you might add. If you would like to adjust a record, you may use the “Edit” button to the left side of that entry, or you may remove the expenditure by clicking the “Delete” button instead. When you are ready to enter expenditures for a new program, simply select one from the programs grid to begin the process again.

Click on the link called “Finalizing Your Report” to learn how to complete your Expenditures report.

Video 5: Finalizing Your Report (0:00)

When all expenditures are entered for each program in your Fiscal Agency, you will need to submit your data for review. Before you do this, however, you will want to check your information to make sure it is complete and accurate.

To review your expenditures data, you will first need to run the CTEIS validation process to generate the sum totals of your entries. To access the validation feature, go to the Data Entry menu and choose "Expenditure Review." If necessary, select a district to load the grid with buildings to review, then click the button labeled "Validate" within a building row. A report summarizing your expenditure totals will appear below the building grid.

Review this report to ensure that the totals shown are accurate. Remember that items marked with asterisks are designated Program Improvement categories, which must comprise at least ninety percent of the added cost funding your district received. Please note that you may reorganize this summary by clicking on the blue tabs above the report or by dragging labels from other columns into the blue header row. You may also export your summary to Excel for easy printing.

When you are satisfied with a building's summary report, click the "Complete" button within the Building Status column. This causes an "X" to appear within the Building Status column, indicating that your data is awaiting review by your Level 5 Fiscal Agency Authorized Official. Marking a building complete also locks your building from further editing and attempts to alert your Authorized Official via e-mail that your data is ready for review. Due to security measures put in place to prevent unwanted e-mail, CTEIS-generated notifications do not always make it to their destination, so it is a good idea to follow up personally with your Authorized Official when you complete a building-level report.

When the Level 5 Authorized Official has completed the preliminary review of your data, it is sent to the CEPD Administrator for a final review, and then is finally sent to OCTE. When the process is complete for each building on your list, you have reached the end of your Expenditures reporting cycle.

Thank you for watching the CTEIS Expenditures tutorial. Remember, please contact the CTEIS Help Desk if you have any questions in the future!