


Budget Decrease Workflow

CATE Budget Decrease – Budget Home

Print showing all allocations had a decrease.

Budget Home | CATE Coordinator | Member Center | Logout


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Budget Home
Sub Recipient: Richland 02
Sub Grant Title: 15 Local EIA CATE
Award Period: 2/2/2015 - 2/1/2016

Allocation Type	Allocation Amount	Budgeted Amount	Unbudgeted Amount
CATE Local	\$30,000.00	\$39,000.00	(\$9,000.00)
CATE Federal	\$40,900.00	\$44,900.00	(\$4,000.00)
CATE State EIA	\$29,000.00	\$29,800.00	(\$800.00)
CATE WBL	\$39,999.00	\$40,000.00	(\$1.00)

Budget Summary

New Budget Decrease button. This button is ONLY available for selection IF the Budget item is part of the item impacted by the Decrease. For example if Federal was NOT given a decrease you would not see the button for SP 12. The Budget Decrease will only be available when applicable

Budget Listing | CATE Coordinator | Member Center | Logout

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Budget Listing
Sub Recipient: Richland 02
Sub Grant Title: 15 Local EIA CATE
Award Period: 2/2/2015 - 2/1/2016

Sub Program Code	Function Code	Object Code	Budget Amount	School Name	CIP Code - Name / Course Code - Name	Approval Status
12	200	700	\$200.00	Ridge View High	430107 - Law Enforcement Services / 6510 - Law Enforcement Services 1...	Approved


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Budget Decrease

Budget Decrease Workflow

CATE Budget Decrease - Create New

User will select the Budget Decrease button and enter the decrease info (Decrease Amount and Reason for Decrease) select Create. If the decrease amount exceeds the available amount for that line item an edit message will display to the user. Note that the system will take into consideration any amendments and expenditures during this process.



Budget Details - Create | CATE Coordinator | Member Center | Logout

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Budget Details - Create
Sub Recipient: Richland 02
Sub Grant Title: CATE multi-award SubGrant
Award Period: 2/2/2015 - 2/1/2016

Sub Program Code - Name 12 - Family and Consumer Sciences	Function Code - Name 200 - SUPPORT SERVICES	Object Code - Name 700 - Transfers
Amount Remaining 200.00	Decrease Amount * <input type="text" value="\$111.11"/>	New Amount \$88.89

Reason For Decrease *
removing this item from our budget due to reduction of allocation from the feds. SRC

Maximum characters: 750
Characters left: 664


Create

Cancel

Budget Decrease Workflow

CATE Budget Decrease - Create New Cont.

Once Create is selected the item displays on the Budget Decrease Listing page. The item can be Edited, Deleted or Submitted. In addition the Amount link can be selected to access the Budget Decrease Details page. This will display the history for the Decrease item.



Budget Decrease - Listing | CATE Coordinator | Member Center | Logout

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Budget Decrease - Listing
Sub Recipient: Richland 02
Sub Grant Title: 15 Local EIA CATE
Award Period: 2/2/2015 - 2/1/2016

[Submit](#)

Sub Program Code - Name	Function Code - Name	Object Code - Name	Original Amount	Decrease Amount	New Amount	Approval Status Name	
12 - Family and Consumer Sciences	200 - SUPPORT SERVICES	700 - Transfers	\$200.00	\$111.11	\$88.89	PreSubmittal	<div>Edit Delete</div>

Budget Decrease Workflow

CATE Budget Decrease - Edit

From the Budget Decrease Listing page select Edit. The Decrease amount and Reason for Decrease can be edited/changed. When complete select Save.



Budget Details - Edit | CATE Coordinator | Member Center | Logout

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Budget Details - Edit
Sub Recipient: Richland 02
Sub Grant Title: CATE multi-award SubGrant
Award Period: 2/2/2015 - 2/1/2016

Sub Program Code - Name
12 - Family and Consumer Sciences

Function Code - Name
200 - SUPPORT SERVICES

Object Code - Name
700 - Transfers

Amount Remaining
88.89

Decrease Amount *
\$111.11

New Amount
\$88.89

Reason For Decrease *
removing this item from our budget due to reduction of allocation from the feds. SRC.

Maximum characters: 750
Characters left: 665

Save Back to List

Changed Decrease Amount from 111.11 to 60.00 New Budget amount is. Select Save. Confirmation message displays and listing page contains updated amount.



Budget Details - Edit | CATE Coordinator | Member Center | Logout

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Budget Details - Edit
Sub Recipient: Richland 02
Sub Grant Title: CATE multi-award SubGrant
Award Period: 2/2/2015 - 2/1/2016

Sub Program Code - Name
12 - Family and Consumer Sciences

Function Code - Name
200 - SUPPORT SERVICES

Object Code - Name
700 - Transfers

Amount Remaining
88.89

Decrease Amount *
\$60.00

New Amount
\$140.00

Reason For Decrease *
removing this item from our budget due to reduction of allocation from the feds. SRC.

Maximum characters: 750
Characters left: 665

Save Back to List

Budget Decrease Workflow

CATE Budget Decrease Cont. – Create New - Email

Emails are generated/sent to the Sub Recipient Finance as well as the Coordinator.

GAPS: A Budget Decrease item was Submitted to Sub Recipient Finance for Richland 02 Inbox x

webmaster.noreply@ed.sc.gov 2:13 PM (1 hour ago) ☆ ↶ ↷
to me

Dear GAPS Program Coordinator:

SubProgram Code: 12 Function Code: 200 Object Code 700
has been Submitted to Sub Recipient Finance

Sub Grant Title: CATE multi-award SubGrant
Grant Number: H63010107115
Sub Grant Number: 1
Award Period: 2/2/2015 - 2/1/2016

Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox. If you require assistance please submit an eService ticket: <https://eservices.ed.sc.gov/>

Role: H630101071_coordinator District: 4002 The information contained in this transmission is intended only for the use of the person(s) named above. If you are not the intended recipient, please contact the sender by reply email. The South Carolina Department of Education is neither liable for the proper and complete transmission of the information contained in this communication nor for any delay in its receipt. To reply to the agency administrator directly, please send an email to postmaster@ed.sc.gov. Communications to and from the South Carolina Department of Education are subject to the South Carolina Freedom of Information Act, unless otherwise exempt by state or federal law.

webmaster.noreply@ed.sc.gov 2:13 PM (1 hour ago) ☆ ↶ ↷
to me

Dear GAPS Program Finance:

SubProgram Code: 12 Function Code: 200 Object Code 700
has been Submitted to Sub Recipient Finance

Sub Grant Title: CATE multi-award SubGrant
Grant Number: H63010107115
Sub Grant Number: 1
Award Period: 2/2/2015 - 2/1/2016

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Budget Decrease Workflow

CATE Budget Decrease – Sub Recipient Review (Return) Cont.

S/R logs in, navigates to the Budget Decrease listing page. Select the New amount hyperlink for the specific Budget item



Budget Decrease - Listing | CATE District Finance | Member Center | Logout

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Budget Decrease - Listing
Sub Recipient: Richland 02
Sub Grant Title: 15 Local EIA CATE
Award Period: 2/2/2015 - 2/1/2016

Submit

Sub Program Code - Name	Function Code - Name	Object Code - Name	Original Amount	Decrease Amount	New Amount	Approval Status Name
12 - Family and Consumer Sciences	200 - SUPPORT SERVICES	700 - Transfers	\$200.00	\$60.00	\$140.00	Submitted to Sub Recipient Finance

Budget Decrease Workflow

CATE Budget Decrease – Sub Recipient Review (Return) Cont.

Select Return



Budget Decrease - Details | CATE District Finance | Member Center | Logout

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Budget Decrease - Details
Sub Recipient: Richland 02
Sub Grant Title: CATE multi-award SubGrant
Award Period: 2/2/2015 - 2/1/2016

Sub Program Code - Name 12 - Family and Consumer Sciences	Function Code - Name 200 - SUPPORT SERVICES	Object Code - Name 700 - Transfers
Amount Remaining \$140.00	Decrease Amount \$60.00	New Amount \$140.00
Reason For Decrease removing this item from our budget due to reduction of allocation from the feds. SRC.		
User Id scde0010scde@gmail.com	Entry Timestamp 11/23/2015 3:47:31 PM	Approval Status Name Submitted to Sub Recipient Finance

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[Return](#)


History:

Status	User ID	Date	Activity
Submitted to Sub Recipient Finance	scde0010scde@gmail.com	11/23/2015 3:47:31 PM	Bulk Submit
PreSubmittal	scde0010scde@gmail.com	11/23/2015 3:44:40 PM	Edited
PreSubmittal	scde0010scde@gmail.com	11/23/2015 3:40:41 PM	Created

Budget Decrease Workflow

CATE Budget Decrease – Sub Recipient Review (Return) Cont.

Reason field displays to enter the Reason for the return, select Return. A confirmation message will display. Select OK



Budget Decrease - Details | CATE District Finance | Member Center | Logout

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Budget Decrease - Details
Sub Recipient: Richland 02
Sub Grant Title: CATE multi-award SubGrant
Award Period: 2/2/2015 - 2/1/2016

Sub Program Code - Name 12 - Family and Consumer Sciences	Function Code - Name 200 - SUPPORT SERVICES	Object Code - Name 700 - Transfers
Amount Remaining \$140.00	Decrease Amount \$60.00	New Amount \$140.00
Reason For Decrease removing this item from our budget due to reduction of allocation from the feds. SRC.		
User Id scde0010scde@gmail.com	Entry Timestamp 11/23/2015 3:47:31 PM	Approval Status Name Submitted to Sub Recipient Finance

Back to List

Cancel

Reason *

Please review this more carefully. Are you sure this is the item you want to reduce? Sincerely, the District Finance person :)

Maximum characters: 500
Characters left: 371

Return

History:

Status	User ID	Date	Activity
Submitted to Sub Recipient Finance	scde0010scde@gmail.com	11/23/2015 3:47:31 PM	Bulk Submit
PreSubmittal	scde0010scde@gmail.com	11/23/2015 3:44:40 PM	Edited
PreSubmittal	scde0010scde@gmail.com	11/23/2015 3:40:41 PM	Created

Budget Decrease Workflow

CATE Budget Decrease – Sub Recipient Review (Return) Cont.

A confirmation message displays indicating the item has been returned and emails are generated. The new Status is now Returned. The Coordinator will review the item and make any necessary changes and/or delete the item. Process is repeated until item is deleted or approved. The same process occurs if Ed Associate or the CATE Admin Returns the item to the Coordinator.

Budget Decrease

The Decreased items that were Submitted to Sub Recipient Finance for Richland 02 have successfully been Returned

Ok

Sub Program Code - Name	Function Code - Name	Object Code - Name	Original Amount	Decrease Amount	New Amount	Approval Status Name
12 - Family and Consumer Sciences	200 - SUPPORT SERVICES	700 - Transfers	\$200.00	\$60.00	\$140.00	Returned

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GAPS: A Budget Decrease item was Returned for Richland 02

webmaster-noreply@ed.sc.gov
to me

2:16 PM (2 hours ago)

Dear GAPS Program Finance:

SubProgram Code: 12 Function Code: 200 Object Code 700
has been Returned

Sub Grant Title: CATE multi-award SubGrant
Grant Number: H63010107115
Sub Grant Number: 1
Award Period: 2/2/2015 - 2/1/2016

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Role: H630101071_finance District: 4002 The information contained in this transmission is intended only for the use of the person(s) named above. If you are not the intended recipient, please contact the sender by reply email. The South Carolina Department of Education is neither liable for the proper and complete transmission of the information contained in this communication nor for any delay in its receipt. To reply to the agency administrator directly, please send an email to postmaster@ed.sc.gov. Communications to and from the South Carolina Department of Education are subject to the South Carolina Freedom of Information Act, unless otherwise exempt by state or federal law.

webmaster-noreply@ed.sc.gov
to me

2:16 PM (2 hours ago)

Dear GAPS Program Coordinator:

SubProgram Code: 12 Function Code: 200 Object Code 700
has been Returned

Sub Grant Title: CATE multi-award SubGrant
Grant Number: H63010107115
Sub Grant Number: 1
Award Period: 2/2/2015 - 2/1/2016

Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox. If you require assistance please submit an eService ticket: <https://eservices.ed.sc.gov/>

Target Role: H630101071_coordinator
Target District: 4002 The information contained in this transmission is intended only for the use of the person(s) named above. If you are not the intended recipient, please contact the sender by reply email. The South Carolina Department of Education is neither liable for the proper and complete transmission of the information contained in this communication nor for any delay in its receipt. To reply to the agency administrator directly, please send an email to postmaster@ed.sc.gov. Communications to and from the South Carolina Department of Education are subject to the South Carolina Freedom of Information Act, unless otherwise exempt by state or federal law.

Budget Decrease Workflow

CATE Budget Decrease – Ed Associate Review

On the above Budget Decrease item the coordinator has gone in; edited the item and resubmitted to the S/R Finance. The S/R Finance has now approved the item. The item is now in the status of Submitted to Ed Associate. The Ed associate can Submit the item to the CATE Admin or Return the item back to the Coordinator. The ED associate has the ability to approve items via Bulk or Individual. When the Ed Associate selects Submit the item is considered approved by the Ed associate and the item is then placed in Submitted to the SCDE Program Admin.

Select the hyperlink for the amount which will display the Details page to provide details page. This is where the Ed Associate can Return or individually Approve the item.



Budget Decrease - Listing | CATE Ed Associate | Member Center | Logout

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Budget Decrease - Listing
Sub Recipient: Richland 02
Sub Grant Title: 15 Local EIA CATE
Award Period: 2/2/2015 - 2/1/2016

Submit

Sub Program Code - Name	Function Code - Name	Object Code - Name	Original Amount	Decrease Amount	New Amount	Approval Status Name
12 - Family and Consumer Sciences	200 - SUPPORT SERVICES	700 - Transfers	\$200.00	\$60.00	\$140.00	Submitted to ED Associate

Budget Decrease Workflow

CATE Budget Decrease – Ed Associate Review cont.

Return will return the item to the coordinator and place the item(s) in Pre submittal.
Selecting Approve will change the item to Submitted to SCDE Program Admin

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Budget Decrease - Details
Sub Recipient: Richland 02
Sub Grant Title: CATE multi-award SubGrant
Award Period: 2/2/2015 - 2/1/2016

Sub Program Code - Name 12 - Family and Consumer Sciences	Function Code - Name 200 - SUPPORT SERVICES	Object Code - Name 700 - Transfers
Amount Remaining \$140.00	Decrease Amount \$60.00	New Amount \$140.00
Reason For Decrease removing this item from our budget due to reduction of allocation from the feds. SRC.		

User Id scde0011scde@gmail.com	Entry Timestamp 11/24/2015 8:23:14 AM	Approval Status Name Submitted to ED Associate
------------------------------------------	-------------------------------------------------	----------------------------------------------------------

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[Approve](#) [Return](#)

History:

Status	User ID	Date	Activity
Submitted to ED Associate	scde0011scde@gmail.com	11/24/2015 8:23:14 AM	Bulk Submit
Submitted to Sub Recipient Finance	scde0010scde@gmail.com	11/23/2015 4:45:28 PM	Bulk Submit
PreSubmittal	scde0010scde@gmail.com	11/23/2015 4:45:25 PM	Edited
Returned	scde0011scde@gmail.com	11/23/2015 4:37:05 PM	Please review this more carefully. Are you sure this is the item you want to reduce? Sincerely, the District Finance person :)
Submitted to Sub Recipient Finance	scde0010scde@gmail.com	11/23/2015 3:47:31 PM	Bulk Submit
PreSubmittal	scde0010scde@gmail.com	11/23/2015 3:44:40 PM	Edited
PreSubmittal	scde0010scde@gmail.com	11/23/2015 3:40:41 PM	Created

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Budget Decrease - Listing | CATE Ed Associate | Member Center | Logout

Budget Decrease

The Decreased items that were Submitted to ED Associate for Richland 02 have been approved.

[Ok](#)

Sub Program Code - Name	Function Code - Name	Object Code - Name	Original Amount	Decrease Amount	New Amount	Approval Status Name
12 - Family and Consumer Sciences	200 - SUPPORT SERVICES	700 - Transfers	\$140.00	\$60.00	\$80.00	Approved

Budget Decrease Workflow

Budget Decrease Workflow

Important Notes

1. The Budget Decrease is initiated when an award/allocation has been reduced. This can be done manually or via uploading the Allocation workbook.
2. A Budget can be decreased during any point in the Finance process. Even if Amendments, Expenditures or Refunds have been processed (pending or approved).
3. As in any other situation, if all funds are not budgeted or if there is a negative budget amount, Amendments, Expenditures and Refunds are not available to process. They will be available for View only.
4. The Decrease Budget option will only be available if the award for that line item has been reduced For example: For CATE if the Federal award was not reduced, the Federal Subprograms will not have a Budget Decrease option available.
5. An Ed Associate Report (titled Budget Decrease) has been created so these users can view sub programs impacted by the Budget Decrease. This report is available to the Ed Associates and the CATE Admin.
6. The Approval workflow is the same as it is with Budgets and Amendments.
 - District Coordinator enters and Submits to the District Finance
 - District Finance can Return the item to the Coordinator or Submit to the SCDE Program and Ed associate. There is no Deny function for Decreases. The item can be edited or deleted by the coordinator when it's returned.
 - Where applicable the Ed Associate can Return to the Coordinator or Submit to the SCDE Program office.
 - The SCDE Program Office can Return the item to the Coordinator or Approve the item.
 - Once the item is approved the Budget Summary page will be updated and the decrease item will no longer display as pending. The Budget item amount will be changed to reflect the decrease.
 - There is no option to Deny a Budget Decrease (only Approve and Return). The item can be deleted and edited when its returned to the coordinator.
7. A budget line item can only have a single Budget Decrease processed against it. This may be changed in the near future to allow multiple Decreases to a single line item.
8. When selecting a line item from Budget Summary, at this point expenditure amounts (if any) are not reflected. But if you attempt to process a Budget Decrease that exceeds the available amount due to pending or approved expenditures or pending amendments the system will alert you if you attempt to 'over decrease' the line item.
9. Throughout out the Budget Decrease process the Original Amount will be the Budget line item amount from the Budget Summary. The Original Amount will not be changed

Budget Decrease Workflow

during the process. However, once the Budget Decrease is approved the Budget Summary will reflect the new line item amount.


10. Budget Decrease processing includes email notifications just like other line item processing.
11. A Budget Decrease item that is in Pre submittal can be deleted. Even if it is in Pre submittal after being returned to the Coordinator. There is no need to retain history on a deleted Budget Decrease.
12. Budget Decrease information (excluding deleted decreases) is retained in the History like other transactions.
13. The decrease amount must be greater than zero (0.00). If zero is entered for the Decrease amount, an edit message will display indicating the amount must be greater than zero.
14. User will receive an edit message if they exceed the decrease amount.

15.

Budget Decrease Workflow

Examples – Budget Decrease with pending Expenditures

Expenditure summary page indicates there is a pending expenditure for 14,000 which happens to be the entire line item amount.



Expenditure Summary | GAPS Program Coordinator | Member Center | Logo

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Expenditure Summary

Sub Recipient: Spartanburg 02
Sub Grant Title: 21st century After School Learning Test
Award Period: 9/5/2014 - 9/28/2022

Fiscal Quarters * **Status Filter ***

Sub Program Code	Function Code	Sub Program Name	(100) Salary	(200) Fringe Benefits	(300) Purchased Services	(400) Instructional Supplies	(500) Equipment	(600) Other	(700) Indirect Costs	Total
13	116	21st Century SRC 1013	\$0.00	\$10.00 (\$5.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10.00
13	210	21st Century SRC 1013	\$0.00	\$30.41	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30.41
13	260	21st Century SRC 1013	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$14,000.00 (\$14,000.00)	\$0.00	\$14,000.00
13	432	21st Century SRC 1013	\$0.00	\$0.00	\$0.00	\$0.00	\$450.16	\$0.00	\$0.00	\$450.16
13	500	21st Century SRC 1013	\$0.00	\$0.00	\$0.00	\$480.24	\$0.00	\$0.00	\$0.00	\$480.24
Total:			\$0.00	\$40.41	\$0.00	\$480.24	\$450.16	\$14,000.00	\$0.00	\$14,970.81

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Budget Decrease Workflow

Examples – Budget Decrease with pending Expenditures Cont.

Coordinator selects the item from Budget Summary

Budget Summary										
Sub Recipient: Spartanburg 02										
Sub Grant Title: 21st century After School Learning Test										
Award Period: 9/5/2014 - 9/28/2022										
Sub Program Code	Function Code	Sub Program Name	(100) Salary	(200) Fringe Benefits	(300) Purchased Services	(400) Instructional Supplies	(500) Equipment	(600) Other	(700) Indirect Costs	Total
13	100	21st Century SRC 1013	\$5.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5.00
13	116	21st Century SRC 1013	\$5.55	\$10,222.55	\$11,815.76	\$0.00	\$0.00	\$21.00	\$0.00	\$11,852.31
13	126	21st Century SRC 1013	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,136.43	\$10,136.43
13	210	21st Century SRC 1013	\$0.00	\$12,525.41	\$0.00	\$905.00	\$0.00	\$0.00	\$0.00	\$13,430.41
13	260	21st Century SRC 1013	\$0.00	\$1.00	\$0.00	\$0.00	\$0.00	\$14,000.00	\$0.00	\$14,001.00
13	330	21st Century SRC 1013	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,212.00	\$0.00	\$10,212.00
13	432	21st Century SRC 1013	\$0.00	\$0.00	\$0.00	\$0.00	\$11,423.06	\$0.00	\$202.00	\$11,625.06
13	500	21st Century SRC 1013	\$0.00	\$0.00	\$0.00	\$8,737.79	\$0.00	\$0.00	\$0.00	\$8,737.79
Total:			\$10.55	\$12,536.41	\$11,815.76	\$9,642.79	\$11,423.06	\$24,233.00	\$10,338.43	\$80,000.00

Select Budget Decrease

Budget Listing				
Sub Recipient: Spartanburg 02				
Sub Grant Title: 21st century After School Learning Test				
Award Period: 9/5/2014 - 9/28/2022				
Sub Program Code	Function Code	Object Code	Budget Amount	Approval Status
13-21st Century SRC 1013	260	600	\$14,000.00	Approved
			<input type="button" value="Budget Decrease"/>	
<input type="button" value="Back"/>				

Budget Decrease Workflow

Examples – Budget Decrease with pending Expenditures Cont.

Note the Amount Remaining is now 0.00 (zero) because at this point the system calculates any pending or approved expenditures and revalues the amount

SOUTH CAROLINA STATE DEPARTMENT OF EDUCATION Budget Decrease - Create | Member Center | Logout

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Budget Decrease - Create
Sub Recipient: Spartanburg 02
Sub Grant Title: 21st century After School Learning Test
Award Period: 9/5/2014 - 9/28/2022

Sub Program Code - Name	Function Code - Name	Object Code - Name
13	260 - Central Support Services	600 - Other Objects

Amount Remaining	Decrease Amount *	New Amount
0.00	<input type="text"/>	\$0.00

Reason For Decrease *

Maximum characters: 750
Characters left: 750

Create Cancel

If user attempts to enter an amount a message will display indicating the user exceeded the amount available.

SOUTH CAROLINA STATE DEPARTMENT OF EDUCATION Budget Decrease - Create | Member Center | Logout

Home Application Finance Reports

Budget Decrease - Create
Sub Recipient: Spartanburg 02
Sub Grant Title: 21st century After School Learning Test
Award Period: 9/5/2014 - 9/28/2022

Sub Program Code - Name	Function Code - Name	Object Code - Name
13	260 - Central Support Services	600 - Other Objects

Amount Remaining	Decrease Amount *	New Amount
0.00	<input type="text"/>	\$-14.00

Reason For Decrease *

test

Error
You have went over the amount available. The amount available is: \$0.00
Ok