

CTEIS

Review and Submission of the 4033 Expenditures Report



PTD Technology
CEPD Administrators

Instructions



REVIEW AND SUBMISSION OF THE 4033 EXPENDITURES REPORT

CEPD ADMINISTRATORS

INSTRUCTIONS

In the web-based Career and Technical Education Information System (CTEIS), reports may only be submitted by an authorized official of the Fiscal Agency. When a report is submitted by the Fiscal Agency authorized official, the CEPD Administrator will be automatically notified by email that the report has been submitted.

The CEPD Administrator must then review the reports and indicate that the CEPD Administrator review is complete for the report to be reviewed and accepted by the Office of Career and Technical Education.

Below are instructions for review of the reports by CEPD administrators.

CEPD Administrator's Review

When the authorized official for each Fiscal Agency in your CEPD submits a report, CTEIS will automatically generate an email to you notifying you that the report for that building has been submitted and is ready for your review.

To complete the CEPD Administrator review:

Login to www.CTEIS.com using your MEIS login and password.



MEIS User Name	<input type="text"/>
MEIS Password	<input type="password"/>
	<input type="button" value="Log In"/>

Choose the **CEPD Admin. 4033 Review** option from the **CEPD Admin.** Menu at the top of the page.



Career and Technical Education Information System District Portal

Current User:A1043066 Your Domain is - CEPD:33 FA:70000 OA:70000 OB:06644 [Logout](#)

[CTEIS Home](#)
[Data Entry](#)
[New Programs](#)
[State Reports](#)
[Imports](#)
[Expenditure](#)
[Fiscal Agent](#)
[CEPD Admin.](#)
[Follow Up](#)
[Reports](#)
[Add Users](#)

- [CEPD Admin. 4483 Review](#)
- [CEPD Admin. 4033 Review](#)
- [CEPD Admin. Follow Up Review](#)
- [CEPD Options](#)
- [CEPD 4301 Report Submission](#)
- [CEPD Admin Reports](#)

Create Distribution Table:

Fiscal Agency Select Operating Building

This will take you to the CEPD Administrator Review page. You will be presented with an option to choose a Fiscal Agency within your CEPD which will populate the **4033 Worksheet** and **Fiscal Agency Wide Totals** for **that Fiscal Agency**. You also have the option of choosing the year for which you would like to view the report.

CEPD Administrator EXPENDITURE REPORT REVIEW

Select Year for Report

Select Fiscal Agency

Added Cost Expenditure Worksheet

State AddedCost Funds Received	\$0.00	
Adjustment for Local Contribution (4/3)	1.333333	
<i>Local Contribution</i>		<i>\$0.00</i>
Non-Vocational Cost per Student Hour (Foundation Allowance/6)	\$0.00	
Number of Student Hours in Reimbursed CTE Programs		
Non-Vocational Cost		<i>\$0.00</i>
Adjustment for Coop	\$0.00	\$0.00
Amount reduced for Supplemental Pro-ration		-0.00
Total Amount to be shown in the Expenditure Report		\$0.00

Fiscal Agency Wide Totals

Current Reported Expenditures: \$0.00

% of Worksheet Total: NaN

Please select a Fiscal Agency for the report

Current Reported total for Program Improvements:\$0.00

Percent of Added Cost Received: NaN

Please select a Fiscal Agency for the report

[Run Fiscal Agency Wide Report](#)

To view the agency wide 4033 Summary report, select the Fiscal Agency, and then click on the [Run Fiscal Agency Wide Report](#) link. This will open a new browser window allowing you to review or print out the Fiscal Agency summary report.

Career and Technical Education Expenditures
2006-2007

Local Contribution	\$96,818.87
Non-Vocational Cost	\$480,371.75
Adjustment of Coop	\$2,362.00
Amount reduced for Supplemental Pro-ration	0
Total Amount to be Shown in the Expenditure Report	\$577,190.62

Reviewing Individual Building Reports

After you select a Fiscal Agency, you will be presented with a list of buildings in that Fiscal Agency that have reported expenditures. If you see no buildings, it means there is no record in CTEIS of those buildings submitting expenditures. If you believe this to be in error, please contact PTD Technology. From this list, you will be able to Select an individual building by clicking the link to the left of that building’s name. You can then review the building report by clicking on the View Report link. This will open a new browser window with the report for that building.

4033

REPORT COMPLETION

Select from Buildings reporting expenditures

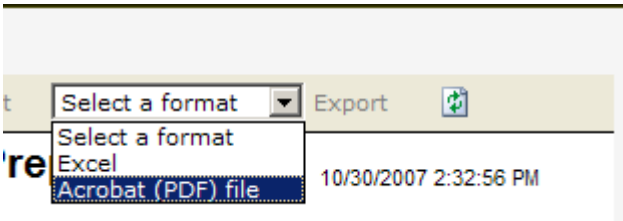
	CEPD #	FA #	Fiscal Agency Name	OA #	Bldg. No.	Building	Bldg. Status	FA	CEPD
Select	40	50120	Lake Shore Public Schools (Macomb)	50120	02089	Lake Shore High School	X		X
Select	40	50120	Lake Shore Public Schools (Macomb)	50120	03520	South Lake High School	X		X

- [View Warnings](#)
- [Mark Bldg. Comp.](#)
- [View Report](#)

Run Processing for:

Fiscal Agency: 50120 Lake Shore Public Schools (Macomb)
Facility: 02089 Lake Shore High School

No Errors Found. You may mark complete.



You may review, print or close this window when appropriate.

To save the report as a PDF or to print, click “**Select a format**” from the upper right corner of the report window and choose **Acrobat (PDF) file**. Then select the “**Export**” link to create the PDF file. You can either save this for your records or print it out.

You may also review any warnings for the selected building by clicking on the “View Warnings” button. A report may be submitted with warnings, but you are advised to review any warnings and determine if they necessitate a change in the report.

Marking Building Reports as Complete

If the report requires revision, contact the Fiscal Agency and request that the report be revised as required. When you are satisfied that the report is complete and accurate, indicate that your review is complete by clicking the “Mark Bldg. Comp.” button after selecting the building. When you do, you will note that the building list will now show an “X” under the **CEPD** (CEPD Status) column on the 4033 Reports Approval page, indicating that the CEPD Administrator has completed the review of the report for this building. The “X” under the **Bldg. Status** (Building Status) column indicates buildings that have completed their reports but the reports have not been submitted by the Fiscal Agency authorized official. The “X” under the **FA** (Fiscal Agency Status) column indicates that the Fiscal Agency has submitted the report. You will only be able to mark buildings complete for those that have already been submitted by the Fiscal Agency.

If you have questions about the report, contact the agency that completed and submitted the report for clarification. Questions about the report may also be directed to the Office of Career and Technical Education at 517-373-3373.

Once a report has been completed for a building, submitted by the Fiscal Agency authorized official and the CEPD Administrator review is complete, the report will be reviewed and accepted by the Office of Career and Technical Education.

If you have questions regarding the 4033 report, please contact Cynthia McFall, Department Analyst, at

mcfallc1@Michigan.gov or 517-335-3149.

Requests for technical assistance with CTEIS may be directed to the CTEIS help desk at

cteis.help@ptdtechnology.com or 1-800-203-0614 x128.

General questions regarding CTEIS and the report submission and review process may be directed to the

Office of Career and Technical Education at 517-373-3373.