

# Draw Schedule

## Overview

The draw section module allows agencies to cash flow their estimated capital expenditures by project and fund code on a monthly basis for the expected life of the project. These estimates are used by Treasury to plan bond issuances that will be cost beneficial for the Commonwealth. The draw schedules are normally prepared in late summer after capital project review but may also be needed at other times during the year.

## Quick Guide

### AGENCY ANALYST

1. Mouse over the Capital Budget Functional Area menu item. Then, move your cursor over Capital Project Review and select Draw Schedule from the resulting dropdown menu. Once Draw Schedule is selected, the Draw Schedule tab will appear.
2. Complete the **Draw Schedule** tab as described in the Overview tab instructions.
3. Click **Validate** to confirm that all Business Rules have been satisfied.



4. Click **Submit** and select the appropriate action from the available options.



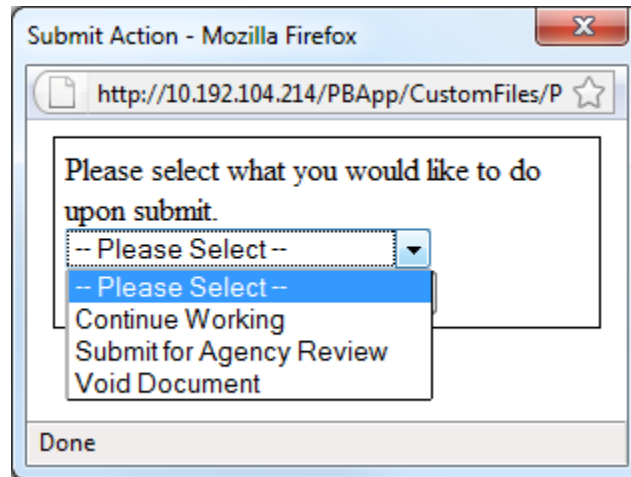
- **Continue Working** - Saves the Draw Schedule work item and returns it to the Available to be Claimed tab in the Work Tray for users with similar credentials to claim.
- **Submit for Agency Review** - Submits the Draw Schedule work item to the first level in the Agency Review workflow step.

**NOTE:** This submit action will be displayed only if the selected Agency has assigned Agency Review steps.

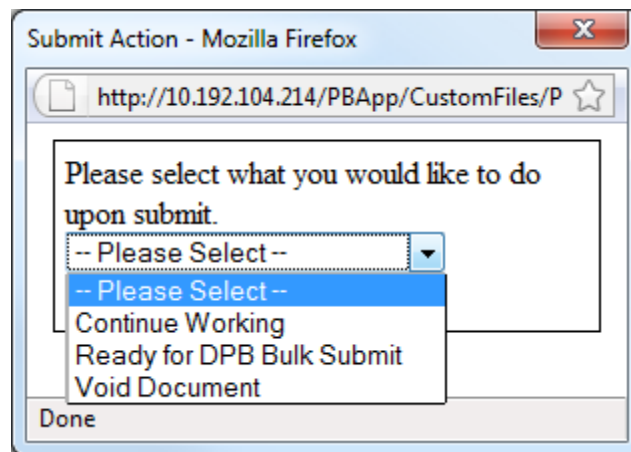
- **Ready for DPB Bulk Submit** - Submits the Draw Schedule work item to the “holding area” for later submission to DPB in bulk.

**NOTE:** This submit action will be displayed only if the selected Agency does NOT have Agency Review steps.

- **Void Document** - Voids the Draw Schedule. The work item will be removed from the “Claimed Work Items” and “Available to be Claimed” tabs in the Work Tray, however the work item may still be accessed through the search feature within the Work Tray.



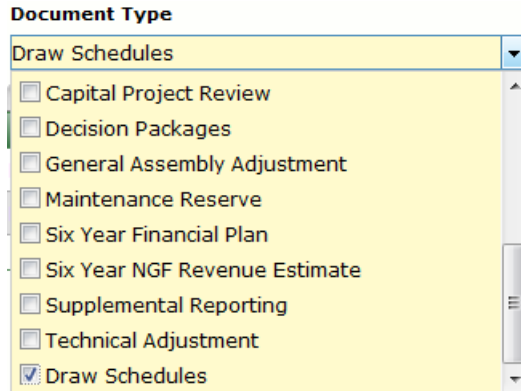
**Figure 1:** Submit Actions for Draw Schedule when the Agency has assigned Agency Review steps



**Figure 2:** Submit Actions for Draw Schedule when the Agency has NOT assigned Agency Review steps

## **AGENCY REVIEWER**

1. Click on **Available to be Claimed** tab in the Work Tray.
2. Select the **Document Type** filter and select **Draw Schedule** to filter on the Draw Schedule.



3. Click the **Apply** button to filter the work items displayed in the work tray by the selected document type(s).



4. Click **Claim** next to a Draw Schedule work item that is ready for review. Once the work item is claimed, the Draw Schedule tab will appear.

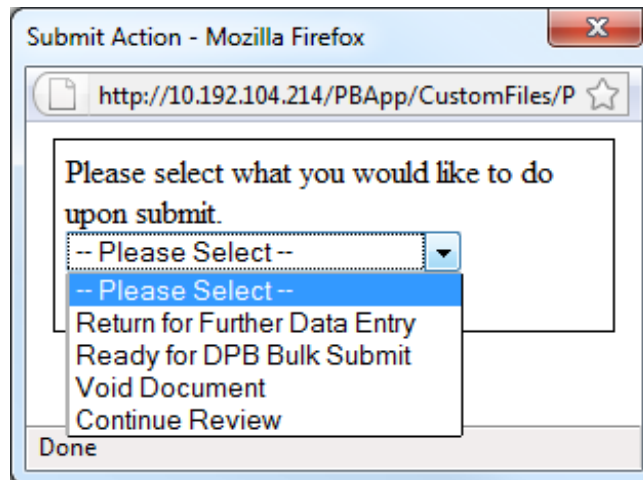


5. Review the **Draw Schedule** tab for completeness and accuracy according to the instructions issued by DPB.
6. Click **Submit** and select the appropriate action from the available options.

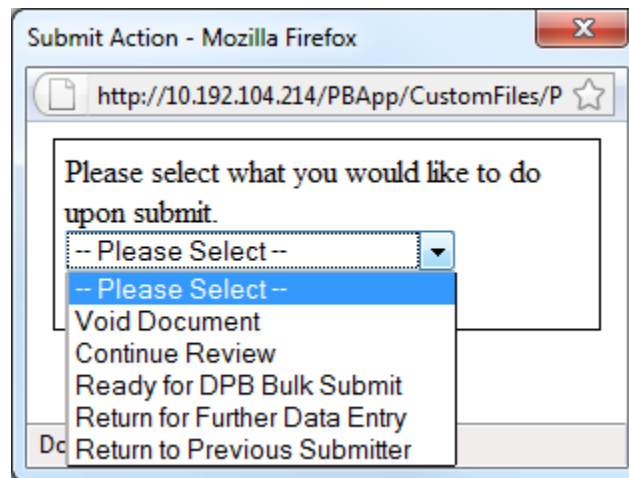


- **Return for Further Data Entry** - Returns the Draw Schedule to the data entry workflow step.
- **Ready for DPB Bulk Submit** - Submits the Draw Schedule to the “holding area” for later submission to DPB in bulk.
- **Void Document** - Voids the Draw Schedule. The work item will be removed from the “Claimed Work Items” and “Available to be Claimed” tabs in the Work Tray, however the work item may still be accessed through the search feature within the Work Tray.
- **Continue Review** - Saves the Draw Schedule and returns it to the Available to be Claimed tab on the Work Tray for users with similar credentials to claim.

- **Return to Previous Submitter** - Returns the Draw Schedule to the agency reviewer role that previously submitted the work item to Agency Review.
- **Note** – This submit action will be displayed only if the Agency has multiple Agency Review steps assigned.



**Figure 3:** Submit Actions for Draw Schedule when only one level of Agency Review is assigned



**Figure 4:** Submit Actions for Draw Schedule at Agency Review level 2

## Draw Schedule Tab

### Overview

The purpose of the Draw Schedule tab is to allow users to breakout their projected Capital Project expenditures by month and fund for the selected fiscal year.

## Instructions

1. Click on the **Draw Schedule** tab.

**Draw Schedule**

2. Select the **Agency** of the capital project for which you would like to prepare a Draw Schedule. The active projects for the selected agency will be available for selection in the **Project** lookup list.

Agency  

3. Select the **Project** of the capital project for which you would like to prepare a Draw Schedule.

Project  

4. Select the **Fiscal Year** the Draw Schedule will be conducted using the dropdown arrow within the **Year** field.

Year

5. Select the **Draw Schedule Version** from the look up list.

In any given Draw Schedule work item there may be several different versions/rounds, make sure to verify you are using the correct version.

6. Select the **Fund** for which the projected expenditures will be entered in the Draw Schedule grid.

Fund  

7. The **Total Unexpended Budget** field will be pre-populated with the total appropriated amount less the total LTD expenditures for the selected fund and capital project.

Total Unexpended Budget

8. In the **Draw Schedule** grid, enter the **Fiscal Year** and monthly projected expenditures for each month (July – June).

| Draw Schedule |                                                                                                                                                                         |                      |      |        |           |         |          |          |
|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|------|--------|-----------|---------|----------|----------|
|               |                                                                                                                                                                         | Fiscal Year          | July | August | September | October | November | December |
| 1             |   | <input type="text"/> |      |        |           |         |          |          |

9. The **Totals** field is a calculated field which is a sum of all of the expenditure values entered in each month within the Draw Schedule grid for the select fiscal year and fund.

The calculated value displayed within the **Totals** field cannot exceed the **Total Unexpended Budget** amount. The system will prevent users from submitting the Draw Schedule work item to the DPB Review step if this validation is not met.

| Draw Schedule                                                                                                                                                       |             |    |          |       |       |     |      |        |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|----|----------|-------|-------|-----|------|--------|
|                                                                                                                                                                     | Fiscal Year | ry | February | March | April | May | June | Totals |
|   |             |    |          |       |       |     |      | 0.00   |

## Field Definitions

| Field Name            | Description                                                                                                                                      |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| Agency                | Source Agency of the Draw Schedule.                                                                                                              |
| Project               | A popup list that allows for the selection of Project codes for the selected agency.                                                             |
| Year                  | The fiscal year for which the Draw Schedule will occur.                                                                                          |
| Draw Schedule Version | A dropdown field that allows for the selection of the version for the Draw Schedule work item.                                                   |
| Fund                  | A popup list that allows for the selection of a Fund Detail.                                                                                     |
| Draw Schedule Grid    | A grid that displays the projected expenditures for the select fiscal year and capital project.                                                  |
| Totals                | A calculated field that sums all monthly expenditures entered within the Draw Schedule grid (July – June) for the selected fiscal year and fund. |