

# Submitting a Supplement

A supplement is for a request for additional funding

*All Supplements will need pre-authorization from your Project Officer before submission on the KCW*

- First step is to login to the KCW at:  
<http://khap.kdhe.state.ks.us/public/kcw/>.
- After login, go to the Grant Mgmt Homepage.
- Find the appropriate grant.
- Press the “WPM” button.
- Go to the **Financial Transaction** tab on the Work Plan Summary homepage.

When submitting a **Supplement** go to the "Financial Transaction" tab.

*Note: All Supplements will need pre-authorization from your Project Officer before submission on the KCW.*

Press the "Add New Financial Transaction" button and a form will come up.



## Welcome to the Kansas Clean Waters System

### Work Plan Summary

Grant ID: 678  
 Grant Title: This grant is for training purposes. 6-22-11  
 Start Date: 9/1/2011  
 End Date: 12/31/2012  
 Adv. Payment: 20%  
[Click Here](#)  
 Return to View All Grants  
 Home Page:

Project ID's and Funding | Financial Transactions | Budget | Reporting Periods | Reports | Documents

All Payment Types

All Types

Add New Financial Transaction

Tran Type	Payment Type	Project ID	Reporting Period	Date	Personnel		Fringe Benefits		Travel		Equipment Purchase		Supplies		Contractual Services		Other		Indirect Cost	Amt Req	Amt Paid	Status	
					Grant	Match	Grant	Match	Grant	Match	Grant	Match	Grant	Match	Grant	Match	Grant	Match					Grant
Original Budget	Administrative	2011- W056	September 2011 - November 2011	06/22/2011	2000.00	1500.00	350.00	0.00	150.00	0.00	6000.00	4000.00	4000.00	2000.00	15000.00	11000.00	0.00	0.00	0.00	0.00	0.00	0.00	Approved



# Submitting a Supplement



Welcome to the Kansas Clean Waters System

This grant is for training purposes. 6-22-11

Title  
Grant ID: 678

Return to WPM Home Page (no changes will be saved)

Project ID

2011-W056

Transaction Type

Supplement

Payment Type:

Quarterly

Reporting Period:

September 2011 - November 2011

Select Project ID

Select "Supplement"

Select appropriate reporting period

Enter the additional funding amount in the appropriate categories under grant and the required match. (Unless supplement is a date extension).

A supplement can not be submitted without pre-authorization from your project officer.

Amounts will be rounded to the nearest dollar. In order to move money from one Expenditure Category to another, place a negative amount (-1.00) in the category from which you wish to remove funds. Then place a positive amount (1.00) in the category to which you wish the funds moved.

This should be done for both Grant and Match.

All amounts will be considered positive amounts unless preceded by a minus sign.

Personnel:	0.00	0.00
Fringe Benefits:	0.00	0.00
Travel:	0.00	0.00
Equipment Purchases: (Items over \$2500 Only, Send Invoice)	0.00	0.00
Supplies:	0.00	0.00
Contractual Services:	0.00	0.00
Other:	0.00	0.00
Indirect Costs:	0.00	0.00
<b>Total:</b>	<b>0.00</b>	<b>0.00</b>

Change to budget:  
Enter the changes to the budget here

Reason for Budget Modification:  
Enter the reason for the change to the PIP here (funds explanation or date extension)

Press "Add Transaction" to submit supplement

Add Transaction





