OKLAHOMA CareerTech

FLA Federal Legislation Assistance

CTIMS:
FLA Carl Perkins
User Guidebook

April 2025

Oklahoma Department of Career and Technology Education
1500 West Seventh Ave. Stillwater, OK 74074-4398 405.377.2000

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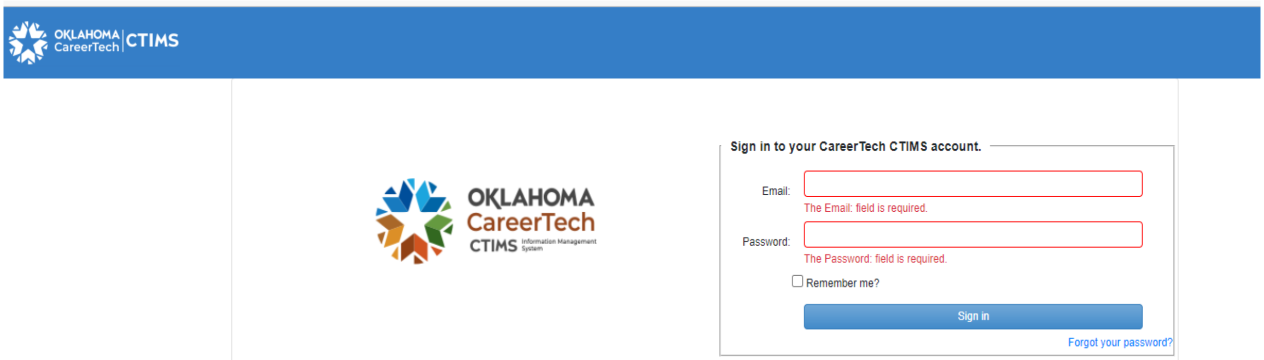
Logging in to CTIMS

Note: Please log in using **Microsoft Edge, Mozilla Firefox or Google Chrome**. CTIMS is currently not compatible with other browsers.

Sign in using your school email and CTIMS password at:

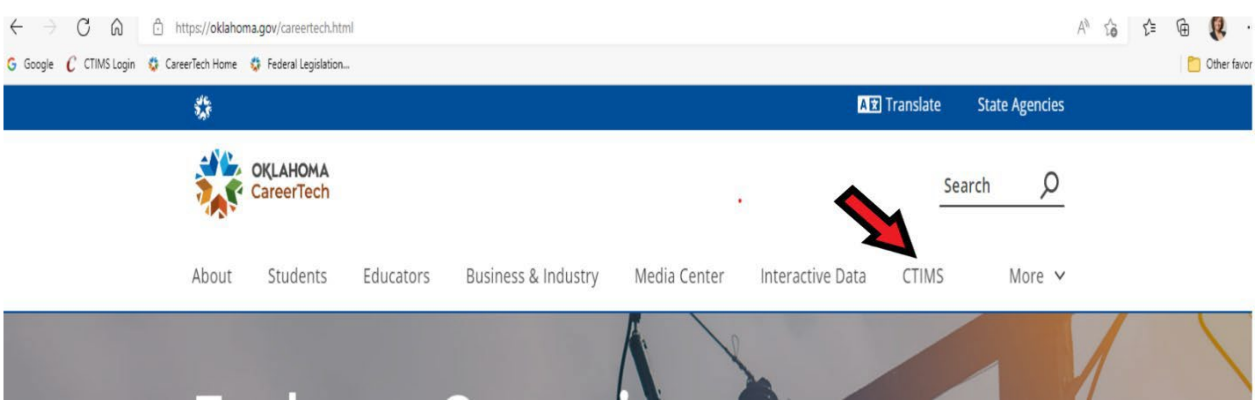
https://ctims.okcareertech.org/CTBDSWeb



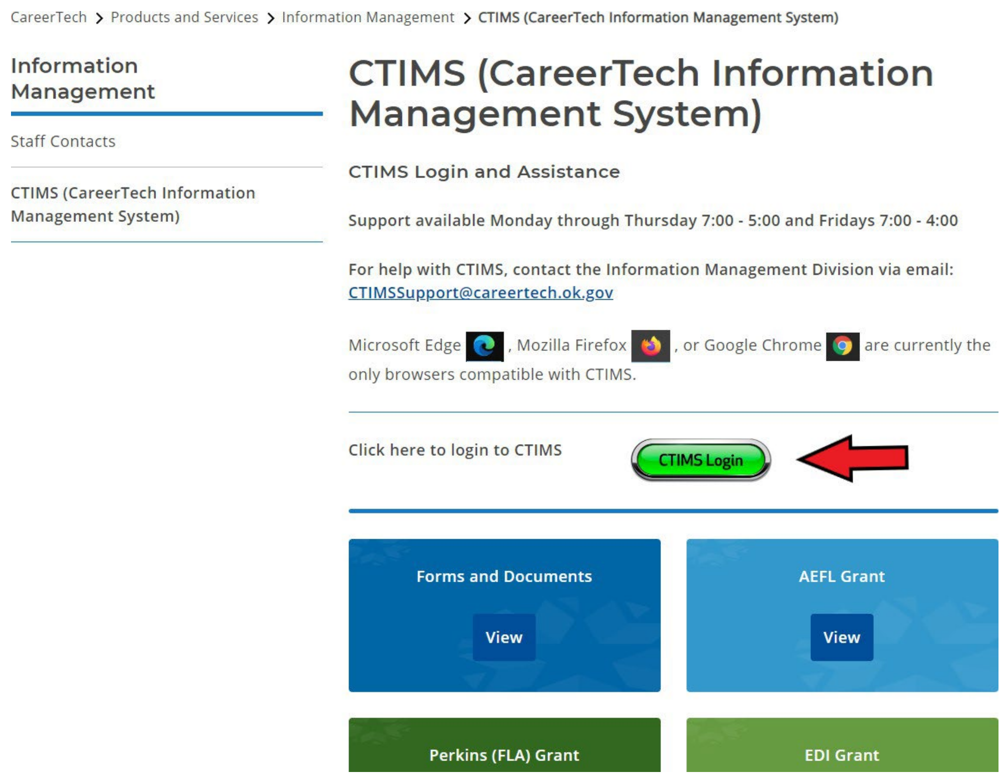
Or,

Go to https://oklahoma.gov/careertech.html

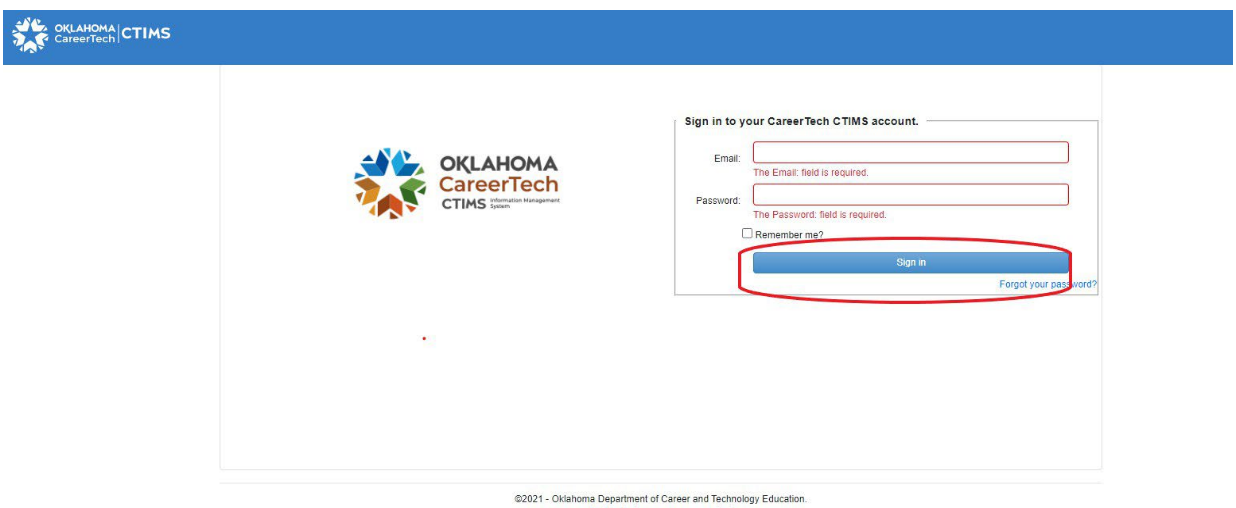
and select the word **CTIMS** on the top, right-hand side of the page.



Next, select the green CTIMS Login button [CTIMS Login]. There is also information in this section on various grants and contacting CTIMS Support.



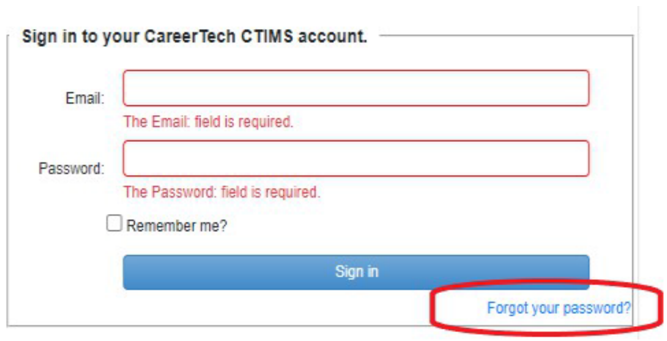
Sign in using your school email and CTIMS password then select the **Sign In** button.



Help and Troubleshooting

If you don't have an account set up or are having trouble with the navigation or software, contact **CTIMSSupport@careertech.ok.gov** and send a message describing your problem. Include your school name and your telephone number and they will contact you.

If you have forgotten your password, click the **Forgot your password?** Link on the login screen to reset your password.



<u>Contact Information</u>:

If you have questions on specific Perkins requirements or processes, contact the ODCTE Federal Legislation Assistance (FLA) office.

Steve Robison
Perkins Compliance Manager/Northwest Region Coordinator
Phone: 405.743.5523
Email: steve.robison@careertech.ok.gov

Hannah Boles
Perkins Financial Analyst
Phone: 405.743.5431
Email: hannah.boles@careertech.ok.gov

Denise Bethke
Northeast Region Coordinator
Phone: 405.743.6881
Email: denise.bethke@careertech.ok.gov

Shelby Sanders
Southern Region Coordinator
Phone: 405.743.5576
Email: Shelby.sanders@careertech.ok.gov

Jordan Duck
Innovative Grant Coordinator
Phone: 405.743.5401
Email: jordan.duck@careertech.ok.gov

CTIMS Roles and Responsibilities

FLA Local Initiative Coordinator: Completes and submits new Worksheet application and Comprehensive Local Needs Assessment (CLNA). Responsible for completing all required revisions during Worksheet approval process.

FLA Local Finance Coordinator: Approves or rejects the Worksheet application. Completes and submits the grant Agreement (where OCAS codes are added to budget line items). Completes and submits any claims for reimbursement and Budget Adjustments.

FLA Local Superintendent/CEO/President: Approves or rejects the Worksheet Application.

FLA State Initiative Coordinator: Approves or rejects Worksheet applications, Agreements and Budget Adjustments.

FLA State Initiative Supervisor: Final approval or rejection of Worksheet applications, Agreements and Budget Adjustments.

ODCTE Contract Reviewer: Approves the Contract (Subaward Funding Agreement) only.

ODCTE Finance Document Reviewer: Processes submitted reimbursement claims and documentation prior to submission to Finance division

ODCTE Finance Reviewer: Final review and approval or rejection of invoices. Authorizes payment to schools.

Worksheet – Application Process

Roles for the Worksheet (Application) Process

The following roles are required in CTIMS for the submission of a new **Worksheet** application:

Stage 1 - FLA Local Initiative Coordinator – 1st Approval. Creates and submits new Worksheet and CLNA. Responsible for completing all required revisions during Worksheet approval process.

Stage 2 - FLA Local Finance Coordinator – 2nd Approval. Reviews and approves or rejects Worksheet. If approved, goes to next stage. If rejected, goes back to Stage 1.

Stage 3 – FLA Local Superintendent/CEO/President – 3rd Approval. Reviews and approves or rejects Worksheet. If approved, goes to FLA State office for review. If rejected, goes back to Stage 1.

Stage 4 – FLA State Initiative Coordinator – 4th Approval. ODCTE state staff reviews then approves or rejects Worksheet. If approved, goes to final approval, Stage 5. If rejected, goes back to Stage 1.

Stage 5 – FLA State Initiative Supervisor – Final review and approval of Worksheet. If approved, goes to Contract Review Stage 6. If rejected, goes back to Stage 1.

Stage 6 – ODCTE Contract Reviewer – Fully Approved Stage. This stage is only for approving the **Subaward Funding Agreement (Contract)** by the ODCTE.

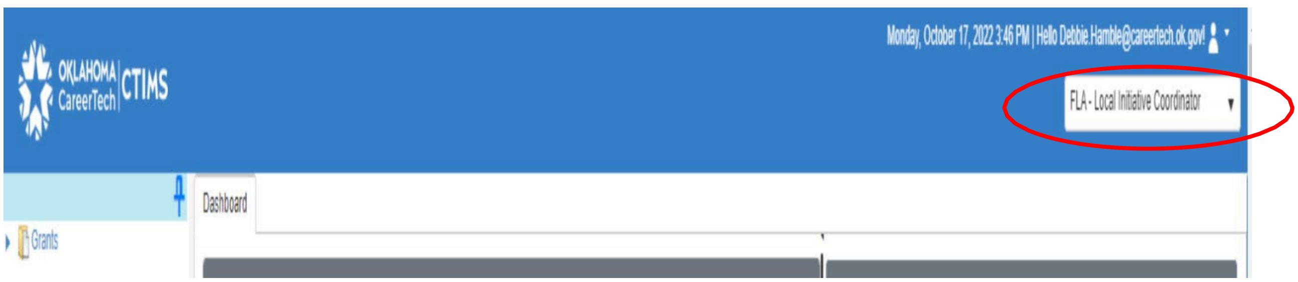
After the Worksheet is approved through Stage 6, the Agreement Process begins with the FLA Local Finance Coordinator.

Starting a New Worksheet/Application: FLA Local Initiative Coordinator

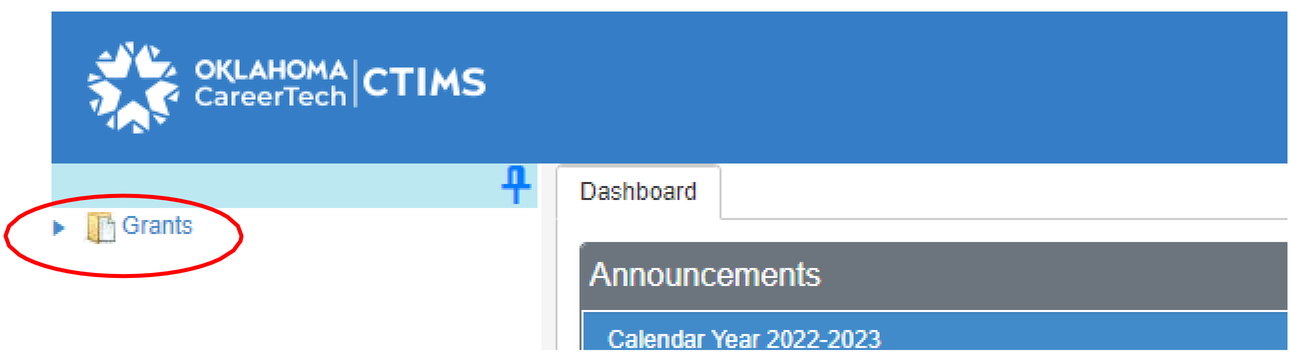
Note: Please log in using **Microsoft Edge, Mozilla Firefox or Google Chrome**. CTIMS is currently not compatible with other browsers.

Step 1: Sign in using your school email and CTIMS password at: https://ctims.okcareertech.org/CTBDSWeb/

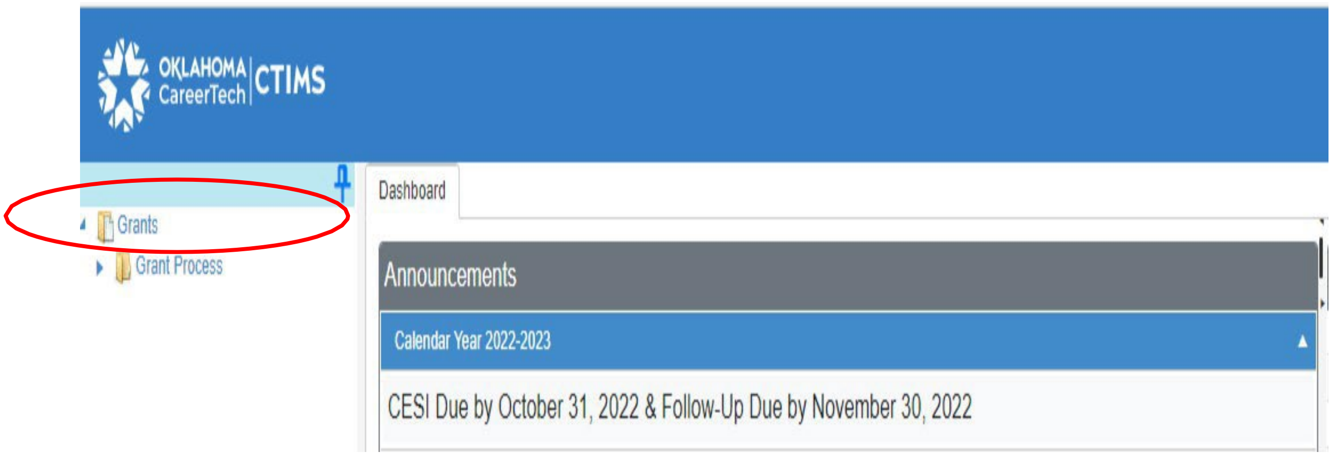
Step 2: Verify that you are signed on with the role of a **FLA-Local Initiative Coordinator** in the top right corner. Use the dropdown arrow to select the Local Initiative Coordinator role if it is not already shown in the box.



Step 3: Click the **(small blue triangle)** icon next to **Grants** on the left side navigation area.

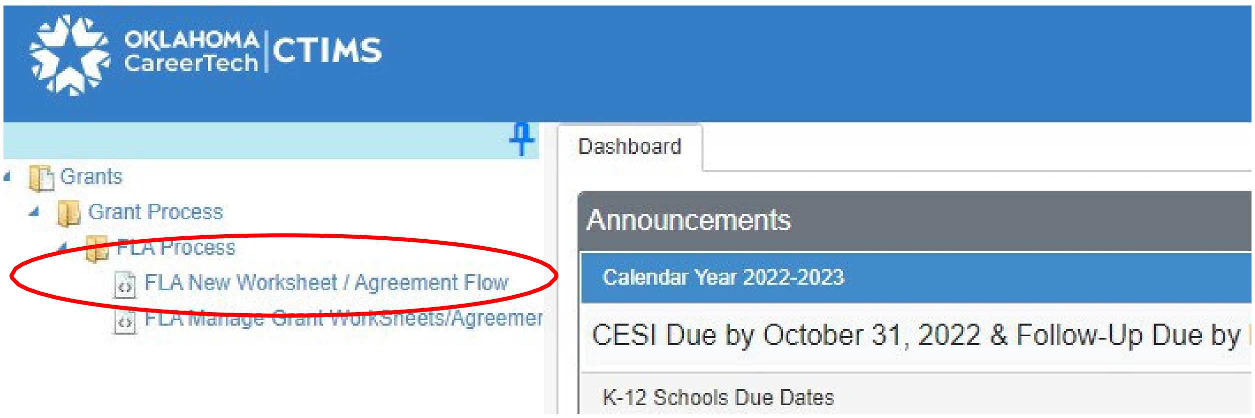


Step 4: Click the ▸ **(small blue triangle)** icon next to **Grant Process.**



Step 5: Click the ▸ **(small blue triangle)** icon next to **FLA Process.**

Step 6: Select **FLA New Worksheet/Agreement Flow**

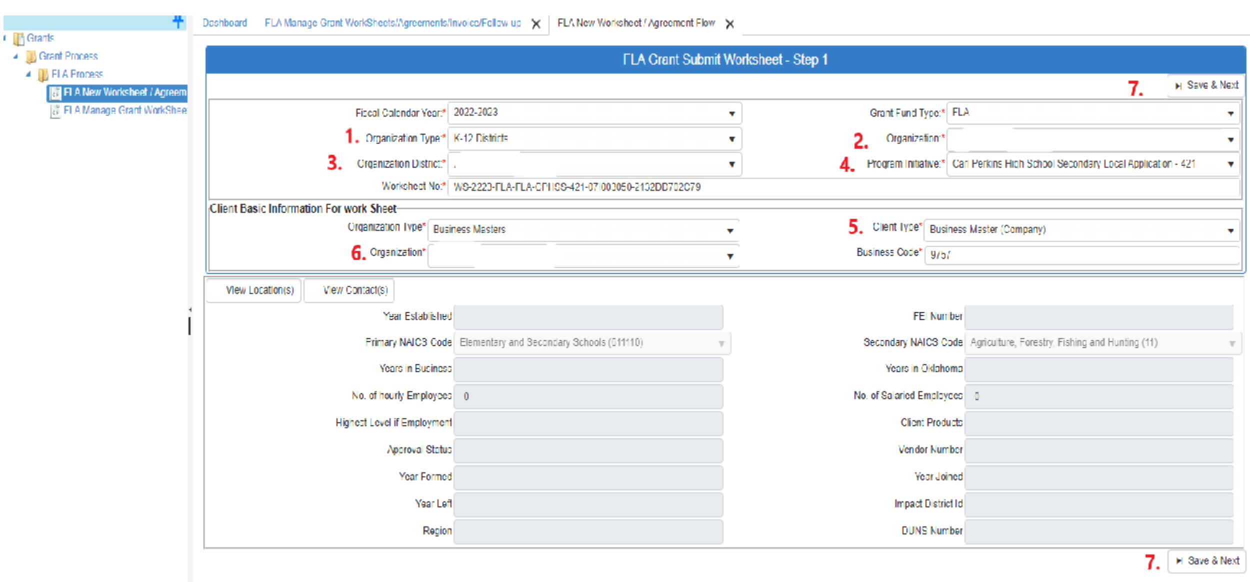


Step 7: Complete **FLA Grant Submit Worksheet List. The tagged numbers on the screen shot correspond to the instruction steps below.** Many of these fields will automatically display based on your organization login credentials.

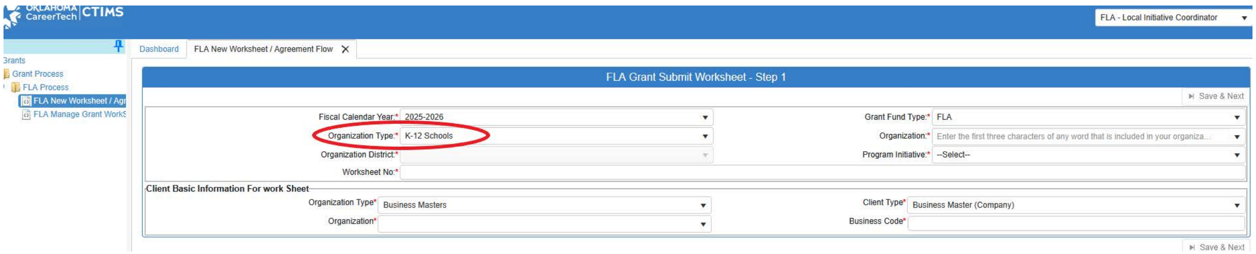
Note: The red asterisks* represents a required field.

The ***Fiscal Calendar Year**** and ***Grant Fund Type**** automatically display based on your organization login credentials. Some of the other fields may also automatically fill, so verify that all the information is correct for your school.

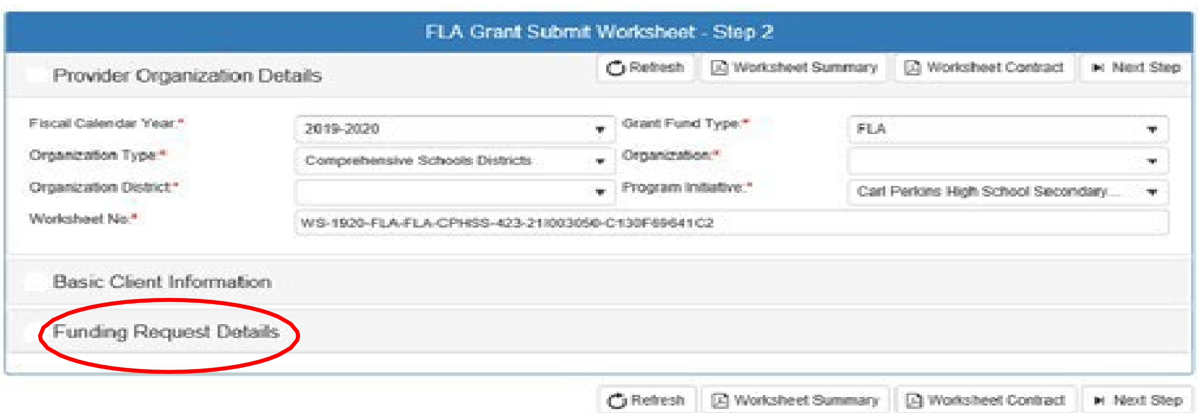
1. From the dropdown menu, select an **Organization Type***, K-12 Districts, Technology Center Districts or College District for Basic grants **or** K-12 Schools, Technology Sites or College District for Innovative Grants. **(Samples below)**
2. **Select an Organization** by typing in the first three letters of your school or organization name* then selecting the school name from the dropdown menu.
3. Select an **Organization District*** if it does not automatically appear after typing the first three letters of your *Organization* name or if you need to select a different *Organization District*.
4. Select a **Program Initiative*** from the dropdown menu. The *Worksheet No.** will automatically display after selecting the *Program Initiative*.
5. Verify that **Organization Type** and **Client Type*** are Business Masters.
6. Select an **Organization** by typing in the first three letters of your organization name*. This name should be the same as in field #2. The **Business Code*** is associated with the Organization and automatically displays after an Organization is selected.
7. After verifying that all information is correct, Click **Save & Next** button.



Sample for Innovative Grant Organization Type:



Step 8: Click on the **Funding Request Details** tab. This begins **Step 2** of the Worksheet process where you will enter your responses to the application questions. You must scroll down to access and complete all the sections. If there are any required responses they will be indicated by a red asterisk (*).



Within the Funding Request Details area, there are links to resources that will help you complete the associated section(s). There are also links to required templates and forms for you to download, complete and then attach in a later step.

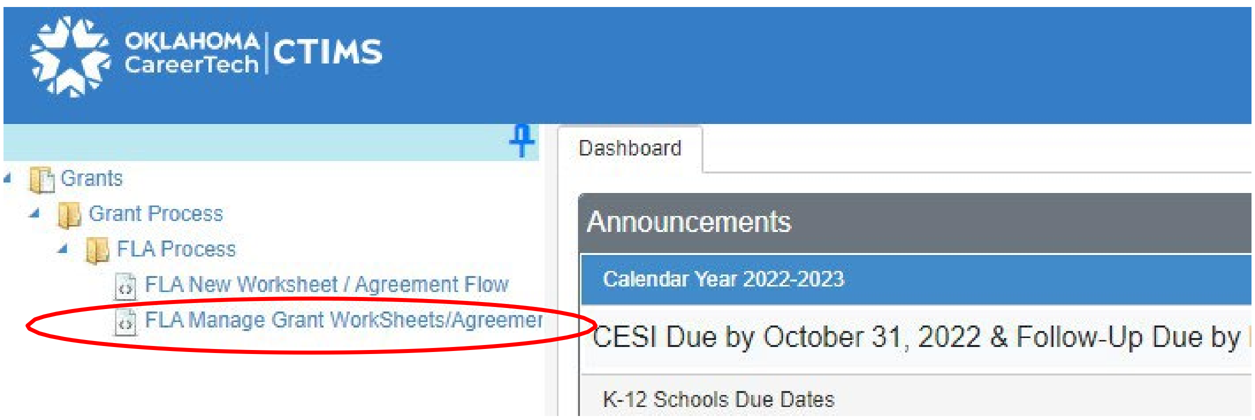
To prevent losing your information, it is highly recommended that you type your answers into a blank Word document and then cut and paste from that document to fill in the Worksheet answer boxes. If necessary, you can ask your Perkins Coordinator for a blank template

You must click **Save & Next** or **Save as Draft** for any of the information to be saved.

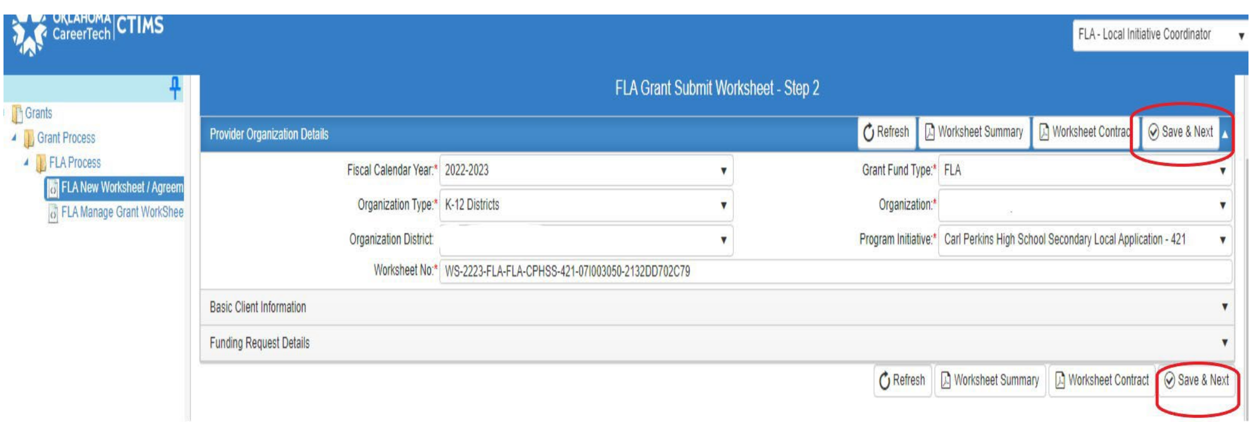
Note: **Returning to an Existing Worksheet**

If you exited CTIMS while completing your application and need to reopen your current Worksheet: select **FLA Manage Grant Worksheet/Agreement** on the left side navigation panel. **Do not** select the **FLA New Worksheet/Agreement Flow** option again as this will start a new,blank Worksheet.

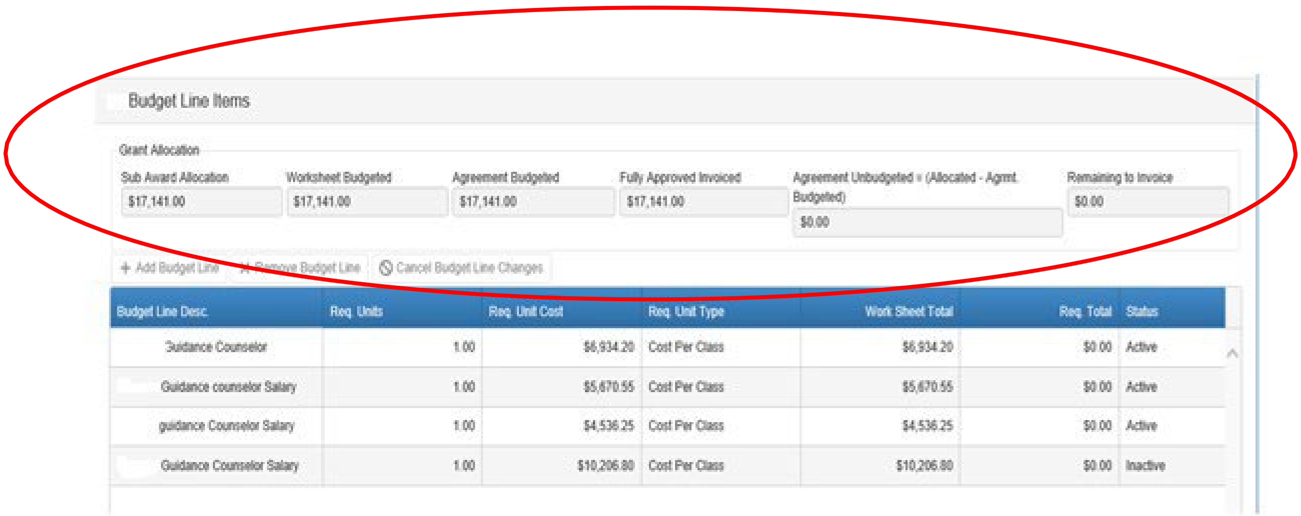
For additional information, see the **Opening a Saved Worksheet** section of this Guidebook.



Step 9: After completing the **Funding Request Details** form click on either of the **Save & Next** buttons to continue to the next page.



Step 10: FLA Grant Submit Worksheet – Step 3: After clicking the Save & Next button the CTIMS system will open the **Budget Line Items** section where you will enter your itemized budget information. Be sure to budget your total Grant Allocation amount.


Budget Line Items

Grant Allocation

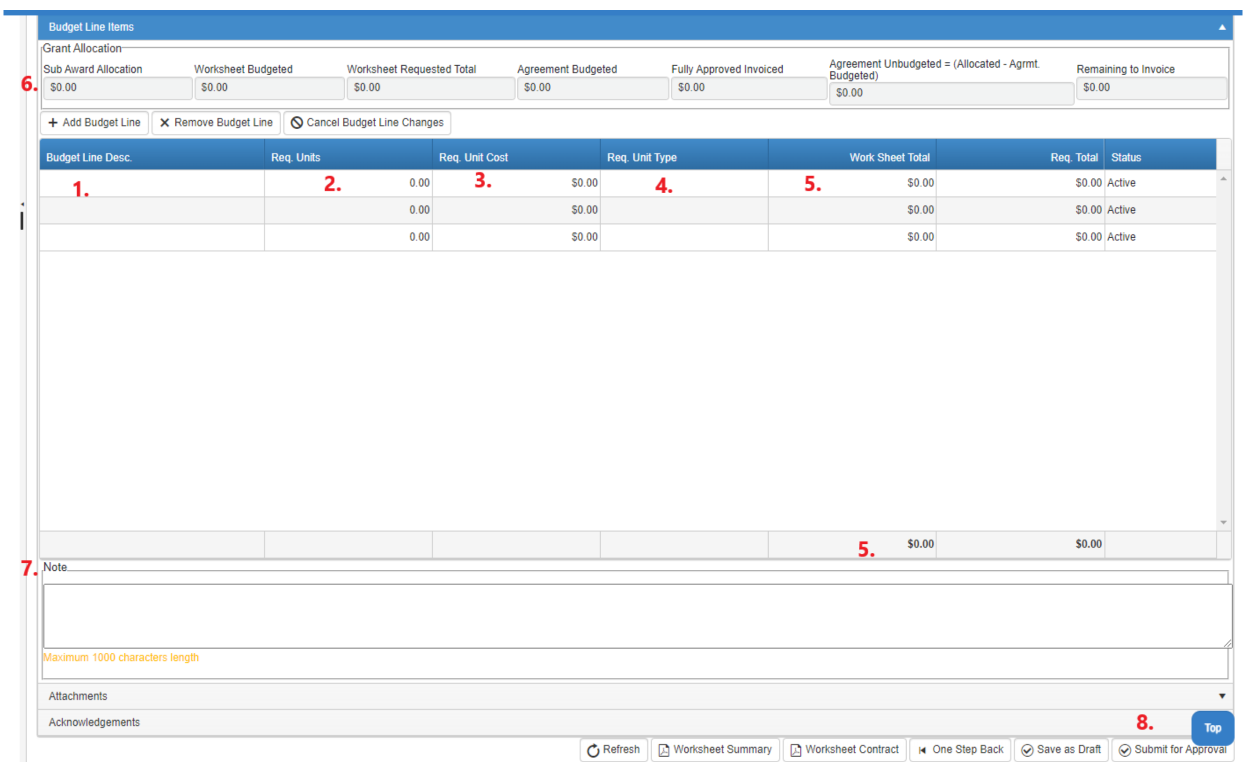
Sub Award Allocation	Worksheet Budgeted	Agreement Budgeted	Fully Approved Invoiced	Agreement Unbudgeted = (Allocated - Agmt. Budgeted)	Remaining to Invoice
$17,141.00	$17,141.00	$17,141.00	$17,141.00	$0.00	$0.00

+ Add Budget Line | Remove Budget Line | Cancel Budget Line Changes

Budget Line Desc.	Req. Units	Req. Unit Cost	Req. Unit Type	Work Sheet Total	Req. Total	Status
Guidance Counselor	1.00	$6,934.20	Cost Per Class	$6,934.20	$0.00	Active
Guidance counselor Salary	1.00	$5,670.55	Cost Per Class	$5,670.55	$0.00	Active
guidance Counselor Salary	1.00	$4,536.25	Cost Per Class	$4,536.25	$0.00	Active
Guidance Counselor Salary	1.00	$10,206.80	Cost Per Class	$10,206.80	$0.00	Inactive

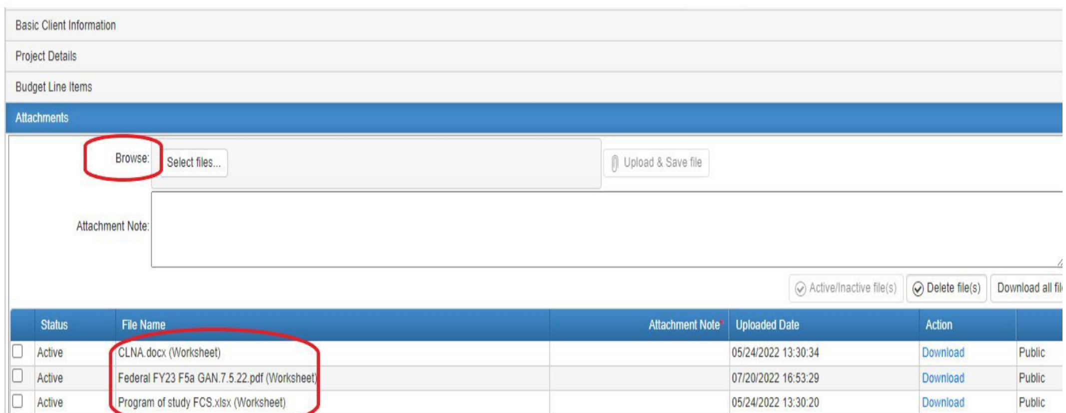
Step 11: On the Budget Line Items screen, you can click the **Add Budget Line** or **Cancel Budget Line Changes**. You cannot "Remove Budget Line" but must change the line status from "Active" to "Inactive." The tagged numbers on the screen shot correspond to the instruction steps below.

1. Type a **Budget Line Desc** (Budget Line Description).
   *Use the **Allowable/Non-Allowable Guide** for assistance.*
2. Complete **Req. Units** (Required Units).
3. Complete **Req. Unit Cost** (Required Unit Cost).
4. Complete **Req. Unit Type** (Required Unit Type).
5. Verify **Work Sheet Total** populates correctly.
6. To add more budget lines, click **Add Budget Line** and repeat steps 1-4.
   You must budget the full amount of your allocation.
7. You may type a **Note** in the space below the budget line items area if desired.
8. **Save as Draft** at this point to ensure all the information you have entered on the Funding Request Details form and the Budget Line Items has been saved. This will not submit your Worksheet for approval. This will let you stop the process and resume at a later time.

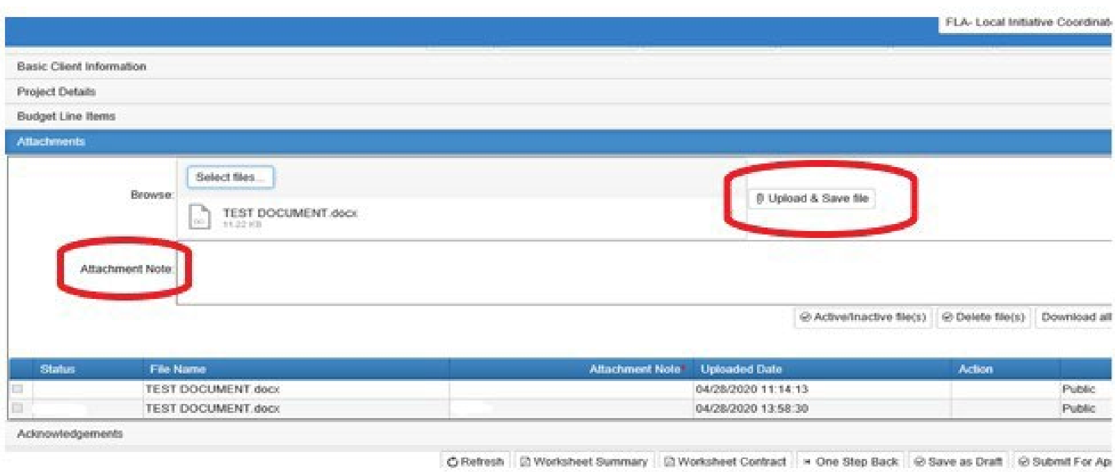


Step 12: Click on the word "**Attachments"** to open this section. In this section, you will use the **Browse** and **Upload & Save File** buttons to attach all the required documents such as the Comprehensive Local Needs Assessment, and any Program of Study – Course Sequence Worksheets to your local application.

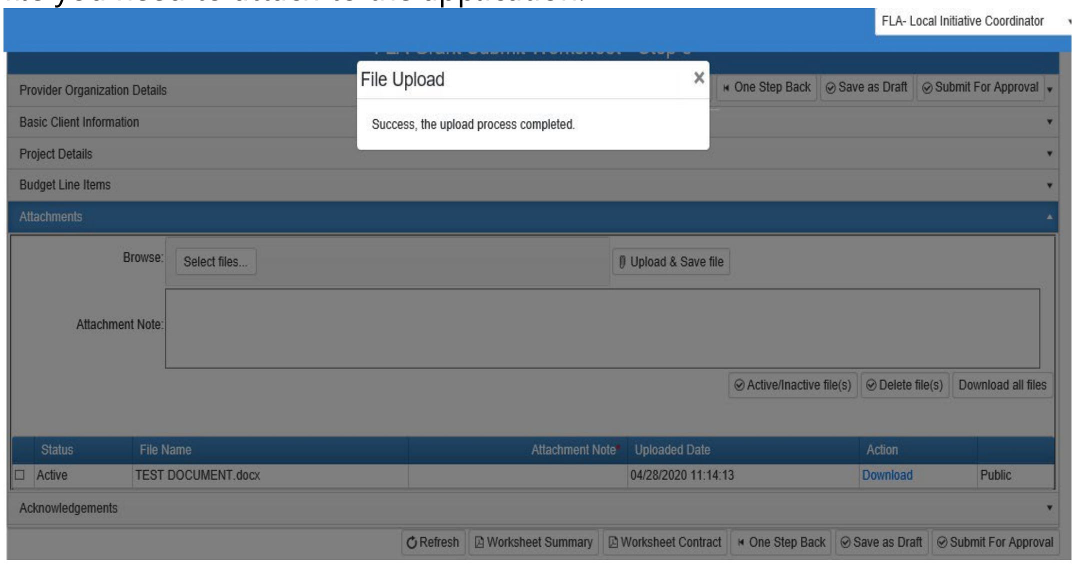
1. Save all the required documentation in a folder on your local computer.
2. Click the **Browse** button, which will open your local computers file system. Navigate to the folder where you saved the files you want to upload to the CTIMS local application.
3. Select a single file to upload and click the **Open** button. You should now see a **named document icon** in the space underneath of the browse button.



4. If it shows the file you wish to upload, you may add an **Attachment Note,** if you wish**,** then select the **Upload & Save File** button.

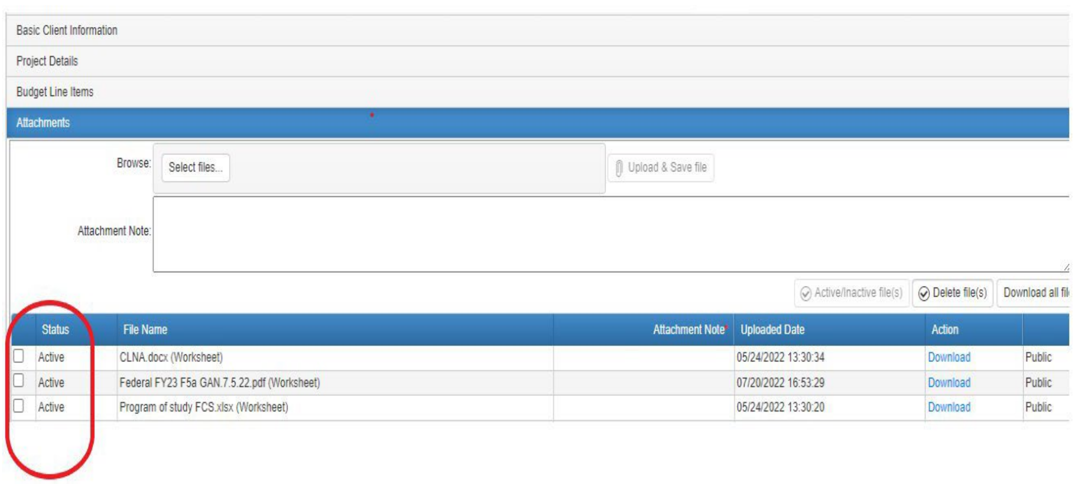


5. If the Upload & Save file was successful, a **Pop-Up Box** as shown below will appear. Select "**X"** to close this box. Repeat steps 1 through 4 for each file you need to attach to the application.

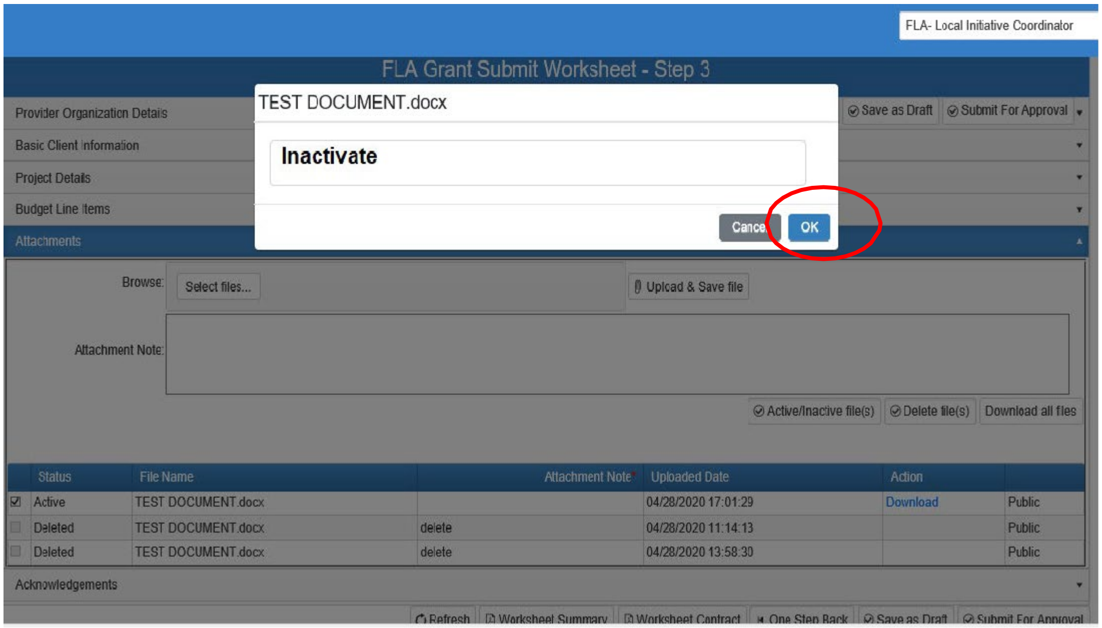


Deleting or Inactivating an Attachment:

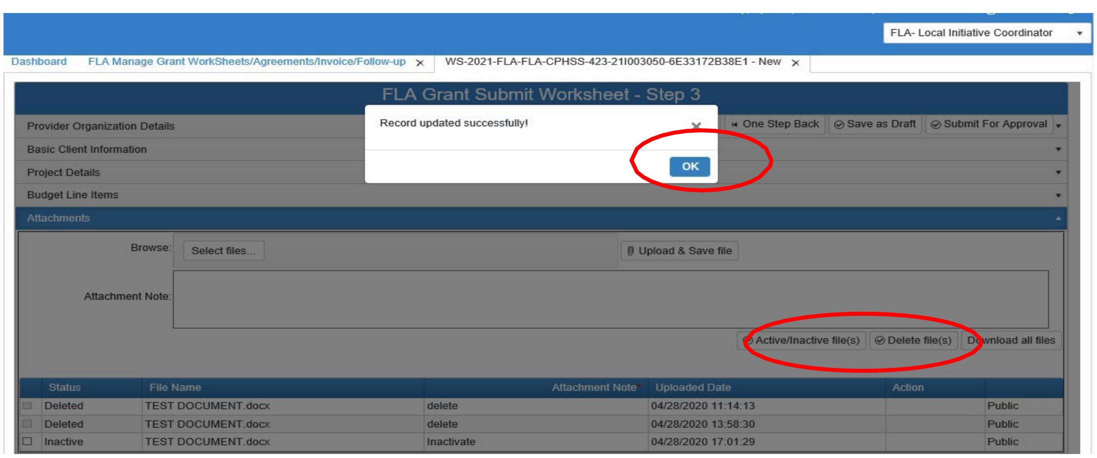
1. In the **Attachments** section, select the attached document that you wish to inactivate or delete by checking the box to the left of the Status column as seen below:



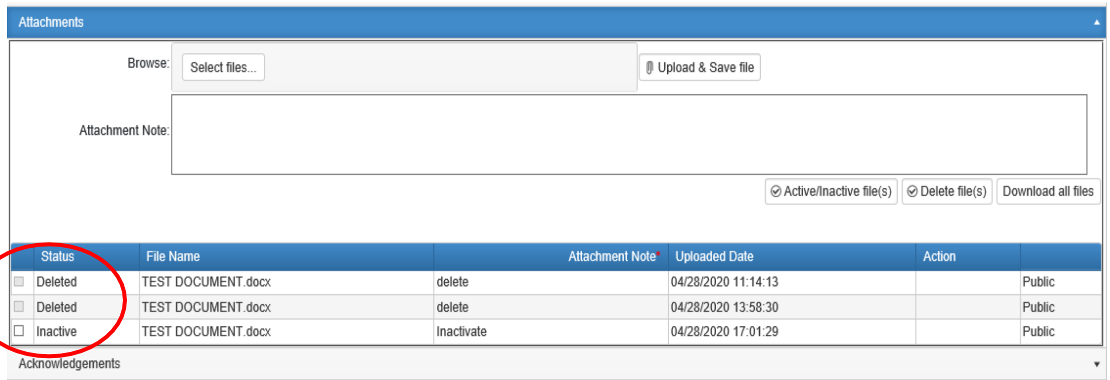
2. As soon as the box is checked, a pop-up window as shown below will display. You will need to type the words **"Inactivate"** or **"Delete"** or a reason for inactivating or deleting the document then click the **"OK"** button.



3. After clicking the **OK** button, select either the **Active/Inactive file(s)** or the **Delete file(s)** button to select the action you wish to take. A pop-up window should appear indicating the record has been updated successfully. Click on **"OK"**.



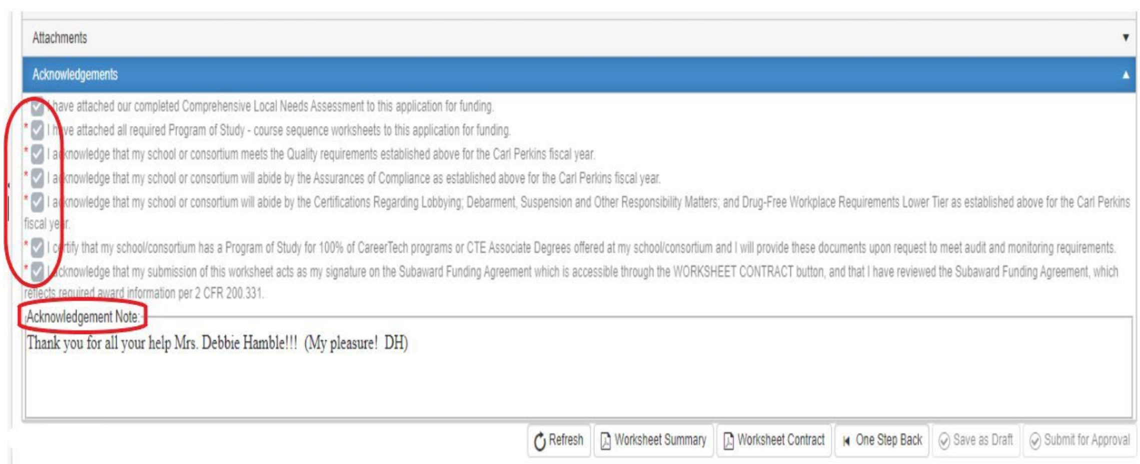
4. After selecting **"OK"** you will see the status change from Active to **Inactive** or **Deleted**.



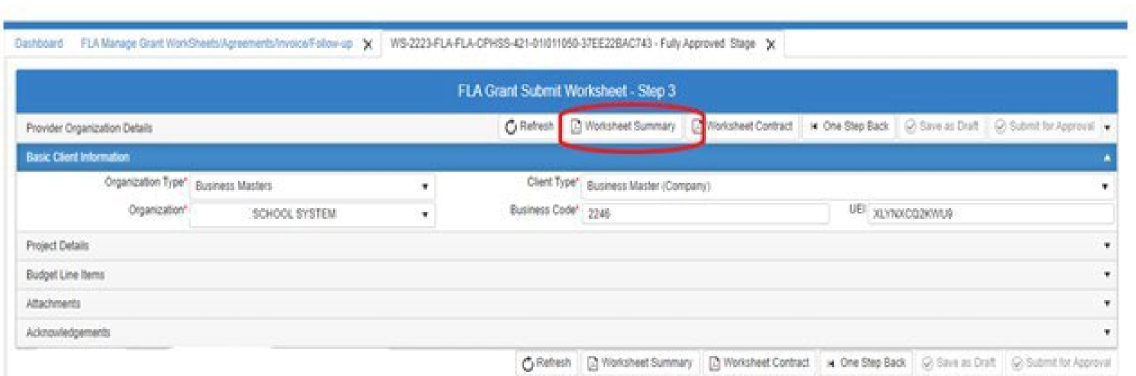
Do not "Submit For Approval" yet because you are required to complete the Acknowledgements section first.

Step 13: Click on the word **Acknowledgements** to open this section.

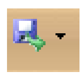
READ and check all (7) of the **Acknowledgement Boxes**, then add an **Acknowledgement Note** *(required).*

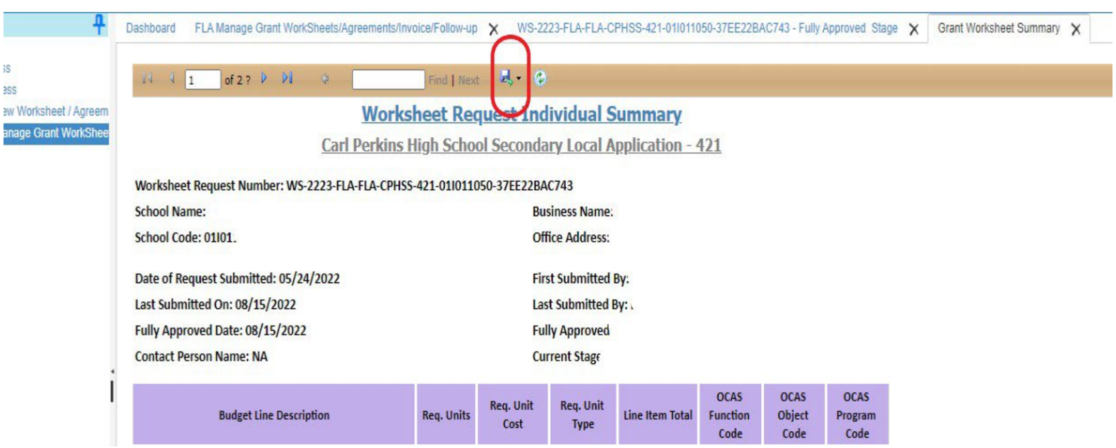


Step 14: Select the **Worksheet Summary** button to view or print your Worksheet Application before submitting to ensure it is complete and accurate.

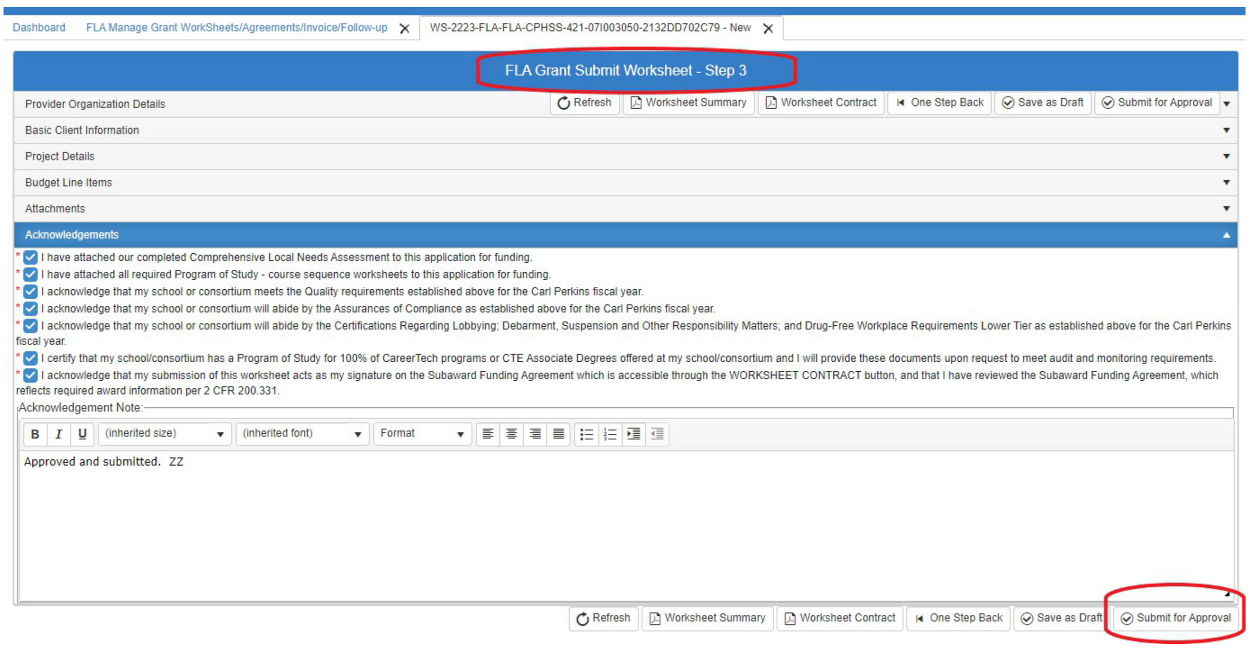


To Print Your Worksheet Summary (Application):

Select the save/download button  to download your Application as a PDF document that you can save or print. You can save and print/or from this screen.



Step 15: Once you have reviewed your completed Worksheet/Application, you can close the Worksheet Summary tab. Once back on the FLA Grant Submit Worksheet – Step 3 page, select the **Submit For Approval** button. You may have a pop-up verification screen appear asking if you are sure. If so, click **"OK".** You will receive an automatic email from the CTIMS system stating your Worksheet has been submitted successfully to your **FLA Local Finance Coordinator**. It is highly recommended that you also contact this individual and inform them that the Worksheet is available for their review and approval / rejection.



After you submit the **Worksheet**, if there are any changes, you will need to use the **Change Request Process**. (See Table of Contents for location in this document)

FLA Local Finance Coordinator - Worksheet Approval

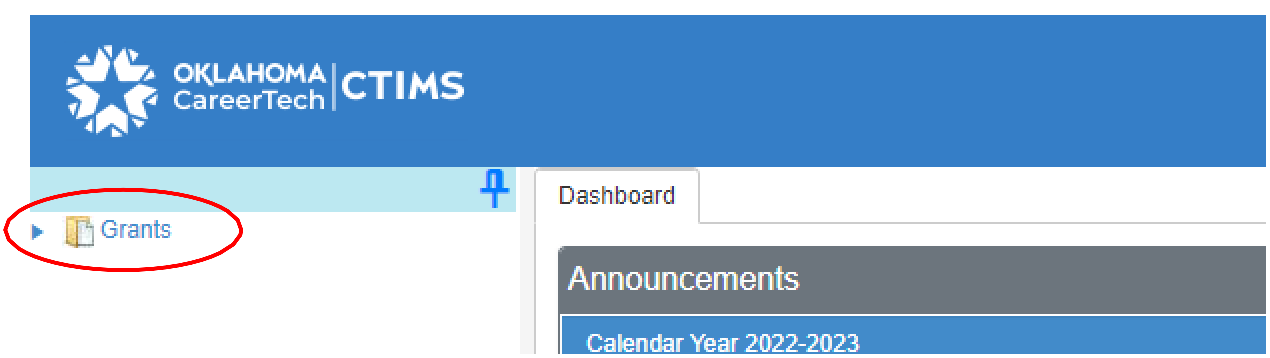
After the FLA Local Initiative Coordinator has created and submitted the Worksheet, the **FLA Local Finance Coordinator** will receive a notification from CTIMS to sign in and review the **Worksheet.** If the FLA Local Finance Coordinator approves the Worksheet, it will go to the FLA Local Superintendent/CEO/President to approve or reject using this same process. If either person rejects the Worksheet, it will be sent back to the FLA Local Initiative Coordinator for correction.

Please log in using **Microsoft Edge, Mozilla Firefox or Google Chrome**. CTIMS is currently not compatible with other browsers.

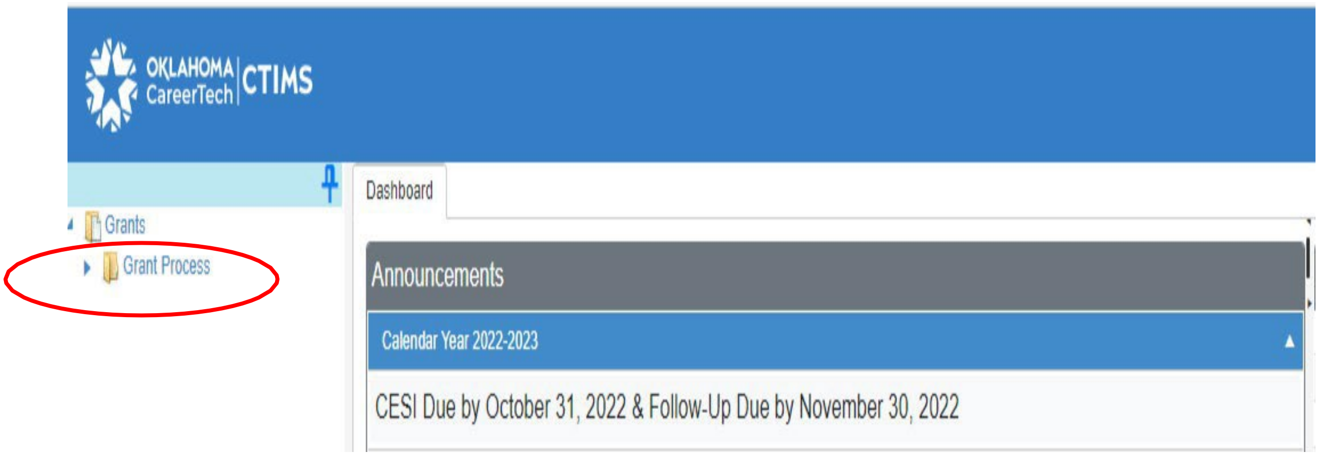
Step 1: Sign in using your school email and CTIMS password at: https://ctims.okcareertech.org/CTBDSWeb/

Step 2: Verify that you are signed on with the role of a **FLA-Local Finance Coordinator** in the top right corner. Use the dropdown arrow to select the Local Initiative Coordinator role if it is not already shown in the box.

Step 3: Click the **(small blue triangle)** icon next to **Grants** on the left side navigation area.

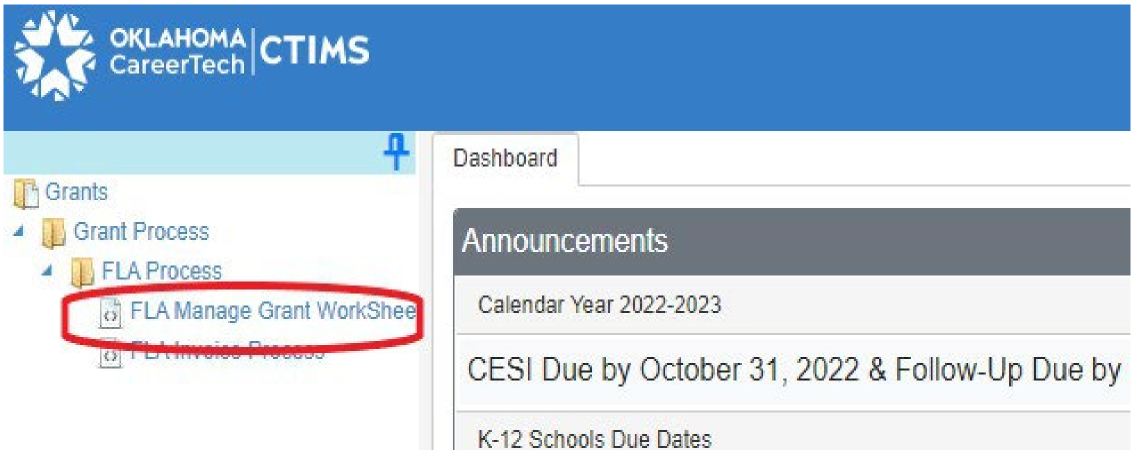


Step 4: Click the ▸ **(small blue triangle)** icon next to **Grant Process.**



Step 5: Click the ▸ **(small blue triangle)** icon next to **FLA Process.**

Step 6: Select **FLA Manage Grant Worksheet/Agreement Flow**

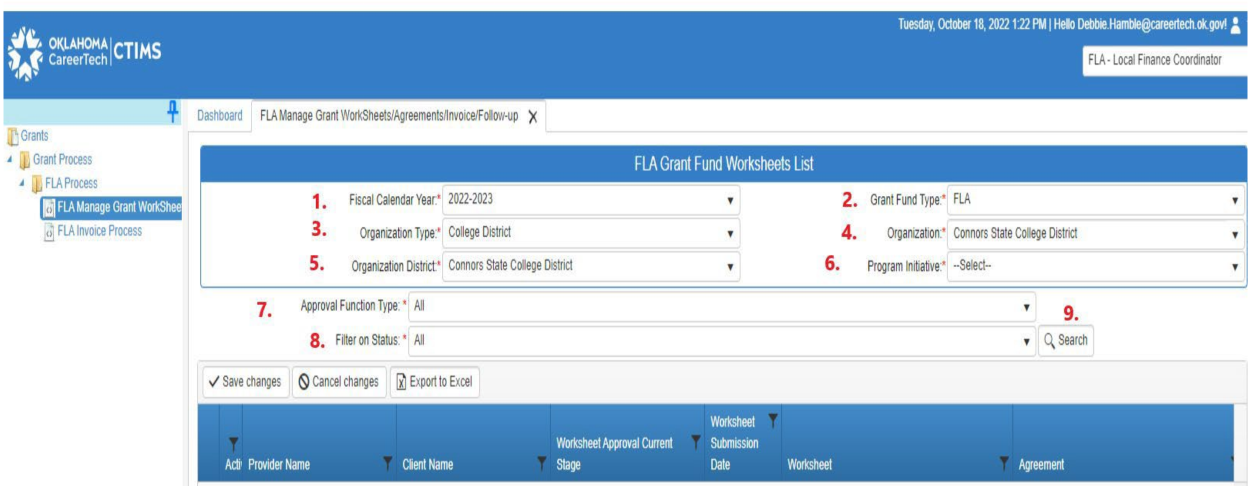


Step 7: Complete the **FLA Grant Funds Worksheets List**

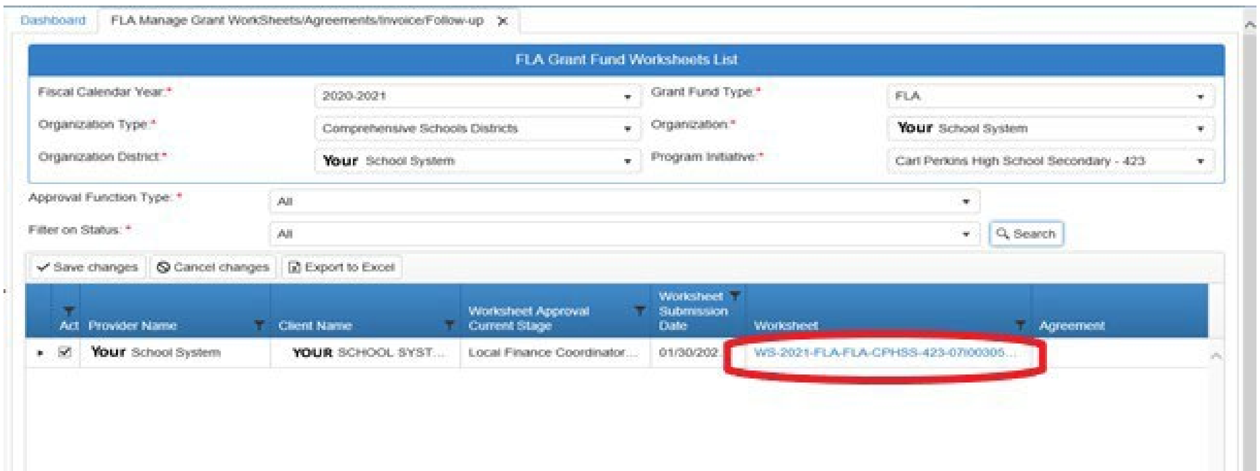
The tagged numbers on the screen shot correspond to the instruction steps below.

Note: The red asterisks* represents a required field.

1. Verify **Fiscal Calendar Year***.
2. Verify **Grant Fund Type** is set to FLA*.
3. Select your correct **Organization Type*** from the dropdown menu. Use K-12 Districts, Technology Center Districts or College District for Basic grants. Select K-12 Schools, Technology Sites or College District for Innovative Grants
4. Select your **Organization*** by typing in the first three characters of the school name and selecting from the drop-down menu.
5. Verify the **Organization District*** is the same as the Organization in #4.
6. Select your correct **Program Initiative***.
7. **Approval Function Type** will remain as All.
8. **Filter on Status** will remain as All.
9. Select the **Search** button.

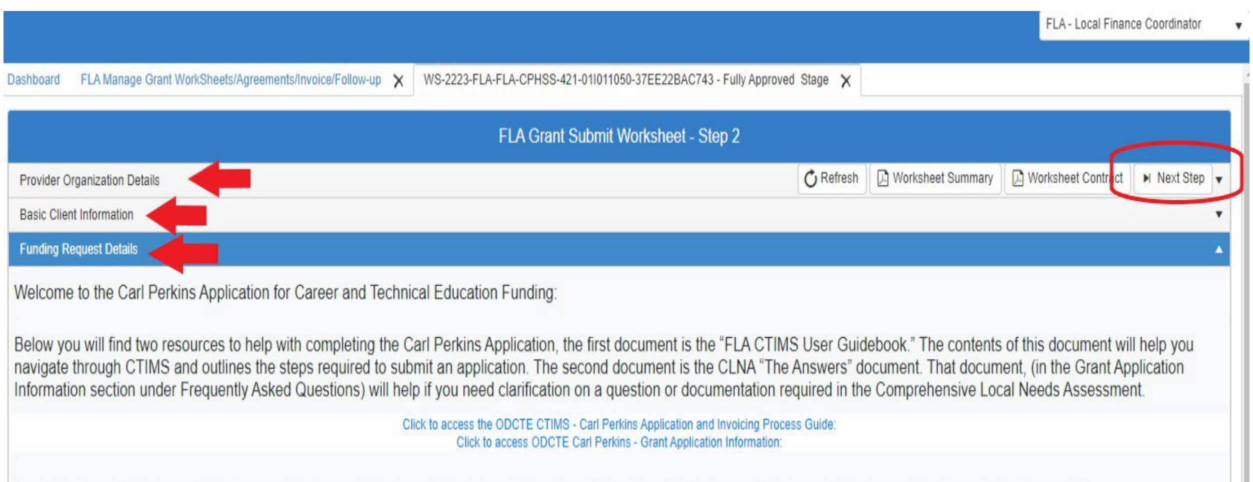


Step 8: After clicking the Search button, the link for the Worksheet that needs approval will be listed under the Worksheet column. Click on the **Worksheet Number** to open the Worksheet. The Worksheet number always begins with "WS-".



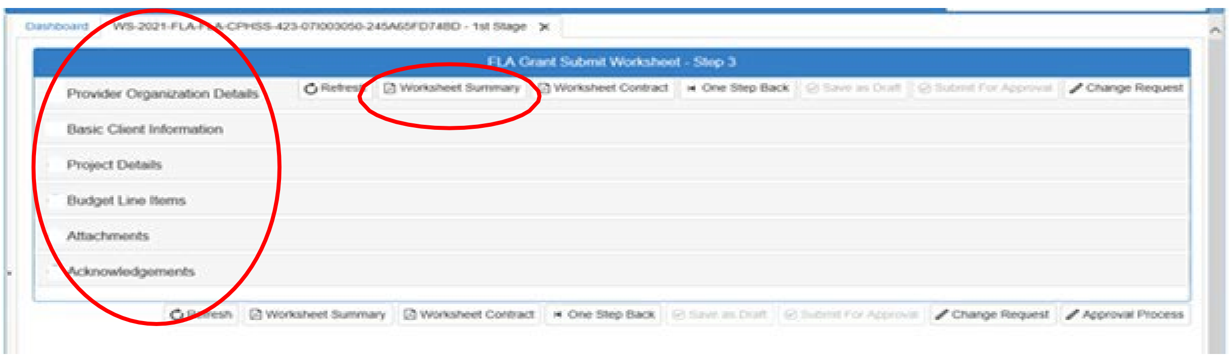
Step 9: FLA Grant Submit Worksheet – Step 2

After clicking on the Worksheet number to open the grant, the application information should be reviewed by scrolling through the different sections of the Worksheet: **Provider Organization Details, Basic Client Information, and Funding Request Details**. To proceed to the next section, select **Next Step.**

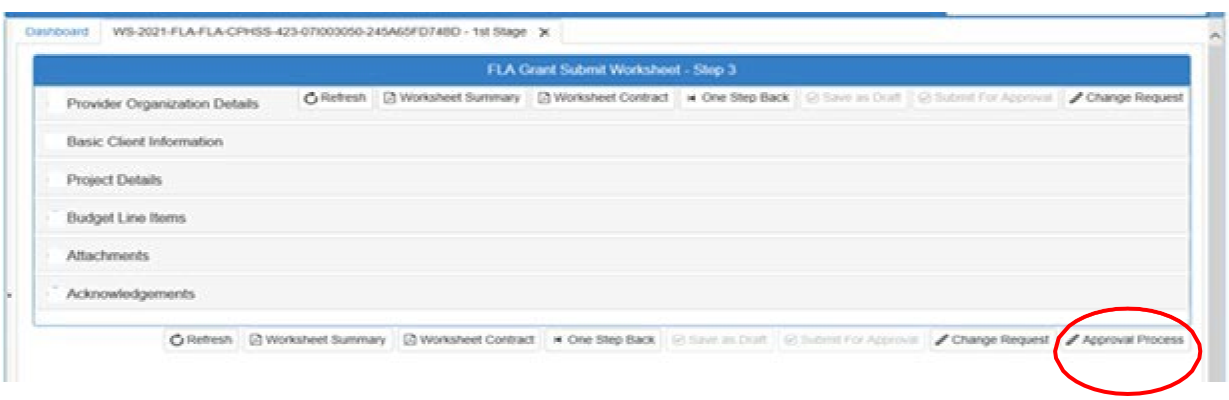


Step 10: FLA Grant Submit Worksheet - Step 2: Open each section of the Worksheet by clicking on each section headings: Provider Organization Details, Basic Client Information, Project Details, Budget Line Items, Attachments and Acknowledgements.

Verify the contents of each section of the Worksheet. We recommend you print a PDF of the **Worksheet Summary** to help with project and budget verification. (Refer to the "**Printing your Worksheet Application**" section of this Guidebook.)



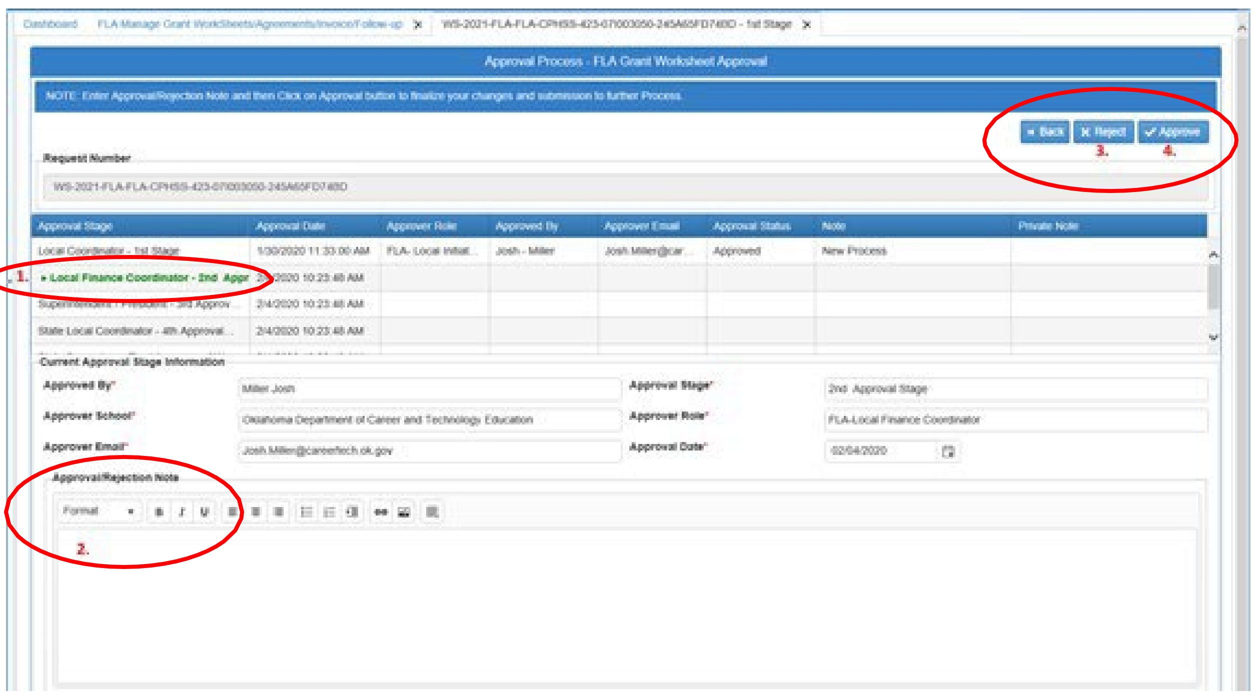
If everything is correct, click on **Approval Process**.



Step 11: Approval Process – FLA Grant Worksheet Approval. At this point,

1. You can see that the Worksheet is at the **FLA Local Finance Coordinator** Stage (2nd Stage).
2. Type in an **Approval or Rejection Note**. The date and your initials are fine.
3. Select the **Reject** button to reject the Worksheet, or
4. Select the **Approve** button to approve the Worksheet.

After clicking the Reject or Approve button, the system will ask, **"Are you sure?"** Click **"Cancel" or "OK".** If OK is selected, the application is successfully approved or rejected.



If the Worksheet is **<u>rejected</u>** it will be returned to the FLA Local Initiative Coordinator for additional revisions or additions.

If the Worksheet is **<u>approved</u>**, an email from the CTIMS system will be sent to you stating that your Worksheet has been submitted successfully to the **FLA Local Superintendent/President** for their review. It is highly recommended that you also contact this individual and inform them that the Worksheet is available for their review and approval/rejection.

FLA Local Superintendent/President: Worksheet Approval

After the FLA Local Finance Coordinator approves the Worksheet, the **FLA Local Superintendent /President** will receive an automatic CTIMS email that the Worksheet is ready for review.

To approve the Worksheet, the **FLA Local Superintendent/President** will follow the same steps as in the **FLA Local Finance Coordinator: Worksheet Approval** process listed in this Guidebook (shown above).

If the Worksheet is **rejected** it will be returned to the FLA Local Initiative Coordinator for additional revisions or additions. The Worksheet must then progress through review and approval by the FLA Local Finance Coordinator and the FLA Superintendent/President before it is fully submitted.

When the submission process is complete, you will receive an email from the CTIMS system stating your Worksheet has been submitted successfully to the FLA State Staff for review.

FLA State Initiative Coordinator and **FLA State Initiative Supervisor: Worksheet Approval**

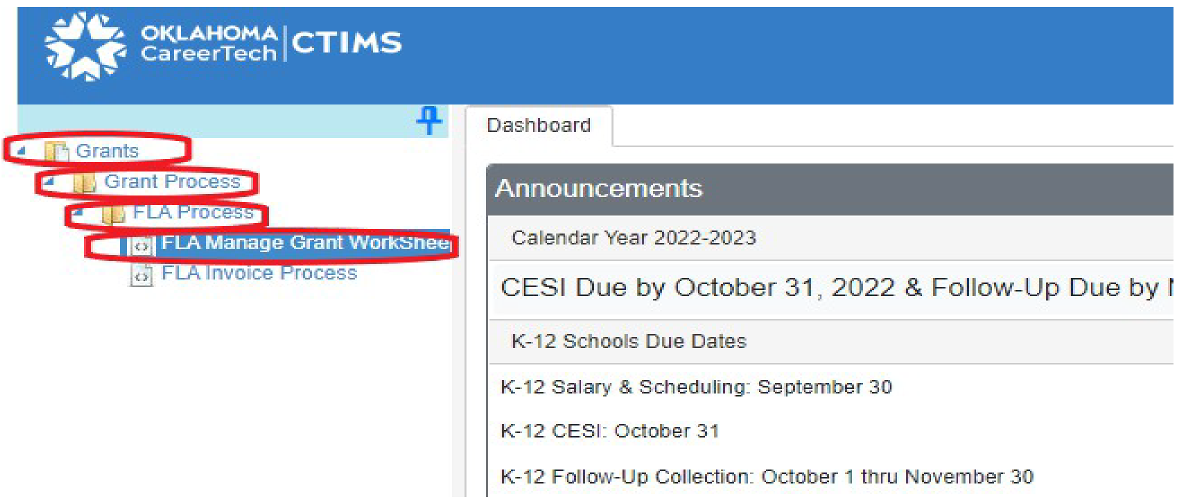
To approve the Worksheet, first the **FLA State Initiative Coordinator**, then the **FLA State Initiative Supervisor** will follow the same steps as in the **FLA Local Finance Coordinator: Worksheet Approval** process listed in this Guidebook.

ODCTE Contract Reviewer: Contract Approval

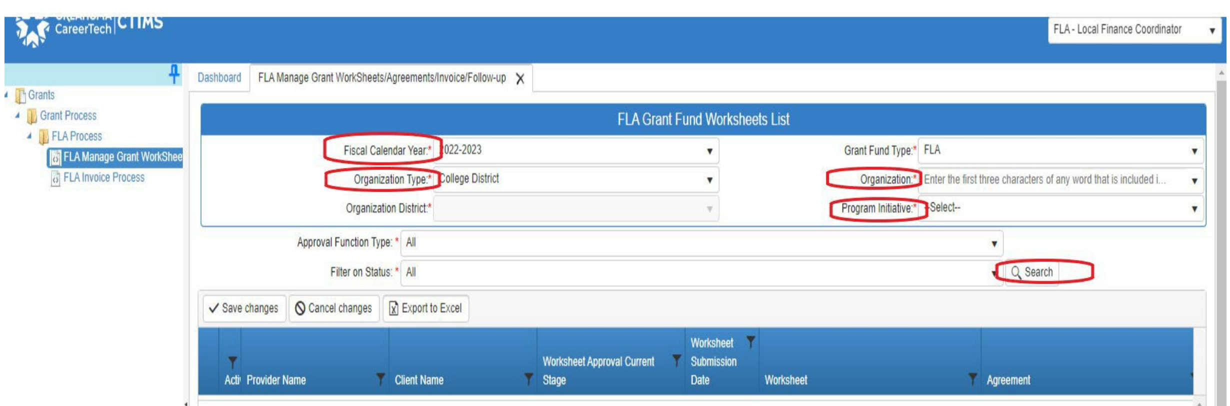
After the Worksheet is approved by the FLA State Initiative Supervisor, the **Subaward Funding Agreement (Contract)** is reviewed and approved by the **ODCTE Contract Reviewer.** The Agreement process, where the Local Finance Coordinator adds OCAS codes to the budget lines, can then begin.

<u>Opening a Saved Worksheet</u>:

If at any time you need to return to a **Worksheet** you have started, go to:
Grants –
    Grant Process –
        FLA Process –
            FLA Manage Grant Worksheet in the left side navigation panel.
                Do not select **FLA New Worksheet** again.

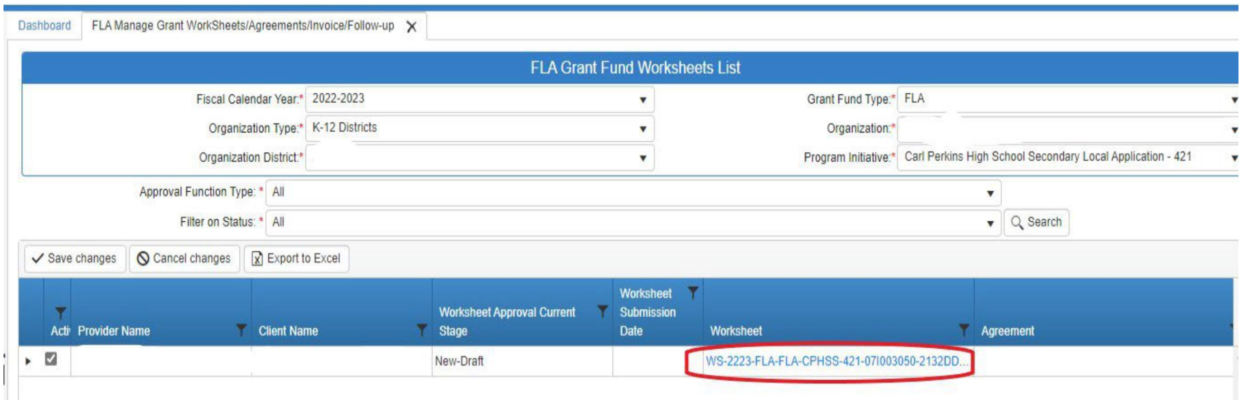


Complete these sections in the FLA Grant Funds Worksheet List:
Fiscal Calendar Year -
    Organization Type -
        Organization -
            Program Initiative -
                Search –

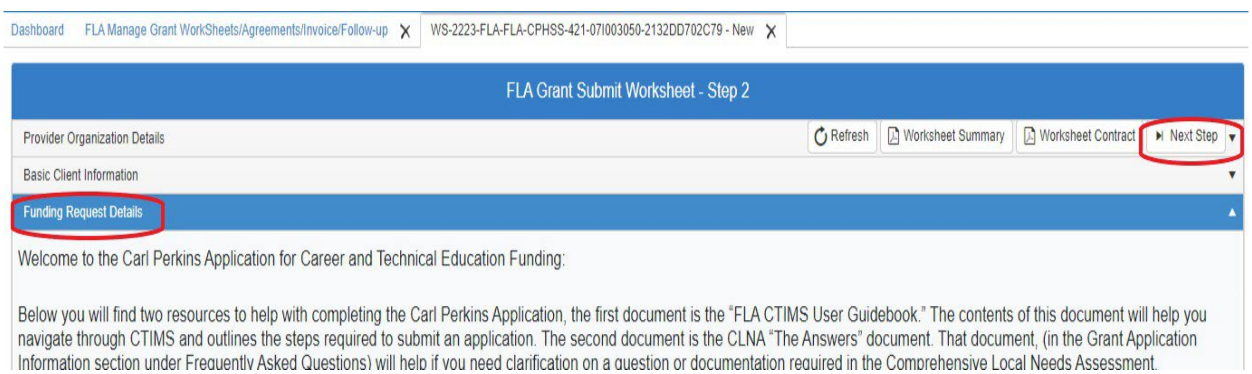


In the new section:

Scroll to the left and click on the Worksheet link under the Worksheet column. The Worksheet link is in blue and begins with "WS."



Scroll through the **Funding Request Details** section to see Worksheet answers or select **Next Step** to open the rest of the Worksheet.



Selecting **Next Step** will allow you to see your **Budget Line Items**, the **Attachment** function or the **Acknowledgement** section. The **Save as Draft** and **Submit for Approval** buttons are also located here, along with the **Worksheet Summary** button which may be selected if you want to pdf/print your Worksheet/application.

If the Worksheet is rejected at any time during the Approval process, it is returned to the FLA Local Initiative Coordinator role for revisions &/or additions. The Worksheet must then be re-approved at all local levels (FLA Local Initiative Coordinator, FLA Local Finance Coordinator and FLA Local Superintendent/President before it is fully submitted for review. The FLA State Initiative Coordinator, FLA State Supervisor and ODCTE Finance Reviewer) Must review and approve the Worksheet before the grant process is completed.

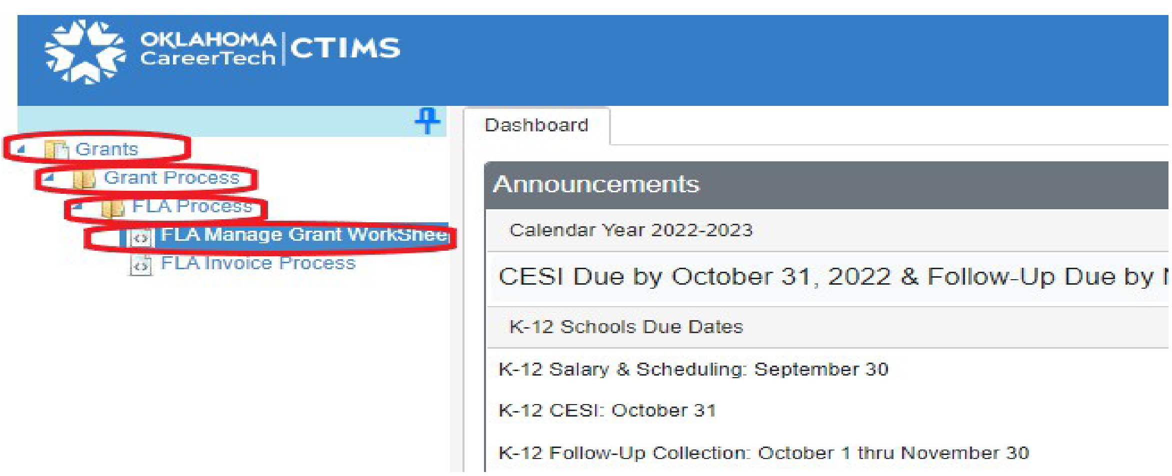
Once a Worksheet has been fully approved by the ODCTE Contract Reviewer it is locked and no further changes may be made to it.

Checking the Status of your Worksheet:

At any time during the Approval process, you can check the status of your Worksheet. In this way you can determine who has approved the Worksheet, what level the Worksheet is currently at and whether the Worksheet has been rejected or is fully approved. The status of a Worksheet can be checked by any person with an assigned CTIMS role: FLA Local Initiative Coordinator, FLA Local Finance Coordinator or FLA Local Superintendent/President. After logging in, these selections on the left of the screen should be made:

Grants –
- **Grant Process –**
  - **FLA Process –**
    - **FLA Manage Grant Worksheet**

Do not select **FLA New Worksheet** again.



Complete the required items in the FLA Grant Funds Worksheet List:

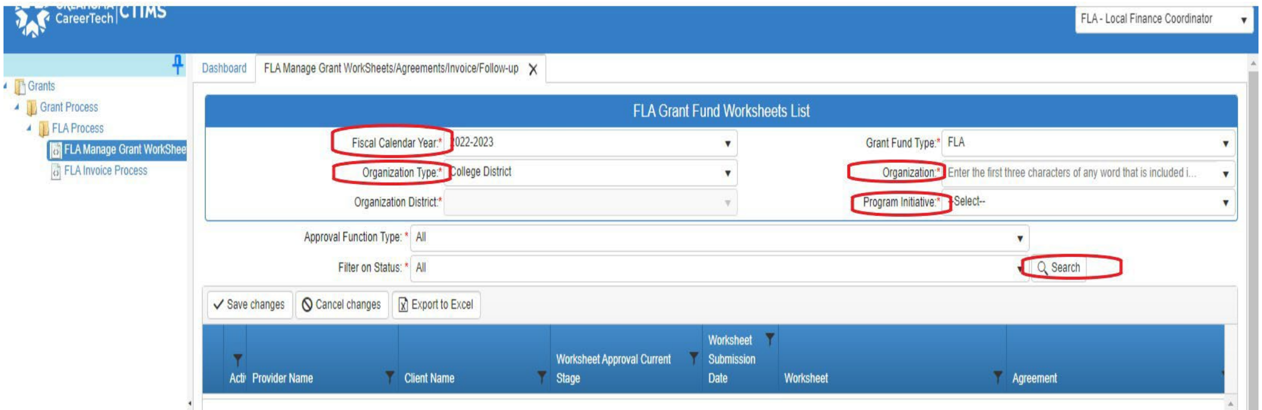
Fiscal Calendar Year -

Organization Type -

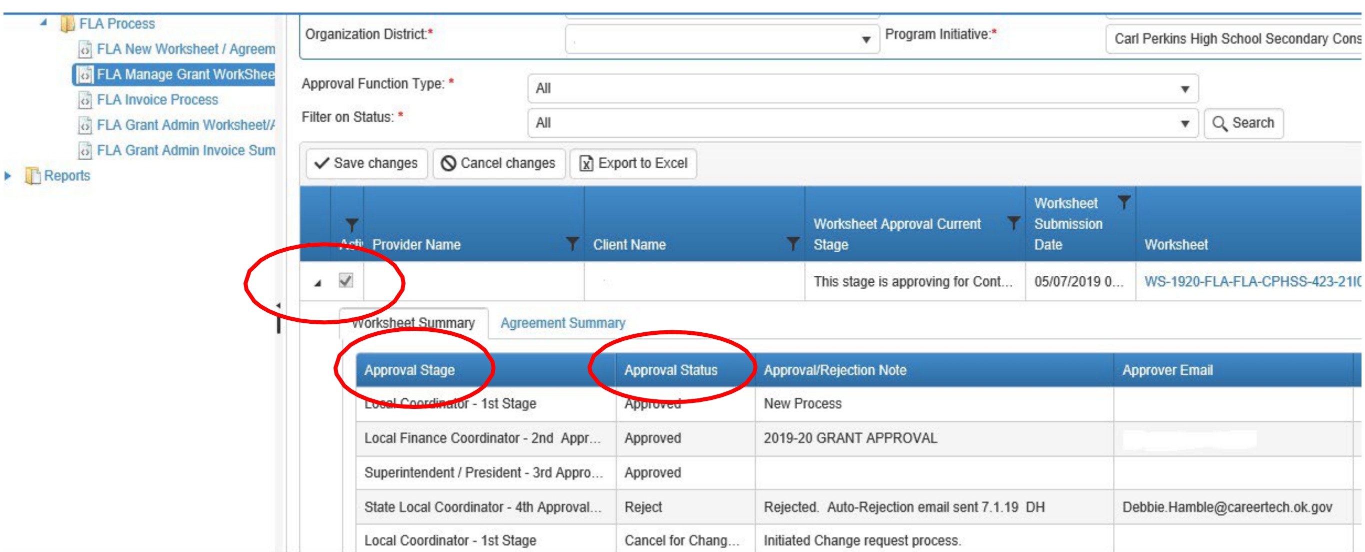
Organization -

Program Initiative -

Search -



In the new section, click on the ▶ **small dark triangle** to the left of the "**Active**" checkbox. Scroll down through the **Approval Stage** and **Approval Status** columns to see the current status of your Worksheet/application.



Subaward Funding Agreement (Contract)

The Subaward Funding Agreement (Contract) is located within the Worksheet and is available to print as needed. Do not return this document to the Perkins Administration (FLA) office.

Printing a Fully Executed Copy of your Worksheet Contract – Subaward Funding Agreement

Once the ODCTE Contract Reviewer has approved your Worksheet Contract/Subaward Funding Agreement, you may wish to print a fully executed copy for audit purposes. This document is located in your Worksheet and can be printed by any person with an assigned CTIMS role: FLA Local Initiative Coordinator, FLA Local Finance Coordinator or FLA Local Superintendent/President. After logging in, these selections on the left of the screen should be made:

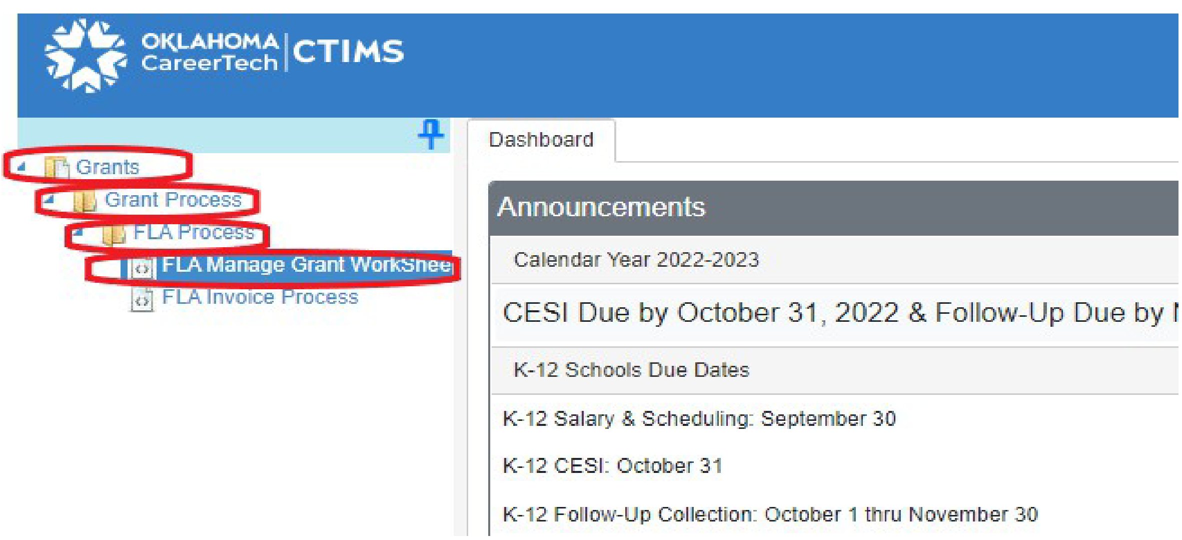
Grants –

Grant Process –

FLA Process –

FLA Manage Grant Worksheet

Do not select **FLA New Worksheet** again.



Complete the required items in the FLA Grant Funds Worksheet List:

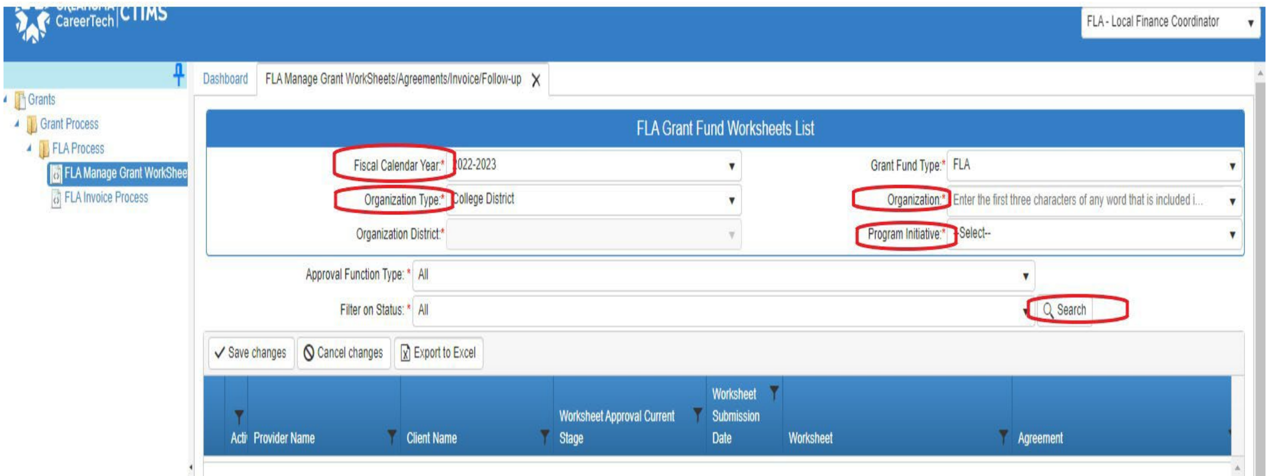
Fiscal Calendar Year

Organization Type

Organization

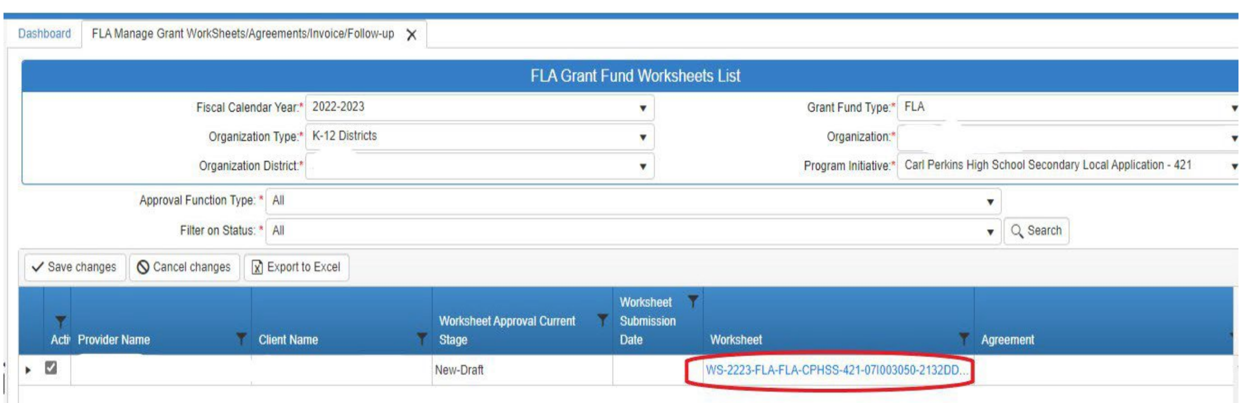
Program Initiative

Search

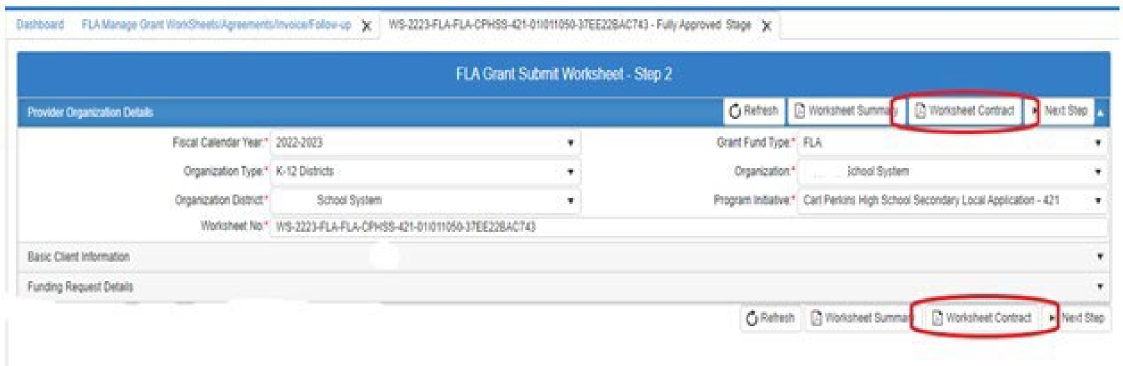


In the new section:

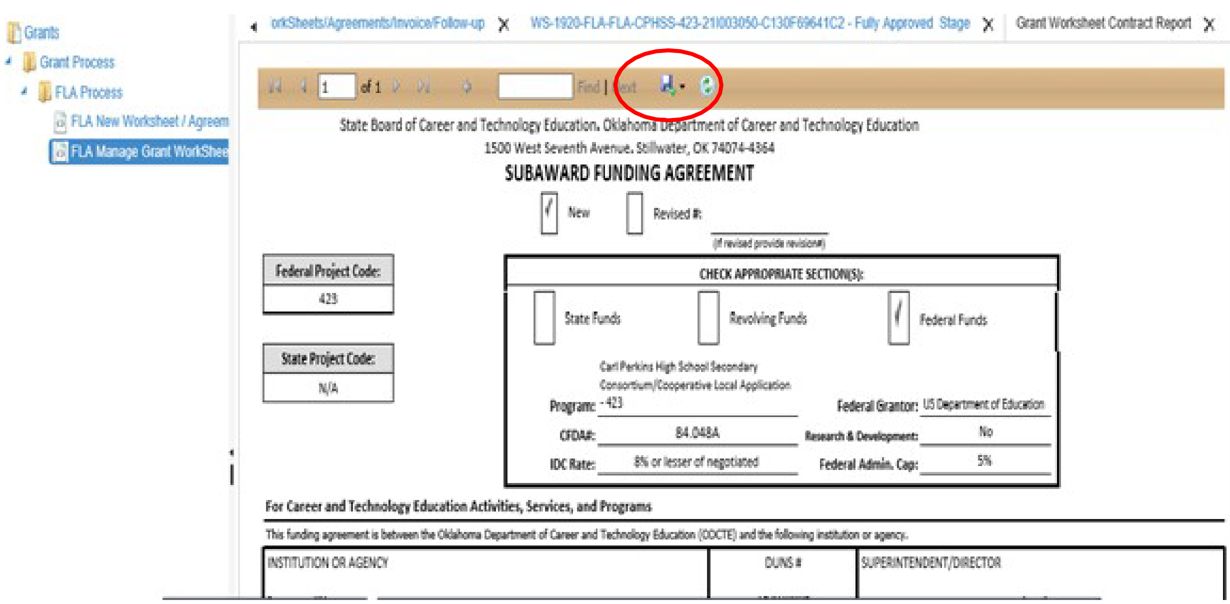
Scroll to the left and click on the Worksheet link under the Worksheet column. The Worksheet link is in blue and begins with "WS."



Select the **Worksheet Contract** button on either the top or bottom of the screen.



On the Subaward Funding Agreement page, select the **Save/Download button**  to download your Worksheet Contract/Subaward Funding Agreement as a PDF that you can save or print. You may need to click on the **Open** button on the bottom of your screen in order to open the PDF file. Once the PDF file is open, you can save or print as normal.



Agreement Process

Roles for the Agreement Process:

FLA Local Finance Coordinator

FLA State Initiative Coordinator

FLA State Initiative Supervisor

After the **Worksheet** is approved through the ODCTE Contract Reviewer level, the Grant recipient will receive an email from the ODCTE Perkins Administration (FLA) office with the CTIMS approval notification. At this point they may begin the Agreement process. Only the **Agreement** can be changed once the Worksheet is fully approved by ODCTE staff.

Starting the Agreement Process: FLA Local Finance Coordinator

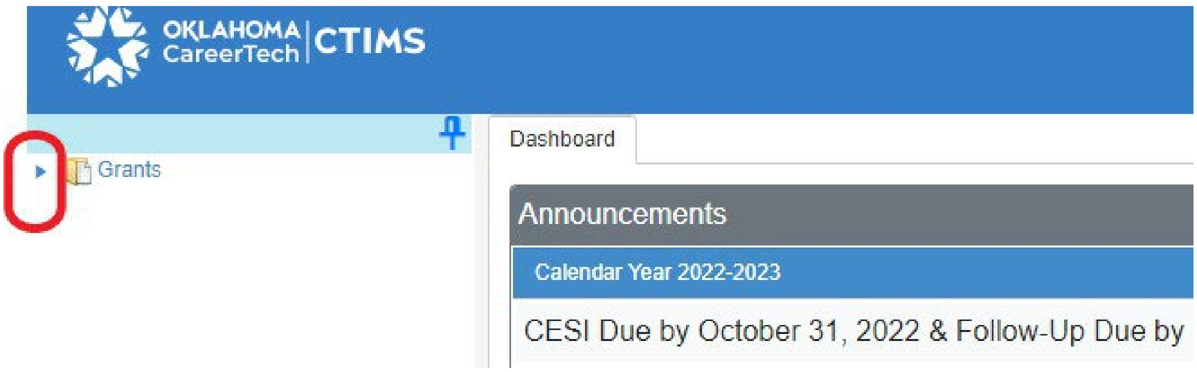
The **Agreement** is the working copy of the **Budget**. It contains the OCAS codes and details of planned expenditures.

Step 1: Using **Microsoft Edge, Mozilla Firefox or Google Chrome,** sign in to CTIMS using your email and CTIMS password at https://ctims.okcareertech.org/CTBDSWeb/

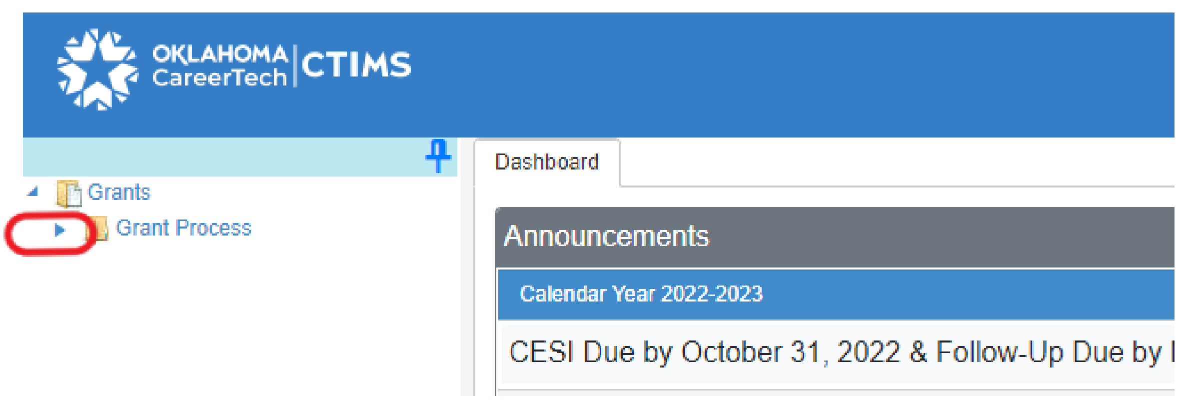
Note: CTIMS is currently not compatible with other browsers.

Step 2: Verify that you are signed on with the role of a **FLA-Local Finance Coordinator** in the top right corner or use the dropdown arrow to select the correct role.

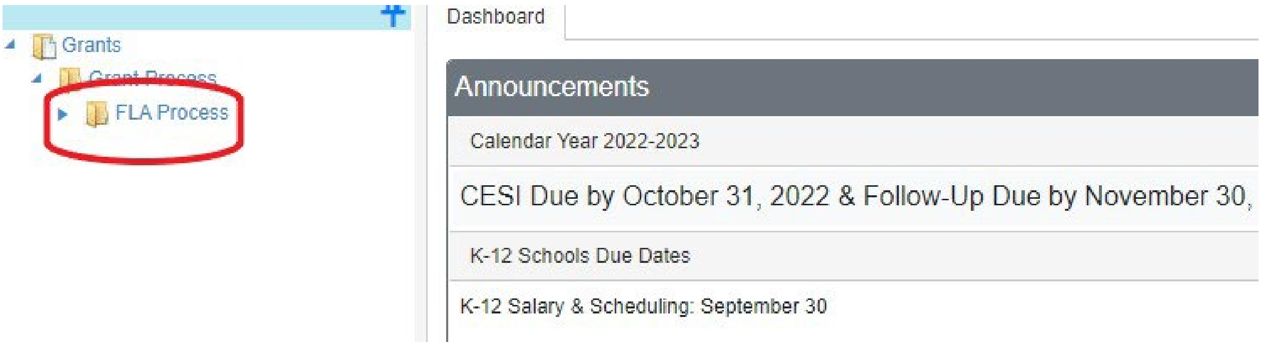
Step 3: Click the **(small blue triangle)** icon next to **Grants** on the left side navigation area.



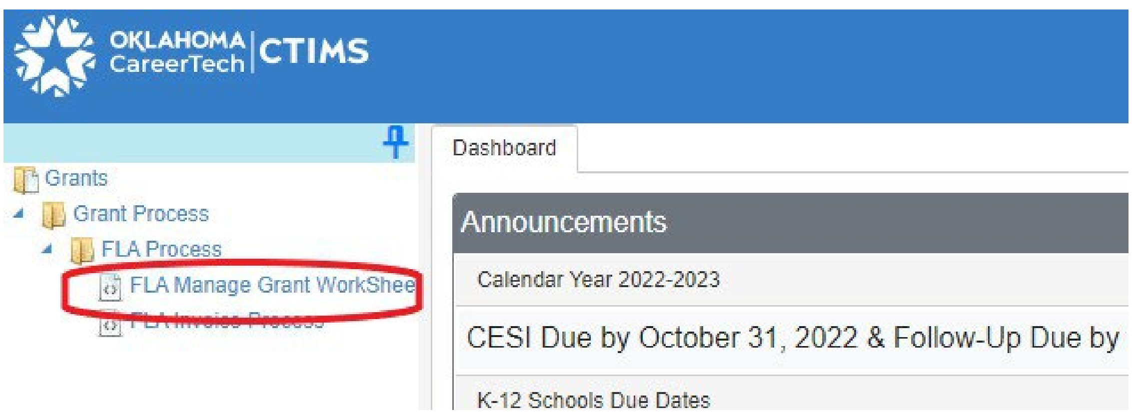
Step 4: Click the **(small blue triangle)** icon next to **Grant Process.**



Step 5: Click the **(small blue triangle)** icon next to **FLA Process.**



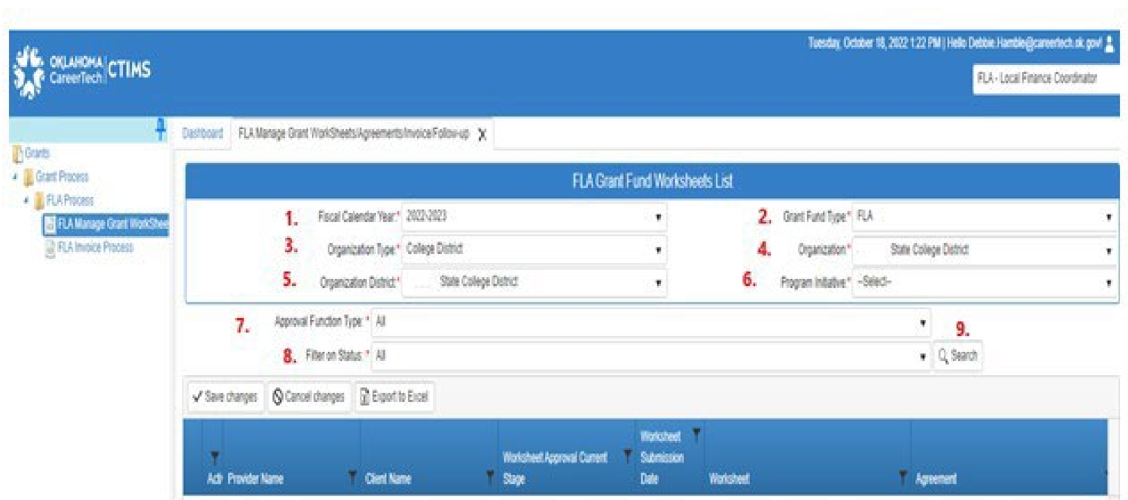
Step 6: Select **FLA Manage Grant Worksheets/Agreements/Invoice/Follow-up**



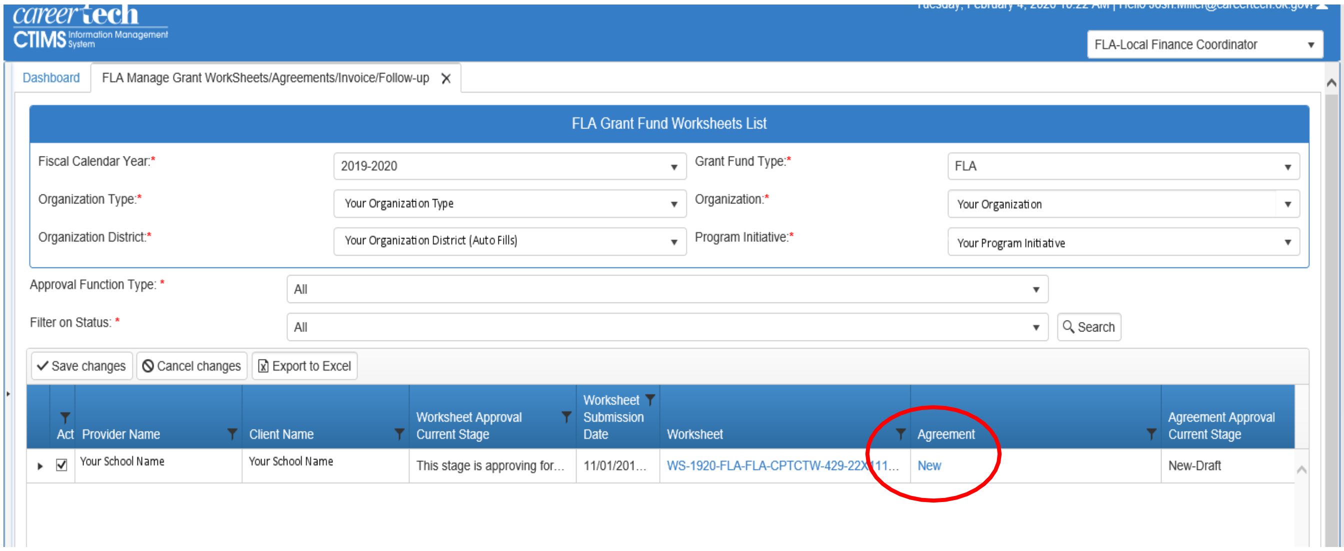
Step 7: Complete these items in the **FLA Grant Fund Worksheets List.** *The tagged numbers on the screen shot correspond to the instruction steps below.* Many of these fields will automatically display based on your organization login credentials.

Note: The red asterisks* represents a required field.

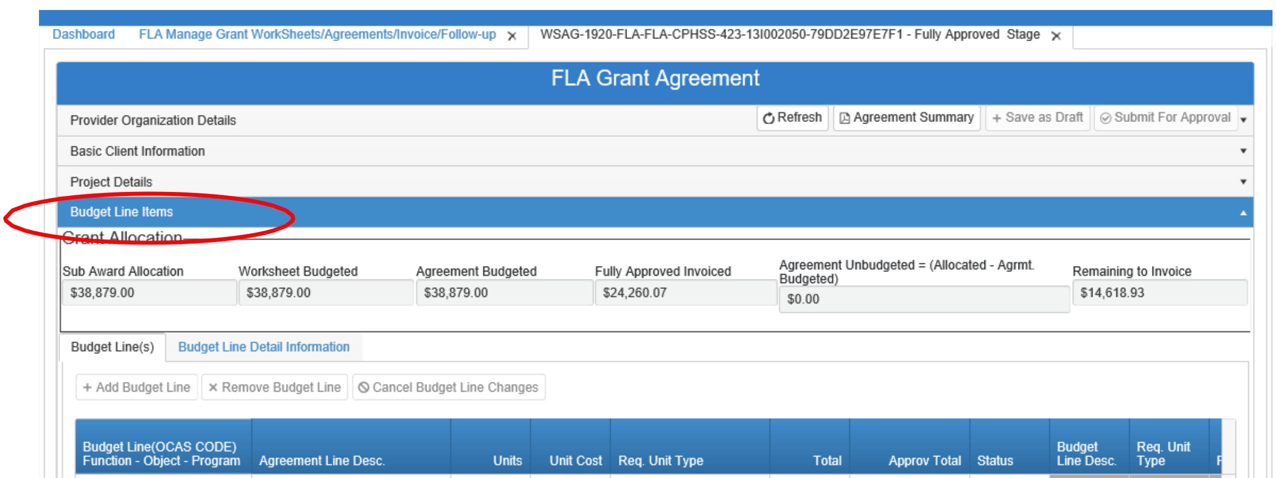
1. Verify **Fiscal Calendar Year** to make sure correct year is showing*.
2. Verify **Grant Fund Type** is set to FLA*.
3. Select your correct **Organization Type** from the dropdown menu.
4. Select your **Organization** by typing in the first three characters of the name then selecting your school from the dropdown menu.
5. Verify the **Organization District*** if it does not automatically appear after typing the first three letters of your *Organization* name.
6. Select a **Program Initiative***.
7. **Approval Function Type** will remain as All.
8. **Filter on Status** will remain as All.
9. Select the **Search** button.



Step 8: After clicking the Search button, the **Agreement** column will display **New**. To start a new Agreement, click on the blue word "**New**".

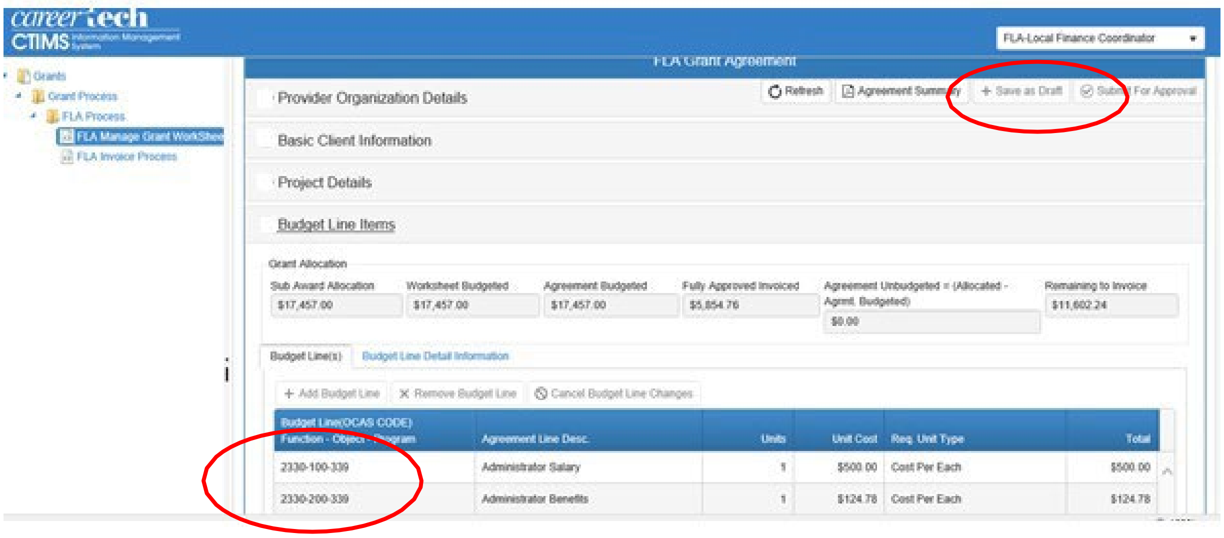


Step 9: On the **FLA Grant Agreement** page, the **Budget Line Items** section should be open.



Step 10: The first step is to complete the **Budget Line OCAS Codes.** For each of the budget line items, enter the OCAS coding in the order of **Function-Object-Program Code** (e.g. 1000-100-330). As you begin typing the OCAS code, a dropdown list of OCAS codes should display for you to select from. After entering an OCAS code, **Tab** to the **Agreement Line Description Column** then use your cursor to click on the next **OCAS Code** area. (This helps ensure the OCAS Codes you have entered are saved.) After entering OCAS codes for all your line items, click on the **Save as Draft** button.

Note: All object codes should be entered at the 100 level: (100, 200, 300, 400, etc.).



Step 11: Acknowledgements. Scroll down the page and click on the word **"Acknowledgements"** section heading. Click on the two * **certify/verification boxes** and put in an **Acknowledgment Note** (required). Click on **Submit for Approval**. The Agreement will now go to the **FLA State Initiative Coordinator** and **FLA State Initiative Supervisor** for approval.

FLA State Initiative Coordinator, and FLA State Initiative Supervisor: Agreement Approval

The **FLA State Initiative Coordinator** and the **FLA State Initiative Supervisor** continue the Agreement review and approval/rejection process by following Steps 1-11 above (the same steps as the FLA Local Finance Coordinator).

After the Agreement is approved by the FLA State Initiative Supervisor**, the** **FLA Local Finance Coordinator** can begin submitting **Invoices/Reimbursement Claims.**

Invoice Process

Roles for the FLA Invoice Process:

FLA Local Finance Coordinator

↓

ODCTE Finance Document Coordinator

↓

ODCTE Finance Reviewer

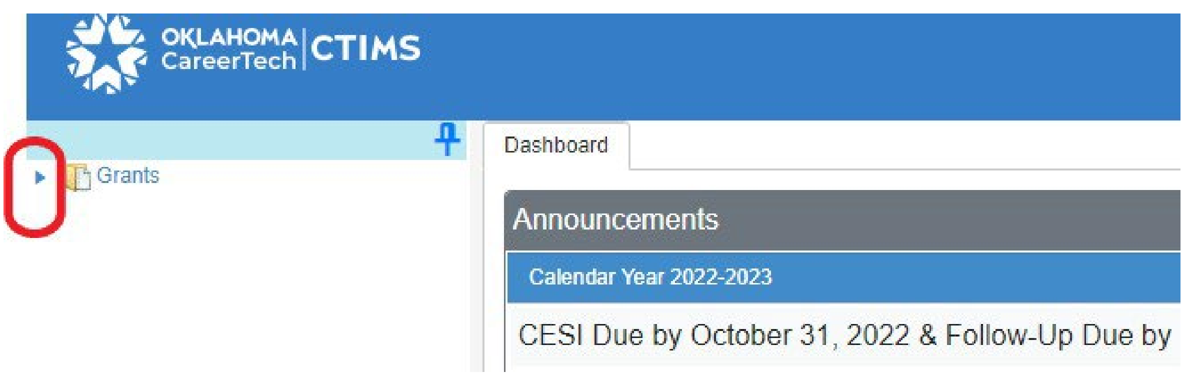
Submitting an Invoice for Reimbursement: FLA Local Finance Coordinator

This section will take you through the steps to submit an **Invoice/Claim for Reimbursement.**

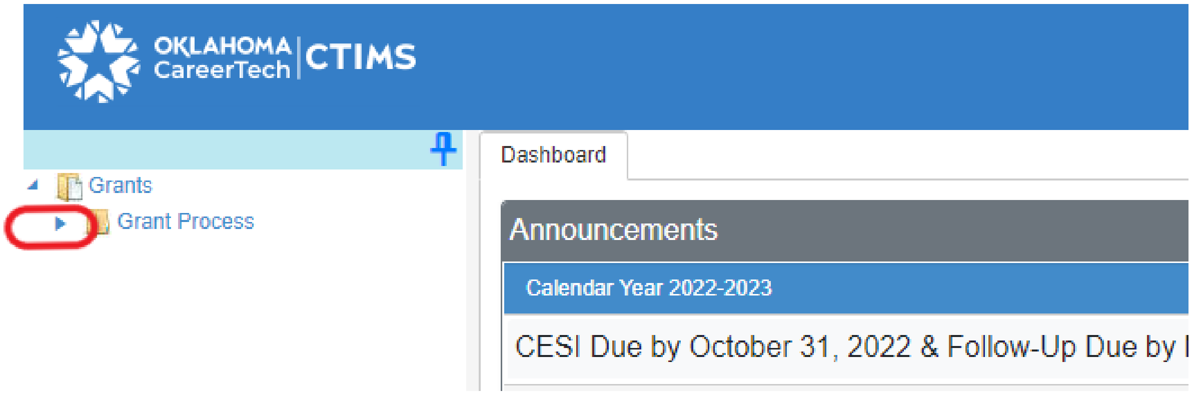
Step 1: Using **Microsoft Edge, Modzilla Firefox or Google Chrome**, sign in using your school email and CTIMS password at https://ctims.okcareertech.org/CTBDSWeb/

Step 2: Verify that you are signed in with the role of a **FLA-Local Finance Coordinator** in the top right corner. If not, use the dropdown arrow to select the correct role.

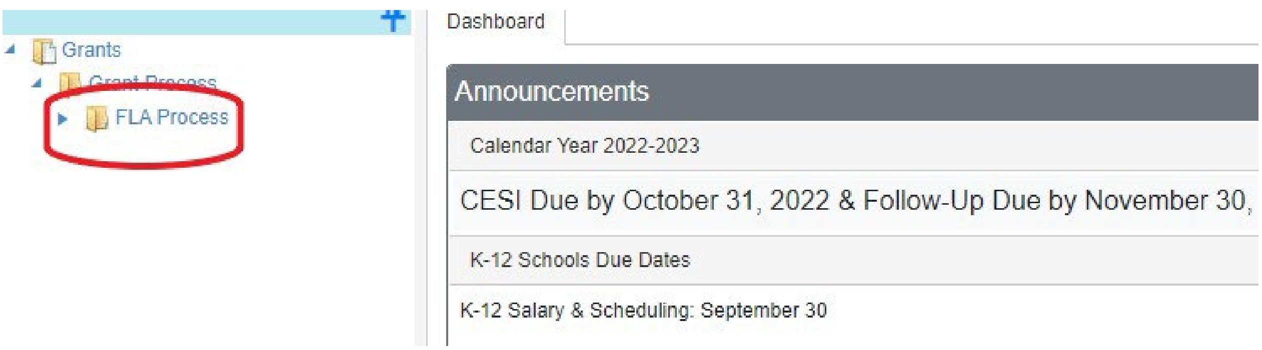
Step 3: Click the ▶ **(small blue triangle)** sign next to **Grants** on the left side navigation panel.



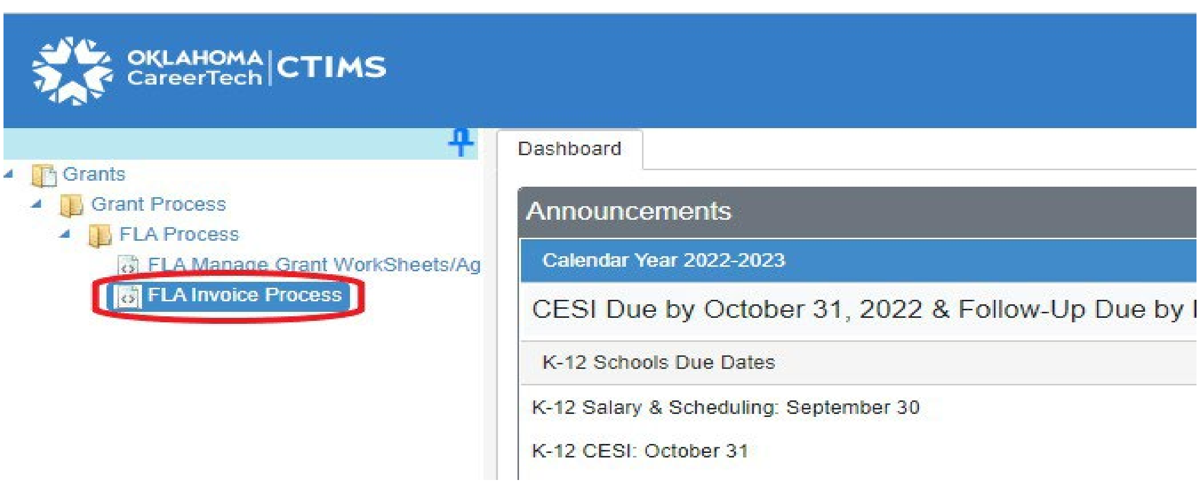
Step 4: Click the **(small blue triangle)** sign next to **Grant Process.**



Step 5: Click the **(small blue triangle)** sign next to **FLA Process.**



Step 6: Select **FLA Invoice Process**.



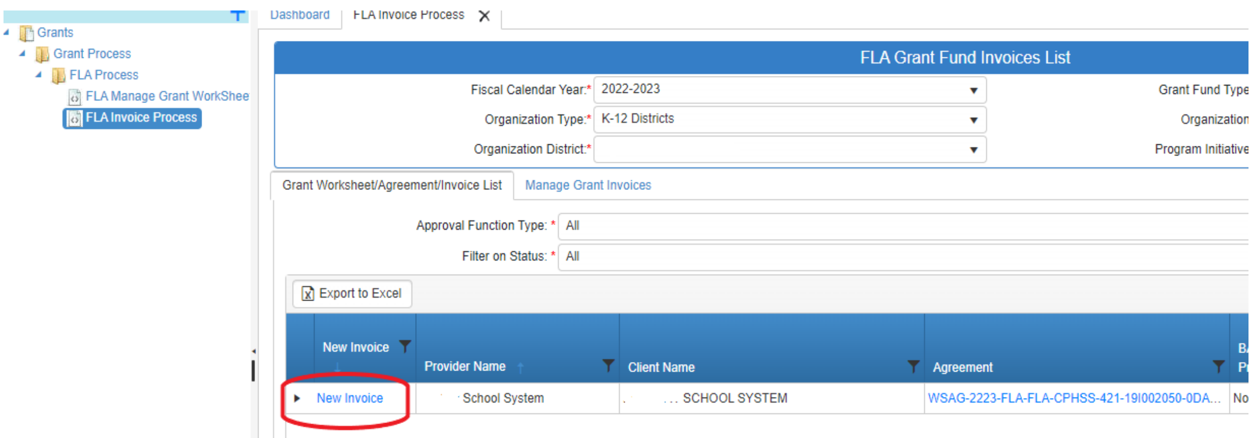
Step 7: Complete the requested information on this screen. **The tagged numbers on the screen shot correspond to the instruction steps below.** Many of these fields will automatically display based on your organization login credentials.

Note: The asterisks* represents a required field.

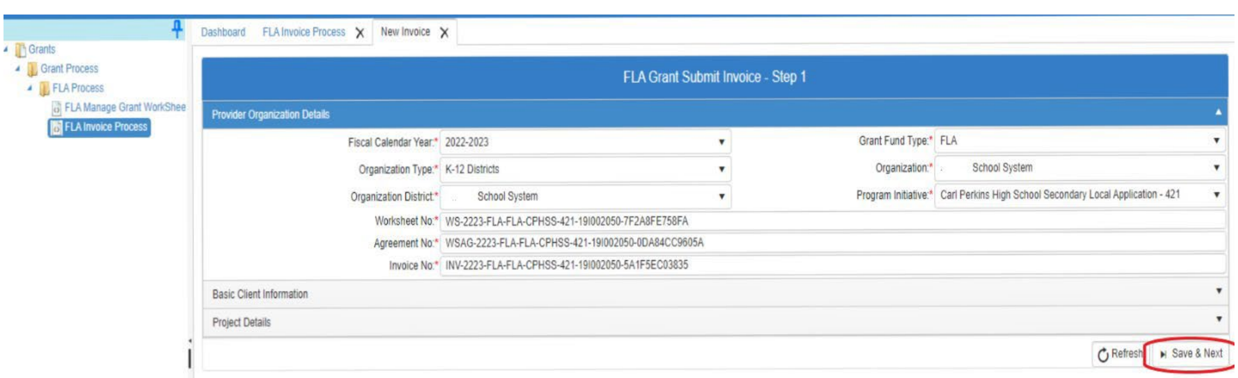
1. Verify **Fiscal Calendar Year** to make sure correct year is showing*.
2. Verify **Grant Fund Type** is set to FLA*.
3. Select your correct **Organization Type** from the dropdown menu (College District, Comprehensive School Districts or Tech Centers Districts).
4. Select your **Organization** by typing in the first three characters of the name then selecting the correct option from the drop-down menu.
5. Verify the **Organization District*** (auto-fills)
6. Select a **Program Initiative***.
7. **Approval Function Type** will remain as All.
8. **Filter on Status** will remain as All.
9. Select the **Search** button.

Step 8: After clicking the **Search** button, click on the blue words **New Invoice** to start the new **Invoice Process**.

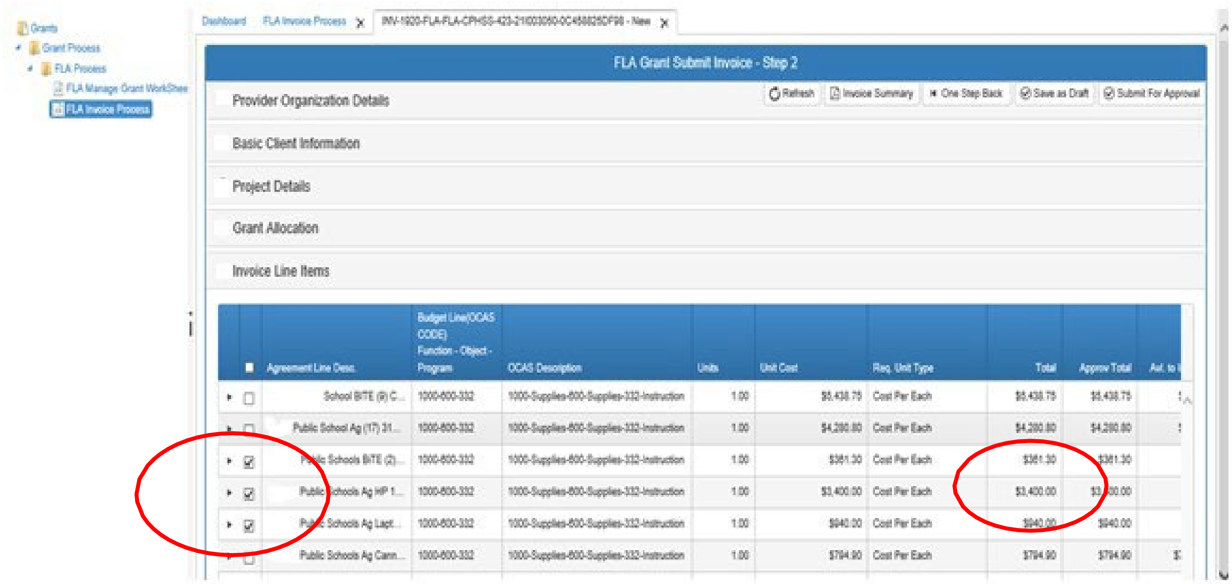
Note: To see the status of a **Draft Invoice** in process or an invoice already submitted or paid, click the **(small dark triangle)** sign to the left of the blue words **New Invoice**. Additional information is included in the **"Accessing a Draft Invoice"** or the **"View Status of Submitted Invoice"** section of this Guidebook.



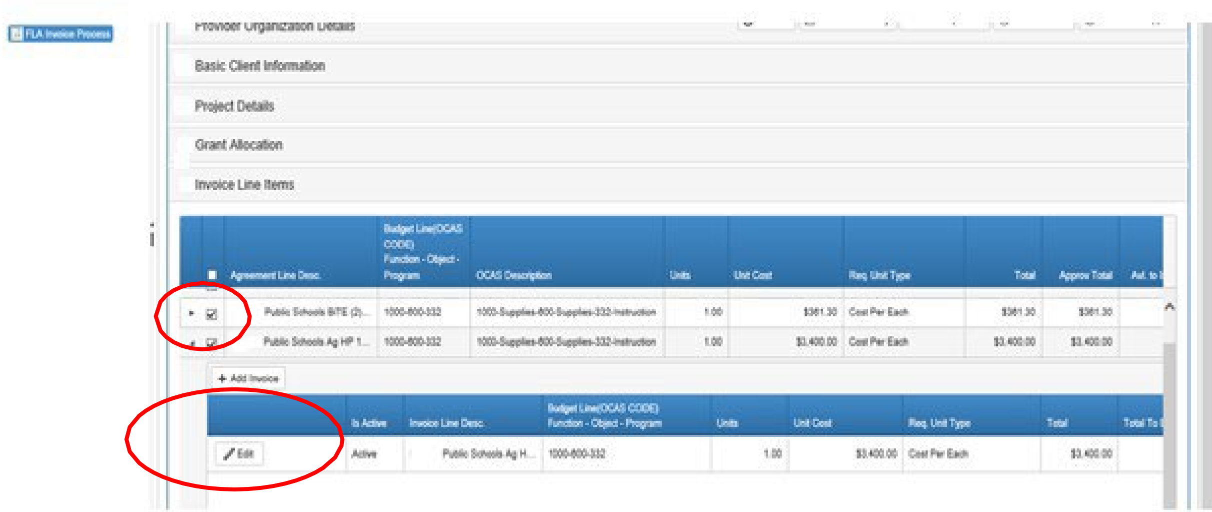
Step 9: Verify that the information is correct, then select **Save & Next**.



Step 10(a): Under the **Invoice Line Items** tab, select the Agreement Line Desc (Description) you want to add to your Invoice. The system will default to claim the full budget line amount. If you want to claim the full amount shown in the **"Total"** column, simply **click in the check box to the left of the description**. Repeat this for all the line items where you are claiming the Total amount shown. If you have now claimed everything you want in your invoice, you can proceed to **Step 13.**

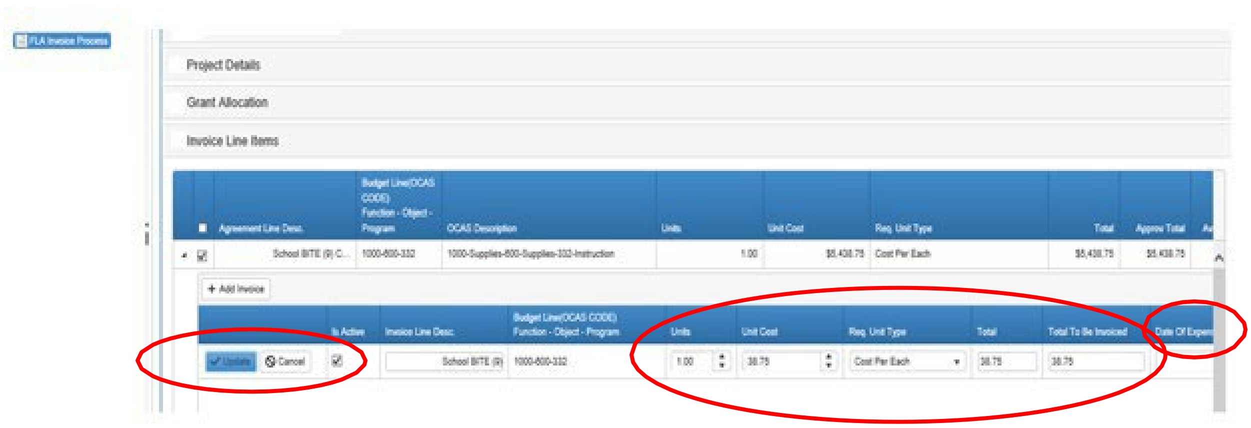


Step 10(b): If you do **NOT** want to claim the full amount of the line item, click on the ▶ **(small dark triangle)** to the left of the line description. Next, click on the **Edit** button which appears in the dropdown section.



Step 11: You can now <u>edit/change</u> the **Units**, **Unit Cost, Req Unit Type** &/or **Total** amount to claim only the amount of the Total line item costs that you need. This ensures your requested reimbursement will match the invoice/receipt you are submitting for documentation.

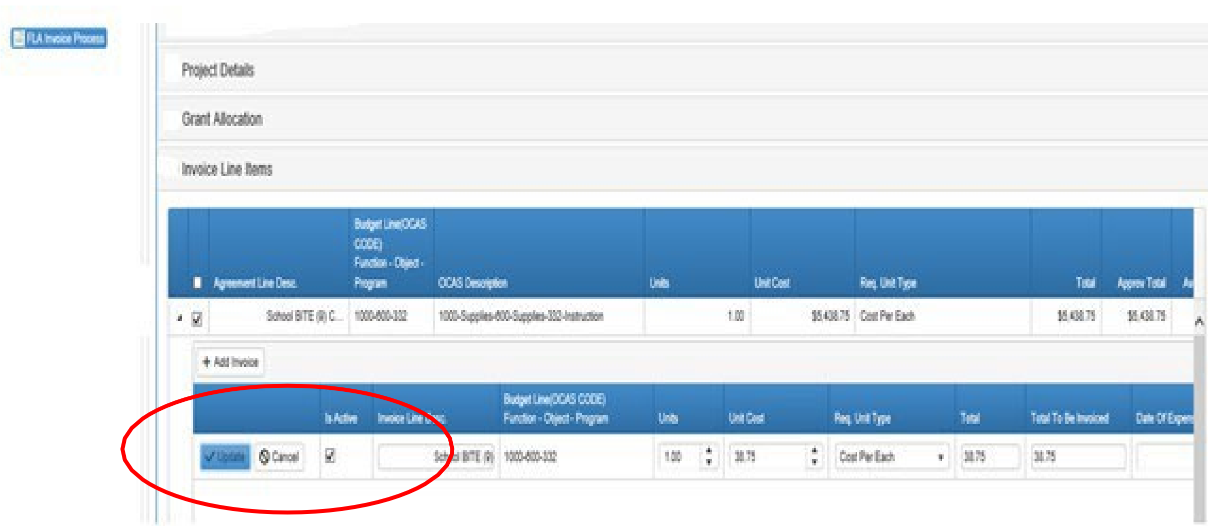
If you want to enter the **Date of Expense** on this line item, you may need to use the scroll bar at the bottom of the page in order to move your cursor that far to the right. After you are finished editing the amount of the budget line to match what you are invoicing, select the **Update** button on the left. *If you do not select the Update button your changes will not be saved.*



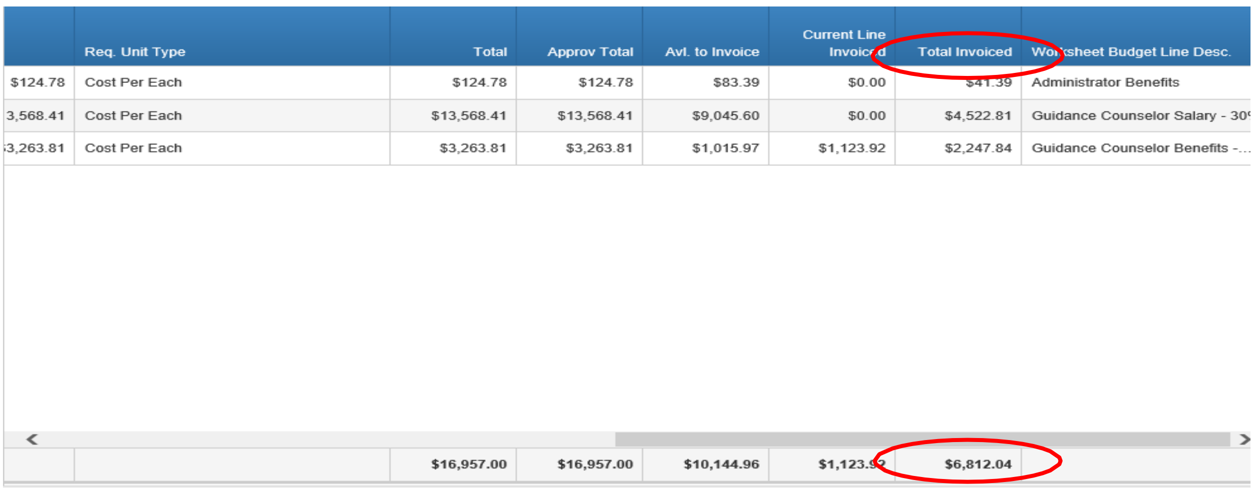
Step 12: If you start to edit a line and discover you don't want to save your changes you can select the **Cancel** button on the right.

If you discover that you have made a mistake after you have selected the **Update** button, you must use the **Edit** button again, correct your errors then re-select the **Update** button.

If you have already Saved/Updated a line item and you then want to totally remove it from your invoice, you will have to **Inactivate** the line item. To do this, select **Edit**. Next, click on the checkmark in the **Is Active** column to remove it and inactivate that line item. Finally select **Update**. That line becomes Inactive and will not show up in your invoice. Another way to inactivate a line is to put zeroes in the **Units** and **Unit Cost** boxes and select **Update**.



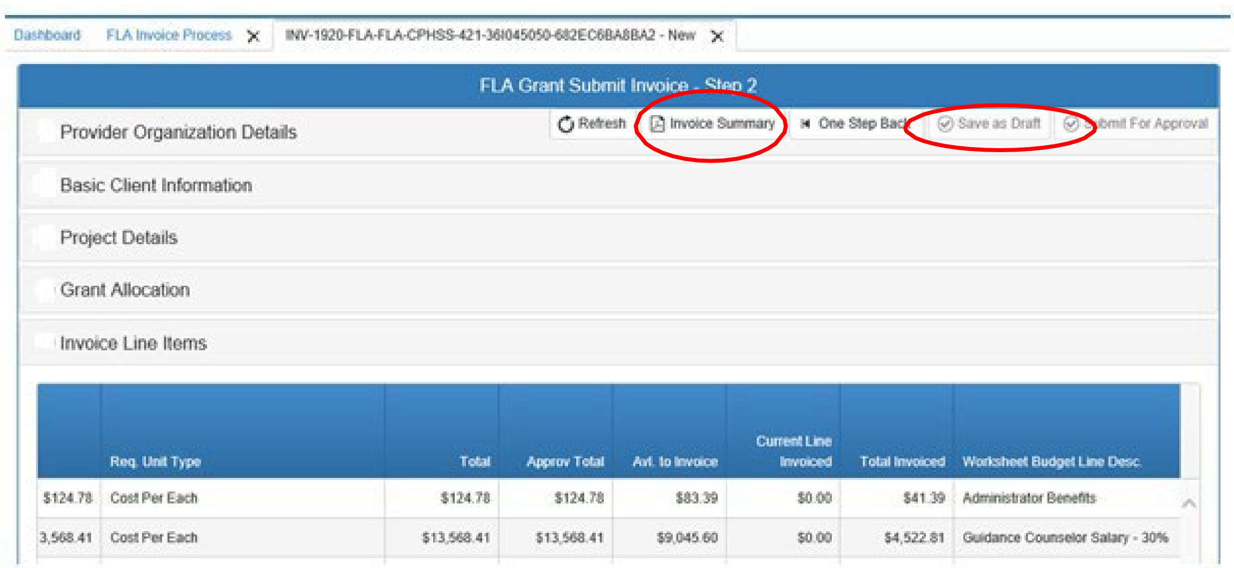
Step 13: Verify that the **Total Invoiced** amounts are correct for the amount of reimbursement you are requesting. Verify that the line item amounts and OCAS codes match the Expenditure report you will attach in **Step 14**.



	Req. Unit Type	Total	Approv Total	Avl. to Invoice	Current Line Invoiced	Total Invoiced	Worksheet Budget Line Desc.
$124.78	Cost Per Each	$124.78	$124.78	$83.39	$0.00	$41.39	Administrator Benefits
3,568.41	Cost Per Each	$13,568.41	$13,568.41	$9,045.60	$0.00	$4,522.81	Guidance Counselor Salary - 30
3,263.81	Cost Per Each	$3,263.81	$3,263.81	$1,015.97	$1,123.92	$2,247.84	Guidance Counselor Benefits -...
		$16,957.00	$16,957.00	$10,144.96	$1,123.92	$6,812.04	

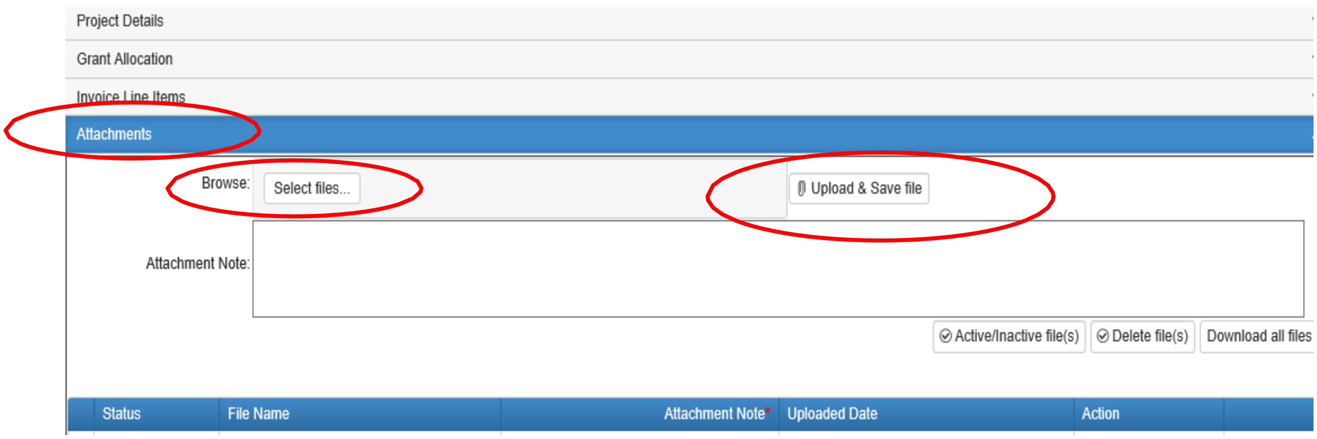
Select the **Save As Draft** button from either the top or the bottom of the screen.

Select the **Invoice Summary** button (on either the top or the bottom of the page) to pull up a copy of your invoice. Verify that all your items are listed and the amounts and OCAS Codes are correct and match those on your expenditure reports. **__If these items do not match, your reimbursement claim will be rejected.__**



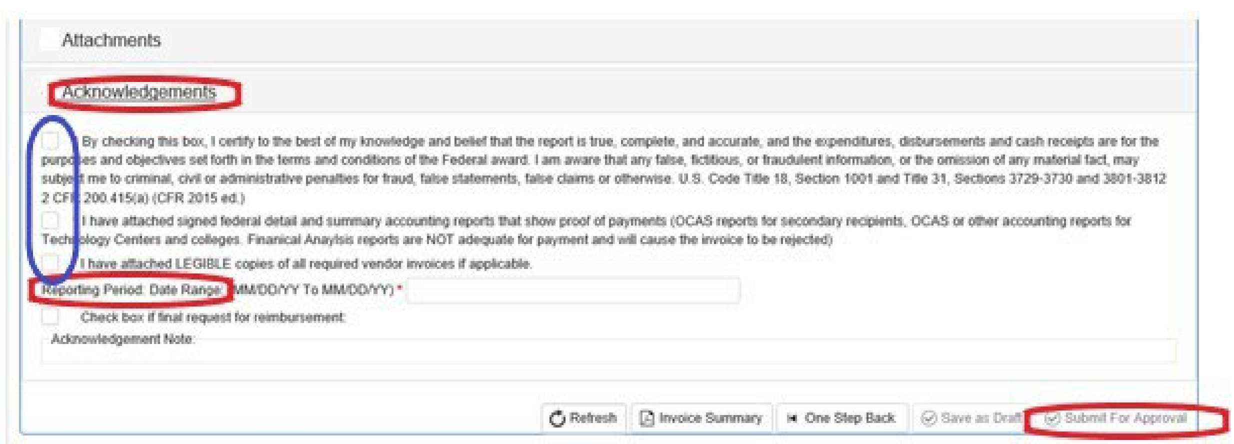
	Req. Unit Type	Total	Approv Total	Avl. to Invoice	Current Line Invoiced	Total Invoiced	Worksheet Budget Line Desc.
$124.78	Cost Per Each	$124.78	$124.78	$83.39	$0.00	$41.39	Administrator Benefits
3,568.41	Cost Per Each	$13,568.41	$13,568.41	$9,045.60	$0.00	$4,522.81	Guidance Counselor Salary - 30%

Step 14: Scroll down and select the **Attachments** heading. Use the **Browse** then the **Upload and Save** buttons to attach the **signed and dated Summary Expenditure Report and Detail Expenditure Report** that you have saved on your computer, along with any required receipts and vendor invoices. The Expenditure report amounts should match the amount of reimbursement you are requesting on your invoice. You may upload multiple attachments, but they must be uploaded individually. *Additional instruction on adding Attachments is available in Step 12 of Starting a new Worksheet Application in this Guidebook.

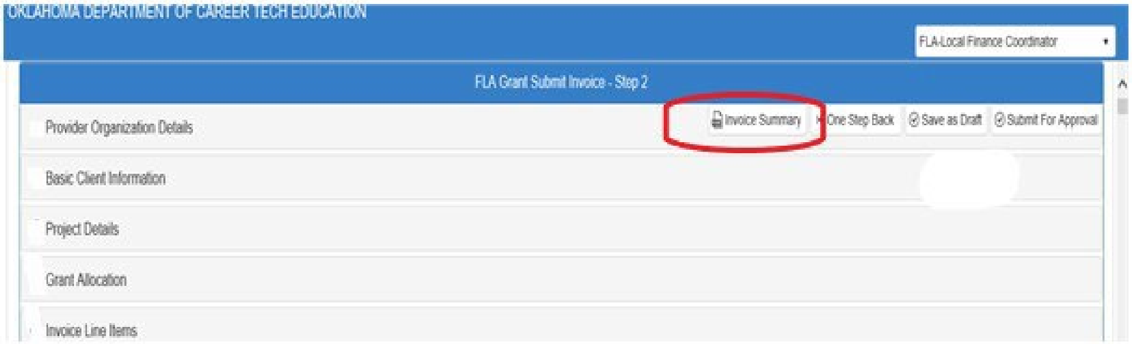


Step 15: Scroll down and select the **Acknowledgements** heading. Check the required *certify/disclaimer* boxes. Input the required **Reporting Period (Claim) Date Range.** **NOTE**: The Reporting Period date range must match exactly the date ranges in your Detail and Summary Expenditure Reports.

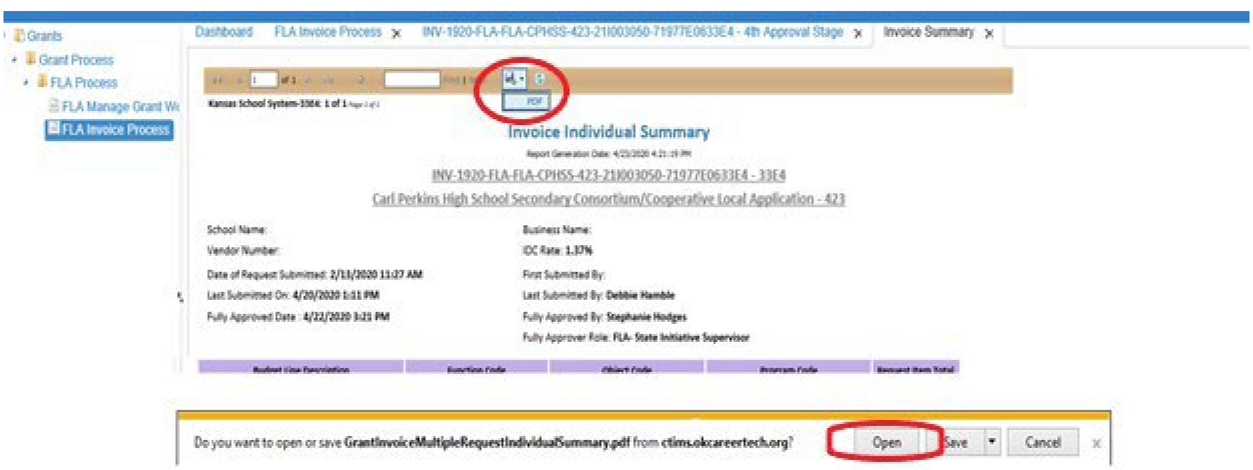
If this is the final payment request you will submit for this fiscal year, check the "**Is final payment?"** box. Type a required **Acknowledgement Note** in the box. Select the **Submit for Approval** button.



Step 16: Click on the **Invoice Summary** button, at either the top or the bottom of the screen, to create and print a PDF report of the **Invoice** you submitted.



Scroll up to the top of the page and select the **pdf button**  from the top toolbar to open a PDF copy of your invoice. You should now be able to **Save** or **Print** the PDF Invoice document as usual.



The **Invoice** is now successfully submitted and will go to ODCTE for review and processing.

Accessing a Draft Invoice or View Invoice Status

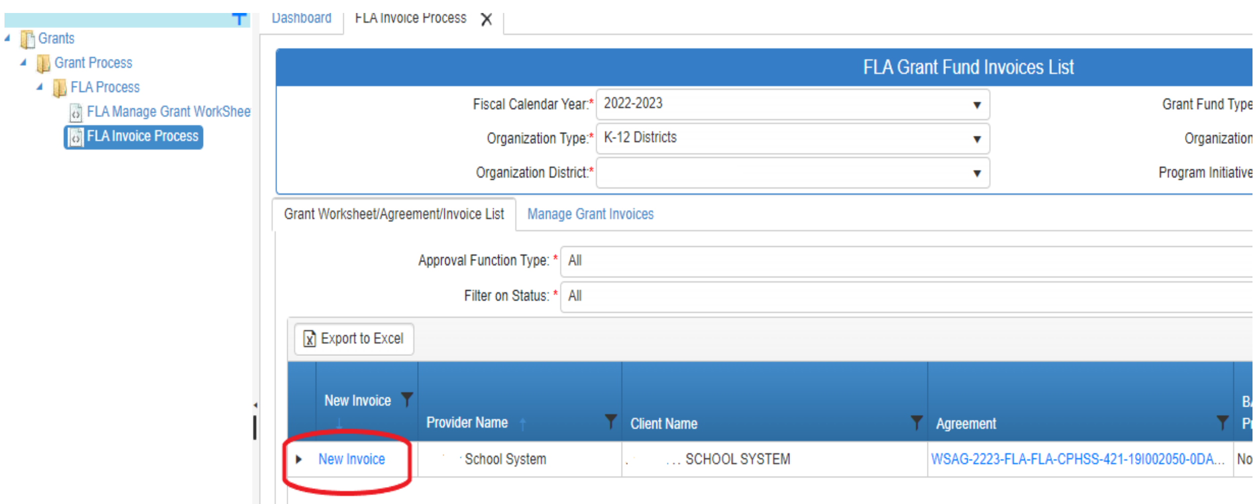
To open an invoice that you have started but not submitted, or to view the current status of an invoice, open the **Invoice Process** as normal by selecting:

- **Grants**
  - **Grants Process**,
    - **FLA Process** and then
      - **FLA Invoice Process**

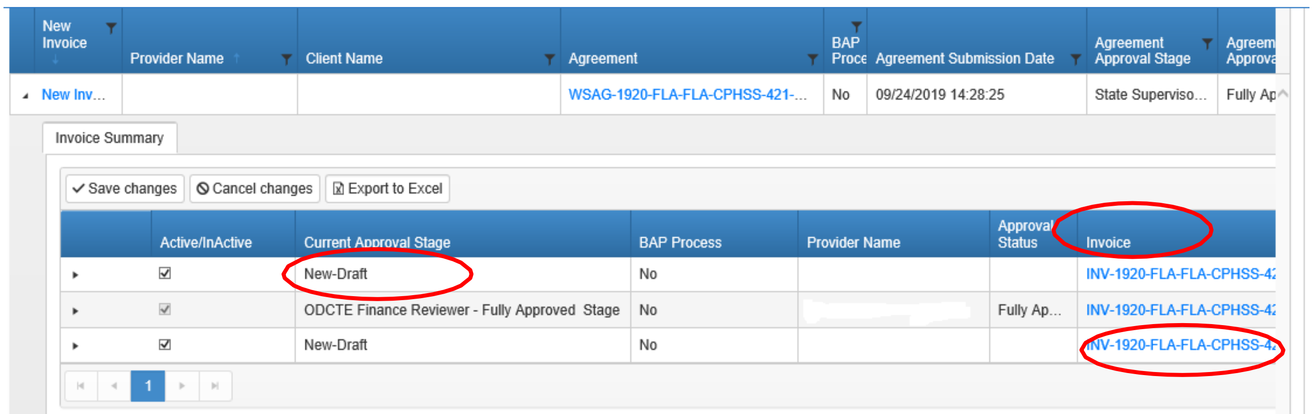
Complete the required sections of the FLA Grant Fund Invoices List:

- **Organization Type**
  - **Organization**
    - **Program Initiative** then select
      - **Search**

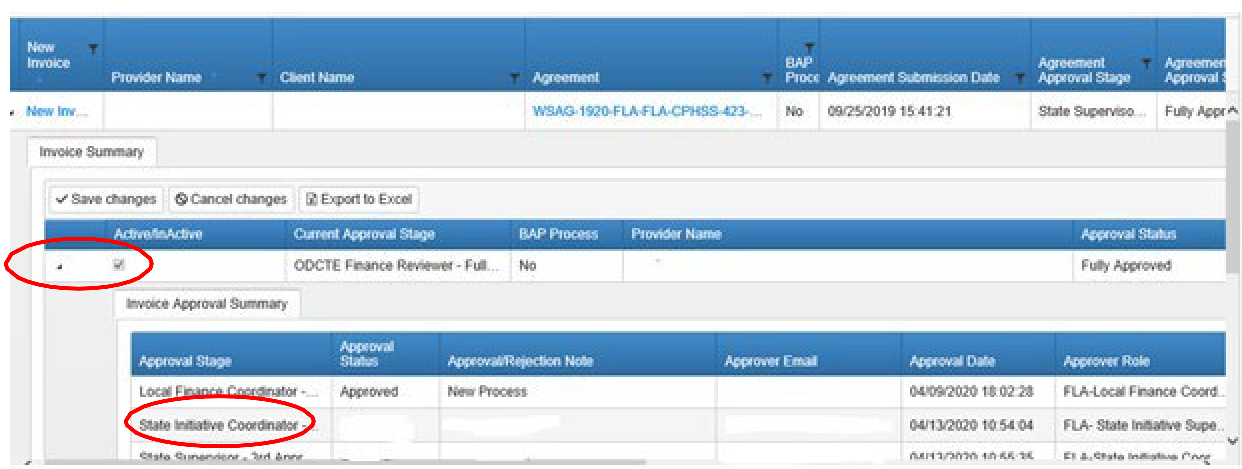
To see the status of a **Draft Invoice** (in process) or one already submitted or paid, click the **(small dark triangle)** sign to the left of the blue words **New Invoice**.



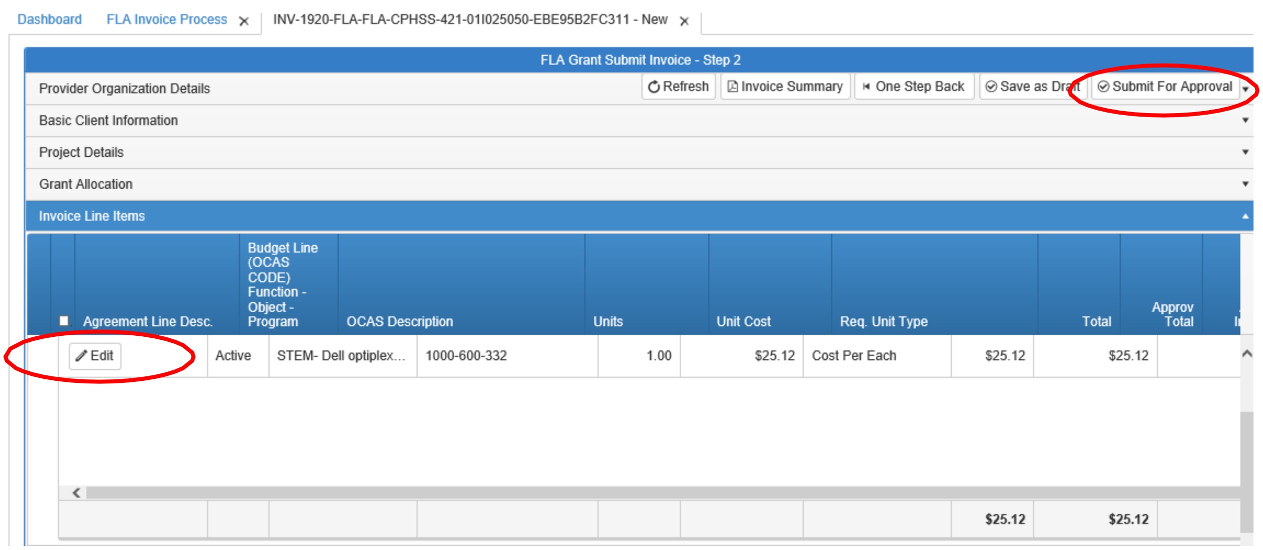
Scroll to the right to view the **Current Approval Stage** column or click on the Invoice number under the Invoice column to open the selected invoice.



For additional information on the status of an invoice, select the **(small dark triangle)** to the left of the invoice you are inquiring about. This will access a drop down menu indicating what approval level this invoice is at. In the example below, the invoice has been approved and submitted by the **FLA Local Finance Coordinator** and is awaiting review/approval by the **FLA State Initiative Coordinator**.



If you have saved and want to re-open a **Draft invoice**, click on the invoice number then select the **Next Step** option on the following page. You can then continue to make changes to your Invoice Line Items, add attachments or complete your Acknowledgement section before you do a **"Save as Draft"** then **"Submit for Approval"** to send the invoice to Perkins staff for review.



Change Request vs Budget Adjustment

Difference Between a Change Request and a Budget Adjustment

Worksheet Change Request – to edit/change a **Worksheet** before it has been fully approved by the ODCTE staff, use the **Change Request Process**. This can only be started by the **FLA Local Initiative Coordinator.** After changes have been made, the Worksheet must be re-approved by the FLA Local Initiative Coordinator, **FLA Local Finance Coordinator** and the **FLA Local Superintendent/CEO/President** before it is fully re-submitted. Once the Worksheet Contract/Subaward Funding Agreement has been approved by the ODCTE Contract Reviewer, the Worksheet is locked and no further changes may be made.

Invoice Change Request – to edit/change an **Invoice** once it has been rejected back to the grant recipient, they must initiate a **Change Request.** This can only be started by the **FLA Local Finance Coordinator.**

Budget Adjustment – to make budget changes on an **Agreement** after it has been approved by the ODCTE staff, use the **Budget Adjustment Process**. This includes adjusting budget amounts, adding new items to the budget or inactivating previously approved budget items. **Attachments** can also be added during a budget adjustment. Budget Adjustments can only be performed by the **FLA Local Finance Coordinator**.

Occasionally when a Budget Adjustment has been done previously, only the **Change Request** button will be active in the Agreement. It is permissible to use the Change Request option rather than the Budget Adjustment Process option in these instances.

After you select *"Submit For Approval"* on any Change Request or Budget Adjustment, look at the top of the page for a comment such as **"To finalize your submission, press the button on the right."** There should be a button on the right that says "Submit" or "Final" that you can select.

Worksheet Change Request Process

Worksheet Change Request Roles:

Stage 1 - FLA Local Initiative Coordinator

Stage 2 - FLA Local Finance Coordinator

Stage 3 – FLA Local Superintendent/CEO/President

Stage 4 – FLA State Initiative Coordinator – 3rd Approval. ODCTE state staff reviews and approves or rejects the **Change Request**. If approved, the Worksheet goes to final approval stage. If rejected, goes back to stage 1.

Stage 5 – FLA State Initiative Supervisor – Final Review and approval of **Change Request**. If approved, the Worksheet goes to final approval stage. If rejected, goes back to stage 1.

Stage 6 – ODCTE Contract Reviewer – Fully Approved Stage. This stage is only for approving the **Subaward Funding Agreement (Contract)** by the ODCTE.

Making a Worksheet Change Request:

If you need to make a change to your Worksheet **after you have submitted it but before it is approved by the ODCTE Contract Reviewer** you must go through the **Change Request Process.**

Step 1: Using **Microsoft Edge, Mozilla Firefox or Google Chrome,** sign in using your school email and CTIMS password at https://ctims.okcareertech.org/CTBDSWeb/

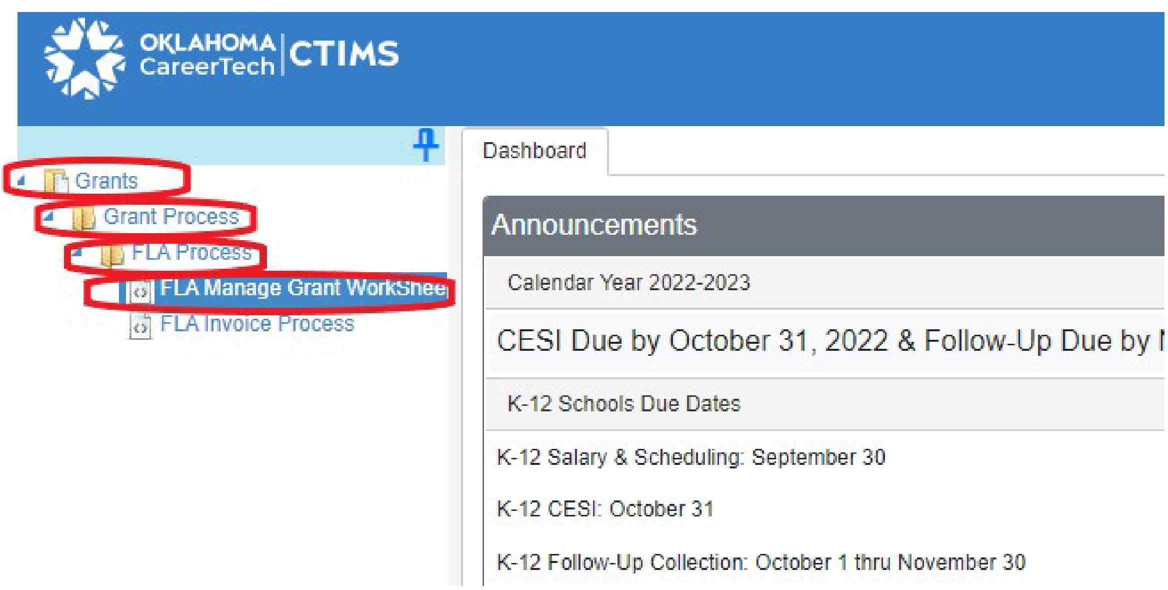
Note: CTIMS is currently not compatible with other browsers.

Step 2: Verify that you are signed on with the role of a **FLA-Local Initiative Coordinator** in the top right corner. If not, use the dropdown arrow to select the correct role.

Step 3: To re-open your submitted **Worksheet**, select the following options from the menu on the left of your screen:

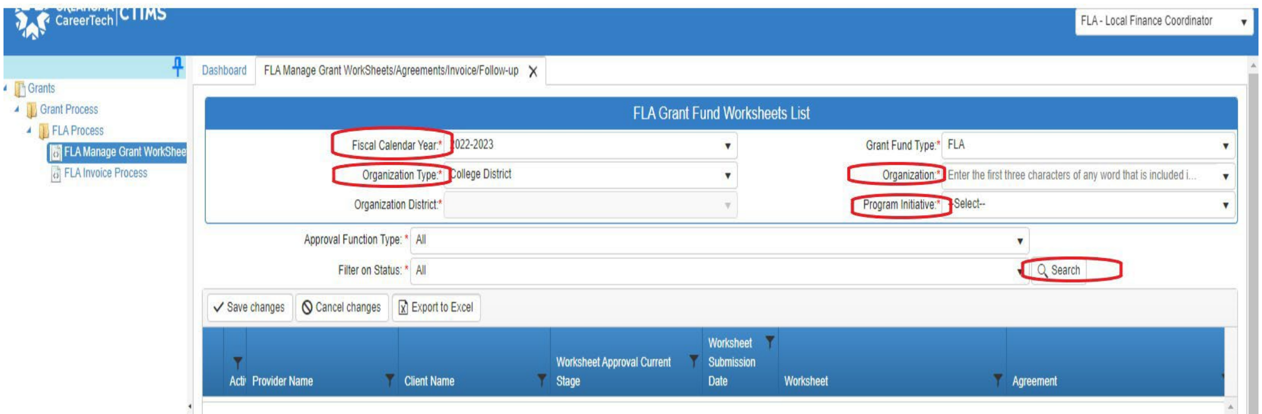
- **Grants –**
- **Grant Process –**
- **FLA Process –**
- **FLA Manage Grant Worksheet**

Do not select **FLA New Worksheet** again.

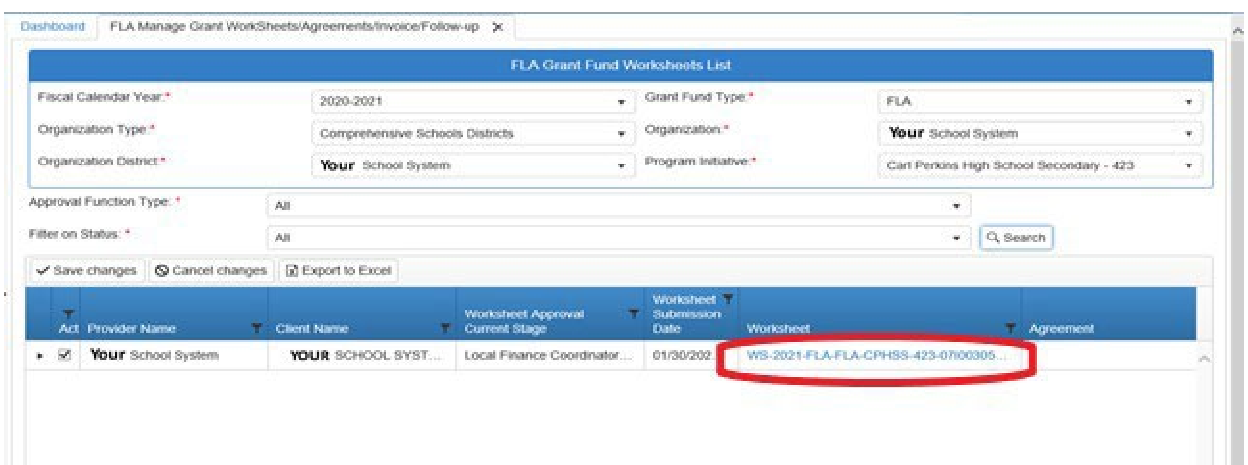


Step 4: Complete the following fields in the FLA Grant Funds Worksheet List:

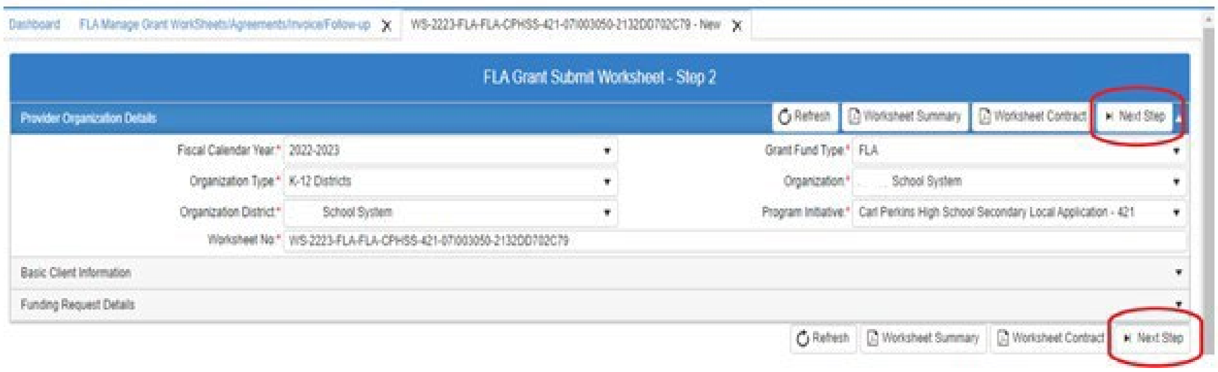
- **Fiscal Calendar Year**
- **Organization Type**
- **Organization**
- **Program Initiative**
- **Search**



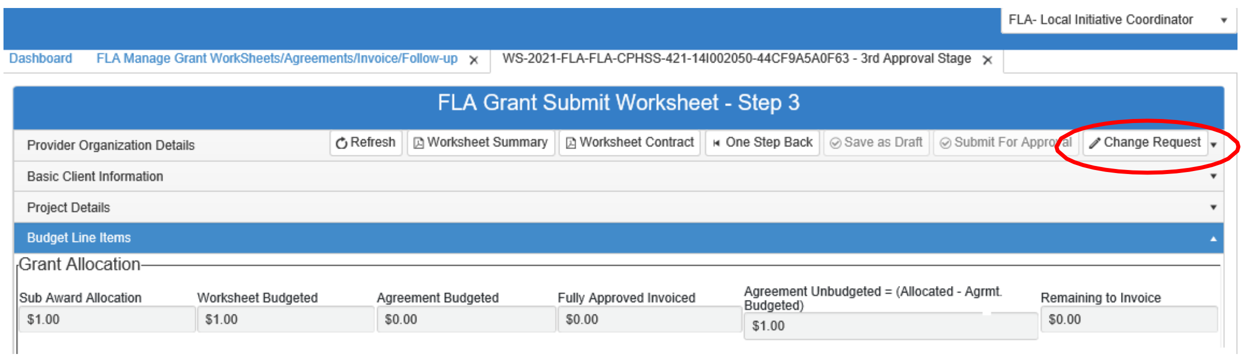
Step 5: After clicking the **Search** button, the Worksheets that are in the approval process will be listed. Select the **Worksheet Number** to open it.



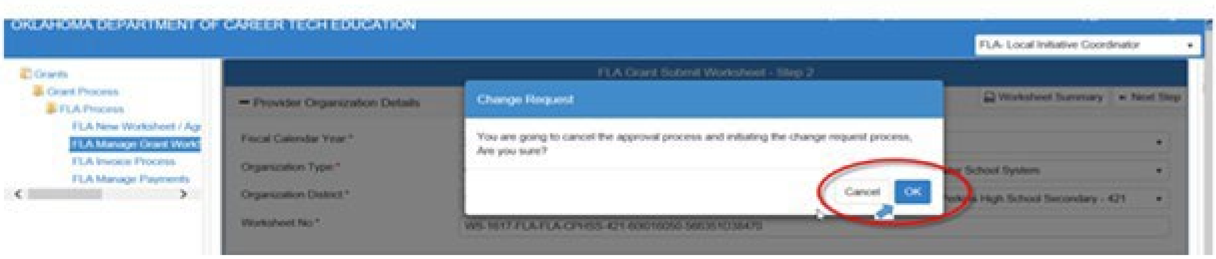
Step 6a: On the FLA Grant Submit Worksheet Step 2 page, select the **Next Step** button from either the top or bottom of the page.



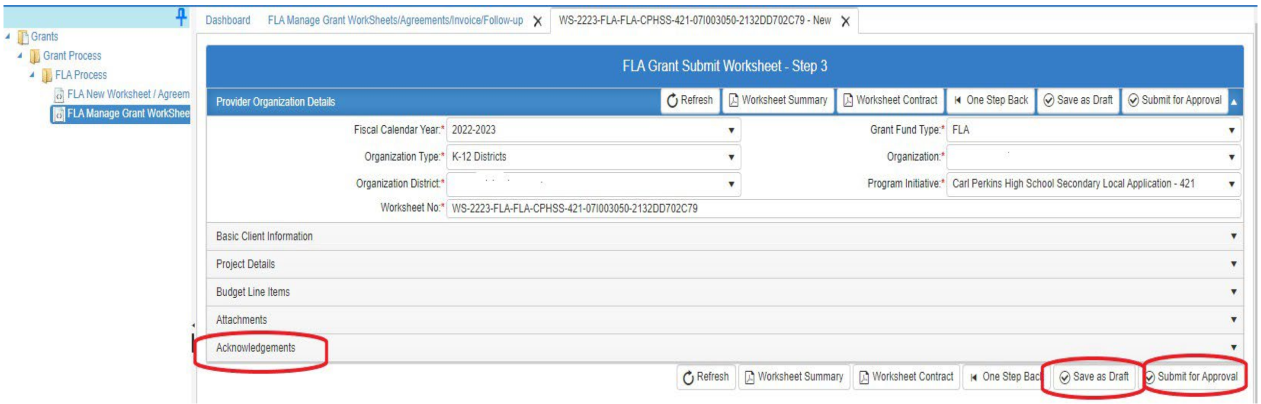
Step 6b: To make changes to your Worksheet **Narratives**, **Attachments**, or **Budget**, select the **Change Request** button from either the top or the bottom of the page.



Step 7: The **<u>Change Request Process</u>** cancels the Worksheet approval process so that changes can be applied. Click **OK** on the pop-up Change Request screen to continue.



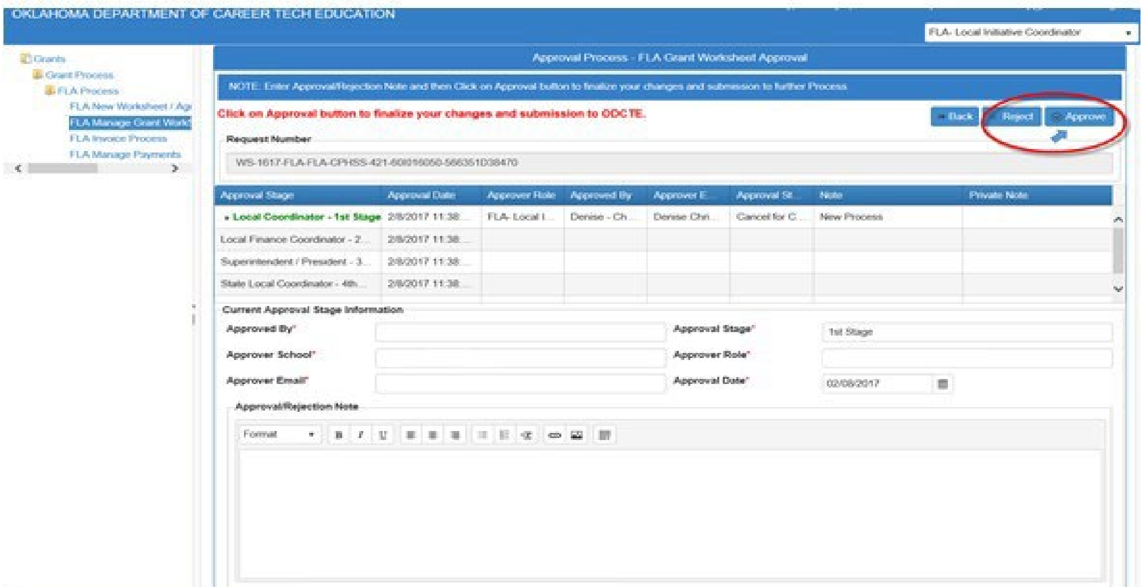
Step 8: In FLA Grant Submit Worksheet – Step 4 you may make changes to the Worksheet Narrative, Budget Line Items or add Attachments. After making the changes, you must re-verify the **Acknowledgements**, and then click **Save As Draft**. Only after selecting Save As Draft should you select **Submit for Approval.**



Step 9: Select **Approval Process.**

Step 10: Select **Approve** to send changes to next approval level.

Both the FLA Local Finance Coordinator and the FLA Local Superintendent/President must fully approve the Change Request by following Steps 1 – 9 above before the Worksheet is fully resubmitted to the Perkins staff for review. If the Worksheet is rejected at any approval level, it will go back to the FLA Local Initiative Coordinator (First Stage) for changes and then be resubmitted to the FLA Local Finance Coordinator then the FLA Local Superintendent/President until both approve the changes.



Step 11: After the FLA Local Superintendent/President has approved the Change Request, the Worksheet will then be reviewed and either approved or rejected by the **FLA State Initiative Coordinator,** the **FLA State Initiative Supervisor**, and the **ODCTE Contract Reviewer.** Once the ODCTE Contract Reviewer has approved the Subaward Funding Agreement (Contract), the Worksheet is considered fully executed and no further changes may be made.

Invoice Change Request Process

If an **Invoice/Reimbursement Claim** is rejected back to the school for any reason, the school must initiate a **Change Request** before making any corrections or additions to the invoice, otherwise none of their changes can be saved. Once the changes have been made and the request has been submitted for approval it is sent to the ODCTE Finance Document Reviewer and ODCTE Finance Reviewer for processing.

Invoice Change Request Roles:

FLA Local Finance Coordinator

⬇

ODCTE Finance Document Reviewer

⬇

ODCTE Finance Reviewer

Making an Invoice Change Request:

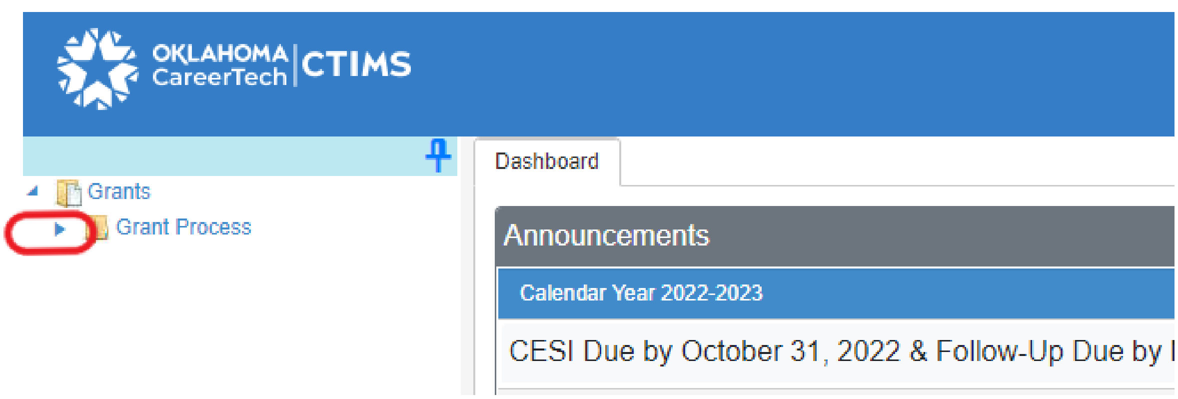
When the school receives a CTIMS notification that their invoice has been rejected they need to open that invoice and initiate a **Change Request** then make any corrections or additions necessary. **Failure to initiate the Change Request will result in an inability to save any changes made to the invoice.**

Step 1: Using **Microsoft Edge, Mozilla Firefox or Google Chrome,** sign in using your school email and CTIMS password at https://ctims.okcareertech.org/CTBDSWeb/

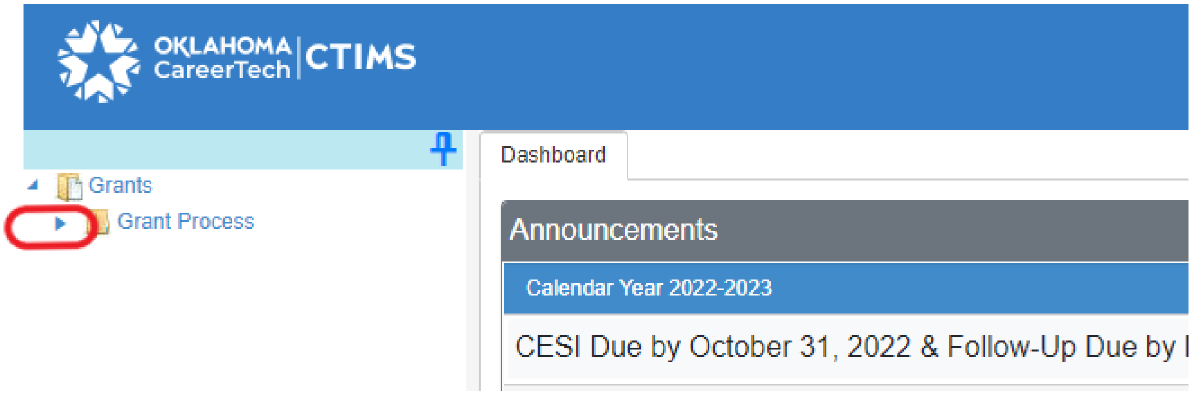
Note: CTIMS is currently not compatible with other browsers.

Step 2: Verify that you are signed in with the role of a **FLA-Local Finance Coordinator** in the top right corner. If not, use the dropdown arrow to select the correct role.

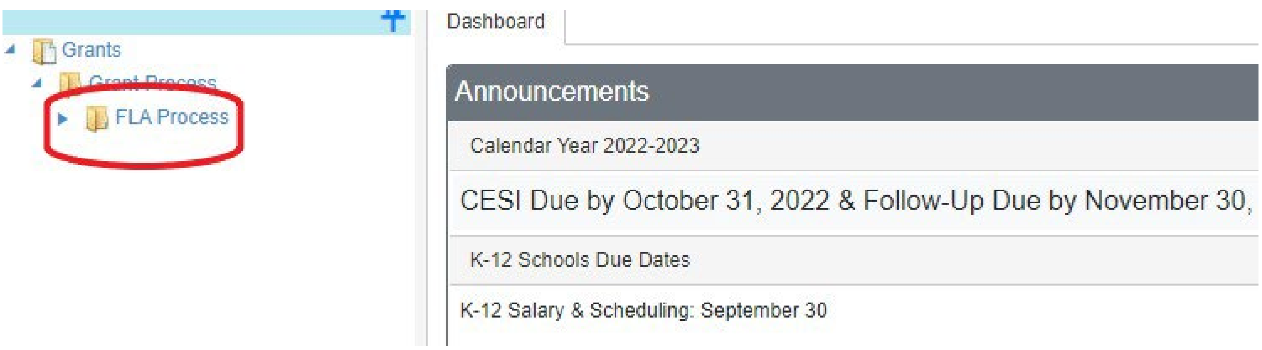
Step 3: Click the  **(small blue triangle)** sign next to **Grants** on the left side navigation panel.



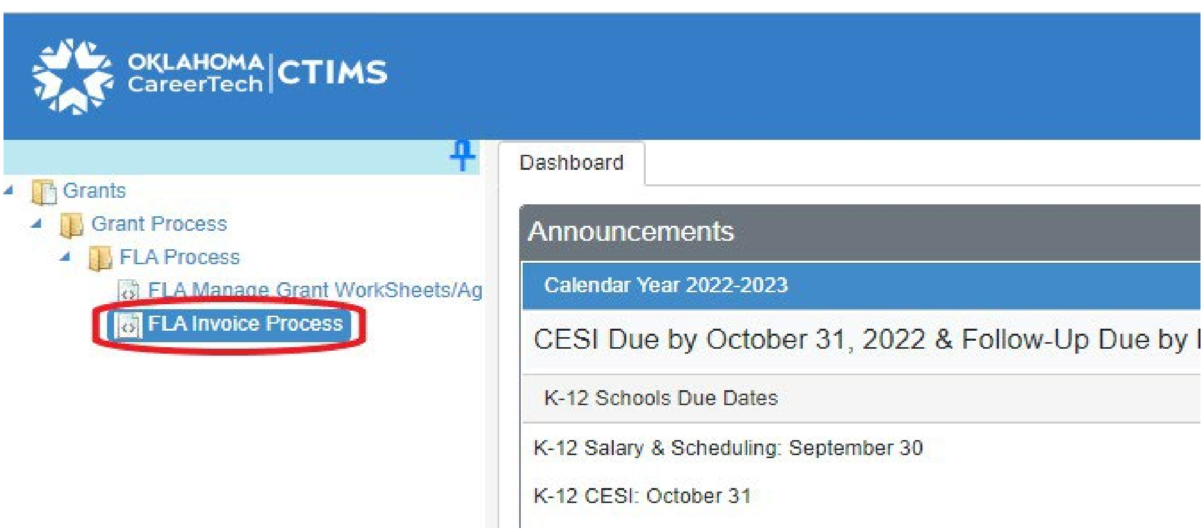
Step 4: Click the **(small blue triangle)** sign next to **Grant Process.**



Step 5: Click the **(small blue triangle)** sign next to **FLA Process.**



Step 6: Select **FLA Invoice Process**.

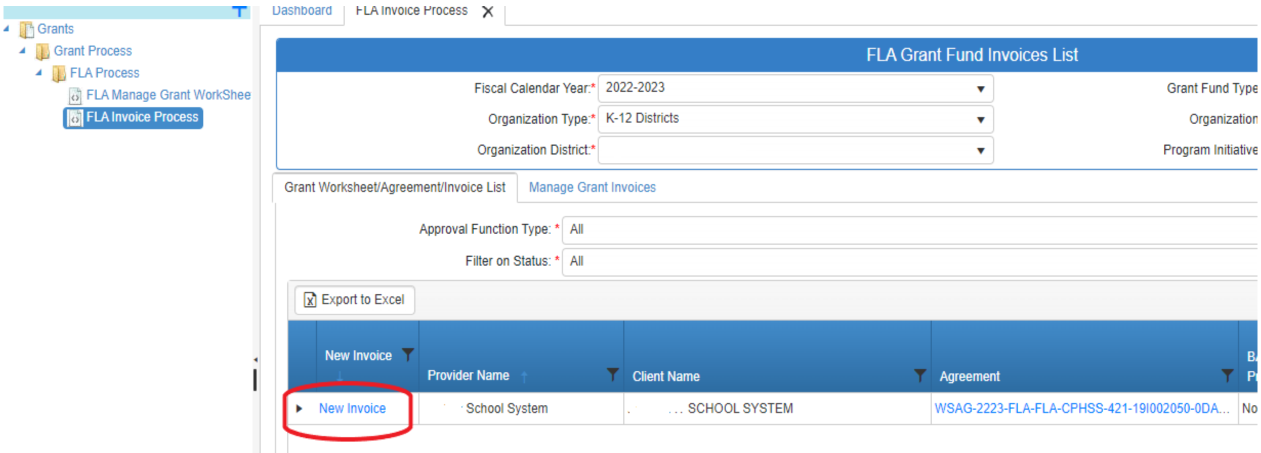


Step 7: Complete the requested information on this screen. **The tagged numbers on the screen shot correspond to the instruction steps below.** Many of these fields will automatically display based on your organization login credentials.

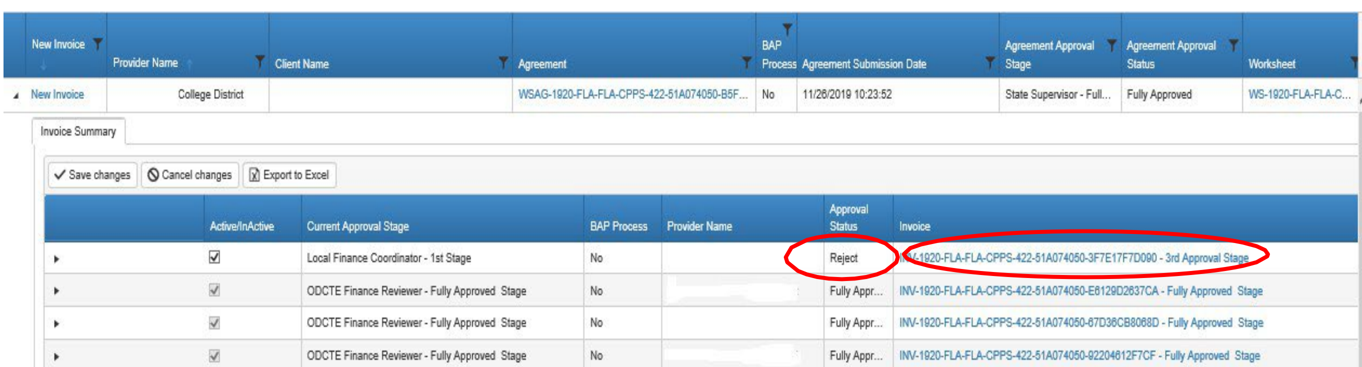
Note: The asterisks* represents a required field.

1. Verify **Fiscal Calendar Year** to make sure correct year is showing*.
2. Verify **Grant Fund Type** is set to FLA*.
3. Select your correct **Organization Type** from the dropdown menu (College District, Comprehensive School Districts or Tech Centers Districts).
4. Select your **Organization** by typing in the first three characters of the name then selecting the correct option from the drop-down menu.
5. Verify the **Organization District*** (auto-fills)
6. Select a **Program Initiative***.
7. **Approval Function Type** will remain as All.
8. **Filter on Status** will remain as All.
9. Select the **Search** button.

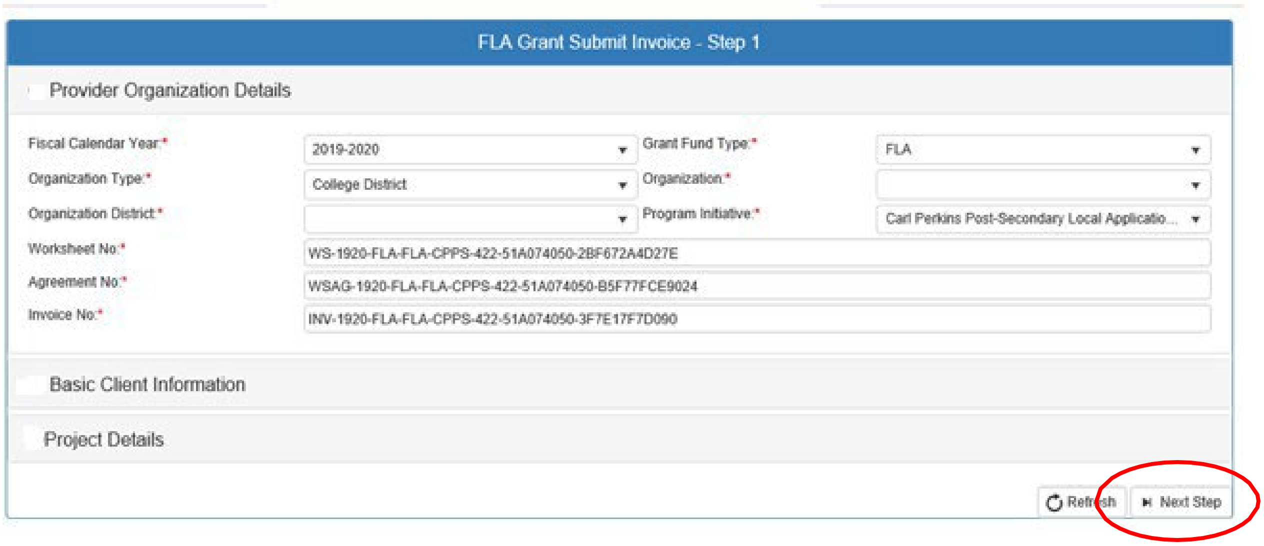
Step 8: To access your **Rejected Invoice**, click the **(small dark triangle)** sign to the left of the blue words **New Invoice**. **Do not click on the words "New Invoice."**



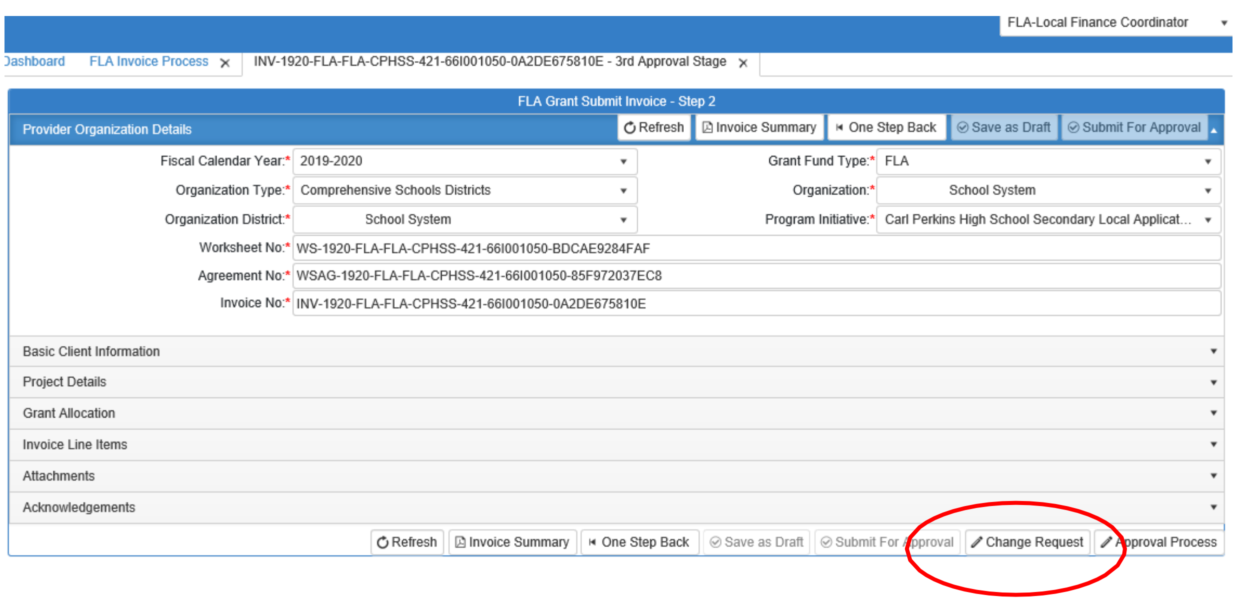
Step 9: In the dropdown section, scroll right until you see **Reject** in the Approval Status column then click on the **Invoice Number** link to the right. (The invoice number begins with INV-).



Step 10: Verify that the information is correct, then select **Next Step**.



Step 11: On the FLA Submit Grant Invoice – Step 2 page, select the **Change Request** button in the **<u>lower right-hand side of the screen</u>**. This is below the **Acknowledgement** section. You may have to use the scroll bar to move far enough to the right to find the Change Request button. **You must select the Change Request button before any changes you make to the invoice can be saved.**



Step 12: Corrections or additions can now be made to the invoice following the same procedures as outlined in Steps 10-16 in the "**Invoicing for Reimbursement Process**" section of this Guidebook.

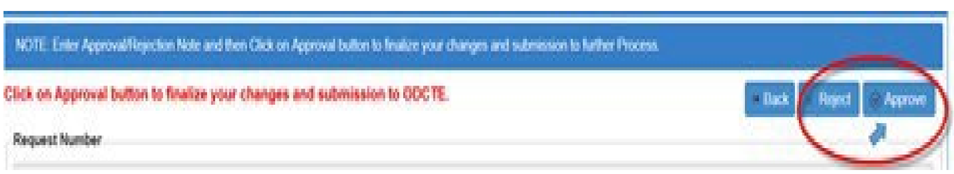
Editing Invoice Line Item Amounts – Steps 10 to 13

Select **"Save as Draft"** button underneath and right of the Acknowledgements.

Adding Attachments – Step 14

Acknowledgement Section and **Submitting for Approval** – Step 15

Step 13: After the "Submit for Approval" button has been selected, you may have a verification approval button at the top of your screen. If so, select the **Approve** button to fully submit your invoice back to ODCTE for review.



Agreement Budget Adjustment Process

The **Agreement** is a working copy of the finalized Worksheet. The initial Agreement, where the OCAS codes are added, must match your Worksheet and be approved by Perkins Administrators before any changes can be made

To make budget changes on an **Agreement** after it has been approved by the ODCTE staff, use the **Budget Adjustment Process**. A Budget Adjustment may include such things as adjusting budget amounts, adding new items to the budget, increasing/decreasing the number of items to be purchased, changing OCAS codes or inactivating previously approved budget items. **Attachments** can also be added during a Budget Adjustment. This process can only be performed by the **FLA Local Finance Coordinator**.

Requesting a Budget Adjustment:

Budget Adjustment approval is at the discretion of the Perkins Administration and is not guaranteed. Prior authorization should be obtained from your State Perkins Coordinator before initiating any Budget Adjustment.

Budget Adjustments must be in alignment with your submitted application and CLNA. In order to meet audit requirements when adding, removing or substituting budget line items, supporting budget narrative must be submitted. This narrative/documentation must be provided following the same format as in the local application.

Acceptable reasons to do a Budget Adjustment include:

- Approved item is no longer available
- Actual cost of an item was above/below budgeted amount
- Approved position was not filled or was vacated
- Correction to OCAS Coding is required

Unacceptable reasons to do a Budget Adjustment:

- To add unapproved items to your budget
- Deciding you want something different without adequate supporting documentation
- Adjusting the number of budgeted items without approval

Budget Adjustment Process Roles:

FLA Local Finance Coordinator

FLA State Initiative Coordinator

FLA State Initiative Supervisor

Making a Budget Adjustment:

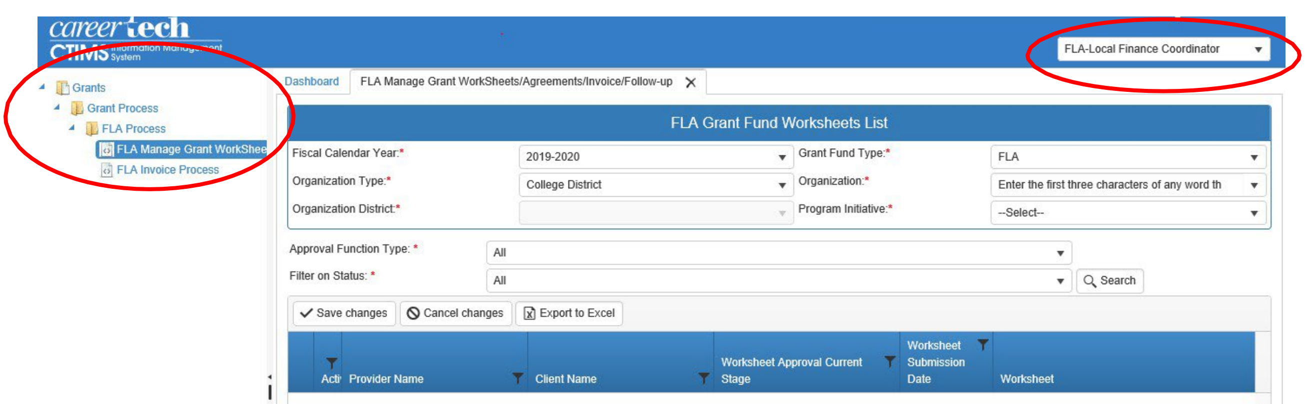
Once the Worksheet and the Agreement have been fully approved, you must go through the **Budget Adjustment Process** in order to make any changes to the **Agreement**.

Step 1: Using **Microsoft Edge, Mozilla Firefox or Google Chrome,** sign in using your school email and CTIMS password at https://ctims.okcareertech.org/CTBDSWeb/

Note: CTIMS is currently not compatible with other browsers.

Step 2: Verify that you are logged in with the role of a **FLA-Local Finance Coordinator** in the top right corner. From the menu on the left side of the screen make the following selections:

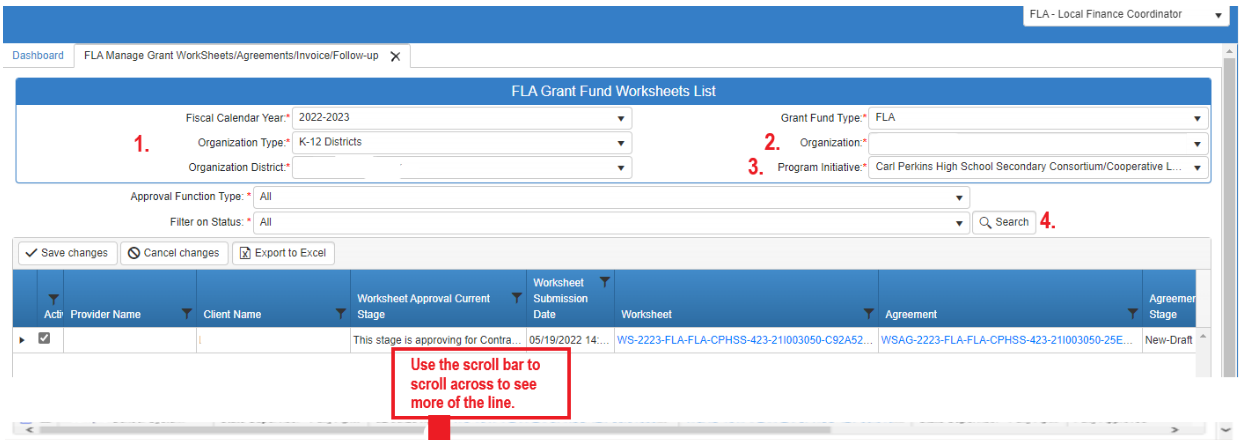
- **Grants**
  - **Grants Process**
    - **FLA Process**
      - **FLA Manage Grant Worksheets / Agreements / Invoice**



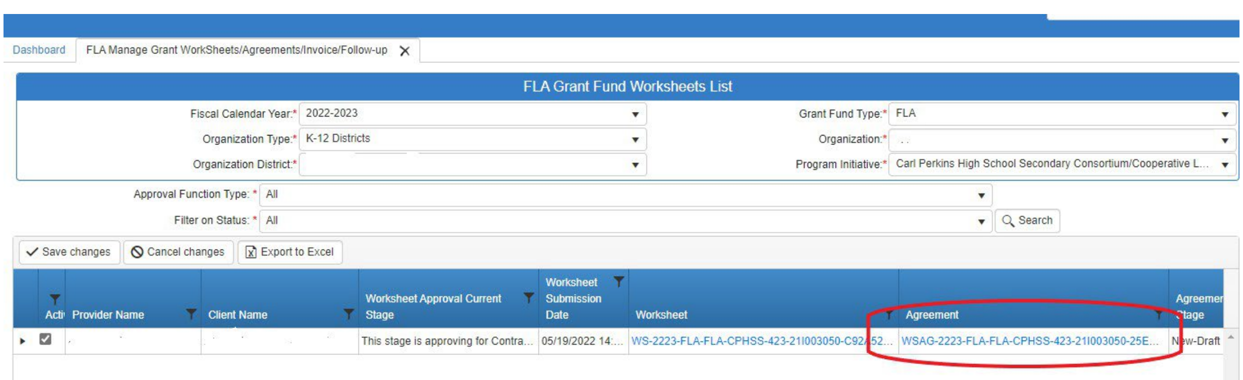
Step 3: Complete these sections of the FLA Grant Fund Worksheets List. **The tagged numbers on the screen shot correspond to the instruction steps below.**

Note: The red asterisks* represents a required field.

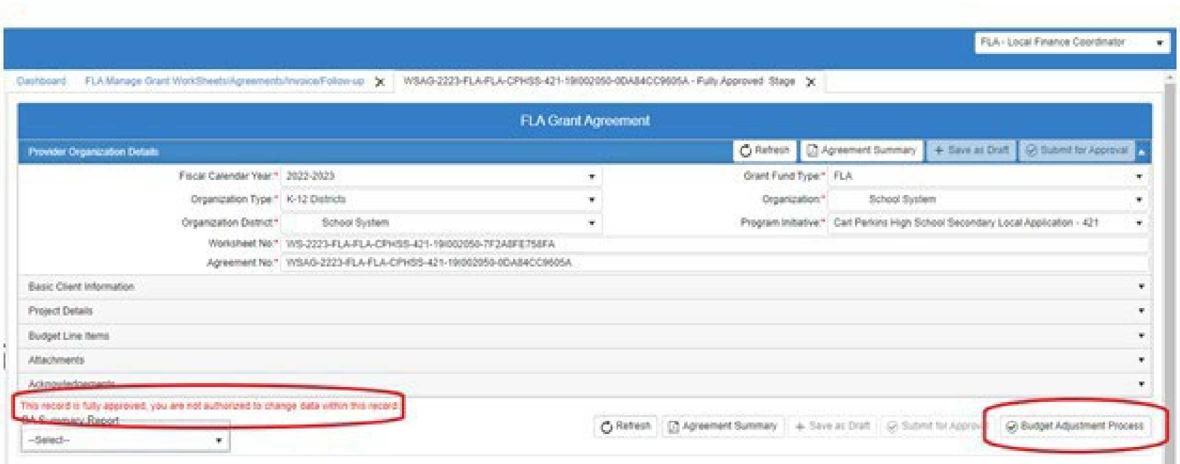
1. Select your correct **Organization Type*** from the dropdown menu.
2. Select your **Organization*** by typing in the first three characters of the name.
3. Select a **Program Initiative***.
4. Select the **Search** button.
5. Use the scroll bar to scroll to the **Agreement** column on the right.



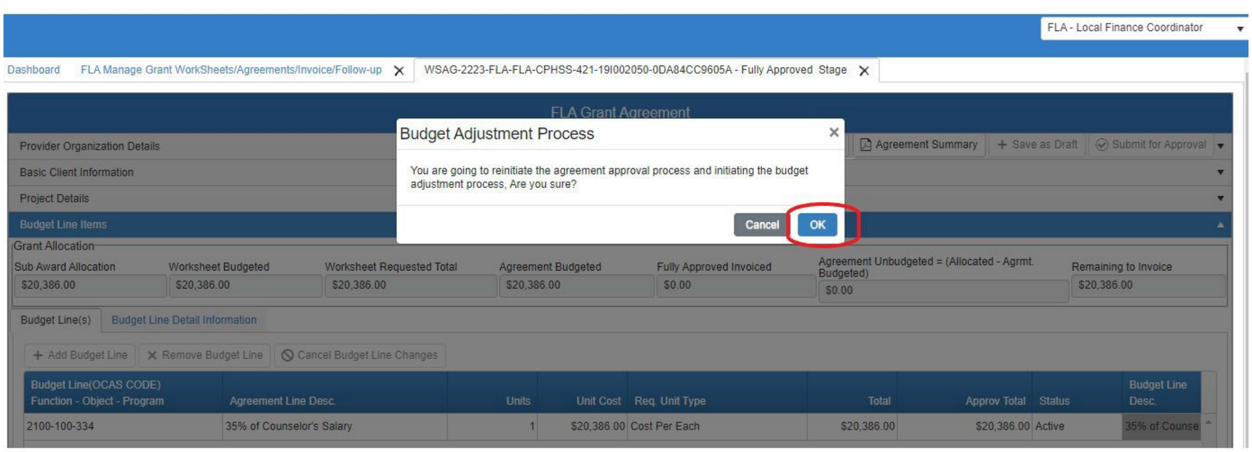
Step 4: In the **Budget Adjustment Process**, you will change the **Agreement**, not the Worksheet. Select the **Agreement Number** under the Agreement column. Agreement numbers always begin with WSAG-.



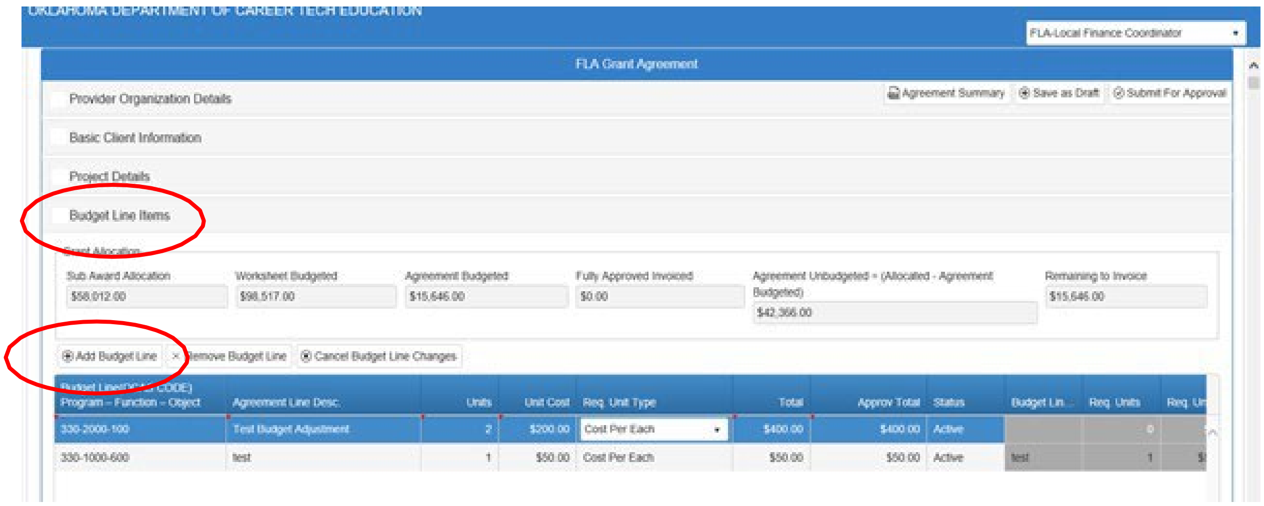
Step 5: On the FLA Grant Agreement page, the following message is displayed in red **"This record is fully approved, you are not authorized to change data within this record."** This indicates you cannot save change the Agreement without going through the Budget Adjustment Process. Select **Budget Adjustment Process** button to continue.



Step 6: If you want to make a Budget Adjustment, select **Yes** in the pop-up window. This will pull the Agreement out of approved status. You can then adjust the budget and go through the Agreement approval process again.



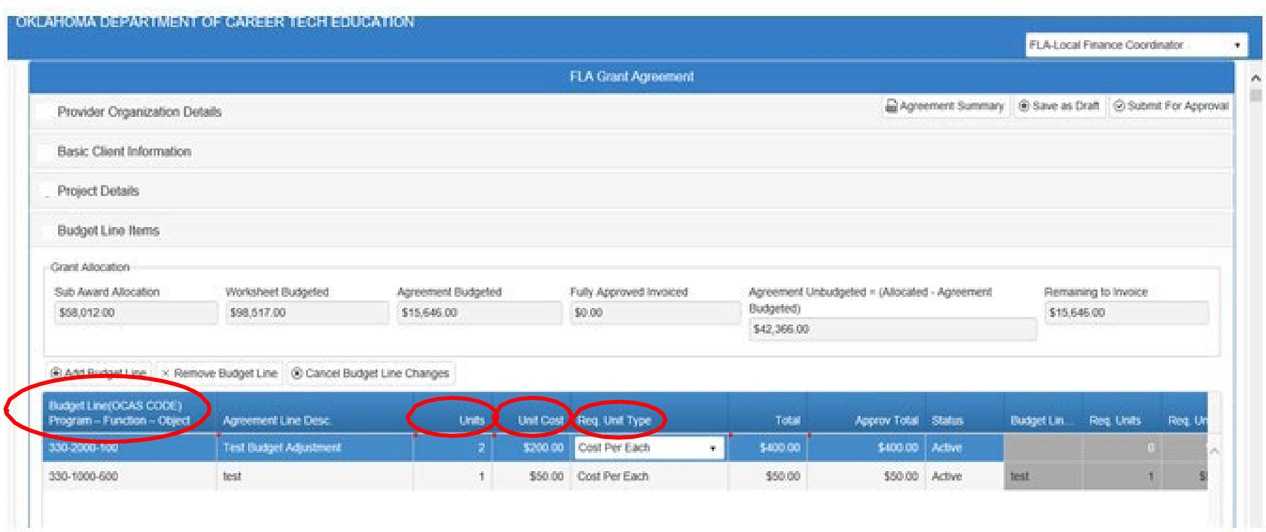
Step 7a: The Budget Adjustment Process can be used to make several different types of changes to your budget. If you need to **Add New Items to Your Budget**, click on **Budget Line Items.** Next, click on **Add Budget Line** to add additional lines to your budget. Complete all the required fields for the new budget line, including the OCAS code, Agreement Line Description, Units, Unit Cost and Req. Unit Type.



Step 7b: **Changes to an existing budget line item**. After the Budget Adjustment Process button has been selected, changes can now be made directly to an existing budget line item. Select the cell that you wish to change by clicking on it and then enter the new information. You may make changes to the following cells:

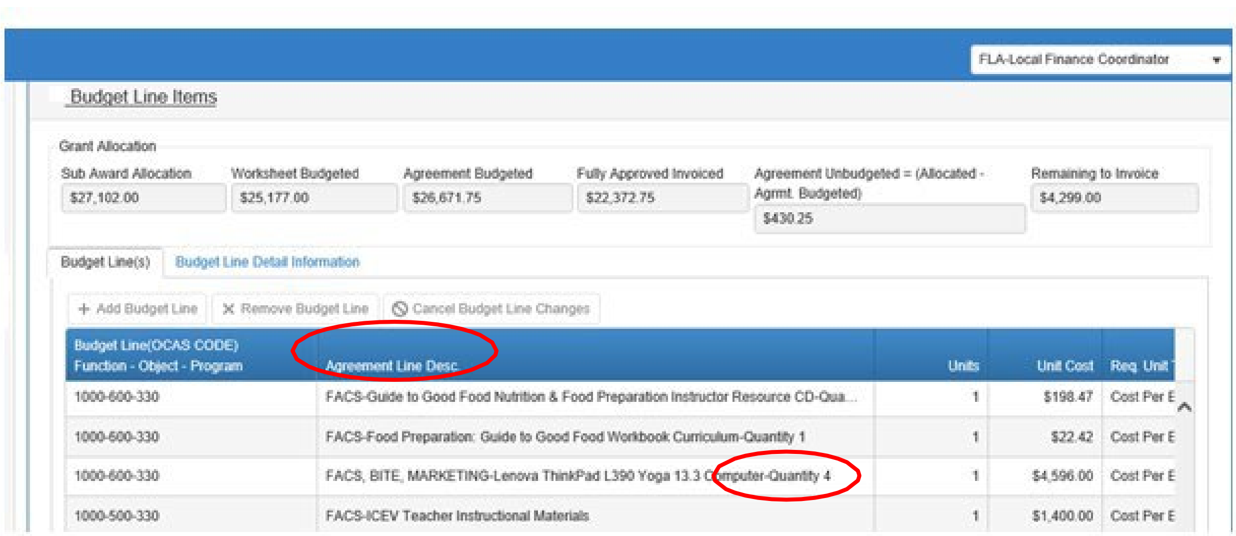
- **OCAS Codes**
- **Units (Number of items being purchased)**
- **Unit Cost (Cost of item has changed)**
- **Req. Unit Type (Unit types are each, class, unit or student)**

The Approved Total field will automatically update based on your choices.

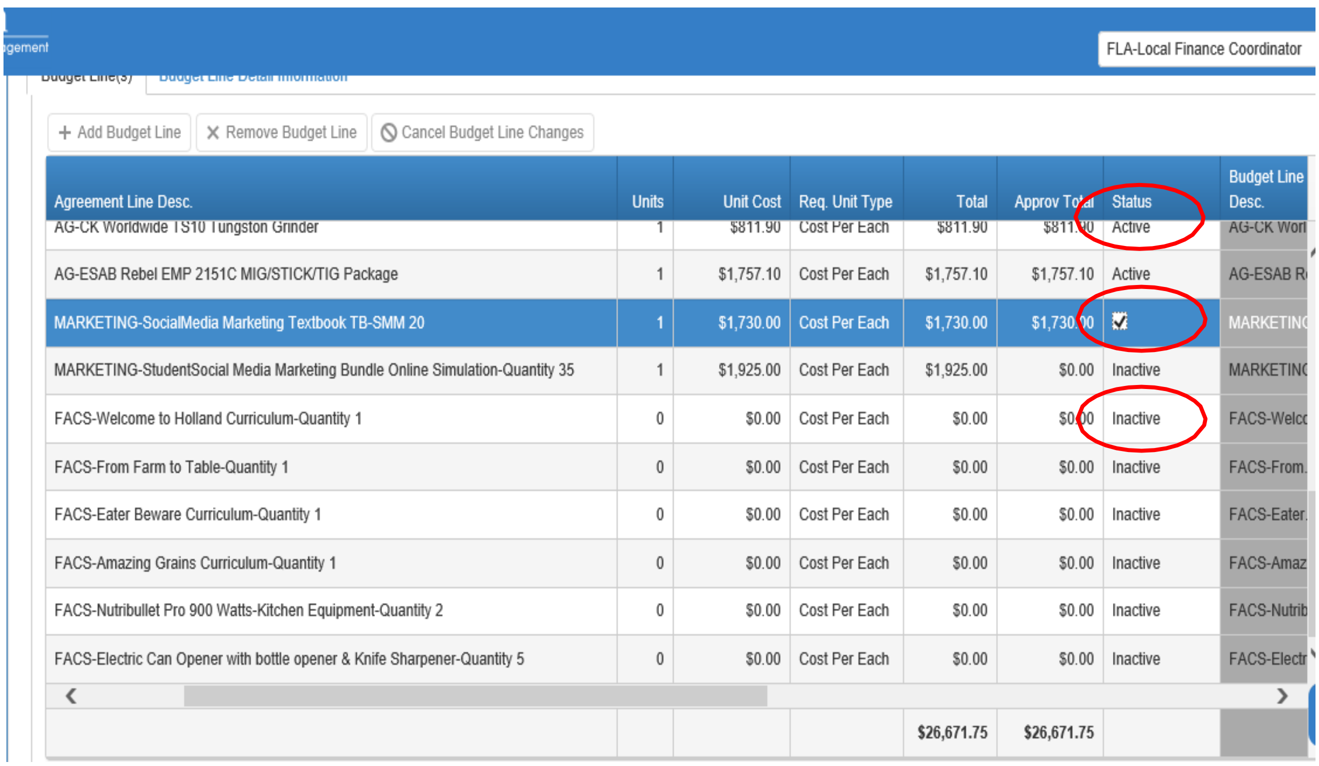


Step 7c: Changing Agreement Line Descriptions. You should not change the Agreement Line Description to create a new item. Always use the **Add Budget Line** feature to do that. The only permissible changes to an existing line description are to add **additional descriptors**, such as shipping and handling, or to **clarify the description**, such as listing specific accessories that are included with the purchase.

In order to match the actual invoice cost of an item to the budgeted total amount, it is occasionally necessary to add the number of units (Quantity being purchased) to the line description, change the Units to 1 and the Unit Cost to the total amount of the invoice.



Step 7d: **Inactivating a Budget Line Item**. You cannot use the **Remove a Budget Line** option once the original Agreement has been approved. You can, instead, change the status of a budget line to **Inactive** in order to remove it from your budget calculations. Use the scroll bar to scroll to the **Status** column on the right side. Click on the word **Active** then click on the **check-mark** so it no longer shows. After you Tab to the next column the Status should now show as Inactive and the line item and amount are no longer included in your budget.

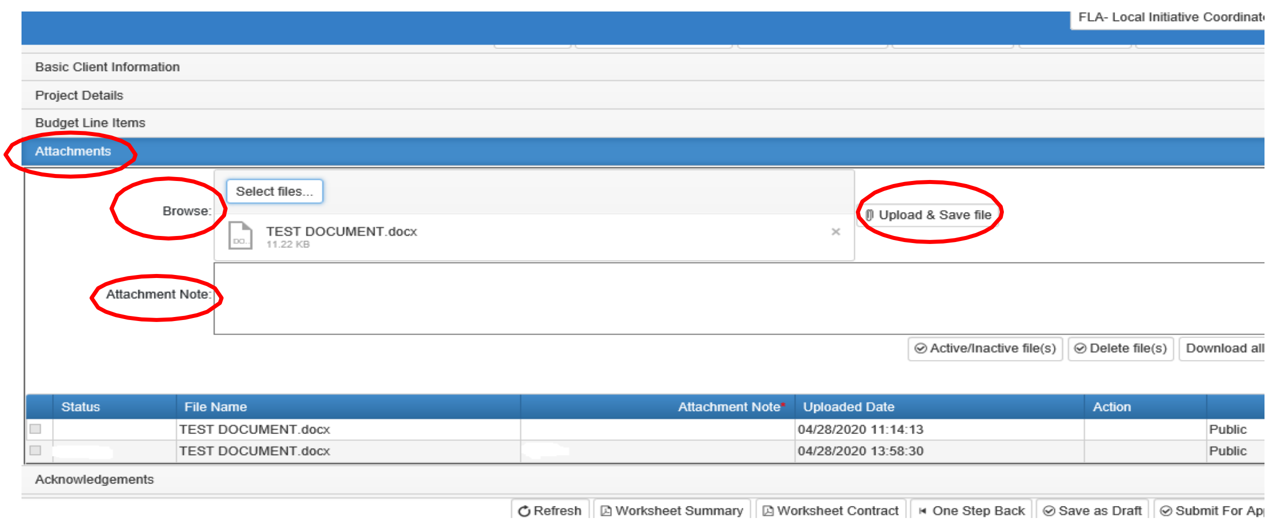


Agreement Line Desc.	Units	Unit Cost	Req. Unit Type	Total	Approv Total	Status	Budget Line Desc.
AG-CK Worldwide TS10 Tungston Grinder	1	$811.90	Cost Per Each	$811.90	$811.90	Active	AG-CK Worl
AG-ESAB Rebel EMP 2151C MIG/STICK/TIG Package	1	$1,757.10	Cost Per Each	$1,757.10	$1,757.10	Active	AG-ESAB R
MARKETING-SocialMedia Marketing Textbook TB-SMM 20	1	$1,730.00	Cost Per Each	$1,730.00	$1,730.00		MARKETING
MARKETING-StudentSocial Media Marketing Bundle Online Simulation-Quantity 35	1	$1,925.00	Cost Per Each	$1,925.00	$0.00	Inactive	MARKETING
FACS-Welcome to Holland Curriculum-Quantity 1	0	$0.00	Cost Per Each	$0.00	$0.00	Inactive	FACS-Welco
FACS-From Farm to Table-Quantity 1	0	$0.00	Cost Per Each	$0.00	$0.00	Inactive	FACS-From
FACS-Eater Beware Curriculum-Quantity 1	0	$0.00	Cost Per Each	$0.00	$0.00	Inactive	FACS-Eater
FACS-Amazing Grains Curriculum-Quantity 1	0	$0.00	Cost Per Each	$0.00	$0.00	Inactive	FACS-Amaz
FACS-Nutribullet Pro 900 Watts-Kitchen Equipment-Quantity 2	0	$0.00	Cost Per Each	$0.00	$0.00	Inactive	FACS-Nutrib
FACS-Electric Can Opener with bottle opener & Knife Sharpener-Quantity 5	0	$0.00	Cost Per Each	$0.00	$0.00	Inactive	FACS-Electr
				$26,671.75	$26,671.75		

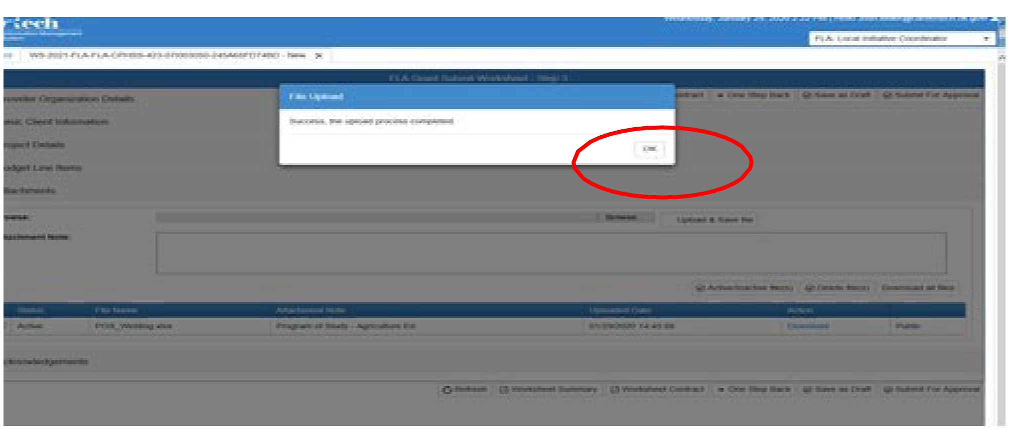
It is highly recommended that you execute a **Save As Draft** after completing changes to the Budget Line Item section. CTIMS will produce a **pop-up error message** if any of the changes you have made are incorrect. You can then make corrections before moving onto the next step.

Step 8: Attachments. If new Attachments, such as additional Programs of Study, an updated CLNA or Budget Narrative for new purchases, need to be added to your Agreement, click on the word **"Attachments"**.

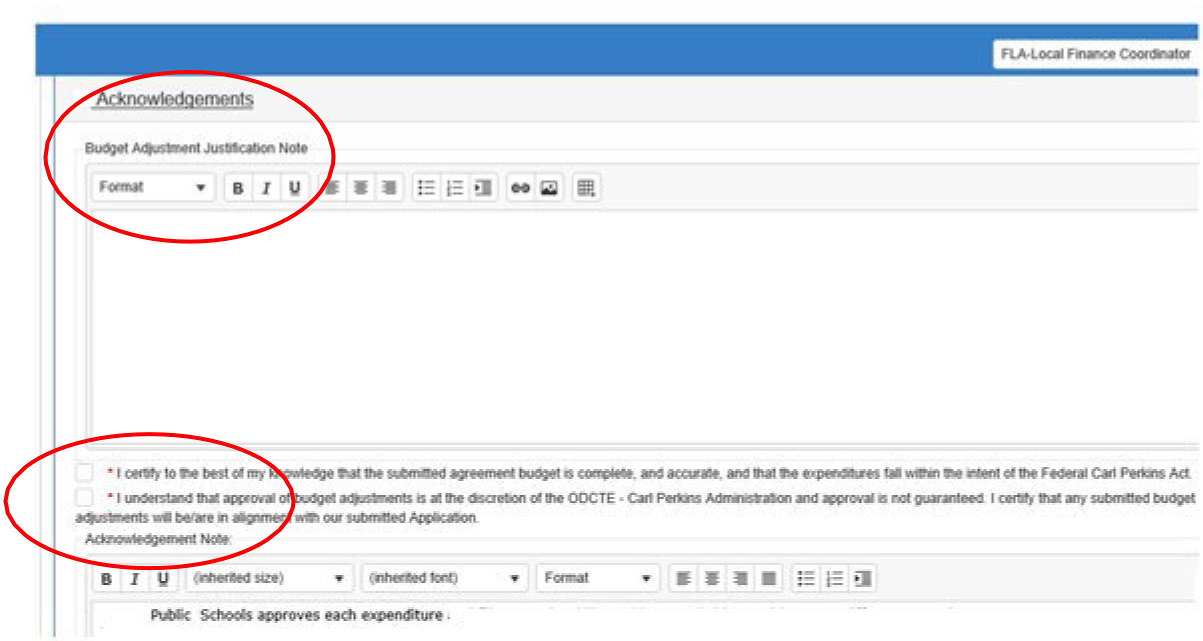
After saving all of your documents on your local computer, use the **Browse** and the **Upload & Save file** buttons to attach your documents to the Agreement. Click the **Browse** button, which will open your local computers file system. Navigate to the folder where you saved the files you want to upload. Select a single file to upload and click the **Open** button. You should now see a named **document icon** listed in the space under the Select Files button. If the icon lists the file you wish to upload, type in an Attachment Note (optional) and select the **Upload & Save file** button.



If the **Upload & Save** was successful, a pop up box as shown below will appear. Select **OK** then repeat these steps for each file you need to attach to the Agreement.

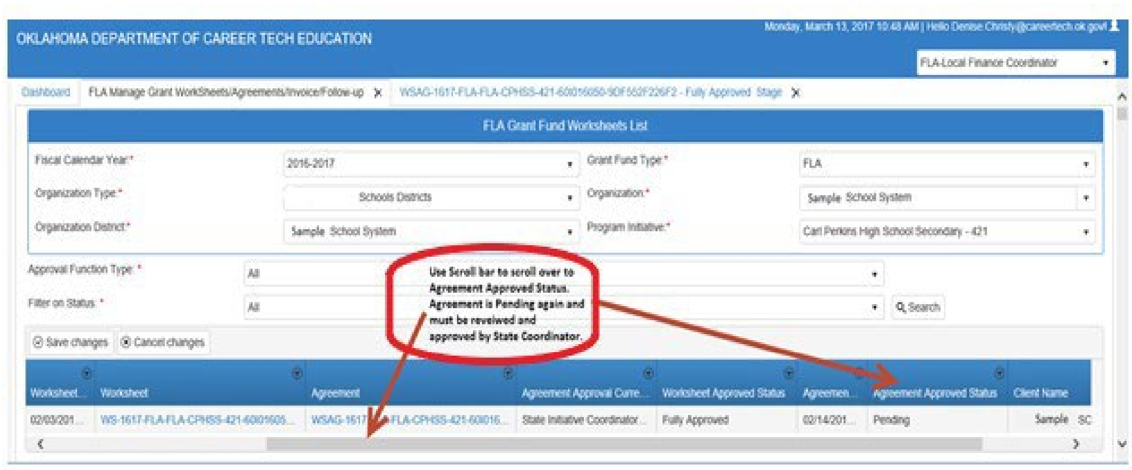


Step 9: Before submitting your budget changes, you must go into the **Acknowledgements** section and enter a **Budget Adjustment Justification Note.** In this note field you should describe **ALL THE CHANGES** you have made to your budget Agreement and the **Reason(s)** for doing so. You will also need to click in the two **Validation/Certification Boxes** with **red asterisks (*)** and make sure something is written in the **Acknowledgement Note** field.



Step 10: Select the **Submit for Approval** button (on either the top or bottom of the page) to send the **Budget Adjustment** through the approval process.

Step 11: You can check the status of the adjusted budget by going back into the **FLA Manage Grant Worksheets / Agreements / Invoice menu**. Use the scroll button to move to the right, then look at the status under **Agreement Approval Status**.



Budget Adjustment After an Invoice is Started

Budget Adjustments should be completed before you begin an invoice. If you do not realize you need to do a Budget Adjustment until after you have started an invoice, there are specific steps you can take.

Once you have added budget line item amounts to an Invoice, CTIMS sees those amounts as "encumbered" and will prevent those funds being moved during a Budget Adjustment. **Initiating a Budget Adjustment Process will lock down all invoicing abilities until the Adjustment is approved.**

If you have **not saved your Invoice** when you realize an adjustment is needed, it is best just to close out of the invoice process before you save a draft of it. You should then be able to do your Budget Adjustment and return to the Invoicing process without any complications. (See Agreement Budget Adjustment Process in this Guidebook for detailed instructions).

If you have already **saved a draft of your Invoice** when you discover you need to do a Budget Adjustment, you must **Inactivate all the Invoice Line Items you will be changing during the Budget Adjustment Process.** This must be done **BEFORE** you open your Agreement start the Budget Adjustment Process.

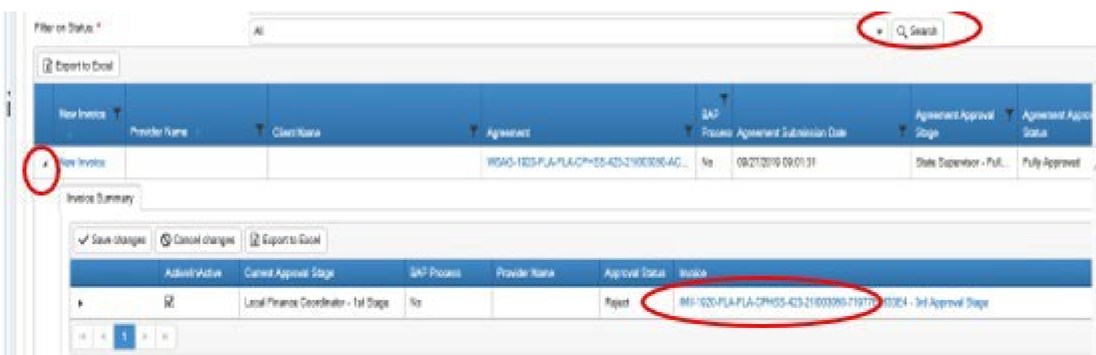
Step 1: **Open your Invoice and Start a Change Request.** (Detailed instructions for this process can be found in the FLA Invoice Change Request section of this Guidebook). Log into CTIMS as the **FLA Local Finance Coordinator**.

- From the left-hand menu select:
  - ➡ **Grants**
    - ➡ **Grant Process**
      - ➡ **FLA Process**
        - ➡ **FLA Invoice Process**

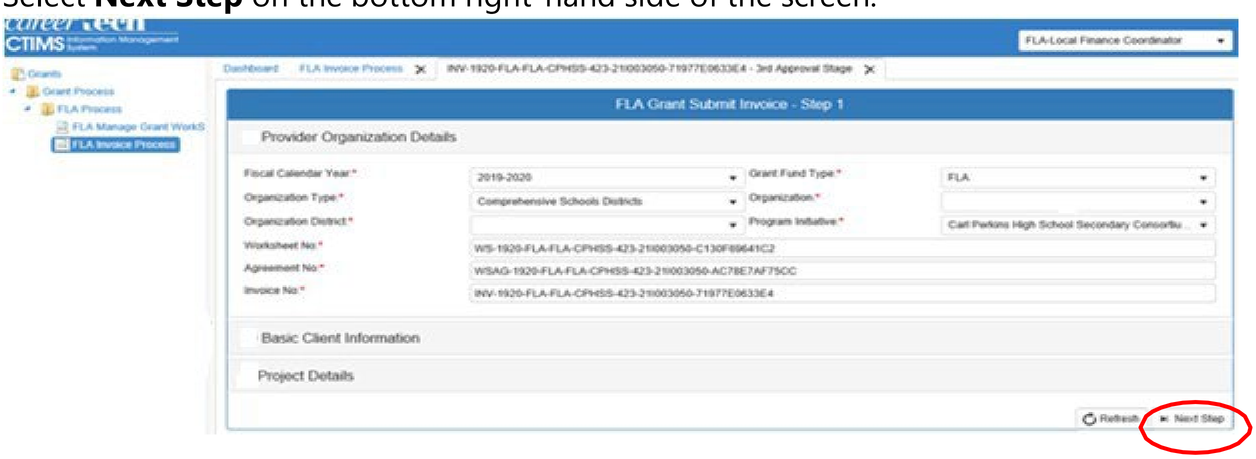
- Complete this information in the FLA Grant Fund Invoices List:
  - ➡ **Organization Type**
    - ➡ **Organization (name)**
      - ➡ **Program Initiative**
        - ➡ **Search**

➢ Click on the ▶ **small dark triangle** to the left of the words **New Invoice** to open the Invoice Summary section. **Do not select the words "New Invoice."**

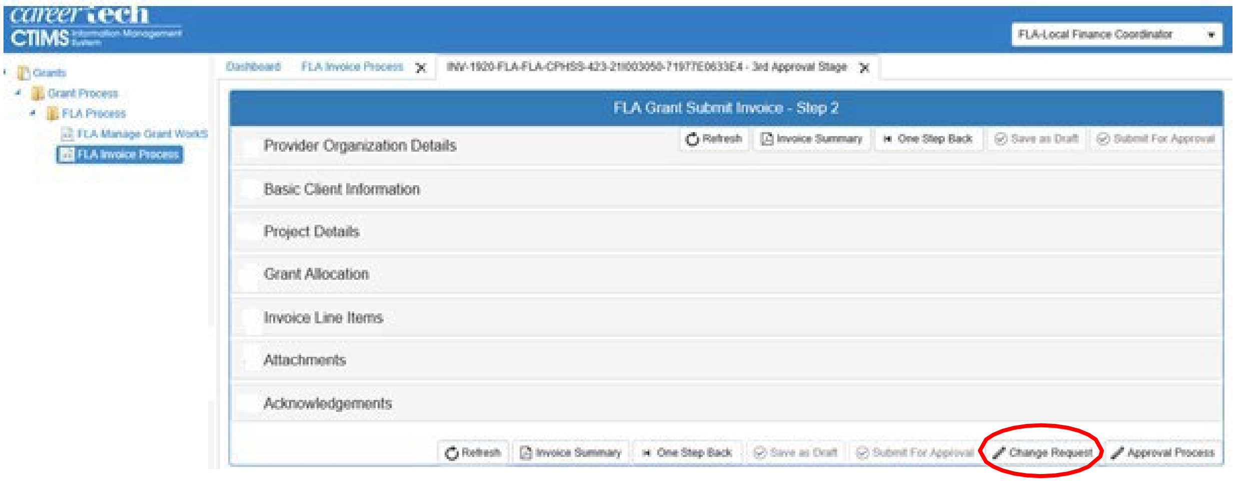
➢ Use the scroll bar to move to the right and click on/select the applicable **Invoice Number** (the one you need to change).



➢ Select **Next Step** on the bottom right-hand side of the screen.

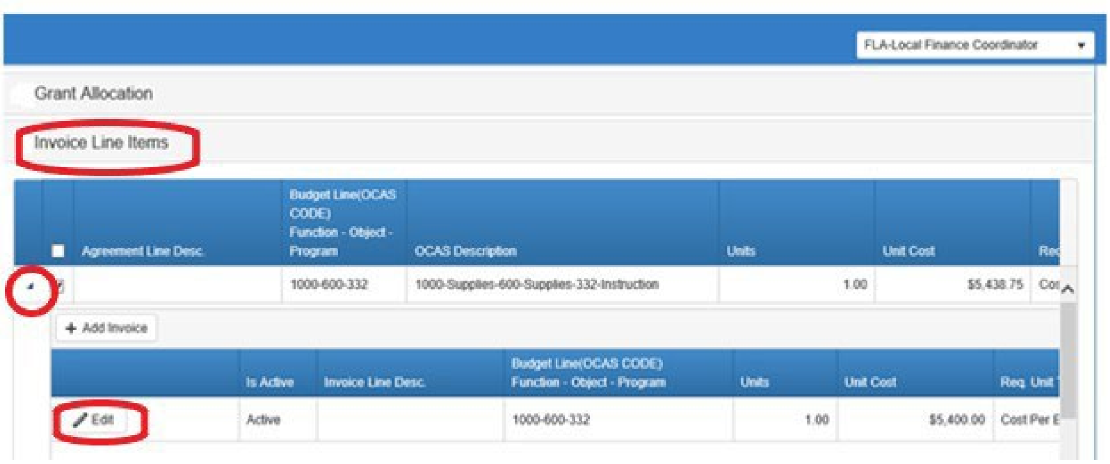


- **Note:** If your invoice has been **Rejected** (is not in Draft status), you will need to select the **Change Request** button on the bottom right-hand side of the screen before continuing. You may need to scroll right in order to make this button visible.

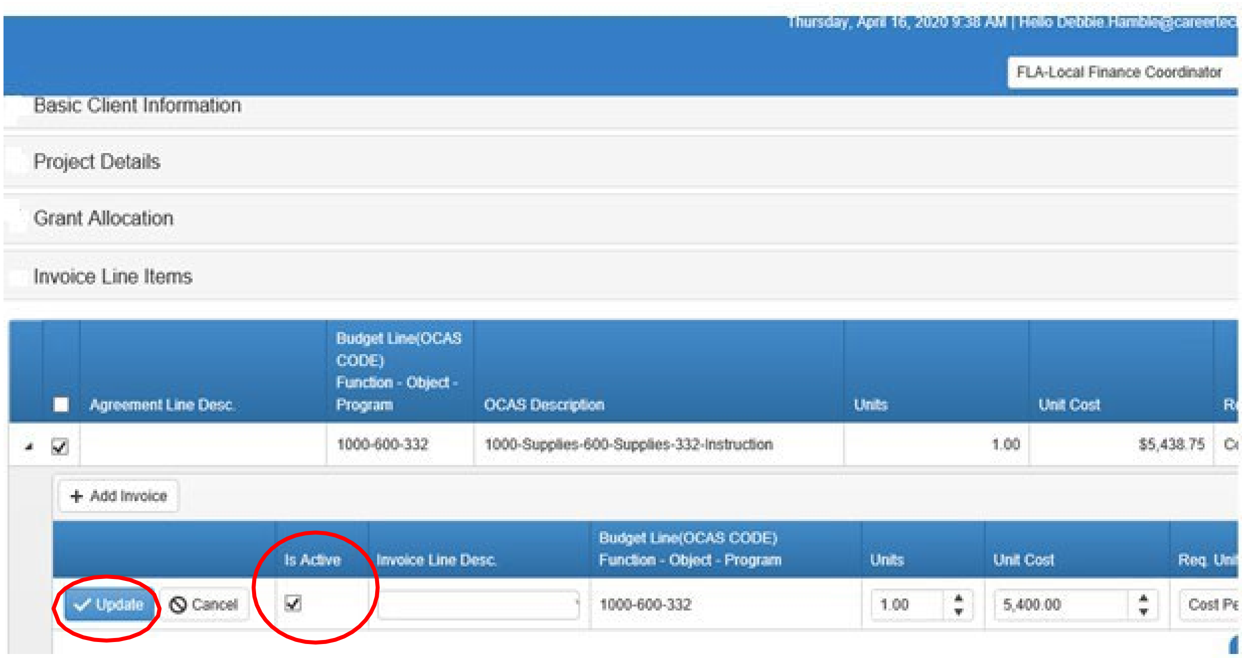


Step 2: **Inactivate Invoice Lines.** You will need to <u>inactivate every Invoice Line Item you will be making adjustments to during the Budget Adjustment Process.</u>

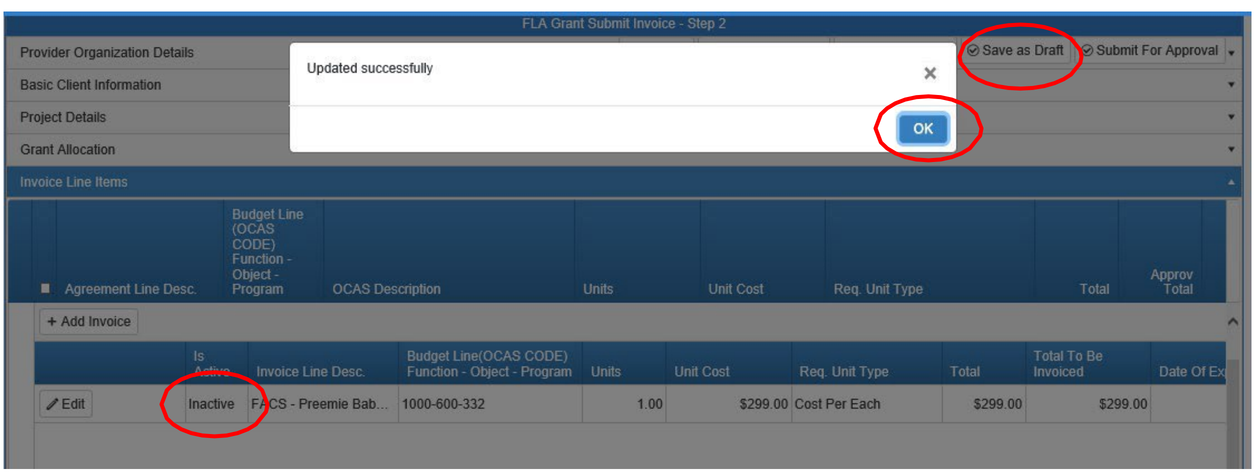
- Under **Invoice Line Items**, locate the invoice line you wish to inactivate.
- Click on the ▶ **small dark triangle** to the left of the Agreement Line Description and check box.
- Click on the **Edit** button.



- Under the **Is Active** column, click on checkmark in the box to "uncheck" it.
- Go back to the left and click the **Update** button.



- The **Is Active** status should now read **Inactive**. If successful you will receive a confirmation pop-up box. Click on the **OK.**



- Repeat these steps for every line you need to Inactivate. When you are done editing a line you can click on the **small dark triangle to the left** of the Agreement Line Description to collapse this section back down for easier viewing.
- When finished inactivating lines, select the **Save As Draft** button from either the top or the bottom of the screen and exit the Invoicing Process.

Step 3: Complete the Budget Adjustment.

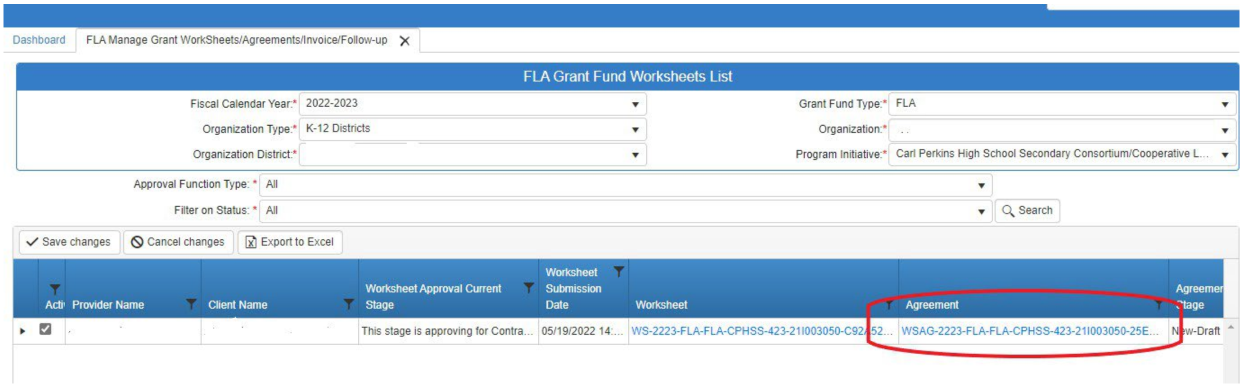
Go back to the Dashboard tab (first page after logging into CTIMS) and select the following **from the menu on the left side:**

- **Grant**
  - **Grant Process**
    - **FLA Process**
      - **FLA Manage Grant Worksheets/Agreements/Invoices**

Complete the information in the FLA Grant Fund Invoices List:

- **Organization Type**
  - **Organization (name)**
    - **Program Initiative**
      - **Search**

Scroll to the right to the Agreement column and click on your **Agreement Number.**



Complete the **Budget Adjustment Process.** See the Budget Adjustment Process earlier in this Guidebook for detailed instructions.

- Select the Budget **Adjustment Process Button** on the bottom right-hand side of the screen.
  - **Edit** the individual budget line items as necessary.
    - **Save as Draft**
      - Complete the **Acknowledgement** Section, including Budget Adjustment Justification Note.
        - **Submit for Approval**.
          - **Exit** the Agreement process.

Step 4: Completing Your Invoice – Reactivating Invoice Line Items

Once the Perkins staff has approved your Budget Adjustment you should go back to your invoice, reactivate your invoice line items, and finish your invoicing process.

Go back to the Dashboard tab (first page after logging into CTIMS) and select the following from the menu on the left side:

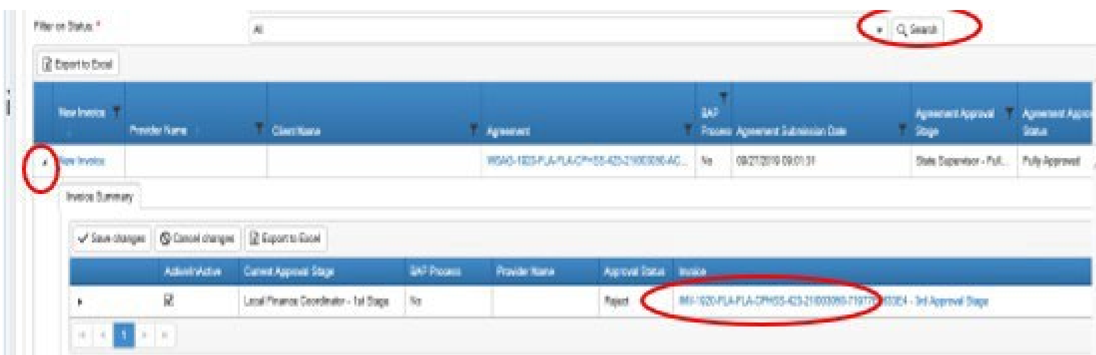
- **Grant**
  - **Grant Process**
    - **FLA Process**
      - **FLA Invoice Process**

Complete the information in the FLA Grant Fund Invoices List:

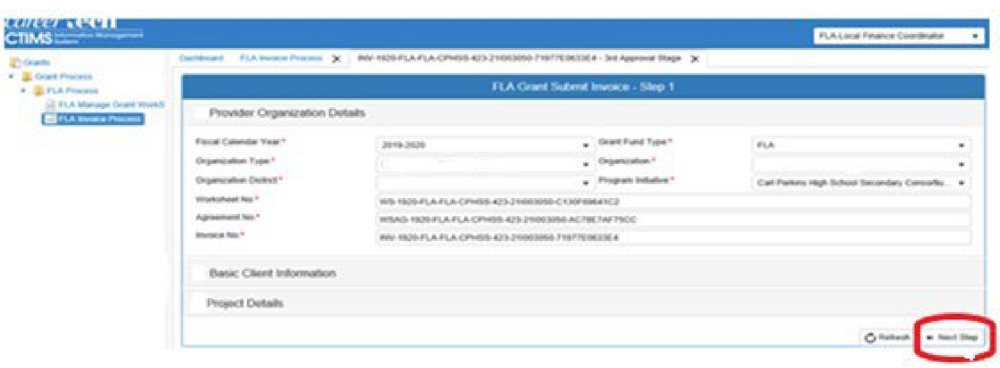
- **Organization Type**
  - **Organization (name)**
    - **Program Initiative**
      - **Search**

Click on the ▶ **small dark triangle** to the left of the words **New Invoice** to open the Invoice Summary section.

Use the scroll bar to move to the right and click on/select the applicable **Invoice Number** (the one you need to reactivate lines on).

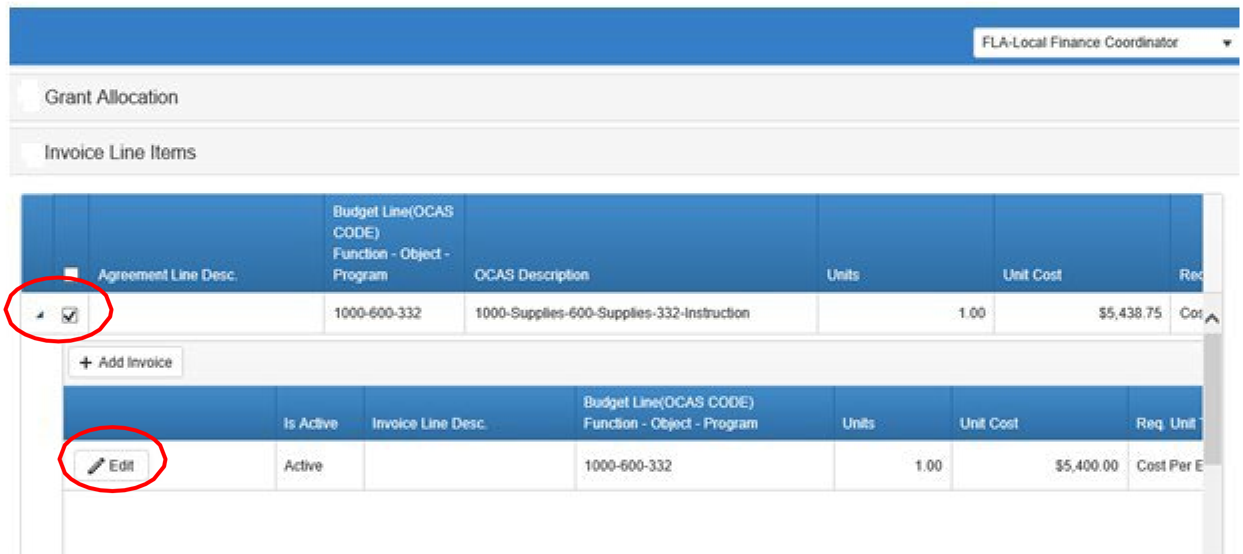


Select **Next Step** on the bottom right-hand side of the screen.

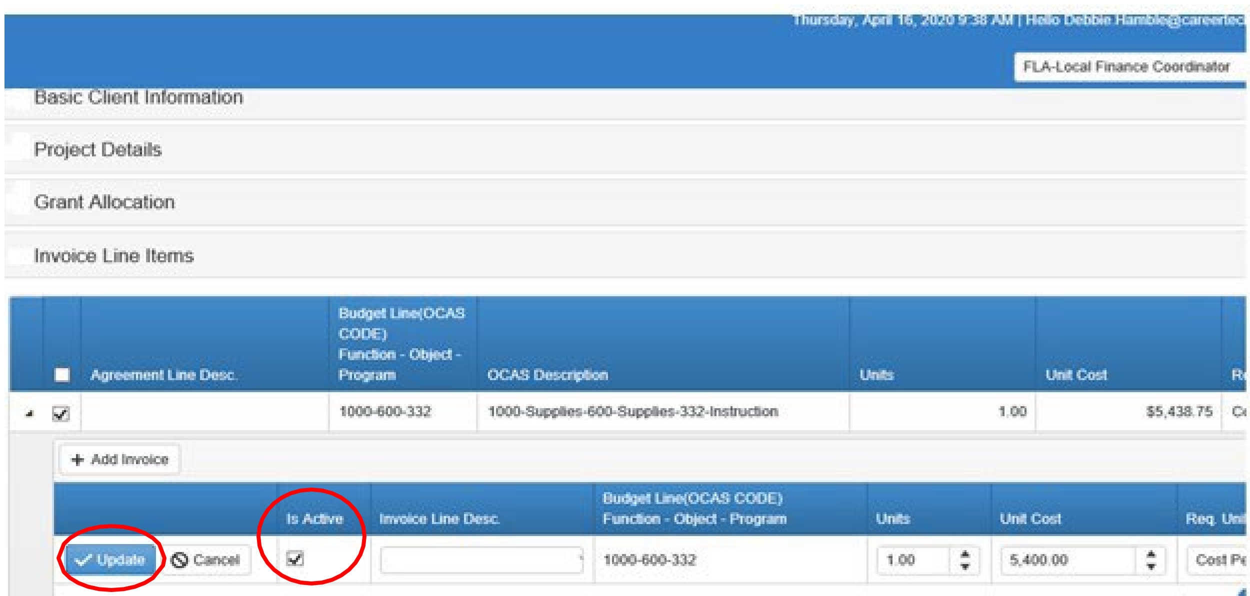


You will now need to **Reactivate** every **Invoice Line Item** that you previously inactivated by reversing the previous process.

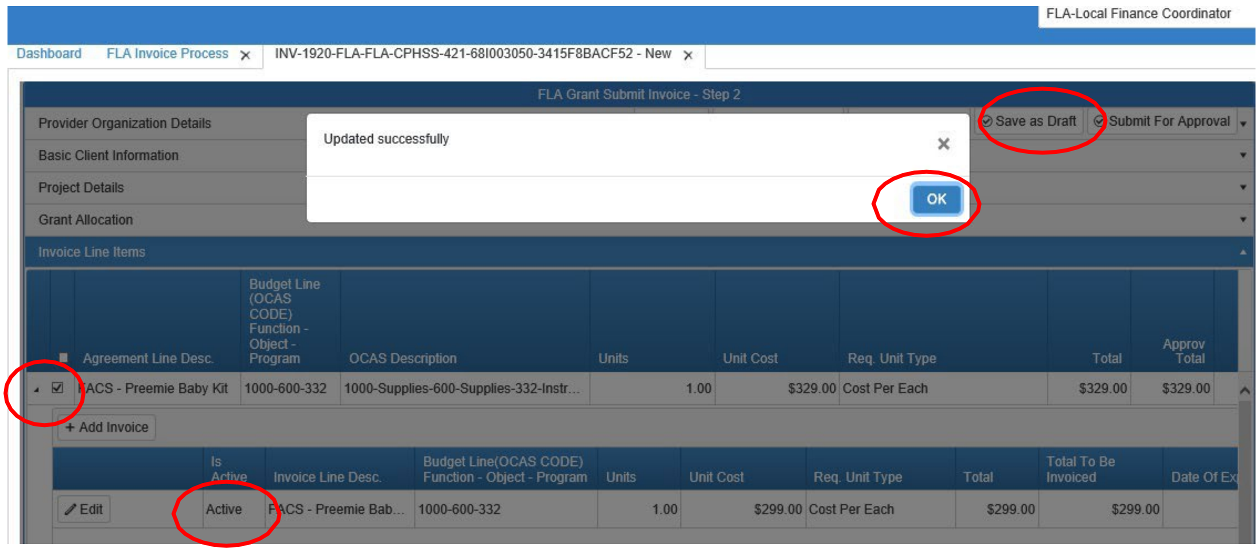
- Click on the ▶ **small dark triangle** to the left of the Agreement Line Description and check box.
- Click on the **Edit** button.



- Under the **"Is Active"** column, click on the empty checkbox so that a checkmark appears.
- Go back to the left and click the **Update** button.



➢ The "**Is Active" status** should now read **Active**. If successful you will receive a confirmation pop-up box. Click on the **OK.**



➢ Repeat these steps for every line you need to **Reactivate**. After you activate a line you can click on the **small dark triangle** by the Agreement Line Description to collapse this section back down for easier viewing.

➢ When you have finished reactivating all of the line items and have completed all the selections for your budget invoice, click on the **Save As Draft** button from either the top or the bottom of the screen.

➢ At this point, select the **Invoice Summary** button to view your Invoice and ensure that all items you wish to submit for reimbursement are included and the **Total Invoiced** amount is correct.

➢ Complete your **Attachment** section by Uploading and Saving the appropriate documentation (Expenditure Reports, Invoices, Receipts).

➢ Complete the **Acknowledgement** section by clicking the certification boxes with **red asterisks *** and entering the **exact same Date Range** as was used on Your Expenditure Reports.

➢ Select the **Submit For Approval** button.

Tips & Tricks:

Worksheet:

Always save your Worksheet application as a **Word Document** before you start. Ask your Perkins Coordinator if you need a blank application template in this format. Complete your application in the Word document then carefully copy/paste your answers into CTIMS. This prevents the loss of information if CTIMS times out on you or you do not save properly.

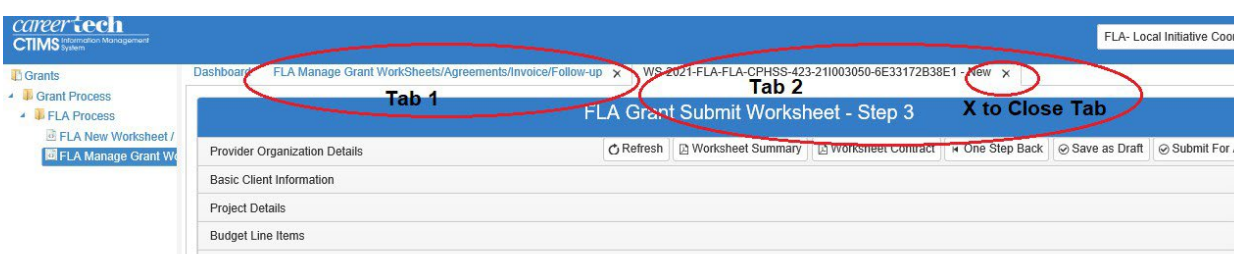
Scroll bars:

Sometimes if you can't find the information you are looking for it is because it is located on another part of the screen. There are typically two scroll bars on each screen. One on the bottom of the page which will help you move left and right. Another scroll bar is located on the right-hand side of the screen to help you move up and down. There is also a "Top" button at the bottom of the screen that, when selected, will move you immediately up to the top of the screen.

If there is an interior table within the screen you are looking at (for example, your budget line items) the table itself may have scroll bars on the bottom and right side. Be sure to look for these if you need to move around the table.

Tabs:

When a new screen is open in CTIMS it shows as a Tab on the top toolbar. Every tab left of the Dashboard can be closed by clicking on the right-side X. CTIMS will then return to the previous screen.



<u>Invoice Summary:</u>

Always open the "Invoice Summary" to verify all of your invoice totals, claim date ranges and OCAS codes exactly match those of your Expenditure Reports. If they do not, your claim will be rejected.