CareerTech Information Management System (CTIMS)

Adult Education & Family Literacy (AEFL) Guidebook

OKLAHOMA CareerTech

IMD Information Management Division

June 2023

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Help and Troubleshooting

If you do not have a CTIMS account set up or are having trouble with the navigation or software, contact CTIMSSupport@careertech.ok.gov. Send a message describing your problem. Include your school name and your telephone number and we will contact you. Someone is always monitoring that inbox and will return your email swiftly.

If you have forgotten your password, click the **Forgot your password?** link to reset.

For helpful tips, see the CTIMS Helpful Hints section of this document.

CTIMS Customer Support Contact

Office: (405) 743-5134
Email: CTIMSsupport@careertech.ok.gov

AEFL Contact

IMPORTANT: For questions about specific ABE grant requirements, contact Lana Knott.

AEFL Financial Analyst
Office: (405) 743-5570

Approval Process Overview

Worksheet Approval Stage (Stage 1)	
AEFL Role/Access	Process
AEFL Local Initiative Coordinator	This starts the Worksheet Approval process. Creates, completes, saves and submits new worksheet.
AEFL Local Finance Coordinator	1st Approval. Reviews and approves or rejects worksheets. If approved, goes to next stage. If rejected, goes back to stage 1.
AEFL Superintendent / President	2nd Approval. Reviews and approves or rejects worksheet. If approved, goes to State approval stage. If rejected, goes back to stage 1.
AEFL State Initiative Supervisor	Final Approval. After the worksheet is approved through Stage 4, the Agreement Process begins with the ABE Local Finance Coordinator.

Agreement Approval Stage (Stage 2)	
AEFL Role/Access	Process
AEFL Local Finance Coordinator	This starts the Agreement Approval process. Creates, completes, saves and submits new agreement.
AEFL State Initiative Supervisor	Final Approval. After the Agreement is approved through Stage 2, the Invoice Process begins with the ABE Local Finance Coordinator.

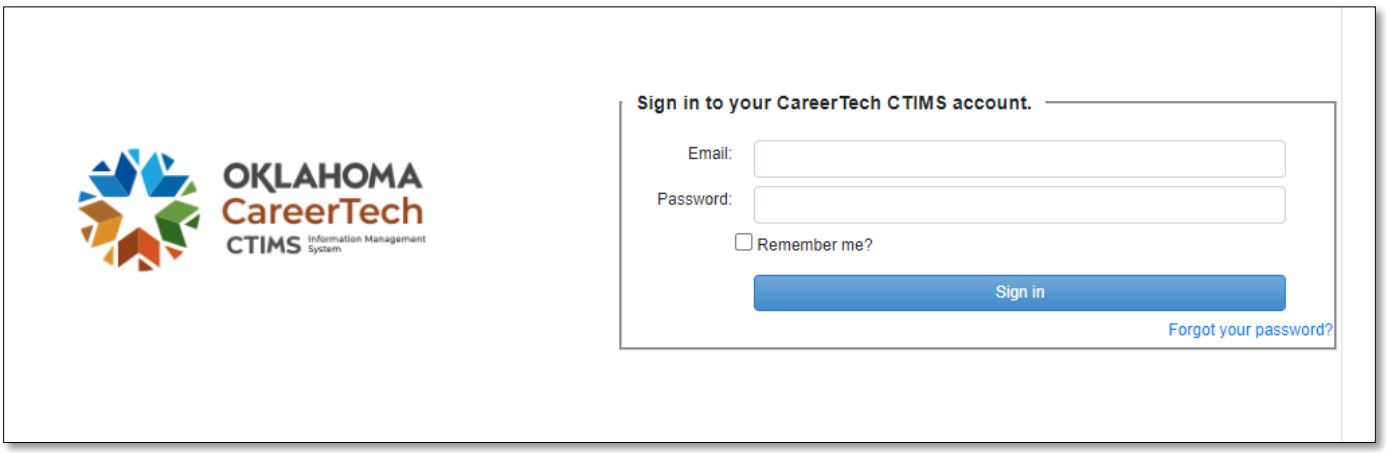
Invoice Approval Stage (Stage 3)	
AEFL Role/Access	Process
AEFL Local Finance Coordinator	This starts the Invoice Approval process. Creates, completes, saves and submits new invoice.
AEFL State Initiative Supervisor	1st Approval. Reviews and approves or rejects invoice. If approved, goes to next state. If rejected, goes back to stage 1.
ODCTE Finance Reviewer	Final Approval. After the invoice is approved through Stage 3, the Invoice process is complete.

Budget Adjustment Approval Stage (if Agreement changes are necessary)	
AEFL Role/Access	Process
AEFL Local Finance Coordinator	This starts the Budget Adjustment process. Budget Adjusted and/or new line items added here.
AEFL State Initiative Supervisor	Final Approval. After the invoice is approved through Stage 2, the Invoice process is complete.

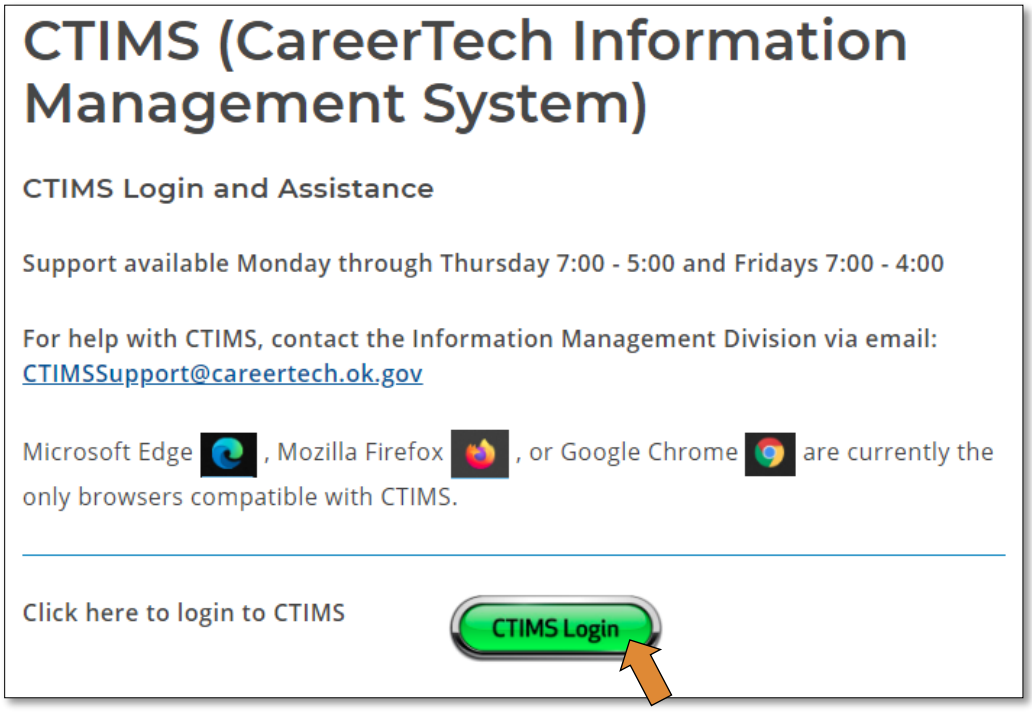
Objective: *This guidebook will take you through the steps to submit ABE/AEFL Grants in CTIMS.*

Logging into CTIMS

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



Or go to CTIMS (CareerTech Information Management System) (oklahoma.gov) and select the green CTIMS Login button.



Due Date

ABE Worksheets & Budgets entered/submitted by September 15th.

Worksheet

Worksheet Approval Process

The following roles represent the stages required in CTIMS for the submission of a New Worksheet (Application).

Stage 1 – AEFL Local Initiative Coordinator: Creates, completes, saves, and submits new worksheet.

Stage 2 – AEFL Local Finance Coordinator: 1st Approval. Reviews and approves or rejects worksheet. If approved, goes to next stage. If rejected, goes back to stage 1.

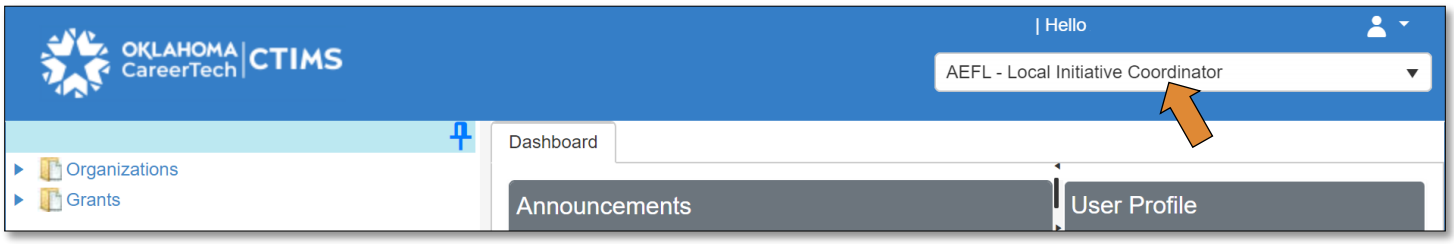
Stage 3 – AEFL Superintendent/President: 2nd Approval. Reviews and approves or rejects worksheet. If approved, goes to State approval stage. If rejected, goes back to stage 1.

Stage 4 – AEFL State Initiative Supervisor: Final Approval. After the worksheet is approved through Stage 4, the Agreement Process begins with the AEFL Local Finance Coordinator.

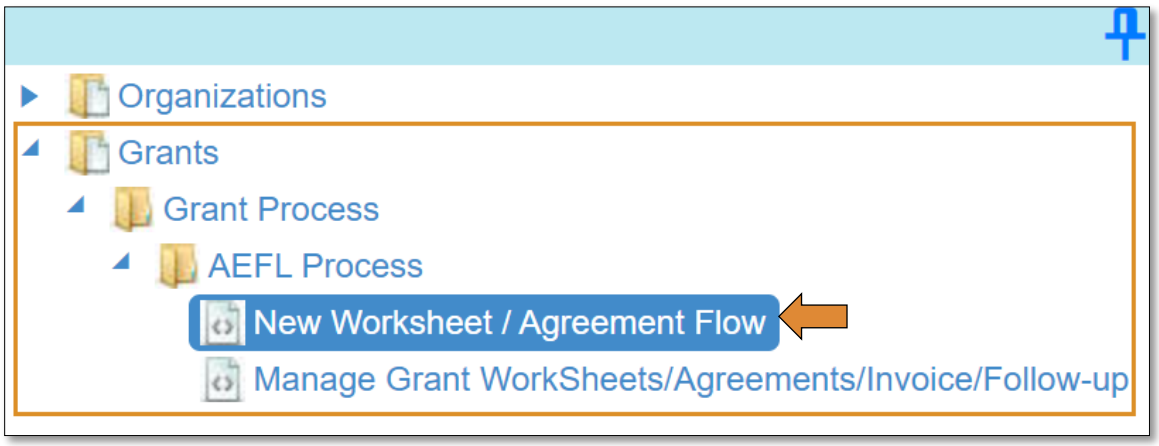
Stage 1 – Local Initiative Coordinator

If you have more than one role in CTIMS make sure you have the correct role selected. Verify that you are signed in with the role of **AEFL-Local Initiative Coordinator** in the top right-hand corner. Use the drop-down arrow to select your role, if necessary.

If you do not see **AEFL-Local Initiative Coordinator**, contact CTIMSSupport@careertech.ok.gov

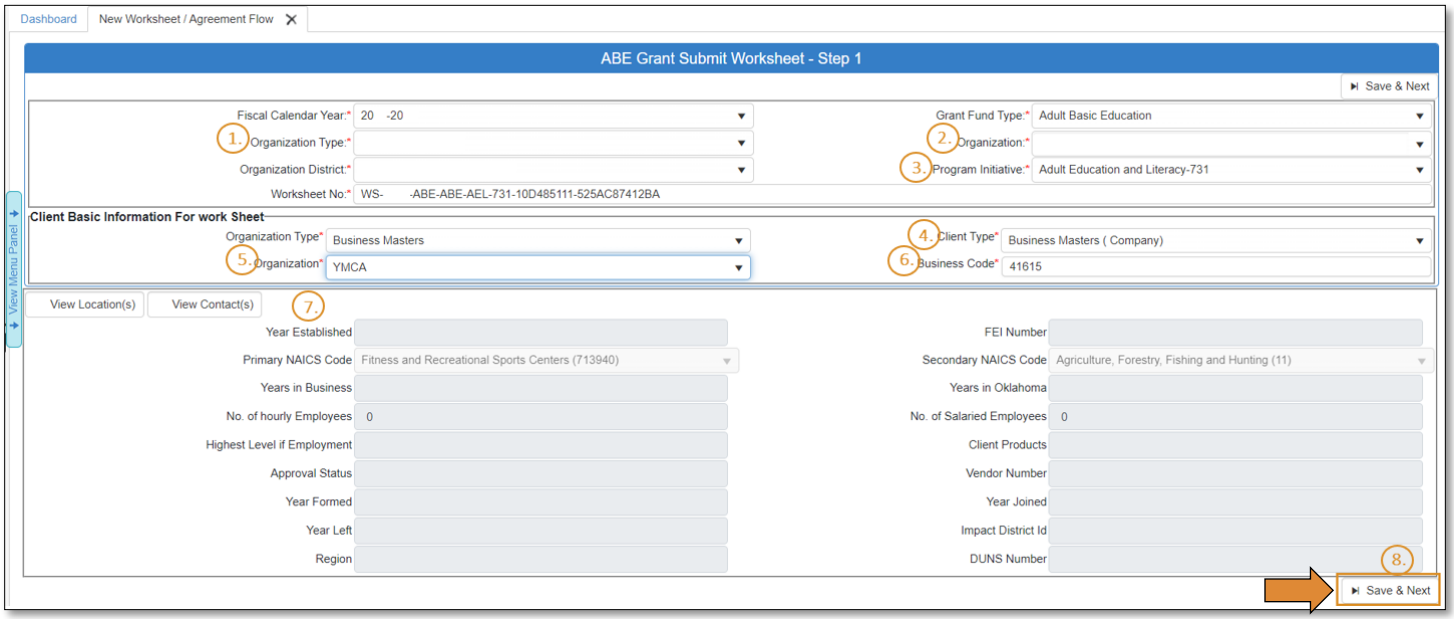


- Click the arrows next to **Grants, Grant Process** & **AFEL Process**.
- Click on the **New Worksheet / Agreement Flow** link.

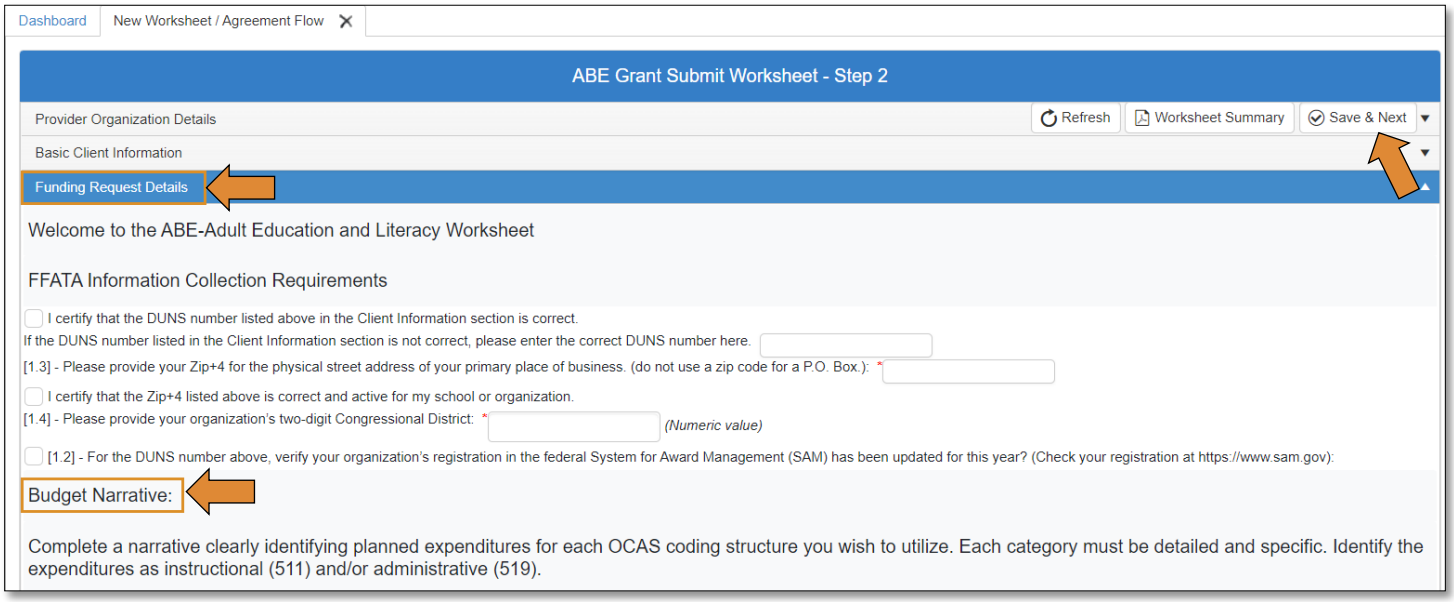


Complete the **AEFL Grant Submit Worksheet** form. **The tagged numbers in the screenshot correspond to the instruction steps below.** Many of these fields will automatically display based on your organization login credentials. **NOTE:** The red asterisks* represents a required field.

1. **Organization Type***: Colleges, Comprehensive Schools Districts, Other Organization, Tech Center Districts or Tech Sites.
2. **Organization***: type the first three letters of your organization name.
3. **Program Initiative***: Choose from the drop-down menu.
    a. The Worksheet No. will automatically display after the *Program Initiative* is selected.
4. Verify that **Client Type*** is Business Masters (Company).
5. **Organization***: type the first three letters of your organization name. **This name should be the same as #2.*
6. **Business Code***: is associated with the *Organization* and automatically displays after an Organization is selected.
7. After selecting the *Organization*, the bottom of the screen displays fields that are grayed out and cannot be changed. You can view the selected Organization's Business Master information that was previously entered in this area.
8. After verifying that all the information is correct, Click **Save & Next** button.



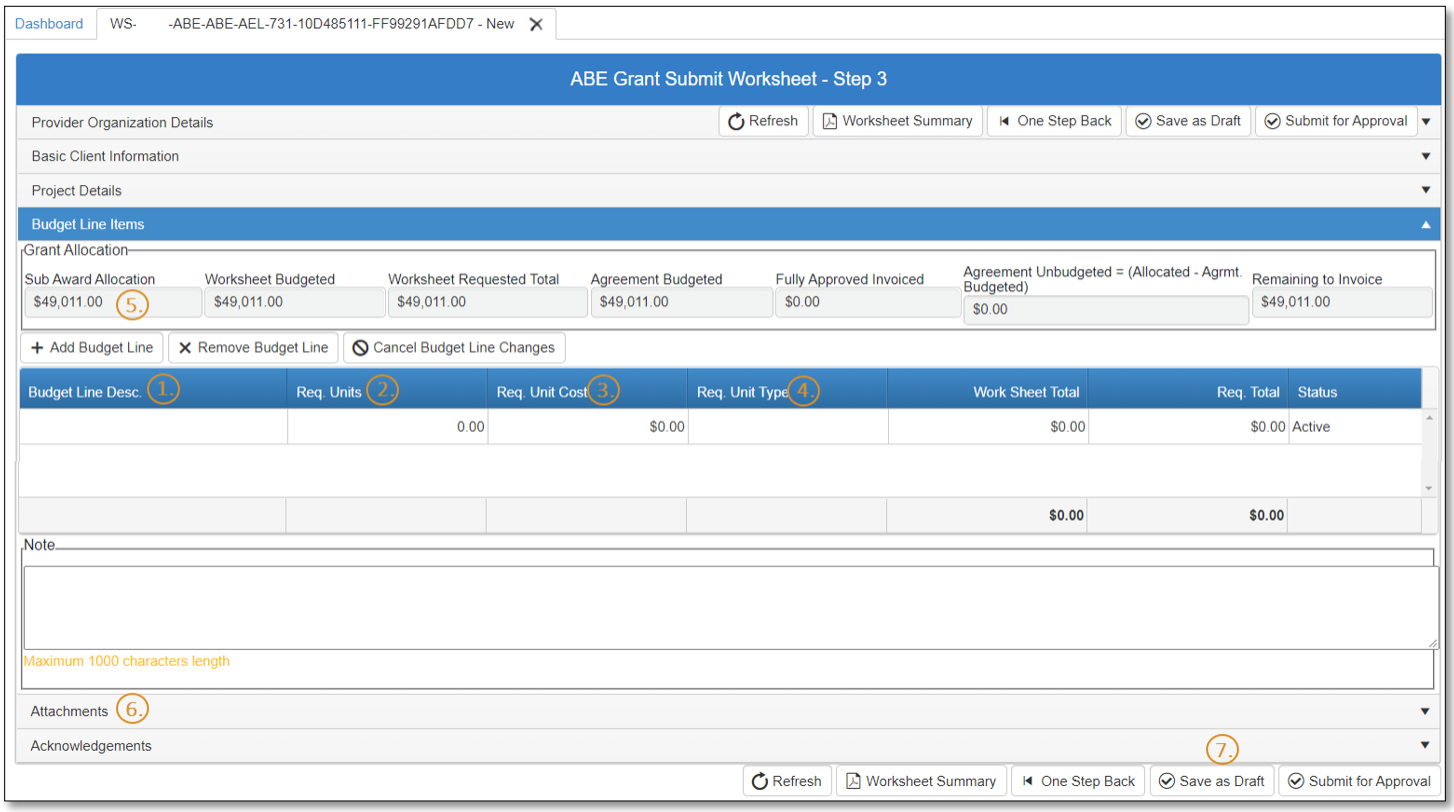
- Make sure the **Funding Request Details** form is open. Complete the form by clicking in the certifications boxes or entering the requested information. You must put something in every box that has a red asterisk (*). Verify your DUNS number and Zip+4 for your physical address. If your DUNS number or Zip Code is not listed, you will need to provide that information under FFATA Information Collection Requirements. There are some small, required check boxes you must check to certify the information. You will also need to provide your two-digit Congressional District code. Under the **Budget Narrative**, complete all sections identifying planned expenditures for each OCAS coding structure identifying instructional and administrative costs. All job descriptions must be attached that are not coded 1000/100 (see Step 9). You can cut and paste from another document to fill in the boxes. You must finish this form and hit **Save & Next** for any of the information to be saved.



Budget Line Items screen, you can click the Add Budget Line, Remove Budget Line, or Cancel Budget Line Changes.

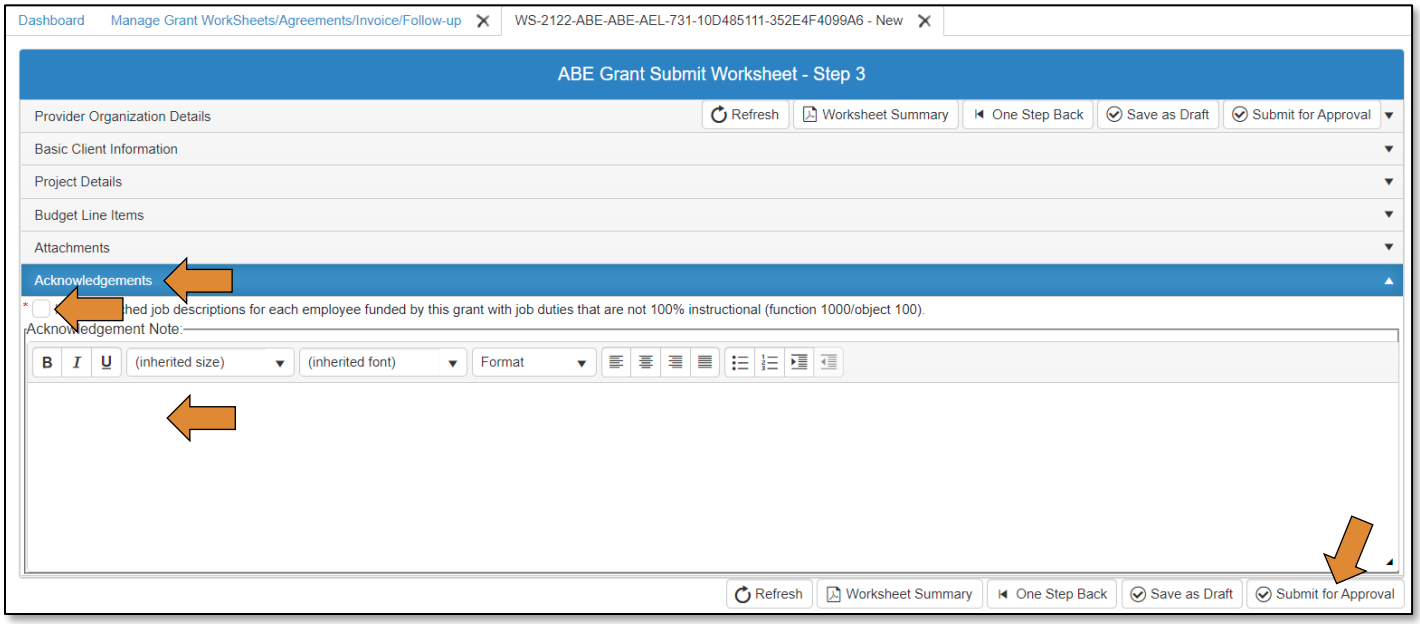
To add a Budget Line Item:

1. **Budget Line Desc** (Budget Line Description)
2. **Req. Units** (Required Units)
3. **Req. Unit Cost** (Required Unit Cost)
4. **Req. Unit Type** (Required Unit Type-Always select [***Cost Per Each***])
5. Click **+Add Budget Line** to add more budget lines and repeat steps 1-4.
6. Add supporting or required attachments by clicking on the **Attachments** tab.
7. You can **Save as Draft** at this point, and it will save all the information you have input on the **Funding Request Details** form and the **Budget Line Items** without submitting for approval. This will let you stop the process and resume at a later time. You can make any changes you need to the **Funding Request Details** or the **Budget Line Items** before you submit selecting the line and making the changes.



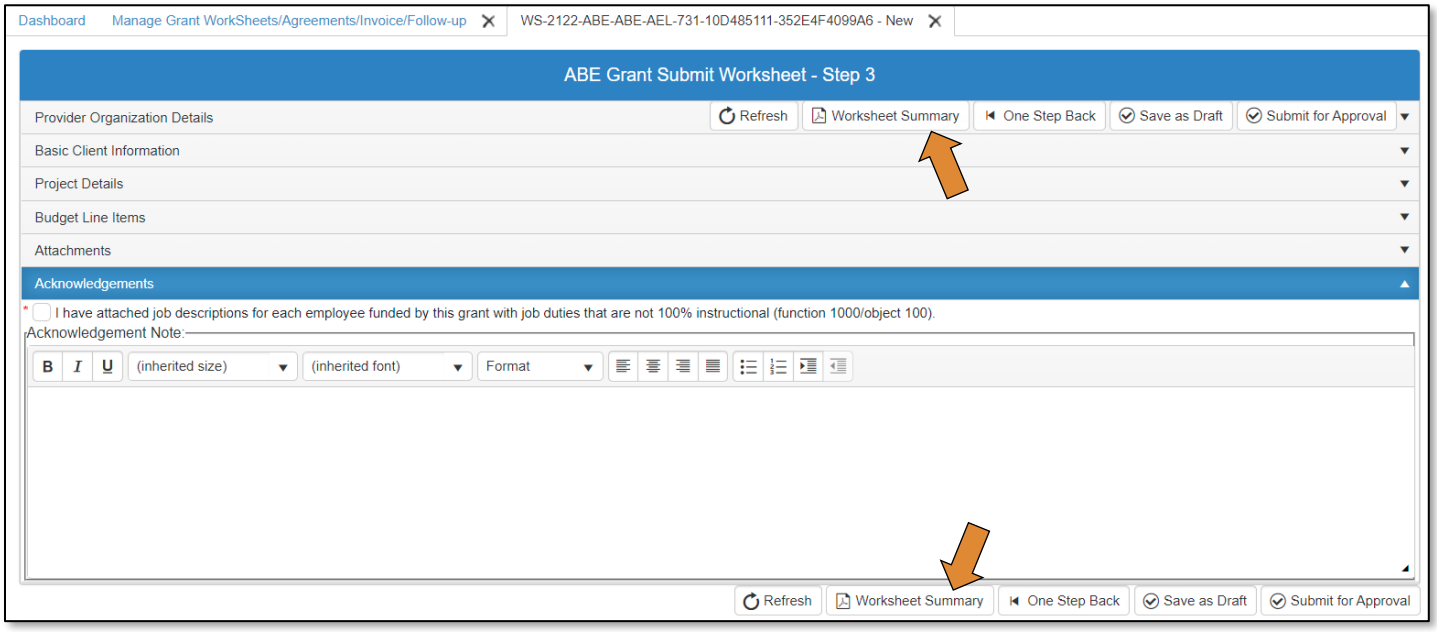
Acknowledgment

- Expand the Acknowledgements by clicking the word **Acknowledgements**.
- Check the box confirming you have attached the documents needed.
- Add an **Acknowledgement Note***. *This field is required.*



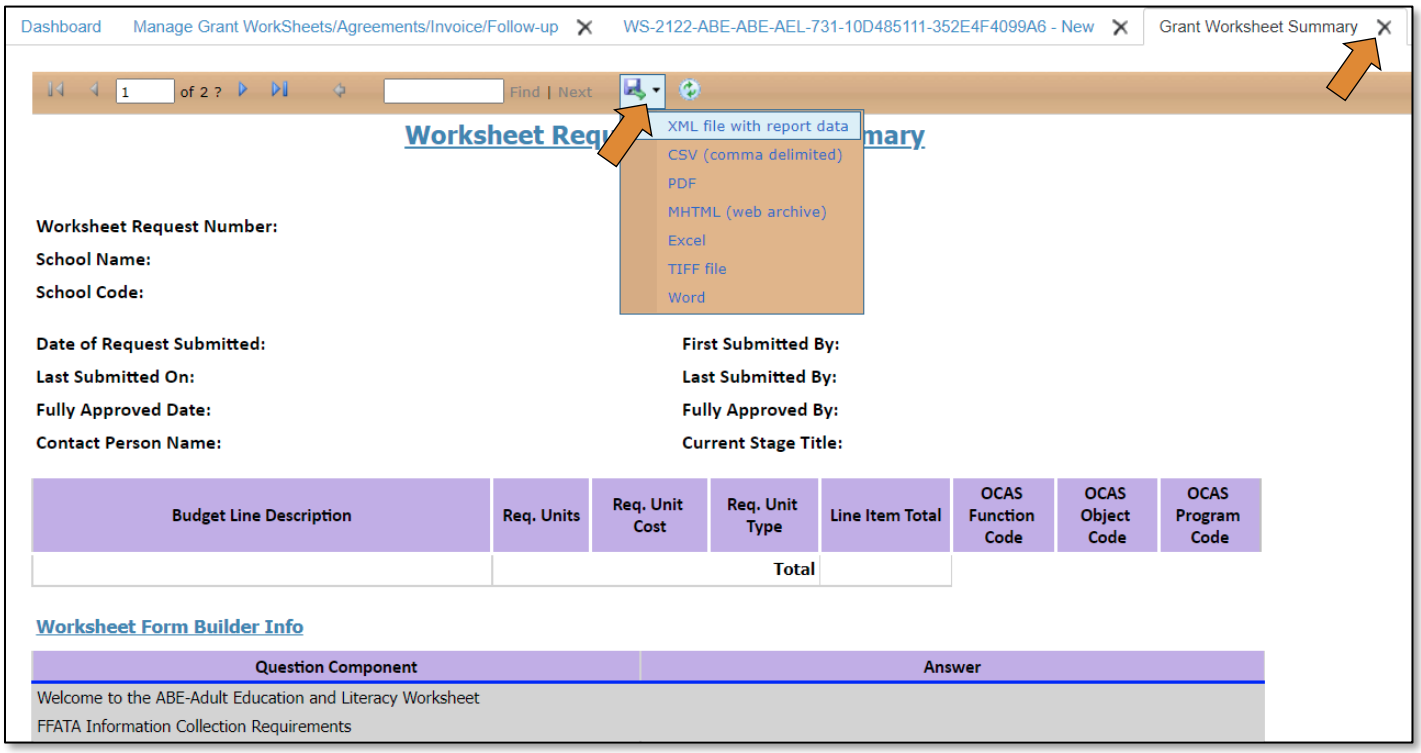
Worksheet Summary:

- You can view or print your worksheet summary page to review before submitting to ensure your worksheet/application is complete and accurate.



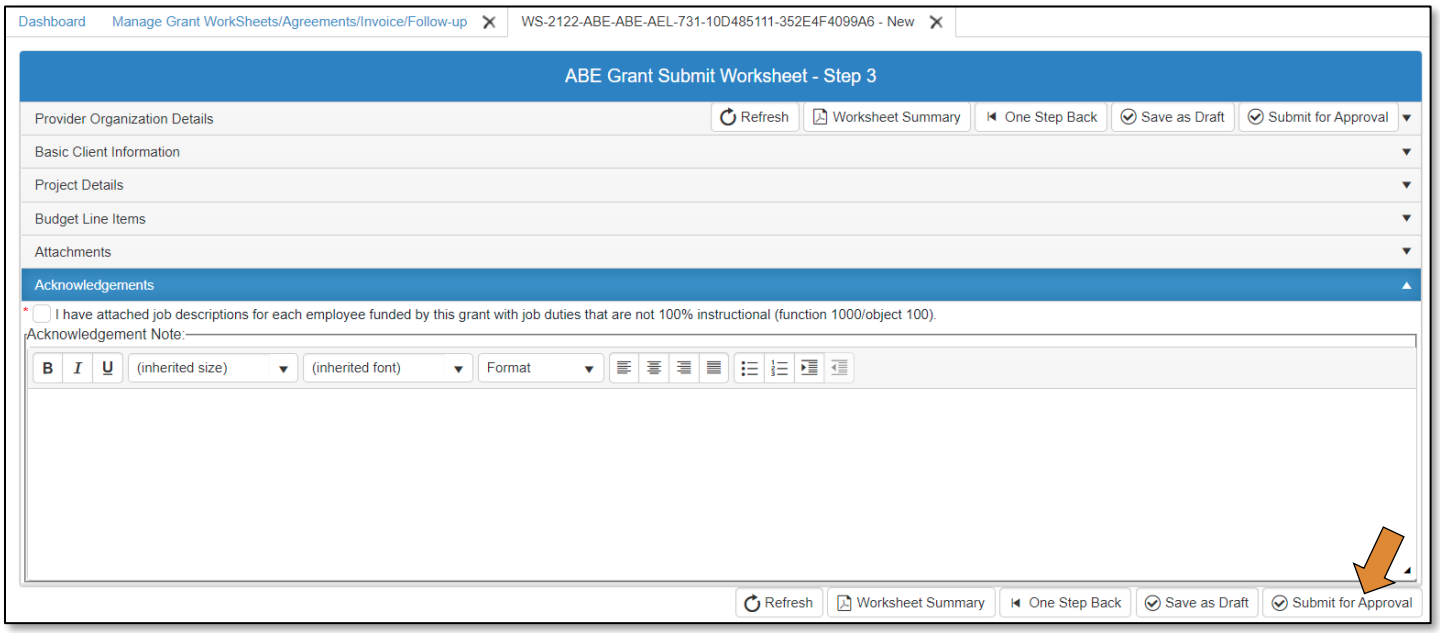
Print the Worksheet Summary:

- Click the save/download button to download a pdf that you can save or print.
- Click the X to close the **Grant Worksheet Summary** tab.



Submit the Worksheet:

- Click **Submit for Approval**.



At this point, your worksheet/application has been successfully submitted. You will receive an email stating your worksheet/application has been submitted successfully to the ABE Local Finance Coordinator.

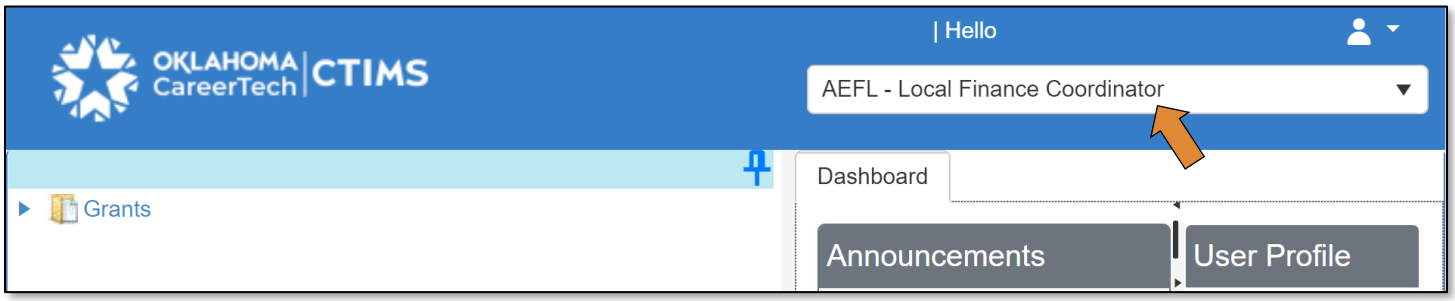
NOTE: After you submit the worksheet, if there are any changes, you will have to go through the Change Request process.

Stage 2 – Local Finance Coordinator

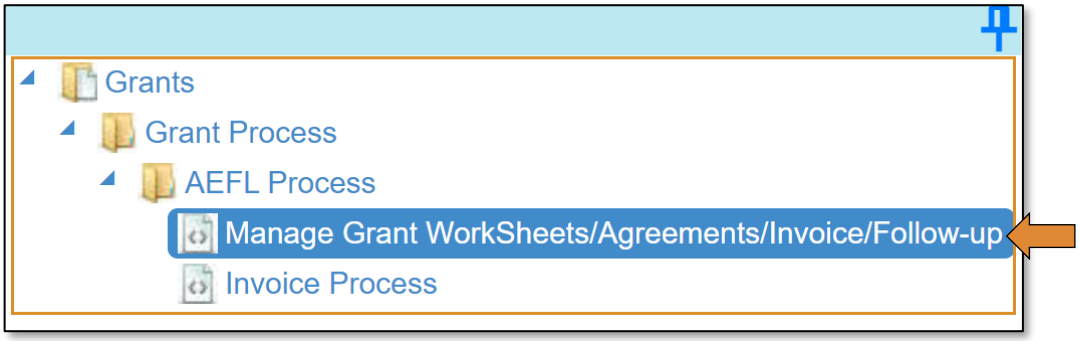
After the Local Initiative Coordinator has created and fully submitted the worksheet/application, the Local Finance Coordinator will receive an email, from CTIMS, letting them know they can sign in and review the worksheet/application to approve or reject. If the Local Finance Coordinator approves the worksheet/application, it will go to the ABE Local Superintendent/President to approve or reject using the same process.

Verify that you are signed in with the role of **AEFL-Local Finance Coordinator** in the top right-hand corner. Use the drop-down arrow to select your role, if necessary.

If you do not see **AEFL-Local Finance Coordinator**, contact CTIMSSupport@careertech.ok.gov



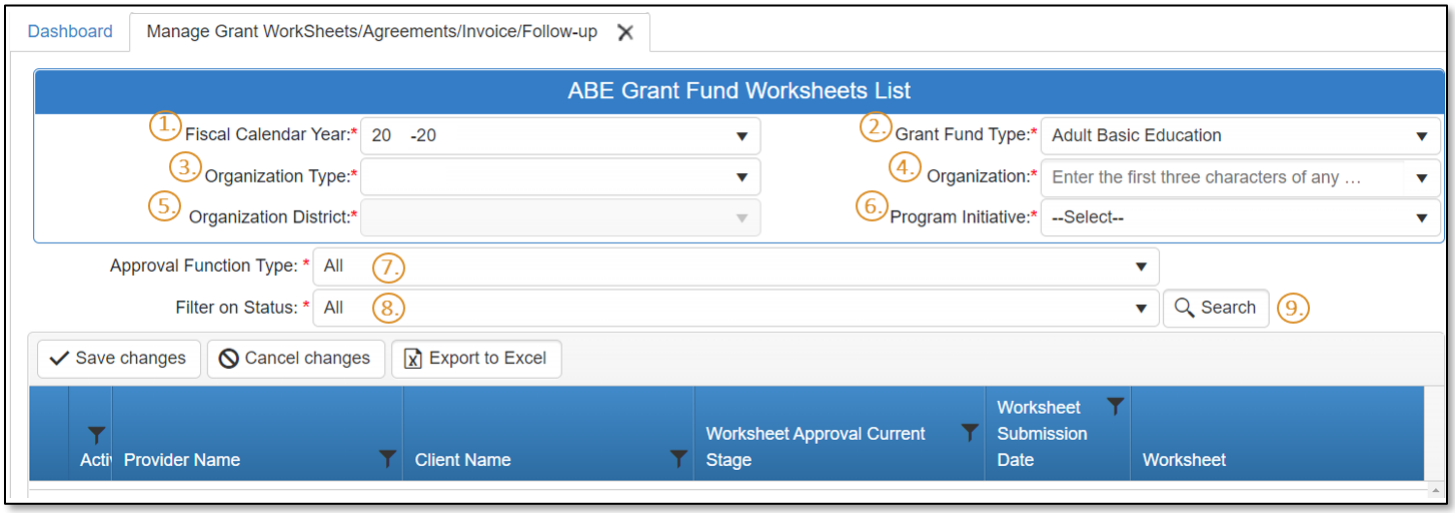
- Click the arrows next to **Grants, Grant Process** & **ABE Process**.
- Click on the **Manage Grant Worksheets/Agreements/Invoice/Follow-up** link.



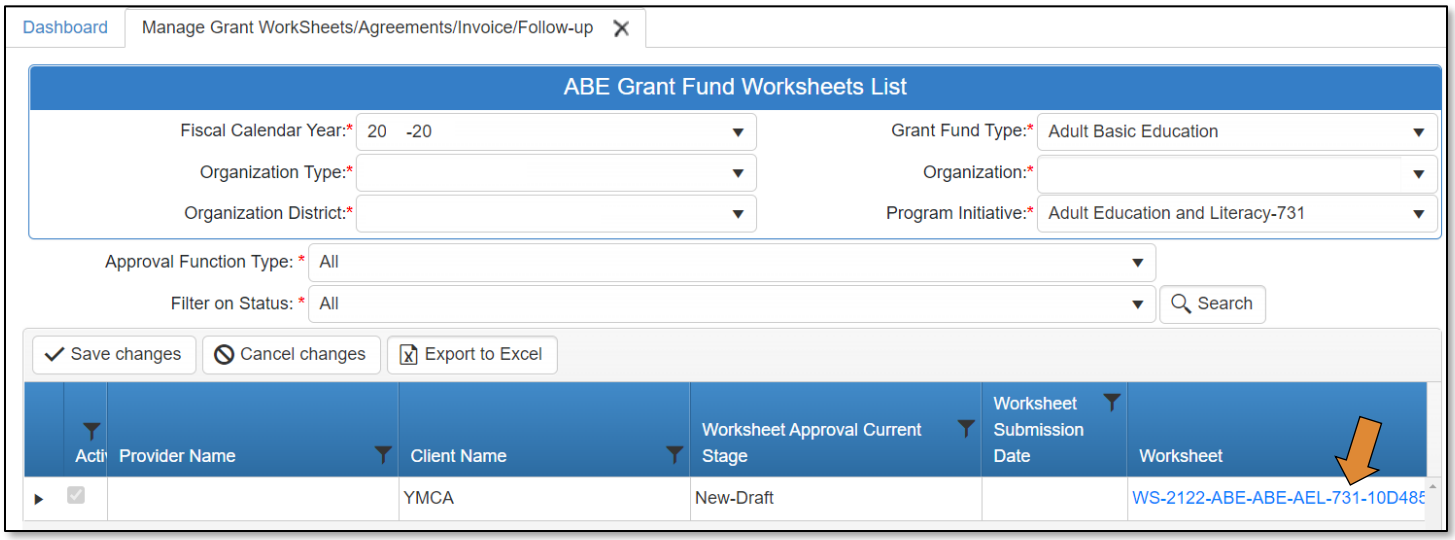
- Complete the **Manage Grant Worksheets/Agreements/Invoice/Follow-up** form. **The tagged numbers on the screen shot correspond to the instruction steps below.**

NOTE: The red asterisks* represents a required field.

1. Verify **Fiscal Calendar Year***.
2. Verify **Grant Fund Type*** is set to Adult Basic Education.
3. Select your correct **Organization Type*** from the drop-down menu.
4. Select your **Organization*** by typing in the first three characters of the organization.
5. Verify the **Organization District*** is the district for the Organization.
6. Select a **Program Initiative*** from the drop-down menu.
7. **Approval Function Type** will remain as **All**.
8. **Filter on Status** will remain as **All**.
9. Click the **Search** button.

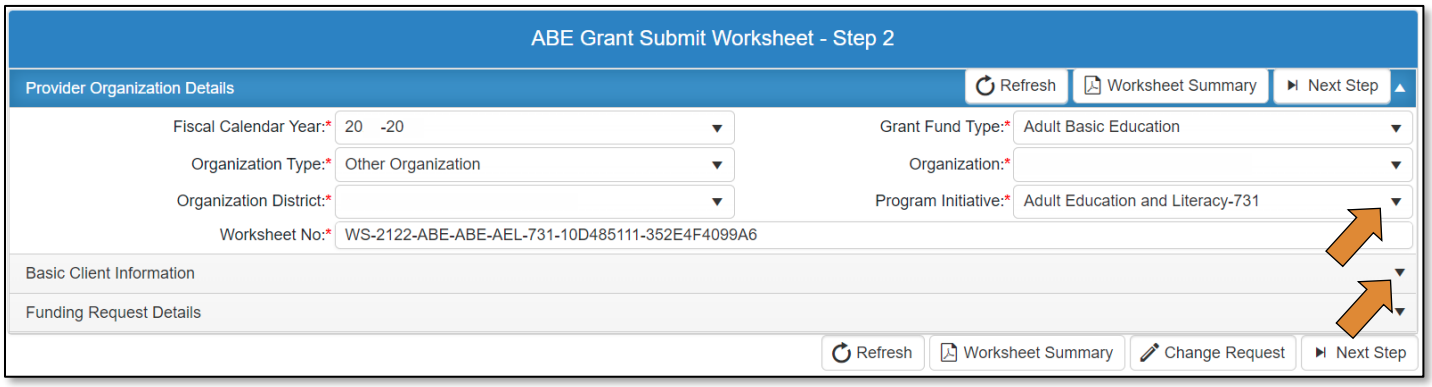


- After clicking the **Search** button, the worksheet/application that needs to be verified and approved will be listed. Select the worksheet number link to open the worksheet.



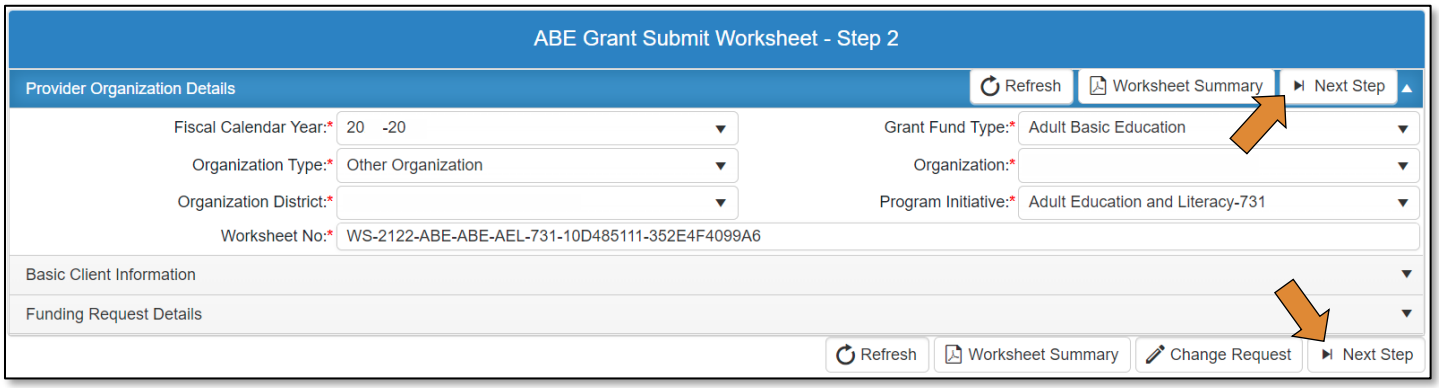
AEFL Grant Submit Worksheet

- Open each section of the worksheet by clicking the **down arrow** at the end of each row. 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.*



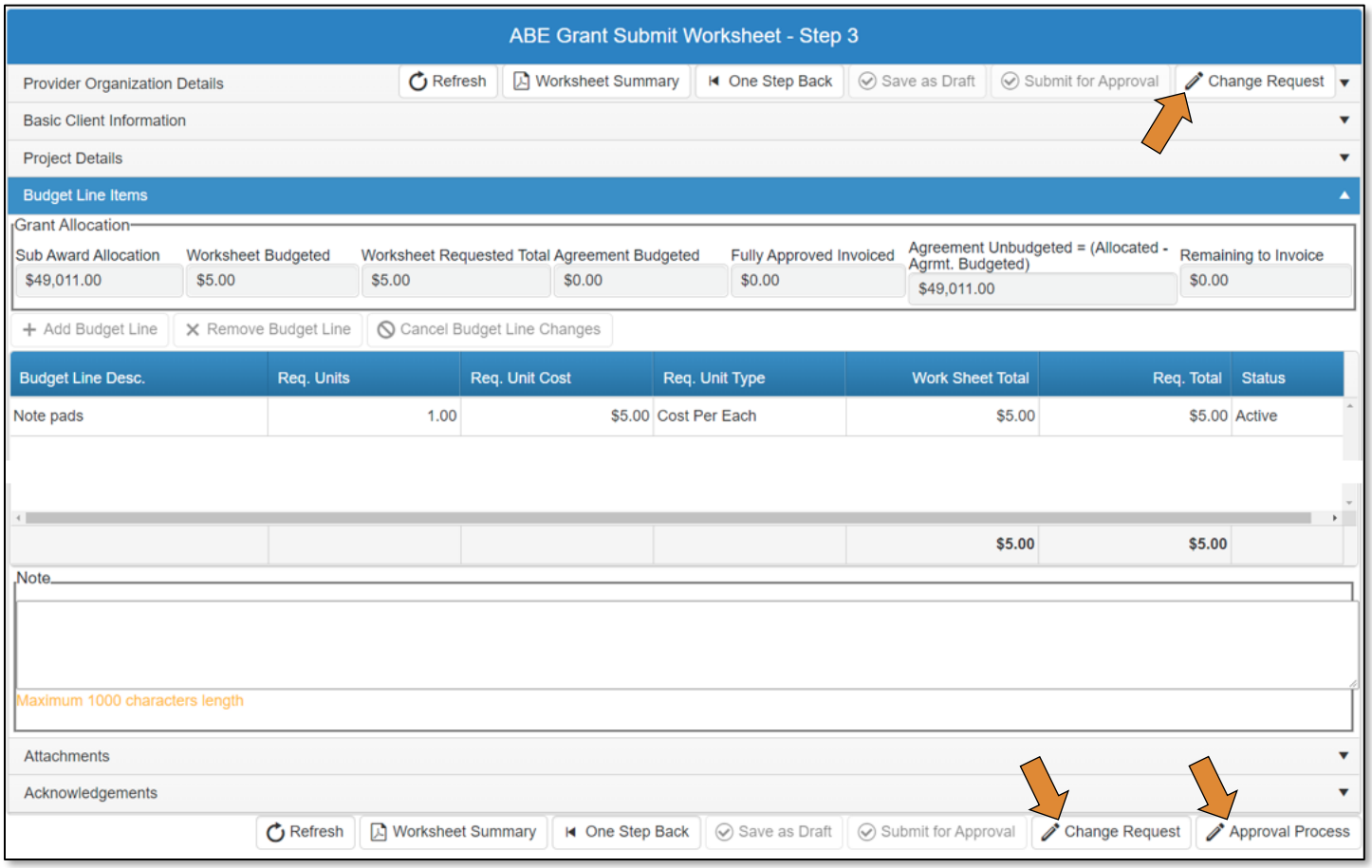
AEFL Grant Submit Worksheet

- Click **Next Step**.



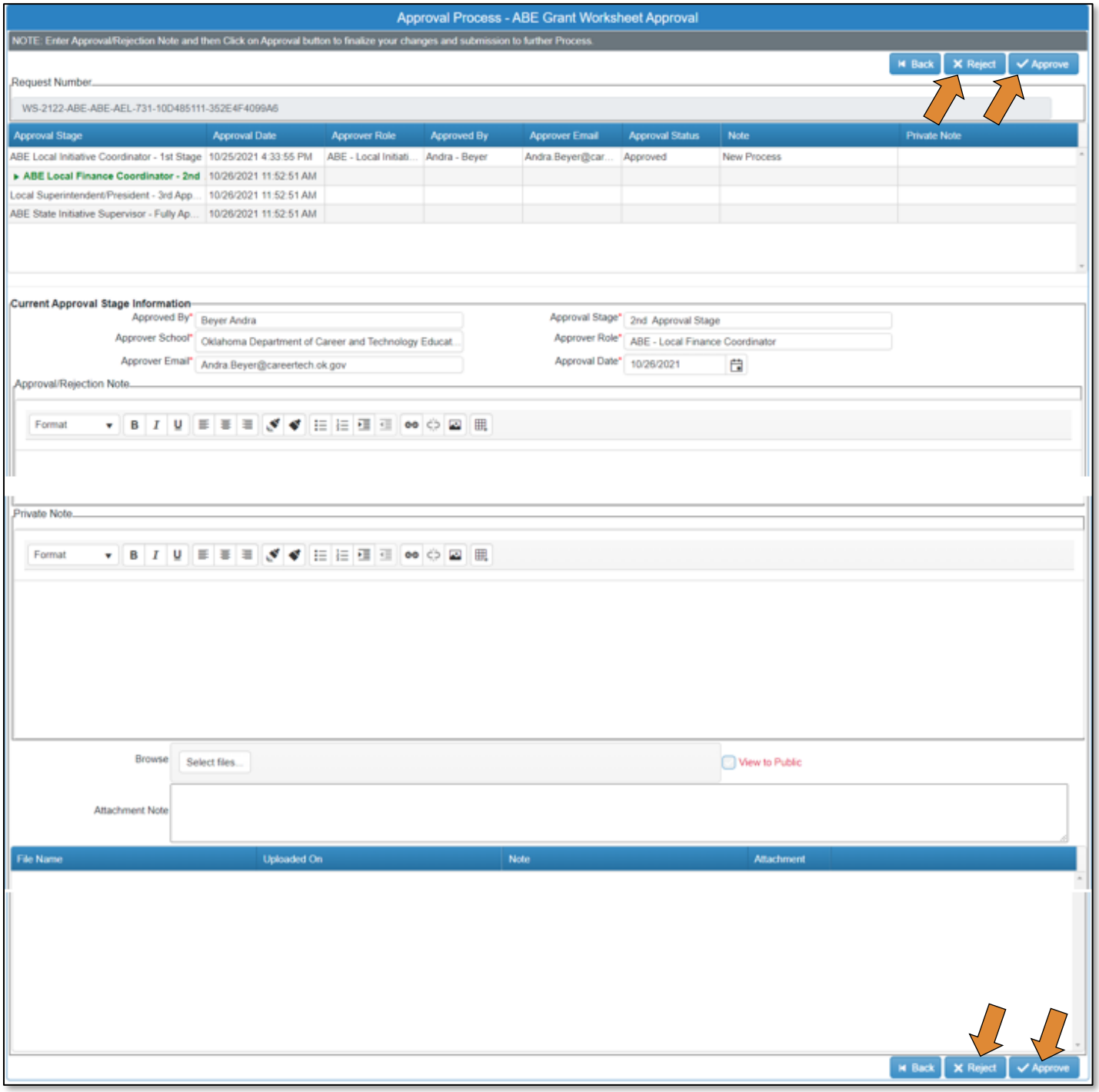
AEFL Grant Submit Worksheet

- Verify the information in the budget is correct. If you need to make a change, select **Change Request**, and follow the instructions to make the changes.
- If the budget is correct, click **Approval Process.**



Approval Process - AEFL Grant Worksheet Approval

- At this point, you can see that the worksheet/application is at the Local Finance Coordinator Stage (2nd Stage). Click the **Reject** button to reject the worksheet/application, (A rejection note is required), or click the **Approve** button to approve the worksheet/application. After selecting the Reject or Approve button, the system will ask, "Are you sure?" Click **cancel** or **ok**. If ok, the application has been successfully approved or rejected. At this point, an email will be sent to you, telling you what to fix, or telling you it's been approved. The next approver (ABE Superintendent/President) will also get an email.



Stage 3 – AEFL Superintendent/President

The steps are the same as the AEFL Local Finance Coordinator above: After the **AEFL Local Finance Coordinator** approves the worksheet/application, the **AEFL Superintendent/President** will receive an email that a worksheet/application is ready for review. They will use the same steps outlined above, using the role of **AEFL Local Superintendent/President** in **Step 2** and following each step.

At this point your worksheet/application is submitted. You will receive an email stating your worksheet/application has been submitted successfully to the ABE State Staff for review.

Stage 4 - ABE State Initiative Supervisor

The steps are the same as the AEFL Local Finance Coordinator above: The review and approval or rejection process continues using the steps above for the **AEFL State Initiative Supervisor.** After the worksheet/application is approved by the ABE State Initiative Supervisor, the **Agreement Approval Process** begins.

Agreement

Agreement Approval Process

The following roles represent the stages required in CTIMS for the submission of an Agreement.

Stage 1 – AEFL Local Finance Coordinator

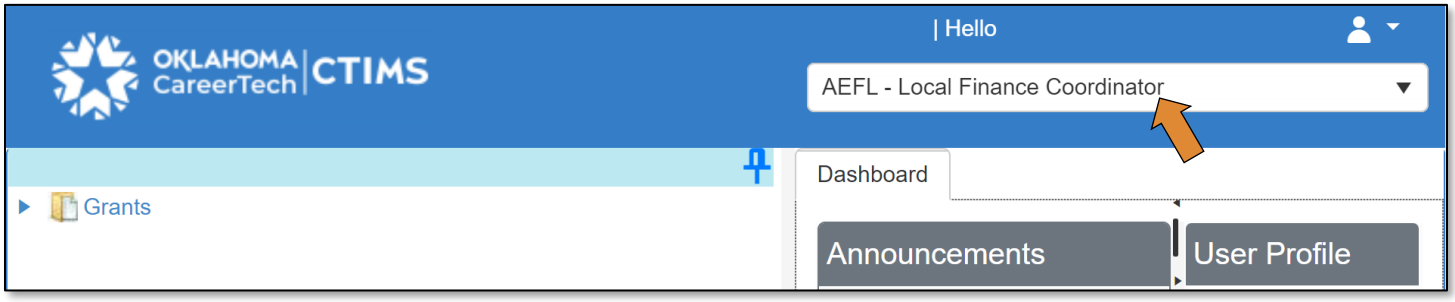
Stage 2 – AEFL State Initiative Supervisor

After the Worksheet/Application has been approved through the ABE State Initiative Supervisor stage, the school will receive an email from the ODCTE AEFL office with the official approval notification.

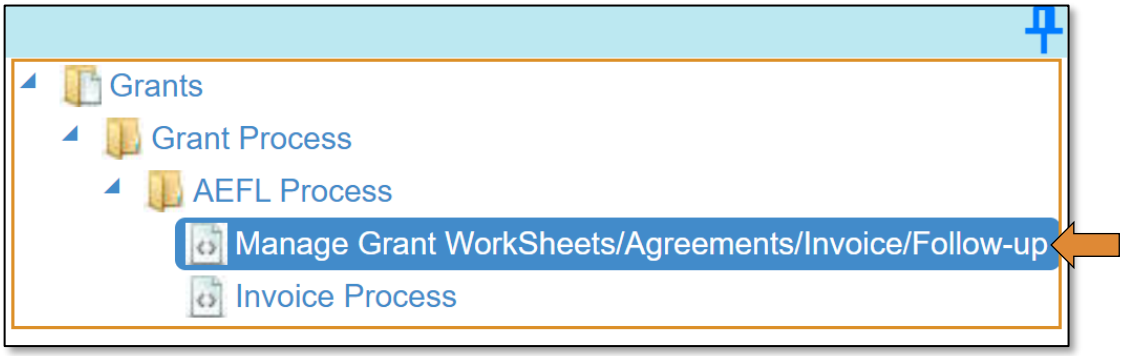
Stage 1 - Local Finance Coordinator

If you have more than one role in CTIMS make sure you have the correct role selected. Verify that you are signed in with the role of **AEFL-Local Finance Coordinator** in the top right-hand corner. Use the drop-down arrow to select your role, if necessary.

If you do not see **AEFL-Local Finance Coordinator**, contact CTIMSSupport@careertech.ok.gov



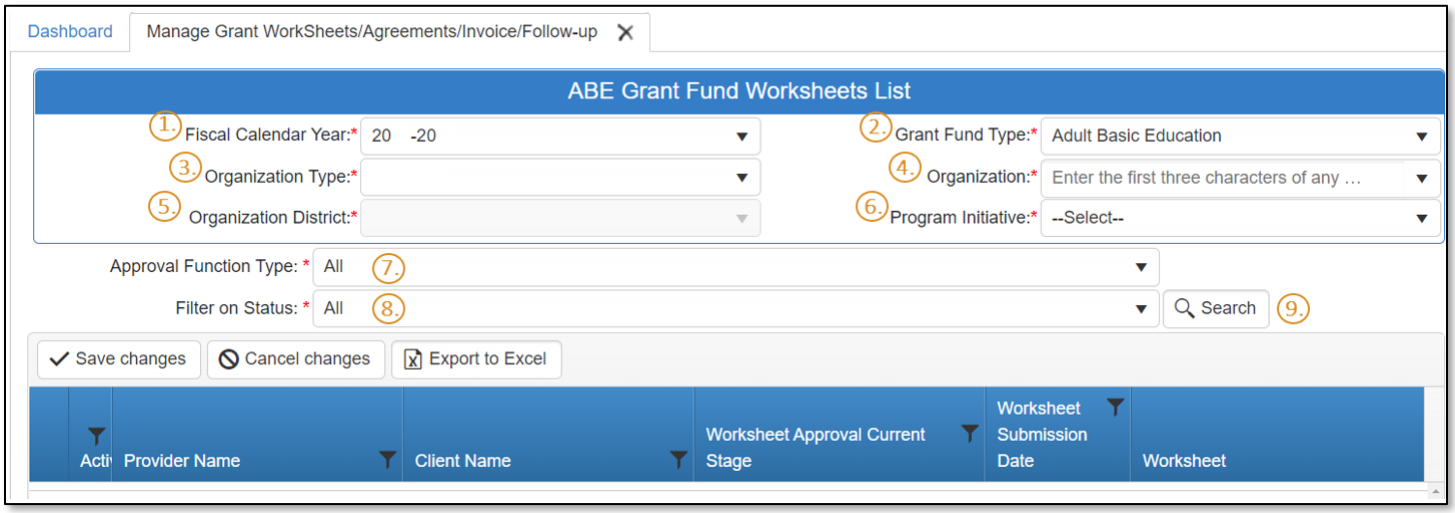
- Click the arrows next to **Grants, Grant Process** & **AEFL Process**.
- Click on the **Manage Grant Worksheets/Agreements/Invoice/Follow-up** link.



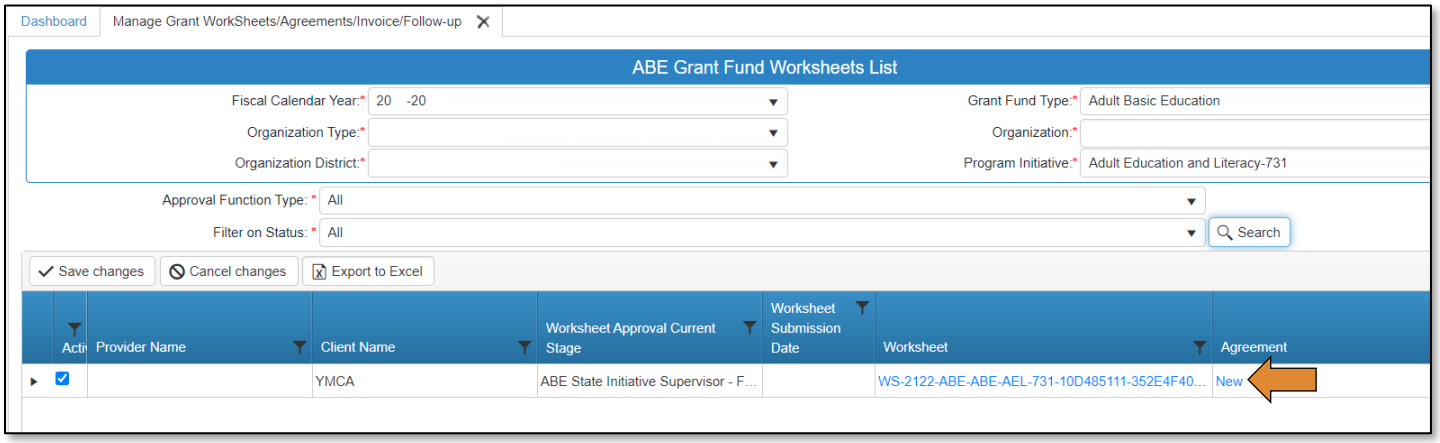
Complete the **Manage Grant Worksheets/Agreements/Invoice/Follow-up** form. **The tagged numbers on the screen shot correspond to the instruction steps below.**

NOTE: The red asterisks* represents a required field.

1. Verify **Fiscal Calendar Year***.
2. Verify **Grant Fund Type*** is set to Adult Basic Education.
3. Select your correct **Organization Type*** from the drop-down menu.
4. Select your **Organization*** by typing in the first three characters of the school name.
5. Verify the **Organization District***.
6. Select a **Program Initiative***.
7. **Approval Function Type** will remain as All.
8. **Filter on Status** will remain as All.
9. Click the **Search** button.

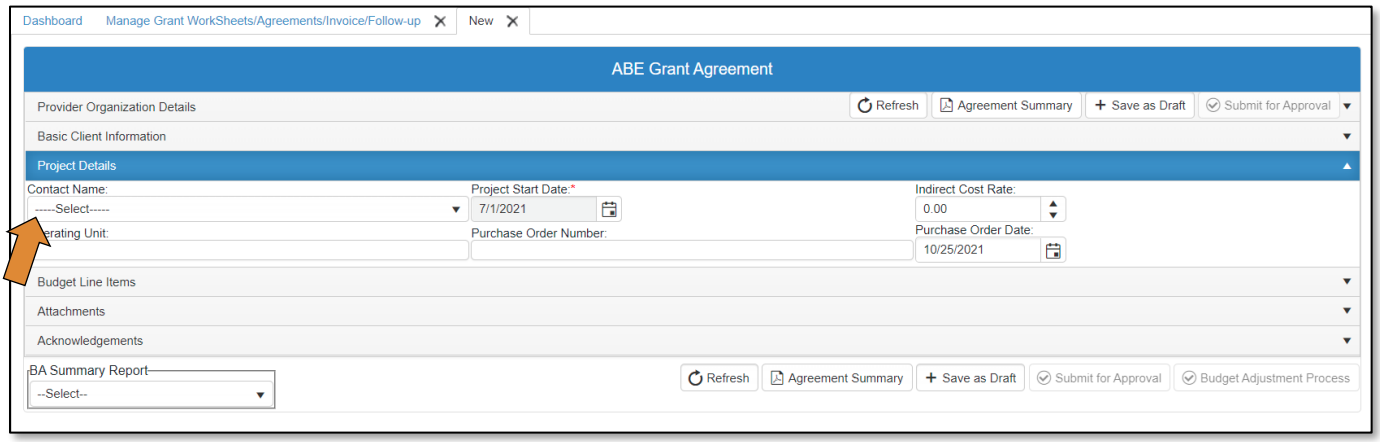


- After hitting the **Search** button, select the new agreement by clicking on the word **New** in the agreement column.



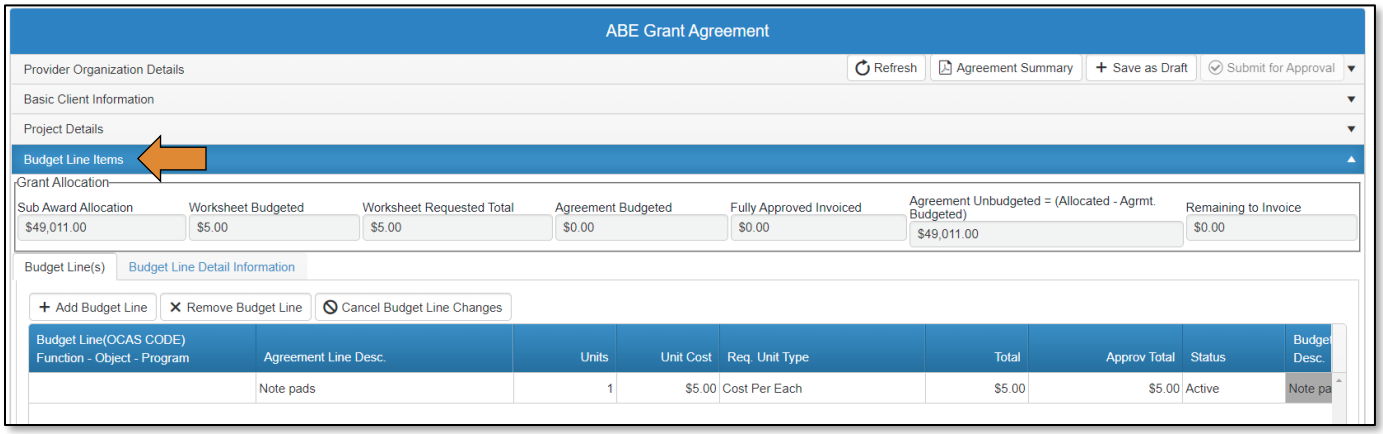
Project Details:

- Expand the **Project Details** section by hitting the down arrow at the end of the row.
- Enter your negotiated Indirect Cost Rate (or F&A) from your cognizant agency.



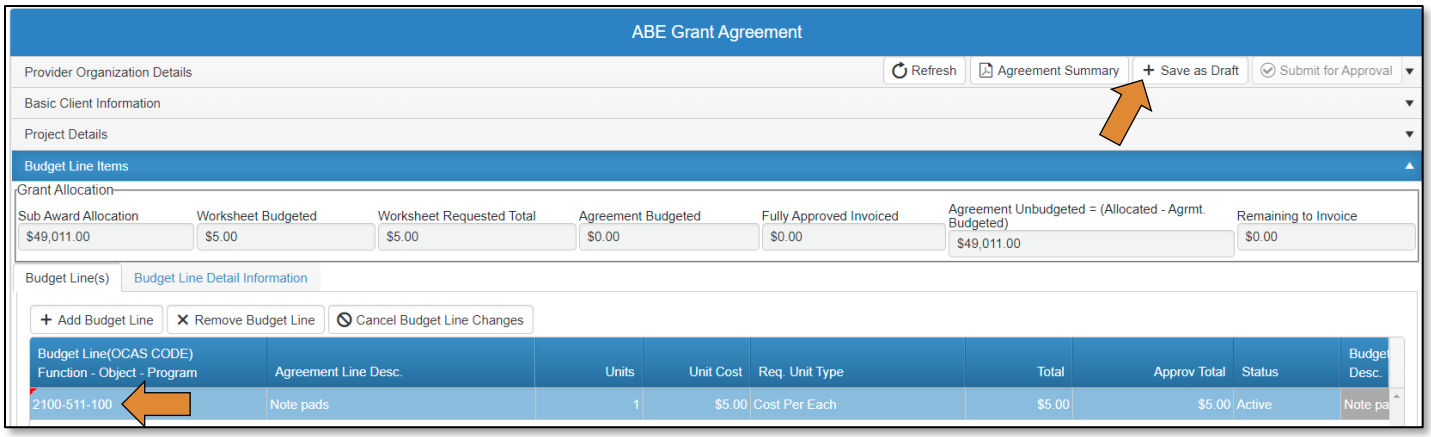
AEFL Grant Agreement:

- Expand the **Budget Line Items** section by clicking on the down arrow at the end of the row.



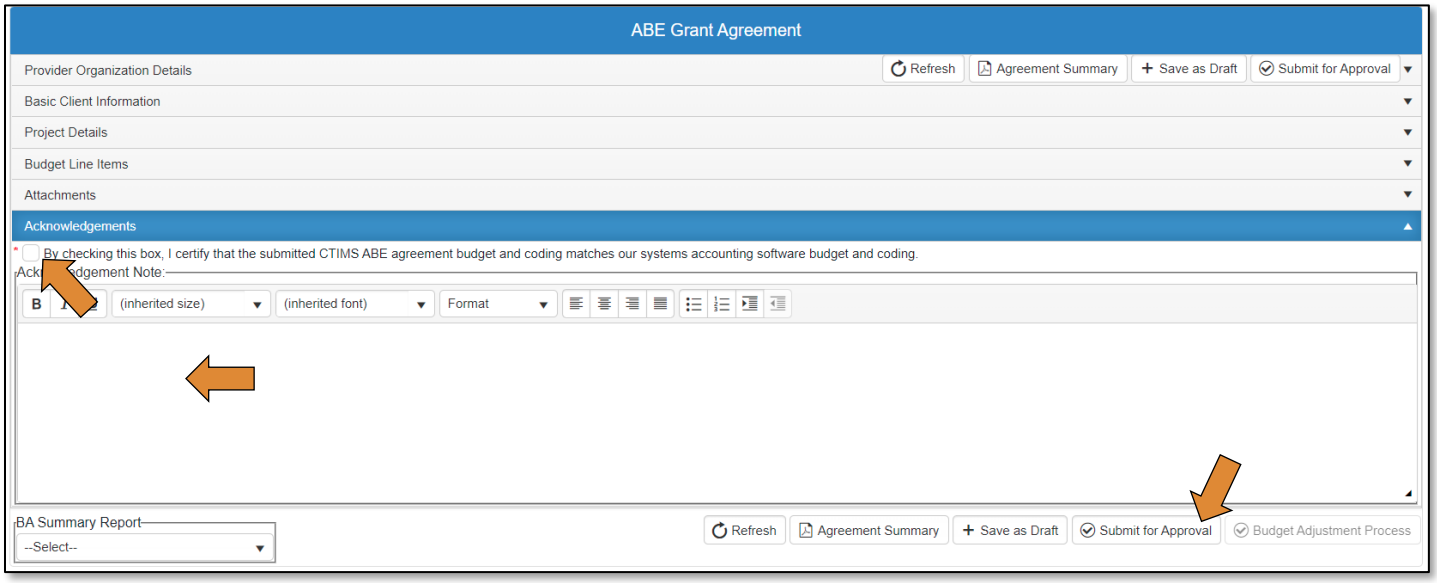
AEFL Grant Agreement - OCAS Codes:

- Go to the **Budget Line Items**.
- Click inside the blank box under the **Budget Line (OCAS CODE)** column.
- Enter the OCAS coding for each of the line items in the following order: Object-Program-Function Code (e.g. 100-511-1000). As you begin typing the OCAS code, a drop down of OCAS codes will come up that you can select from.
- After entering all OCAS codes, **Save as Draft**.
- Save as Draft before checking acknowledgements.



AEFL Grant Agreement –Acknowledgements:

- Scroll down the page to the **Acknowledgement** tab.
- Click the certify box and put in an acknowledgment note. This is a required field.
- **Submit for Approval**.
    - The agreement will now go back to the ABE State Initiative Supervisor for approval.



Stage 2 - AEFL State Initiative Supervisor

The review and approval or rejection process continues using the steps above for the **AEFL State Initiative Supervisor.** The **AEFL State Initiative Supervisor** will select the agreement number to review and approve. After the **Agreement** is approved by the **AEFL State Initiative Supervisor**, the **Local Finance Coordinator** can begin submitting invoices.

Invoice

Invoice Approval Process

The following roles represent the stages required in CTIMS for the submission of an Agreement.

Stage 1 – AEFL Local Finance Coordinator

Stage 2 – AEFL State Initiative Supervisor

Stage 3 – ODCTE Finance Reviewer

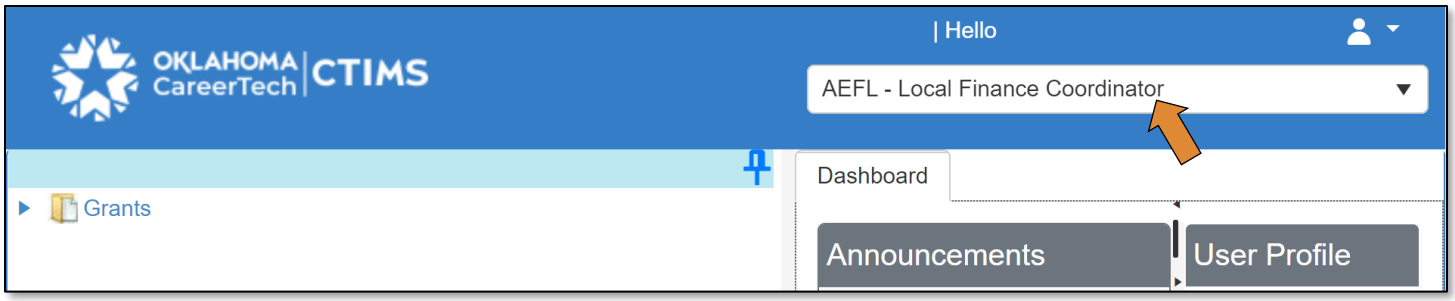
Stage 2-3: State Initiative Supervisor – ODCTE Finance Reviewer

NOTE: Recipients are held to the 5% administrative cost rate or the negotiated rate of actual expenditures, not budgeted. Each invoice/claim must be submitted at the site's negotiated administrative cost rete. The site may elect to apply indirect costs/administrative costs to their grant until the final claims. If sites elect to invoice above their approved administrative rate, they must complete an estimated year-end projection. The projection must be approved **before** invoices are approved. A projection template is available on the AEFL Forms website.

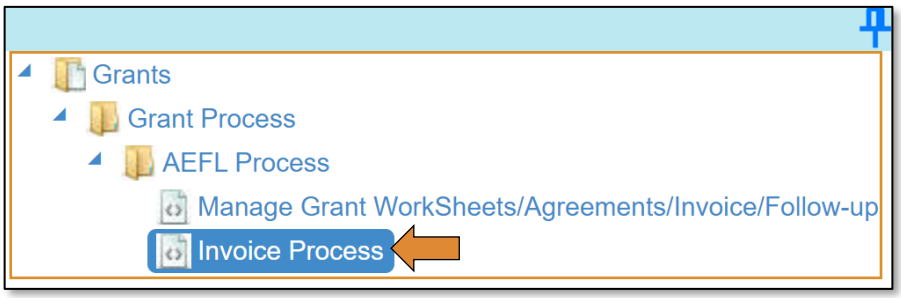
Stage 1: Local Finance Coordinator

If you have more than one role in CTIMS make sure you have the correct role selected. Verify that you are signed in with the role of **AEFL-Local Finance Coordinator** in the top right-hand corner. Use the drop-down arrow to select your role, if necessary.

If you do not see **AEFL-Local Finance Coordinator**, contact CTIMSSupport@careertech.ok.gov



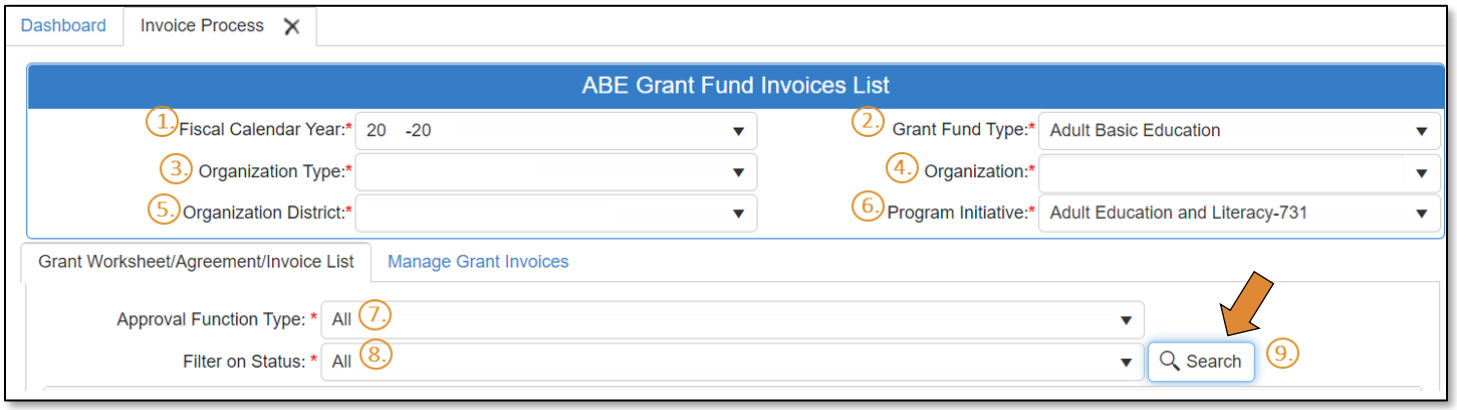
- Click the arrows next to **Grants, Grant Process** & **AEFL Process**.
- Click on the **Invoice Process** link.



Complete the requested information on this screen. **The tagged numbers on the screen shot correspond to the instruction steps below.**

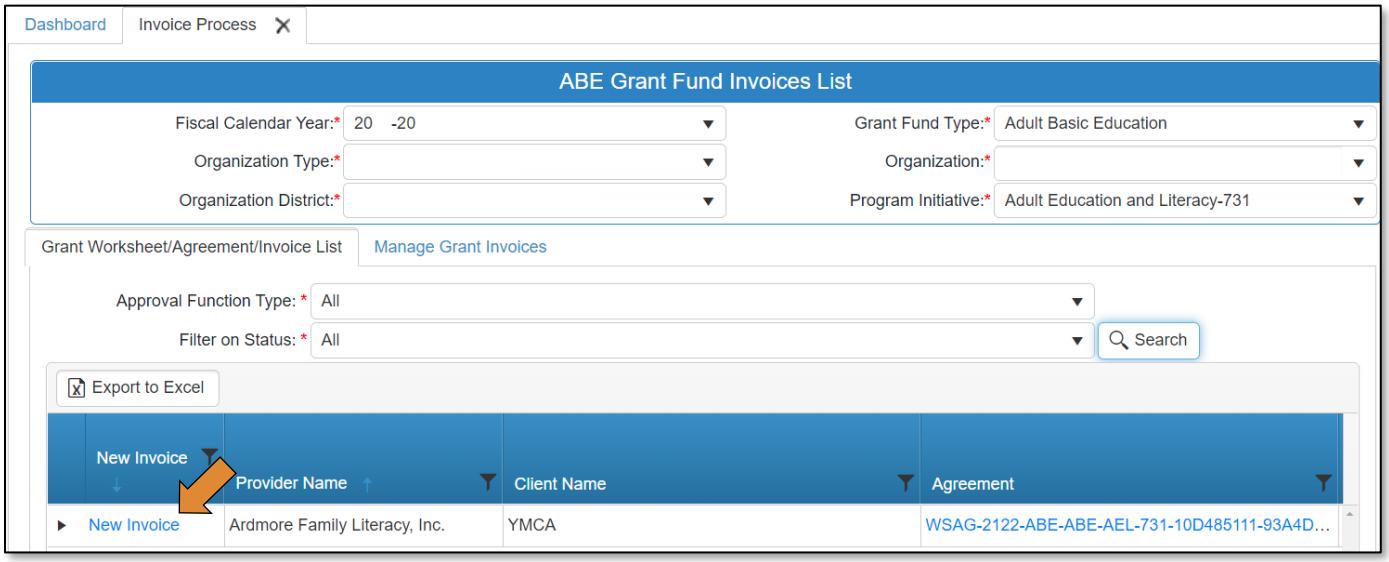
NOTE: The red asterisks* represents a required field.

1. Verify **Fiscal Calendar Year*** to make sure correct year is showing.
2. Verify **Grant Fund Type*** is set to Adult Basic Education.
3. Select your correct **Organization Type*** from the drop-down menu.
4. Select your **Organization*** by typing in the first three characters of the name.
5. Verify the **Organization District***.
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.



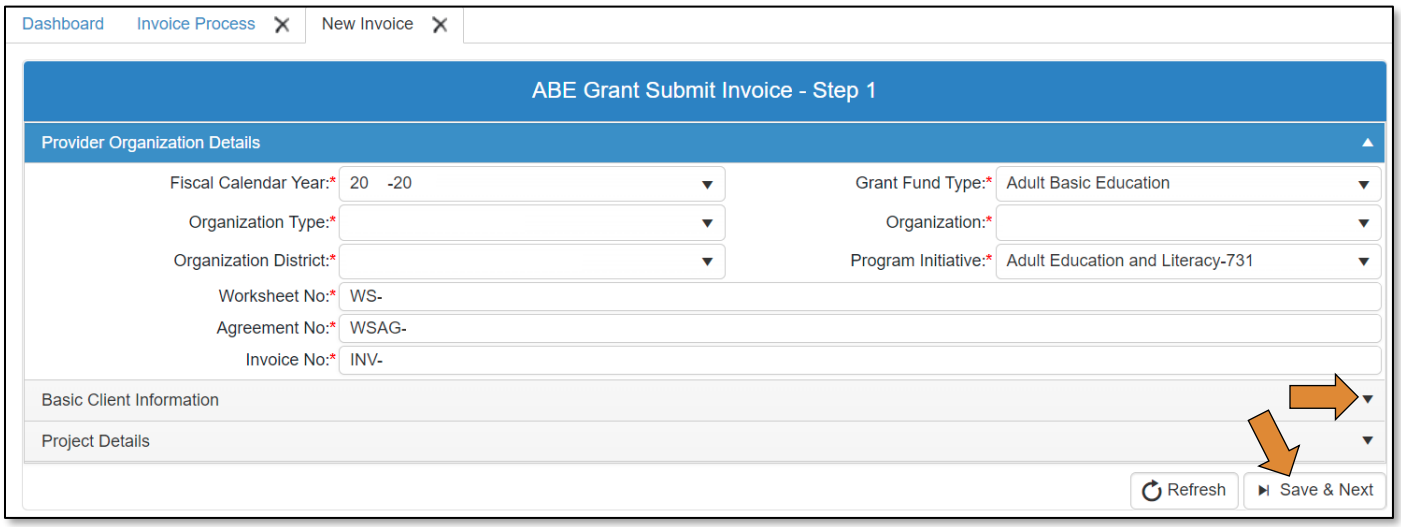
AEFL Grant Fund Invoices List:

- Click **New Invoice** to start the invoice process (not the arrow).



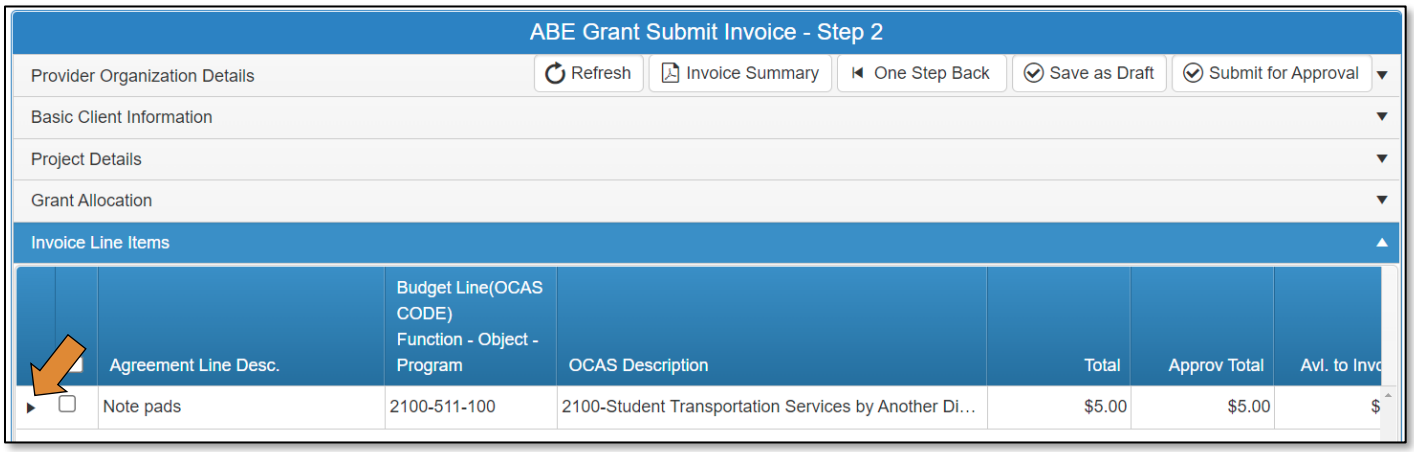
AEFL Grant Submit Invoice:

- Expand each section by clicking the +(plus) sign to verify that the information is correct.
- Select **Save & Next**.

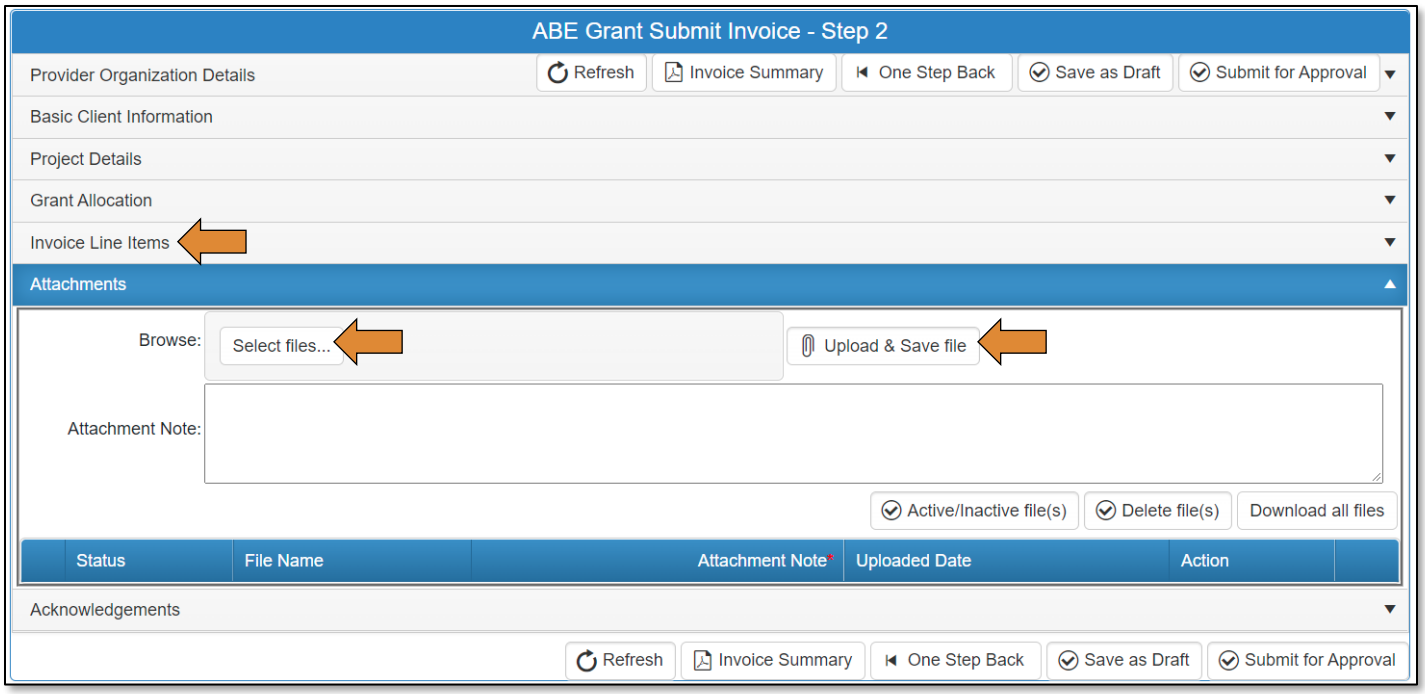


AEFL Grant Submit Invoice:

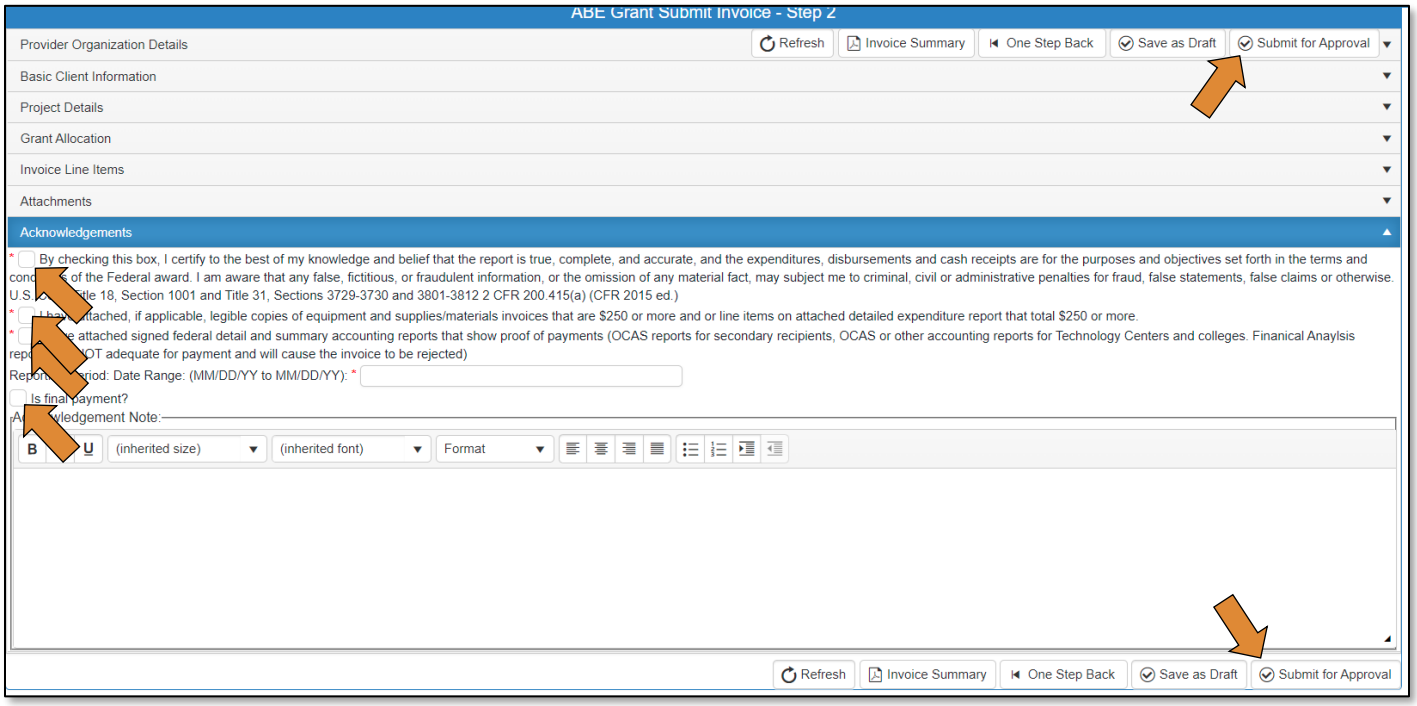
- Under the Invoice Line Items tab, select the budget line item you want to invoice by clicking on the black arrow. *You can invoice all or part of the budget line.*



- Attach the OCAS Expenditure Summary and Detailed Reports that match the amount of reimbursement you are requesting.
- Attach receipts and invoices.
    - **Expenditure Summaries, Budget Analysis and Expenditure Analysis will no longer be accepted.**
    - **Detailed and Summary Expenditure Quarterly Reports are required.**
        - To attach a document, expand the **Attachments** tab,
        - Click **Select files** to find your file on your computer.
        - Click **Upload & Save File**.



- Scroll down and expand the **Acknowledgement** tab.
- Check in the boxes to certify that the information is correct.
- If this is the final payment, check the **Is final payment?** box.
- Put in an acknowledgement note. *This field is required*.
- Click the **Submit for Approval** button.



Change Request

After a worksheet/application is submitted for approval, you must go through the **Change Request Process** to make any changes.

IMPORTANT: Once a change request is initiated by a user, it must be completed by the same user. Change Requests are author based, not role based.

Change Request Approval Process

Stage 1 - AEFL Local Initiative Coordinator – Creates, completes, saves and submits new worksheet.

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

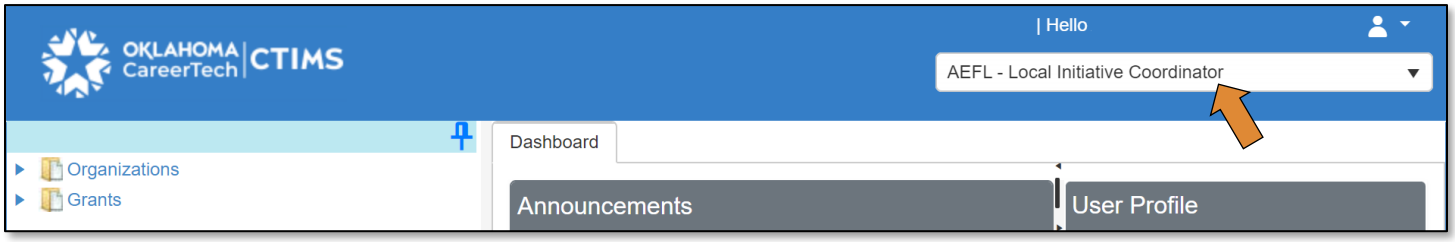
Stage 3 - AEFL Superintendent/President – 2nd Approval. Reviews and approves or rejects worksheet. If approved, goes to State approval stage. If rejected, goes back to stage 1.

Stage 4 – AEFL State Initiative Supervisor –. Final Approval. After the worksheet is approved through Stage 4, the Agreement Process begins with the AEFL Local Finance Coordinator

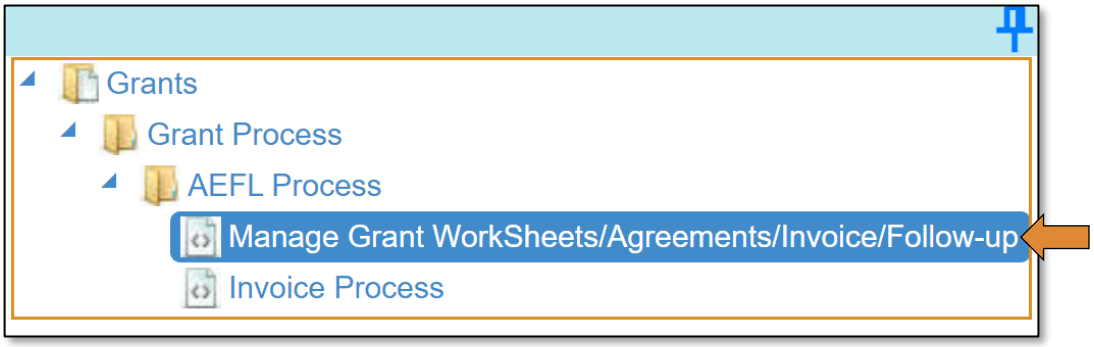
Stage 1: Local Initiative Coordinator

If you have more than one role in CTIMS make sure you have the correct role selected. Verify that you are signed in with the role of **AEFL-Local Initiative Coordinator** in the top right-hand corner. Use the drop-down arrow to select your role, if necessary.

If you do not see **AEFL-Local Initiative Coordinator**, contact CTIMSSupport@careertech.ok.gov



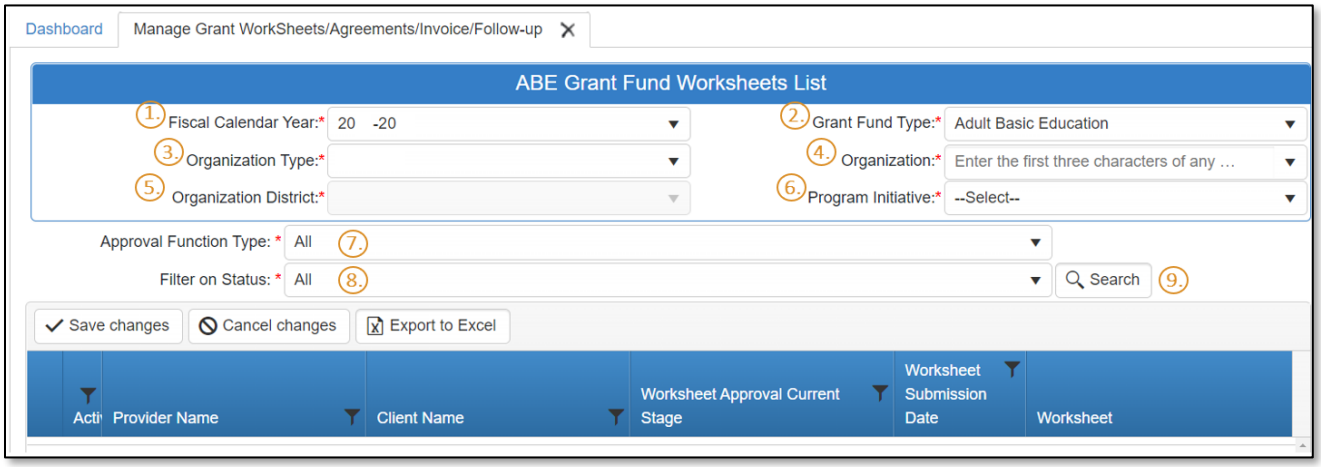
- Click the arrows next to **Grants, Grant Process** & **ABE Process**.
- Click on the **Invoice Process** link.



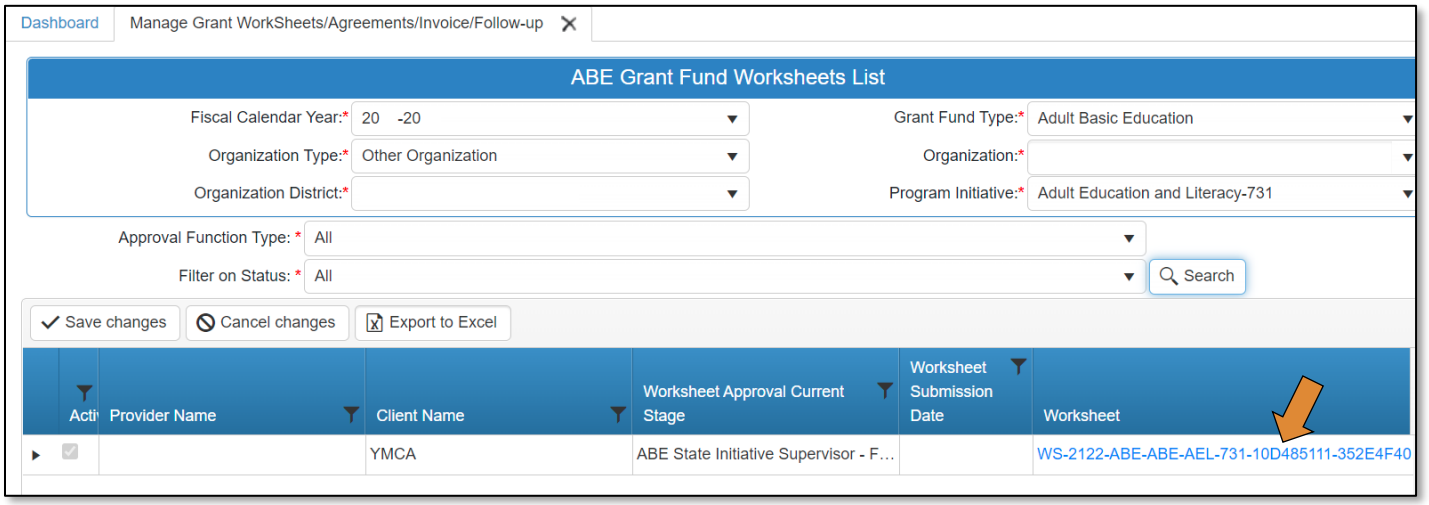
Complete the requested information on this screen. **The tagged numbers on the screen shot correspond to the instruction steps below.**

NOTE: The red asterisks* represents a required field.

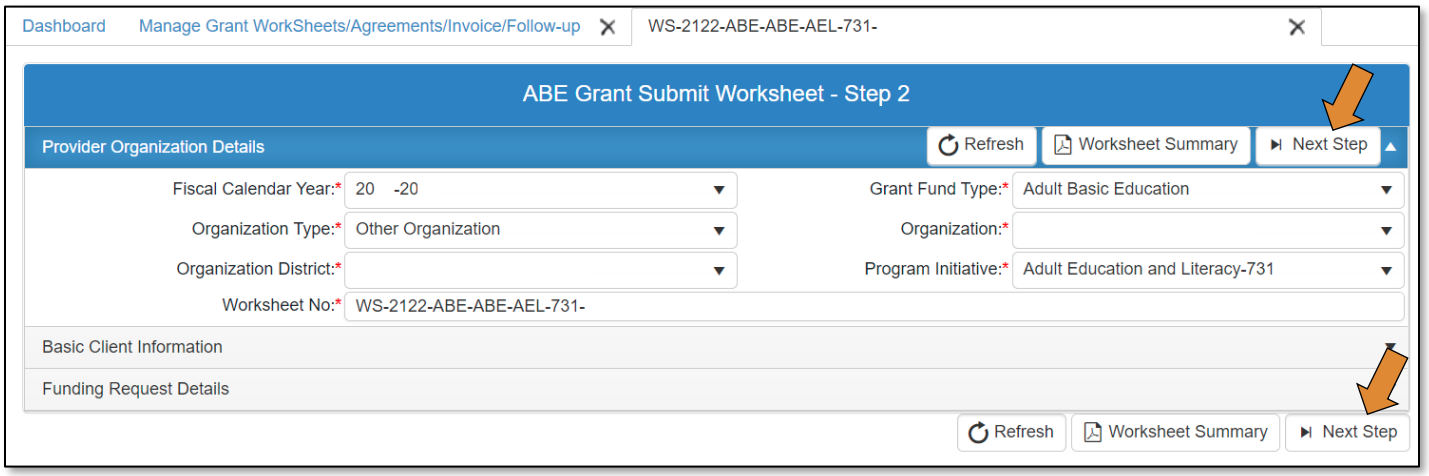
1. Verify **Fiscal Calendar Year*** to make sure correct year is showing.
2. Verify **Grant Fund Type*** is set to Adult Basic Education.
3. Select your correct **Organization Type*** from the drop-down menu.
4. Select your **Organization*** by typing in the first three characters of the name.
5. Verify the **Organization District***.
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.



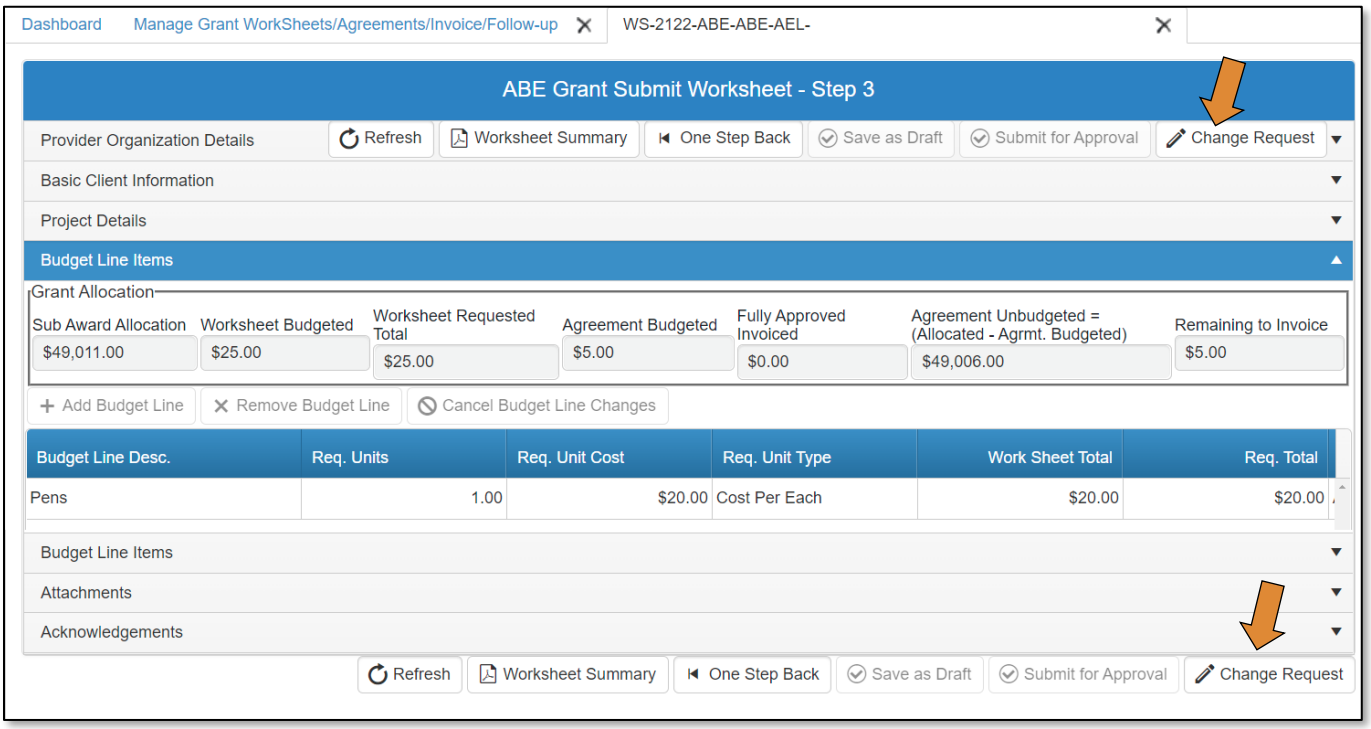
- After clicking the **Search** button, the worksheet/applications that are in the approval process will be listed. Select the worksheet number to open it.



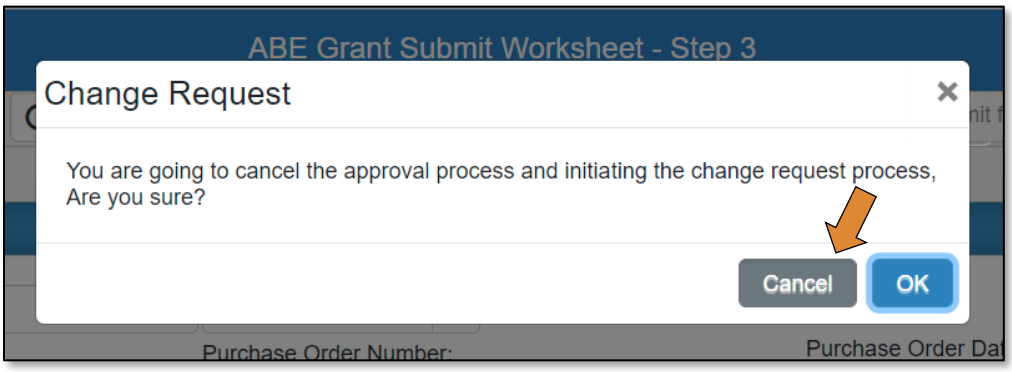
- Click **Next Step**.



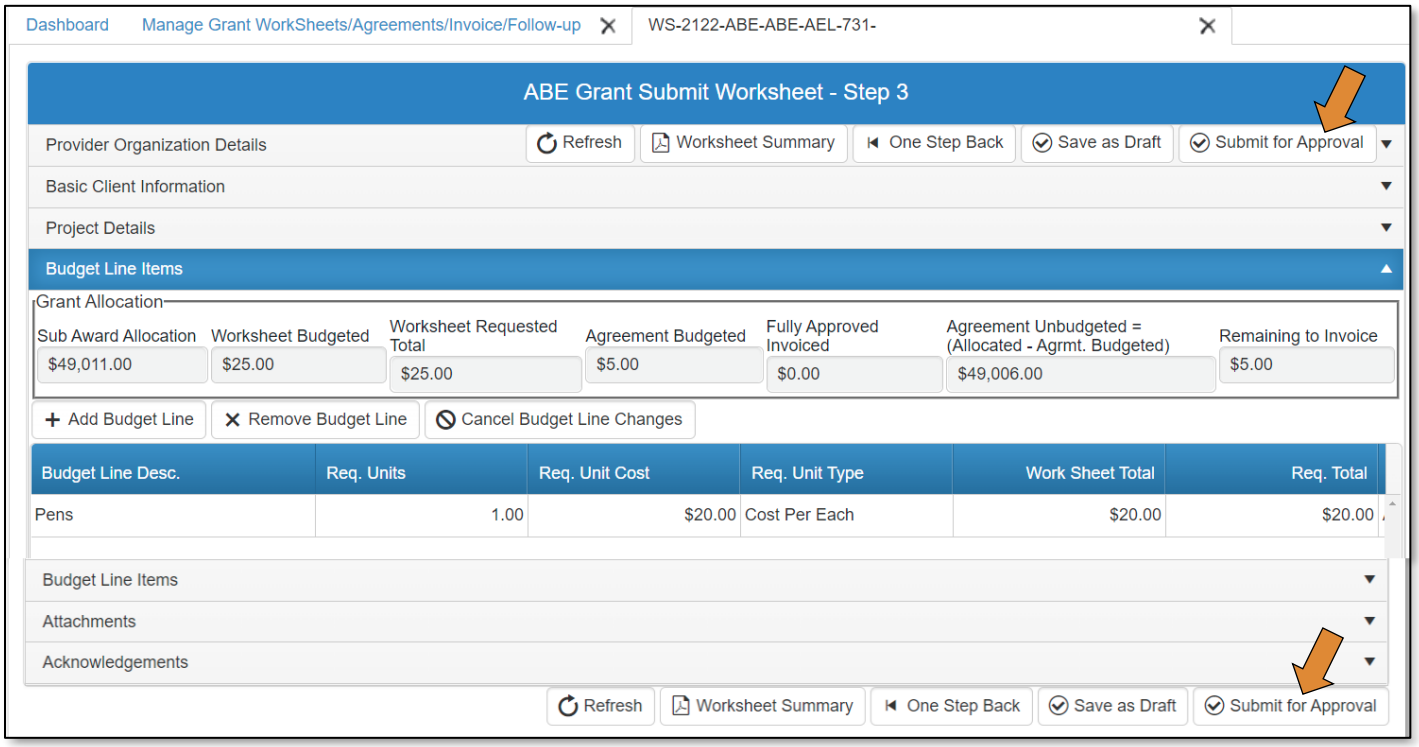
- To make changes to your Worksheet/Application or Budget, select **Change Request**.



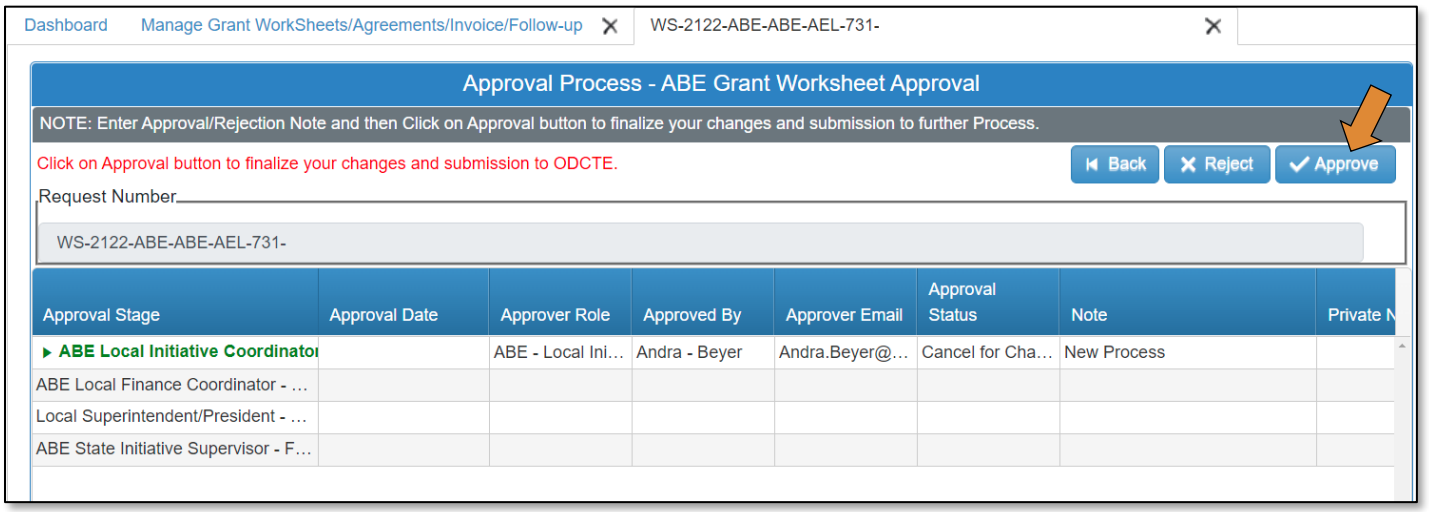
- The Change Request process cancels the worksheet/application approval process. Click **OK** to continue.



- You can now make changes to the worksheets or budget items. After making the changes, select **Submit for Approval**.



- Select **Approve** to send changes to next approval level.



After the worksheet is approved and an agreement is started, you **cannot make changes to the worksheet, only the agreement.

IMPORTANT: Once a change request is initiated by a user, it must be completed by the same user. Change Requests are author based, not role based.

Stage 2-4: AEFL Local Finance Coordinator- AEFL Superintendent/President- AEFL State Initiative Supervisor

Budget Adjustment

Change Request or Budget Adjustment?

Change Request – To edit/change a Worksheet, budget, or invoice **before** it has been approved by the AEFL staff, use the Change Request Process. This can be started by the AEFL Local Initiative Coordinator, followed by the approval of the Local Finance Coordinator and the Local Superintendent/CEO.

Budget Adjustment – To make budget changes on an Agreement **after** it has been approved by AEFL staff, use the Budget Adjustment Process. This can only be performed by the AEFL Local Finance Coordinator.

Budget Adjustment Approval Process

Stage 1 - AEFL Local Finance Coordinator

↓

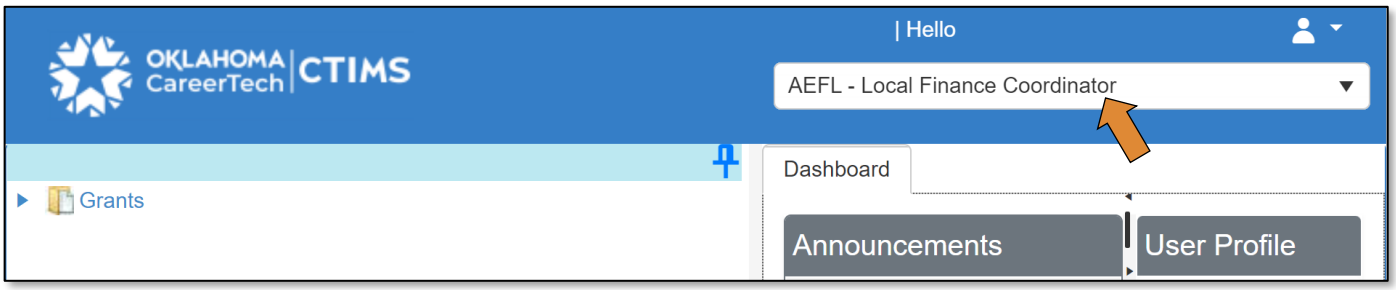
Stage 2 - AEFL State Initiative Supervisor

Stage 1: AEFL Local Finance Coordinator

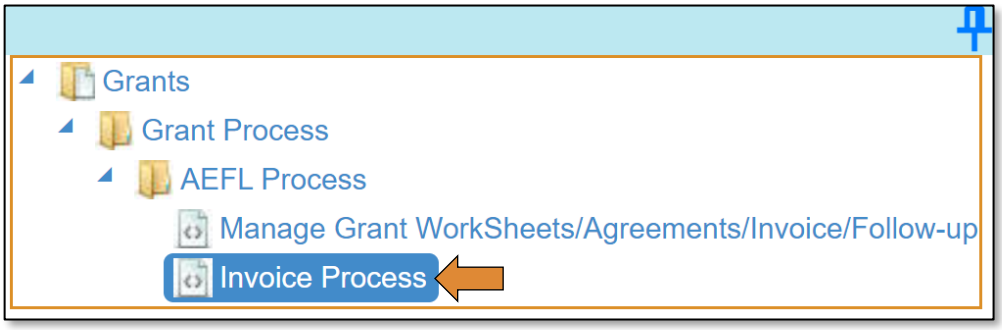
After the worksheet/application and the agreement are approved, you must go through the **Budget Adjustment Process** to make any changes.

If you have more than one role in CTIMS make sure you have the correct role selected. Verify that you are signed in with the role of **AEFL-Local Finance Coordinator** in the top right-hand corner. Use the drop-down arrow to select your role, if necessary.

If you do not see **AEFL-Local Finance Coordinator**, contact CTIMSSupport@careertech.ok.gov



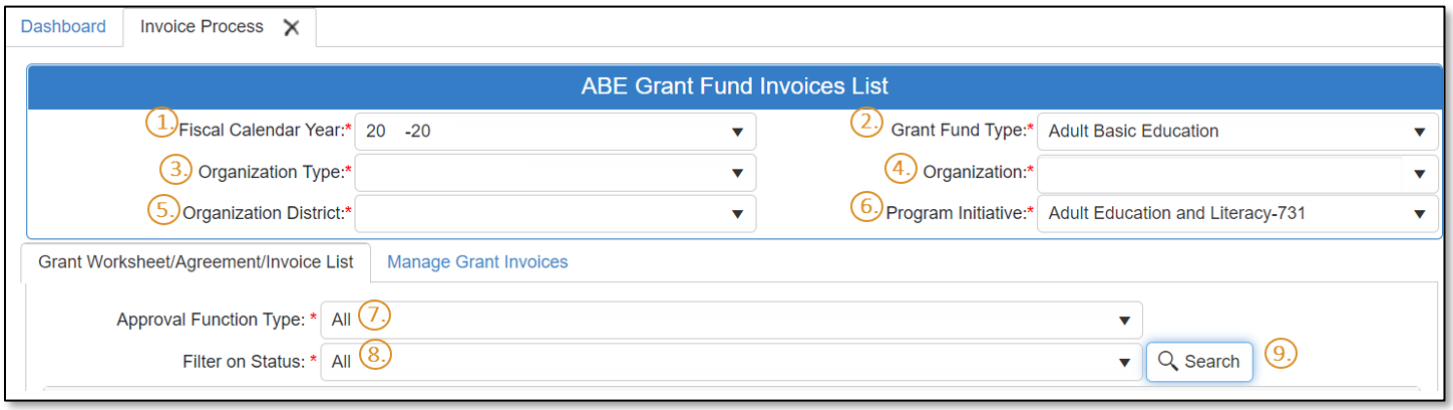
- Click the arrows next to **Grants, Grant Process** & **AEFL Process**.
- Click on the **Invoice Process** link.



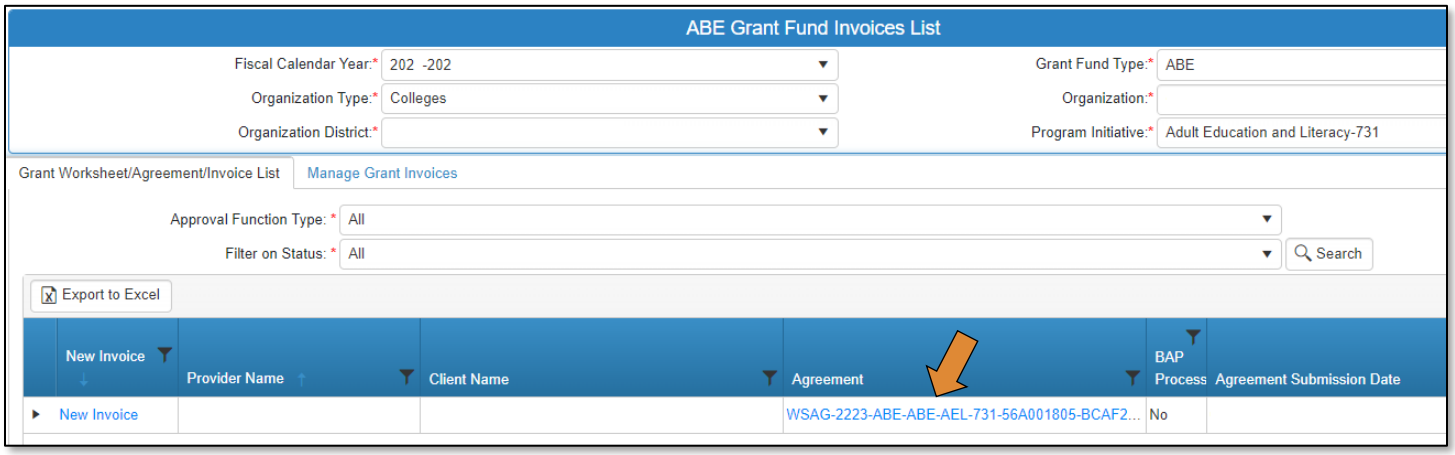
Complete the requested information on this screen. **The tagged numbers on the screen shot correspond to the instruction steps below.** Many of these fields will automatically display based on your organization login credentials.

NOTE: The red asterisks* represents a required field.

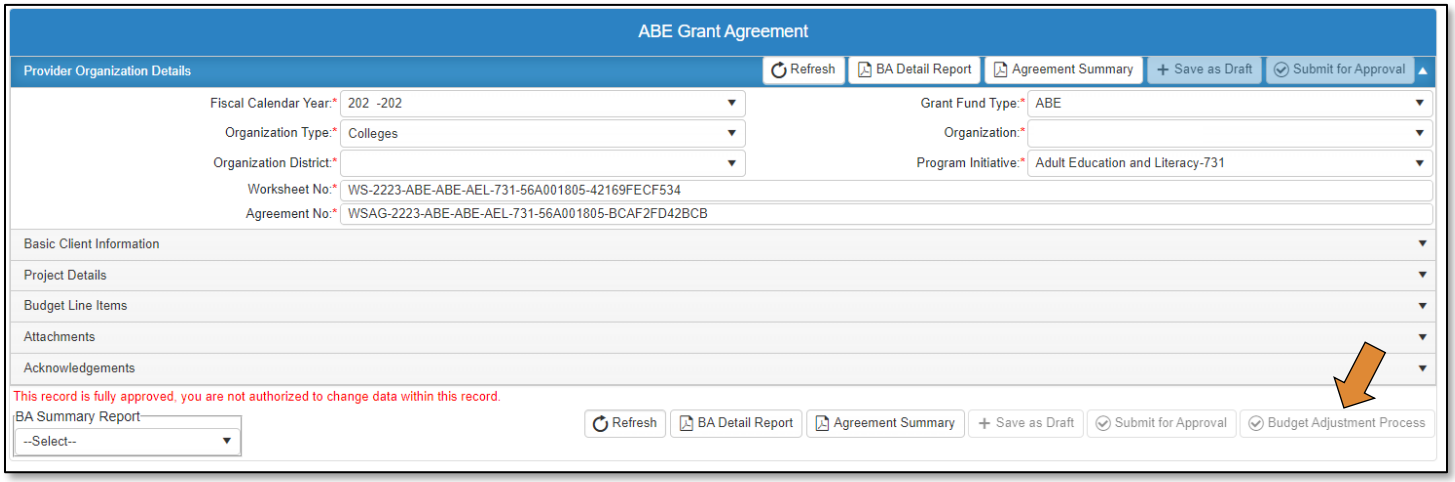
1. Verify **Fiscal Calendar Year*** to make sure correct year is showing.
2. Verify **Grant Fund Type*** is set to Adult Basic Education.
3. Select your correct **Organization Type*** from the drop-down menu.
4. Select your **Organization*** by typing in the first three characters of the name.
5. Verify the **Organization District***.
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.



- In the Budget Adjustment Process, you will change the agreement, not the worksheet. Select the link under the Agreement column.

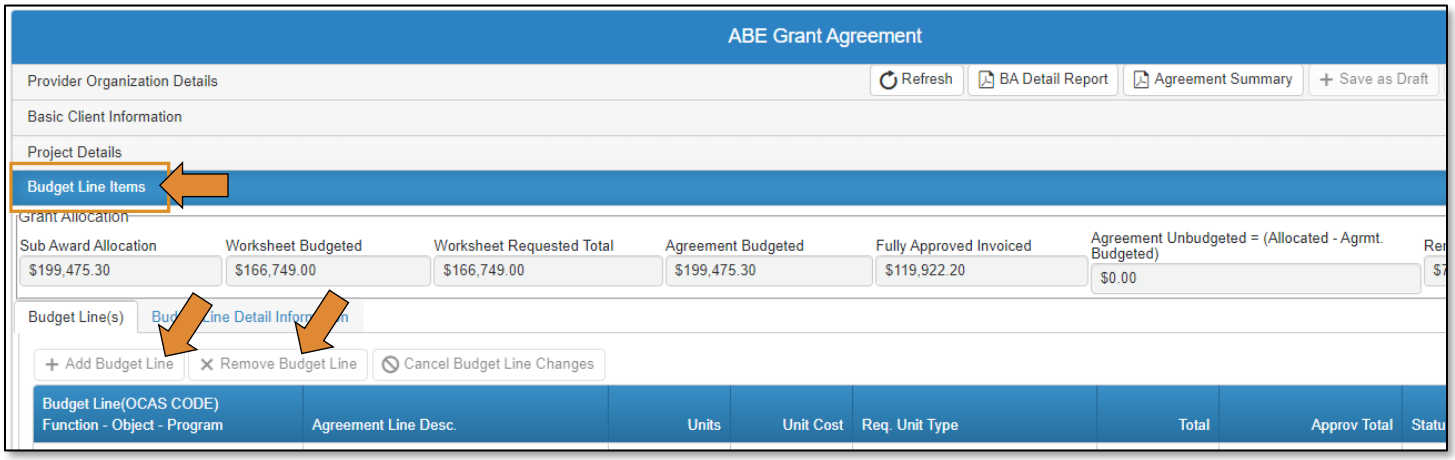


- Select **Budget Adjustment Process**. There is an image saying "This record is fully approved. You are not authorized to change data within this record." You cannot change the agreement without going through the Budget Adjustment Process.

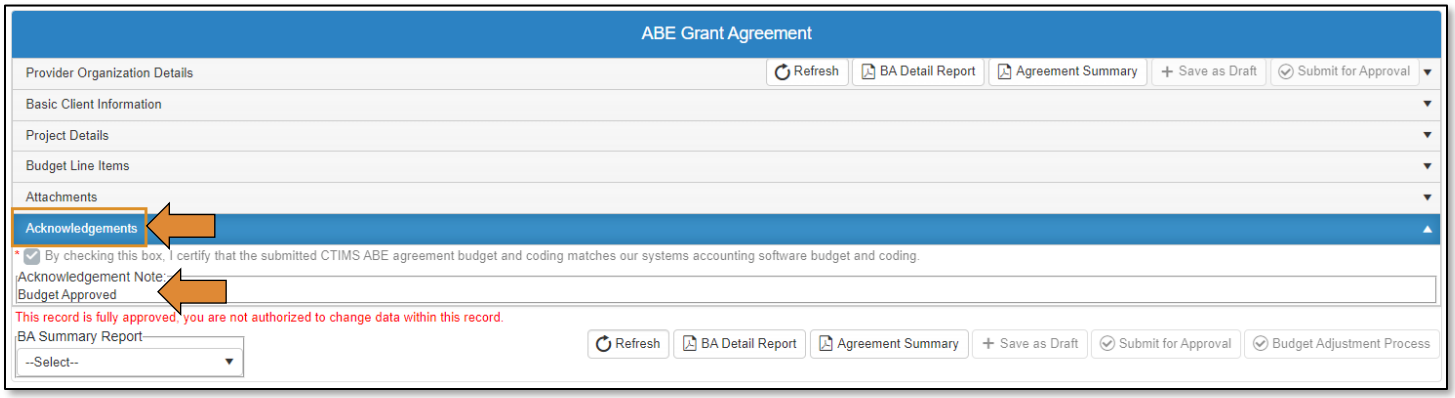


- If you want to make a budget adjustment, select **OK**. This will pull the agreement out of approved status, and you can adjust the budget, then go through the agreement approval process again.

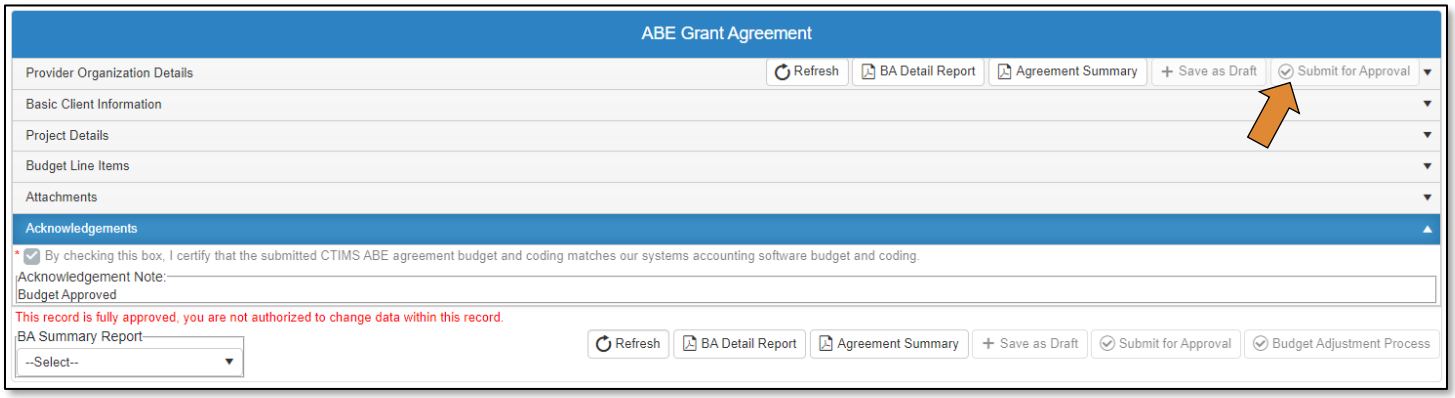
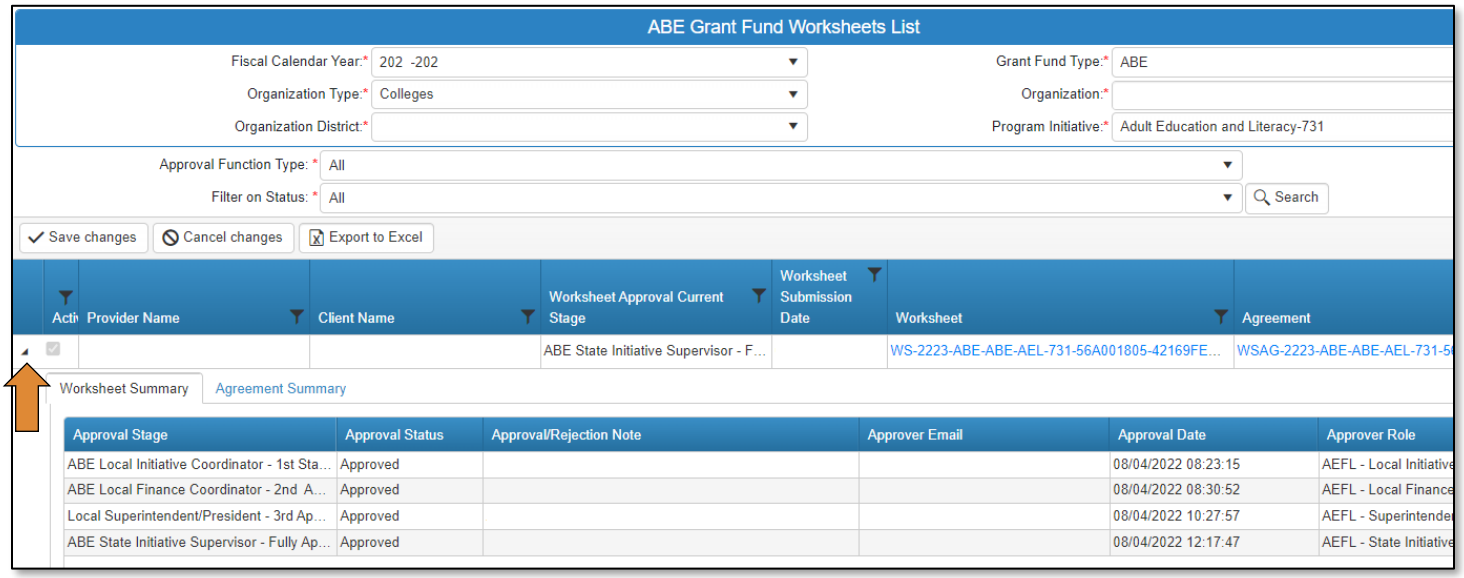
- Click on the Budget Line Items row.
- Click on **Add Budget Line** or **Remove Budget Line** to adjust the budget.



- Before submitting your budget changes, you must go into the **Acknowledgements** tab and put in a **Budget Adjustment Justification Note**.



- Select **Submit for Approval** to send the Budget Adjustment through the approval process.



You can check the status of the adjusted budget by going into the **Manage Grant Worksheets/Agreements/Invoice/Follow-Up**. Use the scroll button to scroll to the right, then look at the status under Agreement Approval Status.