

Invoice Process

Roles for the FLA Invoice Process:

FLA Local Finance Coordinator



ODCTE Finance Document Coordinator



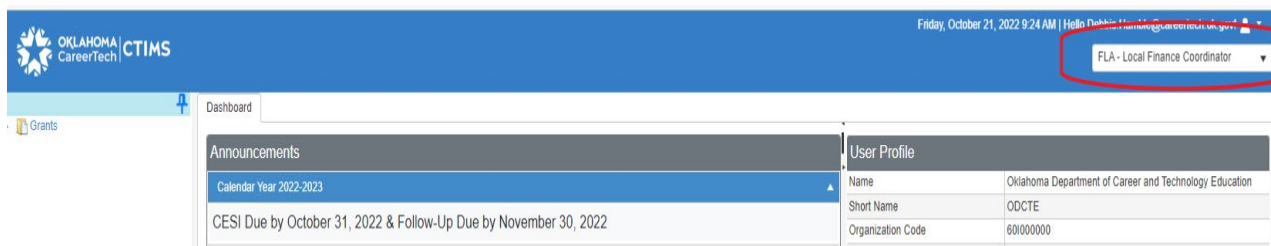
ODCTE Finance Reviewer

Submitting an Invoice for Reimbursement: FLA Local Finance Coordinator

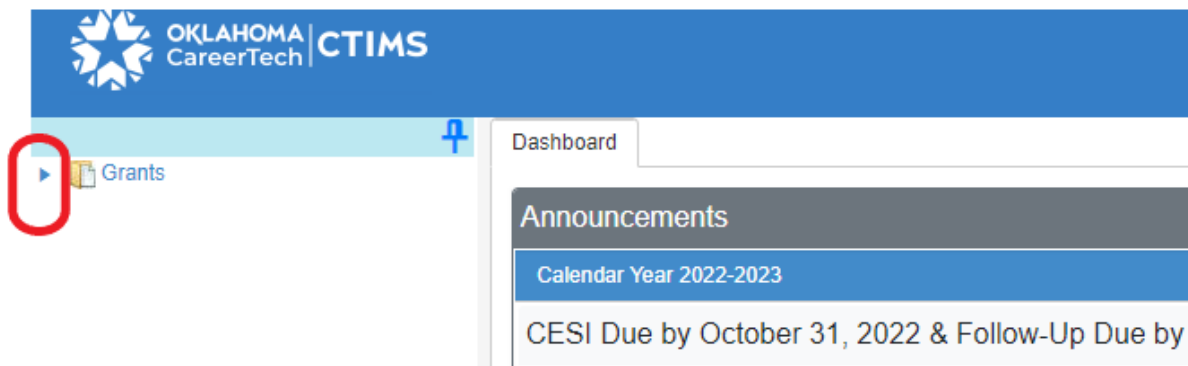
This section will take you through the steps to submit an **Invoice/Claim for Reimbursement**.

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

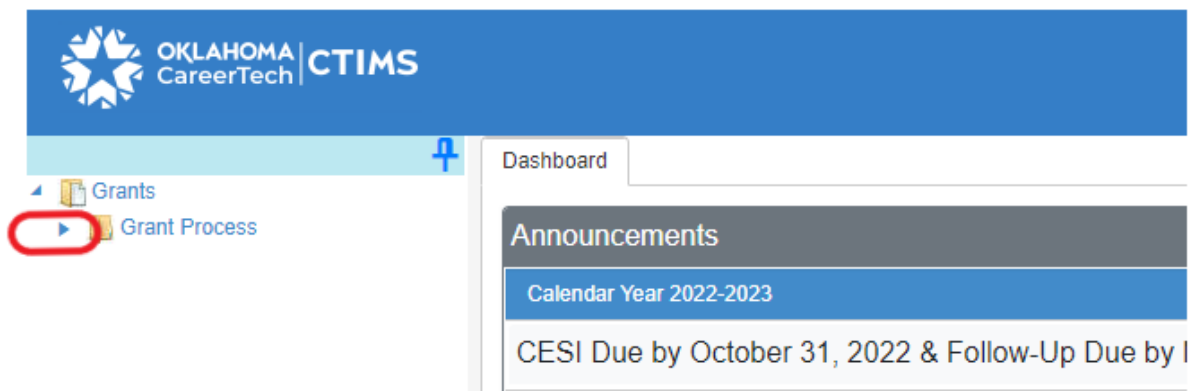
Step 2: Verify that you are signed in with the role of a **FLA-Local Finance Coordinator** in the top right corner. If not, use the dropdown arrow to select the correct role.



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



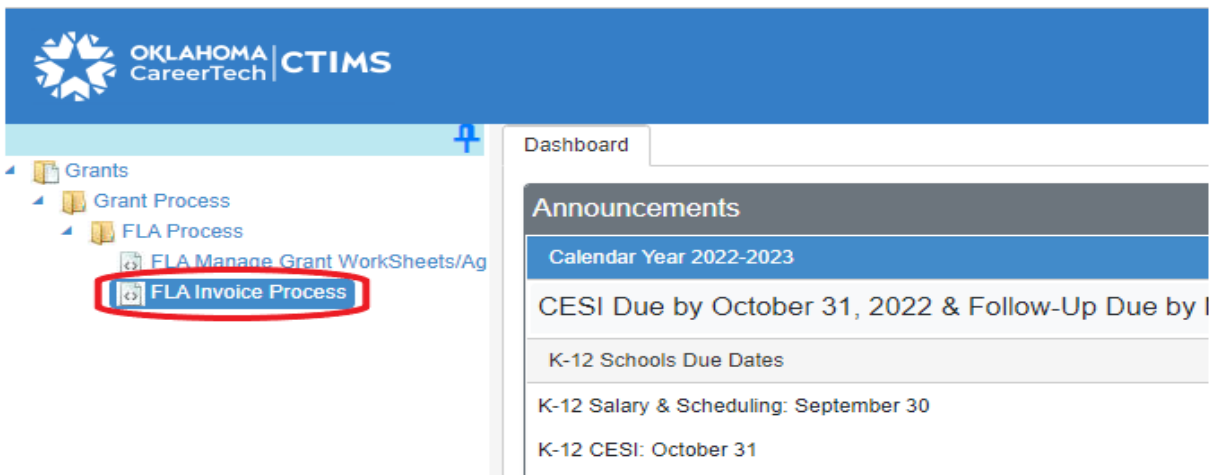
Step 4: Click the  (small blue triangle) sign next to **Grant Process**.



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



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



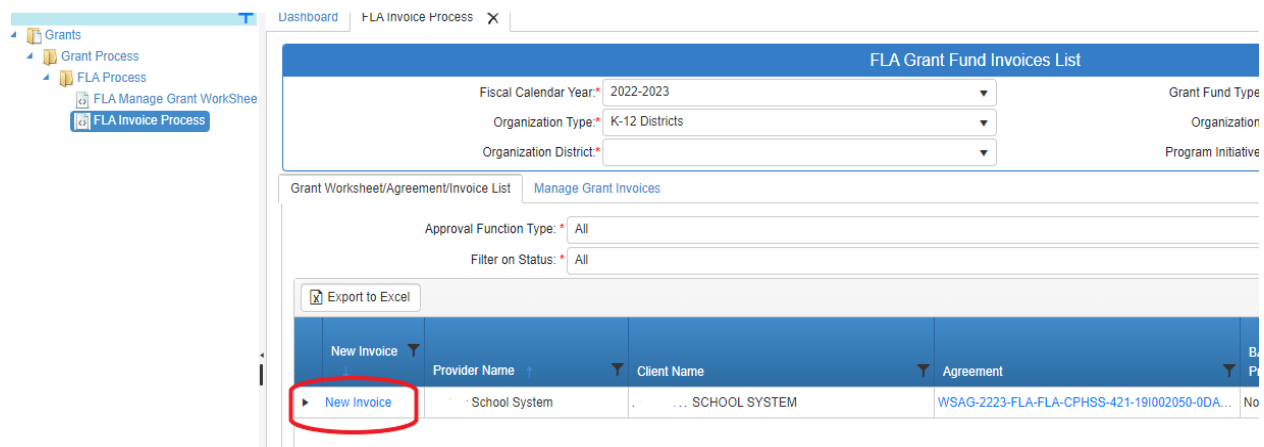
Step 7: Complete the requested information on this screen. **The tagged numbers on the screen shot correspond to the instruction steps below.** Many of these fields will automatically display based on your organization login credentials.

Note: The asterisks* represents a required field.

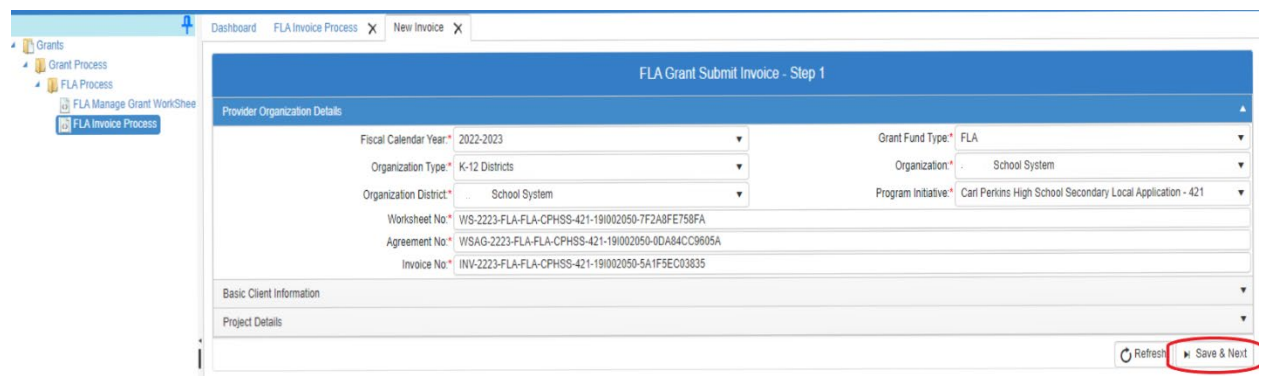
1. Verify **Fiscal Calendar Year** to make sure correct year is showing*.
2. Verify **Grant Fund Type** is set to FLA*.
3. Select your correct **Organization Type** from the dropdown menu (College District, Comprehensive School Districts or Tech Centers Districts).
4. Select your **Organization** by 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**.

Agreement Line Desc.	Budget Line/OCAS CODE Function - Object - Program	OCAS Description	Units	Unit Cost	Req. Unit Type	Total	Approv Total	Aut. to
<input type="checkbox"/> School BITE (6) C...	1000-800-332	1000-Supplies-800-Supplies-332-Instruction	1.00	\$5,438.75	Cost Per Each	\$5,438.75	\$5,438.75	
<input type="checkbox"/> Public School Ag (17) 21...	1000-800-332	1000-Supplies-800-Supplies-332-Instruction	1.00	\$4,280.80	Cost Per Each	\$4,280.80	\$4,280.80	
<input checked="" type="checkbox"/> Public Schools BITE (2)...	1000-800-332	1000-Supplies-800-Supplies-332-Instruction	1.00	\$361.30	Cost Per Each	\$361.30	\$361.30	
<input checked="" type="checkbox"/> Public Schools Ag HP 1...	1000-800-332	1000-Supplies-800-Supplies-332-Instruction	1.00	\$3,400.00	Cost Per Each	\$3,400.00	\$3,400.00	
<input checked="" type="checkbox"/> Public Schools Ag Lapt...	1000-800-332	1000-Supplies-800-Supplies-332-Instruction	1.00	\$940.00	Cost Per Each	\$940.00	\$940.00	
<input type="checkbox"/> Public Schools Ag Cann...	1000-800-332	1000-Supplies-800-Supplies-332-Instruction	1.00	\$794.90	Cost Per Each	\$794.90	\$794.90	

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.

The screenshot displays the 'FLA Invoice Process' interface. It features a sidebar on the left with a 'FLA Invoice Process' button. The main content area is titled 'Provider Organization Details' and includes sections for 'Basic Client Information', 'Project Details', 'Grant Allocation', and 'Invoice Line Items'. The 'Invoice Line Items' section contains a table with the following data:

Agreement Line Desc.	Budget Line(OCAS CODE) Function - Object - Program	OCAS Description	Units	Unit Cost	Req. Unit Type	Total	Approv Total	Aut. to Y
Public Schools BTE (2)...	1000-600-332	1000-Supplies-600-Supplies-332-Instruction	1.00	\$361.30	Cost Per Each	\$361.30	\$361.30	
Public Schools Ag HP 1...	1000-600-332	1000-Supplies-600-Supplies-332-Instruction	1.00	\$3,400.00	Cost Per Each	\$3,400.00	\$3,400.00	

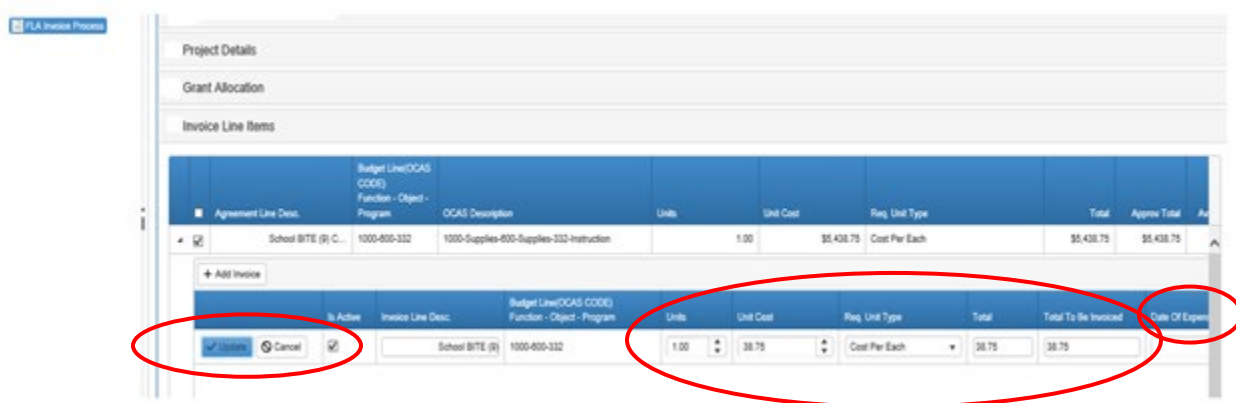
Below the table is an '+ Add Invoice' button. A second table below that shows a detailed view of a line item:

Is Active	Invoice Line Desc.	Budget Line(OCAS CODE) Function - Object - Program	Units	Unit Cost	Req. Unit Type	Total	Total To
Active	Public Schools Ag H...	1000-600-332	1.00	\$3,400.00	Cost Per Each	\$3,400.00	

Red circles in the image highlight the dropdown arrow on the first line item and the 'Edit' button in the second table.

Step 11: You can now edit/change 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.

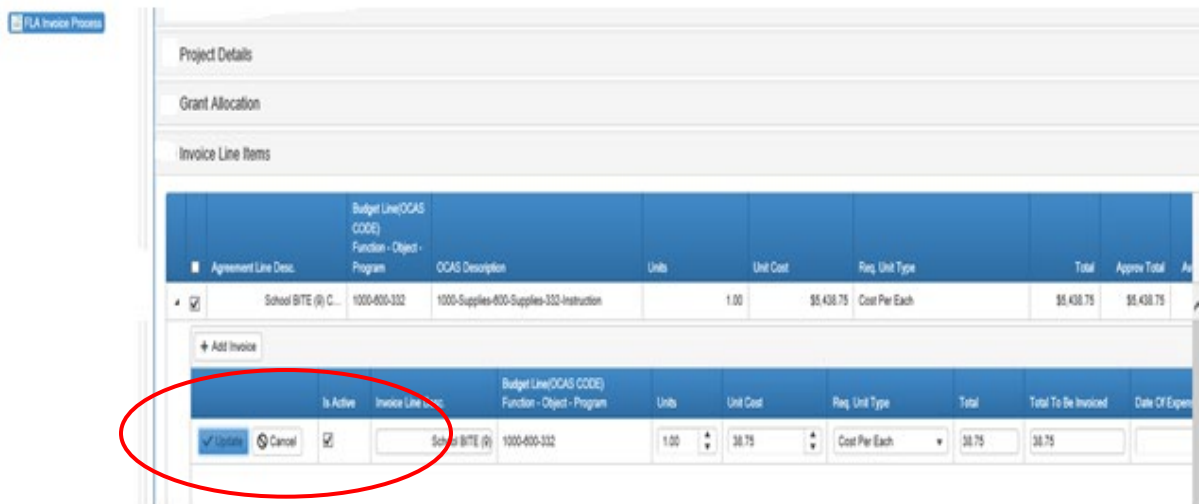
If you want to enter the **Date of Expense** on this line item, you may need to use the scroll bar at the bottom of the page in order to move your cursor that far to the right. After you are finished editing the amount of the budget line to match what you are invoicing, select the **Update** button on 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.

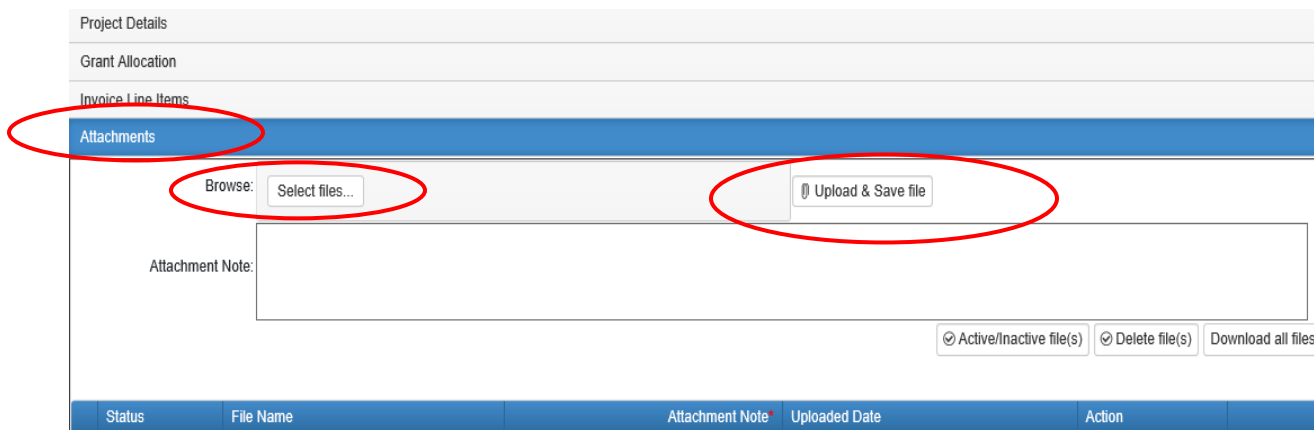
Select the **Invoice Summary** button (on either the top or the bottom of the page) to pull up a copy of your invoice. Verify that all your items are listed and the amounts and OCAS Codes are correct and match those on your expenditure reports. **If these items do not match, your reimbursement claim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

Dashboard FLA Invoice Process INV-1920-FLA-FLA-CPHSS-421-361045050-682EC6B8BA2 - New

FLA Grant Submit Invoice - Step 2

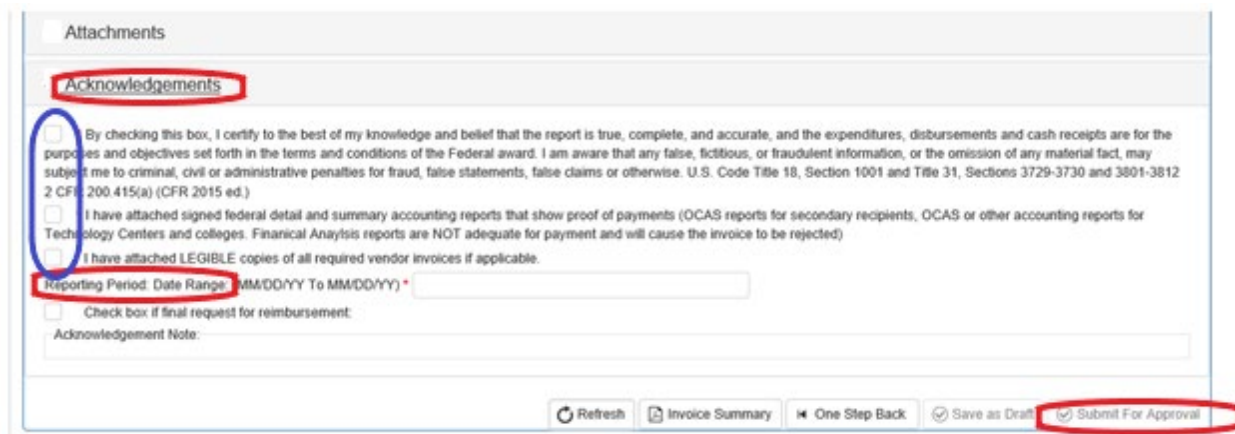
	Req. Unit Type	Total	Approv Total	Avl. to Invoice	Current Line Invoiced	Total Invoiced	Worksheet Budget Line Desc.
\$124.78	Cost Per Each	\$124.78	\$124.78	\$83.39	\$0.00	\$41.39	Administrator Benefits
3,568.41	Cost Per Each	\$13,568.41	\$13,568.41	\$9,045.60	\$0.00	\$4,522.81	Guidance Counselor Salary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



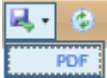
Step 15: Scroll down and select the **Acknowledgements** heading. Check the required *certify/disclaimer* boxes. Input the required **Reporting Period (Claim) Date Range**. **NOTE:** The Reporting Period date range must match exactly the date ranges in your Detail and Summary Expenditure Reports.

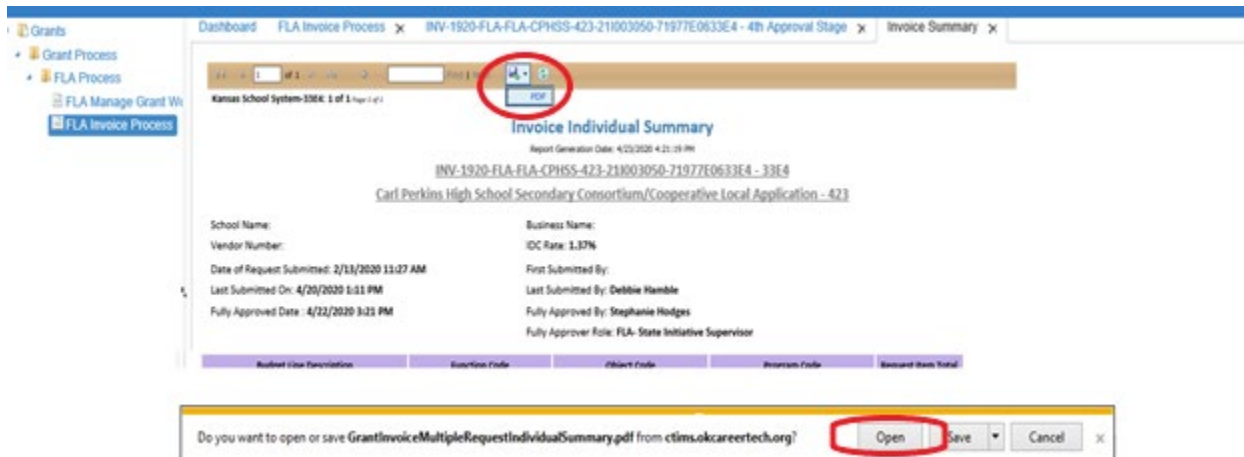
If this is the final payment request you will submit for this fiscal year, check the **“Is final payment?”** box. Type a required **Acknowledgement Note** in the box. Select the **Submit for Approval** button.



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

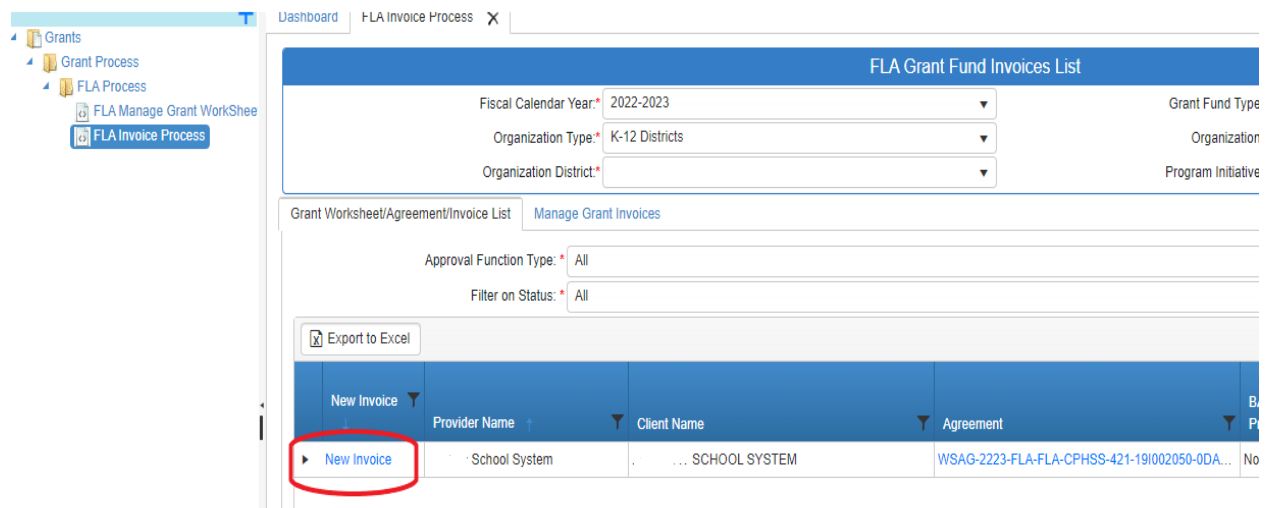
To open an invoice that you have started but not submitted, or to view the current status of an invoice, open the **Invoice Process** as normal by selecting:

- **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**.



New Invoice	Provider Name	Client Name	Agreement	B. P
▶ New Invoice	School System	... SCHOOL SYSTEM	WSAG-2223-FLA-FLA-CPHSS-421-191002050-0DA...	No

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.

New Invoice	Provider Name	Client Name	Agreement	BAP Proc	Agreement Submission Date	Agreement Approval Stage	Agreement Approval
New Inv...			WSAG-1920-FLA-FLA-CPHSS-421-...	No	09/24/2019 14:28:25	State Superviso...	Fully Ap...

Active/Inactive	Current Approval Stage	BAP Process	Provider Name	Approval Status	Invoice
<input checked="" type="checkbox"/>	New-Draft	No			INV-1920-FLA-FLA-CPHSS-421-...
<input checked="" type="checkbox"/>	ODCTE Finance Reviewer - Fully Approved Stage	No		Fully Ap...	INV-1920-FLA-FLA-CPHSS-421-...
<input checked="" type="checkbox"/>	New-Draft	No			INV-1920-FLA-FLA-CPHSS-421-...

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**.

New Invoice	Provider Name	Client Name	Agreement	BAP Proc	Agreement Submission Date	Agreement Approval Stage	Agreement Approval
New Inv...			WSAG-1920-FLA-FLA-CPHSS-423-...	No	09/25/2019 15:41:21	State Superviso...	Fully Appr...

Active/Inactive	Current Approval Stage	BAP Process	Provider Name	Approval Status
<input checked="" type="checkbox"/>	ODCTE Finance Reviewer - Full...	No		Fully Approved

Approval Stage	Approval Status	Approval/Rejection Note	Approver Email	Approval Date	Approver Role
Local Finance Coordinator ...	Approved	New Process		04/09/2020 18:02:28	FLA-Local Finance Coord...
State Initiative Coordinator ...				04/13/2020 10:54:04	FLA- State Initiative Supe...
State Supervisor - 3rd Annc...				04/13/2020 10:55:36	FLA- State Initiative Cong...

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.

The screenshot shows the 'FLA Grant Submit Invoice - Step 2' interface. At the top, there are navigation buttons: Refresh, Invoice Summary, One Step Back, Save as Draft, and Submit For Approval. The 'Submit For Approval' button is circled in red. Below this is a table of 'Invoice Line Items'. The first row has an 'Edit' button circled in red. The table columns are: Agreement Line Desc., Budget Line (OCAS CODE) Function - Object - Program, OCAS Description, Units, Unit Cost, Req. Unit Type, Total, and Approv Total.

Agreement Line Desc.	Budget Line (OCAS CODE) Function - Object - Program	OCAS Description	Units	Unit Cost	Req. Unit Type	Total	Approv Total	
Edit	Active	STEM- Dell optplex...	1000-600-332	1.00	\$25.12	Cost Per Each	\$25.12	\$25.12
						\$25.12	\$25.12	