



**OKLAHOMA**  
**CareerTech**

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**FLA** Federal Legislation Assistance

**CTIMS:  
FLA Carl Perkins  
User Guidebook**

**February 2024**

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

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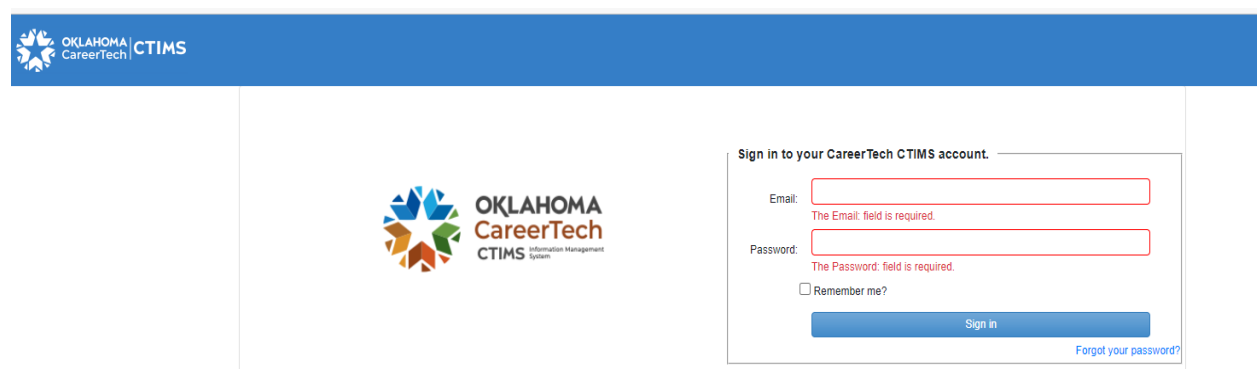
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# Logging in to CTIMS

**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>



OKLAHOMA CareerTech CTIMS

OKLAHOMA CareerTech CTIMS Information Management System

Sign in to your CareerTech CTIMS account.

Email:   
The Email field is required.

Password:   
The Password field is required.

Remember me?

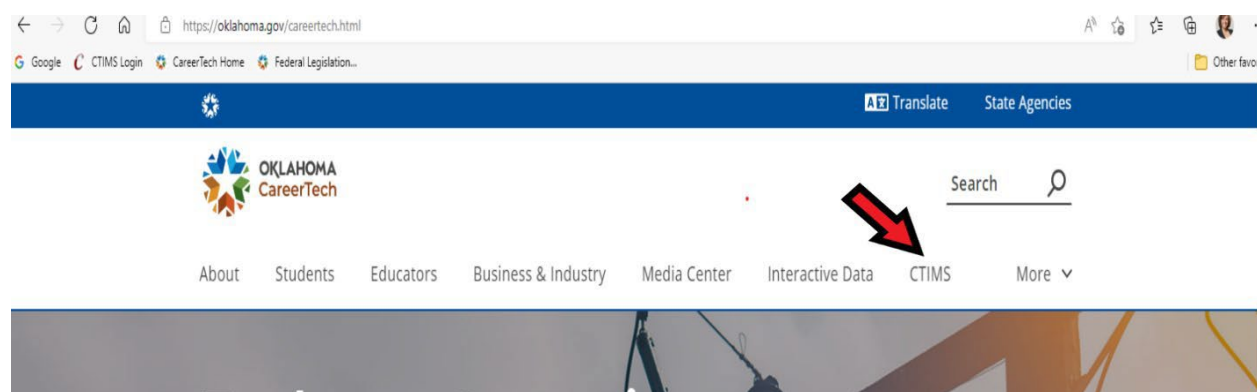
Sign in

[Forgot your password?](#)

**Or,**

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

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



Logging In To CTIMS

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

## Information Management

Staff Contacts




CTIMS (CareerTech Information Management System)

# CTIMS (CareerTech Information Management System)

## CTIMS Login and Assistance

Support available Monday through Thursday 7:00 - 5:00 and Fridays 7:00 - 4:00

For help with CTIMS, contact the Information Management Division via email: [CTIMSSupport@careertech.ok.gov](mailto:CTIMSSupport@careertech.ok.gov)

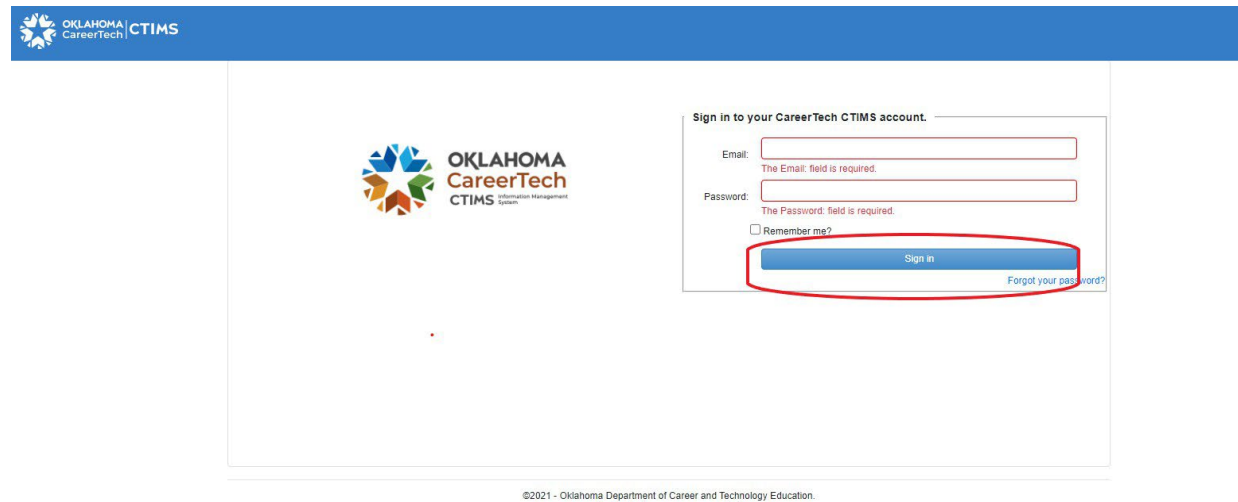
Microsoft Edge , Mozilla Firefox , or Google Chrome  are currently the only browsers compatible with CTIMS.

Click here to login to CTIMS



<p>Forms and Documents</p> <p><a href="#">View</a></p>	<p>AEFL Grant</p> <p><a href="#">View</a></p>
<p>Perkins (FLA) Grant</p>	<p>EDI Grant</p>

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



OKLAHOMA CareerTech CTIMS

OKLAHOMA CareerTech CTIMS Information Management System

Sign in to your CareerTech CTIMS account.

Email:   
The Email: field is required.

Password:   
The Password: field is required.

Remember me?

[Sign in](#)

[Forgot your password?](#)

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# 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](mailto: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.

A screenshot of the CareerTech CTIMS login interface. The title is "Sign in to your CareerTech CTIMS account." Below the title are two input fields: "Email:" and "Password:". Both fields have red borders and red error messages below them: "The Email: field is required." and "The Password: field is required." respectively. Below the password field is a checkbox labeled "Remember me?". At the bottom of the form is a blue "Sign in" button. To the right of the "Sign in" button is a link that says "Forgot your password?", which is circled in red in the original image.

## **Contact Information:**

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

Letha Bauter  
Federal Programs Manager  
Phone: 405.743.5569  
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Innovative Grant Coordinator  
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Email: [jordan.duck@careertech.ok.gov](mailto:jordan.duck@careertech.ok.gov)

# CTIMS Roles and Responsibilities

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**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** – 1<sup>st</sup> Approval. Creates and submits new Worksheet and CLNA. Responsible for completing all required revisions during Worksheet approval process.



**Stage 2 - FLA Local Finance Coordinator** – 2<sup>nd</sup> 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.

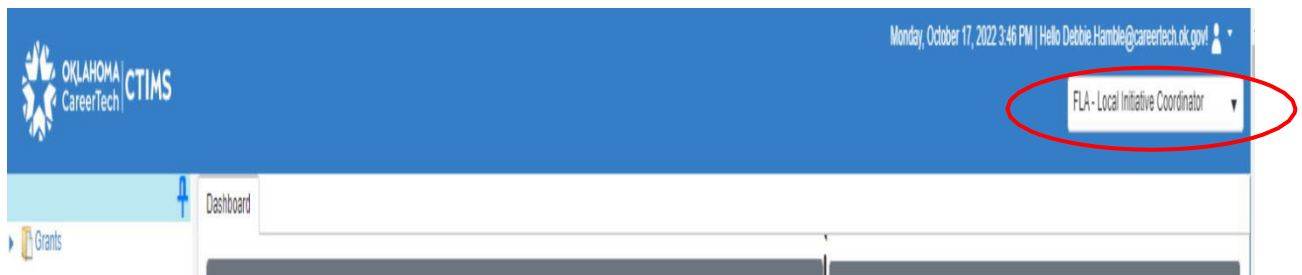


## **Starting a New Worksheet/Application: FLA Local Initiative Coordinator**

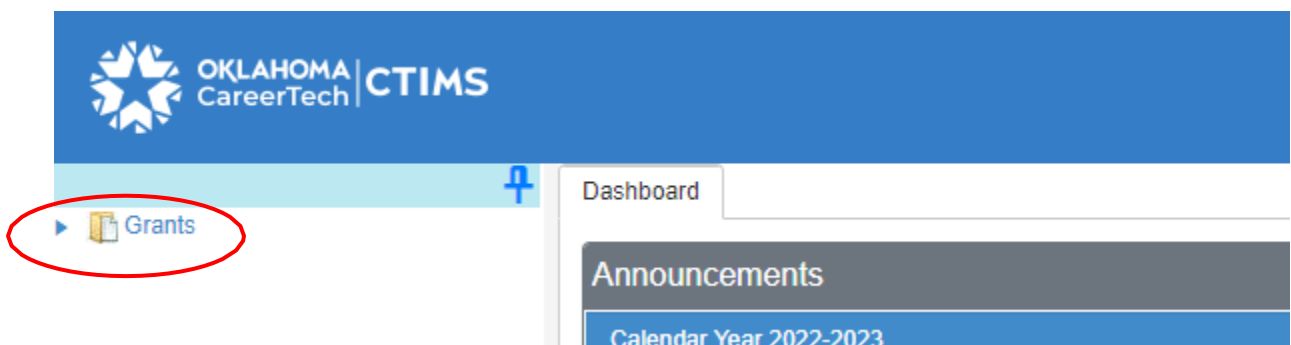
**Note:** Please log in using **Microsoft Edge, Mozilla Firefox or Google Chrome**. CTIMS is currently not compatible with other browsers.

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

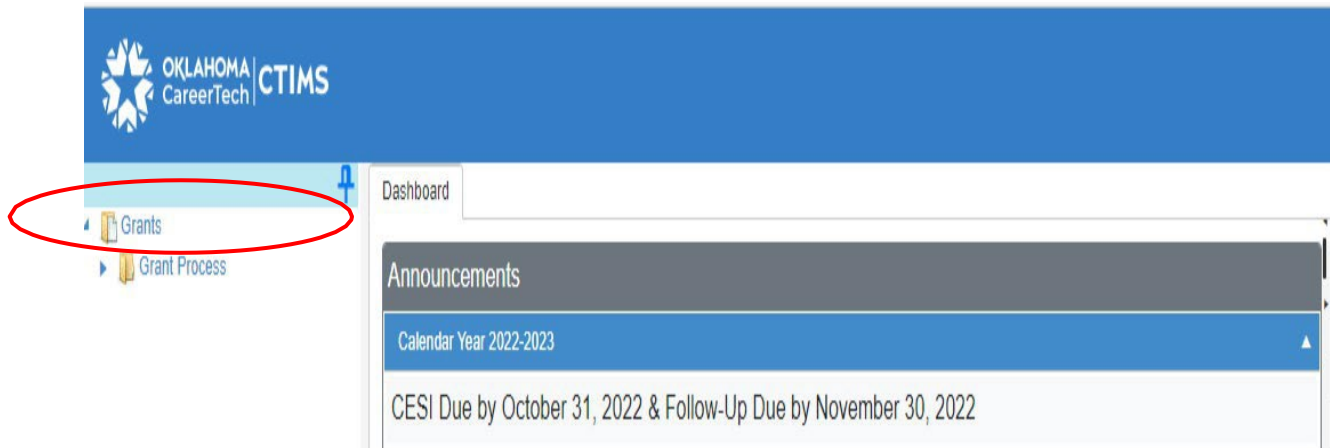
**Step 2:** Verify that you are signed on with the role of a **FLA-Local Initiative Coordinator** in the top right corner. Use the dropdown arrow to select the Local Initiative Coordinator role if it is not already shown in the box.



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



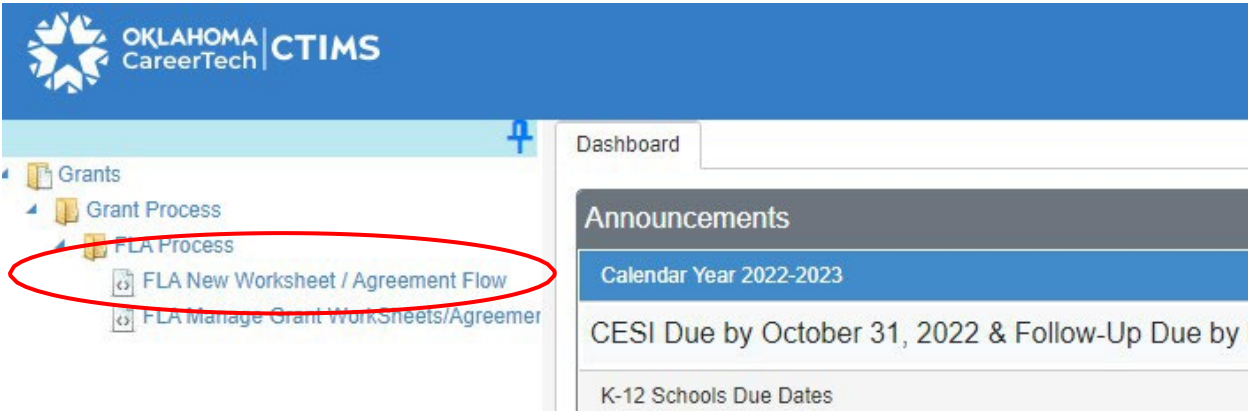
**Step 4:** Click the ▶ (small blue triangle) icon next to **Grant Process**.



**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.

The screenshot shows the 'FLA Grant Submit Worksheet - Step 1' form. The form is divided into several sections. At the top, there are dropdown menus for 'Fiscal Calendar Year' (2022-2023) and 'Grant Fund Type' (FLA). Below these are four rows of dropdown menus, each with a red number indicating a step: 1. Organization Type (K-12 Districts), 2. Organization (Carl Perkins High School), 3. Organization District, and 4. Program Initiative (Carl Perkins High School Secondary Local Application - 421). Below these is a text field for 'Worksheet No.' (WS-2223-FLA-FLA-CPI-09-421-07-001050-2132DD722C79). The 'Client Basic Information For work sheet' section contains two rows of dropdown menus: 5. Client Type (Business Master (Company)) and 6. Organization. Below this is a 'Business Code' field (9907). The bottom section contains two columns of input fields: 'Year Established', 'Primary NAICS Code' (Elementary and Secondary Schools (C1110)), 'Years in Business', 'No. of hourly Employees' (0), 'Highest Level of Employment', 'Approval Status', 'Year Formed', 'Year Left', 'Region', 'FE Number', 'Secondary NAICS Code' (Agriculture, Forestry, Fishing and Hunting (11)), 'Years in Oklahoma', 'No. of Salaried Employees' (0), 'Client Products', 'Vendor Number', 'Year Joined', 'Impact District Id', and 'DUNS Number'. A red number 7 is placed next to the 'Save & Next' button at the bottom right.

## Sample for Innovative Grant Organization Type:

The screenshot shows the 'FLA Grant Submit Worksheet - Step 1' interface. The 'Organization Type' dropdown menu is highlighted with a red circle and contains the text 'K-12 Districts'. Other fields include 'Fiscal Calendar Year' (2022-2023), 'Grant Fund Type' (FLA), 'Organization' (Enter the first three characters of any word that is included ...), 'Program Initiative' (--Select--), 'Client Basic Information For work Sheet', 'Organization Type' (Business Masters), 'Client Type' (Business Master (Company)), and 'Business Code'.

**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 (\*).

The screenshot shows the 'FLA Grant Submit Worksheet - Step 2' interface. The 'Funding Request Details' tab is highlighted with a red circle. The 'Provider Organization Details' section includes fields for 'Fiscal Calendar Year' (2019-2020), 'Organization Type' (Comprehensive Schools Districts), 'Organization District', 'Worksheet No.' (WS-1520-FLA-FLA-CPHSS-423-211003050-C130F69641C2), 'Grant Fund Type' (FLA), 'Organization', and 'Program Initiative' (Carl Perkins High School Secondary ...). The 'Basic Client Information' section is also visible.

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.

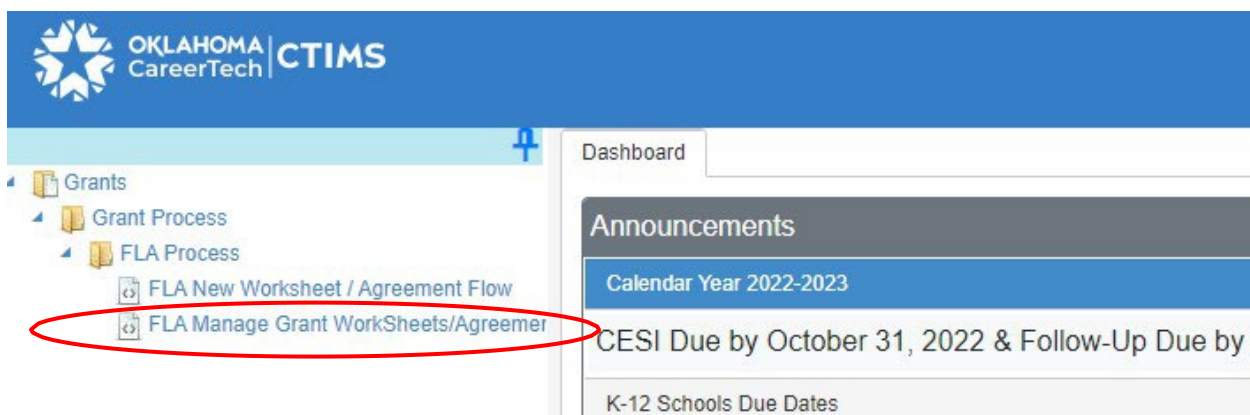
**To prevent losing your information, it is highly recommended that you type your answers into a blank Word document and then cut and paste from that document to fill in the Worksheet answer boxes. If necessary, you can ask your Perkins Coordinator for a blank template**

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

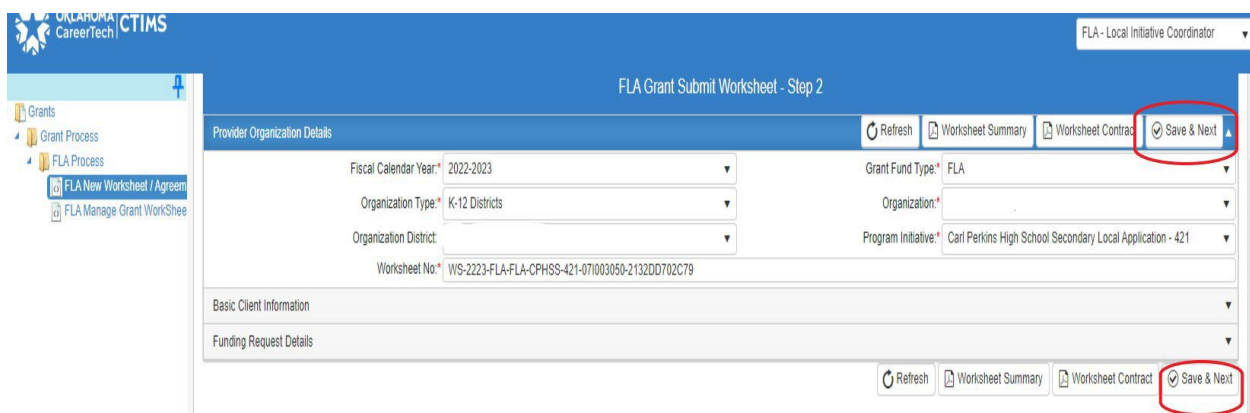
## **Note: Returning to an Existing Worksheet**

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.

The screenshot shows the 'Budget Line Items' section. At the top, there is a 'Grant Allocation' summary table with the following data:

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

Below the summary table are three buttons: '+ Add Budget Line', '- Remove Budget Line', and 'Cancel Budget Line Changes'. Below these buttons is a table with the following columns: Budget Line Desc., Req. Units, Req. Unit Cost, Req. Unit Type, Work Sheet Total, Req. Total, and Status.

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.

**Budget Line Items**

Grant Allocation

Sub Award Allocation	Worksheet Budgeted	Worksheet Requested Total	Agreement Budgeted	Fully Approved Invoiced	Agreement Unbudgeted = (Allocated - Agrmt. Budgeted)	Remaining to Invoice
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$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
1.	2.	0.00	3.	\$0.00	4.	5.
		0.00		\$0.00	\$0.00	Active
		0.00		\$0.00	\$0.00	Active
				5.	\$0.00	\$0.00

7. Note

Maximum 1000 characters length

Attachments

Acknowledgements

8. **Top**

Refresh    Worksheet Summary    Worksheet Contract    One Step Back    Save as Draft    Submit for Approval



**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.

Basic Client Information

Project Details

Budget Line Items

**Attachments**

Browse: Select files... Upload & Save file

Attachment Note:

Active/inactive file(s) Delete file(s) Download all files

Status	File Name	Attachment Note	Uploaded Date	Action	
<input type="checkbox"/> Active	CLNA.docx (Worksheet)		05/24/2022 13:30:34	Download	Public
<input type="checkbox"/> Active	Federal FY23 F5a GAN.7.5.22.pdf (Worksheet)		07/20/2022 16:53:29	Download	Public
<input type="checkbox"/> Active	Program of study FCS.xlsx (Worksheet)		05/24/2022 13:30:20	Download	Public

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.

FLA- Local Initiative Coordinat

Basic Client Information

Project Details

Budget Line Items

**Attachments**

Browse: Select files... Upload & Save file

TEST DOCUMENT.docx  
11.22 KB

Attachment Note:

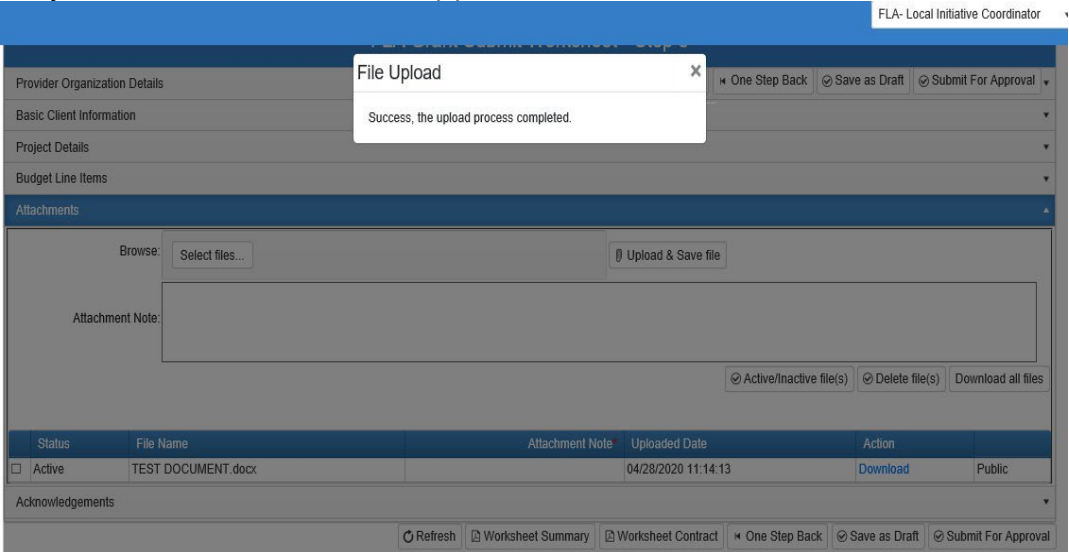
Active/inactive file(s) Delete file(s) Download all files

Status	File Name	Attachment Note	Uploaded Date	Action	
<input type="checkbox"/>	TEST DOCUMENT.docx		04/28/2020 11:14:13		Public
<input type="checkbox"/>	TEST DOCUMENT.docx		04/28/2020 13:58:30		Public

Acknowledgements

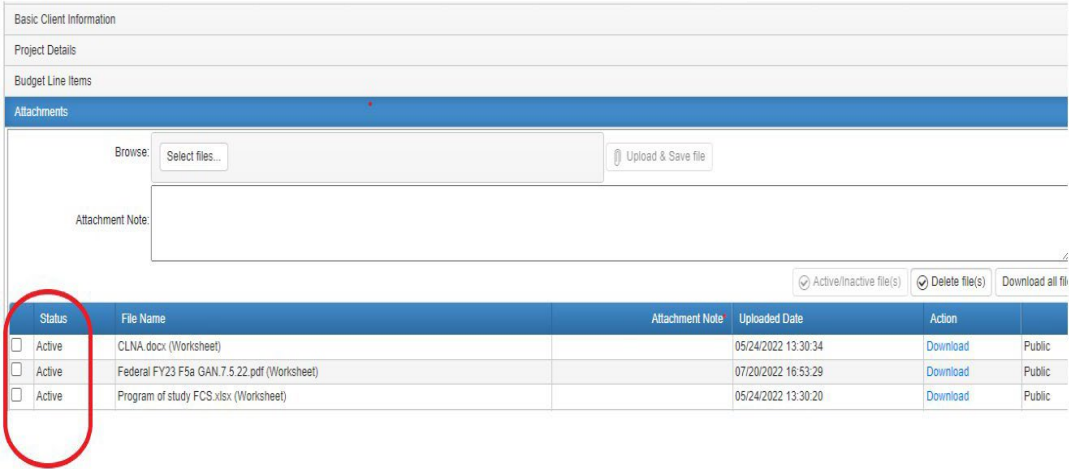
Refresh Worksheet Summary Worksheet Contract One Step Back Save as Draft Submit For Ap

- 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.

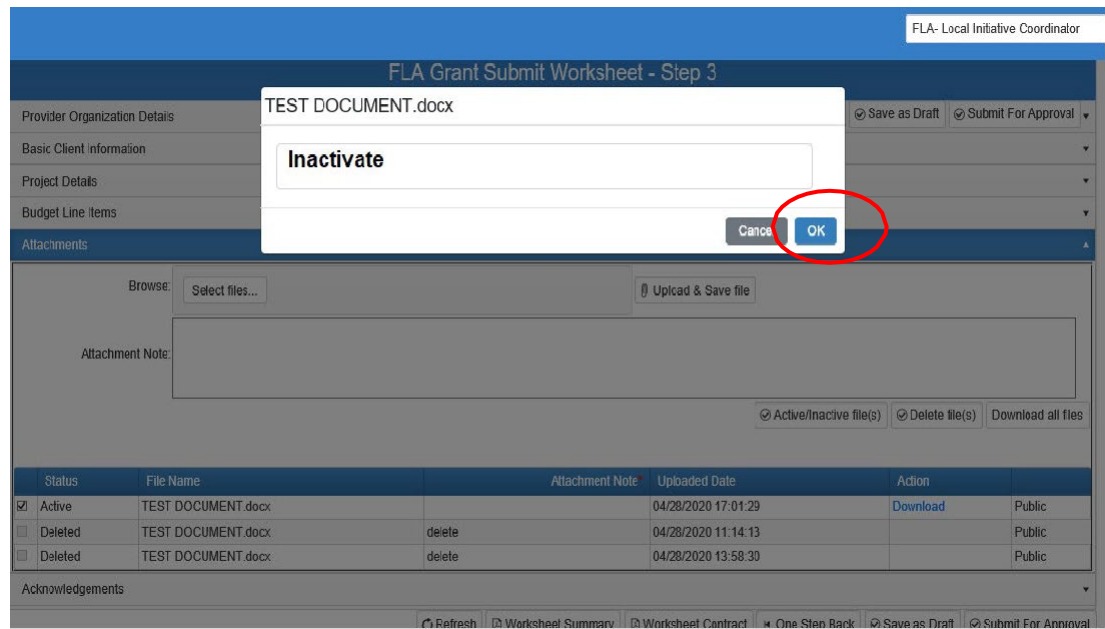


**Deleting or Inactivating an Attachment:**

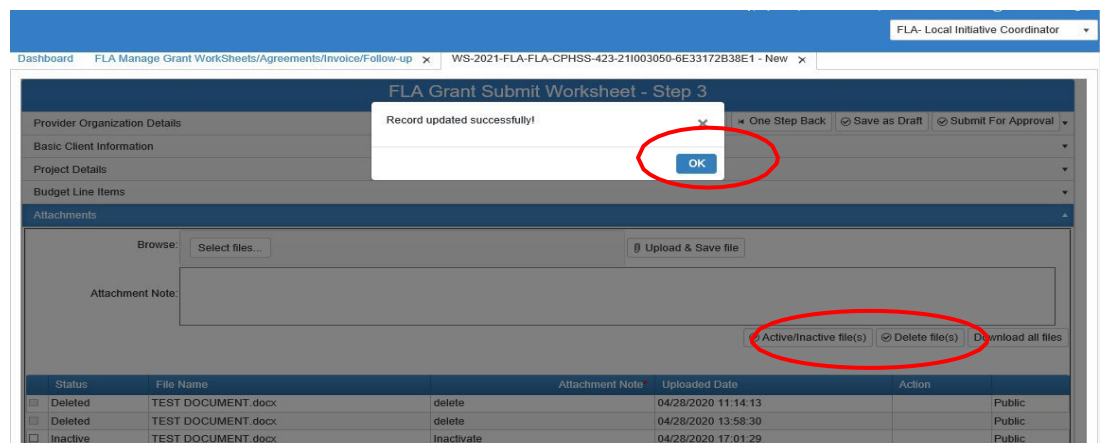
- 1. In the **Attachments** section, select the attached document that you wish to inactivate or delete by checking the box to the left of the Status column as seen below:



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”**.



- After selecting “**OK**” you will see the status change from Active to **Inactive** or **Deleted**.

Status	File Name	Attachment Note	Uploaded Date	Action	Public
Deleted	TEST DOCUMENT.docx	delete	04/28/2020 11:14:13		Public
Deleted	TEST DOCUMENT.docx	delete	04/28/2020 13:58:30		Public
Inactive	TEST DOCUMENT.docx	inactivate	04/28/2020 17:01:29		Public

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

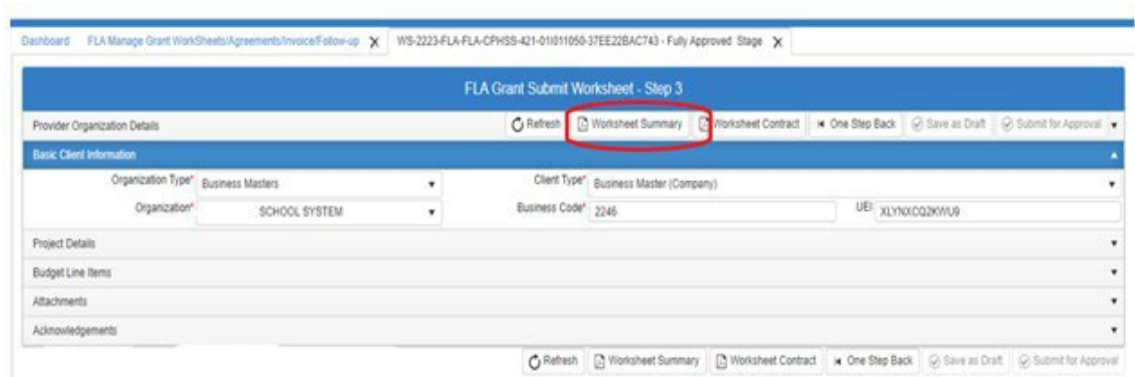
**Step 13:** Click on the word **Acknowledgements** to open this section.

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


I have attached our completed Comprehensive Local Needs Assessment to this application for funding.  
 I have attached all required Program of Study - course sequence worksheets to this application for funding.  
 I acknowledge that my school or consortium meets the Quality requirements established above for the Carl Perkins fiscal year.  
 I acknowledge that my school or consortium will abide by the Assurances of Compliance as established above for the Carl Perkins fiscal year.  
 I acknowledge that my school or consortium will abide by the Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements Lower Tier as established above for the Carl Perkins fiscal year.  
 I certify that my school/consortium has a Program of Study for 100% of CareerTech programs or CTE Associate Degrees offered at my school/consortium and I will provide these documents upon request to meet audit and monitoring requirements.  
 I acknowledge that my submission of this worksheet acts as my signature on the Subaward Funding Agreement which is accessible through the WORKSHEET CONTRACT button, and that I have reviewed the Subaward Funding Agreement, which reflects required award information per 2 CFR 200.331.

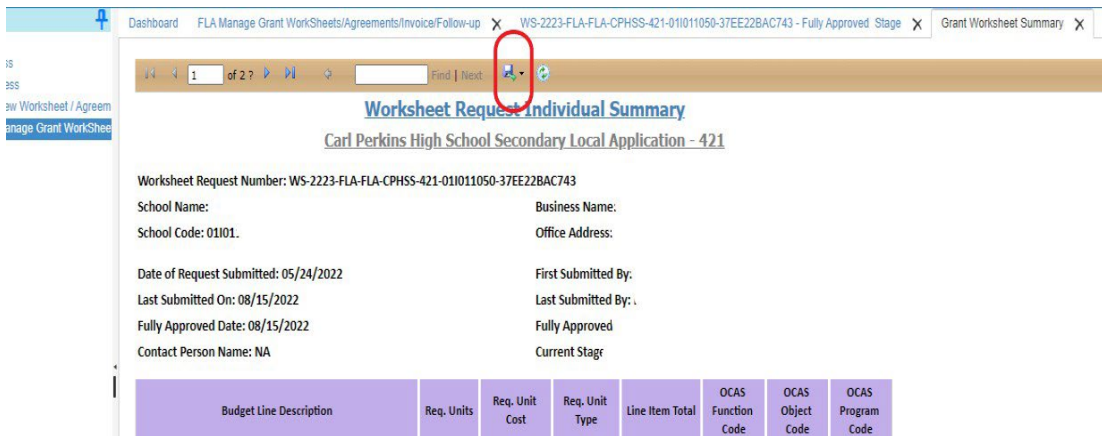
**Acknowledgement Note:**  
 Thank you for all your help Mrs. Debbie Hamble!!! (My pleasure! DH)

**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.

Dashboard FLA Manage Grant Worksheets/Agreements/Invoice/Follow-up X WS-2223-FLA-FLA-CPHSS-421-071003050-2132DD702C79 - New X

**FLA Grant Submit Worksheet - Step 3**

Provider Organization Details Refresh Worksheet Summary Worksheet Contract One Step Back Save as Draft Submit for Approval

Basic Client Information

Project Details

Budget Line Items

Attachments

**Acknowledgements**

- I have attached our completed Comprehensive Local Needs Assessment to this application for funding.
- I have attached all required Program of Study - course sequence worksheets to this application for funding.
- I acknowledge that my school or consortium meets the Quality requirements established above for the Carl Perkins fiscal year.
- I acknowledge that my school or consortium will abide by the Assurances of Compliance as established above for the Carl Perkins fiscal year.
- I acknowledge that my school or consortium will abide by the Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements Lower Tier as established above for the Carl Perkins fiscal year.
- I certify that my school/consortium has a Program of Study for 100% of CareerTech programs or CTE Associate Degrees offered at my school/consortium and I will provide these documents upon request to meet audit and monitoring requirements.
- I acknowledge that my submission of this worksheet acts as my signature on the Subaward Funding Agreement which is accessible through the WORKSHEET CONTRACT button, and that I have reviewed the Subaward Funding Agreement, which reflects required award information per 2 CFR 200.331.

Acknowledgement Note:

B I U (inherited size) (inherited font) Format

Approved and submitted. ZZ

Refresh Worksheet Summary Worksheet Contract One Step Back Save as Draft Submit for Approval

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/>

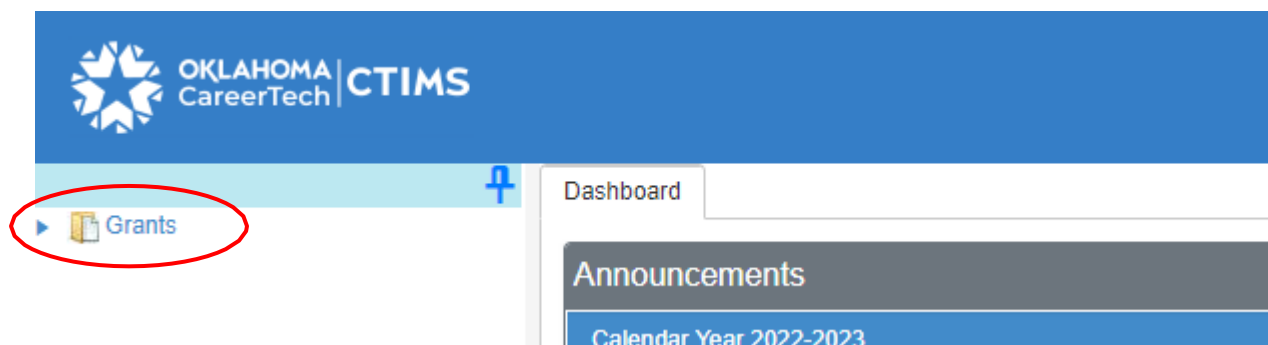
**Step 2:** Verify that you are signed on with the role of a **FLA-Local Finance Coordinator** in the top right corner. Use the dropdown arrow to select the Local Initiative Coordinator role if it is not already shown in the box.



The screenshot shows the CTIMS dashboard interface. At the top right, a dropdown menu is open, displaying the role "FLA-Local Finance Coordinator". The dashboard includes a navigation menu on the left with "Grants" highlighted, and a main content area with "Announcements" and "User Profile" sections.

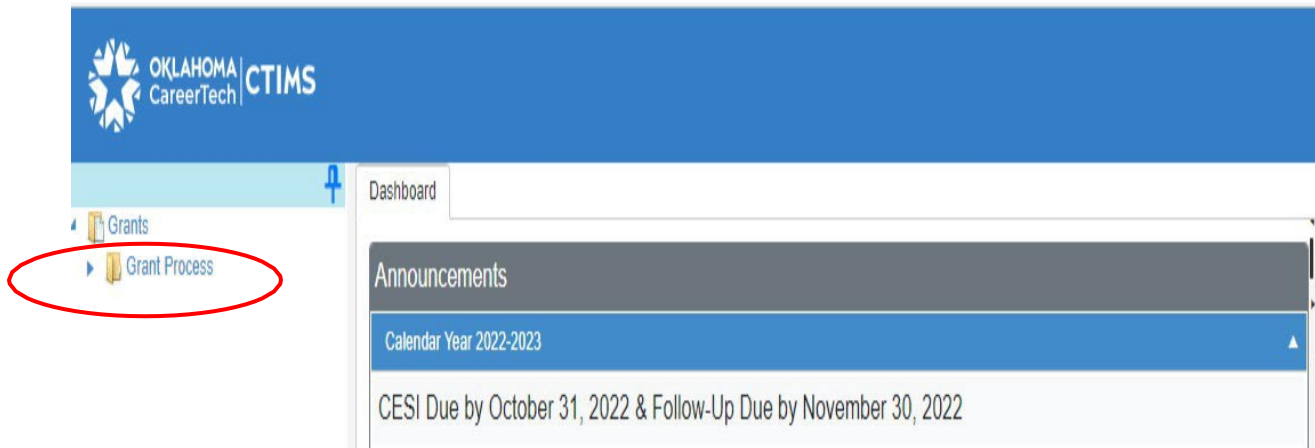
User Profile	
Name	Oklahoma Department of Career and Technology Education
Short Name	ODCTE
Organization Code	601000000
Organization Type	ODCTE District
Organization Status	Active

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

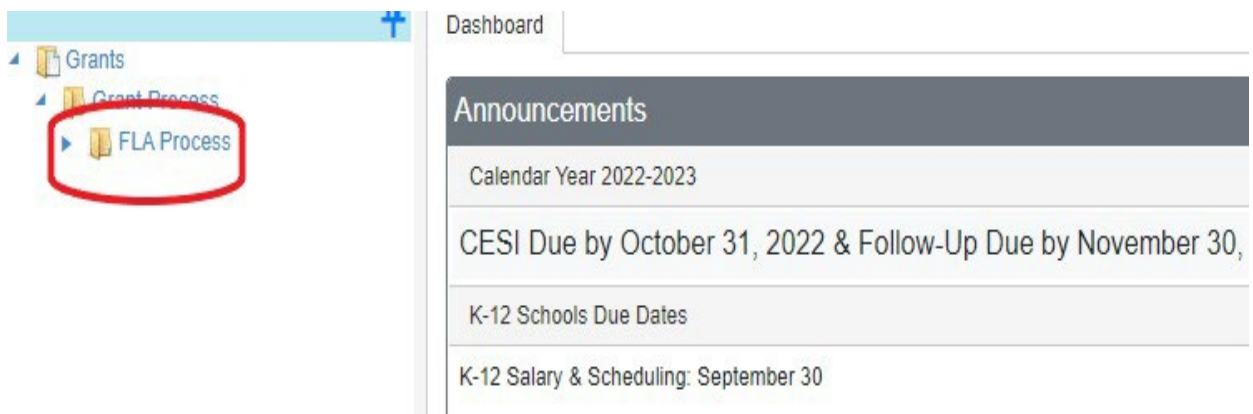


The screenshot shows the CTIMS dashboard interface. The "Grants" menu item in the left navigation area is highlighted with a red circle. The main content area shows the "Announcements" section with "Calendar Year 2022-2023" selected.

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

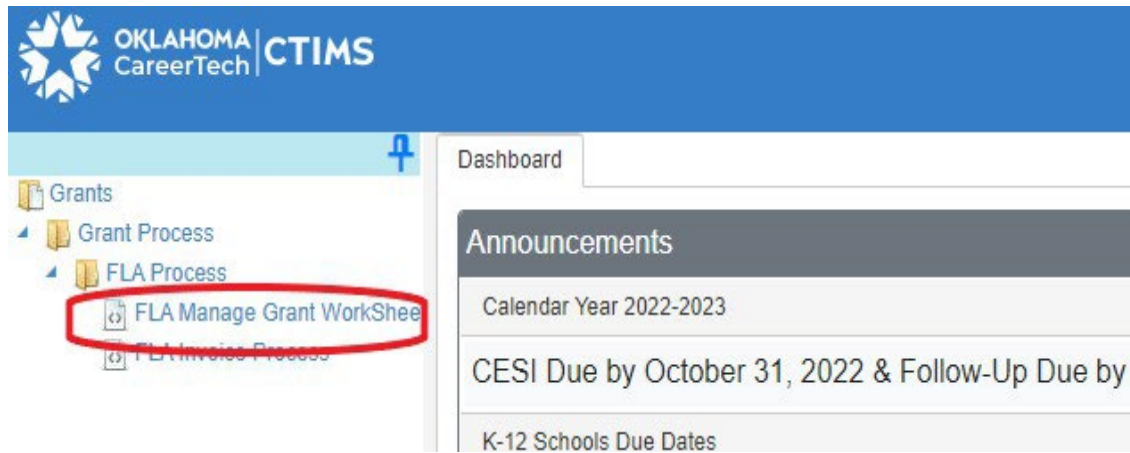


**Step 5:** Click the ▶ (small blue triangle) icon next to **FLA Process**.





**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.

The screenshot displays the 'FLA Grant Fund Worksheets List' form within the OKLAHOMA CareerTech CTIMS system. The form is titled 'FLA Grant Fund Worksheets List' and contains several dropdown menus and buttons. The fields are numbered 1 through 9, corresponding to the instructions provided. The current values are: Fiscal Calendar Year: 2022-2023; Grant Fund Type: FLA; Organization Type: College District; Organization: Connors State College District; Organization District: Connors State College District; Approval Function Type: All; Filter on Status: All. The search button is labeled '9. Search'. Below the form are buttons for 'Save changes', 'Cancel changes', and 'Export to Excel'. The table below the form has columns for 'Act', 'Provider Name', 'Client Name', 'Worksheet Approval Current', 'Worksheet Submission Date', 'Worksheet', and 'Agreement'.

Act	Provider Name	Client Name	Worksheet Approval Current	Worksheet Submission Date	Worksheet	Agreement
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**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-”.

Dashboard | FLA Manage Grant WorkSheets/Agreements/Invoice/Follow-up

**FLA Grant Fund Worksheets List**

Fiscal Calendar Year: 2020-2021 | Grant Fund Type: FLA  
 Organization Type: Comprehensive Schools Districts | Organization: Your School System  
 Organization District: Your School System | Program Initiative: Carl Perkins High School Secondary - 423

Approval Function Type: All | Filter on Status: All | Search

Save changes | Cancel changes | Export to Excel

Act	Provider Name	Client Name	Worksheet Approval Current Stage	Worksheet Submission Date	Worksheet	Agreement
✓	Your School System	YOUR SCHOOL SYST...	Local Finance Coordinator...	01/30/202	WS-2021-FLA-FLA-CPHSS-423-0700305...	

## 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**.

FLA - Local Finance Coordinator

Dashboard | FLA Manage Grant WorkSheets/Agreements/Invoice/Follow-up | WS-2223-FLA-FLA-CPHSS-421-01101050-37EE22BAC743 - Fully Approved Stage

**FLA Grant Submit Worksheet - Step 2**

Provider Organization Details | Refresh | Worksheet Summary | Worksheet Contract | **Next Step**

Basic Client Information

Funding Request Details

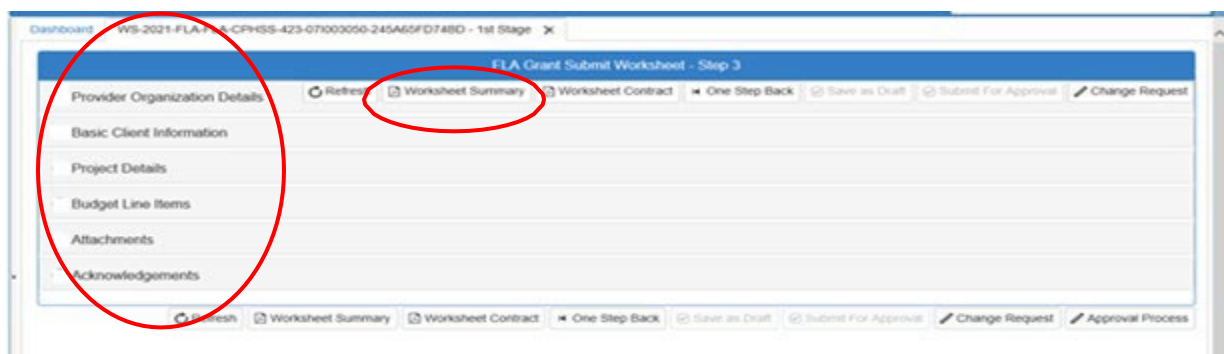
Welcome to the Carl Perkins Application for Career and Technical Education Funding:

Below you will find two resources to help with completing the Carl Perkins Application, the first document is the "FLA CTIMS User Guidebook." The contents of this document will help you navigate through CTIMS and outlines the steps required to submit an application. The second document is the CLNA "The Answers" document. That document, (in the Grant Application Information section under Frequently Asked Questions) will help if you need clarification on a question or documentation required in the Comprehensive Local Needs Assessment.

Click to access the ODCTE CTIMS - Carl Perkins Application and Invoicing Process Guide:  
 Click to access ODCTE Carl Perkins - Grant Application Information:

**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** (2<sup>nd</sup> 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.

NOTE: Enter Approval/Rejection Note and then Click on Approval button to finalize your changes and submission to further Process.

Request Number  
WS-2021-FLA-FLA-CPHS-425-07003050-245A65FD748D - 1st Stage

Approval Stage	Approval Date	Approver Role	Approved By	Approver Email	Approval Status	Note	Private Note
Local Coordinator - 1st Stage	1/30/2020 11:33:00 AM	FLA- Local Initia...	Josh - Miller	Josh.Miller@car...	Approved	New Process	
1. Local Finance Coordinator - 2nd Appr...	2/14/2020 10:23:48 AM						
Superintendent/President - 3rd Approval	2/14/2020 10:23:48 AM						
State Local Coordinator - 4th Approval	2/14/2020 10:23:48 AM						

Current Approval Stage Information

Approved By\*: Miller Josh  
Approval Stage\*: 2nd Approval Stage  
Approver School\*: Oklahoma Department of Career and Technology Education  
Approver Role\*: FLA-Local Finance Coordinator  
Approver Email\*: Josh.Miller@caretech.ok.gov  
Approval Date\*: 02/04/2020

Approval/Rejection Note

Format: [Rich Text Editor]

2.

Buttons: Back, Reject (3.), Approve (4.)

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

If the Worksheet is **approved**, 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.

## Opening a Saved Worksheet:

If at any time you need to return to a **Worksheet** you have started, go to:

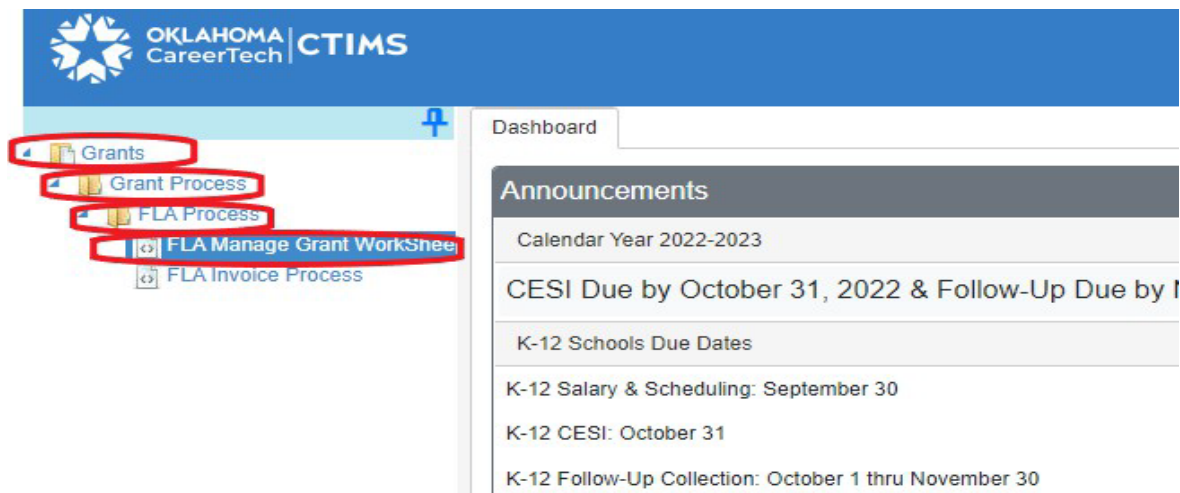
**Grants –**

**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:

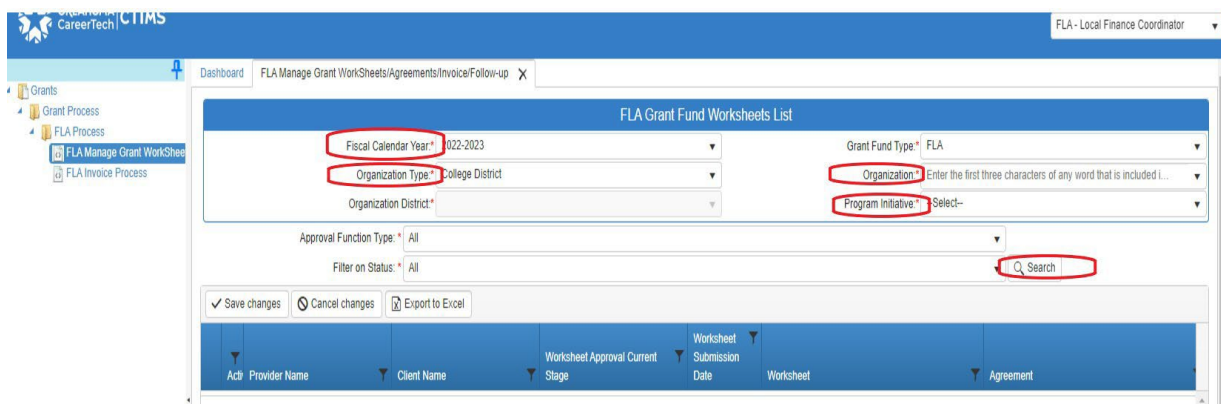
**Fiscal Calendar Year -**

**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.”

The screenshot displays the 'FLA Grant Fund Worksheets List' interface. It includes a header with filters for Fiscal Calendar Year (2022-2023), Grant Fund Type (FLA), Organization Type (K-12 Districts), Organization, and Program Initiative (Carl Perkins High School Secondary Local Application - 421). Below the filters are buttons for 'Save changes', 'Cancel changes', and 'Export to Excel'. The main table has columns: Act, Provider Name, Client Name, Worksheet Approval Current Stage, Worksheet Submission Date, Worksheet, and Agreement. The 'Worksheet' column contains a link 'WS-2223-FLA-FLA-CPHSS-421-07/003050-2132DD' circled in red.

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

The screenshot displays the 'FLA Grant Submit Worksheet - Step 2' interface. It features a navigation menu with options: Provider Organization Details, Basic Client Information, Funding Request Details, and Next Step. The 'Funding Request Details' and 'Next Step' options are circled in red. Below the menu, there is a section titled 'Welcome to the Carl Perkins Application for Career and Technical Education Funding:' followed by a paragraph of text providing resources for completing the application.

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:

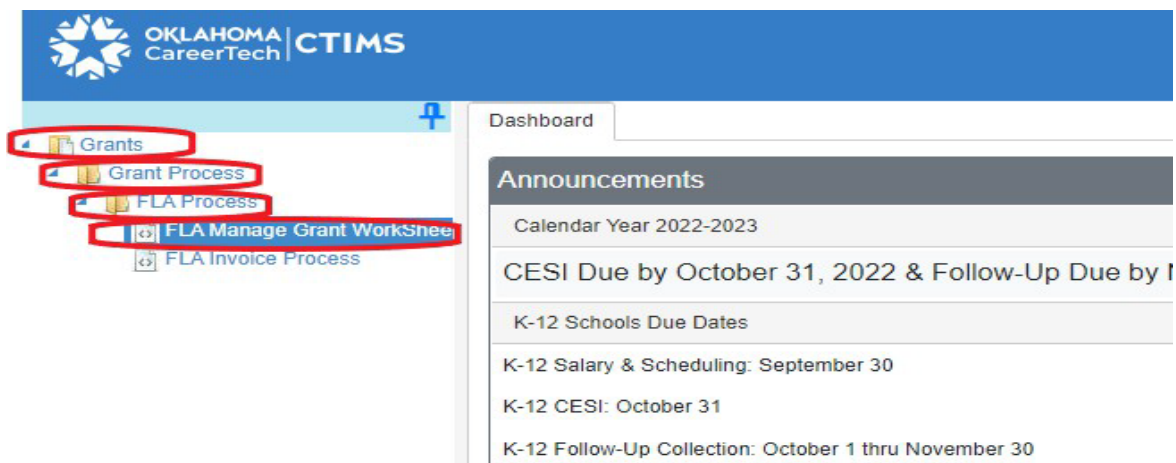
**Grants –**

**Grant Process –**

**FLA Process –**

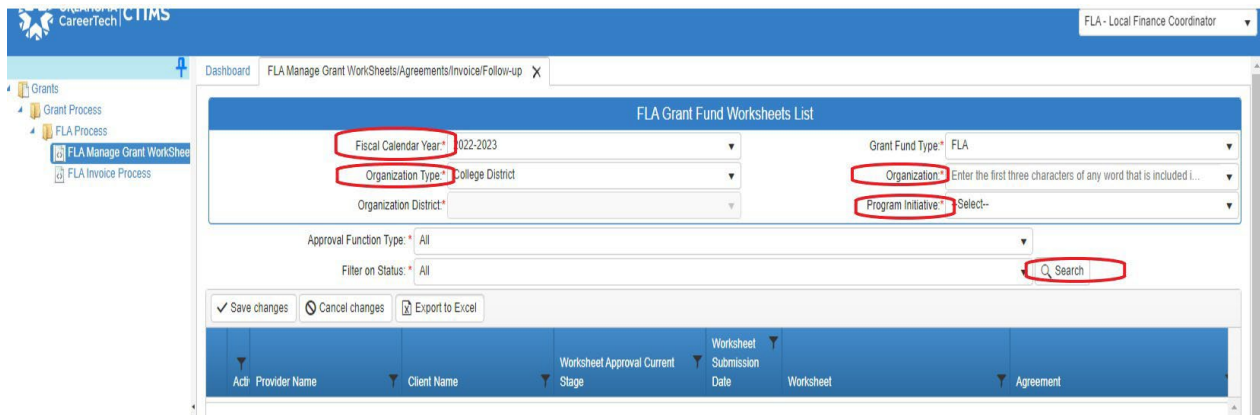
**FLA Manage Grant Worksheet**

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

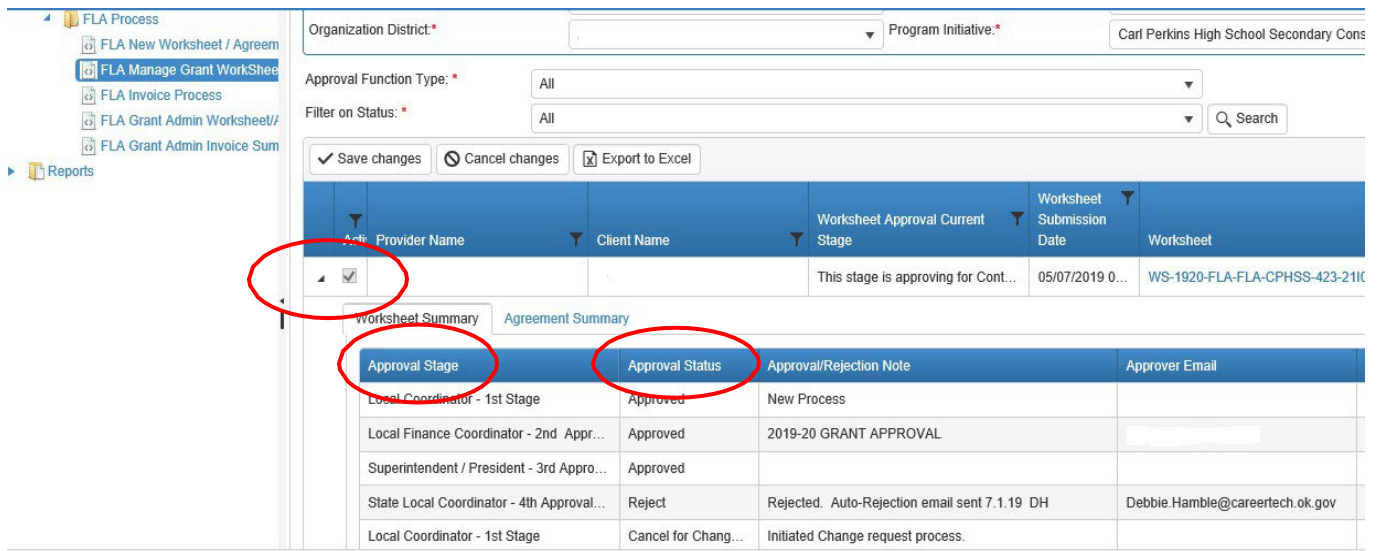


Complete the required items in the FLA Grant Funds Worksheet List:

- 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:

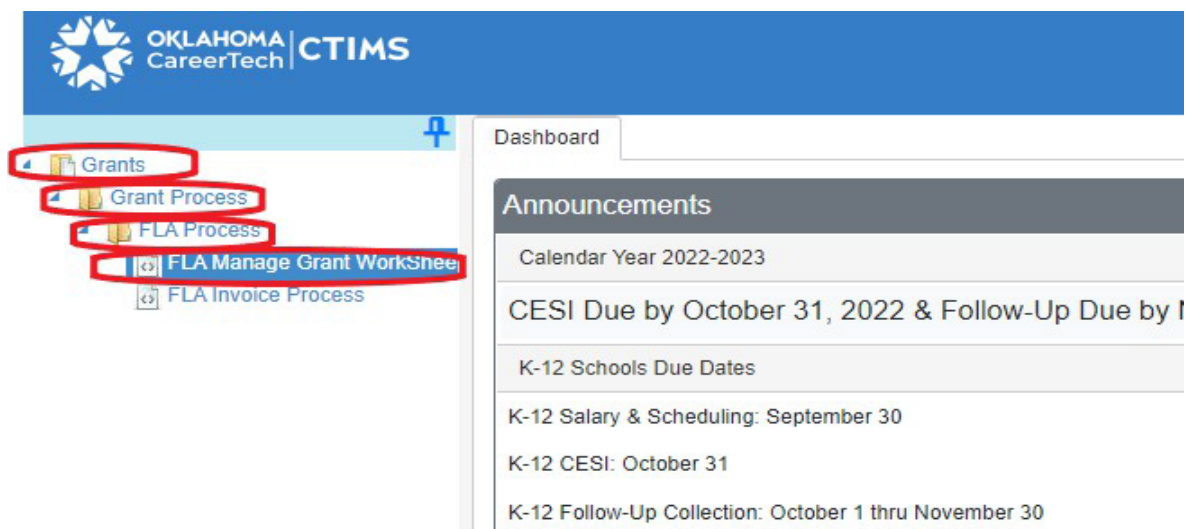
**Grants –**

**Grant Process –**

**FLA Process –**

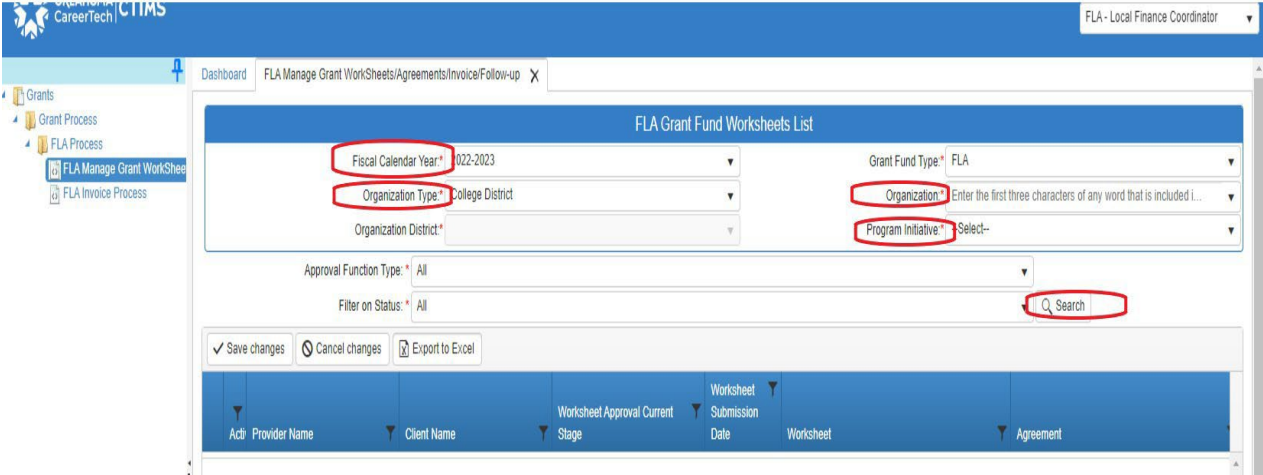
**FLA Manage Grant Worksheet**

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



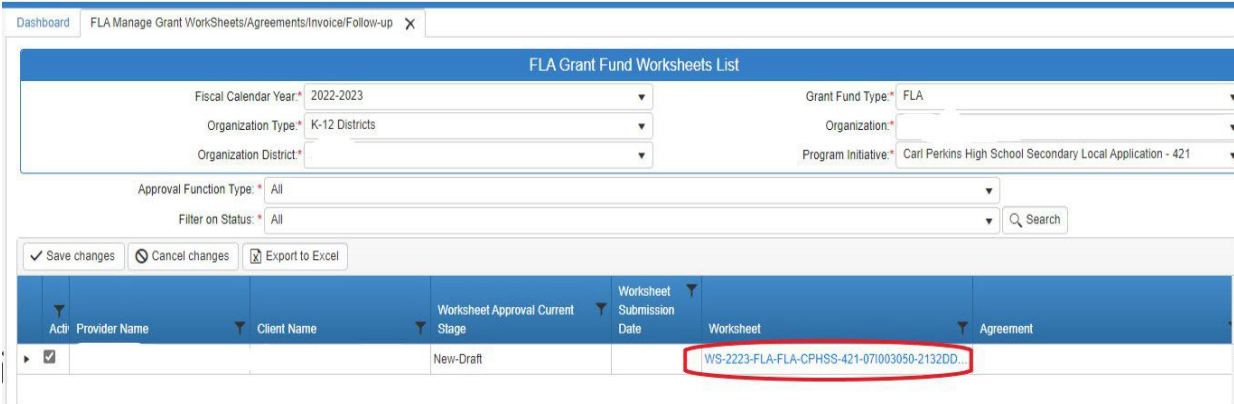
Complete the required items in the FLA Grant Funds Worksheet List:

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

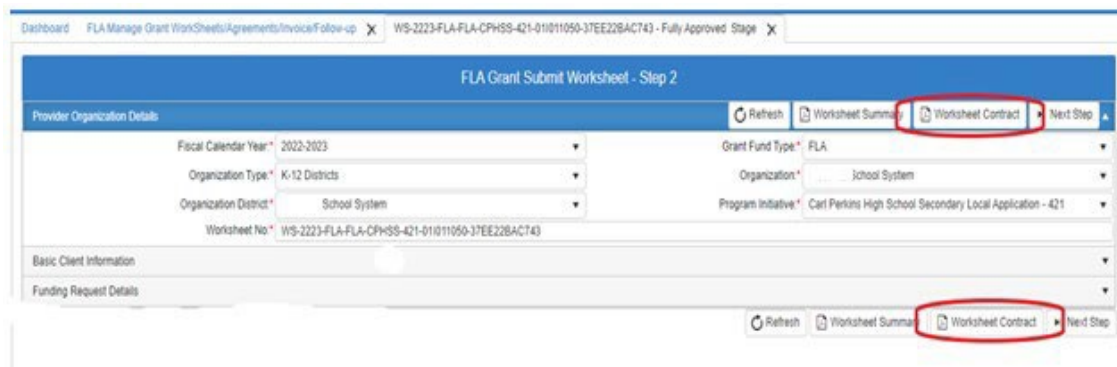



In the new section:

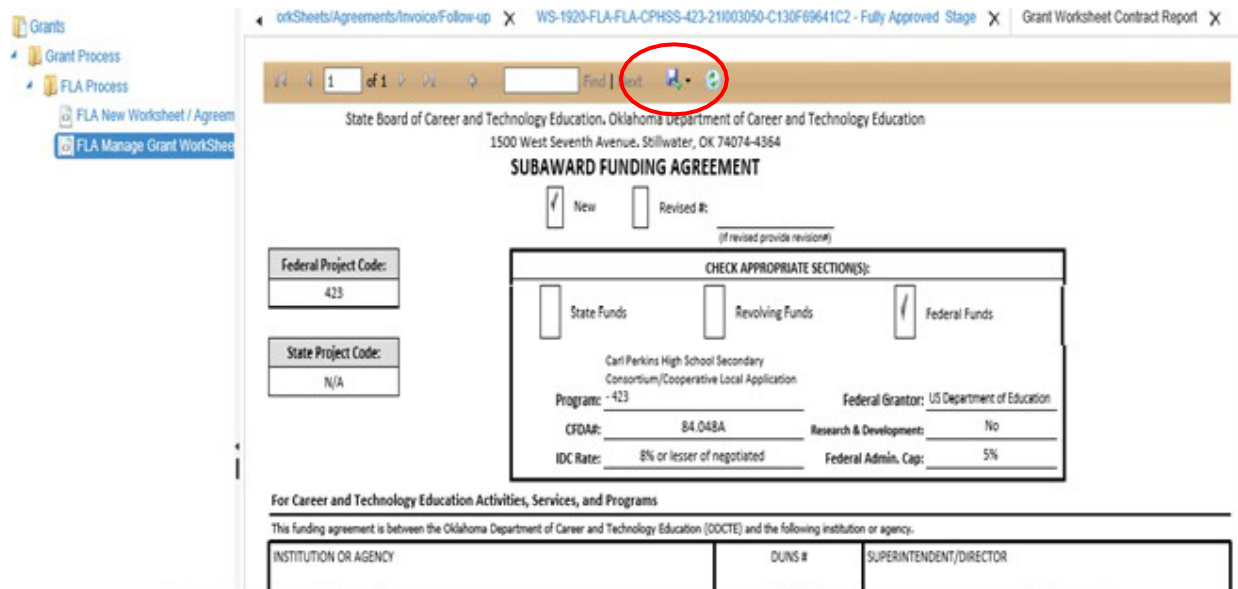
**Scroll to the left and click on the Worksheet link under the Worksheet column.** The Worksheet link is in blue and begins with "WS."



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/>

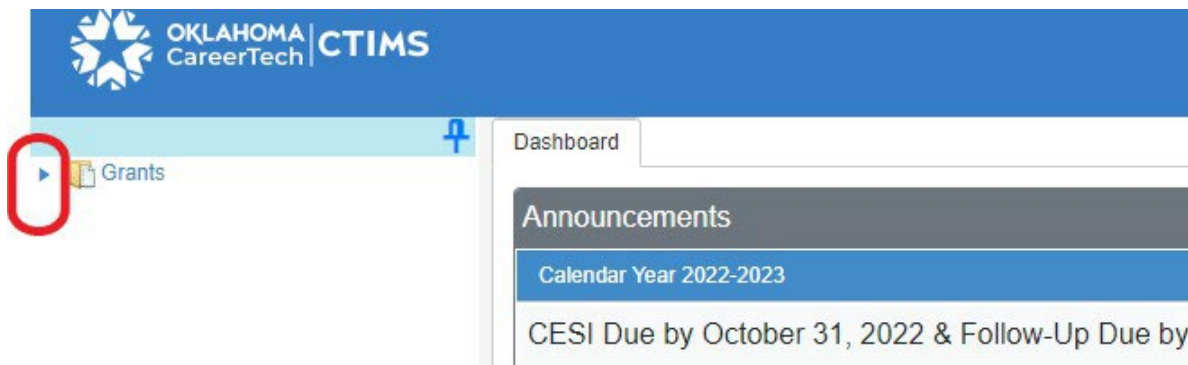
**Note:** CTIMS is currently not compatible with other browsers.

**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.

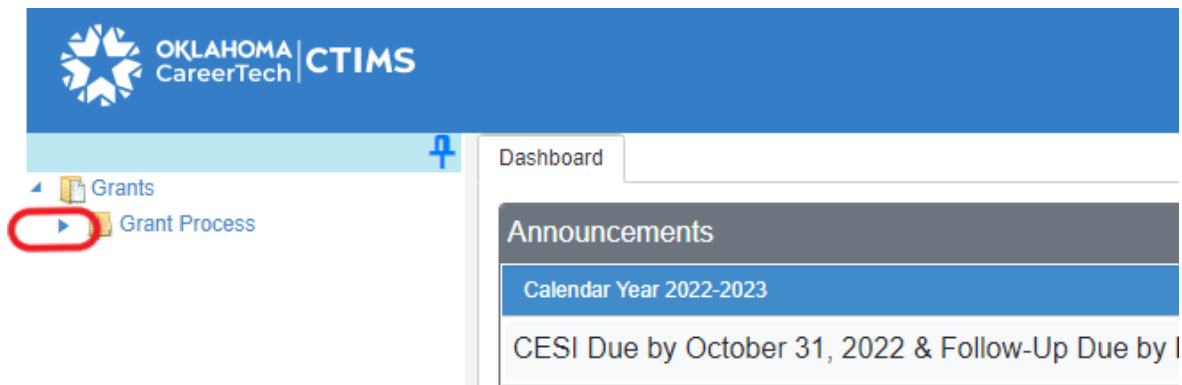




**Step 3:** Click the ▶ (small blue triangle) icon next to **Grants** on the left side navigation area.



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

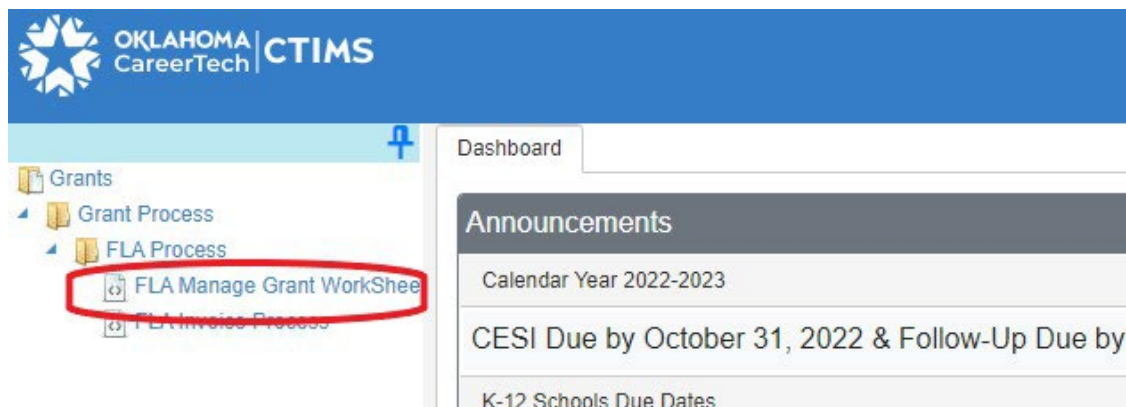




**Step 5:** Click the ▶ (small blue triangle) icon next to **FLA Process**.



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

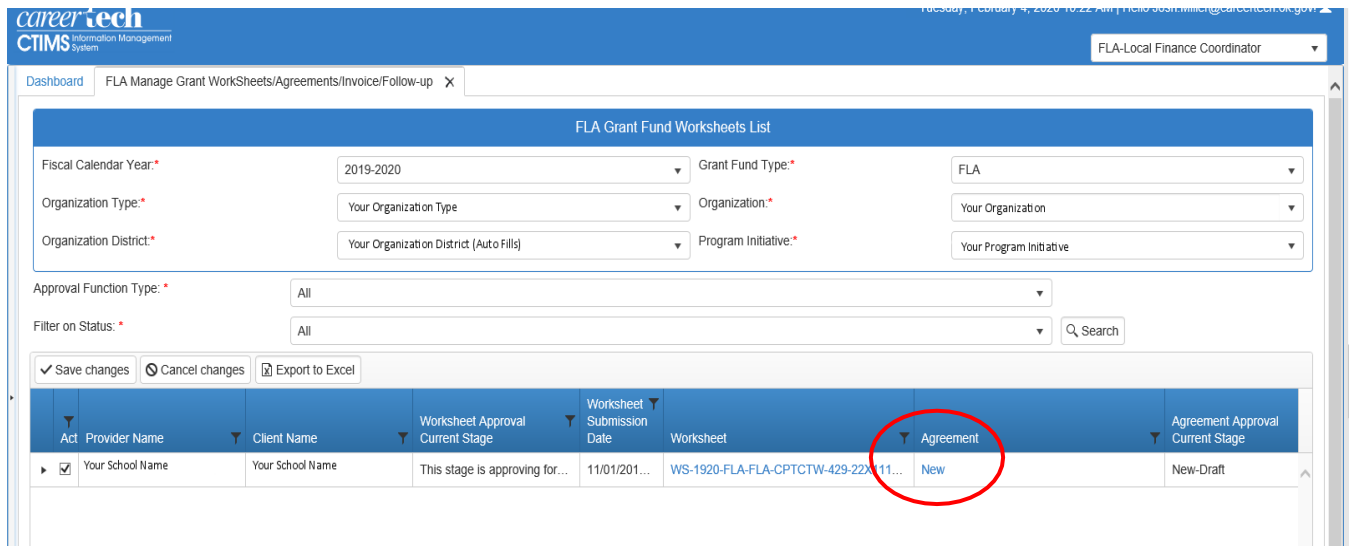


**Step 7:** Complete these items in the **FLA Grant Fund Worksheets List**. *The tagged numbers on the screen shot correspond to the instruction steps below.* Many of these fields will automatically display based on your organization login credentials.

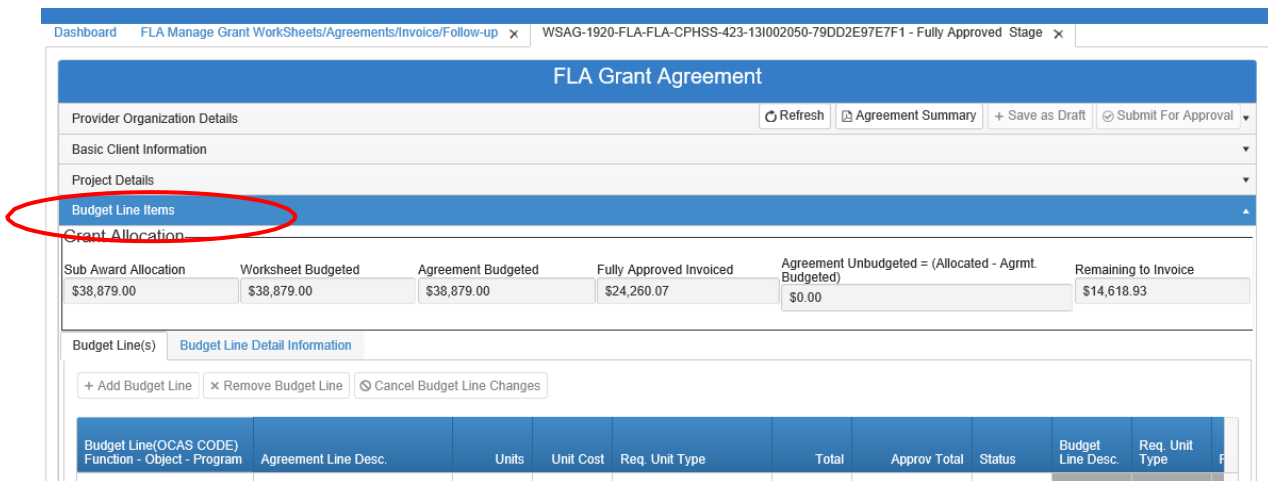
**Note:** The red asterisks\* represents a required field.

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".

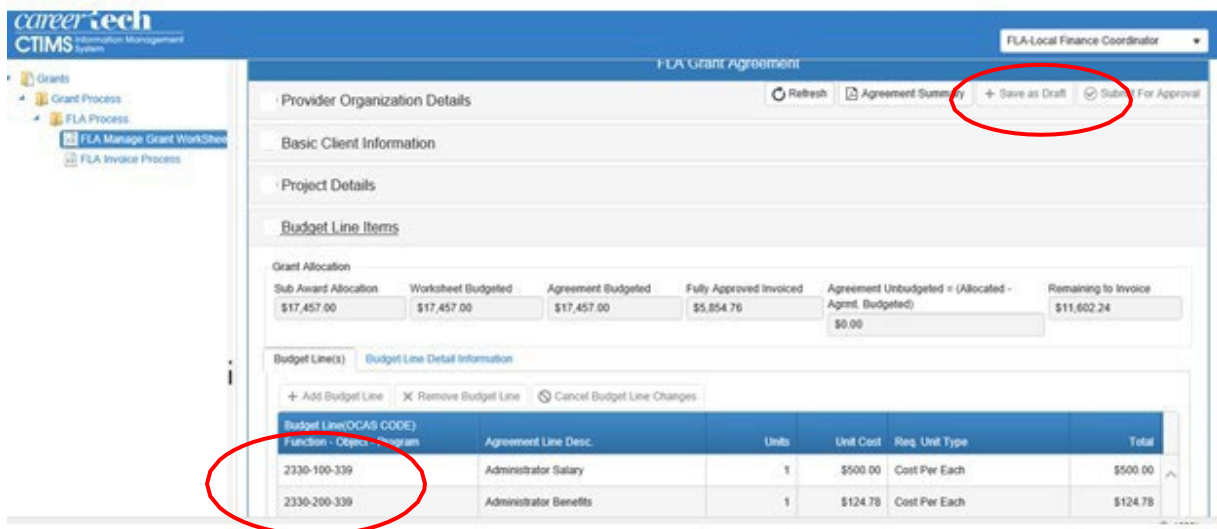


**Step 9:** On the **FLA Grant Agreement** page, the **Budget Line Items** section should be open.



**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

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## 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

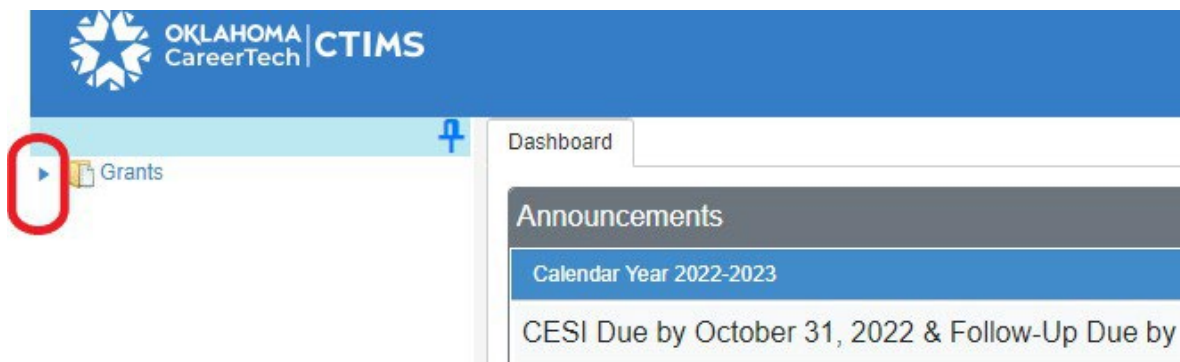
This section will take you through the steps to submit an **Invoice/Claim for Reimbursement**.

**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/>

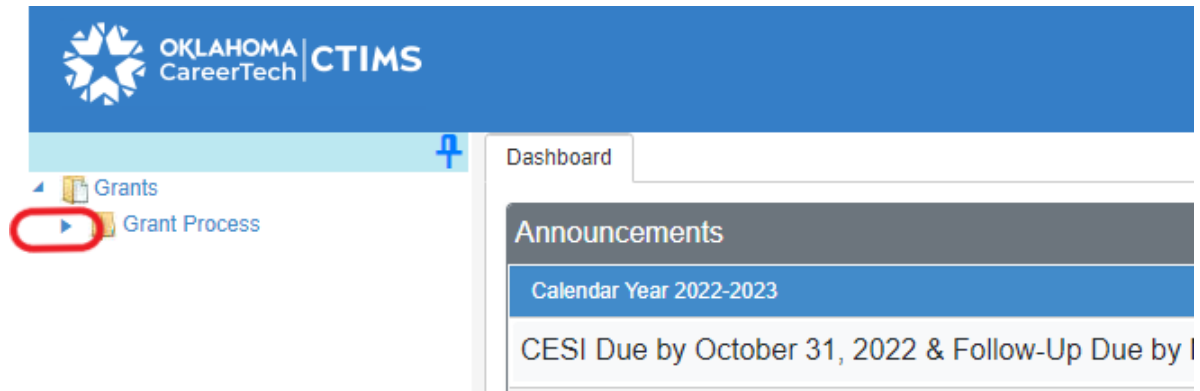
**Step 2:** Verify that you are signed in with the role of a **FLA-Local Finance Coordinator** in the top right corner. If not, use the dropdown arrow to select the correct role.



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



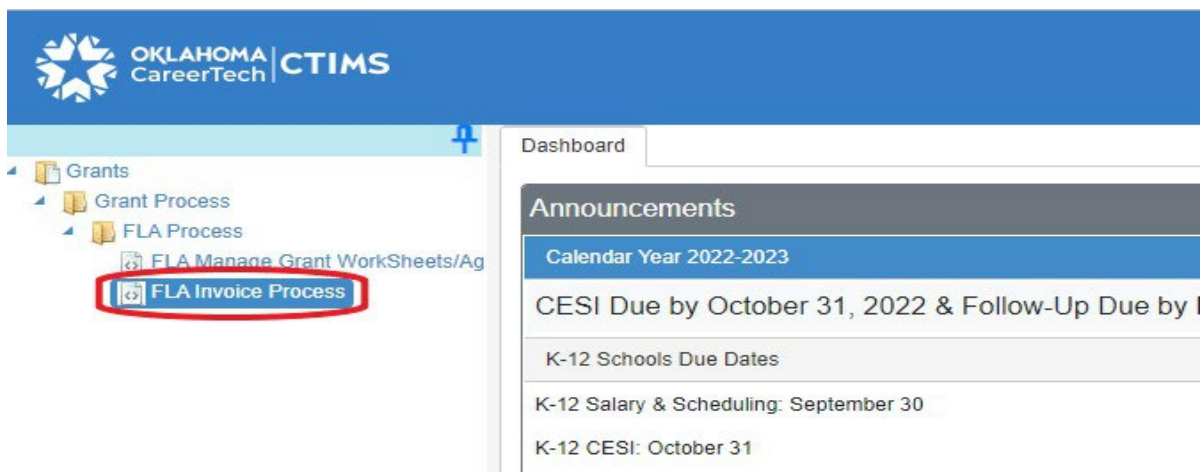
**Step 4:** Click the  (small blue triangle) sign next to **Grant Process**.



**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.

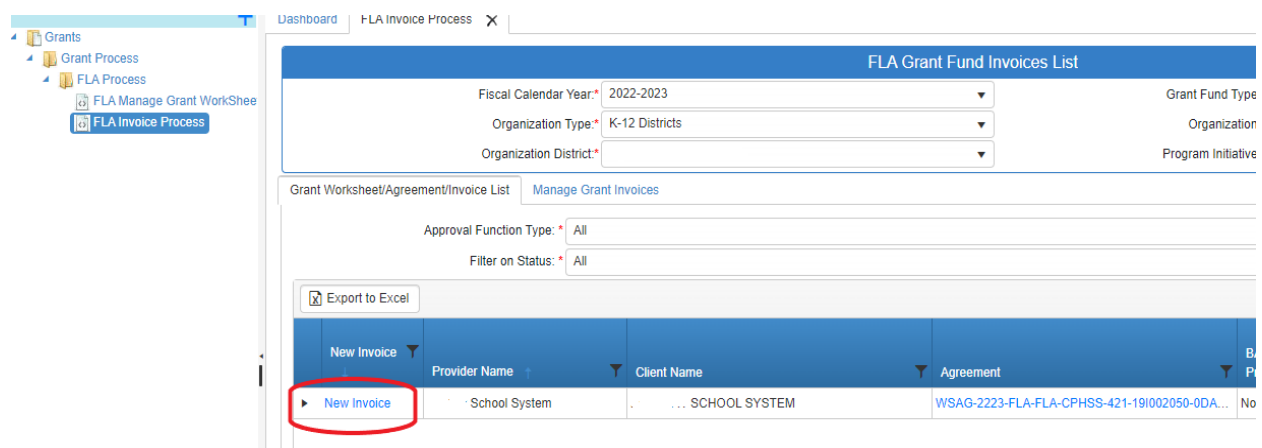
The screenshot shows the 'FLA Grant Fund Invoices List' interface. The top navigation bar includes 'Dashboard' and 'FLA Invoice Process'. The left sidebar lists navigation options like 'Grants', 'Grant Process', and 'FLA Invoice Process'. The main content area contains several form fields and a search button, each with a red circled number indicating a step:

- 1:** Fiscal Calendar Year\* (dropdown menu showing 2016-2017)
- 2:** Grant Fund Type\* (dropdown menu showing FLA)
- 3:** Organization Type\* (dropdown menu showing Colleges)
- 4:** Organization\* (text input field with placeholder 'Enter the first three characters of any word that...')
- 5:** Organization District\* (dropdown menu)
- 6:** Program Initiative\* (dropdown menu showing -Select-)
- 7:** Approval Function Type\* (dropdown menu showing All)
- 8:** Filter on Status\* (dropdown menu showing All)
- 9:** Search button (labeled 'Q Search')

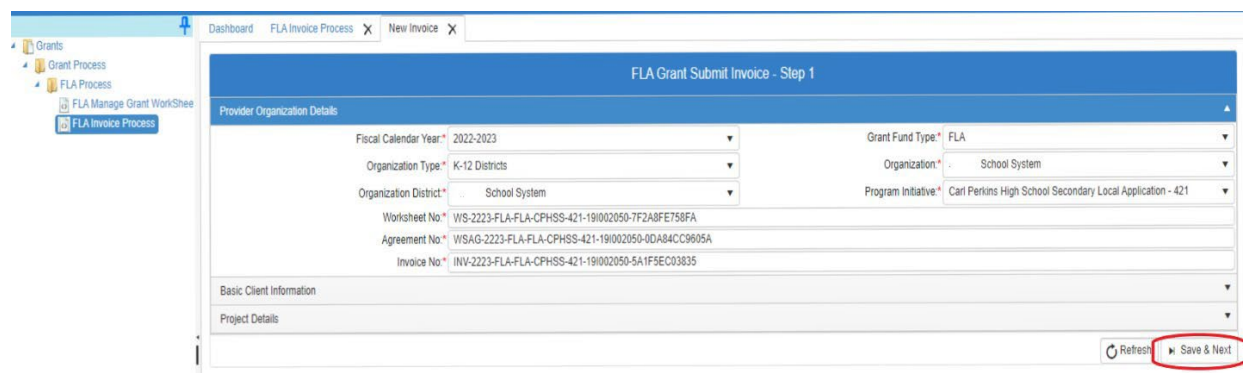
At the bottom, there is a table header with columns: 'New Inva...', 'Provider Name', 'Agreement', 'Agreement Submission Date', 'Agreement Approv...', and 'Agreement Approv'.

**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(OAS CODE) Function - Object - Program	OAS Description	Units	Unit Cost	Req. Unit Type	Total	Approv Total	Aut. to S
<input type="checkbox"/>	School BITE (9) C...	1000-800-332	1000-Supplies-800-Supplies-332-Instruction	1.00	\$5,438.75	Cost Per Each	\$5,438.75	\$5,438.75	1
<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	1
<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	1
<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	1
<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	1
<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	1

**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 shows the 'FLA Invoice Process' interface with the following sections: Provider Organization Details, Basic Client Information, Project Details, Grant Allocation, and Invoice Line Items. The 'Invoice Line Items' table contains two rows:

Agreement Line Desc.	Budget Line(OCAS CODE) Function - Object - Program	OCAS Description	Units	Unit Cost	Req. Unit Type	Total	Approv Total	Aut. to S
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	

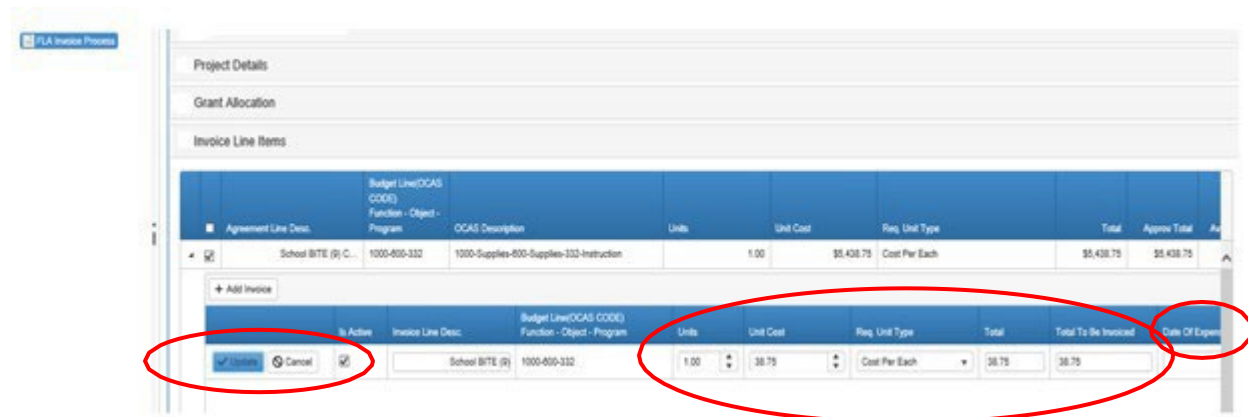
Below the table is an '+ Add Invoice' button. A second table shows the details for the selected line item:

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

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

**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**.

The screenshot displays the 'FLA Invoice Process' interface. It features a table of 'Invoice Line Items' with columns for Agreement Line Desc., Budget Line(OCAS CODE) Function - Object - Program, OCAS Description, Units, Unit Cost, Req. Unit Type, Total, and Approv Total. A red circle highlights the 'Is Active' column and the 'Cancel' button for a line item with the following details: Agreement Line Desc. School BITE (R) C..., Budget Line(OCAS CODE) Function - Object - Program 1000-600-332, OCAS Description 1000-Supplies-600-Supplies-332-Instruction, Units 1.00, Unit Cost \$5,438.75, Req. Unit Type Cost Per Each, Total \$5,438.75, and Approv Total \$5,438.75.

Agreement Line Desc.	Budget Line(OCAS CODE) Function - Object - Program	OCAS Description	Units	Unit Cost	Req. Unit Type	Total	Approv Total
School BITE (R) C...	1000-600-332	1000-Supplies-600-Supplies-332-Instruction	1.00	\$5,438.75	Cost Per Each	\$5,438.75	\$5,438.75

**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-421-361045050-682EC68A8BA2 - New

**FLA Grant Submit Invoice - Step 2**

Provider Organization Details

Basic Client Information

Project Details

Grant Allocation

Invoice Line Items

	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.

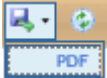
**Step 15:** Scroll down and select the **Acknowledgements** heading. Check the required *certify/disclaimer* boxes. Input the required **Reporting Period (Claim) Date Range**. **NOTE:** The Reporting Period date range must match exactly the date ranges in your Detail and Summary Expenditure Reports.

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.
 <a href="#">New Invoice</a>	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...

Invoice Summary							
<input checked="" type="checkbox"/> Save changes <input type="checkbox"/> Cancel changes <input type="button" value="Export to Excel"/>							
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...

Invoice Summary							
<input checked="" type="checkbox"/> Save changes <input type="checkbox"/> Cancel changes <input type="button" value="Export to Excel"/>							
Active/Inactive	Current Approval Stage	BAP Process	Provider Name	Approval Status			
▶ <input checked="" type="checkbox"/>	ODCTE Finance Reviewer - Full...	No		Fully Approved			

Invoice Approval Summary						
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 Supervisors - 3rd Annc...				04/13/2020 10:55:36	Et al, 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 with columns: Agreement Line Desc., Budget Line (OCAS CODE) Function - Object - Program, OCAS Description, Units, Unit Cost, Req. Unit Type, Total, and Approv Total. The first row of the table has an 'Edit' button circled in red. The table data is as follows:

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

# Change Request vs Budget Adjustment

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## 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** – 3<sup>rd</sup> 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.

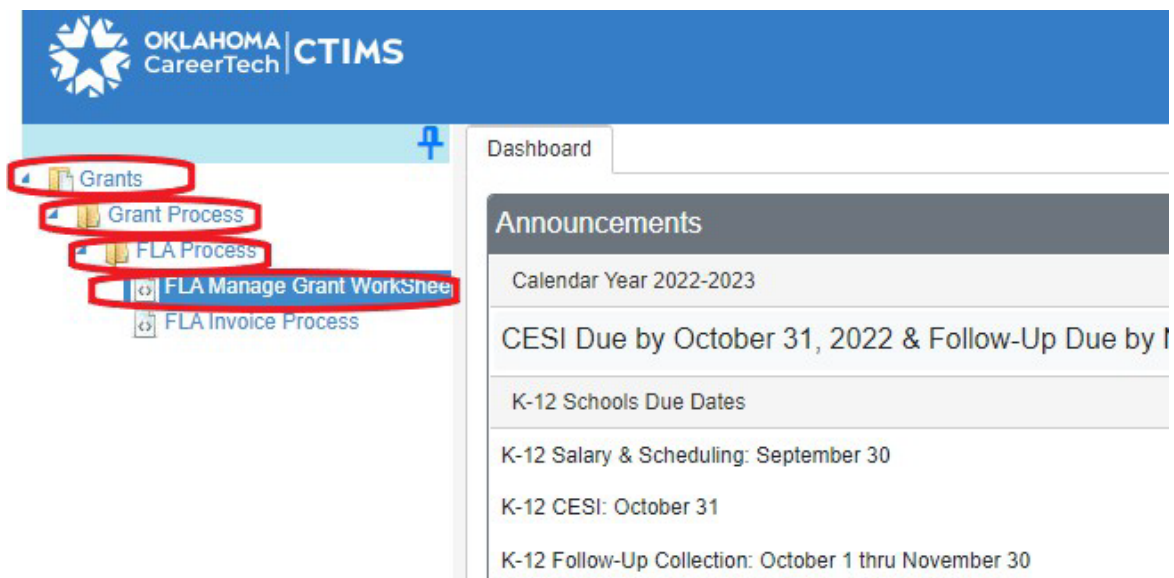
**Step 2:** Verify that you are signed on with the role of a **FLA-Local Initiative Coordinator** in the top right corner. If not, use the dropdown arrow to select the correct role.



**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**

The screenshot shows the 'FLA Grant Fund Worksheets List' form. The following fields are highlighted with red boxes:

- Fiscal Calendar Year: 2022-2023
- Organization Type: College District
- Organization: Enter the first three characters of any word that is included...
- Program Initiative: Select--
- Search button

The table below shows the column headers for the worksheet list:

Act	Provider Name	Client Name	Worksheet Approval Current Stage	Worksheet Submission Date	Worksheet	Agreement
-----	---------------	-------------	----------------------------------	---------------------------	-----------	-----------

**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.

The screenshot shows the search results for the 'FLA Grant Fund Worksheets List'. The search criteria are:

- Fiscal Calendar Year: 2020-2021
- Organization Type: Comprehensive Schools Districts
- Organization District: Your School System
- Grant Fund Type: FLA
- Organization: Your School System
- Program Initiative: Carl Perkins High School Secondary - 423

The search results table is as follows:

Act	Provider Name	Client Name	Worksheet Approval Current Stage	Worksheet Submission Date	Worksheet	Agreement
▶	✓	Your School System	YOUR SCHOOL SYST...	Local Finance Coordinator...	01/30/202...	WS-2021-FLA-FLA-CPHSS-423-0700305...

The 'Worksheet' column value 'WS-2021-FLA-FLA-CPHSS-423-0700305...' is highlighted with a red box.



**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.

FLA Grant Submit Worksheet - Step 2

Provider Organization Details

Fiscal Calendar Year: 2022-2023  
 Organization Type: K-12 Districts  
 Organization District: School System  
 Worksheet No: WS-2223-FLA-FLA-CPHSS-421-07003050-2132DD702C79

Grant Fund Type: FLA  
 Organization: School System  
 Program Initiative: Carl Perkins High School Secondary Local Application - 421

Basic Client Information  
 Funding Request Details

Buttons: Refresh, Worksheet Summary, Worksheet Contract, **Next Step** (top right)

Buttons: Refresh, Worksheet Summary, Worksheet Contract, **Next Step** (bottom right)

**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.

FLA- Local Initiative Coordinator

Dashboard FLA Manage Grant Worksheets/Agreements/Invoice/Follow-up WS-2021-FLA-FLA-CPHSS-421-141002050-44CF9A5A0F63 - 3rd Approval Stage

FLA Grant Submit Worksheet - Step 3

Provider Organization Details Refresh Worksheet Summary Worksheet Contract One Step Back Save as Draft Submit For Approval **Change Request**

Basic Client Information

Project Details

Budget Line Items

Grant Allocation

Sub Award Allocation	Worksheet Budgeted	Agreement Budgeted	Fully Approved Invoiced	Agreement Unbudgeted = (Allocated - Agrmt. Budgeted)	Remaining to Invoice
\$1.00	\$1.00	\$0.00	\$0.00	\$1.00	\$0.00

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

OKLAHOMA DEPARTMENT OF CAREER TECH EDUCATION

FLA- Local Initiative Coordinator

FLA Grant Submit Worksheet - Step 2

Change Request

You are going to cancel the approval process and initiating the change request process. Are you sure?

Buttons: Cancel, **OK**

**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**.

Dashboard FLA Manage Grant Worksheets/Agreements/Invoice/Follow-up X WS-2223-FLA-FLA-CPHSS-421-071003050-2132DD702C79 - New X

FLA Grant Submit Worksheet - Step 3

Provider Organization Details Refresh Worksheet Summary Worksheet Contract One Step Back Save as Draft Submit for Approval

Fiscal Calendar Year\* 2022-2023 Grant Fund Type\* FLA

Organization Type\* K-12 Districts Organization\*

Organization District\* Program Initiative\* Carl Perkins High School Secondary Local Application - 421

Worksheet No\* WS-2223-FLA-FLA-CPHSS-421-071003050-2132DD702C79

Basic Client Information

Project Details

Budget Line Items

Attachments

Acknowledgements

Refresh Worksheet Summary Worksheet Contract One Step Back Save as Draft Submit for Approval

**Step 9:** Select **Approval Process**.

OKLAHOMA DEPARTMENT OF CAREER TECH EDUCATION FLA Local Initiative Coordinator

FLA Grant Submit Worksheet - Step 4

Provider Organization Details Worksheet Summary One Step Back Save as Draft Submit for Approval

Fiscal Calendar Year\* 2016-2017 Grant Fund Type\* FLA

Organization Type\* Organization\*

Organization District\* Program Initiative\* Carl Perkins High School Secondary - 421

Worksheet No\* WS-1617-FLA-FLA-CPHSS-421-60218050-566031038470

Basic Client Information

Grant Allocation

Budget Line Items

Attachments

Acknowledgements

Worksheet Summary One Step Back Save as Draft Submit for Approval Change Request 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.

OKLAHOMA DEPARTMENT OF CAREER TECH EDUCATION

Approval Process - FLA Grant Worksheet Approval

NOTE: Enter Approval/Rejection Note and then Click on Approval button to finalize your changes and submission to further Process.

Click on Approval button to finalize your changes and submission to ODCTE.

Request Number  
WS-1617-FLA-FLA-CPHSS-421-60095050-566351038470

Approval Stage	Approval Date	Approver Role	Approver By	Approver E...	Approval St...	Note	Private Note
+ Local Coordinator - 1st Stage	2/9/2017 11:38...	FLA- Local I...	Denise - Ch...	Denise Chri...	Cancel for C...	New Process	
Local Finance Coordinator - 2...	2/9/2017 11:38...						
Superintendent / President - 3...	2/9/2017 11:38...						
State Local Coordinator - 4th...	2/9/2017 11:38...						

Current Approval Stage Information

Approved By\*  
Approval Stage\* 1st Stage

Approver School\*  
Approver Role\*

Approver Email\*  
Approval Date\* 02/06/2017

Approval/Rejection Note

Format

**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.**

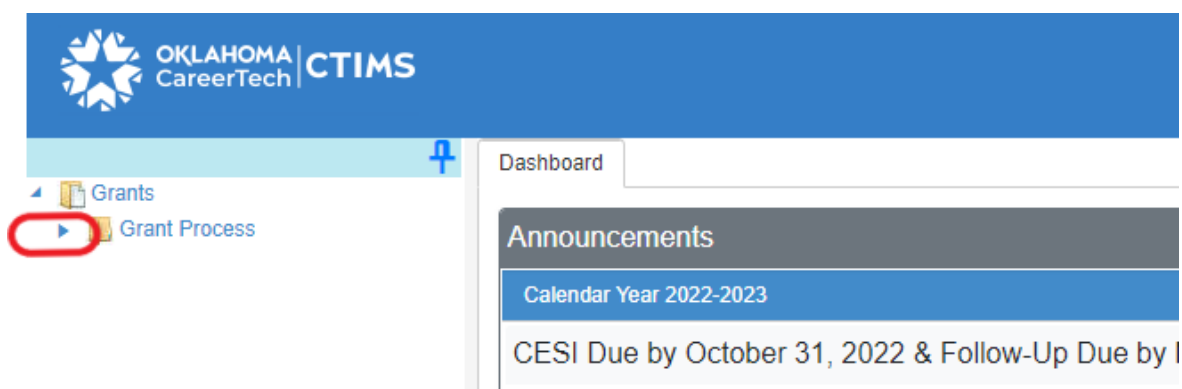
**Step 1:** Using **Microsoft Edge, Mozilla Firefox or Google Chrome**, sign in using your school email and CTIMS password at <https://ctims.okcareertech.org/CTBDSWeb/>

**Note:** CTIMS is currently not compatible with other browsers.

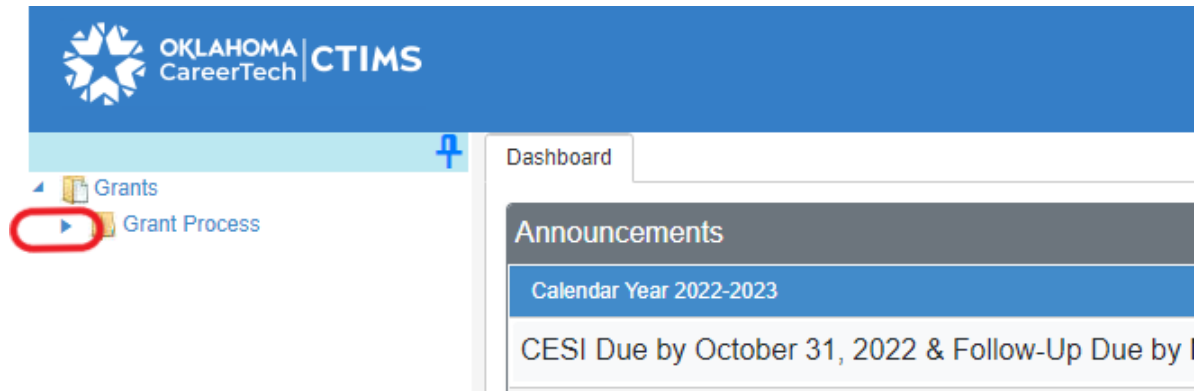
**Step 2:** Verify that you are signed in with the role of a **FLA-Local Finance Coordinator** in the top right corner. If not, use the dropdown arrow to select the correct role.



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



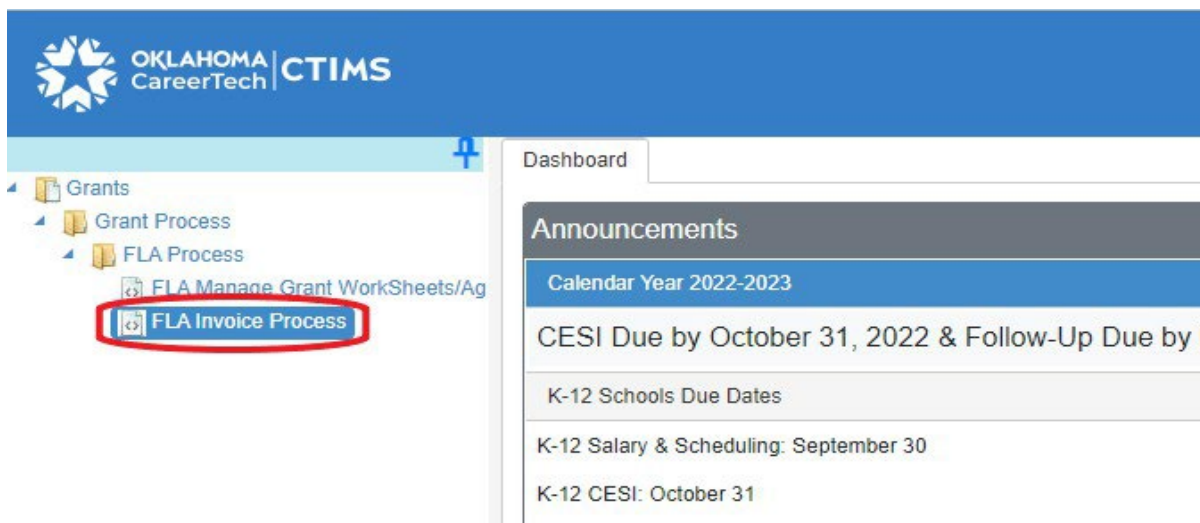
**Step 4:** Click the  (small blue triangle) sign next to **Grant Process**.



**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.

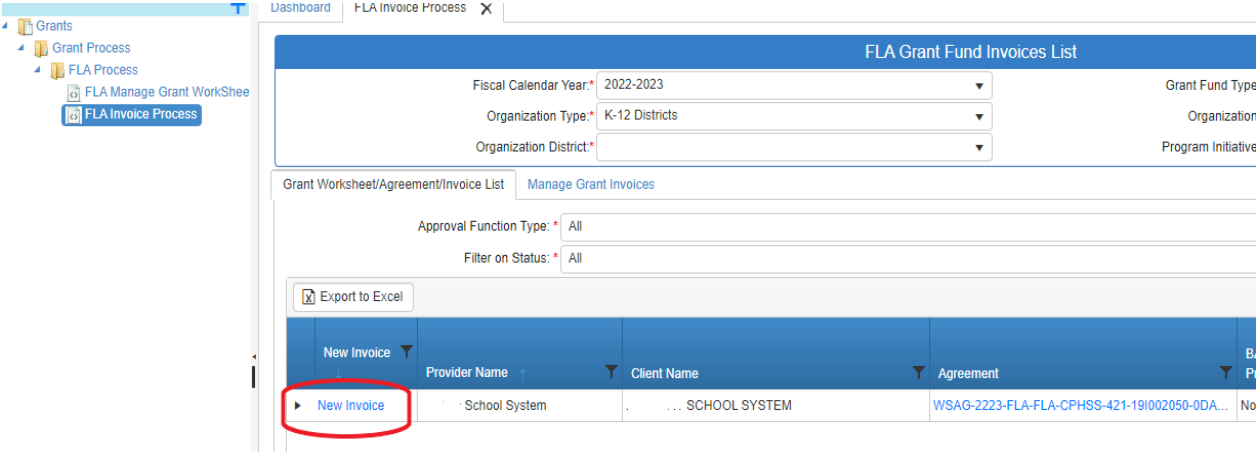
1. Verify **Fiscal Calendar Year** to make sure correct year is showing\*.
2. Verify **Grant Fund Type** is set to FLA\*.
3. Select your correct **Organization Type** from the dropdown menu (College District, Comprehensive School Districts or Tech Centers Districts).
4. Select your **Organization** by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

The screenshot shows the 'FLA Grant Fund Invoices List' interface. The top navigation bar includes 'Dashboard' and 'FLA Invoice Process'. The left sidebar lists 'Grants', 'Grant Process', and 'FLA Process' with sub-options like 'FLA New Worksheet / Ag' and 'FLA Invoice Process'. The main form area contains the following fields with red circled numbers 1 through 9:

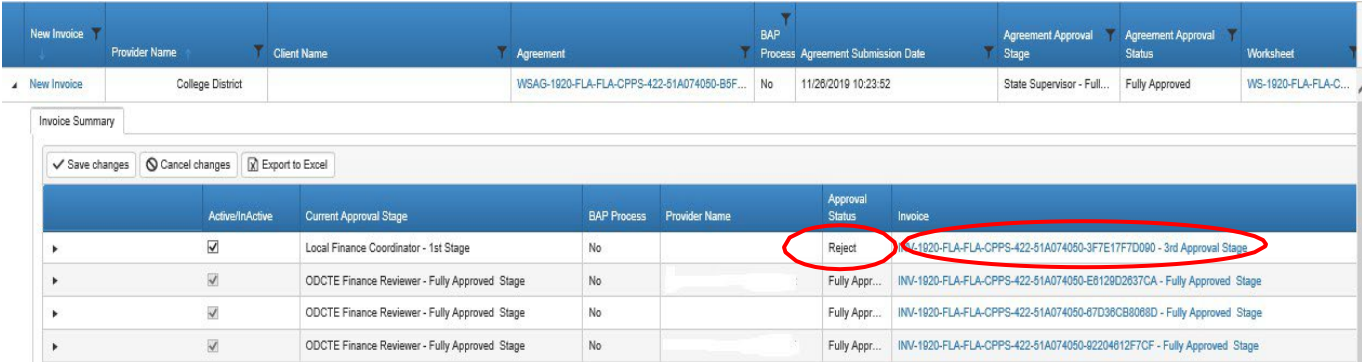
- 1: Fiscal Calendar Year\* (dropdown menu showing 2016-2017)
- 2: Grant Fund Type\* (dropdown menu showing FLA)
- 3: Organization Type\* (dropdown menu showing Colleges)
- 4: Organization\* (input field with placeholder 'Enter the first three characters of any word that...')
- 5: Organization District\* (dropdown menu showing a blank field)
- 6: Program Initiative\* (dropdown menu showing --Select--)
- 7: Approval Function Type\* (dropdown menu showing All)
- 8: Filter on Status\* (dropdown menu showing All)
- 9: Search button (with magnifying glass icon)

Below the filters, there is a table header with columns: New Invo., Provider Name, Agreement, Agreement Submission Date, Agreement Approv., and Agreement Approv.

**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 **lower right-hand side of the screen**. 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.

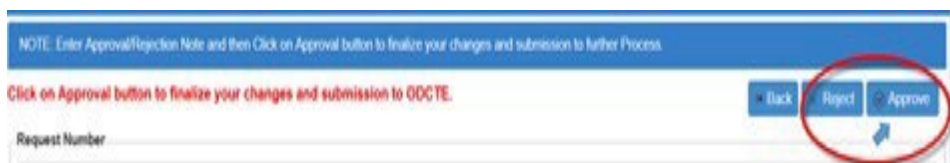
### **Editing Invoice Line Item Amounts** – Steps 10 to 13

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.

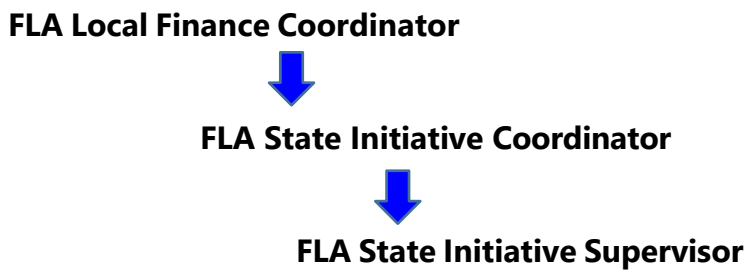
### **Acceptable reasons to do a Budget Adjustment include:**

- 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:**



**Making a Budget Adjustment:**

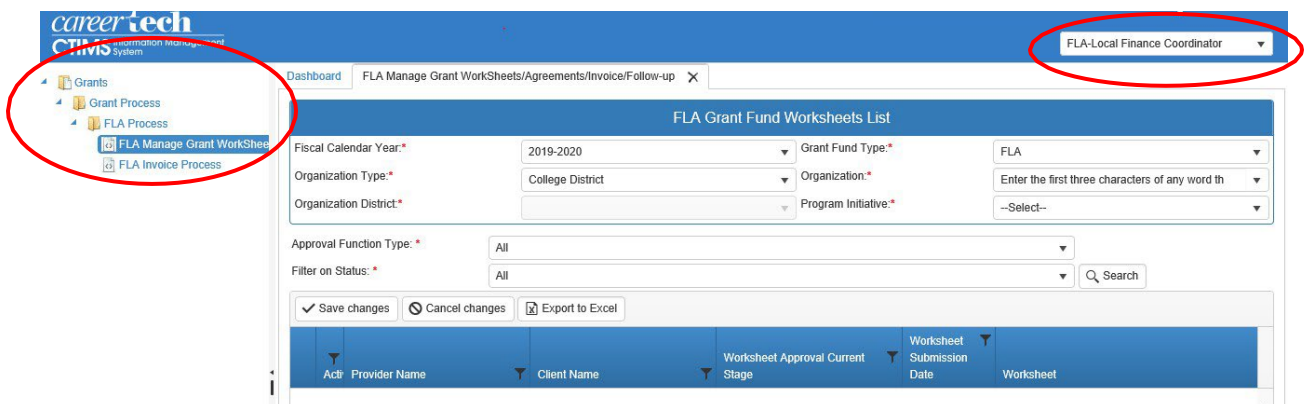
Once the Worksheet and the Agreement have been fully approved, you must go through the **Budget Adjustment Process** in order to make any changes to the **Agreement**.

**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:

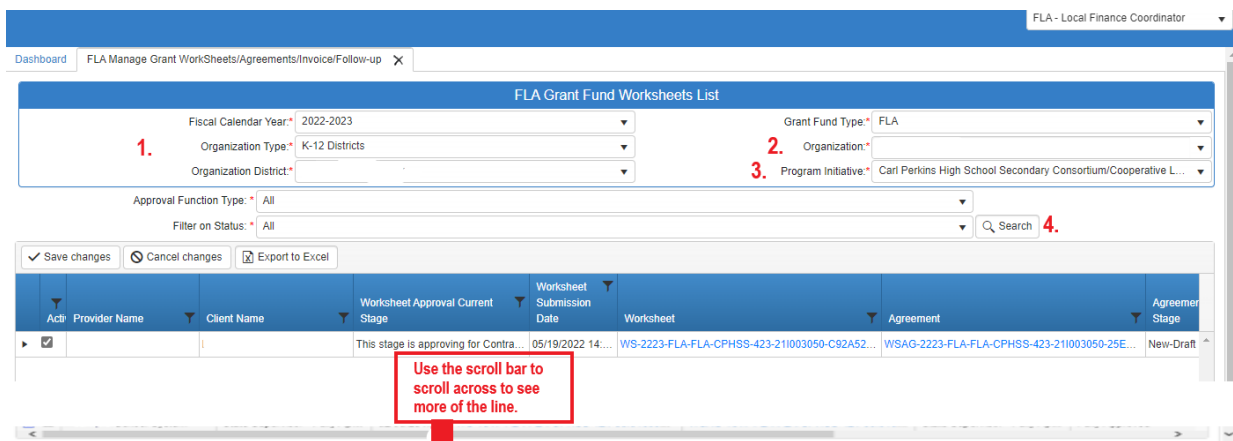
- ▶ Grants
- ▶ Grants Process
- ▶ FLA Process
- ▶ **FLA Manage Grant Worksheets / Agreements / Invoice**



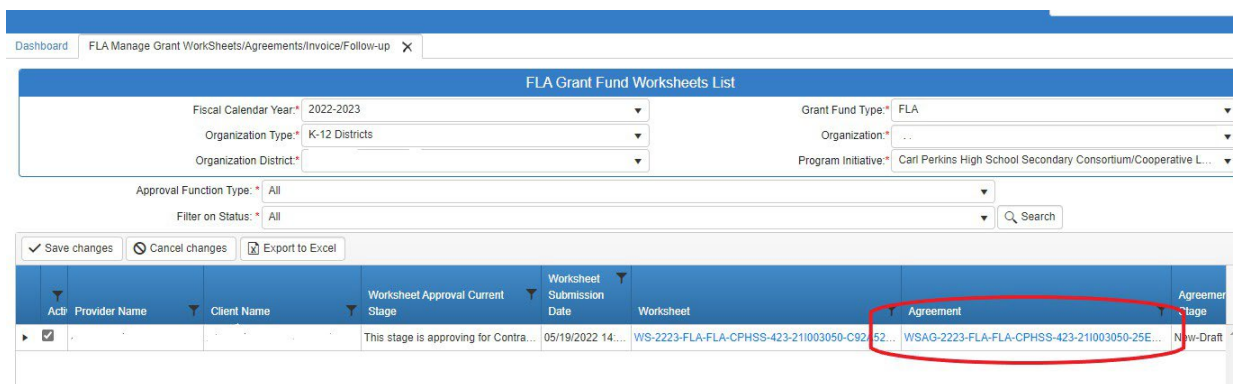
**Step 3:** Complete these sections of the FLA Grant Fund Worksheets List. **The tagged numbers on the screen shot correspond to the instruction steps below.**

Note: The red asterisks\* represents a required field.

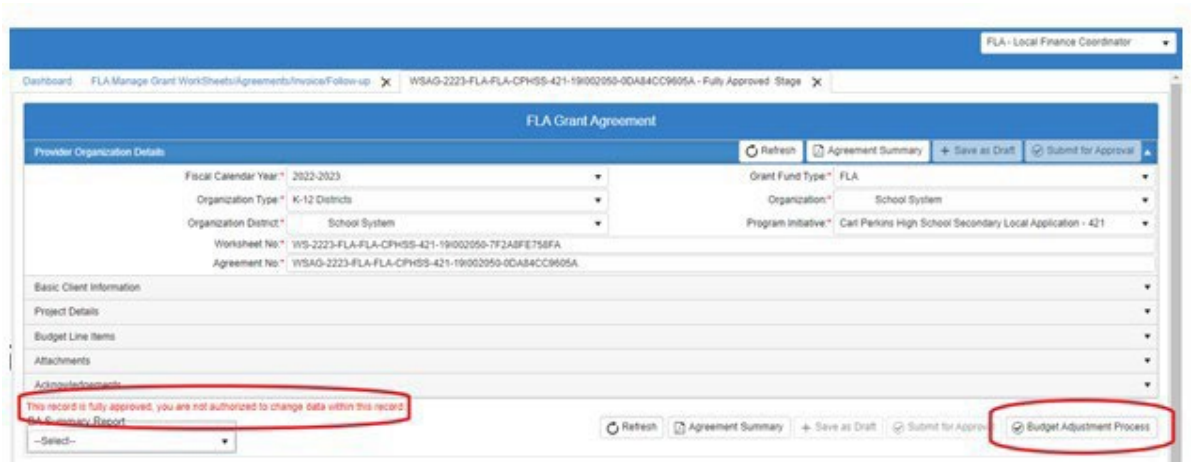
1. Select your correct **Organization Type\*** from the dropdown menu.
2. Select your **Organization\*** by typing in the first three characters of the name.
3. Select a **Program Initiative\***.
4. Select the **Search** button.
5. Use the scroll bar to scroll to the **Agreement** column on the right.



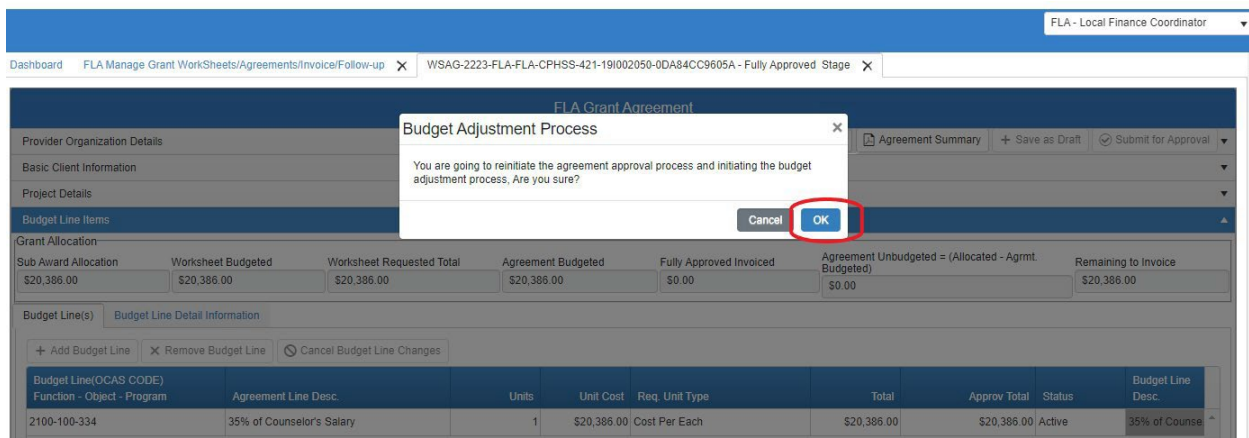
**Step 4:** In the **Budget Adjustment Process**, you will change the **Agreement**, not the Worksheet. Select the **Agreement Number** under the Agreement column. Agreement numbers always begin with WSAG-.



**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.





The screenshot displays the 'FLA Grant Agreement' interface. The 'Budget Line Items' section is highlighted with a red circle. Below this section, there is a summary table and a table of budget lines. The 'Add Budget Line' button is also circled in red.

Sub Award Allocation	Worksheet Budgeted	Agreement Budgeted	Fully Approved Invoiced	Agreement Unbudgeted - (Allocated - Agreement Budgeted)	Remaining to Invoice
\$58,012.00	\$98,517.00	\$15,646.00	\$0.00	\$42,366.00	\$15,646.00

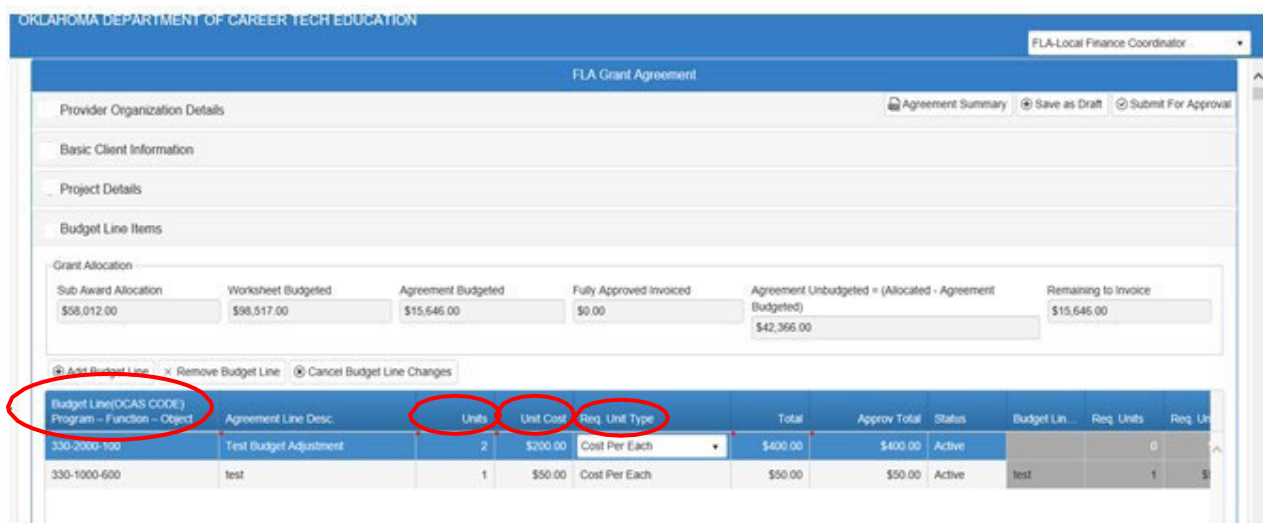
  

Program - Function - Object	Agreement Line Desc.	Units	Unit Cost	Req. Unit Type	Total	Approv Total	Status	Budget Lin	Req. Units	Req. Un
330-2000-100	Test Budget Adjustment	2	\$200.00	Cost Per Each	\$400.00	\$400.00	Active		0	
330-1000-600	test	1	\$50.00	Cost Per Each	\$50.00	\$50.00	Active	test	1	\$

**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.



OKLAHOMA DEPARTMENT OF CAREER TECH EDUCATION

FLA-Local Finance Coordinator

FLA Grant Agreement

Provider Organization Details Agreement Summary Save as Draft Submit For Approval

Basic Client Information

Project Details

Budget Line Items

Grant Allocation

Sub Award Allocation	Worksheet Budgeted	Agreement Budgeted	Fully Approved Invoiced	Agreement Unbudgeted = (Allocated - Agreement Budgeted)	Remaining to Invoice
\$58,012.00	\$98,517.00	\$15,646.00	\$0.00	\$42,366.00	\$15,646.00

Budget Line(OCAS CODE) Program - Function - Object	Agreement Line Desc.	Units	Unit Cost	Req. Unit Type	Total	Approv Total	Status	Budget Lin.	Req. Units	Req. Unit
330-2000-100	Test Budget Adjustment	2	\$200.00	Cost Per Each	\$400.00	\$400.00	Active		0	
330-1000-600	test	1	\$50.00	Cost Per Each	\$50.00	\$50.00	Active	test	1	\$



**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.*

The screenshot shows the 'Budget Line Items' interface. At the top right, it says 'FLA-Local Finance Coordinator'. Below that, there's a 'Grant Allocation' summary table:

Sub Award Allocation	Worksheet Budgeted	Agreement Budgeted	Fully Approved Invoiced	Agreement Unbudgeted = (Allocated - Agmt. Budgeted)	Remaining to Invoice
\$27,102.00	\$25,177.00	\$26,671.75	\$22,372.75	\$430.25	\$4,299.00

Below the summary is the 'Budget Line(s)' section with 'Budget Line Detail Information' selected. It includes buttons for '+ Add Budget Line', 'X Remove Budget Line', and 'Cancel Budget Line Changes'. The main table has the following columns: 'Budget Line(OCAS CODE)', 'Function - Object - Program', 'Agreement Line Desc', 'Units', 'Unit Cost', and 'Req. Unit'. The table contains four rows:

Budget Line(OCAS CODE)	Function - Object - Program	Agreement Line Desc	Units	Unit Cost	Req. Unit
1000-600-330		FACS-Guide to Good Food Nutrition & Food Preparation Instructor Resource CD-Qua...	1	\$198.47	Cost Per E
1000-600-330		FACS-Food Preparation: Guide to Good Food Workbook Curriculum-Quantity 1	1	\$22.42	Cost Per E
1000-600-330		FACS, BITE, MARKETING-Lenova ThinkPad L390 Yoga 13.3 Computer-Quantity 4	1	\$4,596.00	Cost Per E
1000-500-330		FACS-ICEV Teacher Instructional Materials	1	\$1,400.00	Cost Per E

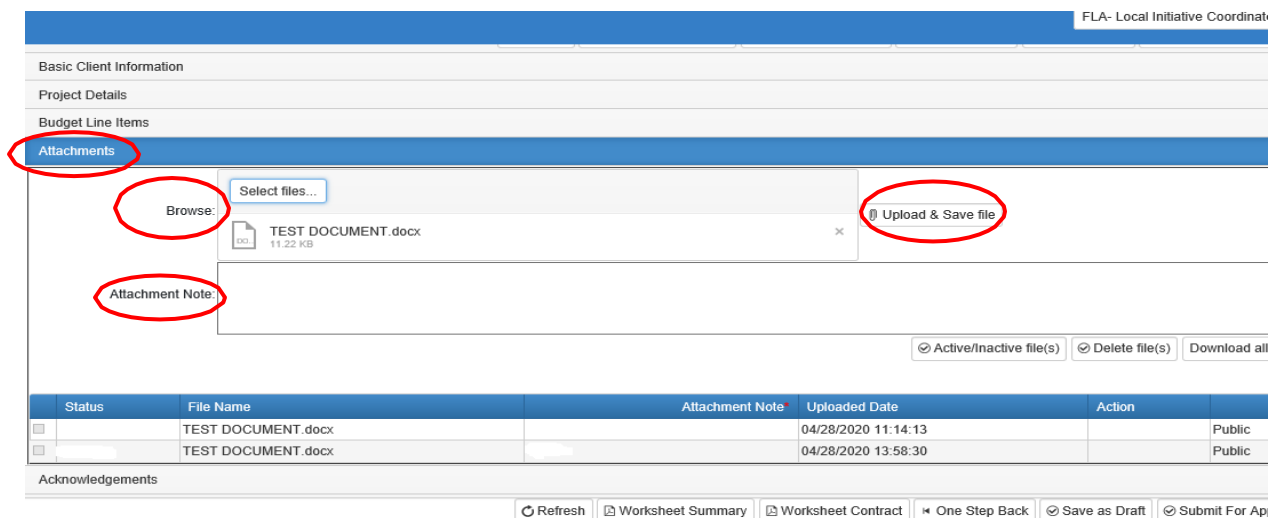
**Step 7d: Inactivating a Budget Line Item.** You cannot use the **Remove a Budget Line** option once the original Agreement has been approved. You can, instead, change the status of a budget line to **Inactive** in order to remove it from your budget calculations. Use the scroll bar to scroll to the **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	<input checked="" type="checkbox"/>	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-Welcc
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		

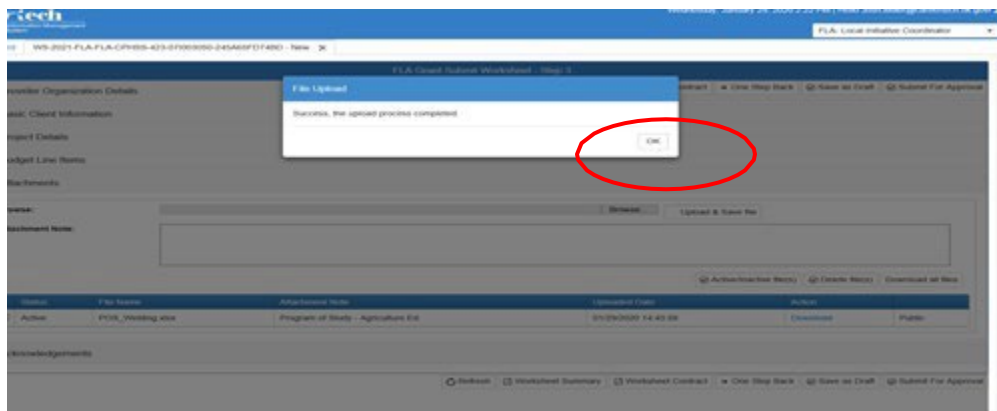
It is highly recommended that you execute a **Save As Draft** after completing changes to the Budget Line Item section. CTIMS will produce a **pop-up error message** if any of the changes you have made are incorrect. You can then make corrections before moving onto the next step.

**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.

The screenshot shows a web interface for the 'Acknowledgements' section. At the top right, it says 'FLA-Local Finance Coordinator'. The main heading is 'Acknowledgements'. Below it is a text area for the 'Budget Adjustment Justification Note' with a rich text editor toolbar. Two checkboxes are visible, both circled in red:

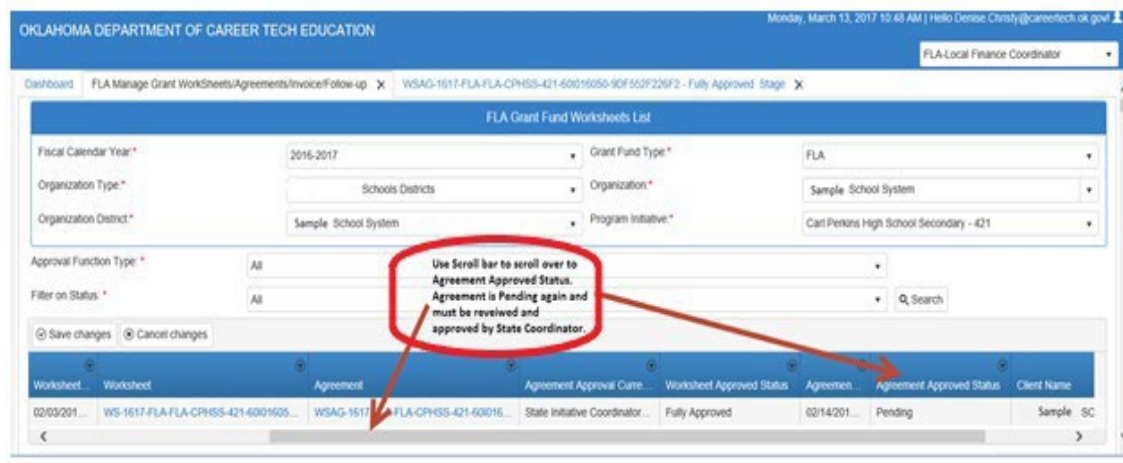
- \* I certify to the best of my knowledge that the submitted agreement budget is complete, and accurate, and that the expenditures fall within the intent of the Federal Carl Perkins Act.
- \* I understand that approval of budget adjustments is at the discretion of the ODCTE - Carl Perkins Administration and approval is not guaranteed. I certify that any submitted budget adjustments will be/are in alignment with our submitted Application.

Below the checkboxes is a field for the 'Acknowledgement Note' with its own rich text editor toolbar. The text 'Public Schools approves each expenditure .' is visible at the bottom of the form.

**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](#)).

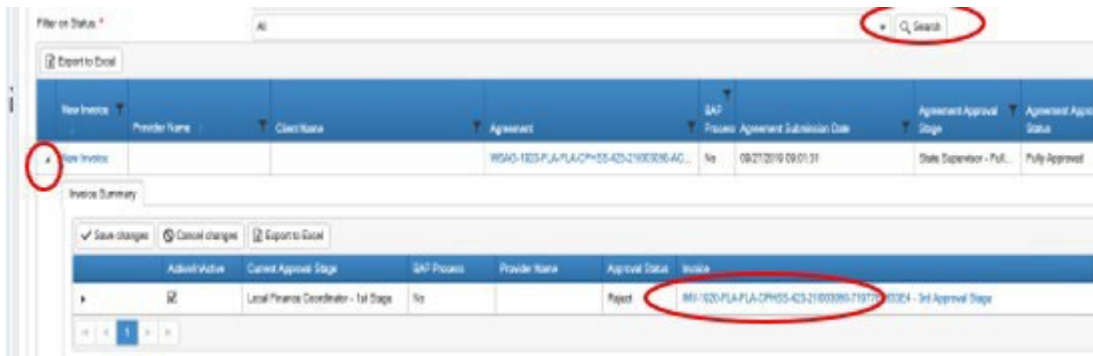
If you have already **saved a draft of your Invoice** when you discover you need to do a Budget Adjustment, you must **Inactivate all the Invoice Line Items you will be changing during the Budget Adjustment Process.** This must be done **BEFORE** you open your Agreement start the Budget Adjustment Process.

**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**.

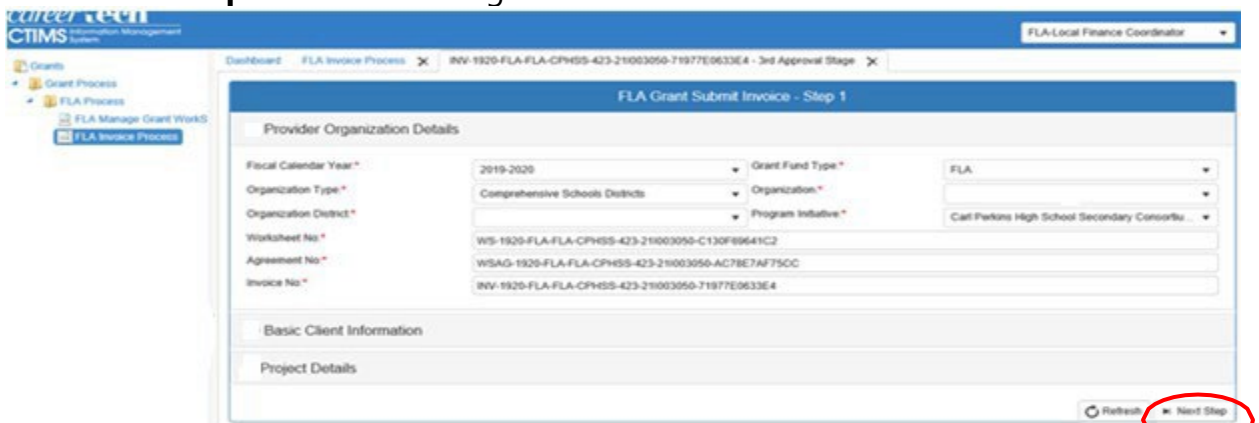
- From the left-hand menu select:
  - ➔ **Grants**
    - ➔ **Grant Process**
      - ➔ **FLA Process**
        - ➔ **FLA Invoice Process**
- Complete this information in the FLA Grant Fund Invoices List:
  - ➔ **Organization Type**
    - ➔ **Organization (name)**
      - ➔ **Program Initiative**
        - ➔ **Search**



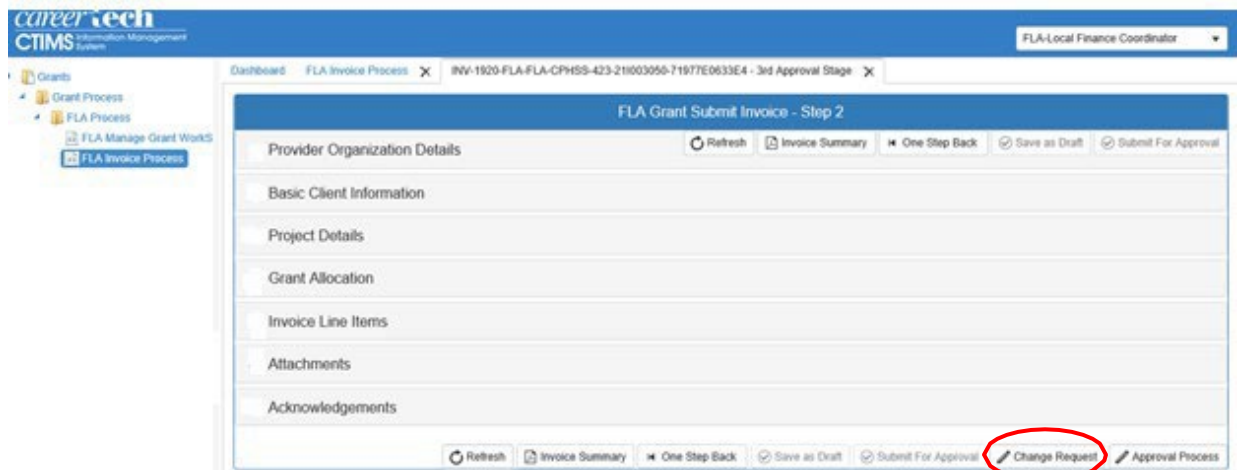
- Click on the **small dark triangle** to the left of the words **New Invoice** to open the Invoice Summary section. **Do not select the words "New Invoice."**
- Use the scroll bar to move to the right and click on/select the applicable **Invoice Number** (the one you need to change).



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

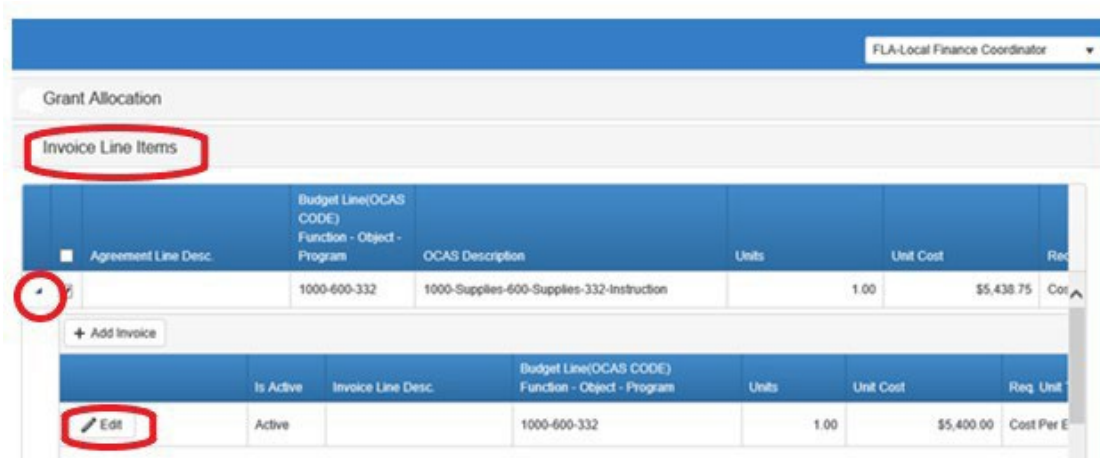


- **Note:** If your invoice has been **Rejected** (is not in Draft status), you will need to select the **Change Request** button on the bottom right-hand side of the screen before continuing. You may need to scroll right in order to make this button visible.



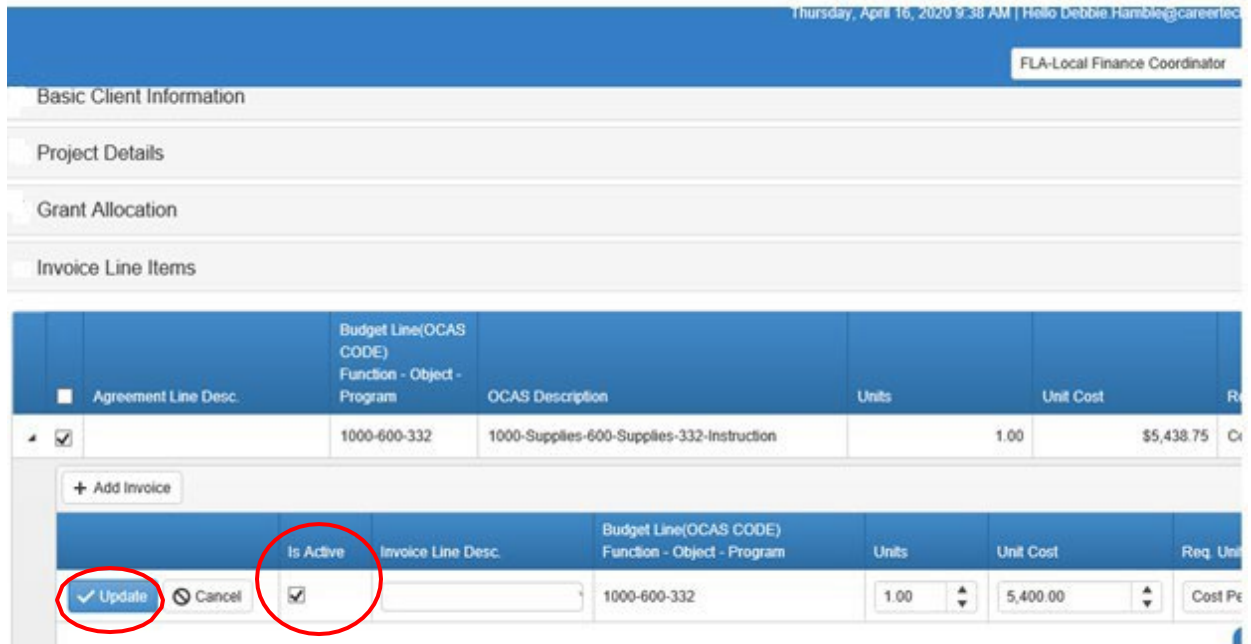
**Step 2: Inactivate Invoice Lines.** You will need to inactivate every Invoice Line Item you will be making adjustments to during the Budget Adjustment Process.

- 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.

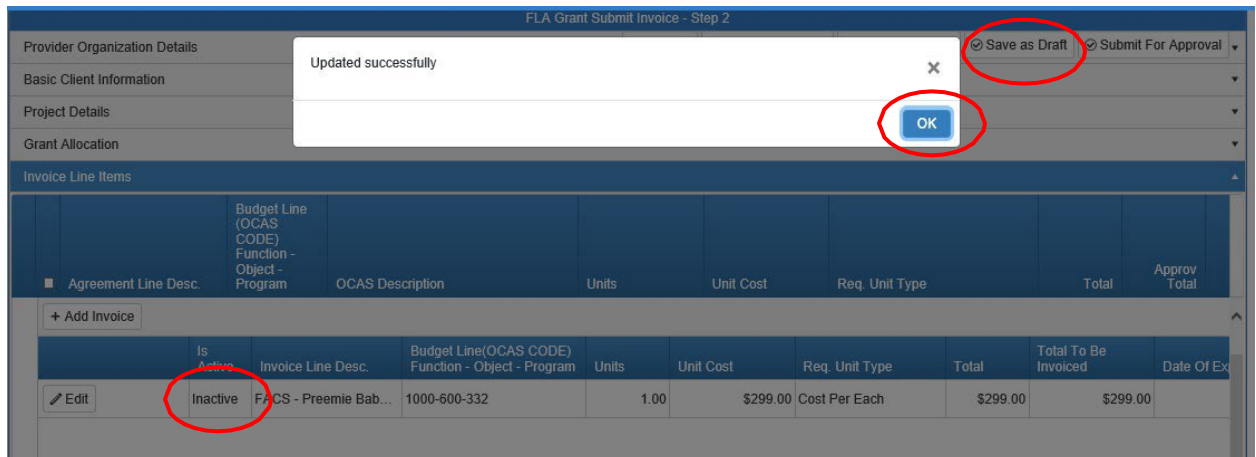




- Under the **Is Active** column, click on checkmark in the box to “uncheck” it.
- Go back to the left and click the **Update** button.



- 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:**

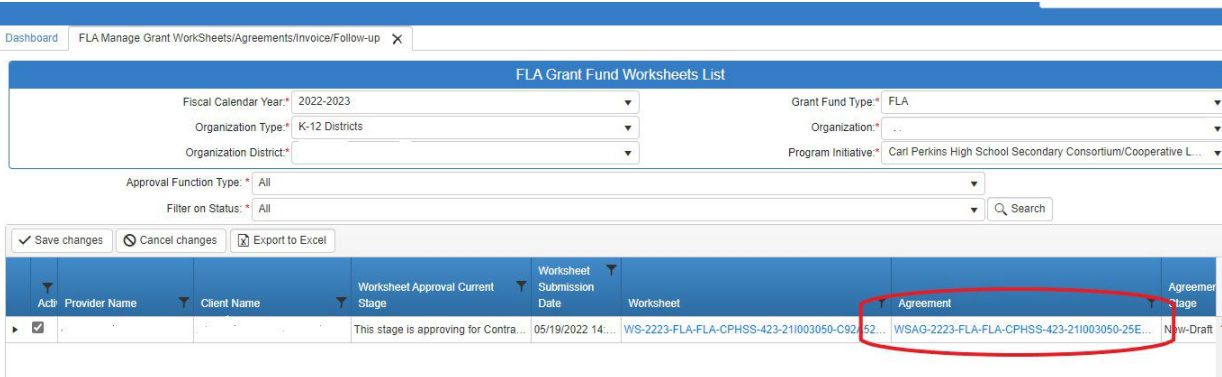
- ➔ **Grant**
- ➔ **Grant Process**
- ➔ **FLA Process**
- ➔ **FLA Manage Grant Worksheets/Agreements/Invoices**

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**

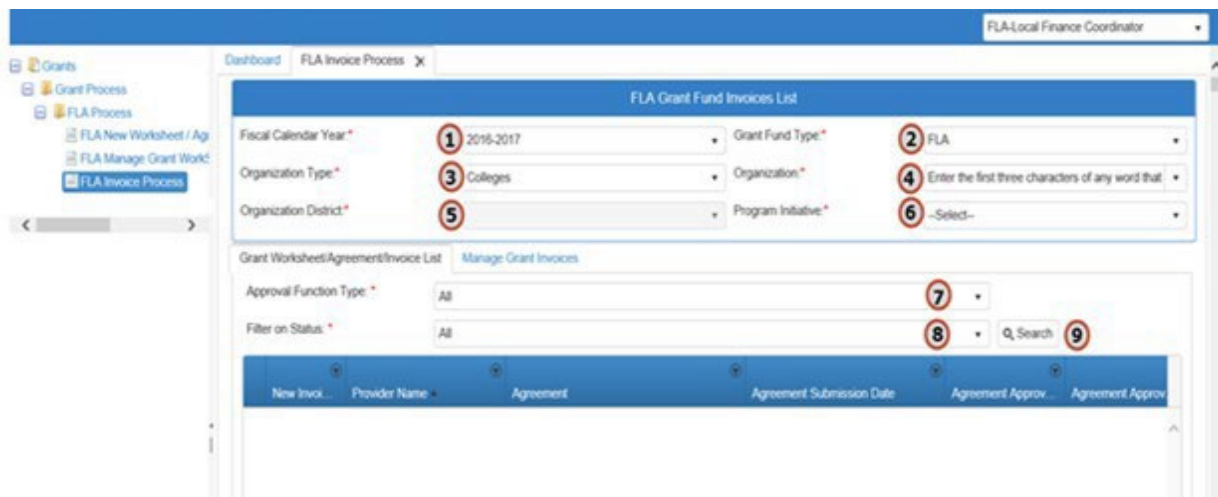
Once the Perkins staff has approved your Budget Adjustment you should go back to your invoice, reactivate your invoice line items, and finish your invoicing process.

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**

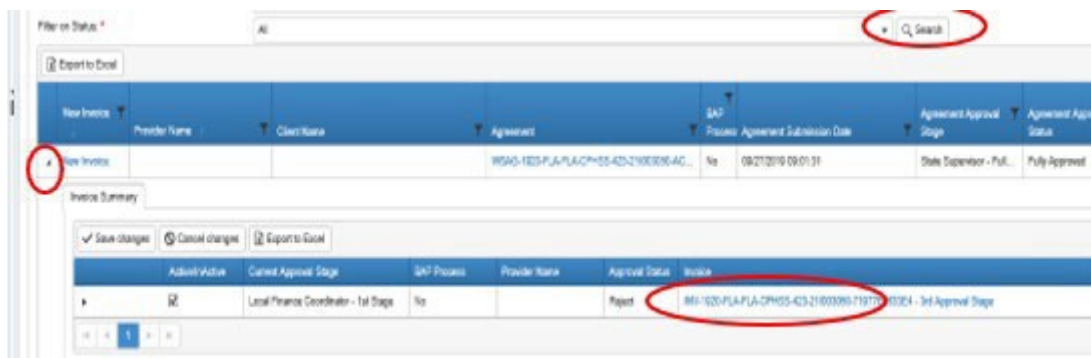
Complete the information in the FLA Grant Fund Invoices List:

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

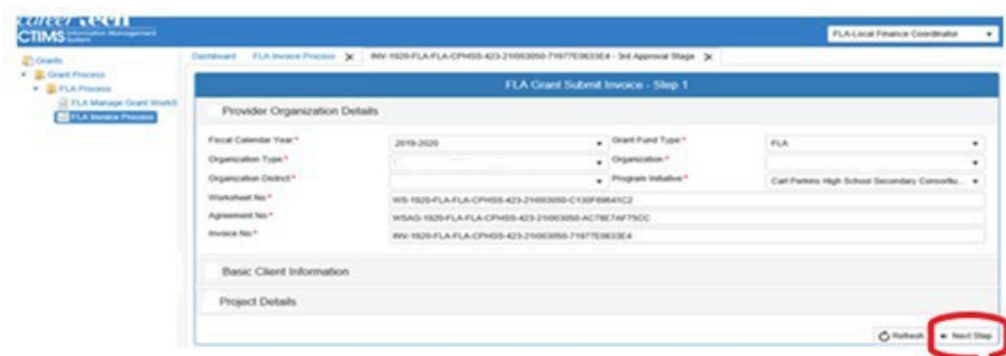


Click on the ► **small dark triangle** to the left of the words **New Invoice** to open the Invoice Summary section.


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).

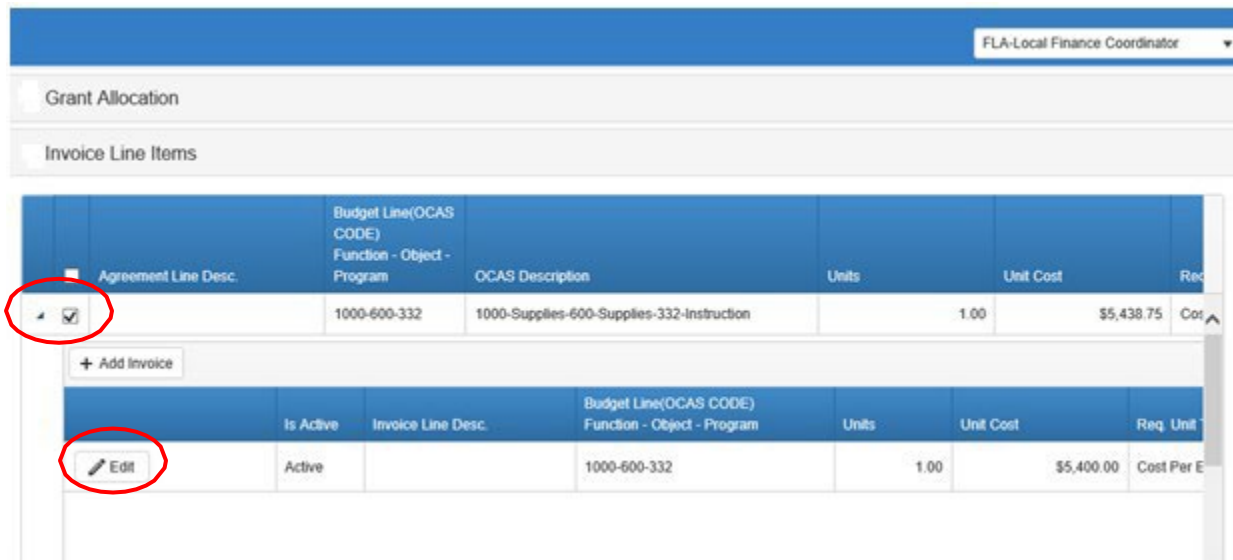


Select **Next Step** on the bottom right-hand side of the screen.

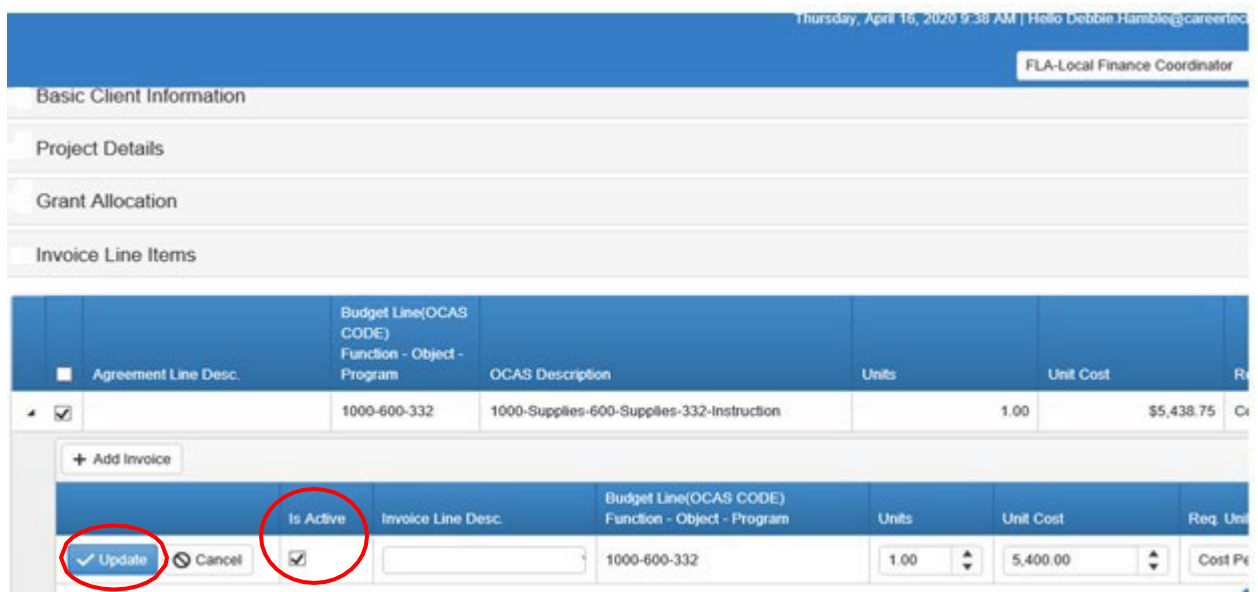


You will now need to **Reactivate** every **Invoice Line Item** that you previously inactivated by reversing the previous process.

- Click on the  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**.

The screenshot displays the 'FLA Grant Submit Invoice - Step 2' interface. A confirmation pop-up box with the message 'Updated successfully' and an 'OK' button is centered on the screen. The 'Save as Draft' and 'Submit For Approval' buttons are visible in the top right corner. The 'Invoice Line Items' table is shown below, with the 'Is Active' status of the first line item highlighted as 'Active'.

Agreement Line Desc.	Budget Line (OCAS CODE) Function - Object - Program	OCAS Description	Units	Unit Cost	Req. Unit Type	Total	Approv Total
<input checked="" type="checkbox"/> ACS - Premie Baby Kit	1000-600-332	1000-Supplies-600-Supplies-332-Instr...	1.00	\$329.00	Cost Per Each	\$329.00	\$329.00

Is Active	Invoice Line Desc.	Budget Line(OCAS CODE) Function - Object - Program	Units	Unit Cost	Req. Unit Type	Total	Total To Be Invoiced	Date Of Ex
Active	ACS - Premie Bab...	1000-600-332	1.00	\$299.00	Cost Per Each	\$299.00	\$299.00	

- 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.

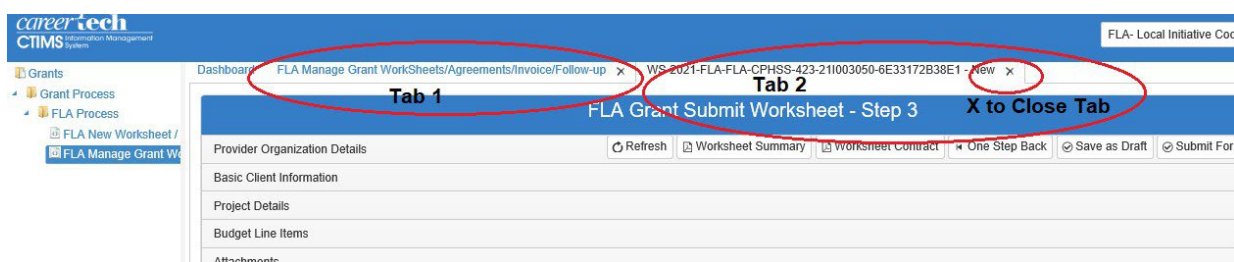
### **Scroll bars:**

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.



**Invoice Summary:**

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.