

CareerTech Information Management System (CTIMS)

Adult Education & Family Literacy
(AEFL)
Guidebook



OKLAHOMA
CareerTech

IMD Information Management Division

June 2023

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CTIMS Support

If you have questions about submitting information in CTIMS, please contact CTIMS Support at CTIMSSupport@careertech.ok.gov, or contact:

Mika Hickman

Administrative Assistant

Office: (405) 743-5124

Email: Mika.Hickman@careertech.ok.gov

Elizabeth Richardson

Technical Support Specialist

Office: (405) 743-5134

Email: Elizabeth.Richardson@CareerTech.ok.gov

Brandy Elliott

Data Quality Coordinator

Office: (405) 743-5403

Email: Brandy.Elliott@careertech.ok.gov

Dennis Griffith

Performance Data / Analysis Coordinator

Office: (405) 743-6882

Email: Dennis.Griffith@CareerTech.ok.gov

Carol Hall

Manager, Information Management Division

Office: (405) 743-5125

Email: Carol.Hall@careertech.ok.gov

AEFL Contact

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

Lana Knott

AEFL Financial Analyst

Office: (405) 743-5570

Email: Lana.Knott@careertech.ok.gov

Approval Process Overview

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

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

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

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

[Help and Troubleshooting](#)

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

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

For helpful tips, see the [CTIMS Helpful Hints](#) section of this document.

CTIMS Customer Support Contact

Elizabeth Richardson

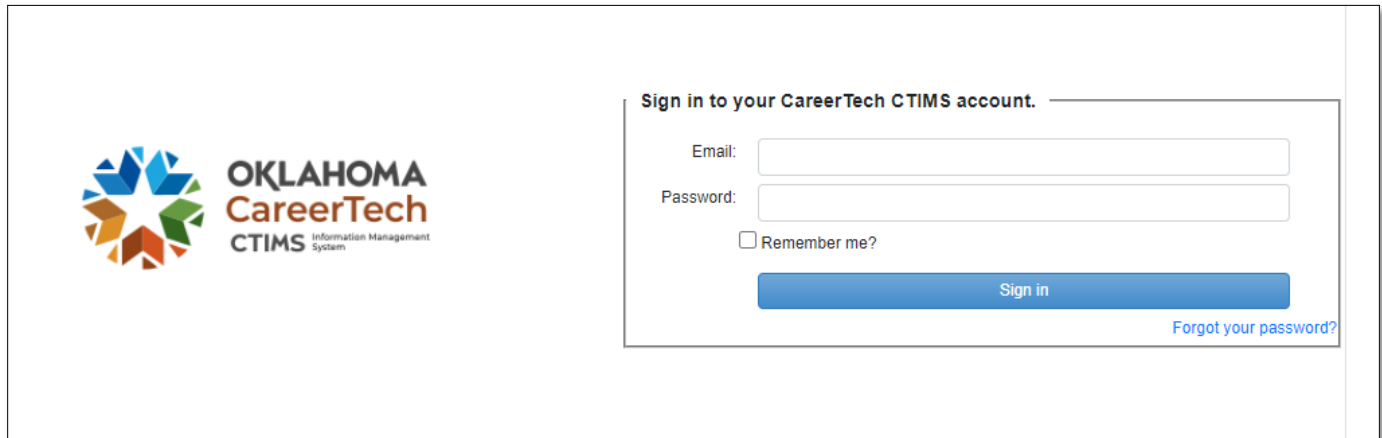
Office: (405) 743-5134

Email: CTIMSSupport@careertech.ok.gov

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

Logging into CTIMS

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



Sign in to your CareerTech CTIMS account.

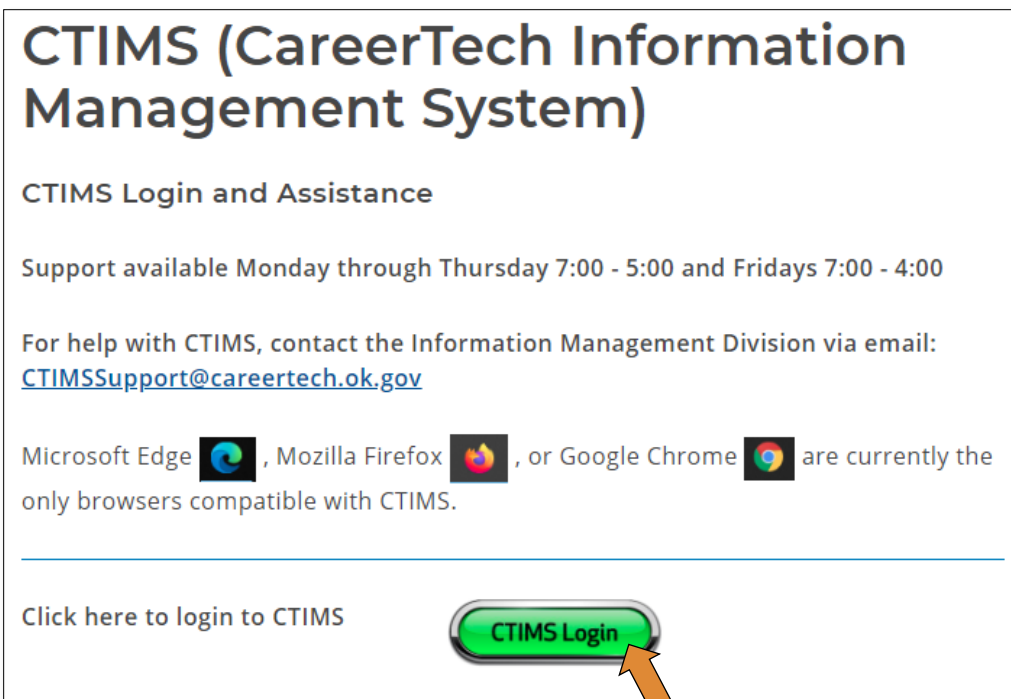
Email:

Password:

Remember me?

[Forgot your password?](#)

Or go to [CTIMS \(CareerTech Information Management System\) \(oklahoma.gov\)](https://oklahoma.gov) and select the green CTIMS Login button.






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

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

Click here to login to CTIMS

Due Date

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

Worksheet

Worksheet Approval Process

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

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



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



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

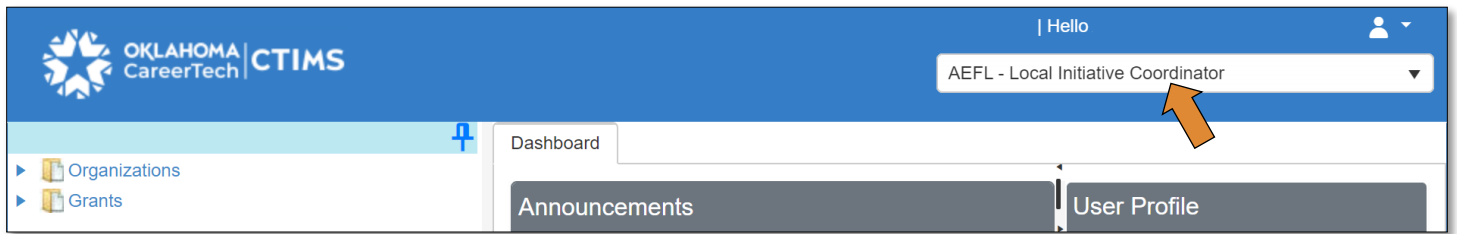


Stage 4 – AEFL State Initiative Supervisor: Final Approval. After the worksheet is approved through Stage 4, the Agreement Process begins with the AEFL Local Finance Coordinator.

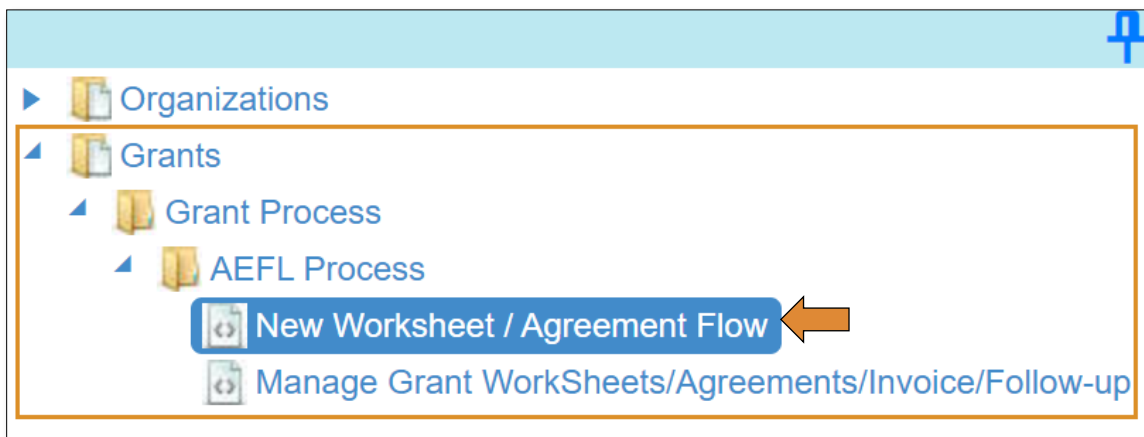
Stage 1 – Local Initiative Coordinator

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

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



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



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

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

Dashboard New Worksheet / Agreement Flow X

ABE Grant Submit Worksheet - Step 1 Save & Next

Fiscal Calendar Year* 20 -20 Grant Fund Type* Adult Basic Education

1. Organization Type* 2. Organization*

Organization District* 3. Program Initiative* Adult Education and Literacy-731

Worksheet No.* WS- -ABE-ABE-AEL-731-10D485111-525AC87412BA

Client Basic Information For work Sheet

Organization Type* Business Masters 4. Client Type* Business Masters (Company)

5. Organization* YMCA 6. Business Code* 41615

View Location(s) View Contact(s) 7.

Year Established FEI Number

Primary NAICS Code Fitness and Recreational Sports Centers (713940) Secondary NAICS Code Agriculture, Forestry, Fishing and Hunting (11)

Years in Business Years in Oklahoma

No. of hourly Employees 0 No. of Salaried Employees 0

Highest Level of Employment Client Products

Approval Status Vendor Number

Year Formed Year Joined

Year Left Impact District Id

Region DUNS Number

8. Save & Next

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

Dashboard | New Worksheet / Agreement Flow X

ABE Grant Submit Worksheet - Step 2

Provider Organization Details Refresh Worksheet Summary Save & Next

Basic Client Information

Funding Request Details

Welcome to the ABE-Adult Education and Literacy Worksheet

FFATA Information Collection Requirements

I certify that the DUNS number listed above in the Client Information section is correct.
If the DUNS number listed in the Client Information section is not correct, please enter the correct DUNS number here.

[1.3] - Please provide your Zip+4 for the physical street address of your primary place of business. (do not use a zip code for a P.O. Box.): *

I certify that the Zip+4 listed above is correct and active for my school or organization.

[1.4] - Please provide your organization's two-digit Congressional District: * (Numeric value)

[1.2] - For the DUNS number above, verify your organization's registration in the federal System for Award Management (SAM) has been updated for this year? (Check your registration at <https://www.sam.gov>):

Budget Narrative:

Complete a narrative clearly identifying planned expenditures for each OCAS coding structure you wish to utilize. Each category must be detailed and specific. Identify the expenditures as instructional (511) and/or administrative (519).

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

To add a Budget Line Item:

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

ABE Grant Submit Worksheet - Step 3

Provider Organization Details

Basic Client Information

Project Details

Budget Line Items

Sub Award Allocation	Worksheet Budgeted	Worksheet Requested Total	Agreement Budgeted	Fully Approved Invoiced	Agreement Unbudgeted = (Allocated - Agrmt. Budgeted)	Remaining to Invoice
\$49,011.00 5	\$49,011.00	\$49,011.00	\$49,011.00	\$0.00	\$0.00	\$49,011.00

Budget Line Desc. 1	Req. Units 2	Req. Unit Cost 3	Req. Unit Type 4	Work Sheet Total	Req. Total	Status
	0.00	\$0.00		\$0.00	\$0.00	Active
				\$0.00	\$0.00	

Note

Maximum 1000 characters length

Attachments 6

Acknowledgements 7

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

Acknowledgment

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

Dashboard Manage Grant Worksheets/Agreements/Invoice/Follow-up X WS-2122-ABE-ABE-AEL-731-10D485111-352E4F4099A6 - New X

ABE Grant Submit Worksheet - Step 3

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

Basic Client Information

Project Details

Budget Line Items

Attachments

Acknowledgements

I have attached job descriptions for each employee funded by this grant with job duties that are not 100% instructional (function 1000/object 100).

Acknowledgement Note:

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

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

Worksheet Summary:

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

Dashboard Manage Grant Worksheets/Agreements/Invoice/Follow-up X WS-2122-ABE-ABE-AEL-731-10D485111-352E4F4099A6 - New X

ABE Grant Submit Worksheet - Step 3

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

Basic Client Information

Project Details

Budget Line Items

Attachments

Acknowledgements

I have attached job descriptions for each employee funded by this grant with job duties that are not 100% instructional (function 1000/object 100).

Acknowledgement Note:

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

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

Print the Worksheet Summary:

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

Dashboard Manage Grant WorkSheets/Agreements/Invoice/Follow-up X WS-2122-ABE-ABE-AEL-731-10D485111-352E4F4099A6 - New X Grant Worksheet Summary X

1 of 2 ? Find | Next

Worksheet Request Summary

Worksheet Request Number:
School Name:
School Code:

Date of Request Submitted: **First Submitted By:**
Last Submitted On: **Last Submitted By:**
Fully Approved Date: **Fully Approved By:**
Contact Person Name: **Current Stage Title:**

Budget Line Description	Req. Units	Req. Unit Cost	Req. Unit Type	Line Item Total	OCAS Function Code	OCAS Object Code	OCAS Program Code
Total							

Worksheet Form Builder Info

Question Component	Answer
Welcome to the ABE-Adult Education and Literacy Worksheet FFATA Information Collection Requirements	

Submit the Worksheet:

- Click **Submit for Approval**.

Dashboard Manage Grant WorkSheets/Agreements/Invoice/Follow-up X WS-2122-ABE-ABE-AEL-731-10D485111-352E4F4099A6 - New X

ABE Grant Submit Worksheet - Step 3

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

Basic Client Information

Project Details

Budget Line Items

Attachments

Acknowledgements

I have attached job descriptions for each employee funded by this grant with job duties that are not 100% instructional (function 1000/object 100).

Acknowledgement Note:

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

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

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

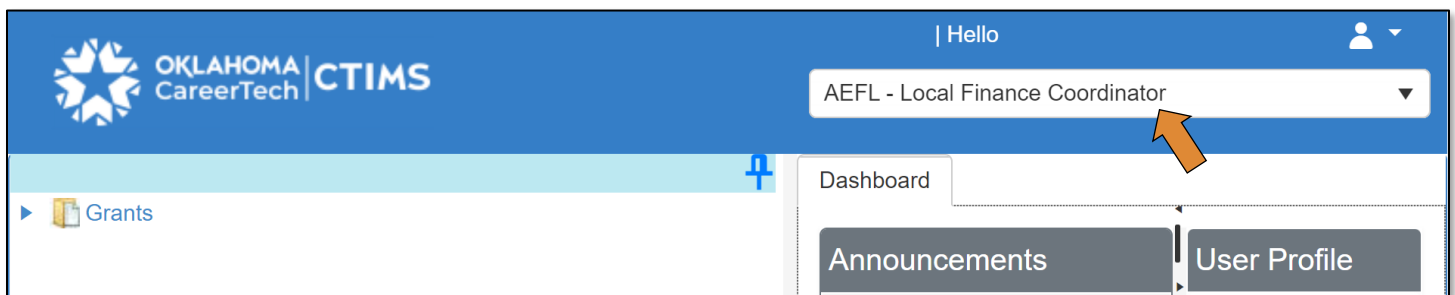
NOTE: After you submit the worksheet, if there are any changes, you will have to go through the Change Request process.

Stage 2 – Local Finance Coordinator

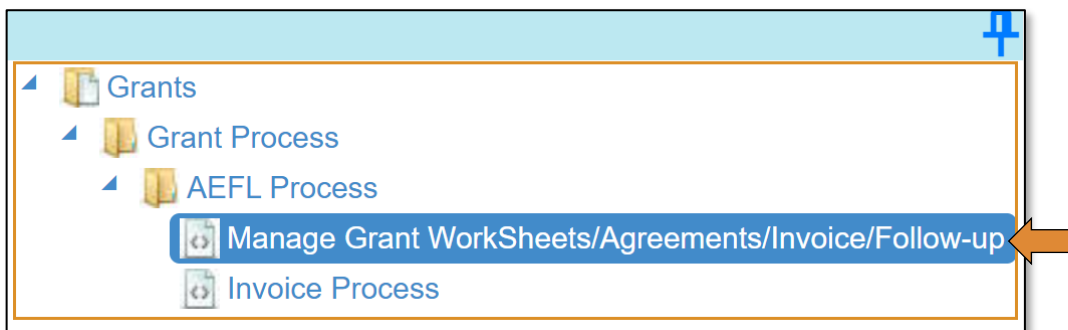
After the Local Initiative Coordinator has created and fully submitted the worksheet/application, the Local Finance Coordinator will receive an email, from CTIMS, letting them know they can sign in and review the worksheet/application to approve or reject. If the Local Finance Coordinator approves the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

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

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



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



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

NOTE: The red asterisks* represents a required field.

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

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

Acti	Provider Name	Client Name	Worksheet Approval Current Stage	Worksheet Submission Date	Worksheet
<input checked="" type="checkbox"/>		YMCA	New-Draft		WS-2122-ABE-ABE-AEL-731-10D48E

AEFL Grant Submit Worksheet

- Open each section of the worksheet by clicking the **down arrow** at the end of each row. Verify the contents of each section of the worksheet. *We recommend you print a pdf of the worksheet summary to help with project and budget verification.*

ABE Grant Submit Worksheet - Step 2	
Provider Organization Details Refresh Worksheet Summary Next Step	
Fiscal Calendar Year:* 20 -20	Grant Fund Type:* Adult Basic Education
Organization Type:* Other Organization	Organization:*
Organization District:*	Program Initiative:* Adult Education and Literacy-731
Worksheet No.* WS-2122-ABE-ABE-AEL-731-10D485111-352E4F4099A6	
Basic Client Information	
Funding Request Details	
Refresh Worksheet Summary Change Request Next Step	

AEFL Grant Submit Worksheet

- Click **Next Step**.

ABE Grant Submit Worksheet - Step 2	
Provider Organization Details Refresh Worksheet Summary Next Step	
Fiscal Calendar Year:* 20 -20	Grant Fund Type:* Adult Basic Education
Organization Type:* Other Organization	Organization:*
Organization District:*	Program Initiative:* Adult Education and Literacy-731
Worksheet No.* WS-2122-ABE-ABE-AEL-731-10D485111-352E4F4099A6	
Basic Client Information	
Funding Request Details	
Refresh Worksheet Summary Change Request Next Step	

AEFL Grant Submit Worksheet

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

ABE Grant Submit Worksheet - Step 3

Provider Organization Details

Basic Client Information

Project Details

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
\$49,011.00	\$5.00	\$5.00	\$0.00	\$0.00	\$49,011.00	\$0.00

+ Add Budget Line

Budget Line Desc.	Req. Units	Req. Unit Cost	Req. Unit Type	Work Sheet Total	Req. Total	Status
Note pads	1.00	\$5.00	Cost Per Each	\$5.00	\$5.00	Active
				\$5.00	\$5.00	

Note

Maximum 1000 characters length

Attachments

Acknowledgements

Approval Process - AEFL Grant Worksheet Approval

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

Approval Process - ABE Grant Worksheet Approval

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

Request Number: WS-2122-ABE-ABE-AEL-731-10D485111-352E4F4099A6

Buttons: Back, Reject, Approve

Approval Stage	Approval Date	Approver Role	Approved By	Approver Email	Approval Status	Note	Private Note
ABE Local Initiative Coordinator - 1st Stage	10/25/2021 4:33:55 PM	ABE - Local Initiat...	Andra - Beyer	Andra.Beyer@car...	Approved	New Process	
▶ ABE Local Finance Coordinator - 2nd	10/26/2021 11:52:51 AM						
Local Superintendent/President - 3rd App...	10/26/2021 11:52:51 AM						
ABE State Initiative Supervisor - Fully Ap...	10/26/2021 11:52:51 AM						

Current Approval Stage Information

Approved By: Beyer Andra
Approval Stage: 2nd Approval Stage
Approver School: Oklahoma Department of Career and Technology Educat...
Approver Role: ABE - Local Finance Coordinator
Approver Email: Andra.Beyer@careertech.ok.gov
Approval Date: 10/26/2021

Approval/Rejection Note:

Private Note:

Attachment Note:

Buttons: Back, Reject, Approve

Stage 3 – AEFL Superintendent/President

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

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

Stage 4 - ABE State Initiative Supervisor

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

Agreement

Agreement Approval Process

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

Stage 1 – AEFL Local Finance Coordinator



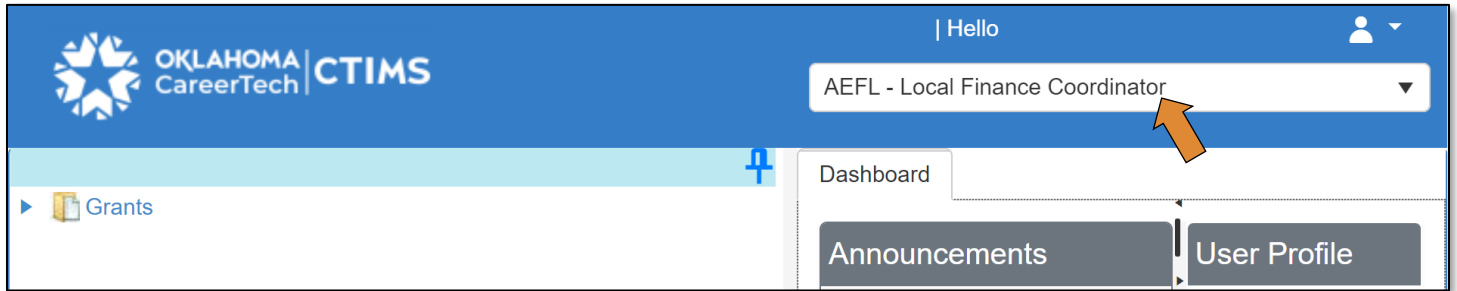
Stage 2 – AEFL State Initiative Supervisor

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

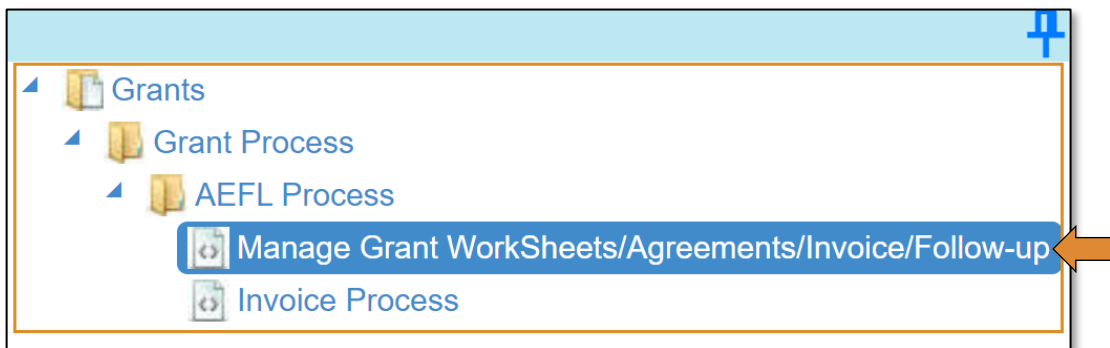
Stage 1 - Local Finance Coordinator

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

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



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



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

NOTE: The red asterisks* represents a required field.

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

The screenshot shows the 'ABE Grant Fund Worksheets List' form. The fields are as follows:

- 1.** Fiscal Calendar Year*: 20 -20
- 2.** Grant Fund Type*: Adult Basic Education
- 3.** Organization Type*: (empty)
- 4.** Organization*: Enter the first three characters of any ...
- 5.** Organization District*: (empty)
- 6.** Program Initiative*: --Select--
- 7.** Approval Function Type*: All
- 8.** Filter on Status*: All
- 9.** Search button

Buttons: Save changes, Cancel changes, Export to Excel

Acti	Provider Name	Client Name	Worksheet Approval Current Stage	Worksheet Submission Date	Worksheet
------	---------------	-------------	----------------------------------	---------------------------	-----------

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

The screenshot shows the same form after a search. The fields are updated:

- Fiscal Calendar Year*: 20 -20
- Grant Fund Type*: Adult Basic Education
- Organization Type*: (empty)
- Organization*: (empty)
- Organization District*: (empty)
- Program Initiative*: Adult Education and Literacy-731
- Approval Function Type*: All
- Filter on Status*: All
- Search button

Buttons: Save changes, Cancel changes, Export to Excel

Acti	Provider Name	Client Name	Worksheet Approval Current Stage	Worksheet Submission Date	Worksheet	Agreement
▶	☑	YMCA	ABE State Initiative Supervisor - F...		WS-2122-ABE-ABE-AEL-731-10D485111-352E4F40...	New

Project Details:

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

Dashboard Manage Grant WorkSheets/Agreements/Invoice/Follow-up X New X

ABE Grant Agreement

Provider Organization Details Refresh Agreement Summary + Save as Draft Submit for Approval

Basic Client Information

Project Details

Contact Name: Project Start Date: Indirect Cost Rate:

Operating Unit: Purchase Order Number: Purchase Order Date:

Budget Line Items

Attachments

Acknowledgements

BA Summary Report: Refresh Agreement Summary + Save as Draft Submit for Approval Budget Adjustment Process

AEFL Grant Agreement:

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

ABE Grant Agreement

Provider Organization Details Refresh Agreement Summary + Save as Draft Submit for Approval

Basic Client Information

Project Details

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
\$49,011.00	\$5.00	\$5.00	\$0.00	\$0.00	\$49,011.00	\$0.00

Budget Line(s) Budget Line Detail Information

+ Add Budget Line x Remove Budget Line Cancel Budget Line Changes

Budget Line(OCAS CODE)	Agreement Line Desc.	Units	Unit Cost	Req. Unit Type	Total	Approv Total	Status	Budget Desc.
Function - Object - Program	Note pads	1	\$5.00	Cost Per Each	\$5.00	\$5.00	Active	Note pa

AEFL Grant Agreement - OCAS Codes:

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

The screenshot shows the 'ABE Grant Agreement' interface. At the top, there are navigation buttons: Refresh, Agreement Summary, + Save as Draft, and Submit for Approval. Below these are sections for Provider Organization Details, Basic Client Information, and Project Details. The 'Budget Line Items' section is expanded, showing a table with columns: Sub Award Allocation, Worksheet Budgeted, Worksheet Requested Total, Agreement Budgeted, Fully Approved Invoiced, Agreement Unbudgeted, and Remaining to Invoice. Below this is a table for 'Budget Line(s)' with columns: Budget Line(OCAS CODE), Agreement Line Desc., Units, Unit Cost, Req. Unit Type, Total, Approv Total, Status, and Budget Desc. An orange arrow points to the '2100-511-100' entry in the 'Budget Line(OCAS CODE)' column.

AEFL Grant Agreement –Acknowledgements:

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

The screenshot shows the 'ABE Grant Agreement' interface with the 'Acknowledgements' section expanded. It features a checkbox with the text: 'By checking this box, I certify that the submitted CTIMS ABE agreement budget and coding matches our systems accounting software budget and coding.' Below this is a text area for the 'Acknowledgement Note' with a rich text editor toolbar. At the bottom, there are navigation buttons: Refresh, Agreement Summary, + Save as Draft, Submit for Approval, and Budget Adjustment Process. An orange arrow points to the checkbox, and another orange arrow points to the 'Submit for Approval' button.

[Stage 2 - AEFL State Initiative Supervisor](#)

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

Invoice

Invoice Approval Process

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

Stage 1 – AEFL Local Finance Coordinator



Stage 2 – AEFL State Initiative Supervisor



Stage 3 – ODCTE Finance Reviewer

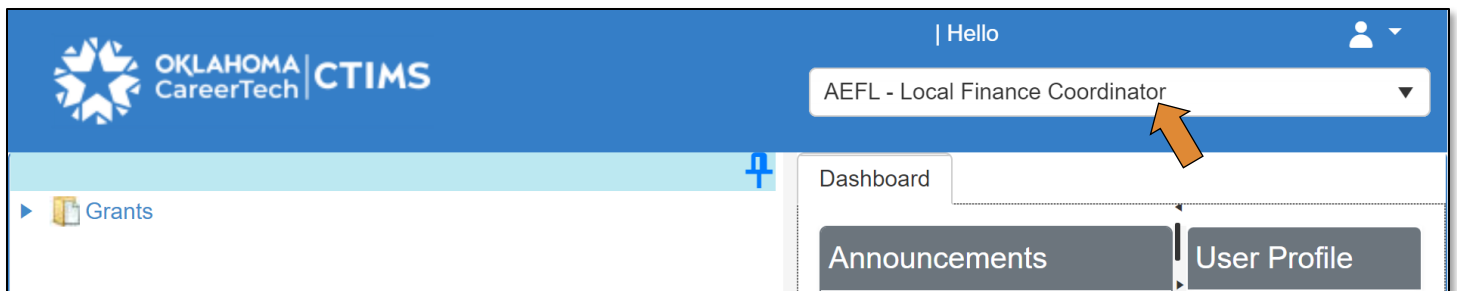
Stage 2-3: State Initiative Supervisor – ODCTE Finance Reviewer

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

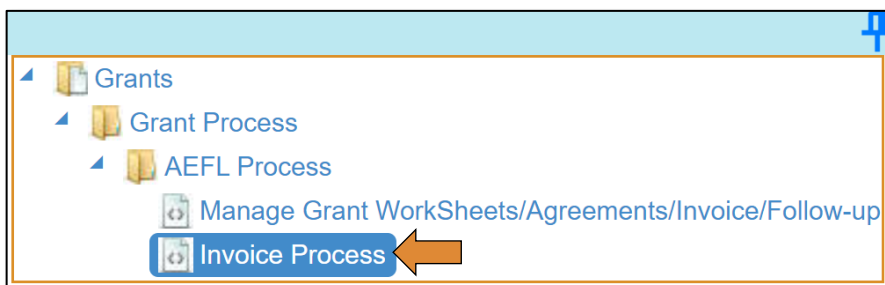
Stage 1: Local Finance Coordinator

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

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



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



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

NOTE: The red asterisks* represents a required field.

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

The screenshot shows the 'ABE Grant Fund Invoices List' form. It includes the following fields and callouts:

- 1. Fiscal Calendar Year: 20 -20
- 2. Grant Fund Type: Adult Basic Education
- 3. Organization Type: (empty)
- 4. Organization: (empty)
- 5. Organization District: (empty)
- 6. Program Initiative: Adult Education and Literacy-731
- 7. Approval Function Type: All
- 8. Filter on Status: All
- 9. Search button

AEFL Grant Fund Invoices List:

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

The screenshot shows the 'AEFL Grant Fund Invoices List' form. It includes the following fields and callouts:

- Fiscal Calendar Year: 20 -20
- Grant Fund Type: Adult Basic Education
- Organization Type: (empty)
- Organization: (empty)
- Organization District: (empty)
- Program Initiative: Adult Education and Literacy-731
- Approval Function Type: All
- Filter on Status: All
- Search button
- Export to Excel button
- Table with columns: Provider Name, Client Name, Agreement
- Table row: New Invoice, Ardmore Family Literacy, Inc., YMCA, WSAG-2122-ABE-ABE-AEL-731-10D485111-93A4D...

AEFL Grant Submit Invoice:

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

AEFL Grant Submit Invoice:

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

Agreement Line Desc.	Budget Line(OCAS CODE) Function - Object - Program	OCAS Description	Total	Approv Total	Avl. to Invc
<input type="checkbox"/> Note pads	2100-511-100	2100-Student Transportation Services by Another Di...	\$5.00	\$5.00	\$

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

ABE Grant Submit Invoice - Step 2

Provider Organization Details

Basic Client Information

Project Details

Grant Allocation

Invoice Line Items

Attachments

Browse:

Attachment Note:

Status	File Name	Attachment Note*	Uploaded Date	Action

Acknowledgements

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

ABE Grant Submit Invoice - Step 2

Provider Organization Details

Basic Client Information

Project Details

Grant Allocation

Invoice Line Items

Attachments

Acknowledgements

By checking this box, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. U.S. Code, Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812 2 CFR 200.415(a) (CFR 2015 ed.)

I have attached, if applicable, legible copies of equipment and supplies/materials invoices that are \$250 or more and or line items on attached detailed expenditure report that total \$250 or more.

I have attached signed federal detail and summary accounting reports that show proof of payments (OCAS reports for secondary recipients, OCAS or other accounting reports for Technology Centers and colleges. Financial Analysis reports are NOT adequate for payment and will cause the invoice to be rejected)

Report Period: Date Range: (MM/DD/YY to MM/DD/YY): *

Is final payment?

Acknowledgement Note:

B U (inherited size) (inherited font) Format

Change Request

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

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

Change Request Approval Process

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



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



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

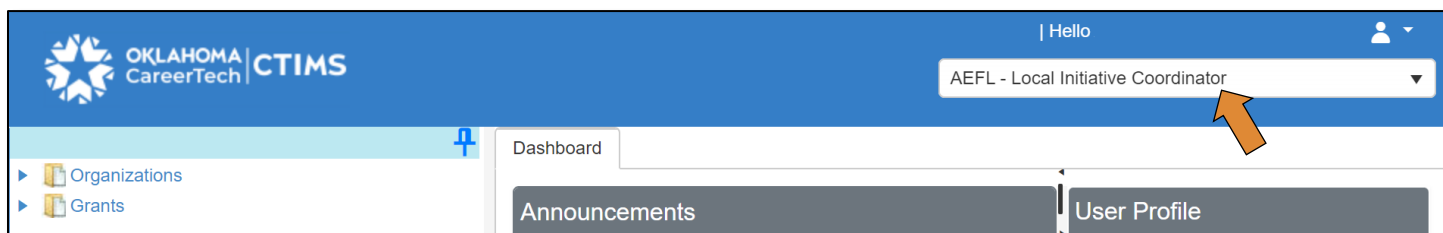


Stage 4 – AEFL State Initiative Supervisor – Final Approval. After the worksheet is approved through Stage 4, the Agreement Process begins with the AEFL Local Finance Coordinator

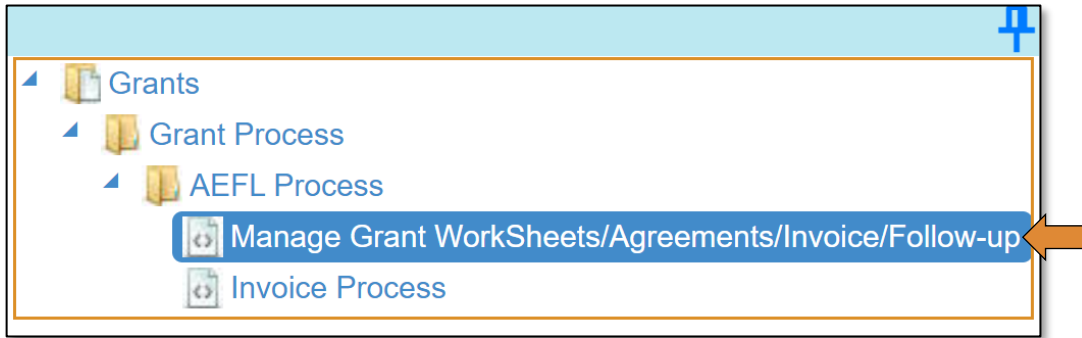
Stage 1: Local Initiative Coordinator

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

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



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



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

NOTE: The red asterisks* represents a required field.

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

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

ABE Grant Fund Worksheets List

① Fiscal Calendar Year:* 20 -20	② Grant Fund Type:* Adult Basic Education
③ Organization Type:*	④ Organization:* Enter the first three characters of any ...
⑤ Organization District:*	⑥ Program Initiative:* --Select--

Approval Function Type: * All ⑦

Filter on Status: * All ⑧

Q Search ⑨

Save changes
 Cancel changes
 Export to Excel

Acti	Provider Name	Client Name	Worksheet Approval Current Stage	Worksheet Submission Date	Worksheet
▼					

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

Dashboard Manage Grant WorkSheets/Agreements/Invoice/Follow-up X


ABE Grant Fund Worksheets List

Fiscal Calendar Year:* 20 -20 Grant Fund Type:* Adult Basic Education
 Organization Type:* Other Organization Organization:*
 Organization District:* Program Initiative:* Adult Education and Literacy-731

Approval Function Type:* All
 Filter on Status:* All Q Search

Save changes Cancel changes Export to Excel

Acti	Provider Name	Client Name	Worksheet Approval Current Stage	Worksheet Submission Date	Worksheet
<input checked="" type="checkbox"/>		YMCA	ABE State Initiative Supervisor - F...		WS-2122-ABE-ABE-AEL-731-10D485111-352E4F40



- Click **Next Step**.

Dashboard Manage Grant WorkSheets/Agreements/Invoice/Follow-up X WS-2122-ABE-ABE-AEL-731- X



ABE Grant Submit Worksheet - Step 2

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

Fiscal Calendar Year:* 20 -20 Grant Fund Type:* Adult Basic Education
 Organization Type:* Other Organization Organization:*
 Organization District:* Program Initiative:* Adult Education and Literacy-731
 Worksheet No:* WS-2122-ABE-ABE-AEL-731-

Basic Client Information
 Funding Request Details

Refresh Worksheet Summary **Next Step**

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

ABE Grant Submit Worksheet - Step 3

Provider Organization Details

Basic Client Information

Project Details

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
\$49,011.00	\$25.00	\$25.00	\$5.00	\$0.00	\$49,006.00	\$5.00

Budget Line Desc.	Req. Units	Req. Unit Cost	Req. Unit Type	Work Sheet Total	Req. Total
Pens	1.00	\$20.00	Cost Per Each	\$20.00	\$20.00

Budget Line Items

Attachments

Acknowledgements

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

ABE Grant Submit Worksheet - Step 3

Change Request

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

Purchase Order Number: Purchase Order Da

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

Dashboard Manage Grant WorkSheets/Agreements/Invoice/Follow-up X WS-2122-ABE-ABE-AEL-731-

ABE Grant Submit Worksheet - Step 3

Provider Organization Details

Basic Client Information

Project Details

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
\$49,011.00	\$25.00	\$25.00	\$5.00	\$0.00	\$49,006.00	\$5.00

+ Add Budget Line

Budget Line Desc.	Req. Units	Req. Unit Cost	Req. Unit Type	Work Sheet Total	Req. Total
Pens	1.00	\$20.00	Cost Per Each	\$20.00	\$20.00

Budget Line Items

Attachments

Acknowledgements

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

Dashboard Manage Grant WorkSheets/Agreements/Invoice/Follow-up X WS-2122-ABE-ABE-AEL-731-

Approval Process - ABE 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-2122-ABE-ABE-AEL-731-

Approval Stage	Approval Date	Approver Role	Approved By	Approver Email	Approval Status	Note	Private N
▶ ABE Local Initiative Coordinator		ABE - Local Ini...	Andra - Beyer	Andra.Beyer@...	Cancel for Cha...	New Process	
ABE Local Finance Coordinator - ...							
Local Superintendent/President - ...							
ABE State Initiative Supervisor - F...							

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

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

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

Budget Adjustment

Change Request or Budget Adjustment?

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

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

Budget Adjustment Approval Process

Stage 1 - AEFL Local Finance Coordinator



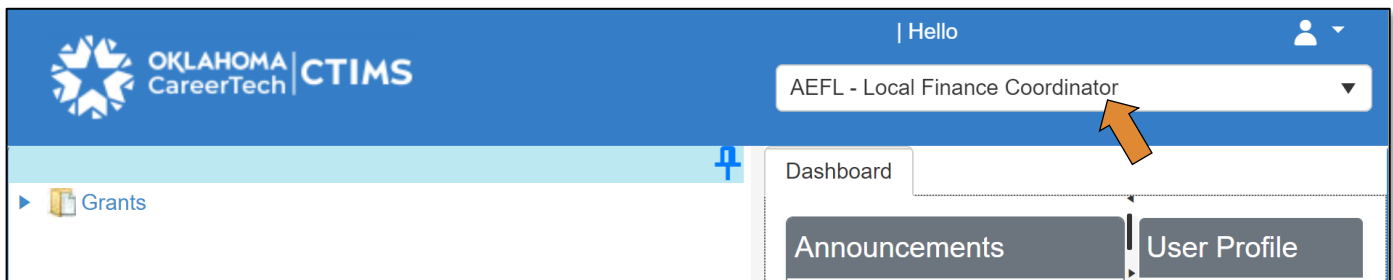
Stage 2 - AEFL State Initiative Supervisor

Stage 1: AEFL Local Finance Coordinator

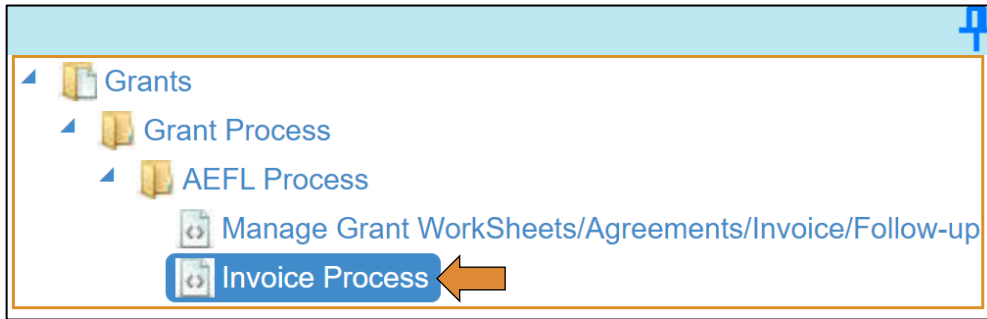
After the worksheet/application and the agreement are approved, you must go through the **Budget Adjustment Process** to make any changes.

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

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



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



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

NOTE: The red asterisks* represents a required field.

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

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

ABE Grant Fund Invoices List

Fiscal Calendar Year:* 202 -202
 Organization Type:* Colleges
 Organization District:*
 Grant Fund Type:* ABE
 Organization:*
 Program Initiative:* Adult Education and Literacy-731

Grant Worksheet/Agreement/Invoice List [Manage Grant Invoices](#)

Approval Function Type:* All
 Filter on Status:* All

New Invoice	Provider Name	Client Name	Agreement	BAP Process	Agreement Submission Date
New Invoice			WSAG-2223-ABE-ABE-AEL-731-56A001805-BCAF2...	No	

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

ABE Grant Agreement

Provider Organization Details

Fiscal Calendar Year:* 202 -202
 Organization Type:* Colleges
 Organization District:*
 Grant Fund Type:* ABE
 Organization:*
 Program Initiative:* Adult Education and Literacy-731
 Worksheet No:* WS-2223-ABE-ABE-AEL-731-56A001805-42169FECF534
 Agreement No.* WSAG-2223-ABE-ABE-AEL-731-56A001805-BCAF2FD42BCB

Basic Client Information
 Project Details
 Budget Line Items
 Attachments
 Acknowledgements

This record is fully approved, you are not authorized to change data within this record.

BA Summary Report

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

Budget Adjustment Process

You are going to reinitiate the agreement approval process and initiating the budget adjustment process, Are you sure?

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

ABE Grant Agreement

Provider Organization Details Refresh BA Detail Report Agreement Summary + Save as Draft

Basic Client Information

Project Details

Budget Line Items

Grant Allocation

Sub Award Allocation	Worksheet Budgeted	Worksheet Requested Total	Agreement Budgeted	Fully Approved Invoiced	Agreement Unbudgeted = (Allocated - Agrmt. Budgeted)	Req
\$199,475.30	\$166,749.00	\$166,749.00	\$199,475.30	\$119,922.20	\$0.00	\$

Budget Line(s) Budget Line Detail Information

+ Add Budget Line x Remove Budget Line Cancel Budget Line Changes

Budget Line(OCAS CODE)	Agreement Line Desc.	Units	Unit Cost	Req. Unit Type	Total	Approv Total	Status
------------------------	----------------------	-------	-----------	----------------	-------	--------------	--------

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

ABE Grant Agreement

Provider Organization Details Refresh BA Detail Report Agreement Summary + Save as Draft Submit for Approval

Basic Client Information

Project Details

Budget Line Items

Attachments

Acknowledgements

By checking this box, I certify that the submitted CTIMS ABE agreement budget and coding matches our systems accounting software budget and coding.

Acknowledgement Note:

Budget Approved

This record is fully approved, you are not authorized to change data within this record.

BA Summary Report: --Select--

Refresh BA Detail Report Agreement Summary + Save as Draft Submit for Approval Budget Adjustment Process

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

ABE Grant Agreement

Provider Organization Details Refresh BA Detail Report Agreement Summary + Save as Draft Submit for Approval

Basic Client Information

Project Details

Budget Line Items

Attachments

Acknowledgements

By checking this box, I certify that the submitted CTIMS ABE agreement budget and coding matches our systems accounting software budget and coding.

Acknowledgement Note:

Budget Approved

This record is fully approved, you are not authorized to change data within this record.

BA Summary Report: --Select--

Refresh BA Detail Report Agreement Summary + Save as Draft Submit for Approval Budget Adjustment Process

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

ABE Grant Fund Worksheets List

Fiscal Calendar Year:* 202 -202	Grant Fund Type:* ABE
Organization Type:* Colleges	Organization:*
Organization District:*	Program Initiative:* Adult Education and Literacy-731

Approval Function Type:* All	▼
Filter on Status:* All	▼

Save changes
 Cancel changes
 Export to Excel

Acti	Provider Name	Client Name	Worksheet Approval Current Stage	Worksheet Submission Date	Worksheet	Agreement
☑			ABE State Initiative Supervisor - F...		WS-2223-ABE-ABE-AEL-731-56A001805-42169FE...	WSAG-2223-ABE-ABE-AEL-731-5...

Worksheet Summary
 Agreement Summary

Approval Stage	Approval Status	Approval/Rejection Note	Approver Email	Approval Date	Approver Role
ABE Local Initiative Coordinator - 1st Sta...	Approved			08/04/2022 08:23:15	AEFL - Local Initiative
ABE Local Finance Coordinator - 2nd A...	Approved			08/04/2022 08:30:52	AEFL - Local Finance
Local Superintendent/President - 3rd Ap...	Approved			08/04/2022 10:27:57	AEFL - Superintende
ABE State Initiative Supervisor - Fully Ap...	Approved			08/04/2022 12:17:47	AEFL - State Initiative