



April 20, 2018

CTIMS FLA Carl Perkins Worksheet & Application Guidebook

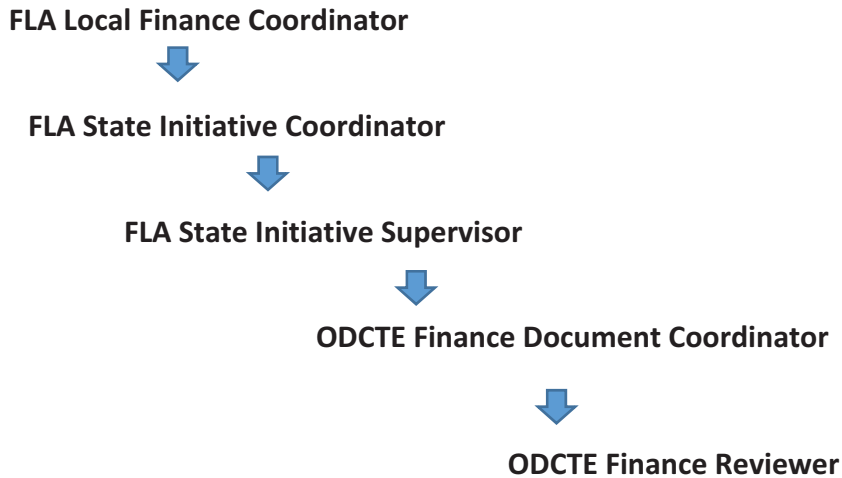
CareerTech Information

Invoicing for Reimbursement

Oklahoma Department of Career and
Technology Education

*career***tech**

Roles for the FLA Invoice Process:



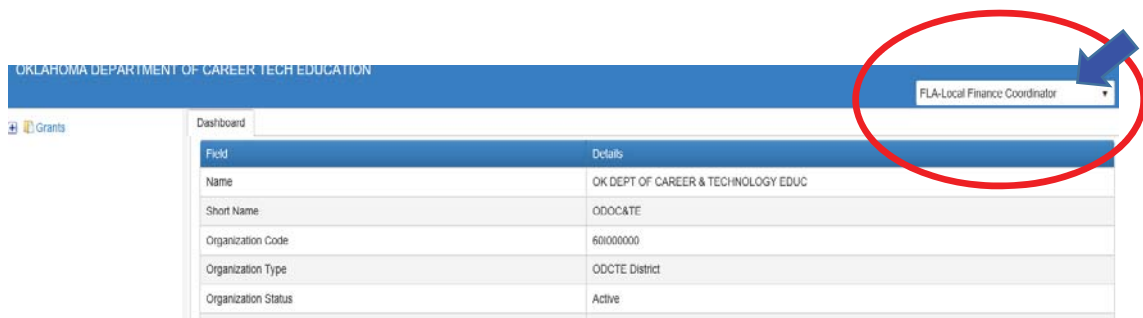
Starting the Invoicing for Reimbursement Process

Role: Local Finance Coordinator

Objective: This section will take you through the steps to submit an **Invoice** for reimbursement.

Step 1: Using Internet Explorer version 11 or higher, sign in using your school email and CTIMS password at <https://ctims.okcareertech.org/CTBDSWeb/>

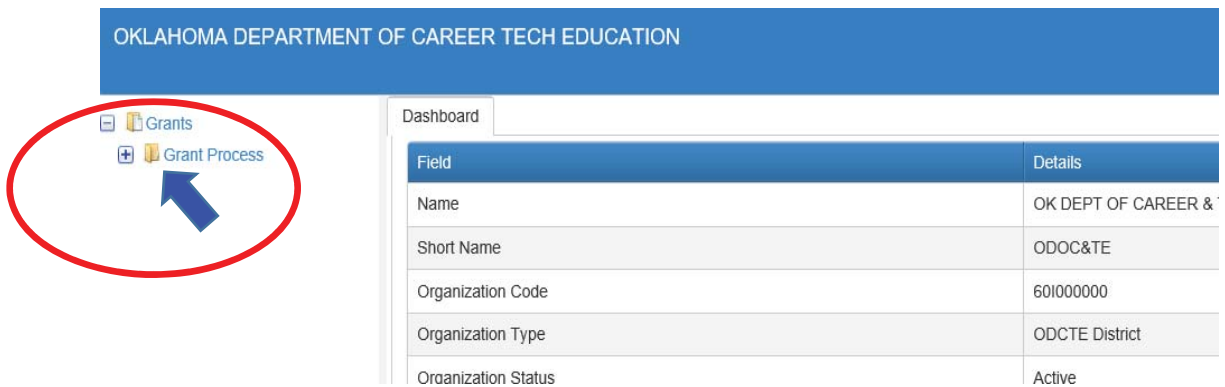
Step 2: Verify that you are signed in with the role of a **FLA-Local Finance Coordinator** in the top right corner. If not, use the dropdown arrow to select the correct role.



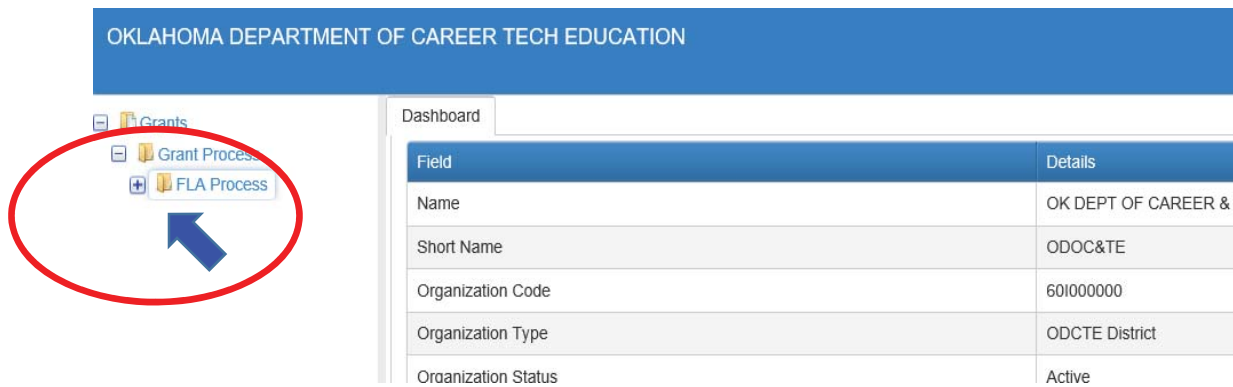
Step 3: Click the + (plus) sign next to **Grants** on the left side navigation panel.



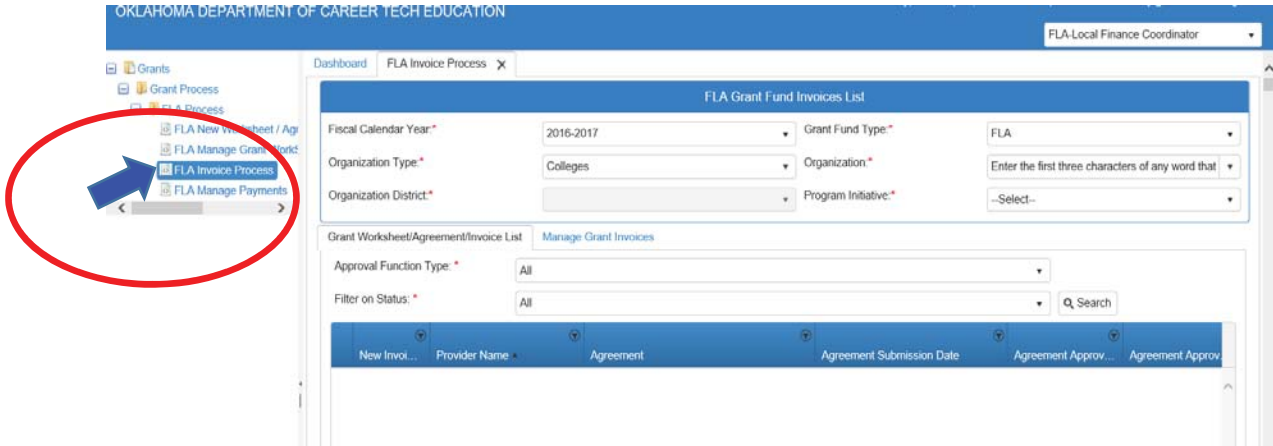
Step 4: Click the + (plus) sign next to **Grant Process**.



Step 5: Click the + (plus) 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.
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 to search for any outstanding Worksheets/Applications that need your approval.

Invoicing for Reimbursement

The screenshot shows the 'FLA Grant Fund Invoices List' interface. It features a search form with the following fields and callouts:

- 1: Fiscal Calendar Year (2016-2017)
- 2: Grant Fund Type (FLA)
- 3: Organization Type (Colleges)
- 4: Organization (Enter the first three characters of any word that)
- 5: Organization District (Sample School System)
- 6: Program Initiative (Select)
- 7: Approval Function Type (All)
- 8: Filter on Status (All)
- 9: Search button

Below the search form is a table with columns: New Invoice, Provider Name, Agreement, Agreement Submission Date, Agreement Approv..., and Agreement Approv... The 'New Invoice' column contains a plus sign (+) icon.

Step 8 FLA Grant Fund Invoices List: After clicking the **Search** button, If you are starting a brand new invoice click on the blue words **New Invoice**, **NOT the + (plus) sign**, to start a new **INVOICE PROCESS**. If you return to complete an invoice already started and saved in CTIMS, press the + (plus) sign to access the list of associated invoices and choose the draft from the list.

Note: To see the status of an **INVOICE** in process or already submitted, click the + **(plus)** sign to the left of the blue words **New Invoice**.

This screenshot shows the same interface as the previous one, but with a red circle around the plus sign (+) in the 'New Invoice' column of the table. A blue arrow points to this plus sign. The table data is as follows:

New Invoice	Provider Name	Agreement	Agreement Submission Date	Agreement Approv...	Agreement Approv...	Worksh...
+ New Invoice	Sample School System	WSAG-1617-FLA-FLA-CPHSS-421-361071...	02/21/2017 11:32:40	State Supervisor ...	Fully Approved	WS-16

Step 9 FLA Grant Submit Invoice - Step 1: Verify that the information is correct, then select **Save & Next**.

ORLAHOMA DEPARTMENT OF CAREER TECH EDUCATION

FLA-Local Finance Coordinator

Dashboard | FLA Invoice Process | New Invoice

FLA Grant Submit Invoice - Step 1

Provider Organization Details

Fiscal Calendar Year*	2016-2017	Grant Fund Type*	FLA
Organization Type*	Comprehensive Schools Districts	Organization*	Sample School System
Organization District*	Sample School System	Program Initiative*	Carl Perkins High School Secondary - 421
Worksheet No.*	WS-1617-FLA-FLA-CPHSS-421-361071050-9952F316E823		
Agreement No.*	WSAG-1617-FLA-FLA-CPHSS-421-361071050-797DBE9A5E66		
Invoice No.*	INV.1617-FLA-FLA-CPHSS-421-361071050-3BA5E85981EA		

+ Basic Client Information

+ Project Details

Save & Next

Step 10(a): Under the **Invoice Line Items** tab, select the budget line item you want to **Invoice**. The system defaults to claim the full budget line amount. If this is what you wish to do, simply click in the check box to the left of the description for as many line items as you will claim, then go to **Step 13**.

ORDA/OMA DEPARTMENT OF CAREER TECH EDUCATION

FLA-Local Finance Coordinator

Grants

- Grant Process
 - FLA Process
 - FLA New Worksheet / Agt
 - FLA Manage Grant Work
 - FLA Invoice Process**
 - FLA Manage Payments

Dashboard FLA Invoice Process x New Invoice x

FLA Grant Submit Invoice - Step 2

Provider Organization Details Invoice Summary One Step Back Save as Draft Submit For Approval

Basic Client Information

Project Details

Grant Allocation

Invoice Line Items

Budget Line Desc	Budget Line Program - Funct	OCAS Description	Agreement Line Desc	Total	Approv Total	Balance	Current
<input checked="" type="checkbox"/> HP P/PRINTER, MACBOOK...	332-2200-100	332 - Carl Perkins - Use of Technology-22...	HP P/PRINTER, MACBOOK...	\$6,629.00	\$6,629.00	\$6,629.00	
<input type="checkbox"/> 4 WCM WELDING HELME...	330-2120-100	330 - Carl Perkins - Academic Integration...	4 WCM WELDING HELME...	\$543.00	\$543.00	\$543.00	
<input type="checkbox"/> ICEV AGHSINSTRUCTOR...	330-1000-100	330 - Carl Perkins - Academic Integration...	ICEV AGHSINSTRUCTOR...	\$850.00	\$850.00	\$850.00	
<input type="checkbox"/> MBA RESEARCH ONLINE...	332-2110-100	332 - Carl Perkins - Use of Technology-21...	MBA RESEARCH ONLINE...	\$4,995.00	\$4,995.00	\$4,995.00	
<input type="checkbox"/> ALL PURPOSE LASER M...	331-3300-100	331 - Carl Perkins - All Aspects of the Indu...	ALL PURPOSE LASER M...	\$36,000.00	\$36,000.00	\$36,000.00	
<input type="checkbox"/> FORM LAB STEREO LIG...	330-2100-100	330 - Carl Perkins - Academic Integration...	FORM LAB STEREO LIG...	\$4,600.00	\$4,600.00	\$4,600.00	
<input type="checkbox"/> REGISTRATION FOR ISTE	330-2000-100	330 - Carl Perkins - Academic Integration...	REGISTRATION FOR ISTE	\$1,200.00	\$1,200.00	\$1,200.00	
<input type="checkbox"/> GRANT PLANNING SALA...	332-2100-100	332 - Carl Perkins - Use of Technology 21...	GRANT PLANNING SALA...	\$1,930.00	\$1,930.00	\$1,930.00	
<input type="checkbox"/> BENEFITS FOR GRANT P...	332-2100-100	332 - Carl Perkins - Use of Technology-21...	BENEFITS FOR GRANT P...	\$570.00	\$570.00	\$570.00	
				\$87,317.00	\$87,317.00	\$87,317.00	

Invoicing for Reimbursement

Step 10(b): If you do **NOT** want to claim the full amount of the line item, click on the **+** (plus) sign to the left of the description. Next, click on the **Edit** button.

OKLAHOMA DEPARTMENT OF CAREER TECH EDUCATION FLA-Local Finance Coordinator

Dashboard | FLA Invoice Process | New Invoice

FLA Grant Submit Invoice - Step 2

Provider Organization Details | Invoice Summary | One Step Back | Save as Draft | Submit For Approval

Basic Client Information

Project Details

Grant Allocation

Invoice Line Items

Budget Line Desc.	Budget Line Program - Functk	OCAS Description	Agreement Line Desc.	Total	Approv Total	Balance	Current
HP PRINTER, MACBOOK...	332-2200-100	332 - Carl Perkins - Use of Technology-22...	HP PRINTER, MACBOOK...	\$6,629.00	\$6,629.00	\$6,629.00	

Add Invoice

Is Active	Invoice Line Desc.	Budget Line(OCAS CODE) Program - Function - Object	Units	Unit Cost	Req. Unit Type	Total
Active	HP PRINTER, MA...	332-2200-100	1.00	\$6,629.00	Cost Per Each	\$6,629.00

Edit

\$6,629.00

\$57,317.00 | \$57,317.00 | \$57,317.00

Step 11: You can edit the **Units**, **Unit Cost**, and **Req Unit Type** to claim a portion of the expense to match the **Invoice** you are requesting payment.

Use the scroll bar at the bottom to go to the end of the line on the right, and enter the **Date of Expense**. After you enter the amount of the budget line you are invoicing, select the **Update** button to add the line to the **Invoice**. To add other invoice lines, **select the Add Invoice button.**

The screenshot displays the 'FLA Grant Submittal Invoice - Step 2' interface. The main content area is divided into sections: Provider Organization Details, Basic Client Information, Project Details, Grant Allocation, and Invoice Line Items. The 'Invoice Line Items' section contains a table with columns: Budget Line Desc, Budget Line (Program - Funct), OCAS Description, Agreement Line Desc, Total, Approv Total, Balance, and Current. Two lines are visible: 'HP PRINTER, MACBOOK...' and '4 WCM WELDING HELME...'. Below the table, there is an 'Add Invoice' form with fields for 'Units', 'Unit Cost', and 'Req Unit Type'. The 'Update' button is also visible. Red circles and blue arrows highlight these elements.

Budget Line Desc	Budget Line (Program - Funct)	OCAS Description	Agreement Line Desc	Total	Approv Total	Balance	Current
HP PRINTER, MACBOOK...	332-2200-100	332 - Carl Perkins - Use of Technology-22...	HP PRINTER, MACBOOK...	\$6,629.00	\$6,629.00	\$6,629.00	
4 WCM WELDING HELME...	330-2120-100	330 - Carl Perkins - Academic Integration...	4 WCM WELDING HELME...	\$543.00	\$543.00	\$543.00	

Is Active	Invoice Line Desc	Budget Line(OCAS CODE, Program - Function - Oby	Units	Unit Cost	Req Unit Type	Tot
<input type="checkbox"/>	4 WCM WELDING HE	330-2120-100	1	543	Each	543

Step 12: If you make a mistake and enter a line you do not want, you can use the **Cancel** button if you have not selected the **Update** button. After you **Update** a line but still need to make changes, you must use the **Edit** button for the line item.

To remove an invoice line item locate the “Is Active” column and select the cell under this column for the invoice line you want to remove. A box will appear upon selection and you will click the box to remove the check mark, select **Update**, and then that line becomes **Inactive**. The **Inactive** line will remain visible (it will not appear on the submitted **Invoice**) but all information is removed from the invoice calculations.

OKLAHOMA DEPARTMENT OF CAREER TECH EDUCATION

FLA-Local Finance Coordinator

FLA Grant Submit Invoice - Step 2

Provider Organization Details | Invoice Summary | One Step Back | Save as Draft | Submit For Approval

Basic Client Information

Project Details

Grant Allocation

Invoice Line Items

Budget Line Desc.	Budget Line (Program - Functk)	OCAS Description	Agreement Line Desc.	Total	Approv Total	Balance	Current LI...	Total Inv
<input checked="" type="checkbox"/> Technology	330-1000-100	330 - Carl Perkins - Academic Integration-...	Technology	\$14,596.00	\$14,596.00	\$14,596.00	\$0.00	\$14,596.00

	Is Active	Invoice Line Desc.	Budget Line(OCAS CODE) Program - Function - Object	Units	Unit Cost	Req. Unit Type	Total	Total To Be Invoic
<input type="checkbox"/>	<input type="checkbox"/>	Technology	330-1000-100	1.00	\$5,000.00	Cost Per Each	5000	5000
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Technology	330-1000-100	1.00	\$7,200.00	Cost Per Each	\$7,200.00	\$7,200.00
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Technology	330-1000-100	1.00	\$1,000.00	Cost Per Each	\$1,000.00	\$1,000.00
							\$13,200.00	\$13,200.00
							\$58,012.00	\$58,012.00
							\$58,012.00	\$58,012.00
							\$58,012.00	\$0.00

Step 13: Verify that the column “**Current Line Invoiced**” total is correct for the amount of reimbursement you are requesting. Verify that the **Invoice** OCAS codes and the line item amounts match the OCAS report you will attach in **Step 14**.

OKLAHOMA DEPARTMENT OF CAREER TECH EDUCATION FLA-Local Finance Coordinator

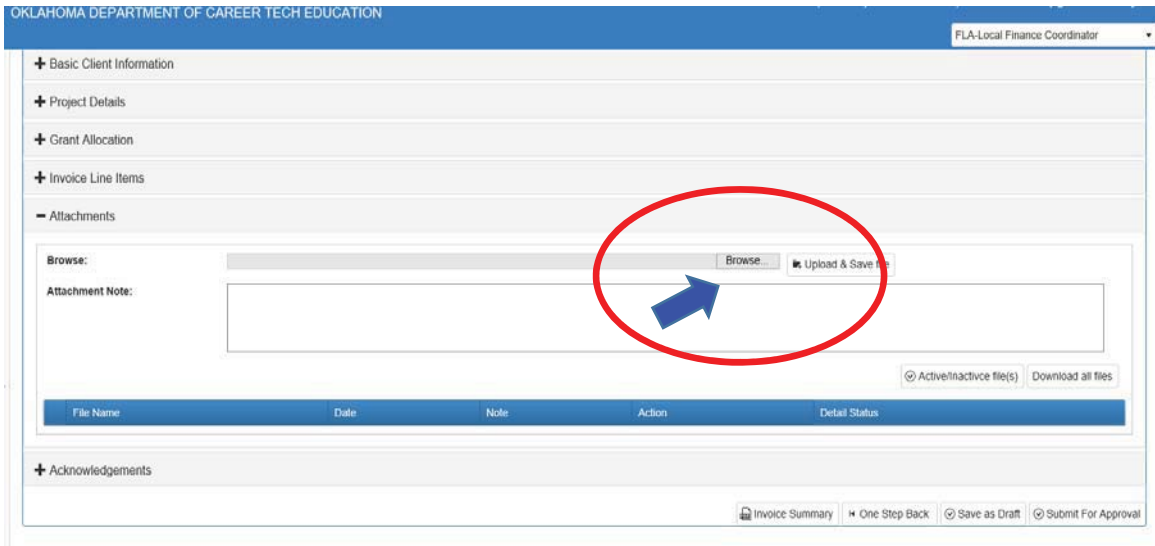
Basic Client Information
 Project Details
 Grant Allocation
 Invoice Line Items

Budget Line Desc.	Budget Line(O... Program - Fundior	OCAS Description	Agreement Line Desc.	Total	Approv Total	Balance	Current Lin...	Total Invoiced
<input checked="" type="checkbox"/> HP PRINTER, MACBOOKS...	332-2200-100	332 - Carl Perkins - Use of Technology-2200 - ...	HP PRINTER, MACBOOKS...	\$6,629.00	\$6,629.00	\$0.00	\$6,629.00	\$6,629.00
<input checked="" type="checkbox"/> 4 WCM WELDING HELMETS	330-2120-100	330 - Carl Perkins - Academic Integration-212...	4 WCM WELDING HELMETS	\$543.00	\$543.00	\$0.00	\$543.00	\$543.00
<input type="checkbox"/> ICEV AGHSINSTRUCTOR L...	330-1000-100	330 - Carl Perkins - Academic Integration-100...	ICEV AGHSINSTRUCTOR L...	\$850.00	\$850.00	\$850.00	\$0.00	\$0.00
<input type="checkbox"/> MBA RESEARCH ONLINE L...	332-2110-100	332 - Carl Perkins - Use of Technology-2110 - ...	MBA RESEARCH ONLINE L...	\$4,995.00	\$4,995.00	\$4,995.00	\$0.00	\$0.00
<input type="checkbox"/> ALL PURPOSE LASER MAC...	331-3300-100	331 - Carl Perkins - All Aspects of the Industry...	ALL PURPOSE LASER MAC...	\$36,000.00	\$36,000.00	\$36,000.00	\$0.00	\$0.00
<input type="checkbox"/> FORM LAB STEREO LIGHO...	330-2100-100	330 - Carl Perkins - Academic Integration-210...	FORM LAB STEREO LIGHO...	\$4,600.00	\$4,600.00	\$4,600.00	\$0.00	\$0.00
<input type="checkbox"/> REGISTRATION FOR ISTE	330-2000-100	330 - Carl Perkins - Academic Integration-200...	REGISTRATION FOR ISTE	\$1,200.00	\$1,200.00	\$1,200.00	\$0.00	\$0.00
<input type="checkbox"/> GRANT PLANNING SALARY	332-2100-100	332 - Carl Perkins - Use of Technology-2100 - ...	GRANT PLANNING SALARY	\$1,930.00	\$1,930.00	\$1,930.00	\$0.00	\$0.00
<input type="checkbox"/> BENEFITS FOR GRANT PL...	332-2100-100	332 - Carl Perkins - Use of Technology-2100 - ...	BENEFITS FOR GRANT PL...	\$570.00	\$570.00	\$570.00	\$0.00	\$0.00
				\$57,317.00	\$57,317.00	\$50,141.00	\$7,172.00	\$7,172.00

NOTE: If your OCAS coding does not match, do not submit the invoice for approval, save the invoice as a draft and file an agreement budget adjustment to correct the coding. (See Page 48)

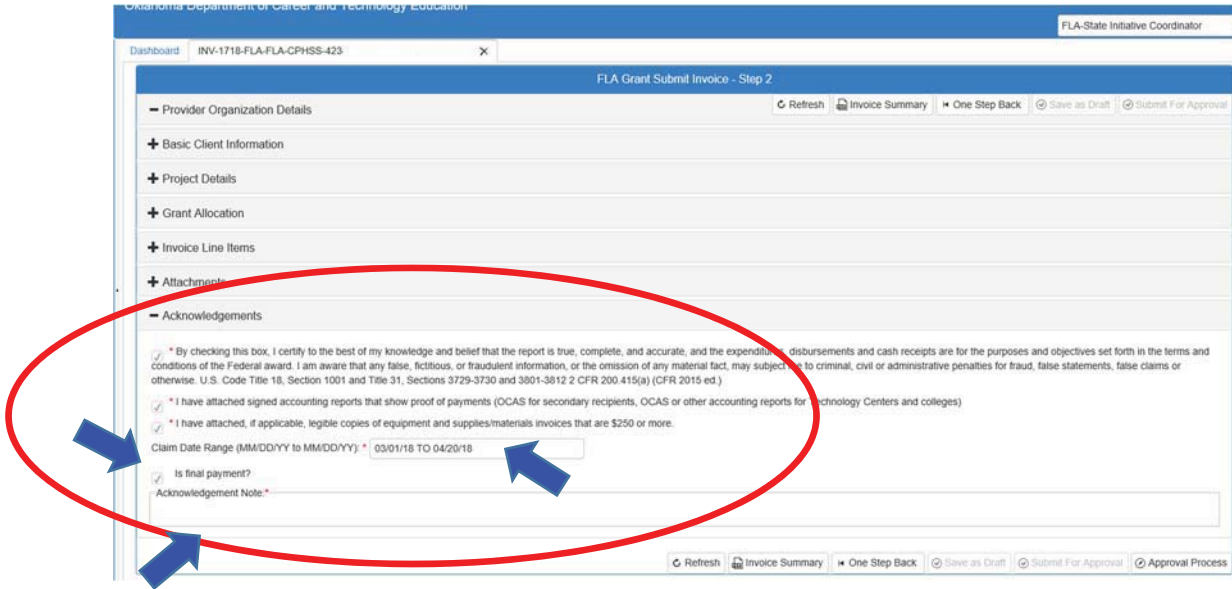
Step 14: Attach all required documentation including an OCAS **Summary and Detail Expenditure Report** that matches the amount of reimbursement you are requesting. Attach required receipts and vendor invoices.

To attach a document, minimize your Invoice Line items tab by clicking the header of the section (you can also use your mouse scroll wheel to move the screen down) you should now see the **Attachments** tab, click the **+ (plus)** sign, browse your computer for the file, select **Upload & Save File**. You may upload multiple attachments.

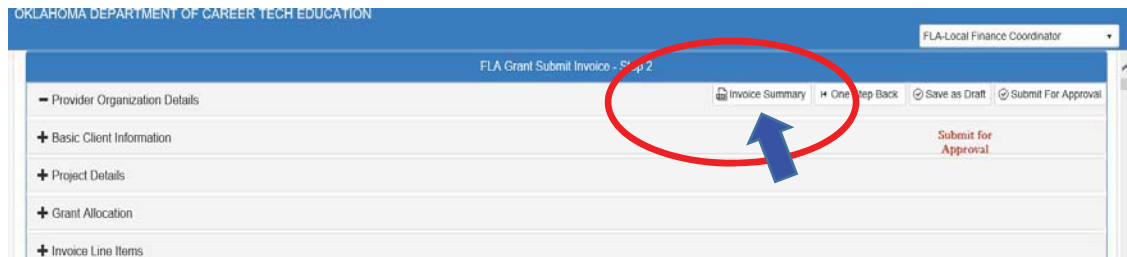


Step 15: Go to the **Acknowledgements** tab and click on the **+** (**plus**) sign. Check the required **Acknowledgement** boxes. Input the required date range. **NOTE:** The **Invoice** date ranges must match the date ranges the Detail and Summary Reports.

If this is a final payment request, 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 to create and print a PDF report of the **Invoice** you submitted.



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