

**Carl Perkins Fall
2018**

**Finance &
CTIMS Operations**

**Frequently Asked
Questions**

*career***tech**

POWERING OKLAHOMA'S ECONOMY

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Local CTIMS Roles and Assigned Responsibilities

Local Initiative Coordinator:

Completes and submits the grant application Worksheet for Approval.

Local Finance Coordinator:

- ❖ Approves the grant application Worksheet.
- ❖ Completes/approves/submits the grant Agreement where OCAS codes are added.
- ❖ Initiates, completes and approves any budget Agreements.
- ❖ Creates and submits Invoices, ensures required documentation is attached.
- ❖ Initiates Change Requests, corrects and resubmits any rejected Invoices.

Local Superintendent/President:

Approves the grant application Worksheet

Budget Spreadsheet – Initial Setup



Be specific. Do not use general terms such as “supplies” or “technology.”

List the conferences or professional development being attended.

List the program (and school if consortium) the item is being purchased for:

- Ag Ed: Mig Welder
- Wynona FACS – Realityworks RealCare Babies

Every item listed in your Budget Spreadsheet must be described in the budget narrative of your Worksheet application.

Budget items that require separate OCAS Codes must be listed on individual line items. For example:

- Salary → Benefits
- Travel → Registration
- Stipends for Instructional Staff → Non-Instructional Staff

****Note: Carl Perkins basic grant will not cover lodging, meals or per diem.*****

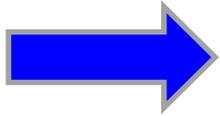
Budget Adjustments

Acceptable Reasons to do a budget adjustment:

- ★ • Approved item is no longer available
- ★ • Actual cost of 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
- ☁ • Adjust the number of budgeted items without approval



All budget adjustments are approved at the discretion of the Federal Legislation staff and will be determined on a case-by-case basis. Prior authorization is highly recommended to prevent the possibility of denied reimbursement.

- ❖ Select the “Budget Adjustment Process” button **before** making any changes to your budget or they will **not** be saved.
- ❖ List all changes made to your budget in the Acknowledgement Note field.

Complete all budget adjustments prior to beginning an invoice.



- You should seek authorization from your Carl Perkins Coordinator, via email, prior to beginning a budget adjustment.
- CTIMS views all funds added to an invoice as being “encumbered” and unavailable for further action.
- If you have already added funds to an invoice and then need to adjust the budgeted funds available for that line item, you will need to inactivate those invoice line items before initiating the Budget Adjustment Process. (See CTIMS instructions, slides 50-55).

Budget Narrative Requirements

For audit purposes, any additions or changes to the budget, other than minimal reallocation of funds between line items, must be accompanied by a narrative. This narrative may be included in the Acknowledge Note field or uploaded as a separate attachment. The narrative **must include**:

- The reason for the addition or change **and**
- How the change will benefit your CTE program by:
 1. Increasing student performance,
 2. Helping students gain an industry certification, licensure or degree,
 3. Lead students to post-secondary education at a Tech Center or College

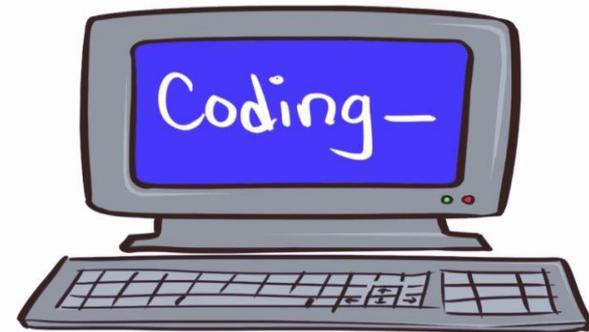
Coding

Incorrect coding is the single most likely reason to have an invoice rejected.

It is recommended that the OCAS coding in your CTIMS budget be rolled up to the highest level possible, which is the same level as shown on your Summary Expenditure Reports. Ex: 2120-100-334

Consortia: if you are the lead fiscal agent (LFA) and are purchasing all the budgeted items, line items should be coded as normal. If the partner schools are purchasing the items and you, the LFA, are reimbursing them, these items must have a 591 (500) object code.

Stipends: You must specify if they are for certified instructional staff (2200-170), noncertified instructional staff (2200-180) or non-instructional staff (2570-170).



Program codes assigned in the budget spreadsheet should match the program codes utilized in the budget narrative section of your Worksheet.

[7.2]	Academic Integration	Program Code 330
[7.3]	All Aspects of the Industry	Program Code 331
[7.4]	Use of Technology	Program Code 332
[7.5]	Professional Development	Program Code 333
[7.6]	Guidance & Counseling	Program Code 334
[7.7]	Internships	Program Code 335
[7.8]	Recruitment & Retention	Program Code 336
[7.9]	Evaluation	Program Code 337
[7.10]	Modernization & Expansion	Program Code 338
[7.11]	Service & Activities	Program Code 339
[7.12]	Secondary/Postsecondary Link	Program Code 340

Materials/Supplies (600 object code)

- ✓ are generally considered to be of an expendable nature and cost less than \$5,000.00.
- ✓ Items with an object code of 650 are considered “durable” with a life span of greater than one year.

The Equipment (700 object code) should be utilized for any materials costing \$5,000.00 or more and having a lifespan of greater than one year.

- Included in this \$5,000.00 cost should be any shipping, set-up, palletizing fees and the cost of any accessories that cannot operate as a “stand alone” item.
- The 700 object code should be used if the equipment and associated costs total over \$5,000.00 **even if you are claiming a lesser amount.**

Frequently Used OCAS Codes

<u>Description</u>	<u>Function</u>	<u>Object</u>	<u>Program</u>
Administrative Costs (cap of 5% of expended funds) - General	2330/2340	300/310	339
Benefits: Substitute Teachers (if in for instructors attending PD)	2213	200	330/339
Benefits: Counselors, Job Coaches/Placement Staff, Secondary/PS Link	2120	200	334
Benefits: Grant Coordinators, Administrators, Directors (Administrative)	2330	200	339
Benefits: Instructors, Academic Center Specialists, Tutors, Intrepreters	1000	200	330
Books and Periodicals - Counselors	2120	640	334
Books and Periodicals - Instructors	1000	640	330
Consortium Leads Reimbursing Partner Schools		500/591	
District Membership in Professional Organizations (PLTW)	1000	800/810	339
Equipment and software \$5,000.00 or more	1000	700	332
Exams - Testing	1000	600	330
Indirect Costs – if eligible	5400	970	339
Licenses - Software: Student Use (ex: iCEV Student License, WorkKeys)	1000	600/653	330
Licenses - Software: Instructor/Staff/Reference Only	1000	500/530	330
Materials/Supplies (Durable) under \$5,000.00	1000	600/650	332
Professional Development - Guest Speaker	2213/2573	300/360	333
Professional Development: Registration - Instructors	2200/2213	800/860	333
Professional Development: Registration - Counselors/Administrators (Non-Instructional Staff)	2570/2573	800/860	333

Frequently Used OCAS Codes

<u>Description</u>	<u>Function</u>	<u>Object</u>	<u>Program</u>
Salaries: Counselors, Job Coaches/Placment Staff, Secondary/PS Link	2120	100	334
Salaries: Instructors, Academic Center Specialists, Tutors, Intrepreters	1000	100	330
Salaries: EEC/Learning Lab staff	2230	100/200	330
Salaries: Substitute Teachers (Instructors attending Prof. Dev.)	2213	100	330/339
Salaries: Grant Coordinators, Administrators, Directors (Administrative)	2330	100	339
Software Licenses/Online Curriculum: Instructor/Staff/Research/Reference	1000	500/530	330
Software Licenses/Online Curriculum for Student Use (ex: iCEV)	1000	600	330
Stipends - benefits for Stipends	2200/2570	200	333
Stipends - paid to Counselors or non-instructional staff	2570/2573	170	333
Stipends - paid to Instructors	2200/2213	170/180	333
Stipends - paid to School	2200	590	333
Technology Used by Students in the Classroom (General)	1000	600/653	332
Transportation for Students: Chartered bus/driver	2700/2720	500/513	331
Transportation for Students: Fuel (LEA Vehicle)	2700/2720	600/623 or 625	331
Transportation for Students: Chartered vehicle, LEA driver	2700/2720	400	331
Transportation/Travel for Student Industry Field Trips - LEA Bus Driver	2700/2720	100/200	331
Travel: Counselors/Administrators (Professional Development for Non-Instructional Staff)	2570/2573	500/580	333
Travel: Instructors (Professional Development)	2200/2213	500/580	333
Warranties on Technology Materials/Equipment	2230	600/653	332
WIOA - One Stop (Post-Secondary Only)	2330	500/590	390

Invoicing

Receipts or invoices must be attached to your claim for **ALL** goods and services with 600 or 700 object codes, regardless of cost. Invoices for other items, such as travel or professional development, may be requested at the discretion of Perkins staff.



Reimbursement will not be made from quotes, order forms, packing slips, shipping tickets or any receipt stating the item is “not yet shipped.”

All receipts or invoices must include the company name, be itemized and include the item costs.



Starting a New Invoice

- ❑ Log into CTIMS with the Local Finance role.
- ❑ From the left menu Select:
Grants → Grant Process → FLA Process →
FLA Invoice Process
- ❑ Enter your school information in the following fields:
 - Organization Type,
 - Organization,
 - Program Initiative
- ❑ Search
- ❑ In the New Invoice column, click on the blue words “[New Invoice.](#)”

[Starting a New Invoice continued]

- ❑ Select “Save & Next.”
- ❑ Create your invoice by selecting or editing invoice line items.

See the CTIMS Guidebook (see slide 27 for Guidebook link information) for the complete invoicing process which includes:

- Attaching (uploading) Expenditure Reports and all receipts, invoices and supporting documentation
- Saving your invoice as a Draft
- Completing the Acknowledgement section
- Submitting your invoice for approval

Accessing a Saved (Draft) or Completed Invoice

- ❑ Log into CTIMS with the Local Finance role.

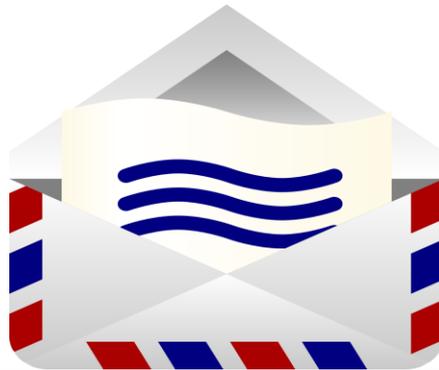
- ❑ From the left menu select:
Grants → Grant Process → FLA Process →
FLA Invoice Process.

- ❑ Enter your school information in the following fields:
 - Organization Type,
 - Organization,
 - Program Initiative

- ❑ Search.

(Accessing a Saved or Completed Invoice Continued)

- Under the New Invoice column, click on the dark blue arrow  to the left of the words “New Invoice.”
- Under the new Invoice Summary bar, scroll to the right until you reach the Invoice column.
- Click on the [blue Invoice number link](#) to open the selected invoice.



Expenditure Reports and Attachments

- ❑ All comprehensive schools and Technology Centers must attach both a Detailed Expenditure Report and a Summary Expenditure report to their claims.
- ❑ These reports are sometimes located under the “Federal Reports” section of your financial software.
- ❑ Do not include any “personally identifiable” information, such as social security numbers, on any attachments.

(Expenditure Reports & Attachments continued)

- The Claim Date Range on your invoice and the Reporting Period on your expenditure reports must match.



- The Summary Expenditure report must be signed and dated by the Chief Executive Officer or an Authorized Representative.

Indirect or Administrative Cost Worksheet

- A copy of this worksheet can be found on our Federal Legislation website:

- <https://www.okcareertech.org/about/state-agency/divisions/federal-legislation-assistance/carl-perkins/resources>

- This form will be completed and attached to your invoice by Federal Legislation staff if you are claiming any indirect or direct administrative costs.

(Indirect/Admin. Worksheet continued)

- If your school is claiming any indirect costs, the State approved Indirect Cost Rate sheet for that fiscal year should be attached to your Agreement.
- The total of Indirect and Direct administrative costs **cannot exceed 5%** of the grant funds your school actually expended.



Important Dates

It is highly recommended that invoices be submitted on at least a quarterly basis. For example:

- First and second quarters by **January 31**
- Third quarter by **April 30**
- Fourth quarter/Final claims by **August 1**

March 15 – last day to do a budget adjustment for materials or equipment.

April 1 – all non-salary funds should be expended.

May 1 – final invoices due if reimbursement by June 30 is required.

August 15 – final invoices must be submitted.

CTIMS Operations

The most current copy of the CTIMS Carl Perkins (FLA) Technical Guidebook is always located on the CareerTech Website under the “Carl Perkins (FLA) Grant” and the “Technical Guidebook” Link.

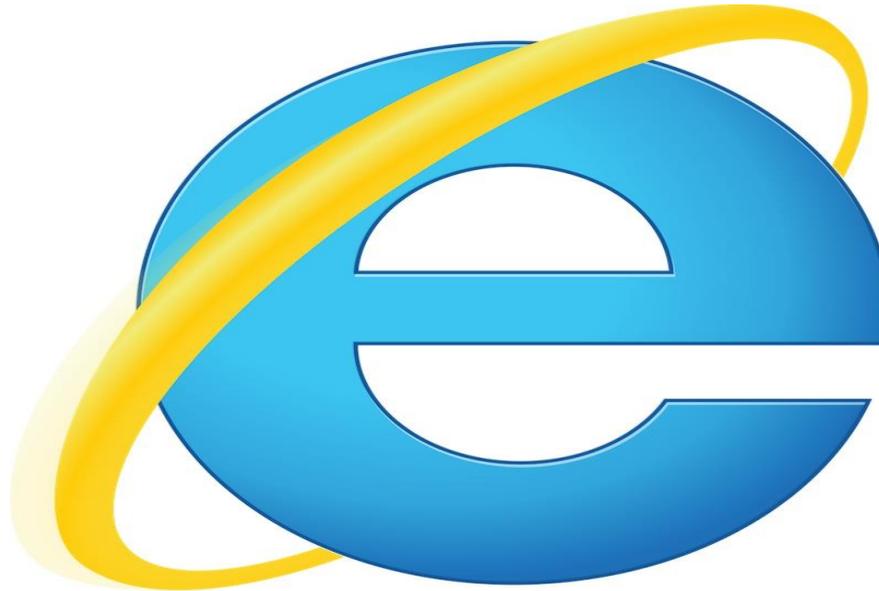
<https://www.okcareertech.org/about/state-agency/divisions/imd/ctims>

The Guidebook that is currently posted on the website is from April 2017. We are in the process of producing a newer version. Although the screenshots may look a bit different from what you see, the basic processes shown are still valid. We plan to have the newer version posted shortly.

The Guidebook provides step-by-step instructions, including screen-shots, for a number of common CTIMS operations including:

- ❖ Starting, completing and submitting a new Worksheet/Application.
- ❖ Creating and submitting the Agreement.
- ❖ Creating and submitting an Invoice for reimbursement.
- ❖ Initiating a Change Request.
- ❖ Requesting a Budget Adjustment.

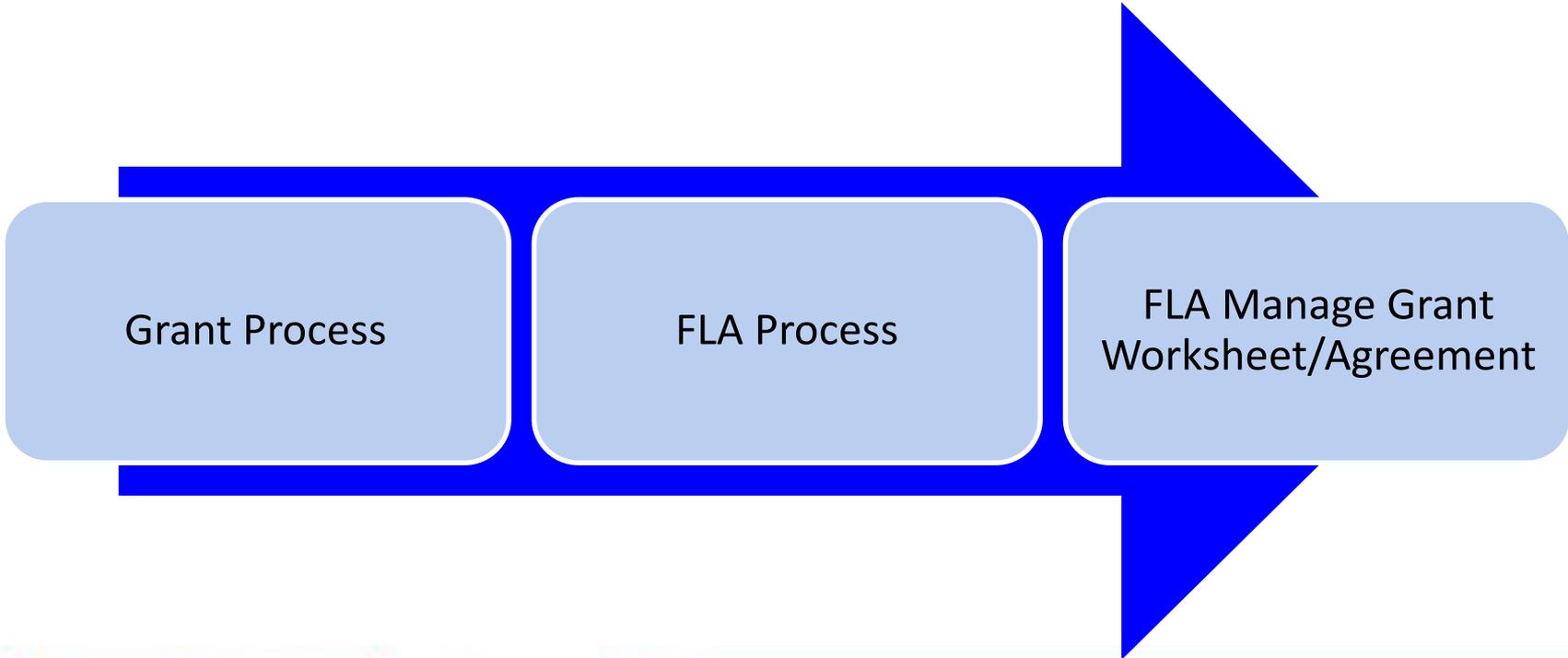
To complete the following processes you must be logged into CTIMS as the **Local Finance Coordinator**.



Remember to use Internet Explorer version 11 or higher.

Checking the Status of a Worksheet or Agreement

Sign into CTIMS as the Local Finance Coordinator and select the following:



Grant Process

FLA Process

FLA Manage Grant
Worksheet/Agreement

Enter Your School Information in the three fields below and select Search.

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

FLA Grant Fund Worksheets List

Fiscal Calendar Year:*	2018-2019	Grant Fund Type:*	FLA
Organization Type:*	College District	Organization:*	Enter the first three characters of any w
Organization District:*		Program Initiative:*	--Select--

Approval Function Type: * All

Filter on Status: * All

Scroll to the right to see the Worksheet Approved Status column or the Agreement Approved Status column.

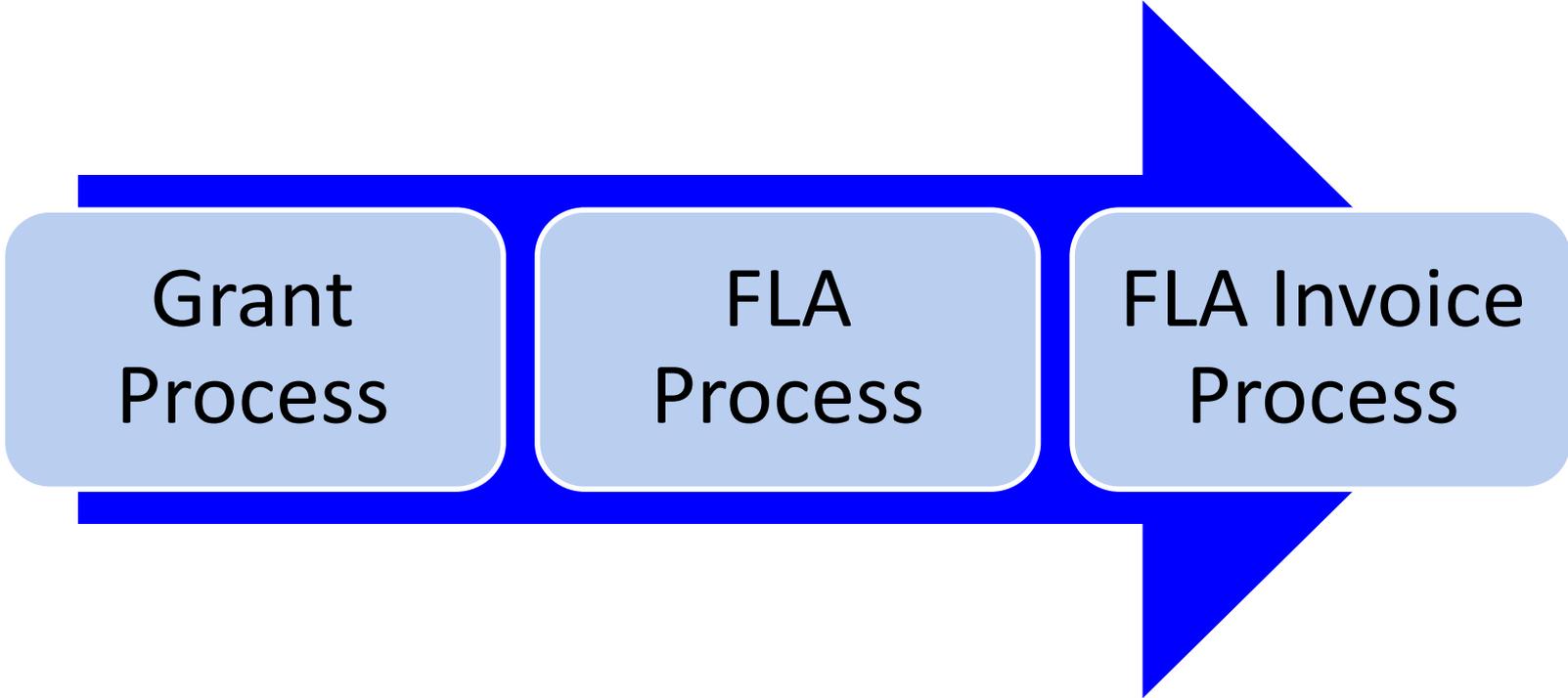
	Agreement Approval Current Stage	Worksheet Approved Status	Agreement Submission Date	Agreement Approved Status	BAP Proces
PPS-422-51A074...	State Supervisor - Fully Ap...	Fully Approved	10/17/201...	Fully Approved	No

Another way of checking the status of your Worksheet or Agreement is to click on the blue triangle to the left of the provider name to pull up a Worksheet Summary and an Agreement Summary tab. Select the tab you would like then scroll down to the bottom to find the last approval stage completed.

Approval Stage	Approval Status	Approval/Rejection Note	Approver Email	Approval Date	Approver F
Local Finance Coordinator - 1st...	Cancel for Cha...	New Process	Sample email	10/30/2018 08:15:36	FLA-Local
Local Finance Coordinator - 1st...	Approved		Sample email	10/30/2018 08:15:45	FLA-Local
State Initiative Coordinator - 2nd...	Approved	Approved. DH	Debbie.Hamble@careertech....	10/30/2018 08:18:01	FLA- State
State Supervisor - Fully Approve...	Approved	Approved. DH	Debbie.Hamble@careertech....	10/30/2018 08:18:19	FLA- State

Checking the Status of an Invoice

Sign into CTIMS as the Local Finance Coordinator and select the following:



Grant
Process

FLA
Process

FLA Invoice
Process

Enter your school information in the three fields below and select Search.

Oklahoma Department of Career and Technology Education Tuesday, December 4, 2018 9:17 AM | Hello Debbie.Hamble@careertech.ok.gov |

FLA-Local Finance Coordinator ▾

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

Dashboard | FLA Invoice Process X

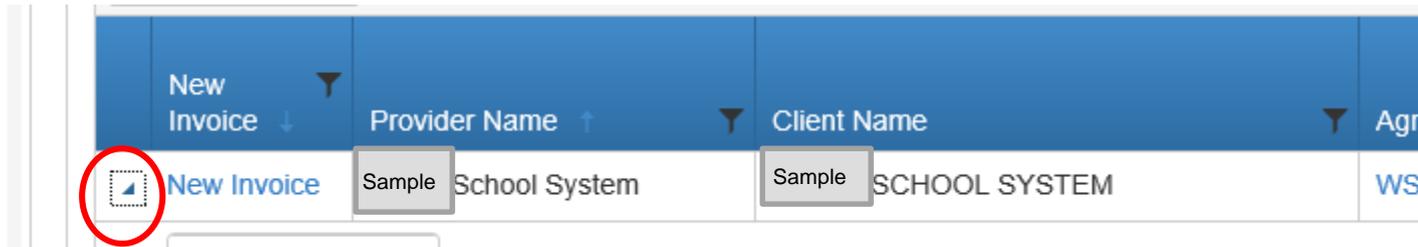
FLA Grant Fund Invoices List

Fiscal Calendar Year:*	2018-2019 ▾	Grant Fund Type:*	FLA ▾
Organization Type:*	Comprehensive Schools Districts ▾	Organization:*	Enter the first three characters of any word ▾
Organization District:*	▾	Program Initiative:*	--Select-- ▾

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

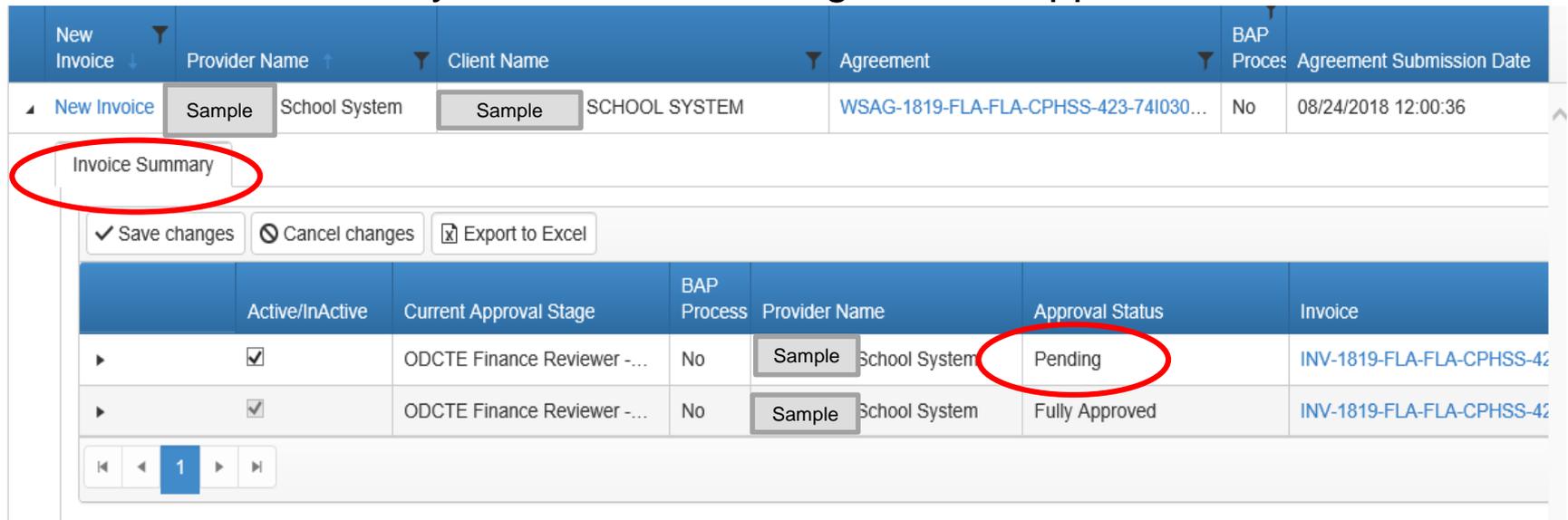
Approval Function Type: *	All ▾
Filter on Status: *	All ▾

Click on the blue triangle to the left of the words “New Invoice.”



New Invoice	Provider Name	Client Name	Agreement
 New Invoice	Sample School System	Sample SCHOOL SYSTEM	WS

On the Invoice Summary Tab, scroll to the right to the Approval Status column.



New Invoice	Provider Name	Client Name	Agreement	BAP Process	Agreement Submission Date
 New Invoice	Sample School System	Sample SCHOOL SYSTEM	WSAG-1819-FLA-FLA-CPHSS-423-741030...	No	08/24/2018 12:00:36

Invoice Summary

Save changes Cancel changes Export to Excel

Active/Inactive	Current Approval Stage	BAP Process	Provider Name	Approval Status	Invoice
<input checked="" type="checkbox"/>	ODCTE Finance Reviewer - ...	No	Sample School System	Pending	INV-1819-FLA-FLA-CPHSS-42
<input checked="" type="checkbox"/>	ODCTE Finance Reviewer - ...	No	Sample School System	Fully Approved	INV-1819-FLA-FLA-CPHSS-42

Determining Why An Invoice Was Rejected

Follow the steps below to determine why your invoice was rejected:

1. Select Grants → Grant Process → FLA Process → FLA Invoice Process.
2. Fill in your school information under Organization Type, Organization and Program Initiative.
3. Select “Search.”
4. Click on the blue triangle to the left of the words “New Invoice.”
5. Scroll to the right and click on the Invoice Number to the right of the word “Reject” in the Approval Status Column.

- Grants
 - Grant Process
 - FLA Process
 - FLA Manage Grant Work
 - FLA Invoice Process

1

Dashboard FLA Invoice Process

FLA Grant Fund Invoices List

Fiscal Calendar Year:* 2018-2019 Grant Fund Type:* FLA
Organization Type:* Tech Center Districts Organization:* Sample Technology Center
Organization District:* Sample Technology Center Program Initiative:* Carl Perkins Tech Center Secondary - 421

2

Grant Worksheet/Agreement/Invoice List Manage Grant Invoices

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

3

Export to Excel

4

New Invoice	Provider Name	Client Name	Agreement	BAP Process	Agreement Submission Date	Approval Status
New Invoice	Sample Technology C...	Sample TECHNOLOGY CENTER...	WSAG-1819-FLA-FLA-CPTCS-421-09X11...	No	10/25/2018 09:27:05	Stat

Invoice Summary

Save changes Cancel changes Export to Excel

Active/Inactive	Current Approval Stage	BAP Process	Provider Name	Approval Status	Invoice
<input checked="" type="checkbox"/>	ODCTE Finance Reviewer - Fully Approved Stage	No	Sample Technology Center	Pending	INV-1819-FLA-FLA-CPTC
<input checked="" type="checkbox"/>	Local Finance Coordinator - 1st Stage	No	Sample Technology Center	Reject	INV-1819-FLA-FLA-CPTC

5

6. Select the “Next Step” button.

FLA Grant Submit Invoice - Step 1

Provider Organization Details

Fiscal Calendar Year:* 2018-2019 Grant Fund Type:* FLA

Organization Type:* Tech Center Districts Organization:* Sample Technology Center

Organization District:* Sample Technology Center Program Initiative:* Carl Perkins Tech Center Secondary - 421

Worksheet No:* WS-1819-FLA-FLA-CPTCS-421-09X111745-49D7486DC23C

Agreement No.* WSAG-1819-FLA-FLA-CPTCS-421-09X111745-8979583811FE

Invoice No.* INV-1819-FLA-FLA-CPTCS-421-09X111745-AEE656FCBD6A

+ Basic Client Information

+ Project Details

This record has been rejected. You are not authorized to make changes to this record.

Refresh Next Step

7. Select the “Invoice Summary” button.

Grants

- Grant Process
- FLA Process
 - FLA Manage Grant Work
 - FLA Invoice Process

Dashboard FLA Invoice Process X INV-1819-FLA-FLA-CPTCS-421-09X111745-AEE656FCBD6A - 2nd Approval Stage X

FLA Grant Submit Invoice - Step 2

Refresh Invoice Summary One Step Back Save as Draft Submit For Approval

Provider Organization Details

+ Basic Client Information

+ Project Details

+ Grant Allocation

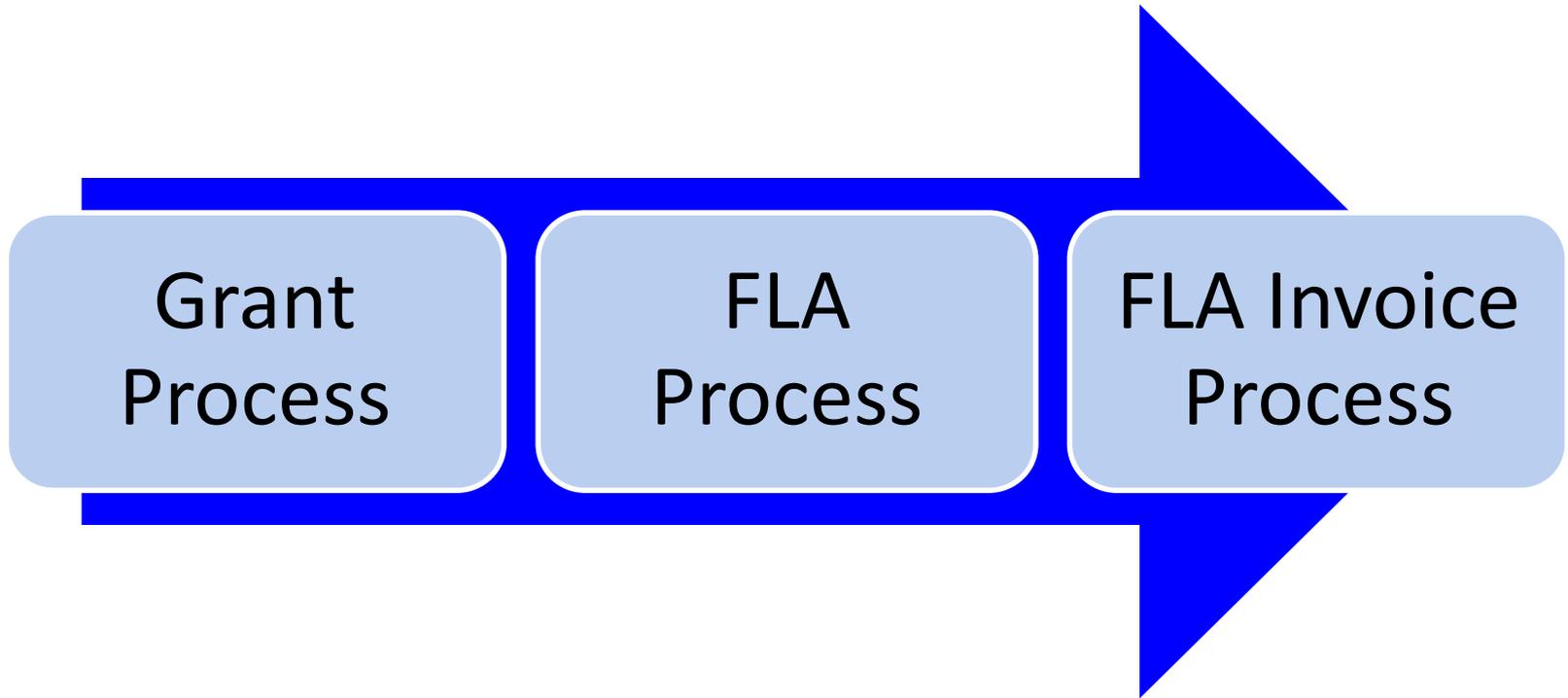
8. Scroll to the bottom of the invoice and the rejection reason will be stated in the “Approval Note” field.

Approval Stage	Approval Note	Approval Date	Approval Role	Approved By	Full Name	Approval Status	Approval Private Note
Local Finance Coordinator - 1st Stage	New Process	11/15/2018 9:37 AM	FLA-Local Finance Coordinator	Sample Email	Sample Name	Approved	
State Initiative Coordinator - 2nd Approval Stage	Reject-SH Rejected back at school's request. Thank you.	11/20/2018 1:54 PM	FLA-State Initiative Coordinator	Stephanie.Hodges@careertech.ok.gov	Stephanie Hodges	Reject	
Local Finance Coordinator - 1st Stage			FLA-Local Finance Coordinator				
State Initiative Coordinator - 2nd Approval Stage			FLA-State Initiative Coordinator				
State Initiative Coordinator - 2nd Approval Stage			FLA- State Initiative Supervisor				
State Supervisor - 3rd Approval Stage			FLA- State Initiative Supervisor				
State Supervisor - 3rd Approval Stage			FLA-State Initiative Coordinator				

Correcting a Rejected Invoice: Initiating a Change Request

Once your invoice has been rejected you must initiate a "Change Request" **before** any changes/editing can be saved or before you can resubmit the invoice.

Sign into CTIMS as the Local Finance Coordinator and select the following:



1. Enter your school information in the three fields below.
2. Select Search.

Oklahoma Department of Career and Technology Education Tuesday, December 4, 2018 9:17 AM | Hello Debbie.Hamble@careertech.ok.gov!

FLA-Local Finance Coordinator

Grants

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

Dashboard | FLA Invoice Process

FLA Grant Fund Invoices List

Fiscal Calendar Year:*	2018-2019	Grant Fund Type:*	FLA
Organization Type:*	Comprehensive Schools Districts	Organization:*	Enter the first three characters of any word!
Organization District:*		Program Initiative:*	--Select--

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

Approval Function Type: * All

Filter on Status: * All

Search

3. Click on the blue triangle to the left of the words “New Invoice.” 

4. Scroll to the right and click on the Invoice Number to the right of the word “Reject” in the Approval Status Column.

Filter on Status: *

New Invoice	Provider Name	Client Name	Agreement	BAP Process	Agreement Submission Date	Agreement Approval Stage	Agreement Approval
 New Invoice	Great Plains Technology C...	GREAT PLAINS TECHNOLOGY CENTER...	WSAG-1819-FLA-FLA-CPTCS-421-09X11...	No	10/25/2018 09:27:05	State Supervisor - ...	Fully A

Invoice Summary

Save changes Cancel changes

	Active/In/	Current Approval Stage	BAP Process	Provider Name	Approval Status	Invoice
▶	<input checked="" type="checkbox"/>	ODCTE Finance Reviewer - Fully Approved ...	No	Great Plains Technology Center	Fully Approved	INV-1819-FLA-FLA-CPTCS-421-09X111745-33E4CBE9334
▶	<input checked="" type="checkbox"/>	Local Finance Coordinator - 1st Stage	No	Great Plains Technology Center	Reject	INV-1819-FLA-FLA-CPTCS-421-09X111745-AEE656FCBD€



5. Select the “Next Step” button.

FLA Grant Submit Invoice - Step 1

— Provider Organization Details

Fiscal Calendar Year:*	2018-2019	Grant Fund Type:*	FLA
Organization Type:*	Tech Center Districts	Organization:*	Sample Technology Center
Organization District:*	Sample Technology Center	Program Initiative:*	Carl Perkins Tech Center Secondary - 421
Worksheet No:*	WS-1819-FLA-FLA-CPTCS-421-09X111745-49D7486DC23C		
Agreement No:*	WSAG-1819-FLA-FLA-CPTCS-421-09X111745-8979583811FE		
Invoice No:*	INV-1819-FLA-FLA-CPTCS-421-09X111745-AEE656FCBD6A		

+ Basic Client Information

+ Project Details

This record has been rejected. You are not authorized to make changes to this record.

Refresh Next Step

6. Locate and select the “Change Request” button on the lower right of your screen.

7. Select “Yes” on the pop-up verification screen.

▶	<input type="checkbox"/>	334 Guidance and Course...	2120-100-334	2120-Personnel Services - Salaries-100-P...	1.00	\$11,702.96	Cost Per Each	\$1
▶	<input type="checkbox"/>	334 Guidance and Course...	2120-200-334	2120-Personnel Services - Employee Bene...	1.00	\$9,575.14	Cost Per Each	\$
								\$16

+ Attachments

+ Acknowledgements

Refresh Invoice Summary One Step Back Save as Draft Submit For Approval **Change Request** Approval Process

8. You can now edit your invoice amounts, add additional items to your invoice and add or inactivate attachments or invoice line items.

To edit a line item, click on the blue triangle  to the left of the line item you want to adjust. Next, select the “edit” button and make your changes.

<input type="checkbox"/>	334 Guidance and Course...	2120-100-334	2120-Personnel Services - Salaries-100-P...	1.00	\$11,702.96	Cost Per Each	
<input checked="" type="checkbox"/>	334 Guidance and Course...	2120-100-334	2120-Personnel Services - Salaries-100-P...	1.00	\$11,702.96	Cost Per Each	

	Is Active	Invoice Line Desc.	Budget Line(OCAS CODE) Function - Object - Program	Units	Unit Cost	Req. Unit Type	Total	To
<input checked="" type="button" value="Edit"/>	Active	334 Guidance and Cou...	2120-100-334	1.00	\$11,702.96	Cost Per Each	\$11,702.96	

9. After you have completed your changes on the line item, click the “Update” button.

<input checked="" type="checkbox"/>	334 Guidance and Course...	2120-100-334	2120-Personnel Services - Salaries-100-P...	1.00	\$11,702.96	Cost Per Each	\$1	
<input type="button" value="+ Add Invoice"/>								
	Is Active	Invoice Line Desc.	Budget Line(OCAS CODE) Function - Object - Program	Units	Unit Cost	Req. Unit Type	Total	Total
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	334 Guidance and Cours	2120-100-334	1.00	11,702.96	Cost Per Each	11702.96	1170
<input checked="" type="button" value="Update"/> <input type="button" value="Cancel"/>								
							\$16	

10. Once you have finished all your corrections or attachments, you will need to complete the [Acknowledgement](#) section. Check the three validation boxes next to the red asterisks * and enter your claim date range. You will also need to enter a comment in the Acknowledgement Note field before pressing “Submit for Approval.”

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 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)

* I have attached, if applicable, legible copies of all equipment and supplies/materials vendor invoices.

Claim Date Range (MM/DD/YY to MM/DD/YY): *

Is final payment?

Acknowledgement Note: *

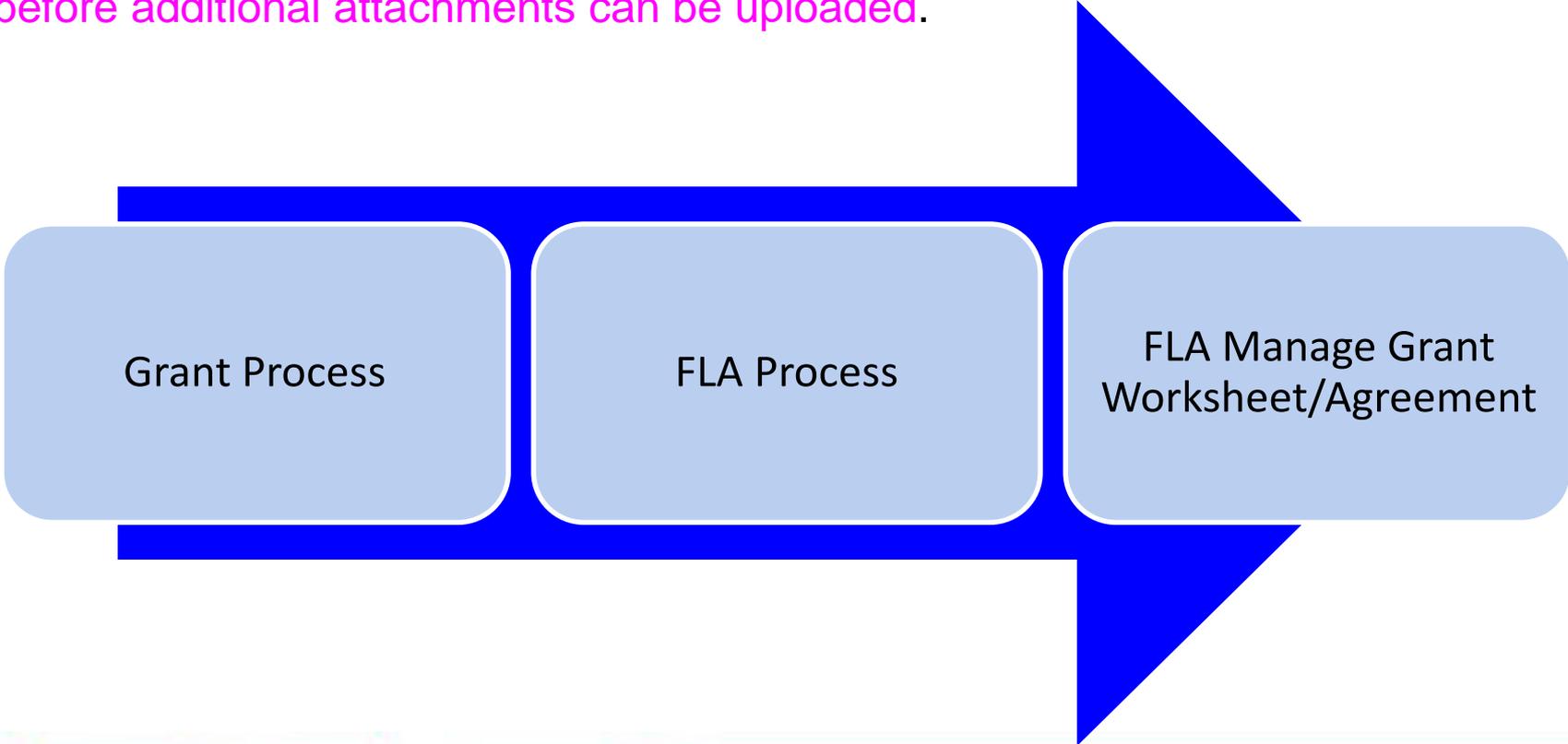
B I U (inherited size) (inherited font) Format

Corrected counseling amount. SH

Refresh Invoice Summary One Step Back Save as Draft **Submit For Approval**

Initiating a Budget Adjustment

This must be done before changes or editing can be done to an Agreement, or before additional attachments can be uploaded.



Grant Process

FLA Process

FLA Manage Grant
Worksheet/Agreement

Enter your school information in the three fields below and select “Search.”

Oklahoma Department of Career and Technology Education Tuesday, December 4, 2018 9:17 AM | Hello Debbie.Hamble@careertech.ok.gov |

FLA-Local Finance Coordinator ▾

Dashboard | FLA Invoice Process X

FLA Grant Fund Invoices List

Fiscal Calendar Year:*	2018-2019 ▾	Grant Fund Type:*	FLA ▾
Organization Type:*	Comprehensive Schools Districts ▾	Organization:*	Enter the first three characters of any word ▾
Organization District:*		Program Initiative:	--Select-- ▾

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

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

Q Search

Under the Agreement column, click on the blue Agreement link.

FLA-Local Finance Coordinator

Dashboard | FLA Manage Grant Worksheets/Agreements/Invoice/Follow-up X

FLA Grant Fund Worksheets List

Fiscal Calendar Year:* 2018-2019 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

Approval Function Type:* All

Filter on Status:* All

Save changes Cancel changes

Act	Provider Name	Client Name	Worksheet Approval Current Stage	Worksheet Submission Date	Worksheet	Agreement
<input checked="" type="checkbox"/>	Sample School System	Sample SCHOO...	This stage is approving for...	04/17/201...	WS-1819-FLA-FLA-CPHSS-421-46i01705...	WSAG-1819-FLA-FLA-CPHSS-421-4

Select the “Budget Adjustment Process” button on the lower right. Select “Yes” on the pop-up verification screen.

FLA Grant Agreement

– Provider Organization Details Refresh Agreement Summary Save as Draft Submit For Approval

Fiscal Calendar Year:*	2018-2019	Grant Fund Type:*	FLA
Organization Type:*	Comprehensive Schools Districts	Organization:*	School System
Organization District:*	School System	Program Initiative:*	Carl Perkins High School Secondary - 421
Worksheet No:*	WS-1819-FLA-FLA-CPHSS-421-48I005050-486083D461D1		
Agreement No:*	WSAG-1819-FLA-FLA-CPHSS-421-48I005050-E4037D942334		

+ 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 Refresh Agreement Summary Save as Draft Submit For Approval Budget Adjustment Process

--Select--

You can now open your Budget Line Items and make any necessary corrections by clicking directly in the box you want to change.

Budget Line Items

Grant Allocation

Sub Award Allocation	Worksheet Budgeted	Agreement Budgeted	Fully Approved Invoiced	Agreement Unbudgeted = (Allocated - Agrmt. Budgeted)	Remaining to Invoice
\$27,470.00	\$27,469.98	\$27,469.98	\$0.00	\$0.02	\$27,469.98

Budget Line(s) [Budget Line Detail Information](#)

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

Budget Line(OCAS CODE) Function - Object - Program	Agreement Line Desc.	Units	Unit Cost	Req. Unit Type	Total	Approv Total	Status
1000-600-330	Ag: ICEV Liscense (for use as curriculu	2	\$725.00	Cost Per Each	\$1,450.00	1,450.00	Active
1000-700-332	Ag: Cold cut saw with fabrication p...	1	\$8,415.50	Cost Per Each	\$8,415.50	\$8,415.50	Active
1000-600-332	BMITE: Color printer, stand, first in...	1	\$2,905.38	Cost Per Each	\$2,905.38	\$2,905.38	Active
1000-600-332	BMITE: 4 Dell desktops, monitors,...	4	\$1,162.46	Cost Per Each	\$4,649.84	\$4,649.84	Active
1000-600-332	FACS: Class set of Chromebooks...		\$8,977.78	Cost Per Each	\$8,977.78	\$8,977.78	Active
2330-100-339	Administrative Costs	1	\$1,071.48	Cost Per Class	\$1,071.48	\$1,071.48	Active

When you are finished with your changes, complete your **Acknowledgement** section. List all the changes you made in the **“Budget Adjustment Justification Note”** field. Make sure the two **validation boxes** with red asterisks * are checked and there is a comment in the **“Acknowledgement Note”** field before selecting **“Submit for Approval.”**

+ Attachments

- Acknowledgements

Budget Adjustment Justification Note

Format B I U [List Icons] [Link Icon] [Image Icon] [Table Icon]

Code change

* 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 Carl Perkins act of 2006.

* 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.

Acknowledgement Note: *

I agree

BA Summary Report

--Select--

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

Doing a Budget Adjustment Once an Invoice Has Been Started

If you have started an invoice and then discover that you need to reallocate funds in your budget, here are a few things to keep in mind:

- If you need to do a Budget Adjustment to change the amount of money available for an invoice line item, you must make sure all those line items are “inactive” in your invoice **BEFORE** beginning the Budget Adjustment process. Once you have added items to an invoice, CTIMS views these funds as “encumbered” and will not allow you to make changes to them.

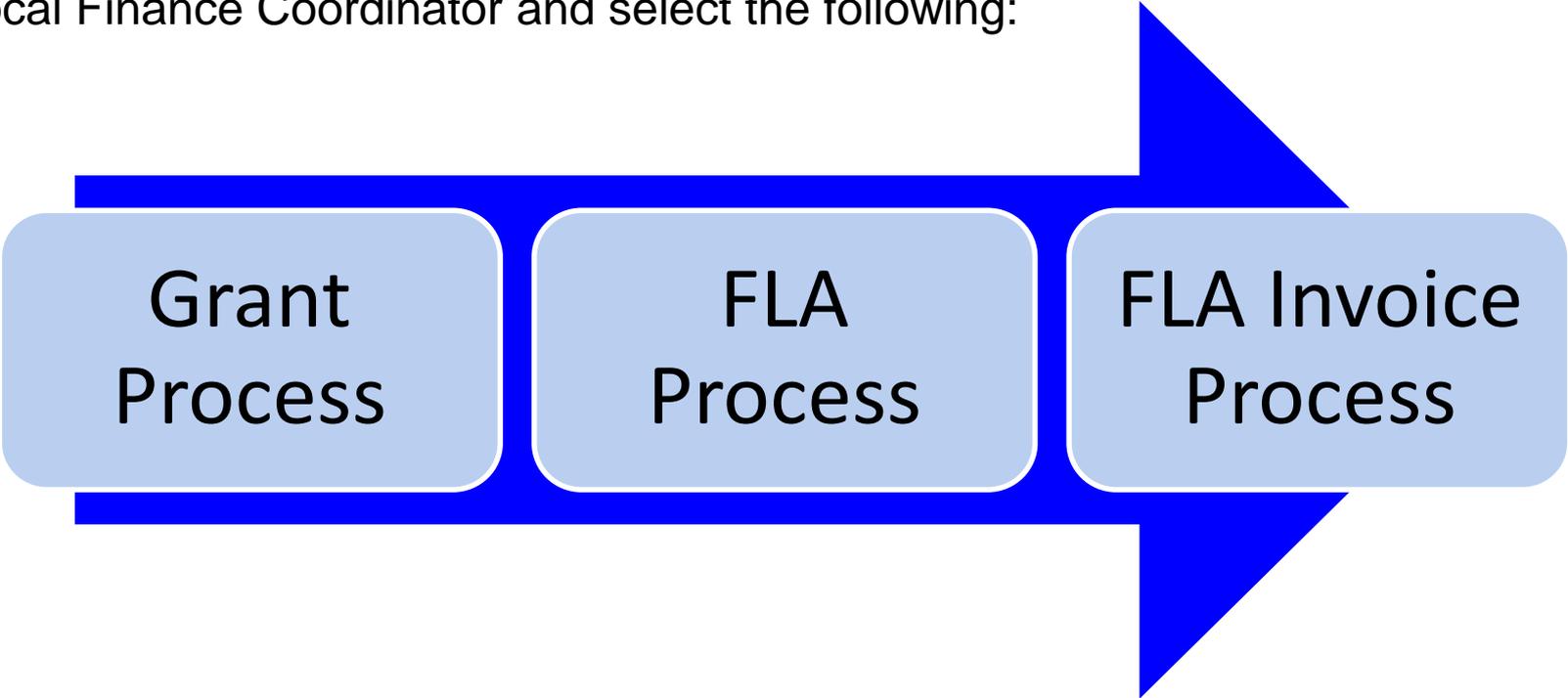
- If you have started a Budget Adjustment without inactivating these invoice line items:
1. Go ahead and submit your Agreement/Budget without any changes.
 2. Contact your Carl Perkins Coordinator, explain what happened and ask them to approve the Agreement.
 3. Once they have approved your Agreement, return to your invoice and **inactivate** any invoice line items you are making monetary changes to. Next, click on “Save as Draft”.



4. Return to your Agreement, initiate a “Budget Adjustment Process” and make your Adjustment as normal.
5. Submit your completed Budget Adjustment for Approval.
6. Once the Adjustment has been approved by your Carl Perkins Coordinator, return to your invoice and “[Activate](#)” all line items you need to add to your claim.
7. Complete the process to submit your invoice as normal.

Inactivating an Invoice Line Item

To open an invoice and inactivate an invoice line item, sign into CTIMS as the Local Finance Coordinator and select the following:



Grant
Process

FLA
Process

FLA Invoice
Process

Enter your school information in the three fields below and select Search.

Oklahoma Department of Career and Technology Education Tuesday, December 4, 2018 9:17 AM | Hello Debbie.Hamble@careertech.ok.gov |

FLA-Local Finance Coordinator ▾

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

Dashboard | FLA Invoice Process X

FLA Grant Fund Invoices List

Fiscal Calendar Year:*	2018-2019 ▾	Grant Fund Type:*	FLA ▾
Organization Type:*	Comprehensive Schools Districts ▾	Organization:*	Enter the first three characters of any word ▾
Organization District:*	▾	Program Initiative:*	--Select-- ▾

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

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

- Click on the blue triangle to the left of the words “New Invoice.” 
- Scroll to the right until you get to the Invoice column and click on the blue invoice number link underneath.

Filter on Status: *

New Invoice	Provider Name	Client Name	Agreement	BAP Process	Agreement Submission Date	Agreement Approval Stage	Agreement Approval Sta
 New Invoice	<input type="text" value="School System"/>	<input type="text" value="SCHOOL SYSTEM"/>	WSAG-1819-FLA-FLA-CPHSS-421-481005...	No	11/14/2018 09:39:16	State Supervisor - ...	Fully Approv

Invoice Summary

Active/InActive	Current Approval Stage	BAP Process	Provider Name	Approval Status	Invoice
<input type="checkbox"/>	State Initiative Coordinator - 2nd Approval Stage	No	<input type="text" value="School System"/>	Pending	INV-1819-FLA-FLA-CPHSS-42

Select the “Next Step” button from this screen.

Dashboard FLA Invoice Process X INV-1819-FLA-FLA-CPHSS-421-48I005050-FADDDA53A790 - 1st Stage X

FLA Grant Submit Invoice - Step 1

Provider Organization Details

Fiscal Calendar Year:*	2018-2019	Grant Fund Type:*	FLA
Organization Type:*	Comprehensive Schools Districts	Organization:*	School System
Organization District:*	School System	Program Initiative:*	Carl Perkins High School Secondary - 421
Worksheet No:*	WS-1819-FLA-FLA-CPHSS-421-48I005050-486083D461D1		
Agreement No:*	WSAG-1819-FLA-FLA-CPHSS-421-48I005050-E4037D942334		
Invoice No:*	INV-1819-FLA-FLA-CPHSS-421-48I005050-FADDDA53A790		

+ Basic Client Information

+ Project Details

Refresh Next Step

- Click on “Invoice Line Items.”
- Click on the blue triangle to the right of the line you wish to deactivate.
- Click on the “Edit” button.

— Invoice Line Items

	Agreement Line Desc.	Budget Line (OCAS CODE) Function - Object - Program	OCAS Description	Units	Unit Cost	Req. Unit Type	Total
▶ <input type="checkbox"/>	339 Fiscal Agent Fee (w/IOA)	2330-300-330	2330-Other Purchased Services-300-Other...	1.00	\$500.00	Cost Per Each	\$500.00
▶ <input checked="" type="checkbox"/>	339 Fiscal Agent Fee (To...	2300-100-340	2300-Personnel Services - Salaries-100-P...	1.00	\$8,062.75	Cost Per Each	\$8,062.75
▶ <input checked="" type="checkbox"/>	334 Guidance and Course...	2120-500-334	2120-Other Purchased Services-500-Other...	1.00	\$7,757.69	Cost Per Each	\$7,757.69
▶ <input type="checkbox"/>	334 Guidance and Course...	2120-500-334	2120-Other Purchased Services-500-Other...	1.00	\$4,616.06	Cost Per Each	\$4,616.06
▶ <input checked="" type="checkbox"/>	334 Guidance and Course...	2120-500-334	2120-Other Purchased Services-500-Other...	1.00	\$9,623.54	Cost Per Each	\$9,623.54

+ Add Invoice

	Is Active	Invoice Line Desc.	Budget Line(OCAS CODE) Function - Object - Program	Units	Unit Cost	Req. Unit Type	Total	Total To Be
<input type="button" value="Edit"/>	Active	334 Guidance and Cou...	2120-500-334	1.00	\$9,623.54	Cost Per Each	\$9,623.54	\$

- Under the “Is Active” column, click on the box with the check mark in it. This should make the check mark disappear.
- Go back to the left and click on the “Update” button.

	Agreement Line Desc.	Object - Program	OCAS Description	Units	Unit Cost	Req. Unit Type	Total
▶	<input type="checkbox"/> 339 Fiscal Agent Fee (W/OA)	2330-500-330	2330-Other Purchased Services-500-Other...	1.00	\$500.00	Cost Per Each	\$500.00
▶	<input checked="" type="checkbox"/> 339 Fiscal Agent Fee (To...	2300-100-340	2300-Personnel Services - Salaries-100-P...	1.00	\$8,062.75	Cost Per Each	\$8,062.75
▶	<input checked="" type="checkbox"/> 334 Guidance and Course...	2120-500-334	2120-Other Purchased Services-500-Other...	1.00	\$7,757.69	Cost Per Each	\$7,757.69
▶	<input type="checkbox"/> 334 Guidance and Course...	2120-500-334	2120-Other Purchased Services-500-Other...	1.00	\$4,616.06	Cost Per Each	\$4,616.06
▶	<input checked="" type="checkbox"/> 334 Guidance and Course...	2120-500-334	2120-Other Purchased Services-500-Other...	1.00	\$9,623.54	Cost Per Each	\$9,623.54

+ Add Invoice									
	Is Active	Invoice Line Desc.	Budget Line(OCAS CODE) Function - Object - Program	Units	Unit Cost	Req. Unit Type	Total	Total To Be	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	334 Guidance and Cours	2120-500-334	1.00	9,623.54	Cost Per Each	9623.54	9623.54	

This invoice line item is now inactivated. You can now click on “Save As Draft” or complete the normal process for submitting your invoice (adding attachments and completing the Acknowledgement section).

Invoice Line Items

Agreement Line Desc.	Budget Line (OCAS CODE) Function - Object - Program	OCAS Description	Units	Unit Cost	Req. Unit Type	Total		
+ Add Invoice								
Is Active	Invoice Line Desc.	Budget Line(OCAS CODE) Function - Object - Program	Units	Unit Cost	Req. Unit Type	Total	Total To Be	
Edit	Inactive	334 Guidance and Cou...	2120-500-334	1.00	\$9,623.54	Cost Per Each	\$9,623.54	\$

Helpful Hints

Always make sure you log into CTIMS using Internet Explorer Version 11 or higher using the proper role for what you need to do (Local Initiative Coordinator, Local Finance Coordinator, Local Superintendent/President.)

Always review your budget before beginning your invoice process to make sure you have sufficient funds for each item being invoiced.

You may need to click on “Save as Draft” before CTIMS will let you do a “Submit for Approval.”

Guest speakers: They should provide the school with an invoice that states a flat rate for their services as Carl Perkins basic grant funds cannot be used to reimburse them for food or lodging.

Contact Information

Jared Bates

Federal Programs Manager

Jared.bates@careertech.ok.gov

(405) 743-5569

Josh Miller

Southeast Area Coordinator

Josh.miller@careertech.ok.gov

(405) 743-5401

Stephanie Hodges

Analyst

Stephanie.hodges@careertech.ok.gov

(405) 743-5413

Janet Cooper

Western Area Coordinator

janet.cooper@careertech.ok.gov

(405) 743-5130

Debbie Hamble

Northeast Area Coordinator

debbie.hamble@careertech.ok.gov

(405) 743-6881