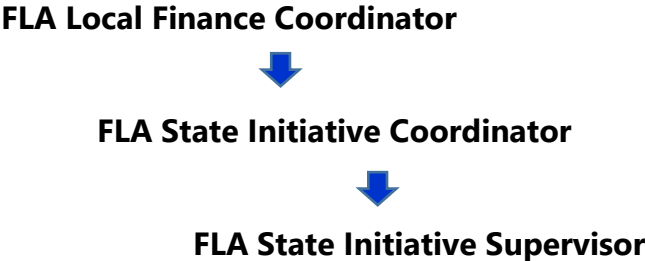


Agreement Process

Roles for the Agreement Process:



After the **Worksheet** is approved through the FLA State Initiative Coordinator level, the **Grant recipient** will receive an email from the ODCTE Perkins Administration (FLA) office with the CTIMS approval notification. At this point they may begin the Agreement process. Only the **Agreement** can be changed once the Worksheet is fully approved by ODCTE staff.

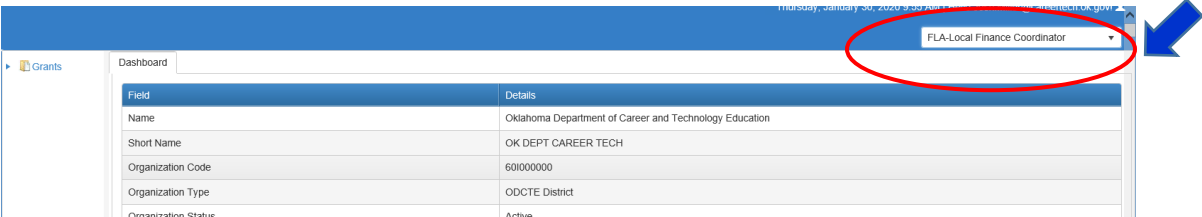
Starting the Agreement Process: FLA Local Finance Coordinator

The **Agreement** is the working copy of the **Budget Line Items**. It contains the OCAS codes and details of planned expenditures.

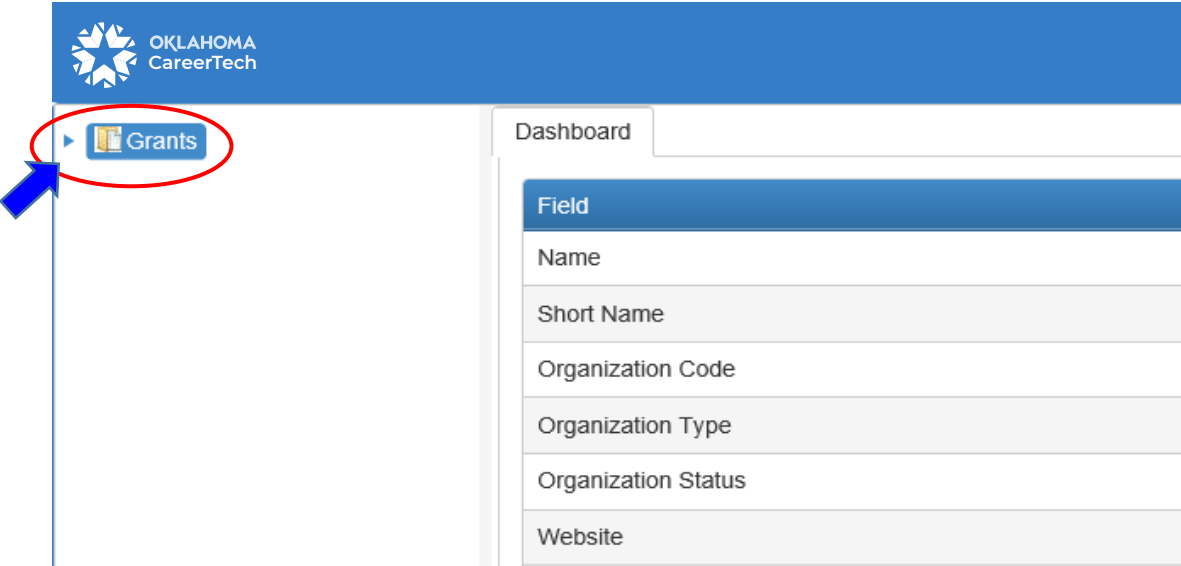
Step 1: Using **Internet Explorer Version 11** or higher, sign in using your email and CTIMS password at <https://ctims.okcareertech.org/CTBDSWeb/>

Note: CTIMS is currently not compatible with other browsers.

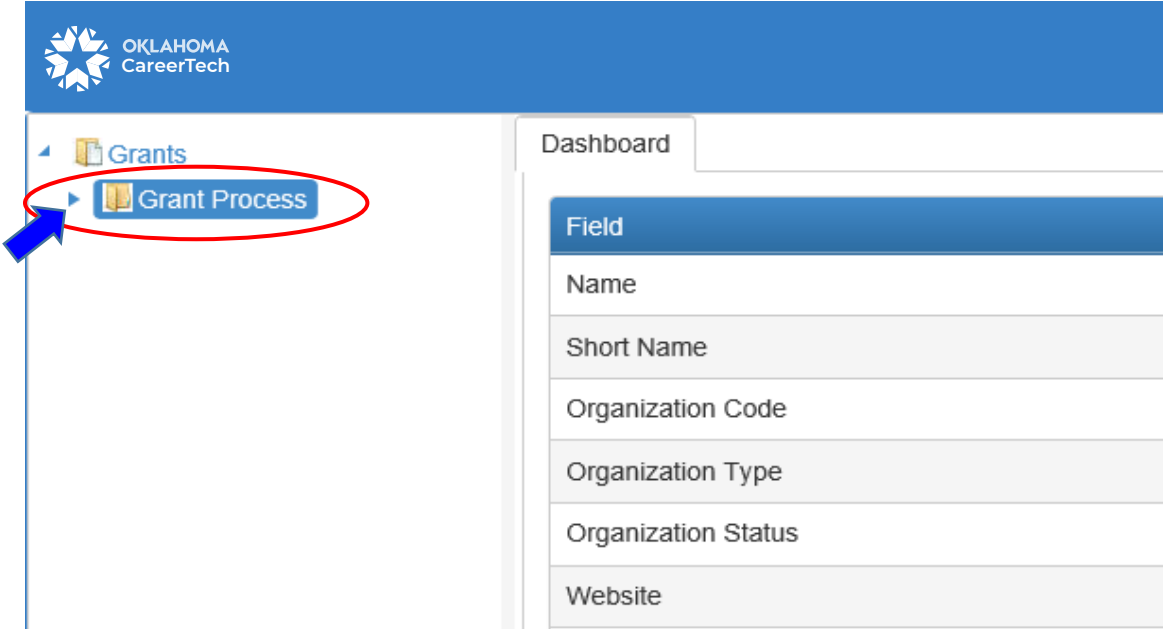
Step 2: Verify that you are signed on with the role of a **FLA-Local Finance Coordinator** in the top right corner or use the dropdown arrow to select the correct role.



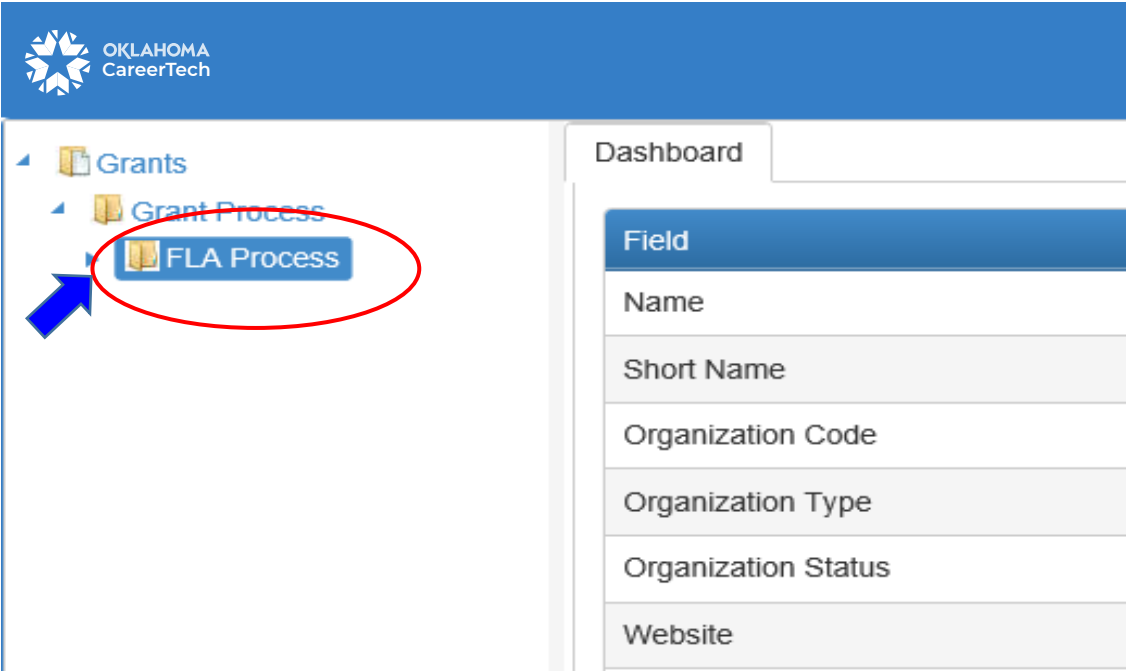
Step 3: Click the ▶ (small blue triangle) icon next to **Grants** on the left side navigation area.



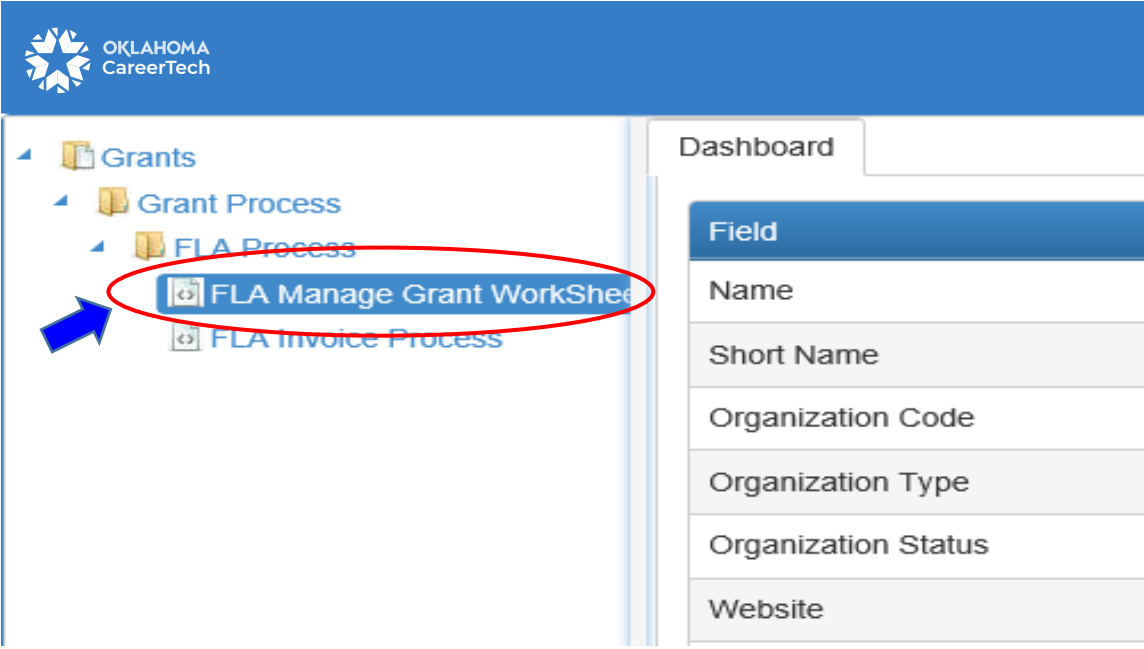
Step 4: Click the ▶ (small blue triangle) icon next to **Grant Process**.



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



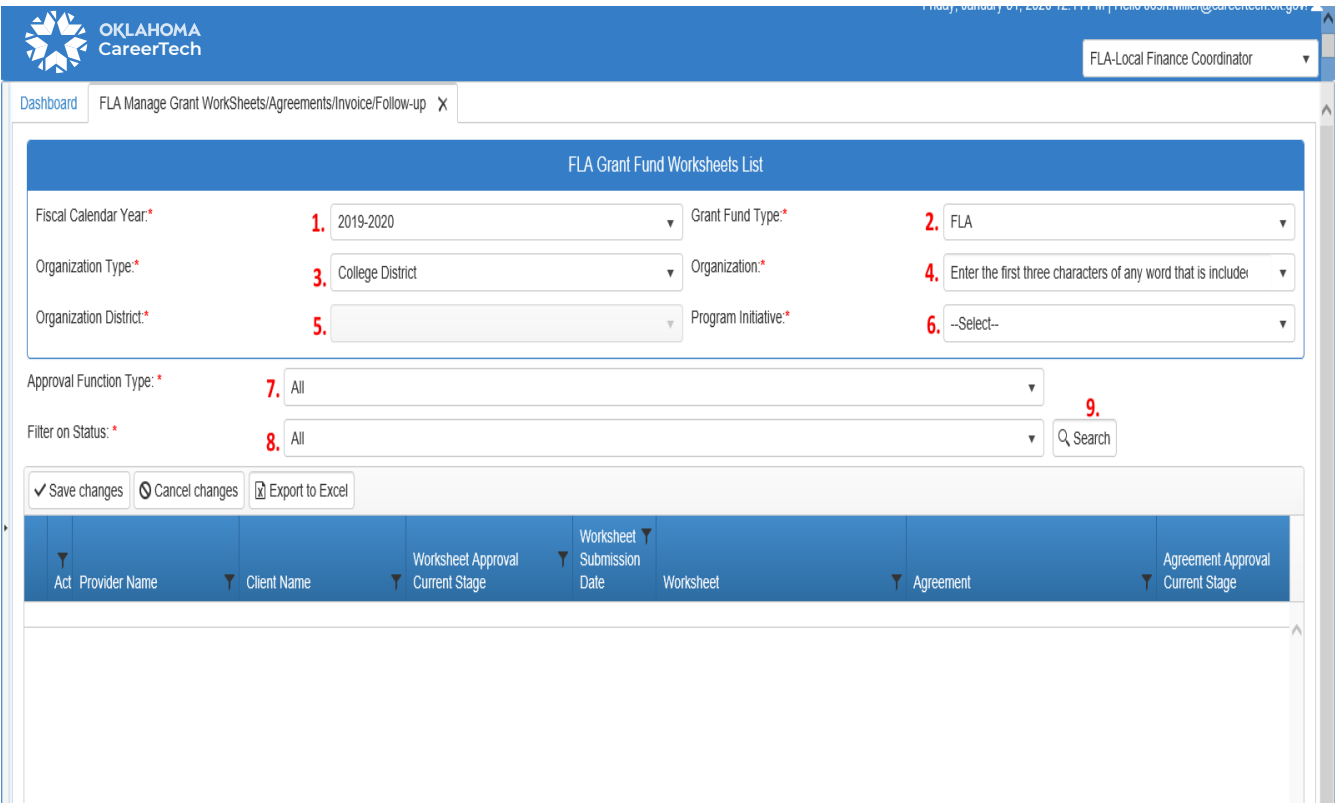
Step 6: Select **FLA Manage Grant Worksheet/Agreement Flow**



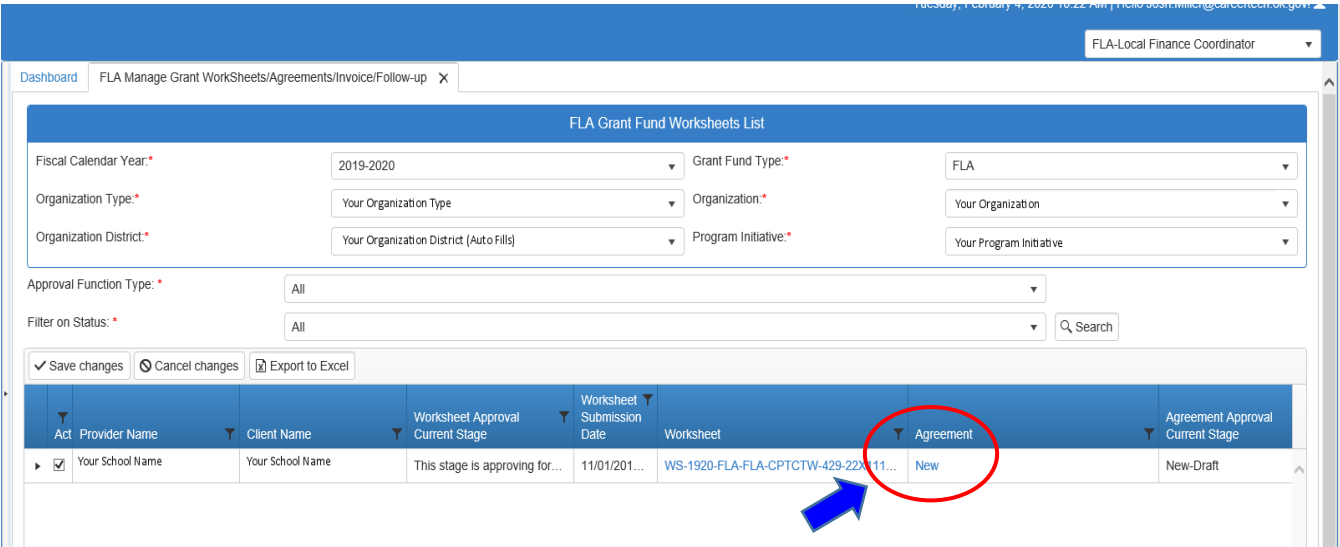
Step 7: Complete these items in the **FLA Grant Fund Worksheets List**. The tagged numbers on the screen shot correspond to the instruction steps below. Many of these fields will automatically display based on your organization login credentials.

Note: The red asterisks* represents a required field.

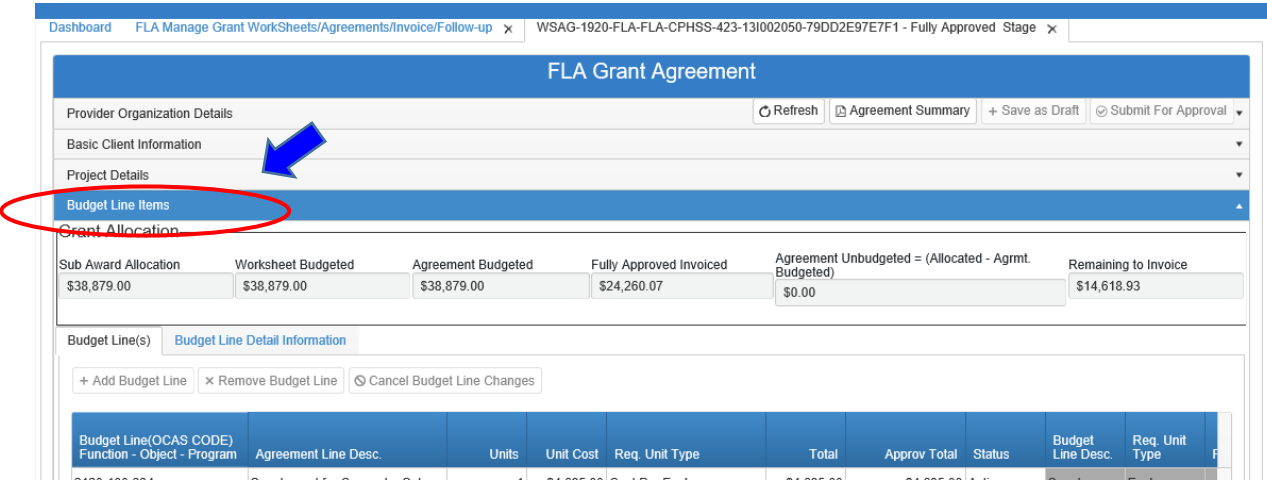
- 1. Verify **Fiscal Calendar Year** to make sure correct year is showing*.
- 2. Verify **Grant Fund Type** is set to FLA*.
- 3. Select your correct **Organization Type** from the dropdown menu.
- 4. Select your **Organization** by typing in the first three characters of the name then selecting your school from the dropdown menu.
- 5. Verify the **Organization District*** if it does not automatically appear after typing the first three letters of your *Organization* name.
- 6. Select a **Program Initiative***.
- 7. **Approval Function Type** will remain as All.
- 8. **Filter on Status** will remain as All.
- 9. Select the **Search** button.



Step 8: After clicking the Search button, the **Agreement** column will display **New**. To start a new Agreement, click on the blue word "New".

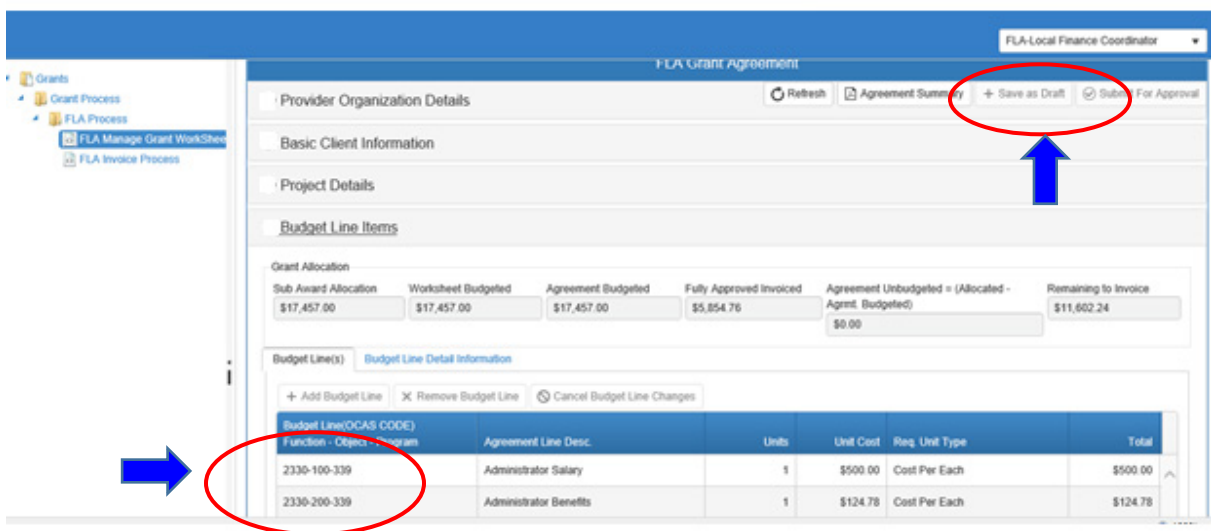


Step 9: On the **FLA Grant Agreement** page, the **Budget Line Items** section should be open.

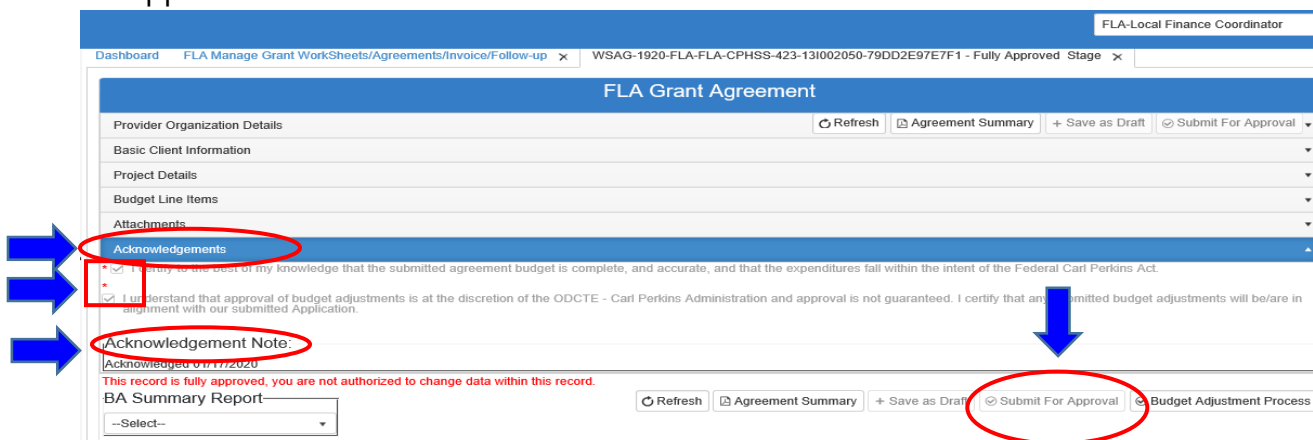


Step 10: The first step is to complete the **Budget Line OCAS Codes**. For each of the budget line items, enter the OCAS coding in the order of **Function-Object-Program Code** (e.g. 1000-100-330). As you begin typing the OCAS code, a dropdown list of OCAS codes should display for you to select from. After entering an OCAS code, **Tab** to the **Agreement Line Description Column** then use your cursor to click on the next **OCAS Code** area. (This helps ensure the OCAS Codes you have entered are saved.) After entering OCAS codes for all your line items, click on the **Save as Draft** button.

Note: All object codes should be entered at the 100 level: (100, 200, 300, 400, etc.).



Step 11: Acknowledgements. Scroll down the page and click on the **Acknowledgement** section heading. Click the *** certify boxes** and put in an **Acknowledgement Note** (required). Click on **Submit for Approval**. The Agreement will now go to the **FLA State Initiative Coordinator** and **FLA State Initiative Supervisor** for approval.



FLA State Initiative Coordinator, and FLA State Initiative Supervisor: Agreement Approval

The **FLA State Initiative Coordinator** and the **FLA State Initiative Supervisor** continue the Agreement review and approval/rejection process by following Steps 1-11 above (the same steps as the FLA Local Finance Coordinator).

After the **Agreement** is approved by the **FLA State Initiative Supervisor**, the **FLA Local Finance Coordinator** can begin submitting **Invoices**.