

Invoice Process

Roles for the FLA Invoice Process:

FLA Local Finance Coordinator



FLA State Initiative Coordinator



FLA State Initiative Supervisor



ODCTE Finance Document Coordinator



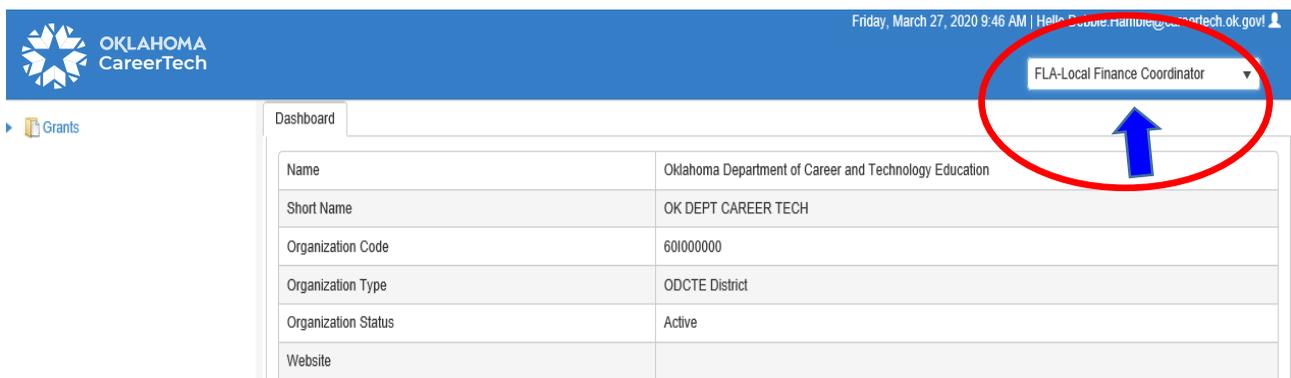
ODCTE Finance Reviewer

Submitting an Invoice for Reimbursement: FLA Local Finance Coordinator

This section will take you through the steps to submit an **Invoice** 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/>

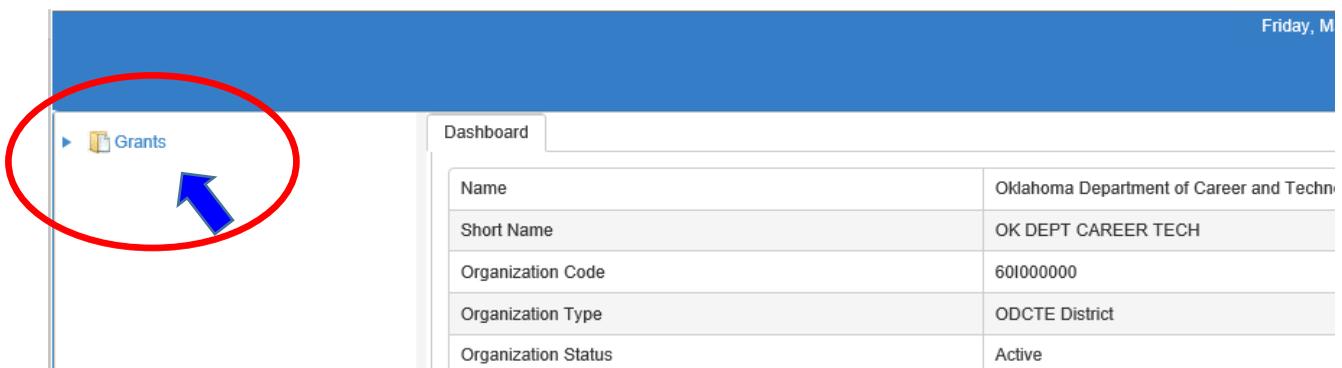
Step 2: Verify that you are signed in with the role of a **FLA-Local Finance Coordinator** in the top right corner. If not, use the dropdown arrow to select the correct role.



The screenshot shows the top navigation bar of the Oklahoma CareerTech system. The user is logged in as 'Doreen Hamblen' on Friday, March 27, 2020, at 9:46 AM. The user role is displayed as 'FLA-Local Finance Coordinator' in a dropdown menu, which is circled in red with a blue arrow pointing to it. Below the navigation bar is a 'Dashboard' section with a table of organization information.

Name	Oklahoma Department of Career and Technology Education
Short Name	OK DEPT CAREER TECH
Organization Code	60I000000
Organization Type	ODCTE District
Organization Status	Active
Website	

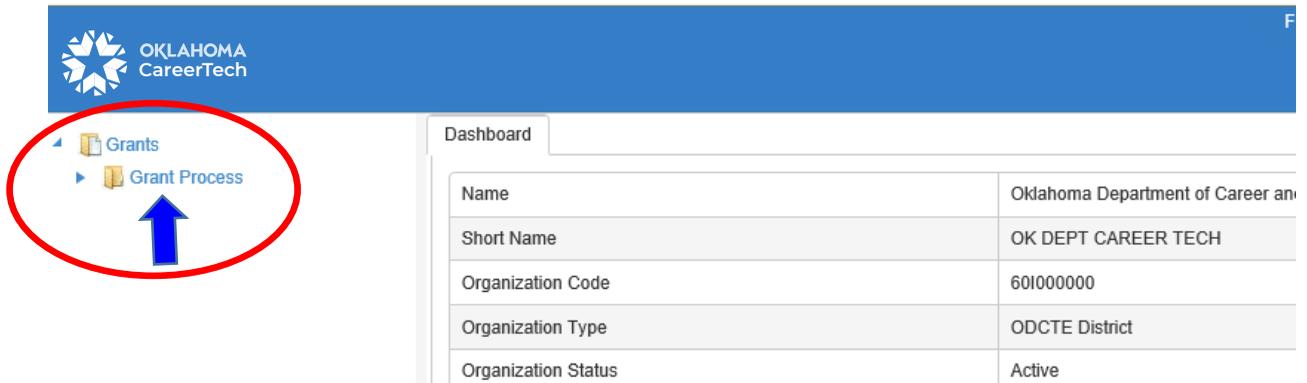
Step 3: Click the  (small blue triangle) sign next to **Grants** on the left side navigation panel.



The screenshot shows the same dashboard as above, but with the 'Grants' link in the left navigation panel circled in red with a blue arrow pointing to it. The 'Grants' link is accompanied by a small blue triangle icon.

Name	Oklahoma Department of Career and Techn
Short Name	OK DEPT CAREER TECH
Organization Code	60I000000
Organization Type	ODCTE District
Organization Status	Active

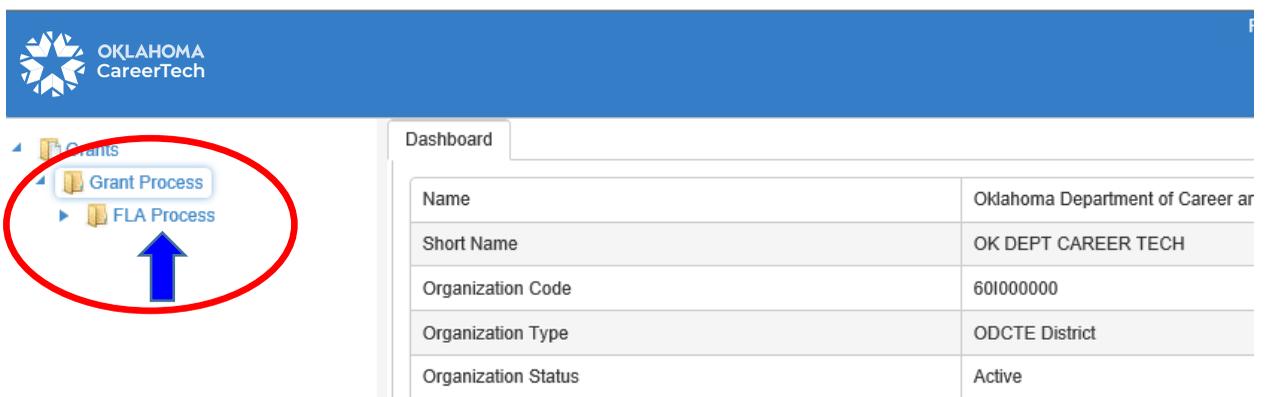
Step 4: Click the  (small blue triangle) sign next to **Grant Process**.



The screenshot shows the OKLAHOMA CareerTech dashboard. On the left, a navigation menu is visible with 'Grants' expanded to show 'Grant Process'. A red circle highlights the 'Grant Process' item, and a blue arrow points upwards to it. On the right, a 'Dashboard' section contains a table with the following data:

Name	Oklahoma Department of Career and
Short Name	OK DEPT CAREER TECH
Organization Code	60I000000
Organization Type	ODCTE District
Organization Status	Active

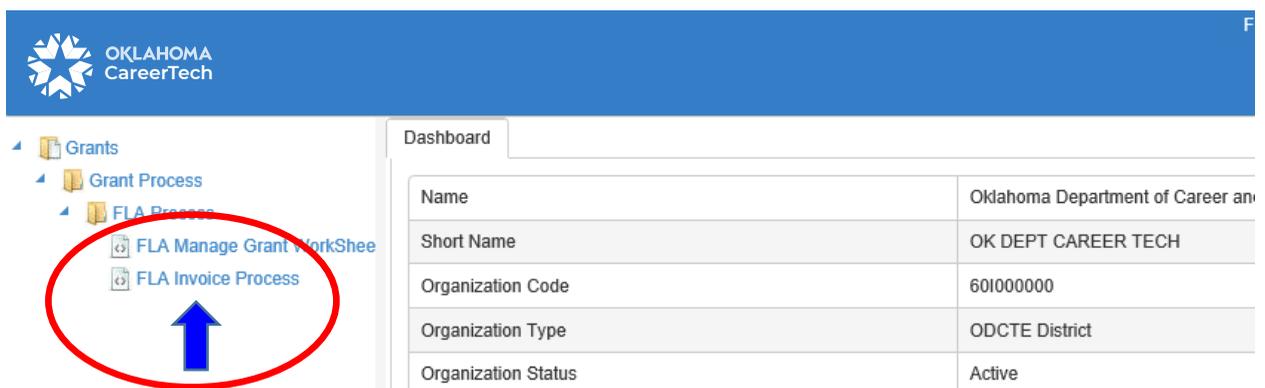
Step 5: Click the  (small blue triangle) sign next to **FLA Process**.



The screenshot shows the OKLAHOMA CareerTech dashboard. On the left, a navigation menu is visible with 'Grants' expanded to show 'Grant Process' and 'FLA Process'. A red circle highlights the 'FLA Process' item, and a blue arrow points upwards to it. On the right, a 'Dashboard' section contains a table with the following data:

Name	Oklahoma Department of Career and
Short Name	OK DEPT CAREER TECH
Organization Code	60I000000
Organization Type	ODCTE District
Organization Status	Active

Step 6: Select **FLA Invoice Process**.



The screenshot shows the OKLAHOMA CareerTech dashboard. On the left, a navigation menu is visible with 'Grants' expanded to show 'Grant Process', 'FLA Process', and 'FLA Invoice Process'. A red circle highlights the 'FLA Invoice Process' item, and a blue arrow points upwards to it. On the right, a 'Dashboard' section contains a table with the following data:

Name	Oklahoma Department of Career and
Short Name	OK DEPT CAREER TECH
Organization Code	60I000000
Organization Type	ODCTE District
Organization Status	Active

Step 7: Complete the requested information on this screen. **The tagged numbers on the screen shot correspond to the instruction steps below.** Many of these fields will automatically display based on your organization login credentials.

Note: The asterisks* represents a required field.

1. Verify **Fiscal Calendar Year** to make sure correct year is showing*.
2. Verify **Grant Fund Type** is set to FLA*.
3. Select your correct **Organization Type** from the dropdown menu (College District, Comprehensive School Districts or Tech Centers Districts).
4. Select your **Organization** by typing in the first three characters of the name then selecting the correct option from the drop-down menu.
5. Verify the **Organization District*** (auto-fills)
6. Select a **Program Initiative***.
7. **Approval Function Type** will remain as All.
8. **Filter on Status** will remain as All.
9. Select the **Search** button.

OKLAHOMA DEPARTMENT OF CAREER TECH EDUCATION

FLA-Local Finance Coordinator

Dashboard | FLA Invoice Process

FLA Grant Fund Invoices List

Fiscal Calendar Year* **1** 2016-2017 Grant Fund Type* **2** FLA

Organization Type* **3** Colleges Organization* **4** Enter the first three characters of any word that

Organization District* **5** Program Initiative* **6** -Select-

Grant Worksheet/Agreement/Invoice List | Manage Grant Invoices

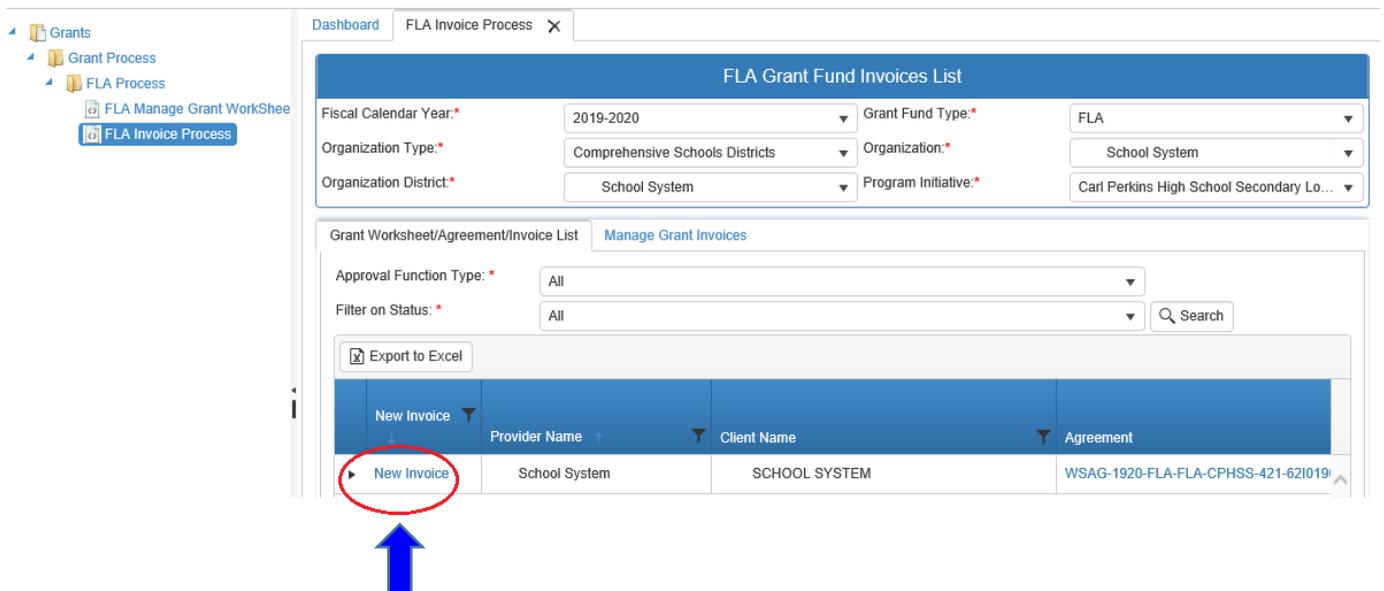
Approval Function Type* **7** All

Filter on Status* **8** All **9** Q Search

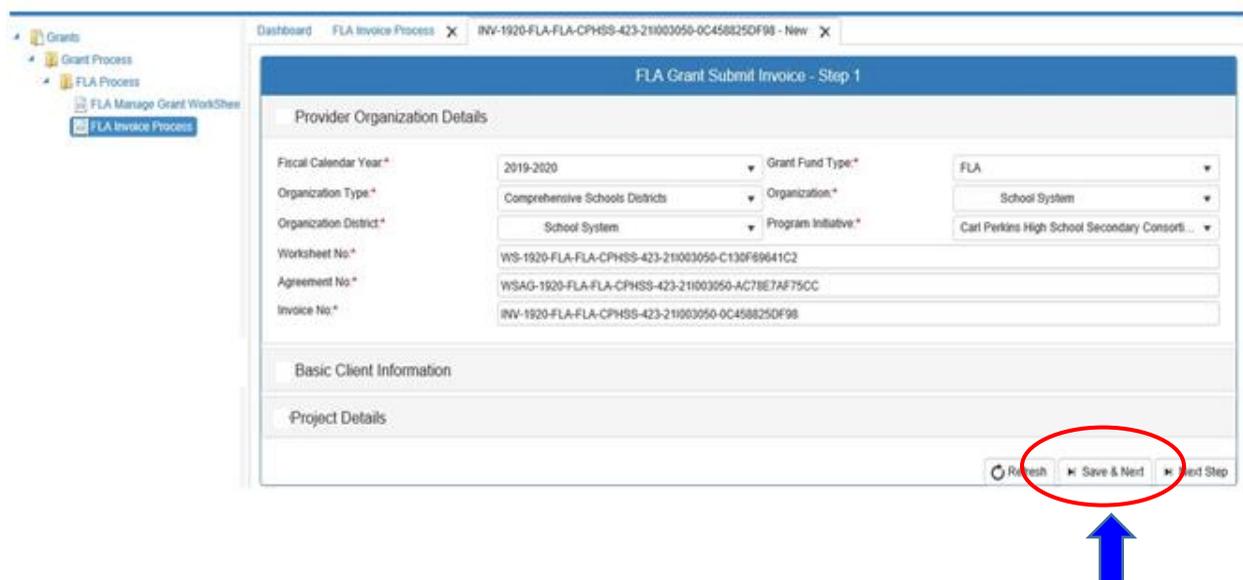
New Invo...	Provider Name	Agreement	Agreement Submission Date	Agreement Approv...	Agreement Approv
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Step 8: After clicking the **Search** button, click on the blue words **New Invoice** to start a new **Invoice Process**.

Note: To see the status of a **Draft Invoice** in process or one already submitted or paid, click the **▶ (small dark triangle)** sign to the left of the blue words **New Invoice**. Additional information is included in **the “Accessing a Draft Invoice or View Status of Submitted Invoice”** section of this Guidebook.



Step 9: Verify that the information is correct, then select **Save & Next**.



Step 10(a): Under the **Invoice Line Items** tab, select the Agreement Line Desc (Description) you want to add to your Invoice. The system will default to claim the full budget line amount. If you want to claim the full amount shown in the **“Total”** column, simply **click in the check box to the left of the description**. Repeat this for all the line items where you are claiming the Total amount shown. If you have now claimed everything you want in your invoice, you can proceed to **Step 13**.

Agreement Line Desc.	Budget Line/OCAS CODE Function - Object - Program	OCAS Description	Units	Unit Cost	Req. Unit Type	Total	Approv Total	Aut. to
<input type="checkbox"/> School BITE (R) C...	1000-800-332	1000-Supplies-800-Supplies-332-Instruction	1.00	\$5,438.75	Cost Per Each	\$5,438.75	\$5,438.75	
<input type="checkbox"/> Public Schools Ag (17) 31...	1000-800-332	1000-Supplies-800-Supplies-332-Instruction	1.00	\$4,280.80	Cost Per Each	\$4,280.80	\$4,280.80	
<input checked="" type="checkbox"/> Public Schools BITE	1000-800-332	1000-Supplies-800-Supplies-332-Instruction	1.00	\$361.30	Cost Per Each	\$361.30	\$361.30	
<input checked="" type="checkbox"/> Public Schools Ag HP T...	1000-800-332	1000-Supplies-800-Supplies-332-Instruction	1.00	\$3,400.00	Cost Per Each	\$3,400.00	\$3,400.00	
<input checked="" type="checkbox"/> Public Schools Ag Lapt...	1000-800-332	1000-Supplies-800-Supplies-332-Instruction	1.00	\$640.00	Cost Per Each	\$640.00	\$640.00	
<input type="checkbox"/> Public Schools Ag Cont...	1000-800-332	1000-Supplies-800-Supplies-332-Instruction	1.00	\$794.90	Cost Per Each	\$794.90	\$794.90	\$:

Step 10(b): If you do **NOT** want to claim the full amount of the line item, click on the **(small dark triangle)** to the left of the line description. Next, click on the **Edit** button which appears in the dropdown section.

The screenshot displays the 'Provider Organization Details' interface, specifically the 'Invoice Line Items' section. The table contains the following data:

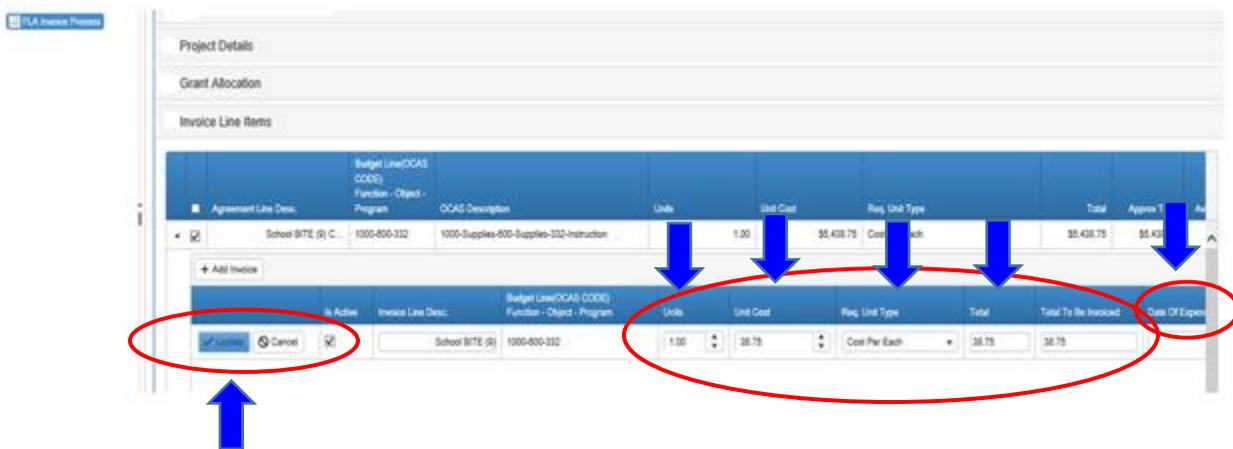
Agreement Line Desc.	Budget Line(OCAS CODE) Function - Object - Program	OCAS Description	Units	Unit Cost	Req. Unit Type	Total	Approv Total	Adj. to
Public Schools BTE (2)...	1000-800-332	1000-Supplies-800-Supplies-332-Instruction	1.00	\$361.30	Cost Per Each	\$361.30	\$361.30	
Public Schools Ag HP 1...	1000-800-332	1000-Supplies-800-Supplies-332-Instruction	1.00	\$3,400.00	Cost Per Each	\$3,400.00	\$3,400.00	

Below the table, there is an 'Add Invoice' button and another table with an 'Edit' button highlighted. The second table has the following data:

Is Active	Invoice Line Desc.	Budget Line(OCAS CODE) Function - Object - Program	Units	Unit Cost	Req. Unit Type	Total	Total To
Active	Public Schools Ag H...	1000-800-332	1.00	\$3,400.00	Cost Per Each	\$3,400.00	

Step 11: You can now edit/change the **Units, Unit Cost, Req Unit Type** &/or **Total** amount to claim only a portion of the Total line item amount. This ensures your requested reimbursement will match the invoice/receipt you are submitting for documentation.

If you want to enter the **Date of Expense** on this line item, you may need to use the scroll bar at the bottom of the page in order to move your cursor that far to the right. After you are finished editing the amount of the budget line to match what you are invoicing, select the **Update** button on the left.



Step 12: If you start to edit a line and discover you don't want to save your changes you can select the **Cancel** button on the right.

If you discover that you have made a mistake after you have selected the **Update** button, you must use the **Edit** button, correct your errors then select the **Update** button again.

If you have already Saved/Updated a line item and you then want to totally remove it from your invoice, you will have to **Inactivate** the line item. To do this, select **Edit**, then uncheck the box under the column **Is Active**, and finally select **Update**. That line becomes **Inactive and will not show up in your invoice**. Another way to inactivate a line is to put zeroes in the **Units** and **Unit Cost** boxes and select **Update**.

The screenshot displays the 'FIA Invoice Process' interface. The 'Invoice Line Items' section contains a table with columns for Agreement Line Desc., Budget Line/OCAS CODE, Function - Object - Program, OCAS Description, Units, Unit Cost, Req. Unit Type, Total, and Approve Total. A line item for 'School BTE (R) C...' is visible. Below this, an 'Add Invoice' section shows a detailed view of the line item with columns for Is Active, Invoice Line Desc., Budget Line/OCAS CODE, Function - Object - Program, Units, Unit Cost, Req. Unit Type, Total, Total To Be Invoiced, and Date Of Expense. A red circle highlights the 'Is Active' checkbox (which is checked) and the 'Cancel' button. Three blue arrows point to the 'Units' input field, the 'Unit Cost' input field, and the 'Update' button.

Step 13: Verify that the **Total Invoiced** column 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**.

	Req. Unit Type	Total	Approv Total	Avl. to Invoice	Current Line Invoiced	Total Invoiced	Worksheet Budget Line Desc.
\$124.78	Cost Per Each	\$124.78	\$124.78	\$83.39	\$0.00	\$41.39	Administrator Benefits
3,568.41	Cost Per Each	\$13,568.41	\$13,568.41	\$9,045.60	\$0.00	\$4,522.81	Guidance Counselor Salary - 30%
3,263.81	Cost Per Each	\$3,263.81	\$3,263.81	\$1,015.97	\$1,123.92	\$2,247.84	Guidance Counselor Benefits - ...
		\$16,957.00	\$16,957.00	\$10,144.96	\$1,123.92	\$6,812.04	

Select the **Save As Draft** button from either the top or the bottom of the screen.

Select the **Invoice Summary** button (on either the top or the bottom of the page) to pull up a copy of your invoice that is easier to read and verify that all your items are listed and the amounts and OCAS Codes are correct.

Dashboard FLA Invoice Process x INV-1920-FLA-FLA-CPHSS-421-361045050-682EC6BA8BA2 - New x

FLA Grant Submit Invoice - Step 2

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

Basic Client Information

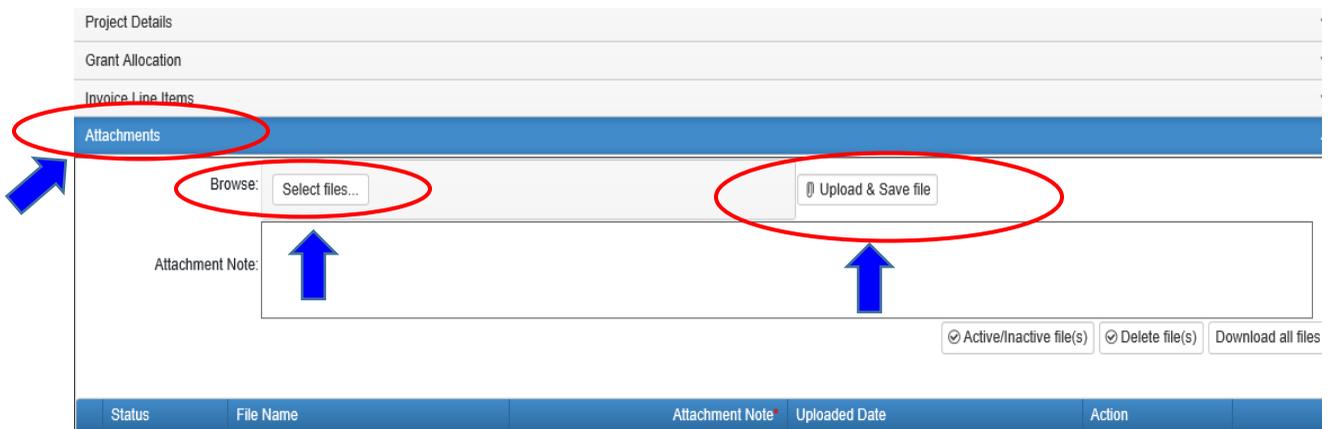
Project Details

Grant Allocation

Invoice Line Items

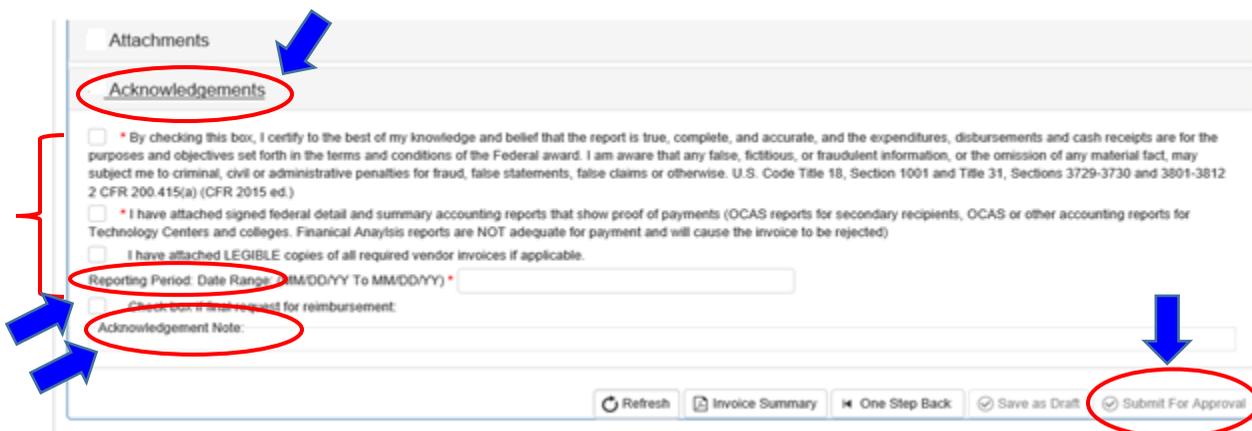
	Req. Unit Type	Total	Approv Total	Avl. to Invoice	Current Line Invoiced	Total Invoiced	Worksheet Budget Line Desc.
\$124.78	Cost Per Each	\$124.78	\$124.78	\$83.39	\$0.00	\$41.39	Administrator Benefits
3,568.41	Cost Per Each	\$13,568.41	\$13,568.41	\$9,045.60	\$0.00	\$4,522.81	Guidance Counselor Salary - 30%

Step 14: Scroll down and select the **Attachments** heading. Use the **Browse** then the **Upload and Save** buttons to attach the OCAS **Summary Expenditure Report** and **Detail Expenditure Reports** that you have saved on your computer, along with any required receipts and vendor invoices. The Expenditure report amounts should match the amount of reimbursement you are requesting on your invoice. You may upload multiple attachments, but they must be uploaded individually. **Additional instruction on adding Attachments is available in Step 12 of Starting a new Worksheet Application in this Guidebook.*

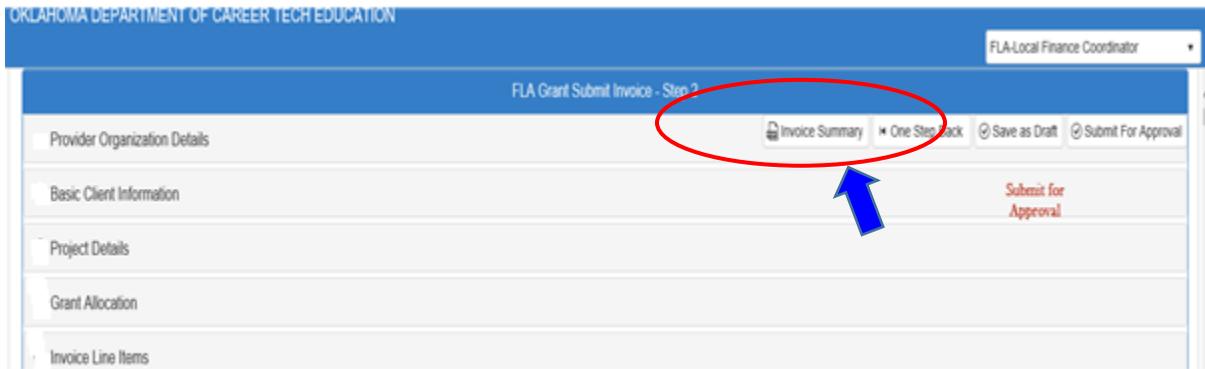


Step 15: Scroll down and select the **Acknowledgements** heading. Check the **three** required **Acknowledgement** boxes. Input the required **Reporting Period (Claim) Date Range**. **NOTE:** The Reporting Period date range must match exactly the date ranges in your **Detail and Summary Expenditure Reports**.

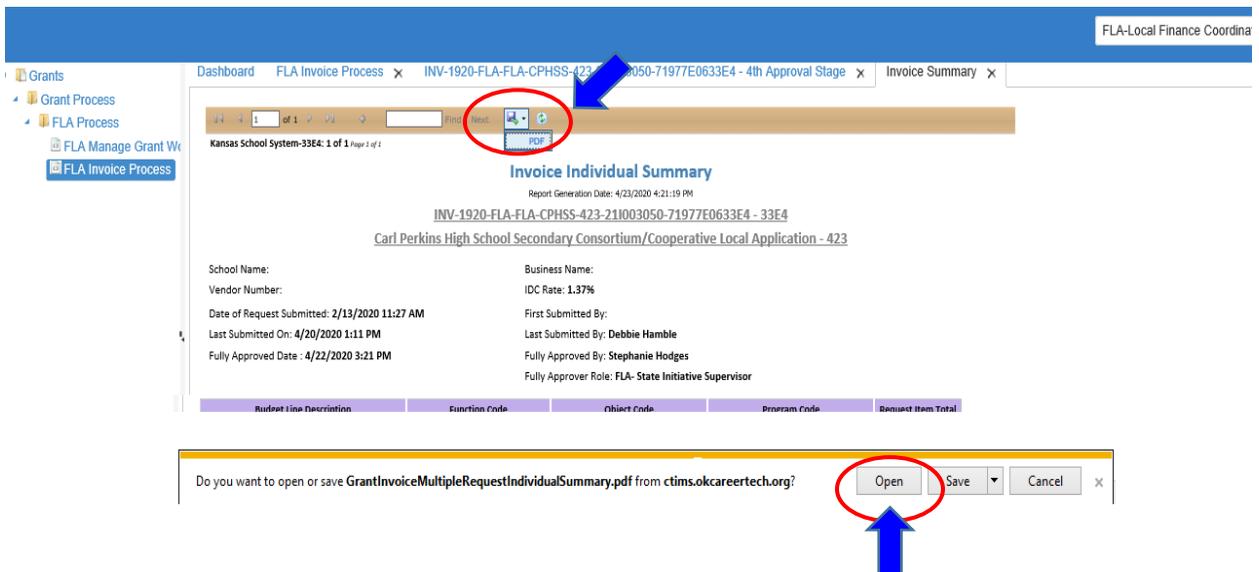
If this is the final payment request you will submit for this fiscal year, check the **“Is final payment?”** box. Type a required **Acknowledgement Note** in the box. Select the **Submit for Approval** button.



Step 16: Click on the **Invoice Summary** button, at either the top or the bottom of the screen, to create and print a PDF report of the **Invoice** you submitted.



Select the **pdf button**  from the top toolbar to open a PDF copy of your invoice. You may also need to select the **Open** button on the bottom of the screen. You should now be able to **Save** or **Print** the PDF Invoice document as usual.



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

Accessing a Draft Invoice or View Invoice Status

To open an invoice that you have started but not submitted, or to view the current status of an invoice, open the **Invoice Process** as normal by selecting:

- **Grants**
 - **Grants Process,**
 - **FLA Process** and then
 - **FLA Invoice Process**

Complete the required sections of the FLA Grant Fund Invoices List:

- **Organization Type**
 - **Organization**
 - **Program Initiative** then select
 - **Search**

To see the status of a **Draft Invoice** (in process) or one already submitted or paid, click the **▶ (small dark triangle)** sign to the left of the blue words **New Invoice**.

The screenshot displays the 'FLA Grant Fund Invoices List' interface. The left sidebar shows a navigation tree with 'FLA Invoice Process' selected. The main content area includes search filters for Fiscal Calendar Year (2019-2020), Organization Type (Comprehensive Schools Districts), Organization District (School System), Grant Fund Type (FLA), Organization (School System), and Program Initiative (Carl Perkins High School Secondary Lo...). Below the filters is a table with columns: New Invoice, Provider Name, Client Name, and Agreement. The first row of data shows 'New Invoice' with a small dark triangle to its left, 'School System' for Provider Name, 'SCHOOL SYSTEM' for Client Name, and 'WSAG-1920-FLA-FLA-CPHSS-421-621019' for Agreement. A red circle highlights the 'New Invoice' text and the triangle, with a blue arrow pointing to it.

Scroll to the right to view the **Current Approval Stage** column or click on the Invoice number under the Invoice column to open the selected invoice.

New Invoice	Provider Name	Client Name	Agreement	BAP Process	Agreement Submission Date	Agreement Approval Stage	Agreement Approval
New Inv...			WSAG-1920-FLA-FLA-CPHSS-421-...	No	09/24/2019 14:28:25	State Superviso...	Fully Ap^

Active/Inactive	Current Approval Stage	BAP Process	Provider Name	Approval Status	Invoice
<input checked="" type="checkbox"/>	New-Draft	No			INV-1920-FLA-FLA-CPHSS-4...
<input checked="" type="checkbox"/>	ODCTE Finance Reviewer - Fully Approved Stage	No		Fully Ap...	INV-1920-FLA-FLA-CPHSS-4...
<input checked="" type="checkbox"/>	New-Draft	No			INV-1920-FLA-FLA-CPHSS-4...

For additional information on the status of an invoice, select the **▶ (small dark triangle)** to the left of the invoice you are inquiring about. This will access a drop down menu indicating what approval level this invoice is at. In the example below, the invoice has been approved and submitted by the **FLA Local Finance Coordinator** and is awaiting review/approval by the **FLA State Initiative Coordinator**.

New Invoice	Provider Name	Client Name	Agreement	BAP Process	Agreement Submission Date	Agreement Approval Stage	Agreement Approval
New Inv...			WSAG-1920-FLA-FLA-CPHSS-423-...	No	09/25/2019 15:41:21	State Superviso...	Fully Appr^

Active/Inactive	Current Approval Stage	BAP Process	Provider Name	Approval Status
<input checked="" type="checkbox"/>	ODCTE Finance Reviewer - Full...	No		Fully Approved

Approval Stage	Approval Status	Approval/Rejection Note	Approver Email	Approval Date	Approver Role
Local Finance Coordinator - ...	Approved	New Process		04/09/2020 18:02:28	FLA-Local Finance Coord...
State Initiative Coordinator - ...				04/13/2020 10:54:04	FLA- State Initiative Supe...
State Supervisor - 3rd Appro...				04/13/2020 10:55:16	FLA- State Initiative Prog...

If you click on the invoice number to open a **Draft invoice**, you must select the **Next Step** option on the following page. You can then continue to make **changes to your Invoice Line Items, add attachments or complete your Acknowledgement section** before selecting **“Submit for Approval”** to send the invoice to Carl Perkins staff for review.

The screenshot shows the 'FLA Grant Submit Invoice - Step 2' interface. At the top, there are navigation buttons: 'Refresh', 'Invoice Summary', 'One Step Back', 'Save as Draft', and 'Submit For Approval'. The 'Submit For Approval' button is circled in red, and a blue arrow points to it from the top right. Below this, there are sections for 'Provider Organization Details', 'Basic Client Information', 'Project Details', and 'Grant Allocation'. The main section is 'Invoice Line Items', which contains a table with the following columns: Agreement Line Desc., Budget Line (OCAS CODE) Function - Object - Program, OCAS Description, Units, Unit Cost, Req. Unit Type, Total, and Approv Total. The first row of the table has the following data: 'Active', 'STEM- Dell optiplex...', '1000-600-332', '1.00', '\$25.12', 'Cost Per Each', '\$25.12', '\$25.12'. The 'Edit' button for this row is circled in red, and a blue arrow points to it from the bottom left.

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