CareerTech
Information Management System
(CTIMS)

EDI
Invoice Process Guidebook

IMD

career tech

Revised August 27, 2019
# Table of Contents

EDI Contacts .................................................................................................................. 1
Help and Troubleshooting ............................................................................................... 2
Logging into CTIMS ......................................................................................................... 2
Invoice Process .................................................................................................................. 4
  Invoice Submission & Approval Process .................................................................... 4
Stage 1- Local Coordinator .............................................................................................. 5
  Accessing the Invoice ................................................................................................... 5
  Opening/Creating the Invoice ...................................................................................... 6
  Making Changes to an Invoice ................................................................................... 11
Stage 2- Local BIS Director ........................................................................................... 13
  Accessing the Invoice ................................................................................................ 13
  Opening the Invoice ................................................................................................... 15
  EDI Grant Submit Invoice Step-1 ............................................................................. 16
  EDI Grant Submit Invoice Step-2 ............................................................................. 17
Stage 3- Local Finance Coordinator .............................................................................. 17
Stage 4-State Regional Coordinator ............................................................................. 17
Stage 5-State Requisition Coordinator ........................................................................... 17
Stage 6-ODCTE EDI Finance Reviewer ...................................................................... 17
TIPS and Tricks ................................................................................................................ 18
  CTIMS Helpful Hints ................................................................................................. 18
  Where’s my Invoice? ................................................................................................ 19
EDI Contacts

Andrea Bradley
Approval Role: State Requisition Coordinator
Office: (405) 743-5572
Email: andrea.bradley@careertech.ok.gov

Lori Broyles
Approval Role: State Regional Coordinator
Cell: (405) 361-5268
Email: lori.broyles@careertech.ok.gov

Patrick Clanin
Approval Role: State Regional Coordinator
Cell: (405) 747-6114
Email: patrick.clanin@careertech.ok.gov

Gina Hubbard
Approval Role: State Initiative Supervisor
Office: (405) 743-5167
Email: gina.hubbard@careertech.ok.gov

Lori Laufer
Approval Role: State Regional Coordinator
Cell: (405) 385-3176
Email: lori.laufer@careertech.ok.gov

Delbo Leach
Approval Role: State Regional Coordinator
Cell: (405) 929-0436
Email: delbo.leach@careertech.ok.gov

Max McKnight
Approval Role: State Initiative Supervisor
Cell: (405) 714-7246
Email: max.mcknight@careertech.ok.gov

Cara Pattison
Approval Role: State Regional Coordinator
Cell: (405) 664-3679
Email: cara.pattison@careertech.ok.gov

Karen Talbott
Approval Role: State Regional Coordinator
Cell: (580) 336-8676
Email: karen.talbott@careertech.ok.gov

NOTE: For questions about specific EDI requirements or what content you need to input or attach with your worksheet, contact your ODCTE Regional Coordinator.
If you have questions about submitting information in CTIMS, please contact CTIMS Support at CTIMSSupport@careertech.ok.gov.
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.

If you have forgotten your password, click theForgot your password?link to reset.

For helpful tips, see the Tips and Trickssection of this document.

IMPORTANT:

Please log into CTIMS using Microsoft Explorer version 11 or higher. CTIMS is currently not compatible with other browsers.

Logging into CTIMS

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

Or,

Go to http://www.okcareertech.org/ and select CTIMS in the red bar at the top of the page. Do not select the ODCTE Staff Login selection in the red bar. This is not the CTIMS login.
On the CTIMS website, select the green **CTIMS Login** button.
Invoice Process
Invoice Submission & Approval Process

NOTE: For more information on funding and reimbursement, please refer to the Reimbursement Checklist on page 19 of the BIS Guidelines FY20. 
https://www.okcareertech.org/about/state-agency/divisions/imd/ctims

Roles: Invoice Process
The roles represent the stages required in CTIMS for the submission of an invoice.

Stage 1 - Local Coordinator – Initiates the invoice process

Stage 2 - Local BIS Director

Stage 3 - Local Finance Coordinator

Stage 4 - State Regional Coordinator

Stage 5 - State Requisition Coordinator - Will verify the invoices, print the documentation and deliver to The finance department.

Stage 6 - ODCTE EDI Finance Reviewer - This is final approval to pay the claim.
Stage 1- Local Coordinator
Accessing the Invoice

After the school is done with training, the **EDI Local Coordinator** starts the **EDI Invoice Process**.

- Sign in at [https://ctims.okcareertech.org/CTBDSWeb/](https://ctims.okcareertech.org/CTBDSWeb/) using your school email and CTIMS password.
- Verify that you are signed in with the role of an **EDI Local Coordinator** in the top right-hand corner. If not, use the drop-down arrow to select the correct role.

- Click the arrow ➤ next to **Grants** on left navigation.

- Click the arrow ➤ next to **Grant Process**.
- Click the arrow next to EDI Process.

- Select the EDI Invoice Process.

Opening/Creating the Invoice

Complete the EDI Grant Fund Invoices List form. The tagged numbers on the screenshot correspond to the instruction steps below.

1. Verify Fiscal Calendar Year.
2. Verify Grant Fund Type is set to EDI.
3. Select your correct Organization Type from the drop-down menu. Should default to Tech Center Districts.
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 to search for any outstanding worksheets/applications that need your approval.

NOTE: A red asterisk (*) indicates a required field. See next page for screen image.
After clicking the **Search** button, select **New Invoice** to start the invoice process, **not the + (plus) sign**.

**NOTE:** To open an invoice that has been started, but not submitted for approval, click on the Manage Grant Invoices tab. Or, to view the approval status of an invoice already submitted, click the ▶ sign next to the invoice to expand that section and view details.
EDI Grant Submit Invoice - Step 1

1.1 - Verify that the information is correct, then select **Save & Next** to continue to the next screen.

EDI Grant Submit Invoice - Step 2

2.1 - Under the **Invoice Line Items** tab, select the budget line item you want to invoice by clicking on the checkbox next to the line item. This will add a check mark in the box next to that line item.
2.2 - Use the scroll bar below the invoice items to scroll to the right to see total invoiced. Verify that the Invoice OCAS codes and the line item amounts match the OCAS report you will attach.

2.3 - Attach the OCAS Expenditure Summary and Detailed Reports that match the amount of reimbursement you are requesting. Attach required receipts, vendor invoices, PEF’s and contracts. To attach a document, use your mouse scroll button to go down to the Attachments section. Click the +(plus) sign, then click Browse to locate the files on your computer. Select Upload and Save File to attach the file. A message box will say you have successfully uploaded the file. Close this box.
2.4 - Go to the **Acknowledgements** tab by clicking on the **+(plus)** sign to expand this section. Check the required acknowledgment boxes. Type an acknowledgment note in the box. If you don’t have a note to add, type your initials, as this field is required. Then, click the **Submit for Approval** button.

2.5 – A message will pop up to let you know that you have successfully submitted the invoice to the next approval stage. Click **OK**.
2.6 - Go to the **Invoice Summary** tab to print a pdf report of the claim you have submitted.

![Invoice Summary Tab](image)

2.7 - Click on the **symbol** to download a pdf of your invoice.

![Download Symbol](image)

The Invoice has been successfully submitted and will go to the **EDI Local BIS Director**.

Making Changes to an Invoice

**Changes to Invoices before Submitting for Approval**

- If you need to make changes to an amount on an invoice that has already been created, but not submitted for approval, go to the invoice by clicking on the **Manage Invoices** tab on the **EDI Grant Fund Invoices List** screen and click on the Invoice Number in the Invoice column.
- Click Next Step to get to the EDI Grant Submit Invoice- Step 2 screen, then expand the Budget Line section, and click on the Edit button. Change the dollar amount in the Unit Cost column to change the Total to be Invoiced column amount. Click Update to complete the edit.

- When you’ve made all the necessary changes, you can click Save as Draft, then Submit for Approval.

Changes to Invoices after Submitting for Approval

- To make changes to an invoice after it has been submitted for approval, you will need to do a change request in the invoice. Open the invoice to be changed using the steps mentioned above in the Accessing the Invoice section. At the bottom right of the screen (you may need to use the scroll bar at the bottom) click Change Request.

- Initiating the change request will cancel the approval process. If you are sure you would like to begin the change request click OK to confirm.
• Click the ▶ next to the invoice line item you need to change to expand it. Then, click the Edit button to make the changes.

NOTE: You can change the Units, Unit Cost, Req. Unit Type, and Matched Funds to change the Total and Total to be Invoiced columns.

• At this point, you can Save as Draft and come back to it later if necessary, or Submit for Approval to send it to the next approval stage.

IMPORTANT: Changes to an Invoice can only be made by the EDI Local Coordinator. If an invoice is at the final approval stage - ODCTE Finance Reviewer, a change request is no longer an option. If you need to make a change at this stage, you will need to contact the ODCTE Finance Reviewer to request they reject the invoice. Then, you can initiate the change request.

NOTE: If $0.00 are available in a line item to invoice, the line item will no longer appear on a new invoice.

Stage 2- Local BIS Director

Accessing the Invoice

• Sign in at https://ctims.okcareertech.org/CTBDSWeb/ using your school email and CTIMS password.
• Verify that you are signed in with the role of an EDI Local Coordinator in the top right-hand corner. If not, use the drop-down arrow to select the correct role.
• Click the arrow ▶ next to **Grants** on left navigation.

• Click the arrow ▶ next to **Grant Process**.

• Click the arrow ▶ next to **EDI Process**.

• Select the **EDI Invoice Process**.
Opening the Invoice

- Complete the EDI Grant Fund Invoices List form. The tagged numbers on the screenshot correspond to the instruction steps below.
  1. Verify Fiscal Calendar Year*
  2. Verify Grant Fund Type is set to EDI*
  3. Select your correct Organization Type from the drop-down menu. Should default to Tech Center Districts.
  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 to search for any outstanding worksheets/applications that need your approval.

NOTE: A red asterisk (*) indicates a required field. See next page for screen image.

- Click on the Manage Grant Invoices tab.
- Click on the invoice number in the Invoice column to choose the invoice to review and approve.

NOTE: To view and invoice approval summary, click on the ▶ next to the invoice line you want to view. This summary will allow you to see the approval status and approval notes. You can also filter by the Current Approval Stage column (use the scroll bar to scroll to the right). Click on the filter icon and type in your role. This will allow you to see only the invoices you have at your approval stage.

**EDI Grant Submit Invoice Step-1**

1.1 - Review the information on the **EDI Grant Submit Invoice Step-1** screen and click Next Step.
EDI Grant Submit Invoice Step-2

2.1 - Review the information on the EDI Grant Submit Invoice Step-2 screen. You can expand the sections by clicking on the +(plus) sign. Then view the invoice details by clicking on the next to the agreement line.

2.2 – Click Submit for Approval. The invoice will now go to the next approval stage.

Stage 3-Local Finance Coordinator

Follow the steps for the Local BIS Coordinator to complete this approval stage. Make sure you are logged into CTIMS using the EDI Local Finance Coordinator Role.

Stage 4-State Regional Coordinator

Follow the steps for the Local BIS Coordinator to complete this approval stage. Make sure you are logged into CTIMS using the EDI State Regional Coordinator Role.

Stage 5-State Requisition Coordinator

Follow the steps for the Local BIS Coordinator to complete this approval stage. Make sure you are logged into CTIMS using the EDI State Requisition Coordinator Role.

At this approval stage, you will also need to print the required documentation and deliver to the finance department.

Stage 6-ODCTE EDI Finance Reviewer

Follow the steps for the Local BIS Coordinator to complete this approval stage. Make sure you are logged into CTIMS using the ODCTE EDI Finance Reviewer Role. This is the final approval to pay the claim.
TIPS and Tricks

CTIMS Helpful Hints

- There are scroll bars located at the bottom and right of some of the screens in CTIMS. If you cannot see all of the information on a screen, go to the right or bottom of the screen and use the scroll bar to see navigate over to view additional columns and rows.

- You can flip between screens or tabs in CTIMS. Click on any open tab at the top of your screen to toggle between them.

- There are tabs within screens in CTIMS. Look for these tabs to view a different screen or more information. For example, within the Invoice Process, on the EDI Grand Fund Invoices List screen, there are two tabs: Grant Worksheet/Agreement/Invoice List and Manage Grant Invoices. You can flip between the two tabs within this screen.

- Many sections in CTIMS can be expanded in order to view more detailed information by clicking on the +(plus) sign or an arrow next to the section header or line (row).

- Hold down the Ctrl key and click on the + or – keys to zoom in or out.

- Do not use the Print icon to print documentation. Use the save icon to download a pdf, then you can save it to your computer or print the pdf.

- You can only have 10 tabs open at one time. To close tabs, click on the on the right side of the tab you wish to close, then confirm that you would like to close by clicking OK on the confirmation screen.
Where’s my Invoice?

To find out what approval stage your invoice is in, you can take the following steps:

- On the navigation on the left, go to Grants>Grant Process>EDI Process>then click on EDI Invoice Process.
- Complete the EDI Grant Fund Invoices List form and click Search.
- There are 2 tabs: Grant Worksheet/Agreement/Invoice List and Manage Grant Invoices. Click on the Manage Grant Invoices tab.
- You can use the scroll bar at the bottom to scroll to the right to see the Current Approval Stage column.
- Or you can click on the ▶ on the left, on the invoice row to view the Invoice Approval Summary. This includes approval/rejection notes.

Where are the Funds?

- If you have created a new invoice and added a dollar amount to a line item, that amount will be subtracted from your balance on the dashboard. This includes a draft of an invoice that has not been submitted for approval.
- If $0.00 are available in a line item to invoice, the line item will not appear on a new invoice.