

EDI Agreement Process

Creating and Submitting the Agreement

Objective: This section will take you through the Agreement Process for an EDI worksheet/grant in CTIMS.

The **Agreement** is the working copy of the Budget Line Items that contains the OCAS codes and details of planned expenditures. Only the agreement can be changed once the worksheet is fully approved by ODCTE staff and the agreement created (changes cannot be made to the worksheet after the agreement is created.)

Roles: Worksheet/Application Agreement Process

EDI Local Finance Coordinator



EDI State Requisition Coordinator

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

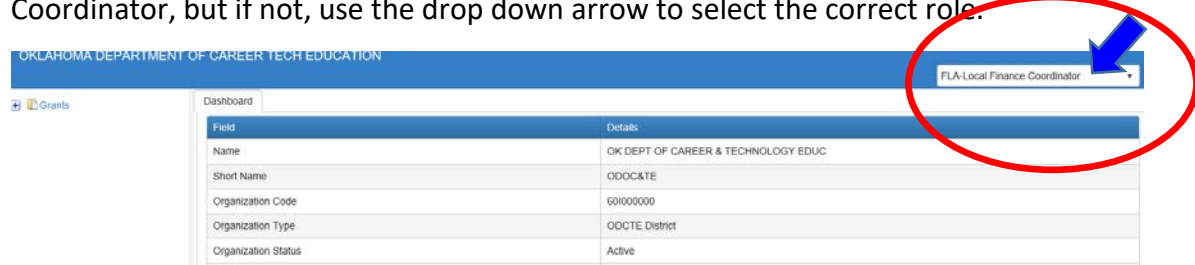
The following steps should be followed to finish the approval and agreement process in CTIMS.

Role: Local Finance Coordinator

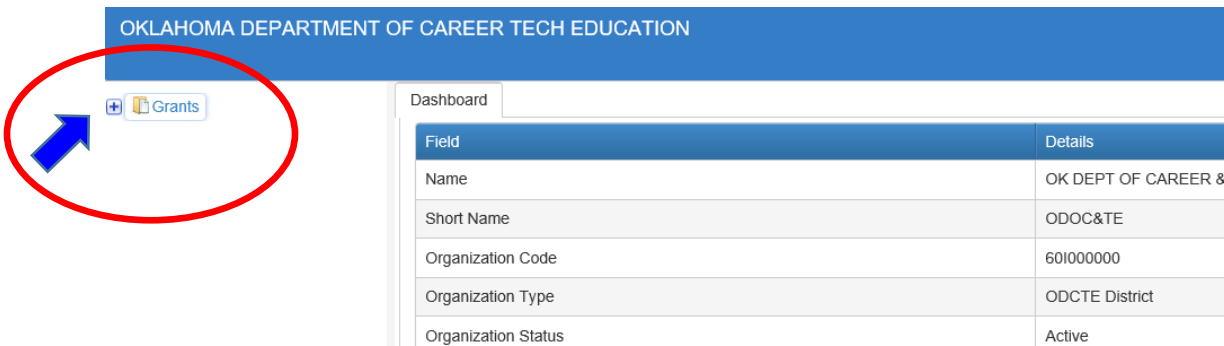
Step 1: Sign in at <https://ctims.okcareertech.org/CTBDSWeb/> using your email and CTIMS password.

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

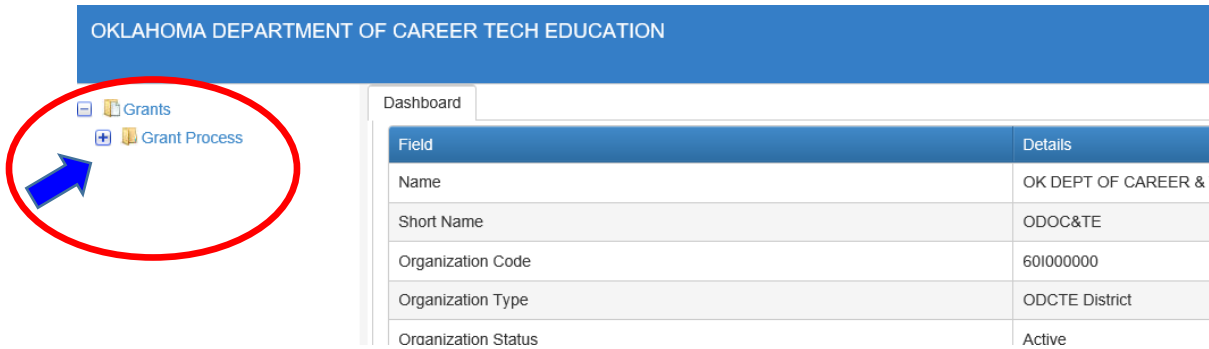
Step 2: Verify that you are signed in with the role of an **EDI-Local Finance Coordinator** in the top right hand corner. Your account will probably automatically come up as EDI-Local Finance Coordinator, but if not, use the drop down arrow to select the correct role.



Step 3. Hit + (plus) sign next to **Grants** on left navigation.



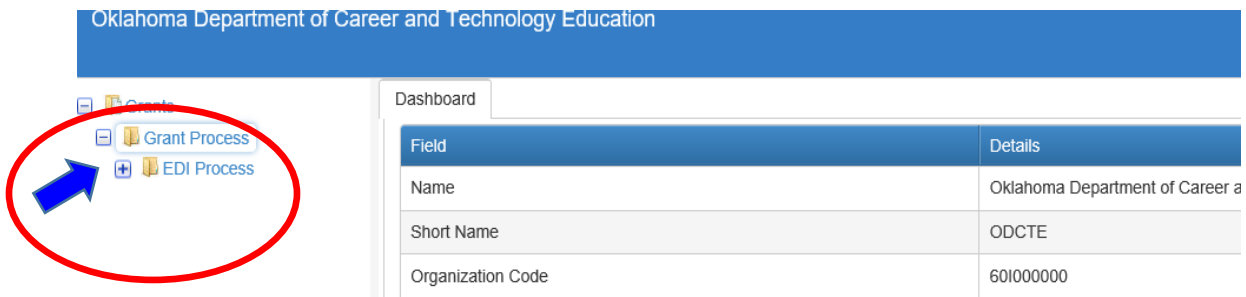
Step 4. Hit + (plus) sign next to Grant Process.



OKLAHOMA DEPARTMENT OF CAREER TECH EDUCATION

Field	Details
Name	OK DEPT OF CAREER & T
Short Name	ODOC&TE
Organization Code	60I000000
Organization Type	ODCTE District
Organization Status	Active

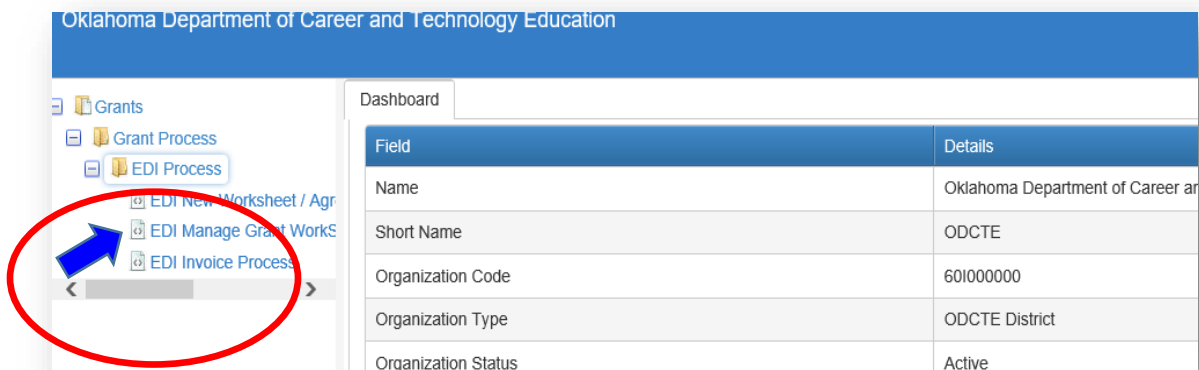
Step 5. Hit + (plus) sign next to EDI Process.



Oklahoma Department of Career and Technology Education

Field	Details
Name	Oklahoma Department of Career a
Short Name	ODCTE
Organization Code	60I000000

Step 6. Select Manage Grant Worksheets/Agreements/Invoices/Follow-up.



Oklahoma Department of Career and Technology Education

Field	Details
Name	Oklahoma Department of Career ar
Short Name	ODCTE
Organization Code	60I000000
Organization Type	ODCTE District
Organization Status	Active

Step 7. Complete the **EDI Manage Grant Worksheets/Agreements/Invoice/Follow-up** form. **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.

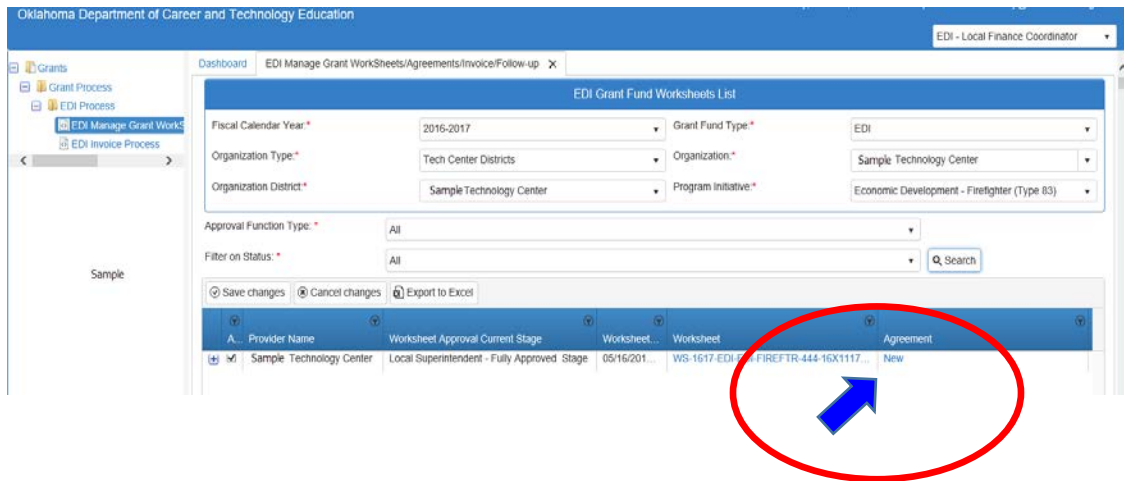
1. Verify **Fiscal Calendar Year** to make sure correct year is showing*.
2. Verify **Grant Fund Type** is set to EDI*.
3. Select your correct **Organization Type** from the drop down menu.
4. Select your **Organization** by typing in the first three characters of the name.
5. Verify the **Organization District*** if it does not automatically appear after typing the first three letters of your *Organization* name or if you need to select a different *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.

The screenshot displays the 'EDI Grant Fund Worksheets List' form within the Oklahoma Department of Career and Technology Education system. The form is titled 'EDI Grant Fund Worksheets List' and contains several fields with red circles and numbers indicating the steps described in the text:

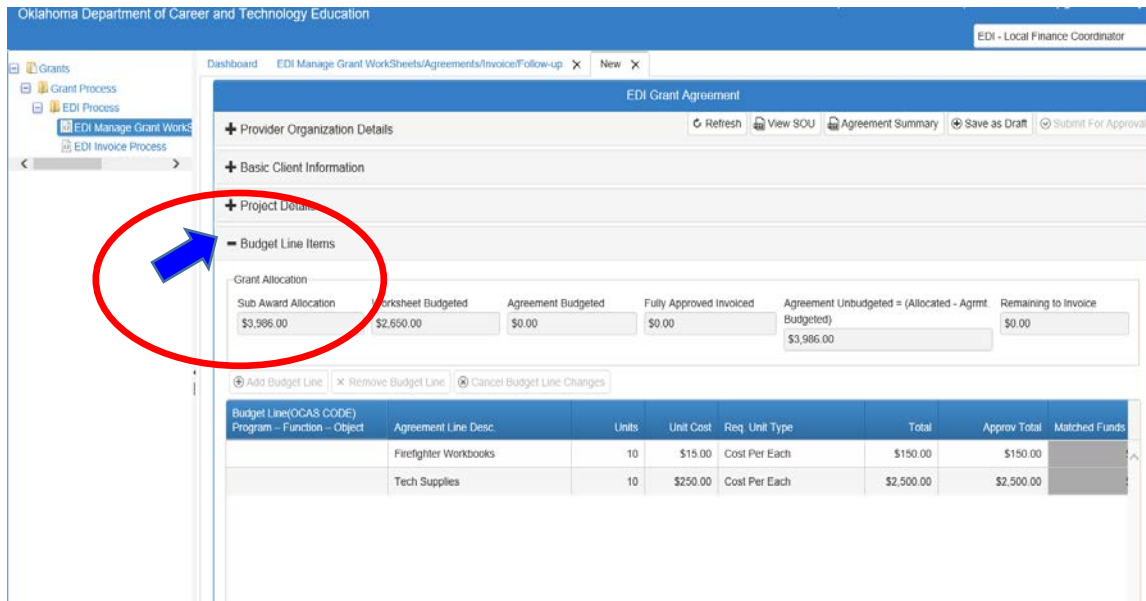
- 1:** Fiscal Calendar Year* (2016-2017)
- 2:** Grant Fund Type* (EDI)
- 3:** Organization Type* (Tech Center Districts)
- 4:** Organization* (Enter the first three characters of any word that is in)
- 5:** Organization District* (--Select--)
- 6:** Program Initiative* (--Select--)
- 7:** Approval Function Type* (All)
- 8:** Filter on Status* (All)
- 9:** Search button

At the bottom of the form, there are buttons for 'Save changes', 'Cancel changes', and 'Export to Excel'. Below the form is a table header with columns: 'A... Provider Name', 'Worksheet Approval Cume...', 'Worksheet...', 'Worksheet', 'Agreement', and 'Agreement Approv...'.

Step 8: After hitting the **Search** button, the agreement column will display “New.” Select the new agreement by clicking on the word **New**.



Step 9: EDI Grant Agreement: Open the Budget Line Items section by clicking on the + (plus) sign.



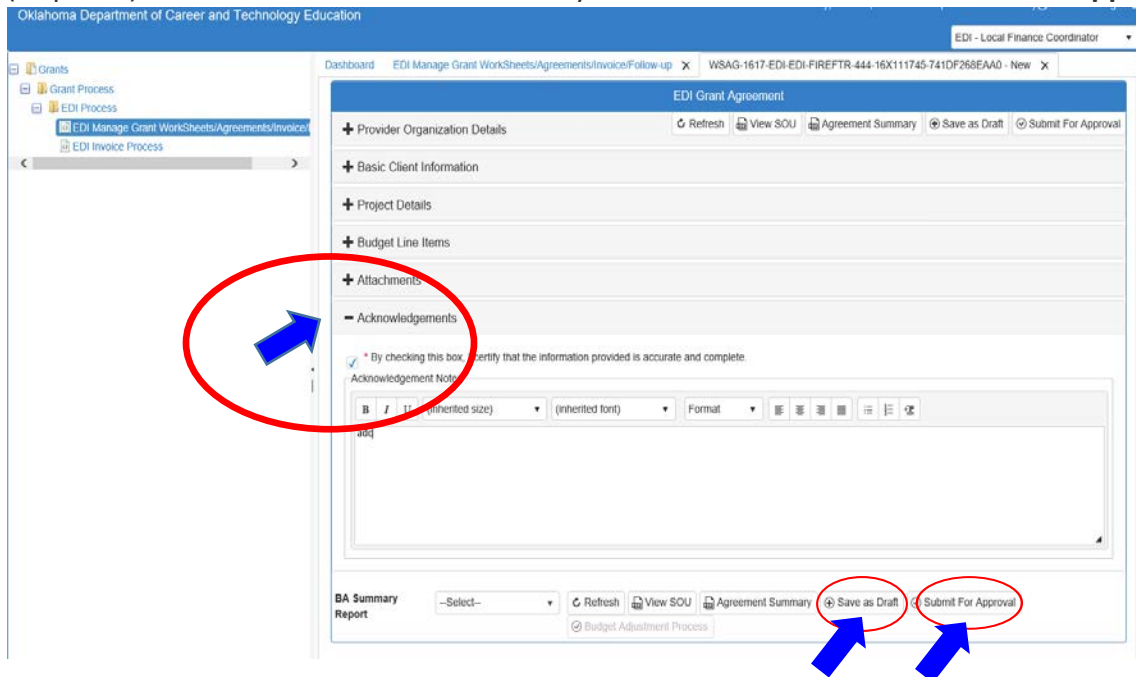
Step 10: EDI Grant Agreement – OCAS Codes. Go to the Budget Line Items. Enter the OCAS coding for each of the line items in the following order: Object-Program-Function Code (e.g. 610-590-1500). Click in the blank box under the Budget Line (OCAS Code) Column heading. As you begin typing the OCAS code, a drop down of OCAS codes will come up that you can select from. Select the valid OCAS code for each budget item. Use the scroll bar at the bottom of the page to scroll to the right and input any Matched Funds. After entering all budget information, click on the **Save as Draft** button.

The screenshot shows the 'EDI Grant Agreement' interface. At the top right, the 'Save as Draft' button is circled in red with a blue arrow pointing to it. On the left side, the 'Budget Line Items' section is circled in red with a blue arrow pointing to it. Below this, there is a 'Grant Allocation' summary table and a 'Budget Line(s)' section with a table of budget line items.

Sub Award Allocation	Worksheet Budgeted	Agreement Budgeted	Fully Approved Invoiced	Agreement Unbudgeted = (Allocated - Agrmt. Budgeted)	Remaining to Invoice
\$20,520.00	\$17,206.91	\$17,206.91	\$0.00	\$3,313.09	\$17,206.91

Budget Line(s)	Budget Line Detail Information						
<input type="button" value="Add Budget Line"/> <input type="button" value="Remove Budget Line"/> <input type="button" value="Cancel Budget Line Changes"/>							
Object - Program - Function	Agreement Line Desc.	Units	Unit Cost	Req. Unit Type	Total	Approv Total	Match
610-590-1500	Calling the Mayday 9/30/17 (16s,1...	1	\$1,278.91	Cost Per Class	\$1,278.91	\$1,278.91	
610-590-1500	Responding to the Mayday 10/1/17...	1	\$1,460.91	Cost Per Class	\$1,460.91	\$1,460.91	
610-590-1500	Advanced Fire Behavior 3/10/18 (2...	1	\$2,986.67	Cost Per Class	\$2,986.67	\$2,986.67	
610-590-1500	Ropes 1A May 5,&6,2018 (24s,1c,...	1	\$3,534.00	Cost Per Class	\$3,534.00	\$3,534.00	

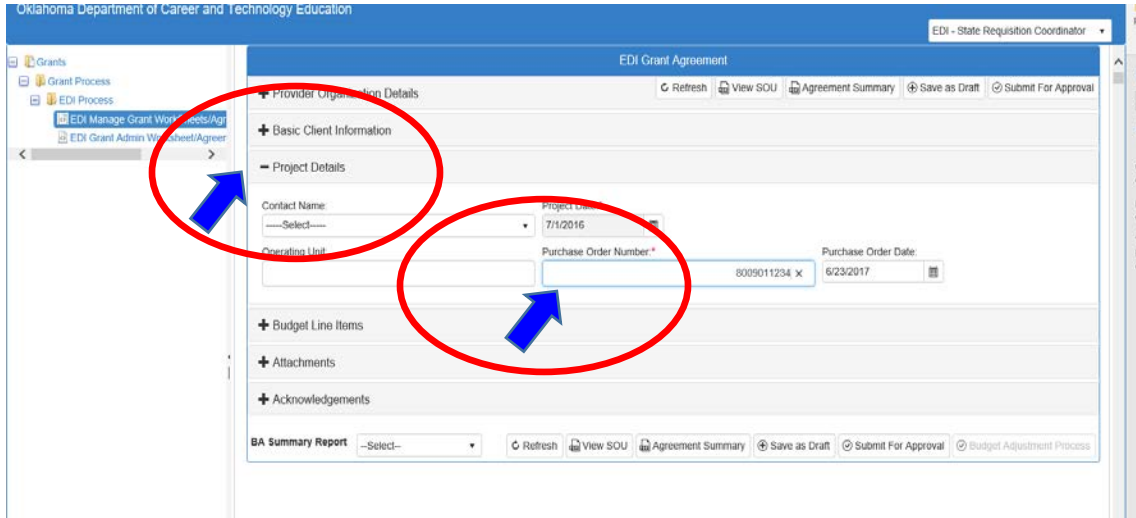
Step 11: EDI Grant Agreement -Acknowledgements. Scroll down the page to the **Acknowledgement** tab. Click the certify box and put in an acknowledgment note (required). Click on **Save as Draft** and then you will be able to click on **Submit for Approval**.



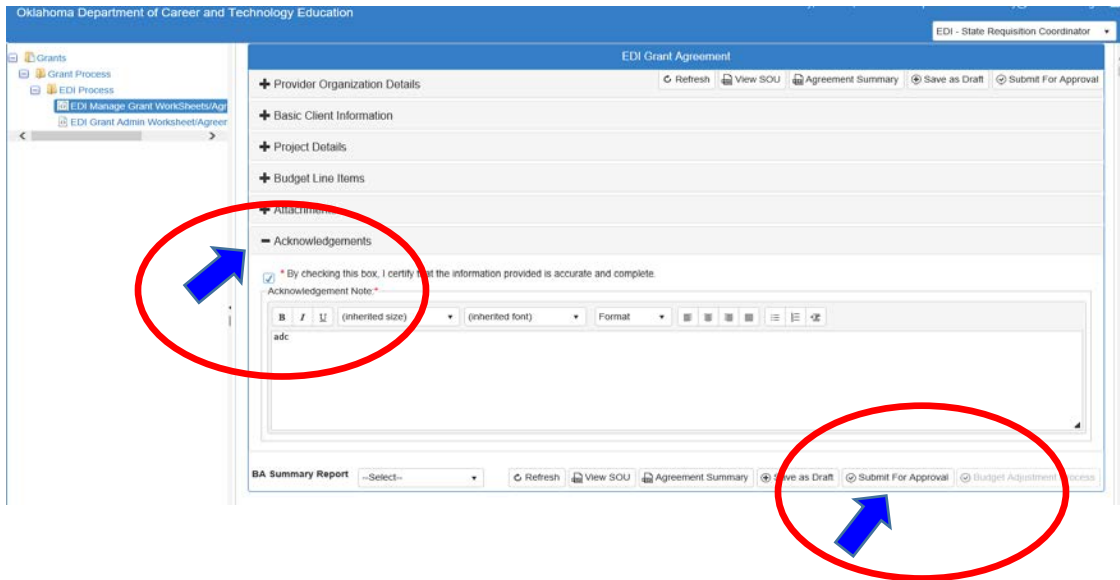
The Agreement will now go to the EDI State Requisition Coordinator for them to enter a PO number.

Role: EDI State Requisition Coordinator

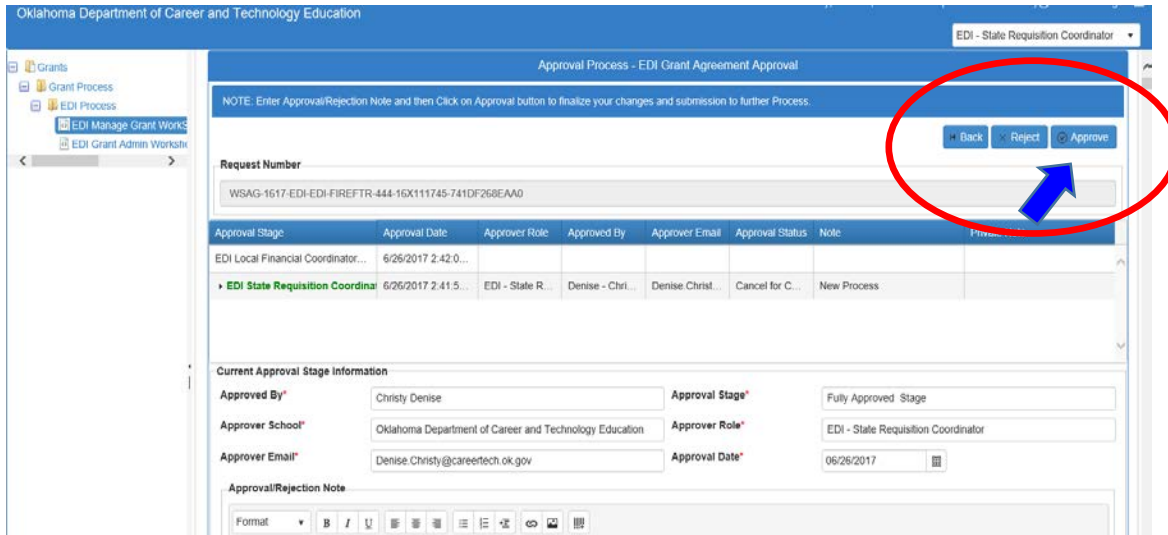
Step 12: Open the **Project Details** tab by hitting the **+(plus)** sign. Enter the PO number under the **Project Details** tab.



Step 13: Open the **Acknowledgements** tab by hitting the **+(plus)** sign. Check the certification box and put in an acknowledgement note. Select **Submit for Approval**.



Step 14: Select **Approve**. Select **OK** at the “Are you sure?” message.



After the Purchase Order Number is entered, **the Local BIS Coordinator** can begin submitting invoices.