

EDI Grant Process

How to Submit Invoices for Reimbursement

Objective: This section will take you through the steps to submit an invoice for payment.

Roles: EDI Invoice Process

EDI Local BIS Coordinator



EDI Local BIS Director



EDI Local Finance Coordinator



EDI State Regional Coordinator



ODCTE Document Coordinator

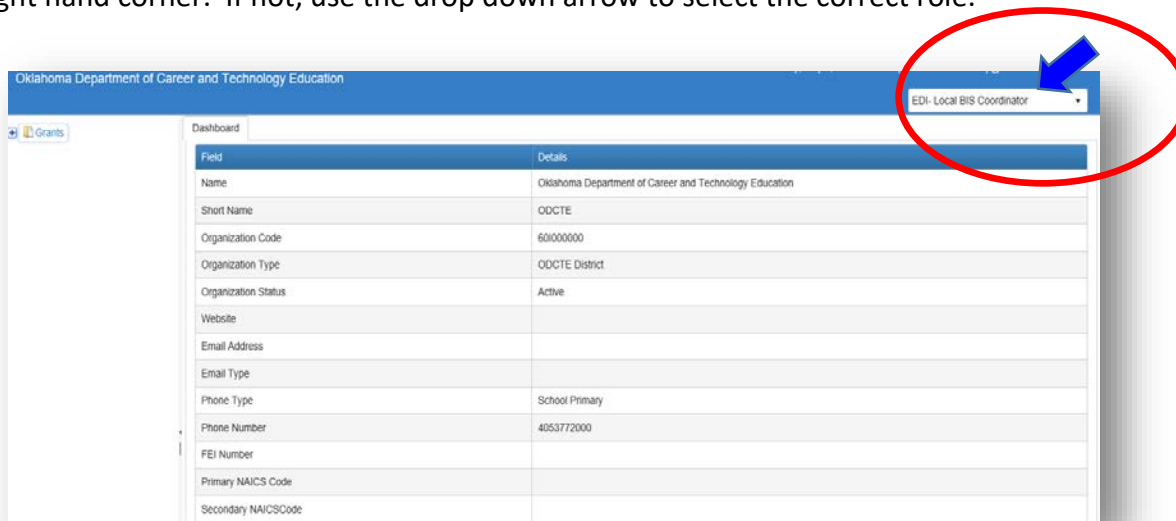


ODCTE Finance Coordinator

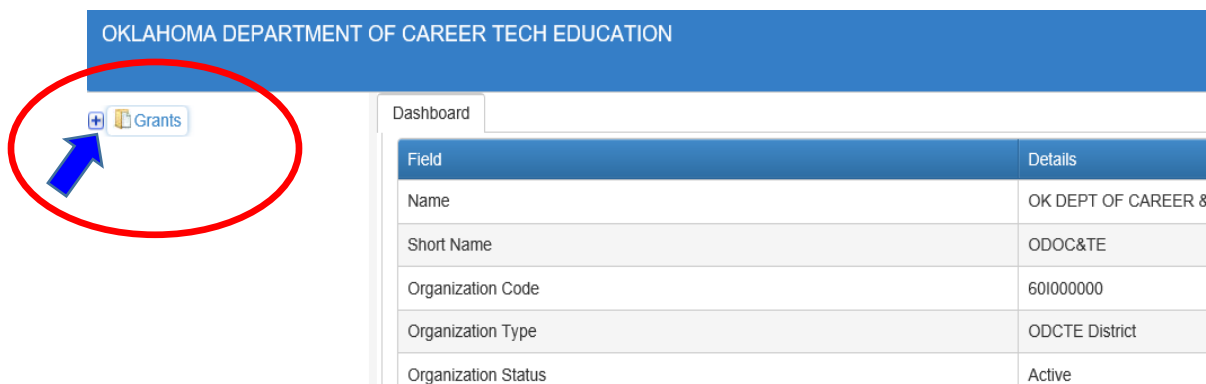
Role: EDI Local BIS Coordinator

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

Step 2: Verify that you are signed in with the role of an **EDI - Local BIS Coordinator** in the top right hand corner. If not, use the drop down arrow to select the correct role.

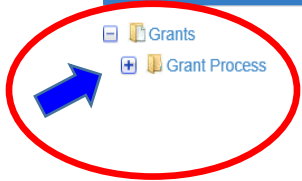


Step 3. Hit + (plus) sign next to **Grants** on left navigation.



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

OKLAHOMA DEPARTMENT OF CAREER TECH EDUCATION

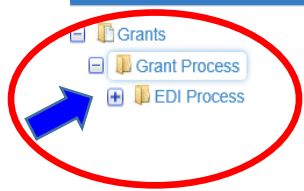


Dashboard

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



Dashboard

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

Step 6. Select EDI Invoice Process.

Oklahoma Department of Career and Technology Education

EDI - Local BIS Director



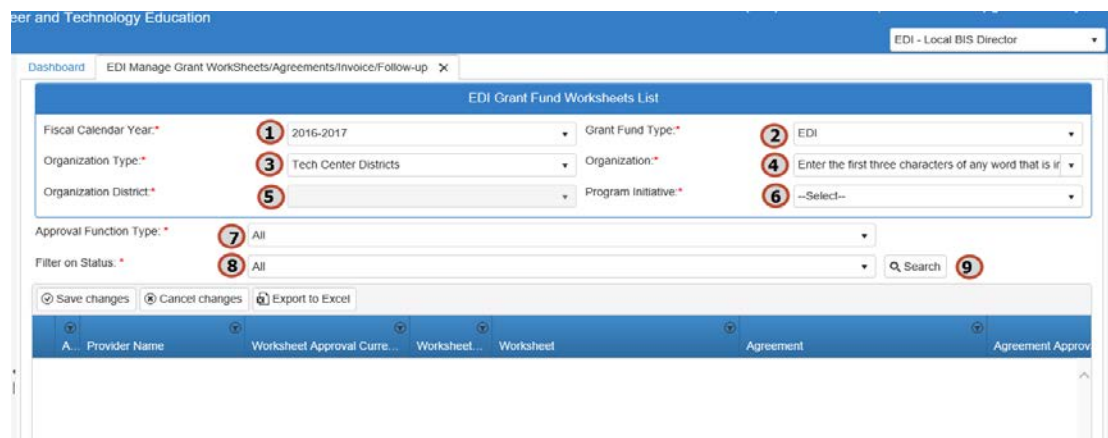
Dashboard

Field	Details
Name	Oklahoma Department of Career and Technology Education
Short Name	ODOCTE
Organization Code	60I000000
Organization Type	ODOCTE District
Organization Status	Active
Website	
Email Address	
Email Type	
Phone Type	School Primary
Phone Number	4053772000
FEI Number	
Primary NAICS Code	
Secondary NAICSCode	

Step 7. Complete the **EDI Grant Fund Invoices List** form. **The tagged numbers on the screen shot correspond to the instruction steps below.**

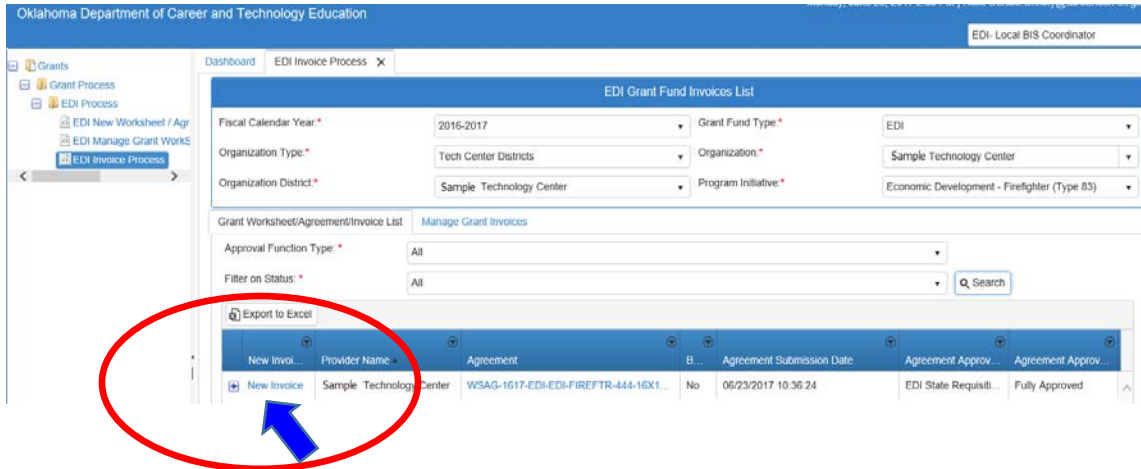
Note: The red asterisks* represents a required field.

10. Verify **Fiscal Calendar Year***.
11. Verify **Grant Fund Type** is set to **EDI***.
12. Select your correct **Organization Type** from the drop down menu. Should default to Tech Center Districts.
13. Select your **Organization** by typing in the first three characters of the name.
14. Verify the **Organization District***.
15. Select a **Program Initiative***.
16. **Approval Function Type** will remain as All.
17. **Filter on Status** will remain as All.
18. Select the **Search** button to search for any outstanding worksheets/applications that need your approval.

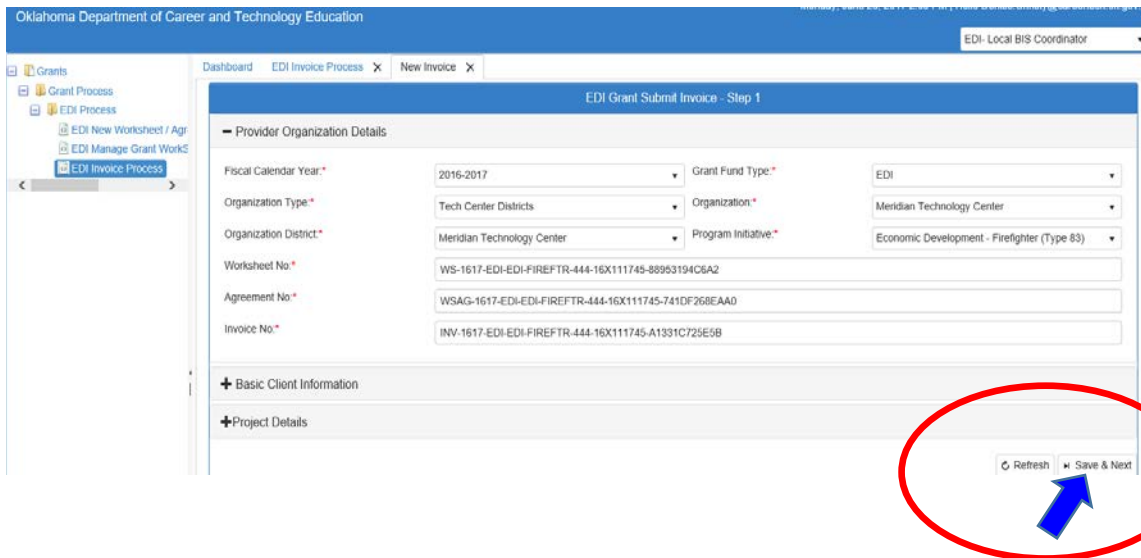


Step 8: EDI Grant Fund Invoices List - After hitting the **Search** button, select **New Invoice** to start the invoice process, **not the + (plus) sign**.

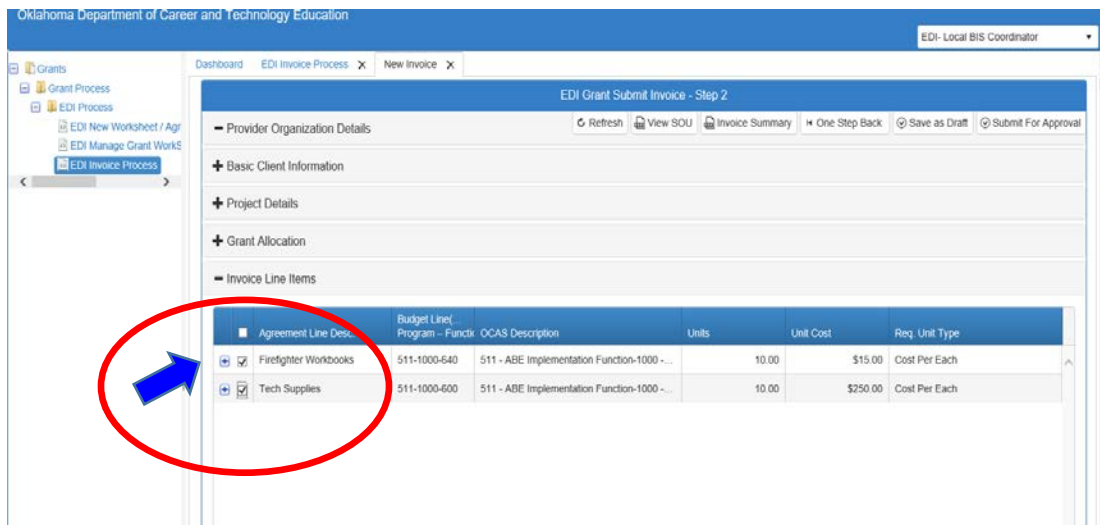
Note: To see the status of an invoice already submitted, click the **+ (plus) sign**.



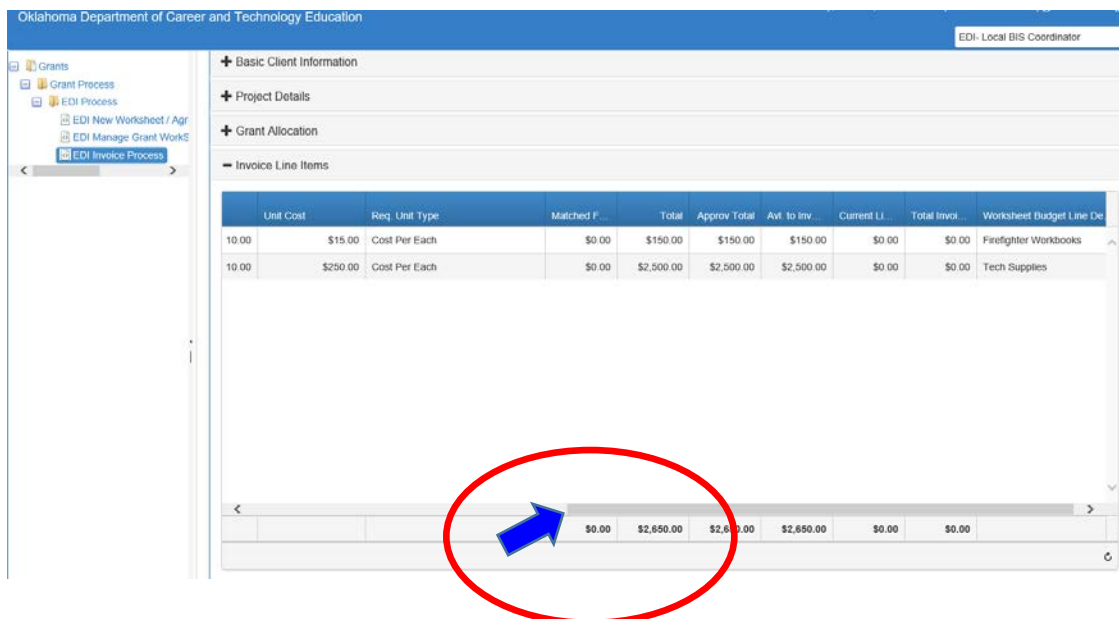
Step 9: EDI Grant Submit Invoice - Step 1 - Verify that the information is correct, then select **Save & Next**.



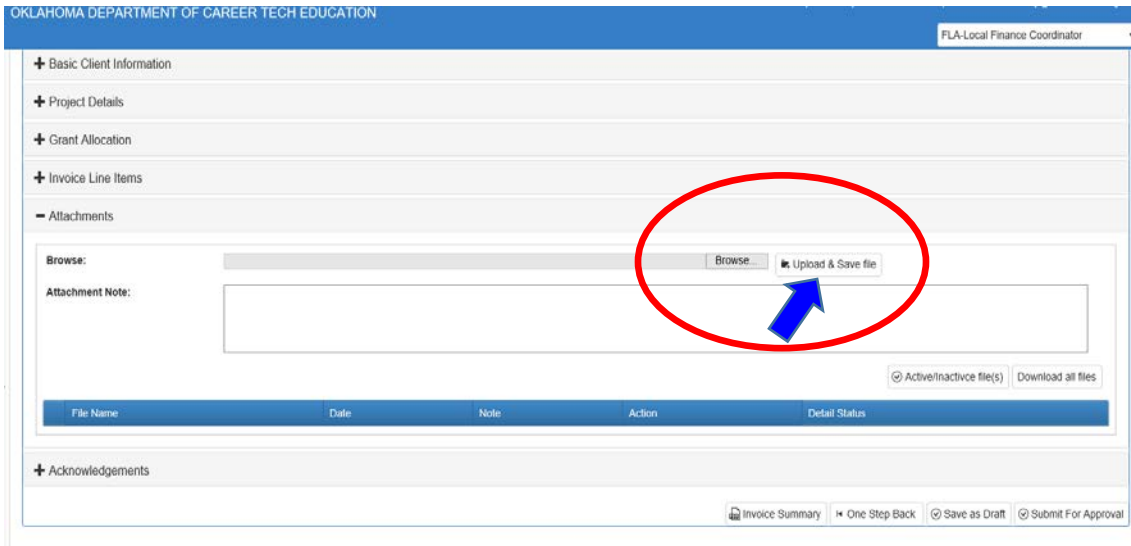
Step 10: Under the **Invoice Line Items** tab, select the budget line item you want to invoice by clicking on the + (plus) sign. This will add a check mark in the box next to that line item.



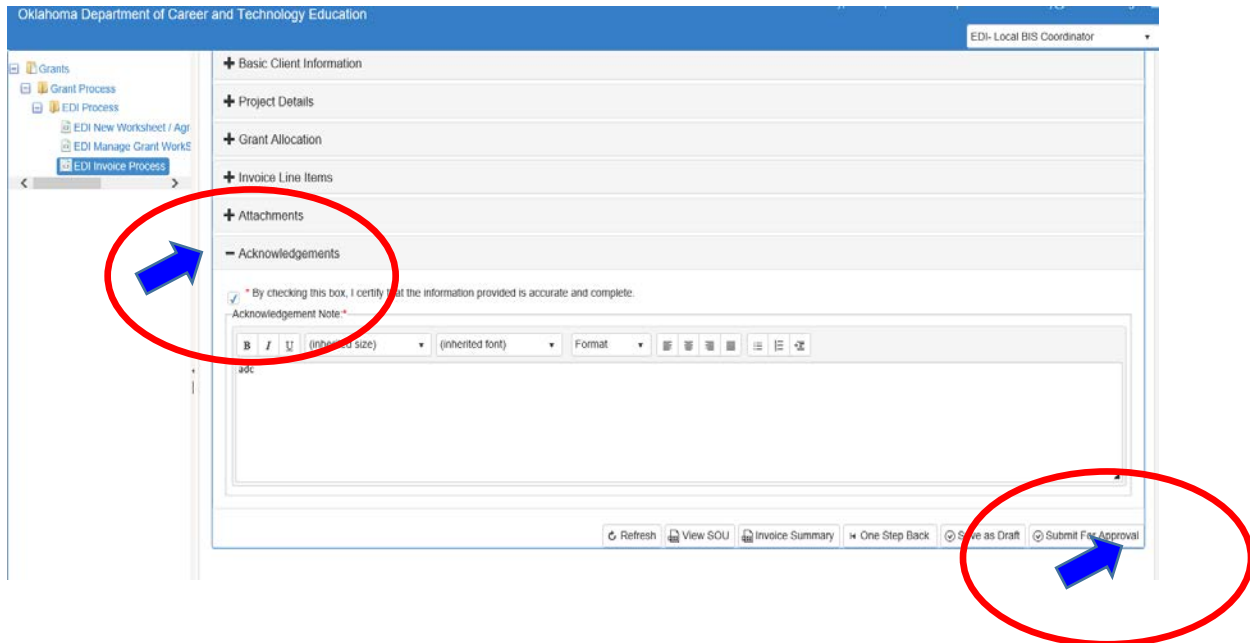
Step 11: Use the scroll bar below the invoice items to scroll to the right to see total invoiced. Verify that the Invoice OCAS codes in column 3 and the line item amounts match the OCAS report you will attach in Step 12.



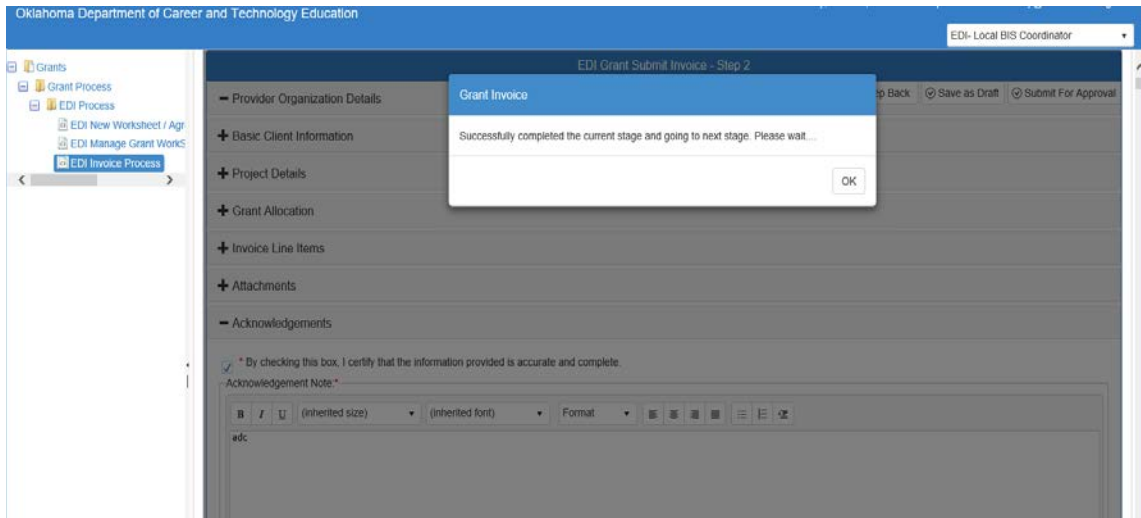
Step 12: Attach the OCAS Expenditure Summary and Detailed Reports that match the amount of reimbursement you are requesting. Attach required receipts and vendor invoices and the PEF's and contracts. To attach a document, use your mouse scroll button to go down to the **Attachments** tab, hit the **+(plus)** sign, browse your computer for the file, select **Upload and Save File**. A message box will say you have successfully uploaded the file. Close this box.



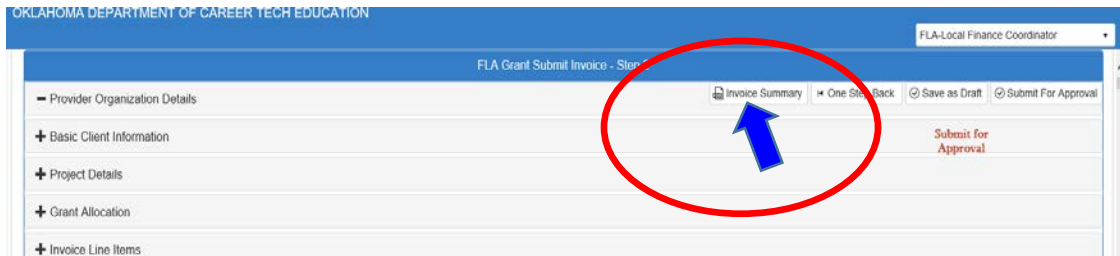
Step 13: Go to the **Acknowledgements** tab. Check the required acknowledgement boxes. Type an acknowledgement note in the box. Select the **Submit for Approval** button.




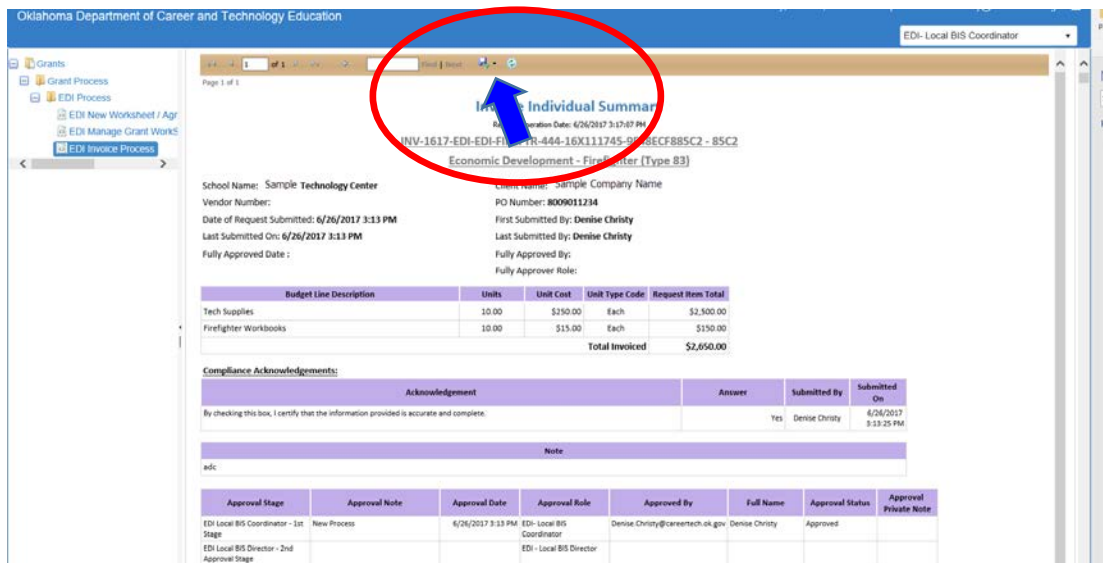
Step 14: Hit **OK**.



Step 15: Go to Invoice Summary to print a pdf report of the claim you have submitted.



Step 16: Click on the  symbol to download a pdf of your invoice.



Invoice Individual Summary
 INVOICE: INV-1617-EDI-EDI-FI...
 Economic Development - Firefighter (Type 83)

School Name: Sample Technology Center
 Vendor Number: [Redacted]
 Date of Request Submitted: 6/26/2017 3:13 PM
 Last Submitted On: 6/26/2017 3:13 PM
 Fully Approved Date: [Redacted]

Company Name: Sample Company Name
 PO Number: 8009011234
 First Submitted By: Denise Christy
 Last Submitted By: Denise Christy
 Fully Approved By: [Redacted]
 Fully Approver Role: [Redacted]

Budget Line Description	Units	Unit Cost	Unit Type Code	Request Item Total
Tech Supplies	10.00	\$150.00	Each	\$2,500.00
Firefighter Workbooks	10.00	\$15.00	Each	\$150.00
Total Invoiced				\$2,650.00

Compliance Acknowledgements:

Acknowledgement	Answer	Submitted By	Submitted On
By checking this box, I certify that the information provided is accurate and complete.	Yes	Denise Christy	6/26/2017 3:13:25 PM

Note
 edc

Approval Stage	Approval Note	Approval Date	Approval Role	Approved By	Full Name	Approval Status	Approval Private Note
EDI Local BIS Coordinator - 1st Stage	New Process	6/26/2017 3:13 PM	EDI - Local BIS Coordinator	Denise.Christy@careertech.ok.gov	Denise Christy	Approved	
EDI Local BIS Director - 2nd Approval Stage			EDI - Local BIS Director				

The Invoice has been successfully submitted and will go to the **EDI - BIS Director**, the **EDI Local Finance Coordinator**, the **EDI State Regional Coordinator**, the **ODCTE Document Coordinator** and the **ODCTE Finance Coordinator** for review and processing.

Process: EDI Change Request

Change Request or Budget Adjustment?

Change Request – To edit/change a Worksheet or budget before it has been approved by the ODCTE staff, use the Change Request Process. The Change Request can be initiated by any of the local roles and will go through the regular approval process.

Budget Adjustment – To make budget changes on an Agreement after it has been approved by the ODCTE staff, use the Budget Adjustment Process. The can only be performed by the EDI Local Finance Coordinator.

Making a Change Request

After a worksheet/application is submitted for approval, you must go through the **Change Request Process** to make any changes.

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

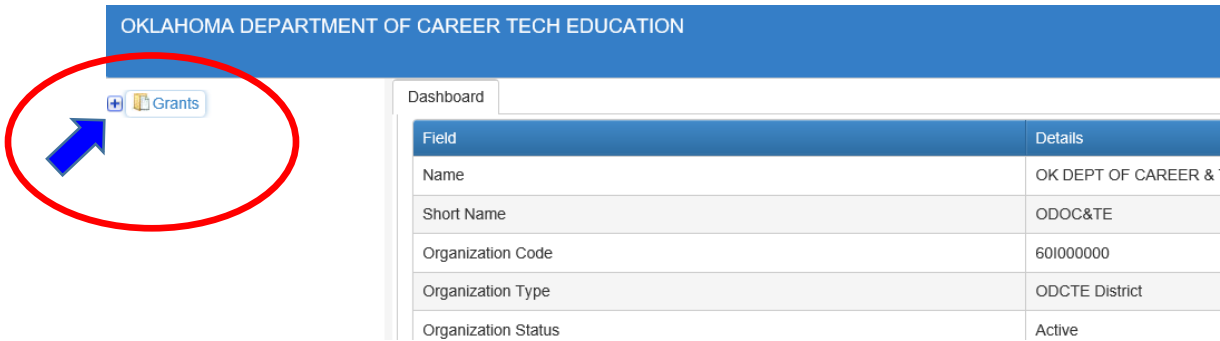
Note: Please log in using Microsoft Explorer version 11 or higher. CTIMS is currently not compatible with other browsers.

Step 2: Verify that you are signed in with your role in the top right hand corner.

The screenshot shows the 'EDI Grant Submit Worksheet - Step 3' interface. The user's role, 'EDI-Local BIS Coordinator', is highlighted in a red circle in the top right corner. The interface includes a navigation menu on the left, a main content area with sections for Provider Organization Details, Basic Client Information, Project Details, and Budget Line Items. A table at the bottom displays budget line items with columns for Program, Budget Line Desc, Req. Units, Req. Unit Cost, Req. Unit Type, Work Sheet Total, Req. Total, and Matched.

Budget Line(OCAS CODE)	Budget Line Desc	Req. Units	Req. Unit Cost	Req. Unit Type	Work Sheet Total	Req. Total	Matched
	Training	3.00	\$100.00	Cost Per Class	\$300.00	\$0.00	
	Books	10.00	\$10.00	Cost Per Each	\$100.00	\$0.00	
	supplies	150.00	\$1.00	Cost Per Class	\$150.00	\$0.00	

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

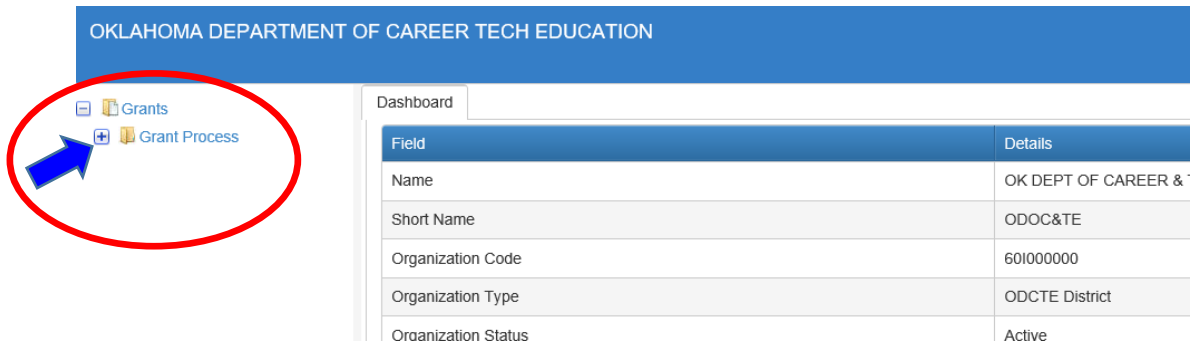


OKLAHOMA DEPARTMENT OF CAREER TECH EDUCATION

Dashboard

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

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



OKLAHOMA DEPARTMENT OF CAREER TECH EDUCATION

Dashboard

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

Grants
Grant Process
+ EDI Process

Field	Details
Name	Oklahoma Department of Career a
Short Name	ODCTE
Organization Code	601000000

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

Oklahoma Department of Career and Technology Education

Grants
Grant Process
EDI Process
EDI New Worksheet / Agr
EDI Manage Grant Works
EDI Invoice Process

Field	Details
Name	Oklahoma Department of Career ar
Short Name	ODCTE
Organization Code	601000000
Organization Type	ODCTE District
Organization Status	Active