CAREERTECH INFORMATION MANAGEMENT SYSTEM (CTIMS)

CARL PERKINS (FLA) WORKSHEET/APPLICATION GUIDEBOOK

IMD

April 17, 2017
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Logging in to CTIMS

Objective: This section will take you through the submission and approval stages for starting a new FLA Worksheet/Application in CTIMS.

Logging in to 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 Web Apps in the red bar at the top of the page. Do not select the Login selection in the red bar. This is not the CTIMS login.

Select CTIMS (Career Information Management System) from the menu. CTIMS will be all the way at the top of the page. Make sure you are logging in to CTIMS and not another application.

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

If you don’t have an account set up or are having trouble with the navigation or software, contact CTIMSSupport@careertech.ok.gov and 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 the Forgot your password? link to reset your password.

If you have questions on specific Perkins requirements or what content you need to input or attach, contact the ODCTE FLA office.

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Roles: Worksheet Approval Process

The following are the roles representing the stages required in CTIMS for the submission of a New Worksheet (Application).

**Stage 1 - FLA Local Initiative Coordinator** – Creates, completes, saves and submits new worksheet.

**Stage 2 - FLA Local Finance Coordinator** – 1st Approval. Reviews and approves or rejects worksheet. If approved, goes to next stage. If rejected, goes back to stage 1

**Stage 3 - FLA Local Superintendent/CEO** – 2nd Approval. Reviews and approves or rejects worksheet. If approved, goes to State approval stage. If rejected, goes back to stage 1.

**Stage 4 - State Initiative Coordinator** - 3rd Approval. ODCTE state staff reviews and approves or rejects worksheet. If approved, goes to final approval stage. If rejected, goes back to stage 1.

**Stage 5 - State Initiative Supervisor** – Final Approval. After the worksheet is approved through Stage 5, the Agreement Process begins with the FLA Local Finance Coordinator.
Starting a New Worksheet

Starting a new worksheet

Role: Local Initiative Coordinator

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 on with the role of a FLA-Local Initiative Coordinator in the top right hand corner. Use the drop down arrow to select this role.

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

Step 4. Hit + (plus) sign next to Grant Process.
Starting a New Worksheet

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>OK DEPT OF CAREER &amp;</td>
</tr>
<tr>
<td>Short Name</td>
<td>ODOCATE</td>
</tr>
<tr>
<td>Organization Code</td>
<td>6310000000</td>
</tr>
<tr>
<td>Organization Type</td>
<td>ODOTC District</td>
</tr>
<tr>
<td>Organization Status</td>
<td>Active</td>
</tr>
</tbody>
</table>

**Step 6. Select FLA New Worksheet/Agreement Flow**

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
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<tr>
<td>Organization Status</td>
<td>Active</td>
</tr>
</tbody>
</table>
Starting a New Worksheet

Step 7. Complete the FLA Grant Submit Worksheet – Step 1 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.

The Fiscal Calendar Year* and Grant Fund Type* automatically display based on your organization login credentials. Some of the other fields may also automatically fill, so verify that all the information is correct for your school.

1. Select an Organization Type, such as Comprehensive School District, Technology Center District, College District or College name*.
2. Select an Organization by typing in the first three letters of your school or organization name*.
3. Select an 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.
4. Select a Program Initiative* from the dropdown menu. The Worksheet No.* automatically displays after selecting the Program Initiative.
5. Verify that Client Type* is Business Masters.
6. Select an Organization by typing in the first three letters of your organization name*. This name should be the same as #2. The Business Code* is associated with the Organization and automatically displays after an Organization is selected.
7. After verifying that all information is correct, Click Save & Next button.
Step 8: Open the **Funding Request Details** form by clicking on the **+(plus)** sign. This is **Step 2** in the process. This form has several sections. You must scroll down to access and complete all the sections. You must put something in every box that has a red asterisk (**`). There are some small required check boxes you must check to certify the information.

In the form, there are links to other resources that will help you complete the form. There are also links to required templates and forms for you to download, complete and attach (see Step 9). You can cut and paste from another document to fill in the boxes.

You must finish **Step 2** and hit **Save and Next** for any of the information to be saved.

If you cannot finish all the fields, you can put a placeholder character in all the fields (all required fields must have something in them) and hit **Save and Next**.

**Returning to an existing Worksheet**

When you come back to edit the fields after using **Save and Next**, click on the **+(plus)** sign next to **FLA Manage Grant Worksheet/Agreement** on the left navigation panel to go into your worksheet or budget to update.

**Note:** Do not select the **FLA New Worksheet/Agreement Flow** option, as this will start a whole new worksheet.
Step 9: Attach supporting and required documents by clicking on the **+(plus)** sign before Attatchments. Browse to find the correct attachment on your computer, then hit the upload and save file button. You will need to follow this procedure for each file that you upload.

Step 10: After completing the Funding Request Details form and attaching the required documents, click on either of the **Save & Next** buttons to continue to the next page.
**Step 11:** FLA Grant Submit Worksheet – Step 3  
Verify **Project Date** is July 01 of the funding year, then hit **Save and Next**.

**Step 12:** Open the **Budget Line Items** tab by clicking on the **+(plus)** sign.
Step 13: On the **Budget Line Items** screen, you can click the **Add Budget Line**, **Remove Budget Line**, or **Cancel Budget Line Changes**.

1. Type a **Budget Line Desc** (Budget Line Description)
2. Complete **Req. Units** (Required Units)
3. Complete **Req. Unit Cost** (Required Unit Cost)
4. Complete **Req Unit Type** (Required Unit Type)
5. Hit **Add Budget Line** to add more budget lines and repeat steps 1-4.
6. Type a **Note** in the space below the line item budget area if desired
7. Add supporting or required attachments by clicking on the **+Attachments** tab.
8. You can **Save as Draft** at this point and it will save all the information you have input on the **Funding Request Details** form and the **Budget Line Items** without submitting for approval. This will let you stop the process and resume at a later time. You can make any changes you need to the **Funding Request Details** or the **Budget Line Items** before you submit by selecting the line and making the changes.
Step 14: Do Not click Save & Continue yet because you will be required to complete the Acknowledgements section.

Go to the Acknowledgements by clicking the + (plus) sign.

Check all the Acknowledgement buttons, then add an Acknowledgement Note (required).
Step 15: Worksheet Summary

You can view or print your worksheet summary page to review before submitting to ensure your worksheet/application is complete and accurate. If you need to make any changes, use the **FLA Manage Grant Worksheet/Agreement** to go into your worksheet or budget to update. **Do not** use the **FLA New Worksheet/Agreement Flow** as this will start a new worksheet.

To print the Worksheet Summary, select the save/download button to download a pdf that you can save or print. **Do not** use the printer button.
Step 16: Submitting the Worksheet

Click the Save and Continue button.

At this point your worksheet/application has been successfully submitted. You will receive an email from the CTIMS system stating your worksheet/application has been submitted successfully to the FLA Local Finance Coordinator.

After you submit the worksheet/application, if there are any changes, you will have to use the Change Request process.
Role: Local Finance Coordinator

After the Local Initiative Coordinator has created and submitted the worksheet/application, the Local Finance Coordinator will receive an email that they can sign in and review the worksheet/application to approve or reject. If the Local Finance Coordinator approves the worksheet/application, it will go to the FLA Local Superintendent/CEO to approve or reject using the same process.

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

**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 on with the role of a FLA-Local Finance Coordinator in the top right hand corner.

**Step 3:** Hit + (plus) sign next to Grants on left navigation.
Starting a New Worksheet

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

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

**Step 6.** Select **FLA Manage Grant Worksheets/Agreements/Invoice/Follow-up**. Do not select **FLA New Worksheet/Agreement Flow** as that would create a new worksheet.
**Starting a New Worksheet**

**Step 7.** Complete the FLA Manage Grant Worksheets/Agreements/Invoice/Follow-up form. The tagged numbers on the screen shot correspond to the instruction steps below.

*Note:* The red asterisks * represents a required field.

1. Verify Fiscal Calendar Year*.
2. Verify Grant Fund Type is set to FLA*.
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*.
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.
**Step 8:** After hitting the **Search** button, the worksheet/application that needs to be approved will be listed. Select the worksheet number to open the worksheet.

**Step 9:** FLA Grant Submit Worksheet - Step 2. Open each section of the worksheet by hitting the **+ (plus)** sign beside the title. Verify the contents of each section of the worksheet. We recommend you print a pdf of the worksheet summary to help with project and budget verification.
Starting a New Worksheet

Step 10: FLA Grant Submit Worksheet – Step 3

After verifying the information by opening each screen by hitting the + (plus) sign, select **Next Step.**

Step 11: FLA Grant Submit Worksheet – Step 4. Verify the information in each section by hitting the + (plus) sign to open the pages. If everything is correct, select **Save and Continue.**
Step 12: Approval Process - FLA Grant Worksheet Approval.

1. At this point, you can see that the worksheet/application is at the Local Finance Coordinator Stage (2nd Stage).
2. Type in an approval or rejection note.
3. Select the Reject button to reject the worksheet/application, or
4. Select the Approve button to approve the worksheet/application.

After hitting the Reject or Approve button, the system will ask, “Are you sure?” Hit cancel or ok. If ok, the application has been successfully approved or rejected. If approved, an email will be sent to you and the next approver (FLA Local Superintendent/CEO).

At this point, your worksheet/application is successfully submitted. You will receive an email from the CTIMS system stating your worksheet/application has been submitted successfully to the FLA Local Superintendent/CEO for their review.
Role: FLA Local Superintendent/CEO

Steps 1-12 are the same as the FLA Local Finance Coordinator above: After the FLA Local Finance Coordinator approves the worksheet/application, the FLA Local Superintendent/CEO will receive an email that a worksheet/application is ready for review. They will use the same steps outlined above, using the role of FLA Local Superintendent/CEO in Step 2 and following each step.

At this point, your worksheet/application is fully submitted. You will receive an email from the CTIMS system stating your worksheet/application has been submitted successfully to the FLA State Staff for review.
Role: FLA State Initiative Coordinator, and

Role: FLA State Initiative Supervisor

Steps 1-12 are the same as the FLA Local Finance Coordinator above: The review and approval or rejection process continues using the steps above for the FLA State Initiative Coordinator and the FLA State Initiative Supervisor. After the worksheet/application is approved by the FLA State Initiative Supervisor, the Agreement Approval Process begins.

If you need to return to the worksheet or budget, go to Grants – Grant Process – FLA Process – FLA Manage Grant Worksheet in the left navigation area. Do not select FLA New Worksheet again.
FLA Agreement Process

Creating and Submitting the Agreement

Objective: This section will take you through the Agreement Process for a FLA 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.

Roles: Worksheet/Application Agreement Process

FLA Local Finance Coordinator

   FLA State Initiative Coordinator

   FLA State Initiative Supervisor

After the Worksheet/Application has been approved through the FLA State Initiative Supervisor level, the school will receive an email from the ODCTE FLA office with the official approval notification and a pdf of the subaward agreement. The subaward agreement must be signed by the school superintendent and sent in the U.S. mail back to ODCTE before the processing of invoices can begin.

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

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/](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 on with the role of a **FLA-Local Finance Coordinator** in the top right hand corner. Your account will probably automatically come up as FLA-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.

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

Step 6. Select FLA Manage Grant Worksheets/Agreements/Invoice/Follow-up.
Creating and Submitting the Agreement

Step 7. Complete the FLA 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 FLA *.
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.
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: **FLA Grant Agreement**: Open the Budget Line Items section by clicking on the + (plus) sign.
Step 10: FLA Grant Agreement – OCAS Codes. Go to the Budget Line Items. Enter the OCAS coding for each of the line items in the following order: Program-Function-Object Code (e.g. 330-1000-100). 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. After entering all OCAS codes, click on the Save as Draft button.
**Step 11: FLA Grant Agreement - Acknowledgements.** Scroll down the page to the Acknowledgement tab. Click the certify box and put in an acknowledgment 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.
Role: FLA State Initiative Coordinator, and

Role: FLA State Initiative Supervisor

Steps 1-11 are the same as the FLA Local Finance Coordinator above: The review and approval or rejection process continues using the steps above for the FLA State Initiative Coordinator and the FLA State Initiative Supervisor. After the Agreement is approved by the FLA State Initiative Supervisor and the Signed Sub-Award Agreement is returned to ODCTE, the Local Finance Coordinator can begin submitting invoices.
FLA Grant Process

How to Submit Invoices for Reimbursement

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

Roles: FLA Invoice Process

FLA Local Finance Coordinator

FLA State Initiative Coordinator

FLA State Initiative Supervisor

ODCTE Finance Reviewer
Role: Local Finance Coordinator

**Step 1:** Sign in at [https://ctims.okcareertech.org/CTBDSWeb/](https://ctims.okcareertech.org/CTBDSWeb/) using your school email and CTIMS password.

**Step 2:** Verify that you are signed in with the role of a **FLA-Local Finance 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.

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

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 drop down menu (College District, Comprehensive School Districts or Tech Centers Districts).
4. Select your **Organization** by typing in the first three characters of the name.
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 to search for any outstanding worksheets/applications that need your approval.
Step 8: FLA 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: FLA 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:** Select the **Edit** button.
**Step 12:** The system defaults to claiming the full amount, but you can edit **Units**, **Unit Cost** and **Req Unit Type** to claim a portion of the expense to match the invoice you are requesting payment. Use the scroll bar to go to the end of the line to enter the **Date of Expense**. After you enter the amount of the budget line you are invoicing, select the Update button to add the line to the invoice. To add another invoice line, select the **Add Invoice** button.
**Step 13:** If you make a mistake and enter a line you do not want, you can **Cancel** the line if you have not selected the **Update** button. After you update a line, you must select the box under the column **Is Active** to put a check mark in that box and select **Update**, and that line becomes inactive. The **Inactive** line will remain there, but you can use the **Add Invoice** tab to put in the correct Invoice line. Another way to inactivate a line is to put zeroes in the Units and Unit Cost boxes and select **Update**.
**Step 14**: 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 15.

**Step 15**: Attach the OCAS Expenditure Summary and Detailed Reports that match the amount of reimbursement you are requesting. Attach required receipts and vendor invoices. 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**.
**Step 16:** Go to the **Acknowledgements** tab. Check the required acknowledgement boxes. Input the required date range. If this is a final payment request, check the “is final payment?” box. Type an acknowledgement note in the box. Select the **Submit for Approval** button.

![Image of Acknowledgements tab](image1)

**Step 17:** Go to Invoice Summary to print a pdf report of the claim you have submitted.

![Image of Invoice Summary](image2)

The Invoice has been successfully submitted and will go to ODCTE for review and processing.
Process: FLA 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. This can only be started by the FLA Local Initiative Coordinator, followed by approval by the Local Finance Coordinator and the Local Superintendent/CEO.

**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 FLA 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 on with the role of a **FLA-Local Initiative Coordinator** in the top right hand corner. Your account will probably automatically come up as FLA-Local Initiative 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**.
Step 5. Hit + (plus) sign next to FLA Process.

Step 6. Select FLA Manage Grant Worksheets/Agreements/Invoice/Follow-up.
Step 7. Complete the FLA 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 FLA *.
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.
Step 8: After hitting the Search button, the worksheet/applications that are in the approval process will be listed. Select the worksheet number to open it.

Step 9: To make changes to your Worksheet/Application or Budget, select Change Request.
**Step 10:** The Change Request process cancels the worksheet/application approval process. Click **OK** to continue.

**Step 11:** You can now make any changes to the worksheets or budget line items. After making the changes, you must enter **Submit for Approval**.
**Step 12:** Select **Approval Process**.

**Step 13:** Select **Approve** to send changes to next approval level.

**Step 14:** If a worksheet/application is rejected at any local approval level, it will go back to the First Stage for changes.
FLA Budget Adjustment Process

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. This can be started by the FLA Local Initiative Coordinator, followed by the approval of the Local Finance Coordinator and the Local Superintendent/CEO.

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 FLA Local Finance Coordinator.

Requesting a Budget Adjustment

Logging in to CTIMS

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

Or,

Go to http://www.okcareertech.org/ and select Web Apps in the red bar at the top of the page. Do not select the Login selection in the red bar. This is not the CTIMS login. Select CTIMS (Career Information Management System) from the menu. CTIMS will be all the way at the top of the page. Make sure you are logging in to CTIMS and not another application.

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

Roles: Budget Adjustment Process

FLA Local Finance Coordinator

↓

State Initiative Coordinator

↓

State Initiative Supervisor
Process: FLA Change Request

After the worksheet/application and the agreement are approved, you must go through the Budget Adjustment Process to make any changes.

Step 1: After logging in to your CTIMS account, verify that you are logged in with the role of a FLA-Local Finance Coordinator in the top right hand corner. Select the + (plus) sign next to Grants, Grants Process, then FLA Manage Grant Worksheets/Agreements/Invoice.
Step 2. Complete the FLA Manage Grant Worksheets/Agreements/Invoice form. The tagged numbers on the screen shot correspond to the instruction steps below.

**Note:** The red asterisks (*) represents a required field.

1. Select your correct **Organization Type** from the drop down menu.
2. Select your **Organization** by typing in the first three characters of the name.
3. Select a **Program Initiative** (*).
4. Select the **Search** button to search for any outstanding worksheets/applications that need your approval.
5. To see the status of the worksheet, use the scroll bar to scroll to the right.

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**Step 3:** In the **Budget Adjustment Process**, you will change the agreement, not the worksheet. Select the number under the **Agreement** column.
**Step 4:** Select **Budget Adjustment Process**. There is a message saying “This record is fully approved. You are not authorized to change data within this record.” You cannot change the agreement without going through the **Budget Adjustment Process**. Select **Budget Adjustment Process**.

**Step 5:** If you want to make a budget adjustment, select **Yes**. This will pull the agreement out of approved status and you can adjust the budget, then go through the agreement approval process again.
Step 6: Click on the + (plus) sign next to Budget Line Items. Click on Add Budget Line or Remove Budget Line to adjust the budget.

Step 7: Before submitting your budget changes, you must go into the Acknowledgements tab and put in a Budget Adjustment Justification Note.
**Step 8:** Select Submit for Approval to send the Budget Adjustment through the approval process.

**Step 9:** You can check the status of the adjusted budget by going into the FLA Manage Grant Worksheets/Agreements/Invoice. Use the scroll button to scroll to the right, then look at the status under Agreement Approval Status.