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.

**Step 3:** Click the (small blue triangle) sign next to Grants on the left side navigation panel.
**Step 4:** Click the (small blue triangle) sign next to **Grant Process**.

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

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

<table>
<thead>
<tr>
<th>Req Unit Type</th>
<th>Total</th>
<th>Appr Total</th>
<th>Avl to Invoice</th>
<th>Current Line Invoked</th>
<th>Total Invoiced</th>
<th>Worksh Budge Line Desc</th>
</tr>
</thead>
<tbody>
<tr>
<td>$124.78</td>
<td>$124.78</td>
<td>$124.78</td>
<td>$33.99</td>
<td>$0.00</td>
<td>$41.58</td>
<td>Administrator Benefits</td>
</tr>
<tr>
<td>3.568.41</td>
<td>$13,568.41</td>
<td>$13,568.41</td>
<td>$9,645.60</td>
<td>$0.00</td>
<td>$4,922.81</td>
<td>Guidance Counselor Salary - 30</td>
</tr>
<tr>
<td>3,203.81</td>
<td>$3,203.81</td>
<td>$3,203.81</td>
<td>$1,915.97</td>
<td>$1,123.92</td>
<td>$2,247.84</td>
<td>Guidance Counselor Benefits -...</td>
</tr>
</tbody>
</table>

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.
**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.*

<table>
<thead>
<tr>
<th>Status</th>
<th>File Name</th>
<th>Attachment Note</th>
<th>Uploaded Date</th>
<th>Action</th>
</tr>
</thead>
</table>

**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.
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.

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**.
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.