Change Request vs Budget Adjustment

Difference Between a Change Request and a Budget Adjustment

Worksheet Change Request – to edit/change a **Worksheet** before it has been fully approved by the ODCTE staff, use the **Change Request Process**. This can only be started by the **FLA Local Initiative Coordinator.** After changes have been made, the Worksheet must be re-approved by the FLA Local Initiative Coordinator, **FLA Local Finance Coordinator** and the **FLA Local Superintendent/CEO/President** before it is fully re-submitted. Once the Worksheet Contract/Subaward Funding Agreement has been approved by the ODCTE Contract Reviewer, the Worksheet is locked and no further changes may be made.

Invoice Change Request – to edit/change an **Invoice** once it has been rejected back to the grant recipient, they must initiate a **Change Request.** This can only be started by the **FLA Local Finance Coordinator.**

Budget Adjustment – to make budget changes on an **Agreement** after it has been approved by the ODCTE staff, use the **Budget Adjustment Process**. This includes adjusting budget amounts, adding new items to the budget or inactivating previously approved budget items. **Attachments** can also be added during a budget adjustment. Budget Adjustments can only be performed by the **FLA Local Finance Coordinator**.

Occasionally when a Budget Adjustment has been done previously, only the **Change Request** button will be active in the Agreement. It is permissible to use the Change Request option rather than the Budget Adjustment Process option in these instances.

After you select *"Submit For Approval"* on any Change Request or Budget Adjustment, look at the top of the page for a comment such as **"To finalize your submission, press the button on the right."** There should be a button on the right that says "Submit" or "Final" that you can select.

Worksheet Change Request Process

Worksheet Change Request Roles:

Stage 1 - FLA Local Initiative Coordinator

Stage 2 - FLA Local Finance Coordinator

Stage 3 – FLA Local Superintendent/CEO/President

Stage 4 – FLA State Initiative Coordinator – 3rd Approval. ODCTE state staff reviews and approves or rejects the **Change Request**. If approved, the Worksheet goes to final approval stage. If rejected, goes back to stage 1.

Stage 5 – FLA State Initiative Supervisor – Final Review and approval of **Change Request**. If approved, the Worksheet goes to final approval stage. If rejected, goes back to stage 1.

Stage 6 – ODCTE Contract Reviewer – Fully Approved Stage. This stage is only for approving the **Subaward Funding Agreement (Contract)** by the ODCTE.

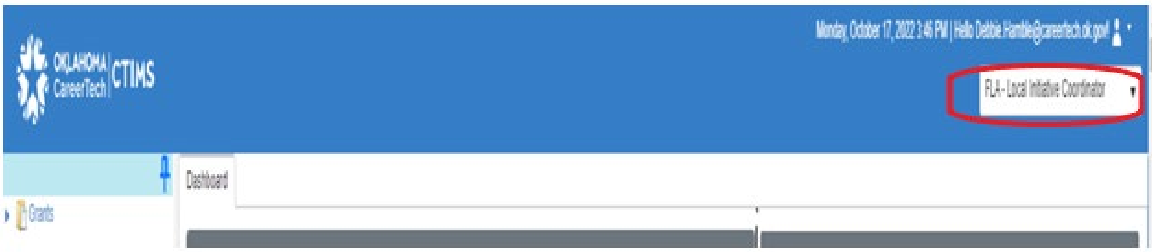
Making a Worksheet Change Request:

If you need to make a change to your Worksheet **after you have submitted it but before it is approved by the ODCTE Contract Reviewer** you must go through the **Change Request Process.**

Step 1: Using **Microsoft Edge, Mozilla Firefox or Google Chrome,** sign in using your school email and CTIMS password at https://ctims.okcareertech.org/CTBDSWeb/

Note: CTIMS is currently not compatible with other browsers.

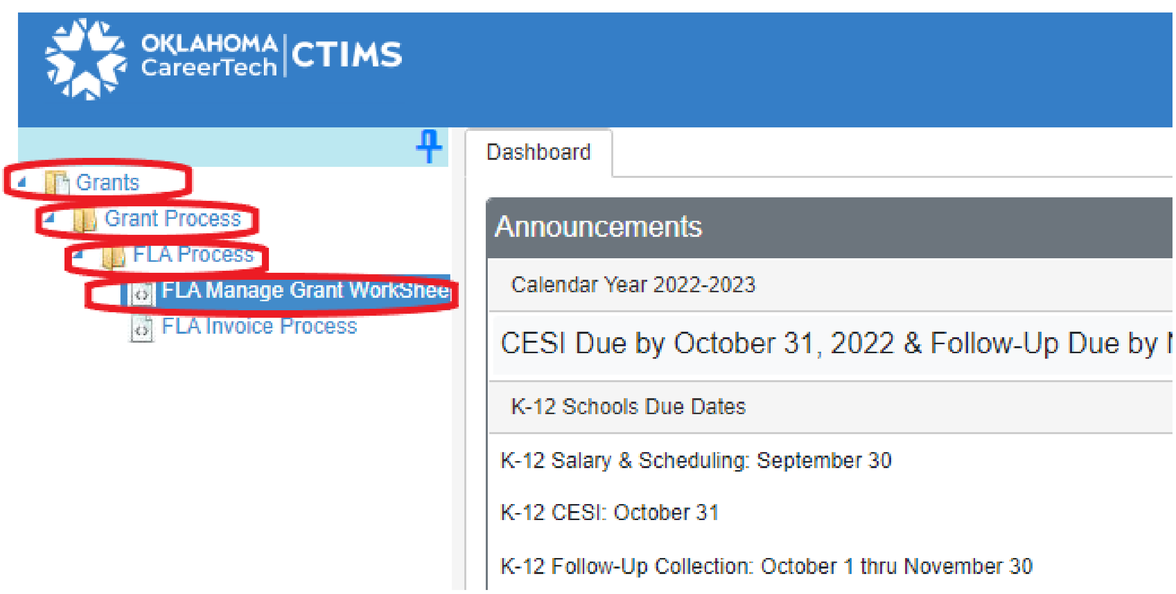
Step 2: Verify that you are signed on with the role of a **FLA-Local Initiative Coordinator** in the top right corner. If not, use the dropdown arrow to select the correct role.



Step 3: To re-open your submitted **Worksheet**, select the following options from the menu on the left of your screen:

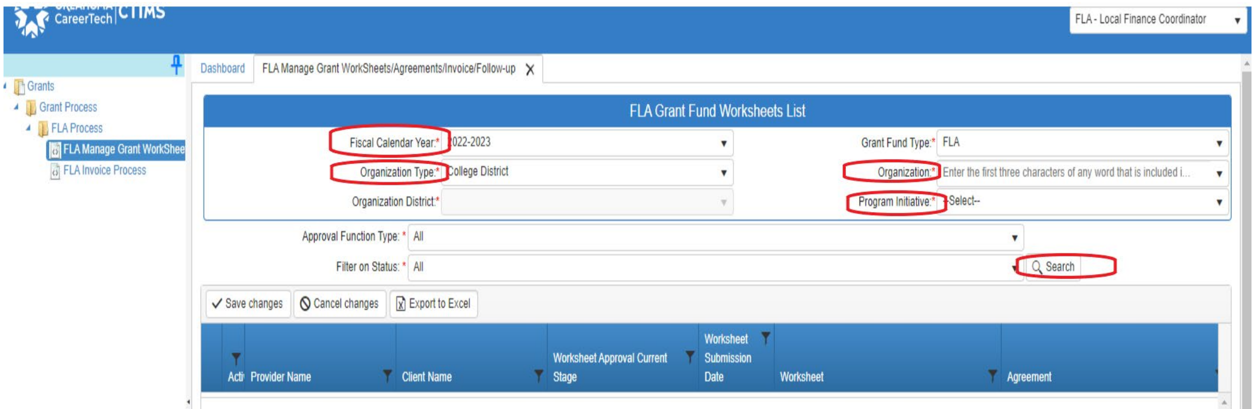
- **Grants –**
- **Grant Process –**
- **FLA Process –**
- **FLA Manage Grant Worksheet**

Do not select **FLA New Worksheet** again.

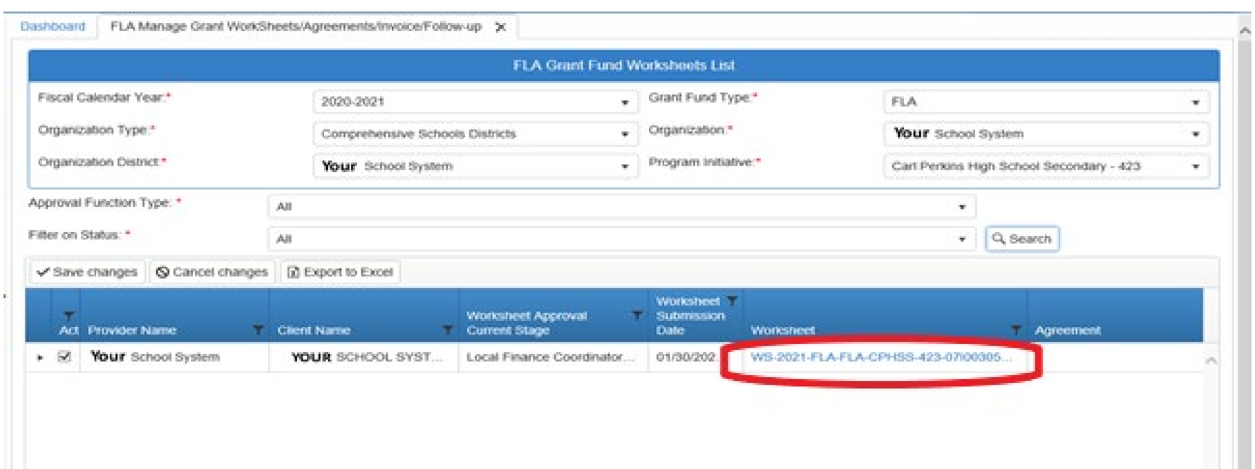


Step 4: Complete the following fields in the FLA Grant Funds Worksheet List:

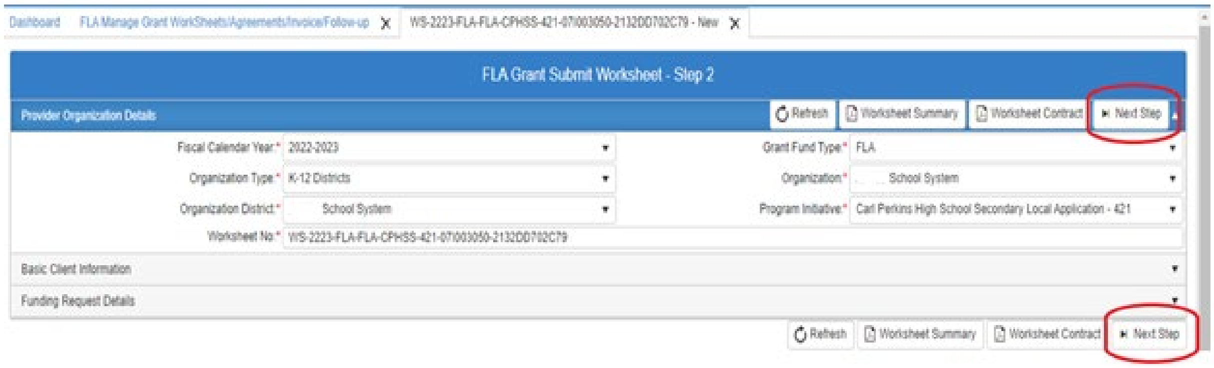
- **Fiscal Calendar Year**
- **Organization Type**
- **Organization**
- **Program Initiative**
- **Search**



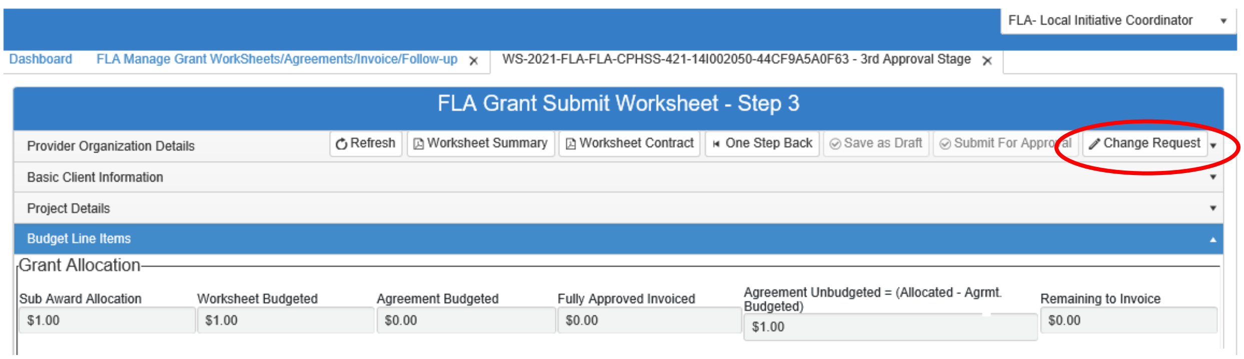
Step 5: After clicking the **Search** button, the Worksheets that are in the approval process will be listed. Select the **Worksheet Number** to open it.



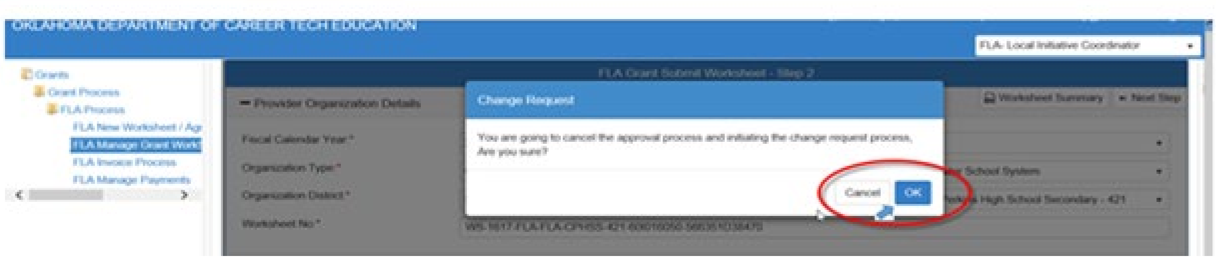
Step 6a: On the FLA Grant Submit Worksheet Step 2 page, select the **Next Step** button from either the top or bottom of the page.



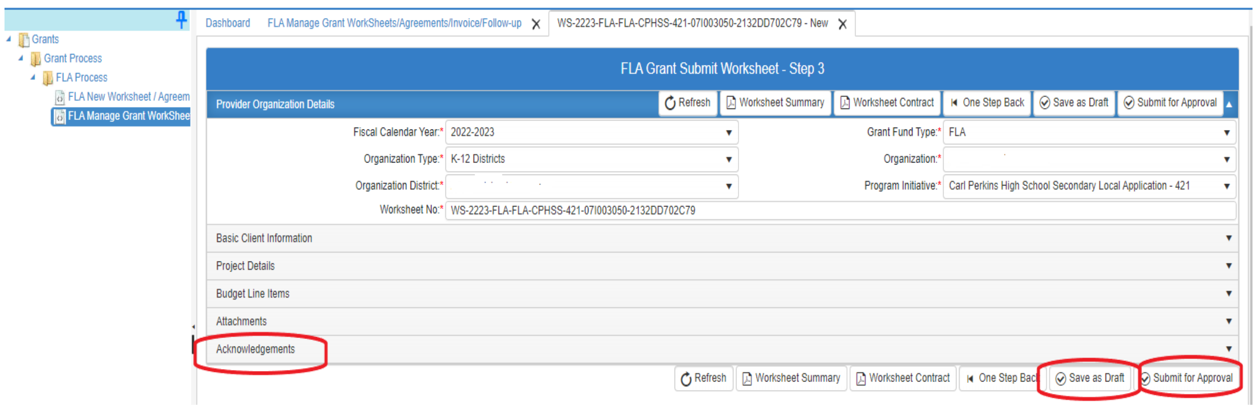
Step 6b: To make changes to your Worksheet **Narratives**, **Attachments**, or **Budget**, select the **Change Request** button from either the top or the bottom of the page.



Step 7: The **<u>Change Request Process</u>** cancels the Worksheet approval process so that changes can be applied. Click **OK** on the pop-up Change Request screen to continue.



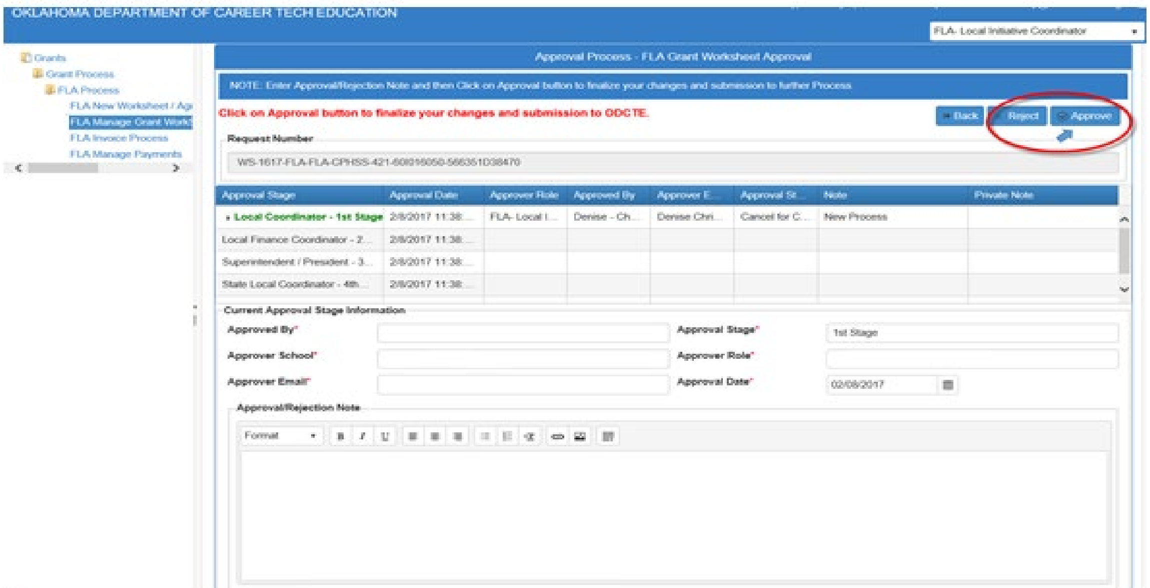
Step 8: In FLA Grant Submit Worksheet – Step 4 you may make changes to the Worksheet Narrative, Budget Line Items or add Attachments. After making the changes, you must re-verify the **Acknowledgements**, and then click **Save As Draft**. Only after selecting Save As Draft should you select **Submit for Approval.**



Step 9: Select **Approval Process.**

Step 10: Select **Approve** to send changes to next approval level.

Both the FLA Local Finance Coordinator and the FLA Local Superintendent/President must fully approve the Change Request by following Steps 1 – 9 above before the Worksheet is fully resubmitted to the Perkins staff for review. If the Worksheet is rejected at any approval level, it will go back to the FLA Local Initiative Coordinator (First Stage) for changes and then be resubmitted to the FLA Local Finance Coordinator then the FLA Local Superintendent/President until both approve the changes.



Step 11: After the FLA Local Superintendent/President has approved the Change Request, the Worksheet will then be reviewed and either approved or rejected by the **FLA State Initiative Coordinator,** the **FLA State Initiative Supervisor**, and the **ODCTE Contract Reviewer.** Once the ODCTE Contract Reviewer has approved the Subaward Funding Agreement (Contract), the Worksheet is considered fully executed and no further changes may be made.

Invoice Change Request Process

If an **Invoice/Reimbursement Claim** is rejected back to the school for any reason, the school must initiate a **Change Request** before making any corrections or additions to the invoice, otherwise none of their changes can be saved. Once the changes have been made and the request has been submitted for approval it is sent to the ODCTE Finance Document Reviewer and ODCTE Finance Reviewer for processing.

Invoice Change Request Roles:

FLA Local Finance Coordinator

↓

ODCTE Finance Document Reviewer

↓

ODCTE Finance Reviewer

Making an Invoice Change Request:

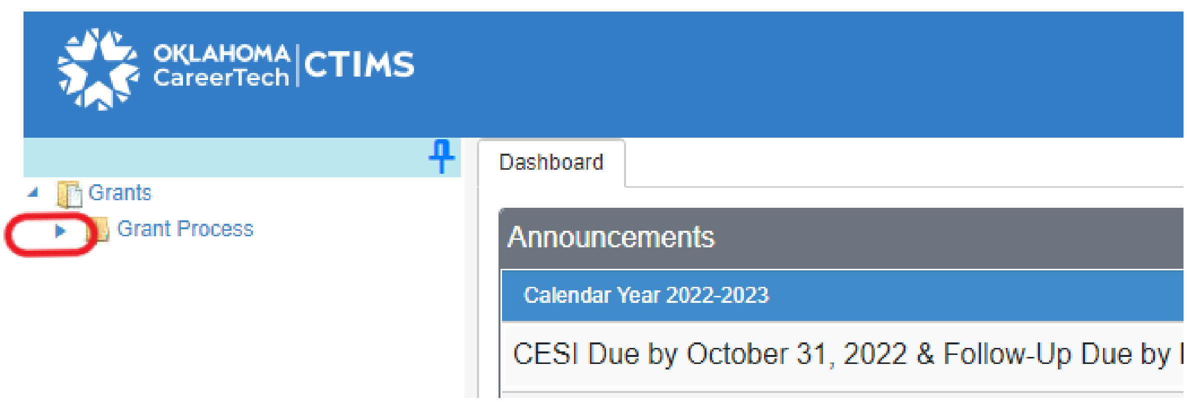
When the school receives a CTIMS notification that their invoice has been rejected they need to open that invoice and initiate a **Change Request** then make any corrections or additions necessary. **Failure to initiate the Change Request will result in an inability to save any changes made to the invoice.**

Step 1: Using **Microsoft Edge, Mozilla Firefox or Google Chrome,** sign in using your school email and CTIMS password at https://ctims.okcareertech.org/CTBDSWeb/

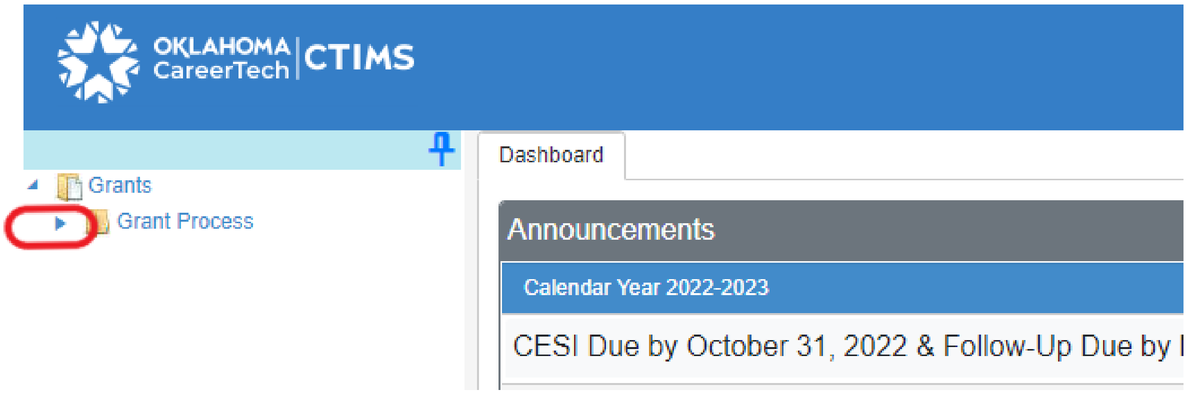
Note: CTIMS is currently not compatible with other browsers.

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.

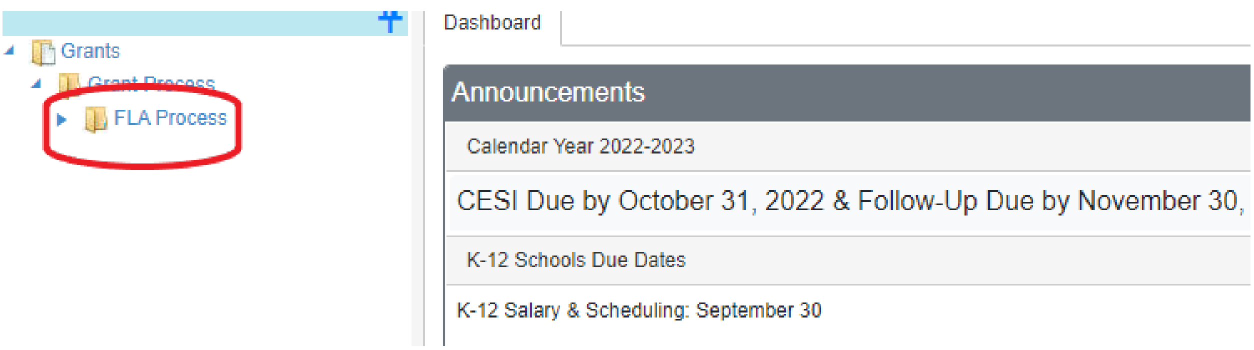
Step 3: Click the  **(small blue triangle)** sign next to **Grants** on the left side navigation panel.



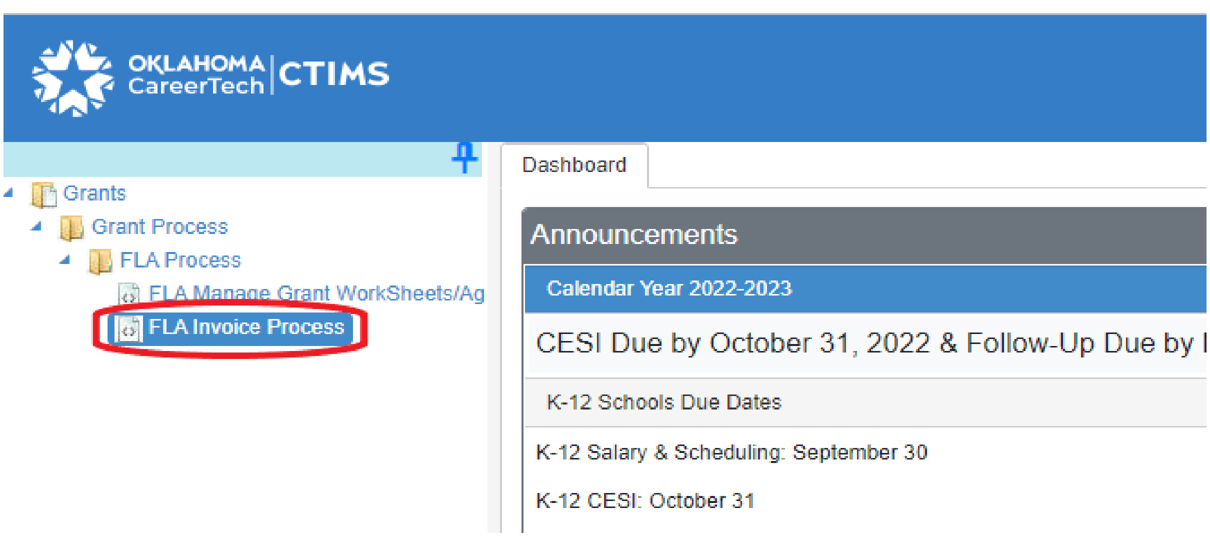
Step 4: Click the **(small blue triangle)** sign next to **Grant Process.**



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



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

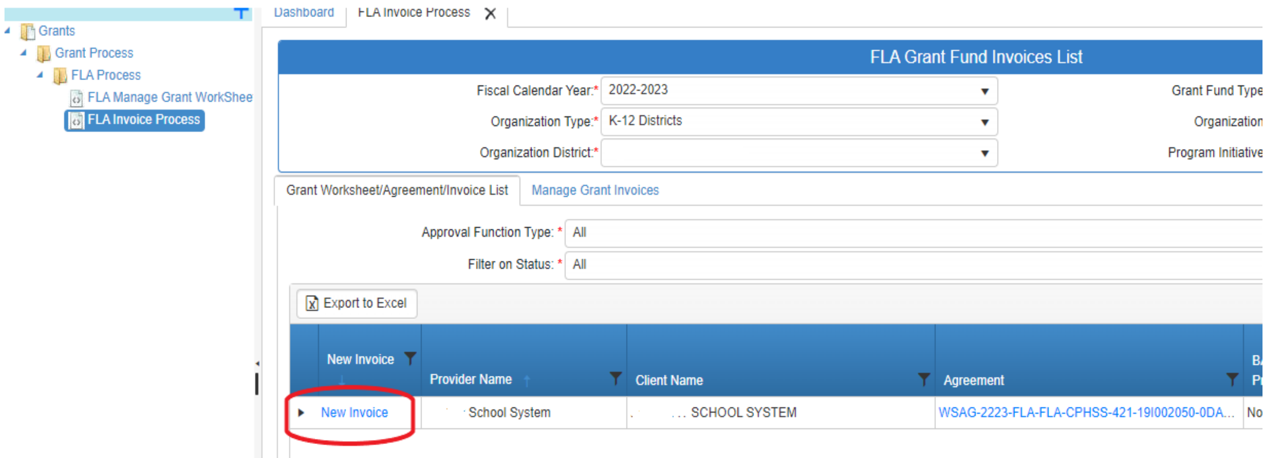


Step 7: Complete the requested information on this screen. **The tagged numbers on the screen shot correspond to the instruction steps below.** Many of these fields will automatically display based on your organization login credentials.

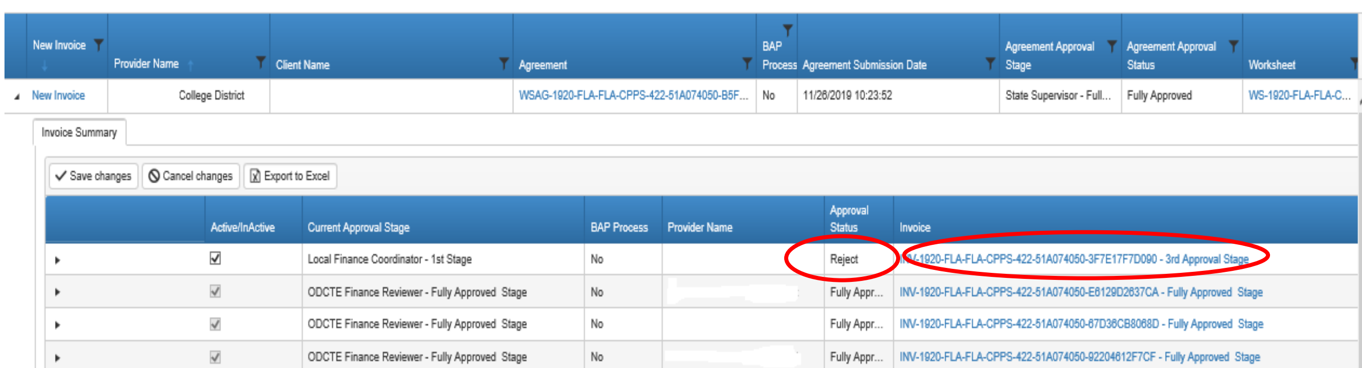
Note: The asterisks* represents a required field.

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.

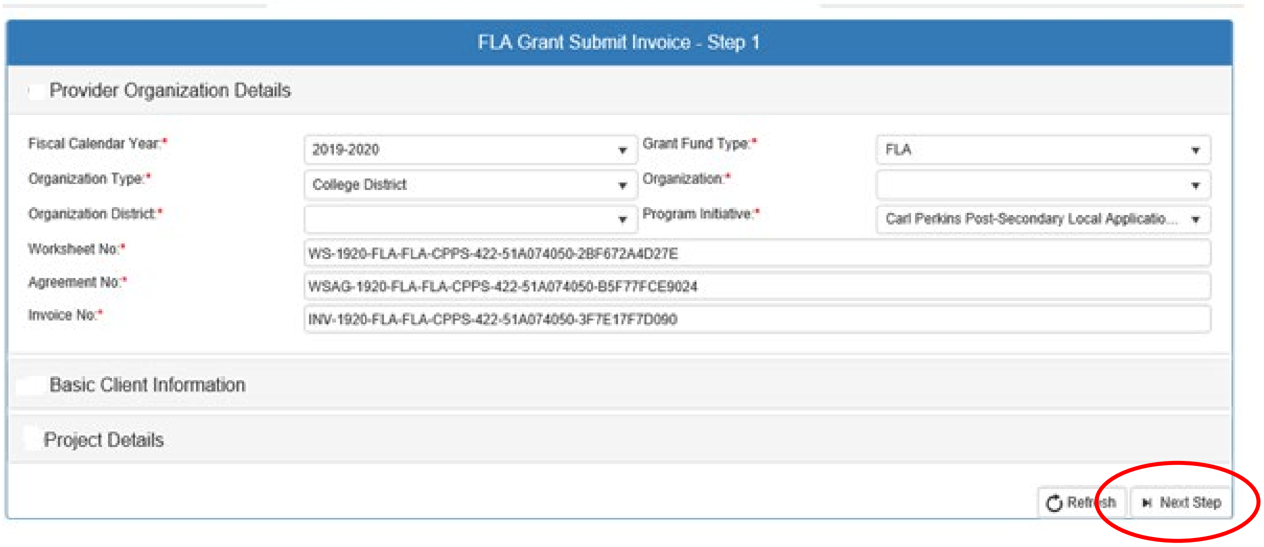
Step 8: To access your **Rejected Invoice**, click the ▶ **(small dark triangle)** sign to the left of the blue words **New Invoice**. **Do not click on the words "New Invoice."**



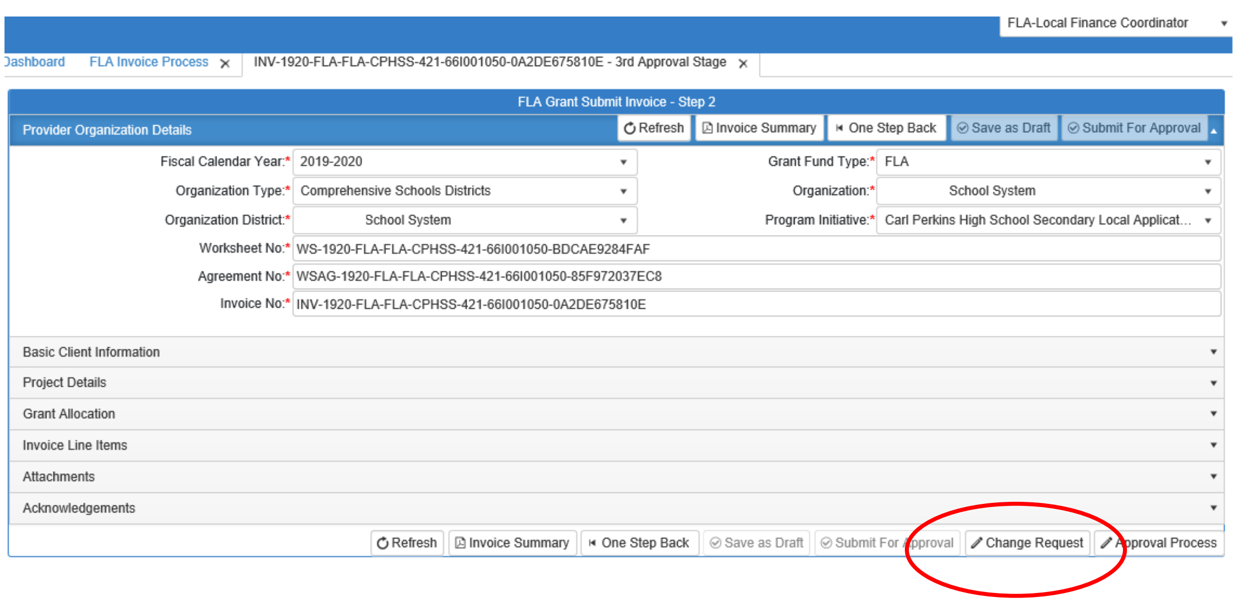
Step 9: In the dropdown section, scroll right until you see **Reject** in the Approval Status column then click on the **Invoice Number** link to the right. (The invoice number begins with INV-).



Step 10: Verify that the information is correct, then select **Next Step**.



Step 11: On the FLA Submit Grant Invoice – Step 2 page, select the **Change Request** button in the **lower right-hand side of the screen**. This is below the **Acknowledgement** section. You may have to use the scroll bar to move far enough to the right to find the Change Request button. **You must select the Change Request button before any changes you make to the invoice can be saved.**



Step 12: Corrections or additions can now be made to the invoice following the same procedures as outlined in Steps 10-16 in the "**Invoicing for Reimbursement Process**" section of this Guidebook.

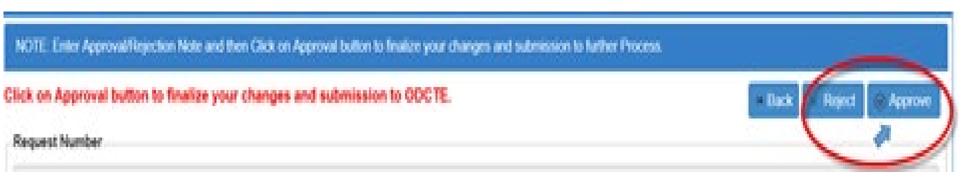
Editing Invoice Line Item Amounts – Steps 10 to 13

Select **"Save as Draft"** button underneath and right of the Acknowledgements.

Adding Attachments – Step 14

Acknowledgement Section and **Submitting for Approval** – Step 15

Step 13: After the "Submit for Approval" button has been selected, you may have a verification approval button at the top of your screen. If so, select the **Approve** button to fully submit your invoice back to ODCTE for review.



Agreement Budget Adjustment Process

The **Agreement** is a working copy of the finalized Worksheet. The initial Agreement, where the OCAS codes are added, must match your Worksheet and be approved by Perkins Administrators before any changes can be made

To make budget changes on an **Agreement** after it has been approved by the ODCTE staff, use the **Budget Adjustment Process**. A Budget Adjustment may include such things as adjusting budget amounts, adding new items to the budget, increasing/decreasing the number of items to be purchased, changing OCAS codes or inactivating previously approved budget items. **Attachments** can also be added during a Budget Adjustment. This process can only be performed by the **FLA Local Finance Coordinator**.

Requesting a Budget Adjustment:

Budget Adjustment approval is at the discretion of the Perkins Administration and is not guaranteed. Prior authorization should be obtained from your State Perkins Coordinator before initiating any Budget Adjustment.

Budget Adjustments must be in alignment with your submitted application and CLNA. In order to meet audit requirements when adding, removing or substituting budget line items, supporting budget narrative must be submitted. This narrative/documentation must be provided following the same format as in the local application.

Acceptable reasons to do a Budget Adjustment include:

- Approved item is no longer available
- Actual cost of an item was above/below budgeted amount
- Approved position was not filled or was vacated
- Correction to OCAS Coding is required

Unacceptable reasons to do a Budget Adjustment:

- To add unapproved items to your budget
- Deciding you want something different without adequate supporting documentation
- Adjusting the number of budgeted items without approval

Budget Adjustment Process Roles:

FLA Local Finance Coordinator

FLA State Initiative Coordinator

FLA State Initiative Supervisor

Making a Budget Adjustment:

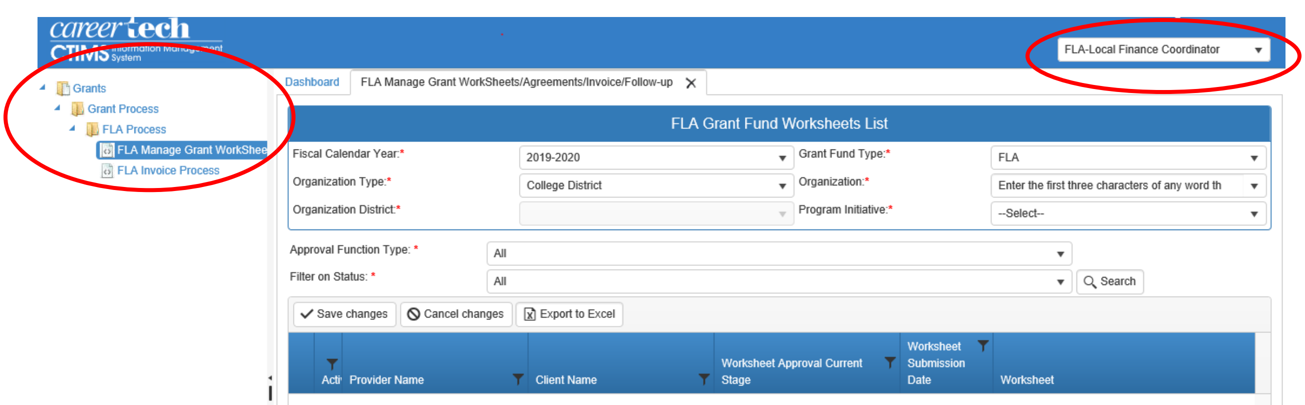
Once the Worksheet and the Agreement have been fully approved, you must go through the **Budget Adjustment Process** in order to make any changes to the **Agreement**.

Step 1: Using **Microsoft Edge, Mozilla Firefox or Google Chrome,** sign in using your school email and CTIMS password at https://ctims.okcareertech.org/CTBDSWeb/

Note: CTIMS is currently not compatible with other browsers.

Step 2: Verify that you are logged in with the role of a **FLA-Local Finance Coordinator** in the top right corner. From the menu on the left side of the screen make the following selections:

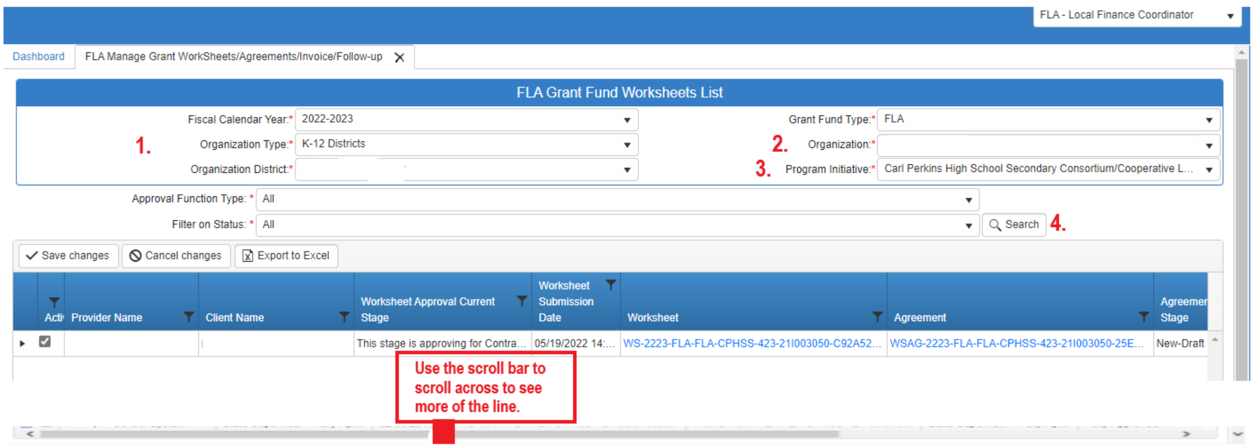
- **Grants**
  - **Grants Process**
    - **FLA Process**
      - **FLA Manage Grant Worksheets / Agreements / Invoice**



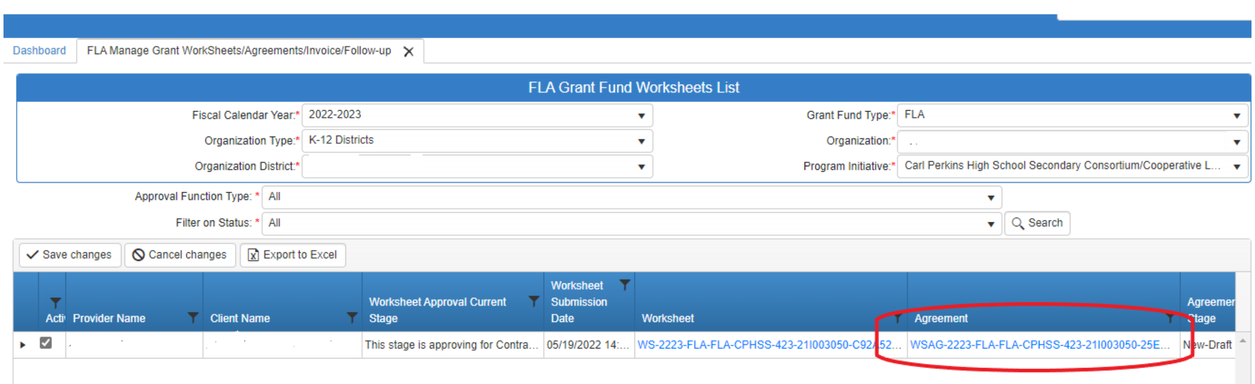
Step 3: Complete these sections of the FLA Grant Fund Worksheets List. **The tagged numbers on the screen shot correspond to the instruction steps below.**

Note: The red asterisks* represents a required field.

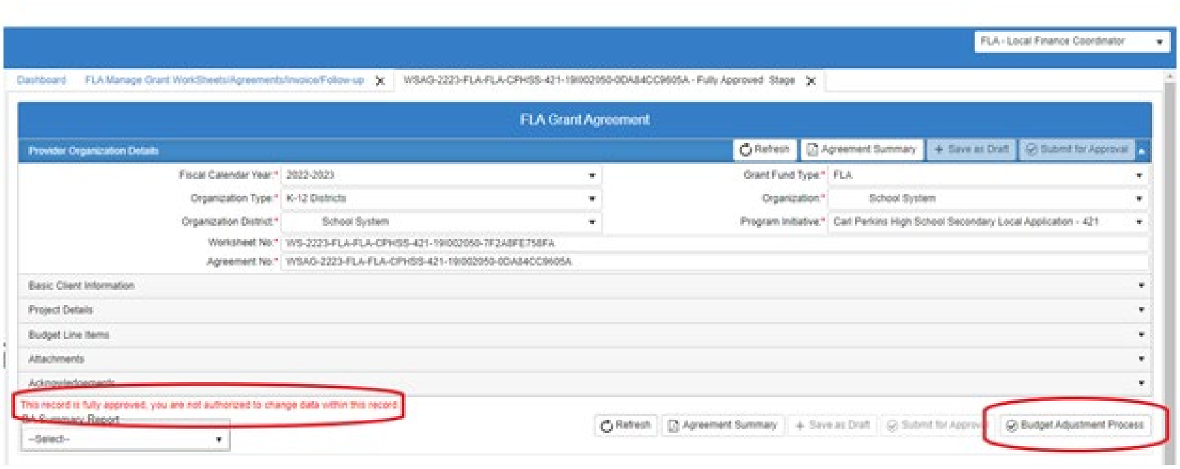
1. Select your correct **Organization Type*** from the dropdown menu.
2. Select your **Organization*** by typing in the first three characters of the name.
3. Select a **Program Initiative***.
4. Select the **Search** button.
5. Use the scroll bar to scroll to the **Agreement** column on the right.



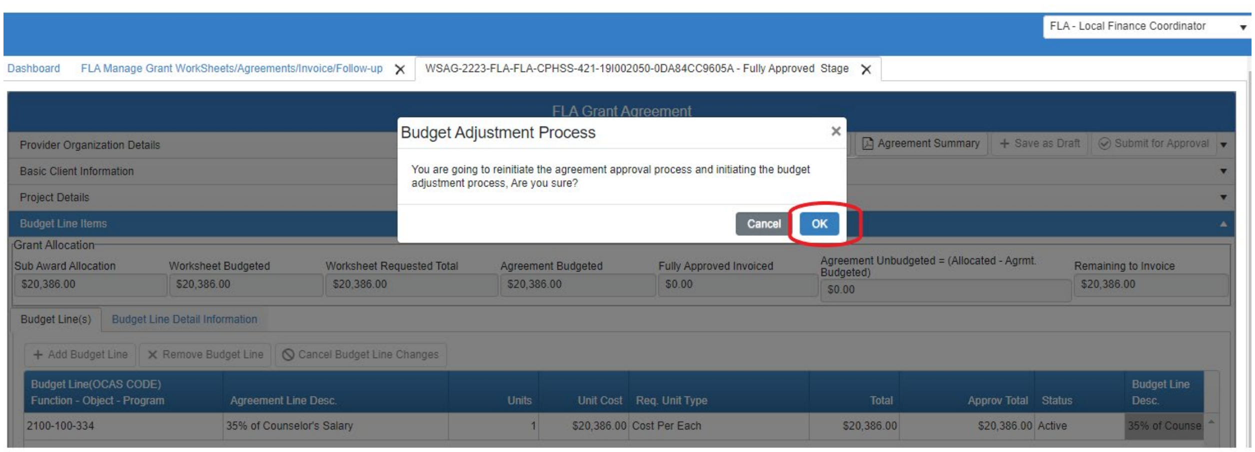
Step 4: In the **Budget Adjustment Process**, you will change the **Agreement**, not the Worksheet. Select the **Agreement Number** under the Agreement column. Agreement numbers always begin with WSAG-.



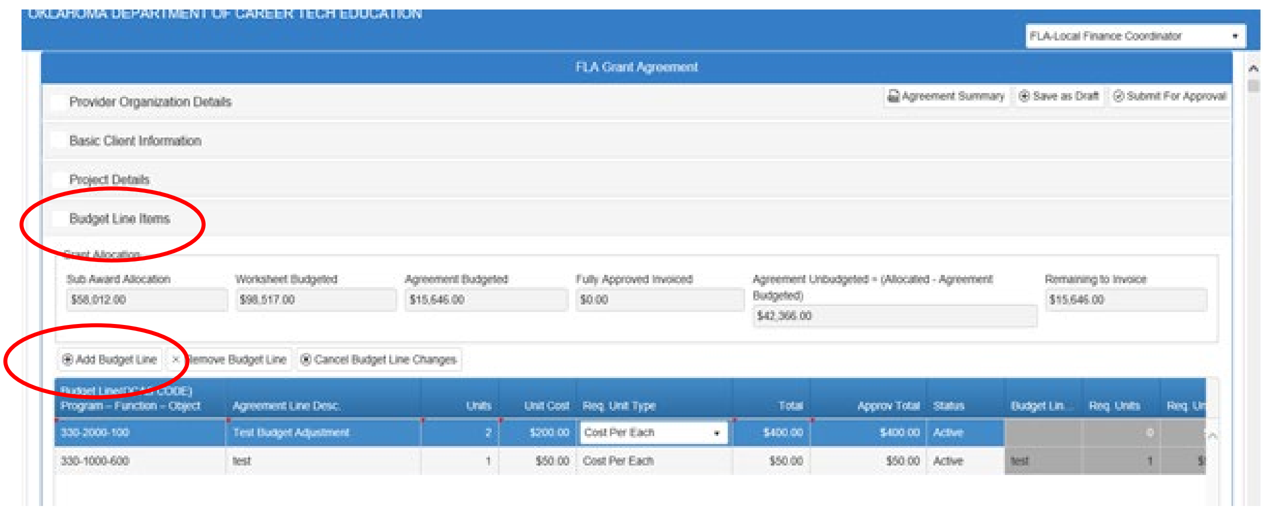
Step 5: On the FLA Grant Agreement page, the following message is displayed in red **"This record is fully approved, you are not authorized to change data within this record."** This indicates you cannot save change the Agreement without going through the Budget Adjustment Process. Select **Budget Adjustment Process** button to continue.



Step 6: If you want to make a Budget Adjustment, select **Yes** in the pop-up window. This will pull the Agreement out of approved status. You can then adjust the budget and go through the Agreement approval process again.



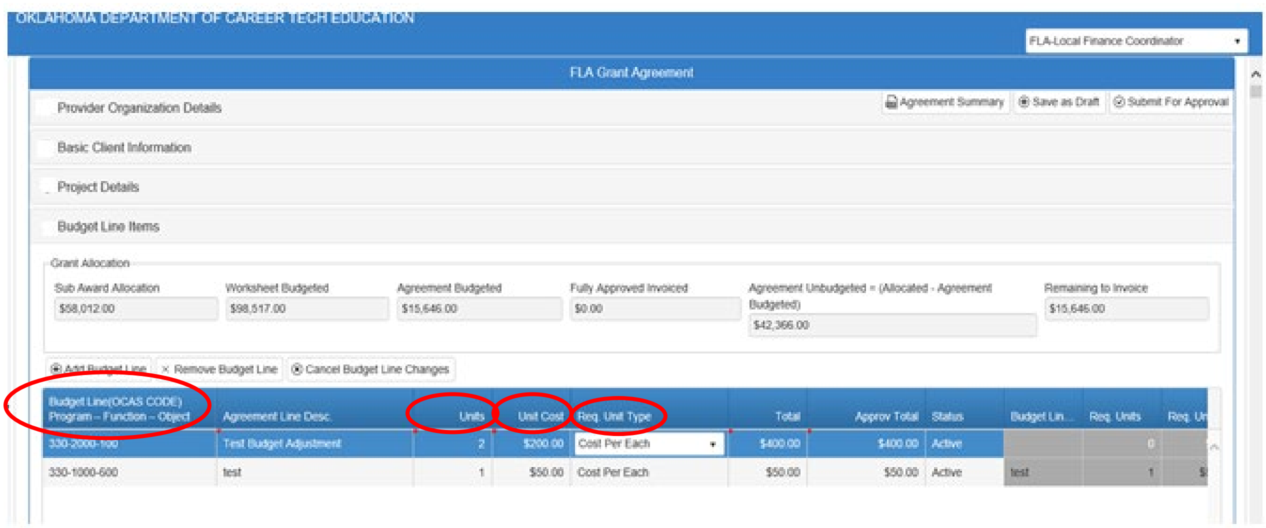
Step 7a: The Budget Adjustment Process can be used to make several different types of changes to your budget. If you need to **Add New Items to Your Budget**, click on **Budget Line Items.** Next, click on **Add Budget Line** to add additional lines to your budget. Complete all the required fields for the new budget line, including the OCAS code, Agreement Line Description, Units, Unit Cost and Req. Unit Type.



Step 7b: **Changes to an existing budget line item**. After the Budget Adjustment Process button has been selected, changes can now be made directly to an existing budget line item. Select the cell that you wish to change by clicking on it and then enter the new information. You may make changes to the following cells:

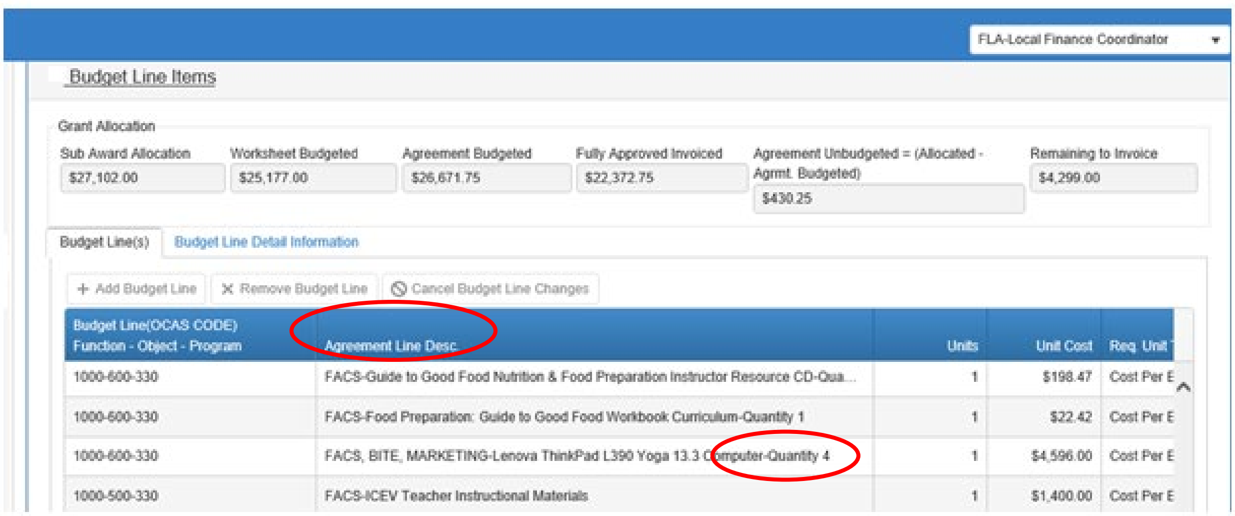
- **OCAS Codes**
- **Units (Number of items being purchased)**
- **Unit Cost (Cost of item has changed)**
- **Req. Unit Type (Unit types are each, class, unit or student)**

The Approved Total field will automatically update based on your choices.

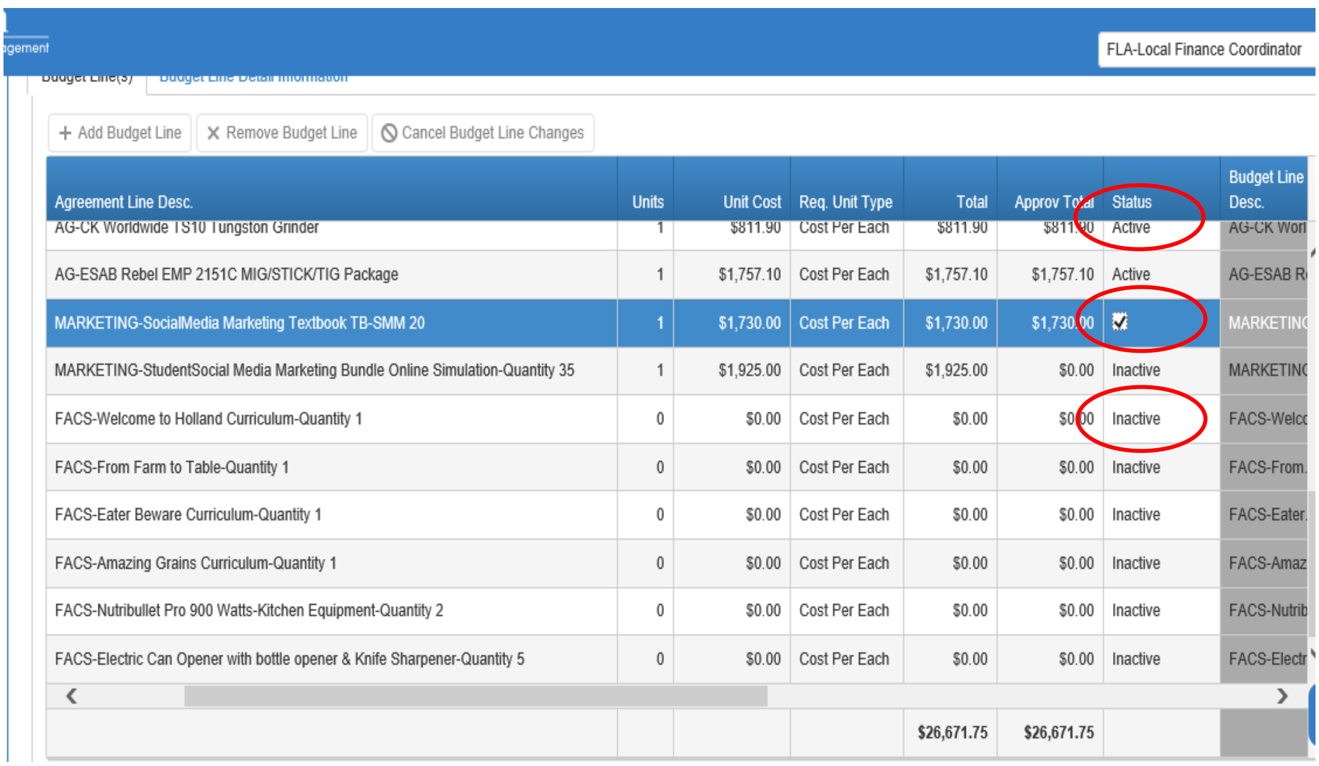


Step 7c: **Changing Agreement Line Descriptions**. You should not change the Agreement Line Description to create a new item. Always use the **Add Budget Line** feature to do that. The only permissible changes to an existing line description are to add **additional descriptors**, such as shipping and handling, or to **clarify the description**, such as listing specific accessories that are included with the purchase.

In order to match the actual invoice cost of an item to the budgeted total amount, it is occasionally necessary to add the number of units (Quantity being purchased) to the line description, change the Units to 1 and the Unit Cost to the total amount of the invoice.



Step 7d: **Inactivating a Budget Line Item**. You cannot use the **Remove a Budget Line** option once the original Agreement has been approved. You can, instead, change the status of a budget line to **Inactive** in order to remove it from your budget calculations. Use the scroll bar to scroll to the **Status** column on the right side. Click on the word **Active** then click on the **check-mark** so it no longer shows. After you Tab to the next column the Status should now show as Inactive and the line item and amount are no longer included in your budget.

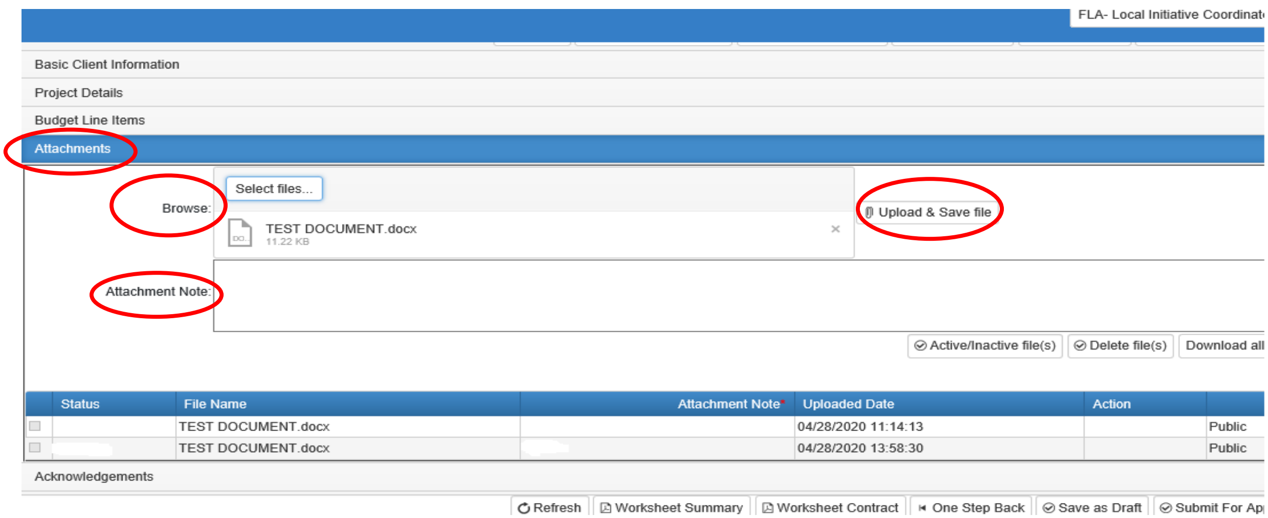


Agreement Line Desc.	Units	Unit Cost	Req. Unit Type	Total	Approv Total	Status	Budget Line Desc.
AG-CK Worldwide TS10 Tungston Grinder	1	$811.90	Cost Per Each	$811.90	$811.90	Active	AG-CK Worl
AG-ESAB Rebel EMP 2151C MIG/STICK/TIG Package	1	$1,757.10	Cost Per Each	$1,757.10	$1,757.10	Active	AG-ESAB R
MARKETING-SocialMedia Marketing Textbook TB-SMM 20	1	$1,730.00	Cost Per Each	$1,730.00	$1,730.00		MARKETING
MARKETING-StudentSocial Media Marketing Bundle Online Simulation-Quantity 35	1	$1,925.00	Cost Per Each	$1,925.00	$0.00	Inactive	MARKETING
FACS-Welcome to Holland Curriculum-Quantity 1	0	$0.00	Cost Per Each	$0.00	$0.00	Inactive	FACS-Welco
FACS-From Farm to Table-Quantity 1	0	$0.00	Cost Per Each	$0.00	$0.00	Inactive	FACS-From
FACS-Eater Beware Curriculum-Quantity 1	0	$0.00	Cost Per Each	$0.00	$0.00	Inactive	FACS-Eater
FACS-Amazing Grains Curriculum-Quantity 1	0	$0.00	Cost Per Each	$0.00	$0.00	Inactive	FACS-Amaz
FACS-Nutribullet Pro 900 Watts-Kitchen Equipment-Quantity 2	0	$0.00	Cost Per Each	$0.00	$0.00	Inactive	FACS-Nutrib
FACS-Electric Can Opener with bottle opener & Knife Sharpener-Quantity 5	0	$0.00	Cost Per Each	$0.00	$0.00	Inactive	FACS-Electr
				$26,671.75	$26,671.75		

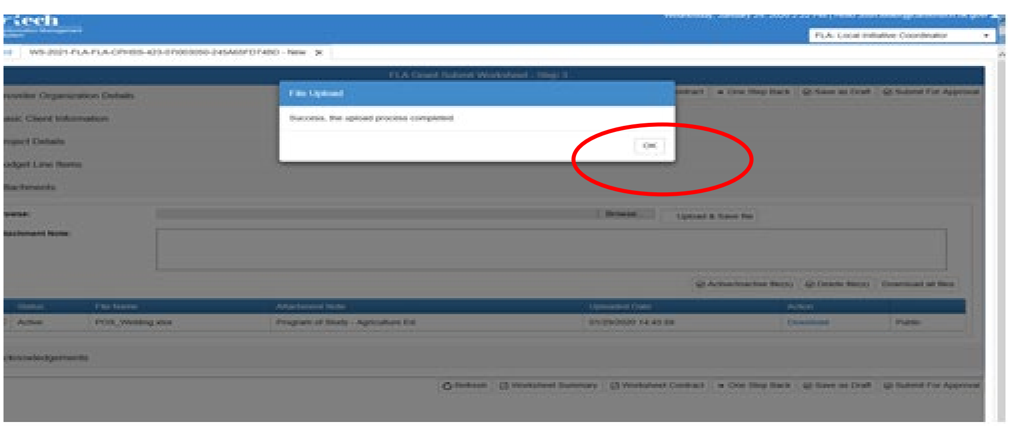
It is highly recommended that you execute a **Save As Draft** after completing changes to the Budget Line Item section. CTIMS will produce a **pop-up error message** if any of the changes you have made are incorrect. You can then make corrections before moving onto the next step.

Step 8: **Attachments.** If new Attachments, such as additional Programs of Study, an updated CLNA or Budget Narrative for new purchases, need to be added to your Agreement, click on the word **"Attachments"**.

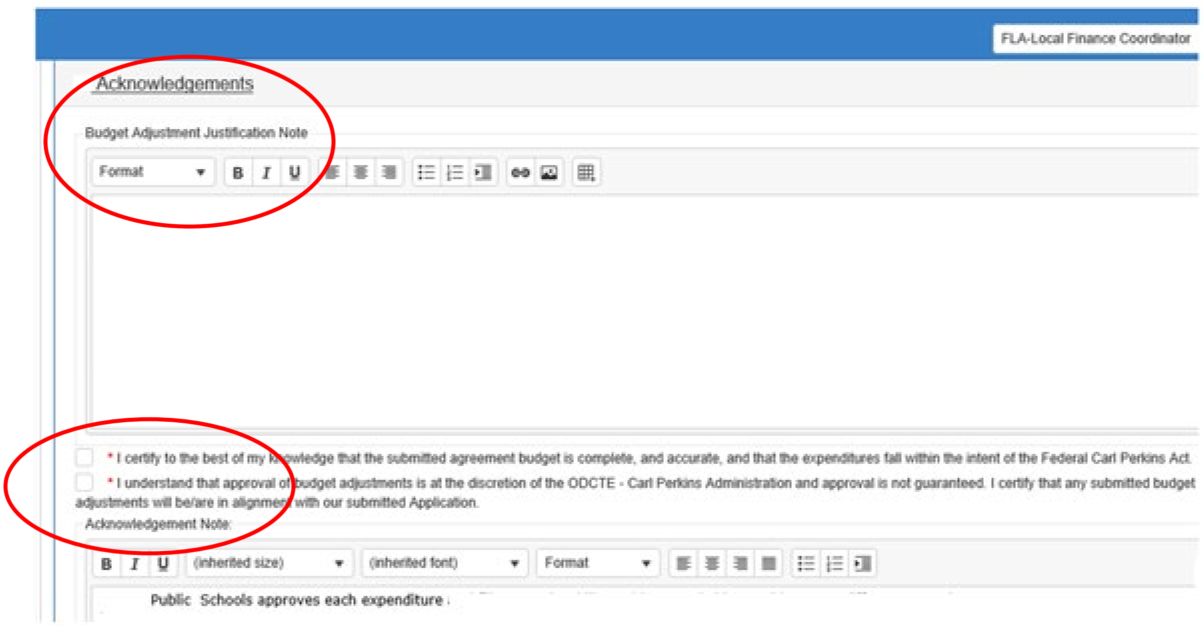
After saving all of your documents on your local computer, use the **Browse** and the **Upload & Save file** buttons to attach your documents to the Agreement. Click the **Browse** button, which will open your local computers file system. Navigate to the folder where you saved the files you want to upload. Select a single file to upload and click the **Open** button. You should now see a named **document icon** listed in the space under the Select Files button. If the icon lists the file you wish to upload, type in an Attachment Note (optional) and select the **Upload & Save file** button.



If the **Upload & Save** was successful, a pop up box as shown below will appear. Select **OK** then repeat these steps for each file you need to attach to the Agreement.

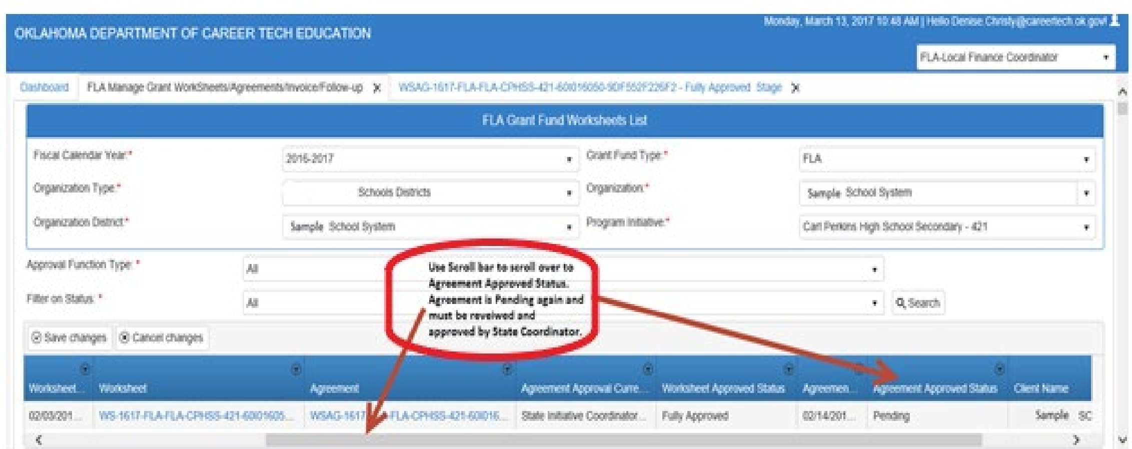


Step 9: Before submitting your budget changes, you must go into the **Acknowledgements** section and enter a **Budget Adjustment Justification Note.** In this note field you should describe **ALL THE CHANGES** you have made to your budget Agreement and the **Reason(s)** for doing so. You will also need to click in the two **Validation/Certification Boxes** with **red asterisks (*)** and make sure something is written in the **Acknowledgement Note** field.



Step 10: Select the **Submit for Approval** button (on either the top or bottom of the page) to send the **Budget Adjustment** through the approval process.

Step 11: You can check the status of the adjusted budget by going back into the **FLA Manage Grant Worksheets / Agreements / Invoice menu**. Use the scroll button to move to the right, then look at the status under **Agreement Approval Status**.



Budget Adjustment After an Invoice is Started

Budget Adjustments should be completed before you begin an invoice. If you do not realize you need to do a Budget Adjustment until after you have started an invoice, there are specific steps you can take.

Once you have added budget line item amounts to an Invoice, CTIMS sees those amounts as "encumbered" and will prevent those funds being moved during a Budget Adjustment. **Initiating a Budget Adjustment Process will lock down all invoicing abilities until the Adjustment is approved.**

If you have **not saved your Invoice** when you realize an adjustment is needed, it is best just to close out of the invoice process before you save a draft of it. You should then be able to do your Budget Adjustment and return to the Invoicing process without any complications. (See Agreement Budget Adjustment Process in this Guidebook for detailed instructions).

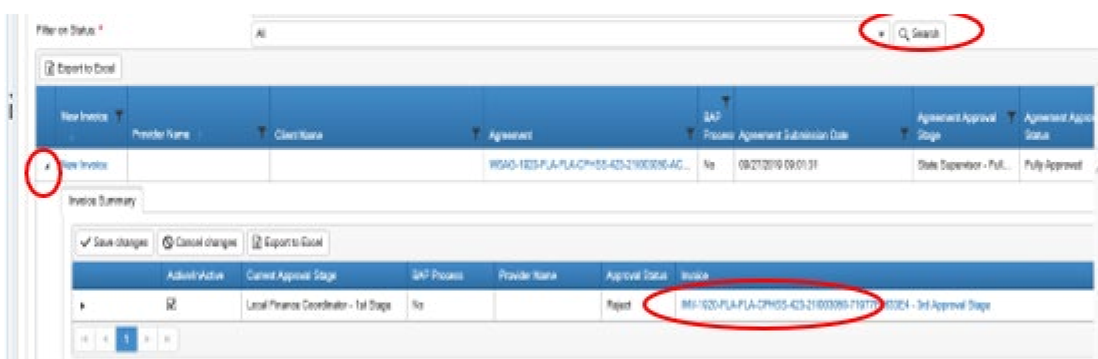
If you have already **saved a draft of your Invoice** when you discover you need to do a Budget Adjustment, you must **Inactivate all the Invoice Line Items you will be changing during the Budget Adjustment Process.** This must be done **BEFORE** you open your Agreement start the Budget Adjustment Process.

Step 1: **Open your Invoice and Start a Change Request.** (Detailed instructions for this process can be found in the FLA Invoice Change Request section of this Guidebook). Log into CTIMS as the **FLA Local Finance Coordinator**.

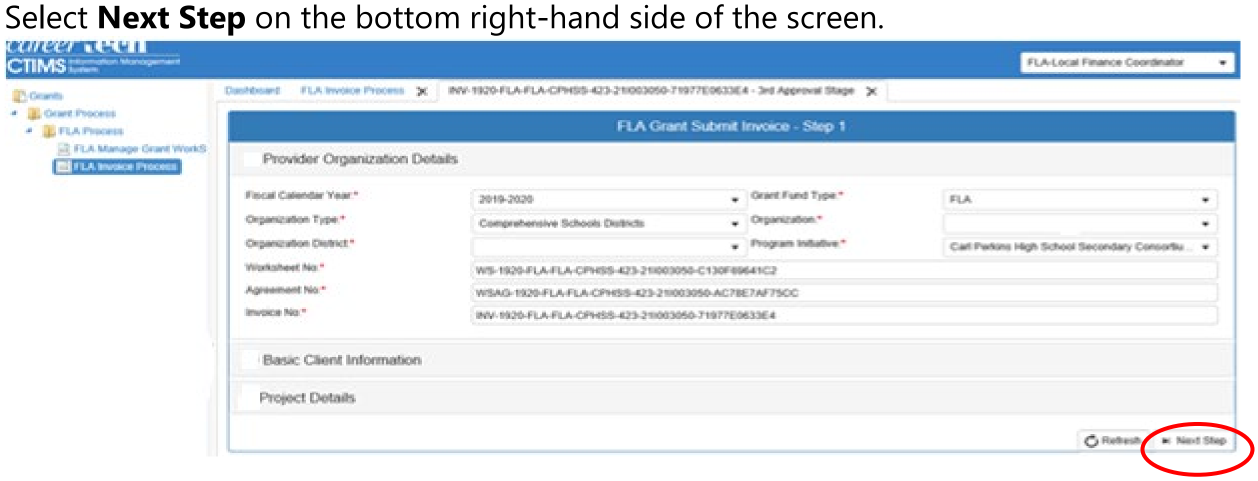
- From the left-hand menu select:
  - **Grants**
    - **Grant Process**
      - **FLA Process**
        - **FLA Invoice Process**
- Complete this information in the FLA Grant Fund Invoices List:
  - **Organization Type**
    - **Organization (name)**
      - **Program Initiative**
        - **Search**

- Click on the ▶ **small dark triangle** to the left of the words **New Invoice** to open the Invoice Summary section. **Do not select the words "New Invoice."**

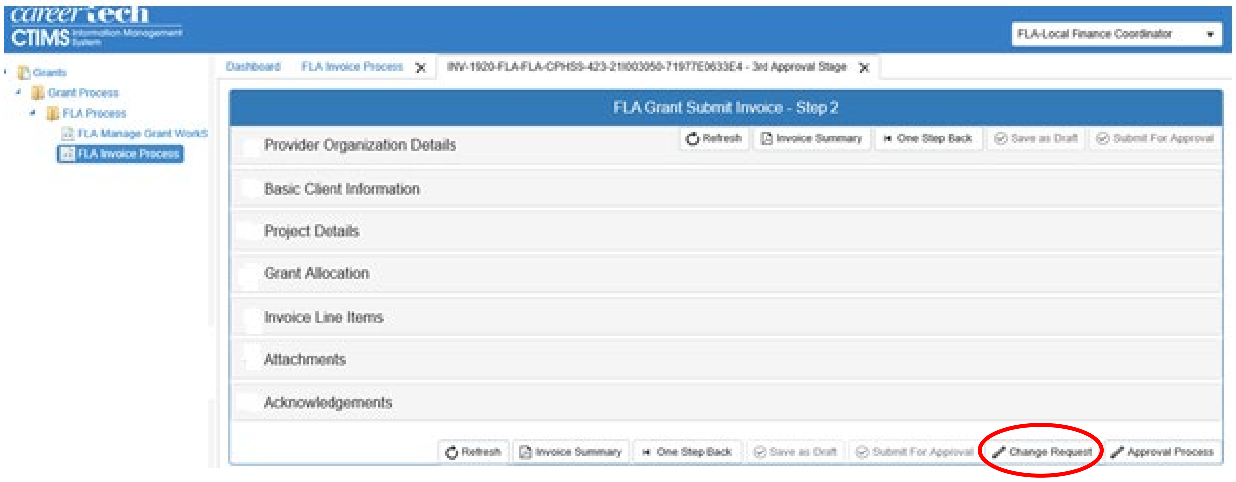
- Use the scroll bar to move to the right and click on/select the applicable **Invoice Number** (the one you need to change).



- Select **Next Step** on the bottom right-hand side of the screen.

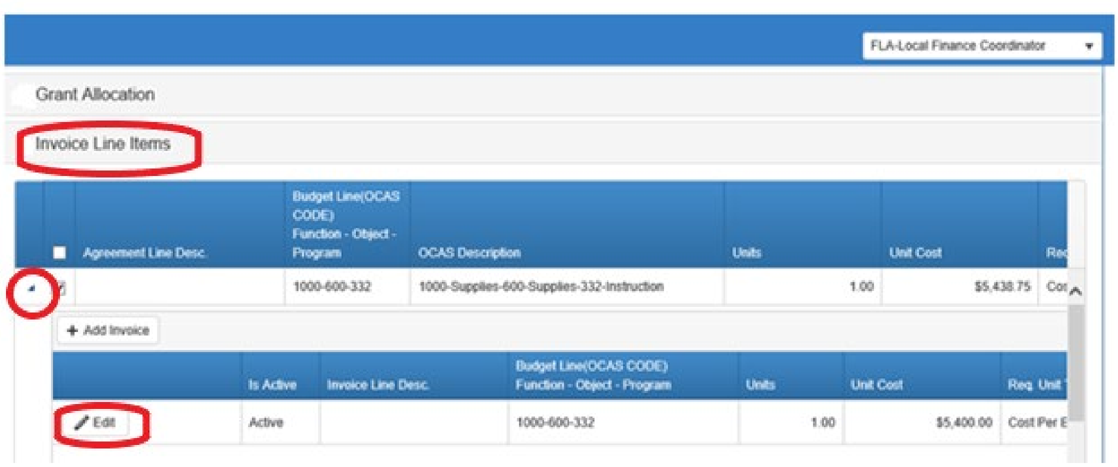


- **Note:** If your invoice has been **Rejected** (is not in Draft status), you will need to select the **Change Request** button on the bottom right-hand side of the screen before continuing. You may need to scroll right in order to make this button visible.

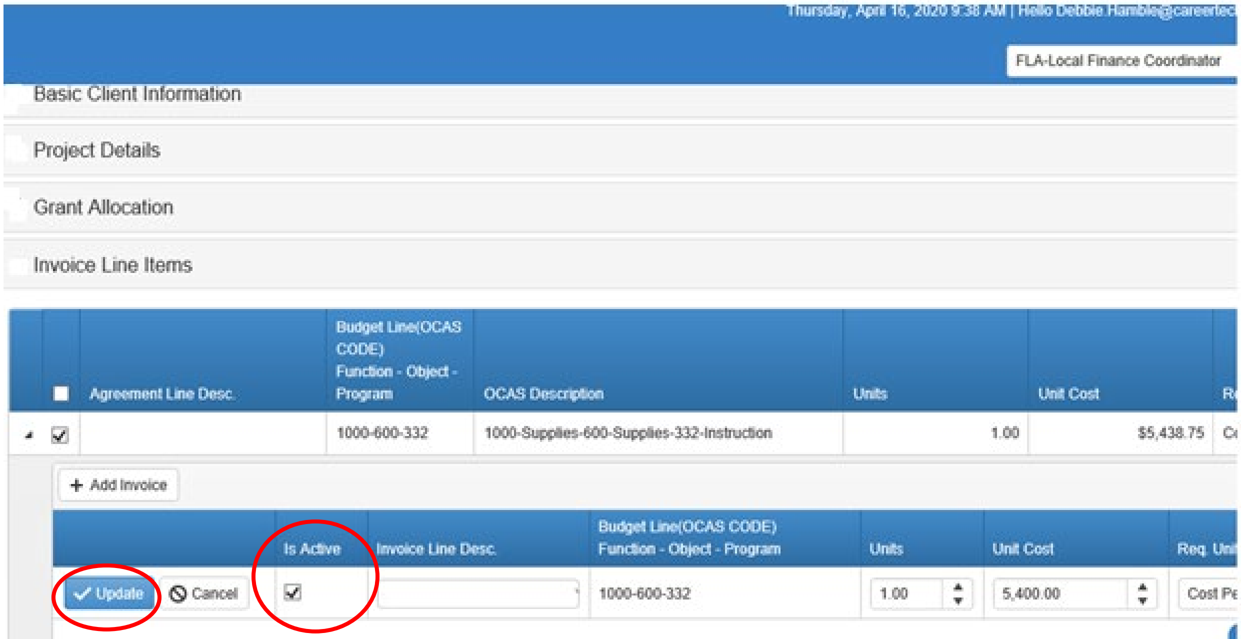


Step 2: Inactivate Invoice Lines. You will need to inactivate every Invoice Line Item you will be making adjustments to during the Budget Adjustment Process.

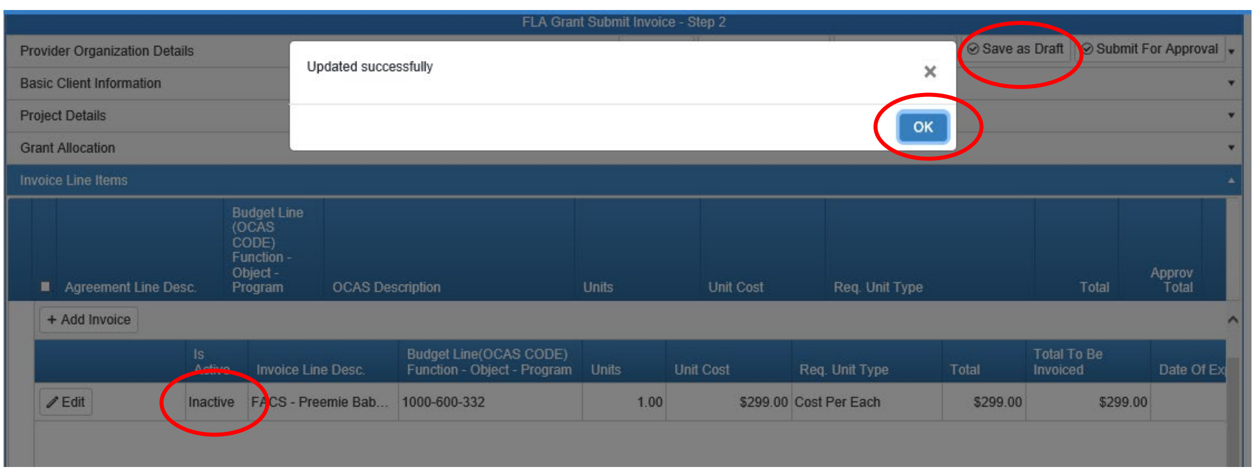
- Under **Invoice Line Items**, locate the invoice line you wish to inactivate.
- Click on the ▶ **small dark triangle** to the left of the Agreement Line Description and check box.
- Click on the **Edit** button.



- Under the **Is Active** column, click on checkmark in the box to "uncheck" it.
- Go back to the left and click the **Update** button.



- The **Is Active** status should now read **Inactive**. If successful you will receive a confirmation pop-up box. Click on the **OK.**



- Repeat these steps for every line you need to Inactivate. When you are done editing a line you can click on the **small dark triangle to the left** of the Agreement Line Description to collapse this section back down for easier viewing.
- When finished inactivating lines, select the **Save As Draft** button from either the top or the bottom of the screen and exit the Invoicing Process.

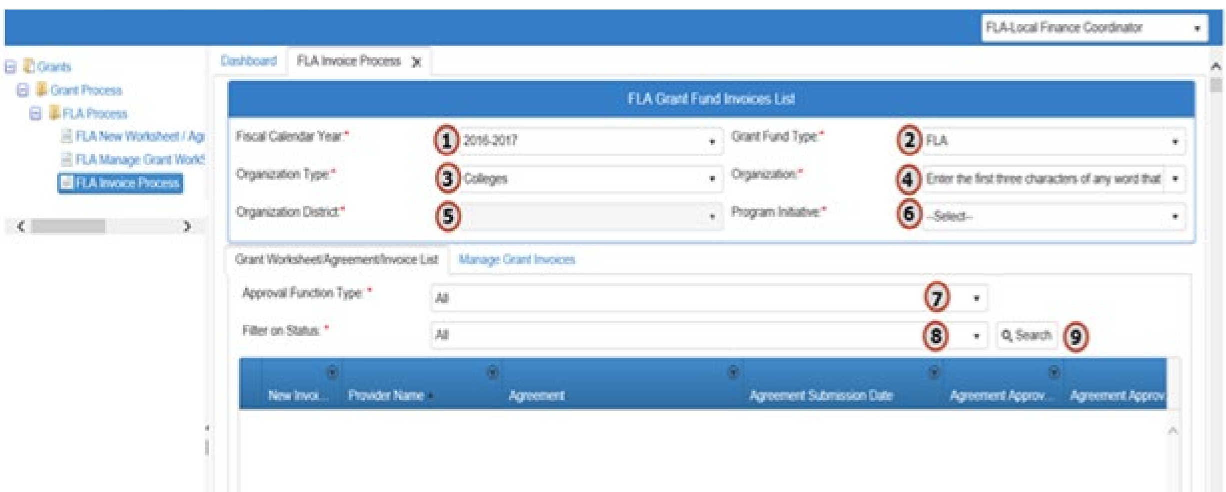
Step 3: Complete the Budget Adjustment.

Go back to the Dashboard tab (first page after logging into CTIMS) and select the following **from the menu on the left side:**

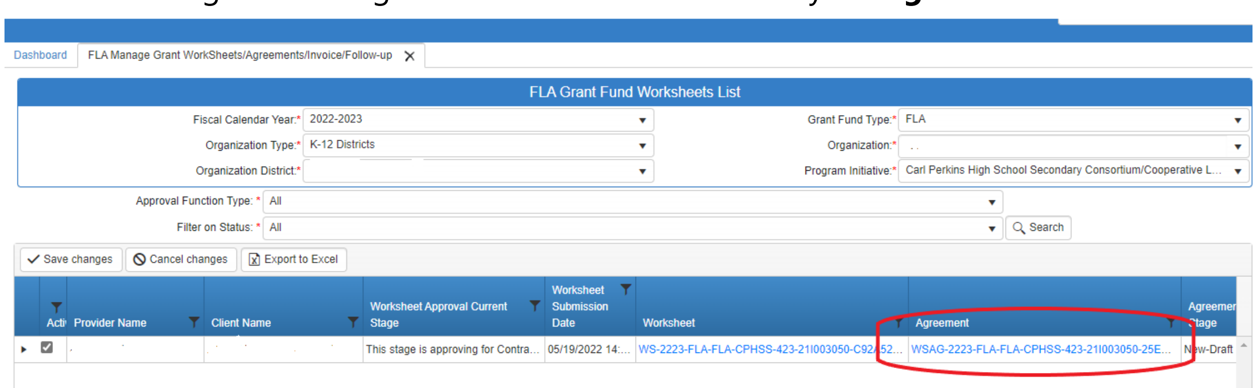
- **Grant**
  - **Grant Process**
    - **FLA Process**
      - **FLA Manage Grant Worksheets/Agreements/Invoices**

Complete the information in the FLA Grant Fund Invoices List:

- **Organization Type**
  - **Organization (name)**
    - **Program Initiative**
      - **Search**



Scroll to the right to the Agreement column and click on your **Agreement Number.**



Complete the **Budget Adjustment Process.** See the Budget Adjustment Process earlier in this Guidebook for detailed instructions.

- Select the Budget **Adjustment Process Button** on the bottom right-hand side of the screen.
  - **Edit** the individual budget line items as necessary.
    - **Save as Draft**
      - Complete the **Acknowledgement** Section, including Budget Adjustment Justification Note.
        - **Submit for Approval**.
          - **Exit** the Agreement process.

Step 4: Completing Your Invoice – Reactivating Invoice Line Items

Once the Perkins staff has approved your Budget Adjustment you should go back to your invoice, reactivate your invoice line items, and finish your invoicing process.

Go back to the Dashboard tab (first page after logging into CTIMS) and select the following from the menu on the left side:

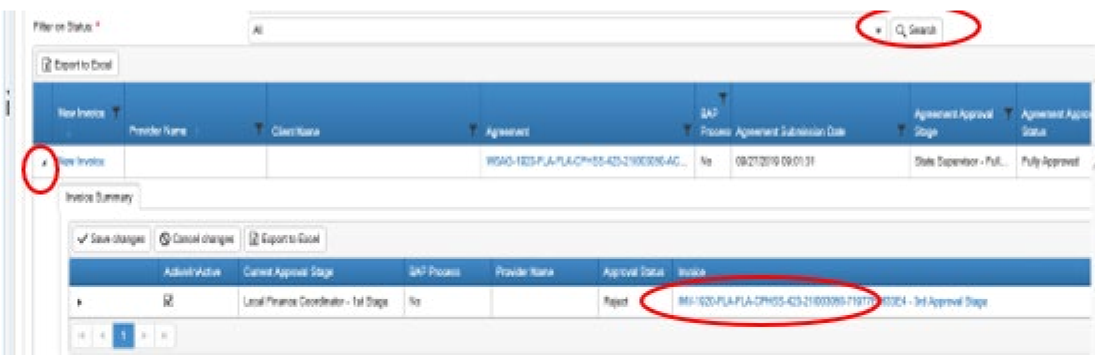
- **Grant**
  - **Grant Process**
    - **FLA Process**
      - **FLA Invoice Process**

Complete the information in the FLA Grant Fund Invoices List:

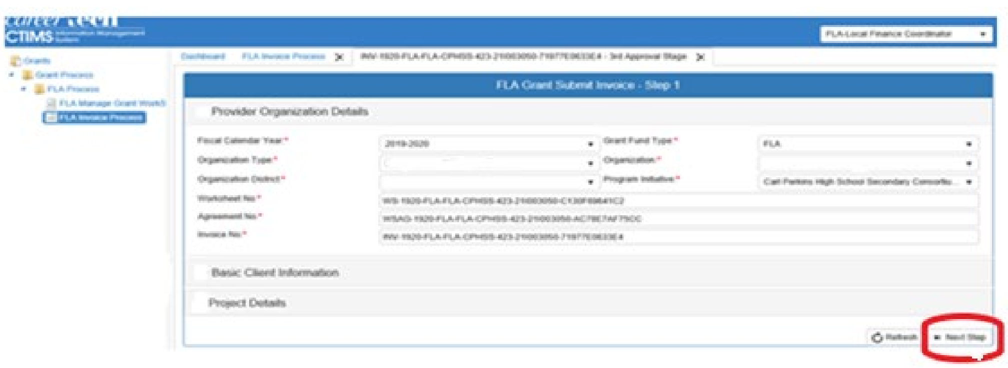
- **Organization Type**
  - **Organization (name)**
    - **Program Initiative**
      - **Search**

Click on the ▶ **small dark triangle** to the left of the words **New Invoice** to open the Invoice Summary section.

Use the scroll bar to move to the right and click on/select the applicable **Invoice Number** (the one you need to reactivate lines on).

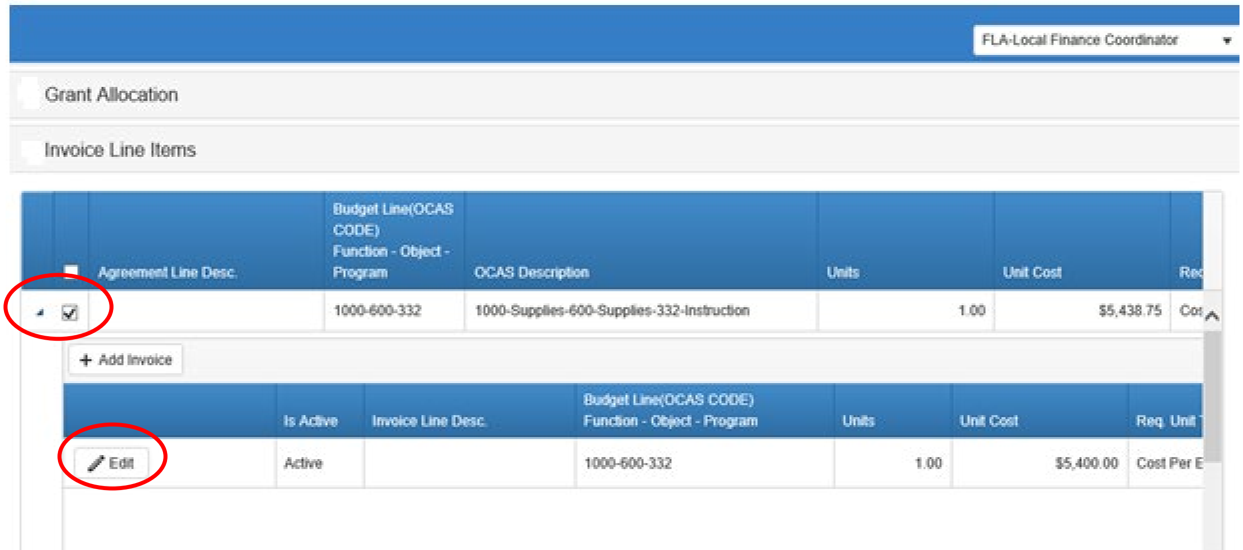


Select **Next Step** on the bottom right-hand side of the screen.

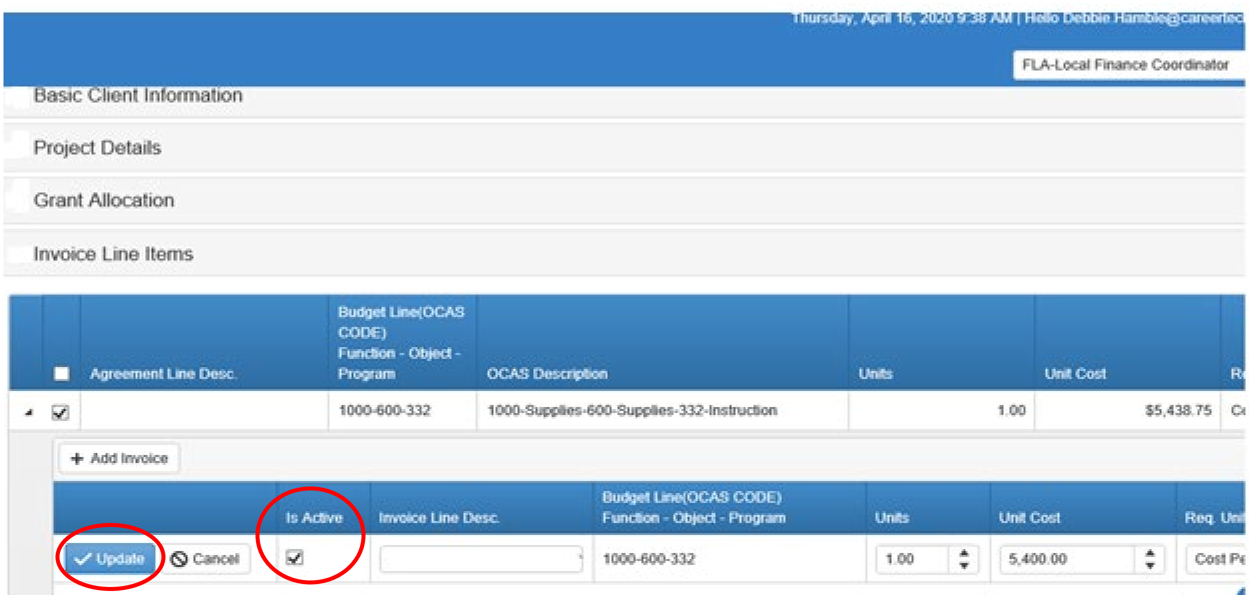


You will now need to **Reactivate** every **Invoice Line Item** that you previously inactivated by reversing the previous process.

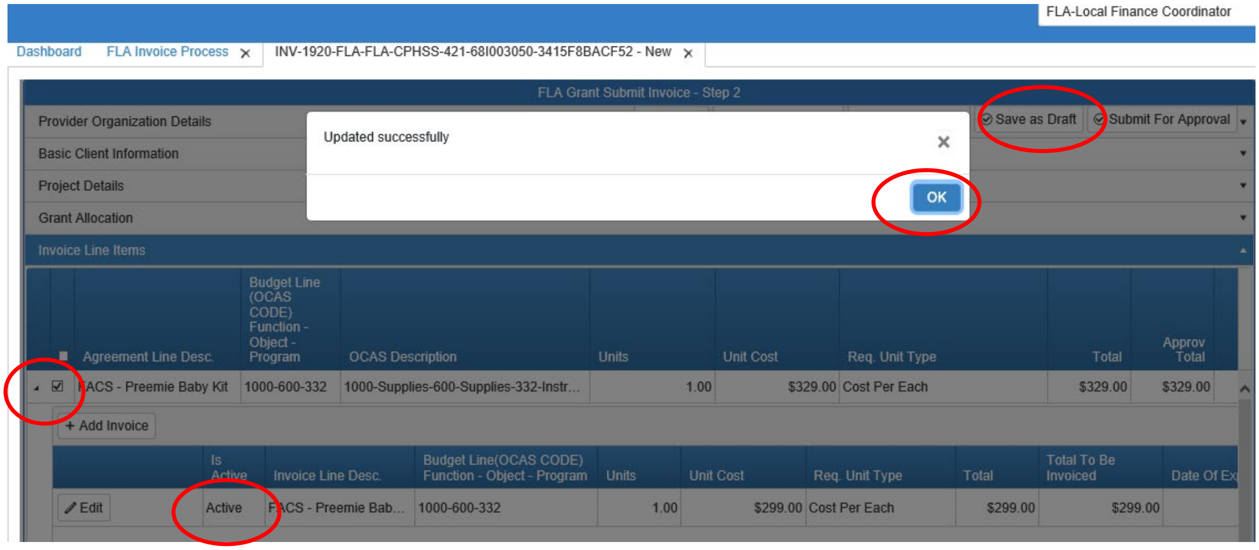
- Click on the **small dark triangle** to the left of the Agreement Line Description and check box.
- Click on the **Edit** button.



- Under the **"Is Active"** column, click on the empty checkbox so that a checkmark appears.
- Go back to the left and click the **Update** button.



- The "**Is Active" status** should now read **Active**. If successful you will receive a confirmation pop-up box. Click on the **OK.**



- Repeat these steps for every line you need to **Reactivate**. After you activate a line you can click on the **small dark triangle** by the Agreement Line Description to collapse this section back down for easier viewing.

- When you have finished reactivating all of the line items and have completed all the selections for your budget invoice, click on the **Save As Draft** button from either the top or the bottom of the screen.

- At this point, select the **Invoice Summary** button to view your Invoice and ensure that all items you wish to submit for reimbursement are included and the **Total Invoiced** amount is correct.

- Complete your **Attachment** section by Uploading and Saving the appropriate documentation (Expenditure Reports, Invoices, Receipts).

- Complete the **Acknowledgement** section by clicking the certification boxes with **red asterisks *** and entering the **exact same Date Range** as was used on Your Expenditure Reports.

- Select the **Submit For Approval** button.