Invoice Process

Roles for the FLA Invoice Process:

FLA Local Finance Coordinator



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/Claim for Reimbursement**.

Step 1: Using **Microsoft Edge, Modzilla Firefox or Google Chrome**, 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.

OKLAHOMA CareerTech		Friday, O	Cober 21, 2022 9:24 AM Help Debts Hannes Generation and the Second Sec
- 🔐 Grants	Dashboard		
Grants	Announcements	User Profile	
	Calendar Year 2022-2023	Name	Oklahoma Department of Career and Technology Education
	CESI Due by October 31, 2022 & Follow-Up Due by November 30, 2022	Short Name	ODCTE
	CLSI Due by October 31, 2022 & Poliow-op Due by November 30, 2022	Organization Code	601000000

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

OKLAHOMA CTIMS	
Grants	Dashboard
U	Announcements
	Calendar Year 2022-2023
	CESI Due by October 31, 2022 & Follow-Up Due by

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

₽ Grants	Dashboard
Grant Process	Announcements
	Calendar Year 2022-2023
	CESI Due by October 31, 2022 & Follow-Up Due by I

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

🕇 🖉 Grants	Dashboard
Grant Process FLA Process	Announcements
	Calendar Year 2022-2023
	CESI Due by October 31, 2022 & Follow-Up Due by November 30,
	K-12 Schools Due Dates
	K-12 Salary & Scheduling: September 30

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

Grants	Dashboard
Grant Process FLA Process	Announcements
FLA Manage Grant WorkSheets/Ag	Calendar Year 2022-2023
FLA Invoice Process	CESI Due by October 31, 2022 & Follow-Up Due by I
	K-12 Schools Due Dates
	K-12 Salary & Scheduling: September 30
	K-12 CESI: October 31

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.

Grant Process			FLA Grant Fund Invoices List		
E FLA New Worksheet / Ag	Fiscal Calendar Year.*	2016-2017	Grant Fund Type.*	2 FLA	
RLA Manage Grant Work!	Organization Type*	3 Colleges	• Organization.*	(4) Enter the first three characters of any word th	at
,	Organization District.*	5	 Program Initiative* 	6 -Seed-	
	Grant WorksheetiAgreement/Invo	ce List Manage Grant Invoices			-
	Approval Function Type.*	Al		7 - 10 - 10 - 10 - 10 - 10 - 10 - 10 - 1	
	Filter on Status: *	Al		8 • 9, Search 9	
				9 9	
	New Invol. Provider N	ane Agreenent	Agreement Submiss	sion Date Agreement Approv Agreement App	eov.

Step 8: After clicking the **Search** button, click on the blue words **New Invoice** to start the new **Invoice Process**.

Note: To see the status of a **Draft Invoice** in process or an invoice 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 the **"View Status of Submitted Invoice"** section of this Guidebook.

Grants	Dashboard FLA Invoice Process X	
Grant Process	FLA Grant Fu	nd Invoices List
 FLA Process FLA Manage Grant WorkShee 	Fiscal Calendar Year.* 2022-2023	▼ Grant Fund Type
FLA Invoice Process	Organization Type:* K-12 Districts	 Organization
	Organization District*	 Program Initiative
	Grant Worksheet/Agreement/Invoice List Manage Grant Invoices	
	Approval Function Type: All	
	Filter on Status: All Export to Excel	
i	New Invoice Y Provider Name Y Client Name Y Agree	B, ement ₹ Pi
	New Invoice School System School System WSA	G-2223-FLA-FLA-CPHSS-421-191002050-0DA No

Step 9: Verify that the information is correct, then select **Save & Next**.

Grant Process			FLA Grant Submit Invoice - Ste	p 1		
FLA Manage Grant WorkShee FLA Invoice Process	Provider Organization Details					•
D PLAINVOICE Process	Fiscal Calendar Year.*	2022-2023	Y	Grant Fund Type:*	FLA	•
	Organization Type:*	K-12 Districts	*	Organization:*	School System	•
	Organization District*	School System		Program Initiative:*	Carl Perkins High School Secondary Local Application - 421	
	Worksheet No.*	WS-2223-FLA-FLA-CPHSS-421-191002050-	-7F2A8FE758FA			
	Agreement No:*	WSAG-2223-FLA-FLA-CPHSS-421-1910020	050-0DA84CC9605A			
	Invoice No.*	INV-2223-FLA-FLA-CPHSS-421-191002050-	-5A1F5EC03835			
	Basic Client Information					•
	Project Details					
	Invoice No.*				ŌR	Refresh 🖌 Sar

Step 10(a): Under the **Invoice Line Items** tab, select the Agreement Line Desc (Description) you want to add to your Invoice. The system <u>will default to claim the full</u> <u>budget line amount</u>. If you want to claim the full amount shown in the **"Total"** column, simply <u>click in the check box to the left of the description</u>. 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**.

FLA Process				FLA Grant Su	bmit Invoice	- Step 2				
FLA Manage Grant WorkShee	Provi	der Organization Details				C Rafesh 🖸 Invoi	e Summary 🛛 🛪 One Step Back	Save as Dra	t ⊗ Subm	t For Appro
	Basic	Client Information								
	Proje	ct Details								
	Grant	Allocation								
	Invoid	ce Line Items								
i		Agreement Line Desc.	Budget Line(OCAS CODE) Function - Object - Program	OCAS Description	Units	Unit Cent	Reg. Unit Type	Total	lęprov Total	A4. 10 1
	• 0	School BITE (9) C	1000-600-332	1000-Supplies-800-Supplies-332-Instruction	1.00	\$5,438.75	Cost Per Each	\$5,438.75	\$5,438.75	4,
		Public School Ag (17) 31	1000-800-332	1000-Supplies-800-Supplies-332-Instruction	1.00	\$4,200.00	Cost Per Each	\$4,200.80	\$4,280.00	1
	• 2	Panic Schools BiTE (2)	1000-800-302	1000-Supplies-800-Supplies-332-Instruction	1.00	\$361.30	Cost Per Each	\$361.30	\$381.30	
	• 2	Public Ichools Ag HP 1	1000-800-332	1000-Supplies-800-Supplies-332-Instruction	1.00	\$3,400.00	Cost Per Each	\$3,400.00	\$3,00.00	
(1.00	\$940.00	Cost Per Each	\$940.00	\$940.00	
	• 2	Public Schools Ag Lapt	1000-800-332	1000-Supplies-800-Supplies-332-Instruction	1.00	2010.00	CONT OF BRIDE			

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.

woice Process												
	Basic Client Information	n										
	Project Details											
	Grant Allocation											
	Invoice Line items											
i	Agreement Line Desc	Budget Line(DC GCOE) Function - Objec Program			Units	Unit Cast		Reg Unit Typ		Total	Approx Total	Ad. 101
(• 😥 Public School	B/TE (2) 1000-600-332	1000-Supplies-M	00-Supples-332-Instruction	1.00		\$361.30	Cost Per Ead	A	\$361.30	\$361.30	
	+ CZ Public School	Ag HP 1 1000-800-332	1000-Supples-6	00-Supples-332-Instruction	1.00		\$3,400.00	Cost Per Eac		\$3,400.00	\$3,400.00	
	+ 2 Public School + Add Invoice	Ag HP 1 1000-800-332	1000-Supples-8	00-Supplies-332-Instruction	1.00		\$1,400.00	Cost Per Eac	•	\$3,400.00	\$3,400.00	
(b Active Invoice Li		Budget Line(OCAS CODE) Function - Object - Program	ų		Unit Cent		Reg. Unit Type		1451	Total To B
	/ 50	Active P	ublic Schools Ag H	1000-600-332		1.00		\$3,400.00	Cest Per Each		\$3,400.00	

Step 11: You can now <u>edit/change</u> the **Units**, **Unit Cost, Req Unit Type** &/or **Total** amount to claim only the amount of the Total line item costs that you need. 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. *If you do not select the Update button your changes will not be saved.*

			ect Details								
		Gran	t Allocation								
		Invo	ice Line Items								
			Agreement Line Deal.	Budget Live(DCAS CODE) Function - Object - Program	COAS Description	Unit	Une Cost	Reg Unit Type		Total	Aggree Tatal
	11	+ 8	School BITE (R) C.	1000-606-332	1000-Supplies-800-Supplies-332-Instruction		1.00 1	8,408.75 Cost Per Each		\$5,438.75	\$5,438.75
		1	+ Add Invoice								
			-	tive Invoice Line C	Budget Line(OCAS CCOE) Rec. Function - Object - Program	Um	Unit Cent -	Reg Unit Type	Tetal	Total To Be Invoice	d Des Oly
6		- 1	Vibran OrCancel		School B/TE (R) 1000-600-332	1.00	38.75	Cost Par Each +	38.75	38.75	

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 <u>after</u> you have selected the **Update** button, you must use the **Edit** button again, correct your errors then re-select the **Update** button.

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**. Next, click on the checkmark in the **Is Active** column to remove it and inactivate that line item. 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**.

		ect Details nt Allocation									
	invo	ice Line Nems									
		Agreement Line Desc.	Budget Line(OCAS CODE) Function - Digited - Program	OCAS Description	Unio	Unit Cost		Reg. Unit Type		Total	Approx Total
	• 2	School BITE (9) C.	1000-600-332	1000-Supplies-800-Supplies-332-Instruction		1.00	\$5,438.75	Cost Per Each		\$5,438.75	\$5,431.75
		+ Add Invoice									
		b.A	the Invice Line	Budget Live(OCAS CODE) Function - Object - Program	Units	Unit Cast	Pag	Unit Type	Tabl	Total To Be Invoiced	DANOTE
(11	Vilatere Q Cancel 2		Schus BITE (R) 1000-600-332	100 \$	38.75	: 0	st Per Each 🔹 🔹	38.75	38.75	

Step 13: Verify that the **Total Invoiced** amounts are correct for the amount of reimbursement you are requesting. Verify that the line item amounts and OCAS codes match the Expenditure report you will attach in **Step 14**.

	Req. Unit Type	Total	Approv Total	Avl. to Invoice	Current Line Invoiced	Total Invoiced	Won sheet Budget Line Desc.
\$124.78	Cost Per Each	\$124.78	\$124.78	\$83.39	\$0.00	\$41.39	Administrator Benefits
3,568.41	Cost Per Each	\$13,568.41	\$13,568.41	\$9,045.60	\$0.00	\$4,522.81	Guidance Counselor Salary - 30
3,263.81	Cost Per Each	\$3,263.81	\$3,263.81	\$1,015.97	\$1,123.92	\$2,247.84	Guidance Counselor Benefits
<							>

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. Verify that all your items are listed and the amounts and OCAS Codes are correct and match those on your expenditure reports. **If these items do not match, your reimbursement claim will be rejected.**

		FL	A Grant Subm	it Invoice - Ste	o 2			
Prov	ider Organization Details		O Refres	sh 🗋 Invoice Su	mmary H One	Step Back) Save as Draft Somit For Ap	pri
Basi	c Client Information							
Proje	ect Details							
Gran	at Allocation							
Invo	ice Line Items							
			121100000000000		Current Line Invoiced	Total Invoiced	Worksheet Budget Line Desc.	
	Req. Unit Type	Total	Approv Total	Avl. to Invoice	involced	roun mirences		
\$124.78	Reg. Unit Type Cost Per Each	Total \$124.78	Approv Total \$124.78	Avt. to Invoice \$83.39	\$0.00	\$41.39	Administrator Benefits	

Step 14: Scroll down and select the **Attachments** heading. Use the **Browse** then the **Upload and Save** buttons to attach the **signed and dated** <u>Summary</u> <u>Expenditure</u> **Report and** <u>Detail</u> <u>Expenditure</u> **Report** 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.

	Project Details						
	Grant Allocation						
	Invoice Line Items						
\subset	Attachments	>					
	Bro	wse: Select files		🕅 Upload & Save file	\supset		
	Attachment M	Vote:					
						⊘ Delete file(s)	Download all files
	01.1	Clin Marrie		U-I		A - P	
	Status	File Name	Attachment Note*	Uploaded Date		Action	

Step 15: Scroll down and select the **Acknowledgements** heading. Check the required <u>certify/disclaimer</u> 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.

urposes and objectives set forth in the t	best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the ns and conditions of the Federal award. I am aware that any false, fictibious, or fraudulent information, or the omission of any material fact, may e penalties for fraud, false statements, false claims or otherwise. U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812
	and summary accounting reports that show proof of payments (OCAS reports for secondary recipients, OCAS or other accounting reports for I Anaytsis reports are NOT adequate for payment and will cause the invoice to be rejected)
echology centers and coneges. Finan	
	ill required vendor involces if applicable.
I have attached LEGIBLE copies of	To MM/DD/YY) *

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.

				FLA-Local Fina	nce Coordinator
	FLA Grant Submit Invoice - Step 2				
Provider Organization Details	(Dinvoice Summary	One Step Back	⊗ Save as Draft	Submit For Approval
Basic Client Information					
Project Details					
Grant Allocation					
Invoice Line Items					



Scroll up to the top of the page and select the **pdf button** from the top toolbar to open a PDF copy of your invoice. You should now be able to **Save** or **Print** the PDF Invoice document as usual.

Process A Manage Grant Wi A Invoice Process	Extra School System-3364: 1 of 1 here 1 gra	Invoice Individual Summary			
A REPORT FIGURES		Report Generation Date: 4/21/2020 4.21: 21-29			
	INV-1	920-FLA-FLA-CPHSS-423-21003050-71977E0633E4 - 3	13F4		
		School Secondary Consortium/Cooperative Local Ap	Contraction and the second second		
	School Name:	Business Name:			
	Vendor Number:	IDC Rate: 1.37%			
	Date of Request Submitted: 2/13/2020 11:27 AM	First Submitted By:			
1	Last Submitted On: 4/20/2020 1-11 PM	Last Submitted By: Debbie Hamble			
	Fully Approved Date : 4/22/2020 3:23 PM	Fully Approved By: Stephanie Hodges			
		Fully Approver Role: FLA-State Initiative Supervisor			
	Rednet Line Terrolation Res	tion Code (blant Code)	horse faile	incured them Total	

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**.

Grants									
Grant Process	FLA Grant Fund Invoices List								
FLA Process FLA Manage Grant WorkShee	Fiscal Cale	ndar Year:*	2022-2023		•	Grant Fund Type			
FLA Invoice Process	Organiza	tion Type:*	K-12 Districts		•	Organization			
	Organizatio	n District:*			•	Program Initiative			
	Grant Worksheet/Agreement/Invoice List Approval Function Ty Filter on Stat		nt Invoices						
i	New Invoice Provider Name Provider Name School Syste	m	Client Name SCHOOL SYSTEM		Agreement WSAG-2223-FLA	B, ▼ Pi -FLA-CPHSS-421-191002050-0DA No			

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.

New T Invoice	Provider Name	Client Name Y Agreem	ient	T BAP Proce	Agreement Submit	ssion Date 🍸	Agreement Y Approval Stage	Agreem Approva
lew Inv		WSAG	1920-FLA-FLA-CPHSS-421	No	09/24/2019 14:28:	25	State Superviso	Fully A
Invoice Su	ummary							
✓ Save	e changes O Cancel cha			Descides		Approval		
	Active/InActive	Current Approval Stage		Provider	Name	Status		
	V	New-Draft	No				INV-1920-FLA-FLA-C	JPHSS-4
+	×	ODCTE Finance Reviewer - Fully Approved Stage	e No			Fully Ap	INV-1920-FLA-FLA-G	CPHSS-4
•	V	New-Draft	No				INV-1920-FLA-FLA-G	CPHSS-4
								-

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**.

New Trivoice	Provider Name	Client Nam	•		T Agreement		T BAP	x Agreement Submission Date	Agreement T Approval Stage	Agreemen Approval S
New Inv					WSAG-1920	FLA-FLA-CPHSS-423	No	09/25/2019 15:41:21	State Superviso	Fully App
Invoice Su	mmary									
✓ Save	changes O Cancel chan	ges 🗟 Expo	ort to Excel							
	Active/InActive Current Approval Stage		je	BAP Process	Provider Name		Approval Status			
	2	ODCTE	Finance Revie	ewer - Full	No				Fully Approv	ved
	Invoice Approval Summ	nary								
	Approval Stage	AS	oproval latus	Approvali	Rejection Note	Apr	prover Ema	i Approval Date	Approver Role	
	Local Finance Coordinator Approved New Proce		\$\$			04/09/2020 18:02:	28 FLA-Local Fina	ince Coord.		
	State Initiative Coord	inator						04/13/2020 10:54	04 FLA- State Initi	ative Supe.
	Ctata Cunancient , 2r	n Anne						04/13/2020 10:55	16 El J. Chata Initia	the Corr

If you have saved and want to re-open a **Draft invoice**, click on the invoice number then 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 you do a **"Save as Draft"** then **"Submit for Approval"** to send the invoice to Perkins staff for review.

Da	shboard FLA Invoice Process 🗙	INV-1920-FLA-FLA-CPH	ISS-421-011025050-EBE95B2	FC311 - New 🗙					
			FLA Gra	nt Submit Invoice - S	Step 2				
	Provider Organization Details			🖒 Refresh	🗈 Invoice Sum	nmary 🛛 🛏 One Step Bac	c	Submit For App	proval 🗸
	Basic Client Information								
	Project Details								•
	Grant Allocation								•
	Invoice Line Items								
		Budget Line (OCAS CODE) Function - Object - Program OCAS Dese	cription	Units	Unit Cost	Req. Unit Type		Approv Total Total	li
C	Zedit Active	e STEM- Dell optiplex	1000-600-332	1.00	\$25.12	Cost Per Each	\$25.12	\$25.12	^
	<						\$25.12	\$25.12	