CareerTech Information Management System (CTIMS)

Temporary Assistance For Needy Families (TANF) Grants

Invoices and Change Requests Guidebook

January 2026

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Help and Troubleshooting

If you do not have a CTIMS account set up or are experiencing issues with navigation or software, please contact CTIMSSupport@careertech.ok.gov. Send a message describing your problem. Please include your school's name and telephone number, and we will contact you. Someone is always monitoring that inbox and will respond to your email promptly.

If you have forgotten your password, click the **'Forgot your password**?' link to reset it.

CTIMS Customer Support Contact

Office: (405) 743-5134
Email: CTIMSsupport@careertech.ok.gov

TANF Contacts

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TANF Program Specialist
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IMPORTANT: For questions about specific TANF requirements or what you need to input or attach to your worksheet, contact your ODCTE TANF Specialist.

CTIMS Support

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Approval Process Overview

Worksheet Approval Stage (Stage 1)	
TANF Role/Access	**Process**
TANF Local Initiative Coordinator	This starts the Worksheet Approval process. Creates, completes, saves, and submits a new worksheet.
TANF Local Finance Coordinator	1st Approval. Reviews and approves or rejects worksheets. If approved, it goes to the next stage. If rejected, it goes back to stage 1.
TANF Superintendent / President	2nd Approval. Reviews and approves or rejects the worksheet. If approved, it goes to the State approval stage. If rejected, it goes back to stage 1.
TANF State Initiative Supervisor	Final Approval. After the worksheet is approved through Stage 4, the Agreement Process begins with the TANF Local Finance Coordinator.

Agreement cannot be started until the Worksheet is fully approved

Agreement Approval Stage (Stage 2)	
TANF Role/Access	**Process**
TANF Local Finance Coordinator	This starts the Agreement Approval process. Creates, completes, saves, and submits new agreements.
TANF State Initiative Supervisor	Final Approval. After the Agreement is approved through Stage 2, the Invoice Process begins with the TANF Local Finance Coordinator.

*Invoice cannot be started until the Agreement is fully approved*

Invoice Approval Stage (Stage 3)	
TANF Role/Access	**Process**
TANF Local Finance Coordinator	This starts the Invoice Approval process. Creates, completes, saves, and submits new invoice.
TANF State Initiative Supervisor	1st Approval. Reviews and approves or rejects the invoice. If approved, it goes to the next stage. If rejected, it goes back to stage 1.
ODCTE Finance Reviewer	Final Approval. After the invoice is approved through Stage 3, the Invoice process is complete.

Budget Adjustment Approval Stage (if <u>Agreement</u> changes are necessary)	
TANF Role/Access	**Process**
TANF Local Finance Coordinator	This starts the Budget Adjustment process. Budget Adjusted and/or new line items added here.
TANF State Initiative Supervisor	Final Approval. After the invoice is approved through Stage 2, the Invoice process is complete.

Objective: This guidebook will take you through the steps to submit TANF Grants in CTIMS.

Logging into CTIMS

Sign in using your school email and CTIMS password at https://ctims.okcareertech.org/CTBDSWeb
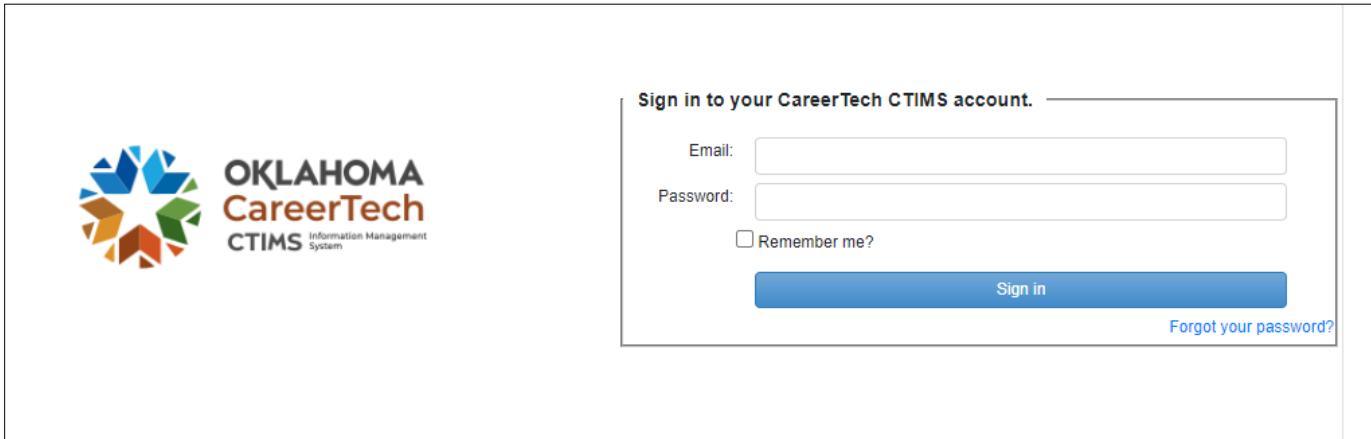
Or go to CTIMS (CareerTech Information Management System) (oklahoma.gov) and select the green CTIMS Login button.

Invoice

Invoice Approval Process

The following roles represent the stages required in CTIMS for submitting an Agreement.

Stage 1 – TANF Local Finance Coordinator

Stage 2 – TANF State Initiative Supervisor

Stage 3 – ODCTE Finance Reviewer
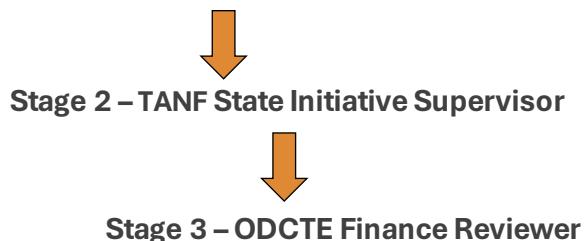
Stage 2-3: State Initiative Supervisor – ODCTE Finance Reviewer

NOTE: Recipients are held to the 5% administrative cost rate or the negotiated rate of actual expenditures, not budgeted. Each invoice/claim must be submitted at the site's negotiated administrative cost rate. The site may elect to apply indirect costs/administrative costs to its grant until the final claims are submitted. If sites elect to invoice above their approved administrative rate, they must complete an estimated year-end projection. The projection must be approved **before** invoices are approved. A projection template is available on the TANF Forms website.

Stage 1: Local Finance Coordinator

If you have more than one role in CTIMS make sure you have the correct role selected. Verify that you are signed in with the role of **TANF-Local Finance Coordinator** in the top right-hand corner. Use the drop-down arrow to select your role, if necessary.

If you do not see **TANF-Local Finance Coordinator**, contact CTIMSSupport@careertech.ok.gov
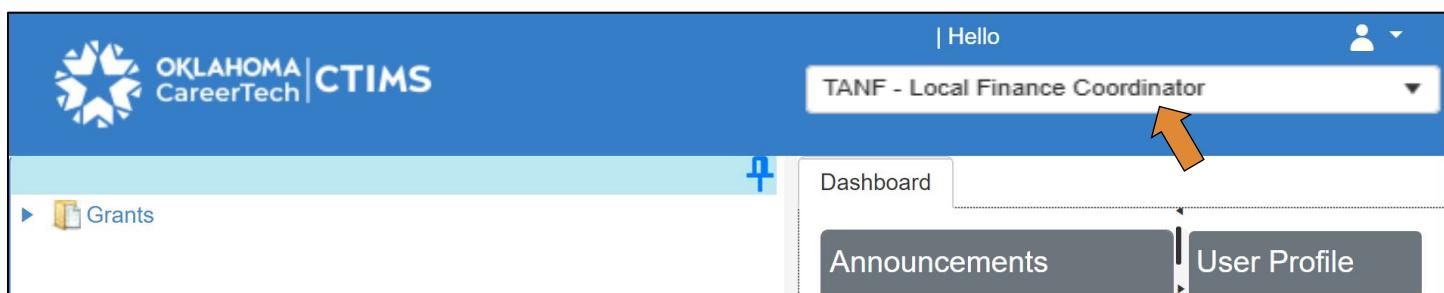
- Click the arrows next to **Grants > Grant Process** > **TANF Process**.
- Click on the **Invoice Process** link.

Complete the requested information on this screen. **The tagged numbers on the screenshot correspond to the instruction steps below.**

NOTE: **The** red asterisks* represent a required field.
1. Verify **Fiscal Calendar Year*** to make sure the correct year is showing.
2. Verify **Grant Fund Type*** is set to TANF.
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.

TANF Grant Fund Invoices List:
- Click **New Invoice** to start the invoice process (not the arrow).

TANF Grant Submit Invoice:

- Expand each section by clicking the +(plus) sign to verify that the information is correct.
- Select **Save & Next**.

- Under the Invoice Line Items tab, select the budget line item you want to invoice by clicking on the black arrow. *You can invoice all or part of the budget line.*

- Attach the OCAS Expenditure Summary and Detailed Reports that match the amount of reimbursement you are requesting.
- Attach receipts and invoices.
  - **Expenditure Summaries, Budget Analysis, and Expenditure Analysis will no longer be accepted.**
  - **Detailed and Summary Expenditure Quarterly Reports are required.**
    - To attach a document, expand the **Attachments** tab,
    - Click **Select files** to find your file on your computer.
    - Click **Upload & Save File**.

- Scroll down and expand the **Acknowledgment** tab.
- Check in the boxes to certify that the information is correct.
- If this is the final payment, check the **Is final payment?** box.
- Put in an acknowledgment note. *This field is required*.
- Click the **Submit for Approval** button.

Change Request (Invoice)

After an Invoice is submitted for approval, you must go through the **Change Request** process to make any changes.

IMPORTANT: Once a user initiates a change request, it must be completed by the same user. Change Requests are **author-based**, not role-based.

Change Request Approval Process

Stage 1 - TANF Local Finance Coordinator – 1st Approval. Reviews and approves or rejects the invoice. If approved, goes to next stage. If rejected, it goes back to stage 1.

Stage 2 – TANF State Initiative Supervisor –. 2nd Approval. After the Invoice is approved through Stage 4, the Agreement Process begins with the TANF Local Finance Coordinator

Stage 3– ODCTE Financial Reviewer –. Final Approval. After the Invoice is approved through Stage 4, the Agreement Process begins with the TANF Local Finance Coordinator

Stage 1: Local Finance Coordinator

If you have more than one role in CTIMS make sure you have the correct role selected. Verify that you are signed in with the role of **TANF-Local Finance Coordinator** in the top right-hand corner. Use the drop-down arrow to select your role, if necessary.

If you do not see **TANF-Local Finance Coordinator**, contact CTIMSSupport@careertech.ok.gov

- Click the arrows next to **Grants > Grant Process** > **TANF Process**.
- Click on the **Invoice** link.
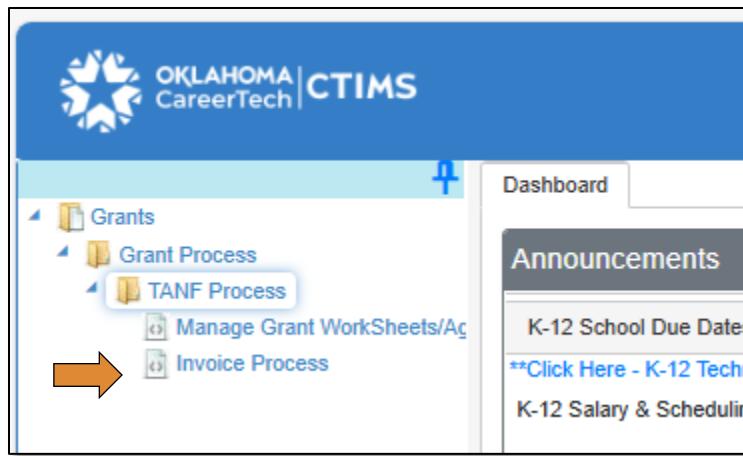
Complete the requested information on this screen.

NOTE: The red asterisks* represent a required field.

> Select your correct **Organization Type*** from the drop-down menu.
> Select your **Organization*** by typing in the first three characters of the name.
> Verify the **Organization District***.
> Select a **Program Initiative***.
> **Approval Function Type** will remain as All.
> **Filter on Status** will remain as All.
> Select the **Search** button.

After clicking the **Search** button, the grants that are in the approval process will be listed.

- Click on the **Manage Grant Invoices** tab.

- Select the Invoice you need the change then click on the hyperlink.

- Click **Next Step**.

- To make changes to your Invoice select **Change Request**.

- The **Change Request** process cancels the Invoice approval process. Click OK.
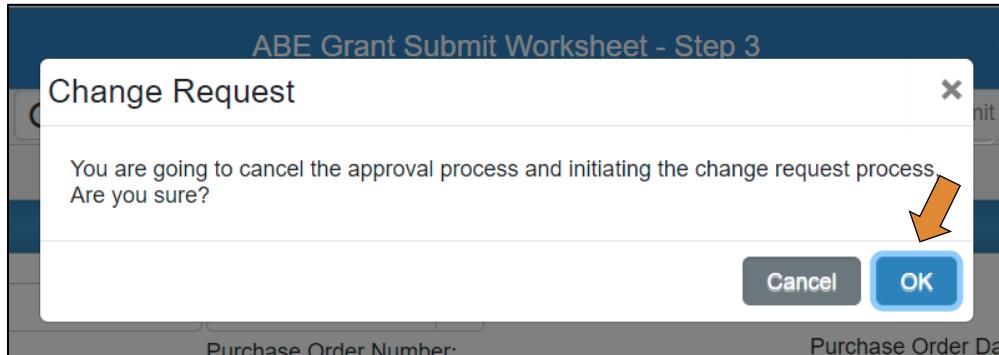
- You can now make changes to the invoice items.
- After making the changes, click the **Save as Draft button**.
- Once the invoice is saved as a draft, you can resubmit it by hitting **Submit for Approval**.

Note: if you ever see a red triangle in the top left corner of a cell, that simply means something has been changed, but not saved yet

- Select **Approve** to send changes to the next approval level.

IMPORTANT: Once a change request is initiated by a user, it must be completed by the same user. Change Requests are author-based, not role-based.

Stage 2-4: TANF Local Finance Coordinator- TANF Superintendent/President- TANF State Initiative Supervisor