

# OKGRANTS

## Expenditures

1. Log on to OK Grants.
2. Go to “**My Tasks**” and click on **Contract Name/number**
3. This will take you to the screen that has the following:

View, Edit and Complete Forms  
Change the Status  
Access Management Tools  
Examine Related Items

4. Click on **Examine Related Items**  
  
Click on **Initiate an ODOC CDBG Expenditure Report**

The next screen that comes up:

5. Agreement  
  
“I agree to start a monthly Expenditure Report”  
Click: I agree or I Do Not Agree

The next screen is the ODOC Expenditure Menu

6. Click **on View, Edit and Complete Forms**
7. Click on the **Expenditure Report**. This brings up the form. Fill out and save the form.

At this point the form is ready to be submitted to ODOC:

**The Authorized Official (AO) or the Financial Officer (FO) are the only roles that can submit the form.**

If the AO or the FO is signed in and has filled out this form continue with these steps to submit the Expenditure Report to ODOC (\*\*if you are signed in as a writer please skip to steps 11 – 14 below\*\*)

8. Click on the Document Information at the top of the screen. (ex: CDBG-EXP-2012-Broken Bow CI-00029) This will take you back to the ODOC Expenditure Menu screen

9. Click on “**Change the Status**” button.
10. You will have two possible statuses – ***Click on the appropriate option***
  - A. Expenditure Cancelled (with an “Apply Status” button)
  - B. Expenditure Submitted (with an “Apply Status” button)

**CONGRATULATIONS YOU HAVE SUCCESSFULLY SUBMITTED YOUR Expenditure Report**

\*\*\*\*\*

11. The AO or the FO must log into OKGrants.
12. Go to “**My Tasks**” and click on **Name of the Expenditure Report** (ex: CDBG-EXP-2012-Broken Bow CI-00029) (“Current Status” will say Expenditure in Process)

The next screen will be the ODOC Expenditure Menu which will show:

View, Edit and Complete Forms  
Change the Status  
Access Management Tools  
Examine Related Items

13. Click on “**Change the Status**” button.
14. You will have two possible statuses – ***Click on the appropriate option***
  - A. Expenditure Cancelled (with an “Apply Status” button)
  - B. Expenditure Submitted (with an “Apply Status” button)

**CONGRATULATIONS YOU HAVE SUCCESSFULLY SUBMITTED YOUR Expenditure Report.**