

OKGRANTS

Reimbursement Claims

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 ODOC Reimbursement Claim**

The next screen that comes up:

5. Agreement
“I agree.”
Click: I agree or I Do Not Agree

The next screen is the ODOC Reimbursement Claim Menu

6. Click on **View, Edit and Complete Forms**
7. Click on the **Reimbursement Claim**. 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 Reimbursement Claim 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: 14757-007-SS
This will take you back to the ODOC Reimbursement Claim Menu screen

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

CONGRATULATIONS YOU HAVE SUCCESSFULLY SUBMITTED YOUR REIMBURSEMENT CLAIM.

11. The AO or the FO must log into OKGrants.
12. Go to “**My Tasks**” and click on **Name of the Reimbursement Claim** (ex. 14757-007-SS) (“Current Status” will say Claims in Process)

The next screen will be the ODOC Reimbursement Claim 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. Claims Submitted (with an “Apply Status” button)
 - B. Claims Cancelled (with an “Apply Status” button)

CONGRATULATIONS YOU HAVE SUCCESSFULLY SUBMITTED YOUR REIMBURSEMENT CLAIM.