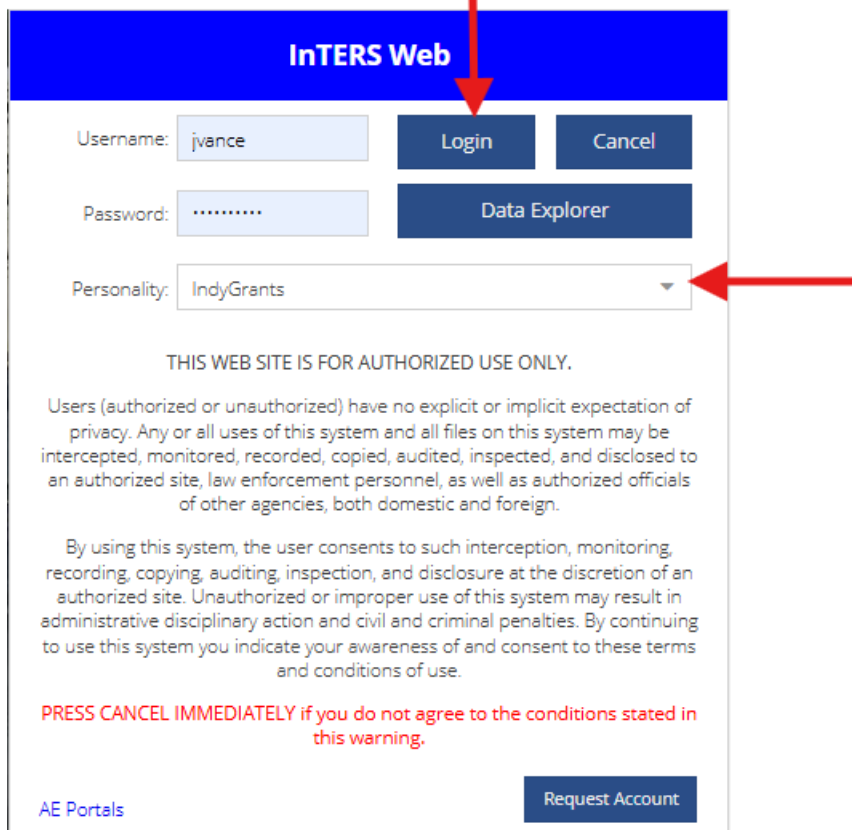


How to complete invoicing via IndyGrants

- Log into the IndyGrants personality of CTE InTERS



InTERS Web

Username:

Password:

Personality: ▼

THIS WEB SITE IS FOR AUTHORIZED USE ONLY.

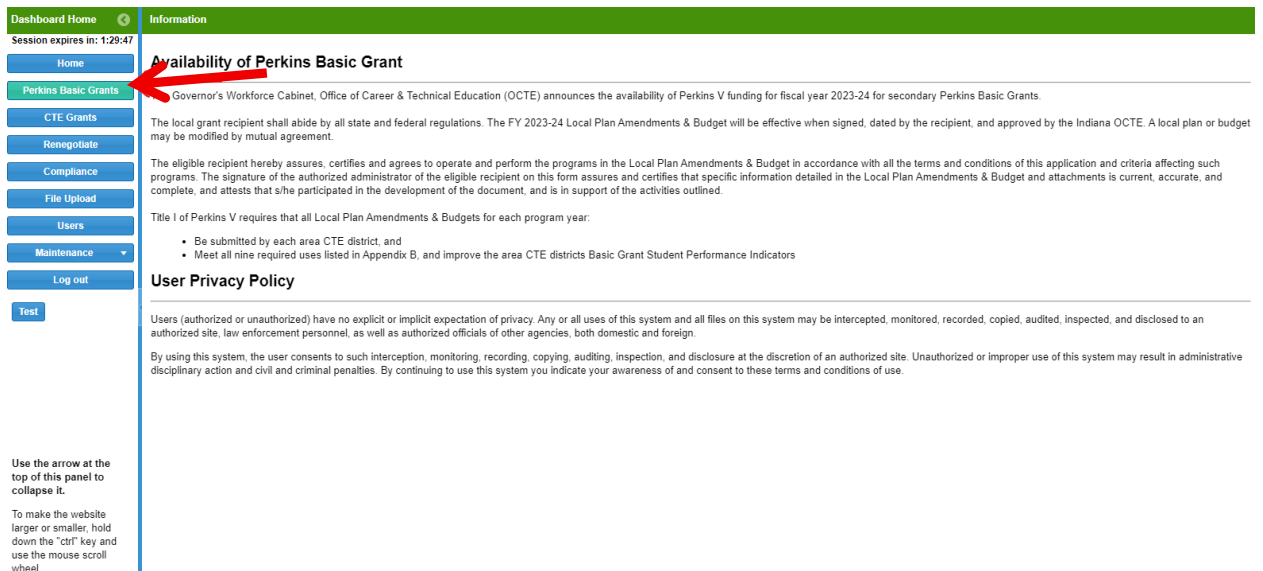
Users (authorized or unauthorized) have no explicit or implicit expectation of privacy. Any or all uses of this system and all files on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to an authorized site, law enforcement personnel, as well as authorized officials of other agencies, both domestic and foreign.

By using this system, the user consents to such interception, monitoring, recording, copying, auditing, inspection, and disclosure at the discretion of an authorized site. Unauthorized or improper use of this system may result in administrative disciplinary action and civil and criminal penalties. By continuing to use this system you indicate your awareness of and consent to these terms and conditions of use.

PRESS CANCEL IMMEDIATELY if you do not agree to the conditions stated in this warning.

[AE Portals](#)

- Select the Perkins Basic Grants



Dashboard Home [Information](#)

Session expires in: 1:29:47

[Home](#) [Perkins Basic Grants](#) [CTE Grants](#) [Renegotiate](#) [Compliance](#) [File Upload](#) [Users](#) [Maintenance](#) [Log out](#) [Test](#)

Availability of Perkins Basic Grant

Governor's Workforce Cabinet, Office of Career & Technical Education (OCTE) announces the availability of Perkins V funding for fiscal year 2023-24 for secondary Perkins Basic Grants.

The local grant recipient shall abide by all state and federal regulations. The FY 2023-24 Local Plan Amendments & Budget will be effective when signed, dated by the recipient, and approved by the Indiana OCTE. A local plan or budget may be modified by mutual agreement.

The eligible recipient hereby assures, certifies and agrees to operate and perform the programs in the Local Plan Amendments & Budget in accordance with all the terms and conditions of this application and criteria affecting such programs. The signature of the authorized administrator of the eligible recipient on this form assures and certifies that specific information detailed in the Local Plan Amendments & Budget and attachments is current, accurate, and complete, and attests that s/he participated in the development of the document, and is in support of the activities outlined.

Title I of Perkins V requires that all Local Plan Amendments & Budgets for each program year:

- Be submitted by each area CTE district, and
- Meet all nine required uses listed in Appendix B, and improve the area CTE districts Basic Grant Student Performance Indicators

User Privacy Policy

Users (authorized or unauthorized) have no explicit or implicit expectation of privacy. Any or all uses of this system and all files on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to an authorized site, law enforcement personnel, as well as authorized officials of other agencies, both domestic and foreign.

By using this system, the user consents to such interception, monitoring, recording, copying, auditing, inspection, and disclosure at the discretion of an authorized site. Unauthorized or improper use of this system may result in administrative disciplinary action and civil and criminal penalties. By continuing to use this system you indicate your awareness of and consent to these terms and conditions of use.

Use the arrow at the top of this panel to collapse it.

To make the website larger or smaller, hold down the "ctrl" key and use the mouse scroll wheel.

- Verify grant year field is set to 2025-2026

The screenshot shows the Perkins Grant Applications Dashboard. On the left is a sidebar with navigation links: Dashboard Home, Session expires in: 1:25:48, Home, Perkins Basic Grants, CTE Grants, Renegotiate, Compliance, Invoices, File Upload, My Account, Users, Maintenance, and Log out. The main content area has a green header with the title 'Perkins Grant Applications Dashboard'. Below the header, there are two dropdown menus: 'Grant Year:' set to '20252026' and 'Location:' set to 'A.K. Smith'. To the right of these are 'Clear' and 'Search' buttons. Below the filters is a table with columns 'Code', 'Grant', and 'Grant Years'. The table contains one row with '06' in the Code column, 'A.K. Smith' in the Grant column, and '20252026' in the Grant Years column. A red arrow points to the 'Grant Year' dropdown menu.

Code	Grant	Grant Years
06	A.K. Smith	20252026

- Right click on the 2025-2026 grant application row and select Invoice Tracking

This screenshot is similar to the previous one, but the 'Grant Year' dropdown is now set to '20252026'. A right-click context menu is open over the first row of the table (Code: 06, Grant: A.K. Smith, Grant Years: 20252026). The menu options are: Add Grant, Edit Grant, Delete Grant, Revert to Review, Upload Consortium Signatures, Upload Consortium Agreement, View Grant Award Notification, Upload Grant Award Acceptance, View Risk Score, View Uploads, and Invoice Tracking. A red arrow points to the 'Invoice Tracking' option at the bottom of the menu.

Code	Grant	Grant Years
06	A.K. Smith	20252026

- Add Grant
- Edit Grant
- Delete Grant
- Revert to Review
- Upload Consortium Signatures
- Upload Consortium Agreement
- View Grant Award Notification
- Upload Grant Award Acceptance
- View Risk Score
- View Uploads
- Invoice Tracking

- In the bottom section Invoices/Modifications/Asset Requests right click and select Add Invoice

Grant Invoice Tracking: Area District #06 - A.K. Smith Career Center - Perkins

PO Number: Close

Grant Invoicing Status Budget Categories Activities

Description	Number	Amount	Last Date
Allocated Grant Amount	0	\$335,333.00	
Submitted Invoices	0	\$0.00	
Approved Invoices	0	\$0.00	
Submitted Modifications	0	\$0.00	
Approved Modifications	0	\$0.00	
Submitted Asset Requests	0	\$0.00	
Approved Asset Requests	0	\$0.00	
Grant Funding Remaining	0	\$335,333.00	
Grant Funding Remaining Percent	100	\$0.00	

Invoices / Modifications / Asset Requests +

Invoice Num...	Date	Type	Name	Amount	Approval Status	Final Invoice?	Status Info
----------------	------	------	------	--------	-----------------	----------------	-------------

+ Add Invoice

- Fill out the required fields (*)

Grant Invoice Tracking: Area District #26 - Anderson Community Schools

Grant Invoice Detail Edit: () OK Cancel

Invoice Supporting Documents

Invoice Number: -1 Date: * School Invoice Identifier

Description: *

Type * ☒ Invoice ☐ Modification ☐ Asset Request

Reporting Period: * to: * Extra:

Notes:

Reviewer Use Only

Approval Status: PENDING

Primary Approval By: Approved Date:

Invoice Detail

Description	Amount	Category	Activity
-------------	--------	----------	----------

Invoice Total: \$0.00

ID: -1

- In the Invoice Detail section right click & select Add Detail

Grant Invoice Detail Edit: () XXX

OK Cancel

Invoice Supporting Documents Status History

Invoice Number: 3156 Date: 07/17/2025 School Invoice Identifier

Description: XXX

Type: ☒ Invoice ☐ Modification ☐ Asset Request

Reporting Period: 07/01/2025 to: 06/30/2026 Final Invoice: ☒ No ☐ Yes

Notes:

Submitted By: Grant Administrator Signed On: Fiscal Agent Signed On:

Reviewer Use Only: Approval Status: PENDING Primary Approval By: Approved Date: Secondary Approval By: Approved Date: Ticket # (Vfire):

Notes:

Invoice Detail

Description	Amount	Category	Activity

➤ Add Detail

Invoice Total: \$0.00

ID: 3156

- Enter a Description & Amount & then select a Category & Activity & then select Update

Grant Invoice Detail Edit: () XXX

OK Cancel

Invoice Supporting Documents Status History

Invoice Number: 3156 Date: 07/17/2025 School Invoice Identifier

Description: XXX

Type: ☒ Invoice ☐ Modification ☐ Asset Request

Reporting Period: 07/01/2025 to: 06/30/2026 Final Invoice: ☒ No ☐ Yes

Notes:

Submitted By: Grant Administrator Signed On: Fiscal Agent Signed On:

Reviewer Use Only: Approval Status: PENDING Primary Approval By: Approved Date: Secondary Approval By: Approved Date: Ticket # (Vfire):

Notes:

Invoice Detail

Description	Amount	Category	Activity
XXX	15000	Personnel	B2 Professional Development

➤ Update Cancel

Invoice Total: \$0.00

ID: 3156

- Select the Supporting Documents tab & then right click to select Upload Document or select the (+) in the Uploaded section to add the supporting documentation

The screenshot shows the 'Grant Invoice Detail Edit' window with the 'Supporting Documents' tab selected. The window has a blue header bar with 'Grant Invoice Detail Edit (0) XXX' and 'OK' and 'Cancel' buttons. Below the header are three tabs: 'Invoice', 'Supporting Documents', and 'Status History'. The 'Supporting Documents' tab is active and contains three sections: 'Uploaded', 'Web Links', and 'Invoice Detail'. The 'Uploaded' section has a green header bar with a '+' icon on the right. Below it is a table with two columns: 'Description' and 'File Location'. A red arrow points to a '+' icon in the top right corner of the 'Uploaded' section. Another red arrow points to an 'Upload Document' button located below the 'Uploaded' section. The 'Web Links' section has a green header bar with a '+' icon on the right. Below it is a table with two columns: 'Description' and 'Website Link'. The 'Invoice Detail' section has a green header bar with a '+' icon on the right. Below it is a table with four columns: 'Description', 'Amount', 'Category', and 'Activity'. The table contains one row with the following data: 'Equipment Name', '\$20,000.00', 'Equipment', and 'BS-D Equipment/Technology/Materials'. Below the table, the 'Invoice Total' is displayed as '\$20,000.00'. At the bottom left, the ID 'ID: 3146' is shown.

- Provide a File Description & then find the document in your files & select Upload

The screenshot shows the 'Upload Files to System' dialog box. The dialog box has a blue header bar with the title 'Upload Files to System' and a close button. The main area contains the following text: 'Select the grant invoice supporting document file to upload.' and 'NOTE: Please only upload PDF, Word, or Excel files!'. Below this text are two input fields: 'File Description:*' and 'Document File:'. The 'File Description:*' field contains the text 'Equipment Purchase'. The 'Document File:' field contains the text 'C:\fakepath\CTE-Funding-Changes-Summary_25-26.pdf'. To the right of the 'Document File:' field is a 'Browse...' button. At the bottom of the dialog box are two buttons: 'Upload' and 'Cancel'. Red arrows point to the 'File Description:*' field, the 'Document File:' field, the 'Browse...' button, and the 'Upload' button.

- Add a Description & enter the Website Link & select Update

Grant Invoice Detail Edit: () XXX

OK Cancel

Invoice Supporting Documents Status History

Description	File Location
-------------	---------------

Web Links

Description	Website Link
-------------	--------------

Add Web Link

Invoice Detail

Description	Amount	Category	Activity
Equipment Name	\$20,000.00	Equipment	B5-D Equipment/Technology/Materials

Invoice Total: \$20,000.00

ID: 3146

- Once you have completed the Invoice select OK (this saves your work)

Grant Invoice Detail Edit: () XXX

OK Cancel

Invoice Supporting Documents Status History

Description	File Location
-------------	---------------

Web Links

Description	Website Link
XXX	https://cte.inters-durw.com/INTERS_Login/index.html?_dc=544331757776

Invoice Detail

Description	Amount	Category	Activity
Equipment Name	\$20,000.00	Equipment	B5-D Equipment/Technology/Materials

Invoice Total: \$20,000.00

ID: 3146

- Once the Invoice is submitted updated results will be displayed under the Grant Invoicing Status, Budget Categories & Activities tabs

Grant Invoice Tracking: Area District #30 - Area 30 Career Center

PO Number:

Close

Grant Invoicing Status	Budget Categories	Activities			
Description	Number	Amount	Last Date		
Allocated Grant Amount		\$94,189.00			
Submitted Invoices	1	\$5,000.00	07/31/2023		
Approved Invoices	0	\$0.00			
Submitted Modifications	0	\$0.00			
Approved Modifications	0	\$0.00			
Submitted Asset Requests	0	\$0.00			
Approved Asset Requests	0	\$0.00			
Grant Funding Remaining		\$89,189.00			

Invoices / Modifications / Asset Requests

Invoice Number	Date	Type	Name	Amount	Approval Status
14	7/31/2023	Invoice	TEST	\$5,000.00	

- Right click on the Invoice row & select Submit Invoice

Indiana Secondary Grants System -> Dashboard Menu - (Session expires in 1:29:51)

Grant Invoice Tracking: Area District #30 - Area 30 Career Center

PO Number:

Close

Grant Invoicing Status

Budget Categories

Activities

Description	Number	Amount	Last Date
Allocated Grant Amount		\$94,189.00	
Submitted Invoices	1	\$5,000.00	07/31/2023
Approved Invoices	0	\$0.00	
Submitted Modifications	0	\$0.00	
Approved Modifications	0	\$0.00	
Submitted Asset Requests	0	\$0.00	
Approved Asset Requests	0	\$0.00	
Grant Funding Remaining		\$89,189.00	

Invoices / Modifications / Asset Requests

Invoice Number	Date	Type	Name	Amount	Approval Status
14	7/31/2023	Invoice	TEST	\$5,000.00	PENDING

Add Invoice

Edit Invoice

Delete Invoice

Submit Invoice

Print Form

https://cte.inters-dwd.com/IndyGrants/index.html?ro=[E66AA11B-3802-4969-BF5B-E116C07AAF9D]&_dc=459127713141#

- Add Invoice
- Edit Invoice
- Delete Invoice
- Submit Invoice
- Print Form

[https://cte.inters-dwd.com/IndyGrants/index.html?ro=\[E66AA11B-3B02-4369-BF58-E116C07AAF9D\]&_dc=459127713141#](https://cte.inters-dwd.com/IndyGrants/index.html?ro=[E66AA11B-3B02-4369-BF58-E116C07AAF9D]&_dc=459127713141#)

- Electronically sign by checking the box and typing your name and selecting sign

Grant Invoice Tracking: Area District #30 - Area 30 Career Center

PO Number: Close

Grant Invoicing Status	Budget Categories	Activities
Description	Number	Amount
Allocated Grant Amount		\$94,189.00
Submitted Invoices	1	\$5,000.00
Approved Invoices	0	\$0.00
Submitted Modifications	0	
Approved Modifications	0	
Submitted Asset Requests	0	
Approved Asset Requests	0	
Grant Funding Remaining		

Electronically Sign and Submit Invoice

☒ I hereby acknowledge that the invoice I am submitting is correct and complete.

Type your name:*

Jedd Vance

Signing As: Grant Administrator

This constitutes your electronic signature and has the same legal impact as signing a printed version of this document.

Date Signed: 07/31/2023 @ 09:17 PM

Sign Cancel

Invoices / Modifications / Asset Requests					
Invoice Number	Date	Type	Amount	Approval Status	
14	7/31/2023	Invoice	\$5,000.00	PENDING	

- Approval status will update from pending to signable

Grant Invoice Tracking: Area District #06 - A.K. Smith Career Center - Perkins

PO Number: Close

Grant Invoicing Status	Budget Categories	Activities
Description	Number	Amount
Allocated Grant Amount	0	\$335,333.00
Submitted Invoices	1	\$15,000.00
Approved Invoices	0	\$0.00
Submitted Modifications	0	\$0.00
Approved Modifications	0	\$0.00
Submitted Asset Requests	0	\$0.00
Approved Asset Requests	0	\$0.00
Grant Funding Remaining	0	\$335,333.00
Grant Funding Remaining Percent	100	\$0.00

Invoices / Modifications / Asset Requests							
Invoice Num...	Date	Type	Name	Amount	Approval Status	Final Invoice?	Status Info
3156	7/17/2025	Invoice	XXX	\$15,000.00	SIGNABLE		

Additional Notes

Invoice Statuses

- “Pending” – User enters a new invoice, but has not yet electronically signed the invoice
- “Signable” – One user has electronically signed, however there is no second user signature
- “Reviewable” – Has two electronic signatures, however no review has been completed
- “Approved” – Both reviewers have approved the invoice and is now fully approved
- “Denied” – A review has been completed and the invoice has been denied

- “Action Needed” – A reviewer has sent the invoice back to the user for updates

***Only users specified as a grant administrator/fiscal agent for a grant can e-sign.**