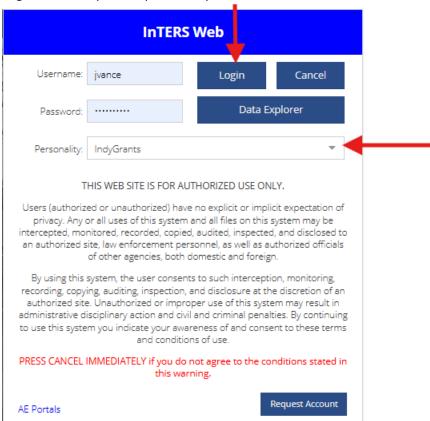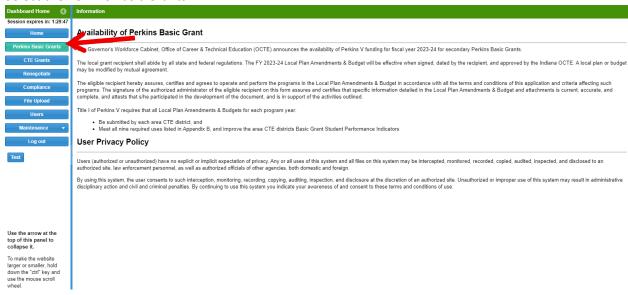# *How to complete invoicing via IndyGrants*
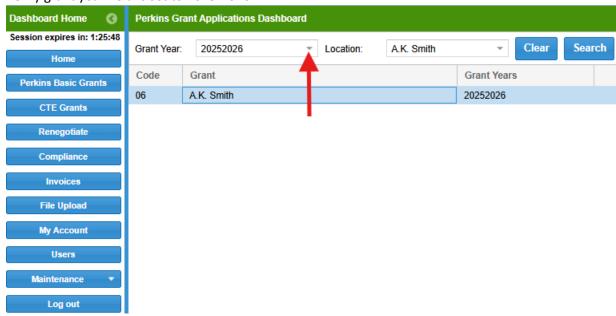
➢ Log into the IndyGrants personality of CTE InTERS

➢ Select the Perkins Basic Grants

➢ Verify grant year field is set to 2025-2026

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

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

➢ Fill out the required fields (*)

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

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

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

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

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

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

➢ 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

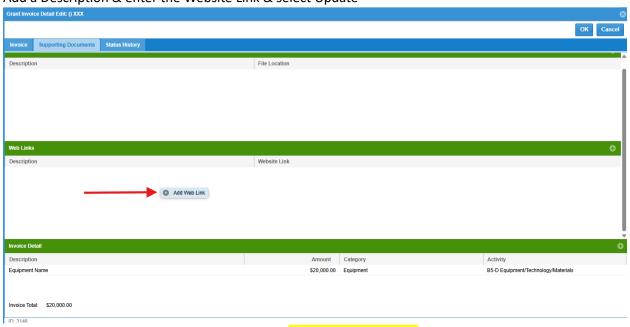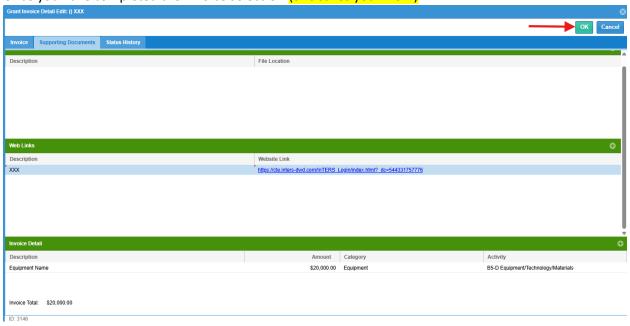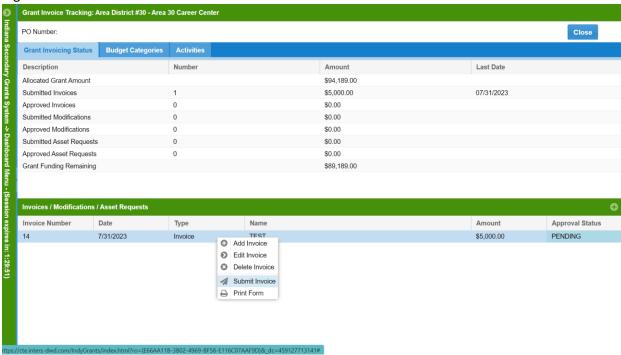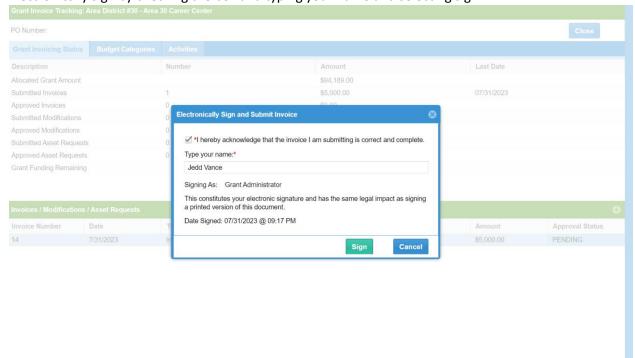| Description	Number	Amount	Last Date
Allocated Grant Amount		$94,189.00	
Submitted Invoices	1	$5,000.00	07/31/2023
Approved Invoices	0	$0.00	
Submitted Modifications	0	$0.00	
Approved Modifications	0	$0.00	
Submitted Asset Requests	0	$0.00	
Approved Asset Requests	0	$0.00	
Grant Funding Remaining		$89,189.00	

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

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

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

https://cte.inters-dwd.com/IndyGrants/index.html?ro={E66AA11B-3B02-4969-BF58-E116C07AAF9D}&_dc=459127713141#

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

➢ Approval status will update from pending to 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.