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**

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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.**