

Grant Claim Invoice Instructions OTS-39 & 39a (Rev. 8/09)

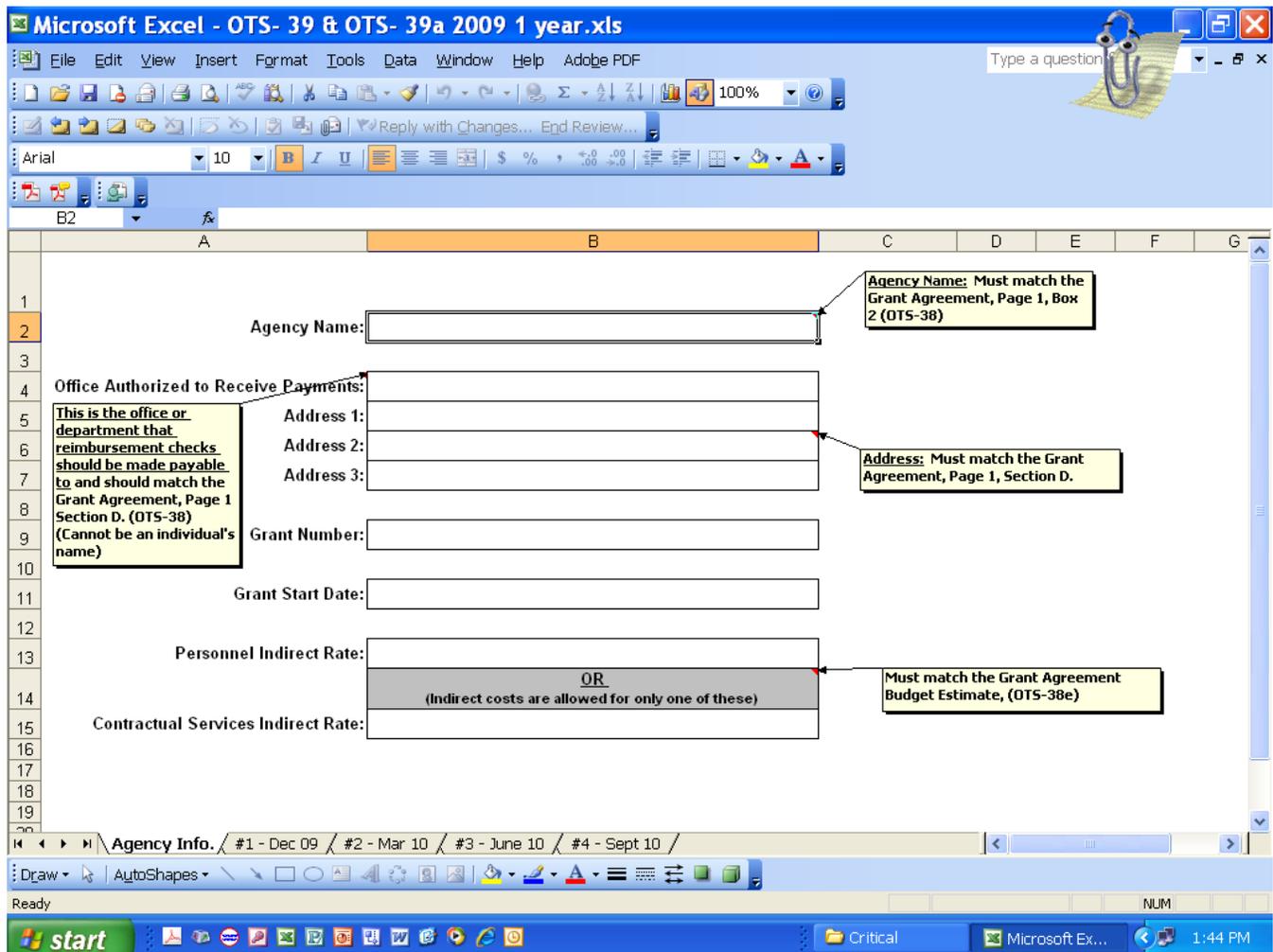
All grantees must use the OTS Grant Claim Invoice (OTS-39/OTS-39a) spreadsheet when submitting reimbursement claims. This claim form is designed to pre-enter redundant information and calculate required fields.

Opening the Documents:

The claim forms are saved in a zip file, therefore follow the on screen instructions, and save the file to your computer.

Claim Form:

The form itself is set up in a spreadsheet format. Information entered into the “Agency Info” sheet will automatically transfer to the remaining spreadsheets. A tab is provided at the bottom of the spreadsheet for each claim period.



Specific information carries forward to the next spreadsheet.

- All Agency Data entered on the “Agency Info” sheet
- The Claim No. is pre-entered

- Period beginning and ending dates are pre-entered. The ending date entered on the OTS-39, transfers to the OTS-39a.
- The check mark in the Progress or Final box is pre-entered
- Less Prior Claims & Total Cost to Date carries forward to the next claim spreadsheet
- All totals automatically calculate

Claim Form Protection:

Each of the claim form spreadsheets are protected, allowing restricted entry into certain cells.

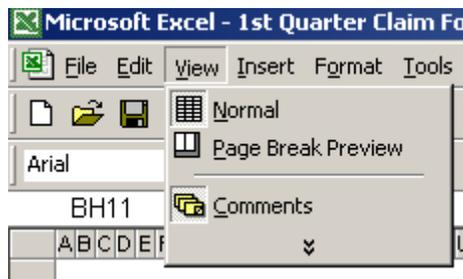
Entering Information:

Navigate through the locked forms by using the “Tab” key. By using the tab key, all locked cells will be skipped and only stop on those cells that allow entry of information.

The Arrow or Enter keys will stop on all cells. If entry of information is attempted, the following warning will appear:



“Comments” - Helpful comments or reminders are provided directly on each sheet. To reveal the comment boxes, Click “View,” “Comments.”



“Multiple Entry” - Information may be entered onto more than one sheet at a time. To do this hold the “Shift” key and Click each tab that you want to enter data into (or click on the first and last sheet to highlight each sheet in-between). The tabs will turn white, indicating that each sheet is highlighted.

Scroll down and highlight the appropriate cell, and type the information.

Next, click on a non-highlighted tab to return back to only one sheet. The information is now on each of the highlighted sheets. This process can also be followed to format cells on multiple sheets.