



eBuilder User Guide

70.00 – Invoice Approval (INV) Process

Revision History			
Rev #	Reason	Date	Revised By
0	Initial Release	7/13/2024	Bill Copeland

Initiation/Start Step |

This process is typically initiated by the Consultant or Contractor. In eBuilder, they will navigate to the Project and then to the Process Module on the left-hand side. From there, click on **Start Process** button in the upper right corner and select the 70.00 – Invoice Approval (INV) process, click **Start INV**. The required fields need to be completed in the following sections, attach an Invoice or Pay Application, and any other required documentation:

70.00 - Invoice Approval (INV)

Instructions

Start Process

Print

Check Spelling

Submit

Save Draft

Cancel

Project: University Hall Renovate 225
Project Number: CP232931
Process: 70.00 - Invoice Approval

Details

Documents (0)

Attached Processes (0)

Attached Forms (0)

Expand All | Collapse All

Instructions

For Construction and Design Contracts only

Actions to be taken:

- **Submit** – Begin the approval process of the invoice. The invoice will be sent to Campus Facilities Accounting Staff for review.
- **Save** – Draft status, allows the user to save information about the invoice without sending it for the approval. Users will have to open the process again to submit or delete the process.

Typically for Contractors submitting their final invoice

Please provide substantial completion certificate and a closeout letter. Once this information is received a final payment can be made.

* Is this the Final Pay Application Request?

* Vendor Invoice #: Please enter the vendor invoice number. A maximum number of 25 characters can be used.
Ex. CP123456 – 001 Pre-Construction Work

* Billing Period Start Date:
* Billing Period End Date:

Start and End Dates

* Description of Work/Services Performed:

Enter description of work/services performed from the invoice/pay app

Enter the invoice number. Please start with the project ID, invoice number, and brief description. This must be unique to previous invoices

Commitment Invoice Details

Status: Draft

* Commitment:

Company/Contact: _____

* Date Received: 06.30.2024 [.06.30.2024] Date Due: _____

This is a retainage release:

Commitment Invoice Custom Fields

Journal Entry PeopleSoft Code: _____

Voucher ID: _____

Payment ID: _____

Invoice Items

A	B	C	D	E	F	G	H	I	J			
Item #	Description of Work	Budget Code with Description	Scheduled Value	Work in Place From Previous Application(s)	This Period	Total Materials Presently Stored	Current Work Invoiced This Period	Current Payment Due	Total Completed and Stored to Date (D + E + F)	% (G / C)	Balance to Finish (C - G)	Retain Amount
001	Basic Services	796500-0100 - Basic Service...	18,500.00	17,575.00	0.00	0.00	0.00	0.00	17,575.00	95.00 %	925.00	
Total			18,500.00	17,575.00	0.00	0.00	0.00	0.00	17,575.00	95.00 %	925.00	

The vendor will only see their commitment

Once the commitment is select, a grid will display their invoice

For Accounting Use Only

Enter the amount for this period for all items you are invoicing

Supporting Documentation

Certified Payroll: or

Diversity Documentation: or

Supporting Documentation Attached:

Check all documentation that is included with this payment request

Certified Payroll

Diversity Documentation

Payment Application

Progress Schedule

Schedule Narrative

* Payment Application: or

Progress Schedule: or

Schedule Narrative: or

Attach Invoice or Pay App and any other required documentation to process invoice

Once completed, click on the **Submit** to submit your invoice or **Save Draft** to save and complete later.

Conditionals |

Conditionals are used to automate routing of workflow based on policy, project status, process data, roles, missing information, etc. Following are conditionals for the invoice process:

1. Is Null? – This is checking to ensure there is a value in column E (This Period) of the **Invoice Items Section**. If there is no value, the process will route back to the vendor (initiator) providing an error message. The vendor will need to update and resubmit. If there is a value it will move to the next step.

2. Is Invoice Unique? – This is checking to see if the Vendor Invoice # in the **Start Process Section** has been used in prior invoices. If it is a duplicate, it routes back to the vendor (initiator) providing an error message. The vendor will need to update and resubmit. If the Vendor Invoice # is unique, it will move to the next step.

3. Construction Contract? – This is checking to determine if the commitment is an agreement or a contract and route appropriately.

“Yes” go to **4. Work Authorization?** (conditional)

“No” go to **5. Agreement Insurance Expired?** (conditional)

4. Work Authorization? – This is determining if contract insurance is required.

“Yes” go to **6. Final Payment** (conditional)

“No” go to **7. Contract Insurance Expired** (conditional)

5. Agreement Insurance Expired? (conditional)

“Yes” go to **Payment Hold – Contract Admin** (data entry step)

“No” go to **9. If MU?** (conditional)

6. Final Payment? – Contractor selects this option to signify this is final payment.

“Yes” go to **CPM Verifies PRCLO Complete** (data entry step)

“No” go to **9. If MU?** (conditional)

7. Contract Insurance Expired? (conditional)

“Yes” go to **8. If MU2?** (conditional)

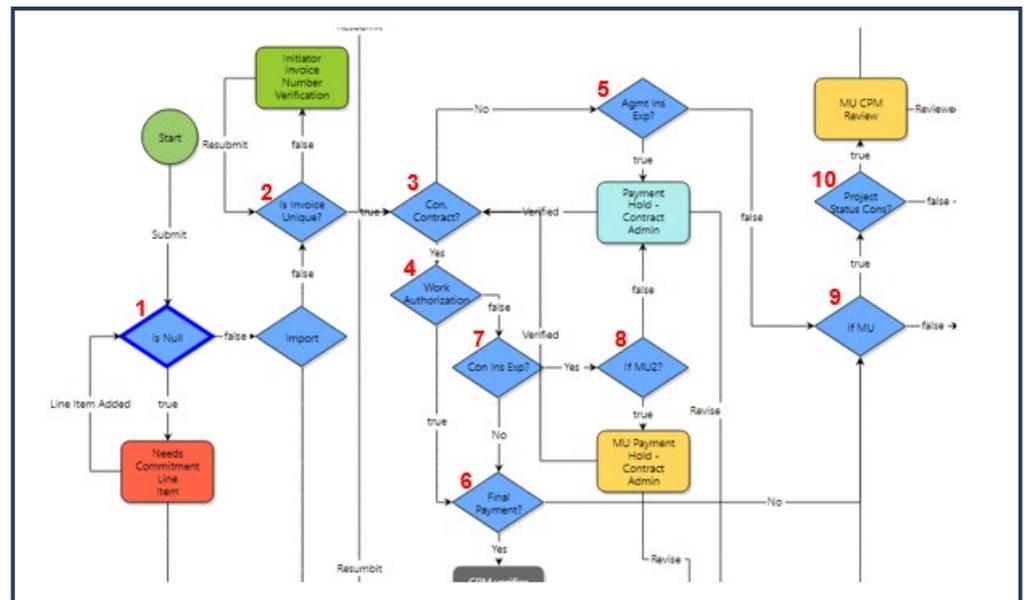
Update insurance and Take Action **“Verified”**

“No” go to **6. Final Payment?** (conditional)

8. If MU2? (conditional)

“Yes” go to **Payment Hold – Contract Admin** (data entry step)

“No” go to **MU Payment Hold – Contract Admin** (data entry step)



9. If MU? (conditional)

“Yes” go to **10. Project Status Construction?**

“No” go to **Accounting/BSS Review** (data entry step for S&T, UMKC & UMSL)

10. Project Status Construction? – Checking the project status to see if the project is in Construction or Construction Close.

“Yes” go to **MU CPM Review** (data entry step)

“No” go to **MU PM Review** (data entry step)

Payment Hold: Contract Review |

If the invoice is in this step that means the insurance is out of date. The Contact or Agreement Admin will contact the consultant or contractor and request an updated Certificate of Insurance documentation. Once received they will update the dates below in the **Insurance Check** section of the invoice process instance and attach the new Certificate of Insurance file to the commitment in the project.

Details | Comments (0) | Documents (1) | Attached Processes (0) | Attached Forms (0) | Attached To (0)

Expand All | Collapse All

Please verify the Builder's Risk Insurance Expiration date has not passed on the original commitment. This can be updated in the custom fields tab on the commitment. If you have any questions, please contact an e-Builder admin.

Actions to be taken:

- **Verified** – this will send the process to the Campus Accounting Staff for review.
- **Revise** - this will send the process back to the initiator to update.

Insurance Check

Please verify the insurance dates are correct. New dates added here will update the dates on the commitment when you take the **Verified** action.

Commitment Automobile Insurance Expiration Date:	03.29.2024	Commitment Builder's Risk Insurance Expiration Date::	03.29.2024
Commitment General Liability Insurance Expiration Date:	03.29.2024	Commitment Professional Liability Insurance Expiration Date:	03.29.2024
Commitment Umbrella Liability:	03.29.2024	Commitment Workers Compensation Insurance Expiration Date:	03.29.2024

Once completed, Take Action **“Verified”** to move the invoice forward, which will also update the insurance date fields on the commitment; or **“Revise”** to send back to the Initiator, or **Save Draft** to complete later.

MU PM/CPM Review |

The invoice process will route to either the PM or CPM based on the project status. If the project status is either Construction or Construction Close, it will route to the CPM first. All other project status it will route to the PM first. If the invoice is related to an agreement and the project status is construction, the PM will review following the CPM. The PM and CPM have the same page layout. Review information entered by vendor for accuracy in conjunction with any attached documents, current project schedule and other necessary information to verify the invoice.

For Construction and Design Contracts only	
Is this the Final Pay Application Request?:	No
Vendor Invoice #:	Please enter the vendor invoice number. A maximum number of 25 characters can be used. CP241141-INV1
Billing Period Start Date:	06.01.2024
Billing Period End Date:	06.30.2024
Supporting Documentation Attached:	Check all documentation that is included with this payment request Payment Application
Certified Payroll:	<input type="text"/>
Payment Application:	App 1.pdf (version 2) Properties Download (442.5KB) Redline
Diversity Documentation:	<input type="text"/>
Progress Schedule:	<input type="text"/>
Description of Work/Services Performed:	Partial Preconstruction Services
Review	
PM Reviewed by:	
PM Reviewed by Date:	
Construction Project Manager Reviewed by:	
Construction Project Manager Reviewed by Date:	
Accounting/BSS Reviewed by:	
Accounting/BSS Reviewed by Date:	
A/E Reviewed by:	
A/E Reviewed by Date:	
Director Reviewed by:	
Director Reviewed by Date:	
Fiscal Officer Reviewed by:	
Fiscal Officer Reviewed by Date:	
Commitment Invoice Details	
Status:	Draft
Commitment:	CA - 00002 - MU CP241141 SCA Approval for SIRCAL CONTRACTING INCORPORATED (CMRCA - 1)
Company/Contact:	SIRCAL CONTRACTING INCORPORATED
* Date Received:	07.02.2024 [07.02.2024]
Date Due:	<input type="text"/>
Commitment Invoice Custom Fields	
Journal Entry PeopleSoft Code:	<input type="text"/>
Voucher ID:	<input type="text"/>
Payment ID:	<input type="text"/>

Once completed you can [Take Action](#) “**Reviewed**” to send to the next step in the workflow or “**Revise**” to send it back to the initiator. You will have an option to add instructions or additional notes if taking the revise action.

MU Accounting/BSS Review |

Accounting will review invoice any relevant information, comments, attachments, project MoCodes on the individual Invoice Items and update as necessary. The integration with People Soft support the use of multiple MoCodes, one per line.

Application Request

Commitment Check

* Has the MoCode been verified?: No Yes

After verifying the MoCode(s), check **Yes.**

Invoice Items

Download Schedule of Values Worksheet.xls Import Invoice Items

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
Item #	Description of Work	Scheduled Value	Work in Place From Previous Application(s)	This Period	Total Materials Presently Stored	Current Work Invoiced This Period	Current Payment Due	Total Completed and Stored to Date (D + E + F)	% (G / C)	Balance to Finish (C - G)	Retainage Release Amount	Retained This Period	Amount Less Retainage	Cumulative Retainage	Custom Field(s)		
001	Base Bid	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00 %	0.00	0.00	0.00	0.00	0.00	0.00		
002	Rough Carpentry	44,900.00	44,900.00	0.00	0.00	0.00	2,245.00	44,900.00	100.00 %	0.00	2,245.00	0.00	0.00	0.00	0.00		
003	Contingency	2,800.50	0.00	2,800.50	0.00	2,800.50	2,800.50	2,800.50	100.00 %	0.00	140.03	140.03	2,660.47	0.00	0.00		
004	Field Superintendent	22,177.96	22,177.96	0.00	0.00	0.00	1,108.90	22,177.96	100.00 %	0.00	1,108.90	0.00	0.00	0.00	0.00		

MoCodes can be verified, added, or updated by clicking on the icons.

Assoc. Director of Construction Review | (MU)

Review all relevant information in the invoice and any comments from the previous steps.

Once completed Take Action “**Updated**” to send to the next step in the workflow or “**Revise**” to send it back to the Initiator Review step (Project Assignor Vets Request) to revise. Revise action will require you to enter a comment(s).

Fiscal Officer Review |

Typically, this will be the most senior accounting person in PDC. This will be the second accounting and final review as the invoice will be approved in this step for payment. Review all relevant information in the invoice, comments, and any attached documents.

Once completed Take Action “**Approved**” to send to the PS integration step or “**Revise**” to send it back to the Initiator Review step. You will be required to add comments if you take the revise action.

Integration Hold| (automated step)

In this step, the Invoice Approval process will integrate with PS to queue the invoice payment and update the purchase order. PS will typically pay net 30 from the **Date Received** in the **Commitment Invoice Details** section:

Commitment Invoice Details

Status:	Paid	Approved:	02.15.2024 (Vickie Moore)
Commitment:	CA - 00001 - MU CP232931 SCA Approval for INTERNATIONAL ARCHITECTS ATELIER INCORPORATED (SCA - 2)	Paid:	02.15.2024
Company/Contact:	INTERNATIONAL ARCHITECTS ATELIER INCORPORATED (Majid Amirahmadi)	Date Due:	02.19.2024
Date Received:	01.17.2024		

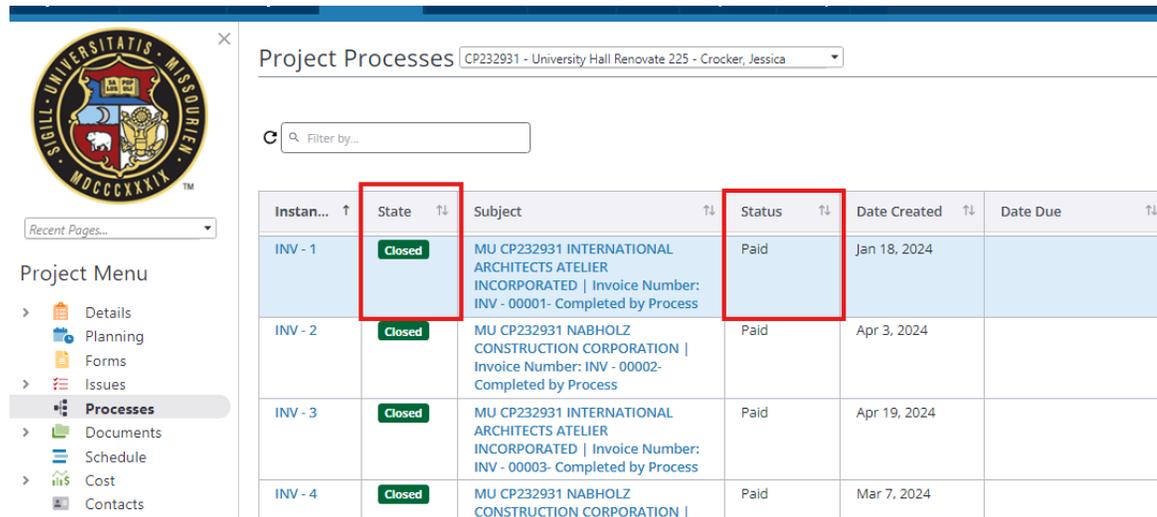
Once completed, the integration process will apply the PS **Voucher ID** and **Payment ID** to the **Commitment Invoice Custom Fields**:

Commitment Invoice Custom Fields

Journal Entry PeopleSoft Code:	
Voucher ID:	04312896
Payment ID:	0002282791

Finish|

In this step, the process will update the **State** to “**Closed**” and **Status** to “**Paid.**” The process is now completed.



The screenshot shows the 'Project Processes' interface for 'CP232931 - University Hall Renovate 225 - Crocker, Jessica'. A search filter is present. The table below lists four invoice processes, with the first one highlighted in blue and its 'State' and 'Status' columns circled in red.

Instan...	State	Subject	Status	Date Created	Date Due
INV - 1	Closed	MU CP232931 INTERNATIONAL ARCHITECTS ATELIER INCORPORATED Invoice Number: INV - 00001- Completed by Process	Paid	Jan 18, 2024	
INV - 2	Closed	MU CP232931 NABHOLZ CONSTRUCTION CORPORATION Invoice Number: INV - 00002- Completed by Process	Paid	Apr 3, 2024	
INV - 3	Closed	MU CP232931 INTERNATIONAL ARCHITECTS ATELIER INCORPORATED Invoice Number: INV - 00003- Completed by Process	Paid	Apr 19, 2024	
INV - 4	Closed	MU CP232931 NABHOLZ CONSTRUCTION CORPORATION	Paid	Mar 7, 2024	