



## eBuilder User Guide

# 70.00 – Invoice Approval (INV) Process

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

University of Missouri System  
COLUMBIA | KANSAS CITY | ROLLA | ST. LOUIS

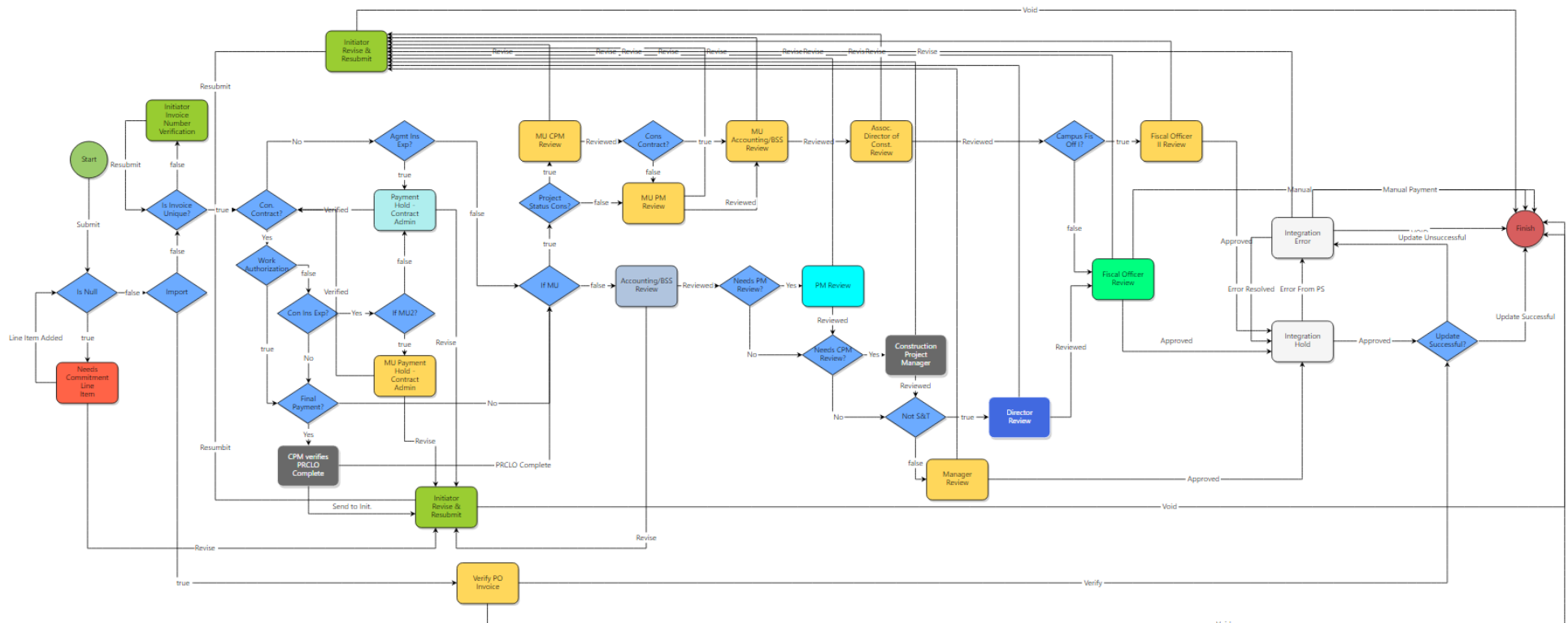
## Process Overview |

The 70.00 – Invoice Approval (INV) Process allows consultants and contractors to submit invoices via the project they are engaged in through eBuilder. During the creation of the commitment (agreement/contract) in eBuilder, the integration step with PeopleSoft (PS) encumbers the money and creates a PO. When an invoice is submitted and approved it also integrates with PS to pay the invoice and update the purchase order. Once completed, the integration process will apply the PS journal and voucher information to the invoice in eBuilder. The integration process has been enhanced to accommodate multiple MoCodes, but only one MoCode per line item. In addition, the Invoice Approval process has several conditional steps and routes based on the information available within the process, project, and commitment.

## INV - Workflow Details

**Description:** The process can be initiated by the Consultant or Contractor to request payment. The process is routed to specific internal roles or actors to review and approve the invoice.

**Actors:** PM, Contract Admin, CPM Accounting, Director of PDC, Campus Contracting Officer, UM System (FPD Review / Director), Consultant and Contractor



## 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.

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?: 

No

\* 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:



\* Description of  
Work/Services Performed:

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

Typically for  
Contractors  
submitting their final  
invoice

Start and  
End Dates

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: Select a 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**

Download Schedule of Values Worksheet.xls Import Invoice Items

A	B	C	D	E	F	G	H	I	J	K	L	M
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)	Retainage 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	
<b>Total</b>			18,500.00	17,575.00	0.00	0.00	0.00	0.00	17,575.00	95.00 %	925.00	

**Supporting Documentation**

Certified Payroll: Drag and drop file here or Browse e-Builder  
Browse Computer

Diversity Documentation: Drag and drop file here or Browse e-Builder  
Browse Computer

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: Drag and drop file here or Browse e-Builder  
Browse Computer

Progress Schedule: Drag and drop file here or Browse e-Builder  
Browse Computer

Schedule Narrative: Drag and drop file here or Browse e-Builder  
Browse Computer

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

Print Check Spelling Submit Save Draft Cancel

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)

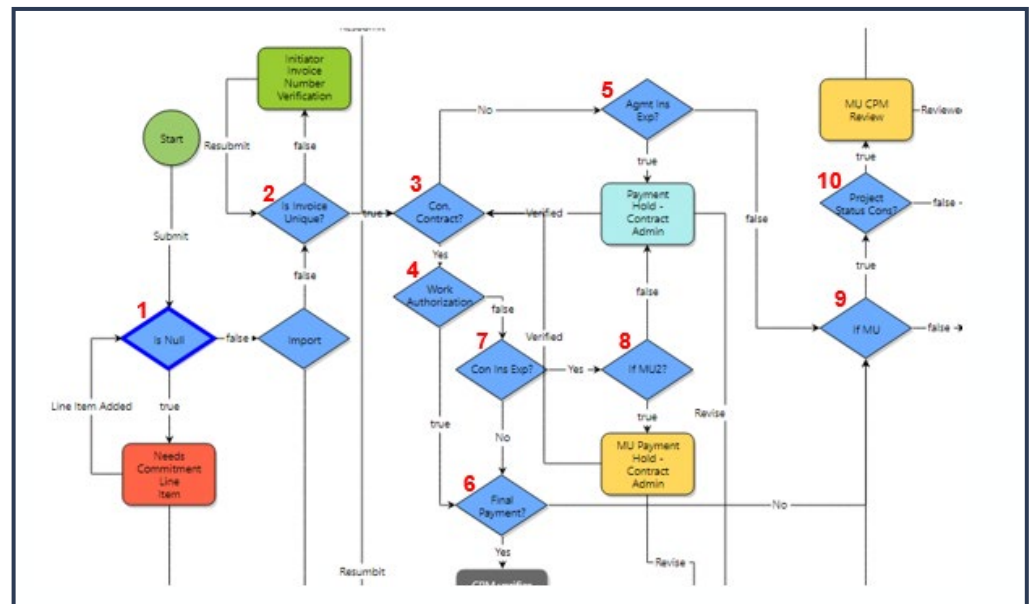
Update insurance and Take Action “**Verified**”

“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:	<b>Check all documentation that is included with this payment request</b> Payment Application		
Certified Payroll:	<input type="text"/>		
Payment Application:	<b>App 1.pdf</b> (version 2) <a href="#">Properties</a>   <a href="#">Download (442.5KB)</a>   <a href="#">Redline</a>		
Diversity Documentation:	<input type="text"/>		
Progress Schedule:	<input type="text"/>		
Description of Work/Services Performed:	Partial Preconstruction Services		
<b>Review</b>			
PM Reviewed by:		A/E Reviewed by:	
PM Reviewed by Date:		A/E Reviewed by Date:	
Construction Project Manager Reviewed by:		Director Reviewed by:	
Construction Project Manager Reviewed by Date:		Director Reviewed by Date:	
Accounting/BSS Reviewed by:		Fiscal Officer Reviewed by:	
Accounting/BSS Reviewed by Date:		Fiscal Officer Reviewed by Date:	
<b>Commitment Invoice Details</b>			
Status:	Draft		
Commitment:	CA - 00002 - MU CP241141 SCA Approval for SIRCAL CONTRACTING INCORPORATED (CMRCA - 1)		
Company/Contact:	SIRCAL CONTRACTING INCORPORATED		
* Date Received:	<input type="text" value="07.02.2024"/> [ 07.02.2024 ]	Date Due:	<input type="text"/>
<b>Commitment Invoice Custom Fields</b>			
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
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 Received:	01.17.2024	Date Due:	02.19.2024

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.



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Project Processes CP232931 - University Hall Renovate 225 - Crocker, Jessica

Filter by...

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	