

## eBuilder User Guide

# 70.00-Invoice Approval (INV)Process

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



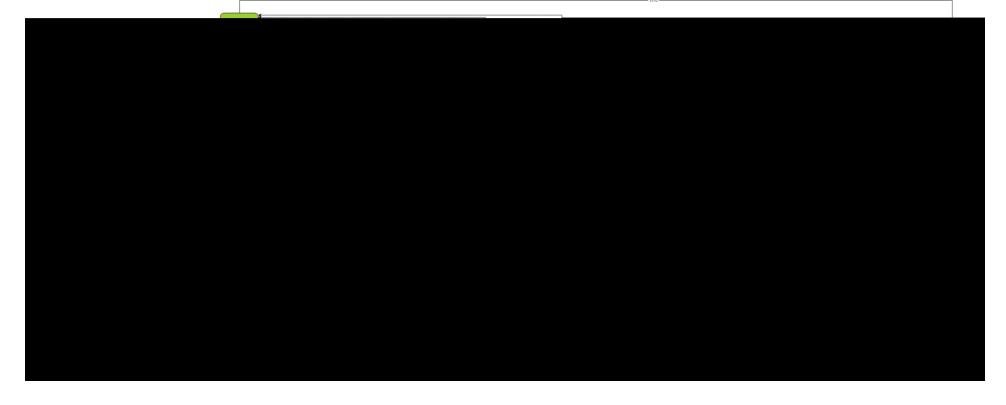
## Process Overview

The70.00-Invoice Approval (INV) Process allows consultants and contractors to submit invoices viae project they are engaged in through eBuilder. During the creation of the commitment (agreement/contract) in eBuilderthe integration step with PeopleSoft(PS)encumbers the money and creates a PO. Whenan invoice is a submitted and approved it also integrates with PS to pay the invoiæed update the purchase order. Once completed, the integration process will apply the PS journal and/oucher information to the invoice in eBuilder. The integration process has been enhanced to accommodate multiple MoCodes, but only one MoCode per linetem. In addition, the Invoice Approval process as several conditional steps androutes 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 roject and

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#### Conditionals

Conditionals are used to automate routingof workflow based on policy, project status, process data, roles, missing information, etcFollowing are conditionals for the invoice process:

1. Is Null? – This is checking to ensure there is a value in column(Ehis 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 Invoicei# the Start Process Section has been used in prior invoices. If it is a duplicateit routes back to the vendor(initiator) providing an error message. The vendor will need to update and resubmit. If the Vendor Invoice # is unique/ill move to the next step.

3. Construction Contract ? - This is checking todecktr the nedilf u1 Td (1n5 [(-9.6 (nm (j -0.f(r))]005 45.1h (1n5 [(-9.6 (nm(u)-13.6 ()]TJ m (l)-37nm (j -0.t.2 (u

#### 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 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. To Agreement Admin will contact the consultant or contractor and request anupdated 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 the commitment in the project.

Details	Comments (0)	Documents (1)	Attached Processes (0)		Attached Forms (0)	Attached To (0)								
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tab on the commitment. If you have any			Please verify the Builder's Risk Insurance Expiration date has not passed on the original commitment. This can be updated in the custom fields questions, please contact an e-Builder admin.											
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Once completed, <u>Take Action</u> Verified " to move the invoice forward which will also update the insurancedate 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 Tf 11.04 6rleeM f-9 (u n Tc4(/)-3.6 (CP)4 0 0 11.04 703.2 22. Td [(P)it(CP)42 ( ot)1 0)9

## MU Accounting/BSS Review |

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

Assoc. Director of Construction Review |(MU)

Reviewall relevant information in the

## Integration Hold | (automated step)

In this step, the Invoice Approval processwill integrate with PS toqueue the invoice payment and update the purchase order.