Minnesota State Colleges and Universities
Invoice Approval (INV)

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Invoice Approval Process
Process for routing and approval of non-Contractor Invoices.

Note:
Vendor create Invoice

1. Click the Project Tab and select your project from the drop down box

2. Select a Project
3. Select Processes from the Project Menu

![Project Menu with Processes highlighted]

4. Click on the **Start Process** button

![Processes pop up window]

5. The Processes pop up window will appear, click on **Invoice Approval (INV)**
The Invoice Approval screen will appear. Fill out all the pertinent information. *Be sure to scroll down thru the whole application.

The Invoice Items table will be display. Under the Invoice Amount column click on the pencil and enter the correct amount on each line item.

6. Select Partial or Final to indicate whether is the final invoice
7. Select “No” on Other Review Required?
8. Enter the Billing period Start and Finish dates
9. Upload the Invoice
   a.
Upload Documents
To upload your invoice click on the **Browse Computer** button.

The Upload Documents screen will appear.

Click on the “Select Folder” link to open up the e-Builder Document structure.

Select the Invoices-Pay Apps folder:
Once you select the folder, you will return to the Select File pop window. **Browse**... to find the file and click on the **Upload** button.

**Select File**

**Upload Documents From Your Computer**

| *Destination folder:* | 04.04.03 Invoices - Pay Requests |

**File**

| *Select a File:* | 04.04.03 Invoices - Pay Requests | **Select folder** |

[Image of Select a folder window with arrows pointing to various folders and the Upload button]
When the start process details for the invoice is complete, click on **Submit** in the bottom-right hand corner to it to the next step.

**Project Manager Review Invoice**

- Review attached documents
- Review Invoice amount and Funding rule
ISRS Hold Step

When the process is at the ISRS Hold Step, the Account Payable role will receive an email notification from e-Builder that there’s a payment process waiting for approval in ISRS Web Accounting. Once the invoice has been paid in ISRS, e-Builder will automatically pull the Transaction ID, Transaction Date into the custom field section in the Invoice Approval process and automatic move it out of the ISRS Hold Step to the Finish.