



MINNESOTA STATE

Minnesota State Colleges and Universities

Invoice Approval (INV)

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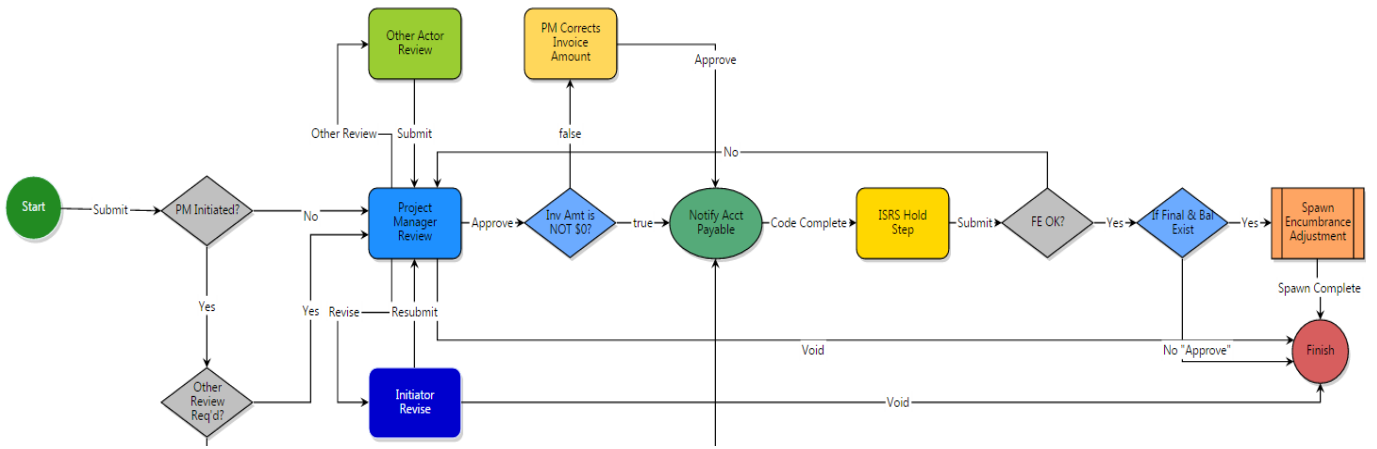
<http://www.minnstate.edu/system/finance/facilities/design-construction/index.html>

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Invoice Approval Process

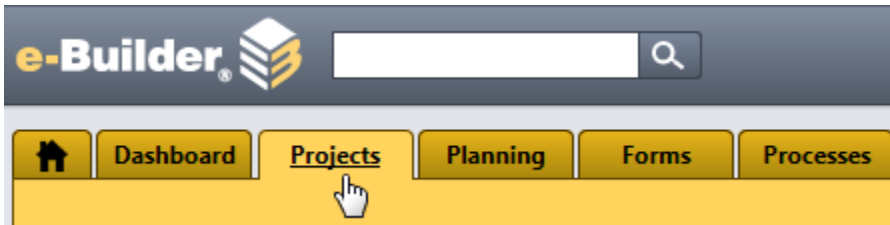
Process for routing and approval of non-Contractor Invoices.



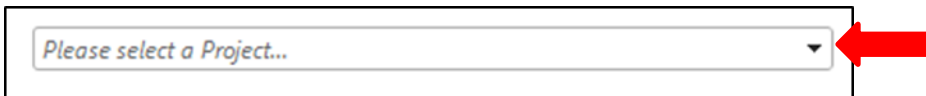
Note:

Vendor create Invoice

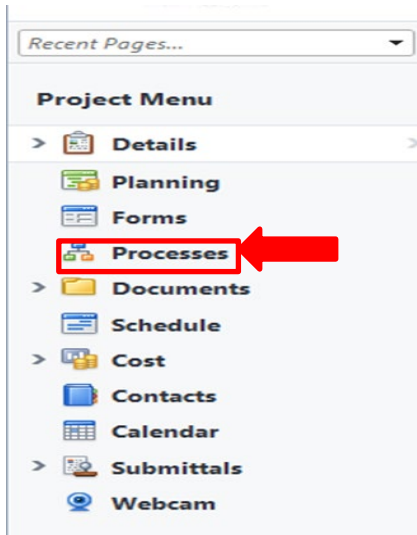
1. Click the **Project Tab** and select your project from the drop down box



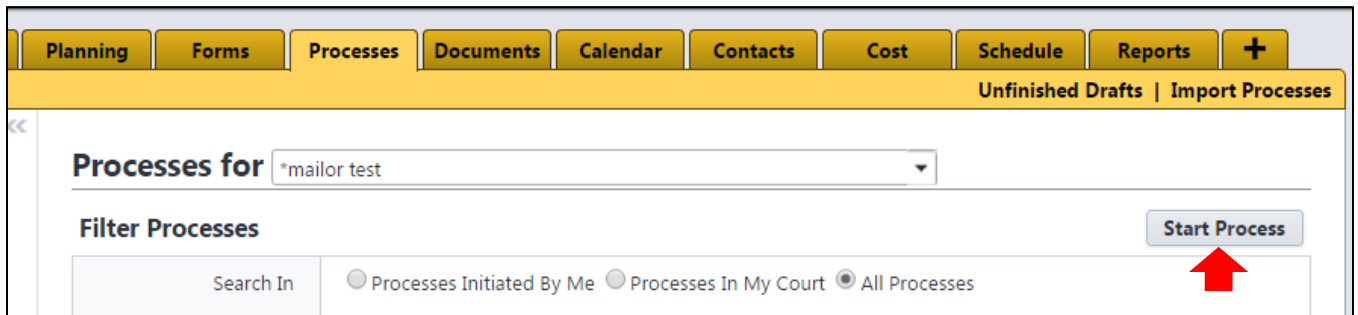
2. Select a Project



3. Select Processes from the Project Menu



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



5. The Processes pop up window will appear, click on **Invoice Approval (INV)**

Start a process on Training - MNSCU

Process Name	Description
Architect's Supplemental Instructions (ASI)	Process for requesting information
Budget Initiation (BI)	Process used to establish an Original Project Budget in e-Builder and to perform a check to determine availability of required Funding.
Change Order (CO)	Process for Review and Approval of Construction Change Orders.
Construction Contract Approval (CCA)	
Contract Amendment (CAM)	
Contract Approval (CA)	Process for routing and approval of all non-construction Contracts.
Design Review (DR)	Process for Review and Approval of Schematic Design, Design Development, and Construction Documents
Invoice Approval (INV)	Process for routing and approval of non-Contractor Invoices.
Payment Application (PA)	Process for routing Construction Payment Applications (including Final Payment)
Proposal Request and Construction Change Directive (PRCCD)	Process for Review and Approval of Proposal Requests and Construction Change Directive
Request for Information (RFI)	Process for requesting information

The Invoice Approval screen will appear. Fill out all the pertinent information. *Be sure to scroll down thru the whole application.

Invoice Approval (INV) Instructions

Start Process Print Check Spelling Submit Save Draft Cancel

Project: *mailor test
 Project Number:
 Process: Invoice Approval
 * Subject:

Details **Attached Documents (0)** **Attached Processes (0)** **Attached Forms (0)**

Commitment Invoice Details

Status: Draft

* Commitment: Select a commitment... ←

Company/Contact:

* Date Received: [02.02.2016] Date Due:

This is a retainage release:

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.

Invoice Items Manage Funding

Commitment Item #	Description	Budget Line Item	Funding Rule	Current Commitment	Invoiced To Date	Retained To Date	Remaining to be Invoiced	Invoice Amount	Retainage %	Re Inv
001	Design Fees-Architect & Engineering Service	03.1530	Custom	1,000.00	800.00	0.00	200.00	0.00	0.00 %	
Total				1,000.00	800.00	0.00	200.00	0.00		

Cost Summary | Commitment Details | Invoices For This Company

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.

* Partial (P) or Final (F) Invoice?:	<input type="radio"/> P <input type="radio"/> F
* Other Review Required?:	<input type="radio"/> Yes <input type="radio"/> No
* Billing Period Start:	<input type="text"/>
* Billing Period End:	<input type="text"/>
* Upload Invoice:	<input type="text"/> <input type="button" value="Browse Computer"/> <input type="button" value="Browse e-Builder"/>
Prevailing Wage Report:	<input type="text"/> <input type="button" value="Browse Computer"/> <input type="button" value="Browse e-Builder"/>
Job Reporting:	<input type="text"/> <input type="button" value="Browse Computer"/> <input type="button" value="Browse e-Builder"/>
* PM Initiated?:	<input type="text" value="No"/>
Run Report of Balances by PO:	Hold SHIFT + CLICK HERE to Run Report of Balances by PO

Upload Documents

To upload you 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.

e-Builder

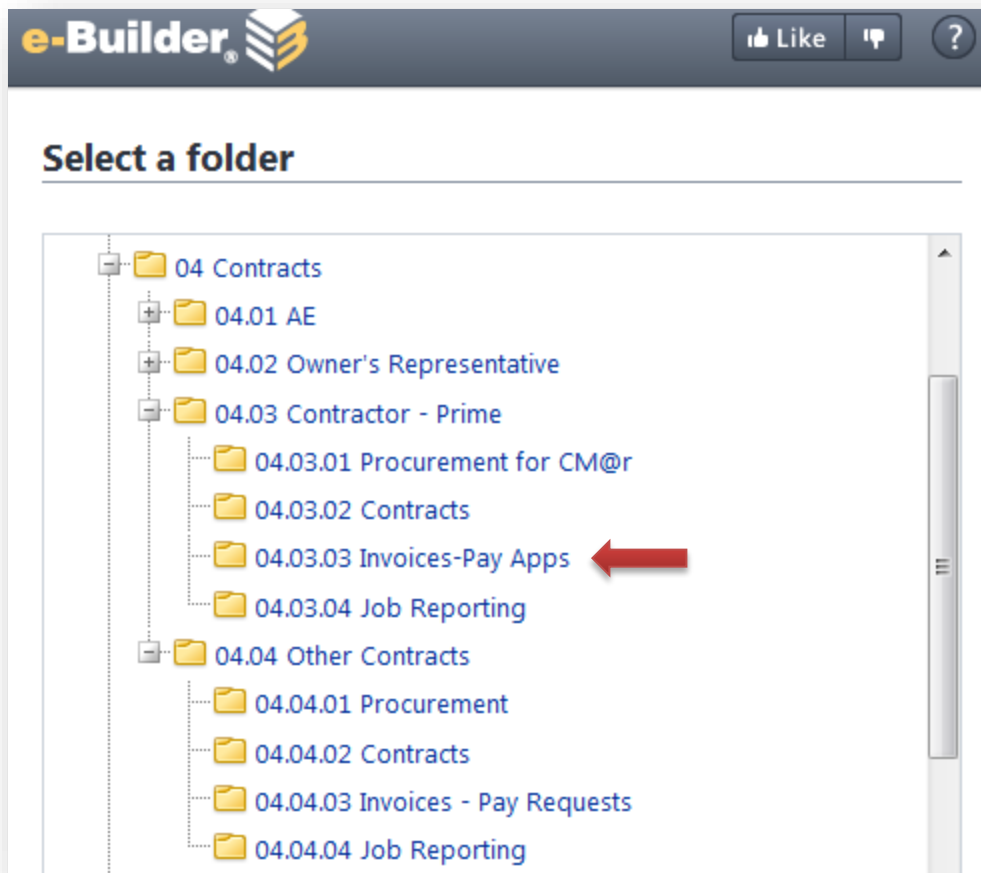
Select File

Upload Documents From Your Computer

* Destination folder:

* Select a File:

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

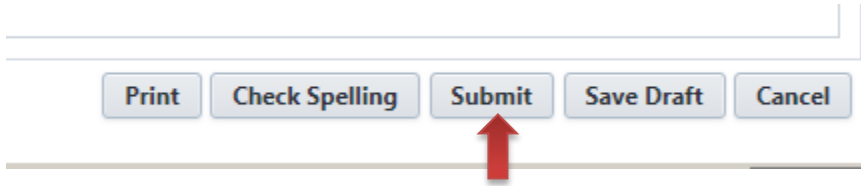
* Destination folder:	04.04.03 Invoices - Pay Requests Select folder
-----------------------	--

File

* Select a File:	<input type="text"/>	Browse...
		Upload Cancel

Two red arrows are present. One points to the 'Browse...' button in the 'File' section. The other points to the 'Upload' button at the bottom of the form.

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

Instance Details - Internet Explorer

e-Builder

Invoice Approval (INV) - 5

Buttons: Delete Instance, Workflow Override, All Fields View, Instructions

Dropdown: -- Please select an action -- | Buttons: Take Action, Check Spelling, Print, Copy, Save, Cancel

Project:	*mailor test	Project Number:	
Process Document:	INV - 5 Show History Current Actors	Overall Due Date:	
Current Workflow Step:	Project Manager Review Show Workflow Diagram	Step Due Date:	
* Subject:	final invoice payment		
Status:	Received		

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

Commitment Invoice Details

Status:	Received
Commitment:	PO1010 final Pay - create to test final pay
Company/Contact:	Test AE Firm
* Date Received:	11.04.2015 [.06.24.2016]
This is a retainage release:	<input type="checkbox"/>

Commitment Invoice Custom Fields

PO Number:	
* Vendor Invoice Number:	01
Transaction ID:	
Transaction Date:	

Invoice Items

Commitment Item #	Description	Budget Line Item	Funding Rule	Current Commitment	Invoiced To Date	Retained To Date	Remaining to be Invoiced	Invoice Amount	Retainage %	Retained This Invoice	Custom Field(s)
001	Design Fees-Architect & Engineering S...	03.1530	Custom	1,000.00	800.00	0.00	200.00	800.00	0.00 %	0.00	
002	Design Fees-Reimbursables	03.1583	Custom	250.00	250.00	0.00	0.00	250.00	0.00 %	0.00	
Total				1,250.00	1,050.00	0.00	200.00	1,050.00		0.00	

Cost Summary | Commitment Details | Invoices For This Company

- Review attached documents
- Review Invoice amount and Funding rule

Partial (P) or Final (F) Invoice?:	<input type="radio"/> P <input checked="" type="radio"/> F
Other Review Required?:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Billing Period Start:	10.26.2015
Billing Period End:	10.29.2015
Reason for Adjustment:	<div style="border: 1px solid #ccc; height: 40px;"></div>
Prevailing Wage Report:	<input type="text"/> <input type="button" value="Browse Computer"/> <input type="button" value="Browse e-Builder"/>
Job Reporting:	<input type="text"/> <input type="button" value="Browse Computer"/> <input type="button" value="Browse e-Builder"/>
Upload Invoice:	Morel Mushrooms.jpg (version 2) <small>Properties Download (402.6KB)</small>

- Review all information on the page.
- Select "Approve", Take Action to move it to the next step.

-- Please select an action --

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.