MINNESOTA STATE

Minnesota State Colleges and Universities

Invoice Approval (INV)

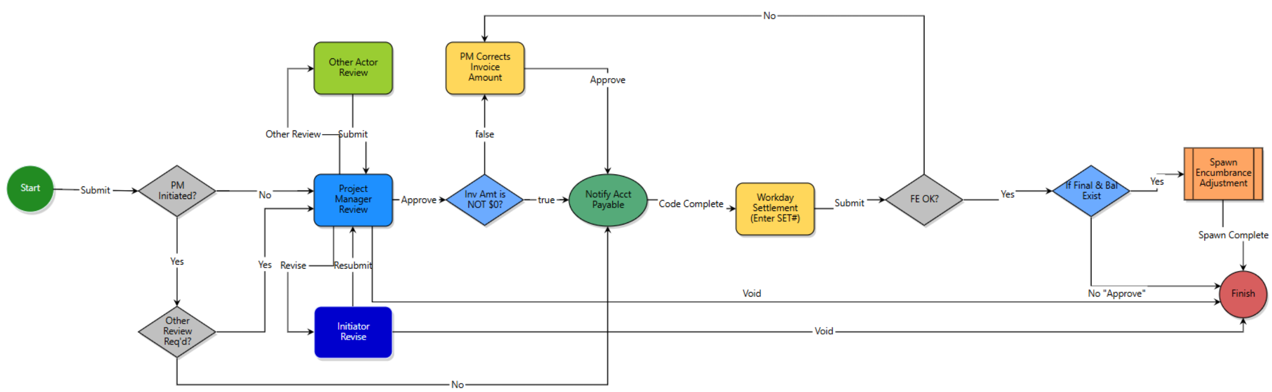
For more information contact System Office e-Builder Support in the Facilities website https://www.minnstate.edu/system/finance/facilities/design-construction/index.html.

Contents

Invoice Approval (INV) Process

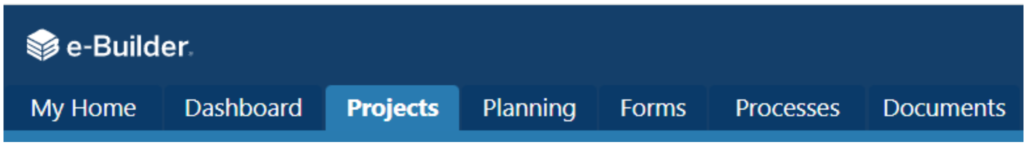
The INV process is for submitting payment requests for architect, designer, and non-designer.

- **The INV process will not automatically integrate into Workday**. This process is created in Trimble Unity Construct (formerly e-Builder), it will route through the workflow steps.
- In the Project Manager Review step: after the Project Manager reviews, approves and takes the action, **an email will automatically be sent to the Accounts Payable.** The email will include the invoice attachment and the Invoice Funding template. The Invoice Funding template shows the amount requested and how much is split between funding sources if there's multiple funding sources in the project. The Accounts payable take the
- Workday Settlement (PM Enter SET#) step. After the INV process is manually entered and processed in Workday by the Accounts payable, a Settlement number (SET#) will be generated. The Accounts Payable will provide the Settlement number (SET#) to the Project Manager.
- The Project Manager will enter the SET# into the Transaction ID field and move the process to the Finish. See step-by-step instructions below.

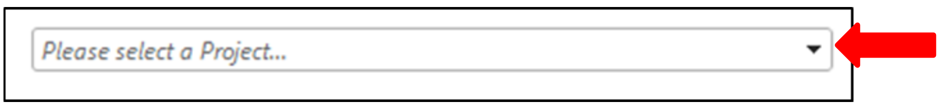


Vendors create Invoice (Who can start: A/E, Commissioning Agent, Consultant - Haz Mat, Consultant – Other, Owners Rep, Project Manager, Project Manager Support, SO Finance, SO Program Manager)

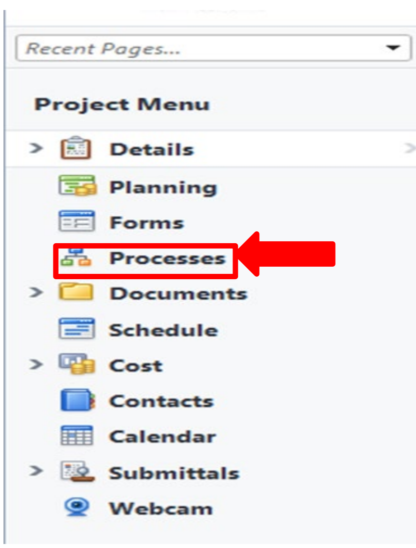
1. Click the **Project Tab** and select your project from the drop-down box



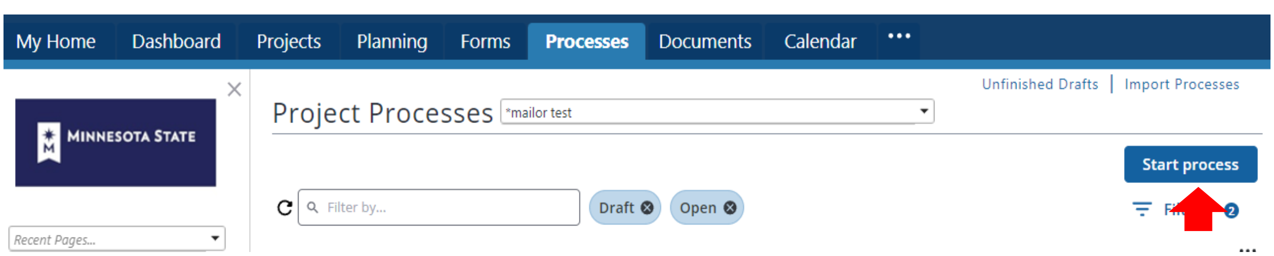
2. Select a Project from the drop-down or on the page



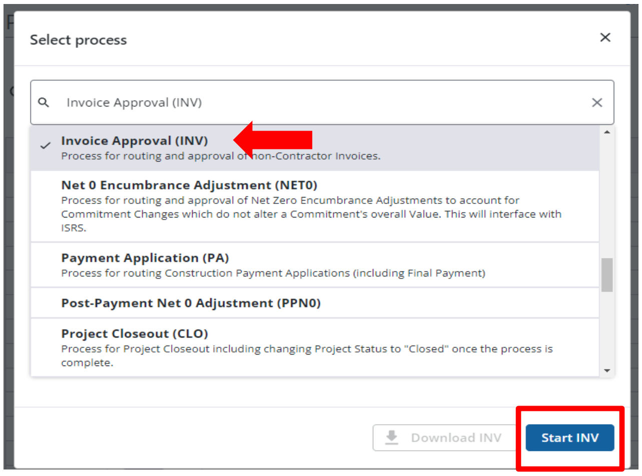
3. Select Processes from the Project Menu



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

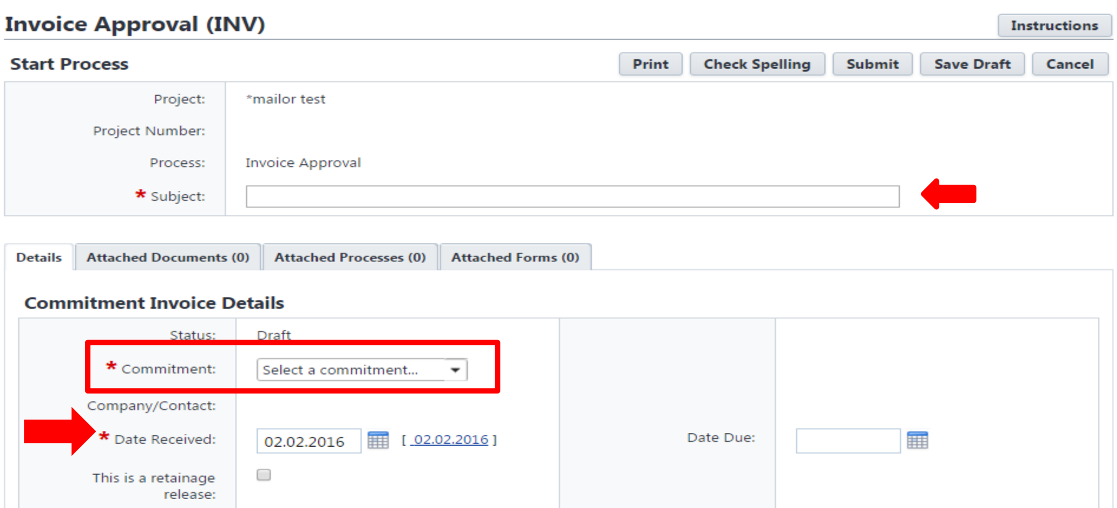


5. The Processes pop up window will appear, select **Invoice Approval (INV)**, click on Start INV.

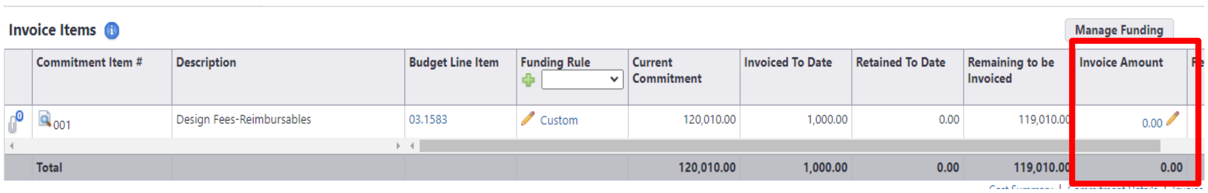


The Invoice Approval screen will appear. Fill out all the pertinent information. *Be sure to scroll down through the detail page.

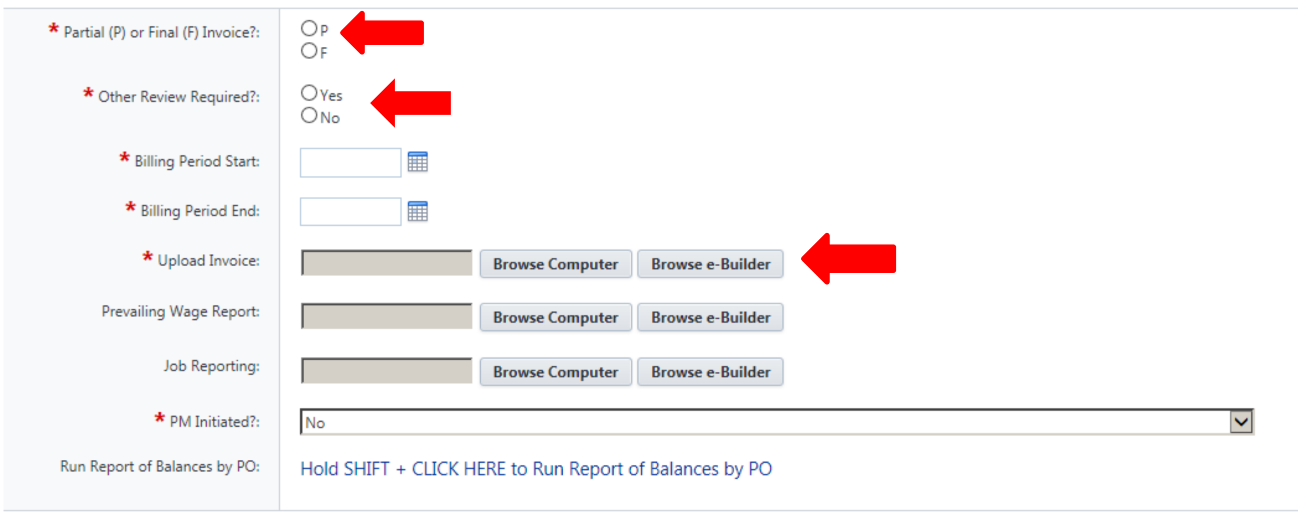
a. Enter the subject line
b. Select a commitment. Select your contract from the drop-down list.
c. Enter the Date Received. This is the date the invoice is created.



d. The Invoice Items table will be displayed. Under the Invoice Amount column click on the pencil and enter the correct amount on each line item. The amount entered in the Invoice Amount column cannot be greater than the amount shown in the Remaining to be Invoiced column.



e. Select Partial or Final to indicate whether is the final invoice
f. Select "No" on Other Review Required?
g. Enter the Billing period Start and Finish dates
h. Upload the Invoice

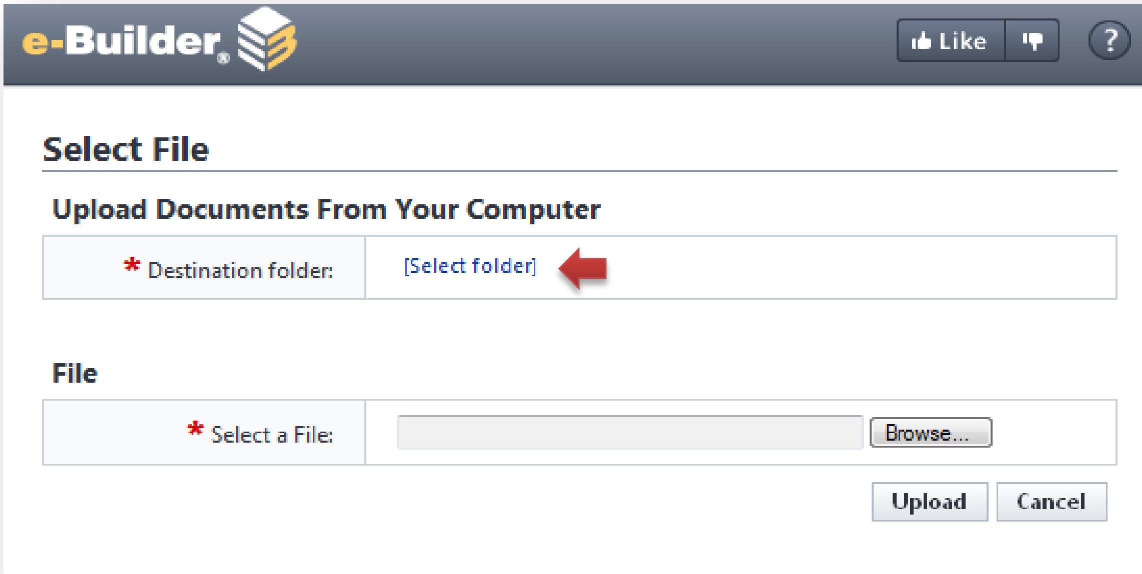


Upload Documents

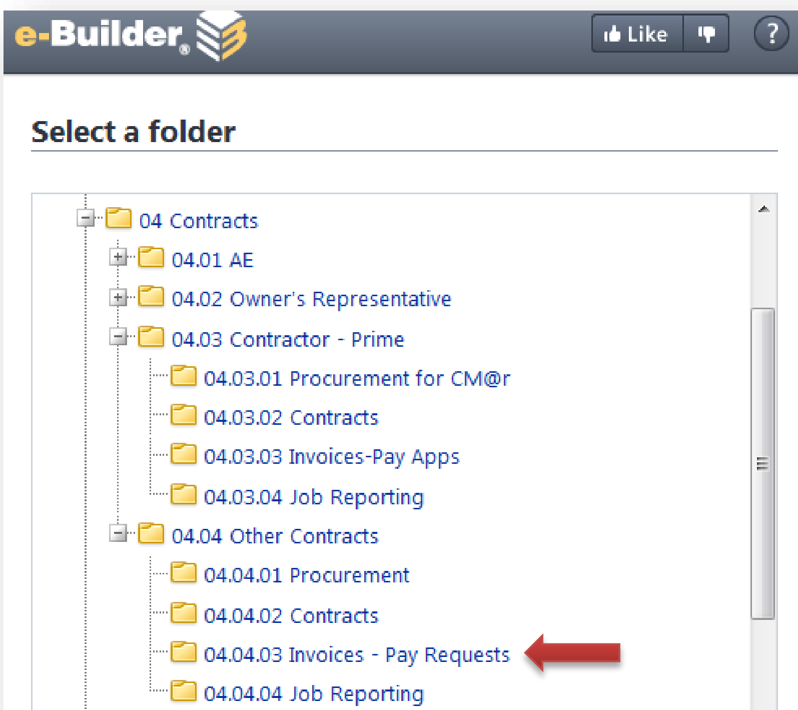
To upload you invoice click on the **Browse Computer** button

The Upload Documents screen will appear.

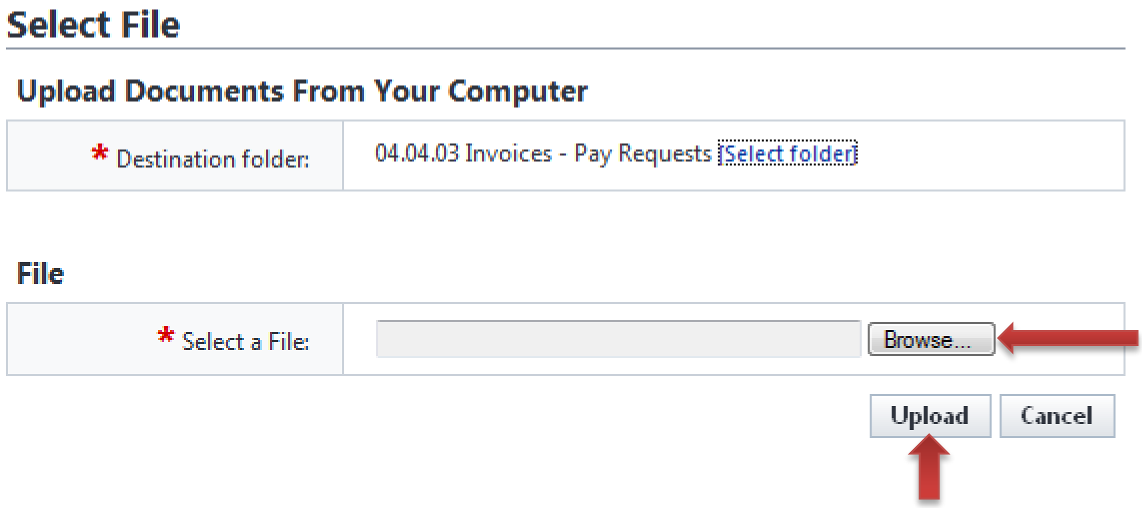
Click on the "Select Folder" link to open the e-Builder Document structure.



Select the Invoices-Pay Apps folder:



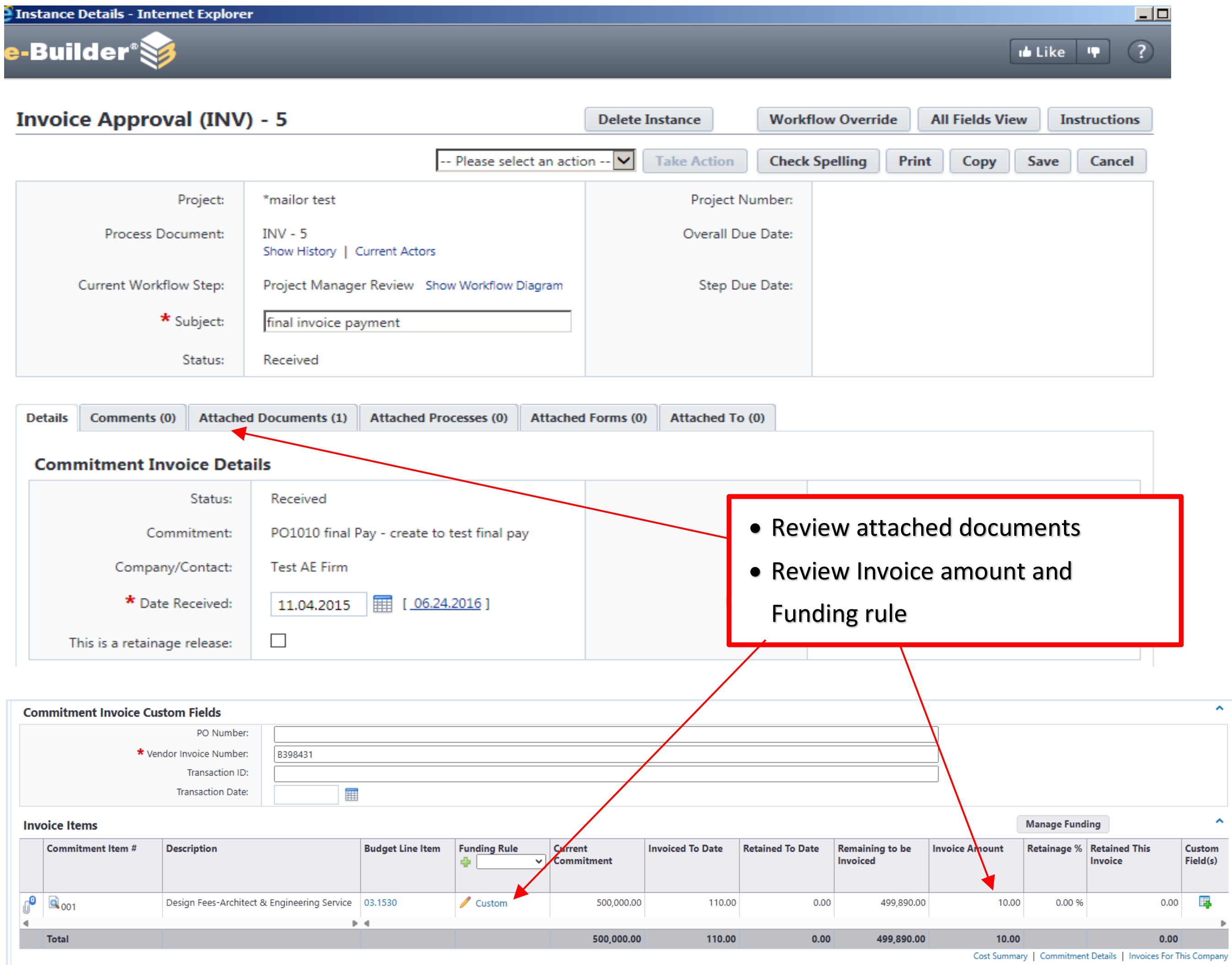
Once you select the folder, you will return to the Select File pop window. **Browse**… to find the file and click on the **Upload** button.

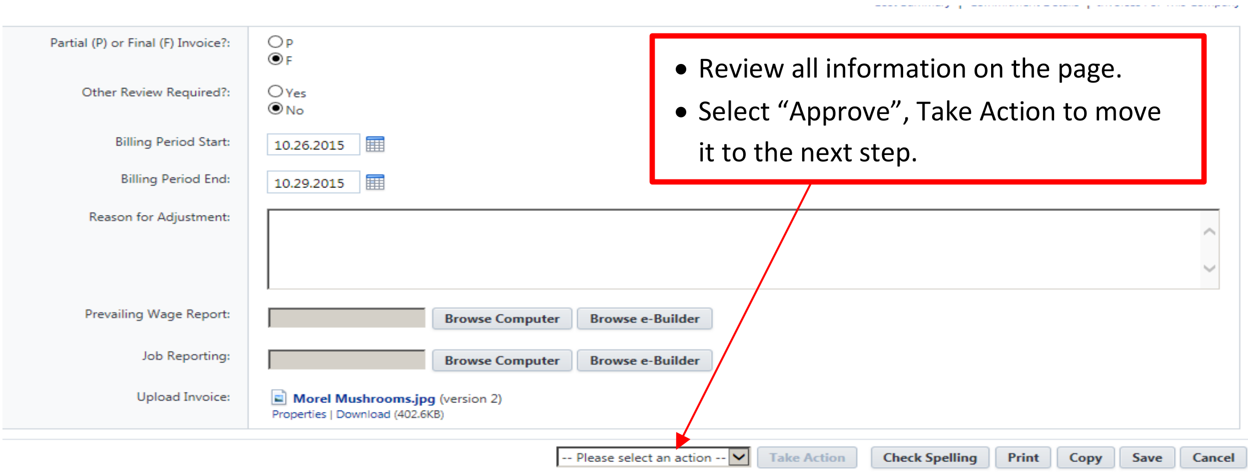


When the start process details for the invoice are complete, click on **Submit** in the bottom-right hand corner to it to the next step.

Project Manager Review Invoice

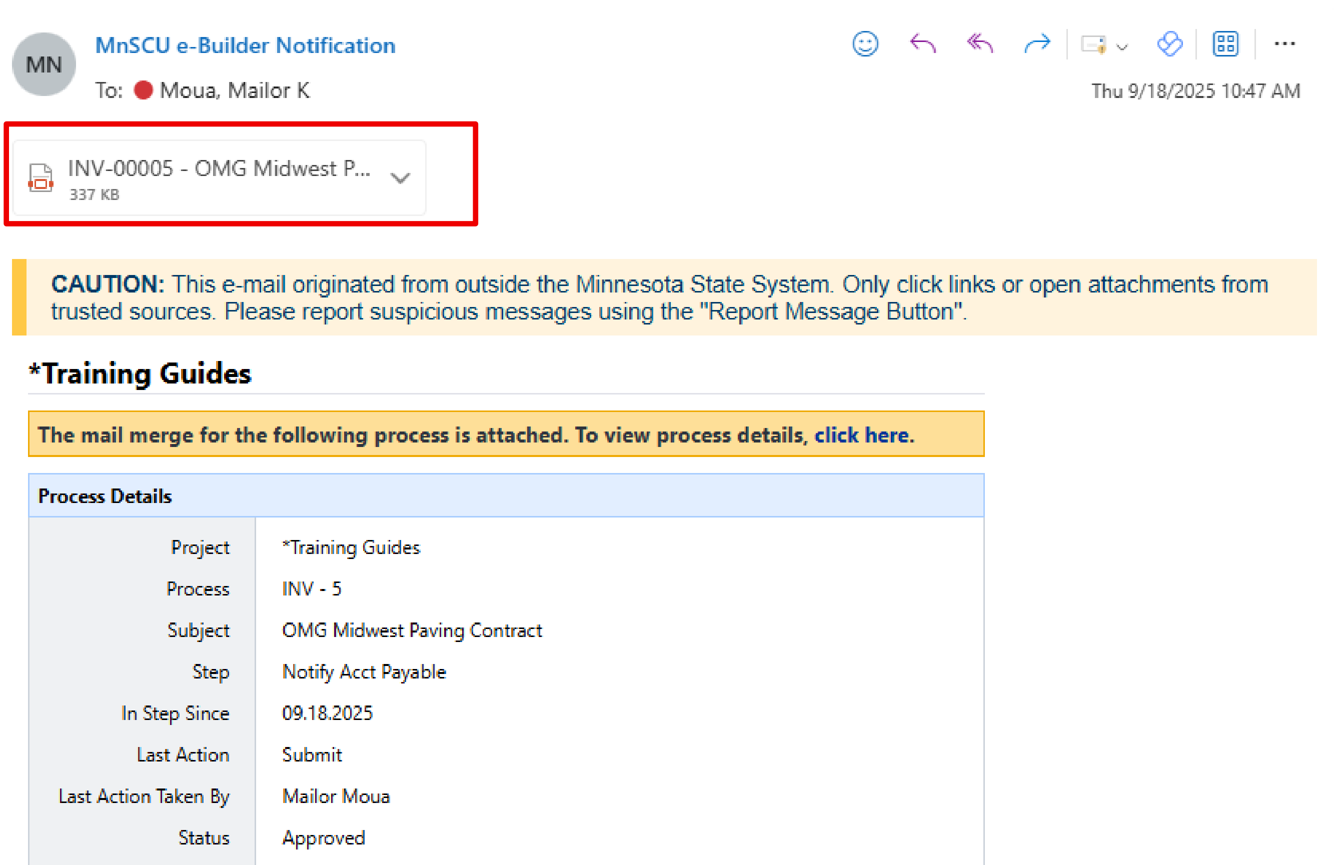
The Project Manager reviews all the   information on the detail page. Double check the invoice amount and verify that the right funding source(s) is selected.





Notify Acct Payable step. (Actor: Accounts Payable)

1. After the Project Manager act on the Project Manager Review step, the process will move to the **Notify Acct Payable** step. This automates step will send an email notification to the user listed in the Accounts Payable role. The email will include the pay application document from the vendor and the Pay App Funding document. See email sample below.

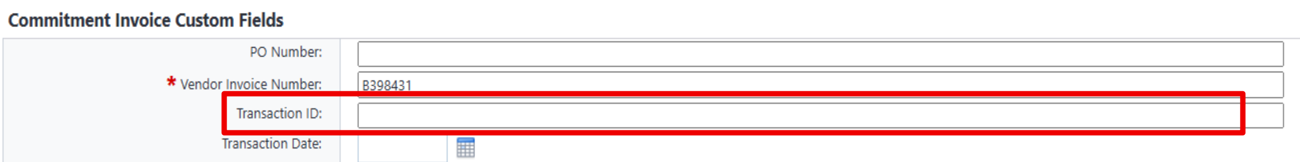


2. The Accounts payable log into Workday, create a Supplier invoice under the existing Purchase order number. **Follow the instructions guide "Project Payment in Workday" which is a step-by-step guides on how to create supplier invoices in Workday.**

Workday Settlement (PM Enter SET#) step. (ACTOR: PM, PM Support)

The Project Manager or Project Manager Support will enter the Settlement number (SET#) received from the Accounts Payable.

1. Enter the SET# into the Transaction ID field under the Commitment Invoice Custom Fields.



2. Click "Take Action" to move the process to the Finish.