



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](https://www.minnstate.edu/system/finance/facilities/design-construction/index.html).**

Contents

Invoice Approval (INV) Process3

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)4

Project Manager Review Invoice9

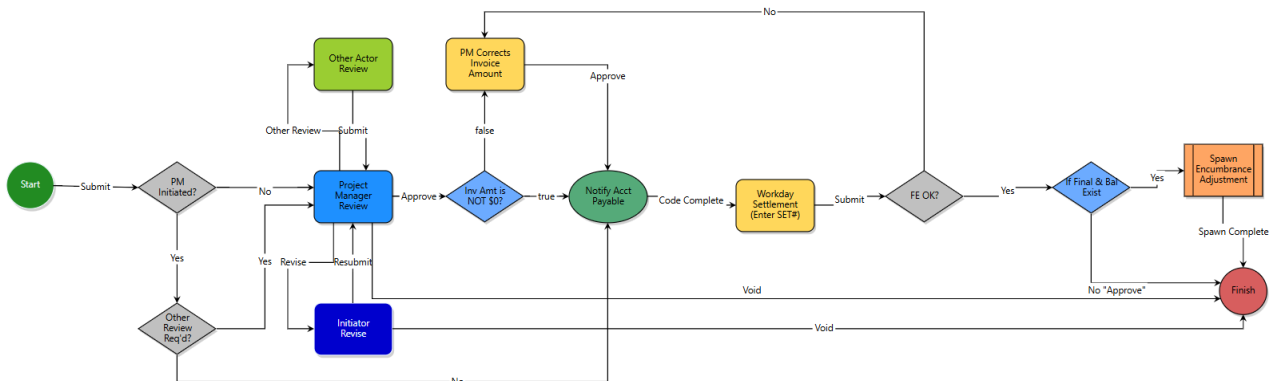
Notify Acct Payable step. (Actor: Accounts Payable) 10

Workday Settlement (PM Enter SET#) step. (ACTOR: PM, PM Support) 11

Invoice Approval (INV) Process

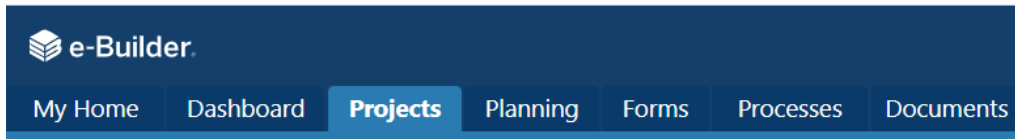
The INV process is for submitting payment requests for architect, designer, and non-designer.

- **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.

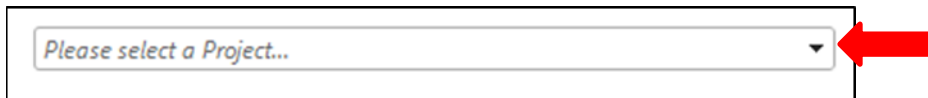


Vendors create Invoice (Who can start: A/E, Commissioning Agent, Consultant - Haz Mat, Consultant – Other, Owners Rep, Project Manager, Project Manager Support, SO Finance, SO Program Manager)

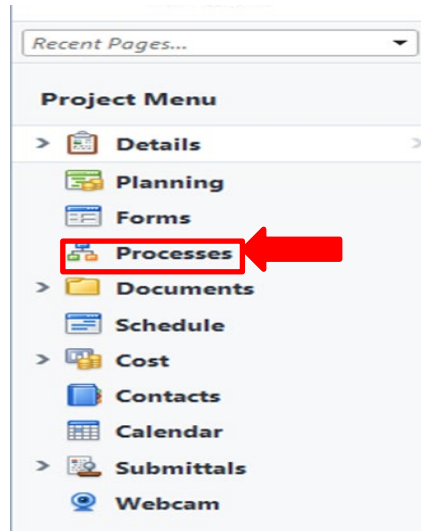
1. Click the **Project Tab** and select your project from the drop-down box



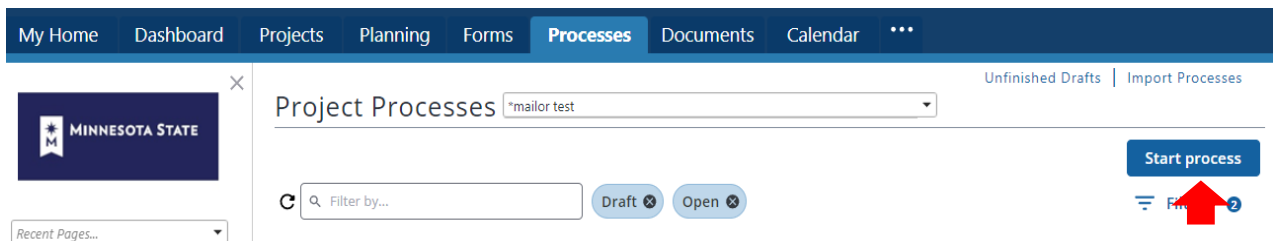
2. Select a Project from the drop-down or on the page



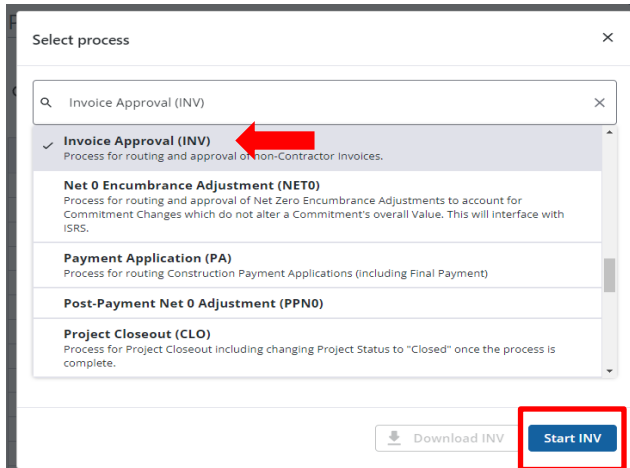
3. Select Processes from the Project Menu



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



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



Select process

Invoice Approval (INV)

✓ **Invoice Approval (INV)**
Process for routing and approval of non-Contractor Invoices.

Net 0 Encumbrance Adjustment (NET0)
Process for routing and approval of Net Zero Encumbrance Adjustments to account for Commitment Changes which do not alter a Commitment's overall Value. This will interface with ISRS.

Payment Application (PA)
Process for routing Construction Payment Applications (including Final Payment)

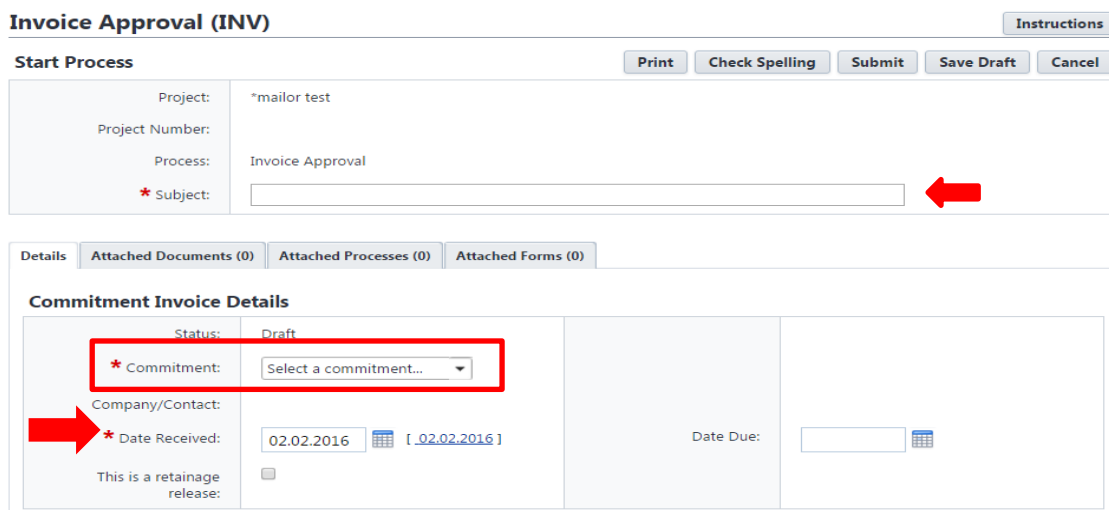
Post-Payment Net 0 Adjustment (PPN0)

Project Closeout (CLO)
Process for Project Closeout including changing Project Status to "Closed" once the process is complete.

Download INV Start INV

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

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



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 [02.02.2016]

This is a retainage release: ☐

Date Due:

- 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.

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	
001	Design Fees-Reimbursables	03.1583	Custom	120,010.00	1,000.00	0.00	119,010.00	0.00	
Total				120,010.00	1,000.00	0.00	119,010.00	0.00	

- 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

* Partial (P) or Final (F) Invoice?:

☐ P
 ☐ F

* Other Review Required?:

☐ Yes
 ☐ No

* Billing Period Start:

* Billing Period End:

* Upload Invoice:

Browse Computer

Browse e-Builder

Prevailing Wage Report:

Browse Computer

Browse e-Builder

Job Reporting:

Browse Computer

Browse e-Builder

* PM Initiated?:

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 the e-Builder Document structure.




Like

?

Select File

Upload Documents From Your Computer

* Destination folder:

[Select folder] 

File


* Select a File:

Browse...

Upload

Cancel

Select the Invoices-Pay Apps folder:



Like

?

Select a folder

04 Contracts

04.01 AE

04.02 Owner's Representative

04.03 Contractor - Prime

04.03.01 Procurement for CM@r

04.03.02 Contracts

04.03.03 Invoices-Pay Apps

04.03.04 Job Reporting


04.04 Other Contracts

04.04.01 Procurement

04.04.02 Contracts

04.04.03 Invoices - Pay Requests

04.04.04 Job Reporting



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...
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[Upload](#) [Cancel](#)

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.

Print	Check Spelling	Submit	Save Draft	Cancel
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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.

Instance Details - Internet Explorer

e-Builder®

Invoice Approval (INV) - 5

Delete Instance Workflow Override All Fields View Instructions

-- Please select an action -- Take Action Check Spelling Print Copy Save Cancel

Project: *mailor test Project Number:

Process Document: INV - 5 Overall Due Date:

Show History | Current Actors

Current Workflow Step: Project Manager Review Show Workflow Diagram

* Subject: final invoice payment Step Due Date:

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: ☐

Commitment Invoice Custom Fields

PO Number:

* Vendor Invoice Number: B398431

Transaction ID:

Transaction Date:

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 %	Retained This Invoice	Custom Field(s)
001	Design Fees-Architect & Engineering Service	03.1530	Custom	500,000.00	110.00	0.00	499,890.00	10.00	0.00 %	0.00	
Total				500,000.00	110.00	0.00	499,890.00	10.00		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?: ☐ P ☒ F

Other Review Required?: ☐ Yes ☒ No

Billing Period Start: 10.26.2015

Billing Period End: 10.29.2015

Reason for Adjustment:

Prevailing Wage Report: Browse Computer Browse e-Builder

Job Reporting: Browse Computer Browse e-Builder

Upload Invoice: Morel Mushrooms.jpg (version 2)
Properties | Download (402.6KB)

-- Please select an action -- Take Action Check Spelling Print Copy Save Cancel

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

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.



CAUTION: This e-mail originated from outside the Minnesota State System. Only click links or open attachments from trusted sources. Please report suspicious messages using the "Report Message Button".

*Training Guides

The mail merge for the following process is attached. To view process details, [click here](#).

Process Details	
Project	*Training Guides
Process	INV - 5
Subject	OMG Midwest Paving Contract
Step	Notify Acct Payable
In Step Since	09.18.2025
Last Action	Submit
Last Action Taken By	Mailor Moua
Status	Approved

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.

Commitment Invoice Custom Fields

PO Number:	<input type="text"/>
* Vendor Invoice Number:	8398431
Transaction ID:	<input type="text"/>
Transaction Date:	<input type="text"/> 

2. Click “Take Action” to move the process to the Finish.

Submit	▼	Take Action
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