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CONSULTANT CONTRACT INVOICE

Primary Responsibility: Finance Manager

Secondary Responsibility: Accounts Payable

Approver: Project Manager

CONSULTANT CONTRACT INVOICE PROCESS

* The Invoice should be received by ACCOUNTS PAYABLE
* If the PROJECT MANAGER or FINANCE MANAGER receives the Invoice, ACCOUNTS PAYABLE needs to be notified that it was received immediately.
* The recipient of the Invoice emails the Invoice to the FINANCE MANAGER immediately.

STATUS: ENTERED

RESPONSIBILITY: FINANCE MANAGER

1. Review Invoice and verify against Banner PO
2. Make any necessary adjustments
3. Find the Contract to which the invoice should be applied and insert a new record:
   a. From the main WorkDesk screen, click ‘Contract Administration’
b. Click the ‘Zoom’ icon next to ‘Consultant Contract’

c. Use the Contract Number, Contract Description, or Capital Project Number to search for the contract. Click ‘Execute’ to search.

d. Select the Contract to which the invoice should be applied

e. From the Contract record, select ‘Insert Record’ from the Action menu
f. Select ‘Consultant Invoice’

4. Create the new Consultant Contact Invoice Record Header by completing the following:

   a. The Invoice Number, Contractor, Contract, Capital Project, and Banner PO Number will auto-populate

   b. Enter Description of the Invoice: Project Number – Project Name - Contractor Name - Invoice #

   c. Insert Invoice Number and Invoice Date
5. Load the line items for which there are charges and apply line totals

   a. Click ‘Load’

   b. Select the Line to which the Invoice should be applied and click ‘Next’

   c. Enter the Invoiced Amount and click ‘Done’
d. SAVE

6. Stamp the Invoice as received
7. Attach a PDF copy of the Invoice
8. If Contract Type = TECHNOLOGY, update the status to IT REVIEW and SAVE
   For all other Contract Types, update the status to PM REVIEW and SAVE

STATUS: PM REVIEW / IT REVIEW
Reviewer: PROJECT MANAGER / INFORMATION TECHNOLOGY

1. Receive Workflow notification that the invoice is available to be reviewed. Click on the link to access the Workflow
2. Review Invoice PDF and Invoice Record for accuracy
   a. Click on the Document Thumbnail to view the invoice PDF
   b. Click on the Invoice Transaction Number to view the Invoice record
3. Determine if the Invoice is accurate
   a. If the Invoice is correct and no changes are needed:
      i. Click ‘Edit’ then update the SUBMITTED DATE to the current date and SAVE
ii. Click the AiM ‘Back’ button to return to the Workflow screen. Do not click the Browser’s back button.

iii. Add any applicable notes to the Note Log

iv. Select the Workflow response ‘Approved’
   i. Click ‘Edit’
ii. Choose your response, and SAVE

v. By approving the Workflow, you are advancing the Invoice to Accounts Payable for review and acceptance. The Finance Manager will receive notification that the Invoice was approved and advanced.

b. If inaccuracies are discovered and the invoice needs to be revised:

i. Amend the Invoice and notify the contractor

ii. Document the dispute by inserting a note on the Invoice record

iii. Attach a PDF copy of the amended Invoice
a. Select ‘Related Documents’ from the ‘View’ menu

b. Add a new document by clicking the ‘Add’ button

c. Select the document file and click ‘Next’

d. Make sure that the Document Title meets document naming standards. Select the Document Type: CONSULTANT CONTRACT INVOICE then click ‘Next’ until you return to the Related Documents screen
e. SAVE then click ‘Done’ on the next screen

i. Click the AiM ‘Back’ button to return to the Workflow. Do not click the Browser ‘Back’ button

ii. Click ‘Edit’
iii. Select REVISIONS REQUIRED as your Workflow response, and SAVE

iv. By selecting ‘Revisions Required’, you are sending the Invoice back to the Finance Manager

**STATUS: REVISIONS REQUIRED**

**RESPONSIBILITY: FINANCE MANAGER**

1. Receive the Workflow notification
2. Review Invoice revisions and verify against Banner PO
3. Make any necessary adjustments
4. Update SUBMITTED DATE
5. Verify that the most current version of the Invoice is attached
6. Update status to **AP REVIEW** and SAVE
1. Receive the Workflow notification on your WorkDesk and via email. Click on the link to access the Workflow.

2. Click on the Document Thumbnail to download the Invoice.
3. Add any applicable notes
   
a. Click ‘Notes Log’

b. Click ‘Add’

c. Type the Note into the box and select the appropriate Note Type
d. SAVE then click ‘Done’ on the next screen

4. Click ‘Edit’
5. Select your Workflow response, then click ‘Save’. Available responses:
   
a. ACCEPTED – Accounts Payable accepts the invoice and will process it for payment. The charge is released in AIM. AP did not add any notes to the record.

b. ACCEPTED WITH NOTES – Accounts Payable accepts the invoice and will process it for payment. The charge is released in AIM. AP added notes to the record.

c. REVISIONS REQUIRED – There was an error with the Invoice or accompanying Banner information. Accounts Payable does not accept the Invoice and returns it to the Finance Manager for revisions. AP should include a note explaining why the invoice was not accepted.

6. Once the Invoice has been accepted, process the Invoice for payment

STATUS: AP ACCEPTED

STATUS: REJECTED

STATUS: VOIDED
PAYMENT APPLICATION

Primary Responsibility: Finance Manager
Secondary Responsibility: Accounts Payable
Approver: Project Manager

PAYMENT APPLICATION PROCESS

WorkDesk → Accounts Payable → Payment Application

* The Pay App should be received by ACCOUNTS PAYABLE
* If the PROJECT MANAGER or FINANCE MANAGER receives the Pay App, ACCOUNTS PAYABLE needs to be notified that it was received immediately
* The recipient of the Pay App emails the Pay App to the FINANCE MANAGER immediately

STATUS: ENTERED

RESPONSIBILITY: FINANCE MANAGER

1. Review Pay App and verify against Banner PO
2. Make any necessary adjustments
3. Find the Contract to which the Pay App should be applied and insert a new record:
   a. From the main WorkDesk screen, click ‘Contract Administration’
b. Click the ‘Zoom’ icon next to ‘Construction Contract’

c. Use the Contract Number, Contract Description, or Capital Project Number to search for the contract. Click ‘Execute’ to search.

d. Select the Contract to which the Payment Application should be applied
e. From the Contract record, select ‘Insert Record’ from the Action menu

f. Select ‘Payment Application’

4. Create the new Construction Contact Payment Application Record Header by completing the following:

   The Pay App Number, Contractor, Contract, Capital Project, and Banner PO Number will auto-populate

   a. Enter Description of the Payment Application: Project Number – Project Name - Contractor Name – Pay App #
b. Insert Pay App Number and Date

5. Load the line items for which there are charges and apply line totals
   a. Click ‘Load’
b. Select the Line to which the Payment Application should be applied and click 'Next'

c. Enter the Pay App Amount and click 'Done'

d. SAVE
6. Stamp the Pay App as received

7. Attach a PDF copy of the Pay App

8. For all other Contract Types, update the status to **PM REVIEW** and SAVE

**STATUS: PM REVIEW**

Reviewer: PROJECT MANAGER

1. Receive Workflow notification that the Pay App is available to be reviewed. Click on the link to access the Workflow

2. Review Pay App PDF and Pay App Record for accuracy
a. Click on the Document Thumbnail to view the Pay App PDF

b. Click on the Pay App Transaction Number to view the Pay App record
3. Determine if the Pay App is accurate
   a. If the Pay App is correct and no changes are needed:
      i. Click ‘Edit’
         ii. Update the SUBMITTED DATE to the current date and SAVE
iii. Click the AiM ‘Back’ button to return to the Workflow screen. Do not click the Browser’s back.

iv. Add any applicable notes to the Note Log
v. Click ‘Edit’

vi. Choose your response, and click ‘Save’

vii. By approving the Workflow, you are advancing the Payment Application to Accounts Payable for review and acceptance. The Finance Manager will receive notification that the Pay App was approved and advanced.

b. If inaccuracies are discovered and the pay app needs to be revised:

i. Amend the Pay App and notify the contractor
ii. Document the dispute by inserting a note on the Pay App record

iii. Attach a PDF copy of the amended Pay App
iv. Click the AiM ‘Back’ button to return to the Workflow. Do not click the Browser ‘Back’ button.

v. Click ‘Edit’.

vi. Select REVISIONS REQUIRED as your Workflow response, and click ‘Save’.

vii. By selecting ‘Revisions Required’, you are sending the Pay App back to the Finance Manager.
STATUS: REVISIONS REQUIRED

RESPONSIBILITY: FINANCE MANAGER

1. Receive the Workflow notification
2. Review Pay App revisions and verify against Banner PO
3. Make any necessary adjustments
4. Update SUBMITTED DATE
5. Verify that the most current version of the Pay App is attached
6. Update status to **AP REVIEW** and SAVE

STATUS: AP REVIEW

RESPONSIBILITY: ACCOUNTS PAYABLE

1. Receive the Workflow notification on your WorkDesk and via email. Clink on the link to access the Workflow.
2. Click on the Document Thumbnail to download the Pay App

3. Add any applicable notes
   a. Click ‘Notes Log’
   b. Click ‘Add’
c. Type the Note into the box and select the appropriate Note Type

4. Click ‘Edit’

4. Click ‘Edit’

4. Click ‘Edit’

4. Click ‘Edit’

4. Click ‘Edit’

4. Click ‘Edit’

4. Click ‘Edit’

4. Click ‘Edit’

4. Click ‘Edit’

4. Click ‘Edit’
5. Select your Workflow response, then click ‘Save’. Available responses:

a. **ACCEPTED** – Accounts Payable accepts the Pay App and will process it for payment. The charge is released in AiM. AP did not add any notes to the record.

b. **ACCEPTED WITH NOTES** – Accounts Payable accepts the Pay App and will process it for payment. The charge is released in AiM. AP added notes to the record.

c. **REVISIONS REQUIRED** – There was an error with the Pay App or accompanying Banner information. Accounts Payable does not accept the Pay App and returns it to the Finance Manager for revisions. AP should include a note explaining why the Pay App was not accepted.

6. Once the Pay App has been accepted, process the Pay App for payment

**STATUS: AP ACCEPTED**

**STATUS: REJECTED**

**STATUS: VOIDED**
PURCHASE ORDER INVOICE

Primary Responsibility: Finance Manager

Secondary Responsibilities: Accounts Payable

Approver: Project Manager

PURCHASE ORDER INVOICE PROCESS

WorkDesk → Accounts Payable → Purchase Order Invoice

STATUS: OPEN

RESPONSIBILITY: FINANCE MANAGER

1. Search and select the Purchase Order to which the invoice should be applied

   Note: Non-Service Line Items must be received and disbursed before they can be applied to an Invoice

   a. From the main WorkDesk, select ‘Accounts Payable’
b. Click the ‘New’ icon next to ‘Purchase Order Invoice’

c. Find the Purchase Order to which the Invoice should be applied by searching by PO Number, PO Description, or Capital Project. Click ‘Execute’ to search.

d. Select the appropriate Purchase Order from the query results
e. Select the appropriate Line Items and then click ‘Done’

2. Create the Purchase Order Invoice by completing the following steps:
   a. Enter the Invoice Number and Date from the Contractor’s Invoice
   b. Enter the Invoice Description: Purchase Order Description - Invoice #

   *NOTE – the Purchase Order Description can be copied from the ‘Purchase Order’ field and paste into the Description field

   Example: 9663 - MCCONNELL HVAC - CODE LYNX - SECURITY CAMERAS - P0029698 - Inv 15485
c. Confirm/adjust the Line Item(s) Quantity and Amount as needed
   i. To adjust the Line Item, click on the Line Item Number

   ii. Adjust the ‘Accepted Quantity’ and/or ‘Accepted Unit Cost’
d. Confirm that the Disbursement is correct

e. From the Line Item Screen, select ‘Expense Allocation’ from the ‘View’ menu
f. Accounts – Enter the Invoice Amount in the ‘Line Expensed’ column

Funding Source – Determine to which Funding Source(s) the Invoice should be allocated. Enter the amount in the appropriate Funding Source ‘Line Expensed’ column.

g. Click ‘Done’ until you return to the main Invoice screen and then click SAVE
3. Attach a PDF copy of the invoice as a Related Document – Document Type: CPPM PO INVOICE
   a. Click ‘Related Documents’
   b. Click ‘Edit’
   c. Click ‘Add’ to add a new Document
d. Chose the Document File and click ‘Next’

e. Ensure that the File Name meets document naming standards. Select the Document Type: CPPM PO INVOICE

f. Click ‘Next’ until you return to the Related Documents screen, then SAVE
g. Click the AiM ‘Back’ button to return to the Invoice record. Do not click the Browser ‘Back’ button

4. Update the Purchase Order Invoice status to **PM REVIEW**
   a. Click the ‘Edit’ button to return to edit mode
   
   b. Click the ‘Zoom’ icon on the ‘Status’ field
c. Select the status PM REVIEW

d. SAVE

STATUS: PM REVIEW

RESPONSIBILITY: PROJECT MANAGER

1. Review the Purchase Order Invoice Record
2. Is the Invoice accurate?
   a. If yes, update the status to APPROVED
   b. If no, update the status to DENIED and add a note explaining why. Work with the Contractor to amend the invoice.

STATUS: DENIED

RESPONSIBILITY: FINANCE MANAGER

1. Review the denied Invoice and any associated notes
2. Adjust the Invoice as appropriate and attach the revised Invoice as a Related Document
3. Update the status to **PM REVIEW** to return it to the Project Manager

**STATUS: APPROVED**

**RESPONSIBILITY: FINANCE MANAGER**

1. Review the Invoice record
2. Update the status to **AP REVIEW** and **SAVE**

**STATUS: AP REVIEW**

**RESPONSIBILITY: ACCOUNTS PAYABLE**

1. Receive notification via email and on the WorkDesk Query

2. Click on the Transaction Number to access the Invoice Record
3. Review the Invoice record

4. Download the Invoice PDF
   a. Click ‘Related Documents’
b. Click on the Thumbnail of the Invoice Document

5. Is the Invoice acceptable?
   IF YES, update the status to **ACCEPTED**
   a. Click ‘Edit’

b. Click the ‘Zoom’ icon on the ‘Status’ field
c. Select the status ACCEPTED

![Image of Purchase Order Invoice Status]

d. SAVE

![Image of Purchase Order Invoice]

IF NO, create a note explaining why and update the status to DECLINED

a. Click ‘Notes Log’

![Image of Purchase Order Invoice with Notes Log highlighted]
b. Click ‘Add’

c. Enter the Note and select the Note Type

d. SAVE
e. Click ‘Done’

f. Click ‘Edit’

g. Click the ‘Zoom’ icon on the ‘Status’ field
h. Select the status DECLINED

![Image of AIM Purchase Order Invoice Status]

i. SAVE

![Image of AIM Purchase Order Invoice]

**STATUS: ACCEPTED**

**RESPONSIBILITY: ACCOUNTS PAYABLE**

1. Process the Invoice in Banner Finance
2. Pay the Invoice

**STATUS: DECLINED**

**RESPONSIBILITY: FINANCE MANAGER**

1. Review the declined invoice and any associated notes
2. Resolve issues
3. Adjust the invoice as appropriate
4. Update the status to **AP REVIEW** to return it to Accounts Payable