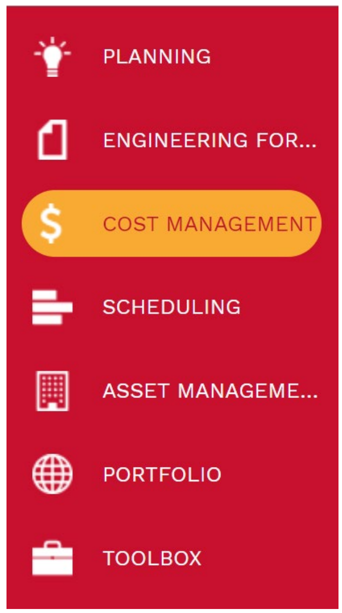
PM

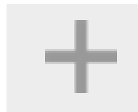
Committing and Invoicing UH Budget Line Items

1- Click on **Cost Management.**

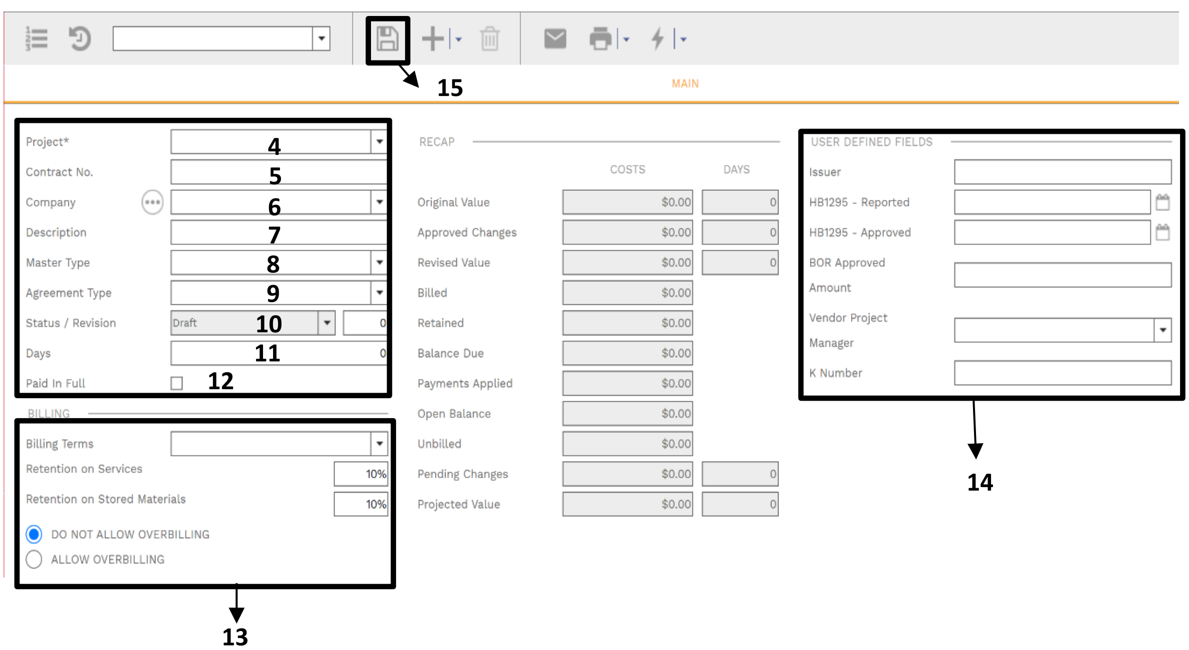


2- Select **Commitment** under **Contracts.**

3- Click **+** to add a new record.



4- **Project** field - Select the project from the Project drop down menu.
5- **Contract No.** field – Enter WO number if shops support or n/a1 for others (use sequential numbers for following commitments)
6- **Company** field – Select “University of Houston” from the drop-down menu. You can also start typing to bring up the name.
7- **Description** field - Enter a summary of the funds lines to be committed.
8- **Master Type** field – Select NA from drop down menu.
9- **Agreement Type** field – Select “UH Internal” from the drop-down menu.
10- **Status/Revision** field – Reflects current status.
11- **Days** field – Leave blank.
12- **Paid in Full** box – Leave unchecked.
13- **Billing** section – Leave unchanged.
14- **Issuer, etc.** fields on right – Optional fields that may be left blank. Many are redundant to other data already associated with the record.
15- From the top bar, click on the icon to save the header.



16- From the lower bar click on **+Add** icon.

17- In the **"Cost Code"** column, select the desired cost code from the drop-down menu. Typing part of the cost code or description in the field will narrow the list (typically these ate the 06- series cost codes).

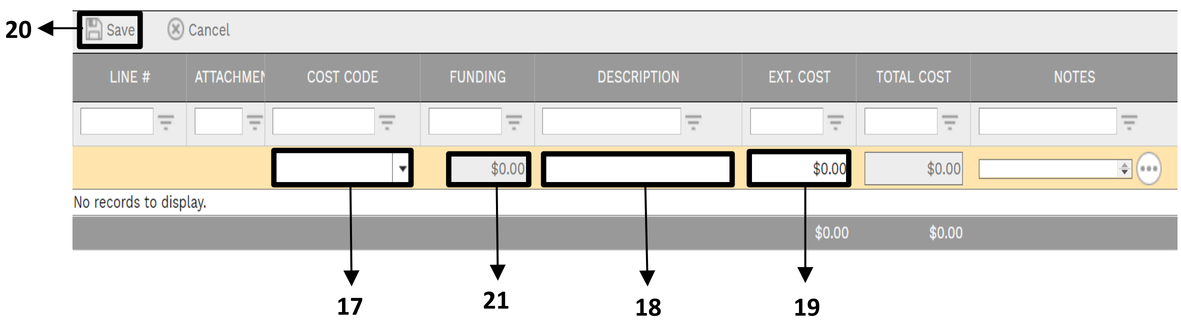
18- In the **"Description"** column, enter any changes if necessary to the auto populated description.

19- In the **"Ext. Cost"** column, enter the amount of funds to be committed.

20- In the **"Grey"** header bar click the **Save** button.

21- Repeat Steps 15 through 19 for additional cost codes and amounts.

22- After all lines have been entered, use the ***Funding* column** to assign funds from Project Cost Centers



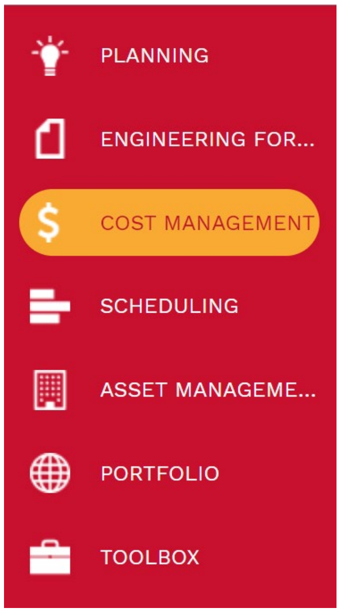
23- Under the '**Attachments**' tab at the bottom add any desired attachments.

24- Under the "Workflow" tab at the bottom, click on the **Submit** button.
25- The record will be returned to the Project Manager who can then **Final Approve**.

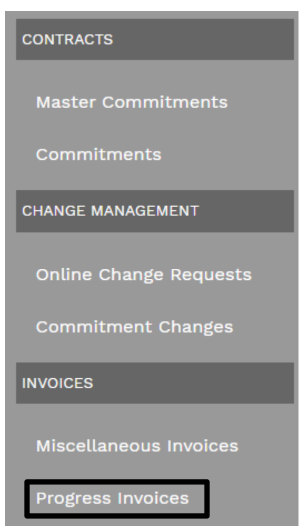
26- Optional to review the **Cost Worksheet** to verify Commitment was correctly captured.
27- Process Complete.

Process for Invoicing Funds

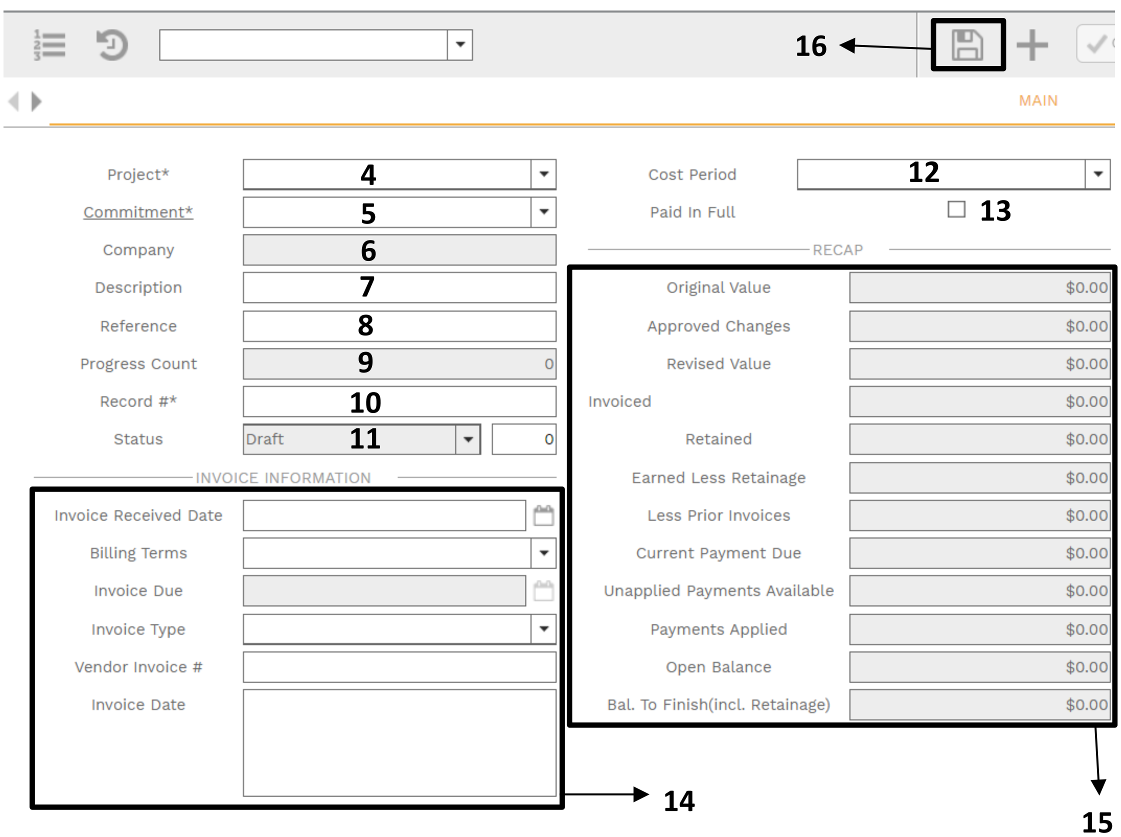
1- Click on **Cost Management.**



2- Under Invoices, select **Progress Invoice**s.



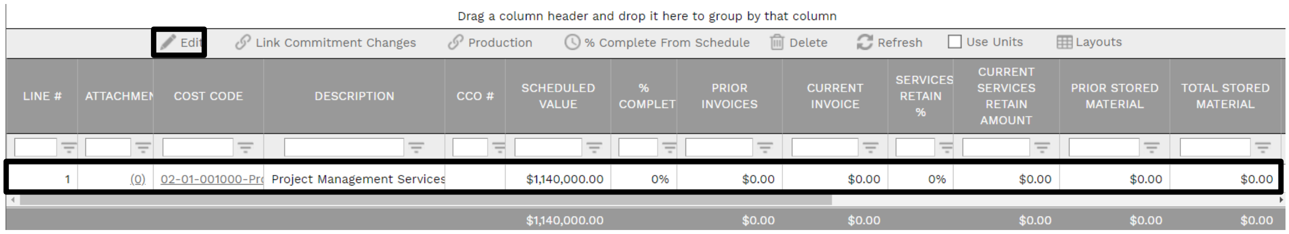
3- Click on **+ Add** button to create a new request.
4- **Project** field - Select the project from the Project drop down menu.
5- **Commitment** field - On the Commitment drop down menu, select the appropriate commitment.
6- **Company** field – Auto populates.
7- **Description** field - Enter a description of the funds lines to be expensed – i.e. 'Expensing Art Fee'
8- **Reference** field – Leave blank. (May want to use with Business Services to identify expenditures)
9- **Progress Count** field – Auto populates.
10- **Record #** filed – Auto populates. If receive error message, change to a unique number.
11- **Status** field – Reflects current status.
12- **Cost Period** field – Leave blank.
13- **Paid in Full** box – Leave unchecked.
14- **"Invoice Information"** section – Leave fields unchanged.
15- **"Recap"** section – Auto populates upon save.
16- From the top bar, click on the icon to save the header.



17- In the **lower tab**, the “Cost Codes”, “Schedule of Values”, and “Prior Invoices” columns will auto populate.

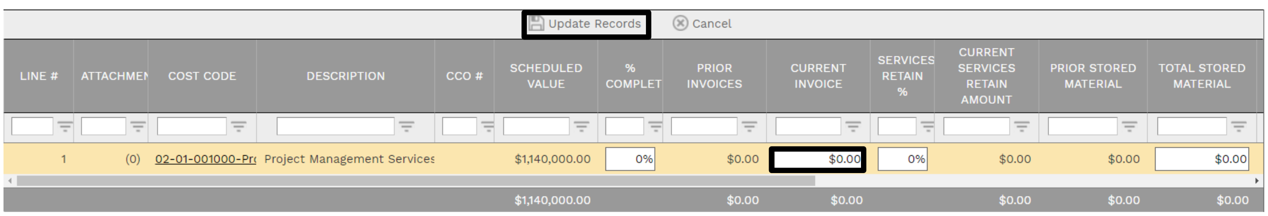
18- Select and highlight the line to be invoiced by clicking in the line column.

19- Double click the line or in the “Grey” header bar click the **Edit** button.



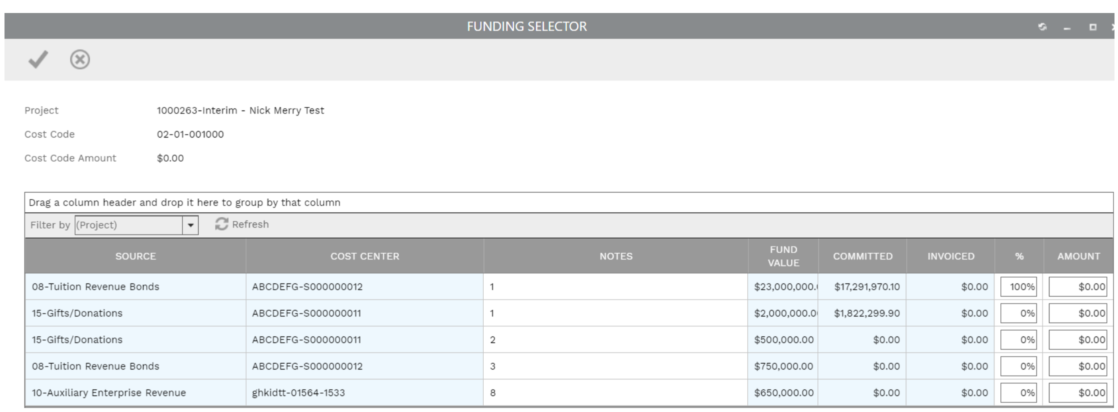
20- Under the “Current Invoice” column, enter the amount to be invoiced.

21- In the “Grey” header bar click the **Update Records** button.

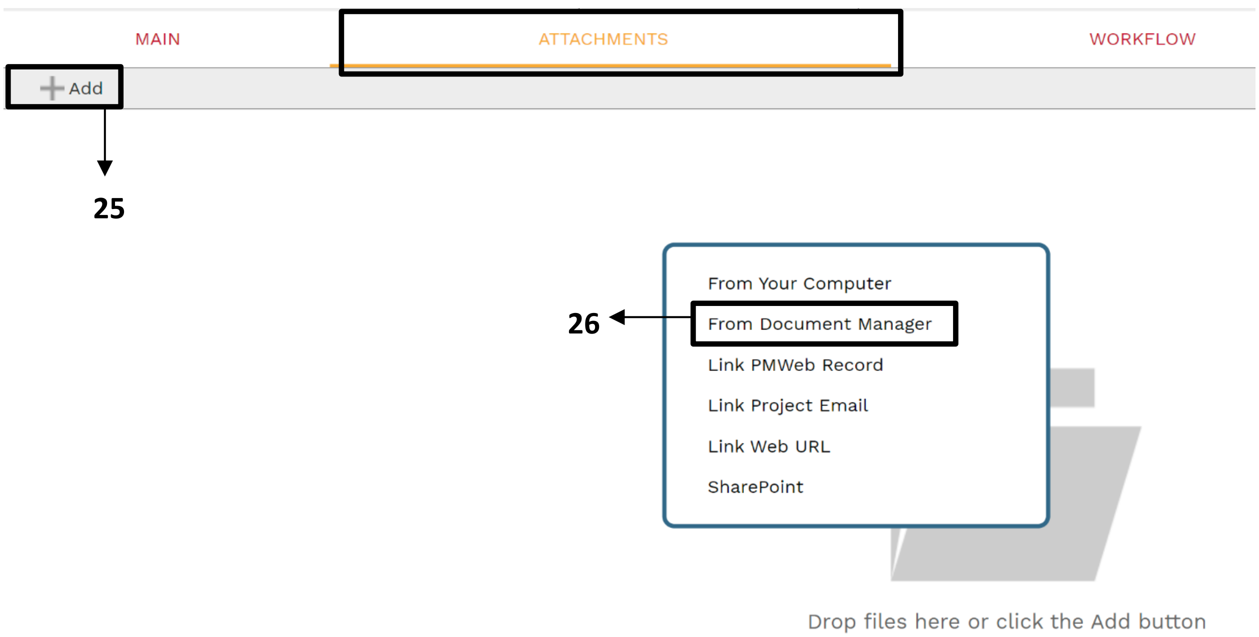


22- Repeat Steps 17 through 21 for additional cost codes and amounts.

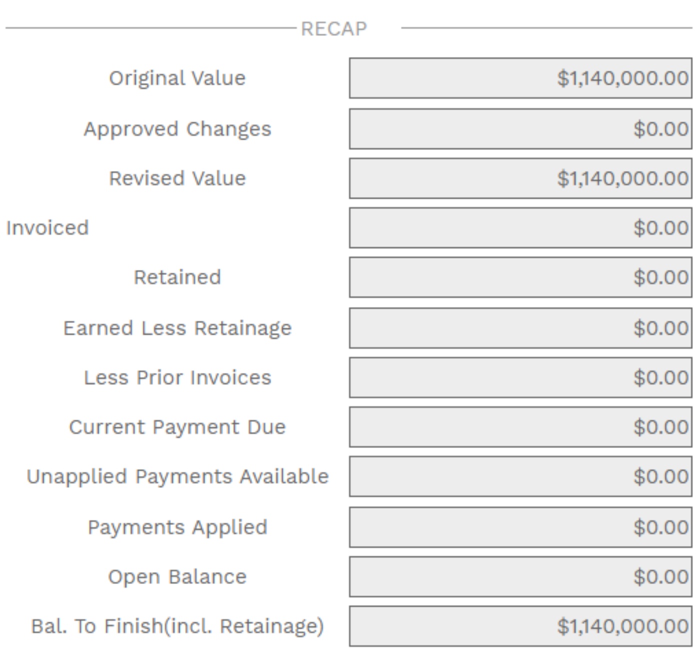
23- After all lines have been entered, use the *Funding* column to assign funds from Project Cost Centers by clicking on the box with the three dots. Amounts in the FUNDING SELECTOR popup will auto populate based on percentages used to establish commitment. Edit amounts as appropriate. Click on Check-mark in the top left-hand corner of the popup.



24- Add attachments by utilizing Document Manager.
25- Click on the **+Add** icon.
26- Select ‘From Document Manager’.



27- Review the **Recap** box in the **Main tab.**



28- When all attachments have been uploaded, select the ‘**Workflow’** tab at the bottom.
29- Click on the **Submit** button in the ‘Actions’ box.