



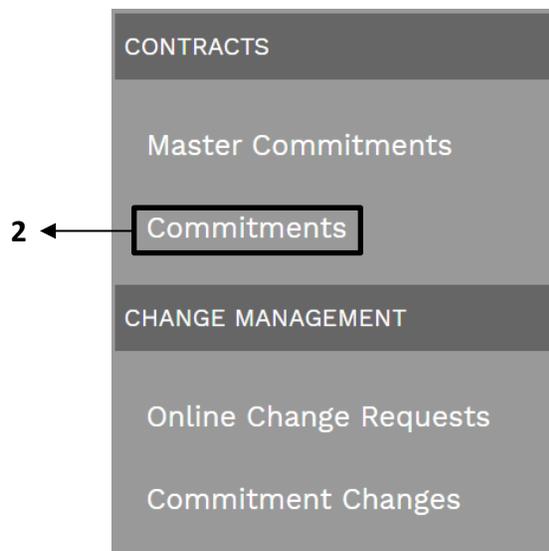
PM

**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.

15

RECAP	COSTS	DAYS
Original Value	\$0.00	0
Approved Changes	\$0.00	0
Revised Value	\$0.00	0
Billed	\$0.00	
Retained	\$0.00	
Balance Due	\$0.00	
Payments Applied	\$0.00	
Open Balance	\$0.00	
Unbilled	\$0.00	
Pending Changes	\$0.00	0
Projected Value	\$0.00	0

13

14

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 are 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

20 ←  

LINE #	ATTACHMENT	COST CODE	FUNDING	DESCRIPTION	EXT. COST	TOTAL COST	NOTES
		<input type="text"/>	\$0.00	<input type="text"/>	\$0.00	\$0.00	<input type="text"/>
No records to display.							
			\$0.00		\$0.00	\$0.00	

17 21 18 19

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**.

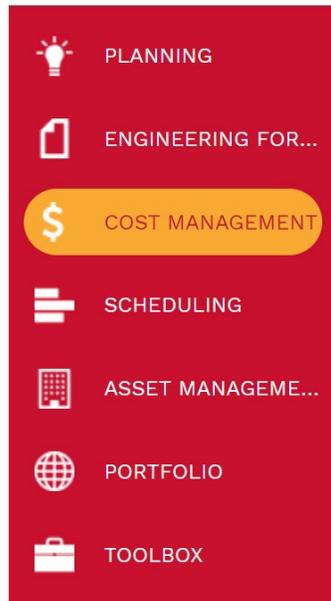


26- Optional to review the **Cost Worksheet** to verify Commitment was correctly captured.

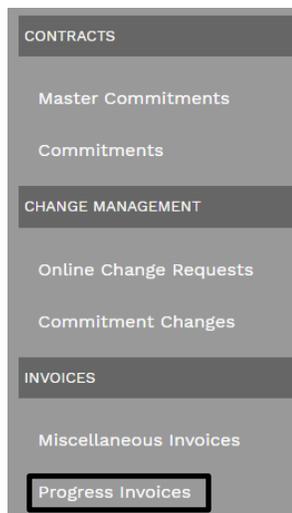
27- Process Complete.

Process for Invoicing Funds

1- Click on **Cost Management**.



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



- 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.

The screenshot displays a software interface for creating a request header. At the top, a navigation bar contains a save icon (16) and a plus sign. Below this, the 'MAIN' section includes several input fields: Project* (4), Commitment* (5), Company (6), Description (7), Reference (8), Progress Count (9), Record #* (10), and Status (11). The 'Status' field is set to 'Draft'. To the right of these fields are 'Cost Period' (12) and 'Paid In Full' (13) checkbox. Below the main fields is the 'INVOICE INFORMATION' section (14), which contains fields for Invoice Received Date, Billing Terms, Invoice Due, Invoice Type, Vendor Invoice #, and Invoice Date. To the right of the invoice information is a 'RECAP' table (15) with the following rows and values:

Original Value	\$0.00
Approved Changes	\$0.00
Revised Value	\$0.00
Invoiced	\$0.00
Retained	\$0.00
Earned Less Retainage	\$0.00
Less Prior Invoices	\$0.00
Current Payment Due	\$0.00
Unapplied Payments Available	\$0.00
Payments Applied	\$0.00
Open Balance	\$0.00
Bal. To Finish(incl. Retainage)	\$0.00

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.

Drag a column header and drop it here to group by that column

Edit Link Commitment Changes Production % Complete From Schedule Delete Refresh Use Units Layouts

LINE #	ATTACHMEN	COST CODE	DESCRIPTION	CCO #	SCHEDULED VALUE	% COMPLET	PRIOR INVOICES	CURRENT INVOICE	SERVICES RETAIN %	CURRENT SERVICES RETAIN AMOUNT	PRIOR STORED MATERIAL	TOTAL STORED MATERIAL
1	(0)	02-01-001000-Pr	Project Management Services		\$1,140,000.00	0%	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$0.00
					\$1,140,000.00		\$0.00	\$0.00		\$0.00	\$0.00	\$0.00

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

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

Update Records Cancel

LINE #	ATTACHMEN	COST CODE	DESCRIPTION	CCO #	SCHEDULED VALUE	% COMPLET	PRIOR INVOICES	CURRENT INVOICE	SERVICES RETAIN %	CURRENT SERVICES RETAIN AMOUNT	PRIOR STORED MATERIAL	TOTAL STORED MATERIAL
1	(0)	02-01-001000-Pr	Project Management Services		\$1,140,000.00	0%	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$0.00
					\$1,140,000.00		\$0.00	\$0.00		\$0.00	\$0.00	\$0.00

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.

FUNDING SELECTOR

✓ ✕

Project 1000263-Interim - Nick Merry Test
 Cost Code 02-01-001000
 Cost Code Amount \$0.00

Drag a column header and drop it here to group by that column

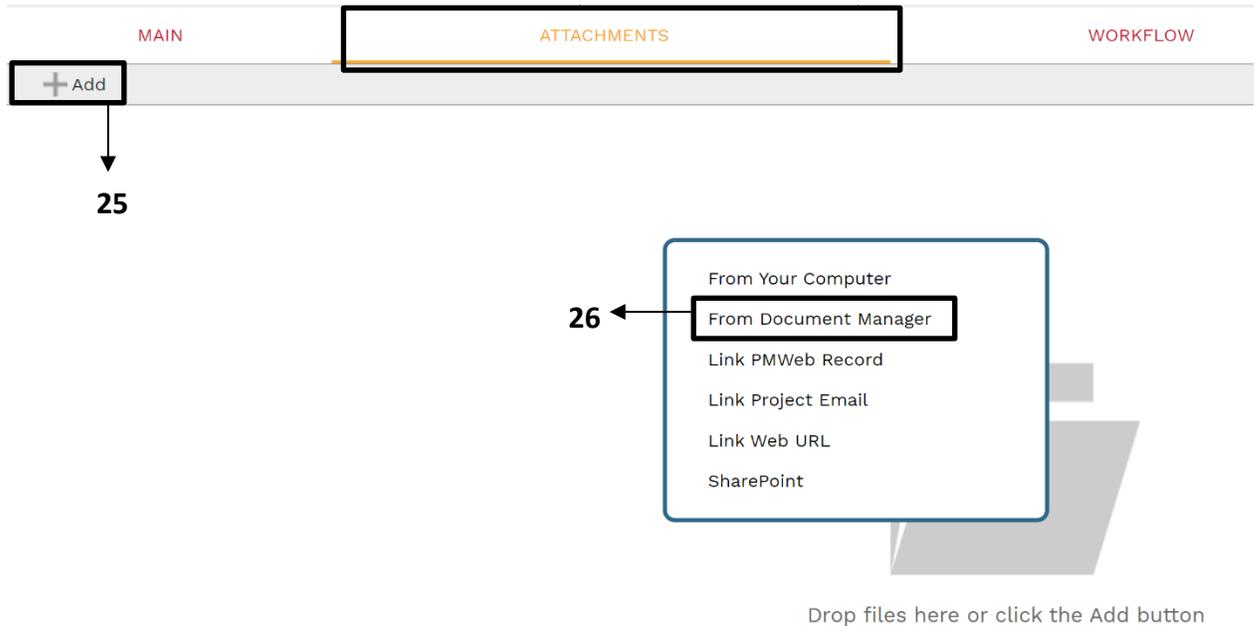
Filter by (Project) Refresh

SOURCE	COST CENTER	NOTES	FUND VALUE	COMMITTED	INVOICED	%	AMOUNT
08-Tuition Revenue Bonds	ABCDEFG-S000000012	1	\$23,000,000.00	\$17,291,970.10	\$0.00	100%	\$0.00
15-Gifts/Donations	ABCDEFG-S000000011	1	\$2,000,000.00	\$1,822,299.90	\$0.00	0%	\$0.00
15-Gifts/Donations	ABCDEFG-S000000011	2	\$500,000.00	\$0.00	\$0.00	0%	\$0.00
08-Tuition Revenue Bonds	ABCDEFG-S000000012	3	\$750,000.00	\$0.00	\$0.00	0%	\$0.00
10-Auxiliary Enterprise Revenue	ghkiddtt-01564-1533	8	\$650,000.00	\$0.00	\$0.00	0%	\$0.00

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**.

RECAP	
Original Value	\$1,140,000.00
Approved Changes	\$0.00
Revised Value	\$1,140,000.00
Invoiced	\$0.00
Retained	\$0.00
Earned Less Retainage	\$0.00
Less Prior Invoices	\$0.00
Current Payment Due	\$0.00
Unapplied Payments Available	\$0.00
Payments Applied	\$0.00
Open Balance	\$0.00
Bal. To Finish(incl. Retainage)	\$1,140,000.00

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

