



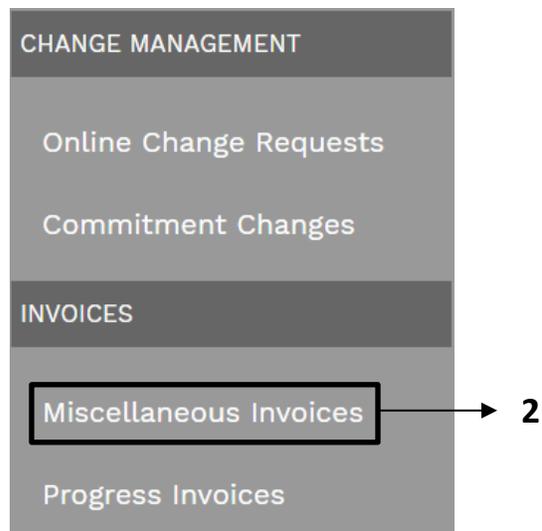
**PM**

**Submitting Misc Invoice**

1- Click on **Cost Management**.



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



3- Click on **+Add** in the top bar.



- 4- **Project** field - Select the project from the Project drop down menu.
- 5- **Company** field – Will auto-fill based on the contract number selected.
- 6- **Vendor Invoice #** field – Enter internal vendor #
- 7- **Invoice Received Date** field – Will auto-populate
- 8- **Description** field - Enter brief description
- 9- **Status/Revision** - Select
- 10- **Cost Period** field – Select from pull-down menu
- 11- **Billing Terms** field – Select from pull-down menu
- 12- **Invoice Due** field – Will auto-populate based on *Cost Period* selected
- 13- **Voucher #** field – Enter internal vendor
- 14- **Category** field – Select from pull-down menu
  - a. 01 Business Services – Select this option to submit miscellaneous invoices to Business Services for processing.
  - b. 02 Internal Funding Alignment – Select this option to capture costs such as PMF, Art, Shop Fees that Business Services includes on 1074's (Budget Reconciliations)
- 15- Click on **the Save** icon in the top bar.

The screenshot shows a software interface with a top bar and a main form area. The top bar contains a menu icon, a refresh icon, a search box, a save icon (labeled 15), a plus icon, a trash icon, an envelope icon, and a printer icon. Below the top bar is a horizontal line labeled "MAIN". The main form area is divided into two columns. The left column contains a list of fields with numbered callouts: Project\* (4), Company (5), Vendor Invoice # (6), Invoice Received Date (7), Description (8), Status / Revision (9), Cost Period (10), Billing Terms (11), Invoice Due (12), Voucher # (13), and Category (14). The right column contains a "RECAP" section with fields for Invoice Amount, Unapplied Payments Available, Payments Applied, and Open Balance, all showing \$0.00. Below the recap is a "USER DEFINED FIELDS" section with an Invoice Date field. At the bottom of the form are two checkboxes: "Post to Non-commitment Costs" (checked) and "Paid In Full" (unchecked).

16- In the lower bar click **+Add**.



17- **Description field**, enter brief description.

18- **Cost Code field**, select applicable code.

19- **Cost Type field**, select from pull-down menu.

20- **UOM field**, select from pull-down menu.

21- **Quantity field**, enter quantity, as applicable.

22- **Unit Cost field**, enter unit cost, as applicable.

23- **Ext. Cost field** – Will auto-populate based on previous cost data entries.

24- **Total Cost field** – Will auto-populate based on previous cost data entries.

25- Click the **Save icon**.

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

LINE #	ATTACHMENTS	ITEM	DESCRIPTIO	COST CODE	COST TYPE	UOM	QUANTITY	UNIT COST	EXT COST	ADJUSTMEN 1	TAX	TOTAL COST	NOTE: FUNDING	FUNDING SOURCE
25							1.00	\$0.0	\$0.0	\$0.00	\$0.00	\$0.0	\$0.00	

No records to display.

17      18      19      20      21      22      23      24

26- Under **“Workflow”** tab, click **“Submit”** icon.

a. Immediately after clicking **“Submit”**, the page will refresh;

b. Under **“Workflow Actions”**, click **“Save”**. This will then prompt processing and action by Business Services.

