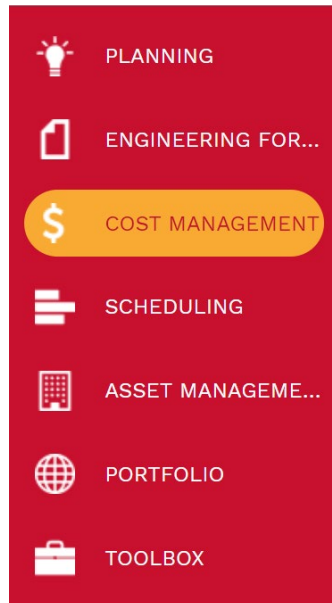




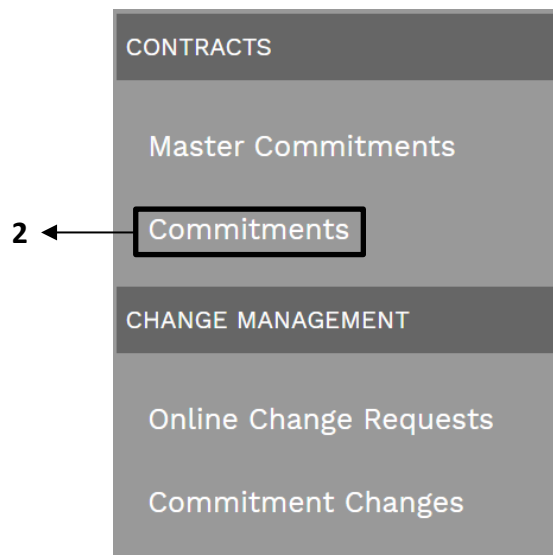
PM

**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

MAIN

Project* 4

Contract No. 5

Company *** 6

Description 7

Master Type 8

Agreement Type 9

Status / Revision Draft 10

Days 11

Paid In Full 12

BILLING

Billing Terms

Retention on Services 10%

Retention on Stored Materials 10%

DO NOT ALLOW OVERBILLING

ALLOW OVERBILLING

13

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

USER DEFINED FIELDS

Issuer

HB1295 - Reported

HB1295 - Approved

BOR Approved

Amount

Vendor Project Manager

K Number

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 ← Save Cancel

LINE #	ATTACHMENT	COST CODE	FUNDING	DESCRIPTION	EXT. COST	TOTAL COST	NOTES
			\$0.00		\$0.00	\$0.00	
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.

MAIN
 UH FIELDS
 COMMITMENT CHANGES
 COMMITMENT INVOICES
 PAYMENTS
 NOTES
 ATTACHMENTS

Add



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**.

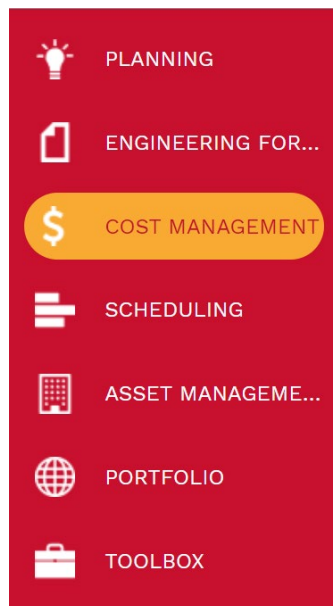


26- Optional to review the **Cost Worksheet** to verify Commitment was correctly captured.

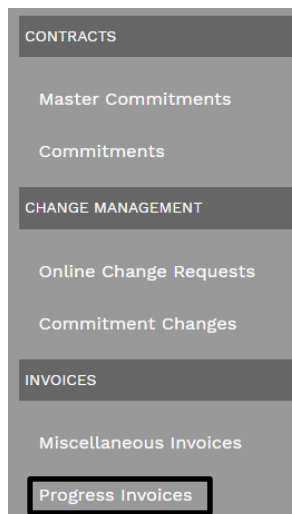
27- Process Complete.


Process for Invoicing Funds

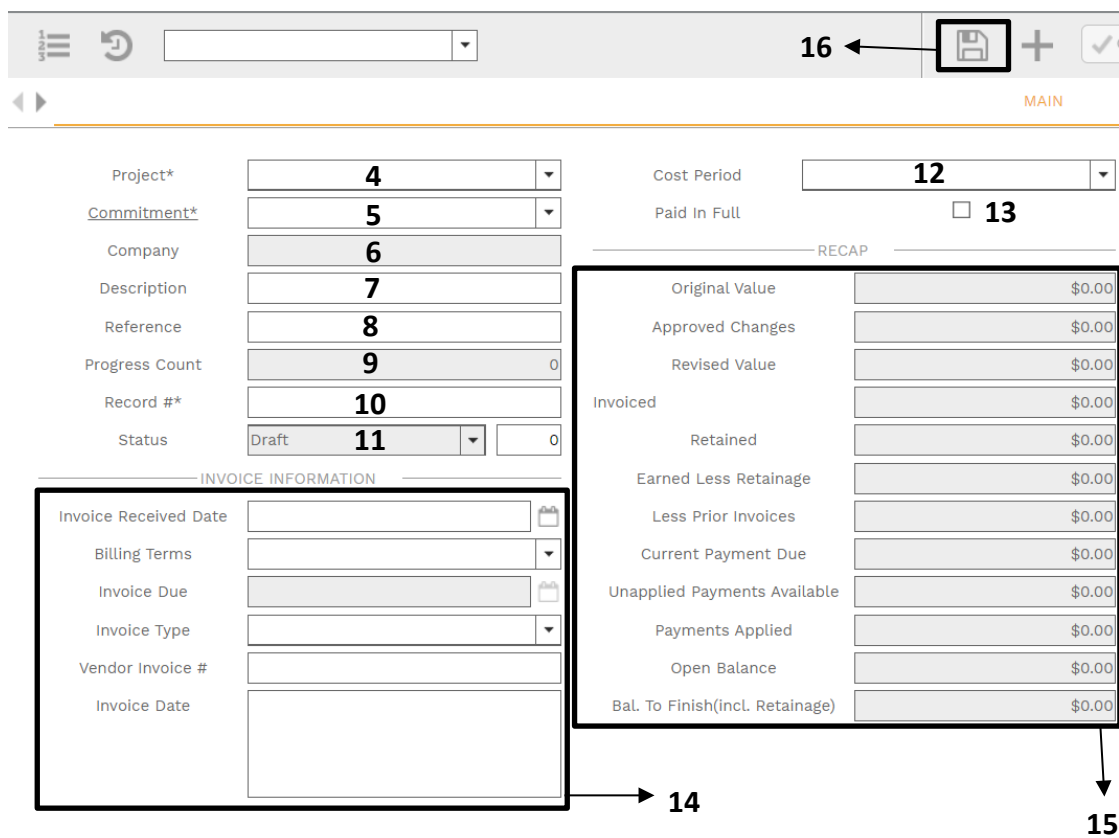
1- Click on **Cost Management**.



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.



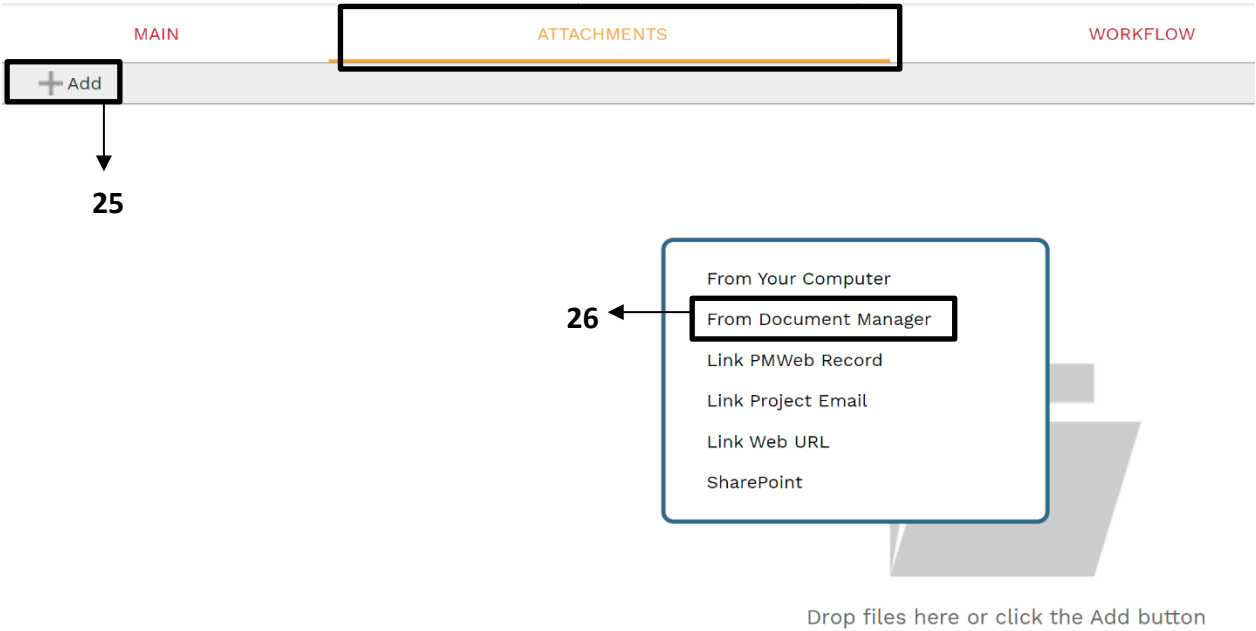
The screenshot shows a software interface for creating a new request. The top bar contains a save icon (16) and a plus sign. Below the top bar, there are several fields for input: Project* (4), Commitment* (5), Company (6), Description (7), Reference (8), Progress Count (9), Record #* (10), and Status (11). There are also Cost Period (12) and Paid In Full (13) fields. Below these fields, there are two sections: "INVOICE INFORMATION" (14) and "RECAP" (15). The "INVOICE INFORMATION" section contains fields for Invoice Received Date, Billing Terms, Invoice Due, Invoice Type, Vendor Invoice #, and Invoice Date. The "RECAP" section is a table with the following rows: Original Value, Approved Changes, Revised Value, Invoiced, Retained, Earned Less Retainage, Less Prior Invoices, Current Payment Due, Unapplied Payments Available, Payments Applied, Open Balance, and Bal. To Finish(incl. Retainage). All values in the "RECAP" table are currently \$0.00.

RECAP	
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

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.

