# PM

Committing and Invoicing UHS Budget Line Items

Overview: All project commitments must be tracked to ensure proper management of project budgets and cost centers. UHS budget line items, such as PMF, art fee, UHIT, etc. must therefore be committed and invoiced within PM web for continuity. This guide has two parts, the first regarding commitments and the second invoicing.

Reference: n/a

1- Click on **Cost Management.**
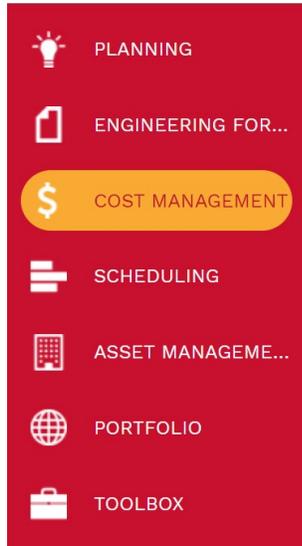
2- Select **Commitment** under **Contracts.**
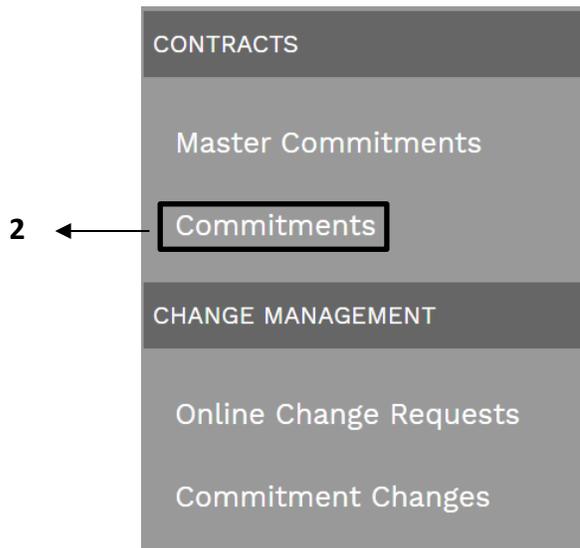
3- Click **+** to add a new record.

4- **Project** field - Select   the project from the 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, [+ Add] 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 #	ATTACHMEN	COST CODE	FUNDING	DESCRIPTION	EXT. COST	TOTAL COST	NOTES
			$0.00		$0.00	$0.00	
No records to display.							
						$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

Drop files here or click the Add button

24- Under the "Workflow" tab at the bottom, click on the **Submit** button.

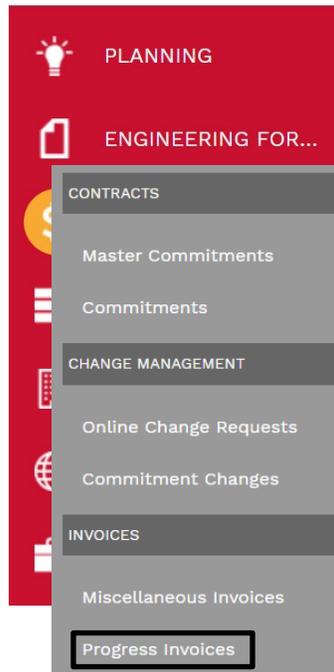**25-** The record will be returned to the Project Manager who can then **Final Approve**.

MAIN	ATTACHMENTS (9)	WORKFLOW

ACTIONS

24

SUBMIT → **24**
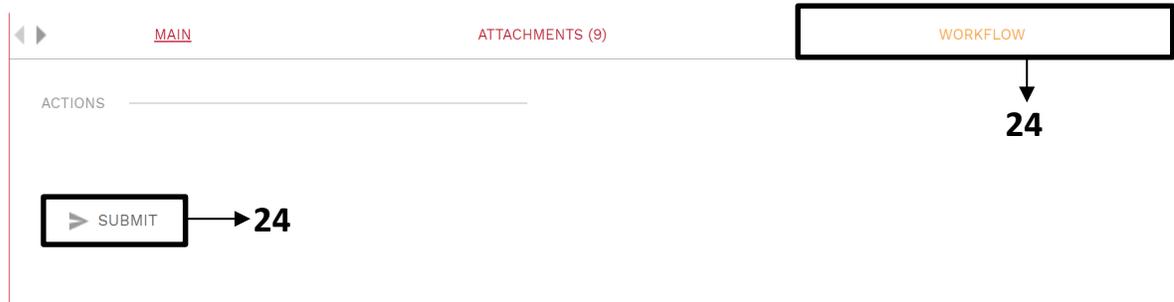
26- Optional to review the **Cost Worksheet** to verify Commitment was correctly captured.

27- Process Complete.
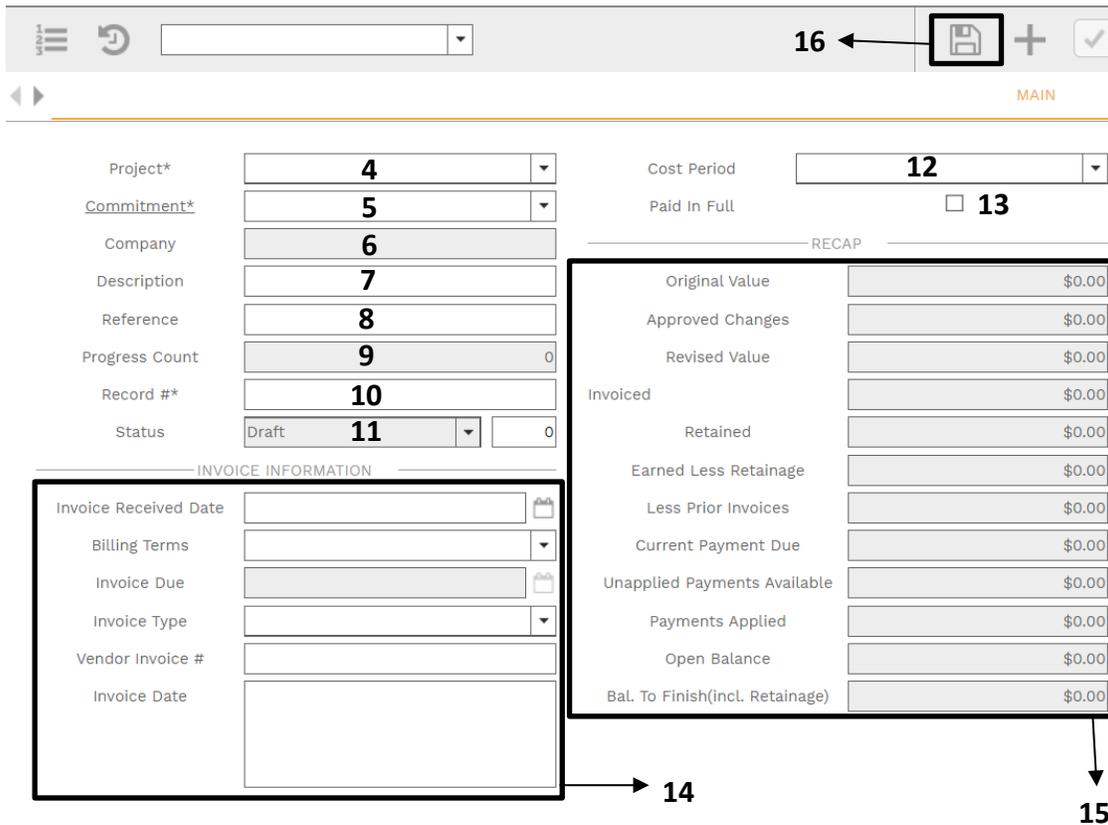
Process for Invoicing Funds

1- Click on **Cost Management.**

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

PLANNING

ENGINEERING FOR...

CONTRACTS

Master Commitments

Commitments

CHANGE MANAGEMENT

Online Change Requests

Commitment Changes

INVOICES

Miscellaneous Invoices

Progress Invoices

3- Click on **+ Add** button to create a new request.

4- **Project** field - Select the project from the drop-down menu.

5- **Commitment** field - 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 you receive an 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 data.

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 the C<u>heckmark in</u> 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.	$17,291,970.10	$0.00	100%	$0.00
15-Gifts/Donations	ABCDEFG-S000000011	1	$2,000,000.0	$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	ghkidtt-01564-1533	8	$650,000.00	$0.00	$0.00	0%	$0.00

24- Add attachments by utilizing the **ATTACHMENTS** tab.

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

─────── RECAP ───────

26- When ⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀all attachments have been uploaded, select the '**Workflow'** tab at the bottom.

27- Click ⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀on the **Submit** button in the 'Actions' box.

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