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Quick Start

- 10.20 Work - Authorizations (WA)
20.10 - Standard Consultant Agreement (SCA)
70.00 - Invoice Approval (INV)
10.00 - Project Authorization (Budget Establishment) (PA)
01.00 - New Project Request (NPR)
10.05 Project Budget Re-Allocation/Change (PABC)
10.50 - Schedule of Values (SOV)
20.30 - General Consultant Agreement (GCA)
20.50 - Geotechnical Engineer Agreement (GEA)
20.60 - Land Surveyor Agreement (LSA)
More

Francheska Cruz

Workflow in your court

Table with 3 columns: Project, Name, Subject. Rows include Woods Hall 2nd Fl Space Consolidation Planning, PCC Flue replacement, MSC HCDAS Suite Painting.

Forms | Processes | Time Sheets

My first 10 tasks

Table with 3 columns: Project, Task, Finish Date. Content: There are no tasks.

Submittal items in your court

Table with 8 columns: Project, Title, #, Rev #, Package #, Status, Due Date, Held By. Content: There are no submittal items in your court.

Items pending approval

Table with 6 columns: Project, Item Type, Item #, Approval Requested By, Date Approval Requested, Amount. Content: There are no items pending approval for the selection.

See More Items Pending Approval

Search box with dropdown menu showing results for Project Number 7814, Project Name MSC Century Rooms Operable Wall, Project Manager Korte, Mykelann.

2. Use search box to find the project needed. Click on it to go to the project's page.

1. Make sure to be in your home page.



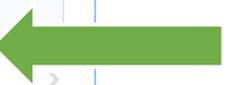
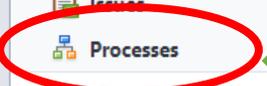
Documents for SC007814 - MSC Century Rooms Operable Wall - Korte, Mykelann

0 Files Checked Out For Editing

- Expand All | Collapse All | Refresh All
- Documents[18]
  - 00 Reports & Survey:
  - 10 Project Costs[3]
  - 20 Contract Docume
  - 30 Consultant - CMR
  - 40 Design[1]
  - 45 Bidding & Propos
  - 50 Construction[0]
  - 60 Close Out[0]
  - 70 Procurement[1]
  - 99 General Correspo
  - Progress Photos[1]

Name	Date Uploaded	Uploaded By	Company
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Drag and drop files here to upload, or browse.



3.The project menu is located to the left of the screen. Click on **Processes**.

- Recent Pages...
- Project Menu
  - Details
  - Planning
  - Forms
  - Issues
  - Processes**
  - Documents
    - Sent Items
  - BIM
    - Schedule
  - Cost
  - Contacts
  - Calendar
  - Bidding
  - Submittals



Processes for SC007814 - MSC Century Rooms Operable Wall - Korte, Mykelann

Filter Processes

Search In  Processes Initiated By Me  Processes In My Court  All Processes

Type of Process 70.00 - Invoice Approval (INV)  Draft  Open  Finished

Status All Statuses

Step Name

Containing Text

Start Selected Process type Start Process

4(a). In the processes page, click **Start Process** on the upper right corner.



Processes Reports (2)

Print Log

Process	Subject	Step	In Step Since	Process Age	Status	Responsible Actors	Date Due
INV - 1	UMSL OSM   Invoice Number: INV - 00001   Invoice Amount: \$2,800.00- Completed by Process	Finish	02.25.2020	15	Paid		

- Project Menu
- Details
- Planning
- Forms
- Issues
- Processes
- Documents
- BIM
- Schedule
- Cost
- Contacts
- Calendar
- Bidding
- Submittals

## Start a process on MSC Century Rooms Operable Wall

4 (b) POP-UP

Cancel

### Processes

Process Name	Description
10.00 - Project Authorization (Budget Establishment) (PA)	Process to obtain approvals and establish approved Budget in e-Builder.
10.05 Project Budget Re-Allocation/Change (PABC)	Process used to change existing established budgets or reallocate budget line items. If reallocating budget line items resulting in a net zero change in the budget, the initiator can approve this without routing to others for approval.
10.20 Work - Authorizations (WA)	Process used to route a work authorization for review, approval and final execution. Work Authorizations are typically assigned to a blanket labor contract, or a blanket design agreement.
10.50 - Schedule of Values (SOV)	
20.10 - Standard Consultant Agreement (SCA)	Process used to route Standard Consultant Agreements for review and approval.
20.30 - General Consultant Agreement (GCA)	Process used to route General Consultant Agreements for review, approval and final execution.
20.50 - Geotechnical Engineer Agreement (GEA)	Process used to route Geo-technical Engineer Agreement for review, approval and final execution.
20.60 - Land Surveyor Agreement (LSA)	Process used to route Land Surveyor Agreements for review, approval, and final execution.
30.10 - DBB Construction Contract Approval (DBB) (DBB)	Process used to route standard design/bid/build construction contract for review, approval and final execution.
30.15 - Change Order/Amendment Request (COAR)	Process can be initiated by the Project Team to route Contract Changes/Amendments for review, approval and final execution.
30.20 - DB Contract Approval (DBCA)	Process used to route the Design/Builder Contract for review, approval and final execution.
30.45 - Job Order Authorization (JOA)	
40.10 - Planning Phase Review (PR)	Planning phase required documents to be downloaded into E-builder and Review approval process.
40.20 - Schematic Design Review (SD)	Schematic Design Phase required documents for review and approval process
40.30 - Design Development Review (DD)	Design Development Phase required documents for review, and approval process.
40.35 % Construction Document Review (%CD)	A process for the review of a Partial Construction Document Phase when required. Similar to the others, the A/E uploads the files for this review. The PM conducts the review and then uploads marked-up sets of these documents for archiving.

Process Name	Description
10.05 Project Budget Re-Allocation/Change (PABC)	items resulting in a net zero change in the budget, the initiator can approve this without routing to others for approval.
10.20 Work - Authorizations (WA)	Process used to route a work authorization for review, approval and final execution. Work Authorizations are typically assigned to a blanket labor contract, or a blanket design agreement.
10.50 - Schedule of Values (SOV)	
20.10 - Standard Consultant Agreement (SCA)	Process used to route Standard Consultant Agreements for review and approval.
20.30 - General Consultant Agreement (GCA)	Process used to route General Consultant Agreements for review, approval and final execution.
20.50 - Geotechnical Engineer Agreement (GEA)	Process used to route Geo-technical Engineer Agreement for review, approval and final execution.
20.60 - Land Surveyor Agreement (LSA)	Process used to route Land Surveyor Agreements for review, approval, and final execution.
30.10 - DBB Construction Contract Approval (DBB) (DBB)	Process used to route standard design/bid/build construction contract for review, approval and final execution.
30.15 - Change Order/Amendment Request (COAR)	Process can be initiated by the Project Team to route Contract Changes/Amendments for review, approval and final execution.
30.20 - DB Contract Approval (DBCA)	Process used to route the Design/Builder Contract for review, approval and final execution.
30.45 - Job Order Authorization (JOA)	
40.10 - Planning Phase Review (P)	Required documents to be downloaded into E-builder and Review approval process.
40.20 - Schematic Design Review (SDR)	Design Phase required documents for review and approval process
40.30 - Design Development Review (DDR)	Development Phase required documents for review, and approval process.
40.35 % Construction Document Review (CDR)	the review of a Partial Construction Document Phase when required. Similar to the others, the A/E files for this review. The PM conducts the review and then uploads marked-up sets of these for archiving.
40.40 - Construction Document Review (CDR)	Document Phase required documents, review, and approval process.
70.00 - Invoice Approval (INV)	process can be initiated by the Design Consultant or General Contractor to request payment. The process is routed to specific internal roles or actors to review and approve the payment request.
999 - Commitment Approval - CA (CA)	Spawned process for PeopleSoft integration. DO NOT USE/DO NOT EDIT.
Correct Commitment (CORCT)	Process will correct commitments as needed.
Time Tracking Invoice (TIMET)	

5. Find **Invoice Approval** at the bottom of the list, and click on it.

Cancel

Step

Finish

## 70.00 - Invoice Approval (INV)

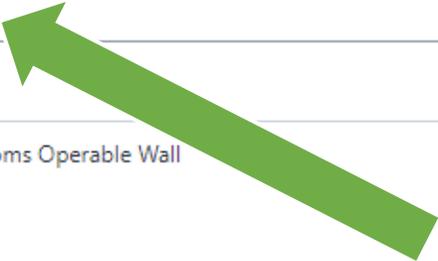
Instructions

### Start Process

Print Check Spelling Submit Save Draft Cancel

Project:	MSC Century Rooms Operable Wall
Project Number:	SC007814
Process:	70.00 - Invoice Approval

6. Form to be completed.



Details Attached Documents (0) Attached Processes (0) Attached Forms (0) Attached Viewpoints (0)

### For Construction and Design Contracts only

* Vendor Invoice #:	<input type="text"/>
* Billing Period Start Date:	<input type="text"/>
* Billing Period End Date:	<input type="text"/>
* Description of Work/Services Performed:	<input type="text"/>

7. Make sure to fill in all blanks with a **red asterisk (\*)** adjacent to it.

Step

Finish

Company/Contact:

\* Date Received: 03.02.2020 [ 03.02.2020 ]

Date Due:

This is a retainage release:

### Commitment Invoice Custom Fields

Journal Entry PeopleSoft Code: ?

Voucher ID:

Payment ID:

### Invoice Items i

There are no Commitment Invoice Items

### Supporting Documentation

Payment Application:

Drag and drop file here

or

Browse Computer

Browse e-Builder

Certified Payroll:

Drag and drop file here

or

Browse Computer

Browse e-Builder

Diversity Documentation:

Drag and drop file here

or

Browse Computer

Browse e-Builder

Supporting Documentation Attached:

**Check all documentation that is included with this payment request**

- Certified Payroll
- Diversity Documentation
- Payment Application
- Progress Schedule

Print Check Spelling Submit Save Draft Cancel

**\*\*Note:** Processes can be saved throughout the completion of the form. Keep in mind, however, that until the **Submit** button is clicked the process will sit with you, and therefore will not be available to view by others.\*\*

8. Once reviewed, make sure to click on **Submit**.

