

## Creating Interim & Final Invoices

An Invoice consists of an Invoice record, line item records called Invoice Items, and attached receipts, invoices, or other documentation. Invoices are created through the approved work plan (Site Characterization or SOW) which originally authorized the tasks to be completed.

### Create Invoice

To create an Invoice, navigate to the Work Plan that authorized the work to be completed. Click the drop-down arrow next to “New Change Order” and select either “New Interim Invoice” or “New Final Invoice”.

The screenshot shows a web interface for a Work Plan. At the top left, there is a green wrench icon and the text 'Work Plan WP-000794'. To the right, there are three buttons: 'Edit', 'New Work Plan Task', and 'New Change Order'. A dropdown menu is open under 'New Change Order', showing three options: 'New Interim Invoice', 'New Final Invoice', and 'Submit for Approval'. Red arrows point from the 'New Interim Invoice' and 'New Final Invoice' options to the left. Below the buttons, there are three columns of information: 'Estimated Cost Total' (\$5,000.00), 'Funds Remaining' (\$0.00), and 'Status' (Approved). Below this, there are two columns of form fields. The left column contains 'Work Plan Name' (WP-000794), 'Heating Oil Claim' (C-00000), 'Status' (Approved), and 'Type' (Site Characterization). The right column contains 'Registration Number' (00000), 'Insured Owner Name' (Delilah Test), and 'Street Address (Tank)' (11354 Flowery Trail Rd).

- **New Interim Invoice:** Select this option if additional work will be completed at the Site.
- **New final Invoice:** Select this option if the claim will be closed and no additional work will be performed at the Site at this time.

The two invoice types are very similar and follow the same approval process. The fields for each are described below:

- **New Interim Invoice:**
  - *Type:* This field should be left unchanged. Do not select “Historical”.
  - *Subcontractor Information:* Select whether there or not there are subcontractor charges on the invoice.
  - *Work Completed to Date:* Brief summary of work completed to date – no more than one or two sentences.
  - *Estimated Project Completion Date:* Fill in if known.
  - *Timeline & Justification of Future Work:* Additional cleanup actions remaining at the Site post-invoice.
- **New Final Invoice:**
  - *Type:* This field should be left unchanged. Do not select “Historical”.
  - *Subcontractor Information:* Select whether there or not there are subcontractor charges on the invoice.
  - *Timeline & Justification of Future Work:* Additional cleanup actions remaining at the Site post-invoice (if any).

After selecting “New Interim Invoice” or “New Final Invoice”, fill in the appropriate fields (fields marked with an \*asterisk are required) and click Save.

## Create Invoice Items

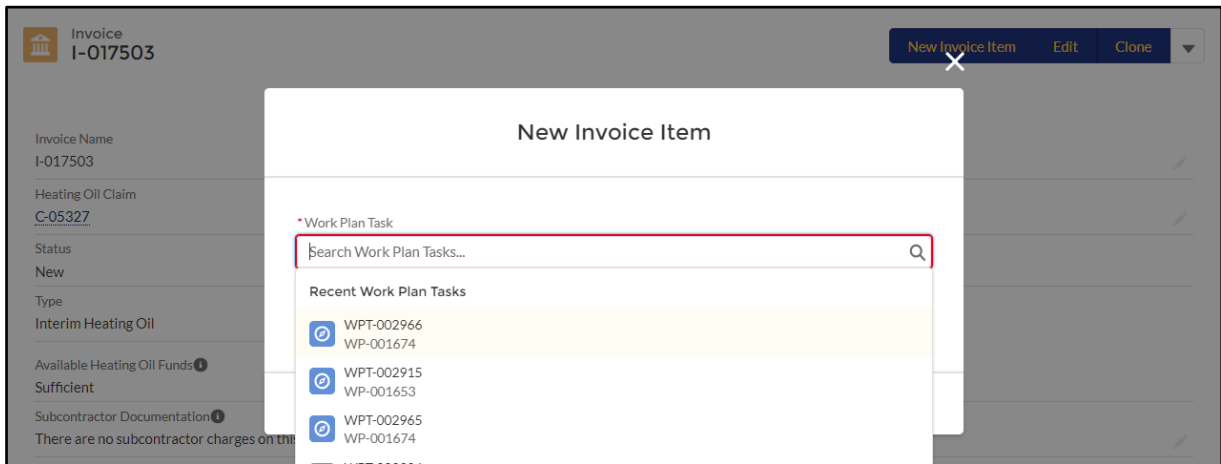
After you have created your invoice, you will need to create Invoice Items within that invoice. Invoice Items are the specific line items that comprise the costs associated with either an interim or final invoice. An invoice item represents a single action (e.g. report writing), item (e.g. PPE), or other cost (e.g. personnel, mileage, etc.). Invoice Items are broken down into Tasks, Subtasks, and Subtask Items – each of which are described in this section.

To add line items to your newly created Invoice, navigate to the Invoice. In the top right-hand corner, select “New HO Invoice Item”.

This opens a dialogue box with several required fields. Each field, and its requirement, are described below. *Please note: some fields have informational windows within the Online Community that explain what each field is for. It may also be useful to have a second tab open on your browser that shows the Work Plan and Work Plan Tasks that are being billed against for this invoice.*

### Add Fields on Invoice Items

- **Work Plan Task:** This field corresponds to the previously approved Work Plan Task that addresses this specific line item. You can search for the Work Plan Task by typing “wpt” and clicking the magnifying glass in the search bar.



- When you have selected the appropriate WPT, select “Next”.
- The Task, Subtask, and Task Description Fields will auto-populate from the selected WPT.

- **Date:** Date when work, travel, or other expense was performed.
- **Amount/Rate:** The costs associated for this line item.
- **Quantity:** This field is the quantity of goods performed at the aforementioned amount/rate. The value in this field should equal (1) when it is not one of the following:
  - Professional Services Hours
  - Mileage
  - Car Rental Days
  - Field Equipment Days
  - PPE
  - Number of Employees
- **Task:** Select an appropriate field as indicated by your Work Plan Task.
  - These record types (tasks) can be used only as labeled, for example, Professional Services cannot be used to create a Subcontracted Services Invoice Item. The same applies for Subtasks and Subtask Items.
  - *\*Task is auto populated when the WPT is entered on the Invoice Item.*
- **Subtask:** If applicable, select a Subtask for the task selected previously.

- *\*Subtask is auto populated when the WPT is entered on the invoice item.*
- **Task Description:** This field is an open text box used to add additional details about the specific task being billed for (e.g., tonnage, type of staff, other site-specific information/variables as necessary). Use this field to differentiate between tasks/subtasks of the same name.
  - *\*Task Description is auto populated when the WPT is entered on the Invoice Item.*
- **Markup:** This box adds a 10% markup to the Amount/Rate listed above. Should only be used for subcontracted items.
- **Sales Tax:** This field is for sales tax associated with Task listed above. This is an amount, not a percentage field.
- **Mobilization Fees:** This field is used for any related field equipment mobilization costs only.
- **Type of Staff:** Select the appropriate staff for this task.
- **Vendor Name:** This field is used when identifying specific products, equipment, or subcontractors.

#### *Fields Dependent on Task*

- Quantity
  - Professional Services hours
  - Mileage: number of miles traveled
  - Field equipment days
- Markup – adds 10% to the Invoice Item
- Sales Tax – where allowed
- Mobilization Fees – where allowed
- Type of Staff
- Vendor Name
  - Name of store where supplies or equipment were purchased
  - Name of company renting/providing field equipment

## Clone Invoice Items

The Clone button can be used to simplify creation of multiple similar Invoice Items. Because the available fields are dependent on the type of Invoice Item, cloning should only be used to create Invoice Items of the same record type, e.g., Professional Services, Field Equipment, etc.

To clone an Invoice Item, navigate to the Invoice. Scroll down to the Invoice Items list and click on the name (II-#####) to open the Invoice Item you wish to Clone.

Click Clone in the upper right corner.

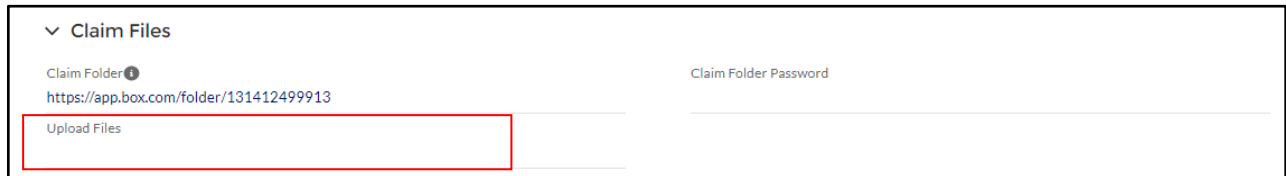
In the New Invoice Item: Heating Oil window, review all data and update where needed.

Notes:

- If you clone an Invoice Item and use the same Work Plan Task, be sure to differentiate which Invoice Item is accounting for what aspect of the Work Plan Task by using the “Site-Specific Purpose” field.
- The Clone feature can also be used to clone records from one Work Plan or Invoice to another Work Plan or Invoice on the same or different claim. This feature will be useful if you have two different Work Plans or Invoices that have similar records. See the appropriate section(s) on cloning in the User Guide for more information.

## Attach Your Invoice

If you have an invoice generated by your company that you wish to attach to your PLIA Invoice, scroll down to Claim Files. Click on the link in the “Upload Files” box and upload your invoice directly to the claim folder.



The screenshot shows a web interface for 'Claim Files'. At the top, there is a dropdown arrow and the text 'Claim Files'. Below this, there are two fields: 'Claim Folder' with a globe icon and a URL 'https://app.box.com/folder/131412499913', and 'Claim Folder Password'. Below these fields is a red-bordered box containing the text 'Upload Files'.

## Submit Interim or Final Invoice for Approval by PLIA

Once all Invoice Items have been created and receipts and invoices have been attached, navigate to the Invoice. Click the arrow next to “New HO Invoice Item” and click “Submit for Approval” to submit the invoice for approval by the Insured (or authorized representative) and the PLIA.

Submitting for approval changes the Status to “Pending Owner Approval” and locks the Invoice and Invoice Item records. The Insured or authorized representative will then need to approve the invoice before it is sent to PLIA for review.

### PLEASE NOTE:

- During the approval process, the records cannot be edited by the consultant. PLIA is notified via email when the owner has approved the invoice. At that time, the record status will change to “Pending Approval”.
- If the error message “No applicable approval processes found” appears when the invoice is submitted, ensure there are sufficient remaining approved funds in the Work Plan/Claim.
  - The text in the “Available Heating Oil Funds” field (on the invoice) will identify if there are sufficient funds remaining on the invoice.