

Cleanup/Construction Interim Invoice, Invoice Items, and Documentation

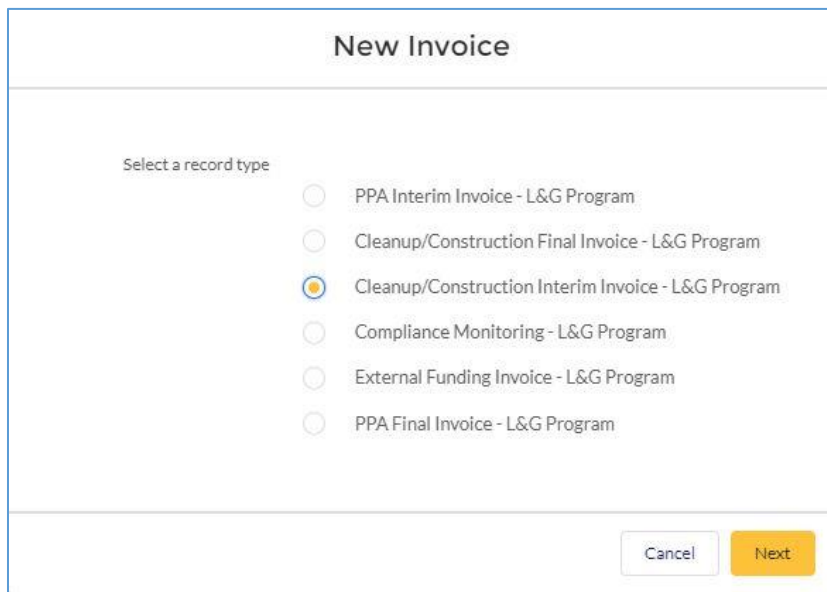
An Invoice consists of an Invoice record, line item records called Invoice Items, and attached receipts, invoices, or other documentation. Amount fields on Invoice Items roll up to the Invoice record.

Create Invoice

To create an Invoice, navigate to the Invoices Tab in the blue banner. Click the arrow next to Invoices and click New.



There are different Invoice record types. A selection window will appear. Depending on the record type selected, the form may look different – with different fields, requirements, layout, etc.

A screenshot of a 'New Invoice' selection window. The window has a title bar that says 'New Invoice'. Below the title bar, there is a label 'Select a record type'. Below this label is a list of six radio button options: 'PPA Interim Invoice - L&G Program', 'Cleanup/Construction Final Invoice - L&G Program', 'Cleanup/Construction Interim Invoice - L&G Program' (which is selected), 'Compliance Monitoring - L&G Program', 'External Funding Invoice - L&G Program', and 'PPA Final Invoice - L&G Program'. At the bottom right of the window, there are two buttons: 'Cancel' and 'Next'.

These record types can be used only as labeled, e.g., Cleanup/Construction Interim Invoice cannot be used to create a Cleanup/Construction Final Invoice.

Select Cleanup/Construction Interim Invoice - L&G Program and click Next.

- Invoice Name – Not editable. Invoice Name will auto-populate upon 'Save'.
- Project – Enter the name of the Project.
- Vendor Invoice # – The Invoice number provided by the subcontractor.
- Project Phase – Enter "cleanup" and select the record associated with the Project.
- Type – Defaults to "Interim Cleanup/Construction".
- Final Invoice Name – Not editable. System updated later.
- Status – Not editable. Defaults to "New".
- Invoice Date – Not editable. Populated automatically when the Invoice is submitted to PLIA for approval.
- Interim Grant Holdback – Leave blank. Auto-populated if applicable.
- Date Paid – Not editable. PLIA will populate when the Invoice has been paid.

- Interim Remedial Action Holdback – Leave blank. Auto-populated if applicable.
- Authorization – Not editable. Auto-populated later.
- Invoices Issues/Concerns – Not editable. PLIA will communicate issues with the Invoice via this field.
- Payee Information – Select who the payee is for this invoice.
- Approvers, Primary Contact, Additional Notifications – Not editable. Will be populated with corresponding Project values when the record is saved the first time.
- Per Diem Exceeded – Not editable. This field is populated as Invoice Items are added to the Invoice. If a hotel-related Invoice Item exceeds the allowed per diem amount, this field will be populated with “Yes”. A “Yes” value will prevent submission of the Invoice for approval.
- Subcontractor Documentation – Select if this invoice includes a subcontractor invoice.

New Invoice: Cleanup/Construction Interim Invoice - L&G Program

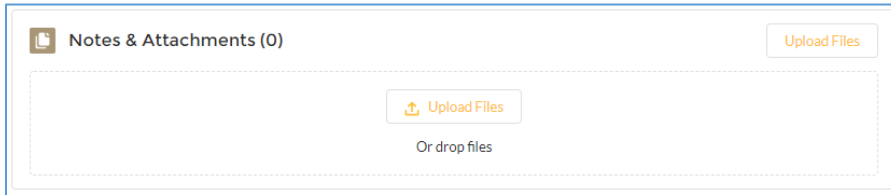
<p>Invoice Name</p> <p>Vendor Invoice #</p> <p>Type Interim Cleanup/Construction</p> <p>Status New</p> <p>Interim Grant Holdback</p> <p>Interim Remedial Action Holdback</p> <p>Invoice Issues/Concerns</p>	<p>* Project Smitty's Conoco #190</p> <p>* Project Phase Cleanup/Construction</p> <p>Final Invoice Name</p> <p>Invoice Date</p> <p>Date Paid</p> <p>Authorization</p>								
<p>Payee Information</p> <p>* Is the Consultant the payee?</p> <p>--None--</p> <p>Pay Invoice To Search Contacts...</p>									
<p>Approvers and Notifications</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Approver 1</td> <td style="width: 50%;">Additional Notification 1</td> </tr> <tr> <td>Approver 2</td> <td>Additional Notification 2</td> </tr> <tr> <td>Primary Contact</td> <td>Additional Notification 3</td> </tr> <tr> <td></td> <td>Additional Notification 4</td> </tr> </table>		Approver 1	Additional Notification 1	Approver 2	Additional Notification 2	Primary Contact	Additional Notification 3		Additional Notification 4
Approver 1	Additional Notification 1								
Approver 2	Additional Notification 2								
Primary Contact	Additional Notification 3								
	Additional Notification 4								
<p>Authorization - Must meet criteria to submit for approval</p> <p>Per Diem Exceeded</p> <p>* Subcontractor Documentation</p>									

Cancel Save & New Save

Save.

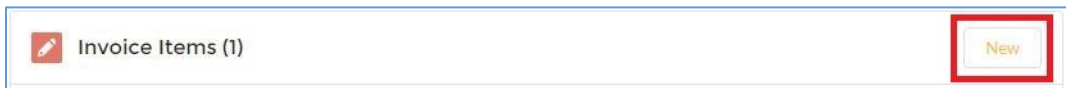
Attach Your Invoice

Please attach any subcontractor invoices under Notes & Attachments. Drag and drop your file or click Upload Files to select from your computer.

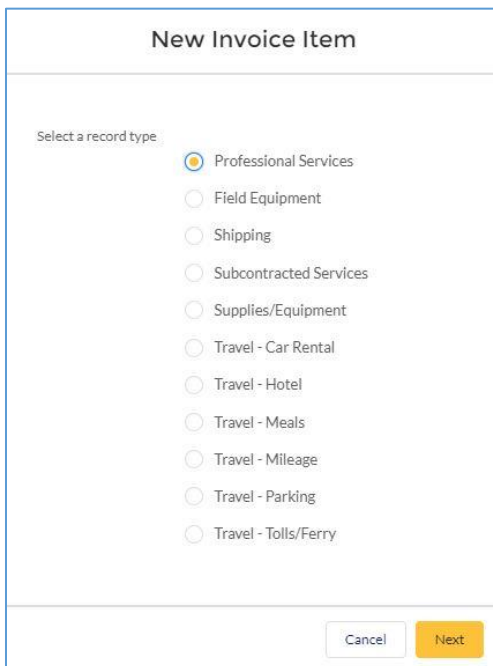


Create Invoice Items

To add detailed line items to your Invoice, navigate to the Invoice. Scroll down to Invoice Items and click New.



There are different Invoice Item record types. A selection window will appear. Depending on the record type selected, the form may look different – with different fields, requirements, layout, etc.

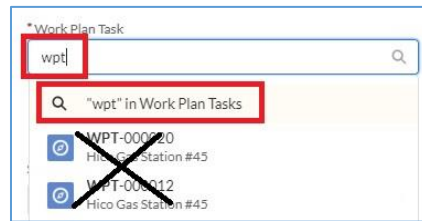


These record types can be used only as labeled, e.g., Professional Services cannot be used to create a Subcontracted Services Invoice Item.

Common Fields

- Invoice Item Name – Not editable. Invoice Item Name will auto-populate upon ‘Save’.
- Invoice – Because you are creating the Invoice Item record from the Invoice, Invoice is auto-populated.
- Type – Auto-populated based on record type.
- Project – Enter Project

- Project Phase – Enter “cleanup” and select record associated with Project.
- Work Plan Task – Enter WPT and click “wpt’ in Work Plan Tasks” for a list of available Work Plan Tasks.



Click on the Work Plan Task Name to select the Work Plan Task.

WORK PLAN TASK NAME	PROJECT	WORK PLAN	TASK
WPT-000020	Hico Gas Station #45	WP-000003	Develop Performance or Compliance Monitoring and Contingency Plans
WPT-000200	Hico Gas Station #45	WP-000027	Conduct Remedial Investigation and Feasibility Study of Assigned Site

- Amount/Rate
 - Professional Services rate/hour
 - Subcontracted Services amount billed
 - Field equipment rate/day
 - Supplies/equipment cost
 - Hotel room/car rental rate
 - Parking/tolls/ferry amount
 - Shipping amount
- Date – Date of travel, meals, supplies/equipment purchase, shipping purchase, or subcontracted work performed.
- Subtask – This field is required if Subtask is not defined on the associated Work Plan Task record.
- Other Subtask Information – If “Other” was selected for Subtask, provide an explanation.
- Interpreter Services Explanation – complete if needed. Not required.
- Total Amount – Not editable. Auto-calculated.
- Fund Source – Select the corresponding Fund Source.
- Status – Not editable. Defaults to “New”.
- Date Paid – Not editable. PLIA will populate when the Invoice has been paid.

New Invoice Item: Professional Services

Information

Invoice Item Name

Type: Professional Services

Name

Type of Staff: --None--

Date

Amount/Rate

Quantity

Total Amount

*Invoice: I-000006

*Project: Search Projects...

*Project Phase: Search Project Phases...

*Work Plan Task: Search Work Plan Tasks...

Subtask: --None--

Other Subtask Information

Interpreter Services Explanation

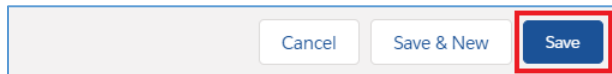
*Fund Source: --None--

Fields Dependent on Record Type

- End Date – Last date of Field Equipment rental
- Location – Location of parking, tolls/ferry, or hotel address
- Markup Amount – For subcontracted services. Markup cannot exceed 10% of Amount/Rate.

- Name – Name of subcontracted company, purchased or rented item, or name of staff for professional services or travel expenses
- Quantity
 - Professional Services hours
 - Mileage: number of miles traveled
 - Car rental days
 - Field equipment days
- Site-Specific Purpose – For Field Equipment and Supplies/Equipment record types
- Start Date – First date of Field Equipment rental
- Travel Expense Type – Auto-populated based on record type
- Type of Work – For subcontracted services
- Vendor Name
 - Car rental company name
 - Hotel name
 - Name of store where supplies or equipment were purchased
 - Name of company renting/providing field equipment
 - Name of shipping company
- Work Day End Time –While in Travel Status
- Work Day Start Time –While in Travel Status

Save.



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.

INVOICE ITEM: INVOICE IT...	INVOICE ITEM: RECORD TYPE	DATE	QUANTITY
II-0000004	Professional Services	10/17/2018	9

View All

Click Clone in the upper right corner.



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

Notes:

- If you change the Project, you must also change the Invoice, Project Phase and Work Plan Task to records that correspond with the new Project.

- Notes & Attachments are not cloned to the new record.

Cleanup/Construction Interim Invoice Approval Process

Cleanup/Construction Invoice approval is a two-step process. First, the Invoice is submitted to all designated site owners for approval. Once approved by site owners, the Invoice is submitted to PLIA for approval.

Get Authorization

Click 'Get Authorization' at the top of the invoice page. Confirm if there is Subcontractor Documentation and click 'Save'.

Submit Cleanup/Construction Interim Invoice for Approval by Site Owner

After all updates have been made to the Invoice, submit it for approval by the site owners who are listed as Approvers on the Invoice. Click the arrow next to Delete and click Submit for Approval.

The screenshot shows the top section of an invoice page. On the left, there is an invoice icon and the text 'Invoice I-000018'. Below this, the 'Invoice Name' is 'I-000018' and the 'Project' is 'Rabbit Gas Station #21'. On the right side, there are three buttons: 'Edit', 'Delete', and 'Clone'. A dropdown arrow is next to the 'Clone' button, and a red box highlights this dropdown menu. Inside the dropdown, the option 'Submit for Approval' is highlighted in a red box. Below the dropdown, there are two more options: 'Change Owner' and 'Change Record Type'.

Submitting for approval changes the Status to "Pending Owner Approval" and locks the Invoice and Invoice Items records. During the approval process, the records cannot be edited. All Approvers are notified via email of the pending approval.

View Approval Status

To view an Invoice's approval status, navigate to the Invoice and scroll down to the Approval History section. The top line item shows the current status and the designated Approver.

The screenshot shows the 'Approval History' section of an invoice page. It features a table with the following data:

STEP NAME	DATE	STATUS	ASSIGNED TO
Step 1 - Owners	11/10/2018 7:13 PM	Pending	Heidi Hico
Approval Request Submitted	11/10/2018 7:13 PM	Submitted	Lewis Lion

The 'STATUS' and 'ASSIGNED TO' columns for the first row are highlighted with a red box. A 'Recall' button is visible in the top right corner of the table area.

Submit a Cleanup/Construction Interim Invoice for Approval by PLIA

After all designated site owners have approved the Work Plan, the Status will be "Owner Approved". You can then submit it for approval by PLIA. Click the arrow next to Delete and click Submit for Approval.

The screenshot shows the top section of an invoice page. On the left, there is an invoice icon and the text 'Invoice I-000865'. On the right side, there are three buttons: 'Edit', 'Get Authorization', and 'Submit for Approval'. A dropdown arrow is next to the 'Submit for Approval' button, and a red box highlights this dropdown menu.

Submitting for approval changes the Status to "Pending Approval" and locks the Work Plan and Work Plan Task records. During the approval process, the records cannot be edited by the consultant. PLIA is notified via email of the pending approval.