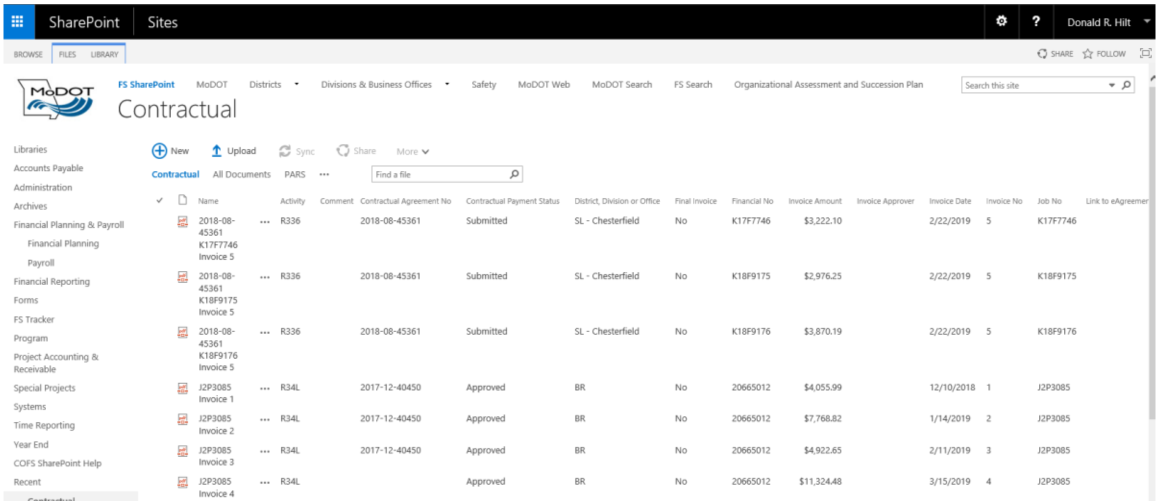
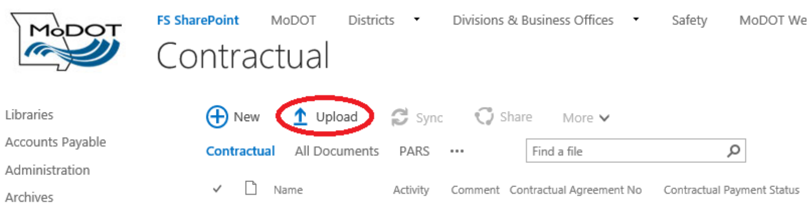
Contractual Library



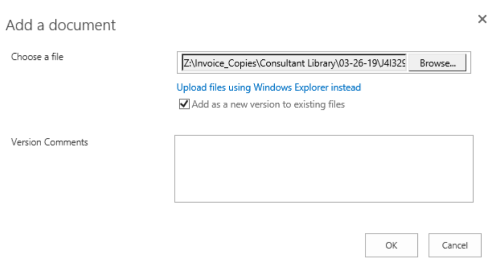
There are three ways to upload a document to the Contractual Library for payment processing.

Option 1:

A. Click on the "Upload" button on the main screen.



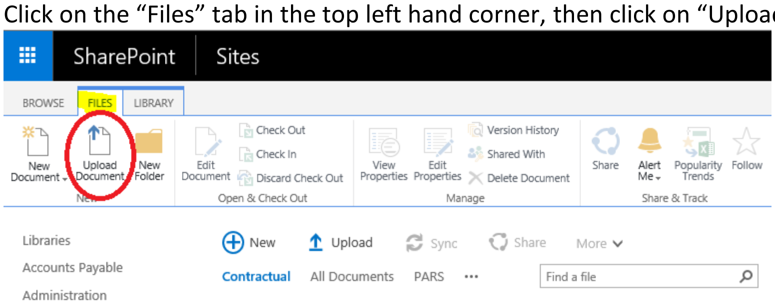
B. Select "Browse…" to locate the document to upload.



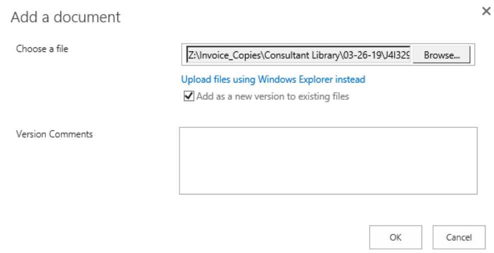
C. Click "OK".

Option 2:

A. Click on the "Files" tab in the top left hand corner, then click on "Upload Document".



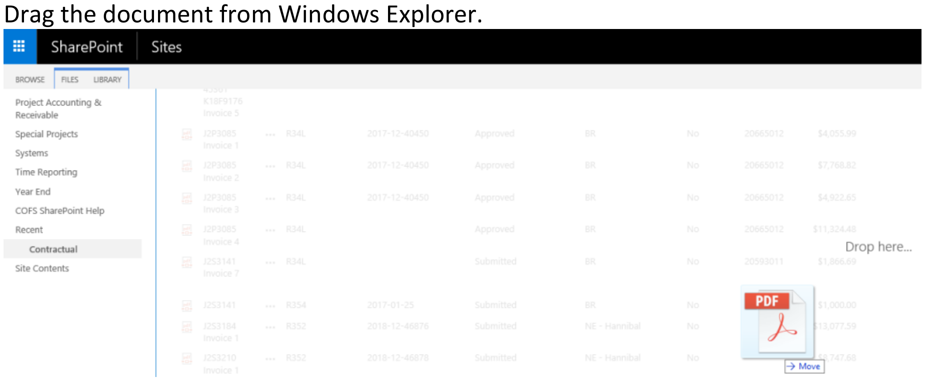
C. Select “Browse…” to locate the document to upload.



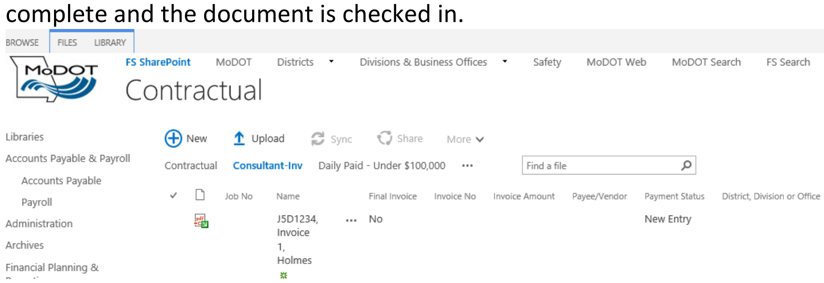
D. Click “OK”.

Option 3:

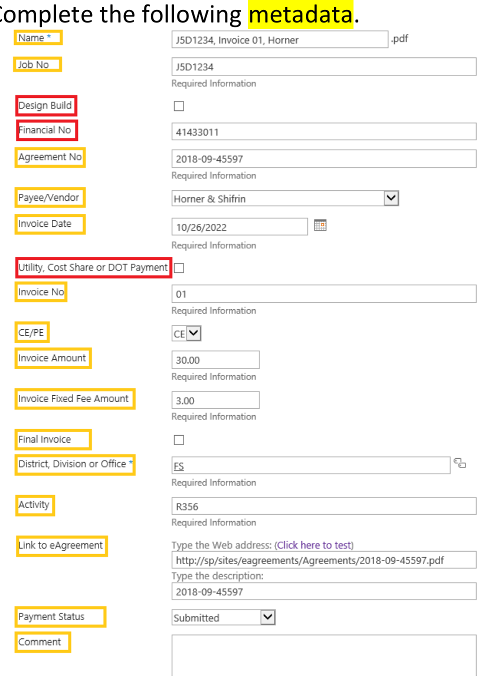
A. Drag the document from Windows Explorer.



B. The document is automatically added to the library without any metadata. The document will be checked out to the user and Financial Services staff is unable to process until the metadata is complete and the document is checked in.



C. Complete the following metadata.



- **Name** – Utilize the following format: "Job#, Invoice ##, Consultant", i.e. "J4I3297, Invoice 04, Burns". If project has more than four projects, substitute the agreement number for the job number. The invoice number should be the two-digit invoice number. This allows the invoices to be in numerical order when looking at all of the invoices in a "projects" view. The Consultant name may be part of the name or an abbreviation of the name. In this example, "Burns" is short for Burns & McDonnell. This allows Financial Services staff to identify the correct consultant when multiple consultants are on the same project.

- **Job No** – Job number(s) starting with the "J". Include all job numbers if multiple jobs are on the same invoice. If project has more than four projects, substitute the agreement number for the job numbers.

- **Design Build** – Check the box only if Design Build contractor for the project. Do *not* check this box for consultants, utilities, etc.

- **Financial No** – Or SAMII number (if known). Include all SAMII numbers if multiple jobs are on the same invoice.

- **Contractual Agreement No** – Format of eAgreement numbers YYYY-MM-#####.

- **Payee/Vendor** – Dropdown box. If payee/vendor is not listed, please contact Contractual Payments and payee can be added to list in minutes.

- **Invoice Date** – Date of the invoice.

- **Utility, Cost Share, or DOT Payment** – Check the box if one of these apply.

- **Invoice No** – Two-digit number of the invoice.

- **CE/PE** – Select correct phase applicable to invoice.

- **Invoice Amount** – Amount of the invoice to be paid.

- **Invoice Fixed Fee Amount** – Fixed fee amount of invoice.

- **Final Invoice** – Check the box if this is the final invoice for this project. When this box is checked and the invoice is submitted, the invoice is automatically routed/submitted to External Civil Rights (ECR) for their DBE review and approval. Upon ECR's concurrence, the invoice will then appear in my payment queue. After the payment has been processed, the closeout process will begin.

- **District, Division, or Office** – Select the District, Division, or Office submitting the invoice.

- **Activity** – Enter the activity to be used to for this project. Frequently Used Activities.

- **Link to eAgreement** – Provide the link to the eAgreement for the first invoice only.

- **Payment Status** – Defaults to "New Entry". Change status to "Submitted" to add invoice to Contractual Payments queue. "Submitted" status also triggers invoice submittal confirmation email. (This email may be retained for the user's files or forwarded to contacts as the user sees fit).

- **Comment** – Include any comments/remarks regarding this invoice/project. Please note in the comment if this invoice is related to a sister invoice/project that is on the same agreement, i.e., "This invoice belongs with project J4I3291, Invoice 04, Burns".

The remaining fields are for Financial Services use only.

- Click "Save" (or "Check In" if uploading using Option 3).

- **Reviewed_Approved –** This (hidden) field is automatically filled and date stamp when the "Submitter" clicks "Save" (or "Check In" if uploading using Option 3). This person must have Delegated Purchase Authority for invoice approval within their district/division. Engineering Policy Guide (EPG), section 134.5.1, "The PM/CA uploads a copy of the invoice to Financial Services' Contractual Payments Library following the step-by-step instructions."

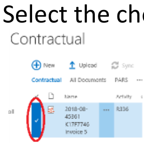
- If any "Required Information" field is left blank, it could delay the payment processing of the invoice.

KEY COMPONENTS:

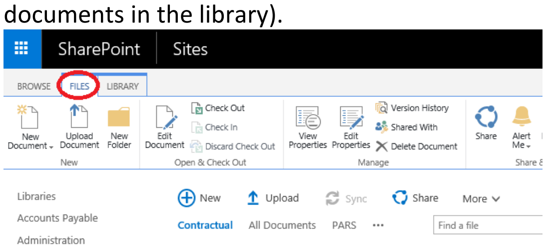
- **UPLOAD CONFIRMATION –** After uploading a document to the library and selecting the "Submitted" status, the user will receive a confirmation email. This email may be retained for the user's files or forwarded to contacts as the user sees fit. The workflow to receive the confirmation email is set up to work when uploading through SharePoint (as opposed to uploading through Harmon.ie or a mapped network drive).

- **ALERTS/NOTIFICATIONS –** To receive alerts/notifications when there has been activity with the invoice…

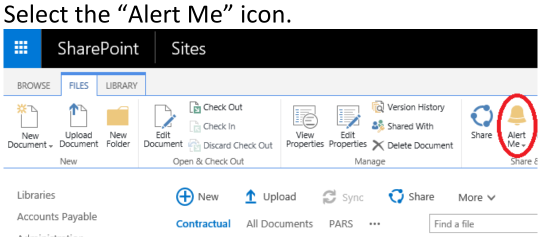
1. Select the check box in front of the document/invoice.



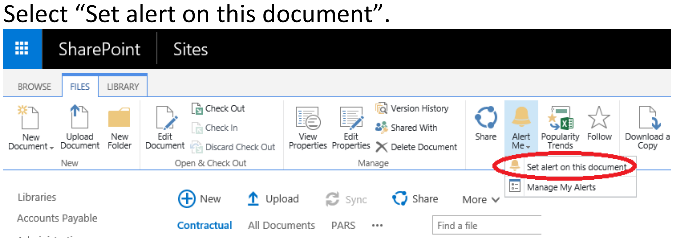
2. Select the "Files" tab (make sure the "Files" tab is selected, otherwise notifications will be sent for all documents in the library).



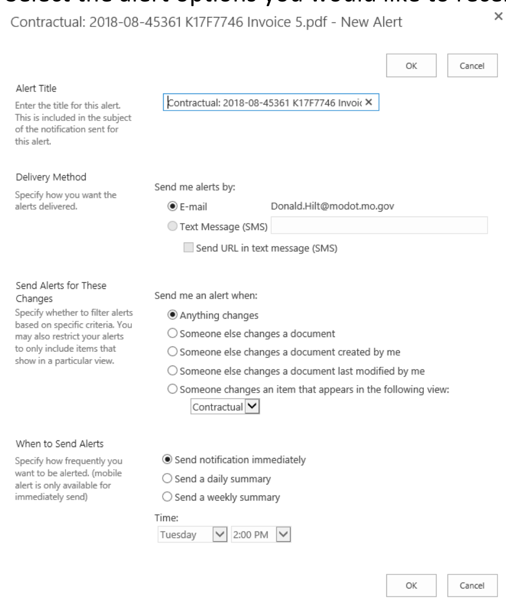
3. Select the "Alert Me" icon.



4. Select "Set alert on this document".



5. Select the alert options you would like to receive.



Contractual: 2018-08-45361 K17F7746 Invoice 5.pdf - New Alert ×

OK Cancel

Alert Title
Enter the title for this alert. This is included in the subject of the notification sent for this alert.
Contractual: 2018-08-45361 K17F7746 Invoic ×

Delivery Method
Specify how you want the alerts delivered.
Send me alerts by:
(•) E-mail Donald.Hilt@modot.mo.gov
( ) Text Message (SMS)
[ ] Send URL in text message (SMS)

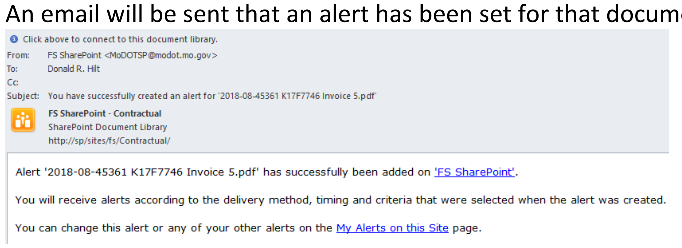
Send Alerts for These Changes
Specify whether to filter alerts based on specific criteria. You may also restrict your alerts to only include items that show in a particular view.
Send me an alert when:
(•) Anything changes
( ) Someone else changes a document
( ) Someone else changes a document created by me
( ) Someone else changes a document last modified by me
( ) Someone changes an item that appears in the following view:
Contractual

When to Send Alerts
Specify how frequently you want to be alerted. (mobile alert is only available for immediately send)
(•) Send notification immediately
( ) Send a daily summary
( ) Send a weekly summary
Time:
Tuesday 2:00 PM

OK Cancel

6. Select "OK".

7. An email will be sent that an alert has been set for that document.



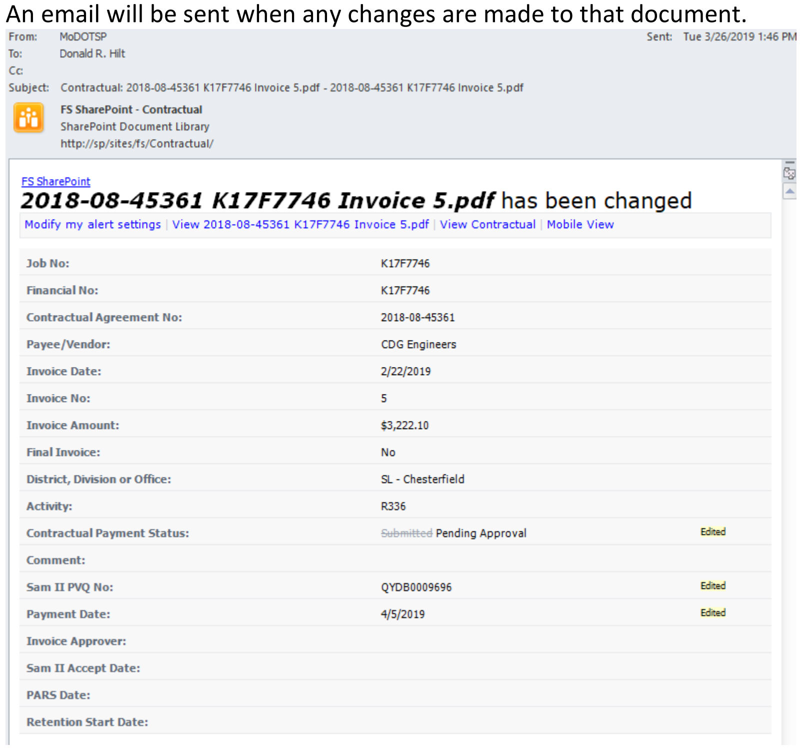
Click above to connect to this document library.
From: FS SharePoint <MoDOTSP@modot.mo.gov>
To: Donald R. Hilt
Cc:
Subject: You have successfully created an alert for '2018-08-45361 K17F7746 Invoice 5.pdf'
FS SharePoint - Contractual
SharePoint Document Library
http://sp/sites/fs/Contractual/

Alert '2018-08-45361 K17F7746 Invoice 5.pdf' has successfully been added on 'FS SharePoint'.

You will receive alerts according to the delivery method, timing and criteria that were selected when the alert was created.

You can change this alert or any of your other alerts on the My Alerts on this Site page.

8. An email will be sent when any changes are made to that document.



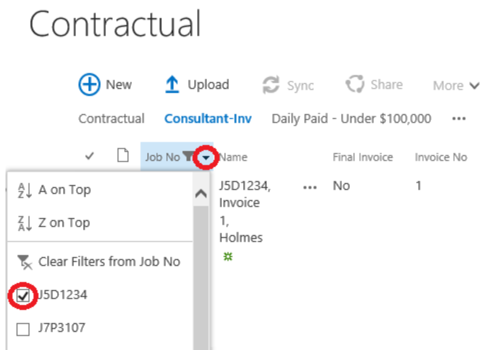
From: MoDOTSP Sent: Tue 3/26/2019 1:46 PM
To: Donald R. Hilt
Cc:
Subject: Contractual: 2018-08-45361 K17F7746 Invoice 5.pdf - 2018-08-45361 K17F7746 Invoice 5.pdf
FS SharePoint - Contractual
SharePoint Document Library
http://sp/sites/fs/Contractual/

FS SharePoint
2018-08-45361 K17F7746 Invoice 5.pdf has been changed
Modify my alert settings | View 2018-08-45361 K17F7746 Invoice 5.pdf | View Contractual | Mobile View

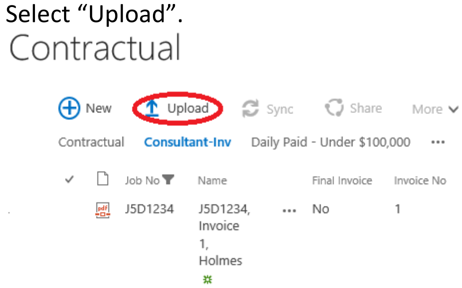
Job No:	K17F7746	
Financial No:	K17F7746	
Contractual Agreement No:	2018-08-45361	
Payee/Vendor:	CDG Engineers	
Invoice Date:	2/22/2019	
Invoice No:	5	
Invoice Amount:	$3,222.10	
Final Invoice:	No	
District, Division or Office:	SL - Chesterfield	
Activity:	R336	
Contractual Payment Status:	~~Submitted~~ Pending Approval	Edited
Comment:		
Sam II PVQ No:	QYDB0009696	Edited
Payment Date:	4/5/2019	Edited
Invoice Approver:		
Sam II Accept Date:		
PARS Date:		
Retention Start Date:		

COPYING PROJECT INFORMATION – Want to be able to copy metadata information from one invoice to another? Here is how…

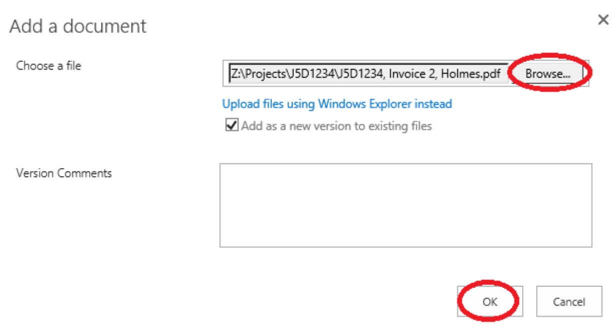
1) Select the Job No filter arrow down button, and select the Job Number to work with.



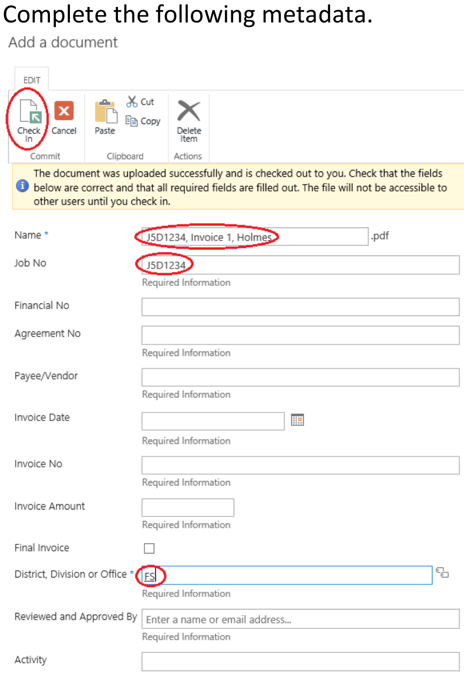
2) Select "Upload".



3) Select document through "Browse" and select "OK" once the correct document has been chosen.

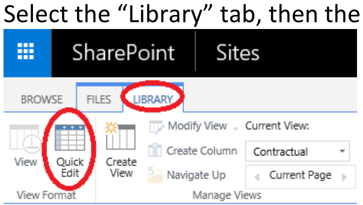


4) Complete the following metadata.

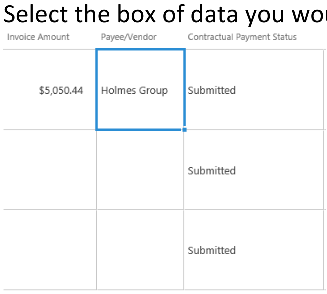


- **Name** – Utilize the following format: “Job#, Invoice#, Consultant”, i.e. “J5D1234, Invoice 2, Holmes”. The Consultant name may be part of the name or an abbreviation of the name. In this example, “Holmes” is short for The Holmes Group. This allows Financial Services staff to identify the correct consultant when multiple consultants are on the same project.
- **Job No** – Job number(s) starting with the “J”. Include all job numbers if multiple jobs are on the same invoice.
- **District, Division, or Office** – Select the District, Division, or Office submitting the invoice.
- **Complete any field where information will change from one invoice to another.**
- Click “Check In”.

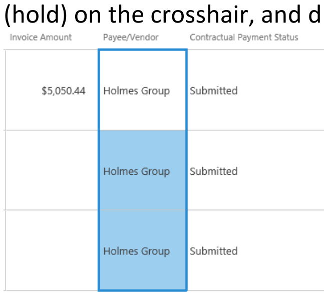
5) Select the “Library” tab, then the “Quick Edit” button.



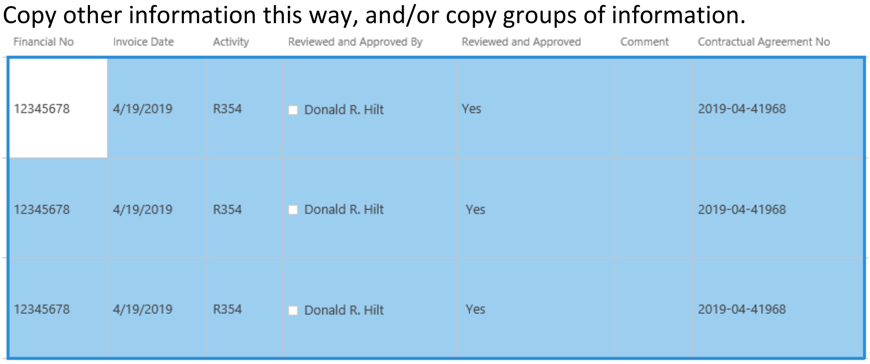
6) Select the box of data you would like to copy to the other invoices.



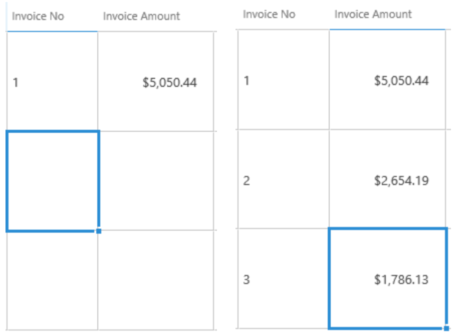
7) Move the cursor to the lower right hand corner of the box until the cursor turns into a crosshair, click (hold) on the crosshair, and drag to the boxes to copy that information.



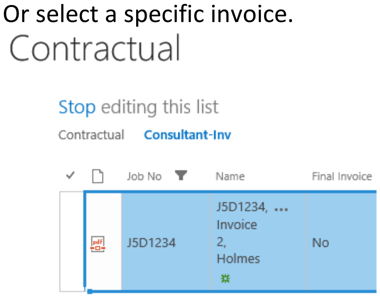
8) Copy other information this way, and/or copy groups of information.



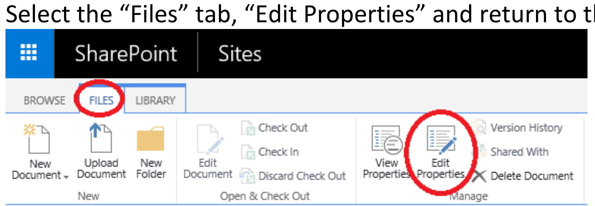
9) From here the user can enter missing metadata. Please note the required fields are unmarked in this view. However, if the required fields are missing when submitted, payment processing may be delayed until the fields are properly completed.

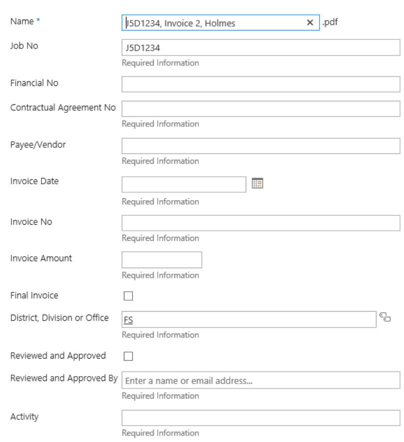


10) Or select a specific invoice.

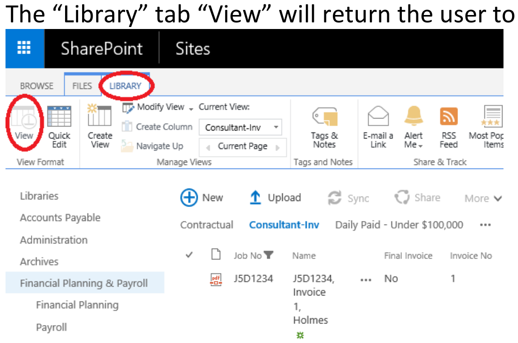


11) Select the "Files" tab, "Edit Properties" and return to the normal metadata entry screen.





12) The "Library" tab "View" will return the user to the normal Contractual Library view.



ADDITIONAL INFORMATION :

- Non-contractual payment request will continue to be submitted via email.