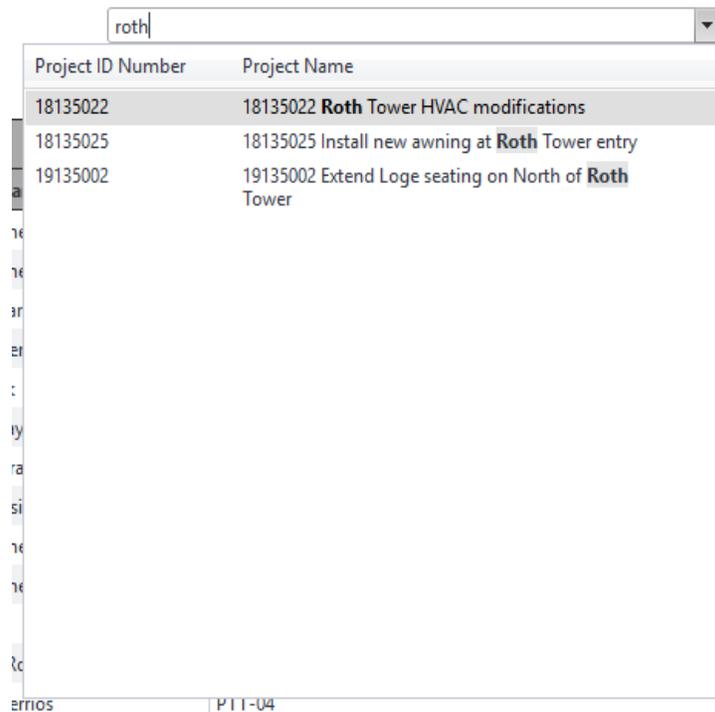# Submitting an Invoice with the UPMT Process

UCF Facilities Planning & Construction now requires that invoices from internal university departments be paid through an e-Builder process. The UPMT process provides an efficient workflow for submitting invoices that will enhance information transfer and response times for both FP&C and other university departments related to FP&C projects.
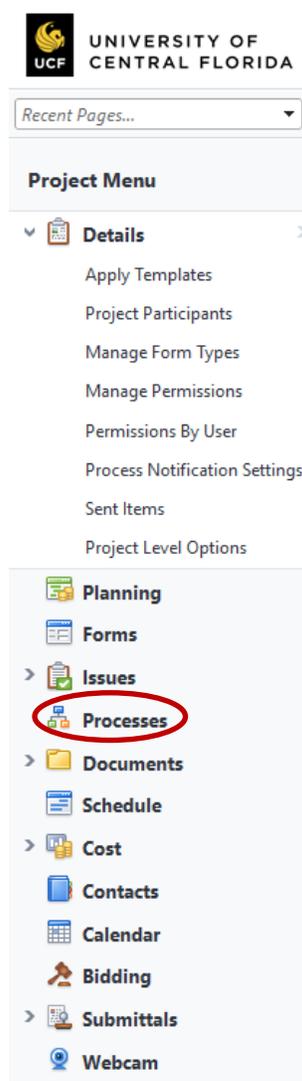
To submit an invoice using the UPMT process:

1) In e-Builder, go to the project affiliated with the invoice. Click on Projects on the tab menu at the top of the window.
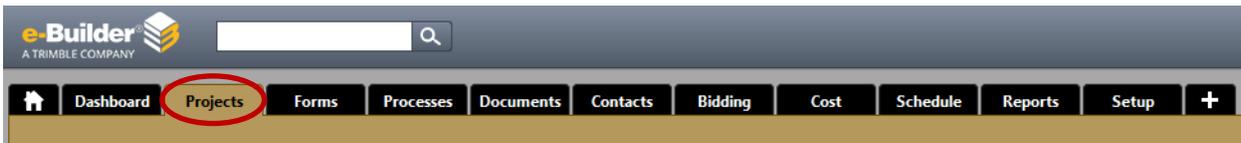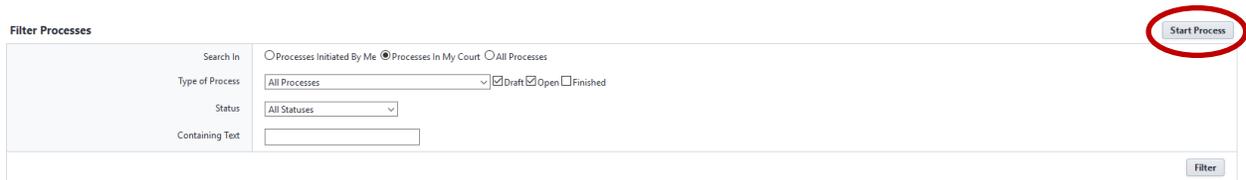

2) Navigate to the project either by choosing it from the list of projects on screen or using the All Projects search bar on the right side of the window. Start typing the project name or MP number into the field until you see the project, then click on it.

3) Once inside the project, click on the Processes menu item on the left side of the window.

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Recent Pages...

Project Menu

- **Details**
  - Apply Templates
  - Project Participants
  - Manage Form Types
  - Manage Permissions
  - Permissions By User
  - Process Notification Settings
  - Sent Items
  - Project Level Options
- **Planning**
- **Forms**
- **Issues**
- **Processes**
- **Documents**
- **Schedule**
- **Cost**
- **Contacts**
- **Calendar**
- **Bidding**
- **Submittals**
- **Webcam**

4) On the Processes screen, click the Start Process button on the right side of the window.

Filter Processes   Start Process

Search In	◯ Processes Initiated By Me ⦿ Processes In My Court ◯ All Processes
Type of Process	All Processes ☑ Draft ☑ Open ☐ Finished
Status	All Statuses
Containing Text	

Filter

5) The Start A Process pop-up window appears. Click on the link for process 08B – Internal UCF Invoice Payments (UPMT).

Processes   Cancel

Process Name	Description
02 - Project Charter Process (PCP)	This process is for reviewing/approving project requests, identifying configurations in e-Builder, assigning participants (staffing), identify milestones, entering and approving the initial budget (ROM), etc.
03 - Vendor Selection | Bid Review (BIDVS)	This process is for reviewing and approving the winning bid/vendor and encompass bidding/GS quotes, rotation, and justification.
04 - Drawing & Design Plan Review (DDPR)	Drawing and design plan review process.
05 - Commitment Approval (CA)	This process is for creating and approving commitments in e-Builder.
05 - Minor Project Proposal (MPP)	This process is used to obtain funding from a Client to move forward with Design and/or construction.
06 - Potential Change Order (PCO)	This process is for receiving potential change orders (Addendum & Add Services). This process will be used in conjunction with the Change Order (CO) process for bundling multiple PCOs into a single CO.
07AS -Additional Service (AS)	This process is used for projects where the A/E is under contract typically for Major projects.
07B - Commitment Transfer Process (CTP)	This process is used to execute the following transfers: Line to Line Buyout Savings Contractor Contingency/Buyout Savings Use
07C - Purchase Order Revision (POR)	This process is used to submit for a Purchase Order Contract Change for continuing service or ODP contracts that us a Purchase order as a means of conveying scope and cost.
08 - Contractor Pay-App & Consultant Invoice (PMT)	Invoice Approval / Payment Application process for invoicing consultant contracts and construction pay apps.
08A - Owner Direct Purchase Invoice (ODP)	Use this process for the processing of invoice processing (ODP).
08B - Internal UCF Invoice Payments (UPMT)	Internal billing for UCF departments
09 - Substantial Completion (SC)	Process for working through standard completion procedures
12 - Request For Information (RFI)	RFI process
99 - Project Close-out Survey (PCOS)	Survey sent to the campus client at the end of a project, initiated by the PM.

6) The UPMT process window appears. Follow the instructions to fill out the form.

Invoice Details

* Invoice Number:	[ ]
Status:	Draft
* Company:	[▼]
Company Number:	[▼] Contact: [∨]
* Date Received:	12.13.2019 [12.13.2019] Date Due: [ ]
Scope of Work:	[ ]

a) In the Invoice Details box, fill in all applicable boxes.

    i.   The Invoice Number must be unique. Invoice numbers in e-Builder cannot be reused across the entirety of the system, so be sure that your number is distinct. If you use invoice number 20-015, then no other invoice across any other project can use this number again. We recommend prefixing your number with a modifier to make it unique such as your department plus the MP project number. For instance, if you work for Utilities & Energy Services and are submitting an invoice 20-015 for project 20121003, then your Invoice Number would be UES-20121003-20-015. Whatever you choose, be consistent.

    ii.   Choose your department from the Company dropdown. Start typing your department name or acronym in the box until it filters down to your department. Click the name in the box to select it. If your department is not listed in the box, contact your e-Builder administrator to have it added.

      iii.   Company Number, Date Received, and Contact will all automatically fill in with the appropriate data. Change the Contact name if needed.

      iv.   Enter the Scope of Work description.

b) The Invoice Items box starts empty and will fill in as you complete the Add New Invoice Item section.

Invoice Items

There are no invoice items.

Cost Summary | Invoices For This Company

Add New Invoice Item

Item Number	001
Budget Line Item	Please Select a Line Item
Description	
Amount	0.00
Custom Fields	🗐
Attachments	📎⁰

Add

      i.   Click the Please Select a Line Item link to reveal the Budget Line Items box. Choose the line item from the project budget that you are invoicing against by clicking the link in the Account Code column. If the line item that you need is not listed, contact the Project Manager to discuss adding it.

Budget Line Items

Account Code	Description
01.01.01	Summary Cost
01.01.02	Concept Design
01.01.03	A/E Fees
01.01.04	Civil
01.01.05	Geotech
01.01.06	Interior
01.01.07	LEED Adim
01.01.08	Landscape Design
01.01.09	Surveys & Tests
01.01.10	Energy Model
01.01.11	Revit Model
01.01.12	CA for Commissioning
01.01.13	Fire Engrg
01.01.14	Food Serv.
01.01.15	Env. Permit
01.01.16	Env. Engrg.
01.01.18	Other Third Parties CA
01.01.22	Planning Contingency
01.01.70	UCF Construction Contingency
01.02.23	CM Preconstruction Services

Clear Selection   Close

      ii.   The Description line will fill in automatically with the budget line item name.

      iii.   Enter the amount of the invoice in the Amount box. Do not leave it as the default $0.00 or else your UPMT form will be returned to you to correct.

Invoicing for zero dollars is not helpful to anyone! If eB returns an error that insufficient funds are available in the budget, stop here and discuss the issue with your Project Manager who will need to complete a Budget Change to increase the budget to accommodate the invoice.

iv.   Ignore the Custom Fields link. You do not need it.

v.   The Attachments paperclip link is for attaching documents specific to this line item, not attaching the full invoice. It is unlikely you will need this and can ignore it unless you have a specific need for it.

vi.   Click the Add button to add the invoice item to the form. It will appear under the Invoice Items box.

Invoice Items

		Item Number	Line Item	Description		Amount	Cu Fie
⌀⁰	Delete	✎ 001	🔍 01.04.60	✎ UES CX		500.00 ✎	📑
		Total				**500.00**	

Cost Summary | Invoices For This Company

Add New Invoice Item

Item Number	002
Budget Line Item	Please Select a Line Item
Description	
Amount	0.00
Custom Fields	📑
Attachments	⌀⁰

[Add]

vii.   Repeat these steps i-vi to add additional line items if necessary.

c) The last section at the bottom of the form is for entering accounting information.

Provide inter-departmental transfer information in the boxes below and attach an invoice in .PDF format.

Note: If you require that this payment is split between multiple departments / account codes, insert the word "MULTIPLE" in the applicable space and clearly provide the breakdown of the split on the invoice provided.

* **Department:** If the department needed for this invoice is not listed here, please contact ebuilderadmin@ucf.edu with a request to add it.
-- Please select an option --

Project ID Number:

Work Order or Ticket Number:

Cx Report: ? UES use only
Drag and drop file here   or   Browse Computer   Browse e-Builder

* **Department Number to Transfer Funds (8 digits):** ?

* **Account Code:**

* **Invoice or Other Documentation Attachment:** Please attach invoice in PDF format.
Drag and drop file here   or   Browse Computer   Browse e-Builder

Print   Check Spelling   Submit   Save Draft   Cancel

i. Choose your department name from the dropdown box for Department. This box assists with FP&C's recordkeeping. If your department is not listed in the box, stop here and contact your e-Builder administrator to have it added.

ii. The Project ID Number field is not visible to you and will be automatically filled in by e-Builder.

iii. Enter the Work Order or Ticket Number associated with this invoice if you have one.

iv. If you are with Utilities & Energy Services and are invoicing for commissioning, upload the Cx report as a PDF in the Cx Report field. Use the Browse Computer button to locate it on your PC and select it to upload it into the system. E-Builder will file it in the appropriate folder in the project's Documents module.

v. Fill in the Department Number to Transfer Funds line with an eight-digit account number. If providing multiple account codes or departments, type MULTIPLE into this line.

vi. Fill in the Account Code line.

vii. Attach the invoice or other appropriate documentation as a PDF in the Invoice or Other Documentation Attachment field. Use the Browse Computer button to locate it on your PC and select it to upload it into the system. E-Builder will file it in the appropriate folder in the project's Documents module. **The uploaded invoice must provide the Department ID and Account Code information necessary for the inter-departmental transfer.**

d) If you need to quit and resume later, click the Save Draft button to save your work. It can be resumed later from the Processes screen (from step 4).

e) When the form is complete, click the Submit button to submit it.
7) The submitted form begins its journey across the UPMT workflow.
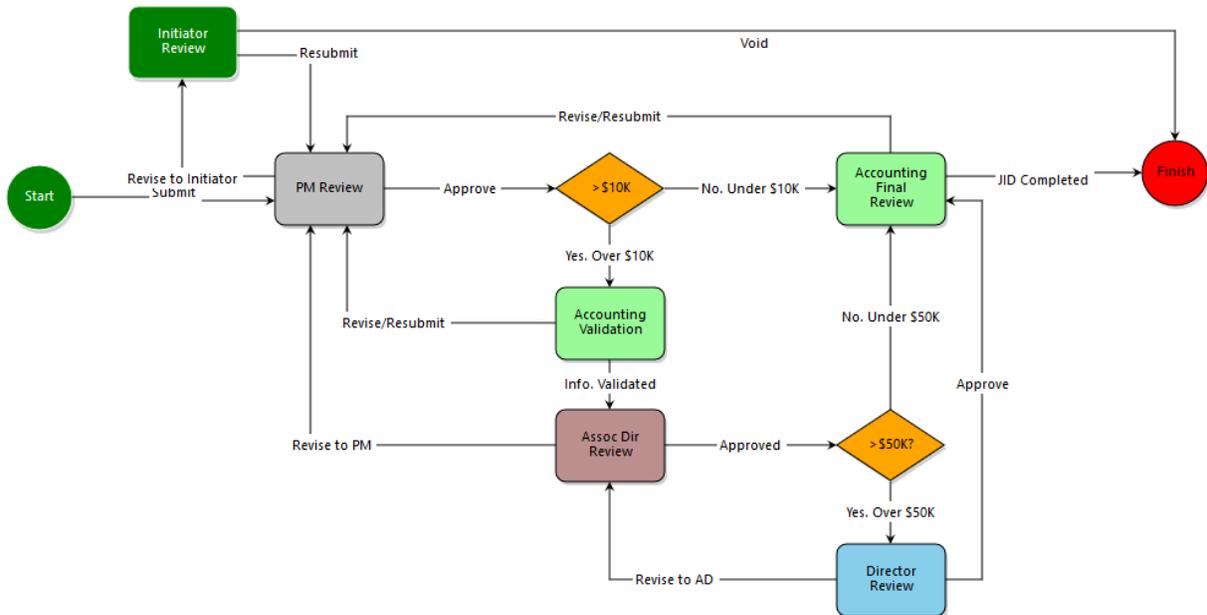
After submitting, the form will move to the Project Manager who will review it and either approve it or send it back to the initiator to correct any errors or address any questions. Once the PM approves it, the form will move to FSBO who will handle arrangements to pay the invoice. Large dollar amount invoices may require additional layers of approval from upper levels of management.

8) Use the project's Processes page (from step 4) to monitor the progress of your UPMT.

Process ▲	Subject	Step	Responsible Actors	Step Age	In Step Since	Date Created	Process Age	Status	Requested Comment
UPMT - 1	Payment Request for UES	Invoice Amount: $4,335.36	Finish			12.13.2019	12.13.2019	0	Approved	
UPMT - 2	Payment Request for UES	Invoice Amount: $100.00	PM Review		0	12.13.2019	12.13.2019	0	Received	
UPMT - 3	Payment Request for UES	Invoice Amount: $4,335.36	PM Review		0	12.13.2019	12.13.2019	0	Received	
UPMT - 4	Payment Request for UES	Invoice Amount: $0.00	PM Review		0	12.13.2019	12.13.2019	0	Received	
UPMT - 5	Payment Request for UES	Invoice Amount: $0.00	Initiator Review	Richmond Nolli	0	12.13.2019	12.13.2019	0	Received	
UPMT - 6	Payment Request for UES	Invoice Amount: $0.00	PM Review		0	12.13.2019	12.13.2019	0	Received	
UPMT - 7	Payment Request for UES	Invoice Amount: $4,335.00	PM Review		0	12.13.2019	12.13.2019	0	Received	

Processes in gray are complete. Processes in blue are in progress. Draft processes (not pictured) are brown. The current step indicates where in the workflow the UPMT is currently sitting. Responsible Actors lists who currently has the UPMT. Step Age indicates how long the UPMT has been in its current step. Note in this example that UPMT processes 4, 5, and 6 all made the mistake of leaving the Invoice Amount field in step 6-b-iii at zero dollars. The PM will return those UPMTs to the initiator to correct.

Contact your Project Manager or e-Builder admin with any questions about the UPMT process.

9) FSBO has a final step to complete to close out the UPMT process.

To complete payment to an internal vendor:

1. Complete Journal ID transfer from Project Account Number to the Department Number listed above using the account code listed above.
2. Select "JID transfer completed" from drop down and then select "Take Action"
3. When prompted with a comment box, enter Journal ID completed XX/XX/XXXX

| * Project Account Number: | TEST1234 |
| * Journal ID Number: | |

a) The Project Account Number will attempt to automatically fill in with the account number provided by the MPP earlier in the project. If this number is unavailable, this field will be blank and will need to be manually entered.
b) Enter the Journal ID Number.
c) Choose JID Completed and click the Take Action button to complete the UPMT. If there are issues that need correcting, send it back to the initiator with the Revise/Resubmit option.

TEST1234

-- Please select an action --
JID Completed
Revise/Resubmit

JID Completed   Take Action