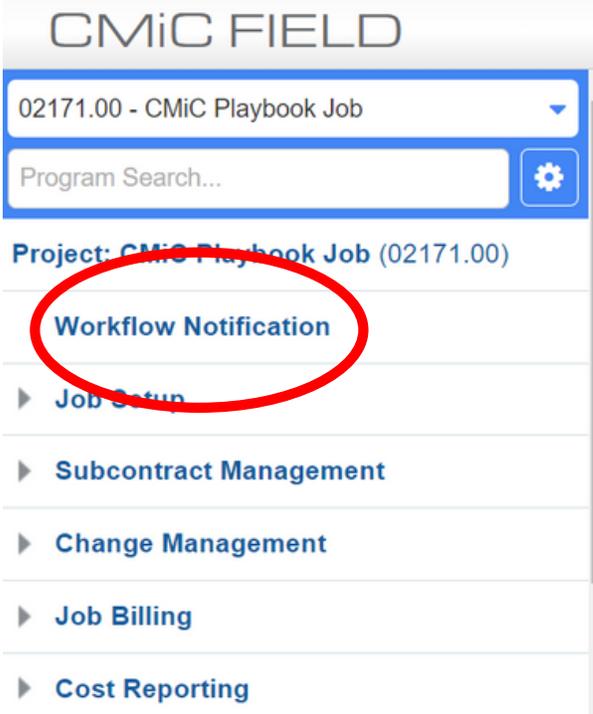


Module 12: Approving Invoices

1

***NOTE: The PM will receive an email notification that they have an open invoice to approve**

- After logging into CMiC, click on the blue field
- Click on "Workflow Notification"



CMiC FIELD

02171.00 - CMiC Playbook Job

Program Search...

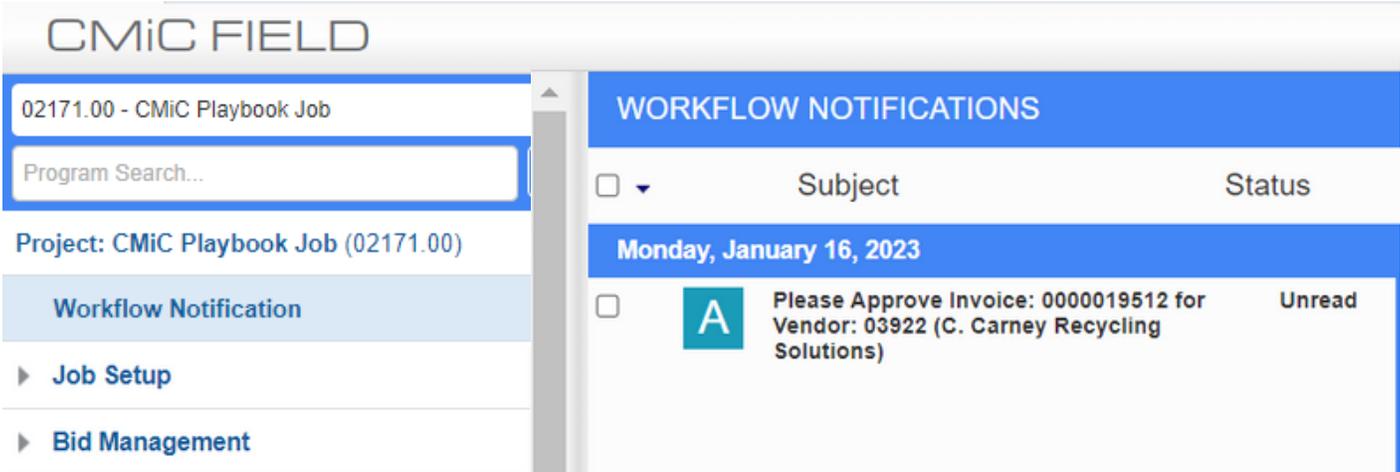
Project: CMiC Playbook Job (02171.00)

Workflow Notification

- ▶ Job Setup
- ▶ Subcontract Management
- ▶ Change Management
- ▶ Job Billing
- ▶ Cost Reporting

2

- The unapproved invoice will appear on the right side of the screen



CMiC FIELD

02171.00 - CMiC Playbook Job

Program Search...

Project: CMiC Playbook Job (02171.00)

Workflow Notification

- ▶ Job Setup
- ▶ Bid Management

WORKFLOW NOTIFICATIONS

<input type="checkbox"/>	Subject	Status
Monday, January 16, 2023		
<input type="checkbox"/>	A Please Approve Invoice: 0000019512 for Vendor: 03922 (C. Carney Recycling Solutions)	Unread



Module 12: Approving Invoices

3

- Click on the notification
 - A new screen will load on the right
- Click on "View"

WORKFLOW NOTIFICATIONS

Subject Status 1 Approval 0 FYIs

Monday, January 16, 2023

Please Approve Invoice: 0000019512 for Vendor: 03922 (C. Carney Recycling Solutions) and job: 06841.00 (Test 12.8)

Approve Reject View Reassign

COMMENT

NOTIFICATION

Jacky Liu [Step 1 Reg Invoice Approver], please code/approve the following Invoice.

4

- After clicking "View", a new screen will appear
 - Click on the pdf on the left side of the screen

CmicDownloadServlet.do 1 / 1 80%

C. Carney Recycling Solutions
35 Thrasher Street
Raynham, MA 02767
Phone: (508) 880-8804
Fax: (508) 823-0492

CUSTOMER NO	000275
INVOICE DATE	12/31/2022
INVOICE NO	0000019512
CUSTOMER PO	
DUE DATE	1/15/2023

Job# 06841.00

All container must be accessible, If we are unable to service, a trip charge of \$150.00 will be incurred.

DATE	QUANTITY	FREQUENCY	DESCRIPTION	WORK ORDER	TICKET	AMOUNT
New Charges						
Site 000275-0022 - Lee Kennedy Company Inc. - 500 RUTHERFORD AVE, CHARLESTOWN						
12/16/2022	1.00		FUEL SURCHARGE - ROLL OFF	0000039126	420989	\$47.70
12/16/2022	1.00		HAUL CHARGE - 30 YD ROLL OFF	0000039126	420989	\$795.00
12/20/2022	1.00		FUEL SURCHARGE - ROLL OFF	0000039141	421429	\$47.70
12/20/2022	1.00		HAUL CHARGE - 30 YD ROLL OFF	0000039141	421429	\$795.00



Module 12: Approving Invoices

5

- View the invoice and confirm it to be approved and processed for payment
- Scroll down to "Registered Invoice Details"
- Click the blue "+"

Document Name C Cal

Workflow Control

Ad Hoc Approver 1 JLIU Jacky Liu

Ad Hoc Approver 3

Invoice Type Normal

Registered Invoice Details

User Comments

6

- Use the magnifying glass to input
 - Cost Code/Account
 - Category
 - Amount

***NOTE-** The WM Code will autofill

Line 1

Type* J J

Company* LEEKENC1 LEEKENC1

Job / Department* 06841.00 06841.00

Cost Code / Account*

Category

WM Code*

Amount*

Description

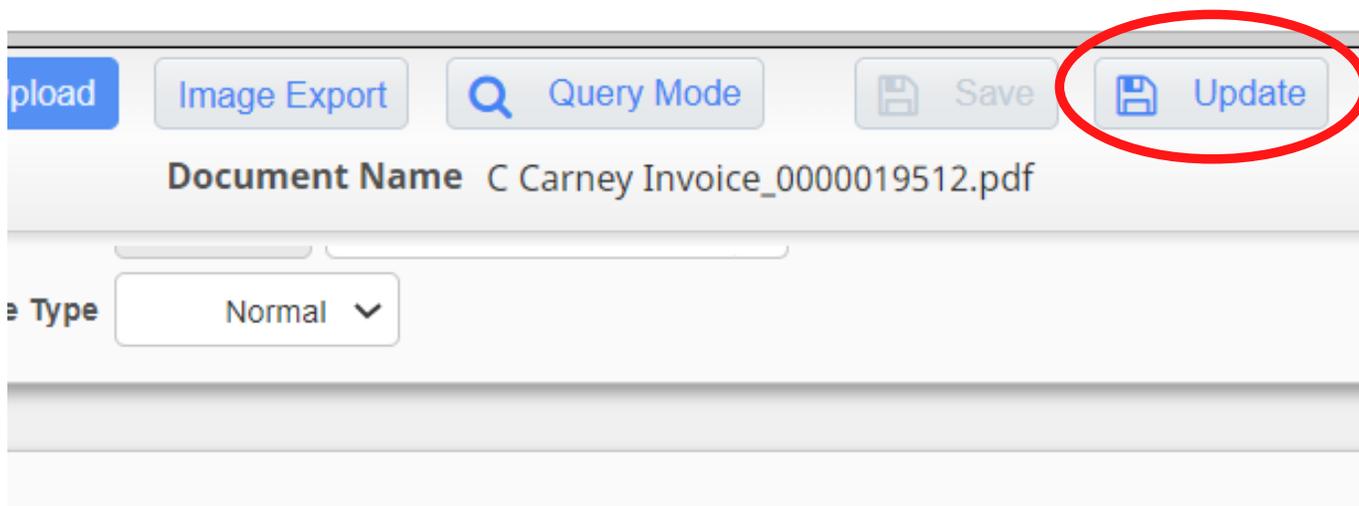
****To add another line, click the blue "+" on the right side of screen**



Module 12: Approving Invoices

7

- Click "Update" at the top of the screen



*NOTE

- To verify that you have entered the distribution for the entire invoice amount, scroll to "Registered Invoice Header"
 - Distributed Amt should equal the total "Invoice Amount"
 - "Remaining Balance" should be 0.00

Registered Invoice Header

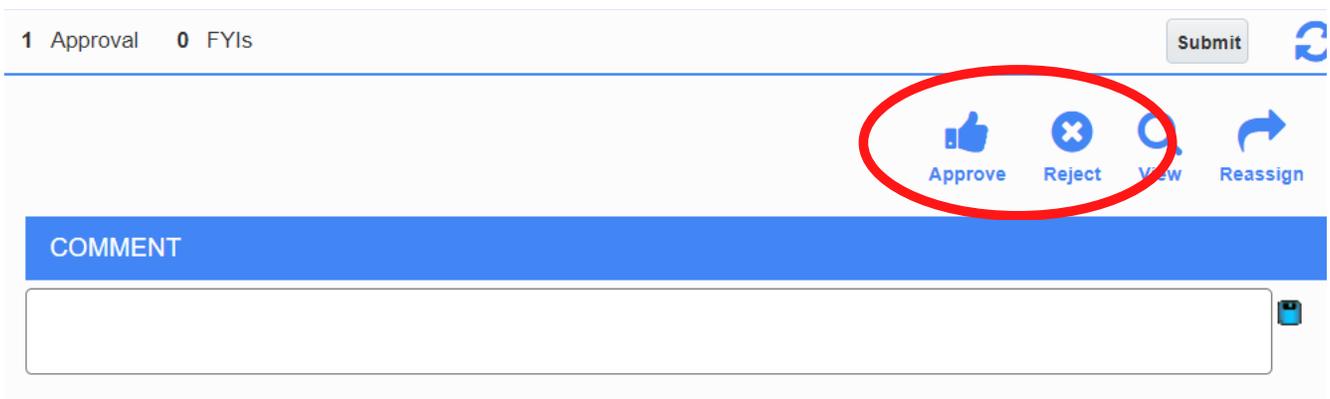
Company	LEEKENC1	LEE KENNEDY COMPANY	Vendor	03922	C. CARNEY RECYCLING €
Workflow Routing - Job	06841.00	TEST 12.8	Invoice No.	0000019512	
Invoice Date*	12	31	22	Invoice Amount*	3,370.00
Due Date	01	30	23	Workflow Routing - Department	
Description	0000019512 / 06841.00		Pay Control Code	01	MISCELLANEOUS INVOIC Q
Distributed Amt	3,370.00		Remaining Balance	0.00	



Module 12: Approving Invoices

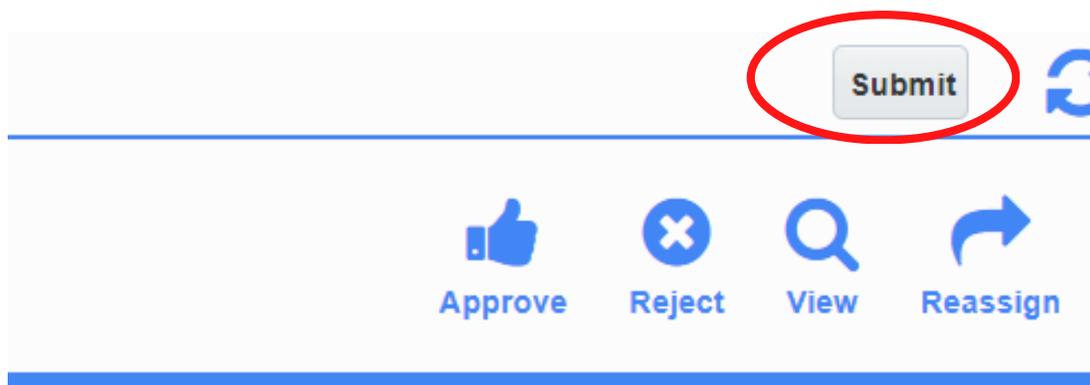
8

- To approve the invoice, click "Approve"
- To reject the invoice, write a comment in the comment section and click "Reject"



9

- Once you click on "Approve" a new screen will show and you must click "Submit" to complete the full Approval process of the invoice

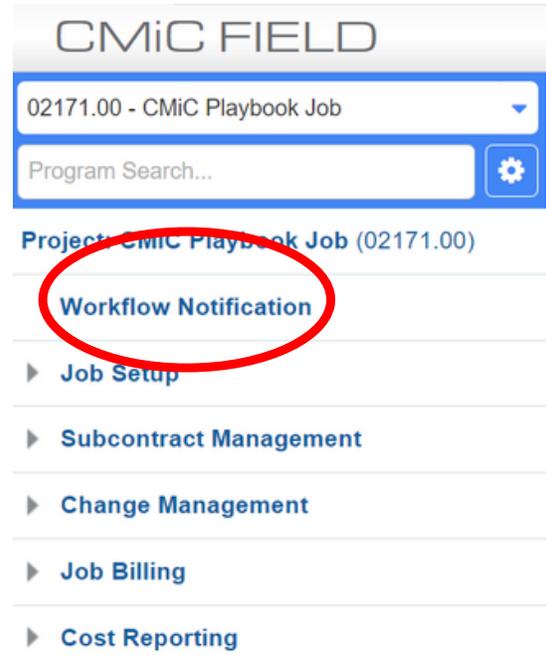


Module 12: Approving Invoices

1- Approving Committed Invoices

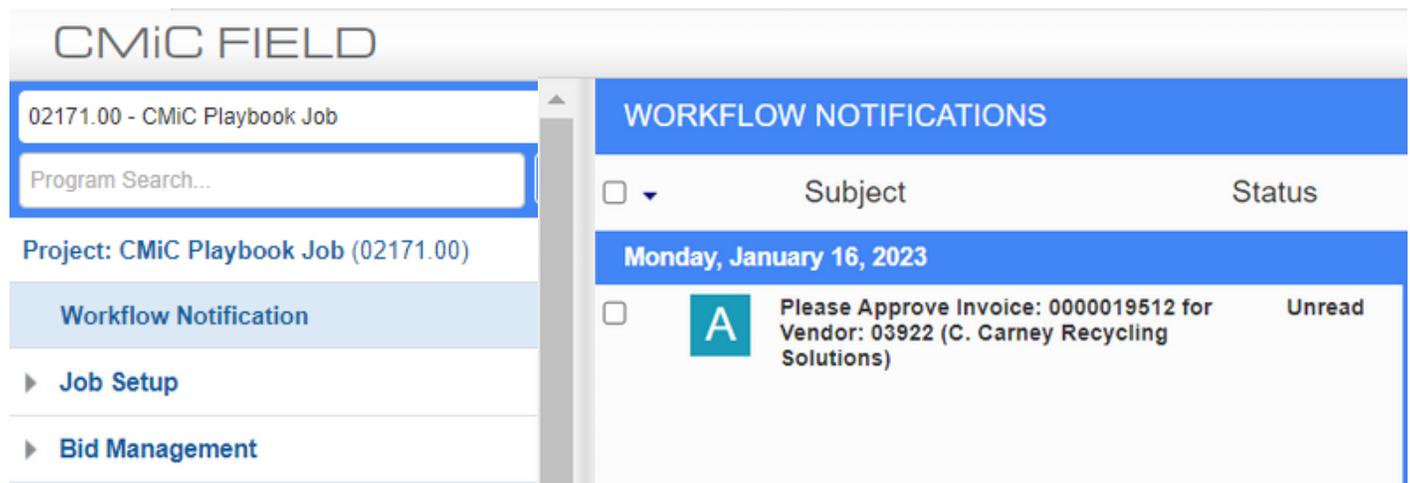
***NOTE: The PM will receive an email notification that they have an open invoice to approve**

- After logging into CMiC, click on the blue field
- Click on "Workflow Notification"



2- Approving Committed Invoices

- The unapproved invoice will appear on the right side of the screen



Module 12: Approving Invoices

3- Approving Committed Invoices

- Click on the notification
 - A new screen will load on the right
- Click on "View"

WORKFLOW NOTIFICATIONS

Subject Status 1 Approval 0 FYIs

Monday, January 16, 2023

Please Approve Invoice: 0000019512 for Vendor: 03922 (C. Carney Recycling Solutions) and job: 06841.00 (Test 12.8)

Approve Reject View Reassign

COMMENT

NOTIFICATION

Jacky Liu [Step 1 Reg Invoice Approver], please code/approve the following Invoice.

4- Approving Committed Invoices

- After clicking "View", a new screen will appear
 - Click on the pdf on the left side of the screen

REFRESH Search

Sources: *All Sources | Posted: *All

Types: *All Types | Status: *All

UI CONFIG | QUERY MODE |

Sources: *All Sources | Status: *All

Types: *All Types | Posted: *All

AP Non-Commitment Invoices [1]

C Carney Invoice_0000019512.pdf

CmicDownloadServlet.do 1 / 1 80%

C. Carney Recycling Solutions
35 Thrasher Street
Raynham, MA 02767
Phone: (508) 880-8804
Fax: (508) 823-0492

CUSTOMER NO	000275
INVOICE DATE	12/31/2022
INVOICE NO	0000019512
CUSTOMER PO	
DUE DATE	1/15/2023

Job# 06841.00

All container must be accessible, If we are unable to service, a trip charge of \$150.00 will be incurred.

DATE	QUANTITY	FREQUENCY	DESCRIPTION	WORK ORDER	TICKET	AMOUNT
New Charges						
Site 000275-0022 - Lee Kennedy Company Inc. - 500 RUTHERFORD AVE, CHARLESTOWN						
12/16/2022	1.00		FUEL SURCHARGE - ROLL OFF	0000039126	420989	\$47.70
12/16/2022	1.00		HAUL CHARGE - 30 YD ROLL OFF	0000039126	420989	\$795.00
12/20/2022	1.00		FUEL SURCHARGE - ROLL OFF	0000039141	421429	\$47.70
12/20/2022	1.00		HAUL CHARGE - 30 YD ROLL OFF	0000039141	421429	\$795.00

Module 12: Approving Invoices

5- Approving Committed Invoices

- View the invoice and confirm:

- Job #
- Contract #
- Invoice Amount

The screenshot shows a form with the following fields and values:

Job*	10774.00	B-FLEXION
Contract*	10774.016	APPLIANCE (FITOUT)
Invoice No.*	179937-1	
Invoice Amount*	1,399.95	
Retention Release Amount	0	
Pay Control Code	01	MISCELLANEOUS INVOIC
Message	Posted Balance = \$35,209.42	
Contract Balance	35,209.42	

6- Approving Committed Invoices

- Scroll down to "Registered Pay Request Detail"
- Review line items

Registered Pay Request Detail

Line	Task Name	Job	Cost Code	Category	Contract Amount	Previously Certified Amount	Pending Amount	Current Task Amount	Current Retention Amount
	Appliances	10774.00	110000.00	S	23,995.7		0.00		
	Additional Appliances	10774.00	110000.00	S	11,213.67				
	Total Line				35,209.42		0.00	0.00	0.00

***NOTE-** These are the items that the invoice is entered against. The "Previously Certified Amount" cell would be filled if a previous invoice amount was billed against that line item.

Module 12: Approving Invoices

7- Approving Committed Invoices

- Choose the line item
- Scroll right to “Current Task Amount” and enter the invoice amount into the cell

Registered Pay Request Detail

Line	Task Name	Job	Cost Code	Category	Contract Amount	Previously Certified Amount	Pending Amount	Current Task Amount
	Appliances	10774.00	110000.00	S	23,995.75		0.00	
	Additional Appliances	10774.00	110000.00	S	11,213.67			1399.95
	Total Line				35,209.42		0.00	0.00

- The “Current Task Amount” and the “Invoice Amount” should be the same

Invoice No.* 179937-1

Invoice Amount 1,399.95

Retention Release Amount 0

Pay Control Code 01 MISCELLANEOUS INVC

Message Posted Balance = \$35,209.42

8- Approving Committed Invoices

- Click “Update” and the top of the screen

***The screen will refresh and you will see that the “Distributed Amount” and “Total Completed” on the left side of the screen will equal the “Invoice Amount”**

Move Delete Save **Update**

Document Name Hancock 10774-1.pdf

SEARCH

Registered Pay Request Header

Company* LKCO LEE KENNEDY COMPANY

Vendor* 08038 HANCOCK TV & APPLIANCE CO

Workflow Routing Job* 10774.00 B-FLEXION

Invoice Date 07 24 23

Due Date 08 24 23

Description 179937-1 / 10774.00

Distributed Amount	1,399.95
Total Completed	1,399.95

Module 12: Approving Invoices

9- Approving Committed Invoices

- Close out of the screen
 - This will take you back to the “Workflow Notifications” screen

The screenshot shows the 'Workflow Notifications' interface. At the top, there's a 'Subject' and 'Status' section. Below that, a list of notifications is shown, with one selected. The selected notification contains an 'INVOICE HEADER' section with the following details:

Job	10774.00 - B-Flexion	Gross Amount	
Vendor	08038 - Hancock TV & Appliance Co	Net Amount	0.00
Contract	10774.016 - Appliance (Flou)	Net Retainage	0.00
Invoice Number	179937-1	Total Expense Net Retainage	0.00
Invoice Date	24-JUL-23	Original Amount	1,399.95
Due Date	24-AUG-23	Discount Date	24-JUL-23
Description	179937-1 / 10774.00		

Below the invoice header is a 'DISTRIBUTIONS' table:

Task Code / Description	Change	Contract Amount	Prev Certified Amount	Unposted Amount	Current Amount	Total Requested Amount	Remaining Balance	Retainage %	Contract Quantity	UOM	Rate	Prev Certified Quantity	Current Quantity	Total Retainage	Unposted Retainage	Current Retainage	Retainage Released
1.0 / -000074148	000	23,995.75	0.00	0.00	0.00	0.00	23,995.75	5.00		LS				0.00	0.00	0.00	
CE-001 / Additional Appliances	001	11,213.87	0.00	0.00	0.00	0.00	11,213.87	5.00		LS				0.00	0.00	0.00	

10- Approving Committed Invoices

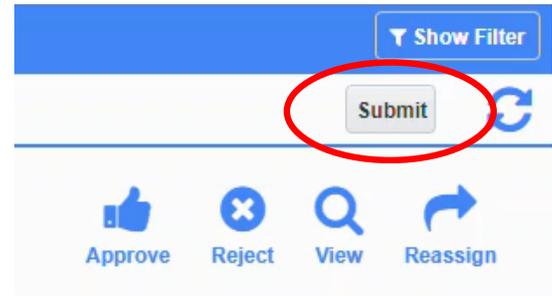
- Click the “Approve” button
 - The screen will refresh and show that the invoice is approved

A close-up of the 'Approve' button, which is a thumbs-up icon, circled in red. Other buttons visible are 'Reject', 'View', and 'Reassign'.

The screenshot shows the 'Workflow Notifications' interface with the 'Approve' button highlighted in red. The notification list shows two items, with the first one having the 'Approve' button highlighted.

Module 12: Approving Invoices

11- Approving Committed Invoices



- **Click “Submit”**
 - **The page will reload**
- **Once you see the message “You have successfully approved, rejected, or closed the selected notifications”, you have fully approved the invoice**

You have successfully approved, rejected, or closed the selected notifications

[Return](#)