Interim Steps until Vendors are in Unifier

Construction Invoicing – State Form SBP-7.2

Purchase Order Invoice

Professional Agreement – State Form SBP-7.1

Unifier Help Files 3.3.9 and 3.3.13 (https://www.colorado.edu/fm/unifier)

Note: What is noted below are the alternate steps until vendors are in Unifier. For full detail of steps, refer to the help files. When vendors are added to Unifier, the state form pay applications will be printed in Unifier and attached to the business process in workflow step 4.

Workflow (steps noted below align with the circled number)
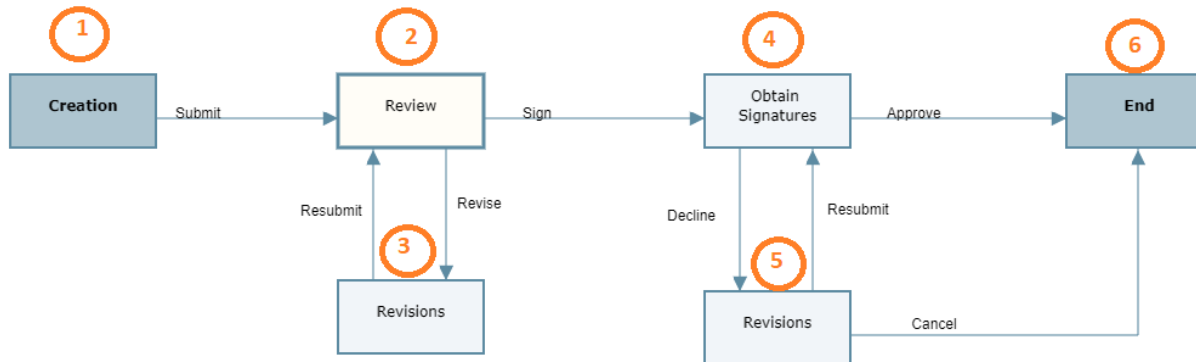
1. PC creates the invoice.
   a. Attach the invoice and pay application (as applicable) from the vendor
   b. Complete information in the first screen

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      c.   Complete information in the Line items tab

      d.   Be sure to enter the new total completed to date to probably record the amount due

Example of 1st invoice

Example of 2nd invoice

2.   PC sends to PM for review

      a.   If information is correct, PM sends (Send-Sign) to the PC for signatures

           i.   Invoices must have signatures to be processed. This step will be accomplished via DocuSign

3. If information is incorrect or the vendor needs to revise the invoice, the PM sends back (Send-Revise) to PC for the corrections, <u>and</u> add notes in "Comments" section. (Step 3 above)

4. PC downloads the attachment and routes through DocuSign using the DocuSign template.
    a. Upon receipt of completely signed invoice, PC replaces the current attachment with the signed invoice. (DO NOT send to FM Accounting at this time. The DocuSign template should correctly address this by not copying FM Accounting.)
    b. Accept the invoice task, and send (Send-Approve). FM Accounting is copied in this step.
    c. The invoice will automatically be filed in the Unifier document manager.
    d. The cost sheet will be updated in Actuals column.

5. If an error is discovered during the routing for signatures step
    a. The PC accepts the task, answers the question in Block 01, then sends (Send-Decline) to the PM
    b. Include comments in the Comments tab as to the reason
    c. PM obtains makes corrections, if the invoice/pay application attachment itself needs corrections, replace the current attachment with the revised attachment.
    d. PM sends (Send-Resubmit) to the PC to route through DocuSign

6. No action here.
    a. The invoice has been filed in the Unifier document manager
    b. FM Accounting has been copied on the invoice

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A useful Tip:

Sort by Cost Code to place the design phases in order - makes it easier to enter earned-to-date values

		Ref.	Cost Code	Code Name	Short Description	Effective Date *	Earned To Date ($) *	Scheduled Value	Requested This Period	Total Completed to Date	Total Previous Payments	Complete %
		003	P03-00-00 30 10	Pre-Design Phase	Pre-Design Phase	06/30/2020 12:00 ...	$0.00	$150.00	$0.00	$0.00	$0.00	0
		004	P03-00-00 30 11	Schematic Design Phase	Schematic Design Phase	06/30/2020 12:00 ...	$0.00	$250.00	$0.00	$0.00	$0.00	0
		006	P03-00-00 30 12	Design Development Phase	Design Development Phase	06/30/2020 12:00 ...	$0.00	$500.00	$0.00	$0.00	$0.00	0
		005	P03-00-00 30 13	Cstr Document Phase	Construction Documents Phase	06/30/2020 12:00 ...	$0.00	$1,000.00	$0.00	$0.00	$0.00	0
		002	P03-00-00 30 14	Bidding Phase	Bidding Phase	06/30/2020 12:00 ...	$0.00	$150.00	$0.00	$0.00	$0.00	0
		001	P03-00-00 30 15	Contract Administration Phase	Const Administration Phase	06/30/2020 12:00 ...	$0.00	$150.00	$0.00	$0.00	$0.00	0
		007	P03-00-00 30 17	Reimbursables	Reimbursables	06/30/2020 12:00 ...	$0.00	$50.00	$0.00	$0.00	$0.00	0