

NEBRASKA DEPARTMENT OF TRANSPORTATION



Invoice Workflow Users Guide



This document is intended to guide users through accessing and utilizing NDOT's Consultant Invoice Workflow process. Questions or comments regarding access or use of the application may be directed to the Consultant Services Section at (402) 479-3923 or Karen.Majerus@nebraska.gov.

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Registering for a Consultant OnBase Account

First Time Users Only

If you or your company does not already have an OnBase account, use the following link to create your OnBase account:

<https://enterpriseregistration.nebraska.gov/SelfRegistration.aspx>

Once you have created an account, email your username to the NDOT Agreements Specialists or Project Coordinator(or other NDOT contact) letting them know that you have registered and that you need access to the OnBase Invoice Workflow. You will be emailed when your OnBase account has been given the necessary permissions to manage invoices.

TIP: It is recommended that a consultant have only one OnBase account for managing invoices. Different accounts/usernames will not be able to see invoices from other usernames, regardless if they are both registered for the same company.

If you login to OnBase and cannot see any of the items discussed in this guide, then your permissions probably have not been updated yet.

Logging Into OnBase

1. Open an internet browser window – preferably Internet Explorer.
2. If you are an external user (non state employee), type in this web address:
<https://ecmndotp.nebraska.gov/AppNet/Login.aspx>
3. Log in screen should look like this:



The screenshot shows the login interface for the Nebraska Enterprise Content Management Portal. At the top, there is a header with the Nebraska state seal and the text "Official Nebraska Government Website" and "NEBRASKA ENTERPRISE CONTENT MANAGEMENT PORTAL". Below the header, the page is divided into two main sections: "PUBLIC LOGIN" and "NEW USERS".

PUBLIC LOGIN

There are three input fields: "PUBLIC" (with a dropdown arrow), a username field (highlighted in yellow), and a "Password" field (with a lock icon). Below these fields are two radio buttons: "ActiveX" (selected) and "HTML". A blue "Login" button is positioned below the radio buttons.

NEW USERS

If you are a first time user and have not yet registered for an account, click the link below and follow the instructions
[Register Here](#) (Non-State Employees)

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[Reset Password \(Non-State Employees\)](#)
[Update User Account Information \(Non-State Employees\)](#)

4. Type in your User Name and Password registered to you or your company. If you need to reset your password, follow the instructions on the screen.
5. It is recommended that the HTML radio button be selected below the password box to increase compatibility with some browsers.

Invoice Search and Retrieval Screen

Throughout the processing of an invoice, a user may want to determine where the invoice is in the processing stage. To begin a search, select “NDOT INV Invoice” under the Document Types box. From here, the user may enter various Keywords and/or dates to search for an invoice. At least one Keyword or date is required to conduct the search.

The screenshot displays the OnBase Document Retrieval interface. At the top, the user is logged in as Bradford McReidster. The interface is divided into several sections:

- Document Types:** A list of document types is shown, with "NDOT INV Invoice" selected. Other options include "NDOT INV Approval Log (eForm)", "NDOT PD AGREEMENTS", and "NDOT PD Agreement Closeout NDOT39".
- Document Date:** A date selection field is set to 7/29/2019.
- Search Type:** The "KEYWORDS" tab is active. Fields for "NDOT INV Agreement Number", "NDOT INV Control Number", and "NDOT INV Project Number" are visible.
- Document Search Results:** A table shows one result: "[3] NDOT Invoice - 10/3/2018 - 22132A - TEST_VENDOR_NAME - 00000 - BWREID - SERVICE PROVIDER" with a document date of 10/3/2018.
- Document View:** The selected document is displayed as "TEST INVOICE #2". A sidebar on the right indicates "No Notes Found" and includes an "Add Note" button.

At the bottom of the interface, it shows "Revision 3 of 3", "0 Note(s)", and "0 Discussion(s)".

To search by date, you may either type a beginning or ending date or click on the calendar icon and select a date from the calendar display.

TIP: Enter today's date in the ending date box if you want to retrieve all invoices that have been uploaded by this username.

To search by Keywords, enter a minimum of one Keyword. Additional Keywords may be entered to help narrow the search. Since all invoices are associated with an agreement, the Agreement Number keyword (ex. XK1700) is recommended to narrow a search. Use an asterisk (*) as a wildcard to assist in finding what you are looking for.

Documents will indicate which stage of the workflow they are in by displaying their status in blue at the end of the invoice record:

- PROCESSING** – invoice has been imported but not released to the workflow yet. Invoices enter the workflow three times each weekday at 6:00 am, 10:00 am, and 2:00 pm.
- SERVICE PROVIDER** – invoice is waiting for action in the consultant’s queue.
- RESPONSIBLE CHARGE** – invoice is waiting for action by the RC
- PC/STATE REP** – invoice is waiting for action by the PC
- AGREEMENTS** – invoice has been approved by PC and is awaiting approval by the Agreements Section
- CONTROLLER** – Invoice has been approved by Agreements Section and is awaiting final approval by Controller Division
- COMPLETE** – paperwork has been completed for payment of invoice




Other information is provided in the list of invoices during a search. Reading from left to right, the information is:

- [Versions]** – Number of versions of the invoice. [1] means there is only one version of the invoice, [2] means there has been one revision to the invoice (two versions), etc. Right click on an invoice to see a list of invoice revisions.
- NDOT Invoice** – All invoices are identified as NDOT Invoice
- Created Date** – Date the invoice was originally imported into OnBase
- Control Number** – Control number associated with the agreement/invoice, if applicable
- Company Name** – Company name of the service provider
- Invoice Number** – As entered by the service provider
- Username Assignment** – If the status of the invoice is Service Provider, Responsible Charge, or PC/ST Rep, the user name invoice is assigned to is displayed. This information is blank when an invoice is in Agreements, Controller, and Complete
- Status** – the workflow queue the document currently resides in. If listed as Service Provider then invoice will not be paid without action by the consultant

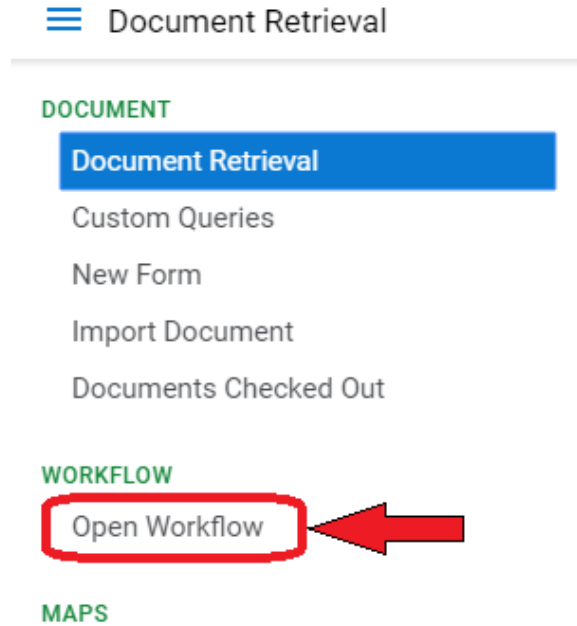
Invoice Workflow

The OnBase Invoice Workflow

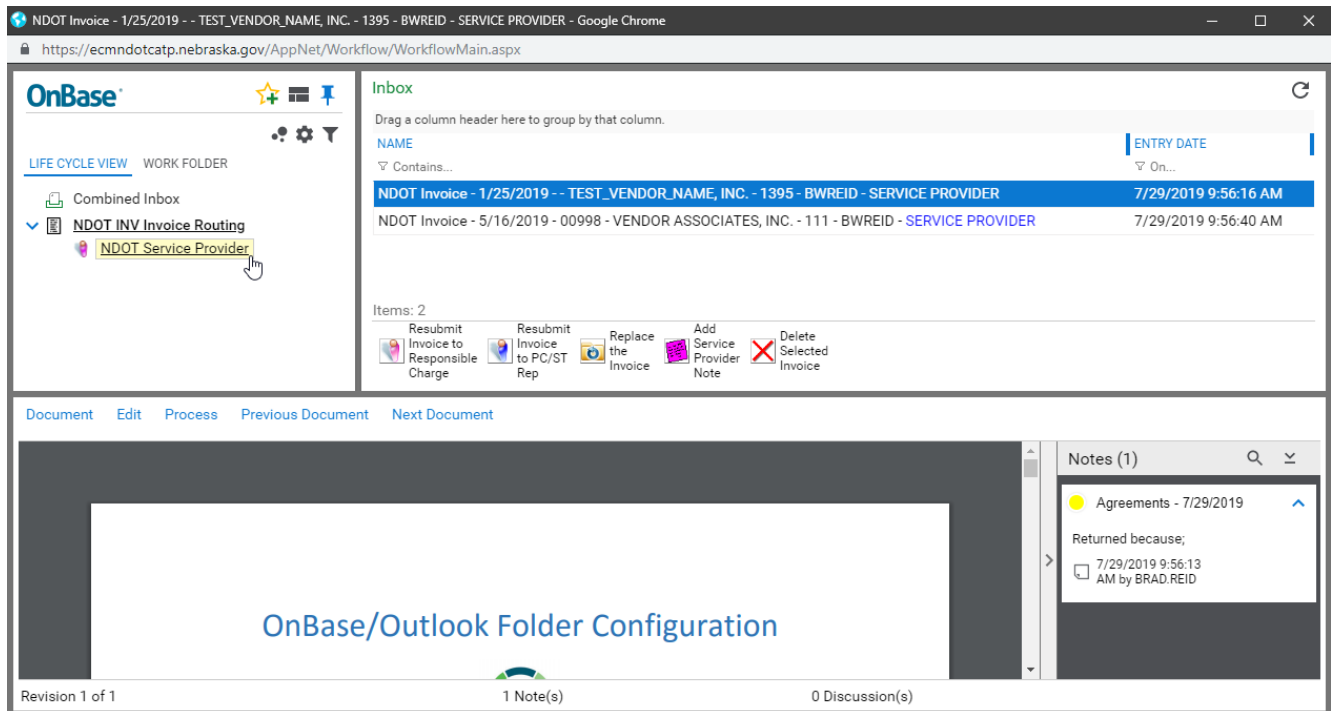
To view invoices in your workflow queue, click the menu bar next to  Document Retrieval at the top left of your window and select **Open Workflow**. Typically a new window will open to show the Life Cycle View. Under the Combined Inbox on the left side of the window, expand the item labeled “NDOT INV Invoice Routing” and select one of the workflow queues assigned to you, such as:

NDOT Service Provider queue,
NDOT Responsible Charge, or
NDOT PC/ST Rep

Users will only see the queues for which they are assigned.



Click on the queue assigned to you. If there are any invoices available, they will be listed in the window to the right. Double click an invoice to open and the contents will be displayed in the preview window at the bottom left of the screen. Notes tagged to the invoice show at the bottom right of the screen.

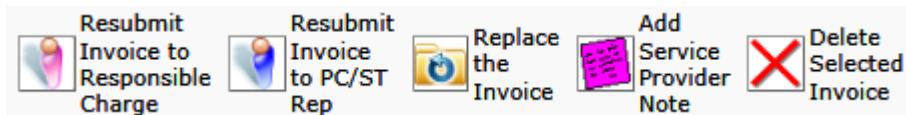


TIP: The bottom of the preview screen will show the number of revisions and notes for the selected invoice. Another way to read invoice notes is to click “notes” on the status bar at the bottom of the window.

Roles and Responsibilities

Service Provider (SP)

At each step in the workflow, each of the parties may execute certain tasks via the buttons provided at the bottom of the window. The Service Provider can:



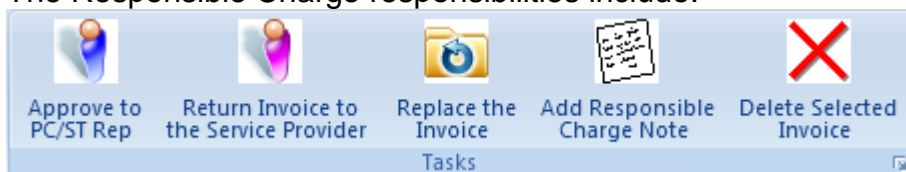
- 1) Resubmit Invoice to the Responsible Charge (RC).
- 2) Resubmit invoice to the Project Coordinator/State Rep (PC/State Rep).
- 3) Replace an invoice that was returned with a revised/corrected version. This task must always be followed by tasks 1 or 2 above to reintroduce the revised invoice to the workflow.
- 4) Add notes to the document to transmit a message to the other parties.
- 5) Delete a duplicate document.

Service Providers are responsible for importing invoice documents. Documents must be imported in a **PDF file format** and each PDF must contain all the necessary information for **one invoice only**.

If a RC or PC/State Rep returns an invoice document to the Service Provider, the Service Provider will receive an e-mail indicating a document has been returned. The Service Provider must log on to OnBase and view the invoice in their workflow. The individual returning the document will have provided comments via a note indicating the reason the document was returned. At that point, the Service Provider may replace the document by importing a corrected version and add a note responding to the original request and resubmit to the RC or PC/State Rep.

RC (Responsible Charge)

The Responsible Charge responsibilities include:



- 1) Approve an invoice and forward it to a PC/State Rep.

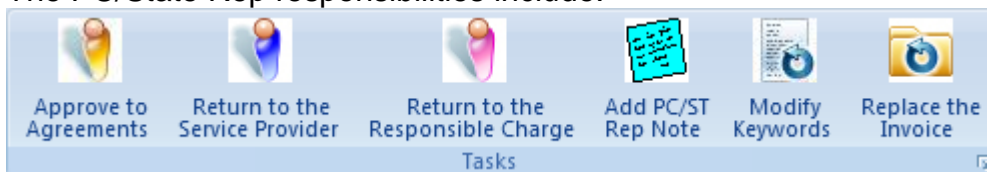
- 2) Return an invoice to the Service Provider.
- 3) Replace an invoice that was returned to the RC with a corrected version.
- 4) Add notes to the invoice to transmit a message to the other parties.
- 5) Delete a duplicate invoice.

RC's are responsible for importing invoice documents in accordance with the NDOT Invoice Policy. Documents must be imported in a **PDF file format** and each PDF must contain all the necessary information for **one invoice only**.

If a PC/State Rep or the Agreements Sections returns an invoice to the RC, the RC will receive an e-mail indicating the invoice has been returned. The RC must log on to OnBase and view the invoice in their workflow. The individual returning the invoice will have provided comments via a note indicating the reason the document was returned. At that point, the RC may replace the invoice by uploading a corrected version and add a note responding to the original request and resubmit to the PC/State Rep or Agreements Section.

PC/State Rep

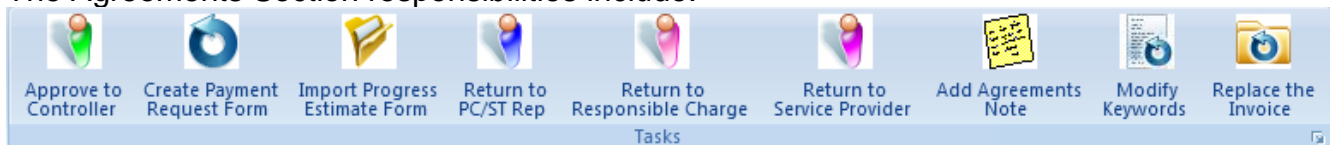
The PC/State Rep responsibilities include:



- 1) Approve an invoice and forward to the Agreements Section.
- 2) Return an invoice to the RC for additional information or replacement.
- 3) Return an invoice to the SP for additional information or replacement.
- 4) Add a note to transmit a message to the other parties.
- 5) Modify the Keywords.

AG (Agreements Section)

The Agreements Section responsibilities include:



- 1) Approve an invoice and forward to the Controller Division.
- 2) Create a Payment Request Form
- 3) Import a Progress Estimate Form to be submitted to the Controller Division summarizing the costs for the project.
- 4) Return an invoice to the PC for additional information.
- 5) Return an invoice to the RC for additional information or replacement.
- 6) Return an invoice to the Service Provider for additional information or replacement.
- 7) Add notes to transmit a message to the other parties.
- 8) Modify the Keywords.

CO (Controller Division)

The Controller Division responsibilities include:



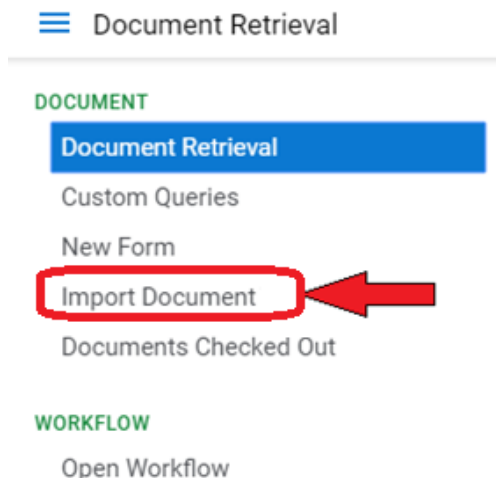
- 1) Return an invoice to the Agreements Section for additional information.
- 2) Acknowledge a document; signifying that the document has been reviewed by the Controller's Division and is processing for payment.
- 3) Add a note to transmit a message to the other parties.

Importing an Invoice (Upload)

Both Service Providers and RC's will have a need to import an invoice package or reimbursement request.

- All documents associated with an invoice must be imported as one file. The file should include:
 - 1) Invoice
 - 2) Cost Breakdown Form
 - 3) Progress Report
- All files must be imported as a PDF.
- Each transmittal should include one invoice package only. DO NOT submit multiple invoices together in one PDF file.

To begin the import process, logon to OnBase and from the Document Retrieval page click the dropdown next to Document Retrieval. Select **Import Document**.



The following screen will need to be completed to import a document.

- 1) Click the 'Browse' button and locate the invoice on your local drive or server. Invoice to be imported will be listed in the top right area of the window and show "pending import".
- 2) Next, select NDOT INV Invoice under Document Types, if not already selected.
- 3) Select PDF under the File Type, if not already selected.
- 4) The Document Date will default to the current date and represents the date the document was created in the application. It is not the date on the document itself.
- 5) Enter the appropriate data in the Keyword fields starting with the Agreement Number. After entering the agreement number and hitting the TAB key, several of the other keywords will automatically fill in. Review the remaining keywords and fill in with the appropriate data. Remember to select the Project Coordinator from the drop down list.
- 6) Click the Import button at the bottom of the screen.

Invoice Keywords include:

- *Agreement Number (after entering, OnBase should autofill the colored keywords)
- *Control Number
- *Project Number
- *Project Location
- *Vendor Name
- *Notice to Proceed
- *Invoice Number
- *Invoice Date
- *Total Invoice Amount
- Responsible Charge Name
- *Project Coordinator Name

- *Denotes a required keyword

Select File
Choose File No file chosen
You can add 4 more documents.

Import Settings
2012 affidavit, Lincoln South Beltway.pdf
 Show Preview




Document Type Groups
<All>

Document Types
NDOT INV Invoice

File Type
PDF (.pdf)

Document Date
07/29/2019

KEYWORDS
NDOT INV Agreement Number
NDOT INV Control Number
NDOT INV Project Number
NDOT INV Project Location
NDOT INV Vendor Name

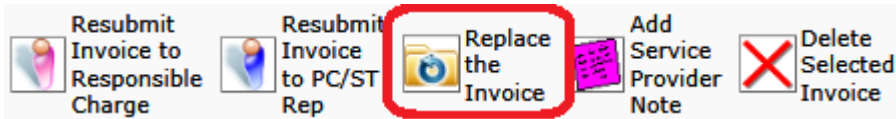
   **Import**

The document queue windows at the top of the screen will show if the upload was successful for each invoice.

Document Queue (2)	
TEST INVOICE.pdf	Imported Successfully
TEST INVOICE 2.pdf	Pending Import

Replacing an Invoice

Select the invoice to be replaced while viewing your Invoice Workflow. Click “Replace the Invoice”.



(1) Browse for your corrected invoice and select it, (2) double-click on the ‘INV Approval Log’ in the left window in order to “unlock” the invoice so it can be replaced, then (3) click the Import button.

A screenshot of the OnBase Invoice Workflow interface. The browser address bar shows 'https://ecmndotp.nebraska.gov/AppNet/Workflow/WorkflowMain.aspx'. The interface is divided into several sections. On the left, there is a 'LIFE CYCLE VIEW' with a 'WORK FOLDER' tab. Below it, a list of documents is shown, with 'INV Approval Log - 10/3/2018 - 22132A' selected. A red arrow points from this document to the 'Import' button in the bottom right. In the center, there is an 'Inbox' section with a 'User Interaction' area. A red circle highlights the 'FILE PATH' field, which contains '2012 affidavi... Beltway.pdf'. Below this, there are dropdown menus for 'Document Type Groups', 'Document Types', 'File Type', and 'Document Date'. On the right, there is a 'KEYWORDS' section with several fields containing project and invoice information. At the bottom right, there are 'Import' and 'Cancel' buttons. A red circle highlights the 'Import' button. Below the main interface, there is a yellow banner for 'State of Nebraska Department of Transportation' and a section for 'NDOT Invoice Approval Log' with 'Project Detail' and 'Invoice Detail' sections. The 'Project Detail' section includes fields for Control Number (22132A), Project Number (NH-80-9(31)), and Project Location (24th St. - 13th St., Omaha). The 'Invoice Detail' section includes a field for Agreement Number (XK1724). At the bottom, there are '0 Note(s)' and '0 Discussion(s)'.

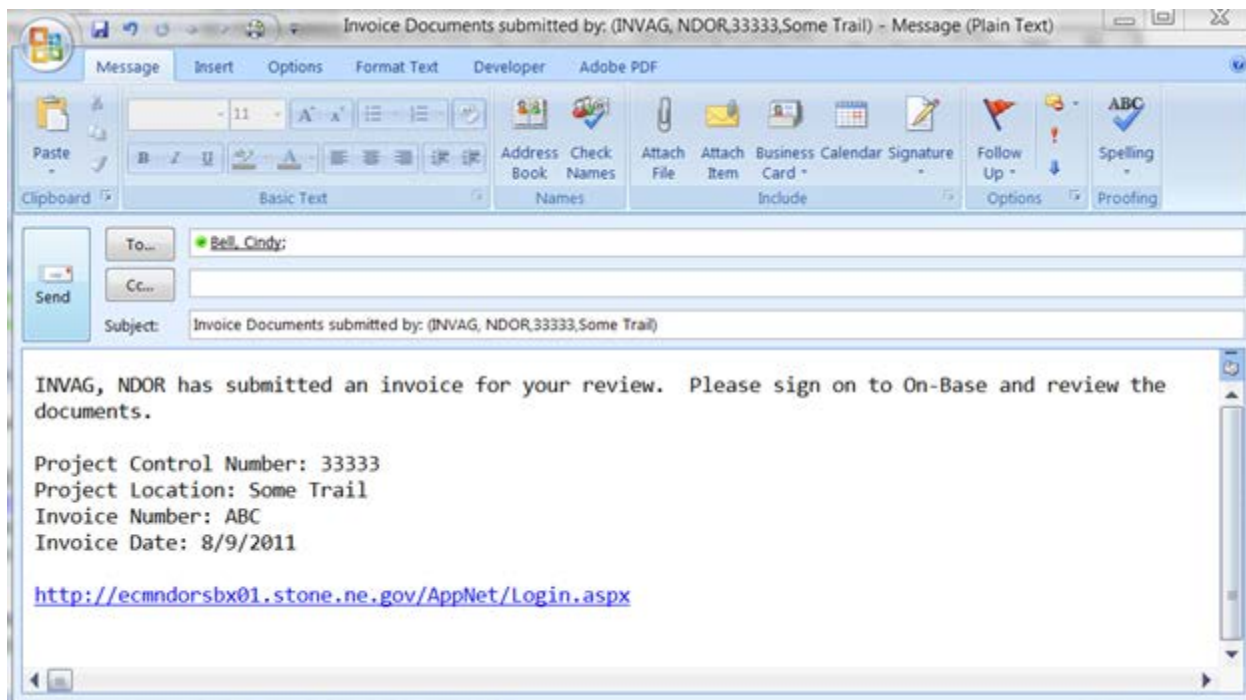
After replacing the invoice, you must go back and select the revised invoice in your workflow, then click the Resubmit button to either the Responsible Charge or the PC (whichever sent it back to you).

If you do not do this “resubmittal” step, the revised invoice will stay in your workflow and will not be processed by NDOT.

TIP: “Document is locked” errors. In order to upload an invoice revision you cannot be viewing the invoice in any window. If you are getting an error saying the document is locked even though you have followed step (2) above, please check that you have not opened the invoice in document retrieval mode before entering the workflow.

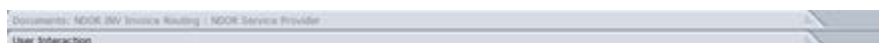
Approving an Invoice

Each time an invoice is imported or approved, the selected recipient will receive an e-mail indicating that an invoice has been submitted by (Name of Submitter) for their approval. Four pieces of information (Project Control Number, Project Location, Invoice Number and Invoice Date) are included in the e-mail to identify to the recipient what has been submitted for review. See the example e-mail below.



It is the responsibility of the recipient to log into OnBase, locate the document, review the document and elect to Approve to the next party or return to the submitter for corrections.

Whenever an icon to ‘Approve to XXXX’, ‘Return to XXX’ or ‘Replace Invoice’ is clicked, the following message appears to inform the user that the action has been executed.



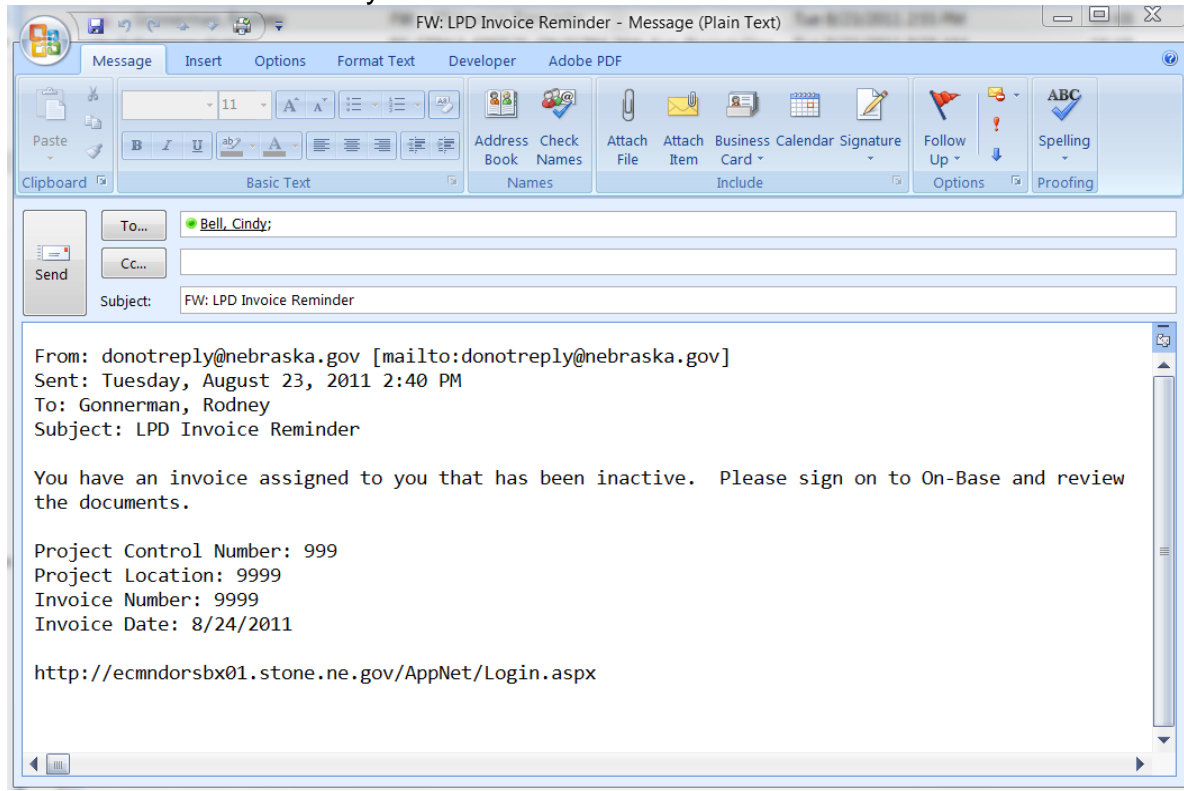
If an invoice is not acted upon within a predetermined number of days, a reminder e-mail will be sent to the assigned person in that role. See Sample Reminder E-Mail below.

RC – 10 days

NDOT Personnel – 5 days

Agreements Section – 10 days

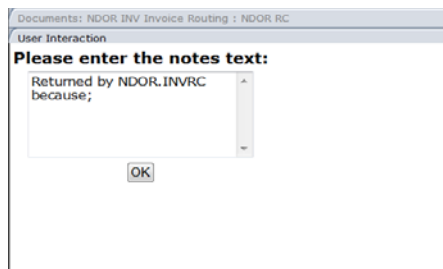
Controller Division – 5 days



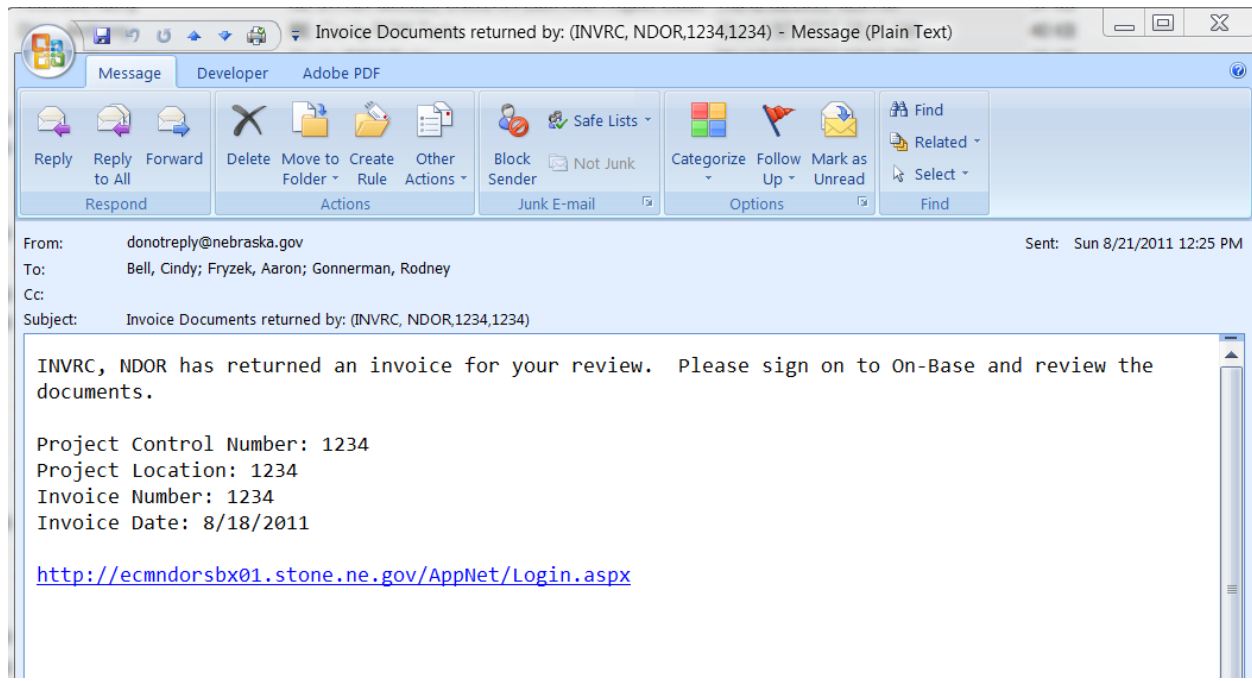
Returning an Invoice

After reviewing the invoice documents, the document may be returned to the submitter if additional information or a corrected document is required.

- 1) Select Return Invoice to the Service Provider, Responsible Charge or PC/StateRep.
- 2) User will be prompted to enter a note. Enter an explanation for the return in the notes text box.



- 3) The original submitter will receive an email notification that the document has been returned.



The original submitter logs on to OnBase, searches for the document and reviews the note message as to why the document was returned. If a replacement invoice is required, the submitter will:

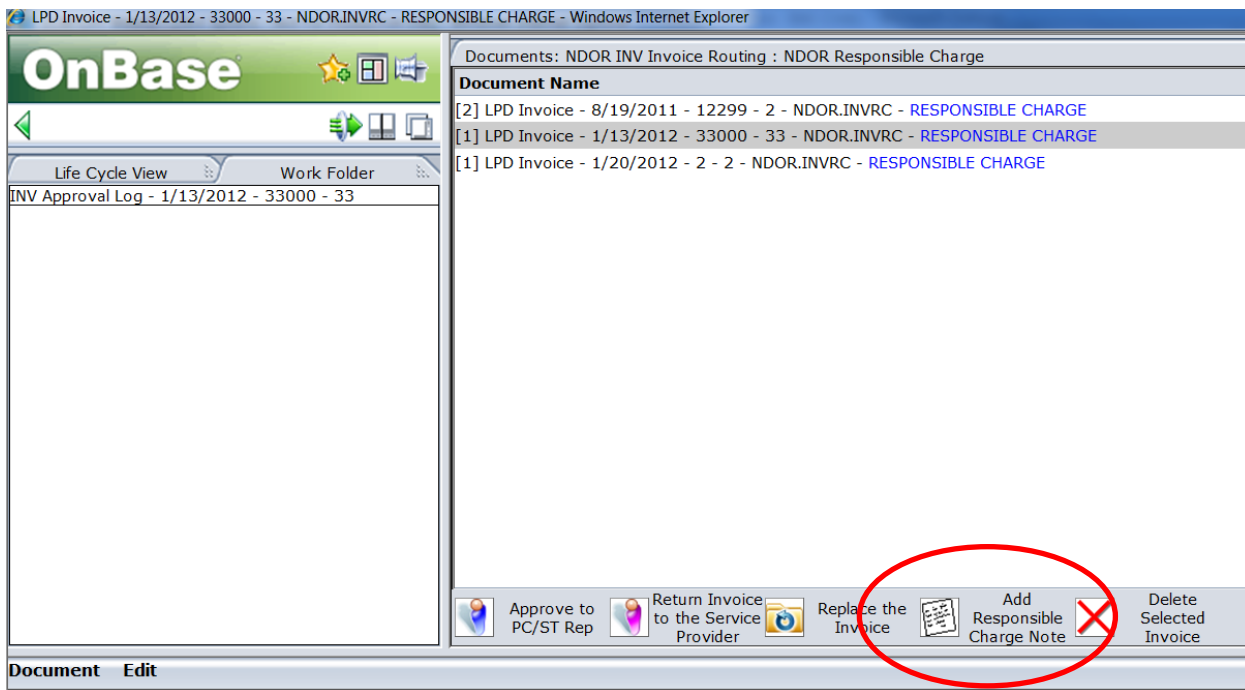
- 1) Highlight the invoice that needs to be replaced in the upper window panel.
- 2) Select the Replace Invoice button.
- 3) Follow the steps to import a document (Keywords will already be populated).
- 4) Recipient will receive an e-mail notification indicating a document has been submitted for their review.

Creating & Viewing Notes

All users may create notes throughout the invoice routing process.

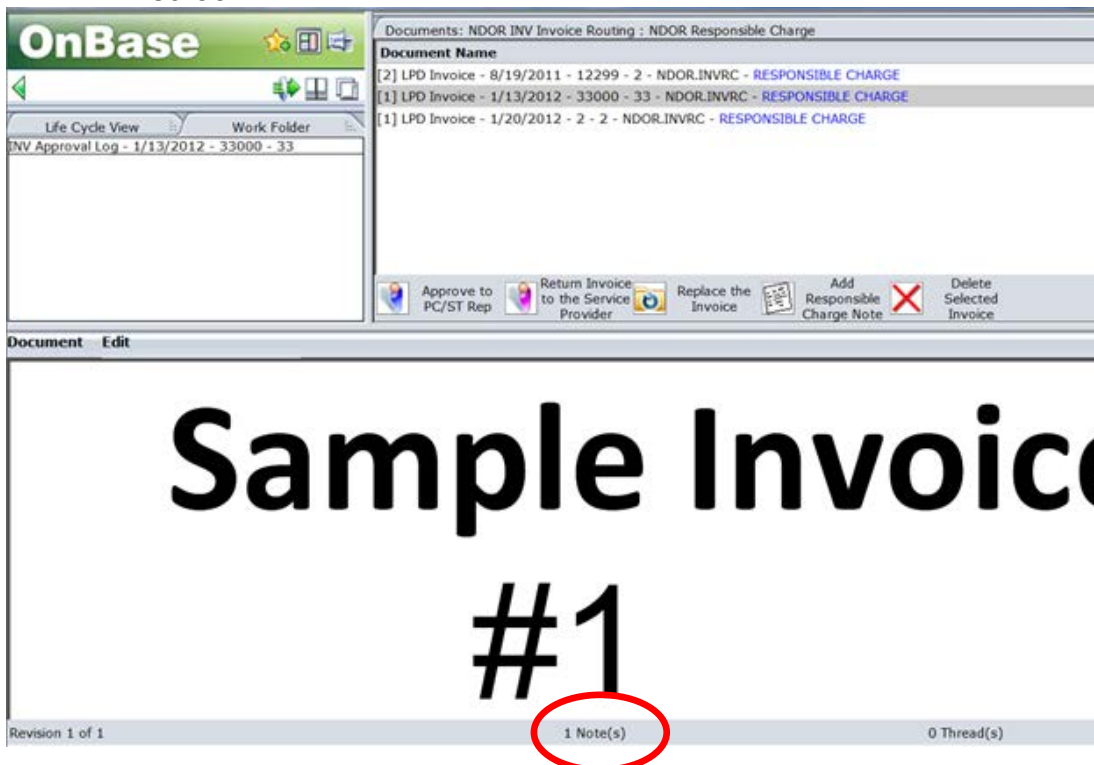
There are two ways to create a note:

- 1) Using the Add Note icon located in the invoice workflow (see below)
- 2) When prompted by the system (required when returning a document for corrections or replacement).

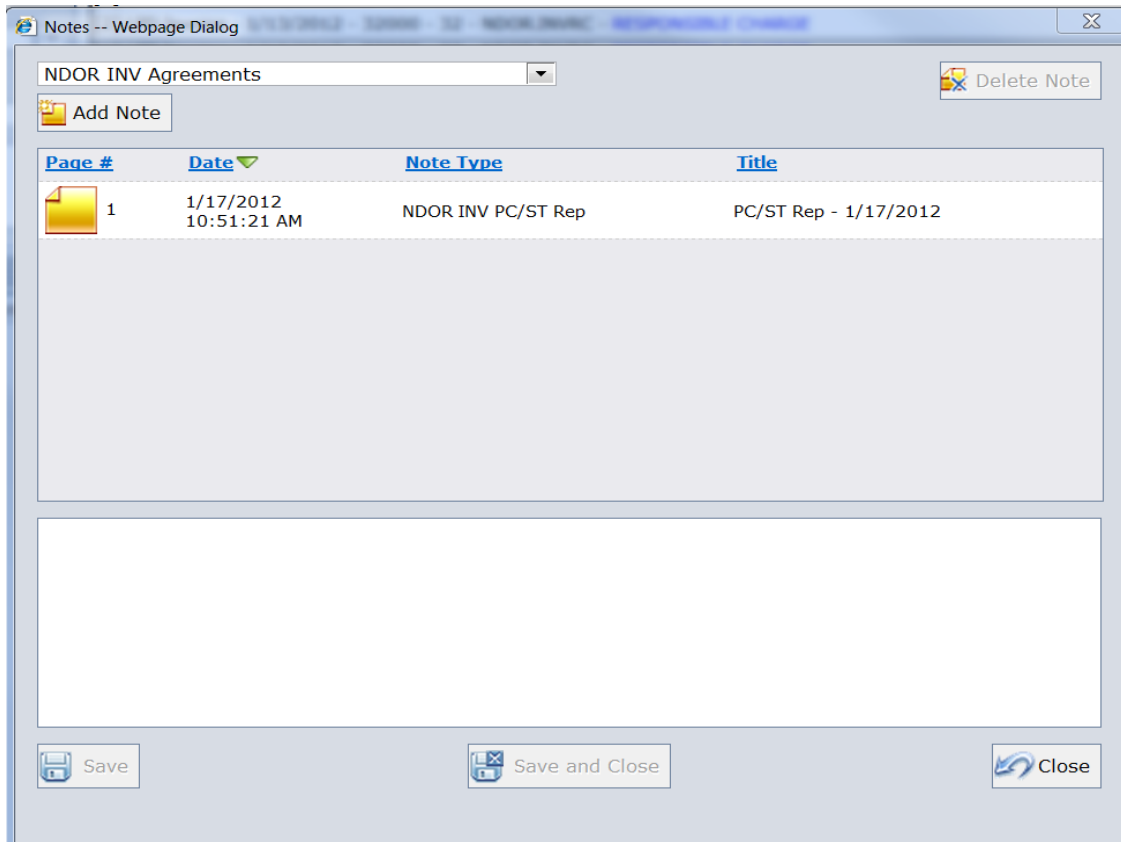


There are two ways to view a note in workflow:

- 1) By clicking the Note(s) notice at the bottom of the invoice (see below)
- 2) By selecting Edit – Notes from the menu in the middle of the invoice workflow screen.



After selecting either of the above options, the Notes Dialog box will be displayed. Click on the individual notes to read the notes contents. The contents of the note are displayed in the window below the notes list box.



[Payment Request Form](#)

This form is only accessible to NDOT Personnel.

After reviewing the invoice documents, the Agreements Section will prepare a Payment Request Form PRF). This form provides the Controller Division a summary of the expenditures and balances associated with the agreement, along with some general project information.

The Agreements Section will not be allowed to approve an invoice to the Controller Division without first creating a PRF. To create a PRF, click the 'Create PRF Form' icon.

After creating the PRF, the Agreements Section can now approve the invoice to the Controller Division.

Once the PRF has been created, it will be available under the Work Folder tab in the upper left window panel. Select the invoice in the right window panel, then click the INV Payment Request Form in the left window panel. The form will open in the preview windows.

Approval Log

As each invoice document is processed through the application, the name of the individual approving the invoice and the date it is approved is recorded in the system. The Approval Log may be viewed at any time to determine which roles have approved the document and which have yet to provide an approval.

The Approval Log can be viewed in Workflow by:

- 1) Selecting the Work Folder tab in the left window panel
- 2) Highlight the invoice you want in the right window panel
- 3) Click INV Approval Log in the left window panel

State of Nebraska

Department of Transportation

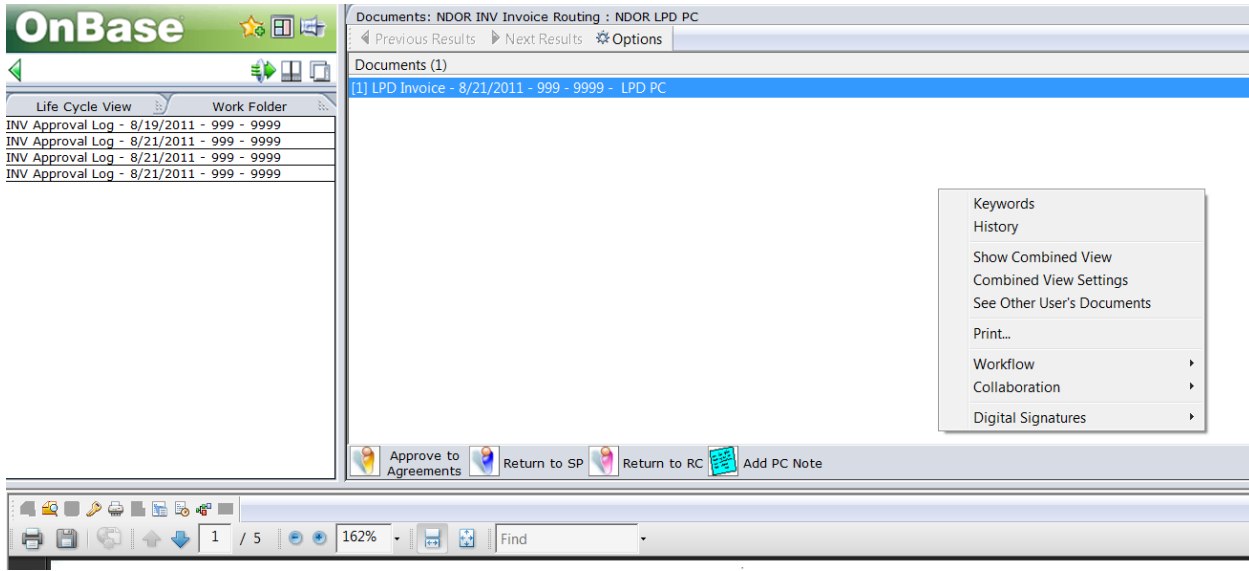
NDOT Invoice Approval Log

Project Detail:		
Control Number	<input type="text" value="22512"/>	
Project Number	<input type="text" value="MAPA-28(106)"/>	
Project Location	<input type="text" value="Omaha, NE"/>	
Invoice Detail:		
Vendor Name	<input type="text" value="MAPA"/>	
Service Provider	<input type="text"/>	
Agreement Number	<input type="text" value="BM1163"/>	
Supplement Number	<input type="text" value="01"/>	
Invoice Number	<input type="text" value="INVOICE #1"/>	
Total Invoice Amount	<input type="text" value="\$4,000.00"/>	
Invoice Date	<input type="text" value="1/14/2013"/>	
Approval Detail:		
	<u>Approver</u>	<u>Date</u>
Responsible Charge	<input type="text" value="NICHOLAS.WEANDER"/>	<input type="text" value="2/21/2013 12:20:52 PM"/>
Project Coordinator	<input type="text" value="ALAN.SWANSON"/>	<input type="text" value="2/21/2013 12:55:43 PM"/>
Agreements	<input type="text" value="DIANA.EVANS"/>	<input type="text" value="3/11/2013 10:59:07 AM"/>
Acknowledged by Controller	<input type="text" value="MARYLOU.GOGGINS"/>	<input type="text" value="3/28/2013 8:52:50 AM"/>

History Log

Not available to all users.

A log of every activity that occurs on a document is recorded and can be viewed by accessing the History Log. The History Log can be accessed by conducting a search for the selected document, highlighting the document and right clicking in the open space within the window. A small list box will pop up where the user can select History.



Sample History Log

Workflow Queues... Workflow Transactions... Viewed keywords on document 4705570 (LPD Invoice - 1/11/2012 - 12500 - 24)

Life Cycle	Queue	Entry Time	Exit Time	Entry User	Exit User
NDOR INV Invoice Routing	NDOR PC/ST Rep	1/26/2012 9:00:54 AM		NDOR.INVRC	
NDOR INV Invoice Routing	NDOR Responsible Charge	1/11/2012 1:32:24 PM	1/26/2012 9:00:54 AM	LOUANNE.DAUGHERTY	NDOR.INVRC
NDOR INV Invoice Routing	NDOR Service Provider	1/11/2012 1:14:45 PM	1/11/2012 1:32:24 PM	NDOR.INVRC	LOUANNE.DAUGHERTY
NDOR INV Invoice Routing	NDOR Responsible Charge	1/11/2012 1:12:23 PM	1/11/2012 1:14:45 PM	WKFLTMR	NDOR.INVRC
NDOR INV Invoice Routing	NDOR Initial	1/11/2012 1:07:34 PM	1/11/2012 1:12:23 PM	LOUANNE.DAUGHERTY	WKFLTMR

Close