# Accounts Payable for Operations

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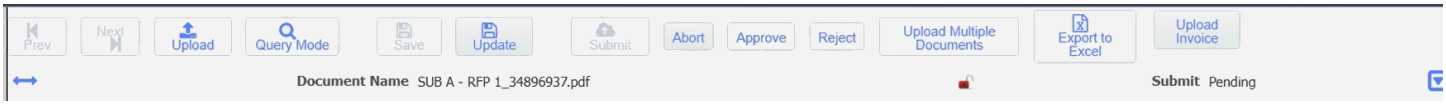
# Overview of the AP/Invoice Approval Process (Workflow)

Keeley is going to be utilizing CMiC's Imaging and Workflow capability in combination with a 3rd party software called Image Trust for handling the OCR (Optical Character Recognition) process of capturing information on the invoice images for all of Keeley's invoice types, which are Misc Invoices, Purchase Orders, and Subcontracts.

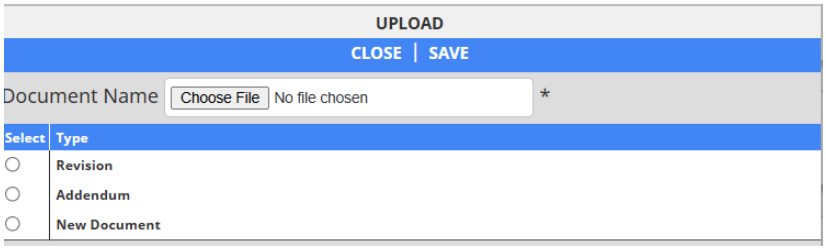
Image Trust is the front-end component that works with CMiC's Imaging and Workflow to provide an efficient and effective way to automate part of the Invoice Processing within CMiC. Image Trust will monitor Keeley's AP related email addresses to look for any incoming invoices. Once an email is received with an attachment, Image Trust will pull that invoice into Image Trust through the Image Trust Import Connector. Once the email has come into Image Trust, the attachment(s) will be sent to the Image Trust Capture program where image of the invoice will be read to capture through the OCR process certain key information such as: the Company the invoice is to, the Vendor Name, Invoice Number, Invoice Date, Invoice Amount, Purchase Order Number, Contract Number and other particular information. Once the invoice has gone through the Image Trust Capture Process, two files are then sent over to CMiC to the appropriate document type folder. One file is the PDF of the Invoice itself and the second is an XML file that contains all the information that was captured from the OCR process.

CMiC Monitors the Source Folders that Image Trust will be placing the files into and once the files are detected, CMiC will pull those files into CMiC and move the files into a Processed Folder as well as into its Imaging Manager program. The information that is within the XML file will then be populated into what CMiC refers to as a Flysheet and will attach the Image of the invoice to that Flysheet. You can think of a Flysheet as a cover sheet for the invoice.

Each overall Flysheet has buttons across the top of the screen related to the workflow processing, a workflow status and within the body of the Flysheet there are individual sections. Below is a screenshot of the buttons that you will see across the top of the Flysheet along with a description of what they do. Buttons will activate and deactivate depending on the workflow activity.



- **Prev / Next (greyed out above)** are navigational buttons that will activate if you have more than one Invoice with which you are working. This allows you to move to the next or back to a previous item.
- **Upload –** this button allows you to add upload additional information to the current document that you are working on. When you press this button, you will be asked to make a selection on what type of attachment you are uploading.

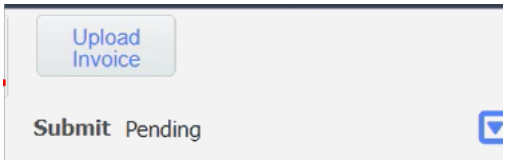



  - **Revision –** this will take the document that you are uploading and make it the original document and the document that was already there because an Addendum attachment to the document that you upload here.
  - **Addendum –** this will make the item you are uploading a subdocument to the original.
  - **New Document –** this will allow you to upload a new separate document which will be placed in Image Manager in an Unsubmitted status.
- **Query Mode –** will open the Flsyheet in Query Mode and allows you to enter data in any field of the fly sheet and query upon it.
- **Save –** allows you to Save the data you have entered.
- **Update –** similar to Save as it updates the fields that you have entered data in and updates.
- **Submit –** submits the Invoice into workflow once the Header of the Flysheet has been completed.
- **Abort –** this button Aborts the workflow process. When this button is pressed a pop-up window will open requiring the user to enter a comment as to why the workflow is being aborted. Once the process completes the invoice goes into a Rejected status and can be resubmitted to the workflow or deleted from the workflow.
- **Reject –** allows the user to Reject the invoice back to the previous approver. This is used if there is an issue with the invoice such as the Invoice Amount is not correct, or the date is

wrong, or if it was routed to the wrong job or department. When this button is pressed, a pop up opens and requires the user to enter a comment as to why the Invoice is being rejected.

- **Upload Multiple Documents –** This button allows a user to select several files to upload into Image Manager into the Document Type Folder they are currently in. Each file is uploaded as a separate document.
- **Export to Excel –** allows the User to export the flysheet data into an Excel spreadsheet.
- **Upload Invoice –** allows for the upload of Image Files and Text files.

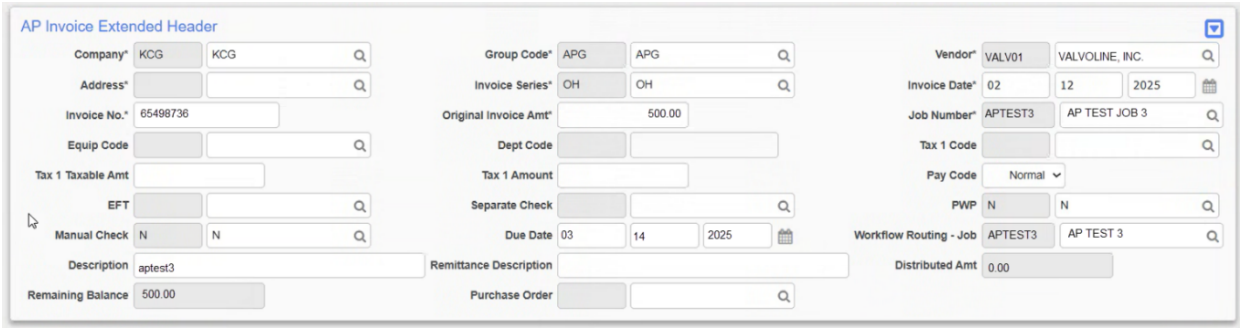
The Submit statuses appear in the upper right corner of the Flysheet under the buttons are as follows:



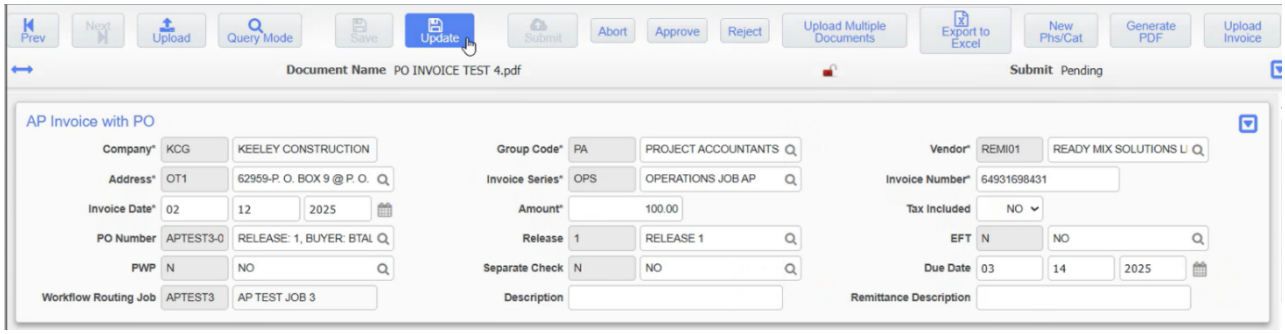

- **Unsubmitted –** means that the Invoice has not been submitted to the Workflow.
- **Pending –** means that the Invoice has been submitted and is currently in the Workflow process.
- **Submitted –** means that the Invoice has completed the entire Workflow process which means all approvers have approved it and it is either in a Posted or Unposted state.
- **Rejected -** means one of two things:
    - One of the Approvers in the Workflow Process has rejected the invoice for a reason, and if this happens the system requires a mandatory comment to be made as to why the invoice is being rejected.
    - The Workflow System rejects the invoice due to an error such as there is a required approver that has not been set up, or there is a system issue that is preventing that invoice from being routed through the workflow. If it is a System Rejection, in the Comment Box in the Audit History there will be an explanation for the Rejection so it can be determined what the problem is.

Some of the sections in the Flysheet are common across all Invoice Types and some are more specific to the invoice type itself. Sections of the Flysheet that are common to all invoice types are listed below with a description of the flysheet section:

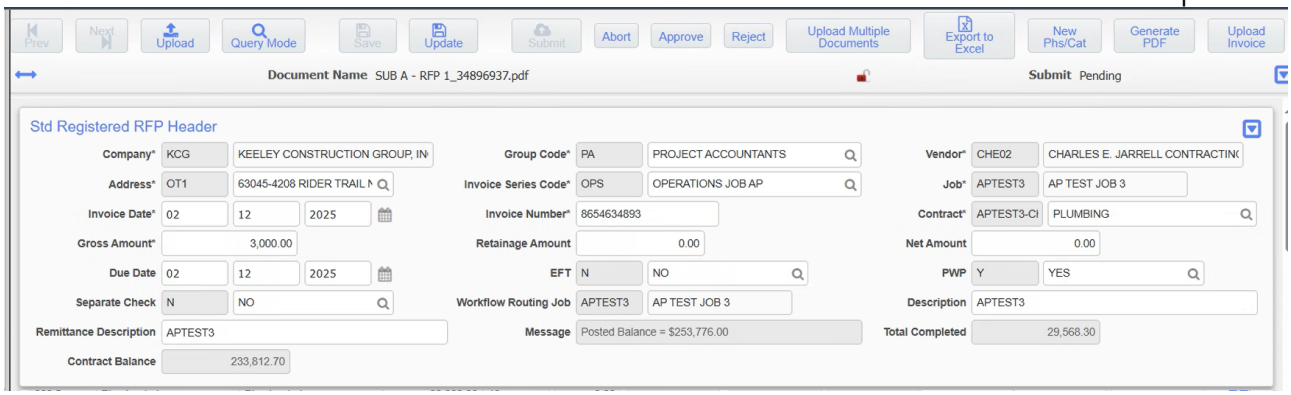
- ***Header*** – This section will contain all of the information that you normally find at the top of the invoice such as the Company Name the invoice relates to, the Vendor Information, Invoice Number, Invoice Date, Invoice Amount, Purchase Order No if applicable or Subcontract Number if applicable. Depending on the type of Invoice being processed will dictate the layout of this area. A sample of each header is below.
  - ***Misc AP Invoices***



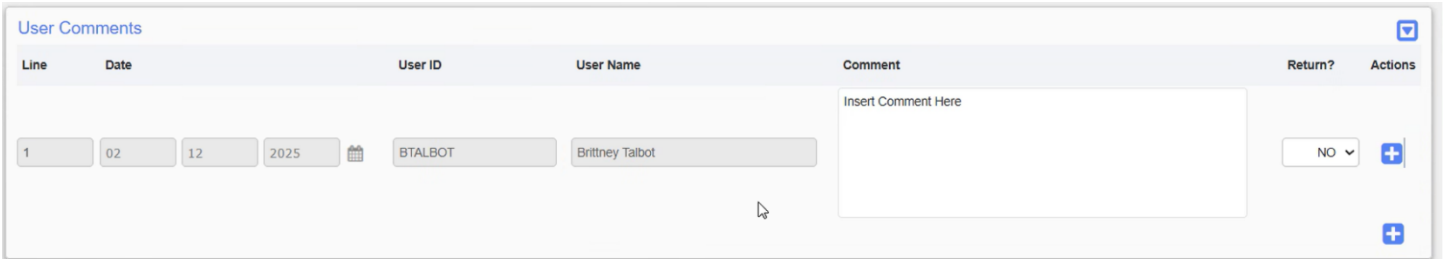

  - ***PO Related Invoices***




  - ***Subcontract Related Invoices***

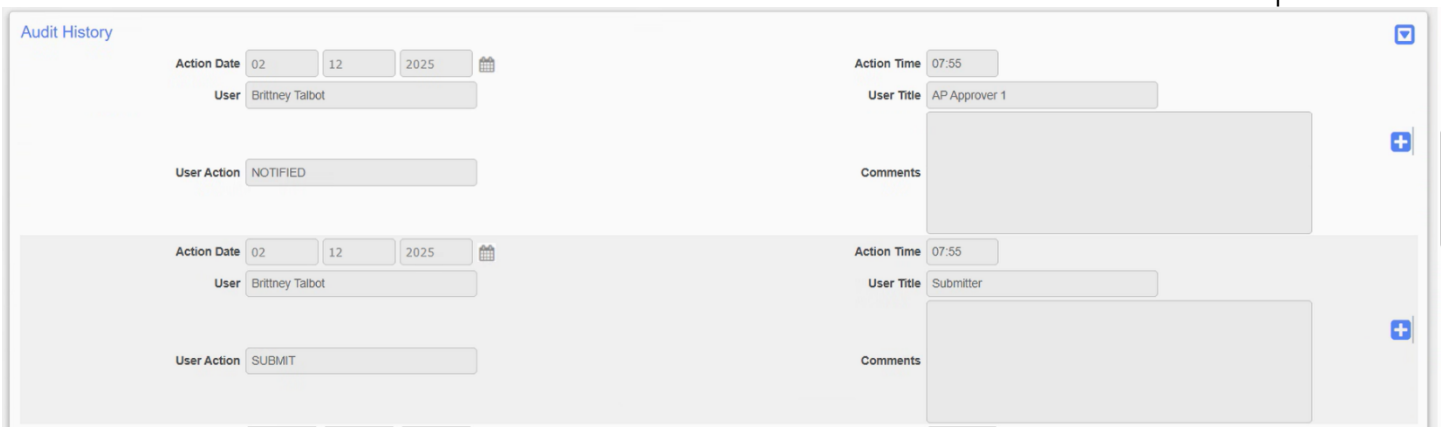



***Comments*** – this is a section where anyone in the workflow process can make any comments regarding the invoice. If a comment is made in this section, it will flag the User Name, the date and time the comment was made.

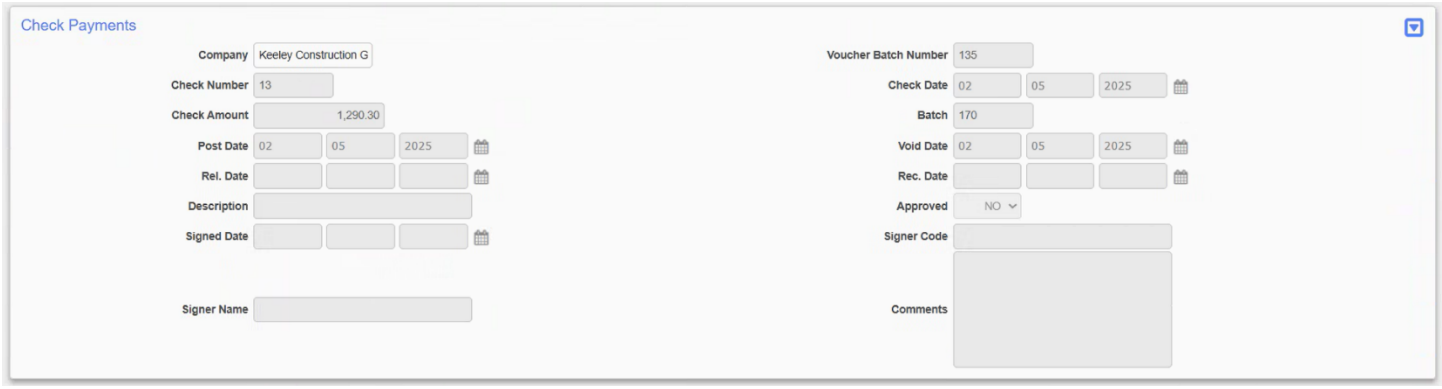



- ***Tracking*** – this shows the User the invoice is currently sitting with in the workflow process and the title of the Workflow Role the User is associated with.

- ***Audit History*** – shows all the steps of the workflow process from the time the Invoice is submitted to the workflow ends. At each step it captures the User's ID and Name, the workflow role, the step of the workflow that was initiated, the date and time it was initiated and will also record system comments as the invoice is going through the approval process.




- ***Check Information*** – this section will populate with the payment information after the invoice has been paid.

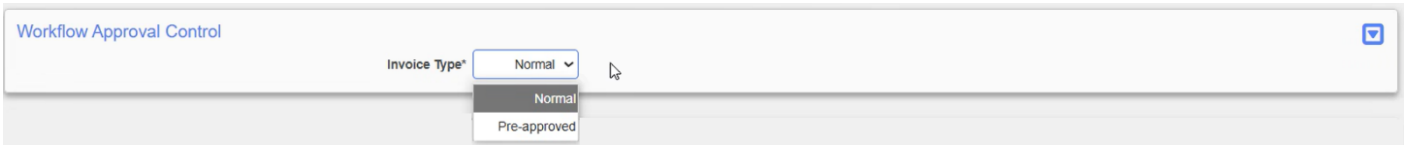



- ***Batch Information*** – this section shows the Batch Number, Voucher Number, and Posting date of the approved invoice.

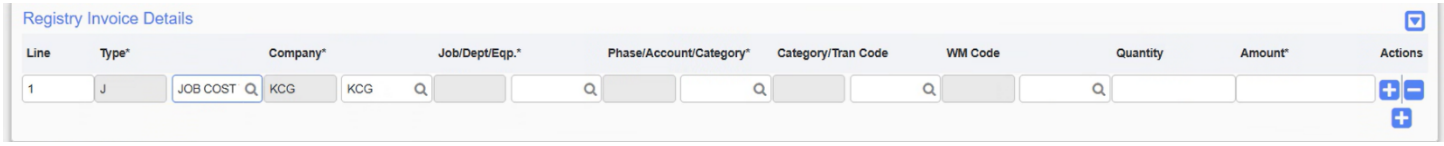
Sections of the Flysheet that are Specific to the Invoice Types are outlined below.

- **Misc AP Invoices**

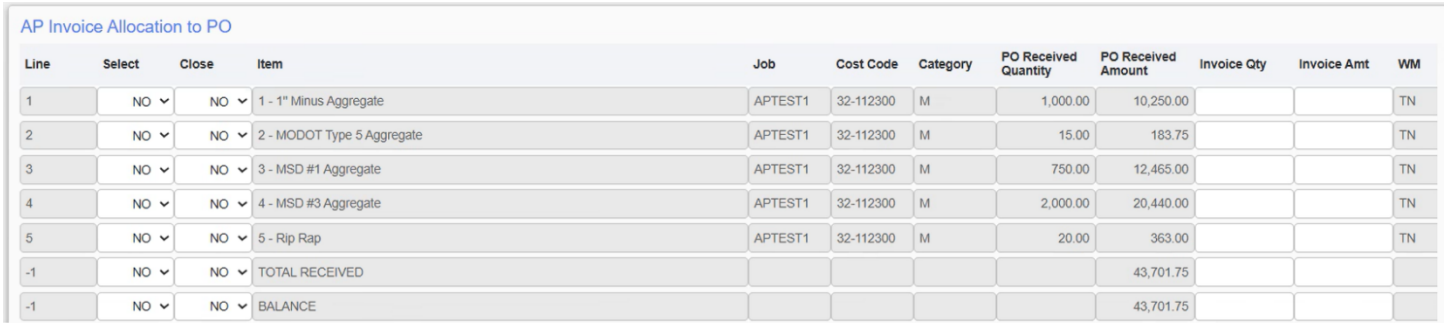
- ***Workflow Control*** – this is where the type of invoice can be selected, choices are "Normal" which relates to the invoice is going to run through the normal workflow process or "Pre-approved" which will skip the normal workflow as this type refers to an approval signature already being present on the document.




- ***Disbursement*** – this section will show how the invoice was disbursed, whether to a Job or to a GL Department, the complete disbursement of the invoice will appear in this section.

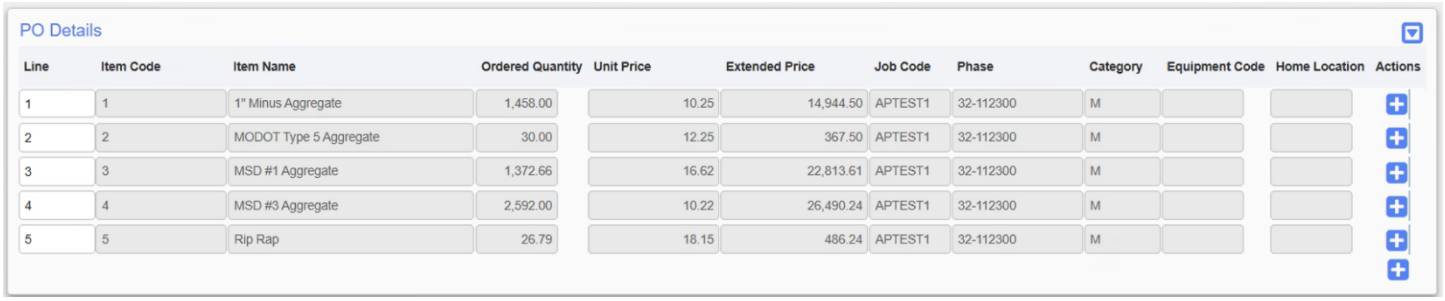



- **PO Related Invoices**
  - ***AP invoice Allocation to PO*** – this section will show the line items that were on the Purchase Order, the receipts against those lines and then the invoice being applied to those receipts against the lines.




| Line | Select | Close | Item | Job | Cost Code | Category | PO Received Quantity | PO Received Amount | Invoice Qty | Invoice Amt | WM |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | NO | NO | 1 - 1" Minus Aggregate | APTEST1 | 32-112300 | M | 1,000.00 | 10,250.00 | | | TN |
| 2 | NO | NO | 2 - MODOT Type 5 Aggregate | APTEST1 | 32-112300 | M | 15.00 | 183.75 | | | TN |
| 3 | NO | NO | 3 - MSD #1 Aggregate | APTEST1 | 32-112300 | M | 750.00 | 12,465.00 | | | TN |
| 4 | NO | NO | 4 - MSD #3 Aggregate | APTEST1 | 32-112300 | M | 2,000.00 | 20,440.00 | | | TN |
| 5 | NO | NO | 5 - Rip Rap | APTEST1 | 32-112300 | M | 20.00 | 363.00 | | | TN |
| -1 | NO | NO | TOTAL RECEIVED | | | | | 43,701.75 | | | |
| -1 | NO | NO | BALANCE | | | | | 43,701.75 | | | |

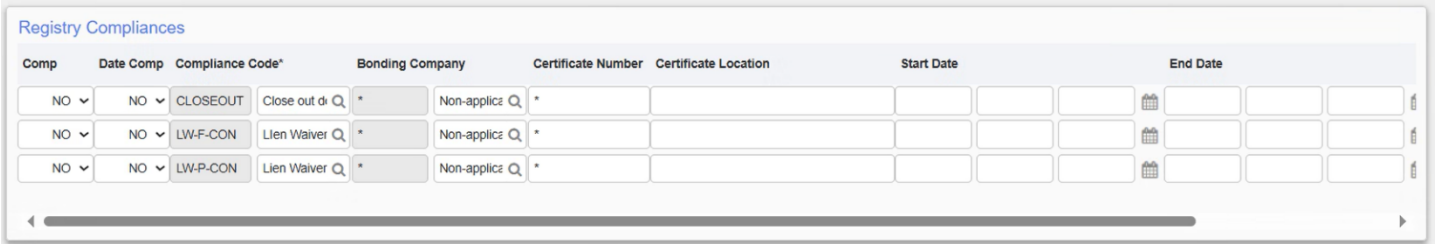
- ***PO Details*** – this section displays the details of the original PO.




- ***PO Variance*** – this section will show any variances that might need to be addressed after the Invoice has been processed against the PO. If there is an amount in the Variance field, it could be for an additional cost that is on the invoice but not on the original PO, or it could be that a mistake was made when applying the invoice to the PO. If it is an additional cost that needs to be handled and it is below any of the thresholds that might be set, a user will disburse it in the next area of the Flysheet.

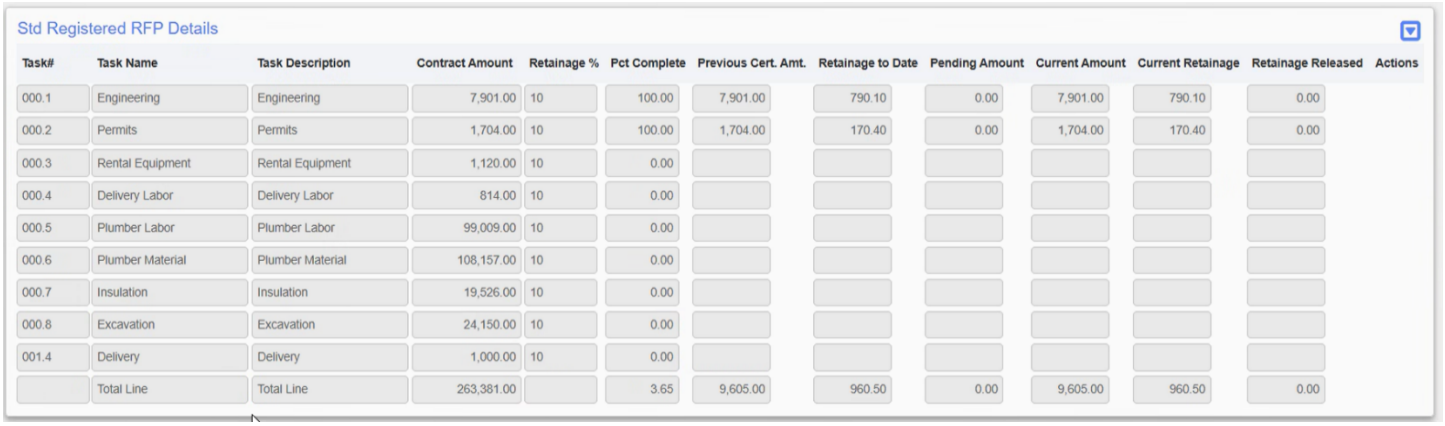
- ***AP Invoice Non-PO Distributions*** – this section is where you would disburse the Variance Amount that is appearing in the AP Invoice PO Summary and Validation section if applicable.

- ***Compliance Log*** – this shows any Compliance related documents that relate to the Purchase Order to ensure that they have been received, and it is OK for the Invoice relating to the Purchase Order can be paid when it is due. Updates can be made to this during the workflow process or after the invoice has been posted.


Registry Compliances

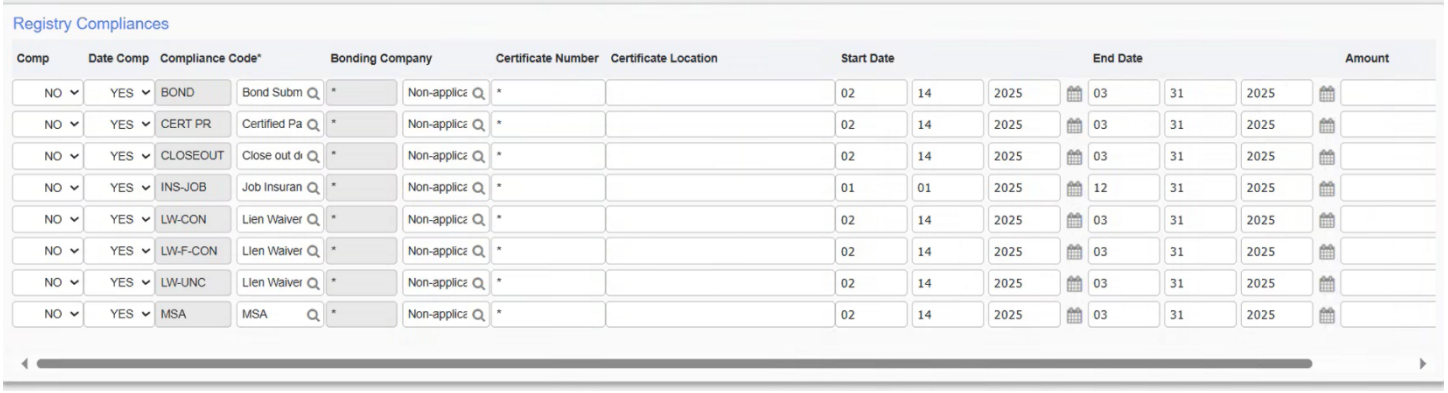
| Comp | Date Comp | Compliance Code* | | Bonding Company | | Certificate Number | Certificate Location | Start Date | End Date |
|---|---|---|---|---|---|---|---|---|---|
| NO | NO | CLOSEOUT | Close out d | * | Non-applica | * | | | |
| NO | NO | LW-F-CON | Lien Waiver | * | Non-applica | * | | | |
| NO | NO | LW-P-CON | Lien Waiver | * | Non-applica | * | | | |

- ***Subcontract Related Invoices***
  - ***Schedule of Values for the Contract*** – this section shows all the line items in the Schedule of Values for the Contract the RFP relates to and is where the disbursement of the invoice will be handled.


Std Registered RFP Details

| Task# | Task Name | Task Description | Contract Amount | Retainage % | Pct Complete | Previous Cert. Amt. | Retainage to Date | Pending Amount | Current Amount | Current Retainage | Retainage Released | Actions |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 000.1 | Engineering | Engineering | 7,901.00 | 10 | 100.00 | 7,901.00 | 790.10 | 0.00 | 7,901.00 | 790.10 | 0.00 | |
| 000.2 | Permits | Permits | 1,704.00 | 10 | 100.00 | 1,704.00 | 170.40 | 0.00 | 1,704.00 | 170.40 | 0.00 | |
| 000.3 | Rental Equipment | Rental Equipment | 1,120.00 | 10 | 0.00 | | | | | | | |
| 000.4 | Delivery Labor | Delivery Labor | 814.00 | 10 | 0.00 | | | | | | | |
| 000.5 | Plumber Labor | Plumber Labor | 99,009.00 | 10 | 0.00 | | | | | | | |
| 000.6 | Plumber Material | Plumber Material | 108,157.00 | 10 | 0.00 | | | | | | | |
| 000.7 | Insulation | Insulation | 19,526.00 | 10 | 0.00 | | | | | | | |
| 000.8 | Excavation | Excavation | 24,150.00 | 10 | 0.00 | | | | | | | |
| 001.4 | Delivery | Delivery | 1,000.00 | 10 | 0.00 | | | | | | | |
| | Total Line | Total Line | 263,381.00 | | 3.65 | 9,605.00 | 960.50 | 0.00 | 9,605.00 | 960.50 | 0.00 | |

  - ***Compliance Log -*** this shows any Compliance related documents that relate to the Subcontract to ensure that they have been received, and it is OK for the request for payment to be paid when it is due. Updates can be made to this during the workflow process or after the request for payment has been posted.




As previously mentioned, there are three different Document Invoice Types that Keeley has, and each Invoice Type has its own workflow associated with it. Below is a breakdown of the Document Types and the structure of the approvers of the workflow:

- **Subcontract Request for Payments**
  - Approver 1 – Project Accountant and the option to add a backup approver.
  - Approver 2 – Is an Optional Approver for Procurement and the option to add a backup approver.
  - Approver 3 – Project Manager and the option to add a backup approver.

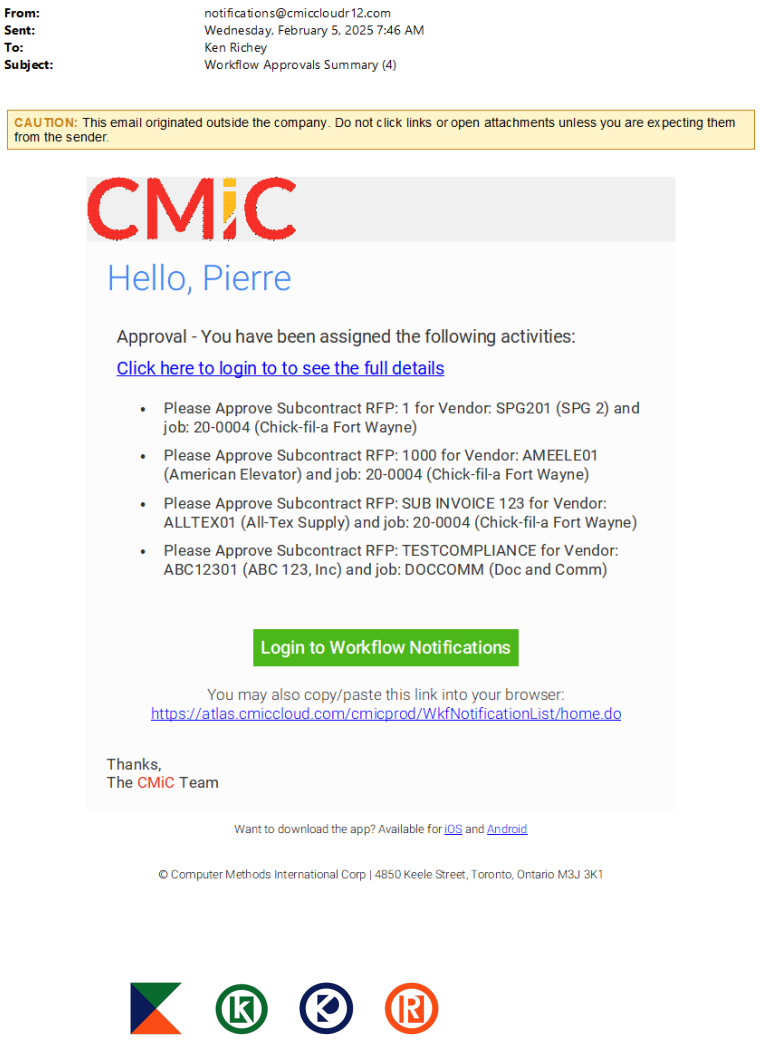
- **Invoices Relating to Purchase Orders**
  - Approver 1 – Project Accountant and the option to add a backup approver.
  - Approver 2 – Is an Optional Approver for Procurement and the option to add a backup approver.
  - Approver 3 – Project Manager and the option to add a backup approver.

- **Misc AP Invoices**
  - Approver 1 – Project Accountant and the option to add four additional backups.
  - Approver 2 – Is an Optional Approver for Procurement and the option to add a backup approver.
  - Approver 3 – Project Manager and the option to add a backup approver.

- Approver 4 – Applicable if Invoice is over a set Threshold Amount, and the approver will be the Department Director.

Built into the Workflows are Time Out Notifications so if at any step of the workflow an invoice sits for a particular number of days, the system will send out an FYI notification to the person that has been set up as the Timeout Notification Recipient. This individual will contact the individuals that the invoices have timed out on to resolve any issues that the Approver is having with the invoice to get it moving along in the workflow.

When you have an item to review and/or approve, an entry will appear in your Workflow Notification list. At any time during the day, you can go to your Workflow Notification list and check to see if you have any items to act upon. If you do not check your Workflow Notification List throughout the day, an email notification will be sent to you each morning alerting you that you have items to address in the workflow process as shown below.



**From:** notifications@cmiccloudr12.com
**Sent:** Wednesday, February 5, 2025 7:46 AM
**To:** Ken Richey
**Subject:** Workflow Approvals Summary (4)

CAUTION: This email originated outside the company. Do not click links or open attachments unless you are expecting them from the sender.

Hello, Pierre

Approval - You have been assigned the following activities:

Click here to login to to see the full details

- Please Approve Subcontract RFP: 1 for Vendor: SPG201 (SPG 2) and job: 20-0004 (Chick-fil-a Fort Wayne)
- Please Approve Subcontract RFP: 1000 for Vendor: AMEELE01 (American Elevator) and job: 20-0004 (Chick-fil-a Fort Wayne)
- Please Approve Subcontract RFP: SUB INVOICE 123 for Vendor: ALLTEX01 (All-Tex Supply) and job: 20-0004 (Chick-fil-a Fort Wayne)
- Please Approve Subcontract RFP: TESTCOMPLIANCE for Vendor: ABC12301 (ABC 123, Inc) and job: DOCCOMM (Doc and Comm)

Login to Workflow Notifications

You may also copy/paste this link into your browser:
https://atlas.cmiccloud.com/cmicprod/WkfNotificationList/home.do

Thanks,
The CMiC Team

Want to download the app? Available for iOS and Android

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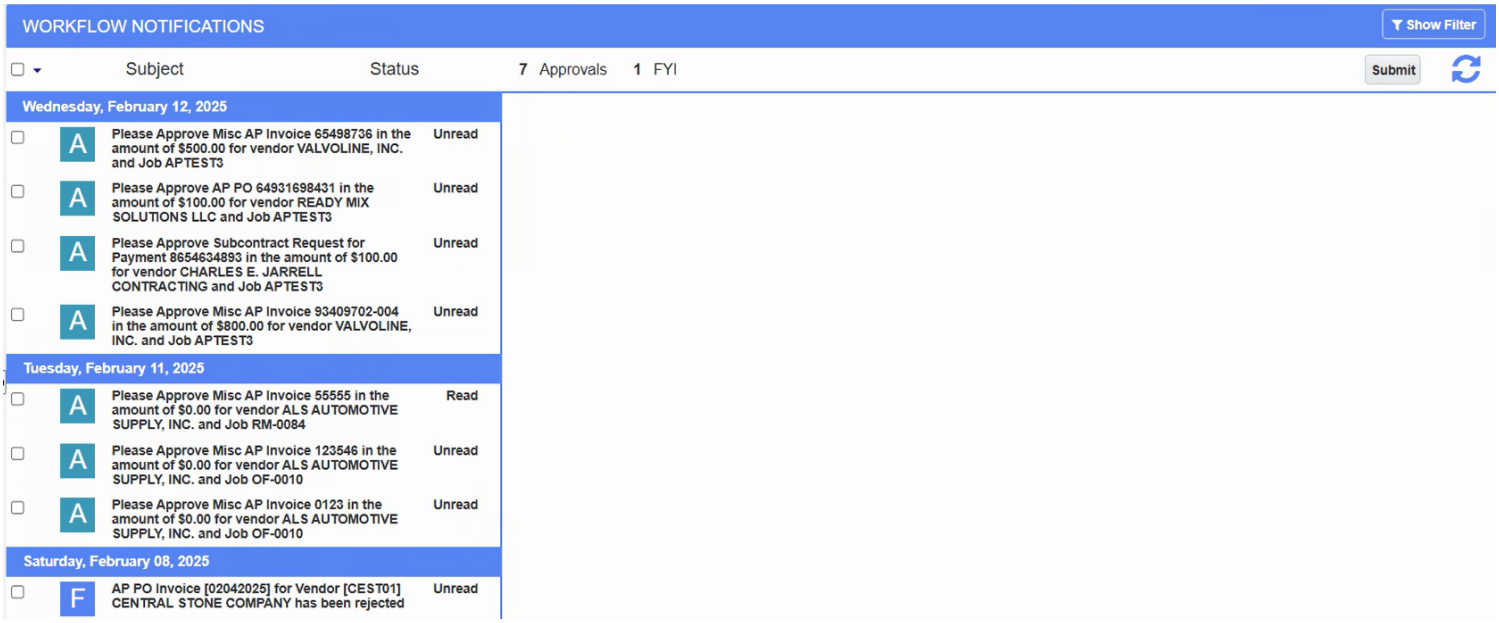
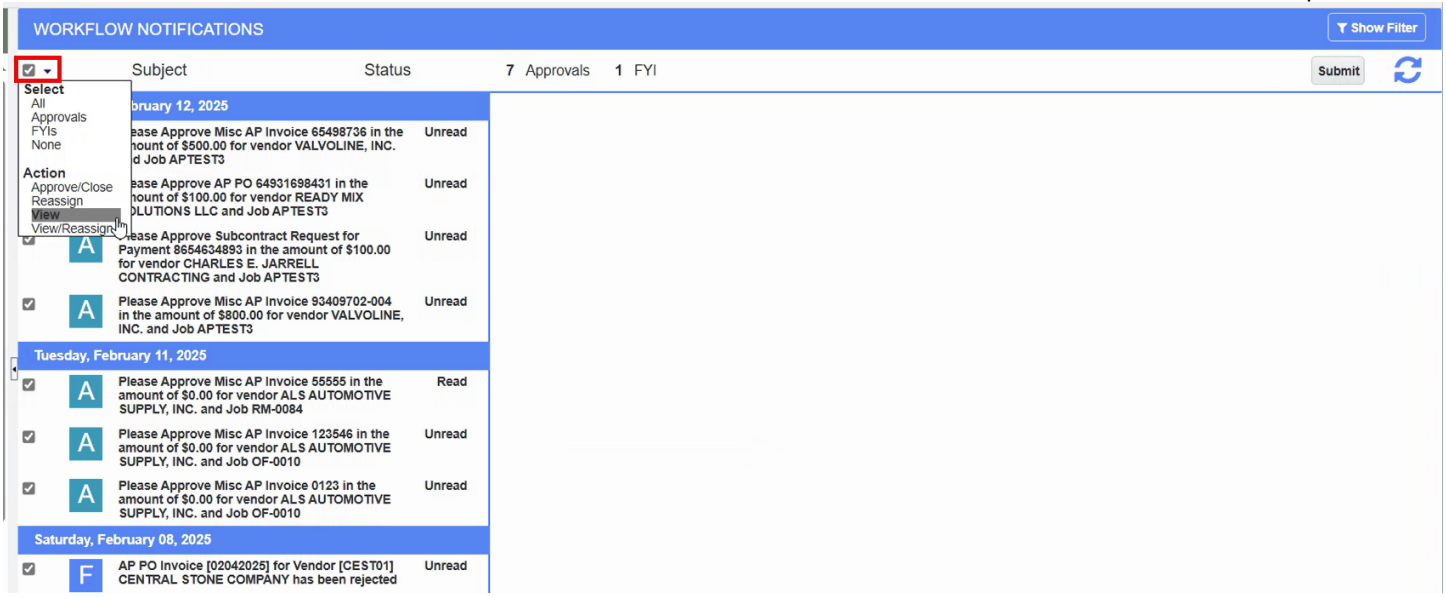
In the Subject of the email, you will see a number in parenthesis which alerts you to the number of items that you have waiting for your action. The Body of the email will list out a few of the items, but not always all of them. You will see that there are three different links in the Email to take you to your Workflow Notifications List also. If you are logged into CMiC, you can simply go to your Notification List or utilize one of the links to navigate to it.

When your notification list opens, it will look like the example below. Items that are placed here are either invoices that need to be reviewed and approved which are represented by a large letter ***A*** in front of the notification entry, or an FYI notification which will have a large letter ***F*** in front of the notification entry.

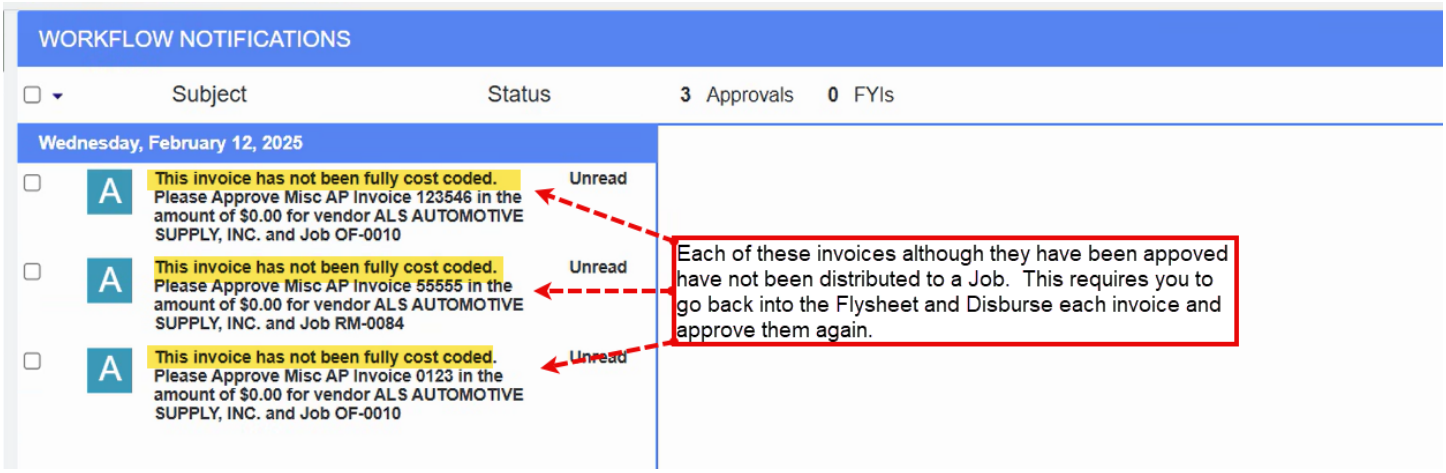



To open all items in your Notification List at once, click on the ***Check Box*** in the upper left corner to select all of the items, then click on the ***Drow Down Arrow*** and select ***View*** from the list of values under the ***Actions*** subtitle which will open up all of the items that need to be approved in Image Manger.




After you have approved all your items and return to the screen, your Notification List should be blank unless you have new entries for your review or there was an issue with an invoice(s) that you just approved.

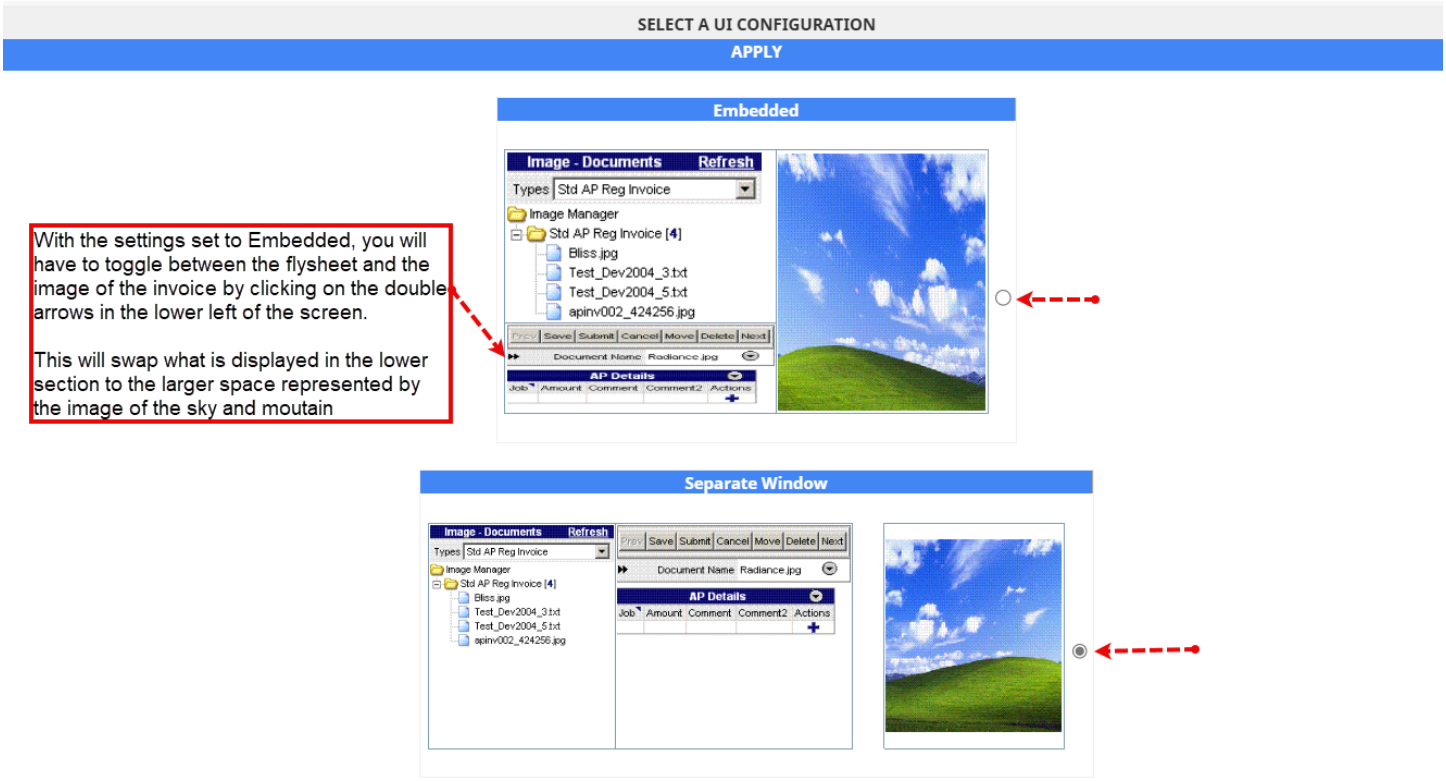
***NOTE***: All Invoices regardless of type, must be disbursed for your final approval to be valid. If you approve an invoice that has not been disbursed when you return to your Notification List, you will see messages like the ones below.




There is a system setting that you might want to update when you go to approve your first invoice. This setting will allow you to have the copy of the invoice open in its own Window for easier

viewing. To do this, at the top of the Image Manager screen click on the words ***UI Config*** as shown below.

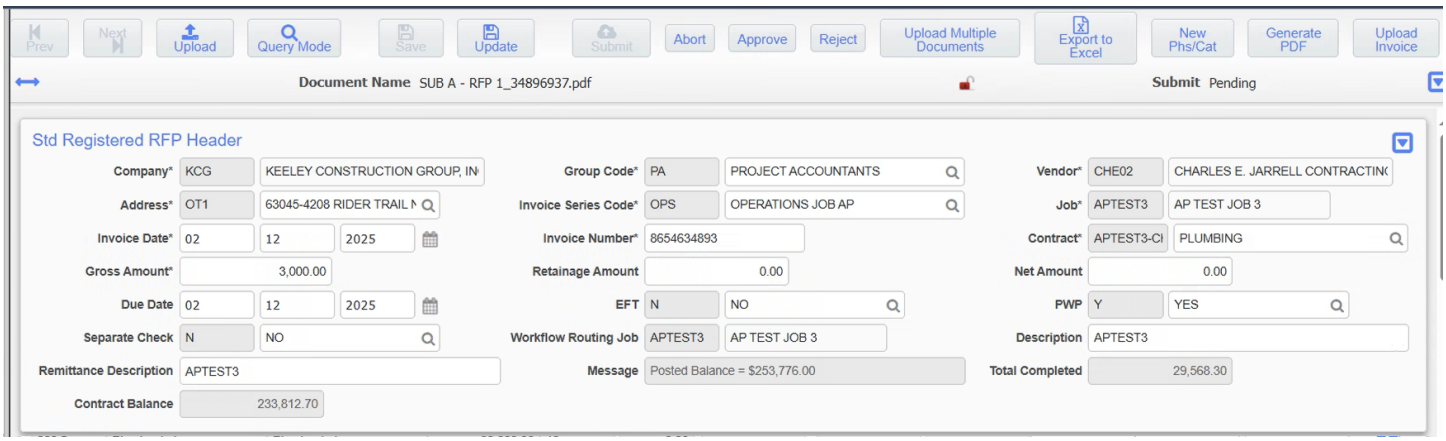
You will see in the middle of the screen the two choices that you have for your screen display, which are ***Embedded*** and ***Separate Window.*** Make your selection by clicking on the radial button on the right of the layout you would like. Once you have selected your view, click on the word ***Apply*** at the top of the screen to save and update your view. This only needs to be done once, and you can always go back and change your selection at any time by clicking on UI Config whenever you are in Image Manager.



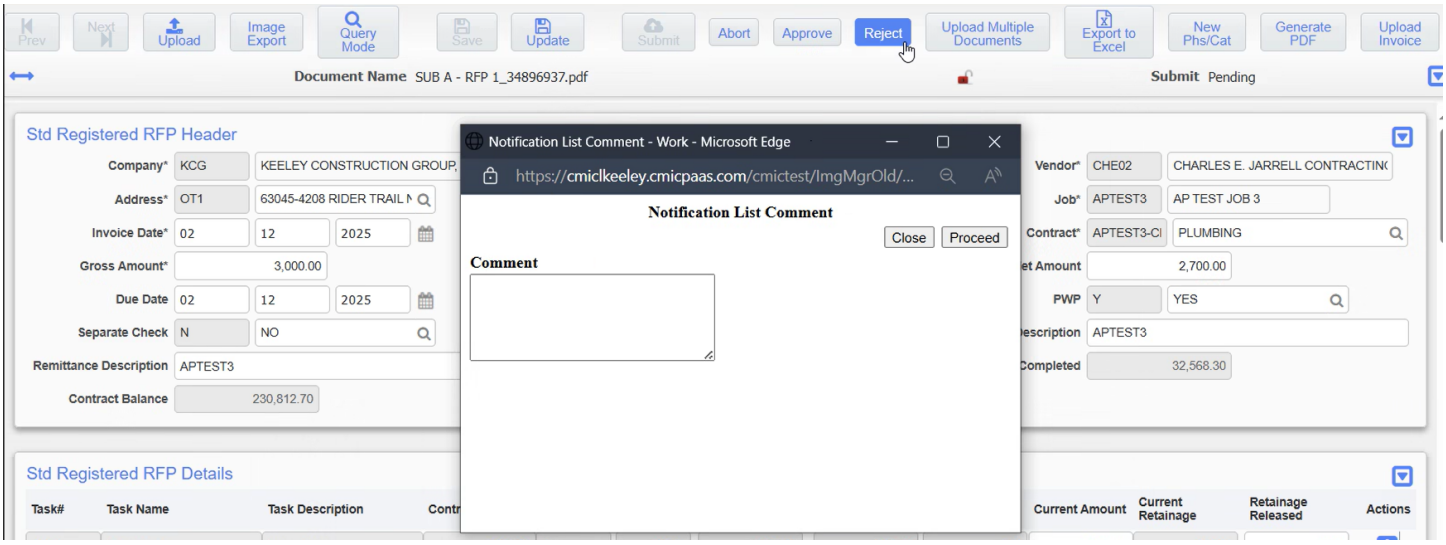

The following sections of this documentation outline how to Review, Approve, and if an invoice has not been disbursed, how to disburse the invoice if applicable.

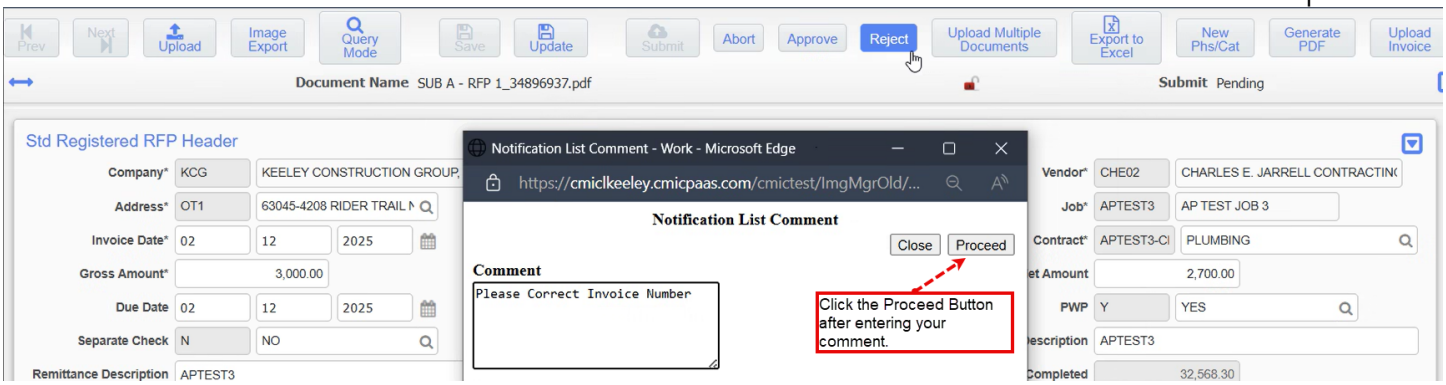
# Coding & Approving AP – RF/Subcontract

Step 1. When the Flysheet first opens, review the information in the ***Std Registered RFP Header*** for accuracy.



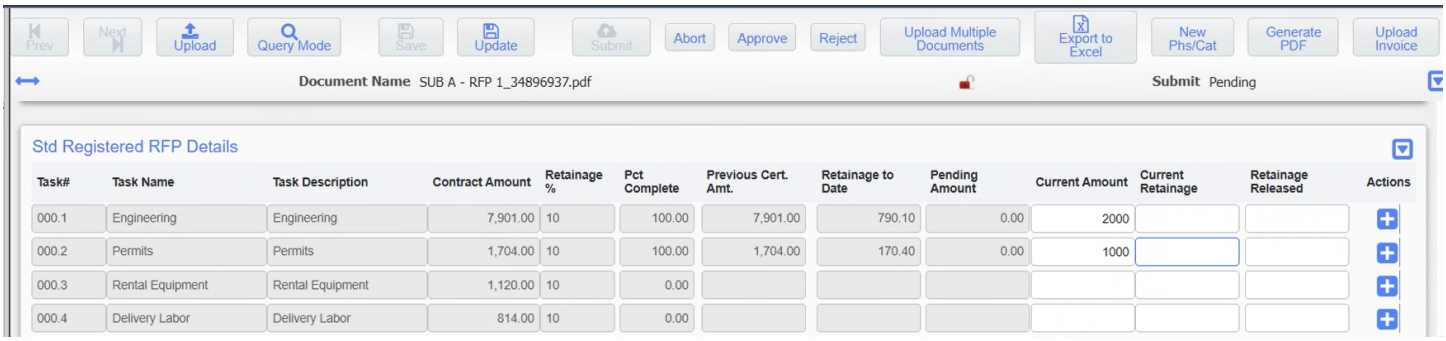

As a PM, you do not have security access to correct any information in the Header. If you notice something that is not correct in any of the fields, you have to click the Reject button at the top of the screen which will open a pop-up window that you must insert a reason why you are rejecting the invoice in the ***Comment Box.***






After you click on the Proceed button the Invoice will be routed back to the previous approver for correction and you will be presented with your next Invoice. If the information in the Header area is good, proceed to the next step.

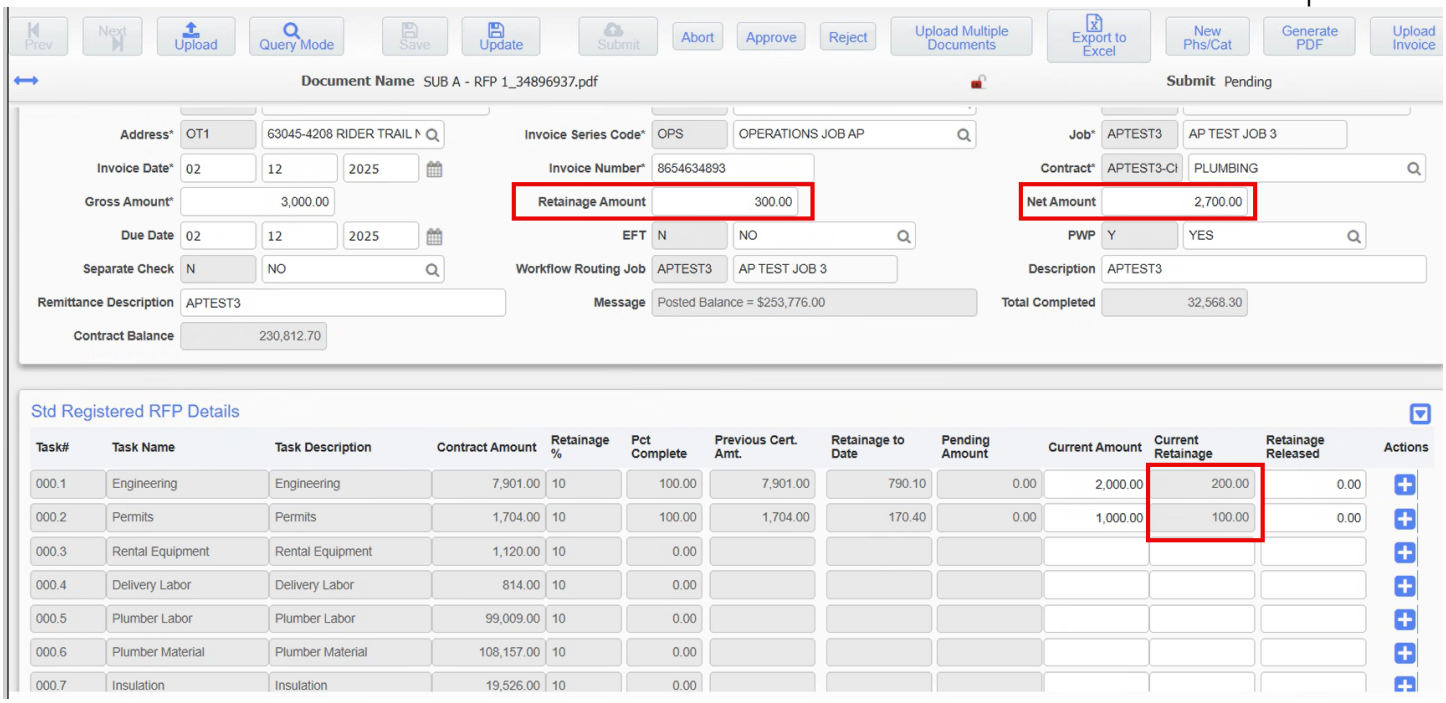
Step 2. In the ***Std Registered RFP Details*** section review the disbursement of the RFP against the schedule of values by looking at the ***Current Amount*** column. If the disbursement was done correctly you can proceed to Step 5. If that column is blank, then you will have to disburse the invoice to the appropriate SOV line item by entering the applicable Gross amount in the ***Current Amount*** field as shown below. You do not need to enter the retainage as the system will automatically calculate that for you.



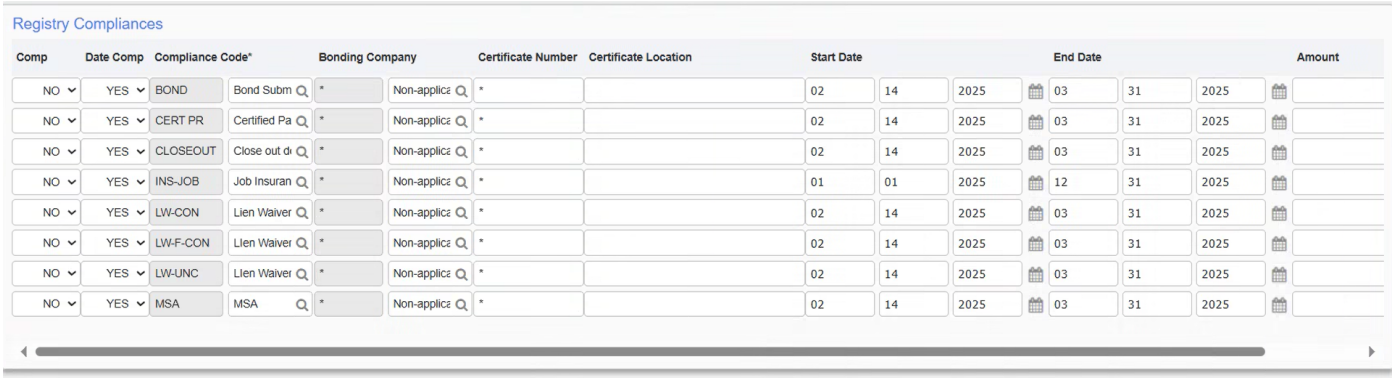

Step 3. Once you have completed disbursing the invoice,

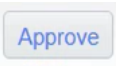
click on the button to update the screen.

Step 4. After the screen updates, you will see that the Retainage Amount has been calculated in the ***Std Registered RFP Details*** area and the retainage fields are greyed out. You will also notice that the ***Std Registered RFP Header*** was updated as the ***Retainage Amount*** and the ***Net Amount*** fields have been updated.

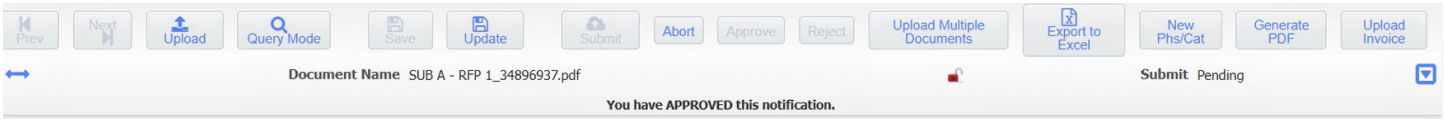



Step 5. Next review the ***Compliance Log*** to see if there are any items that would delay payment on this RFP once the Owner has received funds. You can make any updates to compliance log as necessary here, but keep in mind updating items here does not update the Compliance Log at the Contract Level.

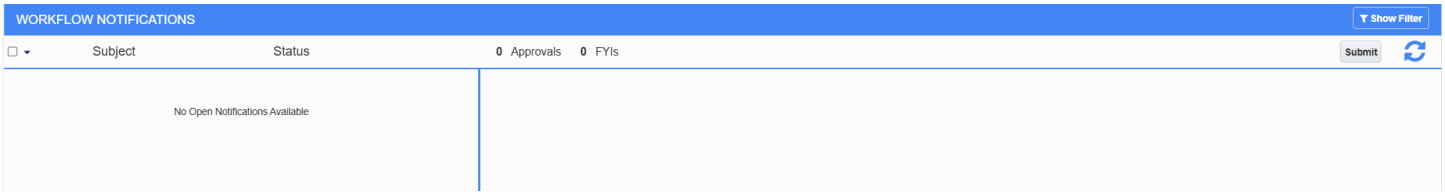



Step 6. The last step is to click on  the button. Once you have completed that a message will display confirming you have approved the invoice/notification item.



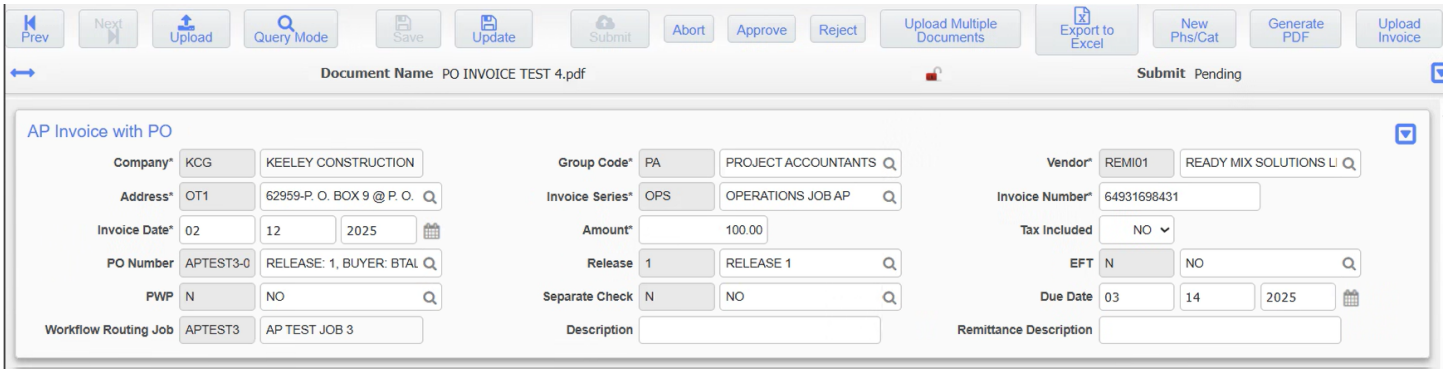


Step 7. If you have any other items to Approve, once you close the screen the next invoice will appear for your review and approval. If there are no further invoices, then your notification list will open, which now should be blank, and you can simply close out of the Notification List.

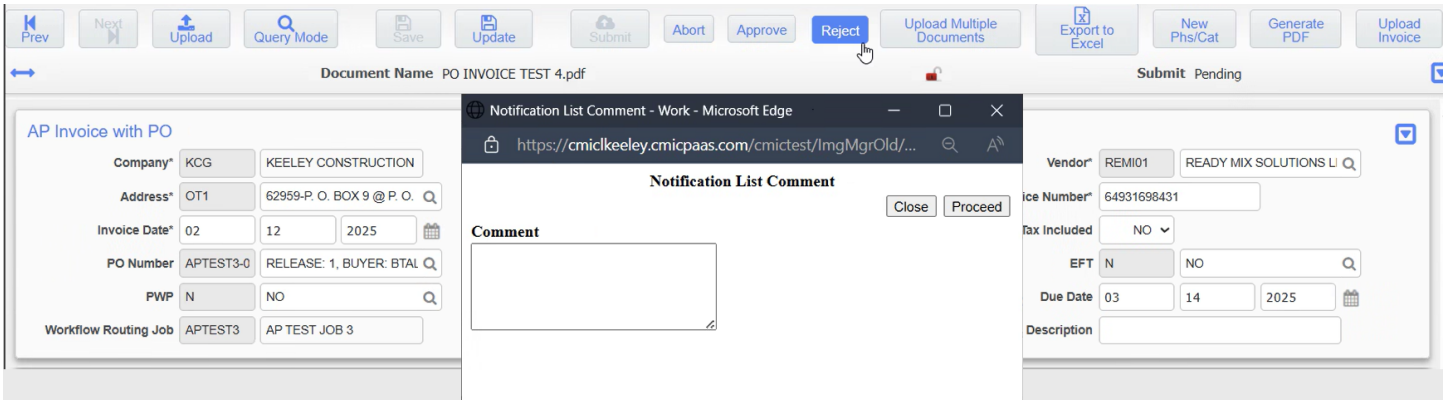


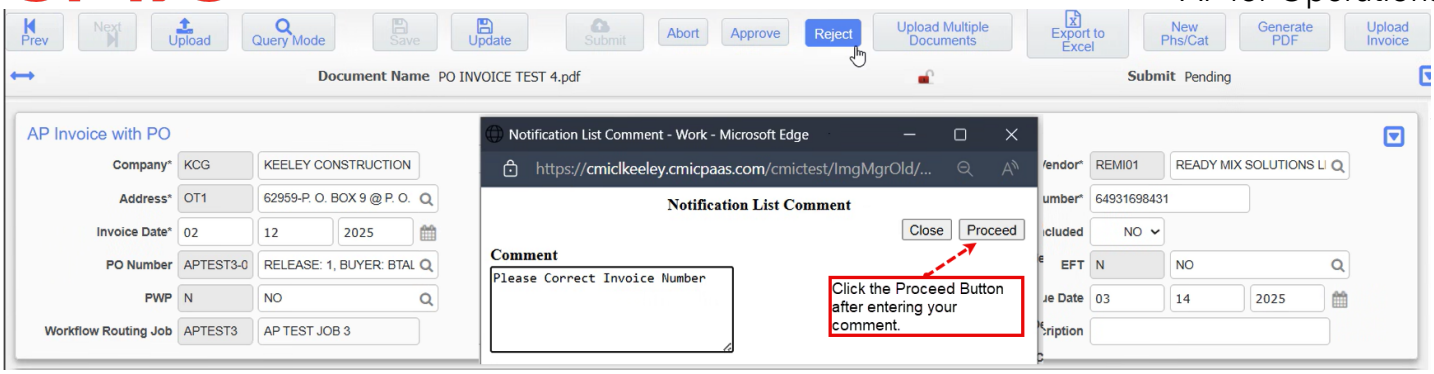

## Coding & Approving AP – PO

Step 1. When the Flysheet first opens, review the information in the ***AP Invoice with PO*** for accuracy.




As a PM, you do not have security access to correct any information in the Header. If you notice something that is not correct in any of the fields, you have to click the Reject button at the top of the screen which will open a pop-up window that you must insert a reason why you are rejecting the invoice in the ***Comment Box.***



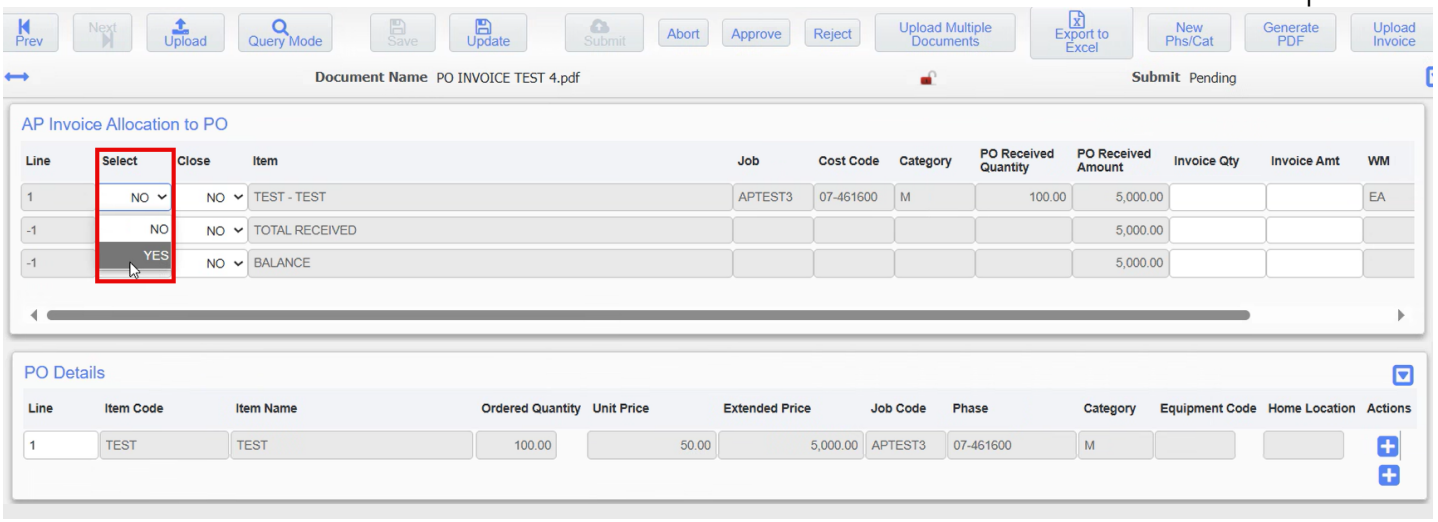



After you click on the Proceed button the Invoice will be routed back to the previous approver for correction and you will be presented with your next Invoice. If the information in the Header area is good, proceed to the next step.

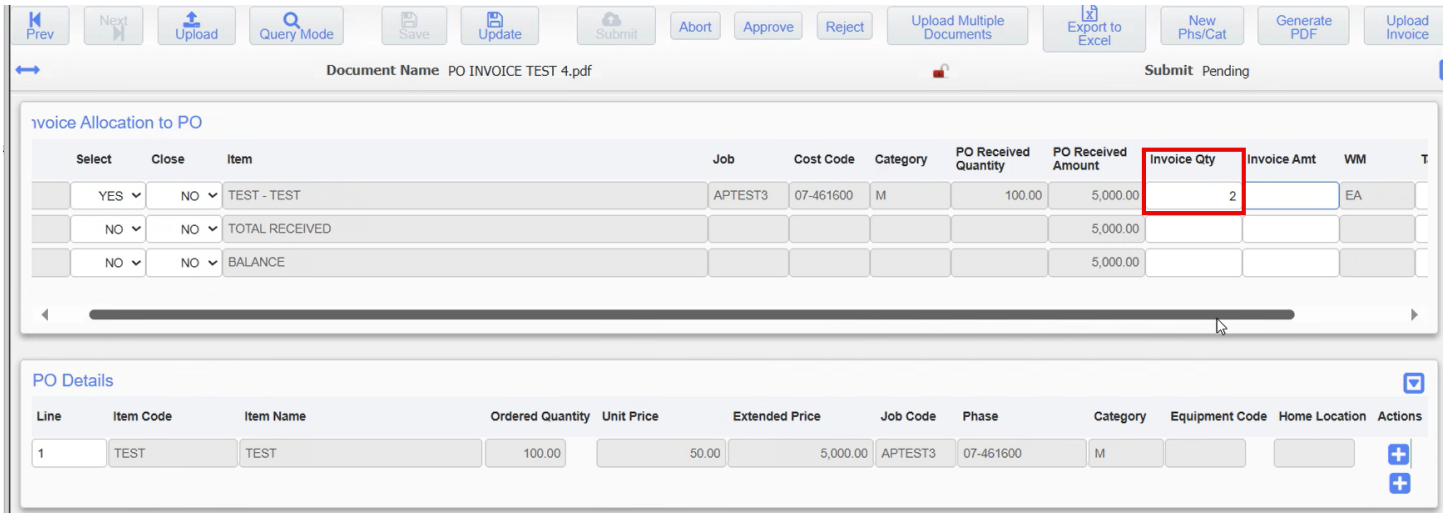
Step 2. In the ***AP invoice Allocation to PO*** section, you will see the line items of the Purchase Order that have had receipts received against them and in the ***PO Details*** section you will see the details of full purchase order.

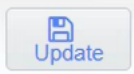
In the ***AP Invoice Allocation to PO*** section in the ***PO Received Quantity*** field, you will see the number of units received to date and in the ***PO Received Amount*** column you will see the total dollar value of the items received. If the invoice has been disbursed already, the ***Invoice Qty and Invoice Amt*** field will be populated and you can just review this section for accuracy and then move to Step 6 or make any necessary adjustments to the disbursement of the invoice by adjusting the quantity being billed against the appropriate detail lines. If those fields are blank, then you will have to disburse the invoice.

Look at your invoice to see what items you are being billed for and disburse the invoice to the appropriate line item of the PO by going to the ***Select*** field, and click on the drop-down list arrow and select ***Yes.***




Step 3. Once you have selected the line, enter the ***Quantity*** of items on your invoice onto the selected line of the PO into the ***Invoice Qty***. You just need to enter the quantity as the invoice amount will automatically calculate after you have completed the disbursement of the quantity and updated the screen.




Step 4. Once you have completed disbursing the invoice, 

click on the button to update the screen.

Step 5. After the screen updates, you will notice that a second line item populates to the ***AP Invoice Allocation to PO*** section for the remaining quantity of the received items that have been recorded but not invoiced yet.

AP Invoice Allocation to PO

| Line | Select | Close | Item | Job | Cost Code | Category | PO Received Quantity | PO Received Amount | Invoice Qty | Invoice Amt | WM |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | YES | NO | TEST - TEST | APTEST3 | 07-461600 | M | 2.00 | 100.00 | 2.00 | 100.00 | EA |
| 1 | NO | NO | TEST - TEST | APTEST3 | 07-461600 | M | 98.00 | 4,900.00 | | | EA |
| -1 | NO | NO | TOTAL RECEIVED | | | | | 5,000.00 | | 100.00 | |
| -1 | YES | NO | TOTAL SELECTED | | | | | 100.00 | | 100.00 | |
| -1 | NO | NO | BALANCE | | | | | 4,900.00 | | 0.00 | |

Step 6. Next review the ***AP Invoice PO Summary and Validation*** section of the flysheet. This is where the Invoice Amount is compared to the PO Line(s) that were updated in the ***AP Invoice Allocation to PO*** section. Normally there should not be any variance as shown in the screen shot below.

AP Invoice PO Summary and Validation

| | | | |
|---|---|---|---|
| Invoice Amount | 100.00 | PO Amount | 5,000.00 |
| Selected Amount | 100.00 | Non-PO Amount | 0.00 |
| Variance | 0.00 | Message | OK |

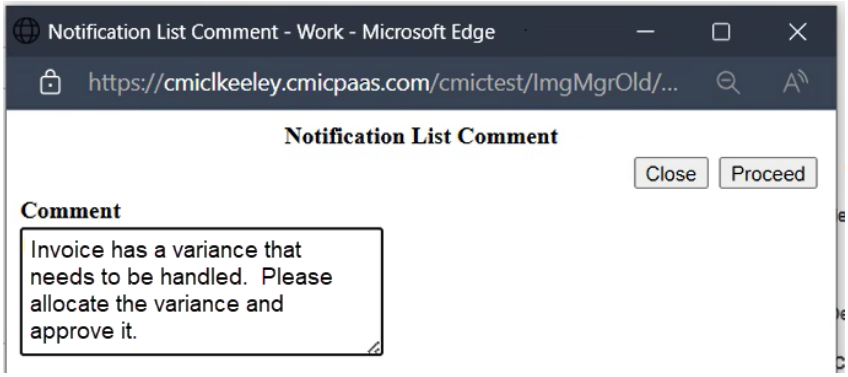
If there is a variance and the Invoice had already been disbursed prior to you receiving the invoice for approval, then any variance should have already been handled and you would see the entry to fix that variance in the ***AP Invoice Non-PO Distribution*** Section as shown below.

AP Invoice Non-PO Distributions

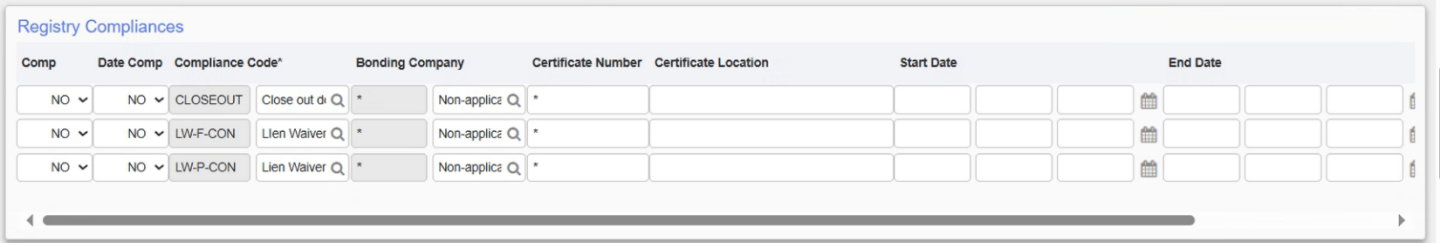
| Line | Company* | Type | GL Department or Job | | GL Account or Job Phase | | Job Category | | Debit Amount | Credit Amt | Actions |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | KCG | J | APTEST1 | AP TEST JOB 1 | 07-461600 | Metal Siding | M | Materials | 100 | | |

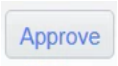
However, if you have disbursed the invoice and there is a variance you will need to pause and investigate why. The variance could be caused by the invoice not being properly disbursed, a pricing difference between the PO and the Invoice, or there could be additional cost on the invoice that were not part of the original Purchase Order. Regardless of Reject what the reason is your course of action will be to click on the button, enter in a comment and click on the proceed button to send the Invoice back to Approver 1 who has the security to handle the variance

for you. Once the Variance has been taken care of the invoice will be rerouted to you for approval again. A sample comment for the rejection is below.

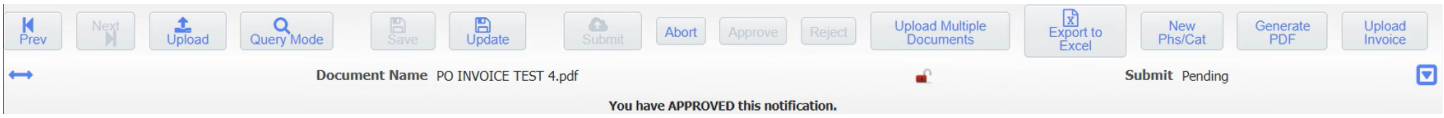



Step 7. Next review the ***Compliance Log*** to ensure that there are no compliance item issues that would prevent this invoice from being released for payment.



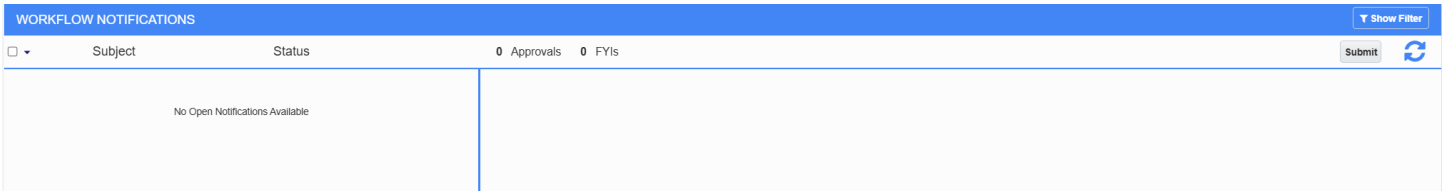

Step 8. The final step is to click on  the button. Once you have completed that a message will display confirming you have approved the invoice/notification item.





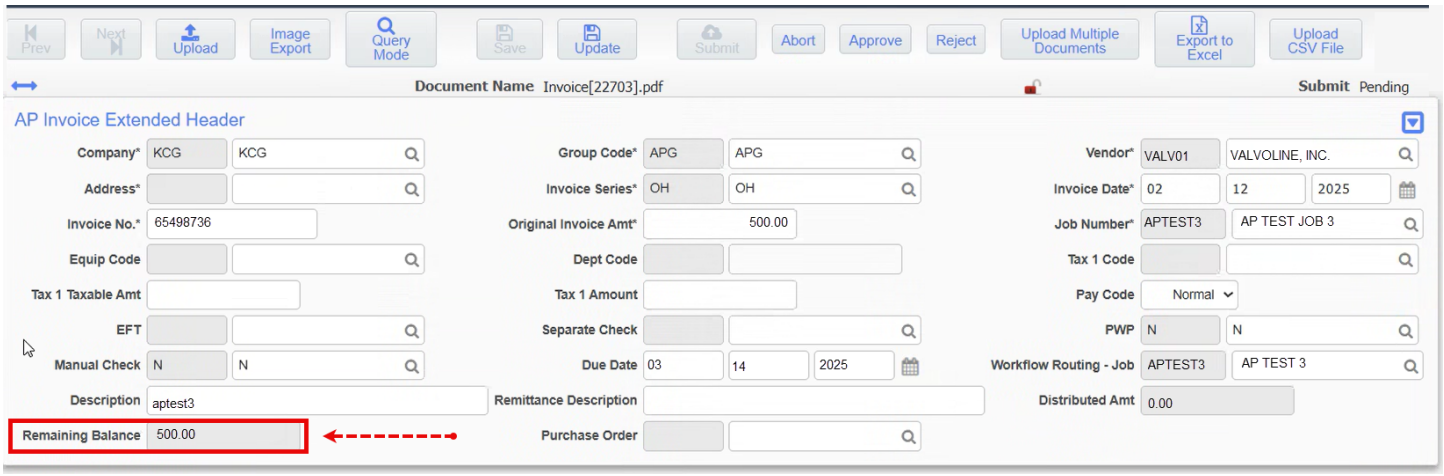

Step 7. If you have any other items to Approve, once you close the screen the next invoice will appear for your review and approval. If there are no further invoices, then your notification list will appear which now should be blank, and you can simply close out of the Notification List.

All invoices that have been final approved will be batched and posted to the system.

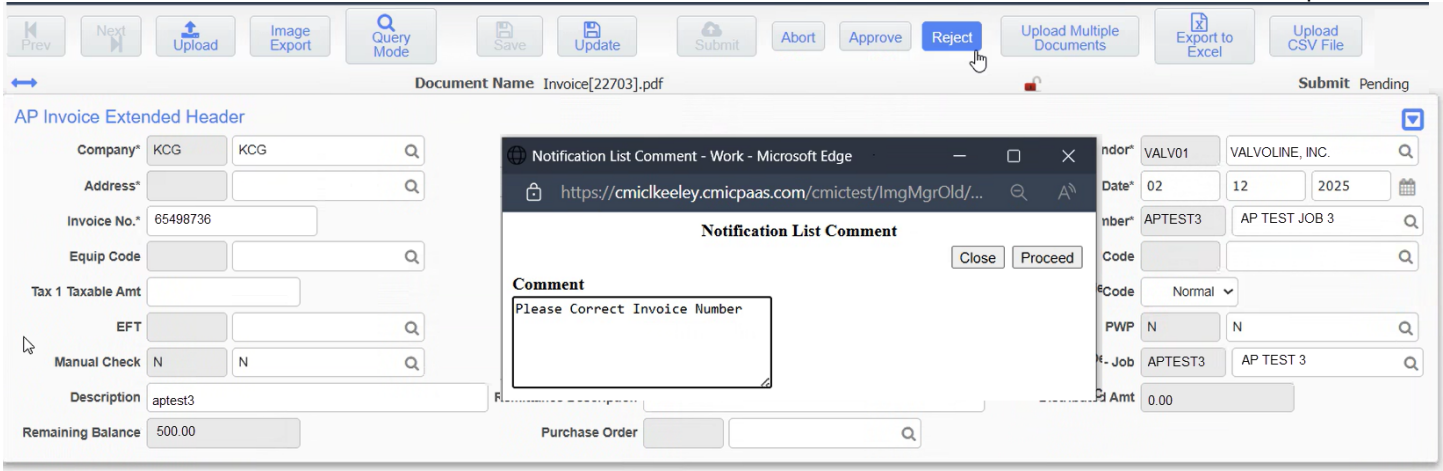



## Coding & Approving AP – Misc AP

Step 1. When the Flysheet first opens, review the information in the ***AP Invoice Extended Header*** for accuracy. In your review look at the ***Remaining Balance*** field, if the balance in this field is "0.00" this means that the invoice that you are reviewing has distributed. If there is any value in this field, that means the invoice is not distributed completely.

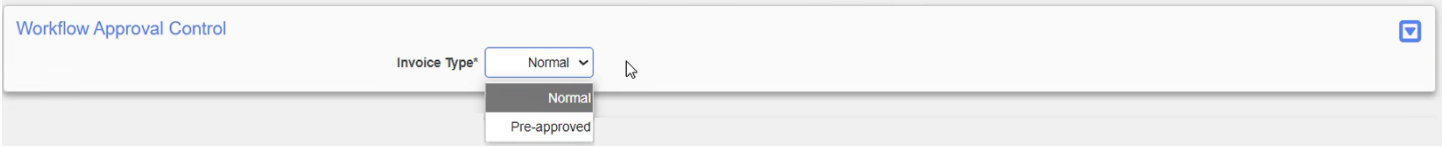



As a PM, you do not have security access to correct any information in the Header. If you notice something that is not correct in any of the fields, you have to click the Reject button at the top of the screen which will open a pop-up window that you must insert a reason why you are rejecting the invoice in the ***Comment Box.***

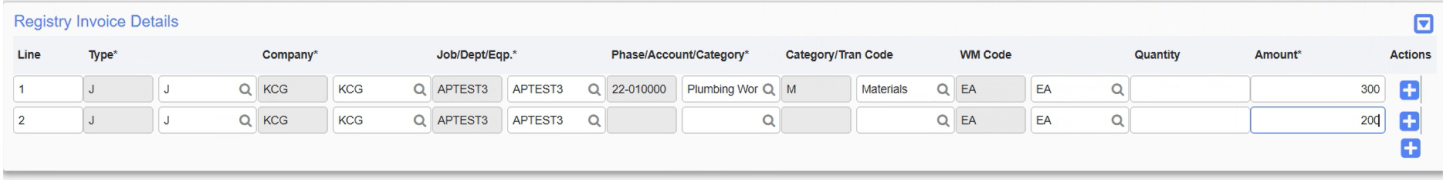



After you click on the Proceed button the Invoice will be routed back to the previous approver for correction and you will be presented with your next Invoice. If the information in the Header area is good, proceed to the next step.

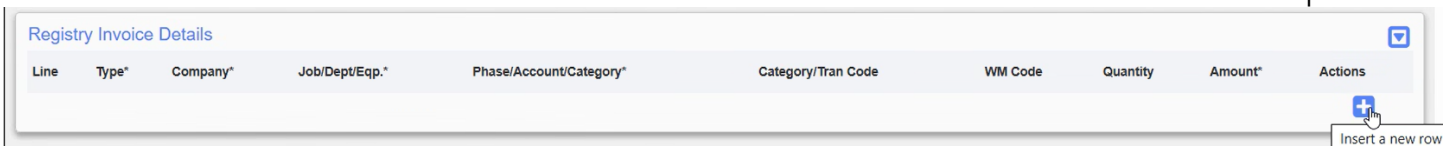
Step 2. In the ***Workflow Approval Control*** section you will see the ***Invoice Type*** field which tells the system if this invoice is going to be going through the ***Normal*** approval workflows or if the invoice is ***Pre-approved***, which means that the invoice has been approved with a "wet signature" and routing to various approvers are not applicable. You will only be seeing those invoices that are flagged as "Normal".



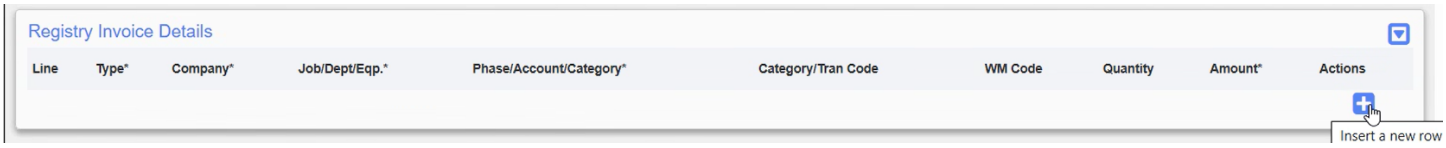

Step 3. The next section ***Registry Invoice Details*** is where you will see the disbursement of the invoice if it has been completed. Review the disbursement and if it is accurate, proceed to Step 6.



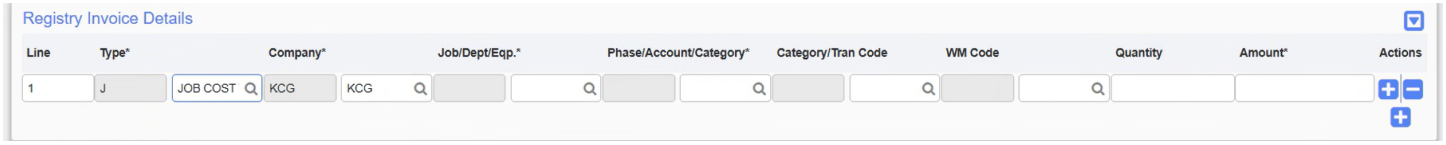

If the invoice has not been disbursed the screen will look as shown below and you will proceed to Step 4 to proply disburse the invoice.




Step 4. In the ***Registry Invoice Details*** section, in the lower right-hand corner click on the plus button to insert a new disbursement row.



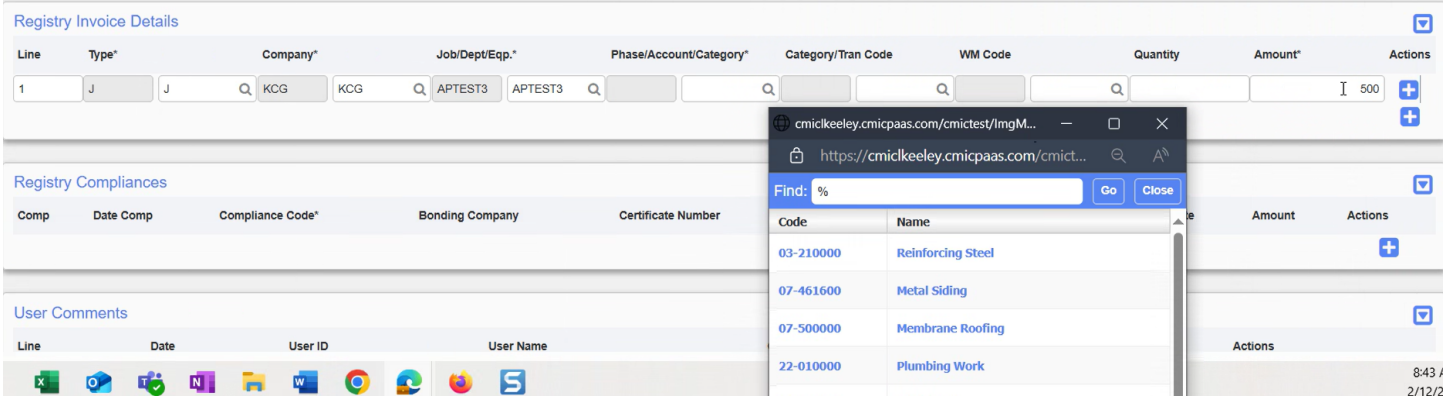

After clicking the blue plus symbol, the screen will look like this.



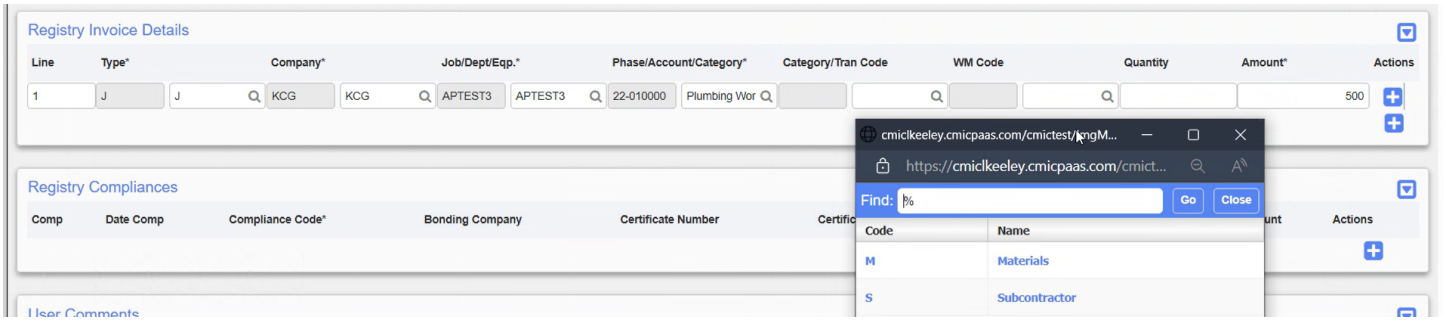

If you look at the right-hand side of the inserted line you will see two blue buttons, a plus and a minus. The plus button will insert another new line item, and the minus will delete the line.

Step 5. Once the line has been added, you are ready to disburse the invoice. You will see that the line is already setup to disburse against a Job by the ***Line Type*** field being a "J" and the ***Company*** and ***Job/Dept/Eqp#*** fields have all defaulted in for you.

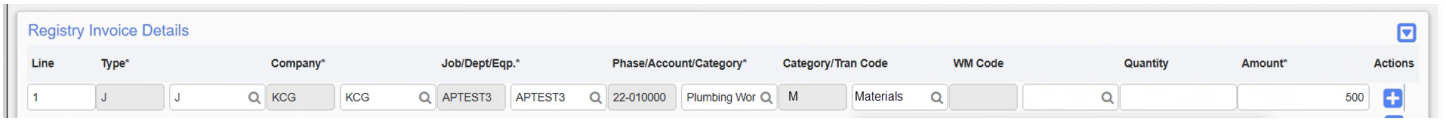
Go to the ***Phase/Account/Category*** field and click on the magnifying glass to bring up the list of Phase Codes that ae assigned to the job. In the ***Find*** field you can enter in the name of the Phase that you are looking for or you can scroll through the list to search for it. When it is found, just double click on it and it will populate into the field for you.



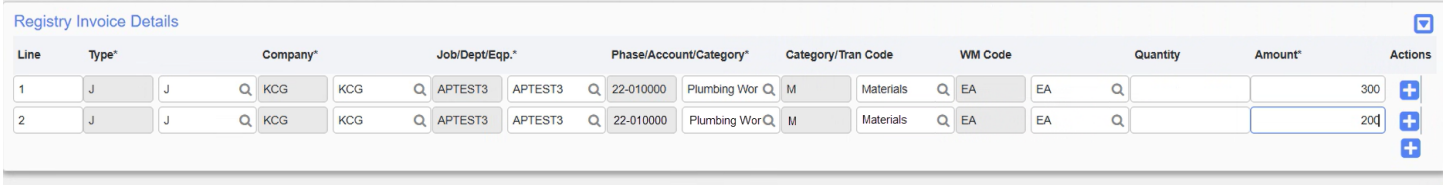

Go to the ***Category/Tran Code*** field, click on the magnifying glass to open the available Category codes that have been assigned to the Phase Code you previously selected. Select the applicable Category Code.



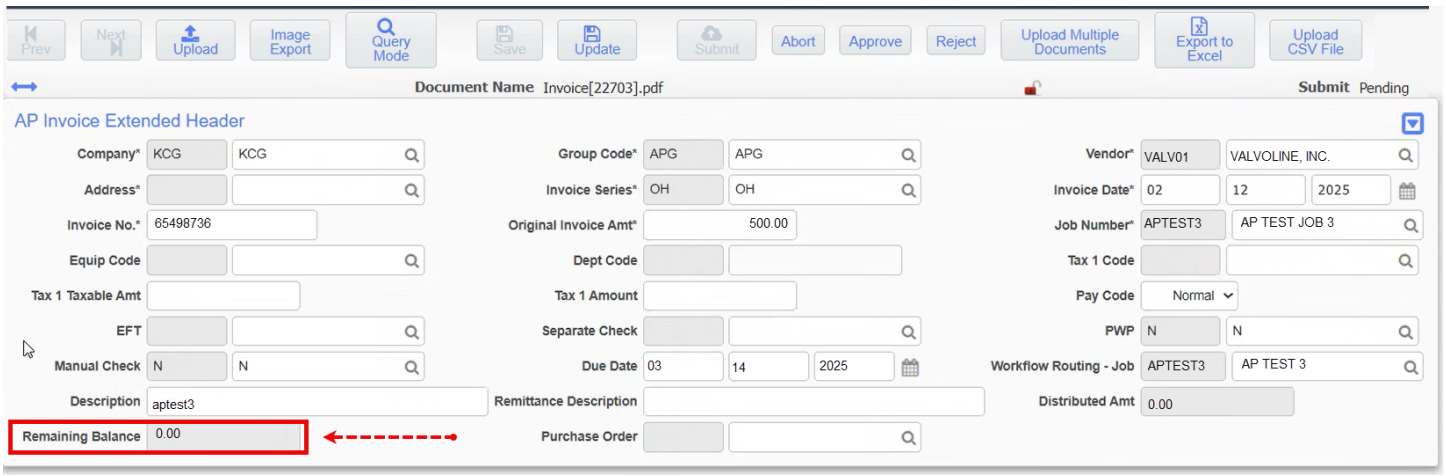

After you have selected your Category Code the system will default in the ***W/M Code*** field with the weight measure set up for that Category Code and it will default the entire invoice amount into the ***Amount*** field as shown below.



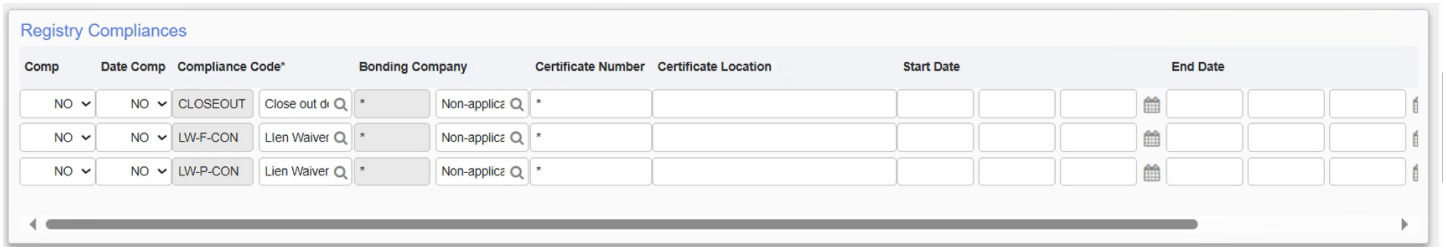

If the disbursement is complete, you can proceed to Step 6, otherwise continue with the disbursement by clicking on the blue plus symbol to insert a new disbursement line and follow the steps outlined above to continue the distribution of the invoice amount. You will want to update the Amount on the first line of the disbursement to the dollar value you want to disburse to that line specifically and then disburse how much of the remaining funds you want to allocate to the newly added line.




When you have completed your distribution, click Update on the button to save your entries and verify that the *R**emaining Balance*** field in the ***AP Invoice Extended Header*** is $0.00.



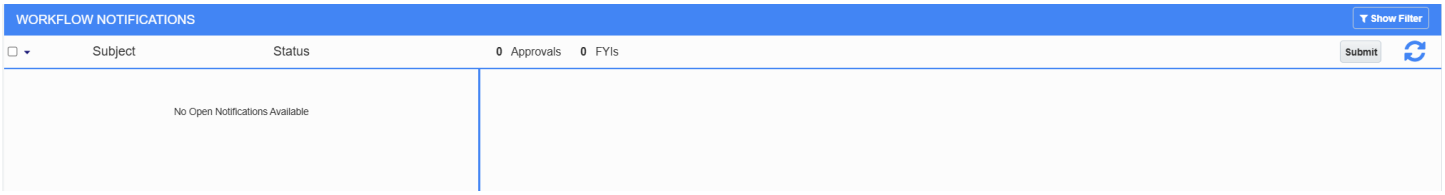

Step 6. Review the ***Registry Compliance*** section to see if there are any updates to the information that is displayed, and update if necessary, making sure Update to click on the button to record any changes you make to this section, otherwise proceed to Step 7.




Step 7. The last step is to click on Approve the button. Once you have completed that a message will display confirming you have approved the invoice/notification item.

Step 8. If you have any other items to Approve, once you close the screen the next invoice will appear for your review and approval. If there are no further invoices, then your notification list will display which now should be blank, and you can simply close out of the Notification List.

All invoices that have been final approved will be batched and posted to the system.




## Retainage Release

CMiC has a very stringent process for handling Retainage in the system which helps to ensure that Retainage does not get over released on a contract.

When the system processes a Retainage Release, it goes back to the very first invoice applied against a subcontract and releases the retainage on that invoice. If the retainage that was originally withheld on that invoice is less than the Retainage Request amount, the system will go to the next invoice that was processed against the Subcontract and will release that retainage. The system will continue this process until the amount of the Retainage Release Request is met.

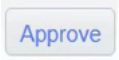
Outlined below is how to record the Retainage Release Request against the Subcontractor's Schedule of Values.

Step 1. When you receive the notification that you have an invoice to approve in your Workflow Notification Request List, select it as outlined in this document previously and then select to View it.

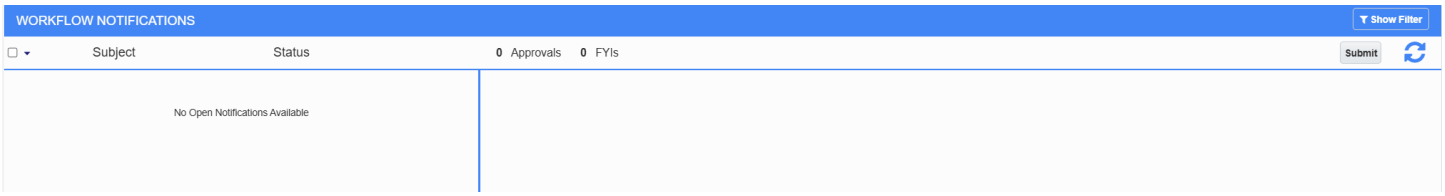
Step 2. When the item opens in Image Manager, review the ***Std Registered RFP Header*** information and then go to the ***Std Registered RFP Details*** section to disburse the invoice against the Schedule of Values. In this section you will see a field titled ***Retainage Released***, this is the field where you will record the retainage release against each SOV Line item as shown in the screen shot below.

Step 3. Once you have completed your disbursement

click on the button and continue your review of the flysheet.

Step 4. The last step is to click on 

the button. Once you have completed that a message will display confirming you have approved the invoice/notification item.

Step 5. If you have any other items to Approve, once you close the screen the next invoice will appear for your review and approval. If there are no further invoices, then your notification list will display, which now should be blank, and you can simply close out of the Notification List.

All invoices that have been final approved will be batched and posted to the system.