

# 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.Sindelar@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://dot.nebraska.gov/business-center/external-user-access-request/>

When completing the User Access Request form, check the 'Consultant Invoicing' box:



Use this form to request access to NDOT Systems. Be sure it is filled out entirely and correctly. Please use individual company phone and email addresses. Email addresses cannot be shared with other individuals. Requestor will need to read and agree to our NDOT system use policies, which will be sent to the email address supplied on this request. After the requestor agrees to NDOT policies and NDOT business area(s) review the request, accesses will be granted and information about accessing the requested NDOT systems will be sent to the email address supplied in the request.

First Name	Middle Initial
Last Name	
Company	
Company Address	
Phone	Company Email

Please select areas of access:

- |  |   |
|--|---|
| <input type="checkbox"/> Heavy Hwy Contractor Testing                | <input type="checkbox"/> Construction Engineering Consultant          |
| <input type="checkbox"/> Roadway Design Engineering Consultant       | <input type="checkbox"/> Bridge Design Engineering Consultant         |
| <input type="checkbox"/> Heavy Hwy Prime Contractor Bidder/Quoter    | <input type="checkbox"/> Heavy Hwy Contractor Prompt Payment          |
| <input type="checkbox"/> Heavy Hwy Prime Contractor Subcontract Mgmt | <input type="checkbox"/> Project Development Environmental Consultant |
| <input checked="" type="checkbox"/> Consultant Invoicing             |   |

Once you have created an account, your request for access to the OnBase Invoice Workflow will be reviewed and an email will be sent when your OnBase account has been given the necessary permissions to manage invoices.

*TIP: 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.
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:

NEBRASKA

### Sign in

someone@example.com

[Can't access your account?](#)

Next

This is a government computer system.  
Unauthorized access is prohibited.  
Anyone using this system is subject to

4. Type in the email address you used on the External User Access Request form.

## 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, there is a navigation bar with the OnBase logo, a user profile for Bradford McReidster, and a search icon. The main content area is divided into several sections:

- Document Types:** A list of document types is shown, with "NDOT INV Invoice" selected. Other types include "NDOT INV Approval Log (eForm)", "NDOT PD AGREEMENTS", and "NDOT PD Agreement Closeout NDOT39".
- Document Search Results:** A table with columns for "DOCUMENT NAME" and "DOCUMENT DATE". The search results show one item: "[3] NDOT Invoice - 10/3/2018 - 22132A - TEST\_VENDOR\_NAME - 00000 - BWREID - SERVICE PROVIDER" with a date of "10/3/2018".
- Document Date:** A date picker is set to "7/29/2019".
- Search Type:** A section for entering search criteria, including "KEYWORDS" and "NOTES". Fields for "NDOT INV Agreement Number", "NDOT INV Control Number", and "NDOT INV Project Number" are visible.
- Document View:** A preview of the selected document, showing "TEST INVOICE #2".
- Notes and Discussions:** A section on the right side of the document view, indicating "No Notes Found" and providing an "Add Note" button.

At the bottom of the interface, there is a status bar showing "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 and leave the start date box blank 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

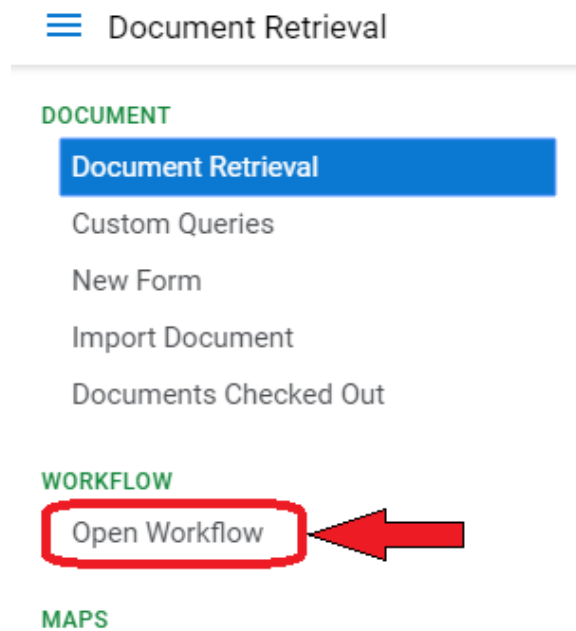
## Invoice Workflow

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: If your invoice doesn't appear in the inbox or your invoice won't popup, please disable the popup blocker before continuing with this application or add this site to the pop-up blocker white list.*

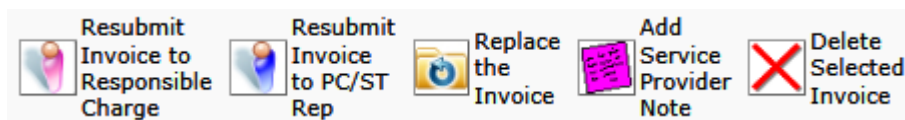
The screenshot displays the OnBase application interface. The top left pane shows a folder tree with 'NDOT INV Invoice Routing' and 'NDOT Service Provider' selected. The top right pane shows an 'Inbox' with two invoice entries. The bottom of the window features a status bar with 'Revision 1 of 1', '1 Note(s)', and '0 Discussion(s)'. A 'Notes (1)' pane on the right shows a note titled 'Agreements - 7/29/2019' with the text 'Returned because; 7/29/2019 9:56:13 AM by BRAD REID'.

*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:



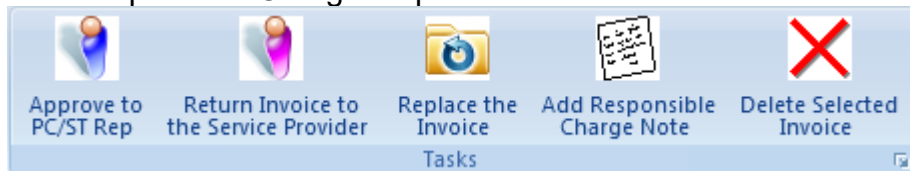
- 1) Resubmit Invoice to the Responsible Charge (RC).
- 2) Resubmit invoice to the Project Coordinator/State Rep (PC/State Rep).
- 3) Replace an invoice that was returned with a revised/corrected version. This task must always be followed by tasks 1 or 2 above to reintroduce the revised invoice to the 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 an 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 adding a note responding to the original request and resubmit to the RC or PC/State Rep.

## RC (Responsible Charge)

The Responsible Charge responsibilities include:



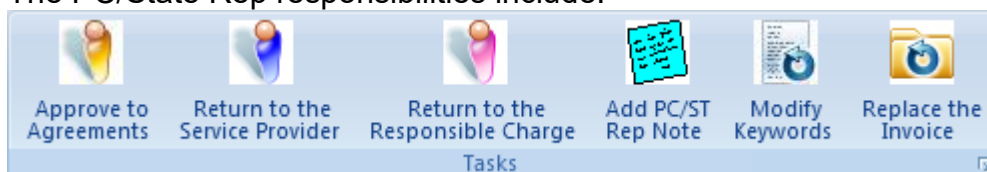
- 1) Approve an invoice and forward it to a PC/State Rep.
- 2) Return an invoice to the Service Provider.
- 3) Replace an invoice that was returned to the RC with a corrected version.
- 4) Add notes to the invoice to transmit a message to the other parties.
- 5) Delete a duplicate invoice.

RCs 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:

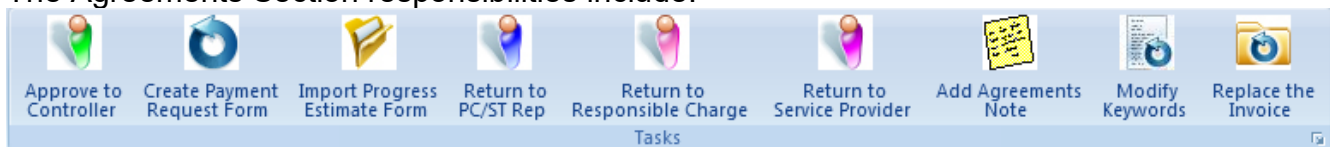


- 1) Approve an invoice and forward to the Agreements Section.

- 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.

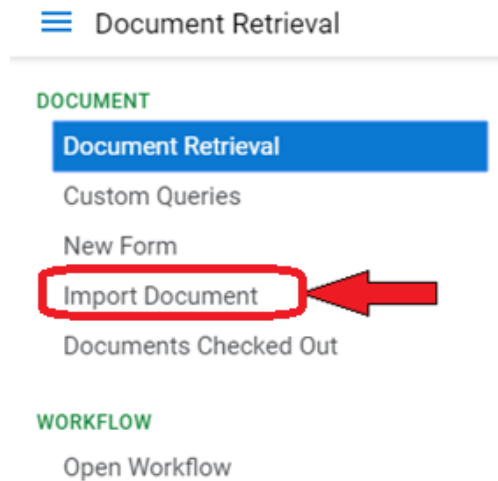
## Importing an Invoice (Upload)

Both Service Providers and RCs 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, log on 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

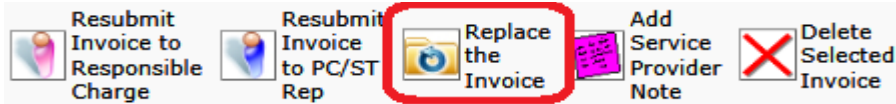
   **Import**

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 title is 'INV Approval Log - 10/3/2018 - 22132A - 00000 - Google Chrome'. The URL is 'https://ecmndotp.nebraska.gov/AppNet/Workflow/WorkflowMain.aspx'. The interface is divided into several sections. On the left, there's a 'LIFE CYCLE VIEW' and 'WORK FOLDER' section with a list of documents. One document, 'INV Approval Log - 10/3/2018 - 22132A', is highlighted in blue. A red arrow points to this document with the text '(2) Double-click approval log so it shows in preview pane here'. In the center, there's an 'Inbox' section with a 'User Interaction' area. A 'FILE PATH (1)' is shown as 'Choose File | 2012 affidavi... Beltway.pdf'. Below this are dropdown menus for 'Document Type Groups' (set to '&lt;All&gt;'), 'Document Types' (set to 'NDOT INV Invoice'), 'File Type' (set to 'PDF (.pdf)'), and 'Document Date' (set to '07/29/2019'). On the right, there's a 'KEYWORDS' section with various fields: 'NDOT INV Agreement Number' (XK1724), 'NDOT INV Control Number' (22132A), 'NDOT INV Project Number' (NH-80-9(31)), 'NDOT INV Project Location' (24th St. - 13th St., Omaha), 'NDOT INV Vendor Name' (TEST\_VENDOR\_NAME), and 'NDOT INV Notice to Proceed' (5/2/2017). At the bottom right of the 'Inbox' section, there's an 'Import' button (with a red '(3)' next to it) and a 'Cancel' button. Below the 'Inbox' section, there's a large orange banner for 'State of Nebraska Department of Transportation' and a section for 'NDOT Invoice Approval Log'. Underneath, there's a 'Project Detail' section with fields for 'Control Number' (22132A), 'Project Number' (NH-80-9(31)), and 'Project Location' (24th St. - 13th St., Omaha). Below that is an 'Invoice Detail' section with a field for 'Agreement Number' (XK1724). At the bottom left, it says '0 Note(s)' and at the bottom center, '0 Discussion(s)'. A red arrow points from the 'Import' button to the 'Project Detail' section.

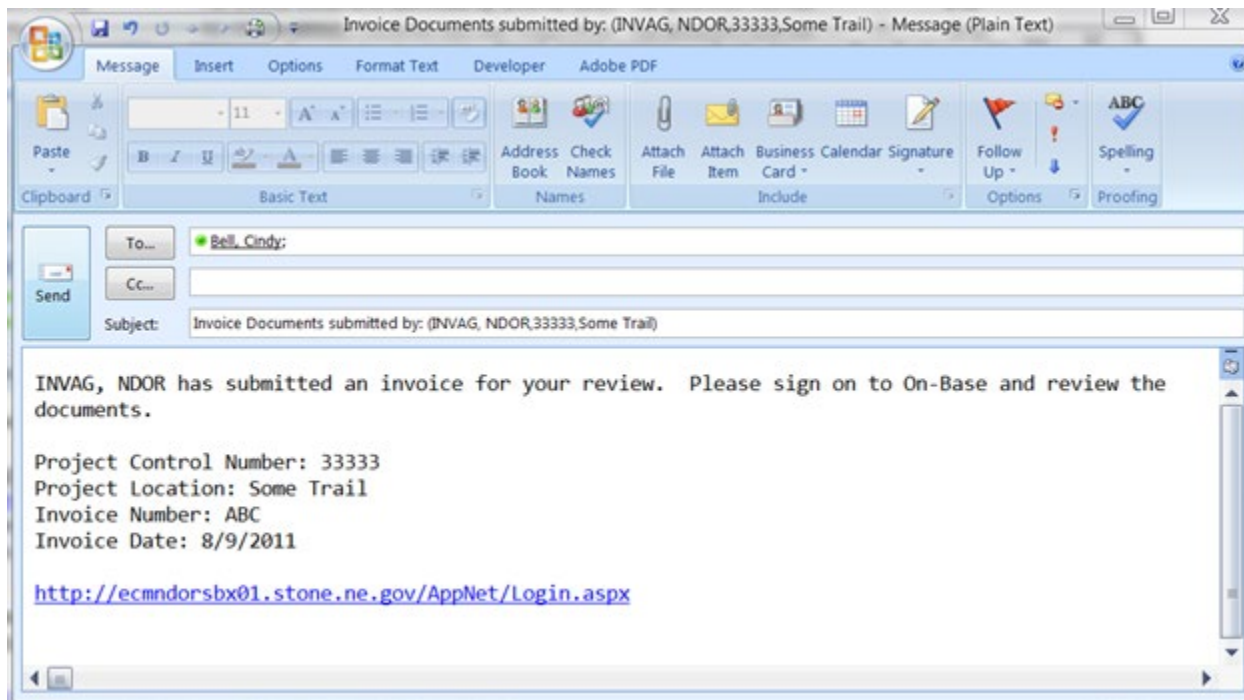
After replacing the invoice, you must go back and select the revised invoice in your workflow, then click the Resubmit button to either the Responsible Charge or the PC (whichever sent it

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.



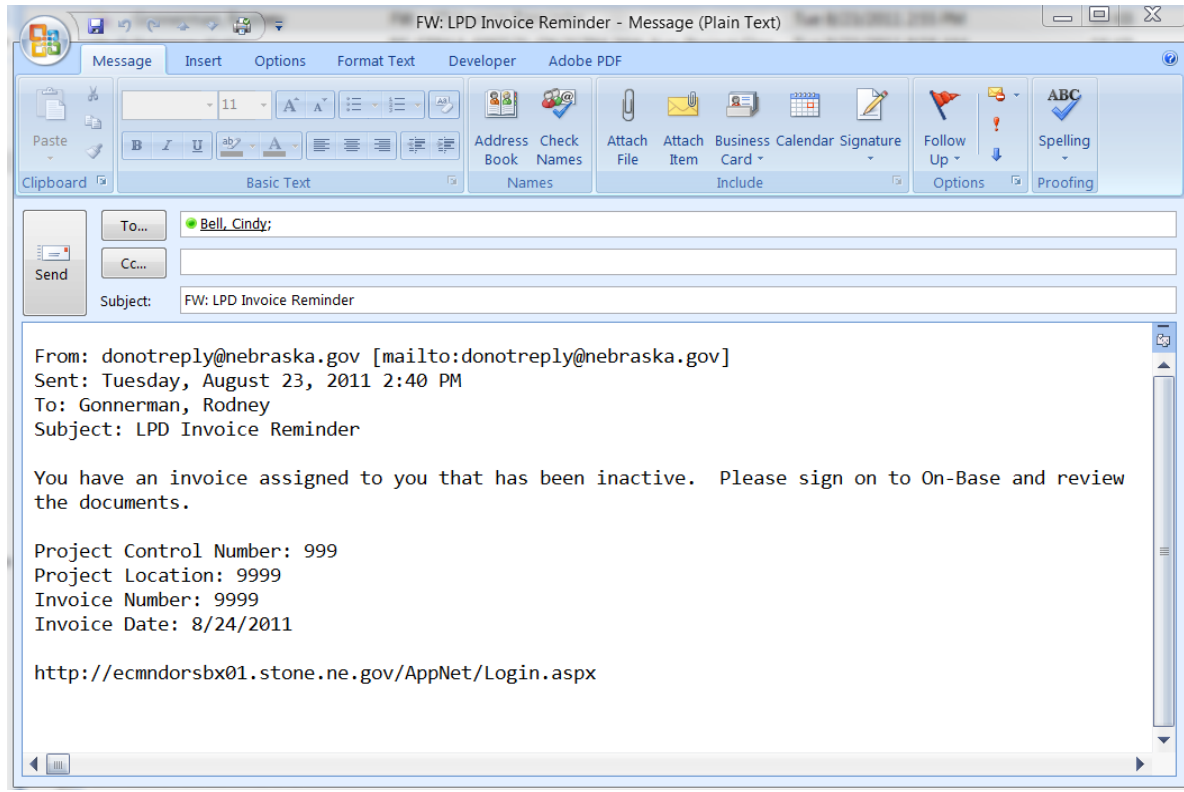
If an invoice is not acted upon within a predetermined number of days, a reminder e-mail will be sent to the assigned person in that role. See Sample Reminder E-Mail below.

RC – 10 days

NDOT Personnel – 5 days

Agreements Section – 10 days

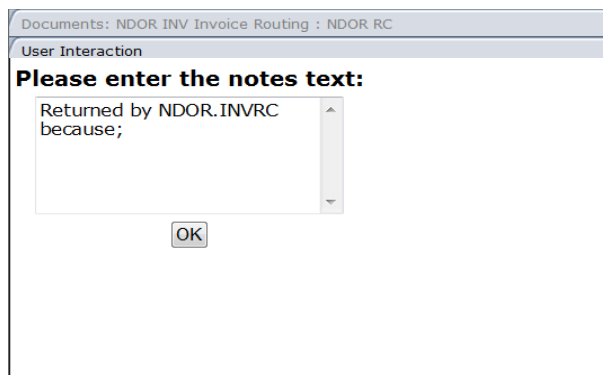
Controller Division – 5 days



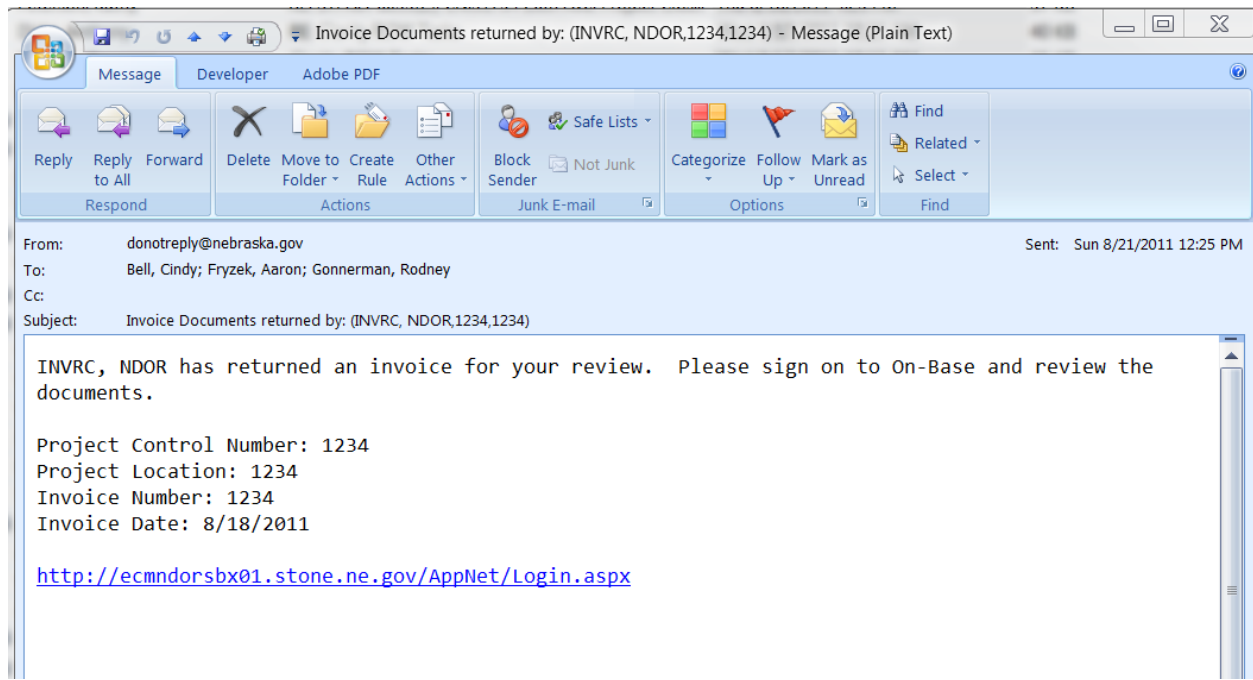
## Returning an Invoice

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:

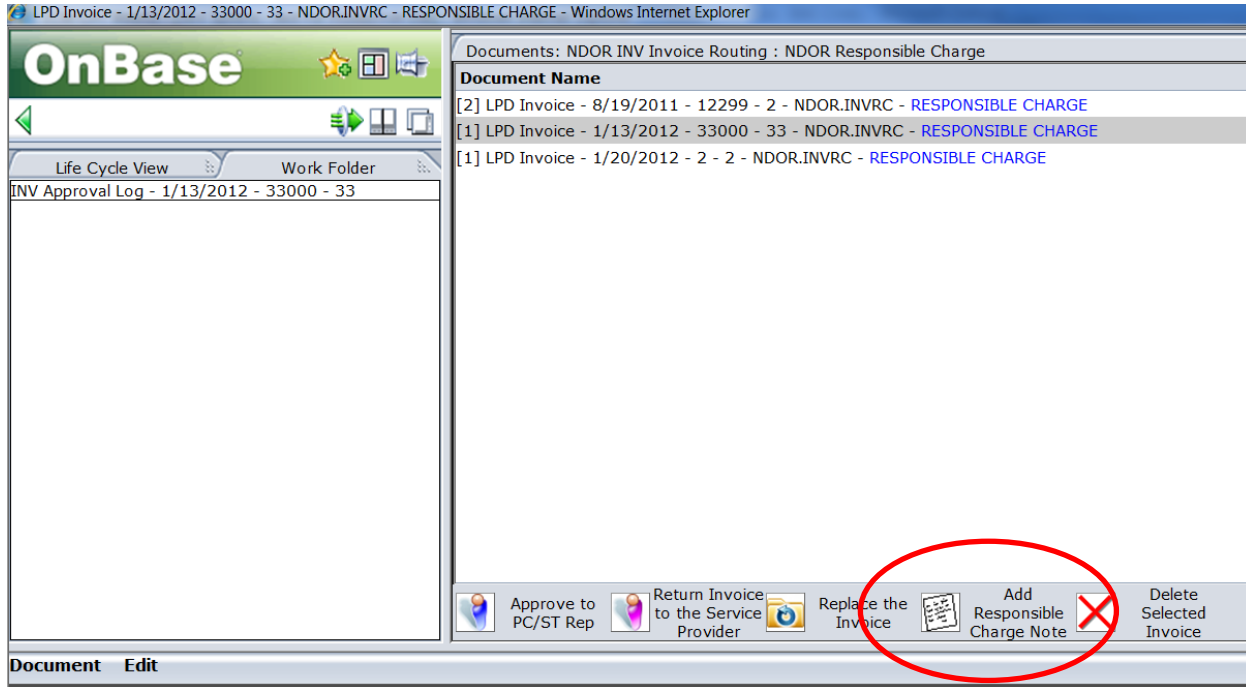
- 1) Highlight the invoice that needs to be replaced in the upper window panel.
- 2) Select the Replace Invoice button.
- 3) Follow the steps to import a document (Keywords will already be populated).
- 4) Recipient will receive an e-mail notification indicating a document has been submitted for their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

## Creating & Viewing Notes

All users may create notes throughout the invoice routing process.

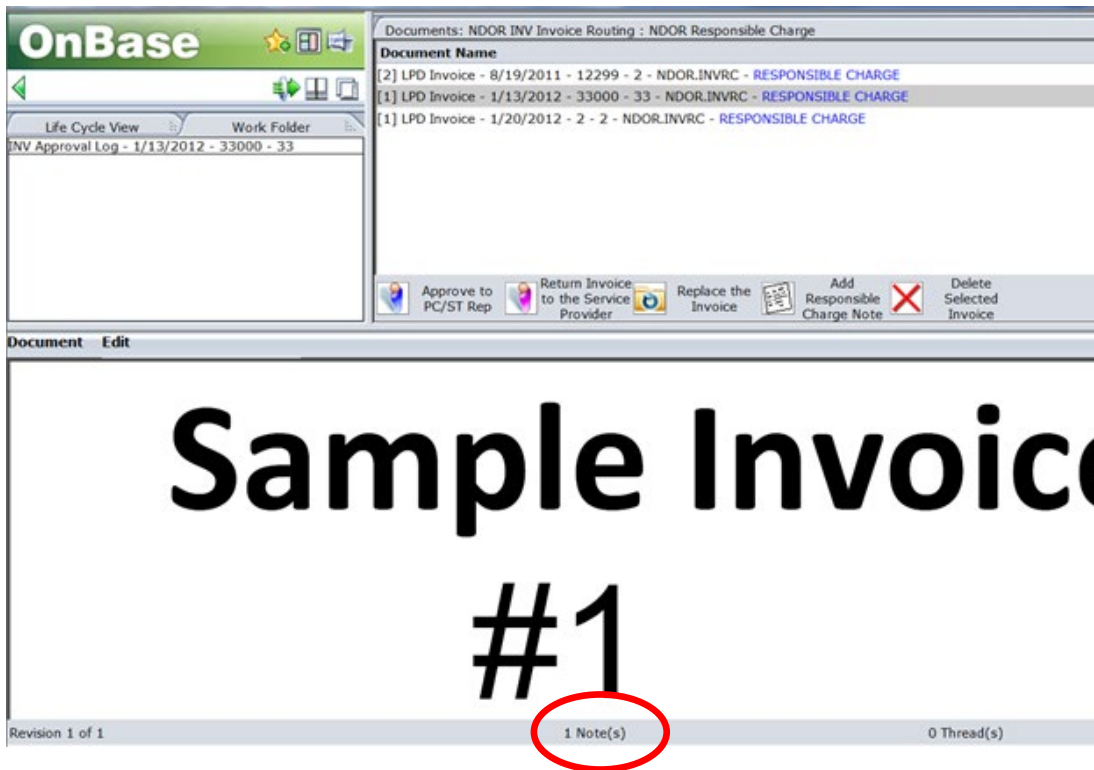
There are two ways to create a note:

- 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).

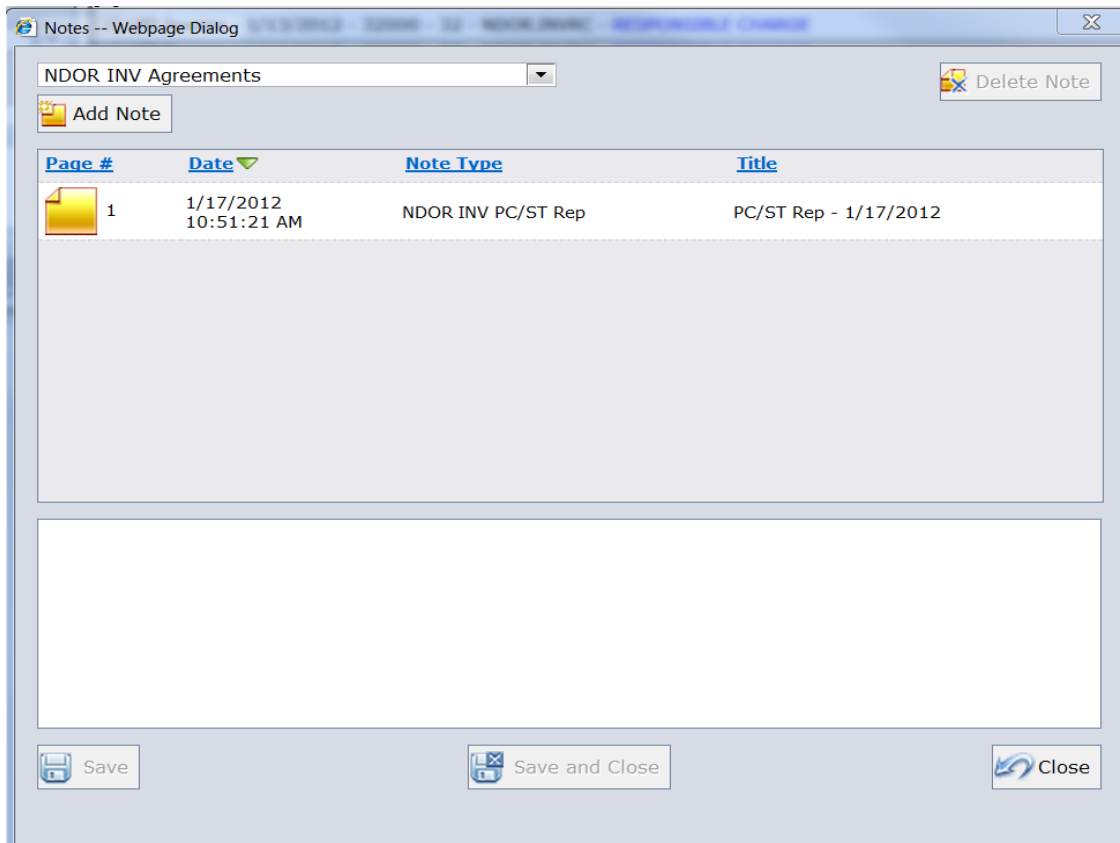


There are two ways to view a note in workflow:

- 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 with 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"/>

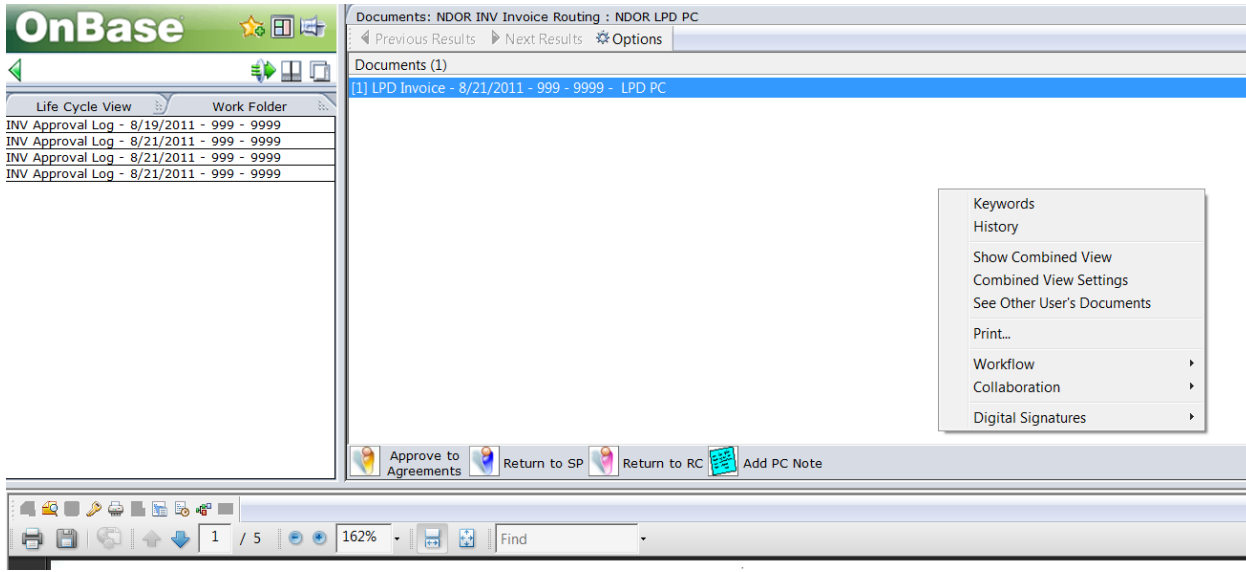
**Approval Detail:**

	<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 - 12589 - 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