

State of Maryland
**Interagency Commission on School
Construction**
Business Management System
Invoice/Reimbursement Request
Process User Guide



Interagency Commission on School Construction
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This guide is available for download at iac.mdschoolconstruction.org

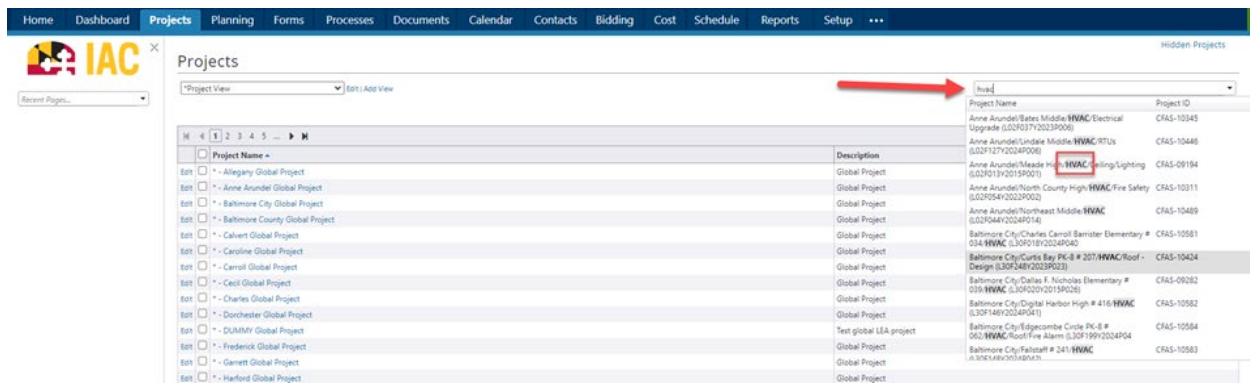
Invoice/Reimbursement Request Process

Purpose of Process

To request payment of awarded school construction project funds.

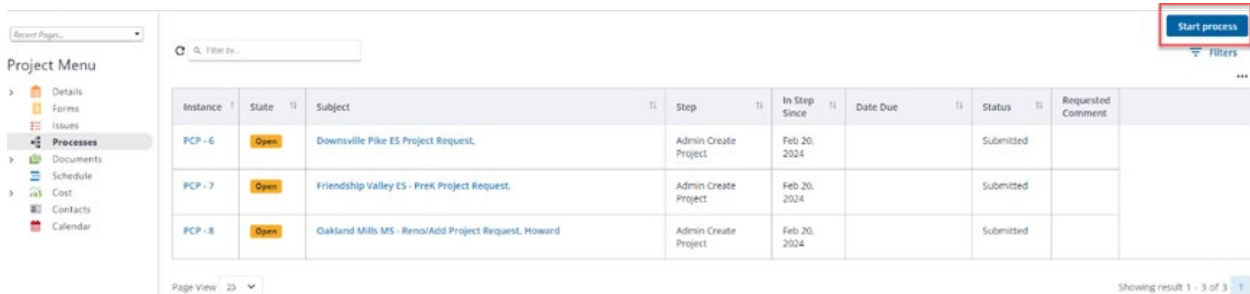
Starting the Process

To start this process, you must find the specific project in the project list. To find the project, click on the projects tab, and then start typing the name of the project. The application will recognize the first few letters that have been typed and will shorten the list to help you find the project easily.



Once you are within that project, please use these steps to start the process.

1. In the left side Project Menu, select the “Processes” tab.
2. In the “Project Processes” home screen, click on the “Start process” button which is situated in the top right corner of the page.



3. Once you have clicked the “Start process” button, you will be presented with a list of processes that you have access to start or submit.
4. Choose the process by clicking on the name.

Select process ×

🔍 Invoice/Reimbursement Request (INV) ×

- Gross Area Baseline Variance Request (GAB)**
To request a variance to the Gross Area Baseline (GAB) for a school facility.
- Healthy School Facility Fund (HSFF)**
To request school construction funding from the Healthy School Facility Fund (HSFF).
- Invoice/Reimbursement Request (INV)**
To request payment of awarded school construction project funds.
- Project Closeout (PC)**
To complete the final financial closeout of a school construction project.
- Site Review Process (SRP)**
- Standard Operating Invoice (SOI)**

⬇️ Download INV Start INV

5. You will then be presented with the initial step of the process. This will include lengthy instructions on filling out the request.

Initial Submission Layout

You will be required to choose the correct contract in which you are hoping to invoice against. Please follow the instructions printed below, as well as in the start step to do this. You are only tasked with choosing the contract; the IAC will fill in the rest of the information.

Invoice/Reimbursement Request (INV)

Start Process Print Check Spelling Submit Save Draft Cancel

Project: Washington/Governor/ Mickey Memorial/ Overpass/ Project (014455699882211)
Project Number: CFS-1234
Process: Invoice/Reimbursement Request

Details Documents (0) Attached Processes (0) Attached Forms (0)

Expand All | Collapse All

* Direct Payment or Reimbursement?: If this is a request for direct payment, the process may be initiated by the vendor.
-- Please select an option --
* Responsibility for payment: State, Local, or both?: State Local Both

Please choose the correct contract that you are invoicing against from the "Commitment" dropdown. Then please enter the date the invoice was received from the contractor of vendor in the "Date Received" field, and leave the "Date Due" field blank. **Please ignore the "Invoice Items" dropdown, as well as the "This is a retainage release" fields. The Invoice Items will be filled in by the MD IAC Finance Department, and retainage is not tracked within this request.**

Commitment Invoice Details

Status: Draft
* Commitment: Select a commitment...
Company/Contract:
* Date Received: 06.06.2024 [06.06.2024]
This is a retainage release:

Date Due: []

Commitment Invoice Custom Fields

There are no invoice custom fields.

Invoice Items

| Commitment Item # | Description | Budget Line Item | Current Commitment | Unreleased To Date | Released To Date | Remaining To Be Released | Invoice Amount | Retainage % | Released This Invoice | Current Balance |
|-------------------|--------------------|------------------|--------------------|--------------------|------------------|--------------------------|----------------|-------------|-----------------------|-----------------|
| 001 | Single Line Budget | 11001 | 20.00 | 110.00 | 0.00 | 60.00 | 60.00 | 0.00 % | 0.00 | 0.00 |
| Total | | | 20.00 | 110.00 | 0.00 | 60.00 | 60.00 | 0.00 % | 0.00 | 0.00 |

Commitment Invoice Details | Commitment Details | Invoice for the Company

Commitment Invoice Custom Fields

There are no invoice custom fields.

Invoice Items

There are no Commitment Invoice Items

Print Check Spelling Submit Save Draft Cancel

Adding Payment Documentation

1. Once you have initially submitted the process, it will go through a decision point. This part of the request workflow will be based upon what type of invoice it is (either Direct payment to contractor, or Reimbursement to LEA). Depending on the invoice type, the request will be routed to the correct layout so the data fields that you will see will be specific to the invoice type. At this point, the request will still be in your court, and you will need to fill out the remaining information for the "Invoice Request". The next step will not automatically appear for you. You will have to go back to your home screen and reopen the process.
2. Fill in all information in the second step, paying special attention to all required data fields. There will also be full instructions on adding extra supporting documents to the request.

Invoice/Reimbursement Request (INV) - 13

Project: Washington/Governor/ Mickey Memorial/ Overpass/ Project (0,014455669882211)

Process Document: INV - 13

Current Workflow Step: Direct Payment Documentation

Subject: Invoice/Reimbursement Request

Status: Submitted

Project Number: CFS-1234

Overall Due Date:

Step Due Date:

Submitted | Take Action | Check Spelling | Print | Copy | Delegate | Save | Cancel

Details | Comments (0) | Documents (0) | Attached Processes (0) | Attached Forms (0) | Attached To (0)

Expand All | Collapse All

Amount requested for State payment (this invoice):

Total amount of Local responsibility (this invoice):

Total amount of Contractor/Vendor invoice:

Direct Payment or Reimbursement:

Responsibility for payment: State, Local, or both:

If this is a request for direct payment, the process may be initiated by the vendor:

Direct payment to Vendor

State Local Both

Direct Payment to Vendor Documentation

Please add any additional documentation by dragging/dropping files into the "Documents" tab within the process.

The Documents tab can be found:

Please note that we encourage all contractors/vendors who receive state funds to sign up for the one-stop vendor portal and electronic fund transfers. If your vendor's profile is coded to receive paper checks, this can take up to 7 to 10 business days (ACH up to 3 business days). The one-stop vendor portal also gives any vendor the ability to track their payment status once it has been transmitted to the General Accounting Division (GAD) from our office.

GAD contact info:

By phone Monday thru Friday between 8:30 a.m. to 4:30 p.m. EST at 410-261-7813 or toll-free at 855-754-0144

Email: GAD@marylandtaxes.gov

Website: https://interactive.marylandtaxes.gov/interactive/gad/login.asp

Signup for ACH: https://www.marylandtaxes.gov/divisions/gad/efp-program.php

Invoice/Voucher Number:

Contractor/Vendor Invoice:

MBE backup documentation:

Drop and drop file here or Browse Computer Browse e-Builder

Drop and drop file here or Browse Computer Browse e-Builder

Submitted | Take Action | Check Spelling | Print | Copy | Delegate | Save | Cancel

3. Now that you have completed the request and filled in all required information, you can submit the request for review. To submit the request, you will have to use the **“Take Action”** dropdown option which is different from the initial request submission. This can be found in the top right corner of the screen. Choose the **“Submitted”** option from the dropdown, and then click the **“Take Action”** button.

Project: Washington/Governor/ Mickey Memorial/ Overpass/ Project (0,014455669882211)

Process Document: INV - 13

Current Workflow Step: Direct Payment Documentation

Subject: Invoice/Reimbursement Request

Status: Submitted

Project Number: CFS-1234

Overall Due Date:

Step Due Date:

Submitted | Take Action | Check Spelling | Print | Copy | Delegate | Save | Cancel

Details | Comments (0) | Documents (0) | Attached Processes (0) | Attached Forms (0) | Attached To (0)

Expand All | Collapse All

Amount requested for State payment (this invoice):

Total amount of Local responsibility (this invoice):

Total amount of Contractor/Vendor invoice:

Direct Payment or Reimbursement:

Responsibility for payment: State, Local, or both:

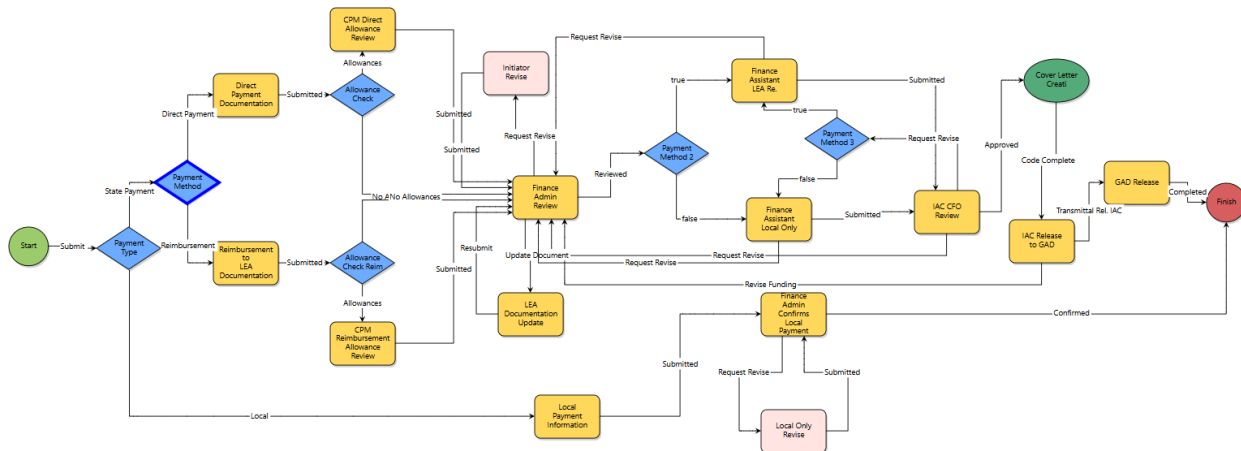
If this is a request for direct payment, the process may be initiated by the vendor:

Direct payment to Vendor

State Local Both

Direct Payment to Vendor Documentation

Process Workflow



Workflow Steps

Initial Submission

1. **Start: (Process Initiator)** Requested by the LEA Facilities Planner. The LEA Facilities Planner will choose whether the request is either a direct payment, or reimbursement. They will then choose the contract that they are requesting the invoice for, and then add any other required information.
2. **Payment Type: (Decision Step)** This is a decision step that does not require action. The application, depending on the payment type, will route the process accordingly. IAC Planner
3. **Payment Method: (Decision Step)** This is a decision step that does not require action. This will check whether the payment is a “Local Payment, or “Direct Payment to Vendor”, and will route the process accordingly.

Direct Payment Path

4. **Direct Payment Documentation: (Process Initiator)** Once the application directs the initiator to this step. They will input all of the payment information as well as the Contractor/Vendor invoice.
5. **Allowance Check: (Decision Step)** This is a decision step that does not require action. The application will check to see if there are any allowances approved by the executive director. If there are, then the process will proceed to a CPM Review, if not, then it will be routed for a Finance Admin Review.
6. **CPM Direct Allowance Review:** In this step, the Capital Projects Manager will review the application and make comments.

7. **Finance Admin Review:** The IAC Finance admin will review the request and confirm that all data and documentation is correct. If correct, then the process will be routed to the next step.

Reimbursement Path

8. **Reimbursement to LEA Documentation:** In this step the IAC Finance Admin will check the request for completeness. If there are any questions, or if any more information is needed, then the request will be routed back to you with a comment explaining what is needed.
9. **Allowance Check: (Decision Step)** This is a decision step that does not require action. The application will check to see if there are any allowances approved by the executive director. If there are none, then the process will proceed to a CPM Review, if not, then it will be routed for a Finance Admin Review.
10. **CPM Reimbursement Allowance Review:** In this step, the Capital Projects Manager will review the application and make comments.
11. **Finance Admin Review:** The IAC Finance Admin will verify that the local payment has been paid, and then push request to Finish, notifying the process initiator of the results. If for any reason the Finance Admin needs an update to the documentation, then they will be able to route the process back to the initiator along with comments of what is needed.
12. **LEA Documentation Update:** (Process Initiator) In this step the process initiator will be able to update any documentation that has been requested by the CPM, or the Finance Admin.

Completion Steps

13. **Finance Admin Review:** The IAC Finance Admin will then be able to review all information for completeness. If there are any questions, or if there is anything more needed, then the Finance Admin will be able to send the request back to you for updates. The Admin will be forced to put in a reason why the request is sent back to you.
14. **Payment Method: (Decision Step)** This is a decision step that does not require action. The application, depending on the payment type, will route the process accordingly.
15. **Finance Assistant LEA Reimbursement:** The IAC Finance Assistant will review for completeness, and add all payment information into the accounting software.
16. **Finance Assistant Local Only:** The IAC Finance Assistant will review for completeness, and add all payment information into the accounting software.
17. **IAC CFO Review:** The IAC CFO will review all information, and if approved, will approve the release of the payment.
18. **Cover Letter Creation: (Automated Step)** This is an automated step that creates the Invoice/Reimbursement cover letter and combines it with the existing provided documents.

19. **IAC Release to GAD:** The IAC Finance Assistant will review the information, and then confirm the release of the payment transmittal.
20. **GAD Release:** The IAC Finance Assistant will use this step to enter the GAD release date for reference, and then send the process to its end point. You will be able to follow this process through each of these steps during the process and once it is complete. However, you will be notified that the process is complete, and that the invoice has been approved.