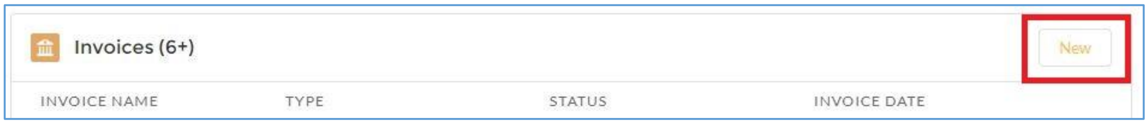
PPA Interim Invoice, Invoice Items, and Documentation

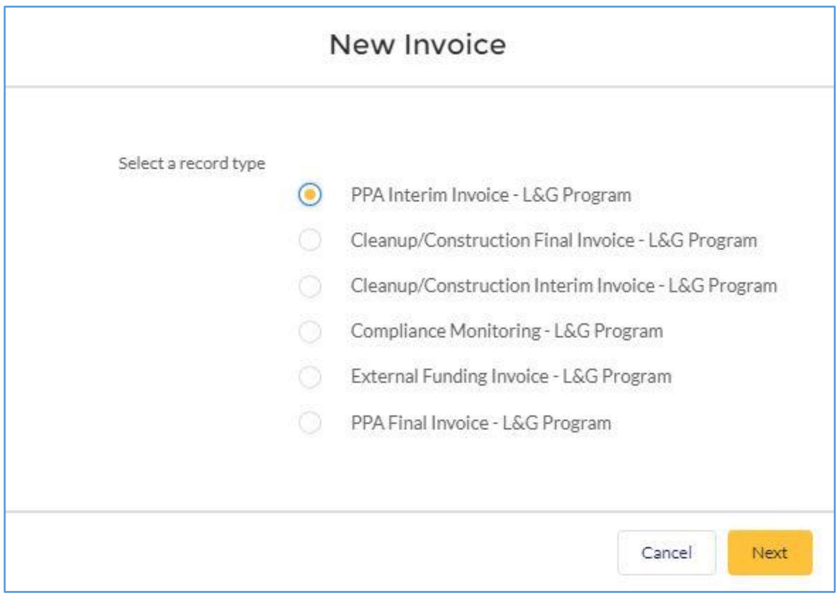
An Invoice consists of an Invoice record, line item records called Invoice Items, and attached receipts, invoices, or other documentation. Amount fields on Invoice Items roll up to the Invoice record.

Create Invoice

To create an Invoice, navigate to the Project. Click the arrow next to Invoices and click New.



There are different Invoice record types. A selection window will appear. Depending on the record type selected, the form may look different – with different fields, requirements, layout, etc.

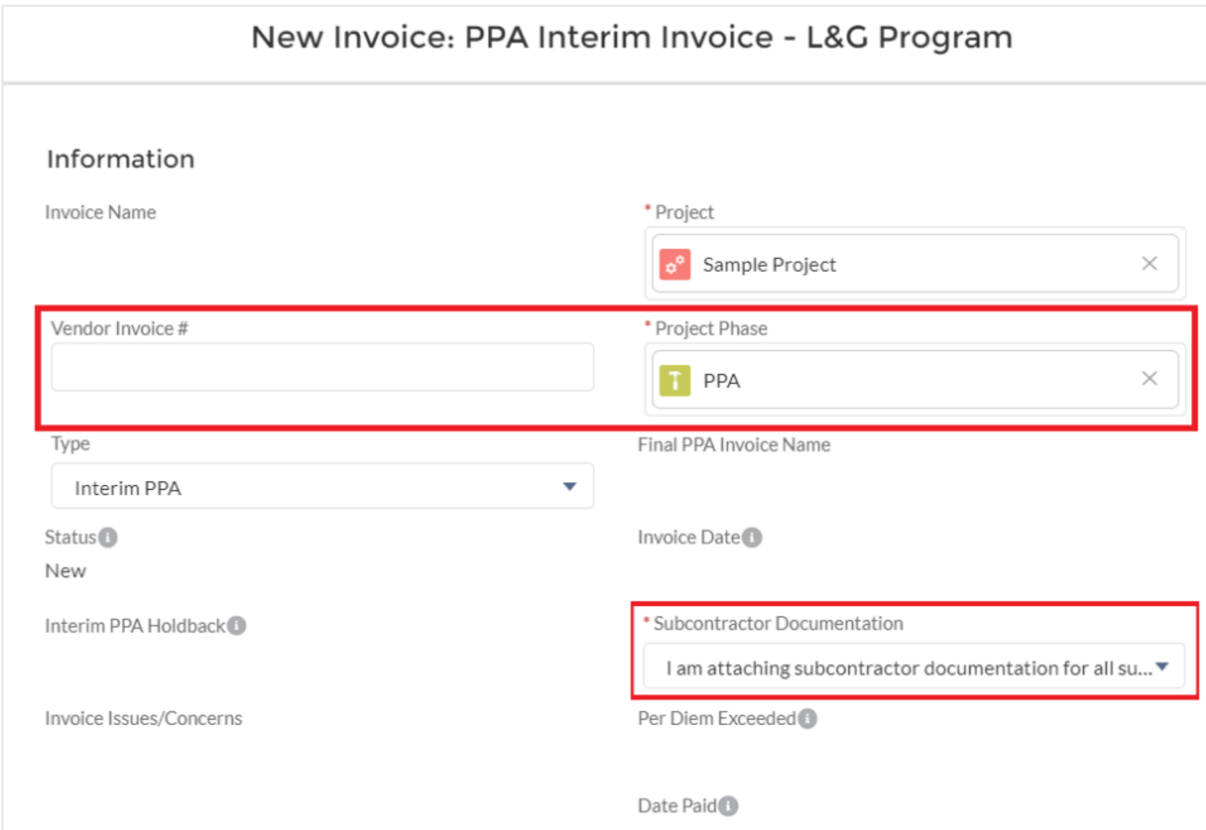


These record types can be used only as labeled, e.g., PPA Interim Invoice cannot be used to create a PPA Final Invoice.

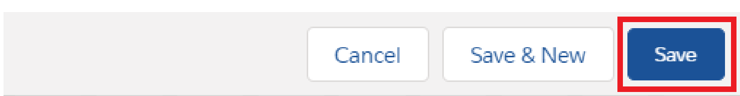
Select PPA Interim Invoice - L&G Program and click Next.

- Invoice Name – Not editable. Invoice Name will auto-populate upon ‘Save’.
- Project – Because you are creating the Invoice record from the Project, Project is auto-populated.
- Vendor Invoice # – The Invoice number provided by your company. Optional.
- Project Phase – Enter “PPA” and select the record associated with the Project.
- Type – Defaults to “Interim PPA”
- Final PPA Invoice Name – Not editable. This field will be populated by PLIA after the Final PPA Invoice is submitted for approval. It is used to calculate the Interim Invoice Holdback amounts for payment on the Final PPA Invoice.
- Status – Not editable. Defaults to “New”.
- Invoice Date – Not editable. Populated automatically when the Invoice is submitted to PLIA for approval.
- Interim PPA Holdback – Not editable. This field will be populated as Invoice Items are added to the Invoice.
- Invoices Issues/Concerns – Not editable. PLIA will communicate issues with the Invoice via this field.

- Per Diem Exceeded – Not editable. This field is populated as Invoice Items are added to the Invoice. If a hotel-related Invoice Item exceeds the allowed per diem amount, this field will be populated with “Yes”. A “Yes” value will prevent submission of the Invoice for approval.
- Date Paid – Not editable. PLIA will populate when the Invoice has been paid.
- Subcontractor Documentation – Click Edit and select a value from the Subcontractor Documentation field. This is required to submit the Invoice for approval.



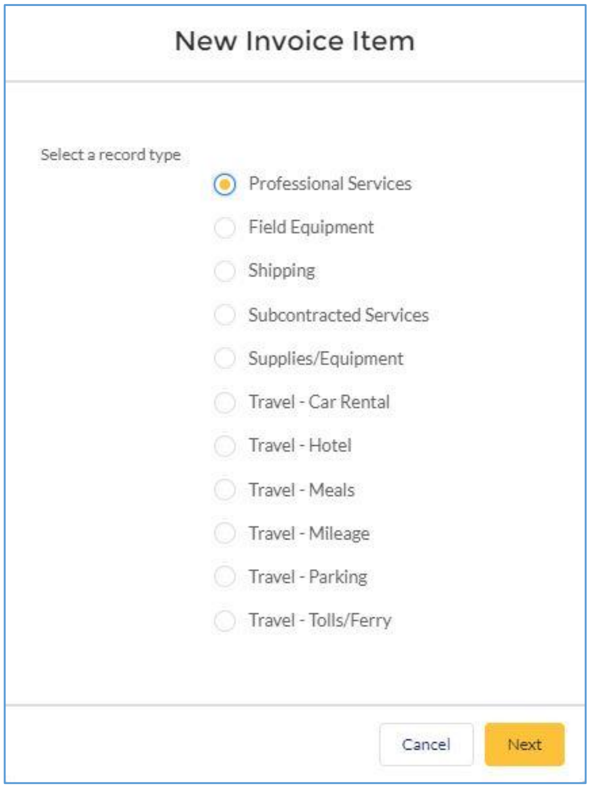
Save.



Create Invoice Items

To add detailed line items to your Invoice, navigate to the Invoice. Scroll down to Invoice Items and click New.

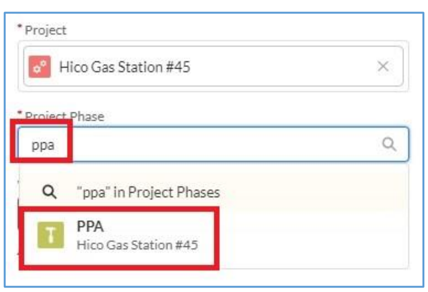
There are different Invoice Item record types. A selection window will appear. Depending on the record type selected, the form may look different – with different fields, requirements, layout, etc.



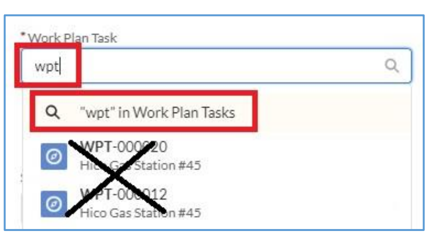
These record types can be used only as labeled, e.g., Professional Services cannot be used to create a Subcontracted Services Invoice Item.

Common Fields

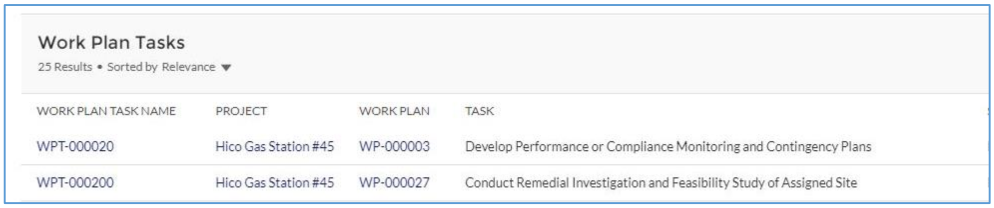
- Invoice Item Name – Not editable. Invoice Name will auto-populate upon 'Save'.
- Invoice – Because you are creating the Invoice Item record from the Invoice, Invoice is auto-populated.
- Type – Auto-populated based on record type.
- Project – Enter Project
- Project Phase – Enter "PPA" and select record associated with Project.



- Work Plan Task – Enter WPT and click "'wpt' in Work Plan Tasks" for a list of available Work Plan Tasks.



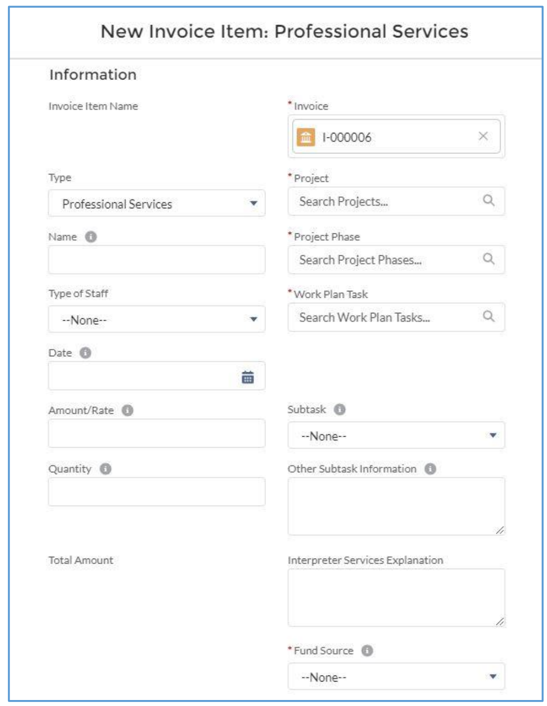
Click on the Work Plan Task Name to select the Work Plan Task.


Work Plan Tasks

25 Results • Sorted by Relevance

WORK PLAN TASK NAME	PROJECT	WORK PLAN	TASK
WPT-000020	Hico Gas Station #45	WP-000003	Develop Performance or Compliance Monitoring and Contingency Plans
WPT-000200	Hico Gas Station #45	WP-000027	Conduct Remedial Investigation and Feasibility Study of Assigned Site

- Amount/Rate
  - Professional Services rate/hour
  - Subcontracted Services amount billed
  - Field equipment rate/day
  - Supplies/equipment cost
  - Hotel room/car rental rate
  - Parking/tolls/ferry amount
  - Shipping amount
- Date – Date of travel, meals, supplies/equipment purchase, shipping purchase, or subcontracted work performed.
- Subtask – This field is required if Subtask is not defined on the associated Work Plan Task record.
- Other Subtask Information – If “Other” was selected for Subtask, provide an explanation.
- Interpreter Services Explanation – complete if needed. Not required.
- Total Amount – Not editable. Auto-calculated.
- Fund Source – Select “PPA Fund”.
- Status – Not editable. Defaults to “New”.
- Date Paid – Not editable. PLIA will populate when the Invoice has been paid.

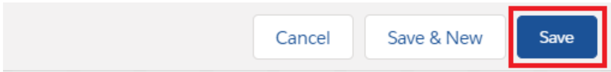


Fields Dependent on Record Type

- End Date – Last date of Field Equipment rental
- Location – Location of parking, tolls/ferry, or hotel address
- Markup Amount – For subcontracted services. Markup cannot exceed 10% of Amount/Rate.
- Name – Name of subcontracted company, purchased or rented item, or name of staff for professional services or travel expenses
- Quantity
  - Professional Services hours
  - Mileage: number of miles traveled
  - Car rental days
  - Field equipment days
- Site-Specific Purpose – For Field Equipment and Supplies/Equipment record types
- Start Date – First date of Field Equipment rental
- Travel Expense Type – Auto-populated based on record type
- Type of Work – For subcontracted services
- Vendor Name
  - Car rental company name
  - Hotel name
  - Name of store where supplies or equipment were purchased
  - Name of company renting/providing field equipment
  - Name of shipping company

- Work Day End Time –While in Travel Status
- Work Day Start Time –While in Travel Status

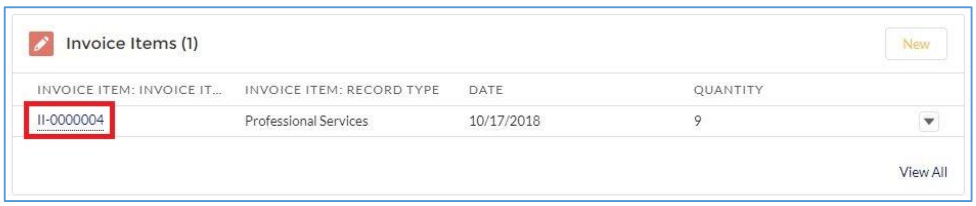
Save.



Clone Invoice Items

The Clone button can be used to simplify creation of multiple similar Invoice Items. Because the available fields are dependent on the type of Invoice Item, cloning should only be used to create Invoice Items of the same record type, e.g., Professional Services, Field Equipment, etc.

To clone an Invoice Item, navigate to the Invoice. Scroll down to the Invoice Items list and click on the name (II-#######) to open the Invoice Item you wish to Clone.

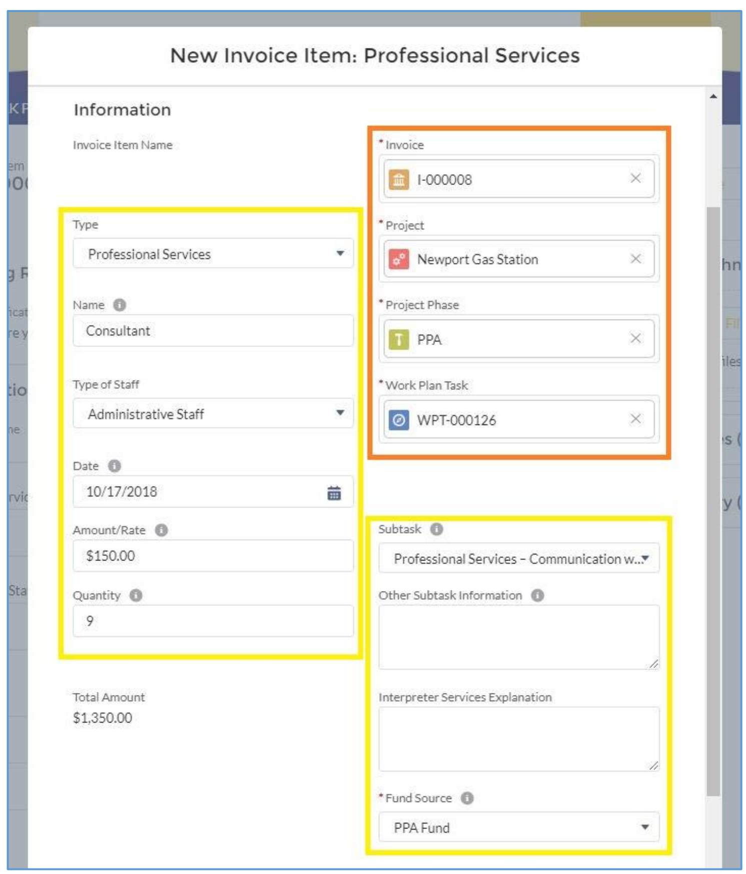


Click Clone in the upper right corner.

In the New Invoice Item window, review all data and update where needed.

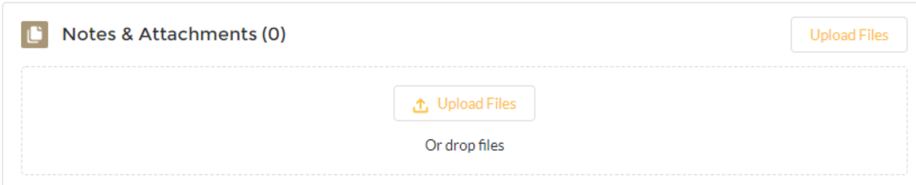
Notes:

- If you change the Project, you must also change the Invoice, Project Phase and Work Plan Task to records that correspond with the new Project.
- Notes & Attachments are not cloned to the new record.



Attach Your Invoice

If you have an invoice generated by your company that you wish to attach to your PLIA Invoice, scroll down to Notes & Attachments. Drag and drop your file or click Upload Files to select from your computer.



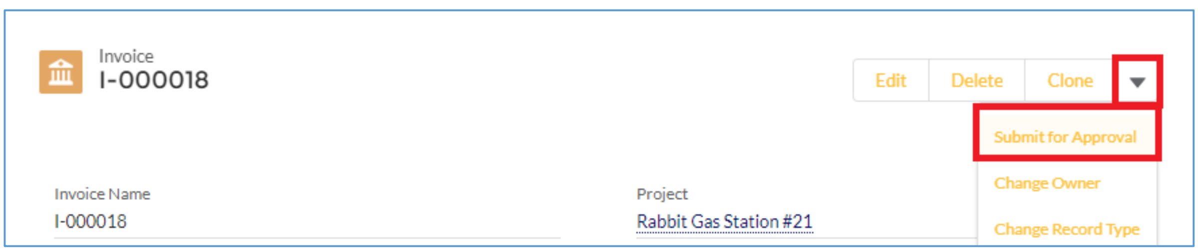
Submit PPA Interim Invoice for Approval by PLIA

Once all Invoice Items have been created and receipts and invoices have been attached, navigate to the Invoice.

Upon Save, additional fields will appear.

- Invoice Total – Not editable. This field is the sum of all associated Invoice Items.
- Interim PPA Payable – Not editable. This field is the Invoice Total less the Interim PPA Holdback.
- PPA Fund Total – Not editable. This field is the sum of all associated Invoice Items with a Fund Source of “PPA Fund”.

Next, submit your Invoice for approval by PLIA. Click the arrow next to Delete and click Submit for Approval.



Submitting for approval changes the Status to “Pending Approval” and locks the Invoice and Invoice Item records. During the approval process, the records cannot be edited by the consultant. PLIA is notified via email of the pending approval.