

Payment Application - Invoice Tracking – Financial Transaction Group (FTG) Use

Vendor invoices to DGS are submitted in the DC Vendor Portal per District requirements. DGS utilizes the Payment Application form in ProjectTeam to capture the initial or Pencil Copy submission of the payment application prior to vendors submitting their invoice in the DC Vendor Portal.

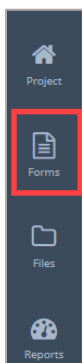
All vendors are required to submit a Payment Application in ProjectTeam for review and approval before submitting their invoice to DGS. The approved payment application in ProjectTeam will serve as the basis for the vendor invoice package uploaded to the DC Vendor Portal.

FTG reviews and processes invoice in PASS – records pertinent data in applicable invoice status and Payment Application record in ProjectTeam FOR THE DURATION OF THE INVOICE APPROVAL AND PAYMENT PERIOD – this requires multiple edits to record information in the record as the process runs its course.

Invoice Tracking – Financial Transaction Group (FTG) Use

Once the invoice has been submitted in the DC Vendor Portal, use the following instructions to review and track the invoice submission and payment information.

1. Within the project, click the **Forms** icon on the left navigation pane.



2. In the search area of the **Form Types** start to enter Payment and then select **Payment Application**.

Form Types

Payment

★ MY FAVORITES EDIT

Payment Applications

VIEW ALL FORM TYPES

Payment Applications

3. Click the title of the payment application you wish to review.

Payment Applications shared with me

New Print

<input type="checkbox"/>	Title	PO Number	Application #	Cost Period	Created On	Shared
<input type="checkbox"/>	Johnson Contracting - June 2020	AXY-0034 - Design Contract	0002	January 8, 2020 - January 10, 2020	4/25/20 7:15 PM	12 Edit
<input type="checkbox"/>	Smith Architects Pay Application #1	AXY-0034 - Design Contract	0001	January 8, 2020 - January 10, 2020	3/25/20 11:17 AM	2 View

4. In the Details section and click the **Edit** button in the top right corner of the payment application to enter the Invoice Tracking Information.

DETAILS

Edit

General Financial Summary Item Breakdown

Title
Johnson Contracting - June 2020

PO Number
AXY-0034 - Design Contract

Contract Information

5. Enter the **Invoice Tracking** information by clicking on the **Create New** button.

Invoice Tracking

Create New

Invoice PO Numbers	Voucher Number	PASS Receipt Number	PASS Receipt Date	PASS Receipt Approved Amount	PASS Receipt Approved Date	Payment Date	Check/ACH Number
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- a. Enter the **Invoice PO Numbers** associated with the invoice. This can include multiple POs when required and each PO should be entered on a separate line.

Invoice PO Numbers

- b. Enter the **Voucher Number**.

Voucher Number

- c. Enter a **PASS Receipt Number**.

PASS Receipt Number

- d. Select a **PASS Receipt Date** from the calendar.

PASS Receipt Date

March 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

- e. Enter a **PASS Receipt Approved Amount**.

PASS Receipt Approved Amount

- f. Select a **PASS Receipt Approved Date** from the calendar.

PASS Receipt Approved Date

March 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

- g. Select **Payment Date** from the calendar.

Payment Date

< March 2020 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

- h. Enter a **Check/ACH Number**.

Check/ACH Number

Type the Check/ACH Number

- i. Once you have completed this section you can click Add to return to the payment application or click the **"Add & New"** to save the Invoice PO Number and enter another entry.

[Add & New](#) [Add](#)

6. Select a **PM Approval Date** from the calendar.

PM Approval Date

< March 2020 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

7. Select an **Invoice Status** from the drop-down list.

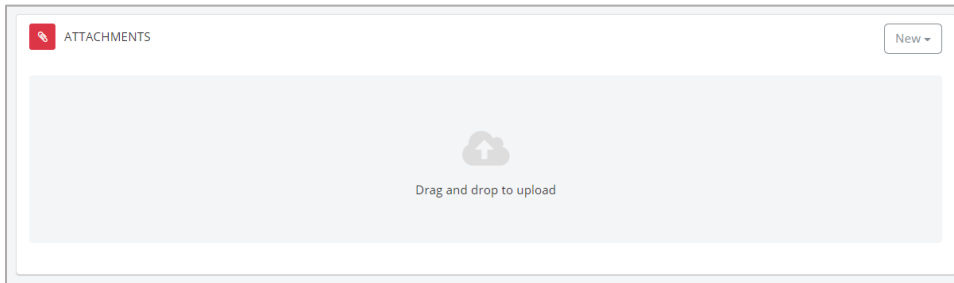
Invoice Status

8. Enter **Invoice Review Notes**.

Invoice Review Notes

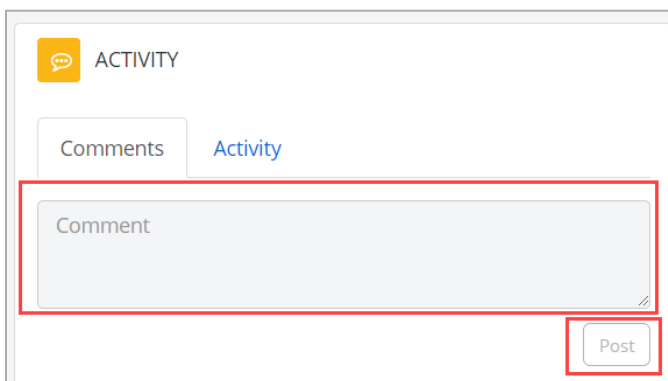
Type the Invoice Review Notes

9. Attach a copy of the invoice from the DC Vendor Portal. Copies of each submitted invoice should be attached if multiple submissions are performed due to revisions.

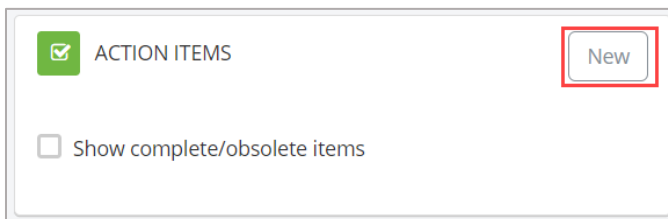


The screenshot shows a section titled "ATTACHMENTS" with a red icon. Below the title is a large light gray area with a cloud and upward arrow icon and the text "Drag and drop to upload". A "New" button with a dropdown arrow is in the top right corner.

10. Use Comments and Actions Items for Pay App specific issues related to the Invoice.

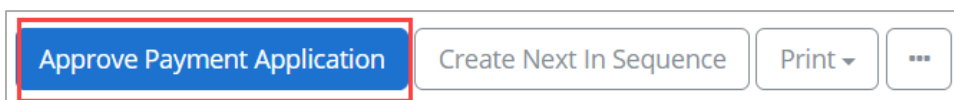


The screenshot shows a section titled "ACTIVITY" with a yellow speech bubble icon. Below the title are two tabs: "Comments" and "Activity". The "Activity" tab is selected. Below the tabs is a large text input field labeled "Comment". To the right of the input field is a "Post" button. Both the input field and the "Post" button are highlighted with red rectangles.



The screenshot shows a section titled "ACTION ITEMS" with a green checkmark icon. Below the title is a checkbox labeled "Show complete/obsolete items". In the top right corner is a "New" button. The "New" button is highlighted with a red rectangle.

11. Once the invoice is fully approved, processed, and paid, click the **Approve Payment Application** button. This is the final step once all review, processing, approval, and payment information has been entered in the record. No changes can be made once this step is complete.



The screenshot shows a horizontal bar with four buttons: "Approve Payment Application" (highlighted with a red rectangle), "Create Next In Sequence", "Print" with a dropdown arrow, and a three-dot menu icon.