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.

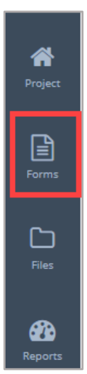
All vendors are required to submit a Payment Application in ProjectTeam for review and approval before submitting their invoice to DGS. The approved payment application in ProjectTeam will serve as the basis for the vendor invoice package uploaded to the DC Vendor Portal.

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.

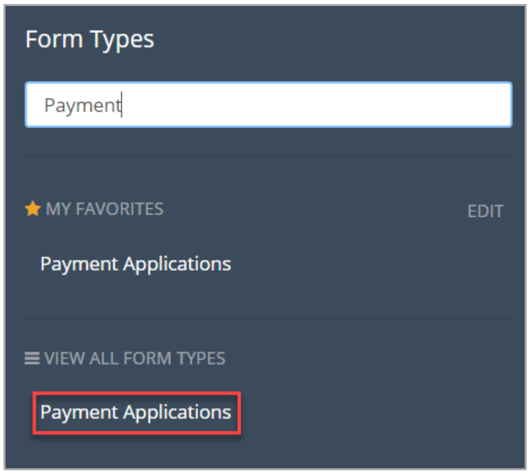
Invoice Tracking – Financial Transaction Group (FTG) Use

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.

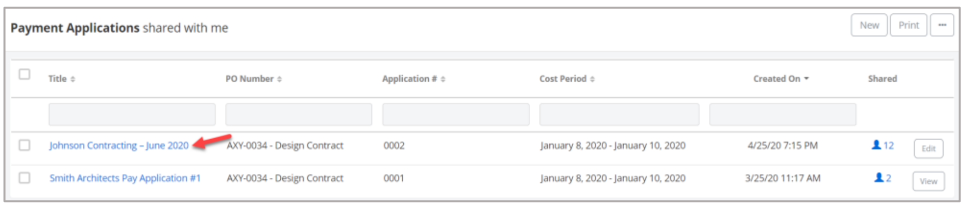
1. Within the project, click the **Forms** icon on the left navigation pane.



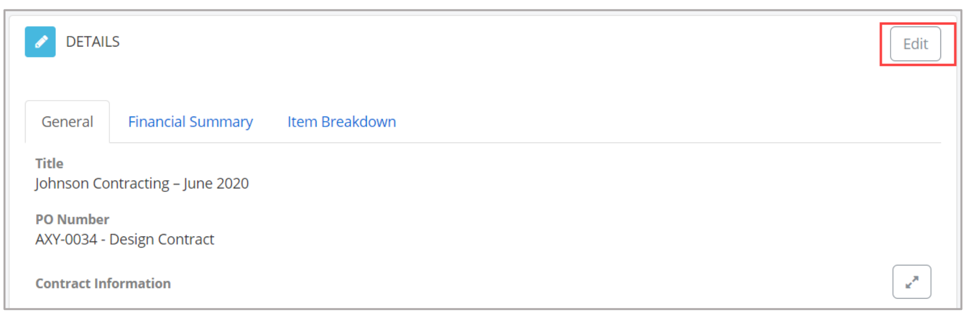
2. In the search area of the **Form Types** start to enter Payment and then select **Payment Application**.



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



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.



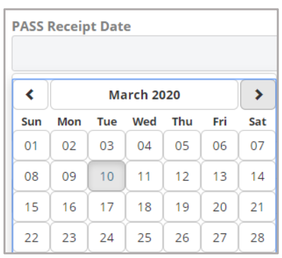
5. Enter the **Invoice Tracking** information by clicking on the **Create New** button.

   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.

b. Enter the **Voucher Number.**

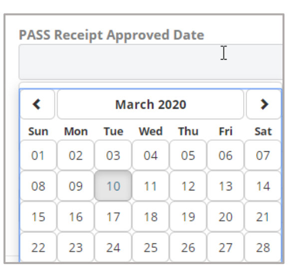
c. Enter a **PASS Receipt Number**.

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



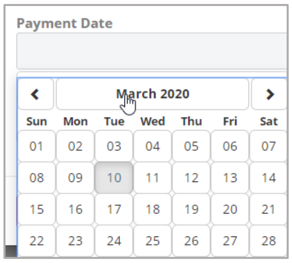
e. Enter a **PASS Receipt Approved Amount.**

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



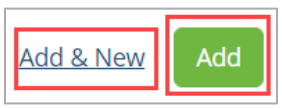
g. Select **Payment Date** from the calendar.

dgs.projectteam@dc.gov

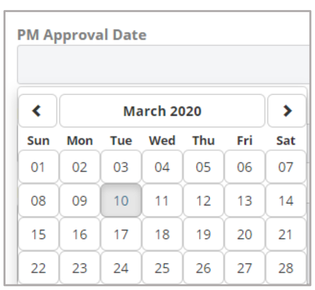


h. Enter a **Check/ACH Number**.

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.



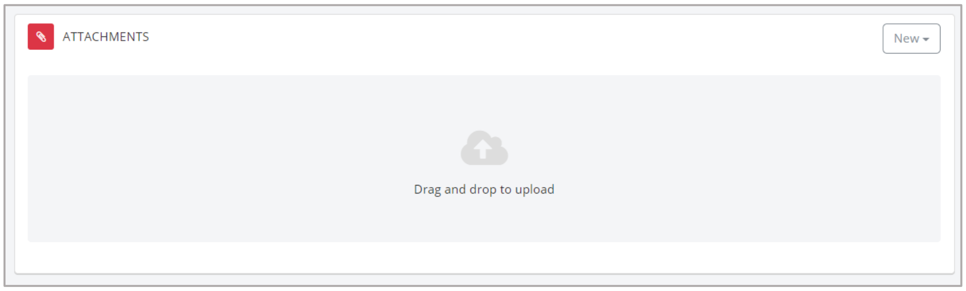
6. Select a **PM Approval Date** from the calendar.



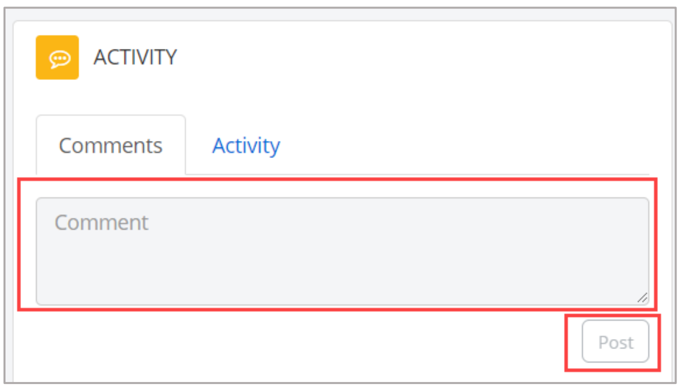
7. Select an **Invoice Status** from the drop-down list.

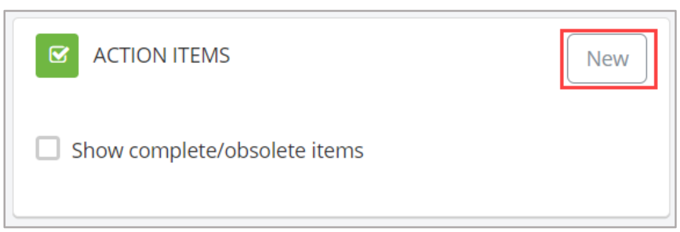
8. Enter **Invoice Review Notes**.

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.



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





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.