**Procedures for Supporting Documents and Reviewing Grant and Contract Invoices in ECAMS**

Recipient Instructions:

*Notes:*

*\*If you have any questions about this invoice submittal process, please contact your CAM.*

*\*Please refer to instruction manual* ‘[ECAMS\_Submitting\_an\_Invoice\_ada.pdf](https://www.energy.ca.gov/sites/default/files/2023-03/ECAMS_Submitting_an_Invoice_ada.pdf)’ *for a step by step guide on how to initiate and submit an invoice using ECAMS.*

* Initiate the invoice in ECAMS
	+ ECAMS will automatically generate an invoice number.
	+ Example: ARV-19-001-001
* In ECAMS, verify that the remittance address is accurate. (See “Remit Payment To” section of the Invoice Payment Cover Sheet.) If the address needs to be updated, please alert your CAM. This will avoid delay in receipt of payment.
* Generate the invoice coversheet in ECAMS
* Sign and date the cover sheet of the completed invoice
	+ **Acceptable Signature Types:**
		- Scanned electronic copy of the completed and signed hard copy invoice with original wet signature.
		- Electronic copy of the completed invoice with a certified electronic signature (created using a software such as Adobe Acrobat or DocuSign that locks the file after signing).
		- The SCO will not accept electronic signatures that are font signatures (i.e. signatures created with font text).
* Scan the signed invoice cover sheet into a PDF document
	+ Name the PDF document using the following naming convention: **Cover sheet.invoice number**
	+ Example: Cover sheet.**ARV-19-001-001**
* Scan all supporting documentation into grouped PDF documents
	+ Name the PDF document using the following naming convention: **Travel Form.invoice number**
	+ Example: **Travel Form**.**ARV-19-001-001; Receipts.ARV-19-001-001**
* Name and save the invoice template as PDF
	+ Example: **Invoice Template.ARV-19-001-001**
* Attach the named PDF cover sheet, supporting documents and invoice template to the invoice in ECAMS
* Submit and certify the invoice

CAM Instructions

* If a remittance address needs to be updated, please send a request to gordon.kashiwagi@energy.ca.gov. If the mailing address is the same as the remittance address, only State Form STD 204 is required. If the remittance address is different than the mailing address on the STD 204, please submit both a STD 204 and a STD 205. Fiscal requires that both the STD 204 and STD 205 be signed within 14 calendar days of each other to be considered valid.
	+ [STD 204 Payee Data Record](https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std204.pdf)
	+ [STD 205 Payee Data Record Supplement](https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std205.pdf)
* CAM reviews invoice PDF file using the [Training](https://forms.office.com/Pages/ResponsePage.aspx?id=RBI6rPQT9k6NG7qicUgZToNCtEHV8e1LvvhAfgqlNeJUOEc4SFdJQUwyTDUxWFRaSkZaU1lGSkVSMy4u) or [Standard](https://forms.office.com/Pages/ResponsePage.aspx?id=RBI6rPQT9k6NG7qicUgZToNCtEHV8e1LvvhAfgqlNeJUQlJTTDhSQzJLNE01UzRIMzNFQldPQllUVC4u) Invoice Review Checklist (MS Forms version). If a dispute is required, please follow instructions on the Invoice Dispute Process available at <https://www.energy.ca.gov/media/4497>. In ECAMS, disputes are only allowed for contract invoices. Grant invoices may be returned to the recipient for correction.
* **Adjusting Invoice Amount:** The CAM can adjust the overall invoice total down (-, negative) if necessary at the conclusion of the dispute process. However, any positive (+) adjustments will require the invoice to be cancelled and resubmitted, per the SCO requirements. Please remember that the CAM must contact the Recipient to discuss any invoice adjustment prior to approving the reduced invoice for payment.
* **Editing Electronically Signed Invoices:** The process of electronically signing a PDF locks the file from further editing. Therefore, in order to make edits to an invoice that is electronically signed, first print the invoice to PDF, then make edits using the “Comment” tool as described below, and finally initial the revisions using the “Fill & Sign” feature. The file will be re-locked once CGL signs the invoice with a certified electronic signature.
	+ To ***cross-out incorrect information***, use one of the following “Comment” tools, with Red color: “Strikethrough text”, “Use drawing tool”, or “Line” from within “Drawing Tools.” To ***insert correct information***, use one of the following “Comment” tools, with Red color: “Add text comment”, or “Add text box.”
	+ When finished editing, initial each revision made using the “Fill & Sign” feature in Adobe Acrobat, which allows you to draw your initials.
	+ If there are so many edits to the invoice (with strikethrough text, corrected text, and CAM’s initials) that it is unreadable, then the CAM should request that the recipient make the corrections and send it back to them.
	+ If the edit changes the Expenses or Match amounts, the CAM must also make the adjustment directly in ECAMS in order for the corrected payment to be made by Accounting. ECAMS will only allow the amounts to be adjusted down.
* CAM approves invoice in ECAMS. The ECAMS approval workflow will automatically notify CGL that a new invoice is waiting for their review and approval.
* If any changes are made to the invoice during the review process, the CAM must upload a new version of the invoice and update the amounts in ECAMS as needed.

CGL Instructions

* CGL intake staff opens invoice email and enters invoice information into CGL’s invoice tracking spreadsheet.
* CGL reviewing staff goes to the invoice tracking spreadsheet to find the oldest pending invoice to review and selects their name from the drop down menu.
* CGL reviewing staff opens the CGL invoice email inbox and finds the email associated with the invoice they will review and flags the email red meaning this invoice is in progress.
* CGL reviewing staff will review the invoice per the [Invoice Review Checklist (MS Forms)](https://forms.office.com/Pages/ResponsePage.aspx?id=RBI6rPQT9k6NG7qicUgZTpBxPcOqMrhMiUj3asuMAApUNDlEMUpFSlVGMjNFOFZIVU0wTlVaVEdFSyQlQCN0PWcu)
* After their review, CGL reviewing staff approves in ECAMS.
* If CGL reviewing staff has questions regarding the invoice, or needs additional information in order to concur, they will email the CAM.
* CGL reviewing staff adds the PO and Receipt number (if applicable) to the invoice and uploads in ECAMS
* CGL will save the file as CGL Approved followed by the agreement and invoice number, this will help Acct determine which file to select EX: CGL Approved PIR-20-003 V-1 Invoice PIR-20-003 V-1-024
* CGL reviewing staff updates invoice tracking spreadsheet for completion and flags the email green meaning it’s done (**VERY IMPORTANT** for tracking purposes)
* CGL staff approves invoice in ECAMS. The ECAMS approval workflow will automatically notify Accounting that a new invoice is waiting for their review and approval.
* CGL reviewing staff saves **the complete, approved invoice (including receipts)** into the appropriate agreement file.