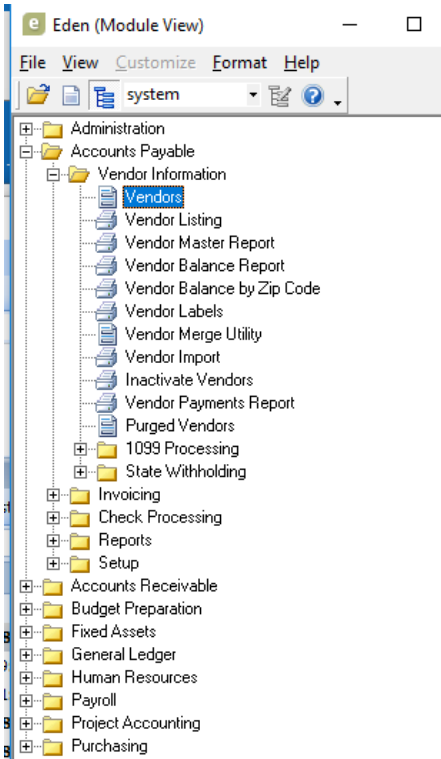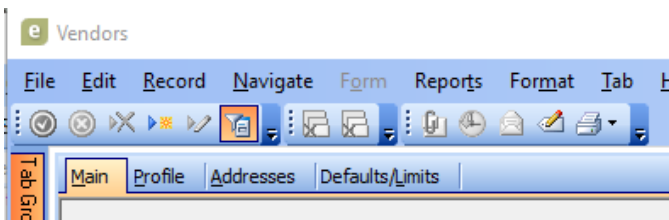DEPARTMENT OF
PUBLIC WORKS

Eden How-To
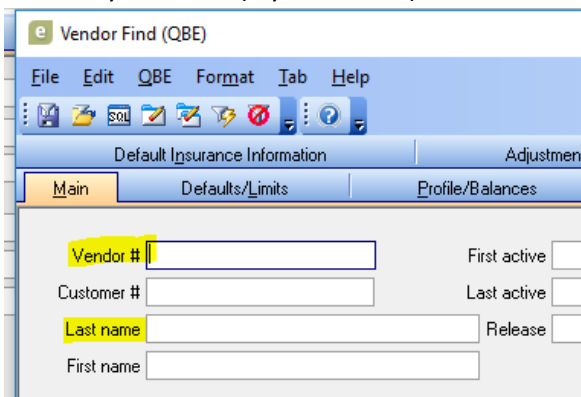## Checking Whether an Invoice has been Paid
August 2018 - TS

1. Open Eden Menu. Accounts Payable → Vendor Information → Vendors
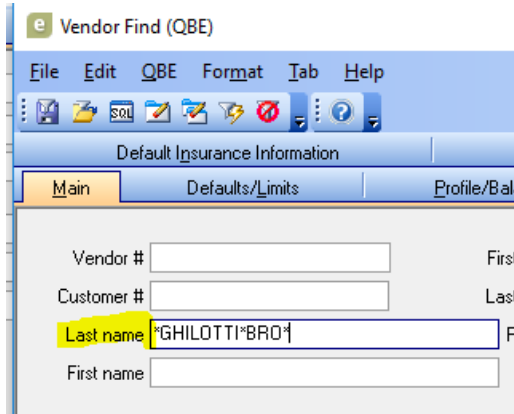
2. Select funnel button

3. A new "Vendor Find" (QBE) window will pop up
4. Search by vendor # (if you know it) **OR** last name

a. Vendor number: enter vendor number in box
b. Last name: enter the core words of the vendor name only. Note: this search is very sensitive. Sometimes you may know the contractor by a name, but their W-9 name (aka name in the financial system) is a little different. It's best to keep the search simple to the core words of the vendor name. Each word should be surrounded by asterisks (don't use spaces), that allows the system to search all vendors with any parts of those words. Can't find the vendor? Try dropping an "s" at the end, check your spelling, etc. For example, instead of searching "**GHILOTTI BROS, INC.**" you should search "***GHILOTTI*BRO***"

5. Hit the lighting bolt funnel at the top. The pop-up window will disappear
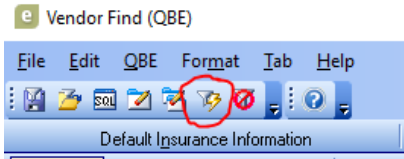
6. If there are multiple vendors with the name you searched, multiple vendor profiles will return in your search. For instance, here I searched "***GHILOTTI***" and (obviously) multiple vendors came up. The bottom right corner of the screen says "1 of 6"
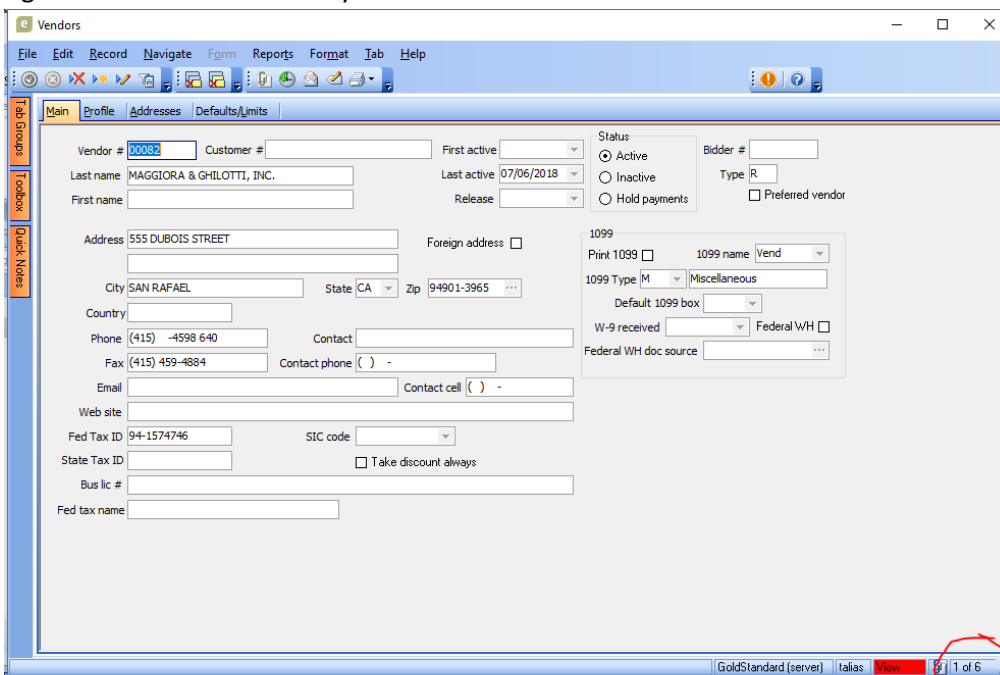
7. Navigate to the vendor profile you are looking for by selecting Navigate from the top bar then → Next or Prior. Sometimes we have multiple vendor profiles set up. Usually it's because somebody set up an old one a long time ago and it hasn't been deleted. You will find out shortly though if it's an old vendor profile because when you look up the paid invoices you will see no activity on them. In that case you'll want to go to the other profile.
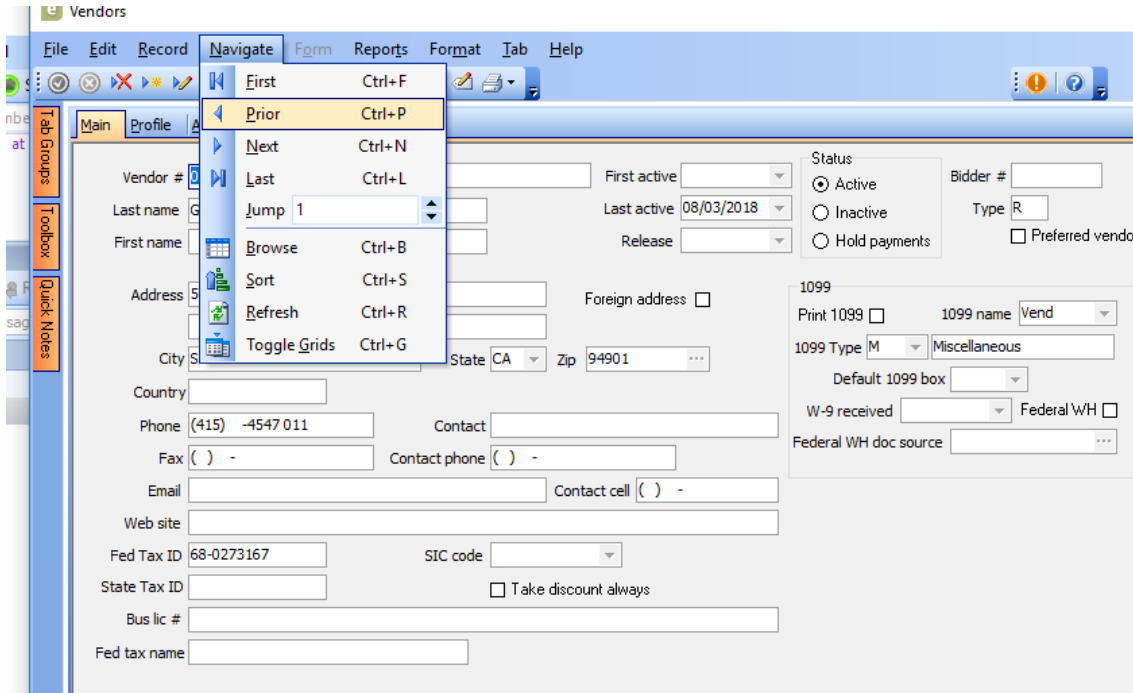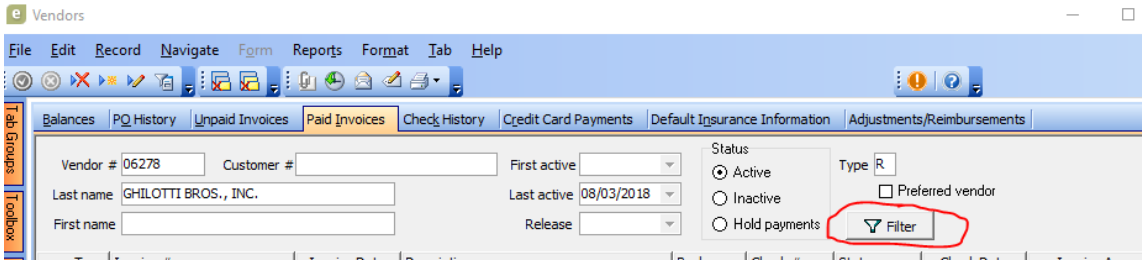

8. Once you are on the vendor profile you need, to check invoices, go to Tab → Paid Invoices.
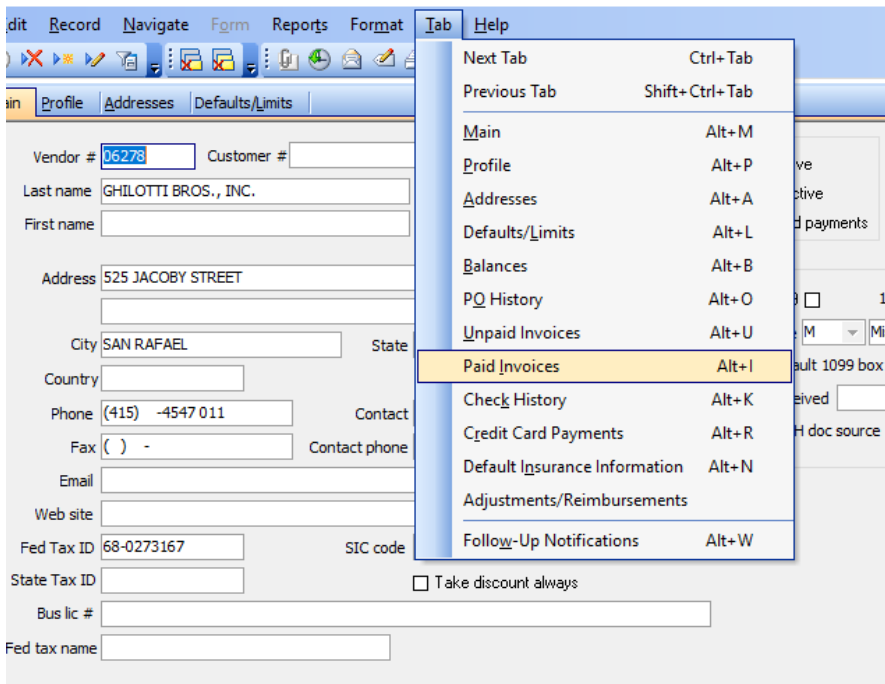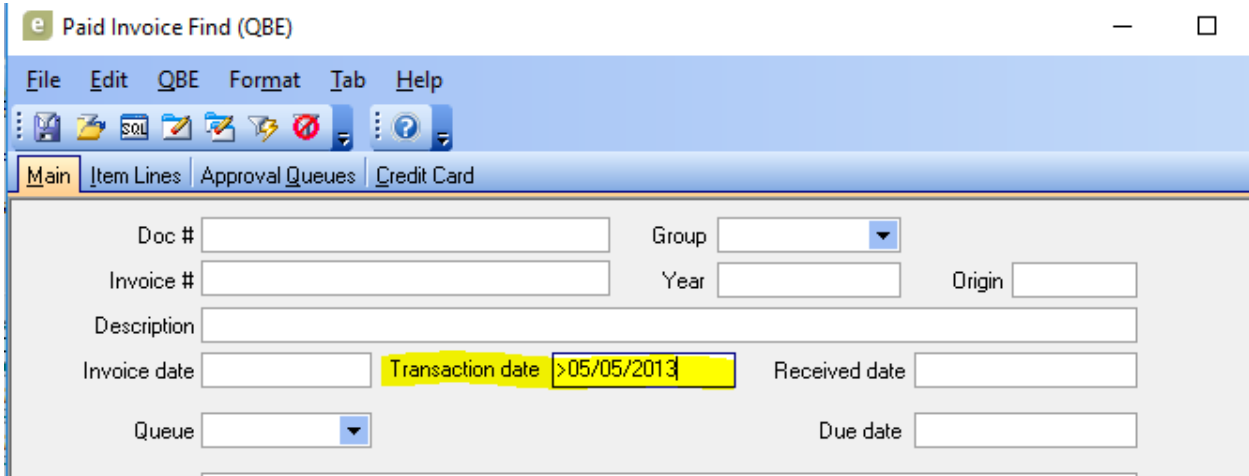
9. You may see nothing here at first, so you have to set the filters. Click the Filter button in the top right

10. A new window will pop up. I like to just filter all invoices in the past several years to make sure I am seeing everything. In Transaction date box enter everything greater than a date a long time ago e.g. "**>05/05/2013**"

11. Hit the lightning bolt funnel. The pop-up window will go away. The Vendor screen will now show all of invoices which checks have been cut and issued for. The newest ones are on top (sorted by check date – note **not** by vendor invoice date)
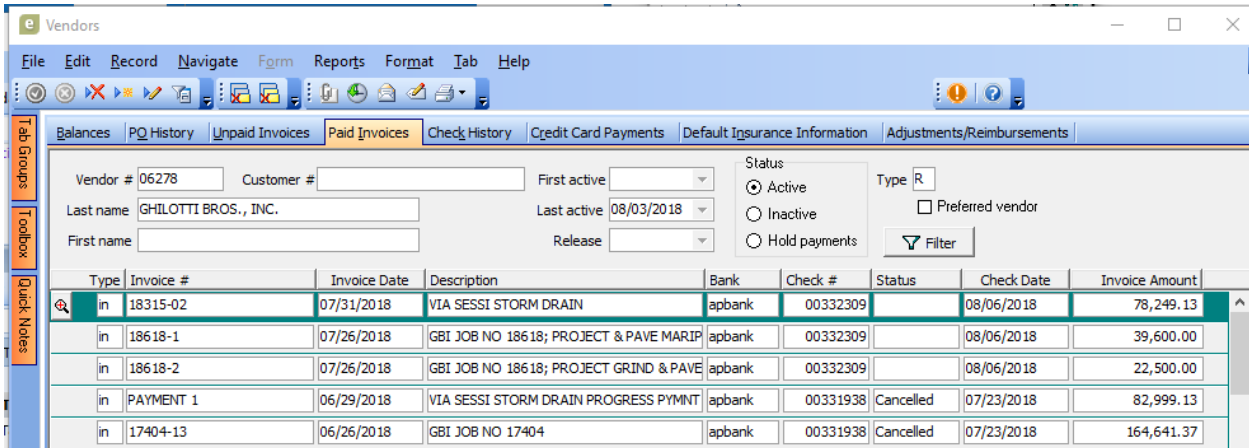
 a. Definitions of the columns:

 b. **Type**: ignore this

 c. **Invoice #**: the number on the invoice issued by the vendor. These are not City of San Rafael invoice numbers, and will vary vendor by vendor

 d. **Invoice date**: this is the date listed on the invoice, again by the vendor

 e. **Description**: text entered by DPW admin staff when invoice was processed

 f. **Bank**: ignore

g. **Check #**: this is the check number . Note. If there were multiple invoices in one period for one contractor, you could have multiple payments made to them on the same lump sum check. Here we issued one check (check #00332309) to Ghilotti Bros for three different invoices they sent us:

Invoice Date	Description	Bank	Check #	Status	Check Date	Invoice Amount
07/31/2018	VIA SESSI STORM DRAIN	apbank	00332309		08/06/2018	78,249.13
07/26/2018	GBI JOB NO 18618; PROJECT & PAVE MARIP	apbank	00332309		08/06/2018	39,600.00
07/26/2018	GBI JOB NO 18618; PROJECT GRIND & PAVE	apbank	00332309		08/06/2018	22,500.00
06/29/2018	VIA SESSI STORM DRAIN PROGRESS PYMNT	apbank	00331938	Cancelled	07/23/2018	82,999.13
06/26/2018	GBI JOB NO 17404	apbank	00331938	Cancelled	07/23/2018	164,641.37

h. **Status**: ignore
i. **Check date**: this was the date of the City check that was sent out
j. **Invoice amount**: this is the amount of the invoice

12. If you want to get more of a description for the invoice or figure out where it was coded to, click anywhere on the row so that it's highlighted in green, select the magnifying glass, and in the pop up window select Invoice History → OK

13. An Invoice History window will pop up. Go to the Items Tab and select the payment row (it will all be highlighted in green) and then select the plus sign on the left so that a new row pops down below it

You are going to look at the box second from the left. In this invoice, it was coded to Project #11347-02:

If the box second from the left is blank, that means it was coded to a operating budget code, not a project number. This invoice was coded to 206-44-48001-9270 (Gas tax fund contract. services

Finally, if there is a number entered under "PO #", then it was coded to a PO number. This invoice was coded to PO #00917:
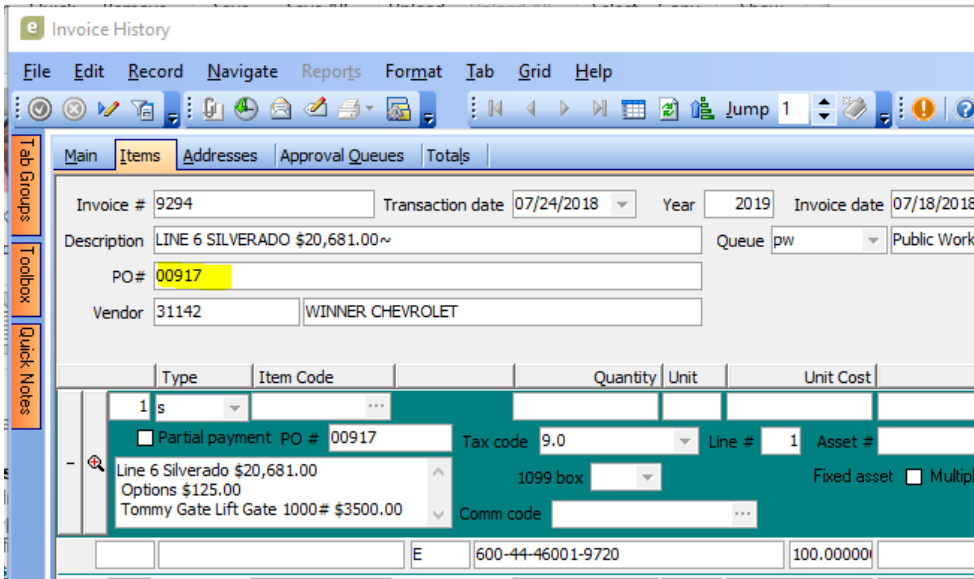
14. You will also notice that there will be more descriptions here about what the invoice was for. There are two places where descriptions are inserted:
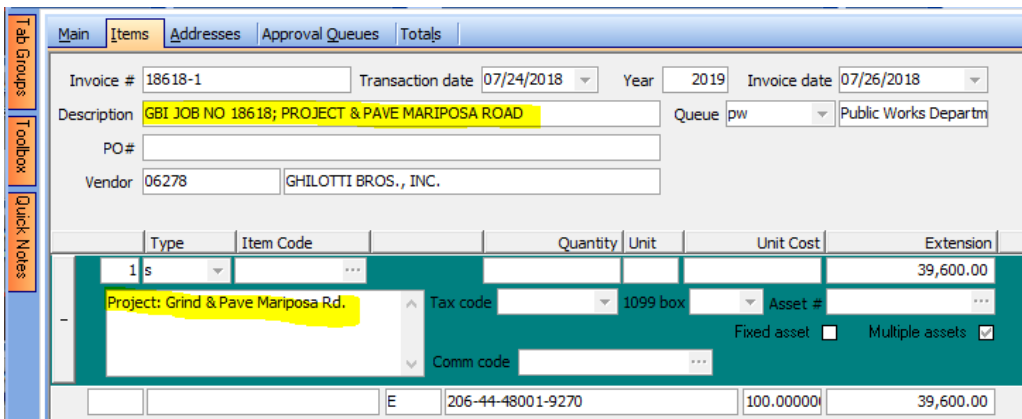
15. Didn't find the invoice you were looking for in step 11? It could be in Unpaid Invoices. That means that the payment process has started (the invoice has been entered into Eden and might even be in the approval process), but the check has not been issued yet.

16. Close out of the Invoice History window and go back to the Vendors window. Click on the Unpaid Invoices tab. Repeat step 10 to make sure you have the right filter set.
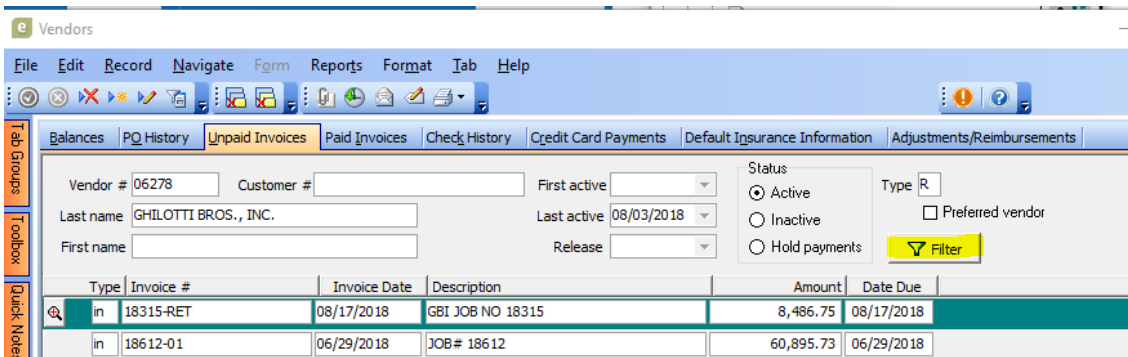
Here you won't see a check date column because of course the check hasn't been cut yet.

17. If you want to get more of a description for the invoice or figure out where it was coded to, click anywhere on the row so that it's highlighted in green, select the magnifying glass, and in the pop up window select Invoices → OK. This is slightly different from step 12.
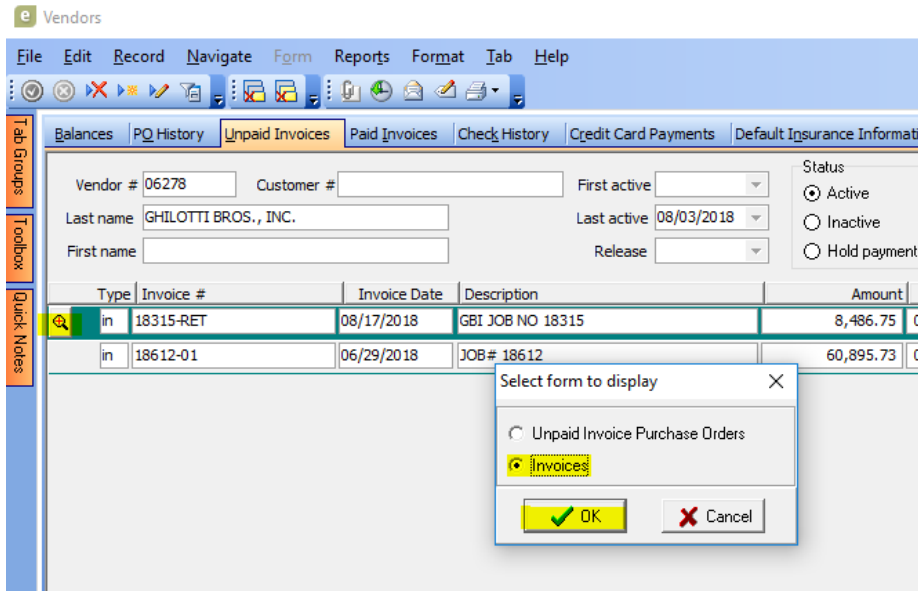
18. Repeat steps 13-14.
19. To find out where the invoice is in the approval queue, click on the Approval Queues tab. The Transaction date is the date which the check will be cut. Look at the name under "Current Approver". If it's someone in DPW, then the invoice hasn't made it out of DPW yet (it'll be in the next check run). If the name is someone in Finance, then it's over in Finance.