

OPERATIONAL INVOICES

PREPARATION

1. Send invoices to the Division responsible for coding and payment approval.

Streets—Ryan Montes
 Parks—Ryan Montes, Aaron Tubbs, Brenden Mitchell
 Facilities—Omar Garcia,
 Engineering—All engineers
 Garage—Garage Supervisor

2. Once approved, invoices will be placed in the "Invoices to be Paid" slot on the wall.
3. You may choose to alphabetize invoices before input or after, either way, vendor codes need to be written on the invoices prior to input.

a. **Vendor Codes:** <https://employees.cityofsanrafael.org/dpw-eden-resources/>

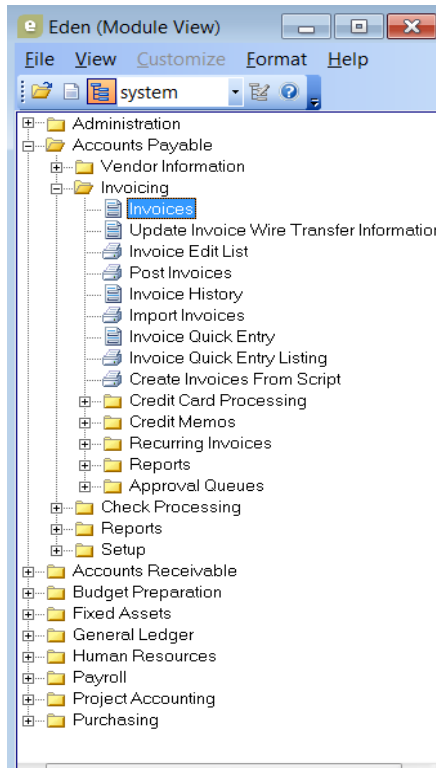
EXAMPLE

ACCOUNT CODE → ACCT.NO. 001-44-11001-9230

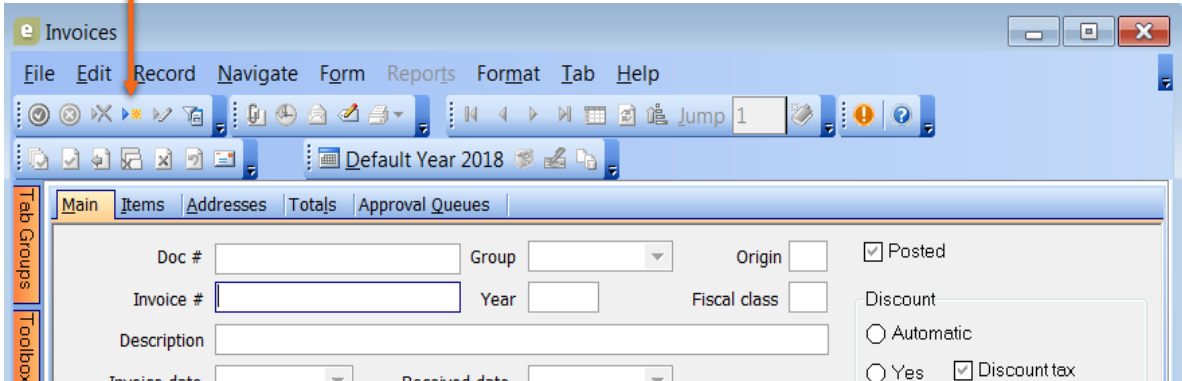
V-23304 → **VENDOR CODE**

SHIPPED	ORDERED	UM	SKU	DESCRIPTION	SUGG	UNITS	PRICE/ PER	EXTENSION
	1	1	EA	CSDSERVCONTRAC SERVICE CONTRACT BILLING KIP 3000 SN: 11605391	246.61	1	246.61 /EA	246.61 N
				TAXABLE	0.00			SUBTOTAL
				NON-TAXABLE	246.61			246.61
						** AMOUNT CHARGED TO STORE ACCOUNT **	246.61	
							TAX AMOUNT	0.00
							TOTAL	246.61

4. If you must assign an invoice number use the date of the document followed by "DPW" (04012018DPW) and remember to write it on the invoice.
5. If you do not have the original invoice and are using a fax, email or duplicate copy, stamp "Treat as Original" on the invoice and have your approver sign it.



New Invoice



New Invoice – Main Tab

The screenshot shows the 'Main' tab of the 'New Invoice' form. The 'Check group' field is circled in red. An arrow points from this field to a callout box with the following text:

Write "pw" to have checks separated from other departments. If this is not done all payments may end up on the same check. This can also be used to create separate checks for the vendor (i.e. pw-1, pw-2, ...)

Other visible fields include: Doc # 328615, Group christinef, Origin ap, Invoice #, Year 2018, Fiscal class fy, Description, Invoice date, Received date 04/01/2018, Transaction date 04/01/2018, Approval date out, Queue pw, Public Works Department, PO #, Vendor, Contract #, Terms due, Due Upon Receipt, Due date 04/01/2018, Department, Check type ap, Accounts Payable, Invoice status (Active, Hold, Pay, Paid), and Payment information (EFT, Hand-written check, Normal check, Wire transfer).

Items Tab

The screenshot shows the 'Items' tab of the 'New Invoice' form. The table below displays the invoice items:

Type	Item Code	Quantity	Unit	Unit Cost	Extension
1 s					178.03
	Garage uniform service		1099 box		
				00000000	178.03

Other visible fields include: Invoice # 703825888, Transaction date 05/01/2018, Year 2018, Invoice date 04/25/2018, Description CUST. NO. 792118932, Queue pw, Public Works Departm, PO#, Vendor 31198, ARAMARK UNIFORM & CAREER, Validate control total when posting, and Control total 0.00.

Addresses Tab

Invoice # 703825888 Transaction date 05/01/2018 Year 2018 Invoice date 04/25/2018

Description CUST. NO. 792118932 Queue pw Public Works Departm

PO #

Vendor 31198 ARAMARK UNIFORM & CAREER

Pay to remit

ARAMARK UNIFORM & CAREER

APPAREL GROUP, LLC / AUS WEST

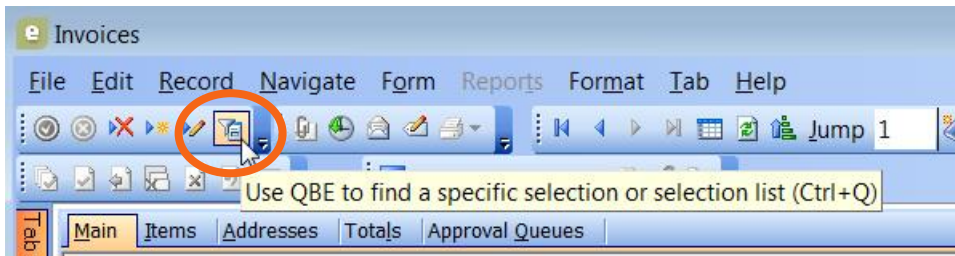
LOCKBOX PO BOX 101179

PASADENA CA 91189-0005

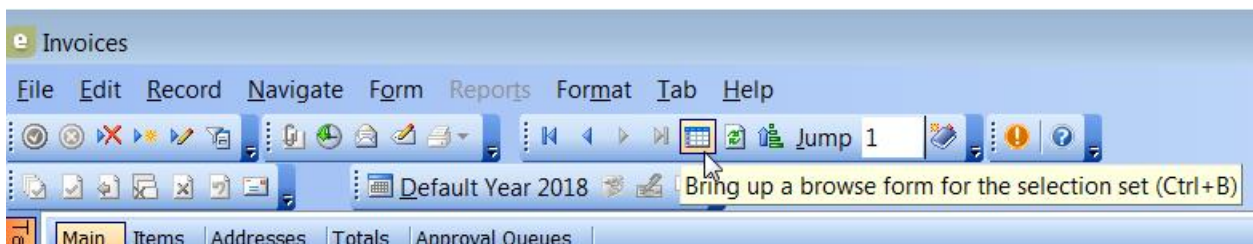
Make sure the correct "remit to" address is selected and corresponds to the address listed on invoice

Select to "save" invoice input

6. Before passing on to Talia or Christine for approval:
 - a. Close and reopen invoice window
 - b. Use the "filter" button to select dates of input (" $>04/01/18$ " would display all input after this date)



- c. Select the "browse" option to display a report of invoices in your date selection and double check. Make sure browse displays invoice in alphabetical order. Use this to double check *invoice number, vendor, and amount*. Pull out any invoices over \$10K and place in a separate stack.



7. Once you've doubled checked your input bring the invoices (2 stacks) to Talia/Christine for approval.
8. Once the invoices are approved make copies of all CIP invoices and PG&E, file copies of invoices accordingly.