



Invoice Processing

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To Set Up Contract in Financial Management System (FMS)

- ▶ Day 1 – Set up vendor code (If new with the City)
- ▶ Day 2 – Authority/Contract & Amendment
- ▶ Day 3 – Encumbrance

Invoice Review & Drawdown

- ▶ Day 1-2 – Logging of Invoice into EWDD's tracking system
Analysis of Invoice Review Team and determination of cash needs
- ▶ Day 3 – Initiate drawdown from grantor
- ▶ Day 4 – Cash received from grantor (if electronically but longer for manual check)
- ▶ Day 5 – Cash/Funds deposited to specific Fund/grant
- ▶ Day 6 – Cash made available for payment
Accounts Payable Section process payment and transmit to Controller

Controller's Office

	Form of Payment/Number of Days	
	Check	EFT
Up to \$100,000	5	3
Over \$100,000	6	4

Note:

Check – Agency will receive the check from the day the invoice is approved for payment

EFT – Funds will be transferred electronically from the day the invoice is approved for payment

“Will Call” Check (Issued in Case of Emergency Only)

- ▶ Day 1 – EWDD submits invoice & memo requesting for a “will call” check to Controller
- ▶ Day 1–2 – Controller approves memo
- ▶ Day 3 – Controller will call the department requesting for a “will call” check (after 12:00 noon)
 - EWDD picks up the check from Controller
 - EWDD will call the agency when check is ready for pick up from EWDD

Timeline

Timeline	Number of Days	
	Check	EFT
Set up vendor code		
Set up contract/amendment	3	3
Encumbrance		
Log and analyze invoice	1	1
Initiate drawdown process		
Cash received from grantor (if electronically but longer for manual check)		
Cash deposited to specific fund/grant	4	4
Cash available for payment; Accounts Payable Section – process payment		
Controller' Office – cuts check & mails to agency and/or transfers funds electronically to agency's bank account	5-6	3-4
Total	14	12

Any questions?

