

INVOICE PAYMENT PROCESS

The Finance Department, Comptroller's Division – Accounts Payable Office is responsible for issuing policies, procedures and guidelines relating to City invoice and accounts payable processes. Departments who have been granted the authority by Finance to administer accounts payable processes (such as energy invoice entry) will be obligated to follow all guidelines and standards issued by the Finance Department. The Finance Department reserves the right to monitor, approve or rescind approval for decentralized departmental processing. The InSITE system is the City's financial system and is the citywide standard automated tool to process, track and monitor encumbrances and expenditures.

- [Administrative Directive AD 4.08 for Purchasing and Payment Requirements](#) provides additional details on Invoice and Payment requirements.
- [Administrative Directive AD 4.05 for Food, Beverage and Refreshment Expenses Guidelines](#) provides acceptable levels of costs and reimbursement rates.
- [Administrative Directive AD 4.06 for Member Allowable Travel and Related Costs](#) provides additional information on acceptable employee reimbursement items for travel.

Consolidated Invoices

Currently there are three vendors participating in the consolidated invoice payment process. RGH-Staples for office supplies, Cintas for uniform rentals, and Liskey for printing services. City supervisors and managers are responsible for reviewing these invoice payments on a monthly basis. Guidance is provided in the Consolidated Invoices Reconciliation Procedure manual to assist departments in the reconciliation of monthly billings to InSITE and to resolve billing issues with the participating vendors. **ASK ABOUT INVOICES**

EnergyCap Invoice Entry

The [Authorization form](#) must be signed and returned to the Finance Comptroller's Division by all keyers and approvers. Each employee is responsible for holding others and ourselves to the highest standards while taking responsibility for the efficient and effective use of resources. Paying energy vendor bills through EnergyCap is streamlining the existing vendor accounts payable process which will benefit both the City and the vendors. However, everyone involved in this process should take steps to protect city resources and prevent overpayments, duplicate payments, fraudulent payments, payments to wrong vendors or sites, and erroneous payments. Any suspected impropriety with invoices or invoice payments should be reported immediately to the Comptroller within Finance. Any misuse of funds is subject to disciplinary action including dismissal. The Finance Comptroller reserves the right to disallow any employee with access to key invoices into EnergyCap due to failure to follow procedures.

General Department Requirements

Bill invoice amounts owed should not be adjusted due to a dispute with a vendor. All billing disputes resulting in changed amounts owed will be processed and applied to the next month's bill as a credit or new charge. Past due balances will not be paid through EnergyCap. Departments wishing to pay past due balances must process the invoice manually through Finance Accounts Payable and include a request and justification for paying the past due balances. Late fees will automatically be paid through EnergyCap. Departments are responsible for protecting city resources and preventing overpayments, duplicate payments, fraudulent payments or erroneous payments. Department keyers and approvers must take steps through audit of information and reports to ensure prompt action on outstanding invoices, and correct invoice amounts paid. Once an invoice and/or an invoice batch has been approved in EnergyCap, the invoice should not be un-approved, changed or reprocessed. EnergyCap identifies the fiscal year of the invoice based on the number of days in the billing period as compared with the number of days in each fiscal year. The bill is assigned to the fiscal year with more billable days. In the event that the same number of days is in both fiscal years, the old year is charged. No PO matched invoices should be processed through EnergyCap. No single individual is allowed to both key and approve the same invoice.