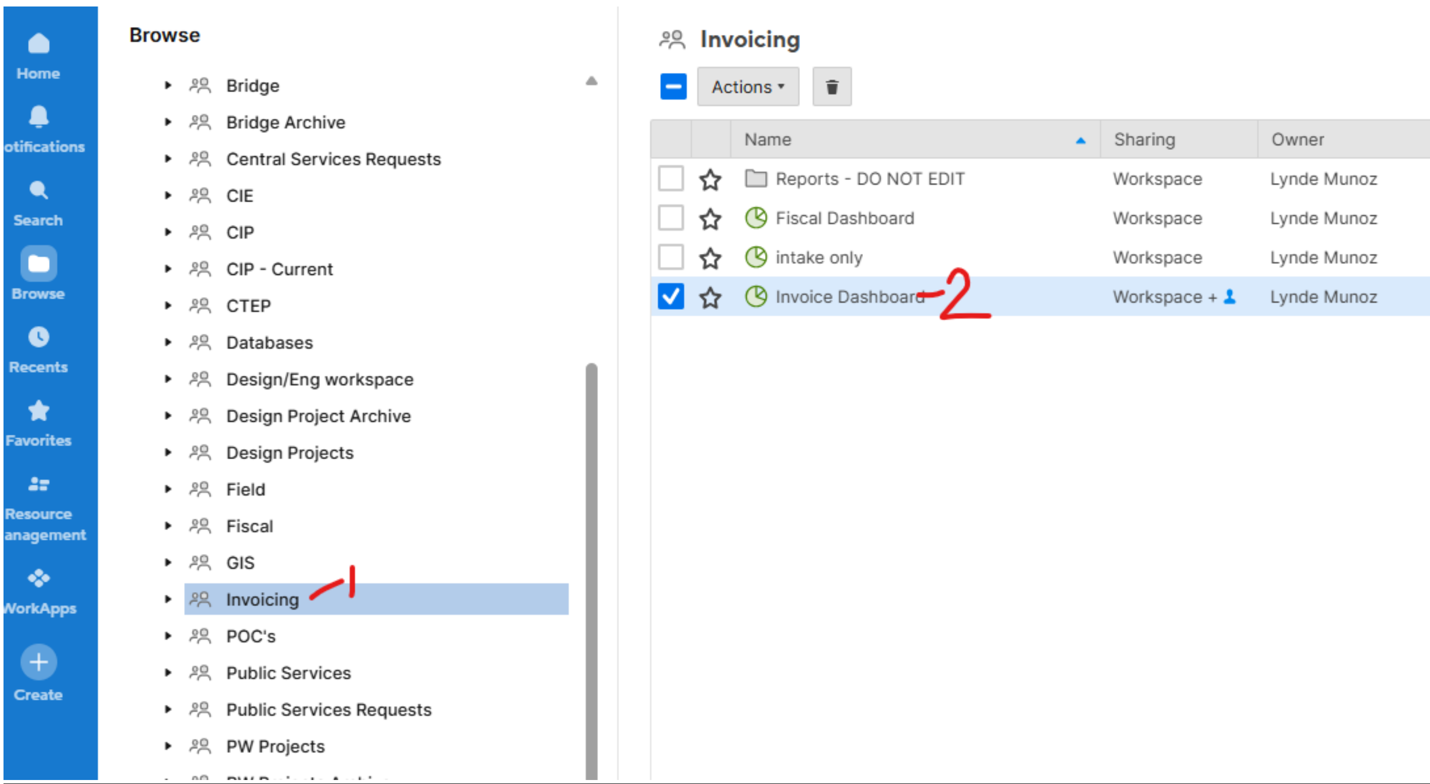
Table of Contents

<u>FYI: Smartsheet is Cloud-based. You need to 'Save' and/or 'Refresh' on a regular basis.</u>

Getting to the correct dashboard.

You can find the input form at this link, https://app.smartsheet.com/b/form/d3d5c6deebf74dc18f213ef910a4fa3f

***<u>NOTE</u>**: If you log into Smartsheet directly without a link to the dashboard, you will click the 'Invoicing' workspace, and then choose the Invoice Dashboard for the following directions.*



<u>*If any dashboard says "You're not shared to this view" then email lsmunoz@sjgov.org and let her know which dashboard you cannot see.</u>

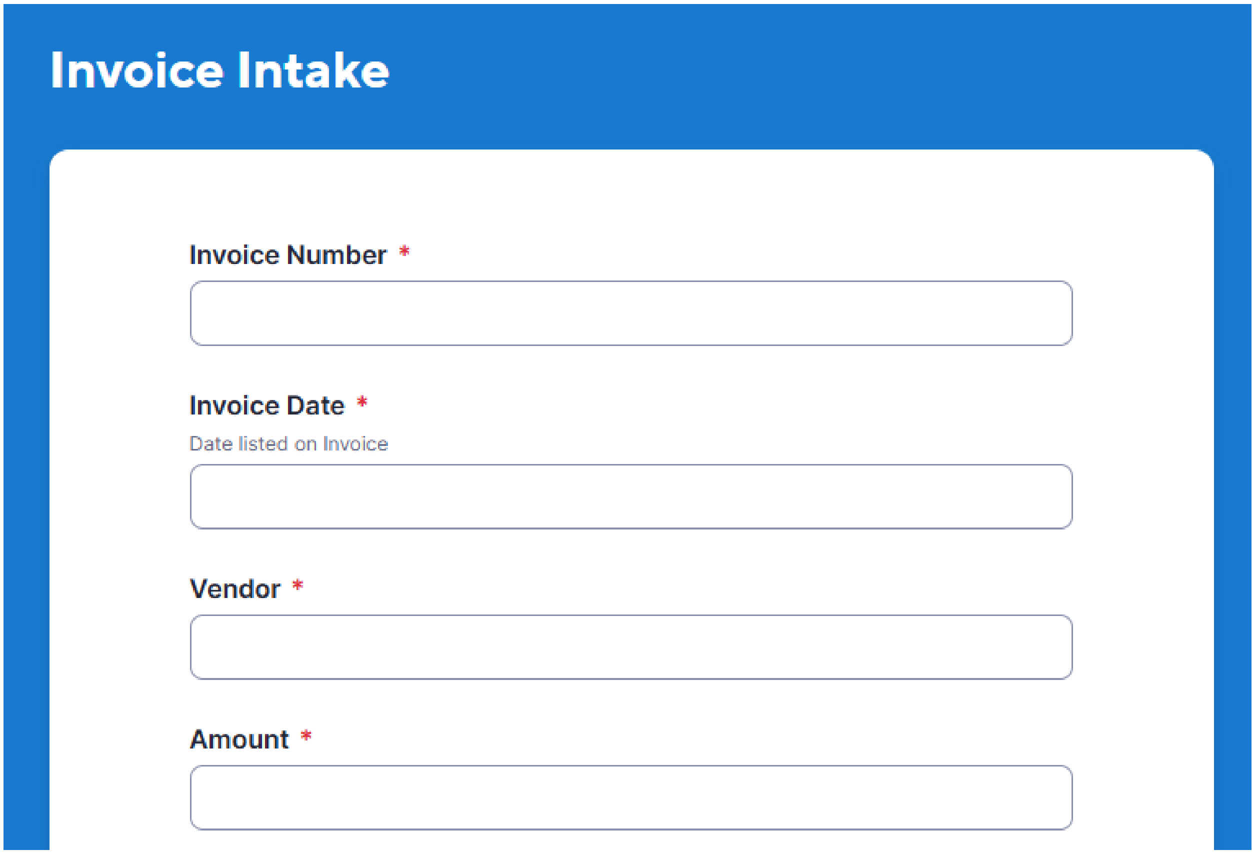
<u>*If any dashboard view says "There's nothing to show" it means you CAN see, there is just nothing assigned to you currently.</u>

<u>*If you are going to enter multiple invoices, it is easier to either use the intake form on the toolkit or use the 'Intake Only' dashboard and refresh after each entry.</u>

To input a new invoice:

All areas with the red asterisk are required.

The top half of the intake form (below) is required for every invoice. It is for basic information and routing to the division. You just enter the total amount of the invoice. No PO lines or accounting information needed. These items will just make it easy to sort and find what we need.



Invoice Intake

Invoice Number *

Invoice Date *

Date listed on Invoice

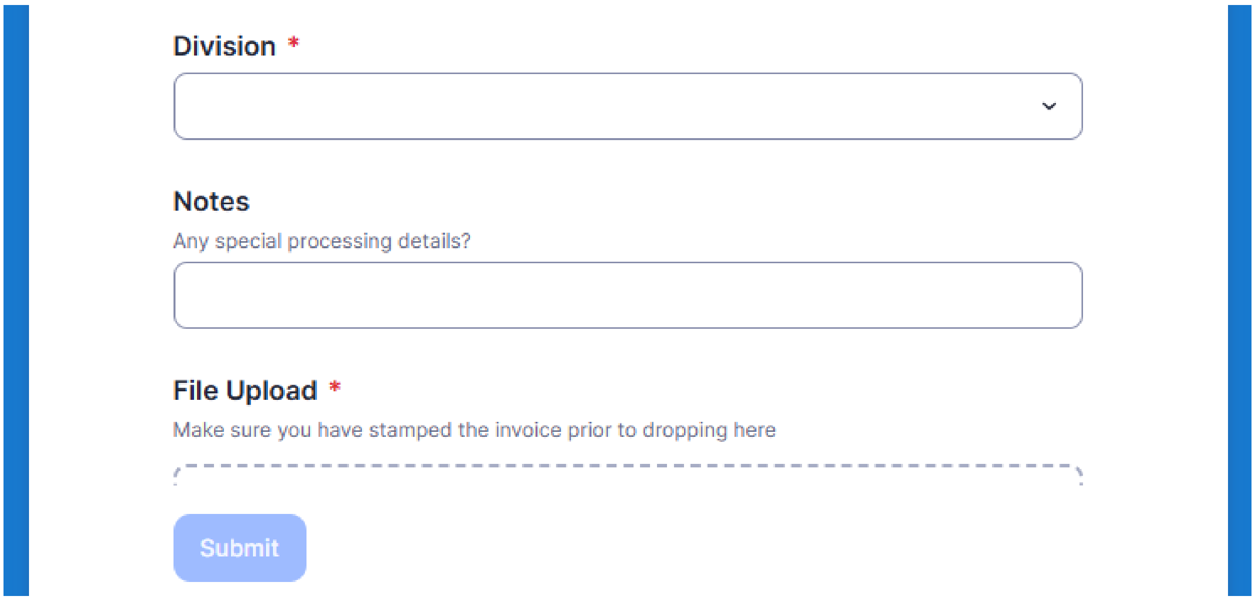
Vendor *

Amount *

The fields in the bottom half (Below) are to help with routing correctly. The division is a drop-down menu and cannot be changed so that we can ensure the correct people are notified.

An invoice is required to be added prior to submission (File Upload).

Click Submit



The page will need to be refreshed after each entry if you are entering multiple invoices.

Red Row:

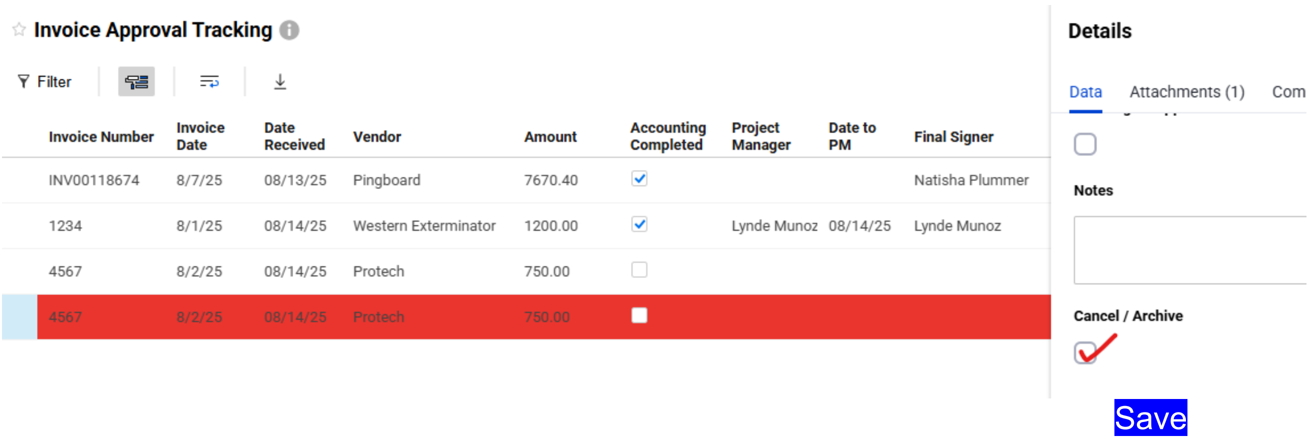
1. If an invoice is a duplicate it will turn red. It will only occur if it has been put in THIS system before. Only the divisions will verify and either rename or delete these. Fiscal will ignore them.
    1. If you see a red row, make sure you have a TRUE duplicate and not one that is similar. We are comparing invoice numbers only and though rare, sometimes there may be a different vendor with the same invoice numbering.

Invoice Approval Tracking

Filter

Invoice Number	Invoice Date	Date Received	Vendor	Amount	Accounting Completed	Project Manager	Date to PM	Final Signer	Date to FinalSigner	Notes
INV00118674	8/7/25	08/13/25	Pingboard	7670.40	☑			Natisha Plummer	08/13/25	
1234	8/1/25	08/14/25	Western Exterminator	1200.00	☑	Lynde Munoz	08/14/25	Lynde Munoz		
4567	8/2/25	08/14/25	Protech	750.00	☐					
4567	8/2/25	08/14/25	Protech	750.00	☐					

2. If an invoice is a duplicate or you do not want it paid for some other reason. You can click the Cancel/Archive button, and then the 'Save' button at the bottom of the menu. This moves the whole thing out of all tracking. ***Please do not cancel something unless you are sure you do not want it in the system. Otherwise you will need to resubmit.*

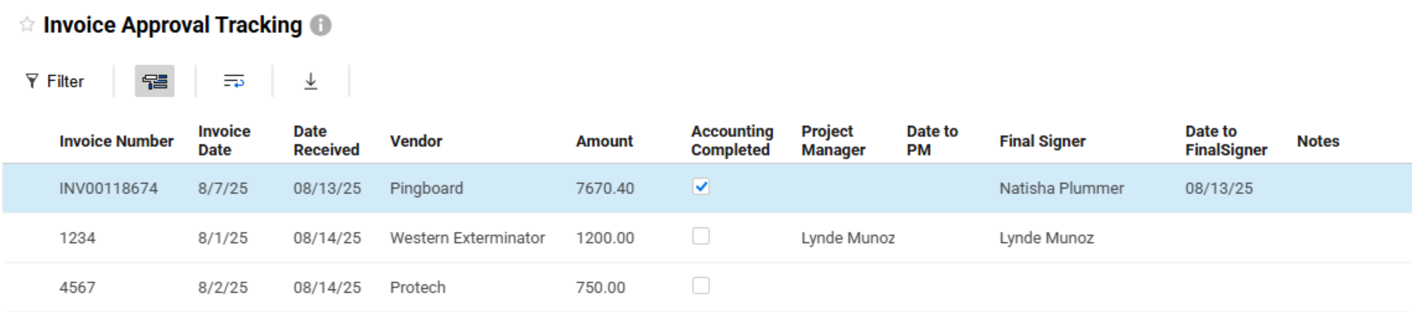


If you change the invoice number, the row will return to white. If you cancel/archive it, the row will disappear upon refreshing the page.

Accounting / Coding:

Once an invoice is input, the person(s) listed in the division group (i.e. Invoices - Utilities Maintenance, Invoices - Water Resources, etc.) will automatically receive an email from Smartsheet that they have a new invoice. It will link them to this dashboard: [Invoice Dashboard - Smartsheet.com]

Below is a screenshot of the Invoice approval section of the dashboard.



Invoice Number	Invoice Date	Date Received	Vendor	Amount	Accounting Completed	Project Manager	Date to PM	Final Signer	Date to FinalSigner	Notes
INV00118674	8/7/25	08/13/25	Pingboard	7670.40	☑			Natisha Plummer	08/13/25	
1234	8/1/25	08/14/25	Western Exterminator	1200.00	☐	Lynde Munoz		Lynde Munoz		
4567	8/2/25	08/14/25	Protech	750.00	☐					

***This dashboard is called ‘dynamic’ meaning that everyone logs in to the same dashboard but will only see things that are assigned to them. If it says you do not have access, that will have to be granted. If it is just blank, then you currently have nothing assigned to you.*

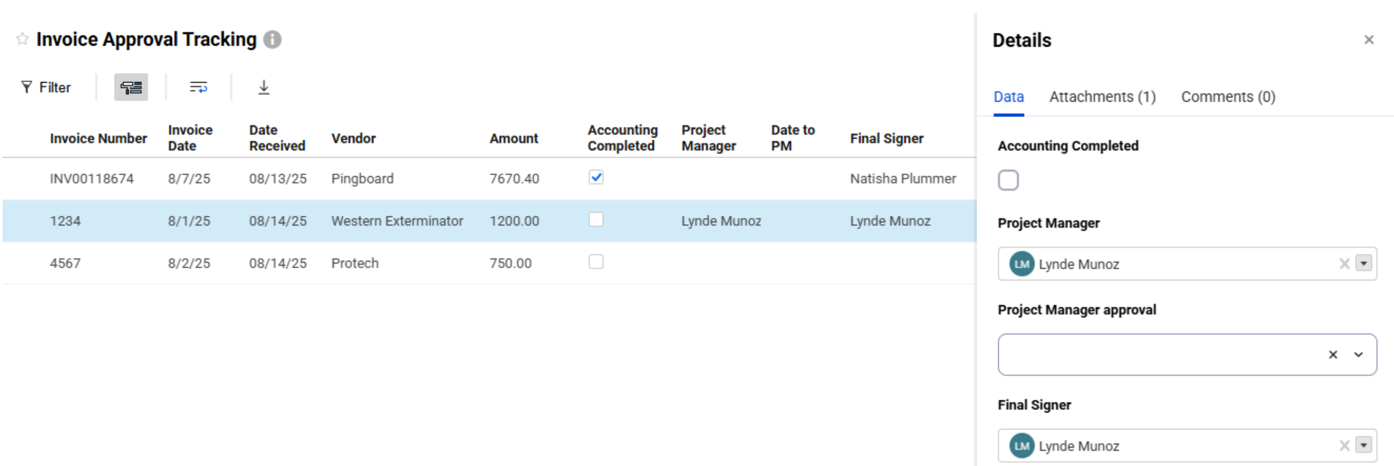
Here you can see 3 invoices in different stages.

#1 has already been started and is routed to the signer

#2 has been assigned to a PM and a signer, but the “accounting” (or coding) is not finished so it has not routed yet.

#3 is a new entry. We can tell because nothing is assigned.

When you want to make any changes, you will click anywhere on the row of the invoice you want to work on. You will see a menu pop up on the right-hand side that is specific to the invoice you clicked. Below we have clicked on the 2nd invoice. We can tell because the second row is blue.

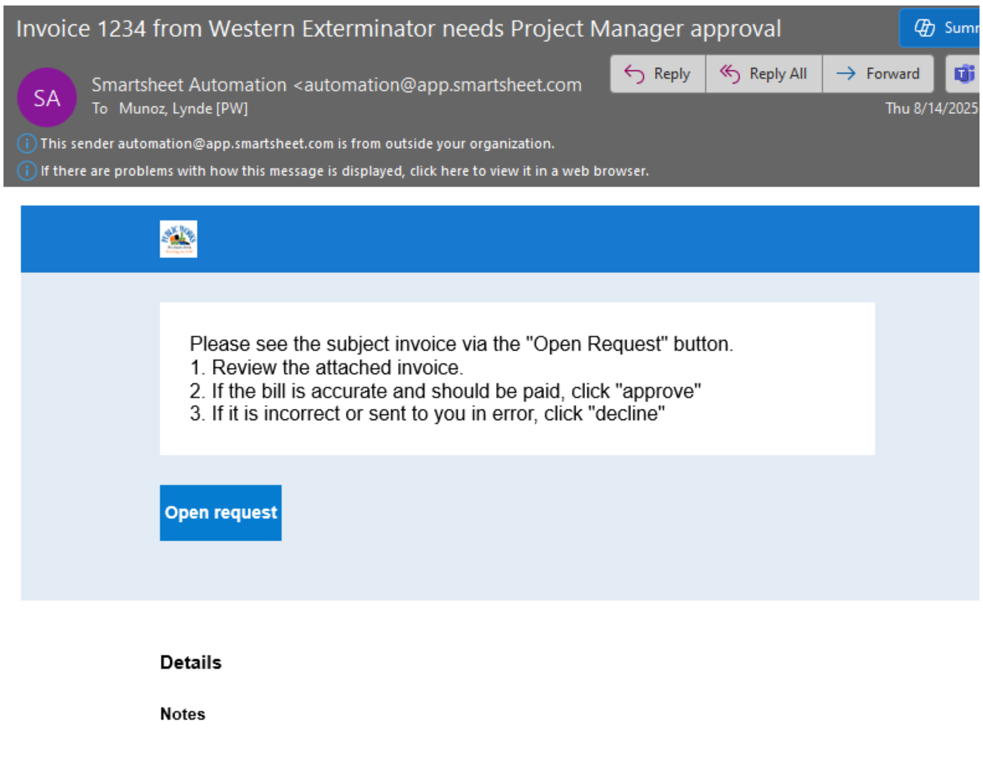


The “Details” menu will pop up on the right. Here you will whatever coding is necessary, reattach (see ‘Working with Attachments’) and assign a Project Manager (PM) if there is one, and a Final Signer. One or both must be filled in for an automation to be possible.

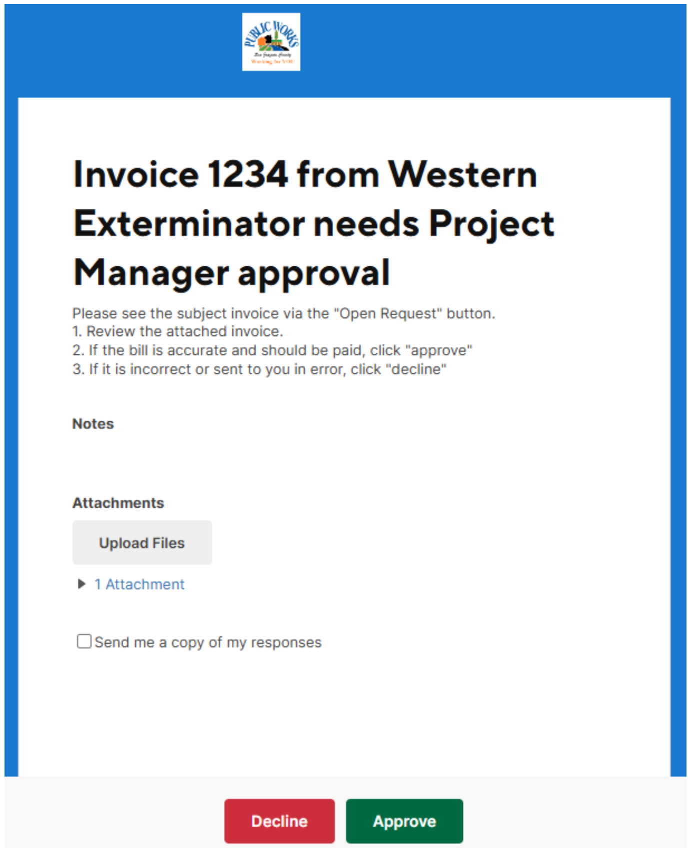
In this example I have assigned myself to PM and final signer. At this point I will just have to click the “Accounting Completed” box at the top of the menu and click ‘Save’. That will start the process to the PM (if there is one) and then the Final Signer. I will now be able to see where it is in the workflow on the dashboard.

Project Manager Approvals

PMs get an approval request email. It has its own directions and looks like this:



When the PM opens the request, they can look at the attachment and then click Approve of Decline.



PM approves the invoice:

If they select 'Approve' they will receive a completion email and they are done.

PM declines the invoice:

If they select 'Decline' they will receive an email requesting a reason for the decline.

Invoice Approval Tracking

Filter

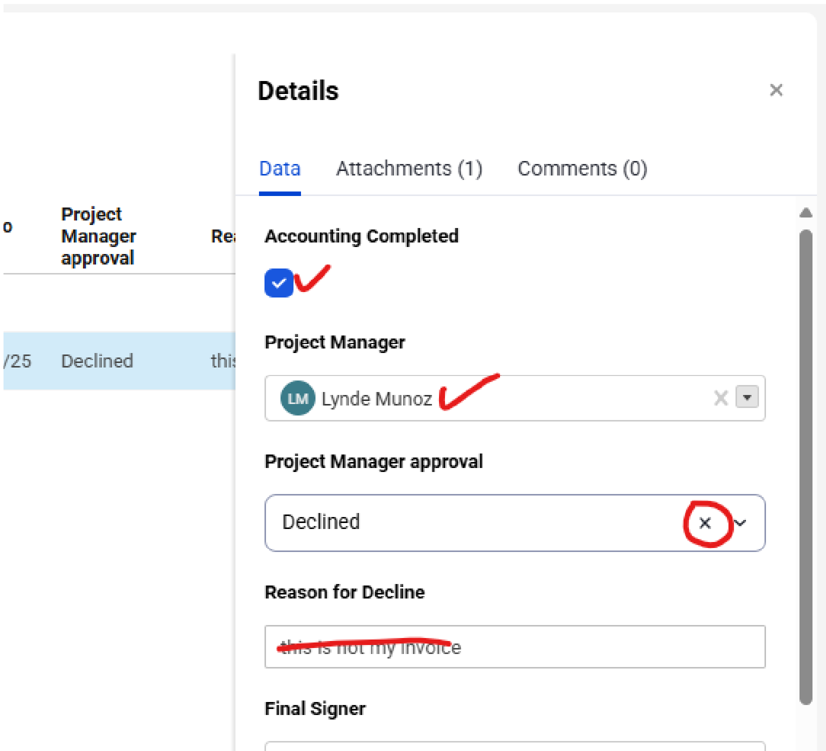
Invoice Number	Invoice Date	Date Received	Vendor	Amount	Accounting Completed	Project Manager	Date to PM	Project Manager approval	Reason for Decline	Final Si
INV00118674	8/7/25	08/13/25	Pingboard	7670.40	✓					Natisha
4567	8/2/25	08/14/25	Protech	750.00	✓	Lynde Munoz	08/15/25	Declined	this is not my invoice	

Once they give a reason, an email will go back to the "Accounting" contact(s) to let you know, and above is what it will look like.

To reassign, you will have to open the details menu by:

1. clicking on the correct invoice line,

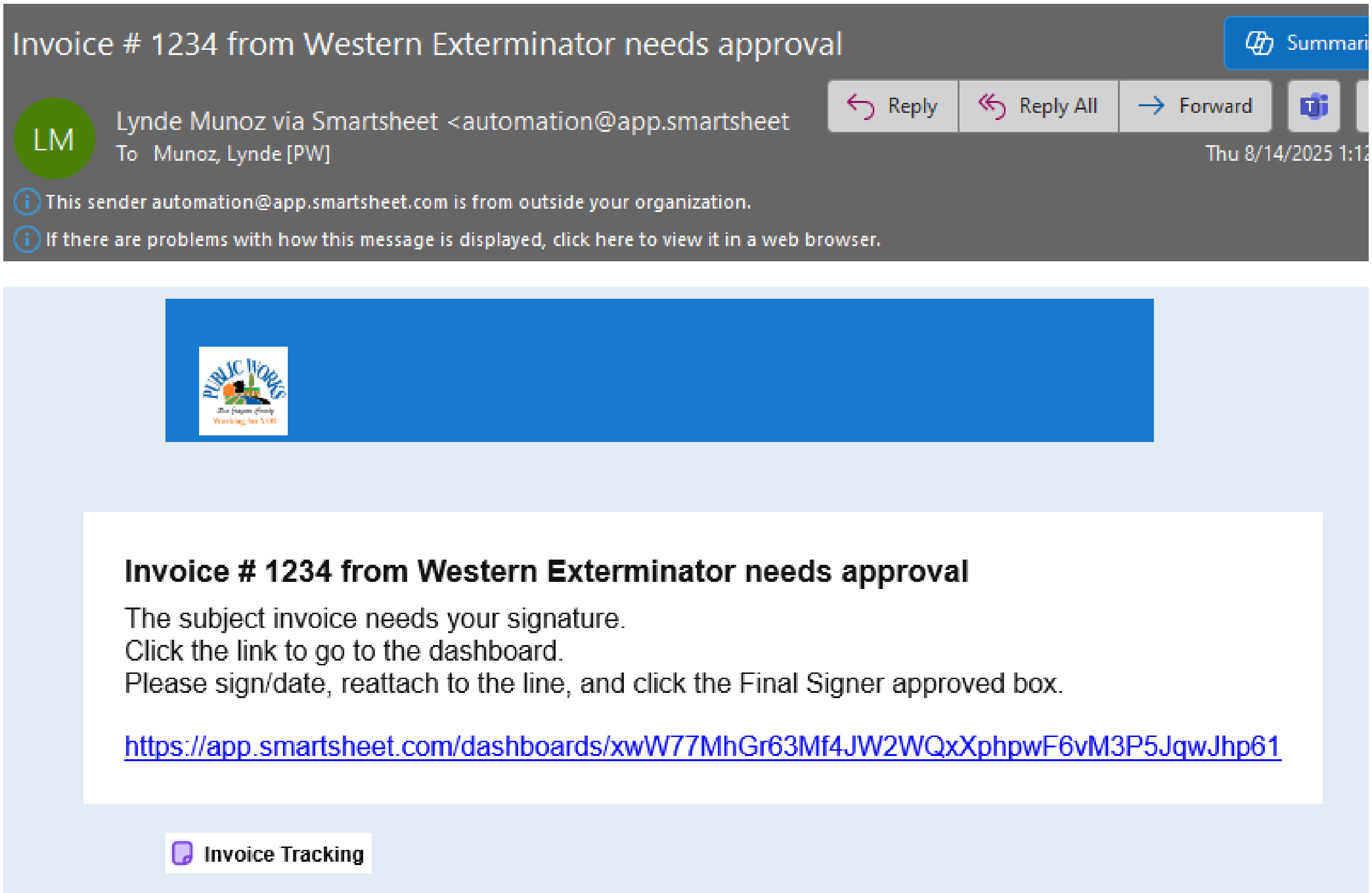
2. uncheck the Accounting Completed box,
3. change the project manager,
4. x out the 'Declined' status,
5. delete the reason and
6. save.



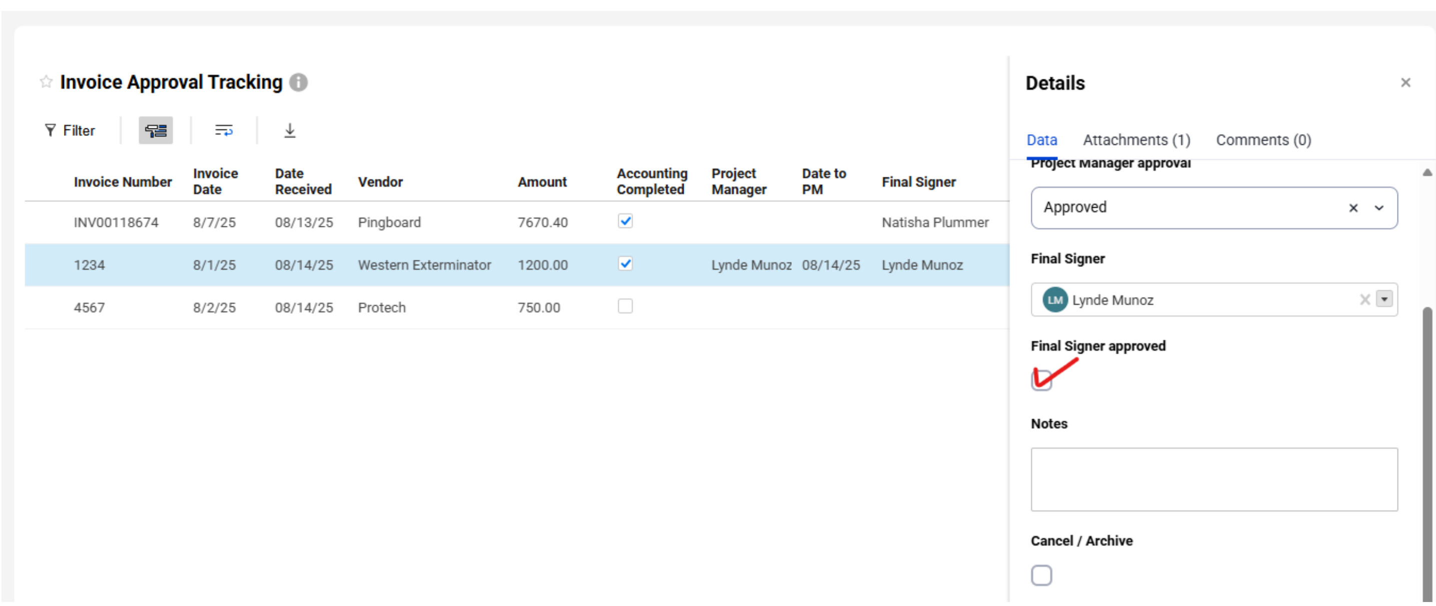
Once it is fixed in whatever way it needs, you can re-check the Accounting Completed box / Save. That will restart the flow.

Final Signer

When the final signer gets the email it looks like this:

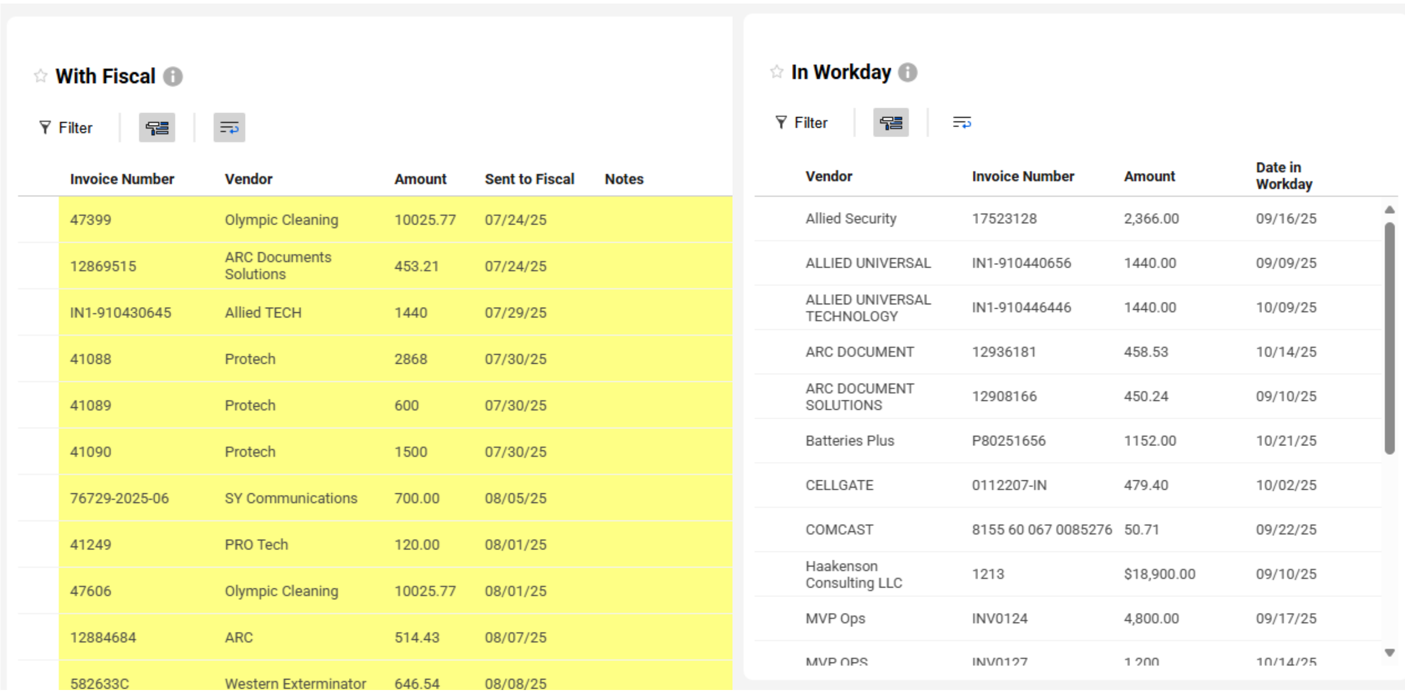


This final signer will go through the steps for “Working with Attachments” and once they are finished, they will click the “Final Signer Approved” button in the ‘data’ tab and ‘Save’



Once the final signer approved button is clicked and saved, it will automate an email to Fiscal, notifying them that they have an invoice that is ready for processing. (the line turns yellow as well)

For DIVISIONS, on your dashboard, the line on the “Invoice Approval Tracking” section will disappear, and it will then appear in the lower left section titled “With Fiscal” as shown below:



With Fiscal

Invoice Number	Vendor	Amount	Sent to Fiscal	Notes
47399	Olympic Cleaning	10025.77	07/24/25	
12869515	ARC Documents Solutions	453.21	07/24/25	
IN1-910430645	Allied TECH	1440	07/29/25	
41088	Protech	2868	07/30/25	
41089	Protech	600	07/30/25	
41090	Protech	1500	07/30/25	
76729-2025-06	SY Communications	700.00	08/05/25	
41249	PRO Tech	120.00	08/01/25	
47606	Olympic Cleaning	10025.77	08/01/25	
12884684	ARC	514.43	08/07/25	
582633C	Western Exterminator	646.54	08/08/25	

In Workday

Vendor	Invoice Number	Amount	Date in Workday
Allied Security	17523128	2,366.00	09/16/25
ALLIED UNIVERSAL	IN1-910440656	1440.00	09/09/25
ALLIED UNIVERSAL TECHNOLOGY	IN1-910446446	1440.00	10/09/25
ARC DOCUMENT	12936181	458.53	10/14/25
ARC DOCUMENT SOLUTIONS	12908166	450.24	09/10/25
Batteries Plus	P80251656	1152.00	10/21/25
CELLGATE	0112207-IN	479.40	10/02/25
COMCAST	8155 60 067 0085276	50.71	09/22/25
Haakenson Consulting LLC	1213	$18,900.00	09/10/25
MVP Ops	INV0124	4,800.00	09/17/25
MVP OPS	INV0127	1,200	10/14/25

This report is also dynamic, so you will only see what is assigned to you.

Currently, when it is ready for Fiscal’s attention it turns yellow. This notifies the fiscal team that it is ready for processing. When someone there is working on it, they will put their name on it, and then when it can be found in Workday, it will disappear off this report and move to your right hand side “In Workday” box where it is there to show you what has been entered into Workday in the last 7 days.

NOTE: There is an automated report set up that can send you an Excel spreadsheet once a month with everything that was entered for you in the last 31 days. If you want that and do not have it, email LSMunoz@sjgov.org to ask for it. Some divisions are OK with it just showing up on this dashboard for the 7 days.

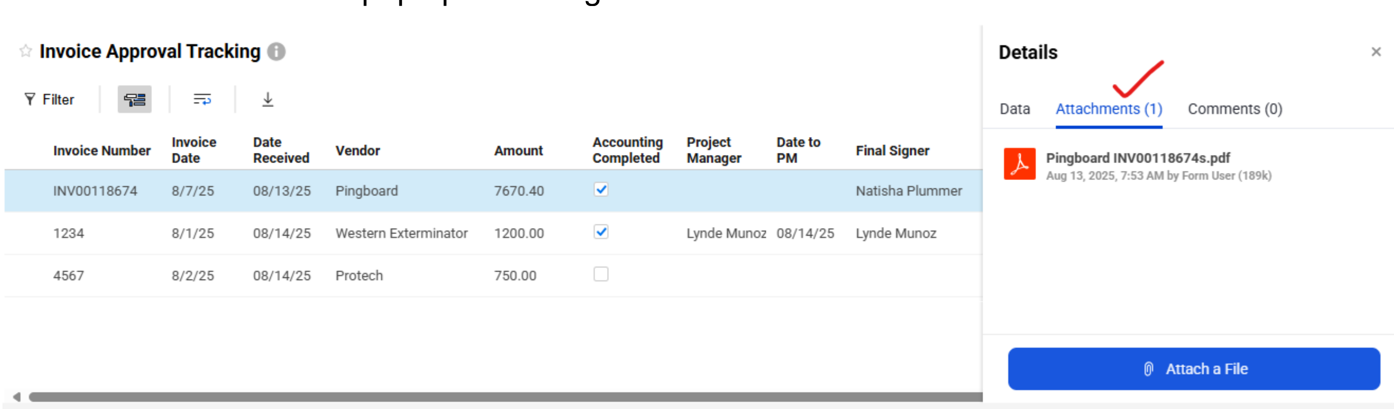
Working with Attachments:

Unfortunately, the system cannot (yet) allow pdf editing in the system. Instead, you will have to download/edit/reattach. This section will help you do just that:

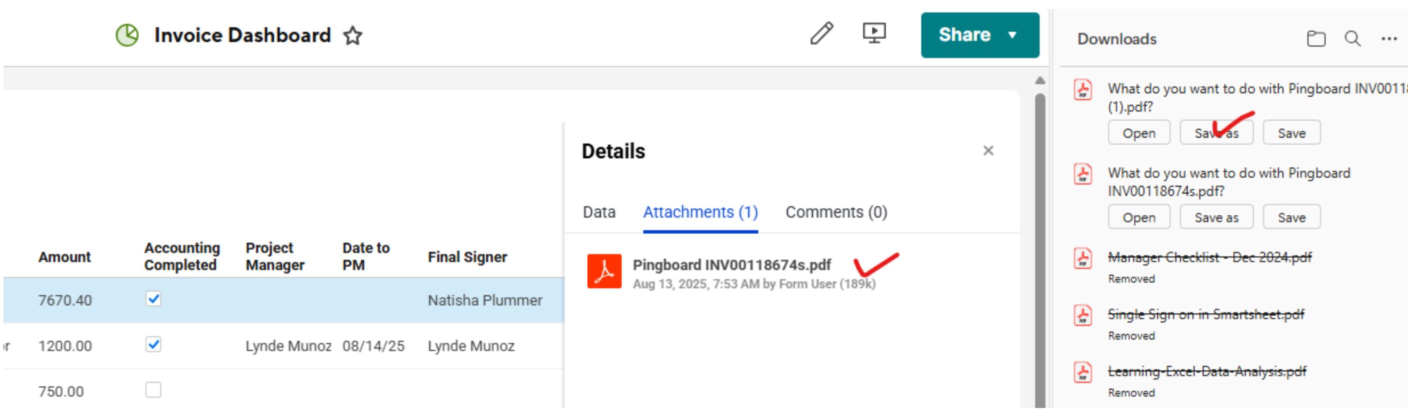
Recommendations:

i. Keep a folder on your desktop titled “Invoices” and use that for editing.
ii. Use a naming convention that will allow you to easily identify which is which.
iii. Delete them from the folder upon completion. OR file them in your area however you choose.

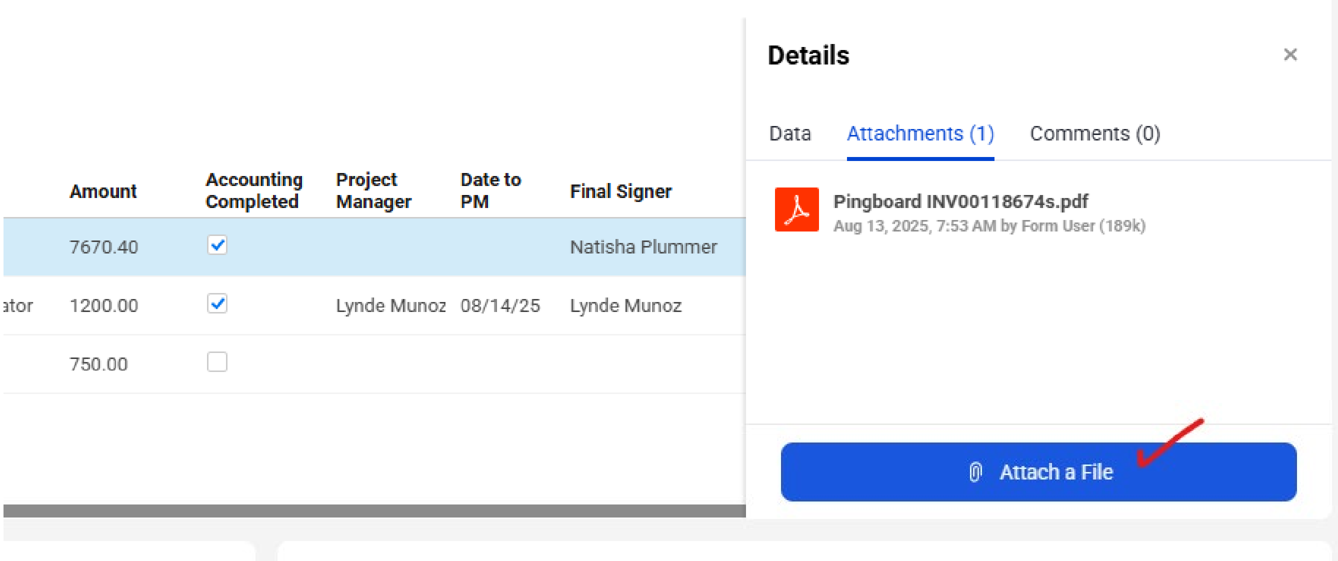
- ✓ Click on the invoice line you want (it will be light blue so you can ensure you have the right one) and the details menu will pop up on the right. Click the 'Attachments' tab as shown:



- ✓ Next, click on the pdf and save as (your naming convention)



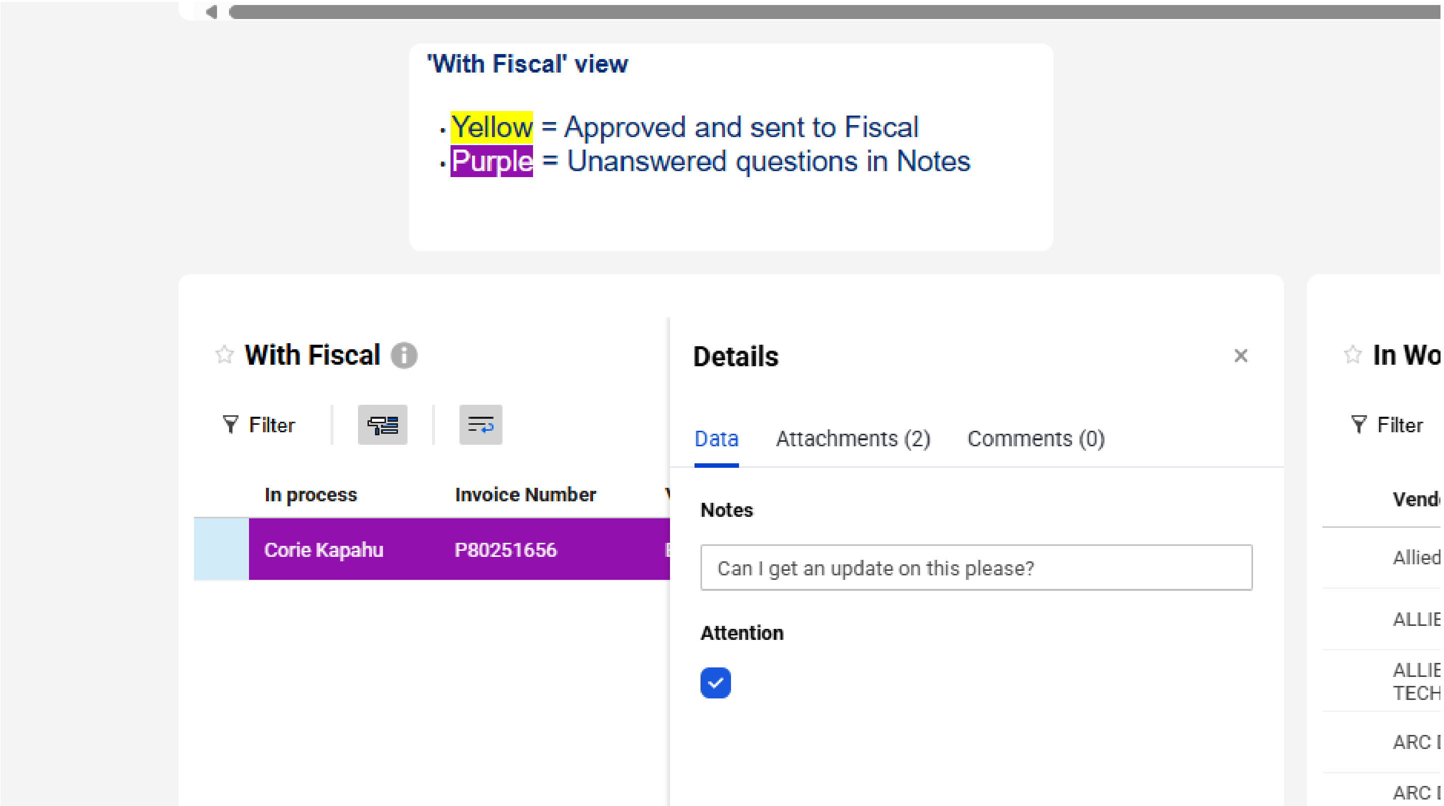
- ✓ Go to your folder and edit however you do. Either coding or signing as usual and save there.
- ✓ Now go back to Smartsheet and 'Attach a File'.



- ✓ Once it is attached, before you hit complete,
  - Make sure it is the correct row
  - Check the name in the menu to ensure it is the right pdf
  - Go back to the ‘Data’ tab
  - On the Data menu you will either check ‘Accounting Completed’ if you are the invoice coder, or “Final Signer Approve” if you are the final signer.
  - Refresh to ensure everything has worked correctly

If Fiscal is requesting more information or updates from the division, OR if the division wants updates on something from Fiscal, they can bring attention to it by turning the row purple (clicking the ‘Attention’ box. This will show you that something needs attention. In the “with fiscal” report section, click the invoice you want, and the data tab will show notes and an ‘attention’ box.

Example below:



You can answer the question or update however requested, then unclick the attention button when updates are complete. This will remove the purple color and they will know it is done.

If there are any questions, please email LSMunoz@sjgov.org