Table of Contents

#1 most important item:

Smartsheet is Cloud-based. You need to 'Save' and/or 'Refresh' on a regular basis.

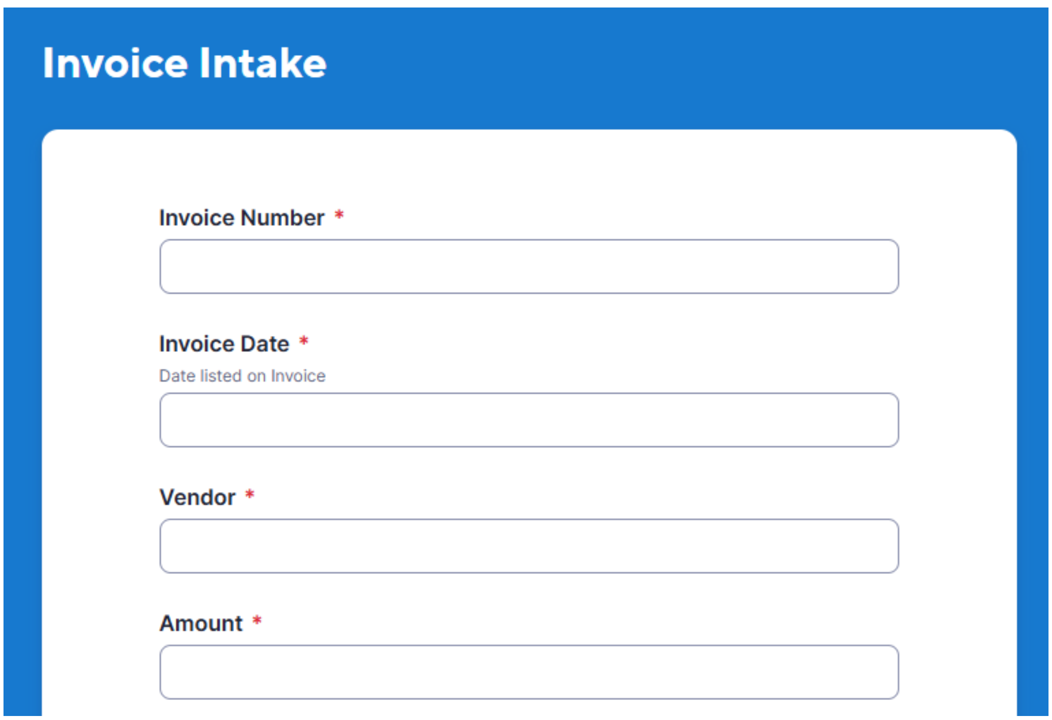
Inputting a new invoice:

You can find the input form at this link, but it is also linked through the Resource Toolkit.

https://app.smartsheet.com/b/form/d3d5c6deebf74dc18f213ef910a4fa3f

All areas with the red asterisk are required.

The top half of the intake form (below) is required for every invoice. Here we do not have to specify accounting lines or anything of that nature. We enter the information and the total amount of the invoice. These items will just make it easy to sort and find what we need.


Invoice Intake

Invoice Number *

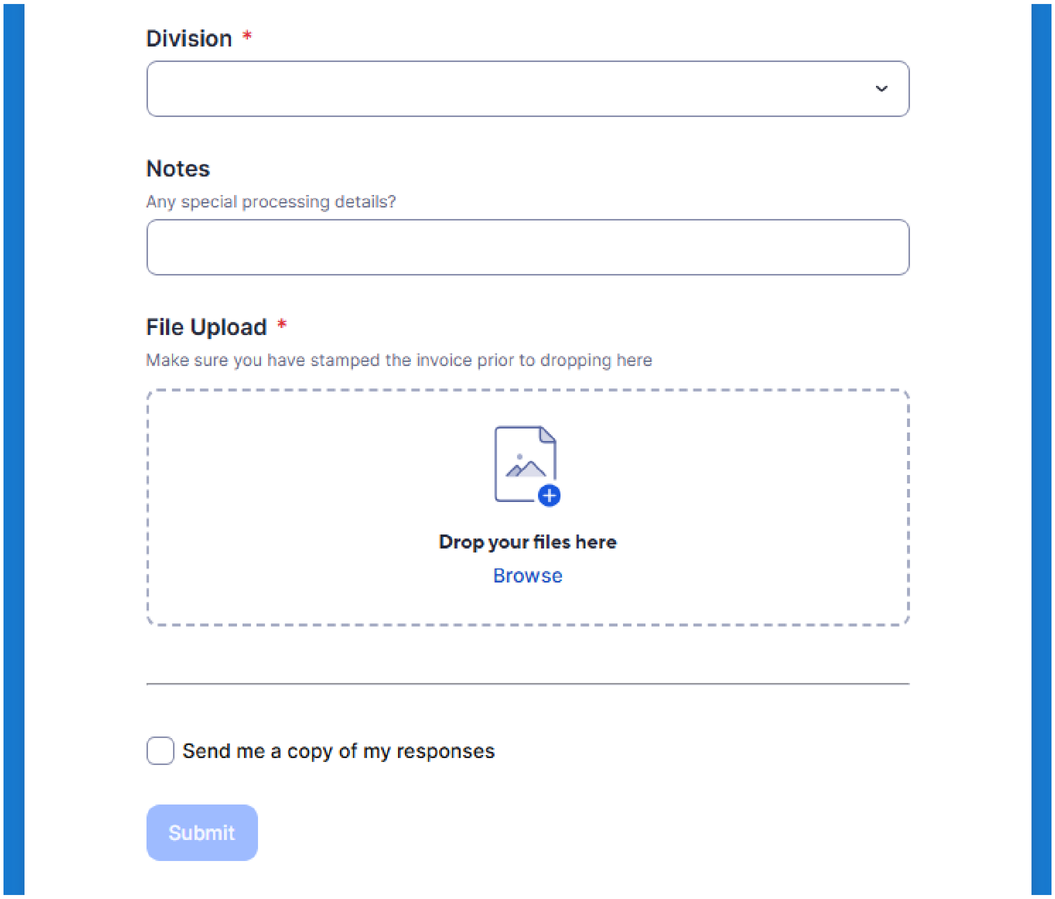
Invoice Date *
Date listed on Invoice

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). Make sure that you have 'stamped' the invoice, then drop it in the 'File Upload' box.



Division *

Notes

Any special processing details?

File Upload *

Make sure you have stamped the invoice prior to dropping here

Drop your files here

Browse

Send me a copy of my responses

Submit

*Click Submit

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

After this point, it is up to the divisions to work on them for approval/routing/etc.

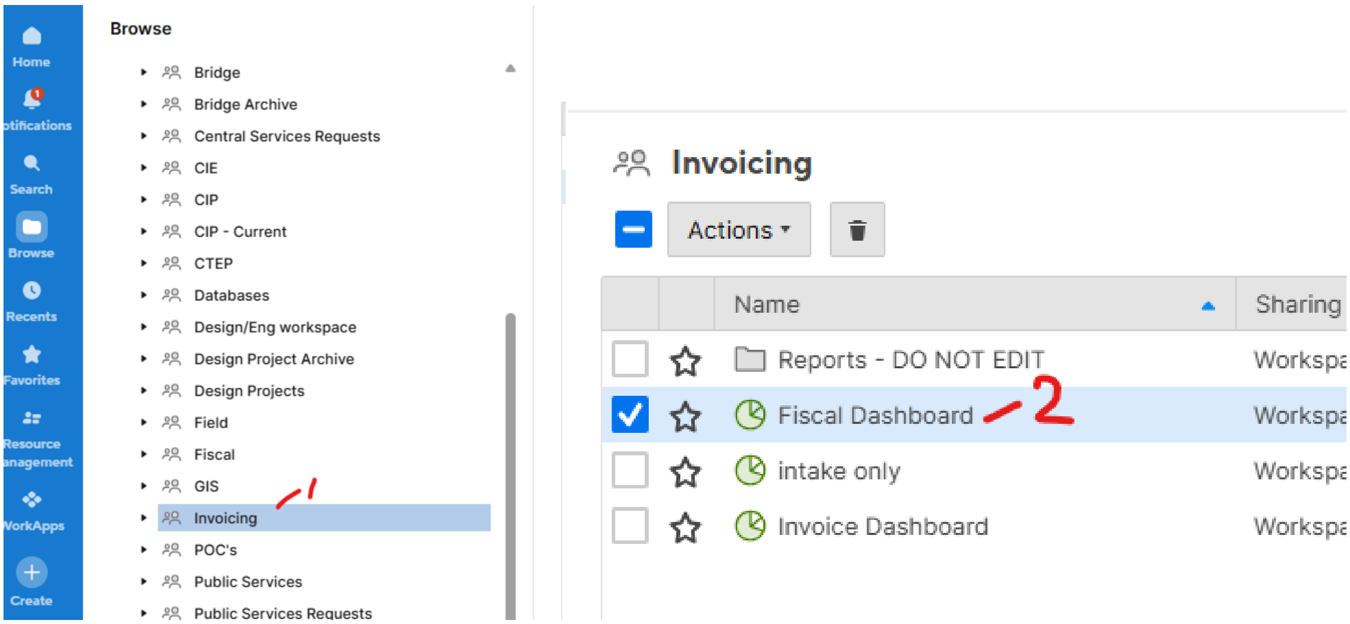
Working on approved invoices:

Each member of the fiscal team should have their own login information. If someone new needs access, use the "Smartsheet – New User" service request on the toolkit.

Once an invoice is input, Fiscal will be able to see them in the FISCAL dashboard.

if you log in without a direct link, you will need to make your way to the dashboard as follows:

(You can also use the 'intake only' dashboard to enter new invoices.)



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

When you get there, you will be able to see a dashboard like this:

Fiscal's Invoice Tracking

Filter

Fiscal Process	In Workday	Invoice Number	Vendor	Invoice Date	Date Received	Amount	Notes	Accounting	Sent to Fiscal	Cancel / Archive	Division
☐	☐	41088	Protech	7/1/25	07/07/25	2868		Lynde Munoz	07/30/25	☐	Administration
☐	☐	41089	Protech	7/1/25	07/07/25	600		Lynde Munoz	07/30/25	☐	Administration
☐	☐	41090	Protech	7/1/25	07/07/25	1500		Lynde Munoz	07/30/25	☐	Administration
☐	☐	76729-2025-06	SY Communications	7/20/25	07/21/25	700.00		lsmunoz@sjgov.org	08/05/25	☐	Administration
☐	☐	41249	PRO Tech	7/1/25	07/31/25	120.00		lsmunoz@sjgov.org	08/01/25	☐	Administration
☐	☐	47606	Olympic Cleaning	8/1/25	08/01/25	10025.77		lsmunoz@sjgov.org	08/01/25	☐	Administration
☐	☐	12884684	ARC	8/6/25	08/07/25	514.43		Dawn Rogers, Lynde Munoz	08/07/25	☐	Administration
☐	☐	582633C	Western Exterminator	7/31/25	08/08/25	646.54		Dawn Rogers, Lynde Munoz	08/08/25	☐	Administration
☐	☐	17355014	Allied SECURITY	8/3/25	08/11/25	2366.00		Dawn Rogers, Lynde Munoz	08/11/25	☐	Administration
☐	☐	INV00118674	Pingboard	8/7/25	08/13/25	7670.40		Dawn Rogers, Lynde Munoz		☐	Administration
☐	☐	1234	Western Exterminator	8/1/25	08/14/25	1200.00		Dawn Rogers, Lynde Munoz		☐	Administration
☐	☐	4567	Protech	8/2/25	08/14/25	750.00		Dawn Rogers, Lynde Munoz		☐	Administration

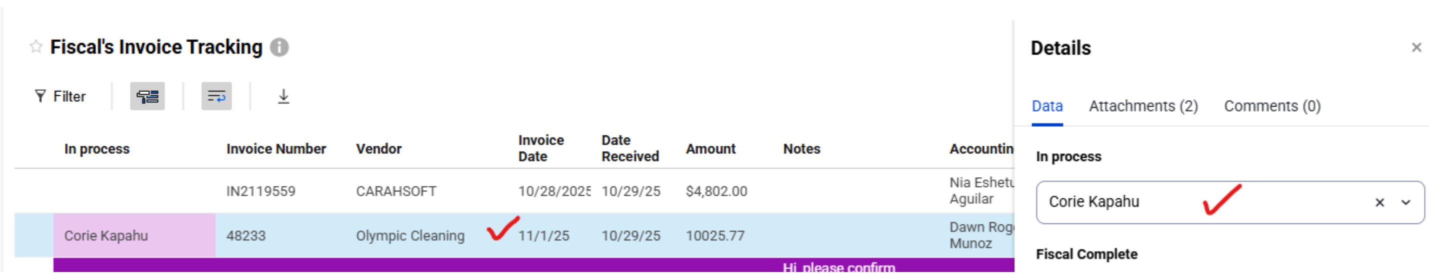
*NOTE**Clicking the words at the top of any column will sort by that column and it will not affect anyone else's view.*

A Yellow Row

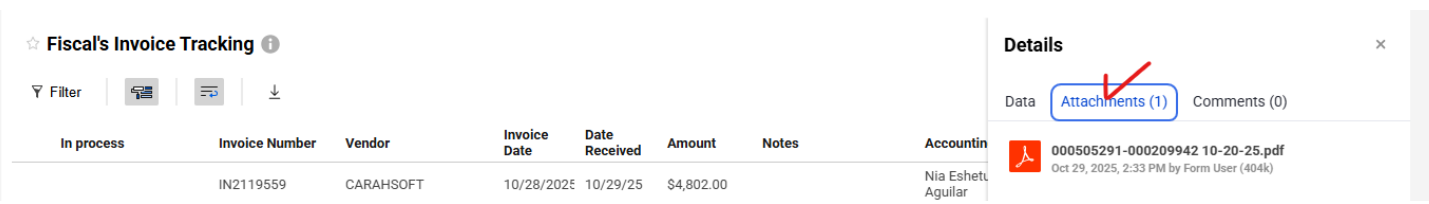
A yellow row means that all internal approvals are complete, and it is ready to "Put into Workday".

Click on any yellow invoice and go to the "In Process" dropdown in the details box.

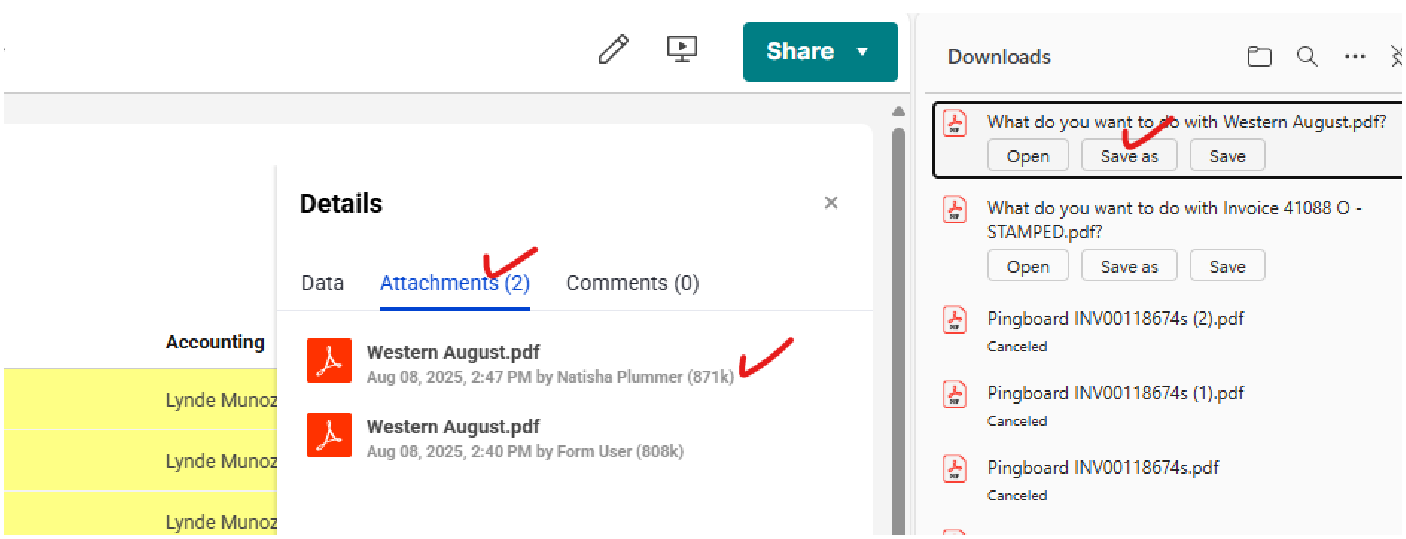
Select your name from the dropdown to code it so everyone knows you are already working on it.



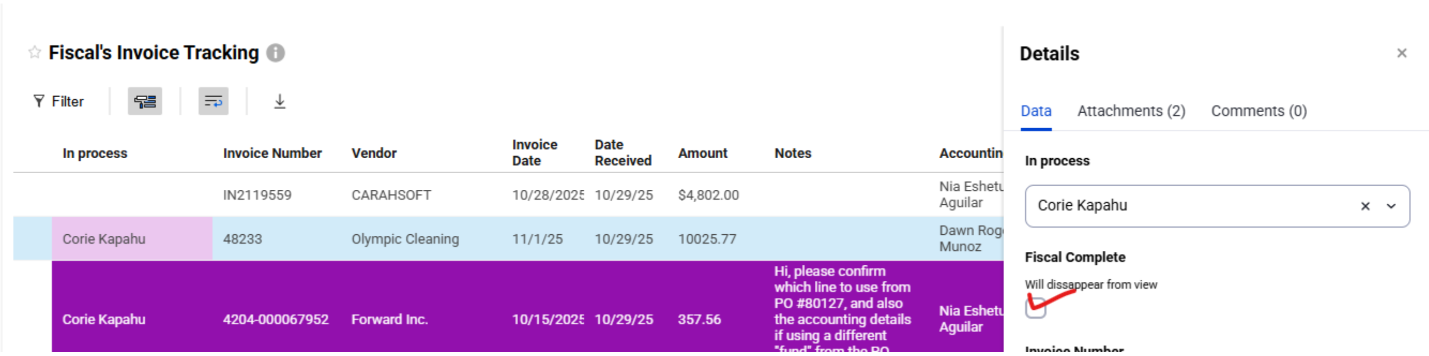
Next click on the 'Attachments' tab



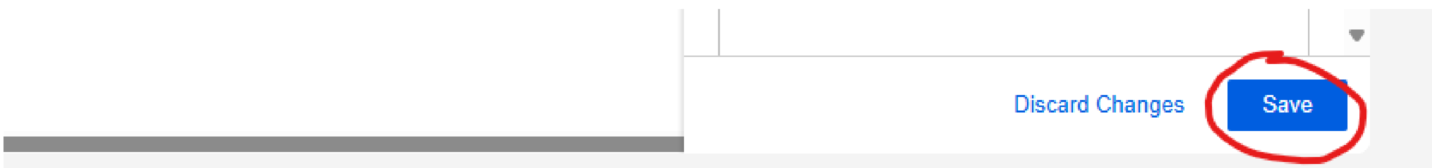
*NOTE: If there is more than one attachment, the latest version will be on top. Select that attachment and Save to your designated area for invoices to complete the Workday process.*



**NOTE: Once the item is in Workday, go back to the Data tab for that invoice and click "Fiscal Complete" button*



Then scroll down to save

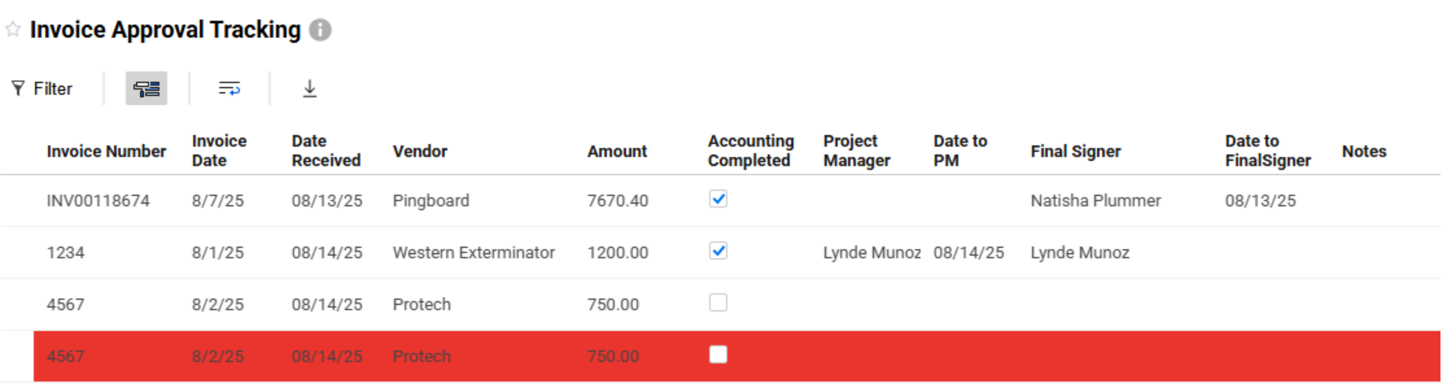


It will disappear from the Fiscal dashboard, but nothing is gone forever. Email LSMunoz@sjgov.org if you need something recovered.

OTHER ITEMS:

Red Row:

If you see a line that is red (like below) that is for the division to handle. They will be working to figure it out. It is telling them that there is a potential duplicate email. No need for Fiscal to do anything with these.



Invoice Approval Tracking

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	☐					

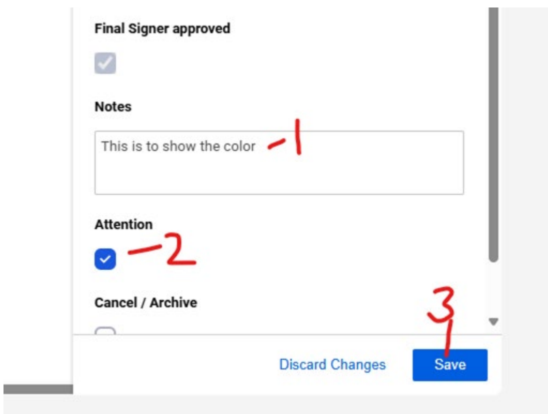
Item needs review by division:

If the issue is a typo, you can make changes yourself in the data tab rather than making a note.

To notify the division you need help with their invoice, first click the correct row,

1. Scroll down and type what you need in the "Notes" box,
2. click the 'Attention' box, and
3. Save.

It will turn the row purple.



Fiscal's Invoice Tracking

Filter

In process	Invoice Number	Vendor	Invoice Date	Date Received	Amount	Notes	Accounting	Sent to Fiscal	Cancel / Archive	Division
	IN2119559	CARAHSOFT	10/28/2025	10/29/25	$4,802.00		Nia Eshetu, Nichelle Aguilar			Utilities Maintenance
Corie Kapahu	48233	Olympic Cleaning	11/1/25	10/29/25	10025.77		Dawn Rogers, Lynde Munoz	11/03/25		Administration
Corie Kapahu	4204-000067952	Forward Inc.	10/15/2025	10/29/25	357.56	Hi, please confirm which line to use from PO #80127, and also the accounting details if using a different "fund" from the PO. Thank you	Nia Eshetu, Nichelle Aguilar	10/29/25		Utilities Maintenance

Remember: if someone unclicks the flag, it will no longer be purple, so this should only be 'unclicked' by the person who had requested an update, showing that their question has been answered.

That's it. Anything else that comes up, or if you have any questions, email LSMunoz@sjgov.org