

# Annual Consultant/CoSA Seminar

Partnering for Success  
City of San Antonio Horizontal Projects

## Timely Invoicing and Payment

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City of San Antonio and PEPP/SACEC  
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## User Agreement

- Submit signed agreement to Portal Helpdesk
  - Each project should have two users or more
- Portal Helpdesk issues a Username and Temporary Password

## Training

- Training schedule posted on CIMS web page and Portal SharePoint site

<http://www.sanantonio.gov/cims/portalmanagement.asp>

- Users are issued a Training Manual
- Users are able to access a Training module to practice
- Questions can be submitted to [PortalHelpdesk@sanantonio.gov](mailto:PortalHelpdesk@sanantonio.gov) or by phone 210.207.2019

## First Time Access

- Users are required to download and run Citrix Clients On-Line Plug-In
  - Link provided on Portal web page
- At Logon, system will prompt user to enter a new permanent password
- First options include CM Portal or Internal Dashboard
- The Portal prompts users to change passwords every 90 days
- When uploading items always look for C \$ on 'CLIENT' [V:]
- User required to create a folder titled SharePoint on local computer hard drive for use in file exchange to Portal

## Prerequisites for Invoicing

- Consultant Contract processed by City's contracting office
- Contracting Office provides contract information to Portal Staff
- Payment Template is created and updated by Portal Staff
- Task Orders are added to Payment Template by Portal Staff upon approval

## Consultant Invoicing

- Consultant must confirm that Payment Template and any new task orders added have been set up on Portal
- Consultant must verify task orders have completed the workflow and added to the payment application
- Consultant shall invoice in accordance with Contract
- Generate Payment Application according to Manual
  - Consultant shall use file naming convention as provided by Portal staff
  - Symbols are not allowed in file names

## Consultant Invoicing

- Monitor the Workflow
  - (If workflow stalls, Consultant should contact CIMS PM or City staff designated on workflow)
- Upon Approval of Payment Application by Fiscal, notification is sent to Consultant and payment is made through an automatic deposit on the following Friday
  - Fiscal requires 24 hours (Nightly Portal transaction)
  - If Fiscal submits to Accounts Payable prior to 3:00 pm Monday, payment is made on Friday, otherwise payment is made on the following Friday.

Questions?

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