

Annual Consultant/CoSA Seminar

Partnering for Success

City of San Antonio Horizontal Projects

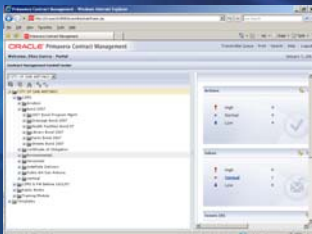

Timely Invoicing and Payment

Sam Hutchins, P.E. – CIMS
Steve Horvath, P.E., R.P.L.S. – Vickrey & Associates, Inc.

City of San Antonio and PEPP/SACEC
January 28, 2011

What is the Portal?

- Two integrated software packages
 - Microsoft SharePoint
 - Oracle Primavera Contract Manager

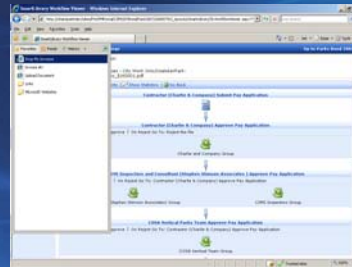


Invoicing – 3 Easy Steps

1. Update your payment application in Oracle Primavera Contract Manager
2. Create a pdf of your payment application in Oracle Primavera Contract Manager
3. Upload your application on SharePoint

Timely Payment

- Visit your invoice workflow daily
 - Make your invoice workflow an internet favorite
- Check statistics and contact individuals pending approval



5 Common Invoicing Errors

1. Someone in the workflow delays approval
2. Invoice is dropped incorrectly
3. Workflow grays out
4. Contractor/Consultant forgets to approve
5. Debits and Credits are listed on the same invoice



Statistics

- Horizontal Invoice Processing Time (2010)
 - Design Projects
 - City Only Approvals - Median 3 work days
 - All Approvals – Median 4 work days
- Horizontal Consultant Review Time (2010)
 - Construction Projects
 - All Approvals – Median 2 work days

Contact Information:

- Web Portal Support: 210.207.2109
- Email: portalhelpdesk@sanantonio.gov
- Web Portal Website:
www.sanantonio.gov/cims/portalmanagement.asp
- Automatic Deposit Points of Contact:
 - Trinidad Saucedo – 210.207.2742
Email: trinidad.saucedo@sanantonio.gov
 - Kay Grant – 210.207.6307
Email: kay.grant@sanantonio.gov

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