

**Information Technology Division  
Check Management Policies & Procedures**

## OFFICE OF INFORMATION TECHNOLOGY

### CHECK MANAGEMENT PROCEDURES

1. Inform the public of the Information Technology's policy of invoicing the charges for data acquired. Charges are different depending on what is ordered.
2. Advise the customer of the amount of the invoice, get billing address and send data/report out.
3. Create an invoice by accessing SONRIS accounting screen as follows:  
Sign on to SONRIS

Accounting Services

Accounting Screen

Invoice and Payments

Tab to the following categories and enter the data as required:

Revenue Category Code: '500'

Customer Code

Sub-Revenue

Qty (if something other than 1)

Unit Cost

You can create an invoice now by hitting the Invoice Button at bottom of screen. This should be mailed to Customer.

Select 'Save' from the top of the entry screen.

If a check is submitted the same time the data is acquired continue on the same screen and tab to the following categories:

Pay Type

Payment Amount

Check Date

Check Num

Remitter

Select 'Save' from the top of the entry screen.

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4. To print the User Transmittal Report that must be attached to the original check and hand carried to the Accounting Section, login to SONRIS as follows:

**Accounting Services**

**Accounting Reports**

**User Transmittal Report**

**User: key in your name**

**Transmittal Date: Date payment was entered**

**Then submit query**

5. Write the Invoice Number created for the transaction on the front of the payment check. On the back of the check use the 'Endorsement stamp' and on the front use the 'Received', filling in initials and date check received. Make a second copy of the User Transmittal Report and attach it to the check copy and original invoice to be filed in appropriate folders in the Billing Cabinet.
6. Attach the original payment check to the original User Transmittal Report and hand carry the same day to Nam Pham, or in his absence, Joyce Parker of the Accounting Section on the 6<sup>th</sup> floor.