INSTRUCTIONS FOR NEW GDC INVOICE FOR ALL INMATE DETAILS

BEGIN USING - FY17 JULY INVOICE (billing for July 2016 work)

1. Open the invoice file
2. Then at the FILE menu click "SAVE AS" and type the detail name to your computer.

   Example: CITY OF ALBANY INVOICES FY17

3. There are sheets (tabs at the bottom) for each month's invoice. Go to the July FY17 tab and create invoice for detail.
4. Input the invoice number (The invoice number is the item ID number) Example 1722607JUL
5. Tab down to the DATE field - enter today's date
6. Tab down to the TO: section and complete
7. Tab until you reach the FACILITY NAME field and enter your facility name, tab to FACILITY CONTACT and put contact name. Tab to FACILTY PHONE NUMBER and put your facility's phone number.
8. Tab to the DETAIL NAME field and enter the detail name – example "City of Albany"
9. Tab to the INVOICE FOR MONTH OF field and enter the month you are invoicing – example 07/01/2016(for July)
10. Tab to the ITEM # field and insert the ITEM ID they are to pay, example   1722607JUL
11. NOTE if the original monthly rate is different from that one on the form, please change. There are only a few details with a different rate.
12. Tab down to the second line under QTY and add how many days out they had that month **after** the first 15 days allowed have been reached, tab over to the unit price and most cases it will be $189.90. There are a few details that are $94.95 per day.
13. Check over all the information. And click "Save".
14. **Print the invoice and mail(or scan the invoice and mail to customer -*DO NOT SEND THE ENTIRE SPREADSHEET*) Also, send a scanned copy via email to angela.grigory@gdc.ga.gov and suzanne.brooks@gdc.ga.gov**

THIS IS VERY IMPORTANT.   YOUR INVOICE WILL LET US KNOW WHAT CHECKS TO BE EXPECTING FROM CUSTOMERS. This replaces the Revenue Log sheet for receivable payments only.

*****NOTE: The remit to address is the central office address. *****

- The payments will be sent directly to the central office.
  Ga Department of Corrections
  Attn: AR - Ponder Hall, 2nd Floor
  PO Box 1529
  Forsyth, Georgia 31029
- Accounts Receivable personnel at the Central Office will prepare the Payment on Receivable form and process check/payment when it arrives.
- At the end of the month, Accounts Receivable personnel will send a list of what has been paid for that month for your records.

Retention Schedule: This attachment shall be utilized per the SOP until obsolete or revised.