

Donna Adams

From: Ashley Grindstaff
Sent: Friday, June 19, 2020 2:58 PM
To: Amanda Garner; Amy Myers; Andy Osborne; Angela Servey; Angela Wynes; Angie Burkhart; Angie Lane; Ann Smith; April P. Jones; Arisbett Adame Smith; Ashley Hill; Brian Evans; Brittany David; Casey Miller; Christina Vanderzee; Cindy Duncan-Smith; Claire Robinson; Constantin Stamati; Courtney Hemphill; Dawn Sparks; Dona Turner; Donna Adams; Dorothy Johnson; Edith Brady; Elizabeth Hinkle; Erica Talley; Eula Oldham; Gail Simpson; Genine Solis; Gina Lindsey; Greg Hall; Heather Herbert; Heather Wilson; James McNeill; Jean Alexander; Jennifer Yates; Joshua Williams; Karen Gagnon; Kelly Wall; Kenneth Steele; Kenneth Sult; Kim A. Hilton; Kim Ballantine; Kim Thore; Laura Harvell; Leslee H Walser; Leslie Martin; Libby Rush; Lorrie Russell; Marianne Janiszewski; Mark Lawson; Melanie Bruton; Melinda Barnes; Mike Gidderon; Mike Spencer; Mitchell Hall; Molly Pendry; Nena Wilson; Penny Westgard; Rachel Kaplan; Ramona Hill-Rushing; Reneece Huntley; Robby Stone; Sandra Jones; Sara Crouse; Scott Wilkinson; Sherri Toney; Susan Patterson; Tabatha Jarrante; Tammie Dodd; Tammy Cecil; Tammy Sanders; Teresa Moffitt; Tim Arnold; Tim Wright; Travis Stroud; Valerie Harvell; Vanessa Collier
Cc: Debbie Boston; Tammie Dodd; Letashia Lloyd; Bobby Fitzjohn; Heather Forrest
Subject: AP Payment Process Change

AP
to
in Y-Drive

Good Afternoon!

Thank you all for being able to adapt quickly to changing the file name for payments that need to be processed. We have now changed the current protocol for submitting invoices to the Finance Department is as follows:

- Each department has a folder located on the **Y:/ drive named "AP Purchasing"**. All invoices submitted to the Finance Department should be placed in that folder.
- Before placing an invoice in the folder, the invoice should be renamed. The new name must include the name of the vendor from which the invoice originated.
- Please create separate files for vendors; ie do not put multiple payments to different vendors in one file and save each voucher individually.
- Once the invoice is placed in the folder, it will be automatically transferred to the appropriate network folder in the Y:/ drive of the Finance Department.
- Please do not email any payments to be processed to the AP Team or the Accounts Payable email address.
- IT is working to add the folder to your RICOH copier. This will allow you to scan directly to the folder.

*****Notice*****

It is important to note that the invoices placed in each department's Y:/ drive will eventually disappear from that folder.

It is strongly recommended that each department store a copy of each invoice in another location of their choosing for their records. The Department of IT Services recommends utilizing OneDrive for this archived storage.

If anyone has any questions, please contact Tom Tricot in the Systems and Applications Division of IT Services via MS Teams, email, phone, or submit a support ticket via techsupport@highpointnc.gov.

Thank you for your help as we change these processes. Please forward this information to anyone. Please let me know if you have any questions.

Thanks!
Ashley

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