

Contractor's Invoice Processing Procedure

The following procedure aims to show guidelines for Contractor's invoice processing.

Contractors provides two different types of services:

- 1) Work Order Services
- 2) Turnover Unit Services

Since vendors do not have the same type of accounting system we have, we cannot expect them to itemize job performed in their invoices the same way we do internally, that's why it will be managers responsibility to use their best judgement and refer to scope of work spreadsheet to enter invoice correctly to Invoice register and separate GL Codes accordingly.

Work Order Services

Work order invoices pertain to multiple jobs at the property. They will no longer be itemizing these types of invoices. It is managers' responsibility to separate items correctly.

Example:

ACTIVITY	DESCRIPTION	QTY	AMOUNT
34 Maintenance	Property Cleaning : 2 hours Work Orders: 6 hrs + (8 hrs + 1 hr OT Sergio) #73625 unit#61 : scrapped and painte balcony #73874 Gazebo/BBQ Grill/Install Dog Bag Dispenser #73995/#73137 unit#39 : restroom door,drawers missing wood piece at bottom and missing screws,checked garbage disposal,install AC filters,replaced 2 blinds #73704 unit#10 : closet doors screws were loose,wheels were bent,change AC filter Home Depot : supplied 3 bags concrete and fence ties: 24.01	1	1,078.81

BALANCE DUE

\$1,078.81

In this invoice we can see services performed at the property such as Property Cleaning and work orders done at occupied units. Here's how this invoice should be itemized:

Entity	Amount	Account	Account Description	Notes	PO
pvm	126.90	4407-00	Building Maintenance	U=PROPERTY :Clean property	82616
pvm	126.90	4409-00	Painting - Exterior	U=61 :scrapped and painted balcon	82616
pvm	31.73	4402-00	HVAC	U=39 :install A/C filter	82616
pvm	70.00	4408-00	Bldg. Repairs	U=39 :fix kitchen drawer, re-screw	82616
pvm	63.45	4408-02	Glass/Screen/Blind-Repairs	U=39 :(2)blind replacement	82616
pvm	628.10	4408-00	Bldg. Repairs	U=PROPERTY :Gazebo,bbq grill repi	82616
pvm	31.73	4402-00	HVAC	U=10 :change AC filter	82616
	1,078.81				

Turnover Unit Services

Invoices for turnover units will continue as is, managers need to be attentive to use only Turnover Codes, and to separate items with the same GL code correctly, and only using CAP codes for items that should be capitalized. DO NOT use Interior-Renovation GL Code for Turnover Units.

ACTIVITY	DESCRIPTION	QTY	AMOUNT
Maintenance - Painting/Drywall	Drywall Repair, Skim light well,texture well	1	259.29
24 Paint	Glazing: Kitchen,Bath Vanity w/sink, Bathtub	1	480.00
16 Electrical & Lighting	Electrical: Recessed Lights,Bath Exhaust,15Amp Decora Receptacle/Switches,15Amp GFCI, Cover plate-blank single.	1	1,131.21
24 Paint	Painting: Deck Paint,1/1 Full,1/1 Ceiling,1/1-2nd Coat,2-Tone paint,Accent Wall,Cabinet Paint-1 coat in/out.	1	1,646.00
34 Maintenance	Under sink cabinet repair,move items as needed,power wash,Misc.Items,Touch up	1	1,020.00
10 Exterior Trim & Decks	Deck Repair-Wood Repair	1	750.00
20 Millwork & Trim	Trim Light Well	1	136.80
14 Plumbing	Plumbing: Remove and reinstall kitchen and bath faucet for glazing, new tub trim.	1	211.15
33 Hardware	Curved Shower Rod	1	83.05
BALANCE DUE			\$5,717.50

Entity	Amount	Account	Account Description	Notes	Check	PO
scr	259.29	4308-00	Drywall - Turnover	U=510 :drywall repair / skim light well, texture wll	.72	82035
scr	270.00	4732-04	Countertop Resurf-Cap. Impr.	U=510 :glazing kitchen and bath vanity	.72	82035
scr	549.26	4732-02	Electrical:Light Fixtures/Ceiling Fans-Cap. Imp.	U=510 :install recessed light, exhaust fan	.72	82035
scr	581.95	4306-00	Misc. Turnover Costs	U=510 :15 amp decora receptacles/ switches, 15amp GFCI, cover plates-blank single	.72	82035
scr	650.00	4306-00	Misc. Turnover Costs	U=510 :Paint - deck	.72	82035
scr	828.00	4302-00	Painting - Interior Units	U=510 :paint- 1x1 , ceiling, accent wall	.72	82035
scr	168.00	4732-00	Building-Cap. Imp.	U=510 :Painted - Kitchen Cabinets	.72	82035
scr	1,020.00	4306-00	Misc. Turnover Costs	U=510 :under sink cabinet repair, move items as needed, power wsh , misc items	.72	82035
scr	210.00	4732-05	Bathtub Resurf-Cap. Impr.	U=510 :reglazing of tub / shower	.72	82035
scr	750.00	4306-00	Misc. Turnover Costs	U=510 :deck wood repair	.72	82035
scr	136.80	4306-00	Misc. Turnover Costs	U=510 :trim light well	.72	82035
	5,717.50			U=510 :plumbing removal &install	.72	82035

Scope of Work Worksheet

The following spreadsheet is to be used as guidance to determine how long a service should take to be performed.

Scope of Work	Average time needed
Appliance repairs – Stove, Dishwasher, Microwave, Washer/Dryer, Refrigerator	1 hr
New appliance install - Stove, Dishwasher, Microwave, Washer/Dryer, Refrigerator	1 hr
Water leaks	1 hr
Install new toilet	1.5 hr
Toilet repair	.5 hr
Install new angle stops	.25 hr each
Install new plumbing fixture – kitchen faucet, bath faucet, shower stem, shower knobs, shower diverter	.5 hr
Bath exhaust fan repair or replacement	.5 hr
Change door lock or rekey lock	.5 hr
Install new interior door	1 hr
Painting	2 hr per room
Drywall repair	1.5 hr
Fence repair	1.5 hr
Deck repair	1 hr per sqy
Wood repair	
Roof repair	2 hr
Clogged plumbing – sink, bathtub, toilet	1.5 hr
Water heater repair – draining, new part install, replacement	1 hr
Rain gutter cleaning	1.5 hr
Garage door repair	1 hr
Garbage disposal repair	.5 hr
Garbage disposal replacement	.5 hr
Replace light fixture and/or bulbs	.25 per bulb
Pest control	1 hr
Screen repair – windows, doors	1 hr
Screen replacement – window, doors	.5 hr
Install closet doors	1 hr
Closet door repair	1 hr
Replace electrical outlets and switches	.25 per outlet
Replace cover plates for outlets and switches	.25 per outlet

Remove and replace door knobs – interior	0.25
Dumpster enclosure repairs – doors, hardware, enclosure walls	1.5 hr
Driveway repair, painting	1.5 hr
Repair air conditioner	1.5 hr
Replace air conditioner	1 hr
Heater repair	1.5 hr
Door jamb repair/replacement	.25 per item
Install new baseboards/molding	1 hr per room
Install new window/door blinds	1 hr
Install new mirror	1 hr
Mirror repair	.5 hr
Flooring repair	1 hr
Carpet repair	1 hr
Change towel bar, tp holder, towel rings	.5 hr
Caulk around bath fixtures	.5 to 1 hr
Caulk floor baseboards	1 hr per room
Cleaning – hauling debris, landscaping cleanup, etc.	.5 hr
Check and install door stops	.25 per item
Inspect all plumbing fixtures for leaks	.75 hr
Smoke detector install, inspect	.75 hr per item
Door repair	.75 hr
Install shower doors	.75 hr
Door lock/knob repair	.25 hr each
Drawer repair	.5 hr