

Payment Process Flowchart

1. District Personnel contacts vendor requests/closes service
2. Authorization: Dist. utility Coordinator or ATR completes utility form (20,20c or UAAR) to Utility Payments Section
3. Set Up / modify / close Utility Account Profile in Advantage
4. Vendor Bills Caltrans (Paper, FTP, CD ROM or EDI)
5. Utility Payments Section Processes invoices
6. Datalink, Advantage or infoAdvantage – Options:
 - Districts monitor their account information & coding
 - Complete necessary form when changes to utility account or coding
 - Districts monitor their account payments
 - Assist Utility Service Payments Section to correct rejects