

NJEMS Invoicing Process

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Office of Information Resources Management

Timeline	NJDEP	TREASURY	OIT
Day 1	NJDEP user creates assessment/bill record in NJEMS	Receive file from NJEMS; assign invoice number; send file to NJEMS to update invoice number and payments and concurrently send file to OIT for printing	
Day 2	<p>NJEMS updated with invoice number and bill record is now Open(Pending Payment)</p> <p>Note: At this point an invoice replica report can be run in NJEMS and a PDF document can be provided to customer ¹</p>		Prints hard copy of invoices and sends to Treasury for placing in envelopes for mailing ²
Day3		<p>Invoices are placed in envelopes and sent to the State Post Office for mailing</p> <p>Note: Depending on the number of invoices printed, this may take up to 4 days. Larger jobs are sent to an outside source and this can take up to 9 days.</p>	
Day 7 - 12	Invoices received at post office for mailing to customers ³		

¹ If approved, this invoice replica report may be able to be posted to DataMiner and modified so that customers are able to find any invoices that are Open(Pending Payment) and then retrieve a PDF invoice replica.

¹ There is current functionality within NJEMS that would have to be modified for use by the Air Permitting program that sends an email to a customer when an invoice is set to Open(Pending Payment).

² There is currently a Request for Proposal [14-X-22340 (T-2836); Printing Production Print Services (NJOIT) Event] to outsource the printing of the invoices. When this is awarded, the contract vendor would be required to mail invoices within 24 hours of printing.

³ The due date of most invoices is 30 days from creation. This only leaves about two weeks for the customer to mail check to Treasury.

Minor Source Fees - Air

Program Interest SPRAY COAT FINISHING CO 1125 KAIGHN AVE. Camden, NJ 08103 50339	Type of Notice		Amount Due
	3rd Notice		\$220.00
	Billing Date	Due Date	NJEMS Bill ID
1/31/12	3/1/12	000000084284703	

SUMMARY	
Total Amount Assessed	\$880.00
Amount Received Before Installment Plan (If installment plan is allowed)	\$0.00
Amount Transferred to Installment Plan	\$880.00
Installment Amount	\$220.00
Total Amount Credited	\$0.00
Total Amount Debited (Other Than Amounts Assessed)	\$0.00
Total Amount Due	\$220.00

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Minor Source Fees - Air

NJEMS Bill ID
000000084284703

Program Interest ID	Type of Notice	Billing Date	Due Date	Amount Due
50339	3rd Notice	1/31/12	3/1/12	\$220.00

For name and/or address change, check box and write corrections on the back of this invoice

RETURN THIS PORTION

Enter the amount of your payment -->

\$

With your check made payable to:

TREASURER - STATE OF NEW JERSEY

and mail to:

SPRAY COAT FINISHING CO INC
 ATTN:
 1125 KAIGHN AVE
 Camden, NJ 08103

NJ DEPARTMENT OF TREASURY
 DIVISION OF REVENUE
 PO BOX 638
 TRENTON, NJ 08646-0638

Minor Source Fees - Air

Program Interest	Type of Notice	Amount Due
SPRAY COAT FINISHING CO 1125 KAIGHN AVE. Camden, NJ 08103 50339	3rd Notice	\$220.00
	Billing Date	Due Date
	1/31/12	3/1/12
		NJEMS Bill ID
		000000084284703

Preconstruction Permit
Construction of New Source

ASSESSMENTS				
Start-End Date:	Activity:	Assessment Type:	Status:	Amount:
03/2011 - 08/02/2011	PCP 960001	Fee(Renewal)	Open (Pending Payment)	\$880.00
Total Amount Assessed:				\$880.00
CREDITS				
Credit Date:	Credit Type:			Credit Amount:
Total Amount Credited:				