



**EMS Instructions for vendor to look up payments:**

(Please note you need Microsoft excel to complete this)

**Step 1:** go to our website, citysidecorp.com, and under the vendor resources tab you will find a current pay schedule. This shows you which work orders will be paid for each pay period. For example work orders that are **approved** between 9/10/12 through 9/23/12 will be paid on the paycheck issued on 10/5/12, and work orders that were approved between 9/24/12 through 10/7/12 will be paid on the paycheck issued 10/19/12, etc.

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CITYSIDE CORPORATION, 1000 WEST 10TH AVENUE, SUITE 1000, DENVER, CO 80202

**October – December 2012 Payment Schedule**

\*Work Orders are not processed for payment until they are approved in EMS. Approval date ranges are set for each payment processing date. ACH deposits will be processed within 1 – 2 business days of the payment processing dates. ACH deposits can take up to 4 business days to appear in your account.\*

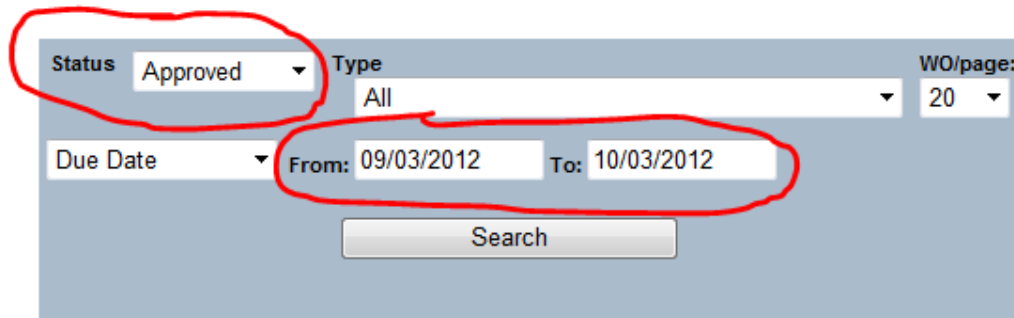
Month	Approved Dates	Pay Dates	# of Weeks Paid in Each Check Run
October	09/10 – 09/23	10/5/2012	2
October	09/24 – 10/07	10/19/2012	2

## Step 2: Login to EMS

Click on “Document Search”



Scroll down next to “status” and select “approved.” Enter the date range you are looking to inquire about, then click search.



A search form with the following fields: 'Status' (dropdown menu set to 'Approved'), 'Type' (dropdown menu set to 'All'), 'WO/page:' (dropdown menu set to '20'), 'Due Date' (dropdown menu), 'From:' (text input '09/03/2012'), and 'To:' (text input '10/03/2012'). A 'Search' button is located below the date range. The 'Status' dropdown and the date range inputs are circled in red.


When the search results appear, click on the excel icon.

### Search Results

91 total results.  
20 rows per page.  
Showing rows 0 to 20

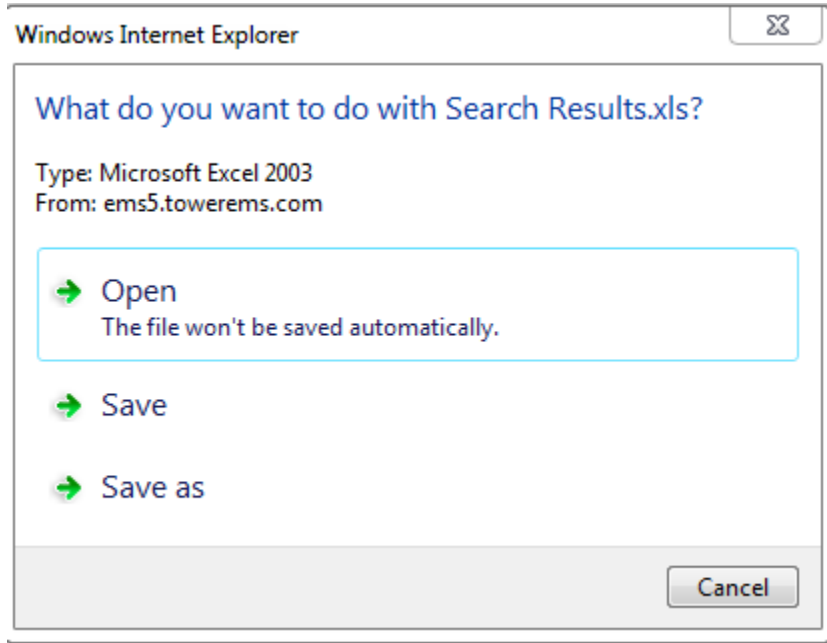
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Type	Property	Address	City:	State:	Zip:	Vendor	Status	Due Date	Completion Date	Approved/Failed By	Cityside Comments	Map
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The table header is shown. The 'Map' column header has a small Excel icon next to it, which is circled in red.

When you are asked what you would like to do with your search results you can either save or open the excel file.



When the excel file opens, there will be a list of work orders. You want to refer to the “pass date.” This is the date the work order was approved. You can sort by pass date to look for the work orders that are being paid for the specific pay period you are inquiring about. Refer back to the pay schedule on Citysidecorp.com (step 1 of these instructions).

	A	B	C	D	E	F	G	H	I	J	K
1	WO #	Attachment Ty	Case Id	Address	Name	Total	Status	Pass Date	Due Date	Completion Date	Map
2	12345	Initial Services	xxxxxxxxx	123 Cityside Drive	Vendor	300	Approved	09/07/2012	09/07/2012	09/06/2012	
3											
4											

If you have additional questions, please send an email to:

[vendormgmt@citysidecorp.com](mailto:vendormgmt@citysidecorp.com)