



WELCOME TO

Dust Mop Services Application

Guide for Custodian Engineers



Login

[Forgot your user name or password?](#)

DUST MOP SERVICES APPLICATION

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DUST MOP SERVICES APPLICATION

Overview

The Division of School Facilities (DSF) centrally administers the dust mop services program.

The Office of Materials Management will oversee the program's processing of invoices.

Custodian engineers (CEs) can access the Dust Mop Services Application via the DSF Applications web page. CEs will receive an email notification when a dust mop invoice requires review. CEs will have three business days to approve/disapprove an invoice after receiving notification. Any invoice not acted on within three (3) business days will be referred to your director and deputy director of facilities. Be advised that any invoice not approved/disapproved after ten (10) business days of receipt may lead to disciplinary action. Additionally, CEs will have 24 hours to undo previously approved and disapproved invoices.

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Login

1. Click on the DSF Application link in the email to navigate to the Dust Mop login screen, or the link on the DSF web page.
2. At the login screen, type the letter **C**, the **borough code**, and *three-digit building number* in the user-name field (e.g., CK007.) field (Figure 1).

Sample - Dust Mop Services Application Login panel

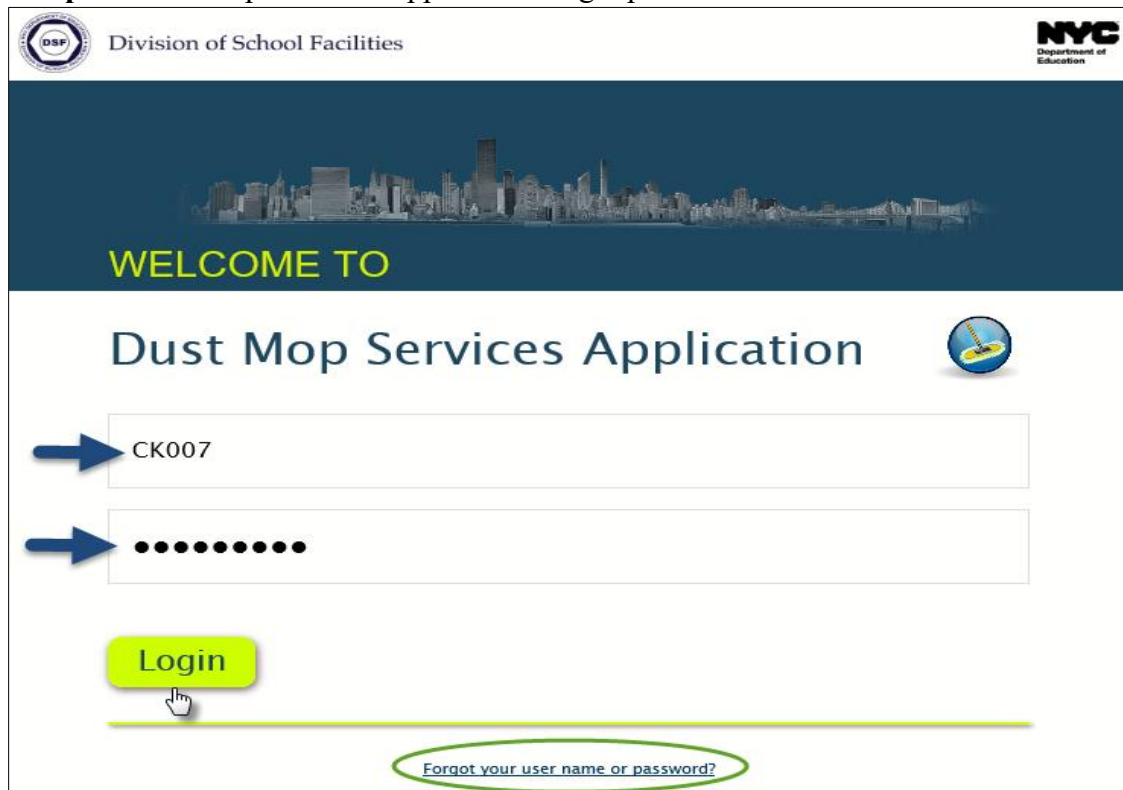


Figure 1

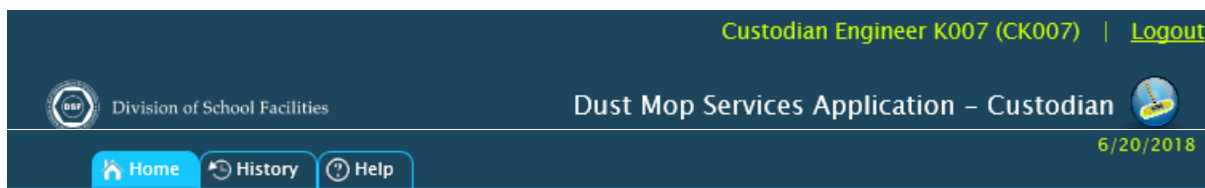
3. Type your password in the **Password** field (same password used for Fuel, SchoolStat, etc.) Figure 1.
4. Click on the **Login** button to navigate to open the Custodian Home Page and review invoice (Figure 1).
5. If you cannot remember your DSF Application user id, click on the **Forgot your user name or password** link to change your user name, or reset the password (Figure 1).

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Navigation

The home panel displays with the following section (*Figure 2*):

1. New Invoices uploaded by the Office of Materials Management. The new invoices will display in this column for three (3) days.
2. Past Due Invoices – outstanding invoices that are four to seven (4-7) days old will display in this column.
3. Over Due Invoices – outstanding invoices that are eight (8) or more days old will display in this column.
4. Print Screen button located at the right of the screen



Custodian Home Page

Below are the pending invoice(s) that require your approval:

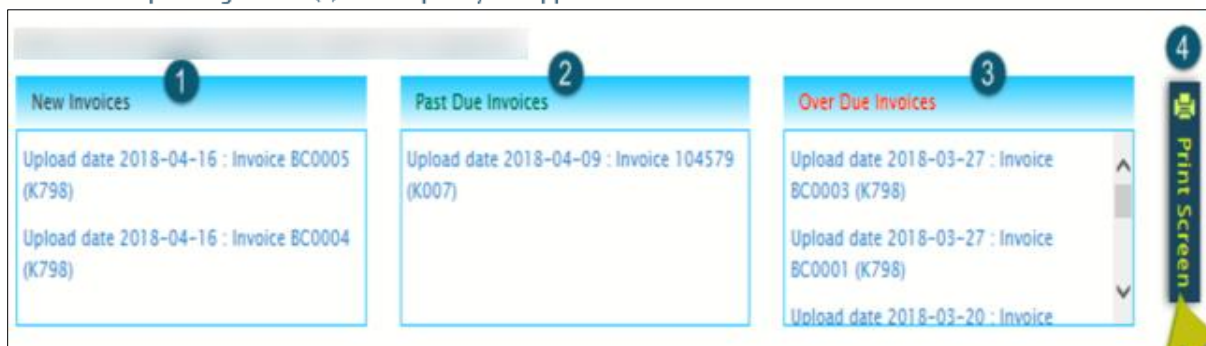


Figure 2

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Approve the Invoice

Invoice Approval

Use the steps below for reviewing and approving invoices at the **Home Page**.

Note: You can print the custodian home page with the invoice details by clicking the Print Screen button (Figure 3).

1. Click on any link under the New Invoice, Past Due Invoices, or Overdue Invoices columns to view invoice details (Figure 3).

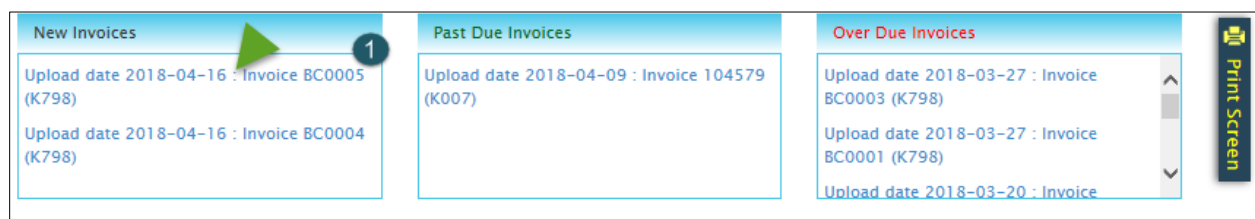


Figure 3

Note: After clicking on link under the New Invoices column, the detail invoice panel displays at the bottom of the Home Page (Figure 4).

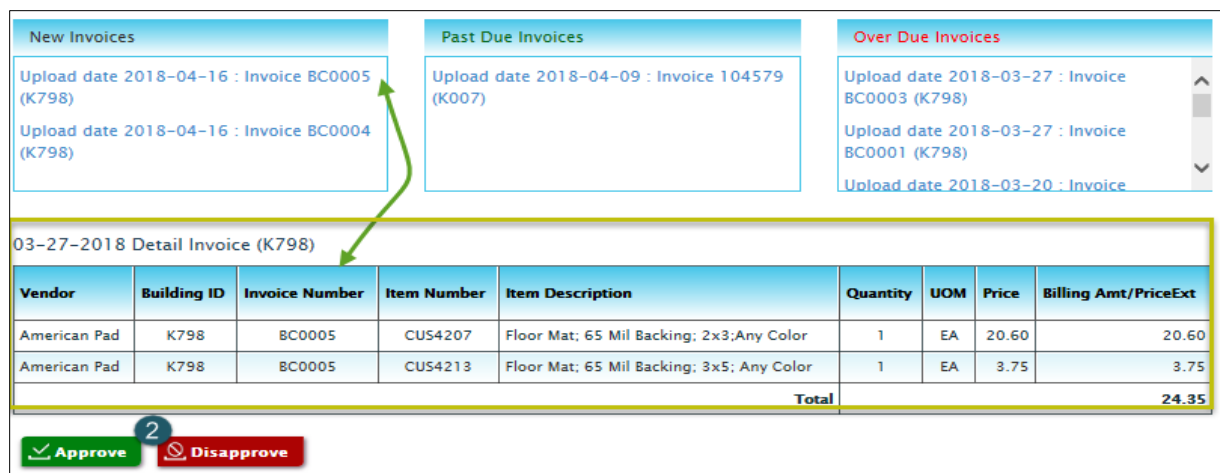


Figure 4

2. Click on the **Approve (2)** button (Figure 4).

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Approve the Invoice

Note the following:

- a. A system **Approval Confirmation** dialog box displays with the message,

“You have successfully approved the selected invoice(s).” Figure 5

Please note, you have 24 hours to undo the selected approved invoice(s).

- b. After clicking the **Approve** button, the invoice will display on the History panel.

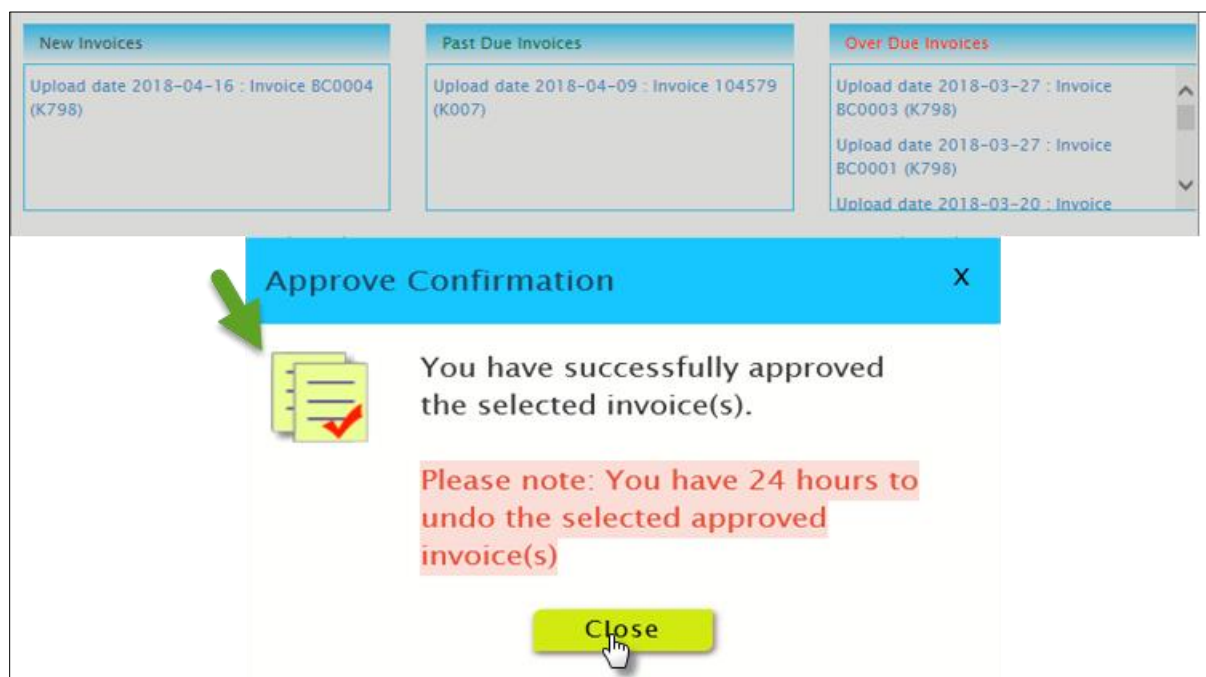


Figure 5

3. Click the **Close** button to exit the confirmation dialog box (Figure 5).

Note: The approved invoice(s) will come off the pending invoice list on the Home Page.

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Disapprove the Invoice

Disapproving the Invoice

If you need to disapprove an invoice because of discrepancies (e.g., missing items, incorrect prices, etc.). The steps for disapproving invoices begins at the **Custodian Home Page**.

1. Select an invoice from one of the three panels (i.e., New Invoices, Past Due Invoices, and Overdue Invoices), *Figure 6*.

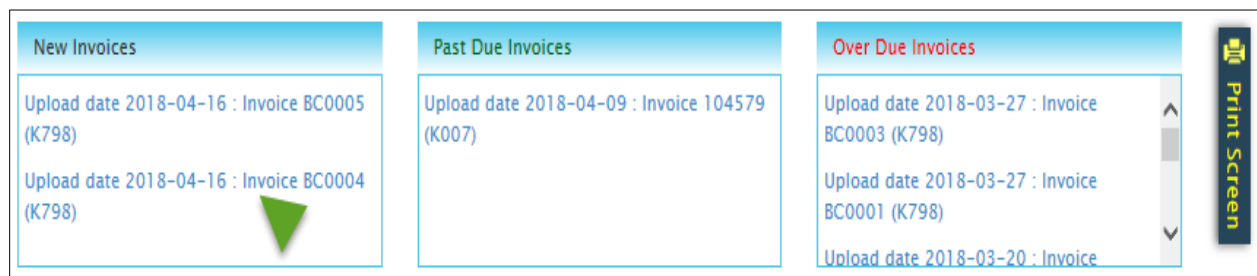



Figure 6

Note: After clicking on a link under the New Invoices column, another panel displays at the bottom of screen (Figure 7).

03-27-2018 Detail Invoice (K798)

Vendor	Building ID	Invoice Number	Item Number	Item Description	Quantity	UOM	Price	Billing Amt/PriceExt
American Pad	K798	BC0004	CUS4207	Floor Mat; 65 Mil Backing; 2x3;Any Color	1	EA	20.60	20.60
American Pad	K798	BC0004	CUS4213	Floor Mat; 65 Mil Backing; 3x5; Any Color	1	EA	3.75	3.75
Total					24.35			

 Approve


 Disapprove

Figure 7

2. Click the **Disapprove** button to open the **Reason for Disapproval** dialog box (Figure 7).

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Disapprove the Invoice

Sample – invoice disapproval dialog box

Reason Of Disapproval X

Reason Code: --Select--

ITEM(S) MISSING FROM SHIPMENT
INVOICE DOES NOT MATCH DELIVERY
NO DELIVERY RECEIVED

Comments:

Explain your reason(s) for disapproving the invoice(s)

Save Cancel

Figure 8

3. Complete the following fields at the Reason of Disapproval panel (Figure 8):
 - a. Select a Reason Code
 - b. Enter your comments – be specific
3. Click on the **Save** button to update the application.

Note:

Save button – saves your text, and closes the dialog box.

Cancel button - click the **Cancel button** to exit the dialog box.

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Disapprove the Invoice

Sample - System Disapproved Confirmation dialog box displayed message (Figure 9).

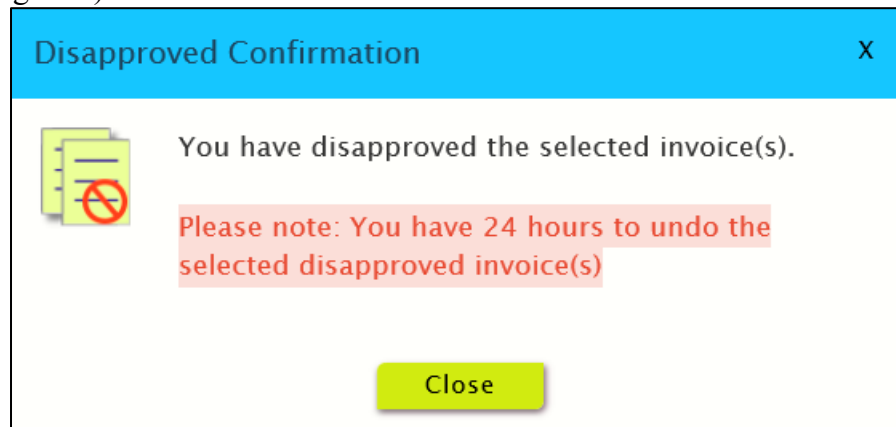


Figure 9

Note: The disapproved invoice(s) will display on the History panel.

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Review of Previous Invoice

Review Previous Invoices

Undo an Approved Invoice

The Undo Approve Invoice feature is available within 24 hours of initial entry for editing, and unlocked for undoing invoice process. Use the steps below for reviewing and approving invoices at the **Custodian Home Page**.

1. Click on the **History** (1) tab to view previous invoices (Figure 10).



Figure 10

Sample - Invoice History panel (Figure 11)

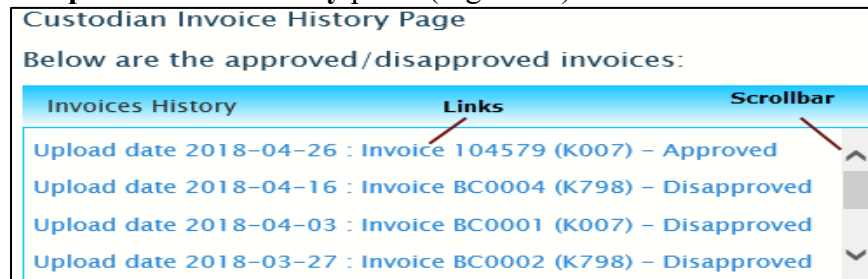


Figure 11

2. Click on a link in the **Invoices History** screen to view invoice details (Figure 11).

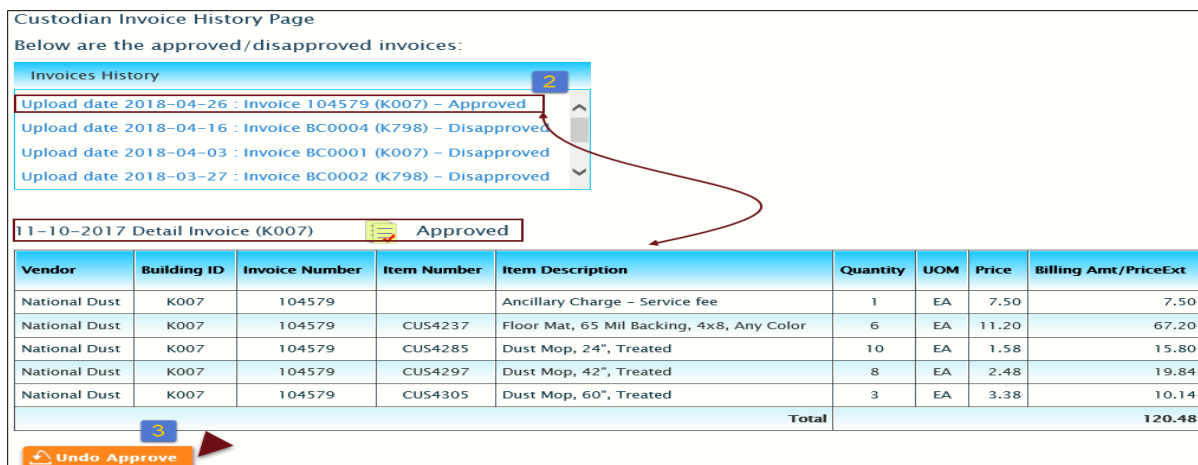


Figure 12

3. Click on the **Undo Approve** (3) button (Figure 12).

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Review of Previous Invoice

Note – system generate the message (Figure 13)

Sample - Undo Approve Confirmation message

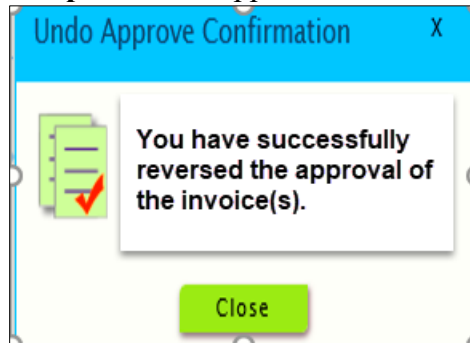


Figure 13

4. Click on the **Close** button to exit the dialog box (Figure 13).

Undo a Disapproved invoice

CEs can undo a disapproved invoice within 24 hours of initial entry for editing, and unlocked the disapproved invoice process. Use the steps below for reversing the disapproved invoice(s). The process begins at the **Custodian Home Page**.

1. Click on the **History** tab to view previous invoices (Figure 14



Figure 14

Sample of Invoice **History** panel (Figure 15)

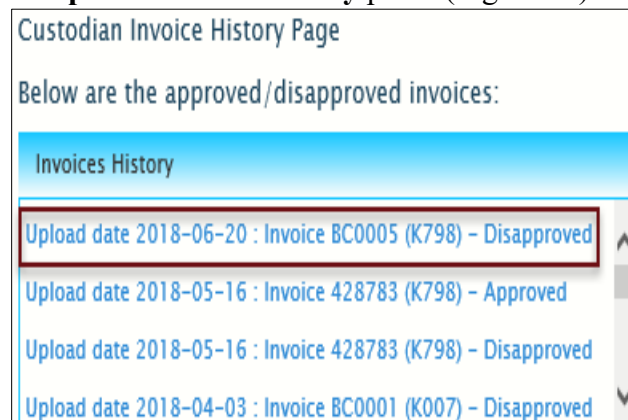


Figure 15

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Review of Previous Invoice

- Click on a link in the **Invoices History** to open invoice details panel (Figure 15).

Sample of Invoice Details (Figure 16)

Custodian Invoice History Page

Below are the approved/disapproved invoices:

Invoices History 2

- Upload date 2018-06-20 : Invoice BC0005 (K798) – Disapproved
- Upload date 2018-05-16 : Invoice 428783 (K798) – Approved
- Upload date 2018-05-16 : Invoice 428783 (K798) – Disapproved
- Upload date 2018-04-03 : Invoice BC0001 (K007) – Disapproved

03-27-2018 Detail Invoice (K798) Disapproved

Vendor	Building ID	Invoice Number	Item Number	Item Description	Quantity	UOM	Price	Billing Amt/PriceExt
American Pad	K798	BC0005	CUS4207	Floor Mat; 65 Mil Backing; 2x3;Any Color	1	EA	20.60	20.60
American Pad	K798	BC0005	CUS4213	Floor Mat; 65 Mil Backing; 3x5; Any Color	1	EA	3.75	3.75
Total								24.35

Undo Disapprove

Figure 16

- Click on the **Undo Disapproved** (3) button (Figure 16).

Sample of Undo Disapproved Confirmation (Figure 17).

Undo Disapprove Confirmation X

You have successfully reversed the disapproval of the selected invoice(s).

Close

Figure 17

- When you are done reviewing the invoices for your school building, click the **Logout** button to exit the application.

DUST MOP SERVICES APPLICATION

For More Information

For Application Support

- IT Service Desk at 718-349-5783

For resolving specific service issues

- Office of Material Management at dustmopservices@schools.nyc.gov