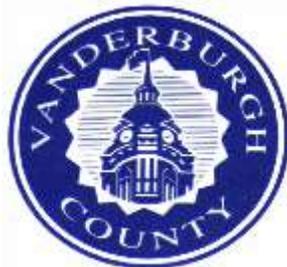


# FINANCE MANUAL

Auditor's Office, Bookkeeping



Vanderburgh County  
Auditor's Office

Date

January, 2020

*Financial Processing.*

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## AUDITOR'S OFFICE BOOKKEEPING CONTACTS:

Terri Woodward, Claims Bookkeeper

Email: [twoodward@vanderburghgov.org](mailto:twoodward@vanderburghgov.org)

Phone: (812) 435-5928

Paperwork for Terri goes in the top shelf of the **IN BOX** on desk next to the printer.

Janet Watson, Accounts Payable Bookkeeper

Email: [jwatson@vanderburghgov.org](mailto:jwatson@vanderburghgov.org)

Phone: (812) 435-5952

Paperwork for Janet goes in the third shelf of the **IN BOX** on the desk next to the printer.

Anne Virgin, Accounts Receivable Bookkeeper

Email: [avirgin@vanderburghgov.org](mailto:avirgin@vanderburghgov.org)

Phone: (812) 435-5439

Paperwork for Anne goes in the second shelf of the **IN BOX** on the desk next to the printer.

Correspondence: [claims-bookkeeping@evansvillegov.org](mailto:claims-bookkeeping@evansvillegov.org)

This applies to claims and invoices, request for a quietus, account corrections, vendor requests etc.

Fax: (812) 435-5027

## **ACCOUNTS PAYABLE PROCEDURES**

The purpose of this manual is to outline the procedures for processing payments. The forms listed throughout this manual can be found on the Auditor's website at [www.vanderburghcounty.in.gov/auditor](http://www.vanderburghcounty.in.gov/auditor).

### **CLAIM INSTRUCTIONS**

When sending in your claims, please do not staple them together. Put them in order with claim first, with invoices facing same direction as claim. Either clip them all together or put them in an interoffice envelope. The invoices should be listed in order by invoice number on the claim and sorted in that same order. Send scanned claims & invoices to [claims@vanderburghgov.org](mailto:claims@vanderburghgov.org). The claim form can be found on the Auditor's website at: <https://www.evansvillegov.org/county/departement/division.php?structureid=309> and must be completed as follows:

<b>Warrant No</b>	leave blank
<b>Warrant Total</b>	leave blank
<b>Date Allowed</b>	leave blank
<b>Doc #/# Pages</b>	leave blank
<b>PO #</b>	Enter 8-digit purchase order number if applicable. Do not enter the dash or zeros.

**Vendor Number**      **This number can be found through vendor inquiry. All vendor numbers changed with the new system.** If the vendor is not in the system, send the W-9 substitute from the Auditor's website to the vendor or tell them where it can be found. Complete the Employee W-9 Substitute for employees. Both of these forms are on our website at <https://www.evansvillegov.org/county/departement/division.php?structureid=309> Please use the **new** form.

**Vendor Remittances**      When we moved from the old system to MUNIS, we eliminated a lot of duplicate vendors. If a vendor had multiple numbers with the same name and taxpayer identification number in the old system, we created a separate remit to address for each remit to address needed in MUNIS. For instance, Xerox vendor number is 4007 but it has 4 different remit to addresses. You would put 4007-1 on the claim if the first remittance matches your invoice. **In Vendor Inquiry next to the vendor name, you will find the word *Addresses (0)*. If there is a number other than 0, it means there are more than one remit to addresses. Click on the word *Addresses* and scroll through to find the address that matches your invoice "pay to" address.** When emailing scanned claims & invoices, send an extra copy of the remittance page unless it's one that can be cut off.

**Vendor Name**      **Fill in the vendor name exactly as it reads in the system.** Do **not** abbreviate the name on the claim as these are filed alphabetically prior to payment.

**Vendor Address**      Not necessary unless one-time vendor. **If processing a claim for a one-time vendor, the address must be the same as the REMIT TO on the invoice. If the address on the *VENDOR INQUIRY* main screen is different from your invoice, click on *Addresses (0)* next to the vendor name in *VENDOR INQUIRY*. The number in the parenthesis means how many remit to addresses exist. Put the vendor number with a dash-whatever the remit to # is on the claim. If there is no remittance address matching the invoice, let us know and we will add it. There are a number of vendors with multiple remits, for instance the Vanderburgh County Treasurer has several remits pertaining to various types of payment.** Any necessary forms, such as order forms or memberships may be attached to front of claim to be returned to the vendor with check. If this is a special payment, please attach an addressed envelope to the front of the claim.

**Board of County Commissioners**                      leave blank

**Reference**                      **The purpose of this cell is for an account number, billing number, customer number, invoice number or word(s) to identify the payment for the vendor. Just type the number exactly as it appears on the bill, don't specify if it's an invoice number etc. Do not make up a number. With the exception of AT&T or a vendor that specifically asks that the account number be put on the check, use the invoice number for single invoices if there is one. Account, billing, & customer numbers are only for multiple invoices.** If you are paying for rent or a service for a particular month, use the month & year. *REIMB* is still the invoice number for reimbursements and *MILEAGE* for mileage reimbursement. **If you are paying multiple invoices during a pay period, you may use an account number or a customer number instead of putting one invoice per claim. Type the account or customer number in the REFERENCE SECTION & type each individual invoice number in the DESCRIPTION SECTION with each individual amount typed in the ACCT AMT section. Multiple account numbers can be used on one claim. Please list these in numerical order. Do not put more than one invoice number in the invoice number spot.** All charge card, telephone & utility payments are mailed with the remittances. Please fill in the amount being paid, tear off the remittance & staple to front of claim right under the vendor name. If you are emailing your claims, scan an extra copy of the remittance page to be attached to the claim. This isn't necessary for AT&T because the page with the remittance copy is legal size. If you use the month & year for a vendor who doesn't give you an account or customer number and the month & year won't tell them what you're paying for, make a copy of the claim to be sent back with payment. ***See sample list at the end of this manual for vendors with account or customer numbers.***

**Billed Amount**                      **The claim total will automatically fill in here for you when claim is finished.**

**Date Billed**                      **This can be an invoice date, billing date or statement date. Do not put the due date here. If there isn't an actual invoice date, use the date the claim is being prepared or the last day of the month. The *date billed* must be prior to the date the claim is sent to the Auditor's office.**

**Dept/Loc #**                      **Type the name of your department/department number (ex. Auditor/102). The location number will always be the 3 or 4 digit number assigned to your office. The location number always stays the same no matter what fund you are paying from.**

**Description**                      Type an itemized list of purchase or service. This is also where you would list the individual invoices as stated under reference number.

**Org-Object**                      Type in your complete org code-object code (XXXXXXXX-XXXXXX)

**Acct Amt**                      Type in the amount being paid from the Org-Object.

**Claim Total**                      This amount will be added for you.

**Vendor Signature**                      Vendor signatures are not required. **However, an office holder or department head who is paying out of an account requiring the County Commissioners or County Council approval should sign here.** The Commissioner or Council president's signature should go on the Office Holder signature line. This would apply to claims paid out of CCD funds.

**Date & Signature of Office Holder**                      This section must be completed. If a signature stamp is used, the preparer must **initial** after the stamp. This date must be the date the office holder is signing the claim.

**Date & County Auditor**                      leave blank

## Dates

When we enter invoices in MUNIS, there are three different date fields:

1. Date Billed This is the billing or invoice date
2. Date Received This is the file stamp date (when claim was received by us)
3. Due Date This is the date the check will be printed

**The invoice date cannot be after the received or due date.** If a vendor does not have an invoice or billing date on their bill, put the date you are processing the claim as the date billed. *For instance if you are paying for a contractual service or rent for October on September 27, you can't use 10-01-13 for the date billed.*

## Mileage Claim (new claim to be used for all travel)

**Warrant No** leave blank

**Warrant Total** leave blank

**Date Allowed** leave blank

**Doc #/# Pages** leave blank

**Vendor Number** **This number can be found through vendor inquiry. All vendor numbers changed with the new system.** If the vendor is not in the system, send the W-9 substitute from the Auditor's website to the vendor or tell them where it can be found. Complete the Employee W-9 Substitute for employees. Both of these forms are on our website at <https://www.evansvillegov.org/county/department/division.php?structureid=309>. Please use the **new** form.

**Vendor Name** **Fill in the vendor name exactly as it reads in the system.** Do **not** abbreviate the name on the claim as these are filed alphabetically prior to payment.

**Vendor Address** Not necessary unless one-time vendor.

**Board of County Commissioners** leave blank

**Reference** Enter **MILEAGE** for mileage reimbursement. You can also enter a specific month or time period. Multiple accounts and trips can be entered on the same claim.

**Billed Amount** **The claim total will automatically fill in here for you when claim is finished.**

**Date Billed** **This can be an invoice date, billing date or statement date. Do not put the due date here. If there isn't an actual invoice date, use the date the claim is being prepared or the last day of the month. The date billed must be prior to the date the claim is sent to the Auditor's office.**

**Dept/Loc #** **Type the name of your department/department number (ex. Auditor/102). The location number will always be the 3 or 4 digit number assigned to your office. The location number always stays the same no matter what fund you are paying from.**

**Description** Type an itemized list of purchase or service. This is also where you would list the individual invoices as stated under reference number.

**Org-Object** Type in your complete org code-object code (XXXXXXXX-XXXXXX)

**Acct Amt** Type in the amount being paid from the Org-Object.

**Claim Total** This amount will be added for you.

**Vendor Signature** Vendor signatures are not required. **However, an office holder or department head who is paying out of an account requiring the County Commissioners or County Council approval should sign here.** The Commissioner or Council president's signature should go on the Office Holder signature line. This would apply to claims paid out of CCD funds.

**Date & Signature of Office Holder** This section must be completed. If a signature stamp is used, the preparer must **initial** after the stamp. This date must be the date the office holder is signing the claim.

**Date & County Auditor** leave blank

### Mileage Form

This form is to be completed by the employee doing the travel. Upon completion, give the form to the bookkeeper in your office. They will complete the mileage claim, attach the mileage form and turn them in for payment.

### Dates

When we enter invoices in MUNIS, there are three different date fields:

1. Date Billed This is the billing or invoice date
2. Date Received This is the file stamp date (when claim was received by us)
3. Due Date This is the date the check will be printed

**The invoice date cannot be after the received or due date.** If a vendor does not have an invoice or billing date on their bill, put the date you are processing the claim as the date billed. *For instance if you are paying for a contractual service or rent for October on September 27, you can't use 10-01-13 for the date billed.*

### Other Instructions

**Attorney Payments** Use the cause number or name unless there is an actual invoice number. If we are paying a law firm instead of an individual, please type the law firm as the vendor. **Separate the fees and reimbursements in the description section of the claim, the fees for the service get a 1099-MISC & the reimbursement does not.** If you are using the month & year for the invoice number, separate the amounts on the claim or make a copy of the claim to be sent with payment.

**Charge Cards** Use the **account number** on the billing statement for the *reference*. Use the **statement date** for the *date billed*. Put a checkmark next to invoices being paid on the remittance.

**Claims with attachments** **If there is a form to be mailed with the check, staple it to the front of the claim under the vendor name.** This could be a registration or a remittance advice. This also applies to an addressed envelope.

**Claims with receipts attached** **If bringing or mailing in claims & have receipts to attach, please tape them to a blank piece of paper. Then you can copy & send it or send originals.**

**Contractual Payments** **Use the month & year unless there is an actual invoice number.** If payment is to an individual for a specific time period, use the first date – the last date of service (ex. 01/01/13-01/15/13). If there isn't a date on the invoice, use the last day of the month. **When paying a vendor for a service plus mileage or a**

reimbursement, separate the service and the mileage or reimbursement in the description section of the claim. The service gets a 1099-MISC, mileage or reimbursements do not.

**Employee Compensation** Employee compensation should be an actual invoice number or the date(s) (ex. 03/01/13-03/15/13) the service was performed or a month & year. The invoice date should be the day of or the last day of the service.

**Employee Mileage & Reimbursements** For employee mileage & reimbursements, REIMB or MILEAGE is be used for the invoice number. The date of the purchase or last day of trip is to be used for the invoice date.

**Fixed Assets** A fixed asset form is to be attached to a claim for any fixed asset purchase over \$1000. Payment will not be made until this form is received. The processed fixed asset form will be returned to the originating office along with a red tag that should be attached to the purchased item once payment is sent.

**Remittances** If you are scanning and emailing claims, send 2 copies of the remittance advice. This makes it much easier to scan the claim.

**Rent** Use the month & year for the invoice number unless there is an actual invoice number that changes each month. Since rent is normally paid in advance, use the claim preparation date for invoice date unless there is an actual invoice date.

**Vehicles** There is a form on the Auditor's website to be completed when purchasing a new vehicle. Please return that form with the other required paperwork.

**Vectren** Payments are done online every Thursday through the Vectren website by the Auditor's office. When sending in your Vectren claims, leave the bills intact & don't tear off the remittance.

## Checks

*There is a mail cart in Bookkeeping in the Auditor's office. Each office has a folder on this cart. All employee compensation & reimbursement checks will be in the appropriate folder on Friday mornings. If checks are not picked up by 2 pm on Friday afternoon, they will be sent upstairs to be placed in the appropriate office slot in the Controller's office, room 305. If you would like a regular check to be held for pickup, please write **HOLD FOR PICKUP** at the top of the claim and/or place a sticky note on the claim.*

## Miscellaneous Information

Claims & invoices can be scanned and emailed to us at: [claims@vanderburghgov.org](mailto:claims@vanderburghgov.org)  
The claim form can be saved to your favorites from our website. If you are saving your claims, please be sure to change the information each time.

We have had some instances where we did not receive all the claims etc. that an office has emailed us. We are suggesting that bookkeepers check their accounts and reconcile what was paid on Friday with what was emailed the previous week.

## TAX EXEMPTION CERTIFICATE (ST-105)

To ensure that no sales tax is applied to a purchase, an employee needs to take a **tax exemption certificate** with them. Vanderburgh County is **exempt** from paying sales tax.

## **Appropriations & Transfers (use Organization Code-Object (line item))**

Transfers are entered into the computer system after approval by the County Council during their regularly scheduled meetings which are held on the first Wednesday of the month. Amounts transferred will be available the following Friday.

Appropriated funds, once approved by the County Council, will be available after State approval is received by the Auditor's Office. Appropriations take approximately one month from the Council Meeting to receive State (DLGF) approval. You will be notified by the Auditor's Office after State approval is received.

Claims or Purchase Orders will not be processed until after the money is entered on the line item. Do not send claims to the Auditor's Office unless funds are available. **Check your account balances before sending claims to the Auditor's Office for payment.**

Appropriations, repeals, and transfer requests are to be filed with the County Council administrative Assistant, Kathy Glaser (812-435-5088), by the 15<sup>th</sup> of the month preceding the County Council meeting. The County Council Personnel and Finance meetings are held the last Wednesday of the month to discuss any requests that will be voted on at their monthly meeting which is held the first Wednesday of each month. All forms can be accessed online at the Auditor's website at [www.vanderburghcounty.in.gov/auditor](http://www.vanderburghcounty.in.gov/auditor) .

## **Vendor Pay Dates**

Any claim that is turned into the Claims Bookkeeper, [Terri Woodward](#) (435-5298), on or before Friday (except for claims returned due to lack of funds or incorrect information) will be processed for payment on Friday of the following week. When vendors call to inquire on a payment status, it will depend on when the claim was turned in to the Auditor's Office.

Court claims must be advertised. Claims must be in the Auditor's Office by the 10<sup>th</sup> of each month. Payments will be advertised in the paper on Tuesday preceding the last Friday. Payment will be processed on the last Friday of every month. The exceptions are employee reimbursements, other governmental payments, and contractual payments for contracts signed by the Commissioners. These claims must be in the Auditor's Office by Friday to be paid the following Friday.

All telephone and utility claims received in the Auditor's office by Wednesday are paid on the following Friday. There should be no past due balances. The County is liable for late charges on these bills.

If a claim is sent back for any reason, it needs to be corrected and returned as soon as possible in order to be paid on the pay date it was originally intended.

A payment calendar can be found on the Auditor's website.

## INQUIRY and REPORTS

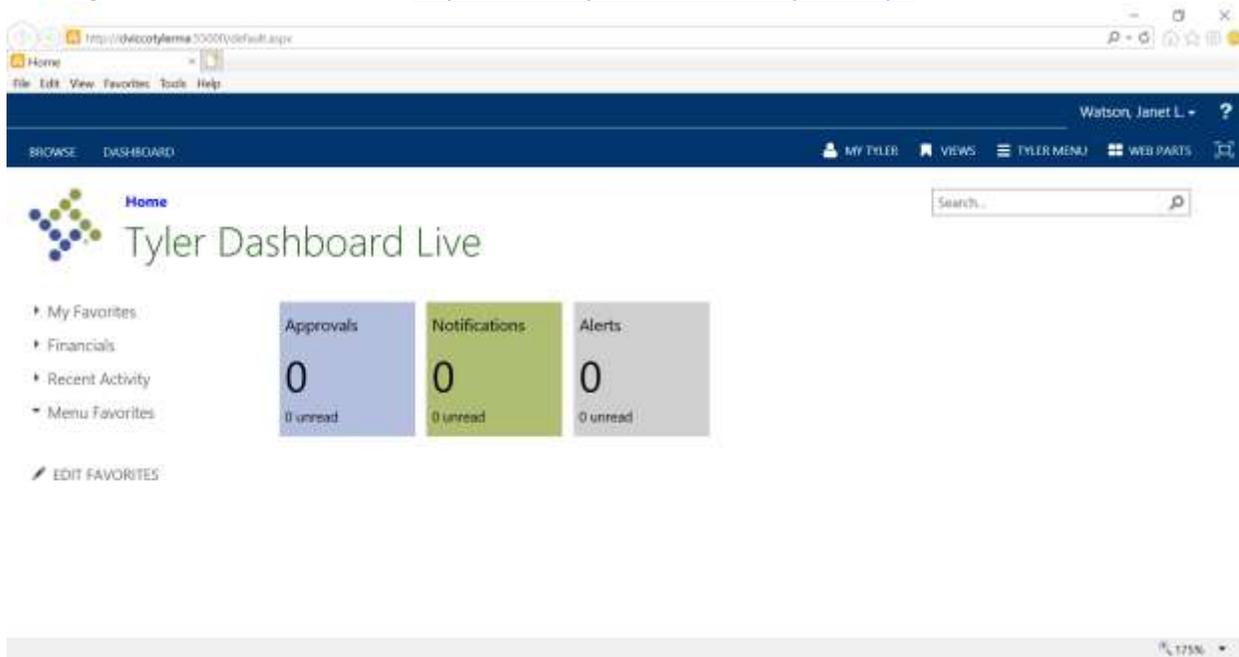
*You can view copies of the checks by the end of the day on Friday. You should also be able to see copies of the claims & invoices by the end of the day each Friday or at least by the following Monday.*

The Auditor's office does not run monthly reports for the offices. You print your own statement (*YTD Budget Report*) and reconcile it with your check register (*Excel spreadsheet*). The month-end process for the prior month is usually completed by the 1st or 2nd day of each month. You should be able to reconcile your records with MUNIS by the end of the first week of each month. In order to get monthly detail for the prior year, you must run the YTD Budget Report the first week of January before we close out the year.

All reports can be saved for future reference. Once your report has completed and you're satisfied with the results, click on the *TEXT FILE* (floppy disk icon). This will save it to *MY REPORTS*. Click on *MY REPORTS*, say no when it asks if you want to continue.

### TO GET INTO MUNIS:

First log into civicnet and click on <http://civiccotylerma:55000/default.aspx>.

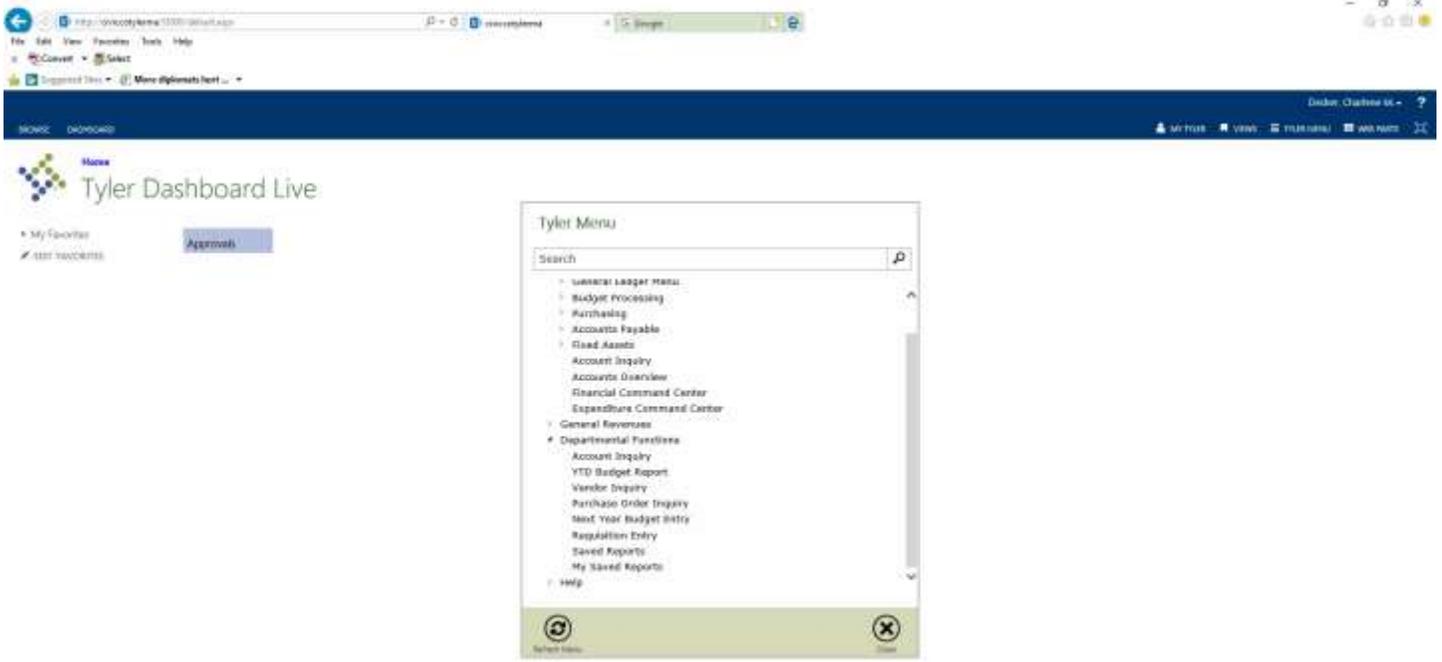


The screenshot shows a web browser window displaying the Tyler Dashboard Live interface. The browser's address bar shows the URL <http://civiccotylerma:55000/default.aspx>. The page header includes the user name "Watson, Janet L." and a search bar. The main content area features a navigation menu on the left with options like "My Favorites", "Financials", "Recent Activity", and "Menu Favorites". The central part of the dashboard displays three summary cards: "Approvals" with a count of 0 and "0 unread", "Notifications" with a count of 0 and "0 unread", and "Alerts" with a count of 0 and "0 unread". The footer of the page shows the number "1756".

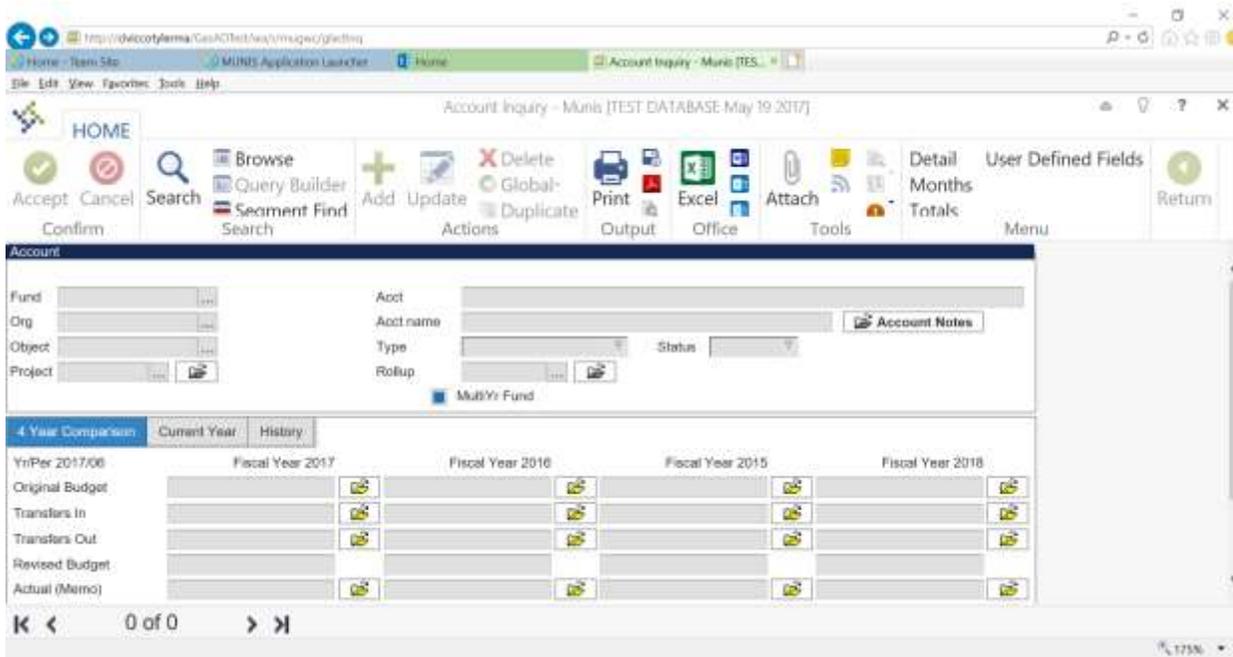
### CLICK ON TYLER MENU



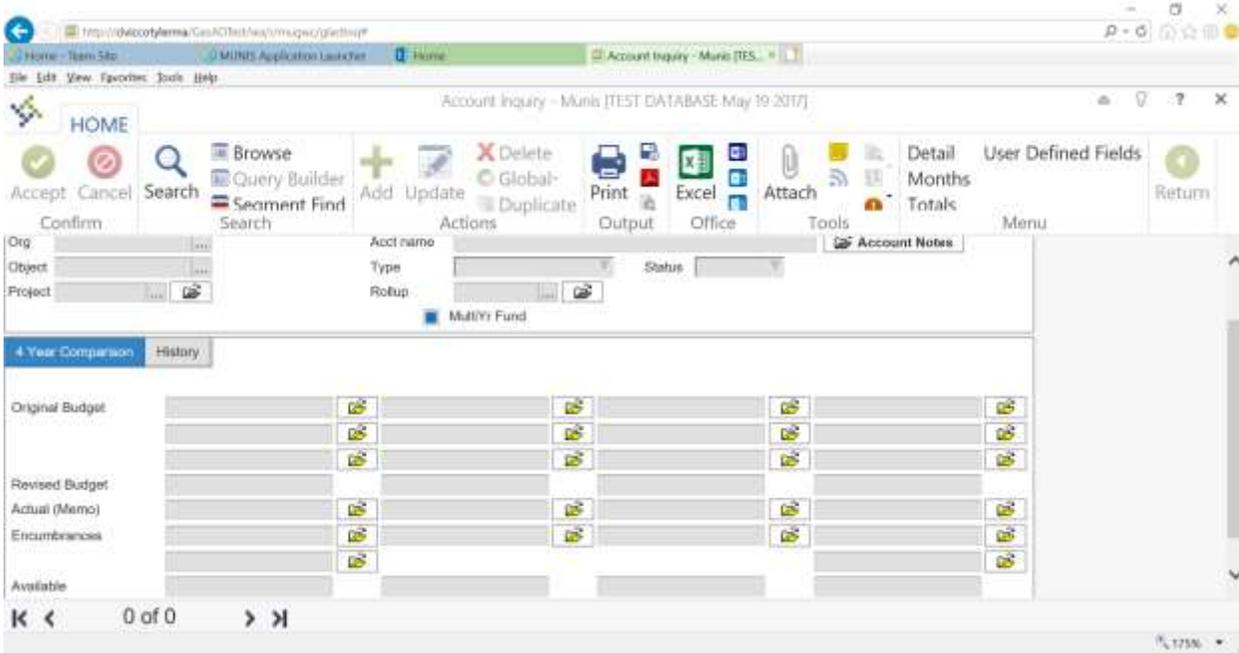
**CLICK ON DEPARTMENTAL FUNCTIONS**



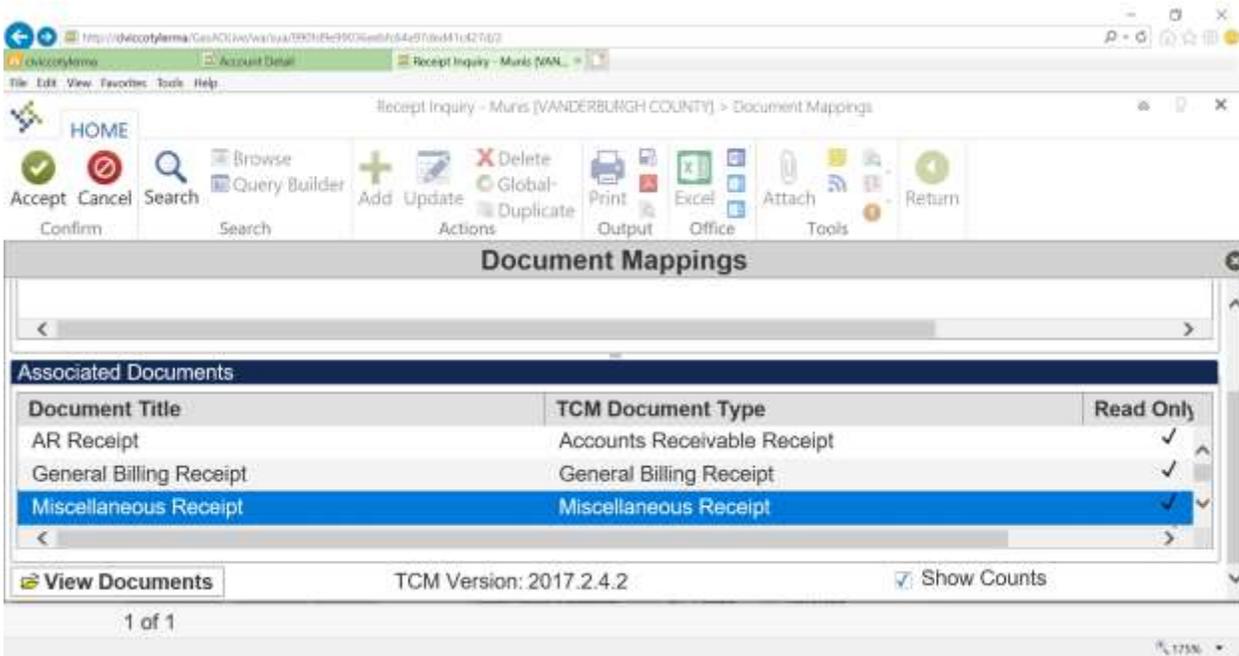
**Account Inquiry (click on Account Inquiry to view accounts)**



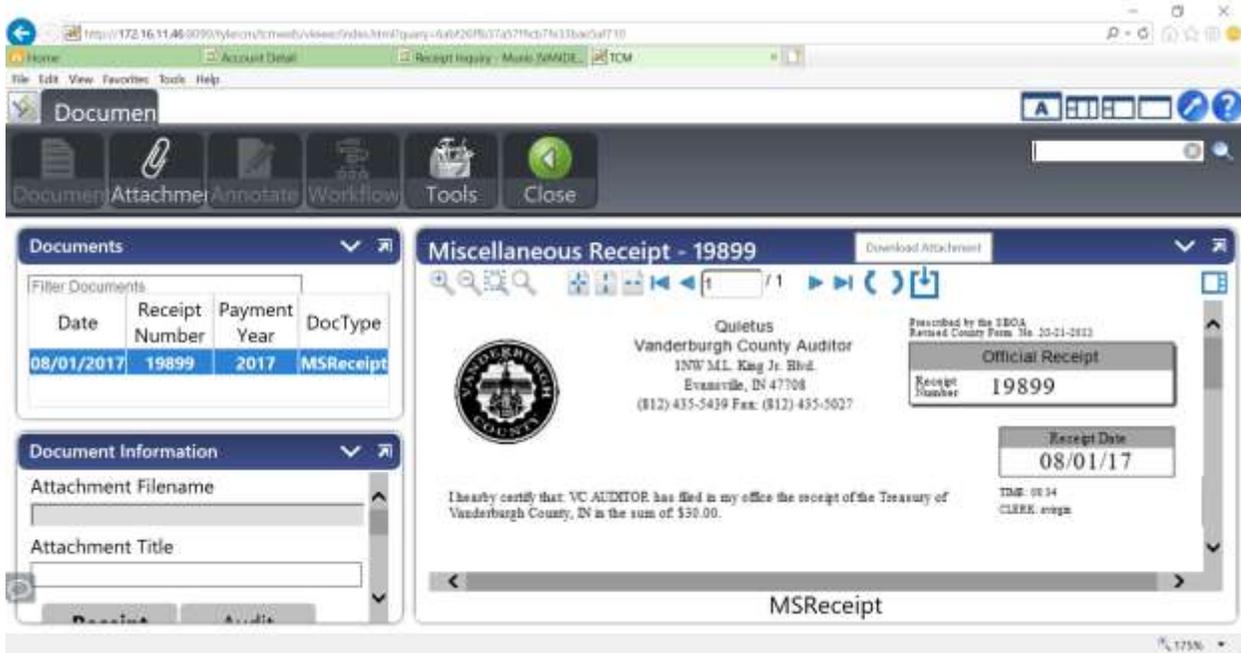
1. Click on **Search**
2. You can inquire on an account by doing the following:
  - a. To see all of your accounts, click on the checkmark or hit enter.
  - b. Type in your Fund number for a specific fund.
  - c. Type in your Org number to see a specific department.
  - d. Type in your Org number, then Object number to see a specific account.
  - e. Click on the magnifying glass & hit enter.
3. Click on green checkmark or hit enter,
4. If you wish to see detail information, click on the folder to the right:
  - a. Original budget      state allowed budget
  - b. Transfers in          appropriations & transfers shown going into account
  - c. Transfers out        appropriations & transfers shown going out of account
  - d. Revised Budget      the budget after transfers in or out
  - e. Actuals                actual amount expended or receipted into account
  - f. Encumbrances        purchase orders
  - g. Requisitions         pending purchase orders
5. The screen that pops up when you click on the folder can be printed or exported to Excel by clicking on the Excel icon in the toolbar at top.
6. If you are inquiring on a fund and want to see the beginning & ending balance, you need to inquire on the *Balance Sheet Accounts*. :  
 The following are the objects for your balance sheet accounts:
  - a. Opening cash        830000
  - b. Cash balance        810100
  - c. Revenue             824000
  - d. Expenditures        824100
7. When you inquire on the revenue *actuals* folders, you can view a particular receipt:
  - a. Click on the **ACTUALS** folder



- b. Click on line you wish to see
- c. Click on *accept* or *double click*
- d. Click on *Attach*



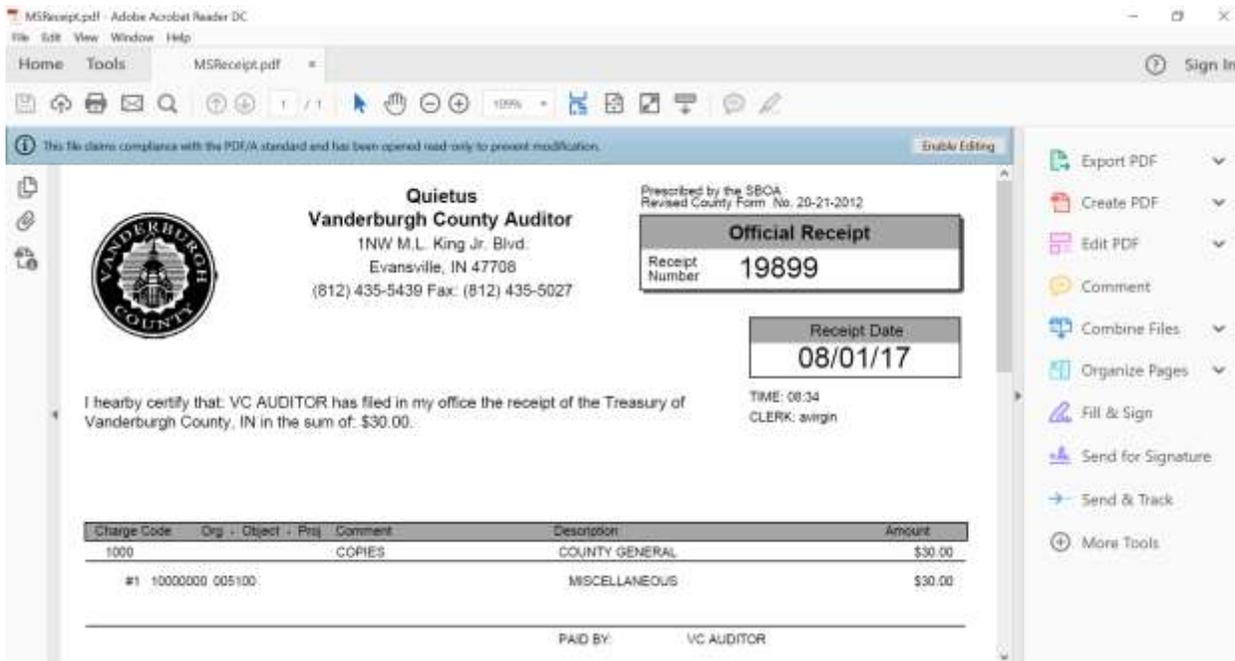
- e. Scroll down under *Associated Documents* to find **Miscellaneous Receipt**
- f. Click on *Accept* or *double click*



g. Click on *Download Attachment*



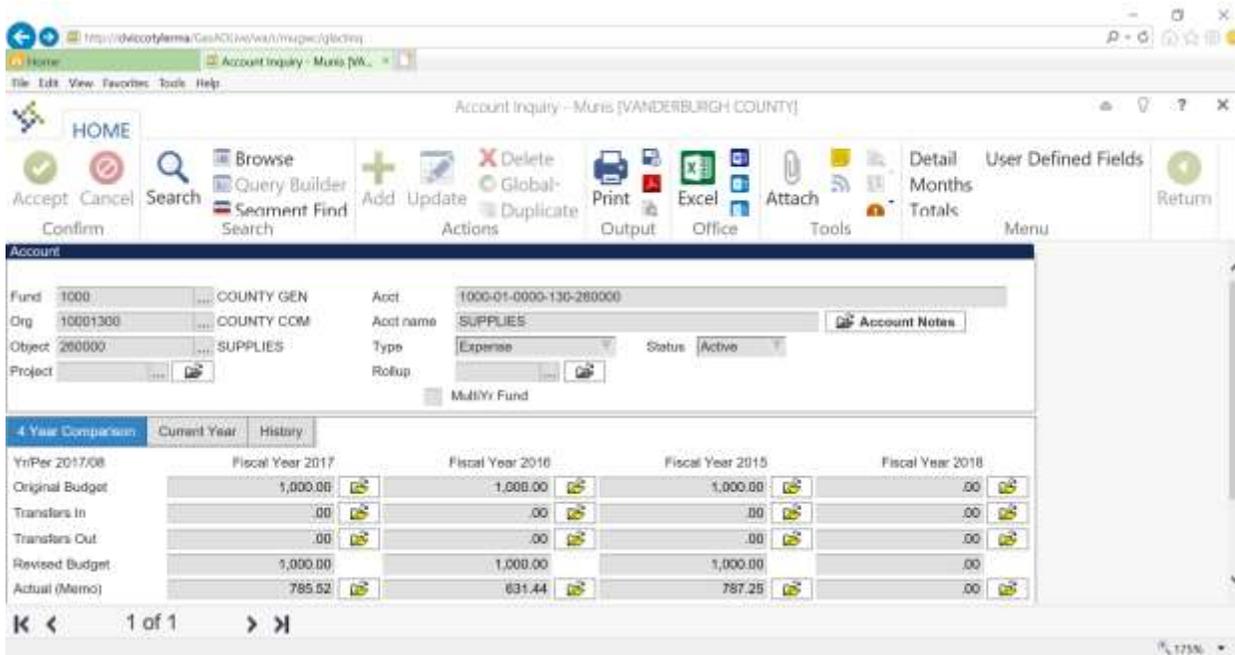
h. Click on *Open*



- i. You may print or email the receipt if so desired
- j. Click on the X to exit
- k. Click on **Close**
- l. Click on **RETURN** to exit detail

Receipts are only printed for those who are bringing money to be taken to the Treasurer's office. Those people will receive 3 copies - a customer copy for their records, an Auditor and a Treasurer copy to be taken to the Treasurer. Receipts for all money that is deposited into the bank directly can be seen the following day after the money is posted into your accounts.

8. When you inquire on the expenditure *actuals* folders, you can view a particular check:



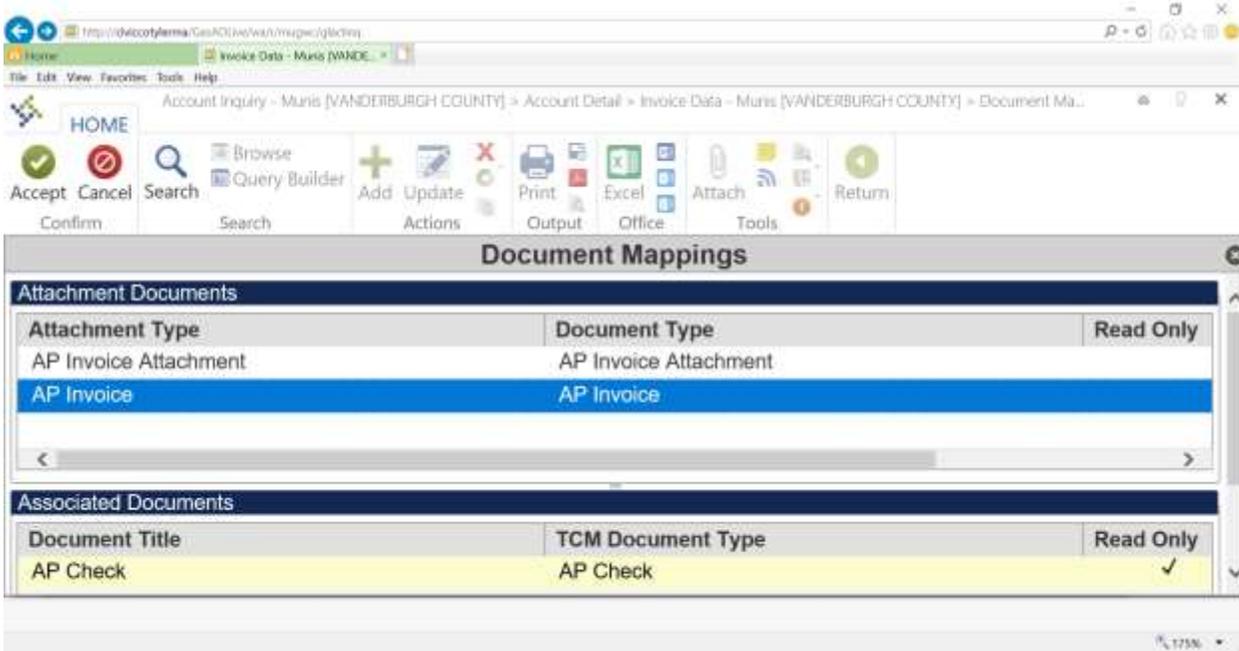
- a. Click on the **ACTUALS** folder

Posted	YR/Per	Journal	Eff Dt	Src	Ref1	PO/Ref2	Ref3	Ref4	Amount	Check #
Y	2017/06	34	08/11/17	API	001095		120190	W 08-11-CK	29.00	281508
Y	2017/06	107	06/23/17	API	002941		117375	W 06-23-CK	72.37	280207
Y	2017/06	107	06/23/17	API	002941		117375	W 06-23-CK	10.96	280207
Y	2017/06	107	06/23/17	API	002941		117374	W 06-23-CK	7.36	280207
Y	2017/04	107	04/28/17	API	001417		112858	W 04-28-CK	96.01	278004
Y	2017/03	73	03/14/17	GEN	274767	office dep	OFFICE DEPOT	acct con	-229.94	
Y	2017/02	71	02/10/17	API	001417		106680	W 02-10-CK	100.77	275742
Y	2017/01	136	01/20/17	API	001128		105145	W 01-20-CK	196.95	275076
Y	2017/01	96	01/13/17	API	002941		104603	W 01-13-CK	229.94	274767
Y	2017/01	9	01/08/17	API	002941		104384	W 01-08-CK	142.30	274553
Y	2017/01	20	01/06/17	API	001417		104464	W 01-06-CK	109.80	274527
Y	2017/01	25	01/05/17	API	001417		104464	W 01-06-CK	20.00	274527

- b. Click on line you wish to see
- c. Click on *accept* or *double click*

Document: 120190  
 Invoice: 661863-0  
 Year/Per: 2017-8  
 Type: Invoice  
 Cash Account: 99990000-810100 CASH ACCOU  
 Vendor: 1095 Ramit  
 Name: ALTSTADT OFFICE CITY INC  
 Desc: COMMISSIONERS  
 Status: Paid  
 Check Run: 08-11-CK  
 Inv date: 07/26/2017

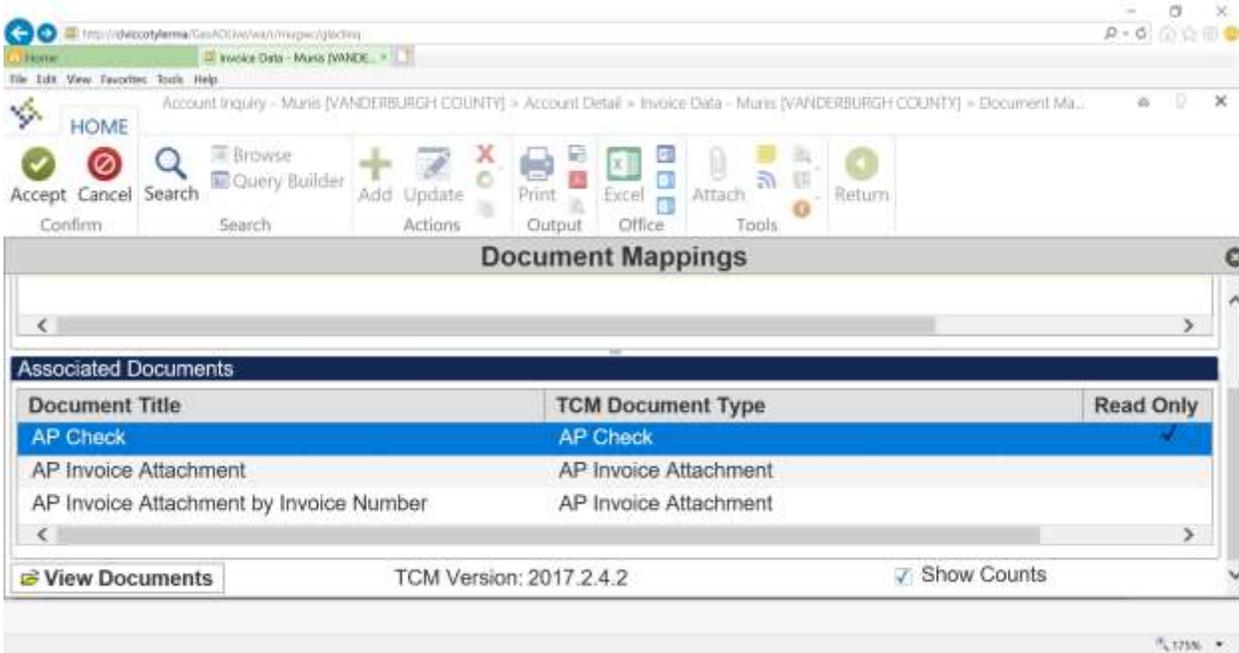
- d. Click on *Attach*



- e. Highlight the *AP invoice* under *Attachment Type* and *Accept* to view the claim and invoice(s)
- f. Click the *Download Attachment*



- e. Click on *Open* to view claim & invoice(s)



f. Highlight the *AP Check* under *Associated Documents* and *Accept* to view the check



g. Click on *Download Attachment*



h. Click on *Open*

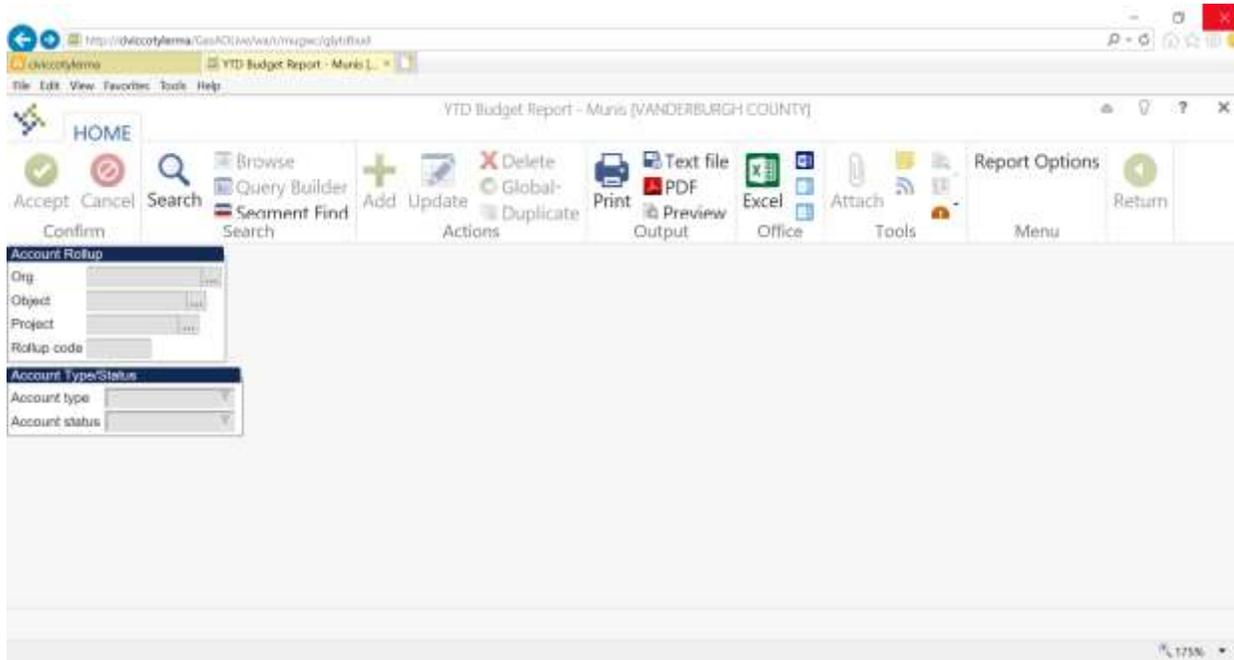


- i. You can print or email a copy of either check or invoice if you wish to
- j. Click on **Close**
- k. Click on **Return** to get back to main menu

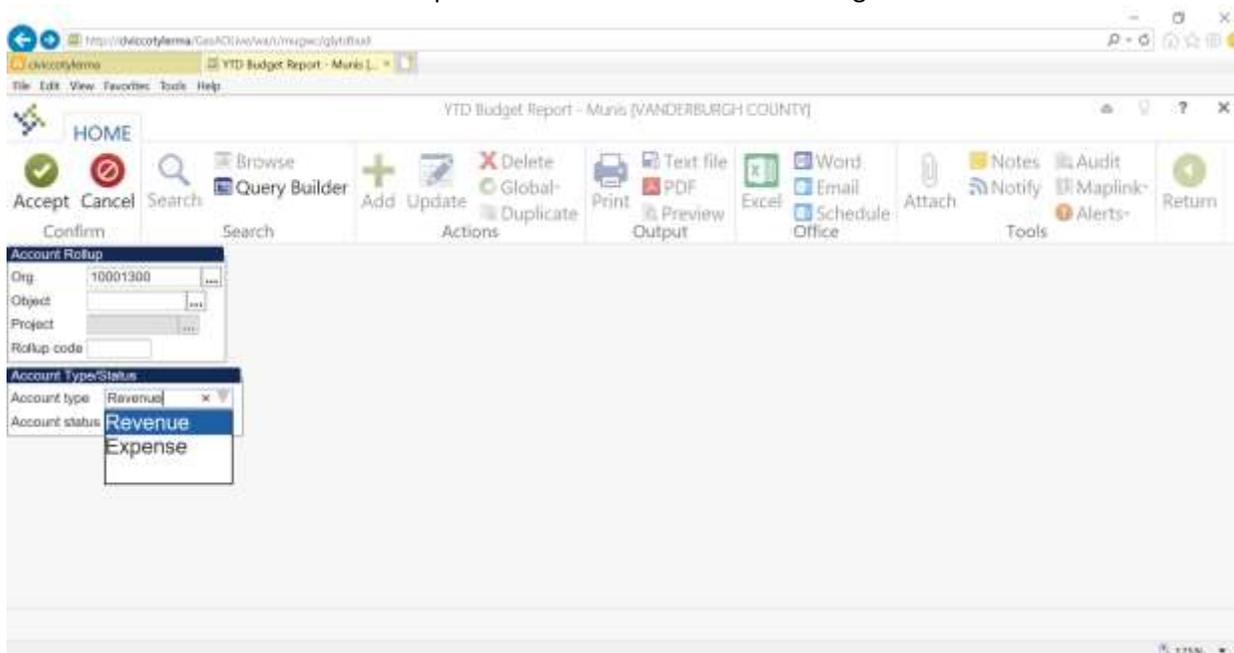
## YTD BUDGET REPORT

Click on **YTD BUDGET REPORT** under *Departmental Functions*

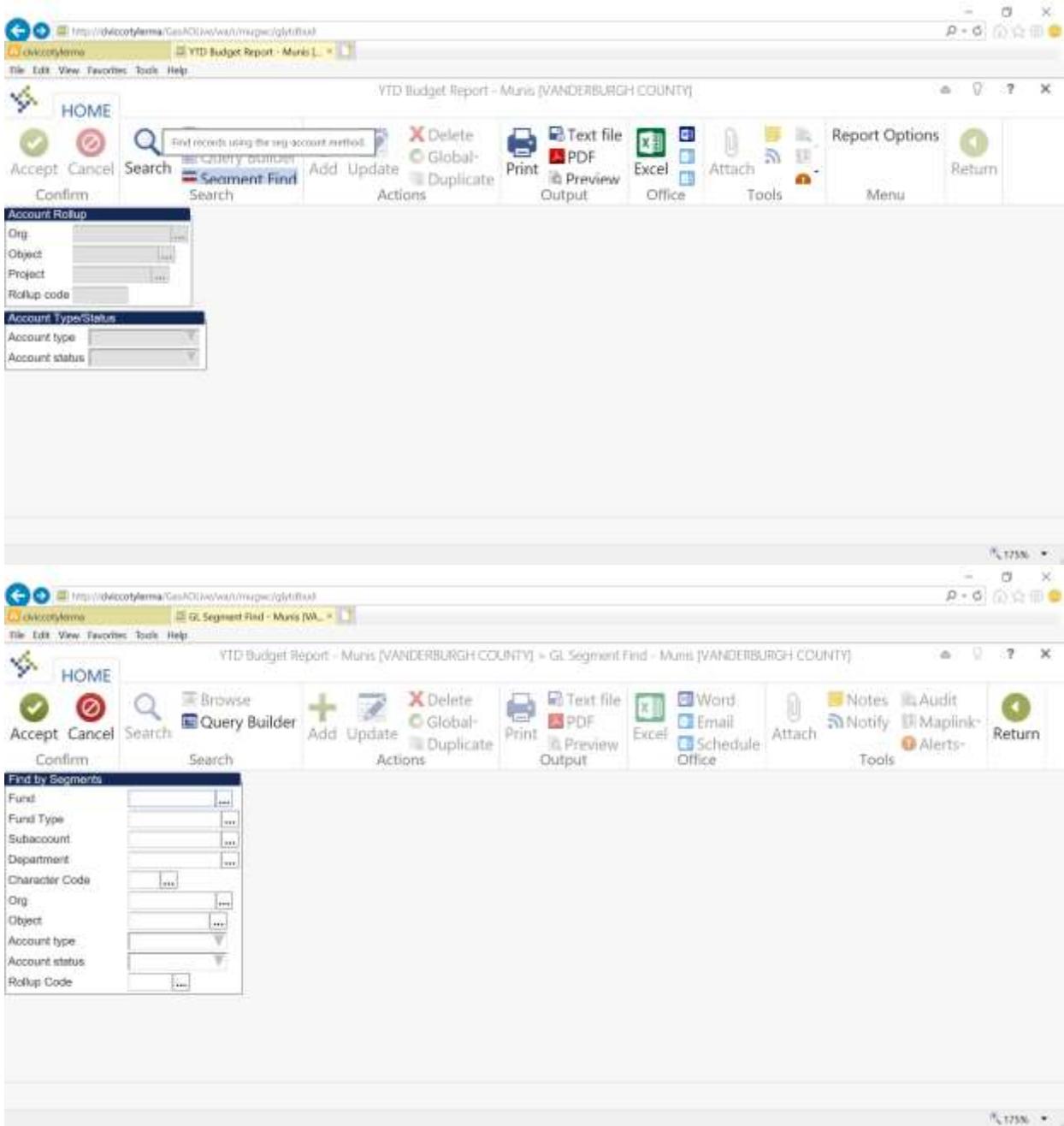
This report shows your beginning budget, revised budget, expenditures, revenue, & ending balance for budget accounts. For non-budgeted funds, the YTD Actuals show the total receipts or expenditures for the year. The MTD Actuals are the total receipts or expenditures for the month. Total Revenues are the total revenues for all receipt accounts. Total Expenses are the total expenses for all expense accounts. The Grand Total line at the bottom of the report is your balance for the fund.



1. Click on **SEARCH**
2. Enter **ORG** to get entire fund
3. Enter **OBJECT** to get just one line item or leave blank
4. Enter **ACCOUNT TYPE** for expense or revenue or leave blank to get both

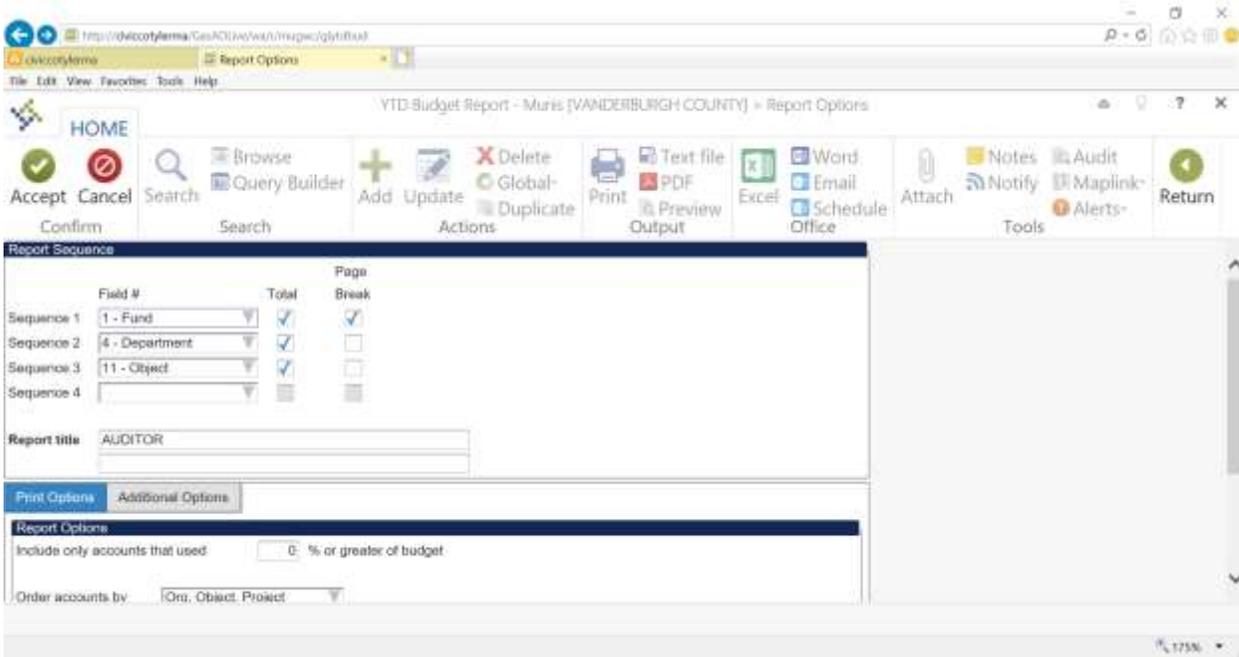


OR



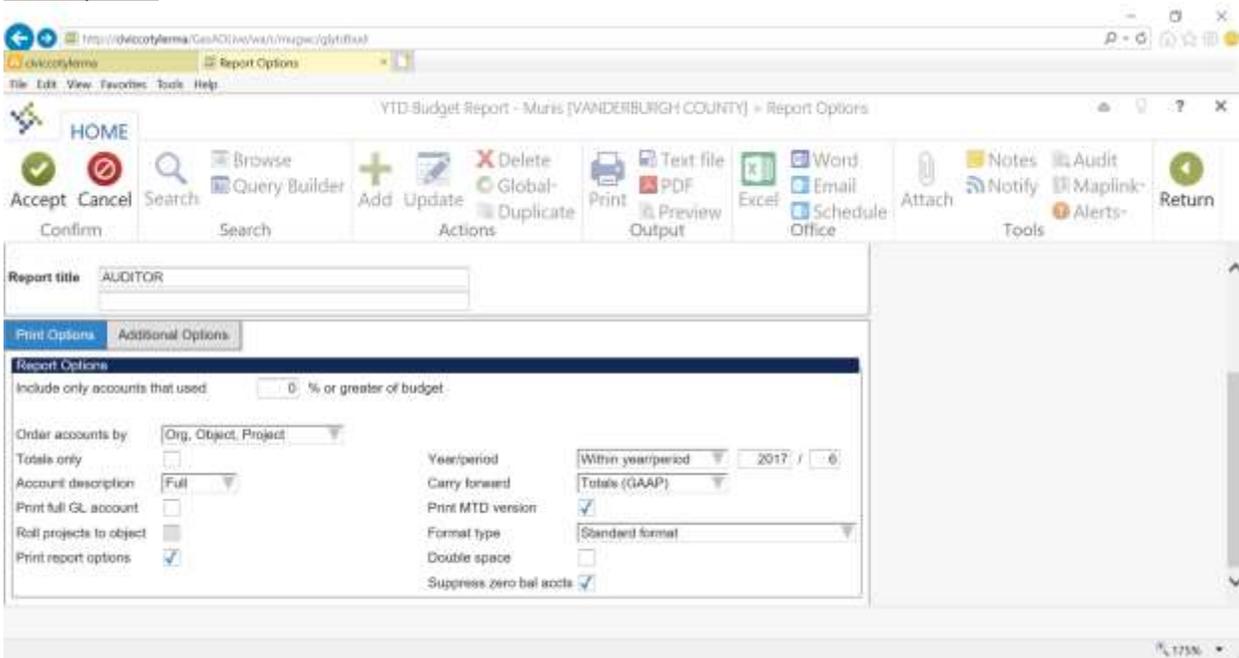
1. Click on *SEG FIND*
2. Enter the description you want to report on
3. You can run a report by:
  - a. Fund
  - b. Subaccount
  - c. Department
  - d. Character code
  - e. Org
  - f. Object
  - g. Select Account type from drop down menu :
    - expense
    - revenue
    - balance sheet

4. Click on REPORT OPTIONS



- a. Sequence 1      FUND
- b. Sequence 2      DEPARTMENT
- c. Sequence 3      OBJECT

Print Options

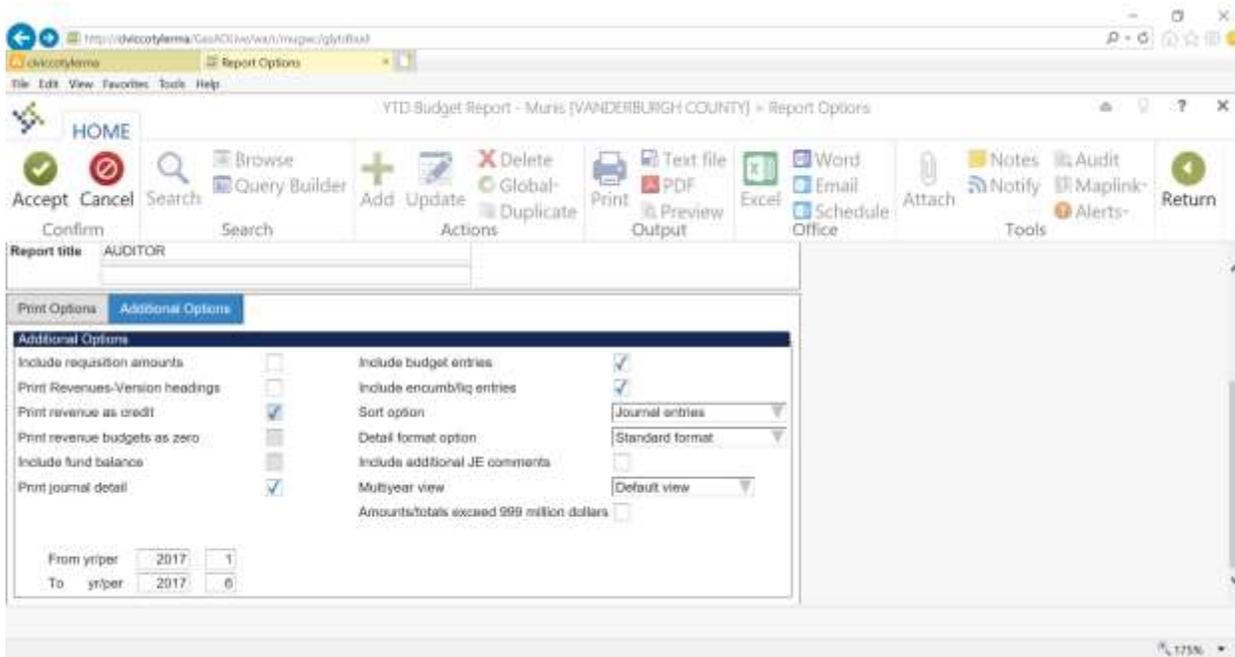


- a. *Print Options*
  - Order accounts by      Choose **Org, object, project** from drop down menu
  - Totals Only              leave blank unless totals are all you want
  - Account description full
  - Print full GL account      check
  - Roll projects              leave blank
  - Print report options      optional
  - Year/period              choose the period you want to report on

Carry forward  
 Print MTD version  
 Format type  
 Double space  
 Suppress zero accts

Choose **Current year only** or **Totals (GAAP)**  
 check  
 choose cents option or standard version with no cents from drop down  
 check if you want double, blank if single  
 check if you don't want to see accts with no activity

Additional Options

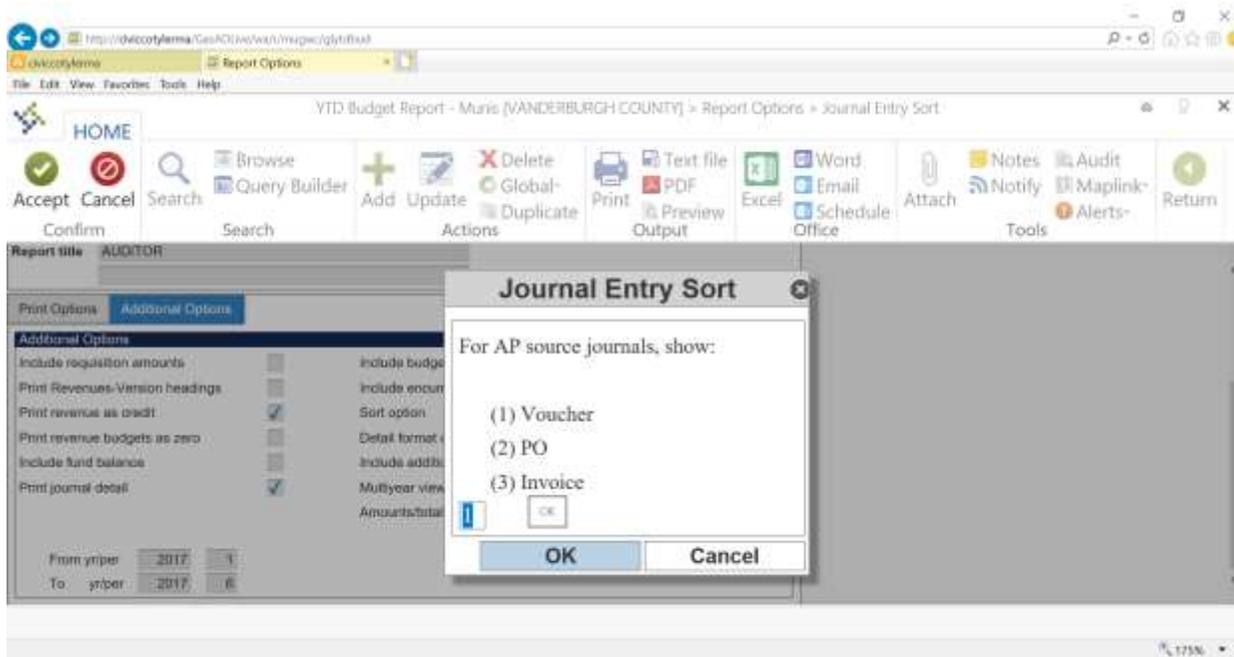


Check the following:

- a. Print revenue as credit
- b. Include fund balance (this will show you the beginning & ending fund balance). Only works with an entire fund.
- c. Print journal detail (to see detailed transactions). This has to be checked in order to change from & to yr/per
- d. Include budget entries
- e. Include encumb/liq entries
- f. From yr/per      beginning of period you are inquiring on
- g. To yr/per        end of period you are inquiring on

Choose the following

- h. Sort option **journal entries**
- i. Detail format option **standard format choose (1) or (3) from drop down menu**
- j. Click on **OK**

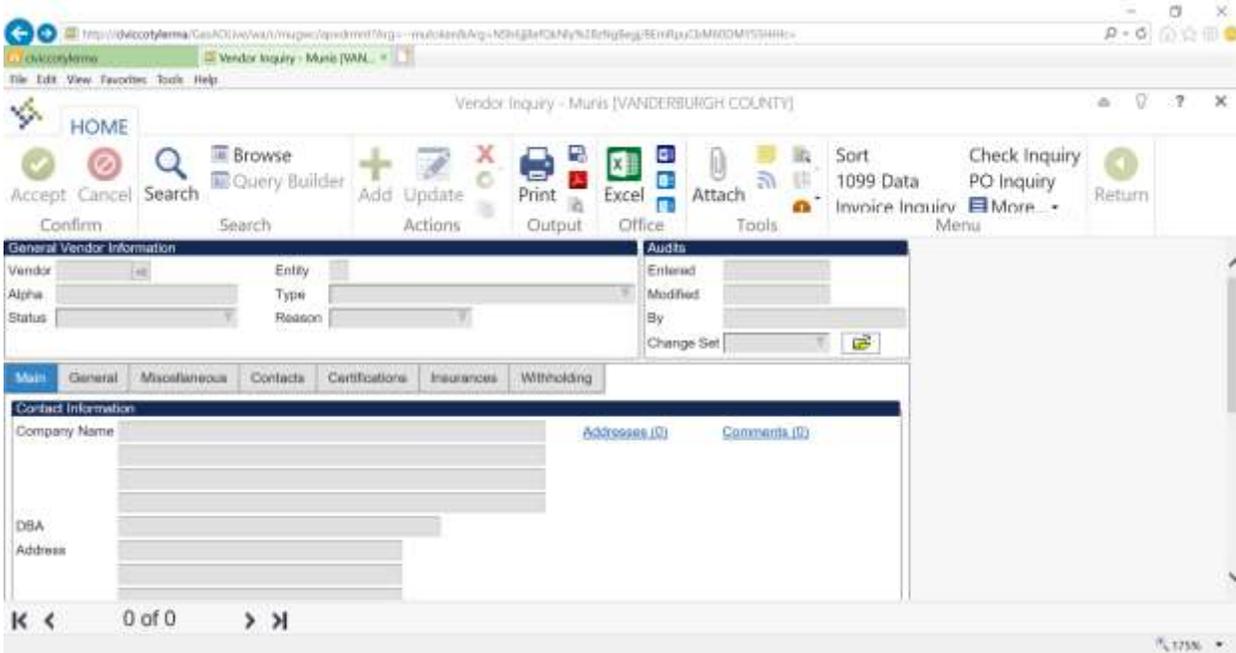


- 5. Click on **RETURN** to return to previous menu
- 6. Click on **text file** to save this report to **Saved Reports** or **My Saved Reports**
- 7. Click on **PDF icon** to save report in a folder of your choosing, then print it
- 8. Click on **printer icon** to print the report only
- 9. Click on the **Excel icon** to export to Excel

## Vendor Inquiry

All claims & invoices are being scanned. Through vendor inquiry you can view a check or an invoice. Both of these can also be printed out.

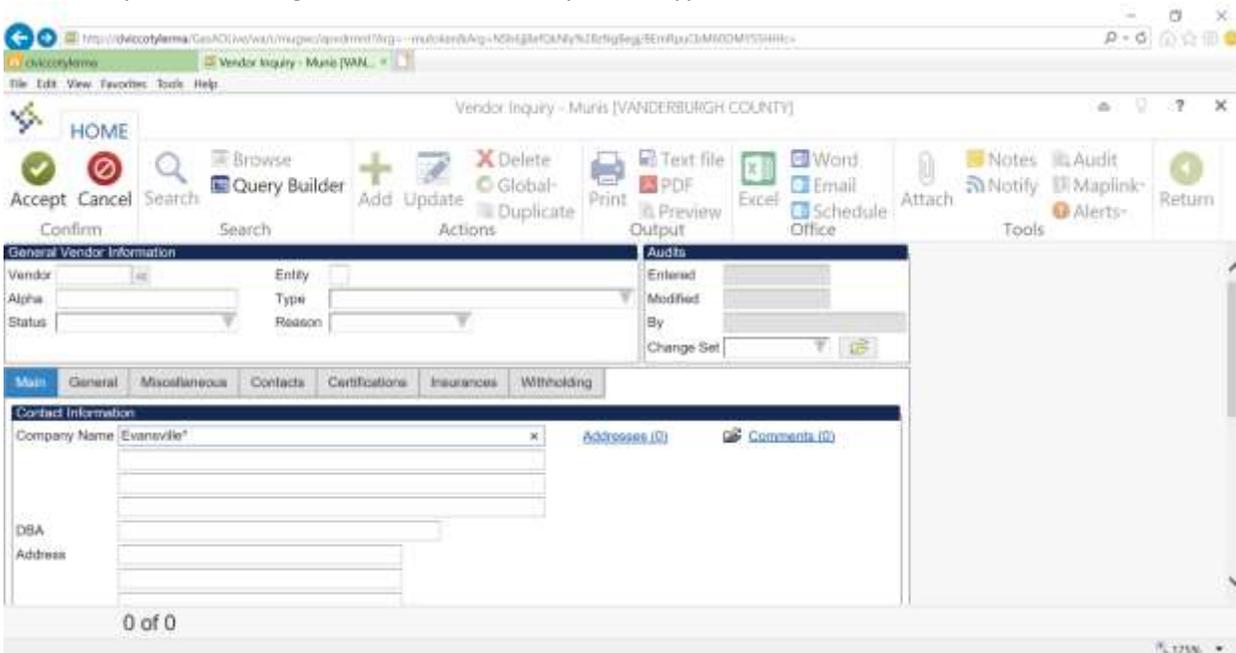
### 1. Click on **Vendor Inquiry**



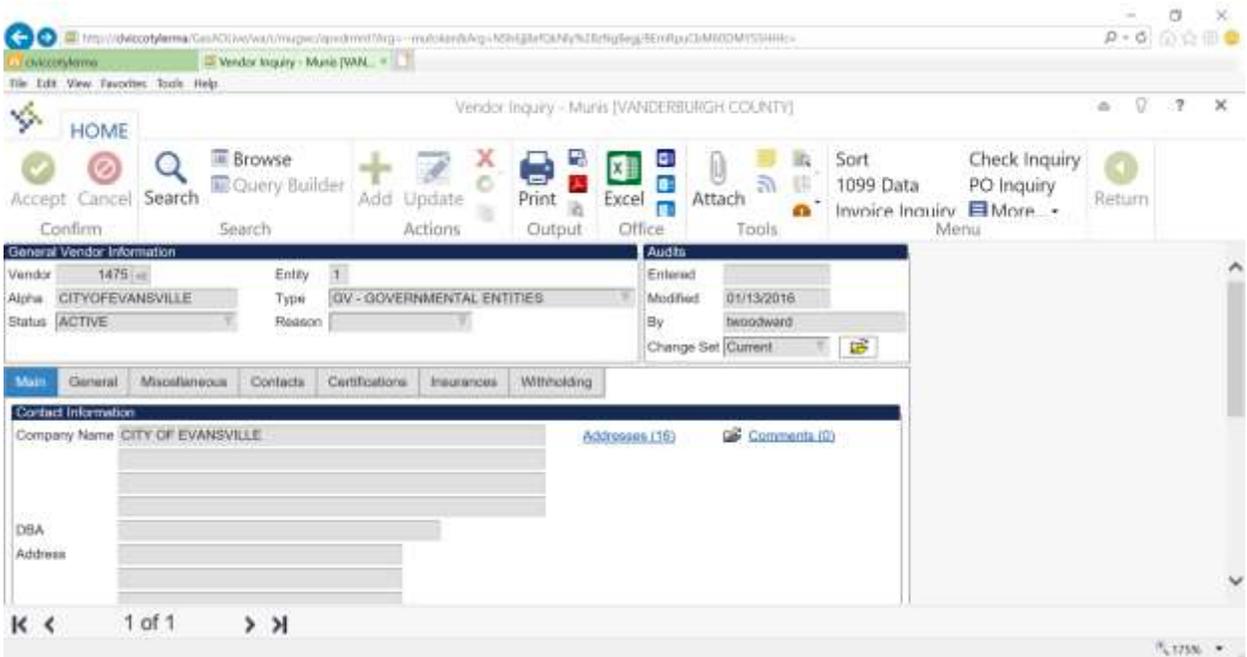
### 2. Click on **SEARCH**

### 3. Enter a vendor number

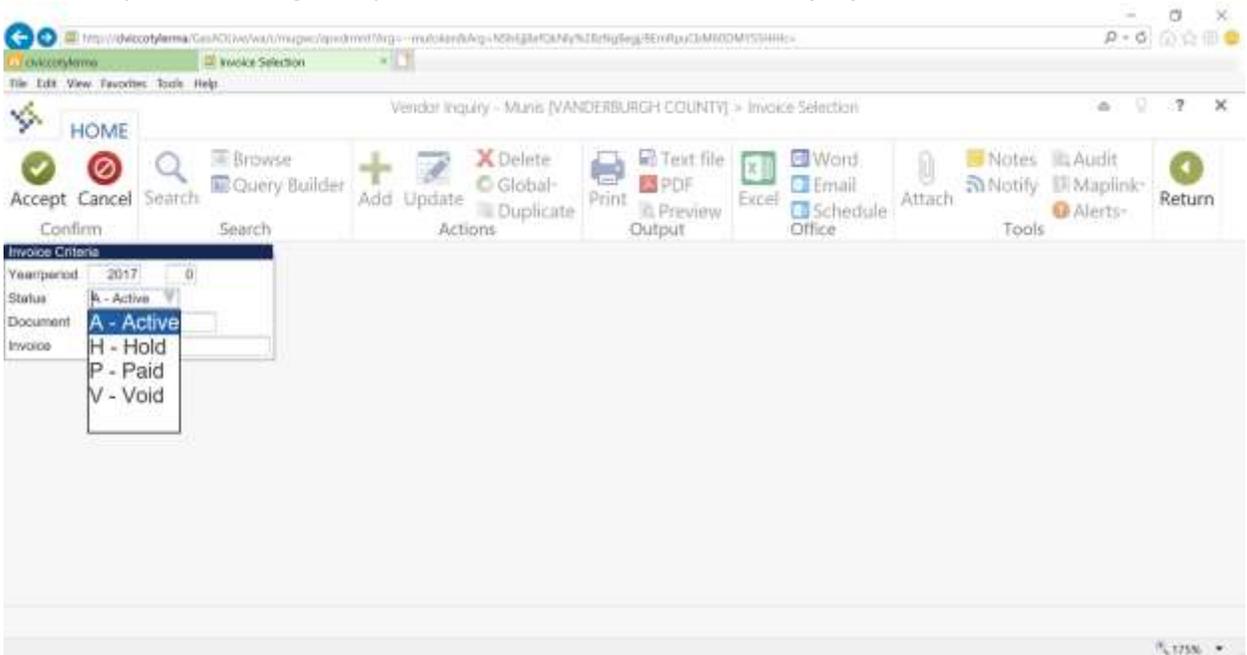
### 4. If you are looking for a vendor number you can type in the name with a \*after it or \*on both sides of name



5. If there are multiple remit addresses, they can be found by clicking on [Addresses \(0\)](#). If there are any, there will be a number in parenthesis next to [Addresses](#).
6. If there are comments associated with the vendor, they can be seen by clicking on [Comments \(0\)](#). If there are any, there will be a number in the parenthesis. If a check is returned due to a wrong address, the date it was re-mailed & the vendor info updated will show up here.
7. If you need a contact name or a phone number, click on **Contacts** tab.



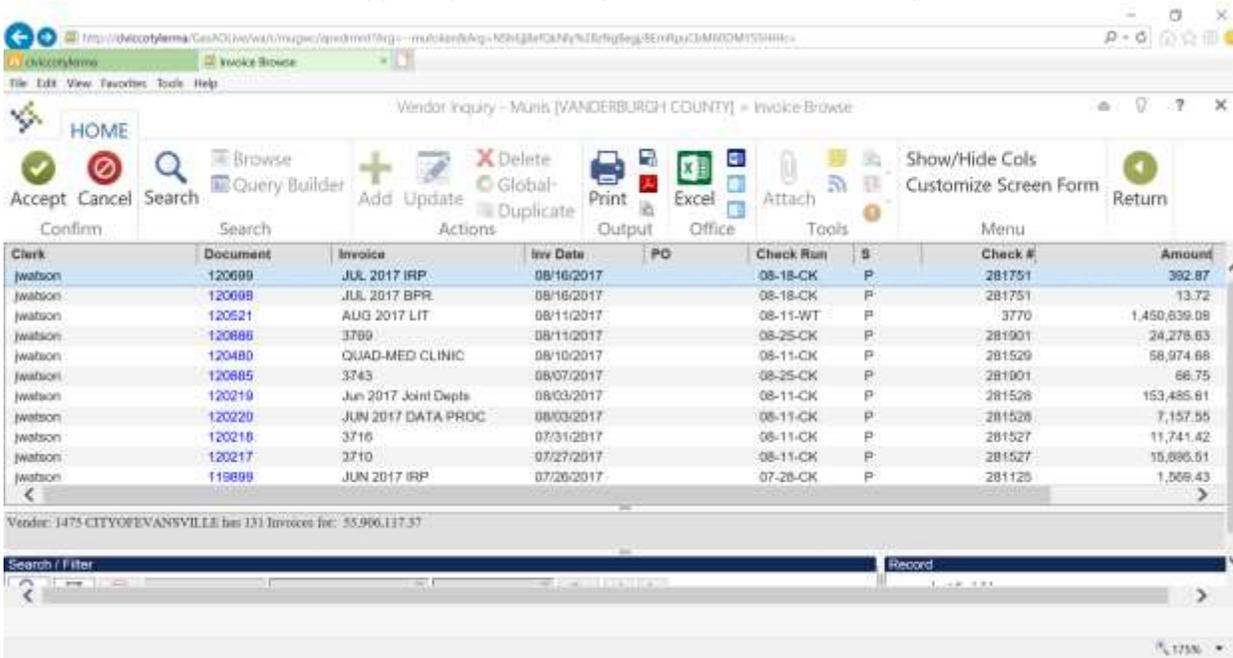
8. If you are looking for a particular invoice, click on **Invoice Inquiry**.



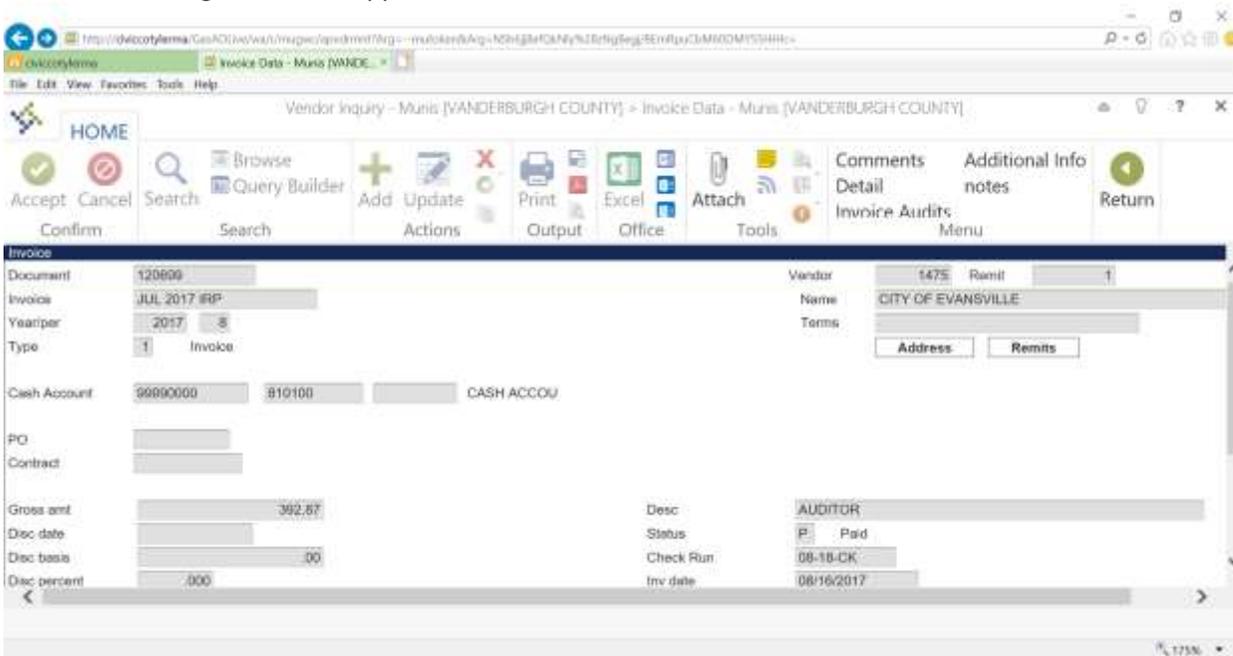
9. When above screen appears, tab through year or change it.
10. Choose **active, hold, paid, void** or the **blank spot** at the bottom of drop down menu.
  - a. Active is for invoices that pending
  - b. Hold is for any invoices that are being held for some reason

- c. Paid is for all paid invoices
- d. Void is for voided invoices
- e. The blank spot will cover all of the above.

11. Enter invoice number, click on green checkmark or enter or leave blank to see all invoices.
12. When list of invoices appear, you can accept or double click to see a particular invoice

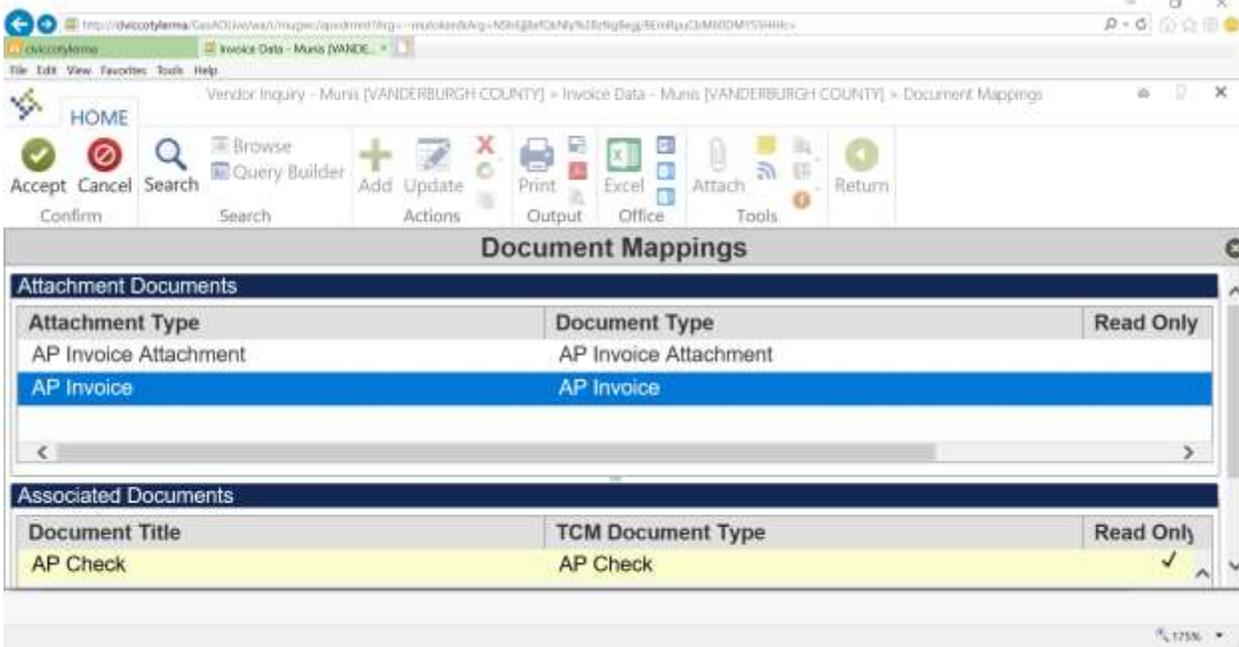


13. Following screen will appear with detailed information



14. Click on **ATTACH**

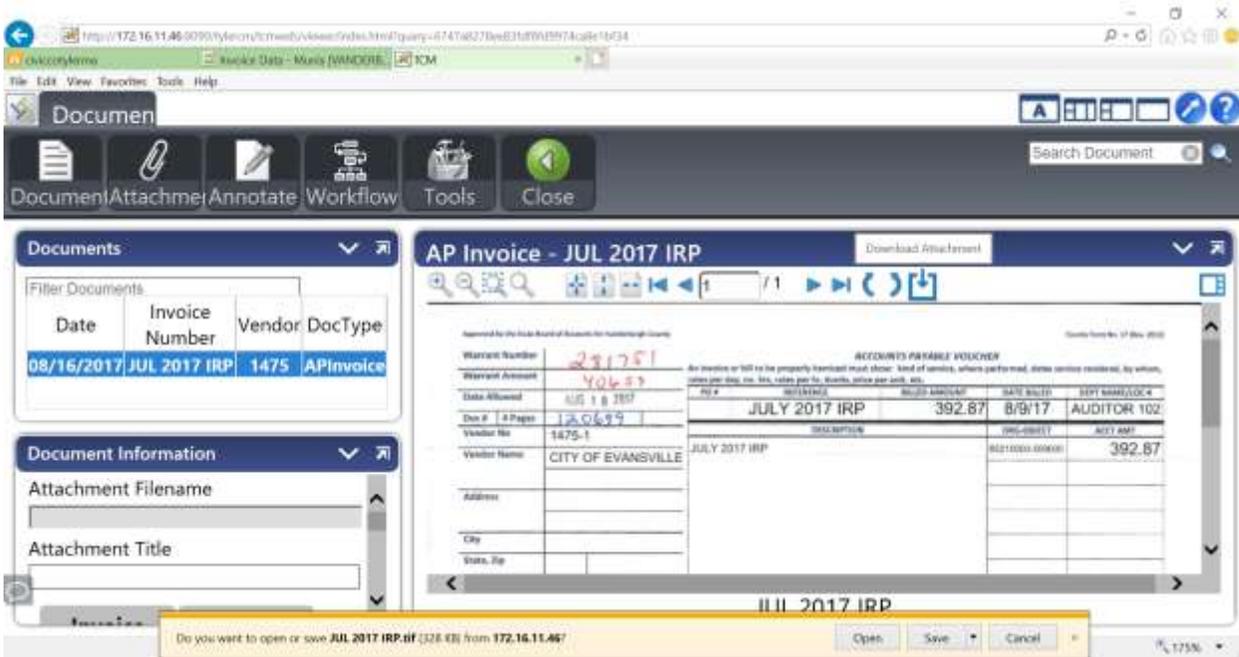
15. If you want to see the claim & invoices, highlight the AP Invoice or invoices, accept or double click



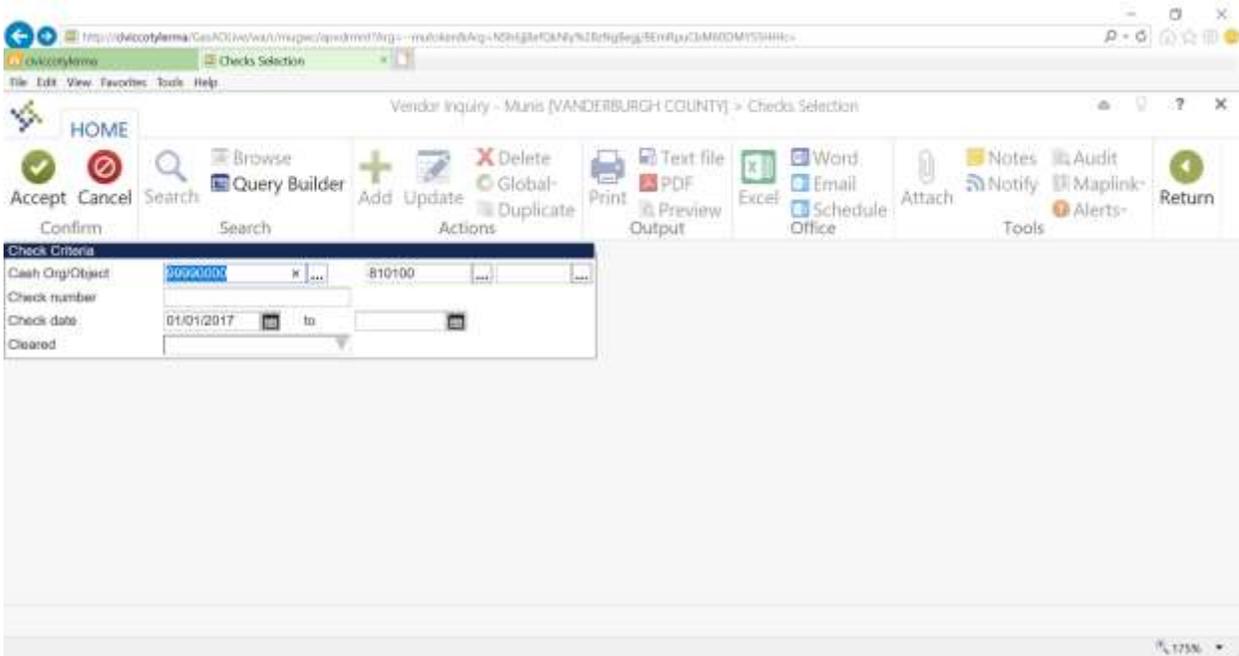
16. The following will appear:



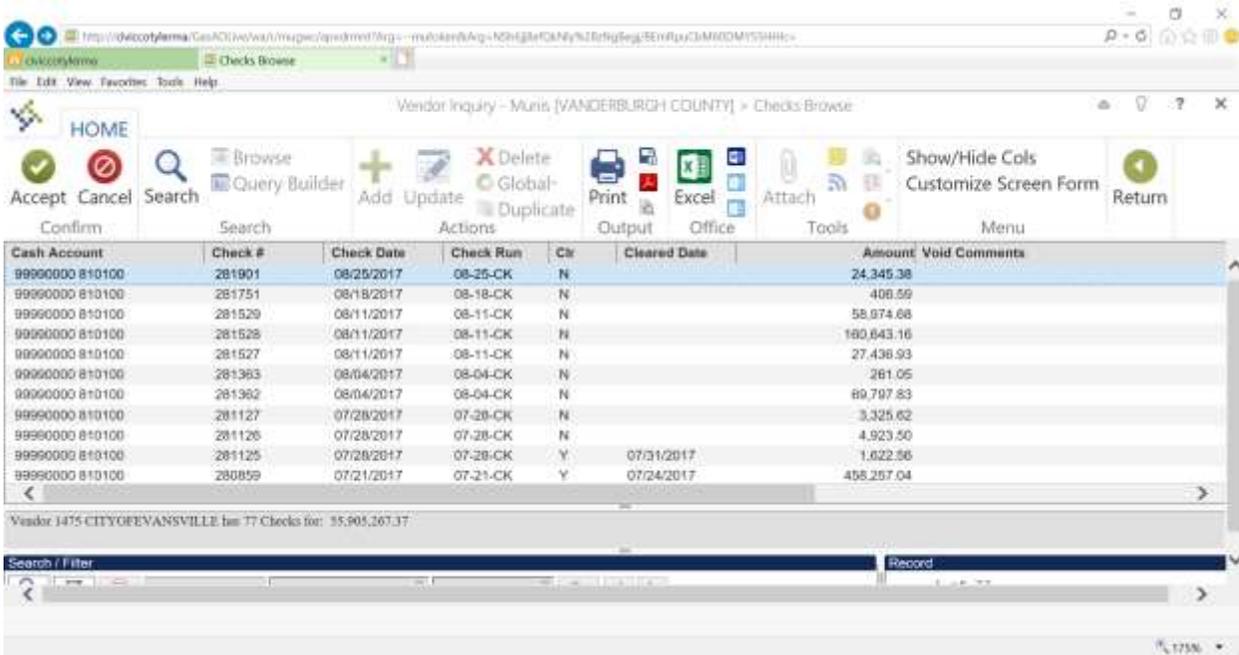
17. Click on the **download icon**
18. Then click on **Open**
19. Click on **Close**
20. Click on **Return** to get back to original screen



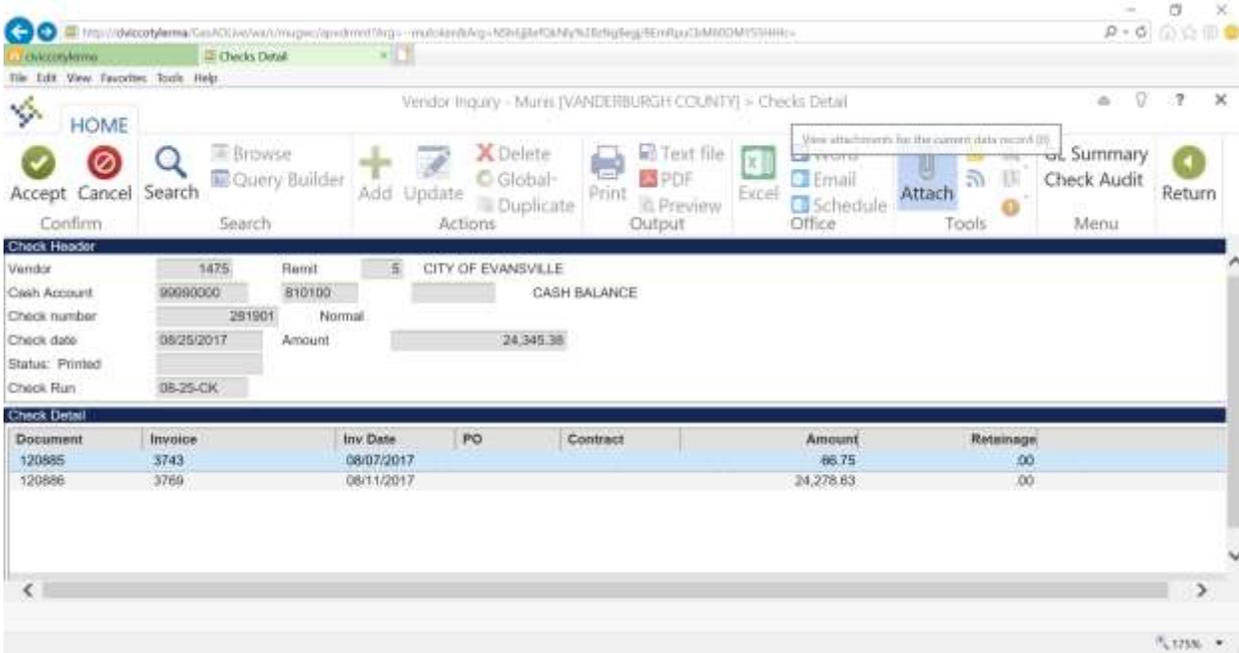
21. If you wish to see a particular check, click on **check inquiry**.



- 22. Enter check number for one or leave blank to get all
- 23. Highlight check you want to see, double click or accept

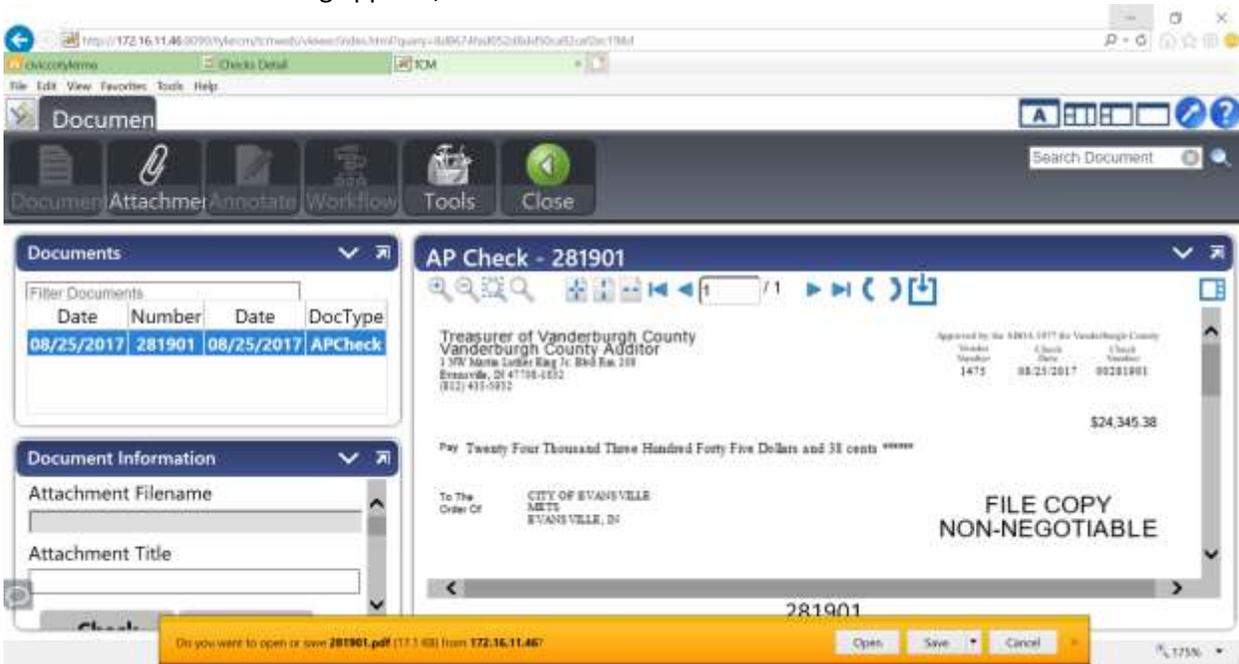


- 24. When the following screen appears, click on **ATTACH**





27. When the following appears, click on OPEN:

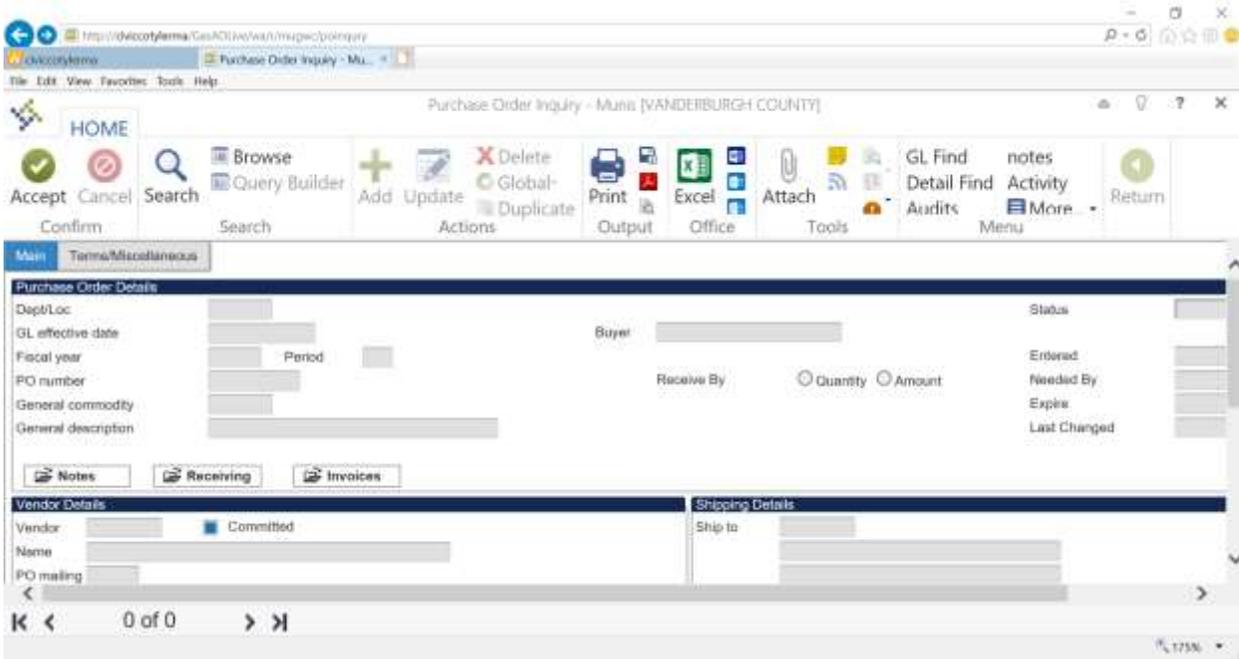


28. You can now print a copy of the check if you wish.

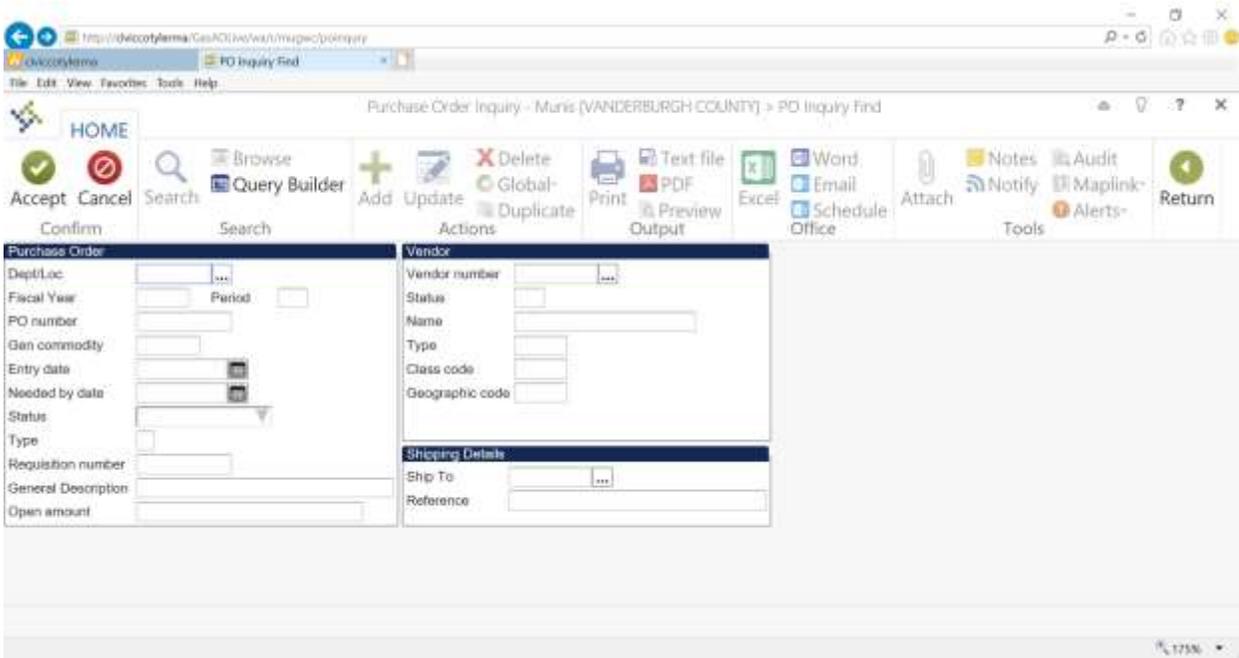


29. Click on Close, then Return till you get back to main screen

**Purchase Order Inquiry** (click on Purchase Order Inquiry)



1. Click on SEARCH



2. You can search by location, purchase order number or vendor number.

## Requisition Entry (click on Requisition Entry)

### ***Requisitions and Purchase Orders***

#### ***Entering Requisitions***

Departmental Functions, Requisition Entry

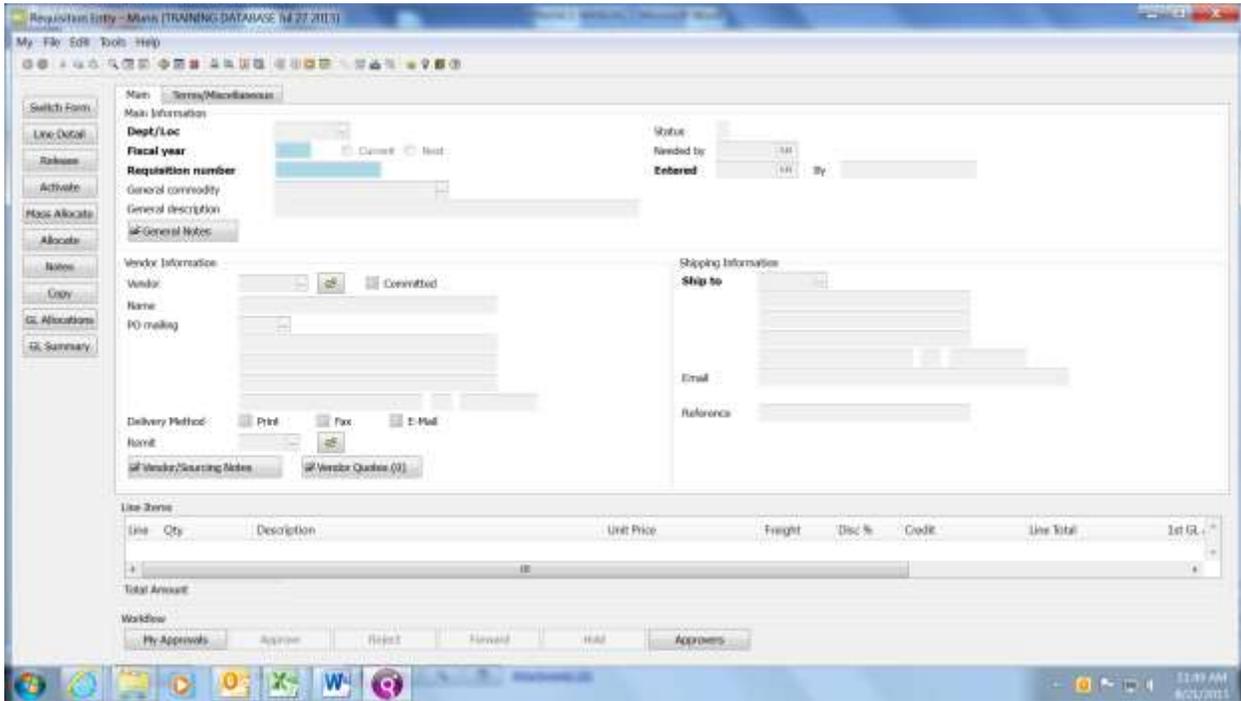
#### **Main Screen**

##### **Main Information**

2. Click on **ADD** button
3. **Dept/Loc:** Your FUND/DEPT code will populate for you
4. **Fiscal Year:** current year will populate for you
5. **Requisition Number:** number will populate for you
6. **General Commodity:** tab through
7. **General Description:** Enter your Dept/Loc Name (ex. Auditor)
8. **Status:** will populate for you
9. **Needed by:** only use if items are needed by specific date
10. **Entered:** will populate with today's date
11. **By:** Your user name will populate
12. **General Notes:** You may enter specific information. Won't be printed on PO.

##### **Vendor Information**

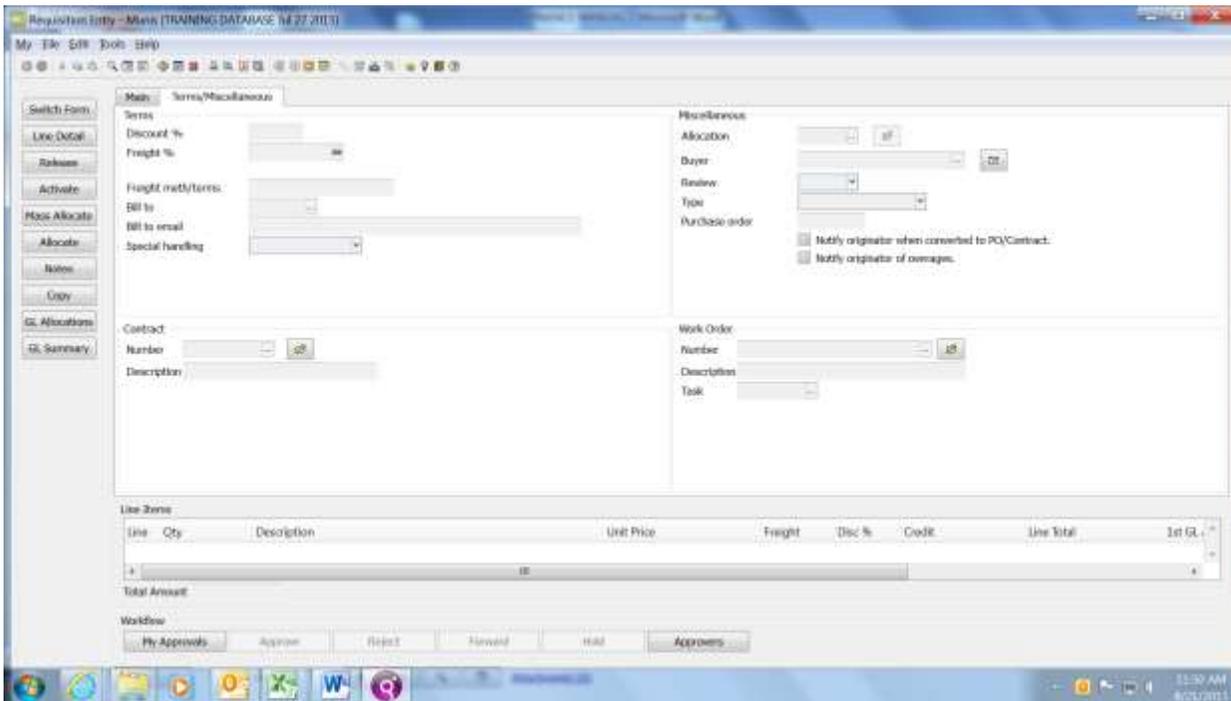
1. **Vendor:** If you don't know the vendor number, click on the drop down menu and enter vendor name without spaces.
2. **Ship To:** The address the items will be shipped to. If you don't want it shipped to the address that appears, change it to a different location.
3. **Reference:** name of the original employee requesting purchase



**Terms/Miscellaneous**

**Detail (most of the following will be skipped)**

1. Discount: tab through
2. Freight %: tab through
3. Freight meth/terms: tab through
4. **Bill To:** the department that the invoice will be sent to
5. Special Handling: tab through
6. Allocation: tab through
7. Buyer: tab through
8. Review: tab through
9. Type: tab through
10. **Purchase Order:** po number will show up when converted to purchase order
11. **Notify originator:** if you select this box, you will receive an email when requisition is converted to purchase order
12. **Notify originator:** if you select this box, you will receive an email only if the invoice you turn in is more than the purchase order
13. Contract: tab through
14. Number: tab through
15. Work Order: tab through
16. Number: tab through
17. Task: tab through



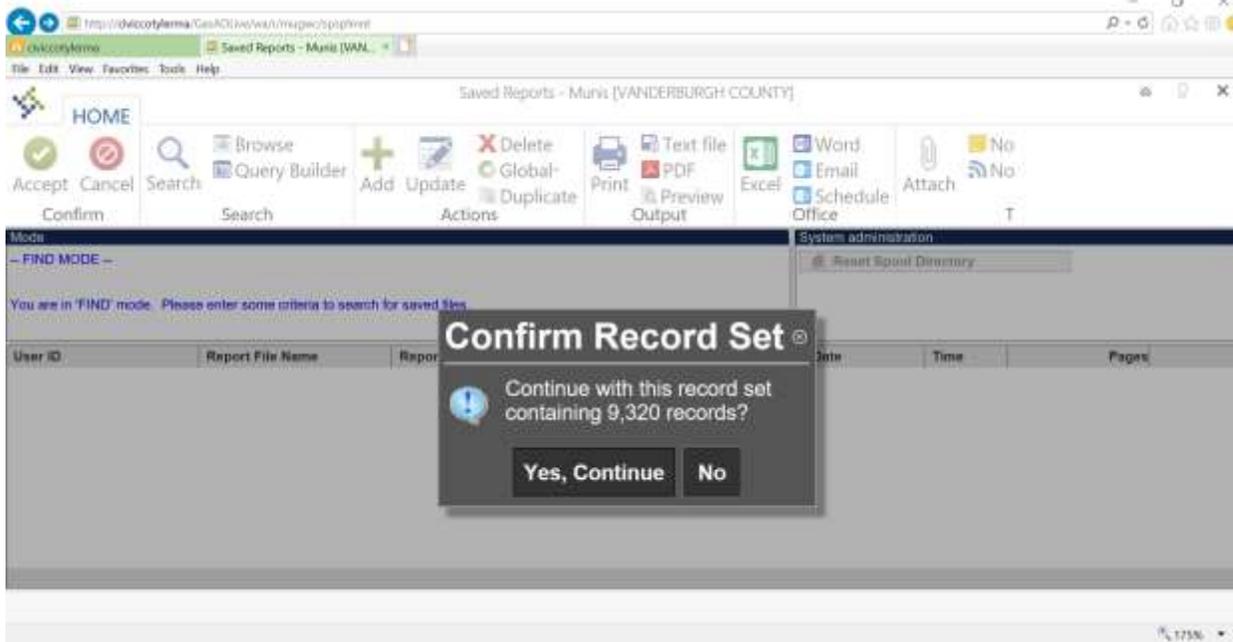
### Detail

1. **Quantity:** enter quantity of items you are ordering
2. **Commodity:** tab through
3. **Inventory:** tab through
4. **Description:** enter description of item being requested
5. **Unit Price:** enter unit cost of item
6. **UOM:** field will populate
7. **Freight:** enter estimated shipping cost on last line item of requisition
8. **Discount percent:** tab through
9. **Credits:** tab through

### Miscellaneous

1. Vendor number and location fields will populate, tab through all other fields.
2. **Org:** enter your org code
3. **Obj:** enter the object code
4. **Description:** field will populate
5. **Amount:** field will populate
6. **Bud:** field will populate. If account is under budget, field will show a **U**, if account is over budget, field will show an **A**.
7. When finished with line detail, click on green checkmark or enter to save line.
8. If you wish to continue ordering, click on add (+) and repeat above steps.
9. If you're finished, click on **Return**.
10. Click on Release
11. The Auditor's office will be notified that there is a completed requisition.
12. Once the purchase order is completed, you will be notified and can print the po.

## Saved Reports & My Saved Reports (Saved Reports show all Munis reports, My Reports just show yours)

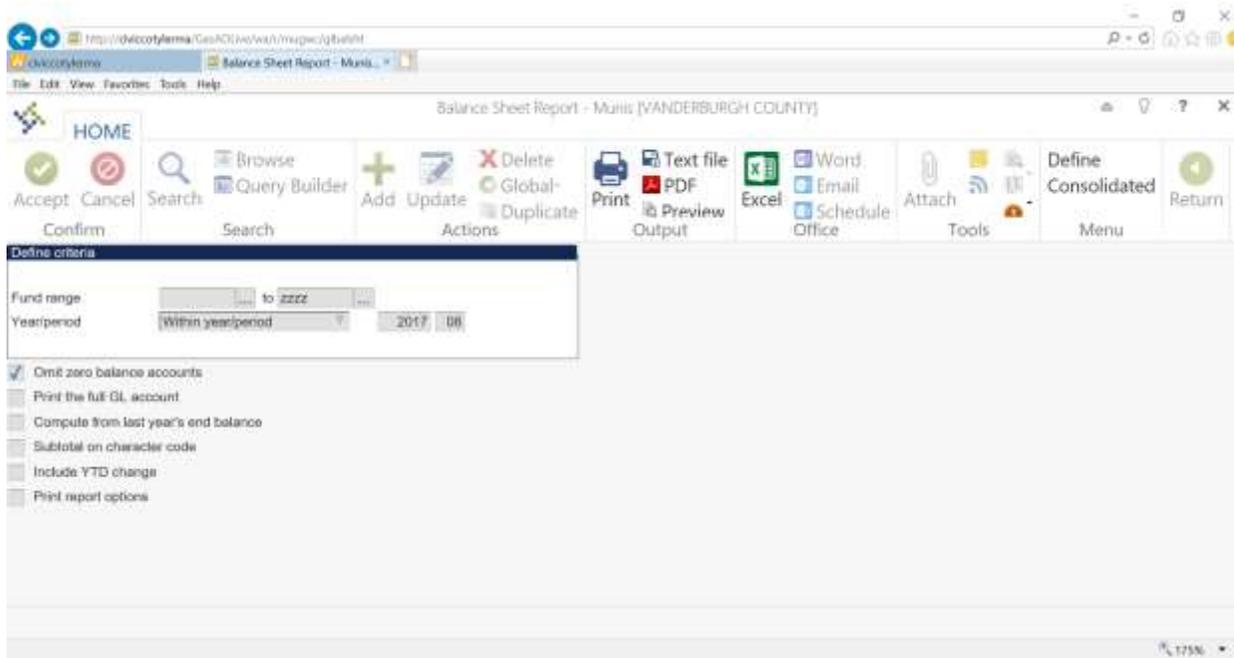


1. Click on **No**
2. Click on SEARCH
3. Enter *REPORT FILE NAME* to pull up the report you are looking for.
4. Click on next column and enter *REPORT TITLE* to pull up the report.
5. If you click on the *DATE* field and enter a date you can see all reports ran on that date.
6. Your reports will be saved until you delete them.

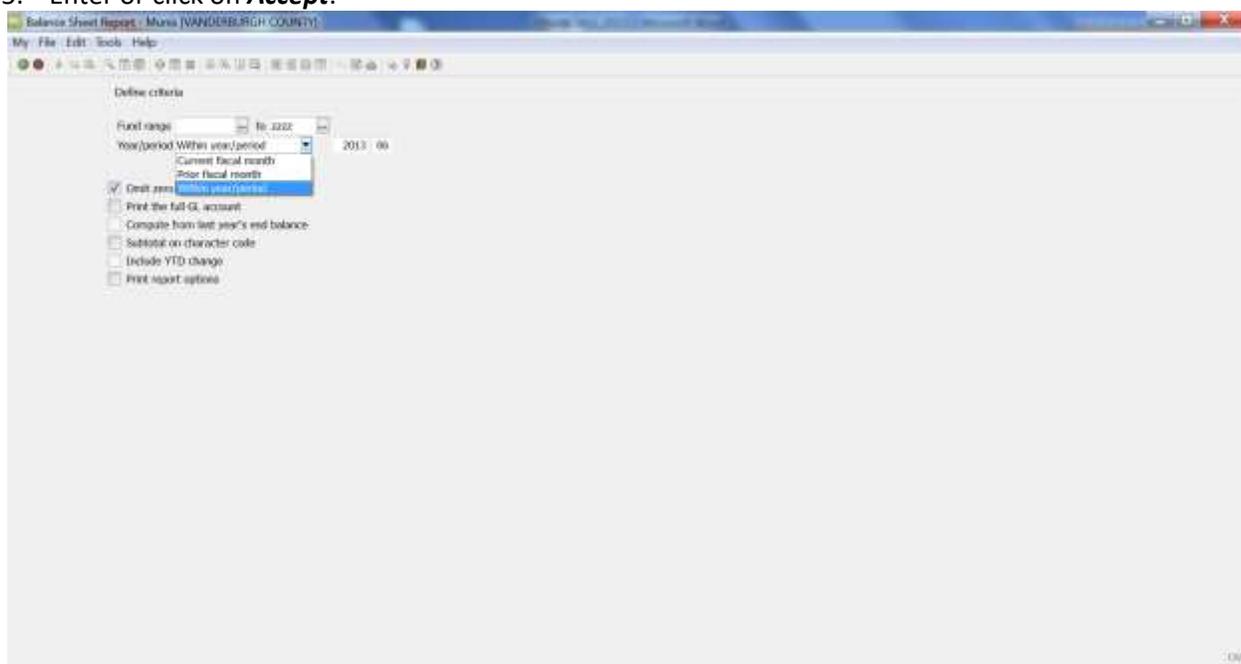
## BALANCE SHEET REPORT

This report shows you the opening cash balance, revenue total, expenditure total & cash balance. This report only works with funds and is the ideal report for non-budgeted funds.

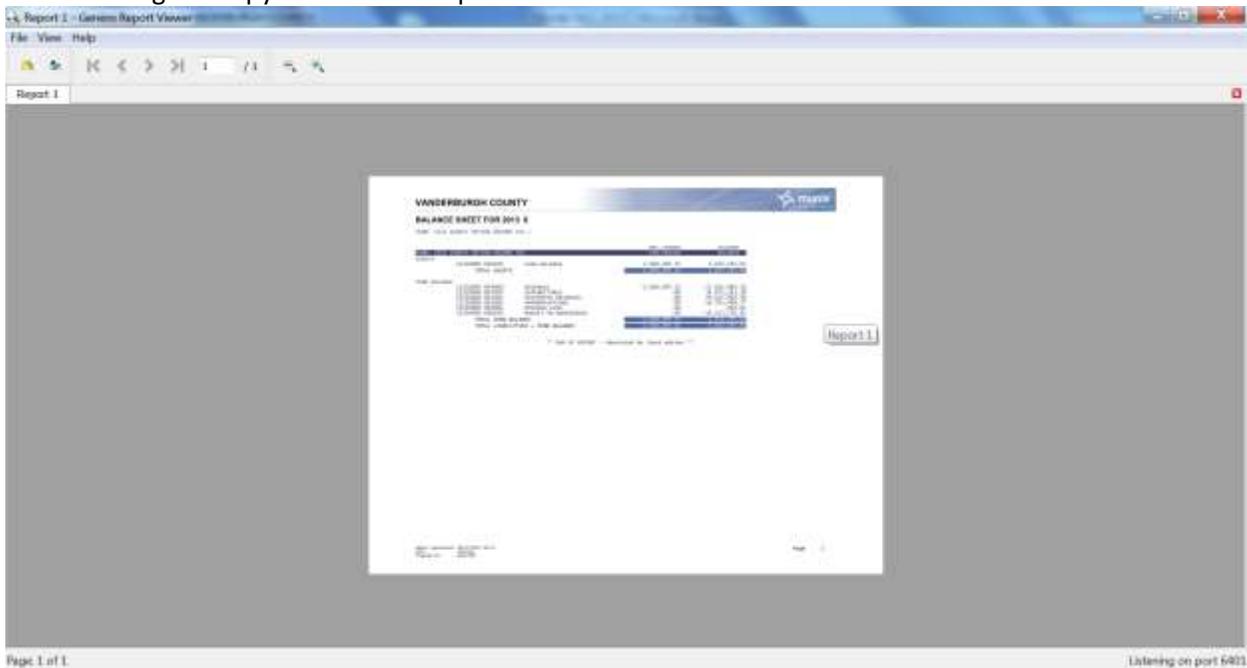
*CLICK ON FINANCIALS, GENERAL LEDGER, END OF PERIOD, BALANCE SHEET REPORT*



1. Click on **Define**
2. Enter the fund you wish to report on in both cells
3. Or enter a range of funds by entering the first fund in the first cell & the last fund in the second cell.
4. Choose from the drop-down menu
  - a. *Current fiscal month* if you want to see current month
  - b. *Prior fiscal month* if you want to see last month
  - c. *Within year/period* if you want to see year-to-date
5. Enter or click on **Accept**.



The following is a copy of a finished report.



6. Click on **RETURN** to return to previous menu
7. Click on **text file** to save this report to **Saved Reports** or **My Saved Reports**
8. Click on **PDF icon** to save report in a folder of your choosing, then print it
9. Click on **printer icon** to print the report only
10. Click on the **Excel icon** to export to Excel

You can run a report on all your accounts by clicking on **Consolidated**.

## County Forms

Forms to be used can be found at: <http://www.vanderburghcounty.in.gov/auditor>

(Use ctrl + alt to click on the links below to get to a form)

### CLAIM FORM (17)

This form is to be filled out online at <http://www.vanderburghcounty.in.gov/auditor> according to instructions outlined in this manual to pay all Vanderburgh County vendors. It is to be printed on white paper. When printed in color, the outline is in blue. See the Vendor Pay Date List for payment dates.

[https://www.evansvillegov.org/egov/documents/1556114088\\_31208.pdf](https://www.evansvillegov.org/egov/documents/1556114088_31208.pdf)

### CLAIM FORM (17) COURTS ONLY

This form is to be filled out online at <http://www.vanderburghcounty.in.gov/auditor> according to instructions outlined in this manual to pay all Vanderburgh County court vendors. It has to be printed on orange (or salmon) paper. See the Vendor Pay Date List for payment dates.

[https://www.evansvillegov.org/egov/documents/1556113858\\_89331.pdf](https://www.evansvillegov.org/egov/documents/1556113858_89331.pdf)

### MILEAGE CLAIM FORM

The mileage claim form is the same size as the blue claim and should be printed on white paper unless for a court employee. Then it has to be printed on orange (or salmon) paper. This form looks the same as the blue claim form.

[https://www.evansvillegov.org/egov/documents/1556113759\\_85268.pdf](https://www.evansvillegov.org/egov/documents/1556113759_85268.pdf)

### MILEAGE FORM

This form is to be completed by employee doing the traveling.

[https://www.evansvillegov.org/egov/documents/1556113664\\_35867.pdf](https://www.evansvillegov.org/egov/documents/1556113664_35867.pdf)

### NEW VENDOR (W9 SUBSTITUTE ) FORM

Provides required information to enter an individual or a company as a Vendor in the computer system. Payment will not be made until this form is received and a vendor is created.

[https://www.evansvillegov.org/egov/documents/1581702542\\_88866.pdf](https://www.evansvillegov.org/egov/documents/1581702542_88866.pdf)

### EMPLOYEE VENDOR REQUEST FORM

This form must be completed if you are requesting an employee vendor number.

[https://www.evansvillegov.org/egov/documents/1556111681\\_00261.pdf](https://www.evansvillegov.org/egov/documents/1556111681_00261.pdf)

### NEW FUND/DEPARTMENT REQUEST FORM

This form is to be completed when requesting that a new fund or a department be set up. This must be completed and sent to the Auditor's office before turning in an appropriation request, a blue claim, a payroll voucher, or a requisition using this fund. If you are asking for a department to be added to an existing fund, fill out this form and be sure to put the fund number & name that you want the department added to. This form is also to be used if changing the name. If you need line items to go with the new fund or added department, there is a link to the *New Line Item Request* form. If the fund you are requesting is for a grant, it is imperative that you indicate whether it's a Federal or a State grant. If this is a grant and will be receiving federal money, you must complete the *GRANT FORMS* page. There is a link on this form to take you to the *GRANT FORMS* page which consists of 2 pages, the *GRANT SUMMARY* form and the *GRANT MONIES REQUESTED* form. The fund will not be created until those pages are completed and turned into us.

[https://www.evansvillegov.org/egov/documents/1565973461\\_25794.pdf](https://www.evansvillegov.org/egov/documents/1565973461_25794.pdf)

### **NEW LINE ITEM REQUEST**

This form is to be completed when requesting a new line item (object). This must be completed and sent to the Auditor's office before turning in an appropriation request, a blue claim, a payroll voucher, or a requisition using this fund. When filling out the *New Fund/New Department Request* form, there is a link to the *New Line Item Request* form that you can click on to take you to that form to complete. If you are requesting line items, turn both forms in together.

[https://www.evansvillegov.org/egov/documents/1556112508\\_57995.pdf](https://www.evansvillegov.org/egov/documents/1556112508_57995.pdf)

### **GRANT FORMS**

If you are requesting a fund be created for a federal grant, you must complete the *GRANT FORMS* page.

[https://www.evansvillegov.org/egov/documents/1556112726\\_32955.pdf](https://www.evansvillegov.org/egov/documents/1556112726_32955.pdf)

### **ACCOUNT CORRECTION FORM**

If you need a correction on an expense account, please fill out the ACCOUNT CORRECTION form. Once that form is received by us, the correction will be made.

[https://www.evansvillegov.org/egov/documents/1556113034\\_72087.pdf](https://www.evansvillegov.org/egov/documents/1556113034_72087.pdf)

### **APPROPRIATION REQUEST FORM (COUNTY COUNCIL)**

Use this form to request that the County Council appropriate addition funds to a line item. Form must be turned into the Council Administrative Assistant by the 10<sup>th</sup> of the month preceding Council meeting.

[https://www.evansvillegov.org/egov/documents/1555965240\\_64484.pdf](https://www.evansvillegov.org/egov/documents/1555965240_64484.pdf)

### **TRANSFER REQUEST (COUNTY COUNCIL)**

Use this form to request that the county council transfer funds budgeted to a line item to another line item. Must be turned into the council administrative assistant by the 10<sup>th</sup> of the month preceding the council meeting.

[https://www.evansvillegov.org/egov/documents/1555965094\\_50818.pdf](https://www.evansvillegov.org/egov/documents/1555965094_50818.pdf)

### **REPEAL REQUEST (COUNTY COUNCIL)**

Form to request that the County Council repeal funds budgeted to a line item. Must be turned into the Council Administrative Asst by the 10<sup>th</sup> of the month preceding the Council meeting.

[https://www.evansvillegov.org/egov/documents/1555965163\\_24432.pdf](https://www.evansvillegov.org/egov/documents/1555965163_24432.pdf)

### **FIXED ASSET FORM**

When an item over \$1000 is purchased, a fixed asset form must be completed and turned in with the claim.

[https://www.evansvillegov.org/egov/documents/1556112826\\_67565.pdf](https://www.evansvillegov.org/egov/documents/1556112826_67565.pdf)

## VEHICLE PURCHASE FORM

Form to be completed when purchasing a new vehicle. Turn the vehicle purchase form, the certificate of origin, the odometer reading & the ST-108E into Janet Watson. She will apply for the title & plate.

[https://www.evansvillegov.org/egov/documents/1556112003\\_09322.pdf](https://www.evansvillegov.org/egov/documents/1556112003_09322.pdf)

## REQUEST FOR QUIETUS FORM

There is a form to be filled out when requesting a quietus. Fill the form out and send it to [claims@vanderburghgov.org](mailto:claims@vanderburghgov.org). We will let you know when the quietus is ready to be picked up. This makes it easier for everyone and saves time by allowing us to have the quietus ready when you come to the County Auditor's Office. All other office personnel must take their own quietus to the County Treasurer.

[https://www.evansvillegov.org/egov/documents/1556112124\\_96716.pdf](https://www.evansvillegov.org/egov/documents/1556112124_96716.pdf)

## ENCUMBRANCE REQUEST FORM

When turning in your request for a line item to be encumbered, use the ENCUMBRANCE REQUEST form.

[https://www.evansvillegov.org/egov/documents/1556112936\\_38472.pdf](https://www.evansvillegov.org/egov/documents/1556112936_38472.pdf)

## VENDOR PAY DATE LIST

Claims turned in to the Auditor's Office on or before Friday of each week will be processed for payment on Friday of the following week. Refer to the Vendor pay date list. Any claims for mileage and travel reimbursement, contracts (signed by the Commissioners), utilities, postage, and telephone will be paid weekly on the following Friday after it is turned in.

[https://www.evansvillegov.org/county/department/division.php?structureid=316#Payment\\_Schedule](https://www.evansvillegov.org/county/department/division.php?structureid=316#Payment_Schedule)

## MISCELLANEOUS INFORMATION

### VENDORS WITH ACCOUNT OR CUSTOMER NUMBERS

*The following vendors are some of the most commonly used. If a vendor uses an account number, a customer number, or a sold to number, you can use it as the invoice number to pay multiple invoices. The latest invoice date will be your invoice date. If a Vendor objects to this method, you will have to submit your claims with one invoice per claim, I will periodically update this list:*

**All Charge Cards** Type the entire **account number with spaces** for the reference. The billing date or period ending date is the invoice date. Send statement with applicable invoices.

**Alpha Laser** You can pay multiple invoices on a claim by using the **account number** for the reference, list each individual reference in the claim description cell and each amount in the ACCT AMT column. The date from the latest invoice is the invoice date.

**Altstadt Office City** You can pay multiple invoices on a claim by using the **number just above your department name in the Bill To Address box** for the reference, list each individual reference in the claim description cell and each amount in the ACCT AMT column. The date from the latest invoice is the invoice date.

**AT&T** **Type the entire account number exactly as it appears on the bill or remittance advice for the reference.** The billing date is the invoice date. If paying multiple bills on one claim, use the *monthly service dates or just the month & year*.

**Automotive Wholesalers** You can pay multiple invoices on a claim by using the **customer number** for the reference, list each individual reference in the claim description cell and each amount in the ACCT AMT column. The date from the latest invoice is the invoice date.

**Constellation** Type the entire **10-digit invoice number** for the reference. There is a statement date.

**Evansville Courier (legal ads)** Use the **account number** next to your department name for the reference. The date of the ad is the invoice date.

**Evansville Waterworks** **Type the entire 14-digit account number with the dash for the reference. The billing date is the invoice date.** If you have multiple bills being paid on one claim, use the billing period for the reference.

**Hardy Brake** You can pay multiple invoices on a claim by using the **customer number** for the reference, list each individual reference in the claim description cell and each amount in the ACCT AMT column. The date from the latest invoice is the invoice date.

**Merck Sharp & Dohme Corp** You can pay multiple invoices on a claim by using the **customer number** for the reference, list each individual reference in the claim description cell and each amount in the ACCT AMT column. The date from the latest invoice is the invoice date.

**Office Depot** You can pay multiple invoices on a claim by using the **billing id number** for the reference, list each individual reference in the claim description cell and each amount in the ACCT AMT column. The date from the latest invoice is the invoice date.

**PSS - River Cities** You can pay multiple invoices on a claim by using the **account number** for the reference, list each individual reference in the claim description cell and each amount in the ACCT AMT column. The date from the latest invoice is the invoice date.

**Retrievex** You can pay multiple invoices on a claim by using the **customer number** for the reference, list each individual reference in the claim description cell and each amount in the ACCT AMT column. The date from the latest invoice is the invoice date.

**Royal Office Products** You can pay multiple invoices on a claim by using the **customer number** for the reference, list each individual reference in the claim description cell and each amount in the ACCT AMT column. The date from the latest

invoice is the invoice date.

**Siegel's Uniforms** You can pay multiple invoices on a claim by using the **account number** for the reference, list each individual reference in the claim description cell and each amount in the ACCT AMT column. The date from the latest invoice is the invoice date.

**Smith & Butterfield** You can pay multiple invoices on a claim by using the **customer number** for the reference, list each individual reference in the claim description cell and each amount in the ACCT AMT column. The date from the latest invoice is the invoice date.

**Staples** You can pay multiple invoices on a claim by using the **summary invoice** for the reference, list each individual reference in the claim description cell and each amount in the ACCT AMT column. The date from the latest invoice is the invoice date. Attach the summary invoice plus individual invoices. All invoices pertaining to the summary invoice must be paid together. If paying a single invoice, use the invoice.

**Straub Outdoor Power** You can pay multiple invoices on a claim by using the **bill to or customer number** for the reference, list each individual reference in the claim description cell and each amount in the ACCT AMT column. The date from the latest invoice is the invoice date.

**Superior Ag Resources Co-op Inc** You can pay multiple invoices on a claim by using the **customer number** for the reference, list each individual reference in the claim description cell and each amount in the ACCT AMT column. The date from the latest invoice is the invoice date.

**Time Warner Cable** Type the entire **14-digit account number with dash** for reference. The billing date is the invoice date.

**Vectren** If you are paying multiple invoices with same billing date, type the **service beginning-service ending dates** for the reference. The date billed is the billing date. If the invoices all fall within a specific time period, use earliest and the latest dates with the latest date for the invoice date. Otherwise, use the entire 18 digit account # with dashes on separate claims.

**Windstream** Use the **reference and invoice date**.

**Wow** Use the **reference and invoice date**.

**Xerox** Use the **customer number and billing date** to pay multiple invoices.

**VENDORS WITH MULTIPLE REMIT TO ADDRESSES**

The following most commonly used vendors have multiple remit to addresses. Make sure the address on the invoice is the same as the address on the vendor. If not, check the remits. Type the vendor number-remit to number (ex. 1195-1).

**American Red Cross**

Southwestern Indiana Chapter  
Location 14088  
P O Box 10900  
Fort Wayne In 46854-0900 #1

**American Red Cross**

Health & Safety Services  
25688 Network Place  
Chicago Il 60673-1256 #2

**AT&T Vendor #1195**

P O Box 5080  
Carol Stream IL remit #1

P O Box 5014  
Carol Stream IL remit #5

P O Box 5011  
Carol Stream IL remit #6

P O Box 105262  
Atlanta GA remit #2

P O Box 39-N-13  
Saint Louis MO remit #4

**City of Evansville Vendor #1475**

General remit #1  
DataMail remit #2  
EPD remit #4  
METS remit #5

**Evansville Courier Vendor #1844**

Legal Ads remit #1  
Subscriptions remit #2

**Evansville Water & Sewer Utility Vendor #1869**

Water bills remit #1  
Other remit #2

**Purdue University Vendor #3118**

Cooperative Extension Remit #1  
Continuing Education Remit #2

University Collections Remit #3  
PEC Business Service Remit #4  
CES Education Fund Remit #5  
Joint Transportation Remit #6

**St Mary's Medical Center Vendor #3467**

St Mary's Medical Center Remit #1  
Convenient Care Remit #2  
Chicago IL Remit #3  
Urgent Care Remit #6

**Vanderburgh County Treasurer Vendor #3845**

2 Vanderburgh County Treasurer Rent Into 10000000-004410 Remit 2  
3 Vanderburgh County Treasurer For The County Highway Remit 3  
4 Vanderburgh County Treasurer For The Vand Co Prosecutor Remit 4  
5 Vanderburgh County Treasurer Burdette Innkeepers Tax Remit 5  
6 Vanderburgh County Treasurer Tel Reimb Into 10001300-314000 Remit 6  
7 Vanderburgh County Treasurer Ditch Maintenance Remit 7  
8 Vanderburgh County Treasurer Petty Cash Remit 8  
9 Vanderburgh County Treasurer Excise Tax Remit 9  
10 Vanderburgh County Treasurer Coit Into 49980000-000400 Remit 10  
11 Vanderburgh County Treasurer Financial Institutions Tax Remit 11  
12 Vanderburgh County Treasurer Commercial Vehicle Excise Tax Remit 12  
13 Vanderburgh County Treasurer In Lieu Of Tax Remit 13  
14 Vanderburgh County Treasurer Inheritance Tax Into 1000-12 Remit 14  
15 Vanderburgh County Treasurer Unclaimed Surplus Tax Refunds Remit 15  
16 Vanderburgh County Treasurer Property Tax Refunds Remit 16  
17 Vanderburgh County Treasurer Unclaimed Tax Sale Surplus Ref Remit 17  
18 Vanderburgh County Treasurer For The Vanderburgh Co Sheriff Remit 18  
19 Vanderburgh County Treasurer Coit – Settlement Remit 19  
20 Vanderburgh County Treasurer Settlement Miscellaneous Remit 20  
21 Vanderburgh County Treasurer Treatment Court Remit 21  
22 Vanderburgh County Treasurer Disclosure Fees Remit 22  
23 Vanderburgh County Treasurer No Sale Interest On Tax Sale Remit 23  
24 Vanderburgh County Treasurer For The Vand Co Health Dept Remit 24  
25 Vanderburgh County Treasurer Alpha Laser 49981480-386000 Remit 25  
26 Vanderburgh County Treasurer Emergency Management Agency Remit 26

**Xerox Vendor #4007**

26152 Network Place Remit #1  
PO BOX 650361 Remit #2  
2553 COLLECTIONS CENTER DR Remit #3  
P O BOX 802555 Remit #4

**Xerographic Business Systems Vendor #4004**

ACCOUNTS PAYABLE SERVICES Remit #1  
PO BOX 3405 Remit #2  
PO BOX 660831 Remit #3

