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 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 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 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 This applies to claims and invoices, request for a quietus, account corrections, vendor requests etc. (812) 435-5027 Fax:

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.

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. The claim form can be found on the Auditor's website at: https://www.evansvillegov.org/county/department/division.php?structureid=309 and must be completed as follows:

Warrant No	leave blank
Warrant Total	leave blank
Date Allowed	leave blank
Doc #/# Pages	leave blank
PO #	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/department/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 <u>Addresses</u> (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-XXXXX)
- 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 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

ReferenceEnter *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 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: <u>claims@vanderburghgov.org</u> 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 15th 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 <u>www.vanderburghcounty.in.gov/auditor</u>.

Vendor Pay Dates

Any claim that is turned into the Claims Bookkeeper, <u>Terri Woodward</u> (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 10th 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.

CLICK ON TYLER MENU

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CLICK ON DEPARTMENTAL FUNCTIONS



Account Inquiry (click on Account Inquiry to view accounts)

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- 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

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



g. Click on Download Attachment



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

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- j. Click on *Close*
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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.

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- 1. Click on SEARCH
- 2. Enter ORG to get entire fund
- 3. Enter *OBJECT* to get just one line item or leave blank
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4. Click on REPORT OPTIONS

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- c. Print journal detail (to see detailed transactions). This has to be checked in order to change from & to yr/per
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journal entries

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- 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

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- 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

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- 5. If there are multiple remit addresses, they can be found by clicking on <u>Addresses (0)</u> If there are any, there will be a number in parenthesis next to <u>Addresses</u>.
- 6. If there are comments associated with the vendor, they can be seen by clicking on <u>Comments</u> (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 remailed & the vendor info updated will show up here.
- 7. If you need a contact name or a phone number, click on *Contacts* tab.



- 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

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14. Click on **ATTACH**

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

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- 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

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

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

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24. When the following screen appears, click on ATTACH

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

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1. Click on SEARCH

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

Requisition Entry (click on Requisition Entry)

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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:
- 9. *Needed by:* only use if items are needed by specific date

will populate for you

- 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

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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.	Туре:	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

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<u>Detail</u>

- 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

field will populate

- 5. Unit Price: enter unit cost of item
- 6. **UOM:**
- 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
- enter the object code 3. Obj:
- field will populate 4. **Description:**
- 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.



- 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

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- 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.

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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 <u>http://www.vanderburghcounty.in.gov/auditor</u> 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

CLAIM FORM (17) COURTS ONLY

This form is to be filled out online at <u>http://www.vanderburghcounty.in.gov/auditor</u> 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

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

MILEAGE FORM

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

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

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

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

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

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

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

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 10th of the month preceding Council meeting.

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 10th of the month preceding the council meeting.

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 10th of the month preceding the Council meeting.

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

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

REQUEST FOR QUIETUS FORM

There is a form to be filled out when requesting a quietus. Fill the form out and send it to <u>claims@vanderburghgov.org</u>. 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

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

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

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

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.

WindstreamUse the reference and invoice date.WowUse the reference and invoice date.XeroxUse 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 II 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

Generalremit #1DataMailremit #2EPDremit #4METSremit #5

Evansville Courier Vendor #1844

Legal Adsremit #1Subscriptionsremit #2

Evansville Water & Sewer Utility Vendor #1869

Water billsremit #1Otherremit #2

Purdue University Vendor #3118

Cooperative Extension Remit #1 Continuing Education Remit #2 University CollectionsRemit #3PEC Business ServiceRemit #4CES Education FundRemit #5Joint TransportationRemit #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 Netwo	rk Place	Remit #1
PO BOX 6503	61	Remit #2
2553 COLLEC	TIONS CENTER DR	Remit #3
P O BOX 8025	555	Remit #4

Xerographic Business Systems Vendor #4004

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