

# Finance Manual

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## Table of Contents

Accounts Payable Procedures .....	2
AP Invoice Entry .....	5
AP Check or Invoice Inquiry .....	11
AP Vendor Search .....	15
AP Committee Report .....	17

## Accounts Payable Procedures

The purpose of this document is to define the standard procedures and format to be used for processing payments to vendors and for reporting those payments to governing committees. All county departments are to follow these procedures unless otherwise noted. (UCS is a separate entity, not a county department.)

### Timelines

Accounts payable checks are issued bi-weekly on Fridays, on the week opposite payroll. Invoices and proof lists are due in the Finance office by 10:00 a.m. on Wednesday to allow time for vouchers to be approved before checks are printed. Any information required by the Treasurer is due in that office at the same time.

### New Vendors

A form W-9 is required before a new vendor (permanent or temporary) will be set up with the following exceptions:

- 1) Payment is for a product and vendor only sells products (Note: that an auto repair shop does not meet this criteria although this purchase may be for a product as that vendor could also provide repair service in the future.)
- 2) Payments for jury duty or witness fees
- 3) Payments for fair premiums
- 4) Payment is to refund money and this is the only type of payment that will ever be made to this vendor (e.g.: Orchard Manor refund of resident charges)
- 5) Vendor is a government agency, including schools

Email or call the Finance Department to request a new vendor. Verify that a temporary vendor does not exist before requesting a new number. (*refer to vendor search*)

### Statements and Quotes

To reduce the possibility of duplication, payments are to be made from invoices, not quotes. A quote is only an offer to sell, not evidence of a completed/contracted purchase. When multiple purchases are made from a vendor during a month, the invoices should be held and paid monthly whenever possible to minimize the number of checks issued. If a vendor sends a statement, the invoices should be matched to that statement—payment is from the invoice, not the statement.

### Process Overview

Upon receipt of an invoice, each department may have specific internal procedures for reviewing and approving payment before the invoice is entered for payment. The individual processing invoices will then:

- Check the due date for the invoice. Invoices with longer payment terms do not need to be paid immediately upon receipt and it is recommended to pay them based on the due date, allowing sufficient time for the payment to arrive.

- Enter each invoice in Accounts Payable (*refer to invoice entry*). In addition to the vendor number, amount, account, and 1099 fields, the following information is required when entering invoices:
  - Reference: Account number and department phone number if the vendor has provided an account number on the invoice OR department name and phone number if there is no account number (Highway is exempt from this requirement due to the import process)
  - Invoice #: Use year and month if no invoice # exists (e.g. 2017 May)
  - Invoice date: This is the date on the invoice, not the current date that defaults.
  - Description: Enter a brief description of the goods/services purchased. This description does not print on the check stub but will appear on reports and inquiry screens. Do not enter confidential information in this field.

This information allows the system to check for duplicate payments, provides for more informative reports for committees, and allows users to obtain information about previous purchases without pulling the actual paper invoice. It also assists with the 1099 process at the end of the year.

Invoices may be entered at any time leading up to the cut-off and invoices may be added to a batch at any time until the proof list is completed. It is not necessary to enter all invoices at once nor is it necessary to create a separate batch each time a group of invoices is entered.

After all invoices have been entered, print the proof list. The department head or his/her designee must sign the proof list as authorization for payment. Take the proof list with the original invoices attached to Finance. Finance will review and process the vouchers, obtain payment authorization of the County Board Chair, Treasurer, and County Clerk and print the checks for distribution by the Treasurer's office. Finance will keep the invoices for the required retention period and provide requested invoices to the auditors with the exception of the following departments: Social Services, Orchard Manor, and Highway. Those three departments may pick up their invoices on Friday for retention in their files; Finance will retain the signed proof lists.

To minimize the cost of labor and paper for copies as well as storage space and the risk of duplicate payment, departments are discouraged from making and retaining copies of invoices unless absolutely necessary. The information entered in the description field, etc., is available through Check or Invoice Inquiry and may answer many questions. Finance can be contacted if there is an occasional need for an actual invoice.

"Stuffers" are to be used only for checks to be returned to the department. (Employee checks are automatically returned unless other arrangements have been made with the Treasurer and do not require stuffers.) Departments are to limit requests for returned checks (other than employees) to only those that are absolutely necessary. If a registration, letter, etc., needs to accompany the check, it may be placed in a prepared envelope and given to the Treasurer to insert the check. Checks returned to the departments may be picked up on Friday morning.

A report of all AP payments is to be provided to each governing committee at their regular meetings (*refer to the AP Committee Report procedure*). As payments have already been approved and issued, the appropriate committee action is to review and accept the report, not to approve payment. Note that the committees will be reviewing a report, not the actual invoices.

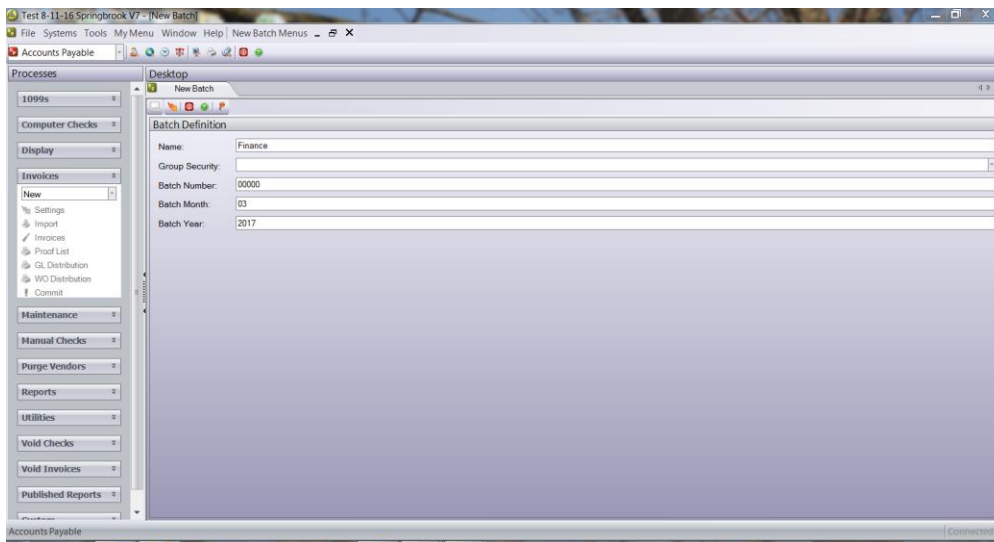
## AP Invoice Entry

*Go To: Accounts Payable>Invoices>New Batch*

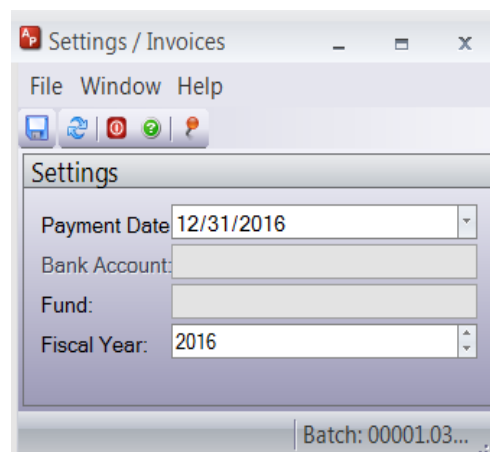
*Note: Some screens can be customized to individual preferences so your screen may differ. Contact the Finance Department if you need assistance in customizing your screen.*

*(Refer to Year-End instructions <future> for posting invoices back to the prior year during the January close-out period.)*

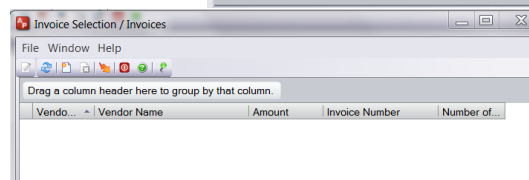
- 1) Select “New” from the drop down menu.
  - a) Enter a name for your batch (not required, but recommended)



- 2) Click on *Orange Lightning Bolt* at top of screen to generate a new batch number. (Write it down if not using batch name.)
- 3) Click on “Settings”
  - a) Enter the payment date (check date).
  - b) Click on the “Save” Icon.



- c) Click on “Invoices”
  - d) Click on “New” Icon.



e) Enter the Vendor Number.

- i) If you don't know the Vendor Number, click on the Vendor Number link (blue underlined words), to look it up.
- ii) Enter the name (or partial name) in "Keyword." This will search both the vendor name and DBA. Check the "Include temporary vendors" to include those in your search. (Vendors are set up under the name shown on their Form W-9 which may be different than the "Doing Business As" name.)

Vendor	First Name	Last Name	DBA	Address One	Address Two	City	St.	Zip	Fed Tax ID	Prime
083700		Complete Electric, LLC			6824 South Boice Creek	Lancaster	WI	53813	20-2720889	
083800		Complete Office of Wisconsin		N115 W18500 Edison Dr...	POB 640	Germanstown	WI	53022	39-1308787	

- iii) Select the correct record by clicking on the Vendor's name.
- iv) Do not click on the Vendor's number which is blue and underlined as that is a hyperlink that will open the vendor record rather than returning it to your invoice screen.
- f) Enter the account number (from invoice) if provided and your phone number OR department name and phone number if no account number  
*(Hint: To eliminate typing the department name and number each time, highlight it after typing it the first time, right-click and select copy. On the next vendor, right-click and paste the information in the reference field.)*
- g) Click on the "New" Icon to enter the first line item of the invoice.

h) Enter each invoice separately to capture the invoice number and date.

i) Enter the amount of this invoice (or line item if there are multiple general ledger accounts for this invoice)

ii) Enter the GL Account.

(1) If you are unsure of the account to use, click on the GL Account link to the left.

(a) Once you have selected the correct account, double click on it.

iii) Enter the date from the invoice

iv) Enter the invoice number

v) Enter the 1099 Type and Box if needed (*refer to 1099s <future>*)

vi) Enter the description for this invoice or item (this is internal only and does not print on the check).

vii) If you have additional lines for this vendor, hit enter and the screen will return with all of the same information from the previous screen other than the amounts and quantity. Make changes as needed, including the invoice number if this is a new invoice. (*If you hit enter but were finished with this vendor, you will need to click the delete button to delete this blank record before proceeding.*)

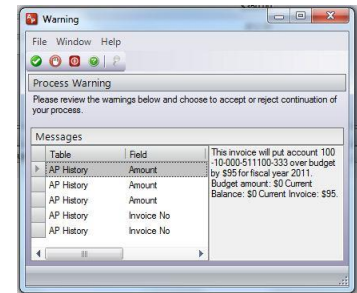
i) When finished with this vendor, click the red exit button to return to the main Invoice Entry Screen. The information you entered saves upon exit.

Account Number	Invoice Date	Invoice Number	Quantity	Base Amount	1099	1099 T...	Description
100-23-000-515000-319	12/17/2016	4762514	0.00	\$81.22			toner
100-23-000-515000-319	12/30/2016	4763204	0.00	\$26.12			envelopes

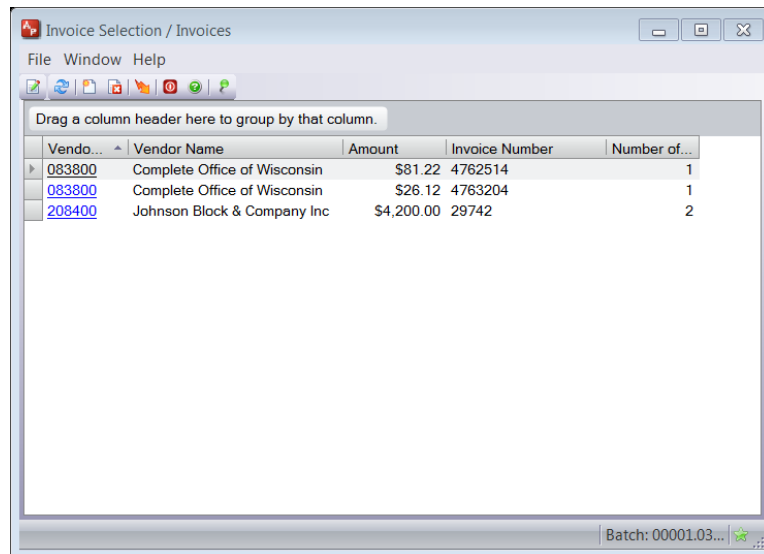
- i) The total amount should appear at the top part of the screen. (By changing “Invoice Displayed”, you can look at one invoice or all amounts you entered for that vendor.)
- ii) The individual line items will appear at the bottom.
- iii) If all is OK, click on the “Save” icon.

- iv) If any of your line items causes an expense to exceed the budget for the year or if the system detects a possible duplicate payment, a warning will appear.

(1) You can select the Green Circle/White Check Icon to override the warning or the exit button to return to the invoice and make corrections if needed.



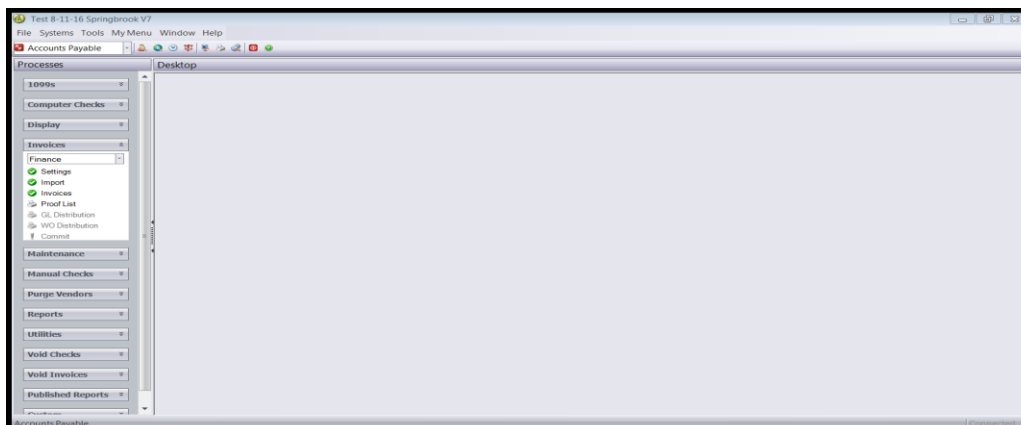
- j) Once you have entered all invoices for all vendors in a batch, the following screen will appear.



- i) To change invoices in the batch, click on the invoice number and the invoice entry screen will come up populated with the information for that invoice.

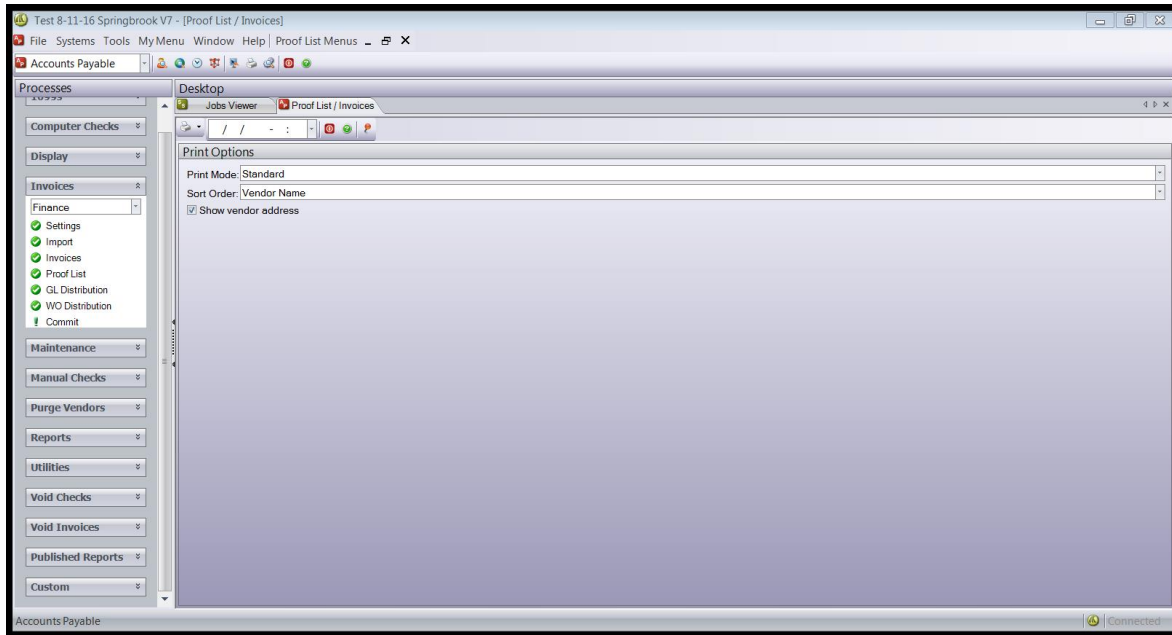
- k) Once all invoices have been entered, checked and revised as necessary, you are ready to move on. If you may have more invoices to pay on the upcoming check date, you may come back and add them to this same batch later. It is not necessary to run the proof list until you are finished entering invoices and are ready to have them paid.

- 4) Click on the Proof List on the menu






5) Select the sort order, if different, and click box to show vendor address:



a) Select Print Preview so you can preview the report and print to printer.

**Accounts Payable**  
**To Be Paid Proof List**

User: nscott  
Printed: 03/16/2017 - 9:31AM  
Batch: 00001.03.2017

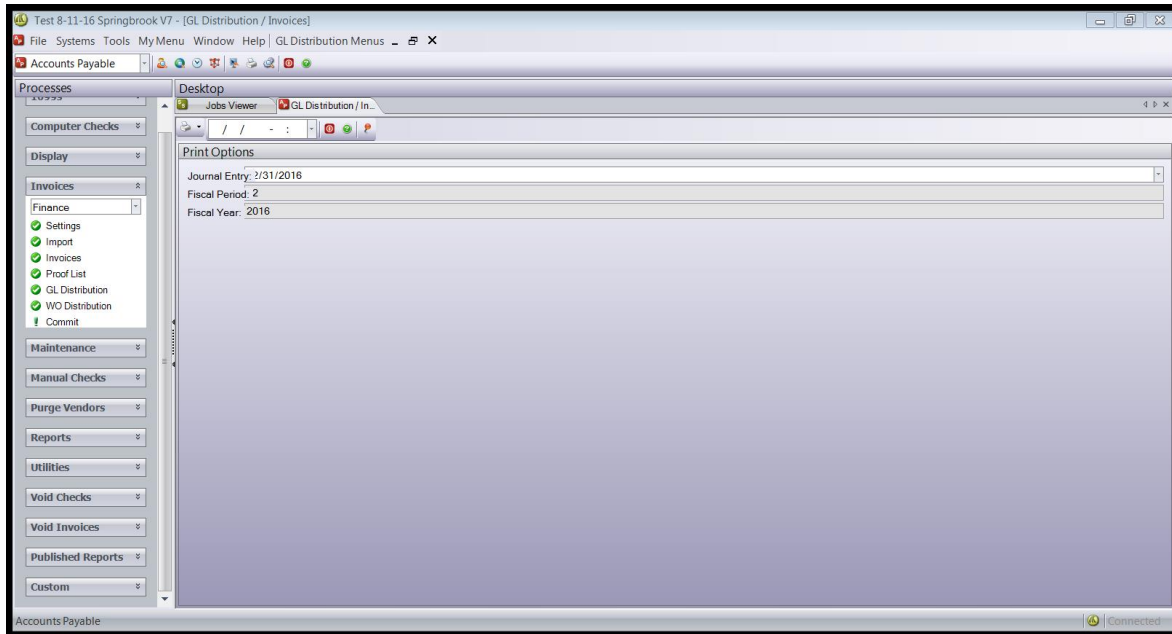
  
County of Grant

111 South Jefferson St.  
PO Box 529  
Lancaster, WI 53813  
Phone: (608) 723-2675

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description					Reference			
083800	Complete Office of Wisconsin N115 W18500 Edison Drive POB 640 Germantown, WI 53022								
4762514	12/17/2016	81.22	0.00	12/31/2016					0
100-23-000-515000-319	Office Supplies				toner	Finance (608) 723-1733			
	4762514 Total:	81.22							
4763204	12/30/2016	26.12	0.00	12/31/2016					0
100-23-000-515000-319	Office Supplies				envelopes	Finance (608) 723-1733			
	4763204 Total:	26.12							
	083800 Total:	107.34							

6) Click on the GL Distribution

Unless approved by Finance, do not change the Journal Entry date which defaults in. (See *AP Year-End Procedures for posting expenses back to the prior year <future>*) The Fiscal Period and Fiscal Year will populate according to the date entered. Those are the month and year in which these expenses will appear on your financial reports.



- a) Select Print Preview so you can preview the report. It is generally not necessary to print this report. Do not include the report with your vouchers to Finance. This report shows the amounts charged to each account and posts that information to the financials. (At this point, these expenses will appear on your financial reports and account inquiry if you select “include uncommitted” when running those.)


AP Distribution Report

File Window Help

200%

Accounts Payable  
GL Distribution Report

User: nscott  
Printed: 3/16/2017 - 10:13 AM  
Batch: 00001.03.2017  
Fiscal Period: 12  
JE Date: 12/31/16



111 South Jefferson St.  
PO Box 529  
Lancaster, WI 53813  
Phone: (608) 723-2675

Fund	DR Amount	CR Amount	Account Number	Description
100	0.00	4,307.34	100-00-000-212000-000	Accounts Payable
	1,200.00	0.00	100-23-000-515000-204	Prof. Fees-Auditing/Acctg
	3,000.00	0.00	100-23-000-515000-204	Prof. Fees-Auditing/Acctg
	81.22	0.00	100-23-000-515000-319	Office Supplies
	26.12	0.00	100-23-000-515000-319	Office Supplies
	4,307.34	4,307.34		
Grand Total:	4,307.34	4,307.34		

- 7) Click on Work Order Distribution and select Print Preview. Do not print report.
- 8) Have the Department Head or designee sign the Proof List. Attach it to the original invoices and take to Finance. Finance will commit the batch.

## AP Check or Invoice Inquiry

AP Check Inquiry and AP Invoice Inquiry may be used to determine when (or if) an invoice was paid, whether that check has been cashed by the vendor, or to look at historical costs for a purchase.

### *AP Check Inquiry: Accounts Payable>Display*

- 1) Click on Checks



- 2) Enter the criteria for the check for which you are searching (only one is required):
  - a. Check number in "Check From" and "Check To" if you know the number
  - b. Check dates in "Date From" and "Date To" if you know the date of the check but not the number
  - c. Vendor if you need to see all checks for that vendor or if you do not know the check number or date (Note: Enter both dates and vendor number if you only want checks to that vendor during a specific timeframe.)
- 3) Fiscal Year defaults to the current year. Change this if you are searching for a check from a different year.
- 4) To narrow the search to voided checks only, select Void in "Status"
- 5) Hit enter or click "Refresh"

Live DB Slot1 Springbrook V7 - [Checks]

File Systems Tools My Menu Window Help Checks Menus

Accounts Payable

Processes

Desktop

Checks

Search Criteria

Check From: 0 Fiscal Year: 2016

Check To: 0 Fiscal Year Type: (ALL)

Date From: / / Batch Type: (ALL)

Date To: / / Status: (ALL)

Vendor: 015060

Check No	Vendo...	Vendor Name	Check Date	Void	Comm...	Description	Amount	Reconcil...	Clear Date
124842	015060	Alliant Energy Resources Inc	1/8/2016			UTILITIES LANCAST...	\$117.37		1/20/2016
125080	015060	Alliant Energy Resources Inc	1/15/2016			ELECTRIC	\$557.75		1/20/2016
125353	015060	Alliant Energy Resources Inc	1/22/2016				\$20,692.53		1/27/2016
125529	015060	Alliant Energy Resources Inc	1/29/2016			Administration Building	\$3,881.62		2/18/2016
125686	015060	Alliant Energy Resources Inc	2/5/2016			UTILITIES LANCAST...	\$248.71		2/18/2016
125907	015060	Alliant Energy Resources Inc	2/12/2016				\$1,269.28		2/18/2016
126160	015060	Alliant Energy Resources Inc	2/19/2016			GTSO 608-723-2157	\$8,073.41		2/24/2016
126300	015060	Alliant Energy Resources Inc	2/26/2016			ORCH MANOR 608-...	\$16,204.19		3/16/2016
126469	015060	Alliant Energy Resources Inc	3/4/2016			UTILITIES	\$104.56		3/16/2016
126743	015060	Alliant Energy Resources Inc	3/11/2016			ELECTRIC	\$1,098.13		3/16/2016
127029	015060	Alliant Energy Resources Inc	3/18/2016			GTSO 608-723-2157	\$4,938.59		3/23/2016
127218	015060	Alliant Energy Resources Inc	3/25/2016			Administration Building	\$19,302.98		3/30/2016
127550	015060	Alliant Energy Resources Inc	4/8/2016			UTILITIES LANCAST...	\$111.16		4/18/2016
127792	015060	Alliant Energy Resources Inc	4/15/2016			ELECTRIC	\$757.41		4/21/2016
128071	015060	Alliant Energy Resources Inc	4/22/2016			Courthouse	\$22,763.42		4/27/2016
128381	015060	Alliant Energy Resources Inc	5/6/2016			ELECTRIC	\$2,381.24		5/17/2016
128874	015060	Alliant Energy Resources Inc	5/20/2016			ORCH MANOR 608-...	\$23,286.26		6/13/2016
129037	015060	Alliant Energy Resources Inc	5/27/2016			GTSO 608-723-2157	\$62.74		6/13/2016
							\$344,333.62		

Accounts Payable

Connected

- 6) To see the details (accounts, amounts, invoice numbers) click the “+” in front of the check you are interested in (Clicking “Ctrl” and “+” at the same time will open all of the checks listed.)

Live DB Slot1 Springbrook V7 - [Checks]

File Systems Tools My Menu Window Help Checks Menus

Accounts Payable

Processes

Desktop

Checks

1099s

Computer Checks

Display

Checks

Invoices

Invoices

Maintenance

Manual Checks

Purge Vendors

Reports

Utilities

Void Checks

Void Invoices

Published Reports

Custom

Search Criteria

Check From: 0 Fiscal Year: 2016

Check To: 0 Fiscal Year Type: (ALL)

Date From: / / Batch Type: (ALL)

Date To: / / Status: (ALL)

Vendor: 015060

Check No	Vendo...	Vendor Name	Check Date	Void	Comm...	Description	Amount	Reconcil...	Clear Date
124842	015060	Alliant Energy Resources Inc	1/8/2016			UTILITIES LANCAST...	\$117.37		1/20/2016
125080	015060	Alliant Energy Resources Inc	1/15/2016			ELECTRIC	\$557.75		1/20/2016
125353	015060	Alliant Energy Resources Inc	1/22/2016				\$20,692.53		1/27/2016
Invoice No Description GL Account Amount									
LIGHTS	GTSO 608-723-2157	100-40-000-521400-222				\$3,591.41			
		100-65-000-553200-222				\$406.24			
		100-65-000-553250-222				\$136.76			
		100-65-165-553150-222				\$648.50			
2237060000	ORCH MANOR 608-723-2113	801-85-000-542200-222				\$2,109.97			
0806620000	ORCH MANOR 608-723-2113	801-85-000-542200-222				\$10,933.13			
0867400000		701-95-000-532710-222				\$1,169.24			
2479620000		701-95-000-532710-222				\$1,587.06			
4513440000		701-95-000-532710-222				\$110.22			
							\$20,692.53		
125529	015060	Alliant Energy Resources Inc	1/29/2016			Administration Building	\$3,881.62		2/18/2016
125686	015060	Alliant Energy Resources Inc	2/5/2016			UTILITIES LANCAST...	\$248.71		2/18/2016
125907	015060	Alliant Energy Resources Inc	2/12/2016				\$1,269.28		2/18/2016
							\$344,333.62		

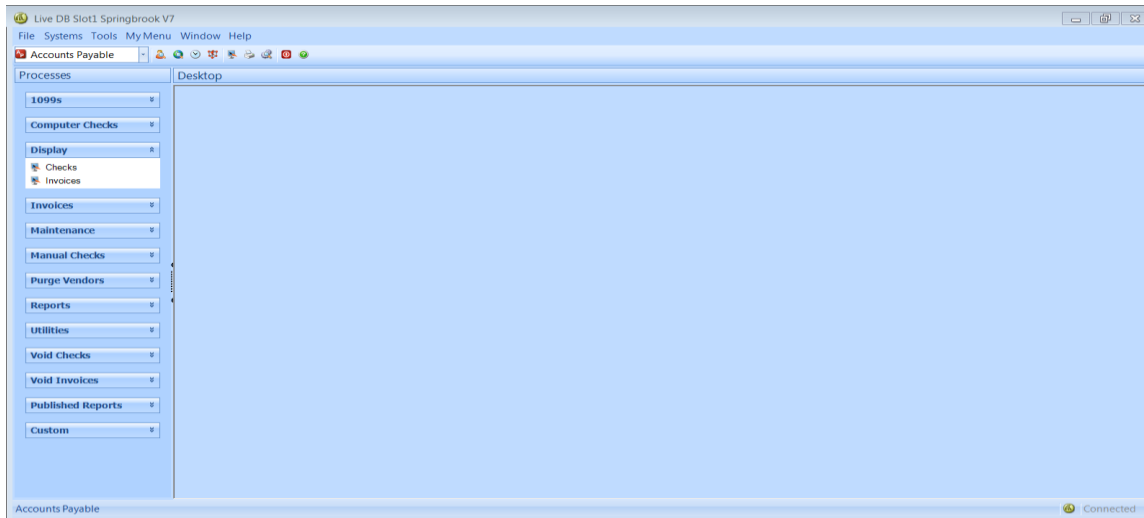
Accounts Payable

Connected

- 7) To hide the details click “-” (or “Ctrl” and “-” to close all).
- 8) If a check mark appears under “Void”, the check has been voided
- 9) If a check mark appears under “Reconciled”, the check has cleared our bank and the date cleared is listed

## AP Invoice Inquiry: Accounts Payable>Display

- 1) Click on Invoices



- 2) Enter the criteria for the invoice you for which are searching:
  - a. Invoice number in “Invoices From” and “Invoices To” if you know the number
  - b. Invoice dates in “Date From” and “Date To” if you know the date of the check but not the number (Note: This will search using the invoice date entered during Invoice Entry.)
  - c. Vendor number if you need to see all invoices for that vendor or if you do not know the invoice number or date (Note: Enter both dates and vendor number if you only want invoices from that vendor during a specific timeframe.)
- 3) Fiscal Year defaults to the current year. Change this if you are searching for an invoice from a different year.
- 4) Hit enter or click “Refresh”

The screenshot shows the 'Invoices' application window with the 'General' tab selected. The search criteria are as follows:

Field	Value
Invoices From:	2479620000
Invoices To:	2479620000
Date From:	/ /
Date To:	/ /
Fiscal Year:	2016
Vendor:	
Status:	(ALL)

Below the search criteria is a table listing the invoices:

Invoice Number	Vendor Num	Vendor Name	Invoice Date	Void	Amount	Committed	Description
2479620000	015060	Alliant Energy Resource...	2/11/2016	False	\$1,845.70	True	ELECTRIC
2479620000	015060	Alliant Energy Resource...	3/11/2016	False	\$1,859.79	True	ELECTRIC USAGE
2479620000	015060	Alliant Energy Resource...	4/13/2016	False	\$1,083.25	True	ELECTRIC
2479620000	015060	Alliant Energy Resource...	5/12/2016	False	\$710.05	True	ELECTRIC
2479620000	015060	Alliant Energy Resource...	6/13/2016	False	\$766.88	True	ELECTRIC
2479620000	015060	Alliant Energy Resource...	7/14/2016	False	\$985.40	True	ELECTRIC
2479620000	015060	Alliant Energy Resource...	8/15/2016	False	\$1,078.38	True	ELECTRIC
2479620000	015060	Alliant Energy Resource...	9/12/2016	False	\$612.97	True	ELECTRIC
2479620000	015060	Alliant Energy Resource...	10/13/2016	False	\$608.73	True	ELECTRIC
2479620000	015060	Alliant Energy Resource...	11/11/2016	False	\$728.41	True	ELECTRIC
2479620000	015060	Alliant Energy Resource...	12/13/2016	False	\$1,397.10	True	ELECTRIC

The total amount at the bottom of the table is \$12,177.66.

- 5) To see the details (accounts, check number) click the “+” in front of the invoice you are interested in (Clicking “Ctrl” and “+” at the same time will open all of the checks listed.)

Invoice Number	Vendor Num...	Vendor Name	Invoice...	Void	Amount	Committed	Description
2479620000	015080	Alliant Energy Resource...	2/11/2016	False	\$1,945.70	True	ELECTRIC

Line Num...	Description	GL Account	Amount	Check Nu...
1	ELECTRIC	701-95-000-532710-222	\$1,945.70	126180

Invoice Number	Vendor Num...	Vendor Name	Invoice...	Void	Amount	Committed	Description
2479620000	015080	Alliant Energy Resource...	3/11/2016	False	\$1,959.79	True	ELECTRIC USAGE
2479620000	015080	Alliant Energy Resource...	4/13/2016	False	\$1,083.25	True	ELECTRIC
2479620000	015080	Alliant Energy Resource...	5/12/2016	False	\$710.05	True	ELECTRIC
2479620000	015080	Alliant Energy Resource...	6/13/2016	False	\$766.88	True	ELECTRIC
2479620000	015080	Alliant Energy Resource...	7/14/2016	False	\$985.40	True	ELECTRIC
2479620000	015080	Alliant Energy Resource...	8/15/2016	False	\$1,078.38	True	ELECTRIC
2479620000	015080	Alliant Energy Resource...	9/1/2016	False	\$912.97	True	ELECTRIC
2479620000	015080	Alliant Energy Resource...	10/13/2016	False	\$609.73	True	ELECTRIC
2479620000	015080	Alliant Energy Resource...	11/11/2016	False	\$728.41	True	ELECTRIC
2479620000	015080	Alliant Energy Resource...	12/13/2016	False	\$1,397.10	True	ELECTRIC

\$12,177.66

- 6) To hide the details click “-” (or “Ctrl” and “-” to close all).

## AP Vendor Search

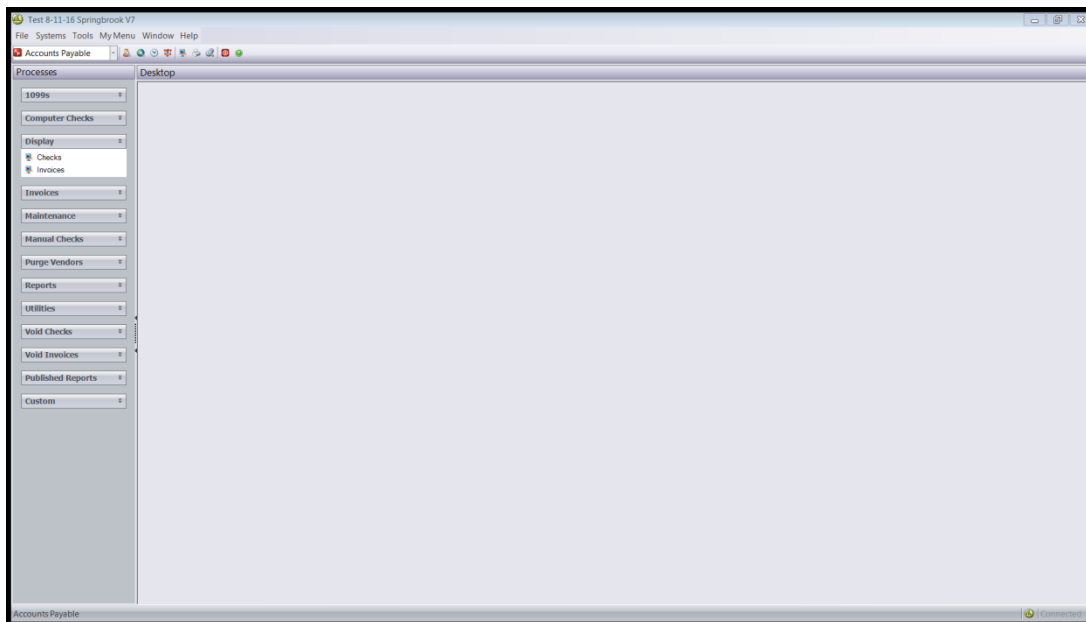
Vendors may be either permanent or temporary. Temporary vendors are those who are short-term and not expected to receive more than a few payments. Vendors who will be paid every year, even if only once per year, are permanent vendors. Always run the search with “include temporary vendors” checked before requesting a new vendor number. A form W-9 is required for all new vendors prior to set-up unless the vendor is one of the exceptions identified in the Accounts Payable Procedures section.

Vendor names are listed as they appear on the individual’s or business’s Form W-9 which may be different than the name they commonly use (i.e. DBA).

Only one vendor number will generally be set up for a vendor with the same name and address.

Vendor Search is accessible either through the menu as shown here or during AP Invoice Entry.

*Go to: Accounts Payable>Display*



- 1) Click on Checks or Invoices
- 2) Click on the blue Vendor link
- 3) Enter your search criteria (only one is required)
  - a. Vendor Number generates a list of vendors starting with the number entered, followed by all vendors with numbers after that
  - b. Keyword searches both vendor name and DBA for the name or partial name entered. This is the recommended search as it will locate the name (or partial name) anywhere within the name or DBA. The other searches require the entry to be the beginning of the name or DBA.
  - c. Last Name generates a list of vendors beginning with that name followed alphabetically by remaining vendors

Vendor Selection

File Window Help

Search Criteria

Vendor Number:  Status:

Last Name:  Keyword:

DBA:  ☒ Include temporary vendors

1099 Vendor:  ☐ Include vendors selected for purge

Vendor	First Name	Last Name	DBA	Address One	Address Two	City	St	Zip
208125		Joerns Healthcare, Inc.			PO Box 714305	Cincinnati	OH	45271-4305
904835		Joe and Lora Weber Farm			3552 Sandy Hook Road	Hazel Green	WI	53811
174950		Hanson's Pizza & Ice Cream Parlor of Wisc Inc	Happy Joe's of Lancaster		105 Alona Lane	Lancaster	WI	53813
348060	Joseph A.	Pease	Joe Pease Trucking		12925 First Street	Fennimore	WI	53809

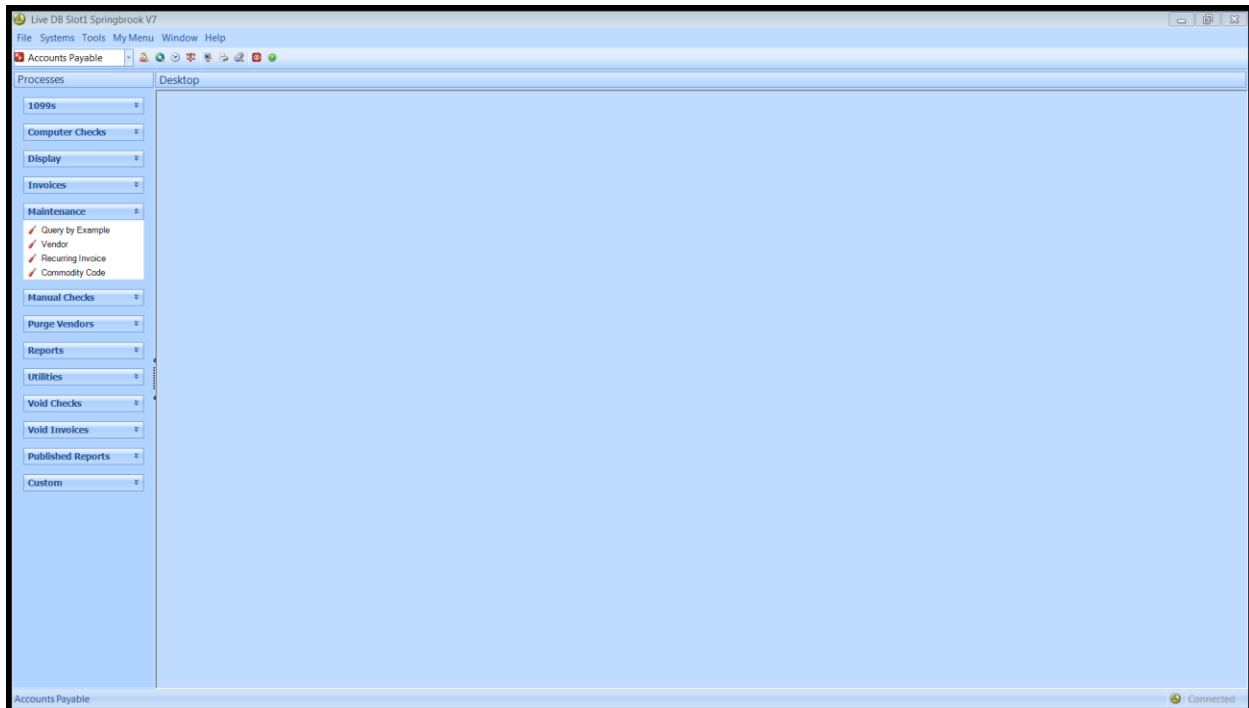
(Hint: Less is more when searching for a vendor name. For example, entering "gassers" will not locate "Gasser Hardware, Inc." as the actual vendor name does not include the "s". Entering "gass" would locate it regardless of whether the legal name were "Gasser Hardware" or "Gassers" because the vendor name includes the full name/phrase you entered.)

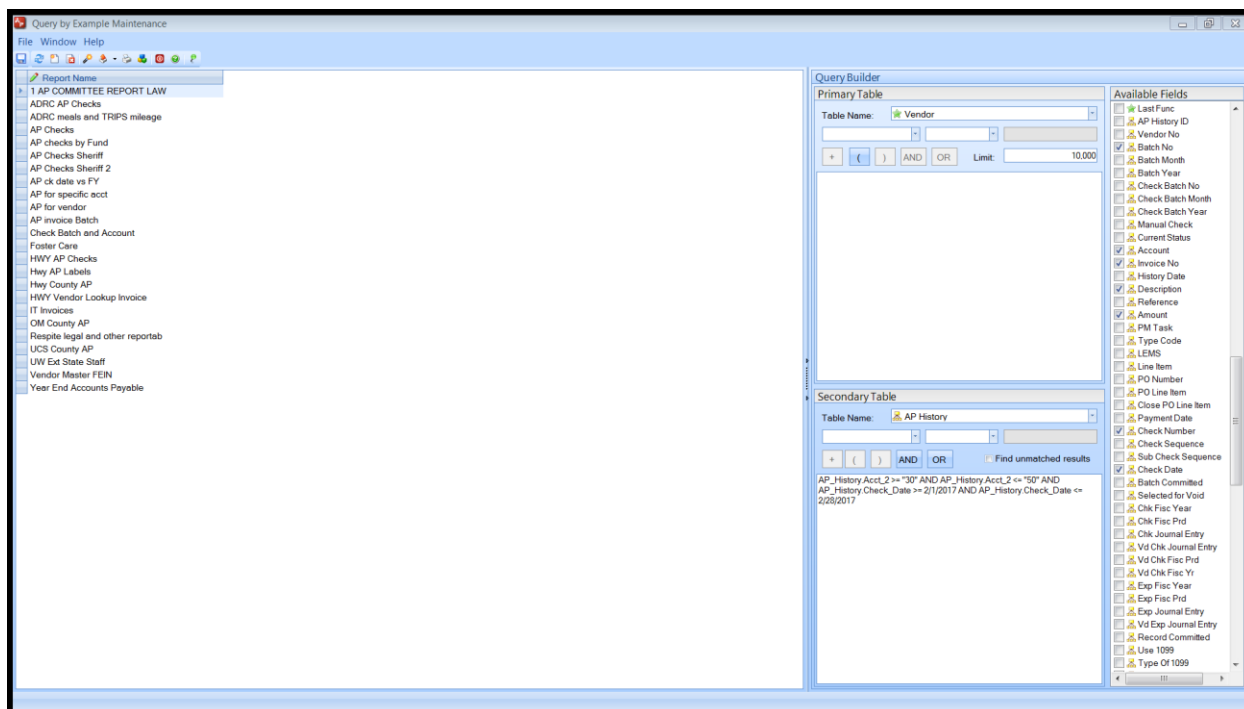


## AP Committee Report

Each governing committee is to receive this report at their regular committee meetings. If a committee governs more than one department, it is not necessary for each department to run a separate report. One individual should be designated to run the report. The report will include all accounts payable expenditures under the committee's jurisdiction. Expenses paid by County Clerk, Finance, or IT but charged to departments will be appear on this report for the department being charged. This report does not include wages or benefits charged to the departments through payroll. The AP Committee Report for the Executive Committee will include the payroll deductions and benefits for all departments when payment is made to the provider (e.g.: health insurance). It is anticipated this report will generally be run monthly, but if a committee meets more or less frequently, the report may be run for the period between meetings.

*Go to: Accounts Payable>Maintenance>Query by Example*





- 1) Select the report for your committee from the list. Reports appear at the top of the list of queries and will begin with 1 AP COMMITTEE REPORT followed by an abbreviation for each committee.
- 2) In the large box under Secondary Table, delete the date range that appears from the previous month. (In the example above that is "AP\_History\_Check\_Date>=2/1/2017 AND AP\_History\_Check\_Date <= 2/28/2017") Delete only the check date range. **DO NOT DELETE AP HISTORY ACCT...** as this is the criteria used to select only your expenditures.
- 3) Click the box below "Table Name" and select "Check Date"
- 4) Click the next box and select ">="
- 5) Click the next box and enter the first date to be included on the report, generally the first day of the month. (This does not need to be a date checks were actually printed.) \*
- 6) Click "+" to move the dates down into the large box
- 7) Click "AND"
- 8) Repeat steps 2 through 5 but enter "<=" in the second box and use the ending date, generally the last day of the month.
- 9) Click "+" to move the ending date down into the large box
- 10) Click on print icon to run the report
- 11) Click on the Save icon to save the query.
- 12) A pop-up will appear stating that the print request has been submitted. Exit the query screen and print the report from your Job Viewer.

*\* If the report is run at the end of the month before any checks are run for the next month, steps 6 and 7 may be skipped as no end date would be required.*


QBE - 1 AP COMMITTEE REPORT LAW

File Window Help

200%

Accounts Payable  
1 AP COMMITTEE REPORT LAW

User: nscott  
Printed: 03/16/2017 - 1:58 PM



111 South Jefferson St.  
PO Box 529  
Lancaster, WI 53813  
Phone: (608) 723-2675

Vendor #	Name	Amount	Description	Account	Invoice No	Batch N	Check Num	Check Da
502074	Murphy Laura	143.00	coordinator	100-40-000-521220-70:	fresh start	00008	136827	02/03/2017
		143.00				00008		
090500	Crescent Electric Supply Company	14.26	GTSO 608-723-2157	100-40-000-527000-39	S503115230.001	00009	136759	02/03/2017
097300	Dailey Kathleen A.	16,359.30	GTSO 608-723-2157	100-40-000-527000-34:	JANUARY	00009	136763	02/03/2017
140260	Fillback Automotive, Inc.	34.08	GTSO 608-723-2157	100-40-000-521000-24	JANUARY	00009	136778	02/03/2017
152100	Gasser Hardware Inc	49.90	GTSO 608-723-2157	100-40-000-527000-39	95777	00009	136780	02/03/2017
152100	Gasser Hardware Inc	52.99	GTSO 608-723-2157	100-40-000-521200-26	95777	00009	136780	02/03/2017
152100	Gasser Hardware Inc	26.48	GTSO 608-723-2157	100-40-000-527500-24	95777	00009	136780	02/03/2017
166000	Wolf Philip	197.00	GTSO 608-723-2157	100-40-000-521400-31:	27639	00009	136902	02/03/2017
200425	IOD, Inc.	8.45	GTSO 608-723-2157	100-40-000-521400-31:	40109200	00009	136793	02/03/2017
201700	Iowa County Sheriff	1,500.00	GTSO 608-723-2157	100-40-000-527000-39:	1	00009	136795	02/03/2017
236420	Lark Uniform Company Inc	164.98	GTSO 608-723-2157	100-40-000-521000-34:	237125	00009	136804	02/03/2017
240300	Les Mack Ford, LLC	666.27	GTSO 608-723-2157	100-40-000-521000-24	JANUARY	00009	136808	02/03/2017
248900	Les Mack Chevrolet Buick Inc	1,033.83	GTSO 608-723-2157	100-40-000-521000-24	JANUARY	00009	136807	02/03/2017

Committee	Query Name	Includes
Ag/Extension, Fair Board	1 AP Committee Report AG 1 AP Committee Report RESOURCE 1 AP Committee Report UWX	Depts 65 Depts 60 Depts 61
ADRC	1 AP Committee Report ADRC	Dept 80
CSZD	1 AP Committee Report CSZD	Dept 62
Law Enforcement, Emergency Mgmt	1 AP Committee Report LAW	Depts 30, 40, 50
Executive Committee	1 AP Committee Report EXEC	Depts 10, 12, 13, 14, 15 (excluding Public Property and River Access), 16, 17, 18, 20, 23 and non-departmental accounts
Health	1 AP Committee Report HLTH	Dept 70
Highway	1 AP Committee Report HWY	Dept 95 and River Access
Orchard Manor	1 AP Committee Report OM	Depts 85 and 86
Public Property/Technology	1 AP Committee Report PP	Dept 15 (Public Property only including Admin/Cthse maintenance) and 24
Social Services	1 AP Committee Report DSS	Dept 75
Veterans	1 AP Committee Report VET	Dept 21
UCS	1 AP Committee Report UCS	Dept 90