Finance Manual

Finance Manual

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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.

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 criterion 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:

o 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)

o Invoice #: Use year and month if no invoice # exists (e.g. 2017 May*)*

o Invoice date: This is the date on the invoice, not the current date that defaults.

o 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. Please refer t the Invoice Entry Process below.

Invoice Entry Process in Tyler ERP

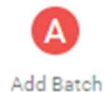From the Tyler HUB menu type "Invoice Entry" and then click on the Invoice Entry selection.

Tyler Menu

⋮

🔍 Invoice Entry

∨ Enterprise ERP
  > Financials
  > Human Capital Management
  > General Revenues
  > Property Revenues
  > Asset Maintenance
  > Other Applications
  > Departmental Functions
  > System Administration
  > Help

Ⓐ
Add Batch

Next click on Add Batch
    Type in the effective date (date posted-normally Friday of AP week)
    Do not change fund or cash account
    Leave check run blank
    Due date (date check is printed-Friday of AP week)
Click Accept
Enter invoice information
    Vendor – verify that address is correct, change address number if necessary
    Invoice No. - if no invoice number, enter account number, MMYY
    Gross - invoice total
    Description – this get printed on check, enter account number here
    Invoice date
    Received date – date invoice was received, must be same or later than
Invoice date
    Due date
    Separate check – check if a separate check is needed for this vendor, some
are set up this way

Include documentation – check if there is a remittance advice to send with the check

Tab should take you to the account screen

    Enter Org and Object codes

    Enter Amount

    Description

    If there is more than one account for an invoice, another line will show up when you tab

    Verify that at the bottom of the screen Total Amount and Payment Amount are the same

Accept

    To attach the invoice:

        Click on the Attach icon

        Click on +, AP invoice, AP invoice

        Import Attachment↑

        Save

        Close

To enter another invoice - Add

When finished entering invoices – Choose the Back button

At the Batch Information screen

    Verify Amount total

    Click on PDF

    Check all boxes

    Accept

    Print and take to Finance Office once all of the invoices have been attached.

Procedures for attaching an invoice or multiple invoices is below.

Release the batch

At the bottom of the Batch Information screen the Released? line should say All Released

Attaching Invoices

From the invoice screen click Attach

Click the + sign

Click AP Invoice

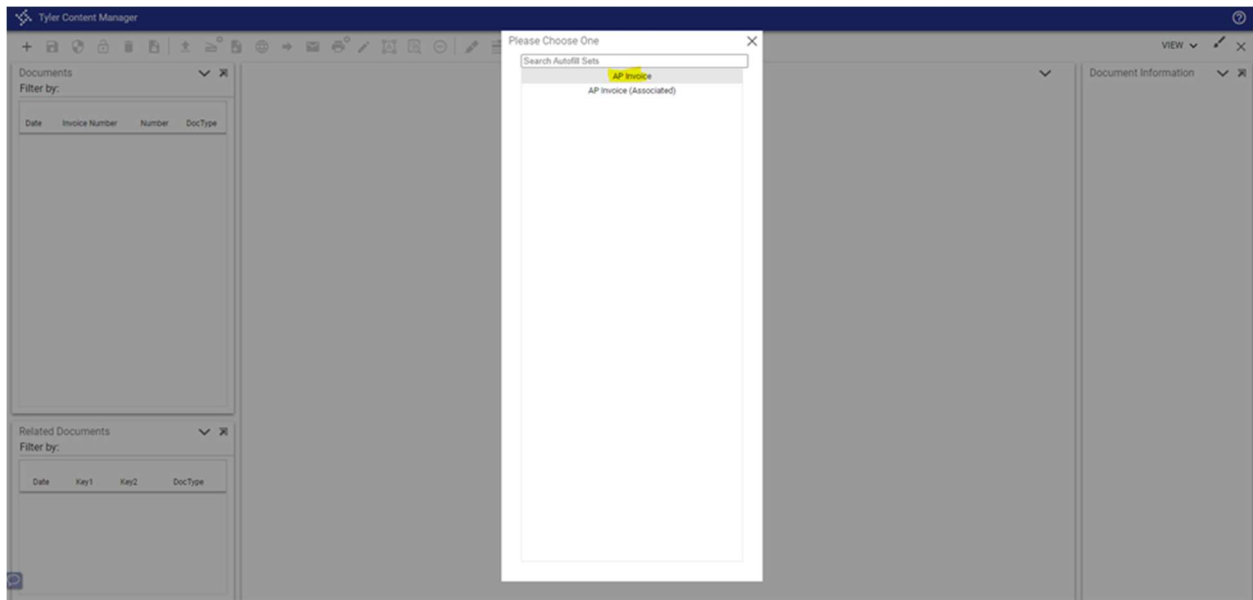Finance Manual   7/30/2024
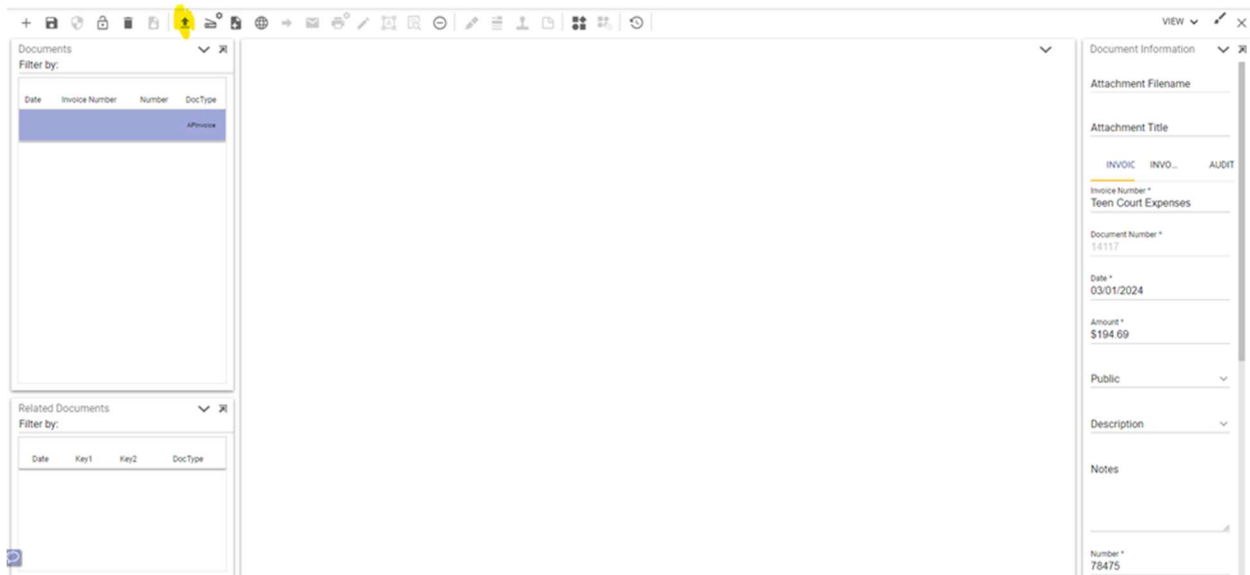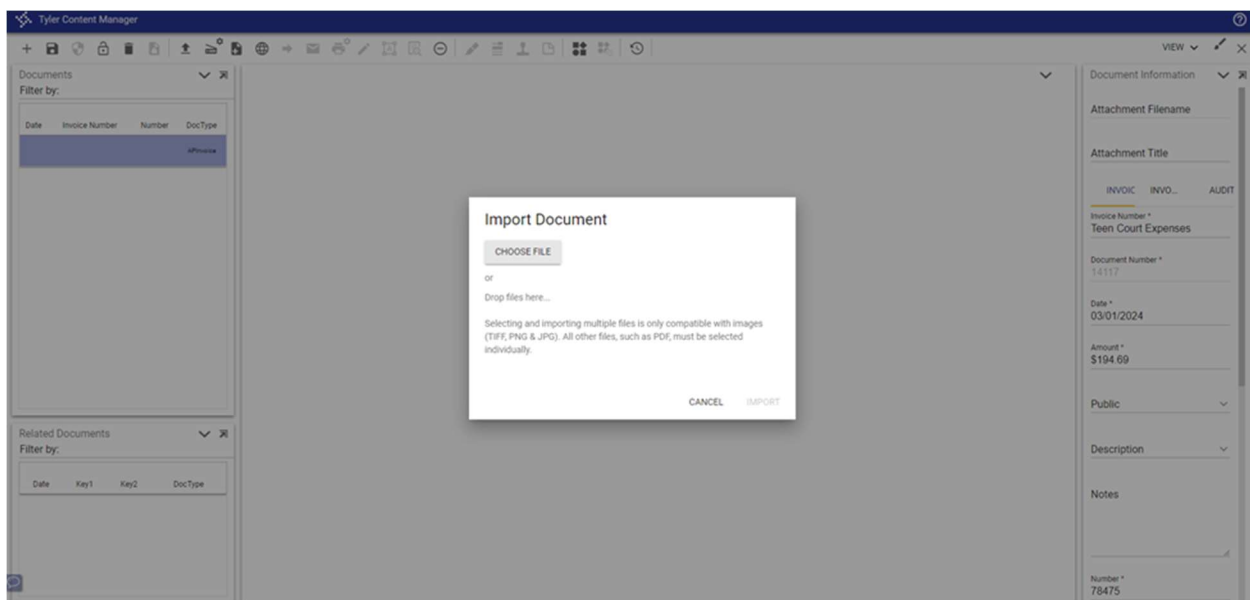
Click AP Invoice again

Click Import

You should now be at this screen where you can choose a file or drag and drop.
Once added, click Import

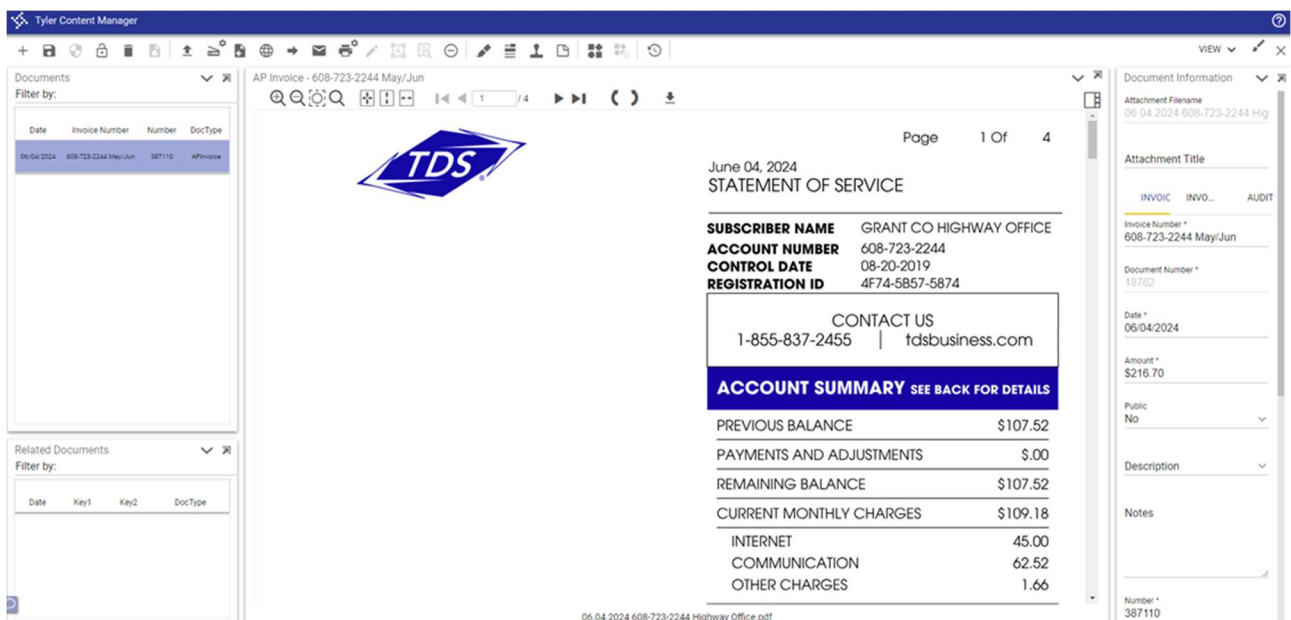Attachment should show in the screen. Click Save and then it is attached

Closing the TCM tab should take you back to your invoices where you can then go to your next invoice and repeat the same process

Attaching Multiple Invoices

Make sure after adding your first attachment you click save and then your screen should look like this

You can then add another attachment like before-plus sign, AP Invoice, AP Invoice, Import Attachment

Adding the second one goes to a separate line

Once you click save it should look like this and both attachments will be included with the invoice

Once all invoices have been attached, take the proof list or send an email with the proof list 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. Each department is responsible for keeping the invoices for the required retention period and provide requested invoices to the auditors, but with the invoices being attached, the auditors can be granted access to the system and the pulling of invoices will be minimized.

"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 Inquiry

From the Tyler HUB menu type "Invoice Central" and then click on the Invoice Central option.
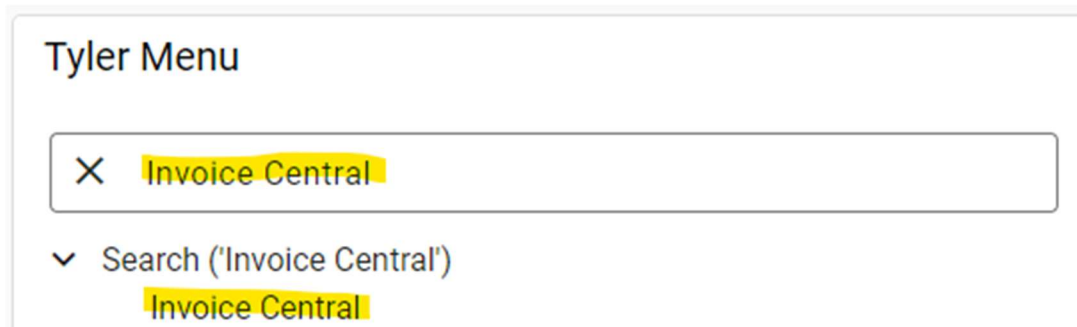
On the next screen you can either type in a vendor name or an invoice # in the top search bar or click on advanced search. If you click on advanced search move your cursor until the words are underlined and then click on the word. Then click New Search.
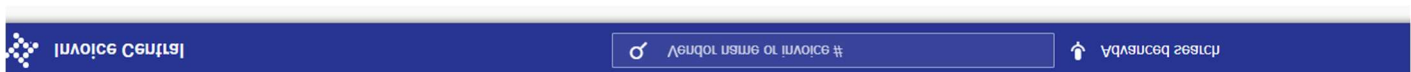
The following screen will appear and you can enter information to search for a particular invoice.

The example below then gives you all of the invoices based on your search criteria. I searched on Amazon and the listing below came up.

Number	Description	Vendor	Status	Posted	PO	Contract	Invoice Date	Due Date	Gross Amount	
(1) 1JFC-7CQJ-1F1T	Office Supplies	Amazon Capital Services, Inc.	PAID	Yes			06/15/2024	07/12/2024	78.37	
111-0112229-3408278	LAFAYETTE COUNTY HAZMAT	Amazon Capital Services, Inc.	PAID	Yes			11/28/2023	12/28/2023	265.86	
111-1179812-9300240	LAFAYETTE COUNTY HAZMAT	Amazon Capital Services, Inc.	PAID	Yes			11/28/2023	12/28/2023	252.50	
111-2327404-9323464	LAFAYETTE COUNTY HAZMAT	Amazon Capital Services, Inc.	PAID	Yes			11/28/2023	12/28/2023	63.00	
111-3018870-1636230	LAFAYETTE COUNTY HAZMAT	Amazon Capital Services, Inc.	PAID	Yes			11/28/2023	12/28/2023	97.02	
111-3487880-6552267	111-3487880-6552267	Amazon Capital Services, Inc.	PAID	Yes			12/15/2023	01/14/2024	404.86	
111-3538592-8197867	LAFAYETTE COUNTY HAZMAT	Amazon Capital Services, Inc.	PAID	Yes			11/28/2023	12/28/2023	109.88	
111-5099249-9920218	LAFAYETTE COUNTY HAZMAT	Amazon Capital Services, Inc.	PAID	Yes			11/28/2023	12/28/2023	147.99	

You can then click on the invoice you are inquiring about. Once the invoice information comes up you can also click on the attachments icon and see the invoice.

Vendor Inquiry

From the Tyler HUB menu type "Vendor Central" and then click on the Vendor Central option.

On the next screen you can either type in a vendor name in the top search bar or click on advanced search. If you type in the first few letters of the vendor name and then type an asterisk (*) it will pull any vendor with those letters in the name. If you click on advanced search move your cursor until the words are underlined and then click on the word. Then click New Search.

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The following screen will appear and you can enter information to search for a particular vendor by typing the name of the vendor and then selecting the search at the bottom of the screen. The following screen appears when I type Amazon.

Vendors (2)

Number	Name	Status
1	AMAZON CAPITAL	STOP
17420	Amazon Capital Services, Inc.	ACTIVE

Once you click on the vendor the following screen appears. If you do not have the menu on the left to choose invoices and checks, etc. then you can click on the gear icon [gear icon] to change how the menu to the left.

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Next you can click on one of the options on the left (for example) Invoices or Checks to search in more detail an item. If you choose invoices, you can also see the attachments from that screen.

AP Committee Reports

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.

The AP Committee Report is run by the Finance team and distributed at the beginning of the month for the prior month. The reason it is run by the Finance team is because the format used is in a query software outside of Tyler ERP. The report also includes all expenses if it is run by the Finance team because some expenses are paid by Finance on behalf of the other departments. The table below lists the departments that the Finance team will run the report for.

Department	Who it is provided to:
Departments 100-260 excluding Maintenance 220	Executive Team
500-Emergency Management	Jason Wagner
610-Extension	Lori Vesperman
620-CSZ	Annette Lolwing
750-DSS	LeaAnne Smith
800-ADRC	Courtney Brookhart
900-UCS	Jessica Munson, Kelly O'Brian, and Holly Knapp
950-Highway	Donna Bohnenkamp

YTD Available Budget Report

Committees also need to receive the YTD Available Budget Report. This can be run by each department from the Tyler ERP system.

From the Tyler HUB menu type "YTD Available Budget" and then click on the YTD Available Budget option.
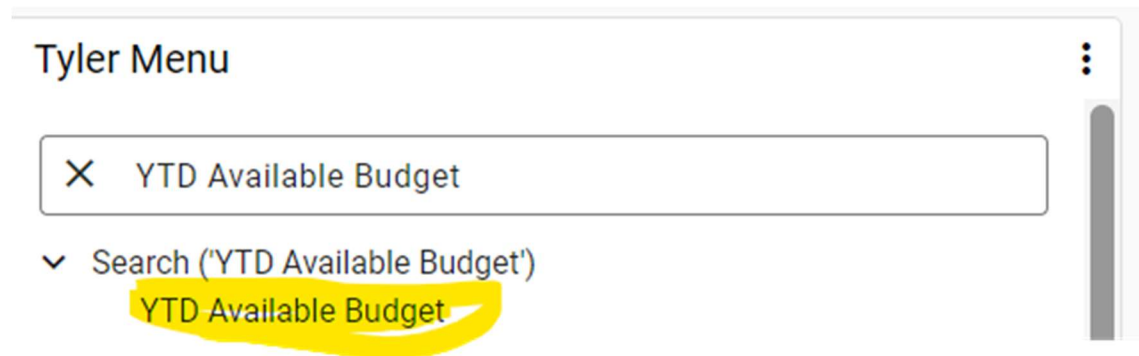
When the next screen appears click the search option shown below.

YTD Available Budget [Grant County WI]
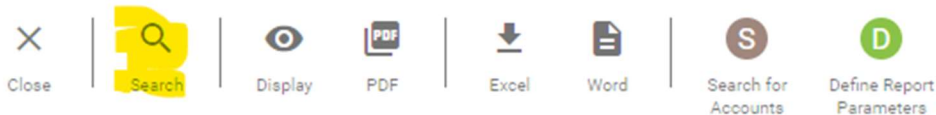
✕ Close	🔍 Search	👁 Display	PDF	⬇ Excel	📄 Word	Ⓢ Search for Accounts	Ⓓ Define Report Parameters	

YTD Available Budget [Grant County WI]

Account Search

Segment Name	Search Value
Organization	
Fund	100
Function	
Department	
Division	
Program	
Future Use 1	
Future Use 2	
Future Use 3	
Object	
Project	
Account Type	E:R
Account Status	
Rollup Code	
Sub-Rollup Code	
NY Rollup Code	
Character Code	

Type in the Fund and make sure the Account Type is E:R so that you pull both Expenses and Revenue. If you don't know the fund, just enter the Account Type of E:R. You will only be able to pull information for departments you have been assigned to. Then click Accept.

Close | Accept | Cancel | Search

YTD Available Budget [Grant County WI] > ✎

Account Search

Segment Name	Search Value
Organization	⋯
Fund	⋯
Function	⋯
Department	⋯
Division	⋯
Program	⋯
Future Use 1	⋯
Future Use 2	⋯
Future Use 3	⋯
Object	⋯
Project	⋯
Account Type	E:R ⋯
Account Status	⋯
Rollup Code	⋯
Sub-Rollup Code	⋯
NY Rollup Code	⋯
Character Code	⋯

After you click accept the following screen will appear and you will need to click on the green skittle for Define Report Parameters.

YTD Available Budget [Grant County WI]

✕	Q	◉	📄PDF	⬇	📄	Ⓢ	Ⓓ	
Close	Search	Display	PDF	Excel	Word	Search for Accounts	Define Report Parameters	

YTD Available Budget [Grant County WI]

Account Search

Segment Name	Search Value
Organization	
Fund	
Function	
Department	
Division	
Program	
Future Use 1	
Future Use 2	
Future Use 3	
Object	
Project	
Account Type	E:R
Account Status	
Rollup Code	
Sub-Rollup Code	
NY Rollup Code	
Character Code	

Then you will be able to fill in the information to the right. Shown below. Fill in the items highlighted in yellow. The items in green should remain unchanged. If

the committee changes their request for the sequencing in the future, the items in green will need to be updated.

Report Parameters

Reporting Year	2024
Reporting Period	Next Period ▼
Sequence 1	Department ▼
Sequence 2	Account Type ▼
Sequence 3	Character Code ▼
Show Detail	☐
Include Hyperlinks	☐
Include Requisitions	☐

Click Accept, and then choose the Word option. Once the report is brought to Word, go to the bottom of the report and type the date is was printed. After the date is put at the bottom of the report using the word "Date Printed" save the report as a PDF and distribute to the committee.