

One Time Pay Process

One Time pay Vendor #'s

Vendor	Alpha Sort Name	Company Name	Status
100	ONE TIME PAY	ONE TIME PAY	One Time Pay
109	SANITARY ENGINEER	SANITARY ENGINEER ONE TIME PAY	One Time Pay
110	JFS ONE TIME PAY	JFS ONE TIME PAY	One Time Pay
121	AUDR TAX REFUND	AUDR TAX REFUND ONE TIME PAY	One Time Pay
131	RECORDER	RECORDER ONE TIME PAY	One Time Pay
140	MUNI COURT ONE TIME	MUNI COURT ONE TIME	One Time Pay
142	TREASURER REFUND ONE	TREASURER REFUND ONE TIME PAY	One Time Pay
145	COMM PLEAS ONE TIME	COMM PLEAS ONE TIME	One Time Pay
146	DRJDIV	DOMESTIC JUVENILE COURTS ONE TIME PAY	One Time Pay
147	PROBATE REFUND	PROBATE REFUND ONE TIME PAY	One Time Pay
148	CLERK OF COURTS ONE	CLERK OF COURTS ONE TIME PAY	One Time Pay

Invoice Entry

- Add a batch/Resume a batch

❖ Invoice Entry [FRANKLIN COUNTY | TRAIN | 04/23]

✕ Close
🔍 Search
📁 Browse
📄 Output
🖨️ Print
👁️ Display
📄 PDF
💾 Save

A Add Batch
V View Batch
R Resume
R Release Batch
M Mass Release
O Output Post
W Warrant Post

Invoice Entry [FRANKLIN COUNTY | TRAIN | 04/23]

Batch Information

Batch *

Effective date *

Year/Period *

Fund *

Cash account *

Warrant

Due date

Invoice count

Amount total

Vendor hash

Released?

- Accept

Invoice Entry [FRANKLIN COUNTY | TRAIN | 04/23]

Close **Accept** Cancel

Invoice Entry [FRANKLIN COUNTY | TRAIN | 04/23] >

Batch Information

Batch *

Effective date *

Year/Period *

Fund * ---

Cash account * --- --- ---

Warrant

Due date

- Add an invoice

Invoice Entry [FRANKLIN COUNTY | TRAIN | 04/23]

Invoice Entry [FRANKLIN COUNTY | TRAIN | 04/23] > Invoice Entry [FRANKLIN COUNTY | TRAIN | 04/23]

Main

Invoice Header

Year

PO Receiving Liquidation

Contract

Vendor *

Address

Terms

DBA

Document *

Invoice *

Gross *

Description

Status

Voucher

Warrant

Invoice date *

Received date *

Due date *

Department

Work order

Work order task

Allocation

Requisition

Liq method

Separate check
 Include documentation
 Released
 Comments
 Withholding (.00)

Accounts

Line	Org	Object	Proj	PO	Inv amount	Sales Tax	Use Tax 1099	A Bud	Work order	WO task
------	-----	--------	------	----	------------	-----------	----------------	---------	------------	---------

Invoice Entry [FRANKLIN COUNTY | TRAIN | 04/23]

Back | Search | Browse | **Add** | Update | Delete | Email | Schedule | Attach | Change Lines | Quick Entry

- Key PO (Must be a PO for a 999999 vendor)
 - PO number is not required on all invoices but should be used if available.

Year: 2025

PO: [Yellow highlight]

Contract: [Grey highlight]

- Tab to Vendor field
- Key your designated vendor number for One-Time payments.

Contract: [Grey highlight]

Vendor *: 121 [Yellow highlight]

Address: [Grey highlight]

Tax: [Grey highlight]

- Tab to invoice number filed and key the invoice number

Document *: 21219735 [+1]

Invoice *: TEST 1 [+1]

Gross *: .00

- Tab
 - This should open the Vendor Address page
- Update

Vendor Address

Back | **Update** | Return

- Key the following fields
 - Name
 - Address
 - Note: The address line is limited to 30 characters. Abbreviate when possible (ex. RD, ST, STE, DR) and continue the address on the 2nd line for any that are longer than 30 characters.
 - Zip code
 - State
 - City

Vendor Address

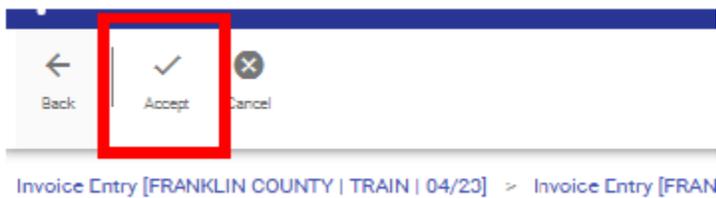
Vendor

Name

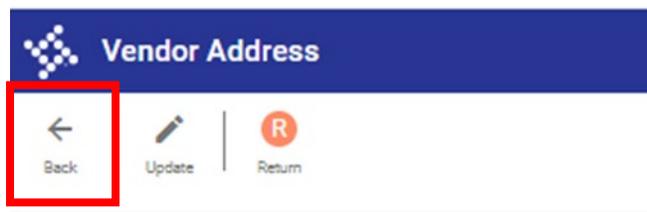
Address

C/S/Z

- Accept



- Back (goes back to the Invoice Entry page)



- Key the \$ amount of the invoices

Invoice * TEST 1 +1

Gross * .01

Discount data Disc basis

- Key a description (If not already generated by the PO)

Description TEST INVOICE

- Key a department code (If not already generated by the PO)
 - If using a reoccurring attachment use the same department code for each invoice in the batch.

Department 321SP

- Tab until the line items appear at the bottom.
 - At this point the address should appear in the corresponding fields

Invoice Entry [FRANKLIN COUNTY | TRAIN | 04/23] - Invoice Entry [FRANKLIN COUNTY | TRAIN | 04/23]

Main

Invoice Header

Year: 2025

PO: Receiving Liquidation

Contract:

Vendor #: 121 TEST NAME

Address: 0

Terms:

Document #: 21119743

Invoice #: TEST

Gross #: .01

Discount date: Disc basis: 00

Discount %: 000 Disc amt: 00

Net amount: .01

Payment method: Normal

Check/Wire:

Description: TEST

Status: On Hold

Youcher: 4956

Warrant:

Invoice date #: 06/13/2025

Received date #: 06/13/2025

Due date #: 06/13/2025

Department: 321SP

Work order:

Work order task: 0

Allocation: 0

Registration:

Liq method: Lite

TEST ADDRESS

ZIP CODE OH TEST CITY

Separate check

Include documentation

Released

Comments

Withholding (.00)

- Fill out org, obj, proj as needed

Accounts

Line	Org	Object	Proj	PO	Inv amount	1099	A	Bud	Work order	WO task
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	.01	<input type="text"/>	<input type="text"/>	1	<input type="text"/>	<input type="text"/>

- Upload the invoice document
 - If using AP Recurring invoice attachments then wait to upload the Recurring attachment until after all invoices have been keyed.
- When all invoices have been keyed and attachments uploaded then release the batch to start the workflow process.

Invoice Entry [FRANKLIN COUNTY | TRAIN | 04/23]

Close | Search | Browse | Output | Print | Display | PDF | Save | Add Batch | View Batch | Resume | **Release Batch** | Mass Release | Output Post | Warrant Post

Invoice Entry [FRANKLIN COUNTY | TRAIN | 04/23]

Batch Information

Batch *

Effective date *

Year/Period *

Fund *

Cash account *

Warrant

Due date

Invoice count

Amount total

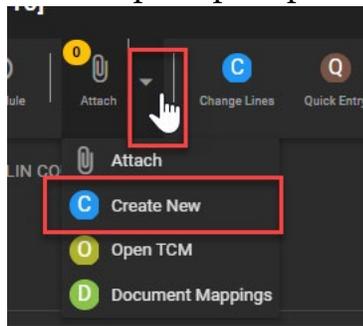
Vendor hash

Released?

Ap Recurring Invoice Attachment

- Used when adding same document to all entries within batch.
- When entering an invoice, you can either attach after you enter the first one or after you have completed the batch and add to one within the batch.
- On Invoice Entry Screen

- Select Paperclip dropdown arrow on menu bar.



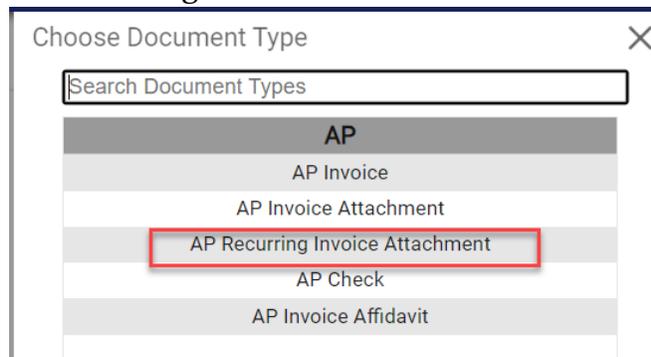
- Select Create New

- Note: If you select the paperclip instead of the dropdown arrow, then it will take you directly to content manager page without the next step of selecting document type. You would just need to select

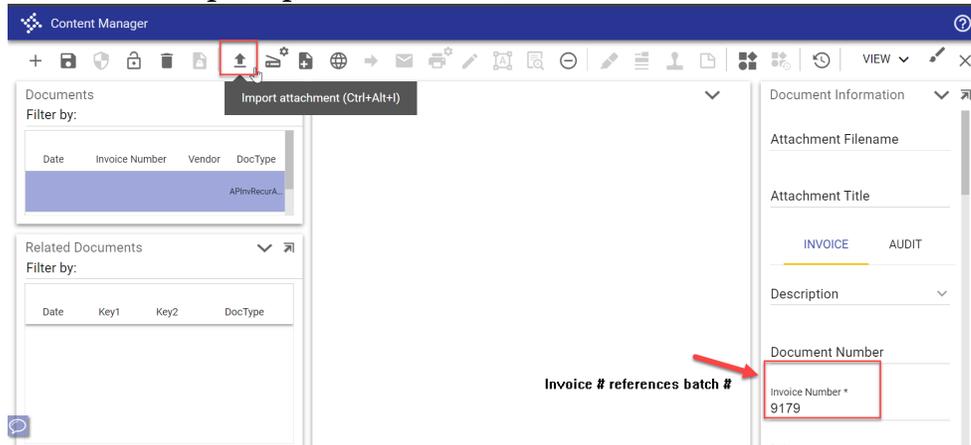


the + symbol on the menu to have the document type box appear.

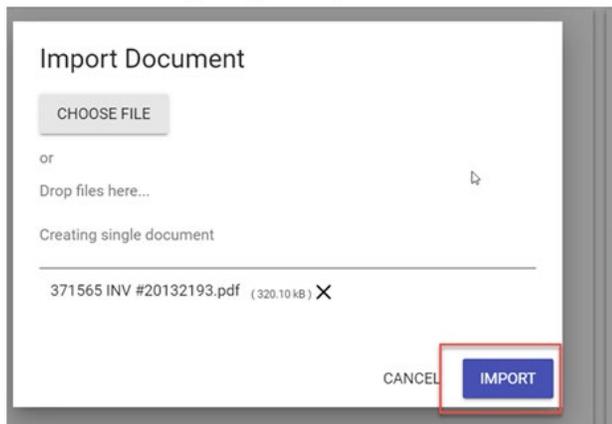
- Select Document Type
 - AP Recurring Invoice Attachment



- Some information from the invoice will now appear on the right under Document Information. The invoice number will reference the batch number for all invoice records in batch.
- Confirm there is a department/location listed for your workflow
- Select arrow up (import attachment) on menu bar.



- Select choose file.
 - Locate & select file on computer, import button will be available to select once file has been selected or dragged into box
- You also can use the Drag and Drop Process Import Documents



- The scanned invoice will now appear in the Content Manager page.
 - Verify that the invoice document pertains to the invoice information entered.
 - If wrong document was uploaded click the X in the corner of the viewer, without saving and repeat above to attach the correct document.
 - Save the upload.



- Close out of the content manager page.

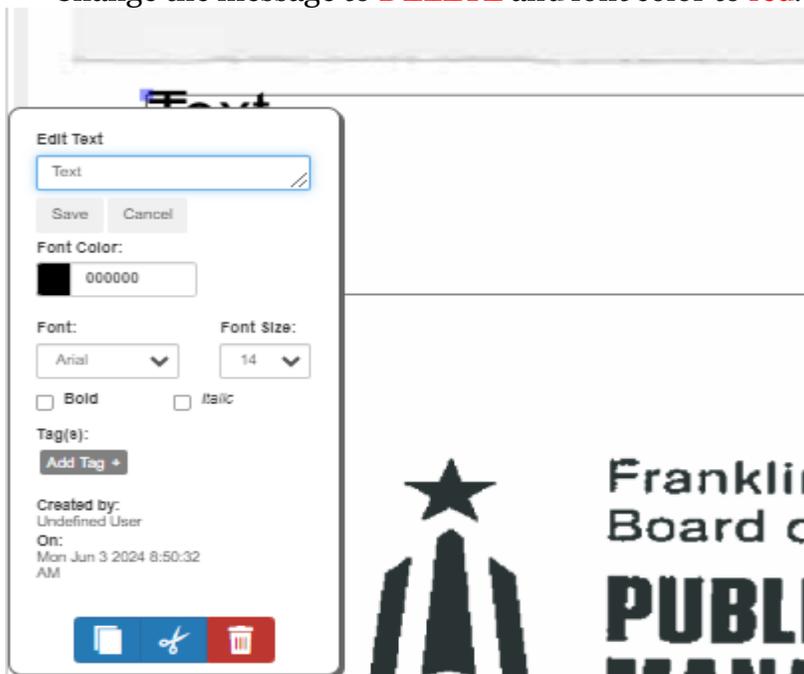


Wrong Document Uploaded After Saving

- If the wrong document has been uploaded for an invoice use the following steps:
- Upload the correct document to the invoice.
- On the incorrect document select the Stamp button at the top of content manager



- Create a text box by clicking and dragging at the **top** of the document.
- Change the message to **DELETE** and font color to **red**.



- Save the Edit Text box and then save the document in TCM.
- The Auditor's office will remove the wrong upload and use the correct one for auditing purposes.