

# INTRA-COUNTY PAYMENTS

The procedures for intra-county payments have been developed in an effort to improve operations and reduce the risks associated with the printing, mailing, and redeeming of county warrants between county agencies. For invoicing agencies, these procedures include the process for establishing vendors for intra-county payments in MUNIS, invoicing county agencies once the vendor number is established, and identifying payments once they have been processed in MUNIS. For paying agencies, these procedures include the process for keying intra-county payments into MUNIS.

## Establishing Vendors

An independent series of vendor numbers has been established in MUNIS for each county agency that invoices other county agencies for goods or services. All intra-county vendor numbers will be created in the “30000” range. The second and third digits of the vendor number will represent the agency code in MUNIS for the invoicing agency, while the last two digits will identify the account to be credited.

The vendor name in MUNIS should include the agency name and the type of payment that is being invoiced. Rather than including the physical address of the county agency, the address fields will include the org, object code, and project code (if necessary) for which the payments will be deposited. A screen shot of the Vendor Inquiry screen showing how a county agency will be created in MUNIS is illustrated below.

The screenshot shows the Vendor Inquiry screen in MUNIS. The Vendor number 31001 is highlighted in a red box. The Alpha field is JFS MANDATED SHARE. The Status is ACTIVE. The Reason is GOVT - GOVERNMENT AGENCY. The Address fields are 12102800, 473300, and MANSH, which are also highlighted in a red box.

As shown, the vendor number for the JFS Mandated Share consists of the intra-county identifier (“3”), the agency code for JFS (“10”), and an identifier for the type of payment (“01”). The address fields show the org (12102800), object code (473300), and project code (MANSH) for which the payments will be paid-in to when they are cash disbursed by the Auditor’s Office.

A separate vendor should be established for each account that intra-county payments will be received. In order to establish a new intra-county vendor in MUNIS, contact the AP Supervisor.

## Invoicing

In order to ensure that payments are deposited in the correct account, the agency invoice must include the vendor number established in MUNIS for receipt of the payment. The Auditor's office will not process an intra-county payment if the invoice does not include the vendor number to use in MUNIS or if the vendor number on the invoice does not match the vendor number on the invoice entry proof list. An example of an intra-county invoice is provided below, with the placement of the intra-county vendor numbers highlighted.

Franklin County Where Government Works		INVOICE	
		DATE:	[Enter Date]
		INVOICE #	[Enter #]
		FOR:	[Enter Summary Description]
<b>Bill To:</b>	<b>Remit To:</b>		
[Agency Name]	[Your Agency]		
ATTN: [Agency Contact]	[Your Address]		
[Agency Address]	[Your City, State & Zip]		
[Agency City, State & Zip]			
<b>Use Vendor #3XXXX in MUNIS</b>			
DESCRIPTION		AMOUNT	
[Enter Detailed Description Here]		\$	-
Amount Due by [Insert Date]			
<b>TOTAL</b>		\$	-
<b>Remit Payment to [Vendor Name in MUNIS] Using Vendor #3XXXX in MUNIS</b>			
If you have any questions concerning this invoice, please contact [Your Name] at [Your Phone Number]			

A template of the intra-county invoice is available on the Auditor's Fiscally Speaking intranet site.

## Identifying Payments

An agency may view the intra-county payments that have been made to its vendor number utilizing the Check Inquiry function of the Vendor Inquiry screen in MUNIS.

Sort  
1099 Data  
Invoice Inquiry  
**Check Inquiry**

Vendor: 31001 +1 Entity: 1  
Alpha: JFS MANDATED SHARE Type:   
Status: ACTIVE Reason: GOVT - GOVERNMENT AGENCY  
General Terms Contacts Misc

Once selected, the agency can select either a specific date or a range of dates to view the payment history related to the selected vendor number. Note: Intra-county payments will generally be processed by the Auditor's office once each week, on Wednesdays.

Cash Org/Object: 9999 101000  
Check number:   
**Check date: 01/01/2011 to**  
Cleared:   
Vendor Contact Information

After selecting the appropriate date range, a list of payments will appear as follows:

Cash Account	Check #	Check Date	Warrant	Clr	Cleared Date	Amount
9999 101000	343855	07/20/2011	0720INT2			486.75

To get more detail on a specific transaction, select the transaction and hit enter or click the green check mark in the upper left hand corner of the screen. Please note that the invoice number used to process the payment appears on this screen. However, if the invoice produced does not include an invoice number you will be unable to determine the agency which processed the payment by utilizing the GL Summary function.

Document	Invoice	Inv Date	PO	Contract	Voucher	Amount
90902272	06-062011	07/14/2011	10601021		106573	9.89
90902291	13-062011	07/14/2011	11312002		106593	24.45
90902369	65-0162011	07/14/2011	16501005		106670	452.41

Org	Object	Proj	Desc	Amount
<b>10650101</b>	520201		POSTAL	15.83
10650102	520201		POSTAL	22.62
10650201	520201		POSTAL	104.05
10650602	520201		POSTAL	203.60

Remember, the third and fourth digit of the org will identify the agency making the payment. In this case, the agency number ("65") refers to the Public Defender.

## Keying an Intra-county Payment

Intra-county payments are keyed into MUNIS the same way other invoices are processed for payment. While performing your final review of the batch, instead of comparing the remit address on the invoice with the address in MUNIS, you will need to ensure that the vendor number on the invoice matches the vendor number in MUNIS.

Intra-county payments are to be keyed in a separate batch (similar to the processes for keying ACH payments, fixed assets, or checks to be held). In the upper left hand corner of the invoice entry proof list, write the notation “**INTCTY**” in red ink.

<b>INTCTY</b>					
05/23/2011 10:38 zttalare			FRANKLIN COUNTY INVOICE ENTRY PROOF LIST		
CLERK: zttalare BATCH: 6730			NEW INVOICES		
VENDOR R	NAME	DOCUMENT INVOICE	PO	VOUCHER	WARRANT
<hr/>					
031001 00000 JPS MANDATED SHA 90874698 90			10118004 78147		
CASH 9999 2011/05 INV 05/23/2011 SEP-CHK:N DISC: .00					
ACCT 101000 DEPT 30118 DUE 05/23/2011 DESC MANDATED SHARE					
12102800 473300					
1 APPROVED UNPAID INVOICES				TOTAL	
<hr/>					
1 INVOICE(S)				REPORT POST TOTAL	

The separate batch can contain multiple invoices to multiple county agencies so long as each invoice utilizes an intra-county vendor number. All intra-county vendor numbers will be in the “30000” range. The second and third digits of the vendor number will represent the agency code in MUNIS for the invoicing agency, while the last two digits will identify the account to be credited.

Intra-county payments will generally be processed by the Auditor’s office once a week, on Wednesdays. Therefore, intra-county batches must be delivered to the Auditor’s office by noon on Monday in order to be processed for the upcoming Wednesday. Otherwise, the payment will not be processed until the Wednesday of the following week.