

# FIRST QUARTER INVOICE DESIGNATION

Invoices keyed **during the months of January, February, and March, 2016** still need to be identified using the current practice of categorizing the proper expense year utilizing the **Voucher Field**. Invoices that have liabilities apportioned between both 2015 and 2016 will need to be keyed into Munis twice (similar to paying a single invoice with multiple Purchase Orders). Please utilize the letter **X** to classify expenditures from the previous year and the letter **V** for the current year. Agencies will be responsible for calculating the amount owed for each year by using the Excel Spreadsheet found on Fiscally Speaking (<http://www.franklincountyauditor.com/xls/fiscally-speaking/how-to-divide-an-invoice-between-2-years.xlsx>.)

- **X** if the goods or services were received in 2015.
- **V** if the goods or services were received in 2016.

Invoice		Year		PO		Contract		Vendor		Address		Terms		Description		Status		Voucher		Warrant		Invoice date		Received date		Due date		Department		Work Order		WO Task		Allocation		Requisition		Liq Method		Comments	
				...		Receiving		101078 ...		COLUMBUS CITY TREASURER						OCT 15 PARTIAL LIT EE WITHHOLDING		A		151190X		10/16/2015		10/16/2015		10/16/2015		...		...		0		0				Line		Retainage ( .00)	
EMPLOYER WITHHOLDING TAX		PO BOX 183190		COLUMBUS		OH		43218-3190																																	
Invoice		91692785		Gross		284,930.32		Discount date		11/1		Discount basis		.00		Discount %		.000		Net amount		284,930.32		Payment method		Direct Disbursement		Check/Wire		2741		10/23/2015									
Accounts																																									
Line	Org	Object	Proj	PO	Inv amount	1099	A	Bud	Work order																																
1	8250	281300			284,930.32		N	1																																	