



Looking up Scanned Invoice


In June of 2020, Sarpy County began scanning and uploading all invoices into the Munis module. All payment entries in Munis now have the requisite invoice attached to the payment for easy look-up.

You can now access invoices that have been scanned and uploaded into Munis by utilizing the new application - **Vendor Central** (see Vendor Central walk-through.)

Using Amazon (V#60529) as the example....

AMAZON CAPITAL SERVICES INC

ACTIVE  

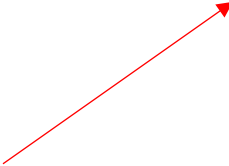
 Addresses (1)

Vendor Number: 60529
Entity: 1
Type:
Performance:

INVOICES CHECKS PURCHASE ORDERS CONTRACTS

Time frame: Fiscal year ▾

Invoice	Date	Status	Posted	Amount	Check	Check Date
1Y9-W4V7-CH6R	06/15/2020	PAID	Yes	59.98	170958	06/23/2020
1WXQ-7Q1W-YTV7	06/15/2020	PAID	Yes	1,361.50	170958	06/23/2020
1XXV-HQH34C96	05/20/2020	PAID	Yes	71.97	170636	06/16/2020
1HR1-TM71-JKY6	05/28/2020	PAID	Yes	48.98	170636	06/16/2020
14QG-Q697-4699	05/30/2020	PAID	Yes	119.94	170636	06/16/2020
1177-CDGP-7GTY	05/30/2020	PAID	Yes	146.76	170636	06/16/2020
1YVC-GQJX-YDC3	06/02/2020	PAID	Yes	24.00	170636	06/16/2020
114Q-K3XC-4GJJ	06/03/2020	PAID	Yes	237.96	170636	06/16/2020
11MT-4QL6-Y3H3	06/07/2020	PAID	Yes	21.99	170636	06/16/2020
1YHL-WVDP-NCFP	04/24/2020	PAID	Yes	73.99	170444	06/09/2020
169M-R7P4-3VNK	06/01/2020	PAID	Yes	24.99	170444	06/09/2020




Click on any of the above invoices (in blue). This will open the Invoice Central program (explained in detail in a separate walk-through). There is also a wide variety of information that can be grabbed from this screen --- to see a scanned invoice, click on the paper clip attach button. If it has a (number), it will have an invoice attached.


General		Amounts	
Purchase Order <i>no data</i>	Department 65300 E911 COMMUNICA...	Gross	59.98
		Discount	0.00
		Tax	0.00
Contract <i>no data</i>	Voucher <i>no data</i>	Net	59.98
		Payment	59.98


This will take you to the below screen. Invoices can be attached as any of the three attachments listed—most will be listed next to **General Attachment: General**.

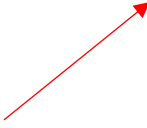
Mapping Name	Description	Count
Generic Attachment: General	Attachment (no searchable metadata)	1
Generic Attachment: AP Invoice	Attachment (no searchable metadata)	0
Generic Attachment: AP Invoice Attachment	Attachment (no searchable metadata)	0

Click on the attachment that has a number (blue text)—it will bring up this screen

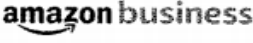
Defined Mappings 

 Back

Description	File	Is Public	Date Added
<input type="text"/>	Amazon - Cindy Headset.pdf	<input type="checkbox"/>	06/15/2020 10:51:30 am 



Click on the blue .pdf file, and it will generate the invoice that corresponds with the payment.

 Invoice # 1YJ9-W4Y7-CH6R | June 07, 2020

For customer support, visit www.amazon.com/contact-us.

Invoice summary	<i>Payment due by July 07, 2020</i>	Account # A2HMQ9Q4A2QV7D
		Payment terms Net 30
Item subtotal before tax	\$ 59.98	Purchase date 29-May-2020
Shipping & handling	\$ 0.00	Purchased by Susie Engberg
Promos & discounts	\$ 0.00	Department 911
Total before tax	\$ 59.98	Order Placed By Susie Engberg
Tax	\$ 0.00	
Amount due	\$ 59.98 USD	Registered business name Sarpy County Purchasing
Pay by		Bill to Sarpy County Purchasing 1210 Golden Gate Drive Suite 1220 Papillion, NE 68046
Electronic funds transfer (EFT/ACH/Wire)	Check	Ship to Susie Engberg 1210 Golden Gate Drive Papillion, NE 68046
Account name Amazon Capital Services, Inc.	Amazon Capital Services	
Bank name Wells Fargo Bank	PO Box 035184	
ACH routing # (ABA) 121000248	Seattle, WA 98124-5184	
Bank account # (DDA) 41630410094732933		
SWIFT code (wire transfer) WFBIUS6S		

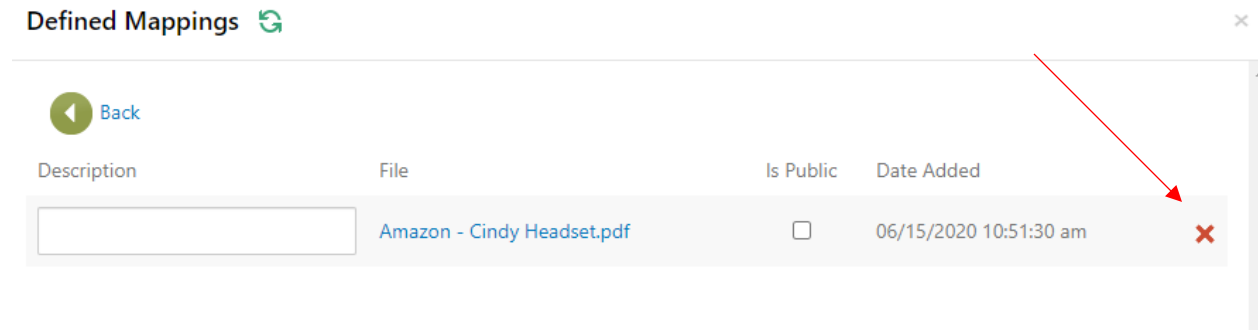
Include Amazon invoice number(s) in the descriptive field of your electronic funds transfer payment, or
Email ar-businessinvoicing@amazon.com to submit your remittance detail.

Invoice details

Description	Qty	Unit price	Item subtotal before tax	Tax
1 Mpow 071 USB Headset/ 3.5mm Computer Headset with Microphone Noise Cancelling, Lightweight PC Headset Wired Headphones, Business Headset for Skype, We	2	\$29.99	\$59.98	0.000%

WARNING:

There is a design flaw with Invoice Central that **COULD** allow for the accidental deletion of the uploaded invoices.



On the above screen, the **RED X** to the right will delete (without warning) the scanned invoice with no backup. Please make every effort to NOT click the X.