

Invoice Central is a new application that allows for easier searching and identification of invoices entered into the Munis system. Enhanced search parameters enable the searching for invoice even if only partial information is available, as well as allowing for alternative ways to search for invoices—such as by warrant number and by batch number.

Search by Invoice Number

As long as you possess the invoice number, Invoice Central can locate the invoice—without needing to input vendor, check or date information.

Clicking on Invoice Central under your Sarpy Menu will bring up this screen.

Search by vendor name or invoice number

[Advanced Search](#)

Typing in a random Office Depot invoice number . . .

Search by vendor name or invoice number

[Advanced Search](#)

Will bring up a brief summary of the invoice information.

 **Invoice Central** 511944750001

[Advanced Search](#) [My Searches](#) [Excel](#)

Invoices: 1 

Number	Description	Posted	Status	Vendor
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
511944750001	PHOTO PAPER, WHITE BOARD, PLATES, BOWLS, TAPE	Yes	PAID	OFFICE DEPOT

Clicking on the invoice number (above screen, in blue), will bring up a screen with more info

511944750001 PHOTO PAPER, WHITE BOARD, PLATES, BOWLS, TAPE
Posted, PAID, OFFICE DEPOT

INVOICE PAYMENT INVOICE DETAILS WITHHOLDINGS

General		Amounts		Dates	
Purchase Order <i>no data</i>	Department 60200 COUNTY CLERK	Gross	192.95	Invoice	06/16/2020
		Discount	0.00	Due	06/16/2020
		Tax	0.00	Discount	<i>no data</i>
Contract <i>no data</i>	Voucher <i>no data</i>	Net	192.95	Received	06/16/2020
		Payment	192.95		

You can look up several things from this screen. If you want to see the status of the check associated with the payment, click on the **PAYMENT** tab...

511944750001 PHOTO PAPER, WHITE BOARD, PLATES, BOWLS, TAPE
Posted, PAID, OFFICE DEPOT

INVOICE **PAYMENT** INVOICE DETAILS WITHHOLDINGS

General

Payment Method Normal	Check Number 171060	Check Status Printed	Clear Date <i>no data</i>
Cash Account 0000 104000	Warrant 06232020	Check Date 06/23/2020	Check Amount \$1,866.46

Which will bring up this above screen, which will give the Check Number, the Check Status (Printed/Cleared—the check corresponding w/ this invoice has *NOT* cleared yet) the Warrant Date, and the Check Amount.

If you were looking up an invoice in which the check has *cleared* it would look like this.

492860346001 ID BADGE SUPPLIES

Posted, PAID, OFFICE DEPOT

INVOICE PAYMENT INVOICE DETAILS WITHHOLDINGS

General

Payment Method Normal	Check Number 170207	Check Status Cleared	Clear Date 06/16/2020
Cash Account 0000 104000	Warrant 06022020	Check Date 06/02/2020	Check Amount \$2,293.54

Any of these screens also allow you to click and generate a scanned copy of the invoice.

Using invoice #51194475001 from earlier, click on the paper clip attach button

Invoice Central 51194475001

Back
Refresh
Advanced Search
My Searches
Invoice
Excel
Email
Audit
Notes
Attach ⁽¹⁾

51194475001 PHOTO PAPER, WHITE BOARD, PLATES, BOWLS, TAPE

Posted, PAID, OFFICE DEPOT

INVOICE PAYMENT INVOICE DETAILS WITHHOLDINGS

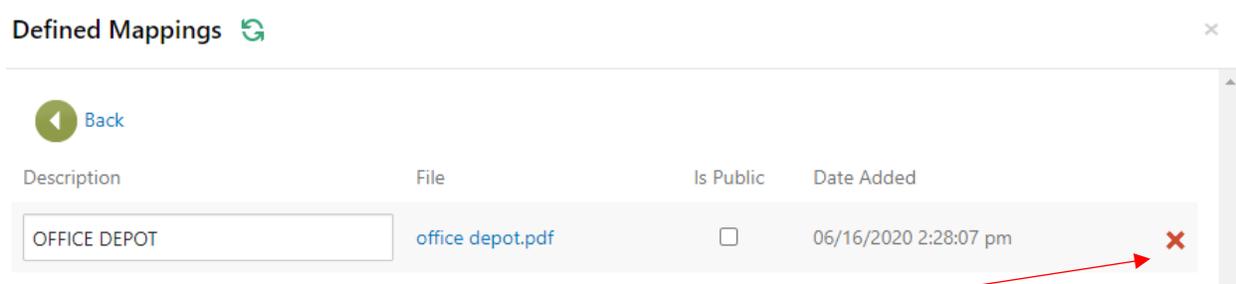
General

Purchase Order <i>no data</i>	Department 60200 COUNTY CLERK
Contract <i>no data</i>	Voucher <i>no data</i>

Amounts

Gross	192.95
Discount	0.00
Tax	0.00
Net	192.95
Payment	192.95

Please be very careful not to press the **RED X** on the previous screen. There is a design flaw in the Invoice Central app that allows for the unprompted deletion of the invoice if you click the **RED X**. **Please don't click it.**



Don't click!

Using Alternative Methods

Invoice Central also enables invoice look-up using a variety of parameters—including warrant date and batch number.

Know the warrant date or which batch you entered a payment on, but aren't sure if the other details? The Advanced Search allows to you expand your search.

Here's the first screen when you click into Invoice Central

Search by vendor name or invoice number

[Advanced Search](#)

Click on [Advanced Search](#), it will bring up the below screen with several different options for searching.

Advanced Search

My searches ×

[Clear search criteria](#)

Startup search

Invoice Number <input type="text"/>	Year <input type="text"/>
Document <input type="text"/>	Period <input type="text"/>
Vendor <input type="text"/> <input type="checkbox"/>	Warrant <input type="text"/>
Voucher <input type="text"/>	Batch <input type="text"/>
Department <input type="text"/> <input type="checkbox"/>	Work Order Number <input type="text"/>
Invoice Date Range <input type="text" value="All"/>	PO Number <input type="text"/>
Due Date	Contract Number

A new convenient search parameter is to search by Batch number. Simply type in your batch number. Batch 422 for this example...

Invoices: 17

Number	Description	Posted	Status	Vendor	PO	Contract	Invoice Date	Due Date	Gross Amount
011417346 0413	WINDSTREAM	Yes	PAID	WINDSTREAM			04/22/2013	04/22/2013	301.82
05292008	SARPY COUNTY COURT SUITE 3142	Yes	PAID	PAPILLION TIMES GROUP(CORP)			06/06/2008	06/06/2008	38.00
1219365	PRT-BUSINESS CARDS FOR CODY AND JASON	Yes	PAID	CORNIIUSKER STATE INDUSTRIES			05/13/2020	06/04/2020	40.00
128140	PLIB-BOARD OF COMMISSIONFRS MTIG NOTICE 6/2/20	Yes	PAID	DAILY RECORD, THE			05/20/2020	06/04/2020	30.50
1869267-0	IBM 75P6963 - PRINTER CARTRIDG	Yes	PAID	PAY-LESS OFFICE SUPPLY INC	62200053		06/06/2008	06/06/2008	640.00
19828	#10 REG & LEFT WINDOW ENV	Yes	PAID	BUSINESS PRINTING	62200056		06/06/2008	06/06/2008	183.70
4885-2	LARGE AND SMALL TRASH LINERS	Yes	PAID	DOUGLAS COUNTY TREASURER			10/06/2017	11/08/2017	159.77
779770664001FISCAL	ACCT#21104578/PAPER TOWELS	Yes	PAID	OFFICE DEPOT			07/10/2015	07/13/2015	9.75
869415471023	ACCT#869415471 FUEL MAY 2020	Yes	PAID	US BANK VOYAGER FLEET SYSTEMS			06/01/2020	06/26/2020	44.60
APRIL 2020	CELL PHONE REIMBURSEMENT S. BAKER APRIL 2020	Yes	PAID	SHANE BAKER			06/04/2020	06/04/2020	55.00
APRIL 2020	SEWER FEES RIVER OAKS LOTS 240-293 OUTLOTS Q&R	Yes	PAID	CITY OF GRENA			06/04/2020	06/04/2020	71,573.67
APRIL 2020	CELL PHONE REIMBURSEMENT C. SAYERS APRIL 2020	Yes	PAID	CODY SAYERS			06/04/2020	06/04/2020	55.00
C1861510 0	IBM 75P6963 - PRINTER CARTRIDG	Yes	PAID	PAY LESS OFFICE SUPPLY INC	62200053		06/06/2008	06/06/2008	346.00
JULY 2014	SEWER FEES TIBURON RIDGE PHASE II - OWED FROM 2014	Yes	PAID	CITY OF GRENA			06/04/2020	06/04/2020	151,816.96

And it will bring up EVERY invoice ever paid using that batch. Double-click on the Invoice Date column to sort by most recent—as this will display EVERY invoice for every batch numbered 422, and Munis DOES allow duplicate batch numbers.



Description	Posted	Status	Vendor	PO	Contract	Invoice Date	Due Date
WINDSTREAM	Yes	PAID	WINDSTREAM			04/22/2013	04/22/2013
SARPY COUNTY COURT SUITE 3142	Yes	PAID	PAPILLION TIMES GROUP(CORP)			06/06/2008	06/06/2008

Clicking invoice date will sort by most recent.

Description	Posted	Status	Vendor	PO	Contract	Invoice Date ▼	Due Date
CELL PHONE REIMBURSEMENT S. BAKER MAY 2020	Yes	PAID	SHANE BAKER			06/04/2020	06/04/2020
REIMBURSEMENT FOR OUTLET & GFI TESTER	Yes	PAID	CODY SAVERS			06/04/2020	06/04/2020
SEWER FEES TIBURON RIDGE PHASE II - OWED	Yes	PAID	CITY OF GRETNA			06/04/2020	06/04/2020

This will allow for broader searches when only limited information is known.

Vendor Central and Invoice Central are new applications, and new benefits of using them are being discovered daily, please feel free to send any comment or questions about these two new applications to accounting@sarpy.com

THANKS!