

Vendor Central

Vendor central allows for easier searches for vendors number, while also providing easier access to previously paid invoice and check information.

Click on the Vendor Central link under the Sarpy Menu option.



Search by vendor name

[Advanced Search](#)

There are two ways in which the information can be presented, press the olive-green blocks to switch views

Vendors: 1  

Number	Name
<input type="text"/>	<input type="text"/>
61776	RILEY GIMESO

Or

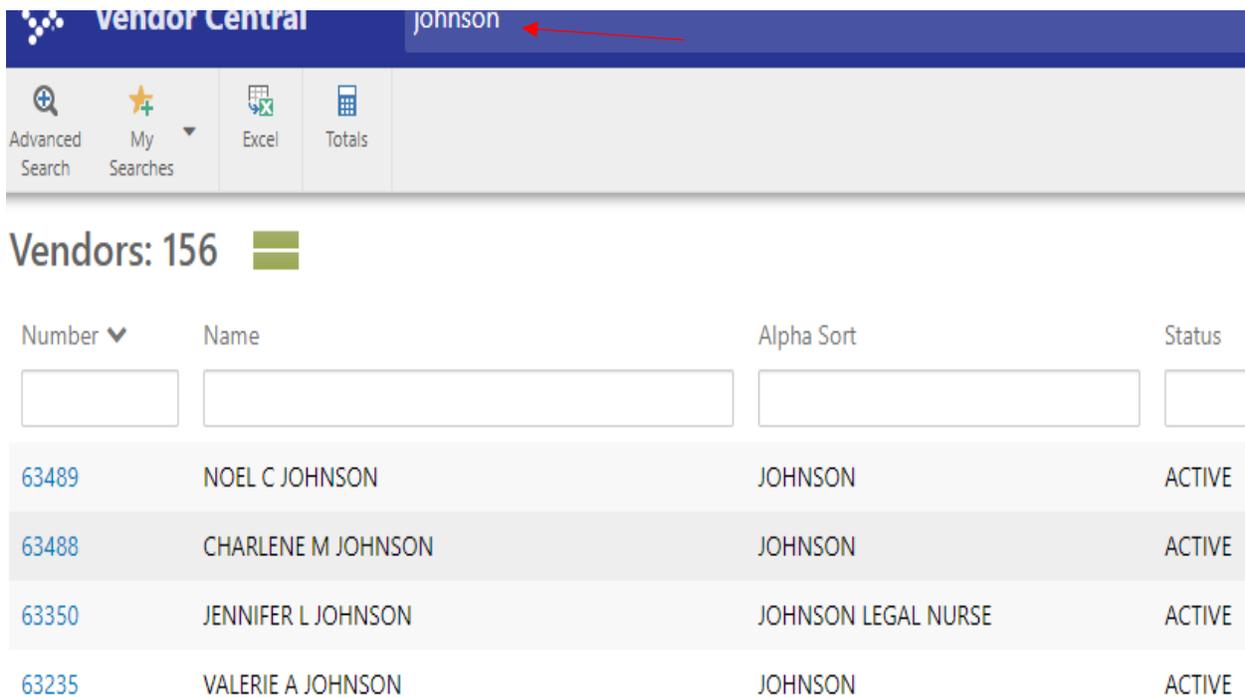
Vendors: 1  

RILEY GIMESON
61776
ACTIVE

Vendor Search

On this screen, unlike the previous process of searching for invoices, you no longer need to use the asterisk (*) to search for vendor names.

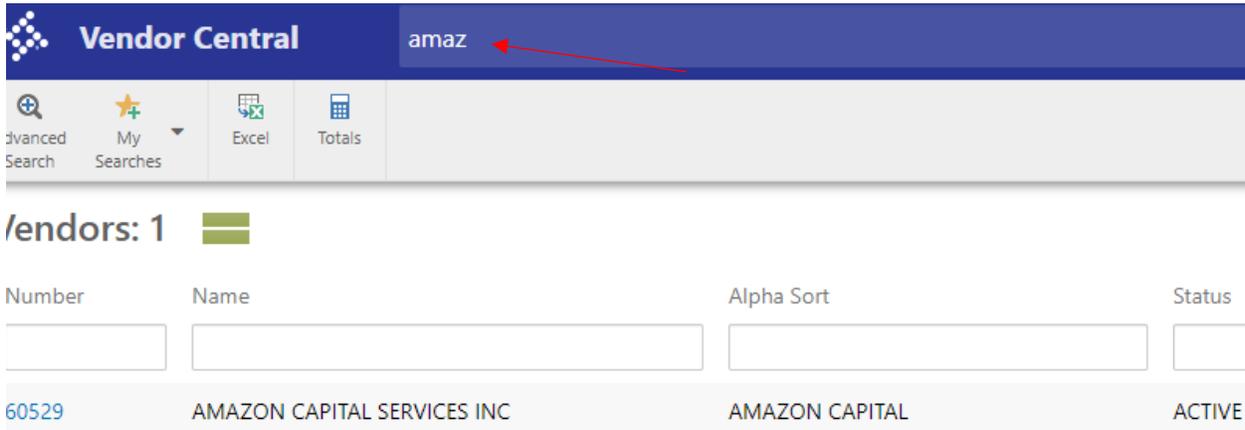
If you need to search by last name, you can simply type in the name and search (capitalization does NOT matter)



The screenshot shows the Vendor Central interface. At the top, the search bar contains the text 'johnson' with a red arrow pointing to it. Below the search bar is a navigation menu with icons for 'Advanced Search', 'My Searches', 'Excel', and 'Totals'. The main content area displays 'Vendors: 156' with a green bar icon. Below this is a table with columns for 'Number', 'Name', 'Alpha Sort', and 'Status'. The table lists four vendors with the last name 'JOHNSON'.

Number	Name	Alpha Sort	Status
63489	NOEL C JOHNSON	JOHNSON	ACTIVE
63488	CHARLENE M JOHNSON	JOHNSON	ACTIVE
63350	JENNIFER L JOHNSON	JOHNSON LEGAL NURSE	ACTIVE
63235	VALERIE A JOHNSON	JOHNSON	ACTIVE

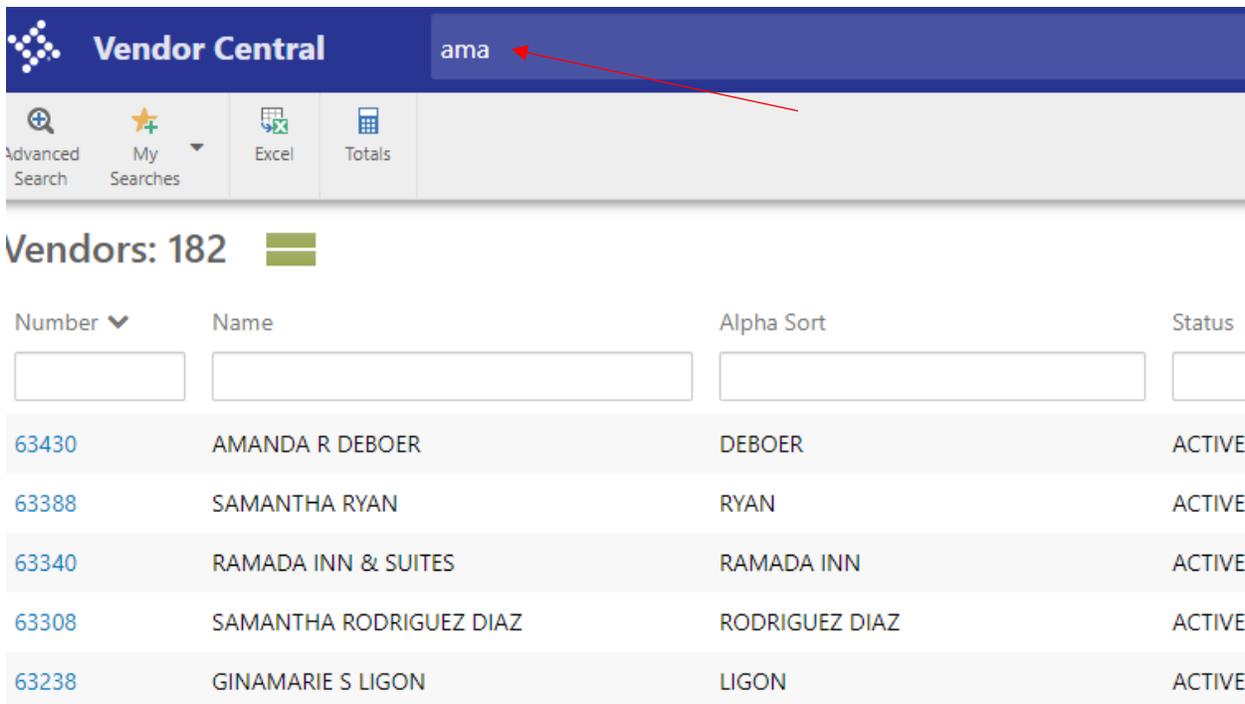
You can also search using only *part* of the vendor name. If you wanted to quickly locate Amazon, you can simply type in *amaz*



The screenshot shows the Vendor Central interface with a search bar containing the text 'amaz'. A red arrow points to the search bar. Below the search bar, there are navigation options: 'Advanced Search', 'My Searches', 'Excel', and 'Totals'. The search results are displayed as a table with the following data:

Number	Name	Alpha Sort	Status
60529	AMAZON CAPITAL SERVICES INC	AMAZON CAPITAL	ACTIVE

This is where the search parameters become...tricky. If you type in *ama* instead, it isn't nearly as effective. The below search yielded 182 entries.



The screenshot shows the Vendor Central interface with a search bar containing the text 'ama'. A red arrow points to the search bar. Below the search bar, there are navigation options: 'Advanced Search', 'My Searches', 'Excel', and 'Totals'. The search results are displayed as a table with the following data:

Number	Name	Alpha Sort	Status
63430	AMANDA R DEBOER	DEBOER	ACTIVE
63388	SAMANTHA RYAN	RYAN	ACTIVE
63340	RAMADA INN & SUITES	RAMADA INN	ACTIVE
63308	SAMANTHA RODRIGUEZ DIAZ	RODRIGUEZ DIAZ	ACTIVE
63238	GINAMARIE S LIGON	LIGON	ACTIVE

Invoices and Checks

One advantage of using Vendor Central is quick and easy access to invoices and checks paid to the Vendor. Instead of the old process of clicking various menu options and opening different screens, Vendor Central contains all your pertinent information in just a couple of clicks.

After clicking the Amazon vendor number (V#60529) in the above example, it will bring up this screen

The screenshot shows the Vendor Central interface for Amazon Capital Services Inc. The top navigation bar includes 'Vendor Central' and 'amaz'. Below the navigation bar are icons for 'Back', 'Refresh', 'Advanced Search', 'My Searches', 'Vendor', 'Performance', 'Excel', 'Email', 'Notes', 'Totals', and 'Attach'. The main header displays 'AMAZON CAPITAL SERVICES INC' with 'ACTIVE' status and icons for email and globe. A sidebar on the left shows 'Addresses (1)' and 'Vendor Number: 60529'. The main content area has tabs for 'INVOICES', 'CHECKS', 'PURCHASE ORDERS', and 'CONTRACTS'. A 'Time frame' dropdown is set to 'Fiscal year'. Below this is a table of invoices and checks.

Invoice	Date	Status	Posted	Amount	Check	Check Date
<input type="text"/>						
1R4N-QLQ6-43HV	06/22/2020	APPROVED	Yes	12.99	0	
1RTP-TCDG-6Q34	06/22/2020	APPROVED	Yes	-119.97	0	
17C9-KWLH-4YP7	06/17/2020	APPROVED	Yes	469.99	0	
11LD-NHGX-JGW6	06/16/2020	APPROVED	Yes	79.89	0	
1WXQ-7Q1W-YTV7	06/15/2020	PAID	Yes	1,361.50	170958	06/23/2020
1XHV-DXFH-9PIV	06/15/2020	APPROVED	Yes	513.62	0	
1YJ9-W4Y7-CH6R	06/15/2020	PAID	Yes	59.98	170958	06/23/2020
1H66-4LVD-1FDM	06/13/2020	APPROVED	Yes	119.00	0	
1MJF-MLN9-6YQC	06/11/2020	APPROVED	Yes	166.67	0	
11MT-4QL6-Y3H3	06/07/2020	PAID	Yes	21.99	170636	06/16/2020
114Q-K3XC-4GJJ	06/03/2020	PAID	Yes	237.96	170636	06/16/2020
1YVC-GQJX-YDC3	06/02/2020	PAID	Yes	24.00	170636	06/16/2020
169M-R7P4-3VNK	06/01/2020	PAID	Yes	24.99	170444	06/09/2020

The above screen will show all invoices made to Amazon (you can sort by 30-60-90 days/fiscal year or all). This page will also show what check number the payment was sent with and give you the warrant date (check date/warrant date are the same) when the payment was made.

INVOICES CHECKS PURCHASE OR

Time frame Fiscal year ▼

Invoice 120 days

30 days

60 days

90 days

All

Current year

Fiscal year ✓

Year

Invoice	Amount	Check	Check Date
1R4N-QLQ6	59.98	170958	06/23/2020
1RTP-TCDG-	1,361.50	170958	06/23/2020
17C9-KWLH	71.97	170636	06/16/2020
11LD-NHGX	48.98	170636	06/16/2020
1WXQ-7Q1V	119.94	170636	06/16/2020

Looking up Scanned Invoice

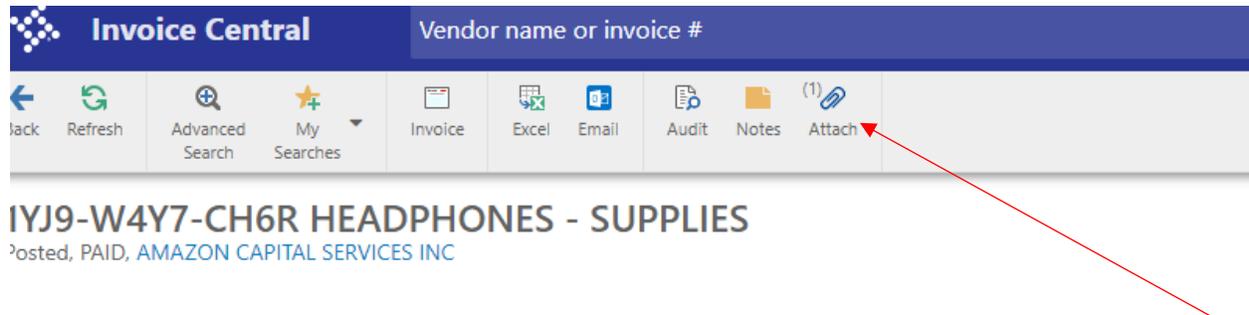
You can also access invoices that have been scanned and uploaded into Munis by utilizing Vendor Central. Using Amazon as the example....

INVOICES CHECKS PURCHASE ORDERS CONTRACTS

Time frame Fiscal year ▼

Invoice	Date	Status	Posted	Amount	Check	Check Date
1YJ9-W4Y7-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

Click on any of the above invoices (in blue). This will open the Invoice Central program (explained 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.

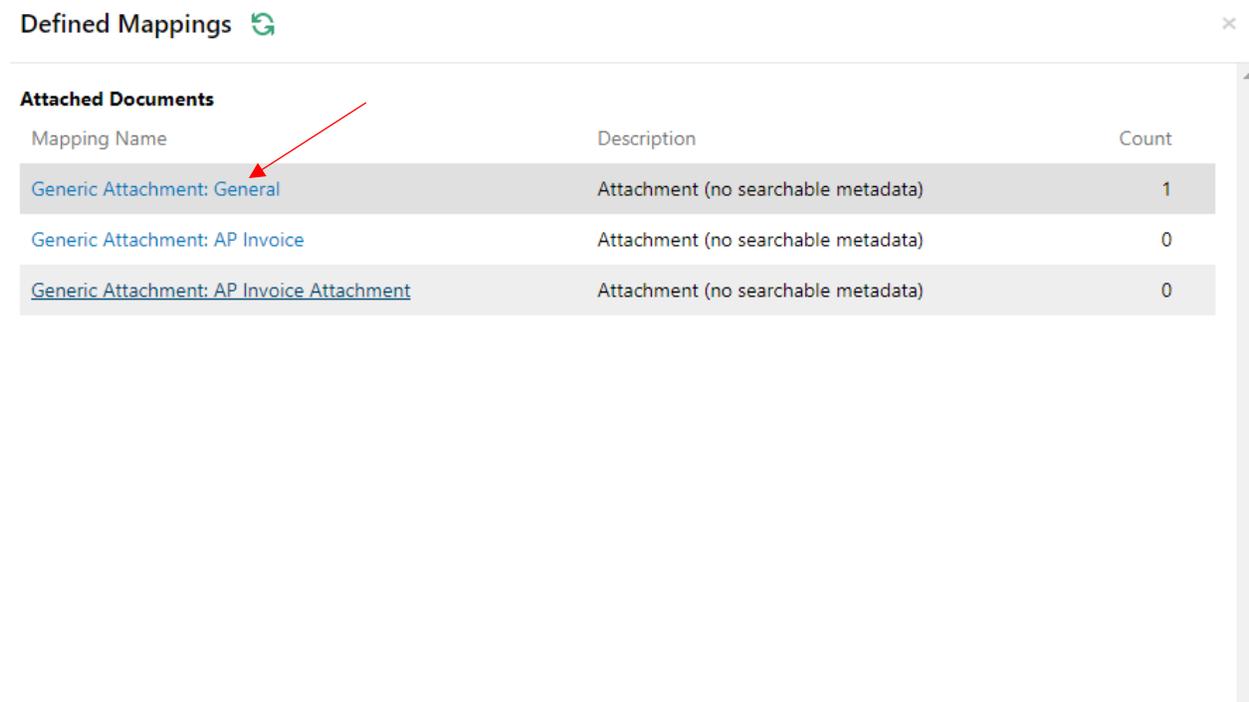


IYJ9-W4Y7-CH6R HEADPHONES - SUPPLIES
 Posted, PAID, AMAZON CAPITAL SERVICES INC

[INVOICE](#) [PAYMENT](#) [INVOICE DETAILS](#) [WITHHOLDINGS](#)

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 next to **General Attachment: General**.

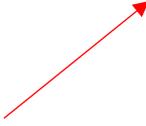


Click on the attachment that has a number (blue text)—it will bring up this screen

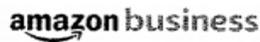
Defined Mappings 

 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

Payment due by July 07, 2020

Item subtotal before tax	\$ 59.98
Shipping & handling	\$ 0.00
Promos & discounts	\$ 0.00
Total before tax	\$ 59.98
Tax	\$ 0.00

Amount due \$ 59.98 USD

Pay by

Electronic funds transfer (EFT/ACH/Wire)

Account name Amazon Capital Services, Inc.
Bank name Wells Fargo Bank
ACH routing # (ABA) 121000248
Bank account # (DDA) 41630410094732933
SWIFT code (wire transfer) WFBIUS6S

Check

Amazon Capital Services
PO Box 035184
Seattle, WA 98124-5184

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.

Account # A2HMQ9Q4A2QV7D

Payment terms Net 30

Purchase date 29-May-2020

Purchased by Susie Engberg

Department 911

Order Placed By Susie Engberg

Registered business name

Sarpy County Purchasing

Bill to

Sarpy County Purchasing
1210 Golden Gate Drive
Suite 1220
Papillion, NE 68046

Ship to

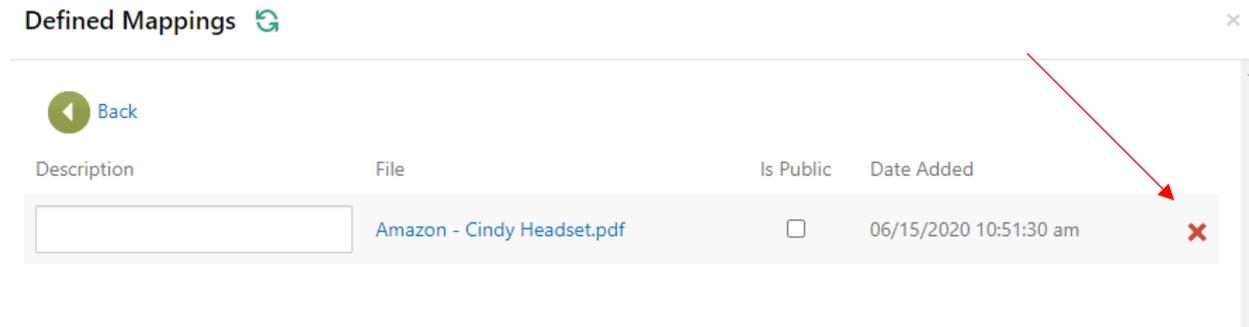
Susie Engberg
1210 Golden Gate Drive
Papillion, NE 68046

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.

Check Status

Vendor Central can also be a quick resource to check for cleared/uncleared checks, and to see if the vendor is paid via check or electronic payment (EFT). The following screen lists payments made to TAB construction (V#42348).

INVOICES CHECKS PURCHASE ORDERS CONTRACTS

Time frame: Fiscal year

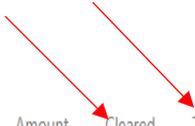
Invoice	Date	Status	Posted	Amount	Check	Check Date
PAY APP #5	06/09/2020	PAID	Yes	470,756.54	171175	06/23/2020
06072020 #2	06/07/2020	PAID	Yes	123,440.34	171175	06/23/2020
PAY APP #4	05/11/2020	PAID	Yes	434,212.60	169881	05/26/2020
PAY APP #3	04/03/2020	PAID	Yes	274,875.99	169091	04/21/2020
PAY APP #2	03/03/2020	PAID	Yes	199,209.77	169091	04/21/2020
PAY#1	12/02/2019	PAID	Yes	171,556.56	165622	12/17/2019

Clicking on the **CHECKS** tab will list the checks made to the vendor.

INVOICES **CHECKS** PURCHASE ORDERS CONTRACTS

Time frame: Fiscal year ▼

Number	Date	Comment	Amount	Cleared	Type
171175	06/23/2020	C-77(20-13) 168TH ST IMPROVEME	594,196.88	No	EFT
169881	05/26/2020	C-77(20-13) GILES RD 168TH,BR	434,212.60	Yes	EFT
169091	04/21/2020	C-77(07-04) 168TH & GILES RD	474,085.76	Yes	PRINTED
165622	12/17/2019	C-77(07-04)	171,556.56	Yes	PRINTED
163603	10/08/2019	C-77(05-08) 132ND & GILES	7,837.34	Yes	PRINTED



This screen contains a lot of pertinent info. Check number, Warrant Date, Check Amount --- but also, it provides information on if the check has cleared (YES/NO) and if the vendor is paid via check or EFT. This vendor switched over to EFTs in May of 2020.

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!