Maricopa County Purchasing & Payables Voucher Processing
For District's on County Server
IVEE 2.0

Section A – Processing Your Voucher

1) Create invoices to be paid in Purchasing & Payables > Payables > Invoice Processing
   a. Add an Invoice by clicking the "Add New Record" button ▶* .
   b. If this is an invoice based on an existing PO then select the appropriate PO number from the drop down box in the upper left. If this is a Quick Invoice (not based on a PO) and you have the proper security settings in User Security, you may leave this field blank.
      i. Selecting a PO will auto fill in the vendor information and Invoice Detail at the bottom of the screen.
   c. Type in an Invoice Number. If you do not type a number the system will choose one for you.
   d. Type a Group ID. This is useful for tracking types of invoices. For example, all Use Tax invoices are Group "UTX".
   e. Set the Date & Due Date of the Invoice.
   f. The 1099 box is used for 1099 Vendors. This is typically "Misc 7". In addition there is a box to specify if this invoice is to be included on the vendor's 1099 form when they are generated.
   g. If this is a Credit Memo (meaning you have a "credit" with the vendor) you may check this box. If you put a non-credit memo invoice on a voucher and there is a credit memo invoice available for the same vendor, the system will inform you with a message that there is a credit for the vendor and will ask if you want to include it on the voucher.
   h. If this invoice is not based on a PO, you may select "Auto Create PO" to generate one for you.
   i. If you don't want this invoice showing up as "Ready to Pay" on your Voucher yet, you may check the box "Save as Suspended".
   j. Make any changes needed in the detail of the invoice, then click OK to proceed.

2) Now we can add Invoices to an Accounts Payable Voucher. Go into Purchasing & Payables > Payables > Voucher Processing.
   a. From the Voucher Processing screen, click the "Add New Record" button ▶* .
   b. Type in a voucher number that has not been used already in the system or use system assigned number. The number must be between 1000 & 9999.
   c. The current date will default in automatically
   d. Select the appropriate bank account from drop down list
   e. If applicable, use the Group ID and User ID drop down boxes to filter the invoices that should be included on the voucher
   f. Select the invoices to process by clicking the checkbox, or go to Actions and click Select All to put all paid invoices on the voucher
   g. Click the OK button to save the selected invoices and voucher. You will get a confirmation that the voucher was created and what voucher number was given.

Note – At this point the voucher will have a status of "Pending" when viewed in the Voucher Processing screen.

h. Click on the voucher to select it, then go to Actions and select Post.
i. A Journal Entry will preview for printing in the Report Viewer. You may print it if you wish, then exit the Report Viewer

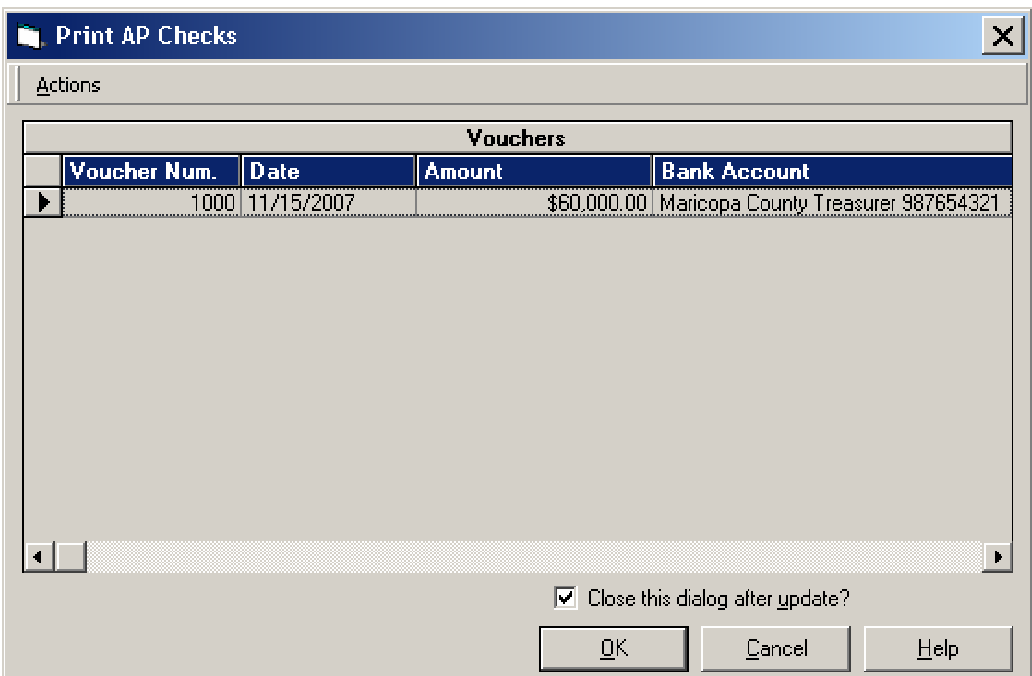
Note – At this point the voucher will have a status of "Prepped" when viewed in the Voucher Processing screen.

3) Once Prepped, go to *Actions > Print Reports*. Check the Fund Balance Summary Report and print it. This report you will send to Maricopa County so that your checks may be released. It may be re-printed when necessary, but any transactions that take place since the voucher was originally created will be reflected in the report.

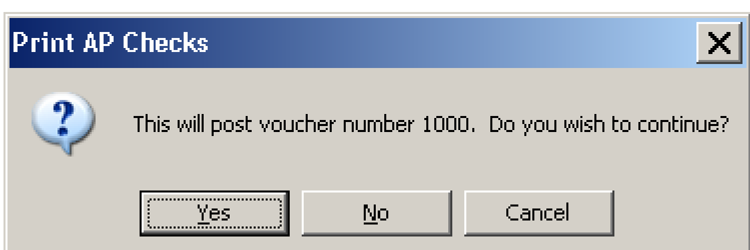
Section B – Submitting Your Checks

Now that the Voucher has been completed you will need to go into the General Ledger and submit your checks for printing.

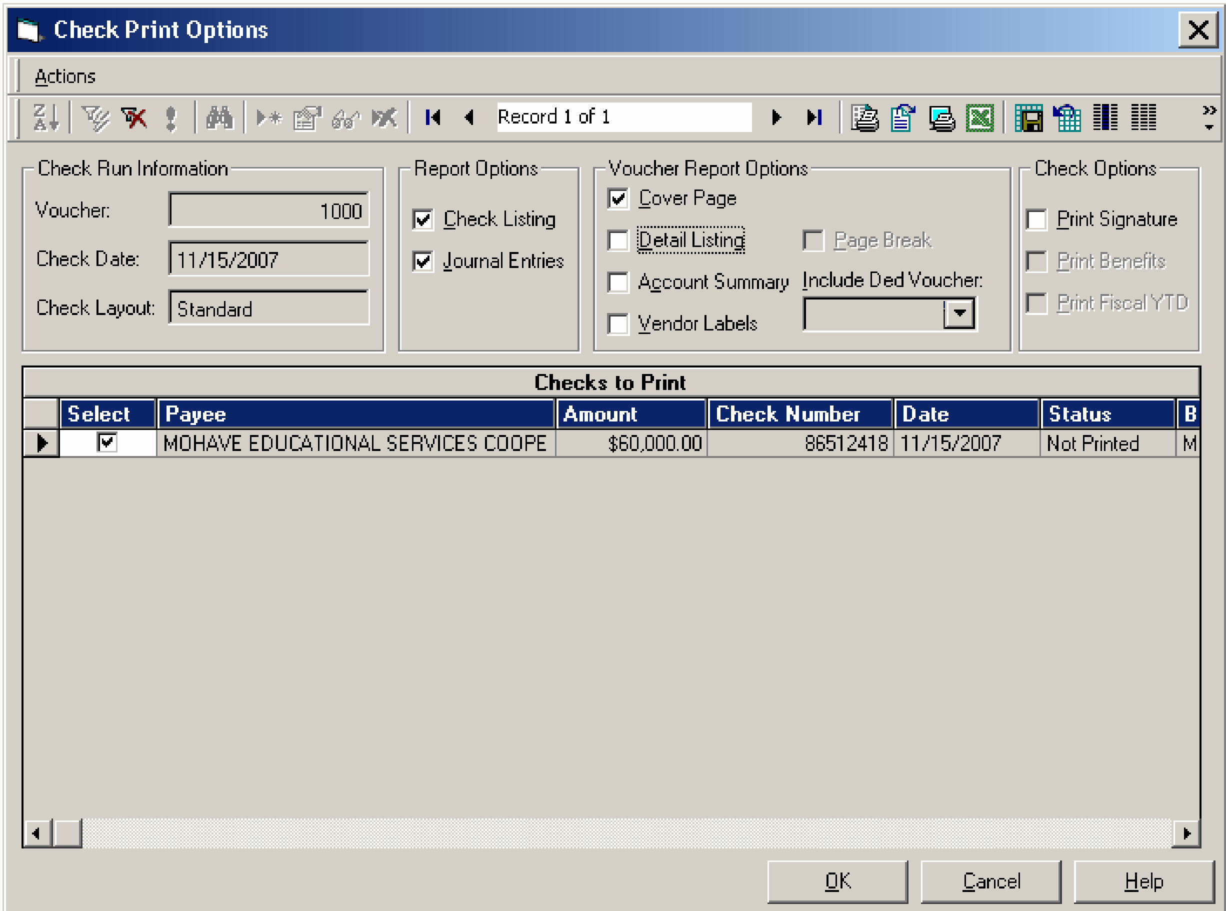
1) Go to *General Ledger > Banking > Check Manager*. From here go to *Actions > Print AP Checks*. Next will open the Print PR Employee Checks screen showing the Voucher that we just prepped. Highlight the voucher in the grid then click OK to continue.



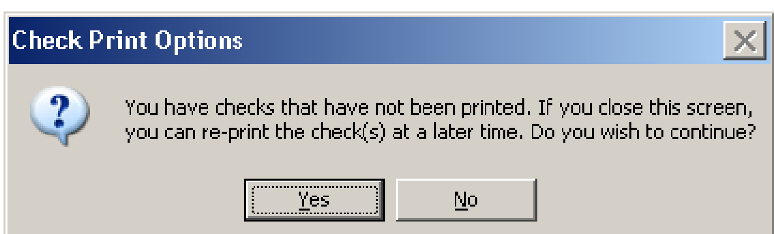
Next a message will pop up confirming that you want to post this Voucher. Click Yes to Continue.



2) Next you will see the Check Print Options screen. Here there are two sets of reports that you have available to you, The Report Options and the Voucher Report Options. To print the items under Report Options select one or more of the items ("Check Listing" or "Journal Entries") then go to *Actions > Print Reports*. To print the items under Voucher Report Options select AT THE VERY LEAST to print the Cover Page. Once the items are selected, go to *Actions > Print Voucher Reports*.



Now you can click OK to close this screen. You'll see another pop up:



Click Yes because you are not actually printing the checks, simply submitting them for the County to print.

3) Next you'll be taken back to the Check Manager where you'll see the checks you submitted in the grid, but they'll have a status of "Not Printed" and the Warrant Number will be "0". When the checks are actually printed by the County, you'll see the status change to "Printed" and the Warrant Number will be filled with the Actual MICR number of the printed checks. Now Congratulations! You've completed everything you need to do! Grab some coffee and take a break.