

AP ENTRY REFRESHER DISCUSSION

USE THE NEW FORM ON THE WEBSITE

The screenshot displays the Racine County Wisconsin website. The header features the county name and navigation icons for Residents, Visiting, Doing Business, and Government. A left sidebar menu includes options like Employee Homepage, Finance, Employee Add and Change Forms, Employee of the Month, Employee Login, Forms Page, Human Resources, LEAN Government, Branding, and Employee Calendar. The main content area is titled 'FORMS PAGE' and lists various forms under the 'Finance Forms' category. The 'Tyler AP Form' link is highlighted with a red rectangular box. Other visible links include 2017 Expense Report, Munis Contract Form, Travel Form for Out of State, Tax Exempt Form S-211, Tax Exempt Certificate, Substitute W-9, and Request for County Board Action.

Racine County
W I S C O N S I N

Residents Visiting Doing Business Government

- Employee Homepage

- Finance
- + Employee Add and Change Forms
- Employee of the Month
- Employee of the Month Nomination Form
- Employee Login
- Forms Page
- Human Resources
- + LEAN Government
- + Branding
- Employee Calendar - Racine

How Do I... » Employee Homepage »

FORMS PAGE

Font Size: + - + Share & Bookmark

FORMS » Finance Forms

- 2017 Expense Report
- Munis Contract Form
- Tyler AP Form**
- Travel Form for Out of State
- Tax Exempt Form S-211
- Tax Exempt Certificate Racine County Tax Exempt Certificate.gif
- Substitute W-9 (for Vendor to Fill - out)
- Request for County Board Action (Blue Sheet) - Example

Petty Cash Reconciliation

12/12/16-12/31/16

by: Lisa Meyer

Receipt #	Date	Paid to	Description	Amount	Account #
1	12/20/2016	Brett McDonald	Keys	1.79	66.1340.1000/66.143100
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
CHECK AMOUNT REQUESTED				\$1.79	

**PETTY CASH –
 INCLUDE A COVER
 SHEET WITH
 SUBTOTAL TO
 MAKE APPROVING
 EASIER**

Cash Available - Ives Grove				
Hundreds	0.00	Quarters	3.75	
Fifties	0.00	Rolled Dimes	0.00	
Twenties	320.00	Dimes	5.50	
Tens	100.00	Rolled Nickels	2.00	
Fives	50.00	Nickels	1.55	
Ones	5.00	Rolled Pennies	0.00	
Rolled Quarters	10.00	Pennies	0.41	
		Current Cash on Hand:	498.21	
		Development Services Cash	200.00	
			<u>700.00</u>	
This line must equal \$700.00 or we are short / over in petty cash:				

Amount	Account #
1.79	66.1340.1000/66.143100
1.79	

66134.1000.2

FEEL FREE TO WRITE NOTES ON YOUR INVOICES.
 INCLUDE MATH WHEN TAKING DISCOUNTS, CREDITS,
 OR ADJUSTMENTS.

2758
 RACINE COUNTY PUB. WORKS
 14200 WASHINGTON AVENUE
 STURTEVANT, WI 53177-0000

Anticipated Time:
 Attention:
 Tax Exemption:

01/19/2017 # Pages 3 FP3 DOC11523
 1532

Terms: 2/10 NET 25 NON SVC

Part Number	Line	Description	Quantity	Price	Net	Total	
1366 44-4821	MAC	MACS OPEN GEAR LU (200)	6.00	12.92	3.9900	23.94	T
17590 PM-1396	ATP	FIL FIL ()	1.00	27.50	15.9100	15.91	T
Subtotal						251.05	
TAX 0.0000%						0.00	
Total						251.05	
Charge Sale						251.05	
						-5.02	
						<u>246.03</u>	

Customer Signature
 ALL GOODS RETURNED MUST BE ACCOMPANIED BY THIS INVOICE

IF NOT USING THE AP VOUCHER, WRITE THE ACCOUNT NUMBER ON THE INVOICE. IT MAKES IT EASIER FOR PROOFING.

Billing Address						
RACINE COUNTY PUBLIC WORKS ATTN: ACCOUNTS PAYABLE 14200 WASHINGTON AVENUE STURTEVANT, WI 53177						

Invoice
Phone: (262) 886-8447
Fax: 0

Cust.#	Date	Clerk	Terms	Invoice P.O.#	Invoice #	Page
RACINECOUN	1/18/2017	SS		15000169	A-137678	Page 1 / 1

DESCRIPTION	RATE	QTY	TAX%	TAX	AMOUNT
Service Site: 15665 RACINE COUNTY PUBLIC WORKS, QUARRY PARK, RACINE, WI Site PO# 15000169					
12/21/2016- 1/17/2017 MTH PORTABLE TOILET RENTAL-MONTHLY	80.00/MTH	1			80.00
Service Site 15665 Total:					80.00
Total					80.00

FOR YOUR CONVENIENCE WE NOW ACCEPT PAYMENTS ONLINE, VISIT PATSSERVICES.COM AND SELECT ONLINE PAYMENTS.

~~JOE~~
525.6890

MW15
160200.424500

Thank You!

YOU CAN RESUME BATCHES IF YOU AREN'T DONE ENTERING. CHANGE THE DUE DATE FIELD TO BE FRIDAY'S DATE AND YOU CAN ENTER IN THE SAME BATCH ALL WEEK LONG.

Batch Information

Batch	190
Effective date	02/13/2017
Year/Period	2017 2 FEB
Fund	0010 ... GENERAL FUND
Cash account	10 ... 101101 ... WELLS FARGO ACCOUNTS PAY
CHECK RUN	022017
Due date	02/17/2017
	<input checked="" type="checkbox"/> Enable TCM invoice barcode label printing
Invoice count	0
Amount total	.00
Vendor hash	0
	<input type="checkbox"/> Released

WRITING THE DOC NUMBER ON THE LABEL HELPS IN VOIDING INVOICES, REISSUING CHECKS, AND MOVING INVOICES TO FUTURE CHECK RUNS.

WE ARE GETTING A QUOTE FROM TYLER ON ADDING THE DOC NUMBER TO THE LABEL AND SHOULD HEAR BACK VERY SOON ON THE TIMELINE OF THAT ENHANCEMENT.

A GUIDE FOR ENTERING/FINDING VENDORS WILL BE COMING OUT AFTER THIS DISCUSSION AND POSTED ON THE WEBSITE.

OPEN DISCUSSION

WHAT ARE YOUR THOUGHTS ON HOW MUNIS IS GOING?
WHAT WOULD YOU LIKE TO SEE BE DONE DIFFERENT?