

Payables Processing

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Greene County Auditor's Office

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Presentation Overview

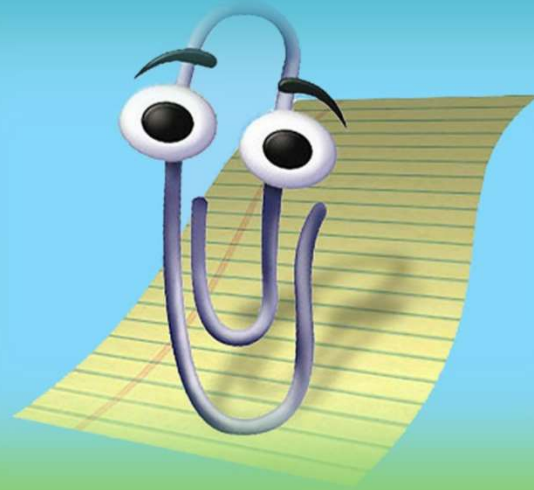
- Sending Invoices to the Auditor's Office
- Invoice Entry Procedure
- Invoice Approval Process
- Paying Invoices
- How You Can Help Us
- FY23 By the Numbers (if time permits)

Sending Invoices to the Auditor's Office

- Include supporting documents (if available)
 - “Better to have it and not need it than to need it and not have it.”
- Write GL expense number on invoice
 - e.g., 101-11-241-55501
- If invoice is from a new vendor, we require the following:
 - Completed Form W-9 from vendor
 - Vendor contact e-mail address
 - Vendor contact phone number
- Send to us ASAP after receiving from vendor

Sending Invoices to the Auditor's Office

- **DO NOT STAPLE ANYTHING!**
- Paper clips are preferred for multi-page invoices & supporting documentation
- Using all your paper clips to send documents to us? Come see us!
 - Bring your own container!



Invoice Entry Procedure

1. Receive invoices daily via interoffice mail and A/P e-mail inbox
 - Invoices may be e-mailed to us: GCAP@greenecountymo.gov
2. Categorize based on priority and whether PO is utilized
 - What is considered “high priority?”
3. Review invoices for accuracy and possible missing information
 - Follow-up with department as needed
4. Enter invoice into Eden and scan hard copy
5. Invoice enters the approval process

Invoice Approval Process

Approval Level	Why It Is Important
1. Officeholder or Department Head	Department has a chance to review invoices prior to approving for payment and identify any errors.
2. Auditor's Office	First check for accuracy: Invoice number, correct GL/project numbers, totals, etc.
3. 1 st District Commissioner	As the governing body of Greene County, the County Commission is required to approve all payments to outside parties.
4. 2 nd District Commissioner	
5. Presiding Commissioner	
6. Accounts Payable	Second check for accuracy; Pull hard copies and send invoices to Auditor in designated batches.
7. Auditor	Final review prior to issuing payment.

Paying A/P Invoices

- Gather & Organize hard copies
 - This is the supporting documentation for the Treasurer
- Run Reports
 - Invoice Edit List
 - Invoice Posting List
 - Create Checks
 - Check Edit List
 - Trial/Final Check Listing
- Deliver invoice batch(es) to Treasurer, who prints and mails checks

How You Can Help Us

What to do (or not do)	Why It Is Important
DO NOT STAPLE DOCUMENTS!	Nearly all documents are scanned during processing, requiring staples to be removed.
Include GL / PO and contract numbers on invoices.	GL / PO numbers on invoices help us process invoices in a timely manner. Contracts are required when we spend >\$12,000 with one vendor in any rolling 90-day period.
Receive PO's in Eden upon delivery of orders.	Receiving PO's in Eden in a timely manner helps us process invoices before they become past-due.
Include a completed Form W-9, along with a contact phone and e-mail address from ALL new vendors.	We are required to keep a Form W-9 on file for all vendors. Current contact info is also important for year-end electronic Form 1099 distribution.
Ask us for guidance!	The Auditor's Office is happy to explain the "why" behind each of our processes. We are here to help!

Fiscal Year 2023 (FY23) By the Numbers

- A/P Checks Issued
 - **\$123,392,094.44:** Total value of all checks issued in FY23
 - **7,226:** Number of checks issued in FY23
 - **1,551:** Number of unique vendors paid
 - Includes employee expense reimbursements, CC charges and juror payments
 - Does not include Treasurer Operating, Permit Refund, Special Election or ARPA grant awards
- Highest Single Check Amount: \$4,317,234.02
 - Wire issued to BOK Financial for bond payment
- Lowest Single Check Amount: \$0.50
 - Check issued to SumnerOne for year-end copy machine lease; no other invoices from vendor were in process.

Audience Engagement #1

- Who do you think received the most money from Greene County in FY23?

Top 10 A/P Vendors by Amount Paid

Sum of Total Amount

Vendor Name	Total
CITY OF SPRINGFIELD	\$ 30,775,834.15
BOK FINANCIAL	\$ 17,703,494.05
EMERY SAPP & SONS	\$ 8,434,103.37
SPGFLD GREENE COUNTY PARK BRD	\$ 5,346,397.66
HARTMAN CONSTRUCTION	\$ 5,176,682.11
DONELSON CONSTRUCTION CO INC	\$ 4,946,636.81
CITY UTILITIES OF SPRINGFIELD	\$ 2,444,511.72
CITY OF REPUBLIC	\$ 2,325,397.76
APAC INC MISSOURI	\$ 2,085,363.50
SPRINGFIELD CITY HEALTH DEPT	\$ 1,955,016.09
Grand Total	\$ 81,193,437.22

Municipal Payments & Tax Distributions

Bond Payments

Road & Bridge Construction

Utility Services

Audience Engagement #2

- How many invoices do you think your department generated in FY23?

Number of Invoices by Department (FY23) (Top 10: > 400 invoices each)

1. Highway – **3,643** (21.62%)
2. Building Ops – **2,087** (12.39%)
3. Jail – **2,001** (11.88%)
4. Juvenile – **1,306** (7.75%)
5. Sheriff – **949** (5.63%)
6. Pros. Atty. – **885** (5.25%)
7. Courts / Cir. Clk. – **841** (4.99%)
8. Budget Office – **481** (2.86%)
9. Vehicle Service – **460** (2.73%)
10. Resource Mgmt. – **406** (2.41%)

Number of Invoices by Department (FY23) (100 – 400 invoices each)

11. Emergency Mgmt. – **394**

12. Collector – **327**

13. Purchasing – **283**

14. Med. Examiner – **267**

15. County Clerk – **260**

16. Info. Systems – **250**

17. Assessor – **211**

18. General Services – **195**

19. Planning & Zoning – **181**

20. Commission – **150**

21. Human Resources – **115**

22. Projects – **113**

23. Recorder – **103**

Number of Invoices by Department (FY23) (< 100 invoices each)

- 24. Pros. Atty. Title IV-D - **98**
(Child Support Division)
- 25. Pretrial Services – **85**
- 26. Public Administrator – **56**
- 27. Public Info. Office – **49**
- 28. Auditor – **36**
- 29. Treasurer – **9**
- 30. County Admin – **8**

THANK YOU!

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