

Finance Reminders – Purchase Orders and Invoicing – November 29, 2023

As a reminder, always go to the county intranet for your forms. The most current forms can be found at: <https://intranet.co.fairfield.oh.us>

Purchase Orders: Remember you can increase, decrease, and close your carryover PO's now. You do not have to wait on Finance to send you a report. Working on these now would greatly improve the flow with the Finance team.

Invoicing: There have been some inquiries regarding invoice entry and the “invoice date” and the “received date.” It has come to my attention that you cannot put a later date in the “received date” spot. Going forward, please put the earliest date of service or goods received as the “invoice date” and as the “received date.” Also, pay close attention to the VOUCHER spot – this needs to be the year that you received the goods or services, regardless of what year you are paying it in or what year the purchase order was originated.

In the sample below, I am paying an invoice in 2023, with a '22 purchase, for services in 2024.

Year	2022								
PO	22001601	...	<input checked="" type="checkbox"/> Receiving	<input type="checkbox"/> Liquidation	Open amount	1,545.00	DBA		
Contract		...							
Vendor *	5881	...	E & S BRYAN INC						
Address	0	...							
Terms									
Document *	696742	+							
Invoice *	1234	+							
Gross *					500.00				
Discount date			Disc basis		.00				
Discount %	.000		Disc amt		.00				
Net amount					500.00				
Payment method	Normal								
Description	SUBSCRIPTION FOR 2024								
Status	On Hold								
Voucher	2024								
Warrant	C1129								
Invoice date *					11/29/2023				
Received date *					11/29/2023				

We know this is a busy time of year and we greatly appreciate each one of you and your hard work!