

# Invoicing

Replace with  
**LOGO**

**Your Company Name**

Street address  
City, State, Zip code

**Phone #** 555-555-5555  
**Email** company.name@company.com  
**Website** www.companyname.com

**Bill to**

Client name  
Street address  
City, State, Zip code

**Ship to**

Client name  
Street address  
City, State, Zip code

**Details**

**Invoice #** 12345  
**Invoice date** mm/dd/yyyy  
**Terms** Net 30  
**Due date** mm/dd/yyyy

Product/ service	Description	Quantity/ hrs	Rate	Amount
Product or service	Description of product or service	0	\$0.00	\$0.00
Product or service	Description of product or service	0	\$0.00	\$0.00
Product or service	Description of product or service	0	\$0.00	\$0.00
Product or service	Description of product or service	0	\$0.00	\$0.00
Product or service	Description of product or service	0	\$0.00	\$0.00

**Customer message**

Hello!  
  
Thank you for your purchase. Please return this invoice with payment.  
  
Thanks!

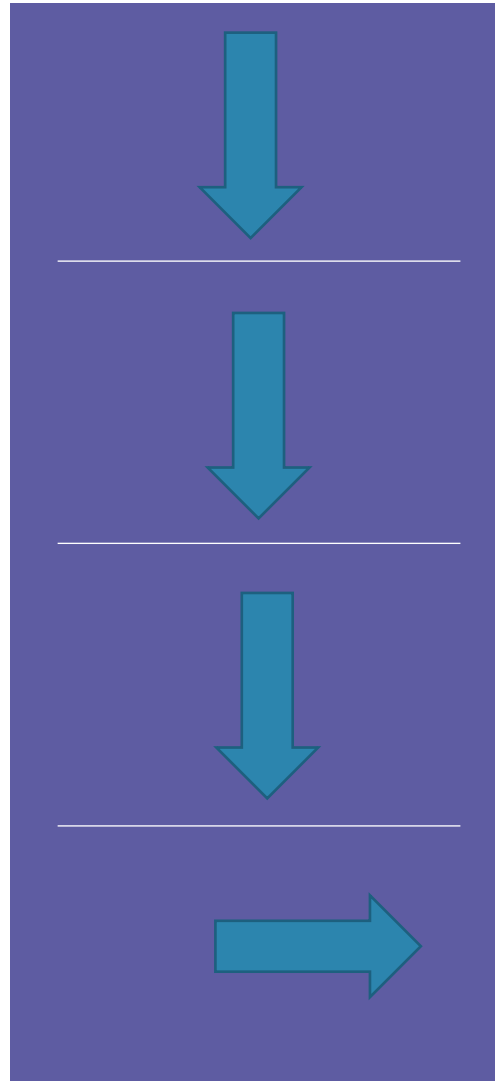
<b>Subtotal</b>	\$0.00
<b>Sales tax</b>	\$0.00
<b>Shipping</b>	\$0.00
<b>Total</b>	<b>\$0.00</b>

# I'm just an invoice...

You are here to hear and see just what we do to get an invoice through to the treasury.

The life cycle of Greene County invoices

# Process - Typically takes 10 days to 28 days

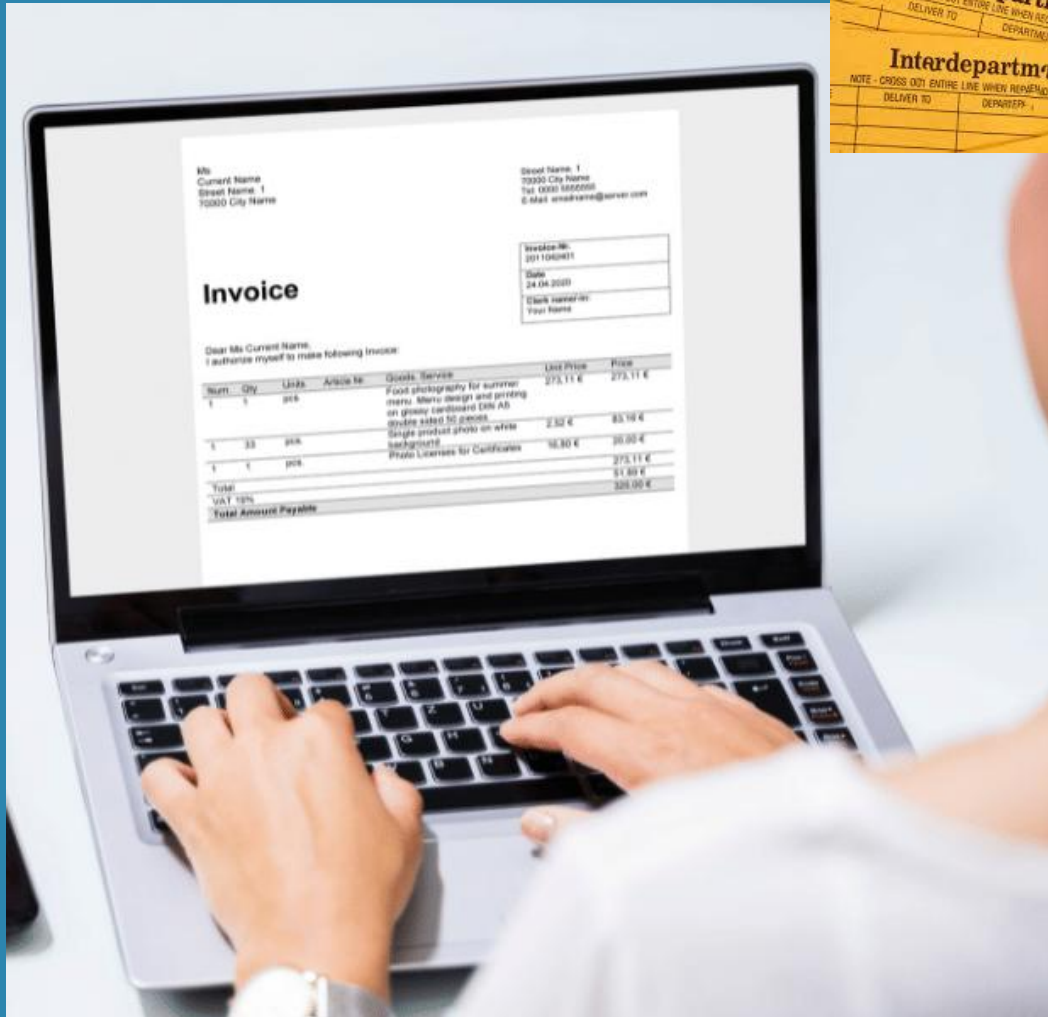


Receive invoice

Variety of invoices, expense reports, invoices from all different offices on and off campus, directly from vendors. With and without po? Is it coded properly?

Input, verify, approval process

Print batch, create check list, then take all to Treasurer for payment



# Receiving Invoice

- Yes, I'm an Invoice. So lets see the process of getting an invoice, just like me, through the Auditor's Office to the end of my courthouse journey at the treasury
- I'm received via GCAP, snail mail, interoffice or hand delivered
- Next step is triage – Print, open, sort and date stamp
- It's a process you see, to receive via, one, two or three. Oh, make that four if someone comes through the Auditor's door.

# Inputting invoices into Eden

- Input invoice number
- Input description
- Input date on invoice and date we received
- In approval department queue
- Is there a contract or po? If so, input information
- Input vendor number
- Type service or goods
  - Service add price
  - Goods add quantity and price

Input correct coding number listed

If on a PO the above info will populate.

Verify remit to address

The screenshot shows the Eden software interface for entering invoice information. The main window is titled 'Main' and contains various fields for data entry. The 'Doc #' is 490234, 'Group' is 'tguyer', and 'Origin' is 'ap'. The 'Invoice #' is blank, 'Year' is 2026, and 'Fiscal class' is 'cy'. The 'Description' field is empty. The 'Invoice date' is 03/30/2026 and the 'Received date' is also 03/30/2026. The 'Transaction date' is 03/30/2026 and the 'Approval date out' is blank. The 'Queue' is blank. The 'PO #' is blank. The 'Vendor' is blank and the 'Contract #' is blank. The 'Terms' are 'net30' and 'Net 30 Days'. The 'Release retainage' and 'Manual retainage' checkboxes are unchecked. The 'Due date' is 04/29/2026. The 'Department' is blank. The 'Check type' is 'ap' and 'Accounts Payable'. The 'Check group' is blank. The 'Invoice status' has 'Active' selected. The 'Release date' is blank. The 'Payment information' section has 'Normal check' selected. The 'Check/wire date' is blank. The 'Check/wire #' is blank. The 'Last 4 digits' is blank. The 'Card holder' is blank. Below the main form, there are tabs for 'Items', 'Addresses', 'Approval Queues', 'Totals', and 'Project Totals'. The 'Items' tab is active, showing a table with columns for 'Type', 'Item Code', 'Quantity', 'Unit', 'Unit Cost', and 'Extension'. The table has one row with '1' in the 'Quantity' column. Below the table, there are fields for 'Tax code', '1099 box', 'Asset #', and 'Comm code'. The 'Federal WH' and 'Total' fields are at the bottom.

- It's a lot of information we know.
- We are very thorough you see and that is for accuracy
- Yes, I'm only an invoice I know, and I'm in process
- It must be done this way, so our vendors can get paid

020423	HERC RENTALS INC	063944
011111	J. WHITE	063945
000928	JAY KEY SERVICE, INC	063946
000046	JOHNSTONE SUPPLY #19	063947
012938	LINDE GAS & EQUIPMENT INC	063948

- Does invoice have a PO:
  - Is it a blanket PO or regular PO
  - If regular PO, has it been received in Eden
  - If yes, process if no, hold invoice until product is received
- Is it an existing vendor?
- Is it coded?
- Sort invoices alphabetically and put in file folders by check group
- File folders – Blue, Green, Yellow, Orange, Red



- I'm an invoice in the Auditor's Office you see, onto the next step, this is my duty.



Invoices

File Edit Record Navigate Form Reports Format Tab Help

Jump 1

Default Year 2026

Main

Doc # 489597 Group lerryman Origin ap  Posted

Invoice # 2026-039 Year 2026 Fiscal class cy Discount

Description SPANISH INTERPRETATION - CASE 2431-CR04461-01  Automatic

Invoice date 02/27/2026 Received date 03/13/2026  Yes  Discount tax

Transaction date 03/16/2026 Approval date out 03/16/2026  No  Discount freight

Queue court nopo Courts Invoices without PD

PD #

Vendor 037363 OZARK TRANSLATORS, LLC Contract #

Terms net30 Net 30 Days Release retainage  Manual retainage

Due date 03/29/2026

Department pat PROSECUTING ATTORNEY

Check type ap Accounts Payable

Check group aud

Payment information

EFT  Hand-written check

Single use acct  Wire transfer

Normal check

Invoice status

Items Addresses Approval Queues Totals Project Totals

Invoice # 2026-039 Transaction date 03/16/2026 Year 2026 Invoice date 02/27/2026

Description SPANISH INTERPRETATION - CASE 2431-CR04461-01 Queue court nopo Courts Invoices witho

PD #

Vendor 037363 OZARK TRANSLATORS, LLC

Requestor PERRYMAN, L. A.

Requested for PERRYMAN, L. A.

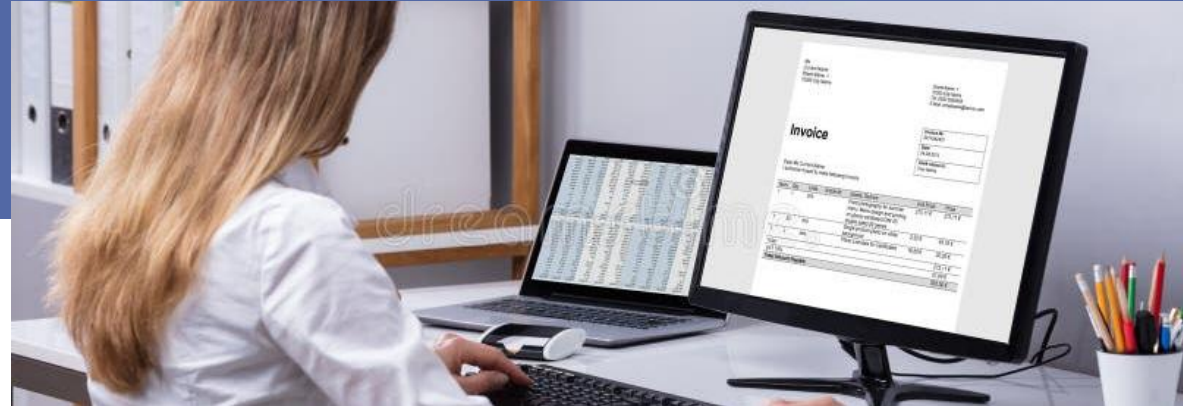
Current approver DOTY, DENVER Level 6 Previous approver DIXON, BOB

Date In	Date Out	Action	Approver	Comments
03/16/2026 11:03:30 AM	03/24/2026 07:15:40 AM	(Approved)	BORUFF, DARREN	
			Level 1	
03/24/2026 07:15:40 AM	03/25/2026 09:07:00 AM	(Approved)	PERSHING, ANNELYSE	
			Level 2	
03/25/2026 09:07:00 AM	03/26/2026 03:07:37 PM	(Approved)	COULTER, CHRIS	Passing for Comm MacLachlan
			Level 3	
03/26/2026 03:07:37 PM	03/26/2026 04:13:07 PM	(Approved)	RUSSELL, JOHN	
			Level 4	
03/26/2026 04:13:07 PM	03/27/2026 03:14:38 PM	(Approved)	DIXON, BOB	
			Level 5	

## Approvals

- Yes, I'm only an invoice I know and this part of the process maybe slow
- It takes five approvers before I arrive back at the Auditor
- Why, because this is the policy

# Auditors approval

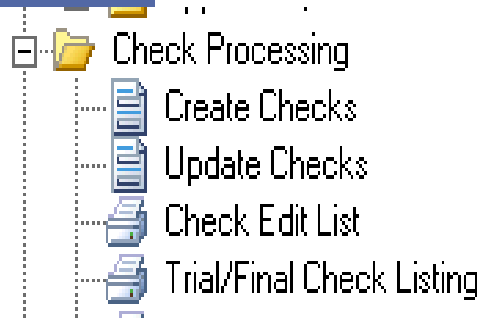


- Print a batch list - Expedite, Aud or Paymode which includes vendor, invoice number & amount. From the list, pull invoices from file
- In Eden, use document # and open invoices in our approval queue
- On opposite screen, pull up scanned invoice
- Check again for accuracy
- Check any coding changes made by previous approvers
- Approve
- Well, I've made it this far, with 5 approvers sending me on to the final steps of this long journey
- Once again, I'm checked & checked & checked for accuracy before being paired with a check & mailed to the payee

Our job is now done you see the check will be mailed, or sent via paymode to payee.

Back up the stairs I go. Oh no... while I was away looks like we received more invoices today.

What can I say. That's what we do.  
Thank you for your time and have a good day!



Whew here we go,  
Look at the steps we do,  
before we convert the invoice into a check.  
Here we go the next steps you see, a check batch  
to the Treasury.  
Off we go down the stairs to the Treasurer's,  
where they will cut a check to the payee.  
Yippee.

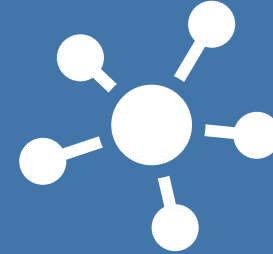
A check form template. At the top left, it says 'YOUR COMPANY' followed by 'DIVISION', 'STREET ADDRESS', and 'CITY, STATE ZIP'. To the right of this is the number '5106' and the date '91-2/1221'. Below this is a line for 'PAY TO THE ORDER OF' followed by a line for the amount in dollars, with a '\$' symbol and 'DOLLARS' to the right. Below that is a line for 'YOUR BANK'. Underneath is a 'MEMO' line. At the bottom, there is a 'CLEAR BAND' area with a series of numbers and a 'TRANSIT NUMBER FIELD' and an 'ON-US FIELD'.



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Thank you for all you do and remember we are here to help you and the vendors too!

Don't forget when we receive, we need coding accuracy.



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We are all connected and everything you do helps get the invoices through the process.

Please remember we check, check and triple check to make sure the entries are as accurate as can be.





Questions or Comments??

