Internal Control

Internal controls of any organization should achieve the following:

1) _____ and efficiency of operations

2) Reliability of financial reporting

3) _____ with laws and regulations

Internal Control

Types of internal control include:

1) Segregation of _____
2) Authorization of transactions
3) Documentation to support transactions
4) _____ IT resources and assets

Segregation of Duties

Purpose

To protect the agency and employees from _____ and _____

Definition

Having more than _____ _____ required to complete a task

Segregation of Duties

If possible separate duties as follows:

One person _____Purchases

Another person creates Purchase Orders

A different person _____Invoices and creates Batch Sheets

A third person _____/_____/_____/sends

Batch sheets to JAC

Segregation of Duties

Reconcile BOMS to FLAIR monthly

- Identify any _____
- Adjust BOMS or FLAIR as needed
- Provides current status of all funds

Appropriations and Releases

Why post appropriations & releases:

1) Provides accurate and current balances of all funds

2) Necessary to _____ BOMS with FLAIR

Entering Appropriations

Accounting Module

Activities→

Options→Add

BOMS 11.46

bomsweb/bomsweb/Pages/accounting_po.aspx?__SID=1b50ae9d-fc9c-437c-8a32-a1dbc06b301a

Apps | BOMS | MSN.com - Hotm | Imported From IE | DocumenTree.co | Charlotte County

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No records found

Module | Activities | Reports | Administration | Help

BOMS Accounting: Mc

Find | Fi

Purchase o

ory

e | Undo print date | Balance | Reports

- Purchase orders ✔
- Invoices
- Batch sheets
- Vendors
- Travel
- Upload center
- Outbox
- Supplies
- Adjustments
- Appropriations
- Deposits
- Initial balances
- Refunds
- Releases
- Transfers

Batch sheets

- Create batch sheets
- Submit batch sheets for approval
- Approve batch sheets
- Post batch sheets

Reconcile

- Funds
- Deposits
- Warrants
- Warrants by invoice

Travel forms

- Post advance
- Post authorization
- Post reimbursement

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BOMS 11.46

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Module Activities Reports Administration Help

BOMS Accounting: Mc

Find Find unposted Options Containing Find

Appropriations

- Add
- Delete
- Post
- On hold
- Off hold
- Release remainder
- Export to excel

Appropriation Images History

Copy Edit

Description	
Fund	
Amount	0
JAC date	
JAC no	
Hold	No
Cleared	No
Status	

bomsweb/bomsweb/Pages/accounting_appropriation.aspx?__SID=1b50ae9d-fc9c-437c-8a32-a1dbc06b301a#

Appropriation Information

Description - FY16/17 Appropriation

_____ - required – highlighted in yellow

_____ – required – highlighted in yellow

JAC Date

JAC No

Select Save after all information is entered

BOMS 11.46 - Google Chrome

bomsweb/bomsweb/Pages/accounting_appropriation_add.aspx?__SID=1b50ae9d-fc9c-437c-8a32-a1dbc06b301a

Apps BOMS MSN.com - Hotm Imported From IE DocumenTree.co Charlotte County

Module Activities Reports Administration Help

BOMS Accounting: McCarley, Robin Logout

Add appropriation

Cancel Save Next Post Add another

Description FY 16/17 Appropriation ABC

Fund 16-GR01 [Salaries]

Amount $14,000,000.00

JAC date 07/02/2016

JAC no AFP1

Hold No

Cleared No

Attach Images

Select Entry to attach image –

Click on box with ☑ and choose entry

(should be highlighted in yellow)

_____ – attach backup

Images Tab→ Add Files

Date and Thru Date

Category – Appropriation

Description – Optional

Drop files here or click to upload

BOMS 11.46 - Google Chrome

bomsweb/bomsweb/Pages/accounting_appropriation.aspx?__SID=1b50ae9d-fc9c-437c-8a32-a1dbc06b301a

Apps | BOMS | MSN.com - Hotm | Imported From IE | DocumenTree.co | Charlotte County

Module | Activities | Reports | Administration | Help

BOMS Accounting: McCarley, Robin | Logout

Find | Find unposted | Options | Containing | Find

Appropriations

1-1

Description	Fund	Amount	JAC
FY 16/17 Appropriation	16-GR01	$14,000,000.00	07/

Appropriation | Images | History

Edit | Delete | Add files | Layout | Show: Ledger transaction

BOMS 11.46 - Google Chrome

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Apps BOMS MSN.com - Hotm Imported From IE DocumenTree.co Charlotte County

Module Activities Reports Administration Help

BOMS Accounting: McCarley, Robin Logout

Cancel Upload now

Date 04/13/2016

Thru date 04/13/2016

Category Appropriation

Description

Drop files here or click to upload.

Attach Images Contd.

Click in the box

"Drop files here or click to upload"

Browser box appears choose file either insert or click and drag file

Select "_____"

BOMS 11.46 - Google Chrome

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Module Activities Reports Administration Help

BOMS Accounting: McCarley, Robin Logout

Cancel Upload now

Date 04/13/2016

Thru date 04/13/2016

Category Appropriation

Description

Drop files here or click to upload.

76.8 KB

PostedJourn..

Delete

BOMS 11.46 - Google Chrome

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Apps | BOMS | MSN.com - Hotm | Imported From IE | DocumenTree.co | Charlotte County

Module | Activities | Reports | Administration | Help

BOMS Accounting: McCarley, Robin | Logout

Find | Find unposted | Options | Containing | Find

Appropriations

1-1

Description	Fund	Amount	JAC
FY 16/17 Appropriation	16-GR01	$14,000,000.00	07/

Appropriation | Images | History

Edit | Delete | Add files | Layout | Show: Ledger transaction

1-1

Category	Topic	Description	File
Appropriation	ledger transaction		PostedJourna

Helpful Hints

Copy – copy entry and make necessary changes to fund, amount, etc.

Edit – make any necessary changes

Release Remainder – creates an entry to release remainder of appropriation

Options→

BOMS 11.46

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Module | **Activities** | **Reports** | **Administration** | **Help**

BOMS Accounting: Mc

Find | **Find unposted** | **Options** | **Containing** | Find

- Add
- Delete
- Post
- On hold
- Off hold
- Release remainder
- Export to excel

Appropriations

1-1

Description	Fund	IAC
FY 16/17 Appropriation	16-G	07/

Appropriation | **Images** | History

Edit | **Delete** | **Add files** | **Layout** | **Show: Ledger transaction**

1-1

Category	Topic	Description	File
Appropriation	ledger transaction		PostedJourna

CN990J72 - 01 RUN DATE 07/02/2015 AS OF 07/02/2015
FLAIR - CENTRAL ACCOUNTING

POSTED JOURNAL TRANSACTIONS BY SWDN WITHIN INITIATING OLO AND SITE

AUDIT LOCATION - STATEWIDE
OLO 210000 - JUSTICE ADMINISTRATION
SITE 00 - JUSTICE ADMINISTRATIVE COMMISSION

SWDN C6000000025 ADOCNO AFP1

ACCOUNT CODE	CF	TC	OBJECT	AMOUNT	ACCOUNT CODE
21 10 1 000042 21502000 00 010000 00		50	9000	17,343,323.00	
21 10 1 000042 21502000 00 010000 00		59	9000	4,335,831.00	
21 10 1 000042 21502000 00 030000 00		50	9000	52,100.00	
21 10 1 000042 21502000 00 030000 00		59	9000	13,025.00	
21 10 1 000042 21502000 00 103225 00		50	9000	800,910.00	
21 10 1 000042 21502000 00 103225 00		59	9000	200,228.00	
21 10 1 000042 21502000 00 103241 00		50	9000	33,084.00	
21 10 1 000042 21502000 00 103241 00		59	9000	33,084.00	
21 10 1 000042 21502000 00 103290 00		50	9000	21,024.00	
21 10 1 000042 21502000 00 103290 00		59	9000	21,024.00	
21 20 2 058020 21502000 00 010000 00		50	9000	1,441,247.00	
21 20 2 058020 21502000 00 010000 00		59	9000	1,441,247.00	
21 20 2 058020 21502000 00 030000 00		50	9000	85,747.00	
21 20 2 058020 21502000 00 030000 00		59	9000	85,747.00	
21 20 2 058020 21502000 00 100021 00		50	9000	40,000.00	
21 20 2 058020 21502000 00 100021 00		59	9000	40,000.00	
21 20 2 058020 21502000 00 103225 00		50	9000	144,087.00	
21 20 2 058020 21502000 00 103225 00		59	9000	144,087.00	
21 20 2 058020 21502000 00 103241 00		50	9000	32,894.00	
21 20 2 058020 21502000 00 103241 00		59	9000	32,894.00	
21 20 2 339021 21502000 00 010000 00		50	9000	1,535,819.00	

CMPPPJ72 - 01 RUN DATE 07/02/2015 AS OF 07/02/2015
FLAIR - CENTRAL ACCOUNTING

POSTED JOURNAL TRANSACTIONS BY SWDN WITHIN INITIATING OLO AND SITE

AUDIT LOCATION - STATEWIDE
OLO 210000 - JUSTICE ADMINISTRATION
SITE 00 - JUSTICE ADMINISTRATIVE COMMISSION

SWDN C6000000025 ADOCNO AFP1

ACCOUNT CODE	CF	TC	OBJECT	AMOUNT	ACCOUNT CODE
21 20 2 339021 21502000 00 010000 00		59	9000	1,535,819.00	
21 20 2 339021 21502000 00 030000 00		50	9000	10,925.00	
21 20 2 339021 21502000 00 030000 00		59	9000	10,925.00	
21 20 2 339021 21502000 00 103225 00		50	9000	38,923.00	
21 20 2 339021 21502000 00 103225 00		59	9000	38,923.00	
21 10 1 000044 21600100 00 010000 00		50	9000	7,377,290.00	
21 10 1 000044 21600100 00 010000 00		59	9000	1,844,323.00	
21 10 1 000044 21600100 00 030000 00		50	9000	22,604.00	
21 10 1 000044 21600100 00 030000 00		59	9000	22,604.00	
21 10 1 000044 21600100 00 103226 00		50	9000	191,306.00	

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bomsweb/bomsweb/Pages/accounting_appropriation_release.aspx?__SID=10e48df5-42ae-4720-a123-ceedbd95050e

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Module Activities Reports Administration Help

BOMS Accounting: McCarley, Robin Logout

Add release

Cancel Save Next Post

Description FY 16/17 Release

ABC

Fund 16-GR01 [Salaries]

County

Amount $14,000,000.00

JAC date 07/02/2016

JAC no AFP1

Project

Hold No

Cleared No

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Module Activities Reports Administration Help

BOMS Accounting: McCarley, Robin Logout

Find Find unposted Options Containing Find

Releases

1-1

Description	Fund	Amount
FY 16/17 Release	16-GR01	$14,000,000.00

Release Images History

Copy Edit

Description	FY 16/17 Release
Fund	16-GR01
County	
Amount	$14,000,000.00
Status	Encumbered
JAC date	07/02/2016
JAC no	AFP1
Project	
Hold	No
Cleared	No

Posting Appropriations

Click on box with ☑ and choose "Multi-select"

Choose entries you want to post

Select – Options→ _____

Choose - Yes

BOMS 11.46

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Module | Activities | Reports | Administration | Help

BOMS Accounting: Mc

Find | Find unposted | Options | Containing | Find

Appropriations

1-1

- Multi-select
- Select all
- De-select all

	Fund	Amount	JAC
iation	16-GR01	$14,000,000.00	07/

Appropriation | Images | History

Edit | Delete | Add files | Layout | Show: Ledger transaction

1-1

Category	Topic	Description	File
Appropriation	ledger transaction		PostedJourna

CN990J72 - 01 RUN DATE 07/02/2015 AS OF 07/02/2015
FLAIR - CENTRAL ACCOUNTING

POSTED JOURNAL TRANSACTIONS BY SWDN WITHIN INITIATING OLO AND SITE

AUDIT LOCATION - STATEWIDE
OLO 210000 - JUSTICE ADMINISTRATION
SITE 00 - JUSTICE ADMINISTRATIVE COMMISSION

SWDN C6000000025 ADOCNO AFP1

ACCOUNT CODE	CF	TC	OBJECT	AMOUNT	ACCOUNT CODE
21 10 1 000042 21502000 00 010000 00		50	9000	17,343,323.00	
21 10 1 000042 21502000 00 010000 00		59	9000	4,335,831.00	
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21 10 1 000042 21502000 00 103225 00		59	9000	200,228.00	
21 10 1 000042 21502000 00 103241 00		50	9000	33,084.00	
21 10 1 000042 21502000 00 103241 00		59	9000	33,084.00	
21 10 1 000042 21502000 00 103290 00		50	9000	21,024.00	
21 10 1 000042 21502000 00 103290 00		59	9000	21,024.00	
21 20 2 058020 21502000 00 010000 00		50	9000	1,441,247.00	
21 20 2 058020 21502000 00 010000 00		59	9000	1,441,247.00	
21 20 2 058020 21502000 00 030000 00		50	9000	85,747.00	
21 20 2 058020 21502000 00 030000 00		59	9000	85,747.00	
21 20 2 058020 21502000 00 100021 00		50	9000	40,000.00	
21 20 2 058020 21502000 00 100021 00		59	9000	40,000.00	
21 20 2 058020 21502000 00 103225 00		50	9000	144,087.00	
21 20 2 058020 21502000 00 103225 00		59	9000	144,087.00	
21 20 2 058020 21502000 00 103241 00		50	9000	32,894.00	
21 20 2 058020 21502000 00 103241 00		59	9000	32,894.00	
21 20 2 339021 21502000 00 010000 00		50	9000	1,535,819.00	

CMPPPJ72 - 01 RUN DATE 07/02/2015 AS OF 07/02/2015
FLAIR - CENTRAL ACCOUNTING

POSTED JOURNAL TRANSACTIONS BY SWDN WITHIN INITIATING OLO AND SITE

AUDIT LOCATION - STATEWIDE
OLO 210000 - JUSTICE ADMINISTRATION
SITE 00 - JUSTICE ADMINISTRATIVE COMMISSION

SWDN C6000000025 ADOCNO AFP1

ACCOUNT CODE	CF	TC	OBJECT	AMOUNT	ACCOUNT CODE
21 20 2 339021 21502000 00 010000 00		59	9000	1,535,819.00	
21 20 2 339021 21502000 00 030000 00		50	9000	10,925.00	
21 20 2 339021 21502000 00 030000 00		59	9000	10,925.00	
21 20 2 339021 21502000 00 103225 00		50	9000	38,923.00	
21 20 2 339021 21502000 00 103225 00		59	9000	38,923.00	
21 10 1 000044 21600100 00 010000 00		50	9000	7,377,290.00	
21 10 1 000044 21600100 00 010000 00		59	9000	1,844,323.00	
21 10 1 000044 21600100 00 030000 00		50	9000	22,604.00	
21 10 1 000044 21600100 00 030000 00		59	9000	22,604.00	
21 10 1 000044 21600100 00 103226 00		50	9000	191,306.00	

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bomsweb/bomsweb/Pages/accounting_appropriation.aspx?__SID=10e48df5-42ae-4720-a123-ceedbd95050e

Apps | BOMS | MSN.com - Hotm | Imported From IE | DocumenTree.co | Charlotte County

Module | Activities | Reports | Administration | Help | BOMS Accounting: McCarley, Robin | Logout

Find | Find unposted | Options | Containing | Find

Appropriations

Description	Fund	Amount
FY 16/17 Appropriation	16-GR01	$14,000,000.00

Appropriation | Images | History

Edit | Delete | Add files | Layout | Show: Ledger transaction

Category	Topic	Description	File
Appropriation	ledger transaction		PostedJourna

BOMS 11.46

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Module | **Activities** | **Reports** | **Administration** | **Help**

BOMS Accounting: Mc

Find | **Find unposted** | **Options** | **Containing** | Find

Appropriations

1-1

Description	Fu	int
FY 16/17 Appropriation	16	00

- Add
- Delete
- Post
- On hold
- Off hold
- Release remainder
- Export to excel

Appropriation | **Images** | History

Edit | **Delete** | **Add files** | **Layout** | **Show: Ledger transaction**

1-1

Category	Topic	Description	File
Appropriation	ledger transaction		PostedJourna

CNPPPJT2 - 01 RUN DATE 07/02/2015 AS OF 07/02/2015
FLAIR - CENTRAL ACCOUNTING

POSTED JOURNAL TRANSACTIONS BY SWDN WITHIN INITIATING OLO AND SITE

AUDIT LOCATION - STATEWIDE
OLO 210000 - JUSTICE ADMINISTRATION
SITE 00 - JUSTICE ADMINISTRATIVE COMMISSION

SWDN C6000000025 ADOCNO ATP1

ACCOUNT CODE	CF	TC	OBJECT	AMOUNT	ACCOUNT CODE
21 10 1 000042 21502000 00 010000 00		50	9000	17,343,322.00	
21 10 1 000042 21502000 00 010000 00		59	9000	4,335,831.00	
21 10 1 000042 21502000 00 030000 00		50	9000	52,100.00	
21 10 1 000042 21502000 00 030000 00		59	9000	13,025.00	
21 10 1 000042 21502000 00 103225 00		50	9000	800,910.00	
21 10 1 000042 21502000 00 103225 00		59	9000	200,228.00	
21 10 1 000042 21502000 00 103241 00		50	9000	33,084.00	
21 10 1 000042 21502000 00 103241 00		59	9000	33,084.00	
21 10 1 000042 21502000 00 103290 00		50	9000	21,024.00	
21 10 1 000042 21502000 00 103290 00		59	9000	21,024.00	
21 20 2 058020 21502000 00 010000 00		50	9000	1,441,247.00	
21 20 2 058020 21502000 00 010000 00		59	9000	1,441,247.00	
21 20 2 058020 21502000 00 030000 00		50	9000	85,767.00	
21 20 2 058020 21502000 00 030000 00		59	9000	85,767.00	
21 20 2 058020 21502000 00 100021 00		50	9000	60,000.00	
21 20 2 058020 21502000 00 100021 00		59	9000	60,000.00	
21 20 2 058020 21502000 00 103225 00		50	9000	144,087.00	
21 20 2 058020 21502000 00 103225 00		59	9000	144,087.00	
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21 20 2 058020 21502000 00 103241 00		59	9000	32,894.00	
21 20 2 339021 21502000 00 010000 00		50	9000	1,535,819.00	

CNPPPJT2 - 01 RUN DATE 07/02/2015 AS OF 07/02/2015
FLAIR - CENTRAL ACCOUNTING

POSTED JOURNAL TRANSACTIONS BY SWDN WITHIN INITIATING OLO AND SITE

AUDIT LOCATION - STATEWIDE
OLO 210000 - JUSTICE ADMINISTRATION
SITE 00 - JUSTICE ADMINISTRATIVE COMMISSION

SWDN C6000000025 ADOCNO ATP1

ACCOUNT CODE	CF	TC	OBJECT	AMOUNT	ACCOUNT CODE
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21 20 2 339021 21502000 00 030000 00		50	9000	10,925.00	
21 20 2 339021 21502000 00 030000 00		59	9000	10,925.00	
21 20 2 339021 21502000 00 103225 00		50	9000	38,923.00	
21 20 2 339021 21502000 00 103225 00		59	9000	38,923.00	
21 10 1 000044 21400100 00 010000 00		50	9000	7,377,290.00	
21 10 1 000044 21400100 00 010000 00		59	9000	1,844,323.00	

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BOMS 11.46 - Google Chrome

bomsweb/bomsweb/Pages/accounting_appropriation.aspx?__SID=10e48df5-42ae-4720-a123-ceedbd95050e

Apps | BOMS | MSN.com - Hotm | Imported From IE | DocumenTree.co | Charlotte County

Module | Activities | Reports | Administration | Help | BOMS Accounting: McCarley, Robin | Logout

Find | Find unposted | Options | Containing | Find

Appropriations

Description	Fund	Amount
FY 16/17 Appropriation	16-GR01	$14,000,000.00

Appropriation | Images | History

Edit | Delete | Add files | Layout | Show: Ledger transaction

Category	Topic	Description	File
Appropriation	ledger transaction		PostedJourna

Post Transaction

You are about to post one transaction

Click YES to post now

Yes | No

Entering Releases

Accounting Module

Activities→

Options→Add

BOMS 11.46

bomsweb/bomsweb/Pages/accounting_appropriation.aspx?__SID=10e48df5-42ae-4720-a123-ceedbd95050e

Apps | BOMS | MSN.com - Hotm | Imported From IE | DocumenTree.co | Charlotte County

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Module | **Activities** | **Reports** | **Administration** | **Help**

BOMS Accounting: Mc

Find | Fi

Appropriati

Descripti

FY 16/17

Images | History

Add files | Layout | Show: Ledger transaction

1-1

pic	Description	File
dger transaction		PostedJourna

- Purchase orders
- Invoices
- Batch sheets
- Vendors
- Travel
- Upload center
- Outbox
- Supplies
- Adjustments
- Appropriations ✔
- Deposits
- Initial balances
- Refunds
- Releases
- Transfers

Batch sheets

- Create batch sheets
- Submit batch sheets for approval
- Approve batch sheets
- Post batch sheets

Reconcile

- Funds
- Deposits
- Warrants
- Warrants by invoice

Travel forms

- Post advance
- Post authorization
- Post reimbursement

CMPPPJT2 - 01 RUN DATE 07/02/2015 AS OF 07/02/2015
FLAIR - CENTRAL ACCOUNTING

POSTED JOURNAL TRANSACTIONS BY SWDN WITHIN INITIATING OLO AND SITE

AUDIT LOCATION - STATEWIDE
OLO 210000 - JUSTICE ADMINISTRATION
SITE 00 - JUSTICE ADMINISTRATIVE COMMISSION

SWDN C6000000025 ADOCNO ATP1

ACCOUNT CODE	CF	TC	OBJECT	AMOUNT	ACCOUNT CODE
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21 10 1 000042 21502000 00 030000 00		50	9000	52,100.00	
21 10 1 000042 21502000 00 030000 00		59	9000	13,025.00	
21 10 1 000042 21502000 00 103225 00		50	9000	800,910.00	
21 10 1 000042 21502000 00 103225 00		59	9000	200,228.00	
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21 10 1 000042 21502000 00 103290 00		50	9000	21,024.00	
21 10 1 000042 21502000 00 103290 00		59	9000	21,024.00	
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21 20 2 058020 21502000 00 010000 00		59	9000	1,441,247.00	
21 20 2 058020 21502000 00 030000 00		50	9000	85,747.00	
21 20 2 058020 21502000 00 030000 00		59	9000	85,747.00	
21 20 2 058020 21502000 00 100021 00		50	9000	40,000.00	
21 20 2 058020 21502000 00 100021 00		59	9000	40,000.00	
21 20 2 058020 21502000 00 103225 00		50	9000	144,087.00	
21 20 2 058020 21502000 00 103225 00		59	9000	144,087.00	
21 20 2 058020 21502000 00 103241 00		50	9000	32,894.00	
21 20 2 058020 21502000 00 103241 00		59	9000	32,894.00	
21 20 2 339021 21502000 00 010000 00		50	9000	1,535,819.00	

CMPPPJT2 - 01 RUN DATE 07/02/2015 AS OF 07/02/2015
FLAIR - CENTRAL ACCOUNTING

POSTED JOURNAL TRANSACTIONS BY SWDN WITHIN INITIATING OLO AND SITE

AUDIT LOCATION - STATEWIDE
OLO 210000 - JUSTICE ADMINISTRATION
SITE 00 - JUSTICE ADMINISTRATIVE COMMISSION

SWDN C6000000025 ADOCNO ATP1

ACCOUNT CODE	CF	TC	OBJECT	AMOUNT	ACCOUNT CODE
21 20 2 339021 21502000 00 010000 00		59	9000	1,535,819.00	
21 20 2 339021 21502000 00 030000 00		50	9000	10,925.00	
21 20 2 339021 21502000 00 030000 00		59	9000	10,925.00	
21 20 2 339021 21502000 00 103225 00		50	9000	38,923.00	
21 20 2 339021 21502000 00 103225 00		59	9000	38,923.00	
21 10 1 000044 21400100 00 010000 00		50	9000	7,377,290.00	
21 10 1 000044 21400100 00 010000 00		59	9000	1,844,323.00	

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BOMS 11.46

bomsweb/bomsweb/Pages/accounting_release.aspx?__SID=10e48df5-42ae-4720-a123-ceedbd95050e

Apps | BOMS | MSN.com - Hotm | Imported From IE | DocumenTree.co | Charlotte County

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Module | Activities | Reports | Administration | Help

BOMS Accounting: Mc

Find | Find unposted | Options | Containing | Find

Releases

1-1

Description	Fund	
FY 16/17 Release	16-GR01	$

- Add
- Delete
- Post
- On hold
- Off hold
- Export to excel

lease | Images | History

py | Edit

cription	FY 16/17 Release
d	16-GR01
nty	
ount	$14,000,000.00
tus	Encumbered
date	07/02/2016
JAC no	AFP1
Project	
Hold	No
Cleared	No

Release Details

Description - FY16/17 1st Qtr Release

Fund – required – highlighted in yellow

Amount – required – highlighted in yellow

JAC Date

JAC No

Select _____ after all information is entered

BOMS 11.46 - Google Chrome

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Module Activities Reports Administration Help

BOMS Accounting: McCarley, Robin Logout

Add release

Cancel Save Next Post Add another

Description: FY 16/17 1st Quarter Release

Fund: 16-GR01 [Salaries]

County:

Amount: $3,000,000.00

JAC date: 07/02/2016

JAC no: AFP1

Project:

Hold: No

Cleared: No

Attach Images

Select Entry to attach image –

Click on box with ☑ and choose entry

(should be highlighted in yellow)

Images – _____ backup

Images Tab → Add Files

Date and Thru Date

Category – Release

Description – Optional

Drop files here or click to upload

BOMS 11.46 - Google Chrome

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Module Activities Reports Administration Help

BOMS Accounting: McCarley, Robin Logout

Cancel Upload now

Date 04/13/2016

Thru date 04/13/2016

Category Release

Description

Drop files here or click to upload.

Attach Images Contd.

Click in the box

"Drop files here or click to upload"

Browser box appears choose file either _____ or click and drag file

Select "Upload Now"

BOMS 11.46 - Google Chrome

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Module Activities Reports Administration Help

BOMS Accounting: McCarley, Robin Logout

Cancel Upload now

Date 04/13/2016

Thru date 04/13/2016

Category Release

Description

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PostedJourn..

Delete

BOMS 11.46 - Google Chrome

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Module | Activities | Reports | Administration | Help

BOMS Accounting: McCarley, Robin | Logout

Find | Find unposted | Options | Containing | Find

Releases

1-2

Description	Fund	Amo
FY 16/17 1st Quarter Release	16-GR01	$3,
FY 16/17 Release	16-GR01	$14,

Release | Images | History

Edit | Delete | Add files | Layout | Show: Ledger transaction

1-1

Category	Topic	Description	File
Release	ledger transaction		PostedJournal_AFP1.pc

Posting Releases

Click on box with ☑ and choose "_____"

Choose entries you want to post

Select – Options→Post

Choose - Yes

BOMS 11.46

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Module | Activities | Reports | Administration | Help

BOMS Accounting: Mc

Find | Find unposted | Options | Containing | Find

Releases

1-2

- Multi-select
- Select all
- De-select all

	Fund	Amo
ter Release	16-GR01	$3,
	16-GR01	$14,

Release | Images | History

Edit | Delete | Add files | Layout | Show: Ledger transaction

1-1

Category	Topic	Description	File
Release	ledger transaction		PostedJournal_AFP1.pc

CMPPJT2 - 01 RUN DATE 07/02/2015 AS OF 07/02/2015
FLAIR - CENTRAL ACCOUNTING

POSTED JOURNAL TRANSACTIONS BY SWDN WITHIN INITIATING OLO AND SITE

AUDIT LOCATION - STATEWIDE
OLO 210000 - JUSTICE ADMINISTRATION
SITE 00 - JUSTICE ADMINISTRATIVE COMMISSION

SWDN C6000000025 ADOCNO AFP1

ACCOUNT CODE	CF	TC	OBJECT	AMOUNT	BENEFIT ACCOUNT CODE
21 10 1 000042 21502000 00 010000 00		50	9000	17,343,322.00	
21 10 1 000042 21502000 00 010000 00		59	9000	4,335,831.00	
21 10 1 000042 21502000 00 030000 00		50	9000	52,100.00	
21 10 1 000042 21502000 00 030000 00		59	9000	13,025.00	
21 10 1 000042 21502000 00 103225 00		50	9000	800,910.00	
21 10 1 000042 21502000 00 103225 00		59	9000	200,228.00	
21 10 1 000042 21502000 00 103241 00		50	9000	33,084.00	
21 10 1 000042 21502000 00 103241 00		59	9000	33,084.00	
21 10 1 000042 21502000 00 103290 00		50	9000	21,024.00	
21 10 1 000042 21502000 00 103290 00		59	9000	21,024.00	
21 20 2 058020 21502000 00 010000 00		50	9000	1,441,247.00	
21 20 2 058020 21502000 00 010000 00		59	9000	1,441,247.00	
21 20 2 058020 21502000 00 030000 00		50	9000	85,767.00	
21 20 2 058020 21502000 00 030000 00		59	9000	85,767.00	
21 20 2 058020 21502000 00 100021 00		50	9000	60,000.00	
21 20 2 058020 21502000 00 100021 00		59	9000	60,000.00	
21 20 2 058020 21502000 00 103225 00		50	9000	144,087.00	
21 20 2 058020 21502000 00 103225 00		59	9000	144,087.00	
21 20 2 058020 21502000 00 103241 00		50	9000	32,894.00	
21 20 2 058020 21502000 00 103241 00		59	9000	32,894.00	
21 20 2 339021 21502000 00 010000 00		50	9000	1,535,819.00	

CMPPJT2 - 01 RUN DATE 07/02/2015 AS OF 07/02/2015
FLAIR - CENTRAL ACCOUNTING

POSTED JOURNAL TRANSACTIONS BY SWDN WITHIN INITIATING OLO AND SITE

AUDIT LOCATION - STATEWIDE
OLO 210000 - JUSTICE ADMINISTRATION
SITE 00 - JUSTICE ADMINISTRATIVE COMMISSION

SWDN C6000000025 ADOCNO AFP1

ACCOUNT CODE	CF	TC	OBJECT	AMOUNT	BENEFIT ACCOUNT CODE
21 20 2 339021 21502000 00 010000 00		59	9000	1,535,819.00	
21 20 2 339021 21502000 00 030000 00		50	9000	10,925.00	
21 20 2 339021 21502000 00 030000 00		59	9000	10,925.00	
21 20 2 339021 21502000 00 103225 00		50	9000	38,923.00	
21 20 2 339021 21502000 00 103225 00		59	9000	38,923.00	
21 10 1 000044 21600100 00 010000 00		50	9000	7,377,280.00	

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Module | Activities | Reports | Administration | Help | BOMS Accounting: McCarley, Robin | Logout

Find | Find unposted | Options | Containing | Find

Releases

Description	Fund	A
FY 16/17 1st Quarter Release	16-GR01	
FY 16/17 Release	16-GR01	$

Release | Images | History

Edit | Delete | Add files | Layout | Show: Ledger transaction

Category	Topic	Description	File
Release	ledger transaction		PostedJournal_AFP1.pc

BOMS 11.46

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BOMS Accounting: Mc

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Releases

1-2

	Description
☑	FY 16/17 1st Quarter Rele
☐	FY 16/17 Release

- Add
- Delete
- Post
- On hold
- Off hold
- Export to excel

lease | Images | History

dit | Delete | Add files | Layout | Show: Ledger transaction

1-1

egory	Topic	Description	File
ease	ledger transaction		PostedJournal_AFP1.pc

CNPPJT2 - 01 RUN DATE 07/02/2015 AS OF 07/02/2015
FLAIR - CENTRAL ACCOUNTING

POSTED JOURNAL TRANSACTIONS BY SWDN WITHIN INITIATING OLO AND SITE

AUDIT LOCATION - STATEWIDE
OLO 210000 - JUSTICE ADMINISTRATION
SITE 00 - JUSTICE ADMINISTRATIVE COMMISSION

SWDN C6000000025 ADOCNO AFP1

ACCOUNT CODE	CF	TC	OBJECT	AMOUNT	BENEFIT ACCOUNT CODE
21 10 1 000042 21502000 00 010000 00		50	9000	17,343,322.00	
21 10 1 000042 21502000 00 010000 00		59	9000	4,335,831.00	
21 10 1 000042 21502000 00 030000 00		50	9000	52,100.00	
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21 10 1 000042 21502000 00 103225 00		50	9000	800,910.00	
21 10 1 000042 21502000 00 103225 00		59	9000	200,228.00	
21 10 1 000042 21502000 00 103241 00		50	9000	33,084.00	
21 10 1 000042 21502000 00 103241 00		59	9000	33,084.00	
21 10 1 000042 21502000 00 103290 00		50	9000	21,024.00	
21 10 1 000042 21502000 00 103290 00		59	9000	21,024.00	
21 20 2 058020 21502000 00 010000 00		50	9000	1,441,247.00	
21 20 2 058020 21502000 00 010000 00		59	9000	1,441,247.00	
21 20 2 058020 21502000 00 030000 00		50	9000	85,767.00	
21 20 2 058020 21502000 00 030000 00		59	9000	85,767.00	
21 20 2 058020 21502000 00 100021 00		50	9000	60,000.00	
21 20 2 058020 21502000 00 100021 00		59	9000	60,000.00	
21 20 2 058020 21502000 00 103225 00		50	9000	144,087.00	
21 20 2 058020 21502000 00 103225 00		59	9000	144,087.00	
21 20 2 058020 21502000 00 103241 00		50	9000	32,894.00	
21 20 2 058020 21502000 00 103241 00		59	9000	32,894.00	
21 20 2 339021 21502000 00 010000 00		50	9000	1,535,819.00	

CNPPJT2 - 01 RUN DATE 07/02/2015 AS OF 07/02/2015
FLAIR - CENTRAL ACCOUNTING

POSTED JOURNAL TRANSACTIONS BY SWDN WITHIN INITIATING OLO AND SITE

AUDIT LOCATION - STATEWIDE
OLO 210000 - JUSTICE ADMINISTRATION
SITE 00 - JUSTICE ADMINISTRATIVE COMMISSION

SWDN C6000000025 ADOCNO AFP1

ACCOUNT CODE	CF	TC	OBJECT	AMOUNT	BENEFIT ACCOUNT CODE
21 20 2 339021 21502000 00 010000 00		59	9000	1,535,819.00	
21 20 2 339021 21502000 00 030000 00		50	9000	10,925.00	
21 20 2 339021 21502000 00 030000 00		59	9000	10,925.00	
21 20 2 339021 21502000 00 103225 00		50	9000	38,923.00	

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Module | Activities | Reports | Administration | Help | BOMS Accounting: McCarley, Robin | Logout

Find | Find unposted | Options | Containing | Find

Releases

Description	Fund	A
FY 16/17 1st Quarter Release	16-GR01	
FY 16/17 Release	16-GR01	$

Release | Images | History

Edit | Delete | Add files | Layout | Show: Ledger transaction

Category	Topic	Description	File
Release	ledger transaction		PostedJournal_AFP1.pc

Post Transaction

You are about to post one transaction

Click YES to post now

Yes | No

BOMS 11.46 - Google Chrome

bomsweb/bomsweb/Pages/accounting_journal_report.aspx?__SID=12ddaee3-dd3f-425d-a9c8-10a07617d1af

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Module Activiti ey, Robin Logout

Clear Open repor

Entity

Period

Special condition

Sort by

Report

Page break on sort key change NO

Report: Journal: Total

Close Print Open as

Journal: Total by fund for 2015-2016

Page 1 of 1

By Fund

SA20 @ 04/21/2016 10:39

16-CP55 (Operations)

	Appropriations:	Released:
	$122,087.00	$122,087.00
Transfers:	$0.00	$0.00
Sub Total:	$122,087.00	$122,087.00
(Expenditures)+Deposit:	$(9,101.60)	$(9,101.60)
Total:	$112,985.40	$112,985.40
(Encumbrance):	$0.00	$0.00
Total Less Encumbrance:	$112,985.40	$112,985.40

Adjusting Entries

GR Operations:

1) _____ entries

2) Reemployment assistance

3) Miscellaneous entries – _____, corrections

Adjusting Entries cont'd

GR Salaries:

1) Monthly_____ _____
2) Leave entries
3) Insurance – Health, Life and Disability
4) Retirement entries

Adjusting Entries cont'd

GR OPS:

1) Monthly Payroll Entry

2) Miscellaneous entries – increases, corrections

Due Process:

1) Miscellaneous entries – _____, County funding entries

Adjusting Entries cont'd

SARTF and Grants & Donations:

1) Budget Portion of _____ to GR Salaries, OPS, Operations, etc.
2) Cash portion for expenses or invoices paid from these funds- i.e, HR Outsourcing, Service Charges
3) Miscellaneous entries – corrections, etc.

Entering Adjustments

Accounting Module

Activities→

Options→Add

BOMS 11.46

bomsweb/bomsweb/Pages/accounting_batchsheet_post.aspx?__SID=7b476685-d90e-4e6d-853d-93b3253f57d3

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Norton | THIS PAGE IS UNTESTED

Module | Activities | Reports | Administration | Help

BOMS Accounting: Mc

nd then click POST AND EMAIL or POST AND PRINT button.

Post and er

Attached do

- Purchase orders
- Invoices
- Batch sheets
- Vendors
- Travel
- Upload center
- Outbox
- Supplies
- Adjustments
- Appropriations
- Deposits
- Initial balances
- Refunds
- Releases
- Transfers

Batch sheets

- Create batch sheets
- Submit batch sheets for approval
- Approve batch sheets
- Post batch sheets ✔

Reconcile

- Funds
- Deposits
- Warrants
- Warrants by invoice

Travel forms

- Post advance
- Post authorization
- Post reimbursement

bomsweb/bomsweb/Pages/accounting_batchsheet_post.aspx?__SID=7b476685-d90e-4e6d-853d-93b3253f57d3#

BOMS 11.46

bomsweb/bomsweb/Pages/accounting_adjustment.aspx?__SID=773e4bb9-eb9b-419c-9de1-92b80dc1a09b

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Norton | THIS PAGE IS UNTESTED

Module | Activities | Reports | Administration | Help

BOMS Accounting: Mc

Find | Find unposted | Options | Containing | Find

Adjustments

1-4

Description		Amou
Hendry County - witness func	1	$3,1
HR Outsourcing - 4th Qtr	5	$1,5
HR Outsourcing - 4th Qtr -cas		$1,5
Lee County Witness Funding -	1	$10,0

- Add
- Delete
- Post
- On hold
- Off hold
- Export to excel

Adjustment | Images | History

Edit | Delete | Add files | Layout | Show: Ledger transaction

bomsweb/bomsweb/Pages/accounting_adjustment.aspx?__SID=773e4bb9-eb9b-419c-9de1-92b80dc1a09b#

Adjustment Information

Description

_____ – required – highlighted in yellow

Amount – required – highlighted in yellow

JAC Date

JAC No

→ Select "Save"

BOMS 11.46 - Google Chrome

bomsweb/bomsweb/Pages/accounting_adjustment_add.aspx?__SID=773e4bb9-eb9b-419c-9de1-92b80dc1a09b

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Module Activities Reports Administration Help

BOMS Accounting: McCarley, Robin Logout

Add adjustment

Cancel Save Next Post Add another

Description: March 2016 Payroll

Fund: 16-GR01 [Salaries]

Amount: $100.00

County:

Object:

Case: Edit Add

Invoice no:

Department:

Account:

Location:

Project:

JAC date: 03/25/2016

JAC no: 022222

Hold: No

Certified: No

CF no:

Cleared: No

Attach Images

Select Entry to attach image –

Click on box with ☑ and choose _____

(should be highlighted in yellow)

Images – attach backup

Images Tab→ Add Files

Date and Thru Date

Category – Monthly PR Register

Description – Optional

Drop files here or click to upload

BOMS 11.46 - Google Chrome

bomsweb/bomsweb/Pages/accounting_adjustment.aspx?__SID=773e4bb9-eb9b-419c-9de1-92b80dc1a09b

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Module | Activities | Reports | Administration | Help

BOMS Accounting: McCarley, Robin | Logout

Find | Find unposted | Options | Containing | Find

Adjustments

1-4

Description	Fund	An
Hendry County - witness funding - 3rd Qtr	16-A541	$
HR Outsourcing - 4th Qtr	16-CP55	$
HR Outsourcing - 4th Qtr -cash portion	16-CP	$
Lee County Witness Funding - 4th Qtr	16-A541	$1

Adjustment | Images | History

Edit | Delete | Add files | Layout | Show: Ledger transaction

V_028771.pdf

Show all downloads...

BOMS 11.46

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Module Activities Reports Administration Help

BOMS Accounting: Mc

Cancel Upload now

Date 04/14/2016

Thru date 04/14/2016

Category Monthly Payroll Register [Monthly Payroll Register, Heal...]

Description

Adjustment
Appropriation
Deposit
Investigator Salary Incen [Investigator CJIP Payment]
Monthly Payroll Register [Monthly Payroll Register, Heal...]
OPS [OPS Payroll]
Release
Supplemental Payroll Regi [Annual Leave, Sick Leave, Over...]
Transfer

Drop files here or click to upload.

Attach Images Cont'd.

Click in the box

"Drop files here or click to upload"

Browser box appears choose file either insert or click and drag file

Select "_____"

BOMS 11.46 - Google Chrome

bomsweb/bomsweb/Pages/accounting_adjustment_image_upload.aspx?__SID=773e4bb9-eb9b-419c-9de1-92b80dc1a09b

Apps BOMS MSN.com - Hotm Imported From IE DocumenTree.co Charlotte County

Module Activities Reports Administration Help

BOMS Accounting: McCarley, Robin Logout

Cancel Upload now

Date 04/14/2016

Thru date 04/14/2016

Category Monthly Payroll Register [Monthly Payroll Register, Meal...]

Description

Drop files here or click to upload.

13.3 KB

PRRegister_.

Delete

BOMS 11.46 - Google Chrome

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Module | Activities | Reports | Administration | Help

BOMS Accounting: McCarley, Robin | Logout

Find | Find unposted | Options | Containing | Find

Adjustments

1-5

Description	Fund	Amou
Hendry County - witness funding - 3rd Qtr	16-A541	$3,1
HR Outsourcing - 4th Qtr	16-CP55	$1,5
HR Outsourcing - 4th Qtr -cash portion	16-CP	$1,5
Lee County Witness Funding - 4th Qtr	16-A541	$10,0
March 2016 Payroll Test	16-GR01	$1

Adjustment | Images | History

Edit | Delete | Add files | Layout | Show: Ledger transaction

1-1

Category	Topic	Description
Monthly Payroll Register	ledger transaction	

Posting Adjustments

Click on box with ☑ and choose "Multi-select"

Choose entries you want to post

Select – Options→

Choose - Yes

BOMS 11.46

bomsweb/bomsweb/Pages/accounting_adjustment.aspx?__SID=773e4bb9-eb9b-419c-9de1-92b80dc1a09b

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Module Activities Reports Administration Help

BOMS Accounting: Mc

Find Find unposted Options Containing Find

Adjustments

1-5

Multi-select
Select all
De-select all

	Fund	Amou
vitness funding - 3rd Qtr	16-A541	$3,1
4th Qtr	16-CP55	$1,5
4th Qtr -cash portion	16-CP	$1,5
Lee County Witness Funding - 4th Qtr	16-A541	$10,0
March 2016 Payroll	16-GR01	$1

Adjustment Images History

Copy Edit

Description	March 2016 Payroll
Fund	16-GR01
Amount	$100.00
County	
Object code	
Department	
Account	
Invoice no	
Location	
Project	
Status	Encumbered
JAC date	03/24/2016
JAC no	02222
Hold	No
Certified	No
CF no	0
Cleared	No

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BOMS 11.46 - Google Chrome

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Module | Activities | Reports | Administration | Help | BOMS Accounting: McCarley, Robin | Logout

Find | Find unposted | Options | Containing | Find

Adjustments

1-5

Description	Fund	Ar
Hendry County - witness funding - 3rd Qtr	16-A541	$
HR Outsourcing - 4th Qtr	16-CP55	$
HR Outsourcing - 4th Qtr -cash portion	16-CP	$
Lee County Witness Funding - 4th Qtr	16-A541	$1
March 2016 Payroll	16-GR01	

Adjustment | Images | History

Copy | Edit

Description	March 2016 Payroll
Fund	16-GR01
Amount	$100.00
County	
Object code	
Department	
Account	
Invoice no	
Location	
Project	
Status	Encumbered
JAC date	03/24/2016
JAC no	02222
Hold	No
Certified	No
CF no	0
Cleared	No

BOMS 11.46

bomsweb/bomsweb/Pages/accounting_adjustment.aspx?__SID=773e4bb9-eb9b-419c-9de1-92b80dc1a09b

Apps | BOMS | MSN.com - Hotm | Imported From IE | DocumenTree.co | Charlotte County

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Module | Activities | Reports | Administration | Help

BOMS Accounting: Mc

Find | Find unposted | Options | Containing | Find

Adjustments

1-5

Description	d	Ar
Hendry County - witness f	A541	$
HR Outsourcing - 4th Qtr	CP55	$
HR Outsourcing - 4th Qtr	CP	$
Lee County Witness Fundi	A541	$1
March 2016 Payroll	16-GR01	

- Add
- Delete
- Post
- On hold
- Off hold
- Export to excel

Adjustment | Images | History

Copy | Edit

Description	March 2016 Payroll
Fund	16-GR01
Amount	$100.00
County	
Object code	
Department	
Account	
Invoice no	
Location	
Project	
Status	Encumbered
JAC date	03/24/2016
JAC no	02222
Hold	No
Certified	No
CF no	0
Cleared	No

bomsweb/bomsweb/Pages/accounting_adjustment.aspx?__SID=773e4bb9-eb9b-419c-9de1-92b80dc1a09b#

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Apps | BOMS | MSN.com - Hotm | Imported From IE | DocumenTree.co | Charlotte County

Module | Activities | Reports | Administration | Help | BOMS Accounting: McCarley, Robin | Logout

Find | Find unposted | Options | Containing | Find

Adjustments

Description	Fund	Ar
Hendry County - witness funding - 3rd Qtr	16-A541	$
HR Outsourcing - 4th Qtr	16-CP55	$
HR Outsourcing - 4th Qtr -cash portion	16-CP	$
Lee County Witness Funding - 4th Qtr	16-A541	$1
March 2016 Payroll	16-GR01	

Adjustment | Images | History

Copy | Edit

Description	March 2016 Payroll
Fund	16-GR01
Amount	$100.00
County	
Object code	
Department	
Account	
Invoice no	
Location	
Project	
Status	
JAC date	
JAC no	
Hold	
Certified	No
CF no	0
Cleared	No

Post Transaction

You are about to post one transaction

Click YES to post now

Yes | No

BOMS 11.46 - Google Chrome

bomsweb/bomsweb/Pages/accounting_journal_report.aspx?__SID=12ddaee3-dd3f-425d-a9c8-10a07617d1af

Apps BOMS MSN.com - Hotm Imported From IE DocumenTree.co Charlotte County

Module Activiti ey, Robin Logout

Clear Open repor

Entity

Period

Special condition

Sort by

Report

Page break on sort key change NO

Report: Journal: Total

Close Print Open as

Journal: Total by fund for 2015-2016

By Fund

SA20 @ 04/21/

16-WC01 (Salaries)

	Appropriations:	Released:
	$10,000.00	$10,000.00
Transfers:	$0.00	$0.00
Sub Total:	$10,000.00	$10,000.00
(Expenditures)+Deposit:	$(4,274.72)	$(4,274.72)
Total:	$5,725.28	$5,725.28
(Encumbrance):	$0.00	$0.00
Total Less Encumbrance:	$5,725.28	$5,725.28

Transfers

SARTF and Grants and Donations

1) Post to ____ _____ and GR Operations

Entering Transfers

Accounting Module

Activities→_____

Options→Add

BOMS 11.46

bomsweb/bomsweb/Pages/accounting_release.aspx?__SID=773e4bb9-eb9b-419c-9de1-92b80dc1a09b

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No records found

Module | Activities | Reports | Administration | Help

BOMS Accounting: Mc

Find | Fi

Releases

Layout | Show: Ledger transaction

- Purchase orders
- Invoices
- Batch sheets
- Vendors
- Travel
- Upload center
- Outbox
- Supplies
- Adjustments
- Appropriations
- Deposits
- Initial balances
- Refunds
- Releases ✔
- Transfers

Batch sheets

- Create batch sheets
- Submit batch sheets for approval
- Approve batch sheets
- Post batch sheets

Reconcile

- Funds
- Deposits
- Warrants
- Warrants by invoice

Travel forms

- Post advance
- Post authorization
- Post reimbursement

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BOMS 11.46

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Module | Activities | Reports | Administration | Help

BOMS Accounting: Mc

Find | Find unposted | Options | Containing | Find

Transfers

- Add
- Delete
- Post
- On hold
- Off hold
- Export to excel

ransfer | Images | History

opy | Edit

ansfer type	*	Amount	0
scription			
om fund		To fund	
om county	*	To county	*
om JAC date		To JAC date	
om JAC no		To JAC no	
Status			

bomsweb/bomsweb/Pages/accounting_transfer.aspx?__SID=773e4bb9-eb9b-419c-9de1-92b80dc1a09b#

Transfer Information

Description

Amount – required – highlighted in yellow

_____ – required – highlighted in yellow

_____ – required – highlighted in yellow

JAC Date

JAC No

→ Select "Save"

BOMS 11.46 - Google Chrome

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Module Activities Reports Administration Help

BOMS Accounting: McCarley, Robin Logout

Add transfer

Cancel Save Next Post Add another

Transfer type: Appropriation and funds

Description: VAWA March 2016

Amount: $100.00

From source: Trials-Legal Representation

To source: Trials-Legal Representation

From fund: 16-VA00 [Cash-VAWA - DV]

To fund: 16-GR01 [Salaries]

From county:

To county:

From JAC date: 04/15/2016

To JAC date: 04/15/2016

JAC no: 033333

To JAC no: 033333

Attach Images

Select Entry to attach image –

Click on box with ☑ and choose entry

(should be highlighted in yellow)

☑

Images – attach backup

Images Tab→ _____ _____

Date and Thru Date

Description – Optional

Drop files here or click to upload

bomsweb/bomsweb/Pages/accounting_transfer.aspx?__SID=773e4bb9-eb9b-419c-9de1-92b80dc1a09b

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Activities Reports Administration Help

BOMS Accounting: McCarley, Robi

nd unposted Options Containing Find

1-2

e	Description	Fi
n and funds	VAWA March 2016	1
n and funds	VAWA March 2016	1

Transfer Images History

Edit Delete Add files Layout Show: Related ledger transaction

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Module Activities Reports Administration Help

BOMS Accounting: McCarley, Robin Logout

Cancel Upload now

Date 04/14/2016

Thru date 04/14/2016

Category

Description

Drop files here or click to upload.

V_028771.pdf

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Attach Images Cont'd.

Click in the box

"Drop files here or click to upload"

Browser box appears choose file either insert or _____

Select "Upload Now"

BOMS 11.46 - Google Chrome

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Module Activities Reports Administration Help

BOMS Accounting: McCarley, Robin Logout

Cancel Upload now

Date 04/14/2016

Thru date 04/14/2016

Category

Description

Drop files here or click to upload.

0.6 MB

V_028771.p...

Delete

V_028771.pdf

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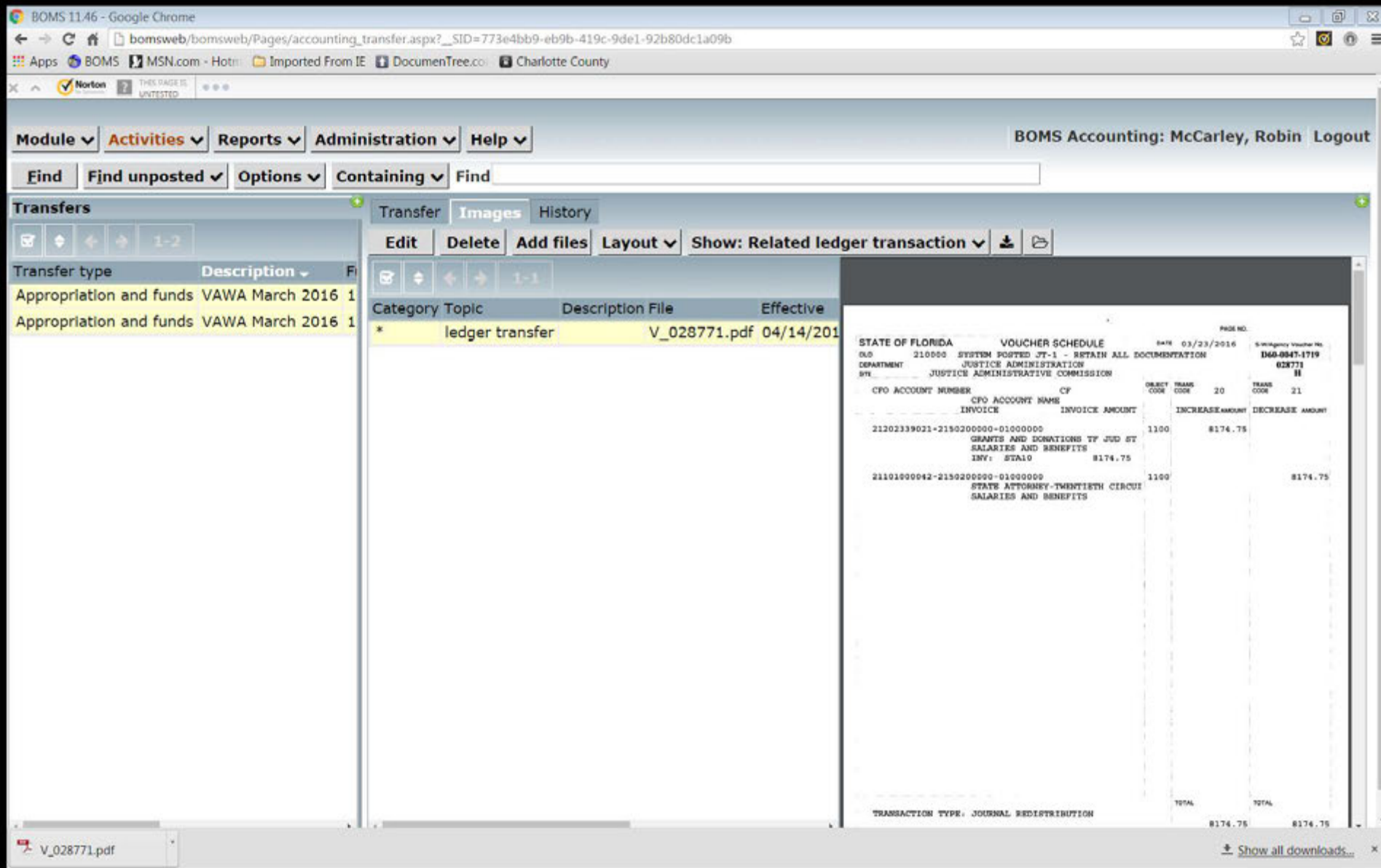
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Apps BOMS MSN.com - Hotm Imported From IE DocumenTree.co Charlotte County
Module Activities Reports Administration Help
BOMS Accounting: McCarley, Robin Logout
Find Find unposted Options Containing Find
Transfers
Transfer type Description
Appropriation and funds VAWA March 2016
Appropriation and funds VAWA March 2016
Transfer Images History
Edit Delete Add files Layout Show: Related ledger transaction
Category Topic Description File Effective
* ledger transfer V_028771.pdf 04/14/201
STATE OF FLORIDA VOUCHER SCHEDULE
03/23/2016
210000 SYSTEM POSTED JT-1 - RETAIN ALL DOCUMENTATION
JUSTICE ADMINISTRATION
JUSTICE ADMINISTRATIVE COMMISSION
CFO ACCOUNT NUMBER CF
CFO ACCOUNT NAME
INVOICE INVOICE AMOUNT
INCREASE AMOUNT DECREASE AMOUNT
21202339021-2150200000-01000000 1100 8174.75
GRANTS AND DONATIONS TF JUD ST
SALARIES AND BENEFITS
INV: STA10 8174.75
21101000042-2150200000-01000000 1100 8174.75
STATE ATTORNEY-TWENTIETH CIRCUI
SALARIES AND BENEFITS
TRANSACTION TYPE: JOURNAL REDISTRIBUTION
8174.75 8174.75
V_028771.pdf
Show all downloads...

Posting Transfers

Click on box with ☑ and choose "Multi-select"

Choose entries you want to post

Select – Options→Post

Choose - _____

BOMS 11.46

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Module Activities Reports Administration Help

BOMS Accounting: Mc

Find Find unposted Options Containing Find

Transfers

1-2

Multi-select
Select all
De-select all

	Description	F
funds	VAWA March 2016	1
funds	VAWA March 2016	1

Transfer Images History

Edit Delete Add files Layout Show: Related ledger transaction

1-1

Category	Topic	Description	File	Effective
*	ledger transfer		V_028771.pdf	04/14/201

STATE OF FLORIDA VOUCHER SCHEDULE DATE 03

OLO 210000 SYSTEM POSTED JT-1 - RETAIN ALL DOCUMENTATI

DEPARTMENT JUSTICE ADMINISTRATION

SITE JUSTICE ADMINISTRATIVE COMMISSION

CFO ACCOUNT NUMBER / CFO ACCOUNT NAME / INVOICE	CF / INVOICE AMOUNT	OBJECT CODE	TRANS CODE
21202339021-2150200000-01000000 GRANTS AND DONATIONS TF JUD ST SALARIES AND BENEFITS INV: STA10	8174.75	1100	INC
21101000042-2150200000-01000000 STATE ATTORNEY-TWENTIETH CIRCUI SALARIES AND BENEFITS		1100	

TOTAL

TRANSACTION TYPE: JOURNAL REDISTRIBUTION

bomsweb/bomsweb/Pages/accounting_transfer_gridview.aspx?__SID=773e4bb9-eb9b-419c-9de1-92b80dc1a09b#

V_028771.pdf

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Module | Activities | Reports | Administration | Help | BOMS Accounting: McCarley, Robin | Logout

Find | Find unposted | Options | Containing | Find

Transfers

Transfer type	Description
Appropriation and funds	VAWA March 201
Appropriation and funds	VAWA March 201

Transfer | Images | History

Edit | Delete | Add files | Layout | Show: Related ledger transaction

Category	Topic	Description	File	Effective
*	ledger transfer		V_028771.pdf	04/14/201

STATE OF FLORIDA VOUCHER SCHEDULE DATE 03/23/2016

OLD 210000 SYSTEM POSTED JT-1 - RETAIN ALL DOCUMENTATION D60-0847-1719

DEPARTMENT JUSTICE ADMINISTRATION 028771

SYS JUSTICE ADMINISTRATIVE COMMISSION H

CFO ACCOUNT NUMBER / CFO ACCOUNT NAME / INVOICE	INVOICE AMOUNT	OBJECT CODE	TRANS CODE 20 INCREASE AMOUNT	TRANS CODE 21 DECREASE AMOUNT
21202339021-2150200000-01000000 GRANTS AND DONATIONS TF JUD ST SALARIES AND BENEFITS INV: STA10	8174.75	1100	8174.75	
21101000042-2150200000-01000000 STATE ATTORNEY-TWENTIETH CIRCUI SALARIES AND BENEFITS		1100		8174.75

TOTAL TOTAL

V_028771.pdf

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BOMS 11.46

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Module | Activities | Reports | Administration | Help

BOMS Accounting: Mc

Find | Find unposted | Options | Containing | Find

Transfers

1-2

Transfer type	D
Appropriation and funds	V
Appropriation and funds	V

- Add
- Delete
- Post
- On hold
- Off hold
- Export to excel

ransfer | Images | History

Edit | Delete | Add files | Layout | Show: Related ledger transaction

1-1

tegory	Topic	Description	File	Effective
	ledger transfer		V_028771.pdf	04/14/201

STATE OF FLORIDA VOUCHER SCHEDULE DATE 03

OLO 210000 SYSTEM POSTED JT-1 - RETAIN ALL DOCUMENTATI

DEPARTMENT JUSTICE ADMINISTRATION

SITE JUSTICE ADMINISTRATIVE COMMISSION

CFO ACCOUNT NUMBER / CFO ACCOUNT NAME / INVOICE	CF / INVOICE AMOUNT	OBJECT CODE	TRANS CODE
21202339021-2150200000-01000000		1100	
GRANTS AND DONATIONS TF JUD ST			
SALARIES AND BENEFITS			
INV: STA10	8174.75		
21101000042-2150200000-01000000		1100	
STATE ATTORNEY-TWENTIETH CIRCUI			
SALARIES AND BENEFITS			

TOTAL

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V_028771.pdf

BOMS 11.46 - Google Chrome

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Module | Activities | Reports | Administration | Help | BOMS Accounting: McCarley, Robin | Logout

Find | Find unposted | Options | Containing | Find

Transfers

Transfer type	Description
Appropriation and funds	VAWA March 201
Appropriation and funds	VAWA March 201

Transfer | Images | History

Edit | Delete | Add files | Layout | Show: Related ledger transaction

Category	Topic	Description	File	Effective
*	ledger transfer		V_028771.pdf	04/14/201

Post Transaction

You are about to post one transfer

Click YES to post now

Yes | No

STATE OF FLORIDA VOUCHER SCHEDULE DATE 03/23/2016

OLD 210000 SYSTEM POSTED JT-1 - RETAIN ALL DOCUMENTATION

DEPARTMENT JUSTICE ADMINISTRATION

SYS JUSTICE ADMINISTRATIVE COMMISSION

D60-0047-1719 028771 H

CFO ACCOUNT NUMBER / CFO ACCOUNT NAME / INVOICE	INVOICE AMOUNT	OBJECT CODE	TRANS CODE 20 INCREASE AMOUNT	TRANS CODE 21 DECREASE AMOUNT
21202339021-2150200000-01000000 GRANTS AND DONATIONS TF JUD ST SALARIES AND BENEFITS INV: STA10	8174.75	1100	8174.75	
21101000042-2150200000-01000000 STATE ATTORNEY-TWENTIETH CIRCUI SALARIES AND BENEFITS		1100		8174.75

TOTAL TOTAL

V_028771.pdf

Show all downloads...

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Module Activiti ey, Robin Logout

Clear Open repor

Entity

Period

Special condition

Sort by

Report

Page break on sort key change NO

Report: Journal: Total

Close Print Open as

Journal: Total by fund for 2015-2016

By Fund

SA20 @ 04/21/

16-WC (Worthless Check)

	Appropriations:	Released:
	$0.00	$0.00
Transfers:	$(4,274.72)	$(4,274.72)
Sub Total:	$(4,274.72)	$(4,274.72)
(Expenditures)+Deposit:	$4,633.22	$4,633.22
Total:	$358.50	$358.50
(Encumbrance):	$0.00	$0.00
Total Less Encumbrance:	$358.50	$358.50

Office Depot Invoices - Message (HTML)

File | Message

Ignore | Junk | Delete | Reply | Reply All | Forward | Meeting | IM | More | Move to: ? | Team E-mail | Reply & Delete | To Manager | Done | Create New | Move | Rules | OneNote | Actions | Mark Unread | Categorize | Follow Up | Translate | Find | Related | Select | Zoom

Delete | Respond | Quick Steps | Move | Tags | Editing | Zoom

From: Gomez, Ingrid A.
To: .Finance
Cc:
Subject: Office Depot Invoices

Sent: Tue 3/29/2016 10:06 AM

Message | Office Depot_829051435001.pdf (356 KB) | Office Depot_829051574001.pdf (54 KB) | Office Depot_829074932001.pdf (58 KB) | Office Depot_830940823001.pdf (60 KB) | Officer Depot_829074932002.pdf (54 KB)

Ingrid Gomez
Mail Room/Switchboard
State Attorney's Office
Twentieth Judicial Circuit
igomez@sao.cjis20.org
(239) 533-1000

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Office Depot_830940823001.pdf - Adobe Reader

File Edit View Window Help

Open 1 / 1 124% Tools Fill & Sign Comment

ORIGINAL INVOICE

10000

Office DEPOT

Office Depot, Inc
PO BOX 630813
CINCINNATI OH
45263-0813

THANKS FOR YOUR ORDER
IF YOU HAVE ANY QUESTIONS
OR PROBLEMS. JUST CALL US
FOR CUSTOMER SERVICE ORDER: (888) 263-3423
FOR ACCOUNT: (800) 721-6592

FEDERAL ID:59-2663954

INVOICE NUMBER	AMOUNT DUE	PAGE NUMBER
830940823001	93.66	Page 1 of 1
INVOICE DATE	TERMS	PAYMENT DUE
24-MAR-16	Net 30	23-APR-16

BILL TO:

001292-000062

ATTN: ACCTS PAYABLE
ST ATTY'S OFC 20THCIR
PO BOX 399
FT MYERS FL 33902-0399

SHIP TO:

000062

ST ATTORNEY'S OFC 20THCIR
STE 602
3315 TAMIAMI TRL E
NAPLES FL 34112-5334

ACCOUNT NUMBER	PURCHASE ORDER	SHIP TO ID	ORDER NUMBER	ORDER DATE	SHIPPED DATE
33728088	16-00028	3315ETAMIA	830940823001	23-MAR-16	24-MAR-16

BILLING ID	ACCOUNT MANAGER	RELEASE	ORDERED BY	DESKTOP	COST CENTER
120835			DAWN FINGER		

CATALOG ITEM #/ MANUF CODE	DESCRIPTION/ CUSTOMER ITEM #	U/M	QTY ORD	QTY SHP	QTY B/O	UNIT PRICE	EXTENDED PRICE
211193 70425	FILE,EXP,TUFF,LTR,A-Z,LTHR 211193	EA	4	4	0	6.070	24.28

COMMENTS: Replacement

Sign In

Export PDF

Create PDF

Adobe PDF Pack

Convert files to PDF and easily combine them with other file types with a paid subscription.

Select File to Convert to PDF:

Select File

Edit PDF

Send Files

Store Files

Add Invoice Stamp to Invoice

Invoice stamp – setup in Adobe

_____ – Add Stamp Icon

Standard Business – Choose Stamp

Place stamp on invoice – click and drag

_____ – Select Add Text

Enter dates to complete stamp

Add ☑ and initials on invoice total

Save Invoice

Office Depot_830940823001.pdf - Adobe Reader

File Edit View Window Help

Open | 1 / 1 | 161% | Tools | Fill & Sign | Comment

	COMMENTS:	Replacement						
156385 W21421		SHEET 156385	BX	4	4	0	5.230	20.92
	COMMENTS:	Replacement						
968455 3200716B		POUCH,LAM,LTR SZ,5ML,CL 968455	BX	1	1	0	27.460	27.46
	COMMENTS:	Replacement						
475823 OD64425		chairmat,econo,45x53,wide 475823	EA	1	1	0	21.000	21.00
	COMMENTS:	Switchboard Need						

001292-000062

Date Invoice Received:	3/29/16	SUB-TOTAL	93.66
Date Goods Received:	3/24/16		
Date Goods Insp, Inv & Approved:	4/1/16	DELIVERY	0.00
Sent/Scanned to JAC:	4/4/16		
Date W9 Verified:		SALES TAX	0.00
All amounts are based on USD currency		TOTAL	93.66

To return supplies, please repack in original box and insert our packing list, or copy of this invoice. Please note problem so we may issue credit or replacement, whichever you prefer. Please do not ship collect. Please do not return furniture or machines until you call us first for instructions. Shortage or damage must be reported within 5 days after delivery.

kfm

▲ DETACH HERE ▲

CUSTOMER NAME	BILLING ID	INVOICE NUMBER	INVOICE DATE	INVOICE AMOUNT	AMOUNT ENCLOSED
ST ATTY'S OFC 20THCIR	120835	830940823001	24-MAR-16	93.66	

Fill & Sign Tools

Add Text

Add Checkmark

Place Initials

Place Signature

Send or Collect Signatures

Work with Certificates

Processing Invoices – BOMS Web

Accounting Module

Activities→_____

Options→Add from PO or Add without PO

BOMS 11.46

bomsweb/bomsweb/Pages/accounting_po.aspx?__SID=4852d1cc-17d5-4719-b8a3-baac34571759

Apps | BOMS | MSN.com - Hotm | Imported From IE | DocumenTree.co | Charlotte County

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No records found

Module | Activities | Reports | Administration | Help

BOMS Accounting: McCarley, Robin | Logout

Find | Fi

Purchase o

do print date | Balance | Reports

- Purchase orders ✔
- Invoices
- Batch sheets
- Vendors
- Travel
- Upload center
- Outbox
- Supplies
- Adjustments
- Appropriations
- Deposits
- Initial balances
- Refunds
- Releases

Batch sheets

- Create batch sheets
- Submit batch sheets for approval
- Approve batch sheets
- Post batch sheets

Reconcile

- Funds
- Deposits
- Warrants
- Warrants by invoice

Travel forms

- Post advance
- Post authorization
- Post reimbursement

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4/11/2016

BOMS 11.46

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Apps | BOMS | MSN.com - Hotm | Imported From IE | DocumenTree.co | Charlotte County

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Module | Activities | Reports | Administration | Help

BOMS Accounting: McCarley, Robin | Logout

Find | Find unposted | Options | Containing | Find

Export to excel
Add Without PO
Copy invoice
Add from PO
Add from travel advances
Add from travel expenses
Add from travel registration fees
Void invoice

Batch sheets
Add suffix to batch no
Undo Batch
Undo Submit

UMBERED | Payee: FRED'S AWARD WORLD

Invoices

1-14

Fund name	County	Invoice no
15-LC16	0	109922-lc
15-LC16	0	20343-lc
15-LC17	0	2L-8927-lc
15-LC17	0	13431029
15-LC17	0	19944102
15-LC17	0	54310292
15-LC37	0	BBT6039-lc
16-CH02	8	9762578169
16-CH19	8	160331-0158
16-CH21	8	16-40261
16-CH89	8	540641

		Vendor	Fred's Award World Vendor No: F592329934001 3512 Palm Beach Blvd. Fort Myers, FL 33916-
		Type	Regular
		JAC no	
Goods received		JAC date	
Approval date	11/25/2015	Check no	

Line items

bomsweb/bomsweb/Pages/accounting_invoice.aspx?__SID=4852d1cc-17d5-4719-b8a3-baac34571759#

2:59 PM
4/11/2016

BOMS 11.46

bomsweb/bomsweb/Pages/accounting_invoice.aspx?__SID=4852d1cc-17d5-4719-b8a3-baac34571759

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Module | Activities | Reports | Administration | Help

BOMS Accounting: McCarley, Robin | Logout

Find | Find unposted | Options | Containing | Find

Export to excel
Add Without PO
Copy invoice
Add from PO
Add from travel advances
Add from travel expenses
Add from travel registration fees
Void invoice

Batch sheets
Add suffix to batch no
Undo Batch
Undo Submit

UMBERED | Payee: FRED'S AWARD WORLD

Invoices

1-14

Fund name	County	Invoice no
15-LC16	0	109922-lc
15-LC16	0	20343-lc
15-LC17	0	2L-8927-lc
15-LC17	0	13431029
15-LC17	0	19944102
15-LC17	0	54310292
15-LC37	0	BBT6039-lc
16-CH02	8	9762578169
16-CH19	8	160331-0158
16-CH21	8	16-40261
16-CH89	8	540641

		Vendor	Fred's Award World Vendor No: F592329934001 3512 Palm Beach Blvd. Fort Myers, FL 33916-
		Type	Regular
		JAC no	
Goods received		JAC date	
Approval date	11/25/2015	Check no	

Line items

bomsweb/bomsweb/Pages/accounting_invoice.aspx?__SID=4852d1cc-17d5-4719-b8a3-baac34571759#

3:00 PM
4/11/2016

Create Invoice from PO

- Type in _____
- Select appropriate PO
- Select _____

BOMS 11.46 - Google Chrome

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Module Activities

arley, Robin Logout

Select PO

Cancel Create Back Next

8309408231test

Trials

15-00152	Salaries - Overtime/Annual Lea	$1413.05
15-00153	Other Personal Services - Payr	$4379.60
15-00154	Salary Incentive - Payroll	$1388.93
15-00156	Salaries - Overtime/Annual Lea	$2793.72
16-00004	American High-Tech Transcripti	$9000.00
16-00005	Barnes Reporting	$6000.00
16-00006	BlueBird/Checker/Yellow	$8000.00
16-00007	Board of Collier County Commis	$9000.00
16-00008	Clerk of Courts - Linda Dogget	$35000.00
16-00009	Clerk of Courts - Linda Dogget	$700.00
16-00010	Clerk of Courts, Barbara T. Sc	$6000.00
16-00011	Coastal M.R.O., Inc.	$1800.00
16-00012	Department of Management Servi	$1200.00
16-00013	DepoTek	$18000.00
16-00015	Federal Express Corporation	$1500.00
16-00016	Federal Express Corporation	$2500.00
16-00017	Gerard A. McHale, Jr. PA	$70000.00
16-00018	Gregory Court Reporting Servic	$32000.00
16-00019	Hendry County Board of County	$2500.00

Invoice header

Invoice no
Invoice total
Invoice date
Invoice received
Goods received
Approval date
Batch date
Batch no
Fund
Type
Payee name
Batch code
JT Ben object
JT Ben category
JAC no
JAC date

te Copy line

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Module | Activities | arley, Robin | Logout

Select PO

Cancel | Create | Back | Next

16-00026	Merit Court Reporting	$18000.00
16-00027	N Fort Myers Grease Monkey & C	$2000.00
16-00028	Office Depot	$35000.00
16-00029	Office Depot	$5000.00
16-00030	Palm Printing/Printer Ink Corp	$15000.00
16-00031	Paper Fish Printing Inc.	$200.00
16-00034	Terry Wynter Auto Service	$25000.00
16-00035	Thomson West	$100800.00
16-00036	Thomson West	$86000.00
16-00037	Timothy Dougherty, MD, FAAEM,	$30000.00
16-00038	TLO, LLC	$1320.00
16-00039	Troy Fain Insurance, Inc.	$3000.00
16-00040	West Government Services	$3256.20
16-00041	Wright Express, WEX Fleet Univ	$70000.00
16-00042	JM Todd Inc.,	$139.67
16-00043	JM Todd Inc.,	$690.00
16-00044	JM Todd Inc.,	$65.00
16-00045	JM Todd Inc.,	$855.00
16-00046	JM Todd Inc.,	$570.00
16-00049	The Florida Bar	$1650.00
16-00051	ADECCO	$200000.00

ie to names on invoice? Yes

Invoice header

Invoice no
Invoice total
Invoice date
Invoice received
Goods received
Approval date
Batch date
Batch no
Fund
Type
Payee name
Batch code
JT Ben object
JT Ben category
JAC no
JAC date

te | Copy line

PO Information from Invoice

PO information from previous usage

Mark the "_____" box

Complete the description, quantity, unit cost

Select _____

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Module | Activities | arley, Robin | Logout

Cancel | Create | Back | Next | Select all | De-select all

1-1

Qty received	Billed to date	Encumbrance	Include	Description	Quantity
215.00	$26,424.41	$8,575.59	☑	Office supplies	1.00

Invoice header

- Invoice no
- Invoice total
- Invoice date
- Invoice received
- Goods received
- Approval date
- Batch date
- Batch no
- Fund
- Type
- Payee name
- Batch code
- JT Ben object
- JT Ben category
- JAC no
- JAC date

ete | Copy line

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Module | Activities | arley, Robin | Logo

Cancel | Create | Back | Next | Select all | De-select all

1-1

Copy line

Invoice header

- Invoice no
- Invoice total
- Invoice date
- Invoice received
- Goods received
- Approval date
- Batch date
- Batch no
- Fund
- Type
- Payee name
- Batch code
- JT Ben object
- JT Ben category
- JAC no
- JAC date

d to date	Encumbrance	Include	Description	Quantity	Unit cost
,424.41	$8,575.59	☑	Office supplies	1.00	$93.66

BOMS 11.46 - Google Chrome

bomsweb/bomsweb/Pages/accounting_invoice_add_po.aspx?__SID=4852d1cc-17d5-4719-b8a3-baac34571759

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Module | Activities | Reports | Administration | Help

BOMS Accounting: McCarley, Robin | Logout

Invoice header

Invoice no	8309408231test
Invoice total	$93.66
Invoice date	
Invoice received	
Goods received	
Approval date	
Batch date	
Batch no	*
Fund	16-GR55 [General Revenue Operati
Type	Regular
Payee name	Office Depot
Batch code	
JT Ben object	
JT Ben category	
JAC no	
JAC date	
Check no	

Cancel | Save | Next invoice | Add + | Edit | Delete | Copy line

Line items

1-1

Cf no	County	Description	Category	Quantity	Unit cost	Amount	Object	Dep
0		Office supplies	*	1.00	$93.66	$93.66	341018	ALL

Invoice Information

Complete the following:

Invoice Date

Invoice Recd

Goods Recd

_____ _____

BOMS 11.46

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Module | Activities | Reports | Administration | Help

BOMS Accounting: McCarley, Robin | Logout

Invoice header

Invoice no	8309408231test
Invoice total	$93.66
Invoice date	03/24/2016
Invoice received	03/29/2016
Goods received	03/24/2016
Approval date	04/01/2016
Batch date	
Batch no	*
Fund	16-GR55 [General Revenue Operati
Type	Regular
Payee name	Office Depot
Batch code	
JT Ben object	
JT Ben category	
JAC no	
JAC date	
Check no	

Cancel | Save | Next invoice | Add + | Edit | Delete | Copy line

Line items

1-1

Cf no	County	Description	Category	Quantity	Unit cost	Amount	Object	Dep
0		Office supplies	*	1.00	$93.66	$93.66	341018	ALL

bomsweb/bomsweb/Pages/accounting_invoice_add_po.aspx?__SID=4852d1cc-17d5-4719-b8a3-baac34571759#

3:47 PM
4/11/2016

Entering Invoice Detail

Select _____

Enter additional information if applicable such as county, category, department, account, location, charge to, etc.

Module | Activities | Reports | Administration | Help

BOMS Accounting: McCarley, Robin Logout

Invoice header

Invoice no	8309408231test
Invoice total	$93.66
Invoice date	03/24/2016
Invoice received	03/29/2016
Goods received	03/24/2016
Approval date	04/01/2016
Batch date	
Batch no	*
Fund	16-GR55 [General Revenue Operations]
Type	Regular
Payee name	Office Depot
Batch code	
JT Ben object	
JT Ben category	
JAC no	
JAC date	
Check no	
Mailed date	
Facts Contract no	
Certified forward	No
Prior year payment	No
Hold	No
Close PO when posting	No
PO no	16-00028
Comments	

Cancel | Save | Next invoice | Add + | Edit | Delete | Copy line

Line items

1-1

Cf no	County	Description	Category	Quantity	Unit cost	Amount	Object	Department	Account	Ca
0		Office Supplies	*	1.00	$93.66	$93.66	341018	ALL	001	

Edit

Cancel | Save | Next line

Description	Office Supplies
Quantity	1.00
Unit cost	$93.66
Cf no	0
County	
Category	
Object	341018 SUPPLIES - OFFICE - CONSUMABLE
Department	ALL [All Counties]
Account	001 [Office Supplies]
Charge to	*
Location	Fort Myers
Project	
Case	Edit Add
Property no	

Select _____ to accept any changes made

Select _____ again to save the entire invoice

BOMS 11.46

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Module | Activities | Reports | Administration | Help | BOMS Accounting: McCarley, Robin | Logout

Invoice header

Invoice no	8309408231test
Invoice total	$93.66
Invoice date	03/24/2016
Invoice received	03/29/2016
Goods received	03/24/2016
Approval date	04/01/2016
Batch date	
Batch no	*
Fund	16-GR55 [General Revenue Operati
Type	Regular
Payee name	Office Depot
Batch code	
JT Ben object	0
JT Ben category	0
JAC no	
JAC date	

Cancel | Save | Next invoice | Add + | Edit | Delete | Copy line

Line items

1-1

Cf no	County	Description	Category	Quantity	Unit cost	Amount	Object	Dep
0	Lee	Office supplies	*	1.00	$93.66	$93.66	341018	ALL

bomsweb/bomsweb/Pages/accounting_invoice_add_po.aspx?__SID=4852d1cc-17d5-4719-b8a3-baac34571759#

3:59 PM
4/11/2016

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Find | Find unposted | Options | Containing | Find

Invoices

1-15

Vendor
Stanbro, Debbie
Stanbro, Debbie
Office Depot
Fred's Award World
Fiber Solutions of SW FL
Department of Management Servi
AnswerFirst Communications
AnswerFirst Communications
AnswerFirst Communications
CDW-G
Verizon Wireless Services

Invoice no: 8309408231TEST | Status: ENCUMBERED | Payee: OFFICE DEPOT

Invoice | Cases | Images | History

Edit | Add line | Copy line | Edit line

Header

Invoice no	8309408231test	Vendor	Office Depot Vendor No: F592663954001 P.O. Box 633211 Cincinnati, OH 45263-3211
Invoice date	03/24/2016	Type	Regular
Invoice received	03/29/2016	JAC no	
Goods received	03/24/2016	JAC date	
Approval date	04/01/2016	Check no	
Batch date		Mailed	

Line items

Cf no	County	Description	Category	Quantity	Unit cost	Amount	Object	Department	Account	Case no	Char
0	Lee	Office supplies	*	1.00	$93.66	$93.66	341018	ALL	001		*

Adding Images Invoice/Packing Slip

Invoice – _____

Select Images Tab

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Norton | THIS PAGE IS UNTESTED

Module | Activities | Reports | Administration | Help | BOMS Accounting: McCarley, Robin | Logout

Find | Find unposted | Options | Containing | Find

Invoices

1-15

Vendor
Stanbro, Debbie
Stanbro, Debbie
Office Depot
Fred's Award World
Fiber Solutions of SW FL
Department of Management Servi
AnswerFirst Communications
AnswerFirst Communications
AnswerFirst Communications
CDW-G
Verizon Wireless Services

Invoice no: 8309408231TEST | Status: ENCUMBERED | Payee: OFFICE DEPOT

Invoice | Cases | Images | History

Edit | Delete | Add files | Layout | Show: Invoice

Attach Files

Select: _____

Date and Date Thru: Complete Dates

Category: Packing Slips or Invoices

Click "Drop Files Here or click to upload"

Browse files and select file to add

Select **"Upload Now"**

BOMS 11.46

bomsweb/bomsweb/Pages/accounting_invoice_image_upload.aspx?__SID=4852d1cc-17d5-4719-b8a3-baac34571759

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Module | Activities | Reports | Administration | Help

BOMS Accounting: McCarley, Robin | Logout

Invoice no: 8309408231TEST | Status: ENCUMBERED | Payee: OFFICE DEPOT

Cancel | Upload now

Date 04/11/2016

Thru date 04/11/2016

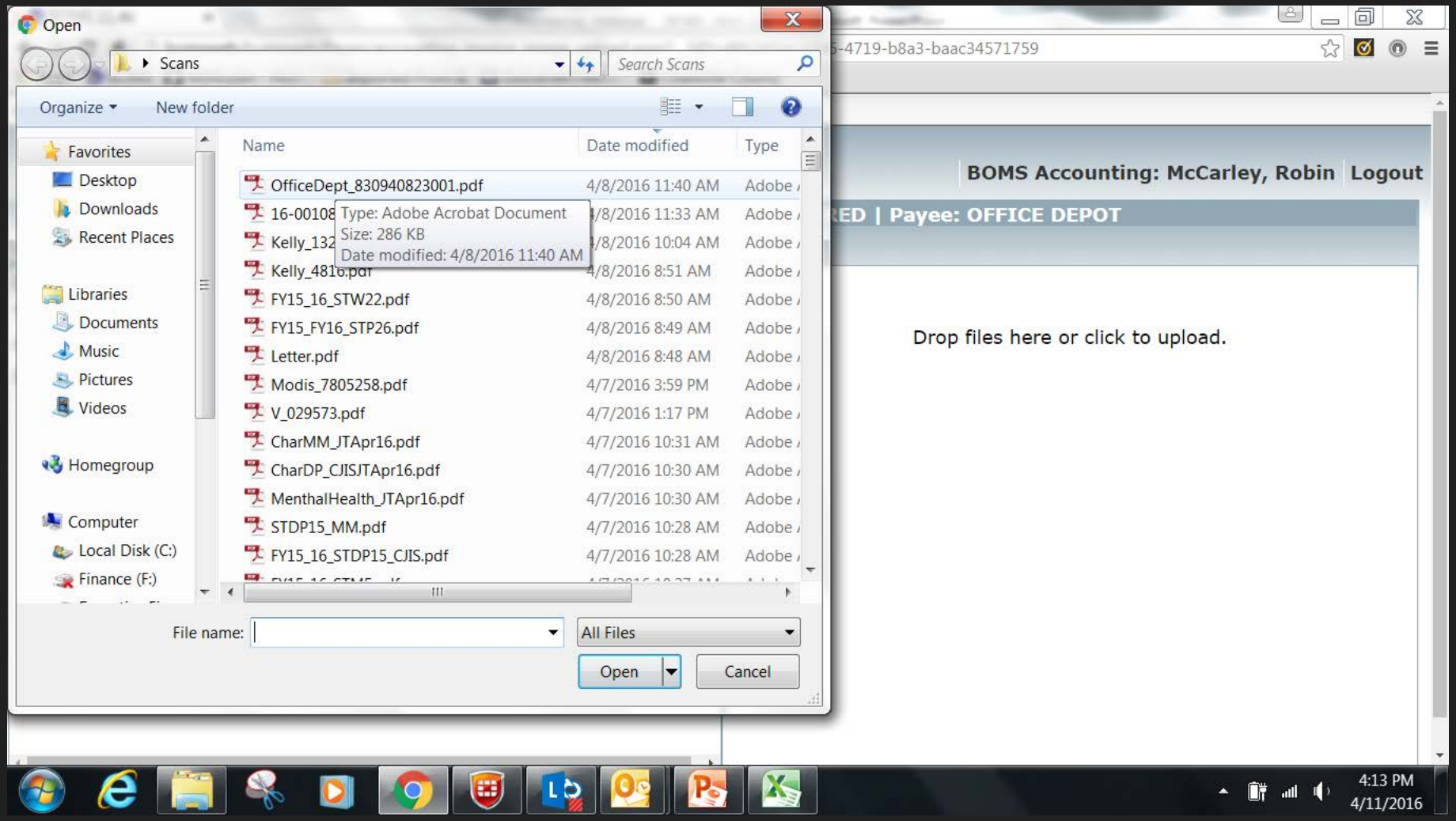
Category Invoices

Description

- Invoices
- Misc.- Other
- Packing Slip

Drop files here or click to upload.

4:12 PM
4/11/2016


Open
Scans
Search Scans
Organize
New folder
Favorites
Desktop
Downloads
Recent Places
Libraries
Documents
Music
Pictures
Videos
Homegroup
Computer
Local Disk (C:)
Finance (F:)
Name
Date modified
Type
OfficeDept_830940823001.pdf 4/8/2016 11:40 AM Adobe
16-00108 4/8/2016 11:33 AM Adobe
Kelly_132 4/8/2016 10:04 AM Adobe
Kelly_4816.pdf 4/8/2016 8:51 AM Adobe
FY15_16_STW22.pdf 4/8/2016 8:50 AM Adobe
FY15_FY16_STP26.pdf 4/8/2016 8:49 AM Adobe
Letter.pdf 4/8/2016 8:48 AM Adobe
Modis_7805258.pdf 4/7/2016 3:59 PM Adobe
V_029573.pdf 4/7/2016 1:17 PM Adobe
CharMM_JTApr16.pdf 4/7/2016 10:31 AM Adobe
CharDP_CJISJTApr16.pdf 4/7/2016 10:30 AM Adobe
MenthalHealth_JTApr16.pdf 4/7/2016 10:30 AM Adobe
STDP15_MM.pdf 4/7/2016 10:28 AM Adobe
FY15_16_STDP15_CJIS.pdf 4/7/2016 10:28 AM Adobe
Type: Adobe Acrobat Document
Size: 286 KB
Date modified: 4/8/2016 11:40 AM
File name:
All Files
Open
Cancel
-4719-b8a3-baac34571759
BOMS Accounting: McCarley, Robin
Logout
ED | Payee: OFFICE DEPOT
Drop files here or click to upload.
4:13 PM
4/11/2016

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Module | Activities | Reports | Administration | Help

BOMS Accounting: McCarley, Robin | Logout

Invoice no: 8309408231TEST | Status: ENCUMBERED | Payee: OFFICE DEPOT

Cancel | Upload now

Date 04/11/2016

Thru date 04/11/2016

Category Invoices

Description

Drop files here or click to upload.

0.3 MB

OfficeDept_..

Delete

BOMS 11.46

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Module | Activities | Reports | Administration | Help

BOMS Accounting: McCarley, Robin | Logout

Invoice no: 8309408231TEST | Status: ENCUMBERED | Payee: OFFICE DEPOT | 1 Invoice image

Cancel | Upload now

Date 04/11/2016

Thru date 04/11/2016

Category Packing Slip

Description

Drop files here or click to upload.

0.2 MB

Office Depo..

Delete

bomsweb/bomsweb/Pages/accounting_invoice_image_upload.aspx?__SID=4852d1cc-17d5-4719-b8a3-baac34571759#

4:17 PM
4/11/2016

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Module | Activities | Reports | Administration | Help | BOMS Accounting: McCarley, Robin | Logout

Find | Find unposted | Options | Containing | Find

Invoices

1-15

Fund name	County	Invoice no
16-GR55	11	442016
16-GR55	36	442016
16-GR55	36	8309408231test
15-LC16	0	109922-lc
15-LC16	0	20343-lc
15-LC17	0	2L-8927-lc
15-LC17	0	134310292015-lc
15-LC17	0	1994410292015-
15-LC17	0	543102922015-lc
15-LC37	0	BBT6039-lc
16-CH02	8	9762578169

Invoice no: 8309408231TEST | Status: ENCUMBERED | Payee: OFFICE DEPOT | 2 Invoice images

Invoice | Cases | Images | History

Edit | Delete | Add files | Layout | Show: Invoice

1-2

Invoice no	Category	Topic	Description
8309408231test	Invoices	invoice	
8309408231test	Packing Slip	invoice	

ORIGINAL INVOICE 10000

Office DEPOT

Office Depot, Inc
PO BOX 630813
CINCINNATI OH
45263-0813

FEDERAL ID:59-2663954

THANKS FOR YOUR ORDER
IF YOU HAVE ANY QUESTIONS OR PROBLEMS, JUST CALL US
FOR CUSTOMER SERVICE ORDER: (888) 263-3423
FOR ACCOUNT: (800) 721-6592

INVOICE NUMBER	AMOUNT DUE	PAGE NUMBER
83094082300I	93.66	Page 1 of 1
INVOICE DATE	TERMS	PAYMENT DUE
24-MAR-16	Net 30	23-APR-16

BILL TO:
ATTN: ACCTS PAYABLE
ST ATTY'S OFC 20THCIR
PO BOX 399
FT MYERS FL 33902-0399

SHIP TO:
ST ATTORNEY'S OFC 20THCIR
STE 602
3315 TAMIAMI TRL E
NAPLES FL 34112-5334

ACCOUNT NUMBER	PURCHASE ORDER	SHIP TO ID	ORDER NUMBER	ORDER DATE	SHIPPED DATE
53728088	16-00028	3315ETAMIA	83094082300I	23-MAR-16	24-MAR-16

BILLING ID	ACCOUNT MANAGER	RELEASE	ORDERED BY	DESKTOP	COST CENTER
120835			DAWN FINGER		

CATALOG ITEM #/ MANUF CODE	DESCRIPTION/ CUSTOMER ITEM #	U/M	QTY ORD	QTY SHP	QTY B/O	UNIT PRICE	EXTENDED PRICE
211193 70425	FILE,EXP,TUFF,LTR,A-Z,LTHR 211193	EA	4	4	0	6.070	24.28
COMMENTS:	Replacement						
156385 W21421	SHEET 156385	BX	4	4	0	5.230	20.92
COMMENTS:	Replacement						

BOMS 11.46 - Google Chrome

bomsweb/bomsweb/Pages/accounting_invoice.aspx?__SID=4852d1cc-17d5-4719-b8a3-baac34571759

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Module | Activities | Reports | Administration | Help | BOMS Accounting: McCarley, Robin | Logout

Find | Find unposted | Options | Containing | Find

Invoices

1-15

Fund name	County	Invoice no
16-GR55	11	442016
16-GR55	36	442016
16-GR55	36	8309408231test
15-LC16	0	109922-lc
15-LC16	0	20343-lc
15-LC17	0	2L-8927-lc
15-LC17	0	134310292015-lc
15-LC17	0	1994410292015-
15-LC17	0	543102922015-lc
15-LC37	0	BBT6039-lc
16-CH02	8	9762578169

Invoice no: 8309408231TEST | Status: ENCUMBERED | Payee: OFFICE DEPOT | 2 Invoice images

Invoice | Cases | Images | History

Edit | Delete | Add files | Layout | Show: Invoice

1-2

Invoice no	Category	Topic	Description
8309408231test	Invoices	invoice	
8309408231test	Packing Slip	invoice	

Office DEPOT

*** PACKING LIST ***

Page 1 of 1

OFFICE DEPOT
1-800-GO-DEPOT
2825 W. CORPORATE LAKES BLVD.
WESTON FL 33331

Order Number 830940823-001

Order Summary

Shipping Address
00005
ST ATTORNEY'S OFC 20THCIR
3315 TAMIAMI TRL E
STE 602
NAPLES FL 34112-5334

Customer Information
Customer#: 33728088
Contact: DAWN FINGER
Phone#: 239-252-8030

Carton Counts
Repack / Split Case 1
Full Case 0
Bulk 1
Total 2

Additional Information
PO # 16-00028 FY15/16 OFFICE SUPPLI
Route/Stop/Door: 0055/000/016
Order Date: 23-Mar-2016
Delivery Date: 24-Mar-2016

Item Details

Line	Quantity Ordered	Quantity Shipped	Quantity Back Ordered	Item Number / Mfgr Code / Customer Code	Description	Units	Unit Price	Total	Carton ID
1	4	4	0	211193	FILE,EXP,TUFF,LTR,A-Z,LTHR	EACH	6.070	24.28	52208801

Batch Sheet

Activities→_____

Select **Entity & Batching Methodology**

Select _____

Select **Invoices** to Batch

Select **"Create"**

BOMS 11.46

bomsweb/bomsweb/Pages/accounting_invoice.aspx?__SID=4852d1cc-17d5-4719-b8a3-baac34571759

Apps | BOMS | MSN.com - Hotm | Imported From IE | DocumenTree.co | Charlotte County

Norton | THIS PAGE IS UNTESTED

Module | Activities | Reports | Administration | Help

BOMS Accounting: McCarley, Robin | Logout

Find | Fi

Invoices

Fund name

16-GR55
16-GR55
16-GR55
15-LC16
15-LC16
15-LC17
15-LC17
15-LC17
15-LC17
15-LC37
16-CH02

Purchase orders
Invoices ✔
Batch sheets
Vendors
Travel
Upload center
Outbox
Supplies
Adjustments
Appropriations
Deposits
Initial balances
Refunds
Releases

Batch sheets
Create batch sheets
Submit batch sheets for approval
Approve batch sheets
Post batch sheets

Reconcile
Funds
Deposits
Warrants
Warrants by invoice

Travel forms
Post advance
Post authorization
Post reimbursement

| Status: ENCUMBERED | Payee: OFFICE DEPOT | 2 Invoice image

ory

yout | Show: Invoice

pic | Description

voice
voice

Office DEPOT *** PACKING LIST ***

Page 1 of 1

OFFICE DEPOT
1-800-GO-DEPOT
2925 W. CORPORATE LAKES BLVD.
WESTON FL 33331

Order Number: 830940823-001

Order Summary

Shipping Address
00005
ST ATTORNEY'S OFC 20THCIR
3315 TAMIAMI TRL E
STE 902
NAPLES FL 34112-5334

Customer Information
Customer#: 33728088
Contact: DAWN FINGER
Phone#: 239-252-8030

Carton Counts
Repack / Split Case 1
Full Case 0
Bulk 1
Total 2

Additional Information
PO # 16-00028 FY15/16 OFFICE SUPPLI
Route/Stop/Door: 0055/000/016
Order Date: 23-Mar-2016
Delivery Date: 24-Mar-2016

Item Details

Line	Quantity Ordered	Quantity Shipped	Quantity Back Ordered	Item Number / Mfgr Code / Customer Code	Description	Units	Unit Price	Total	Carton ID
1	4	4	0	211193	FILE,EXP,TUFF,LTR,A-Z,LTHR	EACH	6.070	24.28	52208801

bomsweb/bomsweb/Pages/accounting_invoice.aspx?__SID=4852d1cc-17d5-4719-b8a3-baac34571759#

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4/11/2016

BOMS 11.46 - Google Chrome

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Module Activities Reports Administration Help

BOMS Accounting: McCarley, Robin Logout

New Batch

Back Next

Entity Trials

Batching methodology State of Florida

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Module Activities Reports Administration Help

BOMS Accounting: McCarley, Robin Logout

Back Next

Fund

16-GR55 [General Revenue Operations]

BOMS 11.46

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Module Activities Reports Administration Help

BOMS Accounting: McCarley, Robin Logout

Back Next Create

Create batch for selected invoices

1-4

	Batch as	Fund	Payee	Object code	Employee	Invoice no	Amount
☑	Regular	16-GR55	Office Depot	341018		8309408231test	$93.66
☐	Regular	16-GR55	Stanbro, Debbie	210000		442016	$41.52
☐	Regular	16-GR55	Stanbro, Debbie	341000		442016	$39.99
☐	Regular	16-GR55	Stanbro, Debbie	341022		442016	$457.44

bomsweb/bomsweb/Pages/accounting_batchsheet_add.aspx?__SID=4852d1cc-17d5-4719-b8a3-baac34571759#

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4/11/2016

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One invoice successfully batched!

Module Activities Reports Administration Help

BOMS Accounting: McCarley, Robin Logout

Excel Options

New Batch(s) successfully created

1-1

Batch no	Payee	Object code	Employee	Invoice no	Type of batch	Special instructions
16-1070	Office Depot	341018	*	8309408231test	Regular	

Submission of Batch Sheets

Activities → _____

"You are about to abandon New Batch"– select OK

Select Submit and choose "Ok"

Review the batch sheet, object code, and attachments

If you don't want to send an attachment, click on attachment, select "Image Options" and change E-batch to "_____" and select "Save"

Select "Submit"

Email to Approver that batch is ready to be approved

BOMS 11.46

bomsweb/bomsweb/Pages/accounting_batchsheet_add.aspx?__SID=4852d1cc-17d5-4719-b8a3-baac34571759

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One invoice successfully batched!

Module | Activities | Reports | Administration | Help

BOMS Accounting: McCarley, Robin | Logout

Excel | Op

New Batch(

| Batch no | Pa | | |

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One invoice successfully batched!

Module Activities Reports Administration Help

BOMS Accounting: McCarley, Robin Logout

Excel Options

New Batch(s) successfully created

1-1

Batch no	Payee	Object code	Employee	Invoice r	s
16-1070	Office Depot	341018	*	8309408	

Please confirm...

You are about to abandon New Batch!

Cancel OK

BOMS 11.46

bomsweb/bomsweb/Pages/accounting_batchsheet_submit.aspx?__SID=4852d1cc-17d5-4719-b8a3-baac34571759

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Module Activities Reports Administration Help

BOMS Accounting: McCarley, Robin Logout

Submit

Submit batch sheets for approval

1-15

Batch no	Fund	Type of batch	Payee	Invoice total	Batch total
16-1070	16-GR55	Regular	Office Depot	$93.66	$93.66
16-0216-LC	16-LC32	Regular	JM Todd Inc.,	$107.93	$107.93
16-0123-LC	16-LC14CJ	Regular, $10000.01 And Over	DSM Technology Consultants	$20,040.90	$20,040.90
16-0122-LC	16-LC14CJ	Regular	DSM Technology Consultants	$1,548.62	$1,548.62
16-0106-CH	16-CH89	Regular	JM Todd Inc.,	$59.06	$59.06
16-0105-CH	16-CH89	Regular	JM Todd Inc.,	$107.39	$107.39
16-0103-CH	16-CH02	Regular	AnswerFirst Communications	$52.09	$52.09
16-0094-CH	16-CH89	Regular	JM Todd Inc.,	$107.39	$107.39
16-0093-CH	16-CH89	Regular	JM Todd Inc.,	$59.06	$59.06
16-0069-GC	16-GC41	Regular	AnswerFirst Communications	$6.78	$6.78
16-0046CF-LC	16-LC14	Prior Year Payment	Aztek Communications	$6,611.07	$6,611.07
16-0036-LC	16-LC28	Regular	Graybar	$314.24	$314.24

bomsweb/bomsweb/Pages/accounting_batchsheet_submit.aspx?__SID=4852d1cc-17d5-4719-b8a3-baac34571759#

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4/11/2016

BOMS 11.46

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Module | Activities | Reports | Administration | Help

BOMS Accounting: McCarley, Robin | Logout

Submit

Submit batch sheets for approval

1-15

Batch no	Fund	Type of batch		total	Batch total
16-1070	16-GR55	Regular		3.66	$93.66
16-0216-LC	16-LC32	Regular		7.93	$107.93
16-0123-LC	16-LC14CJ	Regular, $10000.0		0.90	$20,040.90
16-0122-LC	16-LC14CJ	Regular		8.62	$1,548.62
16-0106-CH	16-CH89	Regular		9.06	$59.06
16-0105-CH	16-CH89	Regular		7.39	$107.39
16-0103-CH	16-CH02	Regular	AnswerFirst Communications	$52.09	$52.09
16-0094-CH	16-CH89	Regular	JM Todd Inc.,	$107.39	$107.39
16-0093-CH	16-CH89	Regular	JM Todd Inc.,	$59.06	$59.06
16-0069-GC	16-GC41	Regular	AnswerFirst Communications	$6.78	$6.78
16-0046CF-LC	16-LC14	Prior Year Payment	Aztek Communications	$6,611.07	$6,611.07
16-0036-LC	16-LC28	Regular	Graybar	$314.24	$314.24

Batch sheet

Submission options for selected batch sheet

Display first 9 digits of invoice number? Yes

Cancel | Ok

4:33 PM
4/11/2016

BOMS 11.46

bomsweb/bomsweb/Pages/accounting_batchsheet_submit_image.aspx?__SID=4852d1cc-17d5-4719-b8a3-baac34571759

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Module | Activities | Reports | Administration | Help

BOMS Accounting: McCarley, Robin | Logout

Review and submit for approval

Cancel | Submit

Batch sheet draft copy

ORG CD: 21 50 20 00 000
EO: T3
SF: 1
FID: 000042

BEN OBJ : 000000
BEN CAT : 000000

(Regular)
FUND:
16-GR55 (General Revenue Operations)

AGENCY REF: 16-1070
PAGE 1 OF 1
JAC NO:

CO	Item	Object	Amount	Vendor total	Vendor name	Vendor #	Tran dt	Invoice #	Facts contact
				$93.66	Office Depot	F592663954001			
36		341018	$93.66				04/01/16	830940823	

Image options | Layout

- Edit
- Delete
- Add files

ts

1-5

batch	Category	Topic	Description	File
16-1070 Yes	Other	batch	Email to L. Muina	Emailing 16-000
16-1070 Yes	Other	batch	Signed PO	16-00028.pdf
16-1070 Yes	Contracts	batch	State contract	Office Depot Stat

emailing 16-00029 to l. muina.msg

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4/11/2016

BOMS 11.46

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Module | Activities | Reports | Administration | Help

BOMS Accounting: McCarley, Robin | Logout

Review and submit for approval

Cancel | Submit

Batch sheet dra

Edit Image

Cancel | Save

Date	07/01/2015
Thru date	06/30/2016
Category	Other
Description	Email to L. Muina
E-batch	No
Content type	

Image options

Attachments

Batch no	E-batch	Category	Topic	Description	File
16-1070	Yes	Other	batch	Email to L. Muina	Emailing 16-000
16-1070	Yes	Other	batch	Signed PO	16-00028.pdf

emailing 16-00029 to l. muina.msg

4:41 PM
4/11/2016

BOMS 11.46

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Module | Activities | Reports | Administration | Help

BOMS Accounting: McCarley, Robin | Logout

Review and submit for approval

Cancel | Submit

Batch sheet draft copy

ORG CD: 21 50 20 00 000
EO: T3
SF: 1
FID: 000042

BEN OBJ : 000000
BEN CAT : 000000

(Regular)
FUND:
16-GR55 (General Revenue Operations)

AGENCY REF: 16-1070
PAGE 1 OF 1
JAC NO:

CO	Item	Object	Amount	Vendor total	Vendor name	Vendor #	Tran dt	Invoice #	Facts contact
				$93.66	Office Depot	F592663954001			
36		341018	$93.66				04/01/16	830940823	

Image options | Layout

Attachments

1-5

Batch no	E-batch	Category	Topic	Description	File
16-1070	Yes	Invoices	batch		OfficeDept_8309
16-1070	Yes	Packing Slip	batch		collier office depo

Office DEPOT
Office Depot, Inc
PO BOX 630813
CINCINNATI OH
45263-0813

FEDERAL ID:59-2663954

Stall

ORIGINAL INVOICE 10000

THANKS FOR YOUR ORDER
IF YOU HAVE ANY QUESTIONS OR PROBLEMS. JUST CALL US
FOR CUSTOMER SERVICE ORDER: (888) 263-3423
FOR ACCOUNT: (800) 721-6592

INVOICE NUMBER	AMOUNT DUE	PAGE NUMBER
830940823001	93.66	Page 1 of 1
INVOICE DATE	TERMS	PAYMENT DUE
24-MAR-16	Net 30	23-APR-16

bomsweb/bomsweb/Pages/accounting_batchsheet_submit_image.aspx?__SID=4852d1cc-17d5-4719-b8a3-baac34571759#

4:42 PM
4/11/2016

Approval of Batch Sheets

Receive system generated email – notification batch sheet is ready for approval

Select "_____"

Review submission – make sure attachments are there

Select "Approve"

Select "Yes" – approve batch sheet

Celeste Lyons: Request for approval; batch 16-1071 - Message (Plain Text)

File | Message

Ignore | Junk | Delete | Reply | Reply All | Forward | Meeting | IM | More | Move to: ? | Team E-mail | Reply & Delete | To Manager | Done | Create New | Move | Rules | OneNote | Actions | Mark Unread | Categorize | Follow Up | Translate | Find | Related | Select | Zoom

Delete | Respond | Quick Steps | Move | Tags | Editing | Zoom

From: BOMS_DO_NOT_REPLY@sao.cjis20.org

Sent: Mon 4/11/2016 4:50 PM

To: McCarley, Robin

Cc:

Subject: Celeste Lyons: Request for approval; batch 16-1071

Employee: Celeste Lyons Request for approval; batch 16-1071

BOMS 11.46

bomsweb/bomsweb/Pages/accounting_invoice.aspx?__SID=4852d1cc-17d5-4719-b8a3-baac34571759

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Norton | THIS PAGE IS UNTESTED

Module | Activities | Reports | Administration | Help

BOMS Accounting: McCarley, Robin | Logout

Find | Fi

Purchase orders
Invoices ✔
Batch sheets
Vendors
Travel
Upload center
Outbox
Supplies
Adjustments
Appropriations
Deposits
Initial balances
Refunds
Releases

Batch sheets
Create batch sheets
Submit batch sheets for approval
Approve batch sheets
Post batch sheets

Reconcile
Funds
Deposits
Warrants
Warrants by invoice

Travel forms
Post advance
Post authorization
Post reimbursement

Invoices

Fund name
16-GR55
16-GR55
16-GR55
15-LC16
15-LC16
15-LC17
15-LC17
15-LC17
15-LC17
15-LC37
16-CH02

EST | Status: OPEN | Payee: OFFICE DEPOT | 2 Invoice images

ory

yout | Show: Invoice

pic	Description
voice	
voice	

Office DEPOT *** PACKING LIST ***

Page 1 of 1

OFFICE DEPOT
1-800-GO-DEPOT
2925 W. CORPORATE LAKES BLVD.
WESTON FL 33331

Order Number: 830940823-001

Order Summary

Shipping Address
00005
ST ATTORNEY'S OFC 20THCIR
3315 TAMIAMI TRL E
STE 902
NAPLES FL 34112-5334

Customer Information
Customer#: 33728088
Contact: DAWN FINGER
Phone#: 239-252-8030

Carton Counts
Repack / Split Case 1
Full Case 0
Bulk 1
Total 2

Additional Information
PO # 16-00028 FY15/16 OFFICE SUPPLI
Route/Stop/Door: 0055/000/016
Order Date: 23-Mar-2016
Delivery Date: 24-Mar-2016

Item Details

Line	Quantity Ordered	Quantity Shipped	Quantity Back Ordered	Item Number / Mfgr Code / Customer Code	Description	Units	Unit Price	Total	Carton ID
1	4	4	0	211193	FILE,EXP,TUFF,LTR,A-Z,LTHR	EACH	6.070	24.28	52208801

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BOMS 11.46 - Google Chrome

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Apps | BOMS | MSN.com - Hotm | Imported From IE | DocumenTree.co | Charlotte County

Module | Activities | Reports | Administration | Help

BOMS Accounting: McCarley, Robin | Logout

Select a batch sheet

Approve | Decline | Excel | Layout

1-1

Batch no	Fund	Type of batch	Payee	Inv
16-1132	16-GR55	Regular	Department of Management Services-Bureau of Motor	

Batch sheet documents

Batch no	E-batch	Category	Topic	Description	File	Effective	Effective thru
16-1132	Yes	Batch Sheet	batch	dept man ser	60-4562.pdf	04/21/2016	04/21/2016

FLEET Invoice Sheet

Description: Florida Equipment Electronic Tracking
Invoice for: (Division) JAC - SA20
Issued by: Bureau of Motor Vehicles & Watercraft

Invoice Number: 60-4562
Invoice Period: 01/1/2016 - 03/31/2016

Journal Transfer Payments made to	Revenue Object Code	Org Code
72 20 2 510103 72600300 00 001903 00	010300	72 60 03 02 100

Make checks payable to:
Department of Management Services
P.O. Box 5438
Tallahassee, FL 32399-5438

Invoicing Questions: (850) 488-4290

Account No: C215000000

ATTN: Debbie Stanbro
20TH JUDICIAL CIRCUIT
P.O. BOX DRAWER 399 INVSTGTN DEPT.
FORT MYERS , FL 33902-0397

ATTN: ROBIN MCCARLEY

Date Invoice Received: 4/15/16
Date Goods Received: 1/1 to 3/31/16
Date Insp/Inv Approved: 4/15/16
Sent/Scanned to JAC: 4/21/16
Date W9 Verified:

($1.75 Per Unit)

Invoice Period Totals:	126 Units	$220.50 Total Cost

Section 287.16 (6) and (8) F.S., and Rule 60B-1.010 (5) F.A.C. establish the authority to charge the agencies for maintaining the system for tracking vehicles and vehicle use.

BOMS 11.46 - Google Chrome

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Module | Activities | Reports | Administration | Help

BOMS Accounting: McCarley, Robin | Logout

Select a batch sheet

Approve | Decline | Excel | Layout

Batch no	Fund	Type of batch	Payee	Inv
16-1132	16-GR55	Regular	Department of Management Services-Bureau of Motor	

Approve Batch Sheet

You are about to approve batch 16-1132

Click YES to approve now

Yes | No

Batch sheet documents

Batch no	E-batch	Category	Topic	Description	File	Effective	Effective thru
16-1132	Yes	Batch Sheet	batch	dept man ser	60-4562.pdf	04/21/2016	04/21/2016

FLEET Invoice Sheet

Description: Florida Equipment Electronic Tracking
(Division) JAC - SA20
ureau of Motor Vehicles & Watercraft
Invoice Number: 60-4562
Invoice Period: 01/1/2016 - 03/31/2016

Transfer Payments made to	Revenue Object Code	Org Code
103 72600300 00 001903 00	010300	72 00 03 02 100

payable to:
f Management Services
8
FL 32399-5438

Invoicing Questions: (850) 488-4290

C215000000

ATTN: Debbie Stanbro
20TH JUDICIAL CIRCUIT
P.O. BOX DRAWER 399 INVSTGTN DEPT.
FORT MYERS , FL 33902-0397

Date Invoice Received: 4/15/16
Date Goods Received: 1/1 to 3/31/16
Date Insp/Inv Approved: 4/16/16
Sent/Scanned to JAC: 4/21/16
Date W9 Verified:

ATTN: ROBIN MCCARLEY

($1.75 Per Unit)

Invoice Period Totals:	126 Units	$220.50 Total Cost

Section 287.16 (6) and (8) F.S., and Rule 60B-1.010 (5) F.A.C. establish the authority to charge the agencies for maintaining the system for tracking vehicles and vehicle use.

Post Batch Sheets

Select:

_____– batchsheets@justiceadmin.org

emailed directly to JAC and chosen recipients

Receive confirmation e-mail from JAC

_____– posts to batch sheet

BOMS 11.46

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Module | Activities | Reports | Administration | Help

BOMS Accounting: McCarley, Robin | Logout

Approve | D

Batch no

16-1063

16-0180-HC

16-0179-HC

16-0178-HC

16-0072-GC

Batch shee

Batch no

16-0072-GC

- Purchase orders
- Invoices
- Batch sheets
- Vendors
- Travel
- Upload center
- Outbox
- Supplies
- Adjustments
- Appropriations
- Deposits
- Initial balances
- Refunds
- Releases

Batch sheets

- Create batch sheets
- Submit batch sheets for approval
- Approve batch sheets ✔
- Post batch sheets

Reconcile

- Funds
- Deposits
- Warrants
- Warrants by invoice

Travel forms

- Post advance
- Post authorization
- Post reimbursement

tch sheet

REPRESENTING:
CHARLOTTE
COLLIER
GLADES
HENDRY
LEE

County: Glades
Date Recd: 4/6/16
PO#:
Vendor:

OFFICE OF THE STATE ATTORNEY
Twentieth Judicial Circuit of Florida
P.O. Box 399
Fort Myers, FL 33902-0399
Telephone (239) 533-1000
FAX (239) 533-1150
Website: www.sao.cjis20.org

Stephen B. Russell
State Attorney

INVOICE

Bill to
Glades County Board of County Commissioners
P.O. Box 1527
500 Avenue J
Moore Haven, FL 33471

Payable to:
Office of the State Attorney
Twentieth Judicial Circuit
Attention: Robin McCarley
Post Office Box 399
Fort Myers, FL 33902

Date: 5-Apr-16
Invoice#: MMJan-Mar16
Amount: $ 75.64 ✓ dar

Description:

bomsweb/bomsweb/Pages/accounting_batchsheet_approve.aspx?__SID=4852d1cc-17d5-4719-b8a3-baac34571759#

4:51 PM
4/11/2016

BOMS 11.46 - Google Chrome

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Apps BOMS MSN.com - Hotm Imported From IE DocumenTree.co Charlotte County

Module Activities Reports Administration Help

BOMS Accounting: McCarley, Robin Logout

Select batch sheet to post and then click POST AND EMAIL or POST AND PRINT button.

Post and email | Post and print | Decline | Excel

1-11

Batch no	Fund	Type of batch	Payee	Invoice total
16-1134	16-GR55	Regular	Captain Quick Lube	$54.95
16-1134	16-GR55	Regular	Downtown Station, Inc.	$159.95
16-1134	16-GR55	Regular	Downtown Station, Inc.	$100.00
16-1134	16-GR55	Regular	Downtowner Car Wash	$8.95
16-1134	16-GR55	Regular	N Fort Myers Grease Monkey & Car Wash	$58.94
16-1134	16-GR55	Regular	N Fort Myers Grease Monkey & Car Wash	$29.99
16-1134	16-GR55	Regular	Safelite Auto Glass	$312.90
16-1134	16-GR55	Regular	Terry Wynter Auto Service	$685.96
16-1134	16-GR55	Regular	Terry Wynter Auto Service	$49.50
16-1134	16-GR55	Regular	Terry Wynter Auto Service	$89.58

Attached documents

Batch no	E-batch	Category	Topic	Description	File	Effective	Effective thru	Status	Posted
16-1134	Yes	Batch Sheet	batch	vehicle maintenance	146837.pdf	04/21/2016	04/21/2016	active	04/21/2016 by lyonsc
16-1134	Yes	Batch Sheet	batch	vehicle maintenance	146814.pdf	04/21/2016	04/21/2016	active	04/21/2016 by lyonsc
16-1134	Yes	Batch Sheet	batch	vehicle maintenance	146796.pdf	04/21/2016	04/21/2016	active	04/21/2016 by lyonsc
16-1134	Yes	Batch Sheet	batch	vehicle maintenance	145008.pdf	04/21/2016	04/21/2016	active	04/21/2016 by lyonsc
16-1134	Yes	Batch Sheet	batch	vehicle maintenance	00764-838624.pdf	04/21/2016	04/21/2016	active	04/21/2016 by lyonsc
16-1134	Yes	Batch Sheet	batch	vehicle maintenance	238919.pdf	04/21/2016	04/21/2016	active	04/21/2016 by lyonsc
16-1134	Yes	Batch Sheet	batch	vehicle maintenance	4116.pdf	04/21/2016	04/21/2016	active	04/21/2016 by lyonsc
16-1134	Yes	Batch Sheet	batch	vehicle maintenance	33116.pdf	04/21/2016	04/21/2016	active	04/21/2016 by lyonsc
16-1134	Yes	Batch Sheet	batch	vehicle maintenance	5485.pdf	04/21/2016	04/21/2016	active	04/21/2016 by lyonsc
16-1134	Yes	Batch Sheet	batch	vehicle maintenance	5458.pdf	04/21/2016	04/21/2016	active	04/21/2016 by lyonsc

BOMS 11.46 - Google Chrome

bomsweb/bomsweb/Pages/accounting_batchsheet_post.aspx?__SID=778f505d-3e77-4ef5-b718-2376e8bff1c2

Apps | BOMS | MSN.com - Hotm | Imported From IE | DocumenTree.co | Charlotte County

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BOMS Accounting: McCarley, Robin | Logout

Select batch sheet to post and then click POST AND EMAIL or POST AND PRINT button.

Post and email | Post and print | Decline | Excel

1-11

Batch no	Fund	Type of batch	Payee	Invoice total
16-1134	16-GR55	Regular	Captain Quick Lube	$54.95
16-1134	16-GR55	Regular	Downtown Station, Inc.	$159.95
16-1134	16-GR55	Regular		
16-1134	16-GR55	Regular		
16-1134	16-GR55	Regular		
16-1134	16-GR55	Regular		
16-1134	16-GR55	Regular		
16-1134	16-GR55	Regular		
16-1134	16-GR55	Regular		
16-1134	16-GR55	Regular		

Post and Email

To submit batch 16-1134 to JAC now, specify JAC/CC email addresses and click SEND NOW button

From address

Send to batchsheets@justiceadmin.org

Send copy to rmccarley@sao.cjis20.org; alasher@sao.cjis20.org;

Cancel | Send now

Attached documents

Batch no	E-batch	Category	To						
16-1134	Yes	Batch Sheet	ba						
16-1134	Yes	Batch Sheet	batch	vehicle maintenance	146814.pdf	04/21/2016	04/21/2016	active	04/21/2016 by lyonsc
16-1134	Yes	Batch Sheet	batch	vehicle maintenance	146796.pdf	04/21/2016	04/21/2016	active	04/21/2016 by lyonsc
16-1134	Yes	Batch Sheet	batch	vehicle maintenance	145008.pdf	04/21/2016	04/21/2016	active	04/21/2016 by lyonsc
16-1134	Yes	Batch Sheet	batch	vehicle maintenance	00764-838624.pdf	04/21/2016	04/21/2016	active	04/21/2016 by lyonsc
16-1134	Yes	Batch Sheet	batch	vehicle maintenance	238919.pdf	04/21/2016	04/21/2016	active	04/21/2016 by lyonsc
16-1134	Yes	Batch Sheet	batch	vehicle maintenance	4116.pdf	04/21/2016	04/21/2016	active	04/21/2016 by lyonsc
16-1134	Yes	Batch Sheet	batch	vehicle maintenance	33116.pdf	04/21/2016	04/21/2016	active	04/21/2016 by lyonsc
16-1134	Yes	Batch Sheet	batch	vehicle maintenance	5485.pdf	04/21/2016	04/21/2016	active	04/21/2016 by lyonsc
16-1134	Yes	Batch Sheet	batch	vehicle maintenance	5458.pdf	04/21/2016	04/21/2016	active	04/21/2016 by lyonsc

5387045b-83b5-4210-abaa-ab81c85f1acf.pdf - Adobe Reader

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ORG: Office of the State Attorney, 20th Circuit
ORG CD: 21 50 20 00 000
EO: T3
SF: 1
FID: 000042

BEN OBJ : 000000
BEN CAT : 000000

BATCH SHEET

(Regular)
FUND:
16-GR55 (General Revenue Operations)

AGENCY REF: 16-1134
PAGE 1 OF 1
JAC NO:

CO	Item	Object	Amount	Vendor total	Vendor name	Vendor #	Tran dt	Invoice #	Facts contact
				$54.95	Captain Quick Lube	F262960378001			
26		243028	$54.95				04/21/16	95389	
					** New Vendor:				
				$312.90	Safelite Auto Glass P.O. Box 633197 Cincinnati, OH 45263-3197	F36452381607			
36		241038	$312.90				04/21/16	00764-838	
					** New Vendor:				
				$8.95	Downtowner Car Wash 1203 SW Pine Island Road Cape Coral, FL 33991-	F461147865001			
36		241038	$8.95				04/21/16	030116-03	
				$1,160.74	Terry Wynter Auto Service	F650633102002			
36		243028	$49.50				04/21/16	145008	
36		243028	$89.58				04/21/16	146796	
36		243028	$335.70				04/21/16	146814	
36		243028	$685.96				04/21/16	146837	
				$259.95	Downtown Station, Inc.	F650806191001			
8		242078	$159.95				04/21/16	5458	
36		242078	$100.00				04/21/16	5485	
				$88.93	N Fort Myers Grease Monkey	F650957402003			
36		243028	$29.99				04/21/16	238919	
36		243028	$40.96				04/21/16	4116	
8		243028	$17.98				04/21/16	4116	

BATCH TOTAL: $1,886.42

I hereby certify that the above transactions are in accordance with the Florida Statutes and all applicable laws and rules of the State of Florida. I also certify by evidence of the signature(s) below that, to the best of my knowledge, the information on this form is true and correct; all goods and services have been satisfactorily received, if applicable; payment is in accordance with this agency?s authorized rate of compensation; and this agency will maintain the documentation that authorizes these purchases and agreed rates, which will be made available upon request.

Special Instructions:

Date received by JAC

Approved By:
<<< e-signed: Robin F. McCarley on 04/22/16 7:59 AM >>>
TITLE: Finance Director

Prepared By:
<<< e-signed: Celeste Lyons on 04/21/16 5:13 PM >>>
TITLE: Finance

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Client Tool

Batch 16-1134 successfully posted and waiting to be emailed to batchsheets@justiceadmin.org; it should arrive within 5 minutes!

OK

RE: SA20 16-1060 - Message (HTML)

File | Message

Ignore | Junk | Delete | Reply | Reply All | Forward | Meeting | IM | More | Move to: ? | Team E-mail | Reply & Delete | To Manager | Done | Create New | Move | Rules | OneNote | Actions | Mark Unread | Categorize | Translate | Find | Related | Select | Zoom

Delete | Respond | Quick Steps | Move | Tags | Editing | Zoom

From: JAC Batchsheets <batchsheets@justiceadmin.org>

Sent: Fri 4/8/2016 8:46 AM

To: McCarley, Robin

Cc:

Subject: RE: SA20 16-1060

JAC has received your batchsheet submission. Please logon to the JAC website at http://www.justiceadmin.org after 5 days to verify that the batch has been entered into FLAIR.

If the batch has not been entered into FLAIR or if you have any questions regarding the receipt of the batch, please contact Michelle Dolce at michelle.dolce@justiceadmin.org or call 850-488-2415 ext. 282.

Deposits

Deposited in local branch of Bank of America

Information transmitted to JAC via email -

Copy of Deposit Slip

Deposits

Revenue:

->Cost of Prosecution

->Worthless Checks

Information Keyed into FLAIR:

->Org Code, _____,Object, _____ , Deposit Amt.

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JUSTICE ADMINISTRATIVE COMMISSION
CIRCUIT REVENUE TRANSMITTAL COVERSHEET

Send to: deposits@justiceadmin.org

Circuit: SA20 Date: 04/05/2016 Page 1 of 3

(EXAMPLE: SA01, SA02, SA03, ... ETC.)

REQUIRED REVENUE DEPOSIT INFORMATION

Org Code	EO	Object	Deposit # (6 DIGITS)	Deposit Amt
21502000507	A9	012099	200274	$ 180.00
21502000008	A8	001000	200275	$ 305.00
			000000	
			000000	

ADDITIONAL INFORMATION REQUIRED FOR AN EXPENDITURE REFUND REQUEST

Voucher #: _____

State of Florida Warrant #: _____

State of Florida Warrant Date: _____
(Not Voucher Date)

State of Florida Warrant Amt: _____

Restored Amt: _____

Authorized Signature: Robin McCauley

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DEPOSIT TICKET

FOR CLEAR COPY, PRESS FIRMLY

CHIEF FINANCIAL OFFICER OF FLORIDA
JUSTICE ADMINISTRATIVE COMM.
LOCATION #21000000

[redacted]

DATE 4-6-2016

	DOLLARS	CENTS
CURRENCY		
COINS		
CHECKS LIST EACH SEPARATELY		
1 200407	40	00
2 012914	50	00
3 181263	65	00
4 968979	30	00
5 038159	40	00
6 743308	40	00
7 045769	40	00
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
TOTAL	305	00

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.

Bank of America

ACH/RT 003100277

Account ********9132

R/TN 540590135

Deposit

Tran 001870 04/05/2016 15:20

Mail Sep 00002

TOTAL ITEMS 7

274

305.00

FTE6564MB40FFF466E

Deposits

Cash Refunds:

Public Information

Reimbursement for travel

Information Keyed into FLAIR:

->Org Code, EO, Object, Deposit #, Deposit Amt

->Voucher#, _____Warrant Date,_____, Restored Amt

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JUSTICE ADMINISTRATIVE COMMISSION
CIRCUIT REVENUE TRANSMITTAL COVERSHEET

Send to: deposits@justiceadmin.org

Circuit: **SA20** Date: 04/05/2016 Page 1 of 2

(EXAMPLE: SA01, SA03, SA05, ... ETC.)

REQUIRED REVENUE DEPOSIT INFORMATION

Org Code	EO	Object	Deposit # (6 DIGITS)	Deposit Amt
21502000000	T3	341018	200277	$ 207.84
			000000	
			000000	
			000000	

ADDITIONAL INFORMATION REQUIRED FOR AN EXPENDITURE REFUND REQUEST

Voucher #: 025452 / 024842

State of Florida Warrant #: 0467315 / 0454892

State of Florida Warrant Date: 02/24/2016 / 2/18/2016
(Not Voucher Date)

State of Florida Warrant Amt: 416.28 / 2,729.81

Restored Amt: 125.33/82.51

Authorized Signature: Adam McCarley

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DATE 4-6-2016

	DOLLARS	CENTS
CURRENCY	125	00
COINS		33
CHECKS		
1 1437	15	36
2 183208	22	49
3 33264	44	66
TOTAL	207	84

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED

CHIEF FINANCIAL OFFICER OF FLORIDA
JUSTICE ADMINISTRATIVE COMM.
LOCATION #21600200

[redacted]

Bank of America

ACH R/T 0031000277

Account 8888888889132
R/TN 540590135
Deposit 0

Tran 001880 04/05/2016 15:21
Frank Ryan Rc Bank Tr 00002

TOTAL ITEMS 5

277

20784

F7E6564MBADFFDCAE5

Deposit Transmittal Form

Coming Soon to a BOMS Release Near You!

(May 2016)