



Accounts Payable



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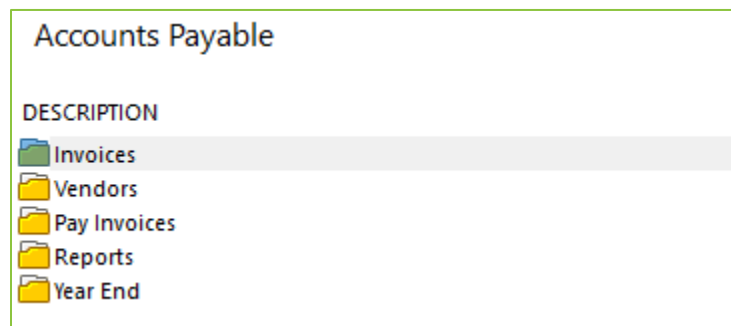
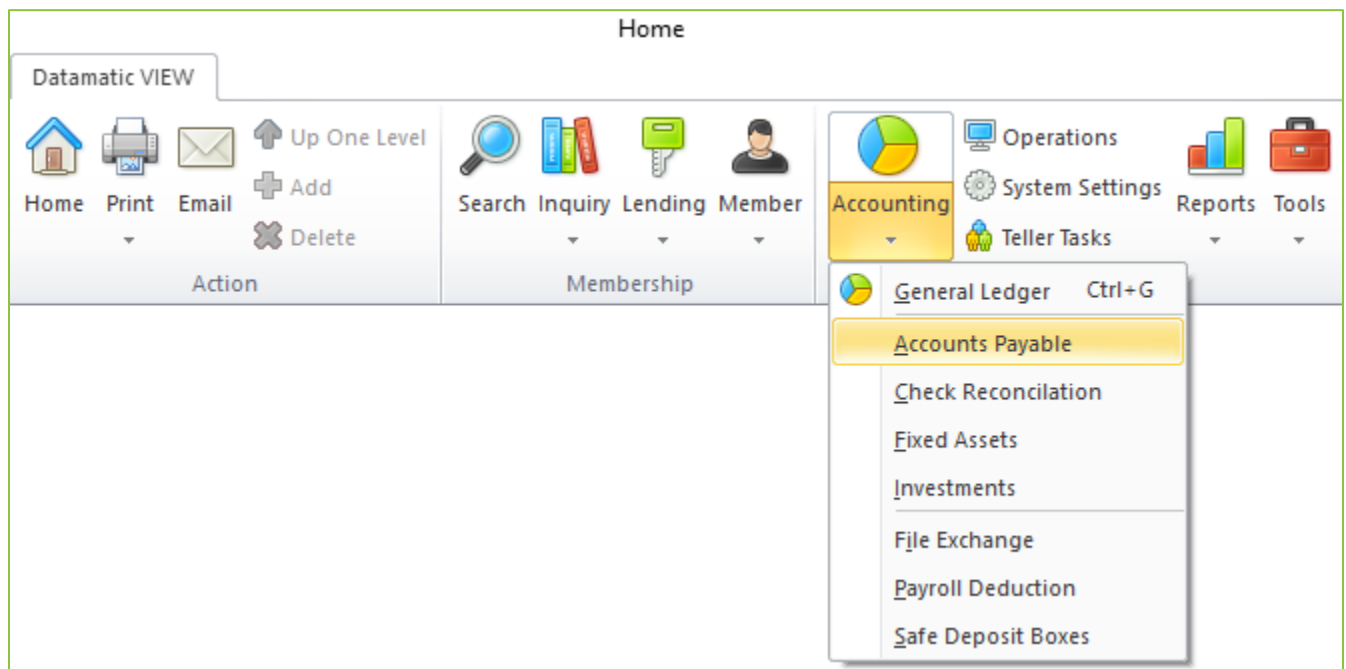
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OVERVIEW





Accounts Payable is an optional software package that will allow the credit union to track vendors, pay invoices, and maintain year-to-date vendor totals. Invoices can be entered ahead of time or the day they are paid. Accounts payable is fully integrated with general ledger. Both dot matrix and laser checks are supported.

This document will provide instruction for using this feature in VIEW. Account Payables is located in [\[Main Ribbon > Accounting > Accounts Payable\]](#).



INVOICES

The **Invoices** folder contains a list of the outstanding invoices. Users can add, display, and delete invoices using the ribbon or standard VIEW context menu.

Accounts Payable - Invoices				
DESCRIPTION	INVOICE ID	DUE DATE	DEBIT	CREDIT
 Board of Water and Light	223584	06-16-2017	\$168.54	-
 Comcast	4463163	06-16-2017	\$105.00	-
 Office Max	3315241	06-16-2017	\$50.00	-
 Office Max	3312458	06-20-2017	\$200.00	-




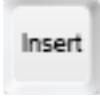


Note


List order is defined by the Accounts Payable sort option [[Main Ribbon > Tools > Options](#)].

Add Invoice

The **Add Invoice** Wizard walks a user through the process of adding an invoice and one line of invoice detail. The wizard can be launched by:

Click	Right Click	Shortcut Key
	 Add...  Delete	

Datamatic VIEW ✕

 **Add Invoice**

Vendor Number:

Invoice ID:

Purchase Order:

Manual Check

Manual Check #:

Field	Comments
Vendor Number	Vendor number or drop-down list
Invoice ID	
Purchase Order	
Manual Check	Invoice paid by manual check
Manual Check #	Required when paid by manual check

Datamatic VIEW
✕

Add Invoice Detail
🖨️

Purchase Order:

Ledger Account: 🔍

Reference:

Description:

	Debit	Credit
Amount:		

Due Date: 📅

Code: ▼

Field	Comments	
Purchase Order		
Ledger Account		
Reference		
Description		
Amount		
Due Date	Invoice detail due date	
Code	Payment method:	
	Print Check	Print check and update ledger (default)
	Hold for Review	Delay payment
	Manual Check	Update ledger only





Display Invoice

Displaying an **Invoice** shows a list of Invoice Detail:

Accounts Payable - Invoices - DOMESTIKS CLEANING SERVICE (Invoice #5478)					
DESCRIPTION	AMOUNT	DUE DATE	CODE	ACCOUNT	REFERENCE
 Dusting	\$500.00 (DR)	03-14-2017	Print Check	331030	104
 Floors	\$1,000.00 (DR)	03-14-2017	Print Check	331010	103
 Rug Cleaning	\$1,500.00 (DR)	03-14-2017	Print Check	331000	102
 Window Cleaning	\$250.00 (DR)	03-14-2017	Print Check	331000	101


Delete Invoice

Deleting an Invoice removes all detail associated with an Invoice. Invoices can be deleted by:

Click	Right Click	Shortcut Key
	 Add...  Delete	




Invoice Detail

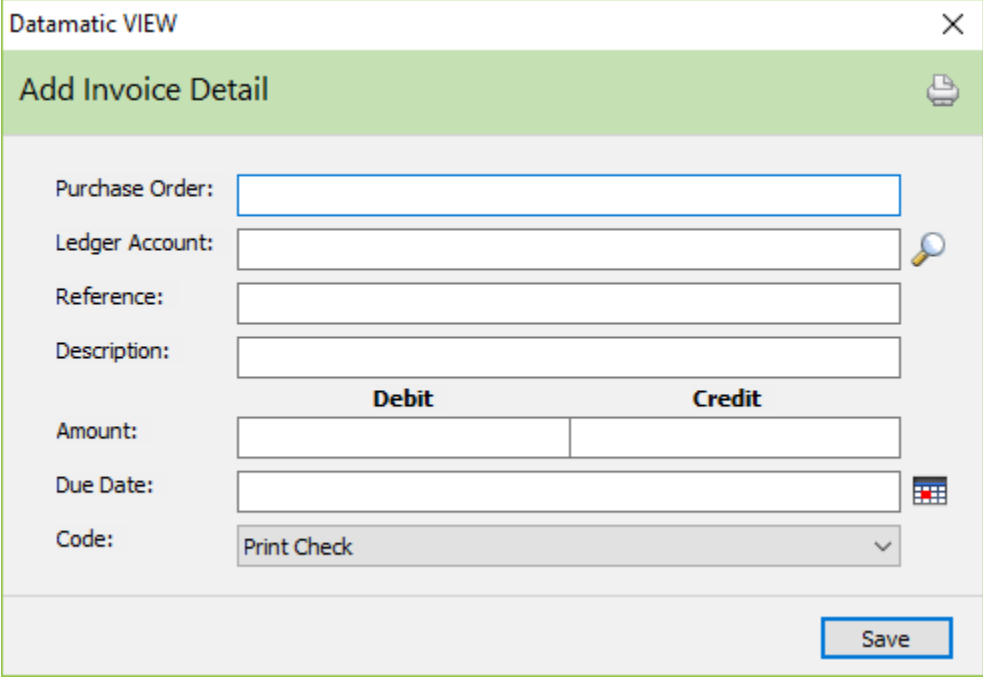
Invoice Detail are items entered in an invoice. Users can add, edit, and delete invoice detail using the ribbon or standard VIEW context menus.

Accounts Payable - Invoices - DOMESTIKS CLEANING SERVICE (Invoice #5478)					
DESCRIPTION	AMOUNT	DUE DATE	CODE	ACCOUNT	REFERENCE
 Dusting	\$500.00 (DR)	03-14-2017	Print Check	331030	104
 Floors	\$1,000.00 (DR)	03-14-2017	Print Check	331010	103
 Rug Cleaning	\$1,500.00 (DR)	03-14-2017	Print Check	331000	102
 Window Cleaning	\$250.00 (DR)	03-14-2017	Print Check	331000	101

Add Invoice Detail

The **Add Invoice Detail** screen allows user to enter additional items. The screen can be launched by:

Click	Right Click	Shortcut Key
		

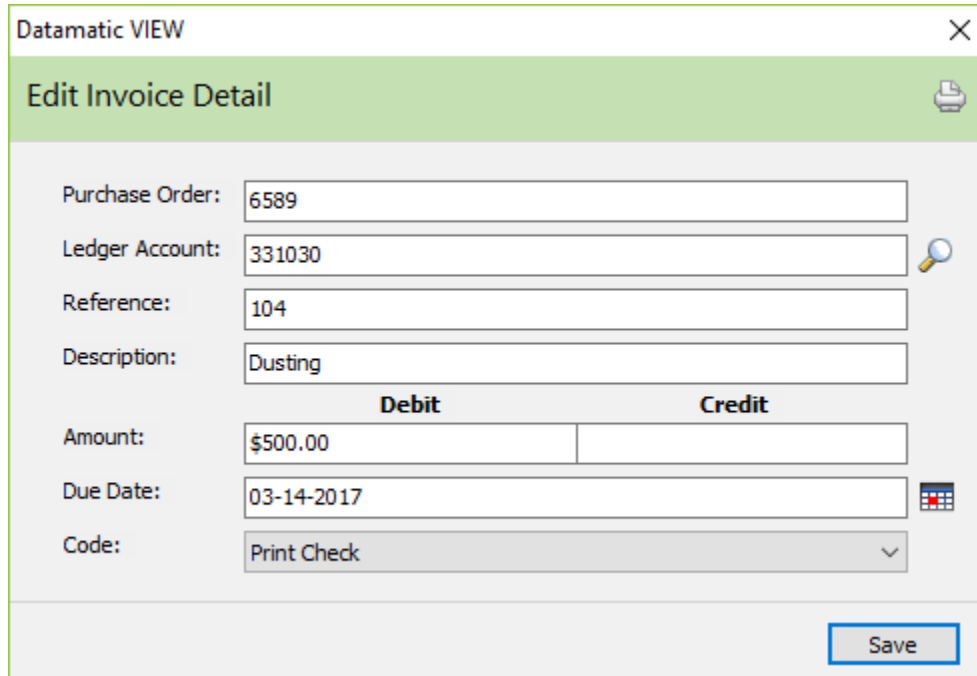


Field	Comments						
Purchase Order							
Ledger Account							
Reference							
Description							
Amount							
Due Date	Invoice detail due date						
Code	Payment method:						
	<table border="1"> <tr> <td>Print Check</td> <td>Print check and update ledger (default)</td> </tr> <tr> <td>Hold for Review</td> <td>Delay payment</td> </tr> <tr> <td>Manual Check</td> <td>Update ledger only</td> </tr> </table>	Print Check	Print check and update ledger (default)	Hold for Review	Delay payment	Manual Check	Update ledger only
Print Check	Print check and update ledger (default)						
Hold for Review	Delay payment						
Manual Check	Update ledger only						

Edit Invoice Detail

The **Edit Invoice Detail** screen allows user to modify information. The screen can be launched by:

Double Click	Right Click	Shortcut Key
Item	None	Enter



Datamatic VIEW Edit Invoice Detail

Purchase Order: 6589

Ledger Account: 331030

Reference: 104

Description: Dusting

	Debit	Credit
Amount:	\$500.00	

Due Date: 03-14-2017

Code: Print Check

Save



Note

Code field is disabled if the invoice created was marked as a manual check.

Delete Invoice Detail

Deleting an item removes it from an invoice. Items can be deleted by:












Click	Right Click	Shortcut Key
		



Note
Deleting all items in an invoice will also delete the invoice.

VENDORS

The **Vendors** folder contains a list of vendors. Vendors may be added, edited, or deleted using the standard VIEW context menus.

DESCRIPTION	ID
 ABC Bank	2020
 Art Van Furniture	2016
 Best Buy	2015
 Board of Water and Light	2012
 Clare's Catering	2021
 Comcast	2011
 Federal Reserve Bank	2023
 Foster Law Firm	2024
 Geek Squad	2013
 IRS	2019
 Joe's Cleaning Company	2008






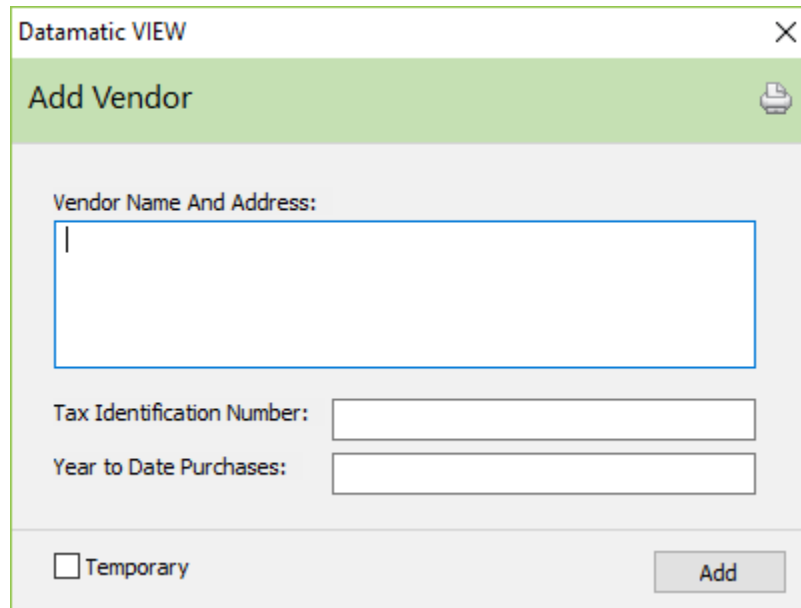
Note

List order is defined by the Accounts Payable sort option [[Main Ribbon > Tools > Options](#)].

Add Vendor

The **Add Vendor** screen displays the information needed to create a new vendor. User can launch the Add Vendor screen by using the following:

Click	Right Click	Shortcut Key
		



Field	Comments
Vendor Name and Address	Name and Address that appears on check
Tax Identification Number	
Year to Date Purchases	Year to Date total of paid invoices
Temporary	Delete vendor at year end



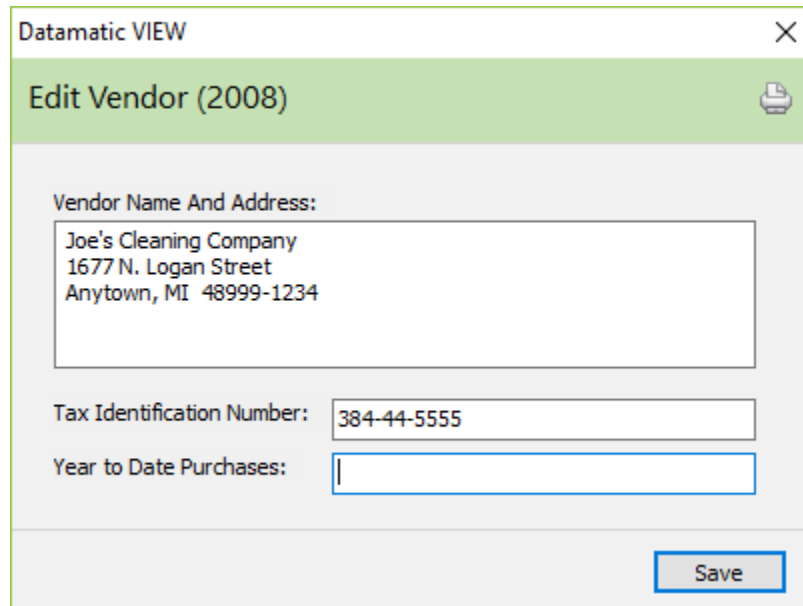
Note

Vendors are referenced by a Vendor ID. The ID is automatically assigned when a vendor is added. Temporary vendors are assigned IDs less than 2000, and are deleted with the **Delete Inactive Temporary Vendors** selection. [[Main Ribbon > Accounting > Accounts Payable > Delete Inactive Temporary Vendors](#)].

Edit Vendor



The **Edit Vendor** screen allows user to modify information. The screen can be launched by:

Double Click	Right Click	Shortcut Key
Item	None	Enter



Delete Vendor

Deleting a vendor removes it from accounts payable. Vendors can be deleted by:

Click	Right Click	Shortcut Key
	<div style="border: 1px solid gray; padding: 2px;"> + Add... </div> <div style="border: 1px solid gray; padding: 2px; background-color: #e0e0e0;"> X Delete </div>	



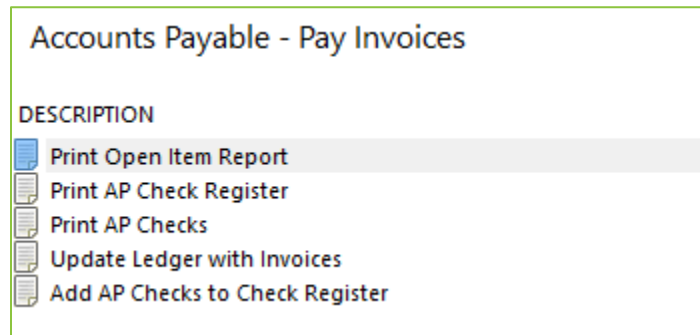
Note

Vendors can be deleted as long as the vendor does not have any pending detail.

PAY INVOICES

The **Pay Invoices** folder contains the selections for paying invoices. Selections can be launched by:

Double Click	Right Click	Shortcut Key
Item	None	



Important

It is critical that the **Pay Invoice** selections are processed as described in [Accounts Payable Process](#).

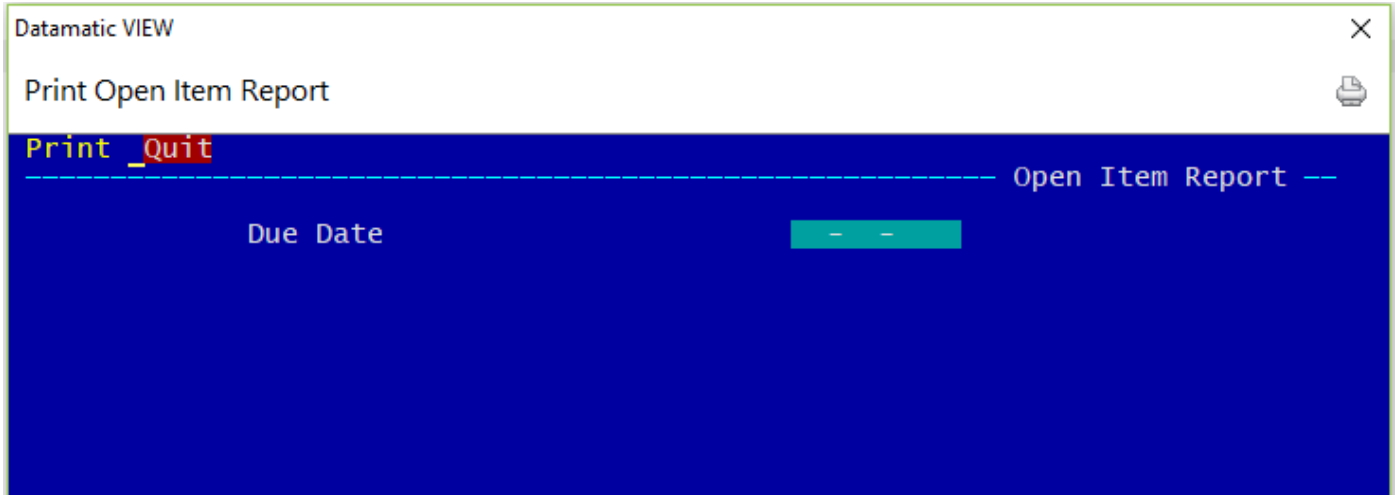
Print Open Item Report

The **Print Open Item Report** selection is used to select and print invoice detail to be paid through the specified due date.



Note

Blank due date will select and print **ALL** invoice detail. Invoice detail due after the specified due date will NOT be selected and printed.



Field	Comments
Due Date	Last invoice detail due date to select and print

Report Example

Accounts Payable

Open Item Report

Datamatic VIEW										
Accounts Payable Open Item Report (8 KB)										
06-16-2017 Support Credit Union (1) Accounts Payable OPEN ITEMS SUMMARIZED BY ACCOUNT										
PAGE 1 REPORT NO. AP010-01										
VENDOR	SEQ CODE	DESCRIPTION	INVOICE	PUR. ORD.	DUE DATE	AMOUNT	YEAR TO DATE EXPENSE	TOTAL YEAR BUDGET	OVER BUDG.	
ACCOUNT: 253000 UTILITY EXPENSES										
	2012	13 C	223584	6654	06/16/17	168.54				
	2012	14 C	223584	6654	06/15/17	87.92				
<ACCOUNT TOTALS>						256.46	1,301.72	2,799.96		
ACCOUNT: 261000 COMMUNICATIONS										
	2011	11 C	4463163	64338	06/16/17	105.00				
<ACCOUNT TOTALS>						105.00	1,020.00	3,999.96		
ACCOUNT: 262000 SUPPLIES										
	2010	19 C	3315241	22347	06/16/17	50.00				
<ACCOUNT TOTALS>						50.00	0.00	350.04		
<CUSTOMER TOTALS>						411.46	2,321.72	7,149.96		
<Page Break>										
06-16-2017 Support Credit Union (1) Accounts Payable OPEN ITEMS SUMMARIZED BY VENDOR										
PAGE 1 REPORT NO. AP010-01										
SEQ	DESCRIPTION	CODE	INVOICE	PUR. ORD.	DUE DATE	ACCOUNT	AMOUNT	YEAR TO DATE EXPENSE	TOTAL YEAR BUDGET	OVER BUDG.
< VENDOR 2010: Office Max							CURRENT YTD TOTAL:			600.00 >
	19	C	3315241	22347	06/16/17	262000	50.00	50.00	350.04	
<PURCHASE TOTAL AND NEW YTD>							50.00	650.00		
<VENDOR TOTAL>							50.00			
< VENDOR 2011: Comcast							CURRENT YTD TOTAL:			0.00 >
	11	C	4463163	64338	06/16/17	261000	105.00	1,125.00	3,999.96	
<PURCHASE TOTAL AND NEW YTD>							105.00	105.00		
<VENDOR TOTAL>							105.00			
< VENDOR 2012: Board of Water and Light							CURRENT YTD TOTAL:			136.25 >
	13	C	223584	6654	06/16/17	253000	168.54	1,558.18	2,799.96	
	14	C	223584	6654	06/15/17	253000	87.92	1,558.18	2,799.96	
<PURCHASE TOTAL AND NEW YTD>							256.46	392.71		
<VENDOR TOTAL>							256.46			

Report Example

Accounts Payable

Open Item Report (continued)

Datamatic VIEW

Accounts Payable Open Item Report (8 KB)

06-16-2017 Accounts Payable PAGE 2
 Support Credit Union (1) OPEN ITEMS, SUMMARY TOTALS REPORT NO. AP010-01

SEQ DESCRIPTION	CODE	INVOICE	PUR. ORD.	DUE DATE	ACCOUNT	AMOUNT	YEAR TO DATE EXPENSE	TOTAL YEAR BUDGET	OVER BUDG.
TOTALS BY PAY CODE:									
					AUDIT (A) :	0.00			
					COMPUTER (C) :	411.46			
					PERPETUAL (P) :	0.00			
					MANUAL CHECKS (M) :	0.00			
					HOLD ITEMS (H) :	0.00			
					REVERSAL ITEMS (R) :	0.00			
GENERATED CHECK COUNT:						3			
GENERATED CHECKS TOTAL:						411.46			
TOTAL VENDOR COUNT:						3			
TOTAL OF ALL DETAIL ITEMS:						411.46			

Print AP Check Register

The **Print AP Check Register** selection generates:

- Checks to be printed
- Check register report
- General ledger entries to post

Datamatic VIEW X

Print AP Check Register 🖨️

Print Quit ----- Accounts Payable Checks -----

Check Date
 Check Number

Field	Comments
Check Date	Date printed on checks
Check Number	Starting Check Number

Report Example

Accounts Payable

Accounts Payable Checks

Datamatic VIEW _ □ X

Accounts Payable Checks (2 KB) 🖨️ 🔍 📄

02-17-2017	(1)	Accounts Payable CHECK REGISTER, COMPUTER GENERATED CHECK	PAGE 1												
Datamatic			REPORT NO. AP020-01												
		<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">CHECK</th> <th style="text-align: left;">VENDOR</th> <th style="text-align: right;">CHECK AMOUNT</th> </tr> </thead> <tbody> <tr> <td>54687</td> <td>2006 VERIZON</td> <td style="text-align: right;">6,000.00</td> </tr> <tr> <td>54688</td> <td>2051 DOMESTIKS CLEANING SERVICE</td> <td style="text-align: right;">15,450.00</td> </tr> <tr> <td colspan="2" style="text-align: center;">TOTAL</td> <td style="text-align: right;">21,450.00</td> </tr> </tbody> </table>	CHECK	VENDOR	CHECK AMOUNT	54687	2006 VERIZON	6,000.00	54688	2051 DOMESTIKS CLEANING SERVICE	15,450.00	TOTAL		21,450.00	
CHECK	VENDOR	CHECK AMOUNT													
54687	2006 VERIZON	6,000.00													
54688	2051 DOMESTIKS CLEANING SERVICE	15,450.00													
TOTAL		21,450.00													
----- <Page Break> -----															
02-17-2017	(1)	Accounts Payable CHECK REGISTER, MANUAL CHECKS	PAGE 1												
Datamatic			REPORT NO. AP020-01												
		<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">CHECK</th> <th style="text-align: left;">VENDOR</th> <th style="text-align: right;">CHECK AMOUNT</th> </tr> </thead> <tbody> <tr> <td>1111</td> <td>2006 VERIZON</td> <td style="text-align: right;">500.00</td> </tr> <tr> <td>11111</td> <td>3059 ADVENTURES IN ADVERTISING, INC</td> <td style="text-align: right;">10.00</td> </tr> <tr> <td colspan="2" style="text-align: center;">TOTAL</td> <td style="text-align: right;">510.00</td> </tr> </tbody> </table>	CHECK	VENDOR	CHECK AMOUNT	1111	2006 VERIZON	500.00	11111	3059 ADVENTURES IN ADVERTISING, INC	10.00	TOTAL		510.00	
CHECK	VENDOR	CHECK AMOUNT													
1111	2006 VERIZON	500.00													
11111	3059 ADVENTURES IN ADVERTISING, INC	10.00													
TOTAL		510.00													

Print AP Checks

The **Print AP Checks** selection is used to print accounts payable checks generated from the Print Check Register selection.



Note

Checks can be recreated as long as the ledger has NOT been updated. In order to recreate checks the following process must be repeated:

- Print Open Item Report
- Print AP Check Register
- Print AP Checks

Update Ledger with Invoices

The **Update Ledger with Invoices** selection updates ledger accounts with invoice detail selected from the last Open Item Report and removes the detail. A General Ledger Posting listing is generated. This must be completed the same day as the Open Item Report.

Report Example

General Ledger

General Ledger Posting Listing

Datamatic VIEW						
General Ledger Posting Listing (1 KB)						
08/03/17		JV Posting			PAGE 1	
Support Credit Union (1)		BRANCH NO. ()			REPORT NO. GL100-01	
Account	Ref Num	Entry Date	Description	DB Amount	CR Amount	
JV ID: AP0718		Post Month: 17 July				
331010	102	08/03/17	Landscaping	500.00		
331010	103	08/03/17	Mulching	600.00		
331010	104	08/03/17	Tree Trimming	1,500.00		
			JV Totals	3 Items	2,600.00	0.00
739000		08/03/17	Auto Balance		2,600.00	Generated Entry
			Totals	4 Items	2,600.00	2,600.00

Add AP Checks to Check Register

Add AP Checks to Check Register selection adds the account payable checks that were generated to the daily check register and check reconciliation.

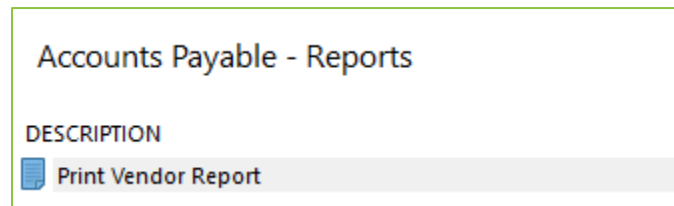
```

Datamatic VIEW
Add AP Checks to Check Register
The following Check files are available for Check Register/Recon Updating:
AP Check Batch for 02-25-2017
would you like to update the Batch Check files now? (y/n) _
  
```

REPORTS

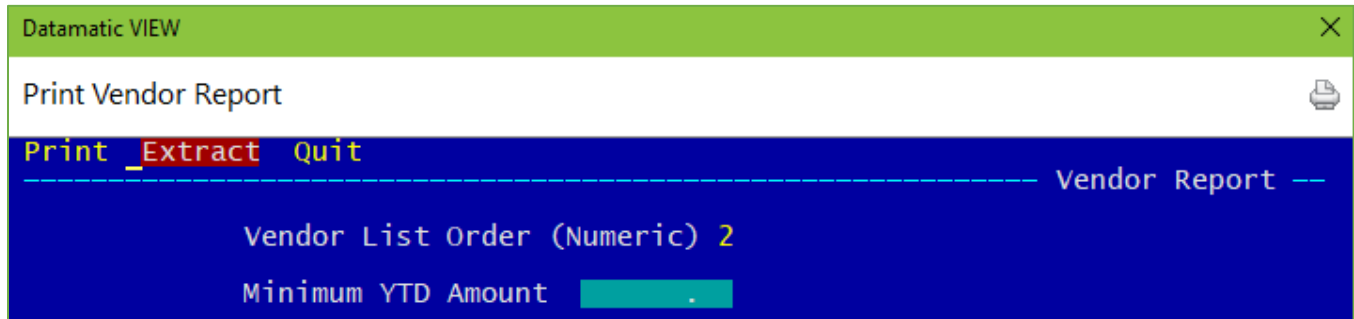
The **Reports** folder contains selections to generate on-demand accounts payable reports. Selections can be launched by:

Double Click	Right Click	Shortcut Key
Item	None	Enter



Print Vendor Report

The **Print Vendor Report** selection is used to print or create an extract a Vendor List.



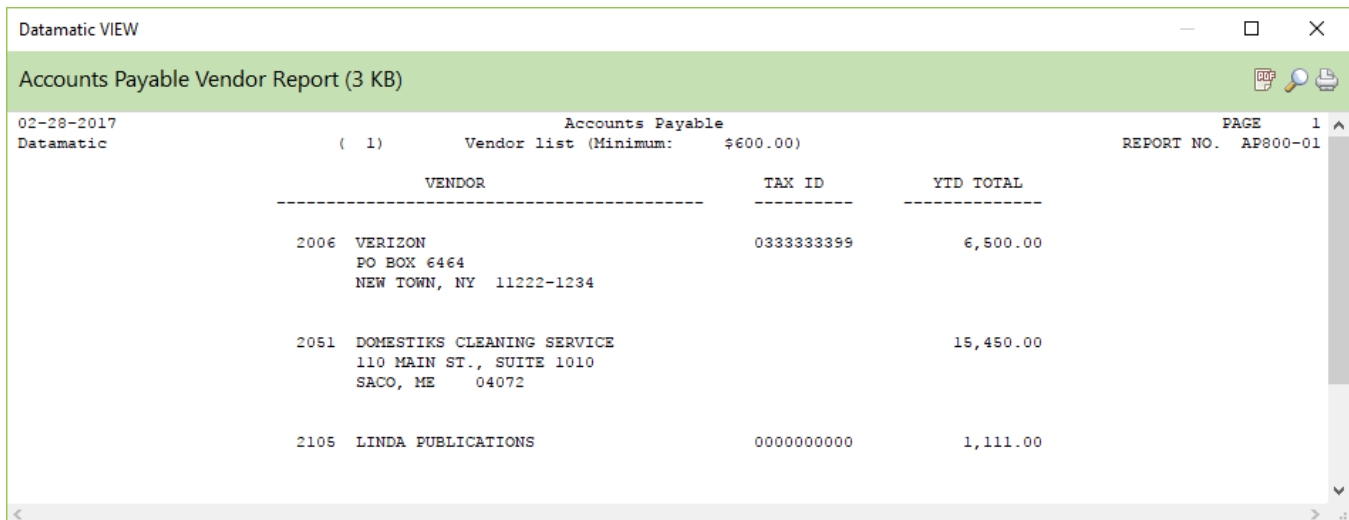
Field	Comments
Vendor List Order	Sort order of the report:
	1 Sorted Alpha by Vendor Name
	2 Sorted by Vendor Number
	3 Both
Minimum YTD Amount	Excludes vendors below minimum YTD Total



User Tip

Selecting Minimum YTD Amount of \$600 will assist in producing a report for 1099-MISC reporting.

Report Example	Accounts Payable	Account Payable Vendor Report
----------------	------------------	-------------------------------



VENDOR	TAX ID	YTD TOTAL
2006 VERIZON PO BOX 6464 NEW TOWN, NY 11222-1234	0333333399	6,500.00
2051 DOMESTIKS CLEANING SERVICE 110 MAIN ST., SUITE 1010 SACO, ME 04072		15,450.00
2105 LINDA PUBLICATIONS	0000000000	1,111.00



EXTRACT	File Name: APVENDOR.csv	Type:	Comma Delimited (csv)
----------------	--------------------------------	--------------	------------------------------

Field	Comments/Definition
Vendor ID	
Vendor Name	
Name	
Address 1	
Address 2	
Address 3	
Tax ID	
YTD Total	

YEAR END

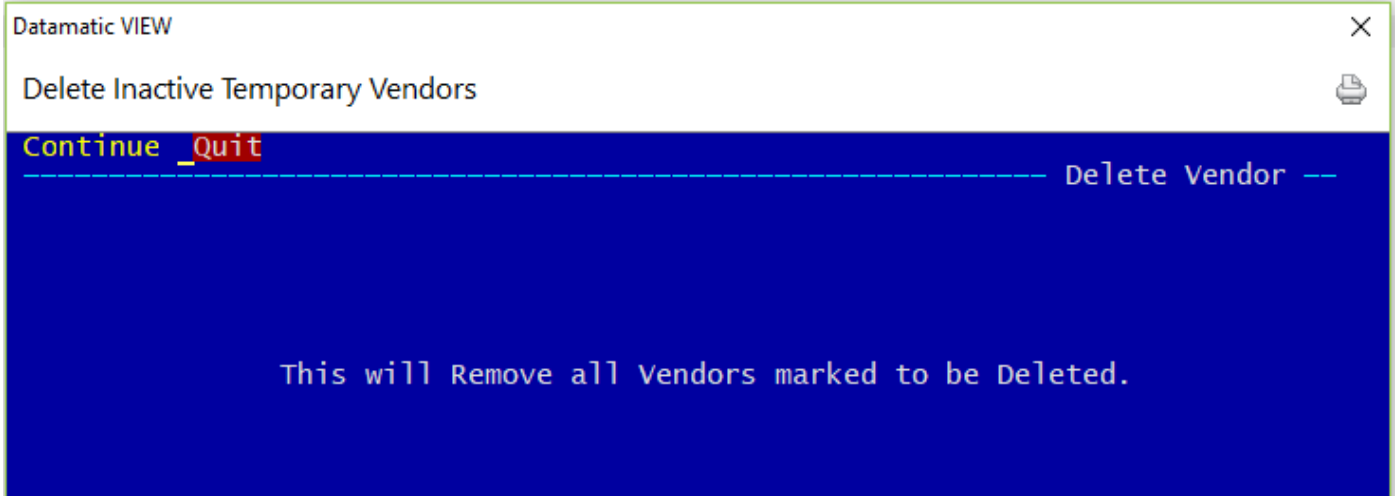
The **Year End** folder contains selections to complete year end processes. Selections can be launched by:

Double Click	Right Click	Shortcut Key
Item	None	

Accounts Payable - Year End	
DESCRIPTION	
	Delete Inactive Temporary Vendors
	Zero YTD Totals

Delete Inactive Temporary Vendors

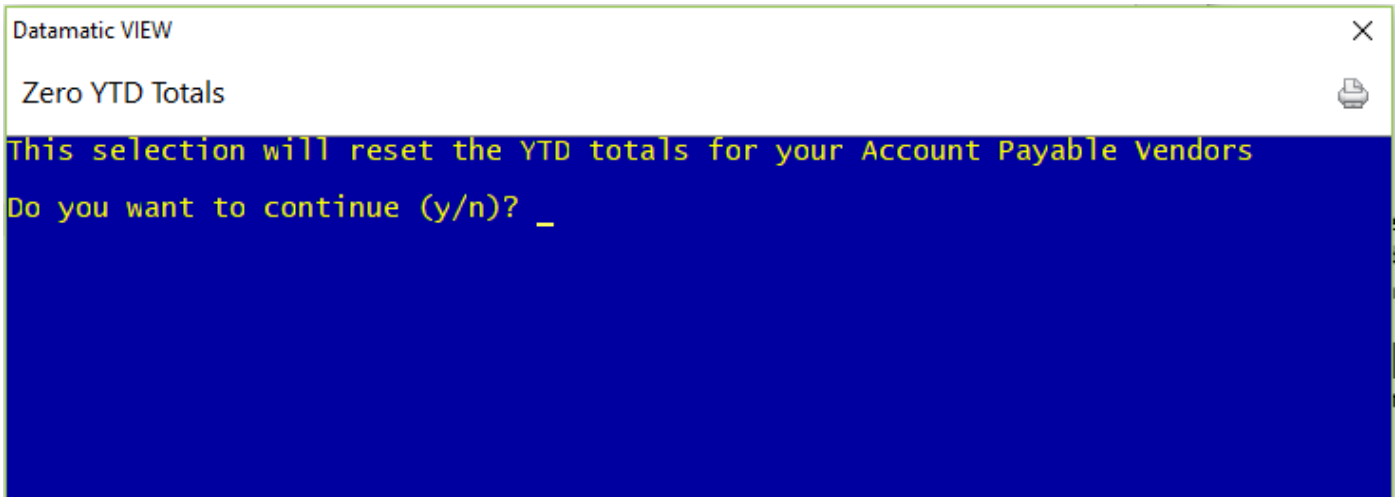
The **Delete Inactive Temporary Vendors** selection removes all vendors marked as temporary (Vendor IDs less than 2000).



```
Datamatic VIEW
Delete Inactive Temporary Vendors
Continue _Quit
----- Delete Vendor --
This will Remove all Vendors marked to be Deleted.
```

Zero YTD Totals

The **Zero YTD Totals** selection Resets YTD Vendor Totals. Zero YTD totals must be completed after processing accounts payable for December and before processing any invoices for January.



```
Datamatic VIEW
Zero YTD Totals
This selection will reset the YTD totals for your Account Payable Vendors
Do you want to continue (y/n)? _
```

GETTING STARTED

Setting up Accounts Payable requires the optional software and initial setup. Contact Customer Service for more information.

Third Party Setup

Accounts Payable can use standard or custom checks.

Hardware Setup

A check printer is required to print checks. The credit union has an option to print the checks to a local printer or a shared check printer.

Teller Security

Accounts Payable security is required for staff that will access to Accounts Payable. [[Main Ribbon > System Settings > Tellers > Basic Tab > Accounts Payable](#)].

Setup Screens

Accounts Payable has the following initial setup screens that need to be completed:

- Source Maintenance
- Customer Setup

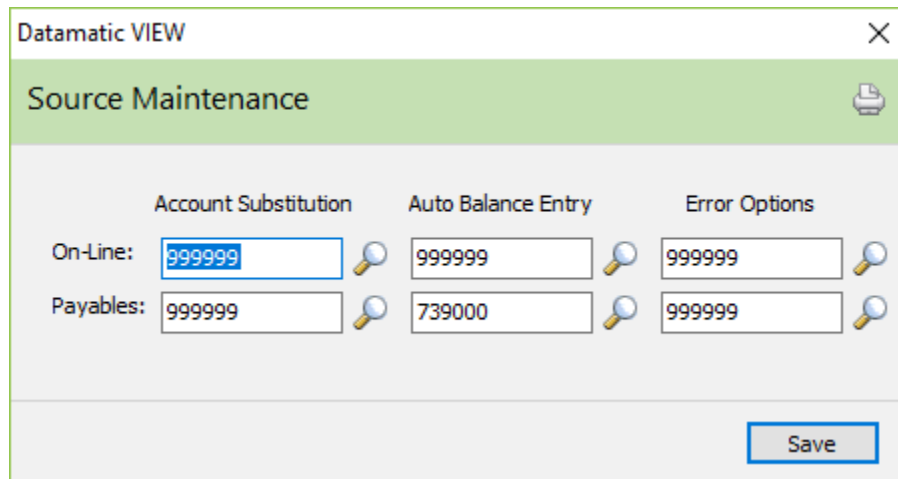
Source Maintenance

The Payables fields in the **Source Maintenance** selection must be completed as part of the initial setup. This setup allows entries to post if account numbers are unassigned. [Main Ribbon > Accounting > General Ledger (Ctrl + G) > Source Maintenance]



Important

Please contact Customer Service before completing or making any changes.

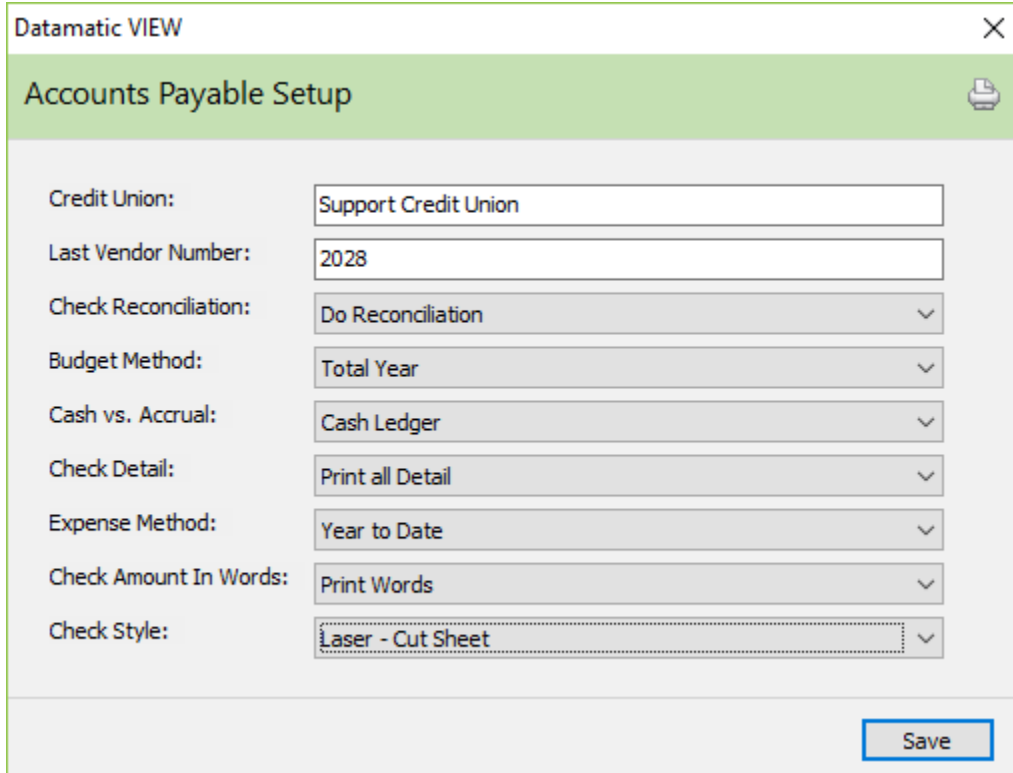


	Account Substitution	Auto Balance Entry	Error Options
On-Line:	999999	999999	999999
Payables:	999999	739000	999999

Field	Comments
Account Substitution	Ledger account used in the event the ledger account is non-existent at the time the journal voucher is posted.
Auto Balance Entry	Ledger account used to post the offset of the invoices. This field is generally the ledger account for the credit union checking account.
Error Options	Ledger account used in the event the ledger account is non-existent at the time the journal voucher is posted.

Accounts Payable Setup

The **Accounts Payable Setup** must be completed as part of the initial setup. Many of the options below require a discussion with Customer Support. [\[Main Ribbon > System Settings > Accounts Payable Setup\]](#)



Field	Comments	
Credit Union	Name that appears on accounts payable reports	
Last Vendor #		
Check Reconciliation	Options:	
	Do Reconciliations	Default
	Don't Reconcile	
Budget Method	Options:	
	Total Year	Default
	YTD Budget	
	Current Month	
	No Budget	
Cash vs Accrual	Options:	
	Cash Ledger	Expense invoice when paid (default)
	Accrual Ledger	Accrue invoices entered

Field	Comments	
Check Detail	Determines whether the detail is listed on the check stub	
	Print All Detail	Default
	Print Invoice Sums	
Expense Method	Options:	
	Year to Date	Default
	Current Month	
Check Amount In Words	Determines whether the check prints the check amount in words.	
	Prints Words	Default
	Suppress Words	
Check Style	Determines the type of check stock	
	Dot Matrix	
	Laser – Cut Sheet	
	Laser – Cut Sheet (Pre-Printed Stock)	Default

Initial Data Entry

Add existing vendors to Accounts Payable. [\[Main Ribbon > System Settings > Accounts Payable > Vendor > Add Vendor\]](#)

ACCOUNTS PAYABLE PROCESS

Accounts Payable processes consist of invoice entry and payment. Credit union should develop their own internal procedures based on the following:

Invoice Entry

All invoices must be entered before they can be paid. Invoice detail marked **Hold for Review** that should be paid must be switched to **Print Check** for payment to be processed.

Paying Invoices

Paying invoices consist of the following selections. It is critical that these selections are completed and on the same business day. See section links for additional details.

- [Print Open Item Report](#)
- Review Open Item Report [[Main Ribbon > Reports > Current Day](#)]
- [Print AP Check Register](#)
- Review Check Register Report [[Main Ribbon > Reports > Current Day](#)]
- [Print AP Checks](#)
- Review printed checks (See Print AP Checks if checks need to be reprinted)
- [Update Ledger with Invoices](#)
- [Add AP Checks to Check Register](#) (optional)

Annual / Year-End

The following processes should be completed at year end:

- [Zero YTD Totals](#)
- [Delete Inactive Temporary Vendors](#)