

## Payable and Suspense Account Setup

The Payable and Suspense Account Setup is used to assign general ledger numbers to Payable Accounts. These accounts are accessed by the system whenever a batch posting is updated (ie: payroll, drafts, ACH, etc.) and they are always the offsetting entry of what is posted to member accounts. This window is also used to assign Suspense accounts.

### General tab

**Suspense Accounts:**  
 Share:       Loan:       Ledger:

Payable Accounts	Debit	Credit	Post Method
Dividends			Main Office
CD Interest			Main Office
Drafts			Main Office
ACH			Main Office
ATM Tape/Transmission			Main Office
Payroll			Main Office
CD Interest Checks			Main Office
Overdrafts			Main Office
Overdraft Fees			Main Office
Draft Returns			Main Office
Unapplied Data Proc.			Main Office

**Save**

Figure 1

## Other tab

Batch	Payable Accounts	Debit	Credit	Post Method
				Main Office

Figure 2

This window contains ten (10) blank fields where additional payable account general ledger numbers can be entered for other batch jobs done by the credit union. **(See page 6 for a list of Batch Numbers.)**

Use the Tab key, arrow keys or click on the appropriate area to add (or change) a general ledger account in the “Debit” or “Credit” column or to select (or change) the “Post Method” on the Payable and Suspense Account Setup window.

Select the save button, to save the changes.

**Share Suspense**

**Definition:** This field represents the general ledger number that automatically gets updated when a transaction is posted to a share suffix whose general ledger account is not set up under [Main Ribbon > System Settings > Share and Dividend Account Setup].

**Values:** Six (6) digit general ledger number. Datamatic suggests 888888.

**Purpose:** This field is used to alert credit union staff when a transaction is posted to a suffix whose general ledger number has not been properly specified.

**Example:** A transaction is posted to a member's 02 suffix. However, on the Share and Dividend Account Setup screen, the Share Account field is blank. The system would post the transaction amount to 888888. This alerts the credit union that a general ledger account needs to be setup on the Share and Dividend Account Setup screen. Once the account is setup, the money can be manually transferred out of 888888 and into the specified general ledger account.

Example below.

Suffix	Share	Dividend Payable	Dividend Expense
00	901000	851000	380000
01	901000	851000	380000
02			
03	907000	857000	387000
04	906000	856000	386000

**Figure 3**

**Related Functions:** It is suggested that during the recap/balancing process each day, this account is verified. There are several ways to check the balance.

[[Main Ribbon > Accounting > General ledger > Accounts > Right click and select Display Posted Detail](#)]

or

[[Main Ribbon > Inquiry > General Ledger](#)]

Using the Ledger Trial Balance Report is another method.

### **Loan Suspense**

**Definition:** This field represents the general ledger number that automatically gets updated when a transaction is posted to a loan suffix whose general ledger account is not setup under [[Main Ribbon > System Settings > Loan Account Setup](#)].

**Values:** Six (6) digit general ledger number. Datamatic suggests 777777.

**Purpose:** This field is used to alert credit union staff when a transaction is posted to a suffix whose general ledger number has not been properly specified.

**Example:** A transaction is posted to a member's 12 suffix. However, on the Loan Account Setup screen, the Principal field is blank. The system would post the transaction amount to 777777. This alerts the credit union that a general ledger account needs to be set up on the Loan Account Setup screen. Once the account is set up, the money can be manually transferred out of 777777 and into the specified general ledger account.

Example below.

Suffix	Principal	Interest	Late Charge	Loan Interest Accrual
10	701000	111000	131000	780000
11	701000	111000	131000	780000
12				
13	701000	111000	131000	780000
14	701000	111000	131000	780000
15	701000	111000	131000	780000
16	701000	111000	131000	780000
17	701000	111000	131000	780000
18	701000	111000	131000	780000
19	701000	111000	131000	780000

Figure 4

**Related Functions:** It is suggested that during the recap/balancing process each day, this account is verified. There are several ways to check the balance.

[Main Ribbon > Accounting > General ledger > Accounts > Right click and select Display Posted Detail]

or

[Main Ribbon > Inquiry > General Ledger]

Using the Ledger Trial Balance Report is another method.

**Ledger Suspense**

**Definition:** This field represents the general ledger number that is automatically updated whenever the system attempts to post any type of rejected transaction (ie: Account not on file, Balancing Entries, Invalid Check Digit, NSF in account balance, etc.).

**Values:** Six (6) digit general ledger number. Datamatic suggests 999999.

**Purpose:** This field is used to alert credit union staff of all rejected transactions so that they may be cleared out on a daily basis.

**Related Functions:** It is important that during the recap/balancing process each day, this account is cleared out. The Rejected Transaction Listing and system JV Posting from End of Day Reports will have some description of the reason the entry posted to suspense and a clue to what needs to be done to post this item accurately.

**Batch Number**

**Definition:** This field represents the system assigned Batch Number for processing other than the items listed in the above sections.

**Values:**

- 8 = Cash Back Rewards
- 9 = Reward ATM Surcharge Refunds
- 11 = Escrow Distributions
- 20 = Reward ATM Charge Refunds - Same as standard ATM service charge batch.
- 25 = Online ATM
- 26 = Voice Response Checks
- 27 = Quantum
- 28 = Service Center/CUSAVC
- 29 = Voice Response
- 30 = CUSVC ATM
- 31-35 = Direct Connect ATM
- 36 = Batch Remote Deposit - For Malauzai users when Malauzai uses another company for the remote deposit vendor.
- 37 = Mobile Deposit (App or Web) - for Malauzai Mobile Banking Remote Deposit Transactions to separate from Mobile Banking Transfers.
- 38 = Mobile Banking (App) - for Mobile Banking Transfers.
- 39 = Internet Banking
- 49 = Membership Service Charges
- 52 = HSA Service Charges
- 53 = Interest Rebate Checks
- 54 = Bonus Dividend Checks
- 95 = ACH Returns

**Purpose:** This field is used so that the system will automatically utilize specific transaction codes when posting batch items to member accounts and offset the ledger entry to the assigned general ledger number.

**Payable Accounts**

**Definition:** This field is used to enter a description of the batch and consists of twenty (20) alpha or numeric characters that show on the given batch report, as well as, in general ledger.

**Values:** Credit union defined.

**Debit/Credit column**

**Definition:** This field represents the general ledger number that is automatically offset when the transmission or file is updated.

**Values:** Six (6) digit general ledger number.

**Example:** If the credit union is set up for ACH Returns under [[Main Ribbon > System Settings > Overdraft Setup](#)], the system will post the general ledger offset to the account number listed.

**Related Functions:** Typically, the same general ledger number is entered in BOTH the Debit and Credit columns.

**Post Method**

**Definition:** This field determines which location (main office, branch or specific branch) the entry will be posted.

**Values:** Main Office  
Post by Branch  
Post to Branch 1, 2, etc.

**Purpose:** This field is used for those credit unions with Branch Accounting optional software.

**Example:** If Main Office is selected, whenever the batch posting is updated, the system will offset the entries to the six-digit general ledger number listed. If Post by Branch is selected, whenever the batch posting is updated, the system will offset the entries to the branch number designated on the member's Member Information window. If Post to Branch 1, 2, etc. is selected, the system will post the offset to the specific branch entered.

**Related Functions:** Usually income and expense entries are posted by branch while asset and liability accounts are posted to main office. However, it is up to the individual credit union as to how Payable entries are to post.

**Dividends (Credit)**

**Definition:** This field represents the general ledger number that is automatically credited when IRS Backup Withholding is posted to a member's share account.

**Values:** Six (6) digit general ledger number.

**Purpose:** This field is accessed once dividends are posted to a member's share account. The system will then automatically debit the member's share account for the IRS Withholding amount shown on the share suffix inquiry and credit the above general ledger account.

The debit field for this option is not used. The system gets the payable general ledger account from the Share and Dividend Account Setup screen. (See the **Share and Dividend Account Setup** chapter in the System Settings manual.) This allows the credit union to use different Dividend Payable general ledger accounts for different share suffixes, if desired.

**Dividends (Post Method)**

**Definition:** This field determines which location (main office, branch or specific branch) the general ledger entry will be posted. (\*\*Note: This affects both the Debit and Credit columns even though the debit ledgers are entered on the Share and Dividend Account Setup window.)

**Values:** Main Office  
Post by Branch  
Post to Branch 1, 2, etc.

**Purpose:** This field is used for those credit unions with Branch Accounting optional software.

**Example:** If Main Office is selected, whenever IRS Backup Withholding is posted, the system will offset the entries to the six-digit general ledger number listed. If Post by Branch is selected, whenever IRS Backup Withholding is posted, the system will offset the entries to the branch number designated on the member's Member Information window. If Post to Branch 1, 2, etc. is selected, the system will post the offset to the specific branch entered.

**Related Functions:** Usually income and expense entries are posted by branch while asset and liability accounts are posted to main office. However, it is up to the individual credit union as to how Payable entries are to post.

**CD Interest (Credit)**

**Definition:** This field represents the general ledger number that is automatically credited when IRS Backup Withholding is posted to a member's certificate account.

**Values:** Six (6) digit general ledger number.

**Purpose:** This field is accessed once interest is posted to a member's certificate account. The system will then automatically debit the member's certificate account for the IRS Withholding amount shown on the CD suffix inquiry and credit the above general ledger account.

The debit field for this option is not used. The system gets the payable general ledger account from the Share and Dividend Account Setup screen. (See the **Share and Dividend Account Setup** chapter in the System Settings manual.) This allows the credit union to use different Dividend Payable general ledger accounts for different share suffixes, if desired.

### **CD Interest (Post Method)**

**Definition:** This field determines which location (main office, branch or specific branch) the general ledger entry will be posted. (\*\*Note: This affects both the Debit and Credit columns even though the debit ledgers are entered on the Share and Dividend Account Setup window.)

**Values:** Main Office  
Post by Branch  
Post to Branch 1, 2, etc.

**Purpose:** This field is used for those credit unions with Branch Accounting optional software.

**Example:** If Main Office is selected, whenever IRS Backup Withholding is posted, the system will offset the entries to the six-digit general ledger number listed. If Post by Branch is selected, whenever IRS Backup Withholding is posted, the system will offset the entries to the branch number designated on the member's Member Information window. If Post to Branch 1, 2, etc. is selected, the system will post the offset to the specific branch entered.

**Related Functions:** Usually income and expense entries are posted by branch while asset and liability accounts are posted to main office. However, it is up to the individual credit union as to how Payable entries are to post.

### **Drafts (Debit/Credit)**

**Definition:** This field represents the general ledger number that is automatically offset when a draft transmission is updated.

**Values:** Six (6) digit general ledger number.

**Purpose:** This field is accessed once drafts are posted to member accounts. The system will automatically debit member draft accounts and credit the Draft Payable general ledger account.

**Related Functions:** Typically, the same general ledger number is entered in BOTH the Debit and Credit columns.

**Drafts (Post Method)**

**Definition:** This field determines which location (main office, branch or specific branch) the general ledger entry will be posted.

**Values:** Main Office  
Post by Branch  
Post to Branch 1, 2, etc.

**Purpose:** This field is used for those credit unions with Branch Accounting optional software.

**Example:** If Main Office is selected, whenever Drafts are posted, the system will offset the entries to the six-digit general ledger number listed. If Post by Branch is selected, whenever Drafts are posted, the system will offset the entries to the branch number designated on the member's Member Information window. If Post to Branch 1, 2, etc. is selected, the system will post the offset to the specific branch entered.

**Related Functions:** Usually income and expense entries are posted by branch while asset and liability accounts are posted to main office. However, it is up to the individual credit union as to how Payable entries are to post.

**ACH (Debit/Credit)**

**Definition:** This field represents the general ledger number that is automatically offset when an ACH transmission is updated.

**Values:** Six (6) digit general ledger number.

**Purpose:** This field is accessed once ACH is posted to member accounts. The system will automatically debit or credit member accounts and debit or credit the ACH Payable general ledger account.

**Related Functions:** Typically, the same general ledger number is entered in BOTH the Debit and Credit columns.

**ACH (Post Method)**

**Definition:** This field determines which location (main office, branch or specific branch) the general ledger entry will be posted.

**Values:** Main Office  
Post by Branch  
Post to Branch 1, 2, etc.

**Purpose:** This field is used for those credit unions with Branch Accounting optional software.

**Example:** If Main Office is selected, whenever ACH is posted, the system will offset the entries to the six-digit general ledger number listed. If Post by Branch is selected, whenever ACH is posted, the system will offset the entries to the branch number designated on the member's Member Information window. If Post to Branch 1, 2, etc. is selected, the system will post the offset to the specific branch entered.

**Related Functions:** Usually income and expense entries are posted by branch while asset and liability accounts are posted to main office. However, it is up to the individual credit union as to how Payable entries are to post.

#### **ATM Tape/Transmission (Debit/Credit)**

**Definition:** This field represents the general ledger number that is automatically offset when an ATM tape or transmission is updated.

**Values:** Six (6) digit general ledger number.

**Purpose:** This field is accessed once ATM's are posted to member accounts. The system will automatically debit or credit member accounts and debit or credit the ATM Payable general ledger account.

**Related Functions:** Typically, the same general ledger number is entered in BOTH the Debit and Credit columns.

#### **ATM Tape/Transmission (Post Method)**

**Definition:** This field determines which location (main office, branch or specific branch) the general ledger entry will be posted.

**Values:** Main Office  
Post by Branch  
Post to Branch 1, 2, etc.

**Purpose:** This field is used for those credit unions with Branch Accounting optional software.

**Example:** If Main Office is selected, whenever ATM's are posted, the system will offset the entries to the six-digit general ledger number listed. If Post by Branch is selected, whenever ATM's are posted, the system will offset the entries to the branch number designated on the member's Member Information window. If Post to Branch 1, 2, etc. is selected, the system will post the offset to the specific branch entered.

**Related Functions:** Usually income and expense entries are posted by branch while asset and liability accounts are posted to main office. However, it is up to the individual credit union as to how Payable entries are to post.

**Payroll (Debit/Credit)**

**Definition:** This field represents the general ledger number that is automatically offset when a Payroll transmission or file is updated.

**Values:** Six (6) digit general ledger number.

**Purpose:** This field is accessed once Payroll is posted to member accounts. The system will automatically credit member accounts and debit the Payroll Payable general ledger account.

**Related Functions:** Typically, the same general ledger number is entered in BOTH the Debit and Credit columns.

**Payroll (Post Method)**

**Definition:** This field determines which location (main office, branch or specific branch) the general ledger entry will be posted.

**Values:** Main Office  
Post by Branch  
Post to Branch 1, 2, etc.

**Purpose:** This field is used for those credit unions with Branch Accounting optional software.

**Example:** If Main Office is selected, whenever payroll is posted, the system will offset the entries to the six-digit general ledger number listed. If Post by Branch is selected, whenever payroll is posted, the system will offset the entries to the branch number designated on the member's Member Information window. If Post to Branch 1, 2, etc. is selected, the system will post the offset to the specific branch entered.

**Related Functions:** Usually income and expense entries are posted by branch while asset and liability accounts are posted to main office. However, it is up to the individual credit union as to how Payable entries are to post.

**CD Interest Checks (Debit/Credit)**

**Definition:** This field represents the general ledger number that is automatically offset when a CD Interest Check file is created.

**Values:** Six (6) digit general ledger number.

**Purpose:** This field is accessed once certificate interest is posted to member accounts. The system will automatically debit member certificate accounts and credit the CD Interest Check Payable general ledger account.

**Example:** CD Interest is always posted the night before it is due:  
 cr member's certificate  
 db CD Interest Payable

If members are coded for CD Interest Checks, the system will also post the following entries:  
 db member's certificate  
 cr CD Interest Check Payable

**Related Functions:** Typically, the same general ledger number is entered in BOTH the Debit and Credit columns. CD Interest Checks can be printed from the Operations window (Ctrl + O) - Checks folder on a daily basis.

### **CD Interest Checks (Post Method)**

**Definition:** This field determines which location (main office, branch or specific branch) the general ledger entry will be posted.

**Values:** Main Office  
 Post by Branch  
 Post to Branch 1, 2, etc.

**Purpose:** This field is used for those credit unions with Branch Accounting optional software.

**Example:** If Main Office is selected, whenever certificate interest is withdrawn (so a check can be issued), the system will offset the entries to the six-digit general ledger number listed. If Post by Branch is selected, whenever certificate interest is withdrawn (so a check can be issued), the system will offset the entries to the branch number designated on the member's Member Information window. If Post to Branch 1, 2, etc. is selected, the system will post the offset to the specific branch entered.

**Related Functions:** Usually income and expense entries are posted by branch while asset and liability accounts are posted to main office. However, it is up to the individual credit union as to how Payable entries are to post.

### **Overdrafts (Debit/Credit)**

**Definition:** This field represents the general ledger number that gets updated if there is a problem with Overdraft Protection for a member.

**Values:** Six (6) digit general ledger number. Datamatic suggests 999999.

**Purpose:** This field is accessed only if there is a problem with Overdraft Protection. (This field is rarely, if ever, used).

**Related Functions:** Typically, the same general ledger number is entered in BOTH the Debit and Credit columns.

**Overdrafts (Post Method)**

**Definition:** This field determines which location (main office, branch or specific branch) the general ledger entry will be posted.

**Values:** Main Office  
Post by Branch  
Post to Branch 1, 2, etc.

**Purpose:** This field is used for those credit unions with Branch Accounting optional software.

**Example:** If Main Office is selected, whenever an ATM, Draft or ACH file is posted, the system will offset the overdraft entries to the six-digit general ledger number listed. If Post by Branch is selected, whenever an ATM, Draft or ACH file is posted, the system will offset the overdraft entries to the branch number designated on the member's Member Information window. If Post to Branch 1, 2, etc. is selected, the system will post the overdraft entries offset to the specific branch entered.

**Overdraft Fees (Debit/Credit)**

**Definition:** This field represents the general ledger number that is automatically offset when Draft, ACH, or ATM Overdraft Fees are posted.

**Values:** Six (6) digit general ledger number.

**Purpose:** After Drafts, ACH, or ATM's have posted to member accounts, the system automatically accesses the Overdraft Program, if offered by the credit union. If any NSF Charges or Share/Loan Transfers are performed and fees are assessed, the system will debit member accounts and credit the Overdraft Fee Payable general ledger account. The system looks under [\[Main Ribbon > System Settings > Overdraft Setup\]](#) to determine if fees are to be taken.

**Related Functions:** Typically, the same general ledger number is entered in BOTH the Debit and Credit columns.

**Overdraft Fees (Post Method)**

**Definition:** This field determines which location (main office, branch or specific branch) the general ledger entry will be posted.

**Values:** Main Office  
Post by Branch  
Post to Branch 1, 2, etc.

**Purpose:** This field is used for those credit unions with Branch Accounting optional software.

**Example:** If Main Office is selected, whenever Overdraft Fees are posted, the system will offset the entries to the six-digit general ledger number listed. If Post by Branch is selected, whenever Overdraft

Fees are posted, the system will offset the entries to the branch number designated on the member's Member Information window. If Post to Branch 1, 2, etc. is selected, the system will post the offset to the specific branch entered.

**Related Functions:** Usually income and expense entries are posted by branch while asset and liability accounts are posted to main office. However, it is up to the individual credit union as to how Payable entries are to post.

### **Draft Returns (Debit/Credit)**

**Definition:** This field represents the general ledger number that is automatically offset when a draft file is updated and draft returns are processed.

**Values:** Six (6) digit general ledger number.

**Purpose:** This field is accessed once draft returns are posted to member accounts. The system will automatically credit member draft accounts and debit the Draft Return Payable general ledger account.

**Related Functions:** Typically, the same general ledger number is entered in BOTH the Debit and Credit columns. Most credit unions elect to enter the same general ledger account that is in the Draft Payable field. However, the Draft Return Payable can be used as a holding account by entering a different ledger number.

### **Draft Returns (Post Method)**

**Definition:** This field determines which location (main office, branch or specific branch) the entry will be posted.

**Values:** Main Office  
Post by Branch  
Post to Branch 1, 2, etc.

**Purpose:** This field is used for those credit unions with Branch Accounting optional software.

**Example:** If Main Office is selected, whenever Draft Returns are posted, the system will offset the entries to the six-digit general ledger number listed. If Post by Branch is selected, whenever Draft Returns are posted, the system will offset the entries to the branch number designated on the member's Member Information window. If Post to Branch 1, 2, etc. is selected, the system will post the offset to the specific branch entered.

**Related Functions:** Usually income and expense entries are posted by branch while asset and liability accounts are posted to main office. However, it is up to the individual credit union as to how Payable entries are to post.

**Unapplied Data Proc. (Debit/Credit)**

**Definition:** This field represents the general ledger number that is automatically offset when Christmas Clubs Checks are processed or the GL Source Maintenance is not setup under [[Main Ribbon > Accounting > General Ledger > Source Maintenance](#)]. Also, if the Payable and Suspense Account Setup window is not setup with a general ledger account number, the general ledger entry(s) will post to Unapplied DP, if an entry is generated.

**Values:** Six (6) digit general ledger number.

**Example:** If the credit union starts charging overdraft fees but does not enter a general ledger account number in the Overdraft Fees field, the overdraft fees (general ledger credit entry) will post to Unapplied Data Processing.

**Related Functions:** Typically, the same general ledger number is entered in BOTH the Debit and Credit columns.

**Unapplied Data Proc. (Post Method)**

**Definition:** This field determines which location (main office, branch or specific branch) the entry will be posted.

**Values:** Main Office  
Post by Branch  
Post to Branch 1, 2, etc.

**Purpose:** This field is used for those credit unions with Branch Accounting optional software.

**Related Function:** Usually income and expense entries are posted by branch while asset and liability accounts are posted to main office. However, it is up to the individual credit union as to how Payable entries are to post.