Introduction

The ACUMEN Accounts Payable and Checking systems are tightly integrated to promote efficient payment processing. ACUMEN maintains a real-time running balance for each designated Checking Account. You can view Bank Balances in GL Setup, from within a Check record, and using the Bank Balances command. ACUMEN updates the appropriate bank balance as soon as a Check record is saved and when AP Disbursement checks are printed. It also updates the bank balance when Receipts and some GL Adjustments post.

The companies and people that supply you with goods and services are called vendors. Information about your vendors is stored in the Vendor file. You set up one Vendor record for each vendor with whom you do business.

When you receive an invoice from a vendor, you create an AP Voucher to record it in ACUMEN. You can also set up Recurring Vouchers for payments that are due on a regular basis (e.g., rent, telephone). The Voucher enables you to record and distribute a vendor invoice to your ACUMEN general ledger right away, through the posting process. The Voucher is also set up for payment in the Accounts Payable system through the generation of an AP Disbursement record during posting.

You can create AP Vouchers to pay royalties and commissions too.

The AP Disbursement file is the mechanism by which ACUMEN enables you to process Vouchers for payment and then auto-generate the corresponding checks. The records in the AP Disbursement file are simply a specialized view of the records in the Accounts Payable file. You can't create records directly in the AP Disbursement file. Each AP Disbursement record represents on open AP record – an unpaid AP Voucher.

You choose the Vouchers to pay by selecting individual AP Disbursement records for full or partial payment. When you initiate the printing of queued AP Disbursements, ACUMEN generates the corresponding Check records and it is those Checks that are actually printed. If a Vendor is configured for E-Pay, a Direct Debit Check is generated (as a record of the payment you will transmit directly to their account outside of ACUMEN).

You can pay up to 14 vouchers for the same vendor with one check by selecting all of corresponding AP disbursements for payment. The voucher detail (e.g., vendor invoice number) is printed on the check stub. If more than 14 AP Disbursements for the same vendor are selected for payment ACUMEN automatically creates multiple checks (no more than 14 vouchers per check) so that all of the voucher detail fits on the check stub.

You can easily print a summary or detailed AP Aging report to keep track of who you owe money, how much, and when it is due. You can limit the report to just open AP or include historical information. You can also control whether to print an aging for all vendors, a select group, or just one.

The Checking system enables you to maintain an unlimited number of bank accounts. You can bypass AP Disbursements and write a manual check directly from any one of those accounts if needed.

The Accounts Payable file is where ACUMEN stores a record of all transactions affecting your designated GL Accounts Payable accounts. New Accounts Payable (AP) records are created, or existing AP records are updated, by the system when transactions affecting GL Accounts Payable are posted. You cannot create AP records directly.

Other ACUMEN files and operations rely on the data in the Accounts Payable file. For example, an historical AP Aging is based on both open and closed AP records, and AP Disbursement records (which allow you to process vendor payments) are a specialized view of open (unpaid) AP records.

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At tax time, you can print 1099 and 1042 data on pre-printed IRS forms and export that data to file with the IRS for applicable vendors and authors.

The Type assigned to each AP record indicates the original transaction source.

AP Type	Original Record	AP Disb
vch	A posted AP Voucher generates this type of open AP record.	Yes
rvch	A posted recurring AP Voucher generates this type of open AP record.	Yes
adj	A posted VEND Adjustment applied to a new AP Doc ID generates this type of open AP record. If the Adjustment is applied to an existing open AP record (AP Doc ID), a new AP record is not created.	Yes
Chk	A posted manual check or a direct debit with an Invoice ID generates a closed AP (Chk) record. See the Checks eManual for details.	No

There are two reports for analyzing accounts payable in ACUMEN, the AP Aging Report (built-in) and the AP Aging Cash Flow Report (a Quick Report printed from the AP file). You can also view a vendor's account history on-screen.

The Payment Allocation Export enables you to export summary or detailed payment information for GL accounts that are assigned to a GL Account Class that is marked for inclusion in the export, for a user-specified date range. The export is based on accounts that are assigned to an applicable GL Account Class.

You can also export information about future cash receipts (AR) and payments (AP) using the Export Cash Flow Info feature. ACUMEN creates a text file that contains total weekly receipts and payments using that exported data.

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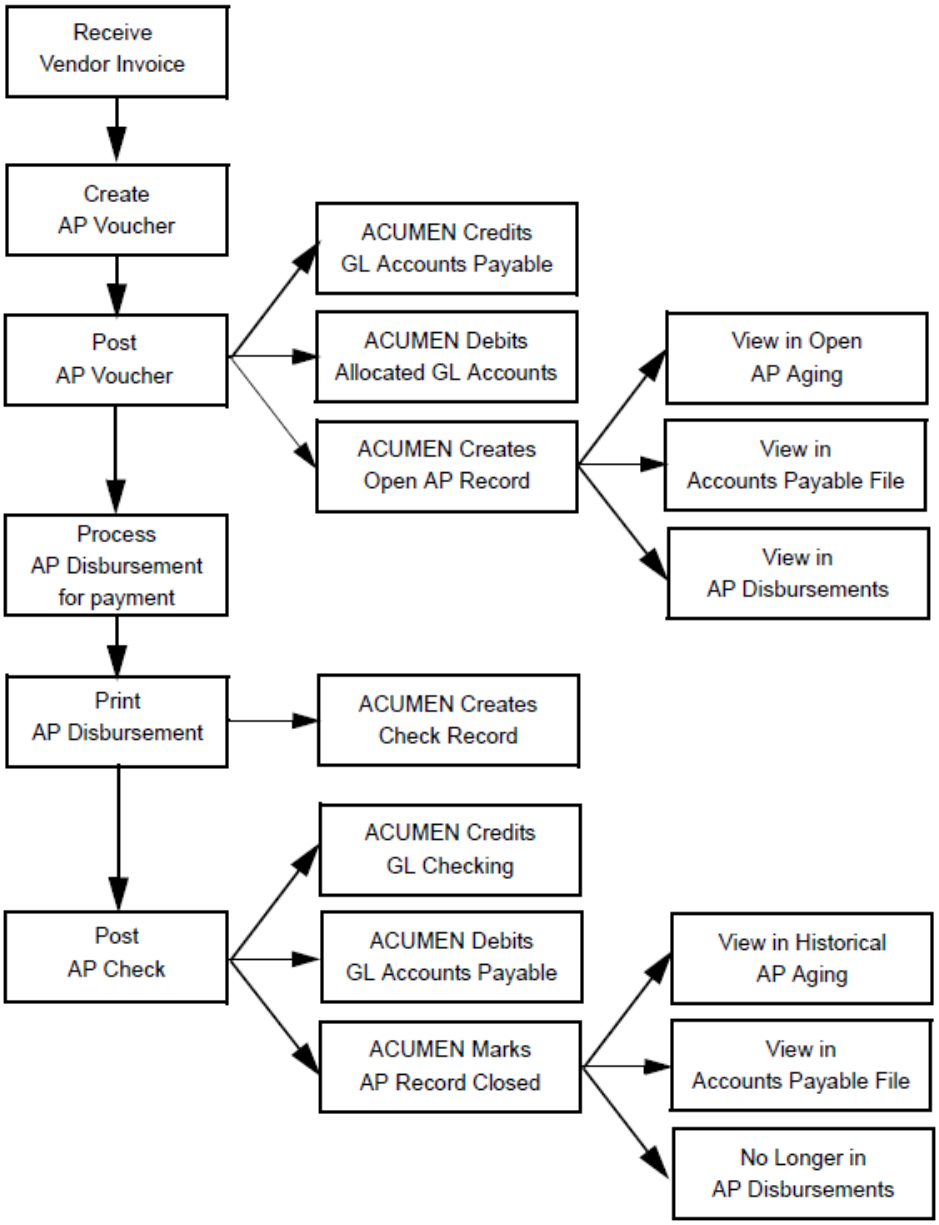
This chart demonstrates the typical events leading up to the payment of a vendor invoice that is processed through the ACUMEN Accounts Payable system.



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Highlights

- Enable optional verification for duplicates when creating new Vendors.
- Merge duplicate Vendor records into one record.
- Authors and Reps are also Vendors but those records are accessed from their own virtual files instead of the Vendor file.
- Vendor records can be imported.
- There are several Special Searches that enable you to locate Vendors in the Vendor file by fields in related files.
- Two Accounts Payable reports come with ACUMEN: AP Aging and AP Aging Cash Flow.
- You can export Cash Flow Projections.
- You can set up GL Defaults for each applicable vendor and ACUMEN will auto-load the GL Default line items in new Vouchers and Checks for the vendor e.g., when you create a Check for your building management company the rent amount is automatically entered and allocated to your GL Rent account.
- Click the Aging button in the Vendor record list or in a Vendor record to quickly see a vendor's open or historical AP detail on screen.
- If a vendor also purchases product or services from you, you can use the Create Customers button in the Vendor record list to quickly create a Customer record for them.
- You can put a Vendor on hold so that Checks are not generated for them even though you can enter Vouchers for them. The On Hold feature is currently in development and will be released soon.
- You can delete any Vendor records for which there is no related history (e.g., Checks, Vouchers).
- Vouchers can be created in the AP Voucher file as well as from the PO (Purchase Order) and Inventory Transactions files.
- Set up Recurring Vouchers to automate the payment of bills that are due on a regular basis such as monthly rent and utilities.
- Change Check IDs for Checks that have already been printed if necessary e.g., pre-printed check forms were damaged when printing payment information and must be reprinted on differently numbered check forms.
- View AP records from the Accounts Payable file, the AP Disbursements file, and the AP Aging record list.
- Quickly find AP records based on any fields in the Vendor file using the Search by Vendor Special Search.
- Set AP Aging Defaults in Preferences.
- Control whether new Voucher records are Post Ready by default.
- Print U.S. 1099 and 1042 data from ACUMEN onto pre-printed forms for IRS reporting.
- Export U.S. 1099 and 1042 data from ACUMEN to e-file with the IRS.

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- Manually create Checks directly in the Check file when necessary e.g., to pay a vendor without an AP voucher, to refund a customer, to pay a non-system vendor or customer, etc.
- Create a Direct Debit Check to reverse a posted check or to record an E-Pay transaction.
- Use Special Searches to locate records in the Check file by fields in the AP and Voucher files and by Check Detail.
- Add any checking, savings, money market, or other cash account that you will reconcile in ACUMEN as a Designated Checking Account any time.
- Use the Duplicate button in the Check record list to quickly duplicate an existing Check record e.g., a fast way to enter payroll checks without having to manually enter all of the static detail every time.
- Use the Update 1099 button in the Check record list to toggle the status of the 1099/T5 check box in selected Check records (i.e., if the Check is designated for 1099 reporting you can reverse that setting, and vice versa).
- View a list of all AP Disbursements related to a Check from the AP Disbursements page of that Check record.
- Void or cancel an unposted Check.
- Exchange data with other accounting and AP systems using the Data Transfer functionality if you don't handle your own accounting and AP.

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How the Accounts Payable System Works

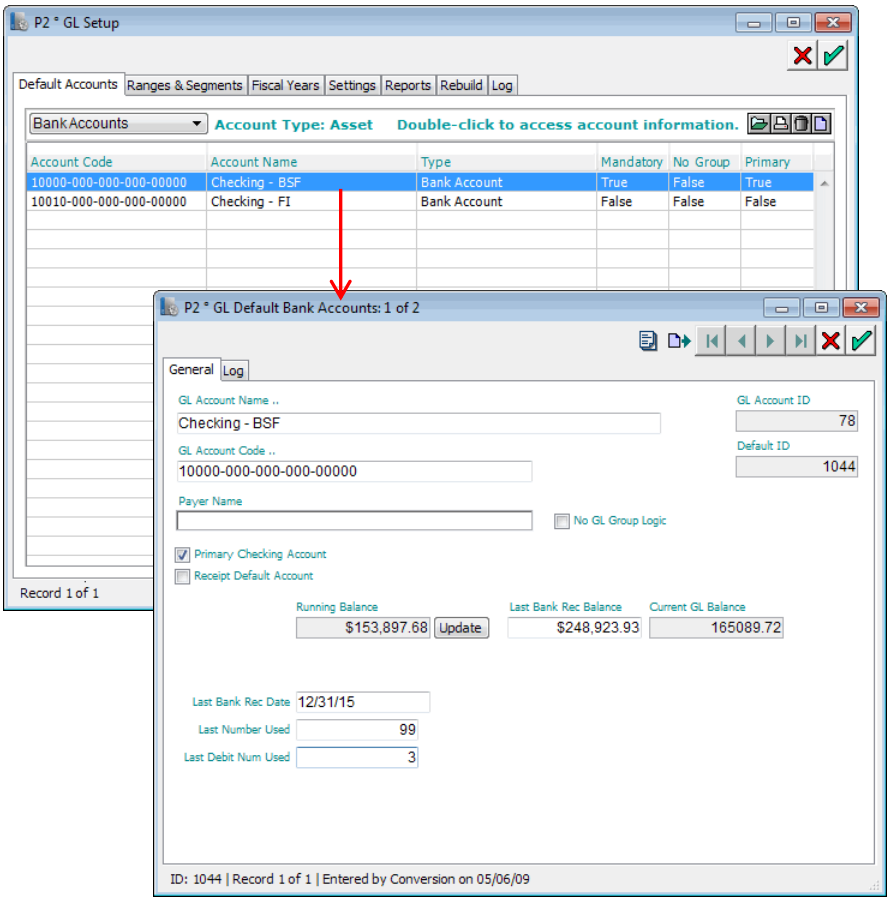
Set up Checking accounts

Your **checking accounts** are set up in **GL Setup** as **Default Bank Accounts** along with other kinds of bank accounts you may have. You can add as many Bank Accounts as needed.

Double-click a Bank Account in the list to access the record form for the details of that account. Each Bank Account is tied to the corresponding GL Account in your GL.

One Checking Account can be designated as **Primary** to be used as the default for Checks. You can manually change the Checking Account in a Check if needed.

You can also designate a default Bank Account for **Receipts.**



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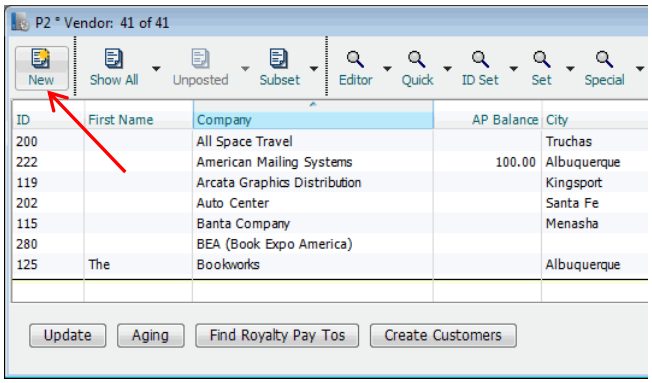
Create Vendor records

Vendor records are for storing information about the companies, institutions, and individuals with whom you do business. The details in each Vendor record helps to **automate** data entry in **Vouchers** and **Checks** and assure **consistency** in the AP system e.g., for tracking 1099 payments.

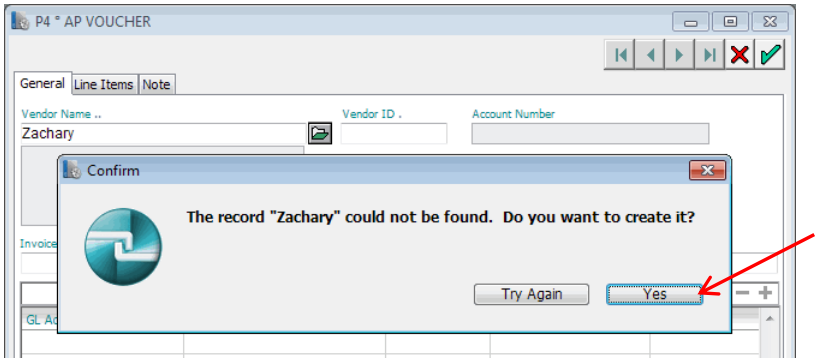
Create a new Vendor record from one of three areas in the core system, or import them.

Access the **Vendor file** from the ACUMEN Main Screen **AP_Check menu** and then click the **New Quick Tool** in the record list to open a blank Vendor record form.



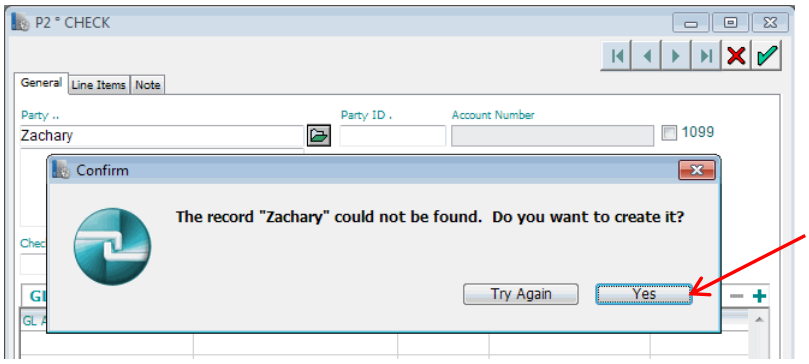
-OR**-**

Create a **new AP Voucher** and enter a Vendor Name that **doesn't** already exist in the Vendor file. ACUMEN prompts you to **create a new** Vendor record. If you click **Yes**, a blank Vendor record form opens in a new process. When you have entered the vendor information and save the Vendor record, you are returned to the AP Voucher and can complete it.



-OR**-**

Create a **new Check** and enter a Party that **doesn't** already exist in the Vendor file. ACUMEN prompts you to **create a new Vendor** record. If you click **Yes**, a blank Vendor record form opens in a separate process. When you have entered the vendor information and save the Vendor record, you are returned to the Check and can complete it.



-OR**-**

You can **import** Vendors using the pre-defined ASCII text file import format. This is a portion of that format.

1	2	3	4	5	6	7
A	B	C	D	E	F	G
Vendor ID †	First Name	Last Name/Company Name	Address 1	Address 2	City	State
261	The	Banta Company	Curtin Reed Plaza	P O Box 60	Menasha	WI
262		Copygraphics, Incorporated	314 Read Street		Santa Fe	NM
200	Bard	Koffman	3094 East Street		New York	NY
263		McNaughton & Gunn, Inc.	P O Box 2070		Ann Arbor	MI

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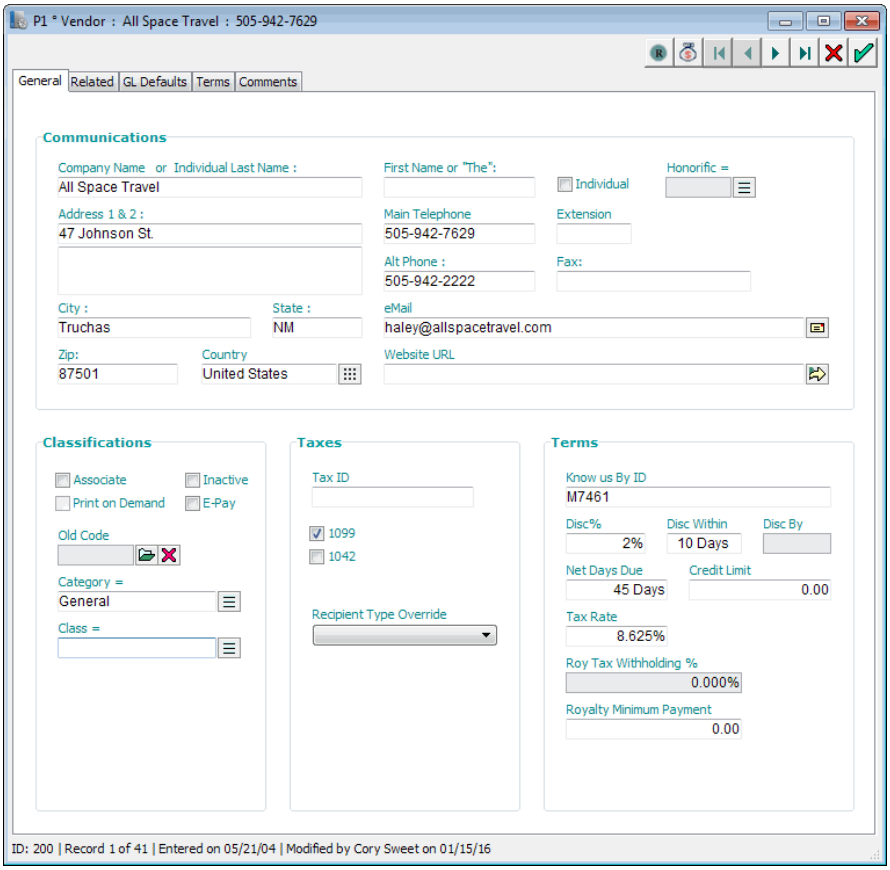
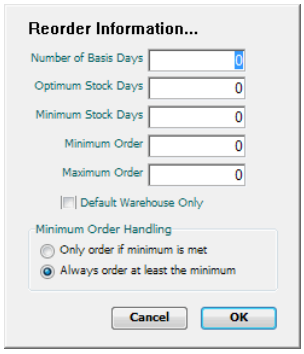
The General page of the Vendor form includes the essential fields needed to populate Checks and AP Vouchers. The only field that must be entered to save a Vendor record is the **Company Name or Individual Last Name**. You will usually enter other fields too though e.g., Address, Telephone, and so on.



In addition to the general information such as name and address, you can configure fields to **classify** a vendor (e.g., General, Printer), store their **tax** settings, and enter the **terms** they extended to you as their customer. If you will transmit payments electronically directly to a vendor's account (e.g., PayPal), enable the E-Pay option too.

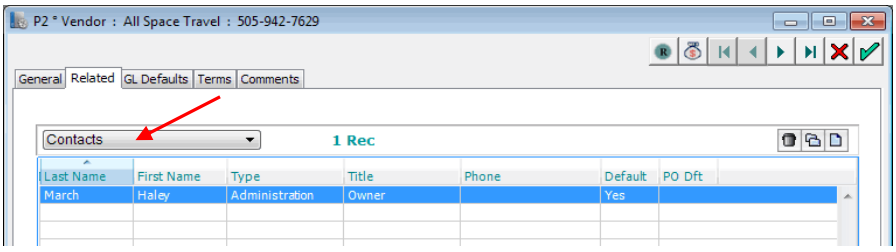
In ACUMEN authors and sales reps are also vendors but they are specialized and their records are stored in and accessed from the **Author** and **Rep** files respectively.

The **Reorder button** at the top of the form enables you to set criteria for reordering product that you purchase from that vendor.



Use the **Aging button** to view an onscreen AP aging for the current vendor. Choose to view only **Open** AP items or **Historical** as of the date entered.

The **Related** page lists records that are linked to the Vendor record: **Actions, Contacts, eMails, Events, Job Cost Distributions, PO Items,** and **Royalties.**



Some related records can be created from the Related list, others must be created in another area of the system.

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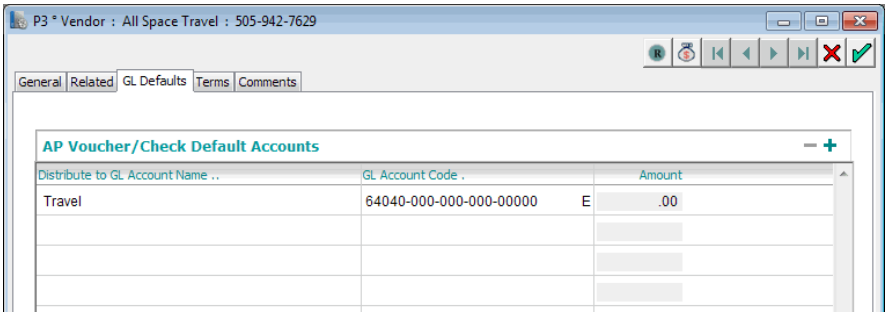
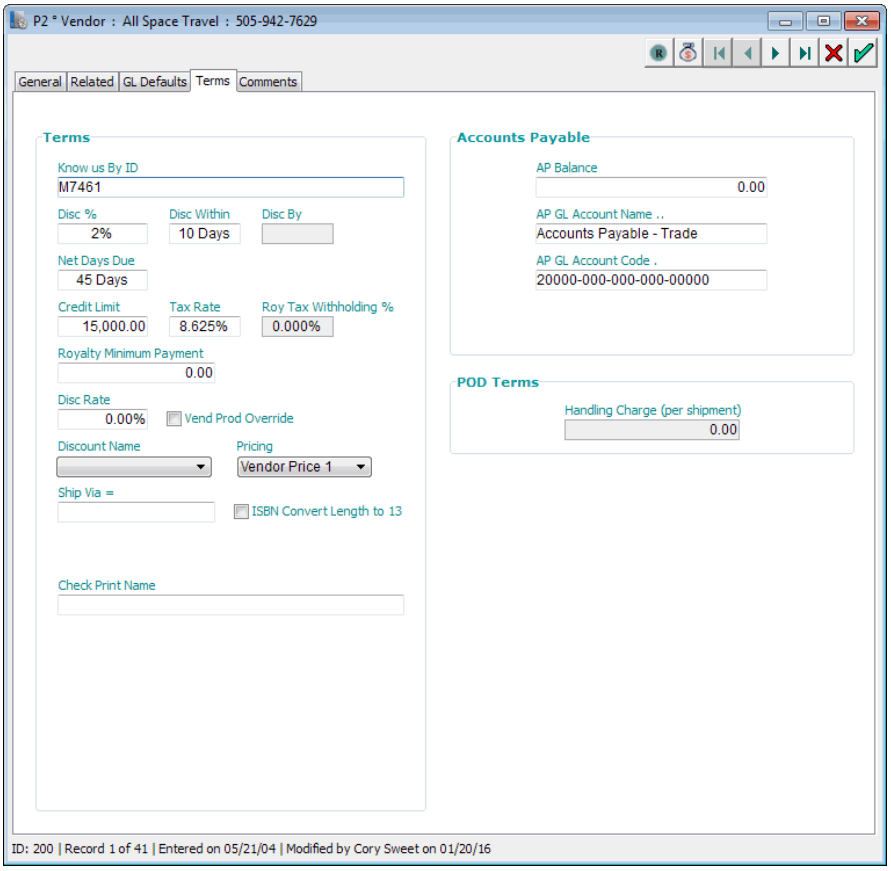
If you usually distribute payments to the same GL account for a particular vendor, you can enter one or more default accounts on the **GL Defaults page** of the Vendor record. When you create an **AP Voucher** or **Check** for them, a list of the default GL accounts stored in the Vendor record come up and you choose whether to load the defaults into the new record. Each default account can also have a corresponding **amount** though it doesn't have to e.g., rent is always the same each month so you store that amount with the default account. Default accounts help makes data entry quick and accurate. You can manually override the default in Vouchers and Checks if needed.

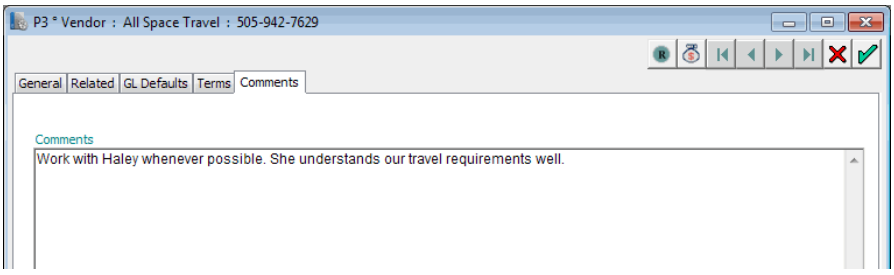


The **Terms page** is where you store the credit terms the vendor gives you, any discount, pricing, and shipping defaults, as well as other applicable settings. You can also view the vendor's AP balance.



The **Terms field group** is visible on both the Terms page and the General page of the Vendor record form.

The **Comments page** contains a **32,000 character text field** for your comments about the vendor.



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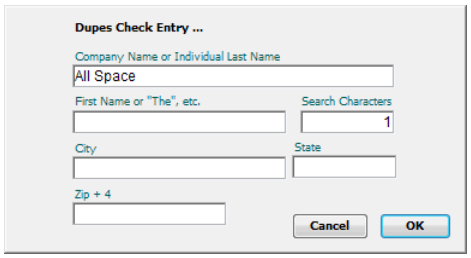
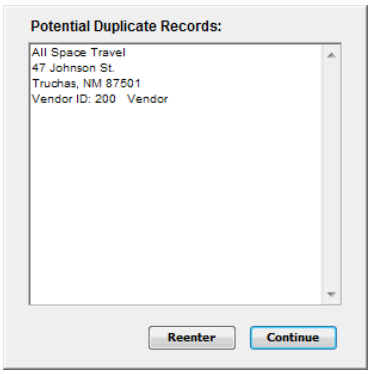
When the optional **Vendor Dupes Verify** Preference is enabled, a modified Vendor form comes up initially when you create a new Vendor record. Based on the key fields in that brief form, ACUMEN checks for existing Vendor records that match.



If a possible duplicate Vendor record is found an alert comes up.



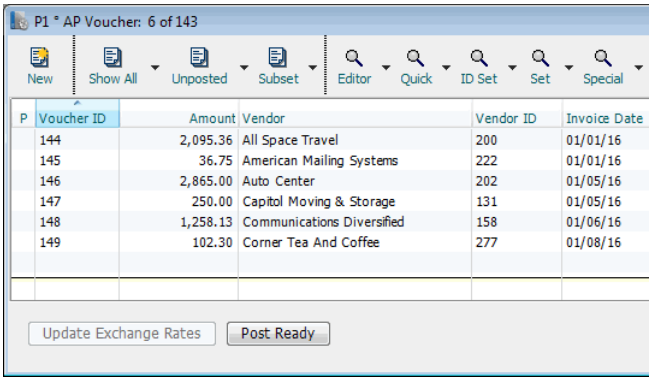
If you create multiple Vendor records for the same vendor, you can **merge** them together, into a single Vendor record.

Using preformatted **Special Searches** you can find Vendor records based on fields in related files. For example you can search for Vendors by fields in the Contact file. You can also use the ACUMEN Search Editor to search on any fields in the Vendor file or any other files.

Create AP Vouchers

You should create one AP Voucher for each vendor invoice received. Vouchers are created in the AP Voucher file accessed from the ACUMEN Main Screen **AP_Check** menu.

Click the **New Quick Tool** in the record list to open a blank AP Voucher form.



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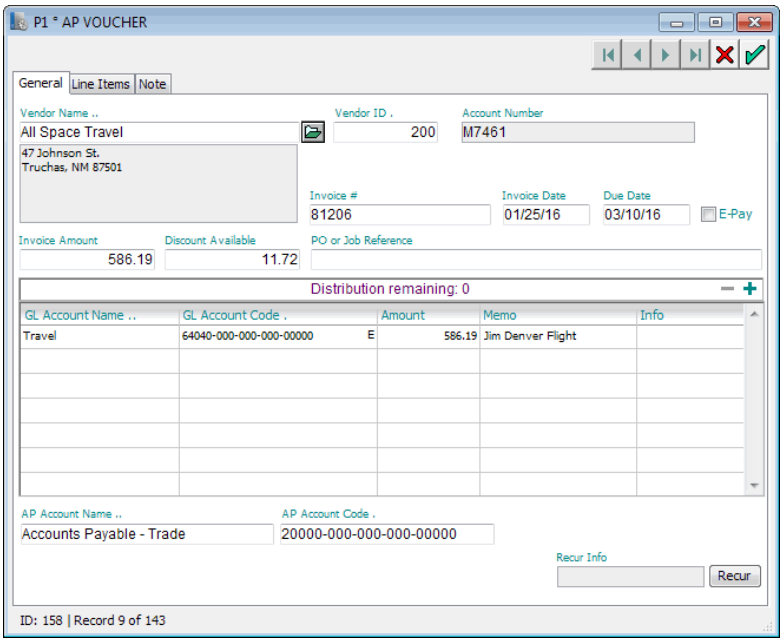
A **completed** AP Voucher looks something like this.



The **Vendor Name** field is **clairvoyant**. When you enter all or part of a vendor name ACUMEN loads the vendor information if just **one** matching Vendor record is found. If **multiple** matches are found, a list of matching Vendors comes up and you select the one to load into the AP Voucher.

If the Vendor is assigned to any **default accounts** (**GL Defaults** page of the Vendor record), a **list** of those accounts comes up when you tab out of the Vendor Name field and you can choose the ones to load into the distribution area of the Voucher. In this example the vendor, All Space Travel, is assigned to one default account, **Travel**, and it was loaded as a **distribution line item.**

If the Vendor isn't assigned any default accounts or you choose not to load the default, you must enter at least **one** distribution line item for the expense.

The total **distributed amount** must be equal to the **Invoice Amount**; Distribution remaining must be 0.

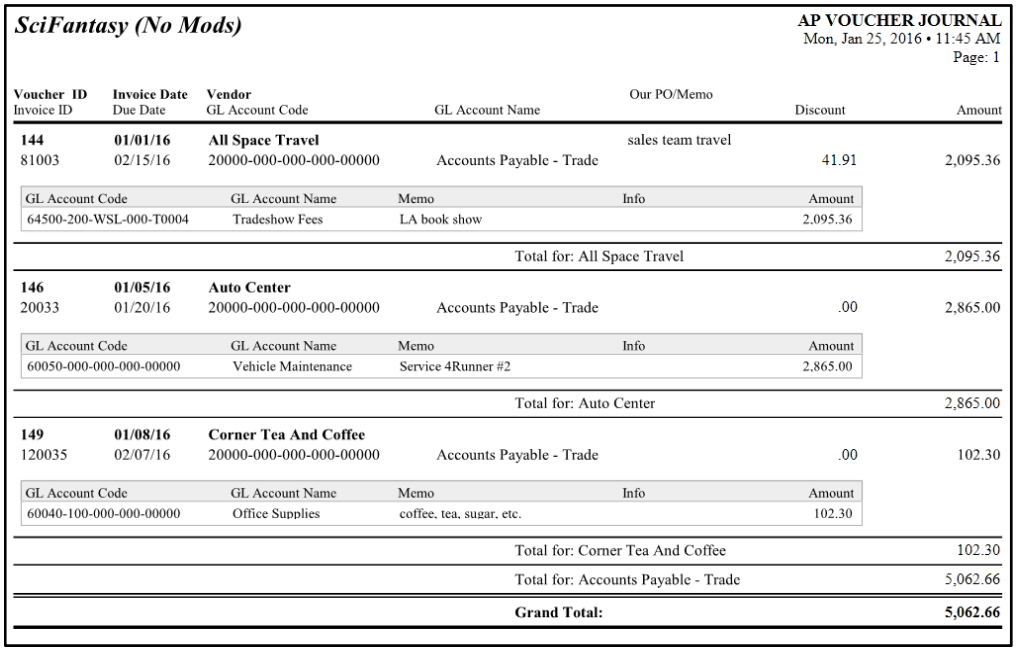
The AP GL Account stored on the **Terms** page of the Vendor record is loaded in the **AP Account fields** in the Voucher.

When the Voucher **posts** ACUMEN **credits** Accounts Payable, **debits** the GL accounts to which the expense is distributed, and creates an **open AP record**. You can view the open AP record directly in the **Accounts Payable** file, as an **AP Disbursement**, and in an **open AP Aging**.

To review Vouchers before or after posting them, print an **AP Voucher Journal** from the AP Voucher record list. That report also prints automatically when Vouchers are posted.

You can reverse a posted AP Voucher by creating a **negative** AP Voucher or by creating a **VEND**-type **GL Adjustment**.

If you need to share AP data outside of ACUMEN (e.g., a parent organization cuts checks), you can **export** AP Vouchers.



SciFantasy (No Mods)

AP VOUCHER JOURNAL
Mon, Jan 25, 2016 • 11:45 AM
Page: 1

Voucher ID / Invoice ID	Invoice Date / Due Date	Vendor / GL Account Code	GL Account Name	Our PO/Memo	Discount	Amount
144	**01/01/16**	**All Space Travel**		sales team travel		
81003	02/15/16	20000-000-000-000-00000	Accounts Payable - Trade		41.91	2,095.36

GL Account Code	GL Account Name	Memo	Info	Amount
64500-200-WSL-000-T0004	Tradeshow Fees	LA book show		2,095.36

Total for: All Space Travel 2,095.36

146	**01/05/16**	**Auto Center**				
20033	01/20/16	20000-000-000-000-00000	Accounts Payable - Trade		.00	2,865.00

GL Account Code	GL Account Name	Memo	Info	Amount
60050-000-000-000-00000	Vehicle Maintenance	Service 4Runner #2		2,865.00

Total for: Auto Center 2,865.00

149	**01/08/16**	**Corner Tea And Coffee**				
120035	02/07/16	20000-000-000-000-00000	Accounts Payable - Trade		.00	102.30

GL Account Code	GL Account Name	Memo	Info	Amount
60040-100-000-000-00000	Office Supplies	coffee, tea, sugar, etc.		102.30

Total for: Corner Tea And Coffee 102.30

Total for: Accounts Payable - Trade 5,062.66

Grand Total: 5,062.66

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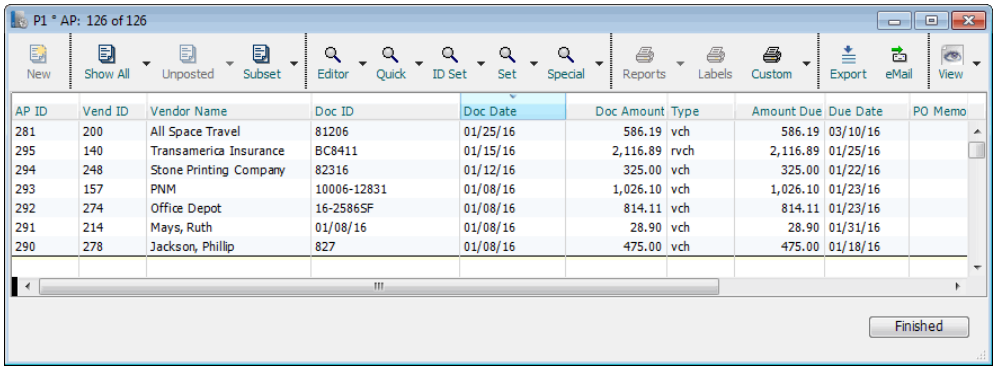
The Accounts Payable file

The **AP** (Accounts Payable) **file** is where ACUMEN stores a record of all **transactions that affect** your **designated GL AP accounts**. New AP records are created or existing AP records are updated by the system when transactions affecting GL Accounts Payable post. You cannot create AP records directly.

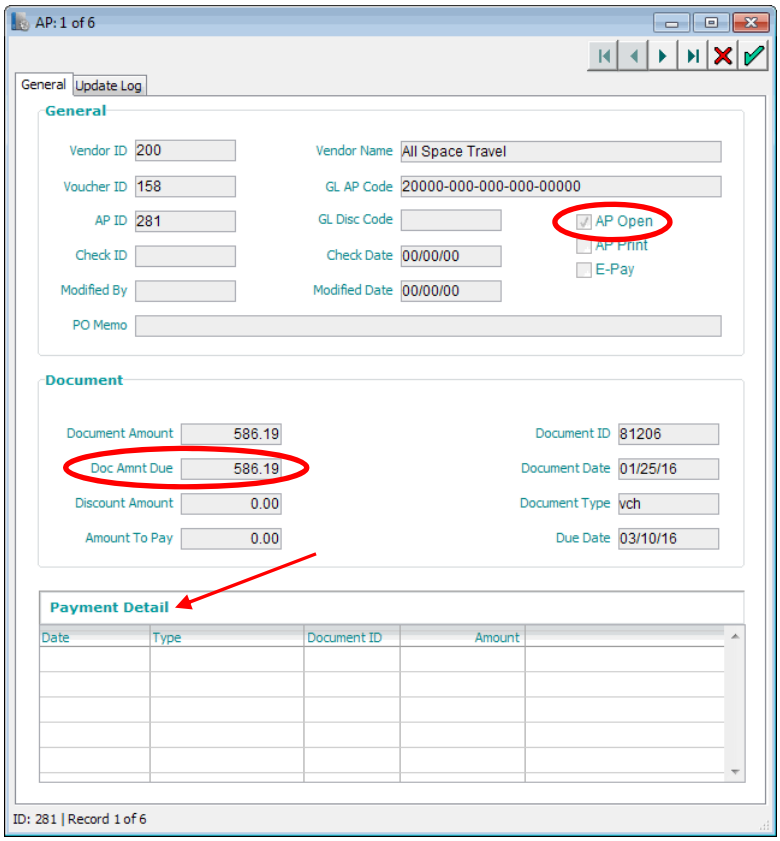


AP ID	Vend ID	Vendor Name	Doc ID	Doc Date	Doc Amount	Type	Amount Due	Due Date	PO Memo
281	200	All Space Travel	81206	01/25/16	586.19	vch	586.19	03/10/16	
295	140	Transamerica Insurance	BC8411	01/15/16	2,116.89	rvch	2,116.89	01/25/16	
294	248	Stone Printing Company	82316	01/12/16	325.00	vch	325.00	01/22/16	
293	157	PNM	10006-12831	01/08/16	1,026.10	vch	1,026.10	01/23/16	
292	274	Office Depot	16-2586SF	01/08/16	814.11	vch	814.11	01/23/16	
291	214	Mays, Ruth	01/08/16	01/08/16	28.90	vch	28.90	01/31/16	
290	278	Jackson, Phillip	827	01/08/16	475.00	vch	475.00	01/18/16	

A number of ACUMEN operations rely on AP data e.g., an historical AP Aging is based on both open and closed AP records, AP Disbursements are based on open AP records.

This example is an **open** AP record. The **AP Open** check box is True (selected), the **Doc Amnt Due** is not zero, and the **Payment Detail subform** is empty; no payments have been made against this AP record.

When the AP Open check box is selected, that open AP record is included in the AP Disbursements view. Once the record is closed, the AP Open check box is no longer selected, and there is no corresponding AP Disbursement record for that AP transaction.



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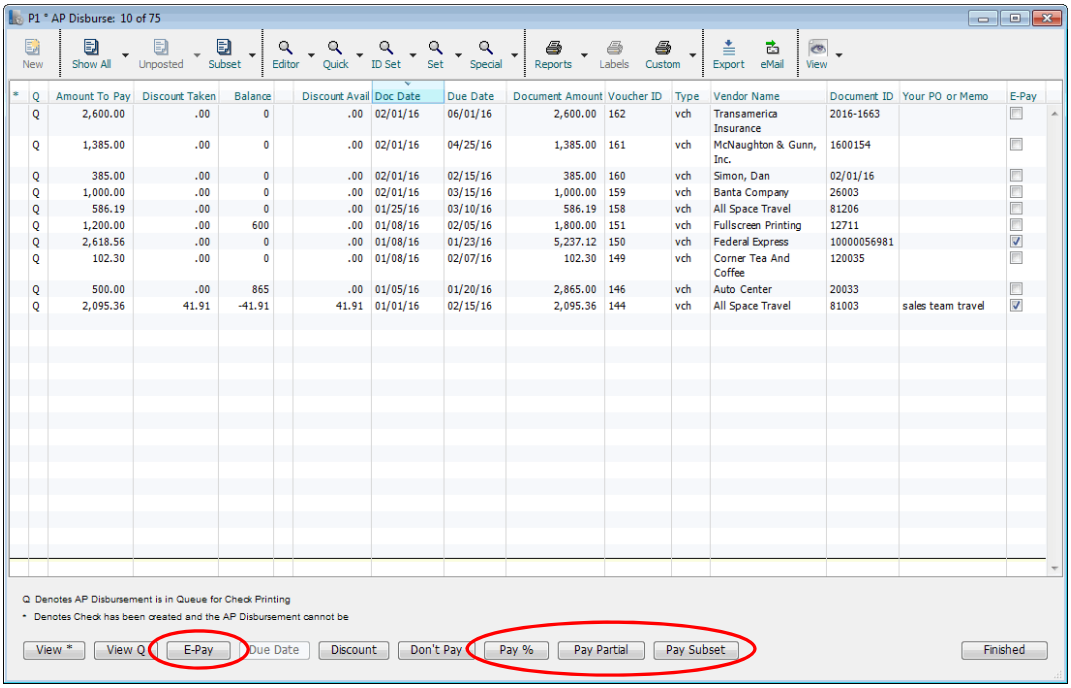
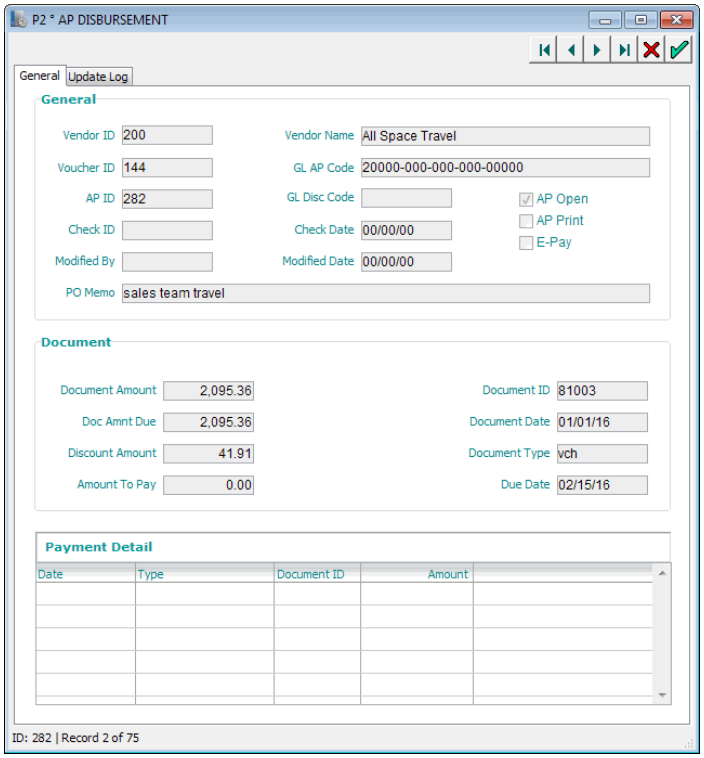
Mark AP Disbursements for Payment

The **AP Disbursement** file, accessed from the ACUMEN Main Screen **AP_Check** menu, is where you process vouchers for **payment** and then auto-generate the corresponding **checks**. There is **one** AP Disbursement record for **each open** AP record (i.e., for each unpaid AP Voucher).



Only the **first** user to access the AP Disbursement file is granted **read-write** access. Subsequent users have **read-only** access to prevent duplicate payments.

To pay items, select one or more AP Disbursements to which to apply the **same** payment option and then click the applicable payment button. You can pay a percentage of the open amount (**Pay %**), pay the full amount (**Pay Subset**), or select just **one** AP Disbursement and specify a partial dollar amount to pay (**Pay Partial**). Any available **discount** is applied automatically if the vendor terms are met. ACUMEN places a "**Q**" to the left of each AP Disbursement selected to pay to indicate that they are now in the check print queue, and updates the **Amount To Pay, Balance,** and **Discount Taken**, as applies.



Use the **E-Pay** button to toggle the status of the E-Pay field associated with an AP Disbursement on and off.

Until the AP Disbursement checks are posted and ACUMEN marks the corresponding AP records as **closed** (deselects the AP Open check box) the AP Disbursements remain accessible in the AP Disbursement record list.

To remove an AP Disbursement record from the check print queue, select it and click the **Don't Pay** button.

Double-click an AP Disbursement in the record list to open the record form. AP Disbursements are a special view of AP records and cannot be modified.

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Create AP Disbursement Checks

When you process AP Disbursements for payment they are added to the check print queue. Before creating the corresponding Checks you can print an **AP Disbursement Journal** from the AP Disbursement record list and review the planned payments. This report is printed for selected records from the AP Disbursement record list.

If a payment is configured to be made electronically the word "**E-Pay**" prints in the Amount Paid column for that payment e.g., see the payment line item for All Space Travel in the Journal example.

SciFantasy (No Mods) — **AP DISBURSEMENT JOURNAL**

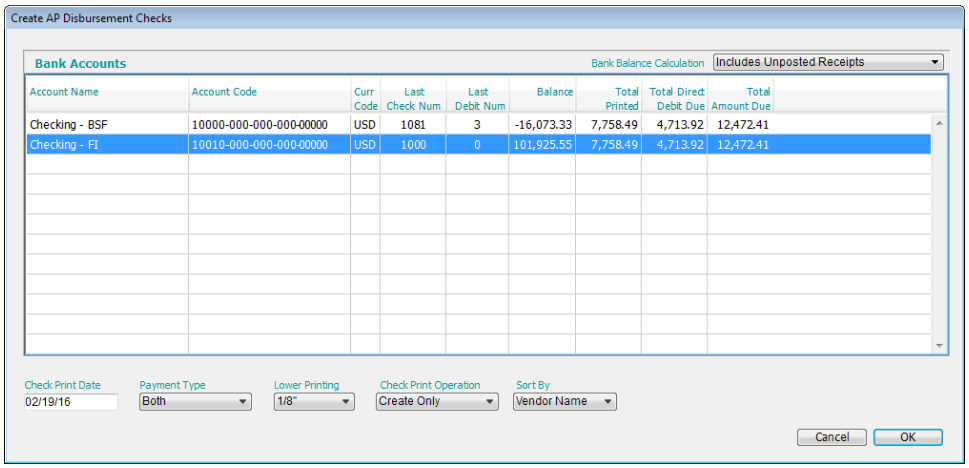
Doc ID / Voucher ID	Doc Date / Due Date	Check ID / Check Date / AP Account Code	Vendor / AP Account Name	Our PO / Memo / Doc Amount	Doc Amnt Due	Amount Paid
81003	01/01/16	00/00/00	All Space Travel	sales team travel		E-Pay
144	02/15/16	20000-000-000-000-00000	Accounts Payable - Trade	2,095.36	2,095.36	2,095.36
81206	01/25/16	00/00/00	All Space Travel			
158	03/10/16	20000-000-000-000-00000	Accounts Payable - Trade	586.19	586.19	586.19
		Total for: All Space Travel		2,681.55	2,681.55	2,681.55
20033	01/05/16	00/00/00	Auto Center			
146	01/20/16	20000-000-000-000-00000	Accounts Payable - Trade	2,865.00	1,365.00	500.00
		Total for: Auto Center		2,865.00	1,365.00	500.00
26003	02/01/16	00/00/00	Banta Company			
159	03/15/16	20000-000-000-000-00000	Accounts Payable - Trade	1,000.00	1,000.00	1,000.00
		Total for: Banta Company		1,000.00	1,000.00	1,000.00
120035	01/08/16	00/00/00	Corner Tea And Coffee			
149	02/07/16	20000-000-000-000-00000	Accounts Payable - Trade	102.30	102.30	102.30
		Total for: Corner Tea And Coffee		102.30	102.30	102.30
10000056981	01/08/16	00/00/00	Federal Express			E-Pay
150	01/23/16	20000-000-000-000-00000	Accounts Payable - Trade	5,237.12	2,618.56	2,618.56
		Total for: Federal Express		5,237.12	2,618.56	2,618.56
12711	01/08/16	00/00/00	Fullscreen Printing			
151	02/05/16	20000-000-000-000-00000	Accounts Payable - Trade	1,800.00	1,800.00	1,200.00
		Total for: Fullscreen Printing		1,800.00	1,800.00	1,200.00
1600154	02/01/16	00/00/00	McNaughton & Gunn, Inc.			
161	04/25/16	20000-000-000-000-00000	Accounts Payable - Trade	1,385.00	1,385.00	1,385.00
		Total for: McNaughton & Gunn, Inc.		1,385.00	1,385.00	1,385.00
02/01/16	02/01/16	00/00/00	Simon, Dan			
160	02/15/16	20000-000-000-000-00000	Accounts Payable - Trade	385.00	385.00	385.00
		Total for: Simon, Dan		385.00	385.00	385.00
2016-1663	02/01/16	00/00/00	Transamerica Insurance			
162	06/01/16	20000-000-000-000-00000	Accounts Payable - Trade	2,600.00	2,600.00	2,600.00
		Total for: Transamerica Insurance		2,600.00	2,600.00	2,600.00
		Total for: Accounts Payable - Trade		18,055.97	13,937.41	12,472.41
		Grand Total:		**18,055.97**	**13,937.41**	**12,472.41**

When you choose **Create AP Disbursement Checks** from the ACUMEN Main Screen **AP_Check** menu the **Create AP Disbursement Checks** dialog comes up.

The current system date is set as the **Check Print Date** by default. You can change it.

You can create Checks for just **Printed Checks**, just **Direct Debits** (e.g., E-Pay), or **Both**. **Payment Type** defaults to Both.

You can also control whether Checks are just created now or are also printed, and how they are sorted. If you just create Checks now you can print them from the Check file later.



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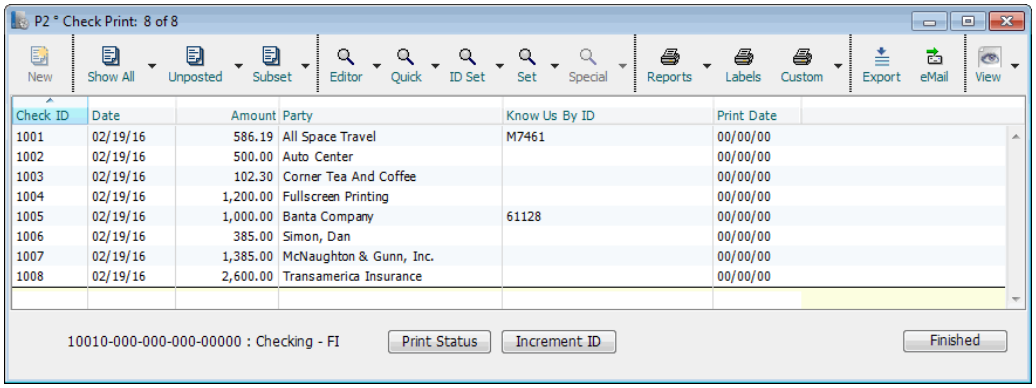
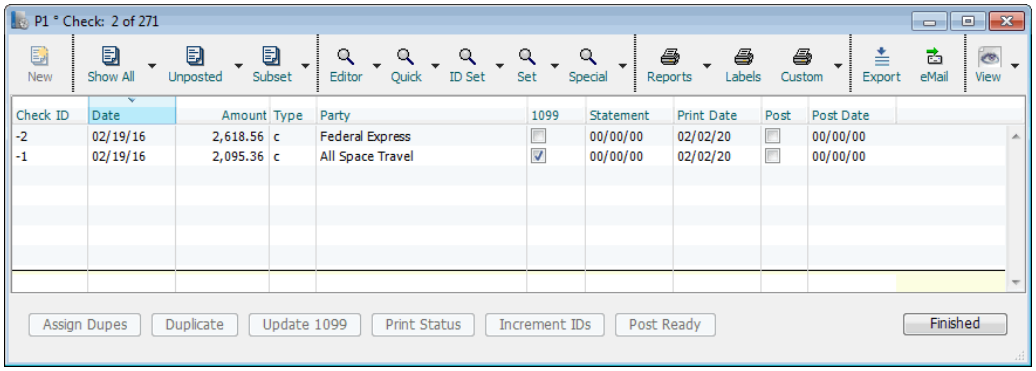
The newly created Checks are displayed in the **Check Print** record list, a special view of the **Check file** but without all of the Check management functions.



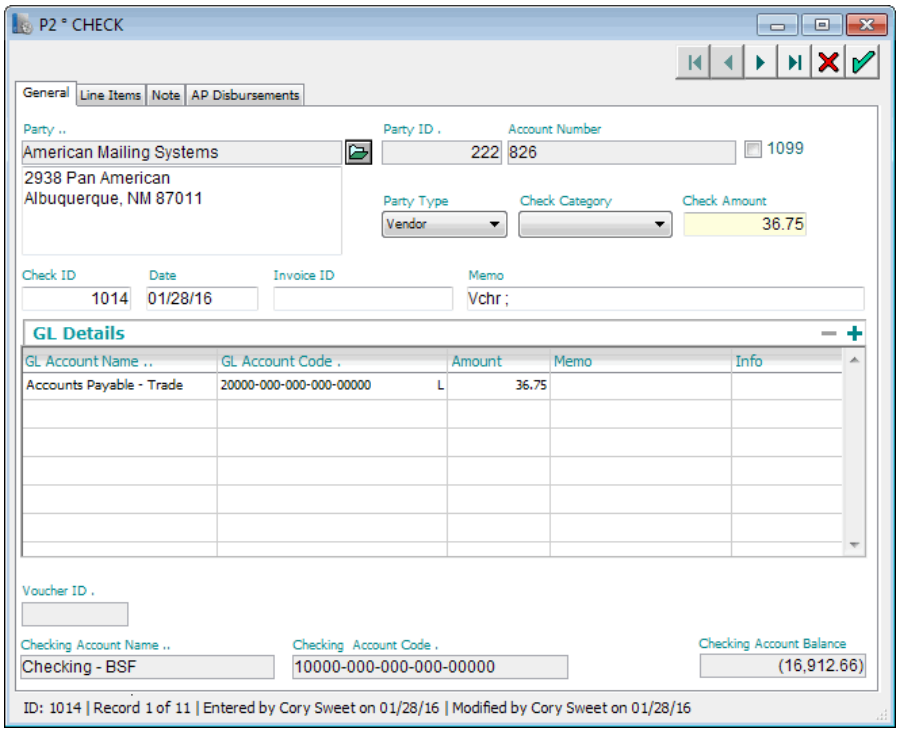
In this example, the Checks were just created, they weren't printed; they have no **Print Date**. These Checks are not posted yet either.

In certain circumstances you may need to **change** the ID assigned to Checks that have already been printed e.g., checks are damaged during printing. The **Increment ID** button enables you to increment the IDs of Check records in ACUMEN to **match** the numbers on the **new checks** on which you re-print.



If you included any E-Pay Checks in the Create AP Disbursement Checks process, the resulting **Direct Debit Checks** (see the negative Check ID) are brought up in a **separate read-only** record list. When you close the Check Print record list this Check record list will no longer be in read-only mode and you can manage those records as with other Checks.

Double-click any Check in the Check Print record list or Direct Debit Check in the Check record list to **open the record**. You **cannot** modify Check records.



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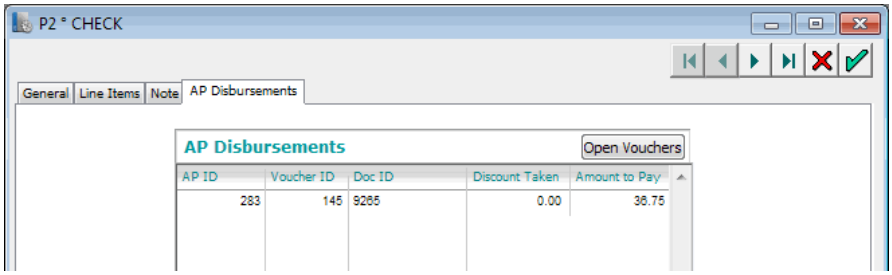
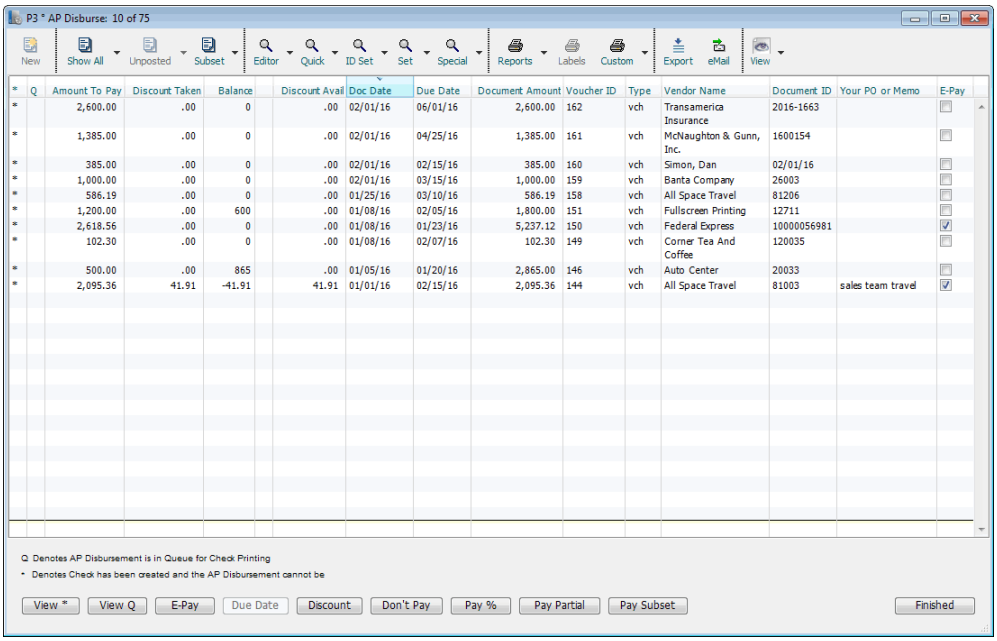
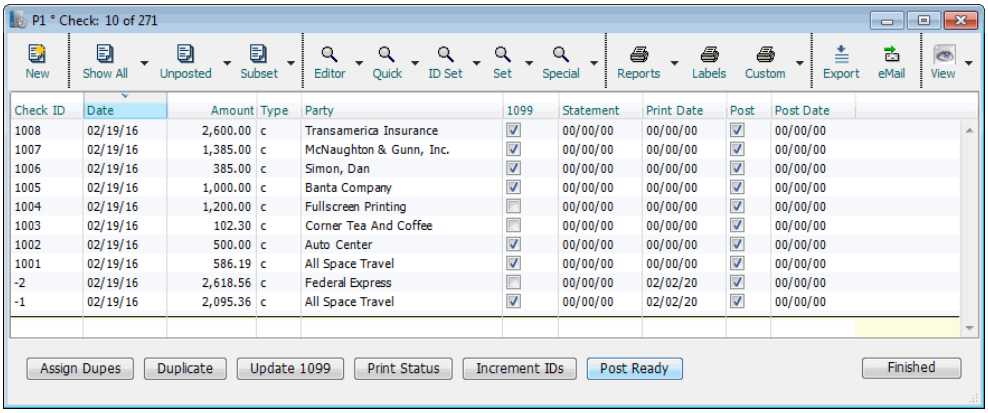
On the Check **AP Disbursements page** you can see a list of the Disbursements linked to the Check. The **AP record ID** and the **Voucher ID** are shown and you can open the Voucher record list with the Voucher records by clicking the **Open Vouchers** button.



Until AP Disbursement checks **post** and ACUMEN **marks** the corresponding AP records **closed** (AP Open check box is False) the AP Disbursement records for those checks are still in the AP Disbursement record list. Instead of being marked with the "Q" now though, they now are marked with an **asterisk (*)** which indicates that the respective **checks** have been **created**.



The Check records must be **Post Ready** to post them. Depending on how you have configured your **File Control** Preferences, that either happens **automatically** as records are saved or you must **manually** mark them Post Ready. These Checks are Post Ready (there is a check mark in the **Post** box for each record).



When working in the Check file there are several functions you can use to manage Check records. The **Assign Dupes** and **Duplicate** buttons are used together to make a copy of one of more Checks e.g., handy for easily creating payroll checks. Use **Update 1099** to toggle the **1099 status** of any Check, posted or not. **Print Status** reverses the printed status of any **unposted** Check (i.e., to re-print) and resets the **Print Date** to **00/00/00**. Using **Increment ID** you can **skip** or **change** the **ID** of **unposted** Checks e.g., pre-numbered check forms are damaged during printing and you need to re-print on forms with new numbers. Each of these features must be enabled in Preferences to use; they are disabled by default.

The **Post Ready** button toggles the status of the **Post** field, to make a Check record Post Ready or not Post Ready.

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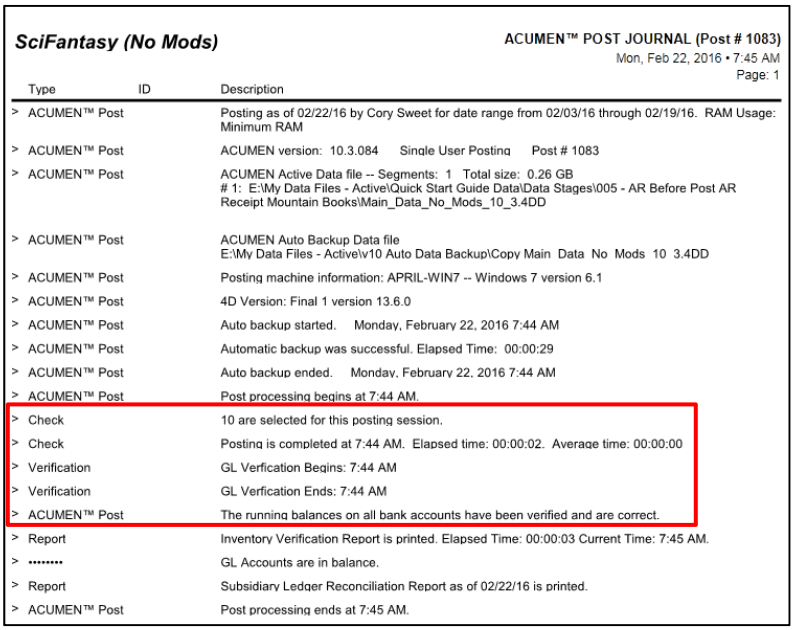
The posting of Checks is **logged** in the **Post Journal** which at the end of the posting process.

If there are any problems during Check posting, that is noted in the Post Journal too.

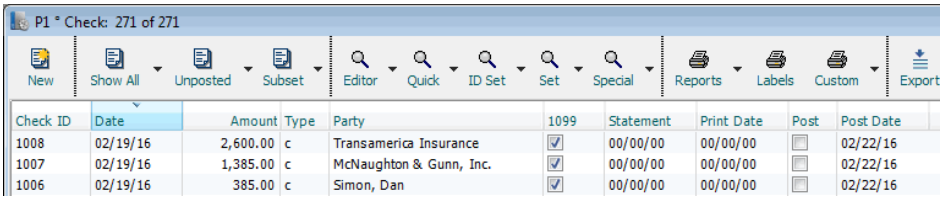


SciFantasy (No Mods)

ACUMEN™ POST JOURNAL (Post # 1083)
Mon, Feb 22, 2016 • 7:45 AM
Page: 1

Type	ID	Description
ACUMEN™ Post		Posting as of 02/22/16 by Cory Sweet for date range from 02/03/16 through 02/19/16. RAM Usage: Minimum RAM
ACUMEN™ Post		ACUMEN version: 10.3.084 Single User Posting Post # 1083
ACUMEN™ Post		ACUMEN Active Data file -- Segments: 1 Total size: 0.26 GB # 1: E:\My Data Files - Active\Quick Start Guide Data\Data Stages\005 - AR Before Post AR Receipt Mountain Books\Main_Data_No_Mods_10_3.4DD
ACUMEN™ Post		ACUMEN Auto Backup Data file E:\My Data Files - Active\v10 Auto Data Backup\Copy Main Data No Mods 10 3.4DD
ACUMEN™ Post		Posting machine information: APRIL-WIN7 -- Windows 7 version 6.1
ACUMEN™ Post		4D Version: Final 1 version 13.6.0
ACUMEN™ Post		Auto backup started. Monday, February 22, 2016 7:44 AM
ACUMEN™ Post		Automatic backup was successful. Elapsed Time: 00:00:29
ACUMEN™ Post		Auto backup ended. Monday, February 22, 2016 7:44 AM
ACUMEN™ Post		Post processing begins at 7:44 AM.
Check		10 are selected for this posting session.
Check		Posting is completed at 7:44 AM. Elapsed time: 00:00:02. Average time: 00:00:00
Verification		GL Verfication Begins: 7:44 AM
Verification		GL Verfication Ends: 7:44 AM
ACUMEN™ Post		The running balances on all bank accounts have been verified and are correct.
Report		Inventory Verification Report is printed. Elapsed Time: 00:00:03 Current Time: 7:45 AM.
•••••••		GL Accounts are in balance.
Report		Subsidiary Ledger Reconciliation Report as of 02/22/16 is printed.
ACUMEN™ Post		Post processing ends at 7:45 AM.

ACUMEN assigns the **current system date** to the **Post Date** field of each posted Check records as a visual cue that the record is posted and can no longer be modified with the exception of the 1099 update.



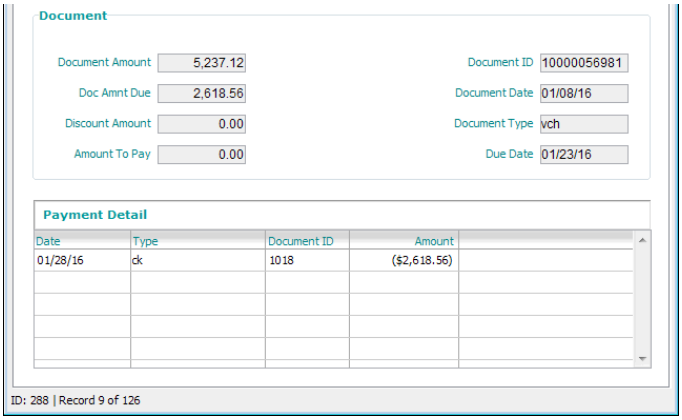
P1 ° Check: 271 of 271

New | Show All | Unposted | Subset | Editor | Quick | ID Set | Set | Special | Reports | Labels | Custom | Export

Check ID	Date	Amount	Type	Party	1099	Statement	Print Date	Post	Post Date
1008	02/19/16	2,600.00	c	Transamerica Insurance	☑	00/00/00	00/00/00	☐	02/22/16
1007	02/19/16	1,385.00	c	McNaughton & Gunn, Inc.	☑	00/00/00	00/00/00	☐	02/22/16
1006	02/19/16	385.00	c	Simon, Dan	☑	00/00/00	00/00/00	☐	02/22/16

ACUMEN also **updates** the related **AP records**, marking them **closed** if paid in full (AP Open is False), recording **Payment Detail**, and updating applicable **Document** fields.

If **partial** payment was made, the remaining open balance is shown in the **Doc Amnt Due** field and the **AP Open** check box is still selected.



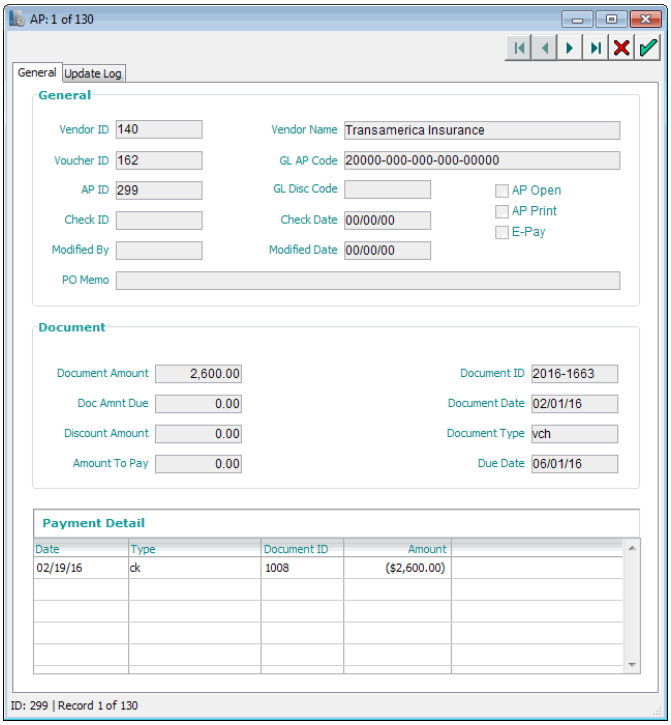
Document

Document Amount	5,237.12	Document ID	10000056981
Doc Amnt Due	2,618.56	Document Date	01/08/16
Discount Amount	0.00	Document Type	vch
Amount To Pay	0.00	Due Date	01/23/16

Payment Detail

Date	Type	Document ID	Amount
01/28/16	ck	1018	($2,618.56)

ID: 288 | Record 9 of 126



AP: 1 of 130

General | Update Log

General

Vendor ID	140	Vendor Name	Transamerica Insurance
Voucher ID	162	GL AP Code	20000-000-000-000-00000
AP ID	299	GL Disc Code	
Check ID		Check Date	00/00/00
Modified By		Modified Date	00/00/00
PO Memo			

☐ AP Open ☐ AP Print ☐ E-Pay

Document

Document Amount	2,600.00	Document ID	2016-1663
Doc Amnt Due	0.00	Document Date	02/01/16
Discount Amount	0.00	Document Type	vch
Amount To Pay	0.00	Due Date	06/01/16

Payment Detail

Date	Type	Document ID	Amount
02/19/16	ck	1008	($2,600.00)

ID: 299 | Record 1 of 130

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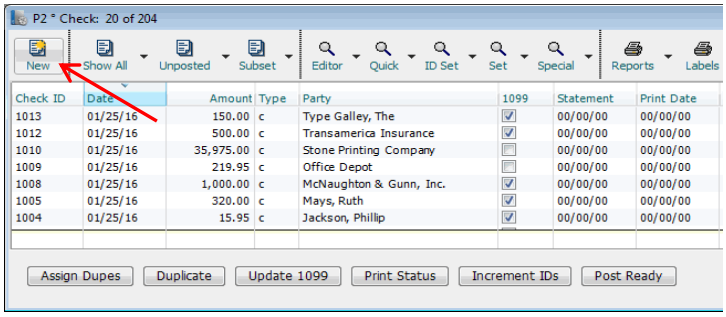
The AP Disbursement records related to AP records that are closed by posted checks (paid in full) are completely removed from the AP Disbursements file. You can report on that historic information using the AP records (e.g., an historic AP Aging).

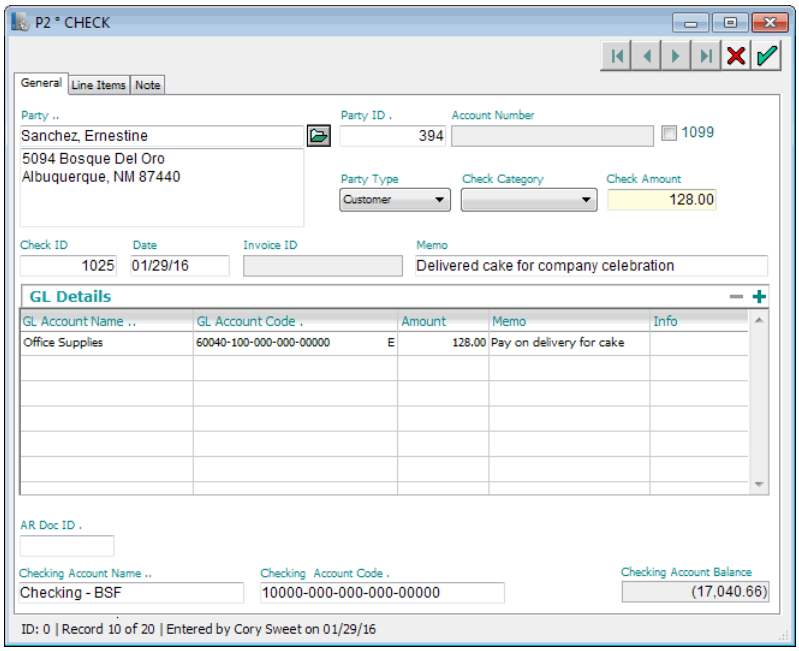
Check File

You can **manually** create Checks directly in the Check file. For example you might need to generate a check outside of normal AP processing to pay for a delivery, to quick-pay a vendor, refund a customer, and so on. You can even create a Check for a **non-system** party though ACUMEN does **not** process 1099s for non-system parties. If that tracking is needed, you should create a Vendor record.



To manually create a **new** Check, access the Check file from the ACUMEN Main Screen **AP_Check menu** and click the **New** Quick Tool in the record list to open a blank Check form. Set the Party Type to Vendor or Customer, select a Check Category if applicable, enter the Party, and complete the rest of the Check based on whether it is for a vendor or a customer, and then save the record. You can print the check from the Check record list. Once it is Post Ready it will be included in the next posting process that is initiated.

You can manually create a Check to record a check that was hand written too.



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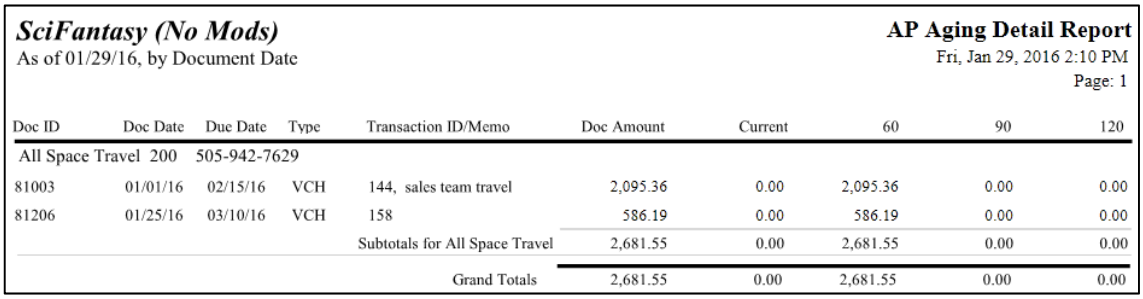
Reports

There are two reports for analyzing accounts payable: the **AP Aging Report** and the **AP Aging Cash Flow Report**.

This is an example of the AP Aging **Detail** Report printed for one vendor.



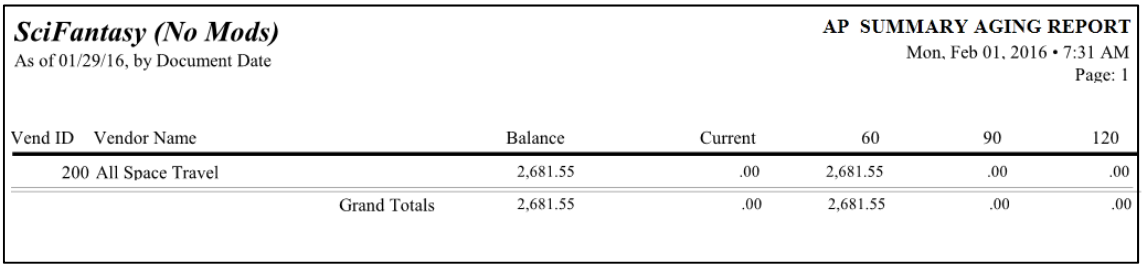
SciFantasy (No Mods)
As of 01/29/16, by Document Date

AP Aging Detail Report
Fri, Jan 29, 2016 2:10 PM
Page: 1

Doc ID	Doc Date	Due Date	Type	Transaction ID/Memo	Doc Amount	Current	60	90	120
All Space Travel 200	505-942-7629								
81003	01/01/16	02/15/16	VCH	144, sales team travel	2,095.36	0.00	2,095.36	0.00	0.00
81206	01/25/16	03/10/16	VCH	158	586.19	0.00	586.19	0.00	0.00
				Subtotals for All Space Travel	2,681.55	0.00	2,681.55	0.00	0.00
				Grand Totals	2,681.55	0.00	2,681.55	0.00	0.00

This is an example of the AP Aging **Summary** Report printed for one vendor.

AP Aging Reports can be set up to include historical AP data too.

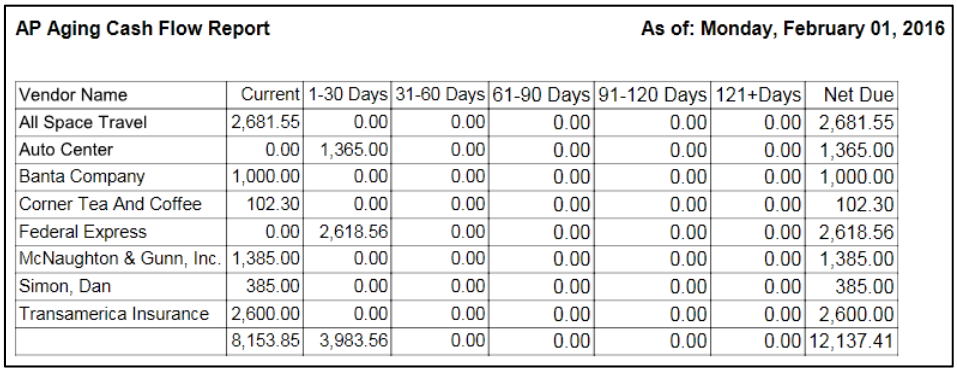


SciFantasy (No Mods)
As of 01/29/16, by Document Date

AP SUMMARY AGING REPORT
Mon, Feb 01, 2016 • 7:31 AM
Page: 1

Vend ID	Vendor Name	Balance	Current	60	90	120
200	All Space Travel	2,681.55	.00	2,681.55	.00	.00
	Grand Totals	2,681.55	.00	2,681.55	.00	.00

This is an example of the **AP Aging Cash Flow Report** for multiple vendors.



AP Aging Cash Flow Report **As of: Monday, February 01, 2016**

Vendor Name	Current	1-30 Days	31-60 Days	61-90 Days	91-120 Days	121+Days	Net Due
All Space Travel	2,681.55	0.00	0.00	0.00	0.00	0.00	2,681.55
Auto Center	0.00	1,365.00	0.00	0.00	0.00	0.00	1,365.00
Banta Company	1,000.00	0.00	0.00	0.00	0.00	0.00	1,000.00
Corner Tea And Coffee	102.30	0.00	0.00	0.00	0.00	0.00	102.30
Federal Express	0.00	2,618.56	0.00	0.00	0.00	0.00	2,618.56
McNaughton & Gunn, Inc.	1,385.00	0.00	0.00	0.00	0.00	0.00	1,385.00
Simon, Dan	385.00	0.00	0.00	0.00	0.00	0.00	385.00
Transamerica Insurance	2,600.00	0.00	0.00	0.00	0.00	0.00	2,600.00
	8,153.85	3,983.56	0.00	0.00	0.00	0.00	12,137.41

You can design your own custom Quick Reports and SuperReports for Accounts Payable too.

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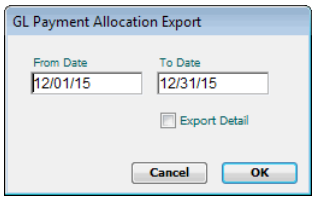
CYBERWOLF intelligent systems

Exports

There are two exports for the AP file: the **Payment Allocation Export** and the **Cash Flow Projects Export**.

The **Payment Allocation Export** enables you to export summary or detailed payment information for GL accounts that are assigned to a GL Account Class marked for inclusion in the export, for a user-specified date range. The Payment Allocation Export is accessed from the ACUMEN Mai Scree **GL menu**. When you initiate the export you are prompted for the dates to include. By default summary information is exported. If you want the detailed information, select the Export Detail check box.



This is an example of the summary export when viewed in Excel:

	A	B
1	GL Payment Allocation Summary for 11/01/1990 through 11/30/2007	
2		
3	GL Account Class	Amount
4		
5	General/Administration	3091.54
6	Royalties	208.44
7		
8	Total Paid:	3299.98
9		

This is an example of a **detailed** export when viewed in Excel:

	A	B	C	D	E	F	G	H
1	GL Payment Allocation Details for 11/01/1990 through 11/30/2007							
2								
3	GL Account Class	Bank Account Code	Bank Account Name	Check Date	Check ID	GL Account Code	GL Account Name	Check Amount
4								
5	General/Administration	10000-000-000	Checking - BSF	1/3/02	60	60400-000-000	Prepublication Expenses 1	80
6	General/Administration	10000-000-000	Checking - BSF	2/1/02	46	60200-100-000	Vehicle Expense	1
7	General/Administration	10000-000-000	Checking - BSF	2/2/02	49	60400-000-000	Prepublication Expenses 1	124
8	General/Administration	10000-000-000	Checking - BSF	3/2/02	47	60200-100-000	Vehicle Expense	0.01
9	General/Administration	10000-000-000	Checking - BSF	3/14/02	51	60400-000-000	Prepublication Expenses 1	225
10	General/Administration	10000-000-000	Checking - BSF	3/15/02	52	60400-000-000	Prepublication Expenses 1	100
11	General/Administration	10000-000-000	Checking - BSF	3/15/02	53	60400-000-000	Prepublication Expenses 1	50
12	General/Administration	10000-000-000	Checking - BSF	3/15/02	54	60400-000-000	Prepublication Expenses 1	100
13	General/Administration	10000-000-000	Checking - BSF	3/15/02	55	60400-000-000	Prepublication Expenses 1	50
14	General/Administration	10000-000-000	Checking - BSF	3/15/02	56	60400-000-000	Prepublication Expenses 1	75
15	General/Administration	10000-000-000	Checking - BSF	5/3/02	57	60200-100-000	Vehicle Expense	100
16	General/Administration	10000-000-000	Checking - BSF	5/3/02	58	60200-100-000	Vehicle Expense	150
17	General/Administration	10000-000-000	Checking - BSF	5/3/02	61	60400-000-000	Prepublication Expenses 1	100
18	General/Administration	10000-000-000	Checking - BSF	12/19/02	35	60200-100-000	Vehicle Expense	1
19	General/Administration	10000-000-000	Checking - BSF	12/19/02	36	60200-100-000	Vehicle Expense	1
20	General/Administration	10000-000-000	Checking - BSF	12/19/02	37	60200-100-000	Vehicle Expense	1
21	General/Administration	10000-000-000	Checking - BSF	12/25/02	44	60200-100-000	Vehicle Expense	50
22	General/Administration	10000-000-000	Checking - BSF	12/25/02	45	60200-100-000	Vehicle Expense	60
23	General/Administration	10000-000-000	Checking - BSF	12/29/02	40	60200-100-000	Vehicle Expense	1
24	General/Administration	10000-000-000	Checking - BSF	12/29/02	41	60200-100-000	Vehicle Expense	1.01
25	General/Administration	10000-000-000	Checking - BSF	12/29/02	42	60200-100-000	Vehicle Expense	2.01
26	General/Administration	10000-000-000	Checking - BSF	12/29/02	43	60200-100-000	Vehicle Expense	2.02
27	General/Administration	10006-000-000	Checking - United Kingdom	12/15/02	2	60200-100-000	Vehicle Expense	62.5
28	General/Administration	10016-000-000	Checking Canada	12/2/02	2	60200-100-000	Vehicle Expense	419.16
29	General/Administration	10016-000-000	Checking Canada	12/3/02	1	60200-100-000	Vehicle Expense	419.16
30	General/Administration	10015-000-000	Checking Pounds	11/4/02	1	60040-100-000	Office Supplies	750
31	General/Administration	10015-000-000	Checking Pounds	12/5/02	2	60040-100-000	Office Supplies	83.33
32	General/Administration	10015-000-000	Checking Pounds	12/15/02	3	60040-100-000	Office Supplies	83.34
33	Royalties	10000-000-000	Checking - BSF	1/31/99	8	20010-000-000	Royalties Payable	39.04
34	Royalties	10000-000-000	Checking - BSF	1/31/99	8	20010-000-000	Royalties Payable	1.6
35	Royalties	10000-000-000	Checking - BSF	1/31/99	9	20010-000-000	Royalties Payable	71.76
36	Royalties	10000-000-000	Checking - BSF	1/31/99	9	20010-000-000	Royalties Payable	2.56
37	Royalties	10000-000-000	Checking - BSF	1/31/99	9	20010-000-000	Royalties Payable	3.12
38	Royalties	10000-000-000	Checking - BSF	1/31/99	10	20010-000-000	Royalties Payable	4.88
39	Royalties	10000-000-000	Checking - BSF	1/31/99	11	20010-000-000	Royalties Payable	26.31

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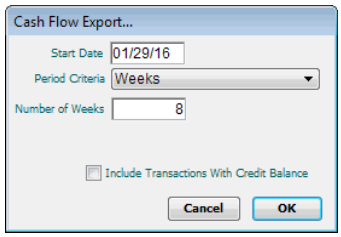
You can also export **cash flow projections**. This export is initiated from the **Export Cash Flow** command on the ACUMEN Main Screen AP_Check menu. ACUMEN prompts you for the **Start Date, Period Criteria,** and **Number of Weeks** to include. You have the option to also include transactions that have a **credit** balance.



The exported cash flow projection data looks something like this:

	1/3/16	1/10/16	1/17/16	1/24/16	1/31/16	2/7/16	2/14/16	2/21/16
AP	29075.00	0.00	19000.00	0.00	500.00	0.00	0.00	0.00
AR	15825.00	0.00	7430.00	0.00	1237.00	162.00	69.00	55.00

Further Reading

The ACUMEN Documentation folder contains all of the documentation for ACUMEN including eManuals, Release Notes, the Documentation Guide, and other useful resources. You can access that documentation directly on disk and through the Online Help System when logged into ACUMEN (choose ACUMEN from the ACUMEN Main Screen Help menu). The Online Help System Topics are organized similarly to the ACUMEN Documentation folder structure.

For more about working in the ACUMEN Accounts Payable system refer to the following eManuals:

- Accounts Payable
- Receipts
- 1099 Processing
- Checks
- Checking Printing
- Checks: Voiding & Canceling

They are stored in the ACUMEN Documentation -> Core System eManuals -> General Ledger and AP folder.

To learn more about working with the two special types of Vendors, Authors and Reps, refer to these manuals:

- Royalty Setup eManual (Core System eManuals -> Royalties folder)
- Commissions eManual (Core System eManuals ->Order Entry and AR folder)

You will find references to other documentation as it relates to Accounts Payable functionality too.

Optional Modules

The following Optional Modules enhance the core Accounts Payable system:

- Consignment Distribution module
- Digital Asset Management module

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