

# Accounts Payable

The Accounts Payable process includes Vendor setup, invoice creation, invoice selection, check printing, and posting entries to the Ledger. A full range of reports are available for process evaluation.

## Creating Vendor Records

### ► Program ► Payables ► Vendor Records

The screenshot shows the 'Vendor Records' application. At the top, there is a table listing vendors with columns for Balance, Code, Phone Number, and Vendor Name. The 'Consolidated Copier Company' is highlighted in blue. Below the table, there is a detailed form for the selected vendor. The form includes fields for Vendor Name, Code, Balance, Contact Name, Address, City, State, Zip, Phone Number, Email Address, Website, Account #, Terms, Default Account, and various checkboxes for 'Inactive', 'Miscellaneous', 'Credit Card Company', and 'Print on check memo line'. There are also radio buttons for '1099' options: No 1099, 1099-MISC, 1099-INT (Windows Only), and 1099-NEC.



Check the Print on check memo line box to include the Vendor Account number on the check.

Add Default Account numbers to expedite data entry; Account Number can be changed during Invoice entry.

The same Vendor records are used in both Accounts Payable and Ledger Entries options.

## Vendor Types

- **Inactive**

Checking the Inactive box indicates the Vendor record is not currently in use and removes the Vendor from the selection list when entering invoices or linking Vendor records in the ledger entry window. When searching for Vendor Records, the default filter is to not show those records that are inactive. You can turn this off under the Configure window or when a filtered list appears then click on the Filtered button to show the inactives.

The screenshot shows two configuration panels. The 'Initial Find' panel has radio buttons for 'Show all records', 'Load last find', 'Load Initial Find: Configure', and 'Show no records'. The 'Filter Simple Find Results' panel has radio buttons for 'Default: Inactive equal to No', 'Custom: Configure', and 'None'. Below these panels is an 'Other Options' section with a checked box for 'Save pane exploded state', an unchecked box for 'Switch to the primary tab when finding', and a spinner control for 'Number of previous searches to save' set to 10.



- **Miscellaneous one-time vendors**

Set up several MISC1, MISC2, etc. to reduce vendor list and edit name field on Invoice Entry screen.

- **Credit Card Company**

If this Vendor is a credit card against which you will pay invoices, check the Credit Card Company box and select a liability to which to accrue charges (e.g., Credit Cards).

- **1099**

Check the Receives 1099 box and enter 1099 ID # if appropriate for the Vendor.

## Vendor Records - Connections and Users Fields tabs

- **Connections tab**

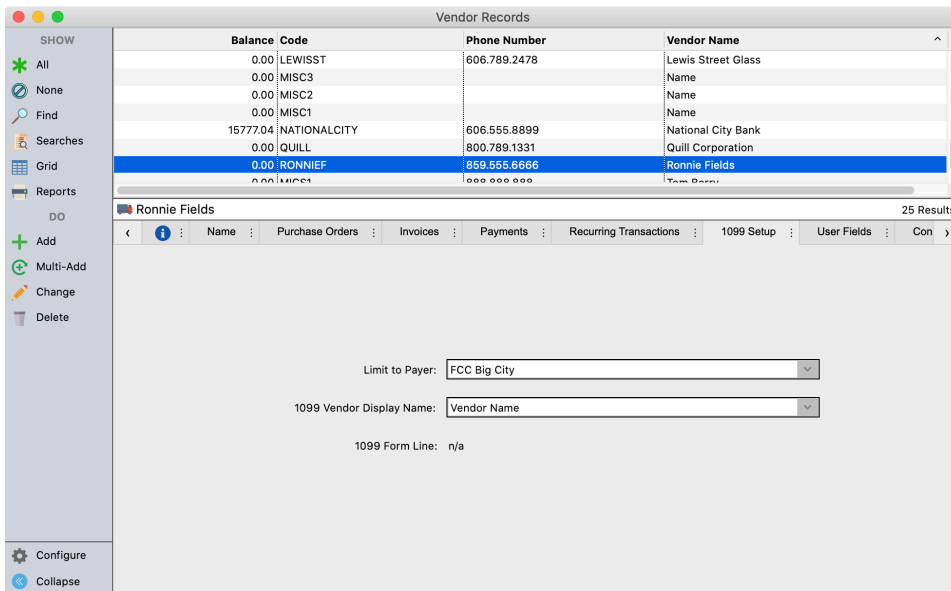
The Connections tab allows for user created relationship fields.

- **User Fields tab**

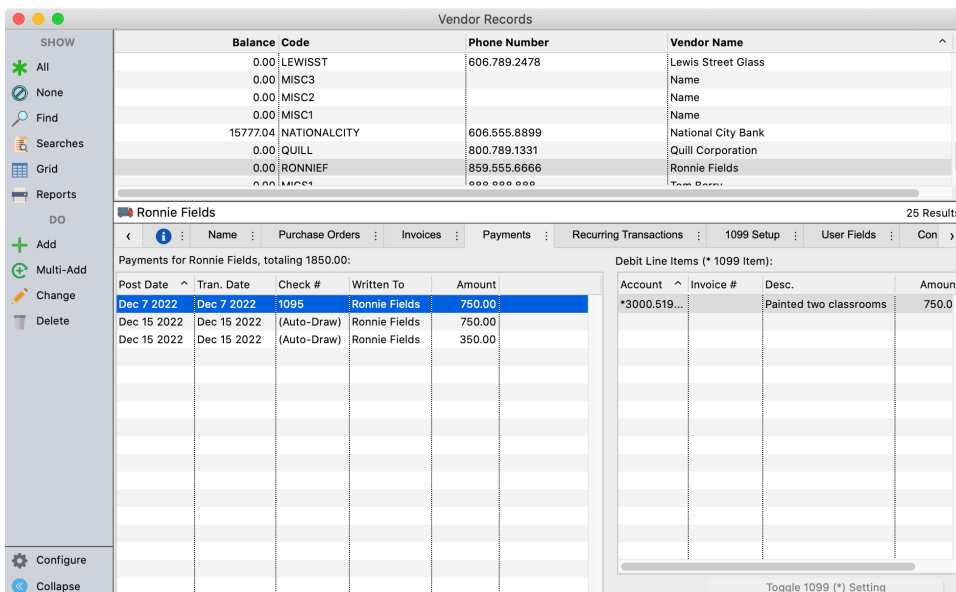
The User Fields tab allows for user created information fields in eight different field formats. These are set up under Master Coding System.

## Vendor – 1099 Setup

CDM+ effectively handles 1099 Vendors, including staff not receiving W2 and not setup in CDM+ Payroll. On the Name tab, complete the Vendor (employee) name and address information; then select the appropriate 1099 field and enter the 1099 Recipient's ID #. The 1099 Setup tab will activate; select the 1099 MISC box in which to place vendor totals.



## Marking payments as 1099 items



Review payments marked as 1099 items:

- Line items marked with an \* will be included in 1099 totals.
- Use the Toggle 1099 Setting button to change the status of line items.
- On some payments, one line item may be marked as a 1099 amount, while another may not be marked.

## Entering and Managing Invoices

### Adding invoices

#### ►Program ►Payables ►Invoice Records

Invoice Amount	Invoice Date	Payee
54.23	May 6 2022	Kentucky State ...
281.52	May 6 2022	National City Ba...
35.00	Sep 27 2022	Tom Berry
286.90	Oct 12 2022	National City Ba...
54.60	Oct 12 2022	Kentucky State ...
18.00	Oct 12 2022	Clark County Tr...
150.00	Oct 12 2022	Denominational ...
679.42	May 8 2023	Big City Electric...
22.00	Oct 19 2023	Chased Bank

Account	Description	ID Number/Vendor	Inv./PO Amount
5260	Electric Bill		679.42
X	Electricity - 3000.5260.K.K2 (4848.39)	ELECTRIC - Big City Electric Compa	0.00
Total:			679.42



To view a history list of payments made to this vendor click on the Vendor icon.

### Adding/Changing/Deleting Transaction(s)

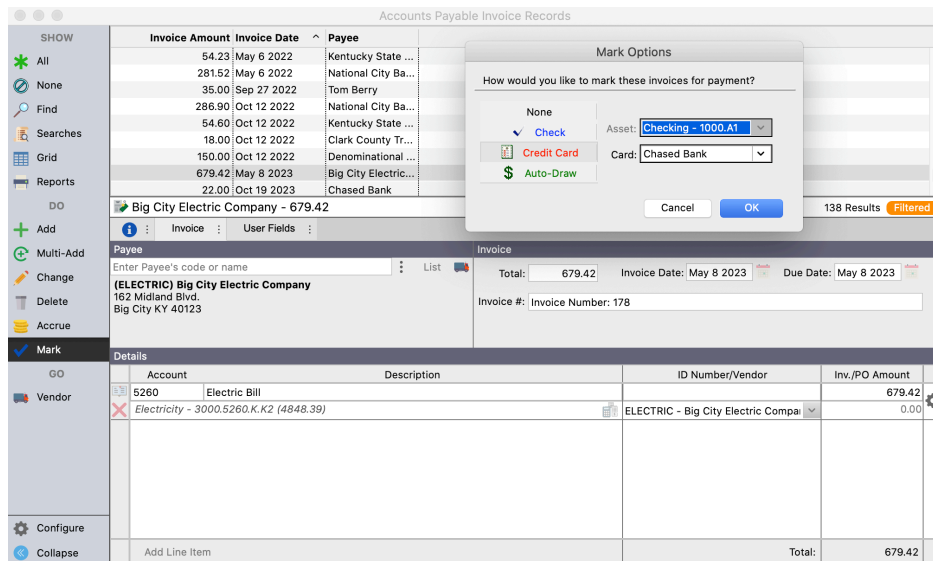
- **Add:** to add single transaction
- **Multi-Add:** to add multiple transactions
- **Change:** by selecting the Change option you may edit an existing Invoice.
- **Delete:** by selecting the Delete option you may delete an entire invoice. Use the red "X" to delete any specific distribution line on the invoice without deleting the entire invoice.

### Adding an Invoice

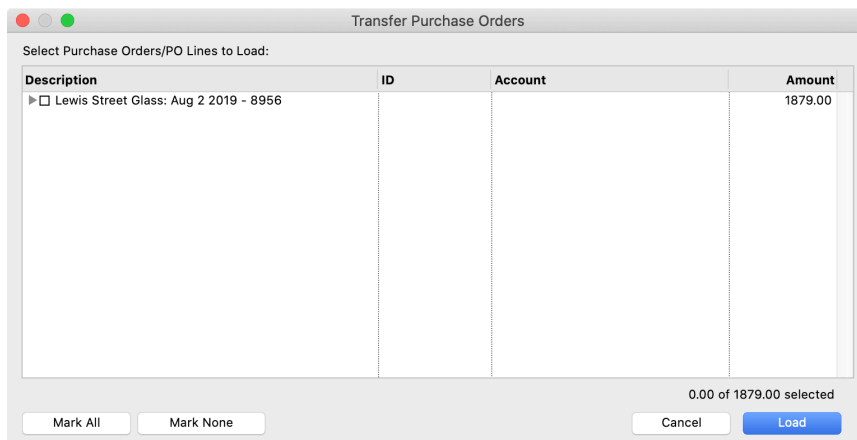
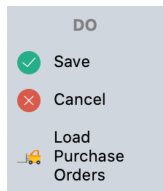
- **Payee Box** - If more than one vendor information (Code or Name) contained the information typed, a list of options will populate as a pop-up window that you can scroll through and double-click the vendor from the list. (**NOTE:** you can also use the up or down arrows on the keyboard to move through the available vendors found and press enter to select the vendor.)
- Enter the total amount of the invoice in the Total field.
- An Invoice Date is required; use of the Due Date and Invoice # are optional. Entering the Due Date allows for Sorting the Invoices Report by Due Date and Aging Period.
- Complete the breakdown line(s) needed for the invoice. Split the Total invoice amount between multiple Ledger accounts by use of multiple breakdown lines.
- Mark the 1099 and 941 fields as appropriate for the invoice.
- To Save - the breakdown amounts must add up to the Total field on the invoice.

## Mark Invoice

- Allows one or more invoices to be Marked for payment by selecting the Payment Type and Asset. The invoice will be marked for payment on the Mark Invoices to Pay window.

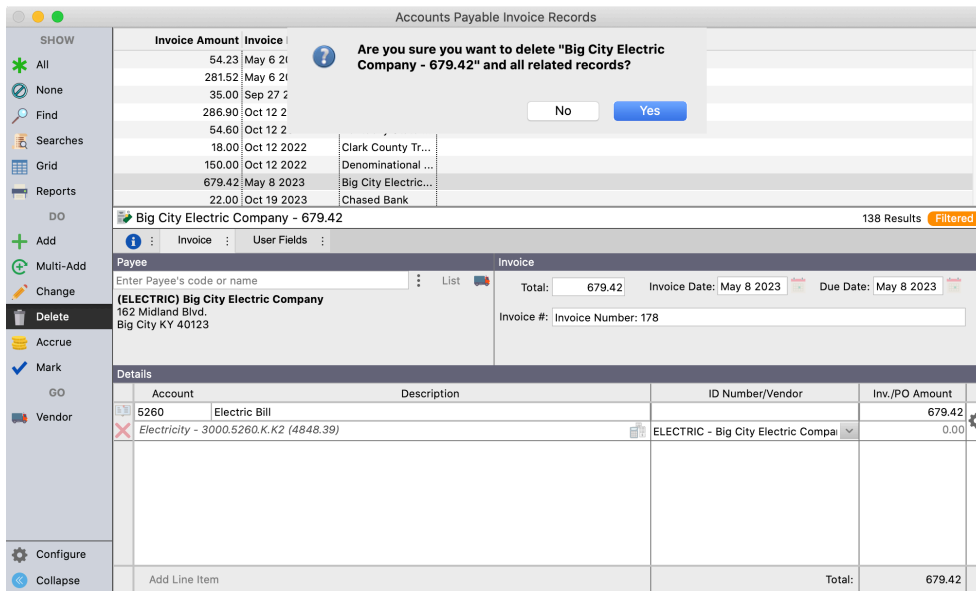


**Purchase Orders** – If you are using purchase orders, you may select which one(s) are to be paid by selecting "Load Purchase Orders." The one(s) selected will automatically populate the invoice fields.



## Deleting an Invoice (non-accrued only)

You may use the delete option to completely delete an invoice by highlighting the invoice to delete in the find window and then select Delete.



## Accrue Invoices

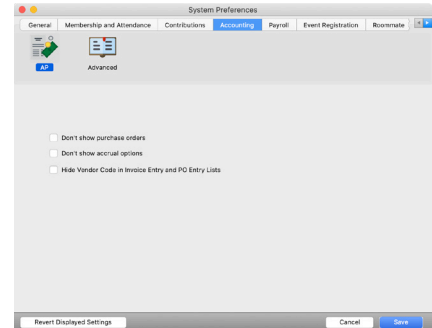
Only if you use accrual or modified accrual accounting.

## Accounts Payable Accrual

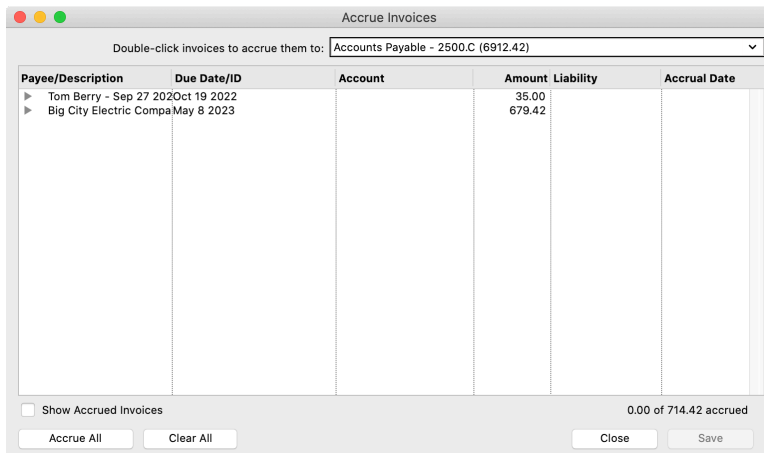
Optional; controlled in CDM+ System Preferences

► CDM+(macOS)/File(Windows) ► Preferences ► CDM+ System ► Accounting tab ► AP icon

To use Accounts Payable accrual options, make sure the "Don't show accrual options" is NOT checked.



► Program ► Payables ► Accrue Invoices



Select the Liability Account, double click the invoice(s) to accrue, and then Save.

Results of accruing affect the Balance Sheet, Income/Expenditures reports, and Budget Comparison Reports.

# Invoice Payments

► Program ► Payables ► Mark Invoices to Pay

Mark Invoices

Unaccrued Invoices | Accrued Invoices | Group Payments

Select a payment type, and click an invoice to mark it for payment.

Payee	Invoice Date	Due Date	Description	Amount	Account
Big City Electric Company	May 8 2023	May 8 2023	Electric Bill	679.42	
Clark County Treasurer	Aug 11 2017		Payroll Taxes and Withholdings Aug 15 201	12.00	Checking - 1000.A1
	Aug 27 2017		Payroll Taxes and Withholdings Aug 31 201	15.30	Checking - 1000.A1
	Jul 12 2019		Payroll Taxes and Withholdings Jul 15 2016	40.28	Checking - 1000.A1
	Jul 28 2019		Payroll Taxes and Withholdings Jul 31 2016	41.76	Checking - 1000.A1
	Aug 11 2019		Payroll Taxes and Withholdings Aug 14 201	20.48	Checking - 1000.A1
	Nov 13 2020		Payroll Taxes and Withholdings Nov 17 201	40.28	Checking - 1000.A1
	Sep 27 2019		Payroll Taxes and Withholdings Sep 30 201	42.86	Checking - 1000.A1
	Nov 27 2020		Payroll Taxes and Withholdings Dec 1 2017	40.28	Checking - 1000.A1
	Dec 14 2020		Payroll Taxes and Withholdings Dec 18 201	40.50	Checking - 1000.A1
	Sep 24 2021		Payroll Taxes and Withholdings Sep 28 201	18.00	Checking - 1000.A1
	Feb 5 2021		Payroll Taxes and Withholdings Feb 9 2018	18.00	Checking - 1000.A1
	Feb 19 2021		Payroll Taxes and Withholdings Feb 23 201	18.00	Checking - 1000.A1
	Mar 5 2021		Payroll Taxes and Withholdings Mar 9 2018	18.00	Checking - 1000.A1

None | Check | Credit Card | Auto-Draw

Asset: Checking - 100... | Card: Chased Bank | Mark All

Revert | Hide invoices not yet due | Hide already marked invoices

Totals: 4757.60/1298.86/16588.90/0.00

Cancel | Save



Select the desired Asset (checking account) from the drop down at the bottom middle before making your Payment Mode selection.

## Payment mode

- Check
- Credit Card
- Auto draw

You may use the buttons on the bottom to select the mode of payment and then selecting the payee with your mouse, or you may elect to simply click on the row containing the invoice to pay. A single click will choose Check and subsequent clicks will move through the remainder of the payment modes.

When selection of checks to be paid is complete, click Save. This marks the invoices to be paid in this check run and prompts you to go on to the Write Checks window.

## Group Payments

Select the Group Payments tab to group or ungroup multiple invoices to the same vendor.

Mark Invoices

Unaccrued Invoices | Accrued Invoices | Group Payments

View: Checks | Credit Cards | Auto-Draw

Payment/Invoice Number	Description	Account	Payment
► Clark County Treasurer			848.86
▼ Denominational Pension Fund			450.00
<input type="checkbox"/> n/a	Pension Withholding Jan 15 2021	Checking - 1000.A1	150.00
<input type="checkbox"/> n/a	Pension Withholding Oct 15 2019	Checking - 1000.A1	150.00
<input type="checkbox"/> n/a	Pension Nov 30 2017	Checking - 1000.A1	150.00

New Grouping

Revert | Hide invoices not yet due | Hide already marked invoices

Totals: 4757.60/1298.86/16588.90/0.00

Cancel | Save



By default, all invoices selected for the same vendor will be grouped on one check.


The invoices shown to Clark County Treasurer will be printed on separate checks even though the Vendor is the same because of the grouping selected.

## Accrued Invoices

The 'Mark Invoices' window displays a table with the following data:

Payee	Accrual Account	Amount	Payment
A & M Gas Company	Accounts Payable - 2500.C	80.00	0.00
National City Bank	Accounts Payable - 2500.C	1986.48	0.00
Kentucky State Treasurer	Accounts Payable - 2500.C	341.04	0.00
Clark County Treasurer	Accounts Payable - 2500.C	117.90	0.00
Church Furnishings Company	Accounts Payable - 2500.C	1457.00	0.00
Chased Bank	Office Credit Cards - 2510.C	22.00	0.00
Jane Minister	Office Credit Cards - 2510.C	38.76	0.00

At the bottom, there are dropdown menus for 'Asset' (Checking - 100...) and 'Card' (Chased Bank), along with 'Mark All' and 'Totals: 4757.60/1298.86/16588.90/0.00'.

Select a payment method and click an accrued account. Changes may be made to the amount to pay by clicking on the small list icon  next to the Payment field.

The 'Breakdown Payment' window is open, showing details for the selected invoice:

Invoice Date	Due Date	Description	Balance	Payment
Oct 19 2023			22.00	8.00

The background 'Mark Invoices' window remains visible, showing the same table of invoices.

This opens the Breakdown Payment window.

## Writing Accounts Payable Checks

### ► Program ► Payables ► Write Checks

The 'Write Checks' window shows the following information:

- Assets with marked checks: 1000: Checking - 1000.A1
- Check format: AP Check
- Starting Check Number: auto
- Date on payments: Aug 29 2023
- Auto-Draw Format: AP Check
- Current Balance: 122638.60
- Total Payments: 1298.86
- Balance after payments: 121339.74

Payee/Invoice Number	Memo Line/Description	Due Date	Payment	Check Number
Clark County Treasurer (29 items)			848.86 auto	
Denominational Pension Fund (3 items) 7869-9876			450.00 auto	


At the bottom, there are controls for 'Show: Unpaid Payments', 'Print Summary List', and 'Write Checks'.



**Review:**

- o Asset selection
- o Check format
- o Auto Draw format
- o Starting Check #
- o Date on payment
- o Marked checks

Click - Write Checks

- Check Format and Auto-Draw Format selections are made by using the drop down button. Click the pencil icon  to go Modify check in Accounting Setup.
- Place check in the box beside Pause Printing if you desire to pause printing between Check printing and Auto-Draw form printing.

## Reprinting Checks

Payee/Invoice Number	Memo Line/Description	Due Date	Payment	Check Number
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### If the checks do not print correctly:

1. Reply NO when asked about going to the Post Payments window so payments will not be posted a second time.
2. You will note the screen should be indicating in the bottom left corner "**Show: Paid Payments.**"
3. Check the box(es) beside the check(s) that did not print correctly.
4. Click the **Mark Unpaid** button.
5. Respond to the dialogue window with the question "Do you want to create voided ledger entries for these check numbers?" as follows:  
NO – if the checks did not print and may still be used for printing.  
YES – if the checks are not available for printing, have been printed in error, or destroyed by the printer, etc. CDM+ will then create a VOID entry in the Ledger for the check number(s) in question.
6. Write Checks window now displays Unpaid Payments. Select checks to be printed.
7. Reset the Starting Check number to the correct check number.
8. Click the Write Checks button.

### Removing Checks Not to be Printed

#### ►Program ►Payables ►Mark Invoices To Pay

If the check is not to be reprinted, then you will need to verify that the invoice is not marked to be paid, proceed to Invoices, and edit or delete the invoice.

### Process Auto Draw

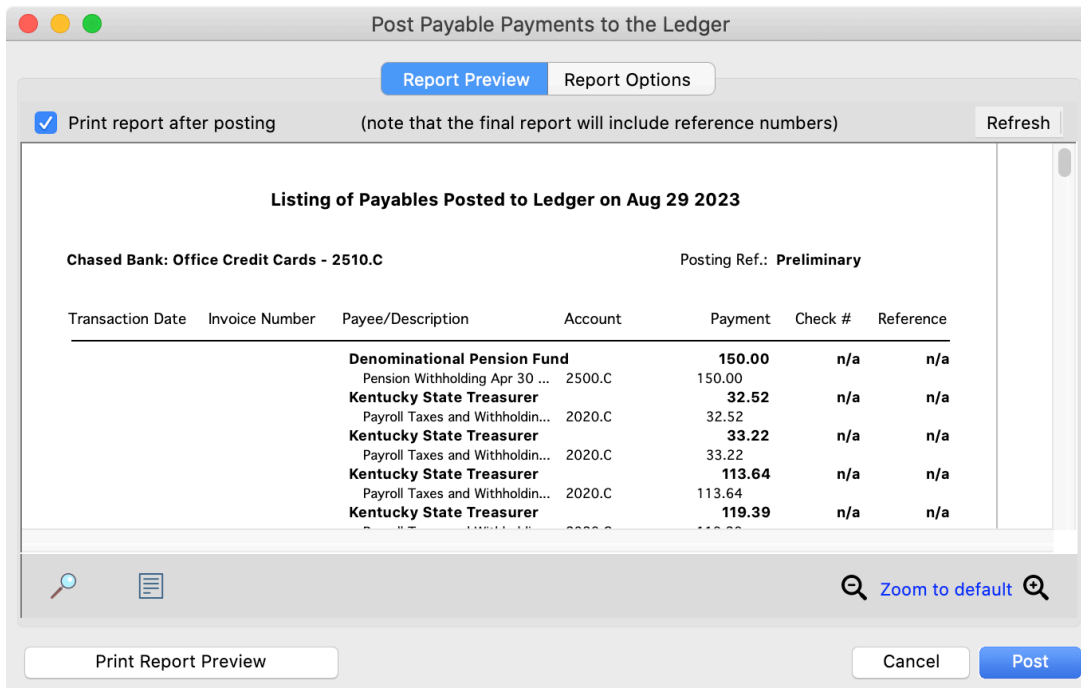
Directly from Mark Invoices to Pay

Going through Write Checks window



# Posting to Ledger

## Program ► Payables ► Post Payable Payments to the Ledger



Review posting report before proceeding — **when in doubt DON'T POST!**

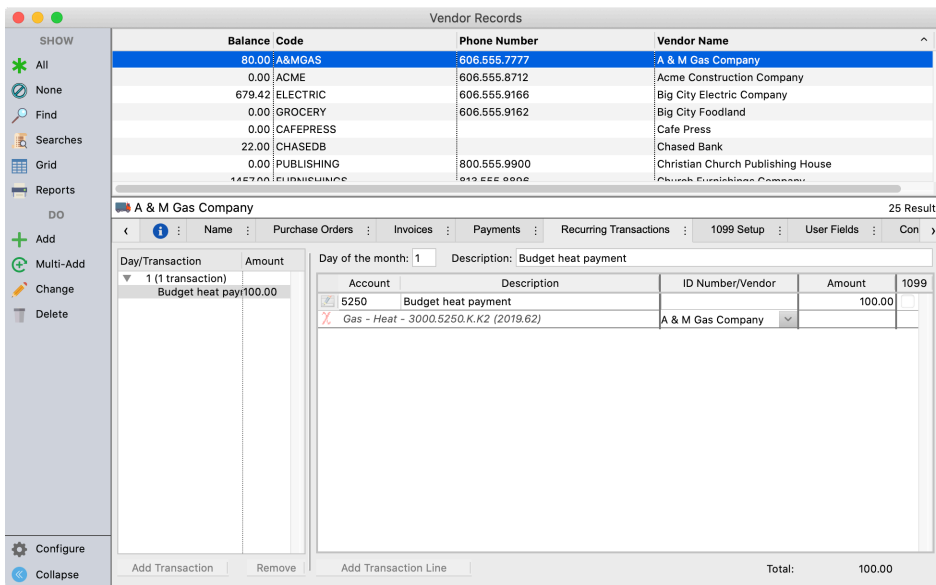
## Recurring Transactions

Recurring AP Transactions are for regularly scheduled payments, usually for the same dollar amount (e.g., quarterly insurance premiums or monthly lease/contract payments).

Two steps are required for Recurring AP Transactions:

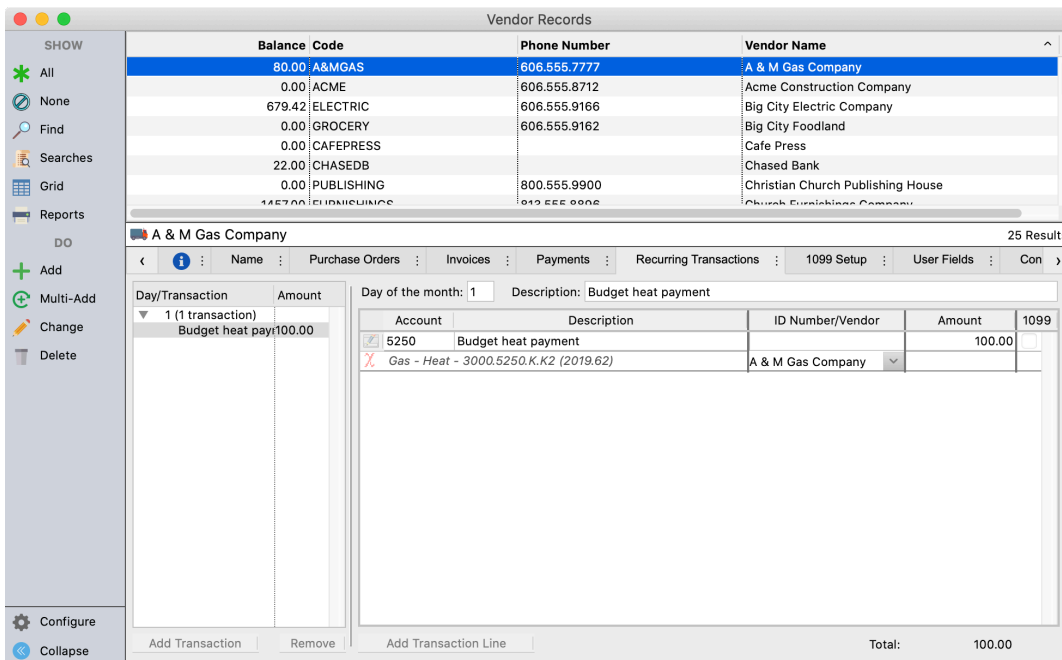
1. Set up the transaction on the Recurring Transaction tab of the Vendor Record.
2. Select and create invoices under Create Recurring Transactions in Accounts Payable.

## Program ► Payables ► Vendor Records



### ►Program ►Payables ►Create Recurring Transactions

Select the Month and Year for current transactions. Select the transactions by Day and Vendor to be created. Click Create Invoices button for the invoices to be created. The invoices may be viewed immediately (and edited) by answering YES when prompted to view the invoice(s); this action opens the Invoice record window.



# Accounts Payable Reports

## Invoices

### ► Reports ► Payables Reports ► Invoice Records

Timely cash flow reports can be created after Invoices are entered. The Invoices report can be printed listing all invoices or just those for a date range; for all vendors or for selected vendors; and sorted by Invoice Date, Due Date, Vendor Name, Vendor Code, ID Number, or Aging Period. The Aging Period groups unpaid invoices by 30, 60, and 90 days past due.

The screenshot displays the 'Accounts Payable Invoices' application window. On the left is a navigation sidebar with options like Search, Report, Format, Page Setup, Logo, Text, Load/Save, and Defaults. The main area is divided into search filters and a results pane. The search filters include 'Date Selection' (All Dates, Date Range), 'Invoice' (Invoice, Due), and 'Accrued Options' (Accrued Only, Un-Accrued Only, Both). A list of vendors is shown with checkboxes, including (A&MGAS) A & M Gas Company, (ACME) Acme Construction Company, (CAFEPRESS) Cafe Press, (CHASEDB) Chased Bank, (COPIER) Consolidated Copier Company, (COUNTYTREAS) Clark County Treasurer, (ELECTRIC) Big City Electric Company, (FURNISHINGS) Church Furnishings Company, (GROCERY) Big City Foodland, (HOMEDEP) Home Depot, (JJ) Jimmy Johns, (LEWISST) Lewis Street Glass, (MISC1) Tom Berry, (MISC2) Name, (MISC3) Name, (NATIONALCITY) National City Bank, (PENSION) Denominational Pension Fund, (PUBLISHING) Christian Church Publishing House, (QUILL) Quill Corporation, (REVJANE) Jane Minister, (RONNIEF) Ronnie Fields, (STATETREAS) Kentucky State Treasurer, (UPTOWN) Uptown Architects, and (WATER) City Water Company.

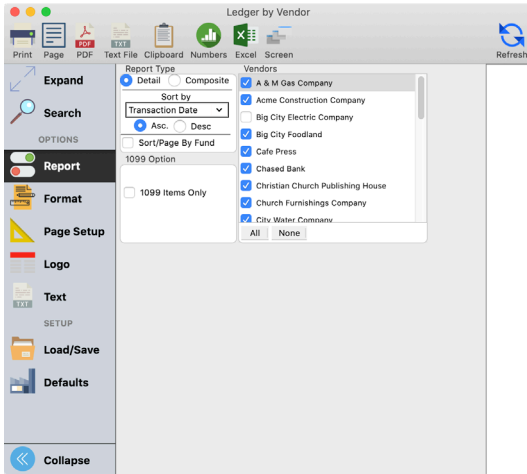
The results pane shows a 'Listing of Invoices by Date' for the period from Aug 1 2022 to Oct 31 2022. The vendor details are: First Church, 123 Main Street, Big City, KY 40123, 606/555-1234. The invoice list is as follows:

Invoice Date	Vendor/Description	Invoice #	ID #	Account	Balance
Sep 27 2022	Tom Berry Payment For Work Done	15249		General Fund - 3000.E	35.00
<b>Total Sep 27 2022:</b>					35.00
Oct 12 2022	Clark County Treasu... Payroll Taxes and Withholdings Oct 16 2019			Local Tax Payables - 2030.C	18.00
	Denominational Pen... Pension Withholding Oct 15 2019			Accounts Payable - 2500.C	150.00
	Kentucky State Tre... Payroll Taxes and Withholdings Oct 16 2019			State Tax Payables - 2020.C	54.60
	National City Bank Payroll Taxes and Withholdings Oct 16 2019			Federal Tax Payables - 2000.C	53.30
	National City Bank Payroll Taxes and Withholdings Oct 16 2019			FICA/Medicare Payables - 2010.C	183.60
	National City Bank Savings Withholding Oct 15 2019			Accounts Payable - 2500.C	50.00
<b>Total Oct 12 2022:</b>					509.50
<b>Report Total:</b>					544.50

Produced on Aug 29 2023 at 3:42 PM by Ruth Stokes Page 1

# Ledger by Vendor

► Reports ► Ledger Reports ► Activity ► Ledger by Vendor



Use this report to determine which Vendors need to receive a 1099 at the end of the year. Have Report Type set to Detail, place a check mark in 1099 Items Only, and select All Vendors.

**Ledger By Vendor**  
**Detail**  
 First Church  
 123 Main Street  
 Big City, KY 40123  
 606/555-1234  
 Transaction Date Jan 1 2023 to Jan 31 2023

Ref#	Trans. Date	Check #	Written To/Description	Fund	Account	Debits	Credits
<b>Clark County Treasurer</b>							
458	Jan 30 2023	auto	Clark County Treasurer		2030	29.81	0.00
			Payroll Taxes and Withholdings Jan 15 ...				
458	Jan 30 2023	auto	Clark County Treasurer		2030	33.75	0.00
			Payroll Taxes and Withholdings Jan 31 ...				
458	Jan 30 2023	auto	Clark County Treasurer		1000	0.00	63.56
			Multiple Line Items				
<b>Clark County Treasurer Total:</b>						63.56	63.56
<b>Denominational Pension Fund</b>							
459	Jan 30 2023	auto	Denominational Pension Fund		2500	150.00	0.00
			Pension Jan 15 2019				
459	Jan 30 2023	auto	Denominational Pension Fund		1000	0.00	150.00
			Pension Jan 15 2019				
<b>Denominational Pension Fund Total:</b>						150.00	150.00
<b>Total All Vendors:</b>						213.56	213.56

## Mobile Receipts

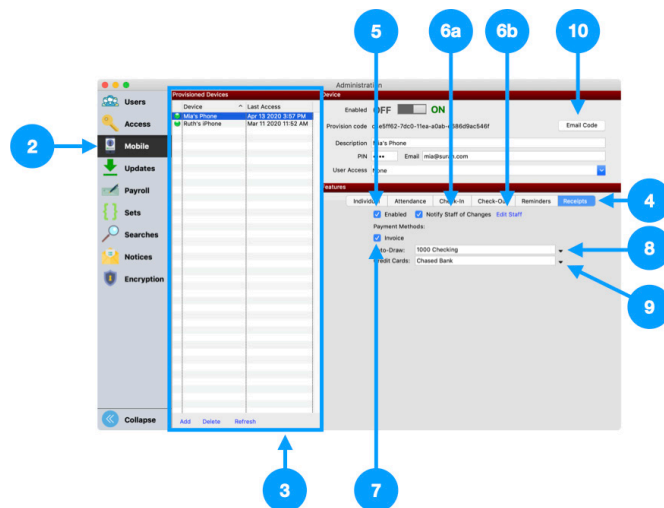
Mobile Receipts allows staff members to easily submit expenses into CDM+ Accounts Payable from any device. You can record charges to debit cards, credit cards, or invoiced bills.

### Requirements

- CDM+ 11.1 or later
- CDM\_ Mobile 2.3 or later for iOS or
- CDM+ Mobile 2.3 or later for Android
- CDM+ Accounting

### Setting up a device to submit receipts

1. Go to File ► Administration
2. Click Mobile in the sidebar
3. Add or select an existing provision
4. Select the Receipts tab
5. Check Enabled
6. OPTIONAL If you want to receive an email when a receipt is submitted:  
Check Notify Staff of Changes  
Click Edit Staff  
Click the Add email address button to add a new line  
Enter one staff email address per line  
Use the red X button to remove extra addresses  
Click Save
7. Check Invoice if this device is allowed to create receipts paid by invoice
8. Click the down arrow and check any assets from which this device can pay an expense (for example using a debit card)
9. Click the down arrow and check any credits card from which this device can pay an expense
10. For a new device, email the provision code to the device's owner





## Submitting a receipt from a device

Use the email you received to install CDM+ Mobile and provision your device. To submit a receipt:

1. Open CDM+ Mobile
  2. Enter your PIN
  3. Tab Receipts
  4. OPTIONAL
  5. To add a scan:
    - Tap Add Scan
    - Position the receipt in the camera view
    - Tap the camera button to take a photo
    - Tap Use this image to use the photo, or
    - Tap Retake to take a new photo
    - You can repeat these steps to add additional photos of the same receipt
  6. OPTIONAL
  7. Change the Date to match the date of the expense
  8. Tap Payee
  9. Search or browse to select the vendor for this expense
- Mobile Receipts does not yet support payees that are not available in Vendor Records in CDM+.*
10. OPTIONAL
  11. Tap Number to enter an invoice number
  12. Tap Method and select how this expense was paid
- CDM+ Mobile will recall the last payment method used when adding a new receipt.*

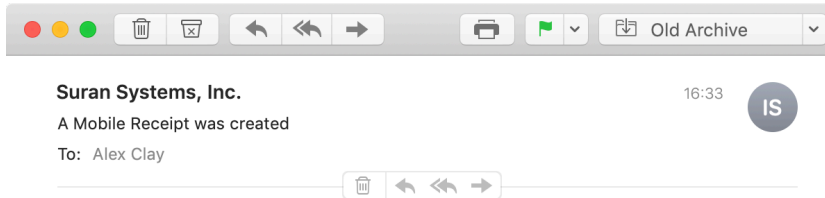
13. The default account for the vendor will load. If no account was selected or to change the account, tap Account and search or browse to select the account for this expense
14. OPTIONAL
15. Tap Description to enter a description for this expense
16. Tap Amount and enter the amount of the expense
17. OPTIONAL
18. Tap Add Breakdown to add additional account/description/amount breakdowns for this expense
19. Tap Save to submit the receipt



## Processing receipts in CDM+

### Email notification

If you enabled staff notifications, an email will be sent to the staff addresses when a mobile receipt is submitted.



### Receipt Information

Creator	Mia's Phone
Payee	Jimmy Johns
Scans	1
Payment Method	Chased Bank
Total Amount	\$22.00
Account	5180 Youth Ministries Expense

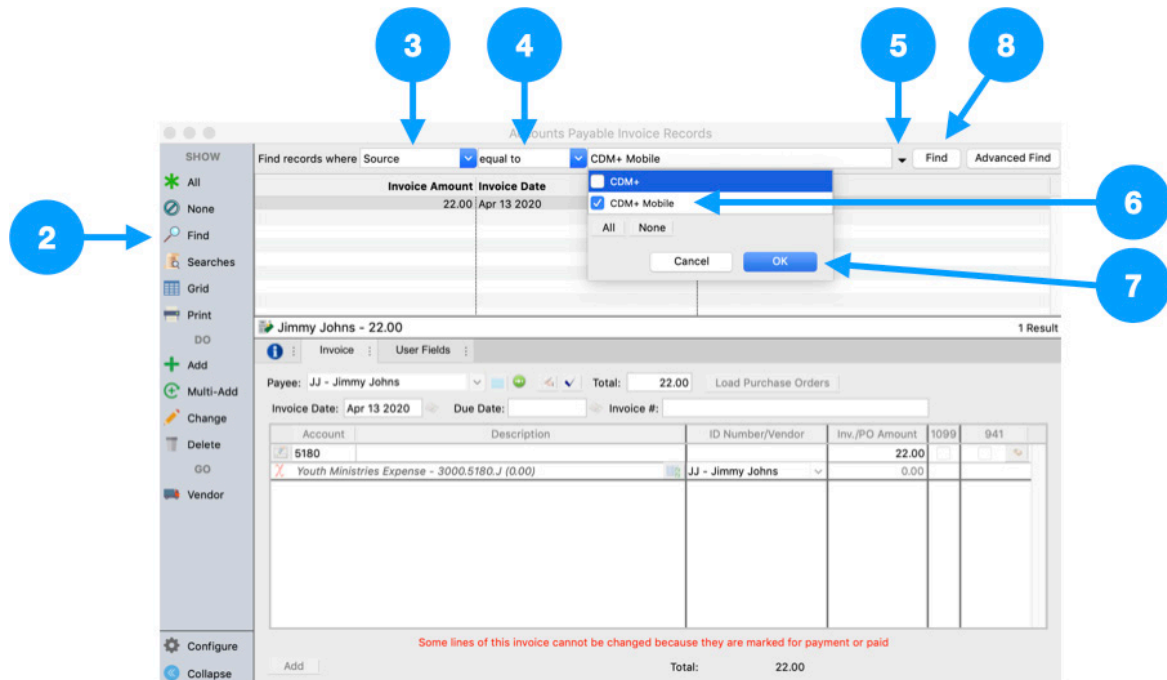
CDM+ Mobile by Suran Systems, Inc.

First Church  
123 Main Street  
Big City, KY 40123  
606/555-1234

### Viewing invoices

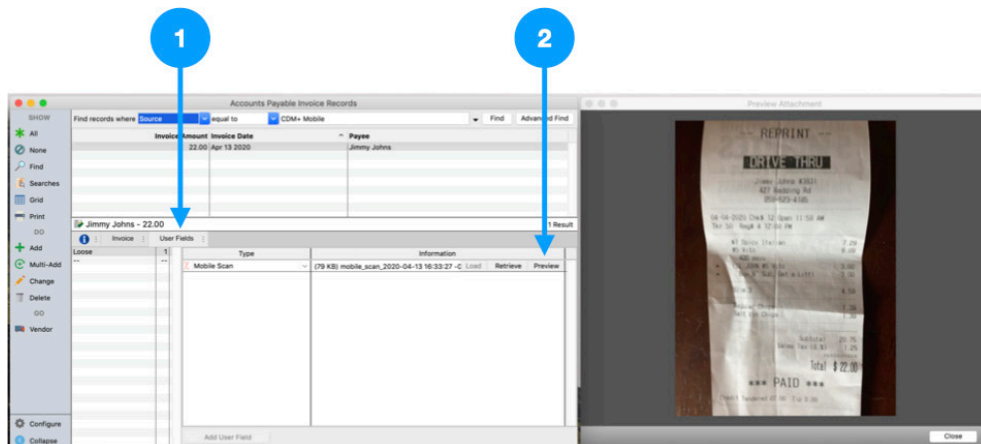
1. Go to Program ► Payables ► Invoice Records
2. Click Find in the sidebar
3. Set the find field to Source
4. Set the comparison to equal to
5. Click the down arrow for the criteria
6. Check CDM+ Mobile
7. Click OK
8. Click Find





## Viewing the scan

1. Click User Fields
- Click Preview next to a Mobile Scan



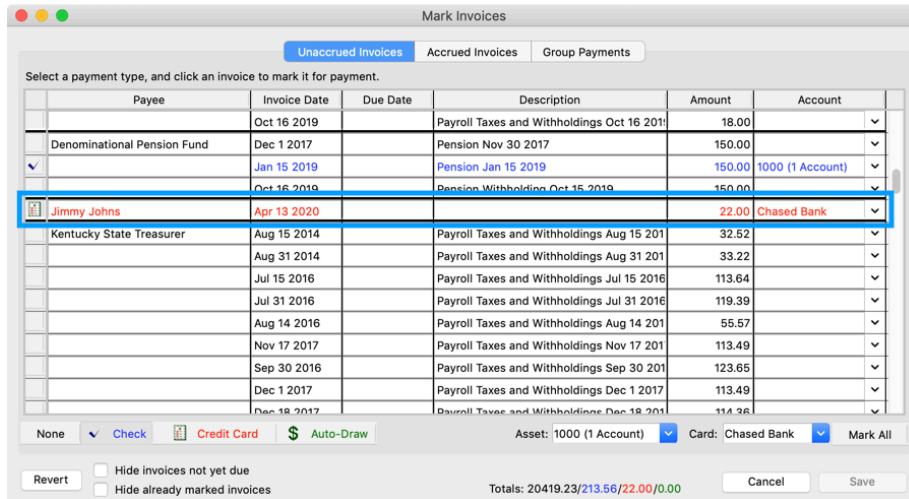
## Paying invoices

Invoices created from Mobile Receipts are paid like any other invoice under Program Payables Mark Invoices to Pay.

Depending on the payment method selected, invoices created from Mobile Receipts will be pre-marked for payment.

Method	↓ Marked	↓ Uses
Invoice	✖	n/a
Asset	✔	Auto-draw to that asset
Credit Card	✔	Credit card to that vendor

You can adjust the payment method, asset, or credit card vendor on invoices created from Mobile Receipts just like any other invoice.



## Viewing scans after posting

After paying an invoice created from Mobile Receipts you can view the scan.

1. Go to Program ► Ledger ► Ledger Entries
2. Find the posted payment
3. Click AP Invoice in the sidebar
4. Follow the steps above for viewing a scan

## **Staff reimbursement**

Mobile Receipts can easily be used for staff reimbursement.

### **Accounting setup**

1. Create a liability account for staff reimbursement or use a general Accounts Payable liability
2. Create a vendor record for each staff person to be reimbursed
3. Mark the vendor as a Credit Card and choose the liability from step 1

### **Mobile provision setup**

1. Provision the staff person's device(s) for Mobile Receipts
2. Enable their vendor as an accepted credit card payment method

### **Filing receipts for reimbursement**

Direct staff to choose themselves as the payment method when reporting receipts.

### **Reimbursing staff**

1. Post invoices created from Mobile Receipts
2. Open Mark Invoices to Pay
3. Click the Accrued tab
4. The reimbursement will appear as accrued invoices to the staff person's vendor
5. Cut a check to reimburse these expenses

