# Banyon Data Systems
## Fund Accounting
Manage Payables Module

***In Summary

Assign a due date to payments. Expense account is debited and accts payable credited. When check is paid then accounts payable is debited and cash is credited.   Great for year-end when you want an item expensed in December, but do not want to pay until January.

1. To first start using manage payables you must first have an accounts payable account set up.   Go to tools, setup options, and click the Default Acts. Tab.
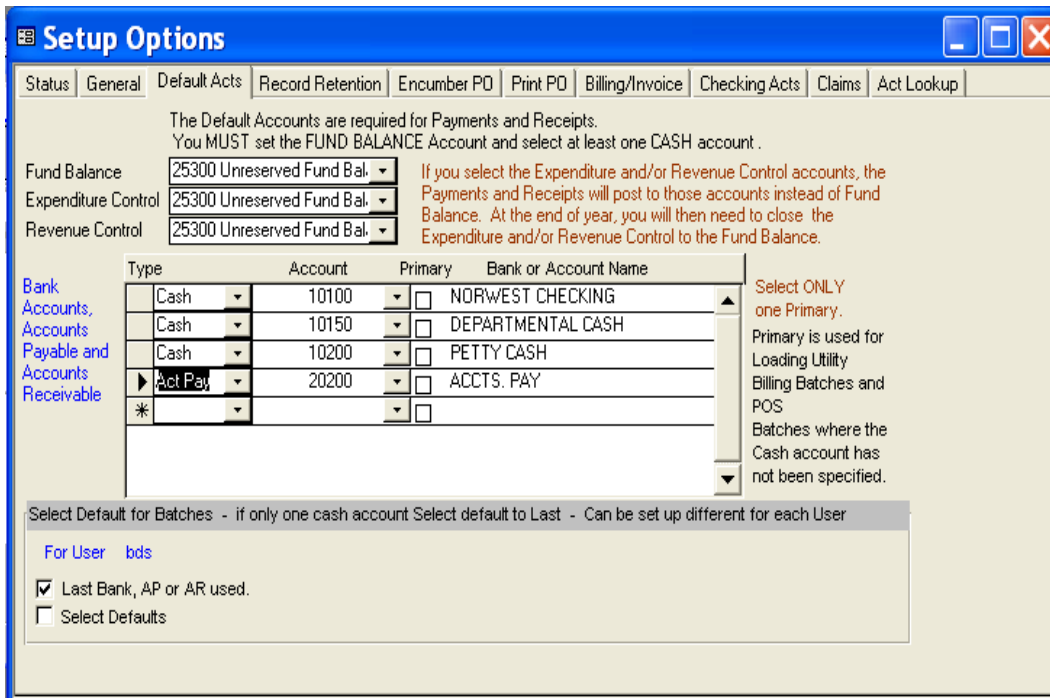
2. If you do not see ACT PAY in the type field, then you need to click on the drop down in an open space and select that. Next, select the appropriate account and then in the last column name the account. This name will show up in the payment batch area.

3. Now you are ready to attach the accounts payable account to your GL Accounts. Select view on the toolbar and choose View and then Chart of Accounts

4. Click GL Accounts button and then type in your first fund you want to add it to. Click the add button or press (f5) to bring up this screen.

5. Scroll to find the accounts payable account and choose the add button once it's highlighted. Then do the same steps to all other funds used.
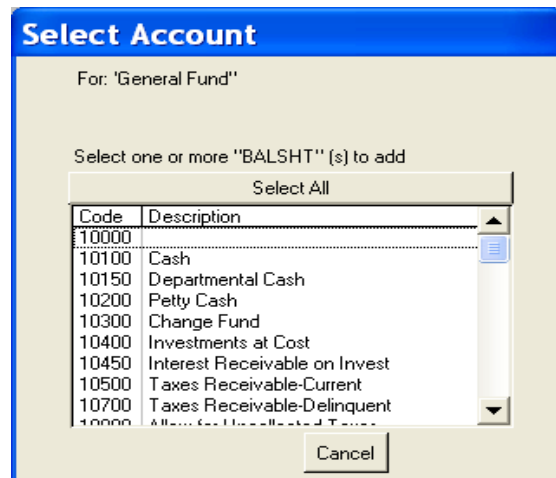
Now you are ready to use the manage payables module. Go to the regular payments area and create a batch. (The manage payables button is used to look up the payment once it is created) If the whole batch is going to be accounts payable, select AP as the batch type and click on the drop down to pick your payable account if it does not show.

By selecting AP it will default every entry to be that type of entry. However if you want to create a cash entry for one vendor just switch the Bank or AP shown below to Cash.

1. When creating an open payable you are entering a due date and invoice #. Once the payment batch is posted accounts payable is credited and the expense account is debited.
2. When the check is actually printed and posted cash is credited and accounts payable is debited.

Example: You can put in an entry in December with a due date of January. Once the batch is posted and you run the expenditure guideline it will show that you have expensed that money in December and will be taken out of the budget in December, but cash will not be affected until you actually print the check in January.

Looking up Open Payables

- This is where you can go to see what payments are waiting to be made.
- Put a payment on hold so it will not show up in the check writer.
- Click on the final box to cancel the entry
- If the amount changes that needs to pay, change amount to pay to $25 and then check the final and it cancel the remaining $25 for the one line entry.

PRINTING THE CHECKS

1. Select checks from the main screen
2. Highlight bank and click checkbook icon
3. Fill in check date
4. Enter the AP date that you would like to print your Account Payable checks for. Example if you select 12-20-05 it will print all checks out there with due dates including 12-20-05 and before. The only way it will not print is if you have a hold on something in the manage payables screen.
5. Print registers
6. Print Checks
7. Post Checks