



# **UNANET GOVCON: USING ACCOUNTS PAYABLE**

## **PARTICIPANT GUIDE**

Last Revised September 2022

## Table of Contents






<b>ABOUT THIS PARTICIPANT GUIDE</b> .....	<b>4</b>
<b>COURSE INTRODUCTION</b> .....	<b>5</b>
<b>LESSON 1: ACCOUNTS PAYABLE (AP)</b> .....	<b>7</b>
<b>Learning Objectives</b> .....	<b>7</b>
<b>Introduction</b> .....	<b>7</b>
<b>Accounts Payable Process Flow</b> .....	<b>7</b>
<b>Unanet Roles for Accounts Payable Processes</b> .....	<b>8</b>
Activity 1.1 Access and Roles for Victor Voucher .....	<b>8</b>
<b>Configuration</b> .....	<b>10</b>
Activity 1.2 Add a New Vendor Organization .....	<b>11</b>
<b>Check Your Understanding</b> .....	<b>13</b>
<b>LESSON 2 AP TRANSACTIONS – VENDOR INVOICES</b> .....	<b>14</b>
<b>Learning Objectives</b> .....	<b>14</b>
<b>Introduction</b> .....	<b>14</b>
<b>Vendor Invoices</b> .....	<b>14</b>
Activity 2.1 View Vendor Invoice .....	<b>16</b>
Activity 2.2 Create Vendor Invoice .....	<b>17</b>
<b>Create Vendor Invoices from Matched Transactions</b> .....	<b>18</b>
Activity 2.3 Create Vendor Invoice from Matched Transactions.....	<b>18</b>
<b>Create Vendor Invoices from Expense Reports</b> .....	<b>19</b>
Activity 2.4 Create Vendor Invoices from Employee Expense Reports .....	<b>19</b>
<b>Monitor Accounts Payable Reports</b> .....	<b>20</b>
Activity 2.5 Review Vendor Invoice Status Report .....	<b>20</b>
<b>Post Vendor Invoices</b> .....	<b>21</b>
Activity 2.6 Post Invoices and Review AP Aging Report .....	<b>21</b>
<b>Check Your Understanding</b> .....	<b>22</b>
<b>LESSON 3 AP TRANSACTIONS – VENDOR PAYMENTS</b> .....	<b>23</b>
<b>Learning Objectives</b> .....	<b>23</b>
<b>Introduction</b> .....	<b>23</b>
<b>Vendor Payment</b> .....	<b>23</b>
Activity 3.1a Create Bulk Vendor Payment – System Checks.....	<b>24</b>

Activity 3.1b Create Bulk Vendor Payment – ACH Payment.....	24
Activity 3.2 Process Bulk Vendor Payments .....	25
<b>Check Your Understanding .....</b>	<b>26</b>
<b>LESSON 4 ACCOUNTS PAYABLE REPORTING.....</b>	<b>27</b>
<b>Learning Objectives .....</b>	<b>27</b>
<b>Introduction.....</b>	<b>27</b>
Activity 4.1 Accounts Payable Reporting.....	28
<b>Check Your Understanding .....</b>	<b>29</b>
<b>APPENDIX A: CHECK YOUR UNDERSTANDING ANSWER KEY.....</b>	<b>30</b>
<b>APPENDIX B: SUPPLEMENTAL INFORMATION.....</b>	<b>34</b>
<b>System Administrator – Setup.....</b>	<b>34</b>
<b>Reference Links.....</b>	<b>35</b>
<b>NEXT STEPS .....</b>	<b>36</b>
<b>Course Survey .....</b>	<b>36</b>
<b>Certificate of Completion .....</b>	<b>36</b>

# ABOUT THIS PARTICIPANT GUIDE

This document serves as a supplement to the training courses offered through Unanet University at [www.unanetuniversity.com](http://www.unanetuniversity.com). Participants should use this workbook to complete activities while attending the course. Additionally, participants should record notes and actions for reference when working within their own Unanet system.

## Symbols Used In This Guide:

Activity	Demonstration	Important Note	Question	Tour
				
A hands-on practical exercise that will be completed by participants	An instructor-guided detailed review of features or processes	A callout of critical information related to a topic	Assesses participants' understanding of a topic	A high-level review of system features or functionality by the instructor

## Unanet University Contact Information

Send questions to [VirtualUU@unanet.com](mailto:VirtualUU@unanet.com) for information about courses, course schedule, enrollments, and certifications. This mailbox is monitored daily.

## Unanet Certification Program and Badges

For more information on the Unanet Certification Program, [click here](#).

## Support Portal

Use Unanet's Support Portal [support.unanet.com](http://support.unanet.com) to access product reference articles and FAQs. To obtain a Support Portal ID, send an email to [support@unanet.com](mailto:support@unanet.com) with the subject "Support Portal ID request".

The following conditions must be met to be granted a support account:

- The "from" address must match the domain of your company
- It must NOT be a generic email account (e.g., gmail.com)

# COURSE INTRODUCTION

Unanet Financial users will review the system settings needed to perform Accounts Payable processes, practice creating vendor invoices and vendor payments, and produce reports for verifying transaction accuracy. For those using Purchasing, three-way purchase order matching will be reviewed.

Recommended roles: **AP User, AP Poster, AP Viewer, or AP Administrator**

## Learning Objectives

In this course, **Unanet GovCon: Using Accounts Payable** participants will:

- Analyze the Accounts Payable process and possibilities in Unanet
- Identify the roles, in Unanet, required to perform Accounts Payable processes
- Review administrative Accounts Payable functions, including creating and maintaining vendor organizations, bank accounts, payment methods
- Differentiate the various procedures and options used to create, process, and post vendor invoices
- Recognize the requirements and decisions involved to properly create and process vendor payments
- Determine which Accounts Payable reports to use to ensure accurate transaction processing

## Student Training Site

A Unanet training system has been specifically created to support this course. The system is configured around a fictional GovCon company named MyCo. The activities, and accompanying simulations, reference MyCo, its related internal and external organizations, and business processes.

## Roles & Access

Unanet is a role-based system which provides security and access based on the roles assigned to the user by the System Administrator. It is helpful to be familiar with Unanet's roles and the access that comes with each unique role. Users may find the need to be assigned a combination of roles in order to perform various job functions.

During this course, students will be instructed to log in to Unanet utilizing specific user personas which contain the appropriate roles in order to access and complete the required activities.

## MyCo - Financial Roles

MyCo uses the following user personas to log in to the database.

**Please note, the password is case sensitive; username is not.**

	Unanet Role	Name	Unanet Login Username	Password
Accounts Payable	AP Administrator AP Poster AP User AP Viewer	Victor Voucher Ally Apposter Victor Voucher	<b>vvoucher</b> <b>aaposter</b> <b>vvoucher</b>	<b>welcome</b>

# LESSON 1: ACCOUNTS PAYABLE (AP)

## Learning Objectives

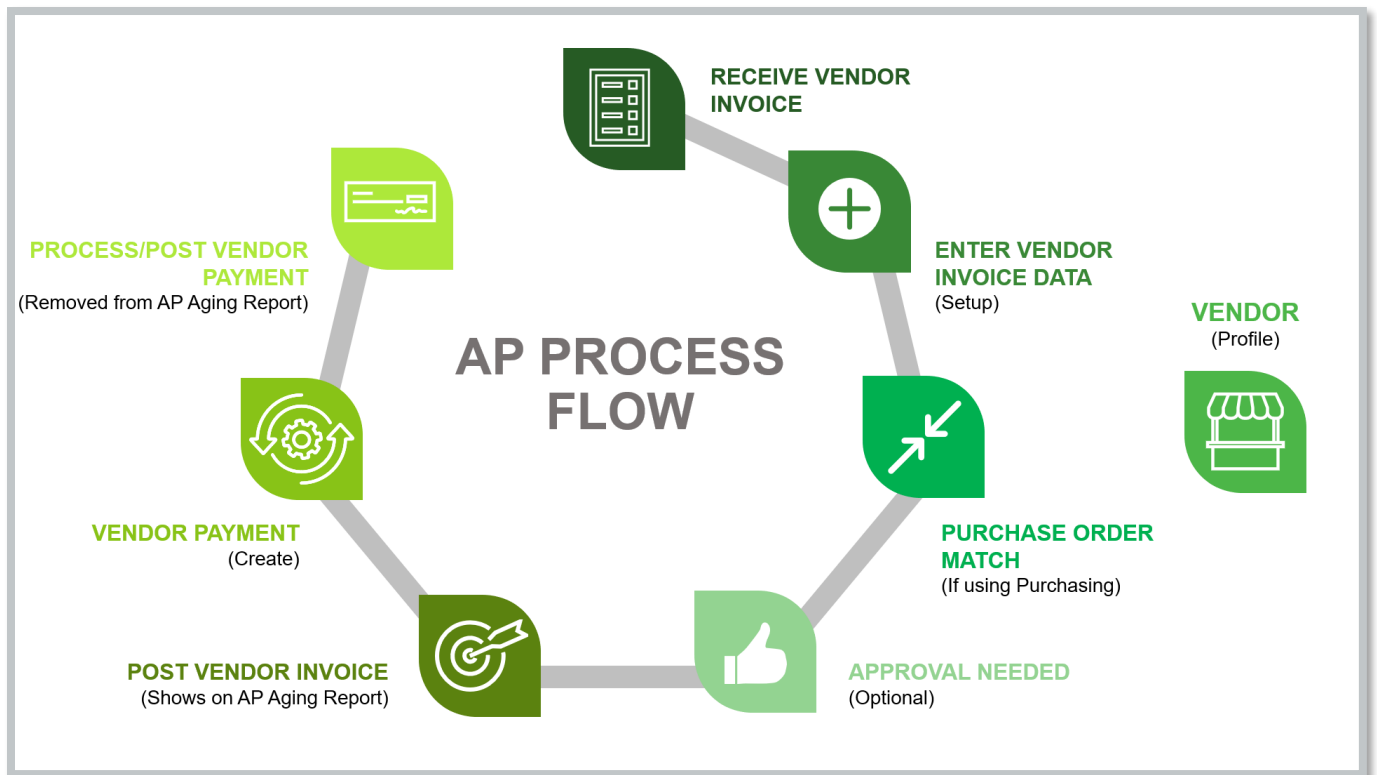
- Analyze and explain the Accounts Payable process and possibilities in Unanet
- Identify the roles, in Unanet, required to perform Accounts Payable processes
- Review and describe administrative Accounts Payable functions, including creating and maintaining vendor organizations, bank accounts, payment methods

## Introduction

Accounts Payable represents the amount of money owed by a Company to its creditors (vendors). It is critical to understand the process flow and which roles are able to perform the various steps. In addition, there are financial AP administration functions that must be configured.

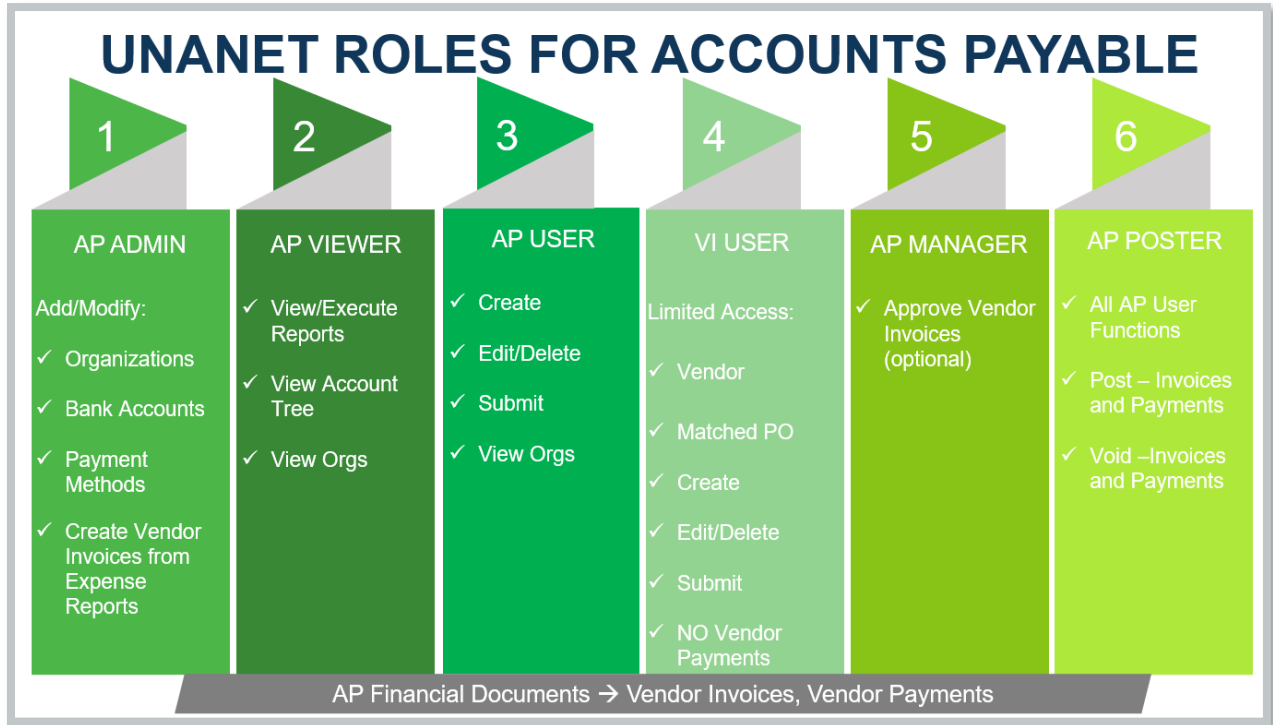
## Accounts Payable Process Flow

Search the Support Portal - Common AP procedures in Unanet Financials  
Search the Support Portal - AP Process Flows and Roles



## Unanet Roles for Accounts Payable Processes

It is helpful to be familiar with Unanet’s roles and the access that comes with each unique role. Users may find the need to be assigned a combination of roles in order to perform various job functions.



### Activity 1.1 Access and Roles for Victor Voucher

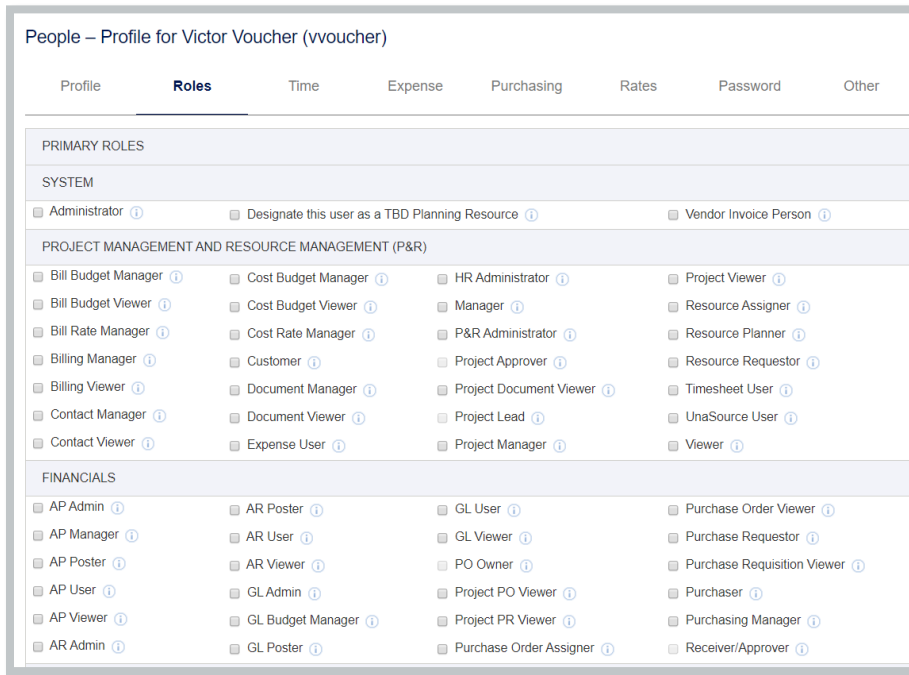
#### Activity Steps:

- For each function in the left column, identify which role is needed in the right column.

Function	Role Needed
a) Add/Modify Vendor Organizations, Bank Accounts, Payment Methods, and Create Vendor Invoices from Expense Reports	
b) View/Execute AP Reports	
c) Create, edit, save, and submit Accounts Payable transactions for all Vendors	



2. **Log in** to your student site as **Victor Voucher**
  - **Username:** **vvoucher**
  - **Password:** **welcome**
3. **Navigate:** My Account (upper right-hand corner) > Preferences > Profile > Roles and **view** the assigned roles for Victor Voucher
4. **Confirm** the roles match the ones you identified as being needed above.



## Configuration

**AP Configuration:** The Unanet role of AP Admin can add and modify:

- Organizations
- Bank accounts
- Payment methods

*\*Note - The AP admin role also includes set up for Purchase Order Formats and Unit of Measure, applicable for those using Purchasing.*

## Organizations

**Vendor Organization** - Any entity you intend to issue payment to will need to be defined in Unanet as a Vendor Organization.

- A Vendor may represent an individual or a company.
- If a vendor organization represents an employee or subcontractor who will be reimbursed through Unanet using the create vendor invoices from expense reports functionality, a vendor organization will need to be created and associated with the person profile.
- There is no attribute on the Organization entity that designates it as a Vendor Organization, but rather, associating an organization via the Vendor Profiles screen is where you will define the list of Legal Entities to which the current organization is to be considered a Vendor.
- Vendor Profile: In order to utilize an organization for accounts payable transactions, the vendor profile within that organization must be added for one or more legal entities.

**Payment Terms** in Unanet are associated with both payments to vendors and payments from customers so that payments are made and received within a reasonable period of time. The invoice's due date, discount date, and discount amount is calculated based on these terms. Discount Terms may be set in order to accelerate cash collections and to receive discounts



## Activity 1.2 Add a New Vendor Organization

Login: Victor Voucher (AP Admin) – *vvoucher / welcome*

### Activity Steps:

1. You have received the W-9 (shown below) and need to add this new vendor.

2. **Navigate:** Organization > List and click +Organization
  - a. **Profile:**
    - ORGANIZATION CODE V-CCAPTAINLLC (no spaces)
    - ORGANIZATION NAME C. Captain, LLC
    - ORGANIZATION TYPE Vendor
    - ORGANIZATION PARENT V-VENDORS - A/P Vendors
  - b. **1099** Select box for 1099 VENDOR
  - c. **Other** (Vendor Classification) Women Owned Small Business

**SAVE**
3. **Organization Addresses** click +Address and fill in per W-9 above for Remit To  
**SAVE**
4. **Vendor Profiles** click +Vendor Profile
  - LEGAL ENTITIES All Legal Entities
  - PAYMENT TERMS 1% 10 Net 30
  - CHECK PRINTING Select Require a separate payment

**SAVE**
5. **Confirm** new Organization exists in the Hierarchy under V-VENDOR – A/P Vendors.
  - a. **Navigate:** Reports > Reference > Organization Trees Views and Run Report
  - b. Expand All and search list to confirm that C. Captain, LLC is listed under V-VENDOR – A/P Vendors

## Bank Accounts

**Navigate:** Admin > Setup > Accounting > Bank Accounts

There are 3 types of bank accounts in Unanet.

1. **Bank** - This type should correspond to bank accounts you maintain at all banks. You will want to set up a separate Unanet bank account for each real bank account. If you plan to print system checks from Unanet, you must use this type and designate it as a checking account.
2. **Other** - Used for all other situations. Can be used to reconcile any account to external statements (not just bank accounts). Examples include, corporate credit card statements, payroll clearing subcontractor bills, and others.
3. **Undeposited funds** - USED FOR AR PROCESSES. This is a holding account where users can record payments received prior to depositing them into the bank. You should use this type of account if you regularly receive customer check payments or other incoming checks and would like to record them in the system prior to depositing them in the bank. Recording the total deposit amount instead of individual check amounts will help to facilitate a much easier bank reconciliation, as the total recorded in Unanet will match the total deposit amount on the bank statement.

## Payment Methods

**Navigate:** Admin > Setup > Accounting > Payment Methods

Payment Methods may be configured to characterize payments made and received in Unanet. The Payment Method must be specified to be available for use in expense reports (employee Payment Methods), Accounts Payable (vendor Payment Method), and Accounts Receivable (customer Payment Method).

Payment Methods can be in the form of checks, Automated Clearing House (ACH) transfers, or wires. An associated Payment Type of either check (system or manual) or Other will be selected when setting up a new Payment Method.

### Vendor (AP) Payment Type Options

- **System Check:** Used when the vendor payment is run through the system check printing process
- **Manual Check:** Used when the vendor payment is made outside of the system
- **Other:** Used when the vendor payment is made via EFT, ACH and credit cards

## Check Your Understanding



1. What Financials administrative items are required to process Accounts Payable transactions?
  - a) Bank accounts and payment
  - b) Active Vendor orgs and profiles, bank accounts, and payment methods
  - c) Active Vendor orgs and payment methods



2. What role(s) are needed to post and void AP transactions, and to view AP reports?
  - a) AP Admin
  - b) AP Poster and AP Viewer
  - c) AP User and AP Poster



3. What must be assigned to at least one bank account in order to process system checks within Unanet?
  - a) Credit Card Account
  - b) Checking Account
  - c) Savings Account



Refer to Appendix A for answers to the Check Your Understanding questions

# LESSON 2 AP TRANSACTIONS – VENDOR INVOICES

## Learning Objectives

- Differentiate and identify the various procedures and options used to create, process, and post vendor invoices
- Determine which Accounts Payable reports to use to ensure accurate transaction processing (Vendor Invoice Status and AP Aging)

## Introduction

It is critical to understand the process of creating Vendor invoices in Unanet. In addition, evaluating the impact to the AP Aging report.

**Navigate:** Financials > Accounts Payable > Vendor Invoices

## Vendor Invoices

Unanet supports creating vendor invoices received for processing. The Vendor Invoice functionality can also be used to enter vendor invoice adjustments (positive or negative values).

**Recurring** - Recurring Vendor Invoice are recorded in every period where the accounts are identical, but the amounts may vary. When checked, upon posting, the system will post the original document and create an additional Vendor Invoice for the next occurrence (Fiscal Period), leaving it in the Inuse status. The subsequent Vendor Invoice created as a result of this feature can be modified, if needed, and then manually posted. The number of occurrences can be managed by entering a number in the “Occurrence 1 of” field. If the number of Occurrences field is left blank, the Vendor Invoice will recur indefinitely until either a value is entered or uncheck the checkbox.

**Hold** – Hold indicates whether a Vendor Invoice is on payment hold. Being on hold merely indicates invoice for a Vendor will not automatically be considered for payment during the Bulk Vendor Payment creation process. A payment hold can be established at either the Vendor Profile at the Organization level or at a specific Vendor Invoice level.

**Details** - Details screen is where you enter the individual line items that make up the Vendor Invoice (left menu). Vendor Invoice Details menu consist of Labor, Expenses, and Items. These menu options will become unavailable once the Vendor Invoice reaches the Posted status.

**Copy** - copy function will create a duplicate of the current Vendor Invoice (including labor/expense/item detail lines). Advised to have the Duplicate Vendor Invoice Behavior system property set to error to help prevent Vendor overpayment.

**Project** - When entering a Vendor Invoice (VI) associated with a direct Project, the Account used will require a project and expense type to be selected, as this is the link to the cost element and project accounting.

- If an expense type populates and is correct, save and/or submit.
- If an expense type populates and you are not sure if it is correct, type the wildcard '%' into the expense type field to see all available expense types, and select the appropriate one.
- If no expense type populates at all, contact your system administrator to complete the missing setup components.

### **Manager Approvals for Vendor Invoices (optional step)**

- System Administrator controls this property setting. Admin > Properties > Approval Process > Approvals > Require Approvals > Vendor Invoice
- This property controls whether the system will require a Vendor Invoice to go through the approval process before it is set to Approved status
- If system properties require approval:
  - AP Manager role is required to be assigned
  - Approval groups need to be set up to include approvers and submitters within each group
- AP User will need to have approval groups available to select from while submitting vendor invoices for approval



## Activity 2.1 View Vendor Invoice

Login: Victor Voucher (AP User) – *vvoucher / welcome*

### Activity Steps:

1. **Navigate:** Financials > Accounts Payable > Vendor Invoices
2. **Search** and view the previously created vendor invoice with the following selection criteria:
  - VENDOR ORG NAME                      Hire Now
  - INVOICE AMOUNT                        15500 (no commas)
  - VENDOR INVOICE DATE                BOT – Today
  - DOCUMENT DATE                        BOT – Today
  - VENDOR INVOICE STATUS              Inuse
3. **List** results and **Use the magnifying glass** to **View** the Invoice and answer the following:

Question	Answer
a) Under Summary: Is this set up to be RECURRING?	
b) Under Summary: Has a HOLD PAYMENT been placed on the invoice?	
c) Under Details Labor (or View): Are there any LABOR LINES associated with this invoice? If so, what are they?	
d) Under Details Expense (or View): Are there any EXPENSE LINES associated with this invoice? If so, what are they?	
e) Under View: Is there a project or task associated with this invoice?	
f) Under View: When would it be useful to use the Copy button on an invoice?	





## Activity 2.2 Create Vendor Invoice

Login: Victor Voucher (AP User) – *vvoucher / welcome*

### Activity Steps:

1. **Navigate:** Financials > Accounts Payable > Vendor Invoices + Vendor Invoice
2. **Create** Vendor Invoice with the following criteria:
  - VENDOR V-HIRENOW
  - INVOICE AMOUNT \$200
  - INVOICE / REFERENCE # 107
  - INVOICE DATE 2nd of Posting Month
  - DESCRIPTION New Software Consultant Labor
  - DOCUMENT DATE 2nd of Posting Month
  - POST DATE End of Posting Month**SAVE**
3. **Select** and **Assign** Detail Labor Charges to Vendor
  - ACCOUNT 50.28.01 – Direct Consultant Labor
  - ORGANIZATION MYCO
  - HOURS 10
  - RATE \$20
  - PROJECT CUST-3-UU3 01-TM-PROJ-FIN
  - LABOR CATEGORY GSA-Subject Matter Expert 1
  - PERSON Vendor\_1, Jack**SAVE**
4. **Select** Summary then **Click** SUBMIT
5. **SUBMIT** and **Select Approval Group** “VI Approval Group” **SUBMIT**

## Create Vendor Invoices from Matched Transactions

**Navigate:** Financials > Accounts Payable > Create Vendor Invoices from Matched Transactions

If using Unanet's Purchasing functionality, users will select Create Vendor Invoices from Matched Transactions to directly match the Vendor Invoice to a Purchase Order and associated Timesheet or Expense transactions. This is considered to be a 3-Way Match – 1. Vendor Invoice, 2. Purchase Order, and 3. Timesheet for labor, Expense report for expenses, or Purchase Receipts for Items.



### Activity 2.3 Create Vendor Invoice from Matched Transactions

Login: Victor Voucher (AP User) – *vvoucher / welcome*

#### Activity Steps:

1. **Navigate:** Financials > Accounts Payable > Create Vendor Invoices from Matched Transactions
2. **Search** Vendor Invoice from Matched Transaction with the following criteria:
  - PURCHASE ORDER # 0000000001
  - VENDOR ORG NAME V-HireNow
  - THROUGH DATE 5<sup>th</sup> of Posting Month
  - DOCUMENT DATE 5<sup>th</sup> of Posting Month
  - POST DATE End of Posting Month
3. **List** results and **Confirm** Matched Labor of **\$3,000**, Select PO and **click** Create Vendor Invoices, **click** List
4. **Edit** (click pencil icon) the Summary Level
  - Invoice/Reference# to read "PO 1 Labor"
  - Confirm (edit if necessary):
    - Payment Terms 1% 10 Net 30
    - Discount Date Is 15<sup>th</sup> of Posting Month

**SAVE/SUBMIT**
5. **SUBMIT/NEXT** (no need to select an approval group)

Vendor Invoice User role: allows a licensed user to have limited Vendor Organizational access to process Vendor Invoices that are Matched to Purchase Orders transactions only. This role does not have access to process Vendor payments.

## Create Vendor Invoices from Expense Reports

**Navigate:** Financials > Accounts Payable > Create Vendor Invoices from Expense Reports

Used by **AP Admin** role to create Vendor Invoices from employee and/or subcontractor expense reports. The process will create an **Approved** vendor invoice document for each selected expense report. This allows for the expense report owner to be reimbursed for the expenses via the standard Vendor Payment functionality. Employees must have a vendor organization with vendor profile associated with their person record.

\*If you intend to reimburse your user expenses via payroll, then you would not use this feature, but instead export your expense report details to your payroll system for further processing.



### Activity 2.4 Create Vendor Invoices from Employee Expense Reports

Login: Victor Voucher (AP Admin) – *vvoucher / welcome*

#### Activity Steps:

1. **Navigate:** Financials > Accounts Payable > Create Vendor Invoices from Expense Reports
2. **Search** Vendor Invoices from Expense Reports with the following criteria:
  - COMPLETED DATE      Date range of Posting Month
  - DOCUMENT DATE          20<sup>th</sup> of Posting Month
  - POST DATE                 End of Posting Month
3. **List** results, select all, and **Click** Create Vendor Invoices
4. **Click** the List Button to **View** the results and answer the following:

Question	Answer
a) What is the status of the invoices?	
b) Can the role of AP Admin post the vendor invoices after creating them? Why or why not?	

## Monitor Accounts Payable Reports

**Navigate:** Reports > Dashboard > Financials > Accounts Payable

**Vendor Invoice Status Report** - shows the status of a Vendor Invoice (VI), the document amount and balance, and if any invoice is pending approvals and by whom.

**Accounts Payable Aging Report** - shows the amounts currently payable to vendors (including the number of Days Past Due) for vendor invoices (net of payments and adjustments applied to the invoices). Once a Vendor Invoice is Posted, it will be included on this report until the invoice balance is paid in full.



### Activity 2.5 Review Vendor Invoice Status Report

Login: Victor Voucher (AP Admin) – *vvoucher / welcome*

#### Activity Steps:

- Navigate:** Reports > Dashboard > Financials > Accounts Payable > Vendor Invoice Status
- Run the Vendor Invoice Status** report with the following criteria:
  - DOCUMENT DATE BOT to Today
  - VENDOR INVOICE STATUS Select All
- View** the report and answer the following:

Question:	Answer
a) What is the status of each invoice? <ul style="list-style-type: none"><li>Employee Vendor Invoices</li><li>HireNow for PO 1 Labor</li><li>HireNow for Invoice 107</li></ul>	Status: <ul style="list-style-type: none"><li></li><li></li><li></li></ul>
b) Are any of them Pending Approvals?	

## Post Vendor Invoices

**Navigate:** Financials > Accounts Payable > Vendor Invoices

The posting process updates the general ledger. Posting refers to the process of transferring entries from the journal into the accounts in the general ledger.

The posting functionality is available to users with the AP Poster role. AP Poster posts Vendor Invoices in the Approved status. Once posted, vendor invoices will be included in the AP Aging Report.

It is good practice to have a separate person (if possible) to review and post from the one that submitted the Vendor Invoices.



### Activity 2.6 Post Invoices and Review AP Aging Report

Login: Ally Apposter (AP Poster) – `aaposter / welcome`

#### Activity Steps:

1. **LOG IN** as Ally Apposter (AP Poster) – `aaposter / welcome`
2. On a separate tab, **Navigate:** Reports > Dashboard > Financials > Accounts Payable and **Run** the **AP Aging** report for:
  - AGING DATE    End of Posting Month

*\*Note the Report Total (prior to posting recent invoices)*
3. **Navigate:** Financials > Accounts Payable > Vendor Invoices and **Search** Vendor Invoices using the following criteria:
  - DOCUMENT DATE                                      Date range of Posting Month
  - VENDOR INVOICE STATUS                              Approved
  - COLUMN OPTIONS                                      Select All

*\*Note the Total Vendor Invoices*
4. **List** results and **Post** all **APPROVED** Vendor Invoices
5. **Refresh** the **AP Aging** report. Confirm the posted items have been included
6. **LOG OUT** as Ally Apposter (AP Poster)

## Check Your Understanding



1. If using Purchasing functionality, what menu item will the AP User select in order to directly match the PO with the labor/expenses on an invoice?
  - a) Create Vendor Invoices from Matched Transactions
  - b) Create Vendor Invoices from Expense reports
  - c) Create Invoice



2. What status are Vendor invoices in when they are ready to be Posted?
  - a) Inuse
  - b) Submitted
  - c) Approved



3. When will Vendor invoices show up on the AP Aging report?
  - a) Once Submitted
  - b) Once Posted
  - c) Once Paid



Refer to Appendix A for answers to the Check Your Understanding questions

# LESSON 3 AP TRANSACTIONS – VENDOR PAYMENTS

## Learning Objectives

- Recognize the requirements and decisions involved to properly create and process vendor payments

## Introduction

It is critical to understand the creation and processing of Vendor payments in Unanet.

**Navigate:** Financials > Accounts Payable > Vendor Payments OR

**Navigate:** Financials > Accounts Payable > Bulk Vendor Payment Creation

## Vendor Payment

Vendor payment functionality may be used to Create and Process payments to vendors. Recommend the use of Bulk Vendor Payment Creation to keep AP vendor invoices in sync with AP vendor payments.

AP Users **Create** (Record/Edit) Vendor Payments

- Apply payments to outstanding invoices
- Edit unposted vendor payments
- Apply previously unapplied vendor payment balances to vendor invoices
- Record payments for **Non-System Checks** - recommend selecting “Submit payments after creation” box within Transaction Options when creating the payments in order to have payments in a submitted status and ready to post
- Record payments for **System Checks** - the Payment date entered **MUST** equal the Check date to be used when processing the payment

AP Posters **Process** (Post/Print) Vendor Payments

- **Non-System Checks Status:** Vendor payments other than system checks will have a Submitted status. These payments are manually selected then Posted.
- **System Checks Status:** Vendor payments of System checks skip the Submitted status. Once they have been created they remain in an Inuse status until completion of the check generation process (printing)
  - Process (Print) **System Checks** from an Inuse status
  - Select appropriate check printing options (Check date **MUST** equal the Payment date enter when payment was created) then List, select, and Click Generation Checks
  - System checks are automatically Posted once the generate check process (printing) is complete



### Activity 3.1a Create Bulk Vendor Payment – System Checks

Login: Victor Voucher (AP User) – *vvoucher / welcome*

#### Activity Steps:

1. **LOG IN** as Victor Voucher (AP User) – *vvoucher / welcome*
2. **Navigate:** Financials > Accounts Payable > Bulk Vendor Payment Creation
3. **CREATE:**  
Bulk Vendor Payment Creation with the following criteria:
  - DUE DATE THROUGH 5<sup>th</sup> of Posting Month
  - DISCOUNT DATE THROUGH 15<sup>th</sup> of Posting Month
  - BANK ACCOUNT Operating Bank
  - \*PAYMENT DATE 5<sup>th</sup> of Posting Month
  - POST DATE End of Posting Month
  - PAYMENT METHOD System Check
4. **List** results, select all, and **click Create Payments** then **click List**
5. **Confirm** the PAYMENT METHOD is VEN-System Check and STATUS is **Inuse**



### Activity 3.1b Create Bulk Vendor Payment – ACH Payment

Login: Victor Voucher (AP User) – *vvoucher / welcome*

#### Activity Steps:

1. **Navigate:** Financials > Accounts Payable > Create Bulk Vendor Payment
2. **CREATE:**  
Bulk Vendor Payment Creation for with the following criteria:
  - DUE DATE THROUGH End of **NEXT** Month  
(1 month after posting month)
  - DISCOUNT DATE THROUGH End of Posting Month
  - BANK ACCOUNT Operating Bank
  - PAYMENT DATE End of Posting Month
  - POST DATE End of Posting Month
  - PAYMENT METHOD ACH Vendor Payment
  - TRANSACTION OPTIONS Submit Payments after Creation
3. **List** results, select all, and **click Create Payments** then **click List**
4. **Confirm** the PAYMENT METHOD is VEN-ACH Vendor Payment and STATUS is **Submitted**
5. AP User cannot process (print) payments, **LOG OUT** as Victor Voucher (AP User)





## Activity 3.2 Process Bulk Vendor Payments

Login: Ally Apposter (AP Poster) – aaposter / welcome

### Activity Steps:

#### PROCESS:

1. **LOG IN** as Ally Apposter (AP Poster) – aaposter / welcome
  2. **Navigate:** Financials > Accounts Payable > Vendor Payment
  3. **Search** Vendor Payments using the following criteria:
    - DOCUMENT DATE                      Date Range of Posting Month
    - VENDOR INVOICE STATUS          Inuse and Submitted
  4. **List** results.
- Note: the limited items that are available to be selected for Posting (Submitted ACH Vendor Payments)*
5. **Select** ALL the items available to be Posted and **click** POST
  6. **Click** Back and confirm the remaining items are only Inuse System Checks to be printed. Take note of the Document Date listed.
  7. **Return** to Search Criteria tab. **Expand** CHECK PRINTING OPTIONS:
    - Click PRINT CHECKS (notice STATUS automatically selects ONLY Inuse)
    - BANK ACCOUNT                      Operating Account
    - \*CHECK DATE                        5<sup>th</sup> of Posting Month
    - FIRST CHECK NUMBER will auto populate

*\*Payment date and Check date must be the same for system checks*
  8. **List** results, select all, and **click** Generate Checks
  9. **Click** to **Download** PDF file that contains generated checks for review
  10. **Click** Process Printed Checks and **select** All checks printed correctly
  11. **Click** Complete Check Generation (Posted status)

*Reminder - System Checks go from Inuse to Posted upon Completing Check Generation (skips Submitted status).*

#### AP Processing Tips:

- System Check Stock: Order DLT-104 check stock prior to going live.
- System Administrator Property - set duplicate checking property to warn or error to avoid paying the same invoice twice.

## Check Your Understanding



1. Which payment type yields a PDF output?
  - a) Manual Check
  - b) ACH payment
  - c) System Check



2. What status do System Checks (vendor payments) remain in until checks are generated?
  - a) Submitted
  - b) Inuse
  - c) Approved



3. What status will System Checks (vendor payments) automatically be in once the Check Generation process (printing) is completed?
  - a) Submitted
  - b) Posted
  - c) Inuse



Refer to Appendix A for answers to the Check Your Understanding questions

# LESSON 4 ACCOUNTS PAYABLE REPORTING

## Learning Objectives

- Determine which Accounts Payable reports to use to ensure accurate transaction processing (AP Aging and AP Activity)

## Introduction

**Navigate:** Reports > Dashboard > Financials > Accounts Payable

Accounts Payable represents the amount of money owed by a Company to its creditors. This amount is recorded as a liability on the Company's balance sheet and should be reconciled periodically to account for items recorded through Financial Documents other than Vendor Payment and Vendor Invoice document types.

**Accounts Payable Aging Report** - shows the amounts currently payable to vendors (including the number of Days Past Due) for vendor invoices (net of payments and adjustments applied to the invoices).

Users have the option of specifying a fiscal period as of which to run the report should they desire to tie a balance back (per the AP Aging) to the balance in the General Ledger, as of the end of a particular fiscal period. When no fiscal period is specified the aging will reflect all posted activity.

**Accounts Payable Activity Report** - shows a listing of Vendor Invoices and Vendor Payments for the specified reporting range. Options exist to include invoices and/or payments, and the results can include details or display vendor totals only. Report can be run to include only Payments which will create a Cash Payments Report.

**Vendor Invoice Status Report** - shows the status of a Vendor Invoice (VI), the document amount and balance, and if any invoice is pending approvals and by whom.



## Activity 4.1 Accounts Payable Reporting

Login: Ally Apposter (AP Poster) – aapposter / *welcome*

### Activity Steps

1. **Navigate:** Reports > Dashboard > Financials > Accounts Payable > Accounts Payable Aging
2. **Run the AP Aging Report** with the following criteria:
  - VENDOR All Vendors
  - FISCAL PERIOD Fiscal Previous Year
  - REPORTING OPTIONS Show Vendor Balances Only
3. **Navigate:** Reports > Dashboard > Financials > Accounts Payable > Accounts Payable Activity
4. **Run the AP Activity Report** with the following criteria:
  - VENDOR All Vendors
  - FISCAL PERIOD Fiscal Previous and Current Year
  - DOCUMENT DATE Fiscal Previous and Current Year
  - REPORTING OPTIONS Show Vendor Totals Only  
Include Invoices and Payments
5. Note: The AP Activity Report can be run to include only Payments which will create a Cash Payments Report.

## Check Your Understanding



1. What report can be run to include only Payments which will create a Cash Payments Report?

- a) Vendor Invoice Status
- b) AP Aging
- c) AP Activity



2. When will Vendor invoices be removed from the AP Aging report?

- a) Once Submitted
- b) Once Paid
- c) Once Posted



Refer to Appendix A for answers to the Check Your Understanding questions

# APPENDIX A: CHECK YOUR UNDERSTANDING ANSWER KEY

## Lesson 1: ACCOUNTS PAYABLE (AP)



1. What Financials administrative items are required to process Accounts Payable transactions?
  - a) Bank accounts and payment methods - This is an incorrect answer because active vendor orgs and profiles are also required
  - b) Active Vendor orgs and profiles, bank accounts, and payment methods - This is the correct answer because all listed items are required to process AP transactions in Unanet**
  - c) Active Vendor orgs and payment methods - This is an incorrect answer because profiles and bank accounts are also required



2. What role(s) are needed to post and void AP transactions, and to view AP reports?
  - a) AP Admin - This is an incorrect answer because the AP Admin cannot post and void AP transactions nor view AP reports
  - b) AP Poster and AP Viewer - This is the correct answer because the AP Poster can post and void AP transactions, and the AP Viewer can view AP reports**
  - c) AP User and AP Poster - This is an incorrect answer because the AP User cannot post or void, and the AP Viewer views AP reports



3. What must be assigned to at least one bank account in order to process system checks within Unanet?
  - a) Credit Card Account - This is an incorrect answer because you must designate it as a checking account not a credit card account
  - b) Checking Account - This is the correct answer because if you plan to print system checks from Unanet, you must use a real bank account and designate it as a checking account**
  - c) Savings Account - This is an incorrect answer because you must designate it as a checking account not a savings account

## Lesson 2: AP TRANSACTIONS – VENDOR INVOICES



1. If using Purchasing functionality, what menu item will the AP User select in order to directly match the PO with the labor/expenses on an invoice?
- a) **Create Vendor Invoices from Matched Transactions - This is the correct answer because this menu item is selected to match the PO with the labor/expense on an invoice**
  - b) Create Vendor Invoices from Expense reports - This is an incorrect answer because this menu item is selected to create Vendor invoice from expense reports not used to match transactions to PO
  - c) Create Invoice - This is an incorrect answer because this menu item is selected to create Vendor invoices not matched to a PO



2. What status are Vendor invoices in when they are ready to be Posted?
- a) Inuse - This is an incorrect answer because Vendor invoices cannot be Posted if they are still Inuse
  - b) Submitted - This is an incorrect answer because Vendor invoices cannot be Posted if they are Submitted but still awaiting approval
  - c) **Approved - This is the correct answer because when Vendor Invoices are Approved they can be Posted**



3. When will Vendor invoices show up on the AP Aging report?
- a) Once Submitted - This is an incorrect answer because Vendor invoices show up on the AP Aging report once they are Posted not Submitted
  - b) **Once Posted - This is the correct answer because Vendor invoices show up on the AP Aging report once they are Posted**
  - c) Once Paid - This is an incorrect answer because Vendor invoices drop off the AP Aging report once they are Paid

## Lesson 3: AP TRANSACTIONS – VENDOR PAYMENTS



1. Which payment type yields a PDF output?
- a) Manual Check - This is an incorrect answer because a PDF is created for a System check not for a manual check
  - b) ACH payment - This is an incorrect answer because a PDF is created for a System check not for an ACH payment
  - c) **System Check - This is the correct answer because a PDF is created for a System check**



2. What status do System Checks (vendor payments) remain in until checks are generated?
- a) Submitted - This is an incorrect answer because System Checks (vendor payments) remain in an Inuse status until checks are generated. They skip the Submit status
  - b) **Inuse - This is the correct answer because System Checks (vendor payments) remain in an Inuse status until checks are generated**
  - c) Approved - This is an incorrect answer because System Checks (vendor payments) remain in an Inuse status until checks are generated not Approved. They skip the Submit status (no Approvals)



3. What status will System Checks (vendor payments) automatically be in once the Check Generation process (printing) is completed?
- a) Submitted - This is an incorrect answer because System Checks (vendor payments) will automatically be in a Posted status once the Check Generation process (printing) is completed. They skip the Submitted status
  - b) **Posted- This is the correct answer because System Checks (vendor payments) will automatically be in a Posted status once the Check Generation process (printing) is completed**
  - c) Inuse - This is an incorrect answer because System Checks (vendor payments) will automatically be in a Posted status once the Check Generation process (printing) is completed not Inuse



## Lesson 4: ACCOUNTS PAYABLE REPORTING



1. What report can be run to include only Payments which will create a Cash Payments Report?

- a) Vendor Invoice Status - This is an incorrect answer because this report shows pending approvals for Managers, Project Approvers, Customer Approvers, and Receiver/Approvers
- b) AP Aging - This is an incorrect answer because this report shows the amounts currently payable to vendors (including the number of Days Past Due) for vendor invoices
- c) **AP Activity- This is the correct answer because this report can be run to include only Payments which will create a Cash Payments Report**



2. When will Vendor invoices be removed from the AP Aging report?

- a) Once Submitted - This is an incorrect answer because Vendor invoices are removed from the AP Aging report once they are Paid not Submitted
- b) **Once Paid - This is the correct answer because Vendor invoices drop off the AP Aging report once they are Paid**
- c) Once Posted - This is an incorrect answer because Vendor invoices show up on the AP Aging report once they are Posted

## APPENDIX B: SUPPLEMENTAL INFORMATION

### System Administrator – Setup

#### Admin Properties - Financials

System properties control global settings in Unanet. It is here that you can define settings for general Financials properties, general ledger, accounts payable, and accounts receivable.

#### Imports / Exports

The import feature can be used to import data from an external source into Unanet. These import files could be used, for example, to electronically load vendor invoices, journal entries, customer payments, and vendor payments. The imports can also be used in conjunction with the export feature, to effect bulk updates (export data, manipulate it, re-import it).

The Export feature can be used to pull data from the Unanet database in a custom defined format. This may be particularly useful for feeding data to a downstream system. This feature may also be used for marking certain types of data as having been EXTRACTED (to help prevent sending the data downstream multiple times and prevents further update of that data in the case of time and expense actuals).

#### Month End Close

Users should have procedures for period end processing, which may be different for every company. A recommended list of activities may be found by searching the *Support Portal for Procedures for Financials Month End Close*.

#### Reporting

Financials administrators should have knowledge and expertise in all financials reporting areas. Review the Help documentation and/or Support Portal for specifics.

#### Unposting

Unposting is an available system property setting. **Only an administrator may unpost transactions.** This process leaves no audit trail and should be considered very carefully before unposting. When possible, use void functionality to keep the audit trail intact.

## Reference Links

[Unanet GovCon Glossary of Terms](#)

Search Unanet's Support Portal [support.unanet.com](https://support.unanet.com)

### General Reference

*Training and Financial Guides*

*Organizational Setup*

*Procedures for Financials Month End Close*

### Accounts Payable

*Accounts Payable Process Flows*

*Unanet Accounts Payable Instructional Guides*

*Accounts Payable FAQ*

*1099 Functionality*

## NEXT STEPS

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