



Accounts Payable Guide

Overview

Welcome to the Accounts Payable guide. This guide covers the Accounts Payable module, which allows you to track accounts, transaction history, requisitions, fund transfers, etc. This guide covers searching existing accounts, how to make a new account, adding transactions, processing transfers, running reports, and more.

A screenshot of a web application interface for "Civil Process: View Record". The interface is divided into several sections. At the top, there are navigation buttons: "LOOKUP", "NEW CIVIL", "REPEAT", "AUDITS", "MAPS", "ASSIGN PAPER", and "UPDATE #". Below these are buttons for "SAVE" and "DELETE". The main form area contains various fields for case information. On the left, "Docket/Case #:" is "2004-044". "Entry By:" is "603 M & M MICRO SYSTEMS, INC.,". "Entry Date:" is "05/25/2004". "Entry Time:" is "00:00:00". "Received Date:" is "05/25/2004". "Received Time:" is "00:00:00". "Civil Id:" is "42996". Below these, "Court:" is "CLERK & MASTER" and "Process:" is "ADMINISTRATIVE ORDER". "Court Date:" is "05/25/2004" and "Court Time:" is "05/25/2004". "Expires On Date:" is "05/25/2004". "Plaintiff:" is "STATE OF TN". "Business Phone:" and "Fax Phone:" are empty. There is a "CLEAR PLAINTIFF INFO" button. Below this, "House #:", "Direction:", "Street:", "Apt/Lot #:", "City:", "State:", and "ZipCode:" are empty. "County:" is "BLOUNT". At the bottom, "Reference #:" is empty, and there is a checkbox for "Involuntary Committal" and a "DATA QUALITY CHECK" button.

The first part of this guide explains searches. If you need explanations on an already existing account, see *Account Records* to get more information on the different topics and tabs available.



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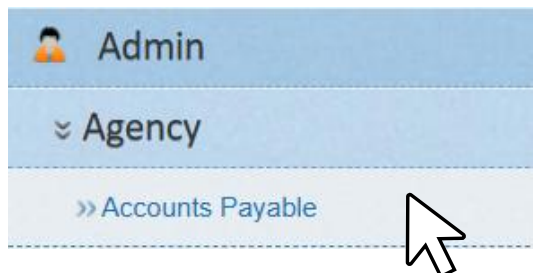
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Searching for Account Records

To access the **Accounts Payable** module, begin on the iSOMS home screen.

Navigate to:

Admin → Agency → Accounts Payable



This will open the **Accounts Payable: Search** screen. Here you can use the blue Quick Search buttons to perform *quick searches* (common predetermined searches), or you can use the filters to narrow the search for accounts by department, classification, etc.

A screenshot of the 'Accounts Payable: Search (Main)' screen. At the top is a blue header with the title. Below it are four blue buttons: 'ALL ACTIVE ACCOUNTS', 'ACCOUNTS WITH BALANCE', 'ACCOUNTS WITH ZERO BALANCE', and 'ACCOUNTS WITH OPEN ENCUMBERED'. Under these are four search fields: 'Department:', 'Classification:', 'Account Number:', and 'Account Description:'. Below the fields are two checkboxes: 'All Agencies' and 'Include In-Active Accounts'. A blue-bordered box contains the 'Type of Match:' section with three radio buttons: 'Begins' (selected), 'Contains', and 'Ends'. Below this box is a checkbox for 'Show Archived Only'. At the bottom are two blue buttons: 'LOOKUP' and 'CLEAR FILTER'.



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Quick Searches

ALL ACTIVE ACCOUNTS

ACCOUNTS WITH BALANCE

ACCOUNTS WITH ZERO BALANCE

ACCOUNTS WITH OPEN ENCUMBERED

These searches let you quickly find records without having to fill in the fields. The following searches are available:

ALL ACTIVE ACCOUNTS

Use this button to view **All Active Accounts** that are in iSOMS. This is useful to view any account marked active, so ensure you mark old accounts closed when you are finished with them.

ACCOUNTS WITH BALANCE

This search, **Accounts with Balance**, shows all accounts with an active balance.

ACCOUNTS WITH ZERO BALANCE

Accounts with Zero Balance shows all accounts with no balance.

ACCOUNTS WITH OPEN ENCUMBERED

Accounts with Open Encumbered shows all accounts with open *encumbered* transactions. These transactions can be transferred to regular transactions when it is time to post them to their accounts.



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Standard Searches

Some fields are available if you need to do a search that the quick searches won't work for. Fill in the fields to narrow the search and click **Lookup** at the top or bottom of the page to perform the search. If you need to start over, simply click **Clear Filter** to remove all search field entries.

LOOKUP

CLEAR FILTER

You can narrow the search by *Department*, *Classification*, *Account Number*, and *Account Description*. Enter the parameters to narrow the search and click **Lookup** to perform your search. Double click on the desired entry to view or edit the record.

Accounts Payable: Search (Main) Results								
Search Criteria ▶								
Search Results								
104 Records								
Account Number	Description	Department	Start Date	End Date	Budget	Adjustments	Net Budget	Year-To-Date
10001	OFFICE SUPPLIES	SHERIFF DEPT	07/01/2024	06/30/2025	\$25000.00	\$0.00	\$25000.00	\$26000.00
1234	NEW ACCOUNT		07/01/2024	06/30/2025	\$0.00	\$0.00	\$0.00	\$0.00
1234-17	K9 EQUIPMENT	RABIES & ANIMAL CONT	07/01/2024	06/30/2025	\$0.00	\$0.00	\$0.00	\$0.00
1234-17	K9 EQUIPMENT	RABIES & ANIMAL CONT	07/01/2022	06/30/2023	\$0.00	\$0.00	\$0.00	\$0.00
53310-599	OTHER CHARGES (PROBATION FEES)	PROBATION	07/01/2024	06/30/2025	\$0.00	\$0.00	\$0.00	\$0.00
53310-599	OTHER CHARGES (PROBATION FEES)	PROBATION	07/01/2022	06/30/2023	\$0.00	\$0.00	\$0.00	\$125.00
54110-307	COMMUNICATIONS	SHERIFF DEPT	07/01/2024	06/30/2025	\$0.00	\$0.00	\$0.00	\$0.00
54110-317	DATA PROCESSING SERVICES	SHERIFF DEPT	07/01/2024	06/30/2025	\$0.00	\$0.00	\$0.00	\$0.00
54110-320	DUES AND MEMBERSHIP	SHERIFF DEPT	07/01/2024	06/30/2025	\$0.00	\$0.00	\$0.00	\$0.00
54110-330	OPERATING LEASE PAYMENTS	SHERIFF DEPT	07/01/2024	06/30/2025	\$0.00	\$0.00	\$0.00	\$0.00



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Additional Searches Using Lookup

You can also perform searches by **Transactions** or **Encumbered Transactions** instead of by account if you click **LOOKUP** → and then either **Search Transactions** or **Search Encumbered**.

A screenshot of a software interface showing a "LOOKUP" button in a light blue header. Below the button is a white dropdown menu with three options: "Search Main", "Search Transactions", and "Search Encumbered". The "Search Transactions" option is highlighted with a light blue background.

Search Transactions

Here you can search transactions in all accounts. Either use the **Quick Buttons** to find recent transactions / all transactions, or use the fields to specify the transaction you are looking for.

A screenshot of the "Accounts Payable: Search Transactions" form. The form has a light blue header with the title "Accounts Payable: Search Transactions". Below the header are several buttons: "ALL TRANSACTIONS", "LAST 7 DAYS", "LAST 30 DAYS", "LAST 7 DAYS VOIDED", and "LAST 30 DAYS VOIDED". There are also "LOOKUP" and "CLEAR FILTER" buttons. The form includes several input fields: "Transaction From:" with a date "07/01/2026" and a calendar icon, "Transaction Through:" with a date "06/30/2027" and a calendar icon, "Transaction Type:" with a dropdown arrow, "Account:" with a dropdown arrow, "Account Number:" with a text input field, "Purchase Order:", "Requisition Number:", "Invoice Number:", and "Grant Number:" with text input fields. At the bottom, there is a "Vendor:" field and three buttons: "SEARCH", "EDIT", and "ADD".



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Search Encumbered

Here you can search encumbered transactions in all accounts. Either use the **Quick Buttons** to find recent transactions / open or closed encumbered transactions / all transactions, or use the fields to specify the transaction you are looking for.

Accounts Payable: Search Encumbered

ALL ENCUMBERED TRANSACTIONS

LAST 7 DAYS

LAST 30 DAYS

LAST 7 DAYS VOIDED

LAST 30 DAYS VOIDED

ACCOUNTS WITH OPEN ENCUMBERED

ACCOUNTS WITH CLOSED BALANCE

LOOKUP

CLEAR FILTER

Transaction From:
07/01/2026

Transaction Through:
06/30/2027

☐ Open Only

Transaction Type:
▼

Account:
▼

Account Number:

Purchase Order:

Requisition Number:

Vendor:

SEARCH

EDIT

ADD



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Creating an Account

To create an account from the **Accounts Payable: Search** screen, simply click **New Account** in the upper right of the search screen.

Accounts Payable: Search (Main)

NEW ACCOUNT AUDITS LOOKUP TOPICS REPORTS MAINTAIN FILES

ALL ACTIVE ACCOUNTS ACCOUNTS WITH BALANCE ACCOUNTS WITH ZERO BALANCE ACCOUNTS WITH OPEN ENCUMBERED

Department: Classification: Account Number: Account Description:

☐ All Agencies ☐ Include In-Active Accounts

NEW ACCOUNT

You will see fields for the account description and classification, and you will see tabs where you can track budget, transactions, and a few other things.

Accounts Payable: View Record

LOOKUP NEW

<< FIRST < PRIOR NEXT > LAST >> SAVE DELETE

Account Number: 10001 Account Description: OFFICE SUPPLIES

Department: SHERIFF DEPT Classification: OFFICE SUPPLIES

Budget History Transaction History Encumbered Fund Transfers Notes

1 Record

Budget Year	Start Date	End Date	Budget	Adjustments	Net Budget	Spent-To-Date	Encumbered	Balance
2025	07/01/2024	06/30/2025	25,000.00	0.00	25,000.00	26,000.00	0.00	-1,000.00

After you enter new details, make sure to click **Save** at the top of the screen.



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Filling Out an Account Record – Fields

Here you will fill out the fields above the tabs, which simply set up the account name and basic info.

Account Number: 10001	Account Description: OFFICE SUPPLIES
Department: SHERIFF DEPT	Classification: OFFICE SUPPLIES

Fields

Account Number: 10001

Add the **Account Number**, which functions as the numerical identifier for this account record.

Account Description: OFFICE SUPPLIES

Put the name of the account in the **Account Description** field.

Department: SHERIFF DEPT

If the account is related to a specific department in your agency, then add that in **Department**. Since this is a dropdown field, additional options can be added under **Maintain Files**.

Classification: OFFICE SUPPLIES

Classification allows you to sort accounts into categories. Additional options can be added under **Maintain Files**. By default, this includes categories such as *Office Supplies*, *Fuel*, *Salary*, and more.

Make sure to **Save** at the top of the record as you go so you do not lose entered details.

***Save** is located at the top of the screen.*

SAVE	DELETE
------	--------



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Filling Out an Account Record – Tabs

Summary

You will use the tabs to view different things about the account, including the budget, transactions, encumbered transactions, fund transfers, and more. However, some tabs require using the **Topics** menu to add new items.

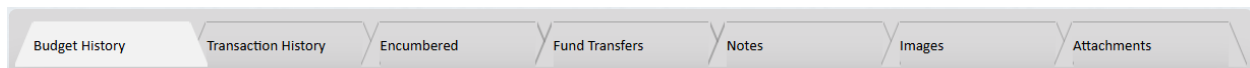
The **Budget History** tab allows you to track total spending and budgeted amounts for each account.

The **Transaction History** tab lists previous transactions and allows you to add new transactions to this account.

Encumbered allows you to add encumbered transactions for money already spoken for but not yet spent for this account.

Fund Transfers shows the funds transferred into or out of this account.

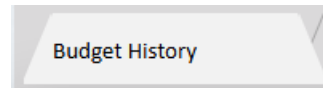
Other tabs available include **Notes**, **Images**, and **Attachments**.





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Budget History Tab



The **Budget History** tab allows you to see the budget history for this account. You will see where iSOMS shows you the amount budgeted and the amount spent. In order to add a new budget year, you will need to edit the Fiscal Year in **Topics**. iSOMS automatically tracks how much has been spent for this account in the corresponding month. It also automatically calculates the amount left (or how much excess was spent) based on the budget numbers.

Budget History

Transaction History

Encumbered

Fund Transfers

Notes

Images

Attachments

2 Records

EXPORT GRID TO FILE

Budget Year	Start Date	End Date	Budget	Adjustments	Net Budget	Spent-To-Date	Encumbered	Balance	% Remaining	Jan	Feb	Mar
2027	07/01/2026	06/30/2027	0.00	0.00	0.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00
2025	07/01/2024	06/30/2025	25,000.00	0.00	25,000.00	26,000.00	0.00	-1,000.00	-4.00	0.00	0.00	0.00

Adding a New Budget

To add a new budget, click **TOPICS** → **Set Fiscal Year Start/End** in the upper right.

Accounts Payable: View Record

LOOKUPNEW ACCOUNTAUDITSBACK TO SEARCH RESULTSTOPICS

<< FIRST< PRIORNEXT >LAST >>

Account Number:
10001

Account Description:
OFFICE SUPPLIES

Department:
SHERIFF DEPT

Budget History

Transaction History

Encumbered

Set Fiscal Year Start/End

Add Cash Transaction

Add Encumbered Transaction

Create Requisition

Type the **Fiscal Start Date** and **Fiscal End Date**, and then iSOMS will automatically create a budget based on this fiscal year.

Set Accounting Fiscal Start/End Dates

Fiscal Start Date (mm/dd/yyyy):
07/01/2026

Fiscal End Date (mm/dd/yyyy):
06/30/2027

SAVECANCEL



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Budget History

Transaction History

Encumbered

Fund Transfers

Notes

2 Records

	Start Date	End Date	Budget	Adjustments	Net Budget	Spent-To-Date	Encumbered	Balance	% Remaining
2027	07/01/2026	06/30/2027	400.00	0.00	400.00	100.00	50.00	250.00	62.50
2025	07/01/2024	06/30/2025	25,000.00	0.00	25,000.00	26,000.00	0.00	-1,000.00	-4.00

To process an **End of Year** and close one year to begin a new one, click **TOPICS** → **Process End of Year** in the upper right.

LOOKUPNEW ACCOUNTAUDITSTOPICS

Set Fiscal Year Start/End

Add Cash Transaction

Add Encumbered Transaction

Create Requisition

Update Purchase Order Number from Requisition Number

Fund Transfer

Process End Of Year

Now edit the **Next Fiscal Start Date** and **Next Fiscal End Date** to the corresponding desired dates:

Set Accounting Fiscal Start/End Dates

Current Fiscal Start Date (mm/dd/yyyy):
07/01/2026

Current Fiscal End Date (mm/dd/yyyy):
06/30/2027

Next Fiscal Start Date (mm/dd/yyyy):
07/01/2027

Next Fiscal End Date (mm/dd/yyyy):
06/30/2028

SAVE

CANCEL



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Editing a Budget Entry

Now double-click the entry on the table to edit the budget entry. You can edit the **Budget** amount for this year and see the **Adjustments**, **Net Budget**, **Balance**, and **Encumbered** amounts here as well.

View history

Budget:	Adjustments:
400	0
NetBudget :	
400	
Balance :	Encumbered :
250	50

SAVE

DELETE

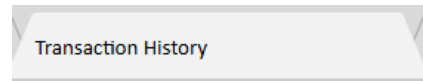
EXIT

iSOMS is automatically pulling from the **Transaction History** and **Encumbered** tabs to calculate the spent amount, so you can view the total here in the *Budget* tab. Also keep in mind this will sort the transactions by the date they were spent so you can see a month to month breakdown.



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Transaction History Tab



The **Transaction History** tab allows you to record transactions for this account (such as cash transactions – this tab is for all transactions except encumbered transactions and fund transfers.)

Budget History

Transaction History

Encumbered

Fund Transfers

Notes

Images

Attachments

2 Records

EXPORT GRID TO FILE

ADD TRANSACTION

Transaction Date	Transaction Amount	Transaction Type	Purchase Order Number	Requisition Number	Invoice Number	Vendor	Void On Date	Entry By	
07/31/2026 00:00	40.00	FUEL	1234	12345	123	INTERSTATE SHELL		SWHITE	
06/12/2025 11:34	26,000.00	PURCHASE REQUISITION	12345		11112	WALMART		ISOMSADMIN3	

Quick Buttons

You have a few options for quick buttons that will perform changes or make reports for transactions.

Invoice Number	Vendor	Void On Date	Entry By	
123	INTERSTATE SHELL		SWHITE	
11112	WALMART		ISOMSADMIN3	



Void Entry (if you are a Super User): This will void the transaction and remove it from the budget.



Undo Voided Entry (if you are a Super User): This will remove the void from a transaction.



Custom Requisition: This opens the report screen for the custom requisition report for your agency, keyed to this transaction. You can view or download the report.



Custom: This opens the report screen for the custom form report for your agency, keyed to this transaction. You can view or download the report.



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Standard: This opens the report screen for the form report for your agency, keyed to this transaction. You can view or download the report.



Edit: Open the transaction window to edit this transaction. You can also double-click the transaction to open it as well.

Creating a New Transaction

To add a new transaction, simply click **Add Transaction**.

2 Records								EXPORT GRID TO FILE	ADD TRANSACTION
Transaction Date	Transaction Amount	Transaction Type	Purchase Order Number	Requisition Number	Invoice Number	Vendor	Void On Date	Entry By	
07/31/2026 00:00	40.00	FUEL	1234	12345	123	INTERSTATE SHELL		SWHITE	
06/12/2025 11:34	26,000.00	PURCHASE REQUISITION	12345		11112	WALMART		ISOMSADMIN3	

ADD TRANSACTION

Now fill in the fields below.

View Transaction

Account: / Description:

Date:

07/31/2026

Transaction Type:

FUEL

Amount:

0

Purchase Order:

Requisition Number:

Invoice Number:

Grant Number:

Vendor:

SEARCH

EDIT

ADD

Address 1:

Address 2:

City:

Phone:

Latitude:

Apt/Suite #:

State:

Zip Code:

Email:

Longitude:

Approved By:

Q

Transaction Notes:

AUDITS

MAINTAIN FILES

SAVE

DELETE

EXIT

Transaction Type is the category for the transaction. This is where you can make a purchase as a requisition as well, for example. Additional options can be added in **Maintain Files**. Also add the **Amount** of the transaction.

Transaction Type: FUEL Amount: 100.00



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Use these fields (**Purchase Order**, **Requisition Number**, **Invoice Number**, **Grant Number**) to record reference and related numbers for the transaction.

Purchase Order:	Requisition Number:	Invoice Number:	Grant Number:
12345	7395		

Add or search for the **Vendor** that is related to this transaction. To search, either use the **Search** button or simply start typing the name of the business. To add a new vendor, hit **Add** and fill in the details of the vendor.

Vendor:		SEARCH	EDIT	ADD
THAT CHICKEN PLACE				

Address 1: 123 CHICKEN ST

Address 2:

Apt/Suite #:

City: KNOX

State: TN

Zip Code: 37912

Phone: (865) 555-1234

Email: fakeemail@fakesite.com

Latitude: 36.0091467

Longitude: -83.9797173

Add the employee or supervisor who approved this transaction in **Approved By**. If you have any notes on the transaction, you can add those in **Transaction Notes**.

Approved By:		X	▼	Q
603 ELDER, MARTIN WILLIAM -INV				

Transaction Notes:
Add Notes Here

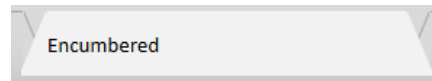


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Encumbered Tab



The **Encumbered** tab allows you to record encumbered transactions for reservations for future purchases that have not yet occurred (as future purchases cannot be entered in transaction history.)

1 Encumbered Transaction

EXPORT GRID TO FILE ADD ENCUMBERED TRANSACTION

Date:

Transaction Date	Encumbered Amount	Paid To Date	Open Amount	Transaction Type	Purchase Order Number	Requisition Number	Vendor	Entry By							
08/08/2026	50.00	0.00	50.00	PURCHASE REQUISITION	12345	67890	THAT CHICKEN PLACE	SWHITE	✓	✓	⊘	🖨	🖨	🖨	✎

this is a note

07/31/2026 09:06 / Amount: 100.00 /Notes: Add Notes Here
06/12/2025 11:34 / Amount: 26,000.00

Quick Buttons

You have a few options for quick buttons that will perform changes or make reports for transactions.

Purchase Order Number	Requisition Number	Vendor	Entry By								
7686	9999	THAT CHICKEN PLACE	SWHITE	✓	✓	⊘	🖨	🖨	🖨	✎	



Post Partial: This will create a new transaction with a partial amount based on this encumbered transaction. That value will be posted in **Transaction History** and be added to **Paid to Date** in this tab.



Post Final: This will create a new transaction with the full amount based on this encumbered transaction. That value will be posted in **Transaction History** and this encumbered transaction will be removed.



Cancel Remaining: Use this button when an encumbered transaction should not be paid or has been cancelled. This encumbered transaction will be removed.



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Custom Requisition: This opens the report screen for the custom requisition report for your agency, keyed to this transaction. You can view or download the report.



Custom: This opens the report screen for the custom form report for your agency, keyed to this transaction. You can view or download the report.



Standard: This opens the report screen for the form report for your agency, keyed to this transaction. You can view or download the report.



Edit: Open the transaction window to edit this encumbered transaction. You can also double-click the transaction to open it as well.

Creating a New Encumbered Transaction

To add a new encumbered transaction, simply click **Add Encumbered Transaction**.

2 Records										EXPORT GRID TO FILE	ADD TRANSACTION
Transaction Date	Transaction Amount	Transaction Type	Purchase Order Number	Requisition Number	Invoice Number	Vendor	Void On Date	Entry By			
07/31/2026 00:00	40.00	FUEL	1234	12345	123	INTERSTATE SHELL		SWHITE			
06/12/2025 11:34	26,000.00	PURCHASE REQUISITION	12345		11112	WALMART		ISOMSADMIN3			

ADD TRANSACTION

Now fill in the fields below.

View Encumbered Transaction

Entry Date: 07/31/2026 / Entry By:

Account: / Description:

Date: 07/31/2026

Transaction Type:

Original Amount: 0

Paid To Date: 0

Open Amount: 0

Closed Amount: 0

Purchase Order:

Requisition Number:

Vendor:

SEARCH

EDIT

ADD

Address 1:

Address 2:

Apt/Suite #:

City:

State:

Zip Code:

Phone:

Email:

Latitude:

Longitude:

Approved By:

Notes:



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Transaction Type is the category for the transaction. Additional options can be added in **Maintain Files**. Also add the **Original Amount** of the transaction. If you post partial amounts using the quick buttons, iSOMS will add that to **Paid Date** and perform the math so that you have both the correct **Open Amount** and **Closed Amount**.

Transaction Type:

FUEL



Original Amount:

40.00

Paid To Date:

10.00

Open Amount:

30.00

Closed Amount:

0

Use these fields (**Purchase Order**, **Requisition Number**) to record reference and related numbers for the transaction.

Purchase Order:

12345

Requisition Number:

7395

Add or search for the **Vendor** that is related to this transaction. To search, either use the **Search** button or simply start typing the name of the business. To add a new vendor, hit **Add** and fill in the details of the vendor.

Vendor:

THAT CHICKEN PLACE

SEARCH

EDIT

ADD

Address 1: 123 CHICKEN ST

Address 2:

Apt/Suite #:

City: KNOX

State: TN

Zip Code: 37912

Phone: (865) 555-1234

Email: fakeemail@fakesite.com

Latitude: 36.0091467

Longitude: -83.9797173



Add the employee or supervisor who approved this transaction in **Approved By**. If you have any notes on the transaction, you can add those in **Notes**.

Approved By:

603 ELDER, MARTIN WILLIAM -INV



Notes:

add notes here

07/31/2026 09:21 / Amount: 10.00

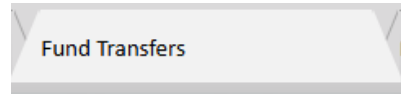


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Fund Transfers Tab



The **Fund Transfers** tab allows you to see history of fund transfers. These transfers will appear in the budget history tab as **Adjustments**. You cannot actually add fund transfers here as this tab is **read-only**. However, you can add new ones with the Topics menu.

1 Fund Transfers					EXPORT GRID TO FILE
Transaction Date	Transaction Amount	From Account	To Account	Entry By	
07/31/2026 09:32	-10.00	10001 - OFFICE SUPPLIES	GHSO 54110-302 - ADVERTISING	SWHITE	
test Fund Transfer From: 10001 - OFFICE SUPPLIES --> To: GHSO 54110-302 - ADVERTISING					

Adding a New Transfer

To add a new transfer, click **TOPICS** → **Fund Transfer** in the upper right.

Accounts Payable: View Record

LOOKUPNEW ACCOUNTAUDITSTOPICS

<< FIRST< PRIORNEXT >LAST >>

Account Number:10001Account Description:OFFICE SUPPLIESDepartment:SHERIFF DEPT

Budget HistoryTransaction HistoryEncumbered

1 Fund Transfers

Transaction Date	Transaction Amount	From
------------------	--------------------	------

Set Fiscal Year Start/EndAdd Cash TransactionAdd Encumbered TransactionCreate RequisitionUpdate Purchase Order Number from Requisition NumberFund Transfer

Line Item Fund Transfer

Transfer Date:07/31/2026Time:09:41:35

Transaction Type:ACCOUNT-FUND-TRANSFER

From Line Item:OFFICE SUPPLIES - 10001

To Line Item:ANIMAL FOOD & SUPPLIES - 54150-401

Amount:20.00

Notes:

SAVECANCEL



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Now edit the fields to perform the transfer.

Usually, you set **Transaction Type** to *Account-Fund-Transfer*.

Transfer Date:		Time:
07/31/2026		09:41:35
Transaction Type:		
ACCOUNT-FUND-TRANSFER  		

Now add the *Account Numbers* from the account transferring from in **From Line Item** and the account transferring to in **To Line Item**. For example, these settings will transfer from the *Office Supplies* account to the *Animal Food & Supplies* account.

From Line Item:	
OFFICE SUPPLIES - 10001	 
To Line Item:	
ANIMAL FOOD & SUPPLIES - 54150-401	 

Finally, add the **Amount** to transfer and any **Notes**. Then hit **Save** to create the transfer.

Amount:
20.00

Notes:

add notes here

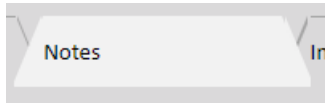


Accounts Payable Guide



Accounts Payable Guide

Notes Tab



The **Notes** tab is used to view or add notes pertinent to the record. Double-click on any entry in the table to edit or view it.

Narrative



1 Note

VIEW STORY

EXPORT GRID TO FILE

ADD NOTE

	Entry Date	Note Date	Employee	Note Type	Notes
 	08/23/2024 14:22:56	08/23/2024 14:22:56			TAKE NOTE

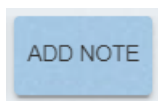
TAKE NOTE

Narrative acts as an area where you can add a long note. This is useful when you want to add important or long form notes that won't be mixed in with the rest of the short notes.

Main Narrative

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis

Use **Add Note** to add a new note.





Accounts Payable Guide

The "Add Note" form is a web-based interface for adding new notes. It has a blue header bar with the title "Add Note". Below the header, there is a "Note Type" dropdown menu set to "NOTE", a "Show On View" checkbox, and a "Note Date (leave blank to d...)" field with a calendar icon and a "Time:" field. A large text area for "Notes:" contains the text "IN THE BEGINNING...". At the bottom, there are buttons for "MAINTAIN FILES", "DRAFTS", "ADD", and "EXIT".

Add Note

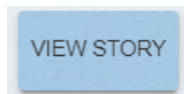
Note Type
NOTE X ▾ ☐ Show On View Note Date (leave blank to d... Time: _____

Notes:
IN THE BEGINNING...]

MAINTAIN FILES DRAFTS

ADD EXIT

The **View Story** button will show all notes (except Narrative) that have been added on one page.

The "View Story" form displays a list of notes. It has a blue header bar with the title "View Story". Below the header, there is a list of notes. Each note entry includes a timestamp, a location, and the note text.

View Story

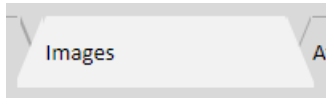
07/15/2024 15:35:19 - - MAIN
A NOTE ON NOTES

07/15/2024 15:35:28 - - INITIAL CONTACT WITH PICKUP AGENCY
HELLO THERE



Accounts Payable Guide

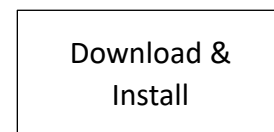
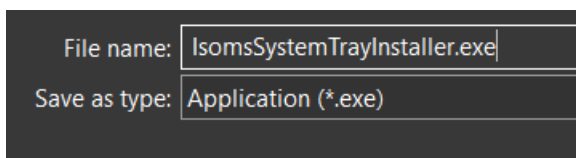
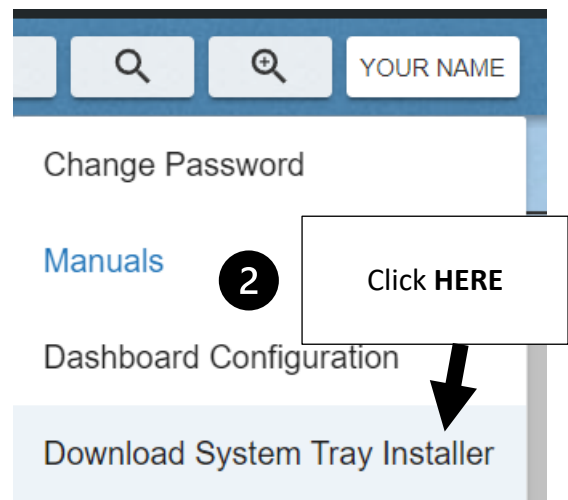
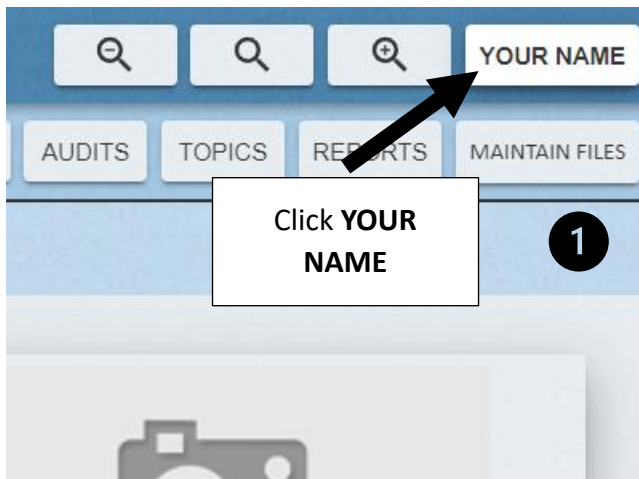
Images Tab



The **Images** tab is used to view, download, or add images. You can add a single image at a time or multiple images at a time. Click **Add Image** to add a single image.



To add multiple images at a time, you will need the System Tray Installer downloaded to the computer you are using. The System Tray Installer can be found on the iSOMS home page by clicking on the button in the upper right with your username. Once you click on that, you will get a drop-down list, and **Download System Tray Installer** is one of the options. Download and install it on this computer.

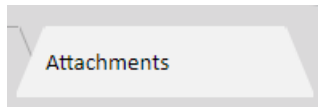


After you have the System Tray Installer on the computer, you can now use the **Add Images** button to upload multiple images at once if necessary.

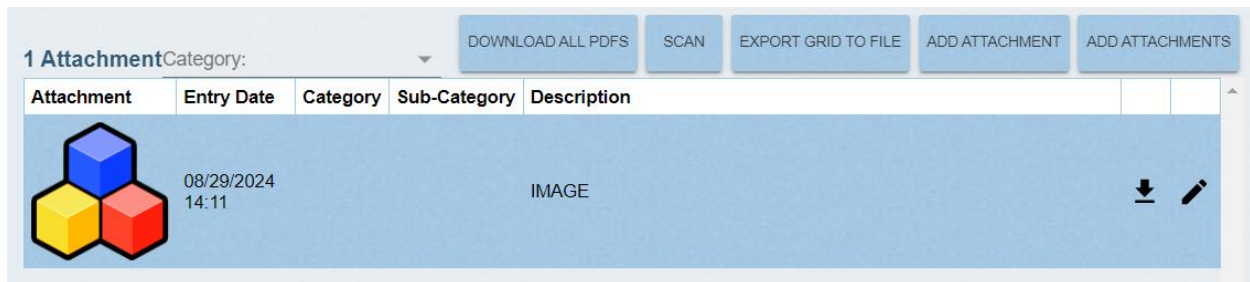


Accounts Payable Guide

Attachments Tab



The **Attachments** tab is used to view, download, or add attachments. Double-click a file entry to view the record for the attachment or click on the  icon to download the attachment to the computer.

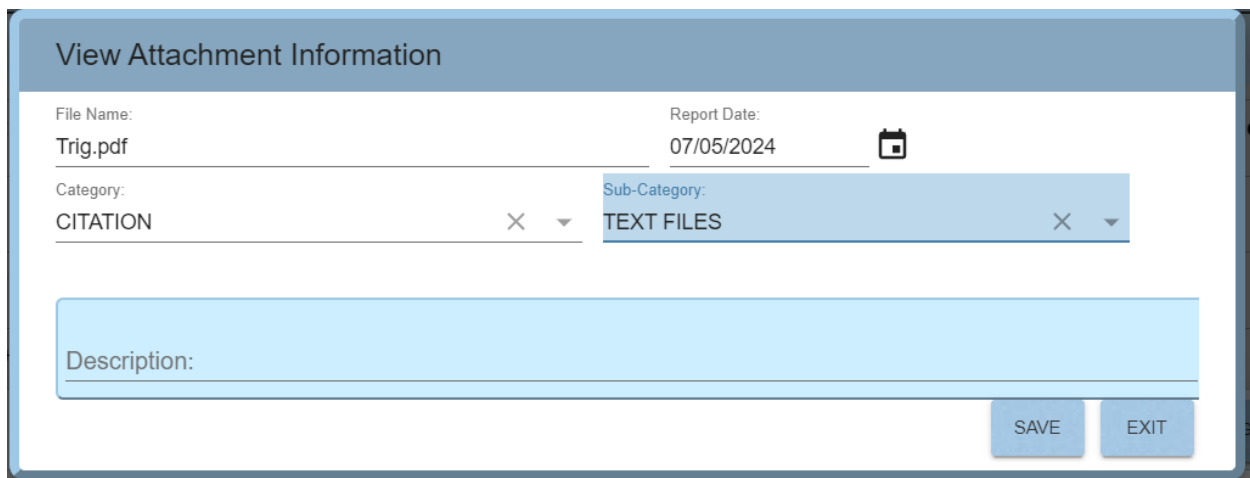
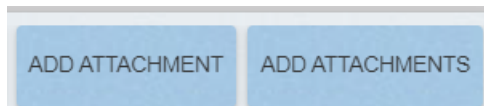


1 Attachment Category: DOWNLOAD ALL PDFS SCAN EXPORT GRID TO FILE ADD ATTACHMENT ADD ATTACHMENTS

Attachment	Entry Date	Category	Sub-Category	Description	
	08/29/2024 14:11			IMAGE	 

You can add a single attachment at a time or multiple attachments at a time. Just like above with images, you will need the System Tray Installer downloaded to the computer you are using to add multiple attachments at once. See the *Image* tab instructions on the previous few pages for instructions on installing the System Tray Installer.

Click **Add Attachment** to add a single attachment or click **Add Attachments** to add multiple attachments at the same time. Choose the attachments from the computer, then add the appropriate category and sub-category for the file.



View Attachment Information

File Name: Trig.pdf Report Date: 07/05/2024 

Category: CITATION X Sub-Category: TEXT FILES X

Description:

SAVE EXIT



Accounts Payable Guide

You can also **Download All PDFs** at once by clicking the appropriate button.

DOWNLOAD ALL PDFS

File name:	files.pdf
Save as type:	PDF File (*.pdf)

If you have the iSOMS Windows App, you can use **Scan** to scan files into the attachments.

SCAN

Scan Attachment

ISOMS Windows App Must Be Running

File Name:		Report Date:	
Category:	▼	Sub-Category:	▼
Description:			

CANCEL

SCAN DUPLEX

SCAN AUTO



Accounts Payable Guide

Accounts Payable Reports

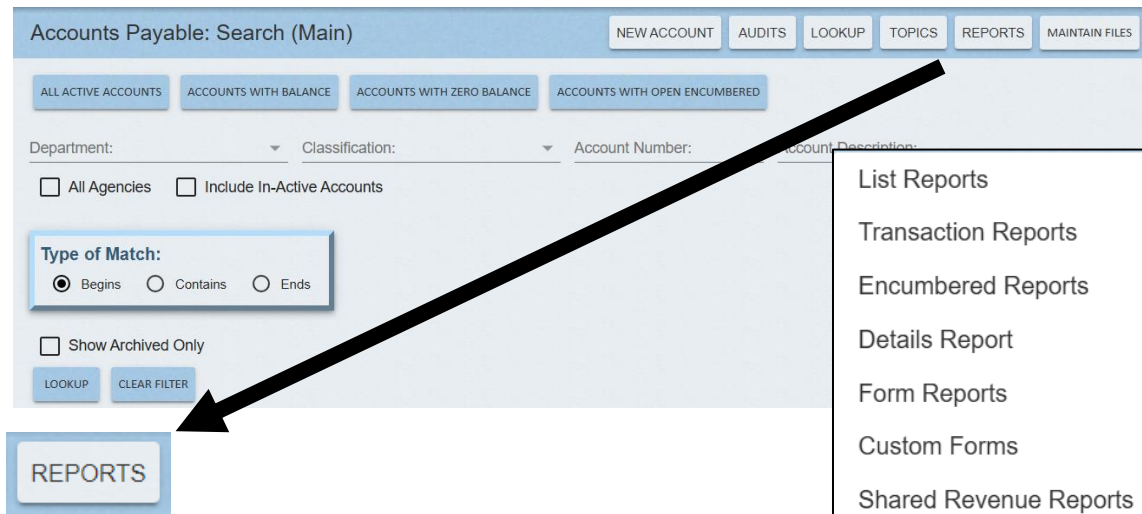
iSOMS has the capability to allow you to print different types of reports for Accounts Payable.

To access the reports, begin on the iSOMS home screen. Navigate to:

Admin → Agency → Accounts Payable



Now click on the **Reports** button in the upper right corner and select the report you wish to run. Different reports are explained over the next set of pages.





Accounts Payable Guide

List Reports

This report displays a list of accounts in iSOMS. In this report, you can see a list of accounts with their budget and balance.

The screenshot shows the "Accounts Payable: List Reports" interface. At the top, the title "Accounts Payable: List Reports" is displayed in a blue header. Below this, the "Report Style" is set to "List". There are dropdown menus for "Department:" and "Classification:". The "Budget Year:" is set to "2025". There are checkboxes for "All Agencies" (unchecked) and "Hide Notes" (checked). Below these are two highlighted boxes: "Report Sort:" with radio buttons for "Account Number" (selected) and "Description"; and "Report Format:" with radio buttons for "PDF" (selected), "Excel", "XML", and "SQL". At the bottom, there are four buttons: "VIEW", "DOWNLOAD", "EMAIL", and "CLEAR FILTER".

Report Style has a few different layout and sorting options, such as *List*, *Group by Department*, and *Detailed List*. These will display different information in different ways, so try them out to see what you need or prefer.

You can add a filter on Department, Classification, or Budget Year.

This is a partial view of the "Accounts Payable: List Reports" form, showing the filter section. It includes the "Department:" and "Classification:" dropdown menus, the "Budget Year:" set to "2025", and the checkboxes for "All Agencies" (unchecked) and "Hide Notes" (checked).



Accounts Payable Guide

Now, with your chosen parameters, click **View** or **Download** to view the report.

Report Format:
☒ PDF ☐ Excel ☐ XML ☐ SQL
VIEW **DOWNLOAD** **EMAIL** **CLEAR FILTER**



YOUR AGENCY Account Listing

Page 1 of 1

Account Number	Description	Department	Budget	Balance
1234-17	K9 EQUIPMENT	ANIMA	0.00	0.00
53310-599	OTHER CHARGES (PROBATION FEES)	PROB	0.00	0.00
54110-307	COMMUNICATIONS	HCSO	0.00	0.00
54110-317	DATA PROCESSING SERVICES	HCSO	0.00	0.00
54110-320	DUES AND MEMBERSHIP	HCSO	0.00	0.00
54110-330	OPERATING LEASE PAYMENTS	HCSO	0.00	0.00
54110-425	GASOLINE	HCSO	0.00	-100.00
54110-431-002	LAW ENF. SUPPLIES-UNIFORM ALLOWANCE	HCSO	0.00	-120.00
10001	OFFICE SUPPLIES	HCSO	400.00	160.00
1234	NEW ACCOUNT		0.00	0.00
	NEW ACCOUNT		0.00	0.00
	NEW ACCOUNT		0.00	0.00
12345	NEW ACCOUNT	JAIL	0.00	0.00
	NEW ACCOUNT		0.00	0.00
Report Count: 11			400.00	-60.00



Accounts Payable Guide

Transaction Reports

This report displays a list of transactions in iSOMS. In this report, you can see transactions and related information. These transactions are sorted by date, so make sure to add **Transactions From** and **Transaction Through** dates.

The screenshot shows the "Accounts Payable: Transaction Reports" form. At the top, there's a title bar. Below it, the "Report Style" is set to "List". The "Transactions From" date is "07/31/2026" and the "Transaction Through" date is "07/31/2026". The "Transaction By" field is empty. The "Account" field is empty. The "Department", "Classification", and "Transaction Type" fields are also empty. The "Vendor" field is empty, and there's a "SEARCH" button next to it. Below the "Vendor" field, there's a checkbox for "All Agencies". There are two expandable sections: "Report Sort" with options "Account Number" (selected) and "Description", and "Report Format" with options "PDF" (selected), "Excel", "XML", and "SQL". At the bottom, there are buttons for "VIEW", "DOWNLOAD", "EMAIL", and "CLEAR FILTER".

Report Style has a few different layout and sorting options, such as *List* or grouping styles such as *Account*, *Department*, *Vendor*, or *Transaction Type*. These will display different information in different ways, so try them out to see what you need or prefer.

You can add a filter on Account, Department, Classification, Vendor, and more.

This screenshot shows the same "Accounts Payable: Transaction Reports" form, but with some filters applied. The "Transactions From" date is now "07/01/2026" and the "Transaction Through" date is "07/31/2026". The "Transaction By" field is still empty. The "Account", "Department", "Classification", and "Transaction Type" fields are still empty. The "Vendor" field is empty, and there's a "SEARCH" button next to it.



Accounts Payable Guide

Now, with your chosen parameters, click **View** or **Download** to view the report.

Report Format:
☒ PDF ☐ Excel ☐ XML ☐ SQL
VIEW **DOWNLOAD** **EMAIL** **CLEAR FILTER**



YOUR AGENCY

Account Transaction Listing

Transactions From 07/01/2026 Through 07/31/2026

Page 1 of 3

Account Number	Description	Date	Department	Type	Amount
54110-431-002	LAW ENF. SUPPLIES-UNIFORM ALLOWANCE	07/28/2026	HCSO	BAL	100.00
	Vendor:				
	Purchase Order#:		Requisition Number:		
	Invoice #:	12345	Entry By:	SWHITE	
	Transaction Type:	BALANCE WITH CO. MAYORS REPT.			
	Notes:	Voided On: 07/28/2026 10:46 - By: WHITE, S - void			
10001	OFFICE SUPPLIES	07/31/2026	HCSO	FUEL	40.00
	Vendor:	INTERSTATE SHELL			
	Purchase Order#:	1234	Requisition Number:	12345	
	Invoice #:	123	Entry By:	SWHITE	
	Transaction Type:	FUEL			
	Notes:				
54110-425	GASOLINE	07/31/2026	HCSO	FUEL	100.00
	Vendor:	INTERSTATE SHELL			
	Purchase Order#:	123	Requisition Number:		
	Invoice #:		Entry By:	SWHITE	
	Transaction Type:	FUEL			
	Notes:				



Accounts Payable Guide

Encumbered Reports

This report displays a list of *encumbered* transactions in iSOMS. In this report, you can see *encumbered* transactions and related information. These transactions are sorted by date, so make sure to add **Transactions From** and **Transaction Through** dates.

Accounts Payable: Encumbered Reports

Report Style
List

Transactions From: [Calendar Icon] Transaction Through: [Calendar Icon] Transaction By: [Dropdown] [Search Icon]

Account: [Dropdown]

Department: [Dropdown] Classification: [Dropdown] Transaction Type: [Dropdown]

Vendor: [Text Field] [SEARCH]

☒ Open Encumbered Only ☐ All Agencies

Report Sort:
☒ Account Number ☐ Description

Report Format:
☒ PDF ☐ Excel ☐ XML ☐ SQL

[VIEW] [DOWNLOAD] [EMAIL] [CLEAR FILTER]

Report Style has a few different layout and sorting options, such as *List* or grouping styles such as *Account*, *Department*, *Vendor*, or *Transaction Type*. These will display different information in different ways, so try them out to see what you need or prefer.

You can add a filter on Account, Department, Classification, Vendor, and more.

Transactions From: 07/01/2026 [Calendar Icon] Transaction Through: 07/31/2026 [Calendar Icon] Transaction By: [Dropdown] [Search Icon]

Account: [Dropdown]

Department: [Dropdown] Classification: [Dropdown] Transaction Type: [Dropdown]

Vendor: [Text Field] [SEARCH]

☒ Open Encumbered Only ☐ All Agencies



Accounts Payable Guide

Now, with your chosen parameters, click **View** or **Download** to view the report.

Report Format:
☒ PDF ☐ Excel ☐ XML ☐ SQL
VIEW **DOWNLOAD** **EMAIL** **CLEAR FILTER**



YOUR AGENCY

Account Encumbered Listing

Transactions From 07/01/2026 Through 07/31/2026

Page 1 of 1

Account Number	Description	Date	Department	Type	Open Amount
54110-431-002	LAW ENF. SUPPLIES-UNIFORM ALLOWANCE	07/28/2026	HCSO		100.00
	Vendor:				
	Purchase Order#:		Requisition Number:		
	Invoice #:		Entry By:	SWHITE	
	Transaction Type:	BALANCE WITH CO. MAYORS REPT.	Transaction Amount:	100.00	
	Notes:				
54110-431-002	LAW ENF. SUPPLIES-UNIFORM ALLOWANCE	07/28/2026	HCSO		20.00
	Vendor:				
	Purchase Order#:	12345	Requisition Number:		
	Invoice #:		Entry By:	SWHITE	
	Transaction Type:	ACCOUNT-FUND-TRANSFER	Transaction Amount:	20.00	
	Notes:				
10001	OFFICE SUPPLIES	07/31/2026	HCSO		30.00
	Vendor:	THAT CHICKEN PLACE			
	Purchase Order#:	7686	Requisition Number:		9999
	Invoice #:		Entry By:		SWHITE
	Transaction Type:	CREDIT	Transaction Amount:		40.00
	Notes: add notes here				
Report Count:		3	Open Total:		150.00



Accounts Payable Guide

Details Reports

Details Reports go over accounts in detail so you can view records in an information-complete report. You can set it to a specific record if you click the **Reports** button from the record you want to print a detail report for. Choose anything you would like to hide and then click **View** or **Download** to view the report.

If you want more details on individual transactions, use the **Transaction Report**.

Accounts Payable: Detail Reports

Accounts Payable Report:
☒ ACCOUNT: OFFICE SUPPLIES-10001

☐ Hide Transactions ☐ Hide Encumbered
☐ Hide Notes ☐ Hide Attachments
☐ All Agencies

Report Format:
☒ PDF ☐ Excel ☐ XML ☐ SQL



YOUR AGENCY
Accounts Details Report

Page 1 of 1

Account Number	Description	Department	Budget	Balance
10001	OFFICE SUPPLIES	HCSO	400.00	160.00
	Adjustments:		-10.00	
	Net Budget:		390.00	
		Encumbered:	30.00	
		Year To Date:	200.00	
			400.00	160.00



Accounts Payable Guide

For More Information

We hope this manual has been helpful to you and your agency.

If you have any questions, don't hesitate to call us at 888-644-5786.

Second Revision, August 2026

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