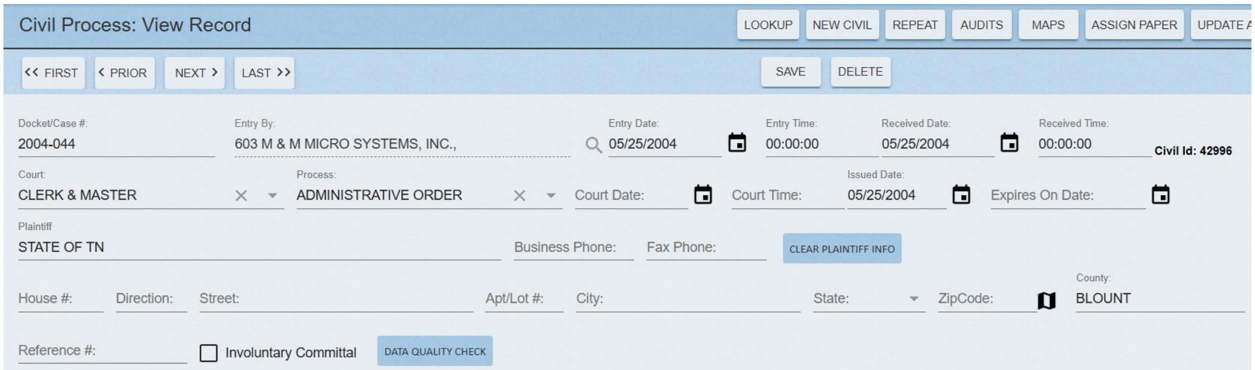
Accounts Payable Guide

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.



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.

Contents

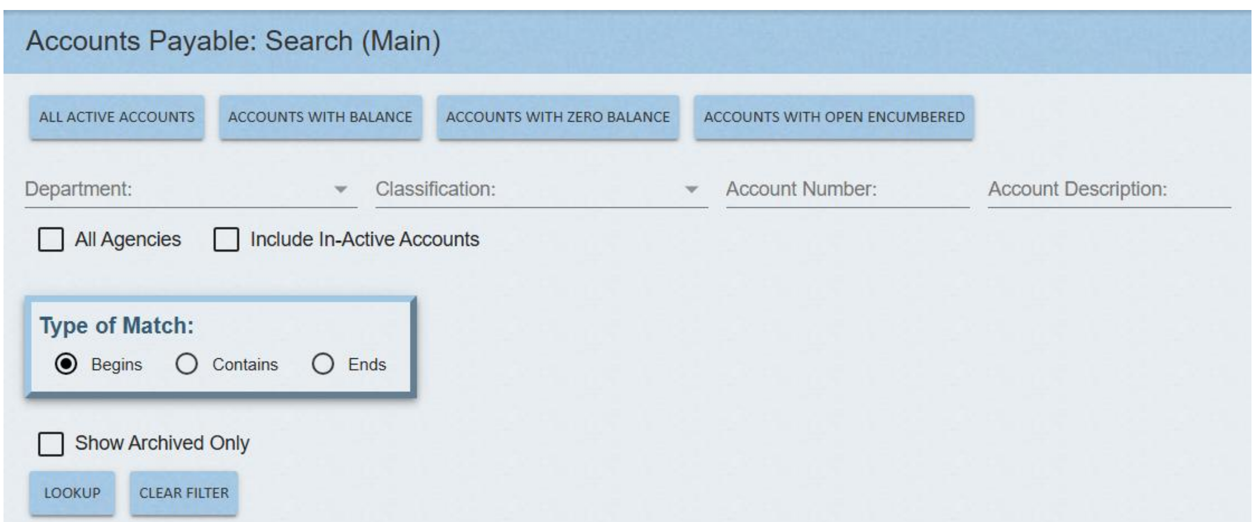
Searching for Account Records

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

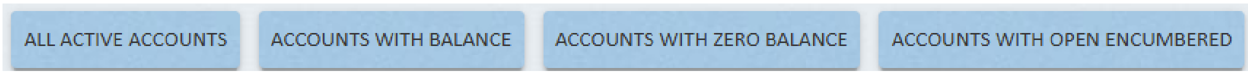
Navigate to:

Admin → Agency → Accounts Payable

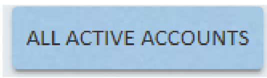
This will open the **Accounts Payable: Search** screen. Here you can use the blue Quick Search buttons to perform do *quick searches* (common predetermined searches), or you can use the filters to narrow the search for accounts by department, classification, etc.



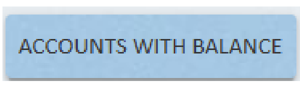
Quick Searches



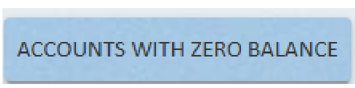
These searches let you quickly find records without having to fill in the fields. The following searches are available:



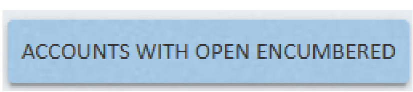
Use this button to view **All Active Accounts** that are in iSOMS. This is useful to view any account marked active, so ensure you mark old accounts closed when you are finished with them.



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

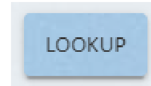


Accounts with Zero Balance shows all accounts with no balance.



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.

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.

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 ▶

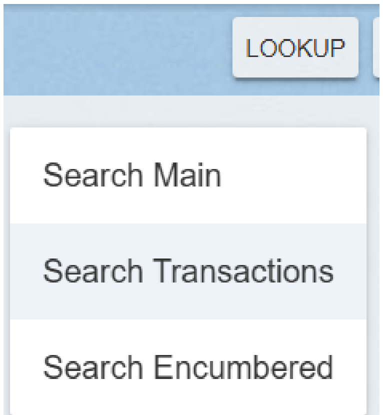
Search Results

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

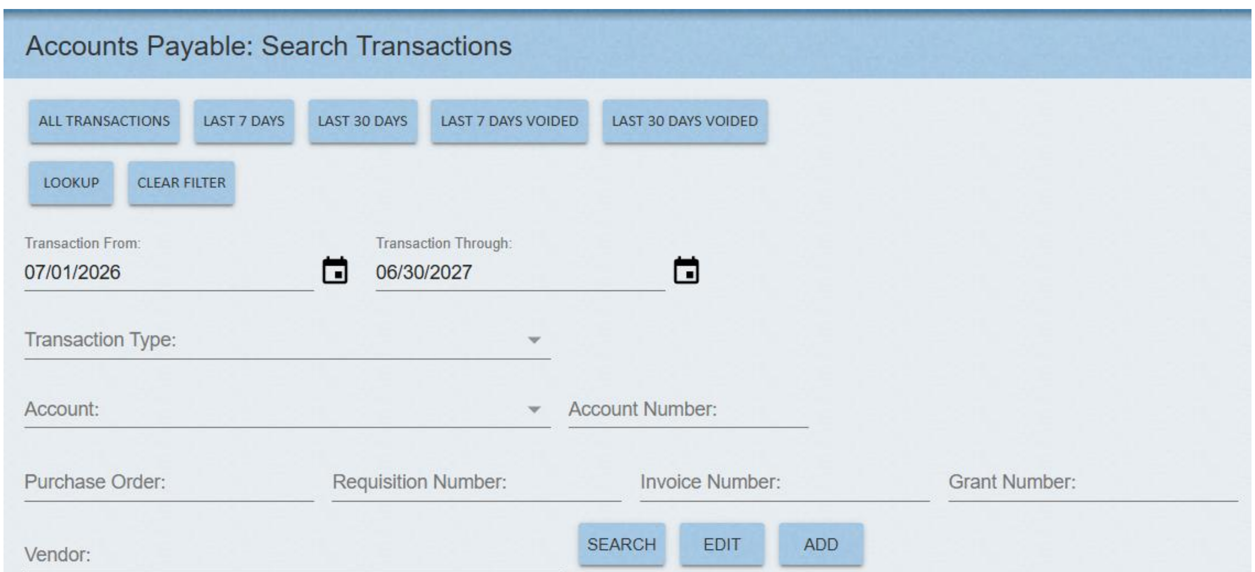
Additional Searches Using Lookup

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.**



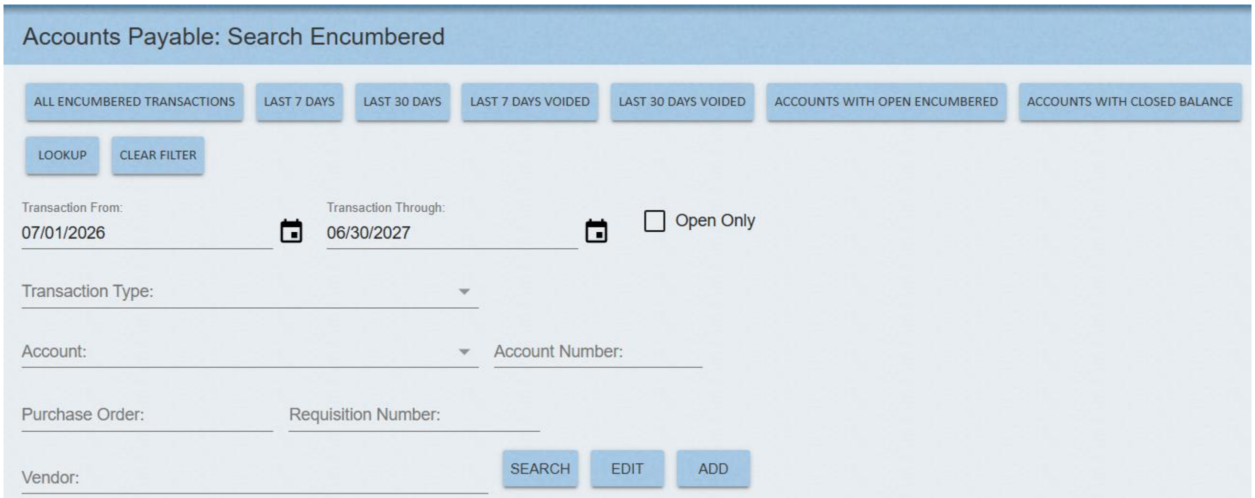
Search Transactions

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.



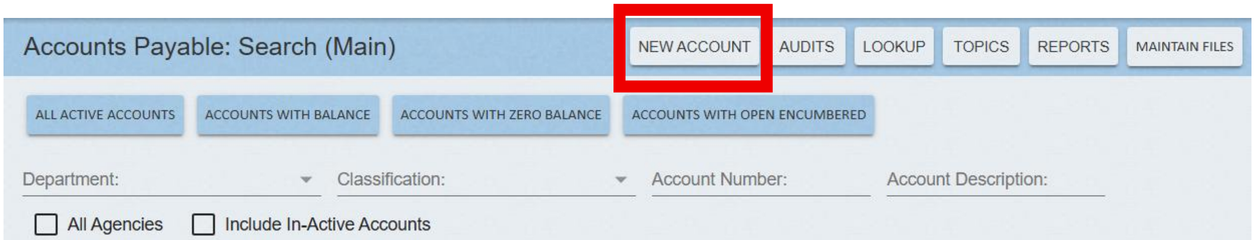
Search Encumbered

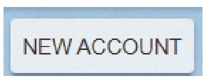
Here you can search encumbered transactions in all accounts. Either use the **Quick Buttons** to find recent transactions / open or closed encumbered transactions / all transactions, or use the fields to specify the transaction you are looking for.



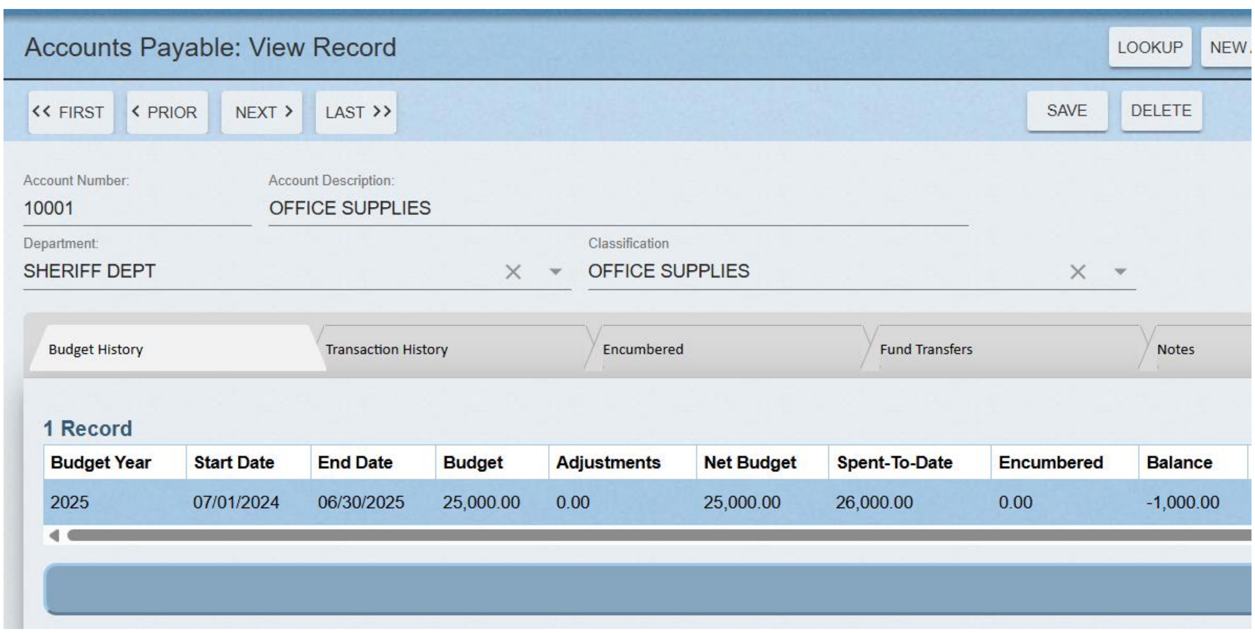
Creating an Account

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





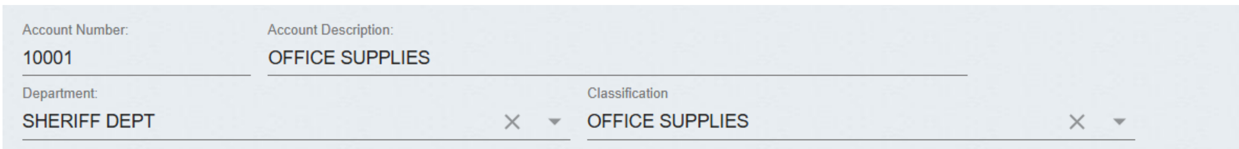
You will see fields for the account description and classification, and you will see tabs where you can track budget, transactions, and a few other things.



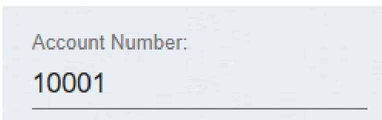
After you enter new details, make sure to click **Save** at the top of the screen.

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.



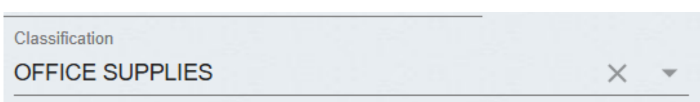
Fields



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

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

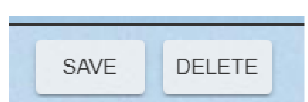
If the account is related to a specific department in your agency, then add that in **Department.** Since this is a dropdown field, additional options can be added under **Maintain Files.**



Classification 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.*



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.

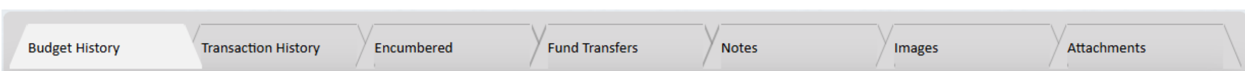
The **Budget History** tab allows you to track total spending and budgeted amounts for each account.

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

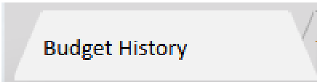
Encumbered allows you to add encumbered transactions for money already spoken for but not yet spent for this account.

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

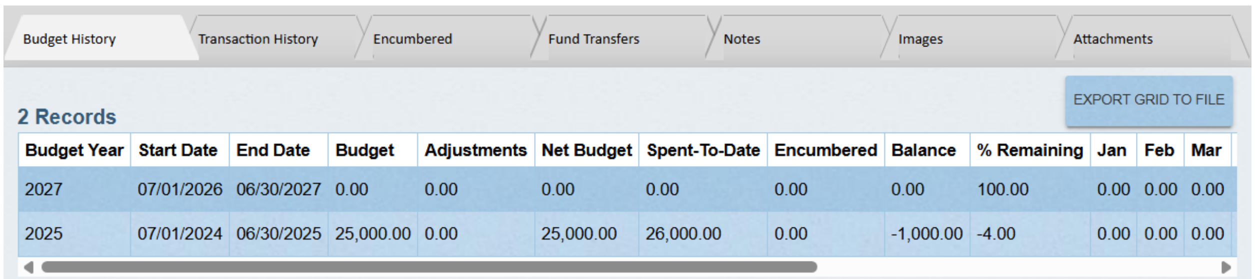
Other tabs available include **Notes, Images,** and **Attachments.**



Budget History Tab



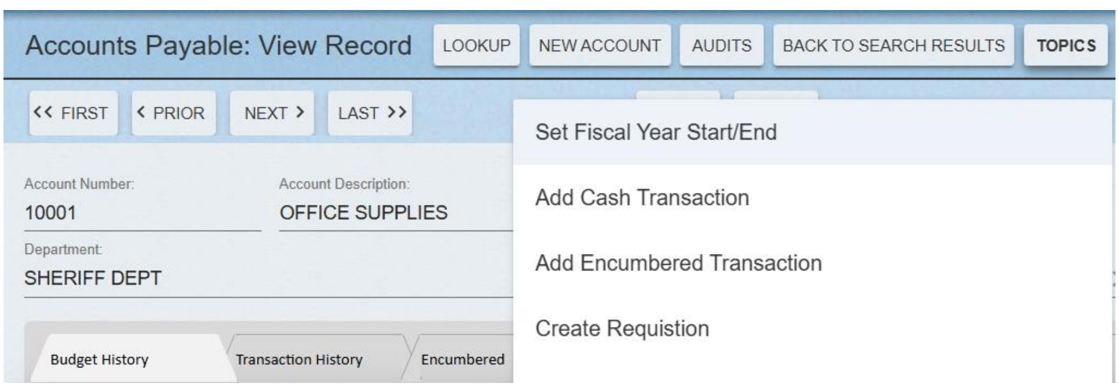
The **Budget History** tab allows you to see the budget history for this account. You will see where iSOMS shows you the amount budgeted and the amount spent. In order to add a new budget year, you will need to edit the Fiscal Year in **Topics.** iSOMS automatically tracks how much has been spent for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



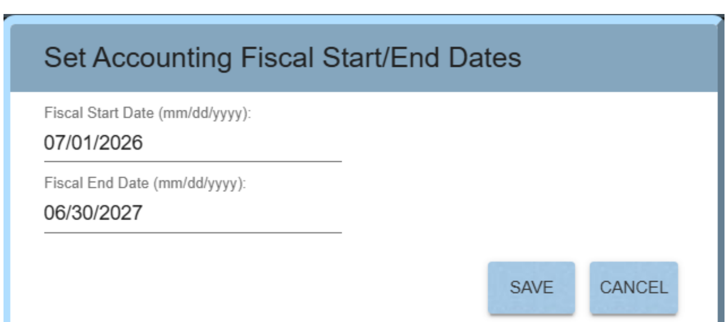
Budget Year	Start Date	End Date	Budget	Adjustments	Net Budget	Spent-To-Date	Encumbered	Balance	% Remaining	Jan	Feb	Mar
2027	07/01/2026	06/30/2027	0.00	0.00	0.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00
2025	07/01/2024	06/30/2025	25,000.00	0.00	25,000.00	26,000.00	0.00	-1,000.00	-4.00	0.00	0.00	0.00

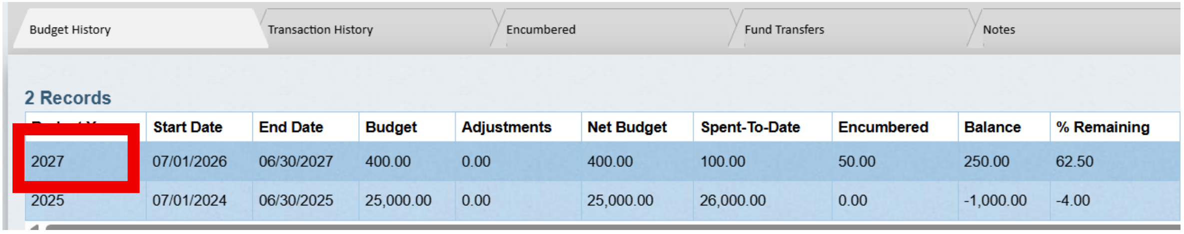
Adding a New Budget

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

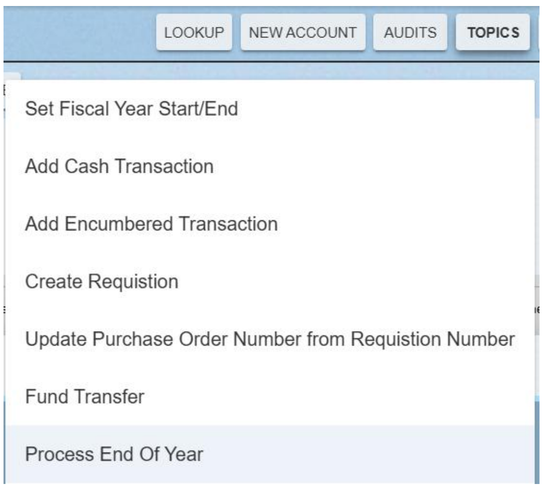


Type the **Fiscal Start Date** and **Fiscal End Date,** and then iSOMS will automatically create a budget based on this fiscal year.

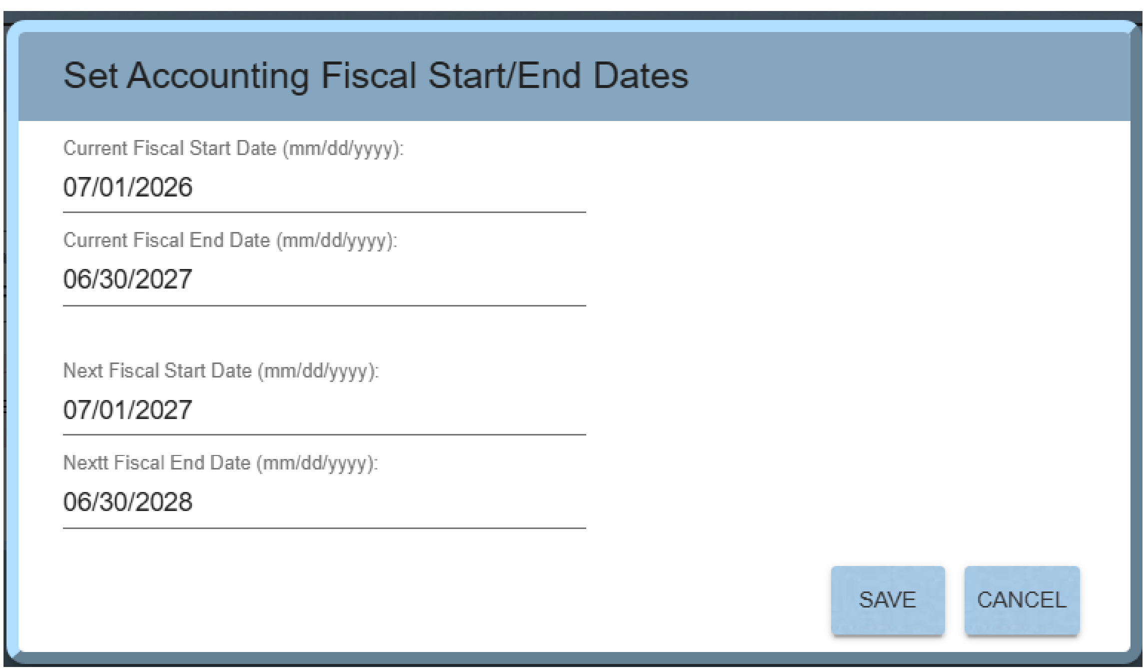




To process an **End of Year** and close one year to begin a new one, click **TOPICS → Process End of Year** in the upper right.

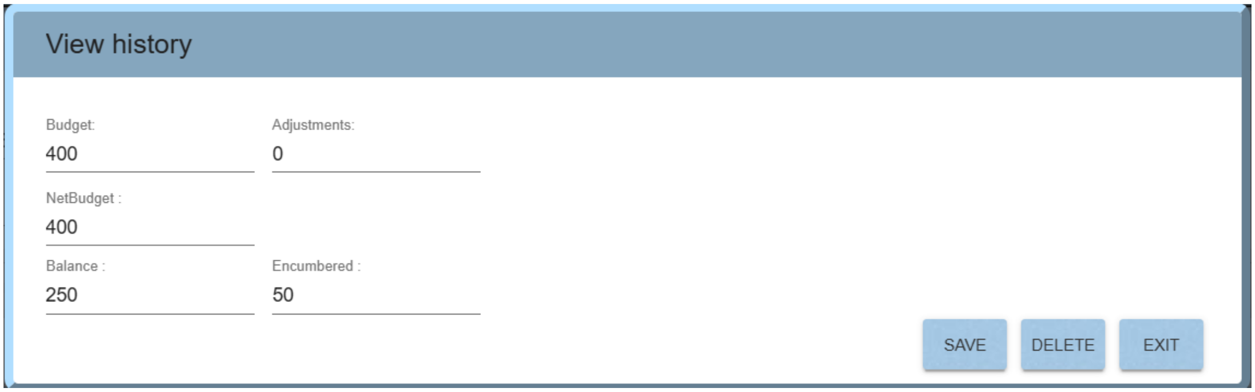


Now edit the **Next Fiscal Start Date** and **Next Fiscal End Date** to the corresponding desired dates:



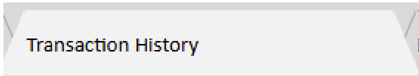
Editing a Budget Entry

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.

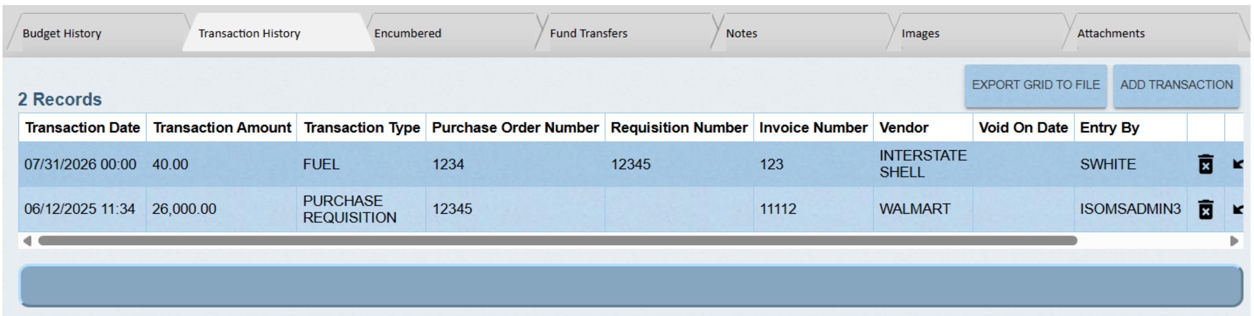


iSOMS is automatically pulling from the **Transaction History** and **Encumbered** tabs to calculate the spent amount, so you can view the total here in the *Budget* tab. Also keep in mind this will sort the transactions by the date they were spent so you can see a month to month breakdown.

Transaction History Tab

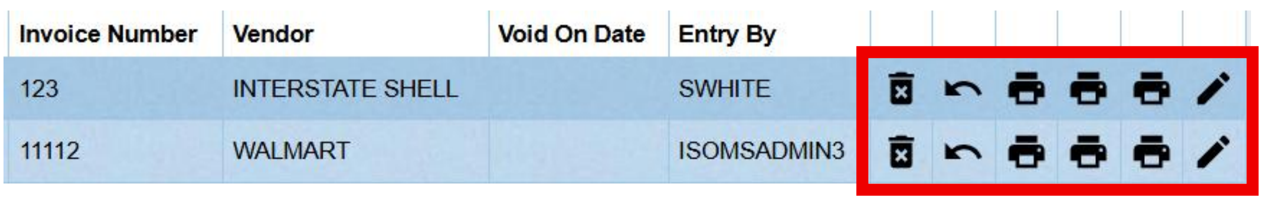


The **Transaction History** tab allows you to record transactions for this account (such as cash transactions – this tab is for all transactions except encumbered transactions and fund transfers.)



Quick Buttons

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



 **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.

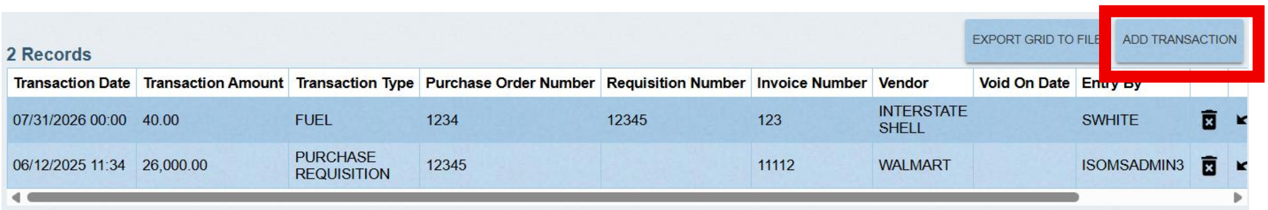
 **Custom:** This opens the report screen for the custom form report for your agency, keyed to this transaction. You can view or download the report.

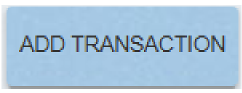

Standard: This opens the report screen for the form report for your agency, keyed to this transaction. You can view or download the report.


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

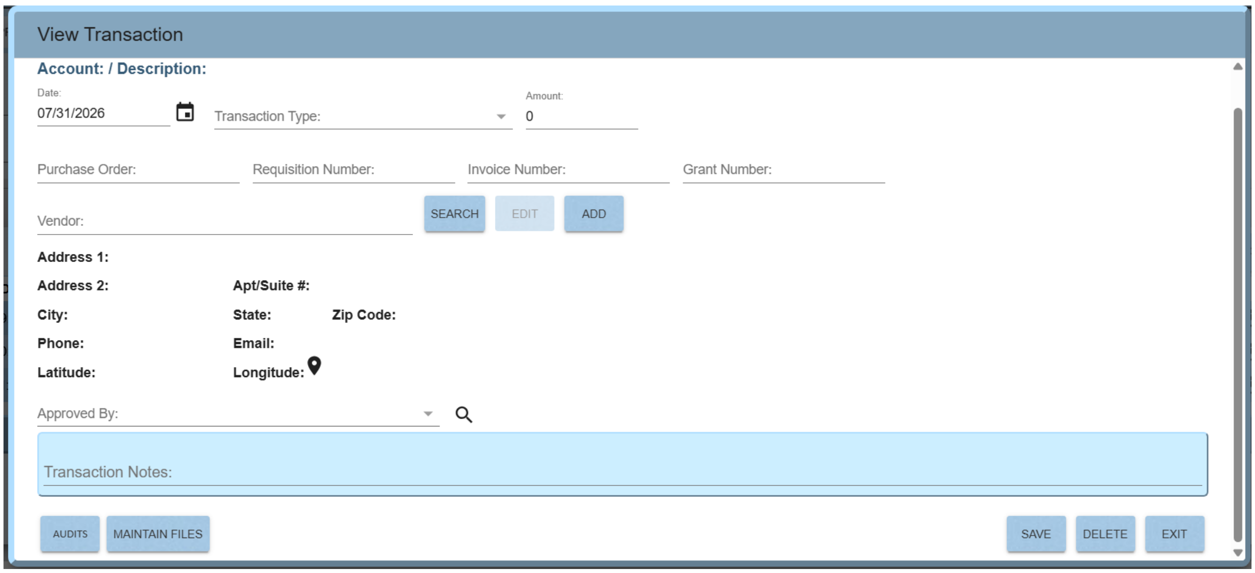
Creating a New Transaction

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





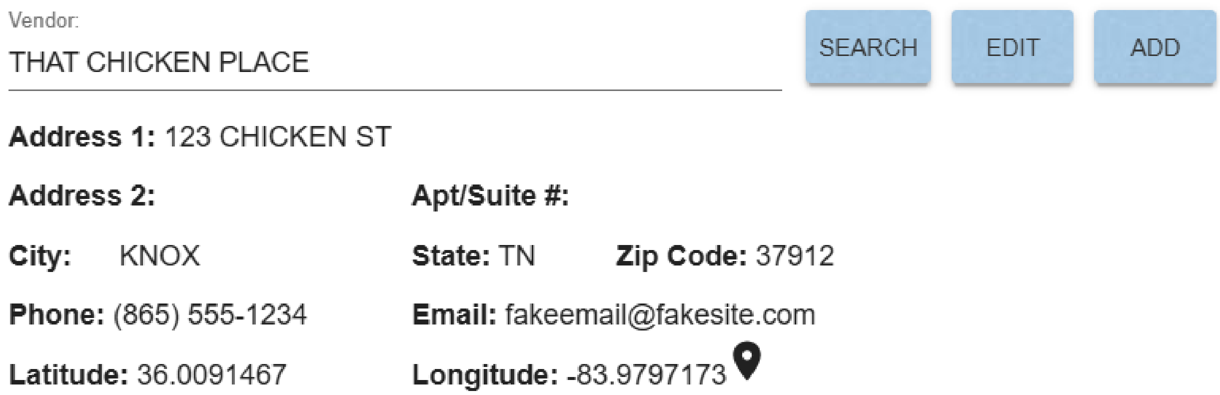
Now fill in the fields below.



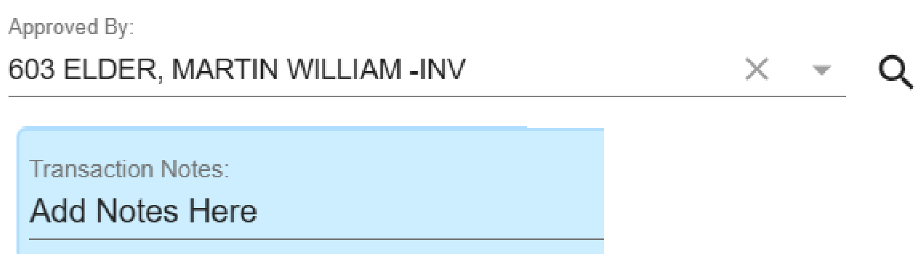
Transaction Type is the category for the transaction. This is where you can make a purchase as a requisition as well, for example. Additional options can be added in **Maintain Files**. Also add the **Amount** of the transaction.

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

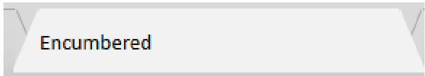
Add or search for the **Vendor** that is related to this transaction. To search, either use the **Search** button or simply start typing the name of the business. To add a new vendor, hit **Add** and fill in the details of the vendor.



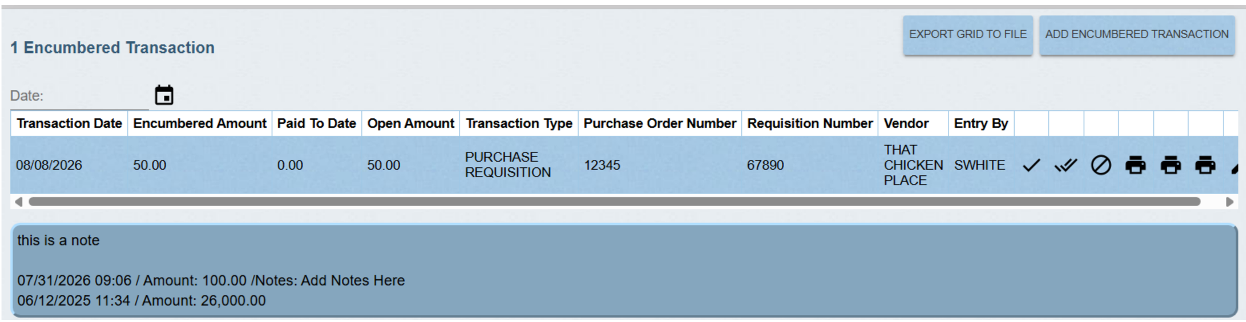
Add the employee or supervisor who approved this transaction in **Approved By**. If you have any notes on the transaction, you can add those in **Transaction Notes.**



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.)



Quick Buttons

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

 **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.

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.

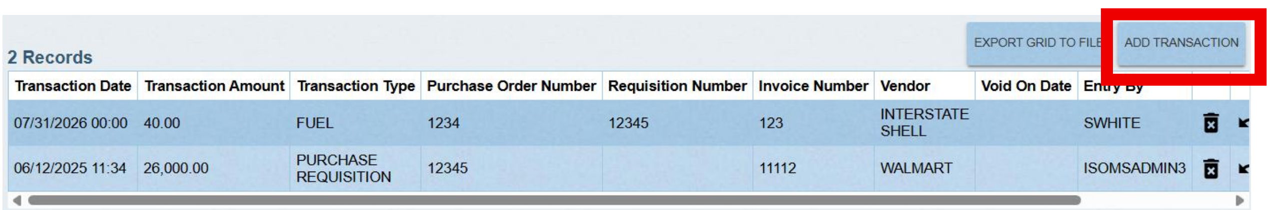
Custom: This opens the report screen for the custom form report for your agency, keyed to this transaction. You can view or download the report.

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

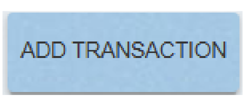
Edit: Open the transaction window to edit this encumbered transaction. You can also double-click the transaction to open it as well.

Creating a New Encumbered Transaction

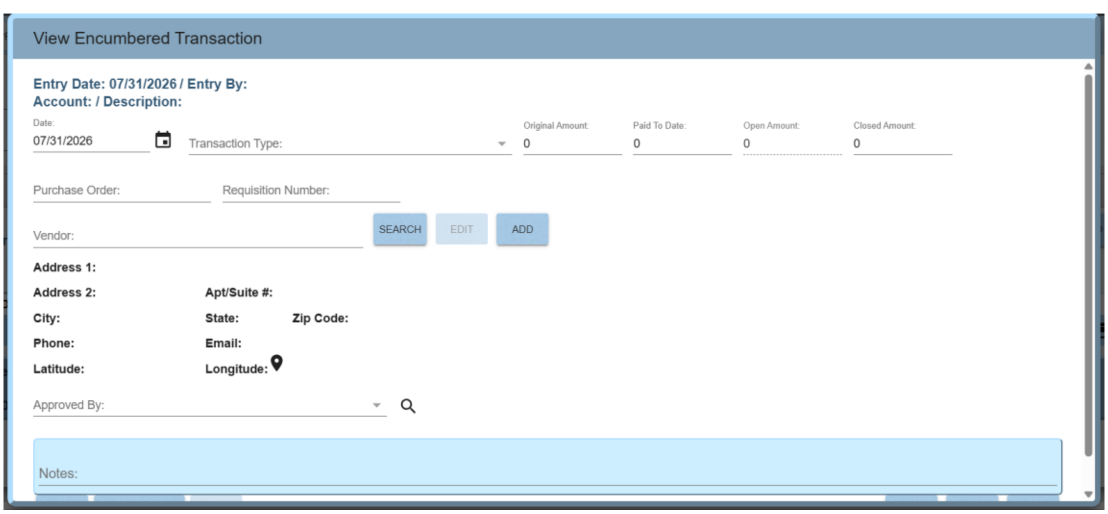
To add a new encumbered transaction, simply click **Add Encumbered Transaction**.



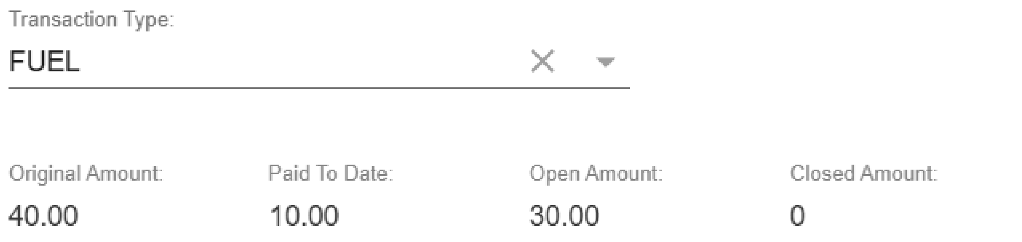
Transaction Date	Transaction Amount	Transaction Type	Purchase Order Number	Requisition Number	Invoice Number	Vendor	Void On Date	Entry By
07/31/2026 00:00	40.00	FUEL	1234	12345	123	INTERSTATE SHELL		SWHITE
06/12/2025 11:34	26,000.00	PURCHASE REQUISITION	12345		11112	WALMART		ISOMSADMIN3



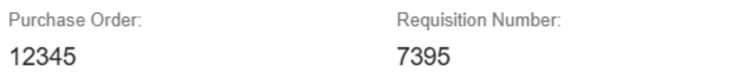
Now fill in the fields below.



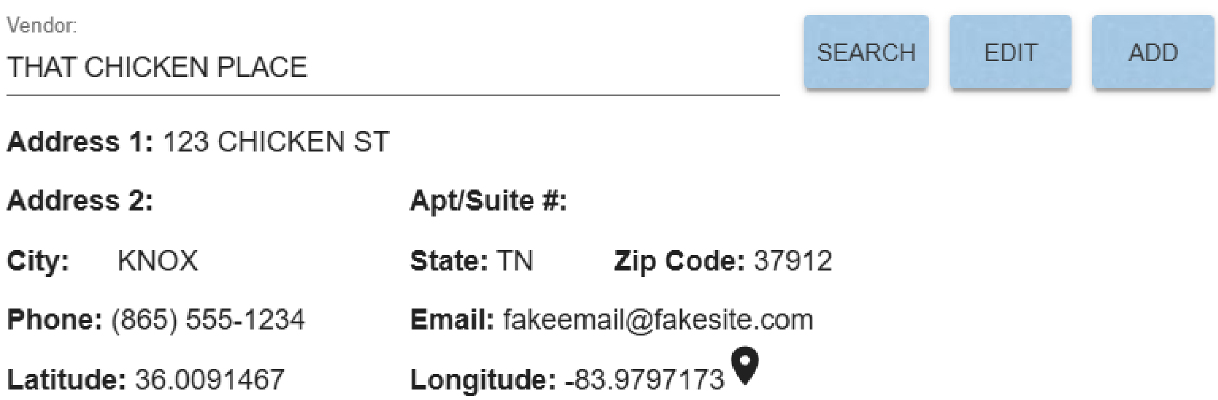
Transaction Type is the category for the transaction. Additional options can be added in **Maintain Files**. Also add the **Original Amount** of the transaction. If you post partial amounts using the quick buttons, iSOMS will add that to **Paid Date** and perform the math so that you have both the correct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



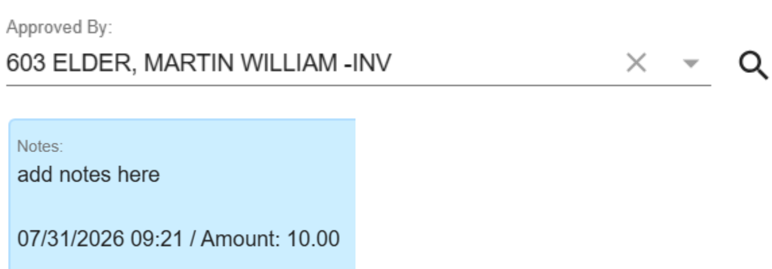
Use these fields (**Purchase Order, Requisition Number**) to record reference and related numbers for the transaction.



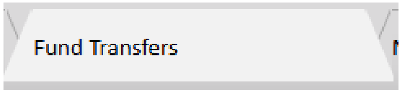
Add or search for the **Vendor** that is related to this transaction. To search, either use the **Search** button or simply start typing the name of the business. To add a new vendor, hit **Add** and fill in the details of the vendor.



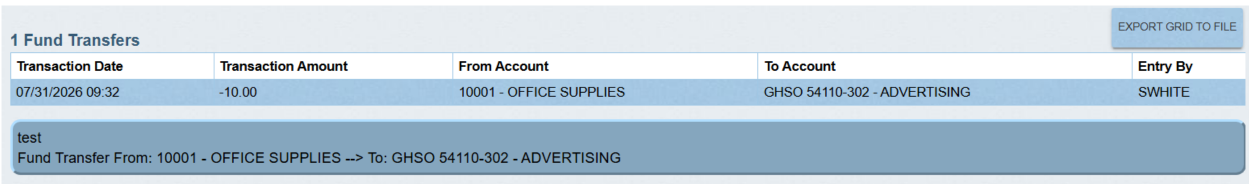
Add the employee or supervisor who approved this transaction in **Approved By**. If you have any notes on the transaction, you can add those in **Notes.**



Fund Transfers Tab

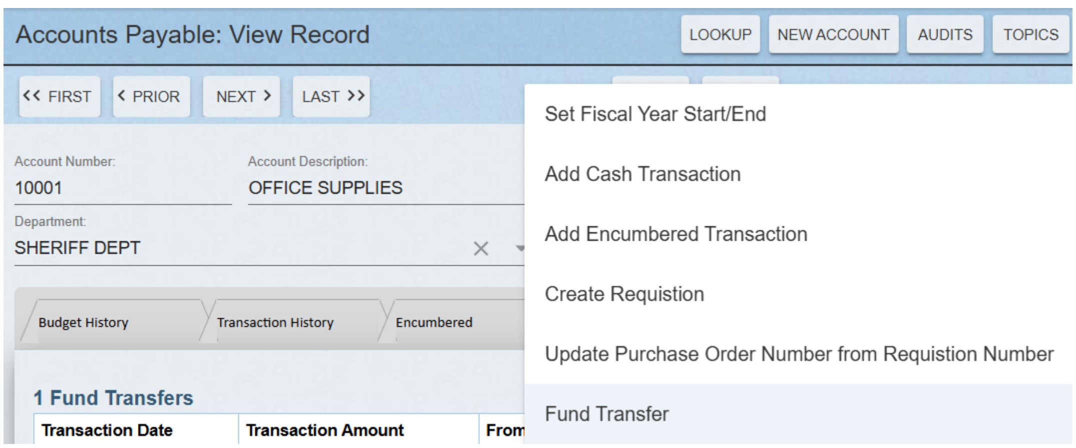


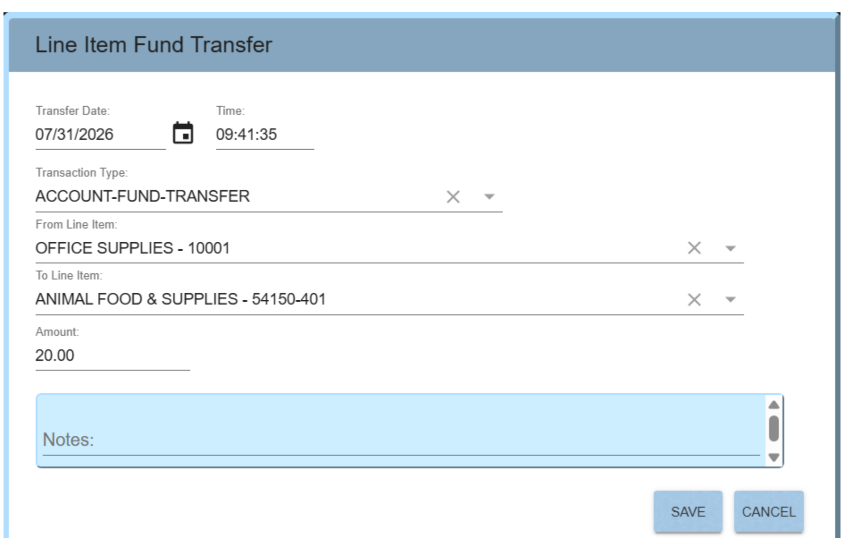
The **Fund Transfers** tab allows you to see history of fund transfers. These transfers will appear in the budget history tab as **Adjustments.** You cannot actually add fund transfers here as this tab is **read-only.** However, you can add new ones with the Topics menu.



Adding a New Transfer

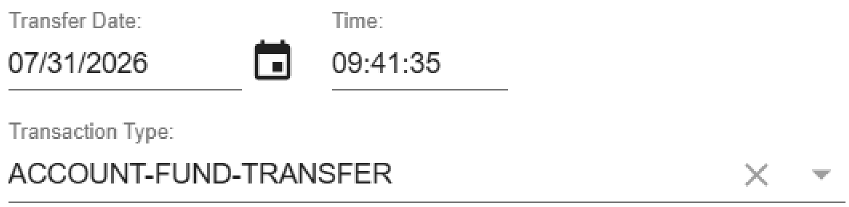
To add a new transfer, click **TOPICS → Fund Transfer** in the upper right.



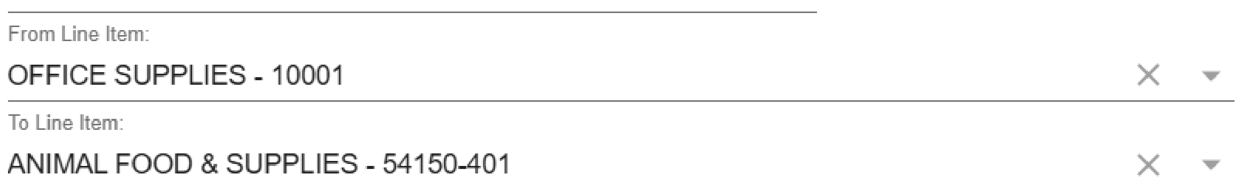


Now edit the fields to perform the transfer.

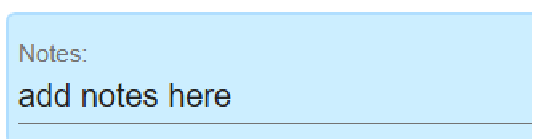
Usually, you set **Transaction Type** to *Account-Fund-Transfer*.



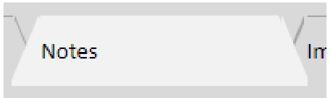
Now add the *Account Numbers* from the account transferring from in **From Line Item** and the account transferring to in **To Line Item.** For example, these settings will transfer from the *Office Supplies* account to the *Animal Food & Supplies* account.



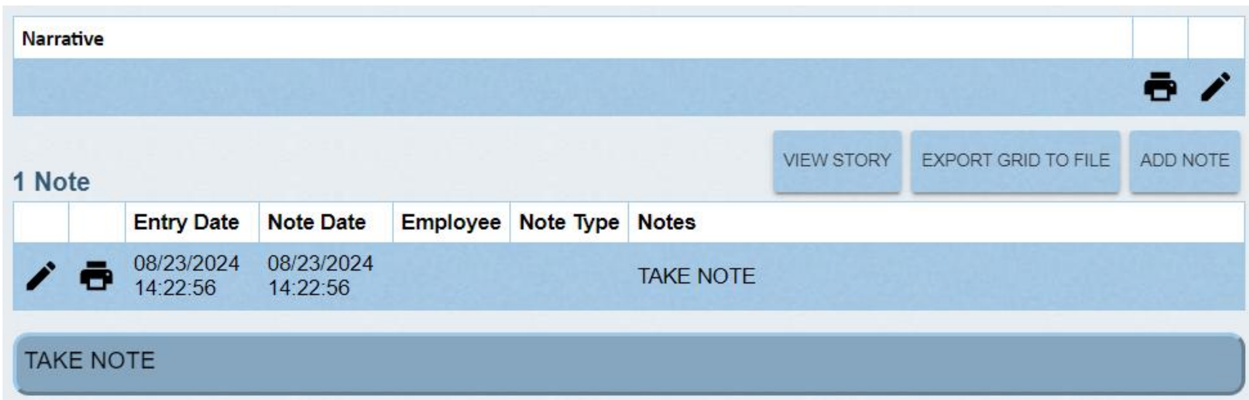
Finally, add the **Amount** to transfer and any **Notes.** Then hit **Save** to create the transfer.



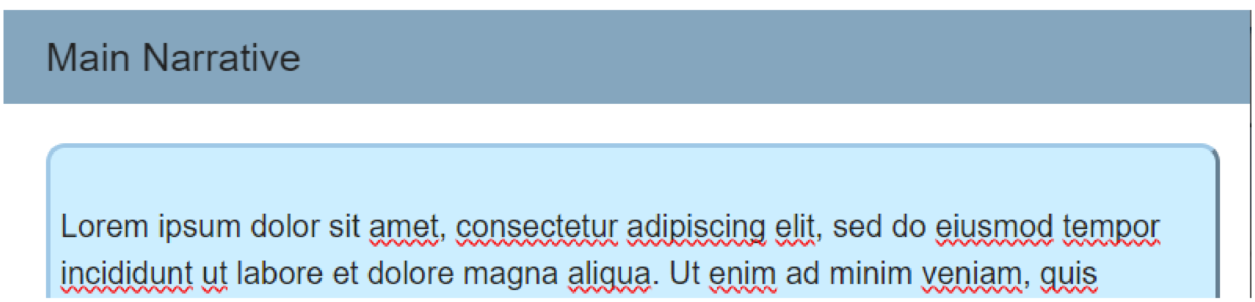
Notes Tab



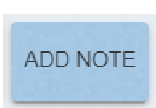
The **Notes** tab is used to view or add notes pertinent to the record. Double-click on any entry in the table to edit or view it.

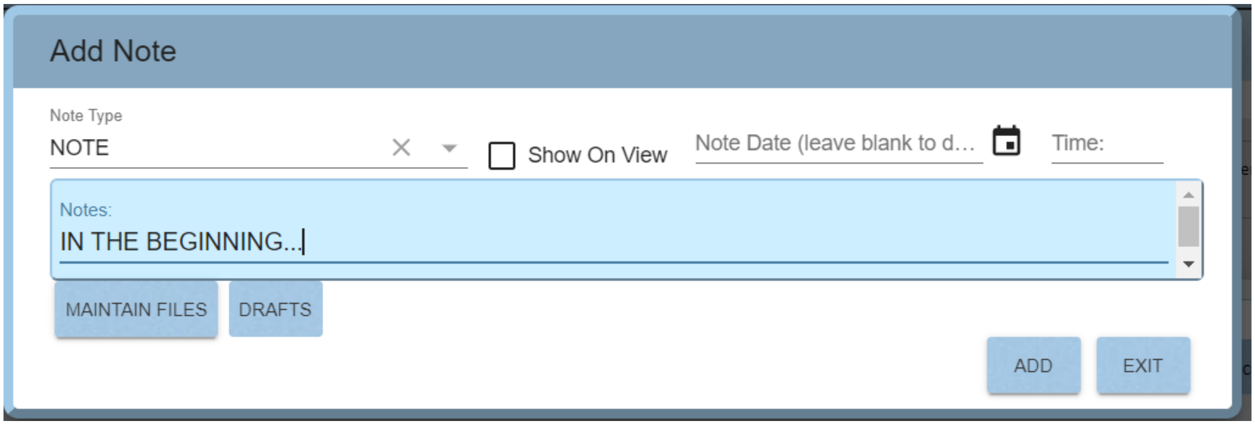


Narrative acts as an area where you can add a long note. This is useful when you want to add important or long form notes that won't be mixed in with the rest of the short notes.

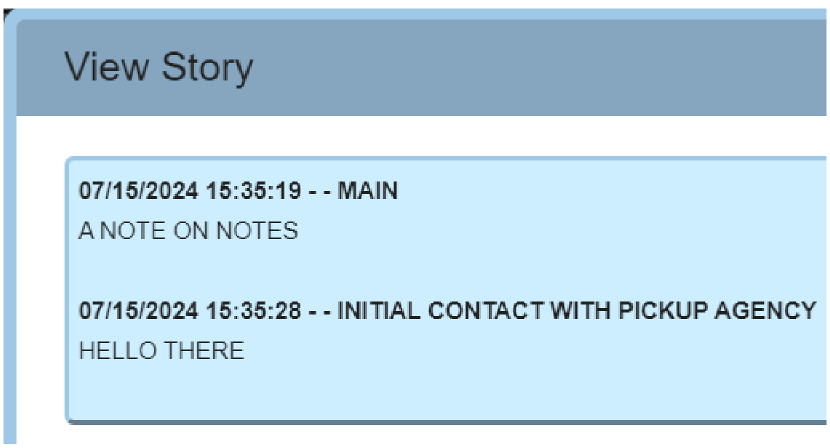


Use **Add Note** to add a new note.

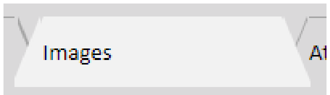




The **View Story** button will show all notes (except Narrative) that have been added on one page.

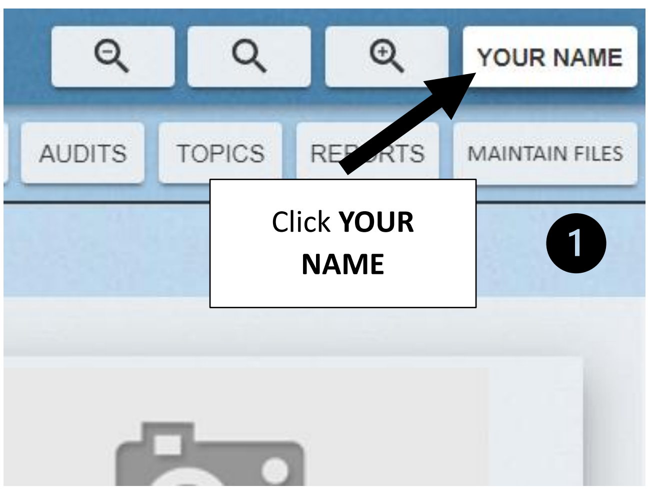


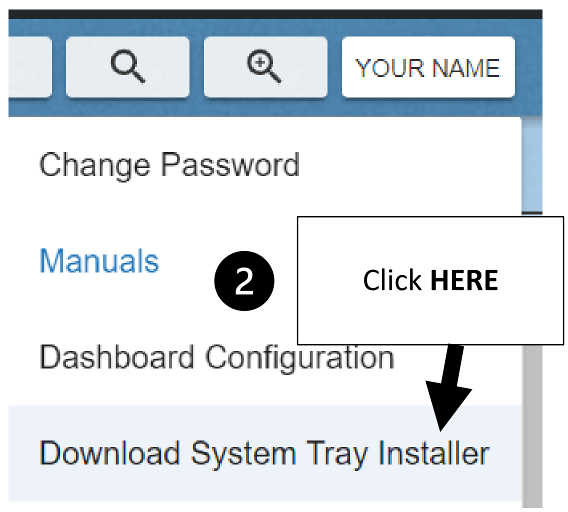
Images Tab

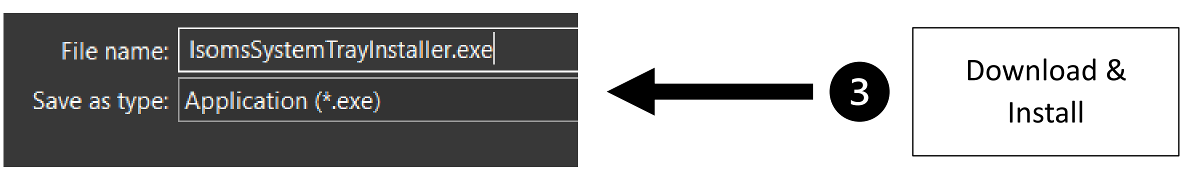


The **Images** tab is used to view, download, or add images. You can add a single image at a time or multiple images at a time. Click **Add Image** to add a single image.

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.



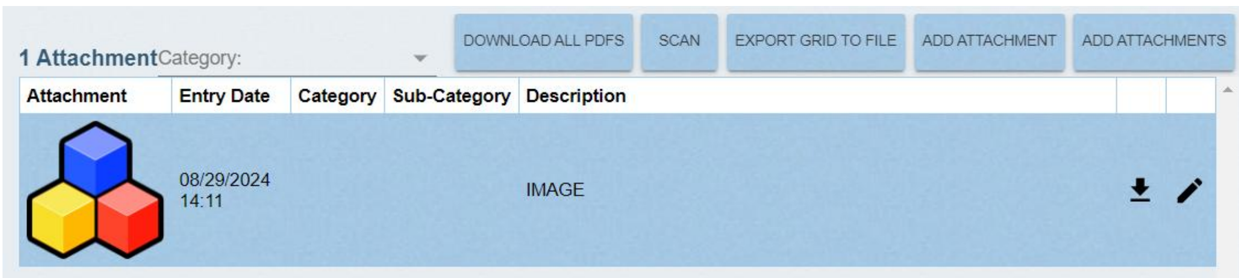




After you have the System Tray Installer on the computer, you can now use the **Add Images** button to upload multiple images at once if necessary.

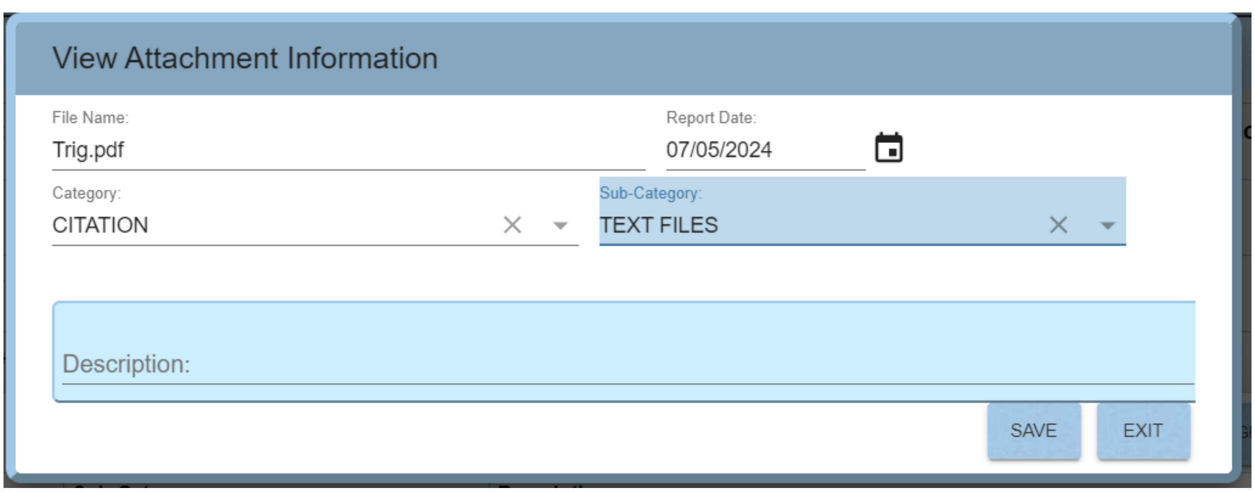
Attachments Tab

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.

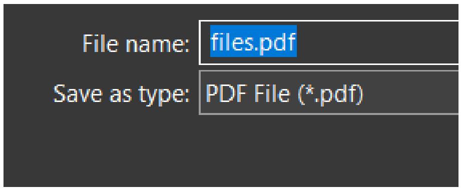


You can add a single attachment at a time or multiple attachments at a time. Just like above with images, you will need the System Tray Installer downloaded to the computer you are using to add multiple attachments at once. See the *Image* tab instructions on the previous few pages for instructions on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

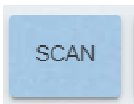
Click **Add Attachment** to add a single attachment or click **Add Attachments** to add multiple attachments at the same time. Choose the attachments from the computer, then add the appropriate category and sub-category for the file.

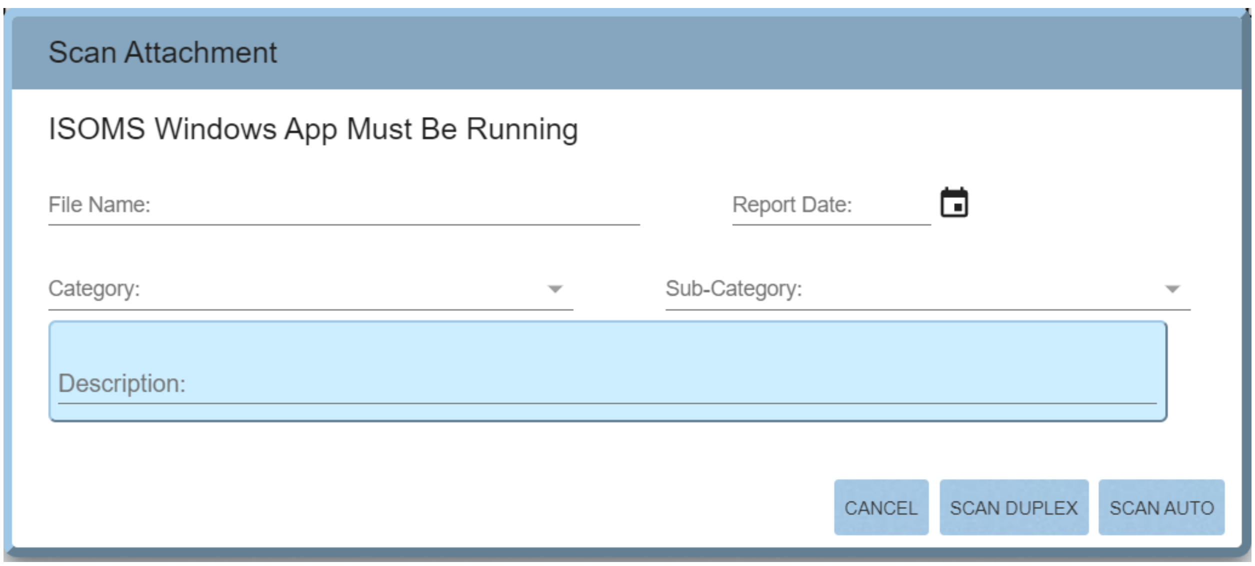


You can also **Download All PDFs** at once by clicking the appropriate button.



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





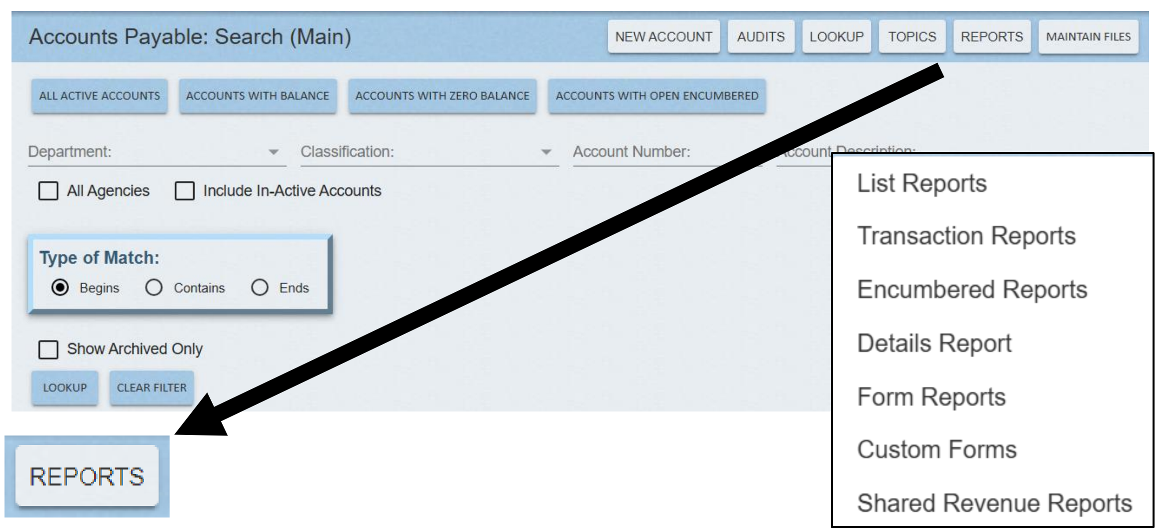
Accounts Payable Reports

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:

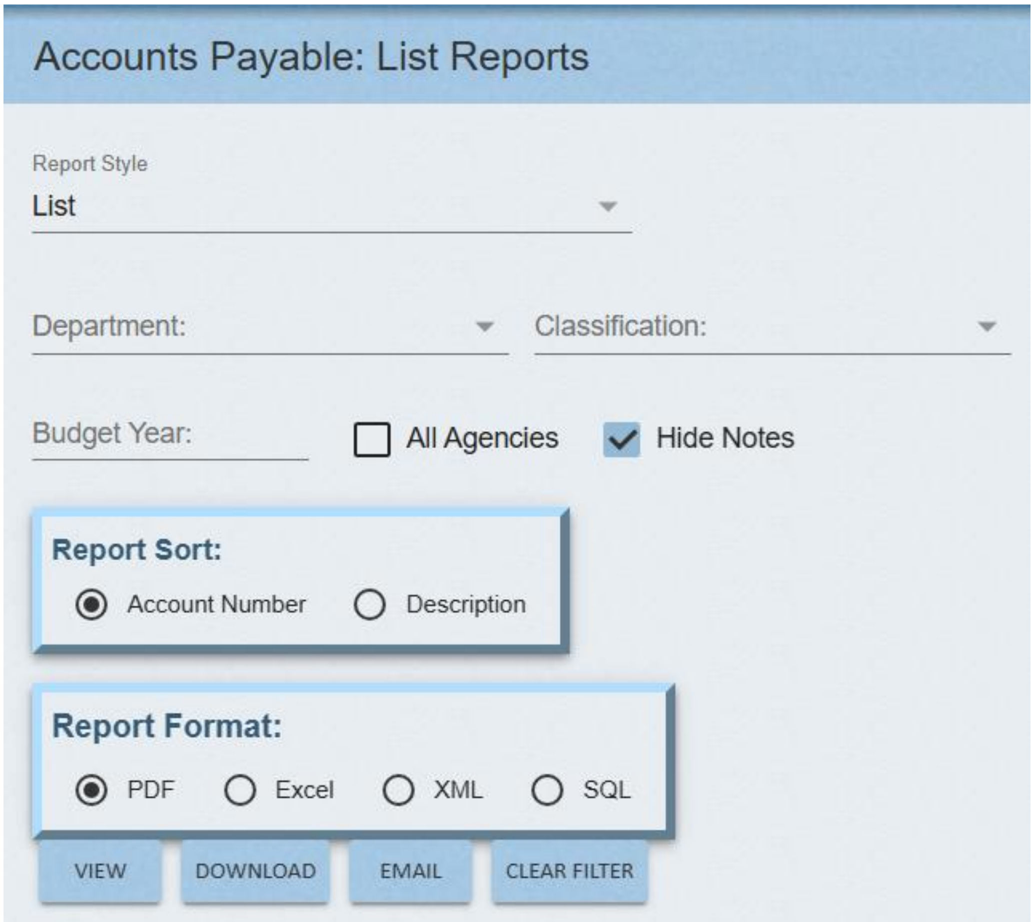
Admin → Agency → Accounts Payable

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.



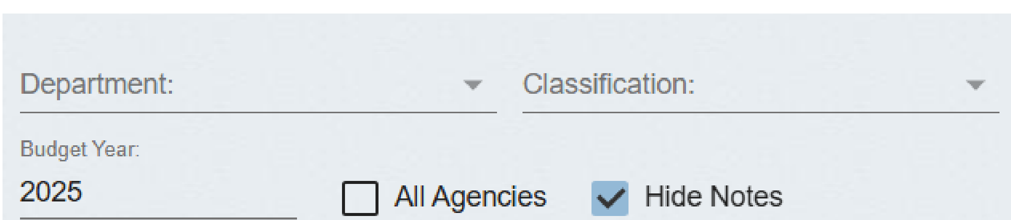
List Reports

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

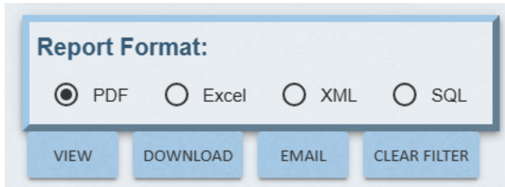


Report Style has a few different layout and sorting options, such as *List, Group by Department*, and *Detailed List.* These will display different information in different ways, so try them out to see what you need or prefer.

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



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



YOUR AGENCY

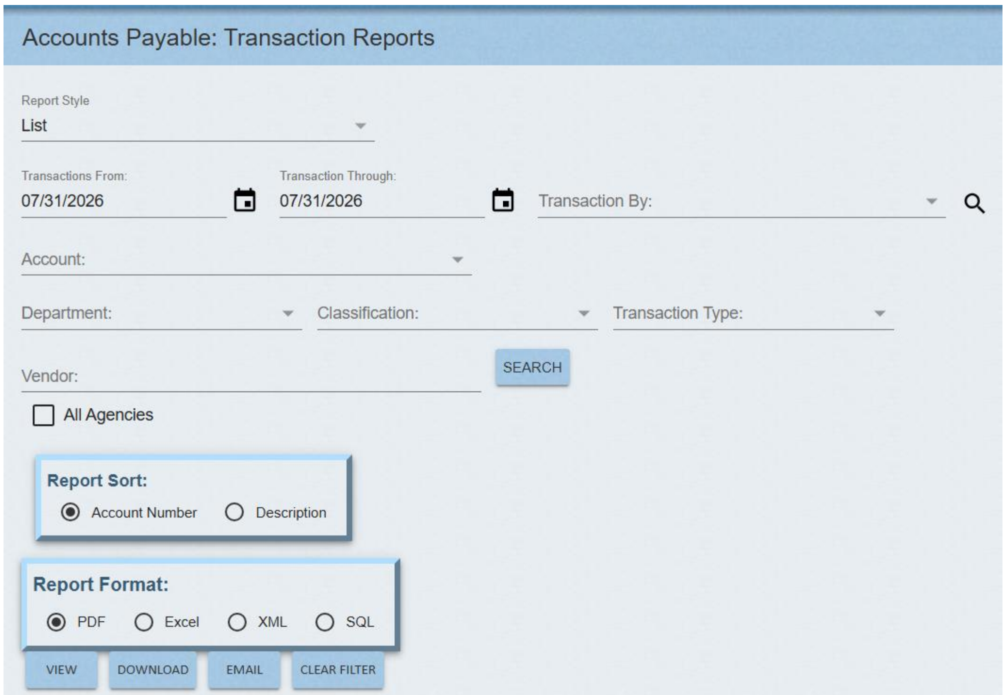
Account Listing

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**

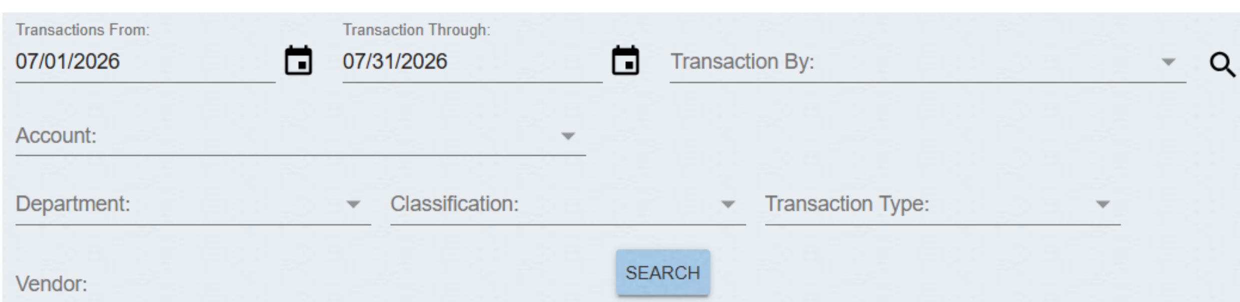
Transaction Reports

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.

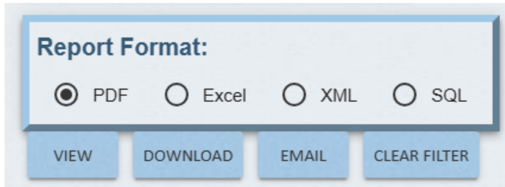


Report Style has a few different layout and sorting options, such as *List* or grouping styles such as *Account, Department, Vendor, or Transaction Type.* These will display different information in different ways, so try them out to see what you need or prefer.

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



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



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#: — **Requistion 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

Account Number	Description	Date	Department	Type	Amount
10001	OFFICE SUPPLIES	07/31/2026	HCSO	FUEL	40.00

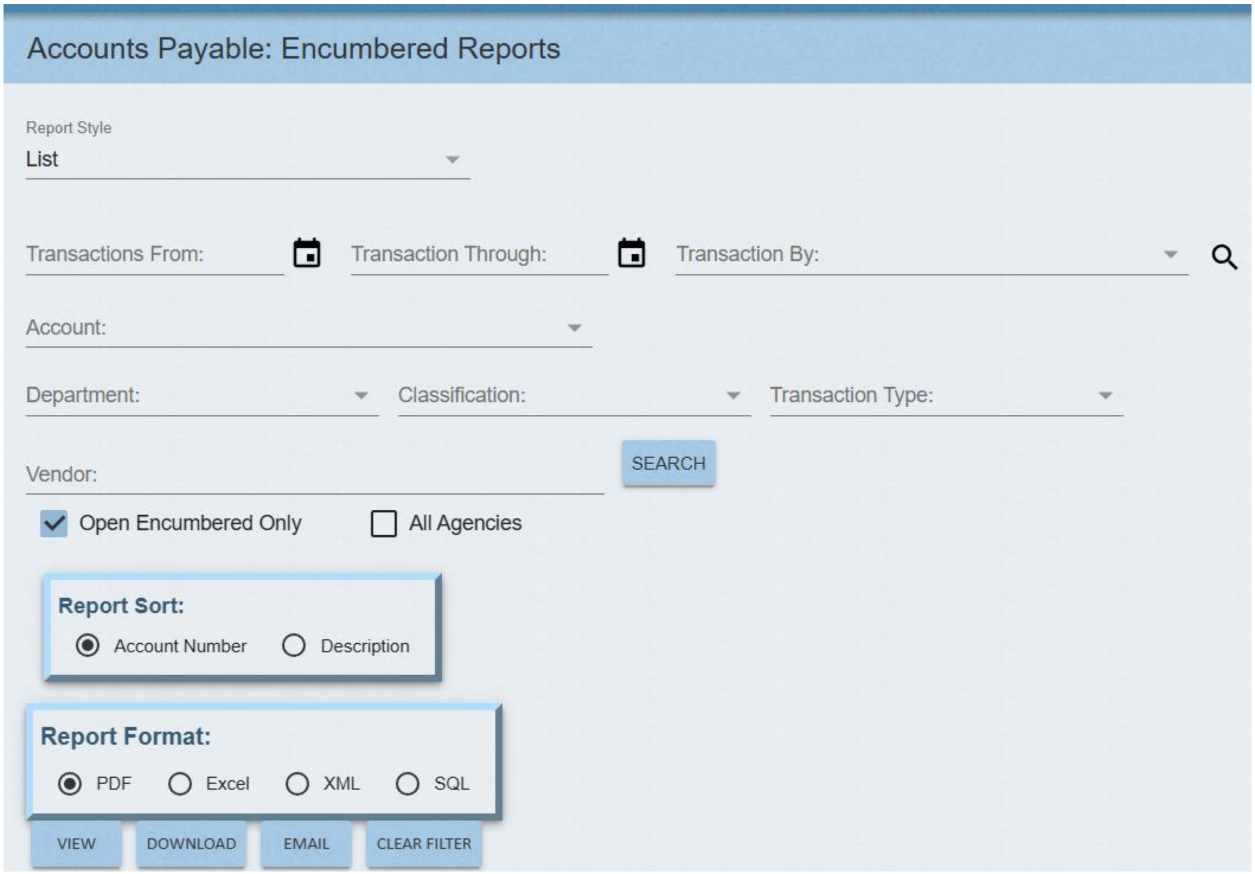
Vendor: INTERSTATE SHELL
Purchase Order#: 1234 — **Requistion Number:** 12345
Invoice #: 123 — **Entry By:** SWHITE
Transaction Type: FUEL
Notes:

Account Number	Description	Date	Department	Type	Amount
54110-425	GASOLINE	07/31/2026	HCSO	FUEL	100.00

Vendor: INTERSTATE SHELL
Purchase Order#: 123 — **Requistion Number:**
Invoice #: — **Entry By:** SWHITE
Transaction Type: FUEL
Notes:

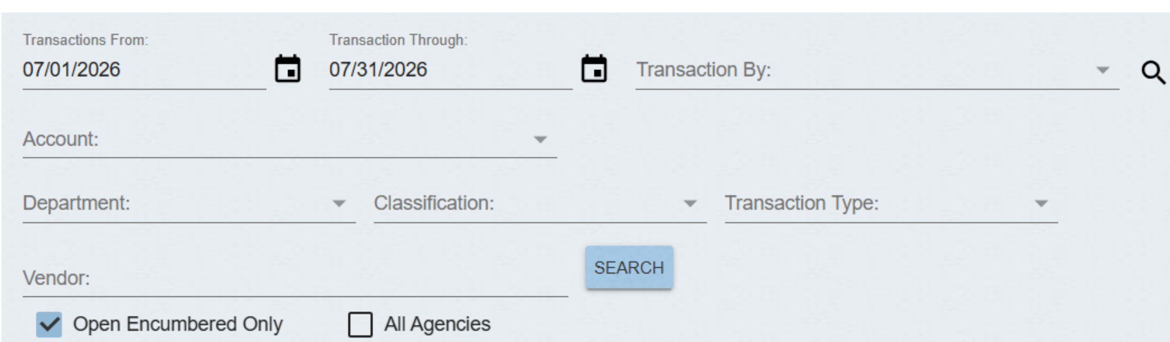
Encumbered Reports

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.

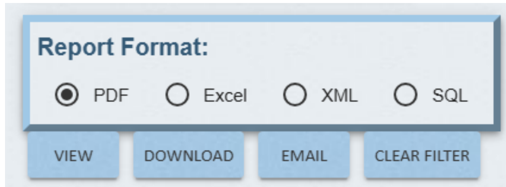


Report Style has a few different layout and sorting options, such as *List* or grouping styles such as *Account, Department, Vendor, or Transaction Type.* These will display different information in different ways, so try them out to see what you need or prefer.

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



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



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#:		**Requistion Number:**	
Invoice #:		**Entry By:**	SWHITE
Transaction Type:	BALANCE WITH CO. MAYORS REPT.	**Transaction Amount:**	100.00
Notes:			

Account Number	Description	Date	Department	Type	Open Amount
54110-431-002	LAW ENF. SUPPLIES-UNIFORM ALLOWANCE	07/28/2026	HCSO		20.00

Vendor:			
Purchase Order#:	12345	**Requistion Number:**	
Invoice #:		**Entry By:**	SWHITE
Transaction Type:	ACCOUNT-FUND-TRANSFER	**Transaction Amount:**	20.00
Notes:			

Account Number	Description	Date	Department	Type	Open Amount
10001	OFFICE SUPPLIES	07/31/2026	HCSO		30.00

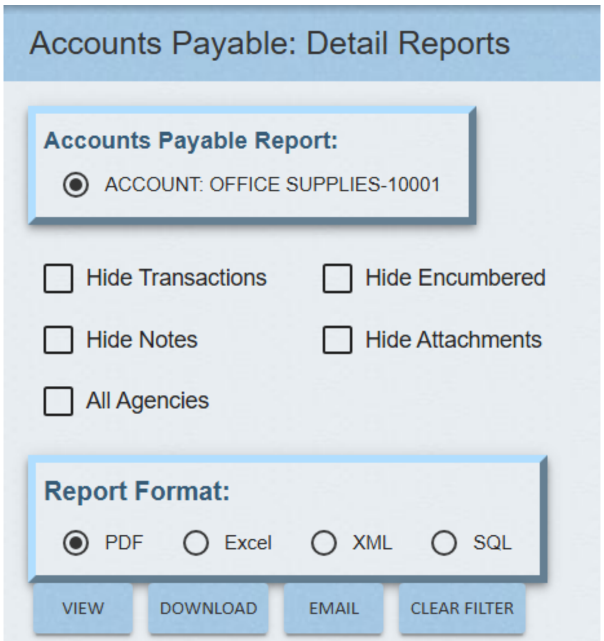
Vendor:	THAT CHICKEN PLACE		
Purchase Order#:	7686	**Requistion Number:**	9999
Invoice #:		**Entry By:**	SWHITE
Transaction Type:	CREDIT	**Transaction Amount:**	40.00
Notes:	add notes here		

Report Count: **3** Open Total: **150.00**

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***.



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	**Encumbered:**	30.00
Net Budget:	390.00	**Year To Date:**	200.00

400.00 **160.00**

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