

# ACCOUNTS PAYABLE

The **KVS Accounts Payable** system can be used as a stand-alone system for vendor payments or as a part of a three-tiered system with the Requisition and Purchase Order modules, to provide complete control over the municipal purchase process. The Accounts Payable system tracks vendor activity, performs payment processing and check reconciliation. The ability to create recurring vouchers reduces data entry. Comprehensive security includes multiple approval levels for checks. Laser printing of checks and vouchers is also available. The entire purchasing process can be viewed on-line with vendor/account "drill-down" to activities.

**VOUCHER DETAIL SCREEN PINPOINTS ALL RELATED PURCHASE DATA, INCLUDING THE GENERAL LEDGER ACCOUNT POSTING**

Voucher No: 3888    **CONCRETE-INSTITUTE ST.**    Invoice Amount: 140.00  
 Vendor Code: 0000008178    **HANSON AGGREGATES**    Curr Total: 140.00

#	Description	Qty	Unit	Unit Cost	Ext Cost	R
1	CONCRETE-INS	0		0.0000	140.00	

Account No: A.5110.0400.0551    Account Description: CONTRACTUAL SERVICES 1ST S    %: 100.00    Amount: 140.00

Vendor Code: 0000015359    **OFFICEMAX, DEPT 601118006023298**

S	Invoice	Inv Date	Voucher No	Chk ID	Chk No	Pay Due	Description	ST	Amount
✓	1872J077	03/18/2005	1230	00001	684	04/12/2005	ROLL LAM LIN F	F	10.00
✓	259699	03/23/2005	1229	00001	684	04/12/2005	BATTERIES/#15	F	101.97
✓	6169J063	03/04/2005	1232	00001	684	04/12/2005	ASST SIGN HEF	F	13.36
✓	22393078	03/08/2005	1231	00001	684	04/12/2005	TAPE CARTRID	F	26.79
✓	2254J070	03/11/2005	1640	00001	896	05/09/2005	USB A/B CABLE	F	25.99
✓	2253J070	03/11/2005	1641	00001	896	05/09/2005	DJ 6540 PRINTE	F	129.99
✓	2767J084	03/25/2005	1991	00001	995	05/23/2005	FILE FOLDER LA	F	75.98
✓	9260J104	04/14/2005	1996	00001	995	05/23/2005	PUSH PINS/REN	F	27.05
✓	4279J088	03/29/2005	1993	00001	995	05/23/2005	BLK CART/COM	F	56.98

**VENDOR MASTER FILE ACTIVITY SCREEN SHOWS INVOICE, VOUCHER & CHECK NUMBERS, DATES AND AMOUNTS IN ONE LOCATION**

**NYDEMO Voucher Detail Report**

Item	Description	Quantity	Unit	Unit Cost	Ext. Cost	Disc. %	Non Disc.	Disc. Amt.
1	SALARIES	5	HOUR	15,000.00	75.00	0.00	0.00	0.00

Total Vouchers reported: 1    Total G.L. Detail Reported: 1,420.00    Total Amount All Vouchers: 1,420.00

**ABSTRACT OF CLAIMS FOR TOWN COMPTROLLER AUDIT**

The claims set forth bearing numbers \_\_\_\_\_ to \_\_\_\_\_ have been audited and allowed by us being members of the Town Board.

Comptroller: \_\_\_\_\_  
Date: \_\_\_\_\_

TO THE SUPERVISOR OF THE TOWN

You are hereby authorized and directed to pay to the order of the following vendors the various amounts in payment of Claims hereinafter set forth, numbered the same as above inclusive, which have been audited and allowed and are chargeable to the fund and appropriation account as designated.

**SAMPLE VOUCHER DETAIL REPORT**

Pay Type: Check    Check No: 684    Amount: 152.12    Check Date: 04/14/2005  
 Presented: 04/30/2005    Status: Reconciled    Void Date: \_\_\_\_\_  
 Payee: OFFICE MAX, DEPT 601118006023298    Written to bank: No

SD	Voucher #	Date	Invoice #	Invoice Amt	Discount Amt	Withheld Amt
✓	1230	04/12/2005	1872J077	10.00	0.00	0.00
✓	1229	04/12/2005	259699	101.97	0.00	0.00
✓	1231	04/12/2005	22393078	26.79	0.00	0.00
✓	1232	04/12/2005	6169J063	13.36	0.00	0.00

**CHECK INQUIRY SHOWS STATUS OF CHECK AND PAYMENT DETAILS WITH DRILL DOWN CAPABILITY**