

FAQ - Does Unanet have a Cash Disbursements Journal?

Question

Does Unanet have a Cash Disbursements Journal?

Solution

Navigate to the Reports Dashboard, and select the "GL Details" report under the General Ledger reports in the Financial reporting section.

The screenshot shows the Unanet Reports Dashboard. The top navigation bar includes 'Organizations', 'Project', 'People', 'Forecast', 'Time', 'Expense', 'Financials', 'Documents', 'Admin', and 'Reports'. The left sidebar lists 'My Reports' with various report names. The main content area is titled 'Reports – Dashboard' and includes a 'Demo Notice' and a 'Financial' dropdown menu. The 'Financial' menu is expanded, showing three main categories: 'ACCOUNTS PAYABLE', 'ACCOUNTS RECEIVABLE', and 'GENERAL LEDGER'. Under 'GENERAL LEDGER', the 'GL Details' report is highlighted in yellow. Other reports listed include 'GL Summary (Trial Balance)', 'Balance Sheet Statement', 'Bank Reconciliation', 'Income Statement', 'Income Statement - Trending', and 'Statement of Indirect Rates'.

To view cash disbursements, the report can be run with the Document Type "VP - Vendor Payment" selected. This report will then display only those cash disbursements that have been completed and posted for the selected date range.

Reports – GL Details Criteria

[▶ Run Report](#) [📄 Save Criteria](#) [📄 Save Shared Criteria](#)

SAVED REPORT:		<Default Report>
LEGAL ENTITY:		MYCO - My Company
ACCOUNT:	<input type="text"/> <input type="text"/>	<All Accounts>
	ACCOUNT CODE ACCOUNT DESC.	
	<input type="checkbox"/> Include inactive	
ACCOUNT TYPE:		Asset Expense Liability Revenue
ORGANIZATION:	<input type="text"/> <input type="text"/>	<All Organizations>
	ORG. CODE ORG. NAME	
	<input type="checkbox"/> Include inactive orgs in filter	
PROJECT:	<input type="text"/> <input type="text"/> <input type="text"/>	<All Projects>
	OWNING ORG. ORG. CODE PROJECT CODE	
	<input type="checkbox"/> Show Owning Org. Codes in filter only <input type="checkbox"/> Show Org. Codes in filter only <input type="checkbox"/> Include inactive projects in filter	
DOCUMENT DATE:		BOT <input type="text"/> 12 to EOT <input type="text"/> 12 BOT to EOT
POSTED DATE:		BOT <input type="text"/> 12 to EOT <input type="text"/> 12 BOT to EOT
FISCAL PERIOD(S) RANGE:		FY19-09 to FY19-09 Fiscal - Current Month
ARRANGE REPORT BY:		Legal Entity
SUB-TOTAL TRANSACTIONS:		<input type="checkbox"/> Organization <input type="checkbox"/> Project
DOCUMENT:	<input type="text"/> <input type="text"/>	<All Document Numbers>
	DOCUMENT TYPE DOCUMENT #	
DISPLAY COMPANY LOGO:		<input type="radio"/> Yes <input checked="" type="radio"/> No

- AL - Cost Pool Post
- BR - Billing & Revenue Post
- CI - Invoice
- CMT - Commitment
- CP - Customer Payment
- D - Deposit
- EC - Expense Report Cost Post
- FY - General Ledger Closing
- JE - Journal Entry
- LC - Labor Cost Post
- VI - Vendor Invoice
- VP - Vendor Payment**



[▶ Run Report](#) [📄 Save Criteria](#) [📄 Save Shared Criteria](#)

GL Details

Legal Entity: MYCO - My Company
 Fiscal Period(s) Range: FY19-04 to FY19-05

Src Doc #	Doc Date	Fiscal Period	Description	Customer/Vendor	Person	Reference	Project	Quantity	Beginning Balance	Period(s) Activity		Ending Balance
										Debit	Credit	
Organization Hierarchy Level 5: MYCO - My Company												
Account Type: ASSET												
Account: 10.01.01 - Operating Bank Account												
VP 000000149	3/31/2019	FY19-06	--		Charlie User	--	--	--			9,889.75	
VP 000000150	3/31/2019	FY19-06	--		Frank Controller	--	--	--			2,717.22	
VP 000000151	3/31/2019	FY19-06	--		George Washington	--	--	--			1,201.36	
VP 000000152	3/31/2019	FY19-06	--		Cigna Healthcare	--	--	--			5,400.00	
VP 000000153	3/31/2019	FY19-06	--		Dun & Bradstreet Credibility Corp	--	--	--			300.00	
VP 000000154	3/31/2019	FY19-06	--		Equipment Distributors	--	--	--			6,000.00	
VP 000000155	3/31/2019	FY19-06	--		Hire Now	--	--	--			31,000.00	
VP 000000156	3/31/2019	FY19-06	--		Landlord Joe	--	--	--			14,000.00	
VP 000000157	3/31/2019	FY19-06	--		Materials Incorporated	--	--	--			10,000.00	
VP 000000158	3/31/2019	FY19-06	--		San Diego Gas & Electric	--	--	--			1,000.00	
Totals for 10.01.01 - Operating Bank Account:											81,488.33	(81,488.33)
Totals for ASSET:											81,488.33	(81,488.33)

To include cash disbursements that have yet to be posted, navigate to **Financials > Accounts Payable > Vendor Payments**. In the **VENDOR PAYMENT STATUS** section, select the check boxes for *Inuse* and *Submitted* statuses. Run the report for the selected date range.

Unanet Organizations Project People Forecast Time Expense Financials Documents Admin Reports

Accounts Payable – Vendor Payments

Search List

Save Criteria Vendor Payment

SAVED LIST: <Default List>

LEGAL ENTITY: <All Legal Entities>

VENDOR: [ORG. CODE] [ORG. NAME] > <All Vendor Profiles>

DOCUMENT #: [] > <All Document Numbers>

BANK ACCOUNT: [] > <All Bank Accounts>

CHECK / REFERENCE #: []

DOCUMENT DATE: 6/1/2019 to 6/30/2019
Calendar - Current Month

POST DATE: BOT to EOT
BOT to EOT

FISCAL PERIOD(S) RANGE: [] to []
Custom

CHECK PRINT STATUS OPTIONS:

- Show checks that are being printed only
- Show checks that have been printed only
- Show checks that have not been printed only
- Show all

VENDOR PAYMENT STATUS:

STATUS

- Inuse
- Submitted
- Posted
- Select All

DOCUMENT REVERSAL OPTIONS

- Include Valid Documents
- Include Voiding Documents
- Include Voided Documents

CHECK PRINTING OPTIONS ▶

ADDITIONAL CRITERIA ▶

Unanet Organizations Project People Forecast Time Expense Financials Documents Admin Reports My Account

Accounts Payable – Vendor Payments

Search List

Save Criteria Vendor Payment

	CHECK PRINTED	DOCUMENT #	ORIGINAL DOCUMENT	DOCUMENT DATE	VENDOR	CHECK / REFERENCE #	PAYMENT AMOUNT	BALANCE	APPLIED AMOUNT	DISCOUNT	PAYMENT METHOD	DESCRIPTION	STATUS	FISCAL PERIOD	LEGAL ENTITY	BANK ACCOUNT	VOIDING DOCUMENT #
		000000159		5/19/2019	V-DUNSBRADSTREET - Dun & Bradstreet Credibility Corp		\$300.00	\$0.00	\$300.00	\$0.00	VEN-ACH Vendor Payment	Inuse	FY19-09	MYCO - My Company	Credit Card Account		
		000000159		5/19/2019	V-CIGNA - Cigna Healthcare		\$2,700.00	\$0.00	\$2,700.00	\$0.00	VEN-ACH Vendor Payment	Inuse	FY19-09	MYCO - My Company	Credit Card Account		
Total Vendor Payments: 2							\$3,000.00	\$0.00	\$3,000.00	\$0.00							

Print

Additionally, you can access a cash disbursements report via this "monthly check register" export template:

[Monthly Check Register Export Template.csv](#)

Additional Information

[KC - AP Admin Guide - Accounts Payable Process Flows](#)

[KC - AP Admin Guide - Manual Vendor Payment Entry](#)

[KC - AP Admin Guide - Bulk Vendor Payment Creation](#)

[Help Docs - Vendor Payments](#)

[KC - Quick Topic - Common Costpoint Reports in Unanet](#)