

Guide to Auto-Published Accounting Forms

The auto-publishing Accounting Forms feature allows for the automatic publication of transaction forms and reports to smartview when a transaction is posted or adjusted or the order status is changed to Closed, Completed or Canceled.

This guide will assist you in understanding when a transaction form or report is auto-published and how they appear in smartview. Review the applicable sections as needed.

- › [Publishing Transaction Forms \(Receipts / Disbursements\)](#)
 - [Voided or Stop Payment Transactions](#)
- › [Publishing Reports](#)
- › [Unable to Generate/Publish](#)

Publishing Transactions Forms

The common accounting forms uploaded to smartview are:

- › **Receipts**
 - » **Incoming Wires** – manually created only, those generated by WMA Service are not automatically uploaded
 - » **Interest Credit**
 - » **Ledger Transfer (+)**
 - » **Miscellaneous Credit**
 - » **Receipts**
 - » **IBA Transactions**
- › **Disbursements**
 - » **Checks** – Check documents are published with a “**COPY**” watermark
 - » **Miscellaneous Debits**
 - » **Outgoing Wires**
 - » **Ledger Transfer (-)**
 - » **IBA Transactions**
- › **Reports**
 - » **Disbursement Summary**
 - » **Single Ledger Balance Report**

A transaction form (receipt or disbursement) is published when incoming fund transactions and disbursement transactions are posted in the **Register** (where **Status = Posted**).

The published transaction form is published to smartview for,

- › Residential transactions: Accounting > Posted Accounting Forms folder
- › Commercial transactions: Receipts and Disbursements > Posted Accounting Forms folder

If the folder is not found, the form is posted to the root folder.

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Naming Convention of Published Documents

The naming convention used for the published transaction form is:

- › **Receipts** - *<transaction type>_<1st twenty characters of the Payor Name>*

As an example: An Incoming wire from the *Bradley Smith Foundation & World Organization* would be saved as, **Incoming Wire_BradleySmithFoundati**.

- › **Disbursements** -

- » **Checks:** *Check Number <check number>_<1st twenty characters of the Payee Name>*

- » **Non-check disbursements:** *<transaction type>_<1st twenty characters of the Payee Name>*

If a transaction form (receipt or disbursement) exists in smartview with the same name, the document is versioned.

Receipts or Disbursements – Voided or Stop Payments

If a transaction (receipt or disbursement) is voided or a disbursement transaction is set to stop payment, the published form filename is updated to include "Void" or "Stop Payment".

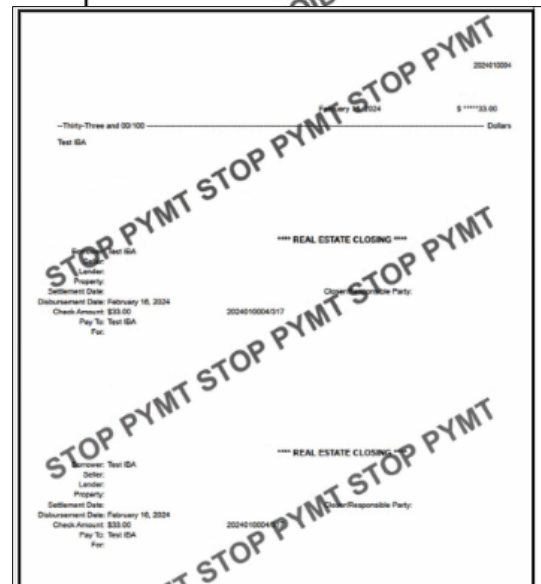
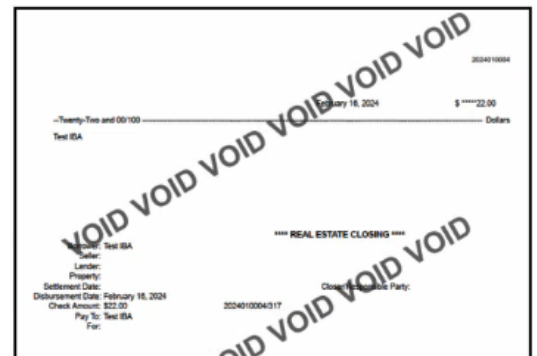
The published form filename is updated to include '**Void**' or '**Stop Payment**'.

- › If the Voided Transaction is,
 - an incoming transaction: "**Void**" is added to the end of the transaction name:
<transaction type>_Void_<first 20 characters of the Payor Name>
 - a disbursement transaction: "Void" is added to the name after the transaction type:
Check Number <check number>_Void_<first 20 characters of the Payor Name>

When a check is **Voided**, the form is published with a **Void** watermark

- › If the Stop Payment transaction is,
 - a disbursed **Check** where **Check Type = Stop Payment**, "**StopPayment**" is added after the check number
Check Number <check number>_StopPayment_<first twenty characters of the Payee Name>

When a **Stop Payment** has been issued on a check, the form is published with a **Stop Pymt** watermark

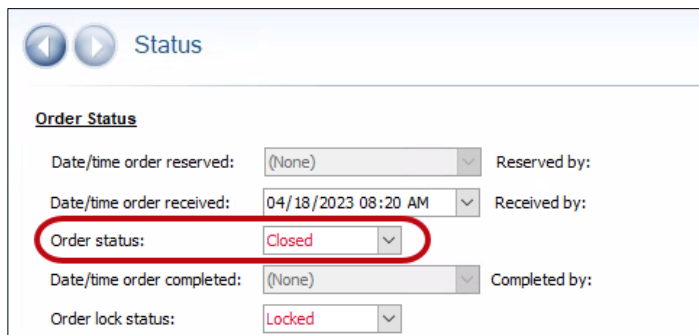


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Publishing Reports

Certain fields in SoftPro Select are triggers to generate the Single Ledger Balance Report and the Disbursement Summary. The **Current Profile** also determines which **Disbursement Summary Report** is generated (i.e., CDF, HUD-1, or **Commercial**).

- › **Order Status** is used to generate the **Disbursement Summary Report**



Status

Order Status

Date/time order reserved: (None) Reserved by:

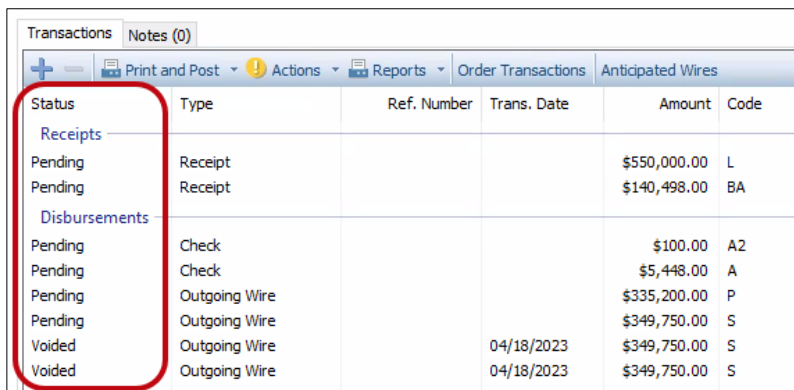
Date/time order received: 04/18/2023 08:20 AM Received by:

Order status: **Closed**

Date/time order completed: (None) Completed by:

Order lock status: Locked

- › **Transaction Status** is used to generate the **Single Ledger Balance Report**



Status	Type	Ref. Number	Trans. Date	Amount	Code
Pending	Receipt			\$550,000.00	L
Pending	Receipt			\$140,498.00	BA
Pending	Check			\$100.00	A2
Pending	Check			\$5,448.00	A
Pending	Outgoing Wire			\$335,200.00	P
Pending	Outgoing Wire			\$349,750.00	S
Voided	Outgoing Wire		04/18/2023	\$349,750.00	S
Voided	Outgoing Wire		04/18/2023	\$349,750.00	S

Disbursements Summary

Best Practice: Make all Register changes (add or adjust a posted transaction) before updating the **Order Status** (to **CLOSED**, **COMPLETED** or **CANCELED**).

The **Disbursements Summary** is generated and published to smartview the next time the Order is closed after the **Order Status** is,

- changed to **CLOSED** and the Old Value is anything other than **CLOSED**.
- changed to **COMPLETED** and the Old Value is anything other than **COMPLETED**.
- changed to **CANCELED** and the Old Value is anything other than **CANCELED**.
- actively set to **CLOSED** and the user posts or adjusts a transaction.
- actively set to **COMPLETED** and the user posts or adjusts a transaction.
- actively set to **CANCELED** and the user posts or adjust a transaction.

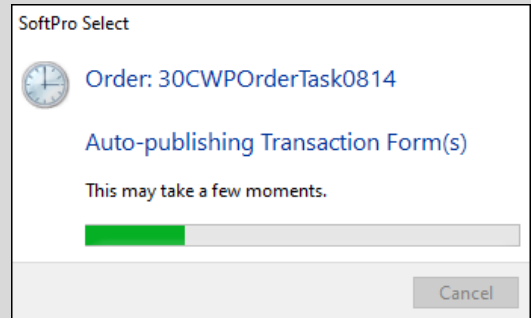
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- actively set to **CLOSED** and the users posts or adjusts a transaction from the Ledger.
- actively set to **COMPLETED** and the users posts or adjusts a transaction from the Ledger.
- actively set to **CANCELED** and the users posts or adjusts a transaction from the Ledger.

NOTE: An informational message is displayed if you attempt to close the order or navigate within the order while a transaction form is being generated/published to allow the process to complete.

The Order number cited is the order the transaction form is being saved to.

This occurs when the above rules are met to publish a Disbursements Summary. Once the process completes, navigation within the order can resume or the order closed.



Single Ledger Balance Report

When one or more transactions are added or adjusted (existing or new transactions), and the user navigates away from the **Register**, a **Single Ledger Balance** report is generated and published to smartview.

This occurs for all transaction types and applies to transactions with a **Status** of **Posted**, **Voided** or **Stop Payment**.

Unable to Generate/Publish

If a document (transaction form or report) cannot be generated and published after two attempts, an error message displays citing that it cannot be generated and published and must be done manually.

