



Accounts Payable

Accounts Payable writes checks and tracks credits, discounts, partial payments, and recurring obligations, enabling you to effectively manage your business expenses. It includes numerous vendor and payable inquiries as well as an extensive library of expense analysis reports, and displays credit card transactions to track each purchase.

Features of Accounts Payable

- Selects and calculates early payment discounts
- Displays total accounts payable and approved-to-pay amounts
- Allows unlimited partial payments on open invoices
- Permits user-defined periods for aging payables
- Alerts you if vendor credit limits are needed
- Allows application of open debit memos to selected invoices
- Records and tracks credit card purchases to both the credit card company and the vendor
- Check voiding capability streamlines processing for lost checks
- Permits 14 payment priorities to prioritize invoice payment
- Vendors may be placed on payment hold, purchase hold, or both
- Allows an unlimited number of checking accounts
- Allows you to create invoices manually or match them up to purchase order receipts
- Lets you create pre-payments without creating an invoice
- Allows non-check payments of invoices, such as wire transfers
- Real-time Business Status Report™ provides immediate status for Current Balance, Cash Balance, Net Cash Forecast, Approved to Pay, Period-to-Date Payable, and Payments and Discounts/ Adjustments
- Vendor URL support
- Drill down capability from the Business Status Report on cash balance and current balance
- Multiple remit to addresses
- Value Added Tax (VAT) Support
- Provides selectable archive dates
- Locates vendor records by pick lists or full or partial telephone numbers
- Built-in bank reconciliation options include sorting and filtering date and check ranges for easy and efficient reconciliation
- Flexible approve to pay feature lets you view just the invoices that meet your criteria (vendor, discount date, invoice date, etc.) and approve or unapprove, in part or in full, with just a click
- Browse payables for approval in dollar amount order, approve and unapprove by payment priority
- Separate 1099 Closing: Continue to enter AP payments after year-end close
- Print 1099's to laser printers. Option to include 1099's above a minimum dollar amount. Print 1099's for a previous year at any time. Capability to file 1099's electronically
- As of Aging reports provide the ability to specify a prior date for Aging reports, which produce the report as of that date
- Customer and Vendor longitude and latitude fields for geographic information systems
- Integrates with Job Cost



Accounts Payable

Standard Reports

Each report may be customized from a matrix of user-selected options, displayed, printed, exported to a spreadsheet, faxed, emailed or saved on disk. Some of the reports included are:

- Accounts Payable Aging (Past Due & Forecast)
- Accounts Payable Discount Report (Pending & Lost)
- Accounts Payable Journal
- Approved to Pay
- Bank Reconciliation
- Business Status Report
- Cash Requirements
- Check Register
- Checks (in user-defined Top Stub Format)
- Credit Card Transaction Control Report
- Invoice Register
- Master Distribution Journal
- Unbilled Receipts Report