

ACCPAC®

ACCPAC Small Business Series

Accounts Payable

HIGHLIGHTS

- Accurate management of vendor records
- Powerful transaction processing
- Flexible cash disbursement
- Full add-in multicurrency support
- Complete, customizable reporting
- Drilldown from General Ledger to Accounts Payable

REPORTS

Setup Reports:

- Options
- Account Sets
- 1099/CPRS Codes
- Distribution Codes
- Distribution Sets
- Terms
- Vendor Groups
- Vendors
- Remit-To Locations
- Payment Selection Codes

Forms:

- Checks
- Advices
- Letters
- Labels
- 1099/CPRS Amounts

Processing Reports:

- Batch Status
- Batch Listing
- Posting Journals
- Posting Errors
- Check Register
- G/L Transactions

Analytical Reports:

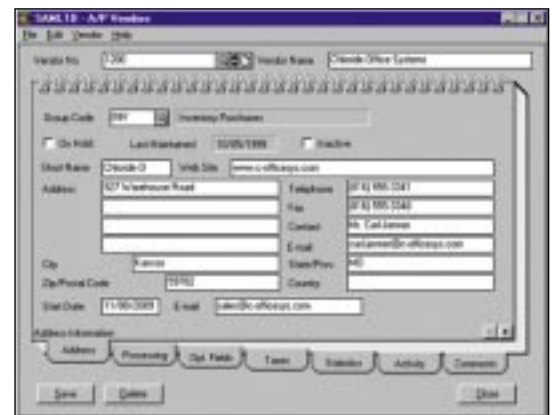
- Vendor Transactions
- Aged Payables
- Aged Cash Requirements

ACCPAC Small Business Series Accounts Payable helps you manage your business' cash flow with ease

ACCPAC Small Business Series™ Accounts Payable provides robust accounting features to streamline your entire cash flow process and help you save money. Accounts Payable's powerful library of accounting and reporting features facilitates rapid entry of vendor invoices, flexible cash disbursement and full check reconciliation. With this comprehensive financial management tool you can prioritize payments, use discounts effectively, negotiate terms, reduce bad debts and keep 1099 and Contract Payment Reporting System (CPRS) information for vendors that are subject to 1099/CPRS reporting—all in a timely manner. With its powerful accounting and reporting features, Accounts Payable makes it easier to manage the detailed information your company requires.

Accurate Management of Vendor Records

- Organize vendor records quickly and easily.
- Create an unlimited number of vendor groups for statistical and reporting purposes.
- Create an unlimited number of remit-to locations for each vendor.
- Establish if vendors are subject to 1099/CPRS reporting and set defaults.
- Print 1099/CPRS amounts without closing the year.
- Enter an unlimited number of vendor comments, each up to 250 characters in length, with expiration and follow-up dates.
- Accumulate vendor statistics by fiscal year and period, and retain that information for as long as you need it.
- Flag any records as inactive if you want to stop using them on a daily basis but wish to retain them in the system for historical and reporting purposes.
- Delete groups of inactive vendors quickly and easily.
- Maintain vendor e-mail and Web site addresses.



Powerful vendor management features built right into Accounts Payable help you maintain control of your vendor information

Windows® 2000 Ready

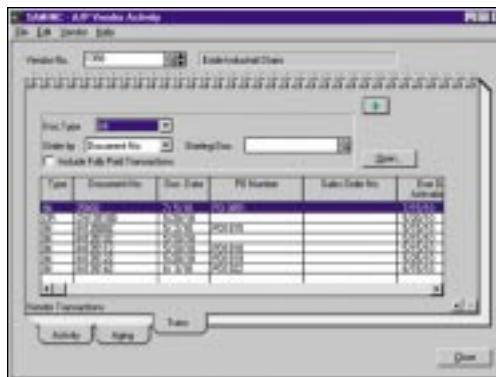


Powerful Transaction Processing

- Drill down from General Ledger Transaction History to Accounts Payable transactions and then to originating Purchase Orders transactions.
- Identify invoices by invoice number, purchase order number or sales order number.
- Maintain as many open batches of invoice, payment and adjustment transactions as necessary.
- Import transactions from other accounting systems or applications.
- Automatically distribute invoices to as many general ledger expense or asset accounts as you require by defining distribution sets.
- Set up and schedule recurring payables for invoices that you pay on a regular basis.
- Take advantage of the Reminder List capabilities of System Manager to remind staff to process recurring payables.
- Calculate tax for vendor invoices even when the tax is included in the invoice amount, or manually distribute tax.
- Trap duplicate invoice numbers.
- Define as many as eight optional fields for invoices, vendors and remit-to locations.
- Adjust open invoices during payment entry.
- Drill down to invoice history during payment entry.
- Reapply old credits and payments to existing invoices and debits.
- Make payments by selecting invoices from a list or by entering numbers directly.
- Enter the invoice and payment at the same time with cash invoicing.

Check Processing Power

- Generate and print system checks, with or without payment advices, for current payables and forced transactions that you select for payment.
- Process checks to prepay invoices that you have not yet received.
- Print checks individually as you enter them, or generate batches of checks and print them all at once.



Fast and easy to view vendor transaction history

- Generate separate checks for each invoice, or create summary checks.
- Reinstate invoices by reversing posted checks.
- Print checks in English, French and Spanish.

Flexible Payment Controls

- Hold individual vendor accounts so transactions won't be paid.
- Force or withhold payment of individual transactions, control the maximum payment amount and/or exclude specific vendors.
- Change the discount percentage or amount as required and establish standard payment selection criteria for creating check batches.

Powerful Audit Trail Capabilities

- Keep details of all fully paid transactions and print them when needed.
- Print a journal of the entries posted in each posting run, listing key pieces of information you can use to track each detail.
- Keep complete transaction history for as long as you choose.

Full Multicurrency Accounting Support with the Small Business Series Multicurrency Module

- Enter, post, and report transactions in any currency your company uses.
- View account balances and print key analysis reports in both vendor's source currency and your functional (home) currency.

- Apply cash to invoices in any currency and recognize exchange gains and losses at the same time as invoice settlement.
- Calculate unrealized gains and losses for open transactions as exchange rates fluctuate.
- Use the euro support to enter transactions for EU and non-EU members.

Integrated Solution

- Integrate with other business applications, such as General Ledger, to make a comprehensive financial management system.
- Create general ledger batches directly in the ACCPAC General Ledger or create batches that are ready to import to a general ledger at a remote location.
- Use with Bank Services for true bank statement reconciliation, facilitating the management of multiple banks and bank information. Bank Services integrates with Accounts Payable and Payroll to track checks, handle the reversal of checks and keep an audit trail of all payments.
- Use with Tax Services to handle all tax computations and reporting, and to maintain all tax authorities and tax classes.

ACCPAC®

For more information about this and other ACCPAC® products, please call:

800-808-7000

or visit:

www.accpac.com

For current system requirements, consult your authorized ACCPAC reseller or visit www.accpac.com.

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