



# Accounts Payable

The Accounts Payable module provides for all the standard A/P functions and many other unique features, such as:

- Create comprehensive Vendor Profiles with up to 99 alternate addresses, class codes, 1099 information, terms code and default GL's all with direct e-mailing capability.
- Predetermined and modifiable GL accounts for vendors with automatic divisional substitution for multi-company.
- Minimize data entry by posting invoice information from vendor provided files through the import process.
- Automatically assign purchase orders to invoices.
- Minimize data entry with recurring monthly, quarterly and yearly invoices and the flexibility to modify amounts and entries before creating liabilities.
- Positive pay files are generated for submission to the bank for check cashing verification and ACH files can also be generated for direct deposit into a vendor's account with an electronic remittance advice. Direct deposit stubs are created in a separate run to facilitate substitution of check stock with regular paper.
- Payment selection by individual vendor, invoice date, due date, terms code, or division. Also includes batch mode and security for individual users.
- Check printing on custom or blank check stock with an optional signature printing. Also, create manual checks with exact or not to exceed dollar amounts. Then record the expense and payment of manual checks in one process or as an existing liability.
- 1099 processing with the ability to edit and modify the data before printing.

## Reports

- 1099 Detailed Report
- Aged Accounts Payable
- Aged AP by Payable Account
- Backup Withholding Report
- Cash Basis Register
- Cash Requirements Report
- Check Register
- Future Period Check Listing
- Invoice Register
- Month End AP Reconciliation
- Monthly Check Register (99 years)
- Monthly Invoice Register (99 years)
- Payment selection Register
- Unrecorded Check Listing
- User-defined Reports
- Vendor Invoices by Dept/GL
- Vendor Invoice History up to (99 years)
- Vendor listings, labels, and directory
- Vendor Payment History (99 years)

## Integrates with

Alerts & Messaging; Bank Reconciliation; Capital Projects; Construction Projects; Fixed Assets; General Ledger; Inventory Control; Payroll and Purchase Orders.

## Key Features

All tables have the ability to be modified to meet the specific needs of your facility.

Flexible to accommodate one or several accounts, companies or multiple divisions.

User defined clearing, reporting range and sort options.