



Vision for the Future!

Accounts Payable

Business Management Software

Enterprise Edition



General Ledger



Accounts Payable



Payroll



Human Resources



Warehouse



Fixed Assets



Receivables



Security

The Accounts Payable module provides for requisition input, purchase order approval and maintenance, invoice processing, and grouping of invoices for check printing. Easy-to-use, password protected, intuitive screens follow the normal Accounts Payable process. The architecture supports a large office with a separation of functions. Easy movement from one function to another also makes it ideal for the AP manager. All requisitions and purchase orders, including revisions, are available on-line with the click of a button. Besides the normal Windows® capabilities (sort, filter, find, and so on), this module also provides the ability to group and view unapproved requisitions, approved purchase orders (with or without partial payments), and a complete history of individual purchase orders. Accounts Payable integrates with the General Ledger, Fixed Assets, and Warehouse modules.

- Accounts Payable
- Purchasing
- Central Receiving
- Payments
- Vendors
- Reports
- Configuration

Enter It Once **Check Available Budget Instantly**

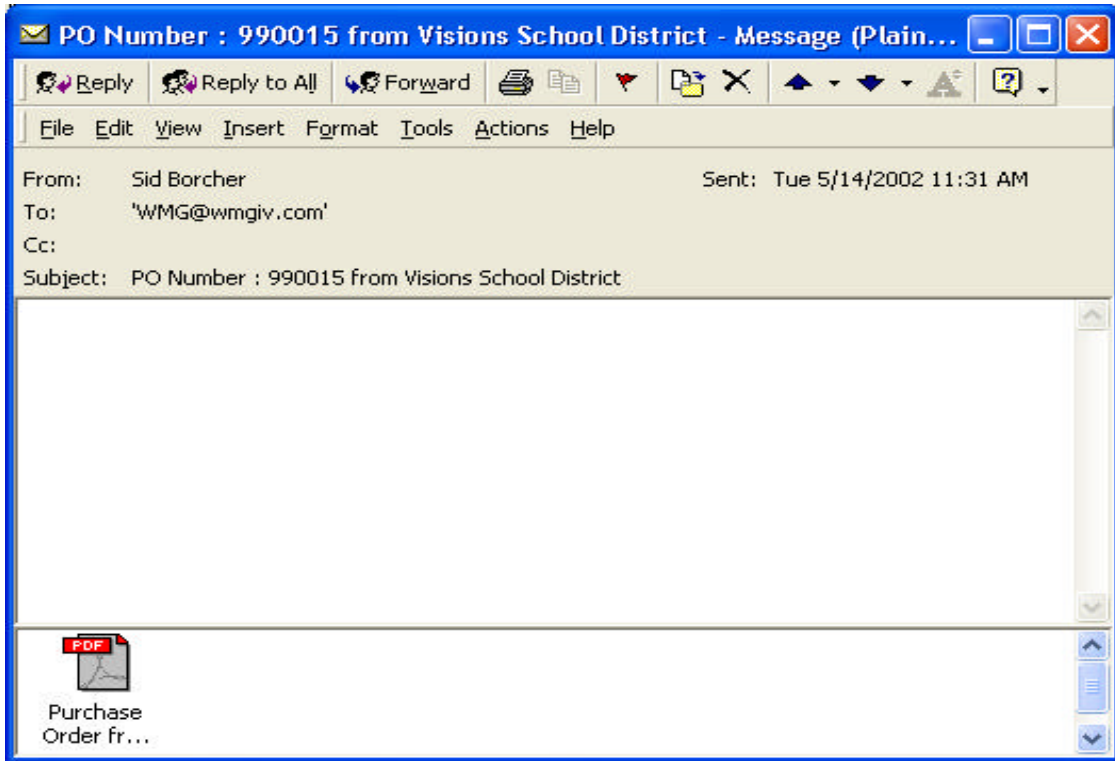
Requisition processing starts with instant budget checking for each line item you enter. You can enter an unlimited number of line items and even split (account) coding. The system automatically calculates price, quantity extensions, tax, and freight. You select vendor and account codes using drop-down lists. You can identify requisitions by project and later report on them to track special projects.

To support Remote-Based Requisitions, you control the vendor list and ship-to locations at the Central Office. Using Accounts Payable, you can also assign account code subsets for use by each of your remote locations.

Purchase Order Approval **A Simple Click**

Purchase order processing begins by approving a requisition with a single click and transforming it into a purchase order. The system then encumbers the total amount. You can control who can approve purchase orders and assign a dollar limit to the amount they can approve.

You can revise and review purchase orders on-line, including all payment history. Once you mark a purchase order as complete, any unexpended encumbrances that remain are released and returned to the appropriate budget balance.



Enter the vendor's E-mail address in the vendor maintenance screen, select the option to E-mail vendor copy and print signature and you can automatically E-mail the vendor copy of the purchase order as a non-editable PDF file. You save hours in stuffing envelopes and postage costs.

Invoice Processing As Simple As It Gets

You pay your invoices using the Pay Invoice utility. When you pay an invoice, the system reduces any remaining encumbrance accordingly. You can also change individual line items of a purchase order (including price, quantities, and freight) to match the invoice. (This doesn't change the original purchase order, though). The system records any partial payments in the purchase order history. You can also suspend invoices for later payment.

Vendor Calls Answer Immediately With On-Screen Look-Up

Invoice Inquiry is an on-line function that enables you to view all invoices in the system. This view provides the invoice number, date, purchase order number, voucher number, vendor name, total, and status. The status could indicate that an invoice has been paid and posted to the General Ledger, suspended, in an invoice batch, and so on.

Group Invoices For Payment Schedule As Many As You Like

Completing the Accounts Payable process is the Voucher Maintenance utility. This utility enables you to group (or batch) invoices for payment, and either print them locally or transmit them for remote printing. You assign a bank account, from which the checks will be written, to each voucher. You can retrieve previously suspended invoices and suspend others for later payment.

Flexible Reports View On-Line Or Print

Reporting is available on-line as well as printed. In addition to the Windows capability of sending reports to any Microsoft Office® program, there are numerous preformatted reports. Among those are reports such as 1099s, Vendor Totals, Purchase Order Pay History, Vendor History, Purchase Order Aging, and an assortment of encumbrance reports.

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