

The *Accounts Payable* system improves cash flow management by providing invoice entry and editing to check reconciliation and printing. The system ensures that available discounts are taken, maximizing allocation of cash resources.

### Entry and Inquiry

- ♦ Prevent the entry of duplicate vendor invoices.
- ♦ Distribute expenses to pre-defined accounts automatically.
- ♦ View paid or unpaid invoices by vendor with the Vendor Inquiry.
- ♦ Control payments to a vendor by placing one or all invoices on hold.
- ♦ Track discounts and due dates automatically to avoid missing early pay opportunities or paying late fees.
- ♦ Store memos with automatic date, time, and author stamping.

### Check Writing

- ♦ Create recurring payables automatically for rent, car loans and bank notes.
- ♦ Enter a date to project the cash needed to pay due invoices.
- ♦ Track outstanding, cleared, or voided checks with Check Reconciliation.
- ♦ Allow multiple checking accounts and convert foreign currencies.
- ♦ Enter and print a manual check for new or existing invoices when needing immediate payment such as COD shipments or one-time vendors.
- ♦ Void a check and optionally reinstate the invoices.

### Interfaces

- ♦ Purchases and payments are automatically updated to the General Ledger system.
- ♦ Automatically updates job related costs into the Job Cost system.
- ♦ Invoices entered through Purchasing appear as open invoices in Accounts Payable.

### Reports

- ♦ Run a *Vendor Analysis* report to show current and previous year invoice and payment history.
- ♦ Print an ageing by general ledger date to help with auditing, or by invoice or due date to monitor future cash outlay.
- ♦ Print 1099's automatically for any vendor.
- ♦ Print monthly distributions of expenses with the *General Ledger Account Distribution*.