



# Accounts Payable

## Objective

To provide timely, accurate and efficient control of processing invoices, paying bills and analyzing expenses and available discounts to improve cash flow, while maintaining close relationships with suppliers.

## The Value of Accounts Payable

- Forecast current and future cash requirements easily and accurately
- Utilize the invoice registration system to ensure invoices have been authorized for payment
- Complete purchase analysis of suppliers
- Use Goods Received Notes to track Accounts Payable accruals and control price variances
- Provide automation of payment processing
- Take advantage of settlement discounts
- Streamline data processing by approving supplier invoices electronically
- Support recurring expense entries
- Process manual and void checks
- Manage suppliers by branch

## Matching Accounts Payable to your business

- Process in multiple currencies (EMU compliant)
- Link suppliers to default ledger codes
- Manage permanent and temporary suppliers
- Contra invoices between supplier and customer
- Manage multiple branches
- Support full TAX/VAT/GST
- Two tier tax system
- Post transactions to current and two prior periods
- Expense invoices over multiple general ledger accounts
- Automate postings of recurring monthly entries for leases and rentals
- Automatically calculate due dates and discount dates with payment alerts and suggestions
- Record invoices for approval prior to liability
- Release payments for multiple local and foreign currency banks
- Process concurrent payment cycles
- Automatic or user selection of invoices for payment
- Provide the ability to place an invoice on hold and restrict payment
- Maintain history of receipts and invoices
- Define check, remittance and label formats
- Electronic trading suppliers
- Capture balance and historical invoices
- Revalue foreign invoices
- Automatic numbering of suppliers

## Integration

- Integrates with the following modules:
  - Accounts Receivable
  - Cash Book
  - Electronic Funds Transfer
  - General Ledger
  - Purchase Orders
  - Work in Progress
  - Business-to-Business Trading
  - Contact Management

## Audit trails and reporting

- Cash requirements reporting to improve cash management
- User-defined selection criteria for flexible reporting
- Free format check and remittance advice
- Manual checks
- Complete audit trails of invoices, payments and master file amendments
- Detailed screen query with history and graphics
- Maintains payment history as required
- Label print programs for mailings
- Grouping by supplier class, branch and bank
- Produce 1099 documents

