

# Accounts Payable

The Accounts Payable module provides the ability to pay bills, manage credits from and payments to vendors and keep records of invoices. Users operate on a cash, accrual, or modified accrual basis. Module interfaces with Bank Reconciliation, Purchase Order, and General Ledger.

---

## Features and Benefits

- Company Information Data: company setup, who did the setup, and when completed
- All inquiries from one screen
- Accrual or cash basis accounting
- Direct/automatic integration: General Ledger and Bank Reconciliation
- Optional integration: Purchase Order
- Recurring payment processing
- 1099 forms printed
- Manual checks tracked
- Inquiries: paid and unpaid invoice, vendor, general ledger account number, project
- Check selection: due date, vendor, invoice
- Multiple lines of distribution per invoice
- Multiple invoices from vendor combined into single check with stub detail
- Multiple bank accounts in multiple banks
- Standard reports: cash requirements, aging analysis, vendor activity, vendor labels, lists
- Voided checks removed from the vendors paid file, displaying only regular and manual checks
- Voided AP check voids all line items of invoice for which check was written
- Distribution percentages for expenses you wish to split between departments
- Distribution percentages of remittance to multiple G/L accounts
- Project descriptions attached to every transaction, for easy recapping and reporting
- Achieve accuracy with the standard processing steps: enter, edit, update
- Produce audit trails for internal and external accountability
- Save staff processing time with single entry of information: vendor information, recurring payments
- Streamline the voiding process

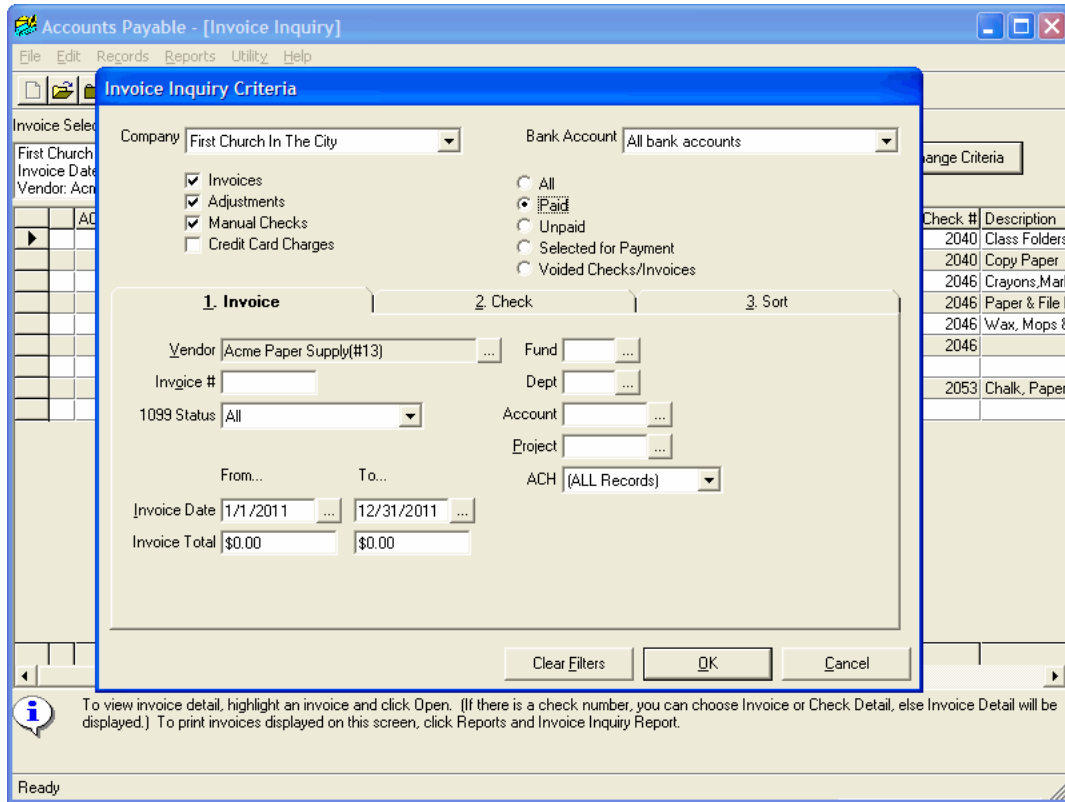
---

### Required modules:

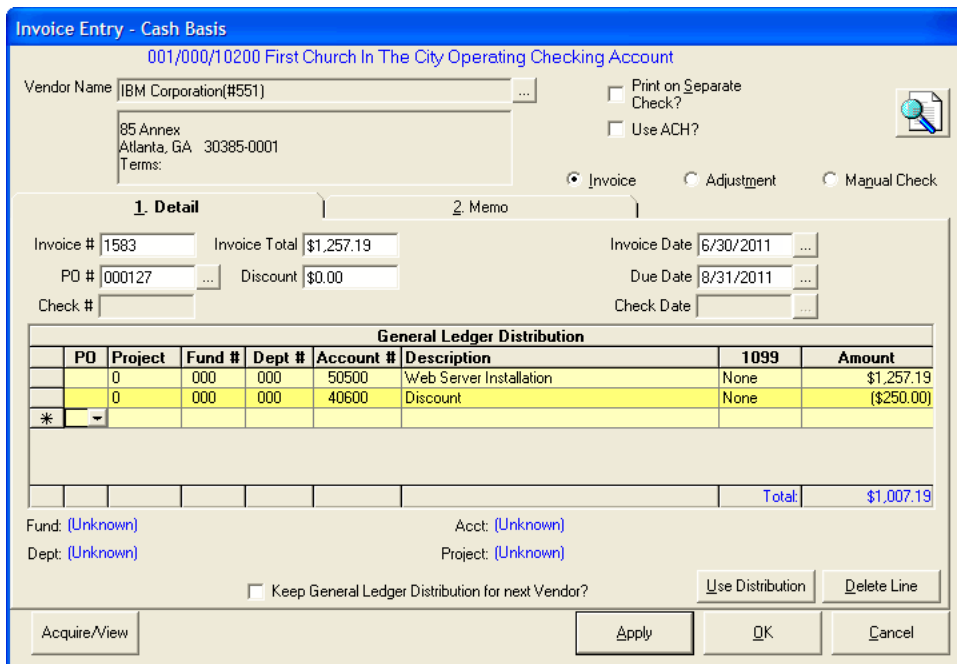
- General Ledger
- GlobaFILE

### Optional module(s):

- Check Express
- Purchase Order



Inquire on A/P history using all of the above fields and sorting options. No other software provides greater flexibility. Use drill-down filters to locate specific checks or invoices.



Create invoices with unlimited multiple lines and multiple G/L accounts. Automatically assign user-defined, preset distributions to each invoice.