

AccountMate 6.0

Accounts Payable

No matter how profitable a company is, without a premier **Accounts Payable** system it can still lose money. With AccountMate 6.0's Accounts Payable, you can avoid duplicate invoices and late payments, require that invoices entered into the system be supported by purchase orders, and automatically take early-payment discounts. AccountMate can manage payments for all types of 1099 vendors and print applicable 1099 forms. And when integrated with AccountMate's Purchase Order module, you have a complete vendor and purchasing system that will enhance your ability to manage your vendor base and valuable financial resources.

ACCOUNTMATE 6.0 ACCOUNTS PAYABLE FEATURES

Instant Access to Vendor Information

Always have instant access to a vendor's balance, open debit, available credit, and year-to date and accumulated-to-date purchase totals while posting an invoice for the vendor.

Enhanced Vendor Maintenance Functions YTD Purchase

Year-to-Date purchase information is calculated based on your company's total purchases from a vendor within a user-defined year.

Vendor Ledger Card

Drill down information displays the details of the vendor's balance, showing the invoices, prepayments, payments and invoice distribution.

One-Time Vendor Invoice Entry

The one-time vendor option provides a quick way to input information when processing an invoice from a one-time vendor without necessarily creating a vendor record.

Vendor Beginning Balance

A new vendor can be entered with a pre-existing balance.

Deleted Vendors Can Be Archived

Vendors that are not active and have no outstanding balance can be deleted and archived. Archived vendor records can be reactivated at any time, eliminating the need to input data again.

Automatic Warning of Duplication of Accounts Payable Invoices

If an Accounts Payable invoice with the same invoice number has already been created for a given vendor, an alert appears preventing the creation of duplicate invoices. Invoice lookup is also available during invoice posting to determine whether the vendor's invoice is paid or outstanding.

Automated Prepayment Features

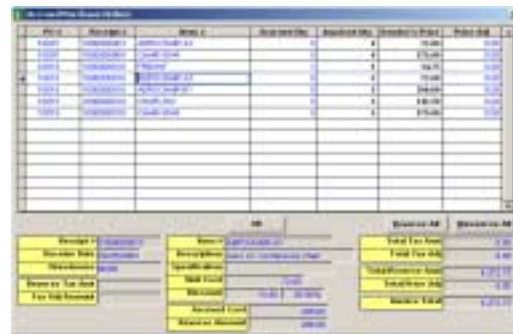
With the prepayment invoice entry feature, you can post advance payment transactions even before you receive a vendor's invoices. AccountMate automatically posts to prepayment accounts and handles the expense posting when the prepayment is applied to vendor invoices.

Recurring Invoices

Recurring AP invoice templates can be easily set up for rent, loan payments and other needs. Recurring invoices can be quickly generated without having to re-enter the data, and can be amended like other invoices.

Purchase Order Lookup

The ability to look up all purchase orders for a selected vendor while posting an invoice aids in matching a purchase order to an invoice.



Vendor	Invoice No.	Invoice Date	Invoice Amount	Invoice Status
Vendor 1	1001	1/15/01	1000.00	Open
Vendor 1	1002	1/22/01	1000.00	Open
Vendor 1	1003	1/29/01	1000.00	Open
Vendor 1	1004	2/5/01	1000.00	Open
Vendor 1	1005	2/12/01	1000.00	Open
Vendor 1	1006	2/19/01	1000.00	Open
Vendor 1	1007	2/26/01	1000.00	Open
Vendor 1	1008	3/5/01	1000.00	Open
Vendor 1	1009	3/12/01	1000.00	Open
Vendor 1	1010	3/19/01	1000.00	Open
Vendor 1	1011	3/26/01	1000.00	Open
Vendor 1	1012	4/2/01	1000.00	Open
Vendor 1	1013	4/9/01	1000.00	Open
Vendor 1	1014	4/16/01	1000.00	Open
Vendor 1	1015	4/23/01	1000.00	Open
Vendor 1	1016	4/30/01	1000.00	Open
Vendor 1	1017	5/7/01	1000.00	Open
Vendor 1	1018	5/14/01	1000.00	Open
Vendor 1	1019	5/21/01	1000.00	Open
Vendor 1	1020	5/28/01	1000.00	Open
Vendor 1	1021	6/4/01	1000.00	Open
Vendor 1	1022	6/11/01	1000.00	Open
Vendor 1	1023	6/18/01	1000.00	Open
Vendor 1	1024	6/25/01	1000.00	Open
Vendor 1	1025	7/2/01	1000.00	Open
Vendor 1	1026	7/9/01	1000.00	Open
Vendor 1	1027	7/16/01	1000.00	Open
Vendor 1	1028	7/23/01	1000.00	Open
Vendor 1	1029	7/30/01	1000.00	Open
Vendor 1	1030	8/6/01	1000.00	Open
Vendor 1	1031	8/13/01	1000.00	Open
Vendor 1	1032	8/20/01	1000.00	Open
Vendor 1	1033	8/27/01	1000.00	Open
Vendor 1	1034	9/3/01	1000.00	Open
Vendor 1	1035	9/10/01	1000.00	Open
Vendor 1	1036	9/17/01	1000.00	Open
Vendor 1	1037	9/24/01	1000.00	Open
Vendor 1	1038	10/1/01	1000.00	Open
Vendor 1	1039	10/8/01	1000.00	Open
Vendor 1	1040	10/15/01	1000.00	Open
Vendor 1	1041	10/22/01	1000.00	Open
Vendor 1	1042	10/29/01	1000.00	Open
Vendor 1	1043	11/5/01	1000.00	Open
Vendor 1	1044	11/12/01	1000.00	Open
Vendor 1	1045	11/19/01	1000.00	Open
Vendor 1	1046	11/26/01	1000.00	Open
Vendor 1	1047	12/3/01	1000.00	Open
Vendor 1	1048	12/10/01	1000.00	Open
Vendor 1	1049	12/17/01	1000.00	Open
Vendor 1	1050	12/24/01	1000.00	Open
Vendor 1	1051	12/31/01	1000.00	Open
Vendor 1	1052	1/7/02	1000.00	Open
Vendor 1	1053	1/14/02	1000.00	Open
Vendor 1	1054	1/21/02	1000.00	Open
Vendor 1	1055	1/28/02	1000.00	Open
Vendor 1	1056	2/4/02	1000.00	Open
Vendor 1	1057	2/11/02	1000.00	Open
Vendor 1	1058	2/18/02	1000.00	Open
Vendor 1	1059	2/25/02	1000.00	Open
Vendor 1	1060	3/4/02	1000.00	Open
Vendor 1	1061	3/11/02	1000.00	Open
Vendor 1	1062	3/18/02	1000.00	Open
Vendor 1	1063	3/25/02	1000.00	Open
Vendor 1	1064	4/1/02	1000.00	Open
Vendor 1	1065	4/8/02	1000.00	Open
Vendor 1	1066	4/15/02	1000.00	Open
Vendor 1	1067	4/22/02	1000.00	Open
Vendor 1	1068	4/29/02	1000.00	Open
Vendor 1	1069	5/6/02	1000.00	Open
Vendor 1	1070	5/13/02	1000.00	Open
Vendor 1	1071	5/20/02	1000.00	Open
Vendor 1	1072	5/27/02	1000.00	Open
Vendor 1	1073	6/3/02	1000.00	Open
Vendor 1	1074	6/10/02	1000.00	Open
Vendor 1	1075	6/17/02	1000.00	Open
Vendor 1	1076	6/24/02	1000.00	Open
Vendor 1	1077	7/1/02	1000.00	Open
Vendor 1	1078	7/8/02	1000.00	Open
Vendor 1	1079	7/15/02	1000.00	Open
Vendor 1	1080	7/22/02	1000.00	Open
Vendor 1	1081	7/29/02	1000.00	Open
Vendor 1	1082	8/5/02	1000.00	Open
Vendor 1	1083	8/12/02	1000.00	Open
Vendor 1	1084	8/19/02	1000.00	Open
Vendor 1	1085	8/26/02	1000.00	Open
Vendor 1	1086	9/2/02	1000.00	Open
Vendor 1	1087	9/9/02	1000.00	Open
Vendor 1	1088	9/16/02	1000.00	Open
Vendor 1	1089	9/23/02	1000.00	Open
Vendor 1	1090	9/30/02	1000.00	Open
Vendor 1	1091	10/7/02	1000.00	Open
Vendor 1	1092	10/14/02	1000.00	Open
Vendor 1	1093	10/21/02	1000.00	Open
Vendor 1	1094	10/28/02	1000.00	Open
Vendor 1	1095	11/4/02	1000.00	Open
Vendor 1	1096	11/11/02	1000.00	Open
Vendor 1	1097	11/18/02	1000.00	Open
Vendor 1	1098	11/25/02	1000.00	Open
Vendor 1	1099	12/2/02	1000.00	Open
Vendor 1	1100	12/9/02	1000.00	Open
Vendor 1	1101	12/16/02	1000.00	Open
Vendor 1	1102	12/23/02	1000.00	Open
Vendor 1	1103	12/30/02	1000.00	Open
Vendor 1	1104	1/6/03	1000.00	Open
Vendor 1	1105	1/13/03	1000.00	Open
Vendor 1	1106	1/20/03	1000.00	Open
Vendor 1	1107	1/27/03	1000.00	Open
Vendor 1	1108	2/3/03	1000.00	Open
Vendor 1	1109	2/10/03	1000.00	Open
Vendor 1	1110	2/17/03	1000.00	Open
Vendor 1	1111	2/24/03	1000.00	Open
Vendor 1	1112	3/3/03	1000.00	Open
Vendor 1	1113	3/10/03	1000.00	Open
Vendor 1	1114	3/17/03	1000.00	Open
Vendor 1	1115	3/24/03	1000.00	Open
Vendor 1	1116	3/31/03	1000.00	Open
Vendor 1	1117	4/7/03	1000.00	Open
Vendor 1	1118	4/14/03	1000.00	Open
Vendor 1	1119	4/21/03	1000.00	Open
Vendor 1	1120	4/28/03	1000.00	Open
Vendor 1	1121	5/5/03	1000.00	Open
Vendor 1	1122	5/12/03	1000.00	Open
Vendor 1	1123	5/19/03	1000.00	Open
Vendor 1	1124	5/26/03	1000.00	Open
Vendor 1	1125	6/2/03	1000.00	Open
Vendor 1	1126	6/9/03	1000.00	Open
Vendor 1	1127	6/16/03	1000.00	Open
Vendor 1	1128	6/23/03	1000.00	Open
Vendor 1	1129	6/30/03	1000.00	Open
Vendor 1	1130	7/7/03	1000.00	Open
Vendor 1	1131	7/14/03	1000.00	Open
Vendor 1	1132	7/21/03	1000.00	Open
Vendor 1	1133	7/28/03	1000.00	Open
Vendor 1	1134	8/4/03	1000.00	Open
Vendor 1	1135	8/11/03	1000.00	Open
Vendor 1	1136	8/18/03	1000.00	Open
Vendor 1	1137	8/25/03	1000.00	Open
Vendor 1	1138	9/1/03	1000.00	Open
Vendor 1	1139	9/8/03	1000.00	Open
Vendor 1	1140	9/15/03	1000.00	Open
Vendor 1	1141	9/22/03	1000.00	Open
Vendor 1	1142	9/29/03	1000.00	Open
Vendor 1	1143	10/6/03	1000.00	Open
Vendor 1	1144	10/13/03	1000.00	Open
Vendor 1	1145	10/20/03	1000.00	Open
Vendor 1	1146	10/27/03	1000.00	Open
Vendor 1	1147	11/3/03	1000.00	Open
Vendor 1	1148	11/10/03	1000.00	Open
Vendor 1	1149	11/17/03	1000.00	Open
Vendor 1	1150	11/24/03	1000.00	Open
Vendor 1	1151	12/1/03	1000.00	Open
Vendor 1	1152	12/8/03	1000.00	Open
Vendor 1	1153	12/15/03	1000.00	Open
Vendor 1	1154	12/22/03	1000.00	Open
Vendor 1	1155	12/29/03	1000.00	Open
Vendor 1	1156	1/5/04	1000.00	Open
Vendor 1	1157	1/12/04	1000.00	Open
Vendor 1	1158	1/19/04	1000.00	Open
Vendor 1	1159	1/26/04	1000.00	Open
Vendor 1	1160	2/2/04	1000.00	Open
Vendor 1	1161	2/9/04	1000.00	Open
Vendor 1	1162	2/16/04	1000.00	Open
Vendor 1	1163	2/23/04	1000.00	Open
Vendor 1	1164	3/2/04	1000.00	Open
Vendor 1	1165	3/9/04	1000.00	Open
Vendor 1	1166	3/16/04	1000.00	Open
Vendor 1	1167	3/23/04	1000.00	Open
Vendor 1	1168	3/30/04	1000.00	Open
Vendor 1	1169	4/6/04	1000.00	Open
Vendor 1	1170	4/13/04	1000.00	Open
Vendor 1	1171	4/20/04	1000.00	Open
Vendor 1	1172	4/27/04	1000.00	Open
Vendor 1	1173	5/4/04	1000.00	Open
Vendor 1	1174	5/11/04	1000.00	Open
Vendor 1	1175	5/18/04	1000.00	Open
Vendor 1	1176	5/25/04	1000.00	Open
Vendor 1	1177	6/1/04	1000.00	Open
Vendor 1	1178	6/8/04	1000.00	Open
Vendor 1	1179	6/15/04	1000.00	Open
Vendor 1	1180	6/22/04	1000.00	Open
Vendor 1	1181	6/29/04	1000.00	Open
Vendor 1	1182	7/6/04	1000.	

Credit Card Handling

Credit cards are a payment option when posting an Accounts Payable invoice. You can automatically transfer balances to a credit card company and assign transaction numbers to the balance transferred for better control and tracking. Journal entries are generated to reclassify the payable balance from the original vendor to the credit card company. AccountMate generates a voucher for the original vendor, but the check will be payable to the credit card company.



Figure 2. AP Invoice Transaction - Post Credit Card Payment Window

Built-in Multi-Currency

When multi-currency is activated, a currency code can be assigned to each vendor, providing billing in the appropriate currency. AccountMate's Multi-Currency also provides the ability to compute the unrealized gains or losses for these transactions. Foreign currency accounts payable can be revalued to a specific currency revaluation date as currency rates fluctuate.



Figure 3. Multi-Currency Revaluation Function

1099 Payments

AccountMate supports 1099 payments. You can set up a default 1099 type for each vendor and can override the 1099 type when entering invoices. AccountMate tracks 1099 payments and produces the appropriate 1099 forms. You can also specify the minimum cumulative amount of each type of 1099 payment within the year that will require you to issue a Form 1099-Misc for the vendor.

Invoice Payment Urgency Code

A payment urgency code can be created for each invoice which can be used to prioritize invoice payments and check printing.

Mass Payment Application

Invoices can be run by due date, urgency, discount date, vendor or reference, automatically calculating default discount and payment amounts for each invoice. All the payments can be applied in an instant.

Supports Handwritten Checks

The Post Handwritten Check function is designed for recording checks that need to be issued outside of your regular check-printing cycle.

Supports Recording of Wire Payments

Record wire payments through the Post Handwritten Check function. No check needs to be issued, and users can generate reports for this kind of payment.

Check On-Hold Feature

The on-hold feature can print all checks at once, except for checks that have been flagged as not yet released. The total amount of held checks will be shown separately at the end of the aging report.

Record Canceled Checks

Reconcile bank accounts quickly by listing all un-cancelled checks for a bank account. Match them against the current bank statement to easily identify which checks have cleared the bank.

Other Features

- Aging periods can be defined.
- Finance charges can be recorded in the system.
- A variety of reports (e.g., showing discounts, checks, vendors and 1099 payments) can be generated.
- Invoices and checks posted prior to a specific date can be purged.
- Purchase order numbers can be required when entering invoices.