



Your business in mind.



SAGE ACCPAC

Accounts Payable

About Sage Software

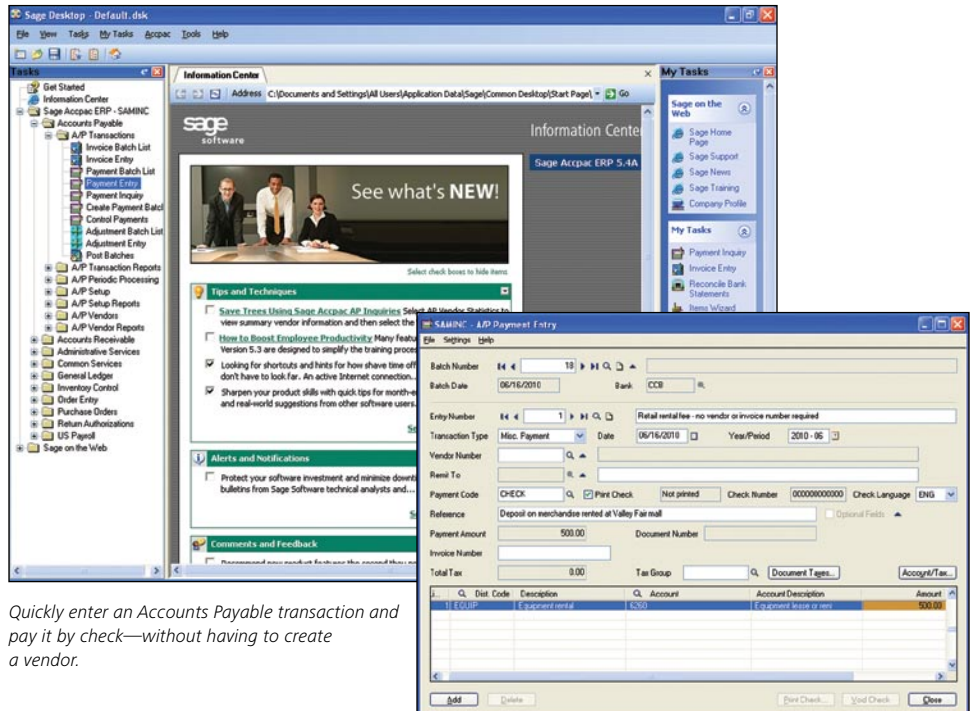
Sage Software offers leading business management software and services that support the needs, challenges and dreams of more than 2.6 million customers in North America. Its parent company, The Sage Group plc (London: SGE.L), supports over 5 million customers worldwide.

For more than 25 years, Sage Software has delivered easy-to-use, scalable, and customizable software for accounting, customer relationship management, human resources, time tracking, and the specialized needs of accounting practices and the construction, distribution, manufacturing, nonprofit, and real estate industries.

About Sage Accpac ERP

Sage Accpac ERP is an award-winning accounting system built on world-class architecture. Designed for companies of all sizes, Sage Accpac runs on your choice of database—providing the foundation for an integrated suite of end-to-end business management applications. Sage Accpac delivers high performance, advanced functionality, and unmatched freedom of choice.

Visit us at www.sageaccpac.com or call 800-873-7282 today for more information about Sage Accpac ERP.



Quickly enter an Accounts Payable transaction and pay it by check—without having to create a vendor.

The Sage Accpac Accounts Payable module provides robust accounting features to streamline your entire cash flow process and help you save money. Accounts Payable has a powerful library of accounting and reporting features that facilitate rapid entry of vendor invoices, flexible cash disbursement, and full check reconciliation using Bank Services. With this comprehensive financial management tool, you can prioritize payments, negotiate terms, and keep 1099 and Contract Payment Reporting System (CPRS) information for vendors that are subject to 1099/CPRS reporting—all in a timely manner. With its powerful accounting and reporting features, Accounts Payable makes it easy to manage the detailed information your company requires.

Features

Maintaining Vendors

- Create a new vendor and remit-to location on the fly.
- Organize vendor records quickly and easily, and flag inactive records that are retained for historical reporting.
- Automatically prohibit the vendor and remit-to-location from being deleted or set to inactive if documents exist that have not been posted.
- Prohibit the changing of remit-to information when a remit-to location is specified in Payment Entry.
- Change the accounts within an account set even when the account set is in use by a vendor.

Entering and Managing Invoices

- Automatically distribute invoices to as many general ledger expense or asset accounts as you require by defining distribution sets.
- Calculate tax for vendor invoices or manually distribute tax.
- Change discount percentages or amounts as required and establish standard payment selection criteria for creating check batches.



Sage Accpac

Accounts Payable

- Reinstate invoices by reversing posted checks.
- Set up and schedule recurring payables for invoices paid on a regular basis and create reminders.
- For fixed price projects, capture cost details needed to support summary or item billing in Accounts Receivable.
- Enter summary and item invoices for Project and Job Costing fixed-price projects.
- Automatically carry forward descriptions and comments from one detail line to the next using quick entry mode in Invoice Entry.
- Clear inactive recurring payables using the Delete Inactive Records form.
- Designate a multi-currency rounding account.*

Creating and Voiding Disbursements

- Force or withhold payment of individual transactions, subject to maximum payment limits.
- Use a vendor optional field or default payment code to select invoices for payment.
- Generate and print system checks for current payables and last-minute transactions with or without payment advices.
- Keep details of all fully paid transactions and print them when needed.
- Prepay invoices that you have not yet received.
- Determine how you wish to handle duplicate checks—provide a warning or an error when duplicate check numbers are encountered.
- Specify the method of payment for documents within Payment Entry.
- Set up payment codes to define the type of payment such as credit card, cash, or check.
- Automatically calculate taxes on miscellaneous payments and update the Tax Tracking report.
- Limit the maximum payment amount for documents.
- Receive a warning when entering a payment in Payment Entry for a document that is currently on hold.
- Void checks during entry of payments or pre-payments.
- Print ANSI compliant checks for the U.S. and Canada.
- Print checks in English, French, and Spanish.**
- Automatically generate separate checks for each invoice or create summary checks.

Tracking Retainages

- Track, calculate, and automatically retain a portion of an invoice to handle common billing practices in the construction industry.

Importing

- Import transactions from other applications and create re-usable templates.
- Use advanced import options to update or replace recurring payables and terms codes.

Posting

- Print a journal of the entries posted in each posting run, listing key pieces of information for tracking each detail.
- Automatically post General Ledger journal entry batches created from Accounts Payable, and choose which transaction details to capture with each entry.
- Allow multiple users to add entries to the same batch at the same time.

Performing Inquiries

- Drill down from General Ledger transaction history to Accounts Payable transactions and then to originating Purchase Orders transactions.
- Drill down from the vendor's transactions and payments in Vendor Activity to the originating transactions and payments.
- View payments in date order or check number order in Vendor Activity.
- Save the selections you make to view transactions within Vendor Activity (e.g. Order By) so that they can be used as defaults.
- Easily view and enter vendor comments by date.
- View year-to-date statistics for the vendor and the vendor group.
- View your vendor payments by bank range, vendor range, check status, transaction type, date range, year and period range, and check number range.

Reporting

- Print the Batch Listing report from the transaction entry forms.
- Indicate vendors subject to 1099/CPRS reporting.

Key Reports

- 1099/CPRS Amounts
- Aged Cash Requirements
- Aged Payables
- Batch Listing
- Batch Status
- Check Register
- General Ledger Transactions
- Posting Journals
- Vendor Transactions

*Only available with add-on Multicurrency module.

**Only available with add-on foreign language overlay.