



# Accounts Payable

The Accounts Payable module can process multiple Companies and Locations and is fully integrated to the General Ledger module. With the Reporting and Query capabilities of the AP module, you can increase your level of internal control while increasing personal productivity for the user.

All functions required for the payables professional are easy to access and easy to use. The software application is designed to monitor, control, and analyze expenses and disbursements. Our strength is in our Database. AutoLedger keeps complete transactional history of an Invoice from its creation to its payment or deletion, all the while staying in sync with the General Ledger database.

## Summary Highlights:

- **Accounts Payable Aging Report** - The aging report has many selection options – you can select by Vendor, Vendor Type, and Location. The report can be aged by Due Date or Invoice Date, and can be printed in either a Detail or Summary format. The report can also be run as of a specific Accounting Period. Because we keep track of each invoice transaction by accounting period (when the invoice was created, paid, voided, or deleted), we can report the open payables balance as of the end of ANY accounting period.
- **AP Closing** - The AP software does not require a hard close procedure. The application allows you to post to the Current, Prior, or Future accounting periods. The system default accounting period is controlled by the Current Accounting Period table, and each user is assigned accounting period security levels for entry.
- **GL Postings/Drill Downs** - Daily, Weekly, or Monthly Posting to the General Ledger. Work in multiple accounting periods at the same time. Invoice detail is stored in the GL database, allowing the GL inquiries to drill down to it from the summary account balance data.
- **Multi-Company Processing** - Ability to run separate Operating Companies. All Master files, Invoice transactions, Reports, and Queries are Company specific.
- **Multi-Location Processing** - Ability to process invoice transactions for multiple locations. Additionally, you can process data down to the Department level.
- **Open/Historical Reports & Inquiries** - Can select by Vendor, Vendor Type, Location, Invoice Number, or Check Number. Database keeps invoice history until you purge it.
- **Cash Projections Reports** - 3-tiered Pay on Dates show what is due in the next 30/60/90 days.
- **PO to AP Reconciliation. Electronic Vendor Invoice processing.**



# Accounts Payable

- **Manual/Automated Disbursements Processing** - The Preliminary Disbursements by Due Date report allows the user to preview a disbursements run as of a specific pay on date without actually selecting the invoices for payment.
- **Complete Check History / Void Check Processing** - Check History displays all invoices paid on a check. Voiding a check re-opens all of the check's invoices as open payables.
- **Equal Payment Terms Processing** - Can set up invoices into equal pay installments.
- **Multiple Payment Processing** - Manual Checks, Transfer to Hand Checks, and Computer Checks.
- **Inter-Company Processing** - Automatically creates inter-company transactions per store. At invoice entry, and in disbursement transactions. Feature controlled by system on/off switch.
- **File Downloads to Excel or Word** – Automated file downloads from the AP History file.

## Invoice/Voucher Processing:

- Provides End-user batch processing. The system assigns a number from an internal counter each time you begin a batch of invoices, or edit/add an existing batch. Each invoice is also tracked by the data entry persons User Profile ID.
- Add, Edit, or Delete invoices in Current, Past, or Future accounting periods. The User security level determines which accounting period(s) a user can process transactions in.
- Vendor lookup by Name, Vendor code, Address, City, Phone, Contact, or Zip. Choose your lookup option, then enter as many characters you know (You don't need to know the exact characters to activate the lookup). The more characters you enter, the closer the lookup will bring you to your desired vendor. Example: Moog Automotive - Enter: M, MO, MOO, MOOG, MOOG AUT, etc.
- Miscellaneous Vendor processing. Enter the activation character in the Vendor prompt, then type in the Miscellaneous vendors name, address, city, state, and zip.
- Default Terms from the Vendor file or manual over-ride at entry time.
- Checks for duplicate invoice entry per Vendor. Verifies Invoice date to Accounting Period.
- Auto-Calculates Due Date based on the assigned Terms code. Will allow manual override.
- Auto-Defaults the Accounts Payable GL account based on a 3-tier method. Can default from the Document/Location Type, Vendor Type, or System table. Prevents miss keying to improper accounts.



# Accounts Payable

## Invoice/Voucher Processing:

- Invoice note allows you to describe purpose of the invoice. Many customers print this field on the remittance portion of their Checks.
- Equal Pay Processing. Enter the number of equal pays and the system automatically creates separate vouchers with the post dated due dates. All vouchers are posted to the GL in the Creation Period. Example: 3 equal pays will produce 3 separate vouchers of the same amount but with different due dates. Displays the Equal Pay amount per individual voucher created.
- Dispute individual invoices. Disputed invoices cannot be paid through the Disbursements processing function.
- Unlimited Distribution lines. You can enter as many Expense or Credit lines as needed.
- Manual/Hand Check Processing. One-step processing allows you to enter the invoice and its payment information at the same time.
- Document Types. This code lets you classify your invoices to specific AP accounts. All reports allow you to select based on Document Type. This field is used by our customers to separate payables by Location or division within a company.
- System automatically defaults the Vendor number from the previously entered invoice.

## Voucher Maintenance:

- Change ANY field of a voucher, until paid, without having to manually delete and re-key the invoice.
- Delete vouchers in a specified accounting period.

## Vendor File:

- 15 Character alpha/numeric Vendor code.
- Btree indexing on lookup files. Enables the user to lookup by Name, Vendor code, Address, City, Phone, Contact, or Zip.
- Default Expense GL account, used in Voucher entry.
- Default Terms Code, used in Voucher entry.



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# Accounts Payable

- 1099 processing. Enter the Vendor's tax id number and print box on the 1099 form.
- Vendor Type - This field allows you to classify your vendors as Expense, Inventory, Employee, etc. Using this field allows you to generate reports by specified Vendor Types. Example: in the disbursement process, you could select all of your Inventory vendors for a 10<sup>th</sup> of the month check run.
- Separate vendor address for Check remittance.
- Vendor Dispute flag. This prevents any of a Vendor's open vouchers from being selected for payment by the disbursement process.

## **Terms Code:**

- Can enter net due days or choose an end of the month cutoff date with the next month's payment date.
- Default fields for Number of Equal Pays and Discount percentages.

## **Disbursement Bank:**

- Process checks from multiple bank accounts. The GL Cash accounts and Discount accounts used by check processing are defaulted from the Bank account table.
- Check counter kept by each Bank Account.

## **General Ledger Posting Registers:**

- All transactions are posted to the General Ledger by accounting periods. Each register acts as a source of origin into the GL. Assigning each register a separate source code makes it easier and quicker to perform audits or locate errors.
- APPD = Daily Purchase Distribution Register & G/L Update
- APHC = Daily Hand Check Register & G/L Update
- APTR = Daily Transfer Register & G/L Update
- APCR = A/P Check Register & G/L Update



# Accounts Payable

- APVD = A/P Check Void Register & G/L Update
- All Accounts Payable GL Postings create detail data in the GL database. This allows the user the ability to drill down on GL Accounts to the Vendor and Invoice detail level.

## Check Disbursements:

- Voucher Disbursements By Due Date. Our selection routines allow you define and easily select open invoices to be paid. Select by Invoice due date, Vendor, Document Type, Vendor Type, or de-select Vendors from a batch. The system is setup to always take the full discount regardless of the pay date. However, the user is prompted with the option to have the program calculate the discount. If the Check date is past the discount date, the system will automatically disallow the discount.
- Manual Invoice disbursement selection. This allows you to individually select invoices to be paid. Through this program you can make partial payments on an invoice, de-select a previously selected invoice, or edit the discount amount.
- Reset Disbursement File. In the case of erroneously selecting invoices to be paid, our reset option allows you to reset the whole file or reset individual vendors.
- Check Print. Enter the Check date then select the Disbursement bank. The last check processed for that bank account will display as the default but can be changed. We allow you to reprint checks as needed until the check run is posted to GL. The reprint option allows you start at a specific vendor instead of requiring you to reprint the whole check run or reprint specific checks. If a Vendor is paying more than 13 invoices, the system will generate a separate Remit report for that Vendor after the checks have completed printing. This prevents the print routine from voiding out consecutive checks and wasting check forms. Ability to reprint Remittance advices at any point in time.
- Void Check Processing. Voiding a check re-opens all of the check's invoices as open payables
- A Check History record is kept for every check processed. The Check History inquiry displays a check's Payee, Amount, and Current status, and vouchers paid by the check.

## Standard Reports:

- All reports allow the user to select data by Vendor, Vendor Type, and Document Type. Each Selection routine allows user to select All, One, Multiple, or Range(s) of items.



# AutoLedger™ Accounts Payable

- Aged Payment Schedule. Enter (3) pay-on dates and the report ages the open invoices into (3) pay-on date buckets. A fourth column displays invoices with future due dates.
- Aged Voucher Schedule. The aging report has many selection options – you can select by Vendor, Vendor Type, and Document Type/Location. The report can be aged by Due Date or Invoice Date, and can be printed in either a Detail or Summary format. Detail format shows each Vendor's static information along with each open invoice, invoice date, due date, invoice amounts, and discount amount, with the invoice amount in the proper aging bucket. Summary format prints only the Vendor name and totals per aging bucket. Along with the Report totals we print each aging bucket's percentage of the total open payables.
- The report can also be run as of a specific Accounting Period. Because we keep track of each invoice transaction by accounting period (when the invoice was created, paid, voided, or deleted), we can report the open payables balance as of the end of ANY accounting period.
- Vendor with outstanding credit balances. This report is similar to the Aged Voucher Schedule but will only show the detail for Vendors that have a net credit balance.
- Vendors/Vouchers in Dispute Report. This report is similar to the Aged Voucher Schedule but will only show the detail for Vendors or Vouchers that are in dispute.
- Cash Requirements Detail or Summary. Ages open payables by what will be due in 1-30, 31-60, 60-Future days.
- Vendor Purchases Report Detail or Summary. Purchases by Vendor based on either calendar year or by accounting periods.
- Preliminary Vouchers Disbursement Report by Due Date. This report allows the user to preview a disbursements run as of a specific pay on date without actually selecting the invoices for payment.

## **Standard Inquiries:**

- Vendor Detail History. Displays the complete invoice history for a selected Vendor. Invoice Number, Invoice Date, Due Date, Invoice Amount, and, for paid invoices, Check Number, Check Date, and Check Amount. It will display multiple payments for an invoice. The inquiry also displays Month to Date Purchases, Year to Date Purchases, the Last Payment Date, and the Open AP Balance. All inquiries displaying multiple lines of data allow the user to easily scroll forward and back among the pages of data.



# Accounts Payable

- Voucher/Invoice History. Displays all of the important information for the selected invoice, such as the Accounting Period, Due Date, Invoice Notes, Expense accounts, and Invoice Status (Open/Paid/Deleted).
- Voucher Payment History. Displays all of the important payment information for the selected invoice such as the Check Number, Gross Check Amount, Discount Paid, Net Amount, Check Status (if the check has cleared the bank), and the GL Document Number of the check posting to the GL.
- Check History: Displays all of the important payment information for the selected check including the Vendor paid, the Gross and Net check amounts, Accounting period, Check Status (Deleted, Cleared, Outstanding), GL Bank Account, Check Type (Hand Check or Computer Check), and all the Invoices paid by the check, with the invoice amount paid and notes for each invoice.
- Lookup by Invoice Number or Purchase Order Number. Lost an invoice in the system? Simply enter the invoice number and it searches the complete AP History database for any vouchers matching the entered invoice number. Matches are returned in seconds, displaying the Vendor Name, Voucher Number, Invoice Date, and Invoice Amount.
- Vendor Disbursement History. View the history of checks paid to a vendor. See the Check number, Check Date, Gross paid, Discount taken, and status of check.
- Vendor Yearly Purchases. See last 3 years of vendor purchases. Total by year, breakdown by accounting period and sub total by the accounting quarter.

## **Check Reconciliation:**

- Automated check acknowledgement by check number.
- Custom conversion routines can be written to accept a file from your bank. As long as the bank can provide the Check Number, Cleared Date, and Cleared Amount, we can program a download routine that automatically acknowledges the checks in the Check History file.
- Outstanding Check Listing. Provides a listing of all checks not yet cleared by the bank.
- Acknowledged Check Listing. If the Clearing data has been received from the bank, the report displays Cleared Date and Amount and marks any discrepancies between the Check Amount and Cleared Amount.



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# Accounts Payable

## Monthly Recap Reports:

- Monthly GL Distribution Recap. This report will display all invoices updated to the GL during a selected Accounting Period. The report can be selected by GL Account or Location, and includes sub totals by GL account. Invoice information includes Voucher Number, Vendor, Invoice Date, Invoice Number, and Amount.
- Monthly Check Disbursement Recap. This report will display all checks updated to the GL during a selected Accounting Period. The report can be selected by Bank Account and sorted by Bank Account, Check Number, or Vendor name. Check information includes Check Number, Vendor, Check Date, Gross and Net Check Amounts. If printed in Detail mode, the report will also display the Invoice Number, Invoice Date, and the Gross and Net Amounts of all invoices paid by each check.
- 1099 Vendor Year End Report.

## PO to AP Reconciliation:

- Automated Vendor Invoice processing
- Reconcile Vendor invoice against PO Receipts.
- User Set approval Tolerance. Qty, Product Costing, Overall Amount.