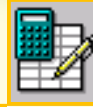# Accounts Payable

WHAT IT DOES FOR YOU
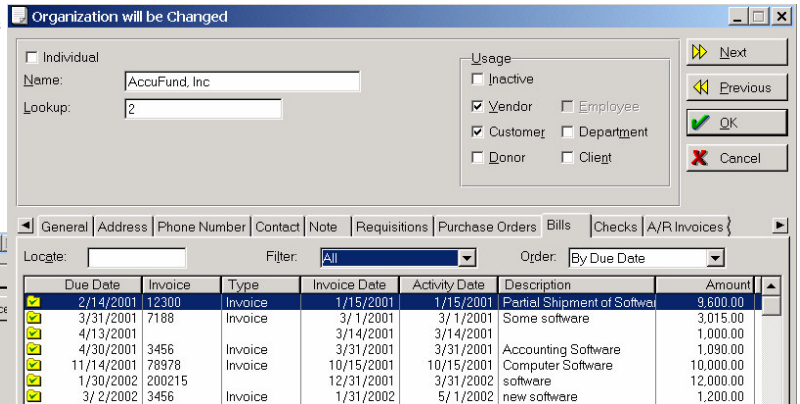
The *AccuFund* **Accounts Payable** component provides vendor invoice management and check writing functions. The module supports multiple checking accounts, 1099 information, and user definable laser check stock including full check production. Invoices payable are tracked for each checking account, allowing the user to forecast cash requirements.

The **Accounts Payable** component's use of standard Windows®- functionality and a single screen interface make it easy for the users to accomplish their tasks. The component may be set up to post the Accounts Payable offset in each fund, and will automatically create the Due To/Due From transactions.
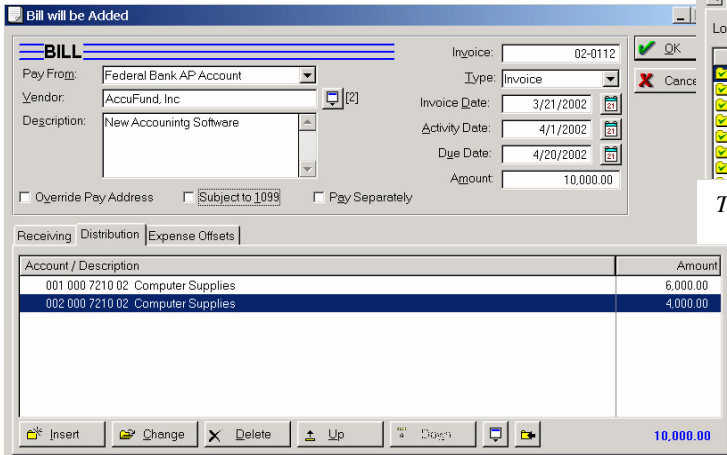
A variety of invoice reports are available for

AccuFund's single entry screen makes entering and viewing invoices easy for the AP staff.

managing your payables, each of which may be customized for an organization's specific needs through the **Reports/Forms Designer**. A vendor's history may be viewed from the vendor record in the organization file and an entire history of payments, voids, etc. are tracked for each invoice.

HOW IT WORKS

Invoices may be entered as received, with the system tracking due dates for cash management and check processing. All *AccuFund* components provide direct look up of required fields including vendors and account numbers. With proper security a user may add vendors and GL account numbers on the fly.

Each invoice may be distributed to multiple accounts. Invoices or parts of invoices may be distributed to accounts using stored percentage distribution tables.

The Organization screen lets you see a list of vendor invoices and status.

The system will check for duplicate invoice numbers and warn of their existence.

OTHER FEATURES

AccuFund includes a number of features to make the Accounts Payable Clerk's life easier.

✓ Duplicate invoice entry is checked at time of entry and a warning message displayed if possible duplicate.

✓ 1099 information is tracked for each invoice including how much of the invoice is to be included on the 1099.

✓ A vendor may be set to automatically pay each invoice on a separate check, or just an individual invoice may be marked to pay separately.

✓ It is easy to do a partial payment on an invoice, just mark it for payment and indicate how much of it is to be paid. The invoice continues to be visible in the open invoices window but with a "P" to indicate that it has been partially paid

✓ The Organization file can track multiple addresses for a vendor. For the **Accounts Payable** component, it tracks a primary address and a "Pay To" address for vendors that want payments to go to a corporate office or bank lock box.

✓ Recurring invoices may be stored and selected for processing based on reference and type fields, giving the user options when selecting for processing

The complete history of payments may be viewed directly from the invoice screen.

✓ It is easy to record manual checks or print "Quick Checks" through the **Check Register** component

COMPONENT INTEGRATION

The **Accounts Payable** component is integrated with the following AccuFund components:

✓ **General Ledger** – All postings made immediately to the General Ledger, no waiting for reporting.

✓ **Purchasing** – The Billing system is directly linked to the **Purchasing** system. Only enter accounting information once. As items are received, the "bills" are created for the user.

✓ **Check Register** – All information about a checking account is stored in the register. Posting Accounts Payable check batches automatically updates the Check Register.

✓ **Report/Forms Designer** – all of the **Accounts Payable** reports may be modified for an organization's specific requirements.

COMPONENT AVAILABILITY

The Accounts Payable component is only available as part of the AccuFund Accounting Suite. A related product, the Custodial Checking system for responsible trustee management is available as a stand-alone system.

STANDARD TEMPLATES PROVIDED

AccuFund provides a set of default reports with the **Accounts Payable** component. These reports and forms may be modified or added to through the **Reports/Forms Designer**. The default reports include:

✓ Laser check with two stubs
✓ Preliminary check register
✓ Check register short
✓ Check register detail
✓ Check history
✓ Invoice status
✓ Invoice aging (user definable periods)
✓ Vendor summary
✓ Vendor invoice history