

# ACCOUNTS PAYABLE



The AccuFund Accounts Payable component provides vendor bill management and check writing functions. The module supports multiple checking accounts, 1099 information, and user definable laser check stock including full check production. Bills 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 bill reports are available for 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 bill.

## OVERVIEW

Invoices can 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 can add vendors and GL account numbers on the fly. Each invoice can be distributed to multiple accounts.

Invoices or parts of invoices can be distributed to accounts using stored percentage distribution tables. The system will check for duplicate invoice numbers and warn of their existence.

Fund	Dept.	Obj.	Sub Obj	Line Desc	Description	Amount
002	000	7210	01		F2 YP Supplies	342.00
001	000	7210	01		F1 YP Supplies	342.00

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

## 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.
- A vendor can 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.

Invoice	Due Date	Description	Type	Invoice Date	Activity Date	Now Due	Amount
12300	2/14/2009	Partial Shipment	Invoice	1/15/2009	1/15/2009	9,600.00	9,600.00
7188	3/31/2009	Some software	Invoice	3/01/2009	3/01/2009	3,015.00	3,015.00
	4/13/2009		<none>	3/14/2009	3/14/2009	1,000.00	1,000.00
3456	4/30/2009	Accounting Softwa	Invoice	3/31/2009	3/31/2009	1,090.00	1,090.00
78978	11/14/2009	Computer Softwa	Invoice	10/15/2009	10/15/2009	7,500.00	10,000.00
1001	4/15/2009	software	Invoice	3/16/2009	3/16/2009	780.00	780.00
401	2/04/2009	software	Invoice	1/05/2009	1/05/2009	780.00	780.00
501	3/08/2009	software	Invoice	2/06/2009	2/06/2009	760.00	760.00
1101	3/08/2009	software	Invoice	2/06/2009	2/06/2009	860.00	860.00
1201	5/03/2009	software	Invoice	4/03/2009	4/03/2009	860.00	860.00
1302	6/05/2009	software	Invoice	5/06/2009	5/06/2009	912.00	912.00
8989	1/02/2014	stuff	<none>	12/03/2013	12/03/2013	100.00	100.00
2009-12-09	12/24/2009	OVERPAY	<none>	12/09/2009	12/09/2009	0.00	1,000.00
cm456	3/03/2014	credit memo for in	Credit Mem	2/01/2014	2/01/2014	-159.00	-159.00

*From the Organization screen see a list of vendor bills and their status*

## FEATURES CONTINUED

- 1099 information is tracked for each invoice including how much of the invoice is to be included on the 1099.
- The Organization record 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.
- Repeating Bills may be stored and selected for processing based on reference and type fields, giving the user options when selecting for processing
- It is easy to record manual checks or print "Quick Checks" through the Check Register component

Repeating Bills allow easy creation of bills you regularly pay

## 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.

Run: 3/15/2018 at 11:16 AM		AccuFund Sample				Page: 1	
Accounts Payable Status by Vendor from 7/01/2017 to 6/30/2018							
Invoice Date	Activity Date	Invoice	Due Date	Description	Original Amount	Balance Due	
<b>[ACC001] AccuFund, Inc.</b>							
12/03/2017	12/03/2017	8989	1/02/2018	stuff	100.00	100.00	
<b>[ACC001] AccuFund, Inc.</b>							
						<b>100.00</b>	<b>100.00</b>
<b>[CCD001] Colorado Custom Decks</b>							
2/10/2018	2/10/2018	456	3/12/2018	software	1,000.00	500.00	
						<b>1,000.00</b>	<b>500.00</b>
<b>[102] Munson, John T</b>							
3/10/2018	3/10/2018	2015-03-10	4/09/2018	Conference	700.00	700.00	
3/31/2018	3/31/2018	2015-03-31	4/30/2018	Reimburse for trip	125.00	125.00	
						<b>825.00</b>	<b>825.00</b>
<b>[102] Munson, John T</b>							
<b>Office Depot</b>							
3/02/2018	3/02/2018		4/01/2018		50.00	50.00	
						<b>50.00</b>	<b>50.00</b>
<b>[OMAX] Office Max</b>							
2/01/2018	2/01/2018	345	3/03/2018	supplies	100.00	100.00	
						<b>100.00</b>	<b>100.00</b>
<b>[100] Walrus, William T.</b>							
3/23/2018	3/23/2018	2015-03-23	4/22/2018	Meet with funding source in NYC	400.00	400.00	
						<b>400.00</b>	<b>400.00</b>
<b>[100] Walrus, William T.</b>							
<b>Report Total</b>					<b>2,475.00</b>	<b>1,975.00</b>	