

Accounts Payable Module

The Accounts Payable module is an easy to use, flexible system that lets you to set up and track an unlimited number of payable accounts. Accounts Payable transactions simultaneously update the general ledger and vendor accounts and let you view payments by vendor throughout the system.

Accounts Payable Processing

- I Flexible processing—Record invoices and credits from vendors, select invoices to pay, and print checks or record manual payments. Security features allow you to isolate tasks for strong internal controls.
- I Enter invoices quickly using time-saving entry features—Balance payables entries automatically or use the distribution feature to automatically allocate entries. Includes keyboard shortcuts and the ability to set entry defaults for every session.
- I Store vendor records—Maintain detailed profiles for routine vendors that outline payment and contact information, discounts available, default coding, notes, track custom fields, and more. Save time by updating vendors on-the-fly while entering payables transactions.
- I Track vendor payments—Whether writing checks on-the-fly or using batch process invoice and payment entry, the Accounts Payable module gives you the ability to track transactions by vendor.
- I Tools for invoice payment selection—Select all invoices for payment, mark each invoice individually or use pay criteria to define which invoices to pay in each check run. Supports full and partial payments. Pay multiple invoices with a single check.
- I Issue payment from multiple cash accounts—Accounts Payable can pay invoices from multiple cash accounts in the same check run and still accurately track invoice amounts for individual projects, grants, programs or other account segments.
- I Establish reminders—The system warns you when invoices are due.

Powerful Reporting

- I Check vendor balances on-the-fly—Run an inquiry by vendor to quickly view all activity, including outstanding invoices, payments, and credits. Drill-down to the details associated with every transaction.
- I Flexible AP Analysis Reporting—Customize reports or select from the many ready-to-use reports, including Invoices Selected for Payment, AP Summary, AP Aging, Vendor Activity Report, and Detail Ledgers.
- I Generate 1099s—Produce paper and magnetic media 1099 filings directly from the system.
- I Graph payables for reporting at a glance—Monitor outstanding payables, top vendors, and more using the Sage MIP Fund Accounting One-Click Navigator analysis views and the system graphing tools.
- I Unlimited History—Maintain and report on payables history for an unlimited number of years.

Fully Integrated with Other Sage MIP Fund Accounting Modules

- I Send payments electronically—Improve cash management and save on postage by using the Electronic Funds Transfer for Accounts Payable module. Electronic payments are a safe, inexpensive, and predictable payment alternative to paper checks.
- I Reduce data entry and improve reporting—When combined with the Purchase Orders and Encumbrances modules, Accounts Payable allows seamless integration of order details from purchase order entry through invoicing or direct payment.
- I Avoid overspending—With the Budget module, check for available budget while entering a transaction and activate warnings. Prevent entry when an invoice would create an over-budget situation.
- I Save money by printing your own check stock—For full customization,

add the Forms Designer module and create secure custom layouts for your printed checks.