



## Accounts Payable

### A Comprehensive Solution

The Accounts Payable module for Sage MAS 90 and Sage MAS 200 ERP systems utilizes a revolutionary user interface. It provides a comprehensive solution for managing your expenditures and helps you raise productivity through a dual-grid entry screen and powerful reporting capabilities. Beyond recording transactions and obligations to vendors and creditors, Accounts Payable offers you flexible cash disbursement and check writing capabilities, and takes advantage of discounts offered for invoices paid by the discount due date. The informative financial reports, including payables aging and future cash requirements, give you valuable business insights for more informed decision-making.

### Flexible and Powerful

The many features of the Accounts Payable module allow you to use streamlined, personalized dual-grid entry for accounting by department or division, access multiple bank accounts, and audit changes to the vendor masterfile, use tax and freight allocation. You also gain the ability to add new vendors and codes on the fly, perform automatic payment selection, print checks on standard or custom stock, access detailed invoice history retention, record check reversals, and more.

Accounts Payable can be used as a standalone solution, or to expense invoices directly to the Job Cost module. You can post information from invoices entered through the Purchase Order module directly to the Accounts Payable masterfile. From Accounts Payable, you can query all open purchase orders for each vendor.

### Extensive Features

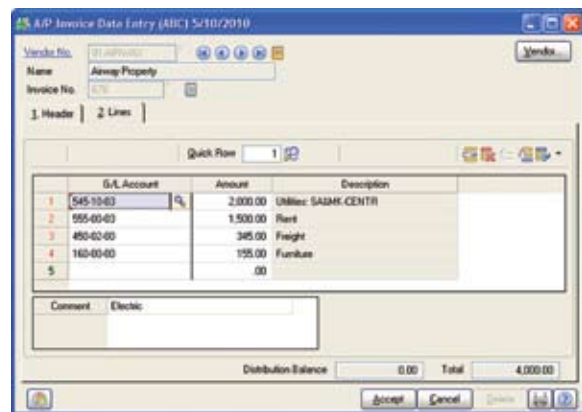
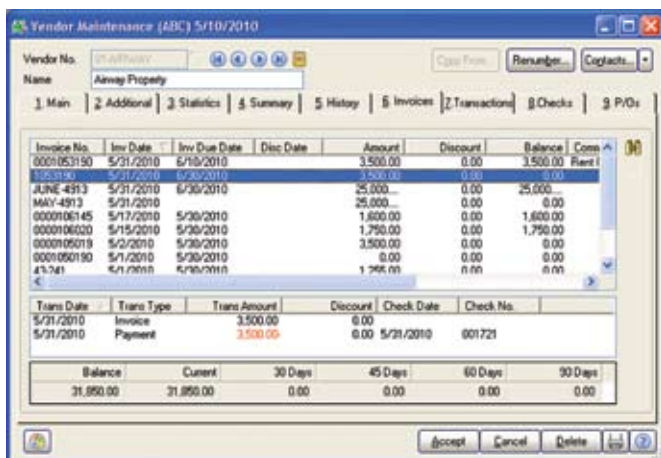
Powerful, yet simple to use, Accounts Payable includes bundled reports and forms that leverage Crystal Reports® and the ability to create personalized settings. Add user-defined fields (UDFs) to any data file within Accounts Payable, Accounts Receivable, and General Ledger. Accounts Payable smoothly integrates with Microsoft Office to easily generate personalized communications to your vendors.

### REPORTS

The Accounts Payable module features powerful expense management capabilities and crucial forms and reports:

- 1099 Forms
- Accounts Payable Analysis
- Aged Invoice Report
- AP Expense by GL Account Report
- Cash Requirements Report
- Check Detailed History Report
- Daily Transaction Register
- General Ledger Posting Recap
- Invoice History Report
- Invoice Payment Selection Register
- Monthly Purchase Report
- Open Invoice by Job Report
- Payment History Report
- Receivable Clearing
- Repetitive Invoice Listing
- Sales Tax Report
- Trial Balance
- Vendor Mailing Labels
- Vendor Masterfile Audit Report
- Vendor Purchase Analysis
- Vendor Purchase History by Period

Sage Software offers integrated accounting, e-business, customer relationship management (CRM), distribution, and manufacturing solutions. Our extensive product line offers specialized modules and thousands of industry-specific add-ons.



Quick and easy grid entry is efficient and flexible—personalize by moving items between primary and secondary grids.

## FEATURES

|  |   |
|--|---|
| <b>Streamlined, Personalized Grid Entry</b>              | Efficient, streamlined, and user-friendly dual-grid entry screens are throughout the entire core accounting suite in Sage MAS 90 and 200, including Accounts Payable. You'll be able to work the way you want to, adjust column order, organize your more frequently used fields in a primary grid, and your lesser-used fields in a secondary grid.  |
| <b>Divisional Accounting</b>                             | Assign separate accounts payable general ledger accounts to each department or division. All reports can provide divisional totals.   |
| <b>Accounts Payable and Accounts Receivable Clearing</b> | Apply invoices automatically or selectively to the vendor's balance, eliminating the manual matching process of issuing checks and posting payments. This is especially helpful for accounts receivable customers who are also accounts payable vendors.  |
| <b>Payment History Report</b>                            | Access the invoice history file for a detailed record of accounts payable invoices, including detailed distribution of expense amounts to various general ledger accounts. The detailed Check History report provides a complete record of invoices and payments for each check.  |
| <b>Use Tax and Freight Allocation</b>                    | Flag the entire document for use tax and specify which general ledger account to expense for freight.   |
| <b>Credit Card Balance Transfer</b>                      | Designate vendors who represent credit card companies. When entering invoices for a credit card vendor, you may classify individual expense lines to alternate vendors for tracking purchase history or for 1099 purposes.  |
| <b>Automatic Payment Selection</b>                       | Select invoices for automatic payment based upon the due date, discount due date, or vendor. Select individual invoices for full or partial payment. Place vendors on hold to prevent disbursement of automatic payments.   |
| <b>Invoice Entry</b>                                     | Automatically calculate due dates, discount due dates and discount amounts, and expense invoices to any number of accounts.   |
| <b>Repetitive Invoice Processing</b>                     | Automatically process repetitive billing such as rent, loan payments, and utility payments. Recurring invoices are automatically prepared without repetitive data entry.  |
| <b>Checks</b>  | Print Accounts Payable checks on standard or custom check stock, or use blank check stock with MICR encoding. Print two check stubs on a single page to accommodate laser-printed checks.   |
| <b>Extended Stub Report</b>                              | Print an optional Extended Stub report that can include invoice detail for all checks, or for checks where information does not fit on one stub.  |
| <b>Manual Checks</b>                                     | Record handwritten checks, reversals, and voided checks, then print individual checks from the manual check entry program.  |
| <b>Check Reversal</b>                                    | When reversing a check, you are asked if the invoice should be recalled. If yes, the entire invoice is put back on file.  |
| <b>International Address Capability</b>                  | Handle international addresses with vendor masterfiles that include three address lines, country codes, international postal codes, and expanded telephone number fields.   |
| <b>Memo Manager</b>                                      | Memo attachments flow through the system and you can maintain memos in history. Enter and maintain vendor memos for individual vendors using full text-editing capabilities. Flag selected vendor memos to automatically pop up during data entry programs, enabling you to see your most critical information.   |
| <b>Vendor Masterfile Audit</b>                           | Audit changes, deletions, or additions that are made to the vendor masterfile.  |
| <b>Business Alerts</b>                                   | Business Alerts is a separate module that monitors your Sage MAS 90 or 200 database and can send e-mail notifications to appropriate staff, customers, or vendors based on specific business events. Available predefined Accounts Payable alerts include: Invoice exceeds the specified dollar amount, a discount over the specified amount is due to expire, invoices past 90 days due, and check exceeds a specified amount. |

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## ABOUT SAGE SOFTWARE

Sage Software supports the needs, challenges, and dreams of more than 2.7 million small and mid-sized business customers in North America through easy-to-use, scalable, and customizable software and services. Our products help manage a complete range of business functions including: accounting, operations, customer relationship management, human resources, time tracking, merchant services and the specialized needs of the construction, distribution, healthcare, manufacturing, nonprofit, and real estate industries.



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