



## AccountMate Software That Fits

No matter how high a company's revenues, without a full-featured Accounts Payable system it can still lose money. With AccountMate's powerful Accounts Payable module, you can avoid duplicate invoices and late payments, require that invoices entered into the system be supported by purchase orders and automatically take advantage of early-payment discounts.

AccountMate simplifies the payment process by supporting credit card payments and check issuance directly after Accounts Payable invoice recording. It can manage payments to all types of 1099 vendors and prints applicable 1099-MISC forms. And when integrated with AccountMate's Purchase Order module, you have a complete vendor and purchasing system that will enhance your ability to manage your vendor relationships and inventory.

## AccountMate 7 for SQL or Express Accounts Payable Module

### Instant Access to Vendor Information

Always have instant access to a vendor's balance, open debit, available credit and year-to-date and accumulated-to-date purchase totals while posting an invoice for the vendor. Year-to-date purchase information is automatically calculated.

### Enhanced Vendor Maintenance Functions

**Vendor Ledger Card**—Drill down information displays details of the vendor's balance, showing the invoices, prepayments, payments and invoice distribution.

**Activity Tab**—Record and track in detail contacts made with the vendor. Define an unlimited number of activity records with contact phases for each activity. Access rights to view and/or update Activity tab entries can be defined by the user.

### Set up Authorized Referenced Accounts

Set up a list of General Ledger Account IDs that may be used when posting Accounts Payable invoices for a vendor to minimize data entry errors and control the transactions that affect your General Ledger Account balances.

Information	GL Distribution	Activity	Vendor NotePad
Address: 6200 Lincoln Avenue Building A Santa Rosa CA 95401 Phone: 707-456-3130		ATD Purchase: 83,793.45 YTD Purchase: 26,467.68 Open Debit: 500.00 Available Prepay: 500.00 Balance: 5,967.68	01/01/06
AP Invoice #: 125 Terms: 2.00% 10 Net 30 Invoice Date: 05/31/07 Post Date: 05/31/07 Discount Date: 06/10/07 Due Date: 06/30/07 Currency: USD Invoice Amt: 1,332.84 Non Disc Amt: 0.00 Discount Amt: 26.66 Rev Accr Amt: 1,332.84 Rev Landed Cost: 0.00 Hold Payment: <input type="checkbox"/>		PO #: 500035 Reference: Description: Replace conference room furniture 1099 Type: N/A Pay Urgency: 2 Bank #: BOFA USD Amount: Apply Amt: 832.84 Apply Disc: 0.00 Apply Adj: 0.00 Apply Prepaid: 500.00 Nonpayment: 0.00 Inv Balance: 832.84	Apply Prepay

AP Invoice Transaction—Information Tab

### Invoice Payment Urgency Code

A payment urgency code can be assigned to each invoice to help prioritize invoice payments and check printing.

### Warning about Duplicate Invoices

If a payable invoice with the same invoice number has been recorded for a vendor, an alert appears to help prevent duplicate invoice recording. Invoice look-up is also available during invoice posting to determine whether the invoice is paid or outstanding.

### Automated Prepayment Features

With the prepayment invoice entry feature, you are able to process payments even before you receive a vendor's invoice. AccountMate posts the disbursement to a prepayment General Ledger account and handles the expense posting when the prepayment is applied to vendor invoices.

## Recurring Invoices

Recurring Accounts Payable invoice templates are easily set up for rent, loan payments and other recurring disbursements. Invoices can be set to recur at different intervals with a defined limit to the number of recurring cycles and/or a recurring end date.

## Purchase Order Lookup

The capability exists to view all purchase orders for a selected vendor while posting an invoice helps in matching a purchase order to an invoice.

## Mass Payment Authorization

Several invoices can be authorized for payment based on due date, urgency, discount date, vendor or reference. The system will automatically calculate early payment discount and payment amounts for each invoice.

## Nonpayment Invoicing

When recording an invoice, designate the amount that will not be paid. This is especially useful when part of an invoice is paid directly by a third party or offset against a receivable.

## Link with Purchase Order Module

Invoices can be matched to specific purchase order line items, providing you with the ability to monitor which of your received items have been invoiced. In addition, this feature provides the ability to enter the per unit invoiced cost of an item. The system compares the projected cost (taken from the Purchase Order) and the invoiced cost and reflects any difference in a cost variance account. In the same way, non-physical charges (such as freight and service charges) that were recorded when the goods were received can also be matched to the accounts payable invoice.

## 1099 Payments

You can set up a default 1099 type for each vendor and override the 1099 type when recording invoices. AccountMate tracks 1099 payments and produces the appropriate 1099 reports. You can also specify the minimum cumulative amount of each type of 1099 payment within the year that will require you to issue a Form 1099-Misc for the vendor.

## Credit Card Handling

Credit cards are a payment option when setting up a vendor. When credit card vendors are set up, you can record purchases against each vendor account and record payment through one or several

credit card companies. Journal entries are generated to reclassify the payable balance from the original vendor to the credit card companies.

## Built-in Multi-Currency Feature

When multi-currency is activated, a foreign currency code can be assigned to a vendor, providing billing in the appropriate currency. The system automatically computes the realized gains or losses upon payment of foreign vendor invoices. Outstanding foreign currency invoices can be revalued based on a user-defined exchange rate as of a selected revaluation date.

## Flexible Check Printing Options

Print checks on either pre-printed or logo check stock. You are able to customize the order in which the bank routing number, account number and check number are printed using the Microline font that comes standard with AccountMate. Checks can be printed immediately for petty cash-type disbursements.

## Record Wire Payments and Handwritten Checks

This function allows users to record wire payments and handwritten checks that were issued outside of the regular check-printing cycle.

## Record Cleared Checks

Users can view all outstanding Accounts Payable checks drawn against a bank account. Reconcile bank accounts quickly by matching the checks displayed on-screen against the current bank statement to easily identify which checks have cleared the bank.

## Integration with Purchase Order

Integration with the Purchase Order module allows you to record and track a purchase transaction from order entry, through receipt and invoicing, to payment. This allows more effective management of your inventory and vendor relationships.

## Other Features

- Aging periods can be defined
- Set up vendor alias to facilitate grouping of related vendor records
- Finance charges can be recorded in the system
- A variety of reports (i.e., showing discounts, checks, vendors and 1099 payments) can be generated
- Purchase order numbers can be required when entering invoices

## AccountMate Software Corporation

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