



ACCOUNTS PAYABLE

MAS 90[®]

for:

Windows[®]

Client/Server for Windows NT[®]

Client/Server for UNIX[®] Systems

REPORTS

- 1099 Forms
- Accounts Payable Analysis
- Accounts Payable from Accounts Receivable Clearing
- Aged Invoice Report
- Cash Requirements Report
- Check Detailed History Report
- Check History Report
- Check Register
- Daily Transaction Register
- General Ledger Distribution Report
- General Ledger Posting Recap
- Invoice History Report
- Invoice Payment Selection Register
- Invoice Register
- Manual Check Register
- Monthly Purchase Report
- Open Invoice by Job Report
- Repetitive Invoice Listing
- Trial Balance
- Vendor Listing
- Vendor Mailing Labels
- Vendor Masterfile Audit Report
- Vendor Memos
- Vendor Purchase Analysis

The MAS 90[®] Accounts Payable module helps manage your expenditures by recording transactions and obligations to vendors and creditors.

Beyond the recording of invoices received and providing informative financial reports (including payables aging and future cash requirements), the Accounts Payable module provides a comprehensive solution for the payment of outstanding invoices through an innovative cash disbursement and check writing capability. You can also use Accounts Payable to take advantage of any discounts offered to your company if invoices are paid by the discount due date.

In addition to functioning independently, you can use the Accounts Payable module to expense invoices directly to the Job Cost or Time and Billing modules. Also, information from invoices entered through the Purchase Order Processing module is posted directly to the Accounts Payable masterfile. From Accounts Payable, you can also query all open purchase orders for each vendor.

See reverse side for list of features



FEATURES

Divisional Accounting	You can assign payables for each division or department a separate accounts payable general ledger account. All reports can provide divisional totals.
Multiple Bank Accounts	You can process checks for up to 36 bank accounts for each company. You can automatically post accounts payable transactions to the MAS 90 Bank Reconciliation module.
Vendors/Memos	You can enter and maintain vendor memos for individual vendors. Full text-editing capabilities include word wrap, cut, paste and delete functions. Selected vendor memos can be flagged to automatically pop up during data entry programs, to ensure that you see critical information.
“On-the-Fly” Entry	You can easily add new terms codes and vendors “on-the-fly” to provide uninterrupted entry of information in all data entry programs.
Use Tax and Freight Allocation	Accounts Payable allows you to flag the entire document as Use Tax and specify which General Ledger to expense for freight.
Vendor Masterfile Audit	You can use the vendor masterfile audit report to audit any changes, deletions or additions to the vendor masterfile.
Repetitive Invoice Processing	You can automatically process repetitive billing such as rent, loan payments and utility payments. Recurring invoices are automatically prepared without repetitive data entry.
Invoice Entry	The system automatically calculates due dates, discount due dates and discount amounts. You may expense invoices to any number of accounts.
Automatic Payment Selection	Select invoices for automatic payment based upon the due date, discount due date or vendor. Individual invoices can be selected for full or partial payment. You can place vendors “on hold” to prevent automatic payment.
Checks	You can print Accounts Payable checks on standard or custom check stock. Different check stock can be used for each bank account. Print two check stubs on a single page to accommodate laser-printed checks.
Extended Stub Report	Check printing allows you to print an optional extended stub report. This report can include invoice detail for all checks or for checks where information did not fit on one stub.
Manual Checks	Record handwritten checks, reversals and voided checks, then print individual checks from the manual check entry program.
Accounts Payable and Accounts Receivable Clearing	This is helpful for accounts receivable customers who are also accounts payable vendors. You can apply invoices automatically or selectively to the vendor’s balance, eliminating the manual matching process of issuing checks and posting payments.
International Address Capability	Vendor masterfiles include third address line, country code, international postal codes, expanded phone number field to handle international numbers and fields for unlimited contacts.
History Retention	The invoice history file provides a complete, detailed record of invoices entered into accounts payable, 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.
Check Reversing	When reversing a check, you are asked if the invoice should be recalled. If yes, the entire invoice is put back on file.