

Accounts Payable



Tracking obligations to suppliers, controlling cash flow, and making sound cash management decisions is now easier than ever

You need to make sound cash management decisions about which bills to pay and when to pay them. You need to know who gives the best discounts and which vendors you buy from most often. **Intrust Win** helps you track your obligations to suppliers and control your cash flow. It's also your key to paying bills, printing checks, and monitoring the distribution of your expenses.

It's easy to keep your accounts up to date and take advantage of available cash discounts with user-defined terms, aging periods, and cutoff dates. Assess your financial position by producing timely reports. You'll save time and money with the ability to review outstanding payments by vendor and select which payments to hold or release. You can pay all invoices, or prepay or split invoices for payment.

Improve your efficiency with quick entry and defaults on headers. They allow you to set up fields and header screens so that you can skip over fields and default the values as you choose. You can view historical data for an unlimited number of years in detail or summary, and you can view and select payables to be released for payment.

Data entry in Accounts Payable can be done with the mouse and/or keyboard; tab stops can be individualized for quick entry. You can view historical data for an unlimited number of years in detail or summary, and you can view and select payables to be released for payment. As with all Open Systems products, source code is available.

Additional Accounts Payable Features:

- time-saving batch processing capability
- invoice entry in base or foreign currency; switch at will
- printing of checks and reports in any installed language and currency
- recurring entries setup
- automatic reversal of checks voided in history
- vendor setup including terms, pay-to name and address, 1099 indicator, distribution codes, and comments
- 1099-MISC reporting with magnetic media
- alternate vendor information
- ability to select payables for check processing
- referential integrity, preventing deletion of data used by other tables
- post transactions to multiple years
- reprint the last posting log
- print checks to a specified printer
- easy to modify, with capability to prevent modification
- drill down for greater detail
- comprehensive online help
- print to file with rich or normal text; output to Excel or HTML
- optional report previewing before printing
- "quick search" method for finding data or information

Accounts Payable Reports:

- Aged Trial Balance Report
- Accounts Payable Analysis Report
- Cash Flow Report
- Check Register
- Miscellaneous Debits Journal
- Open Invoice Report
- Payment History Report
- Purchase Analysis Report
- Purchases Journal
- Vendor Activity Report
- Vendor Analysis Report
- Vendor Detail History Report
- Vendor Purchase History Report
- Vendor Labels
- 1099 Forms

During transaction entry, **Intrust Win** lets you choose which fields you want to stop at.

AP - Select Payables

Batch Code: #####
 Vendor ID: Bin004 Binary Marketing Solutions
 Priority Code: M Medium Priority
 Date: 5/23/2006
 Amount: 9,200.00
 Last Payment

Invoice No	Invc Date	Due Date	DD Date	Gross Due	Disc Amount	Net Due	Drop
081000000014	1/6/2007	2/5/2007	1/16/2007	907.53	0.00	907.53	<input type="checkbox"/>
081000000015	1/6/2007	2/5/2007	1/16/2007	343.55	0.00	343.55	<input type="checkbox"/>
081000000016	1/6/2007	2/5/2007	1/16/2007	227.53	0.00	227.53	<input type="checkbox"/>
081000000019	1/6/2007	2/5/2007	1/16/2007	379.44	0.00	379.44	<input type="checkbox"/>
081000000024	1/6/2007	2/5/2007	1/16/2007	907.53	0.00	907.53	<input type="checkbox"/>
081000000025	1/6/2007	2/5/2007	1/16/2007	250	0.00	250	<input type="checkbox"/>
B60012	2/15/2007	3/20/2007	2/28/2007	11,032.28	0.00	11,032.28	<input type="checkbox"/>

Record: 1 of 7

	Vendor Totals	Grand Totals	Prepaid Total
Prepared	13,800.36	1,223,047.87	0.00
Dropped	0.00	0.00	
Net Prepared	13,800.36	1,223,047.87	

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Pay all invoices due by a specified date, or easily manage the payment of specific items.