

# ACCOUNTS PAYABLE

Ensuring timely payments, tracking obligations to suppliers, controlling cash flow, and making sound cash management decisions is simple and straightforward with the OPEN SYSTEMS® Accounting Software Accounts Payable application. With Accounts Payable, you can prioritize your vendor payments and make wise decisions about when to make them. Optimize your cash flow disbursements by getting the information you need about which vendor offers the best discounts and who you buy from most frequently.

Manage your expenses efficiently and keep your accounts up to date with user-defined terms, aging periods, and cutoff dates. Assess your financial position by producing timely reports. 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, prepay individual invoices, or split invoices for payment.

Set up fields and header screens so that you can skip over or enter default values into specific fields. 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.

**Enjoy the flexibility of paying vendors using your preferred method: cash, check, credit card, or electronic funds transfer (if using Banking application).**

**Void a payment to reverse all of the updates that were processed when the payment was originally posted; then process the payment again if needed.**

Invoice	Inv Date	Disc Date	1099?	Gross Due	St	Order No	Due Date	Discount	MOP	Check No
24920	08/12/2014	08/22/2014		71406.90	P			714.07	CHK	12993
30820	12/09/2014	12/19/2014		212077.98	H			2120.78	CHK	
30896	12/21/2014	12/31/2014		16397.77	H			163.98	CHK	
30901	12/21/2014	12/31/2014		-1923.96	H			-19.24	CHK	
46017	12/21/2014	12/21/2014		-3380.61	R	00000036		.00	CHK	

*You can print on-demand checks directly from the Hold/Release Invoices function, saving you steps and time.*

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## Additional Accounts Payable Features:

- Easily produce 1099 forms and magnetic media.
- Print on-demand checks from invoice functions.
- Enter, print, and post large volumes of transactions with the batching feature.
- Gain online access to vendor information and comments, as well as inventory item quantities, costs, and prices through information windows.
- Use the transaction inquiry function to track down transaction numbers without leaving the transaction screen.
- Easily view and select outstanding payables to be released for payment on a horizontal line-item entry screen (select based on vendor, due date, and discount data criteria).
- Analyze trends in your payables; summary history tracks activity by period to provide the information you need to manage your business effectively.
- Define vendor terms according to your arrangements with vendors.
- Use additional lines of description for your vendors and items.
- Compound taxes for multiple localities such as state, county, and city; canadian tax handling (gst/pst) is also supported.
- Trace payment information to the order through the open invoice file.
- Find out when backorders can be filled with the backorder allocation report.
- Requisition items for use internally and for customer's jobs; the material requisitions system automatically backorders requisitions that can't be filled.
- Save entry time by creating your repetitive payables automatically.
- Requisition items from several warehouses at one time.
- Use the drill-down features in general ledger to simplify linking GL transactions to the purchase line items, invoice totals, and payment transactions that generated them, providing a complete audit trail.
- Track lotted and/or serialized inventory at the time of receipt; determine which vendor you purchased each item or lot from and capture vendor, transaction id, and unit cost for each lot or item.

## Accounts Payable Reports

Open Invoice Report

Check History Report

Vendor Purchase History Report

Cash Flow Report

Vendor Detail History Report

Vendor Detail List

Aged Trial Balance

Deposit History Report

Vendor Summary List

Vendor Analysis Report

Payment History Report

Purchases Journal

Sales Tax Report

Tax Audit Report

Miscellaneous Debits Journal

AP Analysis Report

Summary Invoice History Report

Daily Sales Tax Report

Purchase Analysis Report

Vendor Activity Report

Material Requisitions Journal



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