

# Accounts Payable

Tracking obligations to suppliers, controlling cash flow, and making sound cash management decisions is simple and straightforward with Traverse Accounts Payable. With this application 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 on which vendor offers the best discounts and from whom you buy the most frequently.

You can 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. You'll save time and money with the ability to review outstanding payments by vendor, as well as select which payments to hold or release. You can pay all invoices, prepay or split invoices for payment.

Improve your efficiency with quick entry and defaults on headers. These allow you to set up fields and header screens to skip over fields and autofill default 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.

The screenshot displays two overlapping windows from the Traverse Accounts Payable application. The top window, titled 'AP Hold/Release Invoices', shows a table of invoices with columns for Invoice No, Invoice Date, Due Date, Disc Due, Gross Amt Due, Disc Amount, Status, Payment No, Bank ID, and Currency. The bottom window, titled 'AP AP Analysis Report', shows a summary of purchases and payments for the period 12/2018. The report includes sections for 'ACCOUNTS PAYABLE' and 'PAYMENTS', each with a table of amounts and percentages.

Invoice No	Invoice Date	Due Date	Disc Due	Gross Amt Due	Disc Amount	Status	Payment No	Bank ID	Currency
658412	10/3/2018	11/2/2018	10/3/2018	8,900.00	0.00	Hold			USD
6786787	10/9/2018	11/7/2018	10/9/2018	414.00	0.00	Released			USD
IMPORT	10/4/2018	11/3/2018	10/4/2018	31,911.34	0.00	Released			USD
IMPORT2	10/4/2018	11/3/2018	10/4/2018	2,700.00	0.00	Released			USD

  

---Current Period---		---2-Period Average---		---Prior Period---		---Same Period Last Year---	
Amount	%Payments	Amount	%Payments	Amount	%Payments	Amount	%Payments
0.00	0.00	65,488.28	100.00	0.00	0.00	7,779.25	100.00
0.00	0.00	65,488.28	100.00	0.00	0.00	5,635.05	72.45
0.00	0.00	0.00	0.00	0.00	0.00	2,142.00	27.55
0.00	0.00	48,216.47	75.98	0.00	0.00	25.00	0.32
0.00	0.00	19,841.11	29.84	0.00	0.00	7,841.06	99.68

- Pay vendors using your preferred method: cash, check, credit card, or electronic funds transfer (if using Banking application).
- Easily produce 1099 forms and magnetic media.
- Pay foreign vendors in either the vendor currency or company base currency, depending on their preference. Gains and losses are calculated regardless of the payment currency.
- Customize grids by grouping, sorting, filtering, and modifying the layout to view the information the way you want to see it; your filter and grid layout is saved and used the next time you open the form.
- Void a payment to reverse all of the updates that were processed when the payment was originally posted, then process the payment again.

# Accounts Payable

## Additional Features

- Enter invoices in base or foreign currency and switch between them at will.
- Print checks and reports in any installed language and currency.
- Set up recurring entries.
- Automatically reverse checks voided in history.
- Set up vendors with custom terms, pay-to addresses, general ledger accounts, and comments.
- Set up temporary vendors for use in ordering.
- Select payables for check processing.
- Post transactions for multiple years.
- Reprint prior posting logs.
- Print checks to a specified printer.
- Drill down on balances for greater detail.
- Import transactions and export pay invoice information to ACH or Positive Pay files.
- Print to file in PDF, rich text, and other formats or export to Excel, HTML, or XML format.
- Get the help you need using the comprehensive online help system.
- Easily adapt functions to fit your business needs.

## Accounts Payable Reports

Aged Trial Balance

Accounts Payable Analysis

Cash Flow Report

Payment Register

Miscellaneous Debits Journal

Open Invoices

Payment History

Purchase Analysis

Purchases Journal

Vendor Activity

Vendor Analysis

Vendor Detail History

Vendor Purchase History

Vendor Labels

1099 Forms

Checks and Payment Vouchers

Unrealized Gains and Losses

Vendor List