

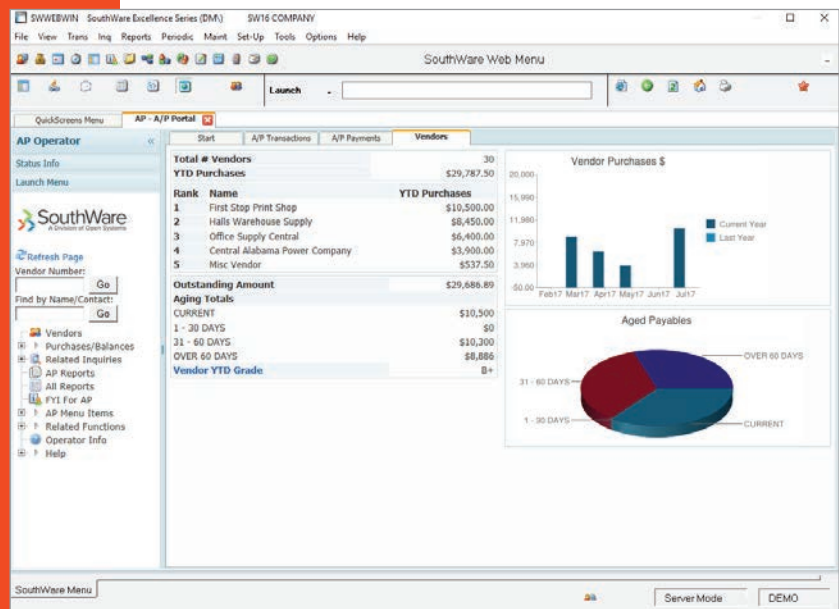
# ACCOUNTS PAYABLE

## Financial Management

Managing the payables to your vendors is a routine, yet important part of any business. You need tight control over your check-writing, but you would like to minimize the time involved. SouthWare's Accounts Payable is a great way to get better control over payables -- with less time and effort.

### Benefits

- Have complete and accurate vendor records at all times
- Know which vendors are due to be paid
- Plan for future cash needs
- Control when each invoice gets paid, how much gets paid, and where the check is sent
- Create a check whenever needed
- Take advantage of vendor discounts
- Prioritize payments when cash is tight
- Know which invoices have questions that must be cleared up before payment and make sure they don't get paid before they should
- Evaluate each vendor's performance
- Prioritize time by focusing on non-routine payment situations that need attention



A/P Portal

SouthWare's Accounts Payable is a complete system for recording vendor transactions, writing checks, and tracking vendor activity. You can quickly take care of all your routine and not-so-routine payables' tasks. You will be able to monitor your payables situation at all times. Plus, cash planning lets you prepare for your cash needs instead of just reacting to them.

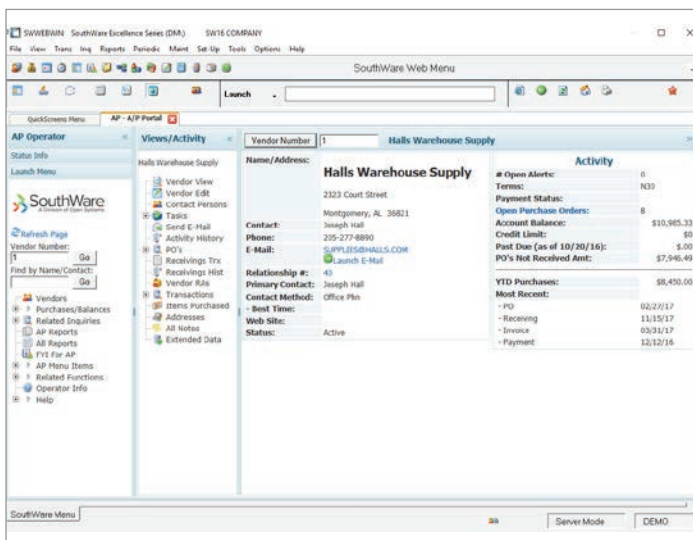
# FEATURES & FUNCTIONALITY

## VENDOR DATABASE

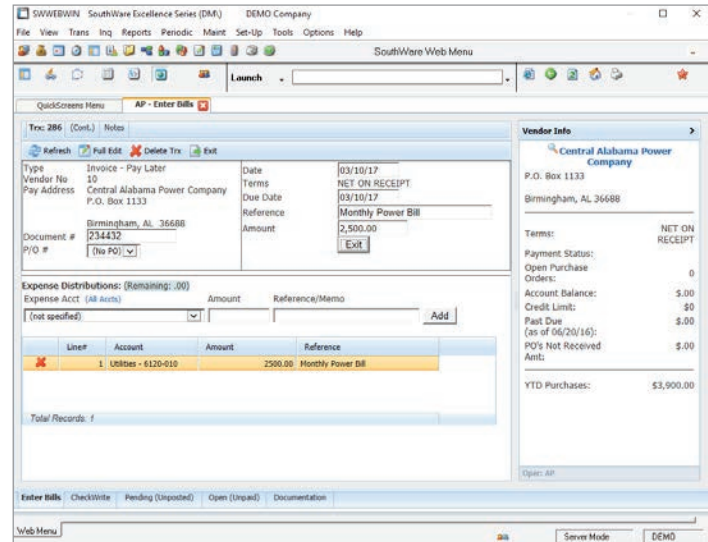
- Extensive standard data
- Payment status and priority
- 1099-MISC payments
- Automatic expense distribution option
- Up to 99 pay to addresses per vendor
- Excellence history per period for 5 years
- Notes and optional extended data

## TRANSACTIONS

- Invoice, credit memos, prepaid invoices
- Entry features customized per operator
- Multiple accounts payable, discount and cash accounts
- Allows one-time miscellaneous vendors
- Option to cancel incorrect postings
- Optional interface to purchasing
- Expense to accounts or jobs
- Hold status for transactions with questions
- Customer refunds



View Vendor Record



A/P Enter Bills Portal

## PAYMENT PROCESSING

- Cash requirements forecasting
- Automatic and/or individual selection of invoices to be paid
- Hold payment on an invoice or vendor
- Partial payment of an invoice
- Optional separate check for an invoice
- Pre-check authorization report
- Manual and void check processing
- Single or batch check printing

## REPORTING

- Inquiry into open items and history
- Check history inquiry and reporting
- Aged analysis of open items
- Trial balance to reconcile with general ledger
- Check registers and reports
- Purchase journal
- Cash requirements report
- 1099-MISC forms or magnetic media

## OTHER SPECIAL FEATURES

- Cash basis accounting option
- Recurring transaction subsystem
- Optional interface to cash flow ledger
- Optional interface to vendor returns