# Sage BusinessWorks Accounting

Accounts Payable

The Accounts Payable module for Sage BusinessWorks Accounting efficiently manages your company's expenditures, saving you time and money. This advanced module stores, sorts, and organizes vendor information and transactions. The Accounts Payable module then uses the information to produce a wide range of reports and graphs, which present you with three-dimensional representations of your purchase history and much more.

In addition, the Accounts Payable module saves you valuable time by dating your open invoices so you can easily discern how old they are, displaying the amount of cash needed to pay the invoices, and suggesting the best day to pay each invoice. You can also use Accounts Payable to take advantage of any early payment discounts offered to your company. The module can be set up to make automated invoice payments prior to the discount expiration dates, saving you money.

Aside from operating seamlessly with General Ledger, the Accounts Payable module also integrates with other Sage BusinessWorks modules for a smooth exchange of information. For example, when used in conjunction with the Job Cost module, Accounts Payable provides effortless tracking of project opportunities. And when you set up cash accounts in Cash Management, the Accounts Payable module updates these accounts with check information so you can accurately reconcile your accounts. You can also post invoices to the Accounts Payable module from the Inventory Control module when receiving purchase orders. This seamless information flow between modules not only saves time by eliminating double entry, but it also suits the unique needs of today's widely varying companies with a series of profit-increasing accounting capabilities.

Take control of your company's purchasing power and outflow with the Sage BusinessWorks Accounts Payable module.
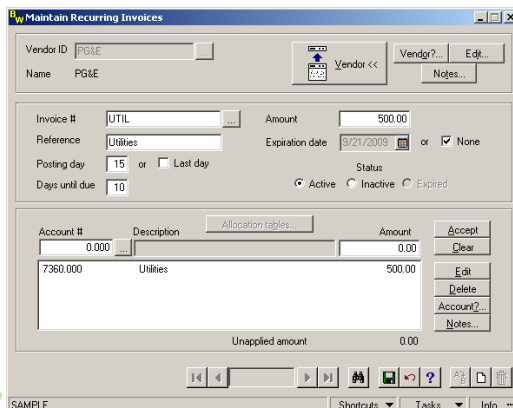
SPECIFICATIONS (MAXIMUM LIMITS)

Vendor balance	$99,999,999.99
Maximum amount	$9,999,999.99 per invoice
General Ledger distribution accounts per transaction	999

NUMBERS OF:

Vendors	Unlimited***
Characters in vendor ID	12
Custom fields per vendor	5
Invoices per vendor	12,000**
Recurring invoices	100 per vendor
Characters (alphanumeric) on an invoice number	20
Characters on an invoice	20 reference
Months to keep history	60
Expense allocation tables	99
Payment terms	99
Cash accounts	9
Checks per month	Unlimited***
Digits on check number	6
Invoices per check	3000*

REPORTS

1099 Worksheet	
Aging	General Ledger Invoice Distribution
Business Graphics	List of Recurring Invoices
Cash Flow	Monthly Activity
Cash Requirements	Open Invoice
Report	Payment Selection
Check, Check Stub	Purchases/Adjustments
Check Register	Journals
Detail	Vendor History
Discount Analysis	Vendor List
Flash	Vendor Name List

*Specifications denoted with an asterisk (*) are practical limits. They are to be used as guidelines only and do not necessarily reflect the actual limitation. Invidual requirements may vary based on the system you are using.

** This number represents the total number of invoices per vendor, not only the open invoices.

***Limited only by disk space.

Instant Access to Important Information

- Provides access to current and calculated balances for all cash accounts, providing greater control over cash flow.

- Provides instant inquiry of vendor information, including invoices, debit memos, credit memos, and application of open credits while in any processing option. This inquiry feature allows easy access to information without running reports.

- Allows for quick location of vendor records with the ability to search on many different fields.

- Saves data entry time by allowing you to import vendor information, invoice information, and adjustments from a text file.
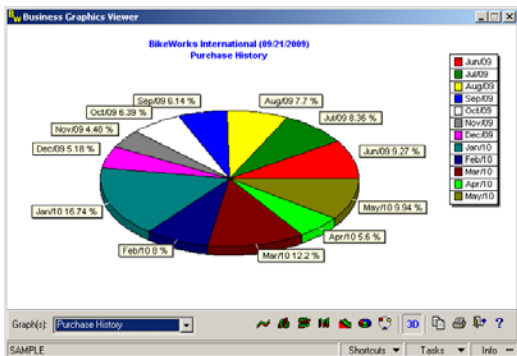
● **Business Graphics Report:** Quickly access your important Accounts Payable information with the Business Graphics Viewer. This feature delivers presentation-quality reports with the flexibility of user-defined font types, sizes, colors, and styles.

Simplified Maintenance Tasks

- Minimizes data entry errors and maintains clutter-free lookups by hiding inactive vendor records from search windows.

- Maintains complete vendor information, including e-mail, remit, and purchase order addresses; monthly and year-to-date purchase totals; year-to-date 1099 purchases; and more.

- Customizes vendor records to track more information and meet unique needs with five user-definable fields.

- Lets you define Accounts Payable posting accounts on a vendor-by-vendor basis.

- Adds new vendors and General Ledger accounts on the fly during transaction entry.

- Allows global changes to multiple vendor records at the same time, to expedite record updates.

- Optionally prints one check for each invoice for vendors who may prefer invoices to be paid individually.

- Allows flexible payment terms, including number of days, day of month, end of month, and end of next month.

Easier Processing

- Provides powerful credit card tracking capabilities.

- Lets you place specific vendors and invoices on payment hold so you can immediately defer payments until all issues are resolved.

- Allows automatic distribution of invoices to multiple accounts using expense allocation tables to reduce data entry time.

- Tracks discount dates, amounts, and due dates to help you save by paying invoices within an optimum time frame.

- Provides the ability to set up recurring invoices that post automatically to minimize the task of entering invoices that recur each month.

- Allows invoices to be automatically or manually selected for payment.

Broad Payment Options

- Permits partial payment of invoices.

- Allows entry of handwritten checks so you can easily track all your checks, not just those printed in Sage BusinessWorks, providing the flexibility to write checks quickly if conducting a check run isn't convenient.

- Lets you enter a manual check as "void" in one step.

- Generates checks with either detailed or summary payment stubs.

- Voids checks individually or as part of a range, saving you valuable time.

- Provides the ability to record payments made through electronic funds transfer (EFT) and the corresponding confirmation number.

Extensive Reporting

- Prints 1099 MISC forms to help you fulfill government requirements. Optionally eFile 1099s for an additional fee.

- Lets you define aging periods for more concise reporting.

- Produces aging and open invoice reports "as of" any date.

- Prints the Aging Report by invoice date or due date.

- Streamlines report information to exclude inactive vendor records by using the Report Filter feature.

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