

# 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 an analysis of who gives you the best discounts and which vendors you buy from most often.

OPEN SYSTEMS® Accounting Software (OSAS) Accounts Payable application helps you to track your obligations to suppliers and to 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 quickly review outstanding payments by vendor and select which payments to hold or release. You can pay all invoices, or prepay or split your 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.

General Information	
Vendor ID	ACE001
Vendor Address Information	
Name	ACE PLUMBING SUPPLY COMPANY
Address 1	6769 GOLDEN GATE DRIVE
Address 2	
Address 3	
City/State	SAN FRANCISCO CA
Zip/Country	35454-5548
Phone	(309)555-5321
Fax	(309)555-5488
Contact	BILL HUMPHREY
Our Account	
Pay-To Information	
Name	ACE PLUMBING SUPPLY COMPANY
Address 1	32 VENTON BLVD
Address 2	
Address 3	
City/State	OAKLAND CA
Zip/Country	92342-0032
Phone	(309)555-0399
Fax	
Our Account	
Attr:	ACCOUNTS RECEIVABLE
Internet Information	
E-Mail Address	bhumphrey@aceplumbingsupply.com
Web Site	www.aceplumbingsupply.com
Balance Information	
Amount Due	397545.06
Amount Prepaid	.00
Company H 05/08/2000 Terminal T000 QVR	

*The Vendor Inquiry Screen lets you view vendor information. You can also access outstanding invoices, vendor comments, and payment history.*

## OSAS Accounts Payable Offers Choices and Flexibility with These Key Features

- Transaction batching makes it easy to enter, print and post large volumes of transactions.
- You'll have online access to vendor information, vendor comments, and inventory item quantities, costs, and prices through information windows.
- Easily view and select outstanding payables to be released for payment on a horizontal line-item entry screen. Select them based on vendor, due date, and discount date criteria.
- You'll be able to analyze trends in your payables. Summary history tracks activity by period to provide the information you need to effectively manage your business.
- Define vendor terms according to your arrangements with vendors. The flexible terms function lets you set up and define terms for each vendor.
- You can void a check out of the history file. The Open Invoice file is then re-created from history, and all General Ledger and Bank Reconciliation transactions are reversed.
- You'll have additional lines of description available for your vendors and items.
- Compound taxes for multiple localities such as state, county, and city. Canadian tax handling (GST/PST) is also supported.
- Save money on reorders by accessing the cost of previously-purchased merchandise.
- You'll be able to determine which vendors are most reliable and which offer the best prices by looking at detail history.
- Trace payment information to the order through the Open Invoice file. Easily determine if an invoice has been paid.
- You specify the vendor name and street address to print on checks.
- The Backorder Allocation Report lets you know when backorders can be filled.
- Requisition items for use internally and for customer's jobs. In addition, the material requisitions system automatically backorders requisitions that can't be filled.
- Online material requisitions provide an easier way to print the material requisitions you're currently working on.
- You can create your repetitive payables automatically with the recurring invoice feature, saving data entry time.
- Multiple warehouses per material requisition lets you requisition items from several warehouses.
- Form 1099-MISC reporting with magnetic media helps you meet government tax reporting requirements regarding subcontractors.
- You can track lotted inventory at the time of receipt. Determine which vendor you purchased each lot from. Capture vendor, transaction ID, and unit cost for each lot.
- The time-saving Restartable Transaction Post function speeds recovery from hardware problems and power failures. You won't have to restore from backup if there is a problem with the post.
- E-mail and web site address fields in the Vendor File help you make online contact with your vendors.

## Accounts Payable Reports

Purchases Journal  
Miscellaneous Debits Journal  
Material Requisitions Journal  
Open Invoice List  
Cash Flow Report  
Check Register  
Vendor Analysis Report  
Aged Trial Balance  
Backorder Allocation Report  
1099 Forms  
Vendor Detail History Report  
Payments History Report  
AP Analysis Report  
Purchase Analysis Report  
Vendor Activity Report  
Vendor Purchase History Report

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