ACCOUNTS PAYABLE



With the Accounts Payable module, issuing checks and managing vendor information is a snap. Combine this module with the Requisitions/Purchase Orders and General Ledger modules to enable full encumbrance accounting.

Caselle Clarity 4.0.106 (Licensed to Civic Systems)								
Close 💽 🖉 🗙 🔛 1 📋 🥳 💆 .00 🖽 🗣 🗑 🖄 🖓 🕅 Caselle Clarity > Accounts Payable > Invoices and Payments > Enter Invoices							D	2
Invoice: 3456		00 Ace Hardware & Lun		Bat	ch:	Input date:	1/6/2009	6
Inventory number:	<i>\$</i> %					Quantity:		
Received date:	01/06/2009					Unit price:		×
Part number:					Extend	Extended price:		
Job number:	₫%h				Freight:		.00	
GL activity:	1000108 Main Street Reconstruction				Subtotal:		17.90	
Description:	PIPE SAW 🔻 Tax rate:				✓ Sales tax:		.00	
GL account:	51-81-250 🙀 1099 type: None				FWT:		.00	
	EQUIPMENT - SUPPLY/MAINT				Discount amount:		.00	
GL period:	01/09 (01/31/2009) Separate check sequence: 1				Total:		17.90	
Bank:	CHECKING - 1ST STATE BANK (COMBINED CHECKING)							
Invoice Date Invoice Number Sequence		Vendor Number	Description	GL Account	Amount	1099 Type	Discount Amount	
05/05/2008 3456	1	100 LAWN MO	WER	79-40-741	768.42	None	.00	
Vendor total: 100 Amount total: 768.42 Invoice total: 768.42								
Enter Invoices - Accounts Payable								
Anycity Corporation Admin c:\Clarity Data Tue, Jan 6, 2009 2:18 PM								

Capable

- Track checks, purchase orders, and invoices for each vendor
- · Set budget warnings for invoice entry to indicate when account budget is exceeded
- Manage both discounts earned and discounts not taken

Efficient

- · Set default descriptions and GL account number for each vendor to speed invoice entry process
- · Enter invoices with costs allocated by percentage or amount to multiple accounts
- Generate 1099s effortlessly

Flexible

- Utilize cash or accrual accounting method
- Set multiple, user-defined approval limits for invoice approval process
- · Create customized checks, letters, and any other forms with built-in forms designer

Powerful

- Powerful search options
- Print, save, and export reports
- Comprehensive inquiry and lookup

For further information or a product demo, call 888.241.1517 or visit www.civicsystems.com