

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.

Invoice Date	Invoice Number	Sequence	Vendor Number	Description	GL Account	Amount	1099 Type	Discount Amount
05/05/2008	3456	1	100	LAWN MOWER	79-40-741	768.42	None	.00

Vendor total: 100 Amount total: 768.42 Invoice total: 768.42

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