

Accounts Payable

Managing the payables to your vendors is a routine, yet important part of any business. You need tight control over your checkwriting, 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.

S O U T H W A R E E X C E L L E N C E S E R I E S >

BENEFITS

FINANCIAL MANAGEMENT

Smart
WebView
Menu
Portal

The screenshot shows the SouthWare Accounts Payable main dashboard. It includes a 'Smart WebView Menu Portal' on the left with options like 'My TaskWare', 'My Alerts', 'Vendor Inquiry', 'Check Inquiry', 'FYI for A/P', 'Payables Menu', and 'Related Functions'. The main area displays 'Accounts Payable' for the current period of 7 (09/01 thru 07/31/04). It features several summary tables:

A/P Transactions		Vendor Status	
Operator	# Unposted	\$ Unposted	# Vendors
DEFAULT A/P (AP)	0	\$-775.96	10
ALL as of 06/02/05 at 08:41	0	\$-650.29	0
Payment Processing		Recent Activity	
Payables Status as of 05/02/05 at 08:01		As of 05/02/05 over the last 30 days:	
Current (not fact)	\$0	# Invoices	0
On Hold	\$571.00	# Credits	0
Part Due	\$19,000.00	# Net A/P	\$0.00
Cash Due Now:	\$19,000.00	# Checks	0
	\$19,000.00	# Checks	\$0.00
		# Checks	\$0.00
		# Checks	\$0.00
		# Checks	\$0.00

Below these tables is a summary of 'Total A/P Amount' by due date range:

Due Date Range	Amount
CURRENT	0
1 - 30 DAYS	0
31 - 60 DAYS	0
OVER 60 DAYS	19,000

Invoice
Transaction
Portal

The screenshot shows the 'A/P Transaction Maintenance' form. It contains the following fields:

- Transaction #: 267
- Transaction Type: C Credit Memo
- Vendor Number: 1
- P/O Number: 654
- Document Number: 654
- Document Date: 09/29/04
- Document Amount: 200.00
- Non-Discount Amt: 1099?
- A/P Account: 2110-000
- Prepaid info: 14 Cash Account, 15 Check Date, 16 Check Number

Additional details include: G/L Date: 09/29/04, Reference: Halls Warehouse Supply, 2323 Court Street, Montgomery, AL 36821. The form also includes a 'Prepaid info' section and a 'Print Invoice' button.

- 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 you need one
- Make sure you take advantage of vendor discounts
- Prioritize your 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
- Spend your time only on the non-routine payment situations that need your attention

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 A/P, 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

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

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Vendor File Maintenance

*1. Vendor# 1

2. Name Halls Warehouse Supply

3. Address 1 2323 Court Street

4. Address 2

5. City, State Montgomery AL

6. Zip Code 36821 Int? N

7. Contact Joseph Hall

8. Phone/Other 205-277-8890 Fax 205-277-6893

9. Terms Code N30 Net 30

10. Credit Limit 13,155.00 Priority 1

11. Pay Status Normal Activity

12. Current Bal 13,155.00

13. Past Due Amt 880.00 As of 01/25/05

14. High Balance 13,155.00 As of 02/15/05

15. Automatic Distributions?

16. Default Pay To: Halls Warehouse Supply
2323 Court Street
Montgomery AL 36821

17. Multi Pay/Tos?

18. Category Mtr?

19. A/P Acct

20. User Fields

21. 1099 MISC Req'd? Box

22. Fed ID#

23. History YTD Pmts

VENDOR |

SW Web View Vendor Maintenance

Vendor Record

Integrated Payment Portal

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Payment Criteria

Period 7 thru 07/31/04
Invoices: 18,320.21 Opt Invoices: .00

Payment Criteria Documents Tentative Checks

Accounting Period 7 07/01/04 thru 07/31/04

1. Payment Date 07/18/05

- Post Date 07/18/05

2. Next Payment Date 02/01/05

3. A/P Account # 2110-000 Accounts Payable

4. Cash Account # 1020-000 Cash in Bank

Last Range - Net Totals

Invoices Due .00 Add Range

Optional Invoices .00

Selected Items - Net Totals

Invoices Due 18,320.21 Clear

Optional Invoices .00

Check File

Check file has been built FeBuild

to change OK Cancel

DEMO 10/24/05 92

SW Web View A/P Payment Selection Criteria

Reporting

- Inquiry into open items and history
- Check history inquiry and reporting
- Aged analysis of open items
- Trial balance to reconcile with G/L
- 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



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