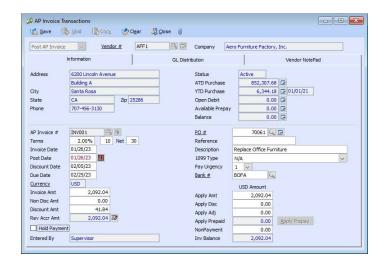# AccountMate 12 for LAN
Accounts Payable Module

The Accounts Payable (AP) module automates a wide range of vendor-related tasks providing you with the ability to effectively manage your expenditures – saving valuable time and reducing costs. This module's key features include stringent controls that aid in saving your company money. They include features that help avoid duplicate invoices, set up authorized General Ledger (GL) Account IDs for use with a specific vendor's transactions, copy and paste an AP invoice's account distribution from an Excel file, require that invoices entered into AccountMate be supported by purchase orders, automatically take advantage of early-payment discounts, minimize late payments, and warn users if the void date differs from the original transaction date.

AccountMate simplifies the payment process by supporting ACH and credit card payments and check issuance directly after AP invoice recording. It can manage payments to various types of 1099 vendors and can print the applicable 1099-MISC forms. When integrated with AccountMate's Purchase Order (PO) module, you have a complete vendor and purchasing system that will enhance your ability to manage your vendor accounts and valuable financial resources.

Instant Access to Vendor Information

Users have instant access to a vendor's balance, open debt, available payment as well as year-to-date (YTD) and accumulated-to-date (ATD) purchase totals while recording an invoice. YTD purchase information is calculated based on the company's total purchases from a vendor within a user-defined year.

AP Invoice Transaction – Information Tab

Enhanced Vendor Maintenance Functions

Vendor Ledger Card—Click the Balance field's Detail Analysis button to view the Vendor Ledger Card which provides a snapshot of each vendor's balance by displaying detailed invoice and payment information including prepayments, partial payments, applied adjustments, and each invoice's GL Account distribution.

Archive Vendor Records—Inactive vendors that have no outstanding balances can be archived. Archived vendor records can be reactivated at any time, eliminating the need to re-enter data.

Set Up Authorized Reference Accounts

Set up a list of GL Account IDs that may be used when posting AP invoices for a vendor to minimize data entry errors and control the transactions that affect your GL Account balances.

One-Time Vendor Invoice Entry

The one-time vendor option provides a quick way to record and pay a one-time expense without creating a vendor record.

Warning About Duplicate Invoices

If a payable invoice with the same invoice number has been recorded for a vendor, an alert appears to help prevent the duplicate recording of invoices. Invoice lookup is also available during data entry to determine whether the invoice exists and, if so, whether it has been paid or is still outstanding.

Automated Prepayment Feature

The prepayment invoice feature allows users to process payments even before receiving the vendor's invoice. AccountMate posts the disbursement to a prepayment GL account and handles the expense posting when the prepayment is applied to vendor invoices.

Recurring Invoices

Recurring AP invoice templates are easily set up for rent, loan payments, and other recurring expenses. Invoices can be set to recur at different intervals with a defined limit to the number of recurring cycles and/or a recurring end date. Several invoices can be quickly generated from these templates without having to re-enter the data, and the resulting invoices can be amended like regular invoices. Users save time and maximize productivity by eliminating duplicate data entries for recurring transactions.

Purchase Order Look Up

The ability to view all purchase orders for a selected vendor while posting an invoice helps in matching a purchase order to an invoice.

Nonpayment Invoicing

When recording an invoice, users can designate the amount that will not be paid. This is especially useful when part of an invoice is paid directly by a third party, covered by a barter agreement, or offset against a receivable.

Reversed Accrued Liabilities for PO Receipts

With the link between PO and AP, users can accrue liabilities upon receipt of purchased goods and then reverse the accrual when recording the AP invoice.

1099 Payments

Users can set up a default 1099 type for each vendor and override the 1099 type when recording invoices. AccountMate tracks 1099 payments and produces the appropriate 1099 reports. A 1099 Information Update function is supplied so that authorized users can manually override the 1099 information captured in the AP module to make the necessary corrections before printing the 1099 form. Users can also specify the minimum cumulative amount of each type of 1099 payment within the year that will require the issuance of a 1099-Misc Form to a vendor.

Credit Card Handling

When credit card vendors are set up, users can record purchases under the regular vendor account and record payments using one or several credit card vendor accounts. This allows AccountMate to maintain an accurate purchase history for the regular vendor and clear payment history for the credit card vendor. Accounting entries are generated to reclassify the payable balance from the original vendor to the credit card vendor. AccountMate also has a separate void function to facilitate the recording of reversed credit card charges.

Invoice Payment Urgency Code

A payment urgency code can be assigned to each invoice to help prioritize invoices for payment.

Mass Payment Authorization

Streamline authorization of payment for several invoices based on their due date, urgency, discount date, vendor, or reference. AccountMate automatically calculates the early-payment discount and payment amounts for each invoice.

Built-In Multi-Currency Feature

When multi-currency is activated, a foreign currency code can be assigned to a vendor so that invoices and payments can be recorded in the appropriate currency. AccountMate automatically computes the realized gains or losses upon payment of foreign vendor invoices. Outstanding foreign currency invoices can be revalued based on a user-defined exchange rate as of a selected revaluation date.

Flexible Check Printing Options

Print checks on either pre-printed or blank check stock. You can assign a different check layout to each bank account record to match the actual check stock for that account. You can customize the order in which the bank routing number, account number, and check number are printed using the Microline font that comes standard with AccountMate. Print checks immediately after recording an invoice for petty cash-type disbursements; or generate them using the Print Computer Check function for larger expenses that require authorization. Outdated checks can be reprinted using a new check number with a new check date. You can print signatures or signature lines on the checks. You can configure the parameters for signatures based on a range of check amounts.

Pay Vendors via ACH

Instead of issuing a check, you can pay your vendors electronically via the Automated Clearing House (ACH) system. Just add the vendor's bank account information to the vendor record and configure the company's bank account record for ACH processing then you're good to go. AccountMate prints a non-negotiable check for the ACH payment. ACH checks use a different check number sequence than regular checks so that you can print the ACH checks on plain paper without using up any of the real check stock numbers.

You can print ACH and real checks simultaneously and send them to two separate printers. AccountMate generates an electronic file that contains details about the ACH payments that you can send to your bank. You can generate a replacement if the ACH file is misplaced or deleted.

Record Wire Payments and Handwritten Checks

Use the Post Handwritten Check function to record wire payments and handwritten checks that were issued outside of the regular check-printing cycle. You can even record handwritten checks for one-time vendors.

AccountMate

Check On-Hold Feature

The on-hold feature allows users to print all checks at once, but flag checks that have not been released. The total amount of checks held is shown separately at the end of the aging report.

Record Cleared Checks

Users can view all outstanding AP checks and electronic payments drawn against a bank account. Reconcile bank accounts quickly by matching the checks or electronic payments displayed on-screen against the current bank statement to easily identify which transactions have cleared the bank.

Integration with General Ledger and Purchase Order

Integration with the General Ledger module enables users to easily post accounting entries for AP transactions in GL either temporarily or permanently using the Transfer Data to GL or Period-End Closing functions, respectively.

Integration with the Purchase Order module also allows users to record and track a purchase transaction from order entry, through receipt and invoicing, to payment. Users can also accrue liability as soon as a purchased item is received or postpone the recording of liability until after the vendor's invoice is received. These help users manage the company's inventory and vendor relationships more effectively.

Other Features

- Aging periods are user-defined.

- Invoices can be imported from text or .csv files

- Maintain specimen signature files for use when printing checks

- View but do not edit historical invoices in the Transaction screen

- Set up vendor alias to facilitate the grouping of related vendor Records

- Finance charges can be recorded

- A variety of reports (e.g., showing discounts, checks, vendors and 1099 payments) can be generated.

- Purchase order numbers or bank numbers can be required when entering invoices

- Option to email the Accounts Payable check stubs to the individual vendors