



AccountMate
SOFTWARE THAT FITS

With the Accounts Payable module, you can avoid duplicate invoices and late payments, require that invoices recorded in the system be supported by purchase orders, and take advantage of early-payment discounts. Payment authorization for multiple vendor invoices and prepayments can be done simultaneously. AccountMate simplifies the payment process by allowing you to post credit card payments or issue checks directly after an invoice is recorded. You can even print checks and generate an ACH file in one sitting. It tracks payments to various types of 1099 vendors and prints the applicable 1099-MISC forms.

When integrated with AccountMate's Purchase Order module, you get a complete purchasing and invoicing system that will enhance your ability to manage your vendor base and cash flow.

AccountMate Enterprise 2026 Accounts Payable Module

Instant Access to Vendor Information

Readily Accessible Vendor Summary Information

You have instant access to the vendor's balance, open debit, accumulated-to-date (ATD) payments, and year-to-date (YTD) and accumulated-to-date (ATD) purchase totals while recording an invoice.

The screenshot shows the 'Vendor Maintenance - Information Page' for 'Aero Furniture Factory, Inc.'. The interface includes a sidebar with navigation options like 'Information', 'Contacts', 'Address', 'Settings', 'GL Accounts', 'Authorized Ref Accounts', 'Activity', 'Notes', and 'E-mail Setup'. The main area is divided into several sections: 'General Information' (Vendor #, Company, Alias, FEIN/SSN, 1099 Eligible, 1099 Type, Foreign Country, Primary Address, City, State, Zip, Country), 'Purchase Tax Information' (Teller, Bill, Contact Name, Salutation, Title, Phone, E-mail), 'Miscellaneous' (Record Since, Status, Credit Limit, Discount, Pay Class, Pay Code, Maximum Check Amount, Website, Currency, Class, Industry, Territory), and 'Transaction Defaults' (Order Address, Ship Via, FOB, Buyer). The 'Vendor #' field is populated with 'AFF1'.

Vendor Maintenance – Information Page

Vendor Ledger Details Analysis

Drill down to a screen that displays details of your balance with a vendor, showing the payable invoices, prepayments, partial payments applied to outstanding invoices, each invoice's GL distribution account, and invoice line items.

Activity Page

Use the Activity page to record and track details about your interactions with the vendor. You can create an unlimited number of activity type records with unlimited activity code values to represent different phases of each activity. You can also grant access rights to various AccountMate users thereby allowing them to view and/or update Activity page entries.

Archive Vendors

Inactive vendors with whom you have no outstanding balance or pending orders can be archived without losing their transaction history. Archived vendor records can be unarchived at any time thus eliminating the need to recreate data.



Set Up Authorized Reference Accounts

You can make a list of the GL account IDs that can be used when recording invoices for a particular vendor. Only the GL account IDs included in this list can be assigned to the vendor's invoice transactions. This helps minimize data entry errors and allows you to control the transactions that affect your GL account balances.

Prepayment Feature

With the Prepayment feature, you can issue payments even before you receive a vendor's invoice. This feature comes in handy if your vendors require a deposit before processing your orders. AccountMate posts the disbursement to a prepayment GL account and handles the expense posting when the prepayment is applied to vendor invoices.

Invoice Pay Class

Invoices can be assigned a pay class to indicate their payment urgency. You can set up unlimited pay classes as needed. You can use pay class to determine each invoice's priority when authorizing payments and printing checks.

Recurring Invoices

You can easily set up recurring invoice templates for such things as rent, professional fees, loan payments and other recurring expenses. These templates can be set to recur at different intervals with a defined limit to the number of recurring cycles and/or a recurring end date. This saves you time and reduces data entry errors.

Amortize Deferred/Prepaid Expense

AccountMate provides the ability to record and amortize vendor invoices that include deferred or prepaid expenses. When activated, this feature gives you the option to amortize select GL distribution lines in an invoice and configure the expense amortization terms. You can view and update a schedule showing the dates when the deferred/prepaid expense will be amortized and the expense amount that will be realized on each date. A corresponding set of reports are available to view deferred or prepaid expense transactions and other related information.

Match Invoices to Purchase Orders

You can use purchase receipt line items as invoice line items. This helps you determine whether purchase receipts are invoiced or not. This feature also allows you to adjust the per unit invoiced cost of an item. The system compares the purchase unit cost against the invoiced cost and posts any difference to a cost variance account. The system also automatically updates the affected inventory item's on-hand cost.

Allow Nonpayment

When recording an invoice, you can specify an amount that will not be paid. This is useful if part of an invoice is offset against a coupon or paid directly by a third party.

1099 Payments

You can designate a vendor as 1099 eligible, assign it a default 1099 type, and overwrite the default per invoice. AccountMate tracks 1099 payments and produces the required 1099 reports. You can also specify the minimum cumulative amount that is reportable in a tax year for each type of 1099 payment. You can even amend the 1099 types for invoices that have been paid. You can print or electronically file the Forms 1099-MISC and 1099-NEC.



Credit Card Handling

You can create a vendor record to represent each of your credit cards. Then, you can create a charge transaction to record credit card purchases or as payment for other vendor's invoices. You can even pay multiple invoices and prepayments for the same vendor in one credit card transaction. AccountMate generates the necessary journal entries that a charge transaction entail.

Record Landed Costs

When importing inventory items from a foreign vendor, you will incur additional costs to transport these items to your warehouse. Transportation costs and cross-border fees, such as import duties and taxes, can be substantial. It is good business practice to separately track and account for these landed costs.

The Accounts Payable module lets you record an invoice for these landed costs and allocate them among the purchased items to correctly update inventory costs and more accurately determine your profit margins.

Payment Authorization

You can simultaneously authorize payment for multiple outstanding invoices and/or prepayments in a single screen. You can authorize payments one vendor at a time or authorize payments for multiple vendors at once. If funds are limited, you can prioritize the invoices by due date, pay class, discount date, vendor, bank account and/or reference when authorizing payments for multiple vendors.

You can apply any available open debits to the specific vendor's invoices. AccountMate will automatically calculate the early payment discount, and payment amounts for each invoice.

Flexible Check Printing Options

You can print checks on either preprinted or blank check stock. Each bank account record can be assigned a different check layout to match the actual check stock for that account. If using blank check stock, you can select the order in which the account #, routing # and check # are printed on the MICR line. You can set rules that let the system print a signature(s) or leave it unsigned depending on the check amount. Checks can be printed immediately for petty cash-type disbursements. Expired checks can be reprinted under a new check number with a new check date.

Pay Vendors via ACH

In lieu of a check, you can pay your vendors electronically via the Automated Clearing House (ACH) system. Just add the vendor's bank account information to your vendor record and configure your own bank account record for ACH processing then you're good to go. AccountMate prints a non-negotiable deposit advice for the ACH payment. Deposit advice uses a different number sequence than regular checks so that you can print the ACH deposit advice on plain paper without using up any of the real check stock numbers. AccountMate generates an electronic file that contains details about the ACH payments that you can send to your bank. If the ACH file is misplaced or deleted, you can generate a replacement.

Record Wired/Online Payments and Handwritten Checks

Wired payments, payments made online or through some payment service or mobile app, and handwritten checks that were issued outside of the regular check-printing cycle can be recorded in this module. You can even record handwritten checks for one-time vendors.



Contact Feature

You can create multiple contact records and set one as a primary contact either for a vendor, a customer or both. Vendor contacts will show only in vendor records while customer contacts will display only in customer records. Multiple addresses, phone numbers, and e-mail addresses can be recorded for each contact record.

Built-in Multi-Currency Feature

When multi-currency is activated, a foreign currency code can be assigned to vendors who bill you in a foreign currency. AccountMate automatically calculates the realized gains or losses upon payment of foreign vendor invoices.

Integration with Purchase Order

Integration with the Purchase Order module allows you to record and track a purchase transaction from order entry, through receipt of goods and invoicing, to payment. This helps you to effectively manage your inventory and vendor relationships. You can accrue liability for purchase receipts, then reverse the accrual when you record the vendor's invoice.

Integration with Bank Reconciliation

Integration with the Bank Reconciliation module allows you to see all outstanding checks, ACH payments, and non-check payments generated by the Accounts Payable module when reconciling your bank accounts in the Bank Reconciliation module. ACH payments processed in the same check run are treated as one transaction.

You can also see all credit card transactions that you record in the Accounts Payable module when you reconcile credit card statements in the Bank Reconciliation module for the credit card vendors that are linked to bank account records.

Other Features

- Forecast and past due aging periods can be defined.
- View but not edit historical invoices in the Transaction screen.
- Finance charges can be recorded in the system.
- A variety of reports (e.g., showing discounts, checks, vendors and 1099 payments) can be generated.
- Purchase order numbers can be required when entering invoices.
- Show the Notes page first when recording transactions.
- Direct access to print check, record check payment, record non-check payment, or record credit card payment after creating or amending an invoice transaction.
- Record discounts and adjustments separate from the payments.
- Create new AP transactions directly from the Vendor Maintenance function screen.