

Accounts Payable

DataWeld's **ACCOUNTS PAYABLE** provides you the tools to effectively control the outflow of cash in your business. This critical aspect of your business is just as important as making sure your customers pay on time. The **ACCOUNTS PAYABLE** System provides a simple, efficient method of entering invoices from suppliers and preparing checks for payment of these invoices. Control and flexibility, two of the most important elements of successful cash flow management, are provided.

A variety of reports offer you up-to-the-minute data which clearly states the financial obligations of your company to your vendors. Information can be provided by invoice number, due dates, or vendors. Also, as a function of entering vendor invoices into the system, appropriate general ledger allocations are made. This information is then automatically updated into the General Ledger. This cost distribution helps you better analyze where costs can be reduced and profits increased.

WILL THE SYSTEM FORECAST CASH REQUIREMENTS?

The system allows you to forecast your future cash needs. You can use the Cash Requirements Report to play "what if" for different payment dates and different vendors. This greatly aids in planning your cash outflow, allowing you to take cash discounts and reducing the possible need to borrow, two areas which have a direct impact on your bottom line.

The **ACCOUNTS PAYABLE** System keeps you in total control. You can automatically or manually select invoices to be scheduled for payment. The system will then show you which items are about to be paid. Need to make an adjustment, a partial payment, or not pay an invoice at all? No problem, simply make the adjustment and reprint the report.

NO checks are printed without your final approval.

WHAT IF A VENDOR HAS A QUESTION ABOUT AN INVOICE?

This information is quickly available through the Vendor/Item Inquiry feature. With a few keystrokes you can see all of the open invoices due a vendor, including invoice number, invoice date, due date, original amount, discount, and unpaid balance. Being able to quickly access information like this is an excellent management tool and provides for quick, accurate responses to vendor questions.

DataWeld's **ACCOUNTS PAYABLE** System puts you in the driver's seat. Reduced processing time, better control over cash and borrowing needs, and improved expense analysis are just a few of the benefits you'll reap. Isn't this the way you want to control your cash?

FEATURES

- Provide complete audit trail and distribution reports with automatic updating of general ledger.
- Provides cash requirements summaries to better control cash flow by pinpointing specific cash requirements in the coming weeks and months.
- Controls and tracks all vendor invoices, credit memos and adjustments.
- Provides a complete check-writing cycle including automatic payment selection, trial check registers and operator overrides to provide maximum cash management of vendor payable.
- Allows for easy entry and editing of pre-paid and manual checks.

REPORTS

1. **CHECKS** are printed for each vendor along with a check stub detailing all invoices paid, credits applied and discounts taken.
2. **CHECK REGISTER** prints a trial check register prior to printing of actual checks for final editing.
3. **VENDOR LIST** shows all vendors in the system. Vendor's number is alpha numeric allowing you to assign each vendor a number or simply use his name as his number.
4. **CASH REQUIREMENTS** provides a detailed printout of cash required to pay vendor invoices during the coming weeks and months.
5. **PURCHASE JOURNAL** provides a complete breakdown of all accounts payable distribution entries for General Ledger System including expense breakdowns and discount entries.
6. **PERIODIC ACTIVITY SUMMARY** lists all activity for a particular vendor for the current period.