

Sage 500 ERP



Accounts Payable

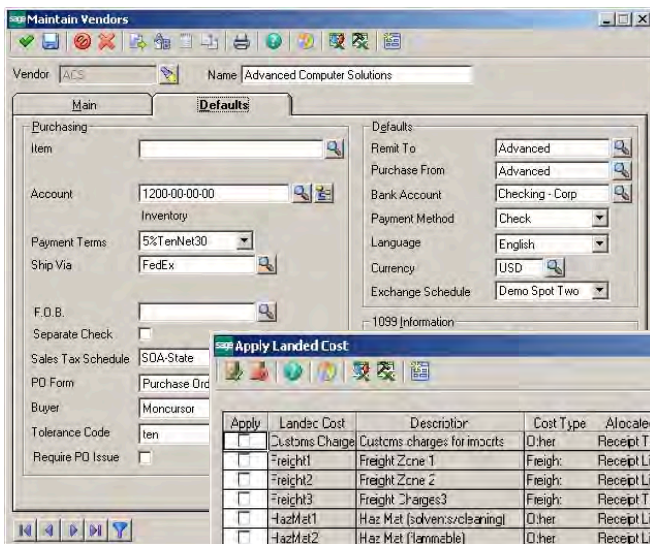
Streamline Vendor-Related Tasks to Save Time and Cut Costs

The Accounts Payable module for Sage 500 ERP (formerly Sage ERP MAS 500) helps you save time, reduce administrative costs, and gain better control over your business processes by automating a wide range of vendor-related tasks. It is a key component of Sage 500 ERP, a highly reliable, robust, and integrated series of business applications that delivers a flexible, scalable, and full-featured to business management solution.

With a variety of advanced customization options, the Accounts Payable module lets you specify vendor management procedures and processes to suit the needs of your organization. The system makes it simple to enter a default general ledger account to the vendor class or to a batch and track expenses by department or location. You can also fulfill specific vendor requirements quickly and easily by assigning a default item, 1099 information, payment terms, and tax codes to each vendor. For vendors that are also customers (in the Sage 500 ERP Accounts Receivable module), the Account Payable module can automatically calculate the appropriate payment amount and net of money owed to you by the same entity. This ensures that payments are made to trading partners only when the net balance requires it.

In addition to providing maximum flexibility, the system gives you fast, easy access to the information you need for day-to-day tasks and period-end processing, including vendor statistics, aging, and transaction information.

Accounts Payable simplifies voucher entry by automatically calculating sales taxes, discounts, and due dates, as well as by defaulting general ledger accounts, payment terms, and 1099 information. When used in conjunction with the Purchase Order module, a landed cost entry can optionally apply vendor freight to the items received. Because you can set up recurring vouchers, you can save time and maximize productivity by eliminating duplicate work each month. Simplified period-end processing can further improve your productivity.



Default GL accounts payment terms, 1099 information, and landed cost types

BENEFITS

- Customize vendor management tasks to match your business requirements
- Tailor vendor management options by assigning various default items to each vendor.
- Simplify voucher entry and eliminate duplication by creating recurring vouchers with user-defined processing cycles
- Improve payment processing efficiency and avoid missing important payments.
- Operate on a global level using multicurrency functionality.
- Improve your productivity with simplified period-end processing.
- Enjoy peace of mind, knowing that security features protect your sensitive records from unauthorized access.
- Effectively analyze your Accounts Payable using drill downs from any vendor field to more detailed information.

SAGE 500 ERP SOLUTIONS

- Financials and Project Accounting
- Manufacturing and Distribution
- CRM and E-Business
- Human Resources and Payroll
- Customization and Integration
- Business Intelligence



“With Sage 500 ERP, everyone has access to accounts payable and general ledger systems. That means we can review payables online and approve them, eliminating paperwork. As a result, we have cut processing time by an entire week.”

Lisa Lepping
Controller
Chase Staffing Services

Business Insights

Sage 500 ERP takes inquiry, drill-down, monitoring, and data analysis to a whole new level with out-of-the box business intelligence tools including Business Insights Analyzer, Business Insights Explorer, Alerts, SAP® Crystal Reports for Sage 500 ERP, Web Reports, and integration with desktop productivity tools.

System Implementation Options

Customize vendor management tasks to match your business requirements.

- Define an unlimited number of companies with different vendor and processing options. Post transactions in detail or summary to the general ledger.
- Maintain an audit log. Customize batch, journal, and transaction IDs for vouchers, memos, and payments. Establish up to four user-defined aging categories. Product up to four custom fields for vendors.

Vendor Management

Tailor vendor management options by assigning various default items to each vendor.

- Assign default for general ledger account, item, 1099 type, payment terms, bank account, currency, and tax codes.
- Define a payment method for each vendor.
- Define landed cost methods for each vendor if desired.
- Designate user-defined tolerance codes for purchase order matching.
- Generate separate checks for each vendor with a separate check option.
- Create an easy-to-follow audit trail while preventing duplicate invoice entries and payments.

Voucher and Memo Processing

Simplify voucher entry and eliminate duplication by creating recurring vouchers with user-defined processing cycles.

- Process vouchers by batch.
- Designate a batch as private or public.
- Assign a reference code for each voucher line.
- Hold any batch to prevent posting or any voucher to prevent payment.
- Perform real-time posting of batches online at any time, and simultaneously update two different company ledgers automatically when posting intercompany expense distributions.

Payment Processing

Prepare for accurate reconciliation and avoid missing important payments with these helpful features.

- Calculate balance due to vendors that are also customers by netting out any Accounts Receivable balance for the same trading partner. (Requires Accounts Receivable module.)
- Process payments by bank account and payment method.
- Select vouchers for payment based on a variety of criteria.
- View and edit voucher selections.
- Monitor the available cash balance.
- Partially pay invoices.
- Automatically apply a prepaid invoice when the voucher is posted.
- Record manually generated payments.
- Enter a prepaid invoice.

Multicurrency Capabilities

Operate your business on a global level using the system's multicurrency functionality.

- Enter vouchers in a vendor's natural currency.
- Issue payments in any currency.
- Modify the settlement amount of an invoice using an exchange-rate override.
- Recognize and post realized gains and losses when paying an invoice.
- Perform cross-rate derivation.

Period-End Options

Improve your productivity with simplified period-end processing.

- Specify reports to print automatically at period end.
- Purge data at any time or as part of the period-end process.
- Post to current and future periods.
- Generate audit registers, reconciling your accounts payable with the AP Trial Balance report.
- Retain multiyear history of voucher and payment data for year-to-year comparisons, trends, and analyses.

Security

Enjoy peace of mind, knowing that your sensitive accounts payable records are safe from unauthorized access.

- Set up specific security groups, thus limiting access to a defined group of users.
- Establish access permissions such as display only, excluded, add/change/delete, or supervisory.

Payables Analysis

Accounts Payable lets you drill down on any vendor field to access more detailed information.

- Use the system's extensive drill-down and drill-around capabilities to view all vendor activities, such as vouchers, debit and credit memos, and payments.
- Create user-defined ad hoc queries by establishing a variety of selection criteria for vendor inquiry and analysis.
- View voucher and payment information, vendor statistics, aging information, and the latest transactions.