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. 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 made 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 9 for SQL or Express
Accounts Payable Module

Instant Access to Vendor Information

Readily Accessible Vendor Summary Information

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

Vendor Ledger Card

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 and each invoice's GL distribution account.

AP Invoice Transactions – Information Tab

Activity Tab

Use the Activity tab to record and track details about your interactions with the vendor. You can create an unlimited number of activity records with unlimited status 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 tab 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 reactivated at any time thus eliminating the need to recreate data.

Set up Authorized Referenced 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.

Invoice Payment Urgency Code

A payment urgency code can be assigned to each invoice. You can use this information to ascertain each invoice's priority when authorizing payments and printing checks.

Warning about Duplicate Invoices

If an invoice with the same invoice number has been recorded for a vendor, an alert appears to help prevent duplicate invoice recording. Invoice lookup is also available during data entry to help you determine whether the invoice is paid or outstanding.

Prepayment Feature

With the prepayment invoice entry feature, you are able to 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.

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.

Record and Amortize Prepaid Expenses

When this feature is activated, you can record vendor invoices that include prepaid expenses. Select the method (straight line or specific), recurring cycle and the number of cycles during which each prepaid expense will be amortized. You can view and update a schedule showing the dates when the prepaid expenses will be amortized and the expense amount that will be realized on each date. You can also run a report that shows how much of your prepaid expense has been amortized.

Purchase Order Lookup

You can see all purchase orders for a selected vendor while recording an invoice. This helps you verify the transaction and match a purchase order to the invoice you are posting.

Mass Payment Authorization

You can simultaneously authorize payment for multiple outstanding invoices. If funds are limited, you can prioritize the invoices by due date, payment urgency, discount date, vendor or reference. AccountMate will automatically calculate the early-payment discount and payment amounts for each invoice.

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 paid directly by a third party or will be offset against a receivable.

Match Invoices to Purchase Orders

Invoices can be matched to specific purchase order line items. Other charges such as freight and sales taxes that were recorded when the goods were received can also be matched to the invoice. This helps you determine whether purchase receipts have been invoiced or not. In case you are erroneously invoiced twice for the same purchase, this feature helps you catch it before you pay the duplicate invoice. It also allows you to enter the per unit invoiced cost of an item. The system compares the purchase order cost against the invoiced cost and posts any difference to a cost variance account.

1099 Payments

You can assign a default 1099 type to each vendor and override the default as you record each 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. The system will print a 1099-Misc Form for each vendor to whom you paid at least the minimum reportable amount set for the year.

Credit Card Handling

You can create a vendor record to represent each of your credit cards. When a credit card vendor is set up, you can enter an invoice for your regular vendor then pay that invoice by recording a charge transaction against your credit card vendor. You can even pay multiple invoices and prepayments for the same vendor in one credit card transaction. AccountMate generates the necessary journal entries to transfer the liability from the regular vendor to the credit card vendor.

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. The system automatically computes the realized gains or losses upon payment of foreign vendor invoices. Foreign currency invoices that are outstanding at the end of the fiscal year can be revalued at a user-defined exchange rate and the resulting unrealized exchange gains or losses can be posted to General Ledger to comply with US Generally Accepted Accounting Principles (US GAAP) and International Financial Reporting Standards (IFRS).

Flexible Check Printing Options

You can print checks on either preprinted or blank check stock. 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. 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 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 your vendor record and configure your own 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 which 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 Wire Payments and Handwritten Checks

This module allows you to record wire payments and handwritten

checks that were issued outside of the regular check-printing cycle.

Record Cleared Checks

You can see all outstanding Accounts Payable checks and ACH payments drawn against your bank account. ACH payments processed in the same check run are treated as one transaction. Reconcile bank accounts quickly by matching the checks or ACH payments displayed on-screen against the actual bank statement to update the transactions that have cleared the bank.

Integration with Purchase Order

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

Other Features

• Forecast and past due aging periods can be defined.

• View but not edit historical invoices in the Transaction screen.

• Set up vendor alias to facilitate grouping of related vendor records.

• 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.

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