

Accounts Payable

"Managing Your Expenses"

Benefits

Auditing and Compliance
 Avoid Penalties
 Eliminate Paper
 Expedite Approvals
 Integrated with Financials
 Maximize Productivity
 Use Quick Pay Discounts

Features

1099 Reporting
 Alternate Payees
 Auto-Check Reconcile
 Auto-Checks
 Credit / Debit Memos
 Duplicate Invoice Checking
 Import / Export Functions
 Invoice / Payment Holds
 Multi-Bank Accounts
 Multiple Checks per One Vendor
 Multiple Facilities
 Multi-Pay Cycles
 On-Line Check Preview / Inquiry
 Payment Cycles
 Preset Payment Terms
 Recurring Payments
 Temporary Vendors
 Multi-Payment Options
 Manual & One-Time Checks
 Open & Partial Invoices
 Payment On-Account
 Vouchers/Purchase Orders

Integrated With

Banking / EDI
 Dashboards / Score cards
 General Ledger / Budgeting
 HIPAA Security
 Resident Trust Funds

Report Writers

ADL Reportwriter
 Crystal Reports
 Fast Reports
 SQL Reporting Services

The screenshot shows the 'Invoice Flagging' window. At the top, there are filters for 'Facilities' (SEM1 - A), 'Limit to' (Account), and 'Due as of' (01-31-2017). Below this is a table of invoices with columns: Name, Invoice, Dated, Total, Paid, Open, D, and Pay. The table lists various vendors like VERIZON, OFFICE SYSTEMS, KEYBANK, etc. Below the table, there are buttons for 'Invoice', 'Image', 'Discounts', 'History', 'Address', and 'Show Held Until'. At the bottom, there is a detailed view of a selected invoice (VZ 897YTR) with columns for Facility, Amount, Remarks, G/L Account, and Title.

Name	Invoice	Dated	Total	Paid	Open	D	Pay
VERIZON	VZ 897YTR	01-31-17	1,458.78	0.00	1,458.78		0.00
OFFICE SYSTEMS	DF56	01-31-17	560.00	0.00	560.00		560.00
KEYBANK	7886R43	01-25-17	980.00	0.00	980.00		980.00
LAWN PROS	P9UT554	01-25-17	7,500.00	0.00	7,500.00		0.00
RIDGEFIELD ASSOCIATES	777665	01-25-17	1,500.00	0.00	1,500.00		1,500.00
AAA PRODUCTS	YUURS	01-15-17	8,542.00	0.00	8,542.00		0.00
CENTRAL MEAT PRODUCTS	G674	01-15-17	15,200.00	0.00	15,200.00		0.00
DAIRY MERCHANTS	78908	01-12-17	1,630.21	0.00	1,630.21		0.00
THE MOORE STORE	908887	01-11-17	7.21	0.00	7.21		0.00
MAC JANITORIAL SUPPLY	Y76T443	01-11-17	2,400.00	0.00	2,400.00		2,400.00
BEST FRUITS AND VEGETABLES	DF345	01-04-17	1,240.44	0.00	1,240.44		0.00
Totals			178,448.04	92,132.54	86,218.64		5,464.23

Accounts Payable

Simplify cash flow and control outgoing cash requirements with extensive reports for timely management analysis designed for Independent and Multi-site organizations.

Invoicing

Manage one vendor database that stores all the information needed to generate payable schedules and payments. Then automatically expense invoices on preset General Ledger accounts using percentages.

Payments

Setup auto-pay for selected vendors based on priority, aging or grouping with payment cycle codes.

Check Processing

Print previews of each check run or produce laser-generated, signed checks with details printed on the check stub.

Adjustments and Payment History

Print Ledgers, detailed invoice adjustments and payment histories recorded in the vendor transaction file. Then create distribution reports to preview before posting distributions to the General Ledger.

