Sage 100cloud

Accounts Payable

A Comprehensive Solution

The Accounts Payable module for Sage 100 ERP (formerly Sage ERP MAS 90 and 200) utilizes a revolutionary user interface. It provides a comprehensive solution for managing your expenditures and helps you raise productivity through a dual-grid entry screen and powerful reporting capabilities. Beyond recording transactions and obligations to vendors and creditors, Accounts Payable offers you flexible cash disbursement and check writing capabilities and takes advantage of discounts offered for invoices paid by the discount due date. The informative financial reports, including payables aging and future cash requirements, give you valuable business insights for more informed decision-making.

Flexible and Powerful

The many features of the Accounts Payable module allow you to use streamlined, personalized dual-grid entry for accounting by department or division; access multiple bank accounts; and audit changes to the vendor masterfile, use tax, and freight allocation. You also gain the ability to add new vendors and codes on the fly, perform automatic payment selection, print checks on standard or custom stock, access detailed invoice history retention, record check reversals, and more.

Accounts Payable can be used as a standalone solution or to expense invoices directly to the Job Cost module. You can post information from invoices entered through the Purchase Order module directly to the Accounts Payable masterfile. From Accounts Payable, you can query all open purchase orders for each vendor.

Extensive Features

Powerful, yet simple to use, Accounts Payable includes bundled reports and forms that leverage Crystal Reports for Sage 100 ERP and the ability to create personalized settings. Add user-defined fields (UDFs) to any data file within Accounts Payable, Accounts Receivable, and General Ledger. Accounts Payable smoothly integrates with Microsoft® Office to easily generate personalized communications to your vendors.

REPORTS

The Accounts Payable module includes powerful forms and reports:

- 1099 Forms
- Accounts Payable Analysis
- Aged Invoice Report
- AP Expense by GL Account Report
- Cash Requirements Report
- Check Detailed History Report
- Daily Transaction Register
- General Ledger Posting Recap
- Invoice History Report
- Invoice Payment Selection Register
- Monthly Purchase Report
- Open Invoice by Job Report
- Payment History Report
- Receivable Clearing
- Repetitive Invoice Listing
- Sales Tax Report
- Trial Balance
- Vendor Mailing Labels
- Vendor Masterfile Audit Report
- Vendor Purchase Analysis
- Vendor Purchase History by Period

Quick and easy grid entry is efficient and flexible—personalize by moving items between primary and secondary grids.

Features

Streamlined, Personalized Grid Entry	Efficient, streamlined, and user-friendly dual-grid entry screens are throughout the entire core accounting suite in Sage 100 ERP, including Accounts Payable. You can work the way you want to, adjust column order, and organize your more frequently used fields in a primary grid and your lesser-used fields in a secondary grid.
Divisional Accounting	Assign separate accounts payable general ledger accounts to each department or division. All reports can provide divisional totals.
Accounts Payable and Accounts Receivable Clearing	Apply invoices automatically or selectively to the vendor's balance, eliminating the manual matching process of issuing checks and posting payments. This is especially helpful for accounts receivable customers that are also accounts payable vendors.
Payment History Report	Access the invoice history file for a detailed record of accounts payable invoices, including detailed distribution of expense amounts to various general ledger accounts. The detailed Check History report provides a complete record of invoices and payments for each check.
Use Tax and Freight Allocation	Flag the entire document for use tax and specify which general ledger account to expense for freight.
Credit Card Balance Transfer	Designate vendors that represent credit card companies. When entering invoices for a credit card vendor, you may classify individual expense lines to alternate vendors for tracking purchase history or for 1099 purposes.
Automatic Payment Selection	Select invoices for automatic payment based upon the due date, discount due date, or vendor. Select individual invoices for full or partial payment. Place vendors on hold to prevent disbursal of automatic payments.
Invoice Entry	Automatically calculate due dates, discount due dates and amounts, and expense invoices to any number of accounts.
Repetitive Invoice Processing	Automatically process repetitive billing such as rent, loan payments, and utility payments. Recurring invoices are automatically prepared without repetitive data entry.
Checks	Print Accounts Payable checks on standard or custom check stock or use blank check stock with MICR encoding. Print two check stubs on a single page to accommodate laser-printed checks.
Extended Stub Report	Print an optional Extended Stub report that can include invoice detail for all checks or for checks where information does not fit on one stub.
Manual Checks	Record handwritten checks, reversals, and voided checks, then print individual checks from the manual check entry program.
Check Reversal	When reversing a check, you are asked if the invoice should be recalled. If yes, the entire invoice is put back on file.
International Address Capability	Handle international addresses with vendor masterfiles that include three address lines, country codes, international postal codes, and expanded telephone number fields.
Memo Manager	Memo attachments flow through the system, and you can maintain memos in history. Enter and maintain vendor memos for individual vendors using full text-editing capabilities. Flag selected vendor memos to automatically pop up during data entry programs, enabling you to see your most critical information.
Vendor Masterfile Audit	Audit the changes, deletions, or additions that are made to the vendor masterfile.
Business Alerts	Business Alerts is a separate module that monitors your Sage 100 ERP database and can send email notifications to appropriate staff, customers, or vendors based on specific business events. Available predefined Accounts Payable alerts include: invoice exceeds the specified dollar amount, a discount over the specified amount is due to expire, invoices past 90 days due, and check exceeds a specified amount.

About Sage

Sage is a leading global supplier of business management software and services for small and midsized businesses. The Sage Group plc, formed in 1981, was floated on the London Stock Exchange in 1989 and now employs more than 12,300 people and supports more than 6 million customers worldwide. For more information about Sage in North America, please visit the company website at www.SageNorthAmerica.com. Follow Sage North America on Facebook, http://www.facebook.com/SageNorthAmerica, and Twitter, http://twitter.com/#!/sagenamerica.

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