sage software
Your business in mind.

SPECIFICATIONS (MAXIMUM LIMITS)

- Vendor balance $99,999,999.99
- Maximum amount $9,999,999.99 per invoice
- Maximum amount $9,999,999.99 per check
- General Ledger distribution 20 accounts per transaction

Number of:

- Vendors Unlimited***
- Characters in vendor ID 12
- Custom fields per vendor 5
- Invoices per vendor 12,000**
- Recurring invoices 100 per vendor
- Characters (alphanumeric) 20 on an invoice number
- Characters on an invoice 20 reference
- Months to keep history 60
- Expense allocation tables 99
- Payment terms 99
- Cash accounts 9
- Checks per month Unlimited***
- Digits on check number 6
- Invoices per check 3000*

REPORTS

- 1099 Worksheet
- Aging Report
- Business Graphics
- Cash Flow Report
- Cash Requirements Report
- Check, Check Stub
- Check Register
- Detail Report
- Discount Analysis Report
- Flash Report
- General Ledger Distribution Report, Invoice

- List of Recurring Invoices
- Monthly Activity Report
- Open Invoice Report
- Payment Selection Report
- Purchases/ Adjustments Journals
- Vendor History Report
- Vendor List
- Vendor Name List

The Accounts Payable module for Sage BusinessWorks Accounting efficiently manages your company's expenditures, saving you time and money. This advanced module stores, sorts, and organizes vendor information and transactions. The Accounts Payable module then uses the information to produce a wide range of reports, including graphical reports, which present you with three-dimensional representations of your purchase history and much more.

In addition, the Accounts Payable module saves you valuable time by dating your open invoices so you can easily discern how old they are, displaying the amount of cash needed to pay the invoices, and suggesting the best day to pay each invoice. You can also use Accounts Payable to take advantage of any early-payment discounts offered to your company. The module can be set up to make automated invoice payments prior to the discount expiration dates, saving you money.

Aside from operating seamlessly with General Ledger, the Accounts Payable module also integrates with other Sage BusinessWorks modules for a smoother transition of information. For example, when used in conjunction with the Job Cost module, Accounts Payable provides effortless tracking of project opportunities. And when you set up cash accounts in Cash Management, the Accounts Payable module updates these accounts with check information so you can accurately reconcile your accounts. You can also post invoices to the Accounts Payable module from the Inventory Control module when receiving purchase orders. This seamless information flow between modules not only saves time by eliminating double entry, but it also suits the unique needs of today's widely varying companies with a series of profit-increasing accounting capabilities.

Take control of your company's purchasing power and outflow with the Sage BusinessWorks Accounts Payable module.

Sage BusinessWorks
Accounts Payable

"[Payables are] easy to sort however we want — by invoice number, vendor, or date. This makes it simpler to consolidate invoices and audit them before mailing out checks. Just this one feature saves our AP clerk several hours every week."

Heather Lingefelt, Accounting Manager
Kenco Logistic Services

FEATURES

Maintenance Features

- Minimizes data entry errors and maintains clutter-free lookups by hiding inactive vendor records from search windows.

- Maintains complete vendor information, including e-mail, remit, and purchase order addresses; monthly and year-to-date purchase totals; year-to-date 1099 purchases; and more.

- Customizes vendor records to track more information and meet unique needs with five user-definable fields.

- Lets you define Accounts Payable posting accounts on a vendor-by-vendor basis.

- Adds new vendors and General Ledger accounts on the fly during transaction entry.
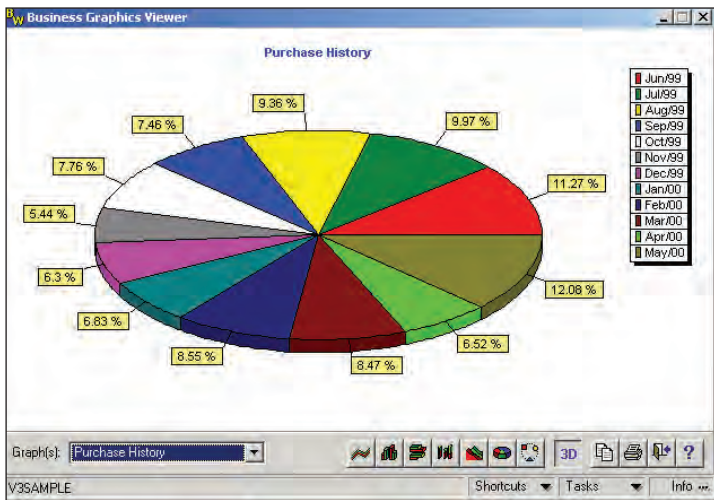
Business Graphics Report:

Quickly access your important Accounts Payable information with the Business Graphics. This feature delivers presentation-quality reports with the flexibility of user-defined font types, sizes, colors, and styles.

- Allows global changes to multiple vendor records at the same time, to expedite record updates.

- Optionally prints one check for each invoice for vendors who may prefer invoices to be paid individually.

- Allows flexible payment terms, including number of days, day of month, end of month, and end of next month.

* Specifications denoted with an asterisk (*) are practical limits. They are to be used as guidelines only and do not necessarily reflect the actual limitation. Individual requirements may vary based on the system you are using.

** This number represents the total number of all invoices for the vendor not just open invoices.

*** Limited only by disk space.

General Features

- Provides access to current and calculated balances for all cash accounts providing greater control over cash flow.

- Provides instant inquiry of vendor information, including invoices, debit memos, credit memos, and application of open credits while in any processing option. You'll avoid running lengthy reports, saving you significant time.

- Allows for quick location of vendors, based upon a variety of information, with a powerful search feature.

- Saves data entry time by allowing you to import vendor information, invoice information, and adjustments from a text file.

Processing Features

- Tracks credit card purchases and history for more accurate expense tracking.

- Lets you place specific vendors and invoices on payment hold so you can immediately defer payments until all issues are resolved.

- Allows automatic distribution of invoices to multiple accounts using expense allocation tables to reduce data entry time.

- Tracks discount dates, amounts, and due dates to help you save by paying invoices within an optimum time frame.

- Provides the ability to set up recurring invoices that post automatically to minimize the task of entering invoices that recur each month.

- Allows invoices to be automatically or manually selected for payment.

Check Features

- Permits partial payment of invoices.

- Allows entry of handwritten checks so you can easily track all your checks, not just those printed in Sage BusinessWorks. This provides the flexibility to quickly write checks if conducting a check run isn't convenient.

- Lets you enter a manual check as "void" in one step.

- Generates checks with either detailed or summary payment stubs.

- Checks can be voided individually or as part of a range, saving you valuable time.

Reporting Capabilities

- Prints 1099 MISC forms to help you fulfill government requirements.

- Lets you define aging periods for more concise reporting.

- Able to produce aging and open invoice reports "as of" any date.

- Prints the Aging Report by invoice date or due date.

- Streamline report information to exclude inactive vendor records by using the Report Filter feature.

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