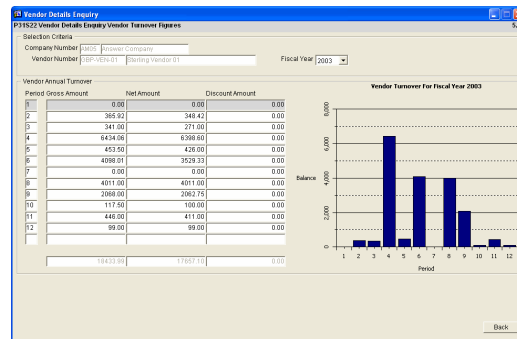


Quickly resolve business issues

- ▶ Easily customised to suit you
- ▶ Increase productivity
- ▶ Improve control mechanisms
- ▶ Record detailed information about vendors
- ▶ Control the complete Purchase Ledger function
- ▶ Multi company, multi currency and multi bank account
- ▶ Process self billing vendors
- ▶ Process Cross Billing to Customers
- ▶ Multiple Invoice Matching methods
- ▶ Full Purchase Price Variance, PPV, calculation, tracking and posting
- ▶ Full Payment Cycle facilities
- ▶ Quick Payment option
- ▶ Employee Expenses management

Easily customised to suit your business policies and procedures, Accounts Payable is a vital part of the accounts process for any company.

Achieve an increase in productivity, improve control mechanisms, aid cash management and enable quick definitions of important data structures such as Payment Terms, Currency Rates, Vendor details and any procedural controls required.



Record and manage detailed information about Vendors. This information defines the Purchase Order Processing Relationships, Payment Methods, Payment Terms, Invoicing Requirements and so on. Utilising Answer Accounts Payable, business issues should be able to be resolved quickly by providing immediate and accurate responses to Vendor enquiries through the comprehensive enquiry and reporting facilities available.

Answer Accounts Payable controls the complete Purchase Ledger function from registering Invoices, Invoice Authorisation, Matching Invoices to Purchase Orders/Receipts, Matching Credits to Invoices, Employee Expenses, Recurring Payments, Payment Selection and Change, Payment Processing, Currency Gains and Losses and the relevant Postings to the Cashbook and General Ledger with its links to Accounts Receivable it also assists in managing cash and cashflow.

Provision for Quick Invoice Entry where no Purchase Order matching will be carried out. Also, the ability to easily enter Employee Expense details using user defined Expense Sheet templates.

Provides a point and click method for creating ad-hoc Payment runs for individual invoices, etc.

Answer Accounts Payable is a multi company, multi currency and multi bank account facility.

As an integral part of Answer Enterprise, Accounts Payable fully integrates with Inventory Management, Purchasing, Sales, Accounts Receivable, Cash Book, Fixed Assets, Analytics and General Ledger modules ensuring that Accounts Payable works as one with the rest of your business.

Use in conjunction with our partner, Albany, for automated BACs payment processing.

Invoice Management

- ▶ Optionally Pre-Register Invoices with option to Post to General Ledger
- ▶ Invoice Authorisation Control optional by Vendor
- ▶ Convert Pre-Registered Invoices ready for Invoice Matching
- ▶ Invoice duplication detected and prohibited
- ▶ Match Invoices to Purchase Order Lines or Purchase Receipts
- ▶ Match Invoices to Vendor Returns
- ▶ Match Credits and Manual Payments to Invoices
- ▶ Match Credits to Vendor Returns
- ▶ Ability to either automatically Match PO Lines/Receipts or Register A/P Invoices from either Intercompany Sales Invoices or Vendor Invoices
- ▶ Match from imported ASCII structures containing their Sales Invoice details from your Vendors
- ▶ Match fully or partially with or without price and quantity overrides all subject to full security and financial control
- ▶ Determine whether matching to Purchase Order Receipts can take place if stock is not at an approved Inventory Status
- ▶ Ability to Factor or Assign Payment to another Vendor
- ▶ Ability to Hold Invoices for Payment
- ▶ Quick Invoice Entry
- ▶ Optional VAT/Tax Calculation based on entered values and Vendor preferences
- ▶ Ability to distribute/split VAT/Tax over multiple rates even where the total VAT/Tax is zero. This enables Zero Rated, exempt invoices to be correctly accounted for
- ▶ Unlimited distribution for General Ledger Amounts, VAT/Tax details, Special Charges, Text/Comments
- ▶ Ability to assign multiple User and General Ledger Analysis Codes for greater clarification
- ▶ Ability to record all other Transactions, Credits, Debits and Credit Journals, Payments i.e. Manual Cheques, Standing Orders, Direct Debits etc
- ▶ Manual Cheques posted directly to Cashbook
- ▶ Ability to record, manage and allocate one-off Invoice Charges
- ▶ Ability to override General Ledger Postings at Invoice Matching time
- ▶ Full Audit Trail of all Transactions Posted
- ▶ Ability to Match Invoice to Vendor Consigned Stock Purchase Order based on material usage and not receipted quantities
- ▶ Auto creation of debits for any Purchase Price Variance (PPV). This PPV can be for standard to PO, PO to Invoice or both; total control over any PPV

Employee Expenses

- ▶ Define Employees and Link to Vendors
- ▶ Define Employee Expense Forms
- ▶ Enter Employee Expenses with full Authorisation Controls
- ▶ Enter Expenses and optionally record Receipt details
- ▶ Define Value Controls above which Receipts must be entered
- ▶ Convert Expenses to Invoices
- ▶ Capture Receipt details and automatically hold if missing or unavailable
- ▶ Employee Expense Analysis and Review Enquiry
- ▶ Process as Part of Standard Payments Cycle

Management of Purchase Price Variance

- ▶ Ability on a Vendor-by-Vendor basis to determine how to manage PPV
- ▶ PPV Broken Down into Standard Cost to Purchase Price and Purchase Price to Invoice Price Elements
- ▶ Ability to Post PPV at either a Company or Product level
- ▶ Ability to monitor PPV by Vendor, Part Number
- ▶ Ability to set up Vendor PPV tolerances
- ▶ Accounts Payable now automatically updates the Purchasing/Payables Analytics with details of: Value of Std Cost to PO Price Variance, Number of Standard to PO Variances, Value of PO Price to Invoice Price Variances, Number of PO Price to Invoice Price Variances, Number of Full Payments, Number of Partial Payments, Number of Cancelled Payments, Value Paid

Recurring Invoices/Payments

- ▶ Define Recurring Invoices
- ▶ Define Number of Payments, Amounts and Frequency
- ▶ Ability to Include or Exclude from Payments Cycle

Self Billing Vendors

- ▶ Vendors can be defined as 'self billing'. When enabled, a Registered or Fully Matched Invoice will be automatically generated at Purchase Receipting time
- ▶ Enable self-billing for trusted Vendors and cut down on the volumes of manual paperwork and processing

Cross Billing Customers

- ▶ Typically used in Franchise Operations
- ▶ Allows an Invoice from a Supplier to be Cross Billed to a Customer
- ▶ Generates a Debit Note with or without mark-ups

Payment Processing

- ▶ Determine Payment Selection Criteria
- ▶ Ability to select on Payment Terms and Discount Available
- ▶ Ability to define output file formats by Payment method e.g. ASCII, XML, 'Clieop 3'
- ▶ Manage Content of Payment Run
- ▶ Ability to Cancel Vendors from Payment Run
- ▶ Ability to Cancel or Part Pay Invoices in Payment Run
- ▶ Ability to reconcile zero value balancing transactions e.g. Invoice/Credit
- ▶ Ability to optionally indicate at time of payment what PO Lines/Receipts are being paid on this Invoice when a partial payment is being made
- ▶ Generate Payment Documentation
- ▶ Ability to e-mail Remittances direct to the Vendor
- ▶ Generate Cheques
- ▶ Generate BACS/Electronic Funds Transfer Transmission File
- ▶ Other payment forms such as Giro's, Letters of Credit, Bills of Exchange and Cash where required
- ▶ Post Payment details to Cash Book as Drawn Not Yet Presented
- ▶ Ability to Manage and Reconcile Vendor Payment Run Exclusions and Exceptions
- ▶ Any Currency Gains or Losses are automatically calculated
- ▶ Full 'contra' processing with Accounts Receivable to ensure effective Cash Management
- ▶ Comprehensive Payment Enquiry Facilities by Payment Run, Vendor, Payment Method, Bank Account, Cheque/Payment Reference and so on
- ▶ Ability to automatically post Cash into Accounts Receivable based on Payment of Intercompany Invoices
- ▶ Ability to produce an ASCII or other Structure of Payment details for transmission to Vendor

Accounts Payable Management

- ▶ Payment Term Definition
- ▶ Authoriser Controls
- ▶ Open Item and Invoice Maintenance
- ▶ Aged Accounts Payable
- ▶ Vendor Management
- ▶ Vendors can be 'factored' for payments to be made to a third party
- ▶ Vendor Credit limits and checking
- ▶ Currency Revaluation
- ▶ VAT Audit and Analysis
- ▶ Period End Controls and Reporting
- ▶ Analytical enquiry capability for full integrated vendor, payment, expense detail and invoice statistics
- ▶ Multi-level security, defaults and a comprehensive series of audit trails
- ▶ Relate Vendors as Customers for full 'Contra' processing in Payment Processing
- ▶ Cash and Action Management to control Cashflow and record, diary style, any Actions to be performed
- ▶ Apply To or Factored Vendors can have a different base currency to the Purchasing Vendor
- ▶ Colour Coding in certain enquiries to clearly identify Key Conditions

Quick Payment

- ▶ Simply 'highlight' Invoices to be paid
- ▶ Application will check Invoice Payment eligibility
- ▶ 'Highlighted' Invoices passed to a unique Payment Processing cycle for total control

For more information visit the Answer Solutions website or contact us.

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