

# Accounts Payable

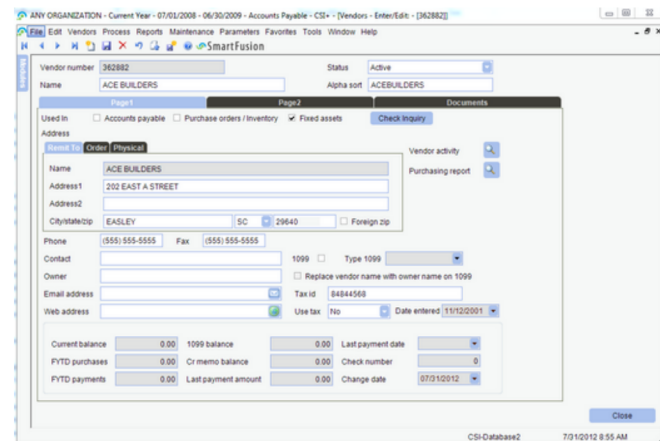
The vendor payment process is easily managed with the Accounts Payable module. The system provides for strong cash controls for increased accountability.

## Pay Vendors

- Use the Temporary vendors feature to eliminate the need for setting up a vendor to process one-of-a-kind or infrequent payments. Selecting the Temporary Vendor Status allows payment to a variety of vendors under a single vendor number. Vendor name and address is then entered on each check.
- Automate use tax payments. If a vendor fails to charge sales tax on a taxable invoice, the invoice can be flagged as "subject to use tax." At the end of the month, a menu option is available that will calculate the use tax, create an Accounts Payable voucher to pay the tax and automatically distribute the tax to the appropriate expenditure accounts.
- Prints 1099s to laser printers. Optionally, include 1099s over a minimum dollar amount.
- Place vendors on payment hold, purchase hold or both.
- Pay vendors through ePayment.
- Email vendor notifications.

## Maintain Cash Control

- Interfaces to Bank Reconciliation. When checks are written, an outstanding check record will be added to the Bank Reconciliation module.
- Automatic accrual of invoices at year-end. Invoices paid in the current year that should be expensed in a prior year can be flagged as an accrual during voucher entry. The system will automatically charge them to the correct expenditure account in the prior year.
- Enter and pay invoices for a new accounting period without waiting for the current period to be closed.
- Funds are automatically balanced when expenditures chargeable to multiple funds are paid from a central cash account.



**VENDORS - ENTER/EDIT**

## Receive and Record

- Account numbers are verified when invoice amounts are distributed to the ledger accounts.
- Check budget availability as invoices are entered. An alert message appears if the invoice entry exceeds budget. Depending on user authority, as defined within the system, the user may change the account number, allow the budget to be exceeded or be required to obtain additional approval.
- Invoice history and vendor history can be easily displayed on the screen or printed.
- Store and track vendors' Certificates of Insurance.

## REPORTING

- Vendor Master List
- Vendor Labels
- Vendor Activity Report
- Vendor 1099 Report
- Voucher Register
- Check Proof
- Ledger Posting Register
- Account Distribution Report
- Accounts Payable Report by Account Number
- Accounts Payable Report by Location
- Paid & Unpaid Invoice Reports

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