

Sage Enterprise Suite — Accounts Payable

Web-Based Reporting

All Accounts Payable reports can be generated and viewed through Microsoft Internet Explorer with our Web Reports module, at the same high level of security as with the module's standard output.

Reporting Features

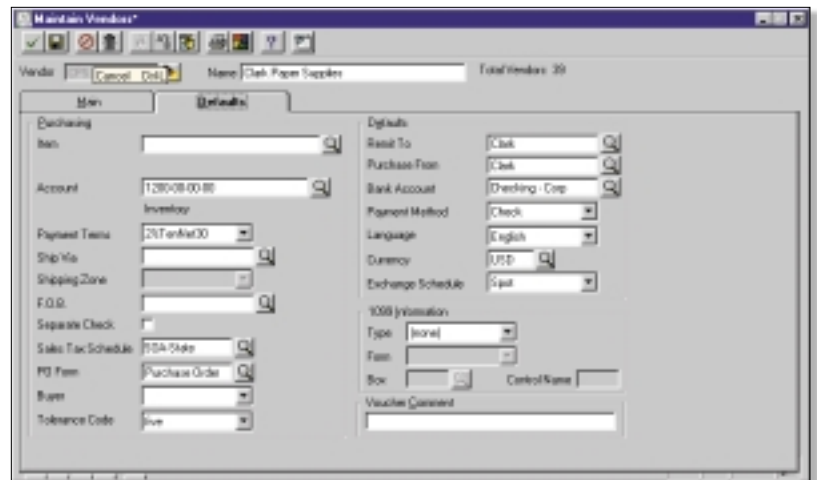
- Maintain custom form layouts for printed forms used throughout all Sage Enterprise modules
- Tailor Accounts Payable forms to your organization's design requirements
- Export all report data to an external file. Data types supported include ASCII text, delimited, Excel, Lotus 1-2-3, HTML, RTF, or Microsoft Word
- Output any report to the screen, a printer or a variety of file formats
- Create customized, presentation-quality reports through Crystal Reports software

Reports

- Aged Payables
- Purchase Activity
- Vendor Payment Activity
- Sales Tax
- Payment History
- Vendor Purchase Analysis
- AP Analysis
- Cash Requirements
- Vendor 1099 Activity
- Vendor 1099 History
- AP Trial Balance

Sage Enterprise Suite of Modules:

General Ledger, Accounts Payable, Accounts Receivable, Cash Management, Financial Reporting, Web Reports, Fixed Assets, Multicurrency Management, Advanced Allocations, Consolidations, Advanced Budgeting, Purchase Order, Sales Order, eCustomer, Inventory Management, Inventory Replenishment, Human Resources, Manager and Employee Roles, Payroll, Customizer, Application Framework, Module Source Code



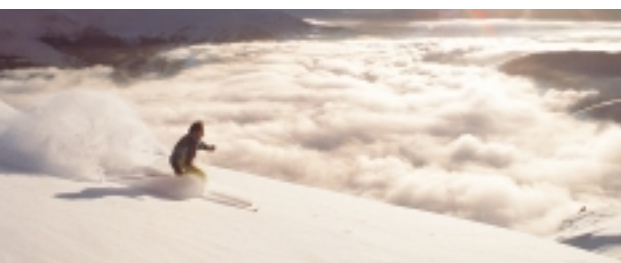
Streamline Vendor-Related Tasks to Save Time and Cut Costs

The Sage Enterprise Suite's Accounts Payable module helps you save time, reduce administrative costs and gain better control over your business processes by automating a wide range of vendor-related tasks. It is a key component of Sage Enterprise Suite, a highly reliable, robust and integrated series of business applications that delivers a flexible, scalable and full-featured total e-business management solution.

With a variety of advanced customization options, the Accounts Payable module lets you specify vendor management procedures and processes to best suit the needs of your organization. The system makes it simple to enter a default General Ledger account to the vendor class, or to a batch and to track expenses by department or location. You can also fulfill specific vendor requirements quickly and easily by assigning a default item, 1099 information, payment terms, and tax codes to each vendor.

In addition to providing maximum flexibility, the system gives you fast, easy access to the information you need for day-to-day tasks and period-end processing, including vendor statistics, aging and transaction information.

Accounts Payable simplifies voucher entry by automatically calculating sales taxes, discounts and due dates, as well as by defaulting General Ledger accounts, payment terms and 1099 information. Because you can set up recurring vouchers, you'll save time and maximize productivity by eliminating duplicate work each month. Simplified period-end processing can further improve your productivity.



Sage Enterprise Suite — Accounts Payable

System Implementation Options *Customize vendor management tasks to match your business requirements.*

- Define an unlimited number of companies with different vendors and processing options
- Post transactions in detail or summary to the General Ledger
- Maintain an audit log
- Customize batch, journal and transaction IDs for vouchers, memos and payments
- Establish up to four user-defined aging categories
- Produce up to four custom fields for vendors

Vendor Management *Tailor vendor management options by assigning various default items to each vendor.*

- Assign defaults for General Ledger account, item, 1099 type, payment terms, bank account, currency, and tax codes
- Define a payment method for each vendor
- Designate user-defined tolerance codes for purchase order matching
- Generate separate checks for each vendor with a separate check option
- Create an easy-to-follow audit trail while preventing duplicate invoice entries and payments

Voucher and Memo Processing *Simplify voucher entry and eliminate duplication by creating recurring vouchers with user-defined processing cycles.*

- Process vouchers by batch
- Designate a batch as private or public
- Assign a reference code for each voucher line
- Hold any batch to prevent posting or any voucher to prevent payment
- Assign voucher numbers automatically
- Perform real-time posting of batches online at any time, and simultaneously update two different company ledgers automatically when posting intercompany expense distributions

Payment Processing *Prepare for accurate reconciliation and avoid missing important payments with these helpful features.*

- Process payments by bank account and payment method
- Select vouchers for payment based on a variety of criteria
- View and edit voucher selections
- Monitor the available cash balance
- Partially pay invoices
- Record manually written payments
- Enter a prepaid invoice
- Automatically apply a prepaid invoice when the voucher is posted

Multicurrency Capabilities *Operate your business on a global level using the system's multicurrency functionality.*

- Enter vouchers in a vendor's natural currency
- Issue payments in any currency
- Perform an exchange rate override to modify the settlement amount of an invoice
- Recognize and post realized gains and losses when paying an invoice
- Perform cross-rate derivation

Period-End Options *Improve your productivity with simplified period-end processing.*

- Specify reports to print automatically at period end
- Purge data at any time or as part of the period-end process
- Post to current and future periods
- Generate audit registers, reconciling your accounts payable with the AP Trial Balance report
- Retain multi-year history of voucher and payment data for year-to-year comparisons, trends and analysis

Import *Save time and errors performing data re-entry by easily importing data from an existing accounting system.*

- Transfer information from an existing accounts payable system to the Sage Enterprise Suite — Accounts Payable module
- Import posted or pending vouchers and vendor information
- Import files containing either fixed-length records or delimited records

Security *Enjoy peace of mind knowing that your sensitive accounts payable records are safe from unauthorized access.*

- Set up specific security groups, thus limiting access to a defined group of users
- Establish access permissions such as display only, excluded, add/change/delete, or supervisory

Payables Analysis *Accounts Payable lets you drill down on any vendor field to access more detailed information.*

- Use the system's extensive drill-down and drill-around capabilities to view all vendor activities such as vouchers, debit and credit memos, and payments
- Create user-defined *ad hoc* queries by establishing a variety of selection criteria for vendor inquiry and analysis
- View voucher and payment information, vendor statistics, aging information and latest transactions, and drill down to the underlying details for further analysis