



**SAGE MAS 90    SAGE MAS 200**

**ACCOUNTS PAYABLE**

**REPORTS**

The Accounts Payable module features powerful expense management capabilities and crucial forms and reports:

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

**BUSINESS ALERTS**

Business Alerts is a separate module that monitors your Sage MAS 90 database and can send e-mail 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
- Check exceeds a specified amount

**A Comprehensive Solution**

The Accounts Payable module for Sage MAS 90 and Sage MAS 200 ERP systems provides a comprehensive solution for managing your expenditures. Beyond recording transactions and obligations to vendors and creditors, Accounts Payable offers 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, provide valuable business insights for decision-making.

**Flexible and Powerful**

The many features of the Accounts Payable module allow accounting by department or division, use of multiple bank accounts, auditing of changes to the vendor masterfile, use tax and freight allocation, the ability to add new vendors and codes on the fly, automatic payment selection, check printing on standard or custom stock, invoice history retention, check reversing, and more.

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

**Easy to Implement and Use**

Powerful, yet simple to use, Accounts Payable uses the familiar Windows graphical format to display information. It smoothly integrates with Microsoft Office to easily generate personalized communications to vendors.



# Sage MAS 90 and Sage MAS 200

## Accounts Payable

*"With Sage MAS 90, we can do payroll and accounts payable in half the time it took us before, and we have usable, real-time data. Accounting is so much easier that when employees leave we haven't needed to replace them, and are now doing more work with half the staff."*

Mary Erlenmeyer, Accountant  
Raleigh Racquet Club

### FEATURES

Sage Software's integrated accounting, e-business, customer relationship management (CRM), distribution, and manufacturing solutions help you transform data into the helpful insights your business needs to prosper. Our extensive product line offers a progressive series of modules and hundreds of industry-specific add-ons. Sage MAS 90 and 200 Accounts Payable gives you the information and reporting ability to effectively conduct expense management activities today, and make better business decisions for the future.

#### 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 who are also accounts payable vendors.

#### History Retention

The invoice history file provides 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 who 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 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 automatic payment.

#### Invoice Entry

Automatically calculate due dates, discount due dates and discount 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, which can include invoice detail for all checks, or for checks where information did 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 Reversing

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

To handle international addresses, vendor masterfiles include three address lines, country codes, international postal codes, and expanded telephone number fields.

#### Vendor Memos

Enter and maintain vendor memos for individual vendors with full text-editing capabilities. Flag selected vendor memos to automatically pop up during data entry programs, so you can see critical information.

#### Vendor Masterfile Audit

Audit changes, deletions, or additions to the vendor masterfile.