

Sage Timberline Office



Accounts Payable

Accounts Payable puts you in charge of the entire payables process—from the minute invoices come in your door, through the approval process, payment selection, and check printing.

Invoice entry is simple and efficient with a spreadsheet entry grid that can be navigated by keyboard or mouse. Payment selection is even easier with a process that can select invoices to pay by any criteria you define. And generating vendor checks is a snap with advanced check writing capabilities like two-party checks and customizable checks and stubs.

Using integrated access tools, your payables information is always immediately available. Interactive inquiries let you view stored information in seconds for quick lookups and over-the-phone answers. And customizable reports let you calculate and print information in any format you choose for in-depth payables analysis.

Get up and running quickly and efficiently when you streamline your software setup with the Setup Wizard. And the Workflow Center provides instant access to the tasks you perform most often in a simple, intuitive workflow layout.

Following is a detailed list of the features Accounts Payable offers to keep you on top of expenses and in control of your cash flow:

Vendor tracking

- Log vendor terms for automatic calculation of discount amounts and payment dates.
- Track vendor contact names, phone numbers, fax numbers, and other essential information.
- Add up to 250 user-defined data fields to track additional information.
- Specify information that prefills during invoice entry (for example, discount amount, discount date, payment date, and GL account).
- Track general liability, workers' compensation, automobile, and umbrella insurance.
- Track 1099 information.
- Track miscellaneous deductions (for example, workers' comp).
- Set up one-time or temporary vendors without adding them to your permanent vendor list.
- Use a single vendor list for multiple companies while tracking 1099 information separately.
- Track separate fiscal and calendar year totals to accommodate 1099 and other tax reporting.

Invoice entry

- Track invoices the minute they come through your door with an optional pending invoice system.
- Use recurring invoices to process rent payments, contract fees, and more.
- Prefill information that repeats every line to reduce key strokes.
- Distribute invoices to multiple properties, jobs, cost codes, categories, and general ledger accounts.
- Allocate invoices by predefined percentages.
- Customize the distribution grid by vendor type to include only entry fields needed for each vendor.
- Enter and pay invoices for future periods.
- Place invoices or distributions on hold during invoice entry.
- Tie invoices to commitments.

BENEFITS

- Easy and accurate invoice tracking starts the minute invoices come through your door.
- Customizable check printing adapts to your needs.
- Specify pre-fill information for fast invoice entries.
- Customize Account Payable's accurate vendor tracking to your specifications.

