

# Sage Timberline Enterprise



## Accounts Payable

**Sage Timberline Enterprise 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 your accounts payable staff and new hires up and running quickly on the software using the Accounts Payable Process Map. With this visual interactive representation of the accounts payable process, you can click on any section of the diagram to complete your work.

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, addresses, phone and fax numbers, and other essential information.
- Add custom fields to track additional information.
- Specify information that prefills during invoice entry (for example, discount amount, discount date, payment date, and GL account).
- Track vendor's 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.

### Invoice entry

- Track invoices the minute they come through your door without having to post them.
- Prefill information that repeats every line to reduce key strokes.
- Distribute invoices to multiple jobs, cost codes, categories, and general ledger accounts.
- Easily and efficiently select purchase orders as part of the invoice entry process.
- Enter and pay invoices for future periods.
- Tie invoices to purchase orders or subcontracts.

### BENEFITS

- Easy and accurate invoice tracking to ensure efficient cash flow and manage vendor information
- Customizable check printing adapts to your needs
- Customize invoice entry screen to fit your company's needs
- Customize Account Payable's accurate vendor tracking to your specifications

- Receive a warning if a vendor's insurance has expired.
- Receive a warning if a subcontractor or supplier's invoice doesn't match estimates or commitments so you don't over or underpay.
- Set up new vendors on-the-fly.
- Enter joint-check payees during invoice entry.
- Automatically calculate due dates based on vendor terms.
- Post discounts to jobs.
- Track discounts that you took advantage of as well as those you missed.
- Automatically calculate tax liability.
- Automatically assign bank accounts.

### Customized Payment selection

- Display invoices by any criteria you define.
- Automatically or manually select invoices for payment.
- Make partial payments.
- Give discounted invoices priority.
- Manage retainage and lien waivers.
- Place invoices, distributions, vendors, jobs or commitments on hold during payment selection.
- Enter joint check payees during invoice selection.
- Sort open invoice list by selected column.
- View details on invoice, vendor, job, bank, purchase order, and subcontract .
- Filter open invoices using saved or on-the-fly filters.
- Customize payment selection to view only retainage or partial retainage invoices.
- Receive a warning if a vendor's insurance has expired.

### Check printing

- Print two-party checks.
- Use the Sage Report Designer to customize the check format.
- Sort checks in vendor, or job order.
- Print the vendor's customer ID for your company on the check.
- Automatically print checks or produce ACH file to be sent to bank.
- Easy to use wizard to guide you through payment process.
- Produce MICR-encoded checks through Integrated Development Partner solution.

### Reporting

- Choose pre-designed Accounts Payable reports to calculate and print information at any time (for example, Open Invoice, Approved Invoice Register, and Cash Requirements).
- Apply conditions and ranges to print exactly the information you need.
- Modify standard reports, or create new reports using Report Designer.

### Workspaces

- Apply filters to display exactly the information you want to see.
- Search for specific information using exact match or partial match criteria.
- View stored information on the screen through an interactive accounts payable inquiry.
- Drill down from summary information to supporting detail.
- Perform tasks with the shown information.

### Additional features

- Record invoices and print checks for quick vendor or COD payment.
- Change or delete invoices even after they have been posted.
- Determine payment method by vendor. Vendor can be paid by check or ACH.
- Process a vendor payment right from the invoice entry screen.
- Void checks and reinstate invoices.
- Enter electronic notes to document information on invoices and vendors.
- Attach other files (for example, scanned images of purchase orders or receiving documents) to invoices and vendors.
- Reconcile payments using Cash Management.
- Change descriptions that appear on the screen to match your company's standard terminology.
- Define security rights by user or group.
- Track lien waivers.
- Enter expenses to one company but pay invoices from another company (intercompany accounting).
- Import invoices from other programs.

Accounts Payable is a part of Sage Timberline Enterprise, a tightly integrated business management solution designed to simplify the complex needs of service and specialty contractors.