

# Sage 100 ERP

## Accounts Payable

### A Comprehensive Solution

The Accounts Payable module for Sage 100 ERP (formerly Sage ERP MAS 90 and 200) utilizes a revolutionary user interface. It provides a comprehensive solution for managing your expenditures and helps you raise productivity through a dual-grid entry screen and powerful reporting capabilities. Beyond recording transactions and obligations to vendors and creditors, Accounts Payable offers you 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, give you valuable business insights for more informed decision-making.

### Flexible and Powerful

The many features of the Accounts Payable module allow you to use streamlined, personalized dual-grid entry for accounting by department or division; access multiple bank accounts; and audit changes to the vendor masterfile, use tax, and freight allocation. You also gain the ability to add new vendors and codes on the fly, perform automatic payment selection, print checks on standard or custom stock, access detailed invoice history retention, record check reversals, and more.

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

### Extensive Features

Powerful, yet simple to use, Accounts Payable includes bundled reports and forms that leverage Crystal Reports for Sage 100 ERP and the ability to create personalized settings. Add user-defined fields (UDFs) to any data file within Accounts Payable, Accounts Receivable, and General Ledger. Accounts Payable smoothly integrates with Microsoft® Office to easily generate personalized communications to your vendors.



## REPORTS

The Accounts Payable module includes powerful forms and reports:

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

Invoice No.	Inv Date	Inv Due Date	Disc Date	Amount	Discount	Balance	Comment
0001053190	5/31/2010	5/10/2010		3,500.00	0.00	3,500.00	Rent On
0000000000	5/31/2010	5/30/2010		3,500.00	0.00		
JUNE-4913	5/31/2010	6/30/2010		25,000.00	0.00	25,000.00	
MAY-4913	5/31/2010			25,000.00	0.00	0.00	
000018145	5/17/2010	5/30/2010		1,800.00	0.00	1,800.00	
000010620	5/15/2010	5/30/2010		1,750.00	0.00	1,750.00	
0000105019	5/2/2010	5/30/2010		3,500.00	0.00	0.00	
0001050190	5/1/2010	5/30/2010		0.00	0.00	0.00	
43-241	5/1/2010	5/30/2010		1,255.00	0.00	0.00	
0001043090	4/30/2010	5/10/2010		3,500.00	0.00	0.00	Rent On
0001053190	3/31/2010	4/30/2010		3,500.00	0.00	0.00	

  

Trans Date	Trans Type	Trans Amount	Discount	Check Date	Check No.
5/31/2010	Invoice	3,500.00	0.00		
5/31/2010	Payment	3,500.00	0.00	5/31/2010	001721

  

Balance	Current	30 Days	45 Days	60 Days	90 Days
31,850.00	31,850.00	0.00	0.00	0.00	0.00

	G/L Account	Amount	Description
1	545-10-03	2,000.00	Utilities: SABMK-CENTR
2	555-00-03	1,500.00	Rent
3	450-02-00	345.00	Freight
4	160-00-00	155.00	Furniture
5		.00	

  

Comment
Electric

  

Distribution Balance	Total
0.00	4,000.00

Quick and easy grid entry is efficient and flexible—personalize by moving items between primary and secondary grids.

