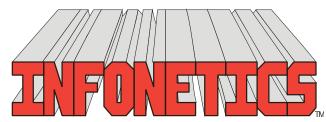
ACCOUNTS PAYABLE SYSTEM

ACCOUNTS PAYABLE SYSTEM

The ACCOUNTS PAYABLE SYSTEM is used to track and manage the monies owed by a business to its vendors. Vouchers created by the PURCHASE CONTROL SYSTEM can be automatically posted to this module. Creation and printing of checks on bank stock check forms is supported as is reconciliation of multiple checking accounts.

Cash management is improved through the use of a PAYABLES AGING report that ages the vouchers according to their due date for each vendor. Control journals are created each step of the way to monitor the dollars that flow through this system. At the end of the month, all the entries in the payables ledger are summarized and updated to the GENERAL LEDGER SYSTEM.



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ACCOUNTS PAYABLE MENU

PAYABLES MENU

- The **POST/EDIT PAYABLES DATA** program is used to add, change, view, or delete transactions (checks and vouchers) in the payables database.
- The CREATE/PRINT VOUCHR
 CHECK program is used to create and print checks applied to vouchers previously posted to the system.
- The CREATE/PRINT DIRECT CHECK program is used to create and print quick checks without vouchers.

REPORTS

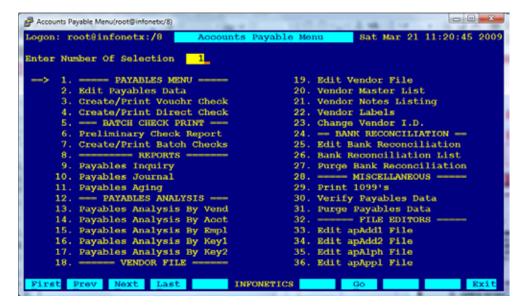
- The PAYABLES INQUIRY program provides a complete history of the vendor account.
- The PAYABLES JOURNAL program produces a report of all transactions in numerical order.
- The PAYABLES AGING program produces an aged listing of unpaid vouchers and unapplied credits by vendor with four variable aging categories.

PAYABLES ANALYSIS

 The PAYABLES ANALYSIS programs generate monthly spreadsheet analyses of payables activity. The reports can be sorted by vendor, account, employee or other criteria defined by the operator.

EDIT VENDOR FILE

- The VENDOR MASTER LIST program lists the vendor information for easy retrieval and access.
- The VENDOR NOTES LISTING lists up to 250 lines of vendor notes, one vendor to a page.
- The **VENDOR LABELS** program prints 1" high by 3 ½" wide vendor address labels.



ACCOUNTS PAYABLE MENU SCREEN (screen 1)

 The CHANGE VENDOR I.D. program can be used to change vendor ID throughout the entire system.

BANK RECONCILIATION

The BANK RECONCILIATION PROGRAM is used to balance the checking accounts on screen to the bank statement. It also gives an instant snapshot of the overall checking account balance.

MISCELLANEOUS

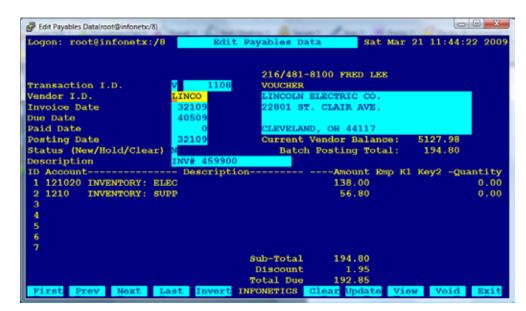
- The VERIFY PAYABLES DATA program is a maintenance program to ensure internal data integrity.
- The PURGE PAYABLES DATA program is a maintenance program used to remove old data from the payables database.

POST/EDIT PAYABLES



The POST/EDIT PAYABLES DATA program is used to add, change, view, or delete transactions (vouchers) in the payables database.

- Each transaction consists of:
 - Transaction ID, (one character type code and an eight digit number)
 - A six character vendor ID
 - Vendor invoice date, due date, paid date and posting date
 - Short description
 - Multiple G/L distribution lines (account ID and amount)
 - Prompt payment discount available
- Costs can be distributed to various General Ledger Accounts as well as to departments, subsidiaries and/or cost centers.
- Due date calculated automatically when posted. Can be overridden if desired.



EDIT SCREEN: EDIT PAYABLES DATA

- **Default distribution account** used as each voucher is posted.
- Security permission modes to prevent voiding except by authorized personnel.
- Audit journal produced at end of editing session.

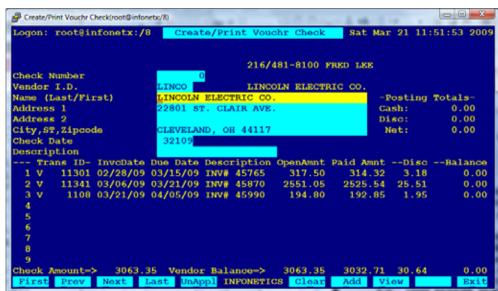
CREATE/PRINT CHECKS

The CREATE/PRINT VOUCHR CHECK program is used to create and print checks applied to vouchers previously posted to the system.

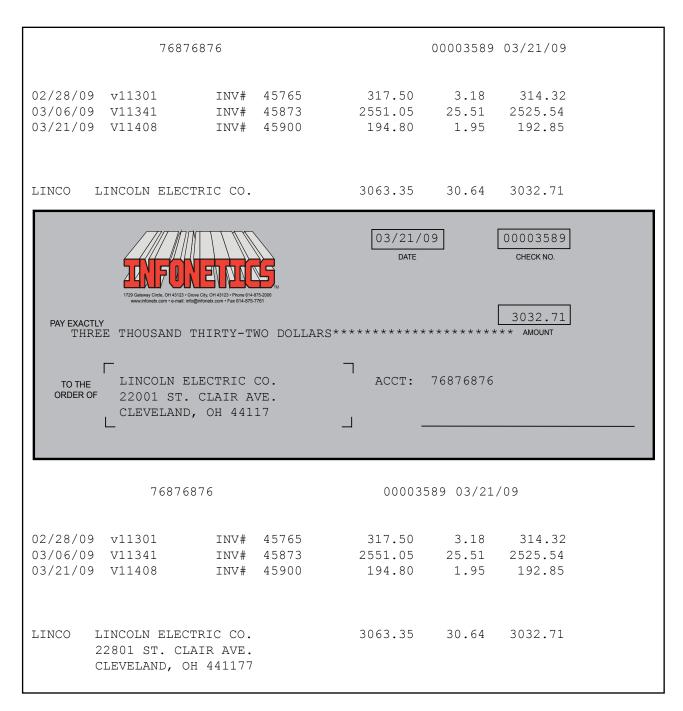
The CREATE/PRINT DIRECT CHECK program is used to create and print quick checks without first posting a voucher.

- When the vendor to be paid is selected, the system displays on an editing screen all open items (unpaid invoices or unapplied credits).
- Amount to be paid on each invoice and discounts taken are then allowed or disallowed.
- Creates a check in the database and prints it on bank stock forms.
- Final check register printed at end of session.
- Journal output can be directed to the screen, .PDF preview, any printer, fax, email or a networked harddrive on the server.

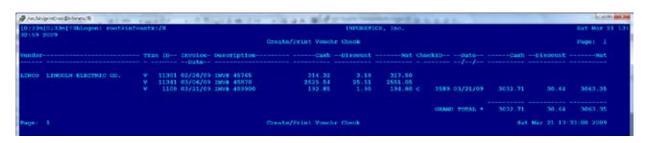
Page 74



EDIT SCREEN: CREATE/PRINT VOUCHER CHECK



SAMPLE OUTPUT: PAYABLES VOUCHER CHECK

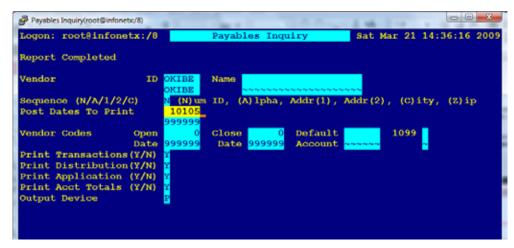


SAMPLE OUTPUT: PAYABLES CHECK CREATION AUDIT JOUNAL

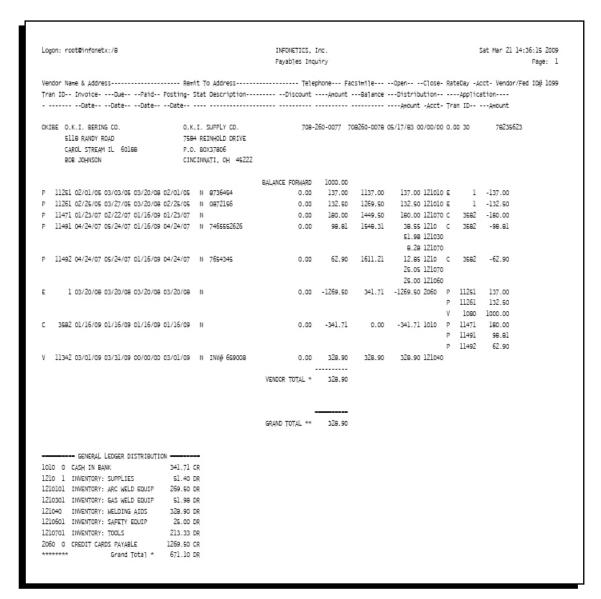
PAYABLES INQUIRY

The PAYABLES INQUIRY program provides a complete history of the vendor account.

- View vendor's transaction history.
- Application data showing which check paid a particular voucher and vice-versa.
- Distribution data shows which General Ledger accounts were affected with subtotals for each G/L account shown at bottom of the report.
- Output can be directed to the screen,
 .PDF preview, any printer, fax, email or a networked harddrive on the server.

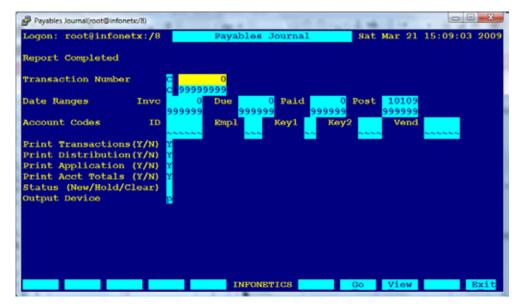


SETUP SCREEN: PAYABLES INQUIRY



SAMPLE OUTPUT: PAYABLES INQUIRY

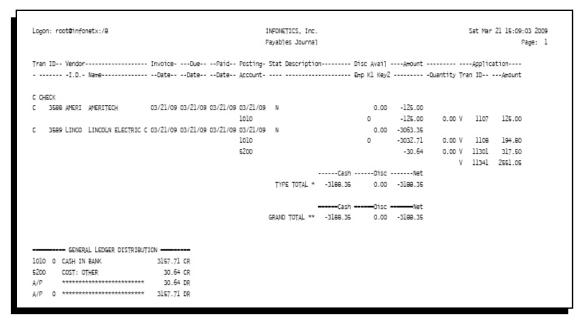
PAYABLES JOURNAL



SETUP SCREEN: PAYABLES JOURNAL

The PAYABLES JOURNAL program produces a report of all transactions in numerical order.

- View transaction in numerical (jour nal) order.
- · Detailed/Summary modes available.
- Application data showing which checks paid a particular voucher and vice-versa.
- Distribution data shows which General Ledger accounts were affected with subtotals for each G/L account shown at bottom of the report.
- Output can be directed to the screen, .PDF preview, any printer, fax, email or a net worked harddrive on the server.

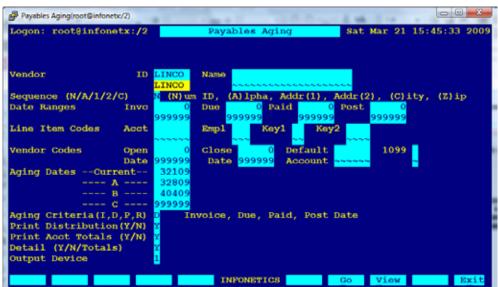


SAMPLE OUTPUT: PAYABLES JOURNAL

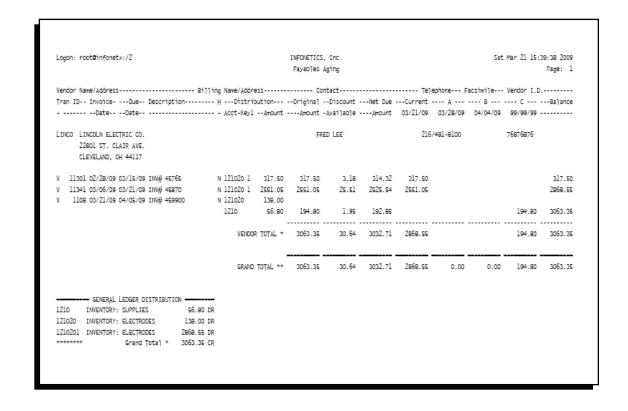


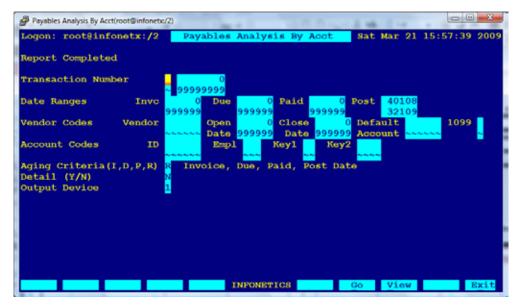
The PAYABLES AGING program produces an aged listing of unpaid vouchers and unapplied credits by vendor with four variable aging categories.

- Aged listing of each vendor's unpaid vouchers and unapplied credits.
- Four (4) variable aging categories.
- Sorted alphabetically by vendor name or numerically by vendor ID.
- Detailed mode: Vendor ID and name, telephone, contact, all open items, original amount, invoice and due dates, and balance due aged into appropriate categories
- Summary mode: Vendor ID and name, telephone, contact and aging totals.
- Output can be directed to the screen,
 .PDF preview, any printer, fax, email or a networked harddrive on the server.



SETUP SCREEN: PAYABLES AGING

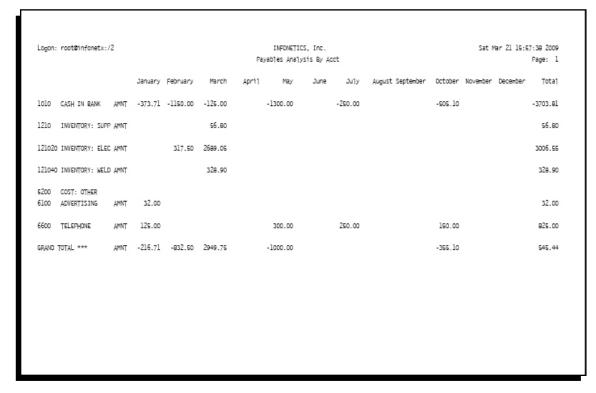




The PAYABLES ANALYSIS programs generate monthly spreadsheet analyses of payables activity.

- Can be sorted by vendor, G/L account ID, as well as department, subsidiary and/or cost center.
- Output can be directed to the screen,
 .PDF preview, any printer, fax, email or a networked harddrive on the server.

SETUP SCREEN: PAYABLES ANALYSIS BY ACCT



SAMPLE OUTPUT: PAYABLES ANALYSIS REPORT

EDIT VENDOR FILE

The EDIT VENDOR FILE program is used to add, change, delete or view name and address information in the vendor database.

- · Add, change, view, or delete vendors showing the following data:
 - Vendor's name, address, contact, telephone and fax number
 - Standard days till due and prompt pay discount terms
 - Default voucher distribution account
 - Optional billing address if different from standard address
- · Automatically assigns an alphabetical vendor ID if desired.
- · Secondary alphabetical indexes are maintained automatically for viewing/ listing vendors by name, address, city or contact.
- Up to 250 general purpose note lines available for additional information.



EDIT SCREEN: EDIT VENDOR FILE

VENDOR LIST/LABELS

The VENDOR MASTER LIST program lists the vendor's information for easy retrieval and access.

The VENDOR NOTES LISTING lists up to 250 lines of vendor notes, one vendor to a page.

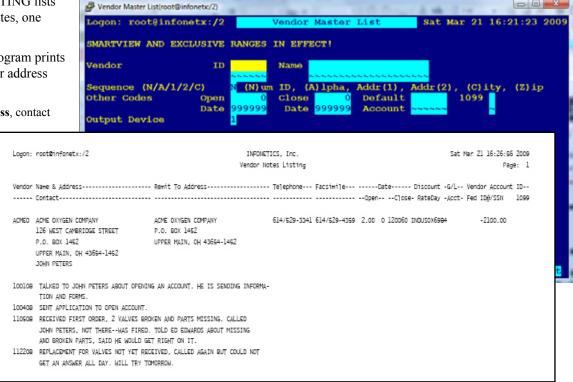
The VENDOR LABELS program prints 1" high by 3 ½" wide vendor address labels

• List vendor's name, address, contact and telephone number.

· Sorted alphabetically by vendor's name or vendor ID.

• Output can be directed to the screen, .PDF preview, any printer, fax, email, or a networked harddrive on the server.

0 0 0



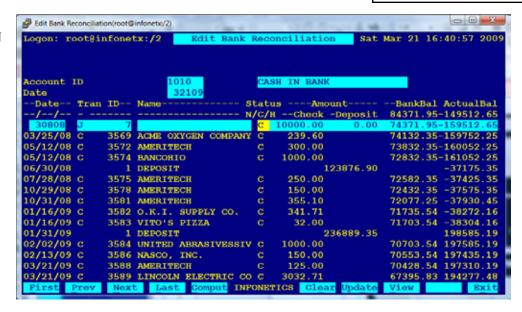
SETUP SCREEN: VENDOR MASTER LIST (top) SAMPLE OUTPUT: VENDOR NOTES LISTING (bottom)

EDIT BANK RECONCILIATION



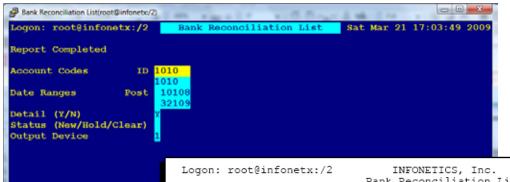
The EDIT BANK RECONCILIATION program is used to balance the computer's checking accounts balances to your bank's statement.

- Checks created by the "Create/Print Direct Check" and "Create/Print Vouchr Check" programs are automatically logged in the Bank Reconciliation File.
- Deposits and other miscellaneous adjustments can be posted manually to the Bank Reconciliation file.
- On screen running totals (or bank balance cleared) and actual balance are available.



EDIT SCREEN: EDIT BANK RECONCILIATION

BANK RECONCILIATION LIST



The BANK RECONCILIATION LIST produces a listing of the Bank Reconciliation File, showing the beginning bank and actual balances, the activity for the specified period with running bank and actual balances. It provides good hardcopy output of the Bank Reconciliation file to be printed after balancing to the Bank Statement.

Logon: root@infonetx:/2 INFONETICS, Inc. Sat Mar 21 17:03:49 2009 Bank Reconciliation List Page: 1 For The Period 01/15/08 Thru 03/21/09					
Date Tran ID //	Name St	atus C/HC	Amount CheckDep	 ositBa	Balance ankActual
03/25/08 C 3569 05/12/08 C 3572 05/12/08 C 3574 06/30/08 1 07/28/08 C 3575 10/29/08 C 3578 10/31/08 C 3581 01/16/09 C 3582 01/16/09 C 3583 01/31/09 C 3584 02/02/09 C 3584	LINCOLN ELECTRIC CO AMERITECH ACME OXYGEN COMPANY AMERITECH BANCOHIO DEPOSIT AMERITECH AMERITECH AMERITECH AMERITECH	C 2: C 30 C 100 C 2: C 1: C 3: C 3: C 3: C 100	39.60 00.00 12387 50.00 55.10 41.71 32.00 23688 00.00	84671. 84371. 74371. 74132. 73832. 72832. 72832. 72582. 72077. 71735. 71703. 70703. 70703.	.35-159752.25 .35-160052.25 .35-161052.25 .35 -37175.35 .35 -37425.35 .35 -37575.35 .25 -37930.45 .54 -38272.16 .54 -38304.16 .54 198585.19 .54 197585.19
1010 CASH IN BANK					
	GRAND TOTAL *	* 1740	01.12 36076	6.25 67395.	.83 194277.48

SAMPLE OUTPUT: BANK RECONCILIATION LIST

