

Highlights

- › Powerful copy feature and user defined defaults make vendor set up quick and easy
- › Store unlimited vendor contacts and organize them by contact type
- › Flexible invoice entry and adjustment options with credit memo application
- › One step purchase order to invoice conversions when Purchasing is installed
- › Convenient miscellaneous vendor option to simplify set up for one time use vendors
- › Automatic invoice hold feature
- › Unlimited free form notes, right down to invoice detail level
- › One step entry of invoice and payment for prepaid invoices
- › Flexible payment processing with extensive selection criteria, partial payments and terms discounts
- › Handy payment transfer and reversal option
- › Diverse listings and inquiries for effective cash flow management
- › Seamless interface with Project Costing, General Ledger and Purchasing
- › Multi-company and multi-currency are standard features in this module
- › Practical support options, training and customization available

Accounts Payable

The **practical reporting, informative inquiries and comprehensive windows** in Aspire Accounts Payable make it a valuable resource for managing cash flow and settling vendor commitments.

Defaults can be configured and used when adding new vendors, making set up quick and easy. Type and class fields group like vendors for more meaningful reports and inquiries. Purchasing and payment comments can be stored and an unlimited number of contacts can be maintained for each vendor, including voice, fax, cell and e-mail information.

Invoice entry is designed for speed. Browses and lists are available at your fingertips for increased accuracy. Invoice and payment are entered in one step when prepaid. Invoices can be placed on hold during entry, or automatically help based on vendor. Invoices for one time purchases are quick to enter using a miscellaneous vendor. All transactions are proofed *before* posting, including Project Costing and General Ledger journals.

Purchase orders can be converted to invoices in one easy step. A different purchase order can be used on every invoice line if necessary. A Purchase Order inquiry window shows purchase order detail for each vendor.

Adjustments include a convenient reverse and re-enter feature, one step invoice reversals and credit memos that can be applied to one or more invoices. All are accompanied by a full audit trail and automatically update interfacing modules.

Payments are processed using **practical options to select invoices and vendors to pay**. Payment amount and terms amount can be adjusted on any invoice. A separate cheque for every invoice can be produced where necessary. Manual cheques, cash and several other payment types can be recorded as well. Payments can be reversed in full or transferred from one invoice to another.

All vendor activity is in one location. Invoices, adjustments, payments, outstanding purchase orders and detail notes can be viewed with drill downs to the lowest level of detail. Versatile filters allow you to customize the data and the view. Contact information is available from the inquiry window when you need to communicate with the vendor.

The Aged Payables Listing contains **all the information you'll need to decide what to pay and when**. View invoices by bank and currency, vendor and user defined aging category, with available terms discounts and more.

Together, Accounts Receivable and Aspire Accounts Payable provide the tools you need to **control, monitor and effectively manage cash flow**.

Request more information or a free evaluation today.

Visit www.bedford-systems.com or call **1-800-819-4978**.

Accounts Payable Features

General Features

- Multi-company and multi-user with multi-dimensional security access that includes selective company control. Multi-currency up to 99 banks
- Unlimited vendors, invoices, credit memos, payments and table codes
- Seamless integration with Project Costing, General Ledger, and Purchasing (optional)
- Practical support options, training and customization available

Vendor Set Up

- User defined defaults allow quick, consistent set up of vendors, including a default posting account, cost centre, department, due days, default bank and currency
- Miscellaneous vendor feature speeds up one time vendor invoice processing
- Unlimited contacts can be attached to vendors complete with free form notes
- Vendor type, class, terms, province/state, tax class can all be assigned to like vendors for flexible reporting and analysis
- Convenient vendor copy feature will set up new companies with all or selective vendors from an existing company

Invoice and Credit Memo Processing

- Browses, lookups, and on-line help reduce the learning curve for data entry
- Required project option ensures a project is entered with every invoice detail line
- Invoice and payment can be entered in one step for prepaid invoices
- Every field is validated to ensure interfacing modules are updated correctly
- Automatic purchase order to invoice conversion (when Purchasing installed)
- Exceptions only version of proof listings save time and paper and can be viewed in a window. Project Costing and General Ledger information can be verified *before* posting
- Time-saving options for unposted invoices include vendor and invoice# replace

Adjustments Processing

- Special *reverse and re-enter* option saves time and ensures detail is reversed exactly as entered when adjusting posted invoices
- One step entry for invoice and payment reversals, applying credit memos to invoices and transferring payments from one invoice to another
- Adjustments automatically update interfacing modules with a full audit trail

Payment Processing

- Flexible selection criteria is available when selecting vendors and invoices to pay
- Manual cheques, cash, debit card, credit card, electronic and other payment methods can be entered
- Payment amounts can be adjusted and terms discounts can be taken on any payment
- All payment history is available in both the Vendor and Payments Inquiry windows

Inquiries and Browsers

- The Vendor Data window compiles all activity in one location, including invoice inquiry, contacts, payments by cheque#, outstanding purchase orders and vendor comments
- Invoice inquiry windows include all invoice and credit memo detail for a vendor, adjustments, applied credit memos and transfers, payments, notes and any other activity. Extensive filter options customize the view

Notes and Comments

- Vendor purchase and payment comments can be stored indefinitely
- Invoice header notes and detail notes can be entered during data entry and viewed or edited at any time from the Invoice Inquiry window

Reports and Listings

- Standard reports and listings include flexible sorts, formats and selection criteria for tailoring each to your specific requirements
- Reports and Listings can be printed in hard copy or viewed in a window