

Invoices/Credit Memos

- Enter invoice/credit memo information with fewer keystrokes using vendor defaults
- Calculate the due date using either the vendor's invoice date or the received date
- Invoice batch totals for transactions and amount
- Assign unapproved invoices to approvers for paperless online electronic approval
- Assign different GL posting date than the vendor's invoice date
- Ability to allocate line items to multiple GL accounts
- Ability to assign line items to a job/project account independent of the GL account
- Automatically allocate taxes and/or freight expense to invoice lines
- Calculates taxes for comparison with the vendor's tax amount
- Inter-company invoices
- Assign hold payment status by vendor or invoice
- Request a separate check for an invoice
- Prevents paying the same invoice twice
- Import invoices/credit memos from a text file
- Create invoices by copying an existing invoice
- Create credit memos by copying an invoice
- Create credit memos by copying an existing credit memo
- Apply credit memo to one or more invoices after creation
- Reverse credit memo applications at any time
- Credit memos left on account are automatically applied to open invoices before a check is created

Paperless Invoice Approvals

In addition to three-way matching and approval for users of the EmpowerPO system, EmpowerAP offers paperless online approval of invoices that did not have a PO issued.

- Assign an approver to the invoice when entered
- Approvers can sort/filter outstanding invoices by:
 - Vendor
 - Date
 - Amount
- Approvers can review invoice header/item/GL distribution in detail before approving

Checks

Periodic Payment Runs

- Control invoices selected by:
 - Due date
 - Discount lost date
 - Vendor
 - Business unit
- Review payment proof online or send to your printer
- Adjust invoices selected for payment prior to printing:
 - Adjust amount to pay
 - Remove an invoice
 - Change bank account
- Ability to void all checks in a run

Check Printing - Pre-printed Stock

- Print on custom pre-printed check stock
- Complete restart if paper jams

Check Printing - Laser Checks

- User designed check/stub format
- Laser paper stock eliminates pin feeds

Manual/QuickChecks

- Record/print manual checks
- Create and print single checks on demand
- QuickCheck creates the check and the invoice in a single step

Additional Check Features

- Check voids in the same or future GL period
- Replace a damaged check with a new check
- Record destroyed check numbers
- Limit payment amounts by vendor

Bank Accounts

- Unlimited number of bank accounts
- Reconcile bank statements easily online:
 - Reconcile outstanding checks using keyboard/mouse
 - Reconcile by importing a file of transactions supplied by your bank
 - Enter interest and fees during reconciliation that are automatically posted to GL

AP Payables Features Checklist

Vendor Profiles

- Character or numeric vendor IDs of up to 25 characters
- Address and contact repositories eliminate duplication
- Separate address/contact for buy from and pay to
- Inter-company vendors
- Mailing labels
- Establish default values for:
 - Invoices/credit memos
 - Checks
 - 1099s

Reporting

- Complete library of standard reports including:
 - Detail/Summary Invoice/Credit Memo Batches
 - Check Register
 - Unreconciled Bank Register
 - Vendor Activity
 - Detail/Summary Aging
 - Detail/Summary Cash Requirements
 - Expense analysis by:
 - Vendor
 - Vendor class
 - Document class
 - Item group
- Easily modify any standard library report or create additional reports using the powerful PowerBuilder® report writer
- Database views enable novice users to create reports easily without having to worry about the underlying data structures

Inquiries

- Inquiries put information at your fingertips. EmpowerAP provides inquiries for:
 - Invoice payment status
 - Invoice items
 - Invoices/credit memos received since
 - What check paid an invoice
 - What invoices were paid by a check
 - Checks issued since
 - Vendor aging

- Vendor activity
- Vendor profile

1099 Processing

- Capture the vendor's federal/state ID
- Update existing invoice 1099 classifications from the vendor's current 1099 classification before processing
- Support for DBA names
- Pre-printed forms
- Electronic filing
- Annual updates conform to IRS rules

Additional Features

- Multiple companies
- Multiple currencies with automatic gain/loss calculations
- Secure access via username and password
- Intuitive navigation
- Establish menus/navigation by job task or by user
- User preferences establish business rules for processing

Client Server Technology

- Open system architecture
- Multiple DBMS support for Oracle®, Microsoft SQLServer®, Sybase® and SQLAnywhere®
- Client support for WindowsNT®, Window 3.x® or Windows95®

Service and Support

- Onsite installation
- Onsite training
- Custom programming
- Source code
- Annual maintenance
- Software enhancement lists
- User conferences

For more information contact:

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