

# SeniorSystems

## *Accounts Payable Features*

Use the Accounts Payable module to efficiently manage your schools expenditures. Detailed vendor records give you all the information you need to identify purchasing history, invoicing detail and 1099 totals.

Use Accounts Payable to create standard or blanket purchase orders. Then when the purchase order is received, create an invoice from the PO and even view receiving details as you post invoice amounts. If your school handles purchase orders off-line you can still create the invoice referencing back to your manual PO number. Maintaining an inventory of recurring invoices is easy too.

Generate your check run in 3 easy steps and we design our program to fit your checks. If a manual check is needed or you need to record a bank draft / wire transfer that can be done as well.

Along with integrating to General Ledger for all standard transactions Accounts Payable also integrates with our Fixed Assets application (*create new assets*) and Accounts Receivable application (*charge backs to students, refunds to parents*).

## General Features

- If you have the Purchase Request application, approved purchase requests appear in Transactions are entered in a batch and post to General Ledger after your review. Transactions contain a batch number and Accounts Payable identifier to aid in easy reconciliation.
- Accounts Receivable refunds can automatically an open invoice that will be selected during the next check run. A vendor record for the parent is automatically set up.
- An invoice that needs to be charged back to a student can be created and the charge will appear on the student's next billing statement.
- If you are using our Fixed Assets application you can allow a batch of assets to be created directly from a purchase order or invoice. This batch is then reviewed by the asset manager before updating to Fixed Assets.
- If you have the Purchase Request application, approved purchase requests appear in Accounts Payable where they are easily turned into purchase orders.

## Vendor Features

- Unlimited addresses per vendor and each address can be marked as a purchase order or remittance address. If the vendor has a single address it will be used for both.
- Support for miscellaneous or one-time vendors. This is often used to track parent refunds, camp refunds, etc.
- Set up default GL expense distributions for vendors.
- View unlimited years of the vendor's purchase order, invoice and payment history.
- Easy to set up 1099 tracking.
- Use our Vendor merge to combine information if a vendor was accidentally set up twice.
- Mark a vendor as inactive so they can no longer be selected for posting. They can still be included on reports though.

## Purchase Order Features

- Create standard or blanket purchase order. Create purchase orders with product detail or only GL expense account distributions. Open purchase orders encumber the open amounts in the General Ledger.
- Keep unlimited purchase order history.
- If you need to re-order, copy a closed PO to a new PO and edit where necessary.
- The receiving feature lets you receive in full or partial. The details of receiving are then available when entering the invoice.
- Print purchase orders to be mailed or faxed. Set up to automatically print multiple copies.

## Invoice Features

- Create an invoice directly from a purchase order or if purchase orders are handled off-line, simply reference the PO number on your invoice.
- Maintain an inventory of recurring invoice templates.
- Invoices automatically up 1099 totals for 1099 vendors.
- Invoices automatically calculate a discount and discount date if the vendor offers discount terms.
- Invoices can be marked as requiring they appear separately on 1 check and not combined with other invoices for that vendor.
- Unlimited expense distributions for each invoice.
- Update a vendors record directly from invoice entry (for address corrections)
- The system will create automatic due-to due-from transactions for inter-fund invoices.

## Check Features

- Select all open invoices in one step or select by discount or due date. You can then review the selected invoice and remove any you do not wish to pay at this time.
- We will align our program to print on your current check stock.
- Positive Pay files are available for many nation-wide banks.
- We support multiple checking accounts.
- Easily void a check that has been updated through the system as well as one that is damaged and unusable.
- Manual checks and the recording of bank drafts /wire transfers can also be done.
- Checks integrate to the General Ledger Bank Reconciliation feature.

## Report Features

- 1099 Forms printing and electronic 1099 option for Federal and State.
- Easy-to-use query to control the sorting and selection for all reports.
- Unpaid Invoice Report.
- Cash Requirements Report.
- Vendor History Report
- Open Purchase Order report....and more