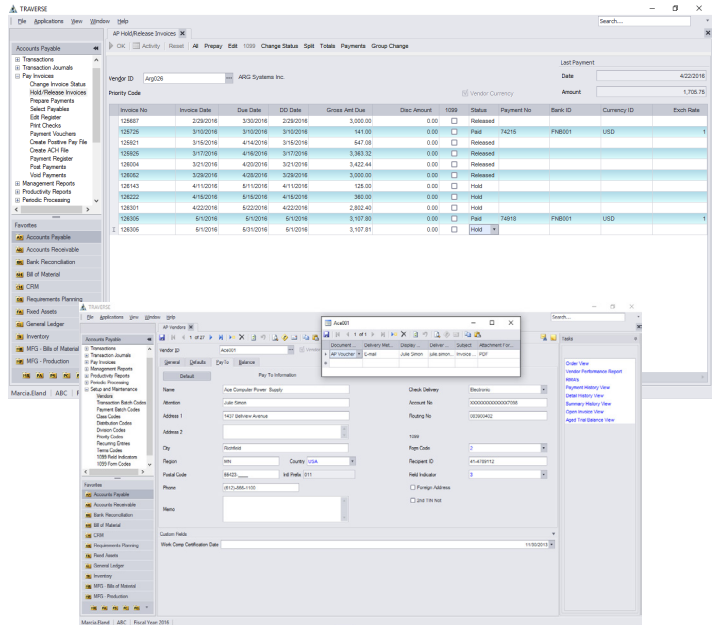


# ACCOUNTS PAYABLE

Tracking obligations to suppliers, controlling cash flow, and making sound cash management decisions is simple and straightforward with TRAVERSE Accounts Payable. With this application you can prioritize your vendor payments and make wise decisions about when to make them. Optimize your cash flow disbursements by getting the information you need on which vendor offers the best discounts and whom you buy from most frequently.

You can manage your expenses efficiently and keep your accounts up to date with user-defined terms, aging periods, and cutoff dates. Assess your financial position by producing timely reports. You'll save time and money with the ability to review outstanding payments by vendor and select which payments to hold or release. You can pay all invoices, or prepay or split invoices for payment.

Improve your efficiency with quick entry and defaults on headers. They allow you to set up fields and header screens so that you can skip over fields and default the values as you choose. You can view historical data for an unlimited number of years in detail or summary, and you can view and select payables to be released for payment.



- Pay vendors using your preferred method: cash, check, credit card, or electronic funds transfer (if using Banking application).
- Easily produce 1099 forms and magnetic media.
- Pay foreign vendors in either the vendor currency or company base currency, depending on their preference. gains and losses are calculated regardless of the payment currency.
- Customize grids by grouping, sorting, filtering, and modifying the layout to view the information the way you want to see it; your filter and grid layout is saved and used the next time you open the form.
- Void a payment to reverse all of the updates that were processed when the payment was originally posted; then process the payment again.

*Set up and maintain for all of your vendors.*



Applied Business Services, Inc.



# ACCOUNTS PAYABLE

## Additional Features

- Enter invoices in base or foreign currency and switch between them at will.
- Print checks and reports in any installed language and currency.
- Set up recurring entries.
- Automatically reverse checks voided in history.
- Set up vendors with custom terms, pay-to addresses, general ledger accounts, and comments.
- Set up alternate vendors for use in ordering.
- Select payables for check processing.
- Post transactions for multiple years.
- Reprint prior posting logs.
- Print checks to a specified printer.
- Easily adapt functions to fit your business needs.
- Drill down on balances for greater detail.
- Get the help you need using the comprehensive, customizable online help system.
- Print to file in PDF, rich text, and other formats or export to Excel, HTML, or XML format.

The screenshot displays the TRAVERSE Accounts Payable software interface. The main window shows a list of invoices with columns for Invoice No, Invoice Date, Due Date, DO Date, Gross Amt Due, Disc Amount, 1099, Status, Payment No, Bank ID, Currency ID, and Exch Rate. A 'Payment Totals' window is open, showing a table with columns for Payment No, Payment Date, Gross Amt Due, Discount, and Total. The table lists two payments: Payment No. 74215 with a Gross Amt Due of 141.00 and Total of 141.00, and Payment No. 74918 with a Gross Amt Due of 3,107.80 and Total of 3,107.80.

Invoice No	Invoice Date	Due Date	DO Date	Gross Amt Due	Disc Amount	1099	Status	Payment No	Bank ID	Currency ID	Exch Rate
125687	2/29/2016	3/30/2016	2/29/2016	3,000.00	0.00		Released				
128725	3/10/2016	3/10/2016	3/10/2016	141.00	0.00		Paid	74215	FNB001	USD	1
128921	3/15/2016	4/14/2016	3/15/2016	647.00	0.00		Released				
126925	3/17/2016	4/16/2016	3/17/2016	3,363.32	0.00		Released				
128004	3/21/2016	4/20/2016	3/21/2016	3,422.44	0.00		Released				
128052	3/29/2016	4/29/2016	3/29/2016	3,000.00	0.00		Released				
128143	4/11/2016	5/11/2016	4/11/2016	125.00	0.00		Hold				
128222	4/15/2016	5/15/2016	4/15/2016	360.00	0.00		Hold				
128301	4/23/2016	5/23/2016	4/23/2016	2,802.40	0.00		Hold				
128305	5/1/2016	5/1/2016	5/1/2016	3,107.80	0.00		Paid	74918	FNB001	USD	1
128305	5/1/2016	5/31/2016	5/1/2016	3,107.81	0.00		Hold				

Payment No	Payment Date	Gross Amt Due	Discount	Total
Payment No. 74215		141.00	0.00	141.00
Payment No. 74918		3,107.80	0.00	3,107.80

Pay all invoices due by a specified date, or easily manage the payment of specific items.

## Accounts Payable Reports:

Aged Trial Balance Report

Accounts Payable Analysis Report

Cash Flow Report

Payment Register

Miscellaneous Debits Journal

Open Invoice Report

Payment History Report

Purchase Analysis Report

Purchases Journal

Vendor Activity Report

Vendor Analysis Report

Vendor Detail History Report

Vendor Purchase History Report

Vendor Labels

1099 Forms

Checks and Payment Vouchers

Unrealized Gains and Losses Report



Applied Business Services, Inc.

1-800-451-7447 | www.appliedbusinessservices.com