



insights for the life of your business™

## MAS 500

### WEB-BASED REPORTING

All Accounts Payable reports can be generated and viewed through Microsoft Internet Explorer with our Web Reports module, at the same high level of security as with the module's standard output.

### REPORTING FEATURES

- Maintain custom form layouts for printed forms used throughout all MAS 500 modules.
- Tailor Accounts Payable forms to your organization's design requirements.
- Export all report data to an external file. Data types supported include ASCII text, delimited, Excel, Lotus 1-2-3, HTML, RTF or Microsoft Word.
- Output any report to the screen, a printer or a variety of file formats.
- Create customized, presentation-quality reports through Crystal Reports software.

### REPORTS

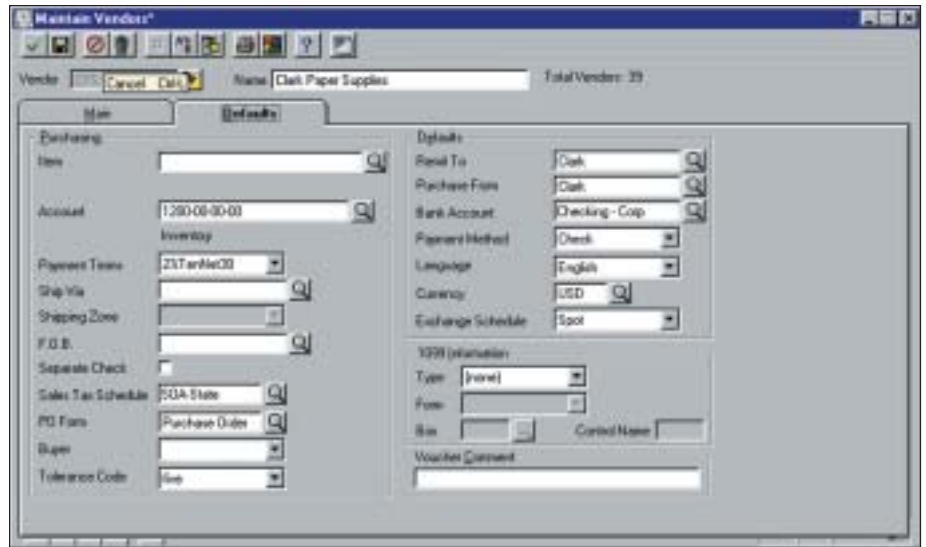
- Aged Payables
- Purchase Activity
- Vendor Payment Activity
- Sales Tax
- Payment History
- Vendor Purchase Analysis
- AP Analysis
- Cash Requirements
- Vendor 1099 Activity
- Vendor 1099 History
- AP Trial Balance

### MAS 500 SOLUTIONS

- CRM and E-business
- Financials and Project Accounting
- Distribution and Manufacturing
- Human Resources and Payroll
- Customization



## ACCOUNTS PAYABLE



### Streamline Vendor-Related Tasks to Save Time and Cut Costs

MAS 500's Accounts Payable module helps you save time, reduce administrative costs and gain better control over your business processes by automating a wide range of vendor-related tasks. It is a key component of MAS 500, a highly reliable, robust and integrated series of business applications that delivers a flexible, scalable and full-featured total e-business management solution.

With a variety of advanced customization options, the Accounts Payable module lets you specify vendor management procedures and processes to best suit the needs of your organization. The system makes it simple to enter a default general ledger account to the vendor class, or to a batch and track expenses by department or location. You can also fulfill specific vendor requirements quickly and easily by assigning a default item, 1099 information, payment terms, and tax codes to each vendor.

In addition to providing maximum flexibility, the system gives you fast, easy access to the information you need for day-to-day tasks and period-end processing, including vendor statistics, aging and transaction information.

Accounts Payable simplifies voucher entry by automatically calculating sales taxes, discounts and due dates, as well as by defaulting general ledger accounts, payment terms and 1099 information. Because you can set up recurring vouchers, you'll save time and maximize productivity by eliminating duplicate work each month. Simplified period-end processing can further improve your productivity.



## MAS 500 Accounts Payable

*“With MAS 500, our accounts payable specialist didn’t even have to take a class. And when we brought a new financial analyst on board a few weeks ago, I was able to train him on the system myself.”*

*Darrell Groves, Director of Business Operations  
Gulf Coast Regional Blood Center*

### FEATURES:

#### System Implementation Options

Customize vendor management tasks to match your business requirements.

- Define an unlimited number of companies with different vendors and processing options.
- Post transactions in detail or summary to the general ledger.
- Maintain an audit log.
- Customize batch, journal and transaction IDs for vouchers, memos and payments.
- Establish up to four user-defined aging categories.
- Produce up to four custom fields for vendors.

#### Vendor Management

Tailor vendor management options by assigning various default items to each vendor.

- Assign defaults for general ledger account, item, 1099 type, payment terms, bank account, currency, and tax codes.
- Define a payment method for each vendor.
- Designate user-defined tolerance codes for purchase order matching.
- Generate separate checks for each vendor with a separate check option.
- Create an easy-to-follow audit trail while preventing duplicate invoice entries and payments.

#### Voucher and Memo Processing

Simplify voucher entry and eliminate duplication by creating recurring vouchers with user-defined processing cycles.

- Process vouchers by batch.
- Designate a batch as private or public.
- Assign a reference code for each voucher line.
- Hold any batch to prevent posting or any voucher to prevent payment.
- Perform real-time posting of batches online at any time, and simultaneously update two different company ledgers automatically when posting intercompany expense distributions.

#### Payment Processing

Prepare for accurate reconciliation and avoid missing important payments with these helpful features.

- Process payments by bank account and payment method.
- Select vouchers for payment based on a variety of criteria.
- View and edit voucher selections.
- Monitor the available cash balance.
- Partially pay invoices.

- Record manually written payments.
- Enter a prepaid invoice.
- Automatically apply a prepaid invoice when the voucher is posted.

#### Multicurrency Capabilities

Operate your business on a global level using the system's multicurrency functionality.

- Enter vouchers in a vendor's natural currency.
- Issue payments in any currency.
- Modify the settlement amount of an invoice using an exchange rate override.
- Recognize and post realized gains and losses when paying an invoice.
- Perform cross-rate derivation.

#### Period-End Options

Improve your productivity with simplified period-end processing.

- Specify reports to print automatically at period end.
- Purge data at any time or as part of the period-end process.
- Post to current and future periods.
- Generate audit registers, reconciling your accounts payable with the AP Trial Balance report.
- Retain multi-year history of voucher and payment data for year-to-year comparisons, trends and analyses.

#### Security

Enjoy peace of mind, knowing that your sensitive accounts payable records are safe from unauthorized access.

- Set up specific security groups, thus limiting access to a defined group of users.
- Establish access permissions such as display only, excluded, add/change/delete, or supervisory.

#### Payables Analysis

Accounts Payable lets you drill down on any vendor field to access more detailed information.

- Use the system's extensive drill-down and drill-around capabilities to view all vendor activities such as vouchers, debit and credit memos, and payments.
- Create user-defined ad hoc queries by establishing a variety of selection criteria for vendor inquiry and analysis.
- Drill down and view voucher and payment information, vendor statistics, aging information and the latest transactions.