

Accounts Payable

BENEFITS

- **Work the way you want**
Easily tailor Microsoft Dynamics SL Accounts Payable to suit the way you run your business, including taxes, aging, and fiscal period information and the entry of as many expense accounts as needed.
- **Enhance efficiency**
Increase data entry effectiveness by using vendor classes to default several document options automatically, or locate a vendor by invoice or purchase order number. Then you can drill down from a check to the invoices it paid.
- **Save valuable time**
Use powerful tools to reduce the time spent entering and viewing vendor information. For example, distribute document amounts to multiple accounts or sub-accounts without manually breaking them into separate documents.
- **Streamline processes**
Automate routine activities, such as entering debit and credit adjustment transactions that automatically update vendor balances, to improve productivity, reduce cycle time, and gain control over accounts payable processes.
- **Control cash flow and improve business performance**
Capitalize on vendor discount dates to reduce payable liabilities. Easily select "the right" vouchers for payment by date, vendor, number, or a custom query to control your cash outlay. Use comprehensive reporting features to present data in different ways, including many standard reports such as Aged Accounts Payables, Vendor Trial Balance, Check Register, and the Accounts Payable Batch Register.

Microsoft Dynamics™ SL

Keep accurate information about money owed, due dates, and available discounts at your fingertips with a focused and flexible way to carefully track and take advantage of terms and discounts, predict cash requirements, and monitor payments so that they are made only once.

Increase data entry effectiveness by using vendor classes to default several document options automatically.

The image shows two overlapping screenshots from Microsoft Dynamics SL. The top window is 'Vendor Class Maintenance (03.290.00)'. It displays a form for setting up a vendor class with the following fields:

- Class ID: EMP
- Description: Employee
- AP Acct: 2000 Accounts Payable - Trade
- AP Subaccount: 40 Administrative Dept
- Prepay Acct: 1620 Prepaid Expenses
- Prepay Subaccount: 40 Administrative Dept
- Expense Acct: 4800 Reimbursable Expenses
- Expense Subaccount: 40 Administrative Dept
- Terms: 30 Net 30

The bottom window is 'Voucher and Adjustment Entry (03.010.00)'. It shows a voucher entry form with the following details:

- Batch Number: 000108
- Status: Posted
- Total: 402600.52
- Per to Post: 12-1999
- Handling: No Action
- Control: 402600.52
- Document Ref Nbr: 000086
- Vendor ID: VT0124
- Date: 12/1/1999
- Invoice Date: 12/1/1999
- Type: Voucher
- Fourth Coffee
- Invoice Nbr: [blank]
- Balance: 402600.52
- Subcontract: [blank]
- Terms: 05 Due in 30 Days
- Status: Active
- PO Nbr: [blank]
- Discount Date: 12/1/1999
- Amount: 402600.52
- Company ID: 0060
- PO Receipt Nbr: [blank]
- Due Date: 12/31/1999
- Discount: 0.00
- Contoso, Ltd
- Pre-Pay Nbr: [blank]
- Pay Date: 12/1/1999

Below the form is a 'Detail (F4 - For grid/form view)' table:

Company ID	Line Type	Account	Project	Task	Subacct	Landed Cost	Invoice Qty	UOM	Inv L
0060	Invoice	4030	-	-	01-100-AA-00-00-1		1	EACH	
0060	Invoice	4030	-	-	01-100-AA-00-00-1		1	EACH	
0060	Invoice	4030	-	-	01-100-AA-00-00-1		1	EACH	
0060	Invoice	4030	-	-	01-100-AA-00-00-1		1	EACH	
0060	Invoice	4030	-	-	01-100-AA-00-00-1		1	EACH	
0060	Invoice	7270	-	-	01-100-AA-00-00-1		1	EACH	

Distribute document amounts to multiple amounts or sub-accounts.

FEATURES

BENEFITS

Extended Reporting Options

Customize reports to provide the information your business needs. Sort, select, and filter on any field in a report, and then export the data to multiple formats, including Microsoft Office Excel, for further analysis. With Microsoft portal solutions, provide managers and other users with easy access to reports using a Web Browser.

Automated Recurring Processes

Automatically generate recurring vouchers, calculate sales and value-added taxes, and activities for payment selection and scheduling, recurring entries, and electronic payments.

Customizable Payment Selection

Select bills for payment based on your own unique criteria, including options to select by company, vendor, or pay date.

Flexible Account Posting

Define accounts used to process transactions, including the vendor's default account. Split accounts among departments or divisions and distribute expenses to any number of accounts. Post documents to future or prior periods and exclude for current period reporting.

Easy Document Tracking

Find vendor information by using invoices or purchase orders and drill down from checks to supporting documents quickly. Retain history of up to 99 periods of transaction detail and 99 years of vendor information.

Adaptable Check Management

Manage pre-payment checks, void checks for current or prior periods, print checks quickly, and pay separate vouchers for a vendor with separate checks when needed. Enter manual check information at the time of voucher entry and create checks for previously entered vouchers.

Tax Calculation and Reporting

Calculate, track and report sales, use, and value-added taxes. Vendor Tax reporting, magnetic media, and IRS electronic filing are supported.

Flexible Vendor Management

Use flexible vendor ID structures for meaningful identification, group by class for speedy data entry and useful reporting, and control vendor status. Automatically remove one-time vendors when appropriate, and use quick maintenance windows to add or change vendor information during entry.

Flexible Purchasing

Record and maintain unlimited purchase order addresses per vendor, with support for multiple purchase sites.

Multi-company Support

Work collaboratively with other businesses and automatically generate inter-company entries.

Pay-When-Paid

Link customer invoices with subcontractors to release payment to vendor after the customer has approved the work by submitting their payment to you.

For more information about Microsoft Dynamics™ SL, visit: <http://www.microsoft.com/dynamics/sl>

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