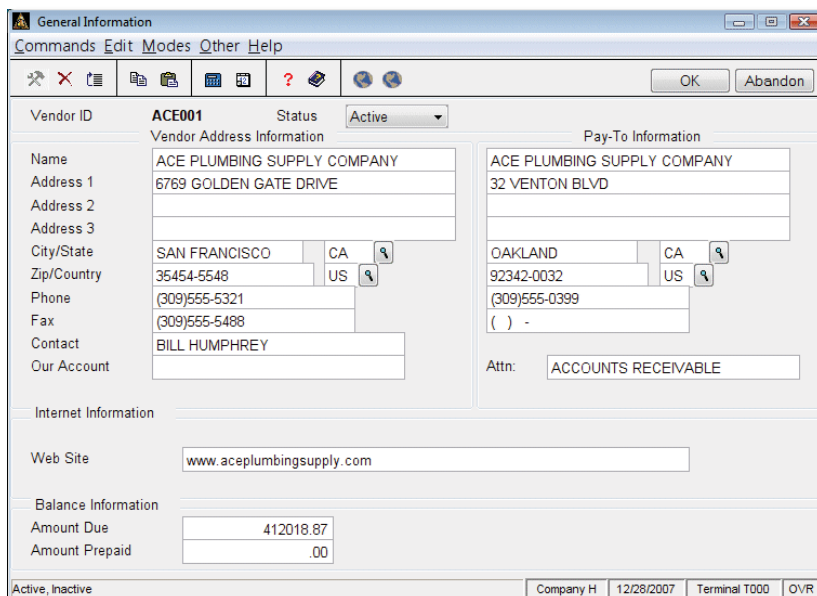OSAS.
OPEN SYSTEMS® *Accounting Software*

ACCOUNTS PAYABLE

Tracking obligations to suppliers, controlling cash flow, and making sound cash management decisions is now easier than ever

You need to make sound cash management decisions about which bills to pay and when to pay them. You need to know who gives the best discounts and which vendors you buy from most often. OPEN SYSTEMS® Accounting Software (OSAS®) Accounts Payable application helps you track your obligations to suppliers and control your cash flow. It's also your key to paying bills, printing checks, and monitoring the distribution of your expenses.

It's easy to keep your accounts up to date and take advantage of available cash discounts 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, which allow you to set up fields and header screens so that you can skip over fields and default the values as you choose.

The Vendor Inquiry Screen lets you view vendor information. You can also access outstanding invoices, vendor comments, and payment history.

OPEN SYSTEMS INC.

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1-800-328-2276 www.osas.com

OPEN SYSTEMS® Accounting Software

OSAS Accounts Payable Offers Choices and Flexibility With These Key Features

Transaction batching makes it easy to enter, print and post large volumes of transactions.

Gain online access to vendor information, vendor comments, and inventory item quantities, costs, and prices through information windows.

Easily view and select outstanding payables to be released for payment on a horizontal line-item entry screen. Select them based on vendor, due date, and discount date criteria.

Analyze trends in your payables. Summary history tracks activity by period to provide the information you need to manage your business effectively.

Define vendor terms according to your arrangements with vendors. The flexible terms function lets you set up and define terms for each vendor.

When you void a check from the history file, the Open Invoice file is then recreated from history, and all General Ledger and Bank Reconciliation transactions are reversed.

You'll have additional lines of description available for your vendors and items.

Compound taxes for multiple localities such as state, county, and city. Canadian tax handling (GST/PST) is also supported.

An inactive flag for vendors prevents new transactions from being entered for vendors with whom you no longer do business.

Save money on reorders by reviewing the cost of previously purchased merchandise.

Determine which vendors are most reliable and which offer the best prices by looking at detail history.

Trace payment information to the order through the Open Invoice file. Easily determine if an invoice has been paid.

The Backorder Allocation Report lets you know when backorders can be filled.

Requisition items for use internally and for customer's jobs. In addition, the material requisitions system automatically backorders requisitions that can't be filled.

Online material requisitions provide an easier way to print the material requisitions you're currently working on.

Create your repetitive payables automatically with the recurring invoice feature, saving data entry time.

Multiple warehouses per material requisition lets you requisition items from several warehouses at one time.

You can use the drill-down features in General Ledger to simplify the process of linking GL transactions to the purchase line items, invoice totals and payment transactions that generated them. This provides a complete audit trail for purchase and payment transactions.

When integrated with Bank Reconciliation, you can pay invoices from vendors by cash, check, credit card and other payment types.

Form 1099-MISC reporting with magnetic media helps you meet government tax reporting requirements regarding subcontractors.

Track lotted and/or serialized inventory at the time of receipt. Determine which vendor you purchased each item or lot from. Capture vendor, transaction ID, and unit cost for each lot or item.

The time-saving restartable Transaction Post function speeds recovery from hardware problems and power failures. You won't have to restore from backup if there is a problem with the post.

E-mail and web site address fields in the Vendor File help you make online contact with your vendors.

Specify the vendor name and street address to print on checks.

Accounts Payable Reports

Purchases Journal
Miscellaneous Debits Journal
Material Requisitions Journal
Open Invoice List
Cash Flow Report
Check Register
Vendor Analysis Report
Aged Trial Balance
Backorder Allocation Report
1099 Forms
Vendor Detail History Report
Vendor Detail List
Vendor Summary List
Payments History Report
AP Analysis Report
Purchase Analysis Report
Vendor Activity Report
Vendor Purchase History Report