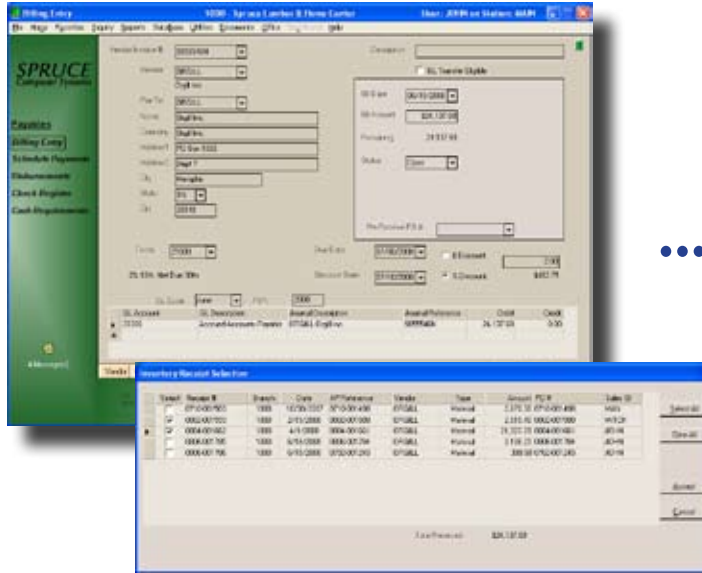


Accounts Payable



✓ It's included

Intuitive payables... timesaving benefits...



...technology so good you were once afraid to ask for it.

A good AP should be complete and robust without a lot of wasted effort. It should be a standard part of your system so there's no separate licensing, separate support, separate look and feel, or disruptive separate learning requirement. **And it should make you dance a little jig once in a while.**

If you've made the decision for SpruceWare.NET based on the superior technology available for driving new business to your door, the clean Point of Sale, the comprehensive Document Management, or the bulletproof Inventory Control, you will be pleasantly surprised by the quality of the back office "workhorse" modules—and Accounts Payable is a perfect example. Take advantage of the:

“Wow!”

- Ability to attach packing slips, vendor invoices, or any other Windows® compatible file or web link to any related document
- Automatic payment scheduling based on invoice entry, discount or due date
- Complete history retention, including for inactive and disabled vendors
- Comprehensive direct purchase and indirect purchase tracking by vendor
- Complete EDI tie-in options for major vendors, including default bill-to settings for co-op member vendors
- Default Adjustments and Adders
- Default GL Purchase Account by vendor or inventory category
- Default user defined vendor terms and discounts

- Direct selection of receipts from vendor's open receipt list when entering AP invoices
- Easy checks to preprinted laser forms with no waste
- Effective checkbook reconciliation, viewing and reporting
- Form 1099 Processing
- Full document trail including option to attach scanned vendor invoices
- In-depth reporting
- Invoice-date GL cycle with override capability
- Manual or automatic transfer from AP to GL
- Multi-layer vendor categorization
- One step check backout
- Partial, manual, deferred and electronic (EFT) payment capability
- Pre-receipt invoice entry with automatic linking
- Recurring bill setup with associated terms, discounts, and GL information
- Robust Cash Requirements inquiry
- Robust vendor contact information including unlimited individuals with email, web address and multiple phone numbers
- Simple check run restarts from any point
- User defined vendor lookup capability

How it works

Vendors are generally converted from older systems during the transition to SpruceWare.NET. Adding a vendor is straightforward. You're helped by the drop-down selection lists—the system remembers your codes so you don't have to.

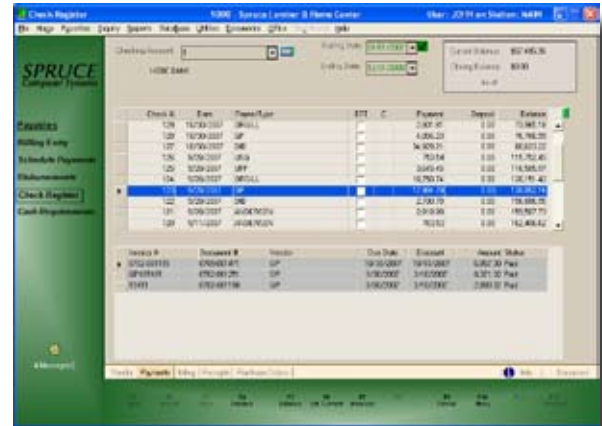
Invoice entry starts with the entry of the vendor's invoice number. For inventory purchases, you'll choose the vendor and then select one or more open receipts to pay for. For non-recurring, non-inventory expenses, you'll enter the billed amount and a description. Usually the vendor's terms are accurate and you leave the invoice status as open, which will allow you to pay later based on discount date (if applicable) or due date. An Accrued AP General Ledger account is normally debited while an AP account is credited; though you can choose to wait, usually you will mark the invoice as being eligible for automatic transfer to General Ledger, where you will later post it.

If you need to look information up while entering AP billing invoices, it's probably right there on the screen. There are tabs for general vendor contact and activity information and notes, invoice history, payment history, receipt history, and purchase order history, and of course you can check vendor attachments or add document notes or attachments (such as the scanned vendor invoice) that will stay with the invoice document forever.

EDI (Electronic Data Interchange) can be set up to automate purchasing, receiving, payables, and other tasks for a number of vendors including Do it Best, Orgill, True Value and LMC. SpruceWare.NET EDI is free, and the one time per vendor setup charge is very reasonably priced.

The process of **paying bills** is straightforward. Assuming you haven't manually selected invoices to pay, you'll first let the system suggest invoices to pay based on discount and/or due dates; accept the suggestions as normal or choose to override them for specific invoices. When you enter the disbursements screen, you'll see how many invoices are currently selected for payment (and the total dollar value of all selected invoices). Choose "EFT" if you are using electronic payment. Confirm the check date and starting check number (since the system doesn't waste checks for voucher information, the suggested starting check number will normally be correct). Make sure the check forms are in your laser printer and choose "Process." Your checks will print, and a new system document will be created with an image of the checks for historical lookup later.

Use the **Check Register** to look up all the checks you've written, including the invoices that were paid off. Narrow it down by date range or checking account.



When you'd like to balance the register to your bank statement, you can enter interest and service charges and then mark the invoices that have cleared. As you do so, you'll see the discrepancy remaining right up until things balance.

You can always look up **cash requirements** by user defined periods. Include unpaid invoices, uninvoiced receipts and even unreceived Purchase Orders. Credits and expected discounts can be considered, or ignore them and just look at the pre-credit subtotals.

You can copy in **recurring invoices** periodically (usually monthly). If you need to **back out a check** that's already been recorded on the system, the invoice will be re-opened but the history of the backout will remain on the system permanently.

Utilities allow you to manually close receipts which have already been paid, to manually transfer AP invoices to the general ledger (if you don't want it to be automatic for some or all your invoices), and to run end of year 1099 forms.

Payables, Disbursement, Check, and A/P Aged Trial Balance **reports** allow you to track vital financial data, and as with any part of the SpruceWare.NET system, you can use Crystal Reports to run Spruce-supplied or custom reports to meet all your reporting needs.