



Infor ERP FACTS: Accounts Payable

**Accounts Payable
allows distributors to
improve the overall
efficiency and
accuracy of their
payables processes.**

Accounts Payable provides distributors with efficient management tools for their trade and non-trade payables as well as effective vendor management solutions. Accounts Payable allows distributors to streamline and organize their payment processes which directly results in a positive impact to their cash flow.

Document Creation

- Trade payables are automatically created by the PO programs and posted to AP, non-trade payables can be quickly entered and expensed through Document Entry
- The default terms code assigned to each vendor automatically calculates discount amounts and dates
- Create recurring documents for regular bills, even if they aren't the same amount every month
- Use vendor-specific GL Tables to rapidly assign which expense accounts are normally assigned to the vendor
- Assign each expense line to the optional job

Vendor Notes easily conveys vital information to employees:

- Unlimited Vendor Notes can be created in multiple categories, such as payment notes or general notes
- Urgent notes pop up in critical programs where communicating vital information is essential

➔ **KEY REPORTS:**

- Open Payables Report
- Aged Payables Report
- Cash Requirements Report
- Purchase History Report

Check Writing allows the repetitive task of cutting checks to become quick and efficient:

- Use the flexible payment selection program to determine which checks to print while maximizing discounts
- Print non-invoice and manual checks
- Void checks quickly

AP Document Entry is made efficient by the defaults in Vendor File Maintenance >>

01-Specialty Distributors, Inc., Document Entry (APE110)

File Edit Options Go To Help

Period 10/2000 AP CP=10/2000 OCT

Vendor V101 Document 2546791

Industrial Supply Distributors PO# 000000 Doc Amount 1538.54 Due Date 11/22/2000
 19874 Mountain Industrial Park GL Tbl 005 Doc Disc \$ 1538.54 Discount 15.39
 Atlanta, GA 30335 Doc Grp 34 Doc Date 10/23/2000 Disc Date 11/02/2000
 Branch 01
 Terms 01 1% 10 Net 30 Dy Memo

GL# 175-01-0 Amount

LN#	GL #	Description	Amount	Job #
001	708-01-1	Rental Expense	1538.54	

Undistributed: .00
 Header Done

Enter expense GL account #, F4-End, F1-Job Entry, F2-Search REQUEST CONFIRMATION



5555 Tech Center Drive
 Suite 300
 Colorado Springs, CO 80919

800 404 8009 | Phone
 distribution.info@infor.com