DTE
Accounts Payable

The ***Down To Earth Accounts Payable*** works together with the General Ledger application to provide complete information for financial reporting. Vendor *invoice transactions* are entered generating an entry to the Accounts Payable account and expensing the invoice to up to 998 general ledger account numbers, when operating on an ***Accrual basis***. If you are defined as a ***Cash basis*** company, the expenses are distributed at the time of payment, offsetting the expense with the Cash account.

Invoices that are routinely paid to the same vendor for the same amount, such as a loan, can be defined as ***Recurring invoices*** and rather than entering them each month, call them up then simply post.

You control the invoices being paid and whether you include Credit memos during ***check preparation***. When it's time for a check run, you can select by due date, individual invoice, decide to include credit memos, and unselect specific invoices. The ***Cash Requirements*** report provides the information to adjust the invoice due date and the ***Check posting register*** provides the audit trail.

Checks can be printed on pre–printed standard continuous forms or choose to print laser checks on either standard or blank laser format. Blank laser format prints everything you need from the Business and bank name and address, to the OCR bank numbers and routing codes.

If a check isn't right, you can ***automatically void*** it by entering only the check number and optionally set it back up for payment, if need be.

Posting the checks automatically records the General Ledger distribution to Cash, Accounts Payable and if applicable, Discounts and records each check for ***Reconciliation*** within the G/L application.

The ***Accounts Payable Inquiry*** optionally displays comparison totals for each month, currently open invoices, and transaction history. Various reports allow you to analyze the vendor's activity by volume, in vendor or check number order, or by job. For mass mailings, labels are also available.

At the end of the year, the ***1099 –MISC*** and ***–DIV*** information is kept separate from the vendor year to date amounts so closing the year does not interfere with 1099 reporting. A 1099 report, setting limits, correcting totals (if necessary), and printing the 1099's combine flexibility with ease to make your year end process a smooth one.

The Down To Earth Accounts Payable application also enables the options to

- ✔ Enter manual payments or change due dates of invoices that have already been posted
- ✔ Purge the history transaction detail and optionally archive the purged records
- ✔ Manage recurring invoices when the invoice no longer applies
- ✔ Balance the Accounts Payable open invoices with the general ledger accounts payable account at any time, for any period

Year end is a snap – There is no year end process for the application, only 1099 printing if necessary. The 1099 printing process can be as automatic or as manual as your business requires. Coding invoices throughout the year automatically records 1099 data for the appropriate type of 1099. Forgot to code each invoice? You can still enter the totals as gathered from the History report.