



Down To Earth

Software Solutions for Today's Business

Accounts Payable

One solution, part of the Accounting application suite

Transactions

- Enter invoices
- Enter void checks
- Enter recurring invoices
- Manually pay an invoice
- Change invoice due date

Reports/Inquiry

- Inquiry
 - Name/Address
 - Accounts Payable**
 - Accounts Receivable
 - Inventory Item
 - Item Special Pricing
 - Item kits
 - Sales Orders
 - Sales Order Status
 - Sales Order Invoice History
 - Sales Order Cust History
 - Sales Order Item History
 - Sales Order Ship Track
 - Purchase Orders
 - Purchase Order Status
 - Bill of Materials Assembly
- Down To Earth Codes
 - Sales ▶
 - Items ▶
 - Purchasing ▶
 - Other ▶
- Aged trial balance
- Cash requirements
- Vendor Volume analysis
- History by vendor
- History by check
- A/P to G/L distribution
- Balancing report
- Custom reports
- Queued reports



Accounts Payable tracks your disbursements and controls your company's most liquid asset – cash. Flexibility and ease of use are very important to the operators as well as accurate amount and payment due information at management's fingertips. The Down To Earth Solutions Accounts Payable application accomplishes all that and more.

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 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.

Options, options, and more options. From the style of check you prefer to the reporting analysis you need, options are the key. Checks can print on standard continuous forms or you can choose to print laser checks on either standard or blank laser check stock and include MICR coding. Analyze what payments *should* be made with the Aging and what payments *can* be made with the Cash requirements report.

End of the month is date driven for invoices and checks to offer complete flexibility in timing. Accounting journals created during the month are moved to General Ledger for financial reporting.

End of year is a breeze, too . . . it is essentially done for you. Both 1099-MISC and -DIV forms are verified, then printed.

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Features

<ul style="list-style-type: none"> Name and addresses 	Vendors, Customers, Ship to, Mail to, and individual Contacts, all managed within a single Name/Address application. Optionally, a unique Remit to address is available and multiple companies can choose to use a single data base.
<ul style="list-style-type: none"> 1099 options 	The 1099-MISC or –DIV (for financial institutions) format is available for income reporting. Amounts are coded throughout the year or simply entered at year's end.
<ul style="list-style-type: none"> Accounting basis 	A simple option but definitely necessary for some businesses. Choose your basis for accounting - Accrued (expensed when received) or Cash (expensed when paid).
<ul style="list-style-type: none"> Vendor ID 	Vendor (and Customer) IDs are eight digits in length and sequentially assigned when a new Name and Address record is defined.
<ul style="list-style-type: none"> Vendor master edit logging 	Record the date, operator, type of edit, and a brief description of what was changed for Vendor master edits. Very useful for reference, research, and reporting later.
<ul style="list-style-type: none"> Invoice number and entry codes 	Accounts Payable invoice numbers can be up to twelve characters for any of the standard Invoice, Prepaid, or Credit memo transaction types. The Terms code and Invoice, Due, Discount, and Distribution dates are all defined as 'typical entry' values requiring operator input only if different than displayed.
<ul style="list-style-type: none"> Check formats 	Continuous form, pre-printed laser, or blank stock checks are all available with DTE. Yes, even MICR codes and digitized signatures are obtainable by using the custom designed DTE macros and blank check stock specialized paper.
<ul style="list-style-type: none"> Defaults make it easy 	Save time looking up the G/L account number, use the default account, division, and department assigned to the vendor. Define the same printer to automatically print checks and/or always take vendor discounts.
<ul style="list-style-type: none"> Interface with Purchase Order for tighter controls 	Some vendors need tight controls, others don't. Choose to interface quantities, freight, and receiving status checks with the DTE PO application. Questionable invoices are put on hold while the situation is resolved.
<ul style="list-style-type: none"> Aging analysis options 	You choose your aging cycles – for example, 30, 60, and 90 days or 1, 2, and 3 weeks. Age by Invoice date or Due date. Whatever works best for you.
<ul style="list-style-type: none"> Inter company transactions 	If you're processing more than a single DTE company, this feature is a life saver. Inter-company transactions allow you to distribute expenses to a different DTE company within the same invoice transaction. The off-setting distribution to a previously defined 'payable' account is automatic.
<ul style="list-style-type: none"> Invoices – manual, recurring, changing, and payment of 	While entering an invoice to be paid at a later date is the norm, recurring invoices are handy for that monthly or quarterly payment you always make. Change the due date when special terms are arranged after invoicing. Now the payment – by due date, by invoice, including credits, or partial pay. Choose one or all methods.
<ul style="list-style-type: none"> Automatic void check processing 	Mistakes happen, checks get lost, or never cashed and need to be voided on your books. Easy enough – enter the check number, verify the vendor name in the window and choose whether to set it up for payment again.