

ACCOUNTS PAYABLE

ENTER TRANSACTIONS

- For vendors or unit owners
- Accruals
- Pre-paid expenses
- Multiple payments
- Utility consumption tracking
- Book expenses to client corporations
- Expense travel to the client corporations automatically
- Replicate an invoice
- Recur an invoice
- Detect reserve expenses to assign the correct bank account
- Link invoices to purchase orders
- Credit Memos
- Pre-authorized payments
- Detect duplicate invoices
- Delay payments
- Tax Processing

REPORTS

- Cash disbursements
- Accounts payable
- Aged accounts payable
- Accruals
- Pre-paid expenses
- Outstanding cheques
- Invoice history by vendor
- Bank reconciliation
- Cash requirements
- Payable audit report
- GL trial balance
- Work order / Purchase order reports

UTILITIES

- Reconcile a bank
- Void a cheque
- Return cashed cheques
- Re-allocate expense to other GL account
- Prevent bank over-draft
- Post, pay, and print a cheque in one action
- Invoice charge-backs to unit owners
- Re-date transactions
- Reverse Accruals
- Display bank balances
- Re-print cheques
- Payroll Interface
- Vendor document management

CHEQUE PRINTING

- Continuous feed cheque stock
- Pre-printed cheque stock
- Blank cheque stock with MICR coding
- Print signatures on cheques
- Organize printed cheques for mailing
- Print envelopes with addresses
- Combine invoices for same vendor on one cheque