

Accounts Payable

Greentree[®]
BUSINESS-BUILDING SOLUTIONS

"very, very, responsive!"

Control and monitor where your money is going and you can better control your future. This managerial accounting and information resource helps you meet today's varied business challenges. By using Accounts Payable you can easily track what is owed to your suppliers and what your forward cash commitments for outstanding invoices and purchase orders are.

The screenshot shows the 'Supplier Maintenance' window for 'The General Hardware Suppliers (North)'. The interface includes a header with code '10099', alpha 'GEN9', and name 'The General Hardware Suppliers (North)'. Below this are tabs for 'Main', 'Defaults', 'Integration', 'Cash/Banking', 'Transactions', and 'Custom'. The 'Main' tab is active, showing fields for Address (P. O. Box 55-4321, 423 Market Road, SYDNEY, 2002), Balance type (Open Item), Payment terms (Days from end of month (20)), Country (Australia), Status (Active), and Contact details (Phone: (61) 9456 0987, Mobile: (6141) 448 799, Fax: (61) 9456 5098, E-mail address: PhilM@general.com.au, Contact: Phil Markowicz). A summary table on the right shows Balances: Current balance (6,368.67), Overdue 1 (10,910.79), Overdue 2 (1,485.00), Overdue 3 (0.00), Overdue 4+ (0.00), Sub-total (18,764.46), Future balance (3,188.79), Hold balance (4,473.75), Total (26,433.00), and Retention balance (0.00). A History table below shows MTD purchases (6,368.67), YTD purchases (18,764.46), L/year purchases (0.00), and Last payment (0.00). The status bar at the bottom indicates 'Ready' and 'Supplier 17 of 21'.

Key Features

Internet Enabled

Greentree is enabled for Internet deployment, out of the box, using its thin client technology. This allows remote offices or travelling executives to obtain secure access to the complete functionality of Greentree via an Internet Service Provider.

Tracking Suppliers

Suppliers can be quickly located by account number, alpha short code or name (or an abbreviation of any of these). Use your mouse or function keys to scroll through the supplier file, depending on your personal preference. Individual supplier accounts may be tracked on an Open Item or Balance Forward basis - and you can switch between these at any time.

Withholding Tax, PPS and GST

Withholding Tax (NZ), the Prescribed Payments System (Australia) and GST (Australia and New Zealand) are fully catered for and all relevant details may be entered against any suppliers this relates to. Deductions are automatically made from payments to the relevant suppliers and may be reported using the relevant tax authority stationery.

Easy Payment Selection

Invoices may be selected for payment in bulk and exceptions easily added or removed from a selection list. Payments may then be automatically processed and cheques, payment advices and/or a direct electronic payments made via an on-line interface to major banks.

Manual payments may also be entered at any time and a cheque and/or remittance advice "hot printed" directly from the system. This is ideal for casual suppliers or where you need to make a payment outside of the normal cheque runs.

Faster Data Entry

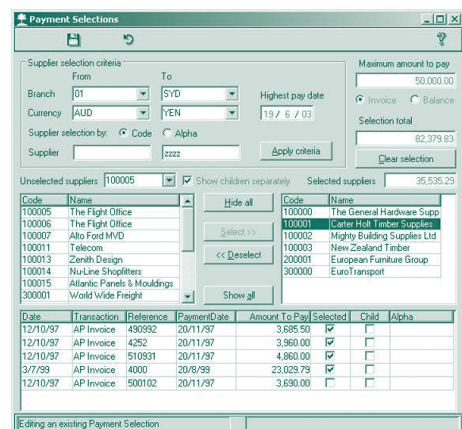
A default General Ledger expense account maybe defined against each supplier, which is displayed as the default during data entry. This assists by not only ensuring recurring invoices are coded to the correct account, but saves manually checking which account should be used.

Accounts Payable invoice and credit transactions may be posted directly, securely and with full validation, into Greentree from within Microsoft Excel. This is achieved using Greentree's unique Excel add-in, allowing complex cost allocations to be handled within Excel - and for this information to be updated into Greentree directly. Transactions that have been entered in this manner may be further edited within Greentree, if required.

Manage Disputed Transactions

Managing the receipt, processing and payment of your suppliers invoices is an important part of your business relationships. Suppliers need to be aware of invoices that have been received, but not yet paid - and you need to know what your future cashflow requirements will be.

Invoices may be placed on "hold" as soon as they are received into your office and released for payment as your approval process is completed. Invoices in dispute may also be held and reported separately on your suppliers aged balance report.



Recurring Invoices

If your company has a requirement for recurring invoices, these may be defined once and automatically generated when required. This gives easy control over areas such as rental charges or maintenance invoices.

Sub Modules

Foreign Currency

If the Foreign Currency module is used, overseas suppliers may be maintained and transactions to be entered in the supplier's local currency. You can access your foreign exchange exposure via an unrealised gains/losses report at any time and realised variances are automatically calculated and tracked.