



# ACCOUNTS PAYABLE SOFTWARE FEATURES

## **The ability to:**

- Make partial and on-account payments
- Pay one vendor's invoice or a group of vendors' invoices for disbursement purposes
- Set-up vendor payables and track purchase history
- Write checks for one-time vendors
- Track monthly and year-to-date purchases by vendor
- Process post-dated checks
- Customize layouts for checks
- Print checks
- Automatically process discounts taken
- Define aging periods
- Print mailing labels for vendors

## **Other features:**

- Open item accounting by vendor
- On-screen ledger details account history of all transactions
- Multi-currency capabilities
- Use with the Purchase Order Software to tightly manage inventory and cash