
VENDOR PAYMENTS

The *Vendor Payment Module* processes purchase order and non-purchase order payments, handles refunds, accepts credit memos, and allows voided and manual checks. One entry of a transaction automatically prepares the checks and check register while updating the budget, general ledger, and vendor records.

Features:

- On-line editing of transactions
- Select payments of invoices by:
 - *Due Date*
 - *Fund*
 - *Vendor*
- Select posting of transactions by:
 - *Due Date*
 - *Fund*
- Calculate cash payment requirements by:
 - *Fund*
 - *Period*
- Post partial payments to open purchase order file
- Provide up- to-date information on each vendor
- Automatically enter recurring fixed amount and prorated payments
- Post to prior year fields of the financial management summary record
- Check invoice numbers, by vendor, to eliminate duplicate payments
- Provide dual vendor addresses - Order From and Remit To
- Alphanumeric vendor identification field
- Flag vouchers that exceed budgeted amount

Standard Reports

Vendor List
Vendor Labels
1099 Forms
Checks
Check Register

Invoice Posting Report
Invoice Proof Report
Detail Transaction Report
Treasurer's Report
Monthly Check Register

In addition, **User Defined Reports** are available using the **Report Generator**.