

## 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*
  - *Checking Account ID*
  - *Entry Date*
  - *User ID*
- Select posting of transactions by:
  - *Due Date*
  - *Fund*
  - *User ID*
  - *Checking Account ID*
- 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
- Track 1099 payments by voucher record
- User-defined accounts payable check formats

### **Standard Reports**

<i>Vendor List</i>	<i>Invoice Posting Report</i>
<i>Vendor Labels</i>	<i>Invoice Proof Report</i>
<i>1099 Forms</i>	<i>Detail Transaction Report</i>
<i>Checks</i>	<i>Treasurer's Report</i>
<i>Check Register</i>	<i>Monthly Check Register</i>

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