Sage 300

Accounts Payable

Count on Sage 300 Accounts Payable
Sage 300 Accounts Payable allows you to automate your vendor and supplier payments. Accurately track and manage accounts payable details to supply company decision makers, external analysts, and stakeholders with key information on company liabilities.

Your Challenge
You are currently using an unintegrated or small business solution that cannot handle the transaction volume that you now have to manage or track details on your vendors and suppliers. On top of that, your current system does not offer functionality to support the way you do business. There's more to successful accounts payable management than merely paying expenses. You not only need to track expenses such as rent, depreciation, interest, and all overhead costs, but also need to find ways to delay payments to creditors so you can better manage cash. You also need to provide business intelligence on where the company is spending money to get a handle on all expenditures and to determine when bills are due and high priority accounts that need to be paid.

Your Solution
Sage 300 Accounts Payable provides a feature-rich solution including tools to help you automate the paper and manual elements of processing your payables—creating a requisition process that is effective, efficient, and accurate. With Accounts Payable you can prevent duplicate payments, pay for only the goods and services you order and receive, and maximise supplier discounts. Easily track detailed information on your vendors and suppliers. Utilise credit- terms tracking and aging reports that provide insight into who needs to be paid and when they should be paid to take advantage of discounts. Easily import transactions, set up recurring payments, utilise customised fields (optional), and more. The seamless integration within the Sage 300 solution provides the data integrity and security needed to enforce limitations on data access and keeps you compliant with audit regulations such as GAAP, IFRS, and SOX.

The Bottom Line
With Sage 300 Accounts Payable, you can control expenses, eliminate duplicate payments, and improve financial records security—and realise the cost benefits of dramatically streamlined processes.

BENEFITS

Comprehensive Account Management
Manage your vendors and suppliers with versatile tools that put key information at your fingertips.

Accurate Processing Take control of your accounts payable and better manage expenses using sophisticated processing capabilities, flexible credit terms, and regulation-compliant audit tracking.

Seamless Connectivity
Seamlessly connect with other Sage 300 modules. And Sage CRM is included at no additional charge—providing additional collections functionality and better insight into your vendors and suppliers.

Multicurrency Capabilities Eliminate costly mistakes while transacting business in unlimited currencies with the ability to view and enter requisitions in your vendor or supplier's currency.

Comprehensive Analysis
Transform your data to gain the insight you need to more effectively manage your business with flexible, customisable reporting and inquiries.

Empower your staff with vital information when they need it! Accounts Payable puts critical information at your fingertips, improving vendor relationships and helping you control expenses. Drill down from the vendor's transactions and payments to the originating transactions and payments.

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A/P Vendor Reports >
A/P Periodic Processing >
A/P Transactions >
A/P Transaction Reports >
A/P Setup >

A/P Transactions
Control Payments
Create Payment Batch
Invoice Batch List
Invoice Entry
Payment Batch List
Payment Entry
Post Batches

Inquiry
Payment Inquiry

Small Investment. Big Return. Peace of Mind.

Discover the Sage 300 technology difference! Get one unified solution on which to build your business—enabling more efficient processing, more productive people, and the ability to gain real insight into your business. Sage 300 ensures your business is built on a solid foundation, providing superior architecture that gives you the power you need today with the flexibility to adapt tomorrow. Reap the rewards of a global reach solution with the breadth of functionality to support multi-entity and multinational organisations with the local touch needed for your business. Your newfound freedom of choice is supported by a collaborative ecosystem, ensuring success for the life of your business. And of course, with over 30 years of supporting businesses just like yours, Sage technology is proven, reliable, and experienced.

Features

Comprehensive Account Management

With this comprehensive financial management tool, you can prioritise payments, negotiate terms, and keep 1099 and Contract Payment Reporting System (CPRS) information for vendors that are subject to 1099/CPRS reporting—all in a timely manner. Accounts Payable helps you quickly resolve business issues by providing immediate and accurate responses to supplier inquiries. You can record detailed information about your suppliers, including preferences on purchasing, payment, and invoice processing. For new vendors you can create a new vendor and remit-to location on the fly or for more long-term accounts set up and schedule recurring payables for invoices paid on a regular basis. Set up payment codes to define the type of payment you are utilising, such as credit card, cash, or check. Keep details of all fully paid transactions and print them when needed. With its powerful accounting and reporting features, Accounts Payable makes it easy to manage the detailed information your company requires.

Accurate Processing

Accounts Payable facilitates rapid entry of vendor invoices, flexible cash disbursement, and full check reconciliation using Bank Services. Import transactions from other applications, create reusable templates, and use advanced import options to update or replace recurring payables and terms codes. Automatically distribute invoices to as many general ledger expense or asset accounts as you require by defining distribution sets. Change discount percentages or amounts as required and establish standard payment selection criteria for creating check batches. You can even generate and print system checks for current payables and last-minute transactions with or without payment advices—while adhering to stringent security regulations.

Seamless Connectivity

Accounts Payable eliminates redundant entry efforts by automatically updating General Ledger journal entry batches—you can even choose which transaction details to capture. And best yet, Sage 300 includes a Sage CRM user at no additional cost. Sage CRM ensures your staff has detailed vendor and supplier information on hand—even when they are on the road, as mobile functionality is built in. With this fully integrated solution you have access to current inventory and accounts payable records, so you can make shipping decisions with confidence and operate more efficiently.

Multicurrency Capabilities

Take control of the global marketplace with robust multicurrency capabilities, including instant conversion of foreign currencies to home currency and vice versa and calculation of gains and losses accrued through currency exchange. Providing payments in your vendors' currency makes it easy and convenient for them to do business with you. You can even print checks in English, Spanish, or French (other languages available through customised reporting). Using Accounts Payable with the Multicurrency Manager module empowers you to transcend many of the operational challenges of global enterprise.

Comprehensive Analysis

Stay in control of payments to suppliers and employees and keep your accounting records up to date so you always know your cash position. With Accounts Payable you can drill down from General Ledger transaction history with powerful inquiry tools. You can also quickly view payments in date order or check number order in Vendor Activity or view your vendor payments by bank range, vendor range, check status, transaction type, date range, year and period range, and check number range. You can also use the Inquiry functionality to quickly create custom data lists. Analytical reports as well as batch options help you determine whether to take available discounts. Standard report samples: Aged Cash Requirements, Aged Payables, Check Register, Vendor Transactions, General Ledger Transactions, and more.