

Ultra Fast. Ultra Convenient. Ultra Efficient. CertiflexDimension Ultra.

## ACCOUNTS PAYABLE

{ The complete invoice management system }

CertiflexDimension Accounts Payable provides an inclusive result for vendor invoice, voucher management and payment control. This complete payables system contains all the features businesses need to efficiently manage the incoming flow of supplies and the outflow of payments. CertiflexDimension Accounts Payable handles all payable roles including the printing of checks. Accounts Payable can optionally be integrated with our Purchase Order system for tracking purchases and backlogged items. Accounts Payable also integrates with General Ledger, Job Cost, Purchase, Inventory, Bank Reconciliation and MICR Check Generator.

CertiflexDimension Accounts Payable provides powerful options for efficient and accurate data entry, truly setting it apart from the competition. A Voucher Transaction feature allows you to enter invoices and other transactions for payment at a later date. Each transaction can contain an infinite number of invoices or other transactions.

CertiflexDimension Accounts Payable makes the most of payment scheduling and available discounts by streamlining the process of selecting transactions to be paid. A Proforma Check run provides you with a detailed or summary explanation of the next check run and its components. With CertiflexDimension Accounts Payable the operator can easily select the appropriate transaction to be paid with the click of a mouse.

- ✦ Multiple Voucher Entries
- ✦ Complete Vendor History
- ✦ 1099 Printing
- ✦ Automatic Void Check Feature
- ✦ Split Invoices and Payment
- ✦ Purchase Non-inventory Stock Items
- ✦ Multiply Company Vouchers
- ✦ Direct & Manual Check Features
- ✦ Online Check Display Shows All Items Paid
- ✦ Cash Flow Management Report
- ✦ Point & Click Payment Scheduling System
- ✦ Credit Card Voucher Features
- ✦ Recurring Invoices Feature
- ✦ Automatic Vendor-to-Ledger Balancing Account
- ✦ Multiple Company Voucher Feature
- ✦ EFT (Auto-Draft) Feature



THE VERSATILE GROUP, INC.

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# ACCOUNTS PAYABLE

## PAYROLL ENTRY

CertiflexDimension Accounts Payable data input has been optimized to be easy to understand and efficient to operate. The transaction entry screens allow each user to modify the flow of information to eradicate unnecessary key strokes.

- ✦ Customizable entry flow
- ✦ Multiple invoice vouchers
- ✦ Online updates to inventory
- ✦ Vendor standard terms
- ✦ Automatic General Ledger balancing account
- ✦ Overwrite standard terms
- ✦ Default job
- ✦ Incrementing reference number
- ✦ Multiple company voucher
- ✦ Attach a file to a voucher
- ✦ Direct checks
- ✦ Record manually written checks
- ✦ Void checks
- ✦ Flexible payment scheduling
- ✦ Duplicate invoice checking
- ✦ Automatically expense journal entry to jobs
- ✦ Configure journal entry descriptions
- ✦ Auto-key for General Ledger and Job Cost journal entries
- ✦ Recurring entries support intercompany vouchers, job cost entries, week-based posting styles, EFT (cash payments) and number of times to post

## SCHEDULE & PAY VENDORS

CertiflexDimension Accounts Payable streamlines the process of selecting transactions to be paid during the next check run. By running the Pro-forma check run, the system will provide you with a detailed or summary explanation of the next check run and its components. With CertiflexDimension Accounts Payable the operator can easily select the appropriate transaction to be paid with the click of a mouse.

- ✦ Check-off method for selecting vouchers to pay
- ✦ Combine, reschedule, split or palce payment on hold
- ✦ Inclusive check printing program
- ✦ Duplicate payments prevented
- ✦ Discounts available
- ✦ Select to take discounts
- ✦ Check run total based on selected items to pay
- ✦ Available MICR Check Generator as an add-on module
- ✦ Separate printer selection for check and remittance printers

## REPORTS & ANALYSIS

CertiflexDimension Accounts Payable provides a myriad of reports and analytical screens that can be sorted by many factors. The following list identifies a few of the key reports.

- ✦ Payables detail
- ✦ Payables analysis
- ✦ Aged payables
- ✦ Historical aged payables
- ✦ Discount available/lost
- ✦ Check register
- ✦ Voucher register
- ✦ Ledger account recap
- ✦ Vendor expense report
- ✦ Summarized vendor history
- ✦ Misc. 1099/1096
- ✦ Summarized vendor history class
- ✦ Detailed vendor history
- ✦ Vendor invoice history
- ✦ Vendor item purchased history
- ✦ Mailing labels
- ✦ Vendor listing
- ✦ Vendor maintenance
- ✦ Recurring A/P isting
- ✦ 1099 verification report



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{ CertiflexDimension Accounts Payable integrates with  
Purchase Order | General Ledger | Job Cost | MICR Checks  
Inventory | Client Write-up }

## VENDOR MANAGEMENT & MAINTENANCE

Listed below are a few of the many vendor management and maintenance features available with Accounts Payable.

- ✦ Unlimited vendors, invoices, history, company entities, and vouchers
- ✦ Zip Code to city verification
- ✦ Drill down on history to see complete transaction
- ✦ Quick Notes database for each vendor
- ✦ File and internet links for each vendor
- ✦ 1099 FIT and SIT withholding options with percentages
- ✦ Default job cost code for each vendor
- ✦ Easily copy vendor history to spreadsheets
- ✦ Intellitrans feature to import vendor master data
- ✦ Flexible transaction import



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