

# Accounts Payable

## Benefits

### • Work the way you want

Easily tailor Microsoft Dynamics SL Accounts Payable to suit the way you run your business, including taxes, aging, and fiscal period information and the entry of as many expense accounts as needed.

### • Enhance efficiency

Increase data entry effectiveness by using vendor classes to default several document options automatically, or locate a vendor by invoice or purchase order number. Then you can drill down from a check to the invoices it paid.

### • Save valuable time

Use powerful tools to reduce the time spent entering and viewing vendor information. For example, distribute document amounts to multiple accounts or sub-accounts without manually breaking them into separate documents.

### • Streamline processes

Automate routine activities, such as entering debit and credit adjustment transactions that automatically update vendor balances, to improve productivity, reduce cycle time, and gain control over accounts payable processes.

### • Control cash flow and improve business performance

Capitalize on vendor discount dates to reduce payable liabilities. Easily select "the right" vouchers for payment by date, vendor, number, or a custom query to control your cash outlay. Use comprehensive reporting features to present data in different ways, including many standard reports such as Aged Accounts Payables, Vendor Trial Balance, Check Register, and the Accounts Payable Batch Register.

## Microsoft Dynamics™ SL

Keep accurate information about money owed, due dates, and available discounts at your fingertips with a focused and flexible way to carefully track and take advantage of terms and discounts, predict cash requirements, and monitor payments so that they are made only once.

### Increase

*data entry effectiveness by using vendor classes to default several document options automatically.*

The screenshot shows two overlapping windows from Microsoft Dynamics SL. The top window is titled "Vendor Class Maintenance (03.290.00)". It contains the following fields:

- Class ID: EMP
- Description: Employee
- AP Acct: 2050 A/P Trade-USD
- AP Subaccount: 01-100-AA-00-00-1 Administration-Controller
- Prepay Acct:
- Prepay Subaccount: 00-000-00-00-0
- Expense Acct: 4030 Merchandise Purchases
- Expense Subaccount: 01-100-AA-00-00-1 Administration-Controller
- Terms: 01 2/10 Net 30

The bottom window is titled "Woucher and Adjustment Entry (03.010.00)". It contains the following fields:

- Batch Number: 000115 Status: Hold Total: 1054.63
- Print to Post: 05/2003 Handling: Hold Control: 1054.63
- Dispatcher Ref Nbr: 000003 Vendor ID: V10100 Date: 8/5/2003 Invoice Date: 8/5/2003
- Type: Voucher International Invoice Nbr: Balance: 1054.63
- Youcher/Adjustment Defaults: Invoice Manual Check Apply Adjustment
- Terms: 01 2/10 Net 30 Status: Active PO Nbr: Discount Date: 8/15/2003
- Amount: 1054.63 Company ID: 0000 PO Receipt Nbr: Due Date: 8/4/2003
- Discount: 33.09 Contoso, Ltd Pre-Pay Nbr: Pay Date: 8/15/2003

Below these fields is a table with columns: Company ID, Line Type, Account, Project, Task, Subacct, Invoice Qty, UOM, Inv Unit Price, Inv Ext. Price, 1099 Box, Inventory ID, Tran Description, Tax Cat, Tax ID, B/Bable. The table contains three rows of invoice data.

### Distribute

*document amounts to multiple amounts or sub-accounts.*

## FEATURES

## BENEFITS

---

### Extended Reporting Options

Customize reports to provide the information your business needs. Sort, select, and filter on any field in a report, and then export the data to multiple formats, including Microsoft Office Excel, for further analysis. With Microsoft portal solutions, provide managers and other users with easy access to reports using a Web Browser.

---

### Automated Recurring Processes

Automatically generate recurring vouchers, calculate sales and value-added taxes, and automate activities for payment selection and scheduling, recurring entries, and electronic payments.

---

### Customizable Payment Selection

Select bills for payment based on your own unique criteria, including options to select by company, vendor, or pay date.

---

### Flexible Account Posting

Define accounts used to process transactions, including the vendor's default account. Split accounts among departments or divisions and distribute expenses to any number of accounts. Post documents to future or prior periods and exclude for current period reporting.

---

### Easy Document Tracking

Find vendor information by using invoices or purchase orders and drill down from checks to supporting documents quickly. Retain history of up to 99 periods of transaction detail and 99 years of vendor information.

---

### Adaptable Check Management

Manage pre-payment checks, void checks for current or prior periods, print checks quickly, and pay separate vouchers for a vendor with separate checks when needed. Enter manual check information at the time of voucher entry and create checks for previously entered vouchers.

---

### Tax Calculation and Reporting

Calculate, track and report sales, use, and value-added taxes. Vendor Tax reporting, magnetic media, and IRS electronic filing are supported.

---

### Flexible Vendor Management

Use flexible vendor ID structures for meaningful identification, group by class for speedy data entry and useful reporting, and control vendor status. Automatically remove one-time vendors when appropriate, and use quick maintenance windows to add or change vendor information during entry.

---

### Flexible Purchasing

Record and maintain unlimited purchase order addresses per vendor, with support for multiple purchase sites.

---

### Multi-company Support

Work collaboratively with other businesses and automatically generate inter-company entries.

---

For more information about Microsoft Dynamics™ SL, visit: [www.synergybusiness.com](http://www.synergybusiness.com) or call 800.481.8590

This document is for information purposes only.

MICROSOFT MAKES NO WARRANTIES, EXPRESS, IMPLIED, OR STATUTORY, AS TO THE INFORMATION IN THIS DOCUMENT.

© 2005 Microsoft Corporation. All rights reserved.  
Microsoft, The Microsoft Dynamics Logo, are either registered trademarks or trademarks of Microsoft Corporation or Microsoft Business Solutions ApS in the United States and/or other countries. Microsoft Business Solutions ApS is a subsidiary of Microsoft Corporation.

**Microsoft**