

ACCOUNTS PAYABLE



OVERVIEW SoftRight's Accounts Payable module tracks, manages and reports on all related invoices, purchase orders, other payables and their related vendors. It automatically processes checks and maintains expenditure and vendor history. Purchase orders can be paid in full or partially using multiple accounts.

Decentralized invoice processing allows individual departments to enter invoices, while privilege based security and real-time account balances allow the accountant to retain expenditure control.

WARRANT PROCESSING

- Decentralized invoice entry enabling multi-departmental input and user privileges
- Centralized accounting controls featuring electronic approvals and unlimited approval levels
- Real-time balances reflecting pending amounts for expenditures and encumbrances
- Unlimited expenditure accounts per invoice
- Automatic encumbrance reversals
- Accommodates multiple invoice entry imports
- Manages accounts payable, payroll, deduction and refund warrants
- Entry types by check, manual check, wire transfer, credit or debit
- Warnings for missing Federal ID or Social Security Numbers

VENDOR MANAGEMENT

- "One touch" invoice, purchase order, check and vendor history views
- "On the fly" vendor creation and maintenance
- Multiple vendor addresses, DBA's and third parties
- Automated 1099 processing

CHECK PROCESSING

- Pay multiple invoices on a single check or separate checks
- Provides "one-click" check reprints and voids
- Electronic or manual bank reconciliation
- Multiple invoices per check or separate check groupings

FULLY INTEGRATED WITH:

- General Ledger
- Purchase Orders
- Payroll
- Tax Collection
- Utility Billing