



## FACTS Data Sheet: Accounts Payable

**Accounts Payable  
allows distributors to  
improve the overall  
efficiency and  
accuracy of their  
payables processes.**

Accounts Payable provides distributors with efficient management tools for their trade and non-trade payables as well as effective vendor management solutions. Accounts Payable allows distributors to streamline and organize their payment processes which directly results in a positive impact to their cash flow.

### **Document Creation**

- Trade payables are automatically created by the PO programs and posted to AP, non-trade payables can be quickly entered and expensed through Document Entry
- The default terms code assigned to each vendor automatically calculates discount amounts and dates
- Create recurring documents for regular bills, even if they aren't the same amount every month
- Use vendor-specific GL Tables to rapidly assign which expense accounts are normally assigned to the vendor
- Assign each expense line to the optional job

**Vendor Notes** easily conveys vital information to employees:

- Unlimited Vendor Notes can be created in multiple categories, such as payment notes or general notes
- Urgent notes pop up in critical programs where communicating vital information is essential



focus on essentials

➔ KEY REPORTS:

- Open Payables Report
- Aged Payables Report
- Cash Requirements Report
- Purchase History Report

**Check Writing** allows the repetitive task of cutting checks to become quick and efficient:

- Use the flexible payment selection program to determine which checks to print while maximizing discounts
- Print non-invoice and manual checks
- Void checks quickly

*AP Document Entry is made efficient by the defaults in Vendor File Maintenance >>*

01-Specialty Distributors, Inc., Document Entry (APE110)

Period: 10/2000      AP CP=10/2000 OCT

Vendor: V101      Document: 2546791

Industrial Supply Distributors      PO#: 000000      Doc Amount: 1538.54      Due Date: 11/22/2000

19874 Mountain Industrial Park      GL Tbl: 005      Doc Disc \$: 1538.54      Discount: 15.39

Atlanta, GA 30335      Doc Grp: 34      Doc Date: 10/23/2000      Disc Date: 11/02/2000

Branch: 01      Terms: 01      1% 10 Net 30 Dy      Memo:

GL#: 175-01-0      Amount:

LN#	GL #	Description	Amount	Job #
001	700-01-1	Rental Expense	1538.54	

Undistributed: .00

Header Done

Enter expense GL account #, F4-End, F1-Job Entry, F2-Search      REQUEST CONFIRMATION

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