

## Accounts Payable



Make payments any way you want — by system-generated or handwritten check, bank draft or electronic funds transfer (using Blackbaud's Electronic Funds Transfer module).

With Blackbaud's **Accounts Payable**, paying bills is now easier and more efficient. Make payments any way you want — by system-generated or handwritten check, bank draft or electronic funds transfer (using Blackbaud's **Electronic Funds Transfer** module). **Accounts Payable** even allows you to define multiple electronic signatures based on check amounts you choose. And with the **Cash Management** module, you can increase the efficiency of tasks related to payment adjustments, account activity and bank reconciliation.

Gain firm control of purchases and receipts with the **Purchase Orders** module. You can handle multiple payment terms and user-defined schedules for payments. When entering a new purchase order, you can even check your budget for sufficient funds through a built-in interface with Blackbaud's **General Ledger**. It's a snap to print purchase orders, duplicate orders, receipts and cancellation notices.

Take confidence in **Accounts Payable's** strong controls. By defining business rules, the administrators can regulate standard procedures and data entry. For example, you can establish controls to ensure that only approved invoices are paid. In addition, the administrator can define multiple payable accounts as a default value with the option of modifying each invoice.

With **Accounts Payable**, keeping detailed records on your purchases and disbursements is no longer a headache. And numerous reports help you quickly analyze your operations.

Accounts Payable is a component of Blackbaud's **The Financial Edge**, an integrated accounting information system for your entire business office.

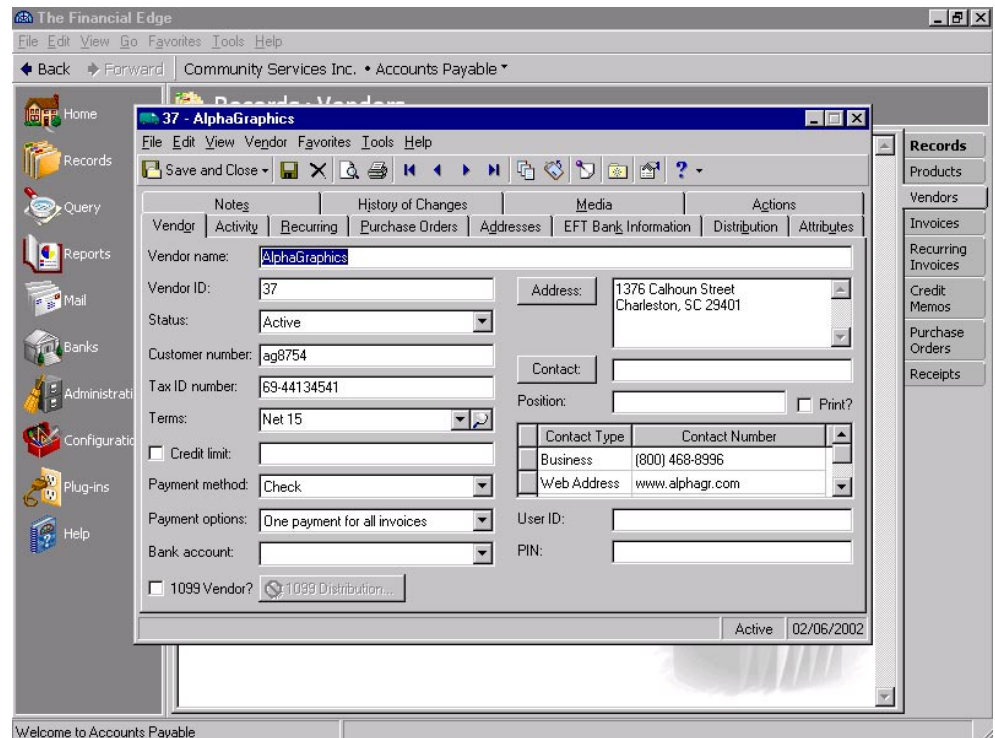
### Highlights

#### **Virtually any type of payment is possible:**

- ◆ Computer checks
- ◆ Handwritten checks
- ◆ Direct disbursements
- ◆ Bank drafts
- ◆ Electronic funds transfers (with the optional module)

**Choose from numerous payment options to address any situation that arises:**

- ◆ Pay multiple invoices with a single check
- ◆ Make partial payments on open invoices
- ◆ Select invoices to approve or pay based on criteria you define
- ◆ Create pre-payments without generating an invoice
- ◆ Quickly cut a check directly from a vendor's record



**Let Accounts Payable take some of the work out of your work:**

- ◆ Calculates and records vendor discounts automatically
- ◆ Handles multiple payment terms and user-defined schedules for payments
- ◆ Offers check clearing for bank reconciliations
- ◆ Notifies you if vendor credit limits are reached
- ◆ Saves time with default transaction entries

**The optional Purchase Orders module integrates with Accounts Payable to make the purchasing process easy:**

- ◆ Check your Blackbaud **General Ledger** account or project budget before generating a purchase order
- ◆ Enter unlimited items per purchase order
- ◆ Create recurring or blanket purchase orders

- ◆ Print POs, receipts, duplicate orders and cancellation notices
- ◆ Post encumbrances directly to Blackbaud's **General Ledger**
- ◆ Receive full or partial shipments and record merchandise as it arrives
- ◆ Process shipments of items not ordered or received at a different unit cost
- ◆ Create invoices directly from POs

**Keep comprehensive transaction information at your fingertips:**

- ◆ Access payment detail for unlimited fiscal years
- ◆ View detailed check registers for an unlimited number of bank accounts
- ◆ Store information on banks — yours and your vendors'

**Maintain a complete audit trail:**

- ◆ Distribute an invoice across funds — the system creates all interfund entries
- ◆ Allocate expenses using an unlimited number of pre-set distributions
- ◆ Create adjustment transactions for posted invoices and credit memos
- ◆ Check that general ledger account numbers entered are valid in the Blackbaud **General Ledger's** chart of accounts

**Easy-to-use, powerful analytical tools:**

- ◆ Dozens of ready-to-go vendor, invoice and purchase order reports
- ◆ Report across fiscal years on any date range
- ◆ "Wizards" walk you through creating a report
- ◆ Formatting options enable you to design reports to look the way you want
- ◆ Segment your data based on criteria you define with the query module
- ◆ Instantly compare vendor activity from one year to another on screen
- ◆ View a quick summary of your transactions with a vendor on any date range

**Accounts Payable is designed to keep you on the leading edge of technology:**

- ◆ Uses client/server architecture, supporting Sybase<sup>™</sup> relational database
- ◆ Optional module provides electronic funds transfer capability

**Easily integrates with other programs:**

- ◆ Posts directly to Blackbaud's **General Ledger**
- ◆ Exports to spreadsheet and word processing programs
- ◆ Works with other Blackbaud software

**Customize your system with:**

- ◆ User-defined fields and tables
- ◆ Color-coded grids to identify transaction types
- ◆ Administrator-defined Business Rules for vendors, invoices, credit memos, payments, purchase orders, line items, receipts, etc.

## Checks

**Accounts Payable** makes generating checks easier than ever before. View a complete register for each bank account. Any transaction generated by the system automatically appears in the account's register.

Print batches of checks for your unpaid invoices based on criteria you define. A “wizard” takes you step by step through the process of selecting the invoices you want to pay and printing the checks. If checks greater than a certain amount have to be hand-signed or approved, you can sort your checks in descending order by dollar amount before printing so those checks will be together and on top. You can also define multiple electronic signatures based on the check amount.

Print batches of checks for your unpaid invoices based on criteria you define. A “wizard” takes you step by step through the process of selecting the invoices you want to pay and printing the checks.

Producing a direct disbursement check to a non-vendor is as easy as writing one manually — the form on your screen even looks like a check! If you pay a vendor with a handwritten check, you can easily record it in the system.

The system also lets you make partial payments, apply credit memos and take vendor discounts. Other features enable you to easily void checks and print checks from laser printers.

The optional **Cash Management** module works with your **Accounts Payable** transactions to automatically reconcile your bank statement and the cash account. You simply compare your monthly account statement to a screen listing debits and credits, checking off those that have cleared the bank. The system will then do the calculating and warn you if you are out of balance.

**Accounts Payable** also enables you to maintain detailed information on your financial institutions. Note account types, routing numbers and your primary contact at each bank. For each account, maintain notes that you can categorize by type. A note might be a list of secondary contacts at your bank or a copy of a letter you have pasted in from your word processor.

Step into the age of paperless payments with the optional EFT module, and save the time and labor involved in printing and mailing checks. All you need are your bank accounts' login cards, your vendors' routing and account numbers and a modem.

## Electronic Funds Transfer

Step into the age of paperless payments with the optional **EFT** module, and save the time and labor involved in printing and mailing checks. All you need are your bank accounts' login cards, your vendors' routing and account numbers and a modem. Making payments is as easy as selecting the invoices you want and then using the Internet to send the transactions to the bank. This efficient technology helps you save paper and avoid laborious print jobs. And it's just as easy to keep a clear audit trail with **EFT** as with other payment methods.

## Vendor Management

### ◆ **Merge/Purge Capability**

Accounts Payable allows you to merge duplicate vendors and purge old vendors so you can keep your records succinct and organized.

### ◆ **Activity Summary**

What is your current balance with a particular vendor? Determine by due date or invoice date. Instantly view the average number of days it takes to pay a vendor. The system automatically provides purchase, payment and discount statistics as well as a summary of your latest activity with the vendor.

### ◆ **Vendors**

Establish terms for paying a certain vendor, such as discounts, due days and credit limits. The system will alert you if you reach the established credit limit. Maintain a separate vendor ID, which can be alpha-numerical, to speed searching for the vendor's record. Identify your main contacts for correspondence and reference. Create vendor-specific messages that appear when you open the vendor's record.

### ◆ **Addresses**

Keep as many addresses and phone numbers as you need for each vendor. Establish a different contact for each address. Set default addresses and contacts for invoices and purchase orders.

### ◆ **Banks**

Which banks do your vendors use? What are the account and routing numbers you'll need for fund transfers? In Banks, you can store contact information and any special notes about a particular financial institution, print checks, make payments, record

manual checks, use the bank register, and reconcile bank accounts. You can even make payments for several invoices at one time. You can make all the payments for invoices associated with one bank or make payments, for example, for a selected due date or discount expiration date. You can make payments to just one vendor or all vendors. In Banks you can also maintain the bank account register, void and purge checks, and post adjustments to **General Ledger**.

- ◆ **1099 Information**

Record the vendor information the system needs to produce 1099 statements. Instantly view a snapshot comparison of 1099 activity for any two years.

- ◆ **Activity Comparison**

Compare vendor activity for any two time periods. Base the comparison on calendar years, fiscal years, fiscal periods or any date range.

- ◆ **Activity**

View a full list of invoices and credit memos. Line items are color-coded by type to help you stay organized, and you even choose the colors! Use a right-mouse click to see the details of each transaction. Also cut a check, define a payment schedule, apply a credit and reverse a transaction. You can export selected transactions to a spreadsheet for further analysis.

- ◆ **Notes**

Maintain notes on your vendors in convenient notepads which you can categorize by type for reporting and printing. Paste from your word processor copies of contracts or other important documents. State-of-the-art technology enables a document's formatting to remain intact.

- ◆ **Invoices**

The Invoices page of **Accounts Payable** is essential for paying bills and maintaining an accurate picture of your organization's financial standing. Complete with a variety of options for tracking, paying, and recording distributions, the Invoices page gives you an easy way to monitor your bills and payments. With a new security feature, the system administrator can require approval before invoices are paid and posted.

- ◆ **Invoice Payment Schedules**

Avoid irritating late fees! **Accounts Payable** can handle even the most irregular

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payment schedules with ease. Setting up schedules is a snap, and you can view a table letting you know exactly when payments are due.

#### ◆ **Recurring Invoices**

For your rent or mortgage payments, utility bills and other fixed, regular payments. Enter the information once, and the system generates the invoices automatically according to the schedule you established. Although you can pay and post the invoices you create from a recurring invoice, the recurring invoices are never posted or included in any balance calculation. When it is time to generate invoices, **Accounts Payable** reminds you with a pop-up reminder or message on the Home page.

#### ◆ **General Ledger Distribution**

Cut down on data-entry time and inconvenience by creating different distributions for vendors, invoices and purchase orders. This feature creates an optional default template that makes charging different accounts similar to filling out an online form.

#### ◆ **Credit Memos**

As soon as a credit memo is applied in **Accounts Payable**, application records are posted to relieve the **Accounts Payable** summary balance. This means that cash accounts are never affected by credit memos or applications.

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## Purchase Orders

The **Purchase Orders** module integrates seamlessly into **Accounts Payable** and gives your organization a variety of options for recording purchases, tracking encumbrances and generating invoices from receipts. You can track the complete order process, from the initial requisition through the entry and printing of purchase orders to the recording of merchandise when it arrives and the generation of accounts payable invoices. The module also enables you to track supply and shipment needs, as well as costs.

Enter an unlimited number of items per purchase order and view them all at once. To speed data-entry time, copy the information from a previous purchase order when creating a new one. When entering a new purchase order, you can make sure you have sufficient funds in the appropriate accounts — instantly check your budget through a built-in interface with Blackbaud's **General Ledger**.

Need to generate a drop-ship purchase order for delivery to another address?

No problem. The system is flexible enough to allow you to receive full or partial shipments and record merchandise as it arrives, receive items not ordered or items received at a different unit cost, record miscellaneous charges (freight, taxes, etc.) and credits (discounts, etc.) appearing on purchase orders.

### **Purchase Order Types**

- ◆ **Regular** — Normal type of order for goods or services from the vendor.
- ◆ **Blanket** — An order for a larger quantity than is currently required but to which you have committed. This may be done to get a volume discount or to ensure that hard-to-get items are received. Regular orders are generated for this order until the original blanket order is satisfied.
- ◆ **Template** — This is used to generate regular orders on an ongoing basis when the items and amounts are the same each time. This feature reduces data entry when re-orders are placed.

### **Purchase Order Reports**

The **Purchase Orders** module also comes with a variety of ready-to-go reports that include:

- ◆ Purchase Order Detail Report
- ◆ Purchase Order Register
- ◆ Anticipated Deliveries
- ◆ Overdue Shipments
- ◆ Receipts Report
- ◆ Receipts Register
- ◆ Open Purchase Orders
- ◆ Open Requisitions
- ◆ Requisition Register
- ◆ Purchase Order History
- ◆ Purchase Order Summary
- ◆ Blanket Purchase Orders
- ◆ Encumbrance Report

## AP Reports

**Accounts Payable** offers ready-to-go, customizable reports. Choose from a variety of vendor and invoice reports, including:

- ◆ Vendor Activity Report
- ◆ Vendor Year-to-Date Analysis



- ◆ Vendor Profile Report
- ◆ Open Invoice Report
- ◆ Aged Accounts Payable Report
- ◆ Cash Disbursements Journal
- ◆ Purchase Journal
- ◆ Transaction Register
- ◆ Invoice Expense Allocation Report
- ◆ Project Distribution Report

A variety of reports are available with the **Purchase Orders** module as well. With each report, you have options for customizing so you can create and save unlimited report variations. Your board may prefer one format and your auditors another. Customize reports by basing data on certain criteria and defining how it appears on the page.

Export any report to a word processor or spreadsheet for further enhancement. Even e-mail a report directly from the system to a staff member, or convert a report to HTML and post it to your intranet.

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## Correspondence and Forms

We have made 1099 Forms, purchase orders, labels, envelopes, rolodex cards and vendor letters as easy to generate as possible. “Wizards” guide you through the process of choosing the information you want to print. Advanced technology features allow you to send any type of correspondence or form as e-mail directly from the system.

Need to send a letter to a vendor regarding 1099 data, changes in your billing status or other important information? The process is simple. In the vendor’s record, you choose from a menu of merge-ready letters you have created. The program automatically opens your word processor, fills in the appropriate contact and address information and prints the letter.

## Query

Segment your data based on information in any field in the program. Create queries using a simple “drag and drop” technique to include the information you want to sort on as well as the information you want to appear in the query output. For instance, easily isolate your vendors that sell office supplies so you can send them a letter requesting bids for an upcoming purchase.

Accounts Payable contains an advanced password management system that controls what users see and what information they can add, change and delete.

## Help

Receive simple step-by-step instructions. If two vendors merge, how do I combine their records? Where do I define aging information? How do I compare vendor activity from year to year? Answers to these questions and many others are a keystroke or mouse click away.

Help is context sensitive. From any field in the program, Help recognizes where you are and instructs you accordingly.

For up-to-the-minute product announcements, support assistance via e-mail, electronic discussion groups and the latest software updates, you can link to the Customer Support section of Blackbaud's Web site directly from **Accounts Payable** if your computer is set up for Internet access.

## Instant Checks and Forms

Blackbaud offers the optional **Accounting Forms** Module that allows you to print checks, purchase orders and EFT notices on blank paper. The system tells your printer where to print the graphics, lines and text that appear on these checks and forms, and everything aligns perfectly.

Checks can even include scanned signatures. Because you'll never again need to purchase pre-printed checks, you avoid inventory issues and the inconveniences of reordering new checks.

## Security Administration

**Accounts Payable** contains an advanced password management system that controls what users see and what information they can add, change and delete. Determine access by module and by function. For example, create a group containing users that can add purchase orders but not pay invoices — or a group that can create queries for a mailing list but not a report.

## Blackbaud brings the nonprofit picture together: The Complete Blackbaud Solution

**The Financial Edge** has a built-in interface with **The Raiser's Edge**, the world's leading fundraising management system. This will make your business office more efficient and help you maintain the integrity of your data. We also offer consulting services and comprehensive training to help you fully take advantage of your Blackbaud system so you can use it in the most productive and efficient way.



## Blackbaud's The Financial Edge™

- ◆ Accounting Forms™
- ◆ Accounting Queue™
- ◆ Accounts Payable™
- ◆ Accounts Receivable™
- ◆ Advanced Budget Management™
- ◆ Advanced Security™
- ◆ Allocation Management™
- ◆ Application Programming Interface™
- ◆ Budget Management™
- ◆ Cash Management™
- ◆ Cash Receipts™
- ◆ Consolidation Management™
- ◆ Electronic Funds Transfer™
- ◆ eRequisitions™
- ◆ Fixed Assets™
- ◆ General Ledger™
- ◆ Payroll™
- ◆ PaperSave®
- ◆ Point of Sale™
- ◆ Project, Grant and Endowment Management™
- ◆ Purchase Orders™
- ◆ School Store Manager™
- ◆ Student Billing™
- ◆ View-only Licenses™
- ◆ Visual Basic for Applications™ (VBA)

get started today

To learn more about Blackbaud's **Accounts Payable**,  
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