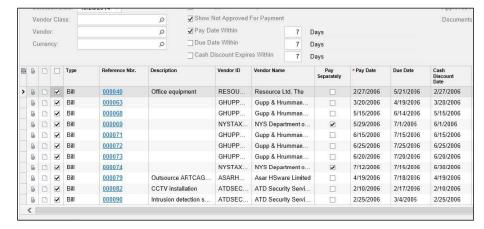# Track Money Owed, Available Discounts, Due Dates, and Cash Requirements. Access Reports Anytime, Anywhere Using a Web Browser

Manage vendor invoices, automate payment processing, predict cash requirements, track vendor balances, optimize available discounts, and deliver vendor reports.

INTELLIGENT PAYMENT PROCESSING

- **Vendor Prepayments**. Enter prepayment requests, issue prepayments, and apply prepayments to invoices as they are received. Keeps prepayment balance separate from the regular AP account.

- **Prepaid Expense Recognition.** Assign a deferred expense schedule by AP line item. Split payments between prepaid accounts and expense accounts.

- **AP Invoice Automated Approval and Payment.** Set up automatic processes to approve payments or establish an approval process to prioritize or delay payment. Designate an account from which to pay or select a payment method.

- **Use, VAT, and Withholding Tax Support.** Automatically calculate Use and VAT taxes and prepare tax filing reports. Assign a default tax zone to each vendor. This default can be overridden during invoice entry. Tax calculation can include multiple tax items per document line, deduction of tax amount from the price, and tax on tax calculation. Acumatica also supports withholding tax calculations.

KEY BENEFITS

OPTIMIZE PAYMENTS

- Avoid late charges and take advantage of vendor discounts by aligning payments with cash flows

PREDICT CASH REQUIREMENTS

- Improve vendor payment decisions using drill-down reports and dashboards to view past information and get insights into future needs

FASTER DELIVERY, FEWER ERRORS

- Enter data quickly with predictive entry and flexible screen layouts
- Reduce errors by setting default accounts, subaccounts, payment terms, and discounts by vendor

ACCELERATE DECISION-MAKING

- Improve vendor payment decisions using drill-down reports and dashboards for insights into past information and future needs

SUPPORT FLEXIBLE CURRENCIES

- Maintain balances in base and vendor currencies; Automatically translates currencies; Consolidate reporting across companies with different base currencies

			Type	Reference Nbr.	Description	Vendor ID	Vendor Name	Pay Separately	* Pay Date	Due Date	Cash Discount Date
>		☑	Bill	000040	Office equipment	RESOU...	Resource Ltd, The	☐	2/27/2006	5/21/2006	2/27/2006
		☑	Bill	000063		GHUPP...	Gupp & Hrumman...	☐	3/20/2006	4/19/2006	3/20/2006
		☑	Bill	000068		GHUPP...	Gupp & Hrumman...	☐	5/15/2006	6/14/2006	5/15/2006
		☑	Bill	000069		NYSTAX...	NYS Department o...	☑	5/29/2006	7/1/2006	6/1/2006
		☑	Bill	000071		GHUPP...	Gupp & Hrumman...	☐	6/15/2006	7/15/2006	6/15/2006
		☑	Bill	000072		GHUPP...	Gupp & Hrumman...	☐	6/25/2006	7/25/2006	6/25/2006
		☑	Bill	000073		GHUPP...	Gupp & Hrumman...	☐	6/20/2006	7/20/2006	6/20/2006
		☑	Bill	000074		NYSTAX...	NYS Department o...	☑	7/12/2006	7/15/2006	6/30/2006
		☑	Bill	000079	Outsource ARTCAG...	ASARH...	Asar HSware Limited	☐	4/19/2006	7/18/2006	4/19/2006
		☑	Bill	000082	CCTV installation	ATDSEC...	ATD Security Servi...	☐	2/10/2006	2/17/2006	2/10/2006
		☑	Bill	000090	Intrusion detection s...	ATDSEC...	ATD Security Servi...	☐	2/25/2006	3/4/2006	2/25/2006

Easily filter, view, and approve bills for payment

ACCOUNTS PAYABLE FEATURES AND CAPABILITIES

Vendor Payment Processing	Avoid overpaying vendors with a new process flow in AP—open debit adjustments are automatically available to be selected during payment processing.
Multiple AP Accounts in GL	Link groups of Vendors to specific AP accounts in the GL. Default accounts can be overridden during Bill or Payment processing. Acumatica automatically offsets the correct account when the payment is applied.
Support Multiple Currencies	Track vendor balances, pay vendors in foreign currency. Automatically calculate realized gains/losses. Calculate unrealized gains/losses with AP currency translation account. Consolidate reporting across companies with different base currencies.
Recurring AP Documents	Create recurring bills by setting payment frequency and timeframe. Recurring bills will appear in the recurrent transaction processing screen for review, modification, and release.
Vendor Refunds	Receive vendor refunds. Each vendor refund will debit a cash account and debit an AP Account. You can apply a refund towards a Debit Adjustment or Prepayment document.
AP Aging Reports	Analyze upcoming obligations by configuring AP aging categories that are reflected in a full set of aging reports. By providing total outstanding balances and past due accounts, aging reports help you analyze your AP, cash requirements, and vendor performance.
1099 Reporting	Accumulate 1099 information for any designated vendor. Track 1099 payments and produce the appropriate 1099 reports.
Vendor Account Security	Control access and restrict sensitive vendor information by specifying which individuals and roles can view and modify vendor account information and balances.
Create AP docs from Inbox	Apply AI/ML technology to import PDF documents from files or email attachments and transform them into AP documents. Automatically search for vendors by email address.
1099-NEC Support	Automatically generate form 1099-NEC for non-employee compensation without impacting vendor defaults. Support current processed 1099-NEC and 1099-MISC report e-filing.
Audit Trails	Maintain an audit trail of all transactions. Documents cannot be deleted or canceled. Correct mistakes using correcting or reversing entries. Capture IDs of users who enter transactions and users who modify records. Attach notes and electronic documents to transactions.

ABOUT ACUMATICA

Acumatica Cloud ERP provides the best business management solution for digitally resilient companies. Built for mobile and telework scenarios and easily integrated with the collaboration tools of your choice, Acumatica delivers flexibility, efficiency, and continuity of operations to growing small and midmarket organizations. **Business Resilience. Delivered**.

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