

ACCOUNTS PAYABLE/ PURCHASE ORDERS™

Tomorrow's Integrated Information Systems

The Keystone Accounts Payable module tracks vendor transactions from the point of order through to the final payment. The purchase order system can be turned on or off, whatever your preference. When in use, purchase orders can be created and the receipts can be tracked. Related invoices will be recorded and cheques will be issued or direct deposit payments will be made. Fully integrated with the Keystone General Ledger, liabilities and commitments can be reflected on your financial statements.

- Define vendor products
- Create detailed or blanket purchase orders
- Link vendor invoices to purchase orders and record liabilities for goods received
- Set default posting accounts and tax codes for vendors and/or products to ensure consistency and speed up data entry
- Optionally restrict the creation of purchase orders/entry of invoices that would result in a general ledger account going over budget
- Define your own tax codes to ensure rebates are calculated properly. Produce reports summarizing rebate entitlements and record the related receivables in the general ledger.
- Link invoices to electronic invoice copies for easy viewing
- Issue cheques on a single bank account or on several different accounts
- Each bank you define can have its own unique cheque format
- Pay vendors by direct deposit to avoid the costs associated with issuing cheques
- Void cheques and invoices with the click of a button
- Create approval lists for council
- Export all cheques for a specified date range to a csv file to assist your auditors