



## **MSI-Accounts Payable**

### *System Features*

#### ***Features of the MSI-Accounts Payable Module Include:***

- *Complete invoice entry with up to 99 items per invoice*
- *Unlimited allocation of expenses to General Ledger accounts*
- *Creation of vendor maintenance file during invoice entry*
- *User defined terms & invoice status codes*
- *Check printing with A/P check register*
- *Single check printing for multiple invoices per vendor*
- *Automatic posting to General Ledger with distribution journal*
- *"Manual" interim check processing*
- *Electronic interface with MSI- Purchase Order application*
- *Electronic interface with MSI- Fixed Assets*
- *Electronic payment to vendors*
- *Check voiding with automatic general ledger reversing entries*
- *Standard refund interface with popular Park District registration software*
- *Check Reconciliation*
- *Complete on-line vendor & invoice inquiry*
- *Current and historic vendor & invoice information*
- *Detail and summary board report printing*
- *Alphabetical or numeric vendor listings*
- *Supports full 1099 reporting*
- *Annual Treasurer's report with user defined limits*
- *Logical audit trails*
- *Expense tracking by project*
- *One-time vendor creation*
- *Recurring monthly invoice processing*

**MSI ACCOUNTS PAYABLE**

**Paid Invoice Inquiry Screen** with the ability to drill down to individual invoice detail.

**Selection**

- All Paid Invoices
- Invoices within a range of dates
- Invoices for a specified vendor
- Invoices within a range of dates for a specified vendor
- Invoices within a range of check numbers

1099 Vendors only       Minimum Invoice Amount

**Display**

VENDOR	VENDOR NAME	INV #	INV. DATE	# OF ITEMS	CHECK #	CHECK DATE	CHECK AMOUNT	INVOICE AMOUNT
	office Concepts, Inc.						VENDOR TOTAL :	1,710.00
OFFICE01		109234	11/05/97	01	50338	01/27/98	4,331.88	4,331.88
OFFICE01		118619	06/24/98	04	51358	07/28/98	2,301.64	2,301.64
	office depot						VENDOR TOTAL :	6,633.52
OFFICE02		062600	06/26/00	01	55846	06/29/00	79.99	79.99
OFFICE02		091500	09/15/00	01	56307	09/15/00	69.00	69.00
	officemax						VENDOR TOTAL :	148.99
OFFICE03		030200	03/02/00	02	55444	05/09/00	423.45	190.05
OFFICE03		09884	08/25/98	01	51589	09/15/98	147.41	147.41

OK      Cancel      Delete      Exit

**The MSI Accounts Payable Module** offers an “open” design and user definable codes that combine to make it the most sophisticated and flexible Accounts Payable System on the market.