



Computer Software Solutions



Our Solution for

Accounts Payable

The Accounts Payable system provides all the tools you need to manage your company's expenditures. This system handles multiple companies, multiple cash accounts, 1099 printing and choice of alpha/numeric vendor numbers. Voucher entry works with our P/O module to provide inventory receipt validation and automatic generation of vouchers. Check printing is quick and easy. The system supports pin feed, laser or CSS customized blank check stock printing.

Vendor Management

The Vendor Master Maintenance will allow quick and easy entry of all vendor information. The system provides extensive search and selection of vendors. Vendor numbers can be computer generated or user assigned. They may be alpha or numeric. The system supports unlimited comments as well as a complete vendor contact system. The Vendor Master Inquiry will show detailed information about each vendor including all voucher and payment history at the vendor/ voucher and check levels. An unlimited number of years purchasing and payment history can be maintained for each ven-



Voucher Entry

This system allows quick and efficient voucher entry. The system checks for duplicate invoice numbers as vouchers are entered. The program handles voucher discounting and prepayments. Vouchers can be combined on one check or printed on separate checks. The system allows unlimited G/L account distributions for each voucher. An optional interface with the purchasing system will allow receipt verification of all merchandise before payment.



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Check Print Process

The heart of any good A/P system is its check writing process. Voucher payment selection needs to be quick, easy and forgiving. Our system allows payment selection by vendor, voucher or date range. Checks can be selected, printed, deleted or reprinted as many times as needed, no updating is done until post time. The system supports two options for printing checks: a standard pin feed check or laser check. CSS can customize the check layout to any design you need including creating a custom layout to print on blank check stock.



1099 Processing

No A/P system is complete without the ability to process 1099's. Our system will capture all 1099 information at the year-end close. You may print your 1099's anytime you choose after the year-end close. The system will allow vendor updating before printing. 1099's can be reprinted as many times as needed. Our software supports pin feed or laser 1099 forms as part of the base package. The system will also generate the electronic file required by the government.

Faxing and Emailing

Often times important information such as vendor aging reports, check registers and other information needs to be quickly distributed to buyers, managers or even bank officers. By adding our faxing and email modules you can get your information to the people that need it in a quick, efficient and secure manner. This integrated package provides the ability to email any A/P report generated by the system. You may also fax any report without leaving your desk.



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A/P System Features and Highlights

- *Multiple Companies*
- *Cash or Accrual Accounting*
- *Multiple Accounts Payable and Cash Accounts Supported*
- *Optional User Assigned Vendor Numbers*
- *Alpha or Numeric Vendor Numbers*
- *Duplicate Vendor Invoice Number Checking*
- *Priority Vendor Facility*
- *One-time Misc Vendors*
- *Vendor Maintenance during Voucher Entry*
- *Invoice Due Date and Discount Date Calculation*
- *Handles Invoices and Credits*
- *Prepaid Invoice Facility*
- *Vendor Default Expense Accounts*
- *Optional Description for G/L Distribution*
- *Unlimited G/L Distribution for each Voucher*
- *Manual Check Facility*
- *Voided Check Facility*
- *Check Reconciliation Procedure*
- *Unlimited Partial Payments and Flexible Payment Scheduling*
- *Modification/Deleting of Vouchers after Entry*
- *Option to Expense Discounts*
- *Online Inquiry of all Vouchers and Payments*
- *Unlimited Payment History*
- *1099 Tracking and Generation*
- *Optional Laser Check Generation*
- *Optional G/L and Purchasing Interface*
- *User Level Security with Company/Location Permissions*
- *Ability to Archive all Reports and Postings*
- *Ability to Fax or Email all Reports*
- *Source Code Included*

All CSS software is written exclusively for the IBM iSeries/AS400 server. As an authorized IBM Business Partner, CSS can provide you the latest in IBM hardware custom fit for our software applications. The A/P module comes as part of our integrated package or can stand-alone.



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Accounts Payable Menus

The Accounts Payable System is designed to provide easy use through three user-friendly menus.

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ACPMENU1          COMPUTER SOFTWARE SOLUTIONS
CSS              Accounts Payable Menu 1

Select one of the following:

1. Vendor Master Maintenance      13. Remove Payment Work Files
2. Vendor Master Inquiry          14. Select Payments By Date
3.                               15. Select Payments By Vendor
4.                               16. Select Payments By Voucher
5.                               17. Print Pre-Check Register
6. Enter Voucher Transactions     18.
7. Print Voucher Transactions     19. Print A/P Checks
8. Post Voucher Transactions      20. Post A/P Checks
9.                               21.
10. Enter Manual Checks           22. Additional A/P Procedures
11. Print Manual Checks           23.
12. Post Manual Checks            24. Month End / Year End Menu
                                30. View A/P Help Documentation

Selection or command
====> _____

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This is the first or main A/P menu. It contains the most used programs including the vendor master maintenance, vendor inquiry and the voucher entry and postings, Also included on this menu are the regular check selection process and the automatic and manual check printing procedures.

This is the second A/P menu. It contains the voucher maintenance, voided voucher and voided check routines. Also included are all the A/P system generated reports and the terms code maintenance.

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ACPMENU2          COMPUTER SOFTWARE SOLUTIONS
CSS              Accounts Payable Menu 2

Select one of the following:

1. Enter Processed Checks         13. Print Aged Trial Balance
2. Print Processed Checks        14. Print Vendor Master Reports
3. Post Processed Checks         15. Print Outstanding Check Report
4.                               16. Print Monthly Check Register
5. Voucher Maintenance           17. Print Vendor History Report
6. Post Voided Vouchers          18. Print Cash Requirements Report
7.                               19. Print Voucher Report
8. Enter Voided Checks           20. Print Check Reg/Voucher Dtl.
9. Print Voided Checks           21. Print Vendor Analysis Report
10. Post Voided Checks           22. Print Vendor Labels
11.                               23. Print Sales Taxable Vouch List
12. Terms Code Maintenance       24. Month End / Year End Menu
                                30. View A/P Help Documentation

Selection or command
====> _____

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This is the third and final A/P menu. It contains the month-end and year-end procedures including the 1099 processing programs. The cash/purchasing journals and A/P company maintenance is also provided.

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ACPMENU3          COMPUTER SOFTWARE SOLUTIONS
CSS              Accounts Payable Menu 3

Select one of the following:

1. Month End Procedure           13. Year End Procedure
2.                               14.
3. A/P Period End Trial Balance  15. Prior Year Vendor Maintenance
4.                               16.
5. A/P Purchase Journal         17. 1099 Summary Report
6. A/P Cash Journal             18.
7. A/P G/L Journal              19. Print 1099's
8.                               20.
9.                               21. Print Vendor History Analysis
10. Accounts Payable Parameters 22.
11. Bank Account Maintenance    23.
12. Company Master Maintenance  24. Return to Main A/P Menu
                                30. View A/P Help Documentation

Selection or command
====> _____

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