

## Account Payable

EASYFO Accounts Payable module provides a comprehensive solution for managing your expenditures. Beyond recording transactions and obligations to vendors and creditors, Accounts Payable offers flexible cash disbursement and cheque writing capabilities. The informative financial reports, including payables aging and future cash requirements, provide valuable business insights for decision-making.

The many features of the Accounts Payable module allow accounting by department or division, use of multiple bank accounts, auditing of changes to the vendor master file, use tax and freight allocation, the ability to add new vendors and codes "on the fly," automatic payment selection, check printing on standard or custom stock, invoice history retention, check reversing, and more.

Accounts Payable can be used as a standalone, or to expense invoices directly to the Job Cost module. Information from invoices entered through the Purchase Order module is posted directly to the Accounts Payable master file. Accounts Payable uses the familiar Windows graphical format to present information. It smoothly integrates with Inventory and General Ledger System.

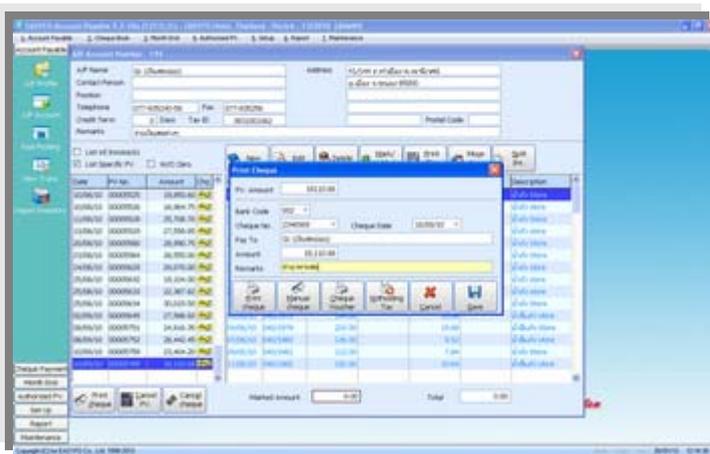
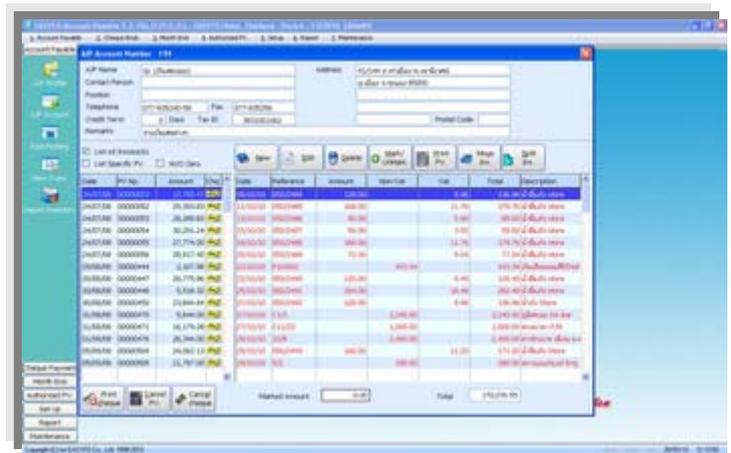


### Account Payable Main Menu

- Master Profile is contained all Vendor profile information
- Account menu use for Individual vendor account to keep all invoices and payment details
- Fast Posting is the by pass posting screen to vendor.
- View Transaction screen to view all invoice with specific condition
- Import Inventory integrate with Inventory system that import invoice and account details.

**Account Payable Account**

- Handling of advance payment
- Posting invoice with included vat, excluded vat and non vat items
- View All invoice or without zero balance items
- Interactive personal creditor data items
- Transfer invoice items when post or import to wrong account
- Split invoice to multiple payment period
- Audit history transactions
- Details and Summary payable items by account type



**Cheque Handling**

- Print Payment Voucher
- User definable Payment Voucher and Cheque format
- Pay one cheque to multiple invoices
- Unlimited bank account definable for cheque payment
- Automatic calculation for 3% and 5% withholding tax.

**Cheque Book**

- Outstanding cheque on-hand report
- View printable cheque or receivable cheque items
- Printable Bank cheque in Thai and English
- Received options for clearing cheque on hand
- Update bank account by bank reconciliation
- Importable data from Inventory Program
- Importable data to General Ledger Program

