

ASI- One-Time Vendor

An enhancement for Accounts Payable

Capabilities:

- ✓ Enables all of a company's one-time vendors to be under a single vendor ID.
- ✓ No longer a need to set up a new vendor for each one-time single vendor transaction.
- ✓ The system provides for vendor information to be entered during Vouchering.
- ✓ Full integration with check printing and payment selection.

One-Time Lookup (X3.ITM.02)

Refine List... Display All Change Remit Info...

Ref Nbr	VO Batch Nbr	Type	Doc Date	Per Post	Doc Amt	Status	Released	Class ID	First Name	Last Name	
000157	000179	VO	1/25/2005	12-1999	500.00	A	True		Joan	Smith	Joan Str
000148	000171	VO	12/24/2004	12-1999	45.25	A	True				The Prin
000147	000171	VO	12/24/2003	12-1999	75.00	A	True	ABC	Susan	Cally	ABC Cor
000146	000171	VO	1/15/2004	12-1999	150.00	A	True		Fred	Shaw	Fred Shi
000144	000169	VO	12/26/2003	12-1999	500.00	A	True	XYZ	Mike	Smith	XYZ Cor
000137	000163	VO	1/29/2004	12-1999	300.00	A	True		Tom	Jenkins	Tom Jer
000136	000160	VO	1/27/2004	12-1999	250.00	A	True	XYZ			XYZ Cor
000135	000160	VO	1/27/2004	12-1999	150.00	A	True		Susan	Shaw	Susan S
000134	000157	VO	1/27/2004	12-1999	250.00	A	True	CONSTR	Fred	Main	Operatio
000133	000156	VO	1/27/2004	12-1999	200.00	A	True	RETAIL	Fred	Smith	Fred Sm
000133	000156	VO	1/27/2004	12-1999	200.00	A	True	RETAIL	Fred	Smith	Fred Sm

0060 SYSADMIN 3/1/2005

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Features

Additional Capabilities

- ✓ No cluttered Vendor list!
- ✓ Only one Vendor ID for One-Time vendors!
- ✓ Ability to group One-Time vendors
- ✓ Use class ID for vendor classification or as sub-vendor ID
- ✓ Look up and review one-time vendor history information
- ✓ Checks print with one-time vendor name & address information
- ✓ Activity screen provided to track processed data matching vouchers with checks
- ✓ 1099 reporting and tracking to fulfil year end requirements

One-Time Activity Lookup

- ✓ Organized by Reference number
- ✓ Review information with the following line document details:
VO batch number, document type, document date, period post, document amount, status, released, class ID, Vendor info, check number, check bat number, check type, date and amount.
- ✓ Refine List function to search for desired data
- ✓ Able to change remit and 1099 information up to the point of printing checks