

Microsoft Dynamics GP Payables Management

Capture a wealth of business information

Microsoft Dynamics GP Payables Management gives you the most effective possible control over your expenses.

By automating the processes needed to efficiently manage purchases made on accounts, Microsoft Dynamics GP Payables Management helps you track and manage vouchers, process payments and analyze vendor performance while lowering overhead costs. Enhance service levels and increase vendor retention with customized information, history and notes that are easily accessible when working with customers.

Vendor Information — Capture All Your Vendor Information Quickly and Easily

- Define unlimited addresses for each vendor.
- Record important information unique to your business with user-definable fields.
- Add “notes” to vendor and transaction records.
- Automatically calculate the average number of days taken to pay a particular vendor and use this valuable information to negotiate better payment or discount terms.

- Designate posting accounts per vendor, providing the flexibility to post to Dynamics GP General Ledger exactly as you wish.
- Set the Minimum Payment per Vendor to pay each vendor during check processing.
- Define history options, including calendar period information, fiscal period information, transaction history, and distribution history for each vendor.

Transaction Entry — Rapid Data Entry

- Automatically calculates applicable taxes, saving time and eliminating errors.
- Void vouchers before payment and during or after check printing.
- Put specific transactions “on hold” to prevent unintended payment of disputed transactions during check processing.
- Record manual payments after-the-fact.



- 1 Manage cash flow.
- 2 Record manually written checks, credit cards or cash for full or partial payment of any transaction.
- 3 Format electronic checks, stubs, and separate remittance slips to match your specific business rules.
- 4 Display an on screen audit trail for sales and for tax audits.
- 5 Post one-time transactions as well as recurring, date-specific transactions periodically; daily, weekly, or monthly.
- 6 Maintain YTD history with defined options.



- Specify exactly which vendors and document types to include in check runs or have the system automatically select and/or apply payments, credit memos and returns to pre-selected vouchers.
- Void payments and automatically post correcting entries to affected GL accounts; then reestablish vouchers as open.

Vendor Maintenance window showing details for Vendor ID V100, Name General Metals, and Address 555 North Kedzie Avenue, Chicago, IL 60555.

Vendor maintenance captures a wealth of business information for in-depth vendor tracking and analysis.

Payables Transaction Entry window showing a voucher for Vendor V100 (General Metals) with a total amount of \$24,482.58. The transaction includes a tax amount of \$0.00 and a total on account of \$14,482.58.

Category	Amount	Category	Amount
Purchases	\$23,900.70	1099 Amount	\$0.00
Trade Discount	\$468.94	Cash	\$0.00
Freight	\$699.72	Check	\$10,000.00
Miscellaneous	\$351.10	Credit Card	\$0.00
Tax	\$0.00	Terms Disc Taken	\$0.00
Total	\$24,482.58	On Account	\$14,482.58

Dynamics GP Payables Management transactions are both swift and flexible.