

# ACCOUNTS PAYABLE

clubsystems group's Accounts Payable provides the tools you need to easily manage your club's expenditures. With access to original invoice and check information, you'll support every entry with a clear history. And processing payments and vendor management has never been easier.



## VENDORS

Set default Vendor information to expedite invoice entry; discount rates, payment terms, multiple General Ledger account distributions (by percent, by amount) including default expense descriptions and more. Specify related fields for purchase/use tax recording, 1099 processing, etc.

## INVOICES

Establish multiple AP types to track open expenses by area or department. Use recurring invoice templates, or rely on suggested Vendor defaults to quickly record invoices. Edit by Vendor, Invoice, GL account, payment date or due date as needed.

## DISBURSEMENTS

Establish multiple Cash types to track all disbursements towards reconciliation. Utilize manual check entry, quick check (COD) processing and automatic check generation to efficiently pay your vendors. Positive Pay options to prevent bank fraud are available, and easy check reconciliation makes keeping track of your cash an easy operation.

Devote more time to member service,  
and less time to dealing with Accounts Payable issues