



Payables/Vendors

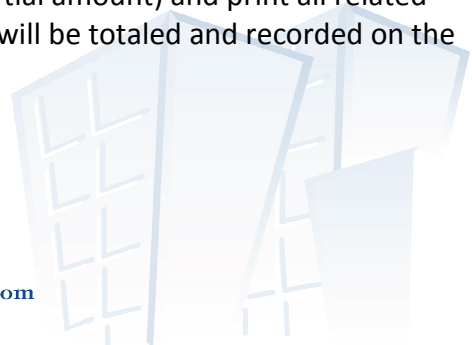
Condo Manager comes with a complete accounts payable module allowing to:

Maintain the Vendors' Profile

- Keep info on address, contact, phone, fax number, email, web site, discount rates, default expense account and default description for invoice
Free format note field and 10 user defined fields
- Manage the insurance contracts and bond of your suppliers. You will have a warning if you use a supplier having an non-renewed insurance contract
- Export or import vendor data to/from any association, or use the **Global Vendor List** to maintain data on vendors that you use among several associations
- Access the account statement directly without exiting the screen
- Instantly access the communication history, where all letters, emails and even phone calls are stored)
- Attach any file to the supplier's profile

Record and Pay Invoices Easily

- Easily record all invoices from your suppliers and vendors, including the credit notes
- Create a payable account on-the-fly when recording an invoice
- Get payment acceptance from the board
- Have any discount calculated automatically by the system based on the information given within the payable account
- Disburse your payable invoices by checks or electronic direct payments with overdraft warnings
- Batch Invoice Payments
- Select the invoices you want to pay (complete or partial amount) and print all related checks in one operation - only the selected invoices will be totaled and recorded on the check with all invoice details
- Print checks (on plain or pre-printed paper)





Payables/Vendors

Produce Payable Account Reports

- Have an easy and powerful follow-up on all outstanding invoices, e.g.
 - Aging Reports 30, 60, 90 days
 - Detailed Reports
 - and several others.
- Track and print 1099 and 1096 reports

