

# Product Information

## Account Payable



Computer Distributors, Inc.

Telefonos: 787-793-3434 Fax: 787-7936354  
Po Box 11954 San Juan, PR 00922-1954

For Information Call Victor Rodriguez 787-793-3434 vrodriguez@comdist.com

## Payables Management in CDI Premium

CDI Premium's Accounts Payable is a high-productivity accounting solution that helps maintain strong controls, maximize vendor discounts, prevent duplicate payments, and pay for only goods and services ordered and received, while still maintaining the flexibility needed to ensure ease of use. Among this system's unique features are: Gateway to Purchases Journal, Payments Journal, Check Processing, Payment Register, and Bank Reconciliation.

### CDI Premium Accounts Payable:

- Provides robust accounting features to streamline your entire cash flow process and help you save money. Accounts Payables powerful library of accounting and reporting features facilitates rapid entry of vendor invoices, flexible cash disbursement and full check reconciliation.
- With this comprehensive financial management tool, you can prioritize payments, use discounts effectively, negotiate terms and keep service tax with hold amounts automatically for vendors that are subject to retention reporting—all in a timely manner. With its powerful accounting and reporting features, Accounts Payable makes it easier to manage the detailed information your company requires.
- Improve your control over expenses with up-to-the-minute information.
- CDI Premium helps you make smarter and faster decisions about your payables. Manage your vendors more effectively, and provide effort-saving automation of many routine or complex tasks, which helps ensure a greater return on your investment.

#### Improve control over your payables

Manage your expenses more effectively with comprehensive vendor information, payment scheduling and tracking, and up-to-the-minute answers to your current cash flow status questions.

#### Manage your vendors effectively

Save time and improve efficiency by streamlining vendor information for instant recall of billing, payment discounts, and other information any time you need it.

#### Enhance your productivity

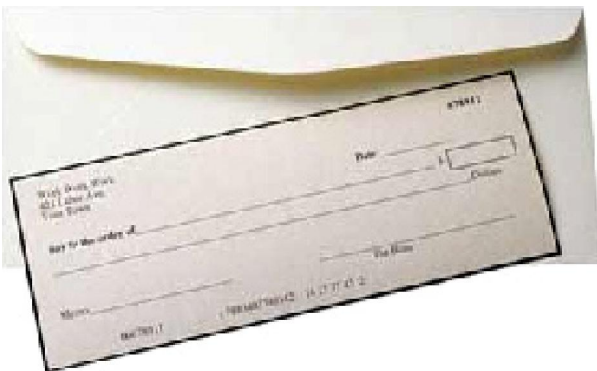
Reduce your overhead costs and empower your employees with automated payment vouchers and scheduling, customized documents, and intuitive transaction entry.

#### Keep vital information at your fingertips

Find the information you need to make better business decisions with easy-to-use inquiry tools and windows, along with a comprehensive suite of reports that enable you to accurately analyze your accounts payable activities.

#### Simplify expense allocation

Simplify the task of distributing payments or costs over multiple departments with automatically managed calculations predetermined by you.



# Product Information

## Account Payable



Computer Distributors, Inc.  
Telefonos: 787-793-3434 Fax: 787-7936354  
Po Box 11954 San Juan, PR 00922-1954

For Information Call Victor Rodriguez 787-793-3434 vrodriguez@comdist.com

### Immediate Information

Find answers instantly to Accounts Payable and Vendor Activity questions with views of un posted, posted, and historical transactions, plus complete vendor, credit, payment, and other information.

### Comprehensive Vendor Information

Streamline your vendor information with vendor categories for consistent record maintenance and comprehensive data, including addresses, shipping methods, default purchase accounts, and user-defined information.

### Expenditure Control

Manage expenditures with full control over check runs and tracking.

### Automatic Posting

Automate posting for each vendor to the designated General Ledger account for recurring transactions, or streamline distribution for vendors without specified purchase accounts.

### Fewer, More Accurate Check Batches

Edit individual checks in a batch before processing by viewing all vendors and invoices in a single window, and then marking and unmarking vendors and payments before release.

### Sub ledger Reconciler

Identify reconciliation differences between Payables Management and General Ledger.

### Complete Payables Reporting

Create a comprehensive suite of Payables reports that can be sorted by calendar or fiscal year with on-screen display and search, or combine with other CDI Premium modules, such as the CDI Premium SMinq Report Writer for greater reporting flexibility.

### More Highlights:

Accurate management of vendor records Quick and easy invoice entry Powerful transaction processing Flexible cash disbursement 7% retentions plus reporting forms. Upgrade from any prior version of CDI Premium Accounting .

### Reports:

Analytical Reports:  
Vendor Transactions  
Aged Payables , Aged Cash Requirements

### Forms:

Checks  
Labels  
Retention forms



- Automatically calculate vendor invoice due dates, purchase discount dates, and discount amounts from user-defined terms
- Instantly view the complete transaction history of an invoice, with related payments, credits.
- Automatically add system purchase receipts to system journals .
- Eliminate over payments by detecting duplicate invoice numbers for the same vendor
- Maintain a clear and concise audit trail
- Store all pertinent vendor data in a vendor profile, ensuring that purchase documents contain correct payment terms, shipping method and addresses, credit limits, and vendor notes
- Use your own alphanumeric account numbering system
- Specify user-defined payment terms and unique discount criteria
- Maintain real-time balances without the delays associated with conventional batch processing methods

# Product Information

## Account Payable



**Computer Distributors, Inc.**  
 Telefonos: 787-793-3434 Fax: 787-7936354  
 Po Box 11954 San Juan, PR 00922-1954

For Information Call Victor Rodriguez 787-793-3434 vrodriguez@comdist.com

Flexible Payment Controls	Integrated Solution	Accurate Audit Trail Production
<p>Force or withhold payment of individual transactions, Change the discount amount as required and establish standard payment selection criteria for creating check batches.</p>	<p>Keep details of all fully paid transactions and print when needed. Print a journal of the entries posted in each posting run, listing key pieces of information you can use to track each detail.</p>	<p>Integrates with other business applications, such as General Ledger, to make comprehensive financial management systems. Management of multiple banks and bank information.</p>

- Distribute expenses to an unlimited number of accounts based upon items purchased
- Pay C.O.D invoices immediately, using either manual or computer checks even prior to receiving the goods
- Check disbursements through system-generated and / or manual check processing
- Void payments and transactions and automatically reverse all associated accounting entries even after posting
- Use a built-in bank reconciliation feature to reconcile by check date, check number, and amount
- Create periodic transactions as leases, subscriptions, Rent etc. and submit checks automatically when date is due.
- Simultaneously process multiple payments, with automatic document updates and complete pass-through transaction tracking to purchase documents
- Apply selected debit memos (vendor credits) to outstanding vendor invoices
- Make payments for multiple outstanding vendors invoices with a single check
- Use a pre-check register report prior to printing checks to prevent unwanted payments and voided checks
- Maintain a payment register for quick reference to any payments.
- Search for documents by vendor, account name and vendor invoice number
  
- Check a vendor's payment history from anywhere in the program. CDI Premium instantly updates and displays current vendor aging with all open documents Use CDI Premium's invoice description capability for description of an invoice.
- Follow a document's complete accountability trail - who, what, where, and when.