



ACCOUNTS PAYABLE Managing supplier relationships well can be a significant competitive advantage to an institution. Knowing who gives the best discounts and which suppliers carry out the most purchases is part of the key elements required to make sound cash management decisions.

Visual Dolphin Accounts Payable proposes an ideal solution for tracking the institution's obligations to its suppliers and controlling cash flow. It is the key to accurate and consistent information in any fast-moving organization.

ACCOUNTS PAYABLE



General Features

Visual Dolphin Accounts Payable offers the following advantages:

- Define supplier terms according to your arrangements with suppliers.
- Benefit from automatic calculations and deductions of supplier terms discounts.
- Easily view and select outstanding payables to be released for payment.
- Schedule your payments for better Cash Management.
- Settle partially or completely suppliers invoices.
- Hold or defer payment on selected invoices.
- Group by batch your Payment Vouchers.
- Inactivate specific suppliers to prevent new transactions with suppliers you no longer do business with.
- Determine which suppliers are most reliable by looking at their detailed history.
- Analyze trends in your payables.

❖ SUPPLIER CATALOG

In Visual Dolphin, third party accounts (suppliers, customers & salesmen) are created as contacts in the address book. This option eliminates redundant data entry and reduces errors. It simplifies the management of enterprise wide information by using one central database.

Depending on the business relation with the organization, a contact is identified as a supplier, a customer or both at the same time. Information is consolidated in the same place and made available to all the modules, where required.



Supplier Information

Suppliers are classified by categories. This feature is important for the segregation of suppliers to provide exceptional reporting flexibility.

Supplier name, main business, contact information, full address including the supplier default purchasing currency help in providing the information needs and improving the vital relationship with organization's suppliers.

Payment Terms

Negotiated conditions are important to control the suppliers and avoid bad debts. Debit limit and terms of payments are defined per supplier. They provide an important feature to streamline cash flow process and help save money.

Inactive Supplier

Visual Dolphin helps organizing suppliers' records effectively by flagging inactive records and restricting transactions. Suppliers are not deleted to allow historical reporting.

❖ SETTLEMENT OF INVOICES

Visual Dolphin proposes choices and flexibility for the settlement of the supplier's invoices. Visual Dolphin puts forward a set of functions that enable the user to effectively review outstanding payments by supplier and select which payment to hold or release.

Visual Dolphin is also a solution for companies that organize their operations in terms of projects. Companies in the sectors of Construction, Interior Decoration, Auditing, Legal Services, will always have Projects that need to be controlled separately and may wish to group payment under specific projects.



Advance Allocation

Visual Dolphin offers the possibility to register payments in advance and to allocate them at a later stage on invoices.

Advance allocation displays all the previously paid advances on account for a supplier and all their unsettled invoices. The allocation process matches funds and allocates the payment on account to the existing outstanding invoices.

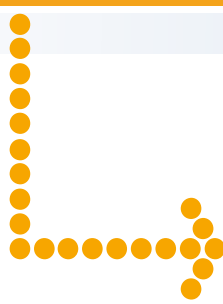


Payment Preparation

Payment preparation enables the end-user to allocate a global amount on outstanding invoices from different suppliers. The total amount is entered and distributed to settle partially or globally the suppliers' invoices.

Visual Dolphin, like other modules, respects a certain succession of events to get a payment approved. The payment order, to be finally executed, has to move from a payment preparation status to a confirmed payment. This approval workflow reflects the organizational flow of operation within the institution and requires users with appropriate privileges to change the status of an order.

After validation, the payment preparation is given a reference number that will be helpful to monitor the current status of a payment.



Issuing Checks

Visual Dolphin can automatically print checks that cover any payable voucher. Hand-written checks may also be entered in the system and all related information is exploited the same way system-generated checks are.

BATCH ENTRY

With Visual Dolphin, individual batches can be defined per supplier or any other entity, so that all purchases related to a supplier or entered by a specific employee generate a set of transactions, grouped by the same batch number. This feature allows a fast and easy reconciliation of books. A batch can be closed whenever required.

AGING ANALYSIS

The Aging of Accounts is a key report in the Accounts Payable. It shows the balances of all Third Parties grouped by different periods of aged invoices. The importance of this report is that it tracks Past Dues or Cash Flow Projections.

Visual Dolphin is flexible while defining aging in interval of dates that best suits the users' needs. The dates' interval, i.e. 30, 60, 90 days, is set by the user. It helps in monitoring the distribution of expenses over a period of time.

Visual Dolphin

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REPORTS

Visual Dolphin proposes period analysis reports that track the suppliers' activities by calendar or fiscal year as well as a variety of industry-standard reports that produce critical information on payables.

The usage of a standard reporting tool provides the required flexibility to produce effective reports and enables the users to export all report data to an external file, utilizing most of the standard supported data types, like ASCII, RTF or Microsoft® Excel.

Sample Payables Reports:

- Purchases Transactions
- Statement of Accounts
- Aging of Accounts
- Supplier Detail list
- Payments History
- Supplier Activity report
- Check writing

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