



IMAS Works Accounts Payable

The IMAS Works system includes an integrated Accounts Payable module, making entry, processing and reporting of your Accounts Payables easier than ever.

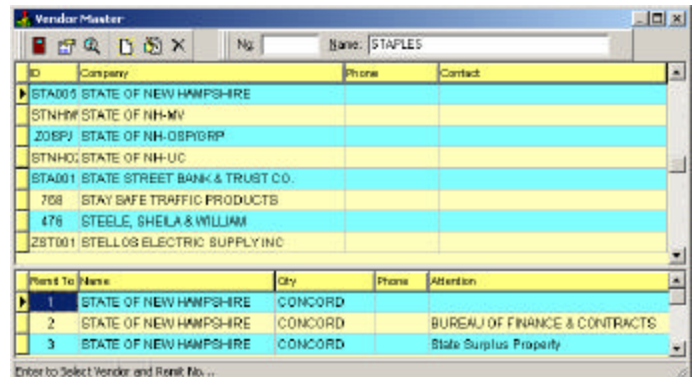
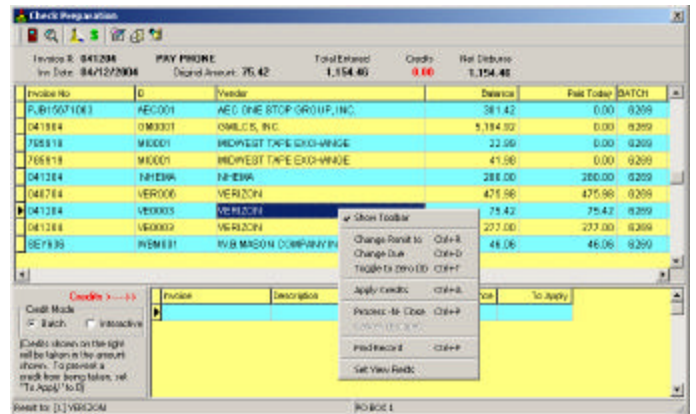
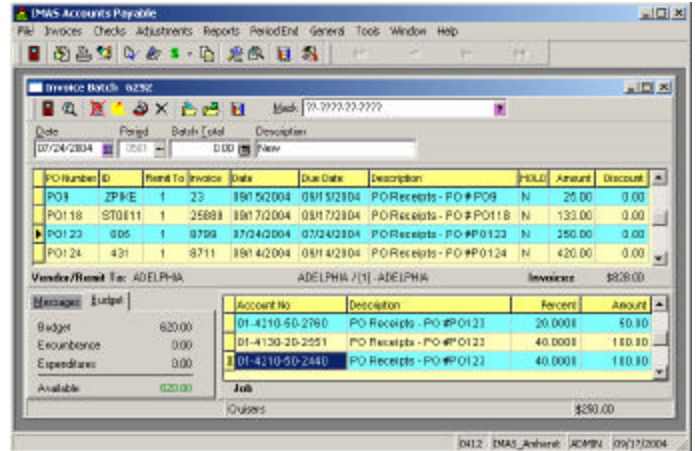
The system is easy to learn and use by design. Menu items are listed in the order they must be performed. Certain procedures must be completed before the next one may be started. This assures that nothing is missed.

QUICK AND EASY ENTRY OF INVOICES

- All invoice entry is done by batch. Batches may be saved and recalled for easy entry of recurring transactions.
- Lookup is available to the Vendor Master from each invoice line. Invoice Due Dates and Discounts are calculated automatically based on the Vendor selected.
- Allocate the invoice amount to any number of GL Numbers. Lookup to the General Ledger Chart of Accounts is provided as is the ability to add GL Accounts 'on-the fly'.
- Optionally define an "Account Mask" for entry of account numbers. Doing so will provide lookup and easy entry of accounts by filtering the list based on the account mask entered. Default account masks may be assigned to each user of the system, giving users access to a specified set of accounts.
- Invoice Verification and Batch Distribution reports may be printed to verify correct entry of invoices before they are posted and checks printed.

FLEXIBLE PREPARATION OF CHECKS

- The Check Preparation program provides options to pay the balance on all invoices or selectively pay invoices or a portion of an invoice. The Expenditure Warrant must then be printed in order to continue on and print the checks.
- Print sequential checks or post entry of manual checks. Computer printed checks may be selectively reprinted. Checks may be printed in Vendor Name or Transaction order.

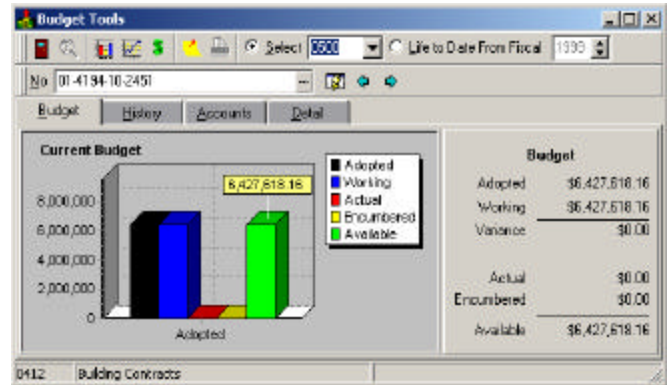


REPORTING OPTIONS

- An AP Warrant provides a listing of all invoices and the balance due, printed alphabetically by vendor name or by Vendor ID ready for quick approval.
- The Invoice Detail report prints all invoices and the detailed activity on the invoices (payments, discounts taken, etc.) by Vendor.
- The Check Register may be printed in order of date or check number, and may include any range of check dates.
- As with all IMAS Works modules, standard report formats are provided. Any standard report may be edited and new reports created using Crystal Reports (a Seagate product). Each reporting option has a built in interface to Crystal Reports, making selection and modification of any report easy.
- Any report may be printed to a printer (selected at print time), previewed on the screen, exported to a file, or even email internally or via the internet.

OTHER FEATURES

- Selectively void checks that have not yet been posted.
- Enter and post Debit and Credit Memos.
- View invoice option allows you to view all invoices, including detailed activity on the invoice (payments, credits, discounts taken, etc.). The Invoice Number and Due Date may be edited from here.
- Prints required 1099 forms.



INTEGRATES WITH OTHER IMAS Works MODULES

- Accepts invoices from the Purchase Order module and shares a common Vendor database.
- Lookup is provided to the General Ledger Chart of Accounts, and posts transactions to the General Ledger.
- Pure 32-bit code: Breaks the barriers, providing the platform to take advantage of rapidly advancing technology. Programs are faster and more robust.
- Standard, familiar design to all programs makes learning easy.
- Set View lets users (workstation specific) choose the data they wish to view on the screen with complete control of the data order, screen colors, grid multi-color, font style and size, and much more.
- Any screen can be exported to an Excel spread sheet.

FOR MORE INFORMATION CONTACT:



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