

# FINANCIAL MANAGEMENT

GENERAL  
LEDGER  
ACCOUNTS  
PAYABLE  
RECONCILIATIONS  
FIXED  
ASSETS  
ACCOUNTS  
RECEIVABLE  
CONSOLIDATIONS  
& TRANSLATIONS  
eREPORTING  
QUAD ACCOUNTING  
INTER-COMPANY  
ACCOUNTING  
CASH  
MANAGEMENT

### KEY BENEFITS

- Tracking suppliers
- Withholding Tax, PPS, GST & VAT
- Easy payment selection
- Faster data entry
- Manage disputed transactions
- Recurring invoices

Control and monitor where your money is going and you can better control your future. This managerial accounting and information resource helps you meet today's varied business challenges. By using Accounts Payable you can easily track what is owed to your suppliers and what your forward cash commitments for outstanding invoices and purchase orders are.

#### Tracking suppliers

Suppliers can be quickly located by account number, alpha short code or name (or an abbreviation of any of these). Use your mouse or function keys to scroll through the supplier file, depending on your personal preference. Individual supplier accounts may be tracked on an Open Item or Balance Forward basis - and you can switch between these at any time.

#### Withholding Tax, PPS, VAT & GST

Withholding Tax (NZ), the Prescribed Payments System (Australia), VAT (UK) and GST (Australia and New Zealand) are fully catered for and all relevant details may be entered against any suppliers this relates to.

Deductions are automatically made from payments to the relevant suppliers and may be reported using the relevant tax authority stationery.

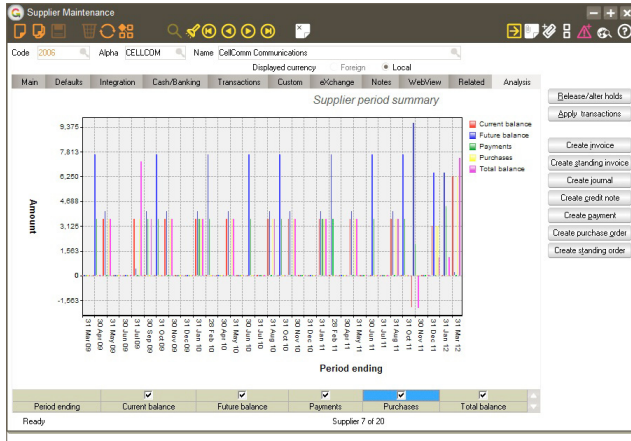
#### Easy payment selection

Invoices may be selected for payment in bulk and exceptions easily added or removed from a selection list. Payments may then be automatically processed and cheques, payment advices and/or a direct electronic payments made via an on-line interface to major banks.

Manual payments may also be entered at any time and a cheque and/or remittance advice "hot printed" directly from the system. This is ideal for casual suppliers or where you need to make a payment outside of the normal cheque runs.

#### Faster data entry

A default General Ledger expense account maybe defined against each supplier, which is displayed as the default during data entry. This assists by not only ensuring recurring invoices are coded to the correct account, but saves manually checking which account should be used.



View supplier purchases and payment trends easily

Accounts Payable invoice and credit transactions may be posted directly, securely and with full validation, into Greentree using F.R.E.E. (Greentree's unique Microsoft Office Excel® add-in) or Data Import Manager. The use of Excel allows complex cost allocations to be handled and this information will be updated into Greentree directly. Transactions that have been entered in this manner may be further edited within Greentree, if required.

## Manage disputed transactions

Managing the receipt, processing and payment of your suppliers invoices is an important part of your business relationships. Suppliers need to be aware of invoices that have been received, but not yet paid - and you need to know what your future cashflow requirements will be.

Invoices may be placed on "hold" as soon as they are received into your office and released for payment as your approval process is completed. Invoices in dispute may also be held and reported separately on your suppliers aged balance report.

## Recurring invoices

If your company has a requirement for recurring invoices, these may be defined once and automatically generated when required. This gives easy control over areas such as rental charges or maintenance invoices.

## Buyer recipient tax invoices

Greentree's Accounts Payable module allows supplier invoices to be printed and sent to the supplier. This is applicable for industries where the value of the supply is established by the recipient rather than by the supplier (for example, freezing works operate this way in New Zealand). Invoices can be hotprinted directly from invoice entry, and Supplier specific invoice formats can be specified if required.

## External bank account validation

Greentree's External Bank Account Maintenance provides full flexibility for defining bank account formats by country for the purpose of validating bank account numbers associated with suppliers who are paid by direct credit and customers who use direct debit.

Validation ensures bank account numbers are validated at the time of entry via the relevant maintenance program. This subsequently eliminates errors during the payment and receipt processes.



"Greentree has proven its strength and flexibility with regards to tax reporting to be excellent. Our audit trail is now very simple, before it was such a struggle."

**Sharyn Hovey**, Administration Manager,  
Amalgated Pest Control

For more information about  
**Greentree & ERP Software**  
please get in touch:

[info@prerogative.co.uk](mailto:info@prerogative.co.uk)

0870 752 2971

[www.prerogative.co.uk](http://www.prerogative.co.uk)

