

Accounts Payable Lite for Windows

Weston & Muir's *Accounts Payable Lite for Windows* is a simplified disbursement processing and accounting system.

Recent changes to Federal Reserve Regulation Z, Part 226, require that banks and other financial institutions refund any credit balances in excess of \$1 that remain after a loan or credit has been paid.

A/P Lite was designed to refund these credit balances and to issue other refund or rebate payments. *A/P Lite* is much easier and faster to use for this purpose than full-featured payable systems because it does not employ a vendor file and does not track vendor history. (If you need a full-featured *A/P* system, contact us about our *Accounts Payable for Windows* product.)

To process a refund, an operator only needs to enter the payee's name and address, the refund amount, and the general ledger account(s) to be charged. After data entry is complete, the program prints the checks.

To further streamline the process, Weston & Muir can provide custom import modules that will automatically perform the data entry task using data prepared by other external accounting programs. These import modules are offered at the nominal cost of development, usually less than \$300.

Product Features

A/P Lite sharply reduces processing time and costs while providing full management, accounting and auditing information.

Each payable can have an unlimited number of general ledger distributions. G/L distributions can be entered from the keyboard or by selecting from user defined standard distributions. Standard distributions provide for quick entry of complex and repetitive distributions with automatic calculation based upon percentages or equal splits.

A/P Lite provides both cash and accrual based accounting. You can regularly make payments on a cash basis and perform periodic accrual posting for pending payments.

General Ledger transactions can be printed on G/L tickets or transmittal sheets. Or, they can be exported to your mainframe using predefined interface files for ITI, Phoenix, Mellon, Dimension 2000, Broadway & Seymour, M&I, and others.

A/P Lite provides predefined and user-defined check formats, continuous or sheet. Facsimile signatures can be printed on checks.

A/P Lite maintains complete account distribution and payment history for as long as you wish. New payments are checked against previous payments for duplication. Any payment, posting or check can be reversed and voided; reversing G/L transactions are automatically generated.

Critical data is fully edited and validated; including branch/responsibility center numbers and G/L account numbers. Data entry is assisted by pick-lists of valid entries from which an entry can be found and selected. New branches and G/L accounts can be added to validation tables on the fly as payments are processed.

Reporting

A/P Lite has more than 15 standard reports, many with sort and select options. All reports can be previewed before printing. Although a full range of reports can be produced from menu choices, additional ad hoc reports can be produced using a powerful built-in report generator.

A/P Lite files are standard Paradox files that can be analyzed and reported by dozens of other software products including Crystal Reports, MS Access, Excel, Lotus 1-2-3, and Paradox.

With unlimited reporting and query capability you can analyze data and provide answers to unexpected management questions.

Standard reports include G/L Account Distribution, Paid Payments, Pending Payments, Unpaid Payments, Check Register, G/L Transactions, Standard Distributions and more.

Miscellaneous Features

There are no arcane codes to remember and decipher. All screens and reports use descriptive names.

Passwords control system operation. For your convenience, the system is not copy protected. The system is Year 2000 compliant.

A/P Lite includes a complete check register and reconciliation system. Check register data can be exported to other systems. Paid items and checks issued are cross-referenced.

A/P Lite handles multi-company accounting (two companies are standard, more are available). You

can process for multiple organizations, the bank and a subsidiary, for example.

Ease of Use

A/P Lite provides complete user flexibility, control and ease of use. The program employs modern programming techniques and a proven user interface; most actions can be accomplished in a "point and shoot" manner. What used to take hours can now be done in minutes.

A/P Lite was designed to be easy to learn and use. Operations and reports are selected from pull-down menus and speed buttons. Point-and-select record selection makes it easy to get needed information.

The On-line User Manual is clearly written and organized by function. Contents and index screens make it easy to find complete information about functions and how they work. Help is just one key-press away. A tutorial booklet provides basic training for operators to get up and running quickly. Installation on your computer is a snap.

Environment

A/P Lite operates on computers that run Microsoft Windows 95, 98, 2000, NT 4.0, or XP. Network support includes Netware and NT LANs, and Citrix WANs.

Summary of Benefits

- Regulation Z compliance.
- Reduces manual processing time and costs while providing full management and accounting information.
- Reduce errors because critical data is validated and balanced. Reduce management review time using a pre-post report showing complete payment and distribution information.

- An unlimited number of G/L distributions can be entered from the keyboard or automatically by using predefined standard distributions.
- Provides both cash and accrual based accounting. Your G/L can always reflect your expense/liability situation.
- Avoid making duplicate payments. The system automatically checks and flags any possibility of making a payment twice.
- Complete payment history can be recalled instantly or reported at will. Payments and checks are cross-referenced. You'll be able to reduce departmental file storage requirements.
- Year 2000 compliant.
- With over 15 standard reports, many with sort and select options, you'll be able to research previous payments.
- Print G/L transactions and checks on your existing forms. Export G/L transactions to your G/L system.

Cost and Ordering

A/P Lite licensing costs start at \$1200. Annual maintenance and support is available.

Take *A/P Lite* for a test drive. A full-featured Evaluation Version is available, not a slide show, the actual system (limited to about 100 payments) that you can run with your data.

Weston & Muir

P.O. Box 868, Del Mar, CA 92014
(800) 487-5655
www.westonmuir.com

Payable Listing

Unpaid Disbursements

Order By Payee

Page 1
7/21/2001

Payee/Description	Pymt.Type/Status	Ref/Inv/Acct #	Amount	Date/Due	Check
Dollar Club	Payment	5657	\$785.77	7/20/2001	
PrintPro Printer	Open Item			7/27/2001	
G/L: Br/RC Account	Account Name		Amount	Description	
99 50	Computer Equipment		\$785.77	5657 Dollar Club	

Payee/Description	Pymt.Type/Status	Ref/Inv/Acct #	Amount	Date/Due	Check
Testing Co.	Payment	I-788	\$100.00	7/20/2001	
Employee evaluations	Out of Balance			8/7/2001	
*** Out-of-Balance G/L Total: \$0.00		G/L Short: \$100.00			
G/L: Br/RC Account	Account Name		Amount	Description	

Payee/Description	Pymt.Type/Status	Ref/Inv/Acct #	Amount	Date/Due	Check
Weston & Muir	Payment	1234	\$300.00	7/22/2001	
An invoice	Open Item			7/22/2001	
G/L: Br/RC Account	Account Name		Amount	Description	
1 51	Software Expense		\$300.00	1234 Weston & Muir	

Payee/Description	Pymt.Type/Status	Ref/Inv/Acct #	Amount	Date/Due	Check
Weston & Muir	Payment	1245	\$300.00	7/23/2001	
	Open Item			7/23/2001	
G/L: Br/RC Account	Account Name		Amount	Description	
1 51	Software Expense		\$200.00	1234 Weston & Muir	
2 51	Software Expense		\$100.00	1234 Weston & Muir	

Total: \$1,485.77

Accounts Payable Aging Report

Page 1
7/21/2001

As Of 7/21/2001
Order By Payee

Vendor/Description	Pymt.Type/Status	Date/Due	0 - 30	31 - 60	61 - 90	90+
Dollar Club	Payment	7/20/2001	\$785.77			
PrintPro Printer	Open Item	7/27/2001				
Testing Co.	Payment	7/20/2001	\$100.00			
Employee evaluations	Out of Balance	8/7/2001				
Weston & Muir	Payment	7/22/2001	\$300.00			
An invoice	Open Item	7/22/2001				
Weston & Muir	Payment	7/23/2001	\$300.00			
	Open Item	7/23/2001				
Totals:			\$1,485.77			
			4	0	0	0

Posted G/L Transactions

Page 1
7/21/2001

From 7/21/2001 To 7/21/2001
Order By As Posted

G/L Account	Br/RC	Date	Description	T/C	Amount	Contra
7001	99	7/21/2001	7894 Bud Hamilton	Debit	\$42.50	Ck#2
7001	99	7/21/2001	7894 Bud Hamilton	Debit	\$78.89	Ck#3
123456A/P	99	7/21/2001	Weston & Muir	Debit	\$155.33	Various
51	1	7/21/2001	4567 Weston & Muir	Credit	\$155.33	99-123456A/P

Check Register

Any Status Order By Check#

Page 1
7/21/2001

Check#	St	Issue Date	Paid Date	Amount	Payee
2		7/21/2001		\$78.89	Bud Hamilton
3		7/21/2001		\$155.33	John Mays
Totals		Paid		\$0.00	
		Void		\$0.00	
		Outstanding		\$234.22	