QUANTUM
THE NEXT GENERATION OF BUSINESS AUTOMATION

ACCOUNTS PAYABLE

PRODUCT OVERVIEW

MODULE FEATURES

The Accounts Payable module is used primarily to enter and expense vendor invoices, process computer and manual checks, void check transactions, reconcile checks and track sub-ledger details of all vendor related transactions.

Vendor Maintenance

Quantum's Vendor Master file tracks basic name and address information as well as Federal ID or Social Security Number, 1099 category, status, default expense distributions, default terms, clinical provider number, and more.

VENDOR INVOICES

Quantum provides for simple and streamlined expensing of invoices to single accounts, a default group of accounts or across programs/cost centers using an allocation table. Adjustments can be applied against invoices including credit memos, debit memos, cancellations and adjustments. Users control which period the invoice is expensed to based on a voucher date. The system will not allow entry of a transaction if it is in a closed period. Quantum also calculates vendor invoice due dates based on terms codes defaulted from the Vendor master record.

EXPENSING INVOICES

Quantum's Invoice Expense Distribution screen is very powerful and easy-to-use. Quite often invoices need to be expensed across programs or even to the level of services at each program location. This can be accomplished easily by using Quantum's allocation tables.

"We worked collaboratively with our clients to add enhancements to this module that result in saved time and increased productivity"

Tom Vincent, President
Geneva Software

Reconciling to Purchase Orders

Quantum can also reconcile vendor invoices to purchase orders. The system will show the user if your organization is being invoiced for anything you did not purchase and whether you are being over-charged. This is also where encumbered funds are relieved.

PRINTING CHECKS

Once the vendor invoices have been entered they can be selected automatically for a "check run". The selections are made based on invoice due dates (if being used) and the group can be modified to defer invoices from payment or include other invoices that were not automatically selected.

Quantum provides a Pre-Check Writing Report and Inquiry screen so there are no surprises while the checks are printing out.

Geneva often modifies the check printing program to conform to customers existing check stock.

There is also an option to

control whether Quantum will print multiple invoices on a check form or one-invoice-per-check.

The Accounts Payable modules also accommodates Manual Check Entry, Prepaid Checks and On-Line Disbursements for Consumer Accounts.

Cash or Accrual Basis

Many clients in the Mental and Behavioral Healthcare industry run under modified accrual rules. Some customers book revenues based on collections (true cash basis) but may expense their invoices in a different month than the check is printed in (ie, year end adjustments). Quantum handles all three scenarios very nicely.

- Cash Basis
- Accrual Basis
- Modified Accrual

MORE FEATURES

Recurring A/P Vouchers

Quantum allows users to define fixed or variable dollar recurring vouchers. These are often used for automating the entry for monthly leases and rents.

Check Reconciliation

Quantum comes standard with the ability to mark checks that have cleared your organization's bank accounts. The system prints reports showing outstanding checks (as of any date) as well as checks that have cleared. Geneva has created, for some customers, a means to automatically reconcile Quantum checks. This is done by downloading a "cleared checks list" from your bank's website and then running a custom program, written by Geneva, to preview and then mark the checks as reconciled. This program also compares the bank's check amount to the actual check amount in Quantum to make certain they match.

Vendor Audit Trails

Quantum has several audit trail features that track each change made to Vendor records as well as transaction based audit trails. The system can show "who" entered transactions from which workstation by date and time.

Use the Certex 3200 check signer to automatically affix up to three signatures. This machine can accommodate different style check stock with varying signature placements. It has full security password entry and key access to prevent unauthorized use.

EXPENDITURE CONTROL
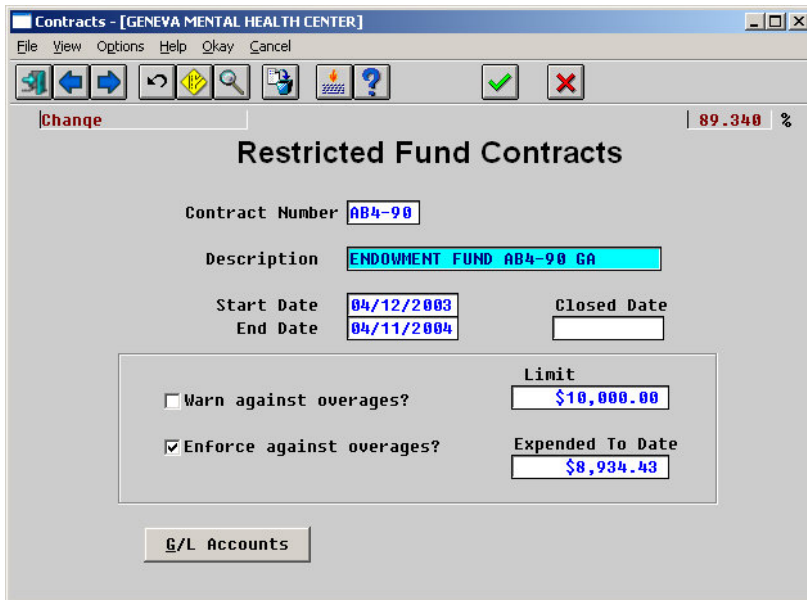
Agencies that use our Restricted Fund Contract feature prevent overpayment at the time the invoices are being entered. The Restricted Fund Contracts have start and end dates, a total contract amount and a feature to either warn the user of an impending overpayment situation or stop them from continuing with the transaction.

At any time you can print a report showing the expended distributions against any or all contracts on file.

It is easier to prevent the overpayment than to see it on next month's financial reports and try to fix it at that time.

QUANTUM REPORTS

The Accounts Payable modules comes standard with a suite of reports that include Vendor Listings, Cash Requirements reports, A/P Open item reports, pre-1099 listing, A/P Distribution to General Ledger report, Vendor Audit Trail report, Vendor Analysis report, Check History report, Cash Disbursements report, Contract Distribution Report and more.

Demonstrations of Quantum can be delivered through webex at your convenience

For more information contact Geneva at 1 (888) 747-4077 or tvincent@genevasoftware.com