

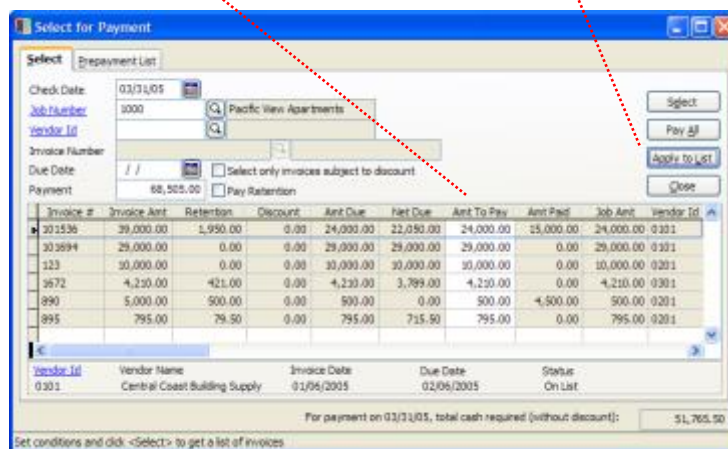
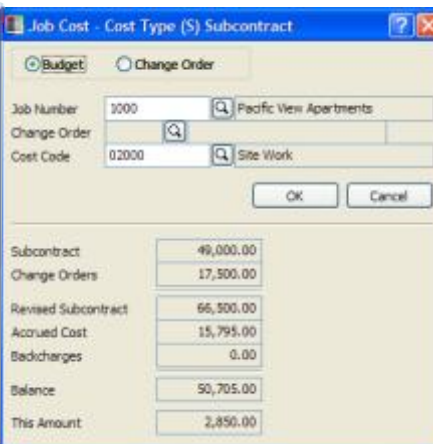
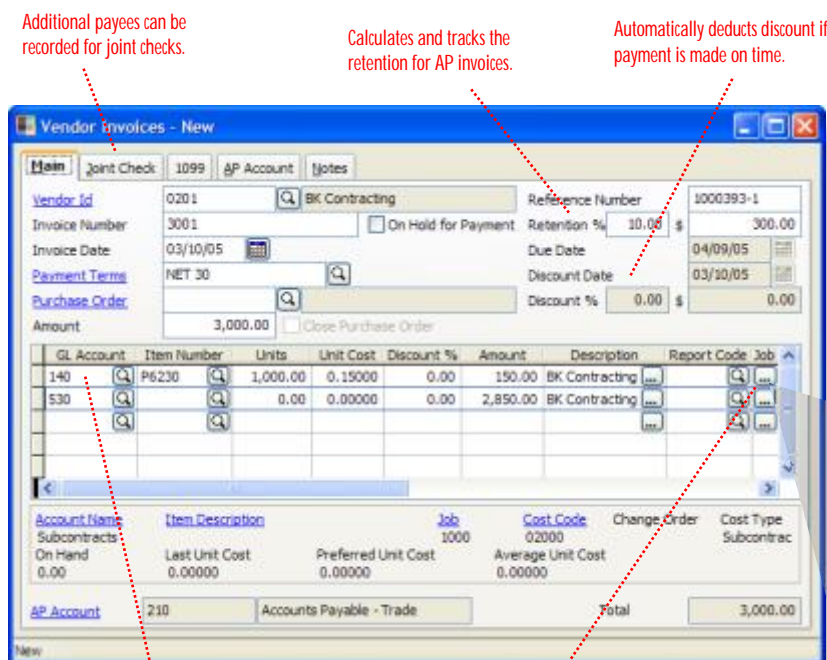


ACCOUNTS PAYABLE

The BIS® Accounts Payable module automatically updates the Accounts Payable Journal, General Ledger, Financial Statements, Vendor Ledger, Vendor File, Job Cost, Subcontract File, Inventory File, Purchase Orders File, 1099 File, and the Vendor History File. The books are always current as of the most recent transaction entered.

Features:

- Entries automatically update the Accounts Payable Journal, Vendor File, Vendor Ledger, 1099 File, General Ledger, Job Cost File, Subcontract File, Financial Statements, Purchase Order File, and Inventory File.
- Invoices can be distributed to as many different General Ledger accounts and Job Cost files as necessary.



Additional payees can be recorded for joint checks.

Calculates and tracks the retention for AP invoices.

Automatically deducts discount if payment is made on time.

Invoices can be posted to as many general ledger accounts as necessary.

A pop-up Job Cost window allows each invoice item to be posted to a different job, change order and cost code.

Invoices can be selected for total or partial payment. BIS prepares checks automatically.

Invoice payments remain on a prepayment list until you are ready to print checks.

- Retention tracking of accounts payable invoices.
- Allows for partial payments of invoices and tracks the amount paid to avoid duplicate payments.
- Updates Invoice from Purchase Orders.
- Purchase Order vouchers can be generated to help control the purchasing of new products and services.
- Evaluates future cash requirements.
- Allows instant look-up of unpaid invoices in selection for payment.
- Helps you take maximum advantage of credit accounts.
- Vendor numbers are user definable, and include up to ten alphanumeric characters, along with vendor names up to thirty eight characters.
- Twenty character invoice number.
- Automatically updates inventory on hand when payable invoice is entered.
- Select for Payment by Job, Vendor, Due Date, etc.

Reports:

- Vendor Ledger - select by vendor, date, or invoice number.
- Accounts Payable Journal - activity by date; option to show invoice notes.
- Prepayment List - for cash demand requirements and review prior to printing checks.
- Vendor Payments - select by vendor, amount, check number, or date.
- Accounts Payable Aging Report - by vendor or job; option to display retention.

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Vendor Ledger
Extended Report - Vendor 0101, Central Coast Building Supply Page 1

Date	Disc Date	Due Date	Invoice#	PO#	Amount	Amt Paid	Disc Taken	Net Due	Status
GL Acct	Account Name	Check Date	Check #	Description	Job	Cost Code	Cost Code	CD#	Type
01/05/05	520	02/05/05	101536	1000	39,000.00	15,000.00	0.00	24,000.00	Open
	CD Payment	01/08/05	10200	PayInvoice 101536		15,000.00	0.00		M
01/23/05	520	02/23/05	101684	1001	29,000.00	0.00	0.00	29,000.00	Open
	Materials				29,000.00		06100		M
Total Accounts Payable Listed					68,000.00	15,000.00	0.00	53,000.00	

Reports are automatically formatted, so they always look professional and easy to read.

- 1099 Reports, Forms and Magnetic Media files.
- Vendor List - summary, detailed, extended or contact list; by ID, name status, location or telephone.
- Invoice List - by number, vendor, account, amount, purchase order, and invoice, or due date.
- Purchase Order List - by number, date, vendor or amount; option to show open or closed orders, notes, and extended descriptions.
- Purchase Order Forms and Analysis.
- Prints vendor labels.
- Recurring Payables - groups and invoices.
- Worker's Compensation and Liability Insurance Expiration - by vendor.

User selects the amount of detail included and the list order on reports.

Option to display amounts retained.

BIS allows you to set up reports based on your own search criteria.

Accounts Payable Aging reports may be prepared by vendor or by job.

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Job Aging
Detail Report - All AP Accounts, Aging Date: 03/31/05, Job 1000, Pacific View Apartments Page 1

Vendor Id	Vendor Name	Telephone	Current	1-30 Past	31-60 Past	61-90 Past	Over 90
Invoice #	Cost Code	Type	Due Date	Days			
0101	Central Coast Building Supply	(805)543-7000					
101536	02000	M	02/06/05	53		24,000.00	
101684	06100	M	02/23/05	36		29,000.00	
	Vendor Totals			53,000.00	0.00	53,000.00	0.00
0201	BK Contracting	(805)543-7000					
123	02000	S	03/30/05	1	10,000.00		
890	02000	S	02/06/05	53		500.00	
885	02000	S	02/13/05	46		795.00	
	Vendor Totals			11,295.00	10,000.00	1,295.00	0.00
0301	Dry Gulch Concrete	(805)543-7000					
1672	03000	S	01/27/05	63			4,210.00
	Vendor Totals			4,210.00	0.00	0.00	4,210.00
	Job Totals			68,505.00	0.00	10,000.00	54,295.00