



Kintera FundWare v8.0 Payables

At Kintera, we understand that the majority of your accounting transactions are generated from the purchasing and payables process. With **Kintera FundWare v8.0 Payables**, we help you streamline your workload by providing all of the features you'd expect in a robust, world-class AP package: vendor information, payment scheduling, integrated purchase orders, bank account records, check writing, and more.

The key to the Payables module is its configurable and intuitive workflow approach to payables management. You can choose to begin the payables process with purchase orders or with AP invoices. AP can be integrated with inventory, enabling you to track, order, and receive inventory items.

www.kintera.com/fundware

FEATURE HIGHLIGHTS:

Intuitive User Interface

Workflow – Step through all of the AP tasks – from issuing a PO to printing checks – with the easy-to-use workflow tool.

Single Transaction Form – Easily enter all transactions on a single data entry form. Define defaults to further speed data entry.

General Ledger Activity Management – Easily charge multiple funds, cost centers, and activities with a single invoice. Payables automatically creates due to/from entries to ensure that all funds remain in balance, so you can use one central pooled cash account for all disbursements.

Streamlined Document Entry

Purchase Orders – Choose to process purchase orders with the easy-to-use ordering and receiving process. You also have the option of requiring approval of orders before they can be finalized.

Invoices – Enter invoices directly or by converting a purchase order. All the information is right there on one screen.

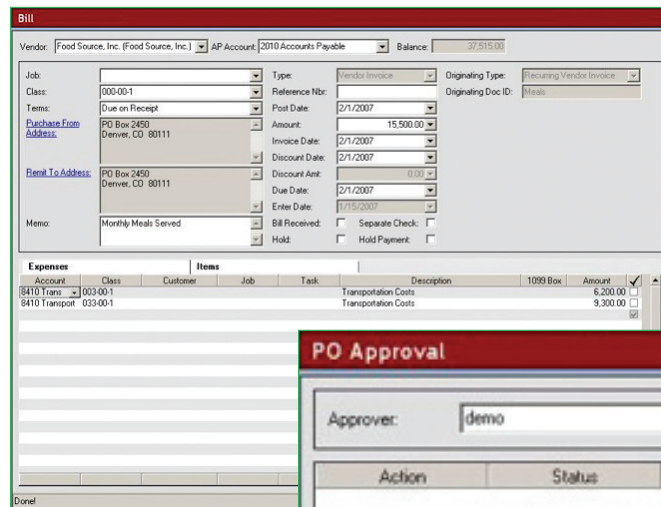
Recurring Invoices – If you have bills that you pay over and over again, use the handy recurring invoice feature to define and schedule invoices.

Real-Time Data Access to Transaction and Vendor Data

Reporting – Get quick and easy access to your data with Payables' enhanced analysis and inquiry features. Reports and queries can be customized to allow you to input the exact information needed to produce the desired results.

Dashboard – Use this voluble metrics tool to display and chart your key vendor data.

Drill Down – Drill down from reports to view a complete order and item detail over any period of time.



Clean, easy-to-use Vendor Bill entry screen.

Purchase Order Approval - Easily see all the purchase orders queued up for your approval. Drill down to see the detail of the order, and approve or reject as appropriate.

Reports

- Detail and summary reports
- Standard reports with customization capability
- AP aging
- Vendor balance reports
- Average days to pay
- AP batch edit report
- AP documents on hold
- Vendor history reports
- Vendor list
- Vendor type list
- Vendor contact list

Vendors

- Alphanumeric vendor codes
- Multiple addresses to use on checks or purchase orders
- Default liability, expense account and class
- User-defined vendor types for reporting purposes
- 1099 classification
- Custom fields available
- Vendor discounts and terms

Purchasing (Optional Module)

- Custom PO Forms
- Accounts or items may be entered on purchase orders
- Purchase orders may require approval prior to being finalized (optional)
- Open purchase orders may be included on financial reports for a more realistic picture of available budget
- Multiple ship-to-vendor addresses
- Custom fields available

Invoices

- Automatic calculation of due dates
- Automatic calculation of discount amounts and dates
- Streamlined single-form data entry
- Enter invoices directly, or through the PO receiving process
- Indicate whether an invoice should be paid by separate check or combined
- Automatically distribute invoices across multiple cost-centers with pre-defined allocations
- Use existing posted invoices as a "template" for recurring invoices
- Easily track credit card purchases
- Use the default AP liability account, or select another

Check Writing

- Choose from system-generated or manual checks
- Multiple checking accounts
- Print checks on pre-printed or blank check stock
- Easily filter check runs by due date, vendor, vendor type, or some other user-defined filter
- Preview all checks before sending to the printer
- Streamlined single-form data entry
- Enter invoices directly, or through the PO receiving process

Administration

- Default settings for AP liability, vendor terms, and checking account
- Select posting of documents in real-time or using batch controls

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