

Kintera FundWare **Accounts Payable** is a robust, world-class AP package that includes: vendor information, payment scheduling, requisition management, integrated purchase orders, bank account records, check writing, and more.

The key to FundWare's Accounts Payable module is its workflow approach to payables management.

Nonprofit organizations may use purchase order accounting, and may also track purchase requisitions and commitments. Each transaction passes through "stages" as it moves through the payables cycle, until the actual check is written, cleared, and reconciled.

Government entities will appreciate the use of full encumbrance accounting. All accounting entries are automatically generated as encumbrances are relieved and invoices are created. FundWare matches encumbrances with actual invoices and highlights discrepancies, which may be corrected and modified online.

www.fundware.com

FEATURE HIGHLIGHTS:

Flexibility and Customization

Personalized screens – FundWare AP lets you choose and save your own screen preferences.

"Smart" fields – Data entry time is reduced with "smart" fields, which search for the nearest match as you enter the first few characters of the vendor name or number.

Complete audit trail – You have immediate access to vendor detail and full audit trail of obligation flow, from requisition to check reconciliation, including dates and user ID information.

Budget Control

Real-time data – Every payables user always sees the latest financial information in the system, both actual and budget.

Overspend alerts – FundWare can issue alerts automatically if a user attempts to surpass their budget or spending authorization limit. The system can also be set to block all data entry that would cause an account to exceed budget.

Decentralized Access

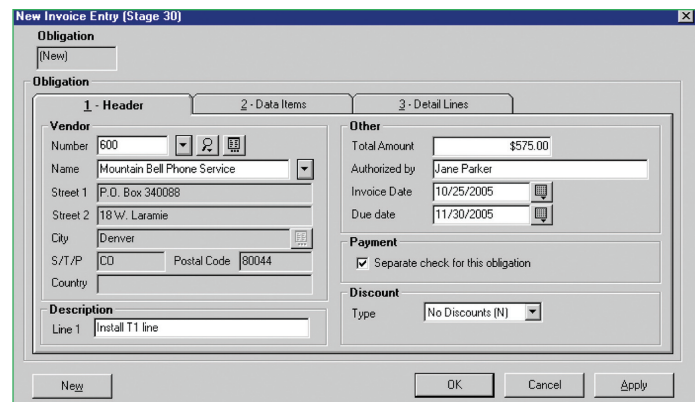
Remote data entry – Likewise, employees who work from remote locations can enter financial information without disrupting other parts of FundWare that they are not authorized to access.

PO Approval – Users can make purchase requests which do not affect the General Ledger until approved by appropriate personnel.

Auto Due To/From Entries

Manage multiple funds – Easily charge multiple funds, cost centers, and activities with a single invoice. Accounts Payable will automatically generate all due to/from entries to ensure that all funds remain in balance.

One central cash account – Since FundWare can maintain accurate fund balances in real time, you can use one central pooled cash account for all disbursements. Accounts Payable can use as many bank accounts as necessary.




FundWare lets you determine what information must be included with each obligation. Among other things, you can define fields that display or are hidden at each stage of the payables process.

Processing

- Real-time budget control
- Multiple levels of approval
- User-defined thresholds: message, warning, full lock-out
- Easy processing of backorders and voids
- Entry corrections are updated automatically in General Ledger
- Full audit trail, from requisition to check reconciliation

Vendors

- Unlimited user-defined fields for the vendor record
- Easy vendor record modification: add, modify, delete
- Two address options: main and alternate
- Store a default GL account on the vendor record
- Indicate 1099 eligibility
- Separate or combined checks for multiple invoices in a single check run
- Sorting and searching capability
- Note fields

Requisitions, Purchase Orders, and Invoices

- Customizable forms
- Multiple ship to and bill to addresses
- Sorting and searching tools
- Auto posting to General Ledger
- Multiple bank disbursements
- Reference tracking
- Memorize obligations for repeated use
- Auto due date and discount calculations
- Multi-level approvals
- Distribution tables for easy invoice allocation

Checks

- Customizable check format
- Pre-set vendor payments in single or multiple checks
- Cleared check reconciliation
- Multiple bank account access
- Use of reference information to determine payment

1099s

- Daily/weekly/monthly traffic breakdown
- History tracking
- Site Statistics
- Summary and detailed usage reports
- Usage statistics
- Traffic patterns
- Export reports
- Login history

Reports

- 20 pre-defined reports
- User-defined reports
- Produce reports in summary or detail
- Sorting and searching capabilities