Accessing Accounts Payable Modules

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> This guide describes the modules associated with the funds paid to vendors. It is intended for general users.

These modules track the records affecting the outflow of funds. More information can be found in Payments to Vendors (https://aace6.knowledgeowl.com/help/payments-to-vendors).

Purchase Orders

A Purchase Order (PO) record is an anticipated expenditure. Each line item can be linked to a specific Order and/or Job record. aACE provides a management screen for managing quantities and values against those received and purchased. The RFQ Management section allows users to manage vendor bids and upload copies for easy reference.

Purchases

A Purchase record is an actual expenditure and typically corresponds to a vendor's invoice. Each line item can be linked to a specific job when job costing is needed. When linked to a job, the respective cost shows up in the related job's "Cost" section.

Disbursements

Disbursement records are cash outflows. They either pay down purchase liabilities (e.g. Accounts Payable) or they are paid to clients as refunds. Disbursements can also be entered directly against one or more General Ledger accounts. For example, a tax payment can be directly applied to a tax liability account.

Vendor Follow-Up

This module helps you manage purchasing more effectively. It displays items from your current POs, sub-summarized by PO number / vendor. It provides direct access to modify expected receiving dates, tracking statuses, and next-steps for following up with your vendors. It also highlights the current fulfillment status and received / expected quantities. You can use the item-level Actions ( ) to easily reach out to vendors.

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