

Accounts Payable

Functionality Brief



The Accounts Payable functionality in MEDITECH's Supply Chain Management solution provides users in a single- or multi-facility health care organization with immediate access to complete vendor, invoice, and transaction information.

Highlights:

- Tailor desktops and menus to support daily workflow
- Receive instant access to invoice and check detail
- Electronically process payments any time
- Extract data quickly and efficiently through on-line reporting
- Match invoices, receipts, and purchase orders and identify discrepancies
- Share a centralized master vendor file with Materials Management
- Automate patient and insurance refunds as well as payroll deductions via integration
- Integrate with General Ledger for appropriate distribution accounting

Accounts Payable Enables your Financial Staff to:

Streamline Workflow through Roles-based Desktops:

Accounts Payable helps your staff manage invoices and credit memos quickly and effectively through the use of roles-based desktops. These desktops allow staff to quickly locate preferences, routines, and reports used on a daily basis. Standard desktops are delivered for a broad range of users, including but not limited to Accountants, Invoice Managers, Department Managers, Finance Directors, and Interface Clerks, with desktop preferences customizable to fit your staff's unique needs. Desktops enable staff to perform on-line inquiries to access the latest information, such as the current status of invoices and payments, eliminating unnecessary phone calls to Materials Management or other departments.

Effectively Manage Invoices

Accounts Payable allows staff to process a variety of vendor documents, including single- and recurring-payment invoices and credit memos, using direct or batch entry. It also safeguards against any duplicate entry and payment of invoices. The ability to receive invoice batches from other applications, such as Materials Management, streamlines invoice processes and helps prevent errors. Furthermore, invoices include a comment field to help you better track invoice history, along with any important follow-up information.

Other invoice management features include:

- A provision to override a vendor's standard terms
- The ability to hold, or release for payment, either individual invoices or the entire collection of invoices for a vendor
- An automatic hold on invoices for amounts greater than the amount specified for a vendor
- Partial payment of invoices
- The option to cancel only individual invoices when a check is cancelled
- Separate bank accounts to track invoicing and payments for each facility.

The Recurring Invoice feature is another way Accounts Payable automates invoice processing. Invoices, such as storage, rent, and other utilities, can be created automatically for you. These payments are customized to have a limited number of payments, as well as a defined start and stop date. The frequency can also be defined as monthly, quarterly, semi-annually, or annually. Users have the ability to add lead-in days to ensure bills get paid on time, and can expense these invoices to multiple accounts.

Process Payment Schedules

Accounts Payable allows your organization to schedule payments at any time (everyday, every other day, every week). To do so, a staff member simply identifies the due date and selects from a list of vendors they want to pay. Accounts Payable then compiles a list for verification. This list shows all the payments on one screen and allows further drill-down into each payment. Once approved, Accounts Payable can print checks or send payments electronically through an Electronic Funds Transfer ANSI X12 transaction set (820).

While processing payments, users have the ability to post partial payments by selecting the amount of a particular invoice they want to pay. To further control payments, staff has the option to view the Cash Requirements Report, which lists the amount owed to a selected group or single vendor.

Control Checking

Accounts Payable features extensive check management capabilities, which allow your staff to have complete control of checks and all transactions affecting those checks. All routines can be accessed from a single desktop, from which users can void, replace, and reconcile checks (manually or via file uploads), as well as view invoices and transactions.

Other check management routines and features include the ability to:

- Print checks on demand
- Pay multiple invoices with a single check
- Establish separate check number sequences for each bank in the system
- Maintain a record of manually generated checks
- Mark checks as unclaimed and reinstated.

Report on Invoices, Bank Accounts, Checks, and Vendors

Accounts Payable provides robust reporting capabilities, enabling you to instantly review all invoices, payment schedules, and checks, along with associated data and comments. Staff can quickly run invoice inquiries to see a complete list of invoices matching their search criteria. From here, they can see all payment due dates, and drill down into the invoices to view additional details.

Additional standard reports include:

- Accrual Aging Report
- Cash Requirements Report
- Aged Payables Report
- Check Registrar (by date, or General Ledger distribution)
- Checking Activity
- General Ledger Batch List
- Outstanding Checks
- Schedule Payments
- Vendor Balances (Summary or Detail).

For tax processing purposes, Accounts Payable helps automate the 1099 process. A simple routine can be run at any time and as many times as needed to compile all of your organization's 1099 earnings throughout the year into a report. This report can list detail, summary, transaction detail, and voided transactions and can be sent electronically or printed for submission to the government. Customized reports can also be created by your organization to meet any additional reporting needs.

Reap the Benefits of Integration

Your financial department benefits from the complete integration between Accounts Payable and the MEDITECH HCIS. Materials Management and Accounts Payable are tightly integrated to provide your organization with a way to compare and match received purchase orders to invoices. Any discrepancies, based on your organization's defined dollar amount or percentage variances, are pulled onto an exception list for the appropriate staff to resolve. Furthermore, to avoid future discrepancies, any price catalog changes can update the master item file.

Additional benefits of Accounts Payable integration include the ability to:

- Post or cancel invoices, checks, voided checks, prepaid invoices, and credit memos to General Ledger
- Process or reverse patient and insurance refunds through Revenue Cycle
- Automatically create accrual batches with General Ledger
- Create invoices from Payroll based on third-party deductions
- Share a Vendor Master file between Accounts Payable and Materials Management, while still maintaining the ability to keep vendor contact information specific to each department.

For more information about us, contact a MEDITECH Marketing Consultant.

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