

# SOP – Account Payables

The **SIMPLE OFFICE PACKAGE (SOP) – ACCOUNT PAYABLES (A/P)** is an application software developed to streamline payables operation, improve cash flow management and leverage supplier relationships.

**SOP-ACCOUNT PAYABLES** is equipped with multiple functions necessary to come up with a totally automated payables system. Keeping track of pertinent payable documents and its respective account charges allows generation of reports, summaries and online inquiries vital to financial auditing and analysis. The system ensures that all payment obligations are made on time and are properly recorded.

## Key Features:

### ☑ Comprehensive Set-up Options

- Manage and maintain basic Account Payable files with extensive supplier and vendor information, and relevant account details

### ☑ Extensive Payables Transaction Coverage

- Process a range of transactions including purchase receive (for systems without *SOP-Inventory*) and purchase return, debit and credit memoranda, and voucher payments inclusive of check issuance and payment monitoring modules

### ◆ Purchase Transactions

- Record purchase receive transactions in the absence of *SOP-Inventory* integration and administer purchase returns to facilitate accurate payable listings

### ◆ Systematic Payment Processing

- Process trade and non-trade voucher payment transactions and apply payments to existing payables in full or in partial
- Enter account expense distribution during voucher preparation (can be interfaced with *SOP-General Ledger*)
- Allow flexible voucher check payments complemented with the check printing feature
- Manage check payments for better control of the company's payables



**Purchase Register**  
Covering Period: 01/01/2001 - 10/09/2001

Date	Purchase Voucher No.	Supplier	Amount
01/01/2001	0127	L A CREDIT BRPRISES	1,157.55
01/06/2001	0128	O C STYROPACALCANG CORP	16,710.00
01/10/2001	0129	L A CREDIT BRPRISES	111.50
01/11/2001	0130	L A CREDIT BRPRISES	111.50
01/17/2001	0131	L A CREDIT BRPRISES	786.50
02/04/2001	0132	L A CREDIT BRPRISES	1,161.35
02/13/2001	0133	O C STYROPACALCANG CORP	16,710.00
02/16/2001	0134	L A CREDIT BRPRISES	1,150.95
02/18/2001	0135	L A CREDIT BRPRISES	3,816.00
02/24/2001	0136	L A CREDIT BRPRISES	781.50
02/28/2001	0137	L A CREDIT BRPRISES	1,261.90
02/29/2001	0138	L A CREDIT BRPRISES	330.00
07/29/2001	0702001	2ND FIELD TR. ENCLIMITED	27,173.49
07/19/2001	07018	L A CREDIT BRPRISES	661.50
09/13/2001	0903001	O C STYROPACALCANG CORP	78,010.00
09/19/2001	93001	L A CREDIT BRPRISES	1,666.30
09/21/2001	93001	L A CREDIT BRPRISES	1,111.75
09/25/2001	93001	L A CREDIT BRPRISES	1,703.50
10/09/2001	11166T	DAI-ICHA KONGSI CO LTD	71,940.00
Total Received Transactions Recorded :			19
Total			914,946.80

Purchase Register

Voucher Entry List

Voucher No. : \_\_\_\_\_

Date	Voucher No.	Supplier	Amount
12/04/2001	2001-01315	PETTY CASH CUSTODIAN	16,839.25
12/04/2001	2001-01314	BANCO DE ORO	1,000,000.00
12/04/2001	2001-01313	ALCAR CUSTOMS BROKERAGE CORPORATION	5,000.00
12/04/2001	2001-01312	PAYROLL CASHIER	20,000.00
12/04/2001	2001-01311	PAYROLL CASHIER	30,000.00
12/04/2001	2001-01310	ALCAR CUSTOMS BROKERAGE CORPORATION	5,401.00
12/04/2001	2001-01309	ALCAR CUSTOMS BROKERAGE CORPORATION	77,938.00
12/04/2001	2001-01308	ALCAR CUSTOMS BROKERAGE CORPORATION	25,000.00
12/03/2001	2001-01307	ALCAR CUSTOMS BROKERAGE CORPORATION	4,256.00
12/03/2001	2001-01306	ALCAR CUSTOMS BROKERAGE CORPORATION	32,197.00
12/03/2001	2001-01305	ALCAR CUSTOMS BROKERAGE CORPORATION	15,000.00
12/03/2001	2001-01304	MERALCO	10,500.00
11/29/2001	2001-01303	GLOBE TELECOM	5,290.37
11/29/2001	2001-01302	T.Y. ENTERPRISES	740.00

Add  
Update  
Delete  
View  
Show Items  
Print  
Cancel Document

Voucher Entry List

