The Accounts Payable application in MEDITECH’s Supply Chain Management solution provides users in a single- or multi-facility healthcare organization with immediate access to complete vendor, invoice, and transaction information. To support your daily workflow, Accounts Payable features flexible desktops and menus with access to invoice and check detail, electronic payment processing, and visual indicators to quickly determine if invoice discounts are available. Accounts Payable is fully integrated with your MEDITECH EHR, making your organization's external payments and refunds one seamless daily process.

**Streamline Workflow through Roles-Based Desktops**

Accounts Payable helps your staff manage invoices and credit memos quickly and effectively through 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 online 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**

Using a variety of documents (e.g., single- and recurring-payment invoices and credit memos), your Accounts Payable staff can process a variety of vendor documents using direct or batch entry. It also safeguards against any duplicate entry and payment of invoices. You can also receive invoice batches from other applications, such as Materials Management, to streamline invoice processes and help 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 canceled
- 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 can 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. When approved, Accounts Payable can print checks or send payments electronically through an Electronic Funds Transfer ANSI X12 transaction set (820).

While processing payments, users can 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**

With our extensive check management capabilities, your staff has 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 (e.g., 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**

Using our comprehensive reporting capabilities, Accounts Payable allows you to instantly review all invoices, payment schedules, and checks, along with associated data and comments. Staff can also 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.
Realize the Benefits of Integration

Your financial department benefits from the complete integration between Accounts Payable and MEDITECH Expanse. 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. And, to avoid future discrepancies, any price catalog changes can update the master item file.

Additional benefits of Accounts Payable integration include:

- Post or cancel invoices, checks, voided checks, prepaid invoices, and credit memos to General Ledger.
- Processing or reversing patient and insurance refunds through Patient Accounting.
- Automatically creating accrual batches with General Ledger.
- Creating invoices from Payroll based on third-party deductions.
- Sharing a Vendor Master file between Accounts Payable and Materials Management, while still maintaining vendor contact information specific to each department.

For more information, contact a MEDITECH Marketing Consultant.