

Computerized system CGA module Accounts Payable

- ✓ **Chart of Accounts:** Descriptions in English and Spanish, parameters for: financial statements, control of Value Added Tax (IVA), control of check books and conversion to dollars. Flexibility on the accounts setup segments.
- ✓ **Vendors:** Keeps vendors' general data such as: Income Tax Pay No. (RFC), address, telephone and fax No., e-mail address, bank account detail, and the necessary classifications to obtain the tax reports to request the IVA reimbursement or compensation on a monthly basis and also the annual tax report Customers and Suppliers (Clientes y Proveedores) due on February each year.
- ✓ **Departments:** Entity which correlates the expense accounts, to support reports requested, by groups and/or summarized. Allows to create the accounts on the chart of accounts without having to manually do the input.
- ✓ **Calendar:** Allows to determine the starting and ending date of each accounting month, validating the dates on the journal entries.
- ✓ **Payment Schedule:** Option to input the date of payment, according to the date the invoices are received in for review and payment.
- ✓ **Payable Documents:** Option to input the incoming invoices, booking the journal entry to the expense account. There are 2 types of entries: from receipts made on the purchasing module, called (A) and directly to this module, called (P). Document input can be in Pesos or Dollars. All posted transactions create a journal entry in the accounting module on the given month.
- ✓ **Checks:** Routine which allows to input the checks, and match them to the invoices to be paid (documents) and the corresponding journal entry: Suppliers and Banks.
- ✓ **Automatic Checks:** Option to run check by check. Presents a list of the documents to be paid by supplier and due date of each document, this allow to review the list and select the ones to be paid, after this a routine is executed to generate all checks including all documents by vendor, books the journal entry affecting Accounts Payable and Cash.
- ✓ **Check Book Reconciliation:** Process which access all journal entries affecting the bank account and marks them as paid, it also includes the ones not paid on prior months. The user marks the ones not paid to reconcile the statement ending balance. This same option identifies the IVA paid on each check, to be used to request the IVA reimbursement or compensation. The system allows to work with up to 9 check books.
- ✓ **IVA:** Options to request the IVA reimbursement or compensation, tax reports and generates the electronic file with the format requested by the Tax Authorities (SHCP).
- ✓ **Technical characteristics:** Operative systems: Windows NT or higher, Data Base Microsoft SQL Client Server 7.0, programming Visual Dbase 7.5. Multi-user and multicompany unlimited.