



Issue checks and 1099's, and manage all non-payroll expenditures with LOCiS Accounts Payable

LOCiS Web Portal
View/Enter Fixed Expense

Create a new Fixed Expense...

Vendor ID: [Configure Entry Options](#)

Transaction Number:

Description:

Previously Entered Fixed Expense(s)...

Vendor	Tran#	Date	Amount Due	Details
Palomino Pony - 100206	12345		\$24.00	By: Brett Plumley
Palomino Pony - 100206	1234			By: Brett Plumley
Palomino Pony - 100206	1233			By: Brett Plumley
			\$24.00	

Fixed Expense

From Vendor: 100206
Palomino Pony
77 Sunset Strip
Suite #210
Cedar Rapids IA 50469

Transaction #: 12345

Total Amount to Pay: \$0.00

Start Date:

Next Due Date:

Amount to Pay when released: \$0.00

Payment Frequency: WA - Does Not Apply

Transaction Description: 1

Distribution Details

GL Account	Distribution Description	Amount	Project
01-00-100	Test	\$24.00	
01-00-111	Cable Bill	\$5.80	
01-00-111	Cable Bill	\$284.20	
51-00-121	Cable Bill	\$290.00	
Total Distributed		\$604.00	

Created by Brett Plumley on 11/13/2017 10:11 AM

- Invoice/expense distribution across multiple funds
- Cash requirements management
- Purchase discounts
- Due to—Due from processing
- Warrant/Claim list
- Board list - Fixed Expense entry - Meeting cycle or monthly
- Check printing (generic or pre-printed form) in Laser, Inkjet, or other printing styles
- Direct pay vendors using standard NACHA files submitted to bank (paperless checks)
- Issued check void process
- Manual check processing
- Annual Treasurer's Vendor Payment Report
- Produces 1099 forms
- Purchase order encumbrance interface
- Vendor/General Ledger expenditure history
- Automatic journalization to General Ledger
- Project tracking
- Retains distribution entry for historical tracking/audits



Learn how LOCiS Accounts Payable can help your organization.

Visit www.locis.com or call 866-LOCiS99