

# Accounts Payable

We know time is an important and limited commodity at your organization. That's why Solana's Accounts Payable software offers a **streamlined process** to get your payables out the door and your staff on to more important tasks. With our Accounts Payable software, keying monthly invoices and making payments takes less time than ever before. You can change vendor addresses and other pertinent information on the fly at any point in the process. You can even add new vendors during invoice entry without interrupting your flow.

Save even more time when you memorize frequent invoices and use our recall and re-entry feature. Eliminate keying invoices all together with the ability to import credit card transactions to create invoices and automatically distribute the expenses to as many cost centers/sub-accounts as needed. With our Account Payable software, invoice entry becomes quick and easy!

Gain more efficiencies by letting our Accounts Payable software automatically select invoices for payment, track discount dates, due dates and open credits. Using our Accounts Payable software, create one vendor payment for multiple invoices. Manual checks are no longer needed when you can print a check or create an EFT and email the stub to the vendor.

Solana's Accounts Payable software **incorporates the controls** you need to produce a clear audit

Vendor Transactions					
FEDEXP Federal Express					
ID	Transaction Type	Invoice Number	Payment Information	Transaction Date	Transaction Amount
220	Invoice	FEDEX122712		12/27/2012	22.14
218	Invoice	FEDEX1042012		01/04/2013	22.12
432	Payment	FEDEX1042012	4013	01/04/2013	(22.12)
433	Payment	FEDEX122712	4013	01/04/2013	(22.14)
219	Invoice	FEDEX0107		01/07/2013	33.27
221	Invoice	FEDEX01092013		01/09/2013	44.28
Report Total:					\$77.55

trail. Set up a formal work flow so that payments are approved before the check is printed or EFT is generated. In addition, staff can void/replace payments directly from the Accounts Payable software without having access to the entire General Ledger. Set the rules for when payments can be deleted in open fiscal periods and prevent additional invoices from being added in a closed period. With the click of a button you can monitor past due aging and cash requirements for the date ranges you define.

Our Accounts Payable software **integrates** with our General Ledger module. In addition, if you use Solana's Employee and Client Management modules the lists from these modules are accessible in the Accounts Payable module, which you can use to distribute expenses to employees or clients.

## Key Benefits

- ✓ Enter repetitive data once to save administrative time
- ✓ Reduce administrative costs with the reduction in invoice processing time
- ✓ Always know where your cash requirements stand

**Solana**  
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