

## Accounts Payable Closing Periods

<http://www.multiviewinc.com/cyma-ap-closing-periods>

### PURPOSE

To close individual months in CYMA AP (other than the final month in the fiscal year) and advance the program to the following month

Note: All period closes in CYMA AP are soft closes. That means invoice can be entered and posted into previous and future periods.

Year: 2015  
 Period Range: 1 - 1/1/2015  
 To: 5 - 5/31/2015  
 Print Detail Register  
 Print Summary Register

Field	Relation	Value 1	Value 2
Dates in Period	All		
Vendor ID	All		
Invoice No	All		
On Hold	All		
AP Account	All	##### & .& & & &	##### & .& & & &
Purchase Order	All		
Created By User	All		

Print Destination:  Screen  Printer  File Microsoft XPS Document Writer on XPSPort

Post Setup Printer Cancel

Year: 2015  
 Post Checks in Period Range: 1 - 1/1/2015  
 To: 5 - 5/31/2015

Field	Relation	Value 1	Value 2
Dates in Period	All		
Vendor ID	All		
Bank ID	All		
Check No	All		
Cash Account	All	##### & .& & & &	##### & .& & & &
Created By User	All		

Print Destination:  Screen  Printer  File Microsoft XPS Document Writer on XPSPort

Post Setup Printer Cancel

Next, go to PROCESS and POST CHECKS TO GL. Choose the same range—include the month you wish to close. Print any reports you need as you move through the process.

### CLOSING THE PERIOD

In CYMA AP go to PROCESS and select POST INVOICES TO AP. Set the range of periods you wish to confirm posting within. Many users select only the month they are in the process of closing. A wiser choice might be to select a range beginning with the first period in your fiscal year through the period you wish to close. This practice allows you to see and to know if anyone has entered any invoices into previous periods.

A report appears showing the invoices that will post. Some users print this report. Others do not. Close out of this report. Click YES. Another report will appear. Print, if that's your organization's process. Then close out. Click OK—your invoices are posted to AP.

Options: Close Period: 1 of: 2015 Ending: 1/31/2015  
 Move Invoices and Checks to History

NOTE: Back up your data files before running this process!

AP Period End Close Will Do The Following

- 1) Ensure that all posting prerequisites have been performed before continuing.
- 2) Clear the period-to-date totals in the Vendor Files.
- 3) Advance the Period.

Process Cancel

The last step is to go to PROCESS and PERIOD END CLOSE. **Never** check the Move Invoices and Checks to History box—that's only for the end of the year. Click the Pre-Requisite tab. Red reminders will indicate if there are reports that should be printed or viewed first. Once the pre-requisites are done, click PROCESS and the period closes while CYMA AP advances to the next period.