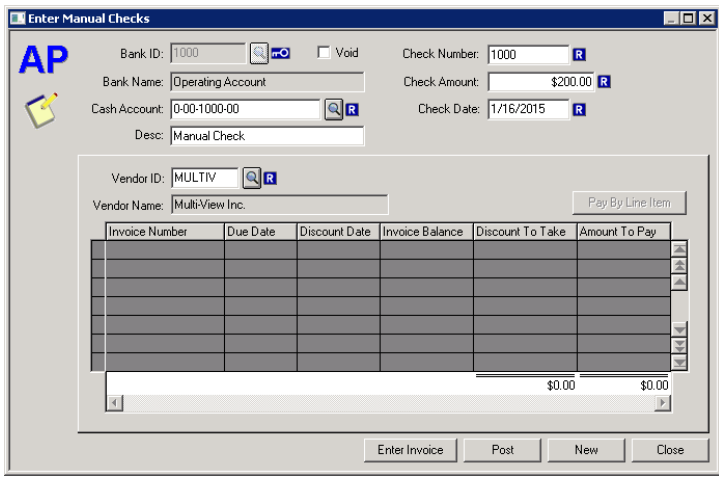
Accounts Payable
Manual Checks
http://www.multiviewinc.com/cyma-ap-manual-checks

PURPOSE
The CYMA Manual Check feature allows users to enter check date into CYMA when a check has been written by hand.



ENTERING A MANUAL CHECK
Before entering the manual check go to Enter Invoice and input the invoice as you would for any other accounts payable invoice.

Then go to ENTER-MANUAL CHECKS, select the right Bank ID. Tab over to enter the check number of the check used then the date and amount. Next select the proper Vendor in the Vendor ID field and then the right invoice. Post and close.