

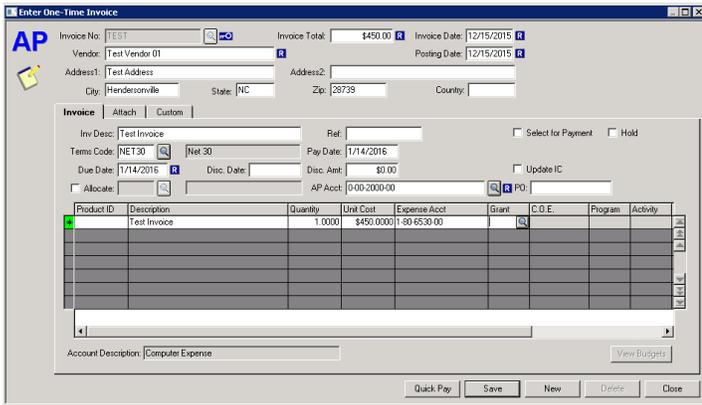
Accounts Payable

One Time Invoice

<http://www.multiviewinc.com/cyma-ap-one-time-invoice>

PURPOSE

Typically CYMA users must set up a new vendor before creating an invoice and making a payment. But there are circumstances where you'll be making a single payment to a small vendor. In those cases you can use the One Time Invoice feature to skip the new vendor process.



ONE TIME INVOICE

In the CYMA AP Module choose ENTER/ONE TIME INVOICES. Assign an invoice number. Tab over and fill in the total amount. Tab and enter invoice date—which should be the same as the posting date. In the Vendor field we'll type in the vendor name. Notice that the address isn't required.

Tab down to invoice description. You can enter terms or a due date, but if those come into play you should probably set the organization up as a true Vendor in CYMA in the Maintain Vendors screen.

Click the gray description box, watch it populate . . . tab over and provide a good account number . . . tab on and note, the 1099 option is grayed out—not available. You can post this for later printing, and that's ok, but our experience shows that Quick Pay is more likely to be employed in when One Time Invoice is used. Click Quick Pay and CYMA will take you to your familiar payment screen. Cut the check and you are done.