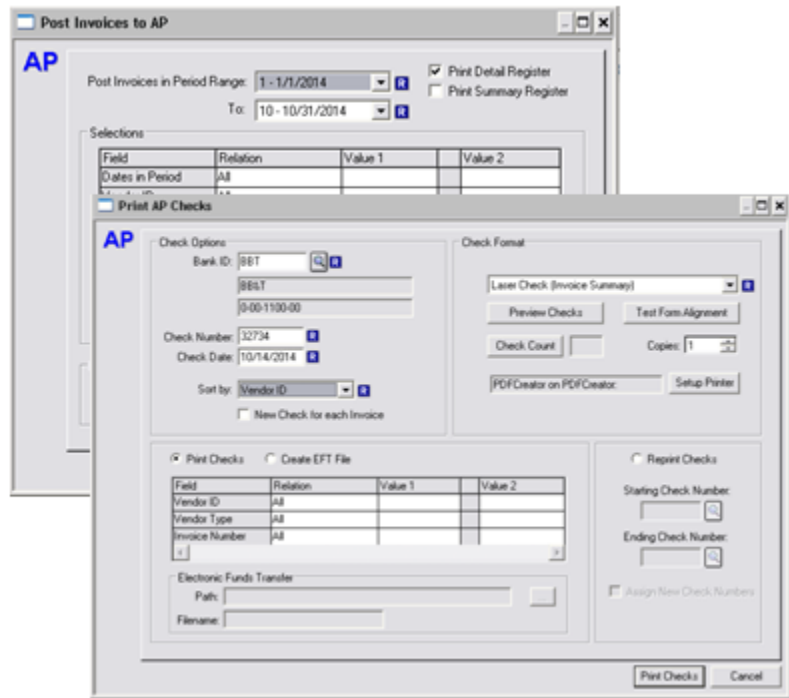
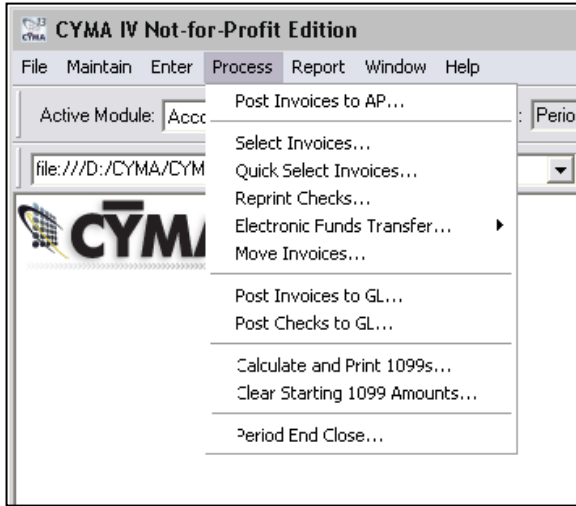


Accounts Payable Monthly Operations



ACCOUNTS PAYABLE - MONTHLY OPERATIONS

By processing AP in a systematic way, your accounting experience will work far better.

1. We recommend designating a cut-off time where nothing received after a certain date will get entered into the period you are closing. Example- on the 10th of May nothing else gets entered into April. Then on the 10th you can perform your **Period-End Close** that will catch any 'loose-ends'. This will then allow the GL module to perform its Period-End Close.
2. Always print your Proof Reports as you process AP through the month and put these in a folder with your AP month-end reports. Hard copies have come to the rescue many times for our clients!
3. Remember, CYMA's Period-End Close is a 'loose close'. After you have closed May if someone enters an invoice with a May Date you will get the warning message mentioned in the '**Overlooked Features**' portion. If you say ok to a closed period CYMA will open the closed period, post the new invoice/check, and re-close the period seamlessly. Understanding this and keeping your periods current will avoid unnecessary headaches.

[PROCESS/POST INVOICES TO AP & SELECT INVOICES](http://www.multiviewinc.com/cyma-ap-writing-checks)

www.multiviewinc.com/cyma-ap-writing-checks

www.multiviewinc.com/cyma-ap-reprint-checks

Once an invoice has been entered, it must be posted to the AP module before it can be selected for payment or show up on the AP Aging and Ledger Reports. **The check date should not be in a month prior to the Invoice Posting Date. This situation will create an out of balance issue with the AP Balance Sheet amount.** The Reprint checks option can be used to either reprint the checks in their original status or by selecting "Assign New Check Numbers" to automatically void the old check number and reprint with a new number.