

Accounts Payable

Reports

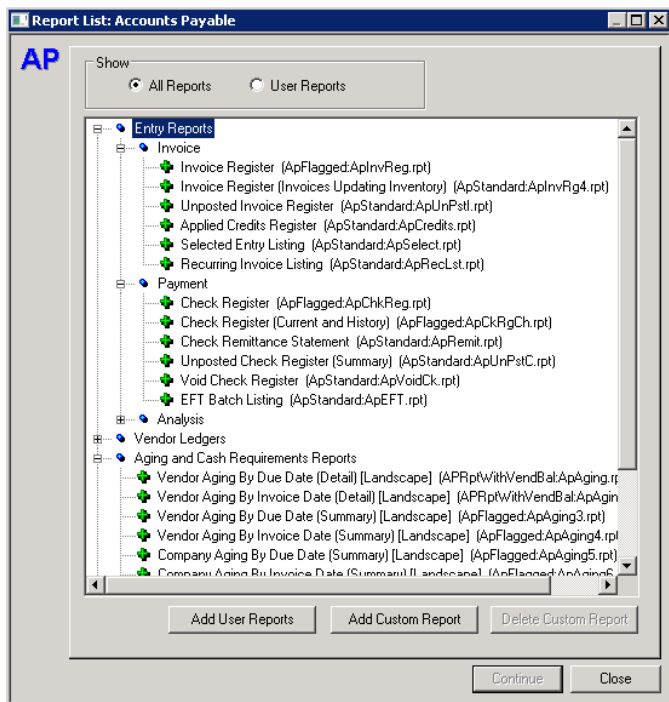
<http://www.multiviewinc.com/cyma-ap-reports>

PURPOSE

Just as other accounting functions, the purpose of running reports is to provide financial information with which users can make decisions.

the values will not tie. Another common cause of AP Aging not tying to GL Accounts Payable is inconsistent Invoice Dates with Posting dates when entering AP invoices. Those dates should be in the same period. When the invoice date the vendor has used differs from the period you wish to expense the invoices, change the invoice date to match the posting date.

- Note: History reports are for use with closed years—and they take much longer to run.



REPORTS

There are several reports in CYMA AP that would be considered useful and even essential. Here are a few.

- Under ENTRY REPORTS and INVOICE the Invoice Register is particularly important within the internal controls of many CYMA users. The AP entry person will run the invoice register for the person who authorizes posting and/or checks to be cut.
- Just under that, the Unposted Invoice Register is useful in determining why some invoices are not flowing to GL or AP Aging.
- In the section marked ENTRY REPORTS and PAYMENT the Check Register is useful as a log of cut checks with date, vendor, check numbers and amounts.
- Several reports under vendor ledger provide invoice and payment information for vendors
- A best practice is to confirm that AP Aging ties to your General Ledger AP Balance at the end of each period. The best report for that is the Vendor Aging by Invoice Date under the AGING section. Don't use reports showing due date or