Accounts Payable
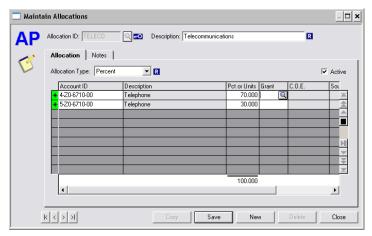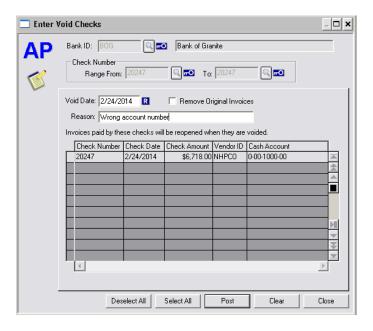## Overlooked Features-2

MAINTAIN/ALLOCATIONS

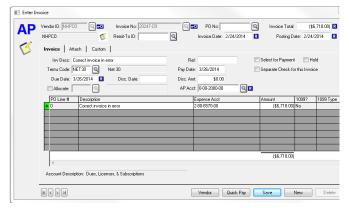There are two main areas where allocations may be beneficial:

1. You have historical records demonstrating the exact percentages an invoice should be split. A phone bill may list one dollar amount but you know the various locations/departments it needs to be allocated to.

2. Use the allocation as a template for such operations as paying a credit card bill where only some of the accounts will be used. Modify the allocation at the Invoice level where rows may be added, deleted and easily modified.

ENTER/VOID CHECKS
www.multiviewinc.com/cyma-ap-void-checks

The date box effects where this void will impact the GL. If the original check date is in a closed period, you will probably want to give it a void date for an open period to avoid changing the financials on the closed period.

When a check is voided the invoice reopens for payment. Do not use the "Remove Original Invoice" box. It can cause issues.

ENTER/INVOICE -Correction Invoice

Using CYMA you will quickly find out that once you have posted an invoice all the way to the GL, you lose the capability of modifying the invoice in AP. This includes the ability to delete the invoice. In this situation, if you need to eliminate the invoice, simply create a 'correction invoice' using a similar invoice number, a negative amount, the same date, the same GL Account. Post it to AP, and in the Select Invoices for Payment Screen, select both invoices and Print Checks. No check will actually print, but cleans up the mistake.