

## Accounts Payable Overlooked Features

### MAINTAIN CONFIGURATION

We recommend not changing the configuration of AP unless you are sure of the results!

**Current Year** - Changing this field will be necessary when processing invoices for your new year when you haven't yet closed the old year. Note: whenever changing the year, a warning will come up that your PTD and YTD vendor totals may be invalidated. This pertains only to the History tab under **MAINTAIN/VENDORS** (your reports will be fine).

**Period** - You should not change the period. Advance this by performing your Period-End Close. Changing it here may cause confusion.

**AP** - **Never change your default AP account!**

Everything else is pretty standard. We always want to post detail to the GL for clean reporting/clean-up. Prerequisite reports should always be printed and placed in a folder for that month.

### ENTER/INVOICE

[www.multiviewinc.com/cyma-ap-enter-invoice](http://www.multiviewinc.com/cyma-ap-enter-invoice)

The majority of the fields here will populate from the defaults setup under **MAINTAIN/VENDORS**.

**Date** - The month used in the invoice date will determine where this invoice will display on the AP Aging report.

**Posting Date** – **This date determines where this invoice will impact the General Ledger!** If you get an invoice with a June 1 date but you know it applies to May services you will want to enter a May date in this field. Note: Never have a Posting date in a period after the period in which the check will be cut. This will throw your AP aging report out from the GL balance. You can default your Posting Date to the Invoice Date under **MAINTAIN/CONFIGURATION**.

**AP Account** – **Never change this account from 0-00-2000-00!**

**Allocate** - If you find that you normally use several accounts for a certain vendor then allocate should be a time saver.

### ENTER/INVOICE -Save

When you save an invoice and the invoice date is not inside the Current Period Date for AP, this message will display. Be sensitive to entering invoices to a closed period! See **Monthly Operations** for more details.