

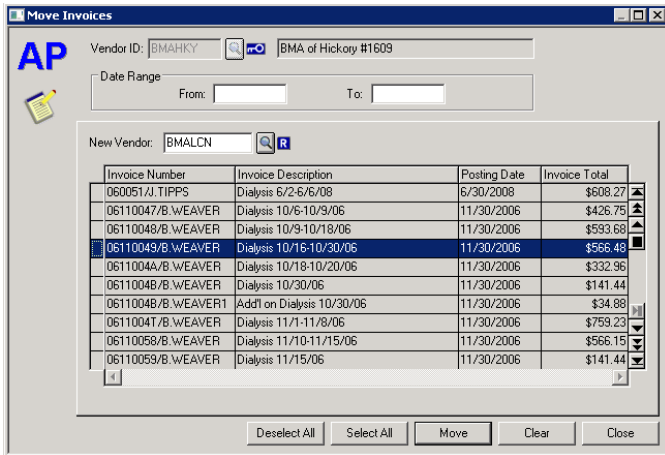
Accounts Payable

Move Invoice

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

PURPOSE

If you enter an invoice to the wrong vendor you could create a negative invoice and write a zero check to wash it out. But it's much faster to move the invoice from one vendor to another. And if you have created an invoice to One-Time Vendor and later need to remove or wash it out, Move Invoice is your only way.



Invoice Number	Invoice Description	Posting Date	Invoice Total
060051/J.TIPPS	Dialysis 6/2-6/6/08	6/30/2008	\$608.27
06110047/B.WEAVER	Dialysis 10/6-10/9/06	11/30/2006	\$426.75
06110048/B.WEAVER	Dialysis 10/9-10/18/06	11/30/2006	\$593.68
06110049/B.WEAVER	Dialysis 10/16-10/30/06	11/30/2006	\$566.46
0611004A/B.WEAVER	Dialysis 10/18-10/20/06	11/30/2006	\$332.96
0611004B/B.WEAVER	Dialysis 10/30/06	11/30/2006	\$141.44
0611004B/B.WEAVER1	Addl on Dialysis 10/30/06	11/30/2006	\$34.88
0611004T/B.WEAVER	Dialysis 11/1-11/8/06	11/30/2006	\$759.23
06110058/B.WEAVER	Dialysis 11/10-11/15/06	11/30/2006	\$566.15
06110059/B.WEAVER	Dialysis 11/15/06	11/30/2006	\$141.44

MOVE INVOICE

This process recalculates AP balances, so it's important that everyone in your organization be out of CYMA AP while you move the invoice.

Go to PROCESS/MOVE INVOICES and select the vendor where the original invoice is. You won't need the from-to fields unless there are so many invoices that you cannot locate the one you want. In the New Vendor field select the vendor where you want the invoice to go. Next select the invoice you want to move from the list.

Click MOVE and say YES. Let AP recalculate. It may take a few minutes. The invoice has move from one vendor to another.