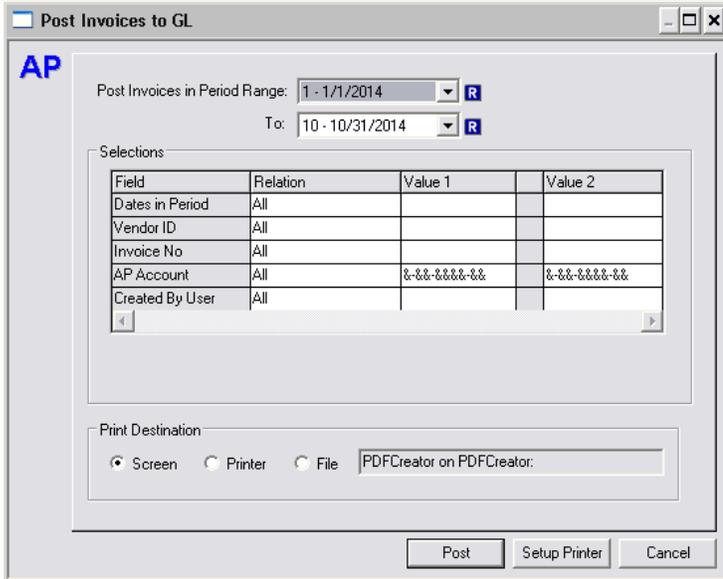
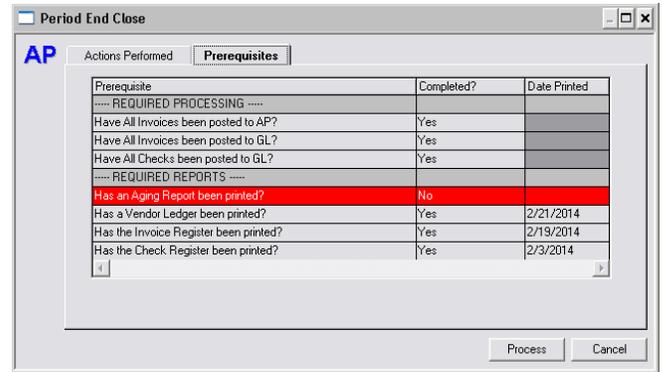


Accounts Payable Monthly Operations-2

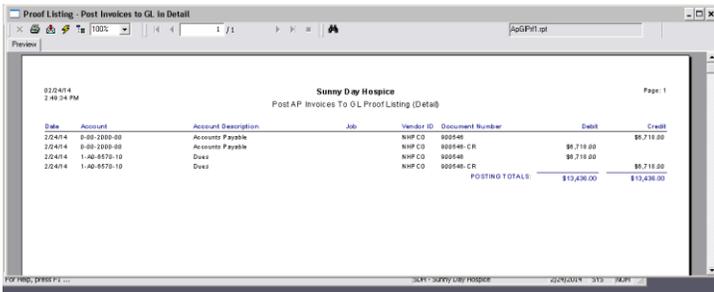


Note: A lot of lower-end accounting systems make life seem easier by automatically performing this process. **CYMA is a real accounting system with real flexibility.** Take the time to look at your Proof Listings to see what the results will be on the General Ledger. Every person in the accounting seat should be familiar with Debits and Credits!



[PROCESS/PERIOD END CLOSE](http://www.multiviewinc.com/cyma-ap-period-end-close) www.multiviewinc.com/cyma-ap-period-end-close

The period should be closed each month! This insures there are not old, unprocessed transactions. Remember, this is a 'loose close', so if you have to add a late item you can. Unless you process thousands of checks each month **never** check the **'Move Invoices and Checks to History'** button. The Prerequisites tab will let you know what still needs to be done to close. Closing your 12th period functions as the Year End Close in AP and will force move data to history.



[PROCESS/POST INVOICES TO GL & POST CHECKS TO GL](http://www.multiviewinc.com/cyma-ap-posting) www.multiviewinc.com/cyma-ap-posting

There are two schools of thought here.

1. Post invoices and checks **once a month** during your AP closing process. This way you end up with one big batch for each month in the GL module. The advantage is that you have fewer steps during regular processing. Also, if you made a mistake it is easier to cleanup in the AP module if it has not been posted to the GL.
2. Post invoices and checks during regular processing. You end up with a GL batch each time you post. The advantage here is that you can run GL financials at any time during the month to see where you stand. And if you don't perform the Period-End Close Process you theoretically should not have forgotten to post to the GL for the monthly financials. Most clients use this method.