

Accounts Payable

Tie AP Aging to GL Accounts Payable

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

PURPOSE

To confirm that the accounts payable records in the CYMA Accounts Payable Module is in perfect alignment with the Accounts Payable account in your general ledger.

TIE AP AGING TO GL ACCOUNTS PAYABLE

Most organizations tie these values out monthly.

1. Go to AP/reports/Aging and select the Vendor Aging by Invoice date—never by due date
2. The date you input is the last day of the month you are closing
3. Go to the end of the report and jot down the total of all amounts
4. Close out and move to the General Ledger module
5. Go to maintain/chart of accounts and select your Accounts payable GL number—usually the 2000 account
6. Go to the period information tab and locate the ending balance for the period you are closing
7. If this balance ties to your AP Aging, your CYMA AP Module is in sync with your General Ledger.

TROUBLE SHOOTING

Sometimes AP Aging doesn't match the AP Account in General Ledger. When that happens work through these steps until you find the issue.

1. The first and most obvious possible cause is posting
 - a. Go into AP and post invoices to AP, post invoices and payments to GL
 - b. Make sure to select periods 1 through the month you are closing
 - c. Then go to the GL Module and post any transactions outstanding

2. See if the sum of your Account Payable account (2000) and the Unvouchered AP Account (2010) tie to AP Aging. Sometimes we make AP corrections to the 2010 account. If the sum of these accounts tie, you're probably ok. The 2010 should wash out at a later date.
3. Run the following reports to see if there's anything unusual or unposted
 - a. Unposted invoice report (AP)
 - b. Unposted Check report (AP)
 - c. Open batch report (GL)
 - d. Out of balance report (GL)
4. Open you're batch audit report and look for any batches that were Unposted or edited batched involving a Journal ID of AP or CD. Here's why. Sometimes clients will unpost a batch that originated in the AP module. They may or may not re-post it, maybe with edits. Batches originating in AP should never be unposted. It's a sure way to disrupt your AP Aging report.
5. Run a ledger report for the Accounts Payable account (usually the 2000 account) for the period—or since the last time the AP Aging and GL Account Payable account matched. Scan the length of the report looking for instances of journal IDs that are NOT AP or CD. There shouldn't be any, because the 2000 account should never be used outside of the AP Module. General Journal entries involving the AP account should always go to the 2010 unvouchered AP account instead.
6. In AP, go to Reports/Vendor Ledgers/Detail Ledger by range of dates.
 - a. Look over three columns closely: The invoice date, the posting date (some CYMA reports call this the transaction date) and the payment date
 - b. The invoice dates and posting dates should always be in the same period. If

not, that's likely the problem. You'll probably let it wash out at the end of the next period. But you'll want to review your practices to identify why it happened.

- c. Look for any payments in periods BEFORE invoice-posting periods. (Think rent check). If your normal process is to date a check before the invoice date—there's a better way. Use a pre-paid account. We can show you how.
 - d. This report identifies the cause of most problems, but if it doesn't for you continue on.
7. In AP, go to Maintain Vendors, click the magnifying glass, pull in the default AP Account if necessary and confirm that no vendor has any default AP Account OTHER THAN the 2000 account (or your Accounts Payable account). Any default AP Account other than 2000 will cause problems.
 8. Next, In AP Reports, run an invoice register report by expense account. Use the 2000 account instead of an expense account. Such an error is uncommon, but happens.

If you haven't yet found the cause of the problem here some steps we'll need to take

- In AP, run AP Aging for future period and see if that ties to GL for that period. If it ties, you have probably cut a check prior to invoice date. As long as you don't cut anymore checks prior to period this will wash out.
- Run a pack and reindex for both AP and GL
- Recalc both AP and GL
- Run your AP Aging report. Open every invoice in the period. Look to see if that invoice shows Open or Posted. If it shows open, edit it with a simple space or something in the description cell. Sometimes that will let a hung invoice post properly.

At this point, if you're still not in balance, you may need a data repair. You'll need to call and schedule a time for that.