

The Multi-View CYMA/F9 User Guide

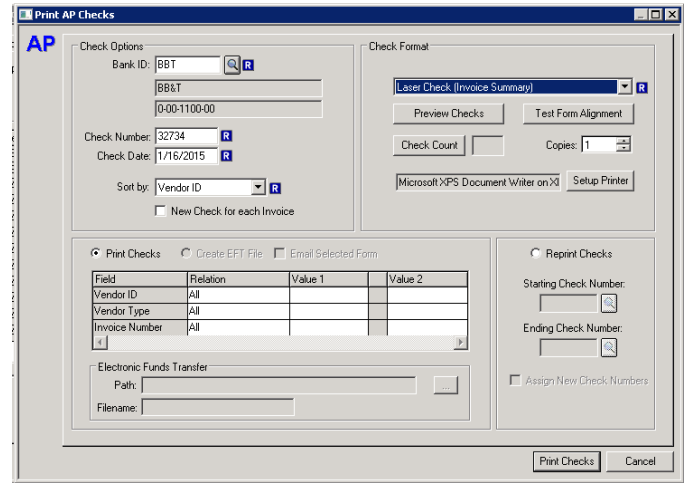
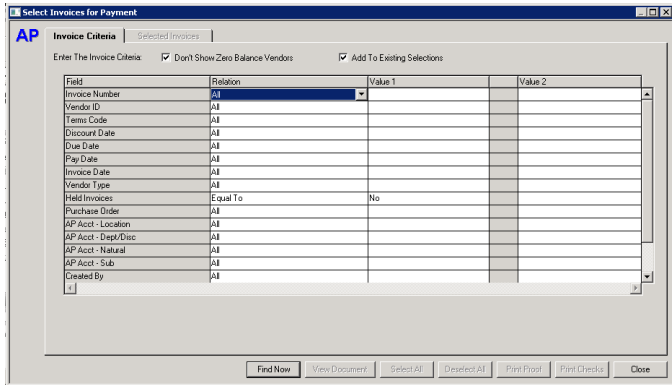


Accounts Payable Writing Checks

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

PURPOSE

To use CYMA to pay invoices from vendors.

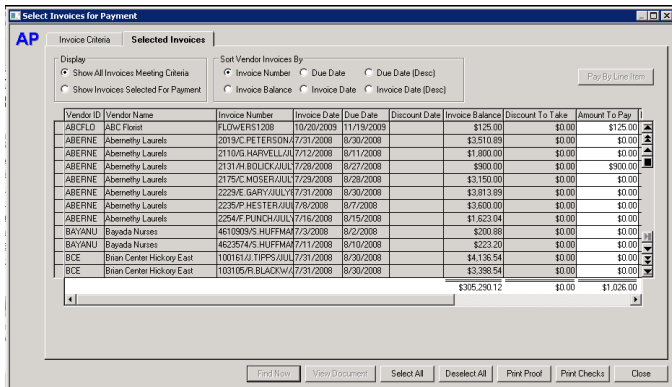


WRITING CHECKS

Cutting checks in CYMA is a simple and straight-forward process. You'll need to keep an eye on the bank and the check date. In the accounts payable module, go to Process/Select Invoices. The selection screen offers you the opportunity to filter your selection by date or vendor or even due date. But most users simply click Find Now and bring up all invoices

Select the right Bank ID at the top and confirm your check number and date. The check number and check format default from the last use. There is a feature that allows you to preview your checks.

When you are satisfied that your settings are correct, click Print Checks. Checks will print to the specified printer.



Once invoices are displayed double click on the ones you wish to pay. You can use the print proof feature to review your choices or if your internal controls process requires a report to be printed and checks approved.

Click on Print Checks to move to the next screen.