

Accounts Payable Module Overview

CYMA^{IV} Accounts Payable system provides advanced tools to manage vendor relationships, process invoices, manage payments and process 1099's.

Featuring sophisticated invoice processing, flexible cash management and easy customization, this robust module is designed to meet the most demanding needs of a wide variety of businesses.

Accounts Payable is fully integrated with all CYMA modules (JC, GL, AR, PO, IC, etc.) and helps to streamline and organize your daily activities.

Add the MICR Check Package and instantly gain the ability to print checks to plain paper. These check formats are designed print on plain check stock and use MICR fonts to print all necessary bank and check routing information.

CYMA^{IV} Accounts Payable Features:

- Multiple AP Accounts for GL Posting
- Electronic Funds Transfer Support
- Post invoices to GL in detail or summary
- Setup Vendors on the fly during invoice entry
- Popup notes
- Custom Field designer - Unlimited user defined fields
- Import from other applications via a CSV file
- Unlimited Vendors
- Unlimited Contacts
- Vendor types to categorize vendors
- Maintain vendor history for purchases, payments and discounts
- Allocate unlimited GL accounts by percentage or units
- Ability to print multiple checks for one vendor
- Default expense accounts or allocation accounts
- Quick and Detailed Vendor Entry
- Quick and Detailed Invoice Entry
- Attach a document(s), file(s) or location(s) to any Vendor file
- Create Inventory Control "Receipts from AP" transactions
- One-time invoices
- Recurring invoices
- Unlimited bank records to accommodate multiple bank accounts
- Multiple selections of invoices for payment by: invoice number, vendors, terms codes, discount dates, due dates, pay dates, vendor types, AP accounts
- After-the-fact checks, manual checks
- Post Invoices to AP upon Save
- User Specific, Defined Entry Screens
- Void checks automatically opens invoice paid by that check and creates appropriate GL entries when checks are posted to GL
- Flexible 1099 processing with magnetic media support
- Reprint checks
- Track Sales Use Tax
- Powerful invoice allocation among GL accounts
- User defined terms codes
 - o Move invoices to Job Number
 - o Assign Invoices to Job Number
 - o Add user defined fields at the invoice level
- Full integration with Purchase Order System
- Users can edit a Printed AR invoice
- Convenient Invoice, Payment and Order Activity tabs
- Separate checks per invoice
- Ability to email invoices in HTML, RTF, PDF format
- Hotkey Shortcuts - Alt+F for Select for Payment, Alt+S for Save and Alt+P for Post.
- Allocate Expenses to Grants, Projects, Jobs and Transaction Class Codes

