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Getting Started with CYMA IV - System Manager

Overview

The System Manager module is used to set most of the company and system parameters for CYMA IV. Although the amount of setup required will vary with the structure of your company, the following minimum parameters must be defined.

- Company Information
- Accounting Periods
- Account Mask (Account Number Format)
- Cash or Accrual Accounting Method
- User Access and Rights

The System Manager module contains two optional user-defined Transaction Classification Code Tables. These codes can be used throughout the system. You can choose which modules will contain Transaction Classification Codes by "turning them on" in each module's Maintain Configuration dialog. More information about using Transaction Classification Codes can be found in the F1 Reference Manual.

Use the following procedure to set up the System Manager module:

1. From the start menu or the Desktop icon, open CYMA IV. The User Login dialog box appears.
2. Type "SYS" in the USER ID field and press the TAB key.
3. Click the OK button.
4. From the Active Module list box, be sure the System Manager module is selected
5. From the Maintain Menu, select Companies, and the Maintain Companies dialog box will appear
6. Click the New button at the bottom of the dialog box and enter a company ID (up to six digits) in the ID field. Press the Tab key. The cursor will move to the Company field, the rest of the fields will become active and the Mode icon will change to "New".

7. Enter your company information in the appropriate fields.

8. Select "Cash" or "Accrual" as your accounting basis.

9. Click the Company Page 2 tab.

*NOTE:* For complete field by field descriptions and requirements of a dialog box, press F1 to access the Reference Manual.
10. Place your cursor in the Contact field to activate a new record and complete the company contact information.

**NOTE**: In a new DataGrid, a field is activated by placing your cursor in that field. You may move to other fields within a row by using the Tab key. After data is entered, you may select a row by clicking the “Select Box” for that row. The Select Box indicates the mode for each record in a data grid.

11. Enter your tax ID numbers.

12. Click the Account Mask tab.

**NOTE**: The Account Mask is used to define your account number format. It also provides some control over the values that can be entered. Refer to the Reference Manual for detailed information regarding Account Mask.
13. Enter the format for your account mask. Refer to the Reference Manual for more information about defining your account mask.

14. Click the Save button to save your company information.

15. From the Maintain menu on the CYMAIV Desktop, select Accounting Periods. The dialog box below appears.
16. Enter your accounting periods. The system defaults to calendar year monthly periods, but may be adjusted to your specific needs.

17. Click the Save button.

18. Click the Select Period button and the Set Current Accounting Period dialog box will appear as seen below.

19. Use the two list boxes to select the year and period.

20. Click OK.

22. From the Maintain menu on the CYMA IV Desktop, select Users. The Maintain Users dialog box appears as seen below.

23. Enter a three-character User ID and press the Tab key. The rest of the fields in the dialog box will become active.

24. Enter a password, select a keyboard mode, currency option and bookmark information (Press F1 for help).

25. Click the Security tab for security features.

26. Use the list box to select User or Administrator and click the check boxes to assign rights.

27. The large box in the right portion of the dialog box contains an expandable list tree. Each topic is expanded by clicking the plus sign. To assign specific rights, click and drag items from the right box to the left box.

28. Click the Save button to save the user profile.

29. From the System menu on the CYMA IV Desktop, select Security. The System Security dialog box appears. Use the check box to enable security and the spin box to set activity time-out if desired.

   **NOTE:** The Time Out feature logs users out of CYMA IV if activity has not occurred within the specified time.

30. System Manager Setup is now complete.
Getting Started with CYMA<sup>IV</sup> - General Ledger

General Ledger Setup

1. From the CYMA<sup>IV</sup> Desktop, select the General Ledger module from the Active Module list box. A message box displays asking if you would like to see the General Ledger Setup Checklist. Click Yes. The General Ledger Setup Checklist dialog box appears.

![General Ledger Setup Checklist](image)

Each section that requires setup is listed and should be completed in the order in which they are listed to accommodate file dependencies. When setup is completed, a red checkmark appears. Since the Account Mask and Accounting Periods were set up in the System Manager module, they already appear with checks.

2. Click the GOTO button to the right of GL Configuration. The dialog box below appears.

![General Ledger Question](image)

Do you want to copy the GL Options and Chart of Accounts from another company? You will be given the opportunity to copy Journals and Allocations also.
3. If you wish to copy GL Options and Chart of Accounts from another company click Yes. The dialog box below appears. (If you select No, proceed to Step 5.).

4. Click the Browser button to select a company. Use the check boxes to select the desired options. Click OK.

5. When you select not to copy the GL options and chart of accounts from another company, the Maintain Configuration dialog box appears.
6. Enter the appropriate data in the required fields.

7. Click Ok. The dialog box closes and the General Ledger Setup Checklist dialog box appears with a checkmark next to GL configuration.

8. Click the GOTO button next to Edit Chart of Accounts. The Maintain Chart of Accounts tabbed dialog box appears with the Account Number tab active.

9. The Account list box is shown with the account mask format highlighted. Enter an account number and press the Tab key. Enter the remaining information in the active fields. Repeat this step as necessary to set up your chart of accounts.

10. Click the Save button and close the dialog box. The General Ledger Setup Checklist should now have a checkmark by Edit Chart of Accounts.

11. Click the GOTO button next to Add User Defined Journals. The Maintain Journals dialog box appears.
NOTE: The pre-defined CYMA\textsuperscript{IV} system journals cannot be used to enter General Ledger journal entries. User defined journals must be created. In addition, only user-defined journals may be edited.

12. To create a new journal, enter an ID (up to six alphanumeric characters) and a description for the journal.

13. Click the Save button. Repeat Step 12 for each journal you wish to define.

14. Click the Save button. A dialog box should appear indicating successful set-up of the General Ledger module.

15. Close the General Ledger Setup Checklist dialog box. General Ledger setup is now complete.

NOTE: Only required setup procedures have been outlined in this chapter. The Reference manual can provide detailed information regarding additional features such as account types, account sub types, allocations and account segment names.

**General Ledger Routine Processing**

The table below lists common General Ledger routine workflow and the corresponding CYMA\textsuperscript{IV} process location.

<table>
<thead>
<tr>
<th>General Ledger Routines</th>
<th>CYMA\textsuperscript{IV} Desktop Menu Selection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter Transactions</td>
<td>Enter - Journal Entries</td>
</tr>
<tr>
<td>Print a Batch Proof Showing Unposted Transaction Details</td>
<td>Report - Entry Listings</td>
</tr>
<tr>
<td>Edit Transactions</td>
<td>Enter - Journal Entries</td>
</tr>
<tr>
<td>Post Transaction to GL Accounts</td>
<td>Process - Post Journal Entries</td>
</tr>
<tr>
<td>Print Reports</td>
<td>Report</td>
</tr>
<tr>
<td>Close Period</td>
<td>Process - Period End Close</td>
</tr>
</tbody>
</table>
Getting Started with CYMA\textsuperscript{IV} - Accounts Payable

Accounts Payable Setup

1. From the CYMA\textsuperscript{IV} Desktop, select the Accounts Payable module from the Active Module drop-down list. A message box displays asking if you would like to see the Accounts Payable Setup Checklist. Click Yes. The Accounts Payable Setup Checklist dialog box appears.

![Accounts Payable Setup Checklist](image1)

Each section that requires setup is listed. When setup is completed, a red checkmark appears. Since the Accounting Periods and GL Accounts were set up in the System Manager and General Ledger Module, they already appear with checks.

2. Click the GOTO button to the right of Bank Accounts. The Maintain Banks dialog box appears.

![Maintain Banks](image2)
3. Click the New button and enter a Bank ID of your choice (up to six digits).

4. Complete all of the fields that are applicable. (You must complete the required fields.)

5. Click the Save button.

6. Repeat for each bank account you wish to set up.

7. Click the GOTO button to the right of Vendor Types. The Maintain Vendors dialog box appears.

8. Enter an ID to represent each of your vendors, along with a description. Click OK. The Accounts Payable Setup Checklist dialog box will appear with a red check next to Vendor Types.

9. Click the GOTO button to the right of Payment Terms. The Maintain Terms dialog box displays.

10. Enter the Terms Code with no special characters or spaces (up to six alphanumeric characters).

11. Enter the Terms Code, Description (up to 20 alphanumeric characters), Type of Due Days, Due Days, Type of Discount Days, Discount Days (if applicable), and Discount Percent (if applicable).

12. Repeat for each terms code you wish to setup.
13. When finished click the OK button. Payment Terms is now checked in the Accounts Payable Setup Checklist.

14. Click the GOTO button to the right of AP Configuration.

15. Enter the appropriate information for your company. Press F1 if a detailed explanation of each field is required.

16. Click OK. AP Configuration is now checked in the checklist.

17. Click the GOTO button to the right of Vendors.
18. Enter a Vendor ID in the Vendor ID field and press the Tab key. The cursor will move to the Company Name field, and the other fields will become active.

19. Complete the required fields and additional information for that vendor.

20. Click the Save button.

21. Repeat steps 17 and 18 for all additional vendors.

22. You will be returned to the Accounts Payable Checklist and receive a message indicating that Accounts Payable setup is complete.
## Accounts Payable Routine Processing

The table below lists common Accounts Payable routine workflow and the corresponding CYMA\textsuperscript{IV} process location.

<table>
<thead>
<tr>
<th>Accounts Payable Routine</th>
<th>CYMA\textsuperscript{IV} Desktop Menu Selection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter AP Transactions (Open Invoices, Pre-Paid Invoices, Credits, Returns and other adjustments)</td>
<td>Enter - Invoices</td>
</tr>
<tr>
<td>Review Entries</td>
<td>Report – Entry Reports</td>
</tr>
<tr>
<td>Make Corrections</td>
<td>Enter - Invoices</td>
</tr>
<tr>
<td>Post Transactions to AP</td>
<td>Process – Post Invoices to AP</td>
</tr>
<tr>
<td>Print Checks</td>
<td>Process – Select Invoices</td>
</tr>
<tr>
<td>Post Transactions to GL Accounts</td>
<td>Process – Post Invoices/Checks to GL</td>
</tr>
<tr>
<td>Print Reports</td>
<td>Report</td>
</tr>
<tr>
<td>Close Period</td>
<td>Process – Period End Close</td>
</tr>
</tbody>
</table>
Getting Started with CYMA\textsuperscript{IV} - Accounts Receivable

Accounts Receivable Setup

1. From the CYMA\textsuperscript{IV} Desktop, select the Account Receivable module from the Active Module dropdown list. A message box displays asking if you would like to see the Accounts Receivable Setup Checklist to configure Accounts Receivable. Click Yes. The Accounts Receivable Setup Checklist dialog box displays.

![Accounts Receivable Setup Checklist](Image)

Each section that requires setup is listed. When setup is completed, a red checkmark appears to the left of the item. Since the Accounting Periods and GL Accounts were setup in the System Manager and General Ledger modules, they already appear checked.

2. Click the GOTO button to the right of Bank Accounts. The Maintain Banks dialog box displays.
3. Click the New button and enter a Bank ID of your choice (up to six alphanumeric characters).

4. Complete all of the fields that are applicable. You must complete the required fields.

5. Click the Save button.

6. Repeat for each bank account you wish to setup.


8. Click the GOTO button to the right of Terms Codes. The Maintain Terms dialog box displays.

9. Enter the Terms Code with no special characters or spaces (up to six alphanumeric characters).
10. Enter the Terms Code, Description (up to 20 alphanumeric characters), Type of Due Days, Due Days, Type of Discount Days, Discount Days (if applicable), and Discount Percent (if applicable).

11. Repeat for each terms code you wish to setup.

12. When finished click the OK button. Terms Codes is now checked in the Accounts Receivable Setup Checklist.

13. Click the GOTO button to the right of the Configuration Defaults. The Maintain Configuration dialog box displays.

14. From the drop-down list select a year that was already set up through System Manager, Maintain/Accounting Periods.

15. Complete all of the fields with the appropriate information for your company. Press F1 if a detailed explanation of each field is required. You must complete the required fields.

16. When finished click OK. Configuration Defaults is now checked in the Accounts Receivable Setup Checklist.

17. Click the GOTO button to the right of Tax IDs. The Maintain Tax IDs dialog box displays.
18. To create a Tax ID, enter an ID that represents the tax entity (up to six alphanumeric characters).

19. Complete all of the fields with the appropriate information for this Tax ID. Press F1 if a detailed explanation of each field is required. You must complete the required fields.

20. When finished click Save.

21. Repeat for each Tax ID you wish to setup.

22. Press Close. Tax IDs is now checked in the Accounts Receivable Setup Checklist.

23. Click the GOTO button to the right of Tax Categories. The Maintain Tax Categories dialog box displays.
24. To create a Tax Category, enter an ID that represents the tax category (up to six alphanumeric characters).

25. Complete all of the fields with the appropriate information for this tax category. Press F1 if a detailed explanation of each field is required. You must complete the required fields.

26. When finished click Save.

27. Repeat for each Tax Category you wish to setup.


29. Click the GOTO button to the right of Products. The Maintain Products dialog box displays.
30. To create a new product, enter an ID that represents the product or service (up to 30 alphanumeric characters).

31. Complete all of the fields with the appropriate information for this Product. Press F1 if a detailed explanation of each field is required. You must complete the required fields.

32. When finished click Save.

33. Repeat for each Product you wish to setup.

34. Press Close. Products’ is now checked in the Accounts Receivable Setup Checklist.

35. Click the GOTO button to the right of Customer Types. The Maintain Customer Types dialog box displays.
36. Enter an ID to represent the Customer Type (up to six alphanumeric characters).
37. Enter the Customer Type description (up to 30 alphanumeric characters).
38. Repeat for each Customer Type you wish to setup.
39. When finished click the OK button. Customer Types is now checked in the Accounts Receivable Setup Checklist.
40. Click the GOTO button to the right of Customers. The Maintain Customers dialog box displays.

41. To create a new customer record, enter a Customer ID that represents the customer (up to 15 alphanumeric characters).
42. Complete all of the fields with the appropriate information for this Customer. Press F1 if a
detailed explanation of each field is required. You must complete the required fields.

43. When finished click Save.

44. Repeat for each Customer you wish to setup.

45. Press Close. Customers’ is now checked in the Accounts Receivable Setup Checklist.

46. Click the GOTO button to the right of Customer Beginning Balances. The Enter Customer
Beginning Balances dialog box displays.

47. This dialog box will allow you to continue with or without entering any Invoice entries or to
cancel out of the operation until a later date. However, all beginning balance Invoices
must be entered and saved before posting. Once the post operation has completed,
Customer Beginning Balances is checked in the Accounts Receivable Setup Checklist,
and you will no longer have access to this dialog box.

48. For a detailed explanation of the Enter Customer Beginning Balances process press F1.

49. This is a one-time operation; once complete you will no longer have access to the Enter
Customer Beginning Balances operation.

**Accounts Receivable Routine Processing**

The table below lists common Accounts Receivable routine workflow and the corresponding
CYMA® process location.

<table>
<thead>
<tr>
<th>Accounts Receivable Routine</th>
<th>CYMA® Desktop Menu Selection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter AR invoice</td>
<td>Enter - Invoices, Quick Invoices, One-Time Invoices</td>
</tr>
<tr>
<td>Review Entries</td>
<td>Reports - Entry Reports</td>
</tr>
<tr>
<td>Make Corrections</td>
<td>Enter - Invoices, Quick Invoices, One-Time Invoices</td>
</tr>
<tr>
<td>Print Invoices to AR</td>
<td>Process - Generate/Print Invoices</td>
</tr>
<tr>
<td>Post Invoices to AR</td>
<td>Process - Post Invoices to AR</td>
</tr>
<tr>
<td>Enter Payments</td>
<td>Enter - Payments, Quick Payments</td>
</tr>
<tr>
<td>Post Payments to AR</td>
<td>Process - Post Payments to AR</td>
</tr>
<tr>
<td>Print Reports</td>
<td>Report</td>
</tr>
<tr>
<td>Post to General Ledger</td>
<td>Process - Post Invoices / Payments to GL</td>
</tr>
<tr>
<td>Print Statements</td>
<td>Process - Period End Processes - Print Statements</td>
</tr>
<tr>
<td>Close Period</td>
<td>Process - Period End Processes - Period End Close</td>
</tr>
</tbody>
</table>
Getting Started with CYMA IV - Bank Reconciliation

Bank Reconciliation Setup

1. Select Bank Reconciliation from the Active Module list box on the CYMA IV Desktop.

2. A dialog box appears asking if you would like to use the checklist to configure Bank Reconciliation. Click Yes and the Setup checklist will appear. Note that GL Accounts and Bank Accounts are already checked because they have already been configured in other modules.

3. Click the GOTO button to the right of Bank Configuration and the Maintain Configuration dialog box will appear.
4. Enter a Control ID of up to six alphanumeric characters.

5. Type the Bank Name and Description (such as “Checking Account”) in the appropriate fields.

6. The Bank IDs to Include group box allows you to specify the combination of companies, modules and company bank records that form a single account for reconciliation purposes. Select the Master GL Company Bank ID using the browser.

7. Click in the Company ID field and enter the Company ID. Tab across the row to entering the Module ID and Module Bank ID data.

8. Repeat the procedure for each bank account to be included in the reconciliation.

9. The Company and Bank fields at the bottom are read-only fields that display the complete company name selected by the Company ID and Bank Name.

10. Click the Save button.

11. A dialog box should appear indicating successful set up of the Bank Reconciliation module.

Note: If you have questions about the application, function or details of a particular field use the Online Reference Manual. It provides comprehensive information about each dialog box.

Bank Reconciliation Routine Processing

The table below lists common Bank Reconciliation routine workflow and the corresponding CYMA\textsuperscript{IV} process location.

<table>
<thead>
<tr>
<th>Bank Reconciliation Routine</th>
<th>CYMA\textsuperscript{IV} Desktop Menu Selection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retrieve Transactions</td>
<td>Enter - Retrieve Data</td>
</tr>
<tr>
<td>Mark Cleared Items</td>
<td>Enter - Clear Transactions</td>
</tr>
<tr>
<td>Enter Adjustments</td>
<td>Enter - Enter Adjustments</td>
</tr>
<tr>
<td>Print Reports</td>
<td>Reports - Various</td>
</tr>
<tr>
<td>Post Adjustments to GL</td>
<td>Process - Post Adjustments to GL</td>
</tr>
<tr>
<td>End of Process</td>
<td>Process - End of Process Update</td>
</tr>
</tbody>
</table>
Getting Started With CYMA<sup>IV</sup> - Inventory Control

Inventory Control Setup

1. From the CYMA<sup>IV</sup> Desktop, select the Inventory Control module from the Active Module dropdown list. A message box displays asking if you would like to see the Inventory Control Setup Checklist to configure Inventory Control. Click Yes. The Inventory Control Setup Checklist dialog box displays. Each section that requires setup is listed. When setup is completed, a red checkmark appears to the left of the item. Since the Accounting Periods and GL Accounts were setup in the System Manager and General Ledger modules, they already appear checked.

![Inventory Control Setup Checklist](image)

2. Click the GOTO button to the right of Warehouse IDs. The Warehouse IDs dialog box displays.
3. Click on the New button and enter a Warehouse ID (up to 8 alphanumeric characters)
4. Enter a description for this warehouse.
5. Complete all of the fields that are applicable. You must complete the required fields.
6. Click the Save button.
7. Repeat for each Warehouse you wish to setup.
8. Press Close. Warehouse IDs is now checked in the Inventory Control Setup Checklist.
9. Click the GOTO button to the right of Configuration and Features. The Maintain Configuration dialog box displays.
10. From the drop-down list select a year that was already set up through System Manager, Maintain/Accounting Periods.

11. Complete all of the fields with the appropriate information for your company. Press F1 if a detailed explanation of each field is required. You must complete the required fields.

12. When finished click OK. You will be returned to the Inventory Control Checklist and receive a message indicating that Inventory Control setup is complete. Configuration and Features is now checked in the Inventory Control Setup Checklist.

13. Click on Close. You are now ready to start using the Inventory Control module.
## Inventory Control Routine Processing

The table below lists common Inventory Control routine workflow and corresponding CYMA IV process location.

<table>
<thead>
<tr>
<th>Inventory Control Routine</th>
<th>CYMA IV Desktop Menu Selection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receive Inventory</td>
<td>Enter – Receipts</td>
</tr>
<tr>
<td>Adjust Inventory Qty/Price</td>
<td>Enter – Adjustments</td>
</tr>
<tr>
<td>Issue Inventory to Jobs</td>
<td>Enter – Issues</td>
</tr>
<tr>
<td>Transfer Inventory</td>
<td>Enter – Transfers</td>
</tr>
<tr>
<td>Create Purchase orders for low stock</td>
<td>Process – Create Purchase Orders</td>
</tr>
<tr>
<td>Enter Builds</td>
<td>Enter – Builds</td>
</tr>
<tr>
<td>Enter Physical Counts</td>
<td>Enter - Physical Count Adjustments</td>
</tr>
<tr>
<td>Post Builds</td>
<td>Process - Post Builds</td>
</tr>
<tr>
<td>Close Period</td>
<td>Process – Period End Close</td>
</tr>
<tr>
<td>Product Valuation</td>
<td>Reports - Journals and Analysis</td>
</tr>
<tr>
<td>Stock Status</td>
<td>Reports - Stock Reports</td>
</tr>
<tr>
<td>Track Inventory Activity</td>
<td>Reports - Entry Listing</td>
</tr>
</tbody>
</table>
Getting Started with CYMA IV - Job Costing

Job Costing Setup

1. From the CYMA IV Desktop, select the Job Costing module from the Active Module list box. A dialog box appears asking if you would like to see the Job Costing Setup Checklist. Click Yes. The Job Costing Setup Checklist dialog box appears.

![Job Costing Setup Checklist](image)

Each section that requires setup is listed and should be completed in the order of appearance to accommodate any file dependencies. When setup is completed, a red checkmark appears. Since the Accounting Periods and GL Accounts were set up in the System Manager and General Ledger modules, they already appear with checks.

2. Click the GOTO button to the right of Configuration. The Maintain Configuration dialog box displays.
3. Complete all of the fields with the appropriate information for your company. Press F1 if a detailed explanation is required. You must complete all of the required fields.

4. When finished, click OK. Configuration is now checked in the Job Costing Setup Checklist.

5. Click the GOTO button to the right of Job Types. The Maintain Job Types dialog box displays.
6. Enter an ID to represent the Job Type (up to 7 alphanumeric characters).
7. Enter a Job Type Description (up to 30 alphanumeric characters).
8. Repeat steps 6 and 7 for each Job Type you wish to set up.
9. When finished, click the OK button. Job Types is now checked in the Job Costing Setup Checklist.
10. Click the GOTO button to the right of Base Jobs. The Maintain Base Jobs dialog box displays.

11. To create a new base job, enter a Base Job ID that represents the base job.
12. Complete all of the fields with the appropriate information for this base job. Press F1 if a detailed explanation of each field is required. You must complete the required fields.
13. When finished, click Save.
14. Repeat for each Base Job you wish to setup.
16. Click the GOTO button to the right of Jobs. The Maintain Jobs dialog box displays.

[Image of the Maintain Base Jobs dialog box]

Copyright 1999-2010 CYMA Systems, Inc.
17. To create a new job, enter a Job ID that represents the job.

18. Complete all of the fields with the appropriate information for this job. Press F1 if a detailed explanation of each field is required. You must complete the required fields.

19. When finished, click Save.

20. Repeat for each Job you wish to setup.


22. A dialog box should appear indicating successful setup of the Job Costing module.

23. Close the Job Costing Setup Checklist dialog box. Job Costing setup is now complete.

**NOTE:** Only required setup procedures have been outlined in this chapter. The Reference manual can provide detailed information regarding additional features such as overhead, retainage, skills, products, product lines and project managers.
Job Costing Routine Processing

The table below lists common Job Costing routine workflow and corresponding CYMAIV process location.

<table>
<thead>
<tr>
<th>Job Costing Routine</th>
<th>CYMAIV Desktop Menu Selection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post Costs to a Job</td>
<td>AP Post Invoices to AP</td>
</tr>
<tr>
<td></td>
<td>PR Print Checks</td>
</tr>
<tr>
<td></td>
<td>GL Post Journal Entries</td>
</tr>
<tr>
<td>Post Charges to a Job</td>
<td>Enter - Billable Charges</td>
</tr>
<tr>
<td>Print Transaction Listings</td>
<td>Reports - Ledger Reports</td>
</tr>
<tr>
<td>Calculate Overhead</td>
<td>Process - Apply Overhead</td>
</tr>
<tr>
<td>Create Invoices</td>
<td>Process - Prepare Invoices</td>
</tr>
<tr>
<td>Recognize Expenses</td>
<td>Process - WIP to COGS</td>
</tr>
<tr>
<td>Close Jobs</td>
<td>Process - Reopen/Close Jobs</td>
</tr>
<tr>
<td>Move Jobs to History</td>
<td>Process - Jobs to History</td>
</tr>
</tbody>
</table>
Getting Started with CYMA<sup>IV</sup> - Purchase Order

Purchase Order Setup

1. From the CYMA<sup>IV</sup> Desktop, select the Purchase Order module from the Active Module list box. A message box appears asking if you would like to see the Purchase Order Setup Checklist. Click Yes. The Purchase Order Setup Checklist dialog box appears.

![Purchase Order Setup Checklist]

Each section that requires setup is listed and should be completed in the order of appearance to accommodate any file dependencies. When setup is completed, a red checkmark appears. Since the Accounting Periods and GL Accounts were set up in the System Manager and General Ledger modules, they already appear with checks.

2. Click the GOTO button to the right of Bill-To IDs. The Maintain Bill-To IDs dialog box displays.
3. Complete all of the fields with the appropriate information for your company. Press F1 if a detailed explanation is required. You must complete all of the required fields.

4. When finished, click OK. Bill-To IDs is now checked in the Purchase Order Setup Checklist.

5. Click the GOTO button to the right of Buyers. The Maintain Buyers dialog box displays.

6. Enter an ID to represent the Buyer (up to 6 alphanumeric characters).

7. Enter a Buyer Description (up to 30 alphanumeric characters).

8. Assign a Buyer to a Login ID. Each Buyer must have a unique Login ID.
9. Repeat steps 6 and 7 for each Buyer you wish to set up.

10. When finished, click the OK button. Buyers is now checked in the Purchase Order Setup Checklist.

11. Click the GOTO button to the right of Product Lines. The Maintain Product Lines dialog box displays.

12. Enter an ID to represent the Product Line (up to 6 alphanumeric characters).

13. Enter a Product Line Description (up to 30 alphanumeric characters).

14. Repeat steps 11 and 12 for each subsequent Product Line you wish to set up.

15. When finished, click OK. Product Lines is now checked in the Purchase Order Setup Checklist.

16. Click the GOTO button to the right of Products. The Maintain Products dialog box displays.
17. Complete all of the fields with the appropriate information for your company. Press F1 if a detailed explanation is required. You must complete all of the required fields.

18. When finished, click OK. Products is now checked in the Purchase Order Setup Checklist.

19. Click the GOTO button to the right of Warehouse IDs. The Maintain Warehouse IDs dialog box displays.
20. Complete all of the fields with the appropriate information for your company. Press F1 if a detailed explanation is required. You must complete all of the required fields.

21. When finished, click OK. Warehouse IDs is now checked in the Purchase Order Setup Checklist.

22. Click the GOTO button to the right of Ship-Via IDs. The Maintain Ship-Via IDs dialog box displays.
23. Enter an ID to represent the Shipping Method (up to 6 alphanumeric characters).

24. Enter a Description (up to 30 alphanumeric characters).

25. Repeat steps 22 and 23 for each subsequent shipping method you wish to set up.

26. When finished, click OK. Ship-Via IDs is now checked in the Purchase Order Setup Checklist.

27. Click the GOTO button to the right of Configuration. The Maintain Configuration dialog box displays.

28. Complete all of the fields with the appropriate information for your company. Press F1 if a detailed explanation is required. You must complete all of the required fields.

29. When finished, click OK. Configuration is now checked in the Purchase Order Setup Checklist.

30. Click the GOTO button to the right of Vendors. The Maintain Vendors dialog box displays.
31. Complete all of the fields with the appropriate information for your company. Press F1 if a detailed explanation is required. You must complete all of the required fields.

32. When finished, click OK. Vendors is now checked in the Purchase Order Setup Checklist.

33. A dialog box should appear indicating successful set up of the Purchase Order module.

34. Close the Purchase Order Setup Checklist dialog box. Purchase Order setup is now complete.

**NOTE:** Only required setup procedures have been outlined in this chapter. The Reference manual can provide detailed information regarding additional features.
Purchase Order Routine Processing

The table below lists common Purchase Order routine workflow and the corresponding CYMA\textsuperscript{IV} process location.

<table>
<thead>
<tr>
<th>Purchase Order Routine</th>
<th>CYMA\textsuperscript{IV} Desktop Menu Selection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter Purchase Orders</td>
<td>Enter - Purchase Orders</td>
</tr>
<tr>
<td>Review Entries</td>
<td>Reports - Entry Reports</td>
</tr>
<tr>
<td>Make Corrections</td>
<td>Enter - Purchase Orders</td>
</tr>
<tr>
<td>Print Purchase Orders</td>
<td>Process - Print Purchase Orders</td>
</tr>
<tr>
<td>Close Period</td>
<td>Process - Period End Close</td>
</tr>
</tbody>
</table>
Getting Started with CYMA<sup>IV</sup> - Payroll

Payroll Setup

1. Select the Payroll module from the CYMA<sup>IV</sup> Desktop list box. A dialog box will appear asking if you would like to use the Payroll Setup Checklist. Click Yes, to access the checklist as seen below. Each section that requires set up is listed and should be completed for that section. When set up is complete for that section, a red checkmark appears. Accounting Periods, GL Accounts, and Bank Accounts should appear with check marks as they were set up in previous modules.

![Payroll Setup Checklist]

2. Click the GOTO button to the right of Configuration and Features. The Maintain Configuration dialog box will appear as seen below.
On the left side of the dialog box is the Features Tree. The Features Tree allows you to monitor your progress as you step through the setup process. It also allows you to quickly move between maintenance dialog boxes. The Maintain Configuration dialog box allows you to set up and maintain company demographics files, as well as Earnings, Taxes, Benefits and Deductions (referred to as features) that are used throughout the system. The dialog box feature tree consists of feature categories that may be expanded to display the features within a category. To view a feature tab page, click on the feature on the tree. Additional features may be added to the feature categories as needed. Click the Add Feature button to view the list of available features. Several standard earnings, benefits, and deduction features are added by default. Only features added to the Maintain Configuration features tree can be assigned to employees.

3. Complete the required fields in the Company Information Feature Tree Tab.

4. Click the next item (State Information) on the Feature Tree Tab. The next dialog box will appear as the one below.
Note: If you have questions about the application, function or details of a particular field use the On-Line Reference Manual. It provides comprehensive information about each dialog box.

5. Click the Default State drop-down list. Select a default payroll work state from the list box.

6. Tab to the State column on the DataGrid, select the Default State again from the drop-down list, and enter the appropriate IDs and rates on the DataGrid row.

7. Set up any additional work states in the DataGrid.

8. Click Posting Information on the Feature Tree. The Posting Information dialog box will appear as seen below.
9. Enter the required fields and select the appropriate check boxes to specify how your payroll information will post to GL. You also need to specify the current payroll year and quarter.

10. Click Payroll Frequencies in the Feature Tree. The Payroll Frequencies dialog box will appear as below.
11. To set up your payroll frequencies, click in the Active? field and select Yes or No from the list box.

12. Click in the Type field and select the appropriate frequency type.

13. In Period Start, enter the first date of the pay period. In Period End, enter the last day of that period. Subsequent pay periods are automatically calculated based on the dates entered here.

14. Repeat for each payroll frequency, such as daily, weekly, semi-monthly, etc.

   **Note**: You can set up virtually an unlimited number of pay frequencies as well as multiple frequencies of the same type. For example, if you have two semi-monthly pay frequencies with different end dates, set up two semi-monthly pay frequencies and specify the corresponding end dates for each. Pay frequencies determine how taxes are calculated for the gross taxable amount of each employee payment.

15. Complete the Maintain Configuration set up by adding or deleting earnings features that you will need to assign to employee records when setting up employees.
Note: Only features added to the Maintain Configuration feature tree can be added to employee records. See the screen above for an example of the Salary feature and its corresponding tab page.

16. After adding and configuring the necessary features, click OK. You are returned to the Payroll Setup Checklist. You may receive the error message as seen below.
This message appears under two conditions:

a. If a required field in a dialog box is not entered correctly. Click OK on the error message box and your cursor will be placed in the problem field.

b. If there are additional dialog boxes within that group that have not been completed. Click OK and the Features Tree indicator will move to the incomplete dialog box.

Maintain Employees

1. After completing the Configuration and Features setup, click the GOTO button next to Employees on the Payroll Setup Checklist to set up your employees. This operation may also be accessed from the Maintain menu, Employees option. The Maintain Employees dialog box appears as seen below.

2. Enter an employee ID (up to 14 characters) in the Employee ID field and press the TAB key. The remaining fields in the dialog box will become active.

3. The left side of the dialog box contains a Feature Tree tab similar to the Payroll Maintain Configuration dialog box configured in the previous topic. Several features are added to new employee records by default. Expand all of the features in the Feature Tree seen below. If additional features are required, click the Add Feature button.

4. Enter the appropriate information in the dialog box fields.

5. Click the next item in the Feature Tree tab.

6. Continue in this manner until all dialog boxes are complete.
7. Click Save. A dialog box should appear indicating successful set up of the Payroll module.

*Note:* If you have questions about the application, function or details of a particular field use the Reference Manual. It provides comprehensive information about each dialog box.

**Payroll Routine Processing**

The table below lists common Payroll routine workflow and the corresponding CYMA\textsuperscript{IV} process location.

<table>
<thead>
<tr>
<th>Payroll Routine</th>
<th>CYMA\textsuperscript{IV} Desktop Menu Selection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Update Employee Payroll Roster</td>
<td>Maintain / Employees</td>
</tr>
<tr>
<td>Enter Earnings and/or Hours for Each Employee</td>
<td>Enter – Payroll, Quick Payroll, Time Entry</td>
</tr>
<tr>
<td>Print Employee Reports to Confirm Entries</td>
<td>Report / Employee Reports</td>
</tr>
<tr>
<td>Process Payroll</td>
<td>Process / Calculate Payroll</td>
</tr>
<tr>
<td>Review Payroll Totals</td>
<td>Report / (Various)</td>
</tr>
<tr>
<td>Print Payroll Checks</td>
<td>Process / Print Checks</td>
</tr>
<tr>
<td>Post Payroll Checks to GL</td>
<td>Process / Post Checks to GL</td>
</tr>
<tr>
<td>Print Payroll Reports</td>
<td>Report / (Various)</td>
</tr>
<tr>
<td>Close Period</td>
<td>Process / Period End Close</td>
</tr>
</tbody>
</table>
Getting Started with CYMA IV - Sales Order

Sales Order Setup

1. From the CYMA IV Desktop, select the Sales Order module from the Active Module list box. A message box appears asking if you would like to see the Sales Order Setup Checklist. Click Yes. The Sales Order Setup Checklist dialog box appears.

![Sales Order Setup Checklist](image)

Each section that requires setup is listed and should be completed in the order of appearance to accommodate any file dependencies. When setup is completed, a red checkmark appears. Since the Accounting Periods and GL Accounts were set up in the System Manager and General Ledger modules, they already appear with checks.

2. Click the GOTO button to the right of Configuration and Features. The Maintain Configuration dialog box displays.

![Maintain Configuration](image)
3. Complete all of the fields with the appropriate information for your company. Press F1 if a detailed explanation is required. You must complete all of the required fields.

4. When finished, click OK. Configuration and Features is now checked in the Sales Order Setup Checklist.

5. A dialog box should appear indicating successful set up of the Sales Order module.

6. Close the Sales Order Setup Checklist dialog box. Sales Order setup is now complete.

**NOTE:** Only required setup procedures have been outlined in this chapter. The Reference manual can provide detailed information regarding additional features such as Warehouses, FOB Codes, Order Source Codes, Customer and Product Price Categories, Pricing Matrix and Promotional & Volume Billing.

### Sales Order Routine Processing

The table below lists common Sales Order routine workflow and corresponding CYMA™ process location.

<table>
<thead>
<tr>
<th>Sales Order Routine</th>
<th>CYMA™ Desktop Menu Selection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter Sales Orders</td>
<td>Enter Sales Orders</td>
</tr>
<tr>
<td>Create Special Pricing / Promotions</td>
<td>Maintain Customers</td>
</tr>
<tr>
<td></td>
<td>Maintain Pricing Matrix</td>
</tr>
<tr>
<td></td>
<td>Maintain Promotional &amp; Volume Pricing</td>
</tr>
<tr>
<td>Print Sales Orders</td>
<td>Process Print Sales Orders</td>
</tr>
<tr>
<td>Ship Orders</td>
<td>Process Shipments/Batch Shipments</td>
</tr>
<tr>
<td>Print Pick Tickets</td>
<td>Process Print Pick Tickets</td>
</tr>
<tr>
<td>Print Packing Lists</td>
<td>Process Print Packing Lists</td>
</tr>
<tr>
<td>Create Invoices</td>
<td>Process Shipments/Batch Shipments</td>
</tr>
<tr>
<td>Cancel Orders</td>
<td>Enter Sales Orders</td>
</tr>
<tr>
<td>Move Sales Orders to History</td>
<td>Process Period End Close</td>
</tr>
</tbody>
</table>
CYMA Contact Information

CYMA Systems, Inc.
2330 West University Drive, Suite 4
Tempe, AZ  85281
(800) 292-2962
Fax: (480) 303-2969
Email: info@cyma.com
www.cyma.com

When contacting CYMA Systems, Inc. for technical support, please have the following information available:

- CYMA IV Account Number (if known)
- Windows Version
- Network Operating System (if applicable)
- CYMA IV Version