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Microsoft Dynamics GP Tip:
Cheat Sheet for Accounts Payable Month End Processes in Microsoft Dynamics GP
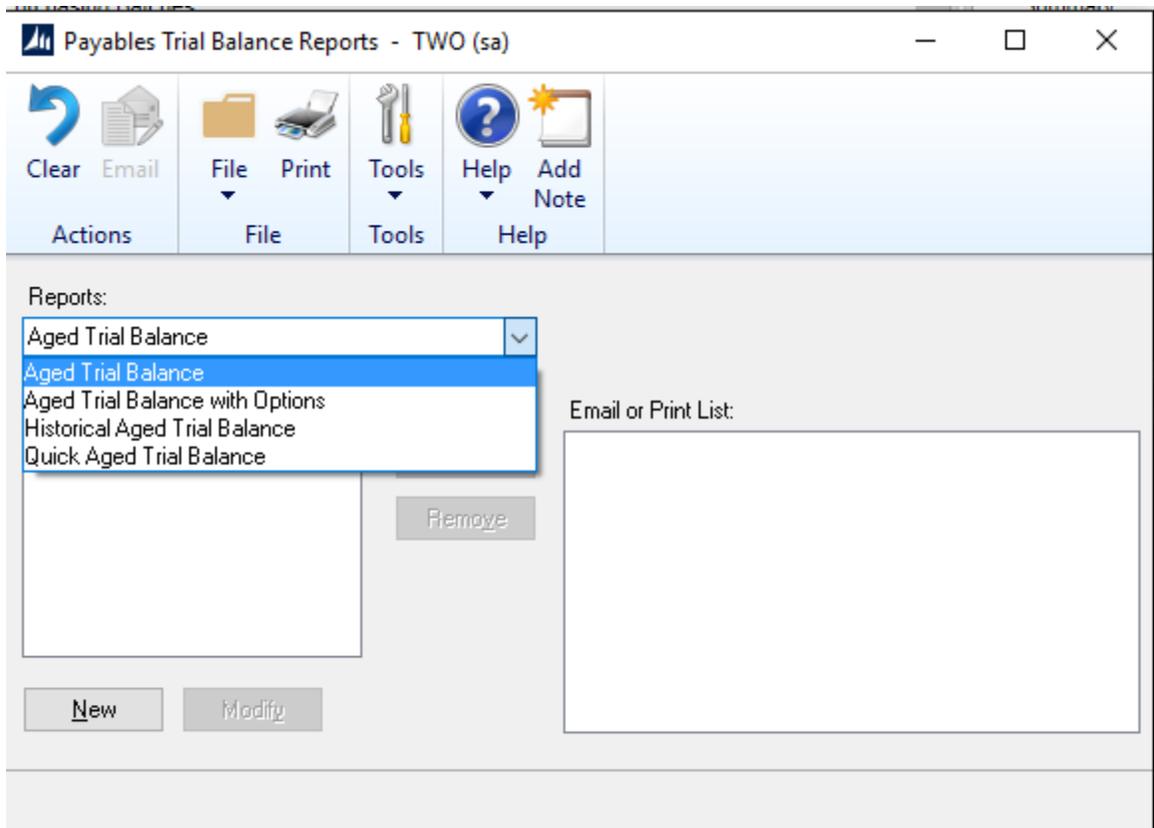
In this tip you will learn what you need to know about aged trial balance, aged trial balance with options, aged historical trial balance, reconcile to GL for AP and printing a month end check register.

Accounts Payable Month End Process Checklist

1. Aged Trial Balance
    Purchasing Reports>>Aged Trail Balances
    (This is the report your auditors will want where nothing is excluded)
    Normally only used for auditors.

2. Aged Trail Balance with Options
    Purchasing>>Reports>>Aged Trial Balance with Options

3. Aged Historical Trial Balance with Options
    Purchasing>>Reports>>Aged Historical Trial Balance with Options

4. Reconcile to GL
    Financials>>Routines>>Reconcile to GL

5. Check Register Print out of all Checks for month
    Purchasing>>Reports>>Check Information>>Checks by Vendor by Mon

1. Aged Trail Balance

Purchasing>>Reports>.Aged Trail Balance

Payables Trial Balance Reports - TWO (sa)

Clear | Email | File | Print | Tools | Help | Add Note

Actions | File | Tools | Help

Reports:

Aged Trial Balance

Aged Trial Balance
Aged Trial Balance with Options
Historical Aged Trial Balance
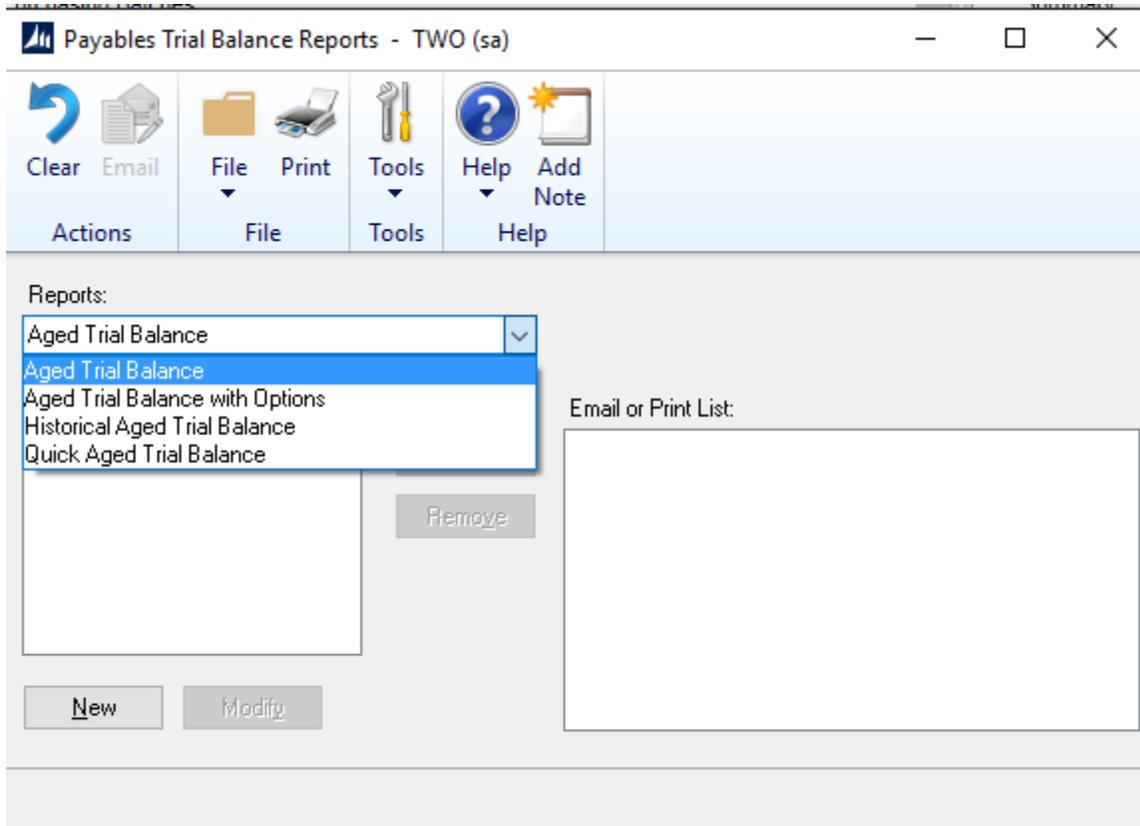Quick Aged Trial Balance

Email or Print List:

Remove

New | Modify

When you print this report you have no options, it is going to go by the GL date and will include all vendors that you have in your system whether they are a zero balance or have had any activity or not.

This is normally only used for your auditor for year end.

2. Aged Trial Balance with Options

Go to Purchasing>>Reports>>Aged Trail Balance with Options

Then go to New

Put in a name for the option

You want to Print/Age as of the end of the month (for reconciling to your GL balance for A/P)

Exclude:

- Zero Balance
- No Activity
- Unposted Applied credit Documents (these are not posted, won't be part of your GL)
- Multicurrency Info

If you leave the range blank will bring up all vendors and can be printed.

3. Historical Aged Historical Trial Balance

Purchasing>>Reports>>Historical Aged Trial Balance

This report can be printed at any time and give you exactly were A/P stood at the end of the month before checks or credits were being applied and issued in the system.

You do not have to remember on the first of the month to run in and print the Aged Trial Balance with Options to reconcile. If you forget and it is the 3rd or 4th of the month you can print this report and it will show you exactly where you stood at the end of the month.

This report can be printed in summary or detail by changed the check box in red above. You can print this report for one vendor or all. By using the range and inserting into the restrictions.

This is like the Aged Trial Balance with Options for excluding detail.

4. Reconcile to GL for A/P

Financial: Routines>>Reconcile to GL

- Next Reconciliation Number comes up automatically
- Put in the date to reconcile (end of the month)
- Put in a date Range for the reconciliation (Beg of month to end of month)
- Make sure to mark Module: Payables Management
- In accounts enter in your A/P account
- Enter in the Output file (this will save the excel file that is produced for you)

Process Report:

Payables Transactions 3/1/2017 - 3/31/2017						General Ledger Transactions 3/1/2017 - 3/31/2017						
									Account	DR	CR	
									000-2100-00		97,124.	
			Beginning Balance:	1,807,312.99					Beginning Balance Total:	0.00	97,124.	

Unmatched Transactions											
Posting Date	Vendor ID	Transaction Source	Voucher Number	Document Number	On Account Amount	Transaction Date	Journal Entry	Orig. Transaction Source	Orig. Control Number	Account	DR	CR

Potentially Matched Transactions											
Posting Date	Vendor ID	Transaction Source	Voucher Number	Document Number	On Account Amount	Transaction Date	Journal Entry	Orig. Transaction Source	Orig. Control Number	Account	DR	CR
3/9/2017	SIGNATUR0001	PMCHK00000057	00000000000000247	20029	(4,495.00)	3/9/2017	1333	PMCHK00000057	00000000000000247	000-2100-00	4,405.10	
3/9/2017	CRUGEREN0001	POIVC00000063	00000000000000446	2061	180.50	3/9/2017	1338	POIVC00000063	RCT1139	000-2100-00		180.
3/3/2017	ADVANCED0001	POIVC00000064	00000000000000447	2062	363.31	3/3/2017	1341	POIVC00000064	RCT1141	000-2100-00		363.
3/15/2017	CRUGEREN0001	POIVC00000065	00000000000000448	2063	142.30	3/15/2017	1344	POIVC00000065	RCT1143	000-2100-00		142.
3/14/2017	ADVANCED0001	POIVC00000066	00000000000000449	2064	455.36	3/14/2017	1347	POIVC00000066	RCT1145	000-2100-00		455.
3/23/2017	CRUGEREN0001	POIVC00000067	00000000000000450	2065	28.46	3/23/2017	1350	POIVC00000067	RCT1147	000-2100-00		28.
3/31/2017	CRUGEREN0001	POIVC00000069	00000000000000452	2067	90.25	3/31/2017	1356	POIVC00000069	RCT1151	000-2100-00		90.
3/27/2017	ADVANCED0001	POIVC00000070	00000000000000453	2068	183.79	3/27/2017	1359	POIVC00000070	RCT1153	000-2100-00		183.
3/31/2017	TELESATE0006	POIVC00000071	00000000000000454	2069	10,000.00	3/31/2017	1362	POIVC00000071	RCT1155	000-2100-00		10,000.

Matched Transactions											
Posting Date	Vendor ID	Transaction Source	Voucher Number	Document Number	On Account Amount	Transaction Date	Journal Entry	Orig. Transaction Source	Orig. Control Number	Account	DR	CR
3/5/2017	CRUGEREN0001	PMCHK00000045	00000000000000235	20018	(1,255.26)	3/5/2017	1300	PMCHK00000045	00000000000000235	000-2100-00	1,255.26	
3/4/2017	CAPITALP0001	PMCHK00000048	00000000000000238	20021	(12,065.30)	3/4/2017	1306	PMCHK00000048	00000000000000238	000-2100-00	12,065.30	
3/17/2017	CRUGEREN0001	PMCHK00000049	00000000000000239	031702	(6,927.46)	3/17/2017	1313	PMCHK00000049	00000000000000239	000-2100-00	6,927.46	
3/14/2017	CRUGEREN0001	PMCHK00000050	00000000000000240	20022	(3,064.76)	3/14/2017	1314	PMCHK00000050	00000000000000240	000-2100-00	3,064.76	
3/15/2017	CRUGEREN0001	PMCHK00000051	00000000000000241	20023	(1,255.26)	3/15/2017	1315	PMCHK00000051	00000000000000241	000-2100-00	1,255.26	
3/12/2017	COMVEXIN0001	PMCHK00000052	00000000000000242	20024	(64,925.00)	3/12/2017	1318	PMCHK00000052	00000000000000242	000-2100-00	64,925.00	
3/16/2017	AMERICAN0001	PMCHK00000053	00000000000000243	20025	(1,063.55)	3/16/2017	1321	PMCHK00000053	00000000000000243	000-2100-00	1,063.55	
3/20/2017	COMVEXIN0001	PMCHK00000054	00000000000000244	20026	(368.52)	3/20/2017	1324	PMCHK00000054	00000000000000244	000-2100-00	368.52	
3/25/2017	AMERICAN0001	PMCHK00000055	00000000000000245	20027	(419.80)	3/25/2017	1327	PMCHK00000055	00000000000000245	000-2100-00	419.80	
3/26/2017	AMERICAN0001	PMCHK00000056	00000000000000246	20028	(922.50)	3/26/2017	1330	PMCHK00000056	00000000000000246	000-2100-00	922.50	
3/30/2017	AMERICAN0001	PMCHK00000058	00000000000000248	20030	(22.75)	3/30/2017	1336	PMCHK00000058	00000000000000248	000-2100-00	22.75	
			Ending Balance:	1,721,971.80					Ending Balance:	96,695.26	108,568.	
									Net Ending Balance:	0.00	11,873.	

Total PM Beginning Balance:	1,807,312.99		Total PM Ending Balance:	1,721,971.80	
Total GL Beginning Balance:	97,124.69		Total GL Ending Balance:	11,873.40	
Difference:	1,710,188.30		Difference:	1,710,098.40	

Report will show all the GL detail on the right and the payables transaction on the left as well as the beginning balances in the GL and A/P

This is doing all the matching for you and will show you potential areas where your A/P to GL account is off.

5. Printing a Month End Check Register

Reports>>Purchasing>>Check Information>>Vendor Check Register

Name the Option

Use the Drop down Range to enter your date range.

You can exclude or include voids.

Print Register:

```
Ranges:          From:                    To:                                    From:         To:
   Check Number  First                    Last                  Check Date       First         Last
   Vendor ID     First                    Last                  Checkbook ID     First         Last
   Vendor Name   First                    Last

Sorted By:  Check Number

* Voided Checks


Check Number            Vendor ID       Vendor Check Name        Check Date  Checkbook ID    Audit Trail Code        Amount
------------------------------------------------------------------------------------------------------------------------------
00000000000000000002 ASSOCIAT0001     Associated Insurance Inc.   2/8/2016   PETTY CASH      PMCHK00000003          $141.84
00000000000000000003 ADVANCED0001     Advanced Office Systems    2/12/2016   PETTY CASH      PMCHK00000004           $90.25
00000000000000000004 CENTRALC0001     Central Cellular, Inc.     2/16/2016   PETTY CASH      PMCHK00000005           $93.55
00000000000000000005 ADVANCED0001     Advanced Office Systems     1/5/2016   PETTY CASH      PMCHK00000006          $103.79
00000000000000000006 ATTRACTI00001    Attractive Telephone Co.   2/22/2016   PETTY CASH      PMCHK00000007          $271.62
00000000000000000007 GREENLAK0001     Green Lake Wire Company     2/4/2016   PETTY CASH      PMCHK00000008          $607.60
00000000000000000008 FABRIKAM0001     Fabrikam,Inc.              2/25/2016   PETTY CASH      PMCHK00000009        $1,262.50
00000000000000000009 CRUGEREN0001     Cruger Engineering Company  3/5/2016   PETTY CASH      PMCHK00000010        $1,255.26
00000000000000000010 COMVEXIN0001     ComVex, Inc.               2/28/2016   PETTY CASH      PMCHK00000011          $698.45
00000000000000000011 AMERICAN0001     AmericaCharge               3/2/2016   PETTY CASH      PMCHK00000012        $1,858.00
00000000000000000012 CAPITALP0001     Capital Printed Circuits    3/4/2016   PETTY CASH      PMCHK00000013       $12,065.30
00000000000000000013 CRUGEREN0001     Cruger Engineering Company 3/17/2016   PETTY CASH      PMCHK00000014        $6,927.46
00000000000000000014 CRUGEREN0001     Cruger Engineering Company 3/14/2016   PETTY CASH      PMCHK00000015        $3,064.76
00000000000000000015 CRUGEREN0001     Cruger Engineering Company 3/15/2016   PETTY CASH      PMCHK00000016        $1,255.26
00000000000000000016 COMVEXIN0001     ComVex, Inc.               3/12/2016   PETTY CASH      PMCHK00000017       $64,925.00
00000000000000000017 ATTRACTI00001    Attractive Telephone Co.   3/16/2016   PETTY CASH      PMCHK00000018        $1,063.55
00000000000000000018 ADVANCED0001     Advanced Office Systems     8/3/2016   PETTY CASH      PMCHK00000027          $313.06
00000000000000000019 CRUGEREN0001     Cruger Engineering Company 4/14/2016   PETTY CASH      PMCHK00000028          $142.30
00000000000000000020 ADVANCED0001     Advanced Office Systems     4/9/2016   PETTY CASH      PMCHK00000029           $28.46
00000000000000000021 ADVANCED0001     Advanced Office Systems    4/11/2016   PETTY CASH      PMCHK00000030          $142.30
00000000000000000022 ADVANCED0001     Advanced Office Systems    4/13/2016   PETTY CASH      PMCHK00000031          $284.60
00000000000000000023 CRUGEREN0001     Cruger Engineering Company 4/22/2016   PETTY CASH      PMCHK00000032           $28.46
```

Will show every check Vendor ID, Vendor Name date and the amount.

If you are interested in Dynamics GP training or support contact 860-485-0910 x4 or
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