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Microsoft Dynamics™

PAYABLES MANAGEMENT MICROSOFT DYNAMICS GP 10.0



INVESTORS IN PEOPLE

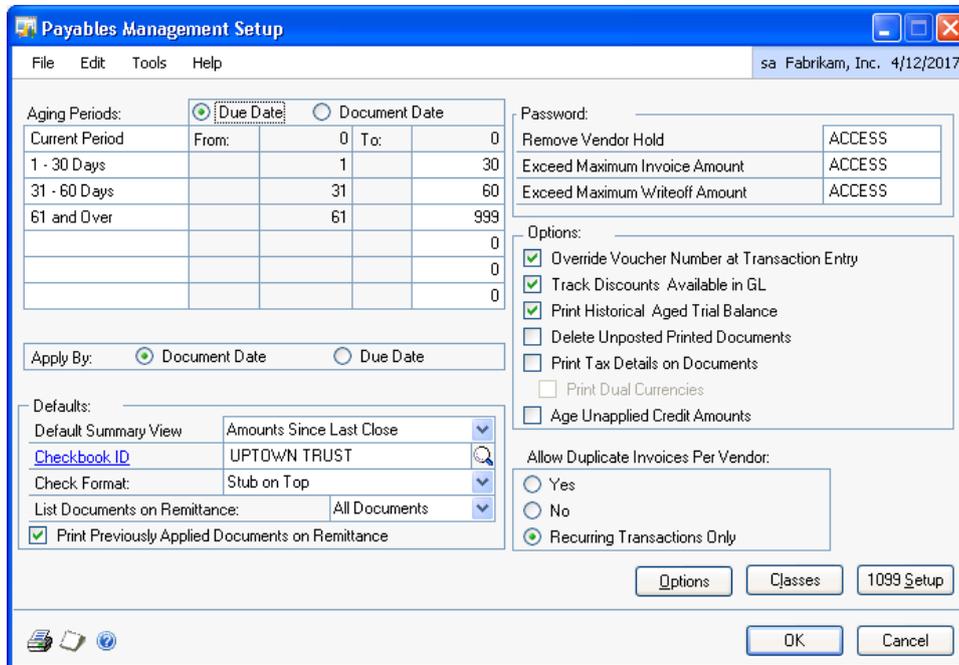


JM Computing Ltd
Registered in Cardiff No. 1131358
Registered Office as above

Payables Management Setup

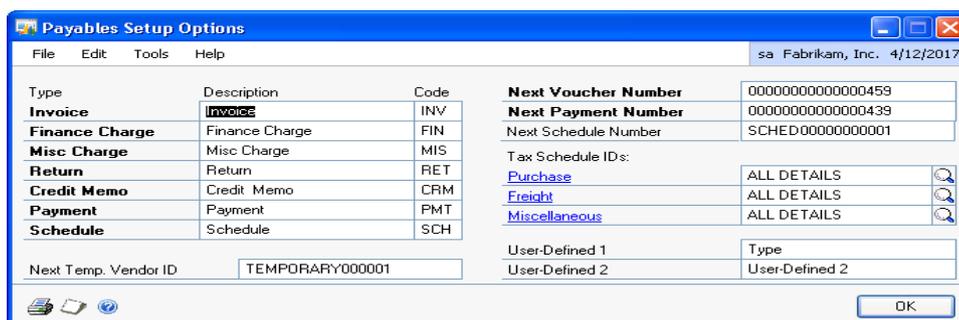
Before setting up Payables Management, complete the Company Setup and Financial Setup procedures. Also complete Posting Setup, and set up chequebooks in Bank Reconciliation, prior to completing Payables Setup. If these tasks are not completed, be sure to do so before continuing with the procedures in this training.

To open this window, click the **Purchasing** series button and then click **Payables** on the Setup content pane.



Payables Setup Options

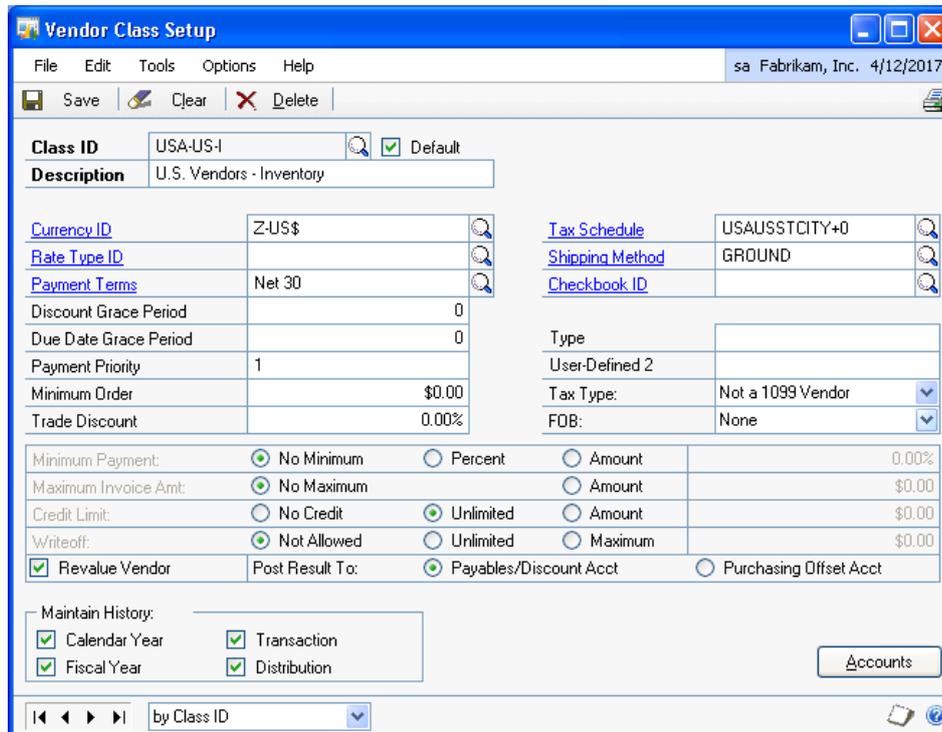
Use the Payables Setup Options window to enter a description for each document type, assign a code and set up the next document number for the transaction type. To open this window, click the **Purchasing** series button, click **Payables** on the Setup content pane, and then click **Options** on the Payables Management Setup window.



Type	Description	Code
Invoice	Invoice	INV
Finance Charge	Finance Charge	FIN
Misc Charge	Misc Charge	MIS
Return	Return	RET
Credit Memo	Credit Memo	CRM
Payment	Payment	PMT
Schedule	Schedule	SCH

Vendor Class Maintenance

Use the Vendor Class Setup window to set up vendor classes. To open this window, click the **Purchasing** series button and then click **Vendor Class** on the Setup content pane.



Vendor Class Setup

File Edit Tools Options Help sa Fabrikam, Inc. 4/12/2017

Save Clear Delete

Class ID: USA-US-1 [Default] Description: U.S. Vendors - Inventory

Currency ID: Z-US\$ Tax Schedule: USAUSSTCITY+0

Rate Type ID: Shipping Method: GROUND

Payment Terms: Net 30 Checkbook ID:

Discount Grace Period: 0 Type:

Due Date Grace Period: 0 User-Defined 2:

Payment Priority: 1 Tax Type: Not a 1099 Vendor

Minimum Order: \$0.00 FOB: None

Trade Discount: 0.00%

Minimum Payment: No Minimum Percent Amount 0.00%

Maximum Invoice Amt: No Maximum Amount \$0.00

Credit Limit: No Credit Unlimited Amount \$0.00

Writeoff: Not Allowed Unlimited Maximum \$0.00

Revalue Vendor Post Result To: Payables/Discount Acct Purchasing Offset Acct

Maintain History:

Calendar Year Transaction

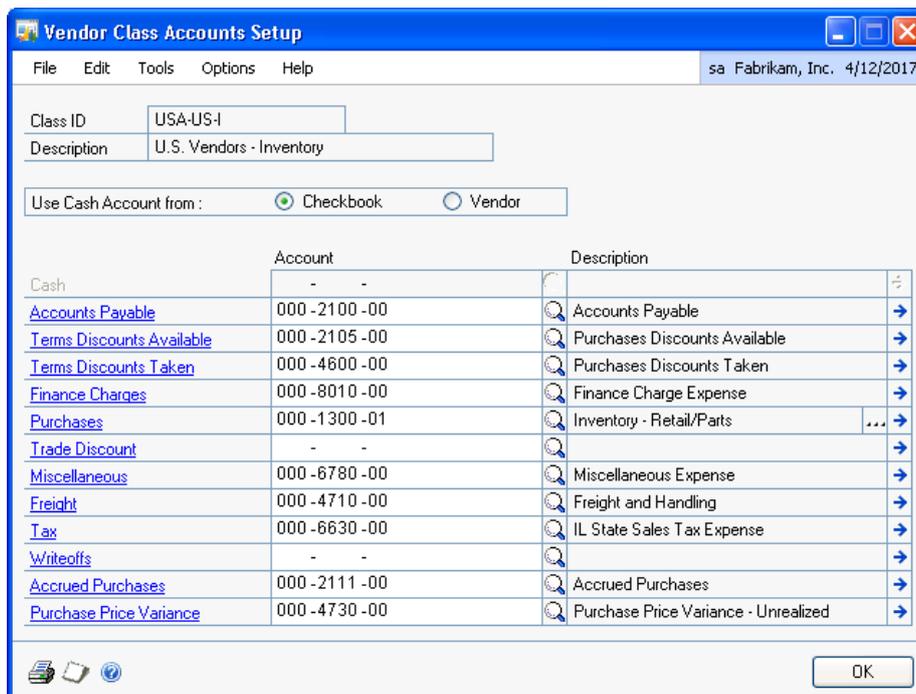
Fiscal Year Distribution

Accounts

by Class ID

Vendor Class Accounts Setup

Use the Vendor Class Accounts Setup window to enter default accounts for the selected class. To open this window, click the **Accounts** button on the Vendor Class Setup window.



Vendor Class Accounts Setup

File Edit Tools Options Help sa Fabrikam, Inc. 4/12/2017

Class ID: USA-US-1 Description: U.S. Vendors - Inventory

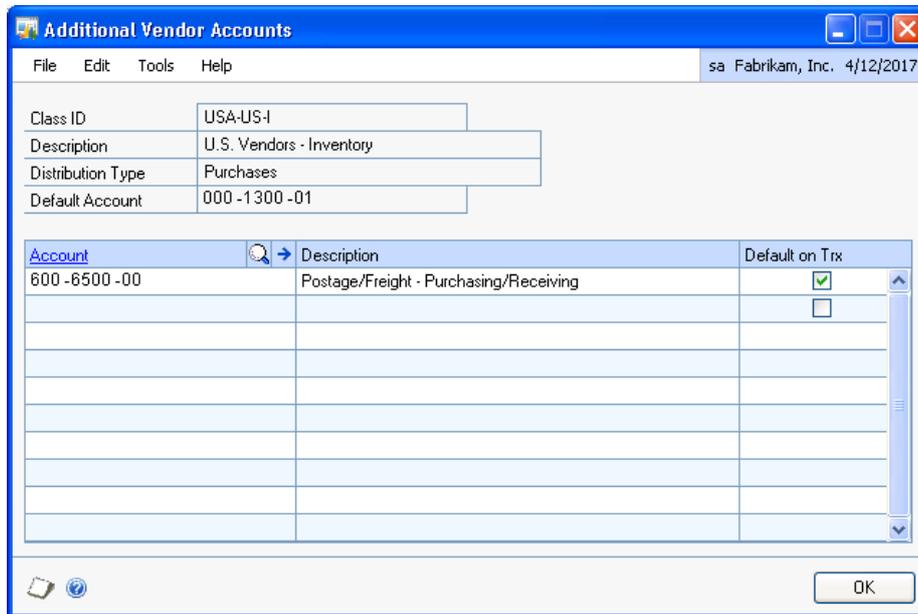
Use Cash Account from: Checkbook Vendor

Account	Description
Cash	- -
Accounts Payable	000 -2100 -00 Accounts Payable →
Terms Discounts Available	000 -2105 -00 Purchases Discounts Available →
Terms Discounts Taken	000 -4600 -00 Purchases Discounts Taken →
Finance Charges	000 -8010 -00 Finance Charge Expense →
Purchases	000 -1300 -01 Inventory - Retail/Parts →
Trade Discount	- - →
Miscellaneous	000 -6780 -00 Miscellaneous Expense →
Freight	000 -4710 -00 Freight and Handling →
Tax	000 -6630 -00 IL State Sales Tax Expense →
Writeoffs	- - →
Accrued Purchases	000 -2111 -00 Accrued Purchases →
Purchase Price Variance	000 -4730 -00 Purchase Price Variance - Unrealized →

OK

Additional Vendor Accounts

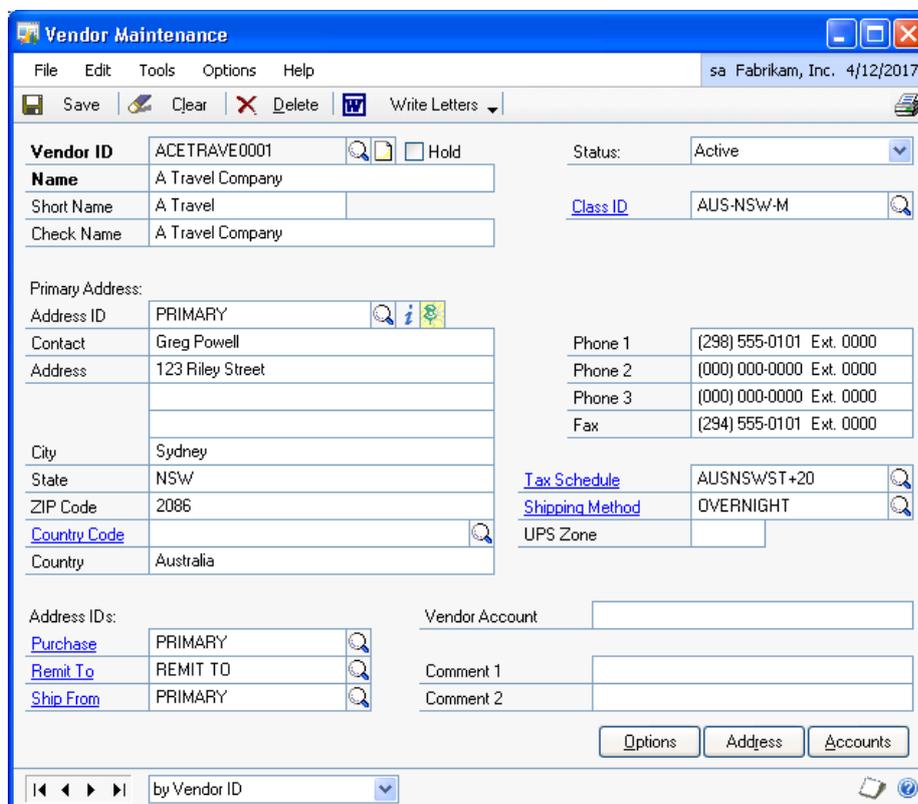
Open the Additional Vendor Accounts window by clicking the **Ellipsis** button in the **Purchases Account Description** field. These additional purchase accounts can be used during transaction entry when amounts to posting accounts are distributed.



Account	Description	Default on Trx
600 - 6500 - 00	Postage/Freight - Purchasing/Receiving	<input checked="" type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

Vendor Maintenance

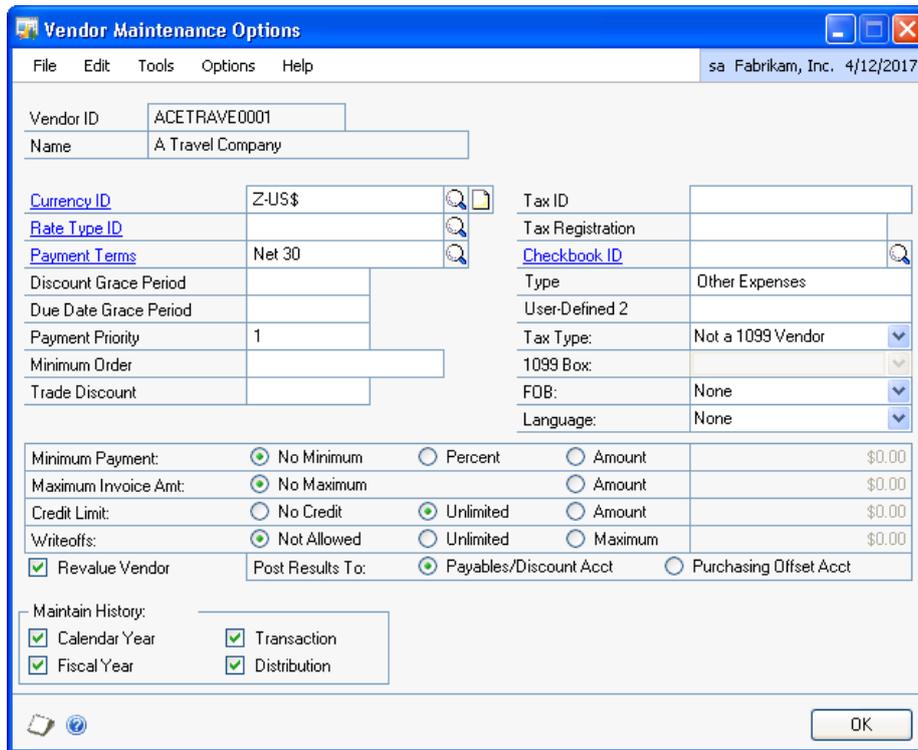
Use the Vendor Maintenance window to enter and track vendor information about vendors. To open this window, click the **Purchasing** series button and then click **Vendor** on the Cards content pane.



Vendor ID: ACETRAVE0001 Hold Status: Active
Name: A Travel Company Class ID: AUS-NSW-M
Short Name: A Travel
Check Name: A Travel Company
Primary Address:
 Address ID: PRIMARY
 Contact: Greg Powell
 Address: 123 Riley Street
 City: Sydney
 State: NSW
 ZIP Code: 2086
 Country Code: Australia
 Phone 1: (298) 555-0101 Ext. 0000
 Phone 2: (000) 000-0000 Ext. 0000
 Phone 3: (000) 000-0000 Ext. 0000
 Fax: (294) 555-0101 Ext. 0000
 Tax Schedule: AUSNSWST+20
 Shipping Method: OVERNIGHT
 UPS Zone:
Address IDs:
 Purchase: PRIMARY
 Remit To: REMIT TO
 Ship From: PRIMARY
Vendor Account:
 Comment 1:
 Comment 2:
 [Options] [Address] [Accounts]

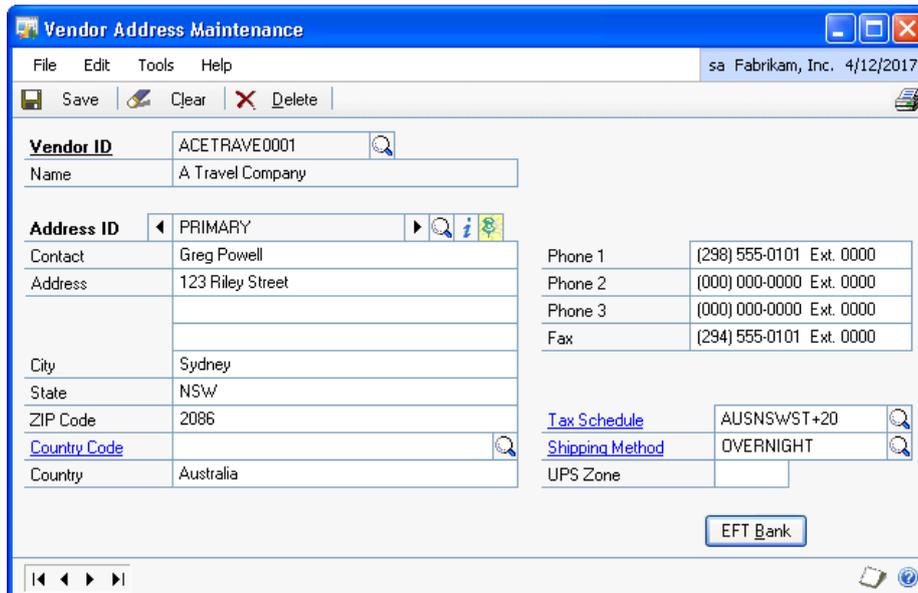
Vendor Maintenance Options

Click the **Options** button on the Vendor Maintenance window to open the Vendor Maintenance Options window. Use this window to set additional defaults and selections for a vendor.



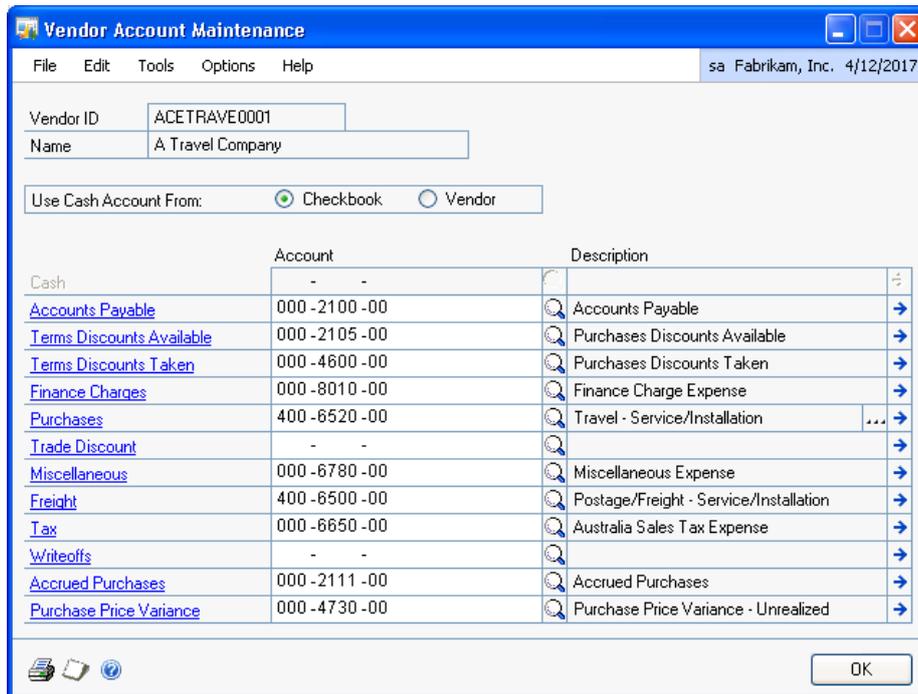
Vendor Address Maintenance

Click the **Address** button on the Vendor Maintenance window to open the Vendor Address Maintenance window.



Vendor Account Maintenance

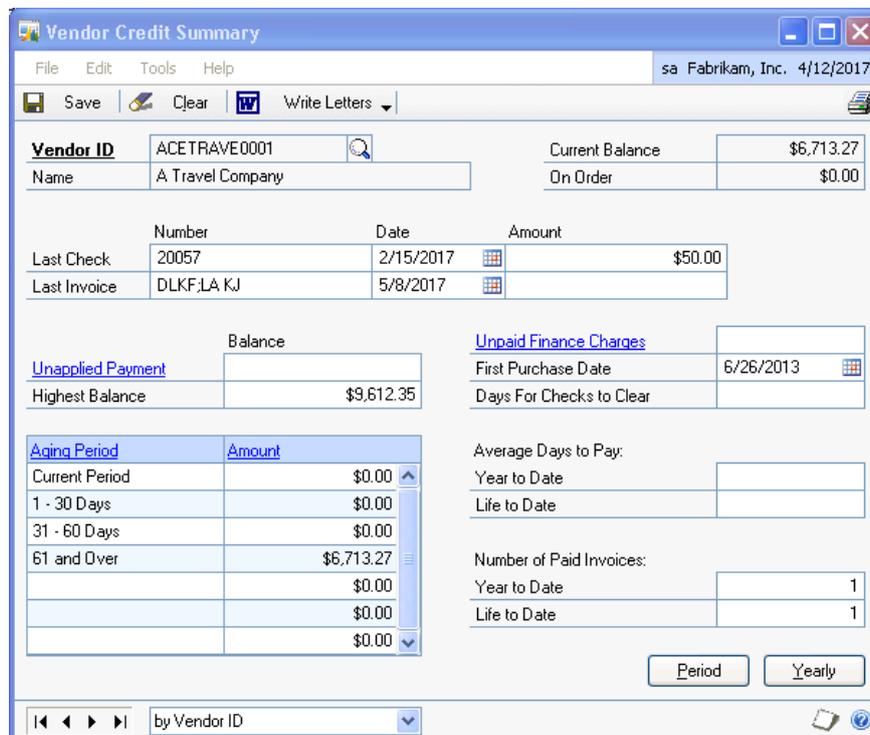
Click the **Accounts** button on the Vendor Maintenance window to open the Vendor Account Maintenance window. Use this window to enter default accounts for each vendor record.



Account	Description
Cash	
Accounts Payable	Accounts Payable
Terms Discounts Available	Purchases Discounts Available
Terms Discounts Taken	Purchases Discounts Taken
Finance Charges	Finance Charge Expense
Purchases	Travel - Service/Installation
Trade Discount	
Miscellaneous	Miscellaneous Expense
Freight	Postage/Freight - Service/Installation
Tax	Australia Sales Tax Expense
Writeoffs	
Accrued Purchases	Accrued Purchases
Purchase Price Variance	Purchase Price Variance - Unrealized

Vendor History

Use the Vendor Credit Summary window to view vendor history and summary information. To open this window, click the **Purchasing** series button and then click **Summary** on the Cards content pane.



Number	Date	Amount
Last Check	20057	2/15/2017 \$50.00
Last Invoice	DLKF.LA.KJ	5/8/2017

Balance	Amount
Unapplied Payment	
Highest Balance	\$9,612.35

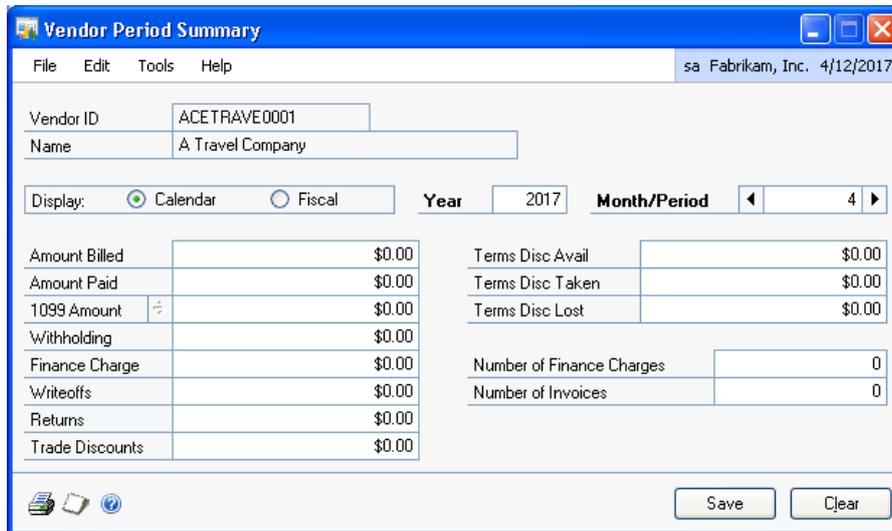
Aging Period	Amount
Current Period	\$0.00
1 - 30 Days	\$0.00
31 - 60 Days	\$0.00
61 and Over	\$6,713.27
	\$0.00
	\$0.00
	\$0.00

Unpaid Finance Charges	Amount
First Purchase Date	6/26/2013
Days For Checks to Clear	

Number of Paid Invoices	Amount
Year to Date	1
Life to Date	1

Period Summary Information

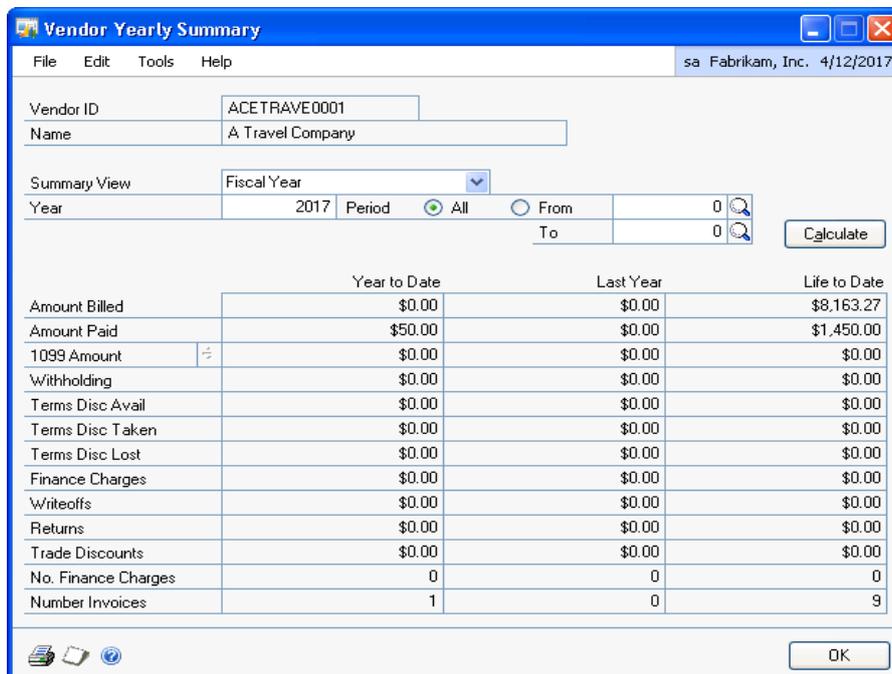
To enter historical amounts per period, click the **Period** button on the Vendor Credit Summary window to open the Vendor Period Summary window.



Vendor ID	ACETRAVE0001
Name	A Travel Company
Display:	<input checked="" type="radio"/> Calendar <input type="radio"/> Fiscal
Year	2017
Month/Period	4
Amount Billed	\$0.00
Amount Paid	\$0.00
1099 Amount	\$0.00
Withholding	\$0.00
Finance Charge	\$0.00
Writeoffs	\$0.00
Returns	\$0.00
Trade Discounts	\$0.00
Terms Disc Avail	\$0.00
Terms Disc Taken	\$0.00
Terms Disc Lost	\$0.00
Number of Finance Charges	0
Number of Invoices	0

Yearly Summary Information

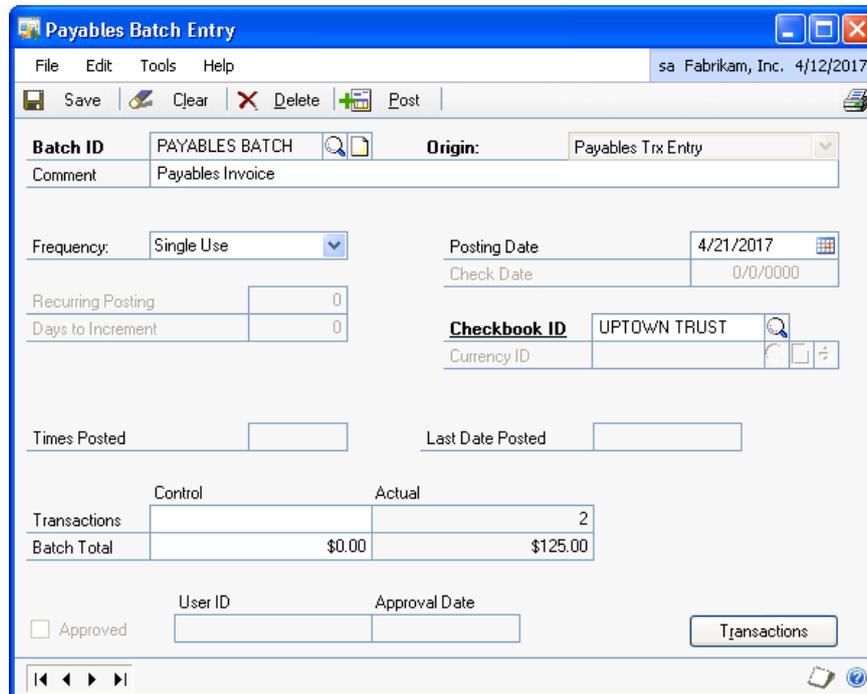
To enter or calculate yearly history totals for a vendor, click the **Yearly** button on the Vendor Credit Summary window to open the Vendor Yearly Summary window. Because payables transactions are date sensitive, period balances must be entered in the Vendor Period Summary window.



Vendor ID	ACETRAVE0001		
Name	A Travel Company		
Summary View	Fiscal Year		
Year	2017		
Period	<input checked="" type="radio"/> All <input type="radio"/> From <input type="radio"/> To		
From	0		
To	0		
Calculate			
	Year to Date	Last Year	Life to Date
Amount Billed	\$0.00	\$0.00	\$8,163.27
Amount Paid	\$50.00	\$0.00	\$1,450.00
1099 Amount	\$0.00	\$0.00	\$0.00
Withholding	\$0.00	\$0.00	\$0.00
Terms Disc Avail	\$0.00	\$0.00	\$0.00
Terms Disc Taken	\$0.00	\$0.00	\$0.00
Terms Disc Lost	\$0.00	\$0.00	\$0.00
Finance Charges	\$0.00	\$0.00	\$0.00
Writeoffs	\$0.00	\$0.00	\$0.00
Returns	\$0.00	\$0.00	\$0.00
Trade Discounts	\$0.00	\$0.00	\$0.00
No. Finance Charges	0	0	0
Number Invoices	1	0	9

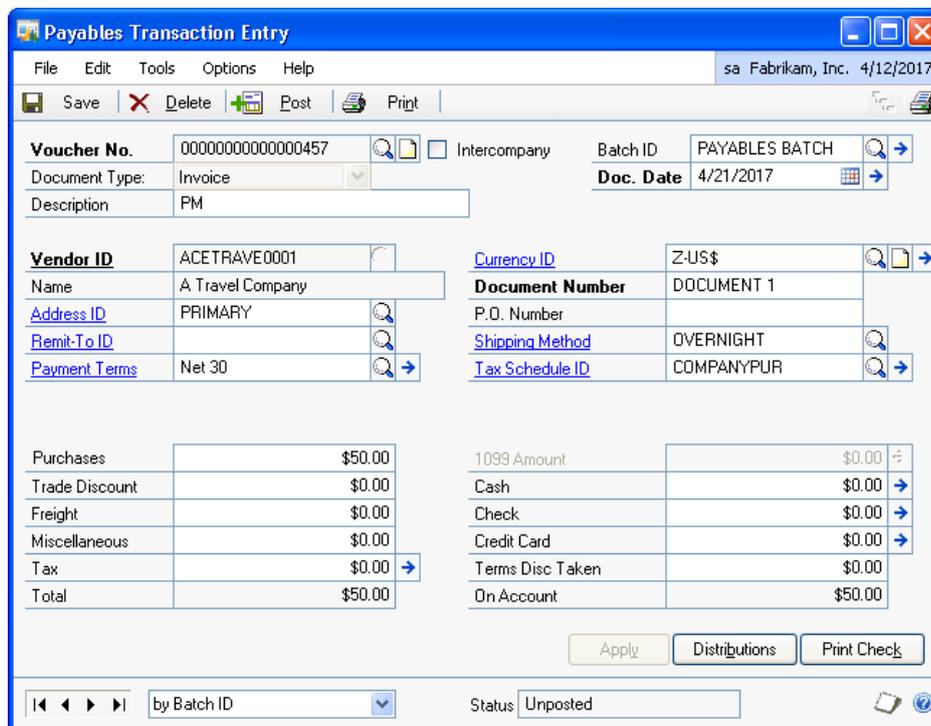
Batch Entry

Use batches to group similar transactions. Using batches is optional, but can help to organize payables transactions. To open this window, click the **Purchasing** series button and then click **Batches** on the Transactions content pane.



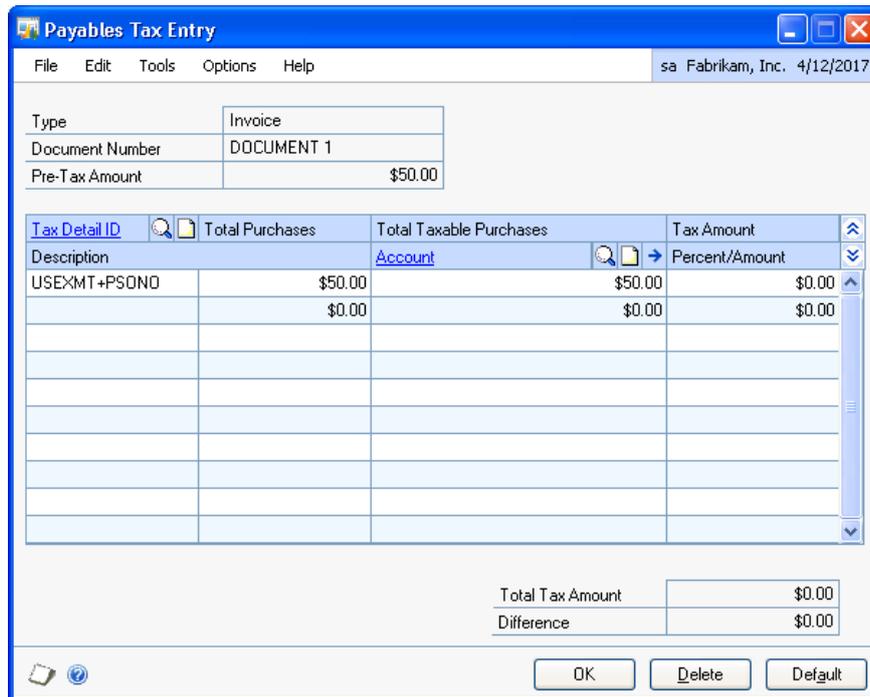
Payables Transaction Entry

Use the Payables Transaction Entry window to enter many vendor related transactions. To open this window, click the **Purchasing** series button and then click **Transaction Entry** on the Transactions content pane.



Tax Amounts

Taxes are calculated automatically, based on tax schedules and shipping information. Click the **Tax** expansion button to open the Payables Tax Detail Entry window.

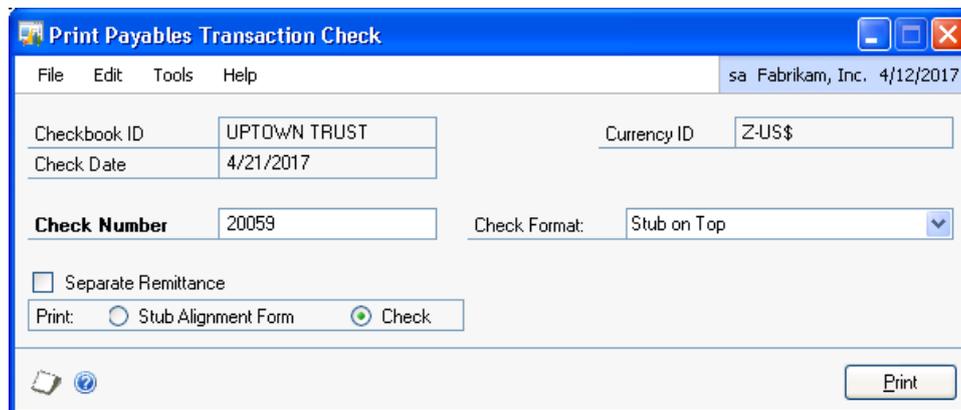


Tax Detail ID	Description	Total Purchases	Total Taxable Purchases	Tax Amount
	USEXMT+PSOND	\$50.00	\$50.00	\$0.00
		\$0.00	\$0.00	\$0.00

Total Tax Amount: \$0.00
Difference: \$0.00

Print a Cheque

If a cheque amount is entered, click Print Cheque to open the Print Payables Transaction Cheques window and generate a computer cheque. If Print Cheque is not selected, the cheque is recorded as a manual cheque.



Checkbook ID: UPTOWN TRUST Currency ID: Z-US\$
Check Date: 4/21/2017
Check Number: 20059 Check Format: Stub on Top
 Separate Remittance
Print: Stub Alignment Form Check
Print

Apply Credit Memos or Returns

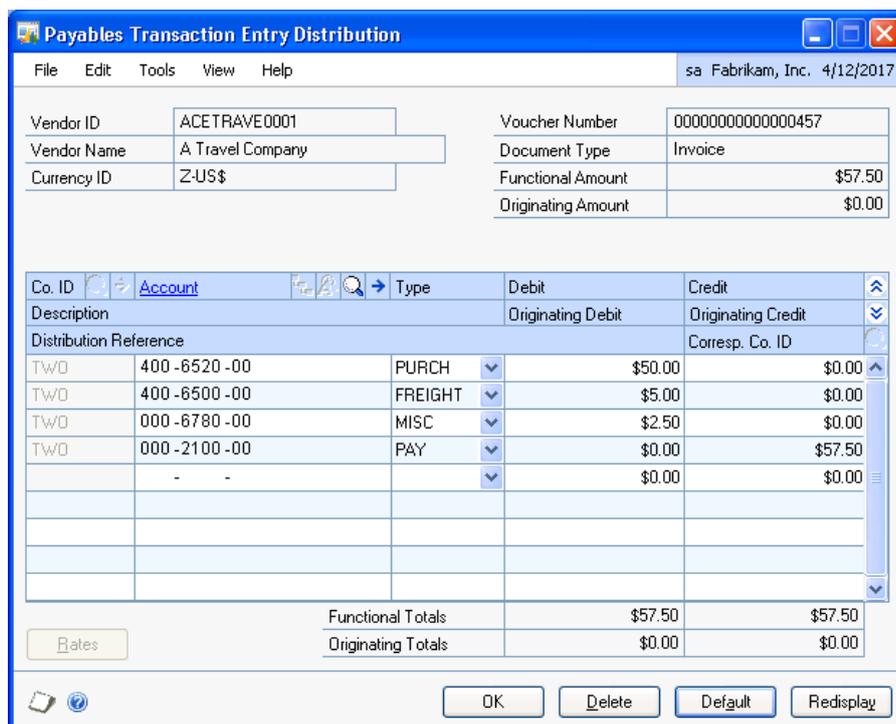
When a credit memo or return is entered, the amount credited or returned can be assigned to the original transaction or to another transaction to reduce the liability. Click **Apply** on the Payables Transaction Entry window to open the Apply Payables Documents window.



Apply to Document	Due Date	Amount Remaining	Apply Amount
<input type="checkbox"/> 1000	7/26/2013	\$57.68	\$0.00
INV	\$657.68 0/0/0000	\$0.00	\$0.00
Z-US\$	0.0000000		\$0.00
<input type="checkbox"/> 1001	8/8/2013	\$153.81	\$0.00
INV	\$553.81 0/0/0000	\$0.00	\$0.00
Z-US\$	0.0000000		\$0.00
<input type="checkbox"/> 1002	9/19/2013	\$180.72	\$0.00
INV	\$430.72 0/0/0000	\$0.00	\$0.00
Z-US\$	0.0000000		\$0.00

Distribute to Posting Accounts

To view or change the distributions, click the **Distributions** button on the Payables Transaction Entry window to open the Payables Transaction Distribution Entry window.



Co. ID	Account	Type	Debit	Credit
			Originating Debit	Originating Credit
Distribution Reference				Corresp. Co. ID
TW0	400 -6520 -00	PURCH	\$50.00	\$0.00
TW0	400 -6500 -00	FREIGHT	\$5.00	\$0.00
TW0	000 -6780 -00	MISC	\$2.50	\$0.00
TW0	000 -2100 -00	PAY	\$0.00	\$57.50
	-		\$0.00	\$0.00
Functional Totals			\$57.50	\$57.50
Originating Totals			\$0.00	\$0.00

Using MDA in Payables Management

Use Multidimensional Analysis with any of the transaction types in the Payables Transaction Entry window. The following are some points to remember when using Multidimensional Analysis.

The screenshot shows the 'Payables Analysis Posting Detail' window for 'sa Fabrikam, Inc.' dated 4/12/2017. The main entry is for Account 000 -6410 -00, Description 'Vehicle Insurance', and a Posting Amount of \$1,000.00. Below this is a table for Analysis Group ID, with 'CARS' selected, Group Description 'Fleet of Cars', and Analysis Type 'Optional'. A 'Current Group' field also shows 'CARS' with an 'Autg Allocate' button. The bottom section is a table with columns for Analysis Code ID, Posting Description, Quantity, and Amount. It lists three codes: INTREPID (\$400.00), CONTOUR (\$250.00), and TAURUS (\$350.00), with a total of \$1,000.00. Buttons for OK, Delete, and Default are at the bottom right.

Analysis Group ID	Group Description	Analysis Type
CARS	Fleet of Cars	Optional

Analysis Code ID	Posting Description	Quantity	Amount
INTREPID		0	\$400.00
CONTOUR		0	\$250.00
TAURUS		0	\$350.00
			\$0.00
Total			\$1,000.00

Scheduled Payments Entry

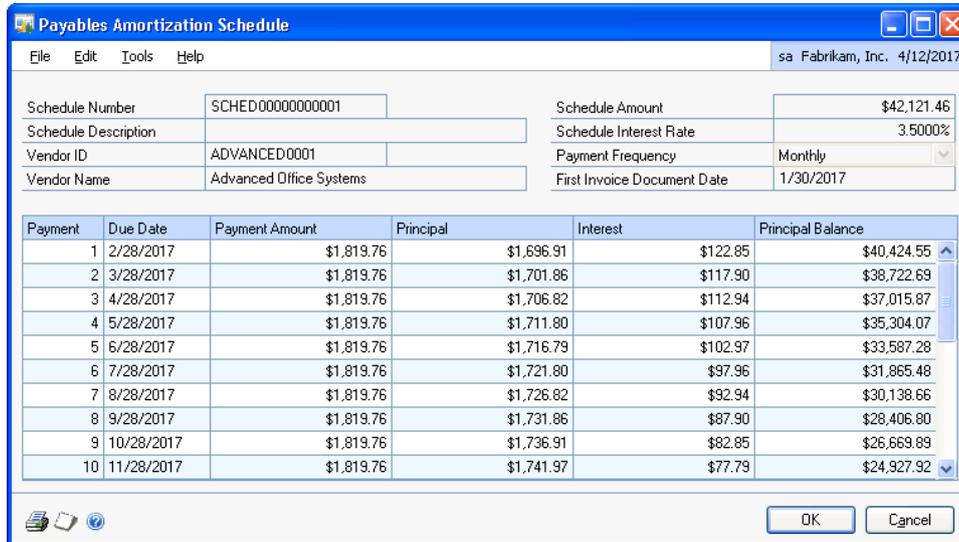
To open this window, click the **Purchasing** series button and then click **Scheduled Payments** on the Transactions content pane.

The screenshot shows the 'Payables Scheduled Payments Entry' window for 'sa Fabrikam, Inc.' dated 4/12/2017. It includes a menu bar (File, Edit, Tools, Help) and a toolbar (Save, Clear, Post, Delete). The 'Schedule Number' is 'SCHED0000000001' and 'Interest Type' is 'Compound'. The 'Original Document Number' is '1' and 'Original Document Type' is 'Invoice'. The 'Vendor ID' is 'ADVANCED0001' and 'Vendor Name' is 'Advanced Office Systems'. The 'Schedule Document Date' is '1/30/2017' and 'Schedule Amount' is '\$42,121.46'. The 'Currency ID' is 'Z-US\$'. The 'Schedule Interest Rate' is '3.5000%', 'Number of Payments' is '24', and 'Payment Frequency' is 'Monthly'. The 'Calculated Payment Amount' is '\$1,819.76'. The 'First Invoice Document Date' is '1/30/2017' and 'First Invoice Due Date' is '2/28/2017'. The 'Posting Accounts' section lists 'Accounts Payable' (000 -2100 -00), 'Payables Offset' (000 -2111 -00), and 'Interest Expense' (000 -8020 -00). Buttons for 'Calculate' and 'Amortization' are at the bottom right.

Posting Accounts	Account ID	Description
Accounts Payable	000 -2100 -00	Accounts Payable
Payables Offset	000 -2111 -00	Accrued Purchases
Interest Expense	000 -8020 -00	Interest Expense

Amortization Schedule

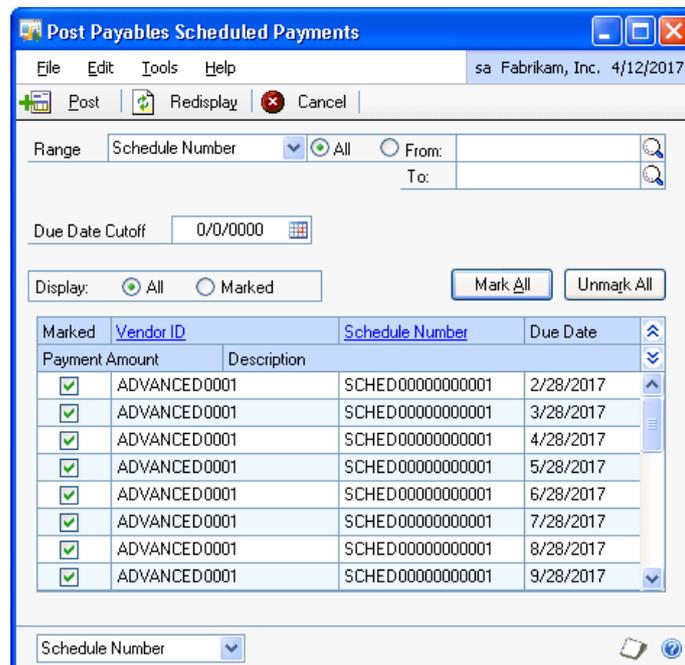
An amortization schedule is generated when the monthly payment amount is calculated for a payment schedule. To view the amortization amounts click the **Amortization** button in the Payables Scheduled Payments Entry window.



Payment	Due Date	Payment Amount	Principal	Interest	Principal Balance
1	2/28/2017	\$1,819.76	\$1,696.91	\$122.85	\$40,424.55
2	3/28/2017	\$1,819.76	\$1,701.86	\$117.90	\$38,722.69
3	4/28/2017	\$1,819.76	\$1,706.82	\$112.94	\$37,015.87
4	5/28/2017	\$1,819.76	\$1,711.80	\$107.96	\$35,304.07
5	6/28/2017	\$1,819.76	\$1,716.79	\$102.97	\$33,587.28
6	7/28/2017	\$1,819.76	\$1,721.80	\$97.96	\$31,865.48
7	8/28/2017	\$1,819.76	\$1,726.82	\$92.94	\$30,138.66
8	9/28/2017	\$1,819.76	\$1,731.86	\$87.90	\$28,406.80
9	10/28/2017	\$1,819.76	\$1,736.91	\$82.85	\$26,669.89
10	11/28/2017	\$1,819.76	\$1,741.97	\$77.79	\$24,927.92

Post Scheduled Payments

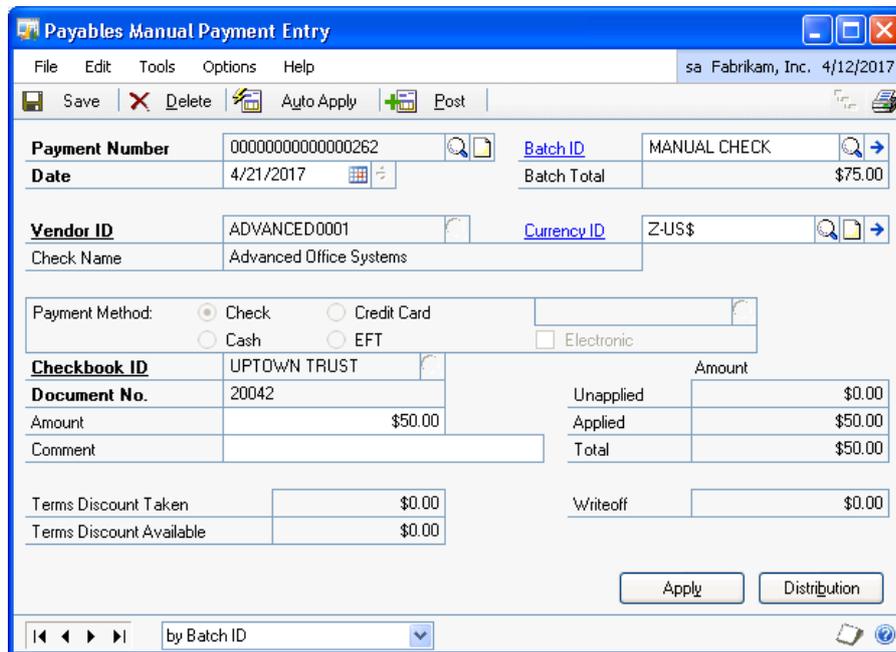
Use the Post Payables Scheduled Payments window to post individual payments in a payment schedule. To open this window, click the **Purchasing** series button and then click **Post Scheduled Payments** on the Routines content pane.



Marked	Vendor ID	Schedule Number	Due Date
<input checked="" type="checkbox"/>	ADVANCED0001	SCHED000000000001	2/28/2017
<input checked="" type="checkbox"/>	ADVANCED0001	SCHED000000000001	3/28/2017
<input checked="" type="checkbox"/>	ADVANCED0001	SCHED000000000001	4/28/2017
<input checked="" type="checkbox"/>	ADVANCED0001	SCHED000000000001	5/28/2017
<input checked="" type="checkbox"/>	ADVANCED0001	SCHED000000000001	6/28/2017
<input checked="" type="checkbox"/>	ADVANCED0001	SCHED000000000001	7/28/2017
<input checked="" type="checkbox"/>	ADVANCED0001	SCHED000000000001	8/28/2017
<input checked="" type="checkbox"/>	ADVANCED0001	SCHED000000000001	9/28/2017

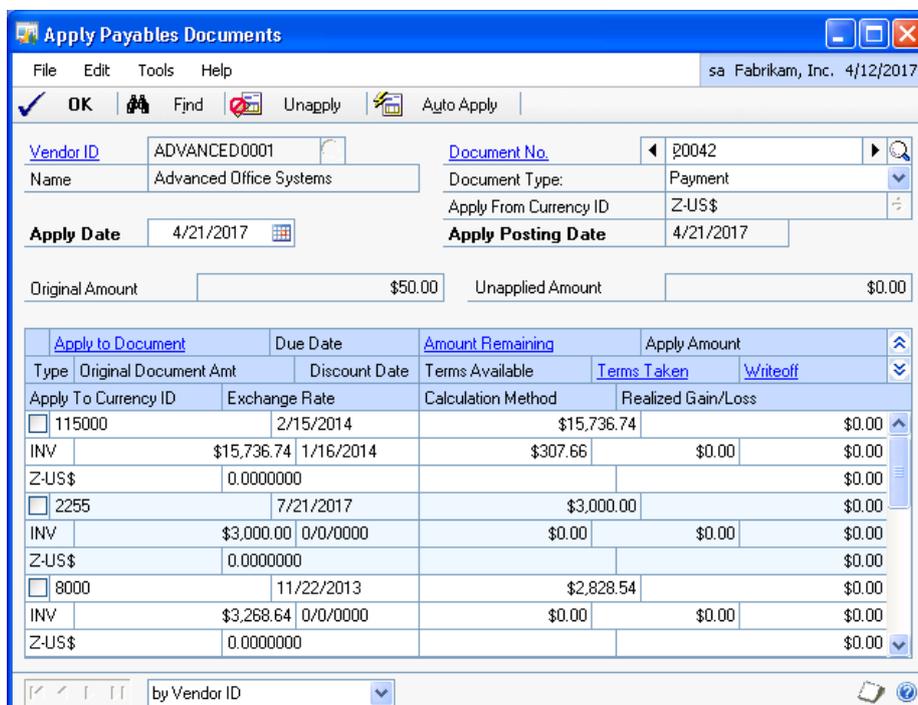
Enter a Manual Payment

Use the Manual Payment Entry window to record payments made by writing a manual cheque, using a credit card, or making cash payments. To open this window, click the **Purchasing** series button and then click **Manual Payments** on the Transactions content pane.



Apply to Specific Documents

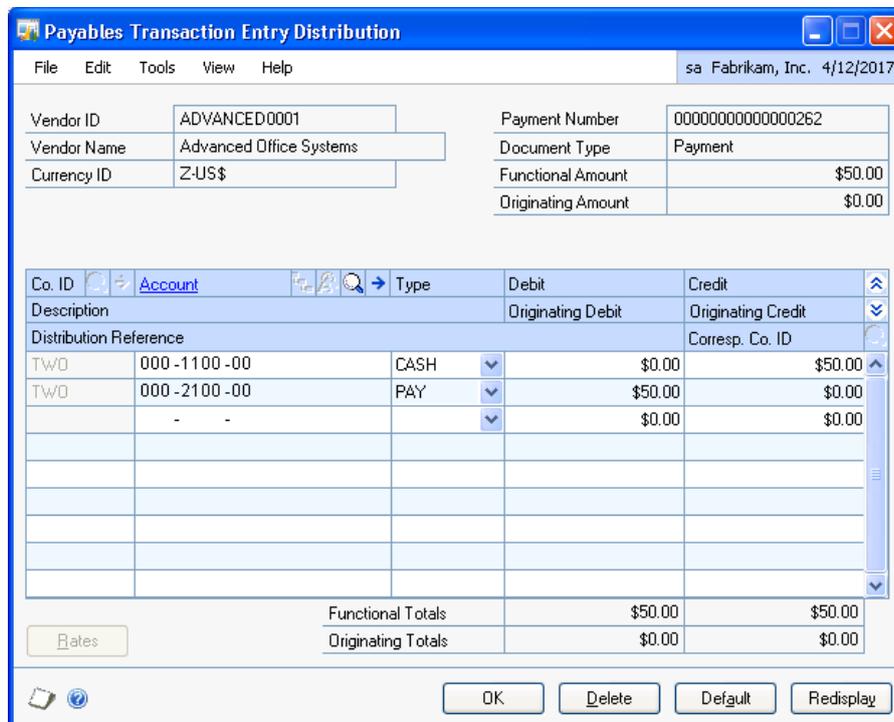
To pay specific outstanding transactions, click the **Apply** button to open the Apply Payables Documents window.



Type	Original Document Amt	Due Date	Amount Remaining	Terms Available	Terms Taken	Writeoff	Realized Gain/Loss
<input type="checkbox"/> 115000		2/15/2014	\$15,736.74			\$0.00	
INV	\$15,736.74	1/16/2014	\$307.66		\$0.00	\$0.00	
Z-US\$	0.0000000					\$0.00	
<input type="checkbox"/> 2255		7/21/2017	\$3,000.00			\$0.00	
INV	\$3,000.00	0/0/0000	\$0.00		\$0.00	\$0.00	
Z-US\$	0.0000000					\$0.00	
<input type="checkbox"/> 8000		11/22/2013	\$2,828.54			\$0.00	
INV	\$3,268.64	0/0/0000	\$0.00		\$0.00	\$0.00	
Z-US\$	0.0000000					\$0.00	

Distribute to Posting Accounts

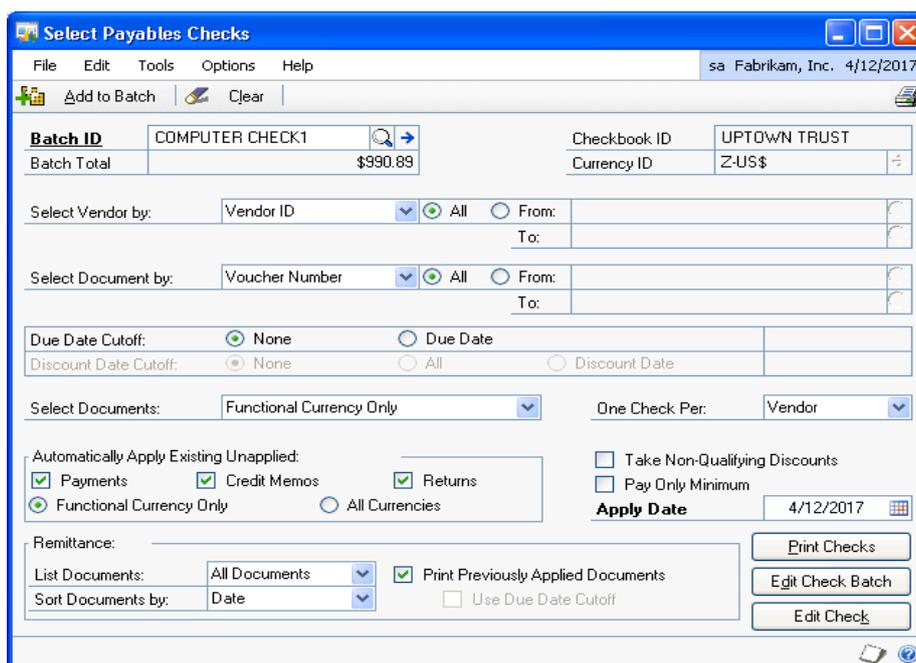
To view or change the distributions, click the **Distributions** button to open the Payables Transaction Entry Distribution window. Be sure the payment amounts in this window are allocated to the correct posting accounts, and make any necessary adjustments. The distributions are based on the amounts entered in the Payables Manual Payment Entry and Apply Payables Documents windows and are displayed as defaults.



Co. ID	Account	Type	Debit	Credit
TWD	000 -1100 -00	CASH	\$0.00	\$50.00
TWD	000 -2100 -00	PAY	\$50.00	\$0.00
	-		\$0.00	\$0.00
Functional Totals			\$50.00	\$50.00
Originating Totals			\$0.00	\$0.00

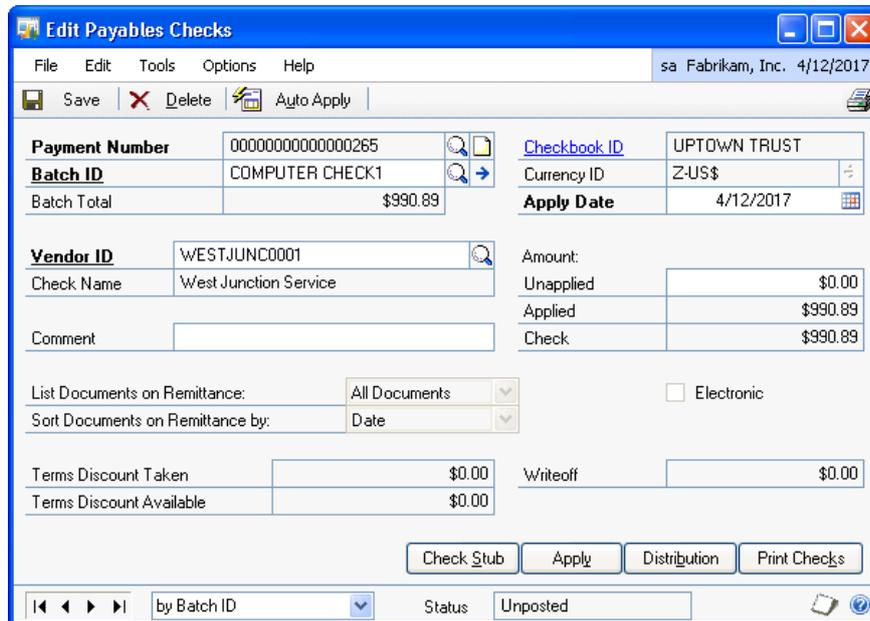
Select Payables Cheques

Two options are available for selecting vendors and vouchers to create computer cheques. Use the Select Payables Cheques window to quickly select ranges of vendors and vouchers to pay. To open this window, click the **Purchasing** series button and then click **Select Cheques** on the Transactions content pane.



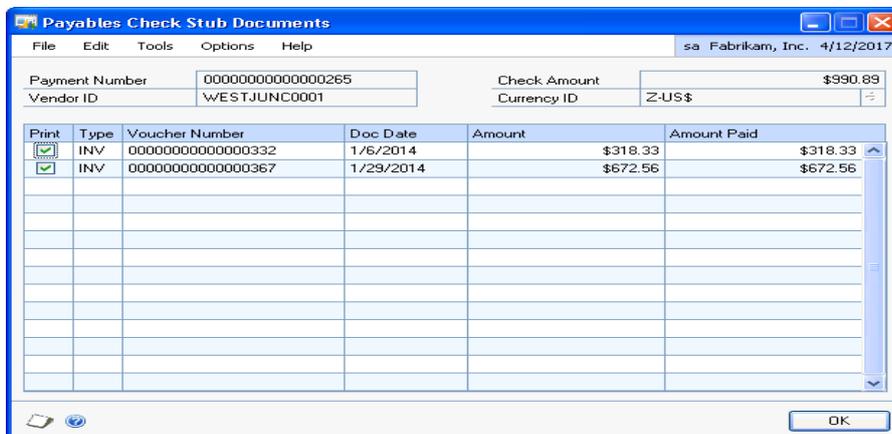
Edit Payables Cheques

Use the Edit Payables Cheques window to edit, delete, or add a vendor or voucher to a payment batch created using the Select Payables Cheques window. To open this window, click the **Purchasing** series button and then click **Edit Cheque** on the Transactions content pane.



Cheque Stub

Open the Payables Cheque Stub Documents window by clicking the **Cheque Stub** button. Use the Payables Cheque Stub Documents window to determine what documents appear on the cheque stub.



Print	Type	Voucher Number	Doc Date	Amount	Amount Paid
<input checked="" type="checkbox"/>	INV	0000000000000332	1/6/2014	\$318.33	\$318.33
<input checked="" type="checkbox"/>	INV	0000000000000367	1/29/2014	\$672.56	\$672.56

Distributions

To view or change account distributions, click the **Distributions** button to open the Payables Transaction Entry Distribution window. Verify the payment amounts are allocated to the correct posting accounts, and make any necessary adjustments.

The screenshot shows the 'Payables Transaction Entry Distribution' window. At the top, it displays 'sa Fabrikam, Inc. 4/12/2017'. The main area is divided into several sections:

- Vendor Information:** Vendor ID: WESTJUNC001, Vendor Name: West Junction Service.
- Payment Information:** Payment Number: 0000000000000265, Document Type: Payment, Functional Amount: \$990.89, Originating Amount: \$0.00, Currency ID: Z-US\$.
- Options:** Radio buttons for 'Show the Payment Distribution Information' (selected) and 'Show Apply'.
- Table:** A table with columns: Co. ID, Account, Type, Debit, Credit, Description, Originating Debit, Originating Credit, Distribution Reference, and Corresp. Co. ID.

Co. ID	Account	Type	Debit	Credit	Description	Originating Debit	Originating Credit	Distribution Reference	Corresp. Co. ID
TWD	000-1100-00	CASH	\$0.00	\$990.89					
TWD	000-2100-00	PAY	\$990.89	\$0.00					
			\$0.00	\$0.00					
Functional Totals			\$990.89	\$990.89					
Originating Totals			\$0.00	\$0.00					
- Buttons:** OK, Delete, Default, Redisplay.

Edit Payables Cheque Batches

Use the Edit Payables Cheque Batch window to edit, delete, or add a vendor or voucher to the payment batch created using the Select Payables Cheques window. To open this window, click the **Purchasing** series button and then click **Edit Cheque Batch** on the Transactions content pane.

The screenshot shows the 'Edit Payables Check Batch' window. At the top, it displays 'sa Fabrikam, Inc. 4/12/2017'. The main area is divided into several sections:

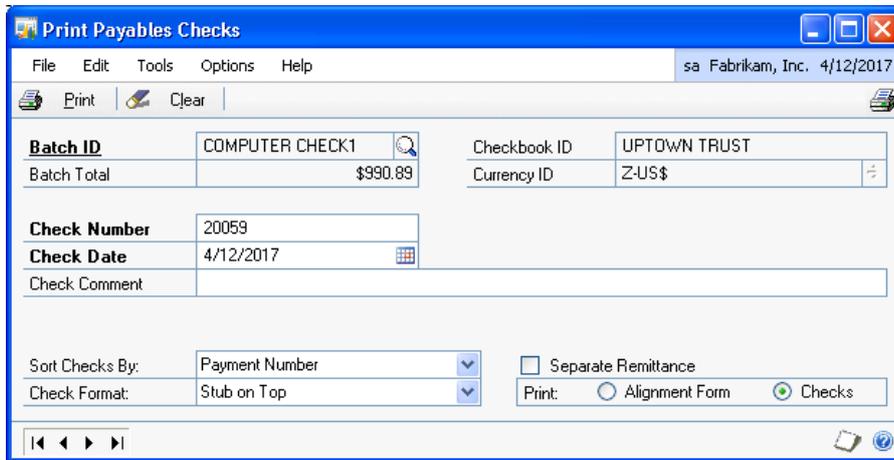
- Batch Information:** Batch ID: COMPUTER CHECK1, Currency ID: Z-US\$, Batch Total: \$990.89, Apply Date: 4/12/2017.
- Checkbook Information:** Checkbook ID: UPTOWN TRUST, Checkbook Currency ID: Z-US\$, Balance before checks: \$95,979.19, Balance after checks: \$94,988.30.
- Vendors List:** A list of vendors with checkboxes and total amounts paid.

Vendor ID	Total Amount Paid
<input checked="" type="checkbox"/> ACETRAVE0001	\$0.00
<input type="checkbox"/> ADVANCED0001	\$0.00
<input type="checkbox"/> ALLENSON0001	\$0.00
<input type="checkbox"/> AMERICAN0001	\$0.00
<input type="checkbox"/> ASSOCIAT0001	\$0.00
<input type="checkbox"/> ATTRACTI0001	\$0.00
<input type="checkbox"/> BURNETT0001	\$0.00
<input type="checkbox"/> BUSINESS MAG	\$0.00
<input type="checkbox"/> BUSINESS0001	\$0.00
<input type="checkbox"/> CAPITALP0001	\$0.00
<input type="checkbox"/> CARLSONS0001	\$0.00
<input type="checkbox"/> CENTRALC0001	\$0.00
- Select Documents:** A table for selecting documents to pay for vendor: ACETRAVE0001 - A Travel Company.

Voucher Number	Due Date	Amount Remaining	Amount Paid
<input checked="" type="checkbox"/> 0000000000000000	7/26/2013	\$57.68	\$0.00
<input type="checkbox"/> 0000000000000000	8/8/2013	\$153.81	\$0.00
<input type="checkbox"/> 0000000000000000	9/19/2013	\$180.72	\$0.00
<input type="checkbox"/> 0000000000000000	10/17/2013	\$596.03	\$0.00
<input type="checkbox"/> 0000000000000000	11/23/2013	\$605.45	\$0.00
<input type="checkbox"/> 0000000000000000	12/24/2013	\$1,906.44	\$0.00
<input type="checkbox"/> 0000000000000000	1/17/2014	\$2,158.75	\$0.00
<input type="checkbox"/> 0000000000000003	2/27/2014	\$1,054.39	\$0.00
- Buttons:** Edit Check, Print Checks.

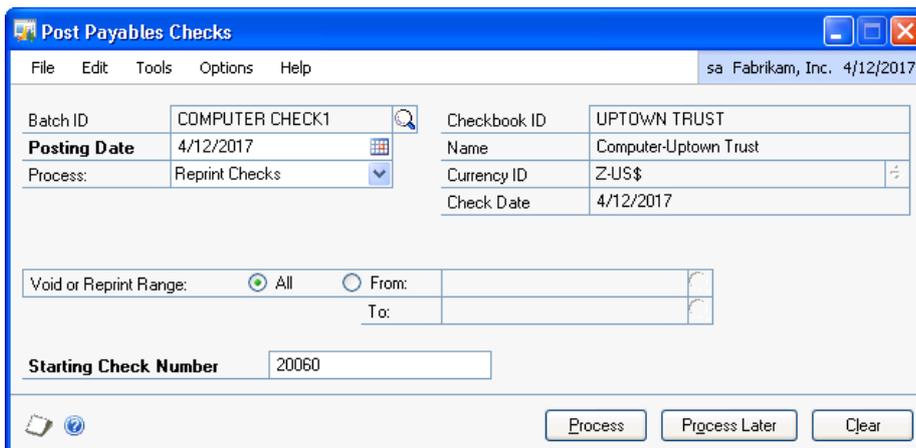
Print and Post Cheques

Use the Print Payables Cheques window to print the cheque batches created in the Select Payables Cheques window and the Edit Payables Cheques window. After the cheques print, individual cheques can be voided or reprinted, if necessary. If the printed cheques are correct, post the cheques.



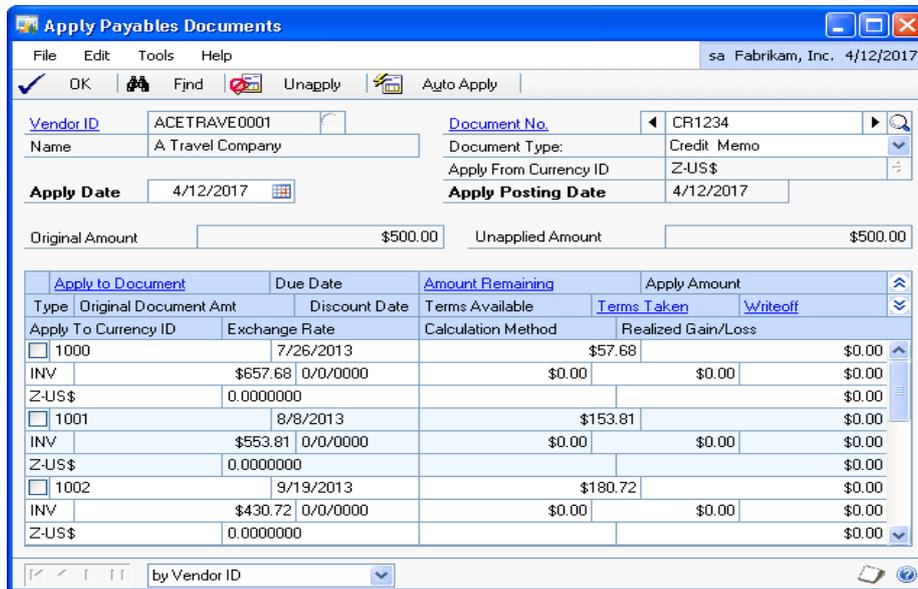
Select a Cheque Process

After the cheques are printed, the Post Payables Cheques window opens. Use this window to reprint cheques, void cheques, print an alignment form or post the cheques to complete the cheque process.



Apply Payables Documents

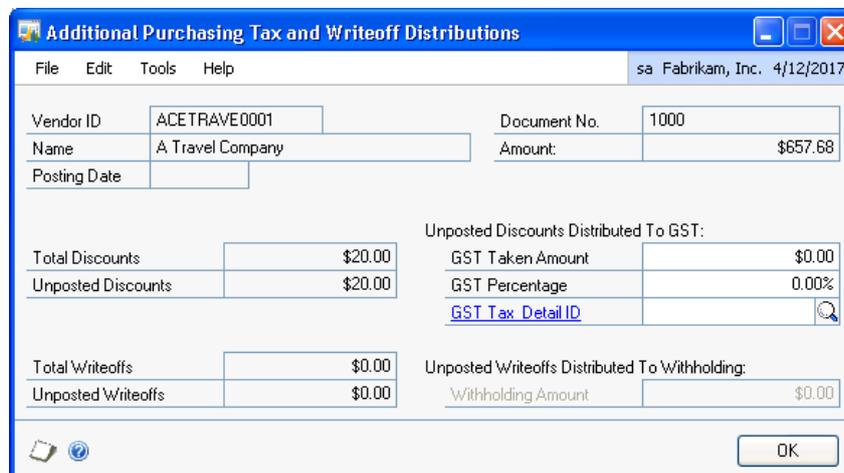
Use the Apply Payables Documents window to apply posted payments, credit memos, prepayments and returns. To open this window, click the **Purchasing** series button and then click **Apply Payables Documents** on the Transactions content pane.



Apply to Document	Due Date	Amount Remaining	Apply Amount
Type: 1000	7/26/2013	\$57.68	\$0.00
Original Document Amt: INV	Discount Date: 0/0/0000	Terms Available: \$0.00	Terms Taken: \$0.00
Exchange Rate: Z-US\$ 0.0000000	Calculation Method	Realized Gain/Loss	\$0.00
Type: 1001	8/8/2013	\$153.81	\$0.00
Original Document Amt: INV	Discount Date: 0/0/0000	Terms Available: \$0.00	Terms Taken: \$0.00
Exchange Rate: Z-US\$ 0.0000000	Calculation Method	Realized Gain/Loss	\$0.00
Type: 1002	9/19/2013	\$180.72	\$0.00
Original Document Amt: INV	Discount Date: 0/0/0000	Terms Available: \$0.00	Terms Taken: \$0.00
Exchange Rate: Z-US\$ 0.0000000	Calculation Method	Realized Gain/Loss	\$0.00

Distribute Additional Taxes and Write-off Amounts

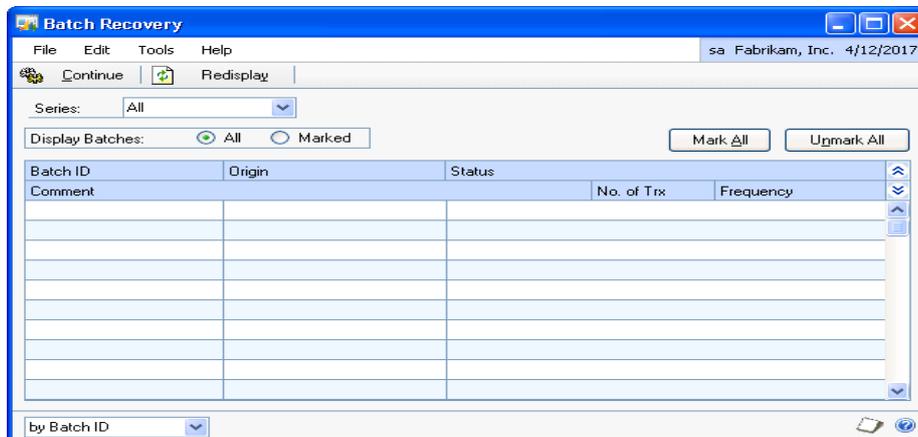
While the Apply Payables Documents window is open, highlight or enter an amount in the **Discount** or **Write-off** field. Drag the mouse pointer over the Discount or Write-off column heading and click the mouse to open the Additional Tax and Write-off Distributions window.



Vendor ID	ACETRAVE0001	Document No.	1000
Name	A Travel Company	Amount:	\$657.68
Posting Date			
Total Discounts	\$20.00	Unposted Discounts Distributed To GST:	
Unposted Discounts	\$20.00	GST Taken Amount	\$0.00
		GST Percentage	0.00%
		GST Tax Detail ID	
Total Writeoffs	\$0.00	Unposted Writeoffs Distributed To Withholding:	
Unposted Writeoffs	\$0.00	Withholding Amount	\$0.00

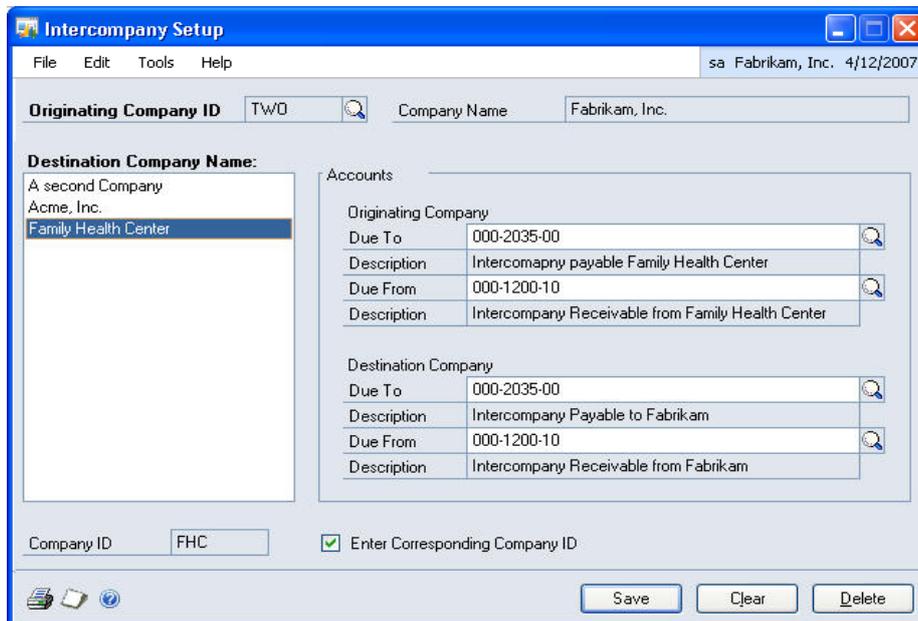
Batch Recovery

If there is a power fluctuation or some other posting interruption, or if any transactions in a posted batch contain errors, use the Batch Recovery window to complete posting for interrupted batches or select the batches containing errors for edit. To open this window, click the **Administration** series button and then click **Batch Recovery** on the Routines content pane.



Define Intercompany Relationships

Before entering intercompany transactions, define relationships between companies that can have intercompany transaction interaction. Use the Intercompany Setup window to define these relationships. To open this window, click the **Administration** series button and then click **Intercompany** on the Setup content pane.



Enter Payables Intercompany Transactions

Open the Payables Transaction Entry window to enter an intercompany transaction. To open this window, click the **Purchasing** series button and then click **Transaction Entry** on the Transactions content pane in the originating company.

Payables Transaction Entry
sa Fabrikam, Inc. 4/12/2017

File Edit Tools Options Help

Save Delete Post Print

Voucher No. VCH00530 Intercompany Batch ID PAYABLES BATCH
Document Type: Invoice Doc. Date 4/12/2017
Description

Vendor ID ACETRAVE0001 Currency ID Z-US\$
Name A Travel Company Document Number 3456
Address ID PRIMARY P.O. Number
Remit-To ID REMIT TO Shipping Method OVERNIGHT
Payment Terms Net 30 Tax Schedule ID COMPANYPUR

Purchases	\$500.00	1099 Amount	\$0.00
Trade Discount	\$0.00	Cash	\$0.00
Freight	\$0.00	Check	\$0.00
Miscellaneous	\$0.00	Credit Card	\$0.00
Tax	\$0.00	Terms Disc Taken	\$0.00
Total	\$500.00	On Account	\$500.00

Apply Distributions Print Check

by Batch ID Status Unsaved

Distribute to Posting Accounts

To enter distributions to destination companies, access the Payables Transaction Distribution Entry window to edit these distributions. Click the **Distributions** button on the Payables Transaction Entry window to open this window.

Payables Transaction Entry Distribution
sa Fabrikam, Inc. 4/12/2017

File Edit Tools View Help

Vendor ID ACETRAVE0001 Voucher Number VCH00530
Vendor Name A Travel Company Document Type Invoice
Currency ID Z-US\$ Functional Amount \$500.00

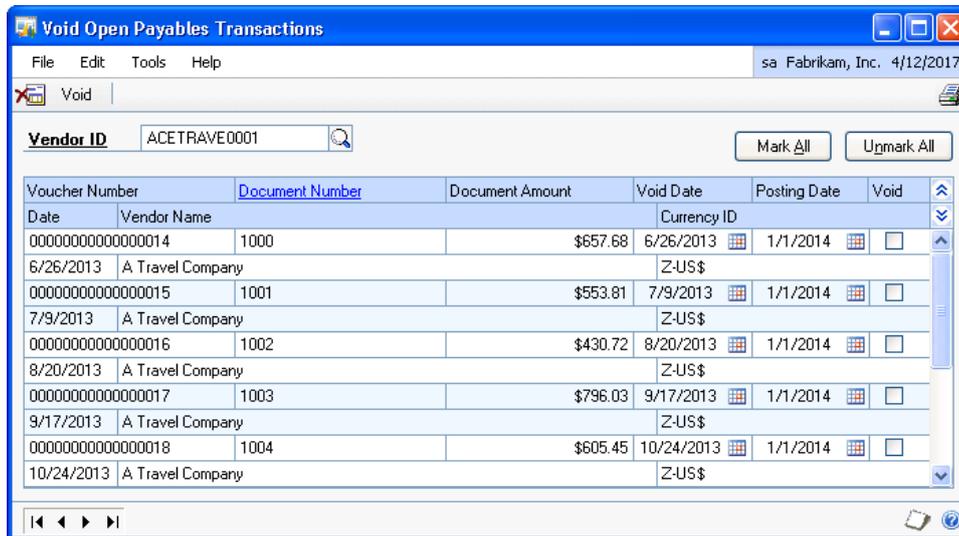
Co. ID	Account	Type	Debit	Credit
			Originating Debit	Originating Credit
Distribution Reference				Corresp. Co. ID
TwD	400-6520-00	PURCH	\$500.00	\$0.00
			\$500.00	\$0.00
TwD	000-2100-00	PAY	\$0.00	\$500.00
			\$0.00	\$500.00
TwD			\$0.00	\$0.00
			\$0.00	\$0.00
Originating Totals			\$500.00	\$500.00

Rates

OK Delete Default Redisplay

Voiding Intercompany Transactions

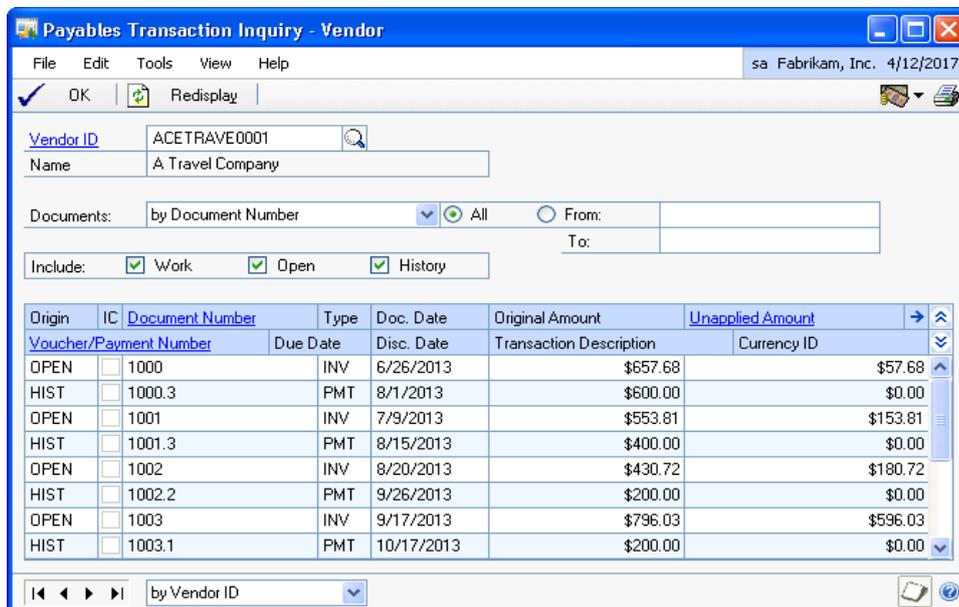
To void an intercompany transaction entered in Payables Management, open the Void Open Payables Transactions window. To open this window, click the **Purchasing** series button and then click **Void Open Transactions** on the Transactions content pane in the originating company.



Voucher Number	Date	Vendor Name	Document Number	Document Amount	Void Date	Posting Date	Void
00000000000000014	6/26/2013	A Travel Company	1000	\$657.68	6/26/2013	1/1/2014	<input type="checkbox"/>
00000000000000015	7/9/2013	A Travel Company	1001	\$553.81	7/9/2013	1/1/2014	<input type="checkbox"/>
00000000000000016	8/20/2013	A Travel Company	1002	\$430.72	8/20/2013	1/1/2014	<input type="checkbox"/>
00000000000000017	9/17/2013	A Travel Company	1003	\$796.03	9/17/2013	1/1/2014	<input type="checkbox"/>
00000000000000018	10/24/2013	A Travel Company	1004	\$605.45	10/24/2013	1/1/2014	<input type="checkbox"/>

View Intercompany Transactions in Inquiry

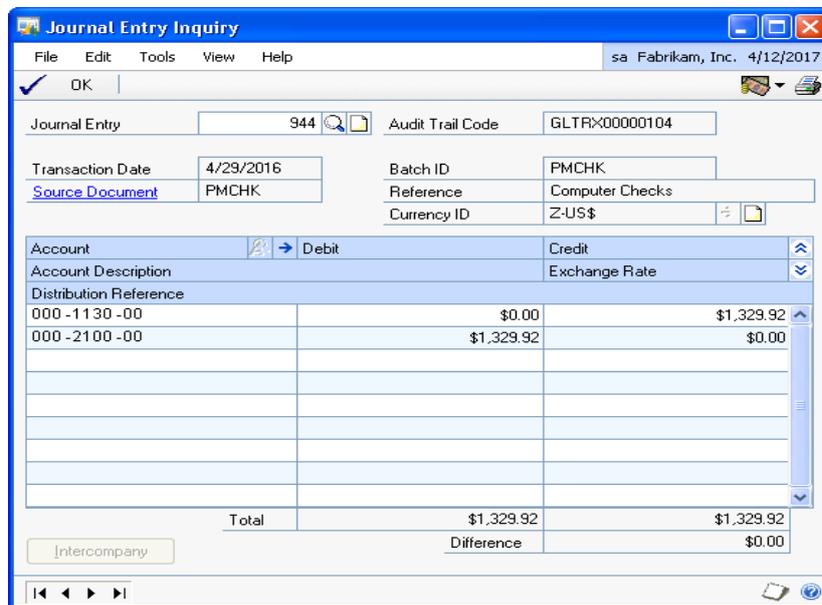
Use the Payables Transaction Inquiry - Vendor window to view transaction detail for intercompany transactions originating in Payables Management. To open this window, click the **Purchasing** series button and then click **Transaction by Vendor** on the Inquiry content pane.



Origin	IC	Document Number	Type	Doc. Date	Original Amount	Unapplied Amount
OPEN		1000	INV	6/26/2013	\$657.68	\$57.68
HIST		1000.3	PMT	8/1/2013	\$600.00	\$0.00
OPEN		1001	INV	7/9/2013	\$553.81	\$153.81
HIST		1001.3	PMT	8/15/2013	\$400.00	\$0.00
OPEN		1002	INV	8/20/2013	\$430.72	\$180.72
HIST		1002.2	PMT	9/26/2013	\$200.00	\$0.00
OPEN		1003	INV	9/17/2013	\$796.03	\$596.03
HIST		1003.1	PMT	10/17/2013	\$200.00	\$0.00

Intercompany Transactions; GL Inquiry

Use the Journal Entry Inquiry window to view transaction information for Intercompany transactions posted in General Ledger. To open this window, click the **Financial** series button and then click **Journal Entry Inquiry** on the Inquiry content pane in the destination company.



Journal Entry Inquiry
sa Fabrikam, Inc. 4/12/2017

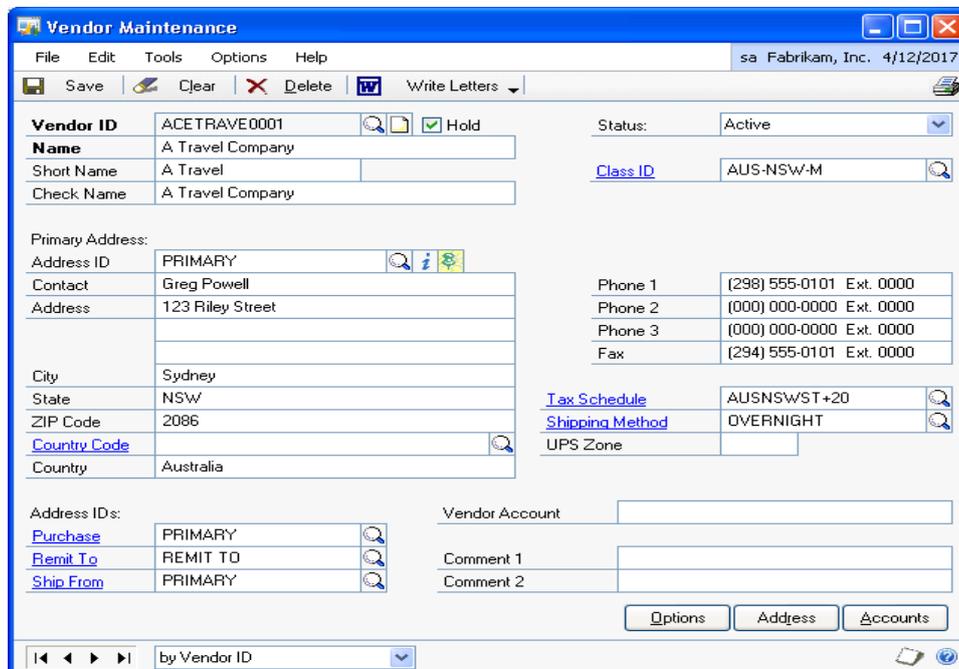
Journal Entry: 944 Audit Trail Code: GLTRX00000104

Transaction Date: 4/29/2016 Batch ID: PMCHK
[Source Document](#): PMCHK Reference: Computer Checks
 Currency ID: Z-US\$

Account	Debit	Credit	Exchange Rate
Account Description			
Distribution Reference			
000 -1130 -00		\$0.00	\$1,329.92
000 -2100 -00	\$1,329.92		\$0.00
Total		\$1,329.92	\$1,329.92
Intercompany Difference			\$0.00

Vendor Holds

A vendor might need to be placed on hold if, for example, the wrong merchandise is received from this vendor several times. If this occurs, the invoices received from this vendor are not to be paid until the order is corrected. To place a vendor on hold, click the **Purchasing** series button, then click **Vendor** on the Cards content pane.



Vendor Maintenance
sa Fabrikam, Inc. 4/12/2017

Save Clear Delete Write Letters

Vendor ID: ACETRAVE0001 Status: Active
 Name: A Travel Company Class ID: AUS-NSW-M
 Short Name: A Travel
 Check Name: A Travel Company

Primary Address:
 Address ID: PRIMARY
 Contact: Greg Powell
 Address: 123 Riley Street
 City: Sydney
 State: NSW
 ZIP Code: 2086
 Country Code: Australia

Phone 1: (298) 555-0101 Ext. 0000
 Phone 2: (000) 000-0000 Ext. 0000
 Phone 3: (000) 000-0000 Ext. 0000
 Fax: (294) 555-0101 Ext. 0000

Tax Schedule: AUSNSWST+20
 Shipping Method: OVERNIGHT
 UPS Zone:

Address IDs:
[Purchase](#): PRIMARY
[Remit To](#): REMIT TO
[Ship From](#): PRIMARY

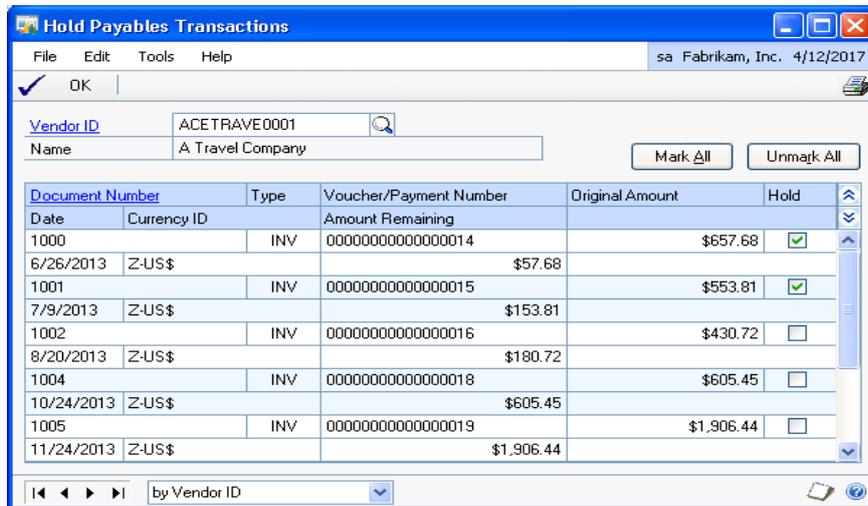
Vendor Account:
 Comment 1:
 Comment 2:

Options Address Accounts

by Vendor ID

Transaction Holds

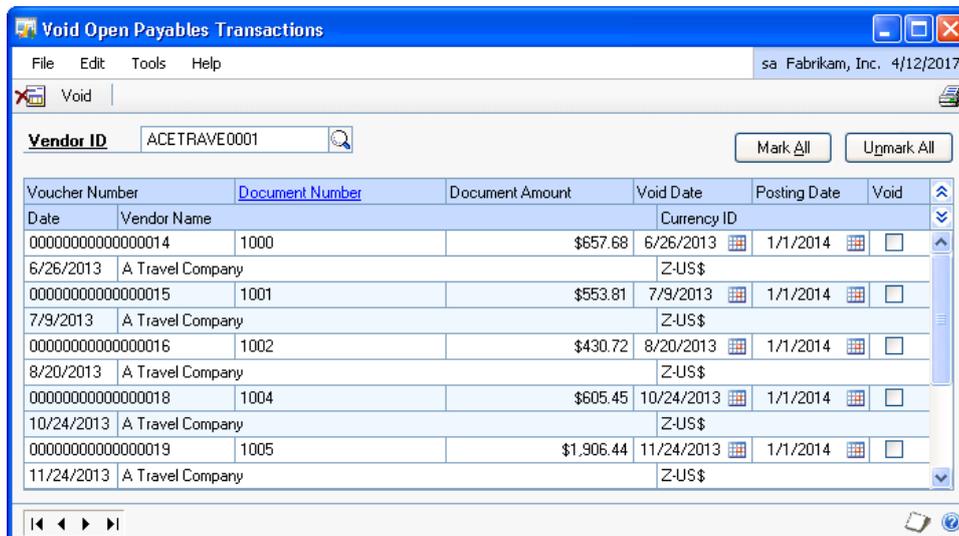
Use the Hold Payables Transactions window to place individual documents for a vendor on hold. To open this window, click the **Purchasing** series button and then click **Holds** on the Transactions content pane.



Document Number	Type	Voucher/Payment Number	Original Amount	Hold
1000	INV	000000000000000014	\$657.68	<input checked="" type="checkbox"/>
6/26/2013	Z-US\$		\$57.68	
1001	INV	000000000000000015	\$553.81	<input checked="" type="checkbox"/>
7/9/2013	Z-US\$		\$153.81	
1002	INV	000000000000000016	\$430.72	<input type="checkbox"/>
8/20/2013	Z-US\$		\$180.72	
1004	INV	000000000000000018	\$605.45	<input type="checkbox"/>
10/24/2013	Z-US\$		\$605.45	
1005	INV	000000000000000019	\$1,906.44	<input type="checkbox"/>
11/24/2013	Z-US\$		\$1,906.44	

Void Open Payables Transactions

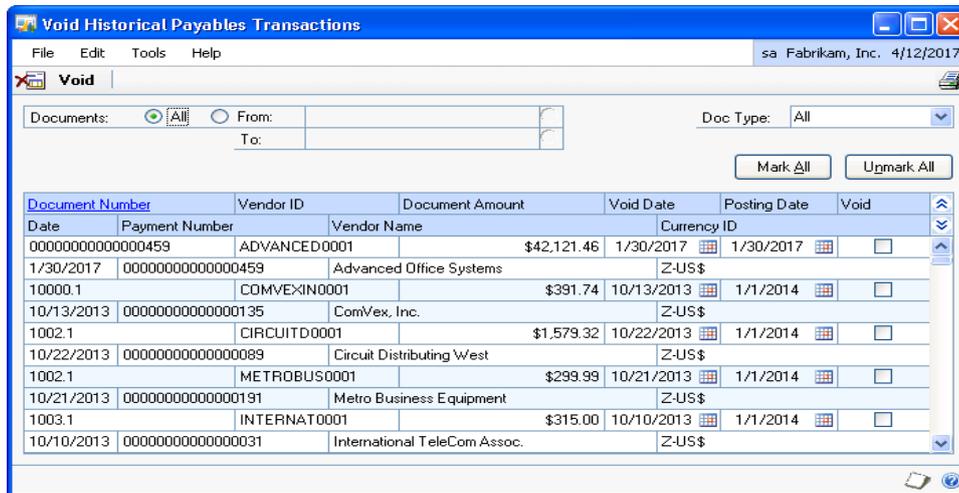
Use the Void Open Payables Transactions window to void any transaction entered in the Payables Transaction Entry window. To open this window, click the **Purchasing** series button and then click **Void Open Transactions** on the Transactions content pane.



Voucher Number	Document Number	Document Amount	Void Date	Posting Date	Void
000000000000000014	1000	\$657.68	6/26/2013	1/1/2014	<input type="checkbox"/>
6/26/2013	A Travel Company		Z-US\$		
000000000000000015	1001	\$553.81	7/9/2013	1/1/2014	<input type="checkbox"/>
7/9/2013	A Travel Company		Z-US\$		
000000000000000016	1002	\$430.72	8/20/2013	1/1/2014	<input type="checkbox"/>
8/20/2013	A Travel Company		Z-US\$		
000000000000000018	1004	\$605.45	10/24/2013	1/1/2014	<input type="checkbox"/>
10/24/2013	A Travel Company		Z-US\$		
000000000000000019	1005	\$1,906.44	11/24/2013	1/1/2014	<input type="checkbox"/>
11/24/2013	A Travel Company		Z-US\$		

Void Historical Transactions

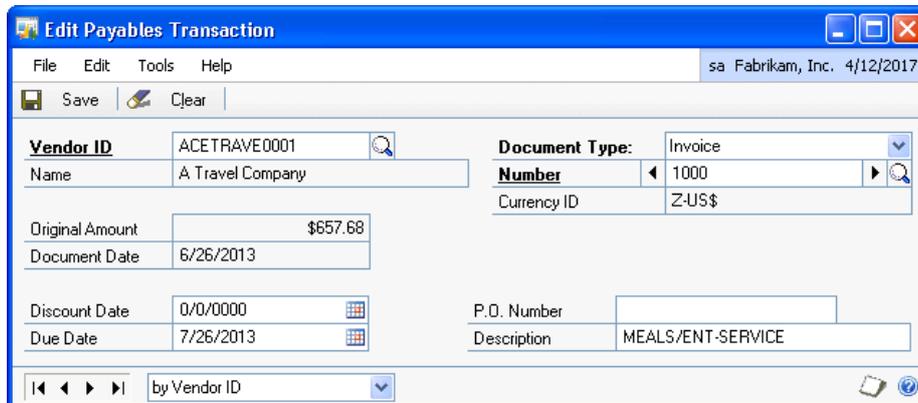
Use the Void Historical Transactions window to void cash, cheque or credit card payments, returns, and credit memos. To open this window, click the **Purchasing** series button and then click **Void Historical Transactions** on the Transactions content pane.



Document Number	Vendor ID	Document Amount	Void Date	Posting Date	Void
Date	Payment Number	Vendor Name	Currency ID		
1/30/2017	00000000000000459	ADVANCED0001	\$42,121.46	1/30/2017	<input type="checkbox"/>
10000.1	00000000000000459	Advanced Office Systems	Z-US\$		
10/13/2013	00000000000000135	ComVex, Inc.	\$391.74	10/13/2013	<input type="checkbox"/>
1002.1	00000000000000135	ComVex, Inc.	Z-US\$		
10/22/2013	00000000000000089	Circuit Distributing West	\$1,579.32	10/22/2013	<input type="checkbox"/>
1002.1	00000000000000089	Circuit Distributing West	Z-US\$		
10/21/2013	00000000000000191	Metro Business Equipment	\$299.99	10/21/2013	<input type="checkbox"/>
1003.1	00000000000000191	Metro Business Equipment	Z-US\$		
10/10/2013	00000000000000031	International TeleCom Assoc.	\$315.00	10/10/2013	<input type="checkbox"/>
1003.1	00000000000000031	International TeleCom Assoc.	Z-US\$		

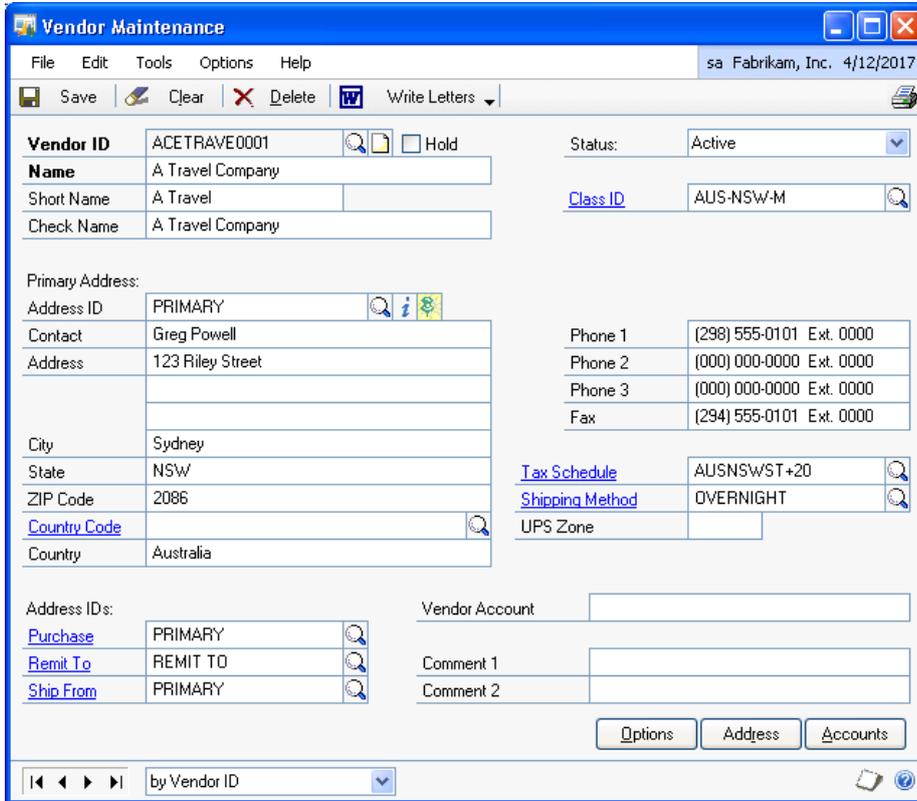
Edit Payables Transaction

Use the Edit Payables Transaction window to change discount and due date information for posted transactions. To open this window, click the **Purchasing** series button and then click **Edit Transaction Information** on the Transactions content pane.



Change or Delete Vendor Records

As businesses grow and change, it may be necessary to change information for vendors or remove vendors that no longer do business with the company. Use the Vendor Maintenance window to remove vendors. To open this window, click the **Purchasing** series button and then click **Vendors** on the Cards content pane.



Vendor Maintenance
sa Fabrikam, Inc. 4/12/2017

File Edit Tools Options Help

Save Clear Delete Write Letters

Vendor ID ACETRAVE0001 Hold Status: Active

Name A Travel Company **Class ID** AUS-NSW-M

Short Name A Travel

Check Name A Travel Company

Primary Address:

Address ID PRIMARY Contact Greg Powell Phone 1 (298) 555-0101 Ext. 0000

Address 123 Riley Street Phone 2 (000) 000-0000 Ext. 0000

Phone 3 (000) 000-0000 Ext. 0000

Fax (294) 555-0101 Ext. 0000

City Sydney Tax Schedule AUSNSWST+20

State NSW Shipping Method OVERNIGHT

ZIP Code 2086 UPS Zone

Country Code Country Australia

Address IDs: Vendor Account

Purchase PRIMARY

Remit To REMIT TO

Ship From PRIMARY

Comment 1

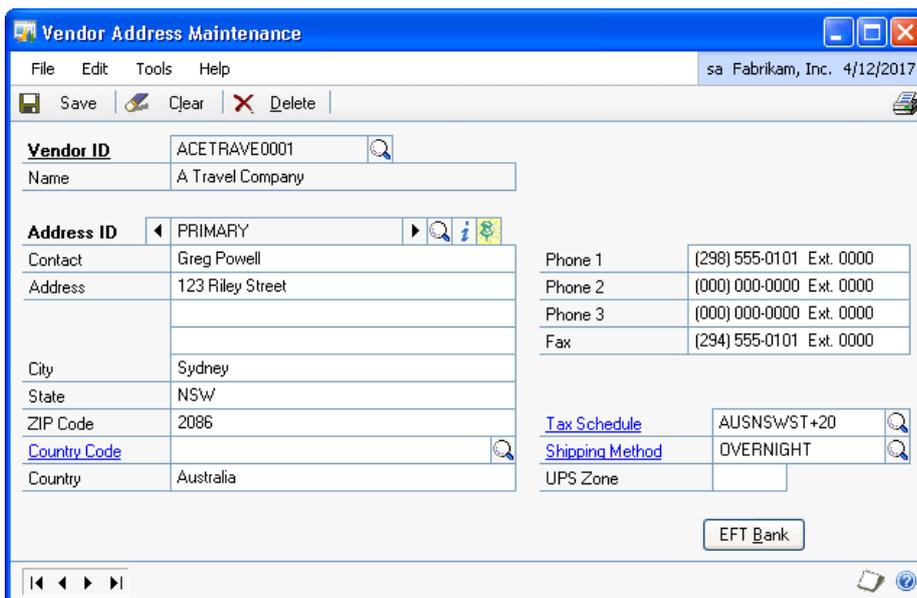
Comment 2

Options Address Accounts

by Vendor ID

Change/Delete Vendor Addresses

Use the Vendor Address Maintenance window to create, modify and delete vendor address information. To open this window, click the **Purchasing** series button and then click **Addresses** on the Cards content pane.



Vendor Address Maintenance
sa Fabrikam, Inc. 4/12/2017

File Edit Tools Help

Save Clear Delete

Vendor ID ACETRAVE0001

Name A Travel Company

Address ID PRIMARY

Contact Greg Powell Phone 1 (298) 555-0101 Ext. 0000

Address 123 Riley Street Phone 2 (000) 000-0000 Ext. 0000

Phone 3 (000) 000-0000 Ext. 0000

Fax (294) 555-0101 Ext. 0000

City Sydney Tax Schedule AUSNSWST+20

State NSW Shipping Method OVERNIGHT

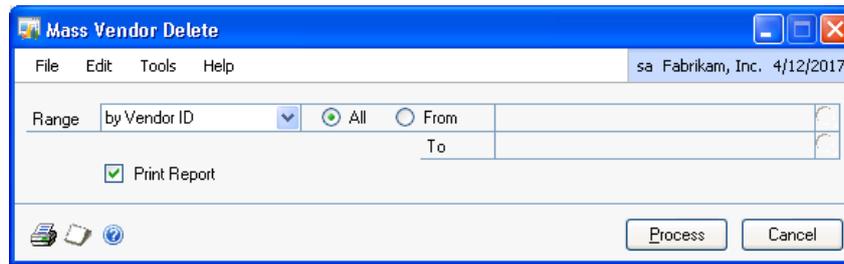
ZIP Code 2086 UPS Zone

Country Code Country Australia

EFT Bank

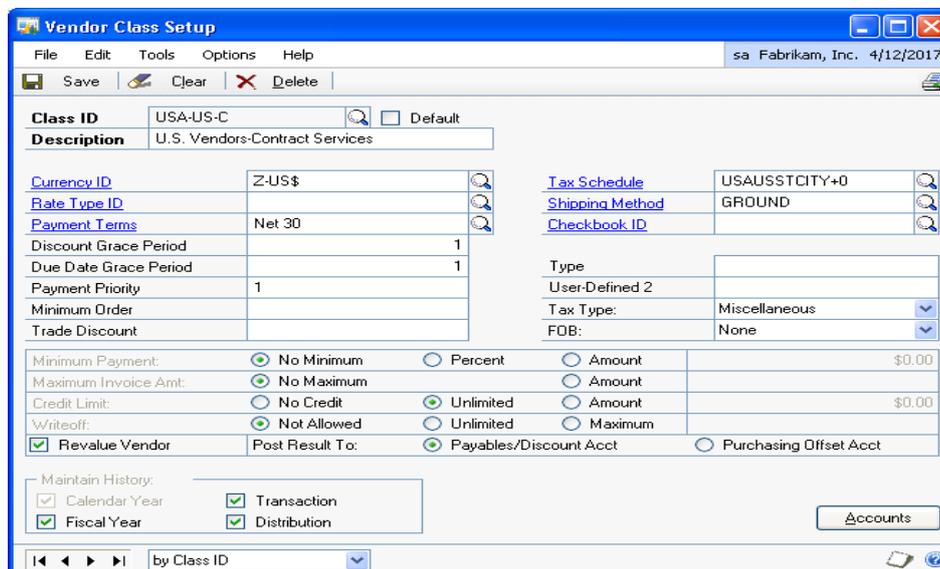
Mass Vendor Delete

Use the Mass Vendor Delete window to delete a large group of vendor records. To open this window, click the **Purchasing** series button and then click **Mass Vendor Delete** on the Utilities content pane.



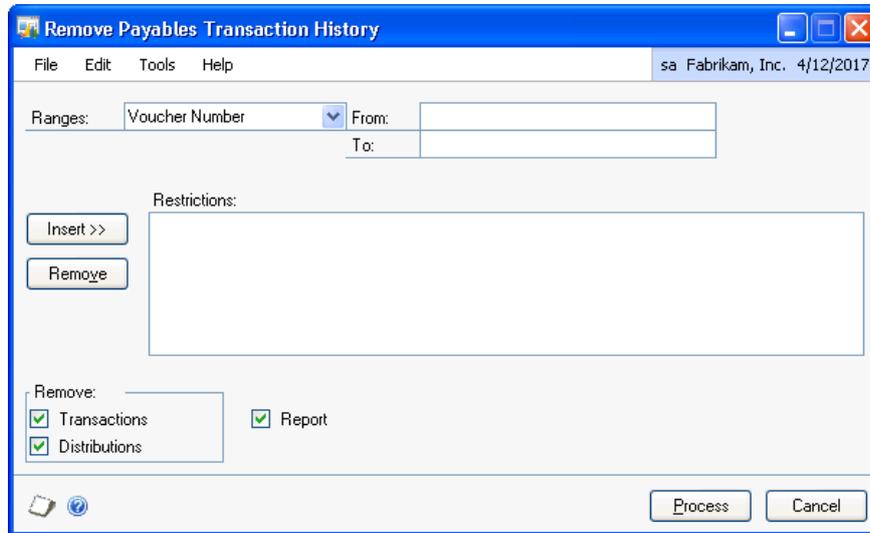
Change Vendor Class Information

Use the Vendor Class Setup window to make changes to a class of vendors by using the roll down functionality available in Microsoft Dynamics GP. To open this window, click the **Purchasing** series button and then click **Vendor Class** on the Setup content pane.



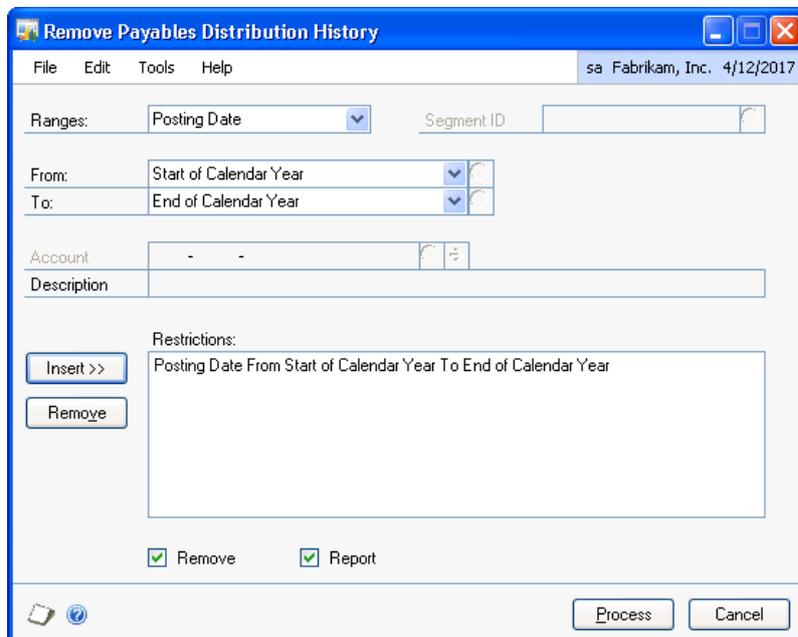
Remove Transaction History

If Payables transaction history is kept, detailed information is kept for all transactions that are posted and paid during the year. Use the Remove Payables Transaction History window to remove this history. To open this window, click the **Purchasing** series button and then click **Remove Transaction History** on the Utilities content pane.



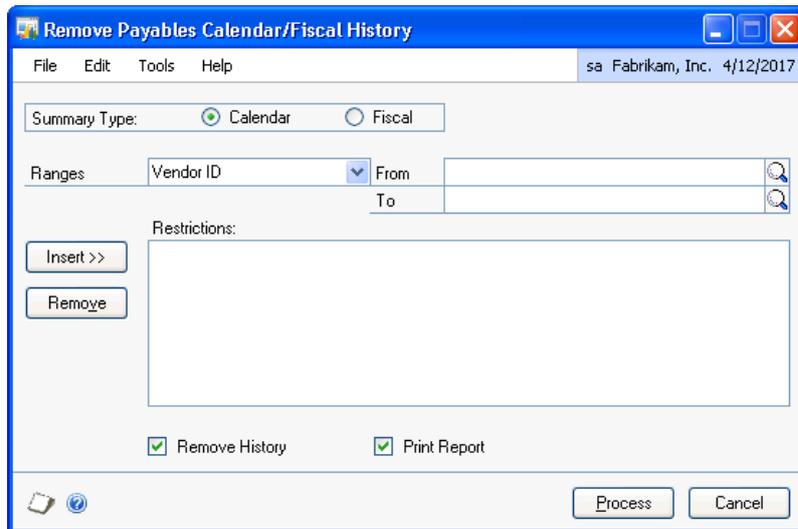
Remove Distribution History

If distribution history is kept, a detailed record is available of how Payables Management transactions affected the balances of posting accounts. Use the Remove Payables Distribution History window to remove this type of history. To open this window, click the **Purchasing** series button and then click **Remove Distributions** on the Utilities content pane.



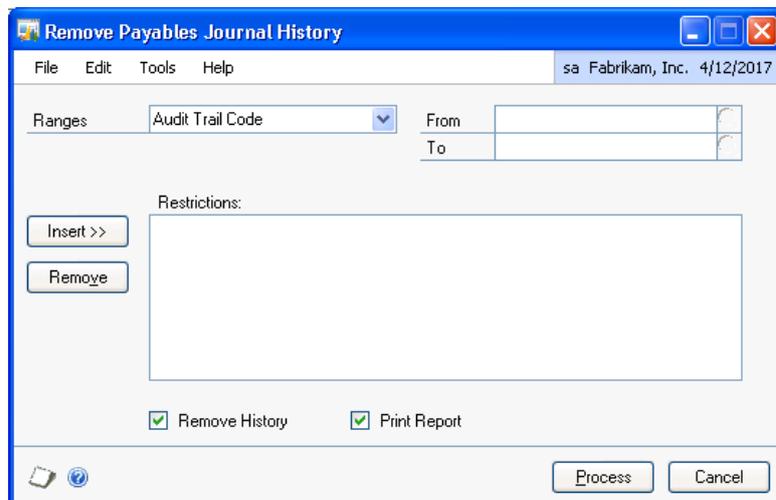
Remove Calendar/Fiscal Year History

Use the Remove Payables Calendar/Fiscal History window to remove summary history information. To open this window, click the **Purchasing** series button and then click **Remove Period History** on the Utilities content pane.



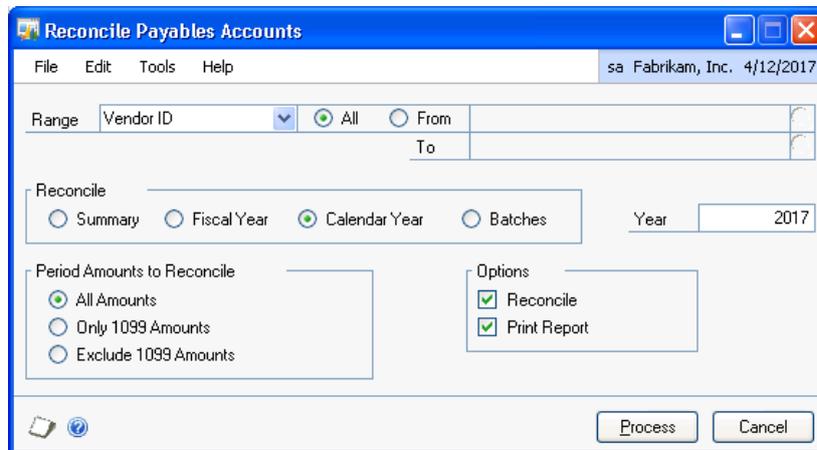
Remove Journal History

Use the Remove Payables Journal History window to remove journal history. To open this window, click the **Purchasing** series button and then click **Remove Journal History** on the Utilities content pane.



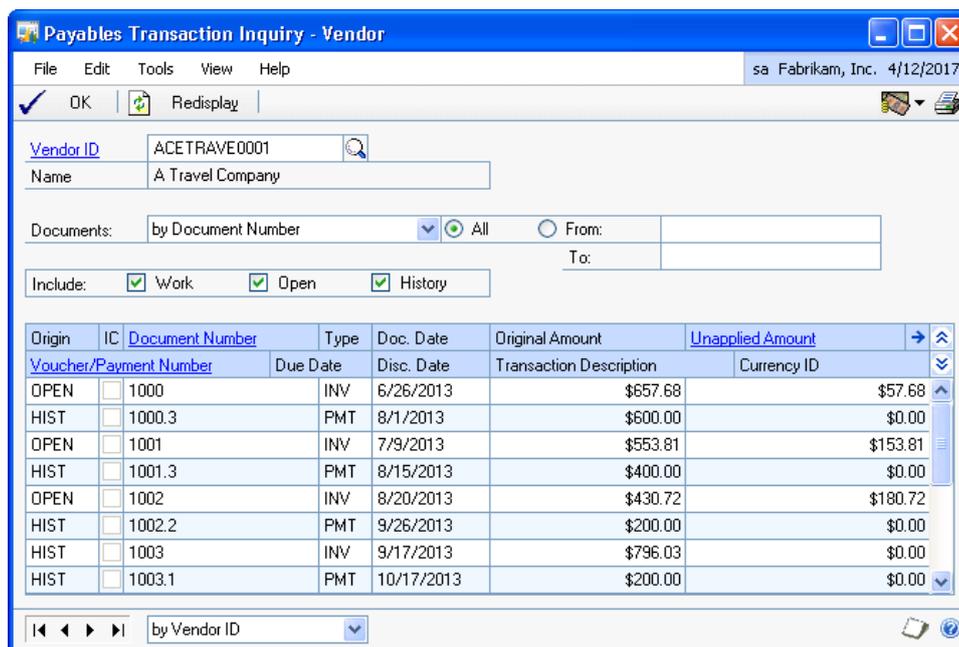
Reconcile

The Reconcile Payables Accounts window provides functionality to reconcile Payables Management transaction information. To open this window, click the **Purchasing** series button and then click **Reconcile** on the Utilities content pane.



Payables Transaction Inquiry - Vendor

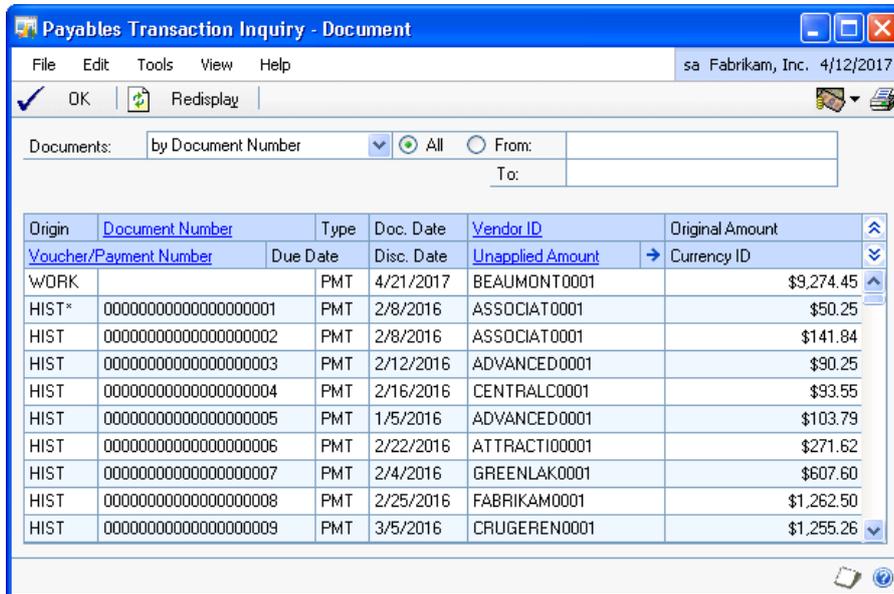
Use the Payables Transaction Inquiry - Vendor window to view transactions that are saved, posted or paid for a vendor record. To open this window, click the **Purchasing** series button and then click **Transaction by Vendor** on the Inquiry content pane.



Origin	IC	Document Number	Type	Doc. Date	Original Amount	Unapplied Amount
Voucher/Payment Number		Due Date		Disc. Date	Transaction Description	Currency ID
OPEN		1000	INV	6/26/2013	\$657.68	\$57.68
HIST		1000.3	PMT	8/1/2013	\$600.00	\$0.00
OPEN		1001	INV	7/9/2013	\$553.81	\$153.81
HIST		1001.3	PMT	8/15/2013	\$400.00	\$0.00
OPEN		1002	INV	8/20/2013	\$430.72	\$180.72
HIST		1002.2	PMT	9/26/2013	\$200.00	\$0.00
HIST		1003	INV	9/17/2013	\$796.03	\$0.00
HIST		1003.1	PMT	10/17/2013	\$200.00	\$0.00

Payables Transaction Inquiry - Document

The Payables Transaction Inquiry - Document window provides the option to view transactions that are saved, posted or paid for all vendors. To open this window, click the **Purchasing** series button and then click **Transaction by Document** on the Inquiry content pane.



The screenshot shows the 'Payables Transaction Inquiry - Document' window. The title bar includes 'File Edit Tools View Help' and 'sa Fabrikam, Inc. 4/12/2017'. Below the title bar are buttons for 'OK' and 'Redisplay'. The main area contains a search filter for 'Documents: by Document Number' with 'All' selected. Below this is a table of transactions.

Origin	Document Number	Type	Doc. Date	Vendor ID	Original Amount
WORK		PMT	4/21/2017	BEAUMONT0001	\$9,274.45
HIST*	00000000000000000001	PMT	2/8/2016	ASSOCIAT0001	\$50.25
HIST	00000000000000000002	PMT	2/8/2016	ASSOCIAT0001	\$141.84
HIST	00000000000000000003	PMT	2/12/2016	ADVANCED0001	\$90.25
HIST	00000000000000000004	PMT	2/16/2016	CENTRALC0001	\$93.55
HIST	00000000000000000005	PMT	1/5/2016	ADVANCED0001	\$103.79
HIST	00000000000000000006	PMT	2/22/2016	ATTRACTI0001	\$271.62
HIST	00000000000000000007	PMT	2/4/2016	GREENLAK0001	\$607.60
HIST	00000000000000000008	PMT	2/25/2016	FABRIKAM0001	\$1,262.50
HIST	00000000000000000009	PMT	3/5/2016	CRUGEREN0001	\$1,255.26

Vendor Credit Summary Inquiry

The Vendor Credit Summary Inquiry window can be helpful in deciding when to pay a vendor or to check the current balance total. To open this window, click the **Purchasing** series button and then click **Vendor Credit** on the Inquiry content pane.

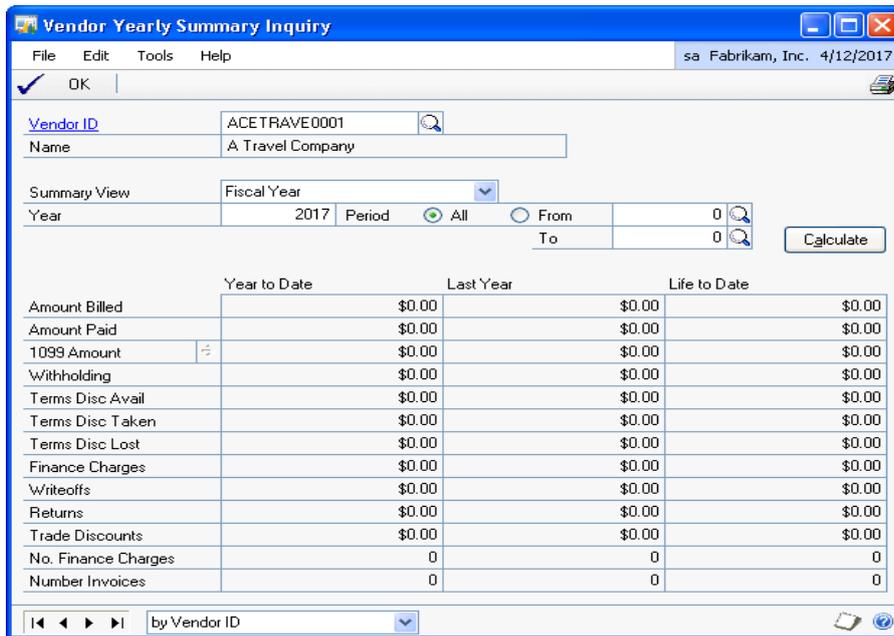


The screenshot shows the 'Vendor Credit Summary Inquiry' window. The title bar includes 'File Edit Tools Help' and 'sa Fabrikam, Inc. 4/12/2017'. Below the title bar are buttons for 'OK' and 'Redisplay'. The main area displays summary information for Vendor ID 'ACETRAVE0001' (Name: A Travel Company).

Vendor ID	ACETRAVE0001	Current Balance	\$5,867.24
Name	A Travel Company	On Order	
Last Check	20063	Date	3/31/2017
Last Invoice	DLKF:LA KJ	Date	5/8/2017
Amount			\$596.03
Unapplied Payment	Balance	\$250.00	
Highest Balance		\$9,612.35	
Unpaid Finance Charges	First Purchase Date	6/26/2013	
	Days for Checks to Clear		
Aging Period	Amount		
Current Period	(\$250.00)		
1 - 30 Days	\$0.00		
31 - 60 Days	\$0.00		
61 - 90 Days	\$0.00		
Over 90 Days	\$6,117.24		
	\$0.00		
	\$0.00		
Average Days to Pay:	Year to Date	645	
	Life to Date	645	
Number of Paid Invoices:	Year to Date	2	
	Life to Date	2	

Vendor Yearly Summary Inquiry

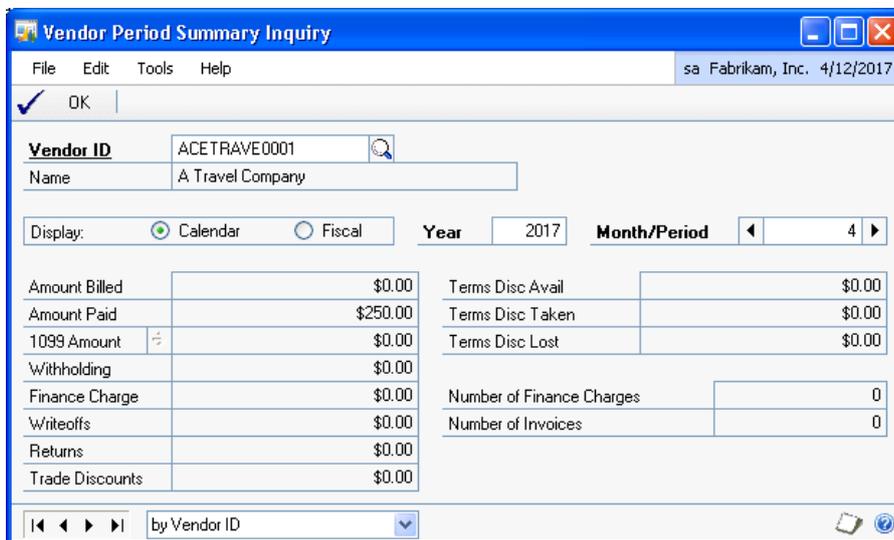
Use the Vendor Yearly Summary Inquiry window to view a vendor's yearly activity. To open this window, click the **Purchasing** series button and then click **Vendor Yearly** on the Inquiry content pane.



	Year to Date	Last Year	Life to Date
Amount Billed	\$0.00	\$0.00	\$0.00
Amount Paid	\$0.00	\$0.00	\$0.00
1099 Amount	\$0.00	\$0.00	\$0.00
Withholding	\$0.00	\$0.00	\$0.00
Terms Disc Avail	\$0.00	\$0.00	\$0.00
Terms Disc Taken	\$0.00	\$0.00	\$0.00
Terms Disc Lost	\$0.00	\$0.00	\$0.00
Finance Charges	\$0.00	\$0.00	\$0.00
Writeoffs	\$0.00	\$0.00	\$0.00
Returns	\$0.00	\$0.00	\$0.00
Trade Discounts	\$0.00	\$0.00	\$0.00
No. Finance Charges	0	0	0
Number Invoices	0	0	0

Vendor Period Summary Inquiry

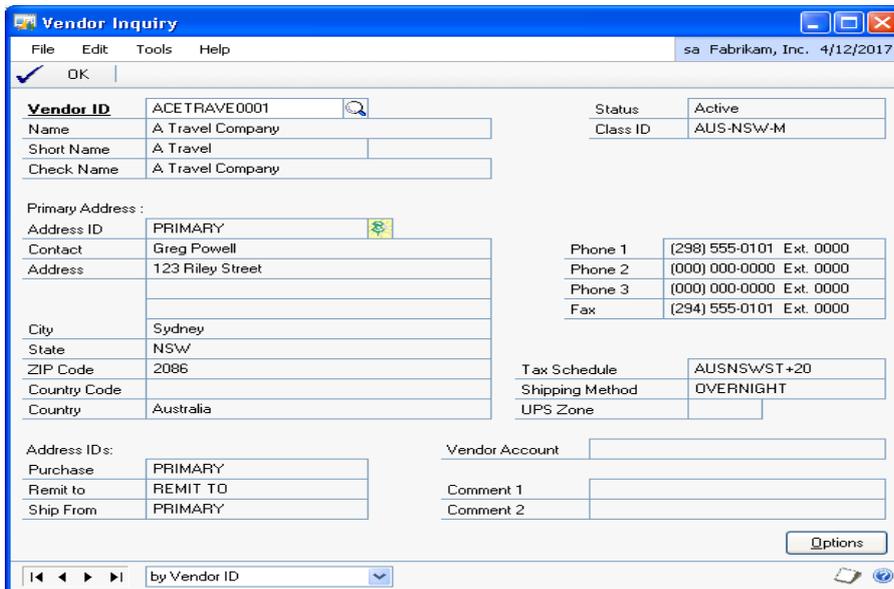
Use the Vendor Period Summary Inquiry window to analyze trends in purchasing activity over a number of fiscal periods. To open this window, click the **Purchasing** series button and then click **Vendor Period** on the Inquiry content pane.



Amount Billed	\$0.00	Terms Disc Avail	\$0.00
Amount Paid	\$250.00	Terms Disc Taken	\$0.00
1099 Amount	\$0.00	Terms Disc Lost	\$0.00
Withholding	\$0.00	Number of Finance Charges	0
Finance Charge	\$0.00	Number of Invoices	0
Writeoffs	\$0.00		
Returns	\$0.00		
Trade Discounts	\$0.00		

Vendor Inquiry

Use the Vendor Inquiry window to view demographic and other account information that is entered for a particular vendor in the Vendor Maintenance window. To open this window, click the **Purchasing** series button and then click **Vendor** on the Inquiry content pane.



Vendor Inquiry
File Edit Tools Help sa Fabrikam, Inc. 4/12/2017

OK

Vendor ID: ACETRAVE0001
Name: A Travel Company
Short Name: A Travel
Check Name: A Travel Company

Status: Active
Class ID: AUS-NSW-M

Primary Address:
Address ID: PRIMARY
Contact: Greg Powell
Address: 123 Riley Street
City: Sydney
State: NSW
ZIP Code: 2086
Country Code:
Country: Australia

Phone 1: (298) 555-0101 Ext. 0000
Phone 2: (000) 000-0000 Ext. 0000
Phone 3: (000) 000-0000 Ext. 0000
Fax: (294) 555-0101 Ext. 0000

Tax Schedule: AUSNSWST+20
Shipping Method: OVERNIGHT
UPS Zone:

Address IDs:
Purchase: PRIMARY
Remit to: REMIT TO
Ship From: PRIMARY

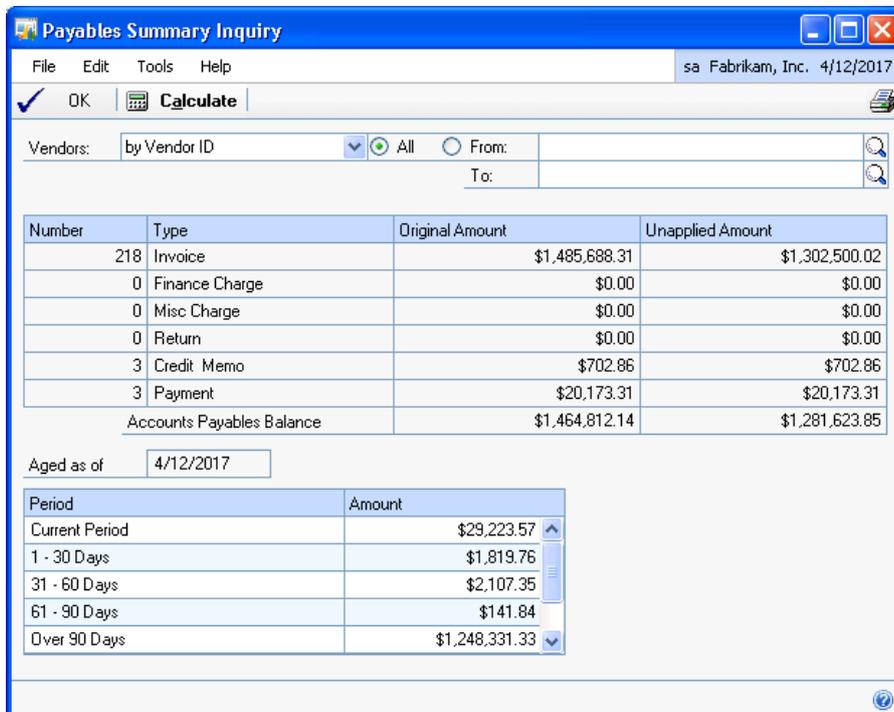
Vendor Account:
Comment 1:
Comment 2:

Options

by Vendor ID

Payables Summary Inquiry

Use the Payables Summary Inquiry window to view the total number of documents for each of the document types in Payables Management, along with the total amount for each type and an aging summary. To open this window, click the **Purchasing** series button and then click **Payables Summary** on the Inquiry content pane.



Payables Summary Inquiry
File Edit Tools Help sa Fabrikam, Inc. 4/12/2017

OK Calculate

Vendors: by Vendor ID All From: To:

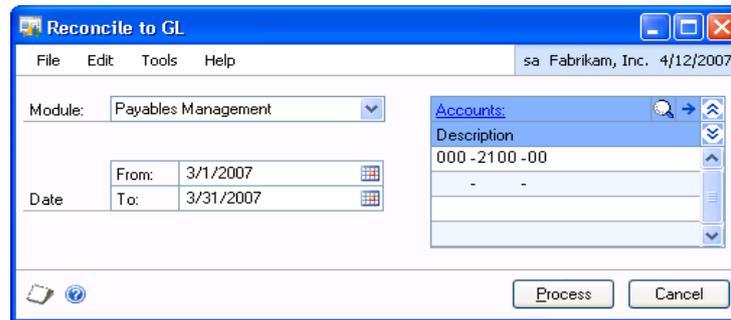
Number	Type	Original Amount	Unapplied Amount
218	Invoice	\$1,485,688.31	\$1,302,500.02
0	Finance Charge	\$0.00	\$0.00
0	Misc Charge	\$0.00	\$0.00
0	Return	\$0.00	\$0.00
3	Credit Memo	\$702.86	\$702.86
3	Payment	\$20,173.31	\$20,173.31
Accounts Payables Balance		\$1,464,812.14	\$1,281,623.85

Aged as of 4/12/2017

Period	Amount
Current Period	\$29,223.57
1 - 30 Days	\$1,819.76
31 - 60 Days	\$2,107.35
61 - 90 Days	\$141.84
Over 90 Days	\$1,248,331.33

Reconcile to GL

Use the Reconcile to GL window to reconcile Payables Management to the General Ledger. To open this window, click the **Financial** series button and then click **Reconcile to GL** on the Routines content pane.



Calendar Year-End Closing

After printing the 1099 forms, use the Payables Year-End Closing window to close the calendar year. To open this window, click the **Purchasing** series button and then click **Year-End Close** on the Routines content pane.



Fiscal Year-End Closing

Use the Payables Year-End Closing window to close the fiscal or calendar year in Payables Management. To open this window, click the **Purchasing** series button and then click **Year-End Close** on the Routines content pane.



Tax Year-End Closing

Use the Tax Year-End Closing window to close the sales tax year and print the Tax Year-End Closing report. To open this window, click the **Administration** series button and then click **Tax Year-End Close** on the Routines content pane.

