

Information about the order in which the reconcile procedures should be run in Microsoft Dynamics GP

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INTRODUCTION

This article describes the order in which we recommend that you run the reconcile procedures in Sales Order Processing, in Purchase Order Processing, and in Inventory Control in Microsoft Dynamics GP or in Microsoft Business Solutions - Great Plains.

MORE INFORMATION

Step 1: Reconcile Sales Order Processing

Microsoft Dynamics GP 10.0

On the **Microsoft Dynamics GP** menu, click **Tools**, click **Utilities**, click **Sales**, and then click **Reconcile - Remove Sales Documents**.

Microsoft Dynamics GP 9.0 or Microsoft Business Solutions - Great Plains

On the **Tools** menu, click **Utilities**, click **Sales**, and then click **Reconcile - Remove Sales Documents**.

Step 2: Reconcile Purchase Order Processing

Microsoft Dynamics GP 10.0

On the **Microsoft Dynamics GP** menu, click **Tools**, click **Utilities**, click **Purchasing**, and then click **Reconcile Purchasing documents**.

Microsoft Dynamics GP 9.0 or Microsoft Business Solutions - Great Plains

On the **Tools** menu, click **Utilities**, click **Purchasing**, and then click **Reconcile Purchasing Documents**.

Step 3: Reconcile Inventory

Microsoft Dynamics GP 10.0

On the **Microsoft Dynamics GP** menu, click **Tools**, click **Utilities**, click **Inventory**, and then click **Reconcile**.

Microsoft Dynamics GP 9.0 or Microsoft Business Solutions - Great Plains

On the **Tools** menu, click **Utilities**, click **Inventory**, and then click **Reconcile**.

Step 4: Reconcile Project Accounting

Note this step is required only if you are using Project Accounting.

Microsoft Dynamics GP 10.0

On the **Microsoft Dynamics GP** menu, click **Tools**, click **Utilities**, click **Project**, and then click **PA Reconcile IV**.

Microsoft Dynamics GP 9.0 or Microsoft Business Solutions - Great Plains

On the **Tools** menu, click **Utilities**, click **Project**, and then click **PA Reconcile IV**.

Step 5: Reconcile Field Service

Note This step is required only if you are using any of the Field Service functionalities. This step reconciles all the Field Service functionalities.

Microsoft Dynamics GP 10.0

On the **Microsoft Dynamics GP** menu, click **Tools**, click **Utilities**, click **Project**, click **Service Utilities**, and then click **Reconcile Quantities**.

Microsoft Dynamics GP 9.0 or Microsoft Business Solutions - Great Plains

On the **Tools** menu, click **Utilities**, click **Project**, click **Service Utilities**, and then click **Reconcile Quantities**.

Note If you are using Intellisol Advanced Purchase Order Processing, use the following order for reconciling:

1. Sales Order Processing
2. Inventory
3. Advanced Purchase Order
4. Field Service

Note You must contact WorkforceROI support for information about reconciling the Intellisol Advanced Purchase Order Processing product.

Microsoft provides third-party contact information to help you find technical support. This contact information may change without notice. Microsoft does not guarantee the accuracy of this third-party contact information.

APPLIES TO

- Purchase Order Processing
- Inventory Control
- Sales Order Processing
- Returns Management
- Service Call Management
- Contract Administration
- Project Accounting, when used with:
 - Microsoft Dynamics GP 10.0
 - Microsoft Dynamics GP 9.0
 - Microsoft Business Solutions–Great Plains 8.0

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