

## Great Plains Payables Management – Advanced Tips & Tricks

February 2010 Lunch & Learn at Premier Computing Technologies by Ed Motola 2/16/2010

### Month End verification and reporting

- 1) Post all Batches in Payables so that unapplied credit documents can be posted.
- 2) Post all batches in GL that affect Accounts Payable.
- 3) Trial Balance with Options for Open Entries: Reports > Purchasing > Trial Balance > Trial Balance with Options
- 4) Historical Aged Trial Balance (HITB) for any period Open or Closed entries by Document Date
- 5) Inquiry > Purchasing > Payables Summary: Calculation based on User Date compared to...
- 6) Inquiry > Financial > Summary for the Payables GL Account(s): Compare to...
- 7) Historical Aged Trial Balance (HITB) by GL Posting Date should tie to the GL in the following Inquiry, otherwise...
- 8) Tools > Routines > Financial > Reconcile to GL: produces a spreadsheet comparing the sub-ledger to the GL.
- 9) Adjust GL or PM

### My Reports and Report Groups

- 1) Label report option names with Prior Month coded as <, Current coded as \*, and to be changed as ~.
- 2) Print recurring report Options linked to Reports > Purchasing > Groups or...
- 3) Print named report options from My Reports or Home Page.

### Miscellaneous Tips

- 1) Toolbar with Divider Line
- 2) Shortcuts on Navigation Pane with Hotkeys
- 3) Batch ID syntax for ownership, date, recurring frequency, re-use, and Re-print Posting Journals
- 4) Date and Calendar tips
- 5) Tools > Setup > Company > Advanced Lookups to add default Lookups to Vendor Cards and Open Payables Documents
- 6) Advanced Search: Lookups with Binocular icon to search for Description "containing"

### Transaction Entry: Transactions > Purchasing > Transaction Entry

- 1) Document Types: Invoice, Finance Charge, Miscellaneous, Return, Credit Memo, and Payments
- 2) Purchases vs. 1099 Amounts
- 3) Descriptions, Distribution References, and Voucher Notes with OLE Linking to external files
- 4) Track Use Tax

### Vendor Cards

- 1) Vendor Name, Short Name, Check Name (default for 1099s and Checks), Comments, and Vendor Accounts
- 2) Default Vendor Purchases Account and Additional Vendor Accounts with or without Default on Transaction
- 3) Changing Vendor ID with Professional Service Tools Library

### Printing Checks

- 1) Select Checks vs Edit Checks vs Edit Check Batches
- 2) Prioritize Vendor selection with Payment Priority
- 3) Overflow Remittance Advice vs Separate Remittance Advices
- 4) Post Checks vs Process Remittance Advices
- 5) Void Historical Transactions vs Void Open Transactions

### 1099 Vendors and Transactions

- 1) Tools > Setup > Purchasing > Payables > 1099 Setup for default Minimum Amounts per Type and Box
- 2) Tools > Setup > Purchasing > Vendor Classes for 1099 Tax Type
- 3) Cards > Purchasing > Vendor > Options for 1099 Tax Type and 1099 Box
- 4) Utilities > Purchasing > Update 1099 Information to reset 1099 Tax Types and/or Boxes by Vendor or Transactions
- 5) Cards > Purchasing > 1099 Details to edit Amounts by Tax Type, Box, Year, and Period.
- 6) Cards > Purchasing > Summary> Period to edit overall 1099 Amount for Calendar Year by Period to default Type and Box
- 7) Transactions > Purchasing > Transaction Entry to back out errors and re-enter 1099 amounts with transaction history
- 8) Routines > Purchasing > Print 1099s to print 1099s and 1099 Edit List for 1096 form summary purposes
- 9) Utilities > Purchasing > Reconcile > Calendar: avoid 1099 Amounts if they were reset per the Cards