

#### **D. Accounts Payable Procedures**

- a. Be sure all payable invoices have been entered and posted
- b. Select **Dynamics SL** from menu
- c. Select General Ledger from menu
- d. Select Post Transactions from menu
- e. Select “Module” AP and “Refresh” to get only AP Batches
- f. Press “Begin Processing”
- f. Click on Aged AP
- g. Click on Print Preview
- h. This will open up the Aged AP Past Due Summary
- i. Click on Export button
- j. Click on Address Bar
- k. Find [\\Terastation\Account\\_Docs](#) folder
- l. Choose AP Reports
- m. Click on File Name: Name the document :AGED.AP.06302012.pdf (Put period ending date)
- n. Click on Save as Type and choose PDF (\*.pdf)
- o. Click Save button
- p. This will save to the Accounting server
- q. Select General Ledger from menu
- r. Select Closing
- s. Select “Period” by Accounts Payable Module to close the current period
- t. Press “Begin Processing”