



## Accounts Payable Month End Period Close

\_\_\_\_\_ (C) From the A/P Report Menu, select #2 Vendor Master Aging REPORT. When prompted for the AGE DATE, enter in the last day of the month for the month you are closing. The aging total will show your TOTAL DUE as of the end of the month. It should match the General Ledger account balance of the Accounts Payable account.

Note: You cannot “back date” the A/P Aging report. Ideally, it should be printed after all A/P transactions and checks have been entered for the month you are closing but before A/P Transactions and checks are entered for the “new” month.

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A/P VENDOR MASTER AGING REPORT FOR MM/DD/YYYY

SPECIFY OUTPUT DEVICE      ___ (PRINTER $ = FILE)

SPECIFY OUTPUT ORDER       1 (1= VENDOR ID, 2= VENDOR NAME, 0 = AD-HOC)
SPECIFY TRANSACTION ORDER  1 (1=DATE, 2=VOUCHER #, 3=INVOICE #)

ENTER THE START NUMBER
ENTER THE STOP NUMBER      ZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZ
CODE FIELD                 ****
AGE DATE                   MM/DD/YYYY
INVOICE OR DUE DATES      D (I OR D)
PRINT TRANSACTIONS        _ (Y,N) "y" to print all unpaid transactions for
                           each vendor. "N" to print vendor aging totals.
    
```

\_\_\_\_\_ (D) From the A/P Report Menu, select #9 G/L Distribution REPORT. This step is REQUIRED. Press UP ARROW KEY to change the DATE at the top of the screen. Enter the last day of the month you are CLOSING.

**ENTER STOP DATE: Enter the LAST DAY OF THE MONTH you are closing.** The date will prefill with the current date, so it will be necessary to OVERRIDE it!

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A/P GENERAL LEDGER DISTRIBUTION REPORT FOR MM/DD/YYYY

SPECIFY OUTPUT DEVICE      ___ (PRINTER $ = FILE)

ENTER START GL CHART
ENTER STOP GL CHART       ZZZZZZZZ
ENTER STOP DATE          MM/DD/YYYY (DATE INCLUSIVE)
ENTER CODE FIELD         ****

PRINT CHART TOTALS ONLY   N (Y,N)
PRINT PREVIOUS PRINTED    N (Y,N)
PRINT PREVIOUS POSTED    N (Y,N)
MARK AS PRINTED           N (Y,N)
PRINT VENDOR NAME INSTEAD N (Y,N)
    
```

If the printer jams during the printing of the A/P General Ledger Distribution Report, simply repeat exactly as shown above. Do NOT proceed to the next step until you verify that the report has finished printing. Check the report totals – the debits should equal the credits. Also, check to be sure there are no postings to the “difference” account.

## Accounts Payable Month End Period Close

\_\_\_\_\_ (E) This step is almost identical to the previous step, except that you will “**mark**” the transactions as printed.

From the A/P Report Menu, select #9 G/L Distribution REPORT. Press UP ARROW KEY to change the DATE at the top of the screen. Enter the last day of the month you are CLOSING. Enter a valid printer number for the “Specify Output Device.” Fill out the dialog screen as shown below. If you do not need a DETAILED second copy of the G/L Distribution report, respond “Y” to “Print Chart Totals Only.”

**ENTER STOP DATE: Enter the LAST DAY OF THE MONTH you are closing.** The date will prefill with the current date, so it will be necessary to OVERRIDE it!

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A/P GENERAL LEDGER DISTRIBUTION REPORT FOR MM/DD/YYYY

SPECIFY OUTPUT DEVICE      _ (PRINTER $ = FILE)

ENTER START GL CHART
ENTER STOP GL CHART  ZZZZZZZZ
ENTER STOP DATE      MM/DD/YYYY (DATE INCLUSIVE)
ENTER CODE FIELD      ****

PRINT CHART TOTALS ONLY    _ (Y,N) N for Detail; Y if detailed 2nd copy is not needed.
PRINT PREVIOUS PRINTED    N (Y,N)
PRINT PREVIOUS POSTED     N (Y,N)
MARK AS PRINTED           Y (Y,N)
PRINT VENDOR NAME INSTEAD N (Y,N)
    
```

\_\_\_\_\_ (F) **Print a Check Register.** From the A/P Reports Menu, select Check Register Report. Enter your checkbook #. Press ENTER past the start and stop check number fields. Enter the first day of the month you are closing as the START DATE. Enter the last day of the month you are closing as the STOP DATE.

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A/P CHECK REGISTER REPORT FOR MM/DD/YYYY

SPECIFY OUTPUT DEVICE      _ (PRINTER $ = FILE)

ENTER CHECKBOOK           _
ENTER START CHECK          _____
ENTER STOP CHECK           _____
ENTER START DATE           _____
ENTER STOP DATE            _____
    
```

## Accounts Payable Month End Period Close

\_\_\_\_\_ (G) From the A/P Screen Menu, select **#8 A/P Monthly/Yearly Closing**. Respond to the prompts as shown below. The dates displayed on your screen for removing records will pre-fill (based on your entries in Accounts Payable Options.)

**CAUTION: Under normal conditions, DO NOT OVERRIDE THESE DATES. Overriding dates should be done ONLY if necessary. These dates control which records are purged. You should Override the POST REQUIRED from N to Y.**

**If you are unsure about the dates used for removing records, please contact Mylee Customer Support BEFORE running this step!**

A/P PERIOD / YEARLY CLOSE FOR MM/DD/YYYY		
SPECIFY OUTPUT DEVICE	—	(PRINTER OR \$ = FILE)
REMOVE RECORDS	Y	(Y OR N)
PAID VOUCHER TRANSACTIONS	Y	(Y OR N)
LAST PAY DATE	MM/DD/YYYY	(DATE INCLUSIVE)
CANCEL/VOID CHECKS	Y	(Y OR N)
LAST CHECK DATE	MM/DD/YYYY	(DATE INCLUSIVE)
GL DISTRIBUTION	Y	(Y OR N)
LAST POST DATE	MM/DD/YYYY	(DATE INCLUSIVE)
PRINT REQUIRED	Y	(Y OR N)
POST REQUIRED	Y	(Y OR N)
RESET PERIOD / YEARLY TOTALS	Y	(Y OR N)
PERIOD RESET, YEARLY RESET, OR BOTH	P	(P, Y, B) ←
READY TO BEGIN	—	(Y OR N)

Use "B" (Both period & Year) only if you are closing the last month of your fiscal year. Do NOT use "Y" unless instructed to do so by Mylee.

The A/P Period Closing will remove old records from your AP files. It also shifts the period totals in the vendor master file. The "dialog" screen similar to the above will print to printer 1. File it in your AP End-of-Month folder.

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### Note about Balancing A/P to the General Ledger:

On the month end Accounts Payable Aging report, the total due should equal the Accounts Payable amount printed in the Liabilities section of the General Ledger Balance Sheet.

**Note:** If you entered invoices for the "new" month *before* running the aging report for the month you are closing, subtract the total amount of those invoices from the aging total due when comparing to the A/P account balance in general ledger.

If you printed checks or entered manual check payments for the "new" month *before* running the aging report for the month you are closing, add the total (before discounts earned) to the aging total due when comparing to the A/P account balance in general ledger.