

Work Paper Checklist™

for Microsoft Dynamics® GP

Simplify your work paper reconciliations

The **Work Paper Checklist™** enhancement simplifies your work paper reconciliation process by allowing Microsoft Dynamics GP (GP) users to assign account-by-account reconciliation tasks to other GP users. This enhancement provides an approval process for user-designated General Ledger account numbers, enabling Approvers the visibility to see entries that are pending their approval.

Work Paper Checklist

Account: 000-6730-00 Accounting Fees

Fiscal Year: 2009

Period: 12

Assigned To: LESSONUSER1

Reconciled Reconciled By: Reconcile Date: 0/0/0000

Approved Approved By: Approval Date: 0/0/0000

Created Date: 11/22/2010

Note

000-6730-00::12 11/22/2010 3:11:53 PM

Enter notes about the reconciliation here.

Attach Delete

Notes and attachments can be added to each Work Paper record for Approvers and Reconcilers to share with each other.

GP tasks are automatically created on the Home Page of the Assignee to alert them of their reconciliation responsibilities. To facilitate the re-assignment process, deleting a Work Paper Checklist entry with an existing task will delete that linked GP task. Once a task is completed and reviewed, the account reconciliation record can be approved in GP.

Task

Save Clear Delete Recurrence

Task: Company: TWD, Account: 000-6730-00, Year: 2009, Period ID: 12

Due Date: 11/22/2010 Task Assigned To: LESSONUSER1

Status: Pending

Link To: Microsoft Dynamics GP window

Name: Work Paper Checklist

Why Use?

- **Audit trails track assignments and approvals for account reconciliations.**
- **Streamlines work paper management and centralizes work paper access.**
- **Facilitate the reconciliation and approval process with work papers and notes that attach to each task.**
- **Navigate through "Zoom" functionality directly from the Assignees Home Page tasks to the specific Work Paper record.**
- **Multi-company support with company specific security.**

Other PTC Enhancements for Microsoft Dynamics GP available:

Aging Pivot Table Reports™
Allocation Schedule™
Chargeback System™

G/L Import w/Analytical Accounting™
iMIS Bridge™

Lot Profitability Tracking™
Order Acknowledgements™
POP Enhanced Posting Flows™
POP Line Item Notes™

POP User Defined Fields™
SOP Enhanced Posting Flows™
SOP Line Item Notes™

Vendor Address Contacts™
Vendor Deposits™

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