

GUIDED CLOSE

Month-End Manual for Accountants

TitaniumGP checks everything; you only review what doesn't tie.

TitaniumGP Command Center for Microsoft Dynamics GP · October 2026

Overview

Guided Close is the month-end layer of TitaniumGP Command Center for Microsoft Dynamics GP. It runs every month-end check in seconds and shows only the items a person needs to review. It also records who reviewed and signed off each one. Its promise is: **TitaniumGP checks everything; you only review what doesn't tie.**

It is deliberately not an "automatic close". Software can show *that* a subledger and the GL differ, and by how much, but not *why*. A posting error, a mis-mapped account and a timing difference all look alike in the data. Guided Close finds and explains the difference; the accountant decides what it means and signs off.

Where it lives in Command Center:

Area	Menu location	What the accountant does there
Month-End Close	Fiscal Period Mgmt › Month-End Close	Works the close checklist and closes modules and periods
Subledgers	Fiscal Period Mgmt › Guided Close › Subledgers	Reconciles AP, AR, Received Not Invoiced and Inventory to the GL
Bank	Fiscal Period Mgmt › Guided Close › Bank	Ties each checkbook to GL cash and reviews bank rec status
Balance Sheet	Fiscal Period Mgmt › Guided Close › Balance Sheet	Supports and signs off every other balance sheet account
Accruals	Fiscal Period Mgmt › Guided Close › Accruals	Keeps the recurring accrual list and prepares the month's entries
Morning Card and My Tasks	Home page	Sees what is late, at risk or out of balance each morning

Principles an auditor can rely on

Five rules govern every Guided Close screen.

1. **GP's own reports are the source of truth.** Subledger balances come from GP's Historical Aged Trial Balance and Historical Received Not Invoiced reports, not from a home-made rebuild. If GP's report can't run, the screen says "GP report unavailable" and shows no number.

2. **A zero difference is not "done".** Reconciling entries still need review, and a period counts as reconciled only once a person signs it off.
3. **Patterns are shown, not judged.** For example, invoices posted to the GL before their receipt are listed plainly for the accountant to assess.
4. **Prepare, don't post.** Guided Close never enters or posts transactions in GP. Proposed entries, such as accruals, are exported for a person to review and enter.
5. **Reconciliation doesn't close periods.** Closing a module or period stays a deliberate step in the Month-End Close checklist.

Month-End Close checklist, My Tasks and the Morning Card

The checklist runs the close as a calendar of tasks; the Morning Card tells each person every morning what needs them.

Month-End Close checklist

- A close calendar per company and period, with a target close date and the actual close date once finished.
- A status for each period's close (for example In Progress or On Hold).
- Close tasks with an owner and a due date. Reconciliation sign-offs from Guided Close are tasks on this list.
- Named responsible people, including the controller.
- The deliberate step of closing GP modules and fiscal periods.

My Tasks

- Each person sees only their own close tasks.
- Overdue tasks and tasks due today move to the top of their Morning Card.

Morning Card (home page)

Check	Who sees it	What it flags
Subledger Off GL	Controller	A subledger that doesn't tie to its GL control account, or isn't reconciled
Month-End Close at Risk	Controller	A close running behind its target date
Unposted Batches	Controller	Batches still sitting unposted that would distort the period
Month-End Close	All roles	Close milestones in the next three days
My Tasks	All roles	The person's own overdue and upcoming close tasks

Clicking any item opens the rows behind the number and links straight to the screen where it is fixed.

After-Hours Review (Fiscal Period Mgmt, controllers only) lists manual journal entries saved or posted after hours *outside* the close window. An entry is flagged only when another signal is present too, such as a cash or retained-earnings line, a large round amount, missing documentation, or the same user creating and posting it. Late work during close is treated as normal, and the controller's own entries are never flagged.

Subledger reconciliation

Guided Close ties four subledgers to their GL control accounts for any period and explains this year's difference line by line.

Subledger	Subledger figure (from GP)	GL side	Notes
Accounts Payable	GP Historical Aged Trial Balance (Payables), by GL posting date	AP control account	
Accounts Receivable	GP Historical Aged Trial Balance (Receivables), by GL posting date	AR control account	Refuses to map AR to a bank cash account
Received Not Invoiced	GP Historical Received Not Invoiced report	Accrued Purchases account	Receipts are already accrued by GP, so no extra RNI journal is proposed
Inventory	GP inventory history (HITB), by GL posting date	Inventory account(s), balance sheet only	Withheld if history is more than 1% off today's inventory value

What the accountant sees for each subledger

1. **Period picker.** Defaults to the last period that has ended.
2. **Status tile.** Ties, off, or the GP report is unavailable.
3. **Roll-forward.** Opening, movement and closing for the subledger, the GL and the difference.
4. **Opening difference.** The gap carried in at the start of the fiscal year, kept apart from this year's activity.
5. **This year's reconciling entries.** GL lines on the control account with no matching subledger document, and payment or receipt distributions to non-control accounts. Each entry has a journal entry drill-through and advice by kind.
6. **Unexplained remainder.** The difference, less the opening difference, less explained entries. This is the number that needs a person.

Actions

- **Accept the opening difference.** A note is required.
- **Sign off the period.** A note is required if anything is unexplained.
- **Print** the reconciliation for the close binder.

Accounts are suggested automatically and confirmed once per company. Guided Close won't map a subledger to a bank cash account, a mistake found in real data.

Bank

Guided Close works out each checkbook's book balance at period end and compares it with GL cash, then shows the state of GP's bank reconciliation.

- **Book balance at period end.** GP's current checkbook balance, less postings dated after the period, plus voids made after it. Tested to the cent against GP's register.
- **Compared with GL cash** at the account level. Undeposited receipts are shown as a timing item, not a difference.
- **Opening roll-forward.** Separates a difference carried in from prior years from this year's.
- **Bank rec status** from GP: the period's statement, outstanding items, items over 90 days old, and journal entries posted straight to cash.
- **Shared cash accounts.** Checkbooks that post to the same cash account appear on one card with one sign-off.
- **Sign-off per cash account,** with the numbers recalculated at the moment of signing.

Balance sheet accounts

Every other balance sheet account (prepaids, other accruals, clearing accounts and so on) gets a supporting schedule and a sign-off.

1. Pick the account and period. Guided Close shows the GL balance.
2. Type or paste the supporting detail from Excel, such as a prepaid amortization schedule or a list of open items.
3. Save it. The difference between the schedule and the GL is shown.
4. Sign off. Sign-off requires this period's schedule to be saved, and the schedule is stored with the sign-off as evidence.

Next month, the last saved schedule carries forward as the starting point.

Accruals

The accrual register is the company's list of recurring month-end accruals. Each month Guided Close prepares the journal entries, and a person enters them in GP.

The register

- One line per recurring accrual: description, debit and credit accounts, amount, and the fiscal periods it applies to.
- Periods must be real GP fiscal periods (1 to 12).
- A warning, which does not block saving, appears when the debit and credit accounts look swapped.
- Accruals can be made inactive without being deleted.

Preparing the month's entries

1. Choose the period and select **Prepare**.
2. Guided Close builds a reversing journal entry dated the last day of the period, reversing on the first day of the next. The default batch is ACCR-yyyy-pp.
3. The lines come out in the TGP+ Journal Entry import layout, ready to copy.
4. Each Prepare is logged permanently with who prepared it and when.
5. The accountant reviews the entry and decides whether to enter it in GP.

Status in GP. Each accrual shows whether it is not yet in GP, sitting in an unposted batch, or posted, matched by its reference.

Goods received but not yet invoiced are *not* accrued here. GP already accrues them at receipt, so they are reconciled under Received Not Invoiced instead, avoiding double-counting.

Sign-off, audit trail and close binder

Every sign-off is permanent evidence of who reviewed what, when, and against which numbers.

- **Two kinds of sign-off.** *Opening*, to accept a difference carried in from a prior year (note required). *Period*, for the month-end review (note required when anything is unexplained).
- **What is signed off.** AP, AR, Received Not Invoiced, Inventory, each bank cash account, and each balance sheet account.
- **Numbers are recalculated at the moment of signing.** The stored figures come from a fresh run at save, never from what was on screen.
- **Append-only history.** Sign-offs are never overwritten, so the full history of reviews stays visible.
- **"Changed since" warning.** If a later posting changes a signed-off period's numbers, the sign-off is marked as changed.
- **Named reviewer.** Each sign-off records the person's directory identity, not a shared GP login.
- **Supporting detail kept.** Balance sheet schedules are stored with the sign-off.
- **Print** produces a close-binder copy of each reconciliation.

What Guided Close does not do

Guided Close checks and documents. It never changes the books.

- It does not post, enter or edit transactions in GP.
- It does not decide *why* a difference exists or book a correcting entry. The accountant does that.
- It does not close modules or periods. That stays a deliberate step in the Month-End Close checklist.
- It does not invent a subledger figure when GP's own report can't run.

Not covered in this version: multicurrency, multiple companies consolidated together, and Fixed Assets. The full Inventory comparison needs complete GP inventory history; without it, Guided Close says so rather than show an unreliable number.