

Print Selection Register

PROGRAM NAME:APCHKREG
MENU OPTION TITLE:Print Selection Register
MAIN MODULE:ACCOUNTS PAYABLE
HELP KEY ACTIVE:YES

PROGRAM OVERVIEW

The Print Selection Register program should be done after completion of the Select Vouchers to Pay process but before checks are printed. The purpose of this procedure is to assemble the vouchers and credits selected for payment/credit. When processing has been completed, a report titled INVOICE SELECTION REGISTER will be printed. It lists (in order by vendor) selected vouchers, and the amount of the check that will be printed for each vendor. (This check amount will reflect any early payment discounts taken). The vouchers listed are those for which checks will be printed. Therefore, it is important this report be carefully examined for errors.

PROGRAM OPERATION

If reviewing the report reveals that extra vouchers are listed or some vouchers selected for payment are missing, rerun the select the Vouchers to Pay program, mark or unmark for payment the appropriate vouchers, then rerun this program. The Print Selection Register may be run as many times as necessary. However, no check processing for another division can take place until the checks for the current division are printed. When the INVOICE SELECTION REGISTER report has been completed and assured to be accurate, check printing can begin. In addition to the INVOICE SELECTION REGISTER report, a MANUAL CHECK REGISTER will be printed. This check register reflects the information that was entered using the Create Manual Checks routine.

If an attempt is made to run the Print Selection Register routine while another division is processing checks, the message "Check processing being done by someone else. Please try again later. Press RETURN" will be displayed. The division number that is currently in the check processing procedures will be displayed. Press RETURN and return to the menu. Allow the checks for one division to be completed before attempting to process the checks of another division.