

Update Checks

PROGRAM NAME:APCHKUD
MENU OPTION TITLE:Update Checks
MAIN MODULE:ACCOUNTS PAYABLE
HELP KEY ACTIVE:YES

PROGRAM OVERVIEW

The Update Checks to Database program is the final procedure performed for check processing. It will update the vendor's current balance and YTD payments fields to show the dollar amount of checks written to each vendor. It will also mark the vouchers to indicate which checks have been written as payment in full and create a check record in the permanent voucher file. When processing is completed, a CORPORATE-WIDE CHECK REGISTER will be printed showing the total amount due, the total discounts taken, and the amount of each check. A separate CORPORATE-WIDE CHECK REGISTER will also be printed for any manual checks entered.

NOTE: This routine must be completed before the next division can begin check processing. It is recommended that when processing checks for a division, complete the entire check processing (from Print Selection Register to Update Checks to Database) as quickly as possible.

You cannot update checks twice.

PROGRAM OPERATION

Press RETURN to begin ESC to abort

No checks exist to update. Press RETURN: If there are no checks that need updating, you will receive this error message.