

Put Voucher on Hold (DON'T PAY)

PROGRAM NAME:APHOLDV

MENU OPTION TITLE:Put Voucher on Hold (DON'T PAY)

MAIN MODULE:ACCOUNTS PAYABLE

HELP KEY ACTIVE:YES

PROGRAM OVERVIEW

You will use this program to place open vouchers on hold, for any reason as you determine. By placing the voucher on hold, it will not be able to be selected for payment until the hold flag is removed. The voucher/invoice will still show on all open reports and vendor totals.

PROGRAM OPERATION

To put a voucher on hold so that it is not selected for payment:

1. Enter the VENDOR ID.
2. Enter the INVOICE number to be put on/off hold.
3. Enter the VOUCHER TYPE (a "1" designates an invoice while a "3" designates an open credit.

After entering this information into the appropriate window, the program search for a voucher corresponding to the information. If the voucher is not found, the error message "VOUCHER DOES NOT EXIST" -- PLEASE RE-ENTER" will be displayed. The screen will be cleared, and the cursor will be repositioned in the VENDOR ID window. If the voucher is found, the remaining windows on the screen will be automatically filled in and the question will be asked "Is this the voucher you want to work with (Y/N)?. A response of "N" will clear the screen reposition the cursor in the VENDOR ID window while a response of "Y" will cause the message "Put this voucher on (H)old or (O)ff Hold (H/O)?" to be displayed. If the voucher is to be put on hold, enter "H" and press RETURN. If the voucher is to be put off hold, and selected for payment during the Select Vouchers to Pay routine, enter "O" and press RETURN. When this last question has been answered, the screen will be cleared allowing the processing of additional vouchers.