Enter Manual Disbursements

PROGRAM NAME:APMANCHK
MENU OPTION TITLE: Enter Manual Disbursements
MAIN MODULE:ACCOUNTS PAYABLE
HELP KEY ACTIVE:YES

PROGRAM OVERVIEW

The Enter Manual Checks option allows the user to enter information for checks written outside the Accounts Payable System (hand-written checks). The information for vouchers (invoices) to be included on manual checks must have been entered and updated using the Enter/Edit Vouchers (or Enter/Edit Credits) and Update Database routines. Manual check information cannot be entered for any vouchers that have not been updated. Manual checks can only be updated when there are regular checks to be updated.

PROGRAM OPERATION

CHECK #: An entry in this field is required. Enter the check number. If the error message "VOUCHER ALREADY EXISTS -- PLEASE RE-ENTER" appears, a check with this number for the vendor already exists in the permanent voucher files. If the bottom half of the screen fills with information, the manual check has already been entered. Changes may be made to the check information before performing the Update Checks to Database routine.

CHECK DATE: An entry in this field is required. The current system date will be automatically displayed. This is the date the check was entered into the system. It is also the date that determines to which G/L accounting period the cash dollars will be charged. If the error message "PLEASE ENTER A VALID RECORD ID" appears, the system is signaling the user that the date entered falls within a closed accounting period. A date which falls within a current open accounting period must be entered to continue.

CASH DISBURSEMENT <Y/N>? : You must (Where Is The Rest of the Data?)

CHECK PRINT REQUIRED <Y/N>? : (Where Is The Rest of the Data?)

CHECK AMOUNT: (Where Is The Rest of the Data?)

VENDOR #: Enter the ID of the vendor to whom the check was written. If a correct ID is entered, the vendor name will be displayed. If an incorrect vendor ID is entered, the error message "PLEASE ENTER A VALID RECORD ID" will be displayed.

VENDOR NAME: This will pull up automatically when (Where Is The Rest of the Data?)

INVOICE #: Enter the invoice number to be included on the check.

TYPE (1,3): Enter the type of transaction (invoices are type 1, open credits are type 3). When a valid INVOICE # and invoice TYPE have been entered, the remaining field will be displayed. If an invalid INVOICE # and invoice TYPE is entered, the error message "PLEASE ENTER A VALID RECORD ID" will be displayed. The cursor will remain in the TYPE window. Determine the correct information and re-enter it.

INVOICE DATE: No entry can be made in this field. It is automatically displayed when a valid INVOICE DATE and TYPE are entered.

AMOUNT DUE: No entry can be made in this field. It is automatically displayed when a valid INVOICE DATE and TYPE are entered. It reflects the remaining dollar figure that is due on a voucher.

DISCOUNT $: No entry can be made in this field. It is automatically displayed when a valid INVOICE DATE and TYPE are entered. It reflects the amount of the early payment discount permitted.

NET AMOUNT: No entry can be made in this field. It is automatically displayed when a valid INVOICE DATE and TYPE are entered. It reflects the actual dollar amount of the voucher of the invoice that will be included on the check (AMOUNT DUE less DISCOUNT $).

DISCOUNTS TAKEN: No entry can be made in this field. It represents the total dollar value of discounts taken.

CHECK TOTAL: No entry can be made in this field. It represents the dollar amount of the check.

The Enter Manual Checks screen is actually composed of two parts. The top part contain information pertaining to the manual check, while the bottom part contains information pertaining to the vouchers that are to be paid by the check.

After an entry has been made in the CHECK DATE field and RETURN has been pressed, the cursor will drop to the bottom part of the screen. You will be asked if you want to "(A)dd, (S)ee More, (D)elete, or (Q)uit?". This is called the prompt line. It is the line on which most of the processing regarding the manual checks takes place.

To add a new voucher to the manual check, type in a "A" in response to the prompt line. The program is now in the "add mode". Enter INVOICE number and voucher TYPE (1,3) to be included. If an invalid INVOICE # and TYPE is entered, the error message, "PLEASE ENTER A VALID RECORD ID" will appear. Determine the correct information and enter it here. If a valid INVOICE # and TYPE is entered, the INVOICE DATE, AMOUNT DUE, DISCOUNT $ and NET AMOUNT windows will be filled. The question will be asked, "Do you want to include this voucher on the manual check? (Y/N)?" A response of "N" will clear the line on which the voucher information is displayed, and reposition the cursor in the INVOICE # window allowing the user to enter different voucher information. A response of "Y" will mark the voucher to be included on the manual check. The cursor will skip down to the next line so that another voucher may be entered to be included on the check. While in the "add mode", this cycle will repeat until RETURN has been pressed in the INVOICE # window when no INVOICE # was entered. If there is no room remaining in the bottom half of the screen, the bottom portion of the screen will be cleared, the last voucher will be redisplayed at the first available position. The cursor will stop on the next line allowing other vouchers to be added to the check. Pressing RETURN while the cursor is positioned in the INVOICE # window when no entry has been made will remove the program from the "add mode" and will cause the prompt line to be redisplayed.

The "(S)ee More" option is selected by typing an "S" in response to the prompt line. It can be used when including more than 10 vouchers on a manual check. It allows the user to see other vouchers included on a check. For example, if 16 vouchers have been included on a check and the first 10 vouchers are currently being displayed, choosing the (S)ee More option will cause the next 6 vouchers to be displayed. Choosing the (S)ee More option again will cause the first 10 vouchers to be redisplayed.

The "(D)elete" option is selected by typing a "D" in response to the prompt line. It is used when a voucher has been included on a check by mistake and must be removed. When this option is selected, the question will be asked, "Enter the LINE # to be deleted". If a LINE # that does not currently contain voucher information is entered, you will be told to "Please enter a LINE # that is being shown, press RETURN". Press RETURN and display voucher information to be deleted, try again. If a LINE # is entered which contains voucher information, "******" will be displayed in the INVOICE # window and the question will be asked, "Do you really want to delete this LINE #? (Y/N)?". A response of "Y" will cause the message "One moment please" to be displayed while the voucher is removed from the check. After the voucher has been removed, the bottom half of the screen will redisplay the remaining voucher information and the prompt line will be shown again.

When all the vouchers to be paid by the manual check are complete, "(Q)uit" by typing a "Q" in response to the prompt line.

Sometimes it may be necessary to make changes to a manual check after it has been entered, but before the Update Checks to Database routine has been run. For example, a voucher was included on a check and the decision was made not to pay the voucher. A manual check can be edited by entering information into the VENDOR ID and MANUAL CHECK # fields. If the manual check is found, all of the information regarding vouchers paid by the manual check will be displayed. Press RETURN until the prompt line appears and choose whatever options are required to correct the errors. When changes are completed, choose the "(Q)uit" option to save the changes.