Vouchers Not Updated

PROGRAM NAME: APTVRPT
MENU OPTION TITLE: Vouchers Not Updated
MAIN MODULE: ACCOUNTS PAYABLE
HELP KEY ACTIVE: YES

PROGRAM OVERVIEW

The Temporary Vouchers Report prints the transactions in the temporary vouchers file. Processing vouchers, open credits, or generating recurring expenses produces information, which is placed in a Temporary Vouchers File. This information remains there until the Update Data Base routine has been completed. At this time it is moved into the main file; and becomes available for further processing. This report should be run before running the Update Data Base routine.

The purpose of this report is to check for data entry errors. Fields included on the report are: vendor ID, invoice number, voucher date, reference number, G/L account number, G/L description, G/L distribution amounts, and the voucher total. It lists each voucher and the corresponding general ledger distribution. The vendor ID and the invoice number that are currently being processed will be displayed on the screen enabling the user to determine how far the report has progressed.

PROGRAM OPERATION

(REDO) When the report has been completed and printed, carefully review each voucher listed for data entry errors. If the general ledger distributions do not equal the total amount of the voucher report will print a message calling attention to the out-of -balance voucher(s). If errors are discovered, return to either the Enter/Edit Vouchers routine (for invoices and recurring expenses) or the Enter/Edit Open credits routine (for open credits) and makes necessary corrections before processing. If no errors are found, proceed with the Update Data Base operation. Do not run the Update Data Base routine until certain that the Temporary Voucher Report is correct. An additional check for out-of- balance errors is provided on the last line of this report. It shows the total of the vouchers and the total of the G/L distributions. These totals should match each other and the total printed on the last line of the Update Data Base routine.