

Vendor Activity

PROGRAM NAME: APVR2CRT

MENU OPTION TITLE: Vendor Activity

MAIN MODULE: ACCOUNTS PAYABLE

HELP KEY ACTIVE: YES

PROGRAM OVERVIEW

The Vendor Activity Report permits the recalling of past transactions. It also helps to determine if a voucher is open or if it has been paid. If paid, the report indicates the check number used to pay the voucher.

PROGRAM OPERATION

(REDO) Enter the VENDOR ID whose transactions are to be reviewed. If a valid vendor ID is entered, the name will be displayed. If a VENDOR ID is entered that does not exist, the error message "PLEASE ENTER A VALID RECORD ID" will be displayed and the cursor will remain in the VENDOR ID window. Once a valid VENDOR ID has been entered, enter a date range to find only the selected transactions. One method of doing this is to enter 12/01/92 for the beginning selection date, and 12/10/92 as the ending selection date. Only those transactions that occurred between those dates will be listed on the report. Another method would be to enter 12/01/92 as the beginning selection date and entering no date (just press return) as the ending selection date. This time, only those transactions on or after 12/01/92 will be listed on the report. Still another method would be to enter no date (just press return) as the beginning selection date and enter 12/10/92 as the ending selection date. On this report, only those transactions on or before 12/10/92 will be listed.