

## Open Vouchers

**PROGRAM NAME:**AOPENVR

**MENU OPTION TITLE:**Open Vouchers

**MAIN MODULE:**ACCOUNTS PAYABLE

**HELP KEY ACTIVE:**YES

### PROGRAM OVERVIEW

The Open Voucher Report allows the user to determine which vouchers have not yet been paid, and the cash required to pay the vendors in full. It lists open vouchers, including number and date, due amount and due date, discount amount and discount date, the voucher type (either open credit or unpaid invoice), and whether it has been marked for payment.

### PROGRAM OPERATION

A response of "N" in the MARKED TO PAY/ column, indicates that the voucher has been marked for payment, but not yet had a check printed. (At this point the user may still choose not to pay this voucher without disrupting the program). The report is listed by VENDOR ID and INVOICE NUMBER. The cash requirement to pay this vendor in full is also printed. While this information is being processed, the vendor ID and invoice number that are currently being updated will be displayed. This will enable the user to determine how far the report has progressed.