

Select Vouchers to Pay

PROGRAM NAME: APPS

MENU OPTION TITLE: Select Vouchers to Pay

MAIN MODULE: ACCOUNTS PAYABLE

HELP KEY ACTIVE: YES

PROGRAM OVERVIEW

The Select Voucher to Pay procedure is the heart of the Accounts Payable System. It is the first step in check processing. It provides a means of identifying which vouchers or credits for which checks will be printed.

It allows:

The totally automatic selection of vouchers to be paid;

Paying all the vouchers for particular vendor within a given date range;

Marking or unmarking specific vouchers or credits to be paid;

Automatic determination and calculation of discounts.

PROGRAM OPERATION

(REDO) When the Select Vouchers to Pay option is chosen from the Main Menu, Screen #1 will be displayed. The question will be asked if you want to use the automatic selection process. The default response is "N".

A response of "Y" will activate the automatic selection. After entering the selected discount and due dates and pressing RETURN, the automatic selection process will begin. It will mark to be paid all the vouchers whose due dates fall before the selected due date; take discounts where the voucher is dated before the selection date; mark all open credits that have not been previously applied. A more detailed explanation of the discount and due dates can be found at the end of this section.

NOTE: Whenever Screen #2 is being displayed, pressing ESC to exit will cause Screen #1 to be displayed. This enables the user to make changes to the selection dates and return to the pay selection process. Pressing ESC while Screen #1 is displayed will return the user to the payables processing menu.

A response of "N" to the automatic selection process question will give the user a greater control of which vouchers will be marked for payment. After entering the discount and due dates, the question will be asked, if you want to "Review (A)ll or (s)pecific vendors, ESC to quit. The processing for these two options is similar and will be discussed as one. The only difference is that if a response of "A" is given, the program will go through the entire vendor file (by vendor ID) displaying each vendor automatically in Screen #2. Here, information pertaining to any vendor can be processed. A response of "S" will permit greater flexibility regarding which vendor's information will be processed. A response of "S" will allow the user to choose the vendor whose information will be processed. Entering either "A" or "S" will cause the pay selection process to begin following a short pause.

Screen #2 will display in the upper left corner:

- the total dollar figure of vouchers selected to be paid,
- the total dollar figure of applied credits,
- the total cash required to pay all the vendors since the last check run.

Each time this processing is completed for a vendor, the new dollar figures of the selection or deselection of vouchers will be displayed in these fields.

Once the vendor ID field has been entered (regardless of whether you chose to review all vendors or specific vendors), the YTD available credit for this vendor will be displayed in the BEGINNING OPEN CREDIT window. The YTD applied credit for this vendor will be displayed in the APPLIED OPEN CREDIT window. The difference of these two fields will be displayed in the AVAILABLE OPEN CREDIT window. The following mini-menu will be displayed at the bottom of the screen:

- (P)ay all vouchers for this vendor
- (D)o not pay this vendor
- (I) want to process my vouchers individually
- (L)eave this vendor alone
- (Q)uit, return to menu (P,D,I,L,Q)

If "P" is entered, all vouchers having due dates before a selected date set in Screen #1 will be marked to be paid. Discounts will be taken where appropriate, and any open credits that have not been previously marked will be applied. When this option is chosen, a message stating that the automatic selection process is being performed is displayed. If the choice has been made to process all vendors, the next vendor in sequence will be displayed as well as the mini-menu. If a specific vendor has been selected, the screen will be cleared and the cursor will be repositioned in the VENDOR ID field. Processing may then continue. In the processing of either all or each vendor, windows in the upper left will show the new dollar figures resulting from the selection process.

If "D" is entered, processing will be done as described above with the exception that any vouchers within the specified dates selected for payment will not be deselected (not paid), causing windows in the upper left to be decreased by the appropriate dollar figure rather than increased.

If "L" is entered, all processing will be suspended. Screen #1 will be redisplayed allowing the user to change the date parameters and begin the selection process again.

If "I" is entered, the vouchers will be displayed sequentially by the invoice number. The information displayed allows the user to determine the current status of the voucher. The voucher information (invoice number, amount due, due date, etc.) is displayed. Flags are also displayed. They indicate whether or not a voucher has been selected (Y or N in the PAY column for invoices, Y or N in the CREDIT TAKEN column for credits). Flags also indicate whether or not a discount has been taken (Y or N in the DISCOUNTS TAKEN column). Each time a voucher is displayed, a mini - menu will be displayed giving the user several processing options.

- (P)ay/Credit this voucher
- (D)on't Pay/Credit this voucher
- (E)nter a new vendor
- (L)eave voucher alone (don't touch)
- (M)ake a partial payment

Enter Selection (P,D,E,L,M)?

If "P" is entered, the voucher will be marked for payment/credit regardless of the due dates entered in screen #!. However, if the discount date for this voucher falls before the discount date entered, the discount will be taken. The message "CREDITS EXCEED VOUCHERS TO PAY" will be displayed if an attempt is made to select an open credit whose amount is greater than the total amount of invoices selected to pay. If a selected credit falls sequentially before any invoices selected, proceed with selecting the invoices and reprocess the vendor selecting only the credits.

If "D" is entered, the voucher displayed will be deselected for payment/credit regardless of the date entered in Screen #!. If a discount had originally been taken, the discount, too, will be deselected. The message "CREDITS TO EXCEED VOUCHERS PAID" will be displayed if an attempt is made to deselect an invoice when a large credit has also been selected. To correct this problem, first deselect the credit, then deselect the invoice. This process helps to avoid the possibility of writing negative checks.

If "E" is entered, processing for the current vendor will be suspended. The new totals for the cash required to pay all vendors will be displayed, and processing with another vendor is possible.

If "L" is entered, no changes will be made to the voucher being displayed. A new voucher will be displayed for processing. If there are no more vouchers for the current vendor, the new totals for the cash required to pay all vendors will be displayed and processing for another vendor may continue.

If "M" is entered, the message "Do you want to make a partial payment to this invoice (Y/N)" will be displayed. A response of "N" will suspend the partial payment processing and the voucher will be redisplayed for processing. A response of "Y" will cause the message "How much do you wish to pay on this invoice?" will be displayed. Enter the amount of the partial payment. If the amount of the partial payment is greater than the remaining amount due of the voucher, the message "PAYMENT IS GREATER THAN AMOUNT DUE" will be shown and the voucher will be redisplayed for processing. If a correct partial payment amount is entered the message "is it okay to make \$(amount) payment on this invoice (Y/N)" will be shown. A response of "N" will suspend partial payment processing, and the voucher will be redisplayed. A response of "Y" will reduce the amount due of the voucher by the partial payment amount and a new voucher will be displayed for processing. The next time a voucher for which a partial payment has been made is displayed, the new amount due of the voucher will be shown. A check for the

partial payment will be automatically generated (along with all other vouchers marked to be paid for the same vendor) during the check processing.

The discount and Due Dates entered in Screen #1 determine which vouchers will be paid during any automatic selections (as well as which vouchers will have discounts taken off them. For the following examples assume that the following dates were entered in Screen #1: 03/01/92 for Last Discount Date Select, and 03/09/92 for the Last Due Date to Select.

The following examples illustrate the due and discount dates:

Example #	Due Date:	Discount Date:	Pay Voucher?	Take
Discount				
1	03/10/92	03/05/92	No	No
2	03/39/92	03/05/92	Yes	No
3	03/10/92	02/28/92	Yes	Yes
4	03/09/92	02/28/92	Yes	Yes

A voucher may be marked to be paid even though the due date does not fall before the Due Date selected. During the automatic selections, any voucher that has a discount date before the Discount Date you selected, will also be selected for payment. This assures the user that any discounts available are taken.

During the (I)ndividual selection of vouchers, if a voucher is chosen for (P)ay/Credit, it will be marked for payment regardless of the due date. However, if the discount due date of the selected voucher falls before the discount date, the discount will be taken.

NOTE: During any automatic pay selection, open credits will automatically be applied if the amount of the credit is not greater than the total amount of the vouchers selected to be paid.