

## **Perform Check Reconciliation**

**PROGRAM NAME:** APRECON1

**MENU OPTION TITLE:** Perform Check Reconciliation

**MAIN MODULE:** AUTOMATIC CHECK PROC.

**HELP KEY ACTIVE:** YES

### **PROGRAM OVERVIEW**

The Accounts Payable Check Reconciliation program provides a method of determining outstanding checks, (Checks that have not yet been cashed).

### **PROGRAM OPERATION**

**Press RETURN to begin reconciliation.**

**Has this check been returned? (Y/N) <Y>** This question will come up for every check that has not been reconciled. If you answer "Y", then the computer will remove that check from the reconciliation package. Once the last outstanding check is shown, you will get a new message.

**No more outstanding checks exist. Press RETURN:** Once you press <ENTER>, the Outstanding Checks Report will print out.

**HELPFUL HINT:** An outstanding checks register can be performed at any time by choosing the Perform Check Reconciliation from the A/P Check processing Menu and then pressing <ESC>. The program will then immediately go to the Outstanding Checks Print program and print an Outstanding Checks Register.