Update Database

PROGRAM NAME: APUDMAIN
MENU OPTION TITLE: Update Database
MAIN MODULE: ACCOUNTS PAYABLE
HELP KEY ACTIVE: YES

PROGRAM OVERVIEW

The Update Data Base routine is one of the workhorses of the Accounts Payable System. It is recommended that a backup be done before processing begins. It is also highly recommended that a Temporary Voucher report be done before running this program. It will provide the user an opportunity to check for data entry errors.

PROGRAM OPERATION

(REDO) When this option is first chosen from the menu, the question will be asked, "Have you run a temporary voucher report?" If answering "N" to this question, the menu will be redisplayed. If answering "Y", the message "Press RETURN to begin, ESC to abort" will be displayed. Pressing the ESC key will return the user to the menu, while pressing RETURN will allow the updating process to begin. While this information is being processed, the vendor ID and invoice number that are currently being updated will be displayed enabling the user to determine how far the report has progressed.

This program will update the YTD and CURRENT BALANCE fields in the Vendor Master File. Its main function is to move all the transaction information in the Temporary voucher files to the Permanent files, making such information available for further processing. When the update has been completed, an audit trail will be printed showing what information has been moved from the temporary to the permanent files. It also provides a means of checking for data entry; errors that may have been missed on the Temporary Voucher Report. The voucher total and the G/L distribution total will be printed for each voucher listed on the update report. An overall voucher and G/L distribution total will be printed on the last line of the report. These totals should match the last Temporary Voucher Report run before the update. If the final voucher and G/L totals do not, an accounting out-of-balance will occur.

NOTE: Make sure that the information in the temporary file is correct before running this program since the information cannot be changed after an update has been done.