

Generate Recurring Expenses

PROGRAM NAME:APASKVOC

MENU OPTION TITLE:Generate Recurring Expenses

MAIN MODULE:ACCOUNTS PAYABLE

HELP KEY ACTIVE:YES

PROGRAM OVERVIEW

This routine will generate vouchers for all of the recurring expenses entered in the Enter Recurring Expense routine. It can be performed only once in any given month. If an attempt is made to run more than once in the same month, the error message "UPDATE HAS BEEN RUN THIS MONTH" will be displayed. The user will be returned to the A/P payable Processing Menu.

PROGRAM OPERATION

When this option is chosen from the A/P Payable Processing Menu, the question will be asked "Press RETURN to begin, ESC to abort". If the ESC key is pressed the menu will be displayed again. Pressing RETURN will cause the question "Do you want to print an audit trail?" to be displayed. If "Y" is answered to this question, a report will be printed showing all the recurring expenses generated. If "N" is answered no audit trail will be printed.

After answering the audit trail question, the message "Updating, please wait!" will be displayed. The Generate Recurring Expenses procedure will then begin. As processing continues, asterisks will be displayed at the bottom of the screen indicating processing is taking place.

The recurring expenses that are generated by this routing will reside in the temporary files as vouchers and open credits. After the recurring expenses have been generated, they can be edited, changed, or deleted using the Enter/Edit Vouchers procedures.

Recurring expenses are not available for check processing until the Update Data Base routine has been run.