

## Enter/Edit Open Credits

**PROGRAM NAME:**APOPNCRV  
**MENU OPTION TITLE:**Enter/Edit Open Credits  
**MAIN MODULE:**ACCOUNTS PAYABLE  
**HELP KEY ACTIVE:**YES

### PROGRAM OVERVIEW

The Enter/Edit Open Credits allows entering credit memos received from a vendor. These open Credits are applied against the outstanding balance owed to the vendor when checks to vendor are being processed.

### PROGRAM OPERATION

**VENDOR #:** Enter the Vendor ID of the vendor from whom a credit has been received. If an invalid Id is entered, or one which does not exist, the error message "PLEASE ENTER A VALID RECORD ID" will be displayed and the cursor will remain in the VENDOR # window. If a valid vendor ID is entered, the vendor's name will be displayed.

**INVOICE #:** An entry is required in this field. If it is necessary to enter an invoice that does not normally have a number, make up a number and enter it here. Enter the credit memo number, received from the vendor. As many as 15 alphanumeric characters may be entered here. If the error message "VOUCHER ALREADY EXISTS -- PLEASE RE-ENTER" appears, a voucher with the credit memo number entered already exists in the permanent voucher files. This happens and it is still necessary to use this credit number, add a letter to the end of the credit number. For example, if you enter credit number "9999" and the error message appears, solve the problem by entering "9999AS". If the screen fills up with information after the credit memo number is entered, the system is signaling that the credit has already been entered and exists in the temporary files.

**VOUCHER DATE:** An entry in this field is required. The current system date will be automatically displayed here. This is the date that the credit is entered into the Accounts Payable System. More importantly, it is the date that determines to what G/L accounting period the credit dollars are charged. The Account Payable System allows as many open accounting periods necessary. However, once an accounting period has been closed, no transactions can be charged against that closed period. If it should occur then the error message "PLEASE ENTER A VALID RECORD ID" is displayed after entering a

VOUCHER DATE, the system is signaling that the date entered falls within a closed period. An acceptable, open date must be entered to continue.

**CREDIT DATE:** An entry in this field is required. This is the date from the credit memo. It reflects the date the vendor authorized a credit to be taken.

**PURCHASE AMOUNT:** Enter the amount of the credit (not including FREIGHT or SALES TAX).

**FREIGHT:** Enter the freight amount.

**SALES TAX:** Enter the sales tax amount.

**INVOICE TOTAL:** No entry can be made in this field. It will be displayed automatically after entering the SALES TAX amount. It is calculated by adding the PURCHASE AMOUNT, FREIGHT and SALES TAX. This figure represents the total amount of distributions that must be made to the various expense and payable accounts.

The operation of this screen and the remaining entry fields is identical to that of the Enter/Edit Voucher routine. If there are any questions regarding processing procedures, or open credits, please refer to the section on entering and editing vouchers and follow the same instructions.

**NOTE:** Vouchers entered are not available for processing until the Update Data Base routine has been run. Until that routine is run, as many changes may be made to vouchers as necessary.