Fix Accounts Payable Dates/Checks

Techdocs.   \prg\ap\apfixdat.vis
Menu Selection: AP, AP Setup Program, Fix Dates/Checks

This option lets you fix dates and batch numbers on Checks, Invoices and EFTs. You can enter a document to fix one bad document within the batch. Always enter at least one date or one batch number. This helps the system find the right data.

```
1=Fix a Batch Number    2=Fix a Bad Date   3=Fix Check Nos.   Q=Quit

Type:  1=Checks   2=Invoices   3=Efts   4=BOLs   5=AP Delete  6=Void Ck  Q=Quit  2

C=Current    H=History      C        Fix Gl Link File too? (Y/N/Q)

Document Number

Bad Batch Number                      Bad Date          / /

New Batch Number                      New Date          / /

Is Everything OK? (Y/N/Q)


Typically, you would enter one batch number for both less and Greater than
to fix one bad batch.  You can enter a document to fix one bad document within the batch.
Always enter at least one date or one batch number.  This helps the computer find the right data.
```

Screen to Fix Dates/Batches Related to AP

First Option
> 1 - Fix a Batch Number
> 2 - Fix a Bad Date
> 3 - Fix Check Nos

Doc Type
> Select the Document Type to change:
> 1=Checks   Check number, date or batch needs to be corrected.
> 2=Invoices AP Invoice batch number needs to be corrected. You cannot change the invoice number. You must delete it and reenter it.
> 3=EFTs   EFT or batch number needs to be corrected. EFT reference or check number cannot be changed in this option.
> 4=BOLs   Fix bad batch in BOL module

5=AP Del   You deleted an invoice and it has a bad batch
6=Void Ck   You voided a check with a bad batch number.

Period Option.
C   Current   Is this a current month transaction?
H   History   Was this last month and in the history file?

Fix Link File too?   Answer Y to play it safe.
Y   Yes, fix the AP Link file
N   No, fixing the AP Link file is not required

Document Number
1-Checks   Enter the check number. Leave this blank to view all
                    checks in the batch.
2-Invoices   Enter the invoice number. Leave this blank to view
                 all invoices in the batch.
3-EFTs   Enter the EFT Number. Leave this blank to view all
                    EFTs in the batch.
4-BOLs   Enter bol number or blank to view all in batch.
5-Ap Delete   Enter AP invoice that was deleted or Blank.
6-Void Check   Enter AP check that was voided or Blank.

Bad Batch & New Batch
If you selected Option 1 to change batches, enter the old batch that is
wrong and enter the new correct batch number.

Bad Date & New Date
If you selected Option 2 to change dates, enter the old date that is wrong
and the new correct date.

Sample Change Screens for Change Batch

	Pvendno	Pcompany	Checkno	Aprpay	Module	Batch	Checkdate	Fix	Ocheckno	Ocheckdate	Obatchno	
	ACME	ACME GROCERS	8562	20.00	MANCHK	20140802	08/02/2014	Y	8562	08/11/2014	20140811	

FIX AP DATES/BATCHES - <Ctrl W> = Quit

In column 'Batch', enter the new batch number.

Column 'Obatchno' has the original batch number.
<Ctrl W> when information is correct.

Sample Change Screen for Change Date
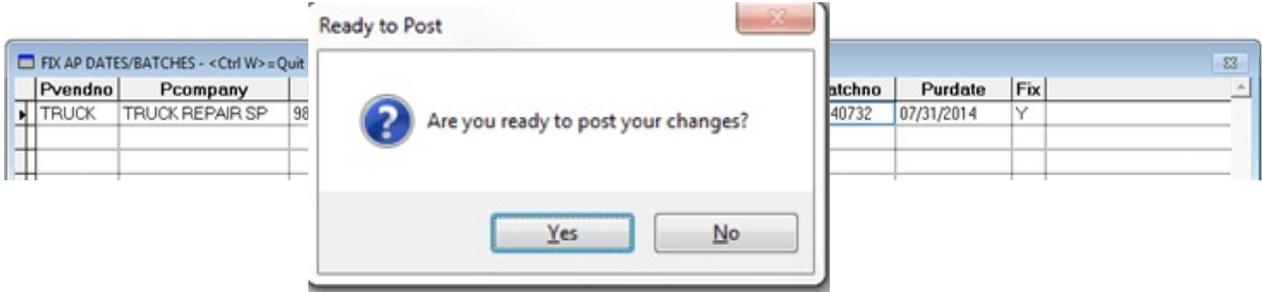
Example: Invoice   98765 should be 07/31.

In column 'Purdate' (Purchase Date), enter the correct date.
In column'Fix', enter 'Y' to fix the data.
<Ctrl W> when information is correct.

After saving the data with Ctrl-W, you will prompted to Post your change.

<Yes>   Post/Update the changes.
<No>   Do NOT post changes.

Choose Yes to Post the data:
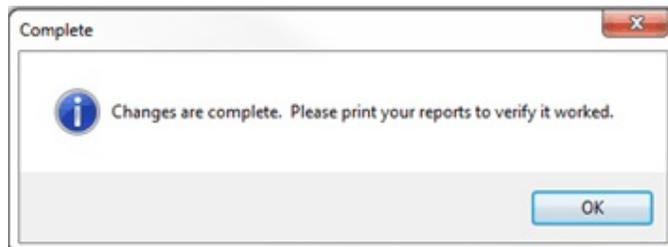
Click <OK>

Choose No to cancel the Post:
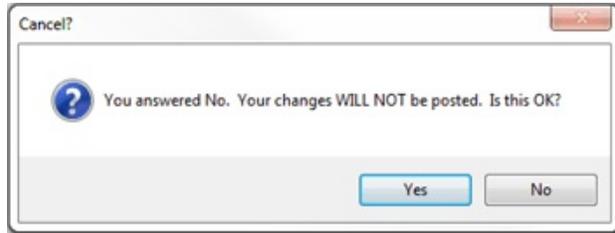
N   Returns to the popup window for changes.
Y   Returns to the options screen for more changes or to Quit.