

How to fix a problem in PROMPT Business System, Accounts Payable with assignment of check numbers

How PROMPT AP handles check numbers

It is possible to get an error message that the check number is invalid when attempting to write Accounts Payable batch checks. The best way to understand this problem is to know how the Accounts Payable System handles check numbers.

Check numbers are recorded in the SD name file APCKRFLE and are sequential numbers within a bank number. For example a new PROMPT user at startup ready to write their first accounts payable check will see the number 1 on the check screen waiting for acceptance or override.

Let's assume this PROMPT user has a box of new check numbered from 1000 and up. They would override the check number 1 with the first paper check in the printer that is 1000 and begin printing.

Assume they successfully print and update 10 checks numbered 1000 – 1009. The next time they try to print a check (we are assuming the same bank number) the next check number that will appear on the screen is 1010. If the user is about to print a batch of checks (not quick pay) and overrides this starting number 1010 with a lower number, for example 500 an error message will occur **because batch check writing requires a higher check number sequence.**

However, using the same assumptions just stated, if you are about to print a quick pay check (one at a time) and override the check number with a lower check number, the program will accept the check number and if it has not been previously used the check will be written.

If the check number has been previously used to write a check to **the same vendor number** the program will issue a warning message allowing you to change the check number or continue and update (meaning add to the previous amount paid under this check number).

If the check number has been previously used to write a check to a different vendor you will get the invalid check number error message.

How to fix prior errors in check number assignment

Let' assume a user intended to override check number 1010 with 1012 but incorrectly entered 101200 and wrote five check without discovering the mistake.

The next time they get ready to write batch checks the notice the next check number is 101204 and realize they have a problem!

The solution is to go the Main AP menu and chose the option SA that means supervisor authority. If your password does not allow access you will have to get a management level person with appropriate access to do the fix.

Once access is granted select menu option 3 on the AP Supervisory menu and if there is only one bank number in the file you can press F2 twice and will land on the highest check number in the file.

Create the correct check records

In our example problem the check number 101200 must be changed to 1012, check number 101201 changed to 1013 and so on. However the bank and check number make up the key to the file and cannot be changed so here is exactly what to do.

Go to check number (If you are a new PROMPT user see “Using the check file editor” below) 101200 and type 1012 over the 10200 clearing the excess digits then **press enter** and you will see new record added. Next do the same for check number 101201 typing 1013, clearing the excess digits, and repeat for the five checks.

Delete the incorrect correct records

Go to check number 101200 and use **F5** to delete the check record. You must verify the delete by **pressing enter**. The record will remain on the screen but it is gone from the file. You can then press **F3** to go to check number 101201, delete it and so on until the last check number in the file is check number 1016 that puts your file in sync with your paper checks.

Using the check file editor

Use **F3** to scroll forward one record at a time or **F2** to scroll reverse one record at a time. To jump forward in the file to a different bank, change the bank number on the screen and clear the check number with the space bar or delete key then press **F3** and you will go to the first check for this bank number.

At this point if you press **F2** you will see the highest check number for the next lowest bank number.

Pay attention because it is easy to accidentally add a record to the file!

If you change a check number on the screen and intend to press **F3** but accidentally press **enter** you will either add a new record to the file getting the message “New Record Added, nn records on file in APCHKFLE, or if the check number you entered on the screen just happens to match a check number in the file the message will be “This record already exists in APCHRFLE.”

If you accidentally add a new record, simply use **F5** to delete it.

Ideal file management

When you first go into the editor to fix a previous error, write down the number of records in the file. Then after doing your fixes make sure the same number of records exist in the file. Of course this assumes no one else is writing checks while you are making the repairs.