

How to consolidate payroll and accounts payable checks

Many PROMPT users have a single bank account for both payroll and accounts payable checks. However, the standard PROMPT system release has separate files for payroll and accounts payable checks therefore the following one time procedure must be followed to consolidate the check files.

Here is the one time procedure:

Go to **PD**
Select **SD**

Enter Option: (**C**) Press **tab**
Enter SDNAME (**PRCKRFLE**) Press **enter**

SDNAME: (**PRCKRFLE**)

Access Method: (**PDB**)
Data Set Name: (**BSPR.PRCKRFLE.DATA**)
FFD Name: (**BSPR.PRCKRFLE.FFD**)
Directory Path:
(**BSPR.DIRECTORY**)

Your task is to change the above three values to the following:

Data Set Name: (**BSAP.APCKRFLE.DATA**)
FFD Name: (**BSAP.APCKRFLE.FFD**)
Directory Path:
(**BSAP.DIRECTORY**)

After making the changes press **enter**, then press **F4**
Next, press **F7** to return to the PROMPT Database Management System Menu

If you have written no payroll checks you are finished with this one time procedure. However, if you have written payroll checks do this to consolidate the payroll with the accounts payable checks.

From the PROMPT Database Management System Menu do this:

Select option **du**
Command(?): **CO BSPR.PRCKRFLE.DATA,BSPR.DIRECTORY** Press **enter**
Target: **BSAP.APCKRFLE.DATA,BSAP.DIRECTORY** Press **enter**
Keydata: Press **enter**
BSPR.PRCKRFLE.DATA - 999 Records copied, 0 Duplicates
Command(?): **EN** Press **enter**

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The last step is to index the consolidated file as follows:

Chose Option **AI**

Enter SDNAME defining data file and FFD: **APCKRFLE** Press **enter**

Enter Alternate Index Number (0=ALL): **0** Press **enter**

When the file is indexed the PROMPT Database Management System Menu will return.

End of procedure