

Adding/Changing Check Category for Accepted Payment Voucher

Adding a check category to an Accepted Payment Voucher:

If a check category was **not** keyed on the payment voucher, one can be added on the AFNS SCHED table. To do this, please follow the steps listed below:

1. Go to the AFNS SCHED table. Make sure the screen is blank (no records appearing on the screen).
2. Get the needed payment voucher record, by placing a "G" (for get) in the 'Action' field, tabbing down to the first line, and keying in the 'Vendor Code' and 'Payment Voucher Number'.
3. Press ENTER. The document information should appear on the screen and should be the only record on the screen.
4. In the 'Action' field key a "C" (for change), tab down to the 'Hold Ind' field making sure it is blank (if an "H" is in the field, space out the "H"), then tab over to the 'Check Category' field and key in a valid check category (located on the AFNS CCAT table).
5. After the fields (listed in step #4) have been updated press ENTER. A message should appear at the bottom of the screen stating that the record has been changed. The payment voucher should print/reprint the next business day.

Changing a Check Category for an Accepted Payment Voucher:

If a check category was keyed incorrectly on the payment voucher, it can be changed/corrected on the AFNS SCHED table. To do this, please follow the steps listed below:

1. Go to the AFNS SCHED table. Make sure the screen is blank (no records appearing on the screen).
2. Get the needed payment voucher record, by placing a "G" (for get) in the 'Action' field, tabbing down to the first line, and keying in the 'Vendor Code' and 'Payment Voucher Number'.
3. Press ENTER. The document information should appear on the screen and should be the only record on the screen.
4. In the 'Action' field key a "C" (for change), tab down to the 'Hold Ind' field making sure it is blank (if an "H" is in the field, space out the "H"), then tab over to the 'Check Category' field and key in the correct check category (located on the AFNS CCAT table).
5. After the fields (listed in step #4) have been updated press ENTER. A message should appear at the bottom of the screen stating that the record has been changed. The payment voucher should print/reprint the next business day.