

Select Invoices for Payment

View AP Trial Balance Report

Go to drop-down menu selections **Accounts Payable**→**AP Selection**→**Payment Selections**



On the next screen, enter the date of your aging schedule. Generally, you'll want to put the current date.

The AP Aging Report should now be on your screen. This is a listing of your unpaid invoices.

TYPE	DOC#	INVOICE DATE	DUE DATE	ORIGINAL AMOUNT	CURRENT	31-60	61-90	OVER 90	PAY
VENDOR: 24H01686 - 24-HOUR DOOR SERVICE									
INV	TEST DISCOUNT	7/9/2009	7/9/2009	\$100.00				\$100.00	<input type="checkbox"/>
INV	ONLY IN GP	7/10/2009	7/10/2009	\$10,000.00				\$10,000.00	<input type="checkbox"/>
			\$10,100.00	AGED TOTALS				\$10,100.00	
VENDOR: ACC01686 - ACCURATE TELECOM									
INV	123456789	12/10/2009	1/8/2010	\$125.00		\$25.00			<input type="checkbox"/>
			\$25.00	AGED TOTALS		\$25.00			
VENDOR: ACS01686 - A.C.S.									
INV	108838	12/10/2009	1/8/2010	\$75.00		\$25.00			<input type="checkbox"/>
			\$25.00	AGED TOTALS		\$25.00			
VENDOR: CHA01686 - CHAMPION ENERGY SERVICES-UTILITY									
INV	050906A	10/1/2009	10/30/2009	\$50.47				\$50.47	<input type="checkbox"/>
INV	050906B	10/1/2009	10/30/2009	\$428.45				\$428.45	<input type="checkbox"/>
INV	050906	11/1/2009	11/30/2009	\$138.45			\$38.45		<input type="checkbox"/>
INV	050906D	12/10/2009	1/8/2010	\$855.70		\$855.70			<input type="checkbox"/>
INV	B0603150027	12/10/2009	1/8/2010	\$43.29		\$43.29			<input type="checkbox"/>
INV	B0603150029	12/10/2009	1/8/2010	\$3,711.17		\$3,711.17			<input type="checkbox"/>
INV	B0603150030	12/10/2009	1/8/2010	\$526.23		\$526.23			<input type="checkbox"/>
			\$5,353.76	AGED TOTALS		\$5,136.39	\$38.45	\$178.92	
VENDOR: CHE02686 - CHEVRON CREDIT BANK									
INV	060106	12/10/2009	1/8/2010	\$621.68		\$621.68			<input type="checkbox"/>
			\$621.68	AGED TOTALS		\$621.68			
VENDOR: CIT05686 - CITY OF HOUSTON - WATER - UTILITY									

On the AP Aging Report your vendors are shown in alphabetical order. The invoices are then listed by invoice date order. Invoices are aged according to the invoice due date and the date of the report. Invoice due dates are determined by payment terms which are assigned to each vendor. Let your Account Controller know if you want to change any vendor's payment terms.

Payment Selection

To select an invoice for payment, click in the small, square box on the right side of the screen. If you want to pay a portion of the invoice, click the box and then type in the amount you want to pay.

As you select invoices, the total amount of invoices selected by vendor will appear in **blue** after each vendor's last invoice.

As you select invoices, the total amount of invoices selected from all vendors will appear in **blue** on the last page of the AP Trail Balance Report.

If during the selection process, you want to view just those vendors selected for payment, click **HIDE UNSELECTED VENDORS** near the top of the page.

To resume viewing all vendors, click **SHOW ALL VENDORS**.

If you want to select some invoice now and then come back later to select again hit **SAVE SELECTIONS**. This allows you or anyone with Payment Selection access to go back to the Payment Selection button later and view all prior selections and add or unselect invoices as needed.

Do not hit **PAY SELECTED INVOICES** until you have completed the “Matching” step discussed below.

Matching Payment Selections to Invoices

After selecting invoices for payment, click on **SELECTED INVOICE REPORT** and print.

Use this report to pull all invoices selected from your unpaid invoice files

Verify that the date, invoice amount and invoice number on each invoice agrees with this information on the Selected Invoice Report

TYPE	DOC#	INVOICE DATE	DUE DATE	ORIGINAL AMOUNT	CURRENT	31-60	61-90	OVER 90	PAY
VENDOR: 24HD1686 - 24-HOUR DOOR SERVICE									
INV	TEST DISCOUNT	7/9/2009	7/9/2009	\$100.00				\$100.00	<input checked="" type="checkbox"/> 100.00
INV	ONLY IN GP	7/10/2009	7/10/2009	\$10,000.00				\$10,000.00	<input checked="" type="checkbox"/> 10000.00
				\$10,100.00				\$10,100.00	\$10,100.00
VENDOR: ACC01686 - ACCURATE TELECOM									
INV	123456789	12/10/2009	1/8/2010	\$125.00		\$25.00			<input type="checkbox"/>
				\$25.00		\$25.00			
VENDOR: ACS01686 - A.C.S.									
INV	108838	12/10/2009	1/8/2010	\$75.00		\$25.00			<input checked="" type="checkbox"/> 25.00
				\$25.00		\$25.00			\$25.00
VENDOR: CHA01686 - CHAMPION ENERGY SERVICES- UTILITY									
INV	050906A	10/1/2009	10/30/2009	\$50.47				\$50.47	<input checked="" type="checkbox"/> 50.47
INV	050906B	10/1/2009	10/30/2009	\$428.45				\$428.45	<input checked="" type="checkbox"/> 428.45
INV	050906	11/1/2009	11/30/2009	\$138.45			\$38.45		<input type="checkbox"/>
INV	050906D	12/10/2009	1/8/2010	\$855.70	\$855.70				<input type="checkbox"/>
INV	B0603150027	12/10/2009	1/8/2010	\$43.29		\$43.29			<input type="checkbox"/>
INV	B0603150029	12/10/2009	1/8/2010	\$3,711.17	\$3,711.17				<input type="checkbox"/>
INV	B0603150030	12/10/2009	1/8/2010	\$526.23	\$526.23				<input type="checkbox"/>
				\$5,353.76		\$5,136.39	\$38.45	\$178.92	\$178.92
VENDOR: CHE02686 - CHEVRON CREDIT BANK									
INV	060106	12/10/2009	1/8/2010	\$621.68		\$621.68			<input type="checkbox"/>
				\$621.68		\$621.68			
VENDOR: CIT05686 - CITY OF HOUSTON - WATER - UTILITY									

VENDOR: ABR01686 - ABRUA									
INV	033106	3/10/2009	3/31/2009	\$205.15				\$205.15	<input type="checkbox"/>
				\$205.15				\$205.15	
VENDOR: XOC01686 - XO Communications Services									
INV	19788412	3/10/2009	3/31/2009	\$432.36				\$432.36	<input type="checkbox"/>
				\$432.36				\$432.36	
				\$152,265.83				\$151,196.59	\$1,069.24
									\$219.00
				\$152,265.83		\$151,196.59	\$1,069.24		\$219.00

Correcting Errors & Mistakes

If you notice any errors on the AP Trial Balance Report, unselect the invoice and immediately call your Accounts Payable contact. Your AP contact will help you correct these items.

Completing Payment Selections

When you are finished matching invoices to the AP Trial Balance and have unselected or corrected all errors, hit **PAY SELECTED INVOICES**. We will use these selections to prepare the vendor checks.

Payment selection should be completed no later than **the agreed upon time** each week.