

Select Invoices for Payment

View AP Trial Balance Report

Go to drop-down menu selections Accounts Payable \rightarrow AP Selection \rightarrow 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.

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uatrro	FPO Solutions	Online Repo	orting v. 3.1	Vaer: dskokan <u>Store</u> Customer	Demo (686)					Line.0
lome	Accounts Payable	Sales Inver	itory PR Accru	als Financials Admin Help	100000000	041504567	1204-0201	0.0000000000000000000000000000000000000		192,000
TYPE	DOC#	DATE	DUE	AMOUNT	CURRENT	31-60	61-98	OVER 90		PAY
VENDO	R: 24H01686 - 2	4-HOUR DOOR	SERVICE							
INV	TEST DISCOUNT	7/9/2009	7/9/2009	\$100.00				\$100.00		4
NV	ONLY IN GP	7/10/2009	7/10/2009 \$10,100.00	\$10,000.00 AGED TOTALS				\$10,000.00 \$10,100.00		1
ENDO	R: ACC01686 - A	CORATE TELES	COM							
NV	123456789	12/10/2009	1/8/2010 \$25.00	\$125.00 AGED TOTALS		\$25.00 \$25.00				14
VENDO	R: AC501686 - A	C.S.								
NV	108838	12/10/2009	1/8/2010 \$25.00	\$75.00 AGED TOTALS		\$25.00 \$25.00			0	
ENDO	R: CHA01686 - C	HAMPION ENER	GY SERVICES	UTILITY						
NV	050906A	10/1/2009	10/30/2009	\$50.47				\$30.47		4
NV	0509068	10/1/2009	10/30/2009	\$428.45				\$128.45		4
NV	050906	11/1/2009	11/30/2009	\$138.45			\$38.45			4
NV	050906D	12/10/2009	1/8/2010	\$855.70		\$855.70				4
NV	80603150027	12/10/2009	1/8/2010	\$43.29		\$43.29				4
NV	80603150029	12/10/2009	1/8/2010	\$3,711,17		\$3,711.17				9
NV	80603150830	12/10/2009	1/8/2010 \$5,353.76	\$526.23 AGED TOTALS		\$526.23 \$5,136.39	\$38.45	\$178.92		4
END	R: CHE02686 - CI	HEVRON CREDI	TBANK							
NV	060106	12/10/2009	1/8/2010 \$021.68	\$621.68 AGED TOTALS		\$621.68 \$621.68				
VENDO	R: CI105686 - CI	TY OF HOUSTO	N - WATER - UT	FILITY						

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

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ome	Accounts	Payabl	e Sales Inver	tory PR Accrua	Is Financials Adr	nin Help							Esine	AAAAC
YPE	DOC#		INVOICE	DUE DATE		ORIGINAL	CURRENT	31-60	61-90	OVER 90			PAY	-
ENDO	R: 24HD)	1686 - 2	4-HOUR DOOR	SERVICE										
NV.	TEST DE	SCOUNT	7/9/2009	7/9/2009		\$100.00				\$100.00	E	100.00		
NV	ONLY IN	(GD	//10/2009	\$10,100.00		AGED TOTALS				\$10,000.00	1×	\$10,100.00		
INDO	R: ACCOS	1080 - 4	CCURATE TELES	COM										
INV	123456	789	12/10/2009	1/8/2010 \$25.00		\$125.00 AGED TOTALS		\$25.00 \$25.00			E	4	4	
VENDO	R: AC501	1686 - A	.c.s.											
INV	108838		12/10/2009	1/6/2010 \$25.00		\$75.00 AGED TOTALS		\$25.00 \$25.00			E	25.00 \$25.00		
VENDO	R: CHAO	1686 - (HAMPION ENER	IGY SERVICES- U	TILITY									
INV	050906	A	10/1/2009	10/30/2009		\$50,47				\$90.47	12	50.47	4	
INV	050906	B	10/1/2009	10/30/2009		\$428.45				\$128.45	-	128.45	15	
NV	050906		11/1/2009	11/30/2009		\$138-45			\$38,45		E		4	
INV	050906	Þ	12/10/2009	1/6/2010		\$855.70		\$855.70					4	
NV	B05031	50027	12/10/2009	1/8/2010		\$43.29		\$43.29			-		5	
NV	806031	50029	12/10/2009	1/8/2010		\$3,711,17		\$3,711.17			-	-		
NV	805031	50030	12/10/2009	\$5,353.76		AGED TOTALS		\$5,136.39	\$38.45	\$178.92		\$178.92		
IENDO	R: CHEO?	2686 - 0	HEVWON CREDS	IT BANK									_	
NV	960106		12/10/2009	1/8/2010 \$621.68		5021.08 AGED TOTALS		\$621.68 \$621.68			E			
ENDO	R: CITOS	686 - C	ITY OF HOUSTO	N - WATER - UTI	LITY								_	100
• •	·	VERIOO	C YENDIDDO -	ALHOA						-				
		174V	033105	3/10/2009	\$205.15		AGED TOTALS		\$205.1	15			Q.].	
		VENDO	R: XOC01686 -	XO Communicati	ous Services								STR.VI	
		INV	19788412	3/10/2009	3/31/2009 \$432.36		\$432.36 AGED TOTALS		\$432.3	36 16				
					\$152,265.83	AGED LO	CATION TOTALS		\$151,196.5	i9 \$1,069.	14			\$219.0
					\$157,265.83	AGED	GRAND TOTALS		\$151,196.5	i9 §1,069.	24			\$219.0
		SH	OW ALL VENDOR	15 HBC	E UNSELECTED VEN	DORS	SELECT ALL INVOID	185) SA	VE SELECTION	s SE	LECTED I	WORCES REPO	IRT :	
		(Þ	AV SELECTED IN	VOICES										

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.