Solution-IV^{TM} Reprographics
AP Automatic Payment Selection
Getting Started Guide 8.70
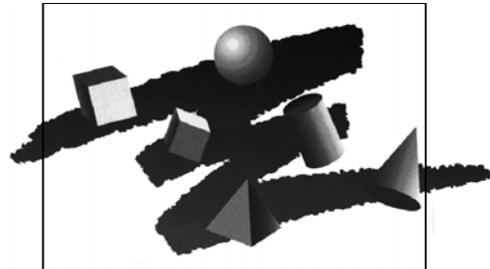
THOROUGHBRED®
SOFTWARE INTERNATIONAL, INC.

The Thoroughbred logo, Swash logo, and Solution-IV Accounting logo, THOROUGHBRED, IDOL,
OPEN WORKSHOP, and VIP VISUAL IMAGE PRESENTATION are registered trademarks of
Thoroughbred Software International, Inc.

Thoroughbred *Basic*, Thoroughbred Environment, OPENworkshop, IDOL-IV, Inquire-IV, Dictionary-IV,
Script-IV, Report-IV, Query-IV, Source-IV, TS Network DataServer, TS ODBC DataServer, TS ODBC R/W
DataServer, TS ORACLE DataServer, VIP (*Visual Image Presentation*), VIP for Dictionary-IV, VIP4, GWW,
Gateway for Windows$_{TM}$, TS ChartServer, TS ReportServer, TS WebServer, TbredComm, WorkStation
Manager, Solution-IV, Solution-IV Reprographics, TS/Xpress, and DataSafeGuard are trademarks of
Thoroughbred Software International, Inc.

MS-DOS, Xenix, Windows, Microsoft Windows 98, Windows 2000, NT, and XP, Windows 2003 Server and
TS DataServer for MS SQL Server are trademarks of Microsoft Corp. IBM, IBM PC, OS/2, PS/2, and PC-DOS
are trademarks of International Business Machines Corp.
DEC, OPEN VMS, and ULTRIX are trademarks of Digital Equipment Corp.
UNIX is a trademark licensed exclusively through X/Open Company
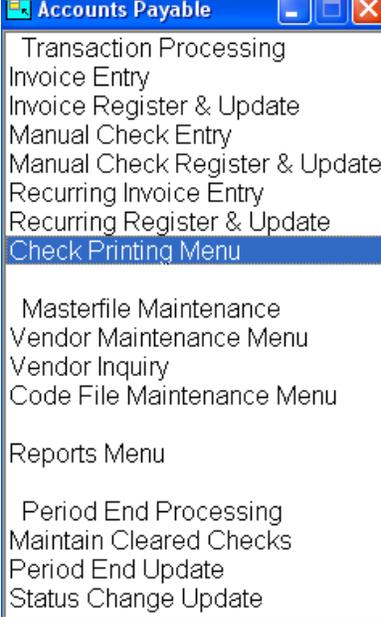LTD.Novell is a registered trademark of Novell, Inc.
Oracle is a registered trademark of Oracle Systems Corporation
InstallShield is a registered trademark of Stirling Technologies, Inc.

Other names, products and services mentioned are the trademarks or registered trademarks of their respective
vendors or organizations.

Automatic Payment Selection

For help with any option or field please refer to the Accounts Payable Manual or press **F6** on your keyboard.

Both steps begin from the **Solution-IV** Main Menu where you select **Accounts Payable**	**Solution-IV** General Ledger Accounts Payable Accounts Receivable Order Processing Inventory Control Purchase Orders Payroll Fixed Assets Bank Reconciliation Prospect Management Utilities Select Current Company Change Terminal Date Executive Summary Info Batch Report Selector FormsCreator Service Contract JobTrak Logoff	
From the Accounts Payable Main Menu, select **Check Printing Menu**	**Accounts Payable** Transaction Processing Invoice Entry Invoice Register & Update Manual Check Entry Manual Check Register & Update Recurring Invoice Entry Recurring Register & Update Check Printing Menu Masterfile Maintenance Vendor Maintenance Menu Vendor Inquiry Code File Maintenance Menu Reports Menu Period End Processing Maintain Cleared Checks Period End Update Status Change Update	
From Check Printing Menu, select **Automatic Payment Selection.**	**Check Printing ...** Automatic Payment Selection Payment Selection Entry Payment Selection Register Check Printing Check Register & Update	

Selection Screen

This function allows you to select invoices by ranges of due dates, discount dates, discount availability, etc. Once the selections are entered, the open invoice file is searched for invoices meeting the stated criteria.

Once the invoices have been selected for payment, the Payment Selection Register may be printed to verify the selections. If some of the selections are incorrect, they can be corrected either by doing another selection, or by using Payment Selection Entry.

Print Selected Invoices Only? (Default "N")

You have the option of entering specific invoices for payment, or using ranges of vendors, dates or selection cycles as follows:

> Y - Displays a view and allows you to select up to 10 individual invoices for payment.
>   The remaining fields on the screen will be skipped.

N - Allows you to continue on down the screen.

Print Selected Vendors Only? (Default "N")

You have the option of entering a range or selected vendors that you wish to pay as follows:

Y - Displays a view and allows you to select up to 7 individual vendors.
N - Allows you to enter a range of vendors.

Starting/Ending Vendor

You may select all or a range of vendors to pay as follows:

1. Press **Enter** twice to select all vendors;
2. To select a smaller range, enter the starting and ending vendor you wish to pay;
3. To select only one vendor, enter that vendor code for both starting and ending.

Print Selected Payment Cycles? (Default "N")
You have the option of entering specific payment cycles or a range of payment cycles as follows:

Y - Displays a view and allows you to select up to 5 individual payment cycles.
N - Allows you to continue on down the screen.

Starting/Ending Cycle
You may select all or a range of payment cycles as follows:

1. Press **Enter** twice to select all payment cycles;
2. To select a smaller range, enter the starting and ending payment cycle you wish to use;
3. To select only one payment cycle, enter that payment cycle for both starting and ending.

Select Invoices with
Due date on or before:
Enter the last invoice due date that you want to select invoices from.   The system will default to the terminal date, but you may want to change it, especially if you are printing checks for invoices due at the end of the month and you are either ahead or behind schedule.

Discount date from/to
Enter the first and last dates that you will consider a discount to be valid. If an invoice has a discount due date before this "from" date, it will be considered to be past available and will not be selected unless the actual due date is on or before the invoice due date entered above.

Invoices with a discount due date after the "to" date will be selected with a later payment selection.

Select only invoices with avail disc?

You have the option of only selecting invoices that have discounts between the discount due dates entered above as follows:

    Y - Will only select those invoices within the range parameters entered above that have available discount terms. If there are invoices whose due dates fall into the range but whose discounts either don't exist or are no longer available, they will not be selected for payment.

    N - Will select any invoice meeting the above entered selection parameters.

Take discounts even if past avail date?

You have the option of taking discounts that are on an invoice, even if the discount due date is outside of the range of discount due dates entered above as follows:

    Y - Takes discounts even if they are outside the discount due dates entered above.

    N - Will only take discounts if they are within the discount due dates entered above.

`Is the displayed information correct?     Yes No`

Select **Yes.**