

ACCOUNTS PAYABLE FAQ'S

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How do I enter a non-check payment?

Need to enter a non-check payment in Agility (transfer, wire, etc.)

1. At AP invoice entry, change the payment method from check to the non-check payment method (transfer, wire, etc.).
2. At payment, select the invoice on the AP Select Items to Pay screen.
 - Accounts Payable > Payments > Select Items to Pay
3. After selected for payment, select the AP Non-Check Payment screen and select suppliers, cash account (should default) and payment method.
 - Accounts Payable > Payments > Non-Check Payment
4. Choose the invoice for payment completion by moving it from the Available Invoices to the Selected invoices window. Click Complete Payment.

Link to Wedge Article:

<https://360.dmsi.com/prod1/portal/portal.jsp?c=5899&p=109533894&g=109533969&id=104471022>

AP voucher was entered for incorrect amount & check printed. How do I correct?

The best way to correct the problem is to void the AP check that was made in the system and repay the invoice with the correct amount.

1. To void the check, go to Accounts Payable > Payments > Payment Voiding.
 - Enter the appropriate Cash Account, payment method and check number. Once the check is Void, the AP voucher is opened back up and able to be modified.
2. To adjust the AP voucher amount, go to Accounts Payable > Invoices > Invoice Edit.
 - Enter the Voucher#. Adjust the amount and click Save.
3. Re-issue the AP check by going through the normal AP process by selecting the items to pay and then normal check printing process.

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How do I pay a supplier with a credit card?

You have a supplier that you want to pay with a credit card instead of writing a check. This is handled in Agility by using a credit card clearing account so you can enter AP Invoices for both supplier as well as the credit card company.

Setup

1. Make sure you have an A/P Credit Card Clearing G/L account already setup. If not, create your G/L account in General Ledger > Chart of Accounts > Account Maintenance. The category should be A/P Cash.
2. Default the correct information from the Supplier (only if you always pay this supplier by credit card).
 - Data Files > Supplier Information > Suppliers
 - Open the supplier record
 - On the Invoice tab enter the credit card clearing account as the default into Cash G/L Account and set the Payment Method field to "Other" or "Credit Card"

Invoice Entry/Payment Process to Supplier

1. Enter Invoice to your Supplier. Accounts Payable > Invoices > Invoice Entry
 - Payment Method of "Other" or "Credit Card" will default from supplier setup.
 - On the G/L accounts tab in AP Invoice Entry, confirm the Cash account is your credit card clearing account
 - Save your invoice
2. Accounts Payable > Select Items to Pay
 - Enter the GL Account for Credit Card Clearing for the Cash Account
 - Select items for payment
3. Accounts Payable > Payments > Non-Check Payment
 - Select your Credit Card Clearing GL Account
4. Choose the invoice for payment completion by moving it from the Available Invoices to the Selected invoices window. Click Complete Payment.

Invoice Entry/Payment Process to Credit Card Company

1. Enter Invoice to your Supplier. Accounts Payable > Invoices > Invoice Entry
 - Enter Invoice using a payment method = Check.
 - On the G/L accounts tab in AP Invoice Entry, confirm the Cash account is your credit card clearing account
 - Make sure the expense account is also the Credit Card Clearing account.

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How to Write-off, Adjust, or Drop A/P Recon Records

AP Recon Register has a lot of transactions showing small variances (ie. Variances of \$5 or \$10).

How do I clear these transactions from the report?

Go to Accounts Payable > A/P Recon > Drop/Adjust A/P Recon

1. Choose Mode of Drop or Adjust variance
 - Drop will permanently remove the detail records from A/P Recon.
 - Adjust will set the variance to zero and keeps the details for future research.
2. Click Search

Drop Mode Option

1. Select the Set/Unset Drop Flag to set the Drop flag to Yes for all transactions that are highlighted.
2. Use the Mass Update icon to select transactions based on certain criteria options.
 - Can select all transactions to Drop that have an In Balance date before MM/DD/YY or select transactions that are within a specific dollar or percent variance.
3. Select the correct offset GL account and then select Drop.
 - The transactions are permanently removed from Agility and will not show in AP Recon or on the AP Recon Register.

Adjust Mode Option

1. Select the Set/Unset Adj Flag to set the Drop flag to Yes for all transactions that are highlighted
2. Use the Mass Update icon to select transactions based on certain criteria options.
 - Can select all transactions to Adjust Variance to Zero that are within a specific dollar or percent variance.
3. Select the correct offset GL account and then select Adjust Variance.
 - The transactions will still show on the AP Recon Register but the variance will be zero.

Link to Wedge Article:

<https://360.dmsi.com/prod1/portal/portal.jsp?c=5899&p=109533894&g=109533969&id=104470811>

Can an expired discount still be applied on an AP invoice when cutting checks? How do I adjust or write-off a portion of an existing AP invoice? How to Apply an Expired Discount to an AP Voucher

Go to Accounts Payable > Payments > Select Items to Pay.

1. When selecting AP vouchers for payment on the AP Select, select the "Regardless of date" option on the Results tab. Then select the vouchers to pay.
 - Agility will take the discount on all selected AP invoices that have a discount, even if the discount has expired.

How to Adjust or Write-off an AP Voucher amount

Go to Accounts Payable > Payments > Select Items to Pay.

1. Select the voucher(s) to pay so they display in the lower grid on the Results tab.
2. Double click the voucher you need to adjust which opens the Update Payment Amount window.
3. Adjust the Discount and/or Write-off amounts and adjust down the Payment amount as well so Payments + Discount + Other equals the Open Amount.

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How to apply an AP credit memo to an AP invoice & AR invoice?

A customer is also a supplier.

Have an open AP credit memo (\$200), an AP invoice (\$125) and an AR invoice (\$500). How do I apply the AP credit memo to the AP & AR invoices?

Applying the AP credit memo to the AP invoice

Go to Accounts Payable > Payments > Select Items to Pay

1. Select both the CM and the AP voucher.
2. With the AP invoice only being \$125, double click the CM voucher so the extra \$75 can be written off.
3. Select OK after adjusting the amounts.
4. Select the Print Checks button on the main Select Items to Pay window.
5. The supplier will show as having a zero balance.
6. Click Print and the 2 vouchers will be applied to each other closing both.

Adjusting the open AR amount by the amount written off on the AP credit memo

Go to Accounts Receivable > Inquiries > A/R Open Items Inquiry

(Can also be done in Cash Application if applying other payments to invoices)

1. Select the A/R Write-off icon.
2. Select the appropriate reason code. Make sure the GL account is the same GL account that was used for the AP credit memo write-off.

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How to process a refund from a supplier

The supplier has credit invoice, but instead of applying it towards the next PO, the supplier issues a refund check. How do I enter the check and remove the supplier credits?

Go to Accounts Payable > Invoices > Invoice Edit

1. Enter the voucher number to be written off
2. Change the payment method to be "Manual" and then save the change (you'll do this for each credit voucher if there are multiple vouchers)

Go to Accounts Payable > Payments > Select Items to Pay

3. Select the Vouchers to pay and use the "Update Amount" button.
4. Remove the amount from the payments field and enter the amount in the Write-off or Other field and set the GL Account to credit. Enter a Remark and click OK.

Go to: AP > Payments > Non-Check Payment

- This option will let you process a zero-dollar amount payment)
- 5. Enter the Supplier ID
- 6. Select the Batch ID and select "Manual" payment method
- 7. Select the zero-dollar written off invoice
- 8. Verify the posting period and year
- 9. Click on the "Complete Payment" button
- 10. Enter the check from the supplier in Accounts Receivable > Payments > Cash Against GL Account.
 - Use the same GL account that the AP credit was written off to in step #6 above

Posting from these transactions in the AP Write off account net to zero.

Link to Wedge Article:

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Can I unreconcile an AP check that was cleared in bank recon accidentally?

During the bank recon process, the incorrect check was cleared on accident.
How do I reverse that posting?

Go to Accounts Payable > Inquiries > A/P Lookup Inquiry.

Click Unreconcile and Yes to clear the reconciled information.
The payment now shows back in bank recon to be reconciled when appropriate.

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