# **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=109533 969&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.

#### <u>Setup</u>

- 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=109533 969&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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https://360.dmsi.com/prod1/portal/portal.jsp?c=5899&p=109533894&g=109533 969&id=104470129

# 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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