

Sage 100 ERP Tips and Tricks:

Correcting Sales Tax on Posted Invoice (MAS90/200)

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January 2017

Correcting Sales Tax on a posted Invoice

Have Use the method below to adjust the sales tax on an updated invoice. This may be helpful if you accidentally charge tax for an exempt customer, or use the wrong tax schedule.

Go to Accounts Receivable > Main > Invoice Data Entry.

Type in CM and hit Enter at the Invoice Number Field to select the next credit memo, then select the customer.

S A/R Invoice Data Entry (ABX) 1/8/2017

Invoice Number: 0092581-CM

Customer... Credit...

1. Header 2. Lines 3. Totals 4. Payment

Customer No.: 01-ABF American Business Futures

Apply To Invoice: 0092551

Customer PO:

Invoice Date: 1/8/2017
Due Date: 2/7/2017
Discount Date: 1/8/2017
Net Invoice Amt: .00

Terms Code: 01 Net 30 Days
Ship Method: YELLOW
Salesperson: 0300 Susan Maye
Comment:

Sales Tax
Schedule: CA
California

Print Invoice:
Fax: Batch Fax:

E-mail: artie@sage.sample.com

Quick Print... Accept Cancel Delete

To apply this adjustment directly to a customer's invoice, enter that invoice number in the highlighted field.

On the Lines tab, use Miscellaneous item code "M" and enter the TAXABLE SALES dollar amount from the affected invoice.

Make sure you set the tax class to "TX" and enter the appropriate GL account.

A/R Invoice Data Entry (ABX) 1/8/2017

Invoice Number: 0092581-CM

Customer... Credit...

1. Header 2. Lines 3. Totals 4. Payment

Quick Row: 1

Item Code	Quantity	Price	Amount	Comment
1 M	.000	.000	100.00	
2	.000	.000	.00	

GL Account: Cust .000

Tax Class: TX

Commission: []

Net Invoice: 100.00

Quick Print... Accept Cancel Delete

On the next line, enter the same code, "M", but this time enter the Taxable Sales amount as a NEGATIVE dollar amount and use the exact same GL account as used above.

A/R Invoice Data Entry (ABX) 1/8/2017

Invoice Number: 0092581-CM

Customer... Credit...

1. Header 2. Lines 3. Totals 4. Payment

Quick Row: 2

Item Code	Price	Amount	Comment
1 M	.000	100.00	
2 M	.000	100.00-	
3	.000	.00	

GL Account: Cust .000

Tax Class: NT

Commission: []

Net Invoice: 0.00

Quick Print... Accept Cancel Delete

The totals tab will show the change through sales tax dollars.

A/R Invoice Data Entry (ABX) 1/8/2017

Invoice Number: 0092581-CM

Customer... Credit...

1. Header 2. Lines 3. Totals 4. Payment

Taxable Amount	100.00	Amount Subject to Commission	.00
Nontaxable Amount	100.00-	Commission Rate	10.000 %
Freight	0.00	Commission Amount	.00
Sales Tax	7.25		
Invoice Total	7.25		

Tax Detail...

Quick Print... Accept Cancel Delete

Accept and post the credit.

This transaction will correct your Taxable and Non-Taxable sales dollars as well as Sales Tax liability in your Sales reports.

For more information or assistance with Sage 100 ERP (MAS 90/200), contact us now at info@llbgroup.com or [267.457.4700](tel:267.457.4700).

About the LLB Group, LLC

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- ◆ Cloud Services – From Software as a Service (SaaS) to Infrastructure as a Service (IaaS)
- ◆ Telecommunication Solutions – Carrier Services (voice and internet) & Hosted VoIP
- ◆ Energy Procurement – Single Source for choosing Energy Suppliers in deregulated states

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