

Sage 100 ERP Tips and Tricks:

Transferring an Invoice to Another Vendor (MAS90/200)

Prepared by:

Anthony Volpe
Senior Software Consultant

August 2015

Data entry mistakes are bound to happen, not just in Sage 100, but in any ERP. One of the most common mistakes is entering and updating an invoice to an incorrect Vendor. There isn't an undo button in Sage 100 if this happens so the next time this happens use this guide to more easily re-assign an invoice to the correct Vendor.

Let's assume that Invoice No. 2971 was entered using the incorrect vendor number and the correct vendor is 01-AIRWAY.

1. First, bring up the correct Vendor in **Vendor Maintenance**. Check the box next to Credit Card Vendor.

The screenshot shows the 'Vendor Maintenance' window for vendor '01-AIRWAY'. The window title is 'Vendor Maintenance (ABC) 8/17/2015'. The vendor name is 'Airway Property'. The address is '7888 Saddlebush Trail, Bank Building, Suite 1008, Orange, CA 92669-0001'. The primary contact is 'LEO HENRY'. The 'Terms Code' is '03' and 'NET END OF MONTH'. The 'Credit Card Vendor' checkbox is checked and highlighted with a red box. Other options include 'Hold Payment', 'Exemption No. on File', and 'Tax Schedule'. The window has standard navigation buttons at the bottom: 'Accept', 'Cancel', 'Delete', and a help icon.

2. Now open **Invoice Data Entry**, and select the correct vendor. Make sure all of the total's information is accurate, then click on the Lines tab.

3. Click on the **Transfer Information** button.

* A/P Invoice Data Entry (ABC) 8/17/2015

Vendor No. 01-AIRWAY
Name Airway Property
Invoice No. 2971

1. Header | 2. Lines

Quick Row 2

	G/L Account	Amount	Comment
1	555-00-03	154,530.00	
2		.00	

Description
Transfer
Transfer Vendor

Distribution Balance 0.00 Total 154,530.00

Accept Cancel Delete

4. Fill in the vendor number, invoice number, and amount for the incorrect invoice.

Purchase Vendor Transfer

Vendor Number 01-STEV
Name Stevens Supply
Invoice Number 2971
Invoice Date 5/11/2010
Invoice Balance 154,530.00
G/L Account
Transfer Amount 154,530.00
Discount Amount .00
1099 Form None
1099 Box

OK Cancel

5. Update the invoice as you normally would, then go back into **Vendor Maintenance** and unselect the Credit Card Vendor box and click Accept.

For more information or assistance with modifying the lookup window in Sage 100 ERP (MAS 90/200), contact us now at info@llbgroup.com or **267.457.4700**.

About the LLB Group, LLC

In business since 1984, The LLB Group is a Technology Company serving businesses in the Greater Philadelphia Area.

The LLB Group supports businesses in the following:

- ◆ Software - Sage 100 ERP & CRM (formally MAS 90 & 200), Acumatica
- ◆ IT Managed Services – Proactive Infrastructure Support and Service Desk
- ◆ 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

Our mission statement: To establish and maintain mutually beneficial, long term relationships with our clients by delivering the latest technology, consulting, services, maintenance and support as a highly cost-effective IT solution in order to maximize our clients' productivity and profitability.

CONNECTING THE THINGS THAT MAKE BUSINESS WORK SINCE 1984