



Sage 100 ERP Tips and Tricks:

Set up and transfer balances to a CC Vendor (MAS90/200)

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Cut down on data entry by using the built-in **Transfer Balances** feature to making paying with a credit card a simple part of your accounts payable workflow.

Set up and transfer balances to a CC Vendor

Open Accounts Payable, then Main, then Vendor Maintenance.

Enter the vendor number used to pay the credit card company or add the vendor if it does not already exist.

On the Main tab, check the box for Credit Card Vendor and then click Accept.

	-AMEX 🔍 🔍 nerican Express Compa	NA 🛛 🕨 🕅 🛄 Ny		Copy From.	. <u>B</u> enumber	vlore
<u>1</u> . Main	<u>2</u> . Additional <u>3</u> . St	atistics <u>4</u> . Summary	5. History <u>6</u> . Invoi	ces <u>7</u> . Transactions	B.Checks	<u>9</u> . P/Os
Address	P.O. Box 666654	Ø	Terms Code Reference Credit Card Vendor	03 🔍 NET EN 9999-999999-113	ID OF MONTH	
ZIP Code	75363		Hold Payment			
City	Dallas	State TX	Electronic Payment			
Country	Q		Standard Entry Class			
Primary Contact	9					
Telephone	(800) 555-6675	Ext 6675	Exemption No. on File	e 🔳		
Fax			Tax Schedule	NONTAX 🔍	Nontaxable Tax	
E-mail Address						
URL Address		()			Paperless	
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Create the invoices that were paid by credit card on the vendor account by processing an Accounts Payable, Invoice Data Entry or Purchase Order, Receipt of Goods with an invoice number or Receipt of Invoice.

Open Accounts Payable, then Main, then Invoice Data Entry, select the Credit Card Vendor account, and enter an invoice number (for example, "January 2016") to create for payment on that account and enter the total amount to transfer.

On the Lines tab, click the Transfer Information button to open the Update Purchase Vendor window.

Select the vendor account that the invoices were created and select the invoice to be paid.





A/P Invo	ice Data Entry	ABC) 6/30/2016						
Vendor No. Name Invoice No. <u>1</u> . Header	02-AMEX American Expr JAN 2016 2 Lines	ess Company						⊻endor
Descript	G/L Accou	Purchase Vendor Transfer Vendor Number Invoice Number Invoice Number Invoice Date Invoice Balance G/L Account Transfer Amount Discount Amount	.00	Q Q	Select	mmerit	中 (1) (1) (1) (1) (1) (1) (1) (1) (1) (1)	
Credit Bal	ance	.00			Distribution Balance	1,000.00	Total	0.00
						Accept	<u>C</u> ancel	Delete 🖨 🕜

The invoice date and balance will automatically be populated and the transfer amount will default to the full balance, but can be overridden. Enter any discount amount at this time and select the **OK** button. A detail line will be created for that **Credit Card Vendor**'s invoice. Select the **OK** button and select the **Transfer** button again to complete the amount being transferred.

* A/P Invoid	ce Data Entry (ABC) 6/3	0/2016				100	
Vendor No.	02-AMEX	% IA A D					⊻endor
Name	American Express Comp						
Invoice No.	JAN 2016	۵ 🗖					
1. Header	<u>2</u> . Lines						
	G	Luick Row	1 🔛				🚰 🕵 të 🖞 👼 •
	G/L Account	Transfer	Transfer Vendor	Transfer Invoice	Amount	Comment	
1			01-AIRWAY	0000106020	1,750.00		
2					.00		
Descriptio	on						
Credit Bala	nce .00				Distribution	Balance 750.00-	Total 1,750.00

Accept the invoice, print the Invoice Register, and update it.

A new invoice now exists for the **Credit Card Vendor** and the invoices that were created on the original vendor show a payment transaction with a check number that begins with a C.





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

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.

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