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Technology Solutions

Sage Authorized Partner

Sage 100 ERP Tips and Tricks:

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

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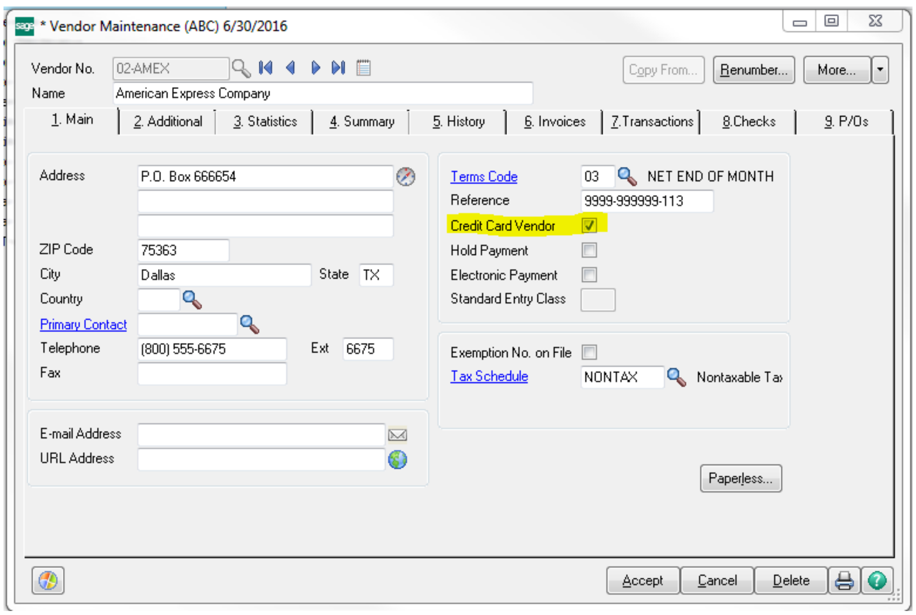
Cut down on data entry by using the built-in **Transfer Balances** feature to making paying with a credit card a simple part of your accounts payable workflow.

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**.

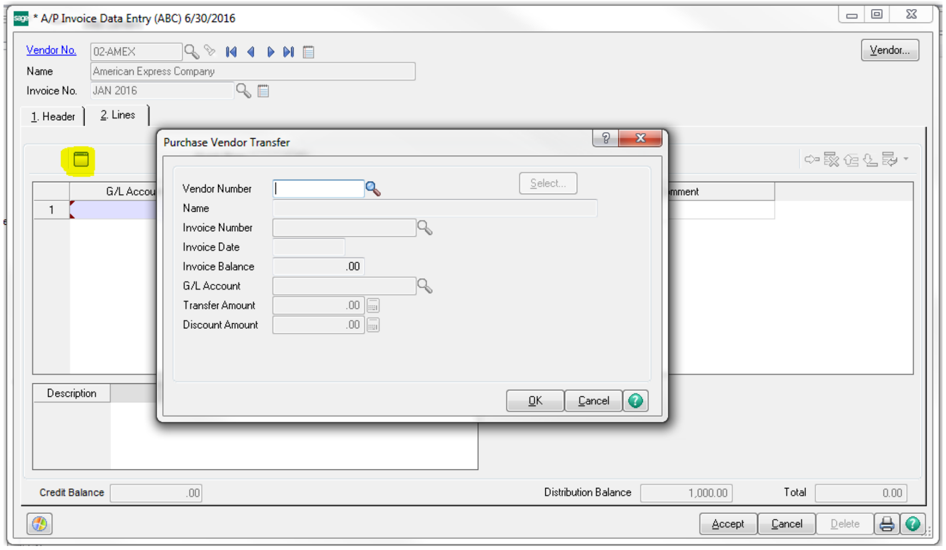


Create the invoices that were paid by credit card on the vendor account by processing an **Accounts Payable, Invoice Data Entry** or **Purchase Order, Receipt of Goods** with an invoice number or **Receipt of Invoice**.

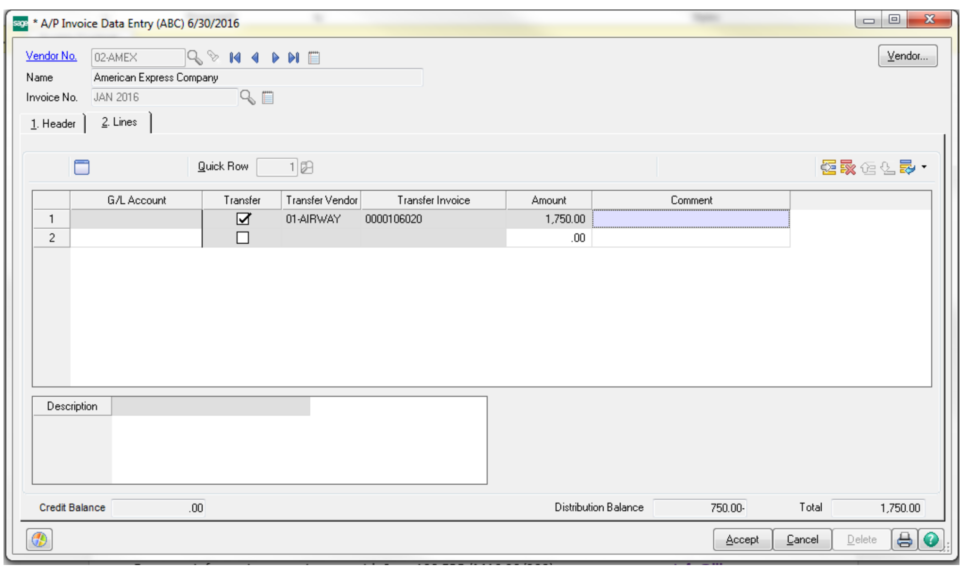
Open **Accounts Payable**, then **Main**, then **Invoice Data Entry**, select the **Credit Card Vendor** account, and enter an invoice number (for example, “January 2016”) to create for payment on that account and enter the total amount to transfer.

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.



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.



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

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.

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