

Sage 100 ERP Tips and Tricks:

Using the Expense Distribution Table in Sage 100 (MAS90/200)

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The Expense Distribution Table feature in Sage 100 ERP allows you to pre-set G/L accounts to be using in an A/P invoice, you can also pre-set their corresponding percentages. This can feature provided a more efficient way of entering expenses that use a range of accounts repeatedly. For example, monthly rent payments can be set up to *automatically* allocate percentages to various departments and GL codes.

You can access Expense Distribution Tables for new invoices in Invoice Data Entry, Repetitive Invoice Entry, and Manual Check and Payment Entry.

Getting Started with Distribution Tables

You can enable Expense Distribution Tables by selecting the **Enable Distribution Tables Checkbox** on the **Entry Tab** in **Accounts Payable Options**.

You may also check **Allow Total Distribution to be Less Than 100 Percent**, otherwise distribution percentages must equal 100%

Accounts Payable Options (ABC) 6/21/2015

1. Main | 2. Additional | 3. Entry | 4. Printing | 5. History | 6. ACH

Batch Processing

Description	Enable	Next Batch
Invoice Data Entry	<input type="checkbox"/>	00001
Manual Check/Payment Entry	<input type="checkbox"/>	00001

Default Bank Code: D

Default Bank Code to Last Bank Code Used:

Manual Check Quick Print:

Increment Next Check No. When Changed During Printing:

Calculate Sales Tax in A/P Data Entry:

Expense Freight Separately:

Selecting Invoices for Payment:

Display Warning When Past Discount Due Date:

Enable Expense Distribution Tables:

Allow Total Distribution to be Less Than 100 Percent:

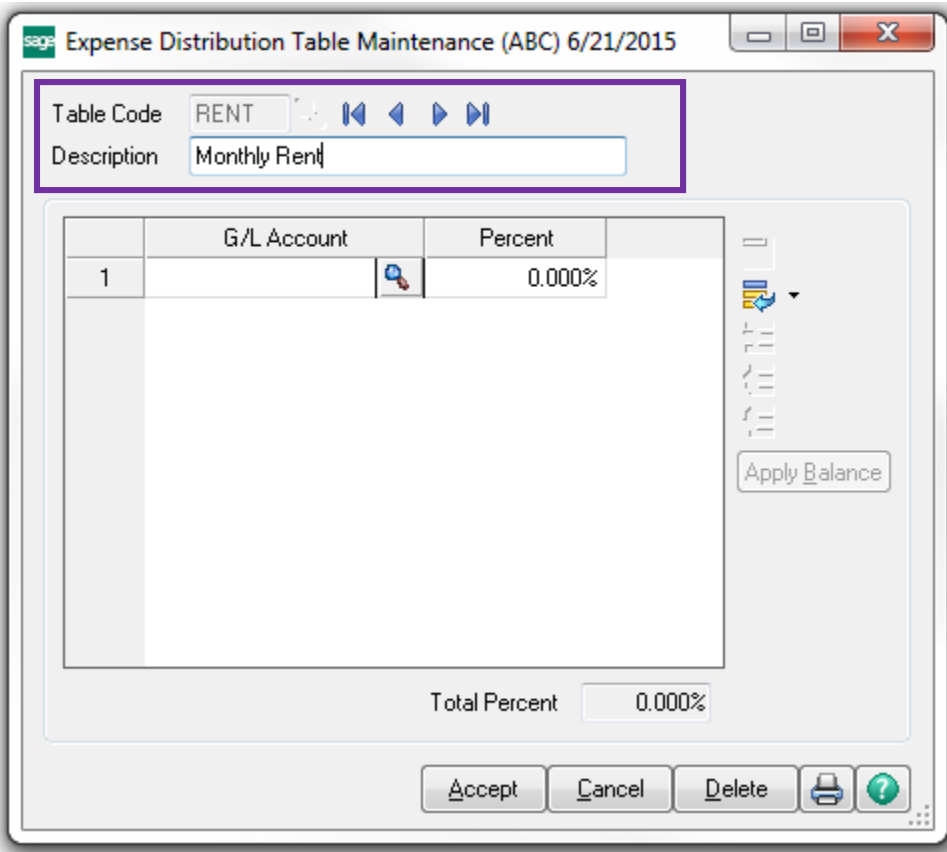
Accept Cancel Print ?

If you select this option and the distribution percentage total is less than 100 percent in the data entry task, you must manually distribute the remaining balance.

Defining Distribution Tables

Setup of Expense Distribution Tables are done through **Expense Distribution Table Maintenance**, which can be found under the Setup folder under Accounts Payable

Similar to a Tax Schedule you must give each distribution an easily identifiable code in the **Table Code** field. For example: **RENT**



Next, select the General Ledger account numbers and percent amounts you wish to distribute to each account

Use the **Applied Balance** button to apply any balance to the current line and existing accounts to total 100%.

The screenshot shows the 'Expense Distribution Table Maintenance (ABC) 6/21/2015' window. At the top, the 'Table Code' is 'RENT' and the 'Description' is 'Monthly Rent'. Below this is a table with the following data:

	G/L Account	Percent
1	115-00-01	15.000%
2	115-00-03	15.000%
3	115-00-02	70.000%
4		0.000%

Below the table, the 'Total Percent' is displayed as '100.000%'. At the bottom of the window, there are buttons for 'Accept', 'Cancel', 'Delete', a printer icon, and a help icon. The 'Apply Balance' button is highlighted with a purple box.

Using Distribution Tables

In A/P Invoice Data Entry, after entering the Vendor No. and Invoice No. like normal you have the option to enter or lookup an **Expense Distribution Table Code**.

The screenshot shows the Sage A/P Invoice Data Entry window for ABC on 6/21/2015. The window contains the following fields and values:

- Vendor No.: 01-AIRWAY
- Name: Airway Property
- Invoice No.: 12345
- Invoice Date: 6/21/2015
- Invoice Amount: 1,000.00
- Subject to Discount: 1,000.00
- Prepaid Invoice: (empty)
- Terms Code: 03 NET END OF MONTH
- Invoice Due Date: 6/30/2015
- Discount Due Date: (empty)
- Discount Amount: .00
- Exp Distribution Table: RENT Monthly Rent** (highlighted with a purple box)
- Hold Payment:
- Separate Check:
- Comment: (empty)
- 1099 Payment Form: None
- 1099 Payment Box: (empty)

Buttons at the bottom include Accept, Cancel, Delete, and a help icon.

The invoice total amount will be distributed based off the percentages set.

The screenshot shows the 'A/P Invoice Data Entry' window for 'ABC' dated 6/21/2015. The vendor is '01-AIRWAY' (Airway Property) and the invoice number is 12345. The window is divided into 'Header' and 'Lines' sections. The 'Lines' section contains a table with the following data:

	G/L Account	Amount	Comment
1	115-00-01	150.00	
2	115-00-03	150.00	
3	115-00-02	700.00	
4		.00	

Below the table, the 'Exp Dist Percent' is set to 0.000%. At the bottom, the 'Distribution Balance' is 0.00 and the 'Total' is 1,000.00. The window includes 'Accept', 'Cancel', and 'Delete' buttons.

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.

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