

Sage 100 Tip:

Easily Offset AP Invoices and Credit Memos in Sage 100



9921 Dupont Circle Drive West, Suite 300 Fort Wayne, IN 46825 260-423-2414 Phone 260-423-2419 Fax www.DWDTechGroup.com Have you ever had an invoice and a credit memo of the same amount from the same vendor and wondered how to offset those so they no longer show up in Vendor Maintenance or on the Accounts Payable Aged Invoice Report? If so, then this month's software tip is for you.

The steps below will show you how to apply the invoice and credit memo in one easy entry.

Notice in the following example, the Aged Invoice Report shows an invoice on 11/15/21 for the amount of \$1,575.00 and a credit memo on 3/15/22 for the same amount. Of course, if you later process a check to this vendor you can simply add the invoice and credit during a normal check run.

However, there may be times when you don't have any other invoices for this vendor for a long period of time. You would not want these invoices to appear on every aging report and check selection process.

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XY7 Manufacturing Company (XY7)

Accounts Payable Aged Invoice Report Sorted by Vendor Number Open Invoices - Aged by Invoice Date - As of 5/25/2025

Vendor Number/		Dates		Invoice	Discount					
Invoice Number	Invoice	Due	Discount Ho	ld Balance	Amount	Current	30 Days	60 Days	90 Days	120 Days
COMROO COMPL	JTER ROOM	SUPPLY ST	ORE							
685124										
	11/15/2021	11/15/2021	No	1,575.00	0.00	0.00	0.00	0.00	0.00	1,575.00
685124-CM										
	3/1/2022	3/1/2022	No	1,575.00-	0.00	0.00	0.00	0.00	0.00	1,575.00-
		Vendor	COMROO Totals	: 0.00	0.00	0.00	0.00	0.00	0.00	0.00
ELESUP ELECTRO	ONICS SUPP	PLY CO.					12ª			
6451306										
	5/10/2021	5/10/2021	No	1,310.00	0.00	0.00	0.00	0.00	0.00	1,310.00
650465										
	1/5/2022	1/5/2022	No	330.03	0.00	0.00	0.00	0.00	0.00	330.03
		Vendo	or ELESUP Totals	: 1,640.03	0.00	0.00	0.00	0.00	0.00	1,640.03
TELCOM TEL-COM	MM COMMU	NICATIONS								
6504										
	1/5/2022	1/5/2022	No	2,184.50	0.00	0.00	0.00	0.00	0.00	2,184.50
		Vendor	TELCOM Totals	2,184.50	0.00	0.00	0.00	0.00	0.00	2,184.50
UNICOM UNITED	COMPUTER	S								

Below are the steps to apply the credit memo to the original invoice to zero out these amounts.

- 1. Open Accounts Payable/Main/Manual Check Entry, (or Manual Check and Payment Entry in newer versions)
- 2. In the check number field type in "APP999" *NOTE you must use "APP" followed by a number. "APP" tells Sage 100 that you are "Applying" credits to invoices. The number following "APP" can be any number but must be unique to each entry if you are making multiple entries in the same batch.

3. Notice that when you tab off of the check number field the check amount is set to zero and you cannot change the check amount; the invoices and credits must balance to zero on this entry.

ank Code	A Q 9 14 4 P PI			Vendor
ayment Type	Check 👻			
heck No.	APP999	Cash Account	100-000-000	
. Header	2. Lines		L	
Check Date	t .00			

4. Next, select the Check Date and Vendor; add a comment if you like,

Manual Ch	eck and Payment Entry (XYZ) 5/25/2025		-	
Bank Code	A Q % H4 4 P PI			Vendor.
ayment Type	Check			
Check No.	APP999		100 000 000	
<u>1</u> . Header	<u>2</u> . Lines	ISh Account	100-000-000	
Check Date	5/25/2025			
Check Amoun	.00			
Vendor No.	COMROO	E		
Comment				
	2			
~				0
7	Acc	ept <u>C</u> ar	Delete	

5. Now click on the lines Tab

Payment Type	Check					<u>v</u> endor	
Check No. <u>1</u> . Header	APP999	8		Cash Account	100-000-000		
₽\$		* Row 1				· 4	
	Invoice No.	Invoice Date	Invoice Amt	Discount Amt		Cor	
1		9	.00	.00			
<						>	
Due Date							
Discount Da	te	_					
G/L Distribut	ion						
	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	hash Distribution Roles		0.00	Tatal	0.00	
				v.vv raymen		0.00	
9			۵	ccept <u>C</u> ar	ncel <u>D</u> elet	- 8 3	
ick on the '	'Select invoices''	button 🗐 to vie	ew all open invo	ccept <u>C</u> ar Dices for thi	s vendor		
Select Man	'Select invoices" wal Check and Paym	button 🕮 to vie ent Invoices	ew all open invo	ccept <u>Car</u> pices for thi	s vendor	- -	
Select Man	'Select invoices" nual Check and Paym Vendor Name	button 🗮 to vie ent Invoices Invoice No.	ew all open invo	ccept <u>Car</u> bices for thi Due Date	ncel Disc. Date	Past Disc.	:
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Select Man Vendor No. COMROO COMROO	'Select invoices" wal Check and Paym Vendor Name COMPUTER ROOM	button to vie ent Invoices Invoice No. 685124 685124-CM	ew all open invo hvoice Date 11/15/2021 3/1/2022	ccept <u>Car</u> bices for thi Due Date 11/15/2021 3/1/2022	ncel Delet	Past Disc.	Invoic
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7. Hold down the CTRL key on your keyboard and left-click with your mouse to select each invoice. Click on OK after selecting invoices and credit memos that total to zero (\$0.00)

/endor No.	Vendor Name	Invoice No.	Invoice Date	Due Date	Disc. Date	Past Disc.	Invoid
OMROO	COMPUTER ROOM	685124	11/15/2021	11/15/2021			
OMROO	COMPUTER ROOM.	685124-CM	3/1/2022	3/1/2022			
	l	<i>v</i> ²					
							1
1							>
							1

8. Now all invoices and credits should show on the lines tab. Accept the entry and update the manual check register as you would any other manual check batch.

**NOTE*** this "APPLY" entry will have no effect on the general ledger since the invoices and credits net to a balance of zero.

nk Code lyment Type neck No. . Header	A & W I4 4 Check APP999 & E 2. Lines			Cash Account	<u>V</u> endor.
₽,		Row 3			수 🗞 ૯ 한 👼 •
	Invoice No.	Invoice Date	Invoice Amt	Discount Amt	Co
1 6851	24	11/15/2021	1,575.00	.00	
2 6851	24-CM	3/1/2022	1,575.00-	.00	
3		Q	.00	.00	
<					>
Due Date					
Discount Da	te				
G/L Distributi	on				
	Ch	eck Distribution Balan	ce	0.00 Payment	t Total 0.00

- S Manual Check and Payment Entry (XYZ) 5/25/2025 Х _ A & % 14 4 P PI Vendor... Bank Code Payment Type Check • چ 🗟 💊 Check No. Cash Account 100-000-000 1. Header 2. Lines Check Date .00 Check Amount 80 Vendor No. Comment Accept Gancel Delete 8
- 9. Now lets go through the posting process. Click the printer icon.

10. Next click the Preview button.

Current General Ledger Period Accounts Payable Posting Date	05 Ending	5/31/2025	
Print Full Comments			

#### 11. Now you can see we have a net distribution of \$0.

#### Manual Check and Payment Register Journal Posting Date: 5/25/2025 Register Number: MC-000002

#### XYZ Manufacturing Company (XYZ)

Check Number/ Invoice Number	Check Dat Invoice Date	e Vendor N	umber Invoice Amount	Discount		Distribution Amount	Check Amount
APP999 685124	5/25/2025	COMROO	COMPUTER ROOM SUPPLY STORE				0.00
685124-CM	11/15/2021		1,575.00	0.00	(ON FILE)	1,575.00	
	3/1/2022		1,575.00-	0.00	(ON FILE)	1,575.00-	
	E	Bank A Total:	0.00	0.00		0.00	0.00
		Report Total:	0.00	0.00		0.00	0.00

For more information or assistance with offsetting accounts payable invoices and credit memos, contact one of our Sage 100 team members at 800.232.8913.

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