How to Adjust an AP Invoice in Sage 100

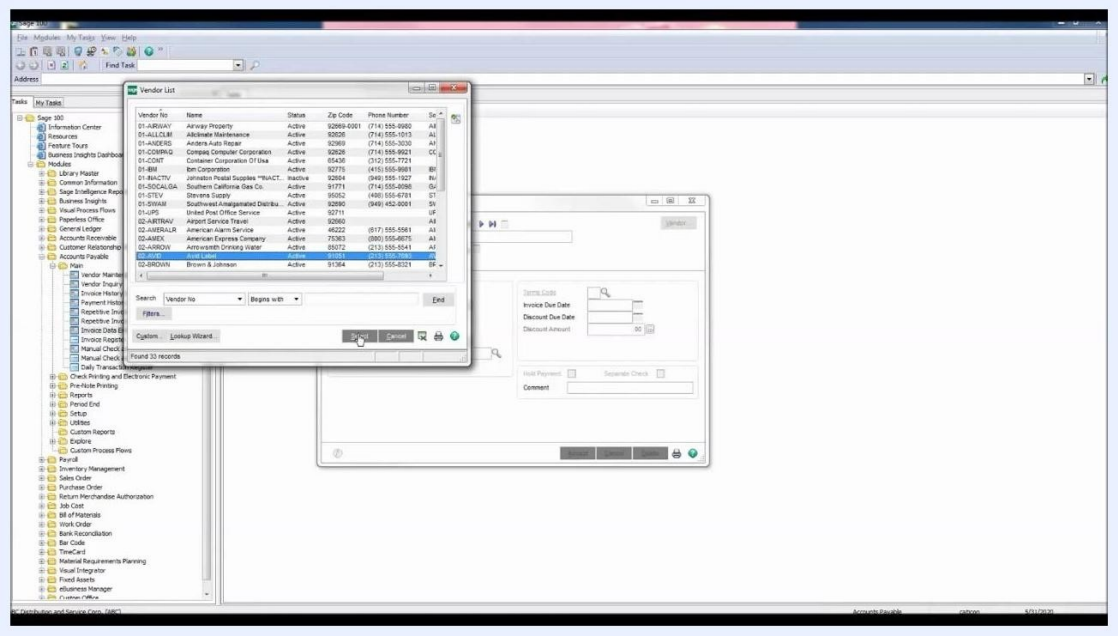
This guide walks you through how to adjust an AP invoice in Sage 100 using Invoice Data Entry. You'll learn how to locate an existing invoice, apply an adjustment amount, update the Accounts Payable Invoice Register, and confirm the change in Vendor Inquiry.

Prerequisites

- Access to the Accounts Payable module in Sage 100.
- The vendor number and invoice number for the invoice you need to adjust.
- The adjustment amount you want to apply to the invoice.

Step 1: Navigate to Invoice Data Entry

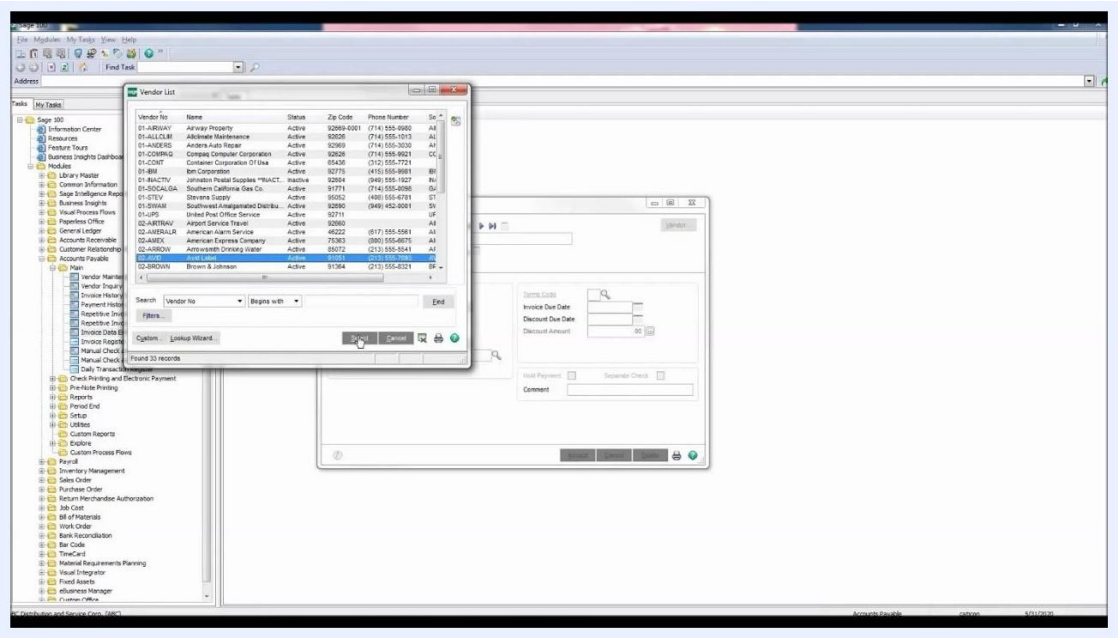
Open the **Tasks** pane in Sage 100, then expand the **Modules** tab. Click **Accounts Payable**, open the **Main** folder, and select **Invoice Data Entry**.



Sage 100 main window with the navigation pane open, the Accounts Payable module expanded, and Invoice Data Entry selected

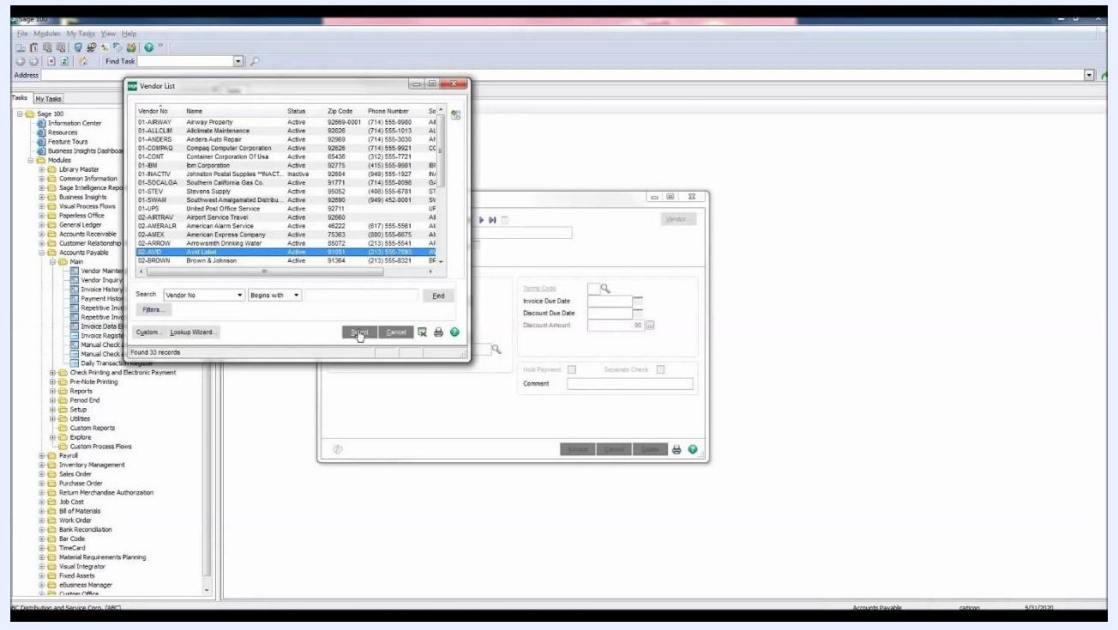
Step 2: Select the vendor

In the **A/P Invoice Data Entry** window, click the lookup button next to the **Vendor No.** field to open the vendor list.



A/P Invoice Data Entry window open and ready for vendor selection

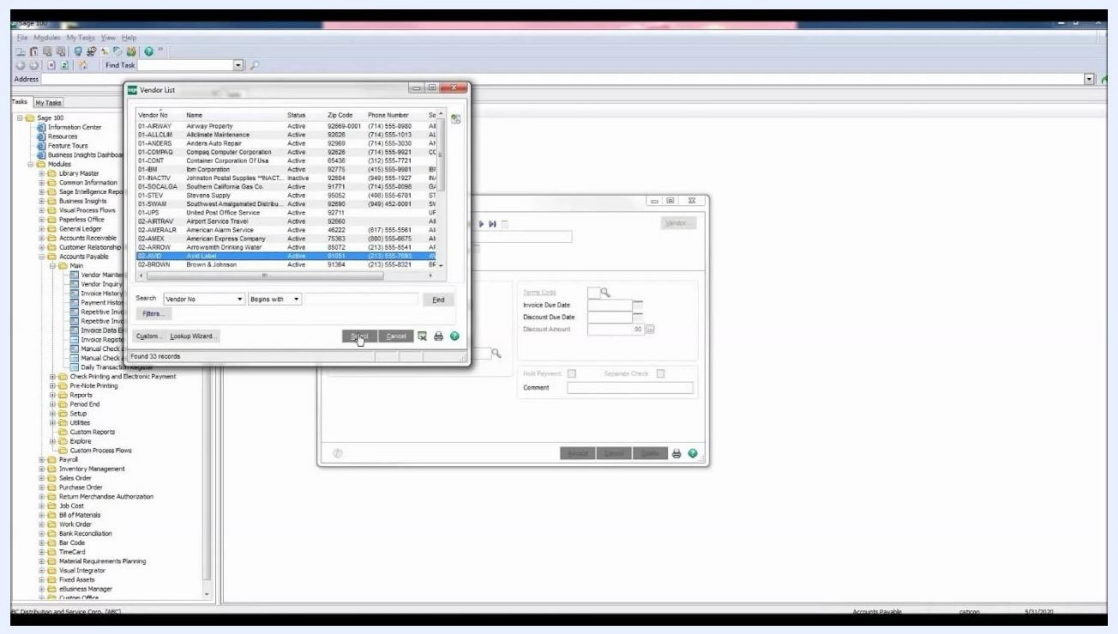
In the **Vendor List** window, locate and select vendor number **02-AVID** for AVID Label, then click **Select**.



Vendor List window with vendor 02-AVID highlighted and the Select button clicked

Step 3: Enter the invoice number and start the adjustment

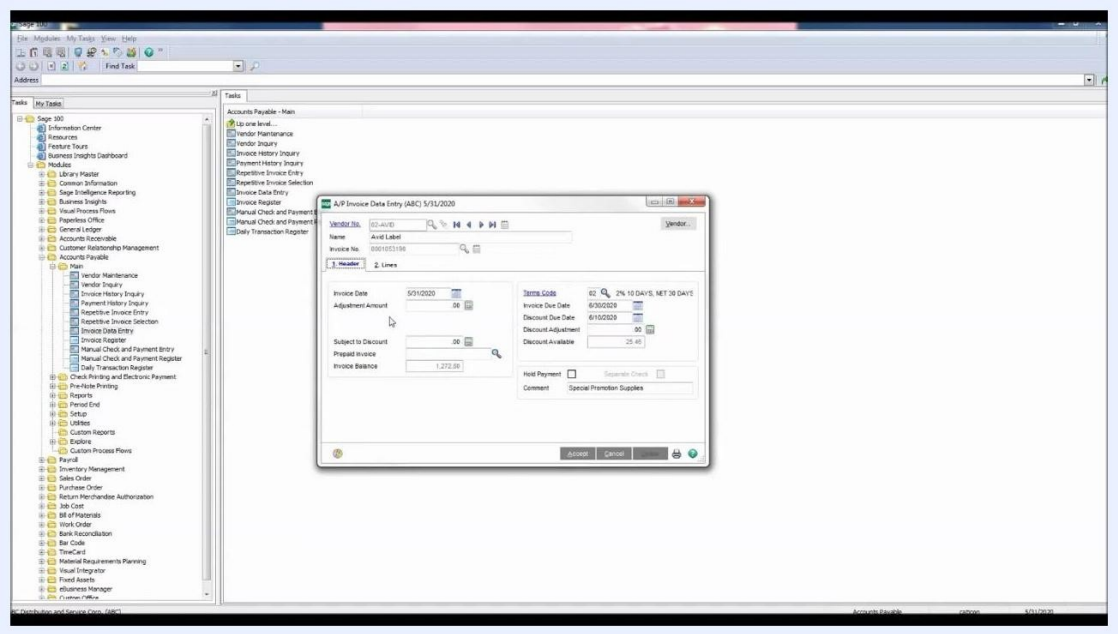
Enter the invoice number you want to adjust in the **Invoice No.** field and press **Enter**. When the **Adjust Invoice on File** window appears with a warning that the invoice is already on file, click the **Adjust** button in the bottom left.



A/P Invoice Data Entry window with the Adjust Invoice on File dialog showing a warning and the Adjust button

Step 4: Enter the adjustment amount

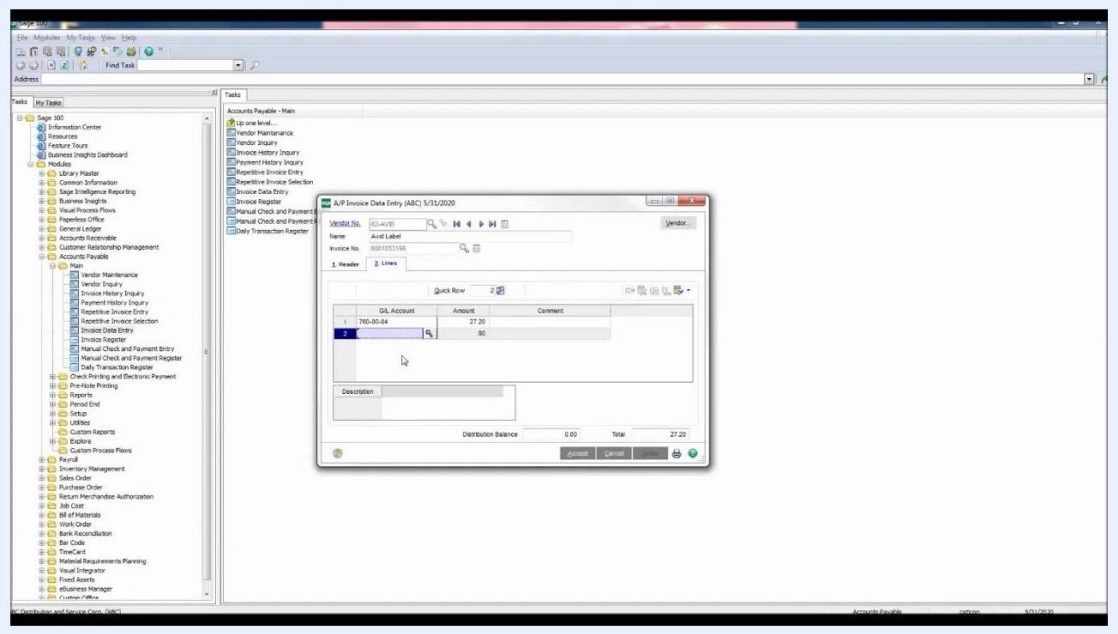
On the **Header** tab, select the **Adjustment Amount** field and enter the amount of the adjustment. In this example, the invoice is increased by $27.20.



A/P Invoice Data Entry window, Header tab, with the Adjustment Amount field highlighted and $27.20 entered

Step 5: Enter the line details

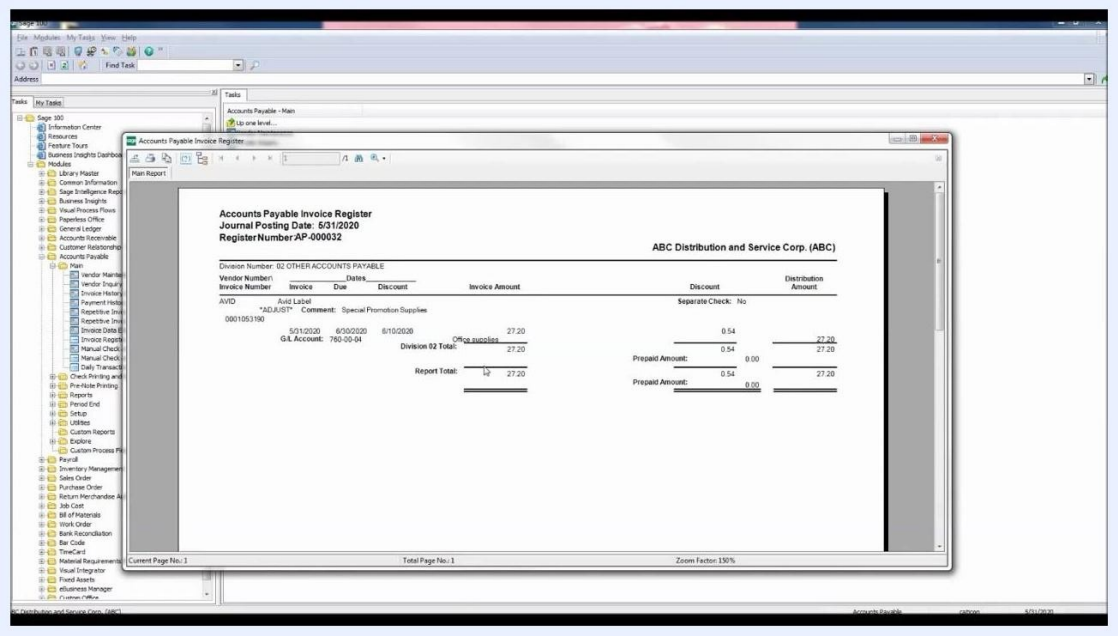
Click the **Lines** tab and confirm that the vendor (AVID Label) has a General Ledger (GL) account assigned by default. If you need a different GL account, click the lookup button next to the **GL Account** field. Check that the **Amount** field retrieves the adjusted amount from the Header tab; if it does not, enter $27.20 manually.



A/P Invoice Data Entry window, Lines tab, with GL Account 760-00-04 and Amount $27.20 entered

Step 6: Verify and accept the invoice adjustment

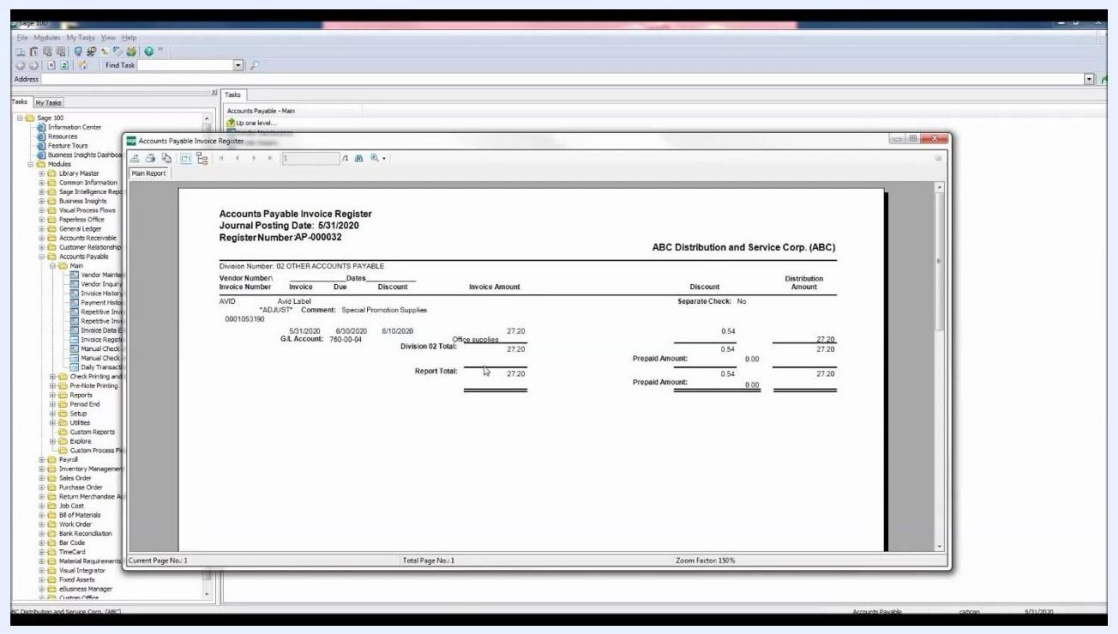
Carefully review all the information entered in the **A/P Invoice Data Entry** window. Confirm that the Vendor No. is **02-AVID** for AVID Label, the GL Account is **760-00-04**, and the Amount is **$27.20**. Click **Accept** at the bottom right of the window to save the adjustment.



A/P Invoice Data Entry window showing Vendor No. 02-AVID, GL Account 760-00-04, Amount 27.20, and the Accept button highlighted

Step 7: Update the Accounts Payable Invoice Register

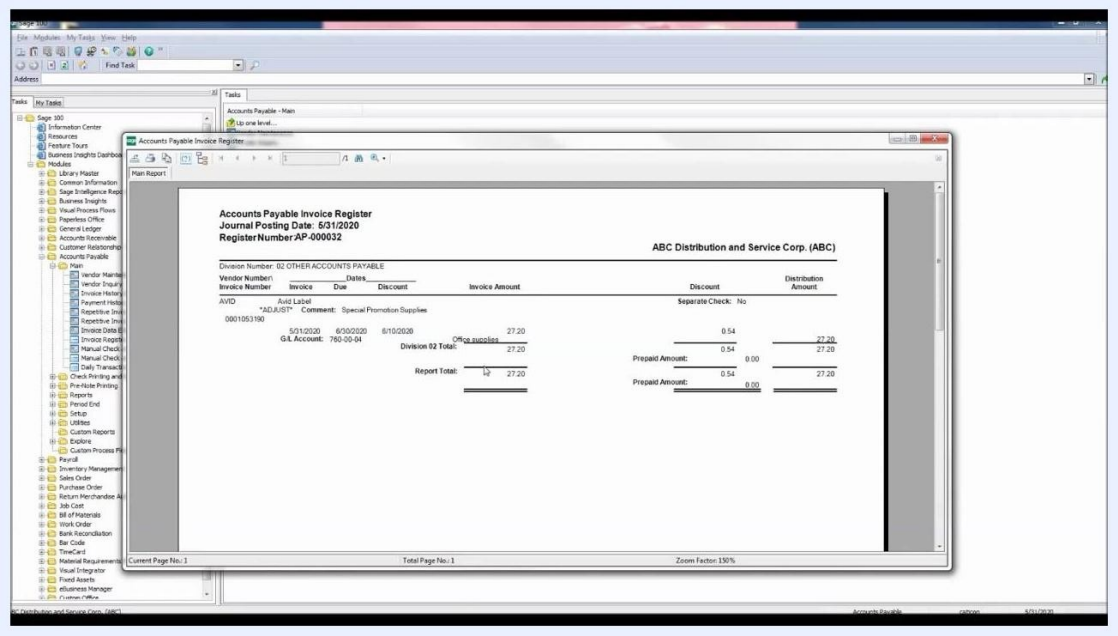
Click the **printer icon** to proceed with updating Accounts Payable. When the **Accounts Payable Invoice Register** dialog appears, review the Current General Ledger Period (05, ending 5/31/2020) and the Accounts Payable Posting Date (5/31/2020). Choose whether to print or preview the register; in this example, click **Preview**.



Accounts Payable Invoice Register dialog with the Preview button selected

Step 8: Review the Accounts Payable Invoice Register report

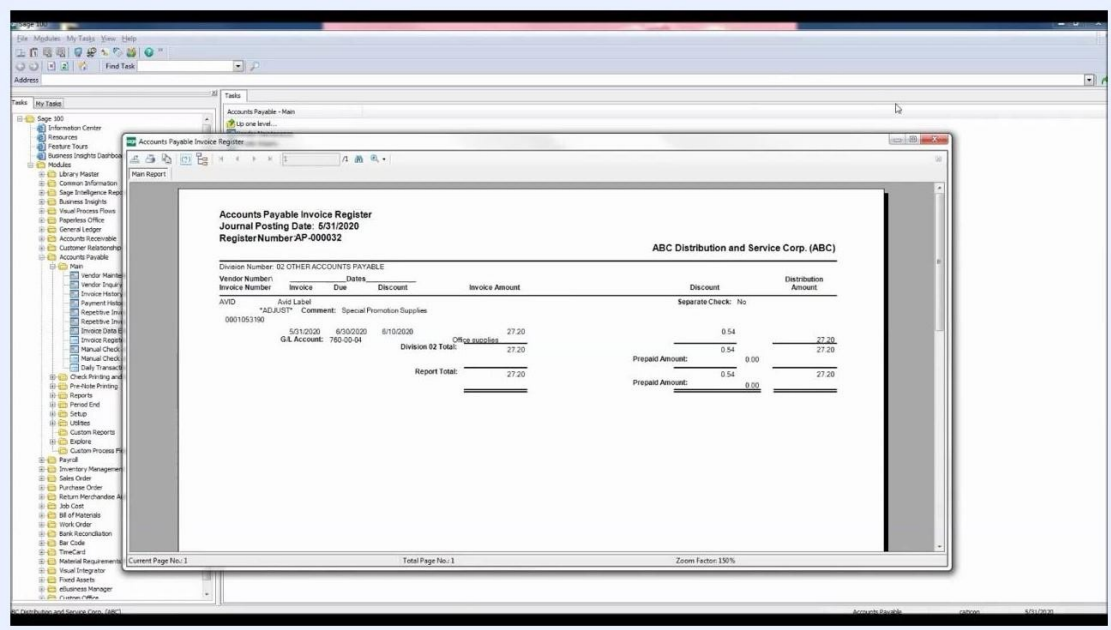
Review the **Accounts Payable Invoice Register** report that appears. Verify that the word **ADJUST** appears under the vendor number, confirming the adjustment, and that the adjusted amount of **$27.20** is displayed for the invoice. Check that the Division and Report Totals reflect the adjustment.



Accounts Payable Invoice Register report showing Vendor Number 02-AVID, the ADJUST label, and the adjusted amount of $27.20

Step 9: Review the Recap by Division report

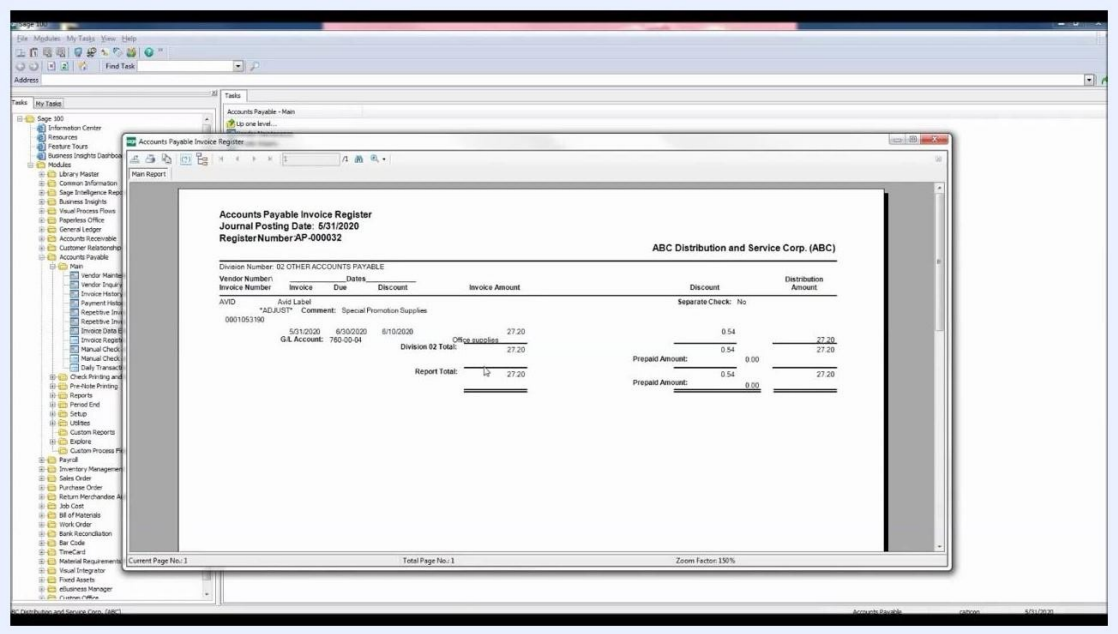
In the same report window, review the **Recap by Division** section. Confirm that the debits and credits shown for the adjustment match the adjustment amount.



Accounts Payable Invoice Register report with the Recap by Division section showing debits and credits for the adjustment

Step 10: Finalize the update

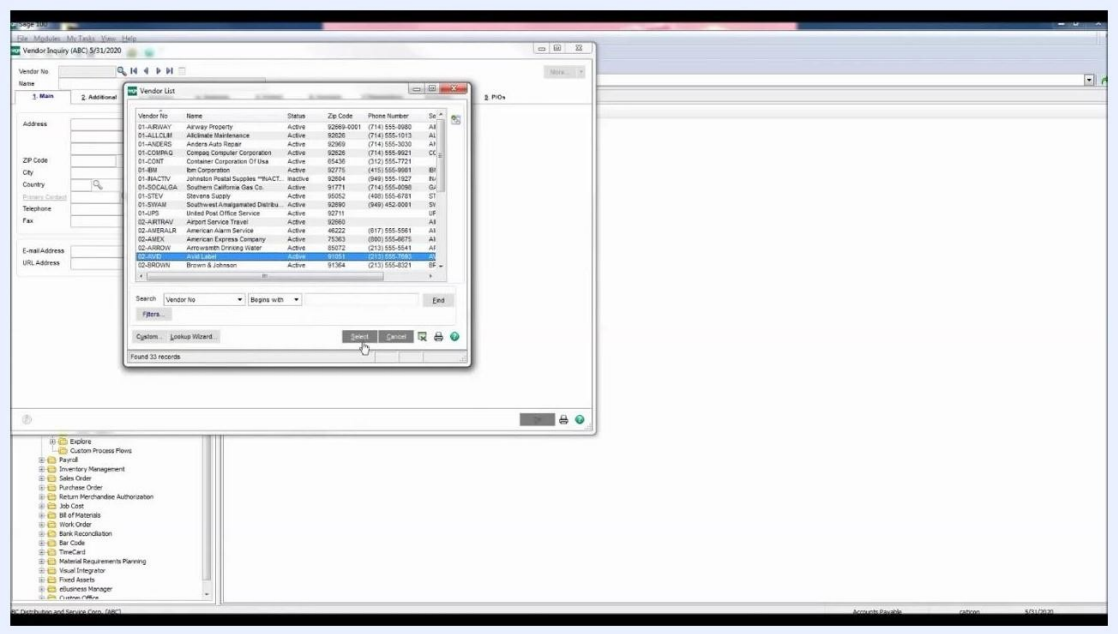
When prompted to update the Invoice Register, click **Yes**. Wait for the **Update in Progress** bar to complete, which confirms that the adjustment has been posted.



Accounts Payable Invoice Register dialog with the Update in Progress bar

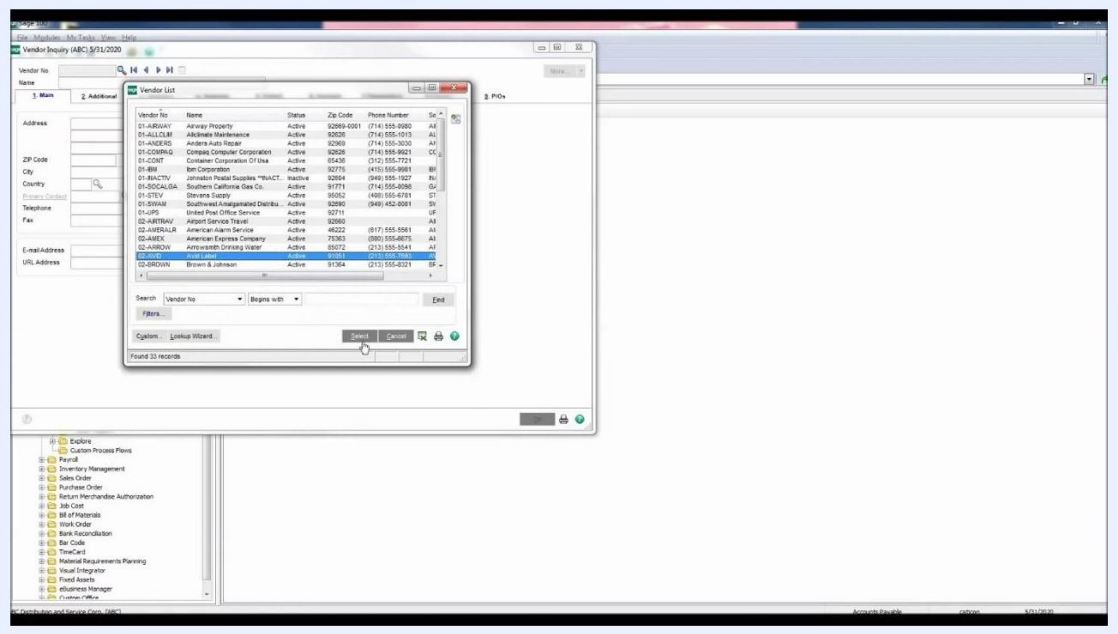
Step 11: Verify the adjustment in Vendor Inquiry

Go to the **Main** folder in the navigation pane and select **Vendor Inquiry**. In the **Vendor List** window, locate and select vendor number **02-AVID** for AVID Label, then click **Select**.



Vendor List window with 02-AVID selected and the Select button highlighted

In the **Vendor Inquiry** window, click the **Invoices** tab and locate the invoice you adjusted (Invoice No. 0001053190) at the top of the list. In the lower window, verify that the transaction type is **Adjustment**, the amount is **$27.20**, and the current balance is **$1,375.00**.



Vendor Inquiry window, Invoices tab, showing invoice 0001053190 with transaction type Adjustment, amount $27.20, and current balance $1,375.00

Summary

You have now adjusted an AP invoice in Sage 100 by entering an adjustment amount in Invoice Data Entry, updating the Accounts Payable Invoice Register, and confirming the adjustment in Vendor Inquiry. This process ensures that the invoice amount, GL account, and vendor balance all reflect the change accurately.