



Complete Zero Receipts User Guide

Important Notice

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TaiRox Complete Zero Receipts

Summary

TaiRox Complete Zero Receipts eliminates the time-consuming steps involved in completing Purchase Order zero receipts from the Sage 300 ERP (formerly known as Sage ERP Accpac) Purchase Orders module.

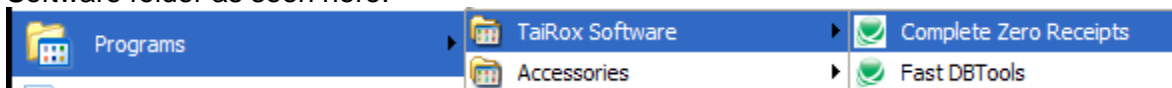
Purchase Order Receipts that have zero cost cannot be invoiced and completed unless you add a cost to the invoice. If the receipt does indeed have zero cost than adding a cost to the invoice skews the cost of inventory, and the General Ledger unless you go through the time consuming process of reversing the added cost out. TaiRox Complete Zero Receipts completes those receipts with zero cost that cannot be invoiced without having to make adjustments after the fact.

Overview

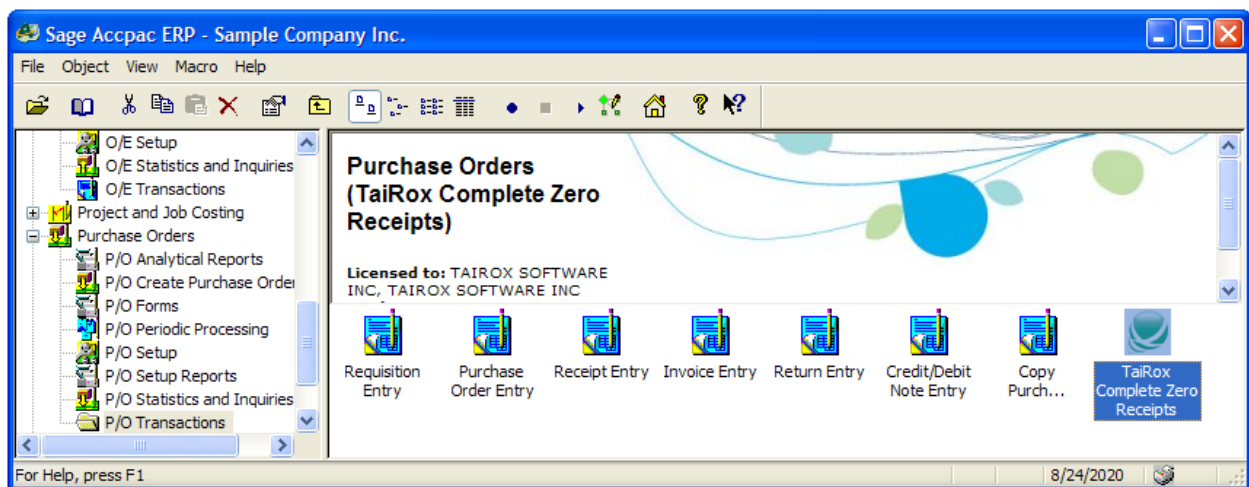
TaiRox Complete Zero Receipts selects zero Purchase Order Receipts with the exact mechanisms used by core modules when printing reports. After selection, the selected zero receipts can be “cherry-picked” for completion. The cherry-picking mechanism can be adapted for reports by TaiRox programmers. Contact TaiRox for more details.

Running Complete Zero Receipts

TaiRox Complete Zero Receipts can be run as a stand-alone Windows program in the TaiRox Software folder as seen here:



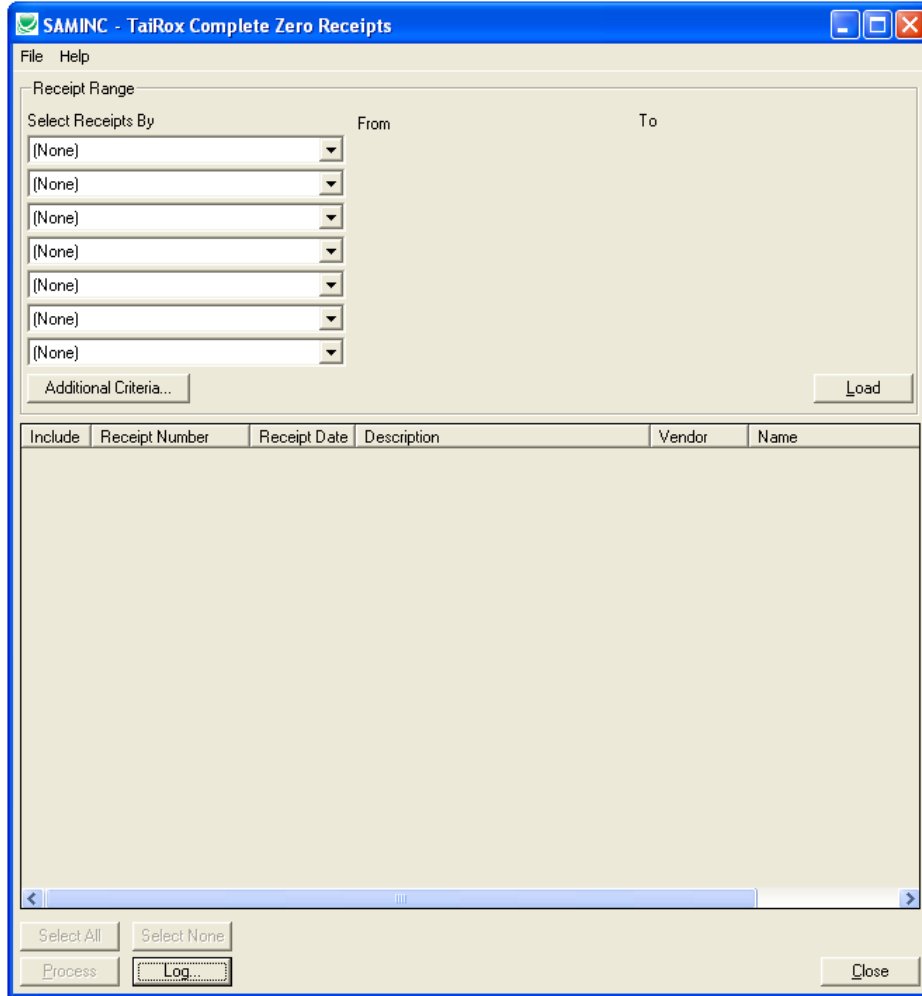
A shortcut should be created on the application desktop by an administrator as seen below. To do this, right click on the desktop, select “program” and point to the TaiRox Complete Zero Receipts program in the installation folder as specified in Step 3 above. C:\Program Files\TaiRox\CompleteZeroReceipts is the default folder.



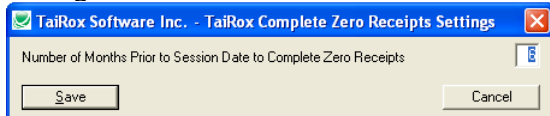
TaiRox Complete Zero Receipts

Running Complete Zero Receipts (continued)

Launching the program will present a screen that allows you to select zero receipts for completion using various ranges, in a style identical to that used by core modules:



When a range of Receipt Dates is used, the default values are controlled by settings accessed through the File menu:



Additional criteria can be used, again in the core-module style:

