

Extended O/E Invoice Entry

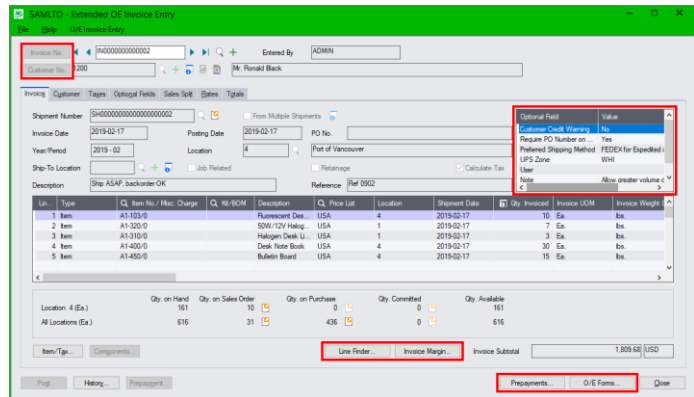
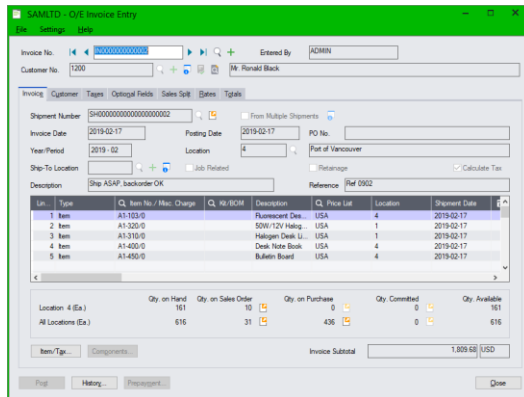
Extended O/E Invoice Entry is an enhanced replacement for the Sage O/E Invoice Entry screen.

- It provides SmartFinders to speed up invoice entry.
 - SmartFinders search more fields than the Finder and search in all text fields at once.
For example, search for “Seattle” if you think that the customer or contact is in Seattle.
- It lets you view all prepayments entered using the Order Entry, Shipment Entry, or Invoice Entry screens in Order Entry or using the Receipt Entry screen in Accounts Receivable.

The following screens show the extra features provided by Extended O/E Invoice Entry:

Sage Invoice Entry screen

TaiRox Extended O/E Invoice Entry screen



Click the following links for details on Extended O/E Invoice Entry features:

- [SmartFinder – Invoice Number](#) Quickly look up existing invoices for a customer.
- [SmartFinder – Customer Number](#) Find a customer fast from a name, description, phone number or address.
- [Line Finder](#) Quickly find a detail line in a large invoice by item number, item description, item comments, picking sequence, location, manufacturer, or other item fields.
- [Customer Optional Fields](#) Display any customer optional fields on the Extended O/E Invoice Entry screen.
- [Display and Edit Optional Fields Inline in the OE Invoice Entry Grid](#) Optional fields appear as grid columns.
- [Margin and Recent Cost Columns and Invoice Margin Button](#) View margin and markup columns in the item display grid. Click the Invoice Margin button to display margin and markup for the whole invoice.
- [Quick Forms Printing \(O/E Forms\)](#) Print an order confirmation, picking slip, or invoice order – or email a packing slip – without posting the shipment or navigating to another window.
- [Prepayments](#) lets you view order, shipment, and invoice prepayments entered in Order Entry, Shipment Entry, Invoice Entry, or in Accounts Receivable.

SmartFinder – Invoice Number

Click the Invoice Number Finder button to open the SmartFinder for invoices.

Invoice No.

Search:

- Enter one or more words or word fragments in the entry field to search multiple tables and fields.
- Search returns records which contain the search string in any of the searched fields – for example, we used “black” in the grid below to find invoices for Ronald Black.

Invoice Number	Customer Number	Bill To	Bill-To Address 1	Bill-To City	Bill-To State	Bill-To Zip Code	Bill-To Country
IN00000000000002	1200	Mr. Ronald Black	2820 Wabash Road	Los Angeles	CA	90048	USA
IN00000000000004	1200	Mr. Ronald Black	2820 Wabash Road	Los Angeles	CA	90048	USA
IN00000000000009	1200	Mr. Ronald Black	2820 Wabash Road	Los Angeles	CA	90048	USA
IN00000000000013	1200	Mr. Ronald Black	2820 Wabash Road	Los Angeles	CA	90048	USA
IN00000000000023	1200	Mr. Ronald Black	2820 Wabash Road	Los Angeles	CA	90048	USA
IN00000000000026	1200	Mr. Ronald Black	2820 Wabash Road	Los Angeles	CA	90048	USA
IN00000000000030	1200	Mr. Ronald Black	2820 Wabash Road	Los Angeles	CA	90048	USA
IN00000000000038	1200	Mr. Ronald Black	2820 Wabash Road	Los Angeles	CA	90048	USA
IN00000000000048	1200	Mr. Ronald Black	2820 Wabash Road	Los Angeles	CA	90048	USA
IN00000000000061	1200	Mr. Ronald Black	2820 Wabash Road	Los Angeles	CA	90048	USA
IN00000000000077	1200	Mr. Ronald Black	2820 Wabash Road	Los Angeles	CA	90048	USA

Item	Description	Kit/BOM Number	Price List	Location	Shipment Date	Current Quantity	Invoice Unit of Measure
A1-103/0	Fluorescent Des...		USA	4	2022-11-07	10	Ea.
A1-105/0	13W Mini Fluore...		USA	1	2022-11-07	15	Ea.
A1-400/0	Desk Note Book...		USA	4	2022-11-07	3	Ea.
A1-450/0	Bulletin Board		USA	4	2022-11-07	2	Ea.
A1-900/B	Answering Mach...		USA	1	2020-07-01	0	Ea.
A2 IMAGE-1500 G	Image 1500 Ser...		USA	1	2022-11-07	10	Ea.
A1-320/0	50W/12V Halog...		USA	1	2022-11-07	20	Ea.
S1-200/B	Flat Screen 56 ...		USA	2	2022-11-07	10	Ea.

- **Using multiple words in the search?** Enter "300 Main" and the search will find entries "300 Main Street" as well as "123 Main Street, Suite 300".
- **Searching for a phone number?** Enter the phone number segments separated by blanks. Enter "451 8991" and the search will find "(451) 555-8991" as well as "(408) 451-8991".

Note:

- *All of the word fragments must be present in one of the fields being searched.* (For example, if you searched for “Ross Blvd”, you will not see an order where “Ross” is in the Customer Name field and “Blvd” is in the Address 1 field.)
- Addresses (e.g. the Bill-To addresses) are treated as a single field.

Display:

- The top grid displays the invoices matching the search criteria. Double-click to select a document.
- The bottom grid displays the details of the document highlighted in the top grid.
- Click the Bill-To Address column heading or double-click the address to launch **Google Maps** with the bill-to address.
- Double-click email addresses (such as the Bill-To Contact E-mail) to create new emails.

SmartFinder – Customer Number

Click the Customer Number button to open the SmartFinder for searching customers. Customer No.

- Enter part of a name or address (or contact phone or email address) and click the Find button.
- Double-click the customer to select it and return you to the Invoice Entry form.

Search:

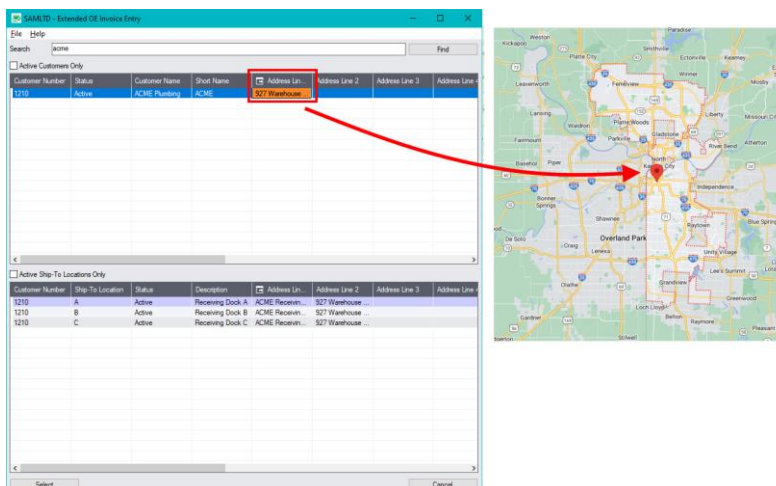
- Enter one or more words or word fragments in the entry field to search multiple tables and fields.
- You can filter to retrieve active customers only and active ship-to locations only.
- Search returns customers and ship-to location records which contain the search string in any of the searched fields – for example, one record may have “Royal” in the name, where another may have it in the address field. Both records will be displayed.
 - **Using multiple words in the search?** Enter "300 Main" and the search will find entries "300 Main Street" as well as "123 Main Street, Suite 300".
 - **Searching for a phone number?** Enter the phone number segments separated by blanks. Enter "451 8991" and the search will find "(451) 555-8991" as well as "(408) 451-8991".

Note:

- *All of the word fragments must be present in one of the fields being searched.* (For example, if you searched for “Ross Blvd”, you will not see a customer where “Ross” is in the Customer Name field and “Blvd” is in the Address 1 field.)
- Addresses (e.g. the Bill-To addresses) are treated as a single field.

Display:

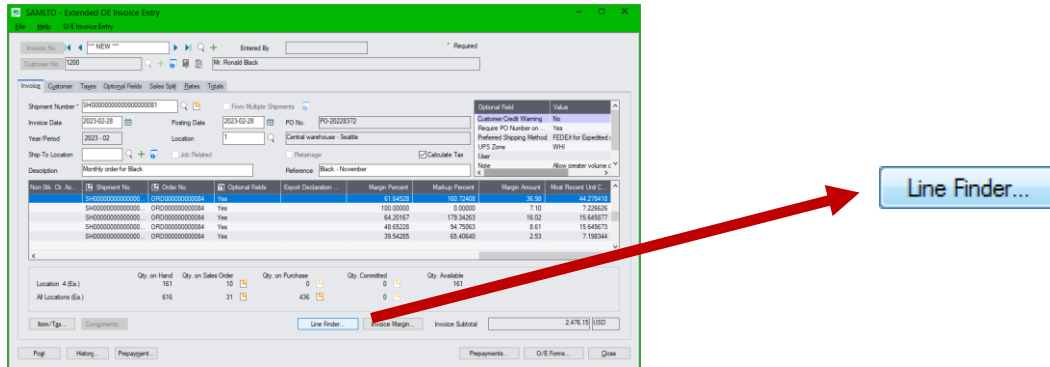
- The top grid displays the customers matching the search criteria. Double-click to select a customer.
- The bottom grid displays the ship-to locations that match the search criteria.
Note that the ship-to locations **may not** be related to the customer records displayed in the top part of the screen. Ship-to locations appear *only* if they contain the search string.
- Click the Address column heading or double-click the address to launch **Google Maps** with the bill-to address. You can also check the locations of ship-to addresses.
- Double-click email addresses (such as the Bill-To Contact E-mail) to create new emails.



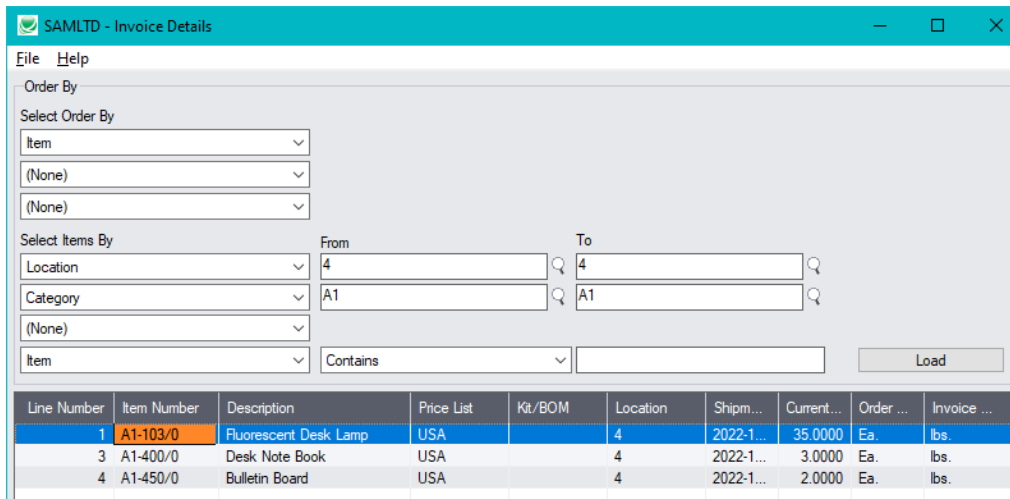
Using the Line Finder

The Extended O/E Invoice Entry Line Finder window lets you quickly find any detail line in a large invoice by item number, description, item comments, location, customer item number, picking sequence, price list, ship-via code, or shipment date.

Click the Line Finder button to display the Line Finder pop up window.



The following Invoice Details screen lists detail lines in item number order, for location 4, and for category A1. You can also search for item numbers within the selection criteria.

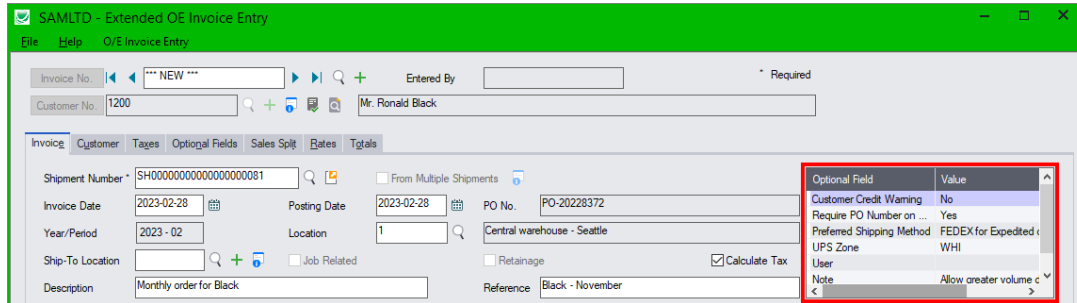


Select

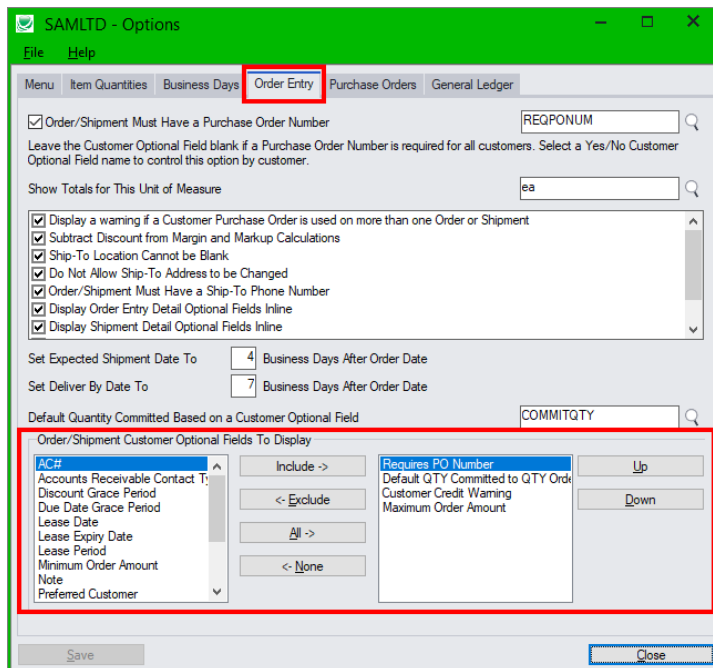
- Choose the order in which to display item lines in the Line Finder.
You can list items by item number, location, or customer item number. The example above displays lines by item number.
- Choose the selection criteria for displaying order items in the Line Finder.
For example, you can select items by item number, picking sequence, location, price list, ship-via code, or shipment date. The example above selects item lines for a single location and category.
- Click the Load button to display the selected lines.
- Double-click the line you want to view, or highlight the line and click the Select Line Number button at the bottom of the screen.

Customer Optional Fields

If you use the Sage 300 Optional Fields module, you can display any optional fields from the A/R customer record on the right side of the Extended O/E Invoice Entry screen.



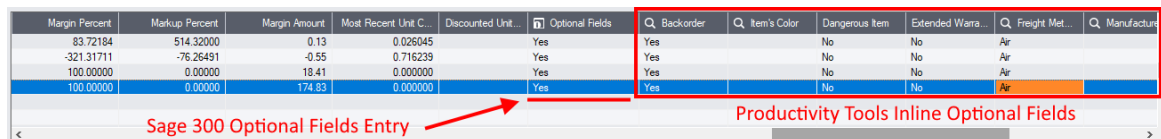
- You specify which optional fields to display on the Extended O/E Invoice Entry screen on the Order Entry tab of the Productivity Tools Options program.



The optional fields also appear on the Extended Order Entry, Extended Shipment Entry, and Extended Credit Note/Debit Note Entry screens.

Display and Edit Optional Fields Inline in the Invoice Grid

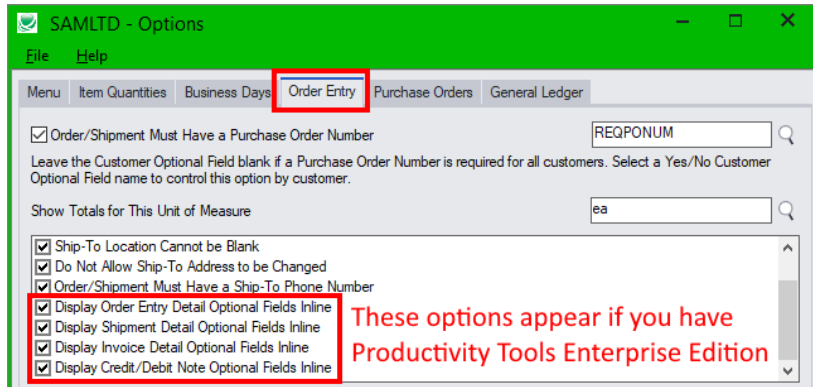
If you have the Enterprise version of TaiRox Productivity Tools, you can display and edit optional fields for invoice details *inline* in the Extended Invoice Entry detail grid.



You choose the option to display optional fields inline in the Productivity Tools Options program – available in the TaiRox Productivity Tools folder on the Sage 300 Desktop.

Adding Detail Optional Fields to the Invoice Entry Details Grid

- Select the Productivity Tools Options program. Note that you must be using TaiRox Productivity Tools' Enterprise Edition to add optional field columns to the grid.
- Choose the Order Entry tab and then select the extended transaction entry programs where you want to display optional fields. You can add optional fields to the detail grids in Extended Order Entry, Extended Shipment Entry, Extended Invoice Entry, and Extended Credit/Debit Note Entry.



Margin and Recent Cost Columns

Knowing item and invoice margins is important when margins are constrained contractually or when the most recent cost may be used rather than a price list. Extended Invoice Entry saves you time by displaying margin and cost data on the invoice entry screen.

Item margin and cost information in the order grid

Extended Invoice Entry's line detail grid includes 4 additional columns for margins and costs:

- Margin Percent
- Markup Percent
- Margin Amount
- Most Recent Unit Cost (based on P/O receipts).

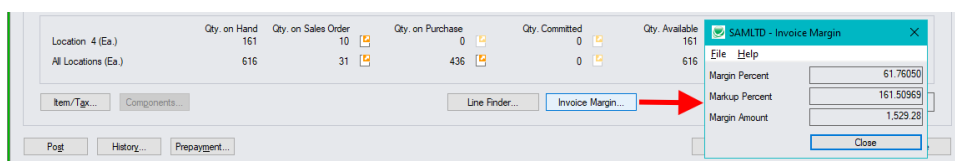
Non-Stk. Clr. Ac...	Shipment No	Order No.	Optional Fields	Export Declaration ...	Margin Percent	Markup Percent	Margin Amount	Most Recent Unit C...
SH0000000000000000...	ORD0000000000000084	Yes			61.64528	160.72408	36.98	44.278418
SH0000000000000000...	ORD0000000000000084	Yes			100.00000	0.00000	7.10	7.226626
SH0000000000000000...	ORD0000000000000084	Yes			64.20167	179.34263	16.02	15.645877
SH0000000000000000...	ORD0000000000000084	Yes			48.65228	94.75063	8.61	15.645673
SH0000000000000000...	ORD0000000000000084	Yes			39.54285	65.40640	2.53	7.198344

You can also include line discounts in margin and markup calculations by selecting the option to “Subtract Discount from Margin and Markup Calculations” in the Productivity Tools Options program.

Note: Users must have Order Entry Item Cost Inquiry rights in order to see the margin columns.

To view Invoice Margin information:

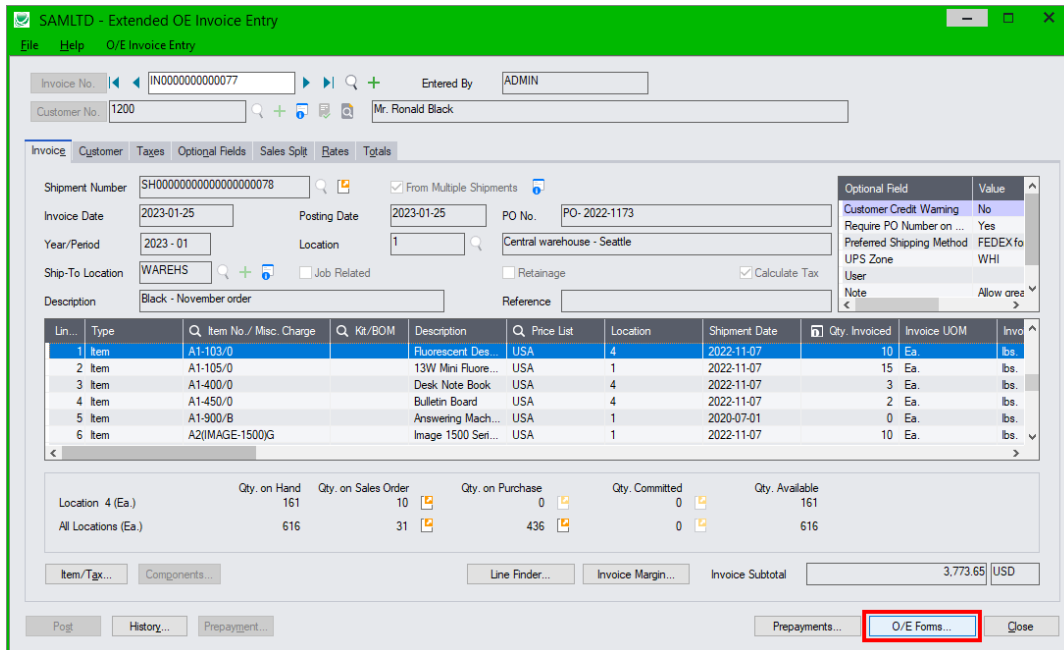
- Click on the Invoice Margin button (below the item quantities) at any time to see the margin on the invoice as a whole.



Quick Forms Printing (O/E Forms Button)

The O/E Forms button lets you quickly print a number of order, shipment, and invoice-related forms, without posting an invoice or navigating to another window.

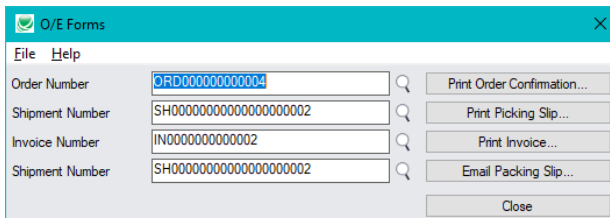
The OE Forms popup also appears automatically when you post invoices, letting you print order confirmations, picking slips, and invoices – or email packing slips to customers – immediately after posting invoices.



To print O/E forms

- Click the O/E Forms button.

The following form appears. Click the buttons on the right to use the Sage 300 printing functions and the Productivity Tools Email Packing Slip function.



- You must select a shipment number for the Print Picking Slip and Email Packing Slip functions.

By default, the shipment number displayed on the invoice entry screen will be used unless you change it. This is the first shipment number if the invoice is for multiple shipments.

- Selecting the Email Packing Slip choice

Productivity Tools lets you email customers packing slips for each shipment. The following form appears when you click the Email Packing Slip button.

Extended O/E Invoice Entry

SAMLTD - Email Packing Slips

File Help

Use Slip: OEPACKSHIPMENT1.RPT [Browse]

Sort By: Line Number

From Shipment Number: SH00000000000000000085

To Shipment Number: SH00000000000000000085

Message ID: PACKING

Print Serial/Lot Numbers

Print Kit Component Items

Print Bills Of Material Component Items

Email To: Email Address Entered

Email: ronalblack99@hotmail.com; receiving@black.com

Progress

[Send] [Close]

- Select the Crystal report form for packing slips.
- Confirm the shipment number. By default, the shipment number displayed on the invoice entry screen will be used unless you change it. (This is the first shipment number if the invoice is for multiple shipments.)
- Select the Message for the Packing Slip. You can edit messages using the O/E E-mail Messages program, or click the Zoom button beside the Message ID field to load the form.
- Select what you want to appear on the packing slip: serial/lot numbers, kit component items, or BOM component items.
- Specify an email recipient or select the customer or ship-to email addresses for sending packing slips. The customer and ship-to email addresses come from the A/R customer account.

If you choose “Email Address Entered”, enter the recipient’s email address.

You can separate multiple email addresses with a semi-colon, comma, or blank space.

For more information on emailing packing slips, see the Email Packing Slips User Guide.

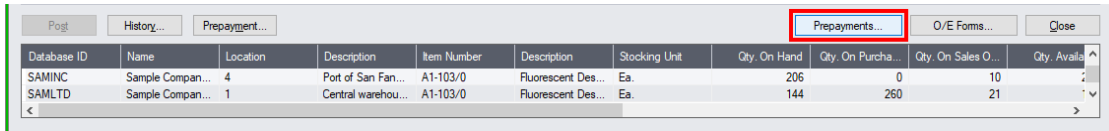
View Order, Shipment, and Invoice Prepayments

Although Sage 300 lets you add prepayments on the Order Entry, Shipment Entry, and Invoice Entry screens, it doesn't let you view prepayments that have been entered for orders, shipments or invoices.

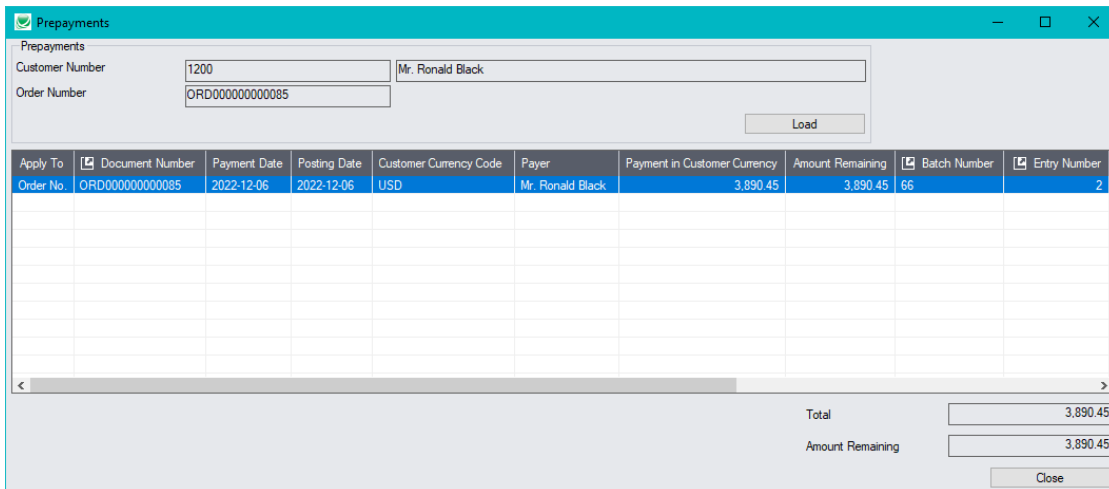
The Prepayments button on the right side of the Extended Shipment Entry screen lets you view all prepayments entered using the Order Entry screen, Shipment Entry screen, Invoice Entry screen, or the Accounts Receivable Receipt Entry screen that apply to the original order, shipment, or to the current invoice.

To view order, shipment, and invoice prepayments:

- Click the Prepayments button at the bottom of the screen.



- The program displays a pop-up form that lists all prepayments for the order, shipment, or invoice – 1 in the following example:



In this example, the prepayment is for one half of the order amount.

- Click the Document Number column heading to drill down to the original document.
- Click the Batch Number or Batch Entry column heading to drill down to the receipt entry in Accounts Receivable.

