# 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:



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

<u>SmartFinder – Invoice Number</u> Quickly look up existing invoices for a customer.

<u>SmartFinder – Customer Number</u> Find a customer fast from a name, description, phone number or address.

<u>Line Finder</u> 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.

<u>Margin and Recent Cost Columns and Invoice Margin Button</u> View margin and markup columns in the item display grid. Click the Invoice Margin button to display margin and markup for the whole invoice. <u>Quick Forms Printing (O/E Forms)</u> Print an order confirmation, picking slip, or invoice order – or email a packing slip – without posting the shipment or navigating to another window.

<u>Prepayments</u> 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.

💹 SAMLTD - Exte	nded OE Invoice Ent	ry -					-		×
<u>F</u> ile <u>H</u> elp									
Search black								Find	
								_	
Invoice Number	Customer Number	Bill To	🖻 Bill-To Addre	ss 1	Bill-To City	/ Bill-To St	ate Bill-To Z	ip Code	Bill-1
IN000000000002	1200	Mr. Ronald Black	2820 Wabash Ro	bad	Los Angel	es CA	90048		USA
IN0000000000004	1200	Mr. Ronald Black	2820 Wabash Ro	bad	Los Angel	es CA	90048		USA
IN0000000000000	1200	Mr. Honald Black	2820 Wabash Ro	bad	Los Angel	es CA	90048		USA
IN0000000000013	1200	Mr. Ronald Black	2020 Wabash Ro	ad bed	Los Angel	es CA	90048		USA
IN000000000025	1200	Mr. Ronald Black	2820 Wabash Ro	had	Los Angel	es CA	90048		USA
IN000000000030	1200	Mr. Ronald Black	2820 Wabash Ro	ad	Los Angel	es CA	90048		USA
IN000000000038	1200	Mr. Ronald Black	2820 Wabash Ro	bad	Los Angel	es CA	90048		USA
IN000000000048	1200	Mr. Ronald Black	2820 Wabash Ro	ad	Los Angel	es CA	90048		USA
IN000000000061	1200	Mr. Ronald Black	2820 Wabash Ro	bad	Los Angel	es CA	90048		USA
IN000000000077	1200	Mr. Ronald Black	2820 Wabash Ro	bad	Los Angel	es CA	90048		USA
					_		1		
ltem	Description	Kit/BOM Number	Price List	Location	ı	Shipment Date	Current Quantity	Invoice	e Unit of
A1-103/0	Fluorescent Des		USA	4		2022-11-07	10	Ea.	
A1-105/0	13W Mini Fluore		USA	1		2022-11-07	15	i 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	10	Ea.	
A2(IMAGE-1500)G	FOW/12// Holes		USA	1		2022-11-07	20	Ed.	
S1-200/B	Flat Screen 5'6		USA	2		2022-11-07	10	Ea.	
51200/0	That Screen S S		03/1	2		2022 11 07		- Lu.	
<									>
Select								Cancel	

- Using multiple words in the search? Enter "300 Main" and the search will find entries "300 0 Main Street" as well as "123 Main Street, Suite 300".
- **Searching for a phone number?** Enter the phone number segments separated by blanks. 0 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, 0 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 "<u>300</u> <u>Main</u> Street" as well as "123 <u>Main</u> Street, Suite <u>300</u>".
  - **Searching for a phone number?** Enter the phone number segments separated by blanks. Enter "451 8991" and the search will find "(<u>451</u>) 555-<u>8991</u>" as well as "(408) <u>451-8991</u>".

#### 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.)
- $\circ$   $\;$  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.

SAMLTD - Exte	ended OE Invoice Er	ntry						– 🗆 X.
Elle Help 0/E	nvoice Entry							
Invoice No. Customer No. 120	4 [*** NEW ***	) → ) () ) + 5 @ @	+ Entered By Mr. Ronald Black			* Required	]	
Invoiog Cystomer	Tages Optional Relds	Sales Split Rates	Tgtals					
Shipment Number Invoice Date	SH000000000000000000000000000000000000	081 Q 🗎 Posting Date	From Multiple Shi 2023-02-28	pments FO-2022	8372		Optional Field Sustomer Gredit Warning Require PO Number on	Value  No Yes
Year/Period Ship-To Location	2023 - 02 Monthly order for Black	Location	۹ <u>۱</u> ۹	Retainage Reference Back - N	lovember	Calculate Tax	Preferred Shipping Method UPS Zone User Note	FEDEX for Expedited < WHI Allow creater volume c *
Non-Sk. Cr. Ac	E Shipment No.	Coder No.	Dotional Fields	Expot Declaration	Margin Percent	Markup Percent	Margin Amount	Most Recent Unit C ^
	SH0000000000000000000	ORD0000000084	Yes		61.64528	160.72408	36.98	44.275418
	SH0000000000000	ORD0000000084	Yes		100.00000	0.00000	7.10	7.226626
	SH00000000000	08000000000084	Yes		48.65228	1/9.34263	16.02	15.645673
	SH00000000000000	ORD0000000084	Yes		39.54285	65.40640	2.53	7.198344
								v
Location 4 (Ea Al Locations (E Ben/Tgx	a) Congonents. Hatory	on Hand Gty. on Si 161 616	ales Order Gay. 10 🗳 31 🗳	on Putchase 0 9 436 9 Une Finder.	Gty. Committed 0 E 0 E	City. Available 151 Invoice Subtota	paymenta 0/8	2.475.13 USD

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.

🗾 SAMLTD -	Invoice Details								-		×
<u>F</u> ile <u>H</u> elp											
Order By											
Select Order By	/										
Item		~									
(None)		~									
(None)		~									
Select Items By	,		From		То						
Location		~	4		् 4			Q			
Category		~	A1		୍ବ <mark>A</mark> 1			Q			
(None)		~									
Item		~	Contains		~				l	Load	
Line Number	Item Number	Description	_	Price List	K#/BOM	Location	Shinm	Current	Order	Invoice	
Line Number	A1.103/0		ek Lamp				2022-1	35,0000		lhe	
3	A1-400/0	Desk Note Bo	ok	USA		4	2022-1	3.0000	Ea.	bs.	
4	A1-450/0	Bulletin Board		USA		4	2022-1	2.0000	Ea.	lbs.	

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.

SAMLTD - Extended OE Invoice Entry <u>File</u> <u>H</u> elp O/E Invoice Entry			- • ×
Invace No. 4 4 TMEW THE INFORMATION AND A HIGH AND A HI	Require	d	
Invoice Customer Taxes Optional Fields Sales Split Rates Totals			
Shipment Number * SH00000000000000000000000000000000000	nents 🕞	Optional Field	Value ^
Invoice Date 2023-02-28  Posting Date 2023-02-28	PO No. PO-20228372	Customer Credit Warning Bequire PO Number on	No
Year/Period 2023 - 02 Location 1 Q	Central warehouse - Seattle	Preferred Shipping Method	FEDEX for Expedited (
Ship-To Location Q + 5 Job Related	Retainage Calculate Tax	UPS Zone User	WHI
Description Monthly order for Black	Reference Black - November	Note <	Allow greater volume c >

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.

# 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).

🖪 Shipment No.	Crder No.	Doptional Fields	Export Declaration	Margin Percent	Markup Percent	Margin Amount	Most Recent Unit C
SH00000000000000	ORD0000000084	Yes		61.64528	160.72408	36.98	44.278418
SH0000000000000	ORD0000000084	Yes		100.00000	0.00000	7.10	7.226626
SH0000000000000	ORD0000000084	Yes		64.20167	179.34263	16.02	15.645877
SH0000000000000	ORD0000000084	Yes		48.65228	94.75063	8.61	15.645673
SH0000000000000	ORD0000000084	Yes		39.54285	65.40640	2.53	7.198344
	Image: Shipment No.           SH0000000000000           SH000000000000           SH000000000000           SH000000000000	E Shipment No.         C Order No.           SH00000000000000.         ORD00000000004           SH0000000000000.         ORD00000000004           SH0000000000000.         ORD00000000004           SH0000000000000.         ORD0000000004           SH00000000000000.         ORD0000000004	Image: Shipment No.         Image: Order No.         Image: Order No.         Image: Order No.         Image: Order No.         Shipmonocomposition         Optional Fields           SH00000000000000.         OPD000000000000000000000000000000000000	Britomocomposition         Order No.         Depositional Fields         Export Declaration           SH000000000000000000000000000000000000	Image: Shipment No.         Image: Order No.         Image: Optimized State         Export Declaration         Margin Percent           SH000000000000000000000000000000000000	Image: Shipment No.         Image: Order No.         Image: Optional Fields         Export Declaration         Margin Percent         Markup Percent           SH0000000000000.         ORD000000000084         Yes         61 64528         160 72408           SH00000000000000.         ORD0000000084         Yes         100 00000         0 00000           SH000000000000.         ORD0000000084         Yes         64 20167         173 34263           SH000000000000.         ORD0000000084         Yes         48 65228         34 75063           SH000000000000000000.         ORD00000000084         Yes         33 54285         65.40640	Image: Shipment No.         Image: Order No.         Image: Optional Fields         Export Declaration         Margin Percent         Margin Percent </td

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.

Location 4 (Ea.)	Qty. on Hand 161	Qty. on Sales Order 10	Qty. on Purchase 0	Qty. Committed 0	Qty. Available 161	SAMLTD - Invoice	e Margin 🛛 🗙	
All Locations (Ea.)	616	31 💾	436 🕒	0 🕒	616	Margin Percent	61.76050	
Item/Tax Components			Line Finder.	Invoice Margin		Markup Percent Margin Amount	161.50969	
Pogt History Pr	epayment						Close	

# 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.

SAMLTD - Extend <u>File H</u> elp O/E Invo	led OE Invoice Entry ice Entry									-	
Invoice No. 4	IN00000000077	_ ► ► ⊂ + 7 ℝ 0	R +	Entered By Id Black	ADMIN				]		
Invoice Customer Tax Shipment Number SH Invoice Date 20	xes Optional Fields Sal H00000000000000000000078 123-01-25	Posting Dat	Totals Totals te	om Multiple Shipme	ents 5 PO No. PO-	2022-1173			Optional Fie Customer C Require PO	ld redit Warning Number on	Value No Yes
Year/Period 2 Ship-To Location W Description Bla	AREHS Q +	Location	ated		Retainage	e - Seattle	Calculate	e Tax	Preferred Si UPS Zone User Note	hipping Method	Allow area
Lin Type	Q Item No./ Misc	. Charge 🛛 🔍	Kit/BOM	Description	Q, Price List	Location	Shipment Date	D Qt	v. Invoiced	Invoice UOM	Invo ^
1 Item	A1-103/0			luorescent Des	USA	4	2022-11-07		10	Ea.	lbs.
2 Item	A1-105/0			13W Mini Fluore	USA	1	2022-11-07		15	Ea.	bs.
3 item	A1-400/0			Jesk Note Book	USA	4	2022-11-07		3	Ea.	DS.
4 item	A1-430/0			Annuaring Mach	USA	1	2022-11-07		2	Ed.	DS.
6 Item	A2(IMAGE-1500)G			mage 1500 Seri	LISA	1	2022-07-07		10	Ea.	be u
o item	ne(imnale 1300)a			inage 1500 Seli	03/1		2022 11 07		10		103. V
Location 4 (Ea.) All Locations (Ea.)	Qty. on	Hand Qty.on 161 616	Sales Order 10 31	Qty. on F	Purchase 0 🗳 436 🗳	Qty. Committed 0 0	Qty. Ava	lable 161 616			
Item/T <u>a</u> x C	Components			Lin	e Finder	Invoice Margin	Invoice Subtotal			3,773.	65 USD
Pogt Histo	Prepayment						Prepa	ayments	C	)/E Forms	Close

### 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.

🥏 O/E Forms			×
<u>F</u> ile <u>H</u> elp			
Order Number	ORD00000000004	Q	Print Order Confirmation
Shipment Number	SH00000000000000000002	Q [	Print Picking Slip
Invoice Number	IN00000000002	Q	Print Invoice
Shipment Number	SH000000000000000000002	Q	Email Packing Slip
		[	Close

• 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.

🗾 SAMLTD - Email Pao	cking Slips – 🗆 🗙
<u>F</u> ile <u>H</u> elp	
Use Slip	OEPACKSHIPMENT1.RPT Browse
Sort By	Line Number V
From Shipment Number	SH000000000000000085
To Shipment Number	SH000000000000000085
Message ID	PACKING Q
Print Serial/Lot Numbers	
Print Kit Component Items	
Print Bills Of Material Compon	ent Items
Email To	Email Address Entered V
Email	ronaldblack99@hotmail.com; receiving@rblack.com
Progress	
Send	Qlose

- 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.

Pogt History Prepayment									O/E Forms	<u>C</u> lose
Database ID	Name	Location	Description	Item Number	Description	Stocking Unit	Qty. On Hand	Qty. On Purcha	Qty. On Sales O	Qty. Availa
SAMINC	Sample Compan	4	Port of San Fan	A1-103/0	Fluorescent Des	Ea.	206	0	10	
SAMLTD	Sample Compan	1	Central warehou	A1-103/0	Fluorescent Des	Ea.	144	260	21	
<										>

The program displays a pop-up form that lists all prepayments for the order, shipment, or invoice

 1 in the following example:

💹 Prepay	ments							-	· 🗆	×
Prepaymen	nts									
Customer N	umber	200		Mr. Ronald Black						
Order Numb	per (	RD0000000085	j							
	L						Load			
Apply To	🕒 Document Numbe	r Payment Date	Posting Date	Customer Currency Code	Payer	Payment in Customer Currence	y Amount Remaining	Batch Number	Entry Nu	umber
Order No.	ORD0000000085	2022-12-06	2022-12-06	USD	Mr. Ronald Black	3,890.4	5 3,890.45	66		2
<										>
							Total		3	,890.45
							Amount Remainin	ng	3	,890.45
									Close	

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.

SAMLTD - A/R f	Receipt Entry P		- 🗆 ×
Batch Number Batch Date Bank	I     Image: Second state st	Prepayments           2         Total Amount         5.000.000           CAD         Q         Deposit Number         53         Q         Deposit Date	2020-08-30
Entry Number Transaction Type Customer Number	I ◀	Entered By Receipt Date 2022-12-06 Posting Date 2022-12-06 Mr. Ronald Black Currency	ADMIN 2022 - 12 USD
Reference		Account Set	USA
Payment Code	MASTER	Check/Receipt No. 564564	
Document Number	PP000000000000000019		Job Related
Receipt Amount	5,000.00 CAD	Customer Amount 3,890.45 USD	Optional Fields 😈
Apply By	Order Number	Apply To ORD0000000085	