Complete Zero Receipts for Sage 300cloud

Complete Zero Receipts eliminates the time-consuming steps involved in completing Purchase Order receipts of zero cost from the Sage 300 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.

Complete Zero Receipts completes those receipts with zero cost that cannot be invoiced without having to make adjustments after the fact.

Complete Zero Receipts lets you:

- Select zero cost Purchase Order receipts based on fields such as receipt numbers, receipt dates, vendors, and optional fields the same criteria used by core modules when printing reports.
- "Cherry-pick" from selected receipts to choose exactly which ones you want to complete.
- Click the Process button to complete the operation for all receipts in one-step.
- View a log of all changes after processing.

Running Complete Zero Receipts

Complete Zero Receipts appears under **Productivity Tools > Purchase Orders** on the Sage 300c desktop.

sag	je 300		🔒 Session	Date: Oct 21, 2020	Administrator •	Sample Company Ltd.	? Help	Bettings	Tools
â	Home	Order Entry	Complete Purchase Orders	Zero R Update Purc	hase				4
Ē₽	Accounts Payable	Purchase Orders	Delete Purchase Orders				Optio	ns 🛱	5
*≊	Accounts Receivable	Setup	Complete Zero Receipts						Lø
ô	Administrative Services		Update Purchase Orders						
Â	Bank Services								1
ĉ	Common Services								
6	General Ledger				Value(s)			
8	Inventory Control								
	Multiple Contacts								
a	Order Entry								
Ħ	Purchase Orders								
%	Tax Services								
Q	Productivity Tools								

The Complete Zero Receipts screen (shown below) lets you select which receipts you wish to complete by specifying by specifying a range of receipt fields, including receipt numbers, PO numbers, ship-to locations, vendors, and any optional fields that you use with receipts.

sag	ge 300	Session Date: Oct 21, 2020 Administrator • Sample Company Ltd.	Help Settings	7 Tools
â	Home	Purchase Orders : Complete Purcha Delete Purchase Complete Zero R Update Purchase		4
Ē∱	Accounts Payable	Complete Zero Receipts	Options 🏟	C ;
+⊒	Accounts Receivable			L0
ô	Administrative Services	Settings Preview		à
血	Bank Services	Selection Criteria		1
Ê	Common Services	+ Add Line Comparison of the second secon		
	General Ledger	Field Operator Value(s)		
8	Inventory Control			
	Multiple Contacts			
e	Order Entry			-
E	Purchase Orders			
×	Tax Services			
2	Productivity Tools			

Selecting Zero Cost Receipts for completion

Choose field values and field ranges for selecting receipts:

• Click the "Add Line" button to specify a new field value or range of values.

Selection Criteria

+ Add Line 💼 Delete Line

• Choose the field for selecting receipts.

Field					
Receipt Date 🗸					
Select					
Receipt Number					
Receipt Date					
Vendor					
Name					
Purchase Order Number					
Bill-To Location					
Ship-To Location					
Entered By					

• Choose the Operator for the field value – for example, receipts with a date that is *less than or equal to* July 2, 2021.

The choices are "Equal To," "Not Equal To," "Contains," "Greater Than or Equal To," "Less Than or Equal To" (shown below), or "Is One Of."

Operator					
Select		•			
Select					
=					
!=					
>=					
<=					

• **The "Contains" operator appears for text fields**. The program scans the field you selected for the text in the Value field.

The following example selects receipts with ship-to locations that include the letters "US".

Field	Operator	Value(s)
Ship-To Location	Contains	US

• The "Is One Of" operator appears for fields with a specific list of values – such as optional fields with a list of values. It lets you specify more than one value – as below.

Field	Operator	Value(s)
Vendor Class	Is One Of	Service Provider × (blank) ×
		Inventory Purchases
		Miscellaneous Expense Purchases
		Service Provider
		(blank)

• Enter or choose the Value. For example, a date field provides a calendar, and other fields will provide a Finder button.

Value(s)						
2/1/2021						:::
<		Feb	ruary :	2021		>
Su	Мо	Ти	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	1	2	3	4	5	6
7	8	9	10	11	12	13
		Toda	ay - 2/1/	2021		

 To specify a range of dates – for example, greater than July 2 2018 and less than July 2 2019 – you would add two lines for the date field – as shown below:

Field	Operator	Value(s)	
Receipt Date	>=	12/1/2020	
Receipt Date	<=	2/2/2021	

• To remove a line, highlight it, then click the "Delete Line" button:

+ Add Line					
Field	Operator	Value(s)			
Receipt Date	>=	12/1/2020			
Receipt Date	<=	2/2/2021			

Save or clear the selection criteria:

You can save your selection criteria so it appears by default the next time you use the program.

Purchase Orders : Complete Purcha Delete P	urchase Complete Zero R	Update Purchase			7
Complete Zero Receipts				Options 🏠	
				Text Size 🔹	<u>_0</u>
Settings Preview			▶[Save Settings as Default	.ì
				Clear Saved Settings	à
Selection Criteria			-	User Guide	
+ Add Line				TaiRox Home Page	1
				View Today's Log	
Field	Operator	Va	alue(s)		
Receipt Date	>=	12/	2/1/2020		
Receipt Date	<=	2/2	2/2021		

- Click the Options button to display the list of options.
- Select "Save Settings as Default." The program displays the following message:



To clear the default settings:

• Select "Clear Saved Settings" from the Options menu.

View selected receipts on the Preview tab and choose which ones to complete:

Click the Preview tab to view the list of receipts that meet the range and value selection criteria that you specified on the Settings tab.

Note: If you do not specify any selection criteria, the program will list all incomplete receipts when you go to the Preview tab. You can then pick the receipts that you want to complete.

Click the Preview tab to display the selected list of receipts.

Purchase O	rders : Complete Purcha	Delete Purchase	e Complete Zero R Upo	date Purchase			#
Complete Zero Receipts Option							
Settings Preview							
	Receipt Number	Receipt Date	Description	Vendor Number	Vendor Name	Currency	I.
	RCP0000087	1/10/2020		1200	Chloride Systems	USD	
	RCP0000088	1/10/2020	Purchase Orders - Jun 2010	1500	Gould Manufacturing Ltd.	USD	
	RCP0000089	1/10/2020		2300	Torrington Ltd.	USD	

- o Go back to the Settings tab to adjust the field and range criteria if necessary.
- Click the checkbox in the column heading to select all or select none of the receipts.

Matchir	Matching Receipts								
	Receipt Number	Receipt Date	Description	Vendor Number	Vendor Name	Currency			
•	RCP0000087	1/10/2020		1200	Chloride Systems	USD			
	RCP0000088	1/10/2020	Purchase Orders - Jun 2010	1500	Gould Manufacturing Ltd.	USD			
✓	RCP0000089	1/10/2020		2300	Torrington Ltd.	USD			

• Click the checkboxes on each row to select or de-select a receipt.

Matching	Receipts

	Receipt Number	Receipt Date	Description	Vendor Number	Vendor Name	Currency
✓	RCP0000087	1/10/2020		1200	Chloride Systems	USD
	RCP0000088	1/10/2020	Purchase Orders - Jun 2010	1500	Gould Manufacturing Ltd.	USD
	RCP0000089	1/10/2020		2300	Torrington Ltd.	USD

• Click the Receipt Number to drill down to a receipt:

Matching Receipts						
	Receipt Number	Receipt Date	Description	Vendor Number	Vendor Name	Currency
	RCP0000087	1/10/2020		1200	Chloride Systems	USD
	RCP0000088	1/10/2020	Purchase Orders - Jun 2010	1500	Gould Manufacturing Ltd.	USD
	RCP0000089	1/10/2020		2300	Torrington Ltd.	USD

Click the Process button to complete the selected receipts:

The program asks you to confirm your choices. Click Yes to continue.

Confirmation	×
Are you sure you want to complete the selected receipts?	
No Yes	

Note: There may be data-integrity errors that prevent some receipts from being completed, in which case an error message will appear.

If the completion was successful, the following message will appear, stating the number of receipts that were competed:

~	1 receipt processed.	

Select "View Today's Log" to confirm which receipts were completed:

• Click the Options button and select View Today's Log to see the receipt selection criteria and the receipts that were competed.



• The log looks like this:

TPTCompleteZeroReceipts-PTDEMO-2019070)9.log		Π×	
Processing started (7/9/2020 4:03:29 PM)				
Performed by user: ADMIN				
Selection Criteria: Receipt Date Receipt Date Vendor	>= <= !=	[2019-05-01] [2020-01-31] [5000]		
Completing receipt RCP00000088 Receipt completed.				
Processing completed (7/9/2020 4:03:30 PM)				

The Log lists:

- The user and the settings selected.
- Each receipt that was marked complete.