

# Complete Zero Receipts

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.

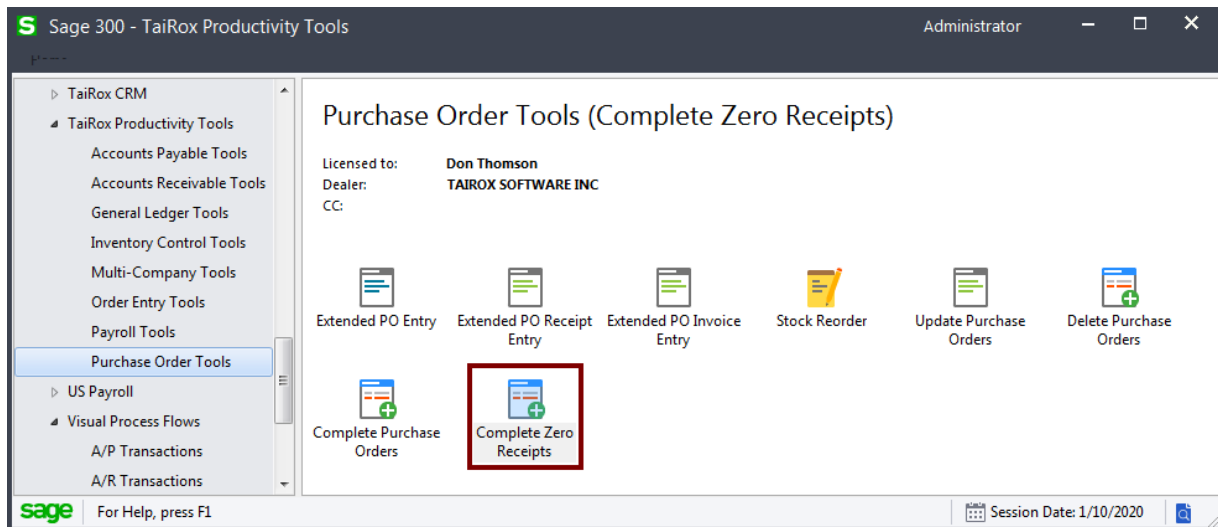
Complete Zero Receipts completes those receipts with zero cost that cannot be invoiced without having to make adjustments after the fact.

## Complete Zero Receipts lets you:

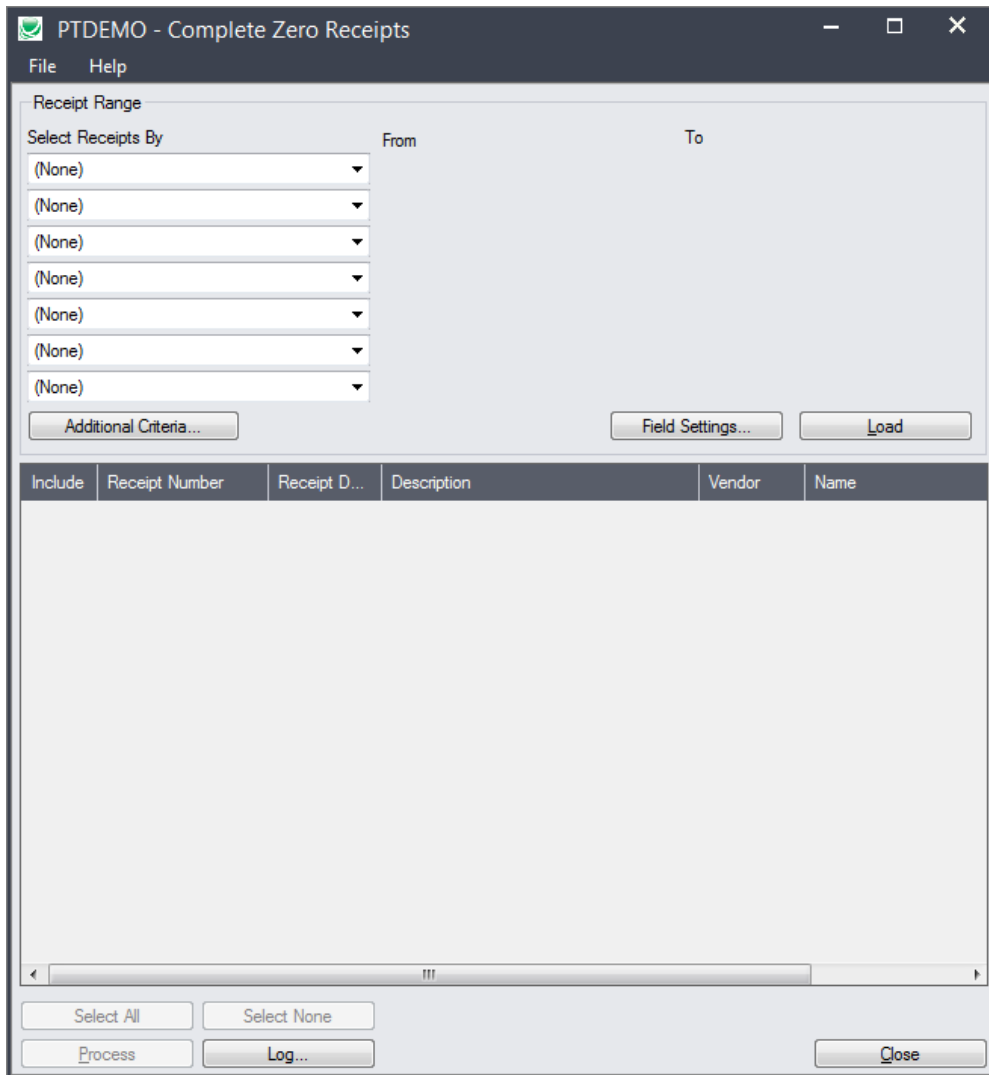
- Select zero cost Purchase Order receipts based on receipt numbers, receipt dates, vendors, and optional fields – or import a list of the PO receipts that you need to complete.  
Selection fields provide the same ranges used by core modules when printing reports.
- “Cherry-pick” from selected receipts to choose exactly which ones you want to complete.
- Press a Process button to complete the operation for all receipts in one-step.
- View a log of all changes after processing.

## Running Complete Zero Receipts

The Complete Zero Receipts icon appears under **TaiRox Productivity Tools > Purchase Order Tools** on the Sage 300 desktop (and can be copied to other menu locations).

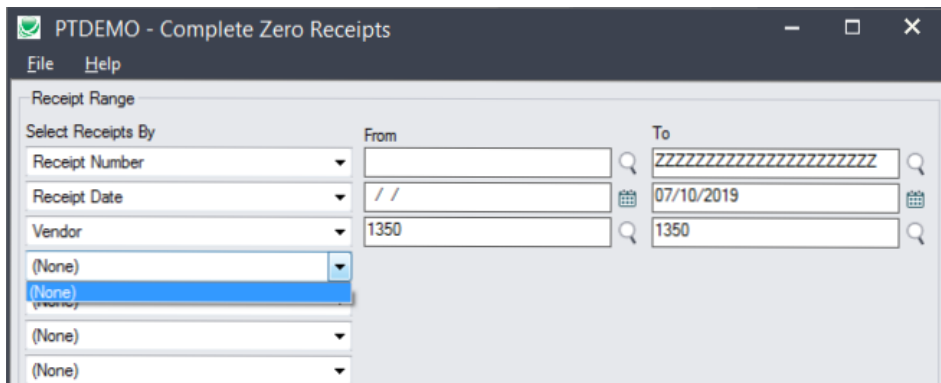


The Complete Zero Receipts screen (shown below) lets you select which receipts you wish to complete by specifying up to seven ranges of receipts using fields such as receipt numbers, receipt dates, vendors, and optional fields on receipts (if added).



## Selecting Zero Cost Receipts for Completion

**Choose ranges of receipts:**

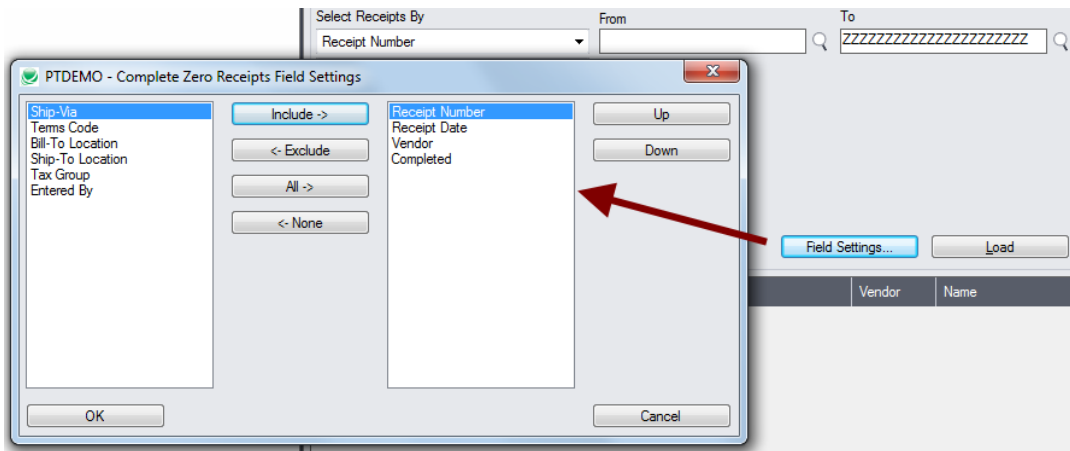


- You can specify ranges to restrict receipts by fields such as receipt date, number, or vendor.
- You can add or remove fields from the dropdown list using the Field Settings button.

For instructions on importing a list of purchase orders for deletion using the **File > Import** menu choice, see [Importing a List of Zero Cost Receipts for Completion](#).

**Use the “Field Settings” button to customize the list of fields for selecting receipts:**

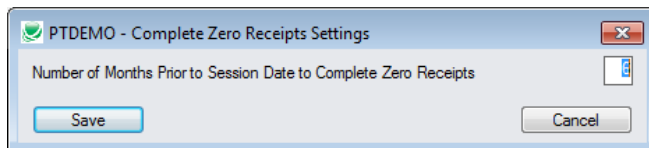
Click **Field Settings** to change fields that appear in the “Select Receipts By” dropdown list.



- The list of fields on the right are the fields that will appear in the Select Receipts By dropdown.
- To add a field to the dropdown list, select it in the list on the left, and click the Include button.

**Note regarding receipt dates:**

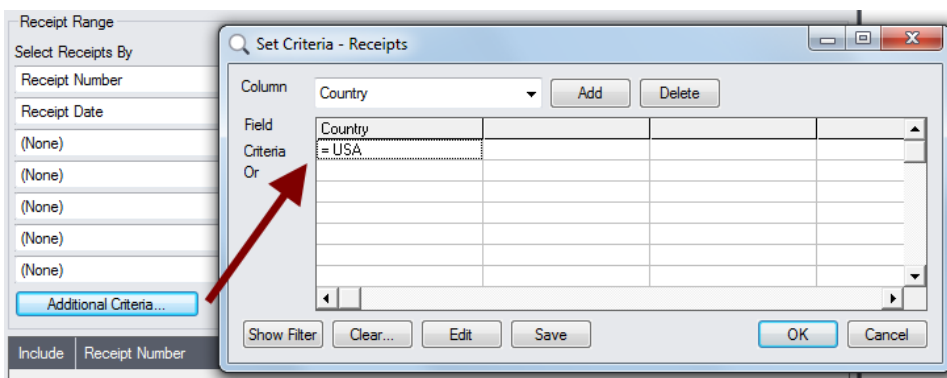
- If you choose a range of receipts, the default “To” date is set by a screen accessed through the **Complete Zero Receipts > File > Settings** menu choice:



You can override the default in the Range fields.

**Choose additional criteria if necessary:**

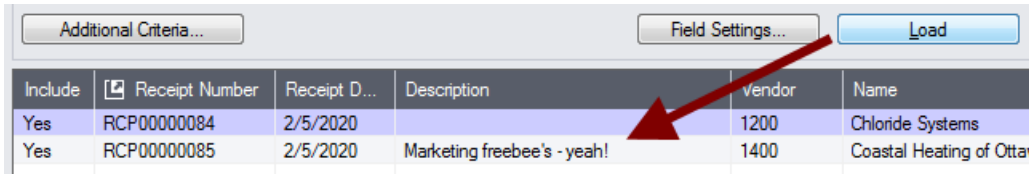
To select receipts with a field that is NOT available on the Field Settings form, use Additional Criteria.



- Click the Additional Criteria button to further restrict the receipts retrieved for completion.
- Select a field in the dropdown and click the Add button.

- Double-click the Criteria field to enter a relationship and value.
- Click OK to save.

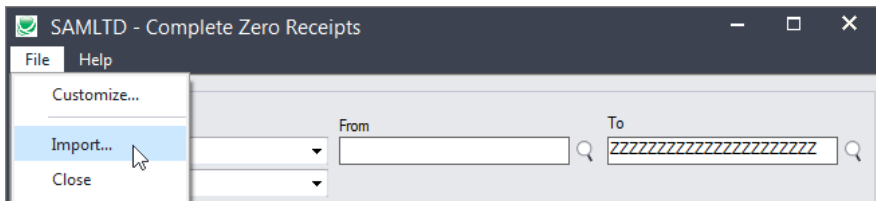
**Load the list of selected receipts and choose which ones to complete:**



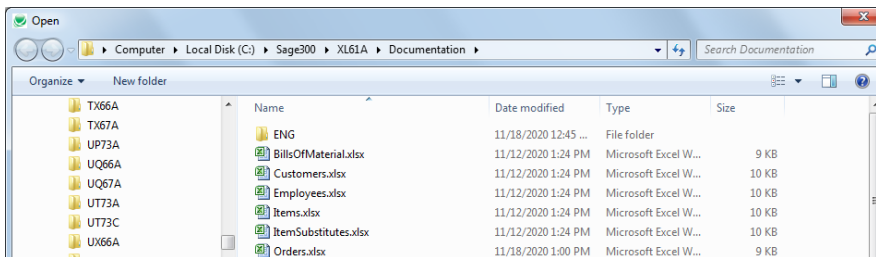
- Click the Load button to display the selected list of receipts.
  - Go back and adjust the ranges or additional criteria if necessary.

**Importing a List of Zero Cost Receipts for Completion**

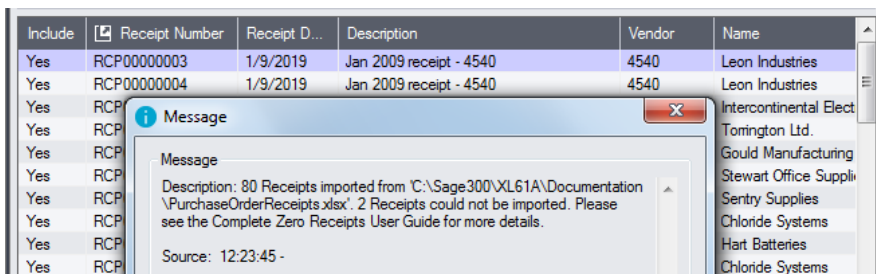
- Choose **File > Import** from the Complete Zero Receipts menu.



- Select the list of purchase order receipts that you want to process.



- The program will import the list and load all relevant receipts into the grid – setting all receipts to “Include” – and display a message stating the number of PO receipts that were successfully loaded, and the number of receipts that could not be imported.



The program will reject receipts that cannot be processed, and will not import them. The message above shows that 2 receipts were rejected.

All zero cost receipts that can be completed will be loaded into the grid at the bottom of the screen. You can then confirm which purchase order receipts you want to complete.

## Choosing PO Receipts from the Grid for Processing

- Use the Select All and Select None buttons.



- Click the Receipt Number column heading to drill down on the selected receipt:

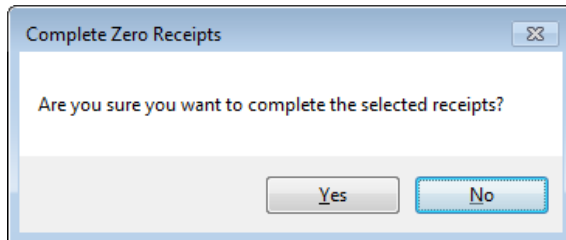
Include	Receipt Number	Receipt D...	Description	Vendor	Name
Yes	RCP00000084	2/5/2020		1200	Chloride Systems
Yes	RCP00000085	2/5/2020	Marketing freebee's - yeah!	1400	Coastal Heating of Ottawa

- Double-click in the Include column to “cherry-pick” receipt selections:

Include	Receipt Number	Receipt D...	Description	Vendor	Name
No	RCP00000084	2/5/2020		1200	Chloride Systems
Yes	RCP00000085	2/5/2020	Marketing freebee's - yeah!	1400	Coastal Heating of Ottawa

### Click the Process button to complete receipts:

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



**Note:** There may be data-integrity errors that prevent some completions, in which case an error message will appear.

### Click the Log button to confirm which receipts were completed:

```

=====
6/25/2020 11:54:07 AM Complete Zero Receipts started.
6/25/2020 11:54:07 AM
6/25/2020 11:54:07 AM Performed by user: ADMIN
6/25/2020 11:54:07 AM
6/25/2020 11:54:07 AM Receipt Range
6/25/2020 11:54:07 AM      False To [ZZZZZZZZZZZZZZZZZZZZZZZZ]
6/25/2020 11:54:07 AM
6/25/2020 11:54:07 AM Completing Receipt Number RCP00006584...
6/25/2020 11:54:07 AM      Completing line item A1-760/0...
6/25/2020 11:54:07 AM      Receipt Number RCP00006584 marked complete.
6/25/2020 11:54:07 AM
6/25/2020 11:54:07 AM Complete Zero Receipts complete.
6/25/2020 11:54:07 AM
=====

```

The Log lists:

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

## File Formats for Imported Purchase Order Receipt Lists

Instead of specifying a range of purchase order receipts for completion and clicking the Load button, you can directly import a list of POs.

Import files are Excel files.

You can find examples of import lists in directory "...\\Sage300\\XL61A\\Documentation".

### Purchase Order Receipt List

The Excel Spreadsheet PO receipt list is a single column with RCPNUMBER" as the column heading in the first row.

	A
1	RCPNUMBER
2	RCP00000083
3	RCP00000084

- All other columns are ignored. This means that you can add descriptions and notes to your spreadsheet without affecting the file import.