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:

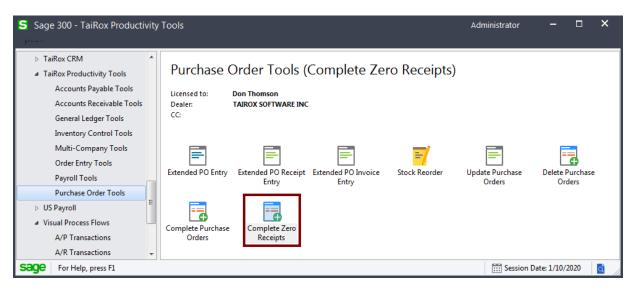
 Select zero cost Purchase Order receipts based on receipt numbers, receipt dates, vendors, and optional fields – or import a list of the PO receipts that you need to complete.

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).

🛃 PTDEMO - Complete Zero Rec	eipts		-		×
File Help					
Receipt Range					
Select Receipts By	From	То			
(None)					
(None) -					
(None) -					
(None) -					
(None) -					
(None) -					
(None) -]				
Additional Criteria		Field Settings	Lo	ad	
Include Receipt Number Receipt D	Description	Vendor	Name		
	Dotonpilon	(Condon			
•					+
Select All Select None					
Process Log				<u>C</u> lose	

Selecting Zero Cost Receipts for Completion

Choose ranges of receipts:

🗾 PTDEMO - Complete	Zero Receij	pts		-	- 🗆	×
<u>F</u> ile <u>H</u> elp						
Receipt Range						
Select Receipts By		From		То		
Receipt Number	•		Q	222222222222222222	2222222	ZQ
Receipt Date	-	11		07/10/2019		**
Vendor	•	1350	Q	1350		Q
(None)	-					
(None)						
(None)	•					
(None)	-					

- 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 <u>Importing a List of Zero Cost Receipts for Completion</u>.

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.

	Select Receipts By	From	То
	Receipt Number	-	Q ZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZ
PTDEMO - Complete Zero Receipts Field	Settings		
Ship-Via Includ Terms Code Includ Bill-To Location <- Exc	lude Receipt Date Vendor Completed	Up Down	Field Settings
			Vendor Name
ОК		Cancel	

- 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:

PTDEMO - Complete Zero Receipts Settings	—
Number of Months Prior to Session Date to Complete Zero Receipts	3
Save	Cancel

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.

Receipt Range	
Select Receipts By	Q Set Criteria - Receipts
Receipt Number	Column Country - Add Delete
Receipt Date	
(None)	Field Country
(None)	Or
(None)	
(None)	
(None)	
Additional Criteria	
Include Receipt Number	Show Filter Clear Edit Save OK Cancel

- 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:

Additional Criteria			Field Settings	Load	
Include	🗳 Receipt Number	Receipt D	Description	Vendor	Name
Yes	RCP0000084	2/5/2020		1200	Chloride Systems
Yes	RCP0000085	2/5/2020	Marketing freebee's - yeah!	1400	Coastal Heating of Ottaw

- 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.

SAMLTD - Com) - Complete Zero Receipts – 🗆 🗙					
File Help						
Customize	-	То				
Import			2			
Close	·					

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

🥏 Open					×
Computer + Local I	Disk (C:) → Sage300 → XL61A → Documentation →	•	- 4 9 €	Search Documentation	ب
Organize 🔻 New folder				811 -	
🍌 ТХ66А	Name	Date modified	Туре	Size	*
J TX67A	📔 ENG	11/18/2020 12:45	File folder		
UP73A	BillsOfMaterial.xlsx	11/12/2020 1:24 PM	Microsoft Excel W	9 KB	
U067A	Customers.xlsx	11/12/2020 1:24 PM	Microsoft Excel W	10 KB	
UT73A	Employees.xlsx	11/12/2020 1:24 PM	Microsoft Excel W	10 KB	E
UT73C	Items.xlsx	11/12/2020 1:24 PM	Microsoft Excel W	10 KB	
UX66A	ItemSubstitutes.xlsx	11/12/2020 1:24 PM	Microsoft Excel W	10 KB	
	Orders.xlsx	11/18/2020 1:00 PM	Microsoft Excel W	9 KB	

 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.

Include	🖪 Receipt Number	Receipt D	Description	Vendor	Name
Yes	RCP0000003	1/9/2019	Jan 2009 receipt - 4540	4540	Leon Industries
Yes	RCP0000004	1/9/2019	Jan 2009 receipt - 4540	4540	Leon Industries
Yes	RCP Message			X	Intercontinental Elect
Yes	RCP Wiessage				Tomington Ltd.
Yes	RCP Message				Gould Manufacturing
Yes	RCP -	00 Deceinte im	ported from 'C:\Sage300\XL61A\Docume	atation III	Stewart Office Suppli
Yes			sx'. 2 Receipts could not be imported. Plea		Sentry Supplies
Yes			eipts User Guide for more details.		Chloride Systems
Yes	RCP Source: 12	22.45			Hart Batteries
Yes	RCP Source: 14	(23)45 -			Chloride Systems

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 botton 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.

Select All Select None

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

I	Include	🖪 Receipt Number	Receipt D	Description	Vendor	Name
	Yes	RCP0000084	2/5/2020		1200	Chloride Systems
	Yes	RCP0000085	2/5/2020	Marketing freebee's - yeah!	1400	Coastal Heating of Ottaw

• 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 W	RCP0000085	2/5/2020	Marketing freebee's - yeah!	1400	Coastal Heating of Ottaw

Click the Process button to complete receipts:

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

Complete Zero Receipts
Are you sure you want to complete the selected receipts?
Yes No

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 [ZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZ
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.

	А
1	RCPNUMBER
2	RCP0000083
3	RCP0000084

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