Extended AR Receipt Entry

Extended AR Receipt Entry is an enhanced replacement for the Sage A/R Receipt Entry form. It lets you quickly match receipts to A/R invoices and automatically fill in receipt information using any information associated with the receipt.

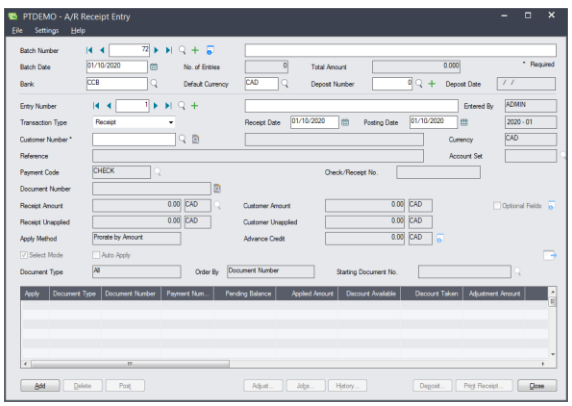
Extended AR Receipt Entry lets you:

- Use the Invoice & Customer Lookup SmartFinder to match invoices to receipts and automatically fill in payment information.

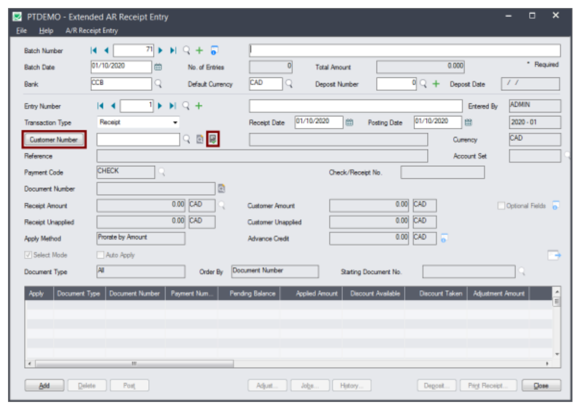
  Extended AR Receipt Entry provides fast receipt entry.
- Use a customer SmartFinder for browser-like customer lookups.

The following pictures show the extra functionality on the Extended AR Receipt Entry screen:

Sage A/R Receipt Entry screen



TaiRox Extended AR Receipt Entry screen

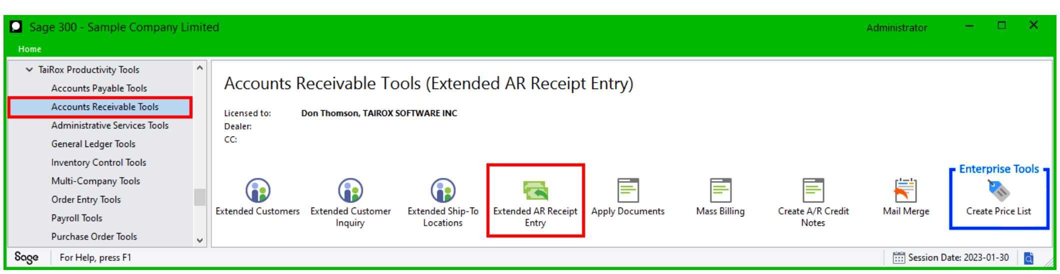


Click the following links for details on Extended AR Receipt Entry features:

[Invoice & Customer Lookup SmartFinder](#) (button left of the customer name field) Finds the invoice and customer number quickly from order, invoice, or customer information. Select the invoice to fill in the customer number and receipt information.
[Customer Number SmartFinder](#) Finds a customer quickly from a name, description, phone number or address.

Using Extended AR Receipt Entry to Add a New Receipt

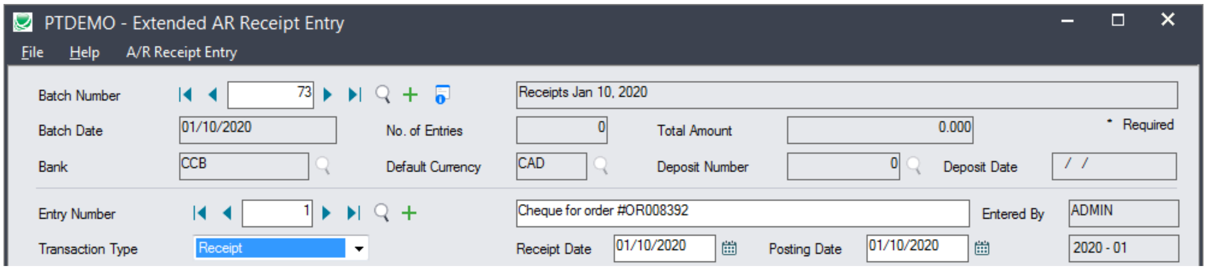
The Extended AR Receipt Entry icon appears under **TaiRox Productivity Tools > Accounts Receivable** Tools on the Sage 300 desktop and can be copied to other menu locations.



Note that Enterprise Productivity Tools appear only if you have an Enterprise license from TaiRox Software.

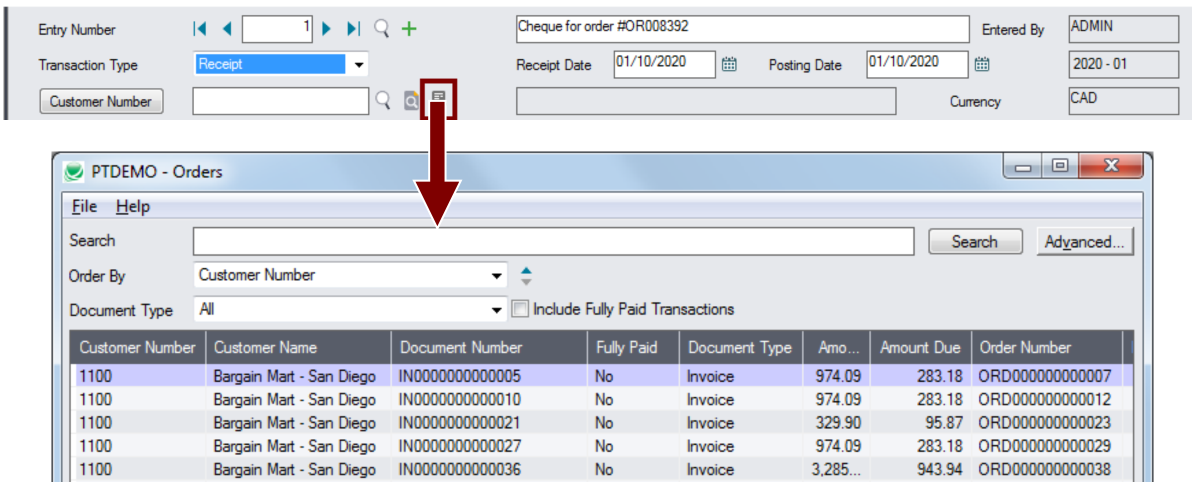
Fill in Batch Number and Entry Number for the New Receipt

Create a receipt batch and add the entry information for the new receipt.



Use the Invoice & Customer Lookup SmartFinder

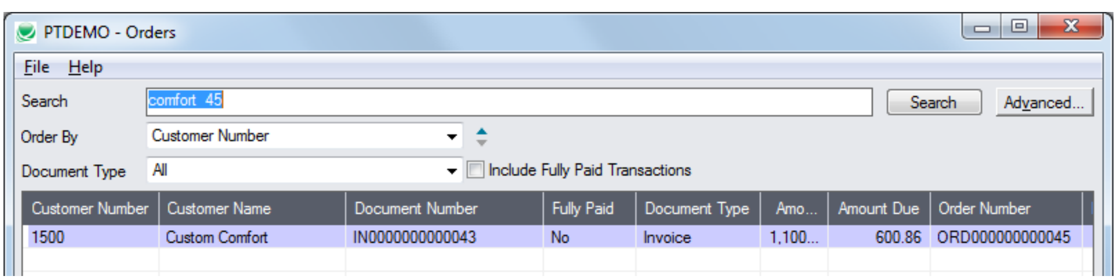
Click the Invoice & Customer Lookup button to find the invoice and customer number quickly.



Search:

- Enter the customer name or name fragment and/or order number or invoice number fragment to find the customer and invoice for the receipt.

  For example, the following example found one invoice for Custom Comfort.



  In this case, we searched using part of the name and part o the order number to find the invoice.

  - If we enter the name only, we will see all invoices for Custom Comfort.
  - If we enter the number only, we will see all invoices and all orders (and names) with number 45.

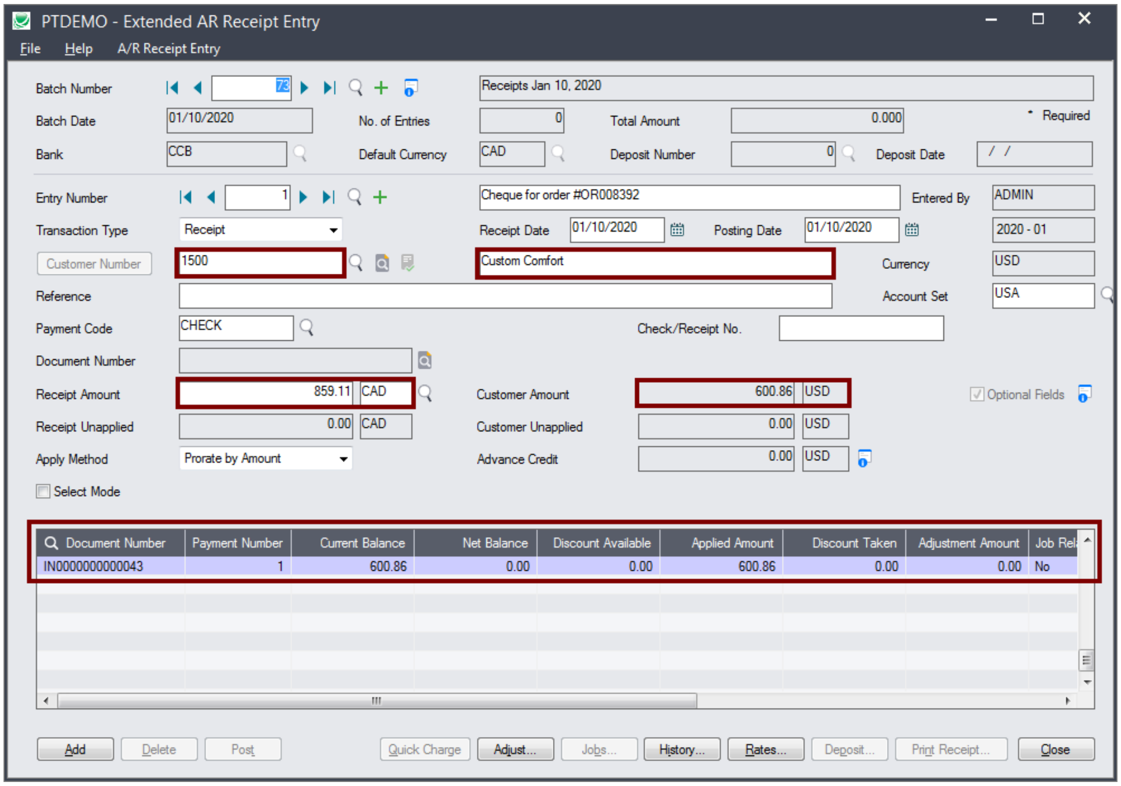
- You can also include fully paid transactions to check against previous invoices.

Display:

- Includes the customer number, customer name, document number, document type, and associated order number.
- Includes document amounts so you can check the amount against the receipt.

Selection:

- Double-click the document/invoice that you want to apply the receipt to.
  - The program will add the Customer Number to the Receipt Entry form.
  - The program will also fill in the receipt amount – which you can adjust if necessary.



Adjust the Automatically Filled Fields as Necessary, then Add the Receipt

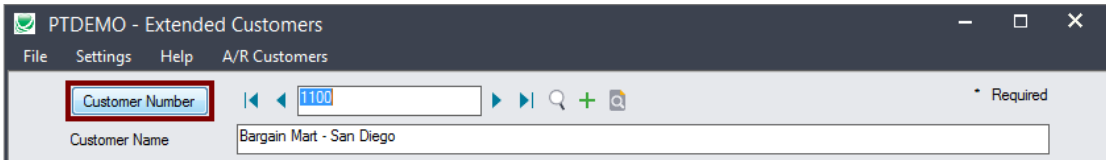
To Apply a larger or smaller payment amount

- Change the Receipt Amount.
- If the receipt is for more than one invoice:
  - Change the amount
  - Use the Insert key to add a new line in the grid, and use the Finder to select the additional invoices.

Click the Add button to add the receipt

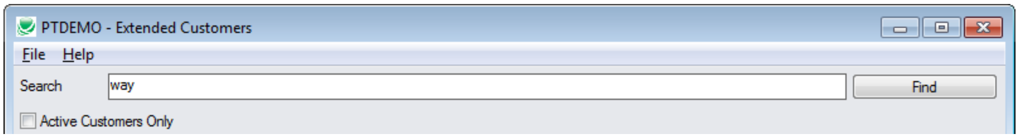
Using the Customer Number SmartFinder for Customer Lookups

Click the Customer Number button to open the SmartFinder for searching customers.



Search:

- Enter one or more words or word fragments in the search entry field to search multiple tables and fields.



- You can also filter for Active customers.
- 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 “way” 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".

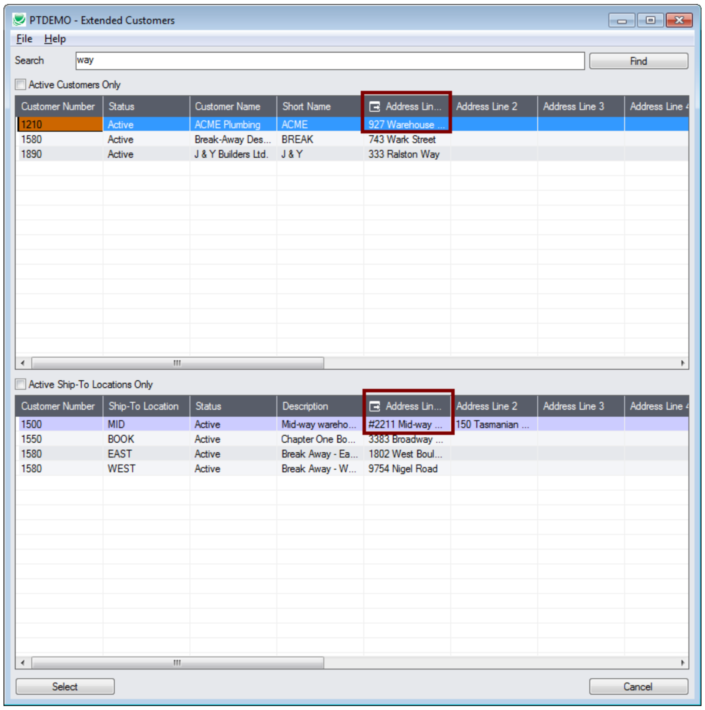
Note:

- *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 customer address) are treated as a single field.

Display:

- The top grid displays the customers matching the search criteria.
- 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. The screen below displays ship-to locations for three different customers.
- Click the Address 1 column heading or double-click the address to launch **Google Maps** with the customer address. You can also check the locations of Ship-To addresses.
- Double-click email addresses (such as the Contact E-mail) to create new emails.



Selection:

- Double-click a customer in the top grid to select and enter the customer number on the Extended AR Receipt Entry form.
- Double-click a ship-to location in the bottom grid to enter the customer number on the Extended AR Receipt Entry form.