Extended O/E Credit/Debit Note Entry

Extended O/E Credit/Debit Note Entry is an enhanced replacement for the Sage O/E Credit/Debit Note Entry screen.

- It provides SmartFinders to speed up credit and debit note entry.
 - o 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 create credit notes and debit notes that are not tied to a particular Order Entry invoice by letting you add using the Item Finder and by searching historical invoices and previously purchased items.
- 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 Credit/Debit Note Entry:

Sage Credit/Debit Note Entry screen

TaiRox Extended CR/DR Note Entry screen



Click the following links for details on Extended O/E Credit/Debit Entry features:

<u>SmartFinder – Documents</u> Quickly look up existing credit notes and debit notes for a customer. <u>SmartFinder – Customer Number</u> Find a customer fast from a name, description, phone number or address.

SmartFinder – Invoice Number Find an invoice fast from partial words.

<u>Item Finder (SmartFinder – Items)</u> Find an item quickly from partial words. Show additional item columns such as price, quantity and comments. Search also by manufacturer's item number with the Enterprise version of Productivity Tools.

SmartFinders provide fast, browser-like search capabilities for looking up data on the O/E Credit/Debit Entry screen. They 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.

<u>Line Finder</u> Quickly find a detail line in a large credit/debit note by item number, item description, item comments, picking sequence, location, manufacturer, or other item fields.

<u>Customer Optional Fields</u> Display any customer optional fields on the Extended O/E Credit/Debit Entry screen.

Display and Edit Optional Fields in the CR/DR Note Entry Detail Grid Optional fields appear as grid columns.

<u>CR/DR from History</u> Add to new credit notes and debit notes for a customer, based on previous orders.

<u>Prepayments</u> lets you view prepayments entered on the Order Entry, Shipment Entry, or Invoice Entry screens in Order Entry or using the Receipt Entry screen in Accounts Receivable.

SmartFinder – Documents

Click the Document button to open the SmartFinder for searching credit/debit notes.

- Enter part of a name or address (or CR/DR description or reference) and click the Find button.
- Double-click the credit note or debit note to select it and return you to the Credit/Debit Entry form.

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, one record may have "Royal" in the name, where another may have it in the address field. Both 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 <u>one</u> of the fields being searched. (For example, 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 documents 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.

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SmartFinder – Customer Number

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

- 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 Credit/Debit Note 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.)
- 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.



SmartFinder – Invoice Number

Click the Invoice Number Finder button to open the SmartFinder for invoices.

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.

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arch black	:						Find
		1	1	1_	1		
nvoice Number	xOrder Type	Customer Number	Bill To	🖪 Bill-To Addr	Bill-To Address 2	Bill-To Address	3 Bill-To Ac
1000000000000000		1200	Mr. Ronald Black	2820 Wabash R			
0000000000000004		1200	Mr. Ronald Black	2820 Wabash R			
1000000000000000		1200	Mr. Ronald Black	2820 Wabash R			
00000000000013		1200	Mr. Ronald Black	2820 Wabash R			
0000000000023		1200	Mr. Ronald Black	2820 Wabash R			
10000000000026		1200	Mr. Ronald Black	2820 Wabash R			
10000000000030		1200	Mr. Ronald Black	2820 Wabash R			
1000000000038		1200	Mr. Ronald Black	2820 Wabash R			
N0000000000048		1200	Mr. Ronald Black	2820 Wabash R			
N0000000000061		1200	Mr. Ronald Black	2820 Wabash R			
		1	1				1
em	Description				-	Current Quantity	Invoice Unit
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	50W/12V Halog	L	JSA 1	1	/4/2020	7	Ea.
		L		1		7	
1-310/0	50W/12V Halog	L L	JSA 1	1	/4/2020	7 3	Ea.
1-310/0 1-400/0	50W/12V Halog Halogen Desk Li	((JSA 1 JSA 1	1	/4/2020 /4/2020	7 3 30	Ea. Ea.
1-310/0 1-400/0	50W/12V Halog Halogen Desk Li Desk Note Book	((JSA 1 JSA 1 JSA 4	1	/4/2020 //4/2020 //4/2020	7 3 30	Ea. Ea. Ea.
1-310/0 1-400/0	50W/12V Halog Halogen Desk Li Desk Note Book	((JSA 1 JSA 1 JSA 4	1	/4/2020 //4/2020 //4/2020	7 3 30	Ea. Ea. Ea.
1-310/0 1-400/0	50W/12V Halog Halogen Desk Li Desk Note Book	((JSA 1 JSA 1 JSA 4	1	/4/2020 //4/2020 //4/2020	7 3 30	Ea. Ea. Ea.
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1-310/0 1-400/0	50W/12V Halog Halogen Desk Li Desk Note Book	((JSA 1 JSA 1 JSA 4	1	/4/2020 //4/2020 //4/2020	7 3 30	Ea. Ea. Ea.
1-310/0 1-400/0	50W/12V Halog Halogen Desk Li Desk Note Book	((JSA 1 JSA 1 JSA 4	1	/4/2020 //4/2020 //4/2020	7 3 30	Ea. Ea. Ea.
1-310/0 1-400/0	50W/12V Halog Halogen Desk Li Desk Note Book	((JSA 1 JSA 1 JSA 4	1	/4/2020 //4/2020 //4/2020	7 3 30	Ea. Ea. Ea.
1-310/0 1-400/0	50W/12V Halog Halogen Desk Li Desk Note Book	((JSA 1 JSA 1 JSA 4	1	/4/2020 //4/2020 //4/2020	7 3 30	Ea. Ea. Ea.
11-320/0 11-310/0 11-400/0 11-450/0	50W/12V Halog Halogen Desk Li Desk Note Book	((JSA 1 JSA 1 JSA 4	1	/4/2020 //4/2020 //4/2020	7 3 30	Ea. Ea. Ea.
1-310/0 1-400/0	50W/12V Halog Halogen Desk Li Desk Note Book	((JSA 1 JSA 1 JSA 4	1	/4/2020 //4/2020 //4/2020	7 3 30	Ea. Ea. Ea.
1-310/0 1-400/0	50W/12V Halog Halogen Desk Li Desk Note Book	((JSA 1 JSA 1 JSA 4	1	/4/2020 //4/2020 //4/2020	7 3 30	Ea. Ea. Ea.
1-310/0 1-400/0 1-450/0	50W/12V Halog Halogen Desk Li Desk Note Book		JSA 1 JSA 1 JSA 4 JSA 4 JSA 4	1	/4/2020 //4/2020 //4/2020	7 3 30	Ea. Ea. Ea.
1-310/0 1-400/0	50W/12V Halog Halogen Desk Li Desk Note Book	((JSA 1 JSA 1 JSA 4 JSA 4 JSA 4	1	/4/2020 //4/2020 //4/2020	7 3 30	Ea. Ea. Ea.

- **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 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.

Item Finder (SmartFinder – Items)

Click the Item Finder button under the item grid to open the SmartFinder for items.

SAMLTD - E	xtended OE Credit/Det	bit Note Entry					– 🗆 🗙
Ele Help O	E Credit/Debit Note Entry						
	I I I I III NEW ***		▶ Q + Document Type	Credit Note	* Required		
Customer Number	1200	🔍 🕂 🌄 📓 🗟 🛛 Mr. Ronal	id Black	Entered By			
Credit Note Cysto	mer Tages Optional Fields	Sales Split Bates Tgtals					
Invoice Number	IN000000000077	🔍 🤷 🛛 PO Number	PO- 2022-1173	Invoi	ce Date 2023-01-25		alue Description
Template Code	ACTIVE Q	Actual Return	Date 2023-02-28 🟥 Ord	r No. ORD	00000000083	Customer Credit Warning Require PO Number on	
Credit Note Date	2023-02-28 m	Posting Date	2023-02-28	Yan Paris	od 2023-02	Preferred Shipping Method	
		varehouse - Seattle	w			UPS Zone	
Location		varenouse - ceatte				User Note	
Ship-To Location	WAREHS 🔍 🕂 🥃	Job Relater	d Retainage	Calculate 1	Tax .	recte	
Description	Black - November order	Refere	nce				
Un Type	Credit Type		Q, Kt/BOM Description	Q, Price List	Q, Location	Duantty Q, Order U	
3 tem 4 tem	tens Returned t tens Returned t		Desk Note Book Bulletin Board	USA	4	3 Ea. 2 Ea.	bs.
5 tem		A2IMAGE-1500IG	Image 1500 Seri		1	10 Ea.	bs.
6 tem			50W/12V Helog	USA	1	20 Es.	be.
7 tem	tems Returned t			USA	2	10 Ea.	bs. v
<							
	Qtv. on Hand	Oty. on Sales Order Ot	y. on Purchase Order Ob	Committed	Qty. Available		
Location 2 (Ea.)			0 9	0 5	21		
Al Locations (Ea)			24 🕒	0 1			
ten/Tgs	Components		Iten Finder	ane Finder	Credit Note Subtotal		3,773.65 USD
Pogt	History				Prepay	CR/DR from He	tory Qose
Pog	Hator				rrepay	CIVUNION NE	rox

The Item Finder provides several item search options and displays search results in a selection grid with columns such as price, description, quantity available (current and all locations) and comments.

SAMLTD - Extended OE Credit/Debit Not	e Entry					-	×
<u>File</u> Help							
Items Manufacturer's Item Number							
Find Items By							
Location 1	Central warehou	use - Seattle					
Price List							
Active Items Only							
tem Number Description	Price	Qty. Available	Qty. Available (All)	Status	Comment 1		

- The Item Finder appears with the "Search" choice selected by default on the Items tab. This is the most common way to look up items.
 - Type a partial item description or item number in the text field, optionally select Active Items Only, and press Enter to immediately search for items.
- Alternatively, select a different "Find Items By" choice. For example, you can choose "Show All Records" and specify a range of item numbers, structure codes, categories, or account sets using the range fields. You can specify more selection fields using Additional Criteria.

SAMLTD - Extended OE Credit/Debit No	Entry	– 🗆 X
<u>F</u> ile <u>H</u> elp		
Items Manufacturer's Item Number		
Find Items By		
Show All Records ~		
Item Range Select Items By	From To	
(None)	Hom	
(None) ~		
(None) ~		
(None) ~		
Additional Criteria		Reset Defaults
Location 1	Central warehouse - Seattle	
Price List		
🖪 Item Number Description	Price 🛛 Qty. Available 🛛 🗳 Qty. Available (All) 🛛 Status	Comment 1

Notes:

 The above search screen displays two tabs for looking up inventory items – Items and Manufacturer's Item Number – which let you search for I/C item numbers or for manufacturer's item numbers.

Search for manufacturer's item numbers is a Productivity Tools <u>Enterprise</u> feature.

The Manufacturer's Item Number tab will *not* appear unless you have a license for the Enterprise version of Productivity Tools.

- If you do not select the SmartFinder "Search" option, you can select up to four item field ranges by item number, status, structure code, category code, and account set code.
- The item price is the quantity zero price for that customer.
- The Item Finder also displays all columns that are in the standard Sage Finder. You can choose which columns appear in the Item Finder by selecting File > Settings from the Item Finder menu.
- Selecting an item inserts a new row into the order entry grid.

Searching for Inventory Control Item Numbers on the Items Tab

The Item Finder on the Items tab provides 7 search options:

SAMLTD - Extended OE Credit/Debit No	e Entry	-	×
<u>F</u> ile <u>H</u> elp			
Items Manufacturer's Item Number			
Find Rems By Search Show All Records Let Number Description Pancture Code Category Account Set Code	Central warehouse - Seattle		

• Search (most common option) – to search for words or word fragments in item text fields (such as the item number, item description, structure code, category, price list, picking sequence, and comments). This search works like the Order Number and Customer Number SmartFinders.

The "Search" choice automatically searches in all fields that appear as columns in the grid.

- Show All Records to select items from all item records based on ranges of Item Number, Structure Code, Category, and Account Set Code and on item Status. You can also specify additional selection criteria using more item fields.
- Item Number to select items using part of the item number. You can refine your selection based on ranges of Item Number, Structure Code, Category, and Account Set Code, select items by item status, and specify additional selection criteria using more item fields.

SAMLTD - Extended OE Credit/Debit Note	Entry	—	×
<u>F</u> ile <u>H</u> elp			
Items Manufacturer's Item Number			
Find Items By			
Item Number V	Starts with 🗸		
	Starts with		
Item Range	Contains		

Search by Item Number, Description, Structure Code, Category and Account Set Code also let you specify a search value that the item starts with or contains.

- **Description** to select items with descriptions that begin with or contain a string of characters. You can refine your selection based on ranges of Item Number, Structure Code, Category, and Account Set Code, select items by item status, and specify additional selection criteria using more item fields.
- Structure Code to select items with structure codes that begin with or contain a string of characters. You can refine your selection based on ranges of Item Number, Structure Code, Category, and Account Set Code, select items by item status, and specify additional selection criteria using more item fields.
- **Category** to select items in categories that begin with or contain a string of characters. You can refine your selection based on ranges of Item Number, Structure Code, Category, and Account Set Code, select items by item status, and specify additional selection criteria using more item fields.

• Account Set Code – to select items with codes that begin with or contain a string of characters. You can refine your selection based on ranges of Item Number, Structure Code, Category, and Account Set Code, select items by item status, and specify additional selection criteria using more item fields.

More on the "Search" option (most common option):

- Select "Find Items by Search". (Note that Find Items By defaults to the last choice used.)
- Enter one or more words or word fragments in the next field to search multiple item tables and fields. (Note that the program scans all columns <u>displayed</u> in the Item Finder grid.)
- You can filter for Active items only.
- Search returns items and customer item numbers that contain the search string in any of the searched fields for example, one record may have "Desk" in the Description field, where another may have it in the Comment 1 field. Both items will be displayed.

Note:

 If using the Search option, all of the word fragments must be present in one of the fields that are displayed on the screen. (For example, if you search for "desk lamp", you will not see an item where only "desk" is in the Description field and only "lamp" is in the Comment 1 field.)

Display:

- The top grid displays the items matching the search criteria. The screen below shows "Desk Lamp" in the description of one item, and "Desk Lamp" in the comments of the second one so both appeared.
- The bottom grid displays the customer item numbers for the item selected in the top grid.

	facturer's Item Number							
Find Items B Search	,	✓ desk lan	10					
Search								J
ocation	1	Central	warehouse	- Seattle				
ice List								
Active Item							_	
tem Num	Description				Qty. Availa	🖪 Qty. Availa	Status	Comment 1
A1-103/0 A1-310/0	Fluorescent Desk Lamp Halogen Desk Light			59.99 50.35	161 75	616 392		Comes with stand and mour Desk lamp with adjustable n
(1-310/0	narogen besk Light			50.35	/5	392	Acuve	Desk lamp with adjustable r
								2
stomer Item	Numbers							
Eustomer's It	tem Number Customer's Item	Description	Customer	Name	Unit of N	Aeasure Commer	ste	Instructions
DESK LAMP		Description	Mr. Ronal		Case	Commer		modelenn
JEON DIAN	0.02		THE FORM		0000			

• Click the Qty. Available column to see the location details, with the quantities on hand, on purchase order and on sales order. You can drill down further on these quantities.

Selection:

• Double-click an item in the top grid to select and add the item to the credit/debit note.

Selecting columns to display in the Item Finder

Choose File > Settings in the Item Finder window to change column settings.

SAMLTD - Extended OE Credit/Debit Not	SAMLTD - Extended OE Credit/Debit Note Entry Settings	×
File Help Close Settings Reset Defaults Maintain Section Se	Unformated item Number Atemate item Set Number Date Last Maintained Account Set Code Include -> Image: Comparison of the set o	Up
	The maximum number of columns is 50, selected is 15 OK	Cancel

- The current columns that are displayed appear in the right-hand column.
- Highlight columns that you want to add in the left-hand column and click the Include button.

Note:

- **Settings apply to the currently selected tab**. For example, if you want to change the columns on the Manufacturer's Item Number tab, choose the tab first, and then select File > Settings.
- Only the "Included Fields" are used for searching. For example, if you do not include the Comments 1 field, the program will not scan the comments. Also note that fields like the "Price" will affect performance because the program calculates the price for the current customer in order to display it in the item results. If search is slow, remove columns that you don't need.

All of the possible columns are shown below. Note that optional and calculated fields are also available for inclusion – for example, the Item's Color and Qty. Available for Sale.

Defaults:				
👳 SAMLTD - Extended OE Cre	edit/Debit Note Entry Sett	ings	×	
Unformatted Item Number	Include ->	Item Number Description	Up	
Date Last Maintained Account Set Code	<- Exclude	Price Qty. Available	Down	
Stocking Unit of Measure Unit Weight Commodity Number	All ->	Qty. Available (All) Status Comment 1		
Date Inactive Segment 1	<- None	Structure Code Category		
Segment 2 Segment 3		Stock Item Default Picking Sequence		
Segment 4 Segment 5 Seament 6		Default Price List Code Sellable Serial Numbers		
Segment 7 Segment 8		Lot Numbers		
Segment 9 Segment 10				
The maximum number of columns i	s 50, selected is 15	ОК	Cancel	
Additional Inclusion Op	otions: Serials Days to Expire	Lot is on Cont. When Receir	Number of Lots to Generate	New Item
Comment 3 Comment 4	Allow Different Serial Qty Serials Optional Fields	Lot is on Warr. When Sold Serial Numbers in Use	Number of Lots not Generati First Generated Lot	Price Item Procurement
Allow Item in Web Store Kitting Item Optional Fields	Default Serial Warranty Co Default Serial Contract Cod	fe Serial Mask Description	Last Generated Lot SIA Preferred Vendor Type	Item Size Item Volume
Optional Fields Default Kit Number Weight Unit of Measure	Serial is on Cont. When Re Serial is on Warr. When So Serial is on Warr. When Re	Serial Number	Default BOM Number Item's Color Dangerous Item	Warranty Warranty Period Otv. On Hand
Unformatted Alternate Item Maternate Item	Lot Number Mask	Number of Serials to Genera Number of Serials not Genera	Extended Warranty Available Item Type	Qty. On Order Qty. On Order Qty. On Sales Order
Alternate Item Description Costing Method	Use Lots Days to Expire Lots Days to Expire	First Generated Serial	Item Lead Time Manufacturer	Qtý. On Hand (All) Qty. On Order
Process Command Weight Conversion Factor Is Item a BOM Component	Use Lots Days on Quaranti Lots Days on Quarantine Allow Different Lot Qtv	in Lot Numbers in Use Lot Mask Structure Lot Mask Description	Manufacturer Number New Item Price	Qty. On Sales Order (All) Stocking Unit of Measure Otv. Committed
Serial Number Mask	Lots Optional Fields Default Lot Warranty Code	Unformatted Lot Number	Item Procurement	Qty. Committed Qty. Committed (All)
Use Serials Days to Expire 🔻	Default Lot Contract Code	▼ Auto-gen Lot Number ▼	Item Volume	

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Searching for Items on the Manufacturer's Item Numbers Tab

Note: The Manufacturer's Item Number tab will *not* appear unless you have a license for the Enterprise version of Productivity Tools.

Search for manufacturer's item numbers is a Productivity Tools Enterprise feature.

SAMLTD - Extended OE Credit/Debit Note Entry	-	
<u>Eile</u> <u>H</u> elp		
Items Manufacturer's Item Number		
Find Items By		
Search 🗸		
Anufacturer's Item Number		
Manufacturer's Item Description		
Search		
Manufacturer's Item Number Manufacturer's Item Description II Item Number Description	Price Qty. A	Available 🛛 🖆 Qty

- The Manufacturer's Item Number Finder appears with "Search" selected by default. This is the most common way to look up items by manufacturer's item numbers.
 - Type a partial item description or item number in the text field, optionally select Active Items Only, and press Enter to immediately search for manufacturer's item numbers.
- Alternatively, select "Manufacturer's Item Number" or "Manufacturer's Item Description" for searching.

The Item Finder on the Manufacturer's Item Number tab provides 3 search options:

• **Search** (most common option) – to search for words or word fragments in manufacturer's item text fields (the manufacturer's item number or the manufacturer's item description).

This search works like the Order Number and Customer Number SmartFinders.

• Manufacturer's Item Number - to select items using part of the manufacturer's item number.

💌 SAMLTD - Extended OE Credit/Debit Note Entry	-	×
<u>F</u> ile <u>H</u> elp		
Items Manufacturer's Item Number		
Find Items By		
Manufacturer's Item Number V Starts with V		
Starts with		
Contains Contains		

You can specify that the item number starts with or contains the string that you enter.

• **Manufacturer's Item Description** – to select items using part of the manufacturer's item description. As with the item number, you can specify that the item description starts with or contains the string that you enter.

Note that the "Search" choice automatically looks in all fields that appear as columns in the grid – such as the manufacturer's item number and the manufacturer's item description fields.

Using the Line Finder

The Extended O/E Credit/Debit Entry Line Finder window lets you quickly find any detail line in a large credit/debit note by item number, item description, item comments, picking sequence, location, manufacturer, or other item fields.

Click the Line Finder button to display the Line Finder pop up window.

💌 SAMLTD - E	Extended OE Credit/De	bit Note Entry					- 🗆 X
Ele Help O	D/E Credit/Debit Note Entry						
Durant	I 4 4 *** NEW ***		N Q + Document Type	Codt Note	* Required		
					requires		
Customer Numbe	er 1200	् + 🏹 🖟 🖻 🕅 Mr. Rar	nald Black	Entered By			
Cigdt Note Oust	tomer Tages Optiogal Relds	Sales Spit Bates Tgtals					
Invoice Number	N00000000077	Q 🙂 PO Number	PO- 2022-1173	Invoice	Date 2023-01-25	Optional Field Val	ue Description
Template Code	ACTIVE		m Date 2023-02-28 😁 Or	der No. ORDOU	1000000083	Customer Credit Warning	
	`					Require PO Number on	
Credit Note Date	2023-02-28 (1)	Posting Date	2023-02-28 68	Year/Period	2023 - 02	Preferred Shipping Method	
Location	1 Q Central	warehouse - Seattle				UPS Zone User	
Ship-To Location		Job Rela	ted Retainage	Calculate Tax		Note	
Ship-Te Location		00 Piela	eed Hetainage	Calculate Tax			
Description	Black - November order	Refe	sence				
Un Type	Great Type	Q, Iten No / Msc. Charge	Q, Rz/BOM Description	Q. Price List	Q. Location	Guantity Q, Order UC	M Q, Order W
3 hern	terns Returned t.		Desk Note Book	USA	C Licaton	3 Ea	la.
4 ten	terro Returned t		Bulletin Board	USA	4	2 Ea.	bs.
5 tem		A2IMAGE-1500G	Image 1500 Set		1	10 Ea.	bs.
6 ten	items Returned t		50W/12V Halog		1	20 Ea.	ba.
7 ten	items Returned t	\$1-200/8	Rat Screen 5'6	USA	2	10 Ea.	bs. 🗸
<							,
	Qty. on Hand	Gty, on Sales Order	Oty. on Purchase Order O	ty Committed	Qty. Available	-	
Location 2 (Ea.	.) 21	0 🕒	0 🔛	0 🕒	21		
Al Locations (Ea	a) 235	5 20 🔛	24 🕒	0 🕒	235		
ben/Tgr	Components		Item Finder	Line Finder	Guost Note Subtotal		3.773.65 USD
Post	History				Prepay	ments CR/DR from Histo	ory Dose

The following Credit/Debit 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 - C	redit/Debit De	tails								
<u>F</u> ile <u>H</u> elp										
Order By										
Select Order B	y									
Item		•								
(None)		•								
(None)		•								
Select Items By			From			То				
Location		-	4		Q	4		Q		
Category		-	A1		Q	A1				
(None)		•								
Item		•	Contains		•					bad
-										
Line Number	Item Number	Description		Price List	Kit/BOM	Location	Shipm	Invoic	Order	Order Wei
1	A1-103/0	Fluorescent De	esk Lamp	USA		4		0.0000		lbs.
4	A1-400/0	Desk Note Boo	ok	USA		4		0.0000		lbs.
5	A1-450/0	Bulletin Board		USA		4		0 0000		hs

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, item description, item comments, picking sequence, or location. 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 Credit/Debit Note Entry screen.

	xtended OE Credit/Debit Note Entry /E Credit/Debit Note Entry					-	• ×
Document Customer Number Credit Note Custo	I ◀ ◀ ^{•••} NEW ••• 1200 ♀ + ₽ ₽ ₽ ₽		Document Type Credit Note				
Invoice Number Template Code Credit Note Date	IN000000000077 ♀ ► ECTIVE ♀ 2023-02-28 曲	Actual Return Date 2023		Invoice Date 2023-01-25 RD00000000083	Optional Field Customer Credit Warning Require PO Number on Preferred Shipping Method UPS Zone	Value	Description
Location Ship-To Location Description	1 Q Central warehouse - Seattle WAREHS Q + Black - November order	Job Related Re	tainage 🗹 Calcula	te Tax	User Note		

This lets you view notes concerning the account during data entry, and also view order requirements – in this example, one of the fields is "Require Purchase Order No."

• You specify which optional fields to display on the O/E Credit/Debit Note Entry screen in the Productivity Tools Options program.



The customer optional fields also appear on the Extended Order Entry, Extended Shipment Entry, and Extended Invoice Entry screens.

Display and Edit Optional Fields Inline in the CR/DR Note Grid

If you have the Enterprise version of TaiRox Productivity Tools, you can display and edit optional fields for order details *inline* in the O/E Credit/Debit Note Entry detail grid.



You choose the option to display optional fields inline in the Productivity Tools Options program – available in the TaiRox Productivity Tools folder on the Sage 300 Desktop.

Adding Detail Optional Fields to the Shipment Entry Details Grid

- Select the Productivity Tools Options program. Note that you must be using TaiRox Productivity Tools' Enterprise Edition to add optional field columns to the grid.
- Choose the Order Entry tab and then select the extended transaction entry programs where you want to display optional fields. You can add optional fields to the detail grids in Extended Order Entry, Extended Shipment Entry, Extended Invoice Entry, and Extended Credit/Debit Note Entry.



Credit/Debit Note from History

The Credit/Debit Note from History window lets you quickly create new credit notes and debit notes for a customer based on previous invoices and previously purchased items.

• Click the CR/DR From History button to display the pop-up window for looking up previous invoices and purchased items.

SAMLTD - Extended OE Credit/Debit Note Entry – 🗆 🗙	
Ele Help O/E Credit/Debit Note Entry	SAMLTD - Extended OE Credit/Debit Note Entry
Document Id * Period Customer Number 1200 Q + Big Mr. Frondel Black Entered By	Eve Bele Innotes Selected Anno Innotes Selec
Orgot Note Customer Taxes Optional Fields Sales Soll Bales Totals	Invoice Range Select Invoices By From To
Immon Number Clinical Number Clinical Number Octowal Red Val. Deck Templan Code Actual Return Date (0/22/2021) 0. Oder No. Perfered Cotamer Oder Noust Perfered Cotamer Oder Noust Name: Oder Noust	Otto Image: Second
Ste To Lacetion Q Hereinings (C. Cholden Tax Decosplan Reference If the second tax If the second tax Type Q Ison Ho/ Second tax If the second tax Type Q Ison Ho/ Second tax If the second tax If the second tax If the second tax If the second tax If the second tax	Rev In ✓ Holds Committe Inductories Une Ty Goolt Type (St. Inn No. Not: Oney (8,8504 Rodor)
Op/ on Newd Op/ on Sales Oder Op/ on Nucleas Location 0	Opy On Hand Opy On Select Opy Opy On Select Opy Opy On Select Opy Opy Opy Opy Opy Opy Opy Opy Opy Opy Opy Opy Opy Opy Opy Opy Opy Opy Opy Opy Opy Opy Opy Opy Opy Opy

You can select items from previous invoices – or previous purchases – update the quantities, and copy the selected item information into the grid in Extended OE Credit/Debit Note Entry.

Note: The CR/DR from History button is *disabled* until you enter a customer number on the form.

Use the Invoices tab on the popup form to create a new credit note or debit note from prior invoices

- Click the "CR/DR from History" button. CR/DR from History... The form that appears has two tabs:
 - Invoices tab lets you select items from customer invoices.
 - Sales History tab allows you to select any items that were previously ordered.

We'll work through a typical sequence for the Invoices tab.

• Use the range fields to select past invoices for the customer, and then click the Load button.

You can use the <u>Field Settings</u> button to change which fields appear in the range field dropdown lists (see below). You can also use the Additional Criteria button to select invoices using more fields.

The following selection example shows invoices entered since January 1, 2020.

SAMLTD - Extended OE Credit/Debit	Note Entry					
Eile Help						
Invoices Sales History						
Invoice Range						
Select Invoices By	From		То			
Invoice Date	▼ 01/01/2020		12/31/9999	m	Additi	onal Criteria
(None)	•					
(None)	•				Fel	d Settings
(None)					1164	a ootanga
P Invoice Number Invoice Date	urchase Order Number	Ship to Address	Code Description	Reference	Customer	Account Set Sa
IN000000000061 7/1/2020					USA	BE
IN000000000048 5/28/2020		WAREHS	Ship asap	Ref #1005-2-1	USA	BE
IN00000000038 4/5/2020	1	WAREHS	Overnight shipm	Ref 1004-1-1	USA	BE
IN000000000000 1/4/2020			Received Dec 2	REF #Q2009-78	USA	BE
•	III					•
Row Include Include Commer	nts Include Instructions	Line Ty	Credit Type	E Item No /Misc	. Charge	Kit/BOM Number
1 No No	No	Item	Items Returned to Inventory	A1-900/B		
2 No No	No	Item	Items Returned to Inventory	A1-900/L		
•	III					•
Qty. On Han	d Qty. On Sales Order	Qty, On Pun	chase Order Qty. Cor	nmitted	Qty. Availa	ble
	0 0		0 🎴	0 🔛		0
All Locations (Ea.)	0 0		0 🔛	0 🔛		0
Load Select All	Select None		Credit		6	Close

- Click any invoice in the top grid to see the invoice details in the bottom grid.
- Click the Select All and Select None buttons at the bottom of the screen to include all or none of the items on the selected invoice.

Select All Select None

• Double-click the Include column to select individual lines (the Include column displays "Yes").

Row	Include	Include Comments	Include Instructions	Line Ty	Credit Type	🖪 Item No./Misc. Charge	Kit/BOM Number 📤
1	No	No	No	Item	Items Returned to Inventory	A1-103/0	_
2	Yes	No	No	ltem	Items Returned to Inventory	A1-320/0	=
3	No	No	No	Item	Items Returned to Inventory	A1-310/0	
	Yes	No	No	ltem	Items Returned to Inventory	A1-400/0	
-	•• hs			16		14.150.00	
•							•

• Select the Credit Type from the dropdown in the **Credit Type** column – or select it in the grid on the main Credit/Debit Note Entry screen when you close this popup window.

	Row	Include	Include Comments	Include Instructions	Line Ty	Credit Type	🖪 Item No./Misc. Charge	Kit/BOM Number	^
	1	No	No	No	ltem	Items Returned to Inventory	A1-103/0		E
	2	Yes	No	No	ltem	Items Returned to Invento	A1-320/0		=
	3	No	No	No	ltem	Items Returned to Inventory	A1-310/0		-
	4	Yes	No	No	ltem	Damaged Items	A1-400/0		-
4	-			••		Price Adjustment	** ****	Þ	

• Edit the **Qty. Returned** column to change the quantities for the new credit or debit note that you are creating. (The Quantity Shipped field shows the original quantities shipped.)

Kit/BOM Number	Description	Price List	Location	Order UOM	Quantity Shipped	Quantity Re	Unit Price	Most Recent Unit (
	Fluorescent Des	USA	4	Ea.	10	0	59.99	43.676
	50W/12V Halog	USA	1	Ea.	7	7	6.39	7.065
	Halogen Desk Li	USA	1	Ea.	3	0	50.35	51.192
	Desk Note Book	USA	4	Ea.	30	7	24.95	16.355
								10.055
4								•

You can also enter the quantities credited in the grid on the main Credit/Debit Note Entry screen when you close this popup window.

• When you have finished editing items from this invoice, click the Credit button at the bottom of the screen to add the items to the new credit note.

• *To continue*, select another invoice from the top grid, choose the items that you want to credit, enter the new quantities, and again click the Credit button.

You can also choose the Sales History tab at this point to choose individual items that were previously ordered by this customer.

• Click the Close button when you have finished adding items to the credit note.

Lin	Туре	Credit Type	Q Item No./	Description	Q, Price List	Q Location	Quantity	Q Order UOM	Q, Order Weight UOM	Price By	Pricing UOM	Q. Price/Adjust	Price Approval	Shipment I
1	Item	Damaged Items	A1-103/0	Fluorescent Des	USA	4	2	Ea.	bs.	Quantity	Ea.	59.99	No	
2	Item	Damaged Items	A1-320/0	50W/12V Halog	USA	1	1	Ea.	bs.	Quantity	Ea.	6.39	No	
3	Item	Price Adjustment	A1-310/0	Halogen Desk Li	USA	1	1	Ea.	bs.	Quantity	Ea.	50.35	No	
4	Item	Items Returned to Inventory	A1-400/0	Desk Note Book	USA	4	3	Ea.	bs.	Quantity	Ea.	24.95	No	
5	item	Items Returned to Inventory	A1-450/0	Bulletin Board	USA	4	3	Ea.	bs.	Quantity	Ea.	17.70	No	

The credit/debit note screen grid will be populated with line items from the historical invoices.

If security is enabled and you have Unit Price Override rights, a confirmation and completion messages will appear.



Important Note: Yes means use historical prices. No means that current pricing will be in effect.

Use the "Field Settings" button to customize the list of fields for selecting invoices:

Click the **Field Settings** button to change the fields that appear in the "Select Invoices By" dropdown lists on the CR/DR From History screen. (By default, the list includes all available fields.)

SAMLTD - Extended OE Credit/Debit N	lote Entry			
File Help Invoices Sales History In Salesperson 2 Salesperson 3 Salesperson 4 Salesperson 4 Salesperson 4 Salesperson 5 Shy-Na Code Location Tax Group Ertered By Approved Courier Courier Note IN Note 1 Perfered Customer Temporay Customer Ubsz OK	Debit Note Entry Field	Settings Shipment Number Shipment Date Order Number Order Date Purchase Order Number Ship to Address Code Tentory Ship to Address Code Tentory Washill Invoice Number	Up Down Cancel	Additional Criteria Field Settings Customer Account Set Sal USA BB USA BB USA BB USA BB USA BB C Charge Kt/BOM Number
	11			•
Qty. On Hand Location (Ea.) 0 All Locations (Ea.) 0	Qty. On Sales Order 0 0		Qty. Committed 0	Qty. Available 0 0
Load Select All	Select None	Credit		Close

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

Using the Sales History tab

The Sales History tab allows a similar sequence of operations – selecting, editing of quantities and copying to the new credit/debit note.

le <u>H</u> el	lp						
nvoices	Sales History						
ltem Ra	nge						
Select I	tems By	From		То			
Item Nu	mber	 A2(IMAGE-1500)0 	i Q	A2(IMAGE-1500)G	Q	Additional	Criteria
(None)		•					
(None)		•					
Include	Credit Type	Item Number	Kit/BOM Number	Description	Order Number	Order Date	Purchase Or
No	Items Returned to Inventory			Image 1500 Seri	ORD00000000006	5/8/2019	
No No	Items Returned to Inventory Items Returned to Inventory			Image 1500 Seri	ORD00000000011 ORD00000000028	8/7/2019 12/1/2019	
110	tena rictarica to inventory	ne(initiale 1000)a		Image 1500 Seri	011200000000020	12/1/2013	
•		III			1	1	1
	0.0.1	and Qty. On Sales Order	Qty. On Purchase	Orden On a	Committed	Qty. Available	
ocation	(Ea.)		City. On Purchase	0 P	ommitted	Qty. Available	
	ons (Ea.)		2	0 🧧	0 🤒	0	

- Select the range of item numbers, order numbers, order dates, PO numbers, or categories that you want to use as search criteria, and then click the Load button.
- See the steps listed above for including items from history on the new credit/debit note.

Setting default descriptions, comments and instructions for included items

You can select the default settings for taking descriptions, comments and instructions from the original invoices. You can also change the settings for items as you select them.

• Select File > Settings from the CR/DR From History popup screen.

SAMLTD - Extended OE Credi File Help Close	/Debit Note Entry	
Settings Reset Defaults (None) (None) (None)	SAMLTD - Extended OE Credit/Debit Note Entry Settings Use description from selected line for detail description Include comments for each selected line Include instructions for each selected line Save	Additional Otteria Field Settings Cancel Oustomer Account Set
	m	

• Select the checkboxes if you want them to be included by default from the original invoices.

View Prepayments for Orders, Shipments, and Invoices

Although O/E Credit/Debit Entry lets you add prepayments on the Order Entry, Shipment Entry, and Invoice Entry screens, Sage 300 does not provide a view of prepayments that have been entered.

The TaiRox Prepayments button on the right side of the Extended OE CR/DR 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 invoice.

To view prepayments:

• Click the Prepayments button at the bottom of the screen.

tem/Tax Components	Item Finder	Credit Note Subtotal	3,773.65	USD
Pog History		Prepayr	ments CR/DR from History	Close

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

💌 Prepayments							-	· 🗆	×
Prepayments									
Customer Number	1200		Mr. Ronald Black						
Order Number	ORD0000000085								
						Load			
Apply To	er Payment Date	Posting Date	Customer Currency Code	Payer	Payment in Customer Currency	Amount Remaining	🕑 Batch Number	🖪 Entry Nu	ımber
Order No. ORD0000000085	2022-12-06	2022-12-06	USD	Mr. Ronald Black	3,890.45	3,890.45	66		2
<									>
						Total		3.	890.45
						Amount Remainir	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 order.
- Click the Batch Number or Batch Entry column heading to drill down to the receipt entry in Accounts Receivable.

SAMLTD - A/R Receipt Entry						
<u>F</u> ile Settings <u>H</u> el	p					
Batch Number		Prepayments				
Batch Date	2020-08-30 No. of Entries	2 Total Amount 5,000.000				
Bank	CCB Q Default Currency	CAD Ceposit Number 53 Deposit Date	2020-08-30			
Entry Number	◀ ◀2 ▶ ▶ ♀ 🖪	Entered By	, ADMIN			
Transaction Type	Prepayment	Receipt Date 2022-12-06 Posting Date 2022-12-06	2022 - 12			
Customer Number	1200	Mr. Ronald Black Currency	USD			
Reference		Account Set	USA			
Payment Code	MASTER	Check/Receipt No. 564564				
Document Number	PP000000000000000000000000000000000000		Job Related			
Receipt Amount	5,000.00 CAD	Customer Amount 3,890.45 USD	Optional Fields 🥫			
Apply By	Order Number	Apply To ORD0000000085				