

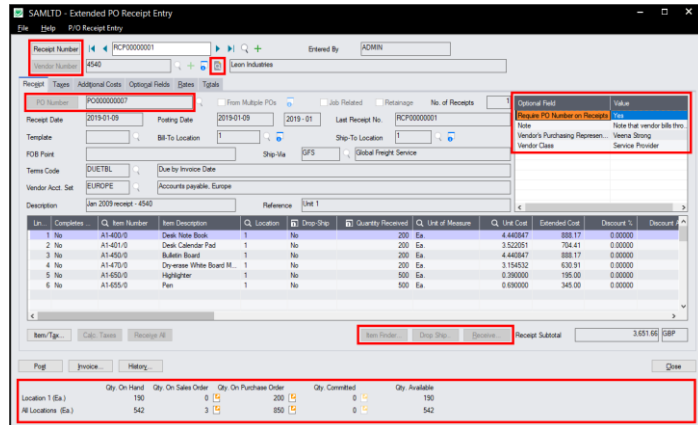
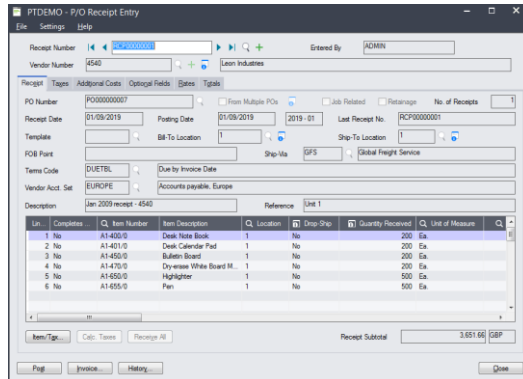
# Extended PO Receipt Entry

Extended PO Receipt Entry is an enhanced replacement for the Sage P/O Receipt Entry form. It provides you with more information while entering a receipt and fast access to additional PO, Vendor, and Item information.

The following pictures show some of the extra features on the Extended PO Receipt Entry screen:

**Sage P/O Receipt Entry screen**

**TaiRox Extended PO Receipt Entry screen**



**Click the following links for details on each Extended PO Receipt Entry feature:**

- [SmartFinder – Receipts](#) Finds purchase orders and shows PO details quickly for any vendor.
- [SmartFinder – Vendors](#) Find a vendor quickly from a name, description, phone number or an address.
- [SmartFinder – Purchase Orders](#) Finds purchase orders and shows PO details quickly for any vendor.
- [SmartFinder – Items](#) Find an item quickly from partial words.

SmartFinders provide fast, browser-like search capabilities to lookups on the PO Entry screen. The SmartFinder searches more fields than the Finder and searches in all text fields at once. For example, search for “Seattle” if you think that the vendor or contact is in Seattle.

- [Vendor Inquiry](#) (button left of the vendor name field) provides complete vendor data, including POs, receipts, purchases, requisitions, invoices, payments, adjustments, etc.
- [Vendor Optional Fields](#) Display any vendor optional fields on the Extended PO Receipt Entry screen.
- [Require PO Number](#) Optionally require purchase order numbers on receipts for all or selected vendors.
- [Quantities Display](#) Show item quantities at the bottom of the standard PO entry window - the same item quantities that are displayed in the Sage 300 Order Entry module.
- [Item Quantities at Other Locations](#) Display quantities available at other locations or in other companies while entering a purchase order.
- [Drop Ship](#) Drop ship dozens of purchase order detail lines in a single operation.
- [Receive in Sorted Order](#) (Receive button) Receive items by item Number or several other selectable orders.
- [Quick PJC Entry](#) Default newly inserted lines to have the same Contract, Project and Category selections as the previously entered line.

## SmartFinder – Receipts

Click the Receipt Number button at the top of the screen to open the SmartFinder. Receipt Number

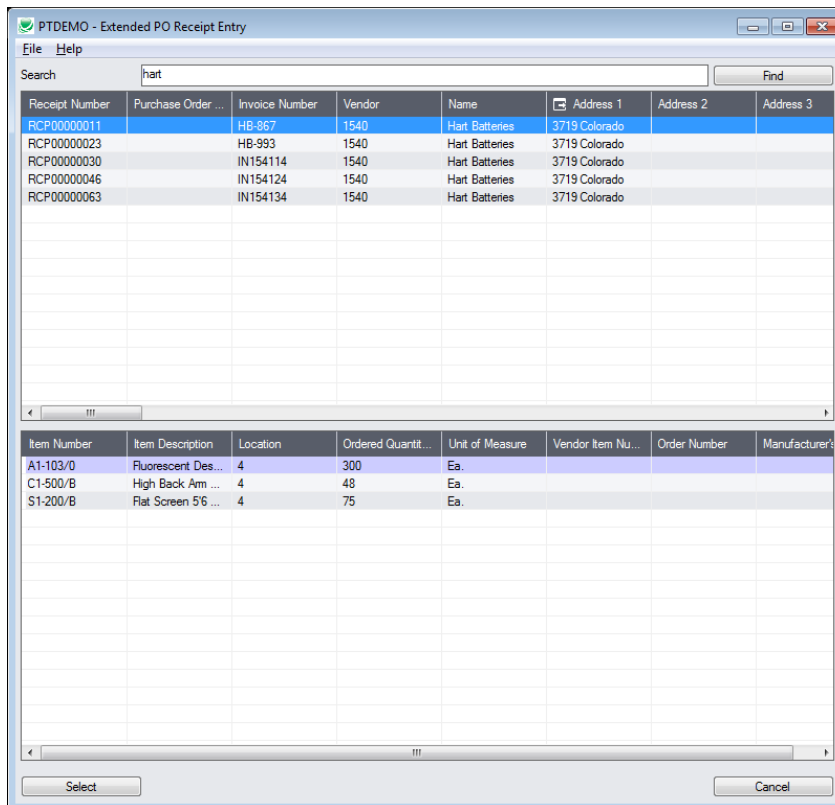
- Enter one or more words or word fragments in the entry field to search multiple tables and fields, and then click the Find button.
- Search returns records which contain the search string in any of the searched fields.

**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 invoice where “Ross” is in the Vendor Name field and “Blvd” is in the Address 1 field.)
- Addresses (e.g. the vendor address) are treated as a single field.

**Display:**

- The top grid displays the receipts matching the search criteria. Double-click to select a receipt.
- The bottom grid displays the item details of the receipt highlighted in the top grid.
- Click the Address 1 column heading or double-click the address to launch **Google Maps** with the vendor address. You can also check the locations of Ship-To and Bill-To addresses.
- Double-click email addresses (such as the Contact E-mail) to create new emails.



**Selection:**

- Double-click a receipt in the top grid to select the receipt and display the receipt details on the screen.

## SmartFinder – Vendors

Click the Vendor Number button to open the SmartFinder for searching vendors. 

### Search:

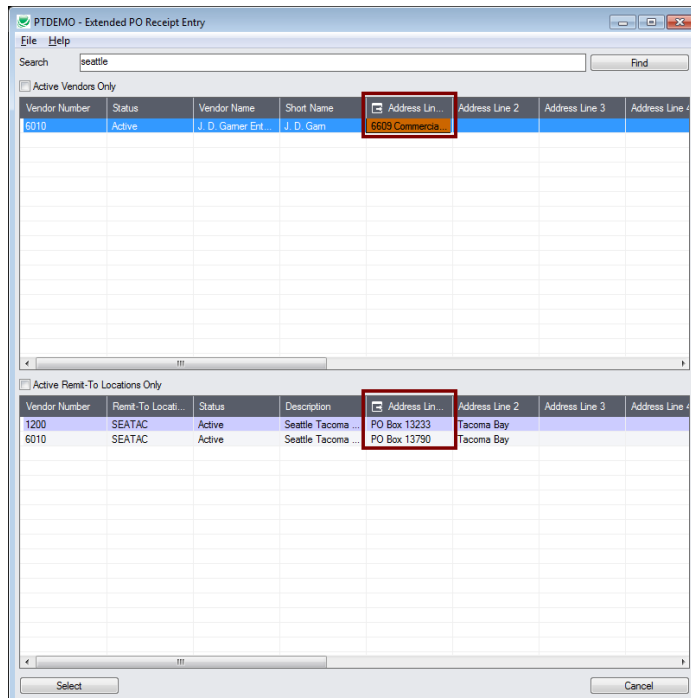
- Enter one or more words or word fragments in the entry field to search multiple tables and fields.
- You can also filter for Active vendors.
- Search returns vendors and remit-to location records which contain the search string in any of the searched fields – for example, one record may have “Royal” in the name, where another may have it in the address field. Both records will be displayed.

### 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 vendor where “Ross” is in the Vendor Name field and “Blvd” is in the Address 1 field.)
- Addresses (e.g. the vendor address) are treated as a single field.

### Display:

- The top grid displays the vendors matching the search criteria.
  - The bottom grid displays the remit-to locations that match the search criteria.
- Note that the remit-to locations *may not* be related to the vendor records displayed in the top part of the screen. The screen below displays remit-to locations for two different vendors.
- Click the Address 1 column heading or double-click the address to launch **Google Maps** with the vendor address. You can also check the locations of Ship-To and Bill-To addresses.
  - Double-click email addresses (such as the Contact E-mail) to create new emails.



***Selection:***

- Double-click a vendor in the top grid to select and enter the vendor on the receipt.
- Double-click a remit-to location in the bottom grid to add the vendor and this remit-to address to the receipt.

## SmartFinder – Purchase Orders

Click the PO Number button to open the SmartFinder for searching purchase orders. PO Number

### Search:

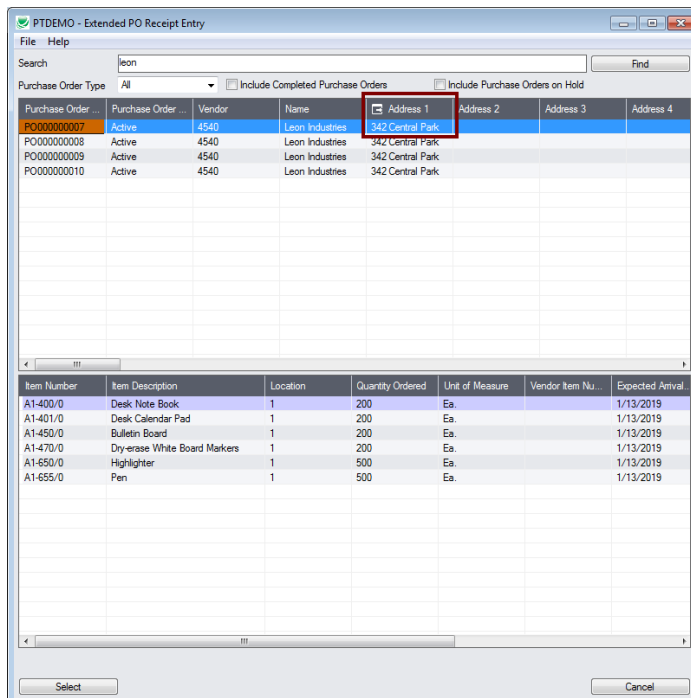
- Enter one or more words or word fragments in the entry field to search multiple tables and fields, and click the Find button. (Note that you must enter a criterion – such as “a” – to search.)
- You can filter by purchase order type and include completed and on-hold purchase orders.
- Search returns 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.

### 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 PO where “Ross” is in the Vendor Name field and “Blvd” is in the Address 1 field.)
- Addresses (e.g. the vendor address) are treated as a single field.

### Display:

- The top grid displays the POs for the vendor that match the search criteria. Double-click to select a PO.
- The bottom grid displays the details of the purchase order highlighted in the top grid.
- Click the Address 1 column heading or double-click the address to launch **Google Maps** with the vendor address. You can also check the locations of Ship-To and Bill-To addresses.
- Double-click email addresses (such as the Contact E-mail) to create new emails.



## SmartFinder – Items

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

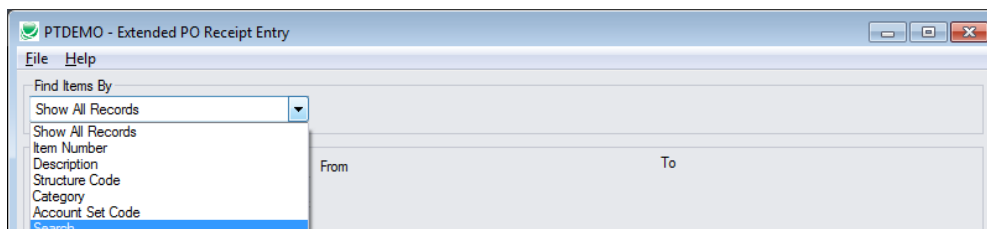
Item Finder...

### The Item Finder provides 7 search options:

- **Search** – to search for words or word fragments in item text fields (item number, item description, structure code, category, price list, picking sequence, and comments). This search works like the Receipt Number and Vendor Number SmartFinders.
- **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.
- **Description** – to select items 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.

### The Search option (most common choice):

- Select Find Items by Search.



- Enter one or more words or word fragments in the next field to search multiple tables and fields and click the Find button.
- You can filter for Active items only.
- Search returns items and vendor 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.

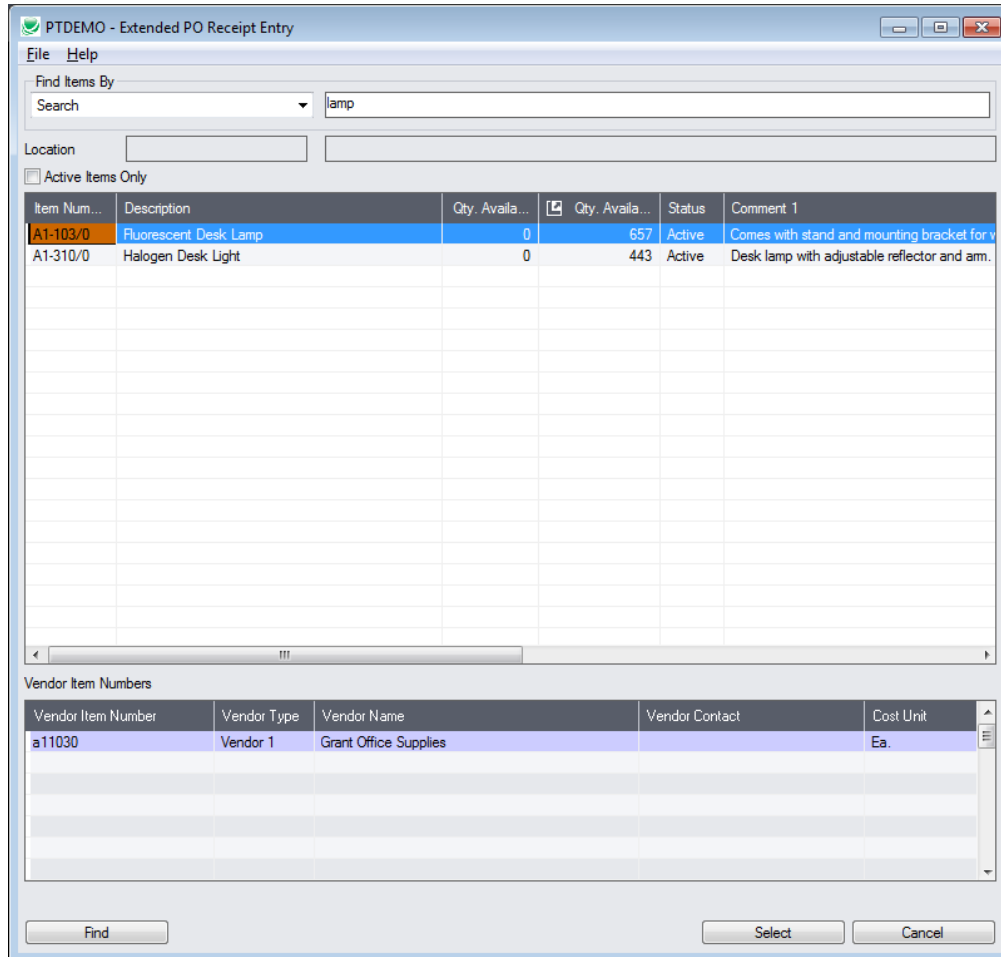
**Note:**

- *If using the Search option, all of the word fragments must be present in one of the fields being searched. (For example, if you searched 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.)*

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.

**Display:**

- The top grid displays the items matching the search criteria.
- The bottom grid displays the vendor item numbers for the item selected in the top grid.



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

**Selection:**

- Double-click an item in the top grid to select and enter the vendor on the receipt.
- Double-click a vendor item number to enter the item number and the vendor item number into the receipt form.

# Vendor Inquiry

Vendor Inquiry button displays the TaiRox Productivity Tools Vendor Inquiry screen – a convenient way to view data related to the vendor. Each tab focuses on an aspect of the vendor’s data.

You can also look up details for other vendors while you are on this screen.

Receipt Number: RCP00000046 Entered By: ADMIN

Vendor Number: 1580 Grant Office Supplies

PTDEMO - Vendor Inquiry

Vendor No.: 1580 Grant Office Supplies Vendor Currency: [Dropdown]

Short Name: GRANT Start Date: 05/09/1995  
 Legal Name: Last Maintained: 08/18/2010  
 Group Code: INV Inventory Purchases  Active  
 Account Set: USA Accounts payable, Other  On Hold  
 Rate Type: SP  
 Bank Code: SEATAC Seattle Tacoma Bank  
 Payment Code: CHECKUSD USD check Seattle Tacoma Bank  
 Check Language:   
 Delivery Method: Mail  
 Terms: DUETBL Due by Invoice Date  
 Retainage Terms:   
 Retainage %: 0.00000  
 Retention Period: 0  
 Tax Group: CALIF California State Tax Group

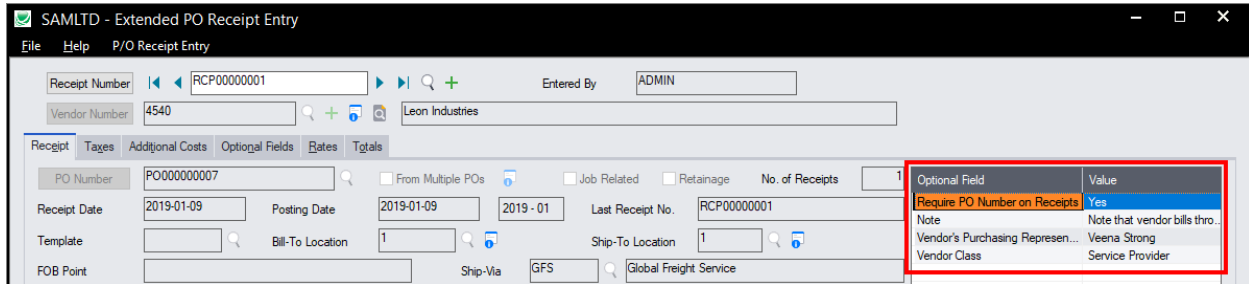
Tax Authority	Authority Descri...	Tax Class	Class Description	Registration Number	Tax Included
STATE	State Tax	1	Taxable item		No
COUNTY	County Tax	1	Taxable merchandise		No

Vendor Account Status  
 Outstanding Balance: 1,123,641.50 No. of Open Invoices: 6  
 Prepayment Amount: 0.00 No. of Prepayments: 0  
 Outstanding Retainage: 0.00  
 Credit Limit: 1,000.00



## Vendor Optional Fields

If you use the Sage 300 Optional Fields module, you can display any optional fields from the A/P vendor record on the right side of the Extended PO Receipt Entry screen.

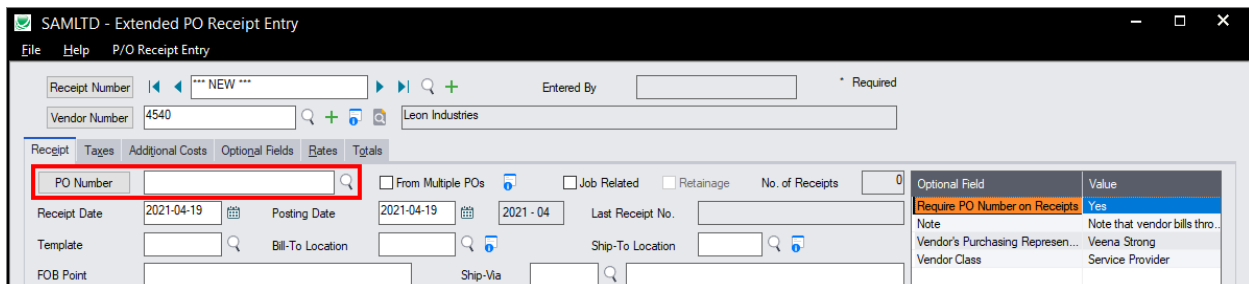


This feature lets you view notes concerning the account during data entry, and also view receipt requirements – in this example, one of the fields is “Require PO Number on Receipts.”

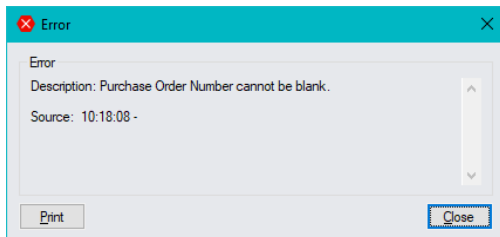
You specify which optional fields to display on the Extended PO Receipt Entry screen using the Productivity Tools Options program.

## Require Purchase Order Number on Receipts

Extended PO Receipt Entry includes an option to require users to include purchase order numbers on receipts for all or for selected vendors. You select this option in the Productivity Tools Options program.



If you use the option to force PO numbers on receipts, but try to post a receipt that’s missing the PO number, the following message appears.



### Notes:

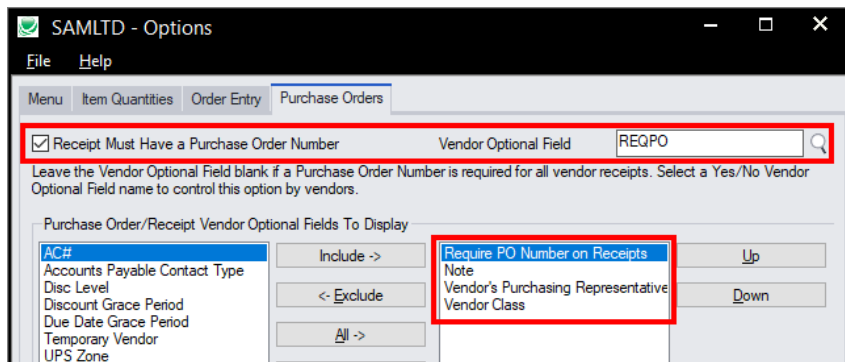
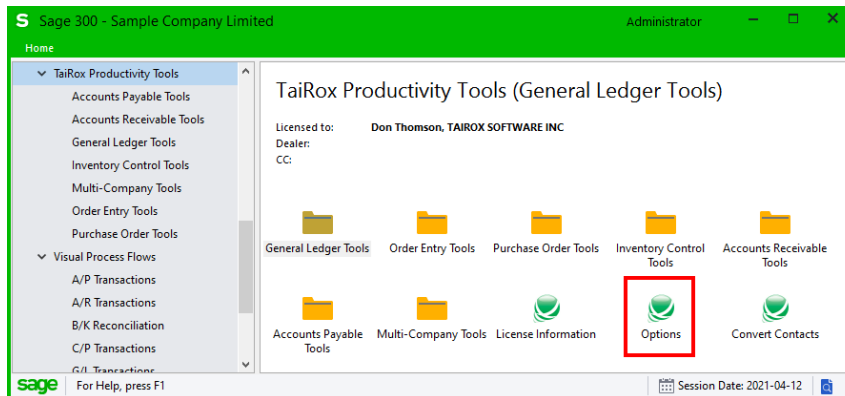
- The program lets you require PO numbers for all vendor receipts, or only for vendors with a “Yes” value for a specific optional field. For example, the Extended PO Receipt Entry screen pictured above shows an optional field called “Requires PO Number on Receipts” – where the value “Yes” for the field determines that a PO number is required.

- If a vendor record does not include a value for the Yes/No optional field, the program will **not** require a purchase order number when you create a receipt.

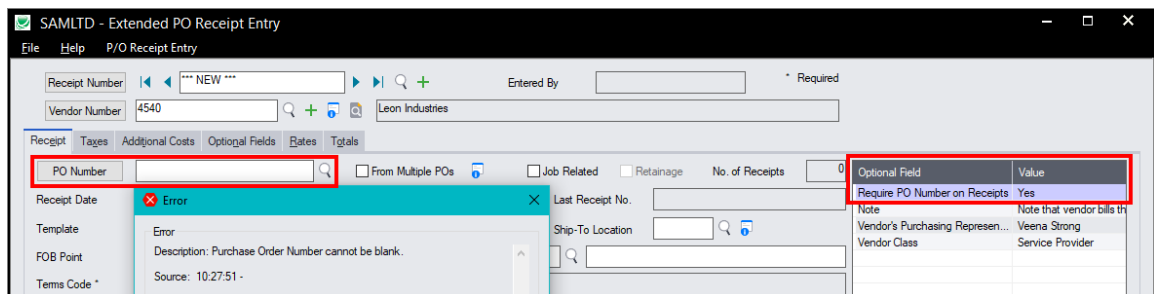
### Setting Up the Option to Require PO Numbers on Receipts

In the following example, the program uses the Yes/No value in Optional Field “REQPO” (with a description “Requires PO Number on Receipts”) to determine whether vendors require a PO number.

- You choose the option and the optional field using the Productivity Tools Options program on the Sage 300 Desktop:



- If you use the option to force PO numbers on receipts – and the vendor record includes the control field with a “Yes” value – the following message appears when you try to post a receipt that’s missing the PO number.



- In this example, the “Requires PO Number . . .” field also appears at the top of the Optional Field list on the Extended PO Receipt Entry screen.

Note that the field appears on the Extended PO Receipt Entry screen if:

- It has been added to the Vendor record in A/P.
- It was added to the set of optional fields that are displayed in Extended PO Receipt Entry (using the Productivity Tools Options program).

## Quantities Displayed on the PO Receipt Entry screen

Extended PO Receipt Entry displays item quantities for the selected location and item at the bottom of the PO Receipt Entry window – like the quantities displayed on the Extended PO Entry screen.

The program also provides drill-down links for quantities on sales order, quantities on purchase order, and committed quantities.

Note that the screen below shows the single location displayed for the current line item in the grid, as well as a total for all locations.

**You can change the display to include item quantities for multiple locations in multiple companies.**

Location	Qty. On Hand	Qty. On Sales Order	Qty. On Purchase Order	Qty. Committed	Qty. Available
Location 1 (Ea.)	70	15	80	0	70
All Locations (Ea.)	378	23	480	0	378

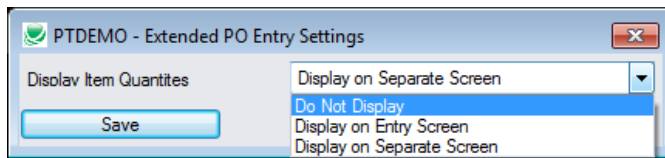
## Displaying Quantities for multiple locations and companies

Extended PO Receipt Entry can also display item quantities available at other locations – either at the bottom of the Extended PO Receipt Entry screen or in a separate window.

**To display quantities for multiple locations and companies:**

- Select the **Extended PO Receipt Entry > File > Settings** menu choice to change the Item Quantities display settings.

## Extended PO Receipt Entry Displaying Quantities for multiple locations and companies



- **Do Not Display** – shows only total quantities and quantities for the current line item location.

	Qty. On Hand	Qty. On Sales Order	Qty. On Purchase Order	Qty. Committed	Qty. Available
Location 1 (Ea.)	70	15	80	0	70
All Locations (Ea.)	378	23	480	0	378

- **Display on Entry Screen** – includes a new grid at the bottom of the screen that displays quantities at all locations, in the current company and any associated companies.

	Qty. On Hand	Qty. On Sales Order	Qty. On Purchase Order	Qty. Committed	Qty. Available
Location (Ea.)	0	0	0	0	0
All Locations (Ea.)	657	23	276	0	657

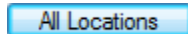
  

Database ID	Name	Location	Description	Item Number	Description	Stocking Unit	Qty. On Hand	Qty. On Purc
SAMINC	Sample Compan...	1	Central warehou...	A1-103/0	Fluorescent Des...	Ea.	137	
SAMINC	Sample Compan...	2	Portland Office	A1-103/0	Fluorescent Des...	Ea.	262	

- **Display on Separate Screen** – displays the item quantities at all locations in a separate window. (The image below shows the window widened to display most of the quantity columns.)

Database ID	Name	Location	Description	Item Number	Description	Stocking Unit	Qty. On Ha	Qty. On Purc	Qty. On Sales O	Qty. Available	Qty. Committed	Qty. Available to	Qty. On Hand (H)	Qty. On Purc	Qty. On Sales O	Qty. Available (H)
SAMLTD	Sample Company Limited		Central warehou...	A1-103/0	Fluorescent Des...	Ea.	137	269	15	137	0	137	657	436	34	657
SAMINC	Sample Company Inc.	1	Central warehou...	A1-103/0	Fluorescent Des...	Ea.	137	310	1	137	0	136	657	486	32	657
SAMINC	Sample Company Inc.	2	Portland Office	A1-103/0	Fluorescent Des...	Ea.	262	90	21	262	0	261	657	486	32	657
SAMLTD	Sample Company Limited	2	Portland Office	A1-103/0	Fluorescent Des...	Ea.	262	90	9	262	0	263	657	436	34	657

Click the All Locations button to move the Quantities in front of other windows (if hidden).



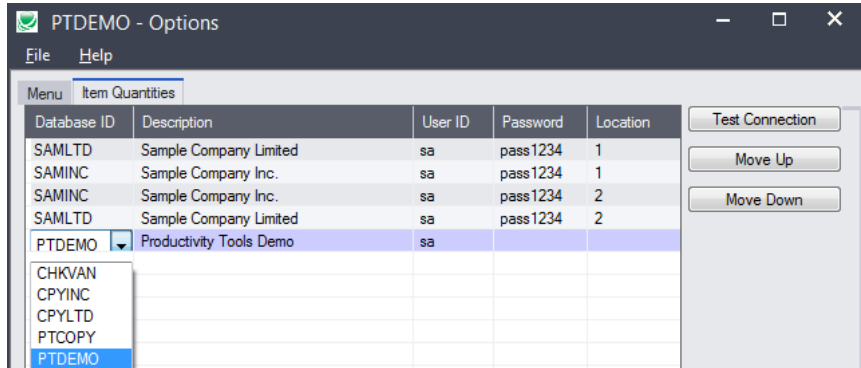
The All Locations button appears at the bottom of the Extended PO Receipt Entry screen if you choose to display quantities on a separate screen.

Item Quantities will be refreshed as you move to other detail lines.

## Selecting which companies and locations are displayed

An administrator must first set up the Sage 300 company databases and locations that are displayed in the Item Quantities grid.

- Go to **TaiRox Productivity Tools > Options**, and click the Item Quantities tab.



- Use the Insert and Delete keys to add or remove locations and companies from the Item Quantities grid and to change the order that locations appear.

Each user can customize the item quantities grid by hiding and moving columns to suit their own needs.

For example:

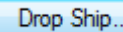
- You can hide the Database ID and Name columns if all locations are in the same Sage 300 company.
- You can also hide the Item Description and Stocking Unit if these are the same at all locations. Hide and re-arrange columns by dragging and dropping.

Location	Description	Item Number	Qty. On Hand	Qty. On Hand (All)	Qty. On Purchase Order	Qty. On Sales Order	Qty. Available	Qty. Committed	Qty. Available for Sale
1	Central warehou...	A1-105/0	70	378	80	15	70	0	55
2	Portland Office	A1-105/0	143	378	0	8	143	0	135
3	Newark, New Je...	A1-105/0	75	378	150	0	75	0	75
4	Port of Vancouver	A1-105/0	90	378	250	0	90	0	90

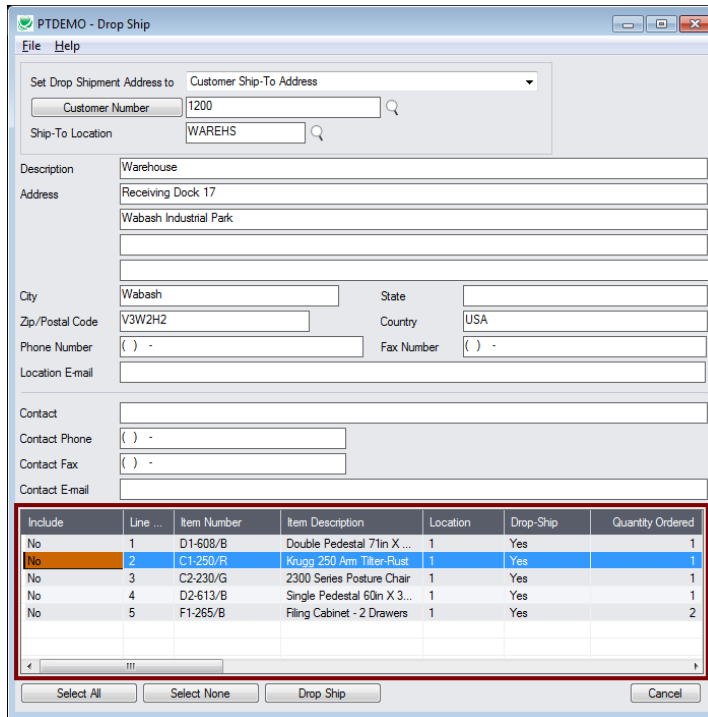
## Using the Extended Drop Ship window

The Extended Entry Drop Ship window lets you drop ship multiple items at a time.

Click the Drop Ship button to display the Drop Ship pop up window.



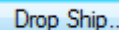
- The top portion of the form is the same as the standard Drop Ship form.
- The grid at the bottom displays the Purchase detail lines.



Include	Line ...	Item Number	Item Description	Location	Drop-Ship	Quantity Ordered
No	1	D1-608/B	Double Pedestal 71in X...	1	Yes	1
No	2	C1-250/R	Kugg 250 Arm Titer-Rust	1	Yes	1
No	3	C2-230/G	2300 Series Posture Chair	1	Yes	1
No	4	D2-613/B	Single Pedestal 60in X 3...	1	Yes	1
No	5	F1-265/B	Filing Cabinet - 2 Drawers	1	Yes	2

### To drop ship items:

- Click the Drop Ship button to display the Drop Ship form.



#### Choose the first drop ship address and items

- Pick a shipment address.
- Double-click the Include column (select “Yes”) for each item that you want to drop ship to the selected address.
- Click the Drop Ship button on the form to update the PO Receipt Entry window with the selected items.

#### Choose the second drop ship address and items

- Select another shipment address to drop ship other items on the receipt to a different location.
- Double-click the Include column (select “Yes”) for each item that you want to drop ship to the new address.
- Click the Drop Ship button on the form to update the PO Receipt Entry window with the selected items.
- Press Cancel when done to return to the main PO Receipt Entry window.

## Receive in Sorted Order

Receive in Sorted Order functionality is most useful when a large PO is being received and the packing slip is not sorted by PO line number.

- Press the Receive button to pop up a window to display items sorted in a different order.
- You can specify three levels of sort order. Sort order choices are by Line Number, Item Number, Vendor Item Number, Item Description, Quantity Received, Received to Date, and Quantity Outstanding.
- Received items can be entered on this form using a time-saving “enter-tab-enter-tab-...” sequence.

PTDEMO - Receive

File Help

Order By

Select Order By

Item Number

(None)  
Line  
Item Number  
Vendor Item Number  
Item Description  
Quantity Received  
Received to Date  
Quantity Outstanding

Load

			Locati...	Quantity Receiv...	Unit of Meas...	Received to Date	Quantity Outstandi...	Vend
5	F1-265/T	Filing Cabinet - 2 Drawers	3	25	Ea.	0	0	
4	F1-270/T	Filing Cabinet - 2 Drawers - Hunts-2500	3	15	Ea.	0	10	
3	F1-465/B	Filing Cabinet - 4 Drawers	3	25	Ea.	0	0	
2	F1-465/T	Filing Cabinet - 4 Drawers	3	3	Ea.	0	0	
1	F1-470/T	Filing Cabinet - 4 Drawers - Hunts-2500	3	6	Ea.	0	19	

	Qty. On Hand	Qty. On Sales Order	Qty. On Purchase Order	Qty. Committed	Qty. Available
Location 3 (Ea.)	0	0	75	0	0
All Locations (Ea.)	0	4	75	0	0

Close

## Quick PJC Entry

To speed up data entry, Extended PO Receipt Entry will default inserted lines to the previous entry's selections for Contract, Project and Category when multiple lines use the same selections.

The following form shows how the order form appears immediately after pressing the Insert key to create the second line (with default values for the Contract, Project, Category and Cost Class fields):

The screenshot shows the PTDEMO - Extended PO Receipt Entry window. At the top, there are fields for Receipt Number (set to 'NEW'), Vendor Number (2900), and Vendor Name (Modem Design Ltd.). Below these are tabs for Receipt, Taxes, Additional Costs, Optional Fields, and Totals. The Receipt tab is active, showing fields for PO Number, Receipt Date (01/10/2020), Posting Date (01/10/2020), and various checkboxes like 'Job Related' and 'Retainage'. A table of items is visible below the form fields, with the following data:

Completes ...	Contract	Project	Category	Cost Class	Item Number	Item Description
No	120-1200-10	1003	MGTLABOR	Labor	100060	Frye, Donald William
No	120-1200-10	1003	MGTLABOR	Labor		

At the bottom of the window, there are buttons for 'Post', 'Invoice...', 'History...', and 'Close'. A summary section shows 'Qty. On Hand', 'Qty. On Sales Order', 'Qty. On Purchase Order', 'Qty. Committed', and 'Qty. Available' for 'All Locations', all of which are currently zero.