

Complete Zero Receipts for Sage 300cloud

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.

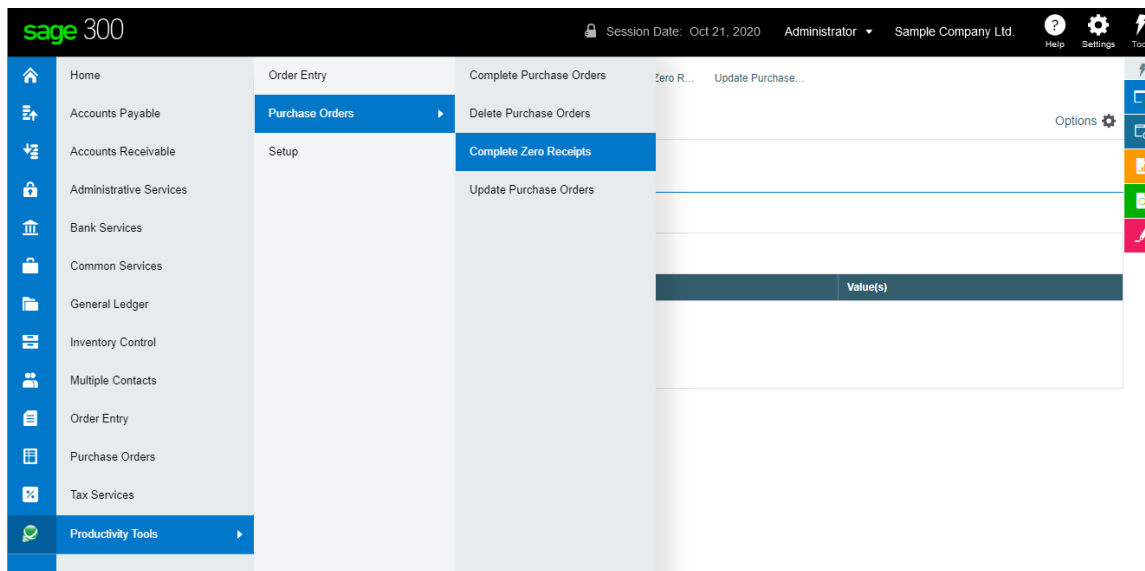
Complete Zero Receipts completes those receipts with zero cost that cannot be invoiced without having to make adjustments after the fact.

Complete Zero Receipts lets you:

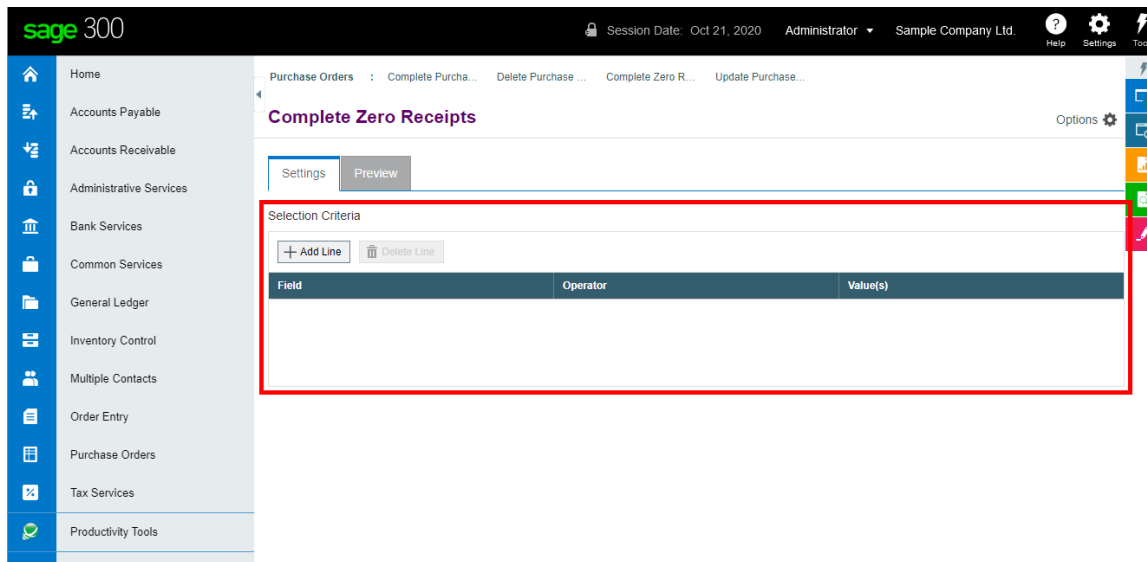
- Select zero cost Purchase Order receipts based on fields such as receipt numbers, receipt dates, vendors, and optional fields – the same criteria used by core modules when printing reports.
- “Cherry-pick” from selected receipts to choose exactly which ones you want to complete.
- Click the Process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

Running Complete Zero Receipts

Complete Zero Receipts appears under **Productivity Tools > Purchase Orders** on the Sage 300c desktop.



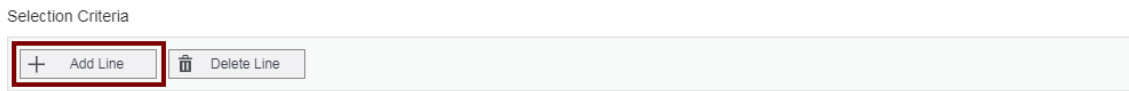
The Complete Zero Receipts screen (shown below) lets you select which receipts you wish to complete by specifying by specifying a range of receipt fields, including receipt numbers, PO numbers, ship-to locations, vendors, and any optional fields that you use with receipts.



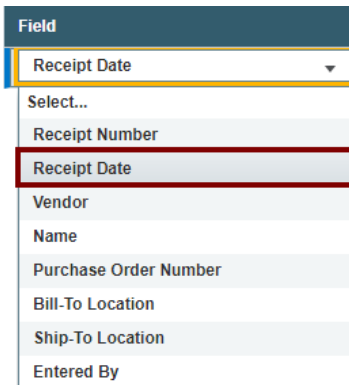
Selecting Zero Cost Receipts for completion

Choose field values and field ranges for selecting receipts:

- Click the “Add Line” button to specify a new field value or range of values.

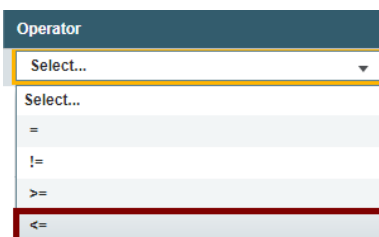


- Choose the field for selecting receipts.



- Choose the Operator for the field value – for example, receipts with a date that is **less than or equal to** July 2, 2021.

The choices are “Equal To,” “Not Equal To,” “Contains,” “Greater Than or Equal To,” “Less Than or Equal To” (shown below), or “Is One Of.”



- The **“Contains” operator appears for text fields.** The program scans the field you selected for the text in the Value field.

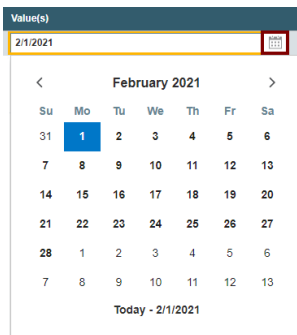
The following example selects receipts with ship-to locations that include the letters “US”.

Field	Operator	Value(s)
Ship-To Location	Contains	US

- The **“Is One Of” operator appears for fields with a specific list of values** – such as optional fields with a list of values. It lets you specify more than one value – as below.

Field	Operator	Value(s)
Vendor Class	Is One Of	<div style="border: 1px solid gray; padding: 2px;"> Service Provider × (blank) × </div> <div style="border: 1px solid gray; padding: 2px;"> Inventory Purchases Miscellaneous Expense Purchases Service Provider (blank) </div>

- Enter or choose the Value. For example, a date field provides a calendar, and other fields will provide a Finder button.



- To specify a range of dates – for example, greater than July 2 2018 and less than July 2 2019 – you would add two lines for the date field – as shown below:

Field	Operator	Value(s)
Receipt Date	>=	12/1/2020
Receipt Date	<=	2/2/2021

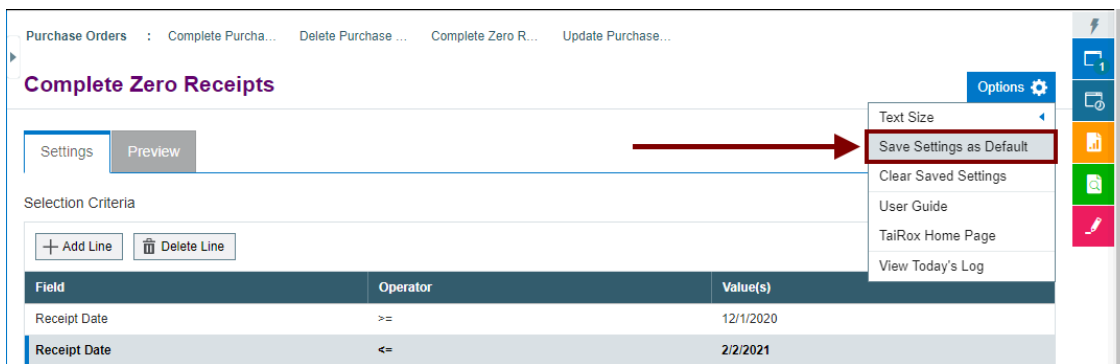
- **To remove a line**, highlight it, then click the “Delete Line” button:

+ Add Line 🗑 Delete Line

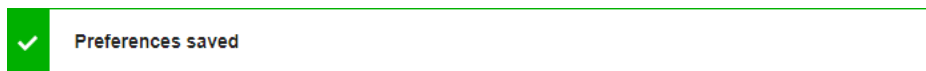
Field	Operator	Value(s)
Receipt Date	>=	12/1/2020
Receipt Date	<=	2/2/2021

Save or clear the selection criteria:

You can save your selection criteria so it appears by default the next time you use the program.



- Click the Options button to display the list of options.
- Select “Save Settings as Default.” The program displays the following message:



To clear the default settings:

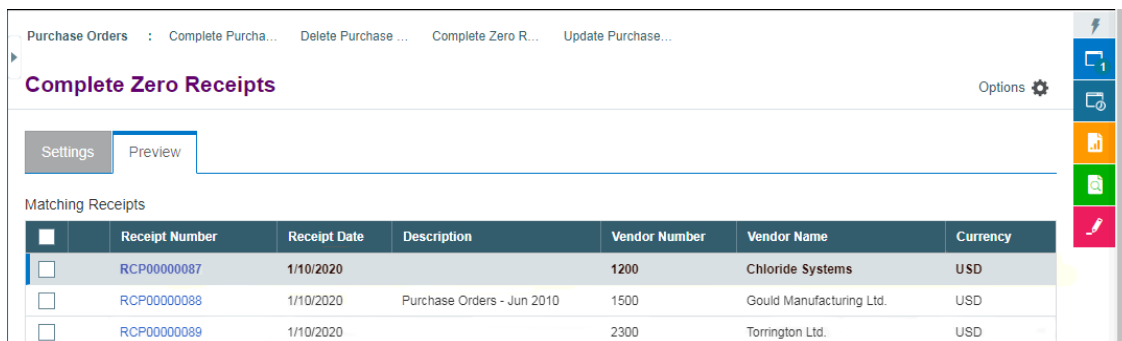
- Select “Clear Saved Settings” from the Options menu.

View selected receipts on the Preview tab and choose which ones to complete:

Click the Preview tab to view the list of receipts that meet the range and value selection criteria that you specified on the Settings tab.

Note: If you do not specify any selection criteria, the program will list all incomplete receipts when you go to the Preview tab. You can then pick the receipts that you want to complete.

- **Click the Preview tab to display the selected list of receipts.**



- Go back to the Settings tab to adjust the field and range criteria if necessary.
- Click the checkbox in the column heading to select all or select none of the receipts.



- Click the checkboxes on each row to select or de-select a receipt.

Matching Receipts

<input type="checkbox"/>	Receipt Number	Receipt Date	Description	Vendor Number	Vendor Name	Currency
<input checked="" type="checkbox"/>	RCP00000087	1/10/2020		1200	Chloride Systems	USD
<input type="checkbox"/>	RCP00000088	1/10/2020	Purchase Orders - Jun 2010	1500	Gould Manufacturing Ltd.	USD
<input type="checkbox"/>	RCP00000089	1/10/2020		2300	Torrington Ltd.	USD

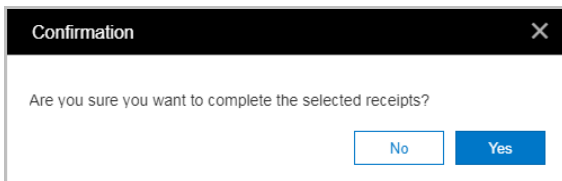
- Click the Receipt Number to drill down to a receipt:

Matching Receipts

<input type="checkbox"/>	Receipt Number	Receipt Date	Description	Vendor Number	Vendor Name	Currency
<input type="checkbox"/>	RCP00000087	1/10/2020		1200	Chloride Systems	USD
<input type="checkbox"/>	RCP00000088	1/10/2020	Purchase Orders - Jun 2010	1500	Gould Manufacturing Ltd.	USD
<input type="checkbox"/>	RCP00000089	1/10/2020		2300	Torrington Ltd.	USD

Click the Process button to complete the selected receipts:

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



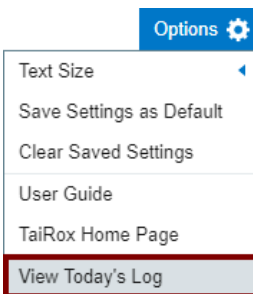
Note: There may be data-integrity errors that prevent some receipts from being completed, in which case an error message will appear.

If the completion was successful, the following message will appear, stating the number of receipts that were completed:



Select “View Today’s Log” to confirm which receipts were completed:

- Click the Options button and select View Today’s Log to see the receipt selection criteria and the receipts that were completed.



- The log looks like this:

```
TPTCompleteZeroReceipts-P TDEMO-20190709.log
Processing started (7/9/2020 4:03:29 PM)
Performed by user: ADMIN
Selection Criteria:
  Receipt Date      >=      [2019-05-01]
  Receipt Date      <=      [2020-01-31]
  Vendor            !=      [5000]

Completing receipt RCP00000088...
  Receipt completed.

Processing completed (7/9/2020 4:03:30 PM)
=====
```

The Log lists:

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