

TaiRox Productivity Tools User Guide

Summary - 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.

Overview - Complete Zero Receipts

Complete Zero Receipts selects zero cost Purchase Order receipts with the exact mechanisms used by core modules when printing reports. After selection, the selected zero receipts can be “cherry-picked” for completion. Pressing a Process button completes the operation in one-step.

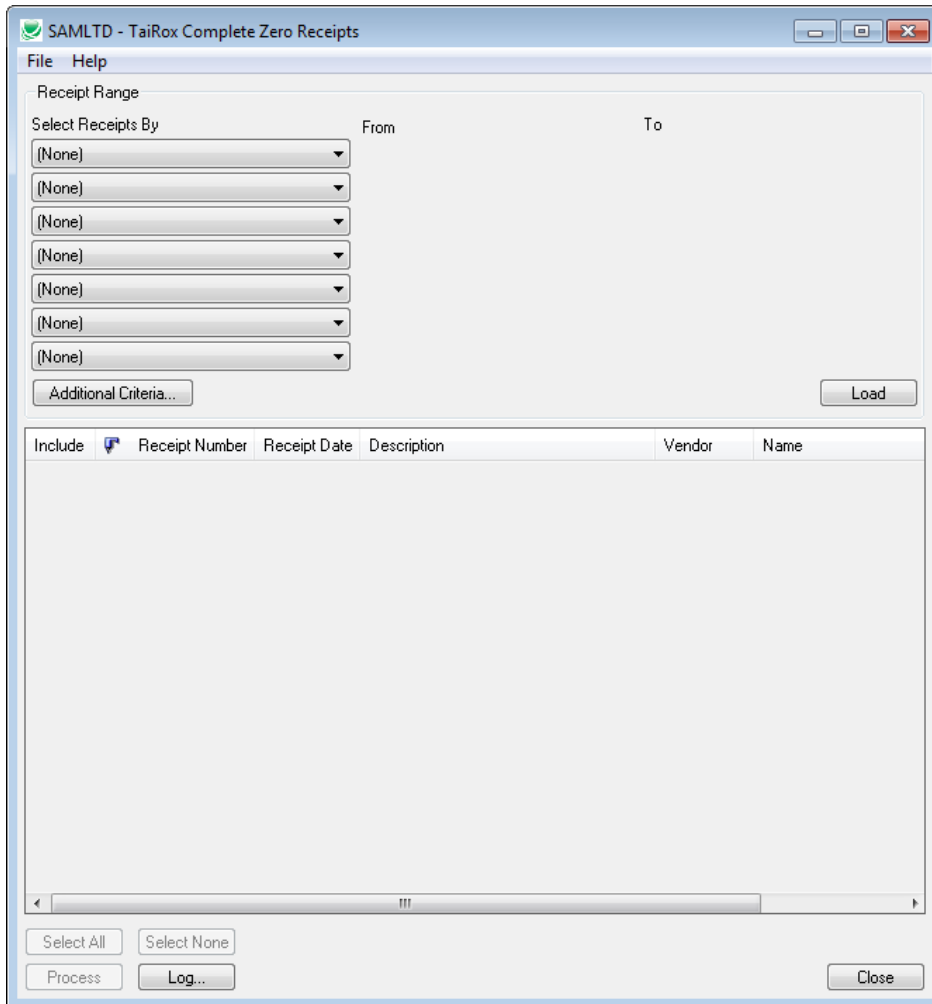
Running Complete Zero Receipts

Once the TaiRox Productivity Tools are installed and activated, the Complete Zero Receipts icon will be shown from the TaiRox Productivity Tools menu on the Sage 300 desktop (and can be copied to other menu locations).

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Running Complete Zero Receipts (continued)

Launching the program will present a screen that allows you to select zero receipts for completion using various ranges, in a style identical to that used by core modules:



When a range of Receipt Dates is used, the default values are controlled by settings accessed through the File menu:

