

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.

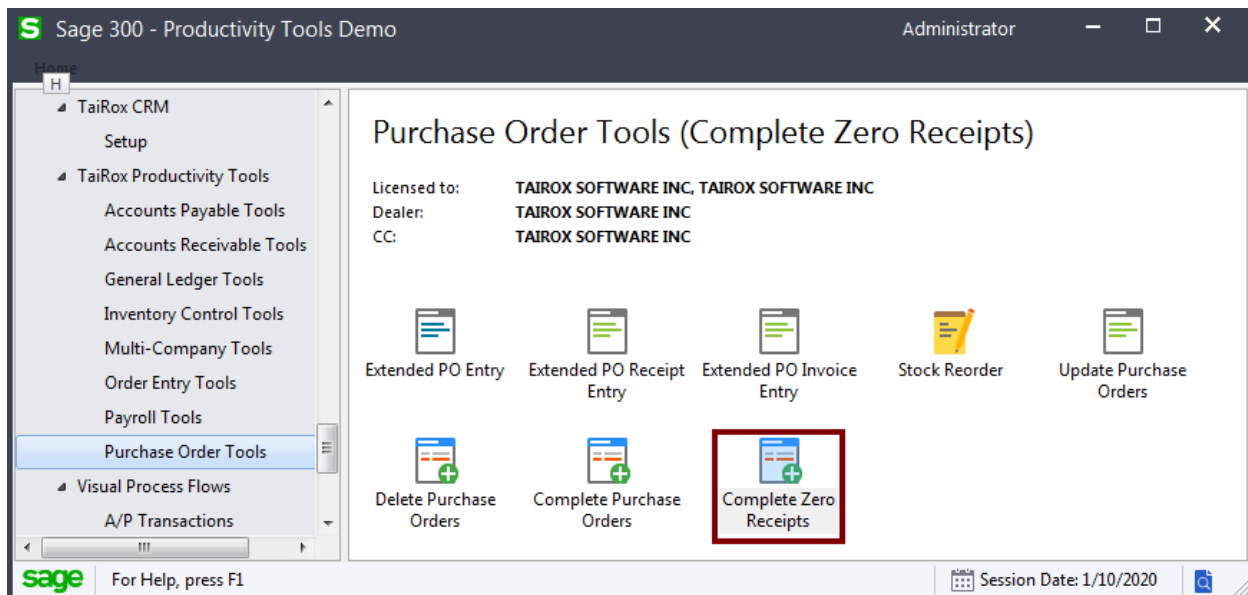
Complete Zero Receipts completes those receipts with zero cost that cannot be invoiced without having to make adjustments after the fact.

Complete Zero Receipts lets you:

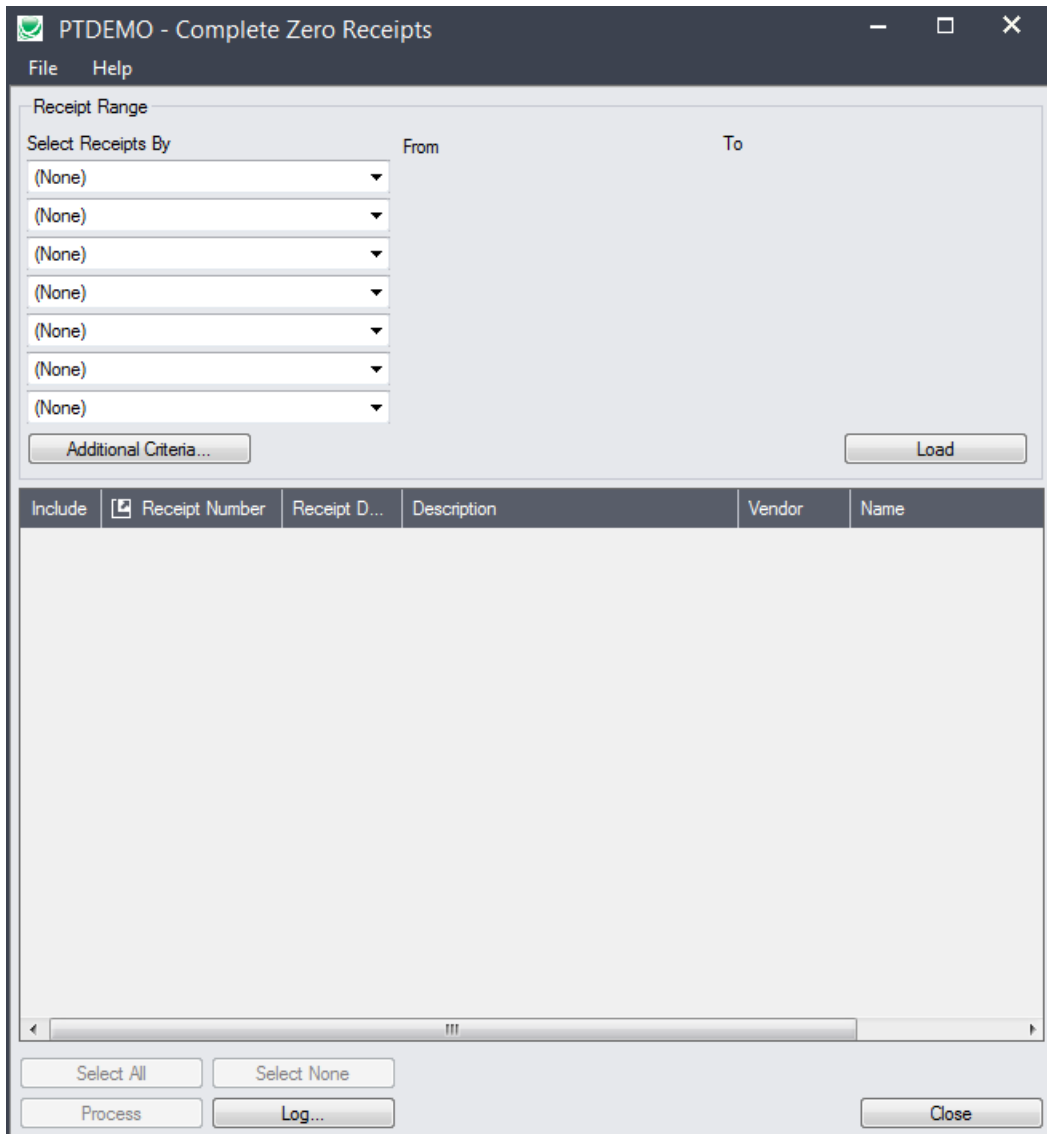
- Select zero cost Purchase Order receipts based on receipt numbers, receipt dates, vendors, and optional fields – the same criteria used by core modules when printing reports.
- “Cherry-pick” from selected receipts to choose exactly which ones you want to complete.
- Press a Process button to complete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

Running Complete Zero Receipts

The Complete Zero Receipts icon appears under **TaiRox Productivity Tools > Purchase Order Tools** on the Sage 300 desktop (and can be copied to other menu locations).

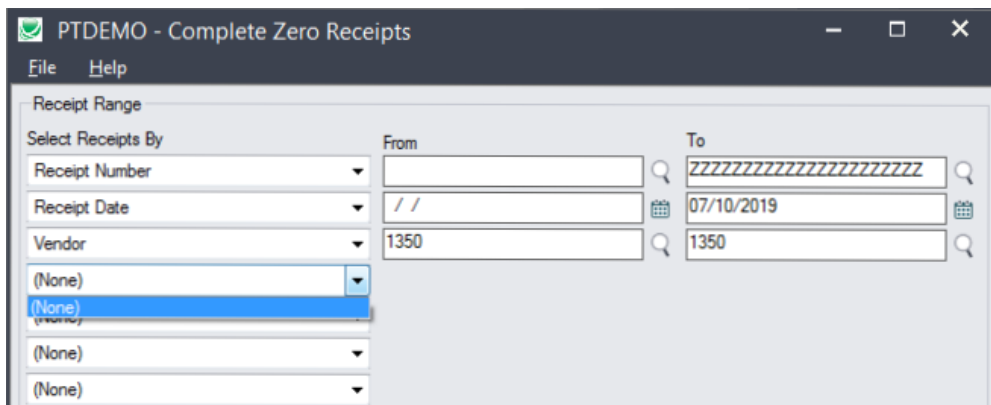


The Complete Zero Receipts screen (below) lets you select which receipts you wish to complete by specifying ranges of receipt numbers, receipt dates, vendors, and optional fields on receipts (if added).



Selecting Zero Cost Receipts for completion

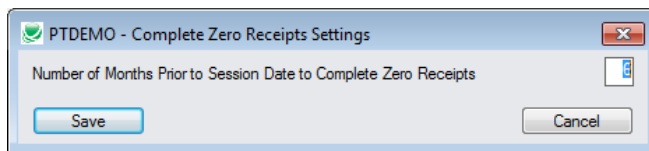
Choose ranges of receipts:



- You can specify ranges of receipts to restrict them by date, number, or vendor.

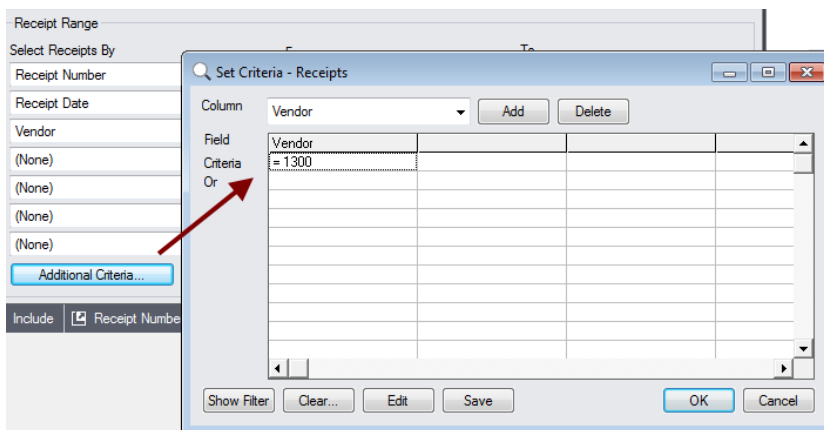
Note regarding receipt dates:

- If you choose a range of receipts, the default “To” date is set by a screen accessed through the **Complete Zero Receipts > File > Settings** menu choice:



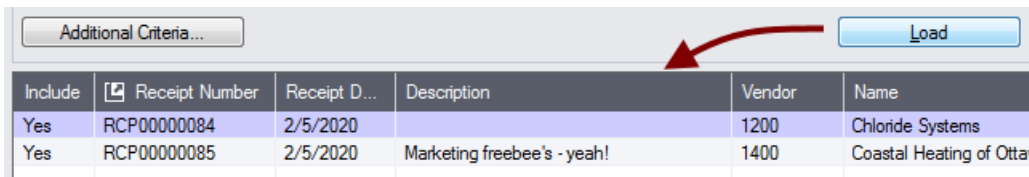
You can override the default in the Range fields.

Choose additional criteria:

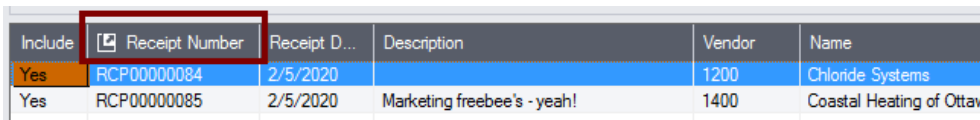


- Click Additional Criteria to further restrict the receipts retrieved for completion. Click OK to save.

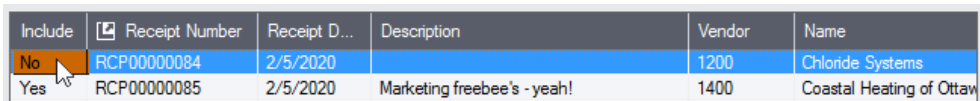
Load the list of selected receipts and choose which ones to complete:



- Click the Load button to display the selected list of receipts.
 - Go back and adjust the ranges or additional criteria if necessary.
- Use the Select All and Select None buttons.
- Click the Receipt Number column heading to drill down on the selected receipt:

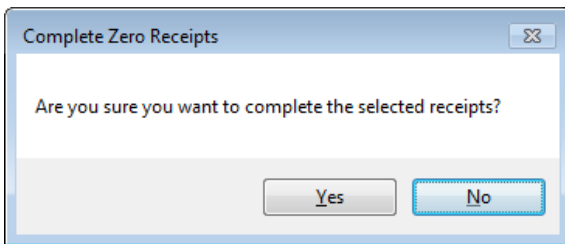


- Double-click in the Include column to “cherry-pick” receipt selections:



Click the Process button to complete receipts:

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



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

Click the Log button to confirm which receipts were completed:

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6/25/2020 11:54:07 AM Complete Zero Receipts started.
6/25/2020 11:54:07 AM
6/25/2020 11:54:07 AM Performed by user: ADMIN
6/25/2020 11:54:07 AM
6/25/2020 11:54:07 AM Receipt Range
6/25/2020 11:54:07 AM      False To [ZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZ]
6/25/2020 11:54:07 AM
6/25/2020 11:54:07 AM Completing Receipt Number RCP00006584...
6/25/2020 11:54:07 AM      Completing line item A1-760/0...
6/25/2020 11:54:07 AM      Receipt Number RCP00006584 marked complete.
6/25/2020 11:54:07 AM
6/25/2020 11:54:07 AM Complete Zero Receipts complete.
6/25/2020 11:54:07 AM
=====
    
```

The Log lists:

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