

# Extended Remit-To Location

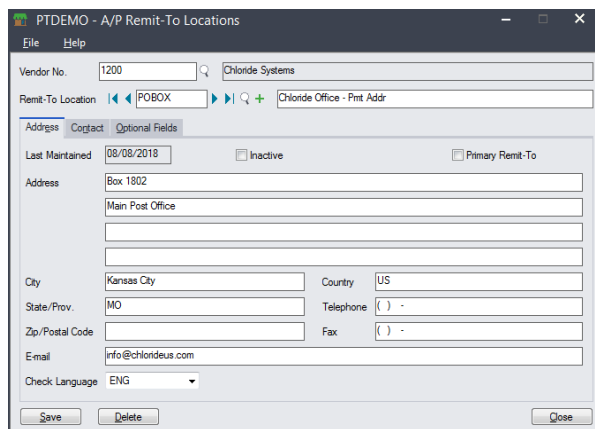
Extended Remit-To Location is an enhanced replacement for the Sage A/P Remit-To Locations form. It provides you with more features while adding or editing a remit-to location and fast access to vendor information.

### Extended Remit-To Location window lets you:

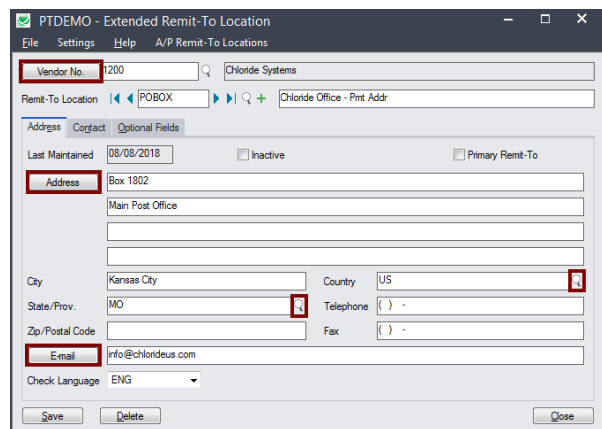
- Use a “SmartFinder” to look up vendors and existing remit-to addresses.
- Enforce Country Codes at data entry time to force country, state and province fields to match ISO 3166 codes. This option also provides Finders for looking up country, state and province codes.
- Display vendor addresses in Google maps.
- Create new emails for the Vendor and Contact email addresses.

The following pictures show the extra buttons on the Extended Remit-To Location screen:

**Sage A/P Remit-To Locations screen**

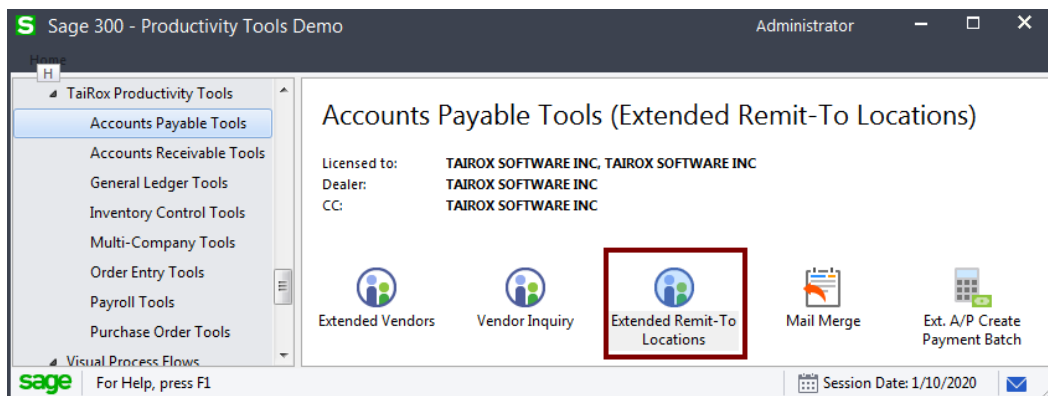


**TaiRox Extended Remit-To Location screen**

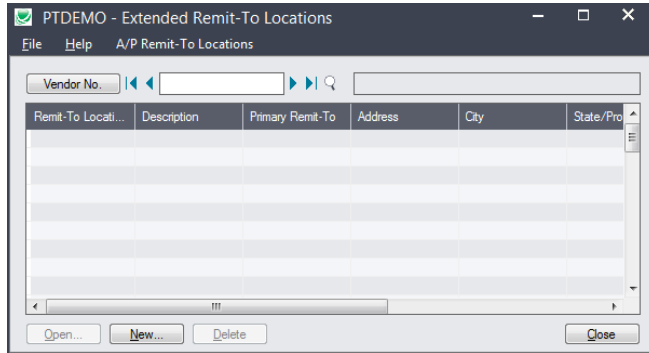


## Using Extended Remit-To Location

You get to the Extended Remit-To Location window by first opening Extended Remit-To Locations under **TaiRox Productivity Tools > Accounts Payable Tools** on the Sage 300 desktop.



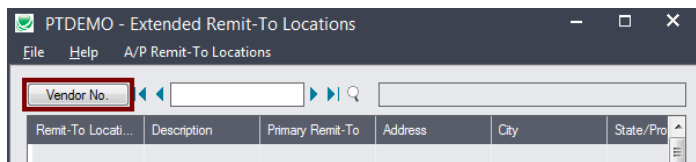
- The Extended Remit-To Locations window appears as follows:



- Click the New button to add a new remit-to location.
- Click the Vendor No. button to select a vendor using the SmartFinder and display existing remit-to locations.
  - Double-click a remit-to location to edit the existing information, or click New to add a new location.

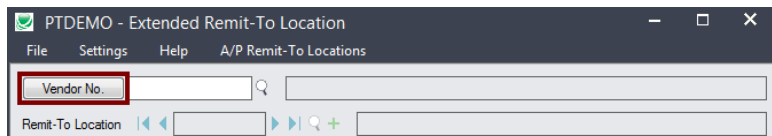
**Look up vendors and remit-to addresses using the Vendor Number SmartFinder**

- Click the Vendor No. button at the top of the Extended Remit-To Locations form.



Or

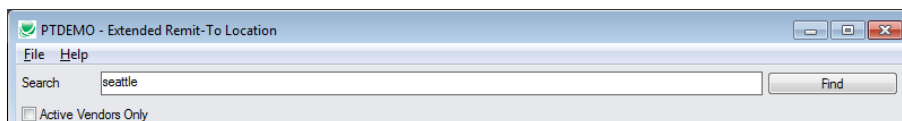
- Click the New button on the Extended Remit-To Locations form.
- Then click the Vendor No. button at the top of the Extended Remit-To Location form.



The SmartFinder search form will appear for vendors and remit-to locations.

**How to use Search:**

- Enter one or more words or word fragments in the search 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.

- **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 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.

**What's displayed in the Search form:**

- 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 Line 1 column heading or double-click the address to launch **Google Maps** with the vendor address.

Vendor Number	Status	Vendor Name	Short Name	Address Line 1	Address Line 2	Address Line 3	Address Line 4
6010	Active	J. D. Garner Ent	J. D. Garn	5509 Commercial			

Vendor Number	Remit-To Locati...	Status	Description	Address Line 1	Address Line 2	Address Line 3	Address Line 4
1200	SEATAC	Active	Seattle Tacoma ...	PO Box 13233	Tacoma Bay		
6010	SEATAC	Active	Seattle Tacoma ...	PO Box 13750	Tacoma Bay		

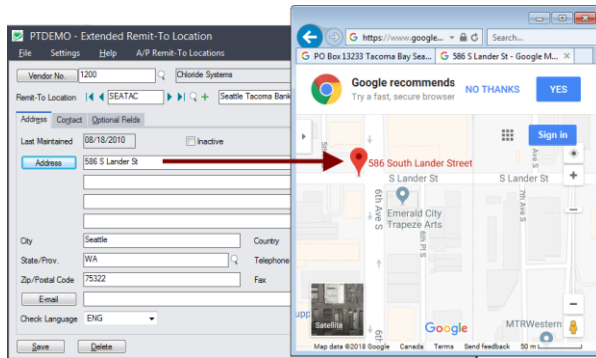
- Double-click email addresses (such as the Contact E-mail) to create new emails.

**How to select:**

- Double-click a vendor in the top grid to select and enter the vendor on the Extended Remit-To Location form.
- Double-click a remit-to location in the bottom grid to enter the vendor (and remit-to address if looking up the location on the Extended Remit-To Location form).

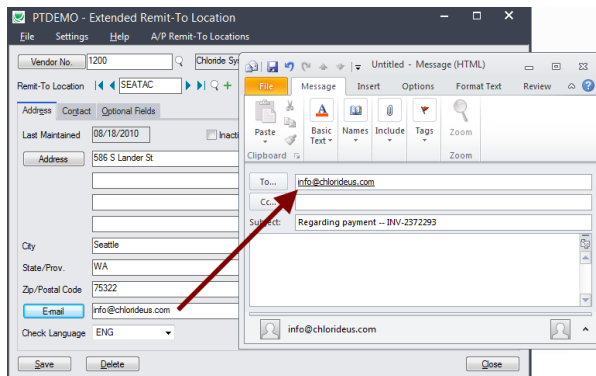
### Look up addresses in Google Maps

- Click the Address button on the Extended Remit-To Location screen to confirm the address.



### Launch emails for vendors and vendor contact email addresses

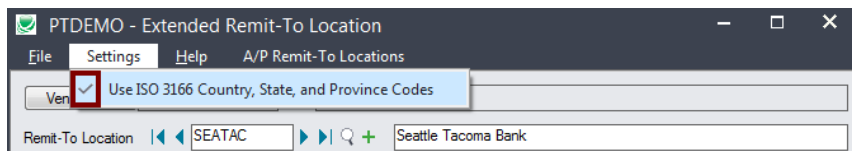
- Click the E-mail button on the Address or Contact tabs to quickly create a new email.



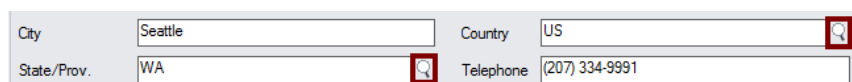
### Enforce ISO 3166 country codes

Use this option to force country, state and province codes to match ISO 3166 codes, and to use Finders to select country, state, and province codes. (Useful if your Sage 300 addresses are feeding into shipping software.)

- This setting can only be changed by the Sage 300 ADMIN.
- Choose Settings from the Extended Remit-To Location menu.



- If you want to use this option, make sure it displays the checkmark.
- The program will also display new Finder buttons to let you select ISO country, state, and province codes from Finder lists.



- An error message will appear when you click Save if the codes are not valid. You must fix them before you can save the remit-to location record.