

TaiRox Productivity Tools User Guide

Summary - Update Purchase Orders

Update Purchase Orders eliminates the time-consuming steps involved in changing details for dozens or hundreds of purchase orders in the Sage 300 Purchase Orders module. Update Purchase Orders will make changes to selected purchase orders:

- When the expected arrival date of an item or list of items has changed
- When the vendor cost has changed for an item or list of items

Overview - Update Purchase Orders

Update Purchase Orders selects Purchase Orders with the exact mechanisms used by core modules when printing reports. After selection, the selected purchase orders can be “cherry-picked”. Pressing a Process button completes the operation in one-step. A log is produced to provide a record of a potentially large change.

Running Update Purchase Orders

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

Launching Update Purchase Orders will present a screen that allows you to select which operation you wish to perform across a range or purchase orders. The choices are shown here:

Update Purchase Order
Update Item Expected Arrival Date
Specific Item List Of Items
Item Number A1-103/0 Fluorescent Desk Lamp
Expected Arrival Date 04/23/2020
 Update Purchase Order Arrival Date Also

Update Purchase Order
Update Item Expected Arrival Date
Specific Item List Of Items
Expected Arrival Date 04/23/2020
 Update Purchase Order Arrival Date Also

Update Purchase Order
Update Item Vendor Cost
Specific Item List Of Items
Item Number A1-103/0 Fluorescent Desk Lamp
Vendor 1200 Chloride Systems

Update Purchase Order
Update Item Vendor Cost
Specific Item List Of Items
Vendor 1200 Chloride Systems

Click on the up icon to edit a list. The list will be remembered from the previous Load.

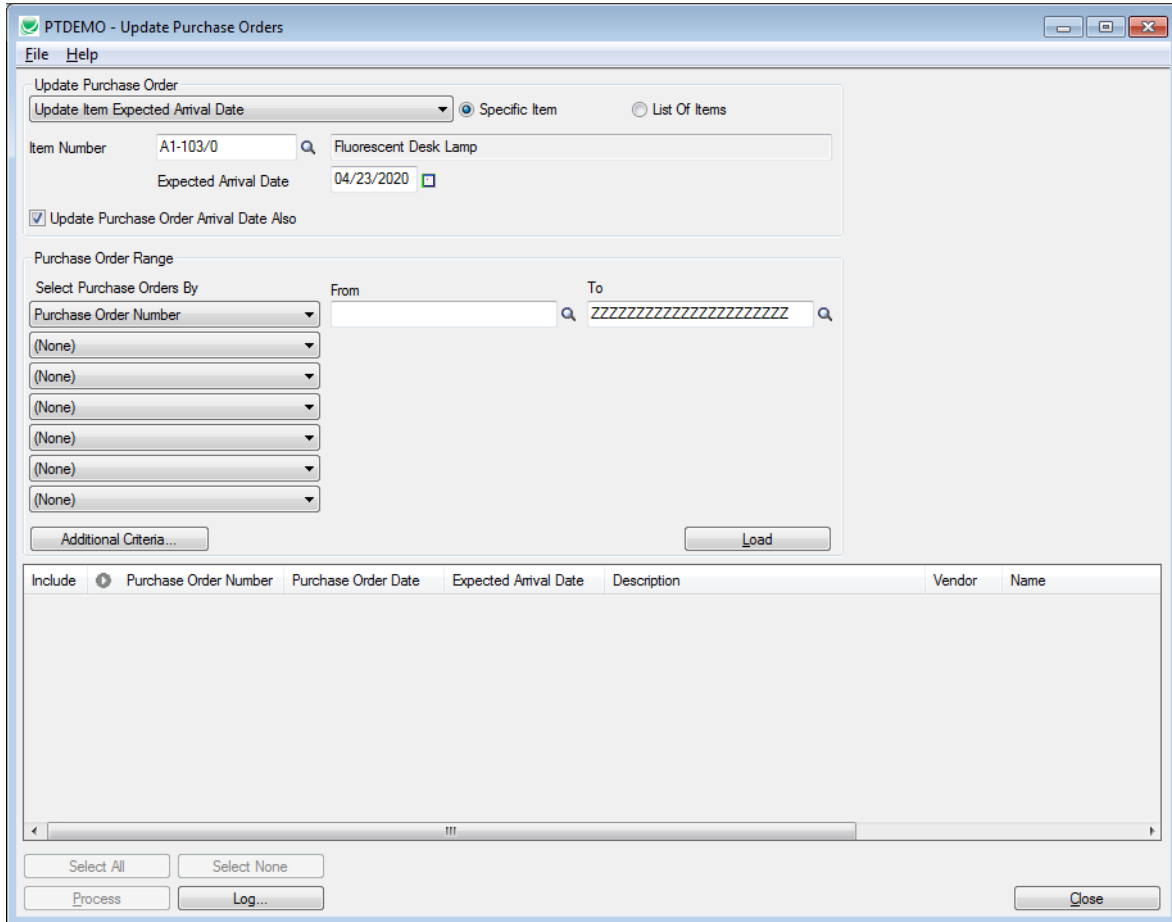
Item Number	Item Description
A1-103/0	Fluorescent Desk Lamp
A1-105/0	13W Mini Fluorescent Bulb
A1-310/0	Halogen Desk Light
A1-320/0	50W/12V Halogen Bulb

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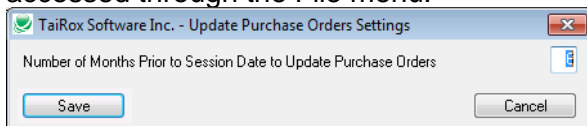
Running Update Purchase Orders (continued)

Note that when updating Item Vendor Cost, no action will be taken if there is no Item Vendor Cost or if the cost is zero.

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



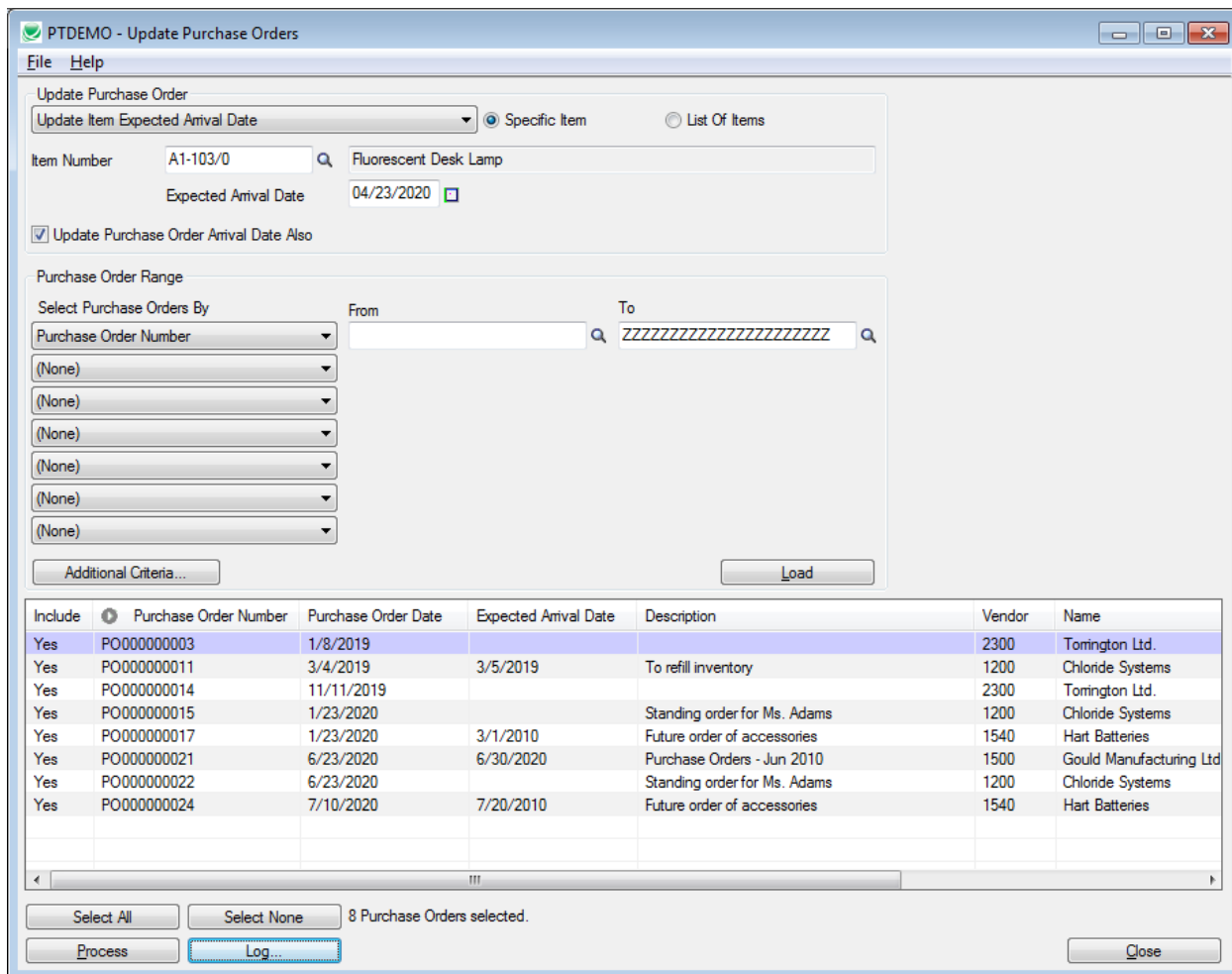
When a range of Purchase Order Dates is used, the default values are controlled by settings accessed through the File menu:



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Running Update Purchase Orders (continued)

When the Load button is pressed purchase orders that match the selection criteria will be displayed, with full drill-down support:



The selected purchase orders can be selected / de-selected on an individual basis (“cherry-picked”). The Process button, after an “Are Your Sure” message, will now update the selected purchase orders. A message is displayed when the operation is complete. A log is produced.

