TaiRox Productivity Tools User Guide

Summary - Update Shipments

Update Shipments eliminates the time-consuming steps involved in changing details for dozens or hundreds shipments orders in the Sage 300 Order Entry module. Update Shipments will make changes to selected orders:

- When a price list has changed for an item or list of items or all items
- When a ship date has changed for an item or list of items or all items

Overview - Update Shipments

Update Shipments prompts for the action to be taken across many different shipments. Filtering mechanisms are selected and a Load button is pressed. All those shipments for which the action can apply will be displayed. After selection, the selected shipments can be "cherry-picked". Pressing a Process button completes the operation in one-step. A log is kept and can be displayed by clicking on the Log button.

Running Update Shipments

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

TaiRox Productivity Tools User Guide

Running Update Shipments (continued)

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

For the chosen operation, you can select which items the operation will be applied to:

When updating a List of Items (where applicable), click on the up icon to edit a list. The list will be remembered from the previous Load.
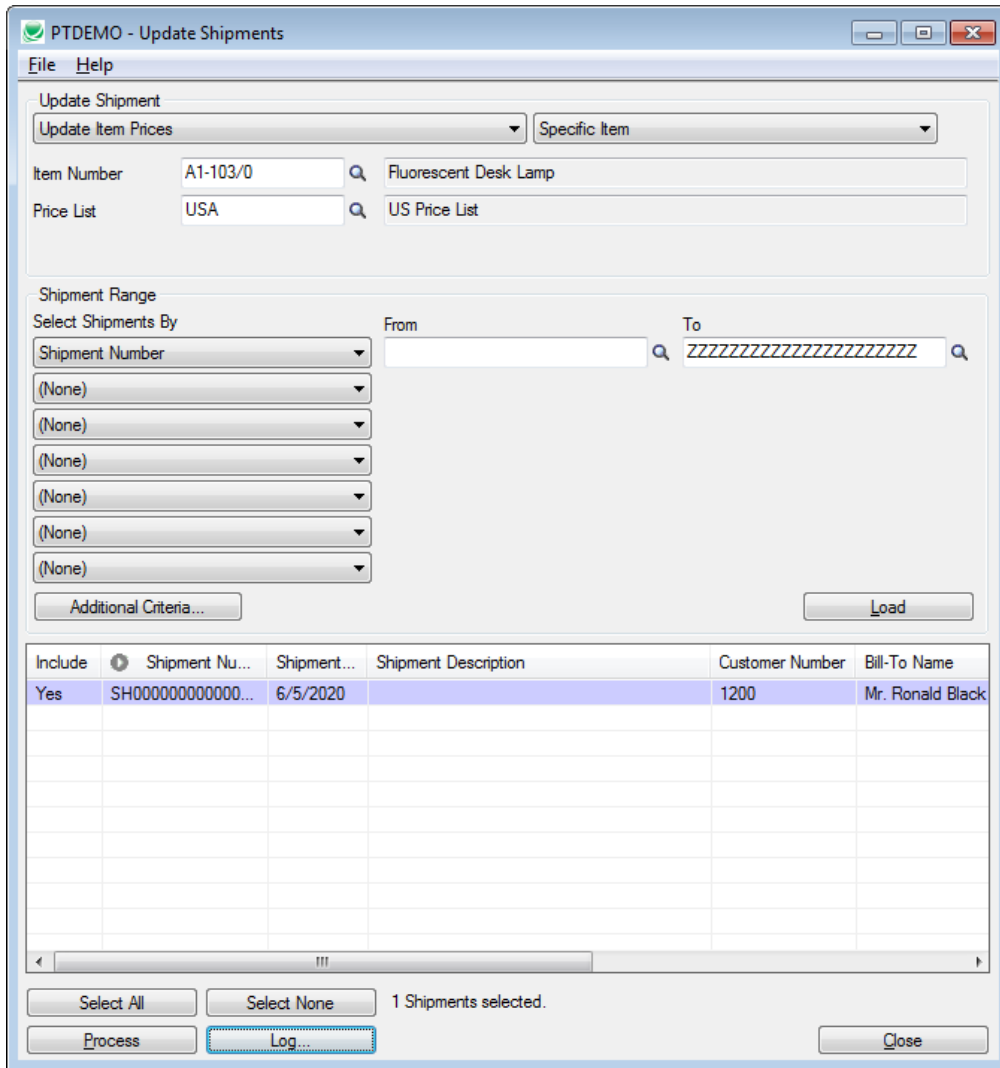

After selecting the operation, the shipments to which the operation will apply can be filtered further. One of the filter choices is to select a range of shipments, with the default values controlled by settings accessed through the File menu:

TaiRox Productivity Tools User Guide

Running Update Shipments (continued)

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

The selected shipments can be selected / de-selected on an individual basis ("cherry-picked"). The Process button will now complete the operation.

Important Notes:
- Once shipments have been invoiced, the price can no longer change.
- There may be data-integrity errors that prevent some updates, in which case an error window will appear.