Extended O/E Credit/Debit Note Entry

Extended O/E Credit/Debit Note Entry is an enhanced replacement for the Sage O/E Credit/Debit Note Entry screen.

- It provides SmartFinders to speed up credit and debit note entry.
 - o SmartFinders search more fields than the Finder and search in all text fields at once.

For example, search for "Seattle" if you think that the customer or contact is in Seattle.

- It lets you create credit notes and debit notes that are not tied to a particular Order Entry invoice by letting you add using the Item Finder and by searching historical invoices and previously purchased items.
- It lets you view all prepayments entered using the Order Entry, Shipment Entry, or Invoice Entry screens in Order Entry or using the Receipt Entry screen in Accounts Receivable

The following screens show the extra features provided by Extended O/E Credit/Debit Note Entry:

Sage Credit/Debit Note Entry screen

TaiRox Extended CR/DR Note Entry screen



Click the following links for details on Extended O/E Credit/Debit Entry features:

<u>SmartFinder – Documents</u> Quickly look up existing credit notes and debit notes for a customer. <u>SmartFinder – Customer Number</u> Find a customer fast from a name, description, phone number or address.

SmartFinder – Invoice Number Find an invoice fast from partial words.

<u>Item Finder (SmartFinder – Items)</u> Find an item quickly from partial words. Show additional item columns such as price, quantity and comments. Search also by manufacturer's item number with the Enterprise version of Productivity Tools.

SmartFinders provide fast, browser-like search capabilities for looking up data on the O/E Credit/Debit Entry screen. They search more fields than the Finder and search in all text fields at once. For example, search for "Seattle" if you think that the customer or contact is in Seattle.

<u>Line Finder</u> Quickly find a detail line in a large credit/debit note by item number, item description, item comments, picking sequence, location, manufacturer, or other item fields.

<u>Customer Optional Fields</u> Display any customer optional fields on the Extended O/E Credit/Debit Entry screen.

Display and Edit Optional Fields in the CR/DR Note Entry Detail Grid Optional fields appear as grid columns.

<u>CR/DR from History</u> Add to new credit notes and debit notes for a customer, based on previous orders.

<u>Prepayments</u> lets you view prepayments entered on the Order Entry, Shipment Entry, or Invoice Entry screens in Order Entry or using the Receipt Entry screen in Accounts Receivable.

SmartFinder – Documents

Click the Document button to open the SmartFinder for searching credit/debit notes.

- Enter part of a name or address (or CR/DR description or reference) and click the Find button.
- Double-click the credit note or debit note to select it and return you to the Credit/Debit Entry form.

Search:

- Enter one or more words or word fragments in the entry field to search multiple tables and fields.
- Search returns 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 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 <u>one</u> of the fields being searched. (For example, if you searched for "Ross Blvd", you will not see an order where "Ross" is in the Customer Name field and "Blvd" is in the Address 1 field.)
- Addresses (e.g. the Bill-To addresses) are treated as a single field.

Display:

- The top grid displays the documents matching the search criteria. Double-click to select a document.
- The bottom grid displays the details of the document highlighted in the top grid.
- Click the Bill-To Address column heading or double-click the address to launch **Google Maps** with the bill-to address.



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

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SmartFinder – Customer Number

Click the Customer Number button to open the SmartFinder for searching customers. Customer Number

- Enter part of a name or address (or contact phone or email address) and click the Find button.
- Double-click the customer to select it and return you to the Credit/Debit Note Entry form.

Search:

- Enter one or more words or word fragments in the entry field to search multiple tables and fields.
- You can filter to retrieve active customers only and active ship-to locations only.
- Search returns customers and ship-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 "<u>300</u> <u>Main</u> Street" as well as "123 <u>Main</u> Street, Suite <u>300</u>".
 - **Searching for a phone number?** Enter the phone number segments separated by blanks. Enter "451 8991" and the search will find "(<u>451</u>) 555-<u>8991</u>" as well as "(408) <u>451-8991</u>".

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 customer where "Ross" is in the Customer Name field and "Blvd" is in the Address 1 field.)
- Addresses (e.g. the Bill-To addresses) are treated as a single field.

Display:

- The top grid displays the customers matching the search criteria. Double-click to select a customer.
- The bottom grid displays the ship-to locations that match the search criteria.

Note that the ship-to locations *may not* be related to the customer records displayed in the top part of the screen. Ship-to locations appear *only* if they contain the search string.

- Click the Address column heading or double-click the address to launch **Google Maps** with the bill-to address. You can also check the locations of ship-to addresses.
- Double-click email addresses (such as the Bill-To Contact E-mail) to create new emails.



SmartFinder – Invoice Number

Click the Invoice Number Finder button to open the SmartFinder for invoices.

Search:

- Enter one or more words or word fragments in the entry field to search multiple tables and fields.
- Search returns records which contain the search string in any of the searched fields for example, we used "black" in the grid below to find invoices for Ronald Black.

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Search black							Find
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IN0000000000009		1200	Mr. Ronald Black	2820 Wabash R			
IN000000000013		1200	Mr. Ronald Black	2820 Wabash R			
IN000000000023		1200	Mr. Ronald Black	2820 Wabash R			
IN000000000026		1200	Mr. Ronald Black	2820 Wabash R			
IN000000000000000000000000000000000000		1200	Mr. Ronald Black	2820 Wabash R			
INUUUUUUU0000038		1200	Mr. Honald Black	2820 Wabash R			
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A1-103/0	Fluorescent Des		JSA 4		1/4/2020	10	Ea.
A1-320/0	50W/12V Halog	l	JSA 1		1/4/2020	7	Ea.
A1-310/0	Halogen Desk Li	L. L	JSA 1	1	1/4/2020	3	Ea.
A1-400/0	Desk Note Book	l	JSA 4	1	1/4/2020	30	Ea.
A1-450/0	Bulletin Board	l	JSA 4	1	1/4/2020	15	Ea.
•							+
Select							ancel
00000							

- **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 an order where "Ross" is in the Customer Name field and "Blvd" is in the Address 1 field.)
- Addresses (e.g. the Bill-To addresses) are treated as a single field.

Display:

- The top grid displays the invoices matching the search criteria. Double-click to select a document.
- The bottom grid displays the details of the document highlighted in the top grid.
- Click the Bill-To Address column heading or double-click the address to launch Google Maps with the bill-to address.
- Double-click email addresses (such as the Bill-To Contact E-mail) to create new emails.

Item Finder (SmartFinder – Items)

Click the Item Finder button under the item grid to open the SmartFinder for items.

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			w			UPS Zone	
Location	Central C	varenouse - ceatte				User	
Ship-To Location	WAREHS Q + 🌄	Job Relater	d Retainage	Calculate 1	Tax .	recte	
Description	Black - November order	Refere	nce				
Lin Type	Credit Type	Q, Item No./ Misc. Charge	Q, Kt/BOM Description	Q, Price List	Q, Location	D Quantity Q, OrderU	OM Q, Order W/^
3 tem	Items Returned t	A1-400/0	Desk Note Book	USA	4	3 Ea.	bs.
5 ten	tens Returned t	A20M4GE-1500G	Image 1500 Seri	1154	1	10 Ea	be
6 tem	items Returned t	A1-320/0	50W/12V Helog	USA	1	20 Ea.	be.
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The Item Finder provides several item search options and displays search results in a selection grid with columns such as price, description, quantity available (current and all locations) and comments.

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<u>File</u> Help							
Items Manufacturer's Item Number							
Find Items By							
Location 1	Central warehou	use - Seattle					
Price List							
Active Items Only							
tem Number Description	Price	Qty. Available	Qty. Available (All)	Status	Comment 1		

- The Item Finder appears with the "Search" choice selected by default on the Items tab. This is the most common way to look up items.
 - Type a partial item description or item number in the text field, optionally select Active Items Only, and press Enter to immediately search for items.
- Alternatively, select a different "Find Items By" choice. For example, you can choose "Show All Records" and specify a range of item numbers, structure codes, categories, or account sets using the range fields. You can specify more selection fields using Additional Criteria.

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Items Manufacturer's Item Number		
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(None) ~		
Additional Criteria		Reset Defaults
Location 1	Central warehouse - Seattle	
Price List		
Item Number Description	Price 🛛 Qty. Available 🛛 🗹 Qty. Available (All) 🛛 Status 🔹 Comment 1	^

Notes:

 The above search screen displays two tabs for looking up inventory items – Items and Manufacturer's Item Number – which let you search for I/C item numbers or for manufacturer's item numbers.

Search for manufacturer's item numbers is a Productivity Tools <u>Enterprise</u> feature.

The Manufacturer's Item Number tab will *not* appear unless you have a license for the Enterprise version of Productivity Tools.

- If you do not select the SmartFinder "Search" option, you can select up to four item field ranges by item number, status, structure code, category code, and account set code.
- The item price is the quantity zero price for that customer.
- The Item Finder also displays all columns that are in the standard Sage Finder. You can choose which columns appear in the Item Finder by selecting File > Settings from the Item Finder menu.
- Selecting an item inserts a new row into the order entry grid.

Searching for Inventory Control Item Numbers on the Items Tab

The Item Finder on the Items tab provides 7 search options:

SAMLTD - Extended OE Credit/Debit No	e Entry	-	×
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Items Manufacturer's Item Number			
Find Rems By Search Show AI Records I tem Number Description P Structure Code Category (Account Set Code	Central warehouse - Seattle		

• Search (most common option) – to search for words or word fragments in item text fields (such as the item number, item description, structure code, category, price list, picking sequence, and comments). This search works like the Order Number and Customer Number SmartFinders.

The "Search" choice automatically searches in all fields that appear as columns in the grid.

- Show All Records to select items from all item records based on ranges of Item Number, Structure Code, Category, and Account Set Code and on item Status. You can also specify additional selection criteria using more item fields.
- Item Number to select items using part of the item number. You can refine your selection based on ranges of Item Number, Structure Code, Category, and Account Set Code, select items by item status, and specify additional selection criteria using more item fields.

SAMLTD - Extended OE Credit/Debit Note Entry	– – ×
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Items Manufacturer's Item Number	
Find Items By	
Item Number V Starts with V	
Starts with	
Item Range Contains	

Search by Item Number, Description, Structure Code, Category and Account Set Code also let you specify a search value that the item starts with or contains.

- **Description** to select items with descriptions that begin with or contain a string of characters. You can refine your selection based on ranges of Item Number, Structure Code, Category, and Account Set Code, select items by item status, and specify additional selection criteria using more item fields.
- Structure Code to select items with structure codes that begin with or contain a string of characters. You can refine your selection based on ranges of Item Number, Structure Code, Category, and Account Set Code, select items by item status, and specify additional selection criteria using more item fields.
- **Category** to select items in categories that begin with or contain a string of characters. You can refine your selection based on ranges of Item Number, Structure Code, Category, and Account Set Code, select items by item status, and specify additional selection criteria using more item fields.

• Account Set Code – to select items with codes that begin with or contain a string of characters. You can refine your selection based on ranges of Item Number, Structure Code, Category, and Account Set Code, select items by item status, and specify additional selection criteria using more item fields.

More on the "Search" option (most common option):

- Select "Find Items by Search". (Note that Find Items By defaults to the last choice used.)
- Enter one or more words or word fragments in the next field to search multiple item tables and fields. (Note that the program scans all columns <u>displayed</u> in the Item Finder grid.)
- You can filter for Active items only.
- Search returns items and customer item numbers that contain the search string in any of the searched fields for example, one record may have "Desk" in the Description field, where another may have it in the Comment 1 field. Both items will be displayed.

Note:

 If using the Search option, all of the word fragments must be present in one of the fields that are displayed on the screen. (For example, if you search for "desk lamp", you will not see an item where only "desk" is in the Description field and only "lamp" is in the Comment 1 field.)

Display:

- The top grid displays the items matching the search criteria. The screen below shows "Desk Lamp" in the description of one item, and "Desk Lamp" in the comments of the second one so both appeared.
- The bottom grid displays the customer item numbers for the item selected in the top grid.

e Help Text Autor Stem Number Text Autor Stem Number Text Autor Stem Stem Number Text Autor Stem Stem Stem Stem Stem Stem Stem Stem	😎 samltd	- Extended	OE Credit/Debit Not	e Entry					-		>
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	DESKIAME	CASE		Mr. C	onald Black	Care					۰.
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End Caluat Council											,
End Salad Canad											
30107	End							Salact		Cancel	

• Click the Qty. Available column to see the location details, with the quantities on hand, on purchase order and on sales order. You can drill down further on these quantities.

Selection:

• Double-click an item in the top grid to select and add the item to the credit/debit note.

Selecting columns to display in the Item Finder

Choose File > Settings in the Item Finder window to change column settings.

SAMLTD - Extended OE Credit/Debit Not	SAMLTD - Extended OE Credit/Debit Note Entry Settings	×
SAMLID - Extended OE Credit/Debit Not File Help Close Settings Reset Defaults Price List Active items Only Rem Num Description Record Desk Lamp A1-310/0 Halogen Desk Light	SAMLID - Extended OE Credit/Debit Note Entry Settings Urformatted tem Number Atemate lens Set Number Date Last Maintained Account Set Code Stocking Unit of Measure Unit Weight Commodity Number Date Inactive Segment 1 Segment 2 Segment 4 Segment 5 Segment 5 Segment 6 Segment 7 Segment 8 Segment 8 Segment 9 Segment 10	L Up Down
	The maximum number of columns is 50, selected is 15 OK	Cancel

- The current columns that are displayed appear in the right-hand column.
- Highlight columns that you want to add in the left-hand column and click the Include button.

Note:

- **Settings apply to the currently selected tab**. For example, if you want to change the columns on the Manufacturer's Item Number tab, choose the tab first, and then select File > Settings.
- Only the "Included Fields" are used for searching. For example, if you do not include the Comments 1 field, the program will not scan the comments. Also note that fields like the "Price" will affect performance because the program calculates the price for the current customer in order to display it in the item results. If search is slow, remove columns that you don't need.

All of the possible columns are shown below. Note that optional and calculated fields are also available for inclusion – for example, the Item's Color and Qty. Available for Sale.

Defaults:				
💌 SAMLTD - Extended OE Cr	edit/Debit Note Entry Sett	ings	×	
Unformatted Item Number Alternate Item Set Number	Include ->	Item Number Description	Up	
Date Last Maintained Account Set Code	<- Exclude	Price Qty. Available	Down	
Unit Weight	All ->	Status		
Date Inactive Segment 1	<- None	Structure Code Category		
Segment 2 Segment 3		Stock Item Default Picking Sequence		
Segment 4 Segment 5 Segment 6		Sellable Serial Numbers		
Segment 7 Segment 8		Lot Numbers		
Segment 9 Segment 10				
The maximum number of columns i	is 50, selected is 15	ОК	Cancel	
Additional Inclusion Op	Serials Days to Expire	Lot is on Cont When Beceir	Number of Lots to Generate	NewItem
Comment 3 Comment 4	Allow Different Serial Qty Serials Optional Fields	Lot is on Warr. When Sold Serial Numbers in Use	Number of Lots not Generati First Generated Lot	Price Item Procurement
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Unformatted Alternate Item M Alternate Item Number	Lot Number Mask Next Lot Number	Number of Serials to Genera Number of Serials not Genera	Extended Warranty Available Item Type	Qty. On Order Qty. On Sales Order
Alternate Item Description Costing Method	Use Lots Days to Expire Lots Days to Expire	First Generated Serial	Item Lead Time Manufacturer	Qty. On Hand (All) Qty. On Order
Weight Conversion Factor	Use Lots Days on Quaranti Lots Days on Quarantine	Lot Numbers In Use Lot Mask Structure	New Item	Stocking Unit of Measure
Serial Number Mask Next Serial Number	Lots Optional Fields Default Lot Warranty Code	Unformatted Lot Number Lot Number	Item Procurement Item Size	Qty. Committed (All) Qty. Available for Sale
Use Serials Days to Expire 📑	Default Lot Contract Code	 Auto-gen Lot Number 	Item Volume	Qty. Available for Sale (All) 🔻

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Searching for Items on the Manufacturer's Item Numbers Tab

Note: The Manufacturer's Item Number tab will *not* appear unless you have a license for the Enterprise version of Productivity Tools.

Search for manufacturer's item numbers is a Productivity Tools Enterprise feature.

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Items Manufacturer's Item Number		
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Search 🗸		
Anufacturer's Item Number		
Manufacturer's Item Description		
Search		
Manufacturer's Item Number Manufacturer's Item Description Le Item Number Description	Price Qty. A	wailable 🗳 Qty

- The Manufacturer's Item Number Finder appears with "Search" selected by default. This is the most common way to look up items by manufacturer's item numbers.
 - Type a partial item description or item number in the text field, optionally select Active Items Only, and press Enter to immediately search for manufacturer's item numbers.
- Alternatively, select "Manufacturer's Item Number" or "Manufacturer's Item Description" for searching.

The Item Finder on the Manufacturer's Item Number tab provides 3 search options:

• **Search** (most common option) – to search for words or word fragments in manufacturer's item text fields (the manufacturer's item number or the manufacturer's item description).

This search works like the Order Number and Customer Number SmartFinders.

• Manufacturer's Item Number - to select items using part of the manufacturer's item number.

💌 SAMLTD - Extended OE Credit/Debit Note Entry	-	×
<u>F</u> ile <u>H</u> elp		
Items Manufacturer's Item Number		
Find Items By		
Manufacturer's Item Number V Starts with V		
Starts with		
Contains		

You can specify that the item number starts with or contains the string that you enter.

• **Manufacturer's Item Description** – to select items using part of the manufacturer's item description. As with the item number, you can specify that the item description starts with or contains the string that you enter.

Note that the "Search" choice automatically looks in all fields that appear as columns in the grid – such as the manufacturer's item number and the manufacturer's item description fields.

Using the Line Finder

The Extended O/E Credit/Debit Entry Line Finder window lets you quickly find any detail line in a large credit/debit note by item number, item description, item comments, picking sequence, location, manufacturer, or other item fields.

Click the Line Finder button to display the Line Finder pop up window.

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Document			PI 4 T Document type) [required		
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Invoice Number	N000000000077	Q 😫 PO Number	PO-2022-1173	invoice	Date 2023-01-25	Optional Reld Val	e Descaption
T- IN CA	ACTIVE O	taulba	- Duy (2020/02/20 00 00	inepot	000000000	Customer Credit Warning	
Template Code	PC IVE Q	Actual Netur	m Date 20270225 🔤 De	der No. On Dob	100000103	Require PO Number on	
Credit Note Date	2023-02-28	Posting Date	10 2023-02-28 m	Year/Period	2023 - 02	Preferred Shipping Method	
Location	1 Q Central v	warehouse - Seattle				User	
Ship. To Location	WAREHS O +	Line Data	ated Detainance	Cil Calculate Tax		Note	
and to cacabor			into Trevanage				
Description	Diack - November orber	Refe	arence				
Un Type	Credit Type	Q, ten No./ Misc. Charge	Q, Kt/BOM Description	Q, Price List	Q Location	Quantity Q, Order UO	M Q, Order W. ^
3 item	Items Returned t	A1-400/0	Desk Note Book	USA	4	3 Ea.	be.
4 ten	Items Returned t	A1-450/0	Bulletin Board	USA	4	2 Ea.	ba.
5 tem	Items Neturned t	A20MAGE-1500/G	Image 1500 Sert	USA	1	10 ba.	bs.
7 ten	tens Returned L.	\$1-200/8	Rat Screen 5'6	USA	2	10 Ea.	bs. v
<							>
	On an Hand	d Ota en Estas Ontes	Ohu an Bankana Onlar O	Constant.	On husbala		
Location 2(Ea)	Uty. on Hand	1 uty on sales order 1	uty. on Furchase Urber U	0 G	Uty. Avalable 21		
Al Locations (Ea	235	8 20 🖼	24 🗳	0 14	235		
ben/Tgs	Congonents		Item Finder	Line Finder	Count Note Subtotal		3.773.65 USD
Post	Hatov				Precav	menta CR/DR from Hator	Cite

The following Credit/Debit Details screen lists detail lines in item number order, for location 4, and for category A1. You can also search for item numbers within the selection criteria.

🥑 SAMLTD - Cr	edit/Debit De	tails								
<u>F</u> ile <u>H</u> elp										
Order By										
Select Order By										
ltem		•								
(None)		•								
(None)		•								
Select Items By			From			То				
Location		•	4		Q	4		Q		
Category		•	A1		Q	A1		Q		
(None)		-								
Item		•	Contains		•					oad
Line Number	Item Number	Description		Price List	Kit/BOM	Location	Shipm	Invoic	Order	Order Wei
1	A1-103/0	Fluorescent De	esk Lamp	USA		4		0.0000		lbs.
4	A1-400/0	Desk Note Bo	ok	USA		4		0.0000		lbs.
5	A1-450/0	Bulletin Board		LISA		4		0 0000		lhe

Select

• Choose the order in which to display item lines in the Line Finder.

You can list items by item number, location, or customer item number. The example above displays lines by item number.

• Choose the selection criteria for displaying order items in the Line Finder.

For example, you can select items by item number, item description, item comments, picking sequence, or location. The example above selects item lines for a single location and category.

- Click the Load button to display the selected lines.
- Double-click the line you want to view, or highlight the line and click the Select Line Number button at the bottom of the screen.

Customer Optional Fields

If you use the Sage 300 Optional Fields module, you can display any optional fields from the A/R customer record on the right side of the Extended O/E Credit/Debit Note Entry screen.

SAMLTD - E	xtended OE Credit/Debit Note Entry /E Credit/Debit Note Entry				-	• ×
Document Customer Numbe Credit Note Custo	I VEW ***	Mr. Ronald Black	Document Type Credit Note * Required Entered By			
Invoice Number Template Code Credit Note Date	IN00000000077 Q E 2017VE Q 2023-02-28 m	PO Number PO-2022-11 Actual Return Date 2023-02-28 Posting Date 2023-02-28	73 Invoice Date 2023-01-25 111 Order No. ORD00000000083 111 Year/Period 2023 - 02	Optional Field Customer Credit Warning Require PO Number on Preferred Shipping Method UPS Zone	Value	Description
Location Ship-To Location Description	1 Q Central warehouse - Seattle WAREHS Q + Black - November order	Job Related Retainage	Calculate Tax	User Note		

This lets you view notes concerning the account during data entry, and also view order requirements – in this example, one of the fields is "Require Purchase Order No."

• You specify which optional fields to display on the O/E Credit/Debit Note Entry screen in the Productivity Tools Options program.



The customer optional fields also appear on the Extended Order Entry, Extended Shipment Entry, and Extended Invoice Entry screens.

Display and Edit Optional Fields Inline in the CR/DR Note Grid

If you have the Enterprise version of TaiRox Productivity Tools, you can display and edit optional fields for order details *inline* in the O/E Credit/Debit Note Entry detail grid.

You choose the option to display optional fields inline in the Productivity Tools Options program – available in the TaiRox Productivity Tools folder on the Sage 300 Desktop.

Adding Detail Optional Fields to the Shipment Entry Details Grid

- Select the Productivity Tools Options program. Note that you must be using TaiRox Productivity Tools' Enterprise Edition to add optional field columns to the grid.
- Choose the Order Entry tab and then select the extended transaction entry programs where you want to display optional fields. You can add optional fields to the detail grids in Extended Order Entry, Extended Shipment Entry, Extended Invoice Entry, and Extended Credit/Debit Note Entry.

Credit/Debit Note from History

The Credit/Debit Note from History window lets you quickly create new credit notes and debit notes for a customer based on previous invoices and previously purchased items.

• Click the CR/DR From History button to display the pop-up window for looking up previous invoices and purchased items.

SAMLTD - Extended OE Credit/Debit Note Entry – 🗆 🗙	
Ele Help O/E Credit/Debit Note Entry	SAMLTD - Extended OE Credit/Debit Note Entry
Document 4 4 "MEM " >> >> Q + Document Type Credit Note • * Required	Elle Help Invotes Sales Hatoy
Customer Number 1400 Customer Number 1400 Entered by	Invoice Range
Crgdt Note Cystomer Tagee Optiogal Reide Sales Spilt Bales Tgrais	Select Invoices By From To
Invoice Number Q PO Number Invoice Date Optional Field Val Descri	Nove Additional Otenia
Template Code ACTIVE Actual Return Date 00/23/2021 th Order No. Preferred Customer Yes	None)
Credit Note Date 03/23/2021 ftf Posting Date 03/23/2021 ftf Year/Period 2021-06 Minimum Order Amount	(None) Field Settings
Location 1 Q Central warehouse - Seattle UIPS Zone WHI Whee	12 Invice Number Invice Date Purchase Order Number Ship to Address Code Description Reference Customer Account Set Sat
Ship-To Location Q + D El Job Related Retainage @Calculate Tax	
Description Reference	
Type Credit Type Q, item No./ Description Q, Price Lat Q, Location 🖬 Quantity Q, Order UON Q, Order Weght UON Price By	· · · · · · · · · · · · · · · · · · ·
	Row log a Include Comments Include Instructions Line Ty Credit Type LE Item No./Misc. Charge K2/EOM Number
· · · ·	п ,
Qty. on Hand Qty. on Sales Order Qty. on Purchase Order Qty. Committed Qty. Available	
Location 0 0 0 0 0 0 0 0 0	Oty. On Hand Oty. On Sales Order Oty. On Purchase Order Oty. Committed Oty. Available
At Locations 0 0 0 0 0 0	Al Locations 0 0 0 0 0 0 0 0 0
ten/Tgr. Congoverta. Iten Finder. Line Finder. Credit Note Subtotal 000 USS	Leed Select Al Select Nove Over
Pog Hebry_ Dore	

You can select items from previous invoices – or previous purchases – update the quantities, and copy the selected item information into the grid in Extended OE Credit/Debit Note Entry.

Note: The CR/DR from History button is *disabled* until you enter a customer number on the form.

Use the Invoices tab on the popup form to create a new credit note or debit note from prior invoices

- Click the "CR/DR from History" button. CR/DR from History... The form that appears has two tabs:
 - Invoices tab lets you select items from customer invoices.
 - Sales History tab allows you to select any items that were previously ordered.

We'll work through a typical sequence for the Invoices tab.

• Use the range fields to select past invoices for the customer, and then click the Load button.

You can use the <u>Field Settings</u> button to change which fields appear in the range field dropdown lists (see below). You can also use the Additional Criteria button to select invoices using more fields.

The following selection example shows invoices entered since January 1, 2020.

SAMLTD - Extended OE Credit/Debit	t Note Entry					
Eile Help						
Invoices Sales History						
Invoice Range						
Select Invoices By	From		То			
Invoice Date	 01/01/2020 		12/31/9999	m	Additi	onal Criteria
(None)	•					
(Norio)	-				Fel	Settinge
(None)	•				1164	a ootanga
F Invoice Number Invoice Date F	Purchase Order Number	Ship to Address	Code Description	Reference	Customer	Account Set Sa
IN000000000061 7/1/2020					USA	BE
IN000000000048 5/28/2020	١	WAREHS	Ship asap	Ref #1005-2-1	USA	BE
IN000000000038 4/5/2020	1	WAREHS	Overnight shipm	Ref 1004-1-1	USA	BE
IN000000000000 1/4/2020			Received Dec 2	REF #Q2009-78	USA	BE
•	III					•
Row Include Include Comme	nts Include Instructions	Line Tv	Credit Type	E Item No /Misc	Charge	Kit/BOM Number
1 No. No.	No	tem	Items Returned to Inventory	A1-900/B		
2 No No	No	Item	Items Returned to Inventory	A1-900/L		
						•
Oby On Har	nd Otv On Salee Order	Oty On Pun	chase Order Otv. Cor	nmitted	Oby Availa	ale
Location (Ea.)	0 0		0 📮	0	aly. Avaid	0
All Locations (Ea.)	0 0	6	0 🕒	0 🦉		0
Load Select All	Select None		Credit			Close

- Click any invoice in the top grid to see the invoice details in the bottom grid.
- Click the Select All and Select None buttons at the bottom of the screen to include all or none of the items on the selected invoice.

Select All Select None

• Double-click the Include column to select individual lines (the Include column displays "Yes").

	Row	Include	Include Comments	Include Instructions	Line Ty	Credit Type	🖪 Item No./Misc. Charge	Kit/BOM Number	*
	1	No	No	No	Item	Items Returned to Inventory	A1-103/0		_
	2	Yes	No	No	ltem	Items Returned to Inventory	A1-320/0		=
	3	No	No	No	ltem	Items Returned to Inventory	A1-310/0		-
		Yes	No	No	ltem	Items Returned to Inventory	A1-400/0		÷
	-	•• hs			16	6 8 6 6 6 7	14 150 10		
•			111						

• Select the Credit Type from the dropdown in the **Credit Type** column – or select it in the grid on the main Credit/Debit Note Entry screen when you close this popup window.

	Row	Include	Include Comments	Include Instructions	Line Ty	Credit Type	🖪 Item No./Misc. Charge	Kit/BOM Number	1
	1	No	No	No	Item	Items Returned to Inventory	A1-103/0		
	2	Yes	No	No	ltem	Items Returned to Invento	A1-320/0		1
	3	No	No	No	ltem	Items Returned to Inventory	A1-310/0		ч
	4	Yes	No	No	ltem	Damaged Items	A1-400/0		,
•	-			••		Price Adjustment	** ****	4	

• Edit the **Qty. Returned** column to change the quantities for the new credit or debit note that you are creating. (The Quantity Shipped field shows the original quantities shipped.)

Kit/BOM Number	Description	Price List	Location	Order UOM	Quantity Shipped	Quantity Re	Unit Price	Most Recent	Unit (*
	Fluorescent Des	USA	4	Ea.	10	0	59.99	4	3.676	_
	50W/12V Halog	USA	1	Ea.	7	7	6.39		7.065	=
	Halogen Desk Li	USA	1	Ea.	3	0	50.35	5	i1.192	-
	Desk Note Book	USA	4	Ea.	30	7	24.95	1	6.355	÷
				-			17.70		0.055	
•										

You can also enter the quantities credited in the grid on the main Credit/Debit Note Entry screen when you close this popup window.

• When you have finished editing items from this invoice, click the Credit button at the bottom of the screen to add the items to the new credit note.

• *To continue*, select another invoice from the top grid, choose the items that you want to credit, enter the new quantities, and again click the Credit button.

You can also choose the Sales History tab at this point to choose individual items that were previously ordered by this customer.

• Click the Close button when you have finished adding items to the credit note.

Lin	Туре	Credit Type	Q Item No./	Description	Q. Price List	Q Location	D Quantity	Q Order UOM	Q Order Weight UOM	Price By	Pricing UOM	Q. Price/Adjust	Price Approval	Shipment I ^
	Item	Damaged Items	A1-103/0	Fluorescent Des	USA	4	2	Ea.	bs.	Quantity	Ea.	59.99	No	
1	2 Item	Damaged Items	A1-320/0	50W/12V Halog	USA	1	1	Ea.	bs.	Quantity	Ea.	6.39	No	
1	8 Item	Price Adjustment	A1-310/0	Halogen Desk Li	USA	1	1	Ea.	bs.	Quantity	Ea.	50.35	No	
	tem .	Items Returned to Inventory	A1-400/0	Desk Note Book	USA	4	3	Ea.	bs.	Quantity	Ea.	24.95	No	
	i tem	Items Returned to Inventory	A1-450/0	Bulletin Board	USA	4		Ea.	bs.	Quantity	Ea.		No	-

The credit/debit note screen grid will be populated with line items from the historical invoices.

If security is enabled and you have Unit Price Override rights, a confirmation and completion messages will appear.

Important Note: Yes means use historical prices. No means that current pricing will be in effect.

Use the "Field Settings" button to customize the list of fields for selecting invoices:

Click the **Field Settings** button to change the fields that appear in the "Select Invoices By" dropdown lists on the CR/DR From History screen. (By default, the list includes all available fields.)

SAMLTD - Extended OE Credit/Debit N	lote Entry			
In Vocces Sales History In Selection 2 Sales Person 2 Sales Person 2 Sales Person 3 Sales Person 4 (N Salesperson 4 Salesperson 4 Shy-Via Code Cation Tax Group E Entred By Approved Customer Credit Warning IN Maximum Order Amount Note UPS Zone Use OK OK	Debit Note Entry Field Include -> <- Exclude All -> <- None	Settings Shipment Number Shipment Date Order Date Invoice Date Purchase Order Number Ship to Address Code Tentoy Shipment Tracking Number Customer Account Set Salespeople ACF Warshill Invoice Number	Up Down	Additional Criteria Field Settings Customer Account Set Sa USA BB USA BB USA BB USA BB USA BB Conserved USA BB USA BB USA BB USA BB USA BB USA BB USA BB USA BB USA BB USA BB
	11			4
Qty. On Hand Location (Ea.) 0 All Locations (Ea.) 0	Qty. On Sales Order 0 0	Qty. On Purchase Order	Qty. Committed 0	Qty. Available 0 0
Load Select All	Select None	Credit		Close

- The list of fields on the right are the fields that will appear in the Select Invoices By dropdown.
- To add a field to the dropdown list, select it in the list on the left, and click the Include button.

Using the Sales History tab

The Sales History tab allows a similar sequence of operations – selecting, editing of quantities and copying to the new credit/debit note.

١	SAMLT	D - Extended OE Credit/Deb	oit Note	Entry					- • • ×
1	ile <u>H</u> elj	0							
	Invoices	Sales History							
	Item Ran	ige							
	Select It	ems By		From		То			
	Item Nur	nber	•	A2(IMAGE-1500)G	Q	A2(IMAGE-1500)G	Q	Additional	Criteria
	(None)		-						
	(None)		•						
	Include	Credit Type	🖪 Iten	n Number	Kit/BOM Number	Description	Order Number	Order Date	Purchase Order
	No	Items Returned to Inventory	A2(IMA)	GE-1500)G		Image 1500 Seri	ORD00000000006	5/8/2019	
	No	Items Returned to Inventory	A2(IMA	GE-1500)G		Image 1500 Seri	ORD00000000011	8/7/2019	
	No	Items Returned to Inventory	A2(IMA)	GE-1500)G		Image 1500 Seri	ORD0000000028	12/1/2019	
	•		_						4
		Qty On H	and Qt	v. On Sales Order	Qtv. On Purchase	Order Oty (Committed	Qtv Available	
	Location	(Ea.)	0	0	[2]	0 📮	0 🔛	0	
	All Locatio	ns (Ea.)	0	0	[]	0 🕒	0 🕒	0	
	La	oad Select All		Select None	Credit				Close

- Select the range of item numbers, order numbers, order dates, PO numbers, or categories that you want to use as search criteria, and then click the Load button.
- See the steps listed above for including items from history on the new credit/debit note.

Setting default descriptions, comments and instructions for included items

You can select the default settings for taking descriptions, comments and instructions from the original invoices. You can also change the settings for items as you select them.

• Select File > Settings from the CR/DR From History popup screen.

File Help Close Settings Settings SAMLTD - Extended OE Credit/Debit Note Entry Settings None Use description from selected line for detail description (None) Include comments for each selected line (None) Include comments for each selected line (Line) Include instructions for each selected line Cancel Outcomer Account Set	SAMLTD - Extended OE Cred	it/Debit Note Entry		
Close Settings Reset Defaults Works (None)	ile Help			
Settings Reset Defaults None) None) None) None) None None None None None None Save Cancel Customer Account Set	Close			
Reset Defaults SAMLTD - Extended OE Credit/Debit Note Entry Settings Additional Citeria. None) Use description from selected line for detail description Include comments for each selected line Include instructions for each selected line Save Field Settings Save Cancel Oustomer Account Set	Settings			
Include Image: Seve Cancel Additional Cherks Image: None) Image: Seve Cancel Field Settings Image: Number Invoice Data Seve Cancel Customer Account Set	Reset Defaults	SAMLTD - Extended OE Credit/Debit Note Entry Settings	×	Additional Officia
(None) (None) (None) Cancel Cancel Customer Account Set	(None)	Use description from selected line for detail description		Additional Criteria
Cancel Cancel Customer Account Set	(None)	Include comments for each selected line		Field Settings
Customer Account Set	(None)	Include instructions for each selected line		
	Invoice Number Invoice D	at	Cancel	Customer Account Set Sa

• Select the checkboxes if you want them to be included by default from the original invoices.

View Prepayments for Orders, Shipments, and Invoices

Although O/E Credit/Debit Entry lets you add prepayments on the Order Entry, Shipment Entry, and Invoice Entry screens, Sage 300 does not provide a view of prepayments that have been entered.

The TaiRox Prepayments button on the right side of the Extended OE CR/DR Entry screen lets you view all prepayments entered using the Order Entry screen, Shipment Entry screen, Invoice Entry screen, or the Accounts Receivable Receipt Entry screen that apply to the original order, shipment, or invoice.

To view prepayments:

• Click the Prepayments button at the bottom of the screen.

tem/Tax Components	Item Finder	Credit Note Subtotal	3,773.65	USD
Pog History		Prepayr	CR/DR from History	Qose

• The program displays a pop-up form that lists all prepayments for the order, shipment, or invoice.

💌 Prep	ayments							-		×
Prepayments										
Customer Number		1200		Mr. Ronald Black						
Order Number		ORD0000000085								
							Load			
Apply To	Document Numb	per Payment Date	Posting Date	Customer Currency Code	Payer	Payment in Customer Currency	Amount Remaining	🕑 Batch Number	🕒 Entry	Number
Order No	. ORD0000000085	2022-12-06	2022-12-06	USD	Mr. Ronald Black	3,890.45	3,890.45	66		2
<										>
							Total			3,890.45
							Amount Remainir	ng		3,890.45
									Close	8

In this example, the prepayment is for one half of the order amount.

- Click the Document Number column heading to drill down to the order.
- Click the Batch Number or Batch Entry column heading to drill down to the receipt entry in Accounts Receivable.

SAMLTD - A/R Receipt Entry									
<u>F</u> ile Settings <u>H</u> el	p								
Batch Number	◀ ◀ 🛛 🚳 ► ► ♀ 🕞	Prepayments							
Batch Date	2020-08-30 No. of Entries	2 Total Amount 5,000.000							
Bank	CCB Q Default Currency	CAD Q Deposit Number 53 Deposit Date	2020-08-30						
Entry Number	◀ ◀2 ▶ ▶ ♀ [4	Entered By	, ADMIN						
Transaction Type	Prepayment	Receipt Date 2022-12-06 Posting Date 2022-12-06	2022 - 12						
Customer Number	1200	Mr. Ronald Black Currency	USD						
Reference		Account Set	USA						
Payment Code	MASTER	Check/Receipt No. 564564							
Document Number	PP000000000000000000000000000000000000		Job Related						
Receipt Amount	5,000.00 CAD Q	Customer Amount 3,890.45 USD	Optional Fields 🥫						
Apply By	Order Number	Apply To ORD0000000085							