

# Extended PO Invoice Entry

Extended PO Invoice Entry is an enhanced replacement for the Sage P/O Invoice Entry form that lets you:

- Quickly receive an invoice from a vendor that references many receipts.
  - The Multiple Receipts zoom pop-up shows all receipts related to a vendor, so you can quickly match them to an invoice.
  - A vendor is related to a receipt if they are the primary vendor or an additional cost vendor.
- Drill down to more information while entering an invoice and fast access to additional Receipt, Vendor, and Item information.

The following pictures show some of the extra features on the Extended PO Invoice Entry screen:

**Sage P/O Invoice Entry screen**

Ln.	Fully Invoiced	Item Number	Item Description	Location	Quantity Invoiced	Unit of Measure	Unit Cost
1	Yes	A1-105-0	13W Mini Fluorescent Bulb	2	75	Ea.	3.35000
2	Yes	A1-105-0	13W Mini Fluorescent Bulb	3	75	Ea.	3.35000
3	Yes	A1-105-0	13W Mini Fluorescent Bulb	4	100	Ea.	3.35000

**TaiRox Extended PO Invoice Entry screen**

Ln.	Fully Invoiced	Item Number	Item Description	Location	Quantity Invoiced	Unit of Measure	Unit Cost
1	Yes	A1-105-0	13W Mini Fluorescent Bulb	2	75	Ea.	3.35000
2	Yes	A1-105-0	13W Mini Fluorescent Bulb	3	75	Ea.	3.35000
3	Yes	A1-105-0	13W Mini Fluorescent Bulb	4	100	Ea.	3.35000

Click the following links for details on each Extended PO Invoice Entry feature:

[Multiple Receipts per Invoice](#) Quickly receive an invoice from a vendor that references many receipts.

[SmartFinder – Invoice Number](#) Finds invoices and shows invoice details quickly for any vendor.

[SmartFinder – Vendor Number](#) Find a vendor quickly from a name, description, phone number or an address.

[SmartFinder – Receipt Number](#) Find an item quickly from partial words.

SmartFinders provide fast, browser-like search capabilities to lookups on the PO Entry screen.

The SmartFinder searches more fields than the Finder and searches in all text fields at once.

For example, search for “Seattle” if you think that the vendor or contact is in Seattle.

[Vendor Inquiry](#) (button left of the vendor name field) provides complete vendor data, including POs, receipts, purchases, requisitions, invoices, payments, adjustments, etc.

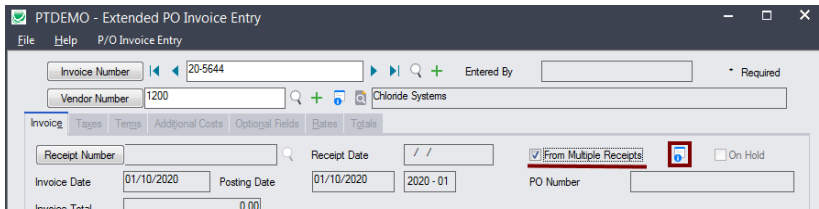
[Vendor Optional Fields](#) Display any vendor optional fields on the Extended PO Invoice Entry screen.

[Display and Edit Optional Fields Inline in the PO Invoice Entry Grid](#) Optional fields appear as grid columns.

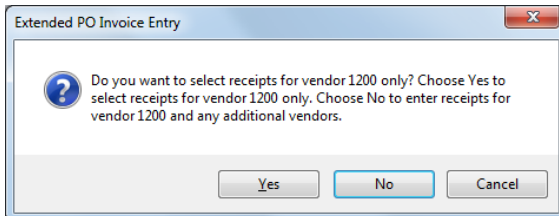
[Link PO Invoice Lines to the Original OE Order Lines](#) Use an optional field to link to order lines.

## Multiple Receipts per Invoice

- Select the From Multiple Receipts checkbox.
- Click the Zoom button (outlined below) to select receipts.

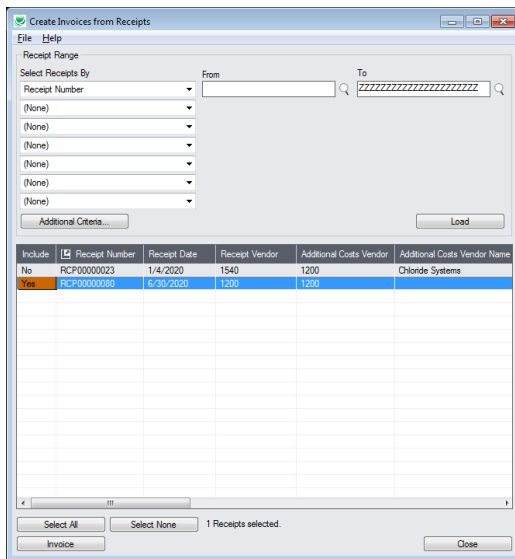


The program displays the following message to let you choose between the TaiRox receipt selection screen and the original Sage receipt selection screen.

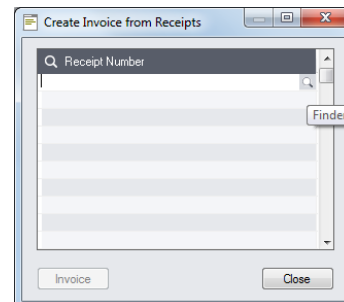


- Click Yes to use the TaiRox receipt selection screen – for faster and easier receipt selection. The TaiRox screen displays receipts that match the invoice vendor and additional cost vendors, and lets you drill down to view the original receipts.
- Click No to use the original Sage receipt selection screen – where you use the Finder to select invoices. The Sage receipt Finder lists all receipts.

### TaiRox receipt selection




### Standard Sage receipt selection



### Using the TaiRox receipt selection screen

- Choose the criteria for listing receipts, then click the Load button. The program uses the last used search criteria by default. (Click the Load button when you change the criteria.)
- Double-click the Receipt number (or the click the column heading) to view a Receipt in the grid.
- Click the Select All and Select None buttons to include all or none of the receipts listed in the grid.
- Double-click the Include column to select individual receipts (the Include column displays Yes).

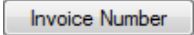
- The invoice may be either the primary vendor or an additional cost vendor. Both are shown.

Include	 Receipt Number	Receipt Date	Receipt Vendor	Additional Costs Vendor	Additional Costs Vendor Name
No	RCP00000023	1/4/2020	1540	1200	Chloride Systems
Yes	RCP00000080	6/30/2020	1200	1200	

**Note:** This example shows one receipt where vendor 1200 is an additional cost vendor.

- Click the Invoice button when you have selected the receipts that you want to invoice.
  - Click the Invoice button to include all selected receipts on the invoice.
  - Invoiced items will appear in the grid on Invoice tab.
  - Additional costs will appear on the Additional Costs tab.

## SmartFinder – Invoices

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

### Search:

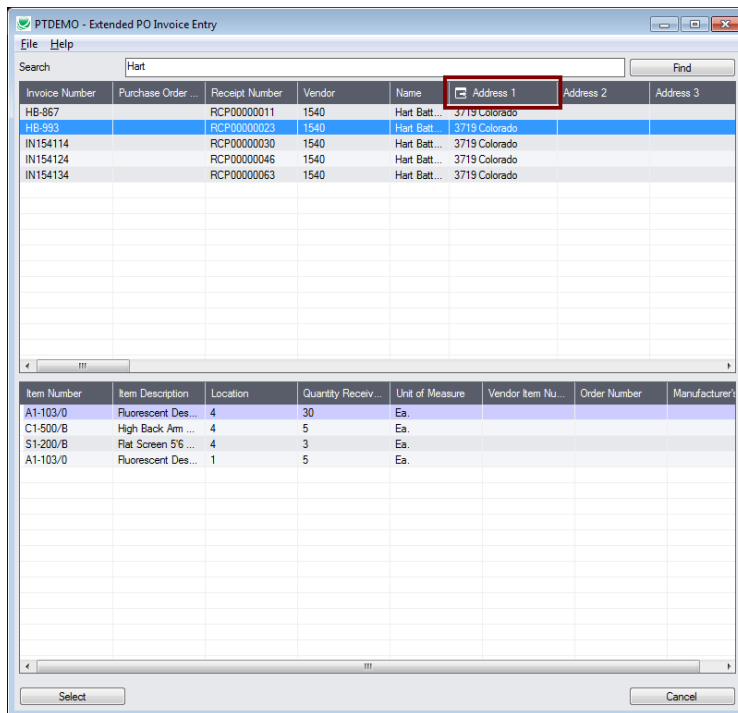
- Enter one or more words or word fragments in the entry field to search multiple tables and fields, and then click the Find button.
- Search returns records which contain the search string in any of the searched fields – for example, one record may have “Royal” in the name, where another may have it in the address field. Both will be displayed.

### 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 invoice 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.

### Display:

- The top grid displays the invoices matching the search criteria. Double-click to select an invoice.
- The bottom grid displays the details of the invoice highlighted in the top grid.
- Click the Address 1 column heading or double-click the address to launch **Google Maps** with the vendor address. You can also check the locations of Ship-To and Bill-To addresses.
- Double-click email addresses (such as the Contact E-mail) to create new emails.



## SmartFinder – Vendors

Click the Vendor Number button to open the SmartFinder for searching vendors. 

### **Search:**

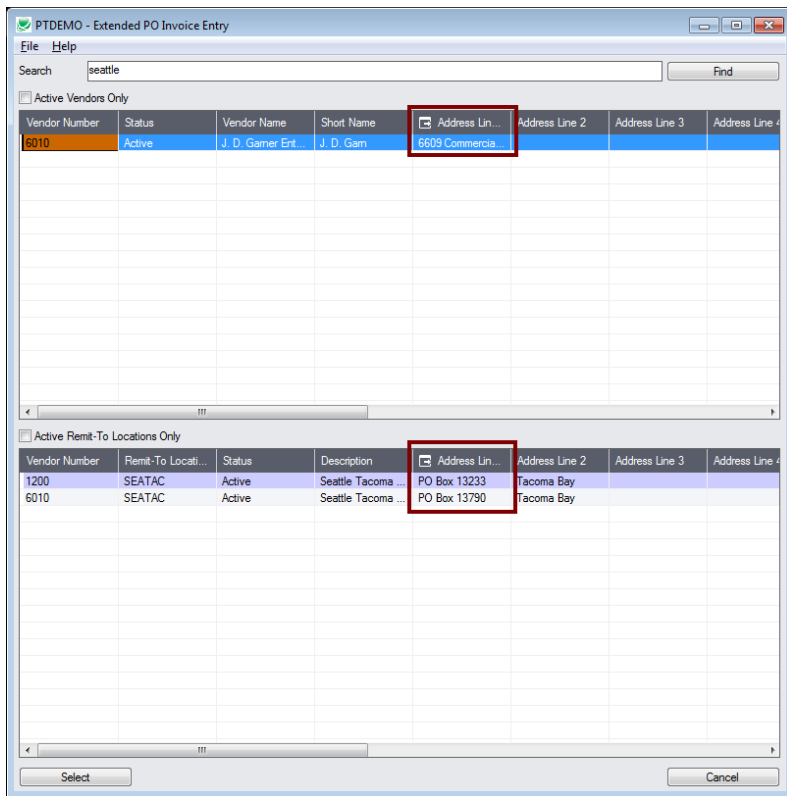
- Enter one or more words or word fragments in the entry field to search multiple tables and fields, and then click the Find button.
- You can also filter for Active vendors.
- Search returns vendors and remit-to location records which contain the search string in any of the searched fields – for example, one record may have “Royal” in the name, where another may have it in the address field. Both records will be displayed.

### **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.

### **Display:**

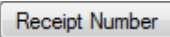
- The top grid displays the vendors matching the search criteria.
- The bottom grid displays the remit-to locations that match the search criteria.  
Note that the remit-to locations *may not* be related to the vendor records displayed in the top part of the screen. The screen below displays remit-to locations for two different vendors.
- Click the Address 1 column heading or double-click the address to launch **Google Maps** with the vendor address. You can also check the locations of Ship-To and Bill-To addresses.
- Double-click email addresses (such as the Contact E-mail) to create new emails.



**Selection:**

- Double-click a vendor in the top grid to select and enter the vendor on the invoice.
- Double-click a remit-to location in the bottom grid to add the vendor and this remit-to address to the invoice.

## SmartFinder – Receipts

Click the Receipt Number button to open the SmartFinder for Receipts. 

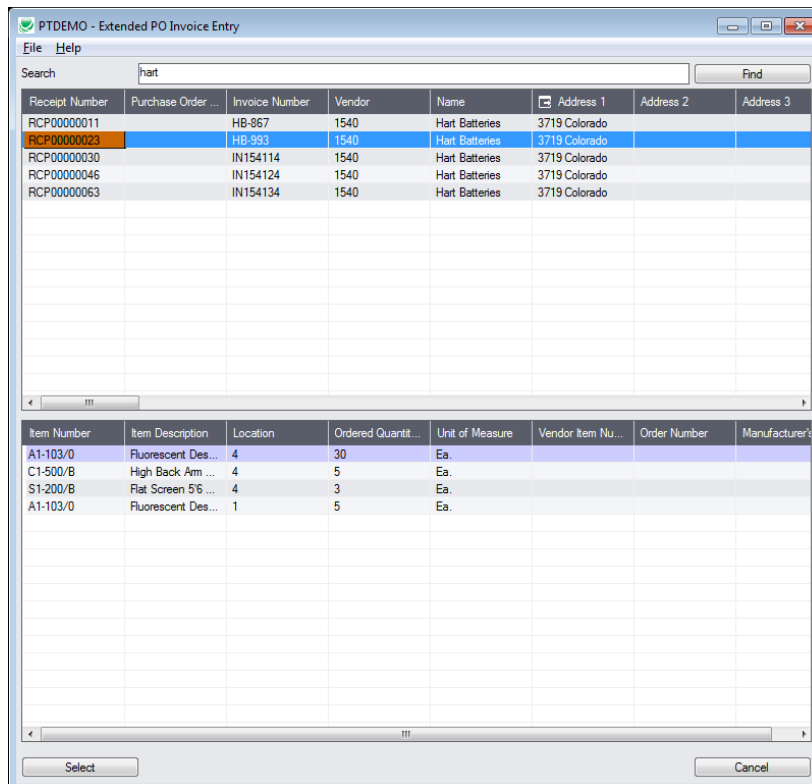
- Enter one or more words or word fragments in the entry field to search multiple tables and fields, and then click the Find button.
- Search returns records which contain the search string in any of the searched fields.

### 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 invoice 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.

### Display:

- The top grid displays the receipts matching the search criteria. Double-click to select a receipt.
- The bottom grid displays the item details of the receipt highlighted in the top grid.
- Click the Address 1 column heading or double-click the address to launch **Google Maps** with the vendor address. You can also check the locations of Ship-To and Bill-To addresses.
- Double-click email addresses (such as the Contact E-mail) to create new emails.



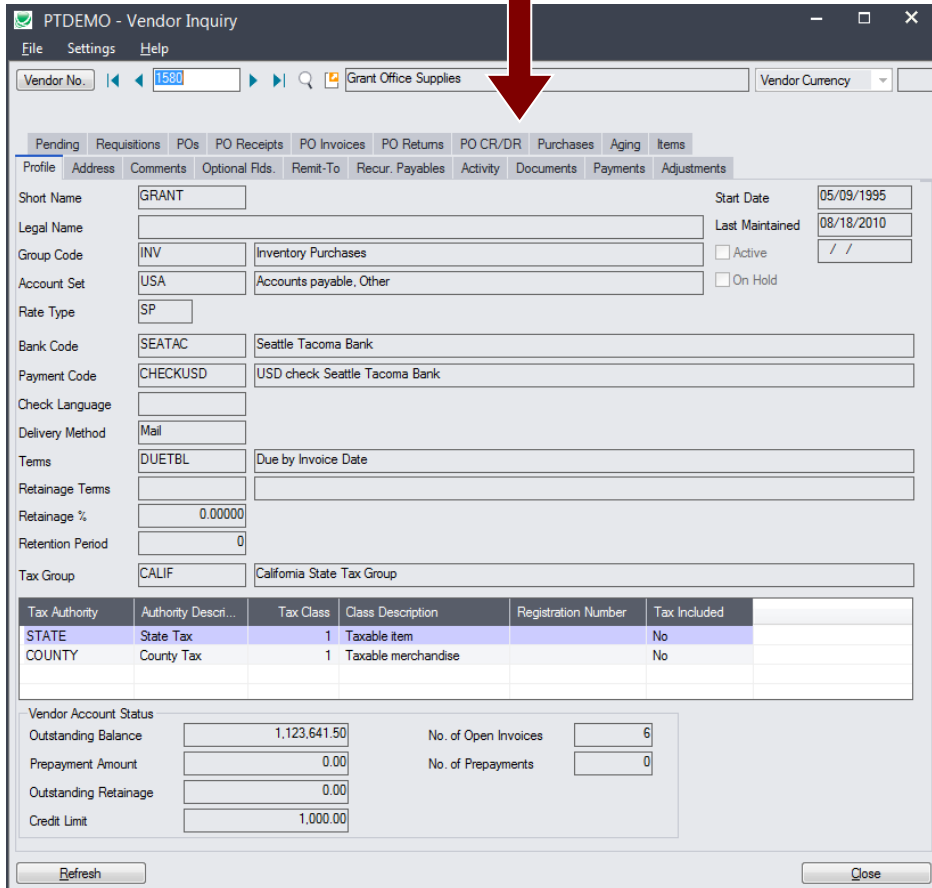
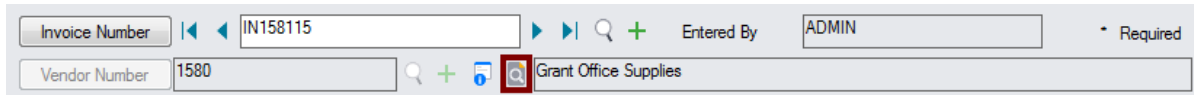
### Selection:

- Double-click a receipt in the top grid to select the receipt and enter the receipt details on the invoice.

## Vendor Inquiry

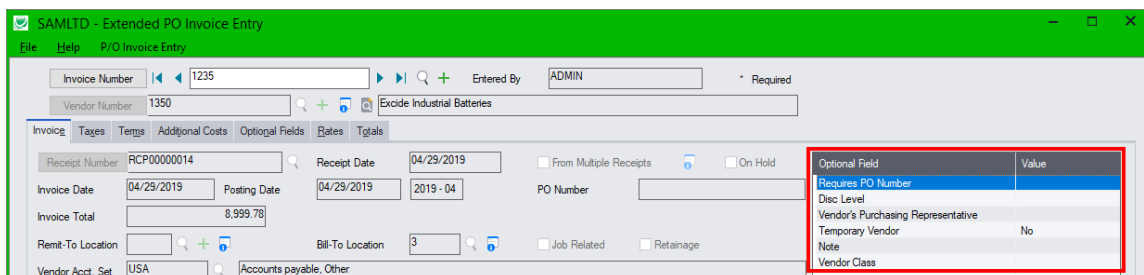
Vendor Inquiry button displays the TaiRox Productivity Tools Vendor Inquiry screen – a convenient way to view data related to the vendor. Each tab focuses on an aspect of the vendor’s data.

You can also look up details for other vendors while you are on this screen.



## Vendor Optional Fields

If you use the Sage 300 Optional Fields module, you can display any optional fields from the A/P vendor record on the right side of the Extended PO Invoice Entry screen.



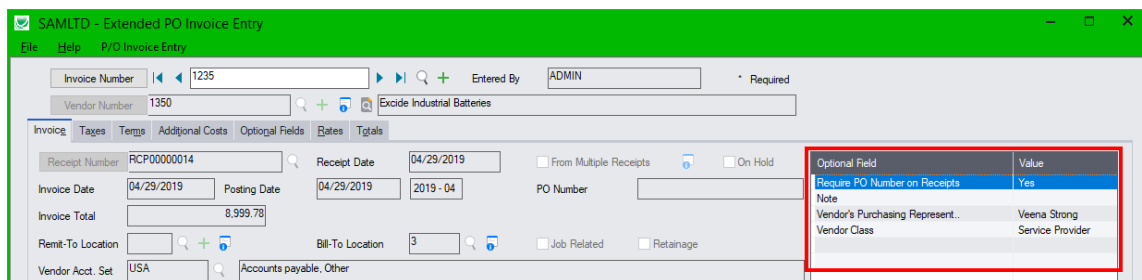
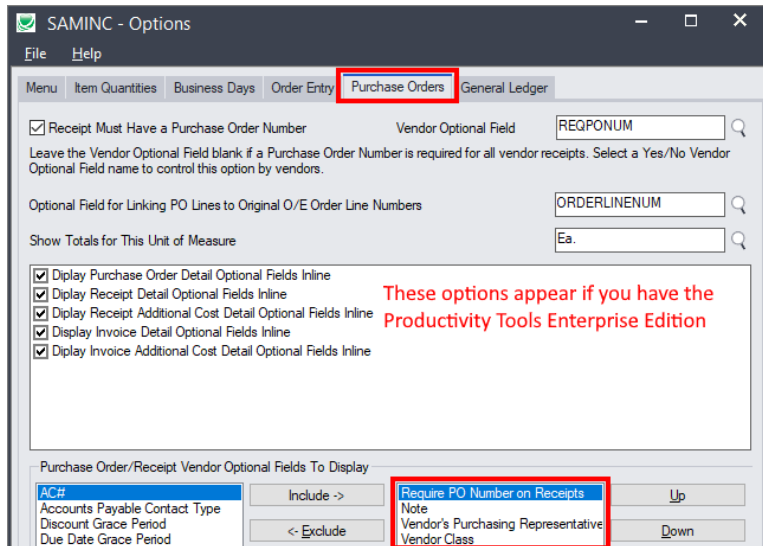
## Extended PO Invoice Entry Display and Edit Optional Fields Inline in the PO Invoice Grid

This lets you view notes concerning the account during data entry, and also view invoice entry requirements.

### Setting Up Optional Fields on the Extended PO Entry Screen

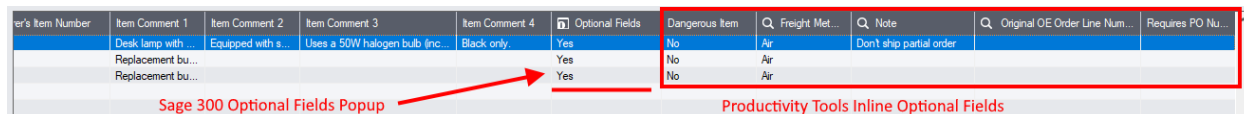
You choose the vendor optional fields to display on the Extended PO Invoice Entry screen, Extended PO Entry screen and Extended PO Receipt Entry screen using the Productivity Tools Options program on the Sage 300 Desktop.

For example, the following screens show the selected vendor optional fields in the Options program and how they appear on the Extended PO Invoice Entry screen.



### Display and Edit Optional Fields Inline in the PO Invoice Grid

If you have the Enterprise version of TaiRox Productivity Tools, you can display and edit optional fields for order details **inline** in the Extended PO Invoice Entry detail grid.

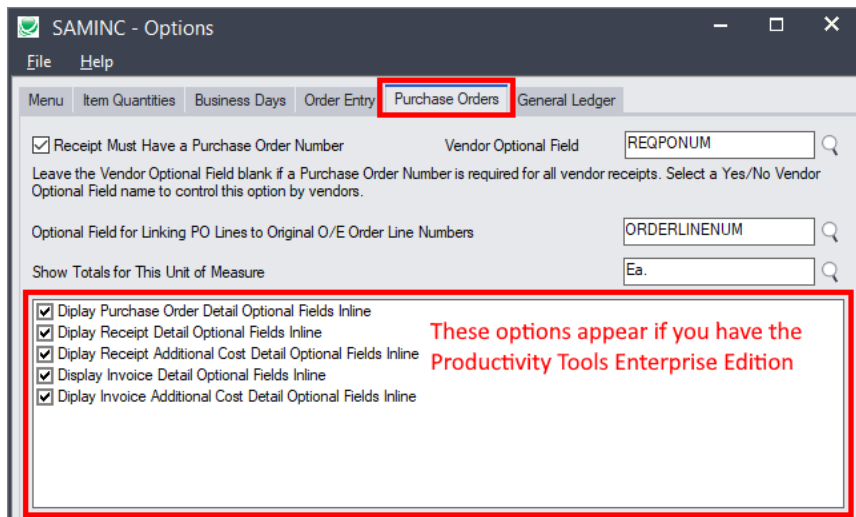


You choose the option to display optional fields inline in the Productivity Tools Options program – available in the TaiRox Productivity Tools folder on the Sage 300 Desktop.

## Adding Detail Optional Fields to the PO Invoice 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 Purchase Orders 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 PO Entry, Extended PO Receipt Entry, Extended PO Invoice Entry, and to the Receipt Additional Cost and Invoice Additional Cost entry grids.

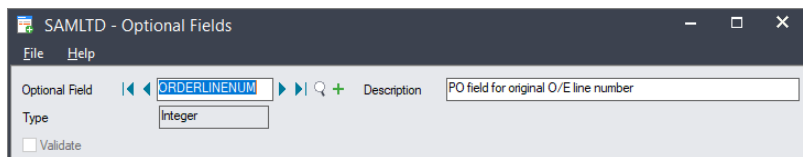


## Link PO Invoice Lines to the Original OE Order Lines

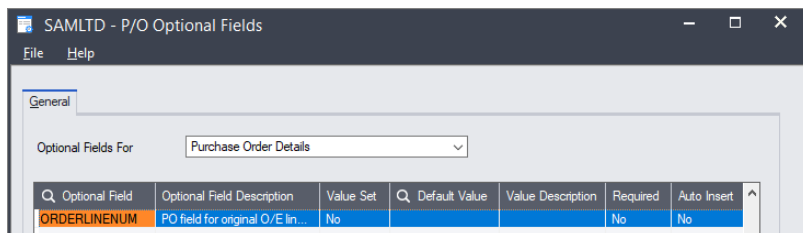
Extended PO Invoice Entry also lets you link PO lines created from an O/E order to the original order lines.

### To link PO lines created from an O/E order to the original order lines

- Create a new integer optional field in Common Services and give it an appropriate name – in this example, "ORDERLINENUM".



- Add the integer optional field to purchase order details using the Optional Fields program in the P/O Setup folder. Do not set a value for the field, make it required, or auto-insert it on detail lines.



If you want the order line numbers to follow through to the receipt, invoice, CR/DR notes and returns, you should also add it to the receipt details, invoice details, return details, and cred/debit details.

- When you create a PO in Order Entry from order details, make sure that you use the “Create Purchase Order” button in Extended Order Entry (not the “Create PO” button).

Database ID	Location	Description	Item Number	Description	Stocking Unit	Qty. On Hand	Qty. On Purcha...	Qty. On Sales O...	Qty. Available	Qty
SAMINC	3	Newark, New Je...	A1-757/G	Paper Clip Dispe...	Ea	-7	0	0	-7	
SAMINC	4	Port of San Fan...	A1-757/G	Paper Clip Dispe...	Ea	0	0	0	0	