# 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.
  - SmartFinders search more fields than the Finder and search in all text fields at once.

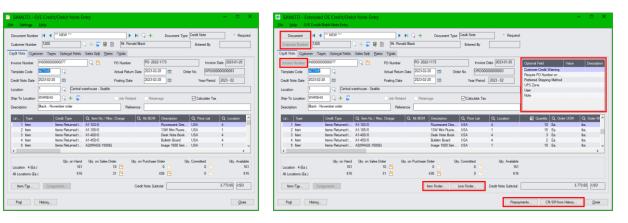
For example, search for "Seattle" if you think that the customer or contact is in Seattle.

- 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

TaiRox Extended CR/DR Note Entry screen

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

#### Sage Credit/Debit 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.

<u>SmartFinder – Invoice Number</u> 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.

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

<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:

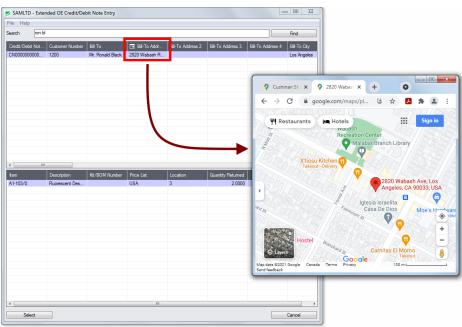
- Enter one or more words or word fragments in the entry field to search multiple tables and fields.
- Search returns records which contain the search string in any of the searched fields for example, one record may have "Royal" in the name, where another may have it in the address field. Both will be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

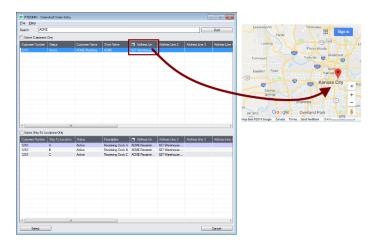
- All of the word fragments must be present in one of the fields being searched. (For example, if you searched for "Ross Blvd", you will not see a customer where "Ross" is in the Customer Name field and "Blvd" is in the Address 1 field.)
- Addresses (e.g. the Bill-To addresses) are treated as a single 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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	lack						Find
			1				
nvoice Numbe	er xOrder Type	Customer Number	Bill To	🖪 Bill-To Addr		Bill-To Address	3 Bill-To Ad
0000000000		1200	Mr. Ronald Black	2820 Wabash R			
00000000000		1200	Mr. Ronald Black	2820 Wabash R.			
0000000000		1200	Mr. Ronald Black	2820 Wabash R			
10000000000		1200	Mr. Ronald Black	2820 Wabash R.			
10000000000		1200	Mr. Ronald Black	2820 Wabash R			
000000000000000000000000000000000000000		1200	Mr. Ronald Black	2820 Wabash R			
0000000000		1200	Mr. Ronald Black	2820 Wabash R.			
0000000000000000		1200	Mr. Ronald Black	2820 Wabash R			
0000000000000000		1200	Mr. Ronald Black	2820 Wabash R			
0000000000	061	1200	Mr. Ronald Black	2820 Wabash R.			
1							
	Description	Kit/BOM Number	Price List	ocation	Shipment Date	Current Quantity	Invoice Unit
em	Fluorescent Des				•		
1-103/0			JSA 4		1/4/2020	10	Ea.
						-	
	50W/12V Halog		JSA 1		1/4/2020	7	
1-310/0	Halogen Desk Li	l	JSA 1		1/4/2020	3	Ea.
1-310/0 1-400/0	Halogen Desk Li Desk Note Book	l	JSA 1 JSA 4		1/4/2020 1/4/2020	3 30	Ea. Ea.
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1-310/0 1-400/0	Halogen Desk Li Desk Note Book	l	JSA 1 JSA 4		1/4/2020 1/4/2020	3 30	Ea. Ea.
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1-310/0	Halogen Desk Li Desk Note Book	l	JSA 1 JSA 4		1/4/2020 1/4/2020	3 30	Ea. Ea.
1-310/0	Halogen Desk Li Desk Note Book	l	JSA 1 JSA 4		1/4/2020 1/4/2020	3 30	Ea. Ea.
1-310/0	Halogen Desk Li Desk Note Book	l	JSA 1 JSA 4		1/4/2020 1/4/2020	3 30	Ea. Ea.
1-310/0 1-400/0	Halogen Desk Li Desk Note Book	l	JSA 1 JSA 4		1/4/2020 1/4/2020	3 30	Ea. Ea.
1-310/0 1-400/0	Halogen Desk Li Desk Note Book	l	JSA 1 JSA 4		1/4/2020 1/4/2020	3 30	Ea. Ea.
1-310/0 1-400/0 1-450/0	Halogen Desk Li Desk Note Book		JSA 1 JSA 4 JSA 4		1/4/2020 1/4/2020	3 30	Ea. Ea.
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- **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.

💌 SAMLTD - E	ctended OE Credit/Det	bit Note Entry					– 🗆 X
Elle Help O	E Credit/Debit Note Entry						
	I 🖌 🖌 🛄 NEW ***		▶ Q + Document Type	Credit Note	* Required		
Customer Number	1200	🔍 🕂 🌄 📓 💽 🛛 Mr. Ronal	id Black	Entered By			
Credit Note Cysto	mer Tages Optional Fields	Sales Split Bates Tgtals					
Invoice Number	IN000000000077	🔍 📔 🛛 PO Number	PO- 2022-1173	Invoid	ce Date 2023-01-25	Optional Reld	Value Description
Template Code	ACTIVE Q	Actual Return	Date 2023-02-28 🟥 Or	der No. ORDI	00000000083	Customer Credit Warning Require PO Number on	
Credit Note Date	2023-02-28 m	Posting Date	2023-02-28	Year/Peric	od 2023 - 02	Preferred Shipping Method	
Location	1 Centrals	warehouse - Seattle				UPS Zone	
						User Note	
	WAREHS 🔍 🕂 🌄	Job Relate	d Retainage	Calculate T	άκ.		
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, Order	UOM Q, Order W
3 tem	items Returned t		Desk Note Book	USA	4	3 Ea.	bs.
4 tem	items Returned t		Bulletin Board	USA	4	2 Ea.	bs.
5 tem 6 tem	tens Heturned t tens Returned t	A2(MAGE-1500)G	Image 1500 Seri 50W/12V Halog		1	10 Ea. 20 Ea.	bs. bs.
7 tem	tems Returned t		Bet Screen 56	USA	2	20 ER.	08. 28. ¥
<		011000		O DAT		10   54	
	City. on Hand 21		ty. on Purchase Order Q	ty. Committed	City. Available		
Location 2 (Ea.)				0 9			
All Locations (Ea.	235	20 🔛	24 🛄	0 4	(0))		
item/Tgx	Components		ten Finder	une Finder	Credit Note Subtotal		3,773.65 USD
Pogt	Hatory				Prepay	ments CR/DR from H	fetory Qose

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.

SAMLTD - Extended OE Credit/Debit Not	e Entry					-	×
<u>File</u> Help							
Items Manufacturer's Item Number							
Find Items By Search							
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.

SAMLTD - Extended OE Credit/Debit Not	e Entry	– 🗆 🗙
File Help		
Items Manufacturer's Item Number Find Items By		
Show All Records ~		
Item Range Select Items By	From To	
(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 Enterprise 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	Entry	-	×
<u>F</u> ile <u>H</u> elp			
Items Manufacturer's Item Number			
Find tems By           Search            Show All Records            Item Number            Description            Pstructure Code            Category            Category            Concurt 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	—	×
<u>F</u> ile <u>H</u> elp			
Items Manufacturer's Item Number			
Find Items By			
Item Number V	Starts with 🗸		
	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.

Find Items B	by							
Search		✓ desk lar	mp					
ocation	1	Central	warehouse	Seattle				
rice List								
Active Item	ns Only							
tem Num	Description				Qty. Availa	🖆 Qty. Availa	Status	Comment 1
A1-103/0	Fluorescent Desk Lamp			59.99	161	616	Active	Comes with stand and mou
A1-310/0	Halogen Desk Light			50.35	75	392	Active	Desk lamp with adjustable r
								2
ustomer Item	Numbers							
Customer's I	tem Number   Customer's Iten	Description	Customer	Name	Unit of N	/easure Commer	nts	Instructions
DESK LAMP	CASE		Mr. Ronal	i Black	Case		_	

• 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	×
File       Help         Close       Settings         Reset Defaults       Image: Close         Price List       USA         Active items Only       Image: Close         tem Num       Description         A1-103/0       Fluorescent Desk Lamp         A1-310/0       Halogen Desk Light	Unformatical item Number       Atternate item Set Number         Atternate item Set Number       -         Date Last Maintained       -         Account Set Code       -         Stocking Unit of Measure       -         Unit Weight       -         Date Inactive       -         Segment 1       -         Segment 2       -         Segment 3       -         Segment 5       -         Segment 6       -         Segment 8       -         Segment 10       -	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 Cre	edit/Debit Note Entry Sett	ings	×	
Unformatted Item Number	Include ->	Item Number Description	Up	
Date Last Maintained Account Set Code	<- Exclude	Price Qty. Available	Down	
Stocking Unit of Measure Unit Weight Commodity Number	All ->	Qty. Available (All) Status Comment 1		
Date Inactive Segment 1	<- None	Structure Code Category		
Segment 2 Segment 3		Stock Item Default Picking Sequence Default Price List Code		
Segment 4 Segment 5 Segment 6		Sellable Serial Numbers		
Segment 7 Segment 8		Lot Numbers		
Segment 9 Segment 10				
The maximum number of columns is	s 50, selected is 15	ОК	Cancel	
Additional Inclusion Op	tions:			
Comment 2 Comment 4 Comment 4 Allow Item in Web Store Kitting Item Optional Fields Default Ki Number	Serials Days to Expire Allow Different Serial Qty Serials Optional Fields Default Serial Warranty Co Default Serial Warranty Co Serial is on Cont. When Re Serial is on Warr. When Sc	Je Serial Mask Description C Unformatted Serial Number Serial Number	Number of Lots to Generate Number of Lots not Generate First Generated Lot Last Generated Lot SIA Preferred Vendor Type Default BOM Number Item's Color	Price Item Procurement Item Size Item Volume Warranty Warranty Period
Weight Unit of Measure Unformatted Alternate Item N Alternate Item Number Alternate Item Description Costing Method Process Command Weight Conversion Factor Is Item a BOM Component	Serial is on Warr. When Re Lot Number Mask Next Lot Number Use Lots Days to Expire Lots Days to Expire Use Lots Days on Quaranti Lots Days on Quarantine Allow Different Lot Qty	Number of Serials to Genera Number of Serials not Gener First Generated Serial Last Generated Serial Lot Numbers in Use Lot Mask Structure Lot Mask Description	Price	Qty. On Hand Qty. On Order Qty. On Sales Order Qty. On Hand (All) Qty. On Order Qty. On Sales Order (All) Stocking Unit of Measure Qty. Committed Dty. Committed
Serial Number Mask Next Serial Number Use Serials Days to Expire 🐨	Lots Optional Fields Default Lot Warranty Code Default Lot Contract Code	Unformatted Lot Number Lot Number Auto-gen Lot Number	Item Procurement Item Size Item Volume	Qty. Committed (All) Qty. Available for Sale 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.

SAMLTD - Extended OE Credit/Debit Note Entry	-	
<u>Eile</u> <u>H</u> elp		
Items Manufacturer's Item Number		
Find Items By		
Search 🗸		
Anufacturer's Item Number		
Manufacturer's Item Description		
Search		
Manufacturer's Item Number Manufacturer's Item Description II Item Number Description	Price Qty. A	Available 🛛 🖆 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 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.

💌 SAMLTD -	Extended OE Credit/De	bit Note Entry					– 🗆 X
Ele Belp	O/E Credit/Debit Note Entry						
Ourset	I III IIII IIII IIIIIIIIIIIIIIIIIIIIII		▶ Q + Document Type	- Credt Note	* Required		
					Hequines		
Customer Num	ber 1200	् + 🌄 🖟 🗋 Mr. Ran	ald Black	Entered By			
Cigdt Note Og	stomer Tages Optiogal Fields	Sales Spilt Bates Totals					
Invoice Number	N000000000077	Q 🦉 PO Number	PO- 2022-1173	invoio	e Date 2023-01-25	Optional Reld Value	e Desctption
Template Code	ACTIVE		Date 2023-02-28 😁 De	rder No. ORDO	00000000083	Customer Credit Warning	
	`					Require PO Number on Preferred Shipping Method	
Credit Note Date	·	Posting Date	2023-02-28	Year/Perio	d 2023-02	Preferred Shipping Method UPS Zone	
Location	1 Central	warehouse - Seattle				User	
Ship-To Locatio	n WAREHS Q + 🐻	Job Relat	ed Retainage	Calculate Ta	BK.	Note	
Description	Black - November order	Belev	ence				
· · · ·							
Un Type		Q, Item No./ Misc. Charge	Q, Rt/BOM Description	Q, Price List	Q, Location	Quantity Q, Order UOI	
3 ten 4 ten	Items Returned t Items Returned t		Desk Note Book Bulletin Board	USA	4	3 Es. 2 Es.	be.
5 ten		A20MAGE-1500G	image 1500 Sert.		1	10 Ea.	bs.
6 ten	items Returned t	A1-320/0	50W/12V Halog	USA	1	20 Ea.	bs.
7 ten	Items Returned L.	51/200/8	Rat Screen 56	USA	2	10 Ea.	lbs. v
×							
				ity. Committed	<b>Gty.</b> Available		
Location 2 (E			0 🕒	0 9			
All Locations (	Ea.) 235	5 20 🖻	24 🕒	0 🤒	238		
Rep./Tex	Components		Item Finder	Line Finder	Contra Subtrial		3.773.65 USD
terr der	conference.						
- But						ments CR/DR from Hotor	ry Dose
Pog	Hatory				Prepay	CR/DR from Hotor	gose

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 - C	redit/Debit De	tails								
<u>F</u> ile <u>H</u> elp										
Order By										
Select Order By	/									
Item		•								
(None)		•								
(None)		•								
Select Items By			From			То				
Location		•	4		Q	4		Q		
Category		•	A1		Q	A1		Q		
(None)		•								
Item		<b>.</b>	Contains		•					Load
		,								
Line Number	Item Number	Description		Price List	Kit/BOM	Location	Shipm	Invoic	Order	Order Wei
1	A1-103/0	Fluorescent D	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		USA		4		0 0000		hs

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.

	xtended OE Credit/Debit Note Entry E Credit/Debit Note Entry				-	• ×
Document Customer Number Credit Note Custo	I 4 4 *** NEW *** 1200 Q + 5 8 6 mer Tages Optional Fields Sales Split Bater			ed		
Template Code	IN00000000077 Q C ACTIVE Q 2023-02-28 m 1 Central warehouse - Seattle	PO Number Actual Return Date Posting Date	PO-2022-1173         Invoice Date         2023-01-25           2023-02-28         Ither No.         ORD0000000083           2023-02-28         Ither Year/Period         2023-02	Optional Field Customer Credit Warning Require PO Number on Preferred Shipping Method UPS Zone	Value	Description
Ship-To Location	WAREHS Q + 5 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 optional fields also appear on the Extended Order Entry and Extended Shipment Entry screens.

## 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
Doumer         (if < interver	Ene belo           Process Sales Halow           Innoise Reage           Sales halows (Reage           Sales halows (Reage           Blows
Overgeten         Peterson         Peterson	Ber         Nord         Polded Converse         Include Inductores         Love Ty.         Called Types         El: Exem The Johns: Orange         El: Exem Types         El: Exem Types
Inter Type Compareds. Inter Trades Carell Note Saland 000 USE	Land Select Nove Cest One

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	Note Entry						- 0	x
<u>File</u> <u>H</u> elp								
Invoices Sales History								
Invoice Range								
-			_					
Select Invoices By	From		Te	-				
Invoice Date	▼ 01/01/2020		iii 1	2/31/9999	<b>**</b>	Addt	ional Criteria	
(None)	•							
(None)	•					Fiel	d Settings	]
P								
Invoice Number Invoice Date P	urchase Order Number	Ship to Address	Code	Description	Reference	Customer		Sal
IN000000000061 7/1/2020						USA		BB
IN000000000048 5/28/2020		WAREHS		Ship asap	Ref #1005-2-1	USA		BB
IN00000000038 4/5/2020		WAREHS				USA		BB
IN000000000000000000000000000000000000				Received Dec 2	REF #Q2009-78	USA		BB
(	m							F
Row Include Include Comme	nts Include Instruction	s Line Ty	Credit Ty	ype	🗳 Item No./Misc	. Charge	Kit/BOM Number	
1 No No	No	Item	Items Re	sturned to Inventory	A1-900/B			
2 No No	No	Item	Items Re	sturned to Inventory	A1-900/L			
								-
<	m					_	_	•
Qty. On Han		Qty. On Pur				Qty. Availa		
account (ac)		<u> </u>		0 🦉	0 🤷		0	
All Locations (Ea.)	0 0	2		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	ltem	Items Returned to Inventory	A1-103/0	_
2	Yes	No	No	Item	Items Returned to Inventory	A1-320/0	=
3	No	No	No	Item	Items Returned to Inventory	A1-310/0	
4	Yes	No	No	Item	Items Returned to Inventory	A1-400/0	
-	hr					A.4. 450.00	
•							•

• 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	No	No	No	ltem	Items Returned to Inventory	A1-103/0		_
	2	Yes	No	No	ltem	Items Returned to Invent	A1-320/0		=
	3	No	No	No	Item	Items Returned to Inventory	A1-310/0	L	
	4	Yes	No	No	Item	Damaged Items	A1-400/0		
-	-					-	A.4. (E.0.)0		
<						Price Adjustment			

• 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	43.676
	50W/12V Halog	USA	1	Ea.	7	7	6.39	7.065
	Halogen Desk Li	USA	1	Ea.	3	0	50.35	51.192
	Desk Note Book	USA	4	Ea.	30	7	24.95	16.355
1				-				10.055

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 Typ	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 ^
1 Item	Damaged Items	A1-103/0	Fluorescent Des	USA	4	2	Ea.	bs.	Quantity	Ea.	59.99	No	
2 Item	Damaged Items	A1-320/0	50W/12V Halog	USA	1	1	Ea.	bs.	Quantity	Ea.	6.39	No	
3 Item	Price Adjustment	A1-310/0	Halogen Desk Li	USA	1	1	Ea.	bs.	Quantity	Ea.	50.35	No	
4 Item	Items Returned to Inventory	A1-400/0	Desk Note Book	USA	4	3	Ea.	bs.	Quantity	Ea.	24.95	No	
5 Item		A1-450/0	Bulletin Board		4		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.

Extended (	DE Credit/Debit Note Entry
?	Do you want to add items and miscellaneous charges to the current credit/debit note using historical item and miscellaneous charge prices from invoice IN00000000038?
	Yes No Cancel

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.)

SAMUTD - Extended OE Credit/Debit N File Help Wrotos Sales Histoy Subsection 2 Sub	Debit Note Entry Field S Include > IS <- Exclude All > P <- None T S All S S All S S S S S S S S S S S S S	ettings homent Number homent Date der Dunber neder Dunber neder Dunber har bis Address Gode entolog wordse Okraft Number homen Frachen Stel abseption 1 Salespeophe Graft Pro- Yaphil worde Number	Up Down	Addtonal Crtena Field Settinga Ush BB USA BB
•	II			•
Oty. On Hand Location (Ea.) 0 All Locations (Ea.) 0	Qty. On Sales Order 0 4 0 4		Qty. Committed 0 C 0 C	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.

ile <u>H</u> el	p						
nvoices	Sales History						
Item Rar	nge						
Select It	tems By	From		То			
Item Nu		+ A2(IMAGE-1500)G	9	A2(IMAGE-1500)G	Q	Additional	Criteria
(None)	-	•					
(None)		•					
Include	Credit Type	🖪 Item Number	Kit/BOM Number	Description	Crder Number	Order Date	Purchase Or
No	Items Returned to Inventory	A2(IMAGE-1500)G		Image 1500 Seri	ORD00000000006	5/8/2019	
No	Items Returned to Inventory	A2(IMAGE-1500)G		Image 1500 Seri	ORD00000000011	8/7/2019	
No	Items Returned to Inventory	A2(IMAGE-1500)G		Image 1500 Seri	ORD0000000028	12/1/2019	
٠							
	<u> </u>		Qty. On Purchase	0-d 01 (		o	
ocation	(Ea.)	and Qty. On Sales Order 0 0		0 P	Committed 0 12	Qty. Available	
	ons (Ea.)	0 0		0 9	0 🖻	0	

- 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.

SAMLTD - Extended OE Credit File Help Close Settings Reset Defaults Noted (None) (None)	Debit Note Entry  SAMLTD - Extended OE Credit/Debit Note Entry Settings  Use description from selected line for detail description  Include internation for each selected line	<u>×</u>	Additonal Oteria
Invoice Number Invoice Da	Save	Cancel	Customer Account Set Sal

• 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 Shipment 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		Prepayments	CR/DR from History Qose

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

Extended O/E Credit/Debit Note Entry View Prepayments for Orders, Shipments, and Invoices

👿 Prepay	ments								-	- 🗆	×
Prepaymer	nts										
Customer N	lumber	1200		Mr. Ronald Black							
Order Numb	ber	ORD00000000085									
		L				[	Load				
Apply To	Document Numb	er Payment Date	Posting Date	Customer Currency Code	Payer	Payment in Customer Cu	rrency Amount	t Remaining	🖪 Batch Number	Entry 1	Number
Order No.	ORD00000000085	2022-12-06	2022-12-06	USD	Mr. Ronald Black	3,8	390.45	3,890.45	66		2
<											>
							Tota	Total 3.8		3,890.45	
							Amo	unt Remaining 3,89		3,890.45	
										Close	

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 R	eceipt Entry		– 🗆 🗙
<u>F</u> ile Settings <u>H</u> elp	2		
Batch Number	◀ ◀ 🛛 🖉 ► ►  🔍 6	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 Q Deposit Date	2020-08-30
Entry Number		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	Customer Amount 3,890.45 USD	Optional Fields 🥫
Apply By	Order Number	Apply To ORD0000000085	