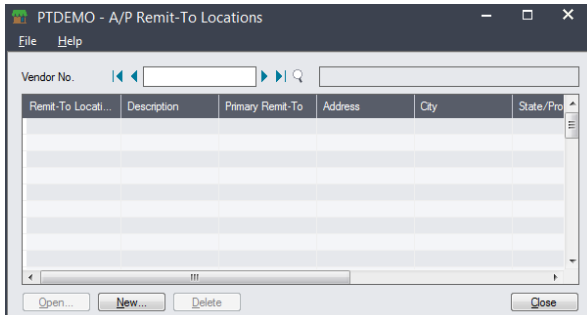


Extended Remit-To Locations

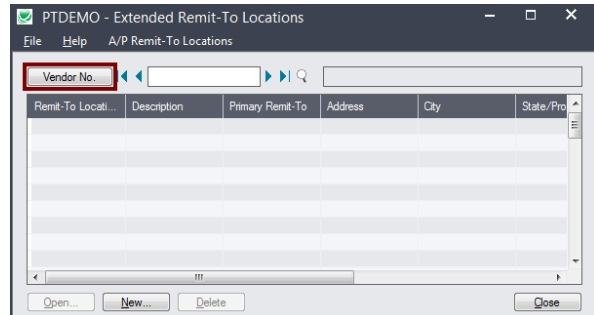
Extended Remit-To Locations is an enhanced replacement for the Sage 300 A/P Remit-To Locations form. It provides you with more features while adding or editing a remit-to location.

The following screens show the extra SmartFinder Vendor No. button provided by the Extended Remit-To Locations screen:

Sage A/P Remit-To Locations screen

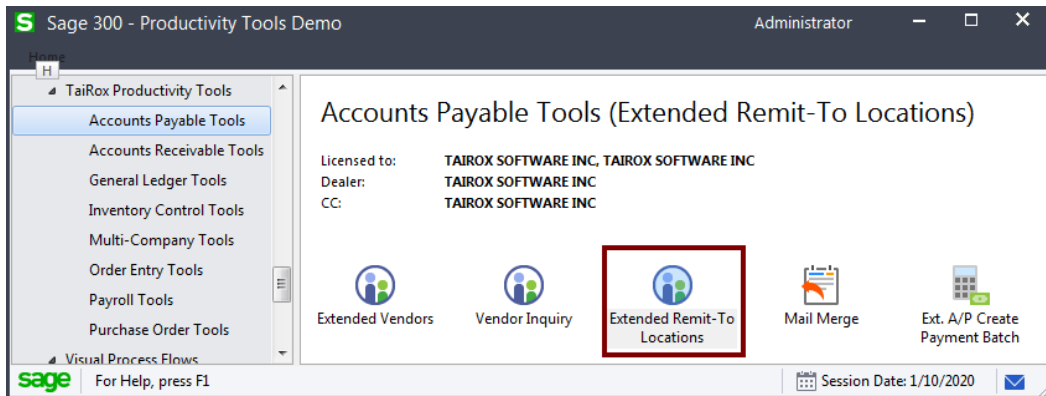


TaiRox Extended Remit-To Locations screen

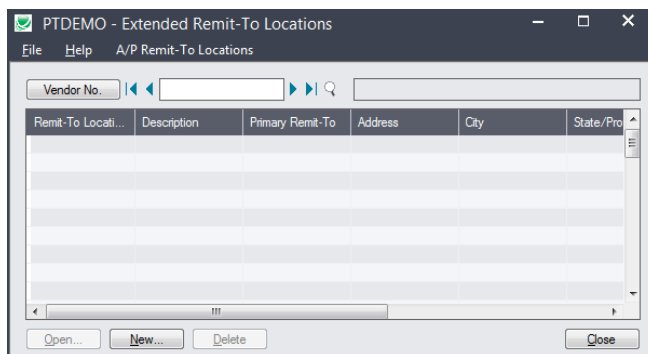


Using Extended Remit-To Locations

You can find Extended Remit-To Locations under **TaiRox Productivity Tools > Accounts Payable Tools** on the Sage 300 desktop.



- Double-click the Extended Remit-To Locations icon to display the following window:

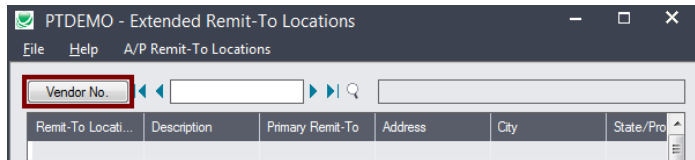


- Click the New button to add a new remit-to location.

- Click the Vendor No. button to select a vendor using the SmartFinder and display its remit-to locations.
 - Once you select a vendor, you can double-click a remit-to location to edit the existing information, or click New to add a new location for the vendor.

Look up vendors and remit-to addresses using the Vendor Number SmartFinder

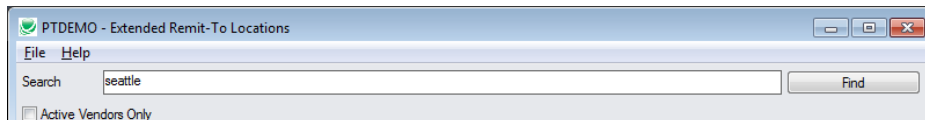
- Click the Vendor No. button at the top of the Extended Remit-To Locations form.



The SmartFinder search form will appear for vendors and remit-to locations.

How to use Search:

- Enter one or more words or word fragments in the search entry field to search multiple tables and fields.



- Click the checkbox to 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 “Royal” in the address field. Both records 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:

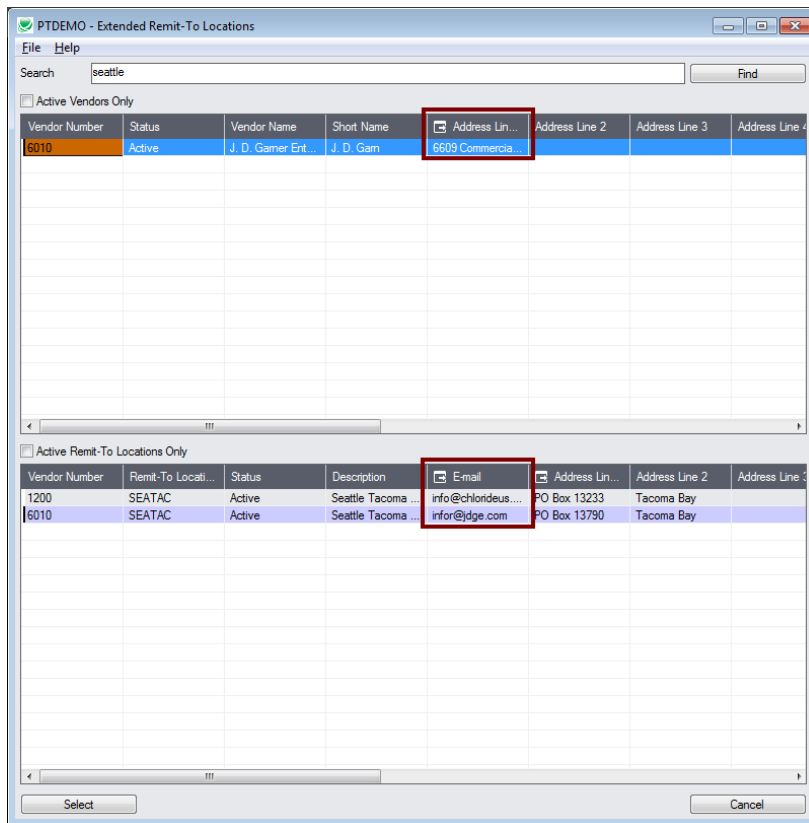
- *All of the word fragments must be present in one of the fields being searched.* (For example, if you searched for “Ross Blvd”, you will not see a vendor where “Ross” is in the Vendor Name field and “Blvd” is in the Address 1 field.)
- Addresses (e.g. the vendor address) are treated as a single field.

What’s displayed in the Search form:

- 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 Line 1 column heading or double-click the address to launch **Google Maps** with the vendor address or remit-to address.



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

How to select:

- Double-click a vendor in the top grid to select and enter the vendor on the Extended Remit-To Location form.
- Double-click a remit-to location in the bottom grid to also enter the vendor number.