

# *myridas*<sup>TM</sup> *User Guide*

Version 10.0 for Microsoft Dynamics™ GP 10.0

**Reserved Stock**

Trinity Computer Services Limited

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## Using this Guide

The graphics in this document are best viewed or printed with Adobe Acrobat Reader version 4.0 or above.

This guide provides user notes for the Myridas Reserved Stock module:

- Reserved Stock



The mouse symbol has been used throughout the manual to help guide you to the location of windows in the software. See [Appendix A](#) for a list of Myridas windows and their location in the software.

A full range of tutorials is also available on our website, <http://www.trinitypartner.com>.

# About Myridas

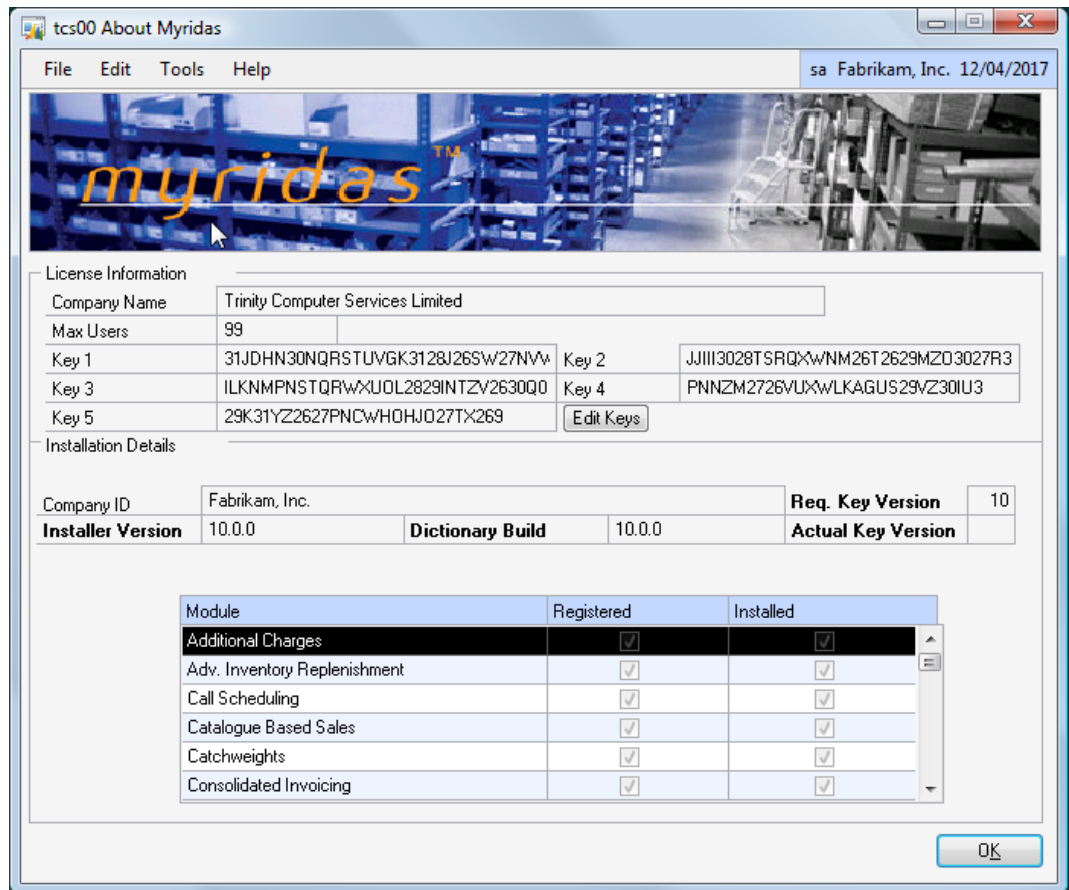


*Tools >> Setup >> Myridas >> About Myridas*

*Help >> About Microsoft Dynamics GP >> Additional >> About Myridas*

Use the About Myridas window to check your registration information and installation details. The window will tell you which Myridas modules you are registered to use and which have been installed on your system.

*The About Myridas window*



## Reserved Stock

The Reserved Stock module gives you the functionality to reserve items for individual or groups of debtors/ship-to addresses. Item quantities can be allocated to a Reserve Number (see below). When a sales document is entered for an item that has been held in reserve for the debtor/ship-to address, the user will have the option to take the stock from the reserve.

The key features of the Reserved Stock module are:

- The facility to assign items to a reserve for individual or groups of debtors/ship-to addresses
- The facility to select whether to use reserved stock in sales orders/invoices
- The facility to define a selling price for any stock taken out of reserves

Note that when reserving stock on serial tracked items, the serial numbers may not be greater than nineteen characters long. This should be taken into account when setting up serial tracking on items that may be involved in reserved stock.

## Reserve Numbers

Reserve Numbers allow you to reserve items at a specific site ID. You can set up reserve numbers using the [Reserved Stock Maintenance window](#) and select whether they are applicable for a single debtor address, multiple addresses for a debtor, or multiple addresses for multiple debtors. Debtors can be assigned to a reserve number using the [Reserved Stock - Assign Debtors window](#) or the [Reserved Stock - Assign Debtors By Range window](#). As many items as required can be assigned to a reserve number using the [Reserved Stock - Assign Items window](#) or the [Reserved Stock - Assign Items By Range window](#).

Note that the Reserved Stock module is intended for the general allocation of inventory or creation of memorandum style reserves.

Reserved Stock is not intended for the reserving of specific lots or inventory in specific bins.

## Reserve Statuses

If you are using Reserved Stock with the Myridas En Primeur and Paid Reserves module then statuses will be assigned to reserved stock transactions. Additional reserve status fields will be displayed in several Reserved Stock enquiry and reports windows.

See the En Primeur and Paid Reserves User Guide for further details.

## Cards

### 1. Reserved Stock Maintenance window



*Cards >> Myridas >> Reserved Stock >> Maintenance*

Used the Reserved Stock Maintenance window to:

- Create and maintain reserve numbers

*The Reserved  
Stock  
Maintenance  
window*

#### 1.1 Creating Reserve Numbers

**To create reserve numbers in the Reserved Stock Maintenance window:**

1. Enter a reserve number, or if you are maintaining a reserve number select one using the lookup.

Alternatively you can click the New button to auto generate a new reserve number. The next reserve number in the sequence, starting at RSV00000001, will be generated.

2. Enter a site ID that you want the reserve number to be applicable to, or select one using the lookup.
3. Enter a description for the reserve number.
4. For the Reserve Type option, select one of the following options.

<b>Ship To Address</b>	Individual debtors/addresses can be assigned to the reserve number.
<b>Debtor</b>	All delivery addresses for a debtor can be assigned to the reserve number.
<b>Group</b>	Any combination of debtor/addresses, including multiple debtors, can be assigned to the reserve number.
<b>All Debtors</b>	All debtors will be assigned to a reserve number. You cannot assign individual debtors using the <a href="#">Reserved Stock – Assign Debtors window</a> .
<b>Class ID</b>	All debtors from a debtor class can be assigned to a reserve number. If this option is selected you should enter or select a class ID.

5. For the Allocation Type option, select allocate or memo only.

<b>Allocate</b>	An items quantity allocated will be amended to incorporate any quantities that are assigned to a reserve number
<b>Memo Only</b>	An items quantity allocated will not be amended to incorporate any quantities that are assigned to a reserve number

6. Enter the start date for the reserve number.  
7. Enter the end date for the reserve number.

Note that if you do not want to specify an end date for a reserve number, you can select the Leave Open option. Reserve numbers that have this option selected will not be closed.

8. Click the Agreed Prices check box to apply the setting that any items assigned to the reserve number must have a reserve price set up in the [Reserved Stock - Assign Items window](#). By default set reserve prices are used for any reserved stock taken by sales transactions.  
9. Click Save.

### *Deleting reserve numbers*

Click the Delete button to delete a reserve number.

Note that you can click the Go To button to open the [Reserved Stock - Assign Debtors](#) or [Reserved Stock - Assign Items windows](#).

## 2. Reserved Stock - Assign Items window



*Cards >> Myridas >> Reserved Stock >> Items*

Use the Reserved Stock - Assign Items window to:

- Assign items to a reserve number

*The Reserved Stock - Assign Items window*

An item may be assigned to as many reserve numbers as required.

### 2.1 Assigning Items to Reserve Numbers

**To assign items to reserve numbers in the Reserved Stock - Assign Items window:**

1. Enter a reserve number or select one using the lookup. Details for the selected reserve number will automatically be displayed.
2. In the scrolling window enter an item number or select one using the lookup.
3. If the selected reserve number has the Agreed Prices option selected enter a pricing U of M and a price. When stock is taken from the reserve for a transaction the price entered here will be used by default.

Note that all items on a reserve number must have the same pricing U of M.

4. In the Quantity Reserved field enter the quantity of the item (in the displayed unit of measure) that is to be reserved. If the Reserve Number is an Allocation

(rather than Memo) then the Items Allocated Quantity will be adjusted when the Quantity Reserved is modified. The quantity taken and quantity remaining will also be displayed.

The quantity entered in the Quantity Reserved field may be manually amended at a later date if required.

5. Repeat these steps to assign as many items as required to the reserve number. Alternatively click the Ranges button to assign a range of items in the [Reserved Stock - Assign Items By Range window](#).
6. Click Save.

*Deleting items  
from a reserve  
number*

Click on an item then click the Delete button to delete items from a reserve number.

Note that you can click the Go To button to open the [Reserved Stock - Assign Debtors window](#).

### 3. Reserved Stock - Assign Items By Range window



*Cards >> Myridas >> Reserved Stock >> Items >> Ranges button*

Use the Reserved Stock - Assign Items By Range window to:

- Assign ranges of items to a reserve number

*The Reserved Stock - Assign Items By Range window*

**tcs46 Reserved Stock - Assign Items By Range**

<u>Reserve Number</u>	RESSTK0001	
<u>Site ID</u>	WAREHOUSE	Main Site
Reserve Description	Reserved Stock Number 0001	

Item Number	<input checked="" type="radio"/> All	<input type="radio"/> From:		
		To:		

Generic Description	<input checked="" type="radio"/> All	<input type="radio"/> From:		
		To:		

Class ID	<input type="radio"/> All	<input checked="" type="radio"/> From:	RETAIL	
		To:	RETAIL	

Select Items whose Reserve Number is set to:

Unassigned

Any

Specified:

Reserve Number	
Site ID	

Default Quantity Reserved:

<u>Item Number</u>	Generic Description	Class ID
Description		
ACCS-CRD-12WH	Accessory	RETAIL
ACCS-CRD-25BK	Accessory	RETAIL
ACCS-HDS-1EAR	Accessory	RETAIL
ACCS-HDS-2EAR	Accessory	RETAIL
ACCS-RST-DXBK	Accessory	RETAIL
ACCS-RST-DXWH	Accessory	RETAIL

Buttons: Assign, OK, Preview

### 3.1 Assigning Ranges of Items to a Reserve Number

#### To assign ranges of items to a reserve number in the Reserved Stock - Assign Items By Range window:

The window will open with the currently selected reserve number displayed.

1. Click All to assign all records or From to assign a selection of records for item number, generic description and class ID. If you select From, enter To and From values to specify a range, or use the lookups.
2. For the Select Items whose Reserve Number is set to options select one of the options:

<b>Unassigned</b>	Only items not currently assigned to a reserve number will be included in the range.
<b>Any</b>	All items will be included in the range.
<b>Specified</b>	If you select specified, enter a reserve number or select one using the lookup. Only items assigned to this reserve number will be included in the range.

3. Enter a default quantity reserved. This quantity will be assigned to all items in the range that you assign to the reserve number. If required the quantity reserved can be amended in the [Reserved Stock - Assign Items window](#).

Note that the quantity entered into the Default Quantity Reserved field must be a whole number.

4. Click the Preview button to preview your selection in the scrolling window.
5. Click the Assign button to assign the selected range of items to the current reserve number.
6. Click OK to close the window.

## 4. Reserved Stock - Assign Debtors window



*Cards >> Myridas >> Reserved Stock >> Debtors*

Use the Reserved Stock - Assign Debtors window to:

- Assign debtors to a reserve number

*The Reserved Stock - Assign Debtors window*

Debtor ID	Ship To Address ID	Salesperson ID
AARONFIT0001	PRIMARY	PAUL W.

### 4.1 Assigning Debtors to a Reserve Number

**To assign debtors to a reserve number in the Reserved Stock - Assign Debtors window:**

1. Enter a reserve number or select one using the lookup. Details for the selected reserve number will automatically be displayed.
2. In the scrolling window enter a debtor ID or select one using the lookup.
3. If the current reserve number has a reserve type of group or ship-to address, you should also select a ship-to address ID.

Where the reserve number has a reserve type of debtor, you will not have the option to select a ship-to address. The appropriate address/addresses will be assigned automatically.

4. Repeat these steps to assign as many debtors as required to the reserve number. Alternatively click the Ranges button to assign a range of debtors in the [Reserved Stock - Assign Debtors By Range window](#).

5. Click Save.

*Deleting  
debtors from a  
reserve number*

Click on a debtor then click Delete button to unassign debtors from a reserve number.

Note that you can click the Go To button to open the [Reserved Stock - Assign Items window](#).

## 5. Reserved Stock - Assign Debtors By Range window



*Cards >> Myridas >> Reserved Stock >> Debtors >> Ranges button*

Use the Reserved Stock - Assign Debtors By Range window to:

- Assign ranges of debtors to a reserve number

*The Reserved Stock - Assign Debtors By Range window*

Reserve Number	RESSTK0001	
Site ID	WAREHOUSE	Main Site
Reserve Description	Reserved Stock Number 0001	

Debtor ID	<input checked="" type="radio"/> All	<input type="radio"/> From:		
		To:		

Select Specific Ship To Address ID

Address	<input checked="" type="radio"/> All	<input type="radio"/> From:		
		To:		

Salesperson ID	<input type="radio"/> All	<input checked="" type="radio"/> From:	PAUL W.	
		To:	PAUL W.	

Select Debtor/Addresses whose Reserve Number is set to:

Unassigned

Any

Specified:

Reserve Number	
Site ID	

Debtor ID	Ship To Address ID	Salesperson ID
AARONFIT0001		PAUL W.
ADVANCED0001		PAUL W.
AMERICAN0001		PAUL W.
ATMORERE0001		PAUL W.
CELLULAR0001		PAUL W.
CENTRALC0001		PAUL W.
CENTRALI0001		PAUL W.

Assign OK Preview

## 5.1 Assigning Ranges of Debtors to a Reserve Number

### To assign ranges of debtors to a reserve number in the Reserved Stock - Assign Debtors By Range window:

The window will open with the currently selected reserve number displayed.

1. Click All to assign all records or From to assign a selection of records for debtor ID, ship-to address ID and salesperson ID. If you select From, enter To and From values to specify a range, or use the lookups.

If the current reserve number has a reserve type of group or ship-to address, you can click the Select Specific Ship-To Address ID option to select a specific ship-to address range.

Where the reserve number has a reserve type of debtor, you will not have the option to select a ship-to address. The appropriate address/addresses will be assigned automatically.

2. For the Select Debtor/Addresses whose Reserve Number is set to options select one of the options:

<b>Unassigned</b>	Only debtor/addresses not currently assigned to a reserve number will be included in the range.
<b>Any</b>	All debtor/addresses will be included in the range.
<b>Specified</b>	If you select specified, enter a reserve number or select one using the lookup. Only debtor/addresses assigned to this reserve number will be included in the range.

3. Click the Preview button to preview your selection in the scrolling window.
4. Click the Assign button to assign the selected range of debtor/addresses to the current reserve number.
5. Click OK to close the window.

## Transactions

### 6. Reserved Stock Allocation window



*Transactions >> Sales >> Sales Transaction Entry >> Additional >> Reserve Stock Allocation*

Use the Reserve Stock Allocation window to:

- Allocate reserved stock to sales transactions

*The Reserved Stock Allocation window*

**tcs46 Reserved Stock Allocation**

Debtor ID	AARONFIT0001	Aaron Fitz Electrical	
Ship To Address	PRIMARY	One Microsoft Way	
Item Number	100XLG	Site ID	WAREHOUSE
	Green Phone		

View: Reserved Stock with Quantity Remaining

Reserve Number	Qty Reserved	Quantity Taken	Qty Remaining	Quantity To Take
RESSTK0001	30	10	20	0

Buttons: Insert >>, Remove, Remove All

Reserve Number	Reserve Status	Quantity Taken
RESSTK0001	Non-Paid Reserves	10

Invoice Quantity: 10    Quantity Taken: 10    U Of M: Each    OK

Note that this window is also available as an Additional option from the Sales Item Detail Entry window.

Alternatively, when you enter a quantity in a transaction for an item/debtor/address combination that has reserved stock a dialogue box will ask if you want to take stock from the debtor reserve. Click Yes to display the Reserved Stock Allocation window.

If you reduce a quantity already entered so that it is less than the reserved quantity allocated the Reserved Stock Allocation window will be displayed. You should amend the reserve stock allocated so that it is not greater than the quantity entered.

## 6.1 Allocating Reserved Stock to Sales Transactions

### **To allocate reserved stock to sales transaction in the Reserved Stock Allocation window:**

1. All reserve numbers for the item/debtor/address combination will be displayed in the scrolling window.
2. Select a reserve number and in the Qty To Take field enter the quantity that you want to take from reserve for the current sales transaction.

Note that this quantity cannot be greater than that displayed in the Qty Remaining field.

3. Click Insert. The selected reserve number will be added to the lower scrolling window and the quantity entered in the Qty To Take field will be entered into the Qty Taken field.
4. Repeat these steps as required. The quantity ordered and total quantity taken will be displayed. The quantity displayed in the Quantity Taken field should not be greater than that displayed in the Quantity Ordered field. You can remove allocated reserve stock by selecting the reserve number in the lower scrolling window and clicking Remove. Alternatively click Remove All to remove all allocated reserve stock.
5. When you have completed your selection click OK to close the window.

Note that you cannot close the window if the quantity taken is greater than the quantity ordered.

Also note that if agreed prices have been set up in the [Reserved Stock - Assign Items window](#) for items taken from the reserve then the transaction price will default to the agreed price. If the transaction unit of measure is different to the pricing unit of measure then the system will convert the prices as required. For example, if you have a transaction unit of Case (with 1 Case containing 10 Each), and a pricing unit of Each with a price of £25.00, then the price used in the transaction would be £250.00.

Once reserved stock with an agreed price has been added to the lower scrolling window then further reserved stock with agreed prices can only be added if they share the same pricing unit of measure and price.

## Enquiries

### 7. Reserved Stock Enquiry window



*Enquiry >> Myridas >> Reserved Stock >> Enquiry*

Use the Reserved Stock Enquiry window to:

- Enquire about reserved stock

*The Reserved  
Stock Enquiry  
window*

**tcs46 Reserved Stock Enquiry**

OK    Redisplay    Clear    Transactions

Reserve Number: RESSTK0001

Site ID: WAREHOUSE    Main Site

Reserve Description: Reserved Stock Number 0001

Reserve Type: Group

Allocation Type: Allocate

Start Date: 12/04/2007    End Date: 31/12/9999     Leave Open     Agreed Prices

**View: Debtors Assigned to this Reserve Number**

Debtor ID	Ship To Address ID	Salesperson ID
AARONFIT0001	PRIMARY	PAUL W.

**View: Item Numbers Assigned to this Reserve Number**

Item Number	U Of M	Qty Reserved	Qty Taken	Qty Remaining
100XLG	Each	30	10	20

by Reserve Number

Also note that if you are working with the En Primeur and Paid Reserves module then an additional Reserve Status field will be displayed.

## 7.1 Enquiring About Reserved Stock

### **To enquire about reserved stock in the Reserved Stock Enquiry window:**

1. Enter a reserve number or select one using the lookup.
2. All debtor/addresses and items assigned to the reserve number will be displayed in the scrolling windows, with relevant details.
3. Click the Transactions button to display the transactions for the selected reserve number in the [Reserved Stock Transaction Enquiry window](#).

Note that if a specific item number has been selected in the scrolling window, then only transactions for the selected item will be displayed.

4. Click OK to close the window. If the Reserved Stock Transaction Enquiry window is open then this will also be closed.

## 8. Reserved Stock Transaction Enquiry window



*Enquiry >> Myridas >> Reserved Stock >> Enquiry >> Transactions button*

Use the Reserved Stock Transaction Enquiry window to:

- Enquire about reserved stock transactions

*The Reserved  
Stock  
Transaction  
Enquiry window*

Trans. Date	Item Number	Transaction Type	U Of M	Quantity
12/04/2007	100XLG	Reserved Taken	Each	10
10:12:24	Each	\$25.00	Order	ORDST2234
sa	AARONFIT0001	PRIMARY		

Also note that if you are working with the En Primeur and Paid Reserves module then an additional Reserve Status field will be displayed.

## 8.1 Enquiring About Reserved Stock Transactions

### **To enquire about reserved stock transactions in the Reserved Stock Transaction Enquiry window:**

The window will open with the currently selected reserve number displayed.

1. Click All to view all item numbers or From to view a selection of item numbers. If you select From, enter To and From values to specify a range, or use the lookups.

Note that if you selected an item number in the [Reserved Stock Enquiry window](#) then all transactions for this item will be displayed by default.

2. Click Today to view only transactions for the current day, All to view all transactions or From to view a selection of transaction dates. If you select From, enter To and From values to specify a range, or use the lookups.

3. The selected range of transactions will be displayed in the scrolling window.

Note that if you select an item in the Reserved Stock Enquiry window then the range of transactions displayed will be updated to display only those for the selected item.

4. Click OK to close the window.

Note that you can click the Print button to display the [Reserved Stock Transaction Report window](#).

## 9. Reserved Stock Item Enquiry window



*Enquiry >> Myridas >> Reserved Stock >> Item Enquiry*

Use the Reserved Stock Item Enquiry window to:

- Enquire about reserved stock for selected items

*The Reserved  
Stock Item  
Enquiry window*

Reserve Number	Pricing U Of M	Price	Qty Remaining
RESSTK0001	Each	\$25.00	20

This window is also available as an Additional option from the Microsoft Dynamics™ GP Available To Promise window.

Note that reserved stock numbers will not appear in the Available To Promise window. As such the running total balance figure will not tally with the free forward balance. To view the difference select the Reserved Stock Item Enquiry window from the Additional option.

Also note that if you are working with the En Primeur and Paid Reserves module then an additional Reserve Status field will be displayed.

## 9.1 Enquiring About Reserved Stock for Selected Items

### **To enquire about reserved stock for selected items in the Reserved Stock Item Enquiry window:**

1. Enter an item number or select one using the lookup.

If you opened this window from the Microsoft Dynamics™ GP Available To Promise window then the item number will be selected by default.

2. Enter a site ID or select one using the lookup or browse buttons.

If you opened this window from the Available To Promise window then the site ID will be selected by default.

3. All reserve numbers and associated quantities for the item/ site combination will be displayed in the scrolling window.
4. Click the Transactions button to display the transactions for the selected item number in the [Reserved Stock Item Transaction Enquiry window](#).

Note that if a specific reserve number has been selected in the scrolling window, then only transactions for the selected reserve number will be displayed.

5. Click OK to close the window. If the Reserved Stock Item Transaction Enquiry window is open then this will also be closed.

## 10. Reserved Stock Item Transaction Enquiry window



*Enquiry >> Myridas >> Reserved Stock >> Item Enquiry >> Transactions button*

Use the Reserved Stock Item Transaction Enquiry window to:

- Enquire about reserved stock transactions for selected items

*The Reserved Stock Item Transaction Enquiry window*

Trans. Date	Reserve Number	Status	Transaction Type	Quantity
21/01/03	100XLG	Reserved Taken	Each	10
10:12:24	Each	\$25.00	Order	ORDST2234
sa	AARONFIT0001	PRIMARY		

Note that if you are working with Myridas En Primeur and Paid Reserves then an additional Reserve Status field will be displayed.

## 10.1 Enquiring About Reserved Stock Transactions for Selected Items

### **To enquire about reserved stock transactions for selected items in the Reserved Stock Item Transaction Enquiry window:**

The window will open with the currently selected item number displayed.

1. Click All to view all reserve numbers or From to view a selection of reserve numbers. If you select From, enter To and From values to specify a range, or use the lookups.

Note that if you selected a reserve number in the [Reserved Stock Item Enquiry window](#) then all transactions for this reserve number will be displayed by default.

2. Click Today to view only transactions for the current day, All to view all transactions or From to view a selection of transaction dates. If you select From, enter To and From values to specify a range, or use the lookups.
3. The selected range of transactions will be displayed in the scrolling window.

Note that if you select a reserve number in the Reserved Stock Item Enquiry window then the range of transactions displayed will be updated to display only those for the selected reserve number.

4. Click OK to close the window.

Note that you can click the Print button to display the [Reserved Stock Item Transaction Report window](#).

## 11. Reserved Stock Debtor Enquiry window



*Enquiry >> Myridas >> Reserved Stock >> Debtor Enquiry*

Use the Reserved Stock Debtor Enquiry to:

- Enquire about debtor reserved stock

*The Reserved Stock Debtor Enquiry window*

Reserve Number	Item Number	Pricing U Of M	Qty U Of M	Price	Qty Reserved	Qty Remaining	Qty Taken
RESSTK0001	100XLG	Each	Each	\$25.00	30		

### 11.1 Enquiring About Debtor Reserved Stock

**To enquire about debtor reserved stock using the Reserved Stock Debtor Enquiry window:**

1. Enter a debtor ID or select one using the lookup.
2. Enter a ship to address or select one using the lookup, or alternatively click the All Addresses checkbox to view details for all ship to addresses.
3. Enter a site ID or select one using the lookup or browse buttons, or alternatively click the All Sites checkbox to view details for all sites.
4. Reserve details for the debtor / site combination will be displayed in the scrolling window. Note that only reserve numbers specifically assigned to the selected debtor or address will be displayed.
5. Click OK to close the window.

Note that you can click clear at any point to clear any entries.

## Reports

### 12. Reserved Stock Transaction Report window



*Reports >> Myridas >> Reserved Stock >> Transaction Report*

Use the Reserved Stock Transaction Report window to:

- Print reports for reserved stock transactions

*The Reserved  
Stock  
Transaction  
Report window*

**tcs46 Reserved Stock Transaction Report**

Clear Print

Reserve Number/Site ID  All  From: RESSTK0001  
 WAREHOUSE  
 To: RESSTK0001  
 WAREHOUSE

Item Number  All  From:  
 To:

Transaction Date  Today  All  From: 12/04/2007  
 To: 12/04/2007

Sort Report By: Transaction Date

This window can also be opened from the [Reserved Stock Transaction Enquiry window](#).

Note that if you are working with Myridas En Primeur and Paid Reserves then an additional reserve status field will also be displayed.

## 12.1 Printing Reports for Reserved Stock Transactions

### **To print reports for reserved stock transactions in the Reserved Stock Transaction Report window:**

1. Click All to report on all reserve numbers or From to report on a selection of reserve numbers. If you select From, enter To and From values to specify a range, or use the lookups.

Note that if you opened this window from the Reserved Stock Transaction Enquiry window then the selected reserve number will be selected by default.

2. Click All to report on all item numbers or From to report on a selection of item numbers. If you select From, enter To and From values to specify a range, or use the lookups.

Note that if you opened this window from the Reserved Stock Transaction Enquiry window then the selected item number will be selected by default.

3. Click Today to report on only transactions for the current day, All to report on all transactions or From to report on a selection of transaction dates. If you select From, enter To and From values to specify a range, or use the lookups.
4. From the Sort Report By drop-down menu select to sort the report by transaction date, item number or user ID.
5. Click the Print button to print the report.

## 13. Reserved Stock Item Transaction Report window



*Reports >> Myridas >> Reserved Stock >> Item Transaction Report*

Use the Reserved Stock Item Transaction Report window to:

- Print reports for reserved stock item transactions

*The Reserved Stock Item Transaction Report window*

This window can also be opened from the [Reserved Stock Item Transaction Enquiry window](#).

Note that if you are working with Myridas En Primeur and Paid Reserves then an additional reserve status field will also be displayed.

### 13.1 Printing Reports for Reserved Stock Item Transactions

**To print reports for reserved stock item transactions in the Reserved Stock Item Transaction Report window:**

1. Click All to report on all item numbers or From to report on a selection of item numbers. If you select From, enter To and From values to specify a range, or use the lookups.

Note that if you opened this window from the Reserved Stock Item Transaction Enquiry window then the selected item number will be selected by default.

2. Click All to report on all reserve numbers or From to report on a selection of reserve numbers. If you select From, enter To and From values to specify a range, or use the lookups.

Note that if you opened this window from the Reserved Stock Item Transaction Enquiry window then the selected reserve number will be selected by default.

3. Click Today to report on only transactions for the current day, All to report on all transactions or From to report on a selection of transaction dates. If you select From, enter To and From values to specify a range, or use the lookups.
4. From the Sort Report By drop-down menu select to sort the report by transaction date, item number or user ID.
5. Click the Print button to print the report.

## Routines

### 14. Reserved Stock Purge window

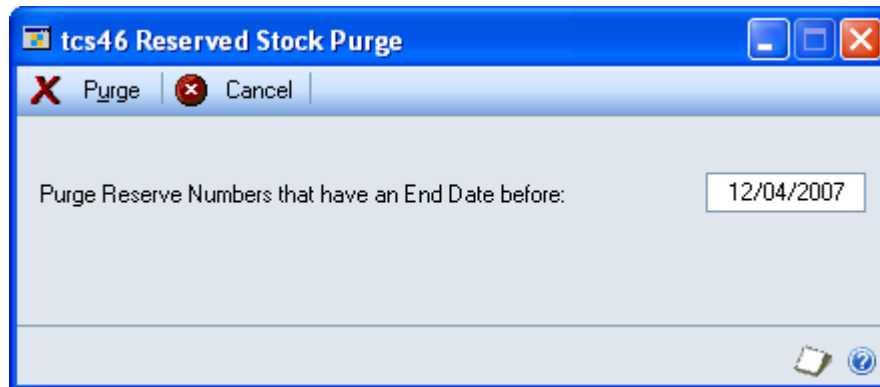


*Tools >> Routines >> Myridas >> Reserved Stock >> Purge*

Use the Reserved Stock Purge window to:

- Purge reserve numbers

*The Reserved  
Stock Purge  
window*



#### 14.1 Purging Reserve Numbers



**To purge reserve numbers in the Reserved Stock Purge window:**

1. Enter the date up to which you want to purge reserve numbers. All reserve numbers with an end date prior to the entered date will be purged.
2. Click Purge.

## Appendix A

### Access to Myridas Windows

#### Reserved Stock

Window Name	 Menu Access	 Other Access
Reserved Stock - Assign Debtors	Cards >> Myridas >> Reserved Stock >> Debtors	Cards >> Myridas >> Reserved Stock >> Items >> Go To button
Reserved Stock - Assign Debtors By Range		Cards >> Myridas >> Reserved Stock >> Debtors >> Ranges button
Reserved Stock - Assign Items	Cards >> Myridas >> Reserved Stock >> Items	Cards >> Myridas >> Reserved Stock >> Debtors >> Go To button
Reserved Stock - Assign Items By Range		Cards >> Myridas >> Reserved Stock >> Items >> Ranges button
Reserved Stock Allocation		Transactions >> Sales >> Sales Transaction Entry >> Additional >> Reserve Stock
Reserved Stock Debtor Enquiry	Enquiry >> Myridas >> Reserved Stock >> Debtor Enquiry	
Reserved Stock Enquiry	Enquiries >> Myridas >> Reserved Stock >> Enquiry	
Reserved Stock Item Enquiry	Enquiries >> Myridas >> Reserved Stock >> Item Enquiry	
Reserved Stock Item Transaction Enquiry		Enquiries >> Myridas >> Reserved Stock >> Item Enquiry >> Transactions button
Reserved Stock Item Transaction Report	Reports >> Myridas >> Reserved Stock >> Item Transaction Report	Enquiries >> Myridas >> Reserved Stock >> Item Enquiry >> Transactions

	Transaction Report	button >> Print icon button
Reserved Stock Maintenance	Cards >> Myridas >> Reserved Stock >> Maintenance	
Reserved Stock Purge	Tools >> Routines >> Myridas >> Reserved Stock >> Purge	
Reserved Stock Transaction Enquiry		Enquiries >> Myridas >> Reserved Stock >> Enquiry >> Transactions button
Reserved Stock Transaction Report	Reports >> Myridas >> Reserved Stock >> Transaction Report	Enquiries >> Myridas >> Reserved Stock >> Enquiry >> Transactions button >> Print icon button

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## Appendix B

### Myridas Reports

Myridas provides multiple reports to increase information visibility.

<b>Report Name</b>	<b>Functionality</b>
Reserved Stock Transaction Report	Reports on reserved stock transactions
Reserved Stock Item Transaction Report	Reports on an item specific basis on reserved stock transactions

## Appendix C

### Alternate Microsoft Dynamics™ GP Windows

Some Microsoft Dynamics™ GP windows have been modified to incorporate Myridas behaviour:

<b>Window Name</b>	<b>Series</b>	<b>Myridas Module</b>	<b>Modification</b>
Inventory Available To Promise	Inventory	Reserved Stock	Enables the viewing of reserved stock quantities
Sales Transaction Entry	Sales	Reserved Stock	Enables reserved stock functionality during sales transactions

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