

*myridas*TM *User Guide*

Version 11.0 for Microsoft Dynamics™ GP 2010

Purchase Retrospective Discounts

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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 Purchase Retrospective Discounts module:

- Purchase Retrospective Discounts



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.

About Myridas

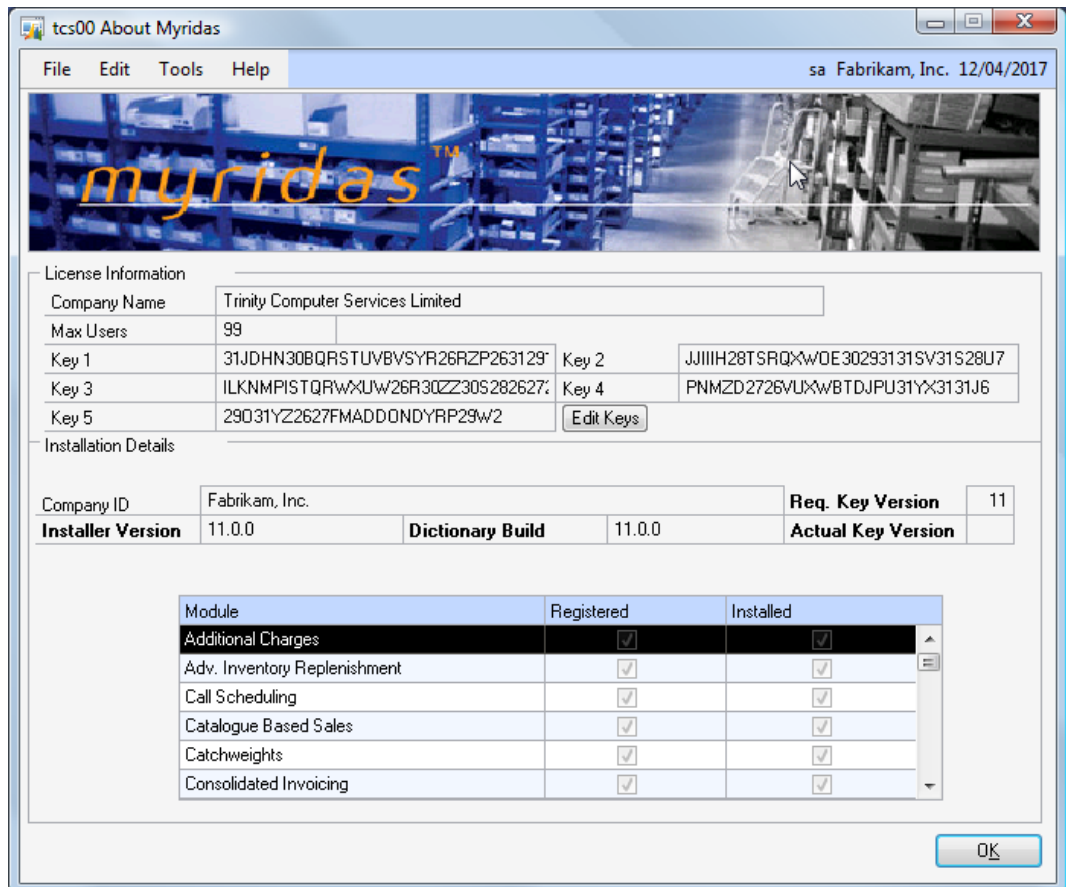


Tools >> Setup >> Myridas >> About Myridas

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



Purchase Retrospective Discounts

The Myridas Purchase Retrospective Discounts module provides you with the functionality to record retrospective discount information on retrospective discounts given by your creditors, based on purchases made during specific periods. For example, you may receive discounts on a certain range of items over the summer period. Discounts can be recorded based on volume of purchases or the value of those purchases, and calculated as a value reduction or a percentage off.

Qualifying periods for discounts are held in schedules, of which an unlimited number may be set up. Schedules can be set up for any length of time and may overlap each other.

Discounts accrued during the qualifying periods will be accumulated retrospectively. They are calculated and updated through the [Discount Update window](#).

Retrospective discounts are calculated and recorded from the amount invoiced by creditors.

The main features of the Purchase Retrospective Discounts module are:

- The facility to calculate and record discounts on purchases over a qualifying period
- The facility to calculate discounts on quantities or values of items purchased based on individual items or groups of items
- The option to base discounts on value or percentage of quantity purchased
- The facility to set up quantity or value breaks against discounts, providing different discounts dependant upon quantity or value purchased
- Set user defined start and end dates for different discounts
- The facility to record discounts for individual creditor accounts, groups of creditors, or all creditors
- View accumulated discounts through a range of reports and enquiry windows

Discount Schedules

Retrospective discount schedules represent a period of time over which discounting is calculated for one or more creditors. A single schedule can represent a single creditor, all creditors, or a specified range.

Discounts in schedules are calculated through [run numbers](#). The same schedule may be used multiple times, by incrementing the run number. For example, your summer schedule could be run number 1. You could then use the same schedule for your winter schedule, by closing run number 1 and opening run number 2.

You can also set your schedules to overlap. For example, you could set up a long-term discount to run for the whole year, with special discounts for certain periods, such as summer or Christmas.

Set up schedules using the [Schedule/Creditor Maintenance window](#) and the [Schedule/Plan Maintenance window](#).

Run Numbers

Run numbers are held against a schedule and represent the periods during which discounts will be recorded against a schedule. Discounts will be recorded for all invoiced purchases from all creditors assigned to a schedule, for all items assigned to the schedule (via [discount plans](#)). Discounts are recorded against open run numbers, of which an unlimited number may be held against a single schedule. Closed run numbers may also be held against a schedule but will have no retrospective discounts recorded against them until they are opened ([Maintain Qualifying Periods window](#)).

Note that to accumulate discounts items must have creditor invoice receipts posted between the start and end dates an open run number. Discounts are updated through the [Discount Update window](#). When you have processed details in this window you can view accumulated discounts through the enquiry windows. Discounts can be analysed by the user based on the discount reports provided by this module.

Discount Groups

Retrospective discount groups are groups of items that share the same retrospective discount details. An item may only be assigned to one discount group at a time. You can assign multiple items to a discount group using the [Group Allocation window](#). The group can then be assigned to a retrospective discount plan.

Discount Plans

Retrospective discount plans are a list of discounts for individual items or discount groups. The plan contains a date range for which the discount period will apply, and the facility to set the discounts to record by quantity or value. Quantity or value breaks may be set up to record differing levels of discount dependent on the quantity or value purchased. Items and groups are assigned to a plan in the [Plan Maintenance window](#).

Discount Units

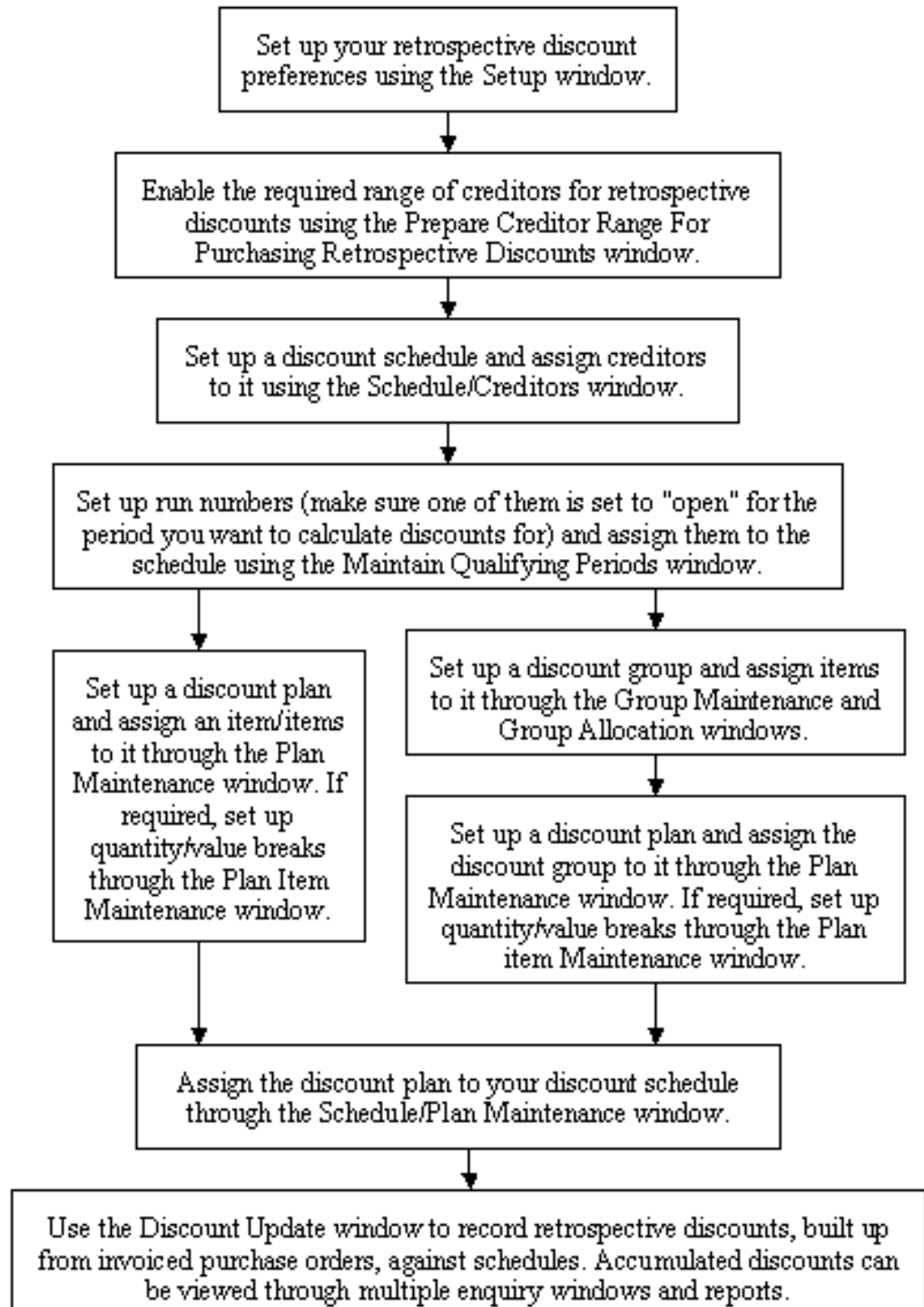
Retrospective discount units are the unit of measure that discount quantity totals are recorded in. Discount units can be held against unit of measure schedules or against individual items. You can select a currently existing unit of measure as your discount unit or create a new one to be used specifically for discounts ([Unit of Measure Maintenance window](#)).

Note that you only need to set up discount units where your retrospective discounts are calculated on accumulated **quantities** as opposed to values.

How to Use Purchase Retrospective Discounts

Purchase Retrospective Discounts are intended to provide you with information to ensure that you receive accurate and timely discounts from your creditors, and that the value of these discounts is highly visible on your system. The module does not apply discounts to transactions.

Refer to the illustration below for further details and a quick start guide to retrospective discounts.



Setting Up & Maintaining Purchase Retrospective Discounts

1. Setup window



Tools >> Setup >> Myridas >> Purchase Retrospective Discounts >> Setup

Use the Setup window to:

- Set up and maintain system details for Purchase Retrospective Discounts

The Setup window

1.1 Setting Up Retrospective Discounts

To set up and maintain retrospective discount settings in the Setup window:

1. Click to select whether retrospective discounts will be recorded on Accumulated Quantities, Accumulated Values or Both.

Accumulated Quantities	Discounts can only be recorded on quantities purchased. You will need to set up Retrospective discount units against relevant unit of measure schedules or individual items.
Accumulated Values	Discounts can only be calculated on values purchased. (based on the extended cost on invoiced receipts).
Both	Discounts can be calculated on quantities or values. Where you calculate discounts on quantities you will need to set up retrospective discount units against relevant unit of measure schedules or individual items.

2. The Date Update Last Run will display the date on which discounts were last updated in the [Discount Update window](#).

This field is locked and cannot be edited. It will be updated automatically when an update is run in the Discount Update window.

Note that this date will be set to 00/00/00 the first time you display the Setup window.

3. From the Starting Cost Price drop-down menu select Standard Cost Price or Creditors Last Cost Price. The selected option will be used as the cost basis in the True Cost Enquiry window.
4. Click OK to save the settings that you have selected.

Amending Settings

Note that settings in the window can be amended. However, changing settings could result in data being removed from your system, such as discount plan settings and accumulated discount totals.

2. Prepare Creditor Range For Purchase Retrospective Discounts window



Tools >> Setup >> Myridas >> Purchase Retrospective Discounts >> Prepare Creditor Range

Use the Prepare Creditor Range For Purchase Retrospective Discounts window to:

- Set up a range of creditor IDs for retrospective discounts

The Prepare Creditor Range For Purchase Retrospective Discounts window

Creditor ID	Creditor Name
ACE TRAVE0001	A Travel Company
ADVANCED0001	Advanced Office Systems
ALLENSON0001	Allenson Properties
AMERICAN0001	AmericaCharge
ASSOCIAT0001	Associated Insurance Inc.
ATTRACTI00001	Attractive Telephone Co.
AUSTRALIA	AUSTRALIA
AUTOFINA0001	Auto Financing
BEAUMONT0001	Beaumont Construction
BERGERON0001	Bergeron Communications Sol.
BLOOMING0001	Bloomington County

A creditor cannot be assigned to a retrospective discount schedule until it has been assigned to retrospective discounts. Note that creditors can be prepared for retrospective discounts individually in the [Creditor Details Maintenance window](#).

2.1 Setting up a range of Creditor IDs for Retrospective Discounts

To set up a range of Creditor IDs for retrospective discounts in the Prepare Creditor Range For Purchase Retrospective Discounts window:

1. Click to select All creditors, or select From and enter From and To values or use the lookups to select a range of Creditors.
2. Click the Preview button to display your selected range in the scrolling window.
3. Click Process to set up your selected range for retrospective discounts. A dialogue box will ask if you wish to proceed. Click Yes.

Note that you can choose to clear your selection at any point by clicking the Clear button.

Also note that you can click Cancel at any point prior to clicking the Process button to close the Prepare Creditor Range For Purchase Retrospective Discounts window.

3. Schedule/Creditor Maintenance window



Cards >> Myridas >> Purchase Retrospective Discounts >> Schedule/Creditor Maint.

Use the Schedule/Creditor Maintenance window to:

- Set up retrospective discount schedules
- Assign creditors to a retrospective discount schedule

*The
Schedule/Creditor
Maintenance
window*

Run Number	Start Date	End Date	Open
1	25/04/2004	30/11/2004	<input checked="" type="checkbox"/>

Creditor ID	Name
ACETRAVE0001	A Travel Company
ADVANCED0001	Advanced Office Systems
ALLENSON0001	Allenson Properties
AMERICAN0001	AmericaCharge
ASSOCIAT0001	Associated Insurance Inc.
ATTRACTI00001	Attractive Telephone Co.
AUSTRALIA	AUSTRALIA

Note that schedules can also be set up and maintained using the [Schedule/Plan Maintenance window](#).

3.1 Setting Up Retrospective Discount Schedules

To set up retrospective discount schedules in the Schedule/Creditor Maintenance window:

1. Enter an R.D. Schedule ID or select one using the lookup.

If you are creating a new R.D. Schedule ID you should also enter a Description for the schedule.

2. Enter Start and End Dates. All assigned run numbers must start and end within this date range.

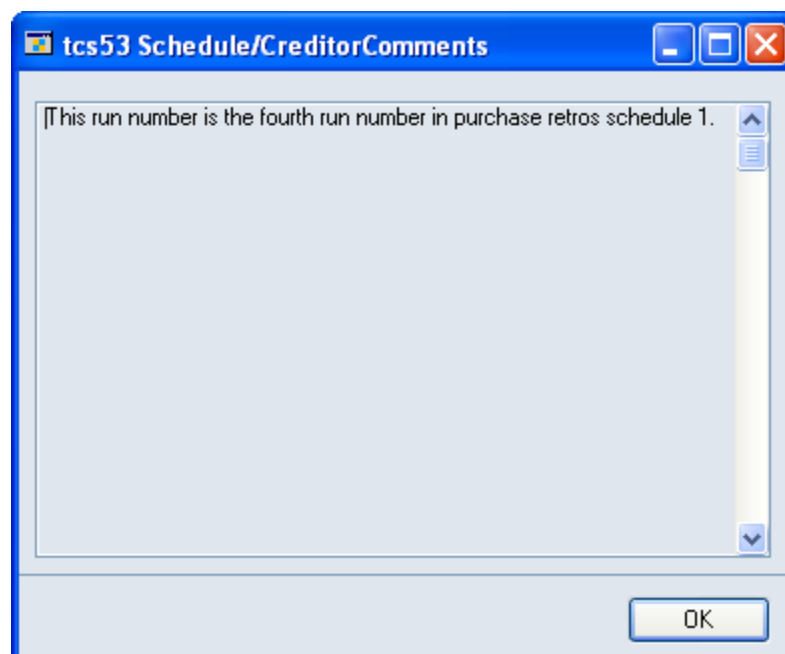
Note that the current date will be displayed by default as the Start Date when you are setting up a new R.D. Schedule ID. The dates will not be amendable where you are maintaining an existing R.D. Schedule ID.

3. The Run Number scrolling window displays run numbers that are assigned to the displayed R.D. Schedule ID. Purchase Retrospective Discounts are calculated within the run number periods; a schedule will not be active until a run number has been opened for it. Set up run numbers using the [Maintain Qualifying Periods window](#).

Click the View button to select to view all run numbers, or open or closed run numbers only.

Note that an asterix displayed against a run number indicates that it has comments against it. Select a run number and click the expansion button to display any comments in the Schedule/Creditor Comments window.

*The Schedule/
Creditor
Comments
window*



Note that this window will automatically be updated if another run number is selected while it is open.

4. Click Save to save the R.D. Schedule ID.

Note that you can assign creditors to an R.D. Schedule ID by using the scrolling window or clicking the Ranges button to display the [Schedule/Creditor Maintenance - Range Allocation window](#).

You can click the Assign Plans button to display the [Schedule/Plan Maintenance window](#) where you can assign plans to an R.D. Schedule ID.

Deleting a Schedule ID

Click Delete to delete a schedule ID. Note that if an R.D. Schedule ID is deleted then all recorded accumulated discounts on the schedule will also be deleted.

3.2 Assigning Multiple Creditors to an R.D. Schedule ID

To assign multiple creditors to an R.D. Schedule ID in the Schedule/Creditor Maintenance window:

1. Enter or select an R.D. Schedule ID as per [3.1](#).
2. Enter a Creditor ID or select one using the lookup.

Note that creditors already assigned to the R.D. Schedule ID will be displayed in the scrolling window.

3. Select as many Creditor IDs in the scrolling window as required.

Note that you can click the Ranges button at any point to display the [Schedule/Creditor Maintenance - Range Allocation window](#), where you can assign a range of creditor IDs to an R.D. Schedule ID.

4. Click Save.

Deleting Creditor IDs from Schedules

To Delete creditor IDs from an R.D. Schedule ID click File, then Delete Row. Note that if you do delete a creditor ID from an R.D. Schedule ID then all recorded accumulated discounts totals for the deleted creditor on this schedule will also be deleted.

4. Schedule/Creditor Maintenance - Range Allocation window



Cards >> Myridas >> Purchase Retrospective Discounts >> Schedule/Creditor Maint. >> Ranges button

Use the Schedule/Creditor Maintenance - Range Allocation window to:

- Assign ranges of creditors to an R.D. Schedule ID

*The
Schedule/Creditor
Maintenance -
Range Allocation
window*

Creditor ID	R.D. Schedule ID
ACETRAVE0001	
ADVANCED0001	
ALLENSON0001	
AMERICAN0001	
ASSOCIAT0001	
ATTRACTI00001	
AUSTRALIA	

4.1 Assigning Ranges of Creditors to an R.D. Schedule ID

To assign ranges of creditors to an R.D. Schedule ID in the Schedule/Creditor Maintenance - Range Allocation window:

1. The window will be open with the currently selected R.D. Schedule ID displayed.
2. Click All to select all creditors or From to select a range of creditors. If you select From you should enter From and To values or select them using the lookups.
3. Under Select Creditor whose Retrospective Discount Schedule ID is set to, select either Unassigned, Any or Specified.

Unassigned	Only creditors not assigned to an R.D. Schedule ID will be available for assigning.
Any	Creditors assigned to any R.D. Schedule ID (or not assigned to a R.D. Schedule ID) will be available for assigning.
Specified	If selecting this option you should enter an R.D. Schedule ID or select one using the lookup. Only Creditors assigned to this R.D. Schedule ID will be available for assigning.

4. Click Preview to display your range selection in the scrolling window.
5. Click Transfer to assign your range selection to the selected R.D. Schedule ID.
6. Click OK to close the window and return to the [Schedule/Creditor Maintenance window](#).

5. Maintain Qualifying Periods window



Cards >> Myridas >> Purchase Retro Discounts >> Maintain Qualify.Period

Use the Maintain Qualifying Periods window to:

- Maintain qualifying periods for a schedule

The Maintain Qualifying Periods window

5.1 Maintaining Qualifying Periods for Schedules

To maintain qualifying periods for schedules in the Maintain Qualifying Periods window:

1. Enter an R.D. Schedule ID or select one using the lookup.

The Description and Dates will be displayed automatically.

2. Click on the first line of the scrolling window. The Run Number fields are non-editable - run numbers will be calculated automatically in sequential order.

3. Enter a Start Date and an End Date for each run number.

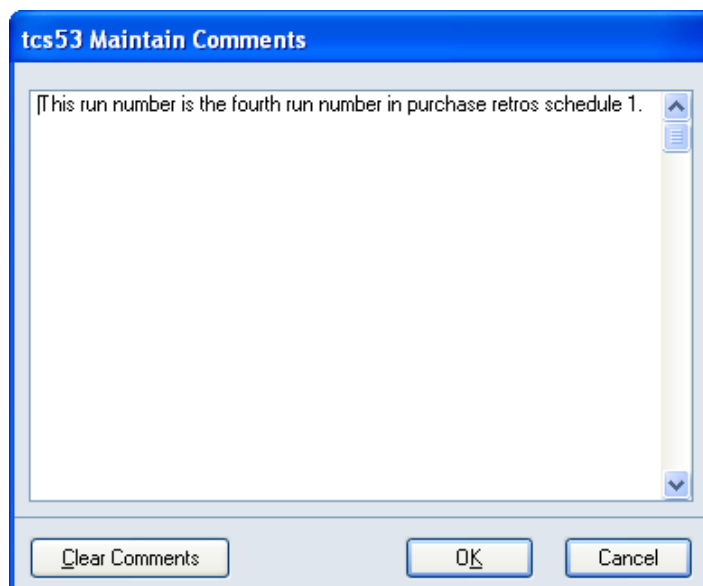
An unlimited number of run numbers may be entered against each schedule. Run numbers must be consecutive (i.e.: the dates of Run Number 3 cannot be earlier than those of Run Number 2) and the dates of run numbers on the same schedule cannot overlap.

4. Click on the Open check box to select run numbers as open. Only run numbers marked as open will have retrospective discount quantities accumulated and recorded against them.

Note that you can open or close run numbers at any time.

5. To make a comment against a run number select a run number then click the Expansion button to display the Maintain Comments window.

*The
Maintain
Comments
window*



When you have entered required comments click close to close the window. Alternatively click Clear Comments to clear any comments held against a run number.

6. In the Maintain Qualifying Periods window click Save.

6. Creditor Details Maintenance window



Cards >> Myridas >> Purchase Retrospective Discounts >> Creditor Details

Use the Creditor Details Maintenance window to:

- Assign individual creditors to retrospective discounting

*The Creditor
Details
Maintenance
window*

You can also assign a range of creditors to retrospective discounting in the [Prepare Creditor Range for Purchasing Retrospective Discount](#) window.

Note that the window is also available as an Additional option from the Creditor Maintenance window.

6.1 Assigning Individual Creditors to Retrospective Discounting

To assign individual creditors to retrospective discounting in the Creditor Details Maintenance window:

1. Enter a Creditor ID or select one using the lookup.

Note that if you have selected to display the window from the Creditor Maintenance window, then the currently selected Creditor ID will be displayed.

2. To select this Creditor ID for retrospective discounts click Retrospective Discount.

If you have already selected the displayed creditor for retrospective discounts, for example through the [Prepare Creditor Range for Purchase Retrospective Discounts](#) window, then the Retrospective Discount option will already be selected.

3. Enter or select an R.D. Schedule ID or select one using the lookup.

Note that this is not mandatory; an R.D. Schedule ID can be selected at a later date, or using an alternative window, such as the [Schedule/Creditor Maintenance](#) window.

4. Click Save.

Note that you can choose to clear your selection at any point by clicking the Clear button.

Deleting creditor discount details

Click Delete to remove retrospective discount settings from a creditor. Note that deleting a creditor from retrospective discounts will also delete all recorded accumulated discount totals.

7. Unit of Measure Maintenance window



Cards >> Myridas >> Purchase Retrospective Discounts >> U of M Details

Use the Unit of Measure Maintenance window to:

- Set the retrospective discount unit on a unit of measure schedule

The Unit of Measure Maintenance window

This window is also available as an Additional option from the Unit of Measure Schedule Setup window.

Note that you only need to set retrospective discount units where the retrospective discounting on your system is based on accumulated quantities (see [Discount Units](#)).

7.1 Setting Retrospective Discount Units on a Unit of Measure Schedule

To set retrospective discount units on a unit of measure schedule in the Unit of Measure Maintenance window:

1. Enter a Unit of Measure Schedule ID or select one using the lookup.

Note that if you have displayed the window from the Unit of Measure Schedule Setup window then the current unit of measure schedule ID will be displayed.

2. From the drop-down menu select the unit of measure that you want to be the retrospective discount unit.

Where a unit of measure schedule ID has multiple units of measure, you may want to create a new unit of measure as a unique retrospective discount unit.

3. Click Save.

Note that you can choose to clear your selection at any point by clicking the Clear button.

Deleting unit of measure settings

Click Delete to delete retrospective discount settings for a unit of measure schedule.

Note that where an retrospective discount unit is set against an item, and a different retrospective discount unit set against the items' unit of measure schedule, discounts calculations will use the retrospective discount unit set for the item.

8. Group Maintenance window



Cards >> Myridas >> Purchase Retrospective Discounts >> Group Maint

Use the Group Maintenance window to:

- Set up and maintain retrospective discount groups

The Group Maintenance window

8.1 Setting Up and Maintaining Retrospective Discount Groups

To set up and maintain retrospective discount groups in the Group Maintenance window:

1. Enter a Group Code or select one using the lookup.
2. If you are setting up a new group code then enter a Description.

3. Select the Decimal Places Quantity that you want items assigned to the group code to run to. This is the number of decimal places to which you can set quantity breaks for the group.

Note that if item numbers are not set to run to the same number of decimal places as the group code to which you assign them, quantity break settings may be effected.

4. Select the Decimal Places Currency that you want items assigned to the group to run to. This is the number of decimal places to which currency should run for group discounts.

Note that if item numbers are not set to have their currency run to the same number of decimal places as the group code to which you assign them, quantity break settings may be effected.

5. Click to select or deselect the Aggregate option.

Aggregate selected	Quantities or values for all items within the group are accumulated before having discount calculated on them - discounting will apply to the aggregated quantity or value
Aggregate not selected	Discounts are calculated on individual items within the group

6. Click Save.

Note that you can click Assign to display the [Group Allocation window](#) where you can assign items to a group.

Also note that you can choose to clear your selection at any point by clicking the Clear button.

Deleting Group Codes

Click Delete to delete a group code.

9. Unit Item Maintenance window



Cards >> Myridas >> Purchase Retrospective Discounts >> Item Details

Use the Unit Item Maintenance window to:

- Assign single items to discount groups
- Select the retrospective discount unit for an item

The Unit Item Maintenance window

This window is also available as an Additional option from the Item Maintenance window.

Note that you only need to set retrospective discount units where the retrospective discounting on your system is based on accumulated quantities (see the [Setup window](#)).

Also note that you can also assign item numbers to group codes using the [Group Allocation window](#).

9.1 Assigning Single Items to Discount Groups

To assign single items to discount groups in the Unit Item Maintenance window:

1. Enter an Item Number or select one using the lookup.

Note that if you displayed the window through the Item Maintenance window then the current item number will be displayed.

2. If you want to assign the item number to a group code now, enter the required Group Code or select one using the lookup.

Note that if you have already assigned the item number to a group code then this group code will be displayed.

3. From the Discount Unit drop-down menu select the unit that you want retrospective discounting for the item to be based on. (See [Discount Units](#)).

Note that the selected unit must exist in the unit of measure schedule for the item.

4. Click Save.

Note that you can choose to clear your selection at any point by clicking the Clear button.

*Deleting
discounting for
an item*

Click Delete to delete retrospective discount settings from an item number.

10. Group Allocation window



Cards >> Myridas >> Purchase Retrospective Discounts >> Group Allocation

Use the Group Allocation window to:

- Assign item numbers to retrospective discount groups

The Group Allocation window

Item Number	Description
Generic Description	Class Code
FAXX-CAN-9800	Cantata FaxPhone 9800
FAXX-FG3-0001	Desktop Fax System
FAXX-RIC-060E	Richelieu Fax 60E
FAXX-SLK-0172	Sleek UX-172 fax
FAXX-SLK-2100	Sleek UX-2100 fax

Note that the window can also be displayed by clicking the Assign button on the [Group Maintenance window](#).

10.1 Assigning Items to Retrospective Discount Groups

To assign items to groups in the Group Allocation window:

1. Enter a Group Code or select one using the lookup.

Note that if you have opened this window from the Group Maintenance window then the currently selected group code will be displayed.

2. Enter an Item Number or select one using the lookup. Repeat this until all the item numbers to be assigned to the group code are displayed in the scrolling window.

Note that item numbers can only be assigned to one discount group at a time.

Also note that you can click the Ranges button to display the [Group Allocation Range window](#).

3. Click Save.

Deleting Group Allocations

To Delete group allocations click the Delete button.

11. Group Allocation Range window



Cards >> Myridas >> Purchase Retrospective Discounts >> Group Allocation >> Ranges button

Use the Group Allocation Range window to:

- Assign ranges of items to a retrospective discount group

The Group Allocation Range window

Select Items whose Group Code is set to:

Unassigned Any Specified:

Item Number	Item Description	Generic Desc
Group Code	Group Code Description	Class ID
FAXX-CAN-9800	Cantata FaxPhone 9800	Fax
FAXX-FG3-0001	Desktop Fax System	FG
FAXX-RIC-060E	Richelieu Fax 60E	Fax
FAXX-SLK-0172	Sleek UX-172 fax	Fax
FAXX-SLK-2100	Sleek UX-2100 fax	Fax

11.1 Assigning Ranges of Items to Group Codes

To assign ranges of items to group codes in the Group Allocation Range window:

1. The Group Code selected in the [Group Allocation window](#) will be displayed.
2. Select All to assign all Item Numbers, Generic Descriptions or Class IDs to the Group Code, or click From to select a range of values. If you select From then enter From and To values or select them using the lookups.
3. Under Select Items whose Group Code is set to, select either Unassigned, Any or Specified.

Unassigned	Only items not assigned to a group code will be available for assigning
Any	Items assigned to any group code (or not assigned to a group code) will be available for assigning
Specified	If selecting this option you should enter a group code or select one using the lookup. Only items assigned to this group code will be available for assigning.

4. Click Preview to display your range selection in the scrolling window.

Note that item numbers can only be assigned to one discount group at a time.

5. Click Transfer to assign the selected item range to the selected group code.
6. Click OK to close the window.

12. Plan Maintenance window



Cards >> Myridas >> Purchase Retrospective Discounts >> Plan Maint

Use the Plan Maintenance window to:

- Set up and maintain retrospective discount plans

The Plan Maintenance window

Line Type	Item Number/Group Code	Accumulate By
Group	FAXES	Quantity
	BUSINESS0001 Faxes Discount Group	% Off

12.1 Setting Up and Maintaining Retrospective Discount Plans

To set up and maintain retrospective discount plans in the Plan Maintenance window:

1. Enter an R.D. Plan, or if you are maintaining plans, you can select one using the lookup.
2. Enter a Description for the plan.
3. Enter a from and to Date Range for the plan.
4. From the Line Type drop-down menu, select Group or Item.
5. Enter either a Group or an Item Number, depending on the Line Type option you selected, or select one using the lookup.
6. Under Accumulate By, select either Quantity or Value.
7. Under Discount, select either % Off or Value Off.

Note that if you selected Value as the Accumulate By option then you can only select % Off.

8. Repeat steps 5 to 8 until you have entered all the item numbers/groups that you require.

To specify discount values for item numbers/groups on a discount plan, select each item number/group and click the Expansion button to open the [Plan Item Maintenance window](#).

9. Click Save.

Note that you can click the print button to print the Retrospective Plan Maintenance Report.

Deleting Plans

Click Delete to delete a retrospective discount plan. You cannot delete a plan that has been assigned to a retrospective discount schedule. To delete an assigned plan you should first unassign it from any schedules, then click Delete in this window.

13. Plan Item Maintenance window



Cards >> Myridas >> Purchase Retrospective Discounts >> Plan Maint .>> Item Number/Group Expansion button

Use the Plan Item Maintenance to:

- Specify discount values for item numbers/groups on a discount plan

The Plan Item Maintenance window

All	From Quantity	To Quantity	Percentage Off
<input type="checkbox"/>	1	10	5.00%
<input type="checkbox"/>	11	20	10.00%
<input type="checkbox"/>	21	30	20.00%
<input type="checkbox"/>	31	40	30.00%
<input checked="" type="checkbox"/>	41	999,999,999,999	50.00%
<input type="checkbox"/>	0.00	0.00	0.00

13.1 Specifying Discount Values for Item Numbers/Groups on a Discount Plan

To specify discount values for item numbers/groups on a discount plan in the Plan Item Maintenance window:

1. The R.D. Plan and Item/Group Code selected in the [Plan Maintenance window](#) will be displayed automatically.
2. From the Accumulate Totals By drop-down menu select either Quantity or Value.
3. From the Apply Discount As drop-down menu select either Percentage Off or Value Off.

Note that if you selected Value as the Accumulate By option then you can only select Percentage Off.

4. Enter a quantity range and Value/Percentage Off for each line in the range.

The From and To Quantities represent the quantity range that would need to be accumulated over the qualifying period to achieve the specified discount (percentage or value off) for each line. For example, if you used the setting in the example below, where you accumulated a total of 35 items, you would qualify for a discount of 7.5%.

Note that when you enter a Value Off this will be a value off the cost price, which will be deducted from the cost price in the main purchasing unit.

When you tab off the Percentage/Value Off field the From Quantity on the next line will be calculated automatically. When you have entered the final From Quantity you should click the **All** check box. The To Quantity will then be calculated automatically.

Below is an example of how you could set up discount quantities.

*Sample
Discount
settings*

All	From Quantity	To Quantity	Percentage Off
	1	9	0.00%
	10	19	2.50%
	20	29	5.00%
x	30	999,999,999,999	7.50%



If there are any gaps/overlaps in your setup then you will receive a warning and must amend then setup before you proceed.

5. Click Save

*Deleting plan
specified quantities*

Click Delete to delete discount plan specified quantities.

14. Schedule/Plan Maintenance window



Cards >> Myridas >> Purchase Retrospective Discounts >> Schedule/Plan Maint.

Use the Schedule/Plan Maintenance window to:

- Set up retrospective discount schedules
- Assign discount plans to a retrospective discount schedule

*The
Schedule/Plan
Maintenance
window*

R.D. Schedule ID	SCHEDULE1
Description	Schedule 1
Start Date	01/01/2004
End Date	31/12/2005

View: Open Run Numbers only			
Run Number	Start Date	End Date	Open
4	01/09/2004	30/11/2004	<input checked="" type="checkbox"/> *

R.D. Plan	Start Date	End Date
Description		
FAXES AUTUMN	01/09/2004	30/11/2004
	00/00/0000	00/00/0000

Note that schedules can also be set up and maintained using the [Schedule/Creditors Maintenance window](#).

14.1 Setting Up Retrospective Discount Schedules

To set up retrospective discount schedules in the Schedule/Plan Maintenance window:

1. Enter an R.D. Schedule ID or select one using the lookup.

If you are creating a new R.D. Schedule ID you should also enter a Description for the schedule.

2. Enter Start and End Dates. All assigned run numbers must start and end within this date range.

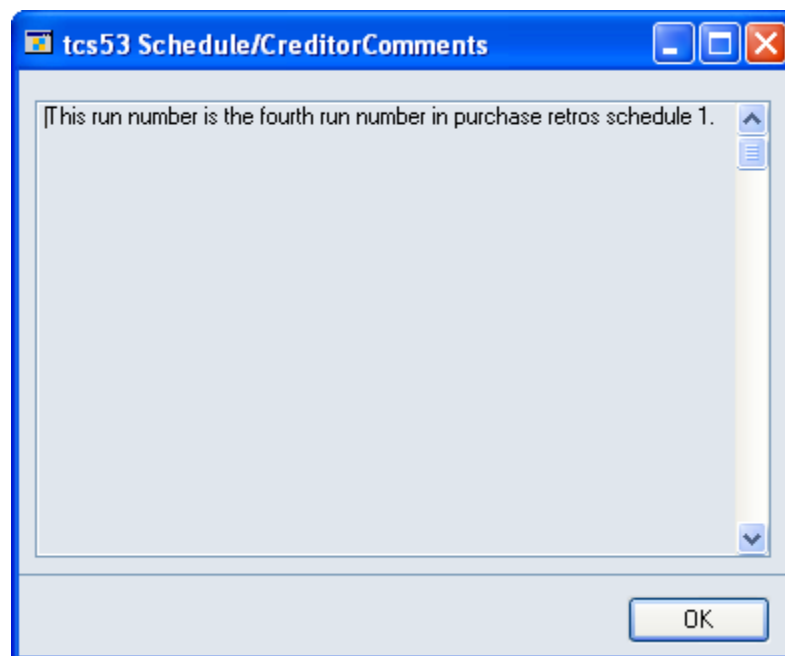
Note that the current date will be displayed by default as the Start Date when you are setting up a new R.D. Schedule ID. The dates will not be amendable where you are maintaining an existing R.D. Schedule ID.

3. The Run Number scrolling window displays run numbers that are assigned to the displayed R.D. Schedule ID. Purchase Retrospective Discounts are calculated within the run number periods; a schedule will not be active until a run number has been opened for it. Set up run numbers using the [Maintain Qualifying Periods window](#).

Click the View button to select to view all run numbers, or open or closed run numbers only.

Note that an asterix displayed against a run number indicates that it has comments against it. Select a run number and click the expansion button to display any comments in the Schedule/Creditor Comments window.

*The Schedule/
Creditor
Comments
window*



Note that this window will automatically be updated if another run number is selected while it is open.

4. Click Save to save the R.D. Schedule ID.

Note that you can assign plans to an R.D. Schedule ID by using the scrolling window or clicking the Ranges button to display the [Schedule/Plan Maintenance - Range Allocation window](#).

You can click the Assign Creditors button to display the [Schedule/Creditor Maintenance window](#) where you can assign creditors to an R.D. Schedule ID.

Deleting a Schedule ID

Click Delete to delete a Schedule ID. Note that if an R.D. Schedule ID is deleted then all recorded accumulated discounts on the schedule will also be deleted.

14.2 Assigning Plans to an R.D. Schedule ID

To assign plans to an R.D. Schedule ID in the Schedule/Plan Maintenance window:

1. Enter or select an R.D. Schedule ID as per [13.1](#).
2. Enter an R.D. Plan or select one using the lookup. When you select an R.D. Plan the Start and End Dates for the plan will be displayed.

Note that R.D. Plans already assigned to the R.D. Schedule ID will be displayed in the scrolling window.

3. Select as many R.D. Plans in the scrolling window as required.

Note than multiple plans containing the same item number/group can be assigned to the same schedule.

Note that you can click the Ranges button at any point to display the [Schedule/Plan Maintenance - Range Allocation window](#), where you can assign a range of R.D. Plans to an R.D. Schedule ID.

4. Click Save.

Deleting R.D. Plans from a schedule

To delete R.D. Plans from an R.D. Schedule ID click File, then Delete Row. Note that if you do delete an R.D. Plan from an R.D. Schedule ID then all retrospective history for the deleted R.D. Plan on this schedule will also be deleted.

15. Schedule/Plan Maintenance - Range Allocation window



Cards >> Myridas >> Purchase Retrospective Discounts >> Schedule/Plan Maint. >> Ranges button

Use the Schedule/Plan Maintenance - Range Allocation window to:

- Assign ranges of plans to a schedule

*The
Schedule/Plan
Maintenance -
Range
Allocation
window*

tcs53 Schedule/Plan Maint. - Range Allocation

R.D. Schedule ID:
 Schedule 1

R.D. Plan: All From:
 To:

Date: All From:
 To:

Select R.D. Plan whose R.D. Schedule ID is set to:
 Unassigned Any Specified:

R.D. Plan	Date From	Date To
Description		
FAXES AUTUMN	01/09/2004	30/11/2004

Transfer OK Preview

15.1 Assigning Ranges of Plans to a Schedule

To assign ranges of plans to a schedule in the Schedule/Plan Maintenance - Range Allocation window:

1. The window will be open with the currently selected R.D. Schedule ID displayed.
2. Click All to select All R.D. Plans or From to select a range of Plans. If you select From you should enter From and To values or select them using the lookups.
3. Click All to select All Dates or From to select a range of Dates. If you select From you should enter From and To values.
4. Under Select R.D. Plan whose R.D. Schedule ID is set to, select either Unassigned, Any or Specified.

Unassigned	Only plans not assigned to an R.D. Schedule ID will be available for assigning
Any	Plans assigned to any R.D. Schedule ID (or not assigned to an R.D. Schedule ID) will be available for assigning
Specified	If selecting this option you should enter an R.D. Schedule ID or select one using the lookup. Only plans assigned to this R.D. Schedule ID will be available for assigning.

5. Click Preview to display your range selection in the scrolling window.
6. Click Transfer to assign your range selection to the selected R.D. Schedule ID.
7. Click OK to close the window and return to the [Schedule/Plan Maintenance window](#).

Updating Purchase Retrospective Discounts

16. Discount Update window



Tools >> Routines >> Myridas >> Purchase Retrospective Discounts >> Update Discounts

Use the Discount Update window to:

- Update accumulated retrospective discounts

The Discount Update window

16.1 Updating Retrospective Discounts

To update retrospective discounts in the Discount Update window:

1. The Date Of Last Update Run will be displayed.
2. Click All to select to Update Discounts from Receipts for all dates or From to select to update discounts from receipts for a range of dates. If you select From you should enter From and To dates.

The To date should be the current date or an earlier date. Processing a date later than the current date will result in an Overdue Schedule Report being printed.

Any schedules with open run numbers with end dates of earlier than the selected To date (or the current date if you selected All dates) will be detailed in the Overdue Schedule Report. Closed run numbers can be purged using the [Purge window](#) or advanced to the next run number using the [Maintain Qualifying Periods window](#).

3. Click Process to update Retrospective Discounts.

Purchasing retrospective discount quantities and values will be recorded from invoice purchase receipts and updated against open run numbers within the selected date range.

The Total Schedules Overdue will display the number of Discount Schedules that are overdue for the selected date.

Total Errors will display the number of errors that were encountered during processing.

Errors will result when:

- Discount totals have been accumulated against a plan that has since been deleted
- Discount totals have been accumulated for a group that has since been deleted
- No retrospective discount unit has been set up against an item or its unit of measure schedule where accumulation is by quantity for the item

4. Click Cancel to close the window.

17. Purge window

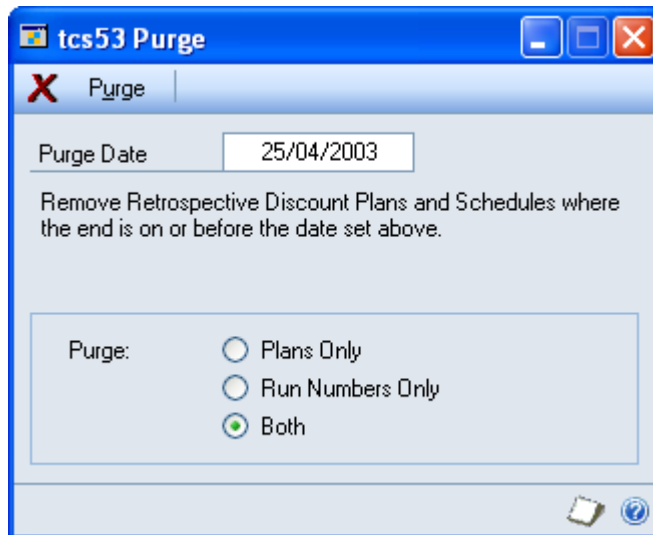


Tools >> Routines >> Myridas >> Purchase Retrospective Discounts >> Discount Purge

Use the Purge window to:

- Purge expired plans and closed run numbers

The Purge window



17.1 Purging Closed Plans and Run Numbers

To purge expired plans and closed run numbers in the Purge window:

1. Under Purge Date, enter the date that plans and run numbers should be purged up to.

All plans and closed run numbers with an end date prior to or on the entered Purge Date will be purged.

2. Click to select purging of Plans Only, Run Numbers Only or Both.

Plans Only	Only plans will be purged
Run Numbers Only	Only run number will be purged
Both	Plans and run numbers will be purged

3. Click Purge.

All records adhering to the selected range will be purged from the system. Note that schedules themselves will not be purged, only relevant plans or run numbers that are attached to them.

Purchase Retrospective Discounts Reports & Enquires

18. Summary Enquiry window



Enquiry >> Myridas >> Purchase Retrospective Discount >> P.R. Summary Enquiry

Use the Summary Enquiry window to:

- View retrospective discount creditor and qualifying period summaries

The Summary Enquiry window

Creditor ID	R.D. Schedule ID	Total Quantity	Total Value	Discount Value
Creditor Name		Run Number	Start Date	End Date
BUSINESS0001	SCHEDULE1	26.00	\$22,949.98	\$4,589.99

Discount summaries can be displayed by Creditor ID or Run Number.



Note that if you select to display the Summary Enquiry window and discount totals have not been updated today you will be asked if you want to update the totals.

Click yes to display the [Discount Update window](#) where you can update discount totals. Click No to display the Summary Enquiry window, which will still function as standard, but be aware that totals shown may not be accurate.

18.1 Viewing Retrospective Discount Summaries

To view retrospective discount summaries in the Summary Enquiry window:

1. Click All to select All Creditor IDs or From to select a range of creditor IDs. If you select From you should enter From and To values or select them using the lookups.
2. Click to view All run numbers or Current Only run numbers.
3. Click Redisplay to view your selection in the scrolling window.

Selected creditors will be displayed with the associated R.D. Schedule ID, Total Quantity applicable to retrospective discounts, the Total Value of this quantity, and the Discount Value that is applicable.



Click the Show button to view associated Run Number, Start Date and End Date.

Click on a line then click Zoom to display the line details in the [Discount Detail Enquiry window](#).

Click the print button to print the Retrospective Discounts Summary Enquiry Report.

4. Click OK to close the window.

Note that you can choose to clear your selection at any point by clicking the Clear button.

19. Discount Detail Enquiry window



Enquiry >> Myridas >> Purchase Retrospective Discount >> Detail Enquiry

Use the Discount Detail Enquiry window to:

- View retrospective discount item and group details

*The Discount
Detail Enquiry
window*

R.D. Plan	Group Code	Creditor Item	Total Quantity	Total Value	Discount Value
FAXES AUTUMN	FAXES		26	\$22,949.98	\$4,589.99
FAXES AUTUMN	FAXES	FAXX-CAN-9800	10	\$12,749.99	\$0.00
FAXES AUTUMN	FAXES	FAXX-FG3-0001	8	\$3,000.00	\$0.00
FAXES AUTUMN	FAXES	FAXX-SLK-0172	8	\$7,199.99	\$0.00

Note that if you select to display the Discount Detail Enquiry window and discount totals have not been updated today you will be asked if you want to update the totals.

Click yes to display the [Discount Update window](#) where you can update discount totals. Click No to display the Discount Detail window, which will still function as standard, but be aware that totals shown may not be accurate.

Also note that this window can also be displayed by clicking the Zoom button in the [Summary Enquiry window](#).

19.1 Viewing Retrospective Discount Details

To view retrospective discount details in the Discount Detail Enquiry window:

1. Enter a Creditor ID or select on using the lookup.
2. The R.D. Schedule ID, Start and End Dates and Current Run Number will be displayed. Use the browse buttons to view previous run numbers.
3. Detailed information will be displayed in the scrolling window.

Where discount items are within an aggregate discount group, the first line of the group will be a consolidation line. For example, you could have 14 different items, all belonging to the same discount group. The discount value against each line item would be zero; the top line will display the Total Quantity and Total Value of all items displayed, and the total discount value.

Click on a line then click Zoom to display the line details in the [Detail Receipt Enquiry window](#).

Click the print button to print the Retrospective Discount Detail Enquiry Report. A dialogue box will ask if you want to include purchase receipts on the report. If you select Yes the report printed will be the Retrospective Discount Detail Receipt Enquiry Report.

4. Click OK to close the window.

Note that you can choose to clear your selection at any point by clicking the Clear button.

Click the Redisplay button to redisplay the results of an amended enquiry in the scrolling window.

20. Detail Receipt Enquiry window



Enquiry >> Myridas >> Purchase Retrospective Discount >> Detail Enquiry >> Zoom button

Use the Detail Receipt Enquiry window to:

- View retrospective discount receipt details

*The Detail
Receipt Enquiry
window*

Creditor ID	BUSINESS0001	Business Equipment Center	
R.D. Schedule ID	SCHEDULE1	Schedule 1	Start Date 01/09/2004
Run Number	4	(Current Run Number)	End Date 30/11/2004
R.D. Plan	FAXES AUTUMN	BUSINESS0001 Faxes Autumn Prices	
Group Code	FAXES	BUSINESS0001 Faxes Discount Group	
Creditor Item	FAXX-FG3-0001	Desktop Fax System	

Total Quantity	8	Total Value	\$3,000.00	Discount Value	\$0.00
----------------	---	-------------	------------	----------------	--------

PO Type	PO Number	Vendor Doc No.	Receipt Number	Date	QTY Invoiced	Extended Cost
Standard	PO2084	BUS00000000000325	RCT1173	25/10/2004	8	\$3,000.00

20.1 Viewing Retrospective Discount Receipt Details

To view retrospective discount receipt details in the Detail Receipt Enquiry window:

1. Details for the line selected in the [Discount Detail Enquiry window](#) will be displayed.
2. Click OK to close the window.

The Plan Enquiry - Quantity Breakdown window

From Quantity	To Quantity	Percentage Off
1	10	5.00%
11	20	10.00%
21	30	20.00%
31	40	30.00%
41	999,999,999,999	50.00%

Click OK to close the Plan Enquiry - Quantity Breakdown window and return to the Plan Enquiry window.

4. Click OK to close the window.

Note that you can choose to clear your selection at any point by clicking the Clear button.

22. Item Plan Enquiry



Enquiry >> Myridas >> Purchase Retrospective Discount >> Item Plan Enquiry

Use the Item Plan Enquiry to:

- View plan details for a selected item or group

The Item Plan Enquiry window

R.D. Plan	Accumulate By	From	To	Discount Type	Discount Value
FAXES AUTUMN	Quantity	1	10	% Off	5.00%
FAXES AUTUMN	Quantity	11	20	% Off	10.00%
FAXES AUTUMN	Quantity	21	30	% Off	20.00%
FAXES AUTUMN	Quantity	31	40	% Off	30.00%
FAXES AUTUMN	Quantity	41	999,999,999,999	% Off	50.00%

22.1 Viewing Plan Details for a Selected Item and Group

To view plan details for selected items and groups in the Item Plan Enquiry window:

1. Click to select whether to view plan details for an Item or Group.
2. If you selected Item enter an Item Number or select one using the lookup.
3. If you selected Group enter a Group Code or select one using the lookup.
4. Details of all R.D. Plans that the selected Item or Group is assigned to will be displayed in the scrolling window.

The Accumulate By type and Discount Type and Value for each quantity break level on the R.D. Plan will be displayed.



Click the Show button to display the Description and Start and End Dates will be displayed.

Note that if you select an item number that exists on a plan as part of a group but not individually, the group code will be displayed but not plan details. To view plan details for the group select group and proceed from step 1.

5. Click OK to close the window.

Note that you can choose to clear your selection at any point by clicking the Clear button.

23. True Cost Enquiry window



Enquiry >> Myridas >> Purchase Retrospective Discount >> True Cost Enquiry

Use the True Cost Enquiry window to:

- View true cost prices for items with retrospective discounts

The True Cost Enquiry window

Step	Adjustment Description	Adjustment	Cost Price
1	Last Cost Price	\$5.15	\$5.15
		0.00000 S	0.00
2	Retrospective Discount	(\$0.26)	\$4.89
	CAPSCHD 5PCOFF Percentage Off	5.00% V	5,156.86

True Cost Price: \$4.89
Cost Price used for price uplift: \$0.00

23.1 Viewing True Cost prices for Items with Retrospective Discounts

To view true cost prices for items with retrospective discounts in the True Cost Enquiry window:

1. Enter an Item Number or select one using the lookup.
2. Enter a Site or select one using the lookup or browse buttons

Note that you need not select a specific site if you don't want site-specific landed costs to be included in the true cost calculation
3. Enter a Creditor ID or select one using the lookup
4. The Order Date will by default display the current date. Amend this as required.
5. Select a u of m from the U of M drop-down menu.
6. Enter an Order Quantity.
7. Click the Cost button, or if you selected a site tab out of the Order Quantity field, to display true costs in the scrolling window.

Costs displayed are:

Displayed Costs	Mnemonic
Standard Cost Price or Vendors Last Cost Price (dependant upon selection in the Setup window)	S - Standard Cost Price V - Vendors Last Cost Price
Vendor Price (if using the Myridas Vendor Price Management module)	Q - Quantity break price V - Value break price
Retrospective Discount price	Q - Quantity break price V - Value break price
Landed Costs (for the selected site, if a site has been selected)	L – Landed cost

Relevant adjustments are made from these costs to establish the displayed True Cost Price.

The Plan Total displays the current retrospective discount total if the selected group is set to aggregate retrospective discounts in the [Group Maintenance window](#). Item numbers are set to aggregate by default. The retrospective discount aggregate will be taken into account in both the displayed Retrospective Discount and the True Cost.

Note that this is the true cost for the selected details only. For example, if an order is made for the selected options but on a different date, then the true cost may be different.

The Cost Price used for price uplift will only be displayed if you have set up cost uplift pricing for your selection using the Myridas Extended Pricing Enhancements module.

The True Cost error field will display where there are any errors in calculating the true cost, for example, where a landed cost is in another currency that does not have a currency exchange rate set up.



Also note that you can click the Change Currency Viewed button to alternate between functional and originating currency.

8. Click OK to close the window.

24. Discount Report window



Reports >> Myridas >> Purchase Retrospective Discount >> Discount Report

Use the Discount Report window to:

- Print retrospective discount reports

The Discount Report window

The Retrospective Discount Creditor/Schedule Report details all items or groups with accumulated discounts for the selected creditor or schedule range.

24.1 Printing Retrospective Discount Reports

To print retrospective discount reports from the Discount Report window:

1. From the Report Type drop-down menu select whether you want to view a report for Creditors or Schedules.
2. Depending on your Report Type selection click All to print a report for all Creditors/Schedules or From to print a report for specified Creditors/Schedules. If you select From enter a Creditor/Schedule range or select them using the lookups.
3. Under Plan Date Range click All to view all plans, or From to view only plans within a certain date range. If you select From enter From and To dates.
4. Click Print to print the Retrospective Discount Creditor/Schedule Report.

Appendix A

Access to Myridas Windows

Purchase Retrospective Discounts

Window Name	 Menu Access	 Other Access
Creditor Details Maintenance	Cards >> Myridas >> Purchase Retrospective Discounts >> Creditor Details	Cards >> Sales >> Creditor >> Additional >> Purch. Retro. Discount Creditor
Detail Receipt Enquiry		Enquiry >> Myridas >> Purchase Retrospective Discount >> Detail Enquiry >> Zoom button
Discount Detail Enquiry	Enquiry >> Myridas >> Purchase Retrospective Discount >> Detail Enquiry	
Discount Report	Reports >> Myridas >> Purchase Retrospective Discount >> Discount Report	
Discount Update	Tools >> Routines >> Myridas >> Purchase Retrospective Discounts >> Update Discounts	
Group Allocation	Cards >> Myridas >> Purchase Retrospective Discounts >> Group Allocation	
Group Allocation Range		Cards >> Myridas >> Purchase Retrospective Discounts >> Group Allocation >> Ranges button
Group Maintenance	Cards >> Myridas >> Purchase Retrospective Discounts >> Group Maint	

Item Plan Enquiry	Enquiry >> Myridas >> Purchase Retrospective Discount >> Item Plan Enquiry	
Maintain Qualifying Periods	Cards >> Myridas >> Purchase Retro Discounts >> Maintain Qualify.Period	
Plan Enquiry	Enquiry >> Myridas >> Purchase Retrospective Discount >> Plan Enquiry	
Plan Item Maintenance		Cards >> Myridas >> Purchase Retrospective Discounts >> Plan Maint .>> Item Number/Group Expansion button
Plan Maintenance	Cards >> Myridas >> Purchase Retrospective Discounts >> Plan Maint	
Prepare Creditor Range for Purchase Retrospective Discounts	Tools >> Setup >> Myridas >> Purchase Retrospective Discounts >> Prepare Creditor Range	
Purge	Tools >> Routines >> Myridas >> Purchase Retrospective Discounts >> Discount Purge	
Schedule/Creditor Maintenance	Cards >> Myridas >> Purchase Retrospective Discounts >> Schedule/Creditor Maint.	
Schedule/Creditor Maintenance - Range Allocation		Cards >> Myridas >> Purchase Retrospective Discounts >> Schedule/Creditor Maint. >> Ranges button
Schedule/Plan Maintenance	Cards >> Myridas >> Purchase Retrospective Discounts >>	

	Schedule/Plan Maint.	
Schedule/Plan Maintenance - Range Allocation		Cards >> Myridas >> Purchase Retrospective Discounts >> Schedule/Plan Maint. >> Ranges button
Setup	Tools >> Setup >> Myridas >> Purchase Retrospective Discounts >> Setup	
Summary Enquiry	Enquiry >> Myridas >> Purchase Retrospective Discount >> P.R. Summary Enquiry	
True Cost Enquiry	Enquiry >> Myridas >> Purchase Retrospective Discount >> True Cost Enquiry	
Unit Item Maintenance	Cards >> Myridas >> Purchase Retrospective Discounts >> Item Details	Cards >> Inventory >> Item >> Additional >> Purch. Retro. Disc. Unit Item M.
Unit of Measure Maintenance	Cards >> Myridas >> Purchase Retrospective Discounts >> U of M Details	Tools >> Setup >> Inventory >> U of M Schedule >> Additional >> Purch. Retro. Disc. U of M Main.

Appendix B

Myridas Reports

Myridas provides multiple reports to increase information visibility.

Report Name	Module	Functionality
Overdue Schedule Report	Purchase Retrospective Discounts	Details any schedule run numbers that are overdue i.e. due to be closed.
Retrospective Discount Creditor Report	Purchase Retrospective Discounts	Details all retrospective discount details for the selected creditor range.
Retrospective Discount Detail Enquiry Report	Purchase Retrospective Discounts	Details all items or groups with accumulated discounts for the selected creditor or schedule range.
Retrospective Discount Detail Receipt Enquiry Report	Purchase Retrospective Discounts	Details purchase receipts associated with Purchase Retrospective Discounts and accompanying details.
Retrospective Discount Plan Maintenance Report	Purchase Retrospective Discounts	Details discount plan details.
Retrospective Discount Schedule Report	Purchase Retrospective Discounts	Details all retrospective discount details for the selected schedule range.
Retrospective Discount Update Errors Report	Purchase Retrospective Discounts	Details any errors that may have occurred during the update from the Discount Update window.
Retrospective Discounts Summary Enquiry Report	Purchase Retrospective Discounts	Details summary retrospective discount creditor/schedule information.

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