

*myridas*TM *User Guide*

Version 7.6 for Great Plains 7.5

Catchweights



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 Catchweights module:

- Catchweights



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>.

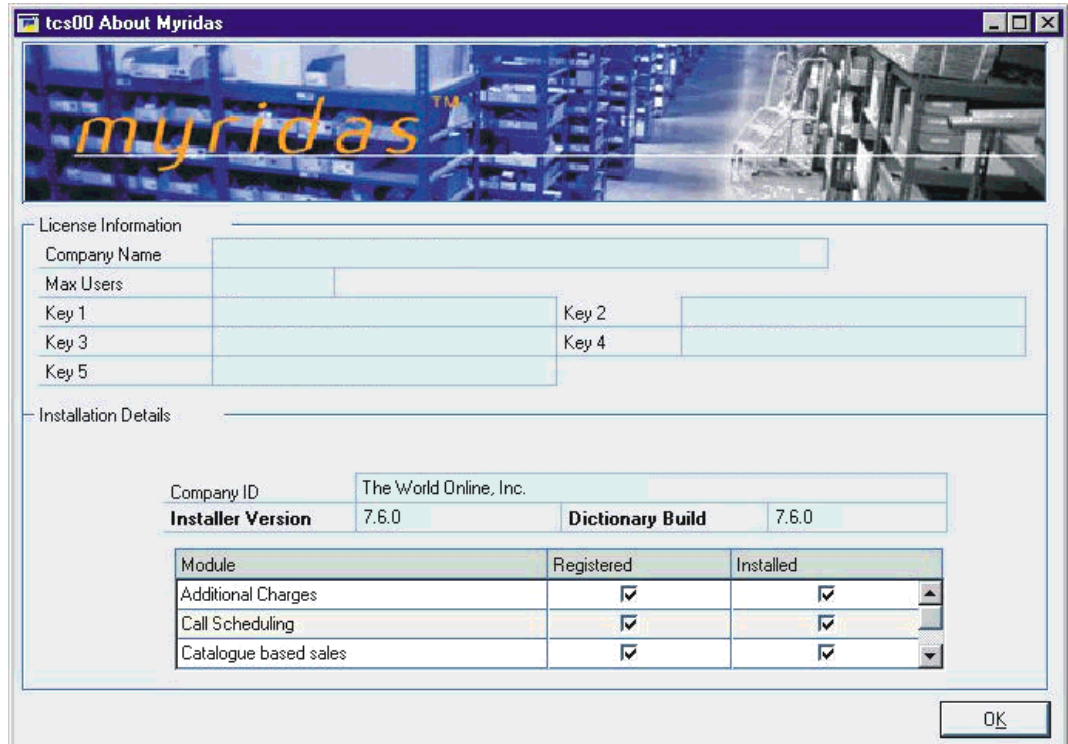
About Myridas



Cards >> Myridas Setup >> About Myridas

Use the About Myridas window to check your license 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



Catchweights

The Myridas Catchweights module allows additional controls to be applied to numerous standard Great Plains and Myridas windows. Several new windows are also available to implement Catchweight functionality. The focuses of Catchweight functionality are the Sales, Purchasing and Inventory functions.

Catchweights items are items that require quantities to be tracked in more than one unit of measure, where there is no fixed relation between the units of measure. This will usually be the case where the base unit of measure is a weight, with variable units of measure being the units of measure in which the item is bought or sold.

The Myridas Catchweights module allows items to be purchased, inventoried and sold by units that do not have an exact conversion factor to the weight unit of measure used for inventory balances. For example, a company may purchase legs of lamb by the crate, with an average crate weight of 20 kilograms. However, the actual weight of each leg of lamb will vary, and as such so will the actual weight of the crate. The Catchweights module allows the user to correctly and accurately value their stock, by valuing the stock in base unit of measure whilst purchasing and selling in a variable unit of measure.

Use the Myridas Catchweights module to:

- Create and edit variable unit of measure schedules (Catchweight Schedules)
- Assign Catchweight Schedules to specific items or multiple items
- Set up Dual Tracking for a Catchweight Schedule so that items can be tracked through ALL transactions
- Produce Purchase Orders and Receivings transactions based on actual weight quantities, for orders and receipts entered in an estimated weight
- Provide accurate invoicing of actual weight quantities for orders entered in an estimated weight
- Perform stock counts on actual weight quantities

The Great Plains Advanced Distribution module is a prerequisite for the Myridas Catchweights module.

Catchweights Glossary

When setting up Catchweight Unit of Measure Schedules it is important that the user is fully conversant with the relevant terms and definitions. Below is a glossary of key terms.

| | |
|---------------------------------|--|
| Base Unit of Measure | The Unit of Measure in which an item is held on the inventory. |
| Variable Unit of Measure | A Unit of Measure defined on a Catchweight Unit of Measure Schedule. An item may be bought and sold in a variable Unit of Measure. The variable Unit of Measure estimated equivalence to the Estimated Base U of M will be used to convert the Unit of Measure for |

| | |
|-------------------------|---|
| | Inventory transactions. |
| Actual Weight | The literal weight of each individual item |
| Estimated Weight | The system held estimate of the standard weight for a type of item – this is calculated using the equivalence estimated between the Variable Unit of Measure and the Base Unit of Measure |

Dual Quantities

A Catchweight Schedule may be defined as having Dual Quantities. For this type of schedule only two Units of Measure can be applied. Sales, Purchasing and Inventory transactions can be carried out in either unit of measure, so that actual, rather than estimated figures can be viewed.

*Lot Tracking
Catchweight
Items*

If an organisation tracks items by lots, the lot-tracked items can be assigned to a Catchweight Schedule. Lots are used to track items with shared characteristics, and may have specified attributes such as a use by date. Lot-tracked catchweight items combine the functionality of catchweights with the control of lot tracking.

Note that the Catchweights module is not currently compatible with the multi bin functionality of Great Plains.

Catchweight Setup and Maintenance

1. Catchweight Setup window



Cards >> Myridas Setup >> Catchweights >> Catchweight Setup

Use the Catchweight Setup window to:

- Enter system parameters for Catchweights

*The
Catchweight
Setup window*

1.1 Setting Up Catchweights

To set up Catchweights in the Catchweight Setup window:

1. Enter the Catchweight percentage variance that you require. For example, you may set the Catchweight Percentage Variance to be 10%. If an actual weight for an item is ever entered into the system that is greater or lesser than 10% of the estimated weight (the system held standard weight for an item), then a warning will be displayed.
2. Click to select Before or After for SOP Options and POP Options.

The Add Text option in the [Catchweight Maintenance window](#) allows you to incorporate the Catchweight description into the items transaction description. This gives you greater visibility of item details when performing transactions.

If you select to Add Text in the Catchweight Maintenance window then selecting to Add Unit of Measure Description Before or After will decide whether the Catchweight details are displayed before or after an item on a transaction line.

3. Selecting the Order By Weight option will give functionality to enter catchweight details for sales order by entering a specific weight quantity.

Note that this will apply to sales order type documents only (See [the Sales Transaction Catchweight Details window](#) for further details).

4. Selecting the Allow Auto-Allocation of Lots option will enable catchweights to attempt to automatically allocate lots during sales transaction entry.
5. Click OK to save your system parameter settings.

2. Catchweight Maintenance window



Cards >> Myridas Setup >> Catchweights >> Catchweight Maint.

Use the Catchweight Maintenance window to:

- Create and edit Catchweight Unit of Measure Schedules

*The
Catchweight
Maintenance
window*

| U Of M | Estimated kilo | SOP | | POP | |
|--------|----------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| | | Confirm | Add Text | Confirm | Add Text |
| kilo | 1.00 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Whole | 0.50 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| | 0.00 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | | | |
| | | | | | |
| | | | | | |

2.1 Creating and Editing Catchweights

To create and edit catchweights in the Catchweight Maintenance window:

1. Enter a Catchweight Unit of Measure Schedule or click the lookup to select a Catchweight Unit of Measure Schedule from the Catchweight Unit of Measure Schedules window.

2. If creating a new Catchweight enter the required description into the Description field.
3. If you want to set up a Dual Quantities Catchweight Schedule click to select Dual Quantities.

Selecting this option will give you the facility to track items in 2 units of measure throughout their life cycle. You will only have the option to select two units of measure for the Catchweight Schedule. However, increased functionality is given, for example, in inventory transactions to provide superior item tracking with actual, rather than estimated, quantities.

4. Select the required Quantity Decimals (the number of decimal places to which the Catchweight will run), and the Base Unit of Measure. The Selected Base U of M will automatically be displayed in the U of M scrolling window with a value of 1.

Note that the Base U of M will be displayed after Estimated above the scrolling window. This will be the base equivalent for all subsequent variable units of measure that are created for the Catchweight.

Note also that to assign an item to a Catchweight Unit of Measure schedule they must share the same Base Unit of Measure and Quantity Decimals.

5. In the U of M scrolling window enter each required Unit of Measure and their Estimated quantity value to the Base Unit of Measure.

For example, you may order Lobster by the kilogram, and wish to have both a kilogram Unit of Measure and a whole Lobster Unit of Measure. You would first enter Kilo, with an Estimated weight value of 1. You would then enter Whole with the required Estimated weight value, for example 0.5. This is the number of Kilo's that the average whole Lobster would be equivalent to.

6. For each line Unit of Measure entered you must click to Confirm or Add Text to both Sales Order Processing and Purchase Order Processing.

Clicking to Add Text will display the Catchweight details on the transaction line. Clicking Confirm will require you to enter an actual weight against a transaction line before the items on the document can be confirmed as picked.

Note that for Dual Quantity Catchweight Schedules you are required to select Confirm for the non-Base unit of Measure.

7. For Main Selling Unit select the default Unit of Measure that you require items to be sold in.
8. For Main Purchasing Unit select the default Unit of Measure that you require items to be purchased in.
9. Click Save to save any changes you have made to the Catchweight.

Deleting Catchweights

Click Delete to delete the Catchweight Schedule. Note that you cannot delete a Catchweight Schedule that is assigned to items.

You may click Sort to display your entered details by Unit of Measure or by Equivalence.

10. Click the Assign button to display the [Assign Items to Catchweights window](#) where you can assign items to a Catchweight Unit of Measure Schedule.

11. You can copy details of one Catchweight onto a new Catchweight. To do this enter a new Catchweight and description then click Copy to display the Catchweight Unit of Measure Schedules window. Select a Catchweight to copy.

Note that the number of decimal places on the schedule being copied must be less than or equal to those on the schedule being created. A warning will be displayed if this is not the case with your selections. You may edit the number of decimal places in your new schedule to fit these parameters.

3. Assign Catchweight to Item Number window



Cards >> Myridas Cards >> Catchweights >> Assign Ind. Item to CW

Use the Assign Catchweight to Item Number window to:

- Assign individual items to a Catchweight Schedule

The Assign Catchweight to Item Number window

Note that this window is also available as an Extras option from the Great Plains Item Maintenance window.

Note that you can re-assign items to an alternative Catchweight Schedule. If you are assigning an item from a non Dual Quantity to a Dual Quantity Catchweight Schedule it is recommended that you first run a stock count as all catchweight quantities will be set to zero.

3.1 Assigning Catchweight Schedules to Individual Items

To assign a Catchweight Schedule to an item in the Assign Catchweight to Item Number window:

1. Enter the required Item Number or click the lookup button to select an Item Number from the Items window.
2. Enter the required Catchweight Schedule or click the lookup button to select a Catchweight Schedule from the Catchweight Unit of Measure Schedules window.
3. Click Save to assign the selected item to the Catchweight Schedule.

Deleting items from a Catchweight

Click Delete to unassign an item from a Catchweight Schedule.

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

4. Assign Items to Catchweights window



Cards >> Myridas Cards >> Catchweights >> Assign Items to Catchweights

Use the Assign Items to Catchweights window to:

- Assign items to a Catchweight Unit of Measure Schedule

The Assign Items to Catchweights window

| Item Number | Description |
|-------------|-------------|
| LOBSTER | Red Lobster |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

Note that you can re-assign items to an alternative Catchweight Schedule. If you are assigning an item from a non Dual Quantity to a Dual Quantity Catchweight Schedule it is recommended that you first run a stock count as all catchweight quantities will be set to zero.

4.1 Assigning Items to Catchweights

To assign items to Catchweights Schedules in the Assign Items to Catchweights window:

1. Enter the required Catchweight Schedule or click the lookup to select a Catchweight Schedule from the Catchweight Unit of Measure Schedules window.
2. In the Item Number scrolling window enter the items that you want to assign to a Catchweight Schedule, or click the lookup to select items from the Items window.
3. Click Save to assign your selected Item Numbers to the Catchweight Schedule.

Note that you can click the Ranges button to open the Catchweight Allocation Range window where you can assign a range of items to a Catchweight Schedule.

*Deleting Items
from a
Catchweight*

Click Delete to unassign items from a Catchweight Schedule.

Note that you may click the Sort button to alter the displayed sequence of your selected items in the scrolling window.

5. Catchweight Allocation Range window



Cards >> Myridas Cards >> Catchweights >> Assign Items to Catchweights >> Ranges button

Use the Catchweight Allocation Range window to:

- Assign a range of items to a Catchweight Schedule

*The
Catchweight
Allocation
Range
window*

| Item Number | Item Description |
|-------------|------------------|
| LOBSTER | Red Lobster |

Note that you can re-assign items to an alternative Catchweight Schedule. If you are assigning an item from a non Dual Quantity to a Dual Quantity Catchweight Schedule it is recommended that you first run a stock count as all catchweight quantities will be set to zero.

5.1 Assigning a Range of Items to a Catchweight

To assign a range of items to a Catchweight Schedule in the Catchweight Allocation Range window:

The Catchweight Allocation Ranges window will open with details of the current Catchweight Schedule selection. You can click the lookup button to select an alternative Catchweight Schedule from the Catchweight Unit of Measure Schedules window.

Item ranges are assigned by item number, generic description and Class ID.

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. To specify items to be added to the Catchweight Schedule:
 - 2.1. Select the Unassigned check box to add unassigned items only to the Catchweight Schedule.

Note that items previously assigned to different Catchweight Schedules will not be reassigned to the new Catchweight Schedule.

- 2.2. Select the Any check box to add items previously assigned to any Catchweight Schedule, or unassigned items, to the new Catchweight Schedule.
- 2.3. Select the Specified check box to add items previously assigned to a specified Catchweight Schedule. Enter the required Catchweight Schedule or click the lookup to select a Catchweight Schedule from the Catchweight Unit of Measure Schedules window.



3. Click the Preview button to verify your selection in the scrolling window. The item number and item description of each item to be assigned will be listed. Click the Show button to display the generic description, class ID, current Status Code and Status Code description (where relevant).
4. Click the Transfer button to assign your item selection to the Catchweight Schedule. Click OK to close the Transfer Completed Successfully dialog box.
5. Click OK to return to the Assign Items to Catchweights window.

Catchweight Purchasing

6. Purchase Order Processing – Catchweights Version



Transactions >> Purchasing >> Purchase Order Entry

Use the Purchase Order Entry window to:

- Enter or edit a Purchase Order

*The Purchase
Order Entry
window*

Purchase Order Entry

Save Delete Void

Type: Standard Hold
 PO Number: PO2082
 Buyer ID:
 Date: 17/10/02
 Allow Sales Documents Commitments

Creditor ID: ATLANTIC BEST
 Name: Atlantic Best Catches Ltd
 Currency ID: Z-US\$

| Creditor Item | U of M | Quantity Ordered | Unit Cost |
|------------------------|-----------|------------------|-----------|
| LOBSTER | Kilo | 5.00 | \$10.00 |
| [10xWhole] Red Lobster | WAREHOUSE | 0.00 | \$50.00 |
| | | 0.00 | \$0.00 |
| | | 0.00 | \$0.00 |

Remaining PO Subtotal: \$50.00

Purch Addr Tax Sched: COMPANYPUR

Comment ID:
 Subtotal: \$50.00
 Trade Discount: \$0.00
 Freight: \$0.00
 Miscellaneous: \$0.00
 Tax: \$0.00
 Total: \$50.00

PO Number: PO Status: New Revision: 0

The Purchase Order Entry window is given added functionality by the Myridas Catchweights module. Entering an item with a Catchweight Unit of Measure Schedule will display the [Purchase Order Catchweight Details window](#).

7. Purchase Order Catchweight Details window



Transactions >> Purchasing >> Purchase Order Entry

Use the Purchasing Order Catchweight Details window to:

- Enter Catchweight quantities, units and actual weight

*The
Purchase
Order
Catchweight
Details
window*

| Creditor Item | Catchweight Schedule | CW U of M | Catchweight Qty |
|----------------------|----------------------|----------------|-----------------|
| Creditor Description | U of M | Estimated kilo | Actual kilo |
| LOBSTER | SHELLFISH | Whole | 10.00 |
| - Lobster | kilo | 5.00 | 5.00 |

This window will also be displayed if you enter purchase lines individually through the Purchasing Item Detail Entry window.

7.1 Applying Catchweight Details to Purchase Orders

To apply Catchweights to purchase orders in the Purchase Order Catchweight Details window:

The transaction should initially be entered following standard Great Plains procedure.

1. Click into the quantity field in the Purchase Order Entry scrolling window to open the Purchase Order Catchweight Details window.
2. The Main Purchasing Unit from the Catchweight Unit of Measure Schedule will be displayed in the CW U of M field. You can click the lookup to select an alternative Catchweight Unit of Measure.
3. Enter the Catchweight Quantity. This is the quantity of the item to be purchased, measured in the displayed Catchweight U of M.

The Estimated weight quantity will be amended relative to your selected Catchweight Unit of Measure.

For example, the item Lobster may have a Base Unit of Measure of Kilo, and a selected Catchweight Unit of Measure of Whole, with 1 Whole Lobster equalling 0.5 kilos. If you enter 10 into the Catchweight Quantity scrolling window then the Estimated Kilo displayed will be 5.

Note that the Base U of M quantity, for example kilo, will be displayed in the Purchase Order Entry scrolling window. If you have set the Catchweight (in the Catchweight Maintenance window) to Add Text then you can click the Show button to display, for example, the number of whole Lobsters the quantity entered is equivalent to.



4. If you do not enter an Actual Quantity then the Estimated Quantity will be used instead. You can select to enter an Actual Quantity in the Base Unit of Measure, though in purchasing transactions you will usually accept the defaulted Estimated Quantity.
5. Click OK to confirm the details and return to the Purchase Order Entry window.

8. Receiving Transaction Processing – Catchweights Version



Transactions >> Purchasing >> Receiving Trn Entry

Use the Receiving Transaction Entry window to:

- Enter or edit a Receiving Transactions

The Receiving Transaction Entry window

| PO Number | U of M | Site ID | Creditor Item | Quantity Ordered | Quantity Invoiced | Unit Cost | Extended Cost |
|-------------------------|--------|-----------|------------------------|------------------|-------------------|----------------|---------------|
| PO2090 | | | LOBSTER | | 5.00 | | \$10.00 |
| | Kilo | WAREHOUSE | | 5.00 | 0.00 | | \$50.00 |
| | | | (10xWhole) Red Lobster | | 5.00 | | 0 |
| | | | | | 0.00 | | \$0.00 |
| | | | | 0.00 | 0.00 | | \$0.00 |
| | | | | | 0.00 | | 0.00 |
| 1099 Amount | | | | | | \$0.00 | |
| Payment Terms | | | | | | | |
| Landed Cost Func. Total | | | | | | \$0.00 | |
| Tax Schedule ID | | | | | | | |
| | | | | | | Subtotal | \$50.00 |
| | | | | | | Trade Discount | \$0.00 |
| | | | | | | Freight | \$0.00 |
| | | | | | | Miscellaneous | \$0.00 |
| | | | | | | Tax | \$0.00 |
| | | | | | | Total | \$50.00 |

The Receiving Transaction Entry window is given added functionality by the Myridas Catchweights module. Entering an item with a Catchweight Unit of Measure Schedule will display the [Receiving Transaction Catchweight Details window](#).

9. Receiving Transaction Catchweight Details window



Transactions >> Purchasing >> Receiving Trn Entry

Use the Receiving Transaction Catchweight Details window to:

- Enter Catchweight quantities, units and actual weight

*The
Receiving
Transaction
Catchweight
Details
window*

| Creditor Item | Catchweight Schedule | CW U of M | Catchweight Qty |
|----------------------|----------------------|----------------|-----------------|
| Creditor Description | U of M | Estimated kilo | Actual kilo |
| lamb | LAMBWEIGHT | Leg | 7.00 |
| lamb | kilo | 5.00 | 0.00 |

This window will also be displayed if you enter receiving lines individually through the Receiving Item Detail Entry window.

9.1 Applying Catchweight Details to Receiving Transactions

To apply Catchweights to receiving transactions in the Receiving Transaction Catchweight Details window:

The transaction should initially be entered following standard Great Plains procedure.

1. Click into the quantity field in the Receiving Transaction Entry scrolling window to display the Receiving Transaction Catchweight Details window.
2. The Main Purchasing Unit from the Catchweight Unit of Measure Schedule will be displayed in the CW U of M scrolling window. You can click the lookup to select an alternative Catchweight Unit of Measure.
3. Enter the Catchweight Quantity. This is the quantity of the item to be received, measured in the displayed Catchweight U of M.

The Estimated weight quantity will be amended relative to your selected Catchweight Unit of Measure.

For example, the item Lobster may have a Base Unit of Measure of Kilo, and a selected Catchweight Unit of Measure of Whole, with 1 Whole Lobster equalling 0.5 kilos. If you enter 10 into the Catchweight Quantity scrolling window then the Estimated Kilo displayed will be 5.



Note that the Base U of M quantity, for example kilo, will be displayed in the Receiving Transaction Entry scrolling window. If you have set the Catchweight (in the [Catchweight Maintenance window](#)) to Add Text then you can click the Show button to display, for example, the number of whole Lobsters the quantity entered is equivalent to.

4. Enter the Actual Quantity in Base Unit of Measure for the Item Number. The Actual Quantity is used to confirm the weight of the transaction line and is based on the Base U of M.

Note that the Actual Quantity may be entered at a later date, for example, after the received items have been weighed. If you do not enter the Actual Quantity now a warning will be displayed that the Actual Quantity needs setting before the transaction can be posted. A warning will also be displayed if you attempt to Save the transaction in the Receiving Transaction Entry window.

In both instances you may proceed without entering the Actual Quantity, but will be unable to Post a transaction until the Actual Quantity has been set.

Note that if you have not selected the Confirm POP option in the Catchweight Maintenance window then you need not enter an Actual Quantity. The Estimated Quantity will be used instead.



Also note that the Actual Quantity should be within the percentage variance (the difference between the Estimated and Actual Quantity) set in the Catchweight Setup window. If you enter an Actual Quantity greater than the percentage variance then you will receive a warning. Click OK to continue with the transaction.

5. Click OK to confirm the details and return to the Receiving Transaction Entry window. Proceed as per standard Great Plains procedure.

9.2 Receiving Lot Controlled Catchweight Items

To enter a receipt for lot controlled catchweight items:

You should enter the receipt as described in 9.1. You will have entered catchweight details in the Receiving Transaction Catchweight Details window and returned to the Great Plains Receiving Transaction Entry window.

Note that if you are entering details for a Dual Quantity Catchweight Item then additional fields will display the quantities in the catchweight alternative unit of measure.

1. When you tab out of the Qty. Shipped field (or click the Qty. Shipped Expansion button) the Great Plains Purchasing Lot Number Entry window will be displayed.



Note that this window will open automatically when you click the Auto-Rcv button in the Receiving Transaction Entry window and lot controlled items are entered for the receipt.

The Great Plains Purchasing Lot Number Entry window

2. Enter a lot number.
3. Pressing Tab or clicking Insert will display the Purchasing Lot Catchweight Details window.

The Purchasing Lot Catchweight Details window

4. Enter the Catchweight Quantity and Actual Quantity that you want to add to the lot number.

Note that you may add the complete received quantity to one lot, or distribute it between multiple lots.

Also note that the Catchweight Qty entered cannot be greater than the Remaining to Select quantity. The Actual Qty cannot be greater than the Actual Remaining Qty (not displayed). You cannot make entries that would leave either the actual or catchweight remaining quantities as a negative value.

5. Click OK to return to the Purchasing Lot Number Entry window. The Actual Quantity selected will be displayed in the Quantity field.
6. Click Insert.
7. If you are assigning the received items to more than one lot number, then continue entering lot numbers for the item (steps 2 to 6). The Quantity Selected must equal the item's extended quantity before you can move to the next line item in the Receiving Transaction Entry window or the Receiving Item Detail Entry window.
8. Click OK to confirm the details and return to the Receiving Transaction Entry window.

Note that you can click Cancel at any point prior to clicking the OK button to close the Purchasing Lot Catchweight Details window.

10. Purchasing Series Posting Catchweight Errors window



Transactions >> Purchasing >> Series Post >> Click on a Batch ID where Actual Quantities have not been entered for one or more items in a transaction

Use the Purchasing Series Posting Catchweight Errors window to:

- Identify and amend receivings transactions requiring the addition of Actual Quantities

*The
Purchasing
Series
Posting
Catchweight
Errors
window*

| Receipt Number | Type | Vendor Doc. No. |
|----------------|----------|-----------------|
| RCT1016 | Shipment | |
| | | |
| | | |
| | | |
| | | |
| | | |

10.1 Adding Actual Weight Quantities prior to Transaction Posting

To identify and amend receivings transactions requiring the addition of Actual Quantities in the Purchasing Series Posting Catchweight Errors window:

1. If you click on a Batch ID in the Great Plains Purchase Series Posting window, where not all required Actual Quantities have been added, then the Purchasing Series Posting Catchweight Errors window will be displayed.
2. All transactions requiring the addition of Actual Quantities will be displayed in the scrolling window. Click on a line then click Select. The selected transaction will be displayed in the Great Plains Receivings Transaction Entry window.
3. Add the required Actual Weight then click Save and close the window to return to the Purchasing Series Posting Catchweight Errors window.
4. Repeat these steps for all transactions that require the addition of Actual Quantities.
5. Click OK to return to the Great Plains Purchase Series Posting window.

Catchweight Inventory Transactions

11. Item Transactions Processing - Catchweights version



Transactions >> Inventory >> Transaction Entry

Use the Great Plains Item Transaction Entry window to:

- Entering an adjustment or variance transaction

The Great Plains Item Transaction Entry window

| Item Number | U of M | Quantity | Unit Cost | Site ID |
|-------------|--------|----------|-----------|-----------|
| LOBSTER | Kilo | 3.00 | \$10.00 | WAREHOUSE |
| Red Lobster | | 0.00 | \$0.00 | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

The Item Transaction Entry window is given added functionality by the Myridas Catchweights module. Entering an item with a Catchweight Unit of Measure Schedule will display the [Transaction Entry Catchweight Details window](#).

Note that all Catchweight functionality described for the Item Transaction window is also available when making Catchweight item transfers in the Great Plains Item Transfer window.

12. Transaction Entry Catchweight Details window



Transactions >> Inventory >> Transaction Entry

Use the Transaction Entry Catchweight Details window to:

- Enter Catchweight quantities, units and actual weight

*The
Transaction
Entry
Catchweight
Details
window*

| Item Number | Catchweight Schedule | CW U of M | Catchweight Qty |
|-------------|----------------------|----------------|-----------------|
| Description | U of M | Estimated kilo | Actual kilo |
| LOBSTER | SHELLFISH | Whole | 2.00 |
| Red Lobster | kilo | 1.00 | 1.05 |

This window will also be displayed if you enter catchweight item transfers through the Item Transfer Entry window.

12.1 Entering Item Transactions for Catchweight Items

To enter transactions for Catchweight items in the Transaction Entry Catchweight Details window:

The transaction should initially be entered following standard Great Plains procedure.

Note that it is recommended that if you want to make adjustments to the Catchweight Quantity only, you first subtract the entire Catchweight and Actual Quantities then add them back at the required quantities.

1. Click into the quantity field in the Item Transaction Entry scrolling window to display the Transaction Entry Catchweight Details window.
2. The Main Selling Unit from the Catchweight Unit of Measure Schedule will be displayed in the CW U of M scrolling window. You can click the lookup to select an alternative Catchweight Unit of Measure.
3. Enter the Catchweight Quantity. This is the quantity of the item to be adjusted, measured in the displayed Catchweight U of M.

The Estimated weight quantity will be amended relative to your selected Catchweight Unit of Measure.

For example, the item Lobster may have a Base Unit of Measure of Kilo, and a selected Catchweight Unit of Measure of Whole, with 1 Whole Lobster equalling 0.5 kilos. If you enter 10 into the Catchweight Quantity scrolling window then the Estimated Kilo displayed will be 5.

Note that the Base U of M quantity, for example kilo, will be displayed in the Item Transaction Entry scrolling window.



Also note that if you do not enter a Catchweight Quantity then adjustments will be made to the Actual Quantity only.

4. Enter the Actual Quantity in Base Unit of Measure for the Item Number. The Actual Quantity is used to confirm the weight of the transaction line and is based on the Base U of M.

Note that you must enter an Actual Quantity. Not entering an Actual Quantity will result in a warning message being displayed.

5. Click OK to confirm the details and return to the Item Transaction Entry window. Proceed as per standard Great Plains procedure.

12.2 Entering Item Transactions for Lot Controlled Catchweight Items

To enter a transaction for lot controlled catchweight items:

You should enter the transaction as described in 12.1. You will have entered catchweight details in the Transaction Entry Catchweight Details window and returned to the Great Plains Item Transaction Entry window.

1. When you tab out of the Site ID field the Great Plains Item Lot Number Entry window will be displayed.

The Great Plains Item Lot Number Entry window

| Available | Quantity Selected | Quantity Available | Bin |
|-----------|-------------------|--------------------|-----|
| | | | |
| | | | |
| | | | |

| Selected | Quantity | Bin |
|----------|----------|-------|
| LOB4 | 3.00 | E01S3 |
| | | |
| | | |

2. Enter a lot number.

- Pressing Tab or clicking Insert will display the Item Transaction Lot Entry Catchweight Details window.

*The Item
Transaction Lot
Entry
Catchweight
Details window*

| Extended CW Qty | Catchweight Schedule | CW U of M | Catchweight Qty |
|---------------------|----------------------|----------------|-----------------|
| Remaining To Select | U of M | Estimated kilo | Actual kilo |
| 2.00 | SHELLFISH | Whole | 2.00 |
| 2.00 | kilo | 1.00 | 1.00 |

Lot Number:

- Enter the Catchweight Quantity and Actual Quantity that you want to add to the lot number.

Note that you may add the complete transaction quantity to one lot, or distribute it between multiple lots.

Also note that the Catchweight Qty entered cannot be greater than the Remaining to Select quantity. The Actual Qty cannot be greater than the Actual Remaining Qty (not displayed). You cannot make entries that would leave either the actual or catchweight remaining quantities as a negative value.

- Click OK to return to the Item Lot Number Entry window. The Actual Quantity selected will be displayed in the Quantity Selected field.
- Click Insert.
- If you are assigning the transaction items to more than one lot number, then continue entering lot numbers for the item (steps 2 to 6). The Quantity Selected must equal the items extended quantity before you can move to the next line item in the Item Transaction Entry window or the Item Transfer Entry window.
- Click OK to confirm the details and return to the Item Transaction Entry window.

Note that you can click Cancel at any point prior to clicking the OK button to close the Item Transaction Lot Entry Catchweight Details window.

13. Stock Count Entry – Catchweights Version

The Great Plains Stock Count Entry facility has been given added functionality by the Myridas Catchweights module to account for stock counts on Catchweight items.

Clicking the Counted Quantity Expansion button on Catchweight items will open the Catchweight Unit of Measure Entry window.

*The Great
Plains Stock
Count Entry
window*

The screenshot shows the 'Stock Count Entry' window with the following details:

- Stock Count ID:** SHELLFISH COUNT
- Document Date:** 00/00/00
- Status:** Started
- Sort By:** Site ID / Bin / Item Number
- Options:**
 - Autopost Stock Count Variances
 - Reuse Stock Count

| Item Number | U of M | Counted Qty | Variance Qty | Verified |
|-------------|--------|-------------|--------------|--------------------------|
| CRAB | Kilo | 0.00 | 0.00 | <input type="checkbox"/> |
| LOBSTER | Kilo | 0.00 | 0.00 | <input type="checkbox"/> |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Buttons at the bottom: Distribution, Serial/Lot, Unposted Trn, Trx History.

14. Catchweight Unit of Measure Entry window



Transactions >> Inventory >> Stock Count Entry >> Counted Quantity Expansion button

Use the Catchweight Unit of Measure Entry window to:

- Enter details of stock counts on Catchweight items

*The
Catchweight
Unit of
Measure
Entry
window*

| U of M | Unit Counted | kilo Counted |
|--------|--------------|--------------|
| Whole | 40 | 21.00 |
| | 35 | |
| | 0 | 0.00 |
| | 0 | |

Total Extended Counted Qty: 21.00

14.1 Entering Stock Counts for Catchweight Items

To enter stock count details for Catchweight items in the Catchweight Unit of Measure Entry window:

The stock count should initially be entered following standard Great Plains procedure in the Stock Count Entry window.

1. In the Great Plains Stock Count Entry window select the catchweight item/site combination that results will be entered for.
2. Click the Counted Qty expansion button display the Catchweight Unit of Measure Entry window.
3. Enter a Unit of Measure in the scrolling window or click the lookup to select a Unit of Measure from the Catchweight Unit of Measure Lookup window.



Note that if the item is on a Dual Quantity Catchweight Schedule then the Catchweight Unit of Measure (as opposed to the Base U of M) will already be

displayed in the scrolling window. The stock count results **must** be entered in this Unit of Measure.

Also note that you cannot delete or change a Unit of Measure once selected. If the current Catchweight Schedule is **not** Dual Quantity then you can delete the row (Edit >> Delete Row) and re-enter the Unit of Measure.

4. Enter the quantity that has been counted into the Unit Counted scrolling window, in the displayed Unit of Measure.



Note that you can click the Show button to view the Unit Captured. This is the quantity of the item held on the system at the start of the stock count, in the displayed Unit of Measure.

5. For **Dual Quantity** items:

Enter the Base U of M Counted quantity

For **non-Dual Quantity** items:

The Base U of M Counted quantity will be calculated automatically.

6. Repeat step 3 to 5 until you've entered all count results for the item-site combination. As you move off each line, the extended quantity—the equivalent in the base unit of measure, according to the assigned unit of measure schedule—is calculated and displayed.

Note that only one line can be entered for dual Quantity Catchweight items.

7. The Total Extended Counted Qty will be automatically calculated.
8. Click OK to return to the Stock Count Entry window.

Repeat these steps for each Catchweight item on the stock count.

Note that for any lot controlled catchweight items you must also enter lot number information (see below).

14.2 Entering Stock Count Lot Number Information for Catchweight Items

To enter stock count lot number information for Catchweight items in the Great Plains Stock Count Lot Number Entry window:

The stock count should initially be entered following standard Great Plains procedure in the Stock Count Entry window, and Entering Stock Counts for Catchweight Items (see above).

1. Open the Stock Count Lot Number Entry window.

(Transactions >> Inventory >> Stock Count Entry >> put insertion point in a line in the scrolling window for a lot-numbered item >> Serial/Lot button)

Alternatively the window will open automatically when you move off the scrolling window line in the Stock Count Entry window.

*The Enterprise
Stock Count Lot
Number Entry
window*

| Lot Number | Captured | On Hand | Allocated | Counted | Variance | Verified |
|------------|----------|---------|-----------|---------|----------|-------------------------------------|
| LOB4 | | 5.00 | 5.00 | 0.00 | 0.00 | <input type="checkbox"/> |
| | | 0.00 | 0.00 | 0.00 | 0.00 | <input checked="" type="checkbox"/> |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Lot Number Counted Qty: 0.00 Lot Number Variance: 0.00
 Item Counted Qty: 0.00 Item Variance: (5.00)

Unposted Trn Trx History OK

2. To enter count results for lots listed in the scrolling window, enter the counted quantity in the appropriate line in the scrolling window.
3. To enter count results for lots not listed in the scrolling window, enter the lot number in the first blank line in the scrolling window, and then enter the count quantity.
4. If you need to verify any variance quantities then follow standard Great Plains procedure.
5. Click OK to return to the Stock Count Entry window.

Catchweight Sales Processing

15. Sales Order Processing – Catchweights Version



Transactions >> Sales >> Sales Trn Entry

Use the Sales Transaction Entry window:

- To enter details of sales orders, invoices, quotations and returns

*The Sales
Transaction
Entry window*

The Sales Transaction Entry window is given added functionality by the Myridas Catchweights module. Entering an item with a Catchweight Unit of Measure Schedule will display the [Sales Transaction Catchweight Details window](#).

You can also use the Extras option to display the Sales Transaction Catchweight Enquiry window.

Note that if there is a shortage of stock then you can select either the Override Shortage option or the Back Order **All** option; it is recommended that you **do not** select to Back Order Balance, to avoid stock irregularities.

If you have enabled the Allow All Back Ordered Items to Print on Invoice option in the Great Plains Sales Order Setup window, then Back Ordered Catchweight items will appear on relevant invoices, with the quantity of 0. The Qty. to Back Order shown on the printed invoice will be an estimated quantity. However, you will not be able to alter the quantity of the Back Ordered item on the invoice in the Sales Transaction Catchweight Details window. Likewise you cannot amend item quantities where you have selected to Override Shortage on the order.

16. Sales Transaction Catchweight Details window



Transactions >> Sales >> Sales Trn Entry

Use the Sales Transaction Catchweight Details window to:

- Enter Catchweight quantities, units and actual weight

The Sales Transaction Catchweight Details window

| Item Number | Catchweight Schedule | CW U of M | Catchweight Qty |
|-------------|----------------------|----------------|-----------------|
| Description | U of M | Estimated kilo | Actual kilo |
| LOBSTER | SHELLFISH | Whole | 10.00 |
| Red Lobster | kilo | | 5.00 |

This window will also be displayed if you enter sales lines individually through the Sales Item Detail Entry window.

Note that if you selected the Order By Weight option in the Catchweight Setup window, and are entering a sales **order** for a catchweight item, then an additional order by quantity field will be displayed.

Ordered By Amount field

Enter the quantity you want to order in the base unit of measure in this field. The Catchweight Quantity will be calculated automatically.

16.1 Applying Catchweight Details to Sales Transactions

To apply Catchweight details to Sales Transactions in the Sales Transaction Catchweight Details window:

The transaction should initially be entered following standard Great Plains procedure.

1. Click into the quantity field in the Sales Transaction Entry scrolling window to open the Sales Transaction Catchweight Details window.
2. The Main Selling Unit from the Catchweight Unit of Measure Schedule will be displayed in the CW U of M scrolling window. You can click the lookup to select an alternative Catchweight Unit of Measure.

Note that if you enter a non-existent Catchweight U of M a message will be displayed asking if you want add it to the Catchweight. Click Yes to display the [Catchweight Maintenance window](#) where you can manually add the unit of measure. This does not apply to Dual Quantity Catchweight items.

3. Enter the Catchweight Quantity. This is the quantity of the item to be received, measured in the displayed Catchweight U of M.

The Estimated weight quantity will be amended relative to your selected Catchweight Unit of Measure.

For example, the item Lobster may have a Base Unit of Measure of Kilo, and a selected Catchweight Unit of Measure of Whole, with 1 Whole Lobster equalling 0.5 kilos. If you enter 10 into the Catchweight Quantity scrolling window then the Estimated Kilo displayed will be 5.



Note that the Base U of M quantity, for example kilo, will be displayed in the Sales Transaction Entry scrolling window. If you have set the Catchweight (in the Catchweight Maintenance window) to Add Text then you can click the Show button to display, for example, the number of whole Lobsters the quantity entered is equivalent to.

4. Enter the Actual Quantity in Base Unit of Measure for the Item Number. The Actual Quantity is used to confirm the weight of the transaction line and is based on the Base U of M. This may be entered at a later date, for example, after the items have been picked.



You can click the Expansion button to open the Actual Quantity Breakdown window, where you can enter Actual Qty details.



If you attempt to Confirm Picking of items that have not had an actual quantity entered against them then a warning will be displayed indicating that an item or items require actual quantities to be set.

Also note that the Actual Quantity should be within the percentage variance (the difference between the Estimated and Actual Quantity) set in the [Catchweight Setup window](#). If you enter an Actual Quantity greater than the percentage variance then you will receive a warning. Click OK to continue with the transaction.

If the Confirm option was not selected then you do not need to enter an Actual Quantity.

5. Click OK to confirm the details and return to the Sales Transaction Entry window. Proceed as per standard Great Plains procedure.

If the document type you are entering is a Return and you are not using the Myridas Returns Management module then the Sales Returned Catchweight Quantities Entry window will be displayed when you click OK.

Note that if you are using the Returns Management module then the quantity will be allocated to "Return" quantity type, unless you are editing an existing line in which case the [Sales Returned Catchweight Quantities Entry window](#) **will** be displayed.

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

16.2 Entering Sales Transactions for Lot Controlled Catchweight Items

To enter a sales transaction for lot controlled catchweight items:

You should enter the transaction as described in 16.1. You will have entered catchweight details in the Sales Transaction Catchweight Details window and returned to the Great Plains Sales Transaction Entry window.

Note that if you are entering details for a Dual Quantity Catchweight Item then additional fields will display the quantities in the catchweight alternative unit of measure.

1. When you tab out of the Quantity Ordered field the Great Plains Sales Lot Number Entry window will be displayed.

The Great Plains Sales Lot Number Entry window

| Available | Quantity Selected | Quantity Available | Bin | Display Date | Sell By Date |
|------------|-------------------|--------------------|-------|--------------|--------------|
| Perishable | | | | | |
| LOB4 | 0.00 | 2.50 | E01S3 | 00/00/00 | 00/00/00 |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

| Selected | Kilo | \whole | Bin |
|----------|------|--------|-------|
| LOB4 | 2.50 | 5.00 | E01S3 |
| | | | |
| | | | |
| | | | |
| | | | |

This window will open automatically when you enter a lot-numbered item in the Sales Transaction Entry window or Sales Item Detail Entry window if you didn't mark the Auto-Assign Lot Numbers option in the Sales Order Process Setup Options window, and you're not using a separate fulfilment process. If you did mark that option, this window won't open automatically, and lot numbers will be automatically assigned. However, you can change the lot number that was assigned at the time it was fulfilled.

2. Enter a lot number.

Note that for Dual Quantity Catchweight Lot Numbered items in sales orders and invoices you cannot enter a Lot Number. You must select one from those displayed in the scrolling window by tabbing down to the Lot Number you require.

- Pressing Tab or clicking Insert will display the Sales Transaction Lot Catchweight Details window.

*The Sales Lot
Catchweight
Details window*

| Extended CW Qty | Catchweight Schedule | CW U of M | Catchweight Qty |
|---------------------|----------------------|----------------|-----------------|
| Remaining To Select | U of M | Estimated kilo | Actual kilo |
| 10.00 | SHELLFISH | Whole | 10.00 |
| 10.00 | kilo | 5.00 | 5.00 |

Lot Number: LOB1 Available Qty: 10.00 OK Cancel

- Enter the Catchweight Quantity and Actual Quantity that you want to assign to the lot number.

Note that you may assign the complete transaction quantity to one lot, or distribute it between multiple lots.

Also note that the Catchweight Qty entered cannot be greater than the Remaining to Select quantity. The Actual Qty cannot be greater than the Actual Remaining Qty (not displayed). You cannot make entries that would leave either the actual or catchweight remaining quantities as a negative value.

- Click OK to return to the Sales Lot Number window. The Actual Quantity selected will be displayed in the Quantity Selected field.
- Click Insert.
- If you are assigning the transaction items to more than one lot number, then continue entering lot numbers for the item (steps 2 to 6). The Quantity Selected must equal the items extended quantity before you can move to the next line item in the Sales Transaction Entry window.
- Click OK to confirm the details and return to the Sales Transaction Entry window.

Note that you can click Cancel at any point prior to clicking the OK button to close the Sales Lot Catchweight Details window.

17. Sales Returned Catchweight Quantities Entry window



Transactions >> Sales >> Sales Trn Entry >> Sales Transaction Catchweight Details >> OK button (when entering a return document)

Use the Sales Returned Catchweight Quantities Entry window to:

- Enter details of customer returned catchweight items

The Sale Returned Catchweight Quantities Entry window

| Item Number | | LOBSTER | |
|--------------------|-----------|-----------------------|------|
| Description | | Red Lobster | |
| Catchweight U Of M | Whole | Return Quantity Type: | |
| Quantity | 5.00 | On Hand | 0.00 |
| Site ID | WAREHOUSE | Returned | 5.00 |
| | | In Use | 0.00 |
| | | In Service | 0.00 |
| | | Damaged | 0.00 |
| | | Total | 0.00 |

Note that if you are using the Returns Management module then the quantity will be allocated to "Return" quantity type, unless you are editing an existing line in which case the Sales Returned Catchweight Quantities Entry window **will** be displayed.

17.1 Entering Returns for Catchweight Items

To enter returns for catchweight items in the Sale Returned Catchweight Quantities Entry window:

1. The window will be displayed with the Quantity displayed in the Catchweight Unit of Measure.
2. Enter the quantity breakdown into the Return Quantity Type fields. You will not be able to proceed until the entire Quantity has been assigned to Return Quantity Types.

Note that clicking Documents will display the Receivables Transaction Enquiry - Debtor window.

3. Click OK to return to the Sales Transaction Entry window.

Note that you can click Cancel at any point to return to the [Sales Transaction Catchweight Details window](#).

18. Actual Quantity Breakdown window



Transactions >> Sales >> Sales Trn Entry >> Sales Transaction Catchweight Details window >> Expansion button

Use the Actual Quantity Breakdown window to:

- Enter Actual quantities of picked items

The Actual Quantity Breakdown window

| Catchweight Qty | 6.00 |
|--------------------|--------------------------|
| Catchweight U of M | Chop |
| Occurrence of Chop | Actual Breakdown in kilo |
| 1 | 0.21 |
| 2 | 0.23 |
| 3 | 0.19 |
| 4 | 0.18 |
| 5 | 0.20 |
| 6 | 0.20 |
| Actual kilo | 1.01 |
| Estimated kilo | 1.20 |

Note that this window can also be viewed by clicking the expansion button on the [Sales Transaction Catchweight Enquiry window](#).

18.1 Entering Actual Weight Quantities

To enter actual weight quantities into the Actual Quantity Breakdown window:

1. The number of Occurrence fields will match the Catchweight Qty. For example, if you have entered a Catchweight Qty of 6, then there will be 6 Occurrence fields.
2. Enter the actual quantity of each picked item into the Actual Breakdown scrolling window. The Base Unit of Measure will be displayed after Actual Breakdown in – actual quantities should be entered in this unit of measure.

The total of all entered quantities will be displayed in the Actual quantity field. The Estimated quantity will display the system-estimated quantity in this selected unit of measure.

3. When you have entered actual quantities for all your picked items click the OK button.

Note that you can click Clear at any point to remove any entries that you have made.

19. Base Return on Invoice - Item Selection Catchweight Details window



Transactions >> Sales >> Sales Trn Entry >> Click the Item Number lookup

Use the Base Return on Invoice - Item Selection Catchweight Details window to:

- Enter catchweights details for returns based on invoices

*The Base
Return On
Invoice - Item
Selection
Catchweight
Details window*

| Item Number | Invoice Qty | Posted Returns | On Collections | Returnable | Whole To Return |
|-------------|-------------|----------------|----------------|------------|-----------------|
| LOBSTER | 10.00 | 0.00 | 0.00 | 10.00 | 10.00 |
| Red Lobster | | | 5.00 | 5.00 | 5.00 |

Note that this window is only available if you have access to the Myridas Returns Management module.

19.1 Entering Catchweight Details for Returns Based on Invoices

To enter catchweight details for returns based on invoices in the Base Return on Invoice - Item Selection Catchweight Details window:

The Base Return On Invoice - Item Selection Catchweight Details window will display the Item Number with quantity details in the base unit of measure. The window will be displayed automatically when you click the Item Number lookup in the Sales Transaction Entry window.

1. The window will be displayed with details of the currently selected item Number.
2. Enter the Catchweight Quantity to Return. This should be greater than zero but not greater than the returnable quantity.

The Estimated weight quantity will be amended relative to your selected Catchweight Unit of Measure.

For example, the item Lobster may have a Base Unit of Measure of Kilo, and a selected Catchweight Unit of Measure of Whole, with 1 Whole Lobster equalling 0.5 kilos. If you enter 10 into the Catchweight Quantity scrolling window then the Estimated Kilo displayed will be 5.

3. Enter the Actual Quantity. This should be greater than zero but not greater than the Returnable Actual Quantity.

- Click OK to confirm the details and return to the Base Return on Invoice - Item Selection window.

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

20. Unconfirmed Catchweight Report



Reports >> Myridas Reports >> Catchweights >> Unconf. CW Report

Use the Unconfirmed Catchweight Report to:

- Identify Catchweight invoices where lines have not had an actual weight entered against them

*The
Unconfirmed
Catchweight
Report
window*

20.1 Printing Unconfirmed Catchweight Reports

To print an Unconfirmed Catchweight Report from the Unconfirmed Catchweight Report window:

- Click All to include all Document ID's or click From to include a range of Document ID's. If you click From you must enter From and To Document ID's, or use the lookups to select Document ID's from the Sales Type ID's window.
- Click All to include all Debtor ID's or click From to include a range of Debtor ID's. If you click From you must enter From and To Debtor ID's, or use the lookups to select Debtor ID's from the Debtors and Prospects window.
- Click whether you want to include All lines or Unconfirmed lines only on the print.
- Click Print to produce the Unconfirmed Catchweight Report.

To clear your selections at any point click the Clear button.

21. Picking Tickets for Catchweight Items

When Picking Tickets are printed for Catchweight items, the Catchweight Unit of Measure and quantity will be displayed.

A space is left under Picked Quantity where the actual quantity picked may be entered. This quantity should then be entered into the actual quantity field in the Sales Transaction Catchweight Details window.

Sample Picking Ticket for Catchweight items

| Picking Ticket INV4139 | The World Online, Inc. 4277 West Oak Parkway Chicago IL 60601-4277 | Page: 1 18/02/02 | | | | | | | | | | | | | | | | | | | | |
|---|---|---------------------|--------------------|---------------|---------------|-----------------------------------|---------|-------|-------|----------|--|--|-------|------|--|--|--|------|--|--|--|--|
| Bill To: Adroit Foods Ltd 20 Food Parkway Drew NE | Ship To: Adroit Foods Ltd 20 Food Parkway Drew NE | | | | | | | | | | | | | | | | | | | | | |
| <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:30%;">Debtor ID</th> <th style="width:30%;">Shipping Method</th> <th style="width:20%;">Purchase Order No.</th> <th style="width:10%;">Master No.</th> <th style="width:10%;">Delivery Date</th> </tr> </thead> <tbody> <tr> <td>ADROIT FOODS</td> <td></td> <td></td> <td>233</td> <td>19/02/02</td> </tr> </tbody> </table> | Debtor ID | Shipping Method | Purchase Order No. | Master No. | Delivery Date | ADROIT FOODS | | | 233 | 19/02/02 | | | | | | | | | | | | |
| Debtor ID | Shipping Method | Purchase Order No. | Master No. | Delivery Date | | | | | | | | | | | | | | | | | | |
| ADROIT FOODS | | | 233 | 19/02/02 | | | | | | | | | | | | | | | | | | |
| <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:30%;">Item Number</th> <th style="width:30%;">Bin Location</th> <th style="width:10%;">Pick Qty.</th> <th style="width:10%;">U of M</th> <th style="width:20%;">Picked Qty.</th> </tr> </thead> <tbody> <tr> <td>LOBSTER (20xWhole) Red Lobster</td> <td style="text-align: center;">LOBST12</td> <td style="text-align: right;">20.00</td> <td>Whole</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;">10.00</td> <td>kilo</td> <td></td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;">5.00</td> <td></td> <td></td> </tr> </tbody> </table> | Item Number | Bin Location | Pick Qty. | U of M | Picked Qty. | LOBSTER (20xWhole) Red Lobster | LOBST12 | 20.00 | Whole | | | | 10.00 | kilo | | | | 5.00 | | | | |
| Item Number | Bin Location | Pick Qty. | U of M | Picked Qty. | | | | | | | | | | | | | | | | | | |
| LOBSTER (20xWhole) Red Lobster | LOBST12 | 20.00 | Whole | | | | | | | | | | | | | | | | | | | |
| | | 10.00 | kilo | | | | | | | | | | | | | | | | | | | |
| | | 5.00 | | | | | | | | | | | | | | | | | | | | |

22. Sales Transaction Catchweight Enquiry window



Transactions >> Sales >> Sales Trn Entry >> Extras >> Catchweight Enquiry

Use the Sales Transaction Catchweight Enquiry window to:

- Enquire about Catchweight details in Sales Transactions

The Sales Transaction Catchweight Enquiry window

| | | | |
|---------------|----------------|--------------------|-----------|
| Type | Order | Date | 14/09/01 |
| Type ID | STDDRD | Default Site | WAREHOUSE |
| Document No | ORDST1074 | Batch ID | |
| Customer ID | BEATRICE0001 | Customer PO Number | |
| Customer Name | Beatrice Foods | Currency ID | Z-US\$ |

| Item Number | Catchweight Qty | Quantity Ordered | Unit Price |
|--------------------|--------------------|-------------------|----------------|
| Description | Catchweight U Of M | U Of M | Extended Price |
| Quantity Fulfilled | Quantity Cancelled | Qty to Back Order | Actual |
| LAMB | | 5.00 | 1.00 |
| Lamb Leg (5xChop) | Chop | kilo | \$5.00 |
| | 1.00 | 0.00 | 0.00 |

| | | | |
|----------------------|--------|----------------|--------|
| Deposit Received | \$0.00 | Subtotal | \$5.00 |
| Terms Discount Taken | \$0.00 | Trade Discount | \$0.00 |
| On Account | \$5.00 | Freight | \$0.00 |
| Comment ID | | Miscellaneous | \$0.00 |
| Document Status | | Tax | \$0.00 |
| | | Total | \$5.00 |

22.1 Enquiring about Catchweight Details

To enquire about Catchweight details in the Sales Transaction Catchweight Enquiry window:



1. The window will be displayed with details of all items in the relevant sales transaction. Click the Show button to display full details.

Non Catchweight items will have no information displayed in the Catchweight Quantity, Catchweight Unit of Measure and Actual Quantity scrolling windows.

2. Click OK to return to the Sales Transaction Entry window.

Note that you can click the expansion button to open the Actual Quantity Breakdown window where you can view the actual quantities of Catchweight items.



Catchweight Enquiries and Alternate Windows

23. Catchweight Enquiry window



Enquiry >> Sales >> Sales Documents >> Click on line containing Catchweight item >> Click Document Number zoom >> Click on Catchweight line >> Click the Expansion button >> Sales Item Detail Enquiry Zoom window

Use the Catchweight Enquiry window to:

- Enquire about Catchweight item transactions

*The
Catchweight
Enquiry
window*

| Item Number | Catchweight Schedule | CW U of M | Catchweight Qty |
|-------------|----------------------|----------------|-----------------|
| Description | U of M | Estimated kilo | Actual kilo |
| LAMB | LAMBWEIGHT | Chop | 1.00 |
| Lamb Leg | kilo | 0.20 | 0.00 |

23.1 Enquiring About Catchweight Item Transactions

To enquire about Catchweight transactions in the Catchweight Enquiry window:

1. The Catchweight Enquiry window will be displayed at the bottom of the Sales Item Detail Enquiry Zoom window when you select a Catchweight item in the Sales Transaction Enquiry Zoom window.

Note that the Catchweight Enquiry window is also available for inventory, purchasing and receivings transactions. To display the window for these types of transactions, simply proceed to the window via the appropriate inventory, purchasing or receivings transactions windows as required.

24. Dual Quantity Catchweight Item Enquiry window



Enquiries >> Myridas Enquiries >> CW Enquiries >> Dual Qty

Use the Dual Quantity Catchweight Item Enquiry window to:

- Enquire about Dual Quantity Catchweight items

*The Dual
Quantity
Catchweight
Item Enquiry
window*

| | U Of M | Whole | Base U Of M | kilo |
|--------------|--------|-------|-------------|-------|
| On Hand | | 35.00 | | 19.00 |
| Allocated | | 5.00 | | 2.75 |
| Available | | 30.00 | | 16.25 |
| Sold | | 0.00 | | 0.00 |
| Returned | | 0.00 | | 0.00 |
| In Use | | 0.00 | | 0.00 |
| In Service | | 0.00 | | 0.00 |
| Damaged | | 0.00 | | 0.00 |
| Back Ordered | | 0.00 | | 0.00 |
| On Order | | 0.00 | | 0.00 |

24.1 Enquiring About Dual Quantity Catchweight Items

To enquire about Dual Quantity Catchweight Items in the Dual Quantity Item Catchweight Enquiry window:

1. Enter the Item Number that you want to view or select it using the lookup.
2. Select to view All Sites or click Site ID and use the Browse buttons or click the lookup to select a specific site to view.
3. Quantity variations for each Unit of Measure will be displayed.
4. Click OK to close the window.

25. Catchweight Lot Number Enquiry window



Enquiries >> Myridas Enquiries >> CW Enquiries >> Catchweight Lots

Use the Catchweight Lot number Enquiry window to:

- Enquire about Dual Quantity Catchweight lots

*The
Catchweight
Lot Number
Enquiry
window*

| Lot Number | Date | Cost | Qty. | Type | Site ID |
|----------------|-----------------|---------|------------|------|-----------------|
| Received kilo | Allocated kilo | | Sold kilo | | Available kilo |
| Received Whole | Allocated Whole | | Sold Whole | | Available Whole |
| LOB1 | 11/02/02 | \$10.00 | On Hand | | WAREHOUSE |
| 5.50 | | 0.00 | | 0.00 | 5.50 |
| 10.00 | | 0.00 | | 0.00 | 10.00 |
| LOB2 | 12/02/02 | \$10.00 | On Hand | | WAREHOUSE |
| 5.00 | | 0.00 | | 0.00 | 5.00 |
| 10.00 | | 0.00 | | 0.00 | 10.00 |
| LOB2 | 13/02/02 | \$10.00 | On Hand | | WAREHOUSE |
| 2.00 | | 0.00 | | 0.00 | 2.00 |
| 0.00 | | 0.00 | | 0.00 | 0.00 |

| Quantities | On Hand | Allocated | Available |
|------------|---------|-----------|-----------|
| kilo | | 19.00 | 2.75 |
| Whole | | 35.00 | 5.00 |
| | | | 30.00 |

25.1 Enquiring About Dual Quantity Catchweight Lot Numbers

To enquire about Dual Quantity Catchweight Lot Numbers in the Catchweight Lot Number Enquiry window:

1. Enter the Item Number that you want to view or select it using the lookup.
2. Select to view All Sites or click Site ID and use the Browse buttons or click the lookup to select a specific site to view.
3. Click to display All Lots or only Available Lots.
4. Select to display Lot Numbers from All dates or click From and enter a date range for which Lot Numbers will be displayed.
5. For Sorted By click to display Lot Numbers by Date or by Lot (in alphanumeric order).

- All Lot Numbers for the Item Number within the selection range will be displayed in the scrolling window with quantity details.

Total quantities for the selection range will be displayed in the lower scrolling window.

Note that if you change your selection criteria you can click redisplay to show the new Lot Number range.

- Click OK to close the window.

26. Item Stock Inquiry window - Catchweights version

The Item Stock Inquiry window is a feature of the Great Plains Advanced Distribution module, used to calculate and trace stock balances.

Added functionality is provided by the Catchweights module, allowing the user to calculate balances based on Catchweight alternative Units of Measure.

All Units of Measure assigned to a Catchweight item will be displayed in the drop-down Units of Measure list.

To view stock balances by a Catchweight Unit of Measure:

- Select a Catchweight Unit of Measure from the Display Unit of Measure drop-down menu. This will display stock balances based upon the selected Unit of Measure.

The Item Stock Card window - catchweights version

The screenshot shows the 'Item Stock Inquiry' window for item 'LOBSTER' (Red Lobster). A warning icon indicates that transaction history is not maintained for this item. The 'Display Unit of Measure' is set to 'Whole'. The table below shows the stock balances:

| Doc. Date | Document Type | Document Number | QTY In | QTY Out | Balance |
|--------------------|---------------|------------------|--------|---------|---------|
| 17/10/02 | Adjustment | 0000000000000041 | 0.00 | 20.00 | 10.00 |
| 17/10/02 | Adjustment | 0000000000000040 | 10.00 | 0.00 | 30.00 |
| Total Stock | | | | | 10.00 |

28. Template Selling – Catchweights Version

The Template Select window a feature of the Myridas Template Selling module, has been given added functionality by the Myridas Catchweights module.

With the Catchweights enhancement, clicking on an Catchweight item in the Items scrolling window will display Catchweight Units of Measure and quantities in the Item History scrolling window, if they have been entered for the listed orders.

The Template Select window – Catchweights version

The screenshot shows the 'tcs01 Template Select' window with the following data:

| Debtor ID | BEATRICE0001 | Beatrice Foods |
|-----------------|--------------|--------------------------------|
| Ship to Address | PRIMARY | 1010 Industrial Drive |
| Template | LAMB | Sales of Lamb to Beatrice Food |

| Items [LAMB] | | | | |
|--------------|-------------|-------------|------------|-----------|
| Sequence No. | Item Number | Description | List Price | QTY Avail |
| 20 | LAMB | Lamb Leg | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

| Item History | | | | |
|--------------|--------------|--------|----------|--------|
| Order Date | Order Number | U of M | Quantity | Price |
| 19/05/99 | ORDST1075 | Chop | 5.00 | \$5.00 |
| 14/09/01 | ORDST1074 | Chop | 5.00 | \$5.00 |
| 14/09/01 | ORDST1076 | Chop | 20.00 | \$5.00 |
| 14/09/01 | ORDST1077 | Chop | 20.00 | \$5.00 |
| | | | | |
| | | | | |



by Sequence Number

Select Cancel

Appendix A

Access to Myridas Windows

Catchweights

| Window Name |  Menu Access |  Other Access |
|--|---|--|
| Catchweight Setup | Cards >> Myridas Setup >> Catchweights >> Catchweight Setup | |
| Catchweight Maintenance | Cards >> Myridas Setup >> Catchweights >> Catchweight Maint. | |
| Assign Catchweight to Item Number | Cards >> Myridas Cards >> Catchweights >> Assign Ind. Item to CW | |
| Assign Items to Catchweights | Cards >> Myridas Cards >> Catchweights >> Assign Items to Catchweights | Cards >> Myridas Setup >> Catchweights >> Catchweight Maintenance >> Assign button |
| Catchweight Allocation Range | Cards >> Myridas Cards >> Catchweights >> Assign Items to Catchweights >> Ranges button | |
| Purchase Order Catchweight Details | Transactions >> Purchasing >> Purchase Order Entry | |
| Receivings Order Catchweight Details | Transactions >> Purchasing >> Receivings Trn Entry | |
| Purchasing Lot Catchweight Details | Transactions >> Purchasing >> Receivings Trn Entry | |
| Purchase Series Posting Catchweight Errors | Transactions >> Purchasing >> Series | |

| | | |
|---|--|--|
| Catchweight Errors | Post >> Click on a Batch ID where Actual Quantities have not been entered for one or more items in a transaction | |
| Transaction Entry Catchweight Details | Transactions >> Inventory >> Transaction Entry | |
| Item Transaction Lot Entry Catchweight Details | Transactions >> Inventory >> Transaction Entry | |
| Catchweight Unit of Measure Entry | Transactions >> Inventory >> Stock Count Entry >> Counted Quantity Expansion button | |
| Sales Transaction Catchweight Details | Transactions >> Sales >> Sales Trn Entry | |
| Sales Lot Catchweight Details | Transactions >> Sales >> Sales Trn Entry >> Sales Lot Number Entry window | |
| Sales Returned Catchweight Quantities Entry | Transactions >> Sales >> Sales Trn Entry >> Sales Transaction Catchweight Details >> OK button (when entering a return document) | |
| Actual Quantity Breakdown | Transactions >> Sales >> Sales Trn Entry >> Sales Transaction Catchweight Details >> Expansion button | |
| Base Return On Invoice - Item Selection Catchweight Details | Transactions >> Sales >> Sales Trn Entry >> Click the Item Number lookup | |
| Unconfirmed Catchweight Report | Reports >> Myridas Reports >> Catchweights >> Unconf. CW Report | |

| | | |
|--|---|--|
| Sales Transaction Catchweight Enquiry window | Transactions >> Sales >> Sales Trn Entry >> Extras >> Catchweight Enquiry | |
| Catchweight Enquiry | Enquiry >> Sales Docs >> Click on line containing Catchweight item >> Click Document Number zoom >> Click on Catchweight line >> Click the Expansion button >> Sales Item Detail Enquiry Zoom window | Purchasing and Receiving transactions |
| Dual Quantity Catchweight Item Enquiry | Enquiries >> Myridas Enquiries >> CW Enquiries >> Dual Qty | |
| Catchweight Lot Number Enquiry | Enquiries >> Myridas Enquiries >> CW Enquiries >> Catchweight Lots | |

Appendix B

Alternate Great Plains Windows

Some Great Plains windows have been modified to incorporate Myridas behaviour:

| Great Plains Window Name | Series | Myridas Module | Modification |
|---------------------------------|---------------|-----------------------|---|
| Purchasing Lot Number Entry | Purchasing | Catchweights | Displays Dual Quantity catchweight quantities |
| Sales Lot Number Entry | Sales | Catchweights | Displays Dual Quantity catchweight quantities |
| Sales Transaction Entry | Sales | Catchweights | Displays Catchweight quantities |

Appendix C

Modified Myridas Windows with additional modules

Some Myridas windows will have additional functionality when used in conjunction with other Myridas modules:

| Myridas Window Name | Module | Additional Myridas Module | Modification |
|--|--------------------|----------------------------------|--|
| Template Select window | Template Selling | Catchweights | Clicking on a Catchweight item in the Items scrolling window will display Catchweight Units of Measure and quantities in the Item History scrolling window |
| Order History window | Template Selling | Catchweights | Clicking the Show button will display Catchweight Units of Measure and quantities that have been entered for the listed orders |
| Base Return On Invoice - Item Selection window | Returns Management | Catchweights | Opening this window when a catchweight item is selected will also display the Base Return On Invoice - Item Selection Catchweight Details window |

Appendix D

Myridas Reports

Myridas provides multiple reports to increase information visibility.

| Report Name | Module | Functionality |
|--------------------------------|---------------|---|
| Unconfirmed Catchweight report | Catchweights | Prints details of catchweight invoices where lines have not had an actual weight entered against them, based on the range selection made in the Unconfirmed Catchweight Report window |

Appendix E

Support Tools

Myridas provides additional windows to enable you to adjust any dual quantity catchweight quantities that do not accurately reflect performed transactions.

Catchweight quantities can be adjusted manually using the Dual Quantity Adjustments window or automatically by using the Reconcile button in the Show Allocated Transactions window.

Note that these windows are not available from the palette. To display the windows you should add tcs20 Dual Quantity Reconcile to your shortcut bar.

Reconciling Dual Quantity Allocations

*The Dual
Quantity
Reconcile
window*

| Site | On Hand | Allocated | Available |
|-----------|---------|-----------|-----------|
| WAREHOUSE | 100 | 20 | 80 |
| KILD | 50.000 | 10.000 | 40.000 |
| Whole | 100 | 20 | 80 |

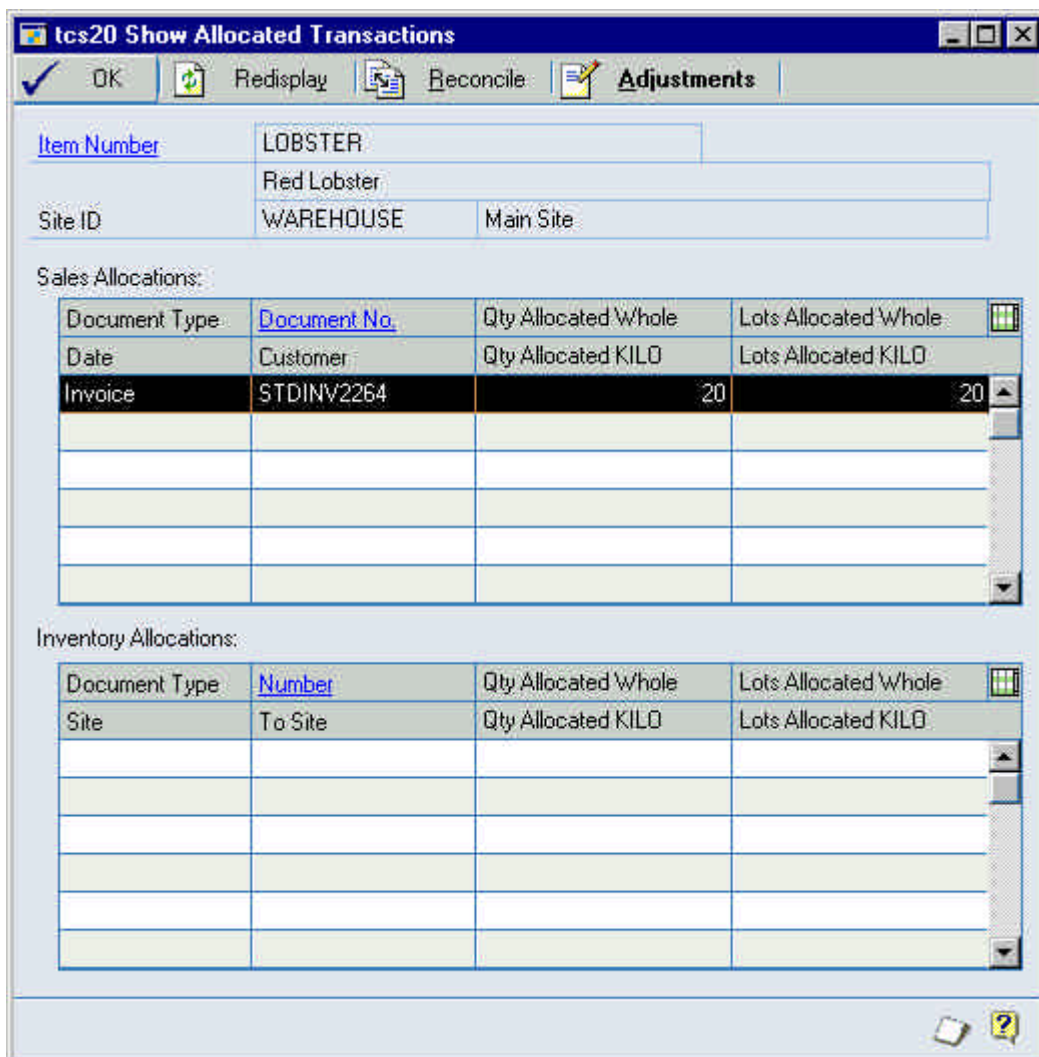
1. Enter an item number or select one using the lookup.
2. All Site IDs will be selected by default. Click the Display options to select to view All sites or sites with Allocated dual quantities only.

Alternatively click Site ID and enter or browse to a specific site.

3. Details for the selected item number/site combination will be displayed in the scrolling windows with catchweight unit of measure breakdowns in the lower

window. Click OK to close the window or click on a line then click the Allocated zoom button to view specific transactions in the Show Allocated Transactions window.

The Show Allocated Transactions window



- Specific transactions with allocated dual quantities for the selected item number/site combination will be displayed in the in the scrolling windows.

| | |
|------------------------|--|
| Upper scrolling window | Displays sales transactions with allocated dual quantities |
| Lower scrolling window | Displays inventory transactions with allocated dual quantities |

- Click OK to close the window or select Reconcile or Adjustments (see below).

Adjustments

1. Click on a line and click Adjustments to display the Dual Quantity Adjustments window.

*The Dual
Quantity
Adjustments
window*

| Lot Number | Received Whole | Allocated Whole | Sold Whole | Available Whole | |
|------------------|----------------|-----------------|------------|-----------------|--------|
| Site ID | Received KILO | Allocated KILO | Sold KILO | Available KILO | |
| Site Description | | | Date | Qty. Type | Cost |
| A | 100 | 20 | | 0 | 80 |
| WAREHOUSE | 50.000 | 10.000 | | 0.000 | 40.000 |
| Main Site | | | 18/07/03 | On Hand | \$2.00 |

| Quantities | On Hand | Allocated | Available |
|------------|---------|-----------|-----------|
| Whole | 100 | 20 | 80 |
| KILO | 50.000 | 10.000 | 40.000 |

2. The current item number/site combination will be displayed. Select alternate values as required. Lot specific details are displayed in the upper scrolling window. Site specific details are displayed in the lower scrolling window. Catchweight quantities to be changed for displayed lots.

Note that if you have selected a non-lot numbered catchweight item then catchweight site details will still be displayed in the lower scrolling window.
3. All dates will be selected by default. Click From and enter a date range to view details for specified dates only. Display options enables you to view All or Available Lot details. Select as required. Sorted By enables you to view in Date or Lot order. Select as required. These options apply to lot details in the upper scrolling window only.
4. In the scrolling window catchweight quantities to be changed for displayed lots. On Hand and Allocated quantities can be changed at site level in the lower scrolling window. For lot tracked catchweight items, received and allocated quantities, can be changed for individual lots in the upper scrolling window.
5. Click OK to save any changes made and close the window.

Reconcile

1. Click reconcile and the catchweight allocated quantity at site level is reconciled against all existing transactions for the item. The allocated quantity is recalculated by summing;
 - all sales documents that have catchweight quantities allocated against them
 - any current negative inventory adjustments
 - any current inventory transfers from the site

If the current site allocated quantity is different to the reconciled allocated quantity then it will be adjusted to the recalculated figure.

If the item is lot controlled then a further reconciliation of allocated quantities for individual lots will be done in a similar way. This may result in the allocated figure for individual lots being adjusted.

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