

*myridas*TM *User Guide*

Version 7.6 for Great Plains 7.5

Consolidated Invoicing



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 Consolidated Invoicing module:

- Consolidated Invoicing



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>.

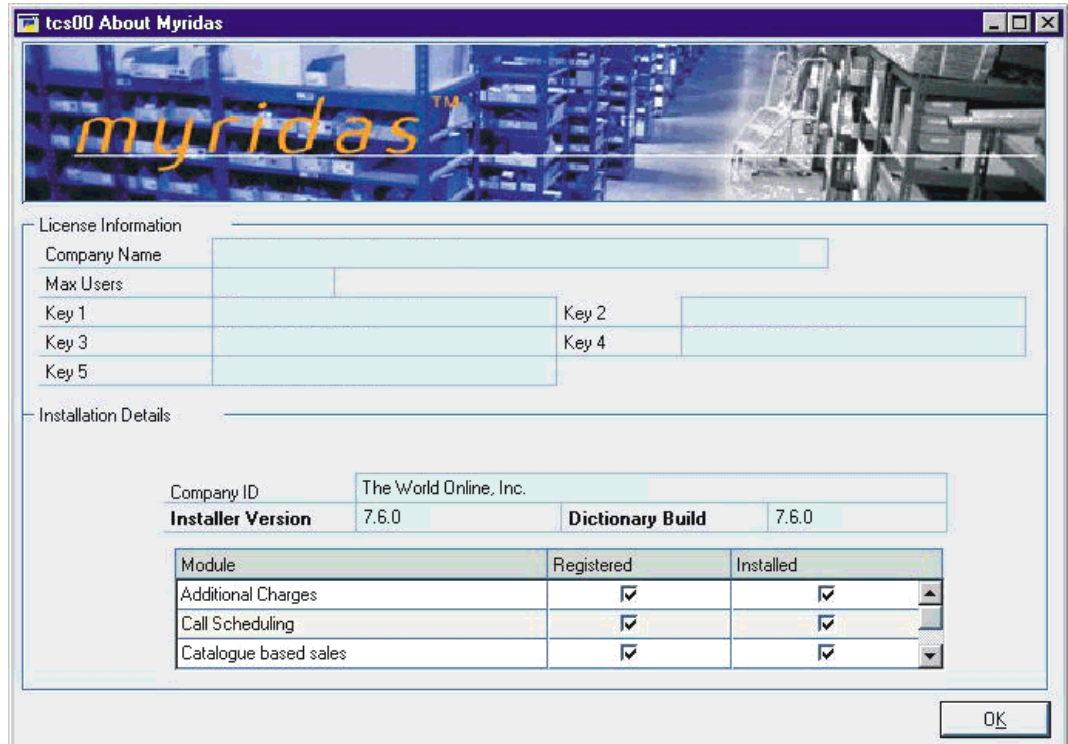
About Myridas



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



Consolidated Invoicing

The Myridas Consolidated Invoicing module provides new functionality to Great Plains users by allowing you to merge multiple invoice documents into a single consolidated invoice document. For example, you may want to merge all the invoices for a specific debtor from the last month into a single invoice document.

Underpinned by a powerful merge engine developed specifically to facilitate invoice consolidation, you can merge invoices based on debtor, address, sales order or despatch.

Merging invoices is a straightforward process. Firstly assign specific sales document ID's to consolidated invoicing, and assign specific debtors to a Consolidation Group and Consolidation Type. Now enter sales document transactions using debtors and document ID's that are set up for consolidated invoicing. When transferred, these documents will be transferred to a despatch document rather than a standard invoice document. You can then merge multiple despatch documents into a single consolidated invoice.

The main features of the Consolidated Invoicing module are:

- The facility to set up Consolidation Groups to define how documents are merged
- The facility to assign specified customers to consolidated invoicing functionality
- The facility to merge invoices based on debtor, address, sales order and despatch
- Full consolidation preview to minimise user error
- Multiple enquiry windows to provide full visibility of consolidated invoices

Despatches and Consolidated Invoices

Great Plains functionality has been amended for the Consolidated Invoicing module so that documents types set for consolidated invoicing will not follow standard Great Plains procedures. When a document is transferred to invoice, it will instead become a **Despatch** document. It is these unconsolidated despatch documents that are consolidated into consolidated invoices.

Assign invoice document types to consolidated invoicing in the Consolidated Invoice Setup window. Quotes, orders, back orders and returns are assigned in the [Consolidated Invoice Details window](#).

Consolidation Groups

Consolidation Groups are generally set up to reflect the invoicing periods for the assigned debtors. For example, you may set up Consolidation Groups of Daily, Weekly and Monthly to indicate the frequency with which invoices are consolidated. Debtors would then be assigned to the relevant Consolidation Group. See the [Consolidation Groups Setup window](#) for further details on setting up Consolidation Groups. See the [Consolidated Invoice Debtor Setup](#) and [Assign Debtors Consolidation windows](#) for further details on assigning debtors to a Consolidation Group.

Consolidation Types

When you assign a debtor to consolidated invoicing in the **Consolidated Invoice Debtor Setup window** or the **Assign Debtors Consolidation window**, you select whether to consolidate by *debtor, address, order, despatch* or *debtor purchase order*. When you process despatch documents in the **Consolidation of Despatches window**, the way in which unconsolidated despatches are consolidated will depend upon the Consolidation Type of the selected debtor or debtors.

Consolidate By:	Results:
Debtor	A single consolidated invoice will be produced for each debtor for each document type. The billing address of the debtor will be used as the invoice address
Address	A consolidated invoice will be produced for each address for each document type
Order	A consolidated invoice will be produced for each order for each document type
Despatch	An invoice will be produced for each despatch.
Debtor PO Number	A single consolidated invoice will be produced for each debtor purchase order number for each document type

Consolidated Invoicing is fully integrated with the Great Plains Advanced Distribution module. Unconsolidated despatch documents may be progressed through logistical statuses to provide greater controls (see the Great Plains Advanced Distribution module for further details).

1. Consolidated Invoice Setup window

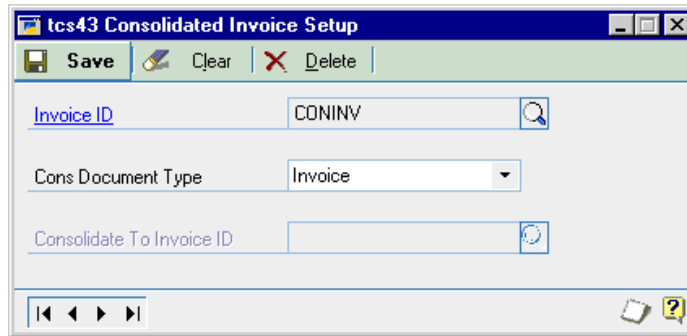


Setup >> Sales >> Sales Order Proc. >> Invoice button >> Extras >> Consolidated Invoicing

Use the Consolidated Invoicing Setup window to:

- Set up Consolidated Invoice ID's
- Set up unconsolidated Despatch ID's

The Consolidated Invoice Setup window



Both Consolidated Invoice ID's and unconsolidated Despatch ID's should initially be set up in the Great Plains Sales Invoice Setup window. The Consolidated Invoice Setup window is used to specify how Invoice ID's will be used in consolidated invoicing.

1.2 Setting up Despatch and Consolidated Invoice ID's

To set up Despatch and Consolidated Invoice ID's in the Consolidated Invoice Setup window:

1. The currently selected Invoice ID will be displayed in the window.



It is strongly recommended that you set up new Invoice ID's in the Great Plains Sales Invoice Setup window that will be used **only** for consolidated invoices and unconsolidated despatches.

Note that you can set up an unlimited number of consolidated invoices and unconsolidated despatch ID's.

2. From the Cons Document Type drop-down menu select whether the Invoice ID is to be used as an [consolidated] Invoice or a [unconsolidated] Despatch.

If you select Invoice then the currently selected Invoice ID will be used as a Consolidated Invoice ID. Proceed to step 4.



If you select Despatch then the currently selected Invoice ID should have an Invoice ID Next Number set up in the Sales Invoice Setup window.

3. Enter a Consolidate to Invoice ID or select one using the lookup. The Invoice ID selected should be a Consolidated Invoice ID, and set up with the Consolidated Document Type of Invoice.

4. Click Save.

To delete a consolidated invoice or unconsolidated despatch setup click the Delete button.

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

2. Consolidated Invoice Details window

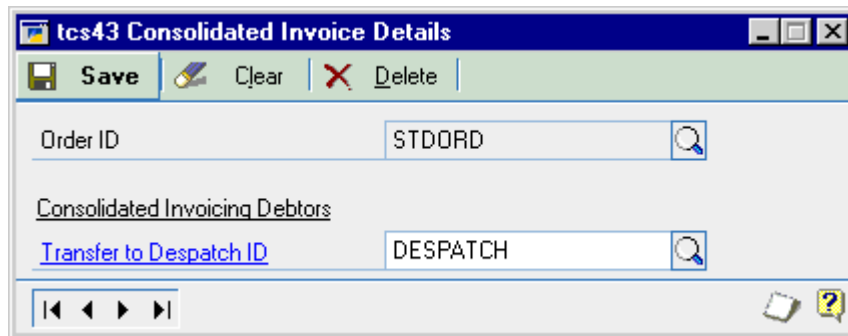


Setup >> Sales >> Sales Order Proc. >> Quote/Order/Back Order button >> Extras >> Consolidated Invoicing

Use the Consolidated Invoice Details window to:

- Set up consolidated invoicing for quotations, orders and back orders

The Consolidated Invoice Details window



This window should be used for orders, quotations and back orders that are Transfer to Invoice enabled.

Great Plains standard functionality has been amended so that the Transfer to Invoice and Use Invoice ID options in the Sales Setup windows will still be used for debtors **not** set up for consolidated invoicing. Where a debtor **is** set up for consolidated invoicing the Transfer to Despatch ID selected in the Consolidated Details window will be used when transferring orders, quotes and back orders to invoice.

All Order ID's that will be processed with consolidated invoicing require a Transfer to Despatch ID to be selected.

2.1 Setting Up Consolidated Invoicing for Orders, Quotations and Back Orders

To set up consolidated invoicing for orders, quotations and back orders in the Consolidated Invoice Details window:

1. The Document ID selected in the Sales Setup window will be displayed.
2. Enter a Transfer to Invoice ID or select one using the lookup.

The Transfer to Invoice ID selected should be one that is set up as a despatch document type (see Setting Up Despatch and Consolidated Invoice ID's for further information).

3. Click Save.

Deleting consolidated invoice details

Click Delete to delete consolidated invoice details. Details cannot be deleted where there are current unposted documents.

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

3. Consolidated Groups Setup window



Cards >> Myridas Setup >> Consolidated Inv. >> Cons.. Groups Setup

Use the Consolidated Groups Setup window to:

- Set up consolidated groups

The Consolidated Groups Setup window

tcs43 Consolidated Groups Setup	
Consolidated Group	MONTHLY
Description	Monthly Invoicing

Note that appropriate consolidated groups must be set up before you can assign debtors to consolidated invoicing.

Consolidation Groups are generally set up to reflect the invoicing periods for the assigned debtors. For example, you may set up Consolidation Groups of Daily, Weekly and Monthly to indicate the frequency with which invoices are posted. Debtors would then be assigned to the relevant Consolidation Group.

3.2 Setting Up Consolidated Groups

To set up consolidated groups using the Consolidated Groups Setup window:

1. Enter a Consolidated Group or select one using the lookup.
2. Enter a Description for the consolidated group.
3. Click Save

Click Delete to delete a consolidated group. You cannot delete a consolidated group that is assigned to one or more debtors.

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

4. Consolidated Invoice Debtor Setup window



Cards >> Myridas Cards >> Consolidated Inv. >> Debtor Setup

Use the Consolidated Invoice Debtor Setup window to:

- Set up debtors for consolidated invoicing

The Consolidated Invoice Debtor Setup window

This window is also available as an Extras option from the Debtor Maintenance window.

Note that single, multiple and ranges of debtors can be assigned to consolidated invoicing using the [Assign Debtors Consolidation window](#) and the [Assign Consolidation Range window](#).

4.1 Setting Up Debtors for Consolidated Invoicing

To set up debtors for consolidated invoicing in the Consolidated Invoice Debtor Setup window:

1. The window will open with the currently selected Debtor ID displayed.

Note that you can click the lookup to select an alternative Debtor ID.

2. Select a Consolidation Type from the drop-down menu. See Consolidation Types for more information on Consolidation Types.
3. Enter a Consolidation Group or select one using the lookup. See Consolidation Groups for more information on Consolidation Groups.
4. Select an Invoice Print option from the drop-down menu.

Detailed	Consolidated invoices will be printed containing a detailed breakdown of individual item quantities on each despatch
Summary	Consolidated invoices will be printed showing total despatch quantities only

Note that the Invoice Print option only applies if you use the Myridas Consolidated Invoicing alternate other invoice layout.

5. Click Save.

To revert a Debtor to standard invoicing, click the Delete button.

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

Removing Debtors from Consolidated Invoicing

5. Assign Debtors Consolidation window



Cards >> Myridas Cards >> Consolidated Inv. >> Assign Debtors

Use the Assign Debtors Consolidation window to:

- Assign single or multiple debtors to consolidated invoicing

The Assign Debtors Consolidation window

5.1 Assigning Debtors to Consolidated Invoicing

To assign debtors to consolidated invoicing in the Assign Debtors Consolidation window:

1. Select a Consolidation Type from the drop-down menu. See [Consolidation Types](#) for more information on Consolidation Types.
2. Enter a Consolidation Group or select one using the lookup. See [Consolidation Groups](#) for more information on Consolidation Groups.
3. Select an Invoice Print option from the drop-down menu.

Detailed	Consolidated invoices will be printed containing a detailed breakdown of individual item quantities on each despatch
Summary	Consolidated invoices will be printed showing total despatch quantities only

4. All existing debtors with these consolidated invoice settings will be displayed in the scrolling window.
5. To assign a Debtor ID to the selected consolidated invoicing settings enter the Debtor ID in the scrolling window, or select a Debtor ID using the lookup. When a Debtor ID has been entered into the scrolling window it will automatically be assigned to the selected consolidated invoicing settings.

To unassign a Debtor ID from the selected consolidated invoicing settings select the required Debtor ID in the scrolling window then click Edit and Delete Row.

Note that you can click the Ranges button to assign a range of debtors in the [Assign Consolidation Range window](#).

6. Click OK to close the window.

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

Also note that you can click Sort to redisplay the records in the scrolling window.

6. Assign Consolidation Range window



Cards >> Myridas Cards >> Consolidated Inv. >> Assign Debtors >> Ranges button

Use the Assign Consolidation Range window to:

- Assign a range of debtors to consolidated invoicing

The Assign Consolidation Range window

Debtor ID	Debtor Name	Assign
A1 PHONES	A1 Phones Ltd.	<input type="checkbox"/>
ABLE001	Able Engineering & Fabrication	<input checked="" type="checkbox"/>
ADAMPARK0001	Adam Park Resort	<input checked="" type="checkbox"/>
ADROIT FOODS	Adroit Foods Ltd	<input checked="" type="checkbox"/>
ADVANCED0001	Advanced Paper Co.	<input type="checkbox"/>
ADVANCED0002	Advanced Tech Satellite System	<input type="checkbox"/>
ALTONMAN0001	Alton Manufacturing	<input type="checkbox"/>
AMERICAN0001	American Science Museum	<input checked="" type="checkbox"/>
AMERICAN0002	American Electrical Contractor	<input type="checkbox"/>
ANDE001	Anderson Components & Equipment	<input checked="" type="checkbox"/>

6.1 Assigning Ranges of Debtors to Consolidating Invoicing

To assign a range of debtors to consolidated invoicing in the Assign Consolidation Range window:

1. The consolidated invoicing settings selected in the Assign Debtors Consolidation window will be displayed.
2. Select All to display all debtors or select From to display a range of debtors and enter From and To values, or select them using the lookups.
3. To only display debtors not assigned to consolidated invoicing select Only Unassigned Debtors.

Note that debtors already assigned to the displayed consolidated invoicing settings will not be displayed, regardless of the Only Unassigned Debtors selection.

4. Click Preview to view your selection in the scrolling window.

5. Click Mark All to select all displayed debtors, or Unmark All to deselect all displayed debtors. Alternatively select/deselect Debtor ID's individually by clicking the Assign checkboxes.
6. Click Assign to assign the selected Debtor ID's to the selected consolidated invoicing settings.
7. Click OK to close the window.

7. Consolidation of Despatches window



Routines >> Myridas Routines >> Consolidated Inv. >> Cons. of Despatches

Use the Consolidation of Despatches window to:

- To consolidate despatches to invoices

The Consolidation of Despatches window

Note that documents can only be consolidated if they share the properties detailed below:

- Currency ID
- Exchange Rate
- Tax Schedule
- Payment Terms
- Payment Terms Discount
- Trade Discount

The Consolidated Invoicing module is fully integrated with the Great Plains Advanced Distribution module. Process holds for logistically controlled documents will be fully applicable and so you can only consolidate documents that are at status 6. See Great Plains Advanced Distribution for further details.

If the merge engine encounters any errors, consolidation will take place where possible - documents that cannot be merged based on the selected settings will be "ignored" by the merge engine. Where errors are present these will be detailed automatically in the Consolidated Invoicing Merge Errors Report.

Once a consolidated invoice has been printed no further despatches may be consolidated to that invoice.

7.1 Consolidating Despatches

To consolidate despatches to invoices in the Consolidation of Despatches window:

1. By default All Debtor ID's will be selected in the window. A range of Debtor ID's can be selected by deselecting All, then entering From and To values, or selecting them using the lookup.
2. By default All Consolidation Groups will be selected in the window. A range of Consolidation Groups can be selected by deselecting All, then entering From and To values, or selecting them using the lookup.
3. By default All Despatch Dates will be selected in the window. A range of Despatch Dates can be selected by deselecting All, then entering From and To values.
4. By default the Invoice Date will be set to the current date. This is amenable as required.
5. Select whether to Create New or Add to Existing invoice.

If you select Create New a new consolidated invoice document will be created.

If you select Add to Existing then the despatches will be added to a consolidated invoice sharing the same properties as selected here.

6. From the Process Holds drop-down menu select the option that you want to apply to the merge.

Process Hold Options	Results
Take across all process holds	Process holds on the selected despatch documents will be applied to the target consolidation document
Don't merge documents with process holds	Documents with process holds will be omitted from the consolidation
Merge if source holds exist on target	Documents with process holds will be consolidated where both the source and target documents share the same process hold properties
Drop source process holds	Process holds will be removed from the despatch documents to allow consolidation

7. Enter the Batch Number that the despatches should be consolidated to.

If you have selected Create New then the consolidated invoice will be created in this Batch Number. If you selected Add to Existing then the consolidated invoice that you are adding to should be in the selected Batch Number.

8. Click Process to process the document consolidation. Alternatively, click Preview to preview the consolidation in the Consolidation Preview window (see below).
9. Click Cancel to close the window.

Note that you can click Cancel at any point prior to clicking the Process button to close the Consolidation of Despatches window.

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

8. Consolidation Preview window

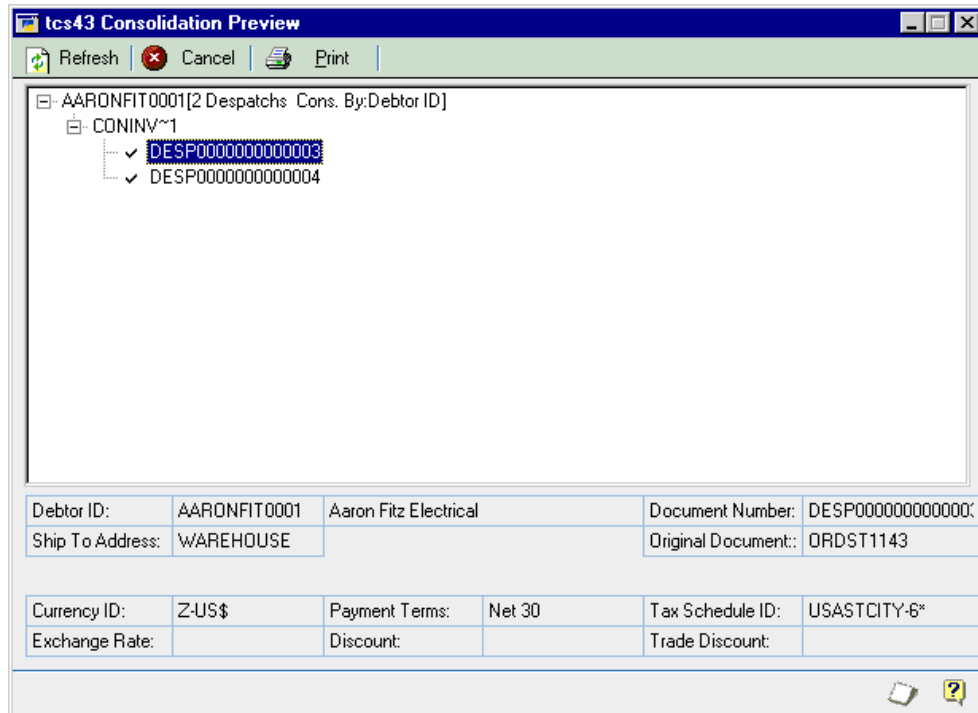


Routines >> Myridas Routines >> Consolidated Inv. >> Cons. of Despatches >> Preview button

Use the Consolidation Preview window to:

- Preview consolidation settings

The Consolidation Preview window



8.1 Previewing Invoice Consolidation

Previewing Invoice Consolidation in the Consolidation Preview window:

1. Click the Refresh button to display the Debtors selected for consolidation and the quantity of despatches selected/available for consolidation.
2. Click the plus symbol to display the consolidated invoice ID that despatches will be merged to.
3. Click the consolidated invoice plus arrow to display the despatches to be merged to this consolidated invoice.
4. Click on a Despatch Number to display it's details in the lower window.

You can click Print at any point to print a preview of the consolidation.

5. Click Cancel to close the Consolidation Preview window and return to the [Consolidation of Despatches window](#).

9. Sales Transactions - Consolidated Invoicing Version

Sales transaction processing for consolidated invoices (and unconsolidated despatches) should be performed following standard Great Plains procedure.

To print an unconsolidated despatch document or a consolidated invoice you should follow the standard despatch note and invoice print options in the Sales Document Print Options window or the Print Sales Documents window.

*Myridas
consolidated
invoice detail
print*

Purchase Order No.	Customer ID	Salesperson ID	Shipping Method	Payment Due Date	Req Ship Date
	ADAMPARK001	CHARLES E	UPS GROUND	04/28/02	05/01/02
Item Number	Shipped	Unit Price	Discount	Total Price	
Order ORDST1147					
Despatch CON000000000000055					
ACCS-CRD-25BK Phone Cord - 25' Black	Each 1.00	\$19.95	\$0.00	\$19.95	
ANSW-PAN-2460 Panasonic KX-T2460	Each 1.00	\$149.95	\$0.00	\$149.95	
			Desp. Total		\$169.90
Despatch CON000000000000056					
ANSW-PAN-2460 Panasonic KX-T2460	Each 1.00	\$149.95	\$0.00	\$149.95	
			Desp. Total		\$149.95
			Order Total		\$319.85
Comments				Subtotal	\$319.85
				Misc	\$0.00
				Tax	\$22.40
				Freight	\$0.00
				Trade Disc.	\$0.00
				Total	\$342.25

Note that this is the detail version of a consolidated invoice print - the summary print will contain less information. The version you print is dependent upon the selection you make in the [Consolidated Invoice Debtor Setup](#) window or the [Assign Debtors Consolidation](#) window.

This special format is stored as an alternate 'other form' within Myridas, and is supplied for the printing of consolidated invoices. The form may also be used to print invoices for unconsolidated debtors.

In order to use this special format you should display the Great Plains Security Setup window (Setup >> System >> Security) and select the Myridas Alternate Dynamics Sales Reports SOP Other History Invoice Form and SOP Other Invoice Form.

Alternatively you can print consolidated invoices using the standard Great Plains form but you will not have the despatch detail and summary detail facility.

10. Consolidated Invoicing Stock Enquiry window



Enquiry >> Myridas Enquiries >> Consolidated Inv. >> C. I. Stock Enquiry

Use the Consolidated Invoicing Stock Enquiry to:

- View Item Number consolidated invoicing details

The Consolidated Invoicing Stock Enquiry window

Item Number	100XLG	U Of M	Each
Description	Green Phone		
Site ID:	All	Site ID:	WAREHOUSE
Description	Main Site		
On Order Qty	7,575		
On Unconsolidated Despatch Qty	0		
On Consolidated Invoice Qty	60		

10.1 Viewing Item Number Consolidated Invoicing Details

To view Item Number consolidated invoicing details in the Consolidated Invoicing Stock Enquiry window:

1. Enter an Item Number or select one using the lookup.
2. Information from all Site ID's will be displayed by default. To view information for a specific Site ID only, click Site ID then enter a Site ID or select it using the lookup or browse buttons.
3. The total quantity of the item on order by consolidated invoicing debtors, on unconsolidated despatch, and on consolidated invoices will be displayed.
4. Click OK to close the window.

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

Also note that you can sort your selection to take account of any changes by clicking the Sort button.

11. Consolidated Invoicing Amount Enquiry window



Enquiry >> Myridas Enquiries >> Consolidated Inv. >> C. I. Amount Enquiry

Use the Consolidated Invoicing Amount Enquiry window to:

- Viewing financial values on consolidated invoicing documents

The Consolidated Invoicing Amount Enquiry window

On Order Total	\$440,811.69
On Unconsolidated Despatch Total	\$853.80
On Consolidated Invoice Total	\$853.80

11.1 Viewing Financial Values on Consolidated Invoicing Documents

To view financial values on consolidated invoicing documents in the Consolidated Invoicing Amount Enquiry window:

1. All Debtor ID's will be selected by default. To select a range of Debtor ID's click From then enter the required Debtor ID's, or select them using the lookup.
2. All Address ID's will be selected by default. To select a range of Address ID's click From then enter the required Debtor ID's, or select them using the lookup.
3. The total financial value of items for the debtor/address combination on order, on unconsolidated despatch, and on consolidated invoices will be displayed.

Note that only debtors set up for consolidated invoicing are included in the totals.

4. Click OK to close the window.

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

Also note that you can sort your selection to take account of any changes by clicking the Sort button.

12. Sales Transaction Enquiry Zoom - Consolidated Invoicing Version



Enquiry >> Sales >> Sales Items >> Document Number zoom

The Great Plains Sales Transaction Enquiry Zoom window has been amended for the Consolidated Invoicing module to include the field **Despatch No.**

The Great Plains Sales Transaction Enquiry Zoom window

If you have selected to view a consolidated invoice then details for all items on the invoice will be displayed.



You can enter a Despatch No., or select one using the lookup or browse buttons. Details of the selected despatch only will be displayed.

Note that totals are the values for the full consolidated invoice.

Appendix A

Access to Myridas Windows

Consolidated Invoicing

Window Name	 Menu Access	 Other Access
Consolidated Invoice Setup		Setup >> Sales >> Sales Order Proc. >> Invoice button >> Extras >> Consolidated Invoicing
Consolidated Invoice Details window		Setup >> Sales >> Sales Order Proc. >> Quote/Order/Back Order button >> Extras >> Consolidated Invoicing
Consolidated Groups Setup	Cards >> Myridas Setup >> Consolidated Inv. >> Cons. Groups Setup	
Consolidated Invoice Debtor Setup	Cards >> Myridas Cards >> Consolidated Inv. >> Debtor Setup	Cards >> Sales >> Debtors >> Extras >> Consolidated Invoicing
Assign Debtors Consolidation	Cards >> Myridas Cards >> Consolidated Inv. >> Assign Debtors	
Assign Consolidation Range		Cards >> Myridas Cards >> Consolidated Inv. >> Assign Debtors >> Ranges button
Consolidation of Despatches	Routines >> Myridas Routines >> Consolidated Inv. >> Cons. of Despatches	
Consolidation Preview		Routines >> Myridas Routines >> Consolidated Inv. >> Cons. of Despatches >> Preview button
Consolidated Invoicing Stock Enquiry	Enquiries >> Myridas Enquiries >> Consolidated Inv. >> C.	

	I. Stock Enquiry	
Consolidated Invoicing Amount Enquiry	Enquiries >> Myridas Enquiries >> Consolidated Inv. >> C. I. Amount Enquiry	

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
Sales Transaction Enquiry Zoom	Sales	Consolidated Invoicing	New Despatch Number field available to select despatches within a consolidated invoice

Appendix C

Myridas Reports

Myridas provides multiple reports to increase information visibility.

Report Name	Module	Functionality
Consolidated Invoicing Merge Errors report	Consolidated Invoicing	Prints a report on all errors encountered during invoice consolidation
SOP Other Invoice	Consolidated Invoicing	Prints invoice containing consolidated invoicing information
SOP Other History Invoice	Consolidated Invoicing	Prints invoice containing consolidated invoicing historical information

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