

*myridas*TM *User Guide*

Version 7.7 for Great Plains 7.5

Additional Charges



Trinity Computer Services Limited

November 2003

Contents

CONTENTS	2
USING THIS GUIDE	3
ABOUT MYRIDAS	4
ADDITIONAL CHARGES	5
1. MAINTAIN ADDITIONAL CHARGES WINDOW.....	6
1.1 <i>Creating and Editing Additional Charges</i>	6
2. SALES TRANSACTIONS – ADDITIONAL CHARGES VERSION.....	8
2.1 <i>Automatic Addition of Additional Charges to Sales Documents</i>	9
2.2 <i>Additional Charges Reminder</i>	10
3. SALES BATCHES – ADDITIONAL CHARGES VERSION.....	10
3.1 <i>Amending Batches in the Additional Charge Batch Error Window</i>	11
4. RECEIVING TRANSACTION ENTRY WINDOW - ADDITIONAL CHARGES VERSION	12
4.1 <i>Additional Charges on Receivings Transactions</i>	13
4.2 <i>Additional Charges Reminder</i>	13
5. PURCHASE BATCHES – ADDITIONAL CHARGES VERSION	14
5.1 <i>Amending Batches in the Additional Charge Batch Errors Window</i>	15
6. CHECK BATCHES FOR UNALLOCATED ADDITIONAL CHARGES WINDOW	16
6.1 <i>Check for Unallocated Additional Charges</i>	16
APPENDIX A	18
ACCESS TO MYRIDAS WINDOWS.....	18
<i>Additional Charges</i>	18
INDEX	19

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 Additional Charges module:

- Additional Charges



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

License Information

Company Name:

Max Users:

Key 1: Key 2:

Key 3: Key 4:

Key 5:

Installation Details

Company ID:

Installer Version: Dictionary Build:

Module	Registered	Installed
Additional Charges	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Call Scheduling	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Catalogue based sales	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

OK

Additional Charges

The Myridas Additional Charges module provides functionality for the creation of defined relationships between items and any specific Additional Charges that they may incur. This could be, for example, the relationship between an item and its container.

The main features of Additional Charges are:

- The allocation of Additional Charges (e.g.: containers, bottles or packaging) to specific items
- The facility to maintain and alter Additional Charges allocated to an item
- The facility to automatically calculate Additional Charges and add them to a sales invoice
- The facility to automatically calculate Additional Charges and add them to a purchase receipt
- The functionality to give automatic warnings where Additional Charges have not been included on an invoice.

Creating and Maintaining Additional Charges

An Additional Charge is the defined relationship between two or more particular items. You may, for example, create an Additional Charge relationship between an item, and the specific packaging that it requires. The relationship is based upon the quantity of a specified item that needs to be accompanied by the quantity of another specified item (see *Default Quantities* below). Multiple Additional Charge relationships can be established, and any item can be created as an Additional Charge with the exception of Lot/Serial numbered and Kit items. Use the [Maintain Additional Charges window](#) to create and maintain Additional Charges for items.

Default Quantities

Additional Charges quantity relations created between items are established around a base unit quantity, which by default is rounded up where necessary in relevant documents. For example, if a quantity of 5 Item A's require 1 Container A as an Additional Charge, then entering a quantity of 7 Item A's into a sales invoice document would lead to the Additional Charge of 2 Container A's being added to the document.

Automated Charges

Once created, Additional Charges are recognised automatically in several Great Plains windows when using the integrated Myridas Additional Charges module. The Sales Transaction Entry window and Receivings Transaction Entry window have been modified for the Myridas Additional Charges module to provide Extras options for the inclusion of Additional Charges. Clicking on the Extras option will automatically add any required Additional Charges to a document.

Reminders

Functionality is such that should posting of documents be attempted where required Additional Charges have not been added, then the user will be notified that the charges have not been added. The option is given to choose whether or not to implement Additional Charges at this point. Use the [Check Batches for Unallocated Additional Charges window](#) to check saved documents for unallocated Additional Charges at any stage.

1. Maintain Additional Charges Window



Cards >> Myridas Cards >> Additional Charges >> Maintain Additional Charges

The Maintain Additional Charges window, part of the Additional Charges module, gives added functionality to Great Plains Item Maintenance.

Use the Maintain Additional Charges window to:

- Create and edit single or multiple Additional Charges to establish relationships between items

The Maintain Additional Charges window

Charge Item Number	Quantity	Base U Of M	Applies To:	
Description			Sales	Purchase
CONTAINER A	10	EACH	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	0.00		<input type="checkbox"/>	<input type="checkbox"/>

1.1 Creating and Editing Additional Charges

The Maintain Additional Charges Window can also be accessed through the Item Maintenance window as an Extras option.

To create and edit Additional Charges in the Maintain Additional Charges window:

1. Enter an Item Number or click the lookup to select one from the Item Number Lookup window. When an item is selected, the Item Number, Item description and Unit of Measure Schedule will be displayed in the Maintain Additional Charges window, and any items already assigned to this Item as Additional Charges will be displayed in the scrolling window.
2. To select an item as an Additional Charge either enter the Item Number manually in the scrolling window, or click on the Charge Item Number lookup to select an item from the Item Lookup window.



3. The Item Number and Base Unit of Measure will be listed in the scrolling window. Click the Show button to display the Item Description.
4. Enter a quantity for the selected item. This quantity represents the number of base units of the selected Item Number for which one base unit of the Charge Item Number is required.

For example, entering a quantity of 10 would mean that for every 10 of the selected Item Number (or quantity up to 10), you also require 1 of the Charge Item Number.

5. For each Charge Item Number to be applied to the specific Item Number:
 - 5.1 Click the Applies to Sales option to apply the Additional Charges to sales transactions.
 - 5.2 Click the Applies to Purchase option to apply the Additional Charges to purchase receipts.
6. Items will be added to the scrolling window in the order in which you select them. Click the Sort button to sort the Charge Item Numbers by Item Number or quantity in Base Unit of Measure (optional).
7. Click Save.

Deleting Additional Charge Allocations

Click the Delete button to de-allocate all Additional Charges from the selected item.

Note that Lot/Serial Numbered Items, and Kit Items may not be used as Additional Charges.

2. Sales Transactions – Additional Charges Version



Transactions >> Sales >> Sales Trx Entry >> Extras >> Additional Charges

Use the Sales Transaction Entry window:

- To enter details of sales orders, invoices and quotations

The Sales Transaction Entry window

The Great Plains Sales Transaction Entry window has been enhanced for the Additional Charges module to account for any required Additional Charges upon entry of a sales **invoice** or **return** only. By clicking on the Extras Additional Charges option, Additional Charges will be added automatically to a suitable sales document.

2.1 Automatic Addition of Additional Charges to Sales Documents

To automatically add Additional Charges to a Sales Document:

1. When you have completed entry of the document, click the Additional Charges option under Extras.

Any Additional Charges required will be calculated and automatically added to the document. If no Additional Charges are required then a window will appear with the message “This document does not require any additional charges.”

Note that the following rules apply when automatically adding Additional Charges to a sales document:

1. If more than one item occurs on the document with the same Additional Charge, then the Additional Charges will be consolidated into one line on the document.
2. For each line on the document the quantity of Additional Charges required will be rounded up to the nearest whole number of units. For example, where item A requires one container for every 5 units, entering 8 units on the document would result in Additional Charges of 2 containers being added to the document.
3. If there is insufficient stock of the Additional Charge item then the quantity shortage will be processed automatically.
4. If the “Quantity Shortage” default in Sales Order Processing Setup is set to “Override Shortage”, then the “Override Shortage” option will be applied; if not then the “Cancel Balance” option will be applied.
5. When adding an Additional Charge line to a sales return, the quantity returned will be automatically assigned to Quantity Type “Returned”.

Note that automatic generation of Additional Charges may only be performed once per document. Any Additional Charges required **after** automatic generation has been performed must be added manually.

2.2 Additional Charges Reminder



Should you attempt to post a sales document and the required Additional Charges have not been added a warning window will be displayed asking if you want to continue posting.

To add the Additional Charges to the document before posting:

1. Click the No button on the warning window.

You will be returned to the Sales Transaction Entry window.

2. Click the Additional Charges option under Extras.
3. Click Post.

Note that clicking Yes on the warning window will cause the sales document to be posted without the Additional Charges being added.

3. Sales Batches – Additional Charges Version



Transactions >> Sales >> Sales Batches

Use the Sales Batch Entry window:

- To enter details of, or post, sales batches.

The Great Plains Sales Batch Entry window has been enhanced for the Additional Charges module to account for any required Additional Charges upon posting of a sales batch.

You may click Post to post a selected sales batch. If the selected batch contains any documents with unallocated Additional Charges, then the Additional Charge Batch Errors window will be displayed. Details of all documents where Additional Charges have not been added will be displayed in the scrolling window.

Note that Posting of documents may also be performed via the Sales Series Posting window and the Master Posting window. Clicking Post in any of these windows will result in the Additional Charge Batch Errors window being displayed, should there be any unallocated Additional Charges.

Note that by clicking the Post button on the Additional Charge Batch Error window prior to adding the Additional Charges to all displayed documents, you will be given the option to post the document/s without the inclusion of Additional Charges.

4. Receiving Transaction Entry Window - Additional Charges Version



Transactions >> Purchasing >> Receiving Trx Entry

Use the Receiving Transaction Entry window:

- To enter details of received purchase transactions

The Receiving Transaction Entry window

PO Number	Creditor Item	Qty Shipped	Unit Cost
P02090	100XLG	5	\$28.00
		0.00	\$0.00

1099 Amount	\$0.00	Subtotal	\$140.00
Payment Terms		Trade Discount	\$0.00
Landed Cost Func. Total	\$0.00	Freight	\$0.00
		Miscellaneous	\$0.00
		Tax	\$0.00
		Total	\$140.00

The Great Plains Receiving Transaction Entry window has been enhanced for the Additional Charges module to account for any required Additional Charges upon entry of a Receiving Transaction. These Additional Charges will not require a specific Purchase Order Number.

By clicking on the Extras Additional Charges option, Additional Charges will be added automatically to a Receivings document (see 4.1).

Note that if the option to “Allow receiving without a purchase order” has been disabled in the purchase order setup then the Additional Charges option will not function.

4.1 Additional Charges on Receivings Transactions

As with the Additional Charges version of Sales Transaction Entry, Additional Charges may be automatically added to a Receivings Transaction.

To automatically add Additional Charges to a Receivings Transaction:

1. When you have completed entry of the Receivings Transaction, click the Additional Charges option under Extras.

Any Additional Charges required will be calculated and automatically added to the document. If no Additional Charges are required then a window will appear with the message “This document does not require any additional charges.”

2. If more than one item occurs on the document with the same Additional Charge, then the Additional Charges will be consolidated into one line on the document.
3. For each line on the document the quantity of Additional Charges required will be rounded up to the nearest whole number of units. For example, where item A requires one container for every 5 units, entering 8 units on the document would result in Additional Charges of 2 containers being added to the document.

Note that automatic generation of Additional Charges may only be performed once per document. Any Additional Charges required **after** automatic generation has been performed must be added manually.

4.2 Additional Charges Reminder



Should you attempt to post a receipt document and the required Additional Charges have not been added a warning window will be raised asking if you want to continue posting.

To add the Additional Charges to the document before posting:

1. Click the No button on the warning window.

You will be returned to the Receivings Transaction Entry window.

2. Click the Additional Charges option under Extras.
3. Click Post.

Note that clicking Yes on the warning window will cause the receipt transaction document to be posted without the Additional Charges being added.

5. Purchase Batches – Additional Charges Version



Transactions >> Purchase >> Purchasing Batches

Use the Purchasing Batch Entry window:

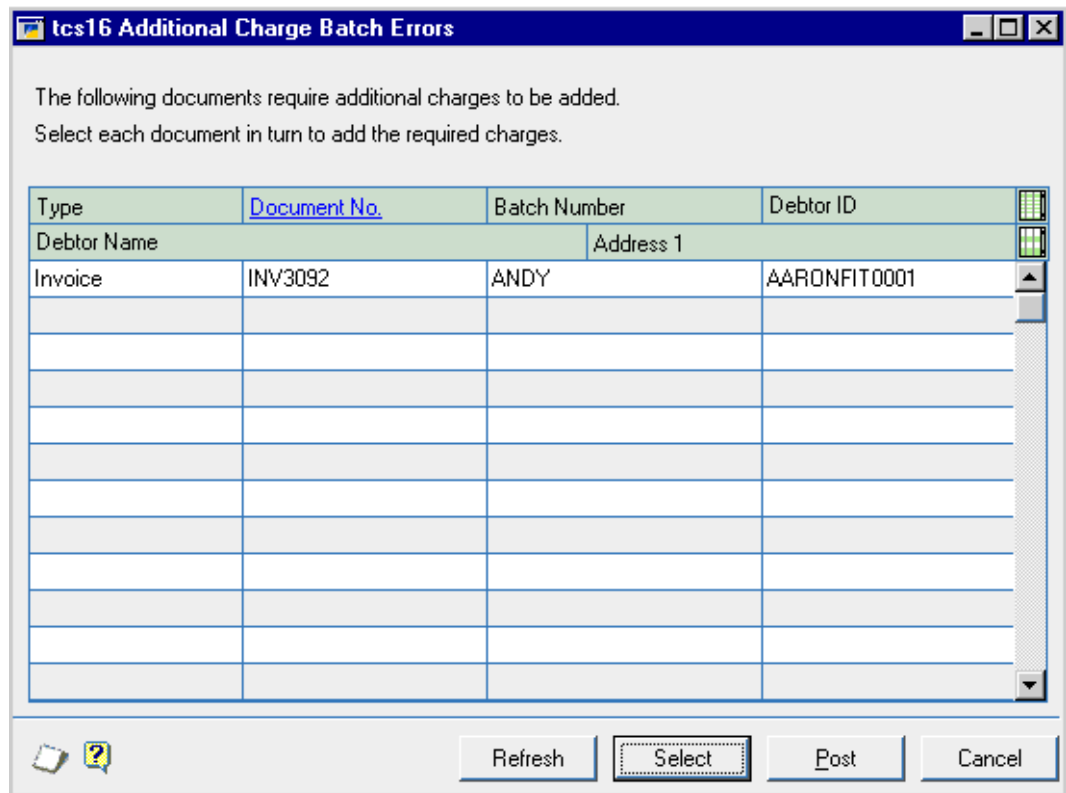
- To enter details of, or post, purchasing batches.

The Great Plains Purchasing Batch Entry window has been enhanced for the Additional Charges module to account for any required Additional Charges upon posting of a purchasing batch.

You may click Post to post a selected purchase batch. If the selected batch contains any documents with unallocated Additional Charges, then the Additional Charge Batch Errors window will be displayed. Details of all documents where Additional Charges have not been added will be displayed in the scrolling window.

Note that Posting of documents may also be performed via the Purchasing Series Posting window and the Master Posting window. Clicking Post in any of these windows will result in the Additional Charge Batch Errors window being displayed, should there be any unallocated Additional Charges.

The Additional Charge Batch Error window



5.1 Amending Batches in the Additional Charge Batch Errors Window

You may click Post in the Purchasing Batch Entry window (or other applicable window) to post purchasing batches. If document/s are contained in the batch where the required Additional Charges have not been added, then the Additional Charge Batch Errors window will be displayed. Details of all documents where Additional Charges have not been added will be displayed in the scrolling window.

To amend documents in the Additional Charge Batch Error window:

1. Click on a document line.
2. Click Select. This will open the Receivables Transaction Entry window for that document.
3. Click the Additional Charges option under Extras.
4. Click Save.
5. Close the Receivables Transaction Entry window to return to the Additional Charge Batch Error window.
6. Repeat these steps for all documents detailed in the scrolling window.
7. Click Post or return to the Purchase Batch Entry window and click the Post button.

Note that by clicking the Post button on the Additional Charge Batch Error window prior to adding the Additional Charges to all displayed documents, you will be given the option to post the document/s without the inclusion of all Additional Charges.

6. Check Batches for Unallocated Additional Charges Window

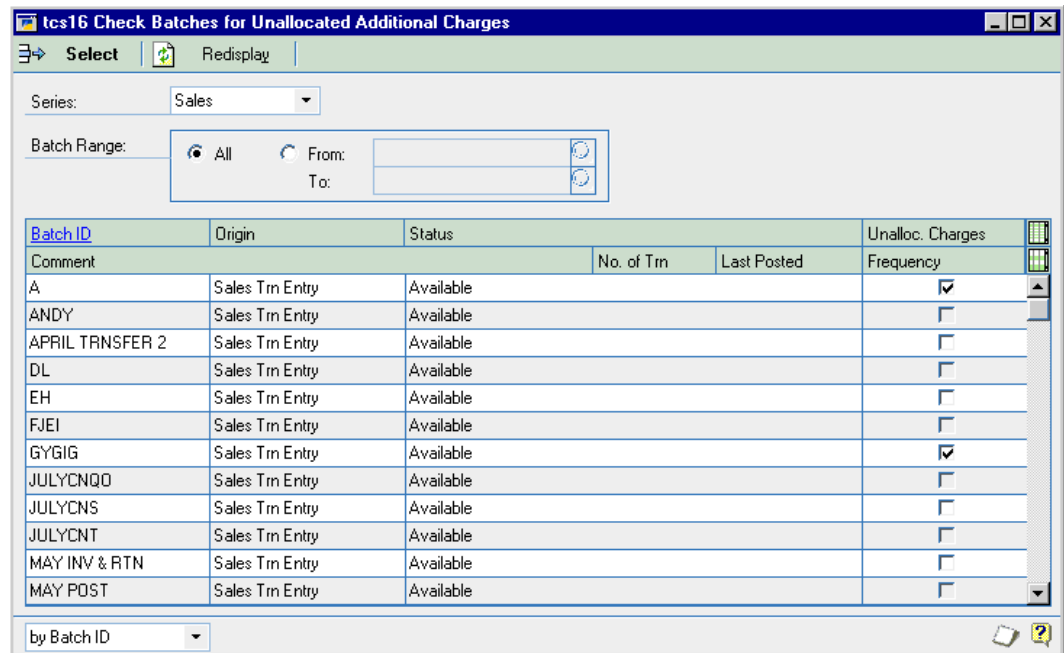


Transactions >> Myridas Transactions >> Additional Charges >> Check Batches for Unallocated Additional Charges window

Use the Check Batches for Unallocated Additional Charges window:

- To check all saved sales and purchasing batches for unallocated Additional Charges.

The Check Batches for Unallocated Additional Charges window



6.1 Check for Unallocated Additional Charges

To check batches for unallocated Additional Charges:

1. On the Check Batches for Unallocated Additional Charges window select either sales or purchasing as the Series.
2. Under Batch Range, click All to assign all records or From to assign a selection of records. If you select From, enter To and From values to specify a range, or use the lookups.

The Origin, Status and Unallocated Charges of the selected range of batches will be displayed. Any batches with unallocated Additional Charges will be flagged.

Note that you may sequence the batches by Frequency, Batch ID or Origin by clicking the button at the bottom of the window.



3. Click the Show button to display the Item Description, Number of Transactions, Last Posted transaction and Frequency (optional).

4. Click on a batch then click the Select button. This will open the Additional Charge Batch Errors window with details of any documents in the batch that require allocation of Additional Charges.



Note that the Post button has been deselected – posting documents or batches is not an option when opening the window through the Check Batches for Unallocated Additional Charges window.

5. Click on a document line.
6. Click Select. This will open the Sales or Receivables Transaction Entry window for that document.
7. Click the Additional Charges option under Extras.
8. Click Save.
9. Close the Sales or Receivables Transaction Entry window to return to the Additional Charge Batch Error window.
10. Repeat these steps for all documents detailed in the scrolling window.
11. When complete click cancel to return to the Check Batches for Unallocated Additional Charges window.
12. Click Redisplay to show batches you have amended as unflagged (optional).
13. Repeat steps 4 through to 11 to amend any other batches as required.

Appendix A

Access to Myridas Windows

Additional Charges

Window Name	 Menu Access	 Other Access
Maintain Additional Charges	Cards >> Myridas Cards>> Additional Charges >> Maintain Additional Charges	Cards >> Inventory >> Item >> Extras >> Additional Charges
Check Batches for Unallocated Charges	Transactions >> Myridas Transactions >> Additional Charges >> Validate Batches	
Additional Charge Batch Errors	Transactions >> Sales >> Sales Batches	

Index

A

- Additional Charge Batch Error window
 - purchasing 15
 - sales 11
- Additional Charges 5
- Additional Charges Reminder 10, 13
- Automatic Additional Charges
 - purchasing 13
 - sales documents 9

C

- Check Batches for Unallocated
 - Additional Charges window 16
- Creating
 - additional charges 6

D

- Deleting

- additional charge allocations 7

M

- Maintain Additional Charges 6

P

- Purchase Batches
 - Additional Charges Version 14

R

- Receiving Transaction Entry window
 - Additional Charges Version 12

S

- Sales Batches
 - Additional Charges Version 10
- Sales Transaction Entry window
 - Additional Charges version 8