myridas™ User Guide

Version 7.7 for Great Plains 7.5

Reserved Stock

Trinity Computer Services Limited

November 2003

Contents

Using this Guide

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

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

- Reserved Stock

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

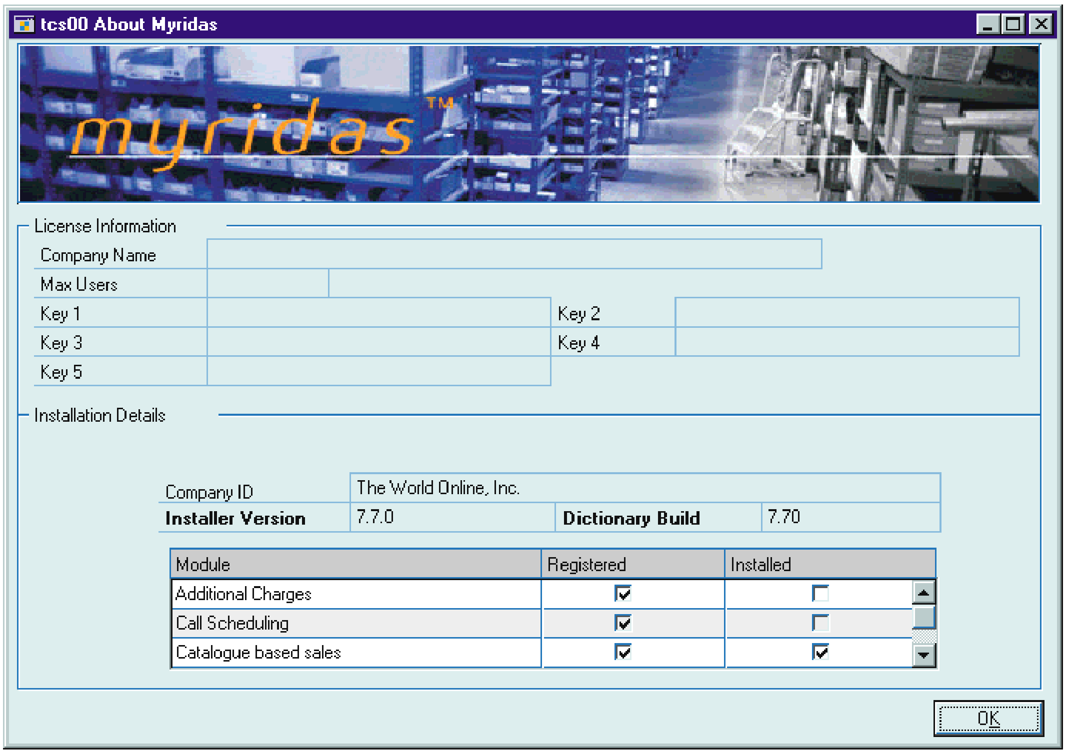
A full range of tutorials is also available on our website, http://www.trinitypartner.com.

About Myridas

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



Reserved Stock

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

The key features of the Reserved Stock module are:

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

Reserve Numbers

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

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

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

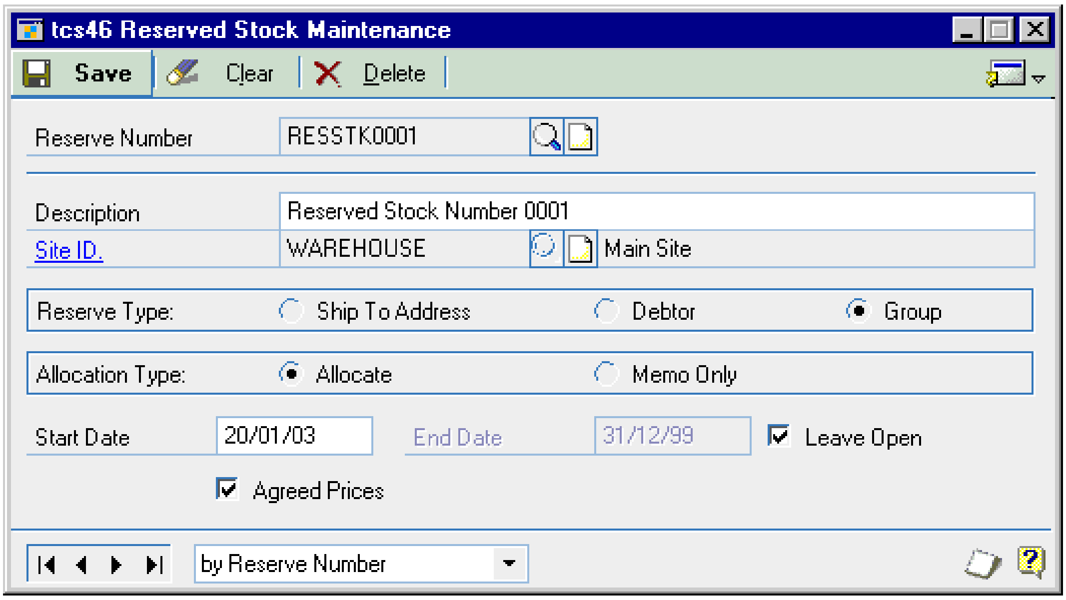
1. Reserved Stock Maintenance window

Cards >> Myridas Cards >> Reserved Stock >> Res. Stock Maint.

Used the Reserved Stock Maintenance window to:

- Create and maintain reserve numbers

The Reserved Stock Maintenance window



1.1 Creating Reserve Numbers

To create reserve numbers in the Reserve Stock Maintenance window:

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

2. Enter a description for the reserve number.

3. Enter a site ID that you want the reserve number to be applicable to, or select one using the lookup.

4. For the Reserve Type option, select ship-to address, debtor or group.

Ship-To Address	Individual debtors/addresses can be assigned to the reserve number
Debtor	All delivery addresses for a debtor can be assigned to the reserve number
Group	Any combination of debtor/addresses, including multiple debtors, can be assigned to the reserve number

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

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

6. Enter the start date for the reserve number.

7. Enter the end date for the reserve number.

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

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

9. Click Save.

Deleting reserve numbers

Click the Delete button to delete a reserve number.

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

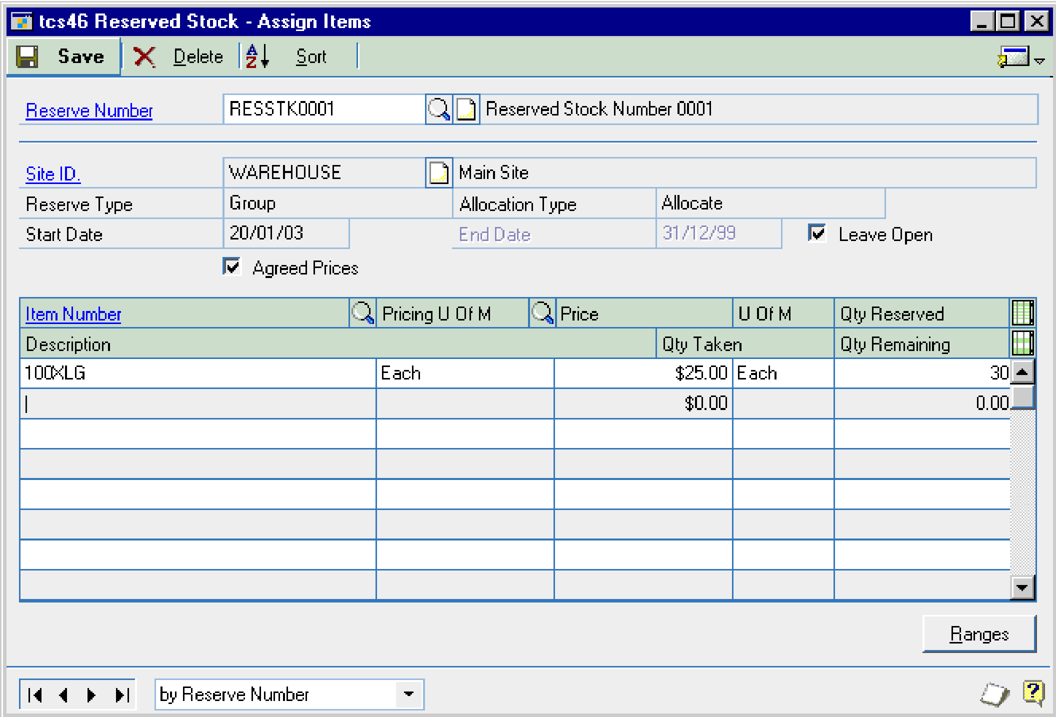
2. Reserved Stock - Assign Items window

Cards >> Myridas Cards >> Reserved Stock >> Res. Stock Items

Use the Reserved Stock - Assign Items window to:

- Assign items to a reserve number

The Reserved Stock - Assign Items window



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

2.1 Assigning Items to Reserve Numbers

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

1. Enter a reserve number or select one using the lookup. Details for the selected reserve number will automatically be displayed.

2. In the scrolling window enter an item number or select one using the lookup.

3. If the selected reserve number has the Agreed Prices option selected enter a pricing U of M and a price. When stock is taken from the reserve for a transaction the price entered here will be used by default.

4. In the Quantity Reserved field enter the quantity of the item (in the displayed unit of measure) that is to be reserved. If the Reserve Number is an Allocation (rather than Memo) then the Items Allocated Quantity will be adjusted when the Quantity Reserved is modified. The quantity taken and quantity remaining will also be displayed.

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

5. Repeat these steps to assign as many items as required to the reserve number. Alternatively click the Ranges button to assign a range of items in the Reserved Stock - Assign Items By Range window.

6. Click Save.

Deleting items from a reserve number

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

Note that you can click the Go To button to open the Reserved Stock - Assign Debtors window.

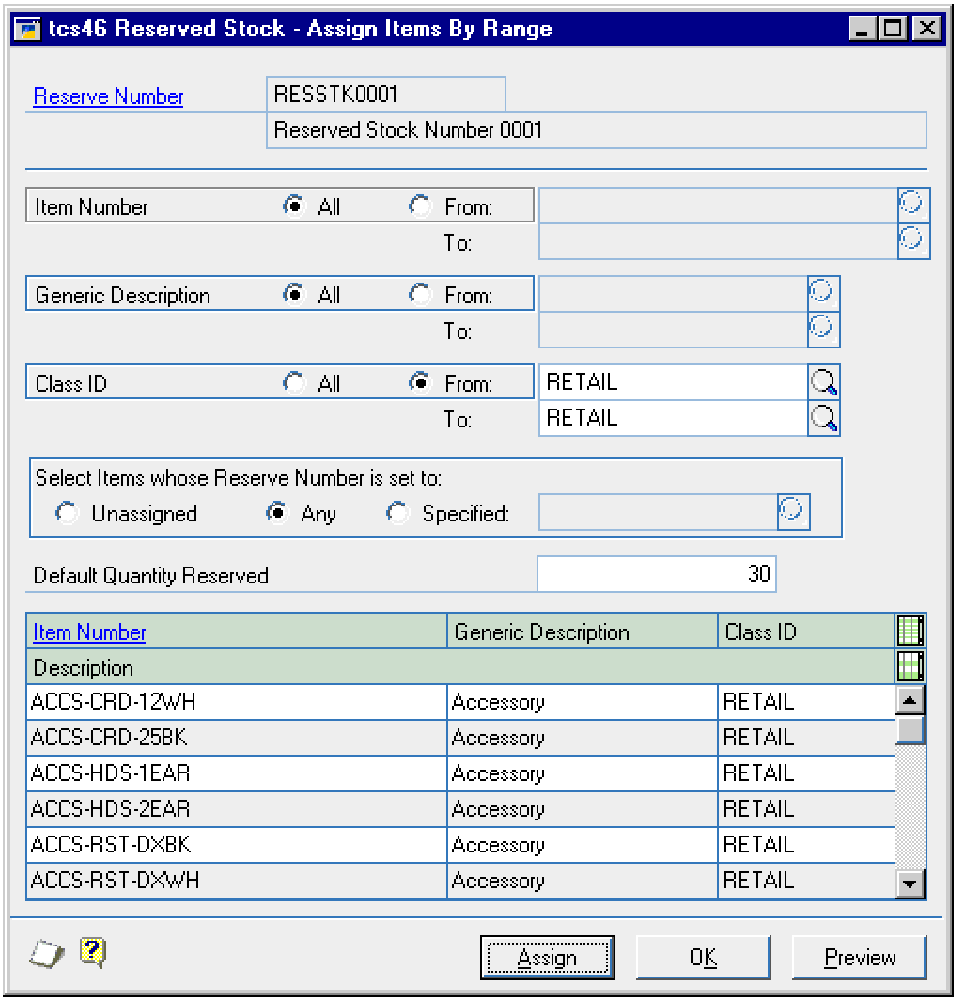
3. Reserved Stock - Assign Items By Range window

Cards >> Myridas Cards >> Reserved Stock >> Res. Stock Items >> Ranges button

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

- Assign ranges of items to a reserve number

The Reserved Stock - Assign Items By Range window



3.1 Assigning Ranges of Items to a Reserve Number

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

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

1. Click All to assign all records or From to assign a selection of records for item number, generic description and class ID. If you select From, enter To and From values to specify a range, or use the lookups.

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

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

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

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

4. Click the Preview button to preview your selection in the scrolling window.

5. Click the Assign button to assign the selected range of items to the current reserve number.

6. Click OK to close the window.

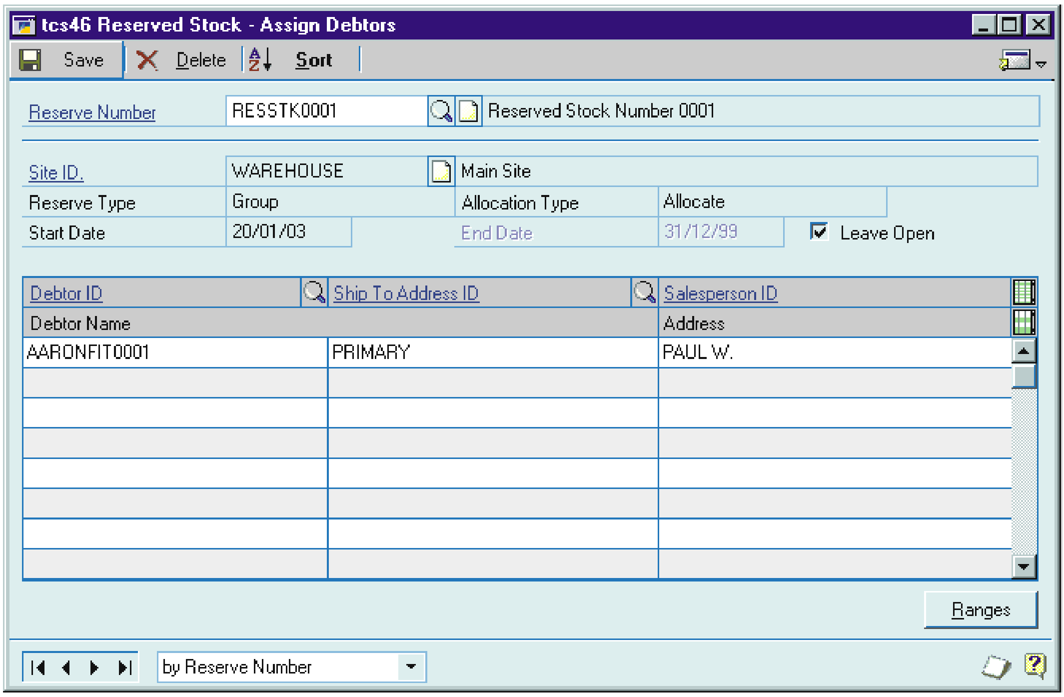
4. Reserved Stock - Assign Debtors window

Cards >> Myridas Cards >> Reserved Stock >> Res. Stock Debtors

Use the Reserved Stock - Assign Debtors window to:

- Assign debtors to a reserve number

The Reserved Stock - Assign Debtors window



4.1 Assigning Debtors to a Reserve Number

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

1. Enter a reserve number or select one using the lookup. Details for the selected reserve number will automatically be displayed.

2. In the scrolling window enter a debtor ID or select one using the lookup.

3. If the current reserve number has a reserve type of group or ship-to address, you should also select a ship-to address ID.

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

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

5. Click Save.

Deleting debtors from a reserve number

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

Note that you can click the Go To button to open the Reserved Stock - Assign Items window.

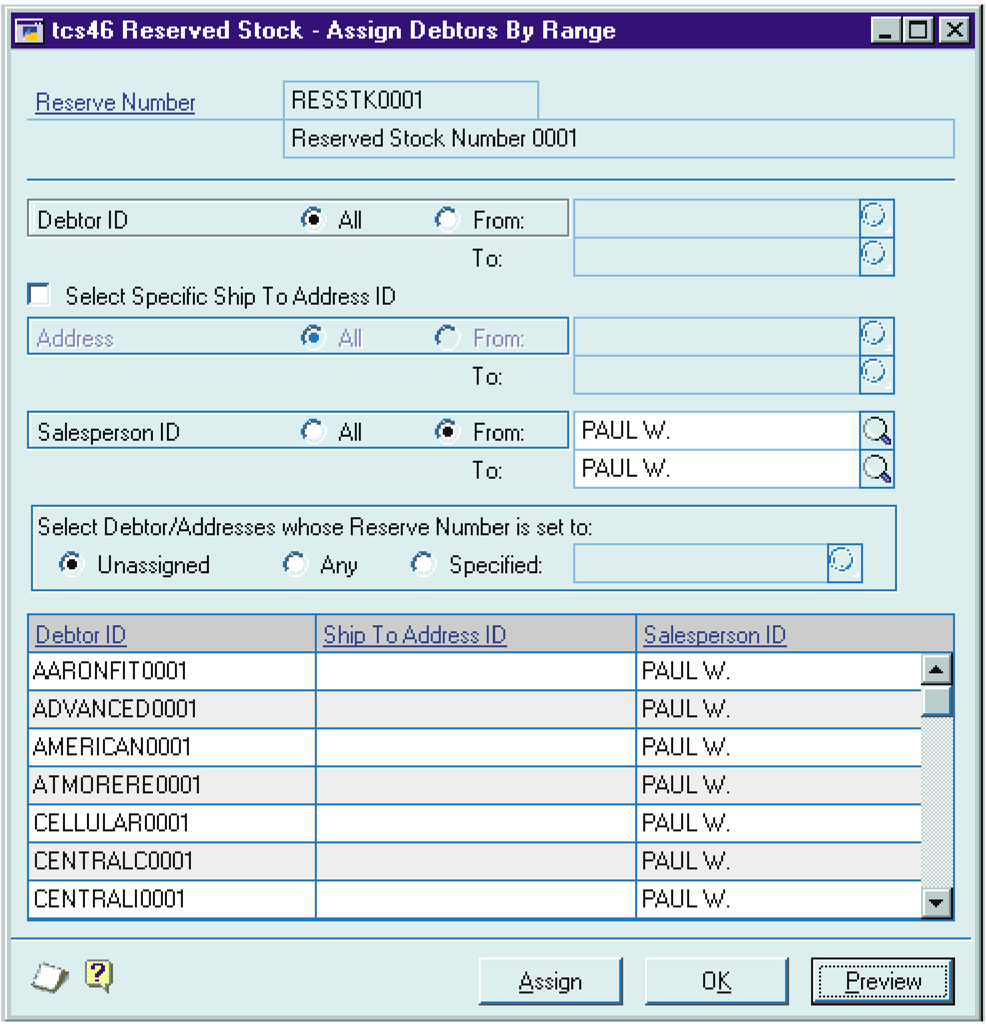
5. Reserved Stock - Assign Debtors By Range window

Cards >> Myridas Cards >> Reserved Stock >> Res. Stock Debtors >> Ranges button

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

- Assign ranges of debtors to a reserve number

The Reserved Stock - Assign Debtors By Range window



5.1 Assigning Ranges of Debtors to a Reserve Number

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

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

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

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

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

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

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

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

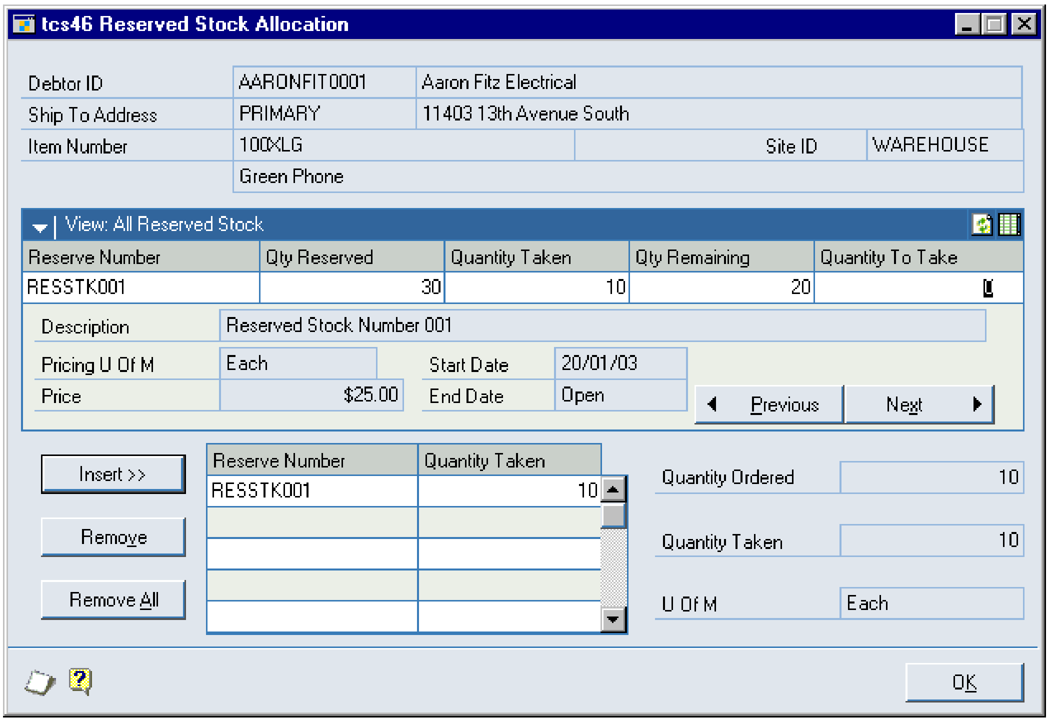
6. Reserved Stock Allocation window

Transactions >> Sales >> Sales Trn Entry >> Extras >> Reserve Stock

Use the Reserve Stock Allocation window to:

- Allocate reserved stock to sales transactions

The Reserved Stock Allocation window



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

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

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

6.1 Allocating Reserved Stock to Sales Transactions

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

1. All reserve numbers for the item/debtor/address combination will be displayed in the scrolling window.

2. Select a reserve number and in the Qty To Take field enter the quantity that you want to take from reserve for the current sales transaction.

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

3. Click Insert. The selected reserve number will be added to the lower scrolling window and the quantity entered in the Qty To Take field will be entered into the Qty Taken field.

4. Repeat these steps as required. The quantity ordered and total quantity taken will be displayed. The quantity displayed in the Quantity Taken field should not be greater than that displayed in the Quantity Ordered field. You can remove allocated reserve stock by selecting the reserve number in the lower scrolling window and clicking Remove. Alternatively click Remove All to remove all allocated reserve stock.

5. When you have completed your selection click OK to close the window.

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

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

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

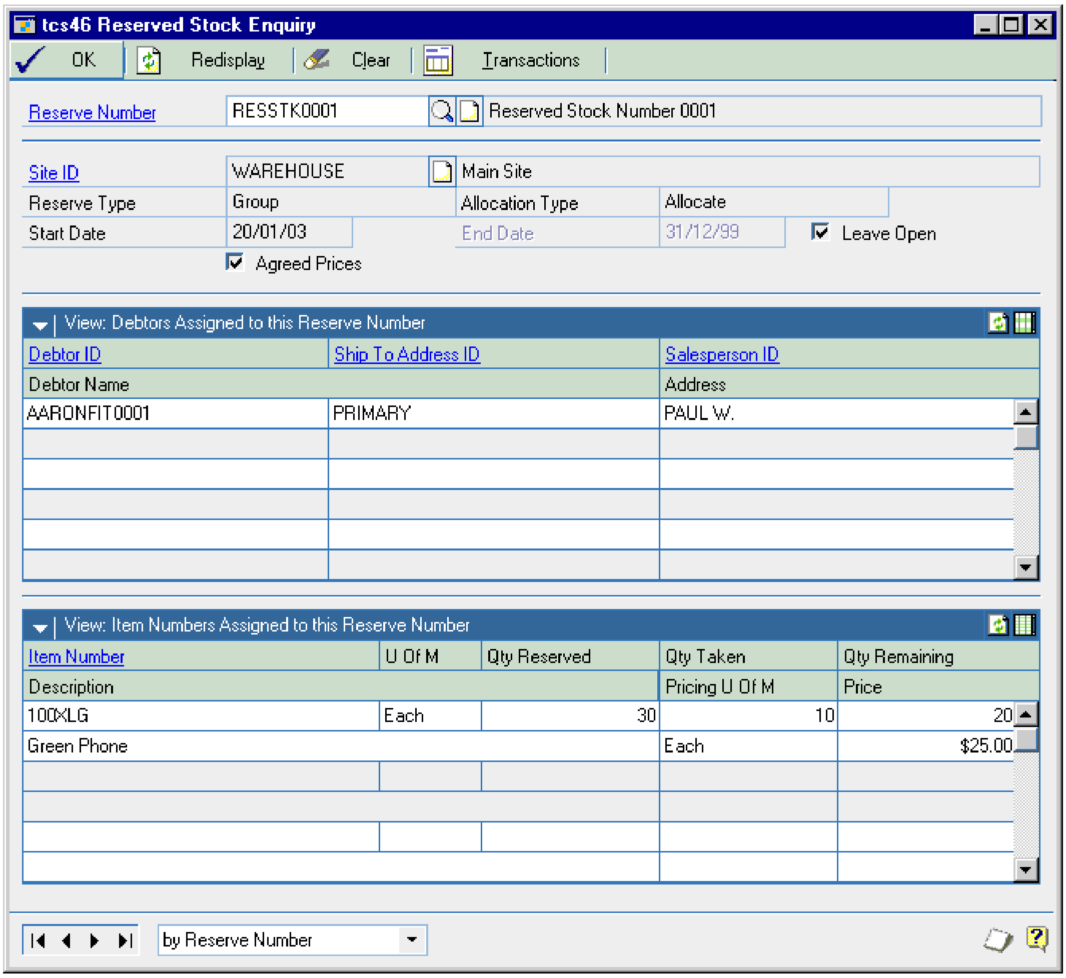
7. Reserved Stock Enquiry window

Enquiry >> Myridas Enquiries >> Reserved Stock >> Res. Stock Enquiry

Use the Reserved Stock Enquiry window to:

- Enquire about reserved stock

The Reserved Stock Enquiry window



7.1 Enquiring About Reserved Stock

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

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

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

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

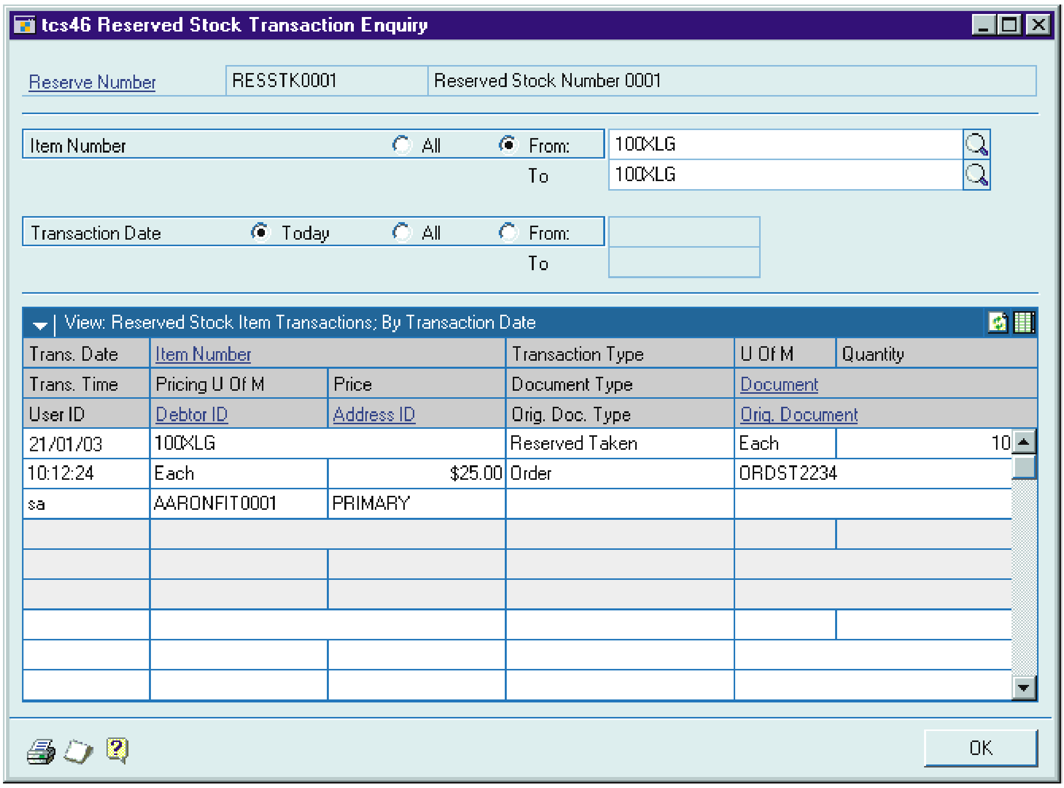
8. Reserved Stock Transaction Enquiry window

Enquiry >> Myridas Enquiries >> Reserved Stock >> Res. Stock Enquiry >> Transactions button

Use the Reserved Stock Transaction Enquiry window to:

- Enquire about reserved stock transactions

The Reserved Stock Transaction Enquiry window



8.1 Enquiring About Reserved Stock Transactions

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

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

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

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

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

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

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

4. Click OK to close the window.

   Note that you can click the Print button to display the Reserved Stock Transaction Report window.

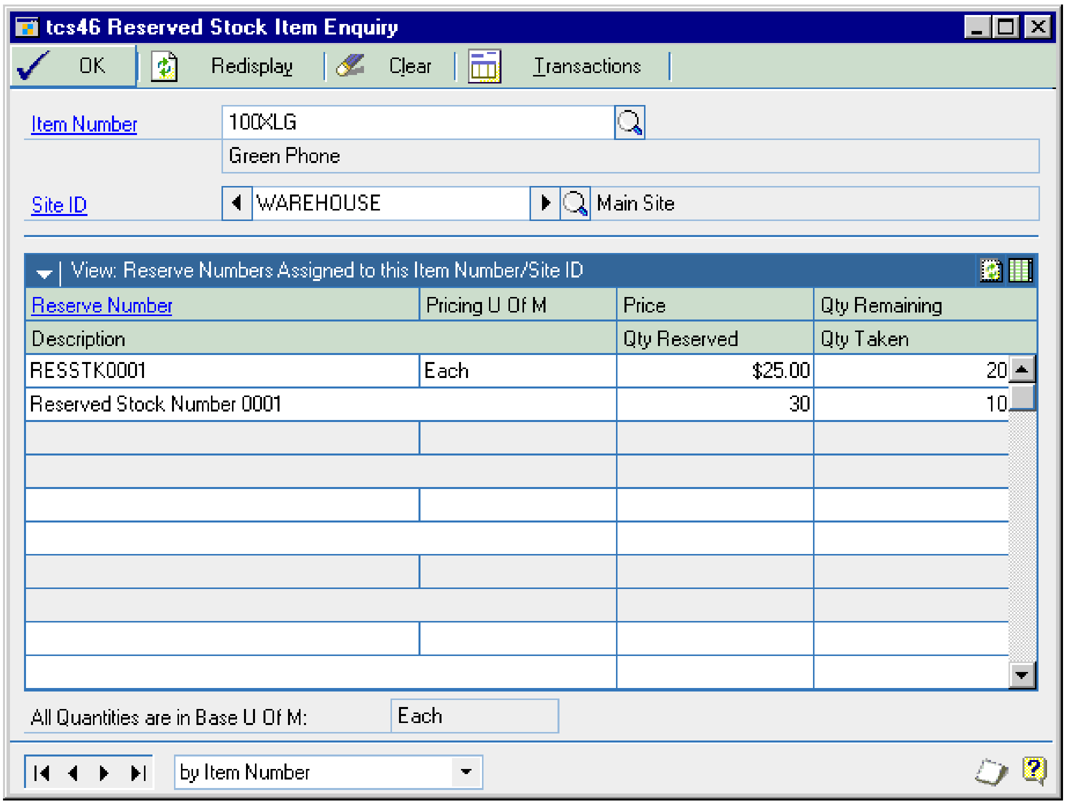
9. Reserved Stock Item Enquiry window

Enquiry >> Myridas Enquiries >> Reserved Stock >> Res. Stk. Item Enquiry

Use the Reserved Stock Item Enquiry window to:

- Enquire about reserved stock for selected items

The Reserved Stock Item Enquiry window



This window is also available as an Extras option from the Great Plains Available To Promise window.

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

9.1 Enquiring About Reserved Stock for Selected Items

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

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

   If you opened this window from the Great Plains Available To Promise window then the item number will be selected by default.

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

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

3. All reserve numbers and associated quantities for the item/ site combination will be displayed in the scrolling window.

4. Click the Transactions button to display the transactions for the selected item number in the Reserved Stock Item Transaction Enquiry window.

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

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

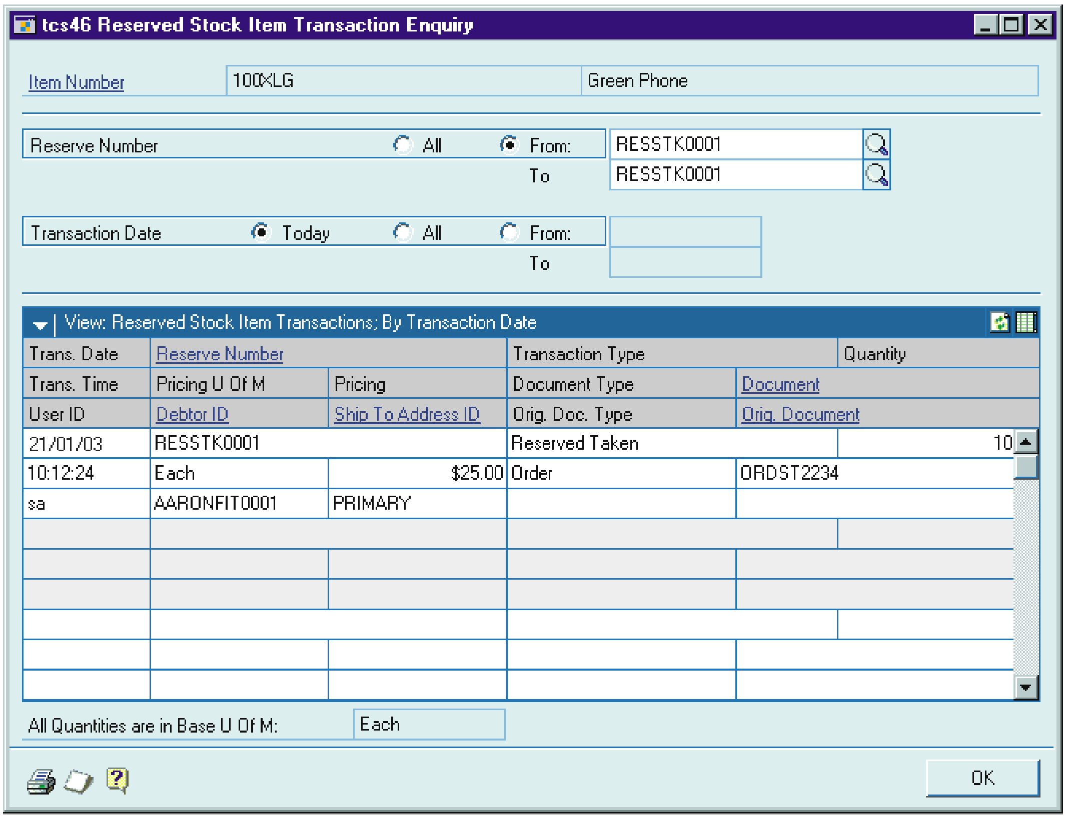
10. Reserved Stock Item Transaction Enquiry window

Enquiry >> Myridas Enquiries >> Reserved Stock >> Res. Stk. Item Enquiry >> Transactions button

Use the Reserved Stock Item Transaction Enquiry window to:

- Enquire about reserved stock transactions for selected items

The Reserved Stock Item Transaction Enquiry window



10.1 Enquiring About Reserved Stock Transactions for Selected Items

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

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

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

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

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

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

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

4. Click OK to close the window.

   Note that you can click the Print button to display the Reserved Stock Item Transaction Report window.

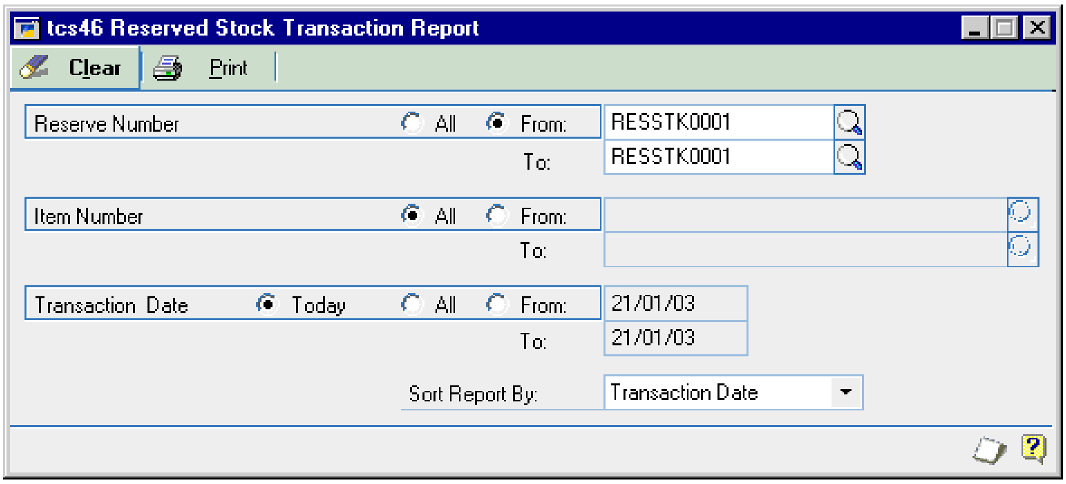
11. Reserved Stock Transaction Report window

Reports >> Myridas Reports >> Reserved Stock >> Res. Stock Trans. Rep.

Use the Reserved Stock Transaction Report window to:

- Print reports for reserved stock transactions

The Reserved Stock Transaction Report window



This window can also be opened from the Reserved Stock Transaction Enquiry window.

11.1 Printing Reports for Reserved Stock Transactions

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

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

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

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

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

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

4. From the Sort Report By drop-down menu select to sort the report by transaction date, item number or user ID.

5. Click the Print button to print the report.

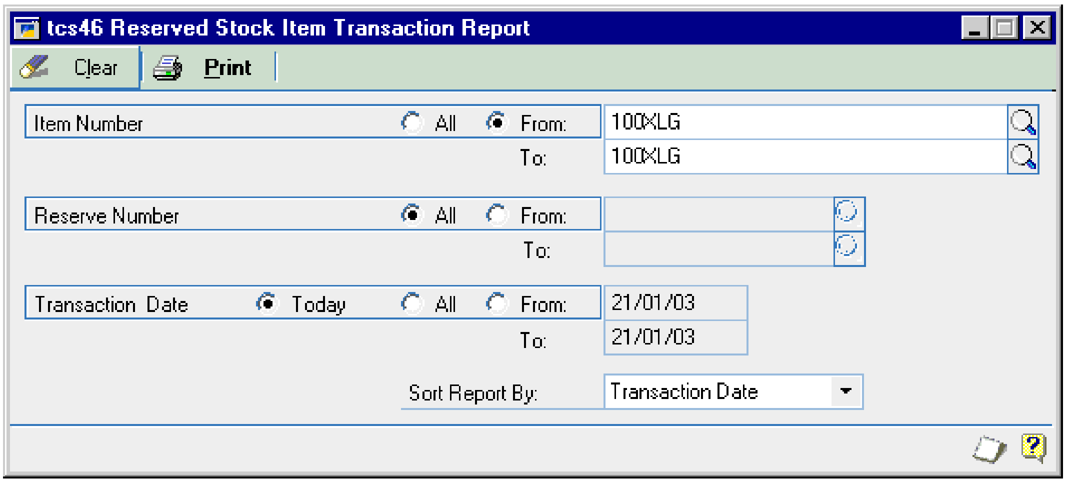
12. Reserved Stock Item Transaction Report window

Reports >> Myridas Reports >> Reserved Stock >> Res. Stk. Itm. Trans. Rep.

Use the Reserved Stock Item Transaction Report window to:

- Print reports for reserved stock item transactions

The Reserved Stock Item Transaction Report window



This window can also be opened from the Reserved Stock Item Transaction Enquiry window.

12.1 Printing Reports for Reserved Stock Item Transactions

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

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

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

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

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

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

4. From the Sort Report By drop-down menu select to sort the report by transaction date, item number or user ID.

5. Click the Print button to print the report.

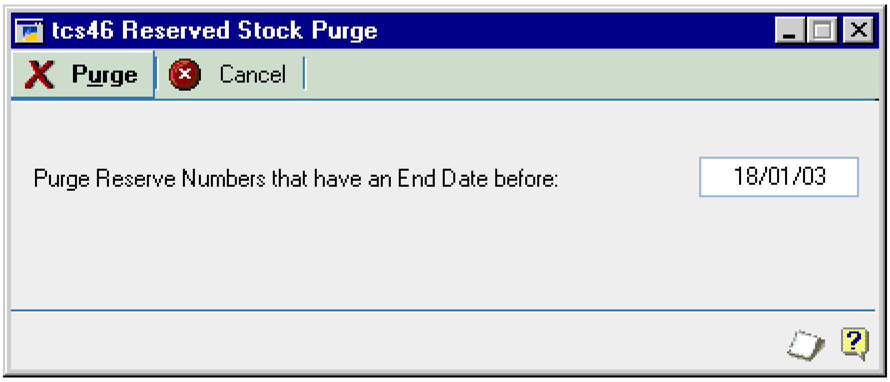
13. Reserved Stock Purge window

Routines >> Myridas Routines >> Reserved Stock >> Res. Stock Purge

Use the Reserved Stock Purge window to:

- Purge reserve numbers

The Reserved Stock Purge window



13.1 Purging Reserve Numbers

To purge reserve numbers in the Reserved Stock Purge window:

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

2. Click Purge.

Appendix A

Access to Myridas Windows

Reserved Stock

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

Transaction Report	Stock >> Res. Stk. Itm. Trans. Rep.	Stock >> Res. Stk. Item Enquiry >> Transactions button >> Print icon button
Reserved Stock Maintenance	Cards >> Myridas Cards >> Reserved Stock >> Res. Stock Maint.	
Reserved Stock Purge	Routines >> Myridas Routines >> Reserved Stock >> Res. Stock Purge	
Reserved Stock Transaction Enquiry		Enquiries >> Myridas Enquiries >> Reserved Stock >> Res. Stock Enquiry >> Transactions button
Reserved Stock Transaction Report	Reports >> Myridas Reports >> Reserved Stock >> Res. Stock Trans. Rep.	Enquiries >> Myridas Enquiries >> Reserved Stock >> Res. Stock Enquiry >> Transactions button >> Print icon button

Appendix B

Myridas Reports

Myridas provides multiple reports to increase information visibility.

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

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