

# *myridas*<sup>TM</sup> *User Guide*

Version 8.0 for Great Plains 8.0

## **Consolidated Invoicing**

Trinity Computer Services Limited

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# Contents

<b>CONTENTS .....</b>	<b>2</b>
<b>USING THIS GUIDE .....</b>	<b>3</b>
<b>ABOUT MYRIDAS .....</b>	<b>4</b>
<b>CONSOLIDATED INVOICING.....</b>	<b>5</b>
<i>Despatches and Consolidated Invoices</i> .....	5
<i>Consolidation Groups</i> .....	5
<i>Consolidation Types</i> .....	6
1. CONSOLIDATED INVOICE SETUP WINDOW.....	7
1.2 <i>Setting up Despatch and Consolidated Invoice IDs</i> .....	7
2. CONSOLIDATED INVOICE DETAILS WINDOW .....	8
2.1 <i>Setting Up Consolidated Invoicing for Orders, Quotations and Back Orders</i> .....	9
3. CONSOLIDATED PRINTED INVOICES SETUP WINDOW .....	9
3.1 <i>Enabling Consolidation of Printed Invoices</i> .....	9
4. CONSOLIDATED GROUPS SETUP WINDOW .....	10
4.1 <i>Setting Up Consolidated Groups</i> .....	10
5. CONSOLIDATED INVOICE DEBTOR SETUP WINDOW .....	11
5.1 <i>Setting Up Debtors for Consolidated Invoicing</i> .....	11
6. ASSIGN DEBTORS CONSOLIDATION WINDOW .....	13
6.1 <i>Assigning Debtors to Consolidated Invoicing</i> .....	13
7. ASSIGN CONSOLIDATION RANGE WINDOW .....	15
7.1 <i>Assigning Ranges of Debtors to Consolidating Invoicing</i> .....	15
8. CONSOLIDATION OF DESPATCHES WINDOW .....	17
8.1 <i>Consolidating Despatches</i> .....	18
9. CONSOLIDATION PREVIEW WINDOW .....	20
9.1 <i>Previewing Invoice Consolidation</i> .....	20
10. SALES TRANSACTIONS - CONSOLIDATED INVOICING VERSION .....	21
11. CONSOLIDATED INVOICING STOCK ENQUIRY WINDOW .....	22
11.1 <i>Viewing Item Number Consolidated Invoicing Details</i> .....	22
12. CONSOLIDATED INVOICING AMOUNT ENQUIRY WINDOW .....	23
12.1 <i>Viewing Financial Values on Consolidated Invoicing Documents</i> .....	23
13. SALES TRANSACTION ENQUIRY ZOOM - CONSOLIDATED INVOICING VERSION .....	24
<b>APPENDIX A.....</b>	<b>25</b>
ACCESS TO MYRIDAS WINDOWS.....	25
<i>Consolidated Invoicing</i> .....	25
<b>APPENDIX B.....</b>	<b>27</b>
ALTERNATE GREAT PLAINS WINDOWS .....	27
<b>APPENDIX C.....</b>	<b>28</b>
MYRIDAS REPORTS.....	28
<i>Consolidated Invoicing Report Functions</i> .....	28
<b>INDEX .....</b>	<b>29</b>

## 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>.

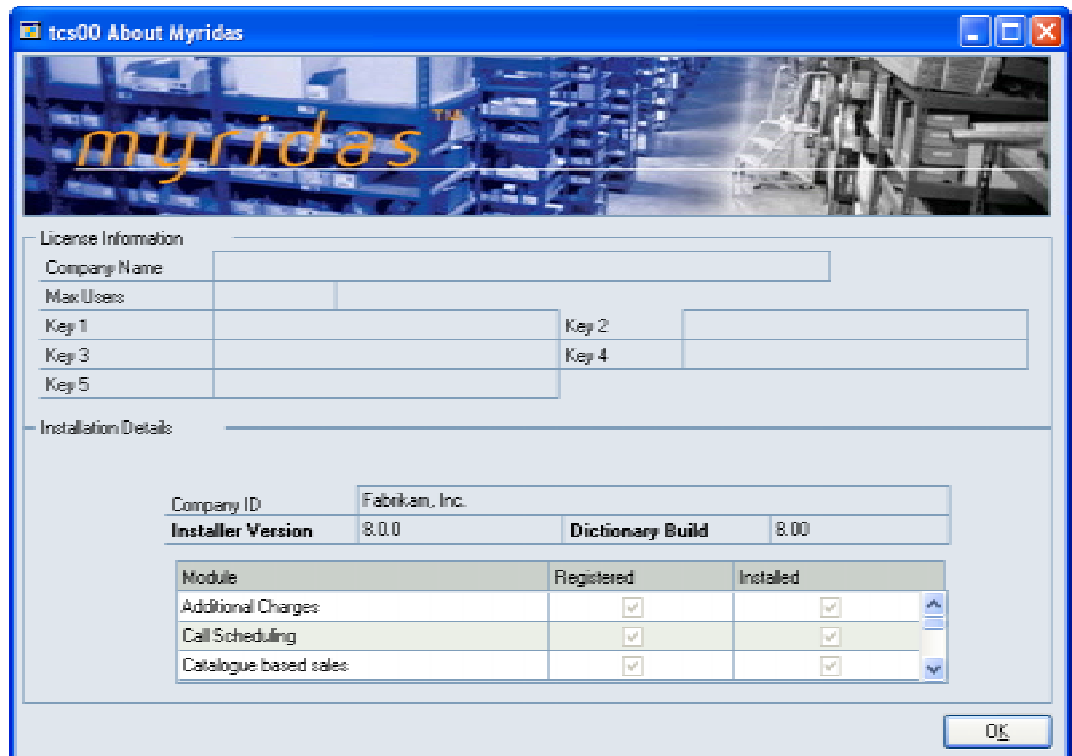
# About Myridas



*Help >> 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 IDs to consolidated invoicing, and assign specific debtors to a Consolidation Group and Consolidation Type. Now enter sales document transactions using debtors and document IDs 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.

<b>Consolidate By:</b>	<b>Results:</b>
<b>Debtor</b>	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
<b>Address</b>	A consolidated invoice will be produced for each address for each document type
<b>Order</b>	A consolidated invoice will be produced for each order for each document type
<b>Despatch</b>	An invoice will be produced for each despatch.
<b>Debtor PO Number</b>	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

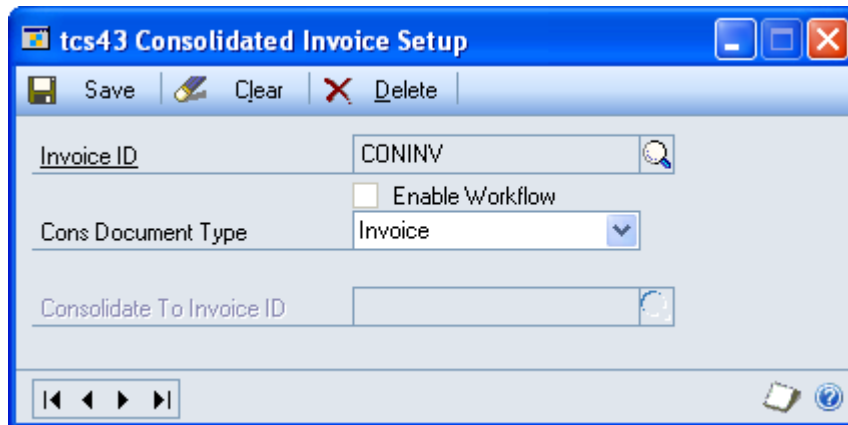


*Tools >> Setup >> Sales >> Sales Order Processing >> Fulfillment Order/Invoice button >> Extras >> Additional >> Consolidated Invoicing*

Use the Consolidated Invoicing Setup window to:

- Set up Consolidated Invoice IDs
- Set up unconsolidated Despatch IDs

*The Consolidated Invoice Setup window*



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

## 1.2 Setting up Despatch and Consolidated Invoice IDs

**To set up Despatch and Consolidated Invoice IDs 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 IDs in the Great Plains Sales Invoice Setup window that will be used **only** for consolidated invoices and unconsolidated despatches.

The Enable Workflow checkbox will be marked if the Invoice ID is set up for Advanced Distribution workflow. This setting cannot be amended in this window.

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

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

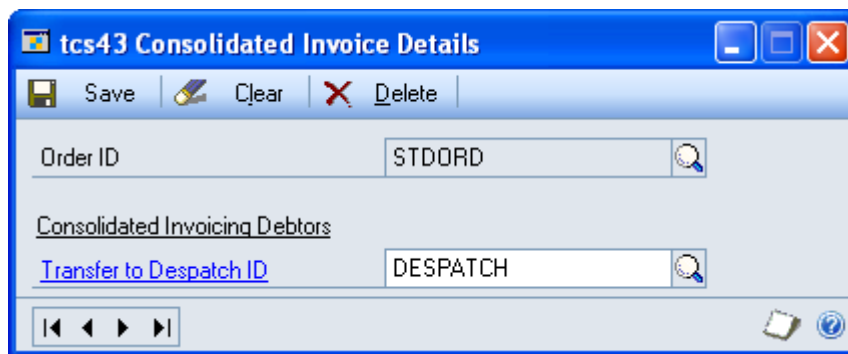


*Tools >> Setup >> Sales >> Sales Order Processing >> Quote/Order/Back Order button >> Extras >> Additional >> Consolidated Invoicing*

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 Invoice Details window will be used when transferring orders, quotes and back orders to invoice.

All Order IDs 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 IDs 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 Printed Invoices Setup window

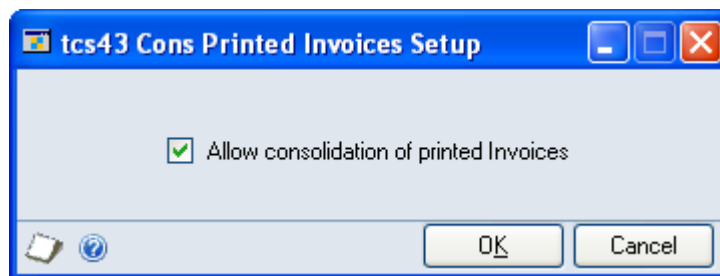


*Tools >> Setup >> Myridas >> Consolidated Invoicing >> Consolidating Printed Invoices Setup*

Use the Consolidated Printed Invoices Setup window to:

- Enable consolidation of printed invoices

*The Consolidated Printed Invoices Setup window*



### 3.1 Enabling Consolidation of Printed Invoices

#### To enable the consolidation of printed invoices using the Consolidated Printed Invoices Setup window:

1. If you select the Allow consolidation of printed Invoices option then it will be possible to consolidate despatch documents into invoices that have already been printed.

If this option is not selected then despatches will be transferred to new invoices.

2. Click OK to close the window.

## 4. Consolidated Groups Setup window

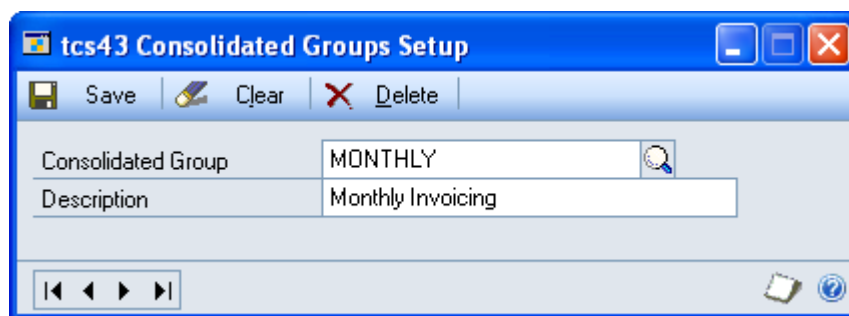


*Tools >> Setup >> Myridas >> Consolidated Invoicing >> Consolidated Groups Setup*

Use the Consolidated Groups Setup window to:

- Set up consolidated groups

*The Consolidated Groups Setup window*



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.

### 4.1 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.

## 5. Consolidated Invoice Debtor Setup window



*Cards >> Myridas >> Consolidated Invoicing >> 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](#).

### 5.1 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.

<b>Detailed</b>	Consolidated invoices will be printed containing a detailed breakdown of individual item quantities on each despatch
<b>Summary</b>	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.

*Removing  
Debtors from  
Consolidated  
Invoicing*

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.

## 6. Assign Debtors Consolidation window



*Cards >> Myridas >> Consolidated Invoicing >> Assign Debtors*

Use the Assign Debtors Consolidation window to:

- Assign single or multiple debtors to consolidated invoicing

*The Assign Debtors Consolidation window*

Consolidation:	
Type	Debtor
Group	MONTHLY
Invoice Print	Detailed

Existing Debtors with these settings:	
Debtor ID	Debtor Name
AARONFIT0001	Aaron Fitz Electrical

### 6.1 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.

<b>Detailed</b>	Consolidated invoices will be printed containing a detailed breakdown of individual item quantities on each despatch
<b>Summary</b>	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.

## 7. Assign Consolidation Range window



*Cards >> Myridas >> Consolidated Invoicing >> 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
ADAMPARK0001	Adam Park Resort	<input checked="" type="checkbox"/>
ADVANCED0001	Advanced Paper Co.	<input type="checkbox"/>
ADVANCED0002	Advanced Tech Satellite System	<input type="checkbox"/>
ALTONMAN0001	Alton Manufacturing	<input checked="" type="checkbox"/>
AMERICAN0001	American Science Museum	<input checked="" type="checkbox"/>
AMERICAN0002	American Electrical Contractor	<input type="checkbox"/>
ASSOCIAT0001	Associated Insurance Company	<input type="checkbox"/>
ASTORSUI0001	Astor Suites	<input type="checkbox"/>
ATMORERE0001	Atmore Retirement Center	<input type="checkbox"/>
BAKERSEM0001	Baker's Emporium Inc.	<input type="checkbox"/>

### 7.1 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 IDs individually by clicking the Assign checkboxes.
6. Click Assign to assign the selected Debtor IDs to the selected consolidated invoicing settings.
7. Click OK to close the window.

## 8. Consolidation of Despatches window



*Tools >> Routines >> Myridas >> Consolidated Invoicing >> Consolidation 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.

## 8.1 Consolidating Despatches

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

1. By default All Debtor IDs will be selected in the window. A range of Debtor IDs 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 can be amended 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.

## 9. Consolidation Preview window

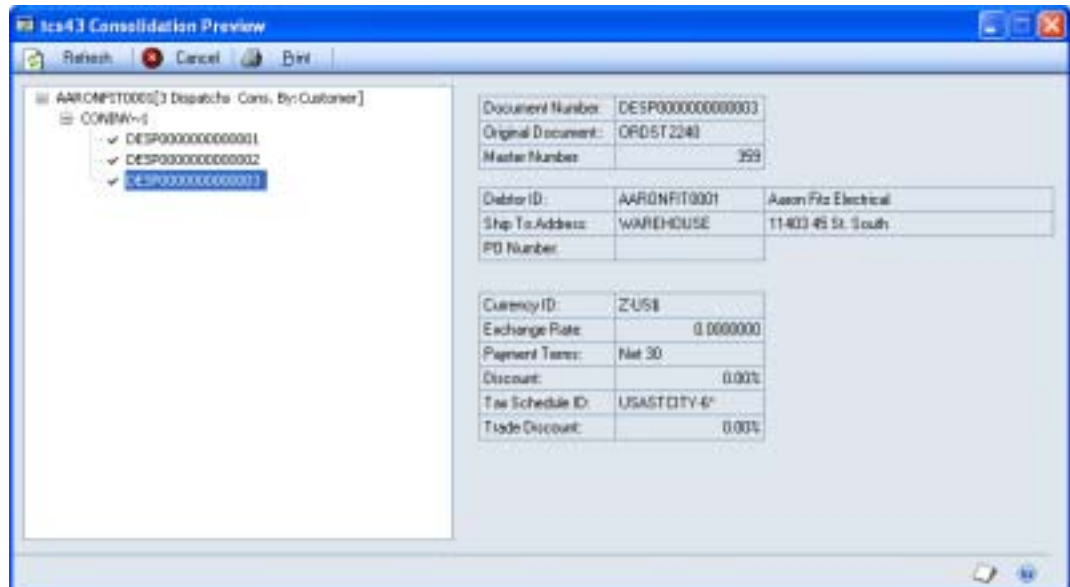


*Consolidation of Despatches window >> Preview button*

Use the Consolidation Preview window to to:

- Preview consolidation settings

*The Consolidation Preview window*



### 9.1 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](#).

## 10. 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*

Fabrikam, Inc. 4277 West Oak Parkway Chicago IL 60601-4277		<table border="1"> <tr> <td>Invoice</td> <td>INV1031</td> </tr> <tr> <td>Date</td> <td>19/10/2004</td> </tr> <tr> <td>Page</td> <td>1</td> </tr> </table>		Invoice	INV1031	Date	19/10/2004	Page	1
Invoice	INV1031								
Date	19/10/2004								
Page	1								
<b>Bill To:</b> Aaron Fitz Electrical One Microsoft Way Redmond WA 98052-6399		<b>Ship To:</b> Aaron Fitz Electrical 11403 45 St. South Chicago IL 60603-0776							
<b>Purchase Order No.</b>	<b>Debtor ID</b>	<b>Salesperson ID</b>	<b>Shipping Method</b>	<b>Payment Terms</b>	<b>Req Ship Date</b>	<b>Master No.</b>			
	AARCNFIT0001	PAJL W.	LOCAL DELIVERY	Net 30	19/10/2004	360			
<b>Ordered</b>	<b>Shipped</b>	<b>B/O</b>	<b>Item Number</b>	<b>Description</b>	<b>Discount</b>	<b>Unit Price</b>	<b>Ext. Price</b>		
30	30	0	ACCS-CRD-25BK	Phone Cord - 25' Black	\$0.00	\$19.95	\$598.50		
6	6	0	ANSW-PAN-2460	Panache IOK-T2460 answer	\$0.00	\$149.95	\$899.70		
1	1	0	HDWR-PRO-4866 1281025	Pro processor 4D 1	\$0.00	\$6,759.95	\$6,759.95		
						<b>Subtotal</b>	\$8,258.15		
						<b>Misc</b>	\$0.00		
						<b>Tax</b>	\$578.09		
						<b>Freight</b>	\$0.00		
						<b>Trade Discount</b>	\$0.00		
						<b>Total</b>	\$8,836.24		

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. See [Appendix C](#) for details of how to include user-defined fields on the alternate invoice.

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

## 11. Consolidated Invoicing Stock Enquiry window



*Enquiry >> Myridas >> Consolidated Invoicing >> Stock Enquiry*

Use the Consolidated Invoicing Stock Enquiry to:

- View Item Number consolidated invoicing details

*The Consolidated Invoicing Stock Enquiry window*

Item Number	ACCS-CRD-25BK	U Of M	Each
Description	Phone Cord - 25' Black		
Site ID:	<input type="radio"/> All	<input checked="" type="radio"/> Site ID:	WAREHOUSE
Description	Main Site		
On Order Qty			6
On Unconsolidated Despatch Qty			0
On Consolidated Invoice Qty			30

### 11.1 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 IDs 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.

## 12. Consolidated Invoicing Amount Enquiry window



*Enquiry >> Myridas >> Consolidated Invoicing >> 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	\$930.20
On Unconsolidated Despatch Total	\$0.00
On Consolidated Invoice Total	\$8,836.24

### 12.1 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 IDs will be selected by default. To select a range of Debtor IDs click From then enter the required Debtor IDs, or select them using the lookup.
2. All Address IDs will be selected by default. To select a range of Address IDs click From then enter the required Address IDs, or select them using the lookup.

- 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.

- 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.

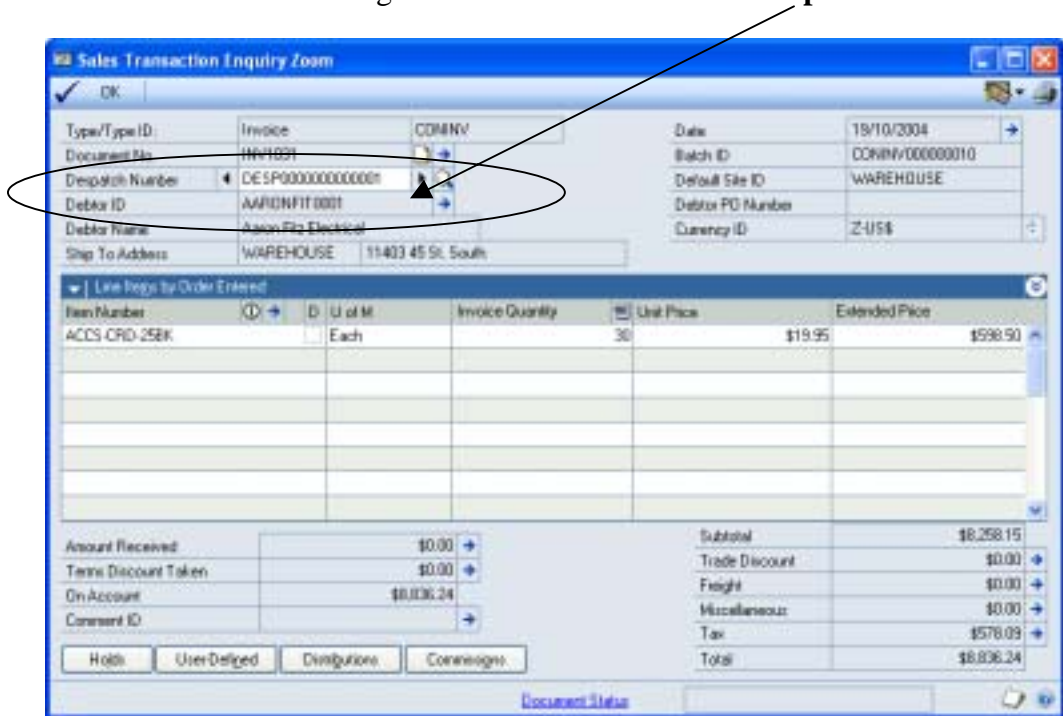
### 13. Sales Transaction Enquiry Zoom - Consolidated Invoicing Version



*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
Assign Consolidation Range		Cards >> Myridas >> Consolidated Invoicing >> Assign Debtors >> Ranges button
Assign Debtors Consolidation	Cards >> Myridas >> Consolidated Invoicing >> Assign Debtors	
Consolidated Groups Setup	Tools >> Setup >> Myridas >> Consolidated Invoicing >> Consolidated Groups Setup	
Consolidated Invoice Debtor Setup	Cards >> Myridas >> Consolidated Invoicing >> Debtor Setup	Cards >> Sales >> Debtors >> Extras >> Additional >> Consolidated Invoicing
Consolidated Invoice Details window		Tools >> Setup >> Sales >> Sales Order Processing >> Quote/Order/Back Order button >> Extras >> Additional >> Consolidated Invoicing
Consolidated Invoice Setup		Tools >> Setup >> Sales >> Sales Order Processing >> Fulfillment Order/Invoice button >> Extras >> Additional >> Consolidated Invoicing
Consolidated Invoicing Amount Enquiry	Enquiry >> Myridas >> Consolidated Invoicing >> Amount Enquiry	
Consolidated Invoicing	Enquiry >> Myridas >>	

Stock Enquiry	Consolidated Invoicing >> Stock Enquiry	
Consolidated Printed Invoices Setup	Tools >> Setup >> Myridas >> Consolidated Invoicing >> Consolidating Printed Invoices Setup	
Consolidation of Despatches	Tools >> Routines >> Myridas >> Consolidated Invoicing >> Consolidation of Despatches	
Consolidation Preview		Consolidation of Despatches window >> Preview button

## Appendix B

### Alternate Great Plains Windows

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

<b>Great Plains Window Name</b>	<b>Series</b>	<b>Myridas Module</b>	<b>Modification</b>
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

### Consolidated Invoicing Report Functions

The Consolidated Invoicing module can also be used in conjunction with Great Plains Report Writer to include user-defined fields for individual despatches on consolidated invoices.

#### Using in a report

1. Open the Report Writer and click Reports.
2. Select SOP Other Invoice Form or SOP Other History Invoice Form as required from the Modified Reports and click Open.
3. Click Layout.
4. On the Toolbox window, select tcsCons Inv User-Defined Work History from the drop-down list
5. You may now drag fields onto the report as required.
6. You can now assign formatting as normal to selected fields.

## Index

### A

- Assign Consolidation Range window . 15
- Assign Debtors Consolidation window  
..... 13
- Assigning
  - multiple debtors to consolidated  
invoicing..... 13
  - ranges of debtors to consolidated  
invoicing..... 15

### C

- Consolidated Groups
  - setting up ..... 10
- Consolidated Groups Setup window... 10
- Consolidated Invoice Debtor Setup  
window ..... 11
- Consolidated Invoice Details window .. 8
- Consolidated Invoice IDs
  - deleting ..... 7
  - setting up ..... 7
- Consolidated Invoice Setup window .... 7
- Consolidated Invoices
  - printing ..... 21
- Consolidated Invoices and Despatches . 5
- Consolidated Invoicing ..... 5
  - assigning multiple debtors ..... 13
  - assigning ranges of debtors..... 15
  - removing debtors ..... 11
  - removing multiple debtors..... 13
  - sales transaction enquiry zoom..... 24
  - sales transactions ..... 21
  - setting up debtors..... 11
- Consolidated Invoicing Amount Enquiry  
window ..... 23
- Consolidated Invoicing Stock Enquiry 22
- Consolidated Printed Invoices Setup  
window ..... 9
- Consolidating Despatches ..... 18
- Consolidation Groups ..... 5
- Consolidation of Despatches window . 17
- Consolidation Preview window ..... 20
- Consolidation Types ..... 6

### D

- Deleting
  - consolidated invoice IDs ..... 7
- Despatch IDs
  - setting up ..... 7
- Despatches

- consolidating ..... 18
- Despatches and Consolidated Invoices 5

### I

- Invoice consolidation
  - previewing..... 20

### M

- Merging
  - despatches ..... 18

### P

- Previewing
  - invoice consolidation ..... 20
- Printed Invoices
  - consolidation ..... 9
- Printing
  - consolidated invoices ..... 21

### R

- Removing
  - debtors from consolidated invoicing  
..... 11
  - multiple debtors from consolidated  
invoicing ..... 13

### S

- Sales documents
  - setting up consolidated invoicing..... 9
- Sales Transaction Enquiry Zoom
  - consolidated invoicing version..... 24
- Sales Transactions
  - consolidated invoicing version..... 21
- Setting Up
  - consolidated Groups..... 10
  - consolidated invoicing for quotations,  
orders and back orders ..... 9
  - debtors for consolidated invoicing. 11
  - Despatch IDs ..... 7
- Setting UP
  - Consolidated Invoice IDs..... 7

### V

- Viewing
  - financial quantities on consolidated  
invoicing documents ..... 23
  - item number consolidated invoice  
details..... 22