

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

Version 8.1 for Great Plains 8.0

## **Inter-Site Transfers**

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 Inter-Site Transfers module:

- Inter-Site Transfers



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>.

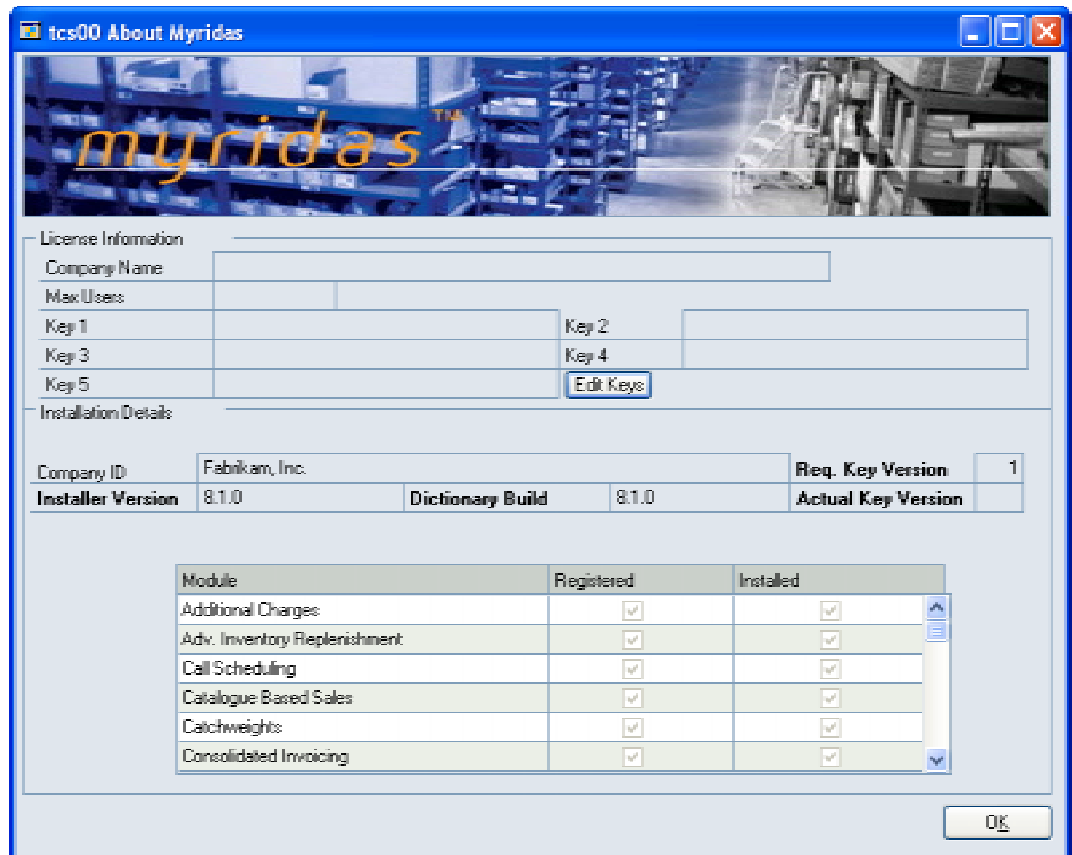
## About Myridas



*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*



## Inter-Site Transfers

The Myridas Inter-Site Transfers module provides the functionality for carrying out stock transfers between sites. When physically transferring Items between sites, there will be a time period when the Items are not at either site, whether they are being transferred across a country or even across a business estate. The Inter-Site Transfers module allows you to set up "In-Transit" sites so that stock transferred between sites can be continually tracked.

The main features of Inter-Site Transfers are:

- The facility to transfer stock between sites whilst maintaining permanent visibility
- The facility to define In-Transit sites
- The facility to set up internal debtors and creditors
- The facility to create purchase orders for inter-site transfers
- Underlying processing automatically creates corresponding sales orders for all internal purchase orders

Note that when carrying out Inter-Site Transfers on Serial Tracked Items, the Serial Numbers may not be greater than nineteen characters long. This should be taken into account when setting up Serial Tracking on Items that may be involved in Inter-Site Transfers.

### Third Party Integration

The Myridas Inter-Site Transfers module incorporates functionality from Nolan Computers Limited SOP Import software. After initial installation, the software provides underlying functionality for the automatic creation of internal sales orders corresponding to internal purchase orders.

Note that installation of Nolans SOP Import is a pre-requisite for using the Myridas Inter-Site Transfers module. This software is fully integrated with Myridas and Microsoft Great Plains systems.

For further information on installing Nolans SOP Import module please refer to the Nolan Computers Limited User Manuals, which are available to download from <http://www.nolans.co.uk>.

### In-Transit Sites

Multiple In-Transit sites can be set up in the [Inter-Site Details Maintenance window](#). In-Transit sites are used solely for the allocation of Inter-Site Transfers and represent the period during which Items are at neither the purchasing nor the selling site.

## Internal Debtors and Creditors

Internal Debtors and Creditors are used primarily in sales and purchasing transactions where debtors and creditors must be entered. All sites involved in Inter-Site transfers should have Internal Debtor and Internal Creditor values assigned to them in the Inter-Site Details Maintenance window.

## The Inter-Site Transfer cycle

<b>Status</b>	<b>Action</b>	<b>Item Location</b>
0	New Internal purchase order created at by Internal Debtor (Site B)	Site A
1	Purchase Order released to Internal Creditor (Site A)	Site A
2	Corresponding Sales Order automatically created with Site ID (Site B) in the Purchase Order as Internal Debtor	Site A
3	Sales Order transferred to Invoice and Posted	In-Transit Site
4	Corresponding Receivings Transaction posted	Site B

## 1. Import Definitions Maintenance window



*Cards >> Sales >> SOP Import >> Import Definitions*

Use the Nolan Import Definitions Maintenance window to:

- Set up Import Definitions to control details used for importing Inter-Site sales transactions

*The Nolan  
Computers  
Import  
Definitions  
Maintenance  
window*

### 1.1 Setting Up Import Definitions

**To set up Import Definitions in the Nolan Computers Import Definitions Maintenance window:**

You must set up Import Definitions in this window before you can use the Myridas Inter-Site Transfers module.

1. Enter an Import Definition ID or select one using the lookup.
2. Enter an Import Description.
3. Enter Immediate as the **Import Type**.
4. Select the Import Format as SOP Import v2.0 from the drop-down menu. Do not select the Import from SQL tables option.
5. Enter the Import, Save and Reject Filenames as required.

Note that for the Import you need only enter a Folder location - a File and Filename will be created automatically.

For further information on setting up Import File Formats please refer to the Nolan Computers Limited User Manuals, which are available to download from <http://www.nolans.co.uk>.

6. Under Import Files select Never Delete.
7. Under Error Handling select "Reject whole import file" from the drop-down menu.

Selecting this option will mean that where you attempt to Process an Inter-Site purchase order that contains errors, the whole transaction will be rejected

8. Enter an Import Batch. This is the Batch ID that imported sales orders will be created in.
9. Click Save.

For further information please refer to the Nolan Computers Limited User Manuals, which are available to download from <http://www.nolans.co.uk>.

## 2. Inter-Site Transfers Setup window



*Tools >> Setup >> Myridas >> Inter Site Transfers >> Inter Site Transfer Setup*

Use the Inter-Site Transfers Setup window to:

- Set up Batch Number details to be applied to In-Transit stock adjustments

*The Inter-Site  
Transfers Setup  
window*

### 2.1 Setting Up Inter-Site Transfer Parameters

**To set up Inter-Site Transfer Parameters in the Inter-Site Transfers Setup window:**

Stock "transferred" to In-Transit Sites will be assigned to the next sequential Batch ID. If you do not set up details in this window then the first Batch ID will automatically be defaulted to IST000000000001.

1. Enter an Inter-Site Batch Prefix. All Inter-Site Transfer generated adjustments will be assigned to batches beginning with this prefix, for example, IST000000000001.
2. Enter the Inter-Site Batch Next Number. This number will commence the numbered sequencing of the Inter-Site Batches.
3. Select the Item History Summary Updates for IST's checkbox if you want the Great Plains Item History window to display details of Inter-Site Transfers.

If you do not select this option then Inter-Site Transfer details will not be displayed in the Item History window.

4. Select the Ignore Order Method for IST's within PO Generator checkbox if you want any order methods set up in the Purchase Order Generator Item Maintenance window to be ignored when generating internal purchase orders.
5. Click OK.

### 3. Inter-Site Details Maintenance window



*Tools >> Setup >> Myridas >> Inter Site Transfers >> IST Site Setup*

Use the Inter-Site Details Maintenance window to:

- Set up In-Transit Sites
- Set up and maintain sites for Inter-Site Transfers

*The Inter-Site  
Details  
Maintenance  
window*

Note that this window is also available as an Extras option through the Great Plains Site Maintenance, Debtor Maintenance and Creditor Maintenance windows.

#### 3.1 Setting Up In-Transit Sites

**To set up In-Transit Sites in the Inter-Site Details Maintenance window:**

1. Enter a Site ID or select one using the lookup.

If you enter a Site that does not already exist then you will be asked if you want to create the Site. If you click Yes then the Site Maintenance window will be displayed.

To enable more straightforward verification of stock balances it is recommended that a different In-Transit Site is set up for every site used for Inter-Site Transfers.

2. Mark the In-Transit Site check box. All other fields will automatically voided.

Note that if the Site you have selected is attached to an Internal Debtor or Creditor, or has outstanding sales or purchasing transactions against it, then you will be unable to select it as an It-Transit Site. A warning will be displayed and you should amend your selection accordingly.



3. Click Save.

*Deleting In-Transit Sites*

To delete an In-Transit click the Delete button. You cannot delete an In-Transit Site with current transactions against it.

Note that you can click Clear at any point to clear your selection from the window.

### 3.2 Setting Up Sites for Inter-Site Transfers

**To set up Sites for Inter-Site Transfers in the Inter-Site Details Maintenance window:**

1. Enter a Site ID or select one using the lookup.

If you enter a Site that does not already exist then you will be asked if you want to create the Site. If you click Yes then the Site Maintenance window will be displayed.

Note that all sites can be set up for Inter-Site Transfers with the exception of sites that have been selected as In-Transit Sites.

2. Enter an Internal Creditor ID or select one using the lookup. The Internal Creditor ID is the Site **From** which Items will be transferred when you set up an Inter-Site purchase order.

If you select an Internal Creditor ID that has outstanding purchase orders against it, or it has been assigned as Internal Creditor to another Site, then you will not be able to make this selection and a warning will be displayed accordingly.



If you enter a Creditor ID that does not already exist then you will be asked if you want to create it. If you click Yes then the Creditor Maintenance window will be displayed.

Note that when creating an Internal Creditor ID it is recommended that the name is setup to be closely identifiable with the Site ID, for example:

Site ID	London
Internal Creditor ID	INTCREDLON

Name	Internal Creditor ID for London Site
------	--------------------------------------

3. Enter an Internal Debtor ID or select one using the lookup. The Internal Debtor ID is the Debtor ID that will be assigned to sales orders when you have entered an Inter-Site Transfer purchase order with this Site as the Site ID.



If you select an Internal Debtor ID that has outstanding sales orders against it, or that has been assigned as Internal Debtor to another Site, then you will not be able to make this selection and a warning will be displayed accordingly.

If you enter a Debtor ID that does not already exist then you will be asked if you want to create it. If you click Yes then the Debtor Maintenance window will be displayed.

Note that when creating an Internal Creditor ID it is recommended that the name is setup to be closely identifiable with the Site ID, for example:

Site ID	London
Internal Debtor ID	INTDEBTLON
Name	Internal Debtor ID for London Site

4. Enter an In-Transit Site ID or select one using the lookup. You can only select a Site that has been defined as an In-Transit Site.

When an IST sales invoice is posted from this Site ID then the stock will be transferred to this In-Transit Site until it is received into the Receiving Site.

5. Enter the Type ID or select one using the lookup. This is the Type ID that Inter-Site Transfer sales orders will be created with when they are automatically generated when the purchase order is released.

Note that it is recommended that for Inter-Site Transfers you create a new Sales Type ID and Invoice Type ID, for example, ISTORD and ISTINV in order to recognise them as internal documents.

6. Enter a SOP Import ID. This must be an Import Definition ID that you have set up in the Nolan Computers Import Definitions Maintenance window.

Note that it may aid document storage if different SOP Import IDs are set up and assigned to each Site ID used for Inter-Site Transfers. This will retain site documents within Site-specific folders on your system.

7. Enter an In-Transit Account or select one using the lookup.

This will be linked to the sending Site ID. You must also enter this In-Transit Account as the Accrued Purchases account (see Cards >> Purchasing >> Creditor) for the Internal Creditor that will be transferring Items from this Site.

8. If you are using Process Server then click the expansion button to display the Report Destination window where you must select printing destinations for the Inventory Transaction Journal, Transaction GL Register and Cost Variance Journal. Once print destination options have been selected then the Process Server Report Destinations for In-transit Inventory Transactions option will be checked.
9. Click Save.

Note that before making any Inter-Site Transfers, you should ensure that the relevant Item Numbers have been assigned to the Internal Creditor ID and the In-Transit Site. You will not be able to create an Inter-Site purchase order if the Item Numbers have not been assigned to these locations.

*Deleting Inter-Site Details*

To delete Inter-Site details click the Delete button. You cannot delete Inter-Site details where there are current Inter-Site transactions against the Site ID.

Note that you can click Clear at any point to clear your selection from the window.

## 4. Purchase Order Entry - Inter-Site Transfers



*Transactions >> Purchasing >> Purchase Order Entry*

Use the Great Plains Purchase Order Entry window to:

- Enter purchase orders

Sending Site (Internal Creditor)

*The Great Plains Purchase Order Entry window*

Line	Creditor Item	U of M	Quantity Ordered	Unit Cost	Extended Cost
1	24x IDE	Each	5	\$45.00	\$225.00
2	24x CD-ROM	NORTH	0	\$225.00	\$0.00
			0	\$0.00	\$0.00

Receiving Site (Internal Debtor)

The Great Plains Purchase Order Entry window has been given added functionality by the Inter-Site Transfers module to create purchase orders for Inter-Site Transfers. Inter-site purchase orders can also be generated automatically using the Great Plains Generate Suggested Purchase Orders window.

Note that you cannot create inter-site purchase orders for Dual Quantity Catchweight Items that are Lot Controlled.

### 4.1 Creating Purchase Orders for Inter-Site Transfers

**To create purchase orders for Inter-Site Transfers in the Great Plains Purchase Order Entry window:**

The purchase order should be entered following standard Great Plains procedure. However several adapted procedures should be followed for Inter-Site Transfers.

1. The Type selected should be Standard. You cannot select the Type Drop-Ship for an Inter-Site Transfer.

2. The Creditor ID entered should be the Internal Creditor ID set against the Site (see [Setting Up Sites for Inter-Site Transfers](#)) **From** which you want to transfer Items.
3. Only Items on the Inventory can be added to an Inter-Site Transfer purchase order. Kit Items cannot be included on an Inter-Site transfer purchase order.
4. The Site ID selected should be the Site that you want to transfer Items **To**.



Note that:

You cannot select an In-Transit Site as the Site ID.

The Site selected (the receiving Site) cannot be the same Site as the Site to which the Internal Creditor ID on the purchase order has been assigned (the sending Site).

The Site selected must have been set up to incorporate Inter-Site Transfer functionality in the [Inter-Site Details Maintenance window](#).

When you have entered a Site ID, all other Item lines on the purchase order must have the same Site ID.

5. Click Save to save the purchase order.

Note that if you are viewing an Inter-Site Transfer purchase order that has been released, you can select Inter-Site Sales Orders under Extras to view the corresponding sales order in the Great Plains Sales Transaction Enquiry Zoom window.



Also note that if you amend a purchase order, where it has been released and a corresponding sales order created, then a warning will be displayed indicating that you also need to amend the corresponding sales order.



If you attempt to amend a purchase order where the corresponding sales order has been transferred to invoice, you will receive a warning that the sales order has already been posted and the stock may not exist In Transit. It is highly recommended that you do not amend Inter-Site purchase orders where the corresponding invoice has been posted.

## 5. Edit Purchase Order Status window - Inter-Site Transfers



*Transactions >> Purchasing >> Edit Purchase Orders*

Use the Great Plains Edit Purchase Order Status window to:

- Edit purchase order statuses

*The Great Plains Edit Purchase Order Status window*

Line	Creditor Description	Quantity Ordered	Quantity Canceled	Status
20	IDE	10	0	Released

The Great Plains Edit Purchase Order Status window has been given added functionality by the Inter-Site Transfers module to automatically create Inter-Site sales orders when Inter-Site purchase orders are processed.

Note that the same functionality is achieved by printing the purchase order from the Great Plains Purchase Order Entry window.

## 5.1 Releasing Purchase Orders for Inter-Site Transfers

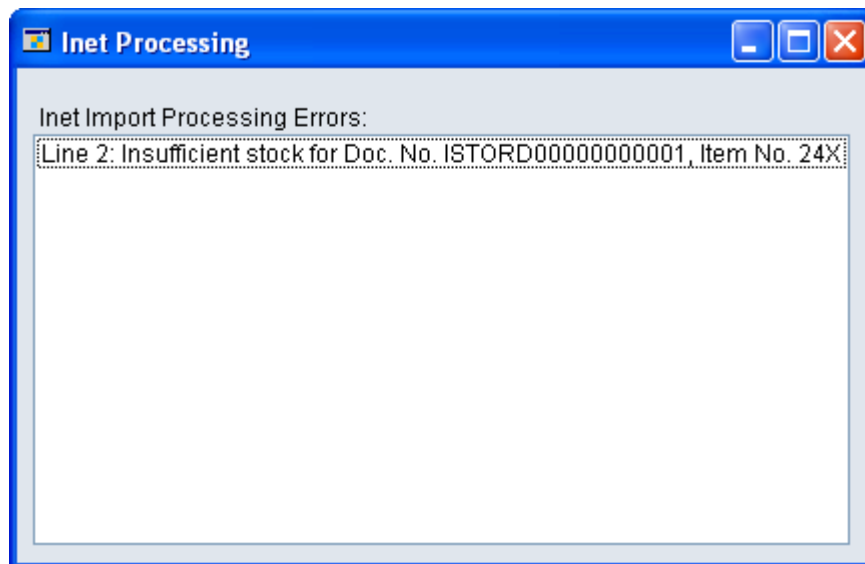
### To release purchase orders for Inter-Site Transfers in the Great Plains Edit Purchase Order Status window:

Purchase order statuses should be edited following standard Great Plains procedure. However several adapted procedures should be followed for Inter-Site Transfers.

1. If you want to create a corresponding sales order to your Inter-Site purchase order, you should set the Purchase Order Status to Released, then click Process. The purchase order will be processed and the sales order automatically generated.

Also note that any errors will be displayed in the Nolan Computers Inet Processing window. For further details on viewing processing errors please refer to the Nolan Computers Limited User Manuals, which are available to download from <http://www.nolans.co.uk>. Errors can also be viewed in the Import File, see Setting Up Import Definitions.

*The Nolan  
Computers Inet  
Processing  
window*



2. If you amend the status of a line Item on the purchase order, where the sales order has already been created, then a warning will be displayed indicating that you should also amend the corresponding sales order.

Note that if you are viewing an Inter-Site Transfer purchase order that has been released, you can select Inter-Site Sales Orders under Extras to view the corresponding sales order in the Great Plains Sales Transaction Enquiry Zoom window.

Also note that if you Process a purchase order and the Nolans Inet Processing window displays an error with the order, the purchase order will be reset to a status of new. No corresponding sales order will have been created. You should amend the purchase order and resolve the cause of error before re-releasing it.

## 6. Sales Transaction Entry - Inter-Site Transfers



*Transactions >> Sales >> Sales Transaction Entry*

Use the Great Plains Sales Transaction Entry window to:

Sending Site  
(Internal Creditor)

- Enter a sales order

*The Great Plains Sales Transaction Entry window*

Receiving Site  
(Internal Debtor)

The Great Plains Sales Transaction Entry window has been given added functionality by the Inter-Site Transfers module so that sales orders will be generated automatically when an Inter-Site purchase order is created.

All Items on Inter-Site sales orders will have the selling price and tax set to zero. The cost on the sales invoice will be set as standard.

Note that Inter-Site sales orders will be automatically assigned to the Batch ID set in the Nolans [Import Definitions Maintenance window](#).

Also note that you can follow standard Great Plains procedures to generate purchase orders for back-ordered Items by clicking the Purchase button in the Sales Transaction Entry window. Any items that cannot be included on an automatically generated purchase order through this method will be displayed in the SOP P/Order I.S.T. Validation window.

If an Inter-Site sales order contains Lot Controlled Item Numbers, then the Lot Numbers will be automatically assigned to the order, regardless of whether you have selected to auto-assign Lot Numbers in the Great Plains Sales Order Processing Setup Options window.

## 6.1 Processing Inter-Site Sales Orders

### **To process Inter-Site sales orders in the Great Plains Sales Transaction Entry window:**

Sales orders should be processed following standard Great Plains procedure. However, several adapted procedures should be followed for Inter-Site sales orders.

1. All Inter-Site sales orders will be automatically generated when an Inter-Site purchase order is released. Use the Document No. lookup button in the Sales Transaction Entry window to select the required sales order document.

You cannot enter an Internal Debtor ID into a new sales order. Automatically generated sales order may be amended as detailed in Amending Inter-Site Sales Orders (see below).

2. The Internal Debtor on the sales order will be the Internal Debtor assigned to the Site ID selected in the Great Plains Purchase Order Entry window.

The displayed Default Site will be the Site to which the Internal Creditor on the purchase order is assigned.

3. Transfer the sales order to an invoice following standard Great Plains procedure.
4. Process the Invoice Batch following standard Great Plains procedure in the Great Plains Sales Batch Entry window. When you have posted the invoice the Item quantity on the invoice will automatically be transferred to the In-Transit Site selected in the Inter-Site Details Maintenance window.

Lot and Serial Numbered Items will have the Lot/Serial details created in the In-Transit Site as in the Site from which they are being sent. When Serial Numbered Items are transferred to the In-Transit Site an X will be added to the end of the serial number. This will be removed when the Item is in the Great Plains Receivings Transaction Entry window.

Note that if you select to back-order some of the sales order quantity, then more than one invoice will be produced from the sales order. When you are receiving the invoice in the Great Plains Receivings Transaction Entry window you can view and select available In-Transit records using the Myridas In-Transit Receipts window.

Note that you can select Inter-Site Purch Orders under Extras to view the corresponding purchase order in the Great Plains Purchase Order Enquiry Zoom window. This option is also available from the Sales Transaction Enquiry Zoom window.

## 6.2 Amending Inter-Site Sales Orders

### To amend Inter-Site sales orders in the Great Plains Sales Transaction Entry window:

Sales order amendments should be performed following standard Great Plains procedure. However, several adapted procedures should be followed for Inter-Site sales orders.



1. If you amend an Inter-Site sales order, a warning will be displayed that you should also amend the corresponding purchase order. The purchase order will not be amended automatically.
2. If you add line Items to an existing Inter-Site sales order then the same warning will be displayed. However, Kit Items and Non-Inventoried Items cannot be added to the sales order.



3. You can delete an Inter-Site sales order using the Delete button. A warning will be displayed that you should also delete the corresponding purchase order.

Note that if you have already cancelled the purchase order then this warning will not be displayed.

Also note that you cannot amend an Inter-Site **purchase orders** once the sales order has been transferred to an invoice.

## 7. Receiving Transaction Entry - Inter Site Transfers



Transaction >> Purchasing >> Receiving Transaction Entry

Use the Receiving Transaction Entry window to:

- Receive a Shipment

Sending Site  
(Internal Creditor)

The Great Plains Receiving Transaction Entry window

Receiving Site  
(Internal Debtor)

PD Number	U of M	Site ID	Quantity Ordered	Quantity Invoiced	Extended Cost
PO2069					
Each		NORTH	10	0	\$450.00
24x CD-ROM				10	0
				0.00	\$0.00
				0.00	\$0.00
				0.00	\$0.00
1039 Amount					\$0.00
Payment Terms					
Landed Cost Func. Total					\$0.00
Subtotal					\$450.00
Trade Discount					\$0.00
Freight					\$0.00
Miscellaneous					\$0.00
Tax					\$0.00
Total					\$450.00

The Great Plains Receiving Transaction Entry window has been given added functionality by the Inter-Site Transfers module so that Inter-Site Transfers can be received.

Note that the Extended Cost will be calculated by multiplying the Unit Costs by the Quantity Shipped (and where appropriate the Unit of Measure value).

Also note that from the Goods Received Enquiry window you can select Extras >> Additional >> Inter-Site Sales Document Enquir to view originating sales invoices in the Sales Document Enquiry Zoom window.

## 7.1 Receiving Inter-Site Sales Orders

### To receive Inter-Site orders in the Great Plains Receivings Transaction Entry window:

Inter-Site receivings transactions should be processed following standard Great Plains procedure. However, several adapted procedures should be followed for receiving Inter-Site sales orders.



1. The total amount received in the transaction cannot be greater than the quantity currently available in the In-Transit Site/Purchase Order combination. If you enter a quantity greater than that available then a warning message will be displayed and the quantity will be defaulted to the greatest available quantity.

Note that the Site ID and Unit of Measure cannot be amended once you have selected a Creditor Item.

2. The sales order may have been split into more than one invoice. This would lead to more than one In-Transit Receipt record. When you enter the Creditor Item, if there is more than one In-Transit Receipt record held against the selected purchase order, then the In-Transit Receipts window will be displayed when you tab off the Quantity Shipped field.

*The In-Transit Receipts window*

PO Number	Original Quantity	Quantity Left On Receipt
PO1061	5	5
PO1061	5	5

Click Select to select the In-Transit Receipt line to enter into the receivings transaction. The quantity left on each In-Transit receipt will be displayed. You cannot enter more than this quantity on each receipt line.



## 8.1 Entering Receiving Details for Lot Controlled Inter-Site Transfers

### To enter receiving details for Lot Controlled Inter-Site Transfers in the Lot Number Select window:

The Lot Number Select window will be displayed automatically when you tab off the Qty Shipped field in the Receiving Transaction Entry window, or when you click the Qty Shipped Expansion button (where you are entering a receipt for Lot Controlled Items). Available Lots for the selected receiving line will be displayed in the Lot Numbers For Receipt scrolling window.

Note that new Lot Numbers cannot be selected for Inter-Site Transfers, you must receive the displayed Lot Numbers that the Items are assigned to.

1. Click on a Lot Number in the Lot Numbers For Receipt scrolling window.

The Quantity field will display the quantity in this Lot Number that is left to allocate.

2. Click Insert to add the Lot Number to the Selected scrolling window. The full quantity assigned to the Lot Number (or the Remaining To Select quantity if this is less than the quantity left in the selected Lot Number) will be transferred to the Quantity Selected scrolling window.

Note that if you do not want to receive the full quantity against a specified Lot Number then enter the quantity you require into the Quantity field then Insert the Lot Number as per step 2. However, the Quantity Selected must equal the Item's Extended Quantity before you can move to the next line Item in the Receiving Transaction Entry window or the Receiving Item Detail Entry window.

You cannot Insert a quantity that is greater than the Remaining To Select Quantity.

Alternatively you can click the Insert All button. Lots will be automatically allocated until the quantity remaining has been fulfilled.

3. Continue Inserting Lot Numbers for the Item as required.

If you want to remove a Lot Number from the Lot Numbers Selected scrolling window select it then click Remove. You can remove all Lot Numbers by clicking Remove All.

4. Choose OK to return to the Receiving Transaction Entry window.



Note that if you have entered a total quantity that is less than the Remaining To Select quantity, a warning will be displayed when the window closes and you will be unable to complete the receiving transaction.

## 9. Serial Number Select window



*Transactions >> Purchasing >> Receivings Transaction Entry >> Qty Shipped Expansion button*

Use the Serial Number Select window to:

- Enter receivings details of Serial Numbered Inter-Site Transfers

*The Serial Number Select window*

Creditor Item	100KLG
Creditor Description	GREEN PHONE
Site ID	NORTH

Serial Numbers For Receipt	Serial Numbers Selected
0000000001115	0000000001114
0000000001117	0000000001116
0000000001118	
0000000001119	
0000000001120	
0000000001121	

Extended Quantity	8
Serial Numbers Selected	2
Remaining To Select	6

When performing Inter-Site Transfers on Serial Numbered Items, the Serial Numbers may not be greater than nineteen characters long. When Serial Numbered Items are In-Transit, an X will be affixed to the end of the Serial Number to denote that they are In-Transit.

Note that the window will display either Creditor Item or Item Number, depending on the Options selected in Receivings Transaction Entry window.

Also note that this functionality is also available through the Great Plains Receivings Item Detail Entry window.

## 9.1 Entering Receiving Details for Serial Tracked Inter-Site Transfers

### **To enter receiving details for Serial Tracked Inter-Site Transfers in the Serial Number Select window:**

The Serial Number Select window will be displayed automatically when you tab off the Qty Shipped field in the Receiving Transaction Entry window, or when you click the Qty Shipped Expansion button (where you are entering a receipt for Serial Tracked Items). Available Serial Numbers for the selected receiving line will be displayed in the Serial Numbers For Receipt scrolling window.

Note that new Serial Numbers cannot be selected for Inter-Site Transfers, you must receive the displayed Serial Numbers that the Items are tracked by.

1. Click on a Serial Number in the Serial Numbers For Receipt scrolling window

Click Insert to add the Serial Number to the Serial Number Selected scrolling window.

Note that the Serial Numbers Selected should equal the Extended Quantity before you can move to the next line Item in the Receiving Transaction Entry window or the Receiving Item Detail Entry window.

2. Continue Inserting Serial Numbers for the Item as required.

If you want to remove a Serial Number from the Serial Numbers Selected scrolling window select it then click Remove. You can remove all Serial Numbers by clicking Remove All.

3. Choose OK to return to the Receiving Transaction Entry window.



Note that if the total quantities of the Serial Numbers Selected is less than the Remaining To Select quantity, a warning will be displayed when the window closes and you will be unable to complete the receiving transaction.

## 10. Posting Inter-Site Transfer Receipts

Receipts for Inter-Site Transfers can be posted as Batches through the Great Plains Purchase Series Posting window or by clicking the Post button in the Receivings Transaction Entry window.

Posting a receipt will transfer the received Items from the In-Transit Site to the Internal Debtor Site.



Note that when you post an In-Transit receipt the record of the transaction should be returned to zero in the In-Transit Account (see [Setting Up Sites for Inter-Site Transfers](#) and Great Plains Help for further details).

Once the entire quantity on the originating order has been receipted, the purchase order will automatically be set to the status of closed.

## Appendix A

### Access to Myridas Windows

#### Inter-Site Transfers

Window Name	 Menu Access	 Other Access
Inter-Site Details Maintenance	Tools >> Setup >> Myridas >> Inter Site Transfers >> IST Site Setup	Site Maintenance >> Extras >> Additional >> Inter-Site Setup  Debtor Maintenance >> Extras >> Additional >> Inter-Site Setup  Creditor Maintenance >> Extras >> Additional >> Inter-Site Setup
Inter-Site Transfers Setup	Tools >> Setup >> Myridas >> Inter Site Transfers >> Inter Site Transfer Setup	
In-Transit Receipts	Transaction >> Purchasing >> Receivings Transaction Entry >> tab off Qty Shipped field (when there is more than one In-Transit receipt for the line Item)	
Lot Number Select	Transactions >> Purchasing >> Receivings Transaction Entry >> Qty Shipped Expansion button (where the Item is Lot Controlled)	
Serial Number Select	Transactions >> Purchasing >> Receivings Transaction Entry >> Qty Shipped Expansion button (where the Item is Serial Tracked)	

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