

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

Version 9.0 for Microsoft Dynamics™ GP 9.0

## **Financials Enhancements**

Trinity Computer Services Limited

January 2006

# Contents

<b>CONTENTS .....</b>	<b>2</b>
<b>USING THIS GUIDE .....</b>	<b>3</b>
<b>ABOUT MYRIDAS .....</b>	<b>4</b>
<b>FINANCIALS ENHANCEMENTS .....</b>	<b>5</b>
<b>CARDS.....</b>	<b>6</b>
1. HOLD STATUS ID MAINTENANCE WINDOW .....	6
1.1 <i>Setting Up Hold Statuses.....</i>	6
2. ASSIGN HOLD STATUS ID TO DEBTOR WINDOW .....	7
2.1 <i>Assigning a Hold Status to a Debtor.....</i>	7
<b>TRANSACTIONS.....</b>	<b>8</b>
3. APPLY SALES DOCUMENTS WINDOW WITH FINANCIALS ENHANCEMENTS .....	8
4. APPLY SALES DOCUMENTS BY NATIONAL ACCOUNTS AND DEBTORS WINDOW .....	9
4.1 <i>Selecting Payments to Apply to Documents .....</i>	10
5. APPLY BY AGING PERIOD WINDOW .....	11
5.1 <i>Selecting Aging Periods to Apply Transactions To.....</i>	11
6. APPLY BY DOCUMENT DATE WINDOW .....	13
6.1 <i>Selecting Document Dates to Apply Transactions To.....</i>	13
7. PURCHASE INVOICE REGISTER WINDOW .....	14
7.1 <i>Entering Purchase Invoice Details without Item Details .....</i>	15
<b>ENQUIRIES.....</b>	<b>16</b>
8. PURCHASE INVOICE REGISTER ENQUIRY WINDOW .....	16
8.1 <i>Viewing Invoice Register Details .....</i>	16
<b>APPENDIX A.....</b>	<b>17</b>
ACCESS TO MYRIDAS WINDOWS.....	17
<i>Financials Enhancements .....</i>	17
<b>APPENDIX B.....</b>	<b>18</b>
ALTERNATE MICROSOFT DYNAMICS™ GP WINDOWS.....	18
<b>INDEX .....</b>	<b>19</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 Financials Enhancements module:

- Financials Enhancements



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>.

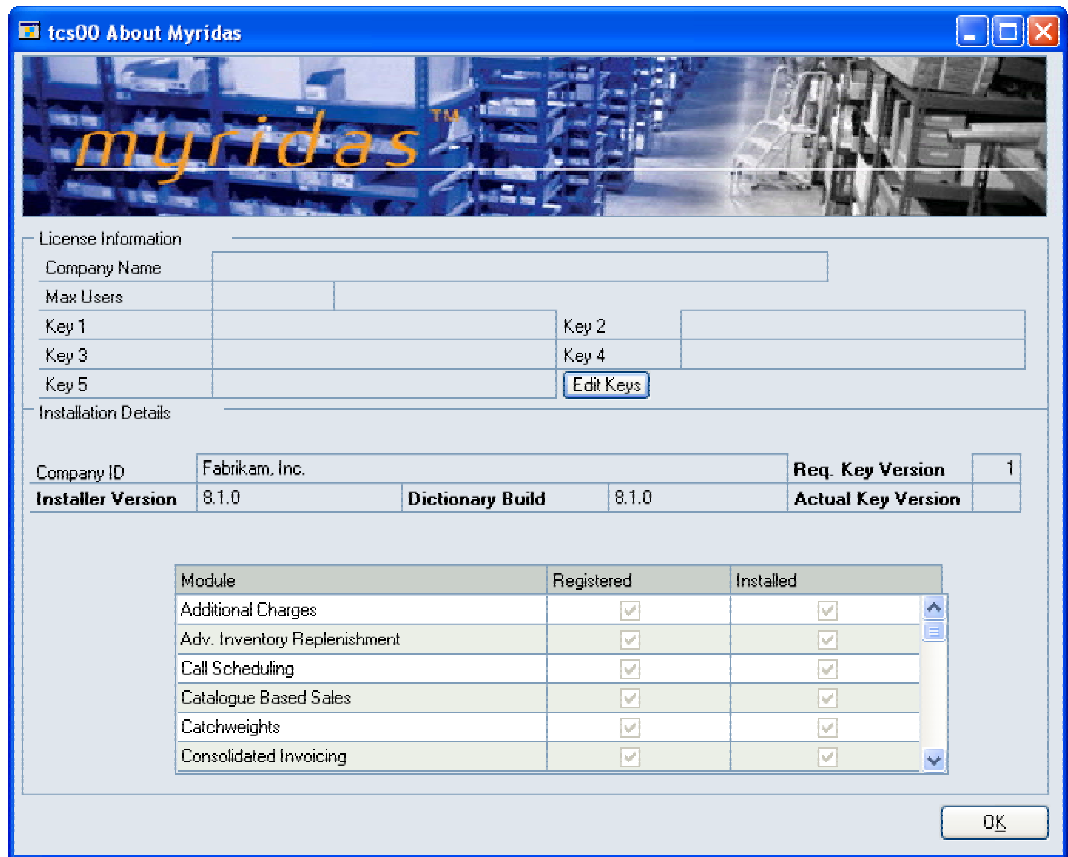
# About Myridas



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*



## Financials Enhancements

The Myridas Financials Enhancements module provides multiple new areas of functionality to improve the effectiveness of your financials management.

New hold status functionality provides greater controls over debtors placed on hold. Set up hold statuses using the [Hold Status ID Maintenance window](#). The hold status can effectively put an account "On Stop". When you enter sales transactions for debtors that have been placed On Hold, and have an assigned hold status, you will be reminded of this within sales transaction entry and the associated process holds will be applied to the documents.

The Microsoft Dynamics™ GP [Apply Sales Documents window](#) has been enhanced with functionality to view a full list of payments and credits for a debtor. If a national account is selected then documents for its child accounts will also be displayed. Additional sorting options are also available.

The new [Apply Sales Documents by National Accounts and Debtors window](#) gives you functionality to select payments to apply to documents, whilst the new [Apply By Aging Period window](#) lets you select aging periods to apply transactions to.

With standard Microsoft Dynamics™ GP a purchase invoice can only be saved when line details have been entered. With [purchase invoice register functionality](#) you can save invoice details to an invoice register without entering item details.

The main features of the Financials Enhancements module are:

- Set up hold statuses to provide greater control over debtors placed on hold
- An additional window for the selection of payments and credits when using the Apply Sales Documents window
- Additional sorting options for documents displayed in the Apply Sales Documents window
- The facility to automatically apply payments by aging period
- The facility to automatically apply payments by document date
- The facility to enter total goods, tax and total invoice details for an invoice without having to enter any line details

## Cards

### 1. Hold Status ID Maintenance window



*Cards >> Myridas >> Financial Enhancements >> Hold Status ID Maintenance*

Use the Hold Status ID Maintenance window to:

- Set up hold statuses

*The Hold Status ID Maintenance window*

#### 1.1 Setting Up Hold Statuses

**To set up hold statuses using the Hold Status ID Maintenance window:**

1. Enter a hold status ID or select one using the lookup.
2. Click the Default Hold Status ID checkbox to set the hold status as a default.
3. Enter a description for the hold status.
4. Enter a process hold ID to link to the hold status or select one using the lookup.

When you assign a debtor to a hold status then the selected process hold will be used in sales transaction documents for the debtors' transactions.

5. Click the Mandatory checkbox to automatically apply the process hold to all current sales transactions for debtors that the hold status is assigned to.

## 2. Assign Hold Status ID To Debtor window



*Cards >> Sales >> Debtor >> Click Save after selecting the Hold Checkbox unless a Default Hold Status ID has been set up*

Use the Assign Hold Status ID to Debtor window to:

- Assign a hold status to a debtor

*The Assign Hold Status ID to Debtor window*

tcs85 Assign Hold Status ID To Debtor	
Debtor ID	ADVANCED0001 Advanced Paper Co.
Hold Status ID	HS0001 hold status 0001
Process Hold ID	CREDIT Credit Check
<input type="button" value="OK"/> <input type="button" value="No Hold Status ID"/>	

This window will display when you click Save in the Debtor Maintenance window when you have just selected that the debtor should be on hold.

Note that if you have a Default Hold Status ID set up then that will be assigned automatically to the debtor and this window will not be displayed.

### 2.1 Assigning a Hold Status to a Debtor

**To assign a hold status to a debtor using the Assign Hold Status ID To Debtor window:**

1. Enter a hold status or select one using the lookup.
2. Click OK to assign the hold status to the debtor.
3. If the hold status ID has not been set to mandatory then a dialogue box will ask if you want to apply the process hold to all documents for the debtor. Click Yes to apply the process hold to all sales documents for the debtor.

Note that if you don't want to assign a hold status to the debtor then click the No Hold Status ID button. The debtor will be placed on hold but will follow standard Microsoft Dynamics™ GP procedure.

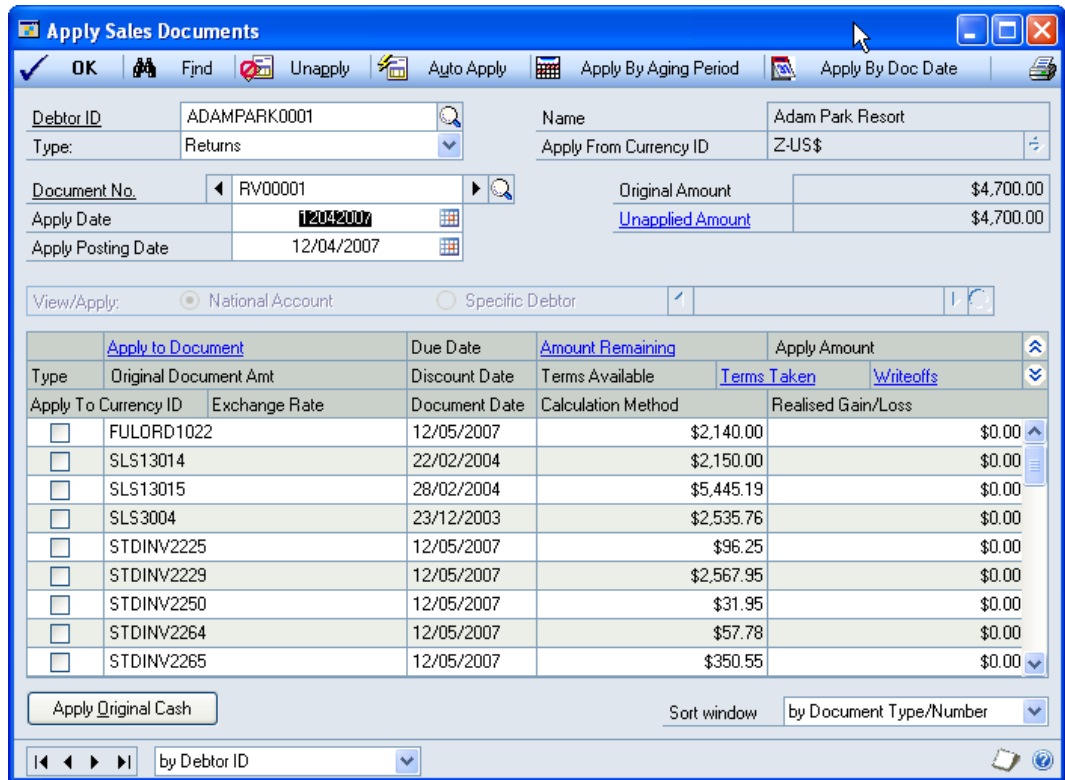
Also note that if you take a debtor off hold in the Debtor Maintenance window that has current process holds assigned to documents, then a dialogue box will ask if you want to remove the process holds.

# Transactions

## 3. Apply Sales Documents window with Financials Enhancements

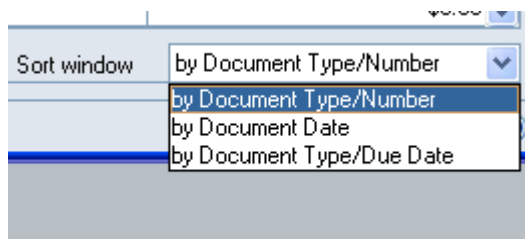


Transactions >> Sales >> Apply Sales Documents



The Apply Sales Documents window has been enhanced for the Financials Enhancements module to provide new levels of functionality.

1. The [Apply Sales Documents by National Accounts and Debtors window](#) provides functionality to view a full list of payments and credits for a debtor. If a national account is selected then documents for its child accounts will also be displayed. The required document can be selected and details passed through to the Apply Sales Documents window, whilst the Apply Sales Documents by National Accounts and Debtors window remains open in the background, allowing selection of further documents as required.
2. Additional sort sequences have been added to the window so that you can view documents by document date and by due date.



3. A new Apply By Aging Period button opens a new **Aging By Period window**. From this window you can select an aging period - the payment or credit will then be applied automatically to documents that fall into the selected aging period.
4. A new Apply By Doc Date button opens a new **Aging By Document Date window**. From this window you can select document date range - the payment or credit will then be applied automatically to documents that fall into the selected date range.
5. If the Apply Sales Documents window was opened from the Cash Receipts Entry window, an additional button “Apply Original Cash” is available. This populates the Document No. field with the Receipt id from the Cash Receipts window. This provides a quick way to return to the original cash receipt after applying other credit documents.

## 4. Apply Sales Documents by National Accounts and Debtors window

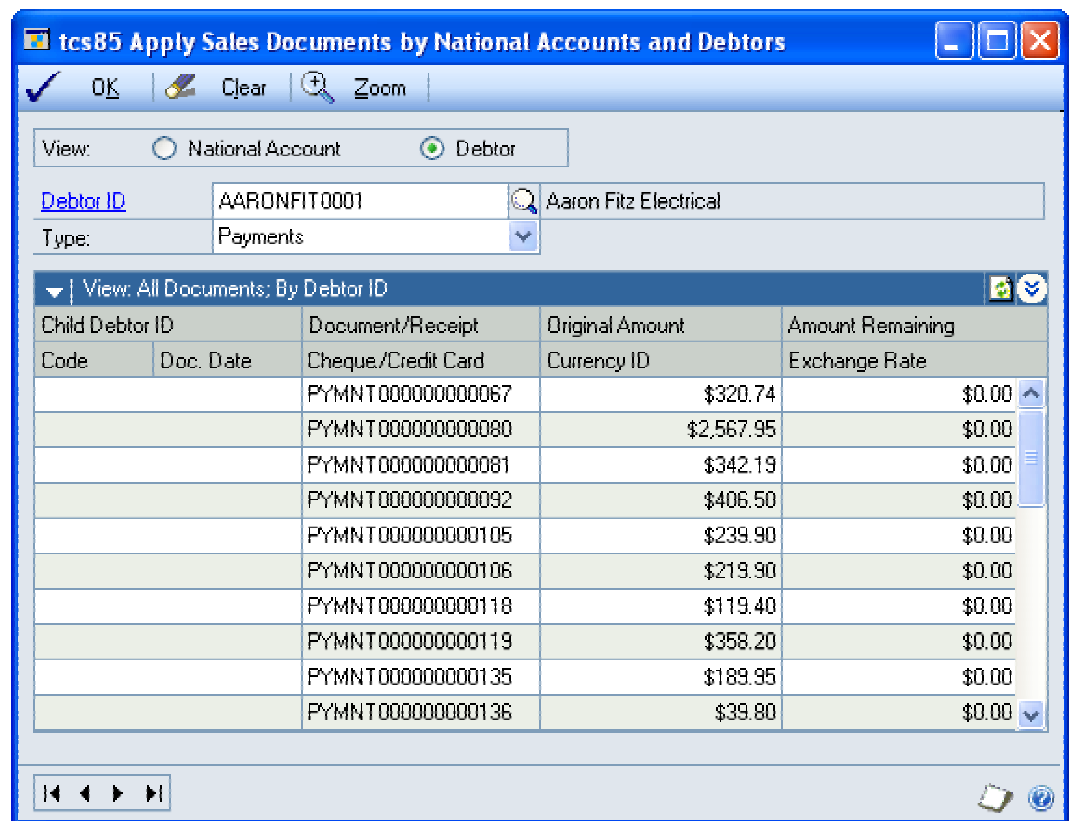


*Transactions >> Myridas >> Financials Enhancements >> Apply Sales Documents by National Accounts and Debtors window*

Use the Apply Sales Documents by National Accounts and Debtors window to:

- Select payments to apply to documents

*The Apply Sales Documents by National Accounts and Debtors window*



Note that this window is also available as an Extras option from the Apply Sales Documents window.

## 4.1 Selecting Payments to Apply to Documents

### To select payments to apply to documents using the Apply Sales Documents by National Accounts and Debtors window:

1. From the View options select National Account or Debtor.
2. Enter a Parent Debtor ID / Debtor ID or select one using the lookup.

If you select to view a national account you can only select a national (parent) account. Payments or credits for the parent and all child accounts will be displayed in the scrolling window.

You can select to restrict the documents displayed by using the View option as detailed in step 3. Note that if you select to view a debtor then only payments and credits for that debtor will be displayed, regardless of whether it is a parent or child account.

3. Select a Type from the drop-down menu to display in the scrolling window.

All relevant documents will be displayed in the scrolling window.



Note that you can click the View button to select how you view displayed documents, for example if you are viewing a national debtor then you can select to view documents for the parent debtor ID or child debtor ID only.

You can also choose to display only those documents with an amount remaining, only those without an amount remaining, or all documents regardless of amount remaining.

4. Click on a line in the scrolling window to select it then click the Zoom button.

The Apply Sales Documents window will open displaying the selected debtor / document details.

The Apply Sales Documents by National Accounts and Debtors window will remain open so that further documents can be selected as and when required.

5. Click OK to close the window.

## 5. Apply By Aging Period window



*Transactions >> Sales >> Apply Sales Documents >> Apply By Aging Period button*

Use the Apply By Aging Period window to:

- Select aging periods to apply transactions to

*The Apply By Aging Period window*

Period	Amount
Current	\$399.60
31 - 60 Days	\$421.87
61 - 90 Days	\$233.38
91 - 120 Days	\$369.40
121 - 150 Days	\$501.16
151 - 180 Days	\$456.87
181 and Over	\$327.08
Balance	\$726.68

Note that is recommended you only use this window if you regularly use Microsoft Dynamics™ GP aging routines functionality.

### 5.1 Selecting Aging Periods to Apply Transactions To

**To select aging periods to apply transactions to using the Apply By Aging Period window:**

1. When a debtor ID, type and document number have been selected in the [Apply Sales Documents window](#) click the Apply By Aging Period button to display the Apply By Aging Period window.
2. The Apply By Aging Period window will open displaying the aging period descriptions set up in the Receivables Management Setup window and the period balances for the selected debtor.

Details in the scrolling window are for display purposes only. Allocations will be made based on your drop-down menu selection.

Note that if a national account has been selected through the Apply Sales Documents by National Accounts and Debtors window then the following rules apply:

Specific debtor selected	Aging periods and totals displayed for selected debtor only.
Specific debtor not selected	Aging periods and totals displayed are summary balances for all child and parent national accounts linked to the currently selected national account.

3. From the Aging Period To Apply By drop-down menu select the aging period that you want to allocate documents for.
4. From the Allocate By drop-down menu select whether to apply allocations by document date, document due date or document number.

If there is insufficient payment or credit to apply to all invoices in the selected aging period then as many documents as possible in the aging period will be allocated until the balance is used up. Allocation will be made based on the Allocate By drop-down menu.

5. Click the Apply button. The Payment or credit from the document number selected in the Apply Sales Documents window will be assigned to all documents in the selected aging period until the balance is used up.

Note that you can click Cancel at any point to close the window.

## 6. Apply By Document Date window

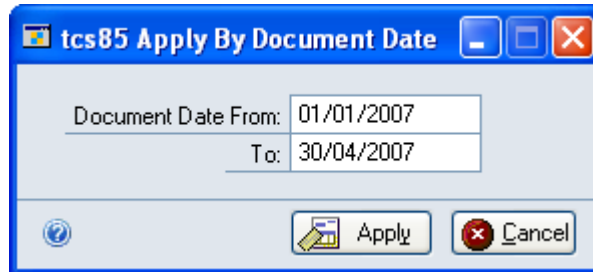


*Transactions >> Sales >> Apply Sales Documents >> Apply By Doc Date button*

Use the Apply By Document Date window to:

- Select document dates to apply transactions to

*The Apply By Document Date window*



### 6.1 Selecting Document Dates to Apply Transactions To

**To select document dates to apply transactions to using the Apply By Document Date window:**

1. When a debtor ID, type and document number have been selected in the [Apply Sales Documents window](#) click the Apply By Doc Date button to display the Apply By Document Date window.
2. Enter a document date range.
3. Click the Apply button. The payment or credit from the document number selected in the Apply Sales Documents window will be assigned to all documents in the selected document date range until the balance is used up.

If there is insufficient payment or credit to apply to all invoices in the selected document date range then as many documents as possible in the date range will be allocated until the balance is used up. Allocation will be made based on the Allocate By drop-down menu.

Note that you can click Cancel at any point to close the window.

## 7. Purchase Invoice Register window



*Transactions >> Purchasing >> Enter / Match Invoices >> Extras >> Additional >> Purchase Invoice Register*

Use the Purchase Invoice Register window to:

- Enter purchase invoice details without item details

*The Purchase Invoice Register window*

User ID	Date	Time	Description
sa	09/05/2005	16:31:22	Receipt Number Created

With standard Microsoft Dynamics™ GP a purchase invoice can only be saved when line details have been entered. With purchase invoice register functionality you can save invoice details to an invoice register without entering item details.

If you open a receipt number that you have previously set up invoice register details for then the Purchase Invoice Register window will be displayed automatically.

An invoice register can be at one of three different statuses:

<b>New</b>	A new invoice register
<b>Amended</b>	An invoice register that has been amended
<b>Posted / Matched</b>	An invoice register that has been posted or matched

## 7.1 Entering Purchase Invoice Details without Item Details

### **To enter purchase invoice details without item details in the Purchase Invoice Register window:**

1. The window will open with the currently selected creditor and receipt number displayed.

Any previous editing on the receipt will be displayed in the scrolling window.

2. Enter the goods amount and the tax amount for the invoice. The goods amount should be the result of the following calculation based on receipt amounts:

$(\text{Subtotal} - \text{Trade Discount Amount}) + \text{Freight Amount} + \text{Misc Amount}$

Note that these figures may be edited as and when required.

3. Enter a Date to be Cleared if required.

This field is for user reference purposes only.

4. If required enter a user in the Assign To User field or select one using the lookup.

This field is for user reference purposes only.

5. Enter any comments as required.

6. Click Save.

The window will close and you will return to the Purchasing Invoice Entry window. If you do not enter the same details in this window then when you click Save you will receive a message that details on the invoice register do not match details on the invoice. Click Continue to proceed with the save.

Note that a warning message will also be displayed if there are different totals on the invoice and the invoice register and you are attempting to post the invoice.

Click the Delete button to delete any details entered.

*Deleting invoice details*

## Enquiries

### 8. Purchase Invoice Register Enquiry window



*Enquiry >> Purchasing >> Purchase Order Documents >> Select a receipt and click the Receipt No. link*

Use the Purchase Invoice Register Enquiry window to:

- View invoice register details

*The Purchase Invoice Register window*

Receipt No.	RCT1183	Creditor Doc. No.	00003934
<a href="#">Creditor ID</a>	ADVANCED0001	Date	12/04/2007
Goods Amount	\$90.25	Status	New
Tax	\$9.03	Last Amended By	sa
Total	\$99.28	Date	12/04/2007
Date to be Cleared	12/04/2007	Assign To User ID	
Comments			
User ID	Date	Time	Description
sa	12/04/2007	16:31:22	Receipt Number Created

#### 8.1 Viewing Invoice Register Details

**To view invoice register details using the Purchase Invoice Register Enquiry window:**

1. The window will display automatically with the Purchase Invoice Enquiry Zoom window when you click the Receipt No link in the Purchase Order Processing Document Enquiry window.



All details from the Purchase Invoice Register window will be displayed.

2. Click OK to close the window.

## Appendix A

### Access to Myridas Windows

#### Financials Enhancements

Window Name	 Menu Access	 Other Access
Apply By Aging Period		Transactions >> Sales >> Apply Sales Documents >> Apply By Aging Period button
Apply By Document Date		Transactions >> Sales >> Apply Sales Documents >> Apply By Doc Date button
Apply Sales Documents by National Accounts and Debtors	Transactions >> Myridas >> Financials Enhancements >> Apply Sales Documents by National Accounts and Debtors window	Transactions >> Sales >> Apply Sales Documents >> Extras >> Additional >> Apply By National Accounts
Assign Hold Status ID To Debtor		Cards >> Sales >> Debtor >> Click Save after selecting the Hold Checkbox unless a Default Hold Status ID has been set up
Hold Status ID Maintenance	Cards >> Myridas >> Financial Enhancements >> Hold Status ID Maintenance	
Purchase Invoice Register	Transactions >> Purchasing >> Enter / Match Invoices >> Extras >> Additional >> Purchase Invoice Register	
Purchase Invoice Register Enquiry		Enquiry >> Purchasing >> Purchase Order Documents >> Select a receipt and click the Receipt No. link

## Appendix B

### Alternate Microsoft Dynamics™ GP Windows

Some Microsoft Dynamics™ GP windows have been modified to incorporate Myridas behaviour:

Window Name	Series	Modification
Apply Sales Documents	Sales	New sorting options fields  New Apply By Aging Period button to display the Apply By Aging Period window

## Index

<b>A</b>	
Aging Routines .....	11
Apply By Aging Period window.....	11
Apply By Document Date window.....	13
Apply Sales Documents by National Accounts and Debtors window.....	9
Apply Sales Documents window .....	8
sorting options .....	8
Assign Hold Status ID To Debtor window .....	7
<b>E</b>	
Entering Purchase Invoice Details without Item Details .....	15
<b>F</b>	
Financials Enhancements.....	5
<b>H</b>	
Hold Status ID Maintenance window ...	6
Hold Statuses .....	5
assigning to debtors.....	7
setting up.....	6
<b>I</b>	
Invoice Register.....	14
viewing details .....	16
<b>P</b>	
Purchase Invoice Register Enquiry window.....	16
Purchase Invoice Register window ....	14
<b>S</b>	
Selecting Aging Periods to Apply Transactions To.....	11
Selecting Document Dates to Apply Transactions To.....	13
Selecting Payments to Apply to Documents .....	10
<b>V</b>	
Viewing Invoice Register Details.....	16