

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

Version 9.1 for Microsoft Dynamics™ GP 9.0

## **Forward and Scheduled Sales Orders**

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February 2007

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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 Forward and Scheduled Sales Orders module:

- Forward and Scheduled Sales Orders



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>.

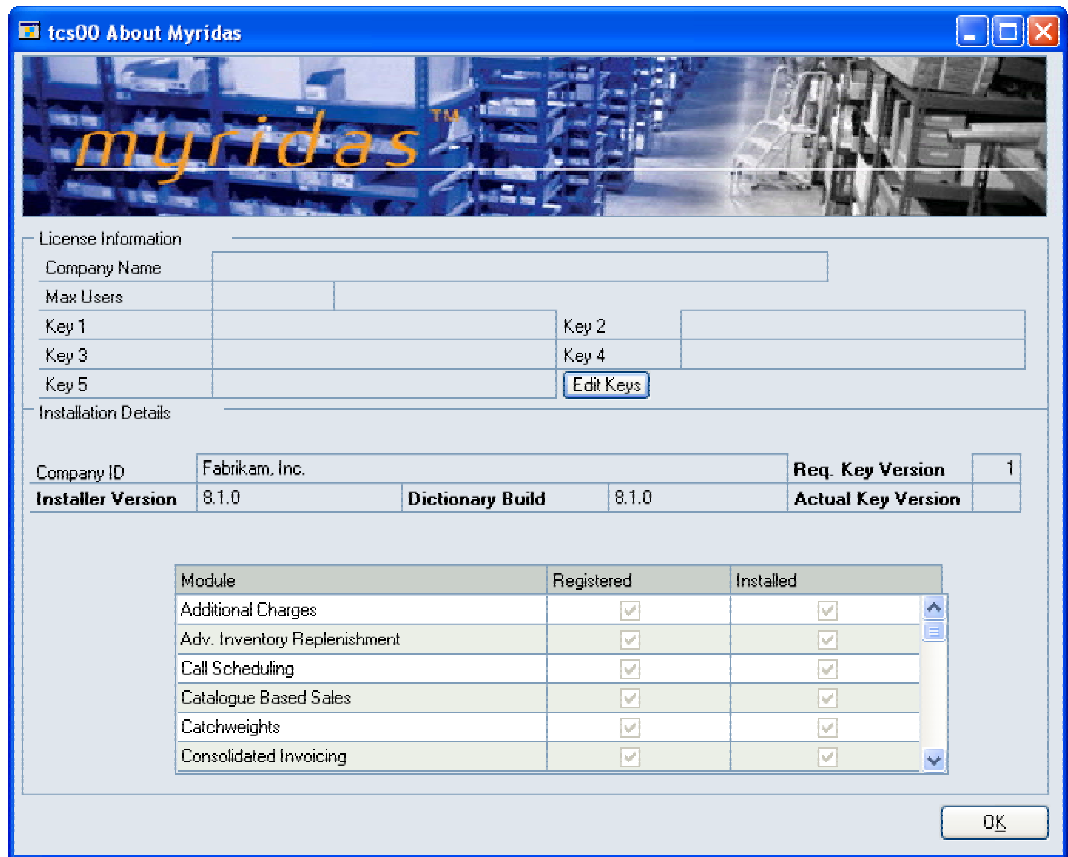
# About Myridas



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*



## Forward and Scheduled Sales Orders

The Myridas Forward and Scheduled Sales Order module provides you with the functionality to automatically allocate stock to sales orders based on a user defined delivery window. A delivery window can be based on an item lead-time, a supplier lead-time, or any other relevant factors. Sales orders can also be split up into multiple deliveries.

The main features of the Forward and Scheduled Sales Orders module are:

- The facility to specify a sales order type for allocation based on delivery window
- The facility to set forward order days for items and creditors
- The facility to allocate stock to sales orders automatically according to requested ship date and forward order days
- A new window to simplify the creation of sales orders split across multiple deliveries

### Automatic Order Line Allocation

Microsoft Dynamics™ GP allows the user to allocate stock at the time of an order or later by document or batch. Myridas automatic order line allocation enables allocation to be carried out based on the requested ship date for sales order lines. Other factors such as item and creditor lead times may also be taken into account. When an order is entered that has been set to Allocate Based On Delivery Window (set in the [Forward Order Setup window](#)) then Sales Transaction Entry will not attempt to allocate stock to the transaction if the Requested Ship Date falls outside the current delivery window.

It is anticipated that you would run the automatic order line allocation program regularly to pick up any orders that are set to allocate by delivery window. For an order line to be included in automatic order allocation using the [Automatic Order Line Allocation window](#) it must be on an order with an order type set to Allocate Based On Delivery Window. This is set in the [Forward Order Setup window](#). The order type must also be set to allocate by line type in the Sales Order Setup window.

When you select to automatically allocate order lines using the [Automatic Order Line Allocation window](#), only order lines falling into the required delivery window will be included. Order lines will be included where the number of forward order days (see below) when added to the current system user date is equal to or greater than the requested ship date for the order line. For example, if you create an order with a requested ship date of 12/05/2007 that was subject to forward order days of 6 days, then selecting a run date of 06/05/2007 or later in the [Automatic Order Line Allocation window](#) would lead to the order being included for automatic line allocation.

## Forward Order Days

Forward order days represent how far in advance you want to allocate inventory to an order due for delivery in the future, or in the case of a stock shortage, how far in advance you want to place the item on backorder. Forward order days are set against an order type. Additional forward days may be allocated to individual items or creditors as required to take lead times into account.

When the system is checking for forward order days in Sales Transaction Entry or the [Automatic Order Line Allocation window](#) it will search using the following hierarchy:

1. Forward Order Days set up against the item
2. Forward Order Days set up against the primary creditor for the item and site
3. Planning lead time for the primary creditor for the item and site
4. Forward Order Days set up against the order type id.

Note that forward order days are not cumulative. For example if forward order days are set against an item and a creditor then only the forward order days set against the item will be used in automatic order line allocation.

Also note that if you set forward orders days to 0 then no allocation will take place until the requested ship date is reached.

## Scheduled Orders

Scheduled orders enable you to take sales orders and spread order lines over multiple deliveries on specified dates. You may select to schedule orders across set days of the month or week or user defined dates as required. This can be done whilst entering an actual sales transaction, using the [Order Schedule Update window](#).

## Forward Orders

### 1. Forward Order Setup window

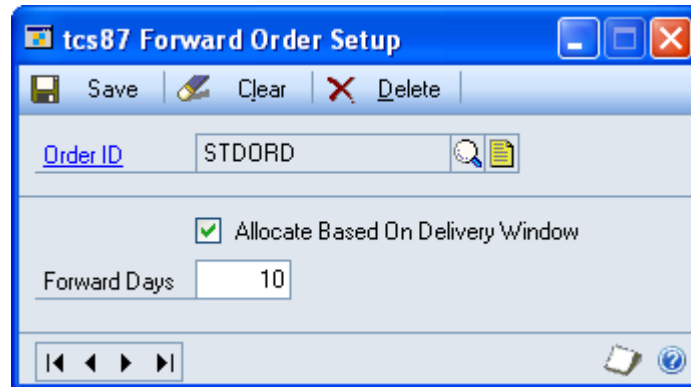


*Tools >> Setup >> Myridas >> Forward and Scheduled Orders >> Forward Order Setup*

Use the Forward Order Setup window to:

- Assign order IDs to forward ordering

*The Forward Order Setup window*



Note that this window can also be accessed by selecting the Extras option from the Sales Order Setup window.

#### 1.1 Assigning Order IDs to Forward Ordering

**To assign order IDs to forward ordering in the Forward Order Setup window:**

1. Enter an order ID or select one using the lookup.
2. Click the Allocate Based On Delivery Window option to enable forward ordering functionality for the displayed order ID.
3. Enter a number of Forward Days for the order ID.

When calculating a delivery date the system will first check for forward order details assigned to an item, then a creditor, then the order ID.

## 2. Creditor Forward Orders window



*Cards >> Myridas >> Forward and Scheduled Orders >> Creditor Forward Orders*

Use the Creditor Forward Orders window to:

- Allocate forward order days to creditors

*The Creditor Forward Orders window*

Note that this window can also be accessed by selecting the Extras option from the Creditor Maintenance window.

### 2.1 Assigning Creditors to Forward Ordering

**To allocate forward order days to creditors in the Creditor Forward Orders window:**

1. Enter a Creditor ID or select one using the lookup.
2. Enter a number of Forward Days for the creditor ID.

When calculating a delivery date the system will first check for forward order details assigned to an item, then a creditor, then the order ID.

### 3. Item Forward Orders window

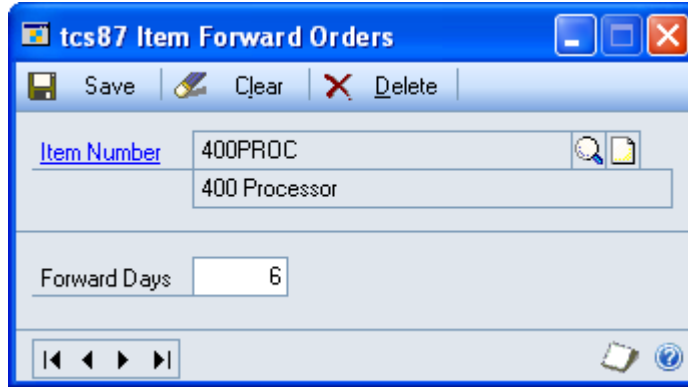


*Cards >> Myridas >> Forward and Scheduled Orders >> Item Forward Orders*

Use the Item Forward Orders window to:

- Allocate forward order days to items

*The Item  
Forward  
Orders window*



Note that this window can also be accessed by selecting the Extras option from the Item Maintenance window.

Also note that service, miscellaneous charge and flat fee items cannot be selected.

#### 3.1 Allocating Forward Order Days to Items

##### **To allocate forward order days to items in the Creditor Forward Orders window:**

1. Enter an Item Number or select one using the lookup.
2. Enter a number of Forward Days for the item.

When calculating a delivery date the system will first check for forward order details assigned to an item, then a creditor, then the order ID.

Forward order days can also be allocated to items using the [Item Forward Orders - Ranges window](#).

## 4. Item Forward Orders - Ranges window

*Cards >> Myridas >> Forward and Scheduled Orders >> Item Forward Orders - Ranges*

Use the Item Forward Orders - Ranges window to:

- Allocate forward order days to a range of items

*The Item Forward Orders - Ranges window*

Forward Order Days  Apply to the following range of Items:

Item Number  All  From:  To:

Generic Description  All  From: Processor To: Processor

Class ID  All  From:  To:

Select Items whose Forward Order Days are set to:  
 Unassigned  Any  Specified:

Item Number	Generic Desc	Class ID	F. Order Days
Item Description			
333PROC	Processor		0
450PROC	Processor		0
500PROC	Processor		0

Preview Apply OK

## 4.1 Allocating Forward Order Days to Ranges of Items

### To allocate forward order days to ranges of items using the Item Forward Orders - Ranges window:

1. Enter a number of Forward Days for the items.

When calculating a delivery date the system will first check for forward order details assigned to an item, then a creditor, then the order ID.

2. Click All to select all records or From to select a selection of records for Item Number, Generic Description and Class ID. If you select From, enter From and To values to specify a range, or use the lookups.
3. Under Select Items whose Forward Order Days are set to: you have 3 options available for selection.

Unassigned	Select the Unassigned check box to add only items that have not been allocated Forward Order Days. Note that items previously allocated different Forward Order Days will not have the displayed Forward Order Days reallocated.
Any	Select the Any check box to add items previously allocated Forward Order Days, or items without Forward Order Days allocated, to the displayed Forward Order Days.
Specified	Select the Specified check box to add items previously allocated specified Forward Order Days. Enter the required Forward Order Days.

4. Click the Preview button to verify your selection in the scrolling window. The Item Number, Item Description, Class ID and Forward Order Days of each item to be allocated Forward Order Days will be displayed. Click the Show button to display the Item Description.



Note that it is not required that you preview items in the scrolling window before allocating them Forward Order Days but it is recommended.

5. Click the Apply button to apply the entered Forward Order Days to the item selection. When the allocation has been processed the Forward Order Days Applied Successfully dialog box will be displayed. Click OK to close the dialogue box.
6. Click OK to the close the window.

## 5. Automatic Order Line Allocation window



*Transactions >> Myridas >> Forward and Scheduled Orders >> Automatic Order Line Allocation*

Use the Automatic Order Line Allocation window to:

- Allocate stock based on delivery window dates

*The Automatic Order Line Allocation window*

### 5.1 Allocating Stock Based on Delivery Window Dates

**To allocate stock based on delivery window dates using the Automatic Order Line Allocation window:**

1. The Run Date will default to the current system date. If required you can enter an alternative date that documents will be allocated for.
2. From the Ranges drop down list select the restriction type that you want to restrict line allocation for, then enter From and To values or select them using the lookup buttons.

For example if you select a Debtor ID range then only sales order lines for debtors within the selected range will be included in the automatic order line allocation.

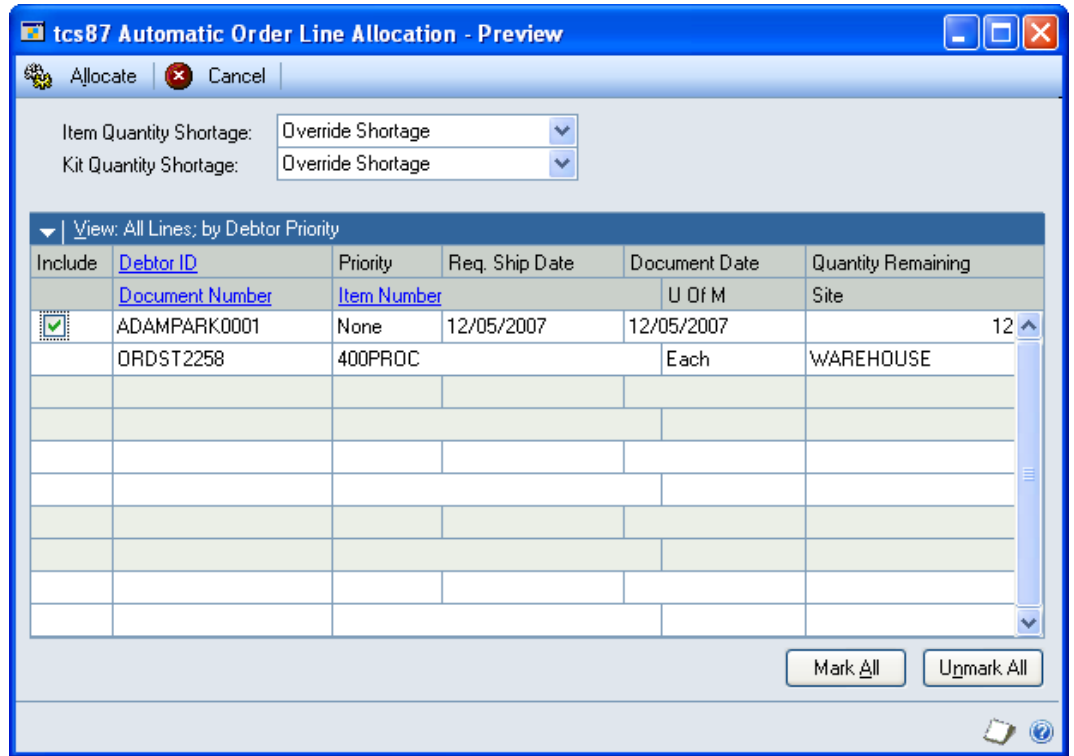
3. Click Insert. The range restriction will be added to the restriction window.

You can insert as many range restrictions as required by repeating steps 1 and 2. You can also remove a restriction by selecting it then clicking the Remove button, or remove all restrictions by clicking the Remove All button.

Note that you are not required to enter range restrictions. If no restrictions are entered then all documents will be processed.

- When all required restrictions have been entered click the Preview button to display sales lines available for allocation in the Automatic Order Line Allocation - Preview window.

*The Automatic Order Line Allocation - Preview window*



See [Automatic Order Line Allocation](#) for further details on how order lines are included for automatic order line allocation.

Order line details are displayed in the scrolling window. The displayed Quantity Remaining is the quantity remaining to be allocated for the order line.

- From the Item Quantity Shortage and the Kit Quantity Shortage drop-down menu select the option that you want to apply in the event of an item shortage when allocating an order line.

Override Shortage	The quantity shortage will be ignored, and the entire quantity will be allocated. The quantity available in inventory will be negative.
Sell Balance	In the event of a quantity shortage, the quantity you have available in inventory will be allocated.

Back Order Balance	The quantity you have available will be allocated. The remained will go into the quantity to backorder.
Back Order All	The entire quantity will go into the quantity to backorder.
Cancel Balance	The quantity shortage amount will be canceled, and the quantity you have available will be allocated.
Cancel All	The entire quantity will be canceled.
None	No action will be taken against the order lines.

6. By default all order lines will be selected for automatic allocation. To deselect a line click the Include checkbox.

Note that you can also use the Mark All and Unmark All buttons to select/deselect all lines.

7. Click Allocate. All order lines selected in the scrolling window will be allocated. The preview window will close and you will return to the Automatic Order Line Allocation window.

If any errors occur during the allocation then the Automatic Order Line Allocation Exception Report will be printed detailing all errors.

Note that you can close the window at any point by clicking the Cancel button.

## Scheduled Orders

### 6. Order Schedule Update window



*Transactions >> Sales >> Sales Transaction Entry >> Extras >> Additional >> Schedule Order*

Use the Order Schedule Update window to:

- Schedule delivery of an item over multiple deliveries

*The Order  
Schedule  
Update window*

Required Date	Qty
Thu 12/04/2007	2
Sat 12/05/2007	2
Tue 12/06/2007	2
00/00/0000	0.00

Note that this window can also be displayed as an Extras option from the Sales Item Detail Entry window.

The window can only be displayed when you are on a blank line in the scrolling window.

Also note that if you are working with the Myridas Catalogue Based Sales module then you can display the Item Catalogue and Search window by selecting Extras >> Additional >> Item Catalogue.

## 6.1 Scheduling Deliveries of an Item over Multiple Deliveries

### To schedule deliveries of an item over multiple deliveries using the Order Schedule Update window:

1. Enter an item number or select one using the lookup.
2. Enter a unit of measure or select one using the lookup.
3. Enter a total quantity. This is the total quantity of the item that is being ordered.
4. Enter a delivery quantity. This is the quantity of the item that will be delivered on each delivery.
5. The Start Date will default to the current system date. This is the date that scheduled dates will be calculated from, and can be amended as required.
6. From the Date Entry options select the required delivery schedule:

Monthly	Deliveries will be made monthly until the total quantity is exhausted. Enter the monthly delivery day.  Note that if you select a delivery day that does not occur every month then where applicable deliveries will take place on the previous available day, e.g.: the 30 <sup>th</sup> instead of the 31 <sup>st</sup> .
Weekly	Deliveries will be made weekly until the total quantity is exhausted. Enter the weekly delivery day.
Manual Entry	All delivery dates will be entered manually in the scrolling window.
Every "X" Days	Deliveries will be made at intervals of the number of days you enter in the Every how many days? field.

Note that all dates can be manually amended in the scrolling window, regardless of the date entry option selected.

7. Click the Preview button. The required delivery days, dates and quantities will be displayed in the scrolling window.

Displayed dates and quantities can be amended as required.

Click the sort button to redisplay the contents of the scrolling window in date sequence after changing the dates.

8. Select the required option from the If a Promotion is found drop-down menu:



Allow manual selection of a Promotion	Promotions must be manually accepted or rejected as standard
Automatically accept the Promotion	Promotions for selected items will automatically be accepted
Automatically reject the Promotion	Promotions for selected items will automatically be rejected

9. Click Update. The window will close and details from the scrolling window will be added as new order lines in the Sales Transaction Entry window. The requested ship date for each line will correspond to the required date that was entered in the Order Schedule Update window.

## Appendix A

### Access to Myridas Windows

#### Forward and Scheduled Sales Orders

Window Name	 Menu Access	 Other Access
Automatic Order Line Allocation	Transactions >> Myridas >> Forward and Scheduled Orders >> Automatic Order Line Allocation	
Creditor Forward Orders	Cards >> Myridas >> Forward and Scheduled Orders >> Creditor Forward Orders	Cards >> Purchasing >> Creditor >> Additional >> Extras >> Forward Scheduled Orders
Forward Order Setup	Tools >> Setup >> Myridas >> Forward and Scheduled Orders >> Forward Order Setup	
Item Forward Orders	Cards >> Myridas >> Forward and Scheduled Orders >> Item Forward Orders	Cards >> Inventory >> Item >> Additional >> Extras >> Forward Scheduled Orders
Item Forward Orders – Ranges		Cards >> Myridas >> Forward Scheduled Orders >> Item Forward Orders - Ranges
Order Schedule Update	Transactions >> Sales >> Sales Transaction Entry >> Extras >> Additional >> Schedule Order	

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## Appendix B

### Myridas Reports

Myridas provides report to increase information visibility.

<b>Report Name</b>	<b>Functionality</b>
Automatic Order Line Allocation Exception report	Displays any errors that occur during automatic order line allocation.

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