



ACMECO

DS0036

SOP Modification



Table of Contents

Table of Contents	2
Problem Definition	3
Design Features	4
Order Management.....	4
Fulfillment Schedule	8
Pro Forma Invoice Entry	10
Add Line Items	12
Payment Inquiry	13
Pro Forma Posting.....	14
Pro Forma Cash Receipt	15
Pro Forma Invoice Inquiry	17
Payables Manual Payment Entry	18
Setup.....	20
Pro Forma Invoice Lookup.....	21
Change Request Pro-Forma – Un-Apply Cash Receipt.....	22

Problem Definition

<i>Problem Definition</i>	CCDA
<p>ACME Co makes innovative carrying solutions for the imaging world. These are specialized backpacks, shoulder bags, camera pouches, rolling cases, etc., designed specifically for the needs of photographers and videographers.</p> <p>Their worldwide distributors place orders on Business Portal, which feeds into Dynamics GP as Sales Transactions. ACME has the products made in overseas factories (China), and shipped in containers to the US.</p> <p>There are two aspects of this process that require additional functionality in Dynamics GP. First, the sales order lines need to be manually reviewed and split into smaller quantities based on freight container size and requested ship date.</p> <p>Second, when a container is ready to be shipped, ACME needs to produce a pro forma Invoice to their customer for the shipment, and then record receipt of payment against the pro forma invoice.</p> <p>The following pages describe additional functionality that will be created to support these two requirements.</p>	

Design Features

Order Management	CCDA																																																																											
<p>A new window, Order Management, will be created to enable ACME to split large sales order lines into multiple shipments assigned to different Requested Ship Dates. It is accessed from Transaction >> Sales >> Order Management.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <div style="border: 1px solid black; padding: 2px;"> Order Management ✕ </div> <div style="border: 1px solid black; padding: 2px; margin-top: 2px;"> Save Process Clear </div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Type: <input type="text" value="Order"/></p> <p>Document No: <input type="text" value="ORD5T1123"/> <input type="button" value="🔍"/></p> <p>Customer ID: <input type="text" value="AARONFIT0001"/></p> <p>Customer Name: <input type="text" value="Aaron Fitz Camera"/></p> </div> <div style="width: 45%;"> <p>Date: <input type="text" value="8/17/2007"/></p> <p>Batch ID: <input type="text" value="ORDERS"/></p> <p>Default Site: <input type="text" value="WAREHOUSE"/></p> <p>Customer PO: <input type="text" value="112233"/></p> </div> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th>Line</th> <th>Item Number</th> <th>Description</th> <th>Quantity</th> <th>Qty/Carton</th> <th>Volume</th> <th>Unit Price</th> <th>Ext. Price</th> <th># Cartons</th> <th>Ship To Addr ID</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Z30</td> <td>Camera Pouch, Balck</td> <td>10000</td> <td>100</td> <td>0.3</td> <td>\$5.00</td> <td>\$50,000.00</td> <td>100</td> <td>MAIN</td> </tr> <tr> <td>2</td> <td>REZO50</td> <td>SlipLock, Black</td> <td>6000</td> <td>40</td> <td>0.5</td> <td>\$8.00</td> <td>\$48,000.00</td> <td>250</td> <td>MAIN</td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th>Line</th> <th>Item Number</th> <th>Vendor</th> <th>Qty Remaining</th> <th>1-Sept-07</th> <th>15-Sept-07</th> <th>20-Sept-07</th> <th>1-Oct-07</th> <th>15-Oct-07</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Z30</td> <td>ABC</td> <td>0</td> <td>2000</td> <td>2000</td> <td>2000</td> <td>2000</td> <td>2000</td> </tr> <tr> <td>2</td> <td>REZO50</td> <td>ABC</td> <td>0</td> <td>0</td> <td>3000</td> <td>0</td> <td>3000</td> <td>0</td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th>Vendor</th> <th>Ttl Qty</th> <th>Ttl Cost</th> <th>Ttl Volume</th> <th>1-Sept-07</th> <th>15-Sept-07</th> <th>20-Sept-07</th> <th>1-Oct-07</th> <th>15-Oct-07</th> </tr> </thead> <tbody> <tr> <td>ABC123</td> <td>16000</td> <td>\$32,000.00</td> <td>6000</td> <td>600</td> <td>2100</td> <td>600</td> <td>2100</td> <td>600</td> </tr> </tbody> </table> <div style="margin-top: 10px;"> <input type="button" value="🔍"/> = Lookup Button </div> </div> </div>	Line	Item Number	Description	Quantity	Qty/Carton	Volume	Unit Price	Ext. Price	# Cartons	Ship To Addr ID	1	Z30	Camera Pouch, Balck	10000	100	0.3	\$5.00	\$50,000.00	100	MAIN	2	REZO50	SlipLock, Black	6000	40	0.5	\$8.00	\$48,000.00	250	MAIN	Line	Item Number	Vendor	Qty Remaining	1-Sept-07	15-Sept-07	20-Sept-07	1-Oct-07	15-Oct-07	1	Z30	ABC	0	2000	2000	2000	2000	2000	2	REZO50	ABC	0	0	3000	0	3000	0	Vendor	Ttl Qty	Ttl Cost	Ttl Volume	1-Sept-07	15-Sept-07	20-Sept-07	1-Oct-07	15-Oct-07	ABC123	16000	\$32,000.00	6000	600	2100	600	2100	600	<p>CCDA</p>
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<p>The window generally works like the Sales Transaction Entry window. The user will select via the Lookup, or directly enter, a Document Number. The system will retrieve the sales</p>																																																																												

transaction and display it in the Order Management window. The window will have two requirements:

1. The document selected or entered must be an ORDER
2. The lines on the order must not already be linked to Purchase Orders. If any one of the lines is already linked to a purchase order the system will not allow the user to select the order.

Window "A": Sales Transaction Lines

This window primarily shows the same information seen in the scrolling window on Sales Transaction Entry. The additional fields are:

- Line: this is a calculated field that increments by one with each line added to the window.
- Qty Per Carton: Stored in User Defined Field #1 on Item Maintenance
- Volume: Stored in User Defined #3 on Item Maintenance. This is measured in Cubic Meters.
- # Cartons: The number of cartons is calculated as Quantity / Qty Per Carton. This will be rounded, if necessary, to the nearest whole number.

Window A will be sorted by Item Description. The Ship To Address ID field will allow the user to enter or select a different Address ID.

When a line is selected in Window A it will cause Window B to automatically scroll to display the same Line Number.

Window "B": Sales Line Scheduling

This window displays the selected Vendor that will be used to produce the item, and the Requested Ship Dates. ACME will always the Vendor Item Number always be the same as the Item Number.

When a sales transaction is first loaded there will be a single Requested Ship Date for each line. Double-clicking on a line in this window opens the Fulfillment Schedule window (see next section). Changes made in Fulfillment Schedule are displayed in Window B. Fulfillment Schedule is also where the Vendor and Vendor Item are selected.

When a line is selected in Window B it will cause Window A to automatically scroll to display

the same Line Number.

Window “C”: Vendor Shipment Summary

This window displays the total for a Vendor. If multiple items on the order are sourced from the same vendor, the display will be the total quantity, cost, quantity, and product volume for the combined items. Additionally, for each Shipment Date the total volume (cubic meters) is displayed.

Buttons

SAVE: GP can support one Requested Ship Date per sales line. The order management window splits a single line into small quantities each with its own ship date. To accommodate this in Sales Transaction Entry, the Order Management window will split the original line into one new line per ship date. When SAVE is clicked the changes made to the order in Order Management are used to re-write the original sales transaction lines, creating one line per ship date.

The Fulfillment Schedule window allows the user to change the line item quantity. During the SAVE process the system will delete the original sales line, and create one new line per Fulfillment Schedule date using the Quantity specified on that window.

This could result in the total Quantity Ordered being more or less than what was originally ordered. The document totals and taxes will be recalculated accordingly.

PROCESS: Clicking Process will perform two functions. The first is to SAVE the document (see SAVE description). The second will be to generate Purchase Orders (which will have the same effect as clicking the Purchase button on Sales Transaction Entry). The system will first prompt the user: “Are you ready to create Purchase Orders? Yes/No”. NOTE: pricing for the purchase order lines will be retrieved from a 3rd party product called Myridas.

CLEAR: will clear the window and make no changes to the original Sales Order.

A note on reporting on the information displayed in this window: The data is stored in temporary tables while working on the order’s Fulfillment Schedule. When the SAVE button is clicked, the data is written back to the database by updating the following tables:

SOP10100 (Sales Header): If the quantity of items has been changed, the document totals will be recalculated.



<p>SOP10200 (Sales Lines): Each Item – Ship Date pair will result in a new line (GP can support one Ship Date per sales line).</p> <p>SOP60100 (SOP – POP Links): the Vendor assigned to each shipment will be saved in this table. Normally this table is populated by GP when a PO is linked to a sales order, and it does not have a column for Vendor ID as it is intended to store only the link from one sales line to a PO Number. For our purposes, prior to creating a PO, the Vendor ID will be stored in the PO Number field to link a sales line to a specific Vendor.</p>	

Fulfillment Schedule

CCDA

When a line in Order Management Window "B" is double-clicked, the Fulfillment Schedule window will open.

X
Fulfillment Schedule

Item Number

Description

Qty Ordered

Ship To

Vendor ID

Vendor Name

Date	Total Volume	Qty	Volume
1-Sept-07	600	2000	600
15-Sept-07	2100	2000	600
20-Sept-07	600	2000	600
1-Oct-07	2100	2000	600
15-Oct-07	600	2000	600
Total	6000	10000	3000

= Lookup Button

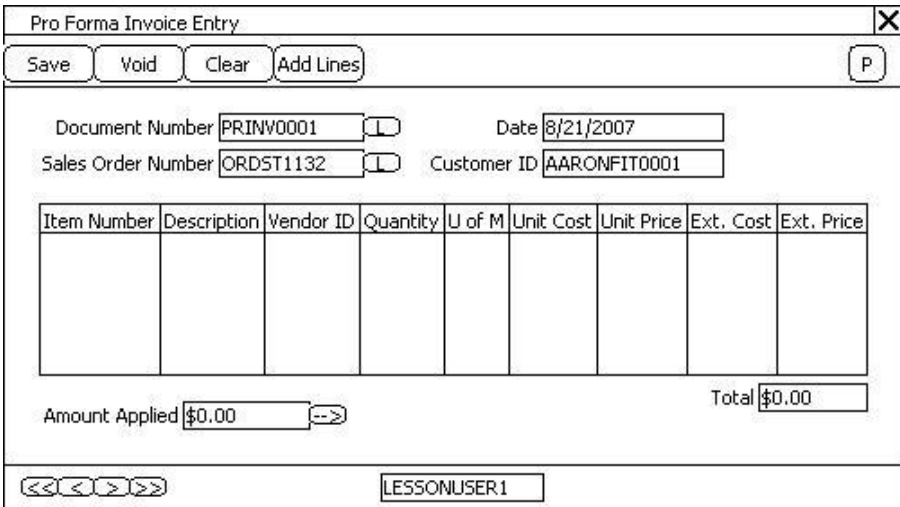
Fulfillment Schedule is used to (1) select the Vendor for this line, (2) Change the Ship To Address code, and (3) to set the fulfillment schedule (quantities and requested ship dates) for the line.

This window will initially fill with the Requested Ship Dates of the current sales lines. The user can add dates here by inserting a new row, and change the Quantity of the item to ship on that date.

Total Volume is calculated by looking at the volume of all other shipments scheduled for that day for the current sales order.

After entering a Quantity the system will calculate the Item Volume, and update the totals.

The user can distribute more or less than the Quantity Ordered—the system will not force the Quantity total to match the Quantity Ordered.

Pro Forma Invoice Entry	CCDA
<p>When ACME receives a Pro Forma Invoice (PFI) from their manufacturer, they will create a PFI to their customer using the Pro Forma Invoice Entry window. This will be accessed from Transactions >> Sales >> Pro Forma Invoice Entry.</p>  <p>The manufacturer will send ACME a pro forma invoice. This MfgProForma will represent line items on a single sales order which matches the shipment schedule and PO Requested Ship Dates. The MfgProForma Invoice will reference a specific ACME PO Number. NOTE: there may be a need for a Commercial Invoice document if standard GP functionality cannot meet this need. A Commercial Invoice has not been included in this design.</p> <p>The Document Number will be auto-generated by the system (see Setup window described</p>	

later) which auto-increments with each new document. The user can create a new PFI, enter the Document Number for an existing PFI (that has not been posted), or use the Lookup to view a list of open PFI documents.

The Sales Document Lookup can be used to locate sales orders that have a specific Customer PO Number.

After selecting a sales order, the Add Line Items window will automatically open to allow the user to select which Sales Lines to include on the PFI. See the next section, Add Line Items.

Individual lines can be selected and removed from the scrolling window. It will also allow a user to select multiple lines and remove all of them.

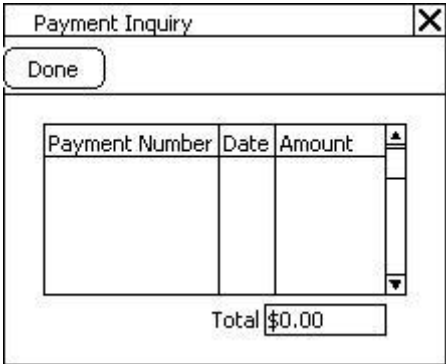
Amount Applied will show the total amount of customer payments that have been received and applied to this document. The expansion button will open the Payments Inquiry window that shows details of the applied payments (see Payments Inquiry section).

The Total is the sum of the Extended Price of all lines. There are no other taxes or charges that need to be included.

Clicking the Print button will produce a document similar in appearance to the Sales Invoice (Graphical) report available in Dynamics GP. The system will maintain a count of the number of times the PFI report has been printed, and print "Duplicate" after the first printing. The exact layout of this printable report will be defined later to meet specific needs. It will be billed at a time & material rate, and is excluded from this fixed-cost quote.

When a PFI is complete, it can be moved to history by using the Pro Forma Posting window (see section Pro Forma Posting).

Add Line Items	CCDA														
<p>This window is access from the Add Lines button on Pro Forma Invoice Entry. The Pro Forma Invoice Lines are pulled from the line items on an originating Sales Order. The Add Line Items window allows the user to select multiple SOP lines to include on the PFI.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <div style="border: 1px solid black; padding: 2px;">Add Line Items X</div> <div style="border: 1px solid black; padding: 2px; display: flex; justify-content: space-between;"> Done Mark All Unmark All </div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>Start Date <input type="text" value="0/0/0000"/></p> <p>End Date <input type="text" value="10/15/2007"/></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 5%;">X</th> <th style="width: 20%;">Item Number</th> <th style="width: 25%;">Description</th> <th style="width: 5%;">Qty</th> <th style="width: 15%;">Req. Ship Date</th> <th style="width: 15%;">Vendor ID</th> <th style="width: 20%;">PO Number</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> </div> </div> <p>By default the window will display all lines and their linked Purchase Orders. The user can manually select one or more lines, or all lines by clicking the Mark All button. The lines can be un-selected by clicking Unmark All.</p> <p>The lines displayed can be restricted by Requested Ship Date by entering a Start and/or End Date. The window will display sales lines where the Requested Ship Date is on or after the Start Date, and on or before the End Date. If either date is zeroed, the display will not be restricted by that date.</p> <p>The window will only display lines that are not already on a PFI. After marking lines to include on the PFI, clicking the DONE button will return the lines to the Pro Forma Invoice Entry window described above.</p>	X	Item Number	Description	Qty	Req. Ship Date	Vendor ID	PO Number								
X	Item Number	Description	Qty	Req. Ship Date	Vendor ID	PO Number									

Payment Inquiry	CCDA
<p>Payment Inquiry is accessed from an Expansion Button adjacent to Amount Applied on the Pro Forma Invoice Entry window.</p>  <p>This window will show details about the payments that have been received from the customer and applied to PFI document.</p>	

Pro Forma Posting	CCDA
<p>Pro Forma Posting is used to move completed PFI documents to history. Historical PFI documents are no longer editable, and will not appear in the Cash Receipt window described in the Pro Forma Cash Receipt section. This window is access from Transactions >> Sales >> Pro Forma Posting.</p> <div data-bbox="449 548 1010 850" style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <div style="border: 1px solid black; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> Pro Forma Posting ✕ </div> <div style="border: 1px solid black; padding: 2px; margin: 2px 0; border-radius: 5px; width: 50px; text-align: center;">Post</div> <div style="margin-top: 10px;"> <p>Document Number <input style="width: 100px;" type="text" value="PFINV0001"/> <input style="width: 20px; height: 15px; border: 1px solid black;" type="button" value="⏏"/></p> <p>Customer Number <input style="width: 100px;" type="text" value="AARONFIT0001"/></p> <p>Customer Name <input style="width: 150px;" type="text" value="Aaron Fitz Camera"/></p> </div> </div> <p style="margin-top: 10px;">⏏ = Lookup Button</p> <p>After selecting a PFI document, the window will display the Customer information.</p> <p>POST button: the system will prompt the user: "Are you ready to post this invoice? Yes/No". If YES, the document will be moved to the Pro Forma Invoice History tables.</p>	

Pro Forma Cash Receipt	CCDA																																									
<p>When customer payments are received they will be entered into the Pro Forma Cash Receipt window. This window is access from Transactions >> Sales >> Pro Forma Cash Receipt.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> Pro Forma Cash Receipt X </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> Post </div> <div style="border: 1px solid black; padding: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Receipt</td> <td style="border: 1px solid black; padding: 2px;">PYMNT0001</td> <td style="width: 30%;">Date</td> <td style="border: 1px solid black; padding: 2px;">8/21/2007</td> </tr> <tr> <td>Customer ID</td> <td style="border: 1px solid black; padding: 2px;">AARONFIT0001 L</td> <td colspan="2"></td> </tr> <tr> <td>Name</td> <td colspan="3" style="border: 1px solid black; padding: 2px;">Aaron Fitz Camera</td> </tr> <tr> <td>Amount</td> <td style="border: 1px solid black; padding: 2px;">\$12.00</td> <td>Check Number</td> <td style="border: 1px solid black; padding: 2px;">0012345</td> </tr> <tr> <td>Comment</td> <td colspan="3" style="border: 1px solid black; padding: 2px;"></td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 5%; text-align: left;">X</th> <th style="width: 20%;">Doc. Number</th> <th style="width: 15%;">PO Number</th> <th style="width: 15%;">Vendor ID</th> <th style="width: 15%;">Ext. Price</th> <th style="width: 20%;">Amount Applied</th> <th style="width: 20%;"></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"> </td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: center;">▲</td> </tr> <tr> <td style="text-align: center;"> </td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: center;">▼</td> </tr> </tbody> </table> <div style="text-align: right; margin-top: 5px;"> Total Applied \$0.00 </div> </div> <div style="margin-top: 10px;"> L = Lookup Button </div> </div>	Receipt	PYMNT0001	Date	8/21/2007	Customer ID	AARONFIT0001 L			Name	Aaron Fitz Camera			Amount	\$12.00	Check Number	0012345	Comment				X	Doc. Number	PO Number	Vendor ID	Ext. Price	Amount Applied								▲							▼	<p>The system will maintain the Receipt number (see Setup), and will auto-increment the number for each new payment.</p> <p>After selecting a Customer ID, the scrolling window will fill with unapplied, open Pro Forma Invoices for the selected customer. PDI documents that have been posted, or moved to</p>
Receipt	PYMNT0001	Date	8/21/2007																																							
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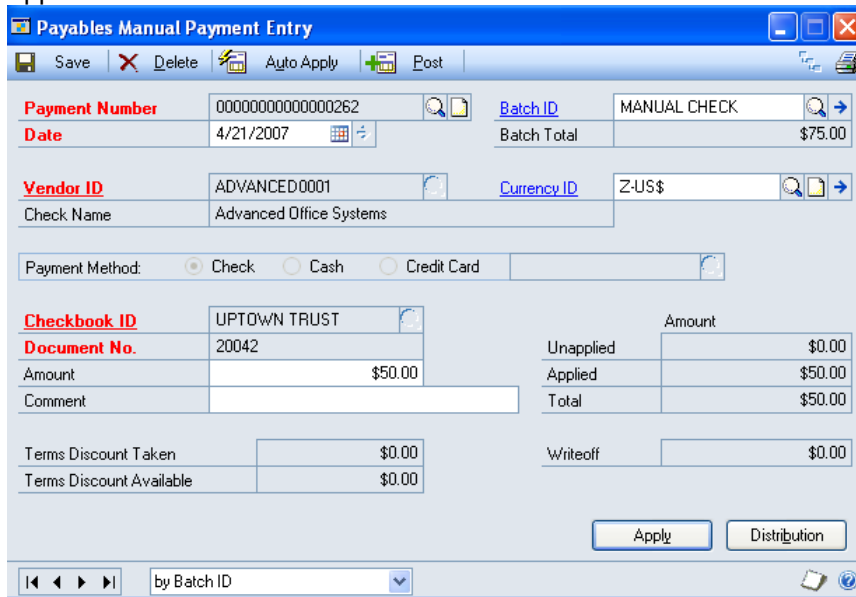
<p>history, will not be displayed.</p> <p>The user will enter the Check Amount and Check Number. The payment can be applied to 1 or more PFIs in the scrolling window. An amount can be applied that exceeds a document's Extended Price.</p> <p>Clicking POST will cause the payment to be applied to the selected PFI documents, and the linked Sales Order(s).</p> <p>When the payment is applied to a PFI, it will also be applied to the Sales Order that is linked to the PFI. This will have the same effect as if entering the payment into the Sales Payment Entry window (accessed via the Expansion button on the Amount Received field on Sales Transaction Entry).</p> <p>The user can zoom to the PFI document by selecting a document in the scrolling window and clicking the "Document Number" column header. It will open the PFI in a non-editable window called Pro Forma Invoice Inquiry.</p>	
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Pro Forma Invoice Inquiry	CCDA																		
<p>This window displays open and historical (posted) PFI documents in an un-editable window. This window is accessed from Inquiry >> Sales >> Pro Forma Invoice Inquiry.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <div style="border: 1px solid black; padding: 2px;"> Pro Forma Invoice Inquiry ✕ </div> <div style="border: 1px solid black; padding: 2px; margin-top: 2px;"> OK P </div> <div style="padding: 5px; margin-top: 5px;"> <p>Document Number <input style="width: 80px;" type="text" value="PRINV0001"/> L Date <input style="width: 80px;" type="text" value="8/21/2007"/></p> <p>Sales Order Number <input style="width: 80px;" type="text" value="ORDST1132"/> Customer ID <input style="width: 80px;" type="text" value="AARONFIT0001"/></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 10%;">Item Number</th> <th style="width: 20%;">Description</th> <th style="width: 10%;">Vendor ID</th> <th style="width: 10%;">Quantity</th> <th style="width: 10%;">U of M</th> <th style="width: 10%;">Unit Cost</th> <th style="width: 10%;">Unit Price</th> <th style="width: 10%;">Ext. Cost</th> <th style="width: 10%;">Ext. Price</th> </tr> </thead> <tbody> <tr> <td style="height: 30px;"> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <div style="margin-top: 5px;"> <p>Amount Applied <input style="width: 80px;" type="text" value="\$0.00"/> => Total <input style="width: 80px;" type="text" value="\$0.00"/></p> </div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> <<< < > >> LESSONUSER1 </div> </div> <p style="font-size: small; margin-top: 10px;"> L = Lookup Button P = Print Button => = Expansion Button </p> </div>	Item Number	Description	Vendor ID	Quantity	U of M	Unit Cost	Unit Price	Ext. Cost	Ext. Price										
Item Number	Description	Vendor ID	Quantity	U of M	Unit Cost	Unit Price	Ext. Cost	Ext. Price											
<p>The Amount Applied expansion button will open Payment Inquiry to show details of customer payments applied to this document.</p>																			

Payables Manual Payment Entry

CCDA

After receiving the customer payment and applying it to PFIs, ACME will in-turn pay the manufacturer using Payables Manual Payment Entry. This advance payment will later be manually applied to a vendor invoice.



The screenshot shows the 'Payables Manual Payment Entry' window with the following data:

Payment Number	0000000000000262	Batch ID	MANUAL CHECK
Date	4/21/2007	Batch Total	\$75.00
Vendor ID	ADVANCED0001	Currency ID	Z-US\$
Check Name	Advanced Office Systems		
Payment Method:	<input checked="" type="radio"/> Check <input type="radio"/> Cash <input type="radio"/> Credit Card		
Checkbook ID	UPTOWN TRUST		
Document No.	20042		
Amount	\$50.00		
Comment			
Terms Discount Taken	\$0.00	Writeoff	\$0.00
Terms Discount Available	\$0.00		

Summary Table:

	Amount
Unapplied	\$0.00
Applied	\$50.00
Total	\$50.00

Buttons: Apply, Distribution

Footer: by Batch ID

After entering the Vendor and payment information (checkbook & amount), the user can open Pro Forma Vendor Payment by going to Extras >> Additional >> Pro Forma Vendor Payment. The Vendor Payment window is used to link a payment to one or more PFI documents.

X
Pro Forma Vendor Payment

Save

Payment Number Date

Vendor ID

Name

Amount Check Number

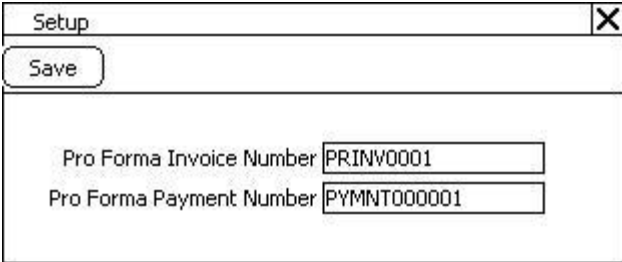
Comment

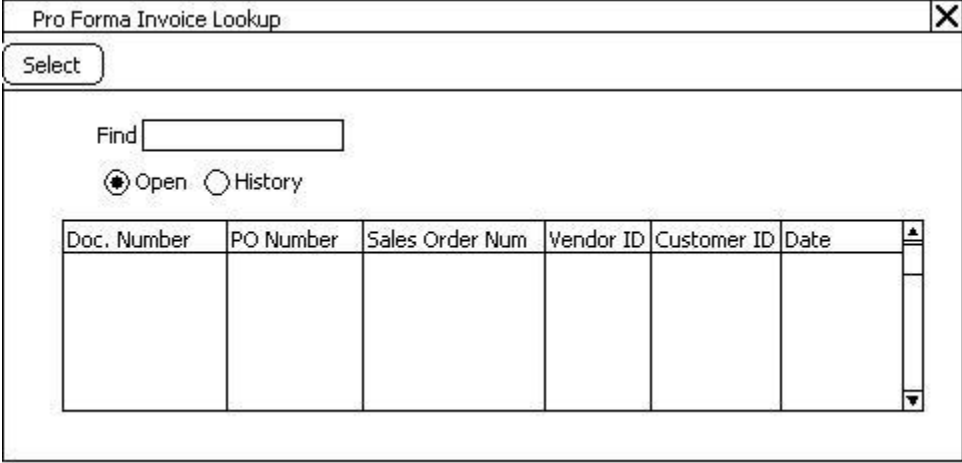
	X Doc. Number	PO Number	Vendor ID	Ext. Cost	Amount Applied
Total				<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>

The fields on the top of this window are display only, and are pulled from the Payables Manual Payment Entry window. The scrolling window displays PFI documents linked to the selected vendor.

The user can link the payment to one or more PFI documents. The Amount Applied to each document does not have to match the PFI Document Amount, and the Total Applied can be less than the total payment.

The totals at the bottom of the window will display the total Cost for the selected lines, and the Total Amount Applied.

Setup	CCDA
<p>The Setup window is used to specify document numbers required by the modification. The window is accessed from Tools >> Setup >> Sales >> Pro Forma Setup.</p> 	

Pro Forma Invoice Lookup	CCDA												
<p>Several locations in this software need to retrieve existing PFI documents. The Pro Forma Invoice Lookup will provide the ability to select a PFI from a list of existing documents from each location where a PFI Document Number is needed (such as Pro Forma Invoice Entry).</p>  <table border="1" data-bbox="310 740 1171 930"> <thead> <tr> <th>Doc. Number</th> <th>PO Number</th> <th>Sales Order Num</th> <th>Vendor ID</th> <th>Customer ID</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Doc. Number	PO Number	Sales Order Num	Vendor ID	Customer ID	Date							
Doc. Number	PO Number	Sales Order Num	Vendor ID	Customer ID	Date								

CHANGE REQUEST													
Client Name	ACMECO	Date											
Project Name	Pro Forma – Un-apply Cash Receipt	Version	1										
Change Request #													
Description of Change													
<p>Add to the Pro Forma module the ability to void, or un-apply, payments entered through Pro Forma Payment Entry.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <div style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> Void Payments ✕ </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> Done Void Redisplay </div> <div style="margin-top: 10px;"> <p>Find <input style="width: 80px;" type="text"/></p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="padding: 5px;">Payment Number</th> <th style="padding: 5px;">Doc. Number</th> <th style="padding: 5px;">Sales Order Num</th> <th style="padding: 5px;">Customer ID</th> <th style="padding: 5px;">Date</th> </tr> </thead> <tbody> <tr style="height: 40px;"> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> </div> </div> </div>				Payment Number	Doc. Number	Sales Order Num	Customer ID	Date					
Payment Number	Doc. Number	Sales Order Num	Customer ID	Date									
<p>A new window will be created called Void Payments, that will be accessed from Transactions >> Sales >> Pro Forma Void Payment.</p> <p>When the window first opens the list window (section with columns) will be blank. The user will enter a search criteria in the Find box. Tabbing out of the field (or clicking Redisplay) will perform a “contains search” for the search criteria on the following fields:</p>													

- Payment Number
- Document Number (Pro Forma Invoice)
- Sales Order Number
- Customer ID

For example, if the user entered "CAB" it would return payments that have "CAB" in the payment number, and any transaction for a customer that has "CAB" in their customer number.

Voiding: after clicking the VOID button the user will be prompted to confirm they want to void the payment, and attempt to remove all associated sales deposits.

Because the PF Payments are actually tied to Sales Order Deposits, certain conditions will prevent the Void Payments window from adjusting the sales deposits:

- If sales order has been transferred to an invoice, and the Include Totals and Deposits box was marked, the Void Payments process will not be able to automatically up-apply the Deposit from the sales order. GP moves all payments to the new invoice during the transfer process. The user will be able to void the PF Payment, which will un-apply it from the PF Invoices, but the user will need to manually make other adjustments in GP to account for the change in the Deposit amount.
- Payments cannot be partially un-applied. If a payment was applied to more than one PF Invoice, un-applying the payment will remove it from all invoices.

Before performing the Void, the system will check for the above conditions, and alert the user before continuing. The user will have the option of aborting the Void at that point (no changes will be made).

OPTIONAL

At this time, the Pro Forma module does not include Inquiry windows for looking at posted PF Payments. We could add PF Payment Inquiry and Applied Inquiry windows, and also add to the Void Payments window the ability to drill back to view the selected payment and the documents to which it was applied.

Navigation would also be added to reach the window from Inquiry >> Sales >> Pro Forma Payment Inquiry.

