



# Distribution Enhancements

## User Guide

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## Distribution Enhancements

The Trinity Distribution Enhancements module provides functionality to improve the effectiveness of your inventory control.

With Transaction Reason Codes, you can set up and assign reason codes to inventory transactions, providing greater visibility of your inventory.

Barcode Management provides the functionality to set up barcodes and assign them to items. Barcodes can even be imported and exported on a mass scale using the GTI Numbers Import/Export Wizard.

Part Delivery Restrictions enables you to set up process holds that will stop incomplete orders from being transferred to an invoice.

Customer Specific Items enables you to assign Customers to a specific item number. Once the relationship is created, only Customers assigned to the item number will be permitted to purchase it in sales transaction entry.

Disallowed Customer Items lets you assign one or multiple items to a Customer in which the Customer is then restricted from purchasing in sales transactions.

Alternate Items gives you the functionality to assign other item codes to inventory items. The other codes can be keyed into several windows and are automatically replaced with the actual inventory item number. Alternate item numbers can be imported and exported on a mass scale using the Alternate Item Numbers Import/Export Wizard.

Sales Batch Enhancements gives you the functionality to automatically transfer ranges of documents to a new sales batch and to remove sales batches that no longer contain any transactions.

Document Margins lets you view margins on sales transactions during transaction entry, and automatically updates the Document Margins window with new details entered into a transaction. You may select margin percentage calculation types in the Margin Percentage Setup window.

Required Customer Reference functionality lets you denote Customers and transaction types as requiring entry of a Customer purchase order number during sales transaction entry.

User Default Sites functionality enables you to set default site IDs for users in sales transaction entry. If required, users can be restricted to operating with only the default site ID assigned to them.

Current Cost Update functionality allows you to prevent certain types of inventory transactions from updating an item's current cost.

Stocktake Enhancements functionality provides multiple enhancements to standard Microsoft Dynamics™ GP stocktake functionality.

Release Inventory from Allocated Orders allows the user to select one or more order lines from which to release the inventory. These orders will be placed on backorder, making the released inventory available for other transactions.

Managing Inventory Allocations allows the user to release allocated inventory from sales orders and assign it to backorders, and assign backorders to purchase orders, all from within a single window.

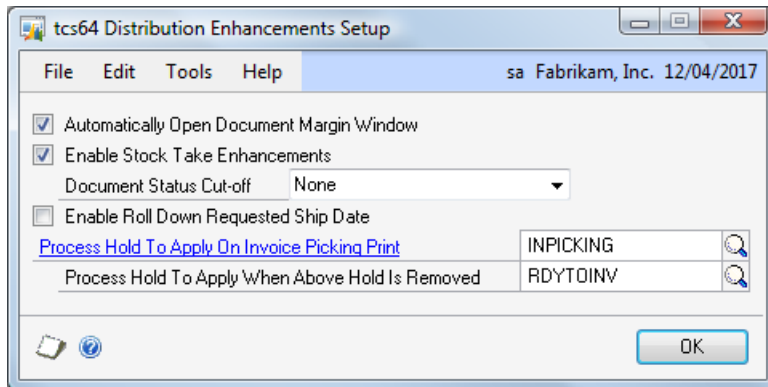
Customer Restricted Product Lists functionality allows the items that a customer can purchase to be restricted by item class.

# 1. Distribution Enhancements Setup Window

*Tools >> Setup >> Trinity >> Distribution Enhancements >> Distribution Enhancements Setup*

Use the Distribution Enhancements Setup window to to:

- Set the Document Margins window to open automatically
- Enable stocktake enhancements
- Select a Stock Count document status cut-off
- Enable the facility to roll down changes to the Requested Ship Date on a Sales Order Processing document



## 1.1 Setting Up Distribution Enhancement Options

**To set up Distribution Enhancement Options in the Distribution Enhancements Setup window:**

1. Select the Automatically Open Document Margin Window option to have the Document Margin window open automatically during sales transaction entry. If you do not select this option, the Document Margin window is still available as an additional option from the Sales Transaction Entry window and the Sales Item Detail Entry window.
2. Select the Enable Stocktake Enhancements option to enable enhanced stocktake functionality.
3. If you have chosen to Enable Stocktake Enhancements, select a default Document Status Cut-Off from the drop-down list. This can be overwritten for an individual stock count using the Stock Count - Document Status Cut-Off window. When starting a Stock Count, the captured quantity will exclude quantities allocated to any fulfillment order/invoice which has passed the selected cut-off status. For example, select a Document Status Cut-Off of Unconfirmed Pack to exclude any inventory allocated to fulfillment orders/invoices with a status of Shipped or Ready to Print/Post. If you select None from the drop-down list, the full available quantity will be captured.
4. Select the Enable Roll Down Requested Ship Date option to enable the facility to roll down changes made to the Requested Ship Date on a Sales Order Processing document. Note that this feature will only be active if the Requested Ship Date has been moved onto the Sales Transaction Entry window (using Modifier). If the Requested Ship Date on a document is changed on the Sales Transaction Entry header, the option to roll the changes down to the document lines will be given if this feature has been enabled.
5. Optionally enter a Process Hold to Apply on Invoice Picking Print. If an entry is made in this field, if a Picking Ticket is printed for an Invoice type SOP document, this process hold will be applied. This can be used to prevent further processing until picking has been completed.

6. Optionally enter a Process Hold to Apply When Above Hold is Removed. This field is only available if a Process Hold to Apply on Invoice Picking Print has been entered. If a process hold is entered in this field, this will be applied automatically when the Picking Print process hold is removed.
7. Click OK to save your settings and close the window.

## Transaction Reason Codes

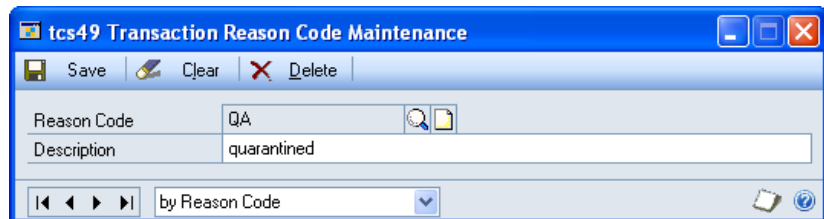
Transaction reason codes functionality allows you to assign reason codes to sales and inventory transactions. Using the Transaction Reason Code Maintenance window to set up an unlimited number of reason codes, you can then assign these reason codes to all types of sales and inventory transactions. Documents with reason codes assigned can be reported on using the Microsoft Dynamics™ GP SmartList.

## 2. Transaction Reason Code Maintenance Window

*Tools >> Setup >> Trinity >>  
Distribution Enhancements >>  
Reason Code Maint.*

Use the Reason Code Maintenance window to:

- Set up transaction reason codes



### 2.1 Setting Up Transaction Reason Codes

**To set up transaction reason codes in the Transaction Reason Code Maintenance window:**

1. Enter a reason code, or select one using the lookup if you are maintaining a code.
2. Enter a description.
3. Click Save.

Note that you can click Clear at any point to clear the current selection.

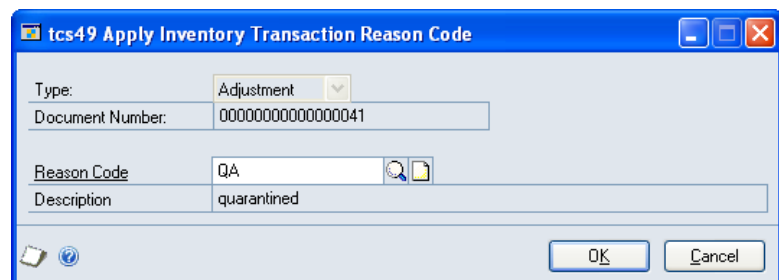
Click Delete to delete the currently selected reason code.

## 3. Apply Transaction Reason Code Window

*Transactions >> Inventory >>  
Transaction Entry >> Additional >>  
Apply Reason Code*

Use the Apply Transaction Reason Code window to:

- Assign reason codes to sales and inventory transactions





Note that this window is also available through the Item Transfer Entry window.

Note also that you can open the sales transaction versions of this window by clicking the Additional Apply Reason Code option in the Sales Transaction Entry window.

### 3.1 Assigning Reason Codes to Sales and Inventory Transactions

**To assign reason codes to sales transactions, inventory transactions, and individual sales transaction lines in the Apply Transaction Reason Code window:**

1. The current document type and document number will be displayed. When entering reason codes for an individual sales transaction line, then the item number and description will also be shown.
2. Enter a reason code or select one using the lookup.
3. Click OK to assign the reason code to the transaction and close the window.

Note that reason codes can be assigned to all inventory/sales document types

If entering details for a sales transaction header when opening the Additional Apply Reason Code option, then the Apply Sales Transaction Reason Code window will be opened.

If entering details for a sales transaction line, then the Apply Sales Transaction Line Reason code window will be opened.

## 4. Viewing and Reporting on Assigned Reason Codes

Sales and inventory documents with reason codes assigned to them can be reported on in the Microsoft Dynamics™ GP SmartList. Click the SmartList icon then click on Inventory Transaction Reason Codes or Sales Transaction Reason Codes. All relevant documents will be displayed in the scrolling window with the reason code assigned to them. Click the Print button to print a report.

## Barcode Management

Barcode management gives you the functionality to set up barcodes and suitable formats, assign them to item numbers, and to import/export them from/to Excel spreadsheets.

Whether using US Uniform Code Council (UCC's) or European Article Numbers (EAN's), you can set up the appropriate format using the Barcode Format Maintenance window. Barcodes are also known as Global Trade Identification Numbers (GTI Numbers).

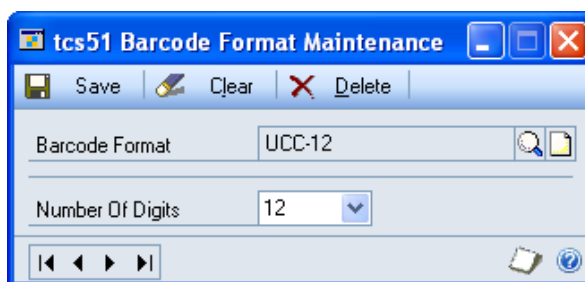
You can select whether to include check digits on barcodes. Check digits are the additional digit used to authenticate barcodes. If included, they will be calculated automatically. All barcode formats are made up of 14 digits (including the check digit); however, some formats only require a lesser number of digits with the additional digits being made up by prefixing 0's to the defined digits. If you select a number of digits less than 14 in the Barcode Format Maintenance window, then when you create a barcode in the GTI Number Maintenance window or the Scanned GTI Number Maintenance window, the required 0's will be prefixed to the number you created in the underlying functionality of barcode maintenance.

### 5. Barcode Format Maintenance Window

*Tools >> Setup >> Trinity >> Distribution Enhancements >> Barcode Format Maintenance*

Use the Barcode Format Maintenance window to:

- Set up barcode formats



#### 5.1 Setting Up Barcode Formats

**To set up barcode formats in the Barcode Format Maintenance window:**

1. Enter a barcode format, or if you are maintaining a barcode format, select one using the lookup.
2. From the Number of Digits drop-down menu, select the number of digits that will be used for the barcode.
3. Click Save.

Note that you can clear entries in the window at any point by clicking the Clear button.

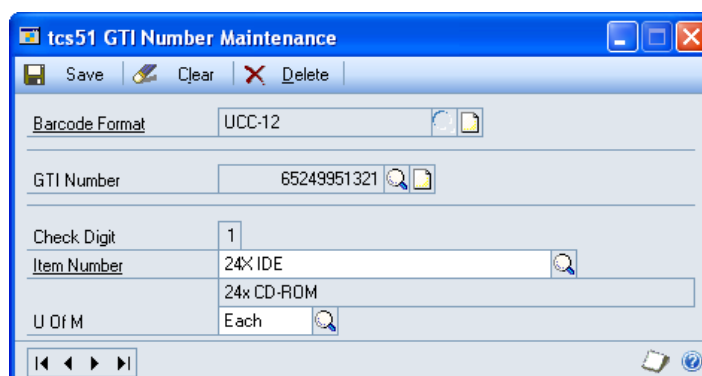
To delete a barcode format, click the Delete button.

## 6. GTI Number Maintenance Window

*Cards >> Trinity >> Distribution Enhancements >> GTI Number Maintenance*

Use the GTI Number Maintenance window to:

- Set up and assign GTI numbers



Note that you can also assign GTI numbers in the Scanned GTI Number Maintenance window.

## 6.1 Setting Up and Assigning GTI Numbers

### To set up and assign GTI numbers in the GTI Number Maintenance window:

1. Enter a barcode format or select one using the lookup.
2. Enter a GTI number.

The number of digits that you can enter will be dependant on the number of digits you selected for the barcode format in the Barcode Format Maintenance window. For example, if you selected 7 digits, then you will be able to enter 6 digits in the GTI Number field. The seventh digit will be made up of the check digit. The number in the Check Digit field will be calculated automatically.

3. Enter an item number or select one using the lookup.
4. Enter a unit of measure or select one using the lookup.

Note that different item units require different GTI numbers.

5. Click Save.

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

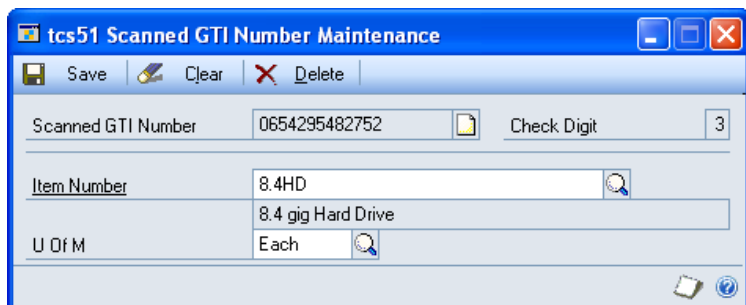
Click Delete to delete a GTI number and its assignment to an item number.

## 7. Scanned GTI Number Maintenance Window

*Cards >> Trinity >> Distribution Enhancements >> Scanned GTI Num Maint*

Use the Scanned GTI Number Maintenance window to:

- Set up and assign GTI numbers with a barcode scanner



### 7.1 Setting Up and Assigning GTI Numbers

#### To set up and assign GTI numbers in the Scanned GTI Number Maintenance window:

1. Scan in a GTI number using a barcode scanner.
2. Click Options and select or deselect the Scanned Barcode includes Check Digit option. This should be set to reflect the settings of your barcode scanner and carried out before you scan in barcodes.

The number in the Check Digit field will be calculated automatically regardless of the option selected.

3. Enter an item number or select one using the lookup.
4. Enter a unit of measure or select one using the lookup.

Note that different item units require different GTI numbers.

5. Click Save.

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

Click Delete to delete a GTI number and its assignment to an item number.

## 8. GTI Number Inquiry Window

*Inquiry >> Trinity >> Distribution Enhancements >> GTI Number Inquiry*

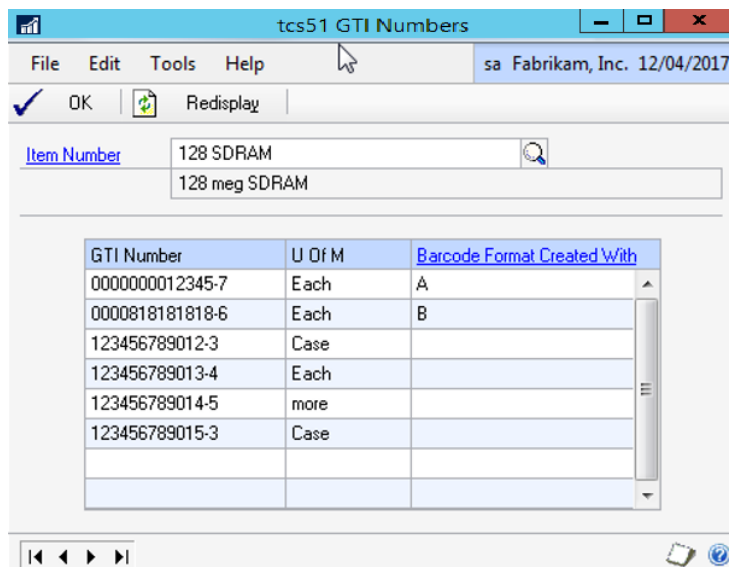
Use the GTI Number Inquiry window to:

- Search for item GTI numbers

### 8.1 Searching for Item GTI Numbers

**To search for item GTI numbers in the GTI Number Inquiry window:**

1. Enter an item number or select one using the lookup.
2. All GTI numbers assigned to the item will be displayed in the scrolling window, along with associated units of measure and the barcode format used to create the GTI number.
3. Click OK to close the window.



## Importing and Exporting Barcodes

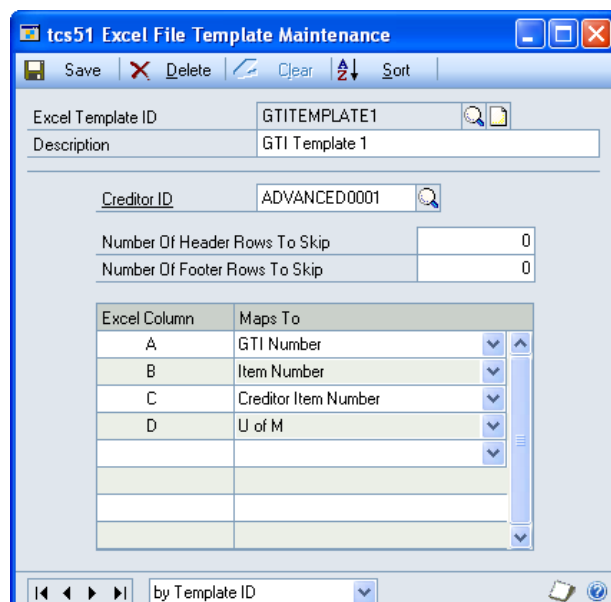
### 9. Excel File Template Maintenance Window

*Tools >> Routines >> Trinity >> Dist. Enhancements >> GTI Number Excel Template*

Use the Excel File Template Maintenance window to:

- Set up excel template IDs to enable importing/exporting of barcodes

Note that you must set up templates in this window before importing/exporting barcodes.



## 9.1 Setting Up Excel Template IDs

### To set up Excel template IDs in the Excel File Template Maintenance window:

1. Enter an excel template ID.

If you are maintaining a template ID, then you can select one using the lookup.

2. Enter a description for the excel template ID.
3. Enter a creditor ID or select one using the lookup.

Note that each excel template ID can only be assigned to one creditor.

4. You can select to have the template not include header or footer rows on imported excel sheets. This would be useful, for example, where columns on the required spreadsheets have headings.

In the Number Of Header Rows To Skip and Number Of Footer Rows To Skip fields enter the number of rows that you do not want to be included in the import. If you do not require rows to be skipped, then leave these fields set to 0.

Note that the contents of these fields have no effects when exporting barcodes. If you are exporting barcodes that you will be amending in Excel then re-importing, you should use an excel template ID with header and footer rows to skip set to 0.

5. In the scrolling window, you should set how Excel columns will map to Distribution Enhancements fields for the excel template ID. From the drop-down menus, you can select the following options:
  - GTI Number
  - Item Number
  - Creditor Item Number
  - U of M

For each option, you should enter an excel column, for example, A, B, or C. When you have entered a column, from the drop-down menu, select to which field this column will be mapped. When you import/export barcodes, the entered excel column will contain data relating to the selected Map To option.

Excel Column	Maps To
A	GTI Number
B	Item Number
C	Creditor Item Number
D	U of M

Note that the Creditor Item Number and Item Number options do not both need to be mapped. However, both may be mapped if required. The GTI Number and U of M options must be mapped.

6. Click Save to save the excel template ID.

Note that you can click Delete to delete an excel template ID.

## 9.2 Setting Up Excel Sheets for Importing and Exporting

When you are importing a spreadsheet, you should set cells to text format. This will ensure that any leading 0's are carried through during import. During export, cells will be set to this format by default. You should also be aware that the import/export process is case sensitive.

The import/export process functions with standard .xls Excel file types.

It is recommended that Excel is closed when you are using the GTI Numbers Import/Export Wizard.

## 10. GTI Numbers Import/Export Wizard

*Tools >> Routines >> Trinity >> Distribution Enhancements >> GTI Number Wizard*

The GTI Numbers Import/Export Wizard allows the user to import or export GTI Numbers for an unlimited number of items.

Use the GTI Numbers Import/Export Wizard to:

- Import or export barcodes details to/from an Excel spreadsheet



### 10.1 Using the GTI Numbers Import/Export Wizard

1. Click the Next button to display the next window.

Note that you can click Cancel on this or any other GTI Numbers Import/Export Wizard screen to close the GTI Numbers Import/Export Wizard.

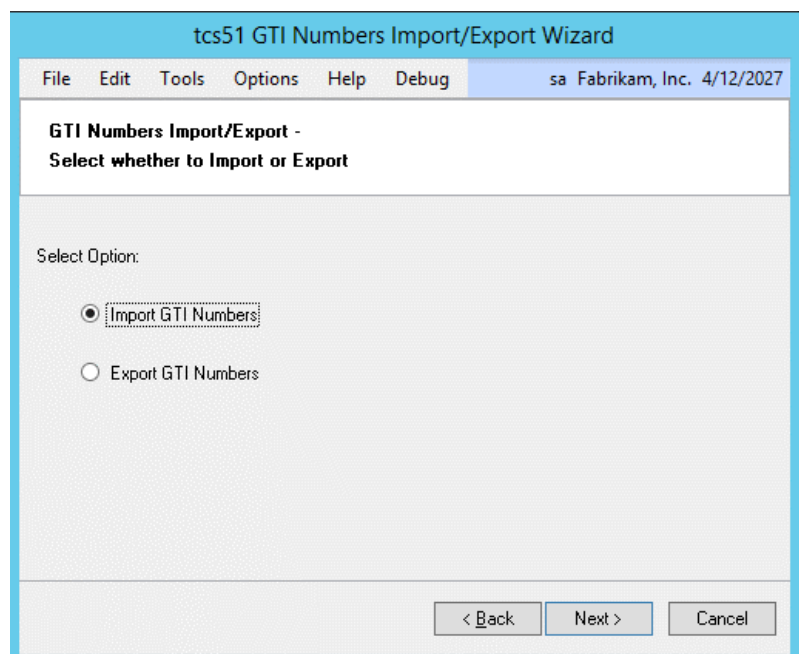
Note also that you can click the Back button on any other GTI Numbers Import/Export Wizard screen to return to the previous screen.

### 10.2 Import/Export Screen

#### 10.2.1 Using the Import/Export Screen

1. Click whether you want to import or export GTI numbers.
2. Click the Next button to display the next screen.

Note that details of exporting GTI numbers are to be found at 9.10. See below for details on importing GTI numbers.



# Importing Barcodes

## 10.3 Check Digit Screen

### 10.3.1 Using the Check Digit Screen

1. Select whether to include check digits on the GTI numbers that are imported. If they are not included, then they will be created automatically during import.
2. Click Next.

Note that if a check digit is not included, then the GTI numbers can be a maximum of 13 digits.

## 10.4 Select Excel File Template Screen

### 10.4.1 Selecting an Excel File Template

1. Enter the excel template ID (set up in the Excel File Template Maintenance window) that you want to base the import on or select one using the lookup.

Note that if you select a template where all the fields have not been mapped, then an error message will be displayed.

2. The assigned creditor ID will be displayed by default. Click Next.

Excel Template ID	Vendor ID	Vendor Name
TEST	test	
	ACETRAVE0001	A Travel Company

## 10.5 Select Excel Workbook Screen

### 10.5.1 Selecting an Excel Workbook

1. Enter the Excel file that you want to import or select one using the lookup.

Note that you cannot just enter the name of the file; you must also enter the system path to the file, for example, C:\TEMP\gti\_numbers.xls.

Also, note that you can only import .xls file types. You cannot import files that are currently open in Excel.

2. Click Next.

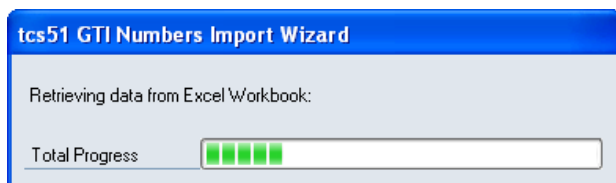
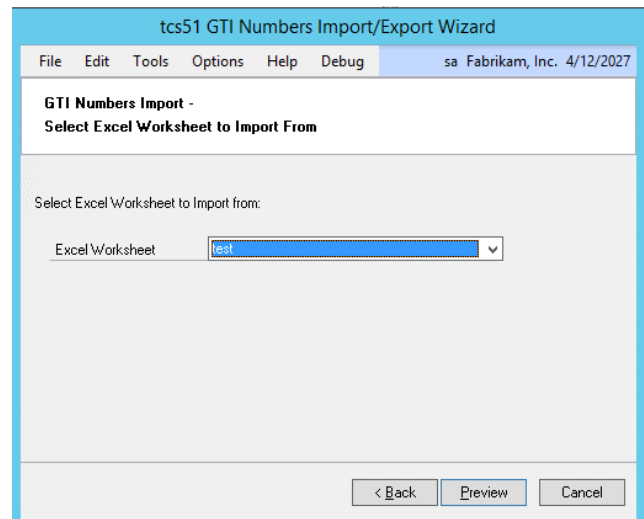
## 10.6 Select Worksheet Screen

### 10.6.1 Selecting an Excel Worksheet

1. From the drop-down menu, select the specific worksheet that you want to import.

Note that the worksheets are the individual spreadsheets held within a workbook or Excel file. Worksheets will be displayed in the order that they are held in the selected workbook.

2. Click Preview. The details from the selected Excel worksheet will be imported into Microsoft Dynamics™ GP, and the progress will be displayed on the Import Wizard progress bar.



Note that if any errors are encountered during the import, then the Import Errors screen will be displayed (see 9.6.2).

When the import is complete (if no errors were encountered), then the Import Preview screen will be displayed (9.7).

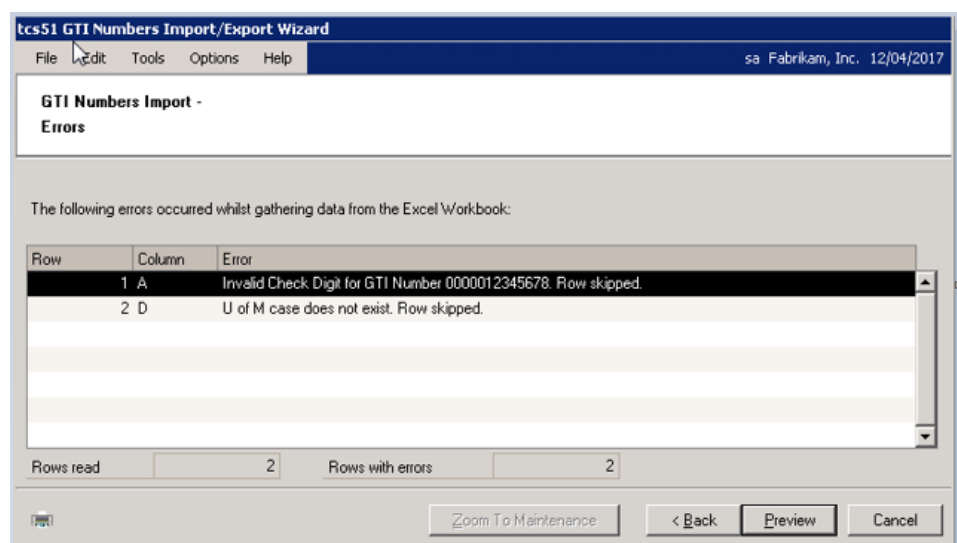
### 10.6.2 Using the Import Errors Screen

1. The Import Errors screen will be displayed where any errors are encountered during the import process. The location of the error in the spreadsheet will be displayed with details of the error.

Errors will be encountered when:

- There is an invalid excel cell format - for example, you have entered text data into a field formatted for dates
- There is a duplicate record - when a row has been duplicated in the spreadsheet
- Some data "does not exist"

Click the Print icon to print the Import Errors Report detailing the import errors.





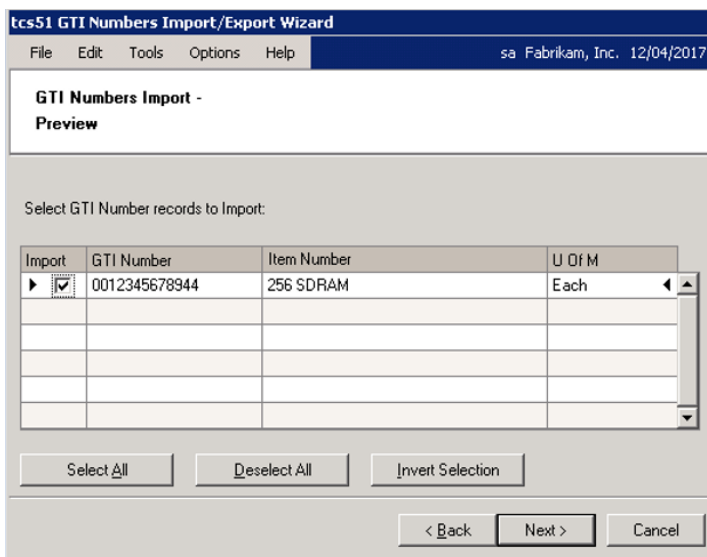
- Where you have an error with data that "does not exist," it is possible to amend the details so that the import will be accepted.

Click on the relevant line in the scrolling window and click the Zoom to Maintenance button. The relevant maintenance window will be displayed (for example, the Item Maintenance window will be displayed where the error concerns an Item Number that does not exist) with a new record created for the data that does not exist. Complete the data as required, then return to the Import Errors window and click Back. The Select Worksheet screen will be displayed where you can re-import the spreadsheet.

- Where a spreadsheet contains lines both with and without errors, the lines without errors will still be imported. Click Preview to preview these lines in the Import Preview window.

Note that if there are no valid rows, then you will not be permitted to proceed.

## 10.7 Import Preview Screen



### 10.7.1 Using the Import Preview Screen

- The scrolling window will display all valid lines that you have imported, with all relevant information.
- You need to select which lines in the upper scrolling window you want to import. When the checkbox for a line is marked, that indicates that the line will be imported. You can check the lines manually or use the buttons detailed below.

<b>Select All</b>	Selects all lines for import
<b>Deselect All</b>	Deselects all lines so that they will not be imported
<b>Invert Selection</b>	Inverts the current selection - all lines selected for import will be deselected and vice versa

- When you have completed your import selection, click Next.

## 10.8 Completing Import Screen

### 10.8.1 Using the Completing Import Screen

1. The excel template ID, excel workbook, and worksheet that you have selected will be displayed.
2. Click Import to import the workbook and worksheet based on the details set in the excel template ID.

## 10.9 Import Completed Screen

### 10.9.1 Using the Import Completed Screen

1. The number of GTI Numbers imported will be displayed.

Note that this is different from the number of rows in excel. As multiple rows containing quantity break details will be incorporated into one import record.



The number of rows imported with errors will also be displayed, as will a warning that errors have occurred.

Errors will occur where another user is editing the record being imported. This record will not be imported.

2. Click the Print Audit button to print the Import Audit report displaying details of the import errors.
3. Click Restart Wizard if you want to import (or export) more barcodes. Alternatively, click Close Wizard to close the wizard.

## Exporting Barcodes

### 10.10 Select GTI Numbers Screen

#### 10.10.1 Selecting GTI Numbers

1. Click all to select to all GTI numbers or click from then enter a range of GTI numbers or select them using the lookups.
2. Click Next.

tcs51 GTI Numbers Import/Export Wizard

File Edit Tools Options Help sa Fabrikam, Inc. 12/04/2017

**GTI Numbers Export -**  
Select GTI Numbers you wish to Export

Select which GTI Numbers you wish to export:

All

From: 0000123456789

To: 0123456789012

< Back Next > Cancel

### 10.11 Export Check Digit Screen

#### 10.11.1 Exporting Check Digits

1. Select whether to include check digits on the GTI numbers that are exported.
2. Click Next.

Note that if a check digit is not included, then the GTI numbers can be a maximum of 13 digits.

tcs51 GTI Numbers Import/Export Wizard

File Edit Tools Options Help sa Fabrikam, Inc. 12/04/2017

**GTI Numbers Export -**  
Export Check Digit with GTI Number?

Select Option:

Include Check Digit on GTI Number

Exclude Check Digit from GTI Number

< Back Next > Cancel

### 10.12 Select Items Screen

#### 10.12.1 Selecting Items for Export

1. Click All to select to export GTI numbers for all items or click from then enter an item range or select a range using the lookups.

Note that only items with an assigned GTI number will be included in the export.

2. Click Next.

tcs51 GTI Numbers Import/Export Wizard

File Edit Tools Options Help sa Fabrikam, Inc. 12/04/2017

**GTI Numbers Export -**  
Select Items you wish to Export

Select which Item Numbers you wish to export GTI Numbers for:

All

From: (First)

To: (Last)

< Back Next > Cancel

## 10.13 Select Excel File Template Screen

### 10.13.1 Selecting an Excel File Template

1. Enter the excel template ID (set up in the Excel File Template Maintenance window) that you want to base the export on or select one using the lookup.

Note that if you select a template where all the fields have not been mapped, then an error message will be displayed.

2. The assigned creditor ID will be displayed by default. Click Next.

## 10.14 Select Excel Workbook Screen

### 10.14.1 Selecting a Workbook for Export

1. Enter the Excel file that you want to export to or select one using the lookup.

Note that you cannot just enter the name of the file; you must also enter the system path to the file, for example, C:\TEMP\gti\_numbers.xls.

You cannot export to files that are currently open in Excel.

2. Click Append or Overwrite; selecting Append will add your exported barcodes to a current workbook while selecting Overwrite will overwrite any current barcodes in the workbook.

3. Click Next.

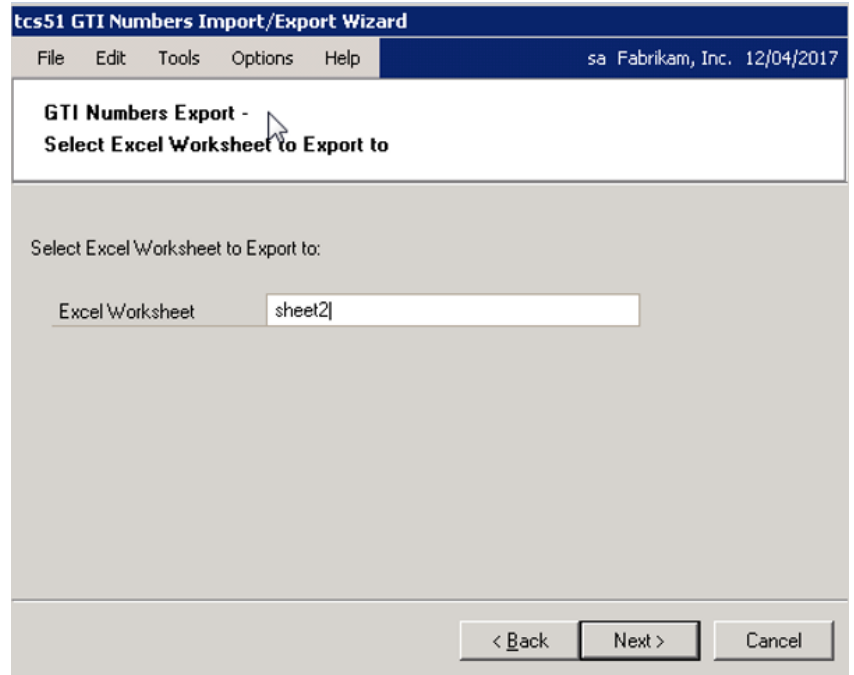
## 10.15 Select Excel Worksheet Screen

### 10.15 1 Selecting an Excel Worksheet

1. If you selected Append in the previous window, select an excel worksheet from the drop-down menu.

If you selected Overwrite, enter an excel worksheet to export to. There will be no option to select from the drop-down menu. The excel worksheet that you entered will be created automatically on export. All other data in the workbook will be overwritten.

2. Select whether to append or overwrite the selected worksheet.



Note that if you selected to overwrite in the previous window, then you will not have the option to append or overwrite.

3. Click Next.

## 10.16 Export Preview Screen



## 10.16.1 Previewing Exports

1. The GTI number range and item number range that you have selected will be displayed.
2. Click Next to complete the export.

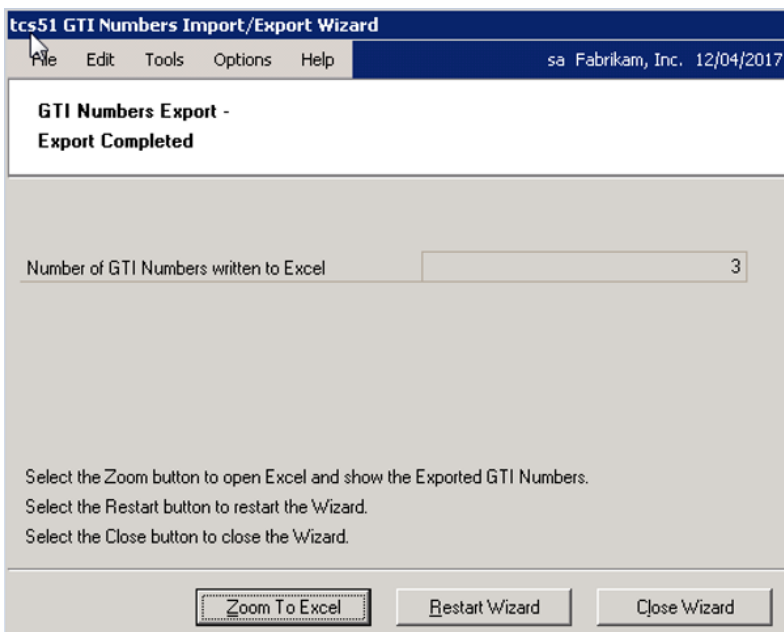
## 10.17 Completing Export Screen



### 10.17.1 Completing Barcode Export

1. The excel template ID, excel workbook, and worksheet that you have selected will be displayed.
2. Click Export to export GTI numbers to the selected worksheet.

## 10.18 Export Completed Screen



### 10.18.1 Using the Export Completed Screen

1. The number of GTI numbers exported will be displayed.
2. Click Restart Wizard if you want to export (or import) more barcodes, or Zoom To Excel to view exported barcodes in the Excel spreadsheet. Alternatively, click Close Wizard to close the wizard.

## Part Delivery Restrictions

Part Delivery Restrictions functionality enables you to set up process holds to restrict incomplete orders from being transferred to the invoice. Set up and apply process hold IDs using the Part Delivery Transfer Hold window.

When a No Part Delivery hold has been applied, sales orders with a quantity ordered that is greater than the quantity to invoice cannot be transferred to the invoice. Any quantities canceled will be taken into account. The order must be completed before a transfer is permitted. Alternatively, you can select to allow part deliveries, but only where they meet specific order quantity criteria.

Two further windows enable you to set document/run specific part delivery restrictions. The Allow Part Delivery window is accessible from sales transaction entry to set or remove part delivery restrictions for individual sales documents. The Part Delivery Defaults for Run window is accessible from the Multiple Order To Invoice Transfer window and Sales Transfer Documents window. Use this window to set part delivery restrictions for all documents that are currently being processed in the originating Microsoft Dynamics™ GP window.

Document-level part delivery settings will always take priority over run-level and company-level settings. Run-level part delivery settings take priority over company level settings.

Note that part delivery transfer restrictions are only applicable to sales orders where the invoice ID used for transfer is a logistically controlled invoice set up using Microsoft Dynamics™ GP Advanced Distribution.

## 11. Part Delivery Transfer Hold Window

*Tools >> Setup >> Trinity >> Distribution Enhancements >> Part Delivery Xfer Hold*

Use the Part Delivery Transfer Hold window to:

- Set up process holds to restrict part deliveries

tcs52 Part Delivery Transfer Hold

Please select a transfer posting hold to apply to any advanced distribution controlled order that does not meet the part delivery requirements.

Process Hold ID: APPROVAL

Default As:  No Part Delivery  Allow Part Delivery

Minimum Value: \$500.00

Minimum Percent: 75.00%

Criteria To Be Met:  Either  Both

Value:  Total Order Value  Remaining Order Value

OK

## 11.1 Setting Up Restrictions on Part Deliveries

### To set up restrictions on part-deliveries using the Part Delivery Transfer Hold window:

1. Enter or select the process hold ID to be used for restricting part deliveries.

Note that the process hold ID must be set to apply holds to transferring documents in the Sales Process Holds Setup window.

2. Select one of the default options:

No Part Delivery	Part delivered documents will not be transferred to invoice unless otherwise specified
Allow Part Delivery	Part delivered documents will be transferred to invoice unless otherwise specified

If the No Part Delivery option is selected, then no part deliveries will be permitted regardless of the settings made in the fields below.

If you select the Allow Part Delivery option, then it is recommended that you enter values in the fields below. Only part-deliveries meeting the entered criteria will be permitted.

Note that you can amend these settings for individual documents using the Allow Part Delivery window and runs of documents using the Part Delivery Defaults for Run window.

3. Enter a Minimum Value. The part delivery must reach this value to be permitted, dependent on other settings.
4. Enter a Minimum Percent. The part delivery must reach this percentage to be permitted, dependent on other settings.
5. For Criteria To Be Met select Either or Both.

Either	Part delivery only needs to meet minimum value or percentage to be permitted
Both	Part delivery needs to meet minimum value and percentage to be permitted

6. Select a Value option.

Total Order Value	The minimum value and minimum percent are checked against the original order value. Example: If the minimum value and percent are set at \$500 and 75% respectively, then a part delivery would need to be \$500 or greater, and/or 75% or greater of the original order.
Remaining Order Value	The minimum value and minimum percent are checked against the remaining order value. Example: If the minimum value and percent are set at \$500 and 75% respectively, then a part delivery would need to be \$500 or greater, and/or 75% or greater of the quantity remaining on the order.

7. Click OK to confirm your settings and close the window.



## 12. Allow Part Delivery Window

*Transactions >> Sales >> Sales Transaction Entry >> Additional >> Part Delivery*

Use the Allow Part Delivery window to:

- Apply or remove part delivery restrictions for individual documents

Details set in this window take priority over default company values set in the Part Delivery Transfer Hold window.

### 12.1 Applying and Removing Part Delivery Restrictions for Individual Documents

**To apply and remove part delivery restrictions for individual documents using the Allow Part Delivery window:**

1. The default option set in the Part Delivery Transfer Hold window will be selected by default. Click an alternative option if required. This will be applied to the displayed document only.
2. Click OK to close the window.

## 13. Part Delivery Defaults for Run Window

*Sales Multiple Orders To Invoice Transfer window/Sales Transfer Documents window >> Additional >> Part-ship Defaults*

Use the Part Delivery Defaults for Run window to:

- Apply or remove part delivery restrictions for a run of documents

Minimum Value	\$500.00
Minimum Percent	75.00%
Criteria To Be Met	<input type="radio"/> Either <input checked="" type="radio"/> Both
Value	<input checked="" type="radio"/> Total Order Value <input type="radio"/> Remaining Order Value

Details set will only apply to documents in the current run that you are processing.

### 13.1 Applying or Removing Part Delivery Restrictions for a Run of Documents

**To apply and remove part delivery restrictions for individual documents using the Part Delivery Defaults for Run:**

1. Any default options set in the Part Delivery Transfer Hold window will be selected by default. Enter alternative criteria if required. This will be applied to the current run of documents only.

Only part-deliveries meeting the entered criteria will be permitted.

2. Enter a Minimum Value. The part delivery must reach this value to be permitted, dependent on other settings.

3. Enter a Minimum Percent. The part delivery must reach this percentage to be permitted, dependent on other settings.
4. For Criteria To Be Met select Either or Both.

Either	Part delivery only needs to meet minimum value or percentage to be permitted
Both	Part delivery needs to meet minimum value and percentage to be permitted

5. Select a Value option.

Total Order Value	The minimum value and minimum percent are checked against the original order value. Example: If the minimum value and percent are set at \$500 and 75% respectively, then a part delivery would need to be \$500 or greater and/or 75% or greater of the original order.
Remaining Order Value	The minimum value and minimum percent are checked against the remaining order value. Example: If the minimum value and percent are set at \$500 and 75% respectively, then a part delivery would need to be \$500 or greater and/or 75% or greater of the quantity remaining on the order.

6. Click OK to confirm your settings and close the window.

## Customer Specific Items

Customer Specific Items functionality enables you to assign Customers to a specific item number. When one or more Customers have been assigned to an item number using the Assign Customers To Item window or the Assign Customer Range to Item window, then the item number will then only be available for sale to Customers assigned to the item number.



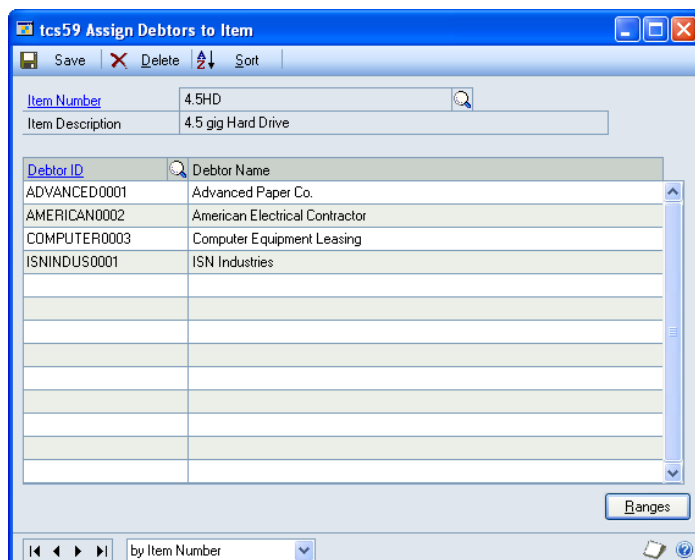
If you attempt to include an item number in a sales transaction where the Customer has not been assigned to the item, then you will receive a warning that the Customer has not been assigned to the item number for ordering. You will be unable to select the item unless you first assign the Customer to it.

## 14. Assign Customers to Item Window

*Cards >> Trinity >>  
Distribution Enhancements  
>> Assign Customers to  
Items*

Use the Assign Customers to Item window to:

- Assign Customers to a specific item number



## 14.1 Assigning Customers to a Specific Item

**To assign Customers to a specific item in the Assign Customers to Item window:**

1. Enter an item number or select one using the lookup.
2. Enter a Customer ID or select one using the lookup. As many Customers as required can be assigned to a single item number. Only Customers displayed in the scrolling window can purchase the displayed item number through the Sales Transaction Entry window.
3. Click Save.

You can click the Ranges button to assign a range of Customers to the item in the Assign Customer Range to Item window.

Note that you can click Delete to remove Customers assigned to the item number. If you select to delete the assignment, then all Customers will be able to purchase the item.

## 15. Assign Customer Range to Item Window

*Cards >> Trinity >> Distribution Enhancements >> Assign Customers to Items >> Ranges button*

Use the Assign Customer Range to Item window to:

- Assign Customer ranges to a specific item

Debtor ID	Debtor Name	Assign
ADVANCED0001	Advanced Paper Co.	<input checked="" type="checkbox"/>
AMERICAN0002	American Electrical Contractor	<input checked="" type="checkbox"/>
COMPUTER0003	Computer Equipment Leasing	<input checked="" type="checkbox"/>
ISNINDUS0001	ISN Industries	<input checked="" type="checkbox"/>

### 15.1 Assigning Customer Ranges to an Item

**To assign Customer ranges to an item in the Assign Customer Range to Item window:**

1. The currently selected item number will be displayed.
2. All Customer IDs will be selected by default. To select a range of Customers, click From and enter from and to Customer IDs or select them using the lookups.
3. The List Customers assigned to a specific Item Number option enables you to view Customers already assigned to an item number. If required, then select this option and enter an item number or select one using the lookup.
4. Click Preview to display your selected range in the scrolling window.
5. All displayed Customers will be selected by default.

6. Customers can be selected/deselected by clicking on the Assign checkbox, or by using the Mark All/Unmark All buttons.
7. Click Assign to assign the selected Customers to the displayed item number.
8. Click OK to close the window.

## Disallowed Customer Items

Disallowed Customer Items functionality enables you to restrict Customers from purchasing specified items. When one or more items have been assigned to a Customer using the Disallowed Items By Customer window or the Disallowed Items By Customer - Range Allocation window, then the item number will not be available for sale to Customers to which the item number has been assigned.



If you attempt to include an item number in a sales transaction where the Customer has been assigned to the item, then you will receive a warning that the Customer is not allowed to purchase this item. You will be unable to select the item.

## 16. Disallowed Items By Customer Window

*Cards >> Trinity >> Distribution Enhancements >> Disallowed Items*

Use the Disallowed Items By Customer window to:

- Restrict items from purchase by specified Customers

Note that you can click the Ranges button to display the Disallowed Items By Customer - Range Allocation window where you can set a range of items to be disallowed for a Customer.

Item Number	Description
Generic Description	Class Code
1-A3261A	Multi-Core Processor
1-A3483A	SIMM EDO 72
100XLG	Green Phone
1GPROC	1 Ghz Processor

### 16.1 Restricting Items from Purchase by Specified Customers

**To restrict items from purchase by specified Customers using the Disallowed Items By Customer window:**

1. Enter a Customer ID or select one using the lookup.
2. Enter an item number or select one using the lookup.

You can assign as many items to a Customer as required. Items can also be disallowed from purchase for as many Customers as required.

3. Click Save. Items assigned to the selected Customer will now not be available for sale to that Customer in sales transactions.

Click the Delete button to unassign all disallowed items from the displayed Customer. To unassign a single item, select the line then click Edit and Delete Row.

## 17. Disallowed Items By Customer - Range Allocation Window

*Cards >> Trinity >> Distribution Enhancements >> Disallowed Items >> Ranges button*

Use the Disallowed Items By Customer - Range Allocation window to:

- Restrict ranges of items from purchase by specified Customers

Item Number	Generic Desc	Class ID
128 SDRAM	RAM	
2-A3284A	Servers	SERVERS-2
24K IDE	CD ROM	

### 17.1 Restricting Ranges of Items from Purchase by Specified Customers

**To restrict ranges of items from purchase by specified Customers using the Disallowed Items By Customer - Range Allocation window:**

1. The Customer ID selected in the Disallowed Items By Customer window will be displayed by default.
2. All item numbers will be selected by default. To select a range of item numbers, click From and enter from and to item numbers or select them using the lookups.
3. All generic descriptions will be selected by default. To select a range of generic descriptions, click From and enter from and to generic descriptions or select them using the lookups.
4. All class IDs will be selected by default. To select a range of class IDs, click From and enter from and to class IDs or select them using the lookups.
5. The Select Disallowed Items from Customer ID option allows you to select only items that have already disallowed for another Customer. Enter a Customer ID or select one using the lookup. When you click Preview, only items disallowed for the selected Customer will be displayed in the scrolling window.

Note that if this option is used, then items will not be transferred from one Customer to another. Items can be disallowed for as many Customers as required.

6. Click Preview to view your selected range in the scrolling window.
7. Click Transfer to assign the selected items to the Customer as disallowed items.
8. Click OK to close the window.

## Alternate Item Numbers

Microsoft Dynamics™ GP gives you the functionality to set up Customer, creditor, and substitute items, and assign them directly to inventory item numbers. With the Trinity Distribution Enhancements module, you can set up a further alternate item that is assigned directly to the item number only and is not Customer/creditor specific. Set up alternate item numbers using the Alternate Item Number Maintenance window.

Alternate item numbers can be entered into the Sales Transaction Entry window, the Sales Transaction Detail Entry window, the Available To Promise window, the Item Inquiry window, the Item Creditor Maintenance window, the Item Transaction Entry window, Purchase Order Entry window, and Purchase Item Detail Entry window, and the Purchase Demand Inquiry window (Advanced Inventory Replenishment module).

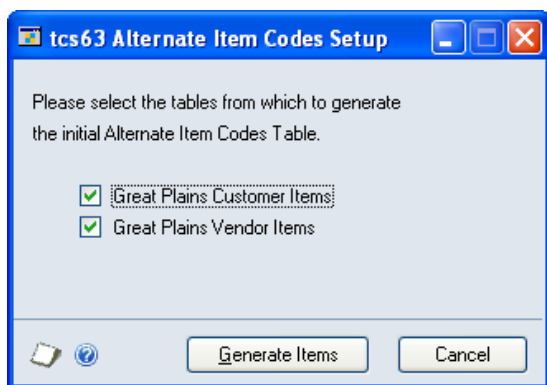
If an alternate item number is entered that has been assigned to more than one inventory item, then you can select an item using the Select Item Number window. In Purchase Order Entry and Purchase Item Detail Entry, the alternate item numbers are only active if the window is set for entry of Item Numbers, not Creditor/Vendor Item Numbers.

## 18. Alternate Item Codes Setup Window

*Tools >> Setup >> Trinity >> Distribution Enhancements >> Alternate Item Setup*

Use the Alternate Item Codes Setup window to:

- Setup alternate items functionality



### 18.1 Setting Up Alternate Items Functionality

**To set up alternate items functionality using the Alternate Item Codes Setup window:**

1. Click to select the options that you use on your system.

Note that if you use any of the displayed item types on your system, then you must select the option to ensure successful table generation.

2. Click Generate Items to set up alternate item functionality. A dialogue box will warn you that any existing alternate items will be removed then recreated to enable alternate items functionality. Click Yes to continue. Alternate item functionality will be set up, and the Alternate Item Codes Setup window will close automatically.

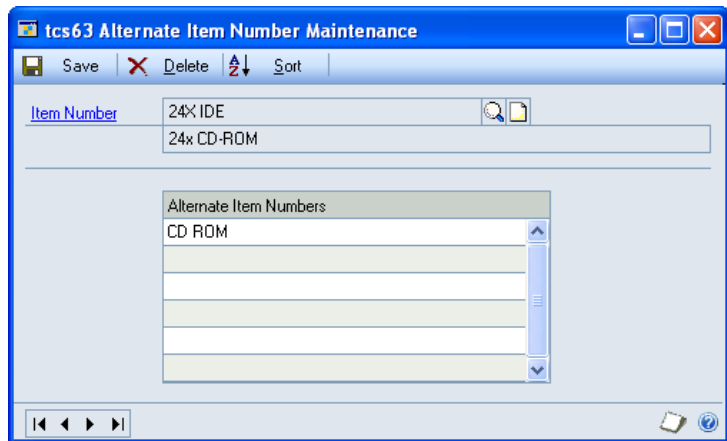
Note that you can click Cancel at any point to close the window.

## 19. Alternate Item Number Maintenance Window

*Cards >> Trinity >> Distribution Enhancements >> Alternate Item Maintenance*

Use the Alternate Item Number Maintenance window to:

- Assign alternate item numbers to items



### 19.1 Assigning Alternate Item Numbers to Items

**To assign alternate item numbers to items in the Alternate Item Number Maintenance window:**

1. Enter an item number or select one using the lookup.
2. In the scrolling window, enter as many alternate item numbers for the item as are required.

Note that an alternate item number may be assigned to as many different item numbers as required.

3. Click Save to save any changes made and close the window.

Click Delete to delete all alternate item numbers assigned to the selected item number.

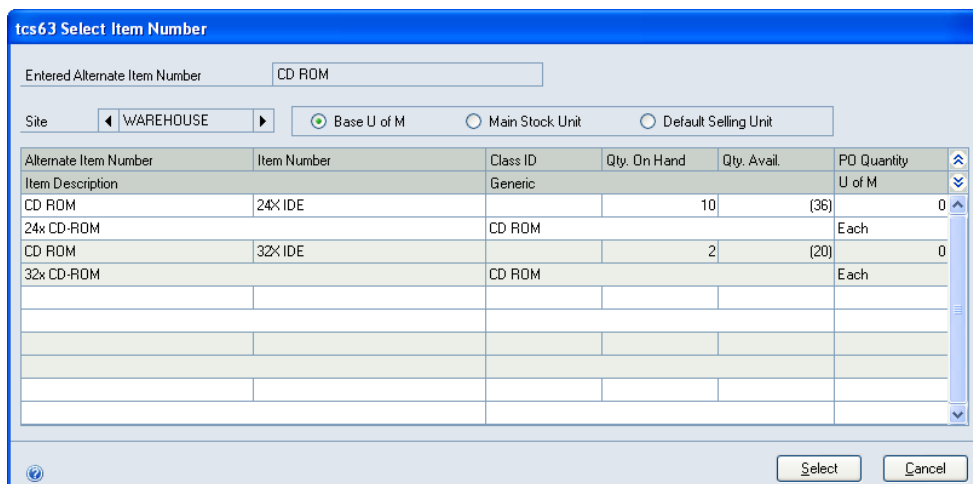
## 20. Select Item Number Window

*Transactions >> Sales >> Sales Transaction Entry >> Enter an alternate item number that is assigned to more than one item*

*Transactions >> Purchasing >> Purchase Order Entry >> Enter an alternate item number that is assigned to more than one item*

Use the Select Item Number window to:

- Select an item when an alternate item number is assigned to multiple items



The Select Item Number window can be displayed from the Sales Transaction Entry window, the Sales Transaction Detail Entry window, the Available To Promise window, the Item Inquiry window, the Purchase Order Entry window, and the Purchasing Item Detail Entry window.

Note that the Select Item Number window will only be displayed when you enter into one of the enabled windows an alternate item number that is assigned to multiple items, or when you enter an incomplete alternate item number that partially matches multiple alternate item numbers. For example, if you enter CD, which does not exist as an alternate item number, but the alternate item numbers CD ROM and CD DRIVE do exist, then all item numbers linked with these two alternate item numbers would be displayed in the Select Item Number window.

## 20.1 Selecting an Item when an Alternate Item Number is Assigned to Multiple Items

**To select an item from the Select Item Number window:**

1. All item numbers that the selected alternate item number is assigned to will be displayed in the scrolling window.

Use the Site browse buttons to scroll between site quantities if required.

If you are using the Trinity Unit of Measure Management module, you can select which unit of measure to view quantities. If you do not have access to this module, then quantities will be displayed in the Microsoft Dynamics™ GP default unit of measure.

2. Click on the required item line then click select. The item number will be entered into the originating window, and the Select Item Number window will close.

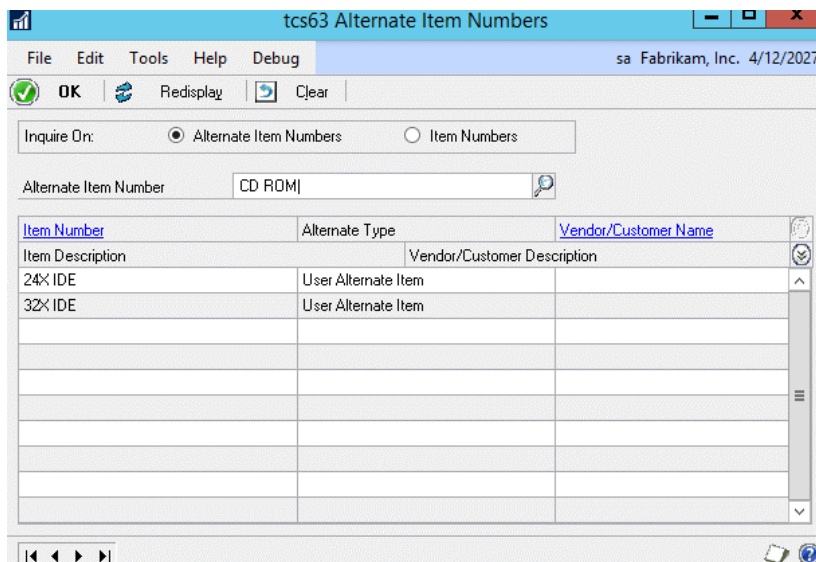
Note that you can click Cancel at any point to close the Select Item Number window.

## 21. Alternate Item Number Inquiry Window

*Inquiry >> Trinity >> Distribution Enhancements >> Alternate Item Inquiry*

Use the Alternate Item Number Inquiry window to:

- Enquire about alternate item numbers





The Alternate Item Number Inquiry window will display details of alternate item numbers, creditor/Customer items, and Advanced Distribution substitute items.

## 21.1 Enquiring About Alternate Item Numbers

**To enquire about alternate item numbers in the Alternate Item Number Inquiry window:**

1. From the Enquire On options click to select Alternate Item Numbers or Item Numbers.

Alternate Item Number	Item numbers and creditor/vendor item numbers linked with the selected item number are displayed
Item Number	Alternate item numbers assigned to the selected item number are displayed

2. Enter an item number/alternate item number, dependant on the Enquire On selection made, or select one using the lookup. All alternate item numbers/item number assigned to the selection will be displayed.
3. Click OK to close the window.

## Importing and Exporting Alternate Item Numbers

The features detailed in this section enable you to import and export alternate item numbers between Microsoft Dynamics™ GP and Excel. To enable the import/export functionality, you need to set up Excel Template ID's in the Excel File Template Maintenance window (see below).

Note that you will be unable to use this functionality unless you have Excel installed on your system.

When you have set up Excel Template ID's, you can then import and export alternate item numbers using the Alternate Item Numbers Import/Export Wizard.

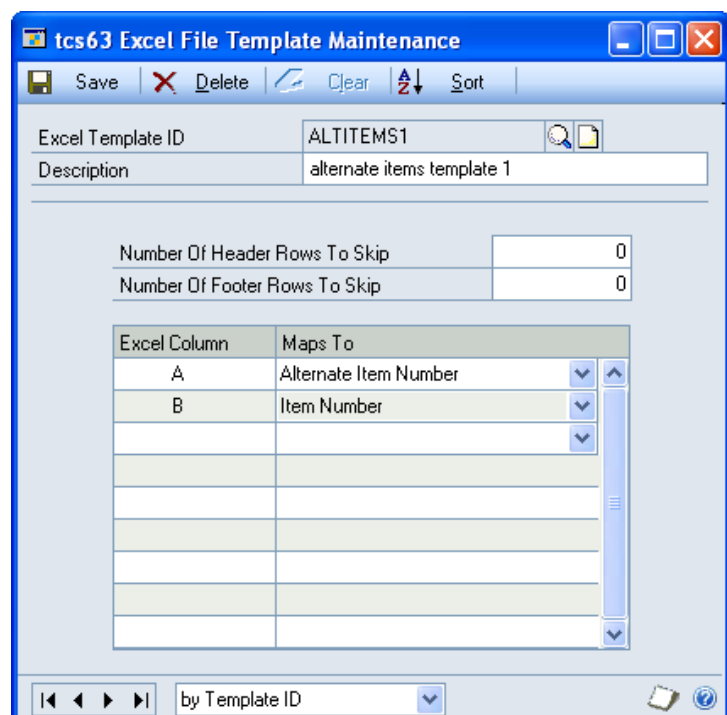
## 22. Excel File Template Maintenance Window

*Tools >> Routines >> Trinity >>  
Distribution Enhancements >>  
Alternate Item Excel Template*

Use the Excel File Template Maintenance window to:

- Set up Excel Template IDs to enable importing/exporting of alternate item numbers

Note that you must set up templates in this window before importing/exporting alternate item numbers.



## 22.1 Setting Up Excel Template IDs

### To set up Excel Template IDs in the Excel File Template Maintenance window:

1. Enter an excel template ID.

If you are maintaining a template ID, then you can select one using the lookup.

2. Enter a description for the excel template ID.
3. You can select to have the template not include header or footer rows on imported excel sheets. This would be useful, for example, where columns on the required spreadsheets have headings.

Under the fields “Number Of Header Rows To Skip” and “Number Of Footer Rows To Skip,” enter the number of rows that you do not want to be included in the import. If you do not require rows to be skipped, then leave these fields set to 0.

Note that the contents of these fields have no effects when exporting alternate item numbers. If you are exporting alternate item numbers that you will be amending in Excel then re-importing, you should use an excel template ID with header and footer rows to skip set to 0.

4. In the scrolling window, you should set how Excel columns will map to Distribution Enhancements fields for the excel template ID. From the drop-down menus, you can select the following options:
  - Alternate Item Number
  - Item Number

For each option, you should enter an Excel Column, for example, A, B, or C. When you have entered a column, select which field this column will be mapped to from the drop-down menu. When you import/export alternate item numbers, the entered Excel Column will contain data relating to the selected Map To option.

Excel Column	Maps To
A	Alternate Item Number ▼
B	Item Number ▼

Note that all map-to options must be selected.

5. Click Save to save the Excel Template ID.

Note that you can click Delete to delete an Excel Template ID.

## 22.2 Setting Up Excel Sheets for Importing and Exporting

You do not need to set the cells in the spreadsheets to a specific format. You should, however, be aware that the import/export process is case sensitive.

The import/export process functions with standard .xls Excel file types.

It is recommended that Excel is **closed** when you are using the Alternate Item Numbers Import/Export Wizard.

## 23. Alternate Item Numbers Import/Export Wizard

*Tools >> Routines >> Trinity >> Distribution Enhancements >> Alternate Item Wizard*

The Alternate Item Numbers Import/Export Wizard allows the user to import or export alternate item numbers.

Use the Alternate Item Numbers Import/Export Wizard to:

- Import or export alternate item numbers to/from an Excel spreadsheet



## 23.1 Using the Alternate Item Numbers Import/Export Wizard

1. Click the Next button to display the next window

Note that you can click Cancel on this or any other Alternate Item Numbers Import/Export Wizard screen to close the Alternate Item Numbers Import/Export Wizard.

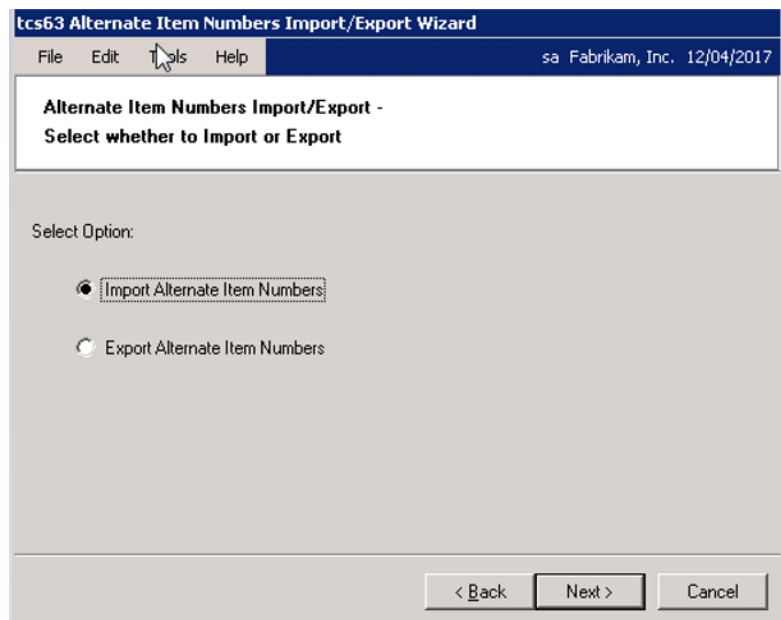
Note also that you can click the Back button on any other Alternate Item Numbers Import/Export Wizard screen to return to the previous screen.

## 23.2 Import/Export Screen

### 23.2.1 Using the Import/Export Screen

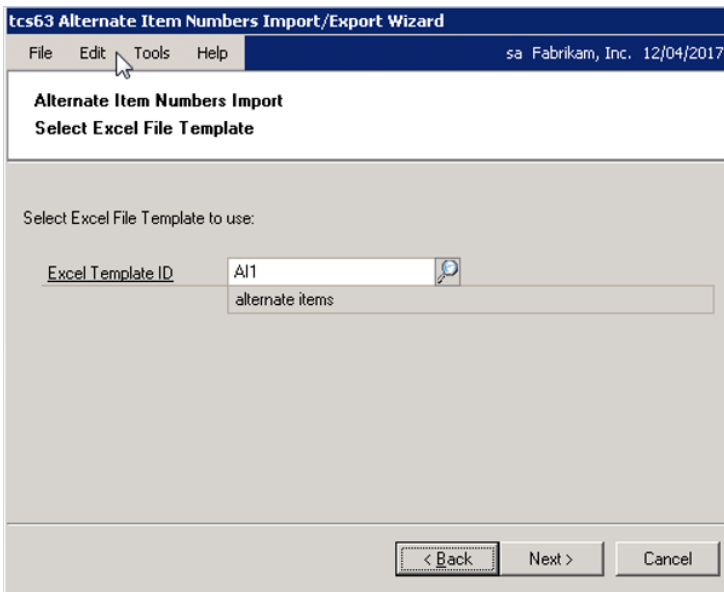
1. Click whether you want to Import Alternate Item Numbers or Export Alternate Item Numbers.
2. Click the Next button to display the next screen.

Note that details of exporting alternate item numbers are to be found at 19.9. See below for details on importing alternate item numbers.



# Importing Alternate Item Numbers

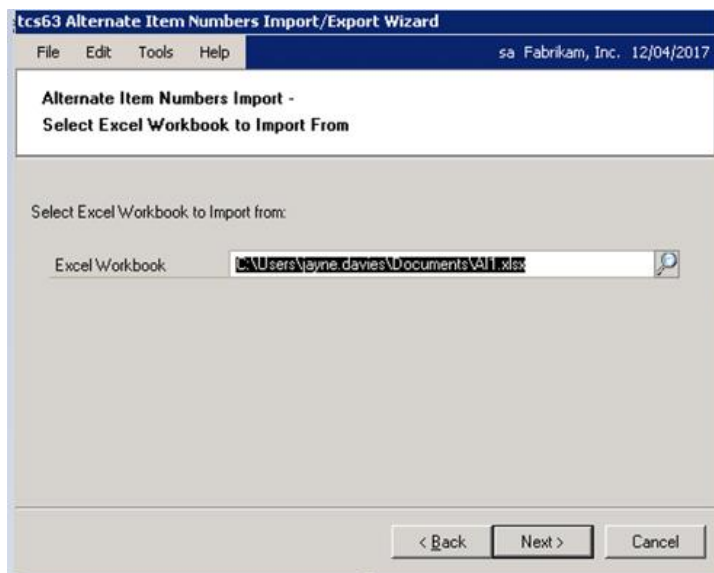
## 23.3 Select Import File Screen



### 23.3.1 Using the Select Import File Screen

1. Enter the Excel Template ID (set up in the Excel File Template Maintenance window) that you want to base the import on or select one using the lookup.
2. Click Next.

## 23.4 Select Workbook Screen



### 23.4.1 Using the Select Workbook Screen

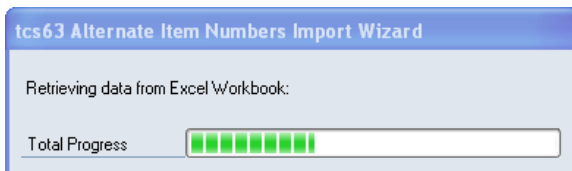
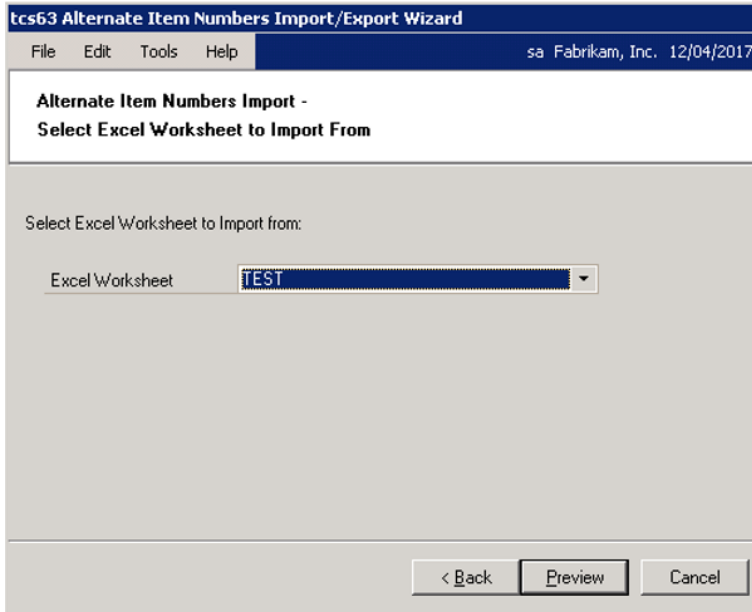
1. Enter the Excel file that you want to import or select one using the lookup.

Note that you cannot just enter the name of the file, you must also enter the system path to the file, for example, C:\TEMP\alternate\_item\_numbers.xls.

Also, note that you can only import .xls file types. You cannot import files that are currently open in Excel.

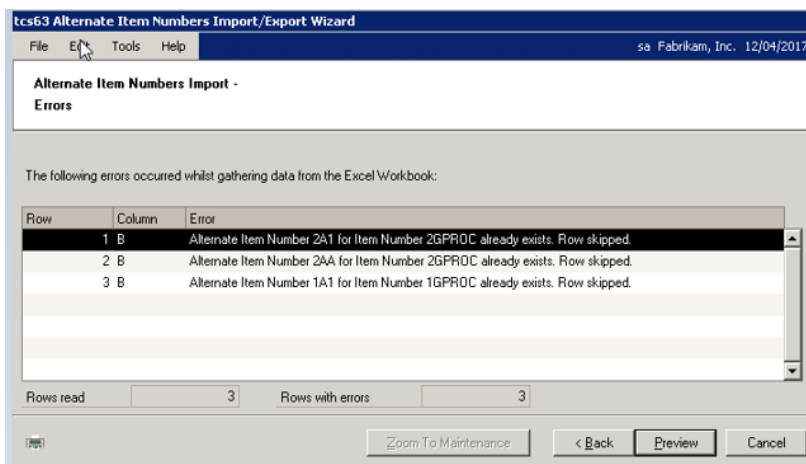
2. Click Next.

## 23.5 Select Worksheet Screen



- When the import is complete (if no errors were encountered), then the Import Preview screen will be displayed (22.6).

### 23.5.2 Using the Import Errors Screen



- The Import Errors screen will be displayed where any errors are encountered during the import process. The location of the error in the spreadsheet will be displayed with details of the error.

Errors will be encountered when:

- there is an "Invalid Excel Cell Format" - for example, you have entered text data into a field where a date is required
- there is a "Duplicate Record" - when a row has been duplicated in the spreadsheet

### 23.5.1 Using the Select Worksheet Screen

- From the drop-down menu, select the specific worksheet that you want to import.

Note that the worksheets are the individual spreadsheets held within a workbook or Excel file. Worksheets will be displayed in the order that they are held in the selected workbook.

- Click Preview. The details from the selected Excel worksheet will be imported into Microsoft Dynamics™ GP, and the progress will be displayed on the Import Wizard progress bar.

Note that if any errors are encountered during the import, then the Import Errors screen will be displayed (see 22.5.2).

- Some data "does not exist"

Click the Print icon to print the Import Errors Report detailing the import errors.

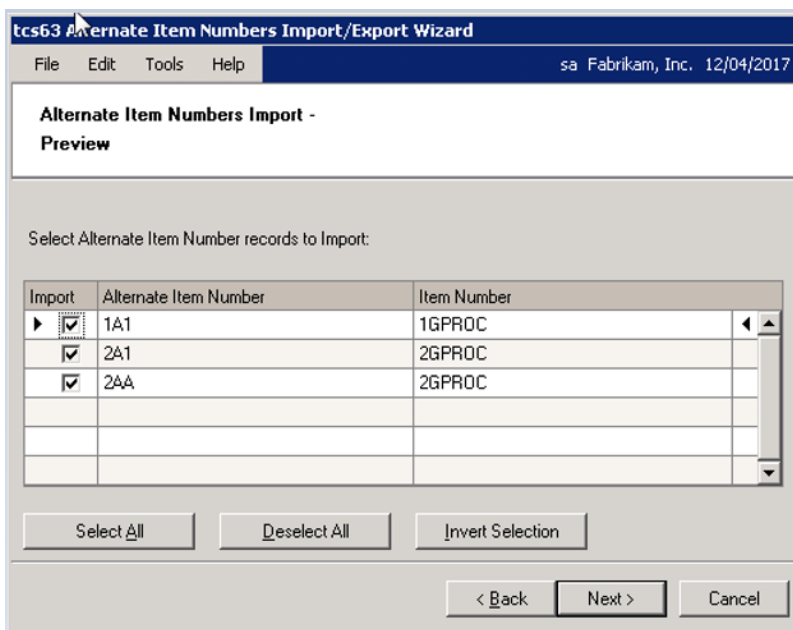
2. Where you have an error with data that "does not exist," it is possible to amend the details so that the import will be accepted.

Click on the relevant line in the scrolling window and click the Zoom to Maintenance button. The relevant maintenance window will be displayed (for example, the Item Maintenance window will be displayed where the error concerns an Item Number that does not exist) with a new record created for the data that does not exist. Complete the data as required, then return to the Import Errors window and click Back. The Select Worksheet screen will be displayed where you can re-import the spreadsheet.

3. Where a spreadsheet contains lines both with and without errors, the lines without errors will still be imported. Click Preview to preview these lines in the Import Preview window.

Note that if there are no valid rows, then you will not be permitted to proceed.

## 23.6 Import Preview Screen



### 23.6.1 Using the Import Preview Screen

1. The scrolling window will display all valid lines that you have selected for import, with all relevant information.
2. You need to select which lines in the scrolling window you want to import. When the checkbox for a line is marked, that indicates that the line will be imported. You can check the lines manually or use the buttons detailed below.

<b>Select All</b>	Selects all lines for import
<b>Deselect All</b>	Deselects all lines so that they will not be imported
<b>Invert Selection</b>	Inverts the current selection - all lines selected for import will be deselected and vice versa

3. When you have completed your import selection, click Next.

## 23.7 Completing Import Screen

**tcs63 Alternate Item Numbers Import/Export Wizard**

File Edit Tools Help sa Fabrikam, Inc. 12/04/2017

**TRINITY**

**Completing the Alternate Item Numbers Import Wizard**

You have selected to Import Item Numbers using the following Excel parameters:

Excel Template ID

Excel Workbook

Excel Worksheet

 When you select Import, all records selected on the Preview window will be processed.

< Back Import Cancel

### 23.7.1 Using the Completing Import screen

1. The Excel Template ID, Excel Workbook, and Worksheet that you have selected will be displayed.
2. Click Import to Import the workbook and worksheet based on the details set in the Excel Template ID.

## 23.8 Import Completed Screen

**tcs63 Alternate Item Numbers Import/Export Wizard**

File Edit Tools Help sa Fabrikam, Inc. 12/04/2017

**Alternate Item Numbers Import - Import Completed**

Number of records Imported from Excel

Select the Print button to print an Import Audit Report.  
 Select the Restart button to restart the Wizard.  
 Select the Close button to close the Wizard.

Print Audit Restart Wizard Close Wizard

## 23.8.1 Using the Import Completed Screen

1. The number of alternate item numbers imported will be displayed.
2. The number of rows imported with errors will also be displayed, as will a warning that errors have occurred.



Errors will occur where another user is editing the record being imported. This record will not be imported.

3. Click the Print Audit button to print the Import Audit report displaying details of the import errors.
4. Click Restart Wizard if you want to import (or export) more alternate item numbers. Alternatively, click Close Wizard to close the wizard.

## Exporting Alternate Item Numbers

### 23.9 Alternate Item Numbers Selection Screen

#### 23.9.1 Using the Alternate Item Numbers Selection Screen

1. Click All to select to export all alternate item numbers or click From then enter an alternate item number range or select them using the lookups.
2. Click Next.

### 23.10 Select Excel File Template Screen

#### 23.10.1 Using the Select Excel File Template Screen

1. Enter the Excel Template ID (set up in the Excel File Template Maintenance window) that you want to base the export on or select one using the lookup.

Note that any Number Of Header/Footer Rows To Skip settings applied in the Excel File Maintenance window are not applicable when exporting alternate item numbers.

2. Click Next.

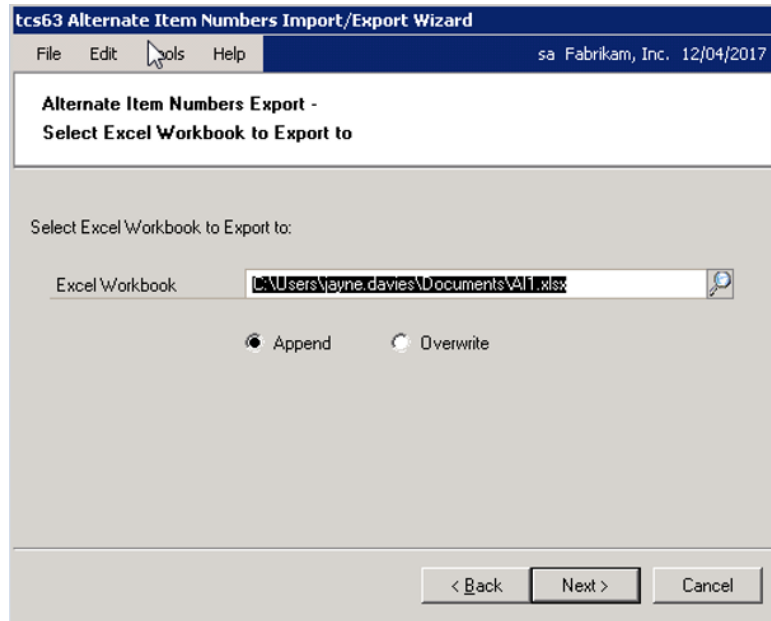


## 23.11 Select Workbook Screen

### 23.11.1 Using the Select Workbook Screen

1. Enter the Excel file that you want to export alternate item numbers to or select one using the lookup.

Note that you cannot just enter the name of the file, you must also enter the system path to the file, for example,  
C:\TEMP\alternate\_item\_numbers.xls  
. You can choose to select a workbook that has not yet been created - the workbook will be created automatically during the export.



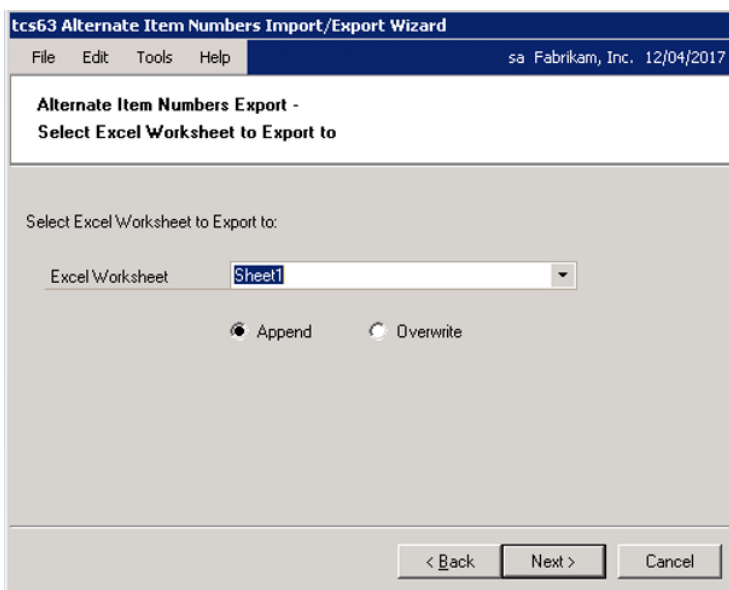
Also, note that you cannot export to files that are currently open in Excel.

2. If you select a workbook that has already been created, then you should also select whether to Append or Overwrite.

<b>Append</b>	Append exported details to the selected workbook
<b>Overwrite</b>	Overwrite the selected workbook with exported details

3. Click Next.

## 23.12 Select Worksheet Screen



### 23.12.1 Using the Select Worksheet Screen

1. Enter a worksheet or select one from the drop-down menu. You can choose to enter a new worksheet - if you do so, then the worksheet will be automatically created during the export process.

Note that if you selected to overwrite an existing workbook in the previous window, then you will not have the option to select a current worksheet from the drop-down menu.

Also, note that you cannot export to files that are currently open in Excel.

- If you select a worksheet that has already been created, then you should also select whether to Append or Overwrite.

<b>Append</b>	Append exported details to the selected worksheet
<b>Overwrite</b>	Overwrite the selected worksheet with exported details

- Click Next.

## 23.13 Completing Export Screen

### 23.13.1 Using the Completing Export Screen

- The range that you have selected to export will be displayed.
- Click Next.



## 23.14 Completing Export Screen 2

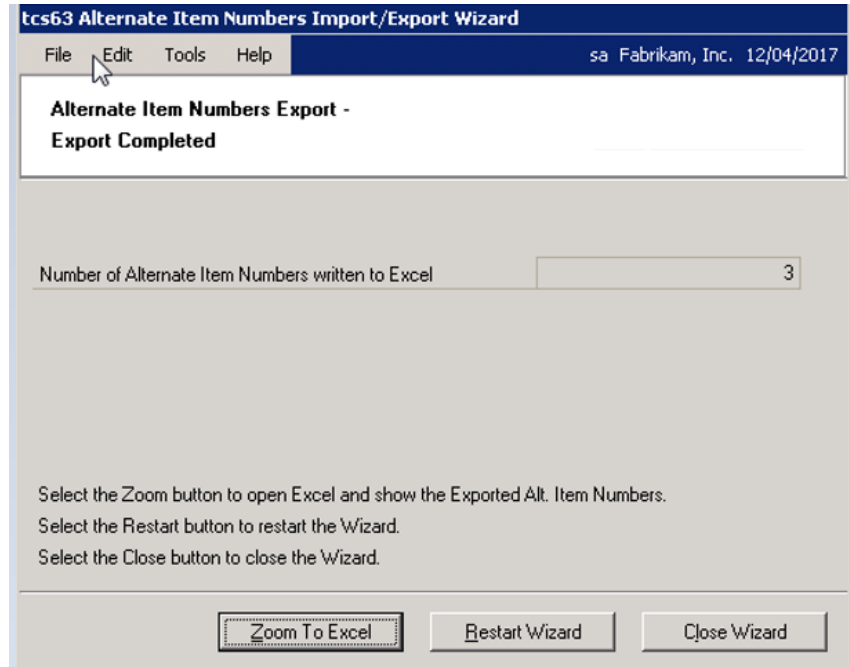


### 23.14.1 Using the Completing Export Screen 2

- All Excel details that you have selected to export will be displayed.
- Click Export.

### 23.15.1 Using the Export Completed Screen

1. The number of alternate item numbers exported will be displayed.
2. Click Zoom To Excel to display the worksheet that has been exported.
3. Click Restart Wizard if you want to export (or import) more alternate item numbers. Alternatively, click Close Wizard to close the wizard.



## Sales Batch Enhancements

Sales Batch Enhancements gives you increased functionality when working with sales batches. Use the Create Document Batch window to transfer a range of sales documents to a single new batch. Use the Sales Transaction Batch Purge window to remove obsolete sales batches that no longer contain sales documents.

## 24. Create Document Batch Window

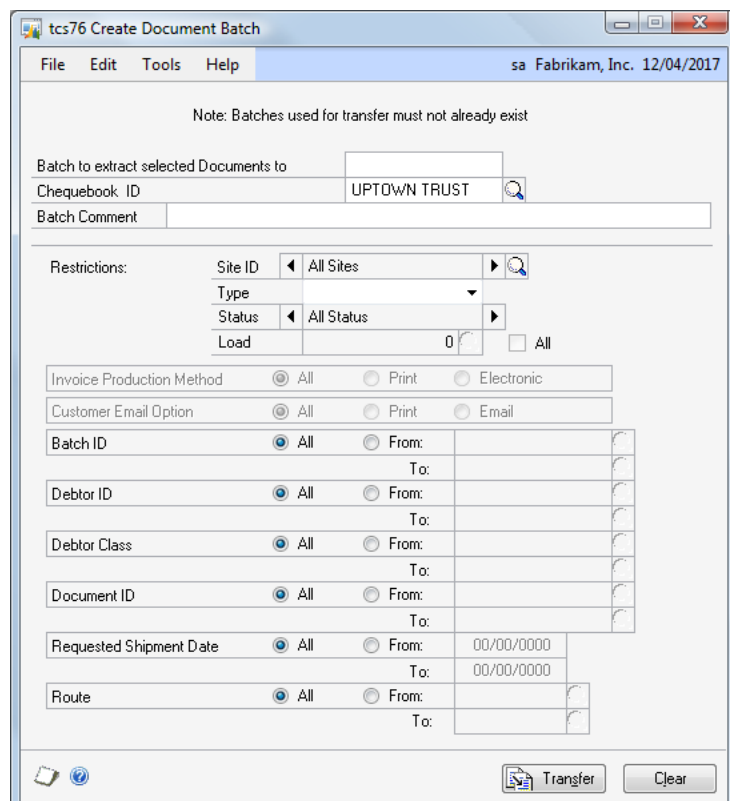
*Tools >> Routines >> Trinity >> Distribution Enhancements >> Create Document Batch*

Use the Create Document Batch window to:

- Transfer a range of sales documents to a new batch

### 24.1 Transferring Ranges of Documents to a New Batch

**To transfer ranges of documents to a new batch using the Create Document Batch window:**



1. Enter a batch name in the Batch to extract selected Documents field. Documents in the range you select will be transferred to the batch that you enter here.

Note that you cannot enter a batch that already exists. The batch will be automatically created when you click the Transfer button.

2. The system default checkbook ID will be displayed by default. Accept this selection or click the lookup to select an alternate checkbook ID.

This selected checkbook ID will be assigned to the newly created batch.

3. Enter a Batch Comment. This will be assigned to the newly created batch.
4. All Sites will be selected by default. To select sales documents for a single site, only use the browse buttons or lookup button to select a site.
5. Select a document type from the Type drop-down menu. Only documents of the selected type will be transferred to the new batch.

Note that if you select any type other than Invoice, then the Status and Load fields will be disabled.

6. All Status will be displayed by default. Accept this selection or use the browse buttons to select an alternative document status. Only invoice documents at the selected status will be transferred to the new batch.

Note that this option will only be available if you selected Invoice as the document type, and you have Microsoft Dynamics™ GP Advanced Distribution installed on your system.

7. Enter a load number or select one using the lookup. Only invoices assigned to the selected load will be transferred to the new batch. Alternatively, click the All checkbox to transfer invoices from all loads to the batch.

Note that this option will only be available if you selected Invoice as the document type, and you have Trinity Vehicle Load Planning installed on your system.

8. All Invoice Production Methods will be selected by default. If you select Electronic, only invoices for customers marked for email or fax delivery will be included. If you select Print, customers marked for email or fax delivery will be excluded. This option is only available if using Trinity Document Delivery functionality.
9. All Customer Email Options will be selected by default. If you select Email, only invoices for customers marked to Send Invoices by email will be included, If you select Print, invoice for customers marked to Send Invoices by email will be excluded. This option will only be available if using Dynamics GP document email functionality.
10. All Batch IDs will be selected by default. To select a range of Batch IDs, click From and enter a Batch ID range or select Batch IDs using the lookup. Only sales documents for the selected batch range will be transferred to the new batch.
11. All Customer IDs will be selected by default. To select a range of Customers, click From and enter a Customer range or select Customers using the lookup.

Only sales documents for the selected Customer range will be transferred to the new batch.

12. All Customer classes will be selected by default. To select a range of Customer classes, click From and enter a Customer class range or select Customers using the lookup.

Only sales documents for the selected Customer class range will be transferred to the new batch.

13. All document IDs will be selected by default. To select a range of document IDs, click From and enter a document ID range or select document IDs using the lookup.

Only sales documents for the selected document ID range will be transferred to the new batch.

14. All requested ship dates will be selected by default. To select a range of requested ship dates, click From and enter a date range.

Only sales documents for the selected date range will be transferred to the new batch.

15. All routes will be selected by default. To select a range of routes, click From and enter a route range.

Only sales documents for the selected route range will be transferred to the new batch.

Note that this option will only be available if you have Trinity Vehicle Load Planning installed on your system.

16. Click Transfer to transfer the selected document range to the new batch you entered. When the transfer is complete, the new batch will be displayed in the Sales Batch Entry window.

Selected documents that do not meet all the range criteria will be left in their current batch.

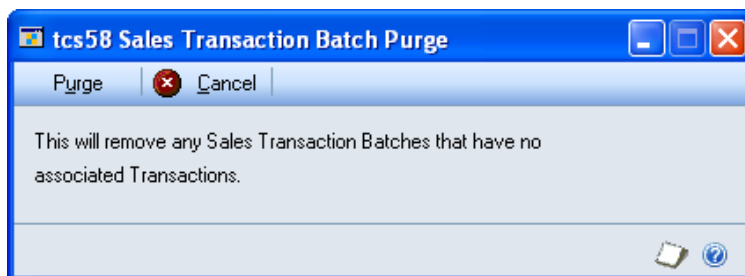
Note that you can click Clear at any point to clear your selection.

## 25. Sales Transaction Batch Purge Window

*Tools >> Routines >> Trinity >> Sales Batch Purge*

Use the Sales Transaction Batch Purge window:

- Purge empty sales batches



### 25.1 Purging Empty Sales Batches

**To purge empty sales batches using the Sales Transaction Batch Purge window:**

1. Click Purge.

A purge in progress dialogue box will be displayed while the system purges empty sales batches. All sales batches with no transactions will be purged except in the following circumstances:

- Another user has already marked the batch for deletion
- The batch is marked for posting or is in use
- The batch header record states there are no assigned documents, but documents do exist

When the purge is complete, the Report Destination dialogue box will be displayed. Select the destination to print the Sales Transaction Purge Errors report. Details of purged batches and batches that could not be purged will be displayed.

2. Click Cancel to close the window.

## Document Margins

Document Margins gives you the functionality to view margins on sales transactions as you enter the transaction. The Document Margins window will open automatically (dependant on settings, see below) during sales transaction entry. The total cost of the transaction and the margin and margin percentage will be displayed and recalculated during the transaction as new items are entered.

Use the Margin Percentage Setup window to select whether to base margin percentages on the unit cost or the sales price of items on a transaction. The margin is the sum of all transaction extended prices minus the sum of all unit cost prices for items on a transaction. The margin percentage is calculated dependant on your selection:

<b>Sales</b>	Margin / Total sales value for document lines
<b>Costs</b>	Margin / Total cost value for document lines

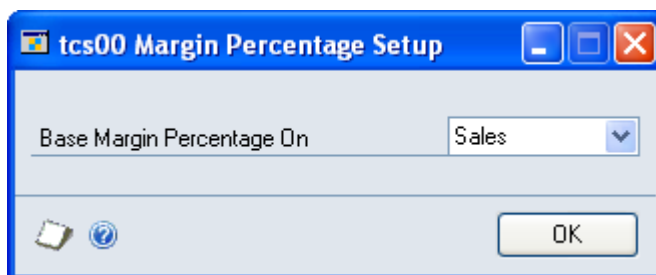
Select the Automatically Open Document Margin window option in the Distribution Enhancements Setup window to have the Document Margin window open automatically during sales transaction entry. If you do not select this option, the Document Margin window is still available as an additional option from the Sales Transaction Entry window and the Sales Item Detail Entry window.

## 26. Margin Percentage Setup Window

*Tools >> Setup >> Trinity >> Margin Percentage Setup*

Use the Margin Percentage Setup window:

- Set up document margin calculation details



The settings made in this window will define how document margins displayed in the Document Margins window are calculated. See below for further details.

Note that the settings made in this window also set how the margin is calculated in the Item Catalogue and Search window (see Trinity Catalogue Based Sales) and the Price Negotiation window (see Trinity Price Negotiation).

### 26.1 Setting Up Document Margin Calculation Details

**To setup document margin calculations in the Margin Percentage Setup window:**

1. From the Base Margin Percentage On drop-down menu, select Costs or Sales.

The margin is the sum of all extended prices minus the sum of all unit cost prices for items on a transaction. The margin percentage is calculated dependant on your selection:

<b>Sales</b>	Margin / Total sales value for document lines
<b>Costs</b>	Margin / Total cost value for document lines

- Click OK to save your settings and close the window.

## 27. Document Margins Window

*Transactions >> Sales >> Sales Transactions Entry >> Additional >> Document Margins*

Use the Document Margins window to:

- View sales margin details for current transactions

Total Cost	\$0.00
Margin	\$120.00
Margin Percentage	100.00%
Num. Document Lines	2

Note that if you selected the Automatically Open Document Margin window option in the Distribution Enhancements Setup window, then the Document Margins window will be displayed by default when you enter details in the Sales Transaction Entry window or the Sales Item Detail Entry window. If you did not select this option, then the window is available from both these windows as an Additional option.

### 27.1 Viewing Sales Margin Details for Current Transactions

**To view sales margin details for current transactions in the Document Margins window:**

- Details of the total transaction cost (unit cost of items on the transaction), margin, and margin percentage will be displayed and updated as you enter new details into the transaction. See Document Margins for more details.
- Click OK to close the window.

## Required Customer Reference

Required Customer Reference functionality enables you to define Customers that require a Customer purchase order number (or a customer reference) to be entered in sales transactions.

Use the Required PO Number Setup window or the Assign Required PO Number window to set sales transaction types for Customers that require a Customer PO number to be entered. All types of sales transactions or a selection of transaction types can be set for each Customer to require the entry of a Customer PO number during transaction entry.

When you enter a sales transaction type for a Customer that has been set to require a Customer PO number, you will be unable to save, post or transfer the transaction until you have entered a Customer PO number.

## 28. Required PO Number Setup Window

*Cards >> Sales >> Customer >>  
Additional >> Customer PO Number*

Use the Required PO Number Setup window to:

- Set individual Customers to require a Customer PO number in sales transaction entry

### 28.1 Setting Up Individual Customers to Require a Customer Purchase Order Number in Sales Transaction Entry

**To set up individual Customers to require a Customer purchase order number during sales transaction entry using the Required PO Number Setup window:**

- Enter a Customer ID or select one using the lookup.
- All sales order types will be selected by default. Click to select the types where you require a Customer purchase order number to be entered in the transaction.
- Click Save and close the window.

Click Delete to remove required purchase order number settings from the displayed Customer.

Note that you can click Clear at any point to clear any entries made in the window.

## 29. Assign Required PO Number Window

*Cards >> Trinity >> Distribution Enhancements >> Required Debt PO*

Use the Assign Required PO Number window to:

- Set multiple Customers to require a Customer PO number in sales transaction entry

Debtor ID	Debtor Name
AARONFIT0001	Aaron Fitz Electrical
ADAMPARK0001	Adam Park Resort
ADVANCED0001	Advanced Paper Co.
ADVANCED0002	Advanced Tech Satellite System
ALTONMAN0001	Alton Manufacturing
AMERICAN0001	American Science Museum
AMERICAN0002	American Electrical Contractor
ASSOCIAT0001	Associated Insurance Company
ASTORSUI0001	Astor Suites



## 29.1 Setting Up Multiple Customers to Require a Customer Purchase Order Number in Sales Transaction Entry

**To set up multiple Customers to require a Customer purchase order number during sales transaction entry using the Assign Required PO Number window:**

1. Click to select the types where you require a Customer purchase order to be entered in the transaction.

All Customers set up for the selected types will be displayed in the scrolling window.

Note that if you select/deselect further types, then the Customers assigned to the originally selected types will no longer be displayed.

2. Enter Customer ID's as required or select them using the lookup.

Note that you can click the Ranges button to display the Assign Required PO Number Range window where you can set a range of Customers to require purchase order number entry in sales transactions.

3. Click OK to save any changes and close the window.

To delete an assigned Customer ID, select the Customer in the scrolling window then select edit and delete row.

## 30. Assign Required PO Number Range Window

*Cards >> Trinity >> Distribution Enhancements >> Required Debt PO >> Ranges button*

Use the Assign Required PO Number Range window to:

- Set ranges of Customers to require a Customer PO number in sales transaction entry

Required:

Quote  Order  Invoice  Return  Back Order  Fulfill. Order

Debtor ID  All  From:  To:

Only Unassigned Debtors

Debtor ID	Debtor Name	Assign
AARONFIT0001	Aaron Fitz Electrical	<input checked="" type="checkbox"/>
ADAMPARK0001	Adam Park Resort	<input checked="" type="checkbox"/>
ADVANCED0001	Advanced Paper Co.	<input checked="" type="checkbox"/>
ADVANCED0002	Advanced Tech Satellite System	<input checked="" type="checkbox"/>
ALTONMAN0001	Alton Manufacturing	<input checked="" type="checkbox"/>
AMERICAN0001	American Science Museum	<input checked="" type="checkbox"/>
AMERICAN0002	American Electrical Contractor	<input checked="" type="checkbox"/>
ASSOCIAT0001	Associated Insurance Company	<input checked="" type="checkbox"/>
ASTORSUI0001	Astor Suites	<input checked="" type="checkbox"/>
ATMOREERE0001	Atmore Retirement Center	<input checked="" type="checkbox"/>
BAKERSEM0001	Baker's Emporium Inc.	<input checked="" type="checkbox"/>

Mark All Unmark All

Assign OK Preview

## 30.1 Setting Up Ranges of Customers to Require a Customer Purchase Order Number in Sales Transaction Entry

**To set up ranges of Customers to require a Customer purchase order number during sales transaction entry using the Assign Required PO Number Range window:**

1. The required transaction types selected in the Assign Required PO Number window will be displayed by default.
2. All Customer IDs will be selected by default. To select a range of Customers, click From and enter from and to Customer IDs or select them using the lookups.
3. Click the Only Unassigned Customers checkbox to select only Customers that have not already been set up to require Customer purchase order number entry.
4. Click Preview to view your selected range in the scrolling window.
5. All displayed Customers will be selected by default. Customers can be selected/deselected by clicking on the Assign checkbox, or by using the Mark All/Unmark All buttons.
6. Click Assign to assign the selected Customers to require the entry of a Customer purchase order number in transaction entry for the displayed transaction types.
7. Click OK to close the window.

## User Default Sites

User Default Sites functionality enables you to assign a default site to a user ID for use in the Sales Transaction Entry window.

Use the User Default Site Maintenance window to assign a default site to a user ID. When the user opens the Sales Transaction Entry window, the site ID will automatically default to that set in the User Default Site Maintenance window. You can select to restrict the user to the default site so that alternate sites cannot be selected during sales transaction entry.

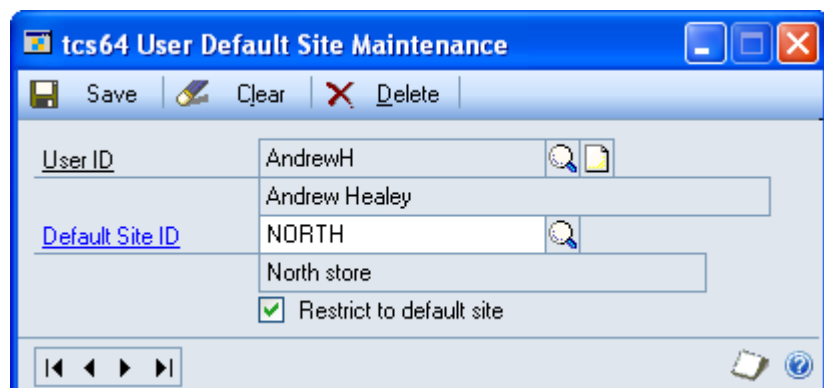
Note that restricting the user to a default site ID does not restrict the site ID at the item line level in sales transaction entry.

## 31. User Default Site Maintenance Window

*Tools >> Setup >> Trinity >>  
SOP Default Site*

Use the User Default Site Maintenance window to:

- Set default sites for users



## 31.1 Setting Default Sites for Users

**To set default sites for users in the User Default Site Maintenance window:**

1. Enter a user ID or select one using the lookup.
2. Enter a default site ID or select one using the lookup.
3. Click the Restrict to default site option to restrict the selected user to using the default site ID only.

If this option is selected, then the user will be unable to select alternate sites during sales transaction entry. Note that restricting the user to a default site ID does not restrict the site ID at the item line level in sales transaction entry.

4. Click Save to save changes made and close the window.

Click Delete to delete default site settings for the selected user.

Note that you can click Clear at any point to clear entries made in the window.

## Current Cost Update

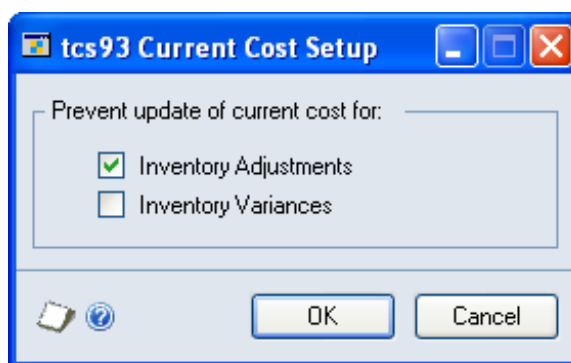
When you enter variance or adjustment transactions for an item in Microsoft Dynamics™ GP, the system held current cost for the item would be updated. Current Cost Update functionality allows you to enter these types of transactions without affecting the current cost, leaving you free to enter a different cost to the current cost.

## 32. Current Cost Setup Window

*Tools >> Setup >> Trinity >> Distribution Enhancements >> Current Cost Setup*

Use the Current Cost Setup window to:

- Prevent specified transactions from updating current costs



### 32.1 Preventing Specified Transactions from Updating Current Costs

**To prevent specified transactions from updating current costs using the Current Cost Setup window:**

1. To prevent inventory adjustments from updating current costs, select the Inventory Adjustments checkbox.
2. To prevent inventory adjustments from updating current costs, select the Inventory Variances checkbox.
3. Click OK to close the window.

## Stocktake Enhancements

Distribution Enhancements stocktake enhancements include the following features:

### 1. Allocation by Bin Number to a Stock Count Schedule

With standard Microsoft Dynamics™ GP, you can only add items to a stock count schedule by bin range if you are working in a multi-bin environment. Stocktake enhancements functionality provides you with the facility to mass-add items by bin range in the Stock Count Mass Add window even when you are not working in a multi-bin environment.

### 2. Auto-Allocation of Serial / Lot Numbers

With standard Microsoft Dynamics™ GP functionality when serial/lot numbered items are counted, a counted quantity must be entered against the stocktake line. A quantity must then be confirmed for each individual serial/lot line. With the stocktake enhancements, you can choose to automatically allocate quantities to serial/lot numbers once the quantity (where the counted quantity = the captured quantity) has been entered against the originating line item.

Enable the auto-allocation of serial/lot numbers using the Distribution Enhancements Setup window.

### 3. Mark All Serial / Lot Numbers in Stock Count

The Stock Count Lot Number Entry window and the Stock Count Serial Number Entry window have been amended to include Mark All and Unmark All buttons. Click the Mark All button to set the counted quantity to equal the captured quantity for all lines in the scrolling window, and mark them as verified. Click Unmark All to reset all counted quantities to zero and deselect the verified checkboxes.

### 4. Stock Count Adjustment Cost Report

A report available from the Stock Count Entry window allows you to review the details that have been entered in the stock count.

See the Stock Count Adjustment Cost Report window for further details.

### 5. Stock Count Transfers

With standard Microsoft Dynamics™ GP functionality, a stock count can only be posted when all the items on the stock count schedule have been counted. Distribution Enhancements stocktake enhancements allow you to transfer items from one stock count schedule to another. If you have finished a count, with the exception of some items that cannot currently be counted, then you can transfer these items to a new schedule and post stocktake details for the items that have been counted.

See the Stock Count Transfer window for further details.

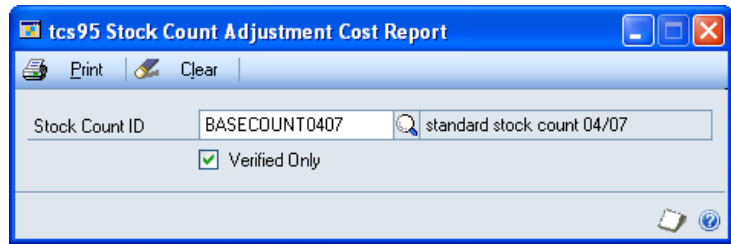
### 6. Document Status Cut-Off

When a stock count is started, Stocktake Enhancements allows you to exclude inventory from the captured quantity, by selecting a document status cut-off. When starting a Stock Count, the captured quantity will exclude quantities allocated to any fulfillment order/invoice which has passed the selected cut-off status. See the Distribution Enhancements Setup Window and Stock Count - Document Status Cut-Off window for details.

## 33. Stock Count Adjustment Cost Report Window

*Reports >> Trinity >> Distribution Enhancements >> Stock Count Adjustment Cost Report*

Use the Stock Count Adjustment Cost Report window to:



- Print stock count adjustment cost reports

Note that this window can also be opened as an Additional option from the Stock Count Entry window.

### 33.1 Printing Stock Count Adjustment Cost Reports

**To print stock count adjustment cost reports using the Stock Count Adjustment Cost Report window:**

1. Enter a stock count ID or select one using the lookup.

If you opened the window from the Stock Count Entry window, then the currently selected stock count ID will be displayed by default.

2. The Verified Only checkbox will be selected by default. Only item lines that have been marked as verified in the Stock Count Entry window will be included in the report.

Deselect the Verified Only checkbox to include all item lines from the stock count ID on the report.

3. Click Print to print the report.

The report will display an adjustment cost for each item line; this cost is the captured quantity minus the counted quantity multiplied by the current cost. The report will be sequenced by the adjustment cost.

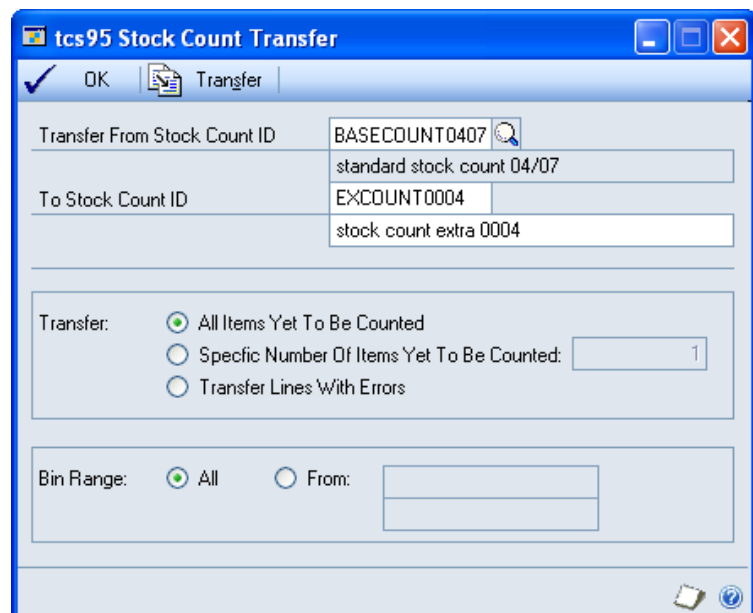
Note that you can click Clear at any point to clear any entries made in the window.

## 34. Stock Count Transfer Window

*Tools >> Routines >> Trinity >> Distribution Enhancements >> Stocktake Transfer*

Use the Stock Count Transfer window to:

- Transfer items between stock counts



## 34.1 Transferring Items between Stock Counts

**To transfer items between stock counts using the Stock Count Transfer window:**

1. In the Transfer From Stock Count ID field, enter a stock count ID or select one using the lookup.

Note that you can only select a stock count ID containing at least one line that has already been marked as verified.

2. In the To Stock Count ID, enter the new stock count that you will transfer.

Note that you cannot enter a currently existing stock count ID.

3. Enter a description for the new stock count ID.
4. Select a Transfer option:

All Items Yet To Be Counted	All items not marked as verified will be transferred to the new stock count ID.
Specific Number Of Items Yet To Be Counted	Enter a number of items to be transferred. For example, if you enter 6, then the first 6 items not marked as verified will be transferred to the new stock count ID.
Transfer Lines With Errors	Only lines with errors will be transferred to the new stock count ID. Errors could occur, for example, where quantities entered against lots do not match those entered against the line item.

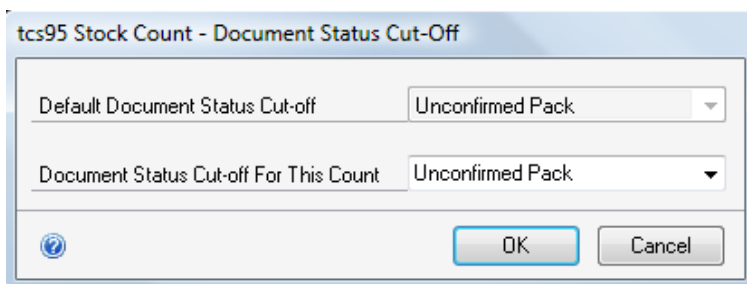
5. All Bin Ranges will be selected by default. To only transfer items from selected bins, click the From button and enter from and to bin values.
6. Click Transfer. A dialogue box will be displayed asking you to confirm the transfer. Click Yes, and the selected item range will be transferred to the newly created stocktake ID.
7. Click OK to close the window.

## 35. Stock Count Document Status Cut-Off Window

*Transactions >> Inventory >> Stock Count Schedule >> Additional >> Status Cut-Off*

Use the Stock Count Document Status Cut-Off window to:

- Override the default document status cut-off for this stock count



### 35.1 Overriding the Document Status Cut-Off

**To override the Document Status Cut-Off using the Stock Count – Document Status Cut-Off window:**

1. In the Stock Count Schedule window, select the Stock Count ID to be processed.

2. Select Additional >> Status Cut-Off to open the Document Status Cut-Off window.
3. The default Document Status Cut-Off from the Distribution Enhancements Setup window will be displayed.
4. Select a Document Status Cut-Off for this Count from the drop-down list.
5. Click OK to return to the Stock Count Schedule window.
6. In the Select Stock Count Schedule window, click Start Count. The selected status will be used when capturing stock count quantities. See the Distribution Enhancements Setup window for details.
7. Note that the selected status is not stored against the Stock Count Schedule.

## Managing Inventory Allocation

The Release Inventory from Allocated Orders window allows the user to view all the orders to which an item is currently allocated.

The user can then select one or more order lines from which to release the inventory. These orders will be placed on backorder, making the released inventory available to use for other transactions.

The Inventory Allocation Management window gives the user an overall view of current sales orders to which inventory is allocated and which are on backorder. Inventory can be released from allocated orders and assigned to backorders. From within the same window, backorders can be assigned to purchase orders.

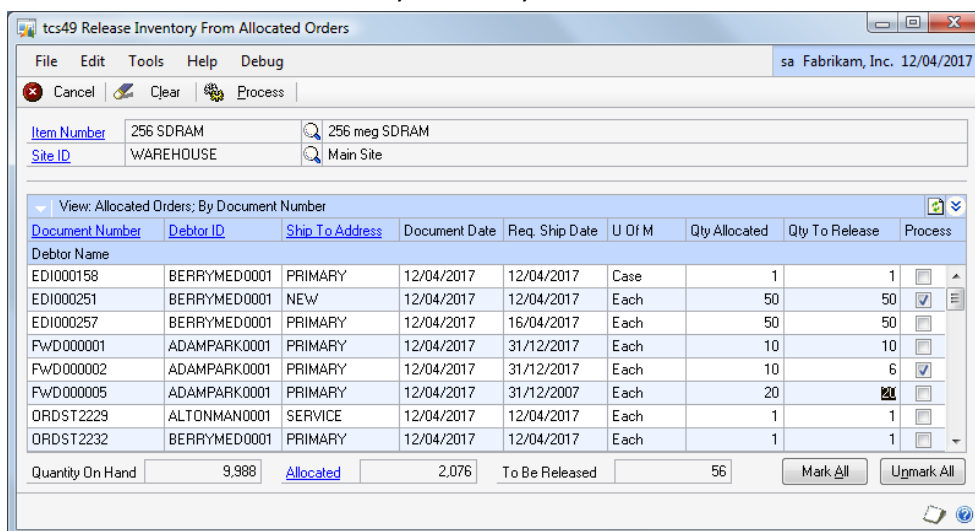
The Back Order Allocation window allows available inventory for a range of item numbers to be assigned to backorders.

## 36. Release Inventory from Allocated Orders Window

*Tools >> Routines >> Trinity >> Distribution Enhancements >> Release Inventory from Allocated Orders*

Use the Release Inventory from Allocated Orders window to:

- Release allocated inventory for use by other transactions



### 36.1 Releasing Inventory from Allocated Orders

To release inventory using the Release Inventory from Allocated Orders window:

1. Enter an Item Number or select one using the lookup.
2. Enter a Site ID or select one using the lookup.
3. A list of order lines will be displayed in the scrolling window. For the selected item and site, these are the order lines to which inventory is currently allocated.
4. Set or unset the Process checkbox against the lines in the scrolling window. You can also use the Mark All and Unmark All buttons.
5. By default, the quantity released will be the full quantity allocated to the selected order line. To release part of the quantity from a line, change the quantity in the Quantity to Release column.
6. Click the Process button to release the inventory from the marked order lines. The order lines will be placed on backorder, and the inventory will then be available for use on other orders.
7. Select another item and site for processing, or click Cancel to exit from the window.
8. Note that this window cannot be used to process lot or serial-tracked items.

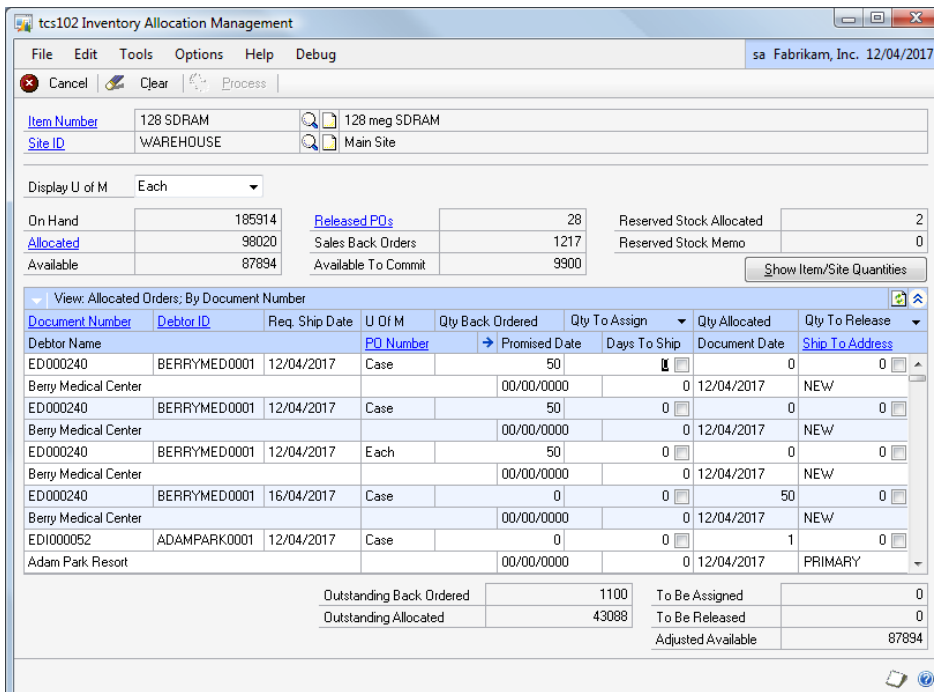
This window is also available from Sales Transaction Entry by selecting Additional >> Release Inventory.

## 37. Inventory Allocation Management Window

Tools >> Routines >> Trinity >> Distribution Enhancements >> Inventory Allocation Management

Use the Inventory Allocation Management window to:

- Release allocated inventory for use by other transactions
- Assign available inventory to backorders
- Assign backorders to purchase orders

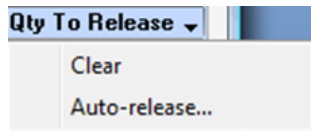




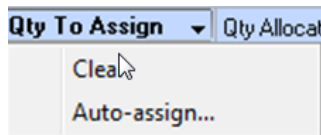
## 37.1 Managing Inventory Allocation

### To manage inventory allocation using the Managing Inventory Allocation window:

1. Enter an Item Number or select one using the lookup.
2. Enter a Site ID or select one using the lookup.
3. The Display U of M will be set to the default selling unit for the selected item. If required, choose a different unit from the drop-down list.
4. Inventory balances for the selected item and site will be displayed.
5. A list of sales order lines will be displayed in the scrolling window. For the selected item and site, these are the order lines to which inventory is currently allocated and the order lines which currently have a quantity to backorder.
6. To release inventory from an order line, set the Qty to Release checkbox against any line in the scrolling window that has a Qty Allocated.
7. By default, the quantity released will be the full quantity allocated to the selected order line. To release part of the quantity from a line, change the quantity in the Quantity to Release column.
8. To release inventory from a range of order lines, select Auto-release from the Qty to Release dropdown menu. Use the Clear option on this menu to clear any selections that you have made.



9. To assign inventory to an order line, set the Qty to Assign checkbox against any line in the scrolling window that has a Qty Backordered.
10. By default, the quantity assigned will be the Qty Backordered on the selected order line. To assign part of the back-ordered quantity, change the quantity in the Quantity to Assign column.
11. To assign inventory to a range of order lines, select Auto-release from the Qty to Assign dropdown menu. Use the Clear option on this menu to clear any selections that you have made.



12. Click the Process button to release and assign the inventory from and to the marked order lines. Note that the Process button is not available if the resulting available inventory balance would be negative. The adjusted available inventory balance is displayed on the lower part of the window as entries are made.
13. This window can also be used to assign a backorder to a purchase order. Use the PO Number Expansion button to open the PO Commitment for Sales Document window. See the Dynamics GP documentation for more information about PO Commitments.

Note that an optional PO Assignment for Sales Document window is available, showing Qty Committed and Qty Available.

14. Select another item and site for processing, or click Cancel to exit from the window.

Note that under the Options menu, you can select whether the screen should be cleared after processing, or whether the selected item and site should be refreshed for review.

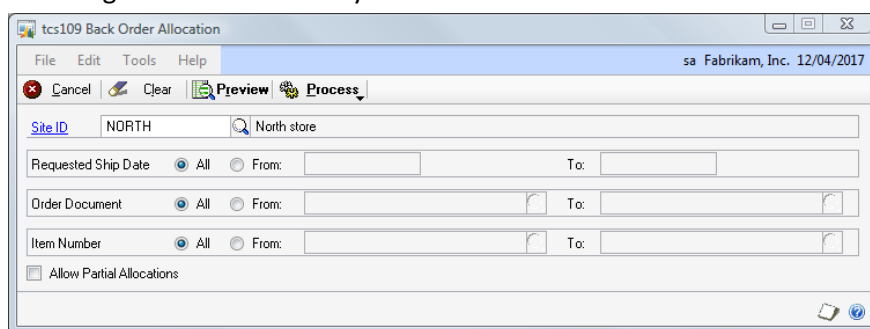
Inventory for this item in other sites can be viewed by clicking the Show Item/Site Quantities button to open the Item Site Inquiry window.

## 38. Back Order Allocation Window

*Tools >> Routines >> Trinity >> Distribution Enhancements >> Back Order Allocation*

Use the Back Order Allocation window to:

- Assign available inventory to backorders

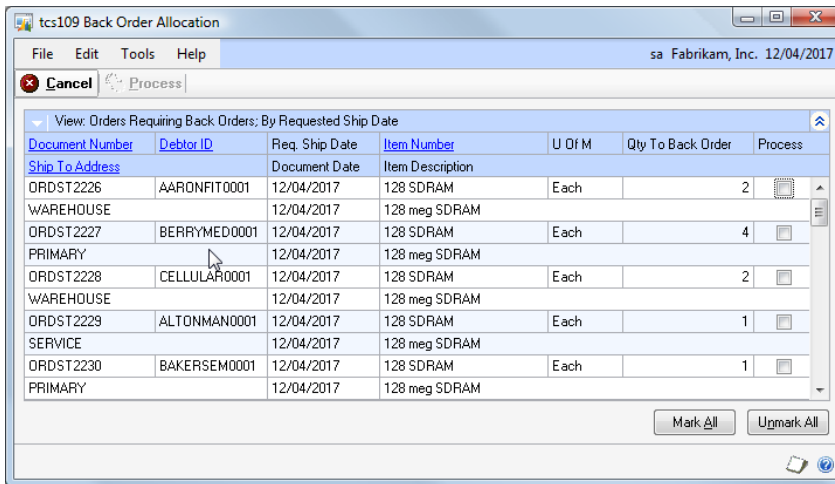


### 38.1 Back Order Allocation

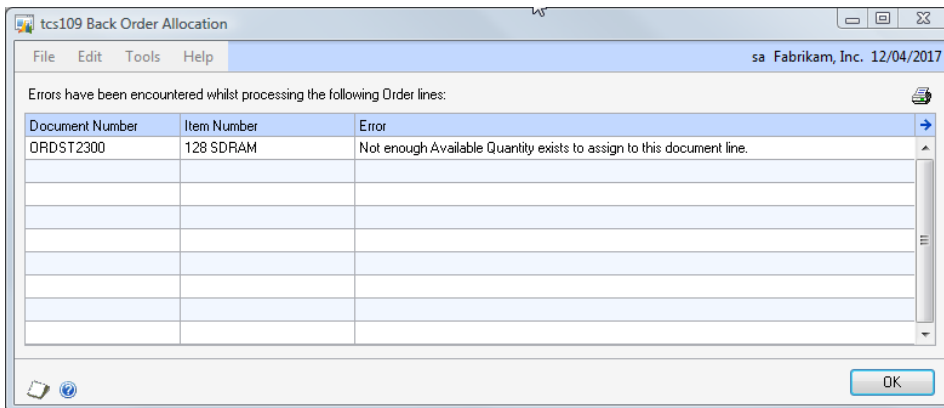
**To assign available inventory to backorders in the Back Order Allocation window:**

1. Enter a Site ID or select one using the lookup.
2. All Requested Ship Dates will be selected by default. To select a range of Requested Ship Dates, click From and enter a range.
3. All Order Documents will be selected by default. To select a range of Order Documents, click From and enter a range.
4. All Item Numbers will be selected by default. To select a range of Item Numbers, click From and enter a range.
5. Click to Allow Partial Allocations if required. If you choose this option, and there is insufficient stock available to satisfy the full backorder quantity on a line, the available amount will be used, leaving part of the quantity on backorder.
6. Click Preview to preview the document lines to be processed or Process to continue processing without previewing.
7. If you choose to Process without previewing, you will be given the option to choose the sequence in which you would like the orders to be processed. The options are by Document Number, by Document Date, by Requested Ship date, by Customer ID.
8. If you choose to Preview, the preview window will be displayed showing all order lines within the selected ranges which have a Qty to Back Order and where there is some available inventory for

the item. Note that all order lines with a quantity to backorder will be displayed, even though there may not be sufficient available inventory to satisfy them all.



9. Choose Mark All to process all items, or mark individual order lines using the Process checkbox.
10. Click Process to assign inventory to the selected order lines. The orders will be processed in the sequence in which they are displayed in the preview window. This can be changed using the **View** dropdown menu. The options are by Document Number, by Document Date, by Requested Ship date, by Customer ID. If there is insufficient inventory to satisfy all the selected lines, or if any other exceptions occur, details will be displayed at the end of the process.



11. Click OK to return to the ranges window.

## 39. Item Site Quantity Inquiry Window

*Inquiries >> Trinity >> Distribution Enhancements >> Item Site Quantity Inquiry*

*Or*

*Tools >> Routines >> Trinity >> Distribution Enhancements >> Inventory Allocation Management >> Item/Site Quantities button*

Use the Item Site Quantity Inquiry window to:

- Review the inventory for an item in multiple sites

Site ID	On Hand	Allocated	Available	Sold
01-N	0	0	0	0
01-NW	0	0	0	0
01-SE	0	0	0	0
01-SW	0	0	0	0
101B	0	0	0	0
101G	0	0	0	0
102B	0	0	0	0
102G	0	0	0	0
103B	0	0	0	0
103G	0	0	0	0
104B	0	0	0	0
104G	0	0	0	0
<b>Totals:</b>	<b>30</b>	<b>4</b>	<b>26</b>	<b>78</b>

### 39.1 Item Site Inquiry

To review multi-site inventory in the Item Site Inquiry window:

1. Enter an Item Number or select one using the lookup.
2. The Display U of M will be set to the base unit for the selected item. If required, choose another unit from the drop-down list.
3. Inventory balances will be displayed for all the sites where this item is held. By default, the balances shown will be on hand, allocated, available, and on order. Use the dropdown lists against the column headings to choose other balances to display.
4. Click OK to exit.

## Customer Restricted Product Lists

The Customer Restricted Product List Maintenance window allows the items that a customer can purchase to be restricted by item class. If a restricted list is created for a customer, only items in the specified item classes will be permitted when creating sales transactions for the customer.

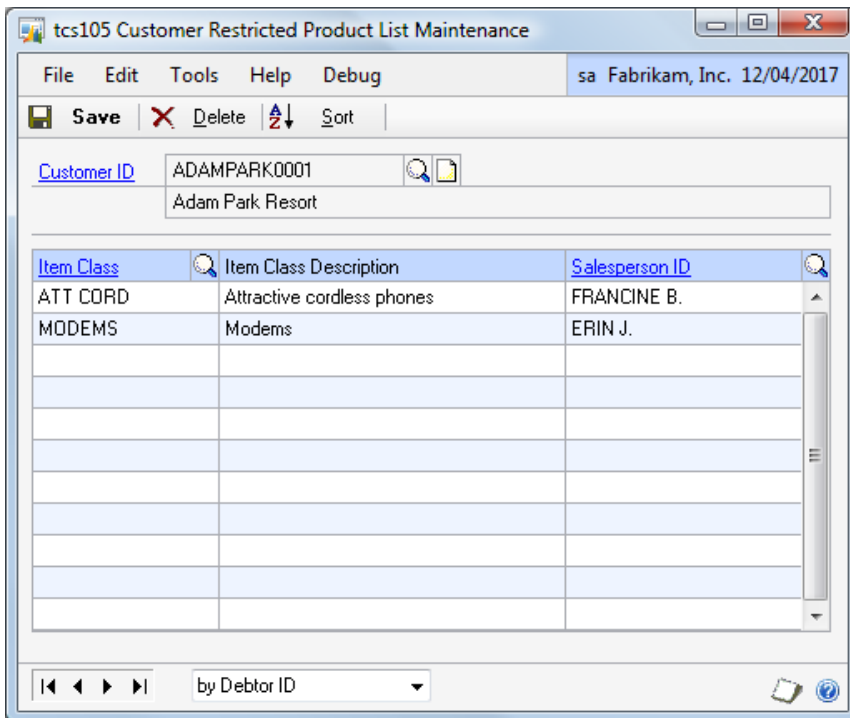
In addition, a relationship between customer, item class, and salesperson can be specified. If a relationship to a salesperson is in place, when an item is entered on a sales document line, the related salesperson for the item class will be used on the document line.

## 40. Customer Restricted Product List Maintenance

*Cards >> Trinity >> Distribution Enhancements >> Customer Restricted Product List Maintenance*

Use the Customer Restricted Product List Maintenance window to:

- Create restrictions by item class on the items that a customer can purchase
- Create relationships between customer/item class/salesperson



## 40.1 Customer Restricted Product List Maintenance

**To create customer item class restrictions using the Customer Restricted Product List Maintenance window:**

1. Enter a Customer ID or select one using the lookup
2. In the scrolling window, enter the Item classes for the items that this customer is permitted to purchase
3. Optionally, enter a Salesperson ID against each Item Class. When order lines are entered for an allowed customer/item class combination, if a salesperson id has been specified here, this will be used to populate the salesperson id on the document line.
4. When permitted item classes have been entered, press Save to save your changes.

To remove the item class restrictions for a customer, select the Customer ID, and click delete.

## Inventory Batch Routine

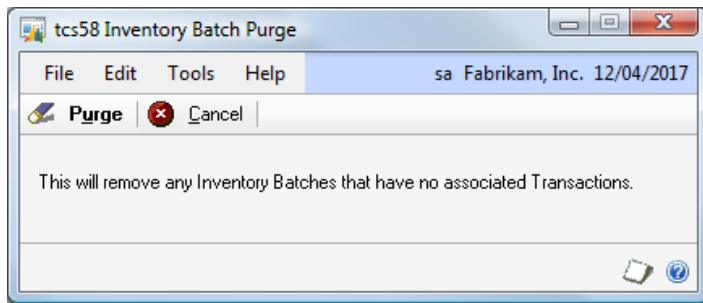
The Inventory Batch Purge window can be used to remove any empty batch headers.

## 41. Inventory Batch Purge

*Tools >> Routines >> Trinity >> Distribution Enhancements >> Inventory Batch Purge*

Use the Inventory Batch Purge window to:

- Remove any Inventory Batch headers which have no associated transactions



## 41.1 Inventory Batch Purge

### To remove empty inventory batches using the Inventory Batch Purge window:

1. Click Purge to run the routine. Any empty batch headers will be removed, and a report of the deleted headers will be produced.

Clicking Cancel will exit without processing.

## Appendix A

### Distribution Enhancements – Access to Windows

Window Name	 Menu Access	 Other Access
Allow Part Delivery		Transactions >> Sales >> Sales Transaction Entry >> Additional >> Part Delivery
Alternate Item Codes Setup	Tools >> Setup >> Trinity >> Distribution Enhancements >> Alternate Item Setup	
Alternate Item Number Inquiry	Inquiry >> Trinity >> Distribution Enhancements >> Alternate Item Inquiry	
Alternate Item Number Maintenance	Cards >> Trinity >> Distribution Enhancements >> Alternate Item Maintenance	
Alternate Item Numbers Import/Export Wizard	Tools >> Routines >> Trinity >> Distribution Enhancements >> Alternate Item Wizard	
Apply Inventory Transaction Reason Code	Transactions >> Inventory >> Transaction Entry >> Additional >> Apply Reason Code	Transactions >> Inventory >> Transfer Entry >> Additional >> Apply Reason Code
Apply Sales Transaction Reason Code		Transactions >> Sales >> Sales Transaction Entry >> Additional >> Apply Reason Code (no item entered)
Apply Sales Transaction Line Reason Code		Transactions >> Sales >> Sales Transaction Entry >> Additional >> Apply Reason Code (item entered)
Assign Customer Range to Item		Cards >> Trinity >> Distribution Enhancements >> Assign Customers to Items >> Ranges button
Assign Customers to Item	Cards >> Trinity >> Distribution Enhancements >> Assign Customers to Items	
Assign Required PO Number	Cards >> Trinity >> Distribution Enhancements >> Required Debt PO	
Assign Required PO Number Range		Cards >> Trinity >> Distribution Enhancements >> Required Debt PO >> Ranges button
Backorder Allocation	Tools >> Routines >> Trinity >> Distribution Enhancements >> Backorder Allocation	

Barcode Format Maintenance	Tools >> Setup >> Trinity >> Distribution Enhancements >> Barcode Format Maintenance	
Create Document Batch	Tools >> Routines >> Trinity >> Distribution Enhancements >> Create Document Batch	
Current Cost Setup	Tools >> Setup >> Trinity >> Distribution Enhancements >> Current Cost Setup	
Customer Restricted Product List Maintenance	Cards >> Trinity >> Distribution Enhancements >> Customer Restricted Product List Maintenance	
Disallowed Items By Customer	Cards >> Trinity >> Distribution Enhancements >> Disallowed Items	
Disallowed Items By Customer - By Range	Cards >> Trinity >> Distribution Enhancements >> Disallowed Items >> Ranges button	
Distribution Enhancements Setup	Tools >> Setup >> Trinity >> Distribution Enhancements >> Distribution Enhancements Setup	
Document Margins	Transactions >> Sales >> Sales Transaction Entry >> Additional >> Document Margins	Transactions >> Sales >> Sales Transaction Entry >> Item Expansion button>> Additional >> Document Margins Will be displayed by default from both windows if option selected in Distribution Enhancements Setup window
Excel File Template Maintenance	Tools >> Routines >> Trinity >> Distribution Enhancements >> Alternate Item Excel Template	
Excel File Template Maintenance	Tools >> Routines >> Trinity >> Distribution Enhancements >> GTI Number Excel Template	
GTI Number Inquiry	Inquiry >> Trinity >> Distribution Enhancements >> GTI Number Inquiry	
GTI Number Maintenance	Cards >> Trinity >> Dist. Enhancements >> GTI Number Maintenance	
GTI Numbers Import/Export Wizard	Tools >> Routines >> Trinity >> Distribution Enhancements >> GTI Number Wizard	
Inventory Allocation Management	Tools >> Routines >> Trinity >> Distribution Enhancements >> Inventory Allocation Management	



Inventory Batch Purge	Tools >> Routines >> Trinity >> Distribution Enhancements >> Inventory Batch Purge	
Item Site Inquiry	Inquiries >> Trinity >> Distribution Enhancements >> Item Site Inquiry	Tools >> Routines >> Trinity >> Distribution Enhancements >> Inventory Allocation Management >> Item/Site Quantities button
Margin Percentage Setup	Tools >> Setup >> Trinity >> Margin Percentage Setup	
Part Delivery Defaults for Run		Sales Multiple Orders To Invoice Transfer window/Sales Transfer Documents window >> Additional >> Part-ship Defaults
Part Delivery Transfer Hold	Tools >> Setup >> Trinity >> Distribution Enhancements >> Part Delivery Xfer Hold	
Release Inventory from Allocated Orders	Tools >> Routines >> Trinity >> Distribution Enhancements >> Release Inventory from Allocated Orders	Sales Transaction Entry >> Additional >> Release Inventory
Required PO Number Setup		Cards >> Sales >> Customer >> Additional >> Customer PO Number
Sales Document Search		Transactions >> Sales >> Sales Transaction Entry >> Document Search button
Sales Transaction Batch Purge	Tools >> Routines >> Trinity >> Distribution Enhancements >> Sales Batch Purge	
Scanned GTI Number Maintenance	Cards >> Trinity >> Distribution Enhancements >> Scanned GTI Num Maint	
Select Item Number		Transactions >> Sales >> Sales Transaction Entry >> Enter an alternate item number that is assigned to more than one item Also available from the Sales Transaction Detail Entry window, the Available To Promise window, the Item Inquiry window, the Purchase Order Entry window, and the Purchase Item Detail Entry window
Stock Count Adjustment Cost Report	Reports >> Trinity >> Distribution Enhancements >> Stock Count Adjustment Cost Report	Transactions >> Inventory >> Stock Count Entry >> Additional >> Adjustment Cost Report
Stock Count Document Status Cut-Off		Transactions >> Inventory >> Stock Count Schedule >> Additional >> Status Cut-Off

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Stock Count Transfer	Tools >> Routines >> Trinity >> Distribution Enhancements >> Stocktake Transfer	
Transaction Reason Code Maintenance window	Tools >> Setup >> Trinity >> Distribution Enhancements >> Reason Code Maintenance	
User Default Site Maintenance	Tools >> Setup >> Trinity >> SOP Default Site	

## Appendix B

### Distribution Enhancements Reports

Report Name	Functionality
Import Audit report	Prints details of alternate item number import errors
Import Audit report	Prints details of GTI number import errors
Inventory Transaction Reason Code report	Prints details of all inventory documents with reason codes assigned
Sales Transaction Purge Errors report	Print details of purged batches and batches that could not be purged
Sales Transaction Reason Code report	Prints details of all sales documents with reason codes assigned
Stock Count Adjustment Cost report	Prints details of stocktake captures and associated adjustment costs

## Appendix C

### Alternate Microsoft Dynamics™ GP Windows in the Distribution Enhancements module

Window Name	Series	Module	Modification
PO Assignment for Sales Document	Sales	Distribution Enhancements	Optional alternate window: shows Qty Committed and Qty Available on PO
Stock Count Lot Number Entry	Inventory	Distribution Enhancements	Displays Mark All and Unmark All buttons
Stock Count Serial Number Entry	Inventory	Distribution Enhancements	Displays Mark All and Unmark All buttons

# Appendix D

## About Trinity

*Help >> About Microsoft Dynamics GP >> Additional >> About Trinity Suite*

Use the About Trinity Suite window to check your registration information and installation details. The window will tell you which Trinity modules you are registered to use and which have been installed on your system.

