



Vendor Price Management User Guide

Version 18.2 for Dynamics GP 18.2

Document version: 18

Date: April 1st, 2020

CONTENTS

VENDOR PRICE MANAGEMENT	5
<i>Contracts</i>	5
<i>Vendor Groups</i>	5
<i>Vendor Delivery Days</i>	5
SETTING UP AND MAINTAINING VENDOR PRICING	5
1. VENDOR PRICING SETUP WINDOW	5
1.2 <i>Setting Up Vendor Pricing</i>	6
2. CONTRACT NUMBER MAINTENANCE WINDOW	7
2.1 <i>Setting Up and Maintaining Contract Numbers for Individual Vendors</i>	7
3. VENDOR PRICE MAINTENANCE WINDOW	8
3.1 <i>Assigning Item Numbers to Vendor Pricing for Specified Vendors</i>	8
4. VENDOR PRICES - ASSIGN PRICES WINDOW	9
4.1 <i>Assigning Prices Ranges to Vendor Items</i>	10
5. VENDOR PRICE PERIOD MAINTENANCE WINDOW	10
5.1 <i>Changing Effective and Expiration Dates for Vendor Pricing</i>	11
6. ITEM VENDOR EXTRAS WINDOW	11
6.1 <i>Setting Up Item Vendor Pricing Details</i>	12
7. VENDOR PRICING - EXTRA DETAILS WINDOW	12
7.1 <i>Setting Up Extra Vendor Pricing Details</i>	12
8. VENDOR PRICING ITEM/SITE EXTRAS WINDOW	13
8.1 <i>Setting Up Item Vendor Pricing Stock Details</i>	13
9. VENDOR PRICE PURGE WINDOW	13
9.1 <i>Purging Vendor Prices</i>	14
SETTING UP AND MAINTAINING VENDOR PRICING GROUPS	14
10. VENDOR GROUP MAINTENANCE WINDOW	14
10.1 <i>Setting Up Vendor Groups</i>	14
11. VENDOR GROUPS WINDOW	14
12. VENDOR GROUP ALLOCATION WINDOW	15
12.1 <i>Assigning Vendors to a Vendor Group</i>	15
13. VENDOR GROUP ALLOCATION - BY RANGE WINDOW	16
13.1 <i>Assigning Ranges of Vendors to a Vendor Group</i>	16
VENDOR DELIVERY DAYS	17
14. VENDOR DELIVERY DAYS WINDOW	17
14.1 <i>Maintaining Delivery Days for Vendors</i>	17
15. VENDOR DELIVERY DAYS - RANGE ALLOCATION WINDOW	17
15.1 <i>Maintaining Delivery Days for Ranges of Vendor/Site Combinations</i>	18
USING VENDOR PRICE MANAGEMENT	18
16. PURCHASING WITH VENDOR PRICING.....	18
16.1 <i>Purchase Order Entry</i>	18
16.2 <i>Automatically Generated Purchase Orders</i>	19
16.3 <i>Receivings Transaction Entry</i>	21
17. VENDOR PRICE SELECTION WINDOW	21
17.1 <i>Selecting Vendor Prices in Purchase Orders</i>	22
VENDOR PRICE MANAGEMENT INQUIRIES	22
18. VENDOR PRICE INQUIRY WINDOW	22
18.1 <i>Inquiring About Vendor Prices</i>	23
19. VENDOR PRICE INQUIRY (BY ITEM NUMBER) WINDOW	23
19.1 <i>Inquiring by Item about Vendor Prices</i>	23

20. PLANNING INFO WINDOW	24
20.1 Viewing Vendor Pricing Planning Details	24
IMPORTING AND EXPORTING VENDOR PRICES	25
21. EXCEL FILE TEMPLATE MAINTENANCE WINDOW	25
21.1 Setting Up Excel Template IDs	26
21.2 Setting Up Excel Sheets for Importing and Exporting	27
22. VENDOR PRICES IMPORT/EXPORT WIZARD	27
22.1 Using the Vendor Prices Import/Export Wizard	27
22.2 IMPORT/EXPORT SCREEN	28
22.2.1 Using the Import/Export Screen	28
IMPORTING VENDOR PRICES	28
22.3 SELECT IMPORT FILE SCREEN	28
22.3.1 Using the Select Import File Screen	29
22.4 SELECT WORKBOOK SCREEN	29
22.4.1 Using the Select Workbook Screen	29
22.5 SELECT WORKSHEET SCREEN	29
22.5.1 Using the Select Worksheet Screen	30
22.5.2 Using the Import Errors Screen	30
22.6 IMPORT PREVIEW SCREEN	31
22.6.1 Using the Import Preview Screen	31
22.7 COMPLETING IMPORT SCREEN	32
22.7.1 Using the Completing Import Screen	32
22.8 IMPORT COMPLETED SCREEN	32
22.8.1 Using the Import Completed Screen	32
EXPORTING VENDOR PRICES	33
22.9 VENDOR SELECTION SCREEN	33
22.9.1 Using the Vendor Selection Screen	33
22.10 CONTRACT TYPE SELECTION SCREEN	33
22.10.1 Using the Contract Type Selection Screen	34
22.11 SELECT CONTRACTS SCREEN	34
22.11.1 Using the Select Contracts Screen	34
22.12 CURRENCY SCREEN	34
22.12.1 Using the Currency Screen	35
22.13 SELECT ITEM RANGE SCREEN	35
22.13.1 Using the Select Item Range Screen	35
22.14 SELECT DATE RANGE SCREEN	35
22.14.1 Using the Select Date Range Screen	36
22.15 SELECT EXCEL FILE TEMPLATE SCREEN	36
22.15.1 Using the Select Excel File Template Screen	36
22.16 SELECT WORKBOOK SCREEN	36
22.16.1 Using the Select Workbook Screen	37
22.17 SELECT WORKSHEET SCREEN	37
22.17.1 Using the Select Worksheet Screen	37
22.18 COMPLETING EXPORT SCREEN	38
22.18.1 Using the Completing Export Screen	38
22.19 COMPLETING EXPORT SCREEN 2	38
22.19.1 Using the Completing Export Screen 2	38
22.20 EXPORT COMPLETED SCREEN	39
22.20.1 Using the Export Completed Screen	39
APPENDIX A	40
VENDOR PRICE MANAGEMENT – ACCESS TO WINDOWS	40

APPENDIX B **42**
 ALTERNATE MICROSOFT DYNAMICS™ GP WINDOWS IN THE VPM MODULE 42

APPENDIX C **43**
 VENDOR PRICE MANAGEMENT REPORTS 43

APPENDIX D **44**
 ABOUT TRINITY 44

Vendor Price Management

The Trinity Vendor Price Management module provides enhanced functionality for maintaining purchase item prices.

In Microsoft Dynamics™ GP items default to the last purchase price. Using the Vendor Price Management module, you can set up single or multiple prices for a purchase item. These prices can be set to apply over specified date ranges, with quantity breaks dependent upon the quantity purchased.

The main features of the Vendor Price Management module are:

- Set single or multiple prices for purchase items
- Apply quantity breaks dependent upon quantity purchased
- Set up prices on a Contract or Non-Contract basis
- Base purchase prices on specified date ranges so prices will depend upon date purchased
- Maintain and update prices on an ad hoc basis
- Wizard to import and export vendor prices from and to spreadsheets
- Advanced lookups to compare and select prices during purchase order entry, and view future prices
- Assign vendors to vendor groups which can be selected during automatic purchase order generation

Contracts

It may be the case that you have special purchase rates that will apply during a specific contract period. Use the Contract Number Maintenance Window to set up contracts that you can apply purchase prices for over a specific date range.

Vendor Groups

You can set up vendor groups using the Vendor Group Maintenance Window, then assign one or more vendors to them. When you generate purchase orders automatically, you can select to generate only purchase orders for vendors assigned to selected vendor groups. See Automatically Generated Purchase Orders for further details.

Vendor Delivery Days

You can use the Vendor Delivery Days Window to set the days on which vendors will deliver to specific sites. When you generate purchase orders automatically, you can select to include vendor delivery days in the calculation, so that the promised delivery date will fall on a day when the vendor delivers to a site. See Automatically Generated Purchase Orders for further details.

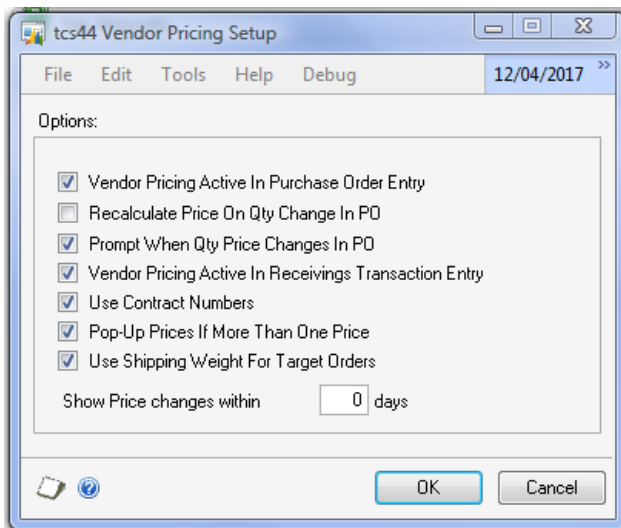
Setting Up and Maintaining Vendor Pricing

1. Vendor Pricing Setup Window

Tools >> Setup >> Trinity >> Vendor Pricing >> Setup

Use the Vendor Pricing Setup window to:

- Select setup options for vendor pricing



1.2 Setting Up Vendor Pricing

To set up vendor pricing in the Vendor Pricing Setup window:

There are eight options available in the Vendor Pricing Setup window.

Vendor Pricing Active in Purchase Order Entry

Click to apply vendor pricing functionality to purchase order entry.

Recalculate Price On Qty Change In PO.

Set this option if you require the vendor price to be recalculated every time there is a quantity change of a purchase order line.

Prompt When Qty Price Changes In PO

If a change in quantity for a purchase order line results in a change in the vendor price applicable, then prompt the user with the new price and allow them to choose whether or not to apply the new price.

Vendor Pricing Active in Receivings Transaction Entry

Click to apply vendor pricing functionality to Receivings transaction entry.

Use Contract Numbers

Click to select to use contract numbers within vendor pricing. Selecting this option allows you to set up contracts with individual pricing.

If you do not select this option, then contract numbers cannot be used. Access to the Contract Number Maintenance Window will be restricted.

Pop-Up Prices if more than one Price

Click to select the Pop-Up Prices option. When selected, if you enter an item number into a purchase order, and that item has more than one current price against it for the selected vendor, the Vendor Price Selection Window will be displayed, allowing you to select a price.

If this option is not selected, then the purchase order would default to the latest price by the effective date.

Show Price changes within

Enter the number of days you wish to view future prices for in the Vendor Price Selection Window. For example, you may choose to look at vendor prices while creating a purchase order. If you have set the quantity in the Show Price changes within field to be 10, then any future prices due to come into effect within the next ten days would be displayed.

Use Shipping Weight for Target Orders

Select this option to show target and total shipping weight; instead of quantity in the Vendor Totals Window, when creating purchase orders using Purchase Order Generator. See Automatically Generated Purchase Orders for further details.

1. Click OK to save your setup options.

You can click Cancel at any point before clicking the OK button to close the Vendor Pricing Setup Window.

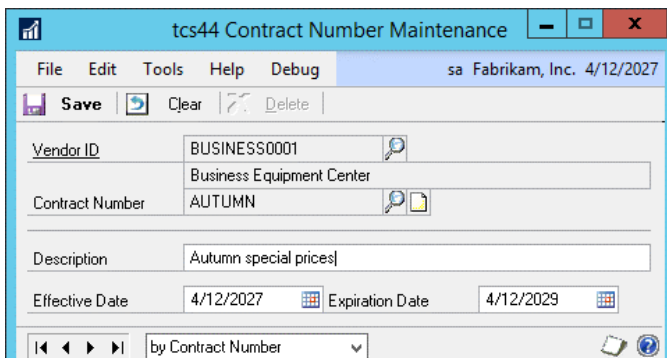
If you deselect the Use Contract Numbers option where it was previously selected, all item numbers assigned to the Vendor ID/Contract Number price records will be deleted from the records.

2. Contract Number Maintenance Window

Cards >> Trinity >> Vendor Pricing >> Contract No. Maint.

Use the Contract Number Maintenance Window to:

- Set up and maintain contract numbers for individual vendors



2.1 Setting Up and Maintaining Contract Numbers for Individual Vendors

Set up and maintain contract numbers for individual vendors in the Contract Number Maintenance window:

1. Enter a vendor ID or select one using the lookup.
2. Enter a contract number and description.

If you are maintaining contract numbers, you can select a contract number using the lookup.

3. Enter an effective date and expiration date. These are the dates during which the prices for the contract number will be applicable.

The effective dates and expiration dates may be changed for contract numbers. If you change contract number dates, you will receive a warning that the dates will be changed for all item number prices assigned to this vendor ID/contract number combination. Click OK to proceed.

You should set prices for a contract number in the Vendor Prices - Assign Prices Window.

4. Click Save.

You can select to delete a contract number by clicking the Delete button.

You can choose to clear your selection at any point by clicking the Clear button.

3. Vendor Price Maintenance Window

Cards >> Trinity >> Vendor Pricing >> Price Maintenance

Use the Vendor Price Maintenance Window to:

- Assign item numbers to vendor pricing for specified vendors

Item Number	U Of M	Effective Date	Expiration Date
1GPROC	Each	4/15/2020	4/15/2029
2-A3284A	Each	4/14/2020	4/13/2029
		0/0/0000	0/0/0000

You can select Display Vendor Item from the Options menu to display item numbers or vendor items. The functionality will not be affected.

3.1 Assigning Item Numbers to Vendor Pricing for Specified Vendors

Assign Item Numbers to vendor pricing for specified vendors in the Vendor Price Maintenance Window:

1. Enter a vendor ID or select one using the lookup.
2. Select whether to assign items for vendor pricing to the vendor ID (non-contract) or a specific contract number for the vendor ID.

If you select the Contract Number option, then you should enter a contract number or select one using the lookup.

3. Enter a currency ID or select one using the lookup.

If your system is not set up for multi-currency, then this field will be disabled and set to the functional currency.

You can choose to clear your selection by clicking the Clear button. After this point, the Clear option is disabled.

4. When you have entered the required details, click the Assign Item Numbers button. You can now enter specific item number details in the lower window.

Any item numbers previously assigned will be displayed in the scrolling window.

5. Enter an item number or select one using the lookup.
6. Enter a unit of measure or select one using the lookup.
The base unit of measure for the selected item number will be displayed by default.
7. Enter an effective date and expiration date for which the vendor prices set up will be applicable.

If you are entering item numbers for a contract, then the effective and expiration dates will default to the dates set for the contract. These dates can only be amended by amending the contract number in the Contract Number Maintenance Window or the Vendor Price Period Maintenance Window.

8. The checkbox will indicate whether a price range has been assigned to an item number. To assign prices to an item number, click the item number then click the Assign Prices button to assign prices in the Vendor Prices - Assign Prices Window.

The Vendor Prices - Assign Prices Window will be displayed when you enter details for a new item number in the scrolling window.

9. Click Show to display the Instructions field. Enter any additional instructions to be displayed with the vendor price.
10. Click Save.



When editing existing vendor prices, note that you can filter the lines in the scrolling window by selecting a filter by option in the dropdown window and entering the value to use as a filter. You can perform a wildcard search by using the % character, e.g., filter on Item Number %12% to find all items containing '12.'

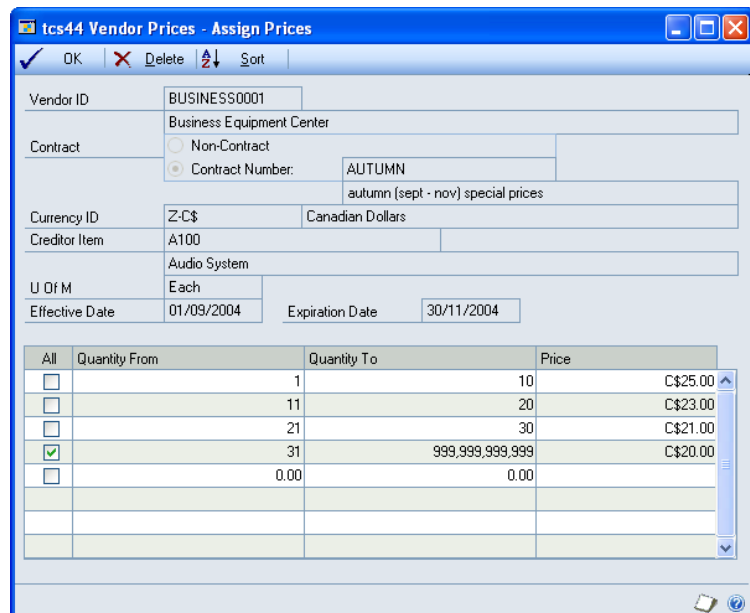
You can click Delete to delete all assigned item numbers from vendor pricing for the selected vendor ID/contract number/currency combination.

4. Vendor Prices - Assign Prices Window

Cards >> Trinity >> Vendor Pricing >> Price Maintenance >> Assign Prices button

Use the Vendor Prices - Assign Prices Window to:

- Assign price ranges to vendor items



4.1 Assigning Prices Ranges to Vendor Items

Assign prices ranges to vendor items in the Vendor Prices - Assign Prices Window:

1. Details from the vendor ID selected in the Vendor Price Maintenance Window will be displayed by default.
2. Enter a quantity range and price for each line in the range.

The from and to quantities represent the quantity range that would need to be ordered to achieve the specified price for each line. For example, if you used the setting in the example below, where you order 50 items, the price for each item would be \$4.50

When you tab off the Price field, the quantity from on the next line will be calculated. When you have entered the final quantity from you should click the All checkbox. The quantity to will then be calculated.

Below is an example of how you could set up vendor item prices.

All	Quantity From	Quantity To	Price
	1	20	\$5.00
	21	50	\$4.50
	51	100	\$4.00
3	101	999,999,999,999	\$3.50

If there are any gaps/overlaps in your setup, then you will receive a warning and must amend the setup before you proceed.

You do not need to set up a price range. You can set one price for all quantities by clicking the All option on the first line entered.

3. Click OK to close the window and return to the Vendor Price Maintenance window.

You can click Delete at any point to delete the vendor prices displayed in the window.

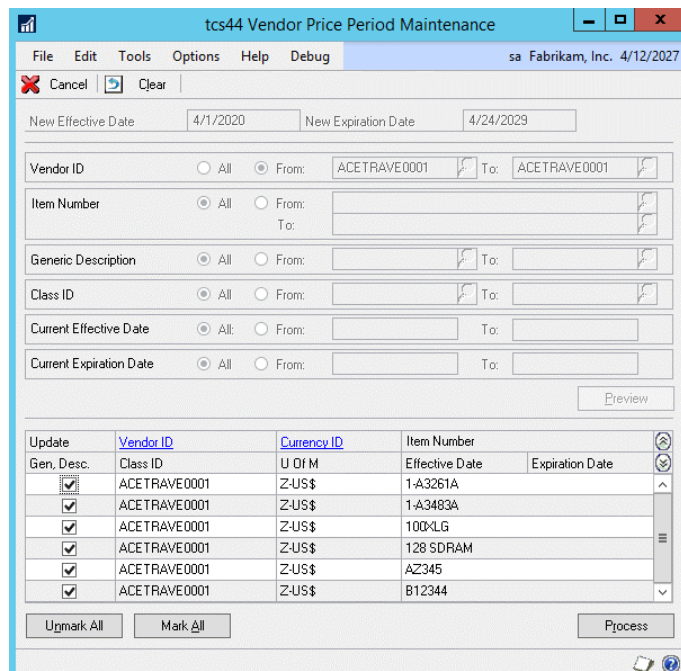
5. Vendor Price Period Maintenance Window

Tools >> Routines >> Trinity >> Vendor Pricing >> Price Period Maintenance

Use the Vendor Price Period Maintenance Window to:

- Change effective and expiration dates for vendor pricing

This window can only be used to change effective and expiration dates for non-contract items. You can change the dates for contract items using the Contract Numbers Maintenance Window.



5.1 Changing Effective and Expiration Dates for Vendor Pricing

Change effective and expiration dates for vendor pricing in the Vendor Price Period Maintenance Window:

1. Enter a new effective date and a new expiration date that you want to apply to the range you are about to select.
2. You should now use the range criteria to select a range based on any or all of the following: vendor ID, vendor item, generic description, class ID, current effective date, and current expiration date.

You can click Options and Display Vendor Item to toggle between item number and vendor item.

All will be selected by default for each range criteria. To specify a range for specific criteria, click the From button and enter from and to values or select them using the lookups.

3. When you have entered your required range, click the Preview button to view your range in the scrolling window.

You can choose to clear your selection by clicking the Clear button.

4. All vendor items (or item numbers dependent on your Options selection) set up for vendor pricing, and fitting into the selected range, will be displayed in the scrolling window, in vendor ID order.

Click the Show button to the generic description, class ID, U of M, effective date, and expiration date for displayed items.

5. All displayed items will be selected by default to have new effective and expiration dates applied. Click on an item checkbox to deselect it or use the Mark All/Unmark All buttons to select/deselect all displayed items.

6. Click the Process button to update the selected items.

A dialogue box will verify selected items are about to be updated. Click Yes to proceed. The Vendor Price Period Audit Report will be printed with details of all updated vendor ID/item number combinations that have been updated.

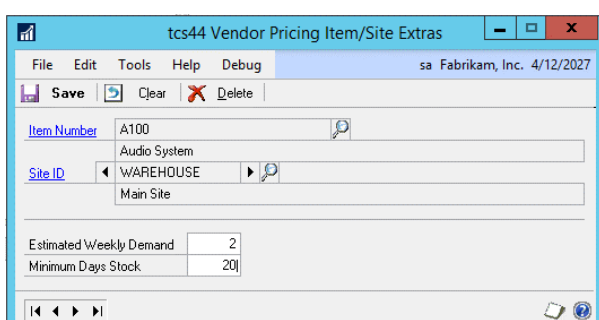
7. Click Cancel to close the window.

6. Item Vendor Extras Window

Cards >> Trinity >> Vendor Pricing >> Item/Site Extras

Use the Item Vendor Extras Window to:

- Set up item vendor pricing details



This window can also be displayed from the Planning Info Window.

6.1 Setting Up Item Vendor Pricing Details

Set up item vendor pricing details in the Item Vendor Extras Window:

1. Enter an item number or select one using the lookup.
2. Enter a vendor ID or select one using the lookup or browse buttons.

You can select a vendor to which the currently displayed item is assigned.

The following fields need not be completed but are useful if you are using Microsoft Dynamics™ GP item resource planning or automatically generating purchase orders.

3. Enter a target order U of M or select one using the lookup.

This is the unit of measure to calculate the target order quantity. See Automatically Generated Purchase Orders for further details.

4. Click Save to save any changes made in the window.

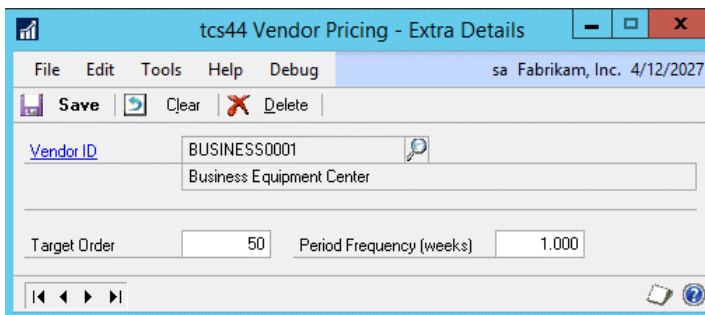
You can click delete to delete details set up in the window.

7. Vendor Pricing - Extra Details Window

Vendor Maintenance window >> Additional >> Vendor Pricing - Extra Details

Use the Vendor Pricing – Extra Details Window to:

- Set up extra vendor pricing details



This window can also be displayed from the Planning Info Window.

The Period Frequency (weeks) field is used by the Advanced Inventory Replenishment module.

7.1 Setting Up Extra Vendor Pricing Details

To set up extra vendor pricing details in the Vendor Pricing – Extra Details window:

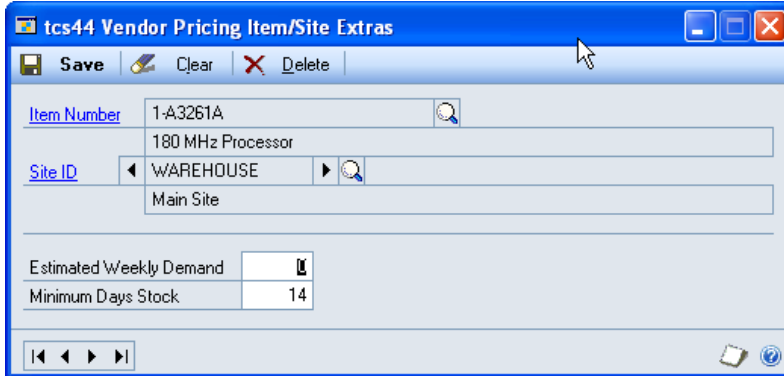
1. Enter a vendor ID or select one using the lookup.
2. Enter a target order quantity or weight. The choice of quantity or weight is determined by your setting in the Vendor Pricing Setup window. See Automatically Generated Purchase Orders for further details.
3. Click Save to save any changes made in the window. Click delete to delete extra vendor pricing details.

8. Vendor Pricing Item/Site Extras Window

Item Quantities Maintenance window >> Additional >> Vendor Pricing

Use the Vendor Pricing Item/Site Extras window to:

- Set up item/site vendor pricing stock details



This window can also be displayed from the Planning Info Window.

8.1 Setting Up Item Vendor Pricing Stock Details

To set up item vendor pricing stock details in the Vendor Pricing Item Extras window:

1. Enter an item number or select one using the lookup.
2. Enter a site or select one using the lookup or browse buttons.
3. Enter an estimated weekly demand. This is the estimated weekly demand for the item in the selected unit of measure.
4. Enter a minimum days stock. This is the minimum days stock that should be held for the item in the selected unit of measure.
5. Click Save to save any changes made in the window.

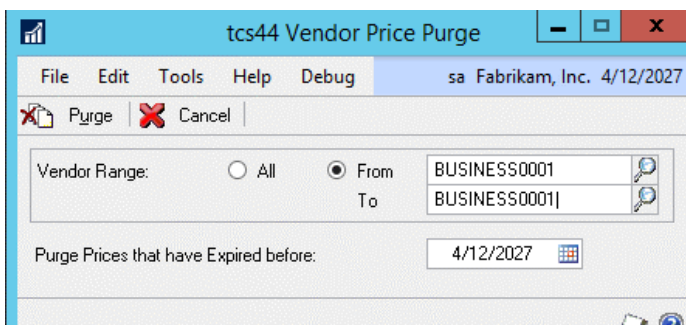
Note that you can click delete to delete details set up in the window.

9. Vendor Price Purge Window

Tools >> Routines >> Trinity >> Vendor Pricing >> Price Purge

Use the Vendor Price Purge window to:

- Purge vendor prices



9.1 Purging Vendor Prices

To purge vendor prices in the Vendor Price Purge window:

1. Click All to purge vendor prices for all vendors or from to purge vendor prices for a range of vendors. If you click From you should enter a from and to customer range or select them using the lookups.
2. Enter a date for Purge Prices that have Expired before. All vendor prices expired before this date will be purged.
3. Click the Purge button.

You can click Cancel at any point to close the window.

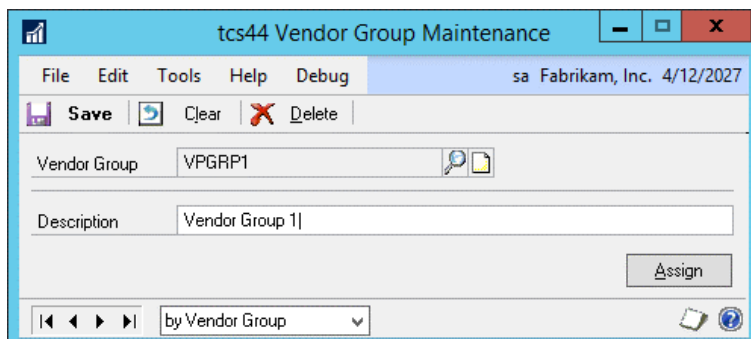
Setting Up and Maintaining Vendor Pricing Groups

10. Vendor Group Maintenance Window

Cards >> Trinity >> Vendor Pricing >> Group Maintenance

Use the Vendor Group Maintenance Window to:

- Set up vendor groups



10.1 Setting Up Vendor Groups

To setup vendor groups in the Vendor Group Maintenance Window:

1. Enter a vendor group or select one using the lookup.
2. Enter a description for the vendor group.

You can click the Assign button to display the Vendor Group Allocation window, where you can assign vendors to vendor groups.

3. Click Save and close the window.

Click the Delete button to delete a vendor group.

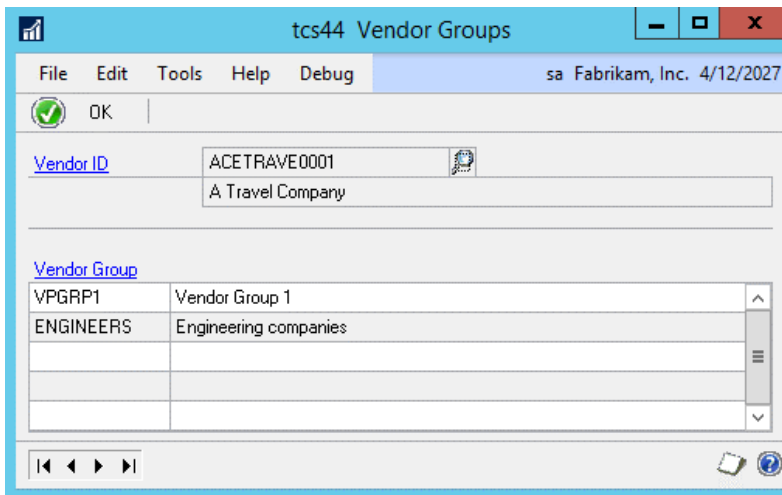
You can click Clear at any point to clear any entries made in the window.

11. Vendor Groups Window

Cards >> Purchasing >> Vendor >> Additional>> Vendor Groups

Use the Vendor Groups Window to:

- View the vendor groups that include the vendor.

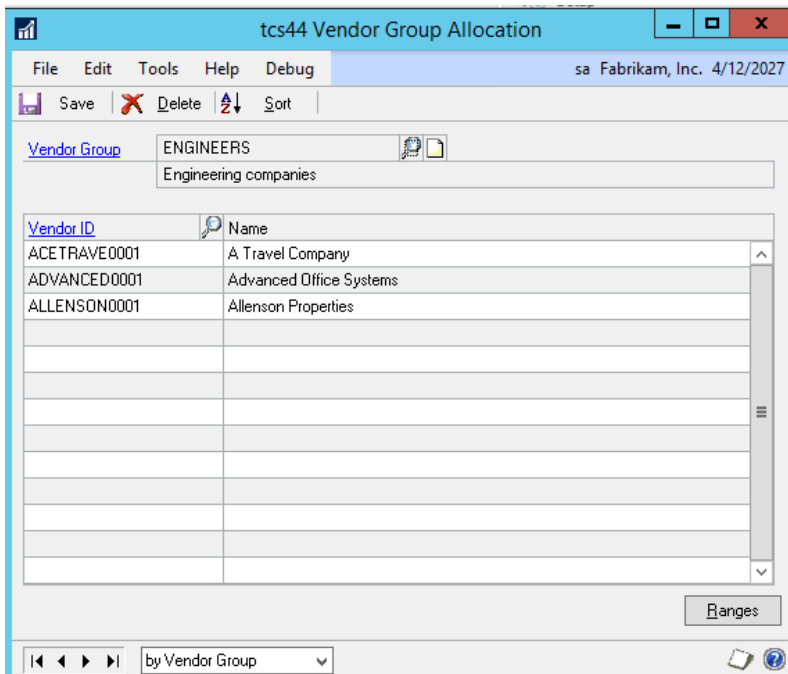


12. Vendor Group Allocation window

Cards >> Trinity >> Vendor Pricing >> Allocate Vendors to Groups

Use the Vendor Group Allocation window to:

- Assign vendors to a vendor group



This window can also be displayed by clicking the Assign button in the Vendor Group Maintenance Window.

12.1 Assigning Vendors to a Vendor Group

To assign vendors to vendor groups in the Vendor Group Allocation window:

1. Enter a vendor group or select one using the lookup.
2. In the scrolling window, enter as many vendor IDs as required or select them using the lookup.

You can click the Ranges button to display the Vendor Group Allocation - By Range Window where you can assign a range of vendors to a vendor group.

3. Click Save and close the window.

Click Delete to unassign displayed vendors from the vendor group.

13. Vendor Group Allocation - By Range Window

Vendor Group Allocation window >> Ranges button

Use the Vendor Group Allocation - By Range Window to:

- Assign ranges of vendors to a vendor group

13.1 Assigning Ranges of Vendors to a Vendor Group

To assign ranges of vendors to a vendor group in the Vendor Group Allocation - By Range Window:

1. The selected vendor ID will be displayed by default.
2. Click All to select all vendors or From to select a range of vendors. If you select From you should enter From and To values or select them using the lookups.
3. Under Select Vendor ID's whose Vendor Group is set to select either Unassigned, Any, or Specified.

Unassigned	Only vendors not assigned to a vendor group will be available for assigning
Any	Vendors assigned to any vendor group (or not assigned to a vendor group) will be available for assigning
Specified	If selecting this option, you should enter a vendor group or select one using the lookup. Only vendors assigned to this vendor group will be available for assigning.

4. Click Preview to display your range selection in the scrolling window.
5. Click Transfer to assign your range selection to the selected vendor group.
6. Click OK to close the window and return to the Vendor Group Allocation Window.

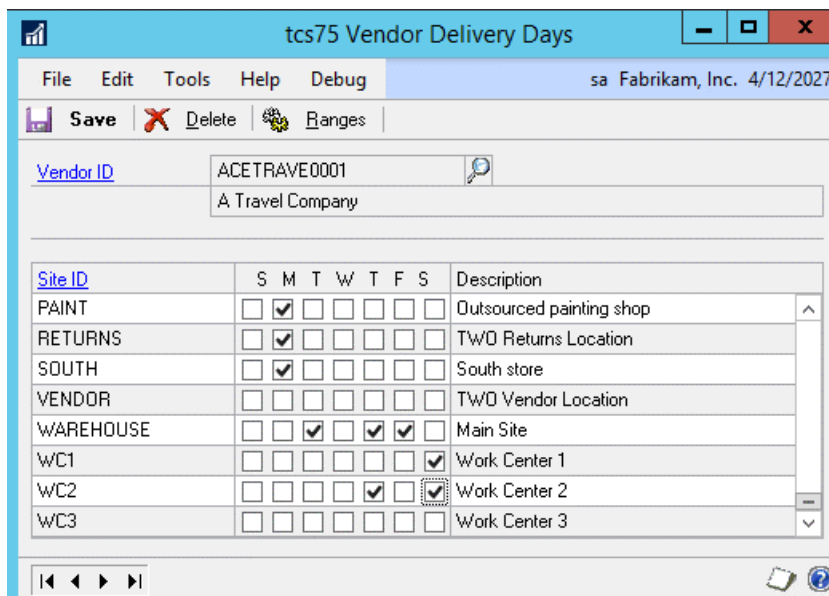
Vendor Delivery Days

14. Vendor Delivery Days Window

Cards >> Trinity >> Vendor Pricing >> Vendor Delivery Days

Use the Vendor Delivery Days to:

- Maintain delivery days for vendors



14.1 Maintaining Delivery Days for Vendors

To maintain delivery days for vendors using the Vendor Delivery Days Window:

1. Enter a vendor ID or select one using the lookup.
2. All site IDs will be displayed with a checkbox for each day of the week. Click each checkbox as required to select that day as a delivery day for the site by the displayed vendor.
3. Click Save.

You can click the Ranges button at any point to display the Vendor Delivery Days - Range Allocation Window. Here you can assign a range of vendor/site combinations to delivery days.

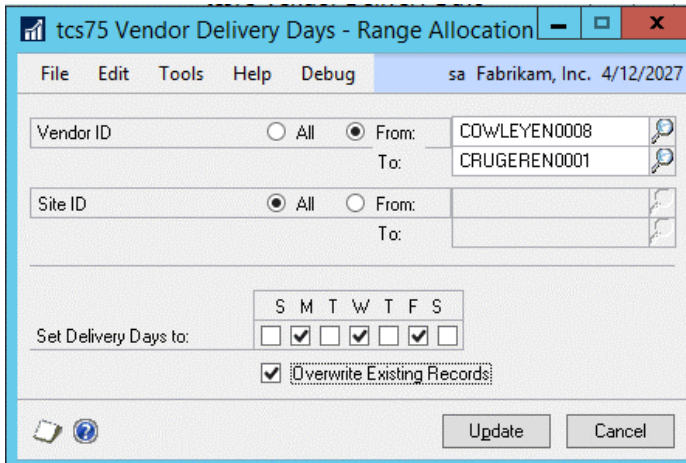
Click the Delete button to delete any set delivery days for the displayed vendor.

15. Vendor Delivery Days - Range Allocation Window

Cards >> Trinity >> Vendor Pricing >> Vendor Delivery Days >> Ranges button

Use the Vendor Delivery Days - Range Allocation Window to:

- Maintain delivery days for ranges of vendor/site combinations



15.1 Maintaining Delivery Days for Ranges of Vendor/Site Combinations

To maintain delivery days for ranges of vendor/site combinations using the Vendor Delivery Days - Range Allocation window:

1. All vendor IDs will be selected by default. Accept this selection or click From and enter a range of vendor IDs or select them using the lookups.
2. All site IDs will be selected by default. Accept this selection or click From and enter a range of site IDs or select them using the lookups.
3. For Set Delivery Days to there is a checkbox for each day of the week. Click each checkbox as required to select that day as a delivery day for the vendor/site combination.
4. Select the Overwrite Existing Records checkbox, if you want to overwrite any existing delivery days set for selected vendor/site combinations.
5. Click Update. Selected delivery days will be assigned to the selected vendor/site range. When the update has run, click Cancel to close the window.

Using Vendor Price Management

16. Purchasing with Vendor Pricing

16.1 Purchase Order Entry

The Microsoft Dynamics™ GP Purchase Order Entry Window has been amended to include added functionality for the Vendor Price Management module.

As in other windows, you can click Options and Display Vendor Item to toggle between displaying item numbers and vendor items.

When you tab onto the Unit Cost field, the Vendor Price Selection window will be displayed if:

- You have more than one vendor price applicable for an entered vendor ID/item number combination on the selected date
- There are quantity price breaks set up for the entered vendor ID/item number combination on the selected date

- There prices will come into effect in fewer days than you set for the Show Price changes within option in the Vendor Pricing Setup Window.

Use this window to select the required price.

If you do not have the Pop-Up Prices if more than one Price option selected in the Vendor Pricing Setup Window, then the Vendor Price Selection window will not be displayed. By default the latest applicable price will be selected (i.e.: the price with the most recent effective from date) regardless of whether this is a contract or non-contract price.

During purchase order entry, you can click Additional and Vendor Price Inquiry to display the Vendor Price Inquiry Window. This window lets you view vendor prices for different vendor ID/item number combinations.

This functionality is also available through the Purchasing Item Detail Entry Window.

From Trinity 11.0.4 onwards, Vendor Pricing module functionality is available within the Purchase Order copy facility (**Purchase Order Entry >>Actions >> Create and Copy New PO or Purchase Order Entry>>Actions>>Copy PO Lines to Current PO**).

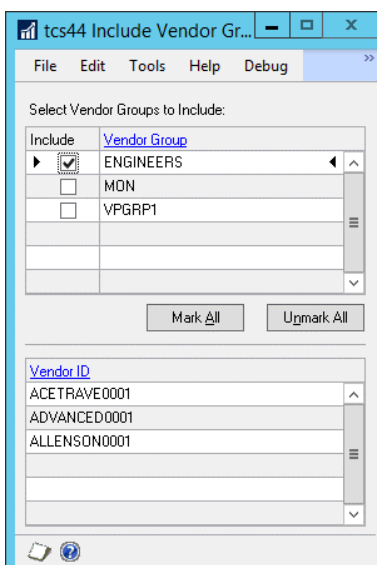
The system will search for a Vendor Price if the Use Vendor Cost Option is selected on the Copy a Purchase Order window, and Vendor Pricing is active in Purchase Order Entry.

16.2 Automatically Generated Purchase Orders

The Microsoft Dynamics™ GP Generate Suggested Purchase Orders Window has been amended to include added functionality for the Vendor Price Management module.

A new Include zero Quantity Required field enables you to generate orders for item/site combinations, regardless of whether system parameters define that a purchase quantity is required.

A new Include Vendor Groups field enables you to select which vendor groups should have purchase orders generated. Click the Include Vendor Groups checkbox to display the Include Vendor Groups window.



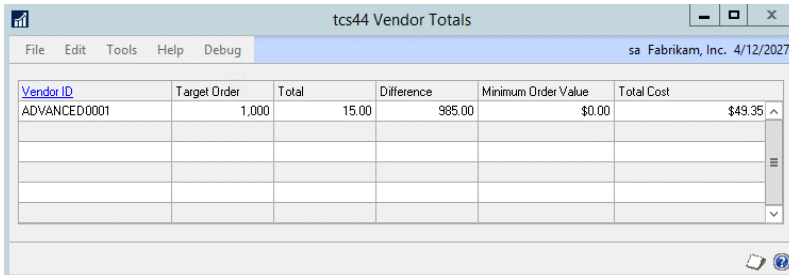
All vendor groups will be displayed in the upper scrolling window. Click on a vendor group to view the vendors assigned to it in the lower scrolling window.

Only vendors in selected vendor groups will have purchase orders generated automatically. To select a vendor group for automatically generated purchase orders, click the Include

checkbox or use the Mark All/Unmark All buttons. At least one vendor group must be selected before you can generate purchase orders.

The window will remain open until you generate purchase orders or cancel the Generate Suggested Purchase Orders Window. Alternatively, click the Include Vendor Groups checkbox to deselect the option and close the window.

When you click the Suggest Purchase Orders button, the Suggested Purchase Orders Preview window is displayed. A Vendor Totals window is also displayed.



This window details all vendors that purchase orders will be generated for and the total cost of purchase orders for each vendor. The target order quantity or weight is that set in the Vendor Pricing - Extra Details Window, and total quantity or weight is based on the target U of M set in the Item Vendor Extras Window. The difference is the difference between the two. The minimum order value is set for the vendor in the Microsoft Dynamics™ GP Vendor Maintenance Options Window.

The total costs displayed are updated automatically with amendments made in the Suggested Purchase Orders Preview Window. The window will close when you generate purchase orders or close the Suggested Purchase Orders Preview Window.

In the Suggested Purchase Orders Preview Window, two new icons give further functionality. These icons are also displayed in the Warnings and Errors field of the Suggested Purchase Order Detail Window.

V	Displayed if a vendor price exists for the current item
F	Displayed if a future price exists for the current item

Fields in the Suggested Purchase Orders Preview Window provide further information.

Est Wk	The estimated weekly demand for the item in the selected unit of measure (set in the Item Vendor Extras Window).
Min Wk	The minimum weeks stock to be held for the item in the selected unit of measure (set in the Item Vendor Extras Window).
No. Wk	The number of weeks available stock.
Avail Qty	The current available stock quantity.

The last applicable price will be selected (i.e.: the price with the most recent effective from date) regardless of whether this is a contract or non-contract price. If vendor or future prices are applicable, then click on a line item and click the Unit Cost expansion button to display the Vendor Price Selection Window. You can select an alternate price as detailed in 16.1.

If you are working with the Trinity Advanced Inventory Replenishment module then additional functionality is available in the Vendor Totals Window. See Trinity Advanced Inventory Replenishment for further details.

16.3 Receivings Transaction Entry

The Microsoft Dynamics™ GP Receivings Transaction Entry Window has been amended to include added functionality for the Vendor Price Management module.

The prices used on the relevant purchase order will be selected. When you tab onto the Unit Cost field, the Vendor Price Selection Window will be displayed if:

- You have more than one vendor price applicable for an entered vendor ID/item number combination on the selected date
- There are quantity price breaks set up for the entered vendor ID/item number combination on the selected date
- Prices will come into effect in fewer days than you set for the Show Price changes within option in the Vendor Pricing Setup Window.

You can select an alternate price as detailed in 16.1. It is anticipated that this function typically will be used for verifying prices rather than selecting a new price.

If you do not have the Pop-Up Prices option selected in the Vendor Pricing Setup window, then the Vendor Price Selection window will not be displayed. By default, the price used in the relevant purchase order will be selected.

During receivings transaction entry, you can click Additional and Vendor Price Inquiry to display the Vendor Price Inquiry Window. This window lets you view vendor prices for different vendor ID/item number combinations.

This functionality is also available through the Receivings Item Detail Entry Window and the Select Purchase Order Items Window. They are opened by clicking Auto-Rcv in the Receivings Transaction Entry Window.

17. Vendor Price Selection Window

Transactions >> Purchasing >> Purchase Order Entry >> Tab onto Unit Cost field

Use the Vendor Price Selection Window to:

- Select vendor prices in purchase transactions

Contract Number	Effective From	Expiration Date	Quantity From	Quantity To	Unit Cost
	9/29/2019	10/14/2030	1	10	\$7.00
	9/29/2019	10/14/2030	11	20	\$14.00
	9/29/2019	10/14/2030	21	30	\$20.00
	9/29/2019	10/14/2030	31	999,999,999,999	\$40.00

This window is also available through the Purchasing Item Detail Entry Window, Generate Suggested Purchase Orders Window, Receivings Transaction Entry Window, Receivings

Item Detail Entry Window, and Select Purchase Order Items Window. See the relevant sections (16.2 and 16.3) for further details on how the functionality is affected, if you are accessing the window from a location other than the Purchase Order Entry Window.

17.1 Selecting Vendor Prices in Purchase Orders

To select vendor prices in the Vendor Price Selection Window:

1. The window will open with the current selection in the Purchase Order Entry window displayed.

All vendor prices for the selection will be displayed in the scrolling window. These prices are based on the U of M and Quantity entered. You can select an alternative U of M from the drop-down menu.

2. Prices for all dates and all quantity breaks will be shown by default. Future prices up to the date displayed in the Including Price Changes Up To field will be displayed. Click the View menu if you want to view alternative price details.
3. Click on a line then click Select to select that price for the Purchase Order and return to the Purchase Order Entry Window.

You can click Cancel at any point before clicking the Select button to close the Vendor Price Selection window.

Vendor Price Management Inquiries

18. Vendor Price Inquiry Window

Inquiry >> Trinity >> Vendor Pricing >> Prices

Use the Vendor Price Inquiry Window to:

- Inquire about vendor prices

The screenshot shows a window titled "tcs44 Vendor Prices" with a menu bar (File, Edit, Tools, Options, Help, Debug) and a status bar (sa Fabrikam, Inc. 4/12/2027). The window contains a form with the following fields:

- Date: 4/12/2027
- Vendor ID: ACETRAVE0001 (A Travel Company)
- Currency ID: Z-US\$ (US Dollars)
- Item Number: 128 SDRAM (128 meg SDRAM)
- U Of M: Each
- Show Prices For All Dates:

Below the form is a table with the following columns: Contract Number, Effective From, Expiration Date, Quantity From, Quantity To, and Unit Cost. The table contains the following data:

Contract Number	Effective From	Expiration Date	Quantity From	Quantity To	Unit Cost
	9/29/2019	10/14/2030	1	10	\$7.00
	9/29/2019	10/14/2030	11	20	\$14.00
	9/29/2019	10/14/2030	21	30	\$20.00
	9/29/2019	10/14/2030	31	999,999,999,999	\$40.00

This window may be useful for comparing different vendors' prices during purchase order entry. This window is also available as an Additional option from the Purchase Order Entry, Purchasing Item Details Entry, Receiving Transaction Entry, and Receiving Item Detail Entry Windows.

18.1 Inquiring About Vendor Prices

To inquire about vendor prices in the Vendor Price Inquiry Window:

1. The window will open with the current date displayed. Enter an alternative date if required.
2. Enter a vendor ID or select one using the lookup.
3. Enter a currency ID or select one using the lookup.
4. Enter an item number or select one using the lookup.

Note that you can toggle between item number and vendor item by clicking Options >> Display Vendor Item.

5. Select a unit of measure from the drop-down menu.
6. To show prices for all dates, click the Show Prices For All Dates checkbox. To show prices for the displayed date only, deselect this option.
7. Click Redisplay to show your selection in the scrolling window.
8. Click Cancel to close the window.

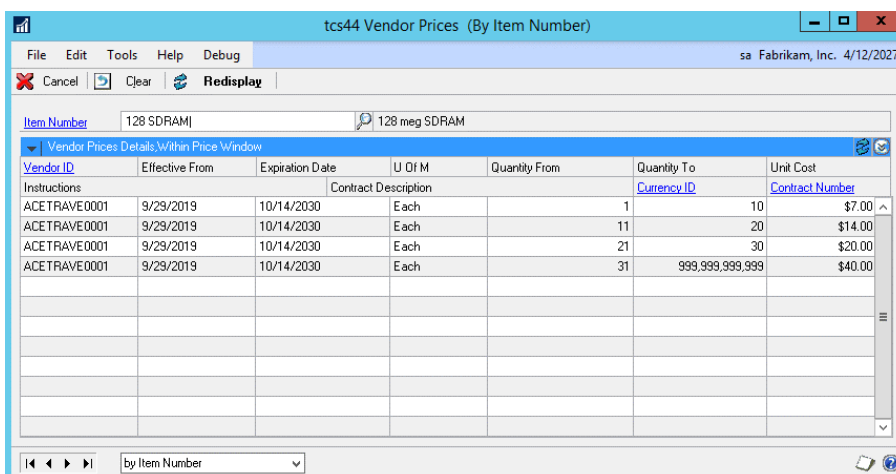
You can choose to clear your selection at any point by clicking the Clear button.

19. Vendor Price Inquiry (By Item Number) Window

Inquiry >> Trinity >> Vendor Pricing >> Item Prices

Use the Vendor Price Inquiry (By Item Number) Window to:

- Inquire by item about vendor prices



19.1 Inquiring by Item about Vendor Prices

To inquire by item about vendor prices in the Vendor Price Inquiry (By Item Number) window:

1. Enter an item number or select one using the lookup.
2. All vendor price details for the selected item will be displayed in the scrolling window.
3. Click Cancel to close the window.

You can choose to clear your selection at any point by clicking the Clear button.

20. Planning Info Window

Inquiry >> Trinity >> Vendor Pricing >> Planning

Use the Planning Info Window to:

- View vendor pricing planning details

20.1 Viewing Vendor Pricing Planning Details

To view vendor pricing planning details in the Planning Info Window:

1. Enter an item number or select one using the lookup.
2. Enter a vendor ID or select one using the lookup or browse buttons. The planning details for the item/vendor will be displayed in the fields below.

You can only select a vendor assigned to the currently displayed item.

3. The displayed target order qty can be maintained by clicking the Maintain button to display the Vendor Pricing - Extra Details Window. The target order qty is the preferred shipping quantity for the vendor. See Automatically Generated Purchase Orders for further details.
4. The following target order U of M can be maintained by clicking the Maintain button to display the Item Vendor Extras Window. See Automatically Generated Purchase Orders for further details on all fields.
5. Enter a Site ID or select one using the lookup or browse buttons.
6. The following two fields can be maintained by clicking the Maintain button to display the Vendor Pricing Item/Site Extras Window. See Automatically Generated Purchase Orders for further details on all fields.

Estimated Weekly Demand	This is the estimated weekly demand for the item in the selected unit of measure.
Minimum Weeks Stock	This is the minimum weeks stock that should be held for the item in the selected unit of measure.

- The following fields can be maintained by clicking the Maintain button to display the Item Resource Planning Maintenance Window. See Microsoft Dynamics™ GP Item Resource Planning for further details on all fields.

Order Policy	This field is applicable only for items whose type is Sales Inventory or Discontinued.
Fixed Order Qty	If you are using Manufacturing and the order policy for the item is Fixed Order Quantity, the fixed order quantity should be greater than zero.
Order Point Qty	This is the quantity at which this item should be reordered to maintain desired stock. This quantity is used to calculate the quantity to reorder when you print the Purchase Advice Report.
Order-Up-To Level	This is the amount the sum of the Order Point Qty and an amount you choose.

- Click OK to close the window.

You can choose to clear your selection at any point by clicking the Clear button.

Importing and Exporting Vendor Prices

The features enable you to import and export vendor prices between Microsoft Dynamics™ GP and Excel. To enable the import/export functionality, you need to set up Excel Template IDs in the Excel File Template Maintenance window (see below).

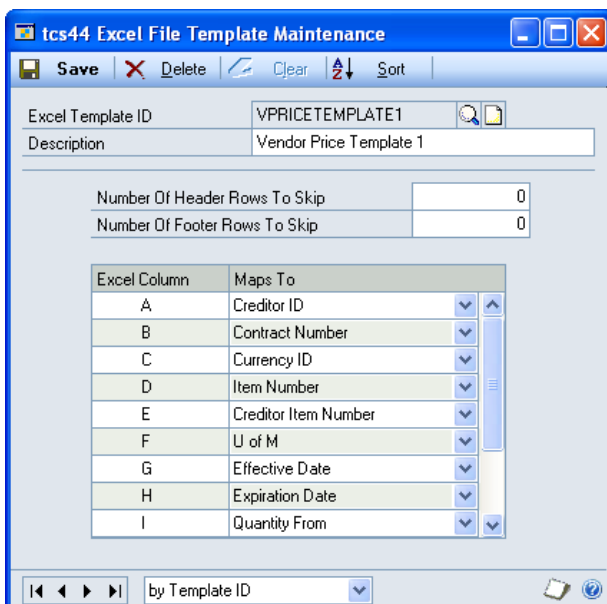
When you have set up Excel Template IDs you can import and export vendor prices using the Vendor Prices Import/Export Wizard.

21. Excel File Template Maintenance Window

Tools >> Routines >> Trinity >> Vendor Pricing >> Excel Template Maintenance

Use the Excel File Template Maintenance Window to:

- Set up Excel Template IDs to enable importing/exporting of vendor prices



You must set up templates in this window before importing/exporting vendor prices.

21.1 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 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.

The contents of these fields do not affect when exporting vendor prices. If you are exporting vendor prices 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 Vendor Price Management fields for the Excel Template ID. From the drop down menu's you can select the following options:
 - Vendor ID
 - Contract Number
 - Currency ID
 - Item Number
 - Vendor Item Number
 - U of M
 - Effective Date
 - Expiration Date
 - Quantity From
 - Quantity To
 - Price
 - Instructions

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 vendor prices, the entered Excel Column will contain data relating to the selected Map To option.

Excel Column	Maps To
A	Creditor ID
B	Contract Number
C	Currency ID
D	Item Number
E	U of M
F	Effective Date
G	Expiration Date
H	Quantity From
I	Quantity To

All map to options must be selected. The currency option refers to multi-currency. However, even if you are not using multi-currency functionality, you should still select an Excel Column to map this field.

The exceptions to this are as follows:

1. Where the Contract Number field is mapped, then the Effective and Expiration Dates need not be mapped, and vice versa. If the Contract Number and Dates are mapped, then the Dates will be ignored on the import/export.
 2. If the Item Number has been mapped, then the Vendor Item Number need not be mapped. However, both may be mapped if necessary.
5. Click Save to save the Excel Template ID.

You can click Delete to delete an Excel Template ID.

21.2 Setting Up Excel Sheets for Importing and Exporting

You do not need to set the cells in the spreadsheets to a specific format. 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 Vendor Prices Import/Export Wizard.

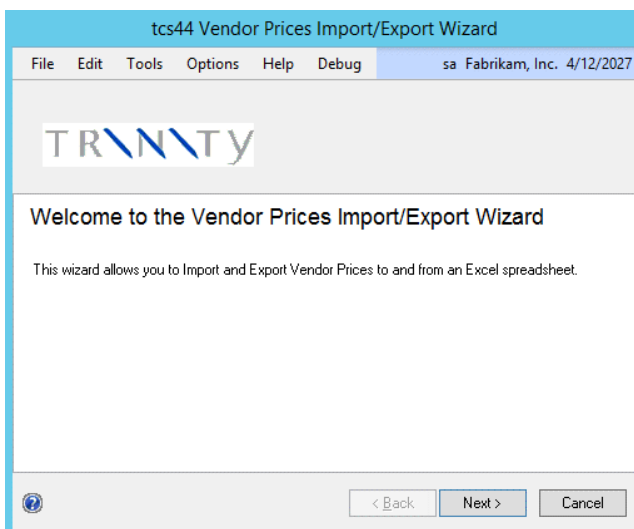
22. Vendor Prices Import/Export Wizard

Tools >> Routines >> Trinity >> Vendor Pricing >> Price Wizard

The Vendor Prices Import/Export Wizard allows the user to import or export vendor price details for an unlimited number of items.

Use the Vendor Prices Import/Export Wizard to:

- Import or export vendor price details to/from an Excel spreadsheet



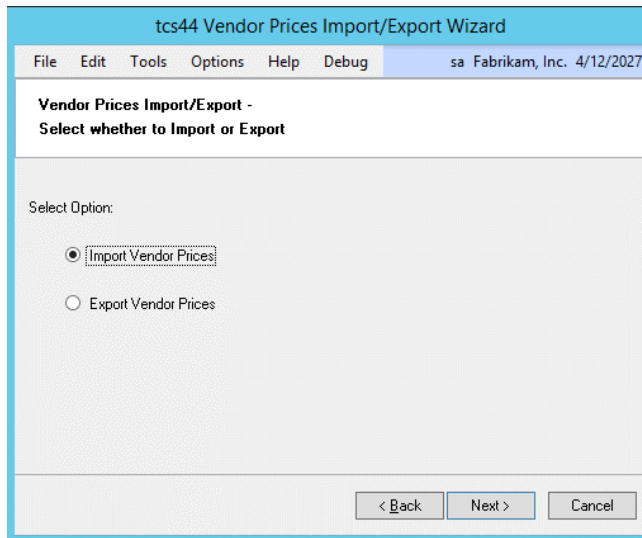
22.1 Using the Vendor Prices Import/Export Wizard

1. Click the Next button to display the next window

You can click Cancel on this or any other Vendor Prices Import/Export Wizard screen to close the Vendor Prices Import/Export Wizard.

You can click the Back button on any other Vendor Prices Import/Export Wizard screen to return to the previous screen.

22.2 Import/Export Screen



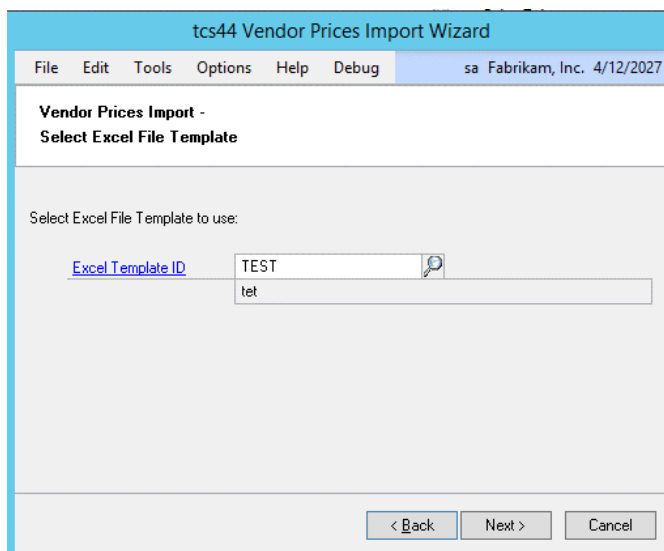
22.2.1 Using the Import/Export Screen

1. Click whether you want to Import Vendor Prices or Export Vendor Prices.
2. Click the Next button to display the next screen.

The details of exporting vendor prices are to be found at 21.9.

Importing Vendor Prices

22.3 Select Import File Screen



22.3.1 Using the Select Import File Screen

1. Enter the Excel Template ID you want to base the import on or select one using the lookup. Set up in the Excel File Template Maintenance Window.
2. Click Next.

22.4 Select Workbook Screen

The screenshot shows a dialog box titled "tcs44 Vendor Prices Import Wizard" with a menu bar (File, Edit, Tools, Options, Help, Debug) and a status bar (sa Fabrikam, Inc. 4/12/2027). The main area is titled "Vendor Prices Import - Select Excel Workbook to Import from". Below the title, it says "Select Excel Workbook to Import from:". There is a text input field labeled "Excel Workbook" containing the path "C:\Users\Administrator\Desktop\vpimport.xls" and a search icon to its right. At the bottom, there are three buttons: "< Back", "Next >", and "Cancel".

22.4.1 Using the Select Workbook Screen

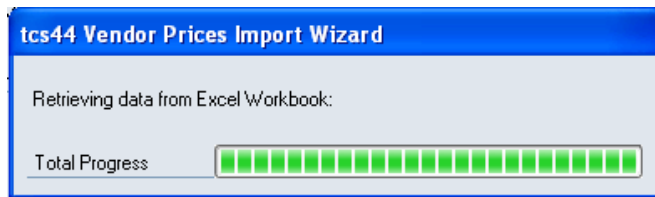
1. Enter the Excel path and file you want to import or select one using the lookup.
You can only import .xls file types. You cannot import files currently open in Excel.
2. Click Next.

22.5 Select Worksheet Screen

The screenshot shows a dialog box titled "tcs44 Vendor Prices Import Wizard" with a menu bar (File, Edit, Tools, Options, Help, Debug) and a status bar (sa Fabrikam, Inc. 4/12/2027). The main area is titled "Vendor Prices Import - Select Excel Worksheet to Import from". Below the title, it says "Select Excel Worksheet to Import from:". There is a text input field labeled "Excel Worksheet" containing the text "test" and a dropdown arrow to its right. At the bottom, there are three buttons: "< Back", "Preview", and "Cancel".

22.5.1 Using the Select Worksheet Screen

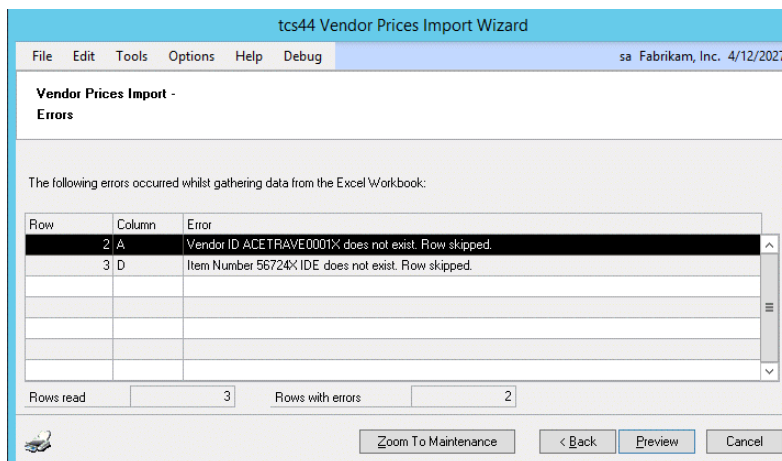
1. From the drop-down menu, select the specific worksheet that you want to import.
2. Click Preview. The details from the selected Excel worksheet will be imported into Microsoft Dynamics™ GP, and the progress will be displayed on the Import Wizard progress bar.



If any errors are encountered during the import, then the Import Errors Screen will be displayed.

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

22.5.2 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 where is date is required.
- There is a "Duplicate Record" - when a row has been duplicated.
- "Multiple Item Number's are assigned to this Vendor Item Number" - where multiple items have been assigned the same Vendor Item Number.
- Some data "does not exist".

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

2. When you have a data "does not exist" error, it is possible to amend the details so 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 import. Click Preview to preview these lines in the Import Preview window.

If there are no valid rows, then you will not be permitted to proceed.

22.6 Import Preview Screen

22.6.1 Using the Import Preview Screen

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

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

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

22.7 Completing Import Screen

22.7.1 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.

22.8 Import Completed Screen

22.8.1 Using the Import Completed Screen

1. The number of Vendor Prices imported will be displayed.
This is different to the number of rows in excel. As multiple rows containing quantity break details will be incorporated into one import record.
2. The number of rows imported with errors and a warning will be displayed.

Errors will occur when another user is editing the record being imported. This record will not be imported. If there are errors in the quantity breakdowns, a warning will be displayed - you should edit any errors using the Vendor Price Maintenance Window.

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 vendor prices. Alternatively, click Close Wizard to close the wizard.

Exporting Vendor Prices

22.9 Vendor Selection Screen

22.9.1 Using the Vendor Selection Screen

1. Click All to select to export prices for all vendors, or click From then enter a vendor range, or select them using the lookups.
2. Click Next.

22.10 Contract Type Selection Screen

If you are not set up to use Contract Number (see Vendor Pricing Setup Window), then from the Vendor Selection Screen you will go straight to the Currency Screen.

22.10.1 Using the Contract Type Selection Screen

1. Click to select whether you want to export Contract Only or Non-Contract Only prices.
2. Click Next.

22.11 Select Contracts Screen

If you selected Non-Contract in the previous window, then you will go straight to the Currency Screen.

22.11.1 Using the Select Contracts Screen

1. Click All to select to export prices for all contracts or click From then enter a contract range or select them using the lookups.
2. Click Next.

22.12 Currency Screen

If you are not set up to use multi-currency functionality, then the Functional Currency will be used in the export by default. This window will not display and you will proceed to the Select Item Range screen.

22.12.1 Using the Currency Screen

1. Enter the Currency ID that you want to export prices for or select one using the lookup.
You can select multiple currencies for importing; however, you may select only one currency when exporting vendor prices.
2. Click Next.

22.13 Select Item Range Screen

22.13.1 Using the Select Item Range Screen

1. Click All to select to export prices for all items or click From, then enter an item range or select them using the lookups.
2. Click Next.

22.14 Select Date Range Screen

22.14.1 Using the Select Date Range Screen

1. Click All to select to export prices for all dates or click From then enter a date range.

Note only vendor prices active on the selected dates will be exported. If multiple vendor prices were active during the selected date range then they will all be exported.

2. Click Next.

22.15 Select Excel File Template Screen

22.15.1 Using the Select Excel File Template Screen

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

Any Number Of Header/Footer Rows To Skip settings applied in the Excel File Maintenance window are not applicable when exporting vendor prices.

2. Click Next.

22.16 Select Workbook Screen

22.16.1 Using the Select Workbook Screen

1. Enter the Excel path and file you want to export vendor prices or select one using the lookup.

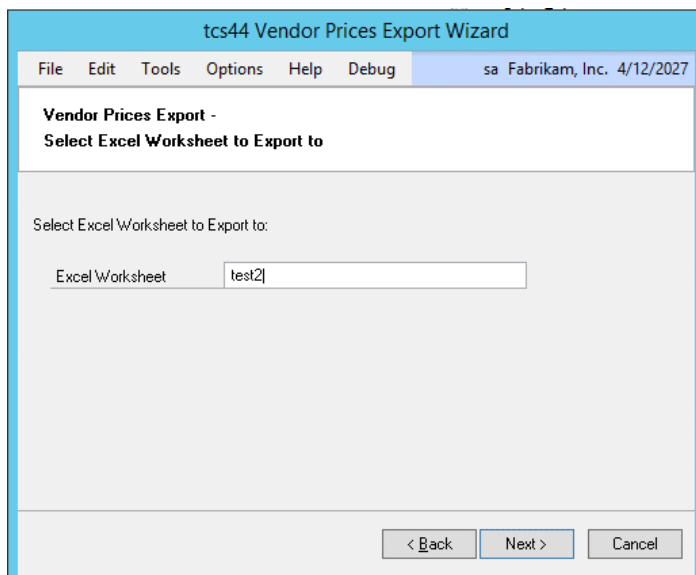
You cannot export to files that are currently open in Excel.

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

Append	Append exported details to the selected workbook
Overwrite	Overwrite the selected workbook with exported details

3. Click Next.

22.17 Select Worksheet Screen



22.17.1 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.

If you selected to create a new workbook, or overwrite an existing one in the previous window, then you will not have the option to select a current worksheet from the drop-down menu. You cannot export to files that are currently open in Excel.

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

Append	Append exported details to the selected worksheet
Overwrite	Overwrite the selected worksheet with exported details

3. Click Next.

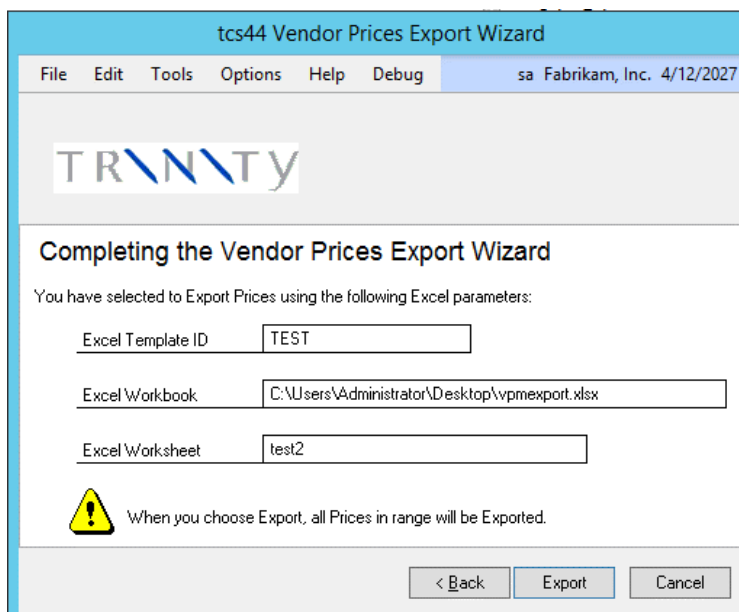
22.18 Completing Export Screen



22.18.1 Using the Completing Export Screen

1. All ranges that you have selected to export will be displayed.
2. Click Next.
- 3.

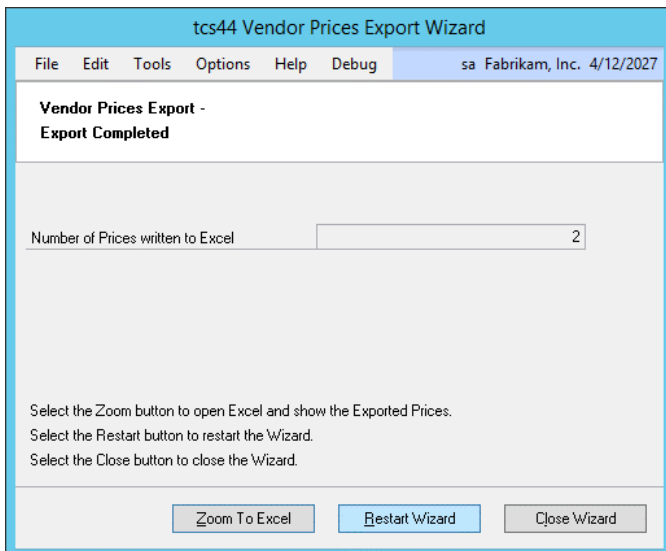
22.19 Completing Export Screen 2



22.19.1 Using the Completing Export Screen 2

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

22.20 Export Completed Screen





22.20.1 Using the Export Completed Screen

1. The number of Vendor Prices 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 vendor prices. Alternatively, click Close Wizard to close the wizard.

Appendix A

Vendor Price Management – Access to Windows

Window Name	 Menu Access	 Other Access
Contract Number Maintenance	Cards >> Trinity >> Vendor Pricing >> Contract No. Maint.	
Excel File Template Maintenance	Tools >> Routines >> Trinity >> Vendor Pricing >> Excel Template Maintenance	
Include Vendor Groups		Transactions >> Purchasing >> Purchase Order Generator >> Select the Include Vendor Groups option
Item Vendor Extras		Vendors Maintenance window >> Additional >> Vendor Pricing - Extra Details Also available from the Planning Info window
Planning Info	Inquiry >> Trinity >> Vendor Pricing >> Planning	
Vendor Delivery Days	Cards >> Trinity >> Vendor Pricing >> Vendor Delivery Days	
Vendor Delivery Days - Range Allocation		Cards >> Trinity >> Vendor Pricing >> Vendor Delivery Days >> Ranges button
Vendor Group Allocation	Cards >> Trinity >> Vendor Pricing >> Vendor Group Alloc	Vendor Group Maintenance window >> Assign button
Vendor Group Allocation - By Range		Vendor Group Allocation window >> Ranges button
Vendor Group Maintenance	Cards >> Trinity >> Vendor Pricing >> Group Maintenance	
Vendor Groups		Cards >> Purchasing >> Vendor >> Additional >> Vendor Groups
Vendor Price Inquiry	Inquiry >> Trinity >> Vendor Pricing >> Prices	Additional option from: Purchase Order Entry, Purchasing Item Details Entry, Receiving Transaction Entry and Receiving Item Detail Entry windows.

Vendor Price Inquiry (By Item Number)	Inquiry >> Trinity >> Vendor Pricing >> Item Prices	
Vendor Price Maintenance	Cards >> Trinity >> Vendor Pricing >> Price Maintenance	
Vendor Price Period Maintenance	Tools >> Routines >> Trinity >> Vendor Pricing >> Price Period Maintenance	
Vendor Price Purge	Tools >> Routines >> Trinity >> Vendor Pricing >> Price Purge	
Vendor Price Selection		Transactions >> Purchasing >> Purchase Order Entry >> Tab onto Unit Cost field This window is also available through: Purchasing Item Detail Entry window, Generate Suggested Purchase Orders window, Receiving Transaction Entry window, Receiving Item Detail Entry window and Select Purchase Order Items window.
Vendor Prices - Assign Prices		Cards >> Trinity >> Vendor Pricing >> Price Maintenance >> Assign Prices button
Vendor Prices Import/Export Wizard	Tools >> Routines >> Trinity >> Vendor Pricing >> Price Wizard	
Vendor Pricing Item/Site Extras		Item Quantities Maintenance window >> Additional >> Vendor Pricing Also available from the Planning Info window
Vendor Pricing - Extra Details		Cards >> Purchasing >> Vendors >> Additional >> Vendor Pricing - Extra Details Also available from the Planning Info window
Vendor Pricing Setup	Tools >> Setup >> Trinity >> Vendor Pricing >> Setup	
Vendor Totals		Click the Suggest Purchase Orders button in the Generate Suggested Purchase Orders window

Appendix B

Alternate Microsoft Dynamics™ GP Windows in the Vendor Price Management module

Window Name	Series	Module	Modification
Generate Suggested Purchase Orders	Purchasing	Vendor Price Management	<p>Include zero Quantity Required field enables you to generate orders for item/site combinations.</p> <p>Include Vendor Groups field enables you to display the Include Vendor Groups window where you can select vendor groups to be included in purchase order generation.</p>
Suggested Purchase Orders Preview	Purchasing	Vendor Price Management	<p>New Estimated Week, Minimum Week, No of Weeks and Available Quantity fields.</p> <p>Unit cost expansion button displays the Vendor Price Selection window where applicable.</p> <p>Button to open Quantities by Site window.</p>

Appendix C

Vendor Price Management Reports

Report Name	Module	Functionality
Vendor Price Period Audit Report	Vendor Price Management	Print a report detailing all Vendor ID/Item Number combinations that have Effective and Expiration Dates updated in the Vendor Price Period Maintenance window
Vendor Price Import Errors Report	Vendor Price Management	Prints a report detailing all errors encountered during attempted vendor price imports
Vendor Price Import Audit Report	Vendor Price Management	Prints a report detailing all records imported and rejected during vendor price imports

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.

The screenshot shows the 'About Trinity Suite' window with the following sections:

License Information

Company Name: [Text Box] Edit Keys

Max Users: [Text Box]

Key 1: [Text Box] Key 2: [Text Box]

Key 3: [Text Box] Key 4: [Text Box]

Key 5: [Text Box] Required Key Version: 18.2

Installation Details

Company ID: Fabrikam, Inc.

Installer Version	18.2.33	Dictionary Build	18.2.33.0
		Trinity Extensions Build	18.0.0.0

Module	Registered	Installed
Additional Charges	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Adv. Inventory Replenishment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Automated Data Capture	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Call Scheduling	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Catalog Based Sales	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Catchweights	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>