

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

Version 11.0 for Microsoft Dynamics™ GP 2010

## **Extended Pricing Integration**

August 2010

Updated October 2011



# Contents

<b>CONTENTS</b> .....	<b>2</b>
<b>USING THIS GUIDE</b> .....	<b>3</b>
<b>ABOUT MYRIDAS</b> .....	<b>4</b>
<b>EXTENDED PRICING INTEGRATION</b> .....	<b>5</b>
<b>PRICING DATA IMPORT</b> .....	<b>6</b>
1. IMPORT PRICING WINDOW.....	6
1.1 <i>Importing Pricing Data</i> .....	6
1.2 <i>Flatfile Settings</i> .....	9
1.3 <i>Flatfile Formatting</i> .....	14
<b>PRICING DATA EXPORT</b> .....	<b>16</b>
2. EXCEL FILE TEMPLATE MAINTENANCE WINDOW .....	16
2.1 <i>Setting Up Excel Template IDs</i> .....	17
3. EXTENDED PRICING EXPORT WIZARD.....	18
3.1 <i>Using the Extended Pricing Export Wizard</i> .....	19
3.2 SELECT EXCEL FILE TYPE SCREEN .....	19
3.2.1 <i>Selecting an Excel File Template</i> .....	19
3.3 SELECT EXTENDED PRICES SCREEN.....	20
3.3.1 <i>Selecting Extended Prices</i> .....	20
3.4 SELECT EXCEL WORKBOOK SCREEN .....	21
3.4.1 <i>Selecting an Excel Workbook</i> .....	21
3.5 SELECT EXCEL WORKSHEET SCREEN .....	22
3.5.1 <i>Selecting an Excel Worksheet screen</i> .....	22
3.6 COMPLETING EXPORT SCREEN .....	23
3.6.1 <i>Using the Completing Export Screen</i> .....	23
3.7 COMPLETING EXPORT SCREEN 2 .....	24
3.7.1 <i>Using the Completing Export screen 2</i> .....	24
3.8 EXPORT COMPLETED SCREEN .....	25
3.8.1 <i>Using the Export Completed Screen</i> .....	25
<b>APPENDIX A</b> .....	<b>26</b>
ACCESS TO MYRIDAS WINDOWS .....	26
<i>Extended Pricing Integration</i> .....	26
<b>APPENDIX B</b> .....	<b>27</b>
MYRIDAS REPORTS .....	27
<b>INDEX</b> .....	<b>28</b>

## Using this Guide

The graphics in this document are best viewed or printed with Adobe Acrobat Reader version 4.0 or above.

This guide provides user notes for the Myridas Extended Pricing Integration module:

- Extended Pricing Integration



The mouse symbol has been used throughout the manual to help guide you to the location of windows in the software. See [Appendix A](#) for a list of Myridas windows and their location in the software.

## About Myridas

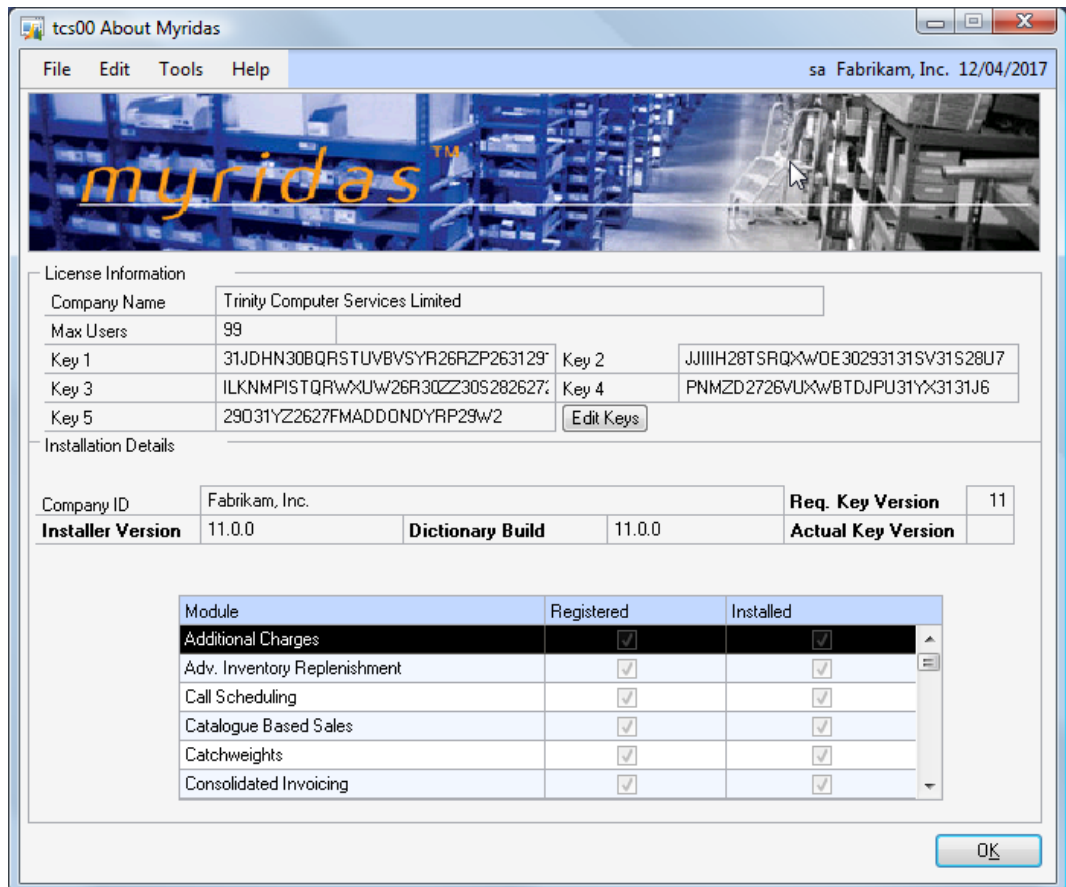


*Tools >> Setup >> Myridas >> About Myridas*

*Help >> About Microsoft Dynamics GP >> Additional >> About Myridas*

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

*The About Myridas window*



## Extended Pricing Integration

Microsoft Dynamics™ GP Extended Pricing provides an alternative to the standard Microsoft Dynamics™ GP pricing, giving you the facility to set up flexible pricing structures and customised pricing arrangements through price sheets, price books and price groups.

The Myridas Extended Pricing Integration module increases the functionality of Microsoft Dynamics™ GP Extended Pricing by allowing you to import data from outside Microsoft Dynamics™ GP. For example, you may wish to transfer pricing structures from an existing system into Microsoft Dynamics™ GP. The Extended Pricing Integration module enables you to retain the integrity of any pricing data that you have set up externally to Microsoft Dynamics™ GP by importing data from flatfiles (.csv files) that could be created, for example, in Excel.

The [Extended Pricing Export Wizard](#) provides additional functionality to enable you to export any extended prices you have set up to an Excel spreadsheet.

The main features of the Extended Pricing Integration module are:

- The facility to import pricing data to create price sheets and price books
- The facility to import pricing data to assign price sheets to price books
- The facility to import pricing data to assign price sheets and price books to debtors and prospects
- The facility to import pricing data to assign items and groups to price sheets
- An export wizard to enable the exporting of extended prices to an Excel spreadsheet

Before you attempt to utilise the Extended Pricing Integration functionality it is recommended that you refer to the [Flatfile Settings](#) and [Flatfile Formatting](#) sections.

# Pricing Data Import

## 1. Import Pricing window

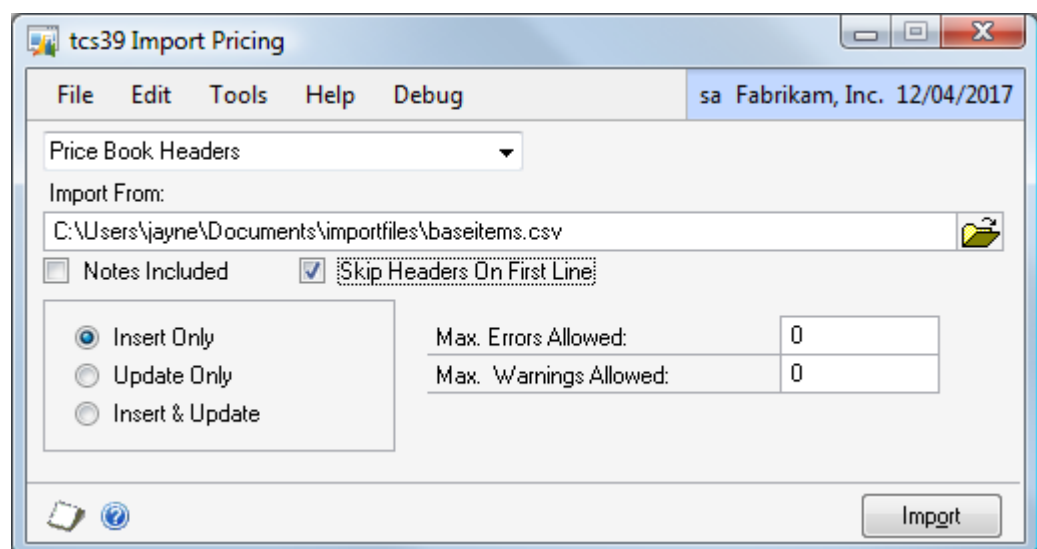


*Tools >> Routines >> Myridas >> Extended Pricing Take-Ons >> Import Pricing*

Use the Import Pricing window to:

- Import pricing data to create price sheets and price books
- Import pricing data to assign price sheets to price books
- Import pricing data to assign price sheets and price books to debtors and prospects
- Import pricing data to assign items and groups to price sheets

*The Import Pricing window*



### 1.1 Importing Pricing Data

#### To import pricing data in the Import Pricing window:

1. Select the pricing data type that you want to import from the drop down menu. See Flatfile Settings (1.2) for further details of import types.

Note that the import you select must be validated by Microsoft Dynamics™ GP. For example, you cannot assign a price sheet to a price book, where you have not already created the price sheet.

2. Enter the file that you want to import or use the Folder icon to browse to the required .csv file on your system.
3. You can select to include notes with the imported .csv file by clicking the Notes Included check box.

Note that this option is only available for certain import types, see Flatfile Settings (1.2) for further details of imports where notes may be included.

4. You can omit the first line of the spreadsheet if it has been used for column headings. To do this, select to Skip Headers on First Line.
5. Click to select whether to Insert Only, Update Only or Insert and Update the data on the imported .csv file. These options identify the import routine that you want to perform. For example, if you select Insert Only then new records (such as a new price sheet, or the new assignment of a price sheet to a debtor) will be imported. Existing records (such as a price sheet that already exists on your system) would not be imported and would result in an error.

Option	New Record	Existing Record
Insert Only	Updated	Produce error
Update Only	Produce error	Updated
Insert and Update	Updated	Updated

6. Under Max. Errors Allowed enter the maximum number of errors that you want to be permitted before the import is stopped.

Errors result when the import cannot validate data in a .csv file. This could be where the formatting of a field is wrong (see 1.3) or where incorrect values have been entered (for example an invalid item number is contained in the file for import). Any errors detected in the import will be displayed in the errors report (see below). Records containing errors **will not** be imported.

If you set a value in Max. Errors Allowed and that value is reached during the import then the import will be stopped. All records up to that point **will** be imported.

Note that if no quantity is entered then the import will be processed regardless of the quantity of errors.

7. Under Max. Warnings Allowed enter the maximum number of warnings that you want to be permitted before the import is stopped.

Warnings result when the import finds records that can be imported but may result in problematic data, for example, where the net price is set to zero. Any warnings detected in the import will be displayed in the errors report (see below). Records containing warnings **will** be imported.

If you set a value in Max. Warnings Allowed and that value is reached during the import then the import will be stopped. All records up to that point **will** be imported.

Note that if no quantity is entered then the import will be processed regardless of the quantity of warnings.

8. Click Import to import the selected .csv file.

Note that you will receive an automatic warning if you attempt to import a flatfile with an incorrect number of fields.

If there are errors in the import then a dialogue box will be displayed with the option to print an errors report. To print an errors report click Yes.

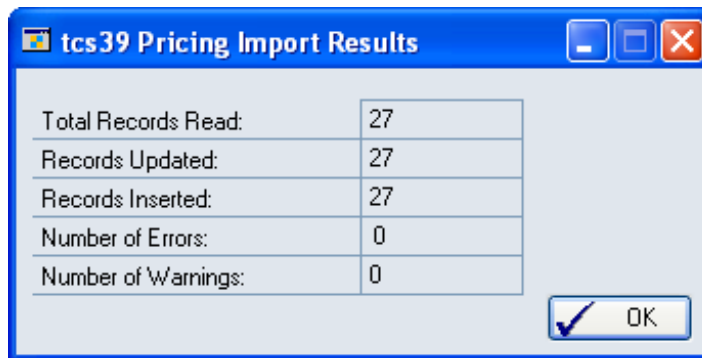
### *Sample Errors Report*

```

System:      17/11/2004  15:45:54      Fabrikam, Inc.      Page:  1
User Date:   12/04/2007      PRICE IMPORT - PRICE BOOK LINK ERRORS      User ID:  sa
Price Book Code  Debtor/Prospect Code      Error
BASEBOOK        AARONFIT0001      This Debtor is already assigned to Price Book PREMIER
BASEBOOK        ADAMPARK0001      This Debtor is already assigned to Price Book PREMIER
BASEBOOK        AMERICAN0003      Debtor not found
  
```

9. When the import has been processed the Pricing Import Results window will be displayed. Details of the records imported will be displayed along with details of errors and warnings encountered.

### *The Pricing Import Results window*



10. Click OK to close the Pricing Import Results window.

## 1.2 Flatfile Settings

The import process requires that the exact number of fields are present in the csv. file that you are importing. If an incorrect number are present then this will be detected by the import and a warning will be given. The import will not be processed until you amend the .csv file or the import type that you have selected.

The fields required in flatfiles to import are dependent upon the type option that you select in the Import Pricing window. For example, if you select to import Price Book Headers then the .csv file should contain the fields Price Book Code, Price Book Description and the optional field Notes (if you want to import notes you would need to select the Notes Included option - see 1.1).

	Price Book Code	Price Book Description	Notes
<i>Sample .csv file</i>	NEWPRICES	New price book	Notes (optional)

Full details of the fields required for each import type are displayed in the table below. Note that each field requires specific formatting to be in place for the import to function - see 1.3 for further details.

<i>Flatfile settings</i>	Import Type	Action	Required Fields
	Price Book Headers	Create Price Book	Price Book Code Price Book Description Notes (optional)
	Debtor Price Book Links	Assign Price Book to Debtor	Price Book Code Debtor Code
	Prospect Price Book Links	Assign Price Book to Prospect	Price Book Code Prospect Code
	Price Sheet Headers	Create Price Sheet	Price Sheet Code Price Sheet Description Base Sheet Net Price Only Active Flag Start Date End Date Currency ID (if the company/system is multi-currency) Notes (optional)
	Promotion Price	Create Promotional	Price Sheet Code

Sheet Headers	Price Sheet	Price Sheet Description Base Sheet Net Price Only Active Flag Start Date End Date Currency ID (if the company/system is multi-currency) Notes (optional)
Price Sheet Price Book Links	Assign Price Sheet to a Price Book	Price Sheet Code Price Book Code
Price Sheet Debtor Links	Assign Price Sheet to Debtor	Price Sheet Code Debtor Code
Price Sheet Prospect Links	Assign Price Sheet to Prospect	Price Sheet Code Prospect Code
Base Price Sheet Items	Assign Item to Base Price Sheet	Price Sheet Code Item Number Unit of Measure Breakpoint Pricing From Qty To Qty Based on U of M Net Price
Base Cost Sheet Items	Assign Item to Base Cost Sheet	Price Sheet Code Item Number Unit of Measure Breakpoint Pricing From Qty To Qty Based on U of M Net Price
Base Price Sheet Groups	Assign Groups to Base Price Sheet	Cost Sheet Code Group Code Unit of Measure

		Breakpoint Pricing From Qty To Qty Based on U of M Net Price
Base Cost Sheet Groups	Assign Groups to Base Cost Sheet	Cost Sheet Code Group Code Unit of Measure Breakpoint Pricing From Qty To Qty Based on U of M Net Price
Non-Base Price Sheet Items	Assign Items to Price Sheet	Price Sheet Code Item Number Unit of Measure Breakpoint Pricing From Qty To Qty Based on U of M Price Type Value
Non-Base Price Sheet Groups	Assign Groups to Price Sheet	Price Sheet Code Group Code Unit of Measure Breakpoint Pricing From Qty To Qty Based on U of M Price Type Value
Base Price Promotion Items	Assign Items to Base Promotion Sheet	Price Sheet Code Item Number Unit of Measure

		Breakpoint Pricing From Qty To Qty Based on U of M Value
Base Price Promotion Groups	Assign Groups to Base Promotion Sheet	Price Sheet Code Group Code Unit of Measure Breakpoint Pricing From Qty To Qty Based on U of M Value
Non-Base Promotion Items	Assign Items to Promotion Sheet	Price Sheet Code Item Number Unit of Measure Breakpoint Pricing From Qty To Qty Based on U of M Price/Promotion Type Value Promotional Level
Non-Base Promotion Groups	Assign Groups to Promotion Sheet	Price Sheet Code Group Code Unit of Measure Breakpoint Pricing From Qty To Qty Based on U of M Price/Promotion Type Value Promotional Level
Qty Free Promotion	Assign Items as Free Promotions to a Price	Price Sheet Code

<p>Items</p>	<p>Sheet</p>	<p>Item Number                      Unit of Measure                      From Qty                      To Qty                      Based on U of M                      Qty Free                      Promotion Level                      Free Item Number                      Free Item Unit of Measure                      Maximum quantity free</p>
<p>Qty Free Promotion Groups</p>	<p>Assign Groups as Free Promotions to a Price Sheet</p>	<p>Price Sheet Code                      Group Code                      Unit of Measure                      From Qty                      To Qty                      Based on U of M                      Qty Free                      Promotion Level                      Free Item Number                      Free Item Unit of Measure                      Maximum quantity free</p>

### 1.3 Flatfile Formatting

The Extended Pricing Integration module requires specific formatting to be applied to flatfiles to enable imports to be performed. The correct number of fields must be present for the type of import selected. If there is an incorrect number of fields then you will receive a warning and the import will not be processed.

Errors will be registered where the entry or formatting of the field is incorrect, or where the entry exceeds the specified numbers of characters.

Date fields must be formatted to the specification below or an error will be registered.

A field requiring a Char entry can be any alphanumeric combination. Fields with the length 19.5 represent quantity values. The primary value (e.g.: pounds sterling) may be up to 19 numeric characters long, the secondary value (e.g.: pence) may be up to five characters long.

If you set breakpoint pricing to **N** you should enter values of 0.

<b>Field</b>	<b>Entry Formatting</b>	<b>Length</b>	<b>Example</b>
Active Flag	Y or N (uppercase)	1	<b>Y</b>
Based on U of M	Char	8	<b>EACH</b>
Base Sheet	Y or N (uppercase)	1	<b>Y</b>
Breakpoint Pricing	Y or N (uppercase)	1	<b>Y</b>
Currency ID	Char	15	<b>Z-US\$</b>
Debtor Code	Char	15	<b>ABLE001</b>
End Date	DD/MM/YYYY	8	<b>18/01/2002</b>
Free Item Number	Char	15	<b>100XLG</b>
Free Item Unit of Measure	Char	8	<b>EACH</b>
From Qty	Numeric	19.5	<b>240.05</b>
Group Code	Char	30	<b>PROMO</b>
Item Number	Char	30	<b>100XLG</b>
Net Price	Numeric	19.5	<b>240.05</b>
Net Price Only	Y or N (uppercase)	1	<b>Y</b>
Notes	Text	200	<b>Optional</b>

Price Book Code	Char	15	<b>BASEBOOK</b>
Price Book Description	Char	50	<b>Base prices</b>
Price Type	<b>N</b> - Net Price <b>P</b> - Percentage Off <b>V</b> - Value Off <b>U</b> - Cost Uplift Value <b>T</b> - Cost Uplift Percent	1	<b>N</b>
Price/Promotion Type	<b>N</b> - Net Price <b>P</b> - Percentage Off <b>V</b> - Value Off <b>Q</b> - Quantity Type	1	<b>N</b>
Promotion Level	<b>S</b> - Sheet <b>C</b> - Customer Book <b>B</b> - Base Book	1	<b>S</b>
Prospect code	Char	15	<b>ABLE001</b>
Start Date	DD/MM/YYYY	8	<b>18/01/2002</b>
To Quantity	Numeric	19.5	<b>240.05</b>
Unit of Measure	Char	8	<b>EACH</b>
Value	Numeric	19.5	<b>240.05</b>

## Pricing Data Export

The [Extended Pricing Export Wizard](#) provides the functionality to export prices from Microsoft Dynamics™ GP to an Excel spreadsheet. Use the Excel File Template Maintenance window to set up templates for the price types that you want to export.

If you intend to reimport prices after they have been exported, then you should ensure that the map to fields in the Excel File Template Maintenance window correlate with the specification on the selected file type (see [Flatfile Settings](#)). The exported file will need to be saved as a .csv file before it can be reimported. If Item and Price Sheet Description columns are included in the export, these must be deleted before the data can be reimported.

## 2. Excel File Template Maintenance window



*Tools >> Routines >> Myridas >> Extended Pricing Take-Ons >> Export Template Maintenance*

Use the Excel File Template Maintenance window to:

- Set up Excel template IDs to enable exporting of prices

*The Excel File Template Maintenance window*

Excel Column	Maps To
A	Price Sheet ID
B	Item Number
C	Unit of Measure
D	Breakpoint Pricing Y/N
E	From Qty
F	To Qty
G	Base on U of M
H	Net Price

Note that you must set up templates in this window prior to exporting prices.

## 2.1 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. Select a file type from the drop-down menu. The file type selected is specific to the type of prices you want to export. For example, if you want to export prices of items on the base price book you would select Base Items.

The following file types are available for export:

- Base Items
- Base Groups
- Base Cost Items
- Base Cost Groups
- Non-base Items
- Non-base Groups
- Base Promotion Items
- Base Promotion Groups
- Non-base Promotion Items
- Non-base Promotion Groups

3. Enter a description for the excel template ID.
4. In the Number Of Header Rows To Skip and Number Of Footer Rows To Skip fields you can enter the number of rows that you do not want included in the import. This window is for export purposes only so the fields should be left set to 0.
5. In the scrolling window you should set how Excel columns will map to Microsoft Dynamics™ GP fields for the excel template ID. From the drop-down menus you can select options based on the file type selected.

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 which Microsoft Dynamics™ GP field this column will be mapped to. When you export prices the entered Excel column will contain data relating to the selected Map To option.

Note that you must select an Excel column for all displayed map to options.

Sample Excel column mapping

Excel Column	Maps To
A	Price Sheet ID
B	Item Number
C	Unit of Measure
D	Breakpoint Pricing Y/N
E	Base on U of M
F	From Qty
G	To Qty
H	Net Price

6. Click Save to save the excel template ID.

Deleting excel template IDs

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

### 3. Extended Pricing Export Wizard

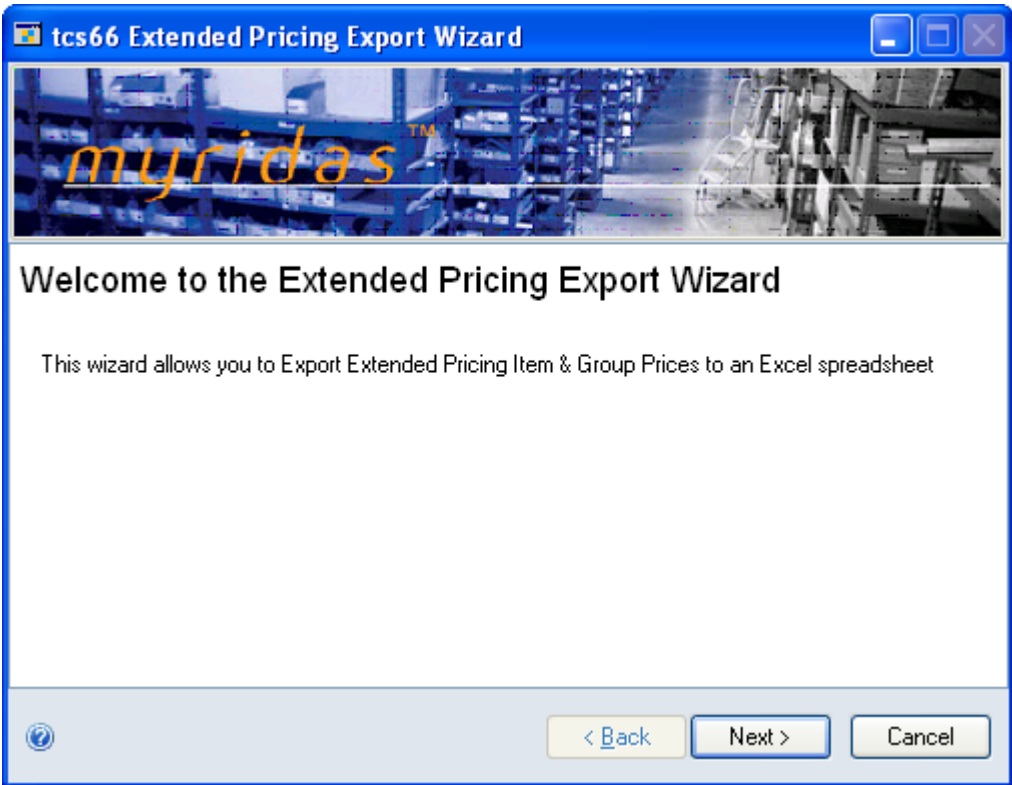


Tools >> Routines >> Myridas >> Extended Pricing Take-Ons >> Export Wizard

Use the Extended Pricing Export Wizard to:

- Export extended pricing data

The Extended Pricing Export Wizard



Excel should be closed when you are using the Extended Pricing Export wizard or errors could result.

### 3.1 Using the Extended Pricing Export Wizard

1. Click the Next button to display the next window

Note that you can click Cancel on this or any other Extended Pricing Export Wizard screen to close the Extended Pricing Export Wizard.

Note also that you can click the Back button on any other Extended Pricing Export Wizard screen to return to the previous screen.

### 3.2 Select Excel File Type screen

*The Select Excel File Type screen*

The screenshot shows a software window titled "tcs66 Extended Pricing Export Wizard" with the Myridas logo in the top right corner. The main heading is "Select Excel File Template". Below this, the instruction "Select Excel File Template to use:" is followed by two input fields. The first field is labeled "Excel Template ID" and contains the text "BASEITEMS" with a search icon to its right. The second field is labeled "File Type" and is a dropdown menu with "Base Items" selected and "Base Item Template" listed below it. At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".

#### 3.2.1 Selecting an Excel File Template

1. Enter the excel template ID (set up in the [Excel File Template Maintenance window](#)) that you want 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 file type will be displayed by default. Click Next.

### 3.3 Select Extended Prices screen

*The Select  
Extended  
Prices screen*

**tcs66 Extended Pricing Export Wizard**

**Extended Pricing Export -**  
**Select Extended Prices you wish to Export**

myridas™

Select which Sheets/Debtors/ Item & Group Numbers you wish to export:

All  From Book: BASEBOOK  
To: BASEBOOK

All  From Date: (First)  
To: (Last)

All  From Sheet: BASE  
To: BASE

All  From Group:

All  From Item: (First)  
To: (Last)

< Back Next > Cancel

#### 3.3.1 Selecting Extended Prices

1. All will be selected by default for each range type. To select defined ranges click From and enter from and to values or select them using the lookups.

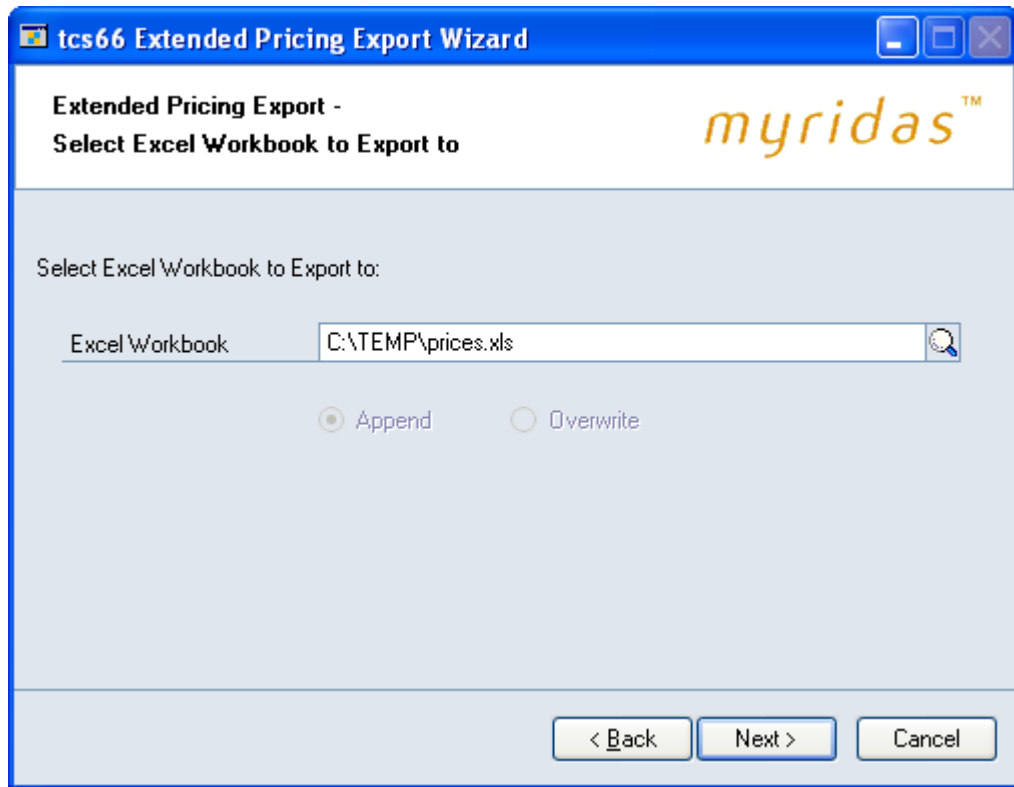
Note that if the file type assigned to the selected excel template ID is base, base cost or base promotion prices then the book range will default to the BASEBOOK or BASECOSTBOOK.

If the assigned file type is associated with items then the group range option on this screen will not be available. If the assigned file type is associated with groups then the item range option on this screen will not be available.

2. Click Next.

### 3.4 Select Excel Workbook screen

*The Select  
Excel  
Workbook  
screen*



#### 3.4.1 Selecting an Excel Workbook

1. Enter the Excel file that you want to export 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\prices.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 can only export .xls file types. You cannot export files that are currently open in Excel.

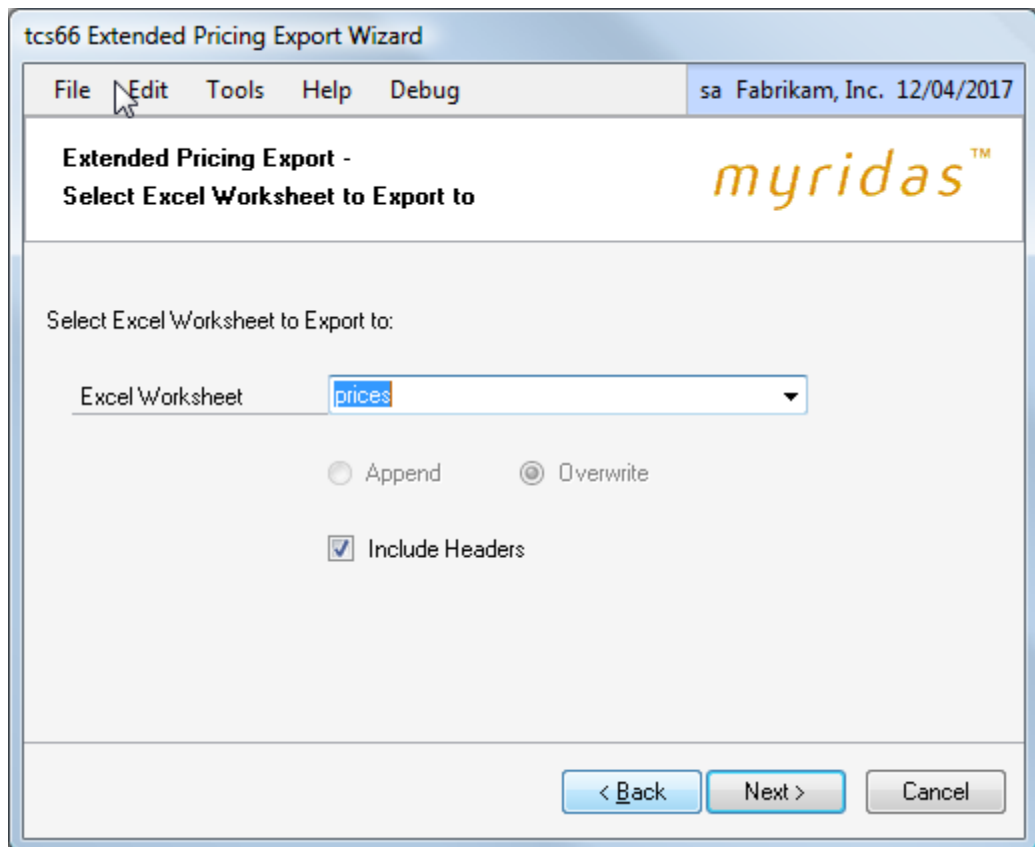
2. If you select a workbook that has already been created then you should also select whether to Append or Overwrite.

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

3. Click Next.

## 3.5 Select Excel Worksheet screen

*The Select  
Excel  
Worksheet  
screen*



### 3.5.1 Selecting an Excel 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. Do not call this worksheet Sheet 1 as errors could result.

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. You should enter the name of a new worksheet.

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

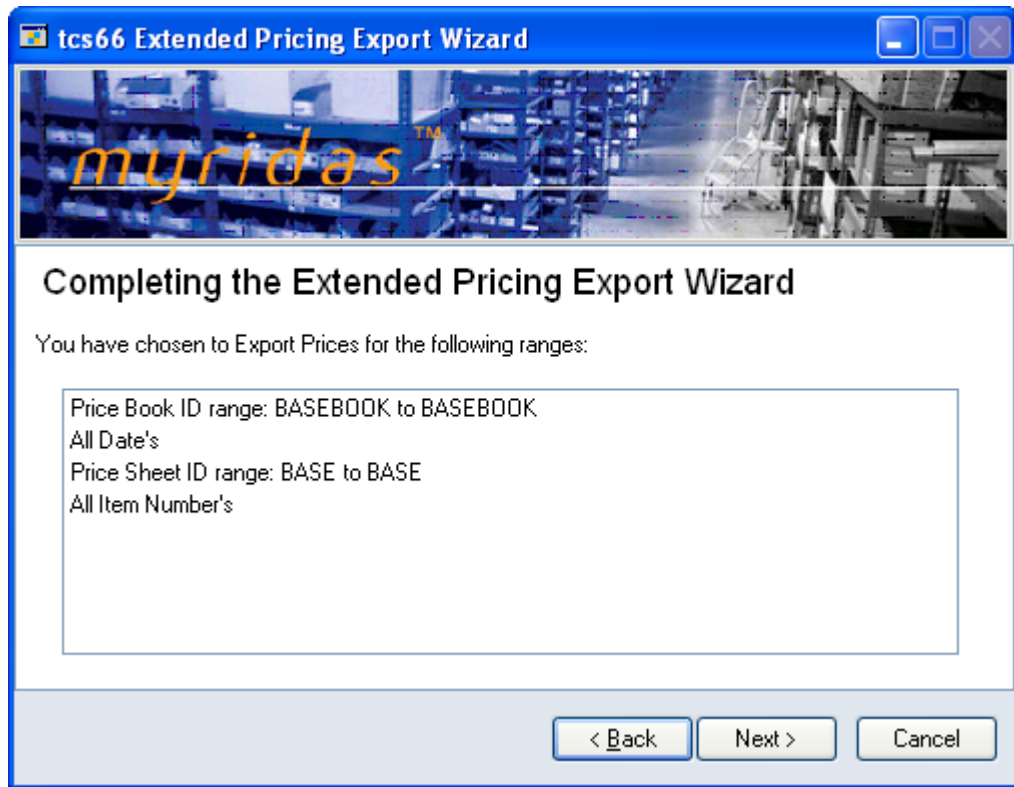
2. If you select a worksheet that has already been created then you should also select whether to Append or Overwrite.

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

3. Select Include headers if you would like the first row of the worksheet to be populated with column headings for your exported data.
4. Click Next.

## 3.6 Completing Export screen

*The  
Completing  
Export screen*



### 3.6.1 Using the Completing Export Screen

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

## 3.7 Completing Export screen 2

*The  
Completing  
Export  
screen 2*

tcs66 Extended Pricing Export Wizard


**Completing the Extended Pricing Export Wizard**

You have selected to Export Prices using the following Excel parameters:

Excel Template ID: BASEITEMS

Excel Workbook: C:\TEMP\prices.xls

Excel Worksheet: exported prices

 When you choose Export, all Prices in range will be Exported.

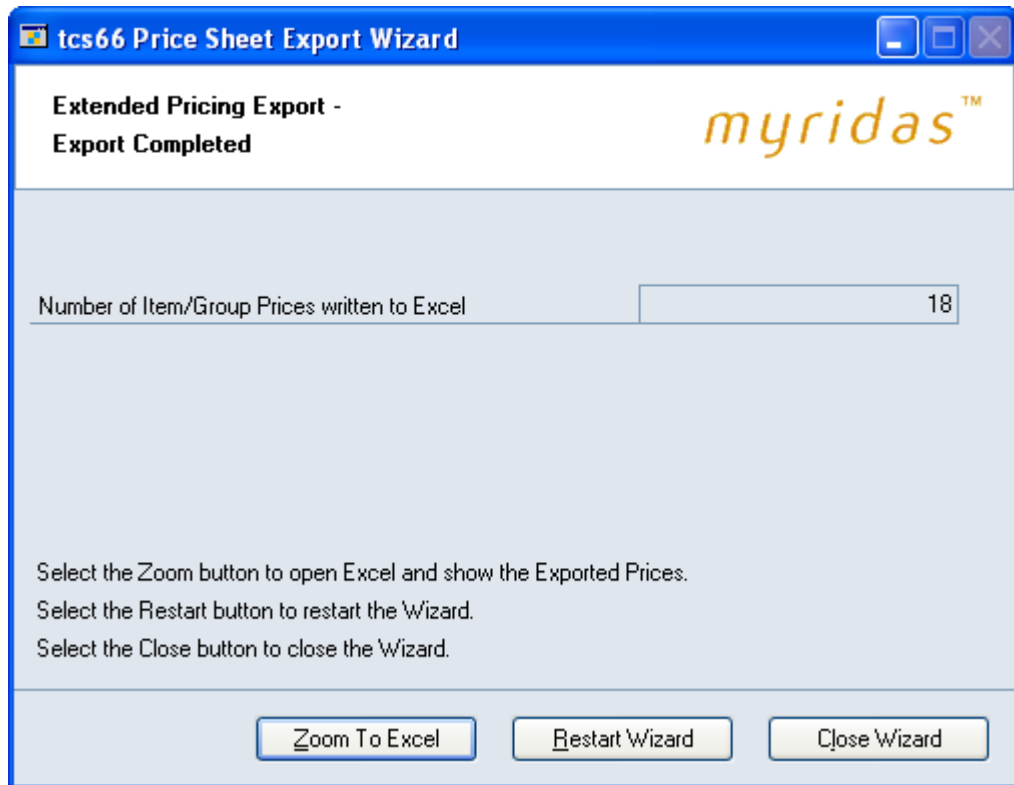
< Back   Export   Cancel

### 3.7.1 Using the Completing Export screen 2

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

## 3.8 Export Completed screen

*The Export Completed screen*





### 3.8.1 Using the Export Completed Screen

1. The number of 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 more prices. Alternatively click Close Wizard to close the wizard.

## Appendix A

### Access to Myridas Windows

#### Extended Pricing Integration

Window Name	 Menu Access	 Other Access
Excel File Template Maintenance	Tools >> Routines >> Myridas >> Extended Pricing Take-Ons >> Export Template Maintenance	
Extended Pricing Export Wizard	Tools >> Routines >> Myridas >> Extended Pricing Take-Ons >> Export Wizard	
Import Pricing	Tools >> Routines >> Myridas >> Extended Pricing Take-Ons >> Import Pricing	

---

## Appendix B

### Myridas Reports

Myridas provides multiple reports to increase information visibility.

<b>Report Name</b>	<b>Module</b>	<b>Functionality</b>
Import Pricing Errors report	Extended Pricing Integration	Prints a report on all errors and warnings encountered during a pricing import

## Index

### *E*

Errors Report.....	8
Excel File Template Maintenance window .....	16
Excel Template IDs deleting .....	18
setting up .....	17
Exporting pricing data .....	16
Extended Pricing Export Wizard.....	18
Extended Pricing Integration .....	5

### *F*

Flatfile Formatting.....	14
Flatfile Settings .....	9
Formatting	

flatfiles for pricing data import.....	14
--	----

### *I*

Import Pricing window.....	6
Importing Pricing Data.....	6

### *P*

Pricing Data Export.....	16
Pricing Data Import.....	6
Pricing Import Results window .....	8

### *S*

Setting up flatfiles for pricing data import.....	9
--	---