

*myridas*TM *User Guide*

Version 7.7 for Great Plains 7.5

Vendor Price Management



Trinity Computer Services Limited

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Using this Guide

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

This guide provides user notes for the Myridas Vendor Price Management module:

- Vendor Price Management



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

A full range of tutorials is also available on our website, <http://www.trinitypartner.com>.

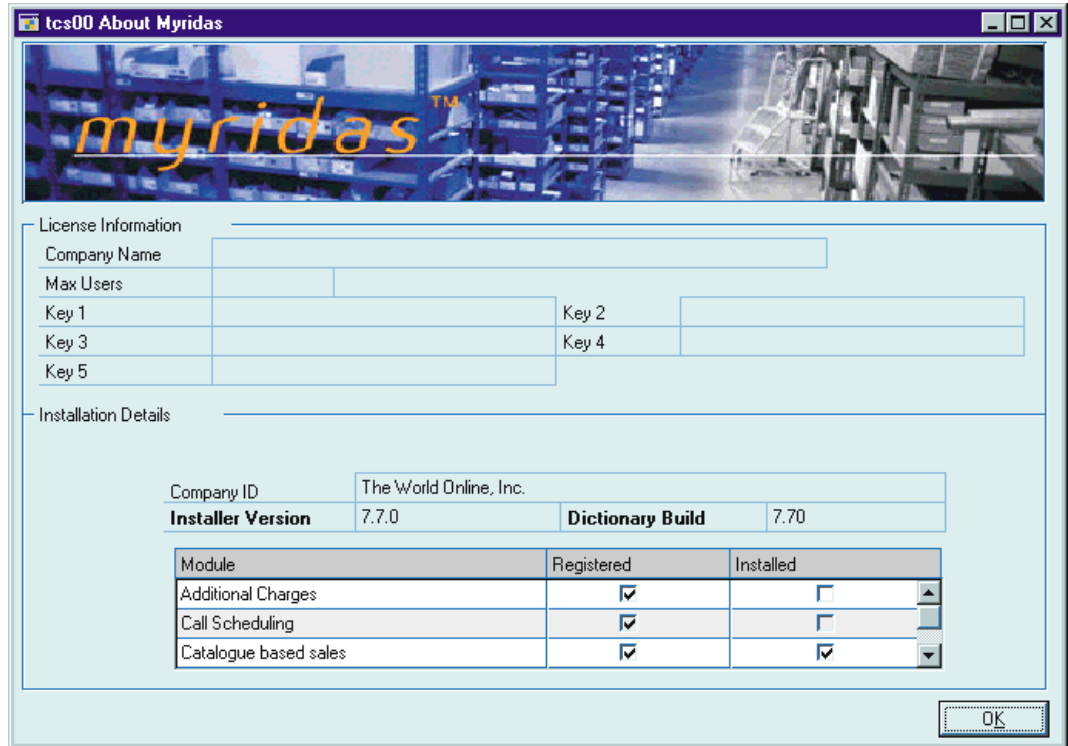
About Myridas



Cards >> Myridas Setup >> About Myridas

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

The About Myridas window



Vendor Price Management

The Myridas Vendor Price Management module provides you with enhanced functionality for maintaining prices for the items that you purchase.

In Great Plains items are defaulted 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:

- The facility to set single or multiple prices for purchase items
- The facility to apply quantity breaks dependent upon quantity purchased
- The facility to set up prices on a Contract or Non-Contract basis
- The facility to base purchase prices on specified date ranges so that prices will depend upon when you make the purchase
- The facility to maintain and update prices on an Ad Hoc basis
- A wizard to allow you to import and export vendor prices from and to spreadsheets
- Advanced lookups to allow you to compare and select prices during purchase order entry, and view future prices
- The facility to assign vendors to vendor groups which can be selected during automatic purchase order generation

Note that this manual has been produced in conjunction with a Great Plains UK dictionary. As such some vendor fields (vendor ID and vendor item) have been replaced in screenshots with the term creditor. If you are working with a US dictionary then the term vendor will be used in all instances.

Contracts

It may be the case that you have special purchase rates that will only 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 only generate purchase orders for vendors that are assigned to selected vendor groups. See [Automatically Generated Purchase Orders](#) for further details.

Setting Up and Maintaining Vendor Pricing

1. Vendor Pricing Setup window

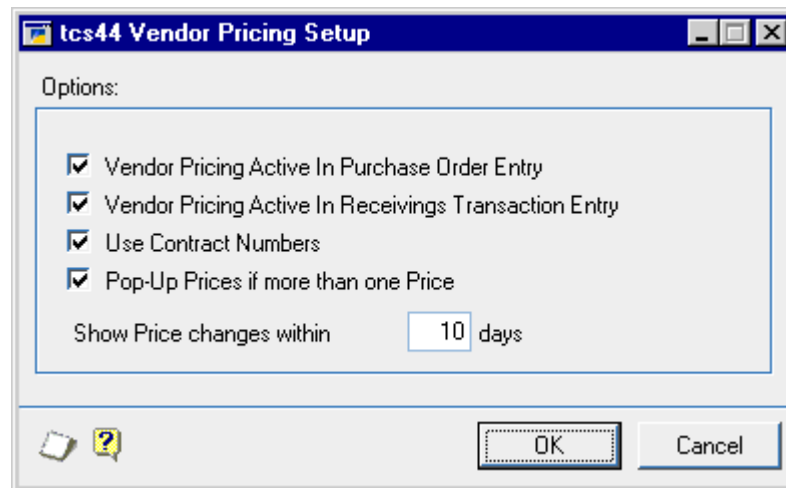


Cards >> Myridas Setup >> Vendor Pricing >> Vendor Pricing Setup

Use the Vendor Pricing Setup window to:

- Select setup options for vendor pricing

The Vendor Pricing Setup window



1.2 Setting Up Vendor Pricing

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

1. There are five 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.

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 and 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 by default select the latest price according to 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 whilst 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.

2. Click OK to save your setup options.

Note that you can click Cancel at any point prior to 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 >> Myridas Cards >> Vendor Pricing >> Contract No. Maint.

Use the Contract Number Maintenance window to:

- Set up and maintain contract numbers for individual vendors

The Contract Number Maintenance window

Creditor ID	ACETRAVE0001	
	Ace Travel	
Contract Number	MARCH-APRIL	
Description	spring (march-april) discount prices	
Effective Date	01/03/03	Expiration Date 30/04/03
by Contract Number		

2.1 Setting Up and Maintaining Contract Numbers for Individual Vendors

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

1. Enter a vendor ID or select on 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 an expiration date. These are the dates during which the prices for the contract number will be applicable.



Note that effective dates and expiration dates may be amended for contract numbers. If you amend 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.

Deleting contract numbers

Note that you can select to delete a contract number by clicking the Delete button.

Also note that you can choose to clear your selection at any point by clicking the Clear button.

3. Vendor Price Maintenance window



Cards >> Myridas Cards >> Vendor Pricing >> Vendor Price Maint.

Use the Vendor Price Maintenance window to:

- Assign item numbers to vendor pricing for specified vendors

*The Vendor
Price
Maintenance
window*

Creditor Item	U Of M	Effective Date	Expiration Date
100XLG	Each	01/03/03	30/04/03
Green Phone		01/03/03	30/04/03

Note that you can select Display Vendor Item from the Options menu to display item numbers or vendor items. Functionality will not be affected.

3.1 Assigning Item Numbers to Vendor Pricing for Specified Vendors

To 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. Click to select whether to assign items for vendor pricing to the vendor ID (non-contract) or to 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.

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

Also note that you can choose to clear your selection up to this point 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.

Note that 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.

Note that the base unit of measure for the selected item number will be displayed by default.

7. Enter an effective date and an expiration date for which the vendor prices set up will be applicable.

Note that if you are entering item numbers for a contract then the effective and expiration dates will automatically 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](#).

Note that the Vendor Prices - Assign Prices window will be displayed automatically 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.

*Deleting items
from vendor
pricing*

Note that 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 >> Myridas Cards >> Vendor Pricing >> Vendor Price Maint. >> Assign Prices button

Use the Vendor Prices - Assign Prices window to:

- Assign price ranges to vendor items

The Vendor Prices - Assign Prices window

All	Quantity From	Quantity To	Price
<input type="checkbox"/>		1 20	\$5.00
<input type="checkbox"/>		21 50	\$4.50
<input type="checkbox"/>		51 100	\$4.00
<input checked="" type="checkbox"/>		101 999,999,999,999	\$3.50
<input type="checkbox"/>		0	\$0.00

4.1 Assigning Prices Ranges to Vendor Items

To 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 the each individual item would be \$4.50

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

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

Sample price settings

All	Quantity From	Quantity To	Price
	1	20	\$5.00
	21	50	\$4.50
	51	100	\$4.00
✓	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 then setup before you proceed.

Note that 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.

Deleting Vendor Prices

Note that you can click Delete at any point to delete the vendor prices displayed in the window.

5. Vendor Price Period Maintenance window



Routines >> Myridas Routines >> Vendor Pricing >> Price Period Maint.

Use the Vendor Price Period Maintenance window to:

- Change effective and expiration dates for vendor pricing

The Vendor Price Period Maintenance window

Update	Creditor ID	Currency ID	Creditor Item	Effective Date	Expiration Date
<input checked="" type="checkbox"/>	ACETRAVE0001	Z-US\$	100XLG		
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

Note that 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

To 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 (Note that you can click Options and Display Vendor Item to toggle between item number and vendor item), generic description, class ID, current effective date and current expiration date.

All will be selected by default for each range criteria. To specify a range for a 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.

Note that you can choose to clear your selection up to this point 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 check box to deselect it or use the Mark All and Unmark All buttons to select or deselect all displayed items.
6. Click the Process button to update the selected items.

A dialogue box will be displayed advising that all 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. Vendor Price Purge window



Routines >> Myridas Routines >> Vendor Pricing >> Vendor Pricing Purge

Use the Vendor Price Purge window to:

- Purge vendor prices

*The Vendor
Price Purge
window*

6.1 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 debtor 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.

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

Setting Up and Maintaining Vendor Pricing Groups

7. Vendor Group Maintenance window



Cards >> Myridas Cards >> Vendor Pricing >> Vendor Group Maint.

Use the Vendor Group Maintenance window to:

- Set up vendor groups

7.1 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.

Note that 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.

Deleting vendor groups

Click the Delete button to delete a vendor group.

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

8. Assign Vendor Group To Vendor ID window



Cards >> Myridas Cards >> Vendor Pricing >> Vendor Group Extras

Use the Assign Vendor Group To Vendor ID window to:

- Assign individual vendors to a vendor group

The Assign Vendor Group To Vendor ID window

Note that this window can also be opened as an Extras option from the Vendor Maintenance window.

8.1 Assigning Individual Vendors to a Vendor Group

To assign individual vendors to a vendor group in the Assign Vendor Group To Vendor ID window:

1. Enter a vendor ID or select one using the lookup.
2. Enter a vendor group or select one using the lookup.
3. Click Save and close the window.

Unassigning vendors from vendor groups

Click Delete to unassign a vendor from a vendor group.

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

9. Vendor Group Allocation window



Cards >> Myridas Cards >> Vendor Pricing >> Vendor Group Alloc

Use the Vendor Group Allocation window to:

- Assign vendors to a vendor group

*The Vendor
Group
Allocation
window*

Creditor ID	Name
COWLEYEN0008	Cowley Engineering
CRUGEREN0001	Cruger Engineering Company
CONTINEN0001	Continental Connectors
GUNTARS0004	Gunthar's Sound Engineers
MORGANEL0007	Morgan Electronics

Note that this window can also be displayed by clicking the Assign button in the [Vendor Group Maintenance window](#).

9.1 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.

Note that 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.

*Unassigning
vendors*

Click Delete to unassign displayed vendors from the vendor group.

10. Vendor Group Allocation - By Range window



Cards >> Myridas Cards >> Vendor Pricing >> Assign Vendors To Group >> Ranges button

Use the Vendor Group Allocation - By Range window to:

- Assign ranges of vendors to a vendor group

The Vendor Group Allocation - By Range window

Creditor ID	Creditor Group
CONTINEN0001	FITTERS
COWLEYEN0008	FITTERS
CRUGEREN0001	FITTERS

10.1 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](#).

Using Vendor Price Management

11. Purchasing with Vendor Pricing

11.1 Purchase Order Entry

The Great Plains 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 are prices that 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.

Note that you cannot select to use prices for non-applicable quantity breaks or future prices; these are displayed to provide you with further information in purchase order creation.

Note that 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 Extras and Vendor Price Enquiry to display the [Vendor Price Enquiry window](#). This window lets you view vendor prices for different vendor ID/item number combinations.

Note that all above functionality is also available through the Purchasing Item Detail Entry window.

11.2 Automatically Generated Purchase Orders

The Great Plains 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.

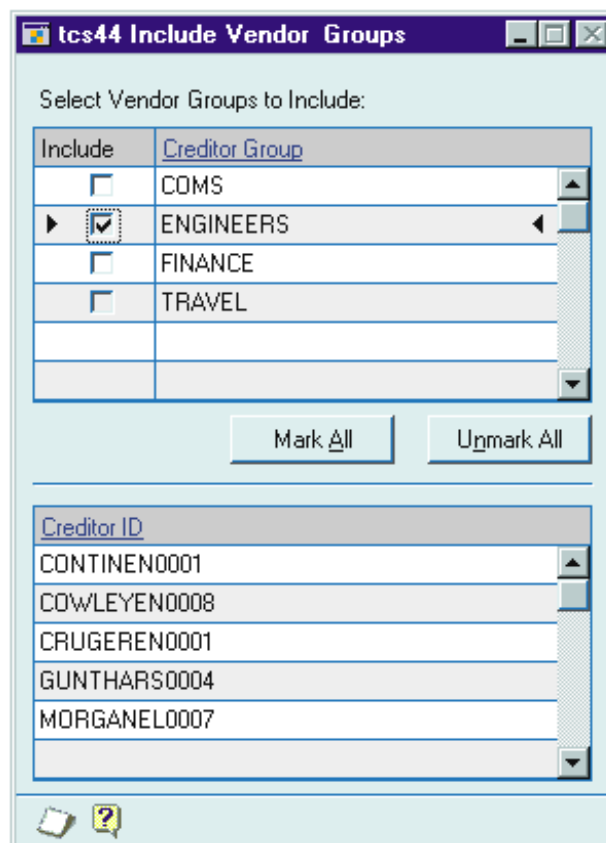
In the Suggested Purchase Orders Preview window two new icons give further functionality. These icons are also displayed in the Warnings and Errors field of the Suggested Purchase Order Detail window.

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

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. If vendor or future prices are applicable then click on a line item then click the Unit Cost expansion button to display the [Vendor Price Selection window](#). You can select an alternate price as detailed in [12.1](#).

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.

The Include Vendor Groups window



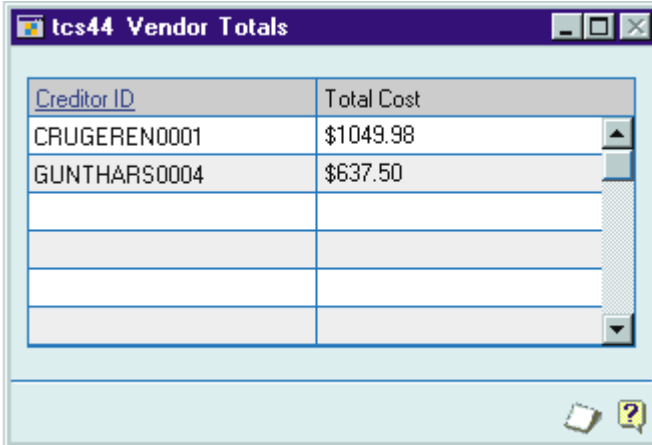
All vendor groups will be displayed in the upper scrolling window. Click on a vendor group to view the vendors assigned to it in the lower scrolling window.

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

Note that the window will remain open until you generate purchase orders or cancel the Generate Suggested Purchase Orders window. Alternatively click the Include Vendor Groups check box 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 new Vendor Totals window is also displayed.

The Vendor Totals window



Creditor ID	Total Cost
CRUGEREN0001	\$1049.98
GUNTHARS0004	\$637.50

This window details all vendors that purchase orders will be generated for and the total cost of purchase orders for each vendor. The total costs displayed are updated automatically with amendments made in the Suggested Purchase Orders Preview window. The window will close automatically when you generate purchase orders or close the Suggested Purchase Orders Preview window.

11.3 Receivings Transaction Entry

The Great Plains Receivings Transaction Entry window has been amended to include added functionality for the Vendor Price Management module.

By default 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
- There are prices that 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 [12.1](#). It is anticipated that this function will generally be used for verifying prices rather than selecting a new price.

Note that 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 Extras and Vendor Price Enquiry to display the [Vendor Price Enquiry 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 opened by clicking Auto-Rcv in the Receivings Transaction Entry window.

12. Vendor Price Selection window



Transactions >> Purchasing >> Purch. Order Entry >> Tab onto Unit Cost field

Use the Vendor Price Selection window to:

- Select vendor prices in purchase transactions

The Vendor Price Selection window

The screenshot shows the 'tcs44 Vendor Price Selection' window. It has a title bar with 'Select' and 'Cancel' buttons. The main area contains several fields: Type (Standard), PO Number (PO2091), Creditor ID (ACETRAVE0001, Ace Travel), Currency ID (Z-US\$, US Dollars), Document Date (10/03/03), Including Price Changes Up To (20/03/03), Creditor Item (100XLG, Green Phone), U Of M (Each), and Quantity Ordered (10). Below these fields is a table titled 'Vendor Prices Details, Price Changes, Qty Break Prices'.

Contract Number	Effective From	Expiration Date	Quantity From	Quantity To	Unit Cost
MARCH-APRIL	01/03/03	30/04/03	1	20	\$5.00
spring (march-april) discount prices			Negotiate add. discounts (up to 10%) if possible		
MARCH-APRIL	01/03/03	30/04/03	21	50	\$4.50
spring (march-april) discount prices			Negotiate add. discounts (up to 10%) if possible		
MARCH-APRIL	01/03/03	30/04/03	51	100	\$4.00
spring (march-april) discount prices			Negotiate add. discounts (up to 10%) if possible		
MARCH-APRIL	01/03/03	30/04/03	101	999,999,999,999	\$3.50
spring (march-april) discount prices			Negotiate add. discounts (up to 10%) if possible		

This window is also available through the Purchasing Item Detail Entry window, the Generate Suggested Purchase Orders window, the Receiving Transaction Entry window, the Receiving Item Detail Entry window and Select Purchase Order Items window. See the relevant sections (11.2 and 11.3) for further details on how functionality is affected if you are accessing the window from a location other than the Purchase Order Entry window.

12.1 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. Note that 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.

Note that you can click Cancel at any point prior to clicking the Select button to close the Vendor Price Selection window.

13. Vendor Price Enquiry window



Enquiries >> Myridas Enquiries >> Vendor Pricing >> Vendor Price Enq.

Use the Vendor Price Enquiry window to:

- Enquire about vendor prices

The Vendor Price Enquiry window

Contract Number	Effective From	Expiration Date	Quantity From	Quantity To	Unit Cost
MARCH-APRIL	01/03/03	30/04/03	1	20	\$5.00
spring (march-april) discount prices Negotiate add. discounts (up to 10%) if possible					
MARCH-APRIL	01/03/03	30/04/03	21	50	\$4.50
spring (march-april) discount prices Negotiate add. discounts (up to 10%) if possible					
MARCH-APRIL	01/03/03	30/04/03	51	100	\$4.00
spring (march-april) discount prices Negotiate add. discounts (up to 10%) if possible					
MARCH-APRIL	01/03/03	30/04/03	101	999,999,999,999	\$3.50
spring (march-april) discount prices Negotiate add. discounts (up to 10%) if possible					

This window may be useful for comparing different vendors prices during purchase order entry.

Note that this window is also available as an Extras option from the Purchase Order Entry, Purchasing Item Details Entry, Receiving Transaction Entry and Receiving Item Detail Entry windows.

13.1 Enquiring About Vendor Prices

To enquire about vendor prices in the Vendor Pricing Enquiry 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 the 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 only show prices for the displayed date deselect this option.
7. Click Redisplay to show your selection in the scrolling window.
8. Click Cancel to close the window.

Note that you can choose to clear your selection at any point by clicking the Clear button.

14. Vendor Price Enquiry (By Item Number) window



Enquiries >> Myridas Enquiries >> Vendor Pricing >> Vendor Price Enq Item

Use the Vendor Price Enquiry (By Item Number) window to:

- Enquire by item about vendor prices

Creditor ID	Effective From	Expiration Date	U Of M	Quantity From	Quantity To	Currency ID	Unit Cost
ACETRAVE0001	01/01/01	01/01/04	Each		1	999,999,999,999	\$5.50
ACETRAVE0001	01/01/03	30/04/03	Each		1	20	\$5.00
ACETRAVE0001	01/01/03	30/04/03	Each		21	50	\$4.50
ACETRAVE0001	01/01/03	30/04/03	Each		51	100	\$4.00
ACETRAVE0001	01/01/03	30/04/03	Each		101	999,999,999,999	\$3.50

14.1 Enquiring by Item about Vendor Prices

To enquire by item about vendor prices in the Vendor Price Enquiry (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.

Importing and Exporting Vendor Prices

The features detailed in this section enable you to import and export vendor prices between Great Plains 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 vendor prices using the Vendor Prices Import/Export Wizard.

15. Excel File Template Maintenance window



Routines >> Myridas Routines >> Vendor Pricing >> Excel Templ. Maint.

Use the Excel File Template Maintenance window to:

- Set up Excel Template ID's to enable importing/exporting of vendor prices

*The Excel File
Template
Maintenance
window*

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

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

15.1 Setting Up Excel Template ID's

To set up Excel Template ID's 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 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 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 Myridas 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 which Myridas field this column will be mapped to. When you import/export vendor prices the entered Excel Column will contain data relating to the selected Map To option.

*Sample Excel
column
mapping*

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

Note that 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 to.

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.

*Deleting Excel
Template ID's*

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

15.2 Setting Up Excel Sheets for Importing and Exporting

Unlike with other Myridas modules, 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 Vendor Prices Import/Export Wizard.

16. Vendor Prices Import/Export Wizard



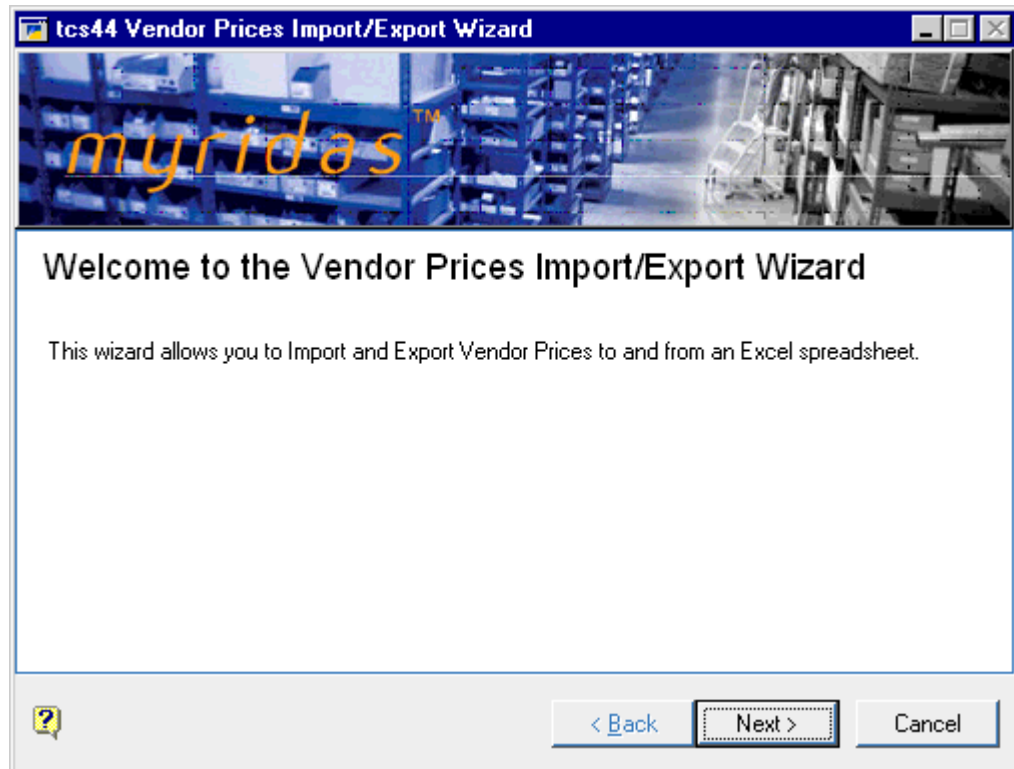
Routines >> Myridas Routines >> Vendor Pricing >> Vendor Pricing Wizard

The Myridas 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

*The Vendor
Prices
Import/Export
Wizard*



16.1 Using the Vendor Prices Import/Export Wizard

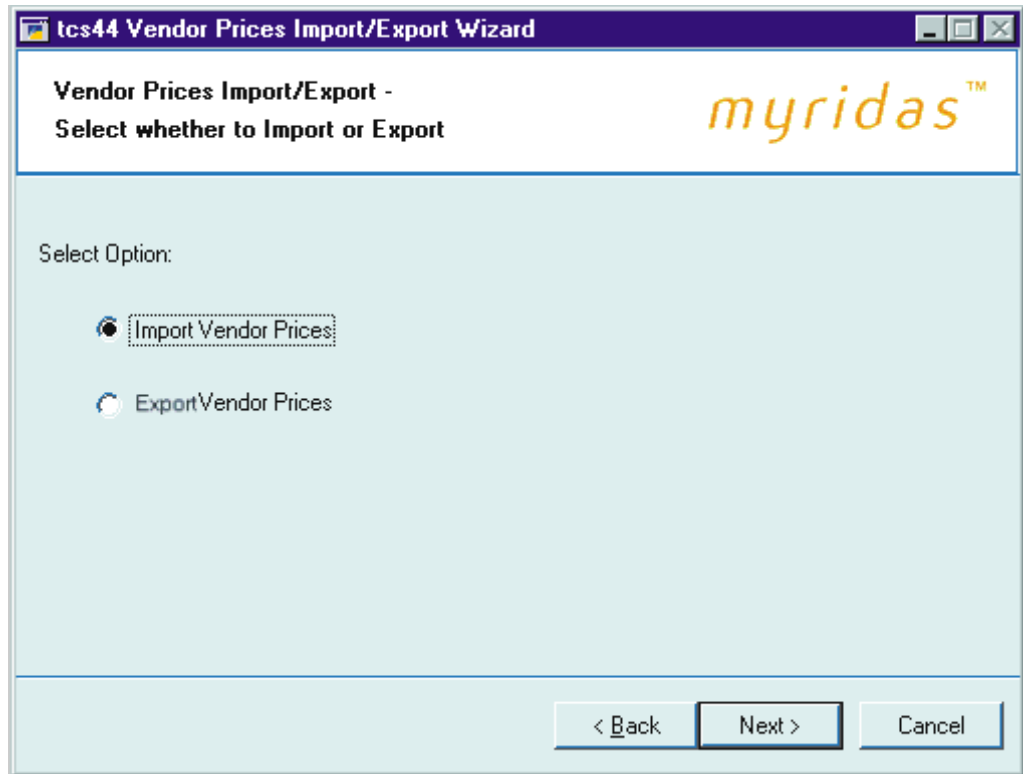
1. Click the Next button to display the next window

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

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

16.2 Import/Export Screen

*The
Import/Export
screen*



16.2.1 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.

Note that details of exporting vendor prices are to be found at [16.9](#). See below for details on importing vendor prices.

Importing Vendor Prices

16.3 Select Import File Screen

*The Select
Import File
screen*

tcs44 Vendor Prices Import Wizard

Vendor Prices Import -
Select Excel File Template

myridas™

Select Excel File Template to use:

Excel Template ID: VPRICETEMPLATE1

Vendor Price Template 1

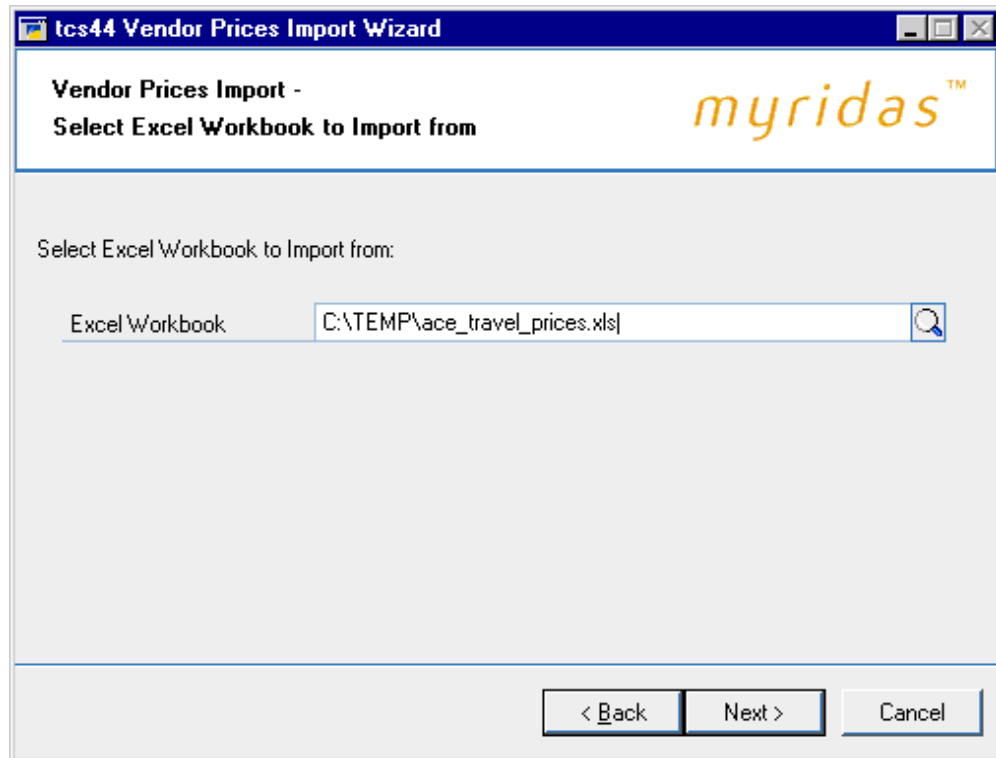
< Back Next > Cancel

16.3.1 Using the Select Import File screen

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

16.4 Select Workbook Screen

*The Select
Workbook
screen*



16.4.1 Using the Select Workbook Screen

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

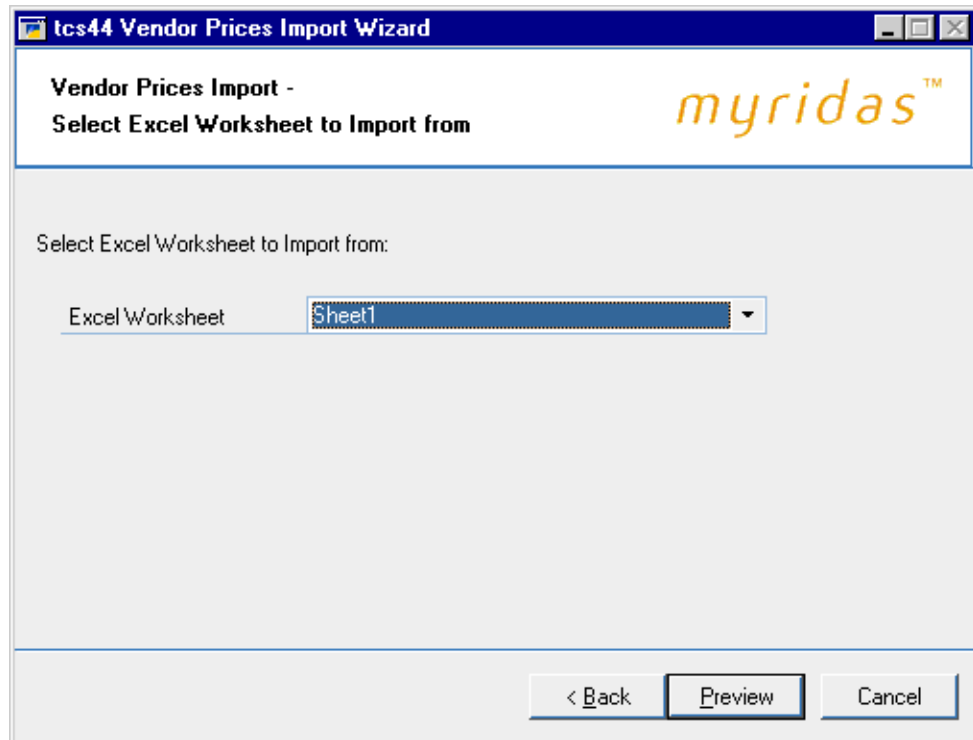
Note that you cannot just enter the name of the file, you must also enter the system path to the file, for example, C:\TEMP\ace_travel_prices.xls.

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

2. Click Next.

16.5 Select Worksheet Screen

*The Select
Worksheet
screen*



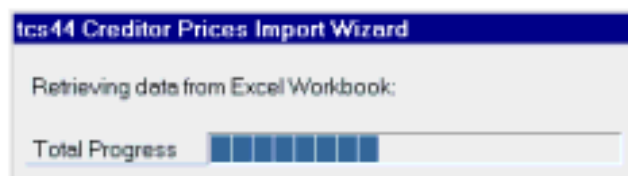
16.5.1 Using the Select Worksheet Screen

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 Great Plains and the progress will be displayed on the Import Wizard progress bar.

*The Import
Wizard
progress bar*

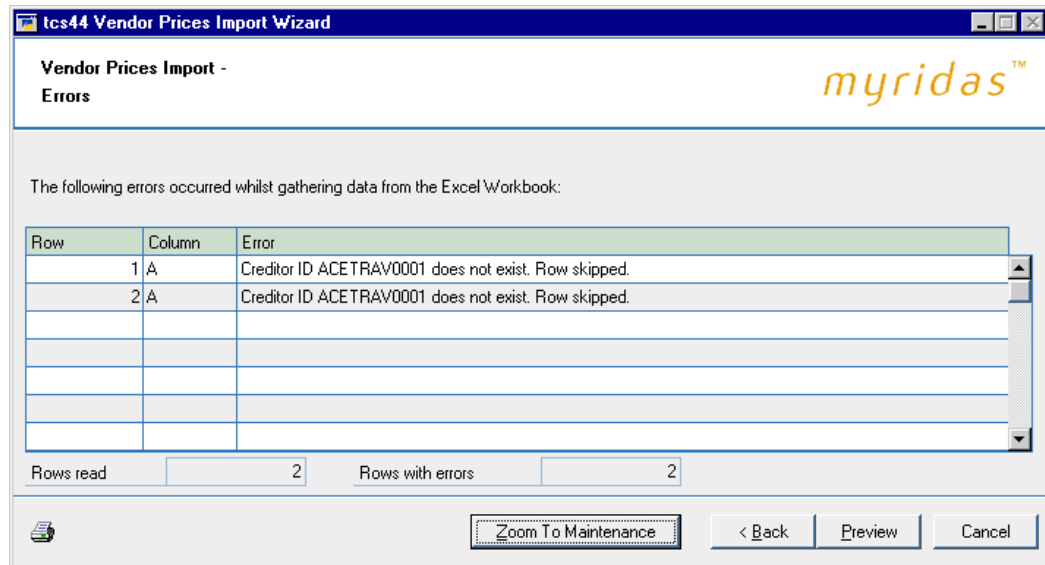


Note that if any errors are encountered during the import then the [Import Errors screen](#) will be displayed.

3. When the import is complete (if no errors were encountered) then the [Import Preview screen](#) will be displayed.

16.5.2 Using the Import Errors Screen

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 a date is required
- there is a "Duplicate Record" - when a row has been duplicated in the spreadsheet
- "Multiple Item Numbers 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. 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.

16.6 Import Preview Screen

The Import Preview screen

16.6.1 Using the Import Preview Screen

1. The upper scrolling window will display all valid lines that you have imported, with all relevant information.
2. Click on a line to display its quantity breakdown details in the lower scrolling window.
3. You need to select which lines in the upper scrolling window you want to import. When the check box 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.

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

4. When you have completed your import selection click Next.

16.7 Completing Import Screen

*The Completing
Import screen*

tcs44 Vendor Prices Import Wizard


Completing the Vendor Prices Import Wizard

You have selected to Import Prices 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.

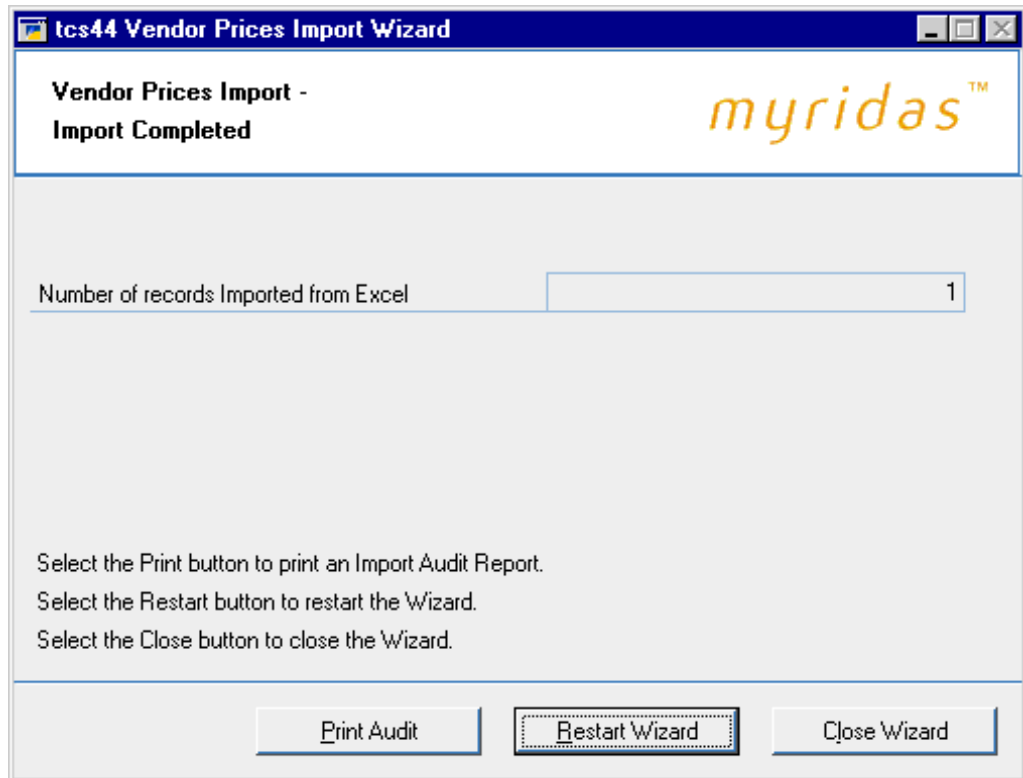
< Back Cancel

16.7.1 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.

16.8 Import Completed Screen

The Import Completed screen



16.8.1 Using the Import Completed Screen

1. The number of Vendor Prices imported will be displayed.

Note that 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 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. Alternatively there may be 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

16.9 Vendor Selection Screen

The Vendor Selection screen

tcs44 Vendor Prices Export Wizard

Vendor Prices Export -
Select Vendors you wish to Export

myridas™

Select which Vendors you wish to export Prices for:

All

From: ACETRAVE0001

To: ACETRAVE0001

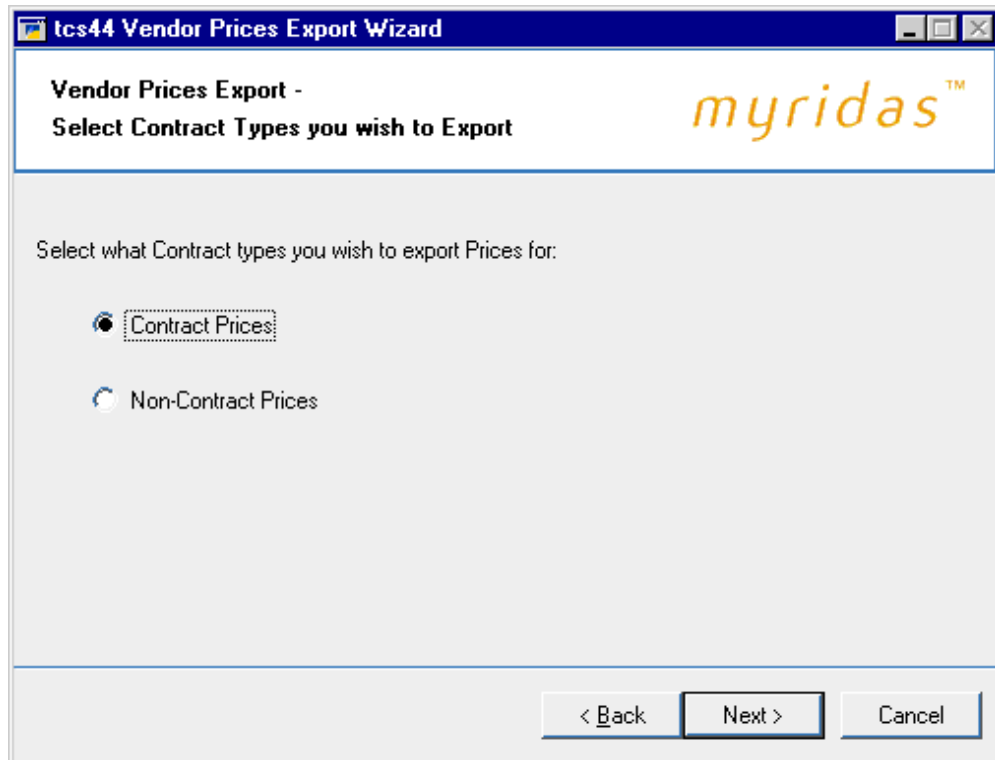
< Back Next > Cancel

16.9.1 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.

16.10 Contract Type Selection Screen

*The Contract
Type Selection
screen*



Note that 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](#).

16.10.1 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.

16.11 Select Contracts Screen

*The Select
Contracts
screen*

tcs44 Vendor Prices Export Wizard

Vendor Prices Export -
Select Contracts you wish to Export

myridas™

Select which Contracts you wish to export Prices for:

All

From:

To:

< Back Next > Cancel

Note that if you selected Non-Contract in the previous window then you will go straight to the [Currency screen](#).

16.11.1 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.

16.12 Currency Screen

*The Currency
screen*

The screenshot shows a software window titled "tcs44 Vendor Prices Export Wizard". The window has a blue header bar with the title and standard window controls. Below the header, the text "Vendor Prices Export - Select Currency ID to Export Prices for" is displayed. The Myridas logo is in the top right corner. The main area contains the instruction "Select Currency ID to Export Prices for:" followed by a text input field labeled "Currency ID" containing "Z-US\$". A search icon is to the right of the input field. Below the input field, a dropdown menu is open, showing "US Dollars". At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".

Note that 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 be displayed and you will proceed to the Select Item Range screen.

16.12.1 Using the Currency Screen

1. Enter the Currency ID that you want to export prices for or select one using the lookup.

Note that whilst you can select multiple currencies for importing, you may select only one currency when exporting vendor prices).

2. Click Next.

16.13 Select Item Range Screen

*The Select Item
Range screen*

tcs44 Vendor Prices Export Wizard

Vendor Prices Export -
Select Items you wish to Export Prices for

myridas™

Select which Items you wish to export Prices for:

All

From: 100XLG

To: 100XLG

< Back Next > Cancel

16.13.1 Using the Select Item Range screen

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

16.14 Select Date Range Screen

*The Select Date
Range screen*

tcs44 Vendor Prices Export Wizard

Vendor Prices Export -
Select Dates you wish to Export Prices for

myridas™

Only Export Prices that are active on the following dates:

All

From: 01/08/02

To: 31/08/02

< Back Next > Cancel

16.14.1 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.

16.15 Select Excel File Template Screen

*The Select
Excel File
Template screen*

tcs44 Vendor Prices Export Wizard

Vendor Prices Export -
Select Excel File Template

myridas™

Select Excel File Template to use:

Excel Template ID VPRICETEMPLATE1

vendor price template 1

< Back Next > Cancel

16.15.1 Using the Select Excel File Template Screen

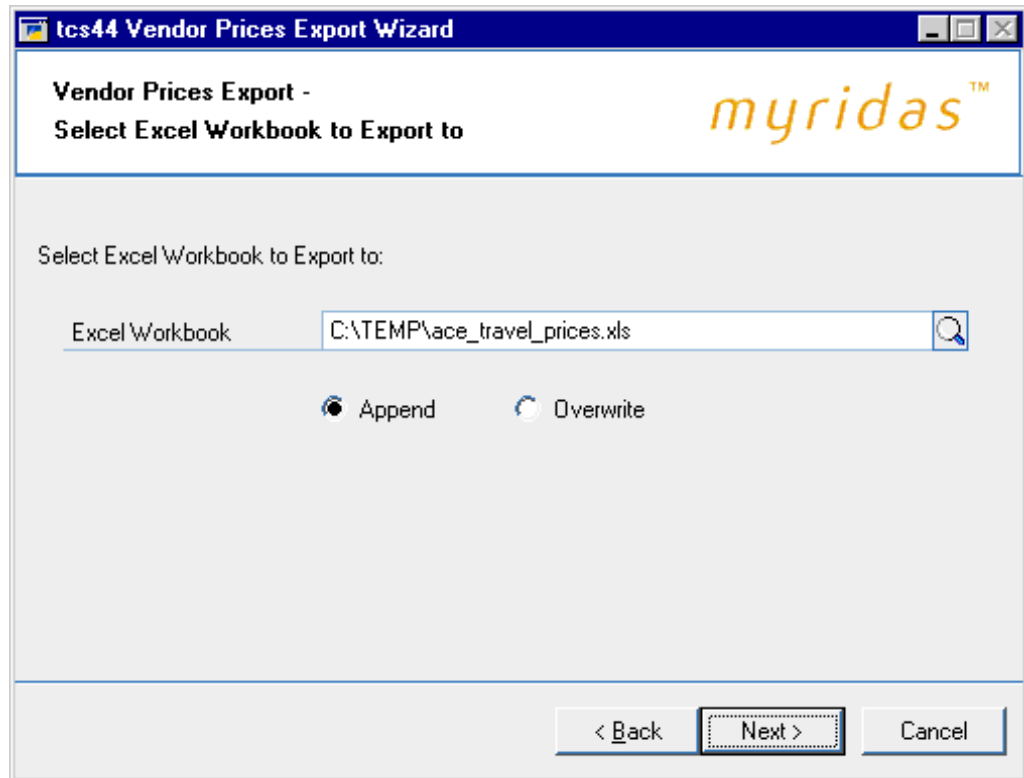
1. Enter the Excel Template ID (set up in the Excel File Template Maintenance window) that you want base the import on, or select one using the lookup.

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

2. Click Next.

16.16 Select Workbook Screen

The Select Workbook screen



16.16.1 Using the Select Workbook Screen

1. Enter the Excel file that you want to export vendor prices 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\ace_travel_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 cannot export to files that are currently open in Excel.

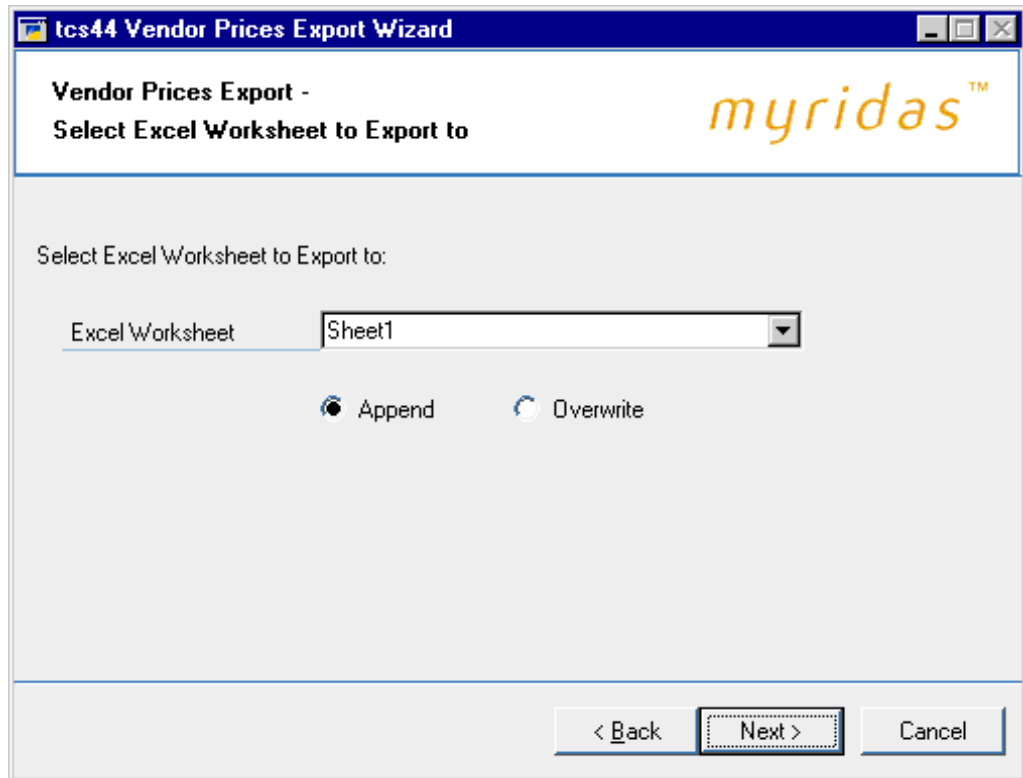
2. If you select a workbook that has already been created then you should also select whether to Append or Overwrite.

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

3. Click Next.

16.17 Select Worksheet Screen

The Select Worksheet screen



16.17.1 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.

Note that 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.

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

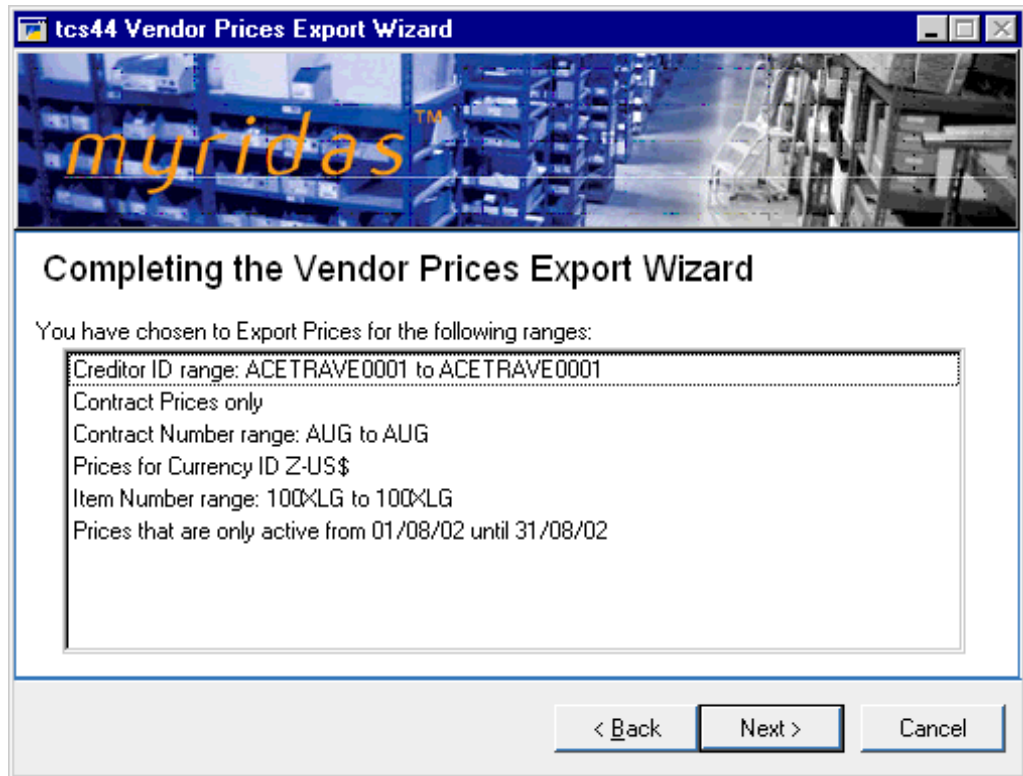
2. If you select a worksheet that has already been created then you should also select whether to Append or Overwrite.

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

3. Click Next.

16.18 Completing Export Screen

*The Completing
Export screen*



16.18.1 Using the Completing Export screen

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

16.19 Completing Export Screen 2

*The Completing
Export screen 2*

tcs44 Vendor Prices Export Wizard


Completing the Vendor Prices Export Wizard

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

Excel Template ID: VPRICETEMPLATE1

Excel Workbook: C:\TEMP\ace_travel_prices.xls

Excel Worksheet: Sheet1

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

< Back Export Cancel

16.19.1 Using the Completing Export screen 2

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

16.20 Export Completed Screen

The Export Completed screen





16.20.1 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

Access to Myridas Windows

Vendor Price Management

Window Name	 Menu Access	 Other Access
Assign Vendor Group To Vendor ID	Cards >> Myridas Cards >> Vendor Pricing >> Vendor Group Extras	
Contract Number Maintenance	Cards >> Myridas Cards >> Vendor Pricing >> Contract No. Maint.	
Excel File Template Maintenance	Routines >> Myridas Routines >> Vendor Pricing >> Excel Templ. Maint.	
Include Vendor Groups		Transactions >> Purchasing >> PO Generator >> Select the Include Vendor Groups option
Vendor Group Allocation	Cards >> Myridas Cards >> Vendor Pricing >> Vendor Group Alloc	Cards >> Purchasing >> Vendor >> Extras >> Assign To Vendor Group
Vendor Group Allocation - By Range		Cards >> Myridas Cards >> Vendor Pricing >> Vendor Group Alloc >> Ranges button
Vendor Group Maintenance	Cards >> Myridas Cards >> Vendor Pricing >> Vendor Group Maint.	
Vendor Price Enquiry	Enquiries >> Myridas Enquiries >> Vendor Pricing >> Vendor Price Enq.	Extras option from: Purchase Order Entry, Purchasing Item Details Entry, Receivings Transaction Entry and Receivings Item Detail Entry windows.
Vendor Price Enquiry (By Item Number)	Enquiries >> Myridas Enquiries >> Vendor Pricing >> Vendor Price Enq Item	
Vendor Price	Cards >> Myridas Cards	

Maintenance	>> Vendor Pricing >> Vendor Price Maint.	
Vendor Price Period Maintenance	Routines >> Myridas Routines >> Vendor Pricing >> Price Period Maint.	
Vendor Price Purge	Routines >> Myridas Routines >> Vendor Pricing >> Vendor Pricing Purge	
Vendor Price Selection		Transactions >> Purchasing >> Purch. Order Entry >> Tab onto Unit Cost field This window is also available through: 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.
Vendor Prices - Assign Prices		Cards >> Myridas Cards >> Vendor Pricing >> Vendor Price Maint. >> Assign Prices button
Vendor Prices Import/Export Wizard	Routines >> Myridas Routines >> Vendor Pricing >> Vendor Pricing Wizard	
Vendor Pricing Setup	Cards >> Myridas Setup >> Vendor Pricing >> Vendor Pricing Setup	
Vendor Totals		Click the Suggest Purchase Orders button in the Generate Suggested Purchase Orders window

Appendix B

Modified Great Plains Windows

Some Great Plains windows have been modified to incorporate Myridas behaviour:

Great Plains Window Name	Series	Myridas 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 were you can select vendor groups to be included in purchase order generation.</p>

Appendix C

Myridas Reports

Myridas provides multiple reports to increase information visibility.

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

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