

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

Version 7.8 for Great Plains 7.5

## **Distribution Enhancements**



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 Distribution Enhancements module:

- Distribution Enhancements



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>.

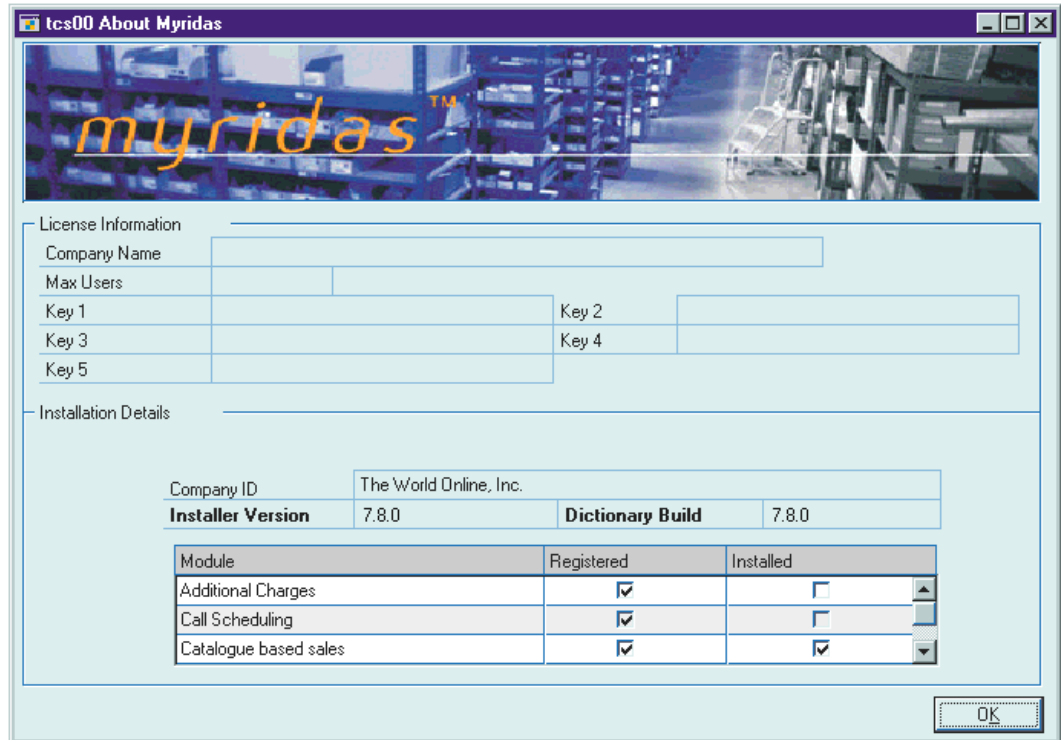
# About Myridas



*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*



## Distribution Enhancements

The Myridas Distribution Enhancements module provides multiple new areas of functionality to improve the effectiveness of your inventory control.

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

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

[Part Delivery Restrictions](#) enables you to set up process holds that will stop incomplete orders from being transferred to invoice.

[Debtor Specific Items](#) enables you to assign debtors to a specific item number. Once the relationship is created, only debtors assigned to the item number will be permitted to purchase it in sales transaction entry.

[Disallowed Debtor Items](#) lets you assign one or multiple items to a debtor which the debtor is then restricted from purchasing in sales transactions.

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

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

[Document Margins](#) lets you view margins on sales transactions during transaction entry, and automatically updates the [Document Margins window](#) with new details entered into a transaction. Select margin percentage calculation types in the [Margin Percentage Setup window](#).

[Required Debtor Reference](#) functionality lets you denote debtors and transaction types as requiring entry of a debtor purchase order number during sales transaction entry.

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

The key features of the Distribution Enhancements module are:

- The facility to set up transaction reason codes and assign them to transactions
- The facility to set up barcodes and assign them to items
- Import/export wizard allowing you to import and export barcodes

- The facility to set up process holds to restrict partially complete orders from being transferred to invoice
- The facility to restrict the sale of any item to specified debtors
- The facility to assign alternate item numbers to inventory items
- Import/export wizard allowing you to import and export alternate items
- Purge empty sales batches
- View accurate sales margins during transaction entry
- Set debtors and transaction types as requiring entry of a debtor purchase order number during sales transaction entry
- Set default sites for users

## Transaction Reason Codes

Transaction reason codes functionality allows you to assign reason codes to sales and inventory transactions. Using the [Transaction Reason Code Maintenance window](#) to set up an unlimited number of reason codes, you can then assign these reason codes to all types of sales and inventory transactions. Documents with reason codes assigned can be reported on using the [Great Plains SmartList](#).

### 1. Transaction Reason Code Maintenance window



*Cards >> Myridas Setup >> Dist. Enhancements >> Reason Code Maint.*

Use the Reason Code Maintenance window to:

- Set up transaction reason codes

*The  
Transaction  
Reason  
Code  
Maintenance  
window*

#### 1.1 Setting Up Transaction Reason Codes

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

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

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

*Deleting reason  
codes*

Click Delete to delete the currently selected reason code.

## 2. Apply Transaction Reason Code window



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

Use the Apply Transaction Reason Code window to:

- Assign reason codes to sales and inventory transactions

*The Apply  
Transaction  
Reason  
Code  
window*

Type:	Adjustment
Document Number:	00000000000000051
Reason Code	QA
Description	quarantined

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

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

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

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

1. The current document type and document number will be displayed.
2. Enter a reason code or select one using the lookup.
3. Click OK to assign the reason code to the transaction and close the window.

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

## 3. Viewing and Reporting on Assigned Reason Codes

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

## Barcode Management

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

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

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

### 4. Barcode Format Maintenance window

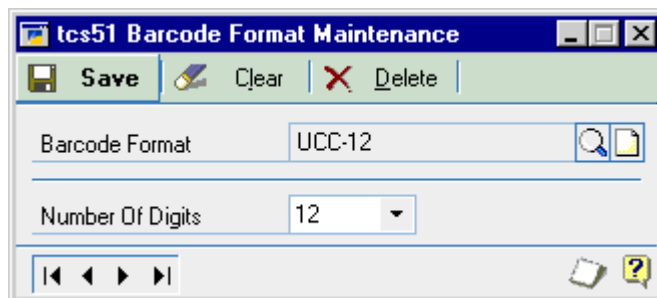


*Cards >> Myridas Setup >> Dist. Enhancements >> Barcode Format Maint.*

Use the Barcode Format Maintenance window to:

- Set up barcode formats

*The Barcode  
Format  
Maintenance  
window*



#### 4.1 Setting Up Barcode Formats

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

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

3. Click Save.

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

*Deleting barcode formats*

To delete a barcode format click the Delete button.

## 5. GTI Number Maintenance window



*Cards >> Myridas Cards >> Dist. Enhancements >> GTI Number Maint.*

Use the GTI Number Maintenance window to:

- Set up and assign GTI numbers

*The GTI Number Maintenance window*

Note that you can also assign GTI numbers in the [Scanned GTI Number Maintenance window](#).

### 5.1 Setting Up and Assigning GTI Numbers

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

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

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

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

Note that different item units require different GTI numbers.

5. Click Save.

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

*Deleting GTI numbers*

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

## 6. Scanned GTI Number Maintenance window



*Cards >> Myridas Cards >> Dist. Enhancements >> Scan. GTI Num Maint*

Use the Scanned GTI Number Maintenance window to:

- Set up and assign GTI numbers with a barcode scanner

*The Scanned GTI Number Maintenance window*

### 6.1 Setting Up and Assigning GTI Numbers

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

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

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

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

Note that different item units require different GTI numbers.

5. Click Save.

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

*Deleting GTI numbers*

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

## 7. GTI Number Enquiry window



*Enquiries >> Myridas Enquiries >> Dist. Enhancements >> GTI Number Enquiry*

Use the GTI Number Enquiry window to:

- Search for item GTI numbers

*The GTI Number Enquiry window*

GTI Number	U Of M
1234567890123-1	Each
9307509349534-7	Case

### 7.1 Searching for Item GTI Numbers

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

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

## Importing and Exporting Barcodes

### 8. Excel File Template Maintenance window



*Routines >> Myridas Routines >> Dist. Enhancements >> GTI Number Excel Tmpl*

Use the Excel File Template Maintenance window to:

- Set up excel template ID's to enable importing/exporting of barcodes

*The Excel File  
Template  
Maintenance  
window*

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

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

#### 8.1 Setting Up Excel Template IDs

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

1. Enter an excel template ID.

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

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

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

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

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

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

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

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

*Sample Excel column mapping*

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

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

6. Click Save to save the excel template ID.

*Deleting excel template ID's*

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

## 8.2 Setting Up Excel Sheets for Importing and Exporting

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

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

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

## 9. GTI Numbers Import/Export Wizard



*Routines >> Myridas Routines >> Dist. Enhancements >> GTI Number Wizard*

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

Use the GTI Numbers Import/Export Wizard to:

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

*The GTI  
Numbers  
Import/Export  
Wizard*



## 9.1 Using the GTI Numbers Import/Export Wizard


1. Click the Next button to display the next window

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

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

## 9.2 Import/Export screen

*The  
Import/Export  
screen*



The screenshot shows a window titled "tcs51 GTI Numbers Import/Export Wizard". The window content includes the text "GTI Numbers Import/Export - Select whether to Import or Export" and the Myridas logo. Below this, there is a section labeled "Select Option:" with two radio button options: "Import GTI Numbers" (which is selected) and "Export GTI Numbers". At the bottom right of the window, there are three buttons: "< Back", "Next >", and "Cancel".

### 9.2.1 Using the Import/Export Screen

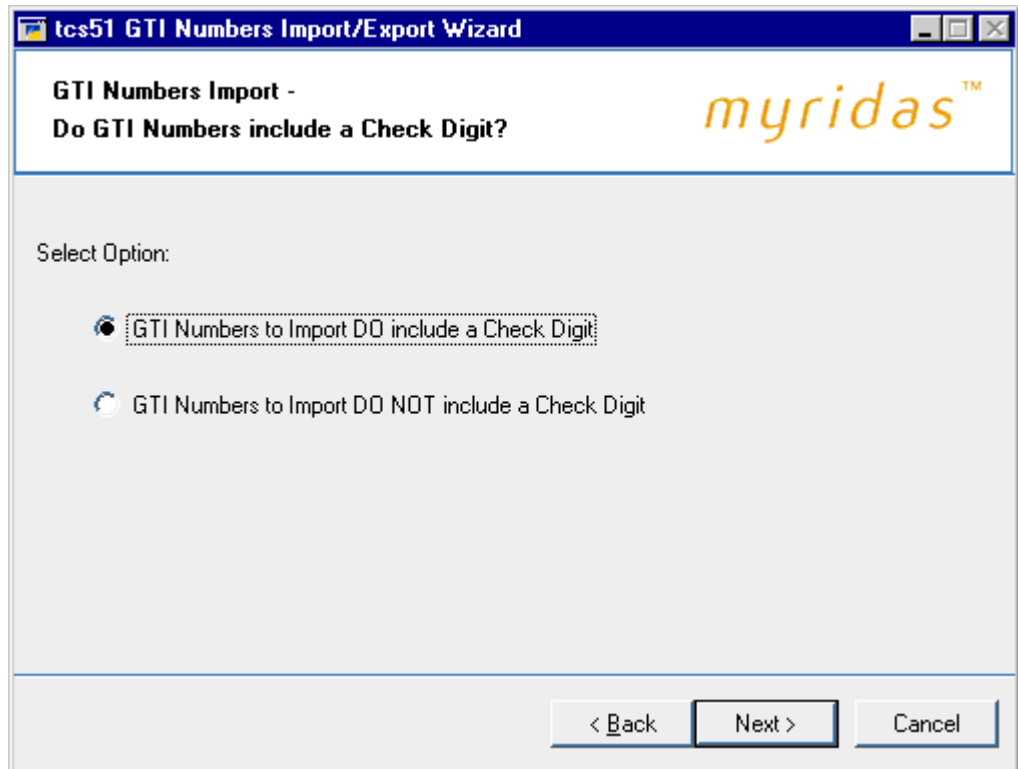
1. Click whether you want to import or export GTI numbers.
2. Click the Next button to display the next screen.

Note that details of exporting GTI numbers are to be found at [9.10](#). See below for details on importing GTI numbers.

## Importing Barcodes

### 9.3 Check Digit screen

*The Check  
Digit screen*



#### 9.3.1 Using the Check Digit screen

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

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

## 9.4 Select Excel File Template screen

*The Select  
Excel File  
Template  
screen*

GTI Numbers Import  
Select Excel File Template

myridas™

Select Excel File Template to use:

Excel Template ID: GTITEMPLATE1

Creditor ID: ADVANCED0001

Buttons: < Back, Next >, Cancel

### 9.4.1 Selecting an Excel File Template

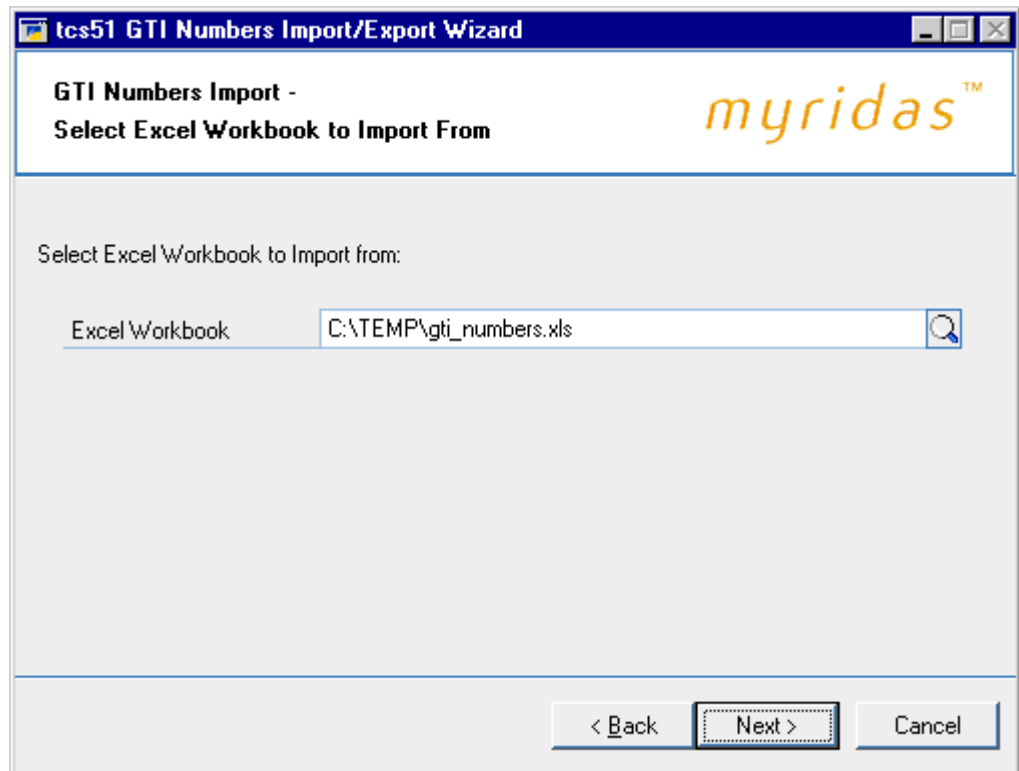
1. Enter the excel template ID (set up in the [Excel File Template Maintenance window](#)) that you want base the import on, or select one using the lookup.

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

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

## 9.5 Select Excel Workbook screen

*The Select  
Excel  
Workbook  
screen*



### 9.5.1 Selecting an Excel Workbook

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

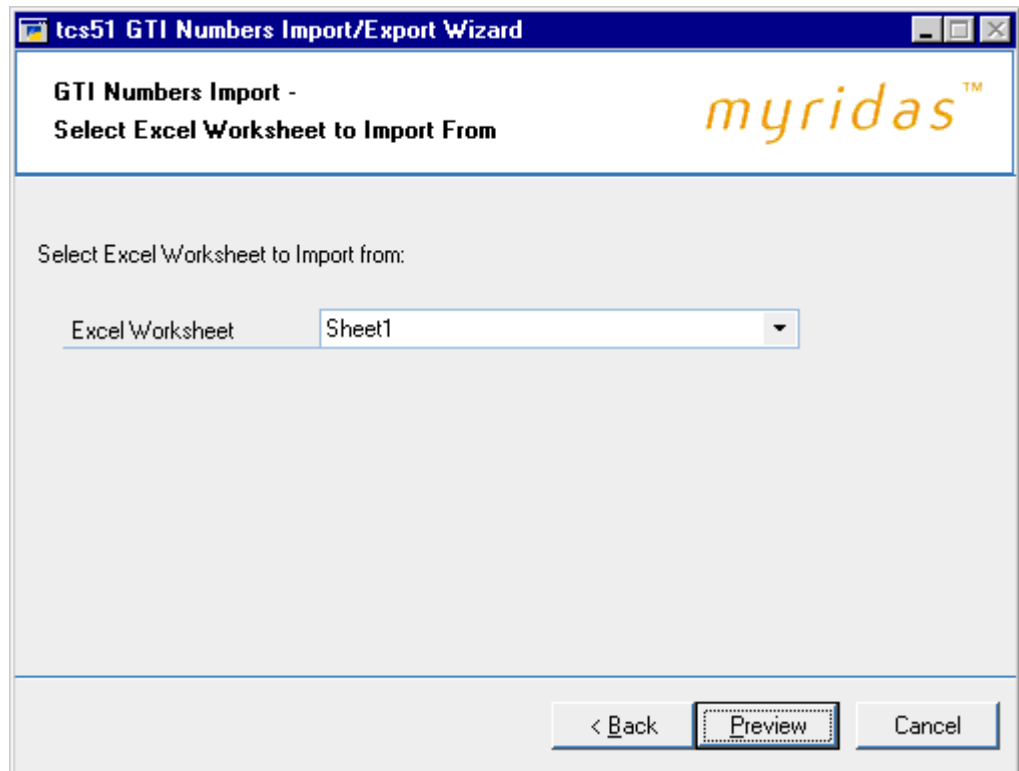
Note that you cannot just enter the name of the file; you must also enter the system path to the file, for example, C:\TEMP\gti\_numbers.xls.

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

2. Click Next.

## 9.6 Select Worksheet screen

*The Select Worksheet screen*



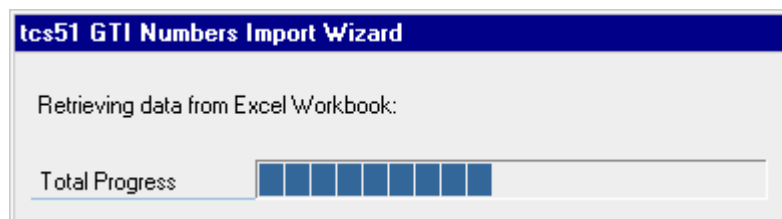
### 9.6.1 Selecting an Excel Worksheet

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

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

2. Click Preview. The details from the selected Excel worksheet will be imported into Great Plains and the progress will be displayed on the Import Wizard progress bar.

*The Import Wizard progress bar*

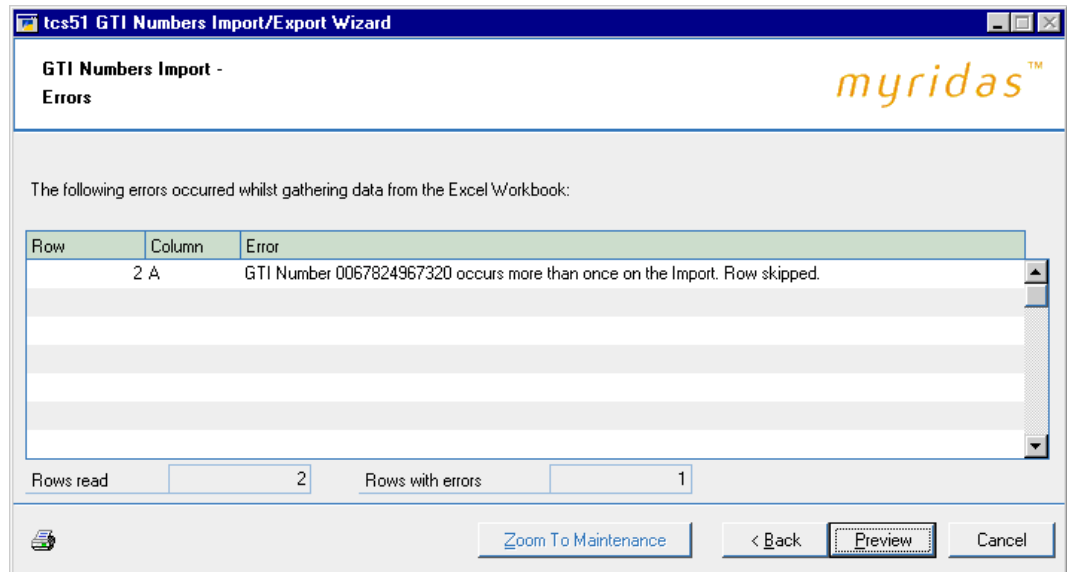


Note that if any errors are encountered during the import then the Import Errors screen will be displayed (see 9.6.2).

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

## 9.6.2 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 formatted for dates
- There is a duplicate record - when a row has been duplicated in the spreadsheet
- Some data "does not exist"

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

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.

## 9.7 Import Preview screen

*The Import  
Preview  
screen*

Import	GTI Number	Creditor Item	U Of M
<input checked="" type="checkbox"/>	0067824967320	ACCS-HDS-1EAR	Each
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

Buttons: Select All, Deselect All, Invert Selection, < Back, Next >, Cancel

### 9.7.1 Using the Import Preview screen

1. The scrolling window will display all valid lines that you have imported, with all relevant information.
2. 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.

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

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

## 9.8 Completing Import screen

*The  
Completing  
Import screen*

**tcs51 GTI Numbers Import/Export Wizard**


**Completing the GTI Numbers Import Wizard**

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

Excel Template ID: GTITEMPLATE1

Excel Workbook: C:\TEMP\gti\_numbers.xls

Excel Worksheet: Sheet1

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

< Back   Import   Cancel

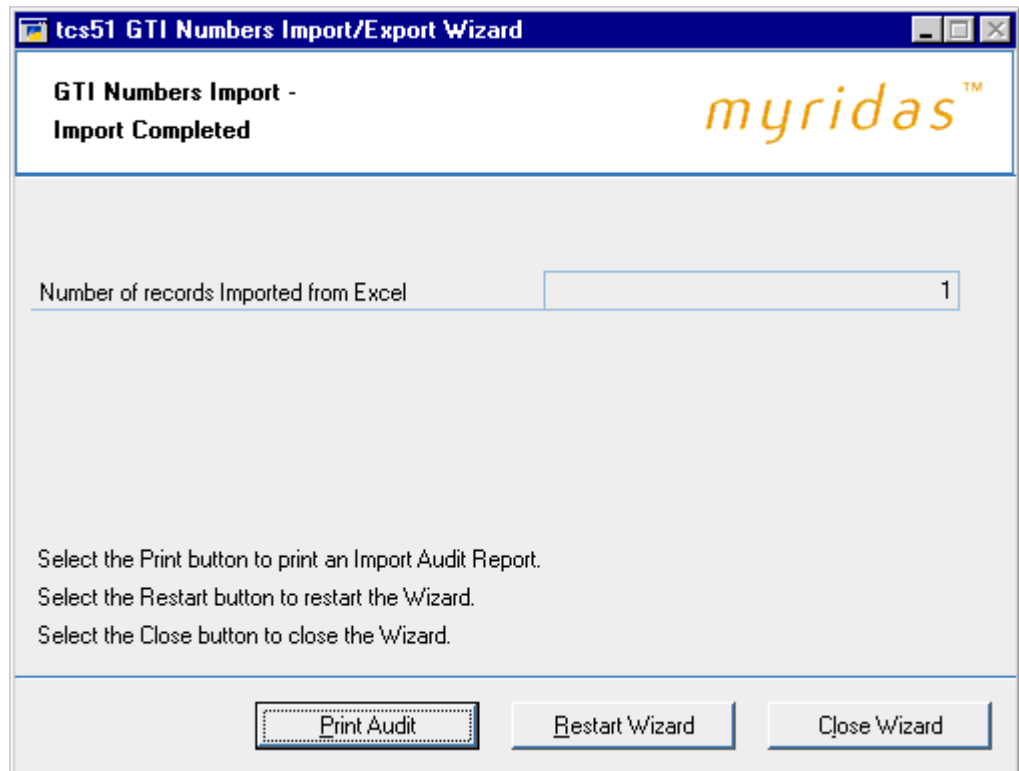
### 9.8.1 Using the Completing Import screen

1. The excel template ID, excel workbook and worksheet that you have selected will be displayed.

Click Import to import the workbook and worksheet based on the details set in the excel template ID.

## 9.9 Import Completed screen

*The Import Completed screen*



### 9.9.1 Using the Import Completed Screen

1. The number of GTI Numbers 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.

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 barcodes. Alternatively click Close Wizard to close the wizard.

## Exporting Barcodes

### 9.10 Select GTI Numbers screen

*The Select  
GTI Numbers  
screen*

tcs51 GTI Numbers Import/Export Wizard

GTI Numbers Export -  
Select GTI Numbers you wish to Export

myridas™

Select which GTI Numbers you wish to export:

All

From:

To:

< Back   Next >   Cancel

#### 9.10.1 Selecting GTI Numbers

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

## 9.11 Export Check Digit screen

*The Export  
Check Digit  
screen*

tcs51 GTI Numbers Import/Export Wizard

GTI Numbers Export -  
Export Check Digit with GTI Number?

myridas™

Select Option:

Include Check Digit on GTI Number

Exclude Check Digit from GTI Number

< Back   Next >   Cancel

### 9.11.1 Exporting Check Digits

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

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

## 9.12 Select Items screen

*The Select  
Items screen*

tcs51 GTI Numbers Import/Export Wizard

GTI Numbers Export - myridas™

Select Items you wish to Export

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

All

From: 100XLG

To: 128 SDRAM

< Back Next > Cancel

### 9.12.1 Selecting Items for Export

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

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

2. Click Next.

## 9.13 Select Excel File Template screen

*The Select Excel File Template window*

GTI Numbers Export -  
Select Excel File Template

myridas™

Select Excel File Template to use:

Excel Template ID	GTITEMPLATE1	<input type="button" value="🔍"/>
	GTI Template 1	
Creditor ID	ADVANCED0001	
	Advanced Office Systems	

< Back    Next >    Cancel

### 9.13.1 Selecting an Excel File Template

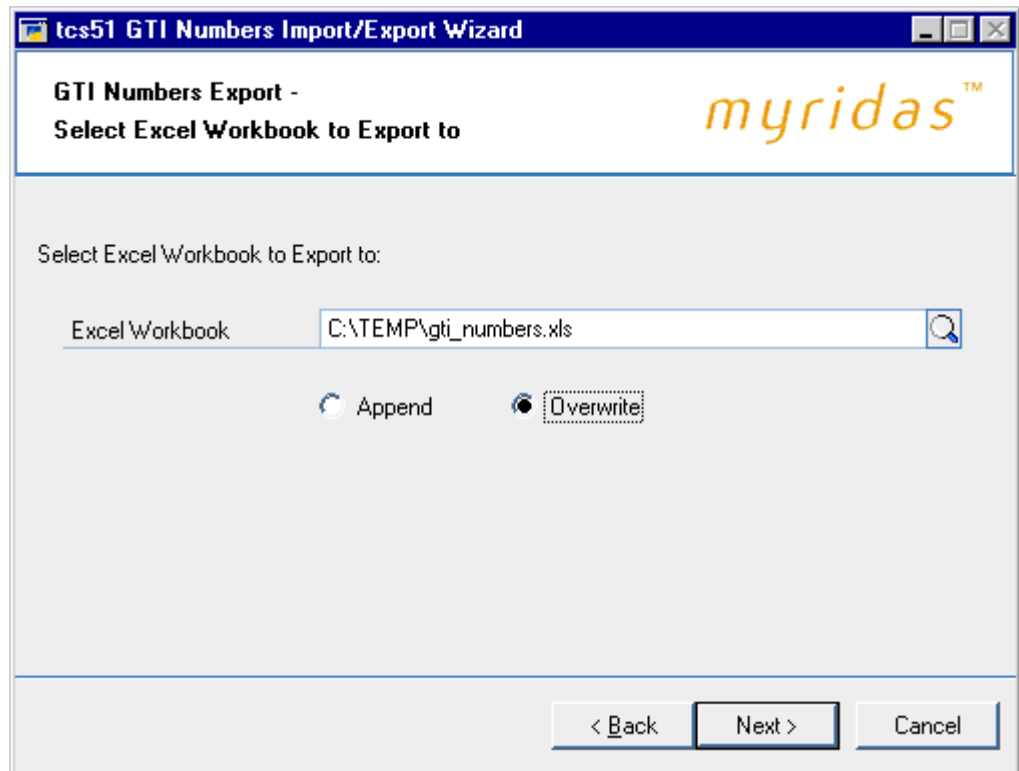
1. Enter the excel template ID (set up in the [Excel File Template Maintenance window](#)) that you want base the export on, or select one using the lookup.

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

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

## 9.14 Select Excel Workbook screen

*The Select  
Excel  
Workbook  
screen*



### 9.14.1 Selecting a Workbook for Export

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

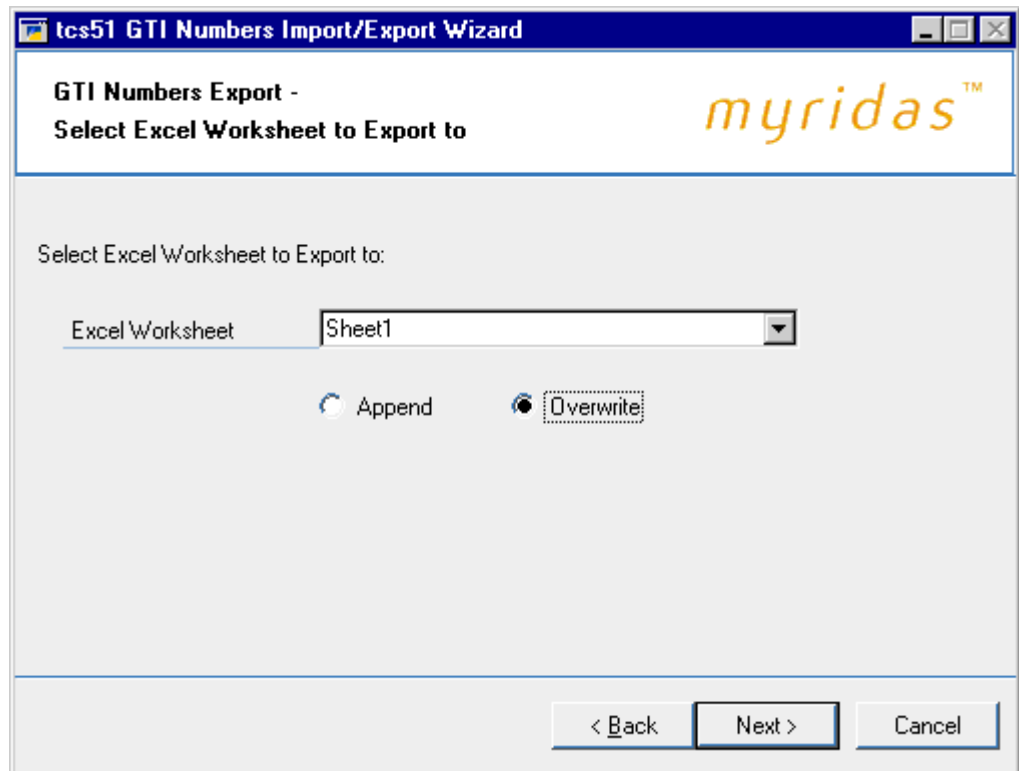
Note that you cannot just enter the name of the file; you must also enter the system path to the file, for example, C:\TEMP\gti\_numbers.xls.

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

2. Click append or overwrite. Selecting append will add your exported barcodes to a current worksheet. Selecting overwrite will overwrite any current barcodes in the workbook.
3. Click Next.

## 9.15 Select Excel Worksheet screen

*The Select  
Excel  
Worksheet  
screen*



### 9.15 1 Selecting an Excel Worksheet

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

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

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

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

3. Click Next.

## 9.16 Export Preview screen

*The Export  
Preview  
screen*



### 9.16.1 Previewing Exports

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

## 9.17 Completing Export screen

*The  
Completing  
Export  
screen*

**tcs51 GTI Numbers Import/Export Wizard**

**myridas™**


**Completing the GTI Numbers Export Wizard**

You have selected to Export GTI Numbers using the following Excel parameters:

Excel Template ID

Excel Workbook

Excel Worksheet

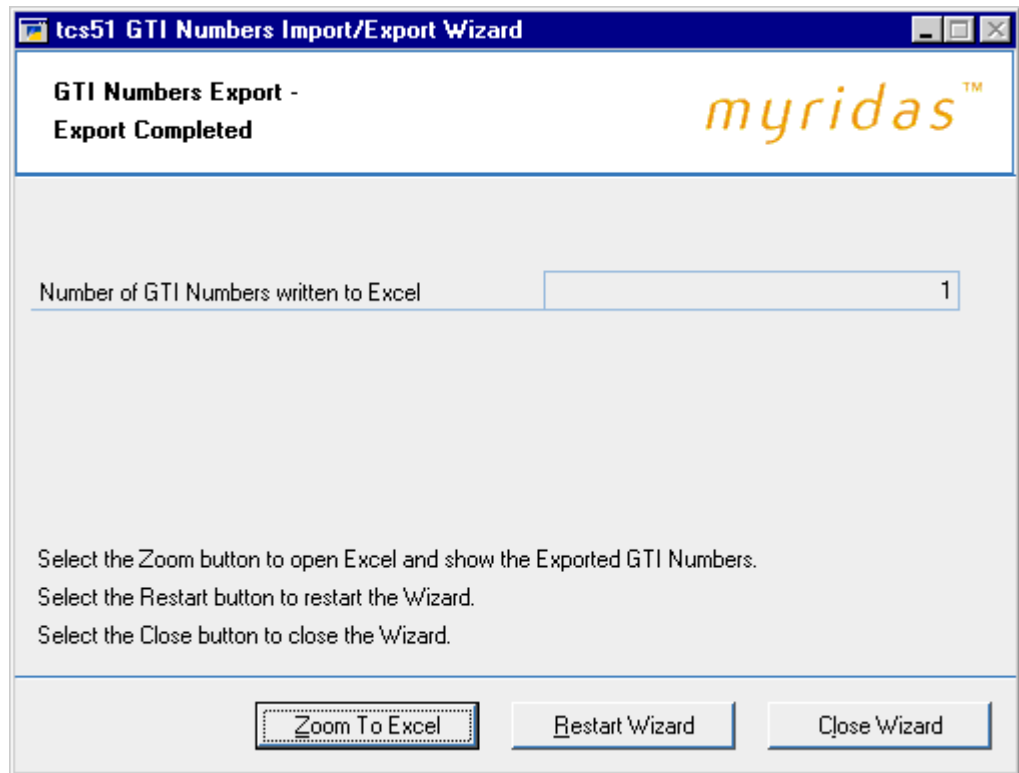
 When you choose Export, all GTI Numbers in range will be Exported.

### 9.17.1 Completing Barcode Export

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

## 9.18 Export Completed screen

*The Export Completed screen*



### 9.18.1 Using the Export Completed screen

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

## Part Delivery Restrictions

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

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

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

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

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

## 10. Part Delivery Transfer Hold window



*Cards >> Myridas Setup >> Dist. Enhancements >> Part Deliv. Xfer Hold*

Use the Part Delivery Transfer Hold window to:

- Set up process holds to restrict part deliveries

*The Part Delivery Transfer Hold window*

### 10.1 Setting Up Restrictions on Part Deliveries

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

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

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

2. Select one of the default options:

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

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

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

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

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

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

6. Select a Value option.

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

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

## 11. Allow Part Delivery window



*Transactions >> Sales >> Sales Trn Entry >> Extras >> Part Delivery*

Use the Allow Part Delivery window to:

- Apply or remove part delivery restrictions for individual documents

*The Allow  
Part  
Delivery  
window*

Details set in this window take priority over default company values set in the [Part Delivery Transfer Hold window](#).

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

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

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

## 12. Part Delivery Defaults for Run window



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

Use the Part Delivery Defaults for Run window to:

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

*The Part  
Delivery  
Defaults for  
Run window*

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

### 12.1 Apply or Removing Part Delivery Restrictions for a Run of Documents

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

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

Only part deliveries meeting the entered criteria will be permitted.

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

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

## 5. Select a Value option.

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

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



## 13.1 Assigning Debtors to a Specific Item

### To assign debtors to a specific item in the Assign Debtors to Item window:

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

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

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

## 14. Assign Debtor Range to Item window

*Cards >> Myridas Cards >> Dist. Enhancements >> Assign Debt. to Item >> Ranges button*

Use the Assign Debtor Range to Item window to:

- Assign debtor ranges to specific a item

*The Assign Debtor Range to Item window*

Debtor ID	Debtor Name	Assign
AARONFIT0001	Aaron Fitz Electrical	<input checked="" type="checkbox"/>
ADAMPARK0001	Adam Park Resort	<input checked="" type="checkbox"/>
ADVANCED0001	Advanced Paper Co.	<input checked="" type="checkbox"/>
ADVANCED0002	Advanced Tech Satellite System	<input checked="" type="checkbox"/>
ALTONMAN0001	Alton Manufacturing	<input checked="" type="checkbox"/>
ASSOCIAT0001	Associated Insurance Company	<input checked="" type="checkbox"/>

## 14.1 Assigning Debtor Ranges to an Item

### **To assign debtor ranges to an item in the Assign Debtor Range to Item window:**

1. The currently selected item number will be displayed.
2. All debtor IDs will be selected by default. To select a range of debtors click From and enter from and to debtor IDs or select them using the lookups.
3. The List Debtors assigned to a specific Item Number option enables you to view debtors already assigned to an item number. If required then selected this option and enter an item number or select one using the lookup.
4. Click Preview to display your selected range in the scrolling window.
5. All displayed debtors will be selected by default.
6. Debtors can be selected/deselected by clicking on the Assign checkbox, or by using the Mark All/Unmark All buttons.
7. Click Assign to assign the selected debtors to the displayed item number.
8. Click OK to close the window.

## Disallowed Debtor Items

Disallowed Debtor Items functionality enables you to restrict debtors from purchasing specified items. When one or more items have been assigned to a debtor using the [Disallowed Items By Debtor window](#) or the [Disallowed Items By Debtor - Range Allocation window](#), then the item number will not be available for sale to debtors the item number has been assigned to.



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

### 15. Disallowed Items By Debtor window



*Cards >> Myridas Cards >> Dist. Enhancements >> Disallowed Items*

Use the Disallowed Items By Debtor window to:

- Restrict items from purchase by specified debtors

*The  
Disallowed  
Items By  
Debtor  
window*

Item Number	Description
333PROC	333 Processor
400PROC	400 Processor
450PROC	450 Processor
500PROC	500 Processor

Note that you can click the Ranges button to display the [Disallowed Items By Debtor - Range Allocation window](#) where you can set a range of items to be disallowed for a debtor.

## 15.1 Restricting Items from Purchase by Specified Debtors

**To restrict items from purchase by specified debtors using the Disallowed Items By Debtor window:**

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

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

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

*Deleting disallowed items*

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

## 16. Disallowed Items By Debtor - Range Allocation window

*Cards >> Myridas Cards >> Dist. Enhancements >> Disallowed Items*

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

- Restrict ranges of items from purchase by specified debtors

*The Disallowed Items By Debtor - Range Allocation window*

The screenshot shows the 'tcs74 Disallowed Items By Debtor - Range Allocation' window. It features a form with the following fields and options:

- Debtor ID:** AARONFIT0001 (with a lookup icon) and Aaron Fitz Electrical (with a dropdown arrow).
- Item Number:** Radio buttons for 'All' (selected) and 'From:'. A 'To:' field with a lookup icon is also present.
- Generic Description:** Radio buttons for 'All' and 'From:'. The 'From:' field contains 'Processor' with a lookup icon. A 'To:' field with a lookup icon is also present.
- Class ID:** Radio buttons for 'All' (selected) and 'From:'. 'To:' fields with lookup icons are also present.
- Select Disallowed Items from Debtor ID:** A field with a lookup icon.

Below the form is a table with the following data:

Item Number	Generic Desc	Class ID
Item Description		
333PROC	Processor	
400PROC	Processor	
450PROC	Processor	
500PROC	Processor	

At the bottom of the window are buttons for 'Transfer', 'OK', and 'Preview'.

## 16.1 Restricting Ranges of Items from Purchase by Specified Debtors

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

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

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

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

## Alternate Items

Great Plains gives you functionality to set up debtor, creditor and substitute items and assign them directly to inventory item numbers. With the Myridas Distribution Enhancements module you can set up a further alternate item that is assigned directly to the item number only, and is not debtor/creditor specific. Set up alternate item numbers using the [Alternate Item Number Maintenance window](#).

Alternate item numbers can be entered into the Sales Transaction Entry window, the Sales Transaction Detail Entry window, the Available To Promise window and the Item Enquiry window. If an alternate item number is entered that has been assigned to more than one inventory item then you can select an item using the [Select Item Number window](#).

### 17. Alternate Item Codes Setup window

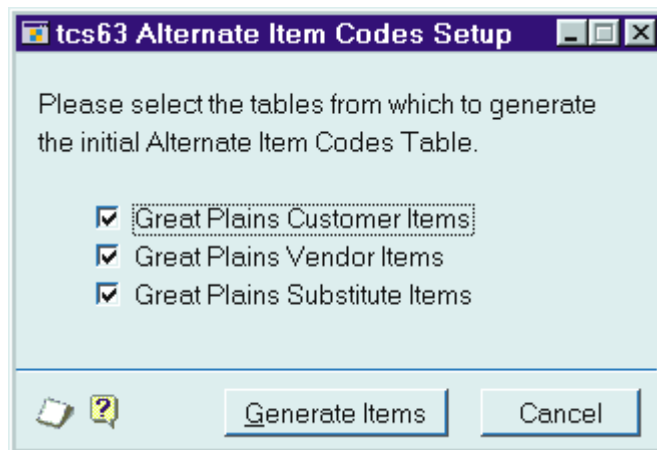


*Cards >> Myridas Setup >> Dist. Enhancements >> Alt. Item Setup*

Use the Alternate Item Codes Setup window to:

- Setup alternate items functionality

*The  
Alternate  
Item Codes  
Setup  
window*



#### 17.1 Setting Up Alternate Items Functionality

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

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

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

2. Click Generate Items to set up alternate item functionality. A dialogue box will warn you that any existing alternate items will be removed then recreated to enable alternate items functionality. Click Yes to continue. Alternate item

functionality will be set up and the Alternate Item Codes Setup window will close automatically.

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

## 18. Alternate Item Number Maintenance window

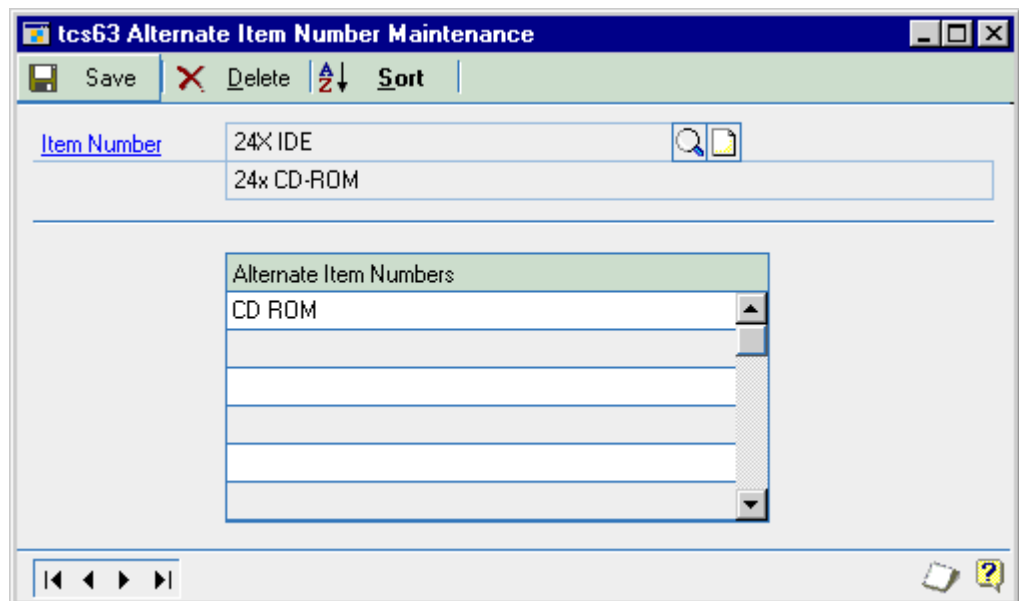


*Cards >> Myridas Cards >> Dist. Enhancements >> Alt. Item Maintenance*

Use the Alternate Item Number Maintenance window to:

- Assign alternate item numbers to items

*The  
Alternate  
Item  
Number  
Maintenance  
window*



### 18.1 Assigning alternate item numbers to items

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

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

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

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

*Deleting alternate  
items numbers*

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

## 19. Select Item Number window



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

Use the Select Item Number window to:

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

*The Select Item Number window*

Alternate Item Number	Item Number	Class ID	Qty. On Hand	Qty. Avail.	PO Quantity
CD ROM	24x IDE	Generic	5	(48)	U of M
24x CD-ROM		CD ROM			Each
CD ROM	32x IDE		10	(30)	0
32x CD-ROM		CD ROM			Each

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

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

### 19.1 Selecting an item when an alternate item number is assigned to multiple items:

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

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

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

If you are using the Myridas Unit of Measure Management module you can select which unit of measure to view quantities in. If you do not have access to this module then quantities will be displayed in the Great Plains default unit of measure.

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

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

## 20. Alternate Item Number Enquiry window



*Enquiries >> Myridas Enquiries >> Dist. Enhancements >> Alt. Item Enquiry*

Use the Alternate Item Number Enquiry window to:

- Enquire about alternate item numbers

*The  
Alternate  
Item  
Number  
Enquiry  
window*

Item Number	Alternate Type	Creditor/Debtor Name
Item Description	Creditor/Debtor Description	
24X IDE	User Alternate Item	
24X IDE	Creditor Item	ADVANCED0001
32X IDE	User Alternate Item	

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

## 20.1 Enquiring About Alternate Item Numbers

### To enquire about alternate item numbers in the Alternate Item Number Enquiry window:

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

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

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

## Importing and Exporting Alternate Item Numbers

The features detailed in this section enable you to import and export alternate item numbers between 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 alternate item numbers using the [Alternate Item Numbers Import/Export Wizard](#).

### 21. Excel File Template Maintenance window



*Routines >> Myridas Routines >> Dist. Enhancements >> Alt. Item Excel Tmpl*

Use the Excel File Template Maintenance window to:

- Set up Excel Template ID's to enable importing/exporting of alternate item numbers

*The Excel File  
Template  
Maintenance  
window*

Excel Column	Maps To
A	Alternate Item Number
B	Item Number

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

## 21.1 Setting Up Excel Template IDs

### 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 alternate item numbers. If you are exporting alternate item numbers that you will be amending in Excel then re-importing, you should use an excel template ID with header and footer rows to skip set to 0.

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

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

*Sample Excel  
column  
mapping*

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

Note that all map to options must be selected.

5. Click Save to save the Excel Template ID.

*Deleting Excel  
Template ID's*

Note that 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. You should however be aware that the import/export process is case sensitive.

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

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

## 22. Alternate Item Numbers Import/Export Wizard



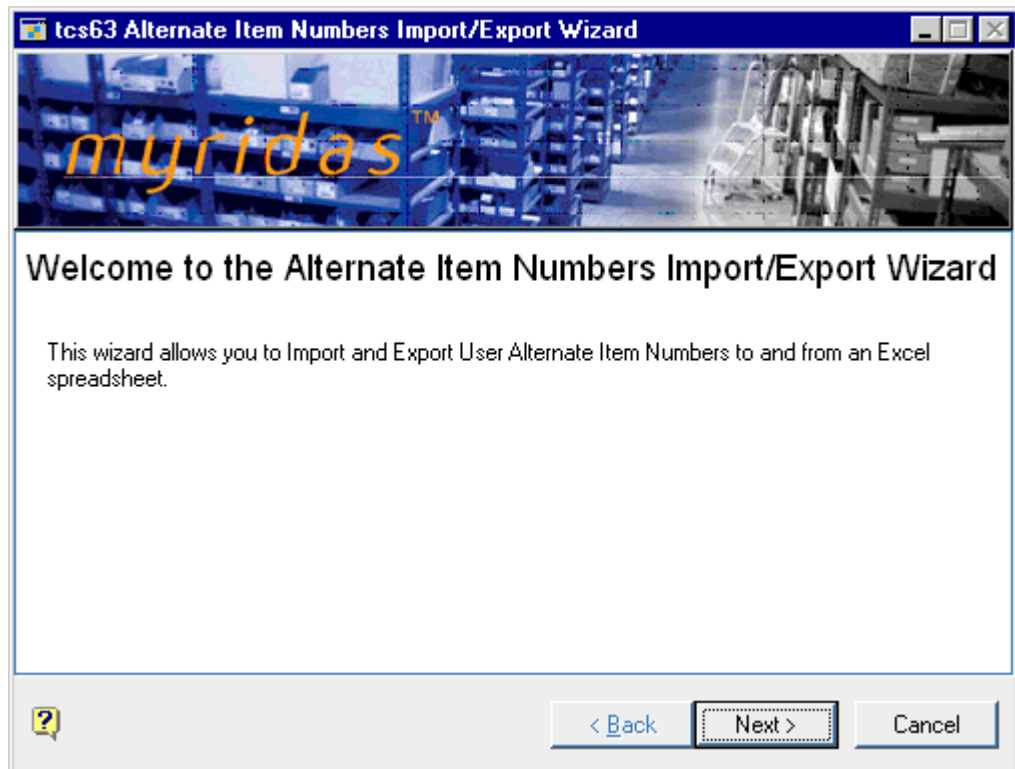
*Routines >> Myridas Routines >> Dist. Enhancements >> Alt. Item Wizard*

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

Use the Alternate Item Numbers Import/Export Wizard to:

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

*The Alternate  
Item Numbers  
Import/Export  
Wizard*



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

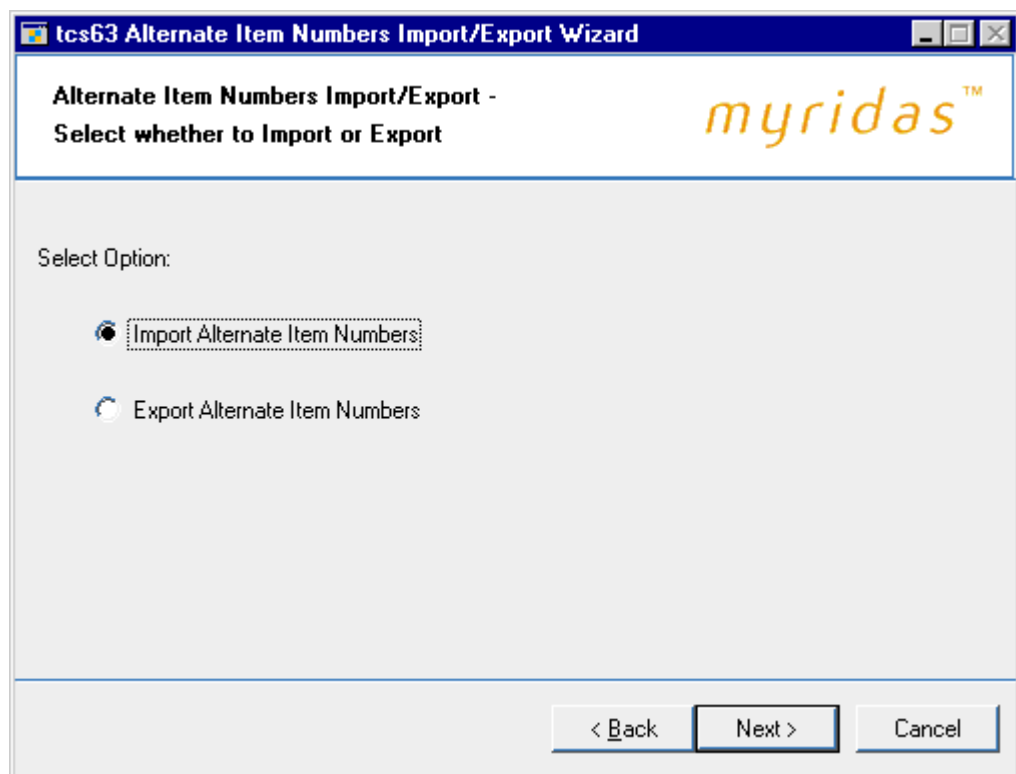
1. Click the Next button to display the next window

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

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

## 22.2 Import/Export Screen

*The  
Import/Export  
screen*



### 22.2.1 Using the Import/Export Screen

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

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

# Importing Alternate Item Numbers

## 22.3 Select Import File Screen

*The Select  
Import File  
screen*

tcs63 Alternate Item Numbers Import/Export Wizard

Alternate Item Numbers Import  
Select Excel File Template

myridas™

Select Excel File Template to use:

Excel Template ID ALTITEMS1

alternate items template 1

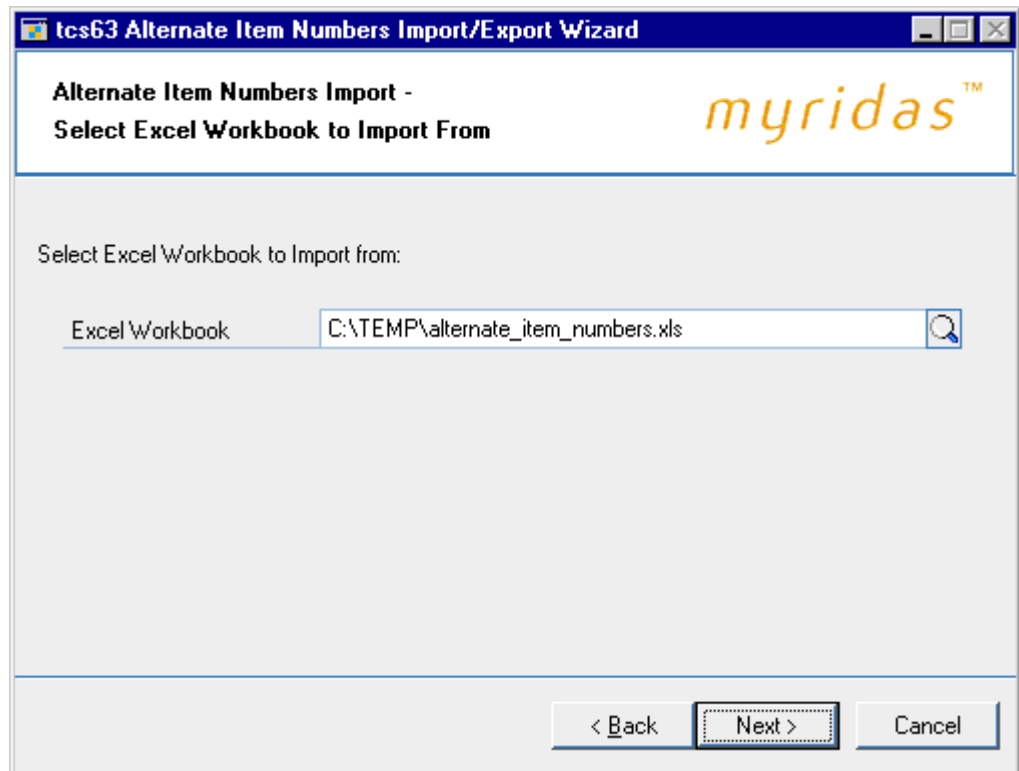
< Back Next > Cancel

### 22.3.1 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.

## 22.4 Select Workbook Screen

*The Select  
Workbook  
screen*



### 22.4.1 Using the Select Workbook Screen

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

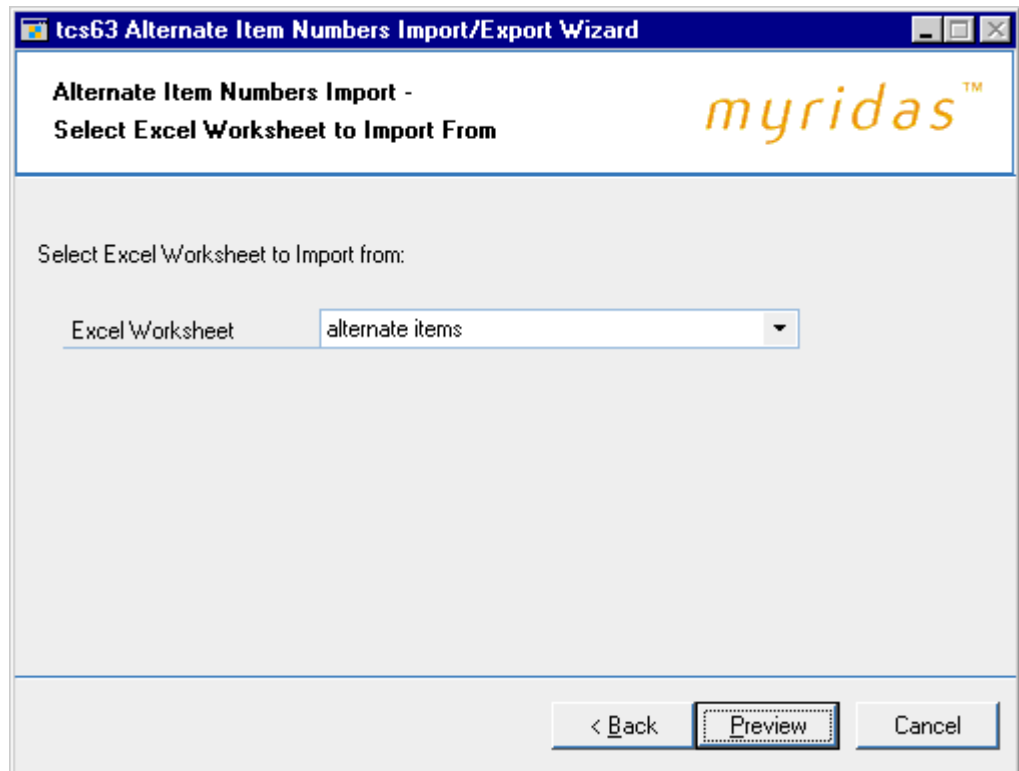
Note that you cannot just enter the name of the file, you must also enter the system path to the file, for example, C:\TEMP\alternate\_item\_numbers.xls.

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

2. Click Next.

## 22.5 Select Worksheet Screen

*The Select  
Worksheet  
screen*



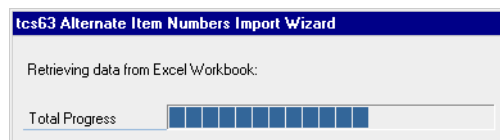
### 22.5.1 Using the Select Worksheet Screen

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*

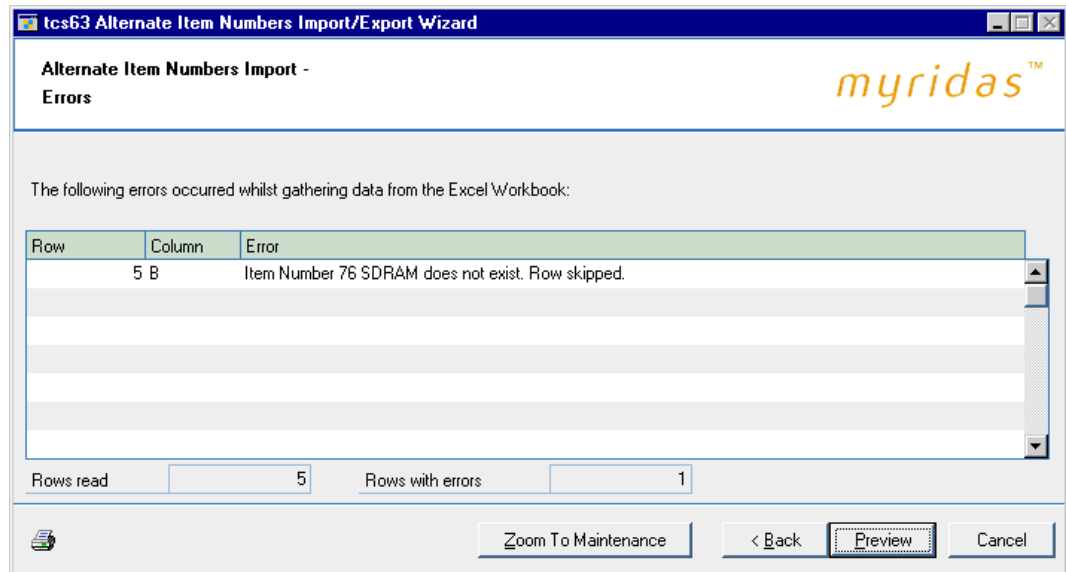


Note that if any errors are encountered during the import then the Import Errors screen will be displayed (see 22.5.2).

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

## 22.5.2 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
- 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.

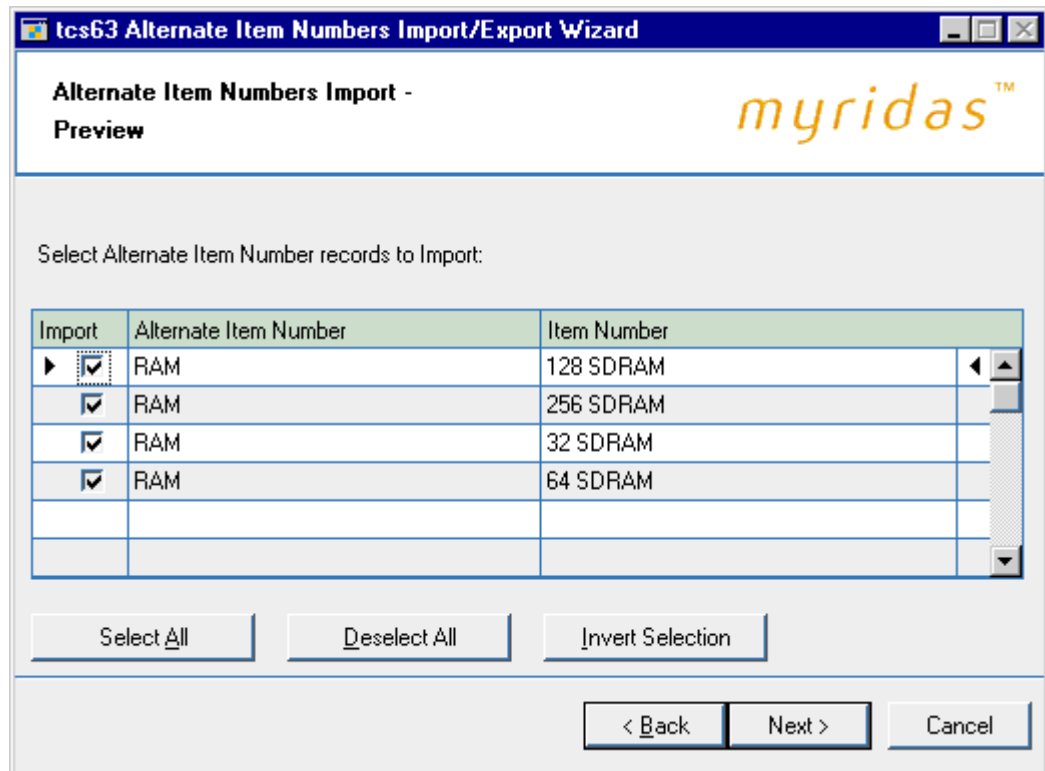
Click on the relevant line in the scrolling window and click the Zoom to Maintenance button. The relevant maintenance window will be displayed (for example, the Item Maintenance window will be displayed where the error concerns an Item Number that does not exist) with a new record created for the data 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.

## 22.6 Import Preview Screen

*The Import  
Preview screen*



### 22.6.1 Using the Import Preview Screen

1. The scrolling window will display all valid lines that you have selected for import, with all relevant information.
2. You need to select which lines in the scrolling window you want to import. When the 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.

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

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

## 22.7 Completing Import Screen

*The Completing  
Import screen*

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


**Completing the Alternate Item Numbers Import Wizard**

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

Excel Template ID:

Excel Workbook:

Excel Worksheet:

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

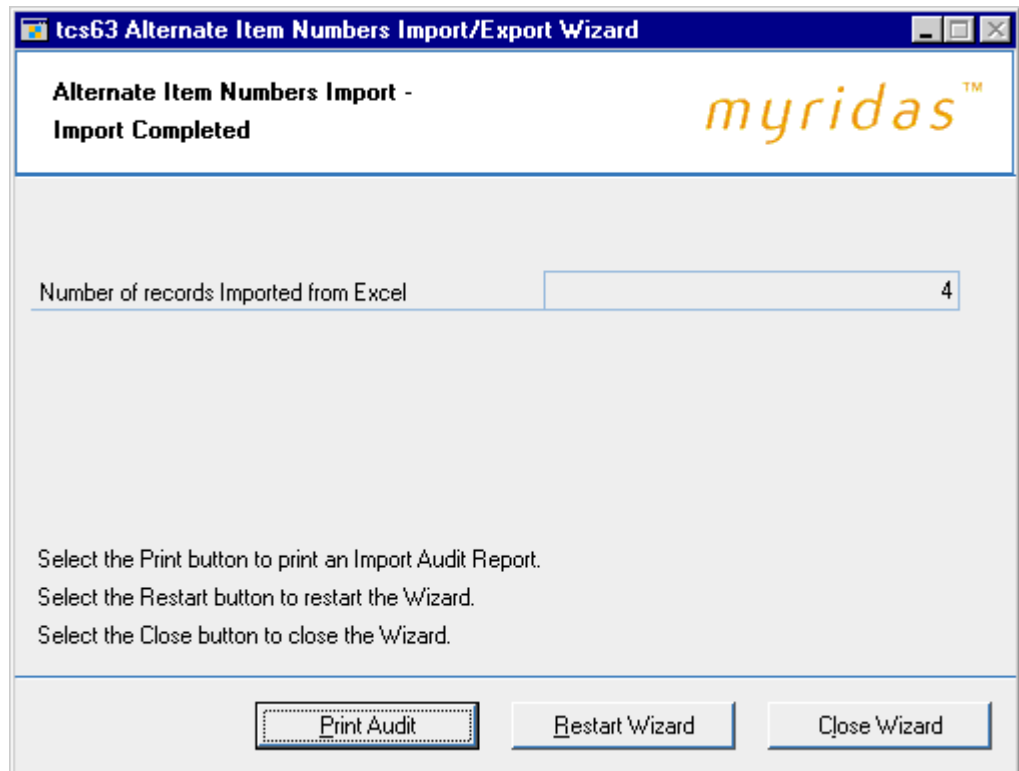
< Back   Import   Cancel

### 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

*The Import Completed screen*



### 22.8.1 Using the Import Completed Screen

1. The number of alternate item numbers imported will be displayed.
2.  The number of rows imported with errors will also be displayed, as will a warning that errors have occurred. Errors will occur where another user is editing the record being imported. This record will not be imported.
3. Click the Print Audit button to print the Import Audit report displaying details of the import errors.
4. Click Restart Wizard if you want to import (or export) more alternate item numbers. Alternatively click Close Wizard to close the wizard.

## Exporting Alternate Item Numbers

### 22.9 Alternate Item Numbers Selection Screen

*The Alternate Item Numbers Selection screen*

tcs63 Alternate Item Numbers Import/Export Wizard

Alternate Item Numbers Export -  
Select Alternate Items you wish to Export

myridas™

Select which Alternate Item Numbers you wish to export:

All

From:  🔍

To:  🔍

< Back   Next >   Cancel

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

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

## 22.10 Select Excel File Template Screen

*The Select  
Excel File  
Template screen*

### 22.10.1 Using the Select Excel File Template Screen

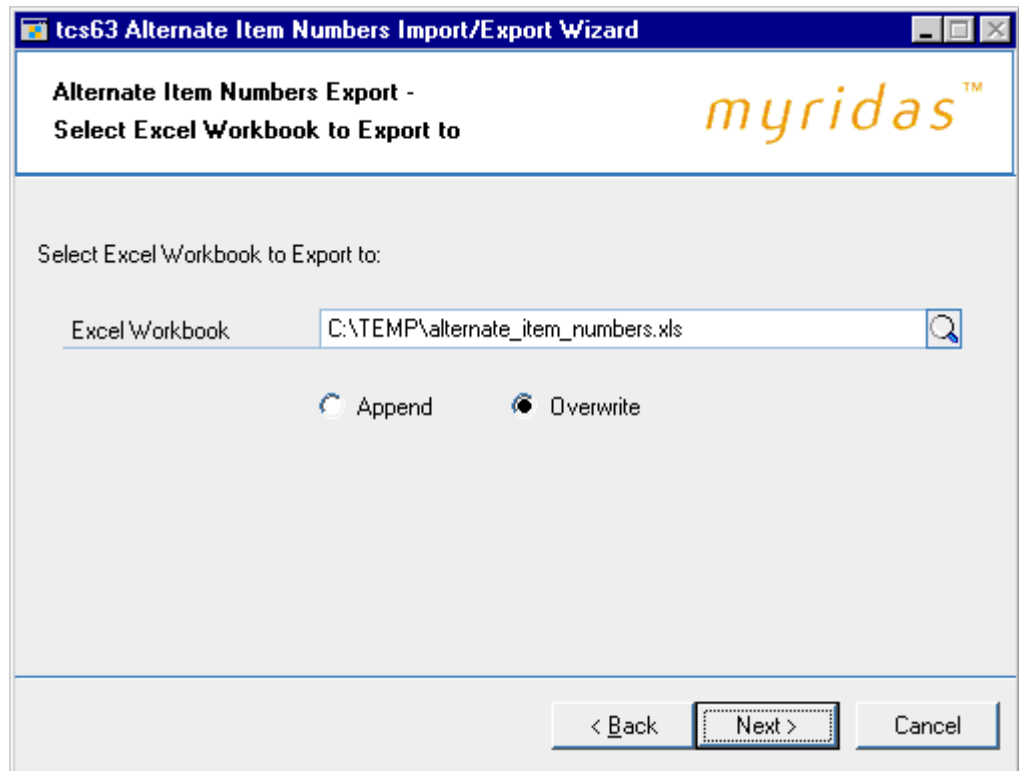
1. Enter the Excel Template ID (set up in the Excel File Template Maintenance window) that you want base the import on, or select one using the lookup.

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

2. Click Next.

## 22.11 Select Workbook Screen

*The Select Workbook screen*



### 22.11.1 Using the Select Workbook Screen

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

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

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

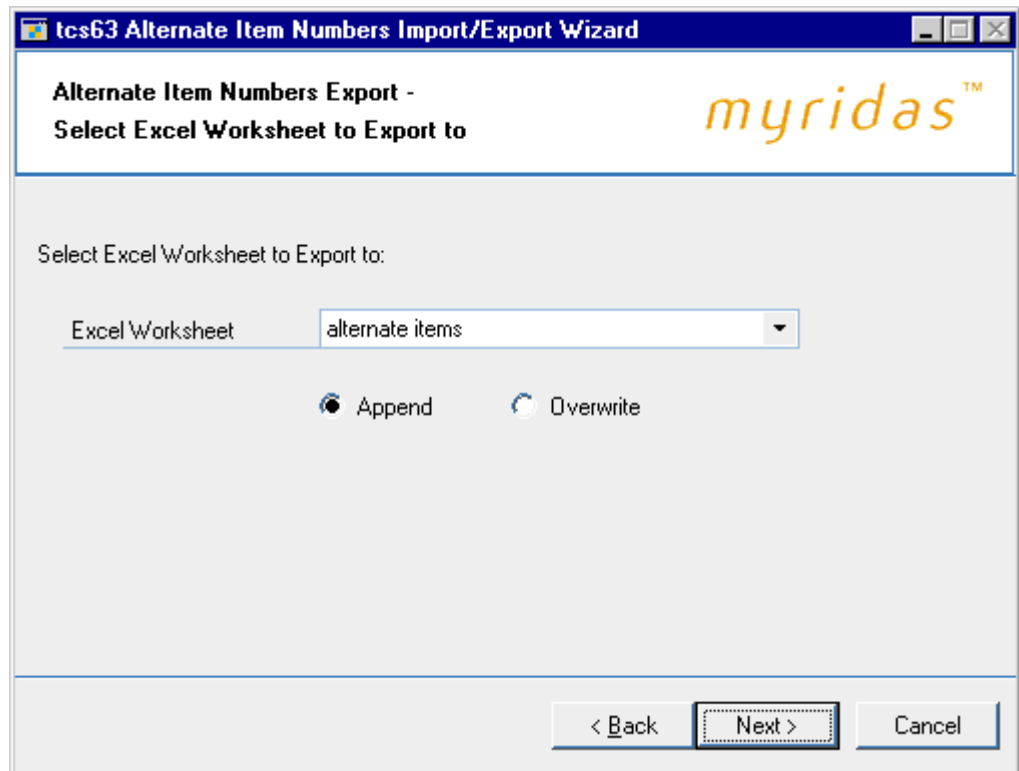
2. If you select a workbook that has already been created then you should also select whether to Append or Overwrite.

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

3. Click Next.

## 22.12 Select Worksheet Screen

*The Select Worksheet screen*



### 22.12.1 Using the Select Worksheet Screen

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

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

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

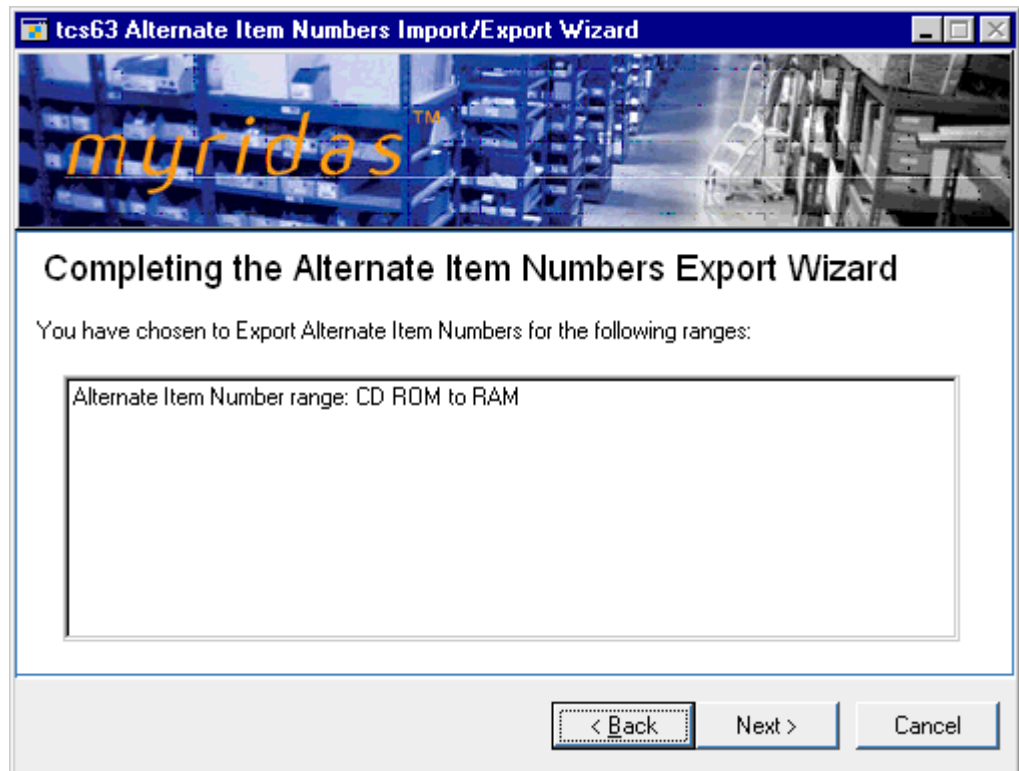
2. If you select a worksheet that has already been created then you should also select whether to Append or Overwrite.

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

3. Click Next.

## 22.13 Completing Export Screen

*The Completing  
Export screen*



### 22.13.1 Using the Completing Export screen

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

## 22.14 Completing Export Screen 2

*The Completing  
Export screen 2*

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


**Completing the Alternate Item Numbers Export Wizard**

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

Excel Template ID: ALTITEMS1

Excel Workbook: C:\TEMP\alternate\_item\_numbers.xls

Excel Worksheet: alternate items

 When you choose Export, all Alternate Item Numbers in range will be Exported.

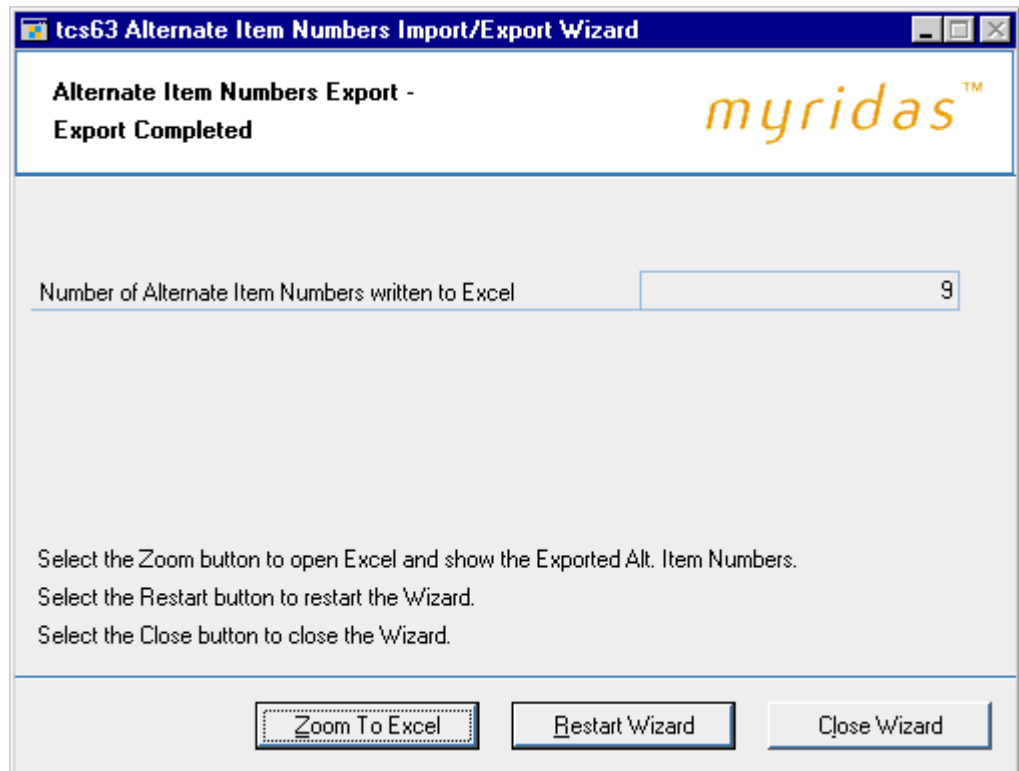
< Back    Export    Cancel

### 22.14.1 Using the Completing Export screen 2

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

## 22.15 Export Completed Screen

*The Export Completed screen*



### 22.15.1 Using the Export Completed Screen

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

## Sales Batch Enhancements

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

### 23. Create Document Batch window



*Routines >> Myridas Routines >> Create Doc. Batch*

Use the Create Document Batch window to:

- Transfer a range of sales documents to a new batch

*The Create Document Batch window*

**tcs76 Create Document Batch**

Note: Batches used for transfer must not already exist

Batch to extract selected Documents to: EXTAF0000000442

Checkbook ID: Uptown Trust

Batch Comment: Aaron Fitz Extracted Sales Documents Batch

Restrictions:

Site ID: All Sites

Type: Invoice

Status: RDY. POST

Load: 0

All

Customer ID:  All  From: AARONFIT0001 To: AARONFIT0001

Customer Class:  All  From: To:

Document ID:  All  From: To:

Requested Shipment Date:  All  From: 00/00/00 To: 00/00/00

Route:  All  From: To:

## 23.1 Transferring Ranges of Documents to a New Batch

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

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

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

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

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

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

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

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

Note that this option will only be available if you selected Invoice as the document type and you have Great Plains Advanced Distribution installed on your system.

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

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

8. All debtor IDs will be selected by default. To select a range of debtors click From and enter a debtor range or select debtors using the lookup.

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

9. All debtor classes will be selected by default. To select a range of debtor classes click From and enter a debtor class range or select debtors using the lookup.

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

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

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

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

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

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

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

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

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

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

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

## 24. Sales Transaction Batch Purge window

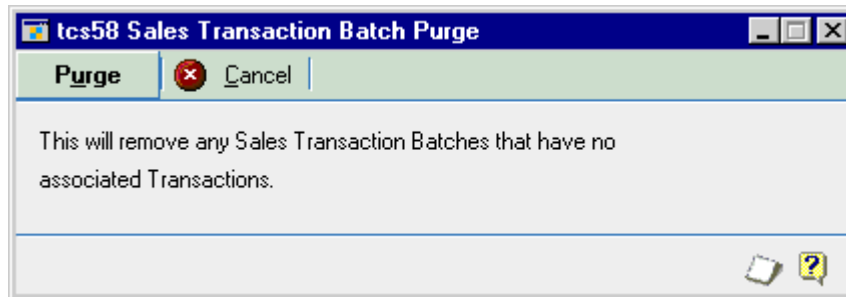


*Routines >> Myridas Routines >> Sales Trn Batch Purge*

Use the Sales Transaction Batch Purge window:

- Purge empty sales batches

*The Sales  
Transaction  
Batch Purge  
window*



### 24.1 Purging Empty Sales Batches

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

1. Click Purge.

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

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

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

2. Click Cancel to close the window.

## Document Margins

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

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

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

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

## 25. Distribution Enhancements Setup window

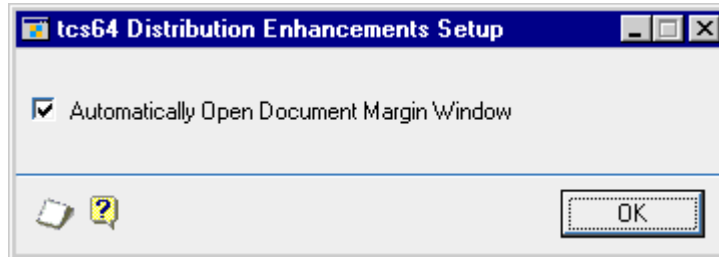


*Cards >> Myridas Setup >> Dist. Enhancements >> Dist. Enhancem Setup*

Use the Distribution Enhancements Setup window:

- Set the Document Margins window to automatically open

*The  
Distribution  
Enhancements  
Setup window*



### 25.1 Setting the Document Margins window to Automatically Open

**To set the Document Margins window to automatically open in the Distribution Enhancements Setup window:**

1. Select the Automatically Open Document Margin Window option to have the [Document Margin window](#) open automatically during sales transaction entry. If you do not select this option the Document Margin window is still available as an Extras option from the Sales Transaction Entry window and the Sales Item Detail Entry window.
2. Click OK to save your settings and close the window.

## 26. Margin Percentage Setup window

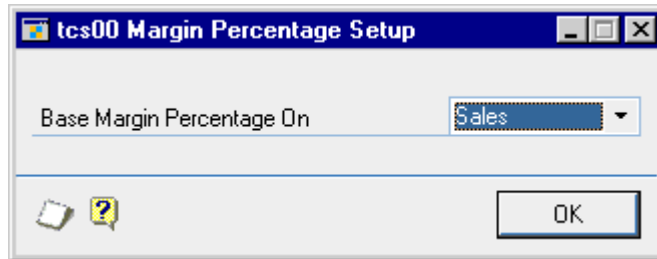


Add Window Shortcut >> Myridas >> Company >> tcs00 Margin Percentage Setup

Use the Margin Percentage Setup window:

- Setup document margin calculation details

*The Margin Percentage Setup window*



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

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

### 26.1 Setting Up Document Margin Calculation Details

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

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

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

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

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

## 27. Document Margins window



*Transactions >> Sales >> Sales Trn Entry >> Extras >> Document Margins*

Use the Document Margins window to:

- View sales margin details for current transactions

*The  
Document  
Margins  
window*

tcs64 Document Margins	
Total Cost	\$388.50
Margin	\$31.15
Margin Percentage	7.42%

OK

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

### 27.1 Viewing Sales Margin Details for Current Transactions

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

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

## Required Debtor Reference

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

Use the [Required PO Number Setup window](#) or the [Assign Required PO Number window](#) to set sales transaction types for debtors that require a debtor PO number to be entered. All types of sales transactions or a selection of transaction types can be set for each debtor to require entry of a debtor PO number during transaction entry.

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

## 28. Required PO Number Setup window



*Cards >> Sales >> Debtor >> Extras >> Debtor PO Number*

Use the Required PO Number Setup window to:

- Set individual debtors to require a debtor PO number in sales transaction entry

*The  
Required  
PO Number  
Setup  
window*

## 28.1 Setting Up Individual Debtors to Require a Debtor Purchase Order Number in Sales Transaction Entry

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

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

### *Deleting required PO number settings*

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

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

## 29. Assign Required PO Number window



*Cards >> Myridas Cards >> Dist. Enhancements >> Required Debt PO*

Use the Assign Required PO Number window to:

- Set multiple debtors to require a debtor PO number in sales transaction entry

*The Assign  
Required PO  
Number  
window*

Required;  Quote  Order  Invoice  Return  Back Order

Existing Debtors with these settings:

Debtor ID	Debtor Name
AARONFIT0001	Aaron Fitz Electrical
ADAMPARK0001	Adam Park Resort
ADVANCED0001	Advanced Paper Co.
BLUEYOND0001	Blue Yonder Airlines
CELLULAR0001	Cellular Express
HEARTLAN0001	Heartland Tower Systems

Ranges

## 29.1 Setting Up Multiple Debtors to Require a Debtor Purchase Order Number in Sales Transaction Entry

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

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

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

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

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

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

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

### *Deleting required PO number settings*

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

## 30. Assign Required PO Number Range window



*Cards >> Myridas Cards >> Dist. Enhancements >> Required Debt PO >> Ranges button*

Use the Assign Required PO Number Range window to:

- Set ranges of debtors to require a debtor PO number in sales transaction entry

*The Assign  
Required PO  
Number  
Range  
window*

Debtor ID	Debtor Name	Assign
ADVANCED0002	Advanced Tech Satellite System	<input checked="" type="checkbox"/>
ALTONMAN0001	Alton Manufacturing	<input checked="" type="checkbox"/>
AMERICAN0001	American Science Museum	<input checked="" type="checkbox"/>
AMERICAN0002	American Electrical Contractor	<input checked="" type="checkbox"/>
ASSOCIAT0001	Associated Insurance Company	<input checked="" type="checkbox"/>
ASTORSUI0001	Astor Suites	<input checked="" type="checkbox"/>
ATMORERE0001	Atmore Retirement Center	<input checked="" type="checkbox"/>
BAKERSEM0001	Baker's Emporium Inc.	<input checked="" type="checkbox"/>
BERRYMED0001	Berry Medical Center	<input checked="" type="checkbox"/>
BOYLESCO0001	Boyle's Country Inn's	<input checked="" type="checkbox"/>
BREAKTHR0001	Breakthrough Telemarketing	<input checked="" type="checkbox"/>

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

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

1. The required transaction types selected in the [Assign Required PO Number window](#) will be displayed by default.
2. All debtor IDs will be selected by default. To select a range of debtors click From and enter from and to debtor IDs or select them using the lookups.
3. Click the Only Unassigned Debtors checkbox to select only debtors that have not already been set up to require debtor purchase order number entry.
4. Click Preview to view your selected range in the scrolling window.

5. All displayed debtors will be selected by default. Debtors can be selected/deselected by clicking on the Assign checkbox, or by using the Mark All/Unmark All buttons.
6. Click Assign to assign the selected debtors to require entry of a debtor purchase order number in transaction entry for the displayed transaction types.
7. Click OK to close the window.

## User Default Sites

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

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

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

### 31. User Default Site Maintenance window



*Cards >> Myridas Setup >> Dist. Enhancements >> SOP Default Site*

Use the User Default Site Maintenance window to:

- Set default sites for users

*The User  
Default Site  
Maintenance  
window*

#### 31.1 Setting Default Sites for Users

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

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

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

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

*Deleting user  
default sites*



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

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

## Appendix A

### Access to Myridas Windows

#### Distribution Enhancements

Window Name	 Menu Access	 Other Access
Allow Part Delivery		Transactions >> Sales >> Sales Trn Entry >> Extras >> Part Delivery
Alternate Item Codes Setup	Cards >> Myridas Setup >> Dist. Enhancements >> Alt. Item Setup	
Alternate Item Number Enquiry	Enquiries >> Myridas Enquiries >> Dist. Enhancements >> Alt. Item Enquiry	
Alternate Item Number Maintenance	Cards >> Myridas Cards >> Dist. Enhancements >> Alt. Item Maintenance	
Alternate Item Numbers Import/Export Wizard	Routines >> Myridas Routines >> Dist. Enhancements >> Alt. Item Wizard	
Apply Inventory Transaction Reason Code	Transactions >> Inventory >> Transaction Entry >> Extras >> Apply Reason Code	Transactions >> Inventory >> Transfer Entry >> Extras >> Apply Reason Code
Apply Sales Transaction Reason Code	Transactions >> Sales >> Sales Trn Entry >> Extras >> Apply Reason Code	
Assign Debtor Range to Item		Cards >> Myridas Cards >> Dist. Enhancements >> Assign Debt. to Item >> Ranges button
Assign Debtors to Item	Cards >> Myridas Cards >> Dist. Enhancements >> Assign Debt. to Item	

Assign Required PO Number	Cards >> Myridas Cards >> Dist. Enhancements >> Required Debt PO	
Assign Required PO Number Range		Cards >> Myridas Cards >> Dist. Enhancements >> Required Debt PO >> Ranges button
Barcode Format Maintenance	Cards >> Myridas Setup >> Dist. Enhancements >> Barcode Format Maint.	
Distribution Enhancements Setup	Cards >> Myridas Setup >> Dist. Enhancements >> Dist. Enhancem Setup	
Document Margins	Transactions >> Sales >> Sales Trn Entry >> Extras >> Document Margins	Transactions >> Sales >> Sales Trn Entry >> Item Expansion button>> Extras >> Document Margins  Will be displayed by default from both windows if option selected in Distribution Enhancements Setup window
Excel File Template Maintenance	Routines >> Myridas Routines >> Dist. Enhancements >> Alt. Item Excel Tmpl	
Excel File Template Maintenance	Routines >> Myridas Routines >> Dist. Enhancements >> GTI Number Excel Tmpl	
GTI Number Enquiry	Enquiries >> Myridas Enquiries >> Dist. Enhancements >> GTI Number Enquiry	
GTI Number Maintenance	Cards >> Myridas Cards >> Dist. Enhancements >> GTI Number Maint.	
GTI Numbers Import/Export Wizard	Routines >> Myridas Routines >> Dist. Enhancements >> GTI Number Wizard	

Margin Percentage Setup		Add Window Shortcut >> Myridas >> Company >> tcs00 Margin Percentage Setup
Part Delivery Transfer Hold	Cards >> Myridas Setup >> Dist. Enhancements >> Part Deliv. Xfer Hold	
Required PO Number Setup		Cards >> Sales >> Debtor>> Extras >> Debtor PO Number
Sales Transaction Batch Purge	Routines >> Myridas Routines >> Sales Trx Batch Purge	
Scanned GTI Number Maintenance	Cards >> Myridas Cards >> Dist. Enhancements >> Scan. GTI Num Maint	
Select Item Number		Transactions >> Sales >> Sales Trn Entry >> Enter an alternate item number that is assigned to more than one item  Also available from the Sales Transaction Detail Entry window, the Available To Promise window and the Item Enquiry window
Transaction Reason Code Maintenance window	Cards >> Myridas Setup >> Dist. Enhancements >> Reason Code Maint.	
User Default Site Maintenance	Cards >> Myridas Setup >> Dist. Enhancements >> SOP Default Site	

## Appendix B

### Myridas Reports

Myridas provides multiple reports to increase information visibility.

<b>Report Name</b>	<b>Functionality</b>
Import Audit report	Prints details of alternate item number import errors.
Import Audit report	Prints details of GTI number import errors.
Inventory Transaction Reason Code report	Prints details of all inventory documents with reason codes assigned.
Sales Transaction Purge Errors report	Print details of purged batches and batches that could not be purged.
Sales Transaction Reason Code report	Prints details of all sales documents with reason codes assigned.

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