

*myridas*TM *User Guide*

Version 7.8 for Great Plains 7.5

Reorder Level Management



Trinity Computer Services Limited

June 2004

Contents

CONTENTS	2
USING THIS GUIDE.....	3
ABOUT MYRIDAS.....	4
REORDER LEVEL MANAGEMENT	5
1. USER DEFINED PROMPTS WINDOW	6
1.1 <i>Setting Up User Defined Prompts.....</i>	6
2. SMARTLIST - REORDER LEVEL MANAGEMENT.....	7
2.1 <i>Exporting Stock Usage Figures to an Excel Spreadsheet.....</i>	8
2.2 <i>Calculating Reorder Levels in Extracted Excel Spreadsheets.....</i>	9
3. IMPORT ROL WINDOW	10
3.1 <i>Importing Reorder Level Management Quantities</i>	10
4. ROL UPDATE WINDOW	12
4.1 <i>Viewing and Updating Reorder and Maximum Stock Levels in the ROL Update window.....</i>	12
5. ROL ITEM DETAILS WINDOW	14
5.1 <i>Viewing, Amending and Setting in the ROL Item Details window.....</i>	14
6. ROL CSV PURGE WINDOW.....	15
6.1 <i>Purging Imported CSV and XLS Files</i>	15
APPENDIX A.....	16
ACCESS TO MYRIDAS WINDOWS.....	16
<i>Reorder Level Management.....</i>	16
INDEX	17

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 Reorder Level Management module:

- Reorder Level 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>.

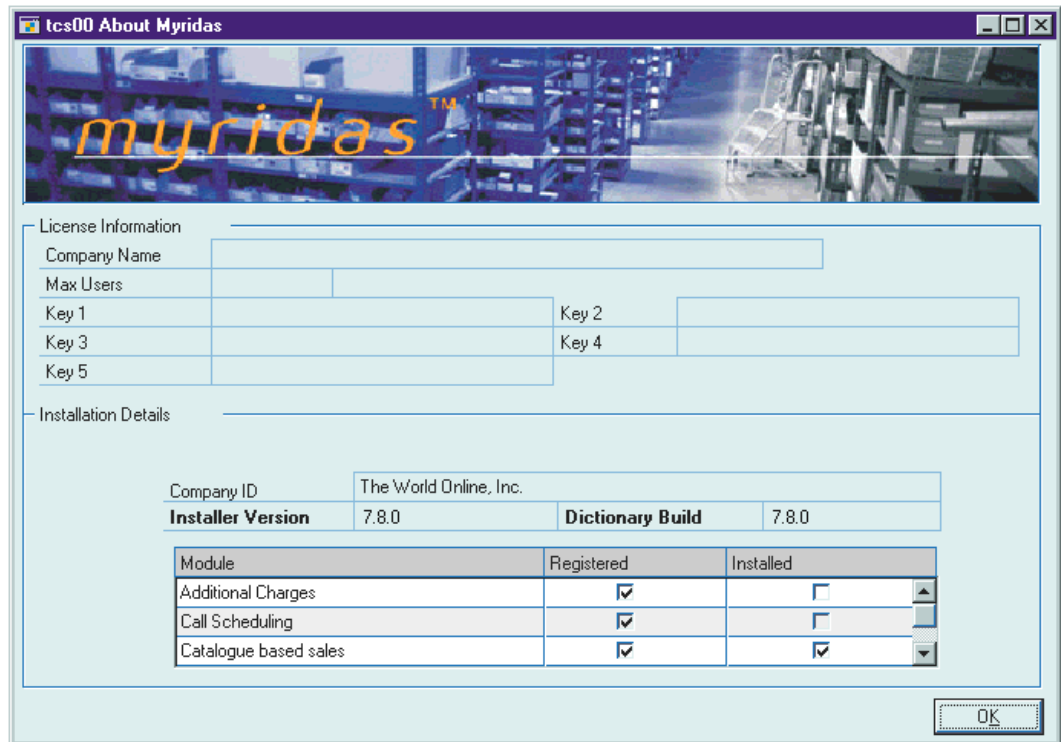
About Myridas



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



Reorder Level Management

The Myridas Reorder Level Management module incorporates a number of features to assist with the management of inventory reorder levels. Stock re-order and maximum levels can be calculated in an external Excel spreadsheet exported from Great Plains Smartlist.

These levels can be based on usage history and user-definable parameters, or can be manually inputted. Suggested order point and order up to quantities are calculated and can be used as a basis for the actual order point and order up to quantities. Alternatively the suggested levels can be overridden manually by preferred levels.

The main features of Reorder Level Management are:

- Additional user-defined fields at item/site level for use in reorder level calculation
- The facility to extract stock usage figures to an Excel spreadsheet via Great Plains Smartlist information for use in reorder level calculation
- Re-import of suggested order point quantity and order up to quantity from Excel spreadsheet
- Review facility prior to updating the item's reorder quantities

Order Point Quantity

The Order Point Quantity (or reorder level) is the quantity an item should be reordered at to maintain your preferred stock levels. The order point quantity that is set in the Great Plains Item Resource Planning window is used to calculate the quantity to reorder when you print the Great Plains Purchase Advice Report. It is also used by the Purchase Order Generator to calculate quantities to order. You can use the information in the [ROL Item Details window](#) to calculate the most appropriate level.

Order Up To Quantity

The Order Up To Quantity (or maximum stock level) is the greatest quantity of an item that you want to have on hand. The order up to quantity that is set in the Great Plains Item Resource Planning window is used when you print the Great Plains Purchase Advice Report. It is also used by the Purchase Order Generator to calculate quantities to order. You can use the information in the [ROL Item Details window](#) to calculate the most appropriate levels.

1. User Defined Prompts window



Card >> Myridas Setup >> ROL Management >> User Defined Prompts

Use the User Defined Prompts window to:

- Set up specifically defined prompts for incorporating into reorder and maximum level calculations

The User Defined Prompts window

tcs33 User Defined Prompts	
User Defined Currency Prompt 1	Order Frequency
User Defined Currency Prompt 2	Projected Growth
User Defined Currency Prompt 3	Safety Factor
User Defined Currency Prompt 4	User Def. Currency 4
User Defined Currency Prompt 5	User Def. Currency 5
User Defined Currency Prompt 6	User Def. Currency 6
User Defined String Prompt 1	Fast Movers
User Defined String Prompt 2	Seasonal
User Defined String Prompt 3	User Def. String 3
User Defined String Prompt 4	User Def. String 4
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

1.1 Setting Up User Defined Prompts

To set up user defined prompts in the User Defined Prompts window:

1. Enter text values as required into the User Defined Currency (numeric) and User Defined String (text) Prompt fields. These text values are the headers that will appear for the prompt fields in the ROL Item Details window.

Individual Item Number values for these prompts can be set in the ROL Item Details window or in the exported Excel file.


The fields can then be used to apply additional calculations to the reorder level management values calculated in the exported Excel spreadsheet.

2. Click OK to apply your prompts to the [ROL Item Details window](#).

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

2. Smartlist - Reorder Level Management



Click  to display the Great Plains Smartlist

Great Plains Smartlist combines inquiry and reporting capabilities to provide easier access to Great Plains business objects, such as creditors, accounts, transactions and items.

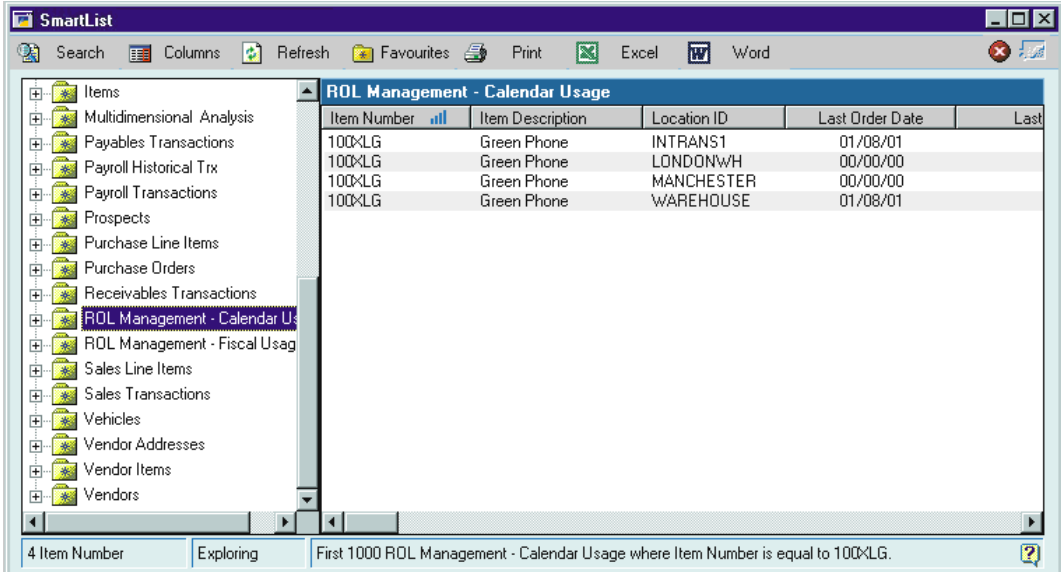
Smartlist has been given extended functionality with the Reorder Level Management module with two new reports, the ROL Management - Calendar Usage and the ROL Management - Fiscal Usage reports.

The usage figures in the ROL Management - Calendar Usage report are based on monthly usage figures. The usage figures in the ROL Management - Fiscal Usage are based on usage figures in your defined Fiscal period. In both cases Usage 1 will be defined as the current usage period, Usage 2 as the previous Usage period, etc. Usage 1 will take account of transactions that have been posted.

Use these Smartlist reorder level management reports to:

- View Item details, usage quantities and stock management quantities
- Extract stock usage figures to an Excel spreadsheet for use in reorder level calculation

The Great Plains Smartlist window



Item Number	Item Description	Location ID	Last Order Date	Last
100XLG	Green Phone	INTRANS1	01/08/01	
100XLG	Green Phone	LONDONWH	00/00/00	
100XLG	Green Phone	MANCHESTER	00/00/00	
100XLG	Green Phone	WAREHOUSE	01/08/01	

Note that further details of the full functionality available in Great Plains Smartlist can be found in the Great Plains Online Help system.

2.1 Exporting Stock Usage Figures to an Excel Spreadsheet

To export stock usage figures to an Excel spreadsheet from the Reorder Level Management reports in Great Plains Smartlist:

1. Click on the ROL Management report that you want to display.

Note that you will be asked if you want to update the history. Click Yes. If you click No then any transactions posted since the last report was produced will not be included.

2. The report will be displayed in the scrolling window with the following fields:

Item Number	Item Description	Location ID	Last Order Date
Last Order Qty	Last Receipt Date	Last Receipt Qty	Last Creditor
Qty On Hand	Qty Allocated	Qty Back Ordered	Qty On Order
Order Point Qty	Order Up To Qty	Suggested Order Point Qty	Suggested Order Up To
Last Review Date	Usage 1 to Usage 24	Minimum Weeks Stock	Max Weeks Stock
User Defined Currency 1 to 6	User Defined String 1 to 4	Purchasing U of M	Qty in Base U of M

All Inventory Item Numbers will be displayed with associated details displayed for each Site ID to which they are assigned.

3. If you want to refine the report you can use click the Search button to display the report specific Search window. Use the Great Plains Online Help system to learn more about refining reports.

The Item Number column must always be the first column and the Location the third column for imports back into Great Plains to be successfully performed.

4. When you have the required Item Number range displayed in the scrolling window click the Excel button. The fields for your selected range will automatically be exported to an Excel spreadsheet.



Note that you can click the Stop button at any point to stop generating a report at the point you click Stop.

2.2 Calculating Reorder Levels in Extracted Excel Spreadsheets

To calculate reorder levels in extracted Excel spreadsheets:

1. When you have followed [2.1](#), Excel will automatically open with all information that has been extracted from the Reorder Level Management report displayed in a spreadsheet.
2. The exported spreadsheet can be manipulated as required. You can use formulas to calculate appropriate quantities for the above fields or you can enter the quantities manually. The way in which quantities are calculated is down to user requirements.
3. When you have calculated the required quantities the spreadsheet should be saved as a .csv or .xls file. The file can be imported into Great Plains via the Myridas [Import ROL window](#). Calculated quantities can be viewed in the [ROL Item Details window](#) and the [ROL Update window](#).

3. Import ROL window

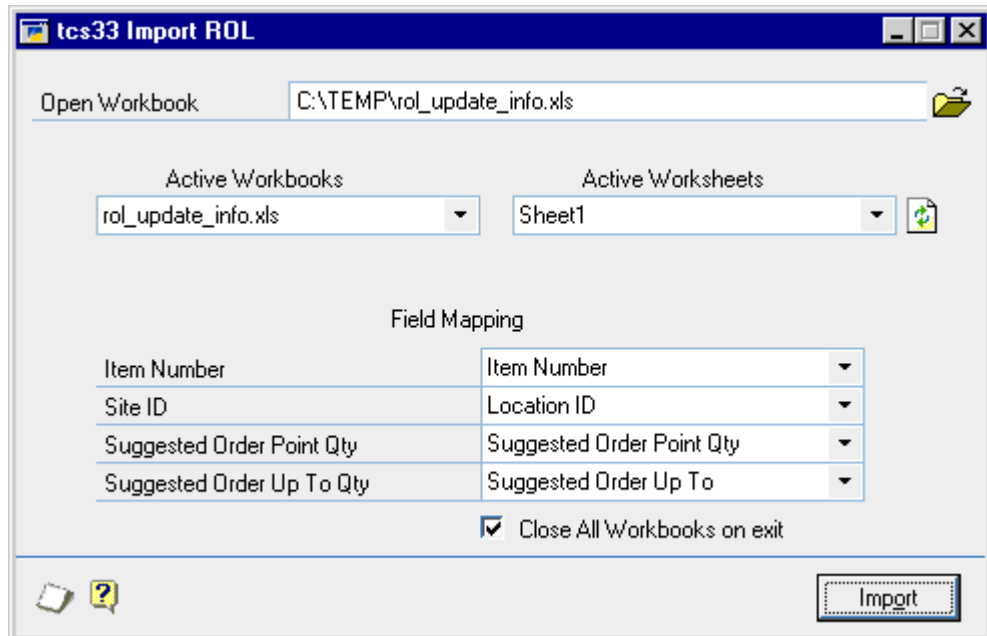


Routines >> Myridas Routines >> ROL. Routines >> Import R.O. Levels

Use the Import ROL window to:

- Import reorder level management quantities in Excel spreadsheets

The Import ROL window



3.1 Importing Reorder Level Management Quantities

To import reorder level management quantities in the Import ROL window:

1. If you currently have a file open in Excel this will be detected by the Import ROL window. If you do not currently have a file open, or want to select a different file, enter the Excel file that you want to open 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\rol_update_info.xls. You can only import .csv and .xls file types.

2. The Active Workbooks lists or the files currently open in Excel. Active Worksheets lists all the worksheets in the currently selected workbook.

The Active Workbooks and Worksheets fields, and the Field Mapping fields, are automatically filled based on the data currently displayed. You can select alternative data by using the drop-down menus.

The Field Mapping relates to the data that you will import, and is based on the column headings in the selected worksheet. All columns in the selected worksheet are available to be selected from the drop-down menus.

3. To close down workbooks after use select Close All Workbooks on exit.
4. Click Import to import the selected details for use in the ROL Update window. Note that if you select to import an invalid file then the import will still be attempted.

4. ROL Update window



Routines >> Myridas Routines >> ROL Routines >> Update R.O. Levels

Use the ROL Update window to:

- View current Order Point and Order Up To Quantities
- Update suggested Order Point and Order Up To Quantities

The ROL Update window

Item Number	Site ID	Ord. Point Qty	Sug. Ord. Point	%Var
100XLG	WAREHOUSE	0	2,000	Max.
Green Phone		0	12,000	

4.1 Viewing and Updating Reorder and Maximum Stock Levels in the ROL Update window

To view and update maximum stock levels in the ROL Update window:

1. Under Use Previously Imported CSV Content you can select an imported file. Selecting a file will allow you to view information from a selected file only.




Note that you can remove this file from Great Plains after updating reorder levels by clicking the Clear CSV Xref on update check box.

Also note that if you select Use Previously Imported CSV content then all other range options will be disabled and you should proceed to step 8.

2. View All Item Numbers or click From and enter From and To values, using the lookups if required.

3. View All Site ID's or click From and enter From and To values, using the lookups if required.
4. View All Generic Descriptions or click From and enter From and To values, using the lookups if required.
5. View All Class ID's or click From and enter From and To values, using the lookups if required.
6. You can enter a quantity in ROL Variance Greater Than. If entered, only Item Numbers with a variance between the actual Order Point Qty and the Suggested Order Point Qty greater than the entered quantity will be displayed.
7. Click to select whether the displayed reorder and maximum stock levels will be displayed in the Base or the Purchasing Unit of Measure.
8. Click Redisplay. All Item Numbers within the selected range will be displayed in the scrolling window with actual and suggested Order Point Qty and Order Up To Qty for each displayed Site ID.
9. If required you can amend the Suggested Order Point Qty and the Suggested Order Up To Qty, by entering new values into the fields.

When any required changes have been made there are three options available:

Icon	Command	Action
	Do Nothing	Items will not have amendment made when the Update Reorder Levels button is selected
	Reset Suggested	Amendments made to the Suggested Order Point Qty and Suggested Order Up To Qty will revert to the displayed current quantities
	Update All	Items will be updated with amendments made

Each Item line contains the Do Nothing icon. You can click the icon to change it to another command icon. Alternatively you can click the Mark All button to display the Update Mark All window where you can select a command icon to assign to all displayed items.

10. If you have entered new values click Update Reorder Levels. The new values will be assigned to the specified Items. This will be visible in the Great Plains Item Quantities window.

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

5. ROL Item Details window



Cards >> Myridas Cards >> ROL. Management >> Extra Item Details

Use the ROL Item Details window to:

- View reorder level management quantity levels
- Amend minimum and maximum weeks stock levels
- Set User Defined Prompts values

*The ROL Item
Details window*

Item Number	100XLG		
Description	Green Phone		
Site ID	WAREHOUSE		
Order Point Qty	2,000	Order Up To Qty	12,000
Suggested Order Point Qty	2,000	Suggested Order Up To	12,000
Minimum Weeks Stock	2	Maximum Weeks Stock	12
Order Frequency/week	4.00	Fast Movers	Yes
Projected Growth/mth	1.25	Seasonal	No
Safety Factor	1.00	User Def. String 3	
User Def. Currency 4	0.00	User Def. String 4	
User Def. Currency 5	0.00	Last Review Date	15/03/02
User Def. Currency 6	0.00		

Note that the ROL Item Details window is also available as an Extras option from the Item Quantities Maintenance window.

The Suggested Order Point Qty, Suggested Order Up to and Last Review Date are all updated from the imported Excel spreadsheet.

The Order Point Qty and Order Up To Qty can be updated from the [ROL Update window](#).

5.1 Viewing, Amending and Setting in the ROL Item Details window

To view, amend and set in the ROL Item Details window:

1. Enter the Item Number you want to view or select it using the lookup.

Note that if you have opened the window from the Item Quantities Maintenance window the Item Number selected in that window will be displayed by default.

2. Use the Browse buttons or the lookup to select a Site ID.

3. Amend the Maximum Weeks Stock, Minimum Weeks Stock and User Defined Prompt fields as required.
4. Click Save to save any changes you have made.
5. Click Delete to delete the details displayed in the window.

Deleting ROL Item Details

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

Also Note that it is the Order Point Qty and Order Up To Qty quantities displayed in the Item Quantities window that are used when printing the Purchase Advice Report. The quantities displayed in the [ROL Item Details window](#) are useful for viewing prior to updating details in the Item Quantities window.

6. ROL CSV Purge window

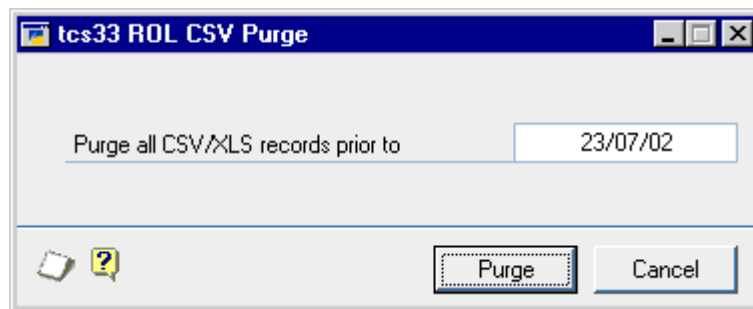


Routines >> Myridas Routines >> ROL. Routines >> ROL CSV Purge

Use the ROL CSV Purge window to:

- Purge imported CSV and XLS files

The ROL CSV Purge window



6.1 Purging Imported CSV and XLS Files

To purge imported .csv and .xls files in the ROL CSV Purge window:



1. Enter the date that you want to purge all imported csv and xls files up until.
Note that the current date will be displayed by default.
2. When you have selected the required date click Purge. All imported ROL .csv and .xls files imported prior to the selected date will be purged.

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

Appendix A

Access to Myridas Windows

Reorder Level Management

Window Name	 Menu Access	 Other Access
User Defined Prompts	Card >> Myridas Setup >> ROL Management >> User Defined Prompts	
Import ROL	Routines >> Myridas Routines >> ROL. Routines >> Import R.O. Levels	
ROL Update	Routines >> Myridas Routines >> ROL. Routines >> Update R.O. Levels	
ROL Item Details	Cards >> Myridas Cards >> ROL. Management >> Extra Item Details	Cards >> Inventory >> Item >> Quantities/Sites >> Extras > ROL Management
ROL CSV Purge	Routines >> Myridas Routines >> ROL. Routines >> ROL CSV Purge	

Index

A

- Amending
 - ROL item details 14

C

- Calculating
 - reorder levels in extracted excel
spreadsheets 9

D

- Deleting
 - ROL item details 15

E

- Exporting
 - stock usage figures to an excel
spreadsheet..... 8

I

- Import ROL window 10
- Importing
 - rol management quantities 10

M

- Maximum Stock Levels..... 5
- Minimum Stock Levels 5

P

- Purging
 - imported csv and xls files..... 15

R

- Reorder Level Management.....5
- Reorder Levels5
- ROL CSV Purge window..... 15
- ROL Item Details window 14
- ROL Management.....5
 - calendar usage.....7
 - fiscal usage7
- ROL Update window 12

S

- Setting
 - ROL item details..... 14
- Setting Up
 - user defined prompts..... 6
- Smartlist Reorder Level Management ..7

U

- Updating
 - maximum levels..... 12
 - reorder levels 12
- User Defined Prompts window 6

V

- Viewing
 - maximum levels..... 12
 - reorder levels 12
 - ROL item details..... 14