

*myridas*TM *User Guide*

Version 8.0 for Great Plains 8.0

Distribution Enhancements

Trinity Computer Services Limited

November 2004

Contents

CONTENTS	2
USING THIS GUIDE	6
ABOUT MYRIDAS	7
DISTRIBUTION ENHANCEMENTS.....	8
TRANSACTION REASON CODES.....	10
1. TRANSACTION REASON CODE MAINTENANCE WINDOW.....	10
1.1 <i>Setting Up Transaction Reason Codes.....</i>	10
2. APPLY TRANSACTION REASON CODE WINDOW	11
2.1 <i>Assigning Reason Codes to Sales and Inventory Transactions.....</i>	11
3. VIEWING AND REPORTING ON ASSIGNED REASON CODES	11
BARCODE MANAGEMENT	12
4. BARCODE FORMAT MAINTENANCE WINDOW	12
4.1 <i>Setting Up Barcode Formats.....</i>	13
5. GTI NUMBER MAINTENANCE WINDOW	13
5.1 <i>Setting Up and Assigning GTI Numbers</i>	14
6. SCANNED GTI NUMBER MAINTENANCE WINDOW.....	14
6.1 <i>Setting Up and Assigning GTI Numbers</i>	15
7. GTI NUMBER ENQUIRY WINDOW	16
7.1 <i>Searching for Item GTI Numbers.....</i>	16
IMPORTING AND EXPORTING BARCODES.....	17
8. EXCEL FILE TEMPLATE MAINTENANCE WINDOW	17
8.1 <i>Setting Up Excel Template IDs</i>	17
8.2 <i>Setting Up Excel Sheets for Importing and Exporting</i>	19
9. GTI NUMBERS IMPORT/EXPORT WIZARD.....	19
9.1 <i>Using the GTI Numbers Import/Export Wizard</i>	20
9.2 IMPORT/EXPORT SCREEN.....	20
9.2.1 <i>Using the Import/Export Screen.....</i>	20
IMPORTING BARCODES	21
9.3 CHECK DIGIT SCREEN.....	21
9.3.1 <i>Using the Check Digit screen.....</i>	21
9.4 SELECT EXCEL FILE TEMPLATE SCREEN	22
9.4.1 <i>Selecting an Excel File Template</i>	22
9.5 SELECT EXCEL WORKBOOK SCREEN.....	23
9.5.1 <i>Selecting an Excel Workbook.....</i>	23
9.6 SELECT WORKSHEET SCREEN.....	24
9.6.1 <i>Selecting an Excel Worksheet</i>	24
9.6.2 <i>Using the Import Errors screen</i>	25
9.7 IMPORT PREVIEW SCREEN	26
9.7.1 <i>Using the Import Preview screen.....</i>	26
9.8 COMPLETING IMPORT SCREEN.....	27
9.8.1 <i>Using the Completing Import screen</i>	27
9.9 IMPORT COMPLETED SCREEN	28
9.9.1 <i>Using the Import Completed Screen</i>	28
EXPORTING BARCODES	29

9.10 SELECT GTI NUMBERS SCREEN.....	29
9.10.1 <i>Selecting GTI Numbers</i>	29
9.11 EXPORT CHECK DIGIT SCREEN.....	30
9.11.1 <i>Exporting Check Digits</i>	30
9.12 SELECT ITEMS SCREEN.....	31
9.12.1 <i>Selecting Items for Export</i>	31
9.13 SELECT EXCEL FILE TEMPLATE SCREEN	32
9.13.1 <i>Selecting an Excel File Template</i>	32
9.14 SELECT EXCEL WORKBOOK SCREEN.....	33
9.14.1 <i>Selecting a Workbook for Export</i>	33
9.15 SELECT EXCEL WORKSHEET SCREEN.....	34
9.15.1 <i>Selecting an Excel Worksheet</i>	34
9.16 EXPORT PREVIEW SCREEN.....	35
9.16.1 <i>Previewing Exports</i>	35
9.17 COMPLETING EXPORT SCREEN	36
9.17.1 <i>Completing Barcode Export</i>	36
9.18 EXPORT COMPLETED SCREEN.....	37
9.18.1 <i>Using the Export Completed screen</i>	37
PART DELIVERY RESTRICTIONS	38
10. PART DELIVERY TRANSFER HOLD WINDOW	39
10.1 <i>Setting Up Restrictions on Part Deliveries</i>	39
11. ALLOW PART DELIVERY WINDOW	41
11.1 <i>Applying and Removing Part Delivery Restrictions for Individual Documents</i>	41
12. PART DELIVERY DEFAULTS FOR RUN WINDOW	42
12.1 <i>Applying or Removing Part Delivery Restrictions for a Run of Documents</i>	42
DEBTOR SPECIFIC ITEMS	44
13. ASSIGN DEBTORS TO ITEM WINDOW	44
13.1 <i>Assigning Debtors to a Specific Item</i>	45
14. ASSIGN DEBTOR RANGE TO ITEM WINDOW	45
14.1 <i>Assigning Debtor Ranges to an Item</i>	46
DISALLOWED DEBTOR ITEMS	47
15. DISALLOWED ITEMS BY DEBTOR WINDOW	47
15.1 <i>Restricting Items from Purchase by Specified Debtors</i>	48
16. DISALLOWED ITEMS BY DEBTOR - RANGE ALLOCATION WINDOW.....	49
16.1 <i>Restricting Ranges of Items from Purchase by Specified Debtors</i>	49
ALTERNATE ITEMS.....	51
17. ALTERNATE ITEM CODES SETUP WINDOW	51
17.1 <i>Setting Up Alternate Items Functionality</i>	51
18. ALTERNATE ITEM NUMBER MAINTENANCE WINDOW	52
18.1 <i>Assigning Alternate Item Numbers to Items</i>	52
19. SELECT ITEM NUMBER WINDOW	53
19.1 <i>Selecting an Item when an Alternate Item Number is Assigned to Multiple Items</i>	53
20. ALTERNATE ITEM NUMBER ENQUIRY WINDOW	54
20.1 <i>Enquiring About Alternate Item Numbers</i>	55
IMPORTING AND EXPORTING ALTERNATE ITEM NUMBERS	56
21. EXCEL FILE TEMPLATE MAINTENANCE WINDOW	56
21.1 <i>Setting Up Excel Template IDs</i>	57
21.2 <i>Setting Up Excel Sheets for Importing and Exporting</i>	58
22. ALTERNATE ITEM NUMBERS IMPORT/EXPORT WIZARD.....	58

22.1 <i>Using the Alternate Item Numbers Import/Export Wizard</i>	59
22.2 IMPORT/EXPORT SCREEN.....	59
22.2.1 <i>Using the Import/Export Screen</i>	59
IMPORTING ALTERNATE ITEM NUMBERS	60
22.3 SELECT IMPORT FILE SCREEN	60
22.3.1 <i>Using the Select Import File screen</i>	60
22.4 SELECT WORKBOOK SCREEN	61
22.4.1 <i>Using the Select Workbook Screen</i>	61
22.5 SELECT WORKSHEET SCREEN	62
22.5.1 <i>Using the Select Worksheet Screen</i>	62
22.5.2 <i>Using the Import Errors Screen</i>	63
22.6 IMPORT PREVIEW SCREEN	64
22.6.1 <i>Using the Import Preview Screen</i>	64
22.7 COMPLETING IMPORT SCREEN	65
22.7.1 <i>Using the Completing Import screen</i>	65
22.8 IMPORT COMPLETED SCREEN.....	66
22.8.1 <i>Using the Import Completed Screen</i>	66
EXPORTING ALTERNATE ITEM NUMBERS PRICES	67
22.9 ALTERNATE ITEM NUMBERS SELECTION SCREEN	67
22.9.1 <i>Using the Alternate Item Numbers Selection Screen</i>	67
22.10 SELECT EXCEL FILE TEMPLATE SCREEN.....	68
22.10.1 <i>Using the Select Excel File Template Screen</i>	68
22.11 SELECT WORKBOOK SCREEN	69
22.11.1 <i>Using the Select Workbook Screen</i>	69
22.12 SELECT WORKSHEET SCREEN	70
22.12.1 <i>Using the Select Worksheet Screen</i>	70
22.13 COMPLETING EXPORT SCREEN	71
22.13.1 <i>Using the Completing Export screen</i>	71
22.14 COMPLETING EXPORT SCREEN 2	72
22.14.1 <i>Using the Completing Export screen 2</i>	72
22.15 EXPORT COMPLETED SCREEN	73
22.15.1 <i>Using the Export Completed Screen</i>	73
SALES BATCH ENHANCEMENTS	74
23. CREATE DOCUMENT BATCH WINDOW.....	74
23.1 <i>Transferring Ranges of Documents to a New Batch</i>	75
24. SALES TRANSACTION BATCH PURGE WINDOW	77
24.1 <i>Purging Empty Sales Batches</i>	77
DOCUMENT MARGINS	78
25. DISTRIBUTION ENHANCEMENTS SETUP WINDOW	79
25.1 <i>Setting the Document Margins window to Automatically Open</i>	79
26. MARGIN PERCENTAGE SETUP WINDOW	80
26.1 <i>Setting Up Document Margin Calculation Details</i>	80
27. DOCUMENT MARGINS WINDOW	81
27.1 <i>Viewing Sales Margin Details for Current Transactions</i>	81
REQUIRED DEBTOR REFERENCE	82
28. REQUIRED PO NUMBER SETUP WINDOW	82
28.1 <i>Setting Up Individual Debtors to Require a Debtor Purchase Order Number in Sales Transaction Entry</i>	83
29. ASSIGN REQUIRED PO NUMBER WINDOW	84

29.1 <i>Setting Up Multiple Debtors to Require a Debtor Purchase Order Number in Sales Transaction Entry</i>	85
30. ASSIGN REQUIRED PO NUMBER RANGE WINDOW	86
30.1 <i>Setting Up Ranges of Debtors to Require a Debtor Purchase Order Number in Sales Transaction Entry</i>	87
USER DEFAULT SITES	88
31. USER DEFAULT SITE MAINTENANCE WINDOW	88
31.1 <i>Setting Default Sites for Users</i>	88
APPENDIX A	90
ACCESS TO MYRIDAS WINDOWS	90
<i>Distribution Enhancements</i>	90
APPENDIX B	94
MYRIDAS REPORTS	94
INDEX	95

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>.

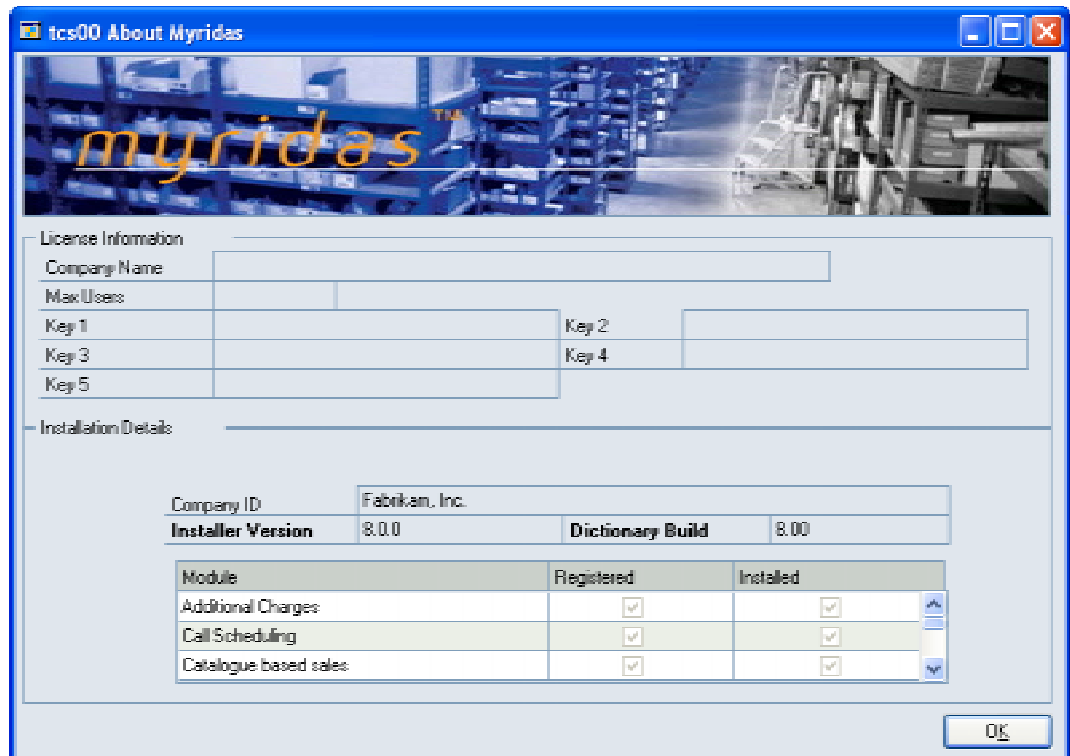
About Myridas



Help >> 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

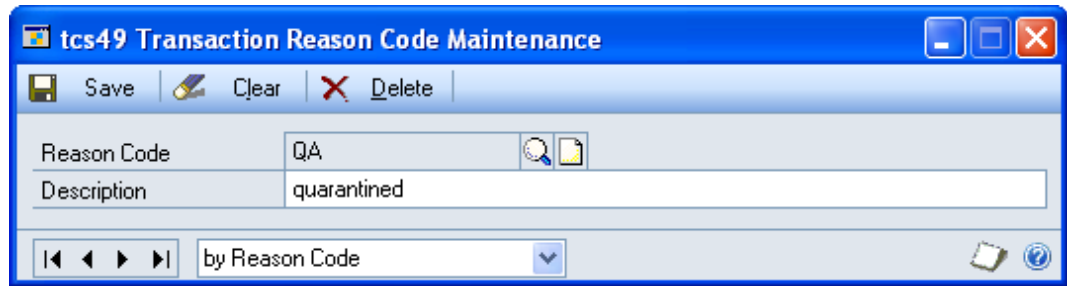


Tools >> Setup >> Myridas >> Distribution Enhancements >> Reason Code Maint.

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 >> Additional >> 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*

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/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

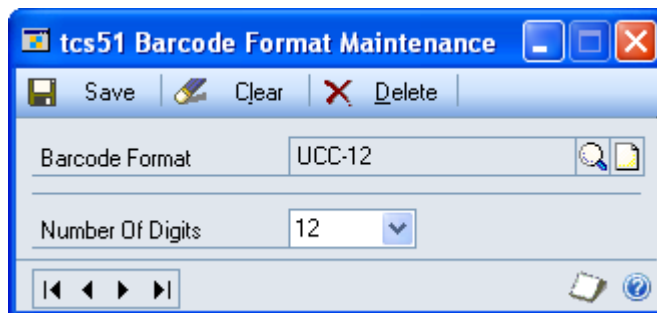


Tools >> Setup >> Myridas >> Distribution Enhancements >> Barcode Format Maintenance

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 >> Distribution Enhancements >> GTI Number Maintenance

Use the GTI Number Maintenance window to:

- Set up and assign GTI numbers

The GTI Number Maintenance window

Barcode Format	UCC-12
GTI Number	65249951321
Check Digit	1
Item Number	24X IDE
U Of M	Each

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 >> Distribution Enhancements >> Scanned 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.

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

*Deleting GTI
numbers*

7. GTI Number Enquiry window

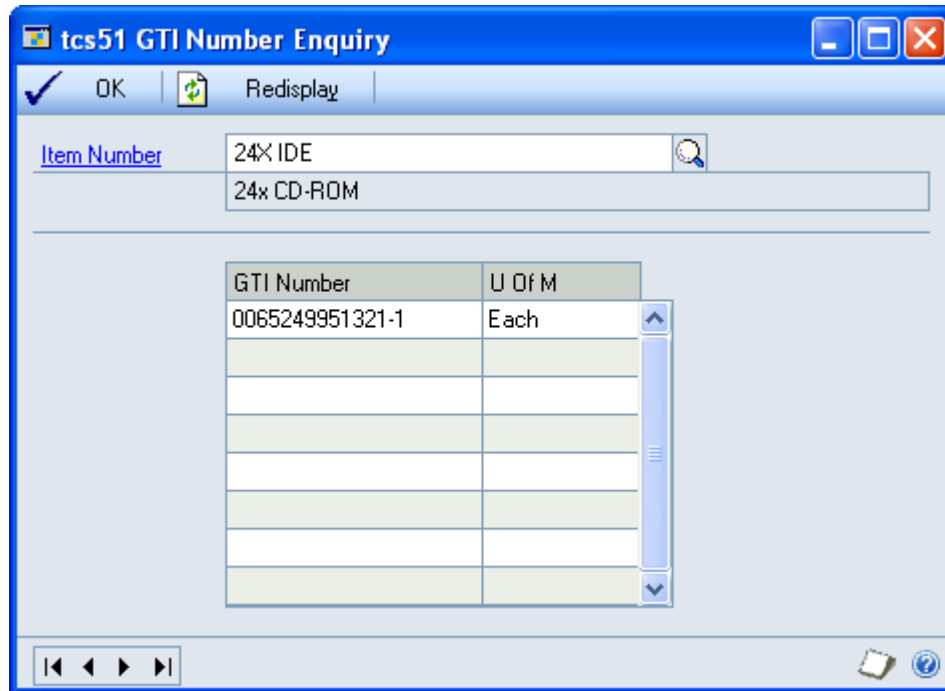


Enquiry >> Myridas >> Distribution Enhancements >> GTI Number Enquiry

Use the GTI Number Enquiry window to:

- Search for item GTI numbers

The GTI Number Enquiry window



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



Tools >> Routines >> Myridas >> Dist. Enhancements >> GTI Number Excel Template

Use the Excel File Template Maintenance window to:

- Set up excel template IDs 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



Tools >> Routines >> Myridas >> Distribution 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*



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

tcs51 GTI Numbers Import/Export Wizard

GTI Numbers Import -
Do GTI Numbers include a Check Digit?

myridas™

Select Option:

GTI Numbers to Import DO include a Check Digit

GTI Numbers to Import DO NOT include a Check Digit

< Back Next > Cancel

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	<input type="text"/>
	GTI Template 1	<input type="text"/>
Creditor ID	ADVANCED0001	<input type="text"/>
	Advanced Office Systems	<input type="text"/>

< Back Next > Cancel

9.4.1 Selecting an Excel File Template

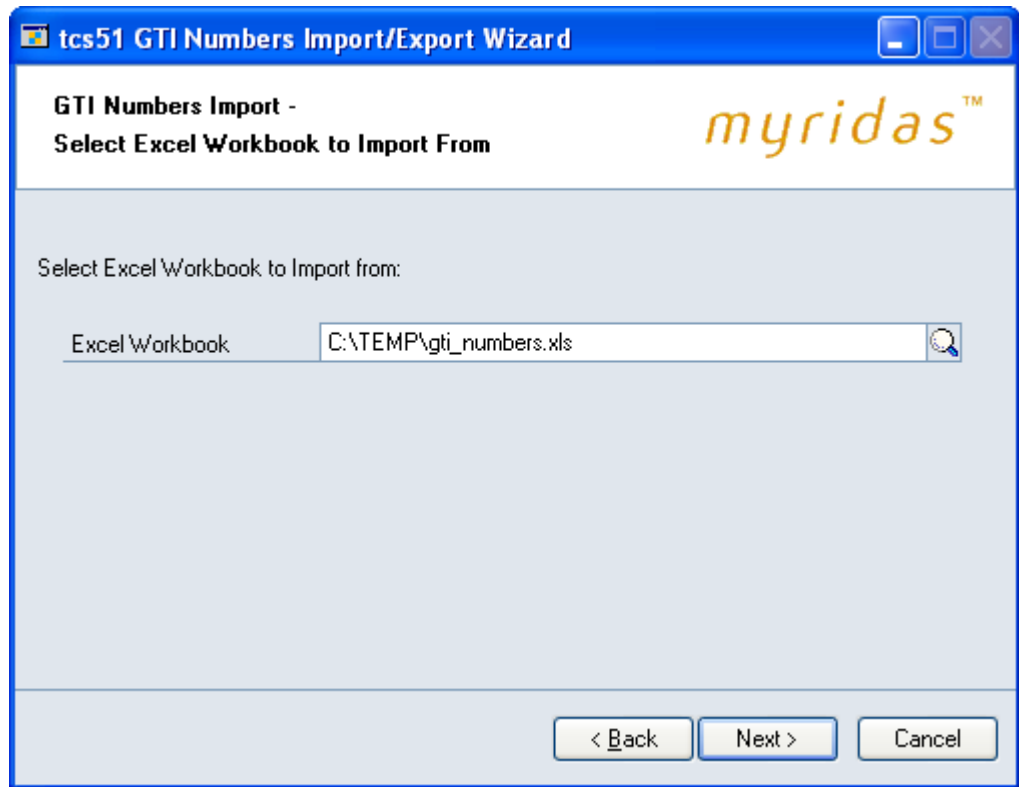
1. Enter the excel template ID (set up in the [Excel File Template Maintenance window](#)) that you want base the import on, or select one using the lookup.

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.

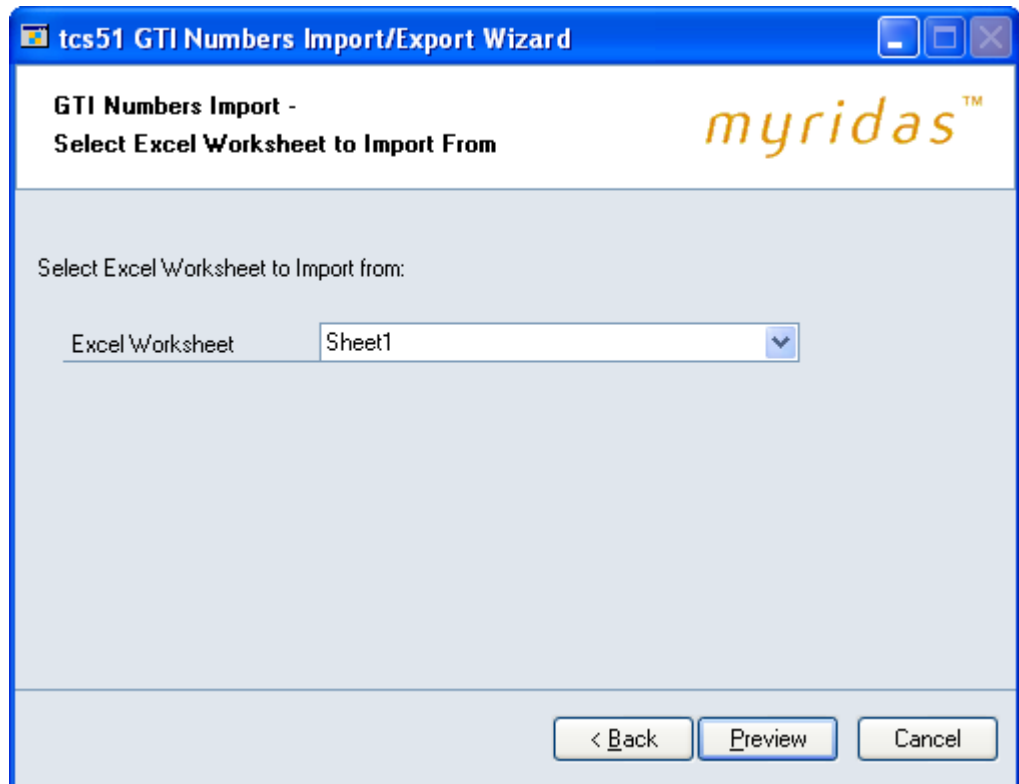
Note that you cannot just enter the name of the file; you must also enter the system path to the file, for example, C:\TEMP\gti_numbers.xls.

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



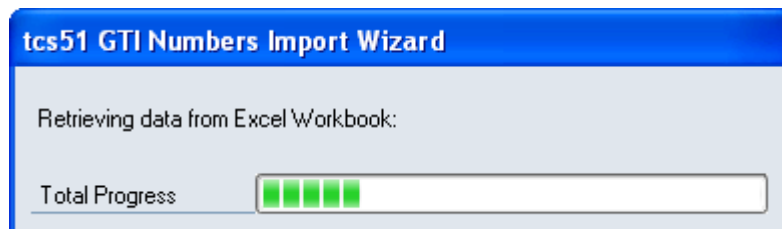
9.6.1 Selecting an Excel Worksheet

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

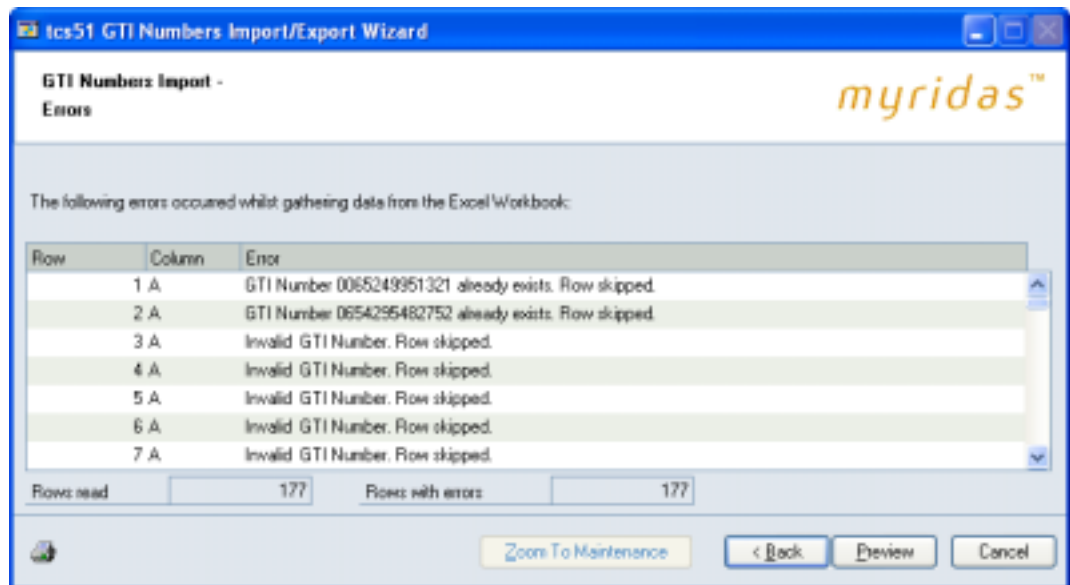


Note that if any errors are encountered during the import then the Import Errors screen will be displayed (see 9.6.2).

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.

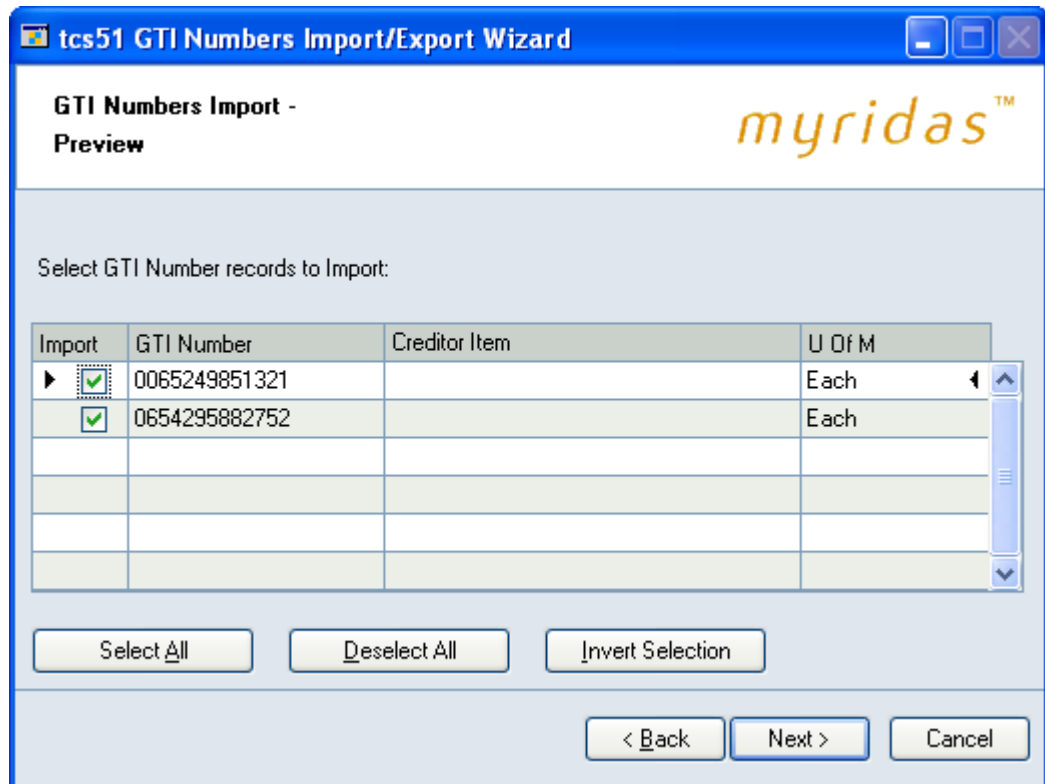
Click on the relevant line in the scrolling window and click the Zoom to Maintenance button. The relevant maintenance window will be displayed (for example, the Item Maintenance window will be displayed where the error concerns an Item Number that does not exist) with a new record created for the data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



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.

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

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

Excel Workbook

Excel Worksheet

 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:

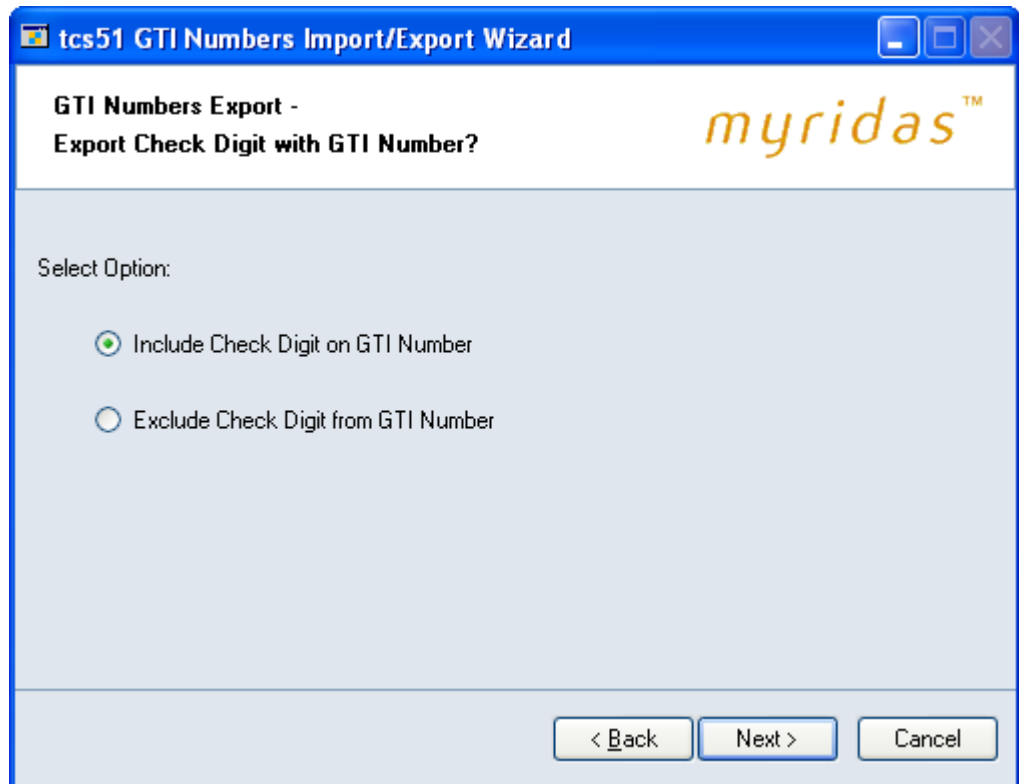
< Back Next > Cancel

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*



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 -
Select Items you wish to Export

myridas™

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

All

From: (First)

To: (Last)

< 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="Search"/>
	GTI Template 1	
Creditor ID	ADVANCED0001	
	Advanced Office Systems	

< Back Next > Cancel

9.13.1 Selecting an Excel File Template

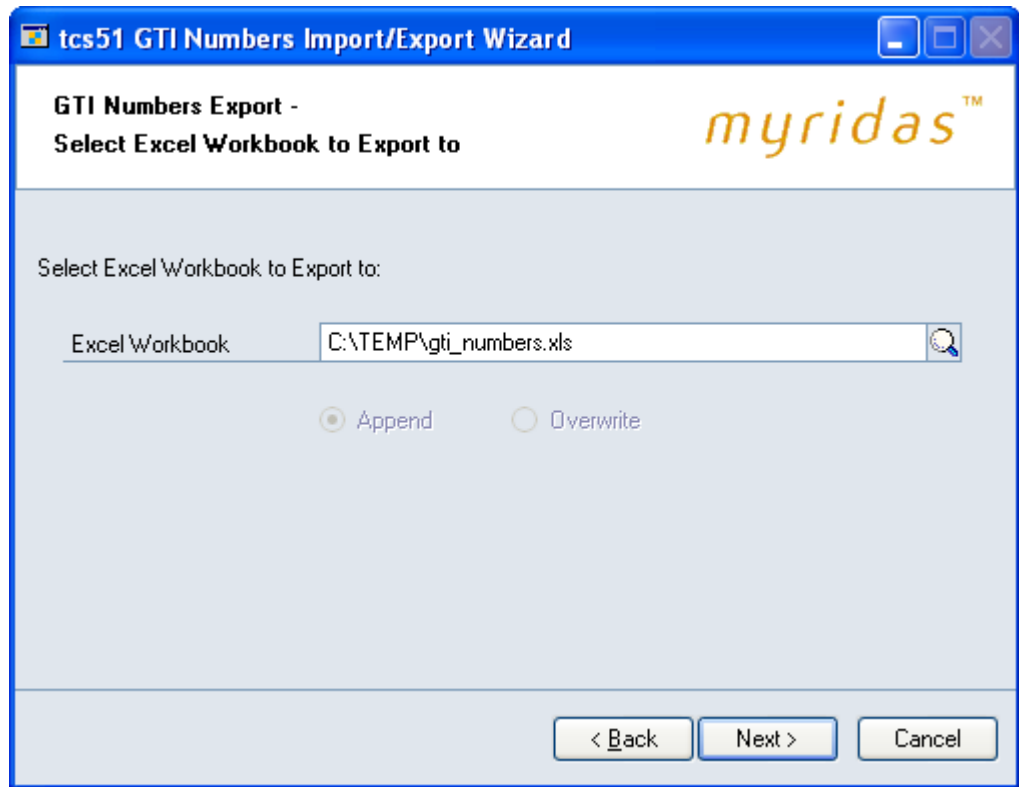
1. Enter the excel template ID (set up in the [Excel File Template Maintenance window](#)) that you want base the export on, or select one using the lookup.

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.

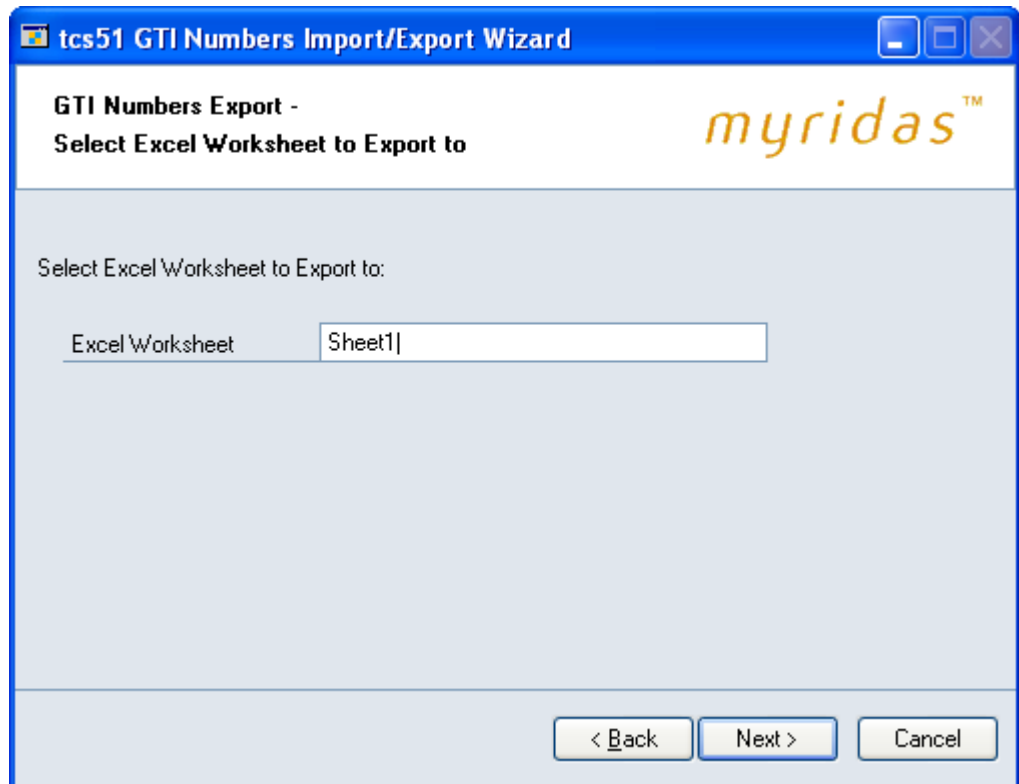
Note that you cannot just enter the name of the file; you must also enter the system path to the file, for example, C:\TEMP\gti_numbers.xls.

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 workbook. 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

Completing the GTI Numbers Export Wizard

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

Excel Template ID: GTITEMPLATE1

Excel Workbook: C:\TEMP\gti_numbers.xls

Excel Worksheet: Sheet1

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

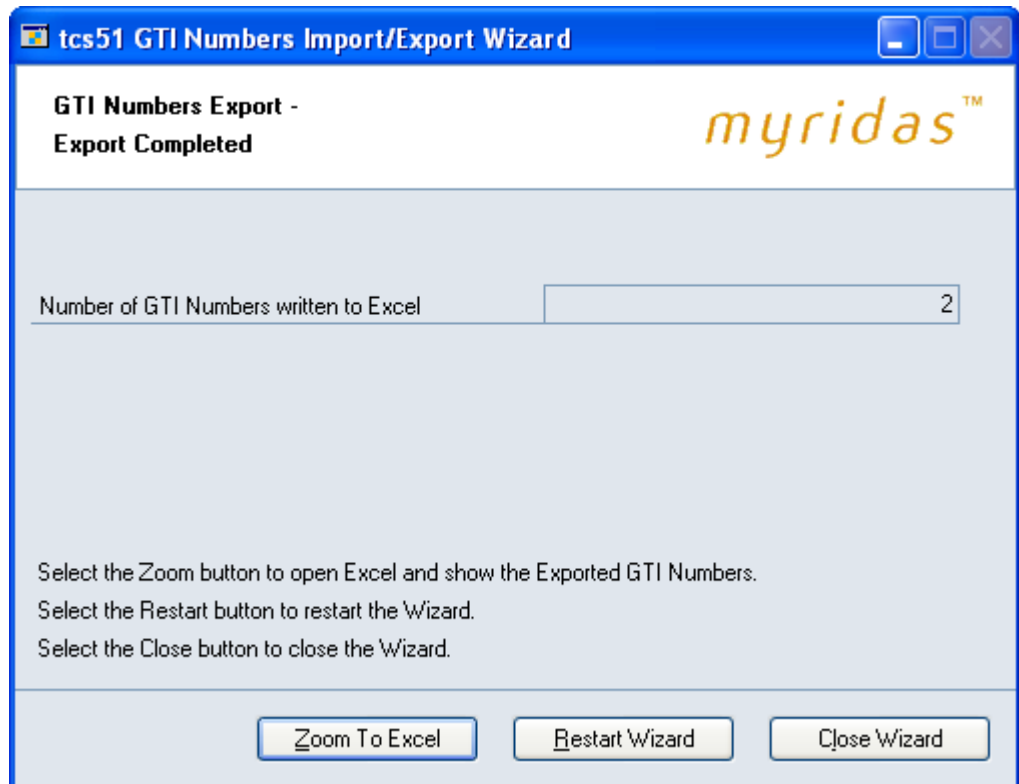
< Back Export Cancel

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



Tools >> Setup >> Myridas >> Distribution Enhancements >> Part Delivery 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 Transaction Entry >> Extras >> Approval >> 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



Sales Multiple Orders To Invoice Transfer window/Sales Transfer Documents window >> Extras >> Additional >> 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

tcs83 Part Delivery Defaults for Run	
Minimum Value	\$500.00
Minimum Percent	75.00%
Criteria To Be Met	<input type="radio"/> Either <input checked="" type="radio"/> Both
Value	<input checked="" type="radio"/> Total Order Value <input type="radio"/> Remaining Order Value

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

12.1 Applying 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.

<p>Total Order Value</p>	<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>
<p>Remaining Order Value</p>	<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.

Debtor Specific Items

Debtor Specific Items functionality enables you to assign debtors to a specific item number. When one or more debtors have been assigned to an item number using the [Assign Debtors To Item window](#) or the [Assign Debtor Range to Item window](#), then the item number will then only be available for sale to debtors assigned to the item number.



If you attempt to include an item number in a sales transaction where the debtor has not been assigned to the item, then you will receive a warning that the debtor has not been assigned to the item number for ordering. You will be unable to select the item unless you first assign the debtor to it.

13. Assign Debtors to Item window



Cards >> Myridas >> Distribution Enhancements >> Assign Debtors to Items

Use the Assign Debtors to Item window to:

- Assign debtors to specific a item number

The Assign Debtors to Item window

Debtor ID	Debtor Name
ADVANCED0001	Advanced Paper Co.
AMERICAN0002	American Electrical Contractor
COMPUTER0003	Computer Equipment Leasing
ISNINDUS0001	ISN Industries

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 >> Distribution Enhancements >> Assign Debtors to Items >> 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
ADVANCED001	Advanced Paper Co.	<input checked="" type="checkbox"/>
AMERICAN002	American Electrical Contractor	<input checked="" type="checkbox"/>
COMPUTER003	Computer Equipment Leasing	<input checked="" type="checkbox"/>
ISNINDUS001	ISN Industries	<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 >> Distribution 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 >> Distribution Enhancements >> Disallowed Items >> Ranges button

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

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

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

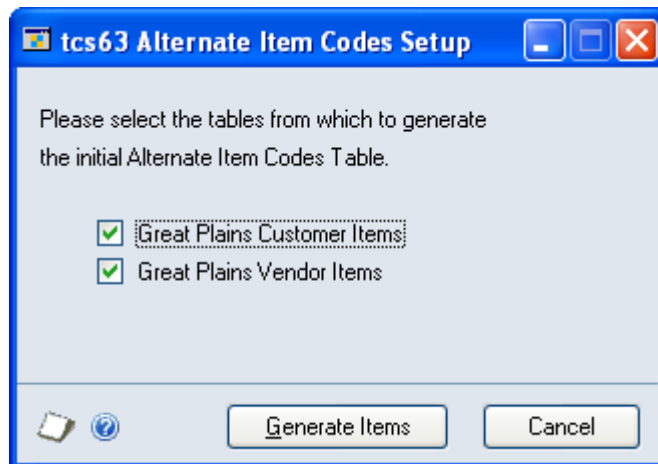


Tools >> Setup >> Myridas >> Distribution Enhancements >> Alternate Item Setup

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.

- 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

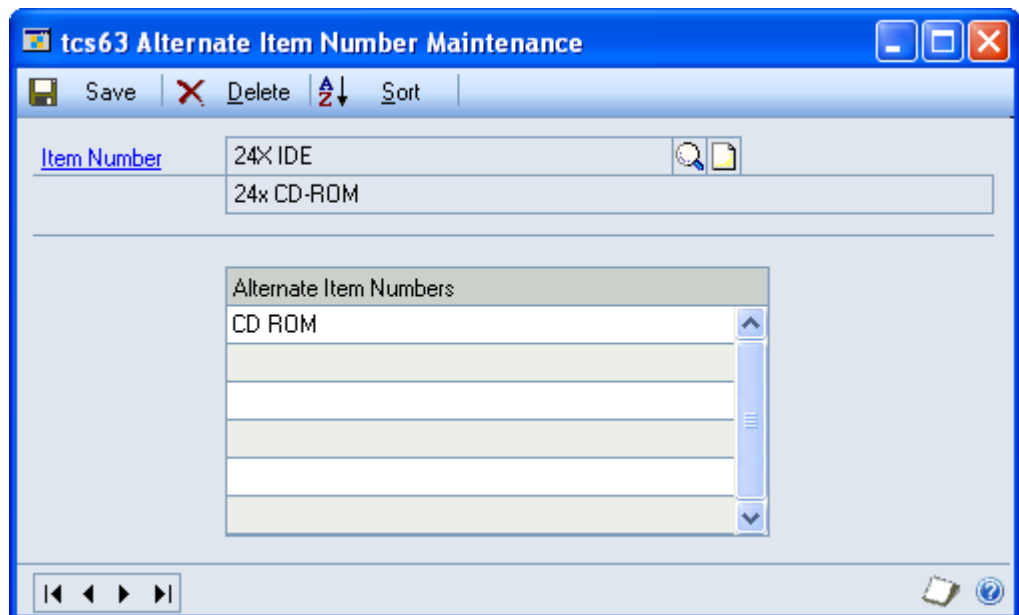


Cards >> Myridas >> Distribution Enhancements >> Alternate Item Maintenance

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:

- Enter an item number or select one using the lookup.
- 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.

- 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 Transaction 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 U of M
CD ROM	24x IDE	Genek	10	(78)	0
24x CD-ROM		CD ROM	2	(20)	Each
32x CD-ROM		CD ROM	2	(20)	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.

2. 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



Enquiry >> Myridas >> Distribution Enhancements >> Alternate 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			
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



Tools >> Routines >> Myridas >> Distribution Enhancements >> Alternate Item Excel Template

Use the Excel File Template Maintenance window to:

- Set up Excel Template IDs 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 IDs in the Excel File Template Maintenance window:

1. Enter an excel template ID.

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

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

Under Number Of Header Rows To Skip and Number Of Footer Rows To Skip enter the number of rows that you do not want 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



Tools >> Routines >> Myridas >> Distribution Enhancements >> Alternate 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

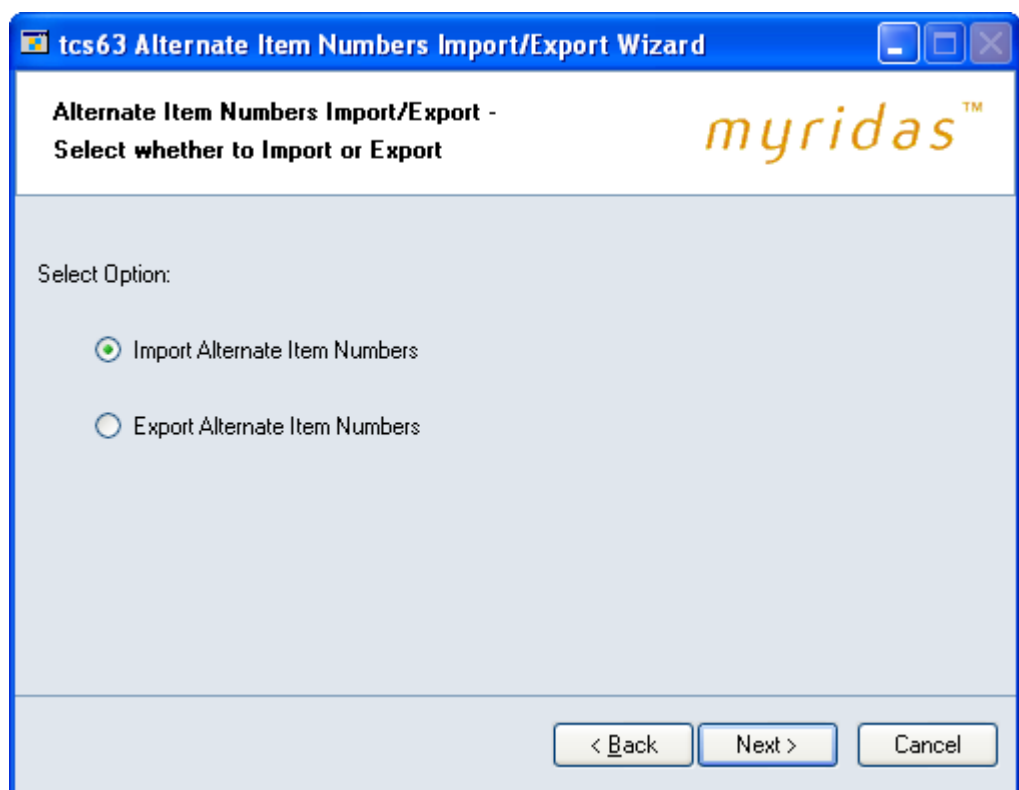
1. Click the Next button to display the next window

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

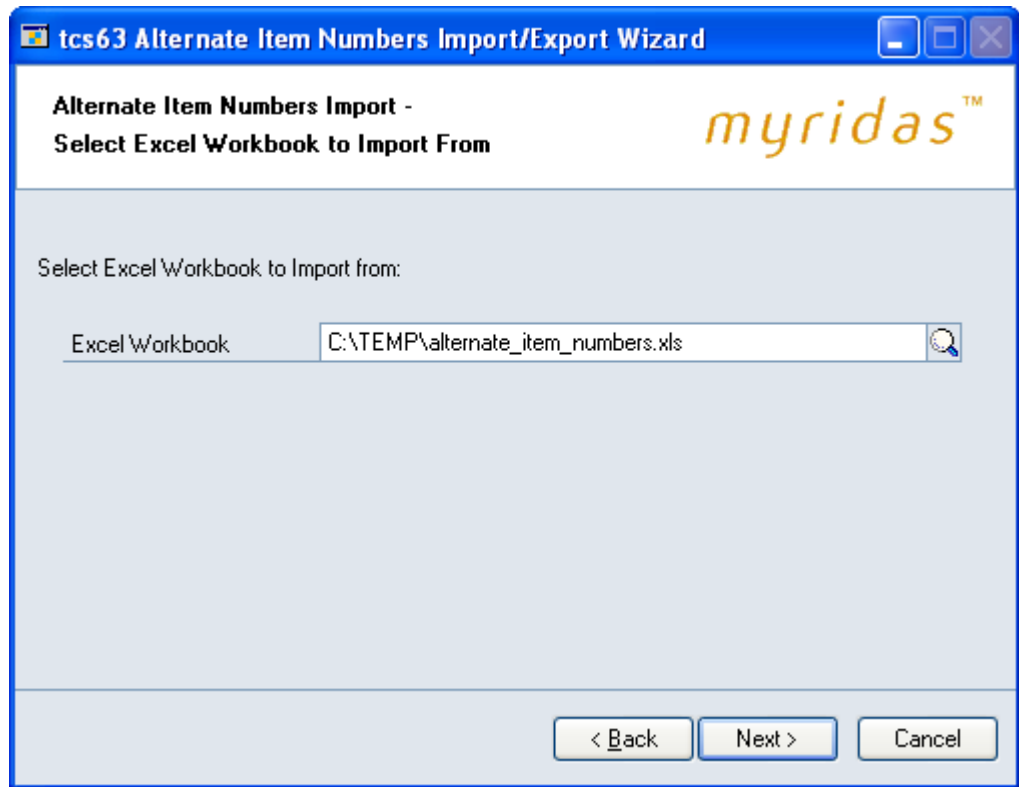
< Back Next > Cancel

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.

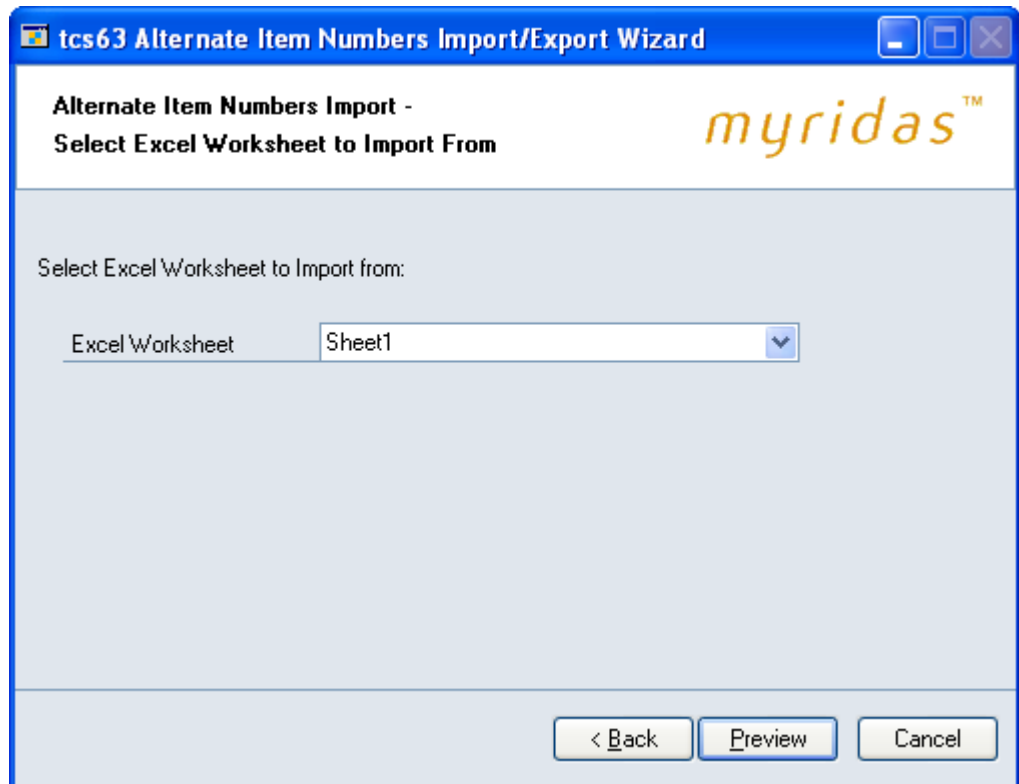
Note that you cannot just enter the name of the file, you must also enter the system path to the file, for example, C:\TEMP\alternate_item_numbers.xls.

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*



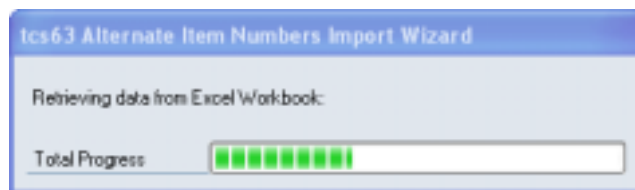
22.5.1 Using the Select Worksheet Screen

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*

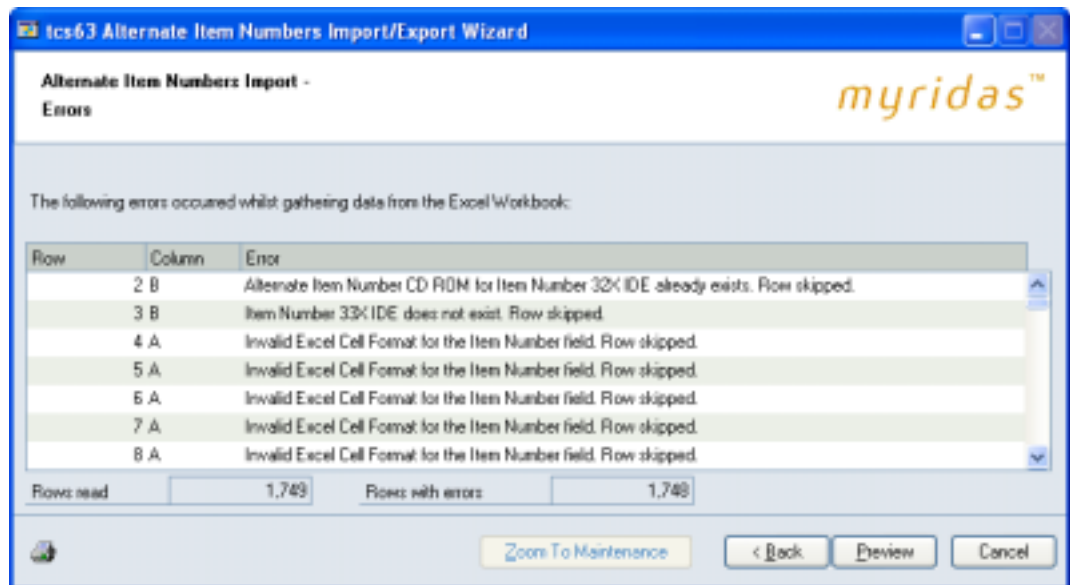


Note that if any errors are encountered during the import then the Import Errors screen will be displayed (see [22.5.2](#)).

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.

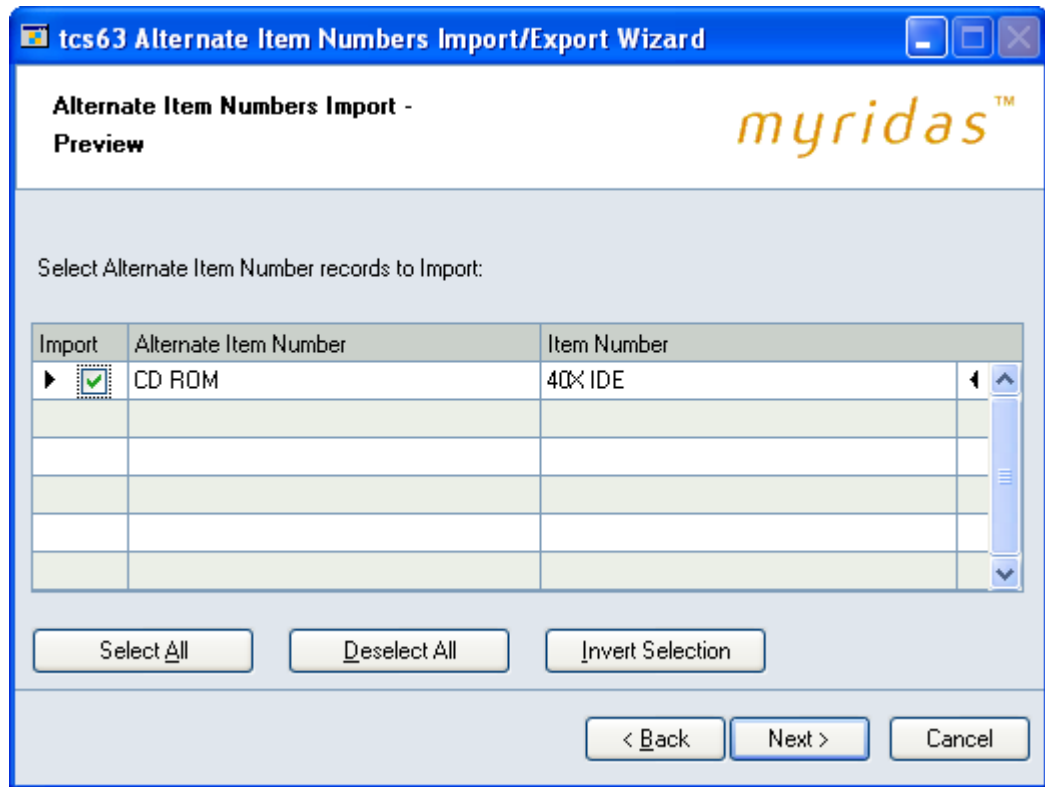
Click on the relevant line in the scrolling window and click the Zoom to Maintenance button. The relevant maintenance window will be displayed (for example, the Item Maintenance window will be displayed where the error concerns an Item Number that does not exist) with a new record created for the data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

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

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

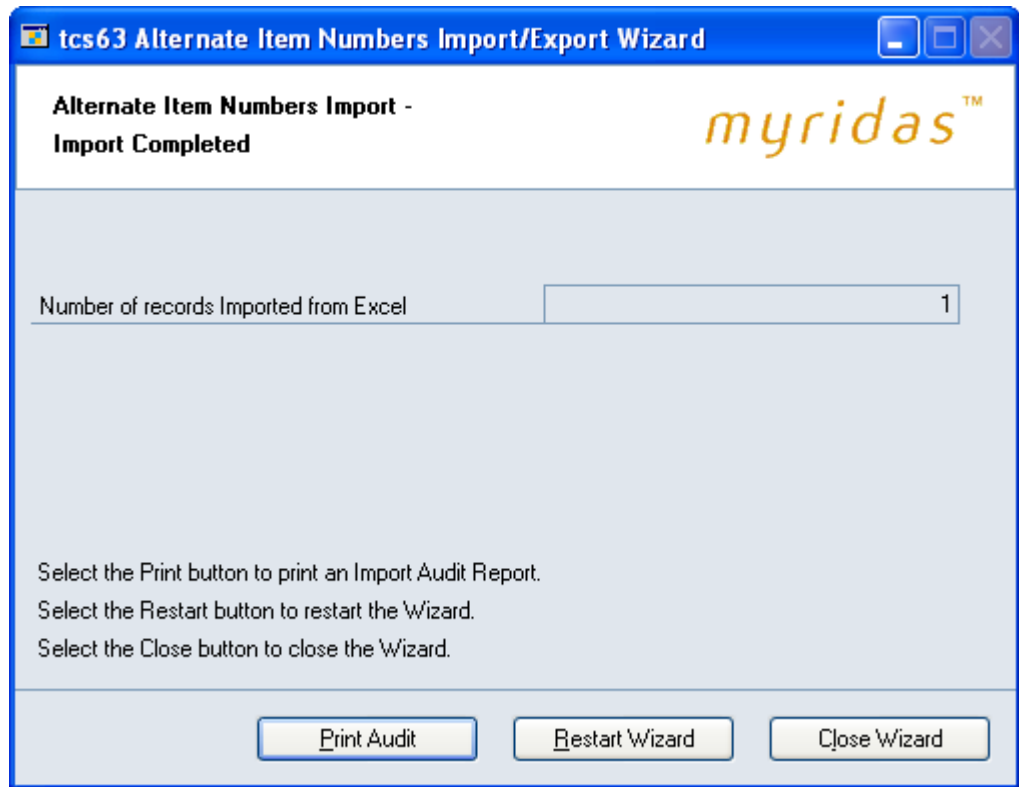
 When you select Import, all records selected on the Preview window will be processed.

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 Prices

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*

tcs63 Alternate Item Numbers Import/Export Wizard

Alternate Item Numbers Export -
Select Excel File Template

myridas™

Select Excel File Template to use:

Excel Template ID: ALTITEMS1

alternate items template 1

< Back Next > Cancel

22.10.1 Using the Select Excel File Template Screen

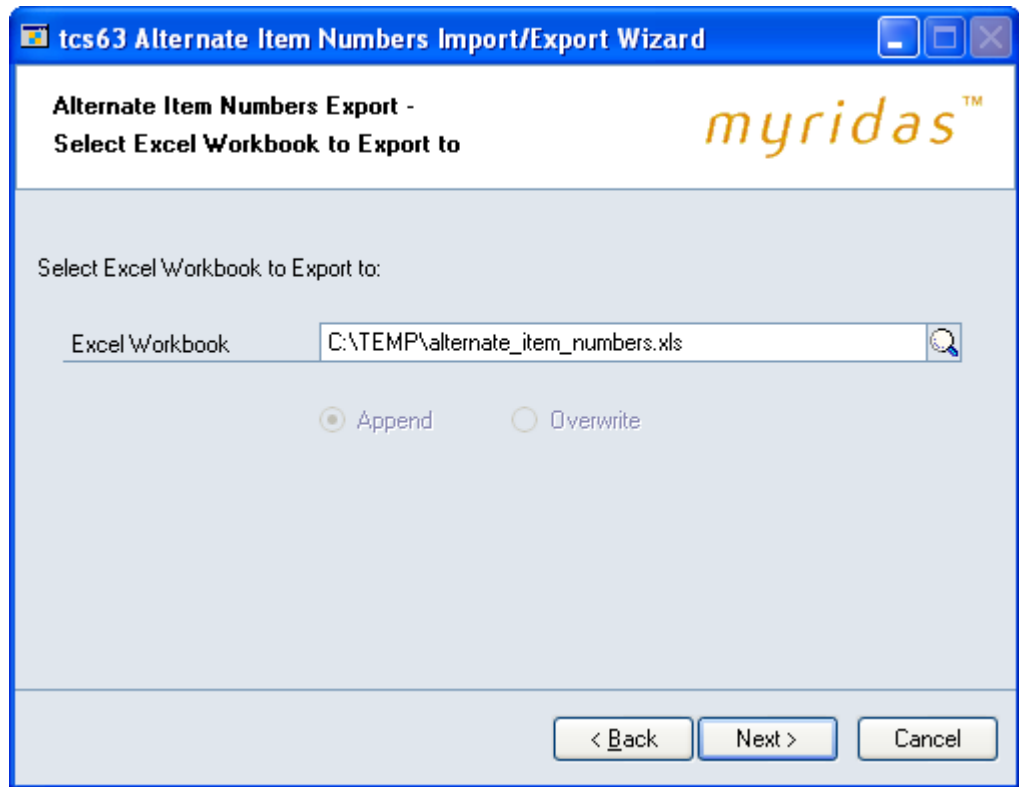
1. Enter the Excel Template ID (set up in the Excel File Template Maintenance window) that you want base the export on, or select one using the lookup.

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.

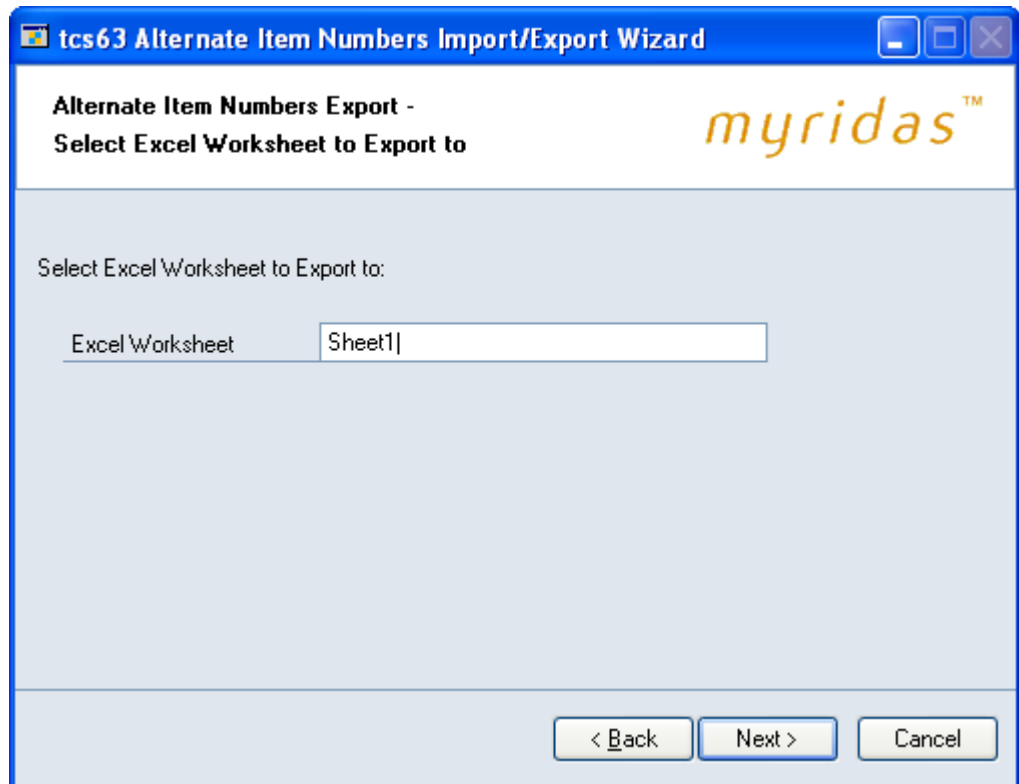
2. If you select a workbook that has already been created then you should also select whether to Append or Overwrite.

Append	Append exported details to the selected workbook
Overwrite	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.

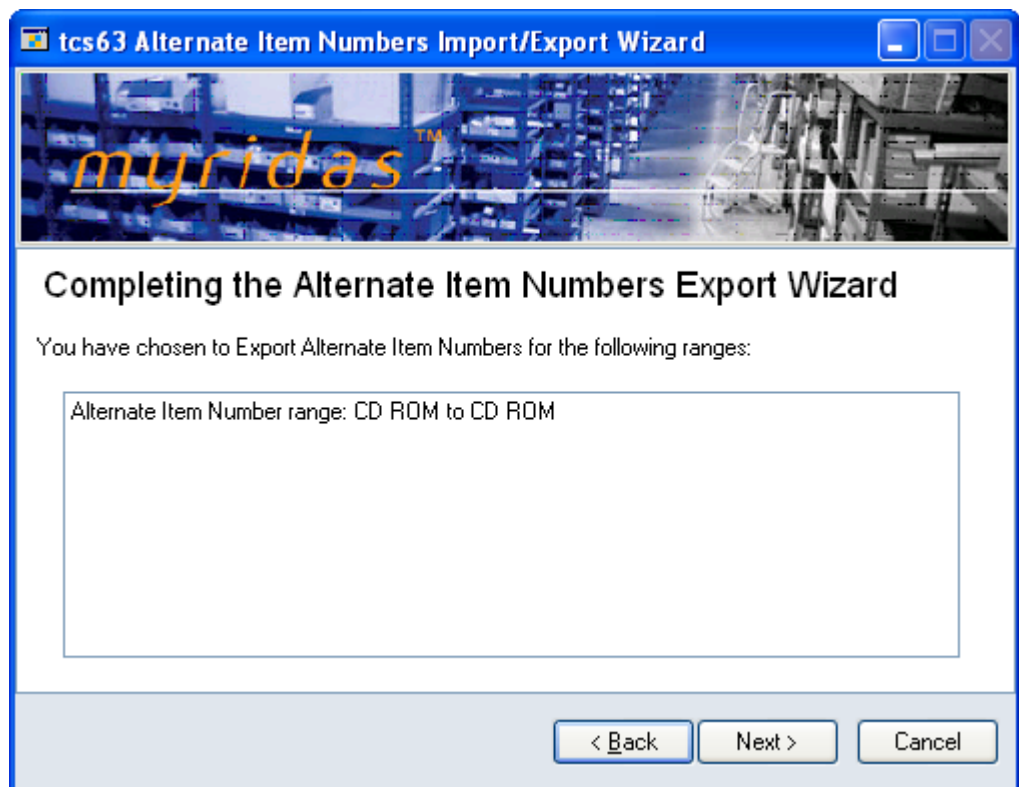
2. If you select a worksheet that has already been created then you should also select whether to Append or Overwrite.

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

3. Click Next.

22.13 Completing Export Screen

*The Completing
Export screen*

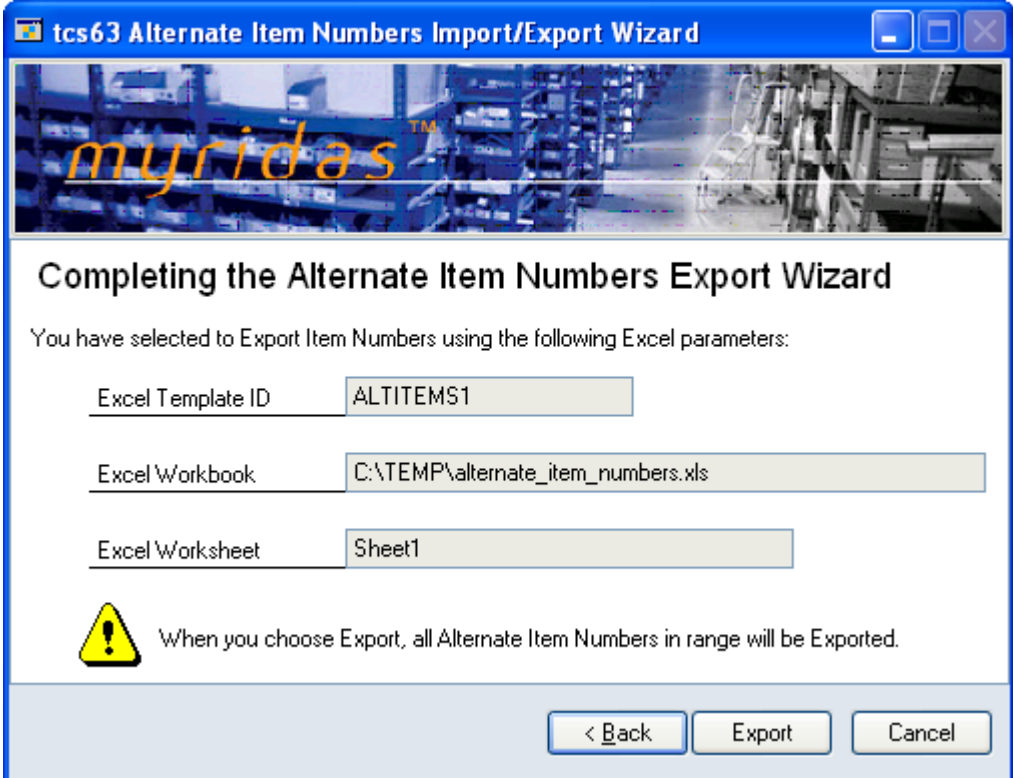


22.13.1 Using the Completing Export screen

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: Sheet1

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

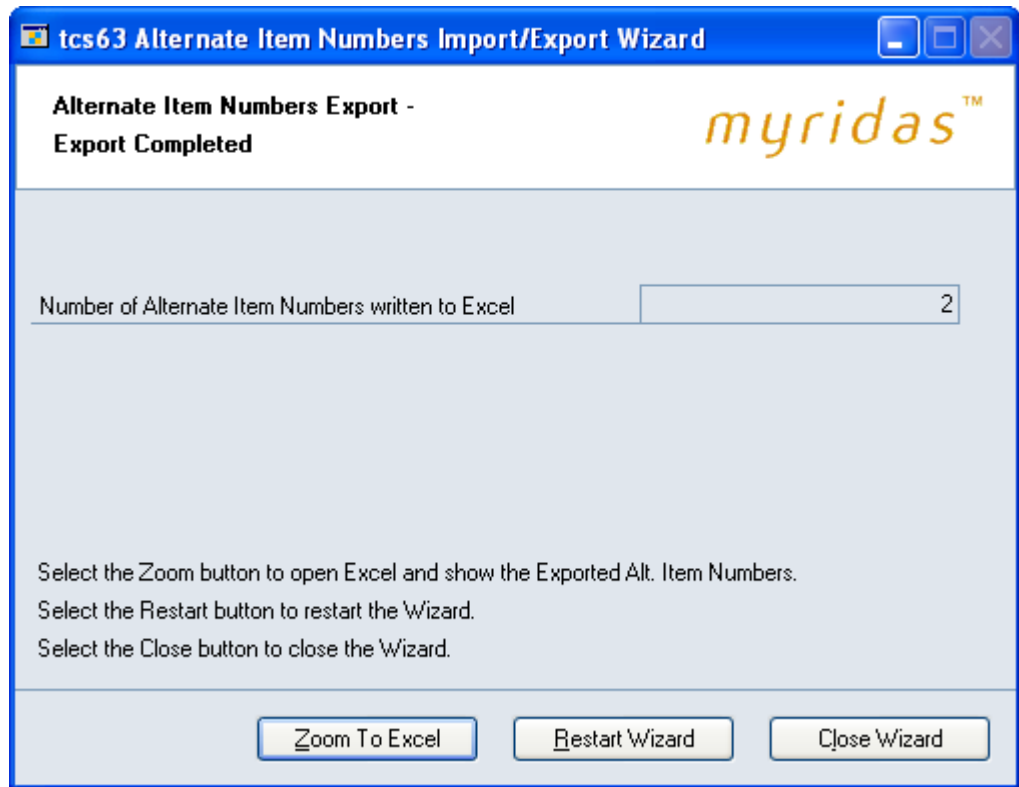
< Back Export Cancel

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



Tools >> Routines >> Myridas >> Distribution Enhancements >> Create Document Batch

Use the Create Document Batch window to:

- Transfer a range of sales documents to a new batch

The Create Document Batch window

Note: Batches used for transfer must not already exist

Batch to extract selected Documents to: EXT000000000442

Chequebook ID: Uptown Trust

Batch Comment: Aaron Fitz extracted sales documents batch

Restrictions:

Site ID: All Sites

Type: Invoice

Status: All Status

Load: 0

Debtor ID: All From: AARONFIT0001 To: AARONFIT0001

Debtor Class: All From: To:

Document ID: All From: To:

Requested Shipment Date: All From: 00/00/0000 To: 00/00/0000

Route: All From: To:

Transfer Clear

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

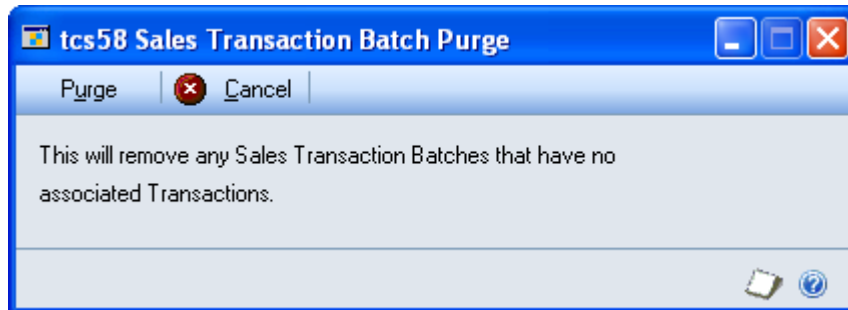


Tools >> Routines >> Myridas >> Sales Batch Purge

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:

Sales	Margin / Total sales value for document lines
Costs	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

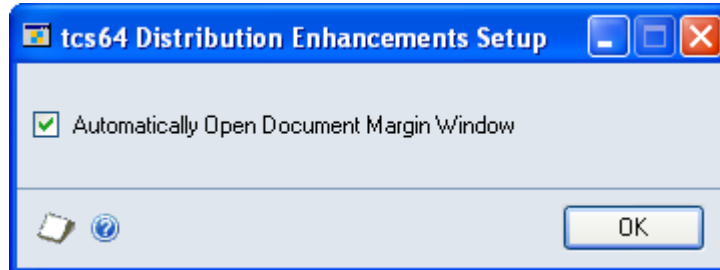


Cards >> Myridas Setup >> Dist. Enhancements >> Dist. Enhancem Setup

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

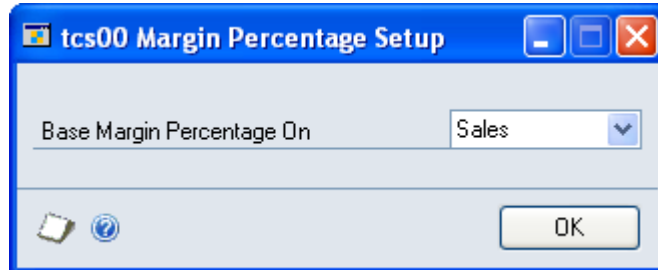


Tools >> Setup >> Myridas >> Margin Percentage Setup

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:

Sales	Margin / Total sales value for document lines
Costs	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 Transactions Entry >> Extras >> Additional >> Document Margins

Use the Document Margins window to:

- View sales margin details for current transactions

The Document Margins window

tcs64 Document Margins	
Total Cost	\$495.00
Margin	\$4.50
Margin Percentage	0.90%

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 >> Additional >> 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*

Required:		
<input checked="" type="checkbox"/> Quote	<input checked="" type="checkbox"/> Order	<input checked="" type="checkbox"/> Invoice
<input checked="" type="checkbox"/> Return	<input checked="" type="checkbox"/> Back Order	<input checked="" type="checkbox"/> Fulfill. Order

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 >> Distribution 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*

tcs64 Assign Required PO Number

Clear OK Redisplay

Required:

Quote Order Invoice

Return Back Order Fulfill. Order

Existing Debtors with these settings:

Debtor ID	Debtor Name
AARONFIT0001	Aaron Fitz Electrical
ADAMPARK0001	Adam Park Resort
ADVANCED0001	Advanced Paper Co.
ADVANCED0002	Advanced Tech Satellite System
ALTONMAN0001	Alton Manufacturing
AMERICAN0001	American Science Museum
AMERICAN0002	American Electrical Contractor
ASSOCIAT0001	Associated Insurance Company
ASTORSUI0001	Astor Suites

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 >> Distribution 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
AARDNFIT0001	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"/>
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"/>

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



Tools >> Setup >> Myridas >> Distribution 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 Transaction Entry >> Extras >> Additional >> Part Delivery
Alternate Item Codes Setup	Tools >> Setup >> Myridas >> Distribution Enhancements >> Alternate Item Setup	
Alternate Item Number Enquiry	Enquiry >> Myridas >> Distribution Enhancements >> Alternate Item Enquiry	
Alternate Item Number Maintenance	Cards >> Myridas >> Distribution Enhancements >> Alternate Item Maintenance	
Alternate Item Numbers Import/Export Wizard	Tools >> Routines >> Myridas >> Distribution Enhancements >> Alternate Item Wizard	
Apply Inventory Transaction Reason Code	Transactions >> Inventory >> Transaction Entry >> Extras >> Additional >> Apply Reason Code	Transactions >> Inventory >> Transfer Entry >> Extras >> Additional >> Apply Reason Code
Apply Sales Transaction Reason Code	Transactions >> Sales >> Sales Transaction Entry >> Extras >> Additional >> Apply Reason Code	
Assign Debtor Range to Item		Cards >> Myridas >> Distribution Enhancements >> Assign Debtors to Items >> Ranges button
Assign Debtors to Item	Cards >> Myridas >> Distribution Enhancements >> Assign Debtors to Items	

Assign Required PO Number	Cards >> Myridas >> Distribution Enhancements >> Required Debt PO	
Assign Required PO Number Range		Cards >> Myridas >> Distribution Enhancements >> Required Debt PO >> Ranges button
Barcode Format Maintenance	Tools >> Setup >> Myridas >> Distribution Enhancements >> Barcode Format Maintenance	
Create Document Batch	Tools >> Routines >> Myridas >> Distribution Enhancements >> Create Document Batch	
Disallowed Items By Debtor	Cards >> Myridas >> Distribution Enhancements >> Disallowed Items	
Disallowed Items By Debtor - By Range	Cards >> Myridas >> Distribution Enhancements >> Disallowed Items >> Ranges button	
Distribution Enhancements Setup	Tools >> Setup >> Myridas >> Distribution Enhancements >> Distribution Enhancements Setup	
Document Margins	Transactions >> Sales >> Sales Transaction Entry >> Extras >> Additional >> Document Margins	Transactions >> Sales >> Sales Transaction Entry >> Item Expansion button>> Extras >> Additional >> Document Margins Will be displayed by default from both windows if option selected in Distribution Enhancements Setup window
Excel File Template Maintenance	Tools >> Routines >> Myridas >> Distribution Enhancements >> Alternate Item Excel Template	

Excel File Template Maintenance	Tools >> Routines >> Myridas >> Distribution Enhancements >> GTI Number Excel Template	
GTI Number Enquiry	Enquiry >> Myridas >> Distribution Enhancements >> GTI Number Enquiry	
GTI Number Maintenance	Cards >> Myridas >> Dist. Enhancements >> GTI Number Maintenance	
GTI Numbers Import/Export Wizard	Tools >> Routines >> Myridas >> Distribution Enhancements >> GTI Number Wizard	
Margin Percentage Setup		Add Window Shortcut >> Myridas >> Company >> tcs00 Margin Percentage Setup
Part Delivery Defaults for Run		Sales Multiple Orders To Invoice Transfer window/Sales Transfer Documents window >> Extras >> Additional >> Part-ship Defaults
Part Delivery Transfer Hold	Tools >> Setup >> Myridas >> Distribution Enhancements >> Part Delivery Xfer Hold	
Required PO Number Setup		Cards >> Sales >> Debtor>> Extras >> Additional >> Debtor PO Number
Sales Transaction Batch Purge	Tools >> Routines >> Myridas >> Distribution Enhancements >> Sales Batch Purge	
Scanned GTI Number Maintenance	Cards >> Myridas >> Distribution Enhancements >> Scanned GTI Num Maint	
Select Item Number		Transactions >> Sales >> Sales Transaction 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	Tools >> Setup >> Myridas >> Distribution Enhancements >> Reason Code Maintenance	
User Default Site Maintenance	Tools >> Setup >> Myridas >> Distribution Enhancements >> SOP Default Site	

Appendix B

Myridas Reports

Myridas provides multiple reports to increase information visibility.

Report Name	Functionality
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.

Index

A

Allow Part Delivery window	41
Alternate Item	
setting up	51
Alternate Item Codes Setup window ..	51
Alternate Item Number Enquiry window	54
Alternate Item Number Maintenance window	52
Alternate Item Numbers	
exporting.....	67
importing	60
Alternate Item Numbers Import/Export Wizard	58
Alternate Items.....	51
assigning to items	52
enquiring.....	55
importing and exporting	56
selecting.....	53
Apply Transaction Reason Code window	11
Assign Debtor Range to an Item window	45
Assign Debtors to Item window	44
Assign Required PO Number Range window	86
Assign Required PO Number window	84
Assigning reason codes to transactions	11

B

Barcode Format Maintenance window	12
Barcode management.....	12
Barcode Scanners.....	15
Barcodes.....	12
assigning	14, 15
deleting	16
enquiring.....	16
exporting.....	29
formats	13
import and export rules.....	19
importing	21
scanning.....	15
setting up	14, 15

C

Check digits	12
Create Document Batch window	74

D

Debtor ID

assigning ranges to an item	46
assigning to an item	45
Debtor Purchase Order Numbers	82
Debtor Specific Items.....	44
assigning debtors to an item.....	45
assigning ranges of debtors to an item	46
Disallowed Debtor Items.....	47
setting up.....	48
setting up ranges of disallowed items	49
Disallowed Items By Debtor - Range Allocation window	49
Disallowed Items By Debtor window	47
Distribution Enhancements	8
Distribution Enhancements Setup window.....	79
Document Margins	78
setting to automatically open	79
setting up calculation details.....	80
viewing.....	81
Document Margins window	81

E

EAN's	12
Excel File Template Maintenance window.....	17, 56
Excel Template IDs	
setting up.....	17, 57
Exporting	
alternate Item Numbers.....	67

G

GTI Number Enquiry window	16
GTI Number Maintenance window....	13
GTI numbers	12
enquiring	16
GTI Numbers Import/Export Wizard .	19

I

Importing	
alternate item numbers	60
Importing and Exporting Barcodes	17

M

Margin Percentage Setup window.....	80
-------------------------------------	----

P

Part Delivery Defaults for Run window	42
Part Delivery Restrictions	38

- applying process holds to individual documents 41
- applying process holds to runs of documents 42
- process holds 39
- removing process holds from individual documents 41
- setting up 39
- Part Delivery Transfer Hold window.. 39
- Purging sales batches 77
- R**
- Reason codes..... 10
 - assigning 11
 - deleting 10
 - reporting 11
 - setting up 10
 - viewing 11
- Reporting on reason codes 11
- Reports reason codes..... 11
- Required Debtor Reference..... 82
 - setting up multiple debtors 85
 - setting up ranges of debtors 87
 - setting up single debtors 83
- Required PO Number Setup window.. 82
- Restricted Items disallowing debtors from purchase. 48
- disallowing ranges of debtors from purchase 49
- S**
- Sales Batch Enhancements 74
- Sales Batches automatically creating 75
- automatically transferring documents 75
- purging 77
- Sales Transaction Batch Purge window 77
- Scanned GTI Number Maintenance window..... 14
- Select Item Number window 53
- Setting Up excel sheets for importing and exporting 58
- excel template ids..... 57
- Setting up barcode formats..... 13
- Setting up excel sheets for importing and exporting 19
- Setting up transaction reason codes.... 10
- Site IDs setting defaults for users 88
- T**
- Transaction Reason Code Maintenance window..... 10
- Transaction reason codes..... 10
 - assigning 11
 - deleting..... 10
 - setting up..... 10
- Transactions assigning reason codes 11
- Transferring documents to sales batches 75
- U**
- UCC's 12
- User Default Site Maintenance window 88
- User Default Sites..... 88
 - setting for users 88