

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

Version 9.0 for Microsoft Dynamics™ GP 9.0

## **Sales Analysis History**

Trinity Computer Services Limited

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## Using this Guide

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

This guide provides user notes for the Myridas Sales Analysis History module:

- Sales Analysis History



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*

The screenshot shows a window titled "tcs00 About Myridas" with a blue header bar. The main area features a background image of a warehouse with the "myridas" logo overlaid. Below the image, there are two main sections: "License Information" and "Installation Details".

**License Information:**

- Company Name: [Text Field]
- Max Users: [Text Field]
- Key 1: [Text Field] | Key 2: [Text Field]
- Key 3: [Text Field] | Key 4: [Text Field]
- Key 5: [Text Field] | **Edit Keys** [Button]

**Installation Details:**

Company ID	Fabrikam, Inc.			Req. Key Version	1
Installer Version	8.1.0	Dictionary Build	8.1.0	Actual Key Version	

**Module Status Table:**

Module	Registered	Installed
Additional Charges	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Adv. Inventory Replenishment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Call Scheduling	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Catalogue Based Sales	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Catchweights	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Consolidated Invoicing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

An **OK** button is located at the bottom right of the window.

## Sales Analysis History

The Myridas Sales Analysis History module provides functionality to import or export sales history between Excel spreadsheets and Microsoft Dynamics™ GP. This information can then be analysed in Excel or by using a reporting function.

The key features of the Sales Analysis History module are:

- The facility to record sales history
- The facility to import and export sales history

The Sales Analysis History module is intended as a tool to provide you with additional capabilities in your reporting functions. Details of all posted sales invoices and returns are written to the Myridas tables tcsSOPTB00072\_SA\_History and tcsSOPTB00072\_SAH.

Data on these tables can then be exported to an Excel spreadsheet using the [Sales Analysis History Import/Export Wizard](#) or analysed with a reporting function. Historical data can be imported to these tables for analysis from Excel using the [Sales Analysis History Import/Export Wizard](#).

Note that you can only use the import/export functionality of the Sales Analysis History module if you have Microsoft Excel installed on your system.

## 1. Sales Analysis History Excel Template Maintenance window



*Tools >> Routines >> Myridas >> Sales History Data >> Excel Template Maintenance*

Use the Sales Analysis History Excel Template Maintenance window to:

- Set up Excel template IDs to enable exporting of prices

*The Sales Analysis History Excel Template Maintenance window*

Excel Column	Maps To
A	Year
B	Period
C	Document Type
D	Document Number
E	Debtor ID
F	Address
G	Salesperson ID
H	Sales Territory ID
I	PO Number

Note that you must set up templates in this window prior to importing or exporting sales history.

## 1.1 Setting Up Excel Template IDs

### To set up Excel template IDs in the Sales Analysis History Excel 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.

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 sales history. If you are exporting sales history 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 menus you can select Myridas field options.

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 sales history the entered Excel column will contain data relating to the selected Map To option.

Alternatively click the Auto Allocate buttons to automatically map fields to columns. The next available Excel column value will be used for the next Map To value, then remaining values incremented. See image below for how automatic mapping would be carried out.

*Sample Excel column mapping*

A	Year	▼
B	Period	▼
C	Document Type	▼
D	Document Number	▼
E	Debtor ID	▼
F	Address	▼
G	Salesperson ID	▼
H	Sales Territory ID	▼
I	PO Number	▼

Note that all options must be mapped.

5. Click Save to save the excel template ID.

*Deleting excel  
template IDs*

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

## 1.2 Setting Up Excel Sheets for Importing and Exporting

When you are importing a spreadsheet you should set cells to the required formats (see table below). During export cells will be set to the required formats 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 Sales Analysis History Import/Export Wizard.

<b>Data Type</b>	<b>Cell Format</b>	<b>Data Format</b>	<b>Data Sample</b>
Year	General	Standard	<b>2004</b>
Period	General	Standard	<b>4</b>
Document Type	General	Invoice or return. Enter I for invoice or R for return.	<b>I</b>
Document Number	General	Standard	<b>STDINV01001</b>
Debtor ID	General	Standard - should be current debtor.	<b>AARONFIT0001</b>
Address	General	Standard - should be current address.	<b>PRIMARY</b>
Salesperson ID	General	Standard - should be current salesperson.	<b>ERIN J.</b>
Sales Territory ID	General	Standard - should be current sales territory.	<b>TERRITORY7</b>
PO Number	General	Standard	<b>0000746</b>
Item Number	General	Standard - should be current item number.	<b>100XLG</b>
Quantity	General	Standard	<b>20</b>
U of M	General	Standard - should be current U of M for item.	<b>Each</b>
Sales Value	General	Standard	<b>\$20.00</b>

Cost Value	General	Standard	<b>\$20.00</b>
User Defined Date (there are 5 occurrences of this field type)	Date - DD/MM/YY or similar format.	Must be entered, even if it is the nominal date of 01/01/2000.	<b>06/05/2004</b>
User Defined Currency (there are 5 occurrences of this field type)	Accounting, decimal places 2 (or as required).	Must be entered, even if it is nominal currency of 0.00.	<b>1.50</b>
User Defined String (there are 5 occurrences of this field type)	Text	Must be entered, even if it is nominal entry.	<b>Sample text</b>

## 2. Sales Analysis History Import/Export Wizard



*Tools >> Routines >> Myridas >> Sales Analysis Data >> Sales Analysis Wizard*

The Myridas Sales Analysis History Import/Export Wizard allows the user to import or export sales history.

Use the Sales Analysis History Import/Export Wizard to:

- Import or export sales history between an Excel spreadsheet and the Myridas tables tcsSOPTB00072\_SA\_History and tcsSOPTB00072\_SAH.

*The Sales  
Analysis  
History  
Import/Export  
Wizard*



## 2.1 Using the Sales Analysis History Import/Export Wizard

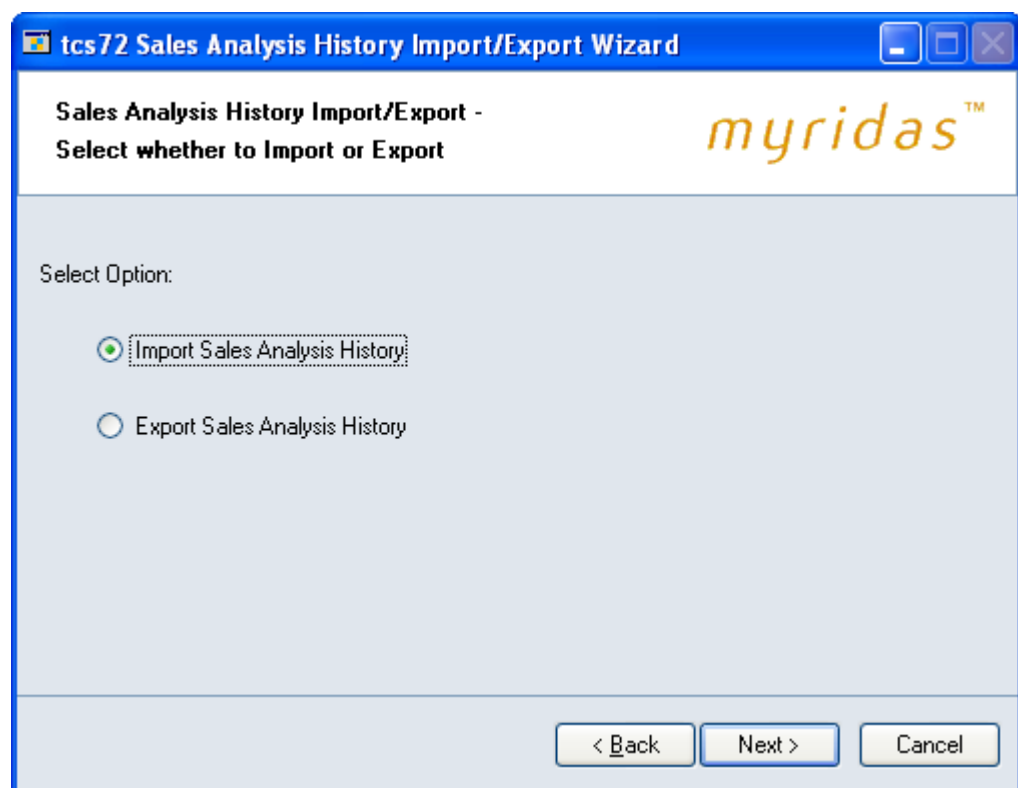
1. Click the Next button to display the next window

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

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

## 2.2 Import/Export screen

*The  
Import/Export  
screen*



### 2.2.1 Using the Import/Export Screen

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

Note that details of exporting sales history can to be found at [2.9](#). See below for details on importing sales history.

## Importing Sales History

### 2.3 Select Excel File Template screen

*The Select Excel File Template screen*

tcs72 Sales Analysis History Import/Export Wizard

Sales Analysis History Import  
Select Excel File Template

myridas™

Select Excel File Template to use:

Excel Template ID SALES\_HIST\_TEMP

Sales Analysis History Data Template

< Back Next > Cancel

#### 2.3.1 Selecting an Excel File Template

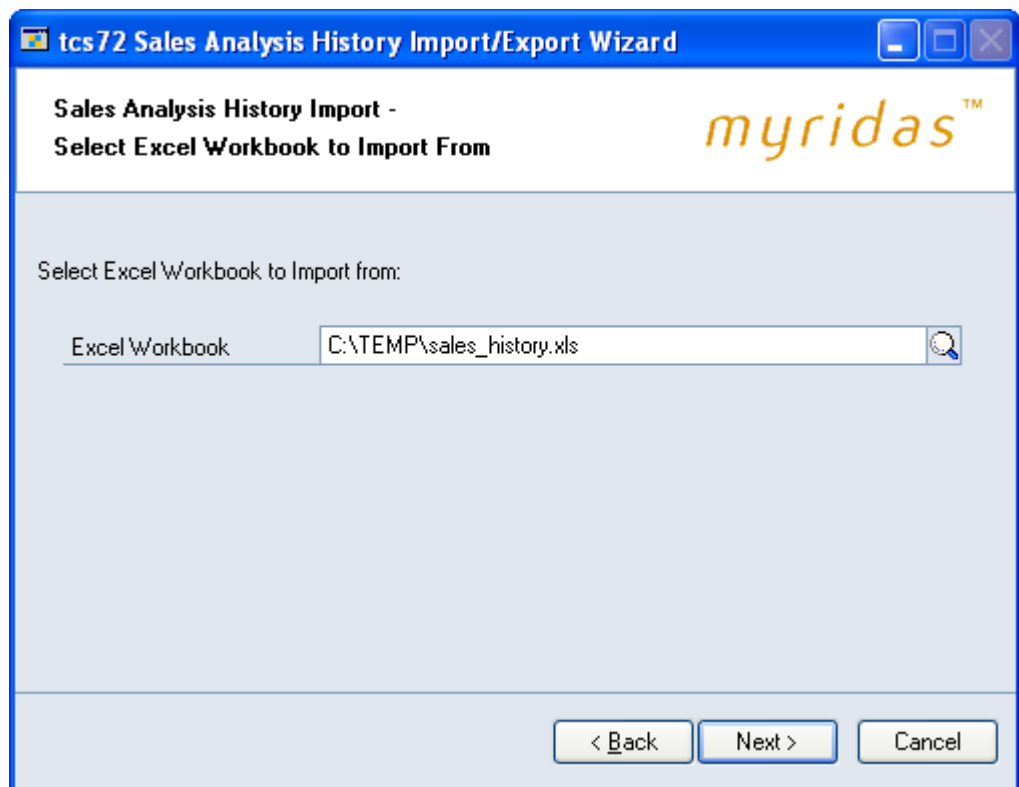
1. Enter the Excel template ID (set up in the [Sales Analysis History Excel Template Maintenance window](#)) that you want base the import on, or select one using the lookup.

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

2. Click Next.

## 2.4 Select Excel Workbook screen

*The Select  
Excel  
Workbook  
screen*



### 2.4.1 Selecting an Excel Workbook

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

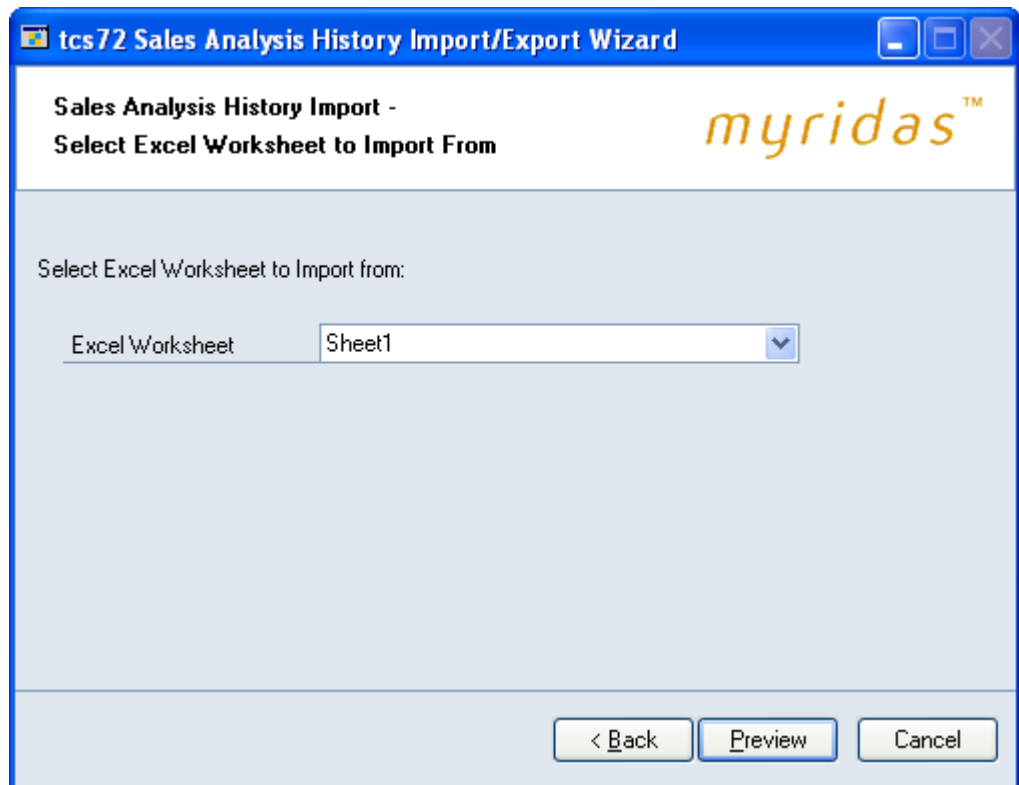
Note that you cannot just enter the name of the file; you must also enter the system path to the file, for example, C:\TEMP\sales\_history.xls.

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

2. Click Next.

## 2.5 Select Worksheet screen

*The Select  
Worksheet  
screen*



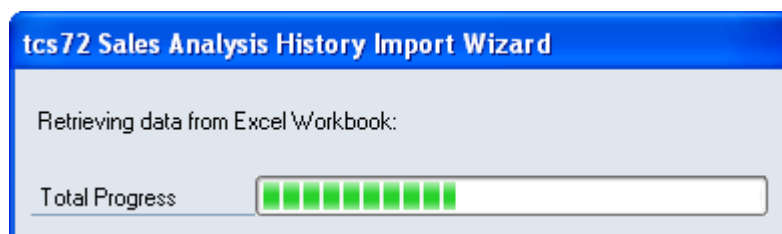
### 2.5.1 Selecting an Excel Worksheet

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 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 [2.5.2](#)).

When the import is complete (if no errors were encountered) then the Import Preview screen will be displayed ([2.6](#)).

## 2.5.2 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 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 Sales Analysis History 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.

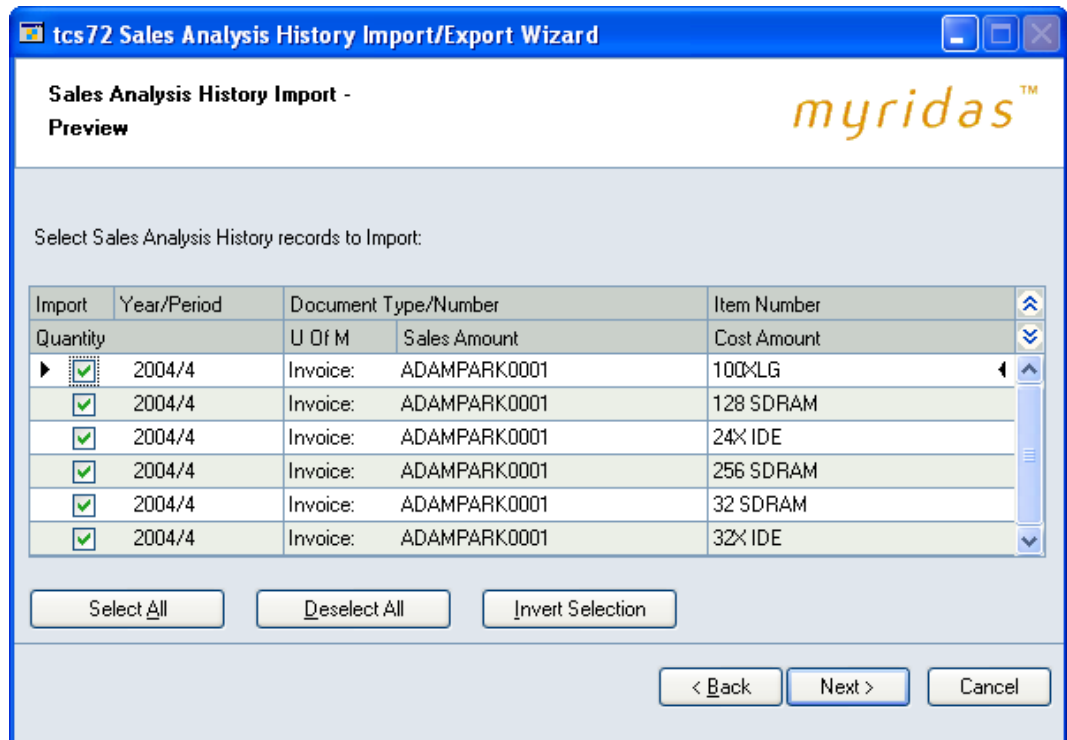
Click on the relevant line in the scrolling window and click the Zoom to Maintenance button. The relevant maintenance window will be displayed (for example, the Item Maintenance window will be displayed where the error concerns an Item Number that does not exist) with a new record created for the data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

## 2.6 Import Preview screen

*The Import  
Preview  
screen*



### 2.6.1 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 scrolling window you want to import. When the check box for a line is marked that indicates that the line will be imported. You can check the lines manually or use the buttons detailed below.

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

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

## 2.7 Completing Import screen

*The  
Completing  
Import screen*

tcs72 Sales Analysis History Import/Export Wizard


**Completing the Sales Analysis History Import Wizard**

You have selected to Import Standard Costs using the following parameters:

Excel Template ID: SALES\_HIST\_TEMP

Excel Workbook: C:\TEMP\sales\_history.xls

Excel Worksheet: Sheet1

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

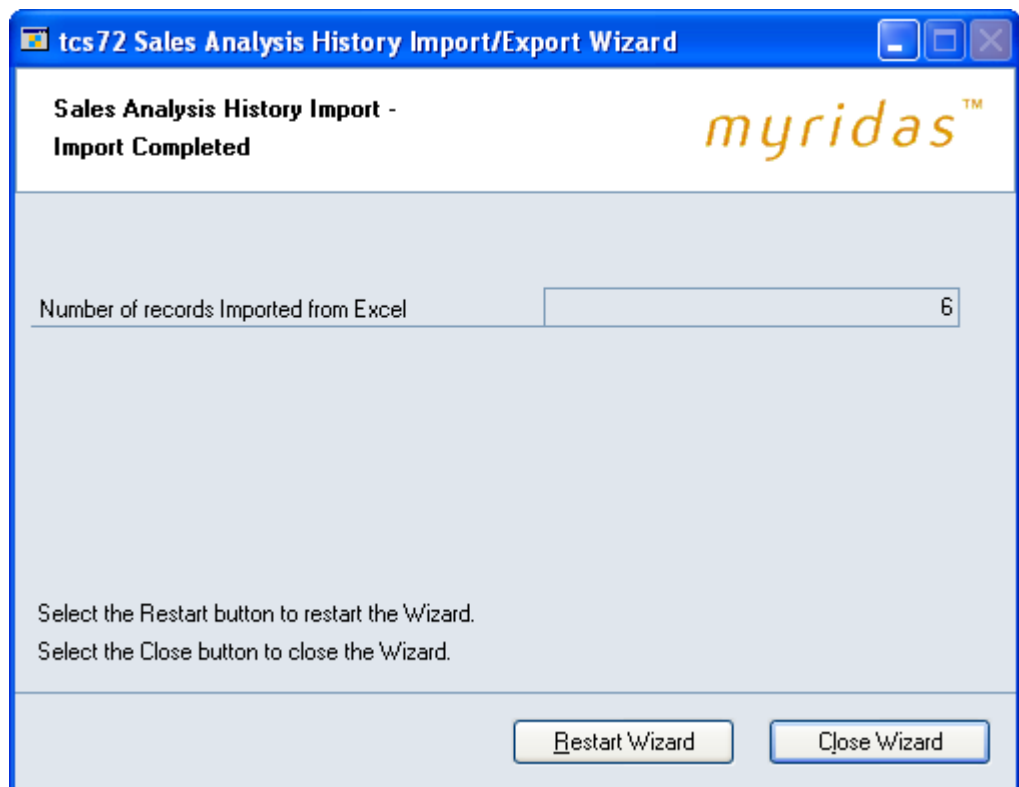
< Back   Import   Cancel

### 2.7.1 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.

## 2.8 Import Completed screen

*The Import Completed screen*



### 2.8.1 Using the Import Completed Screen

1. The number of sales history records imported will be displayed.

Note that this is different to the number of rows in Excel, as multiple rows containing identical details will be incorporated into one import record.

2. Click Restart Wizard if you want to import (or export) more sales history records. Alternatively click Close Wizard to close the wizard.

## Exporting Sales History

### 2.9 Select Excel File Template screen

*The Select Excel File Template screen*

The screenshot shows a software window titled "tcs72 Sales Analysis History Import/Export Wizard". The window has a blue header bar with the title and standard window controls (minimize, maximize, close). Below the header, the text "Sales Analysis History Export - Select Excel File Template" is displayed on the left, and the "myridas™" logo is on the right. The main area contains the instruction "Select Excel File Template to use:". Below this, there is a text input field labeled "Excel Template ID" containing the text "SALES\_HIST\_TEMP". To the right of this field is a search icon. Below the input field is a dropdown menu that is open, showing the selected option "Sales Analysis History Data Template". At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".

#### 2.9.1 Selecting an Excel File Template

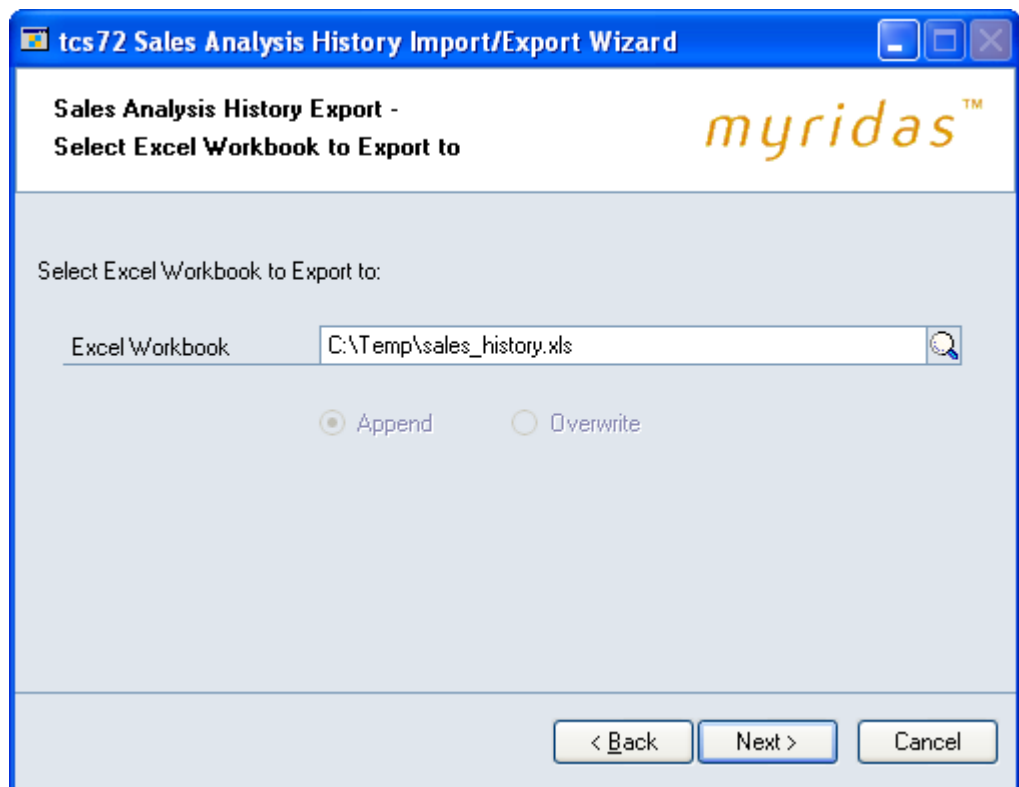
1. Enter the Excel template ID (set up in the [Sales Analysis History Excel Template Maintenance window](#)) that you want base the export on, or select one using the lookup.

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

2. Click Next.

## 2.10 Select Excel Workbook screen

*The Select  
Excel  
Workbook  
screen*



### 2.10.1 Selecting a Workbook for Export

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

If you enter a workbook that does not currently exist then it will be created automatically during the export process. If you enter a workbook that does not currently exist then the Append and Overwrite options will be disabled.

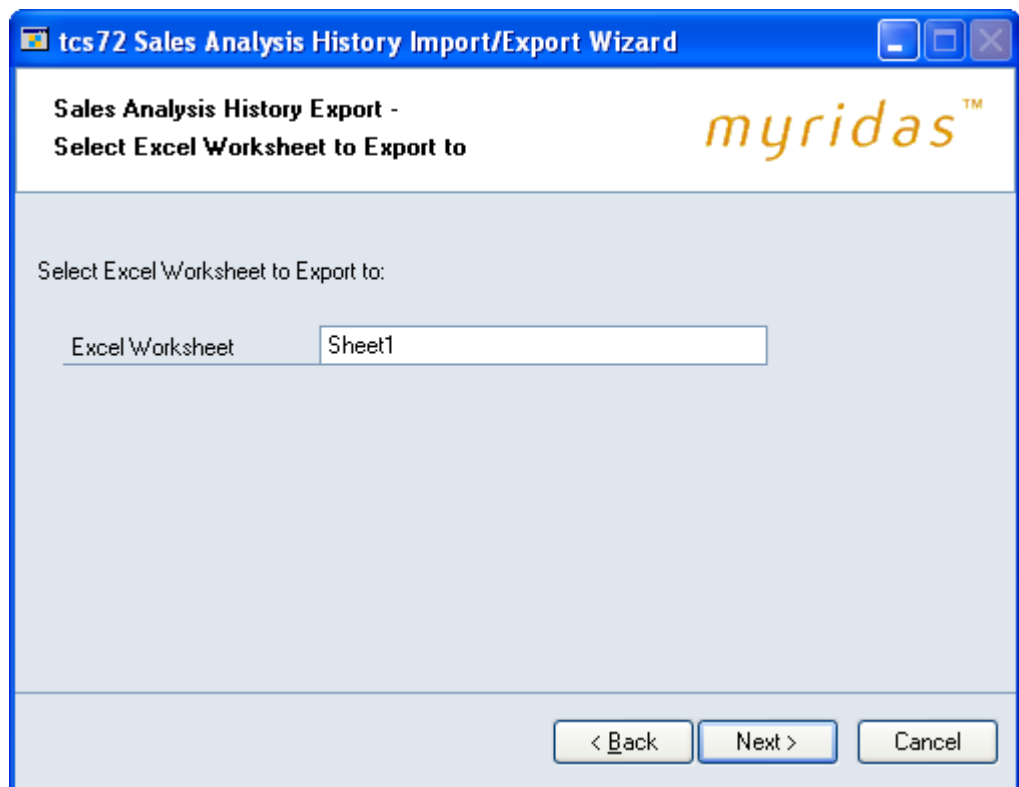
Note that you cannot just enter the name of the file; you must also enter the system path to the file, for example, C:\TEMP\sales\_history.xls.

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

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

## 2.11 Select Excel Worksheet screen

*The Select  
Excel  
Worksheet  
screen*



### 2.11.1 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.

## 2.12 Completing Export screen

*The  
Completing  
Export  
screen*

tcs72 Sales Analysis History Import/Export Wizard

**Completing the Sales Analysis History Export Wizard**

You have selected to Export Sales Analysis using the following parameters:

Excel Template ID: SALES\_HIST\_TEMP

Excel Workbook: C:\Temp\sales\_history.xls

Excel Worksheet: Sheet1

 When you choose Export, all Sales Analysis records in range will be Exported.

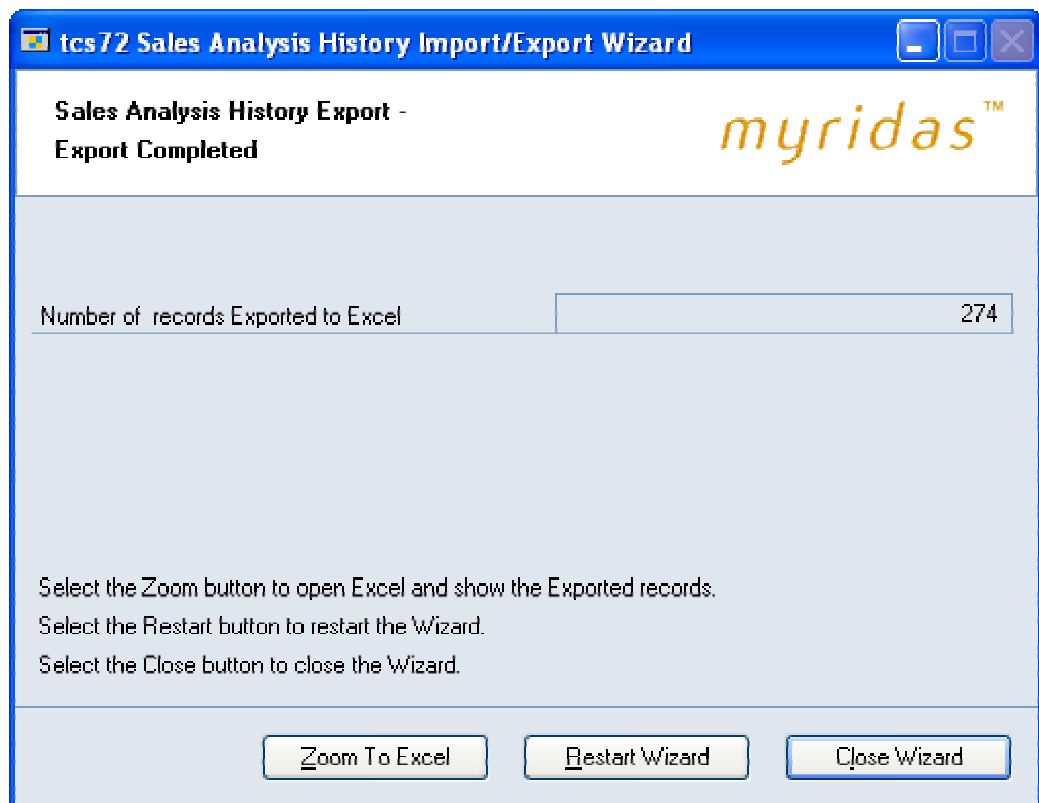
< Back   Export   Cancel

### 2.12.1 Completing Exports

1. The Excel template ID, Excel workbook and worksheet that you have selected will be displayed.
2. Click Export to export sales history records to the selected worksheet.

## 2.13 Export Completed screen

*The Export Completed screen*



### 2.13.1 Using the Export Completed screen

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

## 3. Adjusting Sales Analysis

### 3.1 The Sales Analysis Fix window



*Tools >> Routines >> Myridas >> Sales Analysis Data >> Sales Analysis Fix*

The Myridas Sales Analysis Fix window allows the user to make adjustments to Sales Analysis history, for example to adjust cost values where the true cost was not known when invoices were posted.

Use the Sales Analysis History Import/Export Wizard to:

- Create a Sales Analysis Adjustment

*The Sales  
Analysis Fix  
Window*

The screenshot shows the 'tcs72 Sales Analysis Fix' window with the following data:

Year	2006	Period	7
Document Type	Invoice	Document Prefix	SAHADJ
Debtor ID	ADAMPARK0001	Debtor Name	Adam Park Resort
Ship To Address	PRIMARY	Ship To Address	Suite 9876
Salesperson ID	FRANCINE B.	Territory ID	TERRITORY 4
PD Number		Document Date	12/04/07
Document Date	12/04/07	Posting Date	12/04/07
Item Number	128 SDRAM	Item Description	128 meg SDRAM
U Of M	Case	Quantity	0
Site ID	102G	Site Name	Bob Hohman
Sales Amount	0.00	Cost Amount	12.90
User Defined 1	A1	User Defined Currency 1	0.00
User Defined 2	I	User Defined Currency 2	0.00
User Defined 3		User Defined Currency 3	0.00
User Defined 4		User Defined Currency 4	0.00
User Defined 5		User Defined Currency 5	0.00
User Defined Date 1	00/00/00	User Defined Date 4	00/00/00
User Defined Date 2	00/00/00	User Defined Date 5	00/00/00
User Defined Date 3	00/00/00		

### 3.1.1 Using the Sales Analysis Fix window



#### **To create a Sales Analysis Adjustment using the Sales Analysis Fix window**

1. Enter the year and period to which the adjustment applied.
2. Select a document type of Invoice or Return from the dropdown list.
3. Enter an adjustment prefix, or accept the default. An adjustment number will be generated automatically, e.g. SAHADJ000001
4. Enter the other values as required for your sales analysis adjustment. At least one of Sales Amount and Cost Amount must be non-zero.
5. Click OK to create your adjustment record.

## Appendix A

### Access to Myridas Windows

#### Sales Analysis History

<b>Window Name</b>	 <b>Menu Access</b>	 <b>Other Access</b>
Sales Analysis History Excel Template Maintenance	Routines >> Myridas Routines >> Sales Analysis Data >> Excel Template Maint.	
Sales Analysis History Import/Export Wizard	Routines >> Myridas Routines >> Sales Analysis Data >> Sales Analysis Wizard	
Sales Analysis Fix	Routines >> Myridas Routines >> Sales Analysis Data >> Sales Analysis Fix	

---

## Appendix B

### Myridas Reports

Myridas provides multiple reports to increase information visibility.

<b>Report Name</b>	<b>Module</b>	<b>Functionality</b>
Sales Analysis History Import Audit report	Sales Analysis History	Prints details of sales analysis history import errors.

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