

How It Works

Your Item database is the largest in your DDMS system. Keeping it as clean as possible has several advantages:

- Speed up searches, re-indexes, and SQL synchronization.
- Accelerate backups and restoration.
- Cut back on disk usage, delaying the need to upgrade your hardware.
- Minimize numbers in the database, for less confusion among your order-takers.

Your quarterly item update routines should include deleting items that O/PUS has marked as deleted. During the quarterly OPdb® catalog update, the system marks items as deleted if you enabled the O/PUS parameter checkbox, **Update the Program ID with DELETED if the vendor is deleting the item**, under Global Update Options.

If this box is checked, the system looks to see if any of the other vendors that you are loading carry the item. If so, it changes the item over to that vendor. If no other vendors carry the item, the system marks it as DELETED in the I-WHL file. "DELETED" displays in the **Program** field of the (E) Inventory Master screen's Purchasing Vendor record.

Note: Prior to 1995 (when the DELETED naming convention was instituted), O/PUS updated deleted items' Program ID field with other codes — such as SPR-DEL, UNI-DEL, and so on. If you still have these older items in your database, removal requires additional steps. Contact your ECi DDMS Support Team for assistance. Of course, *we recommend Inventory Housekeeping on a quarterly basis.*

How to Do It

The following instructions take you step-by-step through the deletion process to clean up your inventory database and supplemental files. In this mass delete, you will be deleting the inventory records for items that match all of the following criteria:

- Any item with no "in-stock" quantities on record in your I-AUX file.
- Any item that the OPUS load has marked as DELETED in the Program field of the Purchasing Vendor record.
- Any item that does NOT have a Vendor specified in the Direct Buy I-MFG record.

Note: If you have unique factors that need to be considered before doing this mass delete, please call your DDMS technical support team.

Preparation

Before performing these steps, back up your inventory units.

Note: This is a dedicated function and should be done after you've completed day-end procedures, or on the weekend.

If you have a master password set up in the (X) Program Security screen, you must know it before performing the steps.

Selecting the Function and Selector

1. Double-click the **Keyop Menu** icon, and double-click the **Specials** icon.
2. Make sure your CAPS LOCK key is on.
3. Type **W** to select the (+W) Setup & Execute Generic Specials screen.


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ITEM STOCK CATALOG LISTING
VARIABLE FIELD 1...VARIABLE FIELD 2...VARIABLE FIELD 3...
ITEM NUMBER      CO.      ITEM DESCRIPTION      N UN D C LIST
                                INPUT "FROM" SELECTION
                                ===== I-WHL SELECTION =====
Vendor            #?????????? Cost $??????????
Selector Name [R-CAT1] & Description: | Page #??? Prefix :???? L.Cost $??????????
[ SORT: 1-ITEM #, 2-CO. NO LIMITS ] | Buy Unit :?? Of :???? Catalog $??????????
Format Name [R-CAT1] & Description: | Weight Rate ?????? ? L.Update :??/??/??
[ ITEM CATALOG MASTER LISTING ] | Wholesaler [??] Program :DELETED???
-----| Purchasing Vendor ID :?? File :?
Types: 1) Headings 2) Detail 3) Totals | Who Chg :????????? Who Created :?????????
Line Type [2] Current Line # [1] (1-5) | L.Change :??/??/?? Order Taker :?????
UPSable :? UPC #?????????????????
Eff. On :??/??/?? Ending On :??/??/??
Recycle :? Minority :? Prod. Type :?

Master File: 1 I-MASTER      File # [ 9 ]
2 I-TOT1      3 I-TOT2      4 I-TOT3
5 I-TOT4      6 I-TOT5      7 I-TOT6
8 I-UOM      9 I-WHL      10V-AUX
11V-MASTER   12V-PAYING   13V-REMIT
14V-TRADE    15           16

FILL FIELDS WITH CHARACTERS TO SELECT
    
```

Limiting to Items With No I-MFG Record

18. At the **File #** prompt, press the SPACE bar twice to view the ORIGINAL set of Master File selectors. New filenames appear with selection numbers 1-16 by each filename.
19. At the **File #** prompt, type the number that will select **I-MFG**. The Input "FROM" Selection subscreen appears with the cursor at the VENDOR field.
20. Press the space bar one time and press Enter three times.

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ITEM STOCK CATALOG LISTING
                                INPUT "FROM" SELECTION
                                ===== I-MFG SELECTION =====
Vendor            # ?????????? Cost $??????????
Selector Name [R-CAT1] & Description: | Page #??? Prefix :???? L.Cost $??????????
[ SORT: 1-ITEM #, 2-CO. NO LIMITS ] | Buy Unit :?? Of :???? F.Cost $??????????
Format Name [R-CAT1] & Description: | Eff. On :??/??/?? ???? F.List $??????????
[ ITEM CATALOG MASTER LISTING ] | Weight Rate ?????? ? L.Update :??/??/??
-----| Who Chg :????????? Who Created :?????????
Types: 1) Headings 2) Detail 3) Totals | L.Change :??/??/?? Order Taker :?????
Line Type [2] Current Line # [1] (1-5) | UPSable :? UPC #?????????????????
Mfg Item #?????????????????
Master File: 1 I-MASTER      File # [13]
2 I-AUX      3 I-AUX-BIN   4 I-AUXSUP
5 I-BIN      6 I-BULK      7 I-COLUMNS
8 I-DETAIL   9 I-EXT-DESC 10I-HIS-SUP
11I-HISTORY 12I-JANSAN   13I-MFG
14I-PRICE   15I-PURCH   16PARAMETERS

FILL FIELDS WITH CHARACTERS TO SELECT
    
```

Excluding Serialized Parts and Machines

If you use the DDMS Serialized or Machines & Equipment Edition, you may want to ensure this procedure doesn't delete parts and machines. Add a limit to the I-MASTER as follows:

21. At the **File #** prompt, type the number that will select I-MASTER and press Enter.
22. The Input "FROM" Selection subscreen appears, press ENTER one time to get to "TO" Selection.
23. Tab to the SER field, enter "N". This will exclude any item that has either "X", "Y", or "P" from being deleted.
24. Press Enter back to the File#.

Deleting Specified Files from I-MASTER

25. At the **File #** prompt, press Esc.
26. At the **Limit, Modify or Delete L/M/D/E? [L] (E=Execute)** prompt, type **D**
27. At the **File #** prompt, type the number that will select I-MASTER and press Enter.
28. Under the message, **Files Used In This Delete**, the message **I-MASTER** appears. Press **Esc**.
29. At the **Limit, Modify or Delete L/M/D/E? [L] (E=Execute)** prompt, type **E**
30. If you have a master password set in the (X) screen, enter it at the **Enter Password to Modify Data** prompt that appears.
31. The following message appears: **"You Should Have a BACKUP of Files That Will be Modified! Verify Changes Record by Record Y/N? Y"**. Type **N**
32. The **Are You Ready To Execute Y/N? N** prompt appears. Type **Y**
33. The system displays items that meet the limits you specified. When the process is complete, the cursor returns to the Selector Name prompt. Press Esc until you return to the Main Menu.

Deleting Items With No Master Record From Supplemental Files

Next, delete items with no master record from supplemental files, by following these steps:

34. From the Master Menu, go to the **(+) Specials** screen. In graphical software, double-click the **Keyop Menu** icon, and double-click the **Specials** icon.
35. Select the **(E) Modify Inventory Records** screen.
36. Select the **(E) Delete Supplemental Files** action code. The following message appears: **This Program Will Scroll Through all Supplemental Files and Delete Records With No Master Record**.
37. At the prompt, **Are You Sure Y/N? N**, type **Y**.

Compression

38. Before you conduct business again, pack the files in the Inventory volume. For detailed instructions, see "Compressing Files on the Windows Platform" on our Web site.

Post Load

39. Perform your normal post load procedures, including any *optional post-load procedures*, including Super Store Data Update, and *re-importing your SQL data and journals* using the EBS SQL Import Utility,

Good Housekeeping With O/PUS

When O/PUS changes an item key (item number and company) in any way, it logs the old item key and the new item key to the NEW-C-ITEM file. O/PUS only updates the item key in major inventory files; however, many other files (such as those used by order entry, purchasing, sales journals, and so on) rely on item keys.

The ;SPCCHGIT program reads the NEW-C-ITEM file and searches for the old number in all files not changed by the O/PUS load. It changes the item key to the new key. It converts all sales journals listed in (LGA) sales journals. (For any renamed sales journals not listed in the (LGA) screen, you must manually run the ;SPCCHGIT program).

For detailed steps, see "Updating Sales Journals After Loading O/PUS" on the DDMS support site.