

*Loading O/PUS
OPdb Multi-Vendor
Quarterly Updates*



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Introduction

Your inventory database is probably the largest and one of the most important databases. Choosing the right wholesale item file is one of the most important decisions you can make. In selecting Office Products Update Services, Inc., you've chosen one of the largest multiple file service companies in the business with over 800 satisfied customers.

O/PUS® has long been known as a reliable, reputable and experienced company — one which provides dependable service and state-of-the-art technology. O/PUS offers an electronic inventory database that lets you create an item file with information for multiple wholesalers. Files are easily updated, using the O/PUS item load.

Loading your item files is now easier than ever using the O/PUS load program: SIMPLE (Smart Inventory Maintenance Plan Limit and Execute). This Windows-based wizard efficiently walks you through loading your inventory files. With the O/PUS SIMPLE program, you can quickly load your update using last quarter's parameter settings, or change selected settings for the standard catalog update, sale flyers, or both.

Reviewing the Update Checklist

Before creating or updating your inventory files, there are several maintenance tasks you should do. These procedures clean up files and reduce hard disk space used. This prevents problems and ensures your system functions properly. After loading the file, there are a few additional steps to follow.

Once you begin the update, you can leave the program unattended.

Pre-Load O/PUS Update Checklist

Before you load the O/PUS database file, perform the following steps:

- Several days to a week before, compress the files used in the O/PUS item update.
- Contact your vendor for passwords. For example, Synnex, Tech Data, and Mid-Continent require Cost Column passwords. You can only get these from the vendor.
- Perform your normal day-end procedures (or day-end proc), if necessary.
- Back up all system units in use.
- Go to the DDMS Portal to run the O/PUS Install.
- Execute the SIMPLE program. (Set and view all global and vendor parameters prior to running the update.)

Post-Load O/PUS Update Checklist

After the update is complete, perform the following steps:

- Back up the Inventory, Inventory History, Inventory AUX, Serial, Contracts, Purchasing, Order Entry, Sales Journals, and Sales History units using your normal backup method. If you do not back up these units now and you have to restore later, you must reload the O/PUS file.
- Perform any custom features, including those in the O/PUS Toolbox. These procedures can be done at any time after the post-load backup is complete. For more information, see **Using the O/PUS Toolbox**.

Note: You must manually compress the CONTRACTS file at the end of the update. If a large number of item keys (item number and company) change during an O/PUS load or if you delete a large number of records, you should compress your inventory files. You should also compress these files if you delete a large number of records. For details, see **Compressing Files**.

Compressing Files

Compressing your files prior to performing the item update can produce great benefits. Performing this step reduces errors or hang-ups during your load. Therefore, we recommend that you run the ;SPCCMPJR program a few days to a week before you schedule your O/PUS item update.

- 1 Shut down and backup your data just as you do for any dedicated procedure that affects files.
- 2 Stop the TBL Server. To do this, click the TBL Server icon.
- 3 When the TBL Server dialog box opens, click the Utilities menu and click Stop.
- 4 In the TBL Server dialog box, click the Tools menu and choose TBL.
- 5 In the Program Selection field, type **ZB4** to access the text-based (ZB4) screen.
- 6 In the Enter File Name field, type **;SPCCMJR** and press Enter.
- 7 The Compress Journal Files screen opens. In the Journal Type field, type **V** and press Enter.
- 8 In the Compress Files by Volume screen, press Tab to move the cursor to the 5) Inventory field.
- 9 To mark the file for compression, type **X**.

*Make sure your
Caps Lock key is
on.*

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- 10 When the cursor moves to the Inventory History field, type **X**.
- 11 In the Inventory Aux field, type **X**.
- 12 In the Inventory Whl field, type **X**.
- 13 When the cursor moves to the Serialized field, press Tab.
- 14 In the Contracts field, type **X** and press Enter.
- 15 At the Are You Sure prompt, type **Y**.
- 16 When the procedure is complete, type **C** to continue.
- 17 Press Esc to return to the Master Menu.
- 18 Restart TBL Server by clicking the TBL Server icon.
- 19 In the TBL Server dialog box, click the Utilities menu and click Start.

Reviewing O/PUS Notices

- 1 As you update files, please refer to these online help instructions. Doing so minimizes your time and expense and streamlines the process.
- 2 If you have questions about data after loading the update, fax your O/PUS loading parameters along with an Item Report, using the (+I-R) Item Reports Tool in the O/PUS Toolbox, to DDMS Support. Upon receiving your fax, a support call is automatically entered. After determining how to best handle your particular situation, DDMS calls you. If this is your initial load of O/PUS and you have questions regarding implementation, call DDMS Support to set up a consultation appointment prior to quarter-end.
- 3 In accordance with the licensing agreement, it is your responsibility to load only the vendor information which you have been authorized to load.
- 4 It is your responsibility to verify the accuracy of the loaded information.
- 5 It is your responsibility to obtain any necessary vendor authorization passwords.
- 6 It is your responsibility to back up all files affected by this update prior to executing the procedure.
- 7 Do *not* perform this update during store hours.
- 8 Loading any other service voids your support agreement with O/PUS.
- 9 Merging DDMS system files with O/PUS created item files is not supported at this time.

Reviewing O/PUS Recommendations

Follow the recommendations listed below to avoid possible problems during the update or initial load process:

- Before loading your O/PUS update, you must have the Save Manual Changes field in the (LE) Inventory Parameters screen set to N. If you are changing item keys or loading the update for the first time, it is not recommended to save changes. Changing keys temporarily uses a lot of disk space. However, once you complete the post-load checklist and run a full disk compression, the space used after the change is the same as before, except for new items or wholesaler lines added.
- Make sure the printer you plan to use is turned on, is online, loaded with paper, and ready to print at 17 cpi. If the printer stops during the load, the load stops until the printer is back online. If you specify to print optional item reports, and not just the mandatory Exceptions and Parameters Reports, you should use a high-speed printer.
- Have your vendor passwords ready, since some vendors require them. For example, Synnex, and Mid Continent require Cost Column passwords. You can only get a password from your vendor.
- If clearing the RECEIPTS file by flushing to backorders and then receiving to on-hand is not part of your normal day-end procedure, do it before loading the update. The RECEIPTS file is not converted by the CHG_IT (Change It) program.
- Clear the SHORT-BUYS file by placing all items within the file onto P/Os, if this was not already done as part of your normal day-end routine. If you haven't decided which vendor to order these items from, place them on a P/O to the Dummy vendor. The SHORT-BUYS file is not converted by the CHG_IT program.
- If you are going to load wholesaler flyers, decide which flyer numbers and contract numbers to use. Contact your wholesaler before beginning the O/PUS update for the pricing programs with the cost and consumer levels to which you subscribe. You can also use the flyers and programs sheet at www.ddms.com
- Determine which index files you use so you can rebuild them after the load. For example, if you retrieve items by description in order entry, you use the I-INDEX file.
- Do not attempt to load the update during store hours. Treat this update as a dedicated function.
- Back up your files before beginning the O/PUS load.

Access the Portal and Run the OPUS Install

Running O/PUS Install is a dedicated procedure. Make sure no one else is using the system.

- 1 Go to <http://support.ecisolutions.com/>
- 2 In the Email Address box, enter your unique email address.
- 3 Click the Password box and enter your password.
- 4 Click Submit.
- 6 At the top of the page, click the Software Downloads link.
- 7 Click the down arrow in the Select Product Line box and choose OPUS.
- 8 Click the OPUSInstall.exe link.
- 9 Follow the on screen instructions to install the software.
- 10 When finished installing, close the Web page to exit the portal. You can also click the Home link at the top of the page to access O/PUS documentation, including updated release notes.

Using PSNControl to Download Quarterly Update Files

- 1 Click Start, then Programs. Click PSNControl, then click PSN Control.
- 2 Next, select the update quarter. For example, for updates effective January 1, click 1st.
- 3 In the Enter File Name box, type the name of the file.
To select the OPdb Multi-Vendor database, type OPUS
If you are a Trimega (TPA) or is.Group member, the PSNControl instructions and passwords are available at the buying group's website.
- 4 Click Add to File Transfer List.
- 5 The O/PUS Database Download dialog box prompts you to confirm whether you have selected the correct quarterly update for this quarter. Click Yes to continue with the quarterly update. Click No to go back and change the quarter.
- 6 The file name for that quarter appears in the File Transfer List.

Note: You can download your vendor pricing files, catalogs, promotions, and loading programs from the Business Products Information Resources (BPIR™) via the PSN at the same time you download the OPdb file.

- 7 To start the download, click Transfer Now.
- 8 The PSNControl window displays the download status.

Note: The amount of time it takes to download varies depending on your internet connection.

If the download is successful, the File Transfer List displays the Download Complete message.

If the file cannot download, the File Not Found message appears. If you see this message try again. If still unsuccessful, complete the PSN File Not Found form for any price plans you could not download. For details, see www.ddms.com/support/opus.htm#forms.

9 When the download is complete, click Exit.

Understanding the Load Process

The following information can help you understand the O/PUS load process.

SIMPLE Automatic Functions

O/PUS streamlines the update process by performing many of the necessary pre-load and post-load procedures for you, with one exception: you must perform your normal day-end procedures, as well as any optional procedures in the O/PUS Toolbox.

The automatic O/PUS load:

Pre-Load

- Deletes the I-SUPER, NEW-C-ITEM, I-CAT, BAD-REFS, I-DUPS, I-A-INDEX, and I-INDEX files
- Deletes Stock Class (+) Items, if necessary
- Deletes the contracts into which you are loading your new promotions. This only deletes the contracts specified in your parameter screens and into which you are loading new promotions

While Loading

- Creates and updates the OPS-CHANGE file, if you so specified in the Global Inventory Parameters screen

Post Load

- Prints the I-DUPS and BAD-REFS files
- Executes the DDMS (;SPCCHGIT) Change It program updates the item key (item number and company) in supplemental files based on the changes recorded in the NEW-C-ITEM file during the latest O/PUS load
- Rebuilds the inventory indexes that you selected in the Reindexing window (including the I-SUPER index, if you so specified)

- Rebuilds your P-MASTER index, P-INDEX, and Sales Journal Index, JO-INDEX (your normal (TR)[E] function)

Understanding Reference Items

Reference-only items are those you do not sell. Instead, you always sell an alternate item in its place. There are two instances when the O/PUS load creates reference-only items. They include the following:

- **Create a Reference of Other Vendors Items to My Primary Item Number:** Select this option in the Global Inventory Parameters window to assign alternate code for reference-only items. This code is set in the Reference Only Item field in the (LE) Inventory Parameters screen. The assigned stock class is + (plus).
- **Item Key Changes:** If you select either the Create a Reference of Other Vendors Items to my Primary Item Number or Update Item Numbers with Changes from Vendor option in the Global Inventory Parameters window, a reference-only item is created when the existing number changes. If the first four characters of the item number change, a reference-only item is created, as long as you have a code set in the Reference Only Item field in the (LE) screen. When this occurs, the original item changes to the new stock number. A new I-MASTER record is created with the old stock number, using the alternate code for the reference-only item, and the stock class of the original record.

After the load is complete, you can also manually create reference-only items using the (+I-X) feature in the O/PUS Toolbox, if necessary.

Understanding Discontinued Items

Deleted items are those reported as discontinued by the vendor. To determine which items have been discontinued, print a report of all items that have the text Deleted in the ID box of the purchasing vendor. To print the report, limit the Purchasing Vendor Ven ID From and To fields in the (R) Inventory Selectors screen to the text DELETED.

You can also print a report of all items that were not updated during the last O/PUS update. However, these items are not necessarily discontinued. You can use the Last Update box in the Item window for limiting reports. If you use the (RR) Inventory Reports screen, you can limit the report using the Date O/S/U field. Enter a date range that precedes your last O/PUS update. For example, if you ran the update on 09/28/04, you could limit the report to Date/U From 01/01/80 and Date/U To 09/01/04.

This report lists:

- Items in stock classes that you specified not to update at all
- Items not on the OPdb database file, including discontinued items not sent to O/PUS by the vendors
- Items with item keys not recognized by your OPdb database file.

Determining the Selected Vendor

Before updating items, the vendor to whom an item belongs is determined. This is the selected vendor. The item belongs to either the wholesale vendor specified in your file before the update; the primary vendor you selected; or an exceptions vendor you selected.

You use the Update Items to My Primary Vendor Whenever Possible box in the Global Inventory Parameters window to specify which vendor information to load. Check this box to use the primary vendor's data. If the primary vendor does not carry the item, it uses the data of the first exceptions vendor that does carry it.

Leave this box blank to use the data of the existing wholesale vendor. If that vendor is not on the database file or that vendor does not carry the item, it uses the data of the primary vendor. If the primary vendor does not carry the item, it uses the data of the first exceptions vendor that carries it.

Understanding Selling Units

When you load new items, you must decide whether to load the retail, buy, or list unit as your selling unit. The selling unit is the unit of measure in which you sell the item. The following outlines your available options after you update the items. *This parameter only applies when loading new items. Existing items are not affected by this parameter.*

- Retail Unit
- List Unit
- Buy Unit

Examples:

		Sell	Buy	
	Item	Unit	Unit	Of:
Retail:	Pen	EA	DZ	12
	Rubber Bands	BX	BX	1
List:	Pen	DZ	DZ	1
	Rubber Bands	CT	BX	*10
Buy:	Pen	DZ	DZ	1
	Rubber Bands	BX	BX	1

The wholesale vendor information is shown in the Add Wholesale Vendor dialog box in the Item window.

These are terms used by DDMS and O/PUS. They may not correspond to similar terms used by some wholesalers. Wholesalers provide multiple levels of packaging in the files they send to O/PUS. This allows you to select a unit of measure in which to sell the items. However, this may be different than the item's purchasing unit.

You can use the (+I-M) tool in the O/PUS ToolBox to copy the vendor's buy unit quantity to the Min Sell Qty box in the Item Settings tab. For details, see the O/PUS ToolBox.

Which Unit to Use:

No one can tell you which unit to use for the selling unit. However, point-of-sale dealers usually load retail, at least for the items they stock in their retail stores. Most consumers expect to be able to buy a single pen in a retail store. Commercial dealers often demand that pens be sold only by the box.

Understanding UPC Codes

- UPC numbers load automatically when you load O/PUS using SIMPLE.
- This feature is used with bar code scanners on the DDMS system.
- The UPC number is a unique code for the product, not the selling unit. When you scan the product's bar code, its unit of measure is displayed according to how it is set up in the Item window, regardless of the product's package that you scan.
- You must set up the customer UPC with account number UPC in the Customer window.
- You must set up the Customer COMMON with account number COMMON in the Customer window.
- During the load, the UPC number loads into the I-ALIAS file under the customer UPC. After the load is complete, open the Item database in DDMS. From the View menu, click Item Alias. Use the Item Aliases Copy function to copy from customer UPC to customer COMMON to have the UPC alias reference for all customers. Once the copy function is complete, delete all customer UPC aliases.

Managing Dated Goods

Many wholesalers add next year's dated items beginning with the second quarter, and continue doing so through year-end. There are two ways to handle adding these items. These examples use 2001 as the current year and 2002 as the new year.

First Example of Managing Dated Goods

To track history on the current year's items (01) and prepare to track history by having two item numbers for the Dated Item Sku on the upcoming year (02):

- 1 Make sure the Update Manual E Screen Item Changes to Other Files During MA field in the (LE1) Inventory Parameters screen is set to Y or Z.
- 2 Run an On-Hand Inventory Report on the stock class that contains your dated items, limiting to only items that have on-hand quantities.

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- Using this report as a reference, manually change the item number in the Item Master tab to distinguish the current year (01) item from its original item number. To do this, assign a dash with the current year at the end of the item (-01) so the O/PUS item database ignores the item and adds next year's. For this to work correctly, you must enter the dash. Changing the stock class, department, SIC code, and so on makes mass deleting and reporting of the (01) items easier.

Example 1:

If your item already has 01 at the end of the item:

Original Item#: 0170001 Stock Class: D

Changed Item#: 01700-01 Stock Class: X

Example 2:

If your item does not have 01 at the end of the item:

Original Item#: 01700 Stock Class: D

Changed Item#: 01700-01 Stock Class: X

Note: You must enter the (-) dash. This is essential for this to work properly.

- Once you change the item number, along with the Stock Class, Dept, SIC, and so on, a number of messages appears:
 - Want to change Extended Number? Answer **No**.
 - ** Bring History Of Original Item? Answer **Yes**.
 - ** Delete Original Item? Answer **Yes**.
 - Change This Item # On Other Files During MA? Answer **Yes**.
- Be sure to check the Add New Items to my Inventory option in the Global Inventory Parameters window.

Note: Perform manual changes to the Item Master tab the day before the O/PUS load so you can perform an (MA) backup at the end of the day to update the item key changes.

Second Example of Managing Dated Goods

Use this method to add the new year's dated items into your inventory and track item history for the sale of a Dated Item Sku, no matter what the year.

Note: This method has one item number for the 01 and 02 Dated Item Sku.

To manage dated goods this way, be sure to check the Update Item Numbers with Changes from Vendor option in the Global Inventory Parameters window.

Understanding the Disk Units Affected

One or more hard disk units are affected by an update, depending on the parameters you set in the (LØ) screen.

Updated Inventory files appear on the hard disk unit specified in the Volume Serial portion of the (LØ) screen. The files affected by an OPdb update include I-MASTER, I-WHL, I-PRICE, I-AUX, and CONTRACTS. The I-MASTER file may significantly increase in size, depending on the choices you make, including creating reference-only items for exception vendors. The files affected by an OPdb update also temporarily increase when making significant item key changes, such as converting items to the primary wholesaler or setting items to MAC codes.

Files can also increase when adding new vendors, or when new catalogs are published at the beginning of the year. The I-CAT file for the Scanalog is created on the I-WHL unit. The size of the I-CAT file depends on the number of vendors selected and the vendor promotions loaded.

To view the volume serials affected by this update, go to the (LØ) screen and look under the Volume Serials heading for the following:

- I-WHL is on the unit specified for Inv Whl.
- CONTRACTS is on the unit specified for Contracts.
- The I-AUX file is on the unit specified for Inv Aux.
- The Work unit is on the unit specified for Work.
- During the load process, the following files may be created on the Work unit: BAD-REFS, I-DUPS, and NEW-C-ITEM. The BAD-REFS file lists those items containing bad references. The I-DUPS file lists possible duplicate items, and the NEW-C-ITEM file lists new and old numbers for items whose item keys changed.

In addition, if item keys change, the CHG_IT program affects other inventory, order entry, purchasing, serialized, and sales journal files that may be on units other than those specified. There must be enough room available on these units for the Change It program to make the necessary changes to the item keys. In this case, the file size is reduced after you compress files. For details, see **Compressing Files**.

Note: O/PUS programs for loading the update and for the O/PUS Toolbox are stored in the ;OPS and #OPS files. Do not delete these libraries from your SR unit.

Understanding the Glossary of Terms

This glossary defines O/PUS terminology. If you find an unfamiliar term used in O/PUS, you can quickly check this glossary for a definition.

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buy unit	a unit of measure in which you purchase an item from a vendor. This may be the retail or the list unit.
exceptions	items carried by other vendors, but not by your primary vendor.
exceptions vendor	any vendor selected to load as an exception (not your primary vendor).
list unit	next packing unit of measure up from retail unit, as reported in the O/PUS file.
load/loading	using data on the database file to add information to your files or change information in your files.
new items	items that exist on the database file, but do not exist in your files. New items may or may not be added to your files, depending on the choices you make.
OPdb	Office Products database file as provided by O/PUS.
O/PUS	Office Products Update Service, Inc.
primary vendor	your first choice vendor (wholesaler).
program cost	vendor's flyer/promotional dealer level cost.
program/program ID	vendor prefix or designated name for a flyer/promotion.
reset	to change your data to what is on the database file.
retail unit	lowest unit of measure reported in the OPdb file.
selected vendor	a vendor for a particular item. For new items, it is either the primary vendor or the first exceptions vendor that carries the item. For existing items, depending on your choice, it is either 1) the vendor specified in your files; or 2) the primary vendor or exceptions vendor, whichever the item exists for first, in order of preference. This is determined by your answer to the Update Items to my Primary Vendor Whenever Possible parameter in the Global Inventory Parameters.
sell unit	selling unit of measure recorded in your system. May be the retail, the list, or the buy unit.
update	to change item information in your files to the information contained on the database file.
vendor's items	the first four characters of the wholesaler vendor field are used to match an item in your file to a wholesaler on the database file. For example, UNIT=United Stationers, SPAR=Sparco. When your wholesaler vendor

number field has the first four characters of a vendor on the OPdb database file, it is said to be a match, or to belong to that vendor.

wholesaler vendor the vendor specified in the Add Wholesale Vendor dialog box in the Item window.

SIMPLE Parameter Screen Options

There are multiple ways you can load O/PUS files. For example, you can use your parameter settings from the last O/PUS load or only change flyer and program information. However, O/PUS and DDMS recommend you choose the I Want To See All Options Available to Me option when you load each new quarter's data file.

You can use this option to select primary and secondary vendors, change your global inventory parameters, change parameters for specific vendors, or change reindexing options. This allows you to review and change all your global and parameter settings, based on the current pricing information you receive from your vendors.

Note: The EBS SQL Import Panel includes a Scheduler Engine. During your O/PUS load, if an import or an SQL file synchronization begins, it could cause the O/PUS SIMPLE and post-load programs to take longer to complete. For this reason, we recommend that you stop the EBS SQL Import Scheduler Engine before you execute the SIMPLE load.

If you are on DDMS 8.16.40 or higher, when you launch the SIMPLE wizard, the Scheduler Engine automatically stops, and you can continue your O/PUS load without taking further action in the EBS SQL Control Panel.

If you are on DDMS version 8.16.0 through 8.16.39, when you launch the SIMPLE wizard, you are prompted to stop the Scheduler Engine. To do so, on your DDMS server, click Start, then Programs, then Startup, and finally EBS SQL Import Control Panel. In the SQL Import Control Panel, click the Stop Scheduler Engine button in the top right corner.

After you complete your O/PUS and post-load procedures, when you are ready to re-import files into EnsiteEBS, launch the EBS SQL Import Panel. On your DDMS server, click Start, Programs, Startup, then EBS SQL Import Control Panel. Click Start Scheduler Engine. (Once the Scheduler Engine is stopped, you must manually start it.)

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When the Select an Options Below window opens, as shown in Figure 1, choose from one of the following:

- **Run the Update Program:** This option uses your previous O/PUS global and vendor settings and begins the update process immediately. Select this option if you have loaded O/PUS previously and do not need to change or review any global or vendor parameters, or load any vendor flyers, programs or contracts.

Note: While this option uses your previously saved settings, you should select the I Want to See All Options Available to Me option to review your parameter settings prior to loading this update.

- **To change Flyer Information:** This option lets you change or view your flyer and program information for the vendors you have selected. You can use this option if you have previously loaded O/PUS and your vendor parameters are correctly set. You can flyer and contract choices for the selected vendors before beginning the update process.

Note: While this option uses your previously saved settings, you should select the I Want to See All Options Available to Me option to review your parameter settings prior to loading this update.

- **To see All Options available to me:** THIS IS THE PREFERRED OPTION. This option allows you to view all parameters. It pays to review all parameters before beginning the load. Better to spend a couple of minutes making sure everything is set correctly rather than having to load O/PUS a second time.

Figure 1:
Viewing the
Available
Options

KATIE'S OFFICE PRODUCTS SHUNT-LAPTOP

Simple will Update your Inventory Content
using the Parameters from the last OPUS Update.

Select an Option Below

Run the Update Program.

I want to change Flyer Information.

I want to see All Options available to me.

This is a NEW Database Load. (Resets Parameters to OPUS Default)

Load Flyers Only (This can only be done after a Complete Update)

Help Cancel < Back Next > Finish

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- **This is a NEW DATABASE load:** Reset parameters to O/PUS default. Only dealers who are loading O/PUS for the first time typically use this option since it erases parameters previously set by the dealer.
- **Load FLYERS only:** This can ONLY be done after a complete update. This option allows you to load flyers that were not specified in the original load. This process takes as long as a full O/PUS load so most dealers use the BPIR to process additional price/cost files.

Note: If you download the OPdb Multi-Vendor database with PSNControl, you must use the graphical SIMPLE software to complete the update.

When you download the OPdb file, PSNControl automatically loads OPdb Multi-Vendor database and associated update program files into the appropriate DDMS system folders, and modifies the SIMPLE initialization file for loading the update from the system folder rather than from a CD-ROM.

Viewing All Available Options

Note: Before beginning the update, you must complete your normal pre-load steps.

- 1 Make sure TBL Server is running.
- 2 Click Start, then click Programs. Click SIMPLE, then click SIMPLE.
- 3 Once the Welcome to O/PUS Inventory Menu opens, click Next.
- 4 At the Select an Option Below screen, click I Want to See All Options Available to Me. Click Next. The Select the Options you Wish to View window opens.
- 5 This window lets you select the information to change. You can choose from the following:
 - **Select Vendors:** Click to view or change the vendors from whom you purchase items, first call (primary) vendor, second call vendor, and so on. See **Selecting Vendors**.
 - **Global Update Options:** Click to view or change your global parameter settings. See **Setting Global Inventory Parameters**.
 - **Vendor Specific Parameters:** Click to view or change parameters for specific vendors from whom you purchase items. See **Setting Vendor Specific Parameters**.
 - **Reindexing Options:** Click to view or change indexes to rebuild once the update is complete. See **Reindexing Files**.

Selecting Vendors

You select vendors by specifying which to use as your first call or primary vendor, and from which vendors to load exceptions. You must specify these vendors in order of preference. Any vendors you select other than your primary vendor (second call, third call, and so on) are considered your exception vendors.

Note: On the initial load of your inventory files, all the current items for the primary vendor are added. If you choose a secondary vendor, items not carried by the primary vendor are loaded. If you choose a third vendor, items not carried by the primary or secondary vendors are loaded, and so forth.

Loading items not carried by the primary vendor is called loading exceptions. Only load items for which you have obtained authorization from the vendor to load. Although O/PUS does initially request authorization for you, it is ultimately your responsibility to obtain authorization.

- 1 When the Vendor window opens, you can select your first call (primary), secondary, third, and fourth call vendors. See Figure 2. In the First Call (Primary) Vendor list box, click the down arrow and select the vendor to assign as your primary vendor.
- 2 In the Second Call Vendor through Sixth Call Vendor boxes, click the list box and select any additional vendors in order of preference to load as exceptions.
- 3 When you finish selecting vendors, click Next.

Figure 2:
Selecting
Vendors

The screenshot shows a software window titled "KATIE'S OFFICE PRODUCTS SHUNT-LAPTOP". The window contains several dropdown menus for selecting vendors:

- First Call (Primary) Vendor: SPRichards
- Second Call Vendor: Horizon
- Third Call Vendor: United Stationers
- Fourth Call Vendor: Dallas Pen
- Fifth Call Vendor: (empty)
- Sixth Call Vendor: (empty)

At the bottom left, there is a button labeled "Next 6 Vendors". At the bottom of the window, there are navigation buttons: "Help", "Cancel", "< Back", "Next >", and "Finish".

Setting Global Inventory Parameters

You can view or change your global inventory parameter settings for the O/PUS load. The Global Inventory Parameters window actually consists of three separate windows that display all the available global parameters. To move between parameter windows, click the Next or Back button.

- 1 When the Global Inventory Parameters window opens, as shown in Figure 3, make your selections according to the following.
 - **Printer for Parameters:** (Mandatory) You must specify a valid printer—if you do not, it does not load. If a dealer is using a file printer, it must be one that prompts you to enter the path, otherwise, only the last report is available for review. These reports are very crucial to help troubleshoot problems and also help the dealer in properly maintaining their database.
 - **Add New Items to my Inventory:** (Optional) It is important to choose YES if you are adding a new vendor or to include new items added by your current vendors. Fourth quarter is the time that most new items are added.

Figure 3: Setting Global Parameters

D.D.M.S. INC. TMC DONALD

Global Inventory Parameters

Printer for Parameters
P1

Add New Items to my Inventory.
 Retail List Buy Unit of Measure should be used for New Items.
A is the Stock Class for New Items Added to my Inventory.

Print the New records added to my Inventory.
 Print the New records NOT added to my Inventory.
 Print the Items that are being Updated.
 Print the Exceptions to a File.
 Update Items to my Primary Vendor whenever possible.
 Update Items Numbers with Changes from Vendor.
 Use the O/PUS MAC Code for Item CO Field.
 Use the Trade Service Standardized Short Product Descriptions.

Help Cancel < Back Next > Finish

Loading O/PUS OPdb Multi-Vendor Quarterly Updates

- **Unit of Measure Should be Used for New Items Retail/List/Buy:** (Optional) How you select this option does *not* affect your current database. It only applies when adding new items to your system.
 - The **retail** sell unit is the smallest reported selling unit (packaging) for a particular item. Usually, this is an each (EA). Some dealers with retail stores may use this option, but realize they may be selling items in smaller UOM than they can purchase from the vendors.
 - The **list** unit is the next packaging type up from the retail unit. This can be a pack, a box, a carton, or other forms of packaging, depending upon the item.
 - The **buy** unit is the unit of measure in which the selected vendor sells the item to the dealer, as stated in the data O/PUS receives from the vendor (often called the list unit in net pricers). This can be the retail unit for some items, and the list unit for other items. *The majority of dealers choose this option because they sell in the same UOM in which they buy the product.*
- **Stock Class for New Items Added to My Inventory:** Enter the stock class to assign to new items loaded into your database with this update. The default (blank) is stock class W. Many dealers use a stock class not currently in use to run reports on the new items added. They then mass change them to their appropriate stock classes.
- **Print the New Records Added to my Inventory:** (Optional) Running this report slows the O/PUS load considerably. If the dealer needs a list of these items, we recommend they use a unique stock class and run an inventory report, limiting to that stock class, after the load has completed.
- **Print the New Records NOT Added to my Inventory:** (Optional) Running this report slows the O/PUS load considerably. Select this prompt to print all new items for your selected vendors that were not added to your database, based on your parameters. To see this information, it must be requested to print during the load process, since it cannot be printed later.
- **Print the Items that are Being Updated:** (Optional) Selecting this prompt slows the updating process, since every item (updated and exceptions) prints. This prints *all* items that were updated, along with the exception items.
- **Print the Exceptions to a File:** If you leave this check box empty, the Item Exceptions is sent to your default printer as usual without the new sorts, and is not saved to your disk.

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If you place a check mark in this box, the Item Exceptions is saved to a file on your DDMS system's Work Unit so it is sorted by manufacturer and item number, and you can print it when you are ready. Depending upon which vendors you load, you may see two Item Exception files. This is normal. If two Item Exception files are created, the month/day is the same, but the hour/minute is different. You should review/print both files. A new file is saved each time that you perform the Catalog update, with a file name that includes a date stamp in the following format:

OPMMDDHHMM where OP = OP MM = Month DD = Day HH = Hour MM = Minute

- **Update Items to my Primary Vendor Whenever Possible:** All items in your database that are carried by the primary vendor are converted to that vendor's number. If you do not select this prompt, the load matches on the dealer's current wholesaler vendor and updates with their information. New items are updated by primary/exceptions vendors from parameters.
- **Update Item Numbers with Changes from Vendor:** This prompt lets you reset all old stock numbers in your files to any new stock numbers the vendor may now be using. A file is created on your work unit (as specified in the (LØ) screen) called NEW-C-ITEM. The Change-It program uses this file to convert the keys of related files.
- **Use the OPUS MAC Code for Item CO Field:** This consolidates items that may exist under a variety of CO: codes for the same manufacturer (MAC =Manufacturers Alpha Code). The NEW-C-ITEM file is created to convert the keys of related files.
- **Use the Trade Service Standardized Short Product Descriptions:** You can use this option to load standardized short descriptions of up to 30 characters from Trade Service (TSC). Trade Service's short descriptions can result in more reliable product searches. For example, a search for Chalkboard displays all chalkboard items loaded from the Trade Service database. If you check this box, the system replaces the existing wholesaler's item description with the new TSC description. (Item descriptions display in the Description box in the Item Master tab.)

Note: If a Trade Service description does not exist for an item, the existing description is used, even if you check this box. For example, TSC might not have descriptions for all new wholesaler items, dealer-customized items, and/or items from imported sources not included in the O/PUS load. Also, since TSC descriptions are not translated into French, they do not appear when using the Canadian SIMPLE wizard.

The Trade Service Standardized Short Product Descriptions feature is available at no additional charge. This feature is also available to is.group and TriMega members.

- 2 After you finish setting parameters in the first window, click Next. Set parameters in the next window according to the following, as shown in Figure 4.
 - **Update Consumer Catalog Page Numbers:** This prompt lets you reset the catalog page numbers in your file to match those on the update.
 - **Update the Program ID with Deleted if the Vendor is Deleting the Item:** Wholesalers often mark items as deleted when they plan to no longer carry the item. The name DELETED is put in the Program ID field of the Purchasing Vendor.
 - **Reset my Selling Unit When Updating List Price:** Resetting changes the *name* of the unit to match its pricing category. This does not change your Unit of Measure—only the name.
 - **Update List Price Only if the New Price is More than the Current Price:** This prompt lets you have the List price updated only if it is an increase.
 - **Update Sale Flyer Pricing on "Reference Only" Items:** This prompt determines whether to put items, with the alternate code set to referenced only items, on sale consumer flyer contracts when they are created. If the item is on the sale flyer, it is added to the sale flyer using the stock number that this item references.

Figure 4: Global Parameters

Global Inventory Parameters

- Update Consumer Catalog Page Numbers.
- Update the Program ID with DELETED if the Vendor is deleting the item.
- Reset my Selling Unit when updating List Price.
- Update List Price ONLY if the New Price is More than the Current Price.
- Update Sale Flyer Pricing on "Reference Only" Items.
- Create the I-UOM File for Multiple units of Measure.
- Create the OPS-CHANGE File.
- Run MAKE-BUYS after the Update

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- **Create the I-UOM File for Multiple Units of Measure:** This prompt works with DDMS software versions that allow the dealer to sell products in multiple unit of measures, while still maintaining product history. You may also select to create the I-UOM file for *information purposes only*. Do not select *information purposes only* if you intend to utilize the DDMS multiple selling unit software.
- **Create the OPS-CHANGE File:** This creates a file that captures item number changes, List Price changes, and dealer Cost changes, for viewing and reporting purposes.
- **Run Make-Buys After the Update:** Check this box to run the make-buys option after the update is complete. When you select this option, additional prompts appear.

In these boxes, you MUST enter the item stock classes that you WANT to convert. When you specify limits, the system views the stock class field set in the item's Master record (I-MASTER). While each item may also have a different stock class set in the I-PRICE file, the system does not view the I-PRICE information. Only the stock class information set in the I-MASTER file is viewed. Enter at least one stock class of items to reflect the new vendor's UOMs. You can enter a range of stock classes. Use the first space as the stock class specifying the From portion of the range, place a dash in the second space, and use the third space for the stock class specifying the To portion of the range. Stock classes entered in the fourth through tenth spaces are in addition to those within the range specified. Examples:

[2] [Y] [] [] [] [] [] [] [] [] = updates the 2 and Y stock class

[Ø] [-] [Z] [] [] [] [] [] [] [] = updates ALL classes

[A] [-] [L] [] [] [] [] [] [] [] = updates classes A thru L

[A] [-] [L] [O] [P] [U] [S] [] [] = updates classes A thru L, and classes O, P, U, S

- **Convert your items with Larger Sell UOM to Match the Whlsrs Smaller Buy UOM:** Check this box to convert your items during the update process.

Note: By default, the Make-Buys program adjusts your selling UOM to match your primary wholesaler's buy unit when the buy UOM is larger than your selling UOM. You can also adjust your selling UOM when it is larger than the buy UOM by checking the Convert Your Items With Larger Sell UOM to Match the Whlsrs Smaller Buy UOM box.

- 3 After you click Finish, the You Have Selected to Run the Make-Buys Program during the Simple Update prompt appears. Click Yes.

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- 4 When you finish setting parameters in the second window, click Next. The last window opens, as shown in Figure 5.

Use the Stock Classes Descriptions through Stock Classes Item Numbers boxes to enter stock classes that you do not want the O/PUS program to update.

The system views the stock class field set in the item's Master record (I-MASTER). While each item may also have a different stock class set in the I-PRICE file, the system does not view the I-PRICE information. Only the stock class information set in the I-MASTER file is viewed.

- 5 In the Stock Classes Locations boxes, you can exclude inventory locations whose I-PRICE records you do not want to change in the Item window. For example, you may not want to update any inventory locations other than location Ø1.

To exclude a specific inventory location, enter the locations you do not want to update. For example, to not update location Ø2, enter Ø2.

To exclude a range of inventory locations, in the From box, enter the first location in the range. Enter a dash (-) in the second box to indicate that you are specifying a range. In the To box, enter the last location. For example, to exclude locations Ø2 through Ø4, enter Ø2 in the From box,

ECT2

Stock Classes to Not Update the Data Specified Below:

Classes entered are individual Classes. To create a range of Classes, the first three classes can be "From and To" with a dash(-) in the Second Class. To exclude ALL classes, Enter a ? in the first Class.

	From	-	To						
Descriptions----	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Average Cost----	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Replacement Cost----	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
List Price----	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
At All----	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Item Numbers----	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Locations----	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Help Cancel < Back Next > Finish

Figure 5: Stock Classes

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followed by a dash (-) in the second box and Ø4 in the To box. In the remaining boxes, enter up to seven additional locations outside the range, locations Ø6, Ø8, 10, for example.

To update all locations, leave the From box blank, (the first box in the range).

If you do not want to update any locations, other than location Ø1 which is automatically updated, specify a ? (question mark) in the From box, (the first box in the range).

- 6 After you finish setting parameters in the last window, click Next. The Select Options You Wish to View window reopens. You can specify vendor parameters or select the indexes to rebuild when the update is complete.

Some vendors require passwords before you can view or change parameter settings. When the Password window opens, enter the correct password and click OK.

Setting Vendor Specific Parameters

- 1 After you click the Vendor Specific Parameters button, the Primary Vendor window opens. You can view or change your vendor parameters.
- 2 Click each box to change and enter the information. For example, specific vendor parameters could include the following as shown in Figure 6.
 - **Add Items Shown in the S.P. Richards Consumer Catalog Only:** Check this box to add all items displayed in the vendor's current catalog. If the item has a current page number, it is loaded.

Figure 6:
Specific Vendor Parameters in the S.P. Richards Window

ECI2 TRAINING DEPT TERELYN-VM

S.P. Richards Co.

Add Items shown in the S.P. Richards Consumer Catalog Only.

1 3 4 is my Cost Column with S.P. Richards.

Update the Wholesale Catalog Price.

% is the Percentage to increase the Cost from S.P. Richards.

% is the Percentage to increase the List Price from S.P. Richards.

Identify Items that have an Upcharge when purchasing in a broken Unit.

Update the Weight for S.P. Richards Items.

Update the SIC with S.P. Richards Product Class Code

Item Category to load Country of Origin. (1, 2, 3 or 4) Blank = Do not Load

Cost / Price Programs

Help Cancel < Back Next > Finish

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If you are set up for the Trimega or is.Group vendors, these vendor parameters display first.

If you leave this box blank, every item in the vendor's database is added. Most dealers leave this box blank to gain a better selection of items.

Note: The Add New Items to My Inventory option in the Global Inventory Parameters window must be checked. Also, items listed in the wholesaler's net pricer with the words NEW or NEXT may be loaded depending on whether they were included on the database file sent to O/PUS. If they were included, they are considered cataloged items.

- **1/2/3/4 is my Cost Column with S.P. Richards:** Click the 1 though 4 options to select the cost column from your vendor to use for loading and updating. You must select a cost column option.

The cost you select updates the replacement cost on all updated items. It also updates the average cost, if so specified in the Global Inventory Parameters window. This cost can be increased by setting a percentage in the % is the Percentage to Increase boxes.

- **Update the Wholesale Catalog Price:** Click this option to update the Catalog and List boxes in the Item window.

If you leave this box blank, only the list price is updated.

- **% is the Percentage to Increase the Cost From S.P. Richards:** Click this box to enter the percentage by which the cost increased during this load.

- **% is the Percentage to Increase the List Price From S.P. Richards:** Click this box to enter the percentage by which the list price increased during this load.

- **Identify Items That Have an Upcharge When Purchasing in a Broken Unit:** S.P. Richards provides an indicator for items that have a cost increase if purchased in a quantity less than the first column quantity. This may not be the standard purchasing unit from Sparco.

Check this box to identify items that have an additional cost if you purchase them in a broken unit. The ID box of the purchasing vendor displays the text BREAK.

To hide items that have an additional charge, leave this box blank.

- **Update the Weight for S.P. Richards Items:** Check this box to load the weight of an item into the Weight box in the Item window. The weight represents the weight of the selling unit of measure for the item in your inventory file.

To not update the Weight box in the Item window, leave this box blank.

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- **Update the SIC with S.P.Richards Products:** Check this box to load the product classification code of an item into the SIC box in the Item window. If the SIC box is being used, the product classification code overrides any information that currently exists in the SIC box.

Note: To obtain a list of product classification codes, contact your vendor.

- **Item Category to load Country of Origin (1, 2, 3, 4) Blank = Do not Load:** Click this box to enter the item category corresponding to the items' country of origin. You can set this box to category 1, 2, 3, or 4. If you leave this box blank, the item category is not loaded.
- **Cost/Price Programs:** Click this button to set up flyer information for this vendor. The S.P. Richards Flyers and Promos window opens as shown in Figure 7.

Click the SP Richard's Promo/Flyer boxes and enter the prefix that designates the flyer to load.

Click the DDMS Contract # boxes and enter the contract number to load these items.

Note: For more information concerning the latest flyer and promo listings, refer to the update sheets included in this package, or see the Support Release Notes web page at www.ddms.com.

Figure 7: The S.P. Richards Flyers and Promos Window

SPRichards Flyers and Promos

The First Column is to Identify the SPRichards Flyer Code.
The Second Column is to Assign a DDMS Contract Number.

SPRichards Promo/Flyer	DDMS Contract #
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Always set the first Quantity Break to 1

Done

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Many items on Sparco flyers start with the first quantity price higher than one. For example, envelopes may come packaged 50 to a box. The flyer pricing starts with 50 then 100, then 150.

Check the Always Set the First Quantity Break to 1 box to start the first quantity break at one. This box is also used to set the first quantity flyer price when only one item is purchased. You can use the two date boxes in the lower section of this window to enter the starting and ending dates for the specified flyers.

Click the down arrow in the first date box and select the starting date.

Click the down arrow in the second date box and select the ending date.

When you finish, click Done.

The Synnex vendor also includes one unique parameter as shown in Figure 8:

- **Update Computer Supplies:** Click the Hardware option to update hardware along with computer supplies.

Click Software to update software along with computer supplies.

Click Neither to not update hardware or software.

Figure 8: Unique Parameter in the Synnex Window

The screenshot shows a software window titled "ECI2 TRAINING DEPT" and "TERELYN-VM". It features the Synnex logo (SYNNEX INFORMATION TECHNOLOGIES, INC.) and several configuration options:

- 1 or 2 is my Cost Column with Synnex IT.
- Update the Wholesale Catalog Price.
- % is the Percentage to increase the Cost from Synnex IT.
- % is the Percentage to increase the List Price from Synnex IT.
- Update Computer Supplies and:
 - Hardware
 - Software
 - Neither
 - Both

At the bottom, there are buttons for "Help", "Cancel", "< Back", "Next >", and "Finish".

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Click Both to update both hardware and software along with computer supplies.

The Global vendor includes one unique parameter as shown in Figure 9:

- **Specify Percentage of List Price to Calculate Cost:** Global does not provide dealer cost. You use this box to create your initial cost. The value you enter is used to calculate a cost from the global list price (.500 *is the default*). You must enter a cost percent, for example, .500 = 50%, .450 = 50/10, or .427 = 50/10/5.
- 3 You can also click the Cost/Price Programs button. This allows you to set the vendor's promo and flyer codes, along with the DDMS contract numbers. You can also set the dates.
 - 4 When you finish setting parameters for this vendor, click Next.
 - 5 The Parameter window for the next vendor opens. Set parameters for this vendor as you did for your first vendor, and click Next.
 - 6 Continue to set parameters for all the vendors selected. When you finish, the Select Options You Wish to View window opens. You can set global parameters or select the indexes to rebuild when the update is complete.

Figure 9: Unique Parameters in the Global Window

The screenshot shows a software window titled "ECI2 TRAINING DEPT" and "TERELYN-VM". The window features the "GLOBAL totaloffice" logo. The main content area displays the following text and controls:

Specify Percentage of List Price to Calculate Cost
You must enter a Cost Percent. (ie. .500 = 50%, .450 = 50/10, .427 = 50/10/5)

Update the Wholesale Catalog Price.

% is the Percentage to increase the List Price from Global.

At the bottom of the window, there are five buttons: "Help", "Cancel", "< Back", "Next >", and "Finish". The "Next >" button is highlighted with a dashed border.

Reindexing Files

- 1 When the Reindexing window opens, as shown in Figure 10, select from the following the indexes to rebuild after the upload is complete:
 - **I-INDEX:** retrieves items by description in the Item Master tab.
 - **I-A-INDEX:** used for customer specific alias numbers and common.
 - **I-CO-INDEX:** retrieves items by company and description.
 - **I-DB-INDEX:** direct-buy vendor index lets you print the 13 Month Low Stock Report more quickly. The direct-buy vendor index is **not** used for retrieving items.
 - **I-EDIINDEX:** EDI is a method of transmitting business transactions between different types of computers.
 - **I-SUPER:** Super Index links item numbers to any unique item numbers, prefixes, buy units, and UPC numbers you create for items.
- 2 When all the indexes to rebuild are selected, click Next. The Select Options You Wish to View window reopens.
- 3 To complete the load process, click Finish.

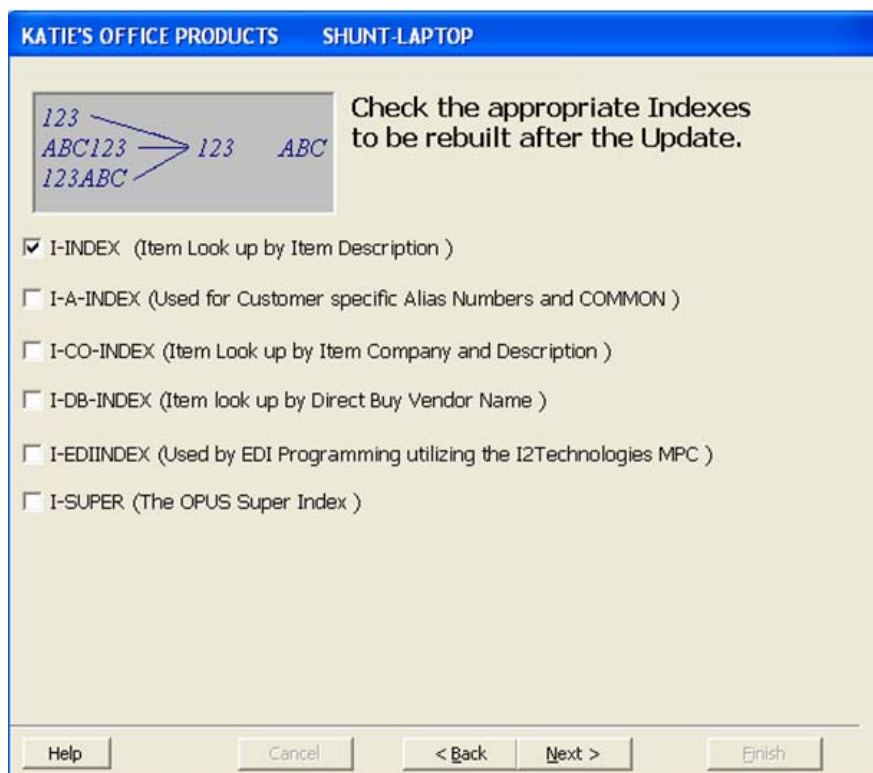


Figure 10:
Reindexing
Files

Viewing O/PUS Load and Update Report Messages

After the update is complete, the Parameters Report prints, followed by a copy of the O/PUS Load and Update Report. It lists item information and includes the following: the item number and manufacturer, the item description, the selling unit of measure, the number of selling units in the buy unit, the buying unit of measure, the old and new cost, and the old and new list price. This report also lists the percentage by which the item's price may have increased or decreased and whether the item is included on a flyer.

Messages are also included and list additional item information.

Not Found	No match to this item was found in your file. This does not necessarily mean that the item is not in your file. It simply means that a recognizable stock number was not found.
New Item	This is a Not Found item. The program continues, based on the loading parameters.
????-DEL	The item does not exist in your file, or the vendor has marked this item as deleted. It is not added.
Deleted	The item was marked as deleted by the vendor. If you specified to update the ID box in the Item window and the item exists in your database, this message indicates that the change is made.
No Match	The item on the database file does not have a vendor to match your wholesaler vendor.
No Whlsl	The item is carried by vendors that you did not select.
No Page #	The item does not have a catalog page number and you specified to add only cataloged items.
Ref Item	The item is marked as one that references another item number. No update occurs.
Not Added	The item is new in your system, but is not added because it is marked as deleted, has no page number, and so forth.
Not Stocked	You specified to add only items in the catalog, and this item is not in the catalog. It is not added.
Price Var	The units on the database file are very different from your selling unit of measure. On existing database items, if your unit does not exactly match any unit on the database file, your pricing is compared to the database file. If the list price for your selling unit of measure is more than 30% lower or 70% higher than the prices available for this item on the update, O/PUS cannot update the item.

Key Change	If you specified to change your primary vendor's item numbers and the database item is recognized under a number that is different than your primary vendor's, the item number is changed.
Updated	The item was found in your database and in accordance with the load parameters, this item is updated. If the item is new but is marked as deleted by the selected vendor, it is not updated.
No Update	The item was found in your database, and in accordance with your load parameters, it was not updated.
Written	This message confirms that the item was either updated or added to your database and that the item's data was written to your file.
Complete	This is the last item in the O/PUS file. This message may be overwritten by other messages.
Vend Swap	The item's vendor is being changed. It also displays the name of the vendor to which it is being changed.
Vendor Name	The name of the selected vendor prints.
Not Branch	Not carried in the branch you specified.
# Not Chg	The item was listed in a stock class for which you indicated you did not need the item number changed.

Item Exception Report

During your quarterly O/PUS Multi-Vendor Catalog update, the SIMPLE software prints the OPdb Load and Update report, sometimes called the Item Exception report. This report lists items that could not be added or updated, and the reason why, such as a list price variance. After each quarterly update, you should review and correct each exception to avoid discrepancies in ordering and purchasing these items.

You can save the Item Exceptions report to a file that is sorted by manufacturer name, then by item. As a rule, each line item in the report is sent to the printer as the software encounters an exception.

Note: The file contains only item exceptions. Other reports still print to your default printer, including the SIMPLE Parameters, I-Dups, and Bad-Refs reports.

In the SIMPLE Global Parameters, you can enable the option shown below:

- Print the Exceptions to a File
- If you leave this check box empty, the Item Exceptions is sent to your default printer as usual without the new sorts, and is not saved to your disk.

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- If you place a check mark in this box, the Item Exceptions is saved to a file on your DDMS system's Work Unit so that it can be sorted by manufacturer and item number, and you can print it when you are ready. Depending on which vendors you load, you may see two Item Exception files. This is normal. If two Item Exception files are created, the month/day are the same, but the hour/minute are different. You need to review and/or print both files. A new file is saved each time that you perform the Catalog update, with a file name that includes a date stamp in the following format:

OPMMDDHHMM

OP = OP MM = Month DD = Day HH = Hour MM = Minute

After the O/PUS load is complete, print the report.

- 1 Go to the (LØ) screen to note the volume serial label for your Work Unit.


1.1 In DDMS, double-click  then double-click .

1.2 Double-click Text-Based Parameters.

1.3 In the (L) Parameters screen, type Ø to select Global Master Parameters.

1.4 When you have noted the volume serial label for your Work Unit, press Esc to return to the Parameter Editor window.

- 2 Go to the (ZE1) View Disk Directory utility screen to locate the file name of the Item Exceptions.

2.1 In graphical software, double-click  then double-click



2.2 In the (Z) System Utilities screen, enter Utility Type [E] View Utilities and Subset Number [1] Disk Directory.

2.3 Enter the Unit number at the top of the screen that corresponds with the volume serial label you noted in the (LØ) screen. Press Enter.

2.4 At the Detailed Listing prompt, type N.

2.5 At the Enter File Mask prompt, you can set a limit to view only files that begin with the prefix OP. Type **OP** and press Enter.

2.6 To view the next page of files, press the Spacebar.

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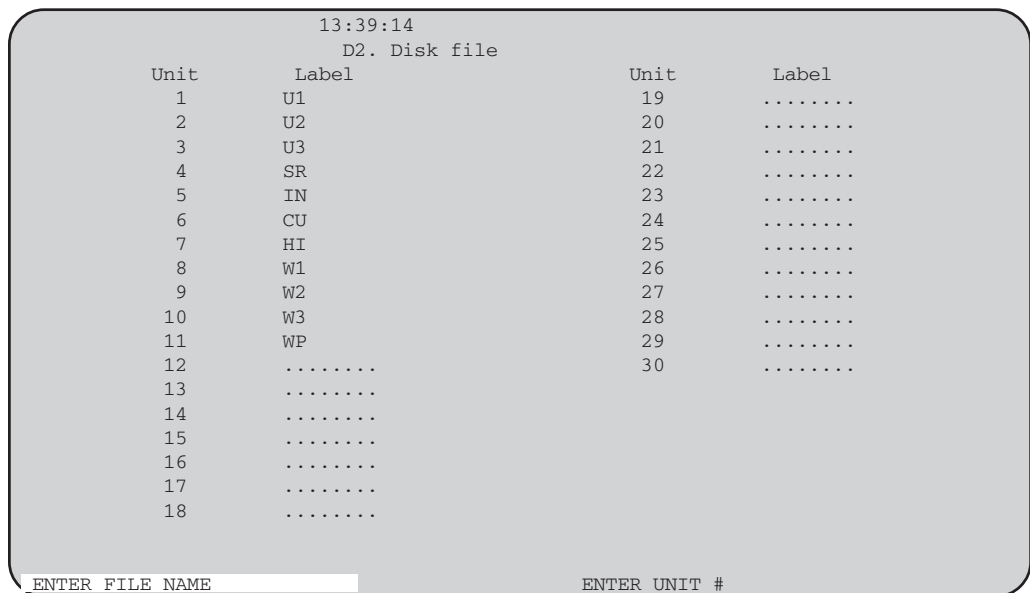
- 2.7 When you have found the OP file with a recent date stamp, make a note of the file name.
- 2.8 Press Esc to return to the System Utilities menu.
- 3 Go to the (ZD2) Print Disk File Utility to print the report.

- 3.1 To open System Utilities, double-click  then double-click



- 3.2 In the (Z) screen, enter Utility Type [D] Print Utilities and Subset Number [2] Disk File.
- 3.3 The cursor moves to the Enter File Name field, as shown in Figure 11. Enter the name of the file you noted in the (Z) [E1] screen. If you do not completely fill the field, press Tab.
- 3.4 Enter the Unit number that corresponds with the volume serial label you noted in the (LØ) screen, and press Enter.
- 3.5 The Print The Entire File prompt appears. Press Enter.
- 3.6 The Enter Width to Print (1-502) prompt appears. Type 130.
- 3.7 The Enter Printer prompt appears. Press Enter to accept the default printer, P1, or enter the logical name for another printer.

Figure 11: The Enter File Name Field



- 3.8 When the report has finished printing, press Esc twice to return to the Main Menu.

For information on correcting list price variances, see the document *Correcting List Price Variances After Loading O/PUS* on our web site at www.ddms.com/Resources/Support/faq/opus/opus_listprice.pdf.

Each copy of the Item Exception report is only a few kilobytes, but a new report is saved each time you load your quarterly update. In future quarters, you may need to delete the previous quarter's exceptions file to make the new report easier to find and to conserve disk space if necessary.

Frequently Asked Questions

The following represent questions frequently asked after the update is complete.

Why Didn't New Items in the Current Pricer Load?

Check the catalog page number as listed for the items in the Net Pricer. If the word NEW or NEXT is listed as the page number, the items may not have been included on the database file supplied to O/PUS from the wholesaler.

Check the O/PUS Global Parameter Add New Items to My Inventory. If this is not selected, new items are not added.

Check the Vendor specific parameter Add Items Shown in the Vendor's Consumer Catalog Only. If this is selected, new items may not be added.

Why Didn't Certain Items Load or Update?

Sometimes you can retrieve items carried by your primary wholesaler using the item number of an exceptions vendor. However, some items may have very different numbers, depending on the wholesaler. For example, the item number SMD 19980 is also listed as item number 2K-502-5A-1-3.

In addition, while the file loads, O/PUS makes sure that there are no duplicate items in its file. Therefore, if a vendor provides several new items that O/PUS cannot immediately identify from its cross-reference file, the items are not added immediately. This is especially true if the vendor provides the item information just prior to an O/PUS database file release. These items are added as soon as O/PUS cross-references them. This assures that they can safely be added to the file without duplication.

Some items are also not added or updated, based on the parameter settings you specified before beginning the update. If you have questions about the data, fax your loading parameters to DDMS Support. Be sure to list some of the missing vendor's items. If the item exists in your file, but was not updated, print an Item Report using the (+I-R) Report Items Tool in the O/PUS Toolbox, and fax the report to DDMS Support, along with your loading parameters. Receiving your fax generates a support call. DDMS determines how to best handle your situation and then calls you promptly.

How Can O/PUS Help Identify Duplicate Items in My Files?

The following steps can help you clean up your files using the O/PUS database file:

- 1 As files are updated, they are searched for items that match the database file. If an item number in your file matches or closely resembles one being updated, the item is written to the I-DUPS file. This file is stored on your Work unit. At the end of the load, the I-DUPS file prints. It helps you identify duplicate items in your files.
- 2 You can also use the Last Update box in the Item window to locate duplicate items. If you have more than one item number for a particular item, O/PUS updates only one. Print an Item Catalog Report, using the L Update field to limit to dates prior to the O/PUS load.
- 3 The I-DUPS Report lists items that O/PUS has found to be possible duplicate items.
- 4 Be sure to manually transfer any accumulated item history and item quantities to an item number O/PUS can recognize and use. It may be possible to perform a mass change and delete these items. You should also change their alternate code to your code for discontinued or referenced items. For more details, see **What do I do with the I-DUPS File**.

What Do I Do with the I-DUPS File?

As files are updated, they are searched for items that match the database file. If an item number in your file matches or closely resembles one being updated, the item is written to the I-DUPS file. This file is stored on your Work unit. At the end of the load, the I-DUPS file prints.

This report can help you identify duplicate items in your files. You can use this report to determine which of the item's duplicate keys to keep as your stocking or selling item. The key(s) you do not use can be set as reference only items or deleted. (Before deleting any item, be sure to check any sales history or quantities that you may need to move to the stocking or selling key.)

Suppose you have a Smead folder under the two different item numbers: 2K5025A13 SMD and 19980 SMD. You normally sell and stock the item as 2K502A513, but it has also been sold using the 19980 number. In this case, set the alternate code of the 19980 number to the reference-only code and enter 2K5025A13 SMD as its alternate number. In the Item window, write down any sales history and on-hand quantities for this 19980 number. If there are any quantities in the backorder, allocated, or receipts file, be sure to take care of these orders and purchase orders before continuing. After you complete any orders, receive and release any purchase orders for the 19980 item number, and determine the corrected sales and on-hand figures, retrieve the 2K5025A13 item number. Add the sales and on-hand quantities from the 19980 number to the 2K5025A13 item number. This number is now the stocking or selling number. The 19980 item number is for reference only and cannot be ordered or

The I-DUPS file remains on your Work unit until you delete it. Be sure to delete it before each update.

sold. While this is time-consuming, it is necessary to achieve true inventory control.

Note: There may be times when duplicates don't exist, but are written to the I-DUPS file. Sometimes, two items are so similar they are written as duplicates, even when they aren't. Frequently, this can happen when companies merge. In addition, as the item is being created and key changes occur, it may be written to the I-DUPS file, along with the old item number. There is a fine line between avoiding this and still identifying duplicates, without considerably increasing processing time.

What Do I Do with the BAD-REFS File?

If the alternate information in the Item window should contain a reference item but does not, it is listed on the BAD-REFS file. Items are also included if they cause a loop. (Item A is referenced to Item B. Item B is referenced to Item C, and Item C is referenced to Item A.) Print the BAD-REFS file to correct problem item references.

Why is the Cost or Price Incorrect in My System?

If, after running the update, you discover that an item's cost or price is incorrect, do the following to correct this problem:

- Be sure to perform the Best Cost function that you normally run after all item pricing updates are complete for this updated period. The Best Cost functions include the (+I-T), (+I-Z), or (+I-L) procedures in the O/PUS Toolbox handout.
- Be sure you received the most recent price programs from your wholesaler.
- If the above suggestions do not correct the problem, fax your O/PUS loading parameters, along with an Item Report, using the (+I-R) Item Reports Tool in the O/PUS Toolbox, to DDMS Support. Be sure to include items with the incorrect cost or price, and indicate what the correct cost or price should be. Receiving your fax generates a support call. DDMS determines how to best handle the situation and calls you promptly.

O/PUS Vendors

The following pages display a list of O/PUS vendors, along with their corresponding codes. These vendors include SIMPLE main load, supplemental, and buying group.

SIMPLE Main Load Vendors

The following is a list of O/PUS vendors, along with their corresponding codes. These vendors appear during the main SIMPLE O/PUS load.

Code	Vendor
C2F	C-2-F Inc.
DALLAS PEN	Dallas Pen
DMI-WHL	DMI Supplies Network
GLOBAL	Global Industries
HORIZON	Horizon Data, USA
MACPHERSON	MacPherson
RICHARDS	Richards Pen
SERVICE	Service Wholesale
SPARCO	Sparco (S.P. Richards)
SYNNEX	Synnex Information Technologies
UNITED	United Stationers

Supplemental vendors are separate from SIMPLE. They provide their own documentation.

Supplemental Vendors

The following is a list of O/PUS supplemental vendors, along with their corresponding codes. You do not have to pay an additional fee for these vendors.

Code	Vendor
ARLINGTON	Arlington Industries
DCS-WHL	Diversified Computer Supplies
DOANE-KEYE	Doane Keys
EDUCATOR	Educator Resource
EQ DISTRIB	Equipment Distributors
HMARK	Hallmark Cards & Gifts
IMAGE STAR	Image Star
LAGASSE	Lagasse Brother
LCI	LCI Industries
PENS ETC	Pens Etc.
PRINTESS	Printer Essentials

Buying Group Vendors

The following is a list of buying group vendors O/PUS currently has available. Like supplemental vendors, buying group files are loading separately from SIMPLE.

The buying group vendor TPA has its own version of the SIMPLE load.

Buying Group Vendors
AllValue
is.group
Office Partners
OF/USA
TPA (TriMega Purchasing Association)

A United Stationers and S.P. Richards Download Alternative to Using the (+IF-P) Process

O/PUS has created a Windows® software alternative that makes downloading and processing easier than ever. Instead of using the text-based O/PUS (+IF-P) Toolbox option, the graphical UpdateUNI.exe and UpdateSPR.exe multiloader software lets you:

- Use the appropriate vendor program (UpdateUNI or UpdateSPR) to launch the PSNControl program which then downloads all the United or S.P. Richards price plans, catalogs, and the U_ loading program to allow processing multiple files at once.
- Use the wizard-like interface to save settings for each file. You only have to enter the settings once. It validates each file type to avoid processing a catalog as a plan.
- Process all item and pricing files for United or all S.P. Richards pricing files with just minimal interaction from you.
- On the Catalogs page(s) of the wizard, you can also enter and select the vendor's monthly update file(s).

For detailed instructions on processing S.P. Richards price files, see: <http://www.ddms.com/resources/support/faq/opus/MultiSPRupdate.pdf>. For detailed instructions on processing United price files, see <http://www.ddms.com/resources/support/faq/opus/MultiUNIupdate.pdf>

Once you finish processing, see the heading **Using Content Services Instant Contact Eraser (csICE)** to continue your O/PUS update.

Processing Other Vendor's Pricing files using (+IF-P)

Price files for vendors other than United Stationers and S.P. Richards must still be processed using the text-based (+IF-P) process.

Use the information under the heading **Using PSNControl to Download Additional BPIR Pricing Files** for instructions.

Using PSNControl to Download Additional BPIR Pricing Files

The O/PUS Multi-Vendor file contains several popular pricing files that can be selected to load during the O/PUS Multi-Vendor update. Additional pricing files that are not available through the O/PUS Multi-Vendor Update can be downloaded individually using PSNControl. Before you load the O/PUS update, you need to determine which pricing plans can be loaded during the O/PUS Multi-Vendor Update, and which are only available using the PSNControl. For more information, see the following FAQ files:

- # 126: *Determining Which Pricing Plans to Load*, at www.ddms.com/Resources/Support/faq/opus/opuspriceplan.pdf.
- # 128 *Determining Which Pricing Plans to Load for ASP*, at www.ddms.com/Resources/Support/faq/opus/opuspriceplan_asp.pdf.

Processing a price file requires its associated U_ program to move the prices into your item database files (I-WHL, I-MFG, CONTRACTS, and so on). For example, if you are processing the United Stationers price file 1D, you must also download the program U_UNI.

All U_ programs, related to the vendors you load, should be downloaded each quarter to ensure the latest version is on your DDMS system. Many price files specific to a vendor may use the same U_ program. In these instances, you only need to download the U_ program once each quarter.

If you don't know which U_ program files to download, see the vendor-specific instructions at www.ddms.com/support/doc/opusdoc.htm.

Downloading Pricing Files Each Quarter

- 1 Click Start, then Programs.
- 2 Click PSNControl, then click PSNControl.
- 3 Select the calendar quarter for pricing.
- 4 In the Enter File Name box, enter the program or price file name and click Add to File Transfer List. Repeat this process for all other files.
- 5 Click Transfer. The download status displays.

Note: If the PSNControl File Transfer List shows File Not Found, go to the heading **Troubleshooting File Not Found**.

6 When the file transfer is complete, click Exit.

Troubleshooting File Not Found

If the PSNControl File Transfer List shows File Not Found, follow these steps:

- 1 Check that the file name you entered is spelled correctly, and try again.
- 2 Contact your vendor to confirm that the file name you entered is correct, and that they have sent the pricing file to O/PUS. If they have sent the file, find out the date when they sent it.

Note: Files the vendor sends to O/PUS for BPIR distribution take up to two business days to process. If it has not been two business days since the vendor sent the file, please wait, then try your download again.

- 3 Wait two business days after sending the file to O/PUS, and attempt to download the missing pricing files.

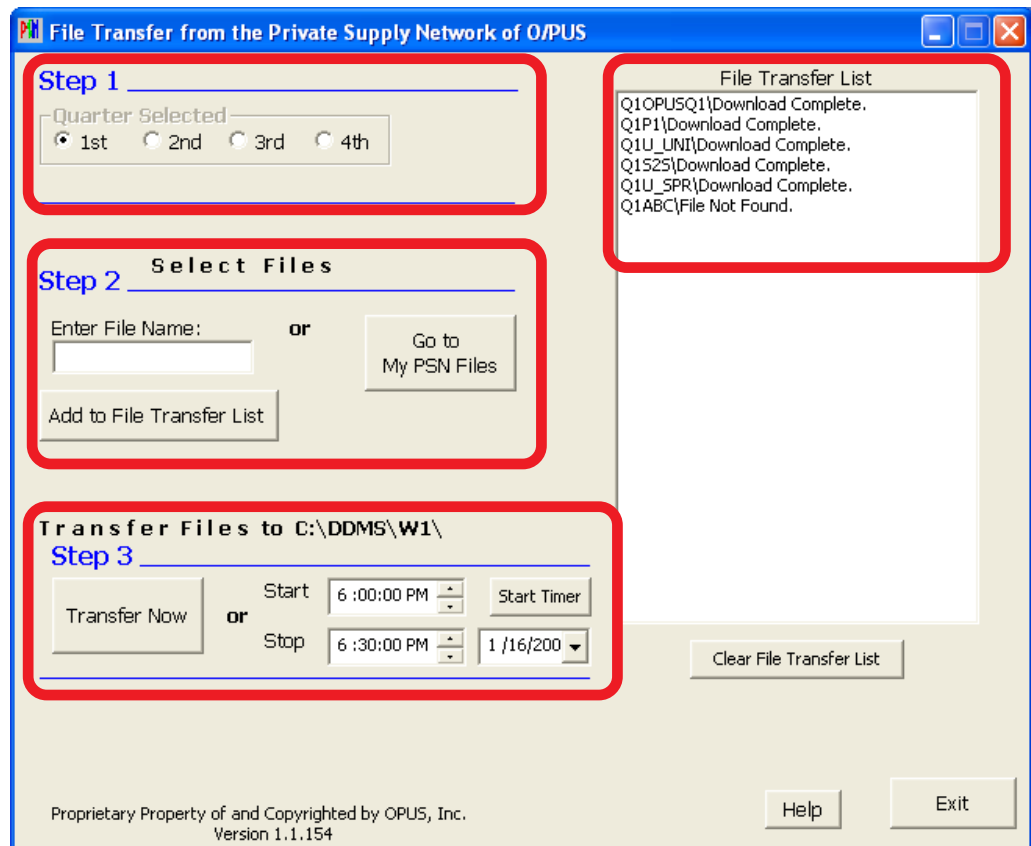


Figure 12: The File Transfer List Column

If PSNControl still indicates File Not Found, complete the *O/PUS PSN File Not Found* form available on our web site at www.ddms.com/support/opus.htm#forms) and send it to the BPIR Support Group by emailing bpirsupport@eci2.com or by faxing 682-831-9909.

Listing My PSN Files

The My PSN Files feature of O/PUS PSNControl software lets you make a list of the files to transfer, so you don't have to re-enter the file names every quarter. Information is arranged by vendor name.

- 1 Start PSNControl. Click Start, then Programs.
- 2 Click PSNControl, then click PSNControl.
- 3 Click the Go to My PSN Files button in the middle of the screen. The My PSN Files dialog box opens..

Note: If you have previously downloaded files, they are in the Misc tab. To learn how to move them to the appropriate vendor tab, click Help.

- 4 Click the tab for the vendor whose files to transfer.
- 5 In the Files Available From box, enter the program or pricing file name.
- 6 Click Add to Available Files or press Enter. The system records the file in the Available Files list, and the cursor returns to the Files Available From box. You can continue to enter file names.

Note: You can remove a file from the list. To do so, double-click the file name. At the Do You Really Want to Delete This Entry prompt, click Yes.

- 7 When you finish adding file names, click Add All Available Files to File Transfer List to move all the files listed at once.
- 8 The File Transfer List column shows all the files you have specified to transfer. See Figure 12.

Note: To clear the file list, click Clear File Transfer List.

- 9 Repeat Steps 3-7 for each vendor.
- 10 When you finish specifying the files to transfer, click Close to return to the main PSNControl window.
- 11 Select the calendar quarter for pricing.
- 12 To download the files, click Transfer Now. The PSNControl window displays the download status.
- 13 When the file transfer is complete, click Exit.

Processing the Pricing Files

After downloading the pricing files and their associated U_ update programs, you must process them to move the prices to your item database files (I-WHL, I-MFG, CONTRACTS, and so on).

- 1 Go to the (+IFP) screen by double-clicking



- 2 Double-click



- 3 Make sure your Caps Lock key is on.
- 4 Type **I** to access the O/PUS Toolbox screen. Although you do not actually see the [I] option on the (+) screen, if you have previously loaded the O/PUS software, you can select this hidden option.
- 5 Select the [F] BPIR Communications Menu.
- 6 Select the [P] Run Program action code.
- 7 Input the name of the update program to execute.
- 8 Next, follow the prompts of the update program. Vendor-specific instructions are available on our web site at www.ddms.com/support/doc/opusdoc.htm.

Using Content Services Instant Contact Eraser (csICE)

Content Services has designed an application you can use to delete consumer contracts and price plans from DDMS. Instant Contract Eraser (csICE) dramatically helps speed up the price file load process.

Installing csICE

csICE is installed and updated during the OPUSInstall effective 4th quarter 2006. For detailed instructions, see www.ddms.com/support/download/opusinstall.htm.

Backup Before Running csICE

Deleting contracts is a dedicated procedure. Make sure no one else is using your system before you begin.

You should also backup the CONTRACTS.dbf, CONTRACTS.cdx, and CONTRACTS.key files to another unit.

Launching csICE

- 1 On your DDMS server, go to the Windows Start menu.
- 2 Click Programs, then click the csICE folder icon.
- 3 Click the csICE program icon. The Instant Contract Eraser window opens, as shown in Figure 13.

Setting csICE Options

You can set up additional csICE options. This is an optional step.

- 1 Launch csICE on your DDMS server, and click the Options button.
- 2 To set a password, enter it in the Password to Run ICE box. You can enter up to 255 alphanumeric characters.
- 3 To be prompted before the program deletes records, check the Show Prompt Are You Sure option, as shown in Figure 14.
- 4 Click Save. To return to the main csICE window, click Exit.

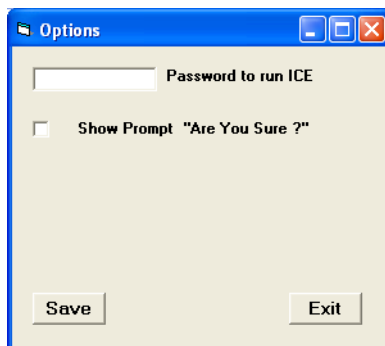
Using csICE to Remove Contracts from DDMS

- 1 Launch csICE on your DDMS server.
- 2 Enter the contract designation in the DDMS Contract to Delete box, and click Delete.

Figure 13: The Instant Contract Eraser Window



Figure 14: The Show Prompt Are You Sure Option



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The XX in this prompt is replaced by the contract designation you specified.

- 3 If prompted, enter the password you specified in the Password to Run ICE box.
- 4 If the Delete Contract [XX] Are You Sure prompt appears, click Yes.
The results box displays the number of records deleted from the contract specified. The deleted contracts also appear.
- 5 To close csICE, click Exit.

Building Contracts for a Vendor (+I-&)

In the OPdb Toolbox, the (+I-&) Build Contract for a Vendor function builds a contract from the I-WHL and I-CAT files for the vendor you specify. This function is used when the dealer needs to create a contract using a vendor's catalog as the basis for the item listings and pricing, adjusting cost as needed. For detailed instructions, see *Build Contract for a Vendor (+I-&)* at www.ddms.com/resources/support/faq/opus/BuildVenContract.pdf.

Reference Tool: Keep Your Database Clean

Your inventory database is the largest in your DDMS system. While this is not an O/PUS Toolbox function, we include it here to help you maintain your inventory data. By keeping it as clean as possible, you have several advantages:

- Faster searches
- Faster backups
- Faster restoration
- Faster re-indexing
- Conserve disk space, delaying the need to upgrade your hardware
- Fewer numbers in the database cause less confusion for your order-takers.

An important step in cleaning your inventory database is deleting items from your database 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 check box, Update the Program ID with Deleted if the Vendor is Deleting the Item, under the 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. It displays in the Program field of the (E) screen's (Item window) Purchasing Vendor record.

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The following instructions take you step-by-step through the deletion process to clean up your inventory database and supplemental files. In this mass deletion, you are 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 O/PUS 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.

Before performing these steps, back up your inventory units.

Note: This is a dedicated function and should be done after you have 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.

- 1 Select the function and selector.
 - 1.1 Go to the (+) Specials screen.
 - 1.2 Select the (W) Setup & Execute Generic Specials screen.
 - 1.3 In the Plus Program Function field, type **B**.
 - 1.4 In the Lib [!SEL] Volume [SR??] field, press Enter.
 - 1.5 In the Selector Name field, type **R-CAT1**. The screen displays a Master File menu.
 - 1.6 At the Correct Selector prompt, press Enter.
- 2 Limit to I-AUX records with no on-hand quantities.
 - 2.1 At the Limit, Modify or Delete prompt, type **L**.
 - 2.2 At the Location To Limit To prompt, press Enter.
 - 2.3 At the Display Detail Only If Loc Exist prompt, press Enter.
 - 2.4 If you are not live on Inventory — in other words, you do not have accurate on-hand quantities in the Inventory Usage Record of the (E) screen (Item window) — go to **Step 3**.
 - 2.5 At the Master File # prompt, enter the number that selects I-AUX and press Enter.

Note: The menu of files and their selection numbers may change in each new version of DDMS software.

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- 2.6 The Input From Selection subscreen appears, with the cursor in the Bin P field. Tab to the On-Hand field. Press the Spacebar once. Press Enter twice.
- 2.7 The Input To Selection subscreen appears, with the cursor in the Bin P field. Tab to the On-Hand field. Type \emptyset and press Enter twice.
- 3 Limiting to I-WHL records where the program field shows DELETED.
 - 3.1 In the File # field, press the Spacebar twice to view the second set of Master File selectors. New file names appear with selection numbers 1-16 to the left of each file name.
 - 3.2 When the cursor returns to the File # field, type the number that selects I-WHL and press Enter.
 - 3.3 The Input From Selection subscreen appears, and the cursor moves to the Vendor field. Press Tab to the Program field. In the Program field, type **DELETED**, as shown in Figure 15. Press Enter three times.
- 4 Limit to Items With No I-MFG Record.
 - 4.1 At the File # prompt, press the Spacebar twice to view the ORIGINAL set of Master File selectors. New file names appear with selection numbers 1-16 to the left of each file name.

Figure 15:
Typing
DELETED in
the Program
Field

```

ITEM STOCK CATALOG LISTING
                                     PAGE
VVARIABLE FIELD 1....VARIABLE FIELD 2....VARIABLE FIELD 3....
ITEM NUMBER      CO.      ITEM DESCRIPTION      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 #?????????????????
Master File: 1 I-MASTER File # [ 9] | Eff. On :??/??/?? Ending On :??/??/??
2 I-TOT1 3 I-TOT2 4 I-TOT3 | Recycle :? Minority :? Prod. Type :?
5 I-TOT4 6 I-TOT5 7 I-TOT6 |
8 I-UOM 9 I-WHL 10 PAR-IDEPT |
11V-AUX 12V-MASTER 13V-PAYING |
14V-REMIT 15V-SUPP 16V-TRADE |
FILL FIELDS WITH CHARACTERS TO SELECT
  
```

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- 4.2 At the File # prompt, type the number to select I-MFG. The Input FROM Selection subscreen appears and the cursor moves to the Vendor field.
- 4.3 Press the Spacebar once.
- 4.4 Press Enter three times.
- 5 Delete specified files from I-MASTER.
 - 5.1 At the File # prompt, press Esc.
 - 5.2 At the Limit, Modify or Delete prompt, type **D**.
 - 5.3 At the File # prompt, type the number that selects I-MASTER and press Enter.
 - 5.4 Under the message, Files Used In This Delete, the message I-MASTER appears. Press Esc.
 - 5.5 At the Limit, Modify or Delete prompt, type **E**.
 - 5.6 If you have a master password set in the (X) screen, enter it when the Enter Password to Modify Data prompt appears.
 - 5.7 At the You Should Have a Backup of Files That Will be Modified prompt, type **N**.
 - 5.8 At the Are You Ready To Execute prompt, type **Y**.
 - 5.9 The system displays the items that meet the limits you set. When the process is complete, the cursor returns to the Selector Name prompt. Press Esc until you return to the Master Menu.
- 6 Once this process is complete, delete items with no master record from the supplemental files.
 - 6.1 Go to the (+) Specials screen, and select the (E) Modify Inventory Records screen.
 - 6.2 Select the (E) Delete Supplemental Files action code.
 - 6.3 The This Program Will Scroll Through all Supplemental Files and Delete Records With No Master Record message appears, along with the Are You Sure prompt. Type **Y**.