



Office Products database
item file update provided by



Instructions for Loading the
OPdb & OPdb2 Item File
On the DDMS O/P Dealer Computer System.

Canadian MultiVendor Edition

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NOTICES

- 1 **Please retain these instructions.** When calling O/PUS or DDMS for help, you must have this document in hand to direct the trainer to the area of misunderstanding. If you have misplaced your copy, neither DDMS nor O/PUS can support your call until it is replaced. You will be charged \$40.00 to cover costs and handling of being sent another copy. To minimize your time and expense, please read and follow these instructions. Revisions to this document will be sent with subsequent tape updates at no charge. Revision dates may vary from chapter to chapter.
- 2 O/PUS and DDMS Support Personnel will request that you fax the loading parameters printout when calling with questions concerning how items loaded/updated into your database. Please be prepared to fax them and retain them until your next OP-db update. To save time, instead of calling, fax the parameters with a request for call back.
- 3 It is the dealer's responsibility, in accordance with the licensing agreement, to load only the vendor information which the dealer has been authorized by those vendors to load.
- 4 It is the dealer's responsibility to verify the accuracy of the loaded information. It is the dealer's responsibility to obtain necessary passwords for authorization from vendor(s).
- 5 It is the dealer's responsibility to have backed up all files affected by the update prior to executing the update. See the ***Auto-Load Checklist(s)***.
- 6 It is recommended that this load not be done during store hours.
7. Loading any other service on top of the O/PUS file voids your support agreement with O/PUS.
8. Merging of O/PUS created item data files with DDMS system files is not supported at this time.
9. Regular update tape(s) are sent without a tape-charge invoice. These tapes are included in your subscription fee and can be used later for "scratch" storage tapes. It is recommended that you not use the tape for backup purposes until the next update tape is sent.

Any other tapes sent, for whatever reason, are sent with a tape-charge invoice, and can be returned for credit as specified on the invoice.

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OPdb MultiVendor Index I

Chapter 1: Advance Considerations

This chapter contains discussions of concepts and terms that you should understand before continuing. The OP-db file can be loaded in a variety of fashions based on the choices made to the loading parameters. The discussions in this chapter are designed to help you better understand the ramifications of the choices so that you can make educated decisions.

Printing Update Information

Mandatory Printing

There is some printing that will occur during the load process that is mandatory. After you have made your choices to the loading parameters, these choices will print before the actual load process begins. This is mandatory. In addition, an exceptions report will print during the load process. This is also mandatory. This exceptions report will list the items that are on the tape for the vendors you selected that did not get updated in your file, and the reason(s) why.

You do have the option of printing other information, such as the new items added to your file and the items that did get updated. *The more you select to print, the longer the update process will take.*

Increasing Processing Speed

To increase the speed of the update process, do not print anything other than the exceptions report during the load. To do this, answer **N** to the print prompts 2-4 (2-5 for Classic systems), on the first OP-db parameters screen. See Chapter 3, pages 2-3. In addition to speeding up the load process, printing this information later also allows you to sort the report in a manner that is easier to work with. The load report prints in the order of the items on the tape, which is not in any particular order.

The print prompt you suppress during the load process will determine how to print the same information later.

Printing NEW Items Added

If you answer **N** to prompt 2 (Print the NEW RECORDS added to your file ?), you must be sure to assign a new, separate stock class for new items. This is done in prompt E (Specify which STOCK CLASS to assign new items. Default will be "W") on the second OP-db parameters screen. See Chapter 3, page 8. Be sure to enter a stock class that is not being used by any items at the time of the update. After the load, you can print a catalog report from the (R) Inventory Report Selector screen by limiting to items with the stock class you entered for new items in prompt E. Using this new report, determine what you want to do with these new items (stock, non-stock, direct purchase, buying groups, etc). Change the stock classes of these items to reflect their new status after reviewing the items. Ideally, you should move all items from this stock class to their appropriate one.

Printing NEW Items NOT Added

If you answer **N** to prompt 3 (Print NEW RECORD not written to file?), you *cannot* print anything after the load! This is information that was NOT loaded onto your machine, and therefore cannot be printed from your machine! If you need this information, you must specify **Y** to prompt 3 to have it print on the Exceptions Report.

Printing Updated Items

If you answered **N** to prompt 4 (Print Updated Items ?), you can print a stock catalog report by using the LAST UPDATE field to limit to items that were just updated. This will print all items that have the LAST UPDATE date in the wholesaler record (I-WHL) the same as the date you specify for printing the report.

On Classic systems, be sure to enter 15 as the day part of the limiter. The LAST UPDATE field on classic systems is in the I-MASTER record and contains only the month and the year. For example, if you ran the update on December 28, 1992, you would need to set the date limiter for the report to be FROM 12/15/92 to 12/15/92, to catch items with the LAST UPDATE date of 12/92.

A report of all items updated on the last update should be quite large. It will depend upon the number of vendors selected and if exceptions are loaded as reference only.

Printing Items NOT Updated

Perhaps, more important than the printing of items that were updated is the printing of items *not updated*. To do this, set the limit of the LAST UPDATE field to be prior to the date you ran the update. If you ran the update on a New system on Dec. 28, 1992, run the report for dates prior to 12/28/92 (such as FROM 1/1/80 TO 12/27/92). If you ran the update on a Classic system, run the report for dates prior to 12/92 (such as FROM 1/15/80 TO 11/15/92).

These items should be reviewed and steps taken if necessary. If they are also on the Load and Update Exceptions Listing, then that report can indicate why the item was not updated. In addition, the I-DUPS file listing may show that the item was a duplicate. In that case, you should check the duplicate items, move any history and/or quantities to the primary vendor's stock number, and then delete the duplicate item number (or set it as reference only to the correct one). Items that are not carried by O/PUS, but you do buy and sell must be maintained manually. Items that have not been updated in years, have no recent history, and have no quantities should be deleted to allow room for other items.

Printing Items with BUY Unit Smaller than SELL Unit

Whenever an OP-db vendor has changed its BUY unit, the OP-db load changes your record. If the new BUY unit is smaller than your current SELL unit, an asterick (*) will be placed in the buy unit's OF field. You can use this field as a limiter to print a report of all items that have a larger SELL unit than BUY unit (limit FROM * 2 TO *999). See page 4 of this chapter for an example.

Use this information to decide whether to change those items' SELL units to the smaller BUY unit. If you do make the change, be sure to change the list price of the I-PRICE record. Also, if you have any quantities, be sure to convert them to the correct amount. It is best to not make the change while the items are on order (customer or purchasing). Refer to pages 4-5 of this chapter, and to your DDMS documentation, on the Make-Buy functions.

Referenced Items Created

There are two instances of when the OP-db load will create reference-only items.

Set Exceptions as Ref.

The first instance is when you specifically tell the load to do so using the prompt Set Exceptions as Ref on the first screen, OP-db Vendor Selection and Print Parameters. These items will have the alternate code for reference-only items from the (LE) parameters screen and stock class +. See Chapter 3, page 5 for details on this option.

Item Key Changes

The second instance is when item keys are changed. If you answer Y to either Convert to Primary, or to Reset Changed Item Numbers (see Chapter 3, page 5), a reference-only item may be created when the existing number is changed. If the first four characters of the item number has changed as a result of either of these prompts, the reference-only will be created provided you have a code setup for reference-only in the (LE) parameters screen.

When this occurs, the original item records will be changed to the new stock number. Then, a new I-Master record will be created with the old stock number, using the alternate code for reference only and the stock class of the original record.

After the Load

After the O/PUS load, you can have reference-only items created. See Chapter 6, Section 8.

Identifying Discontinued Items

????-DEL

The first and easiest method is to print a report of all items that have DELETED in the PROGRAM ID of the Purchasing Vendor. This assumes that you load the OP-db update specifying to mark deleted items to -DEL. (See prompt B on page 7 of Chapter 3).

The Deleted items are items reported as being discontinued by the vendor(s). this can be done easily through the report writer selector screen. Limit the report with the Program ID From "DELETED" To "DELETED".

Last Update Date

Another method of identifying items is to print a report of all items that were not updated on the last OP-db update. These may not necessarily be discontinued items.

You can use the last update date field of the wholesaler record for limiting report writer reports. Or, if you use the (RR) Inventory report screen, limit the report by using the U date. Enter a from/to date range that precedes the last date you ran the O/PUS update. For example:

If you ran the update on 9/28/97, then you would run a report limiting the dates from 01/01/80 to 09/01/98.

This report will provide you with:

- items in stock classes that you specified to not update at all
- items not on the OPdb tape, including discontinued items not sent to O/PUS by the vendors
- items with item keys not recognized by your OP-db tape
- items with a wholesaler vendor name not on the tape and you entered X to the Match-On-Wholesaler prompt

Match on Vendor: Determining the Selected Vendor

Match on Wholesaler

Before updating items that exist in your files, the system first determines which vendor an item “belongs to.” The vendor an item belongs to is the “selected vendor.” The **B** prompt in the **OP-db** Vendor Selection and Print Parameters screen is used by you to tell the system how to determine who the selected vendor is.

The item will belong to either: A) the wholesaler vendor specified in your file before the update , B) the primary vendor you entered in the **OP-db** Vendor Selection and Print Parameters screen, **or**, C) an exceptions vendor you entered in the **OP-db** Vendor Selection and Print Parameters screen.

B Match on Wholesaler Vendor ? (Y/N/X).

Y: Try to use the data of wholesaler vendor that already exists in your file. If that vendor is not on tape, or that vendor does not have that item on the tape, use the data of the primary vendor. If the primary vendor does not have that item on the tape, use the data of the first exceptions vendor that does have that item on the tape.

N: Use the data of the primary vendor. If the primary vendor does not have that item on the tape, use the data of the first exceptions vendor that does have that item on the tape.

X: Try to use the data of the wholesaler vendor that already exists in your file. If that vendor is not on tape, or that vendor does not have that item on the tape, do not update the item.

The name of whichever vendor becomes the selected vendor for an item will be placed in your wholesaler vendor field. The data from that vendor will be used to update the other fields for the item.

Match ON	Your Wholesaler Vendor	Your Primary Choice	Exceptions Choice
Y	Use this as the selected vendor if it exists on the tape for this item	If the wholesaler vendor can't be used, use the primary vendor.	If the item does not exist on the tape for the primary vendor, use the first exceptions that has the item.
N	Do not use the wholesaler vendor.	Use the primary vendor.	If the item does not exist on the tape for the primary vendor, use the first exceptions that has the item.
X	Use the wholesaler vendor as the selected vendor if it exists on the tape for this item. If not, do not update the item.	Do not use the primary or exceptions vendor to update existing items (unless they happen to be the wholesaler vendor).	

Four Character Vendor ID

The first four characters of the vendor’s name is used to match the name in your wholesaler field to the vendor on the tape.

UNIT = United Stationers

MICR = Micro United

AZER = Azerty

NORW = Norwestra

Sell Units: Retail, Buy, List

When loading new items, one of the first decisions to make is whether to load the retail, buy, or list unit as your sell unit. The sell unit is the unit of measure in which you sell the item, and is in the master record in both the new and classic systems. Before a decision can be made, you must understand what retail, buy, and list mean. In addition, you should know what options you have after the items are loaded with a particular sell unit.

Definitions First

These definitions are terms used by DDMS and O/PUS for years, and may not correspond to similar terms used by some wholesalers. Wholesalers do provide multiple levels of packaging in the files they send to O/PUS, which is why you can choose a unit of measure to sell items by, but it may be different from the unit in which you must purchase them.

The **retail** sell unit is the smallest reported selling unit (packaging) for a particular item. Usually, this is an each (EA).

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! For example, a pen's retail unit is each, and its list unit is often a box of 12 eaches. Most vendors sell pens by the box (therefore, the list unit). However, a rubberband's retail unit is a box, with the carton as the list unit. Some vendors do sell rubberbands by the box - the retail unit.

Please note that the buy unit varies from vendor to vendor. Some vendors sell certain items in the retail unit, whereas others may sell the same items in the list unit.

The buy unit loads into the buy unit field in the wholesaler record in the new system (the master record in the classic system), regardless of the unit you select for the sell unit. The Of: field is connected with the buy unit field. If retail is loaded, it indicates how many retail units are in the buy unit. If list is loaded, it indicates how many buy units are in the list unit. When list is loaded, and the buy unit is retail, an asterick will appear in the Of: field, along with the quantity, to highlight the fact that the buy unit is a smaller packaging than the sell unit. The asterick is used only when list is specified.

Which One?

Examples:

	<u>Item</u>	<u>Sell Unit</u>	<u>Buy Unit</u>	<u>Of:</u>
Retail:	Pen	EA	DZ	12
	Rubberbands	BX	BX	1
List:	Pen	DZ	DZ	1
	Rubberbands	CT	BX	*10
Buy:	Pen	DZ	DZ	1
	Rubberbands	BX	BX	1

No one can *tell* you which unit to use for the sell unit. However, POS 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, on the other hand, can often demand that pens be sold only by the box.

OPUS provides you with a tool that can copy the vendors buy unit quantity to the Min Qty field. Refer to the OPUS Toolbox, Chapter 6, section 11 for more information.

Managing Dated Goods

Many of the Wholesalers add the next years' dated items beginning 2nd Quarter, and will continue from this quarter through the end of the year. O/PUS has a couple of suggestions to offer on how you may want to handle adding the new years' dated items into your inventory file. Basically, there are 2 methods that we hear from dealers, and they are explained below. We will use 1994 as the current year and 1995 as the new year in our examples.

First method - continuing to track history on the current year(94) items, and preparing to track history on the upcoming year(95) items by having 2 item numbers for the Dated Item Sku. To accomplish this method:

- a) Make sure that your L-E-1 Inventory Parameters, prompt **Update Manual "E" Screen Item Changes to Other Files During "MA" Y/N/X ?** is set to either 'Y' or 'X'. Refer to DDMS documentation for detailed information concerning this prompt.
- b) Run an ON-HAND Inventory Report on your stock class that contains your dated items, limiting to only items that have on-hand quantities. Refer to DDMS Documentation
- c) Using this report as a reference, manually make an item number change through the E screen to distinguish your current year(94) item from it's original item number to have a -94 (a DASH with the CURRENT YEAR) at the end of the item so that the O/PUS Item Database will NOT recognize the item and will add the upcoming years' item. Also, you may want to change the stock class, department, SIC code, etc. to make mass deleting and/or reporting of the (94) items easier!

Example 1

If your item *already* has 94 at the end of the item, then:

Original Item#:	0170094	Stock Class:	D
Changed Item#:	01700-94	Stock Class:	X

Example 2

If your item *does not* have 94 at the end of the item, then:

Original Item#:	01700	Stock Class:	D
Changed Item#:	01700_94	Stock Class:	X

Remember: You *must* put in the (-) DASH. This is very crucial for this method to work correctly!

- d) Once you have changed the item number (and changed the Stock Class, Dept, SIC, etc.), you will be asked a series of questions.

Want to change Extended Number? Answer 'N'

** Bring History Of Original Item Y/N ? Answer 'Y'

** Delete Original Item Y/N ? Answer 'Y'

Change This Item # On Other Files During "MA" Y/N? Answer 'Y'

Return through the rest of the inventory screen.

- e) Make sure that the OP-db Global Update Parameter Prompt C (Add new Items ? (Y/N)) is answered 'Y'.

Second method - only wanting to track item history for the sale of a dated item Sku, no matter what the year.

The result of this method is having 1 item number for the 94 & 95 Dated Item Sku. To accomplish this method, you only have to confirm the following:

- a) Make sure that the OP-db Master Parameter Prompt D (Reset changed item numbers ? (Y/N)) is answered 'Y'.

Disk Units Affected by An Update

One or more hard disk units will be affected by an update, depending upon how you have your O/P Dealer parameters (L0 Screen) setup for assignment of applications to volume serials.

The updating of the inventory files are on the hard disk unit specified by the volume serial for the specific inventory files. The files affected by an OPdb update include: I-Master, I-Whl, I-Price, I-Aux, and Contracts. The I-Master may increase significantly, depending upon choices you make, such as creating reference-only items for exception vendors. The files affected by an OP-db update will also increase temporarily when making significant key changes, such as converting to primary wholesaler or setting to MAC code. In those cases, the file size will be reduced after running the MB compression.

They can also increase when adding new vendors, or when new catalogs are put out in the fall. The I-Cat file for the Scanalog is created on the I-Whl unit. The size of the I-Cat file is dependent upon the number of vendors selected and vendor promotions loaded.

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 specified for Work.

The OP-db load may create the following files on that unit - BAD-REFS contains a listing of items with bad referencing, I-DUPS contains a listing of items that are possibly duplicates, and

NEW-C-ITEM contains a listing of new number/old number for items whose keys were changed.

In addition, if item keys were changed, the CHG_IT program will affect other inventory, order-entry, purchasing, serialized, and sales journal files that may be on units other than those specified for inventory, contracts, and work units. There must be enough room available on these units for the CHG_IT program to make the changes to the item keys. In those cases, the file size will be reduced after running the MB compression.

Glossary of Terms

Buy unit	Unit of measure dealer must purchase in from vendor, as reported by vendor. May be the retail or the list unit.
Exceptions	Items carried by other vendors, but not by your primary choice vendor.
Exceptions Vendor	Any vendor selected to load as exceptions (not your primary choice vendor).
List unit	Next packaging unit of measure up from retail unit as reported in OP-db file.
Load/loading	Using data on the tape to add information to your files or change information in your files.
New Items	Items that exist on the tape, but do not exist in your files. New items may or may not be added to your files, depending upon choices you make.
OP-db	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	Vendors flyer/promotional dealer level cost
Program/Program ID	Vendor prefix or designated name for a flyer/promotion
Reset	Change. Change your data to what is on the tape.
Retail unit	Lowest unit of measure reported in OP-db file.
Selected Vendor	The vendor for a particular item. For new items, it will be either the primary vendor or the first exceptions vendor that carries the item. For existing items, depending upon your choice, it is either 1) the vendor specified in your files, or 2) the primary vendor or exceptions vendor, whichever one the item exists for first, in order of preference. This is determined by your answer to the "Match On Wholesaler" prompt in the first parameter screen.
Sell unit	Selling unit of measure recorded in dealer's 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 tape.
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 tape. For example, UNIT=United Stationers, SPAR=Sparco. When your wholesaler vendor number field has the first four characters of a vendor on the OP-db tape, it is said to be a match, or to "belong" to that vendor. See Chapter 1, page 3 for a complete listing.
Wholesaler Vendor	New system: Vendor specified in the vendor field of the wholesaler record.

Chapter 2: Preparation

Before creating or updating your inventory files from the **OPdb** Tape, there are several system maintenance tasks that **DDMS** recommends you do. These procedures will clean up files and reduce hard disk usage, thus preventing any unnecessary situations or problems, and ensuring proper system functioning. After loading the file, there are a few additional steps to follow. These steps are considered the Pre-Load & Post-Load Checklists.

OPUS Update Checklist

Obtain your vendor passwords prior to beginning your update! Currently, Daisytek (cost column), and Mid-Continent (cost column) require passwords that *you must obtain from the vendor.*

1. Perform your normal Day-End steps (or Day-End Proc), if needed.
2. Backup all system units in use.
3. Execute the OP-db Update [+O], or follow instructions on CD if loading update on DDMS Windows NT system
4. Answer the Auto-Load questions. All answers will be saved, just as your O/PUS Update Loading parameters.
5. Answer your O/PUS Loading Parameters.

Once you have answered 'U' to Update, the Auto-Load program will begin and you can leave the update, unattended. After the Update is complete, the following message will appear:

Auto-Load is Finished. Press Any Key to Return to Parameters

The steps that will need to be performed after completion of the update are:

1. Backup your Inventory unit(s)
2. Any custom features
The custom procedures that you use from the O/PUS Toolbox can be done any time after the post-load backup, such as Setting Item Cost (+I-Z) or (+I-S), and any other features of the O/PUS Toolbox.

Brief Overview of the Auto-Load

The Auto-Load program will perform the necessary functions of:

Pre-Load

- Deletes the NEW-C-ITEM, I-CAT, BAD-REFS, I-DUPS, I-A-INDEXT, and I-INDEXT files
- Deletes STOCK CLASS [+] ITEMS (if needed)
- Deletes the CONTRACTS that you will be loading your new promotions (*only the contracts that you are loading new promotions into*)

While Loading

- As an Option - Creates and updates the OPS-CHANGE file that captures item number changes, List Price changes, and dealer Cost changes, for viewing and reporting puposes - with an option to have your list price and dealer cost changed at a later date instead of during the load.

Post-Load

- Prints the I-DUPS & BAD-REFS files
- Executes the DDMS [;SPCCHGIT] Change It program, after the item update has completed
- Rebuilds Inventory Index(es) that you have chosen
- Rebuilds your P-MASTER Index (P-INDEXT) and Sales Journal Index (JO-INDEXT) that is your normal TR-E function
- Compresses your CONTRACTS file, so that you can begin entering customer orders once the Update is complete. *The complete MB compression may be done at a later time due to the automatic compression of the CONTRACTS file.*

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The Auto-Load Program will display the following prompts, once you have executed the OPdb Update (+O) and have passed the Special Notice screen and entered your password (if any):

The Auto-Load Program will perform the following Preload Functions.
Deletes Files: BAD-REFS, I-CAT, I-DUPS, I-A-INDEXT, I-INDEXT, NEW-C-ITEM
Delete Stock Class [+] Items.
Delete CONTRACTS Identified in Vendor Parameters.
Execute the CHANGE IT Program After the Update.

Rebuild I-INDEXT File?... [] (Descriptions)
Rebuild I-A-INDEXT File?. [] (Alias)
Rebuild I-CO-INDEXT File? [] (Company and Description)
Rebuild I-DB-INDEXT File? [] (Direct Buy Vendor)
Rebuild I-EDIINDEXT File? [] (EDI Index)
Rebuild I-SUPER Index File? [] (I-SUPER)
Build OPS-CHANGE File ? []
Update Item Pricing ? (Y/N) []

AutoLoad - Detailed explanations

The Auto-Load will perform the necessary pre & post load steps *except* Day-End, backups before and after the update, and any custom procedures that you may perform, such as the functions from the O/PUS Toolbox (+I). All Answers will be saved, just as your O/PUS Update Loading parameters.

Rebuild I-INDEX File?... [] (Descriptions) lookup by item description

Rebuild I-A-INDEX File?. [] (Alias) lookup by item alias, or by scanning UPC Bar Coded items

Rebuild I-CO-INDEX File? [] (Company and Description) lookup by company and description, also used for faster reporting capabilities

Rebuild I-DB-INDEX File? [] (Direct Buy Vendor) Index used only for faster reporting capabilities, ie 13 Month Low Stock report

Rebuild I-EDIINDEX File? [] (EDI Index) Index used only for EDI communications using the MPC number

Rebuild I-SUPER Index File? [] (I-SUPER) The I-SUPER Index will be rebuilt with the first 4 options that are offered—Vendor Item Company, Vendor Prefix/Item, MFG Item number, and UPC.

Answer **Y** to allow the program to automatically rebuild the above Item index(es) once the update has completed. Answer **N** if you want to manually Rebuild an Index file, after the update has completed.

Note: It is recommended to ONLY rebuild the Item index(es) that you normally use. If you do not have enough disk storage space, you will cause an incomplete index to be built. Item indexes can be built manually at a later time.

Build OPS-CHANGE File ? []

Answer **Y** to create and update the OPS-CHANGE file that captures item number changes, List Price changes, and Wholesaler Cost changes. The file OPS-CHANGE that is created can be viewed and reports printed thru the OPUS ToolBox with function +I-P. This file is also used to update the List Price and Cost after the update.

Answer **N** if you do not want to use this feature.

Refer to Chapter 6, page 16 for more information on the numerous uses of the OPS-CHANGE file.

Note: If you want to update your List Price and Cost at a later time (see below), you must answer **Y** to the prompt Build OPS-CHANGE File.

Depending upon the number of quarterly changes of product numbers, List Price, and Costs, the OPS-CHANGE file could increase in size comparable to that of the I-MASTER file. The file is created on your CONTRACTS unit (L-0 volume serial) so that you will be able to move the file, if needed, for space consideration. A purge by date capability will also provide you a method of decreasing file size.

Update Item Pricing ? (Y/N) []

Answer **N** if you **do not** want to update the List Price and Cost during the normal tape update.

Answer **Y** to have the pricing updated during the normal tape update.

This useful feature is designed for those dealers who wish to load the OPdb update prior to the actual beginning of the upcoming quarter, but **do not** want the List Price and Cost to be updated until the pricing is actually in effect.

If you answer **N** to this prompt, the OPdb update program will capture the new List Price and Cost (or the requested increased List Price and/or Cost, refer to prompt C-chapter 4, page 1) to a supplemental file - OPS-CHANGE, created on the Contracts unit (L-0 volume serial) of the DDMS system. The OPdb update program will perform all other normal functions such as creating new items, item number changes, creating contracts from wholesaler promotions, creating new Scanalog information, etc.

When the old List Price and Cost need to be changed to the new, you need only to execute the OPUS ToolBox function +I-P (refer to Chapter 6). The +I-P program will read the new List price and Costs from the OPS-CHANGE file and make the necessary changes to reflect the new pricing in the Inventory screen. Depending on how many items had price changes, the +I-P function will normally take a matter of minutes to complete.

Note:

Only List Price and Costs are not updated with this feature, all other areas of the inventory pricing structures are updated with the new pricing - such as Scanalog and contracts. Therefore it is recommended to use one of the following methods:

- a) Load the new contract(s) into *empty* contracts that are in the sale contract range (refer to your DDMS L-G Pricing parameters) and use the contract beginning/ending dates to turn the pricing on and off at the correct date.

The Auto-Load (detailed explanations) continue on the following page

Auto-Load - Detailed explanations, continued

- b) Load the new contract(s) into a non-sale contract and then use the **Xerox** action code to move the contract into the sale contract range (refer to your DDMS L-G Pricing parameters). Remember to make sure that the contract number that you are **Xeroxing** to is empty.

Also, if you normally use the +I-S or +I-Z functions to move contract costing information into the E screen, this procedure would need to be performed after the running the +I-P function. These functions require minimal time to complete.

Recommendations

The following are recommendations to prevent possible problems during an update or initial load.

1. Make sure your work unit is labeled differently from your inventory or contracts units.
See the (L0) Parameters screen.
2. Do not have the SAVE CHANGES turned on in the (LE) screen, unless you want to print labels for price changes. It is not recommended to save changes, if you are changing keys or on an initial load. This will take up alot of hard disk space.
3. Do not do the update during store hours. This is essential if item keys are to be changed.
4. Make sure the printer specified in the first screen of the OP-db parameters is turned on, loaded with paper, and ready to print at 17cpi. If you specify to print the full report (and not just the mandatory printing of the load parameters and exceptions report), be sure to use a high-speed printer on port 8 of the first I/O board.
5. Review the loading parameters every time you load an update tape, prior to executing the update. See section of this chapter. Review them after they print out. If they are wrong, stop the load immediately by taking the tape out of the tape drive. Start over, correcting the erroneous parameter entry(ies).
6. Have your Daisytek password(s) ready. Contact Daisytek for your Cost Column password.
7. If you have just switched from Moore Manufacturer numbers to wholesaler keys in order to use the O/PUS file, be sure you have reset the File Type field in the (L6) Parameters for each wholesaler, from M to any other letter other than M. - *This is very important.*

O/PUS CDRom loading Instructions for Windows NT Systems

The instructions below are for those customers that are using the DDMS Windows NT system to load the O/PUS update. The OPUS CD is an AutoRun CD. Place the CD in the CDRom drive, and follow the on-screen instructions.

Example of the on-screen instructions:

OPUS Update for Windows NT

You must follow the steps below:

- Make sure you stop TBLServer.
- Select FILE then EXIT from the menu of TBLServer.
- Make sure that your Windows NT has been updated to Service Pack 3 or Greater.
- To check the Windows NT Version select HELP then ABOUT from the menu in Windows NT Explore.
- Update TBL/NT software to Version 2.71. Click here now..
- Note: Do NOT select SAVE, instead select OPEN or RUN from current location.
- Run TBLServer. From the START button select TBLServer.
- Select the TOOLS then LOAD OPUS from the menu of TBLServer.
- OPUS will run a setup phase. Once completed the OPUS parameters will display.
- Follow your OPUS documentation (Chapter 2, Page 1) from this point forward.

Continue with the *Special Notices and Disk Capacity* section on page 5, of this chapter.

O/PUS Tape Load Instructions for UNIX Systems

The instructions below are for those customers that are using the Unix DDMS system to load the O/PUS update.

1. Insert the OPdb tape in the tape drive
2. Exit the system to get a UNIX login prompt and enter:
 login: **keyop** (all lower case)
 password: **keyop** (all lower case)
3. The Administration Menu will appear
4. Select [O] from the menu to access the **OPUS Tape Load** utility and <RETURN>

Note: If you do not have the [O] option, please contact O/PUS to have the program sent to you.

The utility will display:

```

OPUS
Tape Load...
--- System Information ---
Tape drive = /dev/rmt0
Work Unit  = /u/ddms/units/w1
SR Unit    = /u/ddms/units/sr
-----

```

Press <enter> to load data from tape... (ctl-c will abort)

After you press <enter>(or RETURN) the utility will begin copying the necessary files from the tape.

5. Upon completion of the Tape Load utility, a message will display:

```

-----
OPUS Tape load is complete
-----
Press ENTER to continue ...

```

6. Press <enter>(or RETURN) to exit the utility to the Administration Menu, and continue with Step 7.

Step 7 is for Unix DDMS system to load the O/PUS update:

7. Enter the DDMS System and do the following:
 Go to the DDMS [Z] Master Utilities Screen
 Enter [B] [4] Execute Program
 Enter File Name: [;OPS:OP]
 Enter Unit #: [04]

Continue with the *Special Notices and Disk Capacity* section on page 5, of this chapter.

Note: VERY IMPORTANT STEP for initial load

If this is the *first time* to load the O/PUS update, you will need to instruct the system that the item database is on your local hard drive. To do this, continue with the update until you are at the Space Availability prompt:

```

Enter a [ D ] in the prompt and it will then ask you:
** ** Enter New Volume

```

Enter the Volume Serial that you have setup for your Work Unit, this is normally W1.

Subsequent loads of the update will not require you to enter the volume serial, as it is saved in the update parameters. The only time that this will need to be performed is the 1st time of loading the update, or if you change the volume serial for the Work Unit.

O/PUS Tape Load Instructions for PGD Systems

The instructions below are for those customers that are using the PGD system to load the O/PUS update.

+O Screen

To load the **OP-db** File from streamer tape, use the (+O) function. From the O/P Dealer Master Menu, enter + in the PROGRAM SELECTION field. In the (+) screen's ENTER REQUESTED PROGRAM field, enter **O**.

Upon accessing the (+O) function, the O/PUS Logo screen will appear with a message:

Updating the O/PUS Libraries !
[90] is the Source Drive. "T" to Change.
Press SPACE BAR to continue this
Procedure or Press ESCape to Exit
 []

Enter an upper case letter **T** in the [] brackets field. The cursor will move to the bottom left corner of the screen and prompt you with the following message:

****90** Enter tape unit number (88, 89, 90, 91)**

Type the tape drive number that your system uses to load the O/PUS Update. Your cursor will return to the original message (above) and press the SPACE BAR to continue loading the O/PUS libraries.

If the O/PUS Logo screen and this message does *not* display, you need to get a software update from DDMS. Contact DDMS.

You may press ESC to stop the procedure, or any other key to continue (be sure the update tape is in the tape drive).

For the next couple of minutes, several procedures will display on the screen as the tape's software is copied off the tape and loaded into your software libraries. It may appear that the system is going mildly "bonkers" as it flips screens, scrolls, and displays various procedures. **DO NOT TOUCH THE KEYBOARD OR PRESS ESC!** This process will take 1-5 minutes, and is complete when the password prompt displays: Do you wish to Enter O/PUS Passwords ? (Y/N).

Note: This procedure will be executed everytime you access the (+O) screen, assuring that the software compatible with the tape's contents is used.

The (+O) Screen, Software, and Loading Parameters

Special Notices and Disk Capacity

After the O/PUS software has loaded, a series of notices screens may appear depending upon the circumstances of the quarter and/or upon your system's units status.

Circumstances of a particular update may cause O/PUS to decide to display a screen of notices indicating extraordinary changes for this particular update. For example, the third quarter update of 1993 reflects two separate mergers of vendors. This notice screen is for information only. It can be by-passed after reading the notice, or the notice can be printed before continuing. Follow the on-screen instructions to continue.

Disk Full Notice screens have been added. These screens will display only if the units for Inventory, Contracts, and Work Unit are at 80% or more of capacity. For example, if your Inventory unit is volume serial HI and is 83% full, the notice screen will show:

```

* * * * * W A R N I N G ! ! ! * * * * *
* * * * *
          Disk Volume [HI ], which is your Inventory Unit
          is 83% Full !
          Continuing could result in EXCEEDING the Unit's Capacity !
          Do you wish to Continue ? (Y/N) [ ]
* * * * *

```

Special and Disk Capacity Notice, continued

If you want to abort the update process and correct the capacity problem, type N or press ESC, to return to the OP Dealer Master Menu. To continue with the update process, type Y. Another message will remind you that a full disk situation is not covered by maintenance:

Full Disk Units are NOT covered under your system's Maintenance Agreement !
Do you wish to Continue ? (Y/N)

Type N or press ESC to abort the process to correct your full disk situation. Type Y to continue with the update process.

Note: These are merely reminders that the update process may exceed your disk units capacities, particularly if you are at the 80% or greater status prior to the update. An update process may cause a full disk situation even if the capacity prior to updating is less than 80%, depending upon your current inventory status, the parameter loading choices you make, and your system configuration.

It is ultimately your responsibility to ensure that you have adequate space available on all affected units prior to an update load.

These notices will be repeated for each affected unit (inventory, contracts, and work unit) which is at 80% or greater.

Passwords

After any notices have been displayed and you have responded to continue, a prompt displays:

Do you wish to Enter O/PUS Passwords ? (Y/N).

If you want to assign passwords to various functions provided by O/PUS, answer **Yes**. If you do not want to enter, or change, passwords, answer **No**. If you answer yes, you will be prompted to enter a password for each of the following functions:

Enter Password for Parameters [_____] - limits access to the O/PUS loading parameters (+O)

Enter Password for Scanalog [_____] - limits access to the O/PUScanalog screen (+I and master menu)

Enter Password for Set Cost [_____] - limits access to the Set Contract Cost screen (+I)

Enter Password for NEW-C-ITEM [_____] - limits access to the Build NEW-C-ITEM screen (+I)

Note: Write-down your passwords. They cannot be displayed anywhere !

If you entered a password for the Parameters, you will be prompted:

Enter your O/PUS Password [#####]

Enter the correct password. If you do not enter the correct password, a prompt asks: **Exit O/PUS Program Y/N ?N** Answer N to retry the password entry. After successful entry of the password, the first parameter screen is displayed.

To delete previously entered passwords, type P in the Space Availability message (see Chapter 3, page 1) and enter spaces into the password fields you no longer want to be password protected. You will still need to know your master O/PUS password in order to access this prompt.

*The OPdb update **Options** Menu - A New Look for the OPdb update!*

The initial screens for the OPdb update have been changed to help speed the process of beginning your update. Once you have reviewed the normal splash screen(s), you will see the new *Options* menu. The *Options* menu has parameter selections from which you will choose the option that best fits your situation.

The available selections are:

1) Parameter Screens**Access to All Parameter Prompts**

This selection will take you through all parameter screens, for all prompts that you may want to review and/or change. ie Vendor changes or adds, stock class exclusions, etc. This is the original steps for loading the OPdb update. **Note: If you are loading OPUS for the first time, changing the order of, and/or adding vendors, you must use this selection.**

2) Vendor Screens & Flyer/Promo changes

Use Parameters from last OPUS update, but Enter NEW Flyer/Promo codes.

This selection will use your answers to all prompts, except your Vendor parameters. The program will display each individual vendors' parameters and allow you to make changes - such as Flyer Prefix/Contract. Once you have made your changes, the main *Options* menu will be displayed and you will select option 3 to begin the update - explained below.

3) Go directly to the Update Question

This selection will use your answers to all prompts, and display the final Update screen. You would want to use this option when you do not have any further changes to Vendors, flyers, nor general parameters.

What does the *Options* Menu do for me?

The following are examples of how you would best use the *Options* Menu, depending upon your situation.

Q) I have loaded OPUS before and my parameters are set the way that I want them, I just need to change my Vendor Flyer/Program/Contract choices.

A) Select Option 2, make your changes to each of your Vendors' Flyer/Prefix parameter, then select Option 3 to begin the update.

Q) I have loaded OPUS before, but I need to make various changes to my general loading parameters, and/or vendor parameters.

A) Select Option 1, make your changes to the general loading parameters, vendor parameters, then select Option 3 to begin the update.

Q) I have loaded OPUS before, and I do not need to change any of my parameter choices, nor do I load vendor flyers/programs/contracts.

A) Select Option 3, to directly begin the update, using your existing parameter choices.

Q) I have never loaded OPUS, and I need to answer the general loading parameters, and vendor parameters.

A) Select Option 1, answer the general loading parameters, vendor parameters, and then select Option 3 to begin the update.

First time load of OP-db

If you are loading the **OP-db** File from O/PUS for the first time, you will not have any default responses recorded for the **OP-db (+O)** loading parameters. You **must** enter your choices in each parameter field to specify how you want the **OP-db** File to be loaded. The fields of the loading parameters are described in Chapters 3 and 4.

Subsequent loads of OP-db

Once you have loaded the **OP-db** file, the system will save your responses as defaults for the next time you use the (+O) function. On subsequent updates, you will not be required to re-enter your responses, but it is *recommended* that you review them each time to make sure there are not any changes to be made for this load.

You can accept your defaults to load the **OP-db** File and execute the update without changing the previously set **OP-db** loading parameters by pressing the return key past each parameter screen that displays. O/PUS recommends that you *always* check the (+O) default responses prior to loading an update.

Reviewing and Changing Default Responses

To review or change the default responses used to load the **OP-db** File, the system will display the **OP-db** Vendor Selection and Print Parameters screen. The fields on this screen, along with those in subsequent screens, are used to control the way that items in your database will be updated, and which new items will be added.

To accept the default responses exactly as they are shown, and to continue to the subsequent screens, press RETURN. To change the default responses in any screen, TAB to each field and enter your new response. If you do not want to change the default in a particular field, press TAB to move to the next field.

After the Vendor Selection and Print screen, the **OP-db** Global Update screen will appear. Enter your choices or TAB past to accept the displays. After this screen, a screen for each vendor you selected will display for you to continue to specify how to load the **OP-db** file. Only the vendor screens of the vendors you chose in the **OP-db** Vendor Selection and Print screen will display. They will display in the same order as you chose them.

Refer to the Chapters 3 and 4 for detailed specifications of each screen. You may move back to any previous screen using the ESC key.

When you have made all of the necessary changes, press RETURN.

Execute the Update Process

When the procedure is complete, the O/PUS logo will re-display with the prompt:

P=Parameters U=Update F = Load Flyers ONLY ! (AFTER Update ONLY !)
Action [_]

Note: You may return to the parameters screen by pressing P.

To continue with the update process, press U. Refer to Chapter 5.

To stop the (+O) function and return to the Master Menu, press ESC until the following prompt appears:

Exit O/PUS Program Y/N ?N

You must type Y to exit the (+O) function. Remember, if you ESC, and then re-enter the (+O) screen, the software from the tape will be re-loaded before you can access the loading parameter screens.

Note: O/PUS programs for loading the O/PUS database and for the OP-tb ToolBox are stored in the libraries ;OPS and #OPS. Do not delete these libraries from your SR unit.

Loading Flyers Only AFTER Update ONLY

Note: Normally, flyers are loaded during the regular update process. However, on occasion, you may forget to load a flyer, or decide at a later date to add another one. In such cases, this method may be used to add a flyer without executing the update again.

This is to be used ONLY AFTER you have already completed the most current update, and ONLY if you didn't load the flyer during the regular update process. This will take as long as a regular update.

This is considered a DEDICATED FUNCTION!

Pre-load Flyer Only Checklist:

- 1- Backup Inventory and Contracts Units.
- 2- Load the OPdb file according to your system type, (tape, CD, etc)
- 3- Set parameters to load flyers.
- 4- Execute F = Load Flyers ONLY.

To load only flyers from the **OPdb** Update File from streamer tape on PGD systems, refer to steps on page 5 of this chapter.

To load only flyers from the **OPdb** Update File from streamer tape on UNIX systems, or from CD Rom on Windows NT Systems, refer to steps on page 4 of this chapter

Do NOT change any fields, with the following exceptions:

Screen 1: OP-db Vendor Selection and Print Parameters

Make sure you have selected the vendor whose flyer you wish to load. See Notes below.

Screen 2: Inventory DataBase Update Parameter Screen

Answer the following prompt appropriately (see Chapter 3):

H) Update Sale Flyers on "Reference Only" Items ? Y/N

Vendor Screens: Selected Vendors Screens

Answer Y to load flyers, and specify which flyers to load and the contract numbers to load. See Notes below.

After setting the parameters for the flyers, the O/PUS logo screen displays with the following prompt:

P=Parameters U=Update F = Load Flyers ONLY ! (AFTER Update ONLY !)
Action [_]

To start the Flyer-only load, press **F**. When it is complete, be sure to do the post-load checklist, below.

Post-Load Flyer Only Checklist:

- 1- Backup Inventory and Contracts Units.
- 2- Execute +I-S/Z, Set Cost Tool, as desired.

Notes: If you loaded flyers during the regular update, and you keep them selected for this flyer-only load, they will be re-written. If you had made any changes to those contracts, those changes may be overridden by this load. To avoid this, do not specify those flyers to be reloaded (Vendor Screens). Make sure all previously selected vendors are still selected, or you will have an enormous exceptions report.

No changes to any I-Files will be made. Only the Contracts file will be affected by this flyer-only load. Changes to the I-Files will be made when and if you execute the +I-S/Z, Set Cost Tool.

Chapter 3: OP-db Master Parameters

OP-db Vendor Selection and Print Parameters

```

O/PUS ! OP-db Vendor Selection and Print Parameters Screen
-----
_ 1) Printer assignment.(P1, P2, P3 etc... A printer MUST be specified !)
_ 2) Print the NEW RECORDS added to your file ? (Y/N)
_ 3) Print NEW RECORDS not written to file ? (Y/N)
_ 4) Print UPDATED Items ? (Y/N)
-----
Proprietary Property of and Copyrighted by O/PUS !
_ A) Select the number of your PRIMARY choice for loading or updating items.
Load EXCEPTIONS from the following Vendors.[_][_][_][_][_][_][_]
Select in order of preference !

3 Norwestra
4 United

* * * * *
* OPUS creates files for identifying duplicate *
* items and references which do not exist. *
* These files are created on your WORK UNIT ! *
* Additional files are created on 'SR' and *
* your inventory units. If you have a question *
* about the amount of space needed press "Y" to *
* print a list of your disk usage and fax it *
* to OPUS at 817.431.2246, or press ESCAPE. [_]*
* * * * *
    
```

The O/PUS ! OP-db Vendor Selection and Print Parameters Screen

with Space Availability Message

Space Availability message

Before you can set your selections to any of the loading parameters, you must first respond to the Space availability message that displays.

The message says that files will be created on various units in your system, and that if you have any question at all concerning whether you have enough space or not, answer Yes to this prompt. Answering Yes will automatically print a status of all disk units (referred to as the Disk Status Report) that should be faxed into DDMS support for evaluation. This will print on your P1 printer.

```

* * * * *
* OPUS creates files for identifying duplicate *
* items and references which do not exist. *
* These files are created on your WORK UNIT ! *
* Additional files are created on 'SR' and *
* your inventory units. If you have a question *
* about the amount of space needed press "Y" to *
* print a list of your disk usage and fax it *
* to OPUS at 817.431.2246, or press ESCAPE. [_]*
* * * * *
    
```

When you are certain that you do not have a disk space problem, answer this prompt by pressing ESC. Type P to access the Do You Wish to Enter Password prompt, if you wish to change or delete O/PUS passwords. Any other key stroke other than Y, P, or ESC will have no effect, and the cursor will remain at the prompt.

The space considerations this message is concerned with includes:

- * The I-DUPS file is created automatically on your work unit. This file identifies possible duplicate stock numbers that already exist in your inventory files. See Chapter 5, page 2, for details on this file.
- * The BAD-REFS file is created automatically on your work unit (new system only, not classic). This file identifies items that are referenced incorrectly. See Chapter 5, page 2, for details on this file.
- * Changing of item keys temporarily uses a great deal of space - at least double your current inventory usage on both the inventory and the work units. Most of this space is recovered after the MB procedure in the post-load checklist. Prompts C-E on this first screen specify whether item keys are to be changed.
- * Creation of exception items as referenced to primary items (prompt F on this first screen) will dramatically increase your inventory hard disk usage.
- * Creation of the electronic catalog file, I-CAT (prompt G on this first screen) will dramatically increase your inventory hard disk usage. The I-CAT file can become upto **4 times** larger than the I-WHL file.
- * Normal load can also increase inventory unit hard disk usage if you select to add new items.
- * Normal load can increase contracts unit hard disk usage if you select to load flyers. The more flyers loaded, the more hard disk space will be used.

If usage is high, DDMS support may also request that you fax a VTOC of your inventory unit and the loading parameters, *before* you execute the load.

The O/PUS OP-db Vendor and Print Parameters Screen

without Space Availability Message

```

O/PUS ! OP-db Vendor Selection and Print Parameters Screen
-----
__ 1) Printer assignment.(P1, P2, P3 etc... A printer MUST be specified !)
__ 2) Print the NEW RECORDS added to your file ? (Y/N)
__ 3) Print NEW RECORDS not written to file ? (Y/N)
__ 4) Print UPDATED Items ? (Y/N)
-----
                Proprietary Property of and Copyrighted by O/PUS !
__ A) Select the number of your PRIMARY choice for loading or updating items.
Load EXCEPTIONS from the following Vendors.[_][_][_][_][_][_][_][_]
                Select in order of preference !
1 Micro United       |
2 Azerty             |
3 Sparco             |
4 United             |
5 Action Wholesale  |
6 OHenry             |
7                   |
8 Daisytex           |
9 Emco Sales & Service |
10 Pens Plus        |
                    |
                    |   __ B) Match on Wholesaler Vendor ? (Y/N/X)
                    |
                    |   Prompts C-E will Change Item Keys
                    |   and create the NEW-C-ITEM file.
                    |
                    |   __ C) Convert to Primary Vendor ? (Y/N)
                    |   __ D) Reset Changed Item Numbers ? (Y/N)
                    |   __ E) Set CO: field to MAC ? (Y/N)
                    |   __ F) Set Exceptions Keys as Ref. (Y/N)
                    |   __ G) Create O/PUScanalog? (Y/N)
                    |   __ H) Create I-UOM File ? (Y/N)
    
```

__ 1) Printer assignment.(P1, P2, P3 etc... A printer MUST be specified).

You **must** enter a valid, available printer ID! The OP-db parameter screens with your responses and the exceptions report **must** print!

Note: The printer specified must be turned on, with paper loaded and ready to print.

Enter the printer ID (logical name as it appears in the (Y) System Status screen, under the LOG NAME column) to print the OPUS OP-db Load Parameter Screens with the responses you entered. The printout of the parameters screens and the exceptions report is not optional. The "OP-db Load and Update Report" will print on this printer after the parameter screens.

Exceptions Report/Exceptions-Update Report

If you answer **No** to the next three prompts, then only the exceptions will print. Exceptions are items that were not updated due to certain situations. Examples: 1) bad units or costs or prices out of range - that is to say that the unit of measure of your item cannot be determined and therefore, cannot be updated, 2) no match on vendor - you indicated X on the Match on Vendor prompt, and your vendor is not carried on your O/PUS tape, 3) items of stock classes that you specified to not update *at all* are also considered exceptions.

This report prints as the file is being loaded, and requires that the printer be set at 17 cpi for 8.5" paper. If you are on the New system, and your printer is setup properly in the (Y) screen, the program will automatically set your printer to 17 cpi. If the printer is stopped during the load, the load will also stop until the printer is back online.

In addition to exceptions, use the next print prompts to specify other updating information to print on the report (Update Report). *Answering Y to any one of the following prompts will **drastically slow the load process**.* Please see Chapter 1, page 1 for details on printing the same information after the load has completed.

__ 2) Print the NEW RECORDS added to your file ? (Y/N)

Do you wish all items being added to your file as new items to print on the report? Enter **N** to suppress printing of all new records being added. Enter **Y** if you do. *Printing this information does slow the load considerably.*

If this particular update will add alot of new items, such as on an initial creation, you may want to enter **N**, since all items will be new! This report prints items in the order that they are added. It is better to add new items to a stock class not in use, and print a report from the (R) screen after the update is complete.

__ 3) Print NEW RECORDS not written to file ? (Y/N)

Enter **Y** to print all new items from your selected vendors that are on the tape but were not added to your file. Enter **N** to not print the new items on the tape not written to your file. Items that are on the tape for your selected vendors that can not be found as a match within your file are considered new items. If you want to see this information, it must be requested to print during the load process, since it cannot be printed later.

_ 4) Print UPDATED Items ? (Y/N)

Enter **N** to not print the updated items. Enter **Y** to print all items that were updated, along with the exception items. *Answering yes to this prompt will slow down the updating process, since every item (updated and exceptions) will print.* See Chapter 1-1 on printing this information after the load instead of during it.

_ A) Select the number of your PRIMARY choice for loading or updating items

Load **EXCEPTIONS** from the following Vendors. [] [] [] [] [] [] []
Select in order of preference !

This is a two-part question. Both parts of the question require that you use the list on the lower left portion of this screen to select your choice of vendors. In the first part, enter your *primary* vendor selection by entering its number from the list. In the second part enter any additional vendors, in order of preference, you wish to load as exceptions. These choices will be referred to as your exceptions or second choice, third choice, fourth choice, and so on.

If you leave the primary choice field blank, a prompt will display: **A Primary Vendor MUST Be Selected.** You will not be able to continue with the load until you specify your primary choice vendor.

On an initial creation of your inventory files, all of the current items of the primary vendor will be added. Then, if a second vendor is selected, all of the items of the second choice vendor not carried by the primary vendor will be added. If a third vendor is chosen, all of its items not carried by the primary and secondary choice vendors will be loaded, and so on. Loading items not carried by the primary vendor is called loading exceptions.

After your item files are already created, these choices may or may not have an affect on existing items, depending upon your responses to subsequent parameter prompts. These choices will be used in adding any new items on future updates, if you specify to add new items.

Note: You should not load any vendor's information that you have not obtained authorization, from that vendor, to load. Although O/PUS does initially request it for you, it is ultimately *your* responsibility to obtain authorization.

Wholesaler Authorization Passwords
<p>DAISYTEK require that dealers have authorization from them prior to loading their item file data.</p> <p>If you select DAISYTEK, a password will be required when you enter your Cost Column choice (Chapter 4.) If you have not received your password from Daisytek, call Daisytek for your Cost Column password during their normal business hours, prior to beginning your actual update.</p> <p>If an incorrect password is entered, it will re-prompt you. Either enter it correctly, or press ESC to reselect vendors. It is your responsibility to get your password from the respective wholesaler.</p>

_ B) Match on Wholesaler Vendor ? (Y/N/X)

This prompt is *very critical* to the determination of which vendor's data will update existing items in your files.

This prompt allows you to specify whether to use the vendor in your wholesaler vendor field or to change the wholesaler vendor field in your file to your primary (or exceptions) vendor choice(s). The wholesaler vendor field is used to determine which vendor an item "belongs" to. It is the vendor data (page, prefix, cost, etc.) of the wholesaler that an item belongs to that is used to update your file. The first four characters of this field as it exists in your file will determine which vendor the item "belongs" to (see the list in Chapter 1, page 3).

Y = Use wholesaler vendor in dealer's file. If no match, use primary/exceptions vendors from parameters to update.

N = Use primary vendor. If no match, use exceptions vendors to update. **N** is recommended if you will choose to always use the order of your primary/exceptions.

X = Use wholesaler vendor in dealer's file. If no match, do not update.

If you answer **Yes**, the system will attempt to match your wholesaler vendor in your file with a vendor on the tape. If this item can be found under the vendor specified by your file, the wholesaler vendor field will not be changed. In addition, if you specified to convert items numbers (prompt C), and this item is found for the vendor specified in your file, it will not be converted. If this item cannot be found for the vendor specified by your file, this item's wholesaler vendor will be changed to your primary vendor choice, if carried by that vendor. If you did specify to convert item numbers, and this item is changed to the primary vendor, the item number will also be converted. If it is not carried by the primary vendor, it will be changed to the first exceptions vendor that carries it, according to your order of preferences (however, the item number will not be converted).

If you answer **No**, this item's wholesaler vendor will be changed to your primary vendor choice, if carried by that vendor. If you specified to convert item numbers (prompt C), all items for the primary vendor will be converted. If it is not carried by the primary vendor, it will be changed to the exceptions vendor(s) based on your order of preference (however, the item number will not be converted).

If you answer **X**, the system will attempt to match your wholesaler vendor in your file with a vendor on the tape. If this item can be found under the vendor specified by your file, it will be updated with that vendor's information. If a match cannot be found with a vendor on the tape, the item will **not** be updated at all.

Note: Changes to the wholesaler vendor will be made before executing any other changes to an item (including converting item numbers): this determines which vendor an item "belongs" to, and is also referred to as the "selected vendor." See Chapter 1, page 3 for further clarification.

Prompts C - E will Change Item Keys and create the NEW-C-ITEM file.

If you answer **Yes** to any of these prompts (C, D, or E), you will be specifying the system to change your item numbers (item keys), and a file will be created on your work unit (as specified in L0 parameters (L1 in Classic)) called NEW-C-ITEM. This file will allow you to convert the keys of related files. Once the update has been completed you will need to run the CHG_IT program. See Chapter 6, page 3.

If you answer **Yes** to any of these prompts (C,D, or E), the following message will display:

NEW-C-ITEM will be created on your WORK UNIT !Is there space for this file ?

If you press **Y**, you will continue to the next prompt. If you press any other key, the following message will display:

Item KEYS will NOT be created !Press any key ?

Press any key and the **Y** response will be changed to **N** with the cursor positioned at the prompt.

_ C) Converting to Primary Wholesalers's Item Numbers ? (Y/N)

If your present database was loaded with any major Wholesaler keys, other than the vendor you selected as primary (on the OP-db Vendor Selection and Print Parameter Screen), and you wish to convert to your primary wholesaler's numbers, answer **Yes**. Conversion is recommended for improved EDI communications with your primary vendor. Answer **N** to not convert from one wholesaler's keys to another's. (Any character other than **Y** is an **N** response.)

Notes:

1. Prompt B (Match on Wholesaler Vendor) determines which items will be converted. All items in your database that are carried by the primary vendor will be converted, *only* if you answer prompt B with an **N**.
2. This should be a one-time change only, when changing from wholesaler as your primary source to another! If your primary or exceptions vendors have changed any of their stock numbers, use prompt D on this screen to reset their old stock number in your files to their new stock number.
3. If you answer **Yes** to this prompt, a file will be created on your work unit (as specified in L0 parameters) called NEW-C-ITEM. This will allow you to convert the keys of related files.

_ D) Reset changed item numbers ? (Y/N)

Sometimes vendors change their stock number for an item. This prompt allows you to reset all old stock numbers in your files to any new stock numbers the vendor may now be using. **Yes** will change your stock numbers, and **No** will not. This is recommended to keep your numbers current with the vendors for improved EDI communications. Reference-only items for the old stock number may be created. See Chapter 1, page 7.

Note: If you answer **Yes** to this prompt, a file will be created on your work unit (as specified in L0 parameters) called NEW-C-ITEM. This will allow you to convert the keys of related files.

_ E) Set CO: field to MAC ? (Y/N)

This will allow you to reset all your items' CO: (company) to the MAC (Manufacturers Alpha Code) standardization. This will consolidate items that may exist under a variety of CO: codes for the same manufacturer.

Consolidating the CO: codes makes report requesting easier (and, in some cases, possible!). It will not affect wholesaler P/O transmissions. Once you convert to MAC, it is recommended that you keep this answer **Yes**.

Note: If you answer **Yes** to this prompt, a file will be created on your work unit (as specified in L0 parameters) called NEW-C-ITEM. This will allow you to convert the keys of related files.

Note: If you answer **No** to this prompt when you had previously answered **Yes**, two messages display:

You have CHANGED your MAC Response from "Y" to "N" !

You MUST answer RESET CHANGED ITEM NUMBERS with a "Y" !

If you keep the MAC response as N, you must select the RESET prompt as Y. This will create the NEW-C-ITEM file, to convert your items off the MAC code and back to the vendors' company code.

_ F) Set Exceptions Keys as Ref. ? (Y/N)

This will allow you to create an I-MASTER record for ALL items carried by your exceptions vendors and have them automatically set to reference to the item number used by the primary vendor, or the first exceptions vendor that carries this item. This is useful for dealers that have multiple vendors in their marketplace.

Note: This will dramatically increase the size of your I-MASTER file. Records for these items will not automatically be created in your other files (such as I-PRICE and I-WHL). If you re-index any of the inventory indexes, the index file(s) will also increase significantly. Not available on classic systems.

This **is** a form of duplication. However, the duplicate records will not be available for ordering or purchasing. However, since they cannot be used for ordering and purchasing, the problems normally associated with duplicate items will not exist. How does this work? If an item is carried by more than one of your selected wholesalers, the stock number of the first vendor that carries it, in order of your vendor choices, will be the *primary* I-MASTER record. Additional record(s) will be created in your I-MASTER file for all other stock numbers used by the other vendors you chose who carry this item. These *exception* I-MASTER records will be setup as reference-only. Reference-only items cannot be placed on customer orders or on P/Os. When a reference-only item is entered in the (G) Order Entry screen, the item it references to, the *primary* stock number, will display, along with a message. This is normal reference-only functioning.

This feature is beneficial for dealers whose wholesalers in their area have vastly different stock numbers, making it difficult to identify items customers request when using a number other than the dealer's primary stock number. This is also beneficial for dealers who load one wholesaler as their primary vendor, and load flyer programs from an exceptions vendor and distribute promotional sheets with the exceptions vendor's item numbers to their customers.

The reference-only items will have their alternate code set to the reference-only alternate code you have setup in your (LE) Inventory Parameters screen. **If you do not have a code setup, a prompt will display after answering Y to this prompt: You must either go enter one in the (LE) screen or answer N to this field.** The alternate item will be the *primary* stock number for this item. In addition, these reference-only items will have their stock class set with the plus (+) sign. In addition, the first four characters of the vendor's name will be placed in the Sic field of the record for identification.

_ G) Create O/PUScanalog ? (Y/N)

This prompt is required to create the O/PUScanalog I-CAT file. The Scanalog provides the vendor information necessary to utilize the Scanalog Cost Tool (+I-Z) that will automatically find the lowest cost from your vendors, Set Program Cost Tool (+I-S), and to thoroughly utilize the DDMS Multi Vendor software. See Chapter 6 for detailed information.

This also provides you with the vendor information necessary to view this "Electronic Catalog", see Chapter 6 for details on viewing the O/PUScanalog Electronic Catalog.

If you answer **No** to this prompt, the following message displays:

I-CAT is required for your DDMS Software Version

The I-CAT file contains information including vendor name, prefix, stock number, page number, prefix, buy unit and per amount, cost, and catalog price. An I-CAT record will be created for the vendors selected who carry the item.

_ H) Create I-UOM File ? (Y/N,or I)

This prompt works with DDMS software versions which allows the dealer to sell products in multiple unit of measures, while still maintaining product history. Answer **Yes** to this prompt to create the I-UOM file with the necessary units and factors needed to maintain multiple selling units. The items' I-UOM code will be set to an 'O', and will need to be changed on items that you wish to utilize the multiple selling unit feature.

Note: *Please consult with DDMS support prior to changing any items' I-UOM code, as there may be special instructions that you will need from DDMS.*

Answer **I** (Information) to this prompt to create the I-UOM file for *information purposes only*. This will create the known units of the item and quantities associated, regardless of your selling unit of measure. The items' I-UOM code will be set to an 'I', which allows you to view the information in the appropriate screens.

Answer **No** to this prompt to not create/update this file

Notes: Do not answer **I** (Information) to this prompt if you intend to utilize the DDMS multiple selling unit software. Only I-UOM items that have the OPUS supplied I-UOM code will be updated.

OP-db Global Update Parameters

```

O/PUS ! Inventory DataBase Update Parameter Screen
-----
[ ] A) Reset PAGE numbers ? (Y/N)
[ ] B) Set Wholesaler to "??????-DEL" if indicated by Wholesaler ? (Y/N/X)
[ ] C) Add new Items ? (Y/N)
[ ] D) Specify YOUR SELLING Unit of Measure("R"=Retail, "L"=List, "B"=Buy Units)
      (For creation purposes only. Existing Items will be updated by their unit.)

[ ] E) Specify which STOCK CLASS to assign new items. Default will be "W".
[ ] F) Reset SELL UNITS when Updating LIST Price ? (Y/N)
[ ] G) Update LIST PRICE only if NEW PRICE is GREATER than CURRENT PRICE ?
[ ] H) Update Sale Flyers on "Reference Only" Items ?
[ ] I) Update UPC Number in I-ALIAS if supplied by Vendor ?

J) ----- DESCRIPTIONS      In fields I-M, enter the stock
K) ----- AVERAGE COST      classes to NOT update the field
                                specified. Blanks will update ALL.
                                Enter a "?" to update NONE.
L) ----- REPLAC. COST
M) ----- LIST PRICE          Use the first three spaces to make
                                a From/To range by placing a dash
                                in the second position.
N) ----- AT ALL !
O) ----- PRICING LOCATIONS  (New System Only !)
P) ----- CHANGED ITEM NUMBERS
    
```

O/PUS ! OP-db Global Update Parameters Screen

Note: Prompt B on the previous screen determines which vendor is the "selected" vendor. The selected vendor's name will be in the vendor field of the wholesaler record after the update, along with that vendor's information for page, cost, etc.

_ A) Reset PAGE numbers ? (Y/N)

This prompt will allow you to reset the catalog page numbers in your file to match those on the tape. **Yes** will reset your page number field to the page number specified by your selected vendor. **No** will not reset your page numbers at all. If the selected vendor has multiple catalogs, you will select which catalog to use on that vendor's parameter screen. See Chapter 4.

_ B) Set Wholesaler to "DELETED" if indicated by Wholesaler ? (Y/N/X)

Wholesalers often mark items as deleted when they plan to no longer carry the item. This prompt allows you to have your wholesaler vendor field changed to indicate that your selected vendor has marked this item as deleted. The name "DELETED" will be put in the Program ID field of the Purchasing Vendor. If a deleted item does not exist in your file, it will not be added.

Note: If you answered prompt B on the previous screen (Match on Wholesaler) with a **Y** or **N**, and this prompt with a **Y**, the system will search your primary and exceptions vendor choices for the first vendor who carries this item and does not have it marked as deleted. If one is found, instead of changing Program ID to "DELETED", the item will be switched to the vendor who has not marked it as deleted.

If you answered prompt B on the previous screen (Match on Wholesaler) with an **X**, and this prompt with a **Y**, the Program ID will be changed to "DELETED" only if the vendor in your file has marked this as deleted. The exceptions vendors will not be searched.

If you answer **X** to this prompt, the Program ID will be changed to "DELETED" only if the vendor in your file has marked this as deleted. The exceptions vendors will not be searched.

Answer **Yes** to make this change to "DELETED" or to chosen vendor who has not marked it as deleted. Answer **X** to make this change to "DELETED" without checking any of the other selected vendors. Answer **No** to not make this change (leave with selected vendor and do not change its name to "DELETED").

_ C) Add new Items ? (Y/N)

Yes will add items that do not exist in your files, but are on tape for your selected primary and exceptions vendors. This can be limited to only items contained within catalogs (items that have catalog page numbers), on a vendor by

vendor basis. This is specified on the subsequent vendor parameter screens.

No will not add any items to your files. (If you have never loaded a file from any source, be sure to answer Yes!)

_ D) Specify YOUR SELLING Unit of Measure

("R"=Retail, "L"=List, "B"=Buy Units)

(For creation purposes only. Existing Items will be updated by their unit).

For items being added to your files, specify which unit of measure, Retail, List, or Buy, to load into the selling unit of measure field. THIS PERTAINS TO NEW ITEMS ONLY! Items that exist in your file will be updated in their current unit.

R = Retail unit, the lowest unit of measure reported

L = List unit, the next packaging unit up from retail

B = Buy unit, the unit that the selected vendor sells the item, which may be retail or list.

See Appendix, section titled *Sell Units: To Buy or Not To Buy*.

_ E) Specify which STOCK CLASS to assign new items. Default will be "W"

Enter the stock class to assign to new items loaded into your database with this update. The default (blank) is stock class "W". It is preferable to use a stock class not currently in use. See Chapter 1, page 1 on printing new items added.

_ F) Reset SELL UNITS when updating LIST Price ? (Y/N)

Resetting changes the *name* of the unit to match its pricing category. Yes will update the nomenclature (name) of the selling unit of measure to that of the unit of the price used to update your list price. No will not make any change to your selling unit of measure field.

_ G) Update LIST PRICE only if NEW PRICE is GREATER than CURRENT PRICE ?

This prompt allows you to have the List price updated only if it is an increase. Enter Yes to update your list price only if it is an increase. Enter No if the list price is to be updated, regardless of whether it is an increase or a decrease.

_ H) Update Sale Flyers on "Reference Only" Items ?

This prompts determines whether to put items that are referenced items on sale flyer contracts, when these contracts are being created. This prompt has no effect if sale flyers are not being loaded.

If No is answered, and the item on the sale flyer has its alternate code set to reference-only, it will not be added to the contract. If Yes is answered, and the item on the sale flyer has its alternate code set to reference-only, it will be added to the sale flyer using the stock number that this item references to.

Example: The 153L Smead file folder is in your system under the number 153L SMEAD and is referenced to the file folder 1312 SCM. You are loading a flyer with the smead item on it. If you answer No, the item will not be put in the flyer contract because it is a referenced item. If you answer Yes to this prompt, the item will be loaded into the contract under the SCM file folder 1312. This is because the smead item was set as referenced to this item. If someone orders the smead item, the system will sub it with the SCM item and sell it at the flyer price.

_ I) Update UPC Number in I-ALIAS on These Stock Classes ? _ _ _ _ _

If this prompt is answered Yes, you will be prompted to enter the Stock Class(es) that you DO WANT to have updated with the UPC Number. You must enter a valid stock class, and the From/To (explained below) range is valid. If you want ALL stock classes updated you must input a From/To range of 0 - Z (zero - Z). The item being updated must have a UPC number from the Vendor to be added as the alias. The UPC will be added to the I-ALIAS file, under the customer 'UPC', as the alias for the stock number that this item belongs to. *This feature is intended for use by customers that utilize bar-code scanners on the DDMS system.*

Note: This will dramatically increase the size of your I-ALIAS, and I-A-INDEX file! e.g. If you load a UPC for every item, the I-ALIAS & I-A-INDEX combined could be the same size (cylinder count) as your I-MASTER. No will not add the UPC.

Using Stock Classes to Not Update Items

J) _ _ _ _ _ _ _ _ _ _ **DESCRIPTIONS** In fields **J - P**, enter the stock classes to **NOT** update the field specified. Blanks will update **ALL**. Enter ? to update **NONE**.
K) _ _ _ _ _ _ _ _ _ _ **AVERAGE COST**
L) _ _ _ _ _ _ _ _ _ _ **REPLAC. COST** Use the first three spaces to make a From/To range by placing a dash in the second position.
M) _ _ _ _ _ _ _ _ _ _ **LIST PRICE**
N) _ _ _ _ _ _ _ _ _ _ **AT ALL**

The above prompts allow you to use stock classes, that you have already assigned to items, to limit changes to the description, average cost, replacement cost, list price, or any changes to an item at all. On prompts J-P:

- * A **Blank** in the first space for each prompt will update *all* items.
- * A question mark (?) in the first space will update *none* of the items.
- * Entry of stock classes will update any item *without* those stock classes.
- * A From-To range can be set up: 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 will be in addition to those within the range specified.

Note: Only the stock class of the I-MASTER record will be used, and not the stock class of the I-PRICE record.

Prompt **J** allows you to specify which items, by stock class, to NOT reset descriptions. Resetting changes your item descriptions to the current description provided by the wholesaler vendor. This is a highly individual choice.

Prompt **K** allows you to specify which items, by stock class, to NOT update the average cost.

Updating changes your average cost to your specified cost column provided by the wholesaler vendor. Updating of average cost is often specified for non-stock items, since average cost is usually updated from purchasing. (In the new system, the average cost is the cost in the pricing record). Therefore, enter the stock classes of your *stocking* items to avoid changes to their average cost.

Prompt **L** allows you to specify which items, by stock class, to NOT update the replacement cost. Updating changes your replacement cost to your specified cost column provided by the wholesaler vendor. Updating of replacement cost is often specified for all wholesaler purchased items. (In the new system, the replacement cost is the cost in the wholesaler record). Therefore, leave this blank to update all items.

Prompt **M** allows you to specify which items, by stock class, to NOT update the list price. Updating changes your list price to the list price provided by the wholesaler vendor. Updating of list price is normally selected for all items (therefore, leave this field blank). Prompt **G** is used to limit changes to only increases.

Prompt **N** allows you to specify which items, by stock class, to NOT update AT ALL. Items in the stock classes specified will not be updated from the tape in any way, including stock number changes, page changes, prefix changes, cost or price updates, and so on. If you enter a ? in this prompt, no item at all will be updated. However, by printing the Load and Update report, you can see what would have been changed if a ? was not in this prompt.

Updating Pricing Locations

O) _____ PRICING LOCATIONS

Prompt N allows you to NOT update the I-Price records for other inventory locations other than location 01. If left blank, all pricing record locations are updated. Locations other than location 01 can be specified to NOT be updated.

- Notes:**
- 1. I-Price records for other locations will not be created, only updated, by this prompt.
 - 2. Locations maintained on separate VOL SERs other than the location 01 unit will not be updated.
 - 3. Location 01 will always be updated, even if entered in this prompt.

Enter the locations to not be updated in the ten location fields in this prompt. Blanks update all locations.

A From-To range can be set up. Use the first field as the location specifying the From portion of the range, place a dash in the second field (either character position), and use the third field for the location specifying the To portion of the range. Locations entered in the fourth through tenth fields will be in addition to those within the range specified.

CHANGED ITEM NUMBERS

P) _____ CHANGED ITEM NUMBERS

Prompt P provides a method for you to NOT change the item number on products in the stock class(es) that you enter. This allows you to maintain current pricing for the products, but maintain the original item number. This prompt is directed towards machine dealers using the Serialized Inventory module of the DDMS system.

For example, products such as machines and machine parts that require a item number remain constant through the life of the serialized service contract.

- Notes:**
- 1. The O/PUS Load & Update report will print the effected items as an exception with message 1 as "# NOT CHG", and message 2 will have the new item number.
 - 2. At some point, vendors may not except the 'original' item number.
 - 3. It becomes your responsibility to maintain the item number change on the class(es) that you enter.

Chapter 4: Vendor Parameters

In the section below, you will find common Vendor parameters that will normally apply to each individual vendor. However, some vendors may not utilize all available parameters. If there are special, vendor specific parameter(s), a notation will be shown on the vendors' section with a description of the parameter(s).

Common Vendor Parameters

Note: The '(VENDOR)' will be replaced with the actual name from each individual vendor.

_ A) Add items ONLY listed in Vendor's catalog ? (Y/N)

This prompt allows you to load only items that are in the current catalog. Yes will only load an item if it has a current page number. No to this prompt will load every new item regardless of whether or not there is a page number.

Note: Prompt C of the OP-db Global Update screen (Add New Items?) must be Yes. Also, items listed in the wholesaler's net pricer with words NEW or NEXT may or may not be loaded on any given update, depending upon whether or not they were included on the data tape to O/PUS. If they are on the tape, they will be considered catalogued items.

_ B) Specify which Cost Column you want to load (1, 2, 3 or 4)

Enter the corresponding number of the cost column to use for loading and updating. If you leave this prompt blank, the system will prompt: **Select Which COST COLUMN.** You must specify a cost column.

The cost selected will update the replacement cost field (wholesaler cost) on all items that will be updated. It can also update the average cost field, if so specified in the OP-db Global Update Parameter Screen. This cost can be increased by a set percentage before updating your files. See prompt C below.

_ C) Update Wholesaler's CATALOG price ? (Y/N) (Wholesaler Record Pricing.)

To increase COST and / or LIST by percentage. Enter Cost% __. __ and List% __. __

This is a two part prompt. Yes will update the Catalog price field in the I-WHL record. No will not.

If you want to increase the cost or the price on the tape by a set percentage before updating your fields, enter that percentage in the two % fields in the second part of this prompt. If no percentage is entered, the cost and/or price on the tape will be used as-is. This will only affect the cost and price fields that you have specified to be updated, and only for the items you have specified to be updated, according to the other parameter prompts.

Note: Contact Your vendor for the flyer prefixes for the update you are currently loading.

_ D) Load Flyers ? (Y/N) Specify which Flyers and the DDMS Contract number.

Prefix/Contract: _ on #_ _ on #_ _ on #_ _ on #_ _ on #_ _ on #_ _ on #_

No will not load any flyer programs. (Any character other than Y, including blank, is an N response.) If you answer Yes, a message asks if you remembered to delete last quarter's flyers. Enter the flyer code into the first field and the contract number into the second field. Do not enter a contract number that already exists with items in it!

Some flyers will ask you to enter a cost and/or consumer price level. Contact the wholesaler for your level choice(s).

For example: 6U on # 96 and 6T on # 98 would load flyer 6U into contract # 96 and flyer 6T into contract #98.

All items on a flyer will be loaded into the contract, regardless of which vendor it "belongs" to.

E) Enter starting flyer date __/__/__ and Ending date __/__/__

If you are loading flyers (Y in prompt D), enter the starting and ending dates to be loaded into your contracts file.

F) Reset Item Weight ? (Y/N)

This prompt allows you to load the weight of an item (as reported by the vendor) into the I-MASTER Weight field

Common Vendor Parameters, continued

of the Inventory screen. The weight will represent the weight of the "selling unit of measure" for the item in your inventory file. **No** will not.

G) Set Item Product Class in SIC Field ? (Y/N)

This prompt allows you to load the Product Classification Code of an item (as reported by the vendor) into the SIC field of the Inventory screen. **Note: If the SIC field is currently being used, the product classification code will override any information that currently exists in the SIC field.**

No will not update the SIC field.

Note: Contact the vendor to obtain a list of the Product Classification codes.

Vendor Specific Parameters

United (United Stationers) Update Parameters

Vendor Specific Notes:

United Stationers items are items that "belong" to United, as indicated by "UNIT" in the first four characters of the wholesaler vendor# field.

Vendor Specific Parameters:

Please refer to Page 1 & 2 of this chapter for detailed explanation for the common parameters.

_ D) Which page numbers to use. (A = General Line "A")

Enter the character corresponding to the catalog whose page numbers are to be loaded. This is for new items and the page numbers that will be reset on existing items, if you answered Yes to reset page numbers (O/PUS Global Update Screen). Per United Stationers, the catalogs are: Version A (alphabetical listing by product)

United Update Parameter Screen

- _ A) Add items ONLY listed in UNITED's catalog ? (Y/N)
- _ B) Specify which Cost Column you want to load (1, 2, or 3)
- _ C) Update Wholesaler's CATALOG price ? (Y/N) (Wholesaler Record Pricing.)
To increase COST and / or LIST by percentage. Enter Cost% __. __ and List% __. __
- _ D) Which page numbers to use. (A = General line "A")
- _ E) Load Flyers ? (Y/N) Specify which Flyers and the DDMS Contract number
Prefix/Contract: _ on #_ _ on #_ _ on #_ _ on #_ _ on #_ _ on #_ _ on #_ _
- F) Enter starting flyer date __/__/__ and Ending date __/__/__
- _ G) Reset Item Weight ?(Y/N) (Future Use)
- _ H) Set Item Product Class in SIC Field ? (Y/N)

Norwestra Update Parameters

Vendor Specific Notes:

NORWESTRA items are items that "belong" to Norwestra, as indicated by "NORW" in the first four characters of the wholesaler vendor# field.

Vendor Specific Parameters:

None, please refer to Page 1 & 2 of this chapter for detailed explanation for the common parameters.

Norwestra Update Parameter Screen

- _ A) Add items ONLY listed in Norwestra's catalog ? (Y/N)
- _ B) Specify which Cost Column you want to load (1, 3 or 4)
- _ C) Update Wholesaler's CATALOG price ? (Y/N) (Wholesaler Record Pricing.)
To increase COST and / or LIST by percentage. Enter Cost% __. __ and List% __. __

Chapter 5: Execute the Update and Report Definitions

Execute the Update Prompts

Executing the Update

Once the prompts on the loading parameter screens are answered, the OPUS logo screen will appear. The following prompt will display:

P=Parameters **U=Update Items** **F = Load Flyers ONLY !(AFTER Update ONLY !)**
Action [_]

To begin the update load, enter action code **U**. The update will now automatically perform all preload, update, and postload procedures. Make sure the printer indicated in the **OP-db** Vendor Selection and Print Screen is turned on, set to 17cpi, has paper loaded, and the SEL light is lit. A prompt displays:

The following message will state:

Printing Parameter Screens ! as the loading parameters begin to print.

Example of messages that may appear during the AutoLoad:

:

Deleting I-CAT..... Deleting Contracts..... Deleting Stock Class +..... Reading Tape..... Please Wait.....

As the database is loaded into your inventory, information regarding the load will display.

Item key reference [_____] [_____] records written

Item key reference is the approximate location within the tape's file of the processing. Records written is the number of records written to your file (new and updated). Loading of the tape takes approximately 30 minutes to 4 hours, depending upon the type of system hardware you are operating on, and the choices you have made on printing and updating. The load process checks every record on the tape to see if it is to be used to update your file based on your parameters.

Finishing the Update

When the load is completed, the system will print on the exceptions report:

O/PUS Database update 100% Complete.

Post-Load procedures started

If the load had an abnormal termination, an error code with a problem message will display. In either case, the start time, ending time, and elapsed time will display.

OP-db Load and Update Report: I-DUPS, BAD-REFS

I-DUPS File

If the loading process was able to detect any potentially duplicate items in your file (already existing), you will be prompted whether or not to print a report of these items, before the master screen will display. These items are stored in the file I-DUPS on your work unit. The update will view each item on the tape and try to find it in your file using all the keys of all the wholesaler contained on the tape. When it finds the item in your file under one key, it will continue to search your file to try and find it under another key it contains on the tape. If it does, it writes the item to the I-DUPS file. It cannot find duplicate items you may have under other keys not contained on the tape. See Common Questions and Answers, in this chapter.

Bad-Refs File

If the loading process was able to detect any bad references in your file, the items with the bad references will be stored in the file BAD-REFS on your work unit.

See Common Questions and Answers, in this chapter.

Flyer Maintenance

There is very little needed to do in order to maintain flyers in your contract file. The following lists what you should consider before and after each OP-db update.

Before Loading Flyers From OP-db Update Tape

1. Make a note of the contract number that you wish to load the new pricing into. The AutoLoad procedure will delete the contract prior to loading the new flyer.

After Loading Flyers From OP-db Update Tape

1. All contracts loaded for a single wholesaler will have the same effective dates set. Use the (ET) Inventory Contract Price screen to make any changes to the effective date of any flyer contract.
2. Before using flyer contract pricing, O/PUS recommends that you print a contract report which shows the list price, selling price, and quantity breaks for each item. Review this report. If any information seems incorrect, adjust it from the (ET) screen and please report those items to O/PUS using the form in the Appendix.
3. Set the contract cost in the Purchasing Vendor record, use the Set Cost Tool after the update. See Chapter 6, page 2.

Compressing the Contracts File

The Autoload procedure will compress the contract file for you at the end of the update. However, if you do a lot of work in the contracts file (xeroxing, deleting) after the update has completed, you may want to compress the Contracts File. This can be done by either compressing the unit containing the contracts file (do an MB function), or, by manually compressing the contracts file (do the rename-copy-delete functions). Refer to your DDMS Documentation on compression procedures.

Note: Compression is considered a dedicated function.

OP-db Load and Update Report: Exceptions Report

If you enter a valid printer ID in the Printer prompt, the parameter screens with your responses will printout, followed by the OP-db Load and Update Report, also referred to as the Exceptions Report. The following information will print:

OP-db Load and Update Report												
Item Number	MFG Description	UM	per BU	Old Cost	Old List	New Cost	New List	-/+ % F	Message#1	Message#2	Message#3	Message#4
=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====

Item Number and MFG

Selected Vendor's stock number and manufacturer code. If numbers are being converted, this is the old number. If stock numbers were converted, you can print the NEW-C-ITEM file (Z-D-6) to list old versus new numbers.

Description

The first 12 characters of the selected vendor's description.

UM

The selling unit of measure as it exists in your item master file, or, if this is a new item and it is being added, then it is either the retail unit or the list unit, depending upon your loading parameter's specification.

Per

Number of sell units in the buy unit. If the buy unit is a smaller unit than the selling unit, an * will precede the quantity.

BU

The buy unit of measure.

Old Cost

Exceptions Reports continued on following page

If the item is in your file, this is its cost in your system (wholesaler cost on New system and replacement cost on Classic). If the item was not in your file, this is \$.0

Old List

If the item is in your file, this is its price in your system (list price on both systems). If the item was not in your file, this is \$.0

New Cost

This is the cost as reported on this tape. It will be either the cost column specified in the loading parameters, the program cost, or the flyer cost (plus the up percentage, if so specified). This is the cost that will load into your system as specified by the loading parameters.

New List

This is the price as reported on this tape (plus the up percentage, if so specified). This is the price that will load into your system as specified by the loading parameters.

-/+%

= =====

The first field will be either a plus (increase) or a minus (decrease). The second field is the percentage of change between the Old Price and the New Price.

F

This is a flag for items on flyers. If this field is blank, then the item is not on a flyer.

Message#1 Message#2 Message#3 Message#4

The message fields are used to describe information about the item, and to indicate what may have been done to your file. The following are the messages and their definitions.

NOT FOUND	Did not find any match to this item in your file. Note: This does not mean this item is not in your file, but it does mean no recognizable stock number can be found.
NEW ITEM	This is a NOT FOUND item, and the program will continue based on the loading parameters.
????-DEL	This item doesn't exist in your file, and the vendor has marked this item as deleted. It will not be added.
DELETED	This item has been marked by the vendor as deleted. If you specified to set the vendor field to ????-DEL on deleted items, and the item exists in your file, this message indicates that the change will be made.
NO MATCH	You specified X in the Match On Vendor prompt, and this item (on the tape) does not have a vendor to match your wholesaler vendor.
NO WHLSL	This item is carried by vendors that you did not select.
NO PAGE #	This item does not have a catalog page number, and you specified to add only catalogued items.
REF ITEM	This item is marked as an item that references another item number: no update will occur.
NOT ADDED	This item is new in your system, but will not be added due to a circumstance (marked as deleted, no page number, etc).
NOT STOCKED	You specified to add only items in the catalog, and this item is not in the catalog. It will not be added.
PRICE VAR	The units on the tape are radically different from your selling unit of measure. On items already existing in your file, if your unit is not an exact match with any of the units on the tape, a comparison of your pricing will be done with those on the tape. If there is more than a 30% different between your unit's price and the prices of the units on the tape, then a true match cannot be made. The item will not be updated.
KEY CHANGE	If you specified to change to your primary vendor's item numbers, and the item in your file is recognized under a number that is different than your primary vendor's, and the conditions specified in the Match On Vendor prompt are met, then its number will be changed to your primary vendor's.
UPDATED	This item has been found within your file, and according to your loading parameters, this item will be updated. If it is a new item, but is marked as deleted by the selected vendor, then it will also not be updated.
NO UPDATE	This item has been found within your file, and, according to your loading parameters, this item will <i>not</i> be

updated.

WRITTEN	Whether adding this item or updating your existing item, this message confirms that the item's data was written to your file.
COMPLETE	This is the last item in the OP-db file. This message may be overwritten by other messages.
VEND SWAP	You specified either Y or N to the Match on Vendor prompt, and this item's vendor is being changed, this message will display with the name of the vendor it is being changed to.
vendor name	The name of the selected vendor will print.
NOT BRANCH	Not carried in the branch that you specified.
# NOT CHG	Item was in the stock class(es) that you did not want the item number changed.

Common Questions and Answers - After the update

New items in the current pricer didn't 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 tape supplied to O/PUS from the wholesaler. They will probably be included in the next update. In addition, United items with the number 997 as the page number are new items that are treated as uncatalogued items. Check to see if you requested that only catalogued items be added.

Certain items didn't load or update.

We have received numerous calls from dealers trying to access items carried by their primary wholesaler by using their exceptions vendor's item number. Often times this is fine, but there are some items with distinctly different numbers, depending upon the wholesaler. For example: SMD 19980 is also called 2K-502-5A-1-3

In addition, O/PUS makes sure there are no duplicate items in its file. Therefore, if a vendor provides numerous new items that O/PUS cannot immediately identify from its huge cross-reference file, the items do not get added into the OP-db file immediately. This is especially true if the vendor provides their item information just prior to an OP-db tape release. Those items will be added in as soon as O/PUS can cross-reference the items, so that they can be added into the file without causing duplication.

Also, some items will not be added or updated, based on the choices you made on your load parameters. Fax a copy of your load parameters to O/PUS. Write down some of the items that are missing with which vendor they should have been for, and we will call you back with an answer. If the item exists in your file, but was not updated, print it out using the Report Items Tool (see Chapter 6), and fax that report with your load parameters.

How can O/PUS help identify duplicate items in my files?

There are a couple of different ways to clean up your item files using the O/PUS OP-db tape.

1. As the OP-db file loads and updates your item file, it searches through your files to find items that match the items on the tape. If it finds more than one item number in your file that matches, or closely resembles, the one it is going to update, it writes those items to a file called I-DUPS. I-DUPS is created on your work unit by the O/PUS program. At the end of the OP-db load, will prompt you to print the I-DUPS file. You can answer yes to this prompt and have the file print immediately, or you can print it later, using the print utilities (Z-D-2). This print-out can help you identify duplicate items that may already exist in your files. Note: The I-DUPS file will remain on your work unit until you delete it. Be sure to delete it before each update.

2. Another way, is to use the last update date field in the (E) screen. If you have more than one item number in your file for a particular item, O/PUS will only update one of them. Print an item catalog, using the last update date field to limit to dates prior to the date of the O/PUS load.

There are four kinds of items that will print on this report - all of which will not be updated by the OP-db file.

1. Items that belong to a stock class that you specified in the Do-Not-Update-At-All prompt in the OP-db Global Update Parameters screen.
2. Items that belong to a vendor that the OP-db tape could not recognize or was not included on the tape, *and* you specified X in the Match-on-Wholesaler prompt in the Vendor & Printer Parameters screen.
3. Item numbers that were not recognizable at all by the OP-db tape.
4. Duplicate items.

Use these reports to manually transfer any accumulated item history and item quantities to the valid item number that O/PUS did recognize and use. (Be careful of items that currently exist on orders and purchase orders.) You may be able to mass change a field in these items to specify that these are to be deleted. A good idea is to change their alternate code to your code for discontinued or referenced items.

What do I do with the I-DUPS File ?

If an I-DUPS file was created from an O/PUS OP-db update, then duplicate items were found to exist in your file. The update will view each item on the tape and try to find it in your file using all the keys of all the wholesalers contained on the tape. When it finds the item in your file under one key, it will update your item. Then, it will continue to search your file to try and find it under another key it contains on the tape. If it does, it writes the item to the I-DUPS file, but it does not update it. The update cannot find duplicate item keys you may have under other keys not contained on the tape. When duplicates are written to the I-DUPS file, all keys considered to be for the same item will be written.

You can use this report to determine which one of the duplicate keys for each item you want to keep as your stocking/selling item. Then, the key(s) you do not want used for stocking/selling, should be either set as reference-only or deleted to the stocking/selling key. Before deleting any item, you should check any sales history or quantities that you may want to move to the stocking/selling key.

For example, perhaps you have a Smead folder under the two numbers: 2K5025A13 SMD and 19980 SMD. It is the same item under two different numbers. You normally sell and stock it under the 2K5025A13 number, but it has been sold under the 19980 number as well. It would be best to set the alternate code of the 19980 number to the reference-only code (stock class R in the Classic system) and enter the 2K5025A13 SMD number in its alternate number field. While making this change in the (E) screen, 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, you should take care of these orders and purchase orders before continuing.

Next, (after completing any orders, and receiving and releasing any purchase orders for the other item number, and then getting the corrected sales and on-hand figures) bring up the other item, 2K5025A13. Add the sales and on-hand quantities from the 19980 number to this number. This number will be the stocking/selling number. The other number (19980) is for reference-only and cannot be ordered or sold.

This is a time-consuming process, but it is necessary in order to achieve true inventory control.

Note: There may be instances when duplicates don't exist, but they are written to the I-Dups file. Sometimes, two items are so similar, they are written as duplicates, even though they really aren't. This is often the case with the mergers that are frequently occurring. Two identical numbers which used to be for different companies are now for the same company, but are still for two different SKU's; unfortunately, their stock numbers are the same! Othertimes, during key changes, as the item is being created, certain circumstances may cause it to be written to the I-Dups file along with the old number. As much as possible has been done to avoid these situations while trying to help you identify duplicate items in your file. More programming may avoid some of these erroneous entries, however, it would also increase the update processing time considerably.

What do I do with the BAD-REFS File ?

If the alternate field is suppose to contain a reference item, and it doesn't (if its blank, or has a non-existent item), it will be reported in the BAD-REFS file. Items will also be reported that cause a loop, such as: Item A is referenced to Item B, Item

B is referenced to Item C, and Item C is referenced to Item A.

You should print this list and make the necessary changes in the (E) screen to correct these bad references.

Note: Referenced items will not be updated (items that have an alternate code for reference-only).

CHGIT: Resetting and Converting Item Numbers

This is a DDMS program that will change item numbers in supplemental files. You only need to use this program if you have performed the **+I-B Build NEW-C-ITEM** tool from the OPUS ToolBox.

Go to the (Z) screen and select the [B4] Execute Program function.

ENTER FILE NAME, type ;SPCCHGIT

ENTER UNIT #, type **04**

Input Source Item File [NEW-C-ITEM] VOL_SER []

Tab past the file name **NEW-C-ITEM**, in the **VOL_SER** field, enter the volume serial of your *Inventory Unit*.

Convert Sales Journal Only [N], type **N**

(Use this prompt to convert sales journals, by typing **Y** and entering the archived journal name in the next prompt **Enter Journal Name**).

Convert Item Aux Y/N, type **Y**

Are You Sure Y/N, type **Y**

This will convert supplemental files that contain item numbers. When the process is completed, the system will display the following message:

BE SURE TO RUN COMPRESSION!!!!!!
CONVERSION COMPLETE ---ANY KEY TO CONTINUE--

Note: The above message is referring to an **M-B** compression. Press any key to return to the MASTER MENU. You will also need to re-build the item index, P-Index, and sales journal index files you use.

See DDMS New System documentation (Loading Inventory from a Pricing Service) for further information on the ;SPCCHGIT program.

Chapter 6: OP-tb - O/PUS Tool Box

Accessing a Tool in the Tool Box

To access a tool in the O/PUS Tool Box Menu, select **I** (OP-tb Tool Box) from the DDMS (+) Special Programs Menu.

```

Office Products Update Service OPdb Tool Box
-----
===== Pricing Programs =====
$) Round off Catalog & List Price
2) Update OPdb 2 Vendors
G) Set Gross Profit from Costs
P) Update from OPS-CHANGE file
Q) Quarterly Reset from Scanalog
S) Set Item Cost from Contract
T) Reset Pricing from Scanalog
U) Update Manufacturers
Z) Set Item Cost From Scanalog

===== Move/Modify Data =====
A) Create Vendor Contract
B) Build NEW-C-ITEM File
C) Clear Asterisk from Descriptions
D) Set DEPT and/or CLASS by CO. name
K) Kill Records from I-CAT by Page#
M) Move I-WHL 'PER' to I-PRICE 'MIN'
N) NEW-C-ITEM Key Swap for Scanalog
W) Set Quantity Breaks in Contract to 1
X) Cross Reference Prefix in Item Number

===== View Programs =====
E) Electronic Catalog (Scanalog)
P) View OPS-CHANGE file
V) View O/PUS Parameters

===== Report Programs =====
P) Report from OPS-CHANGE file
R) Report Items to OPUS
V) View OPUS Parameters

===== Miscellaneous =====
F) BPIR Communications Menu
O) Copy OPUS Files from Tape
*) Set Dates in Purchasing Data

Enter Selection [_]
Proprietary Property of and Copyrighted by O/PUS !
    
```

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Enter a percentage that you want to use as a MINIMUM percentage of *cost difference* that items will **not** be updated with another vendors' cost.

If you want **all** items to be updated, regardless of the percentage of difference, enter **0.1** as the minimum percentage. The program defaults to 8.0 percent, and is the common percentage used in most dealer calculations based on freight, volume discounts, rebates, etc.

**Do NOT Update Items with Less Than an [.000] Dollar Amount Difference !
Correct Dollar Amount Y/N?**

You can enter a MINIMUM dollar amount to use as a comparison so that items will **not** be updated with another vendors' cost. If you want **all** items to be updated, regardless of the dollar difference, leave the default of **.000** as the minimum dollar amount. An example would be on an item that has a \$10.00 actual lower cost from a vendor, but the same vendors' freight charge is \$15.00.

Do NOT Update from the Following Vendors...

[____][____][____][____][____]

Enter the first four(4) characters of the Vendor name that you do **not** want to use in the calculating/updating of vendor cost. This allows you to *only* update your primary source(s) from whom you may purchase. Leave the fields blank if you want to use all vendors in the calculating/updating process.

Enter Cost to Compare. W=I-WHL, P=Purchasing [__]

Do you want to compare the Scanlog costs against the Wholesaler Cost or Purchasing Vendor Cost?

Enter the cost source that you want to use when calculating the difference, answer **W** for Wholesaler Cost, or **P** for Purchasing Vendor Cost. The default cost used is **P**.

O.K. to Proceed ? (Y/N) [__]

Enter **Y** to begin the update, or enter **N** to cancel the update.

Prompts of the Set Program Cost Tool

Note: This function works with one Program at a time. If you are going to set costs from more than one Program, be sure to start with the least preferred Program and end with the most preferred Program. If an item exists on more than one program, the cost from last program will prevail.

After selecting P, the screen will then display a list of the Vendor Program ID's that were loaded from the OPUS update, by vendor.

Enter Program ID. for Cost [__] and Vendor to Match []

Enter the Program ID and first 4 characters of the vendors name with the costs that you wish to use to update the Purchasing Vendor cost.

After entering a valid Program ID and vendor name, the following displays:

Enter Starting Date for the Items ___/___/___ (mm/dd/yy format)

Enter the starting date in which the item costs are effective.

Enter Ending Date for the Items ___/___/___ (mm/dd/yy format)

Enter the ending date in which the item costs become void.

[] [] [] [] [] [] [] [] [] [] [] []

Enter stock classes to EXCLUDE ! Blank equals UPDATE ALL!

Use this prompt to limit which items are NOT to be updated with the Program cost. Enter upto ten individual stock classes to NOT update. In addition, if the second field has a dash entered in it, the first and third entries will be treated as a range of stock classes, with the remaining seven entries as additions to the range.

Blanks in all of these fields will update the Purchasing Vendor cost of all items on the Program.

[] [] [] [] [] [] [] [] [] [] [] []

Enter Item departments to EXCLUDE ! Blank equals UPDATE ALL!

Use this prompt to limit which items are to be updated with the Program cost. Enter upto ten individual item departments to NOT update.

Blanks in all of these fields will update the Purchasing Vendor cost of all items on the Program.

**On REFERENCE Items, Original item will be reset unless you
specify (R)eference only ! Specify (A) to include ALL []**

Use this prompt to specify how referenced items are to be changed. If an item on a Program has the (LE) Parameter alternate code for Reference Only set in its alternate code field, it is considered a referenced item. The stock number in its alternate

number field is the item to which it is referenced. A referenced item on a contract is called (for the purpose of this prompt) the original item. Its alternate item is called (for the purpose of this prompt) the reference item. The default to this prompt (blank) will change the Purchasing Vendor cost and Program ID of only the original item listed on the Program. Enter R to change the Purchasing Vendor cost and Program ID of only the referenced item. Enter A to change all (the original and the referenced items).

Example 1: Item 123 is on the Program. This is the original item. Its alternate code is set with the Reference Only code. Its alternate item is item ABC. Blank changes *only* item 123 - R changes *only* item ABC - A changes items 123 *and* ABC

Example 2: Item 123 is on the Program. This is the original item. Its alternate code is set with the Reference Only code. Its alternate item is item ABC. Item ABC also has its alternate code set to the Reference Only code. Its alternate item is item 345. Blank changes *only* 123 - R changes both ABC *and* 345 - A changes *all* items 123, ABC, and 345

Enter Printer Designation [P1]

Enter the printer to print the list of your answers to these prompts.

Press any key to continue or ESCAPE to start again !

Press RETURN to start processing. Press ESC to return to the the beginning.

Once processing is completed, the following message displays:

DONE ! Press any key to restart program or ESC to ABORT !

Press any key to process another Program ID, or press ESC to return to the OPdb Toolbox.

Lowest Cost for Vendor from Scanalog (+I-L)

This feature allows you to determine a vendor(s) lowest cost by searching the Scanalog for the lowest cost for the vendor(s), then update the Purchasing Vendor Cost with that vendor(s) lowest cost. You can instruct the program to only look for one vendors lowest cost, or multiple vendors lowest cost. The program will look at your primary wholesaler for an item and determine the lowest cost using that vendors Scanalog records. This program will NOT change the order of wholesaler choice, but only find the lowest cost for the primary wholesale vendor(s). *Example:*

- ◆ If the primary wholesaler for an item in the E screen is THEVENDOR then:
The program would search the Scanalog for all of THEVENDOR's Scanalog records to determine the lowest cost. The cost found would then be used to update the Purchasing Vendor Cost.
- ◆ If the primary wholesaler for an item is 2NDVENDOR then:
The program would search for only the 2NDVENDOR's Scanalog records to determine the lowest cost, and so on.

Prompts of the Lowest Cost for Vendor Tool

Enter Printer Designation [P1]

Enter the printer to print the list of your answers to these prompts.

[] [] [] [] [] [] [] [] [] [] [] [] [] []

Enter stock classes to EXCLUDE ! Blank equals UPDATE ALL!

Use this prompt to limit which items are NOT to be updated with the Program cost. Enter upto ten individual stock classes to NOT update. In addition, if the second field has a dash entered in it, the first and third entries will be treated as a range of stock classes, with the remaining seven entries as additions to the range. Blanks in all of these fields will update the Purchasing Vendor cost for all of the Vendor(s) items.

[] [] [] [] [] [] [] [] [] [] [] [] [] []

Enter Item departments to EXCLUDE ! Blank equals UPDATE ALL!

Use this prompt to limit which items are to be updated with the Program cost. Enter upto ten individual item departments to NOT update. Blanks in all of these fields will update the Purchasing Vendor cost for all of the Vendor(s) items.

Do NOT Update the Following Vendors...

[____][____][____][____][____]

Enter the first four(4) characters of the Vendor name that you do *not* want to determine the lowest cost by vendor. This allows you to *only* update your primary source(s) from whom you may purchase. Leave the fields blank if you want to determine all vendors lowest cost.

O.K. to Proceed ? (Y/N) [__]

Enter Y to begin the process, or enter N to cancel the process.

Dealer Enhanced Cost is added to the OPUS ToolBox

Dealer Enhanced Cost allows the user to calculate the *Dealer Enhanced Cost – eCOST*. The *eCOST* value can be based on discounts, rebates, etc, that are applied as a ‘+’ or ‘-’ percentage on individual vendor price plans. It makes the current Best Cost programs [+IL] & [+IZ] help the dealer become more cost efficient by providing additional cost calculation tools, and automate the Best Cost process.

The **+IT** tool has the following features to help you determine who will be the Purchasing Vendor for your inventory items, all during a single processing run:

1. Calculate *eCOST* values (determine the Dealer Enhanced Cost of your items)

- **Increase/Decrease the item cost by a percentage on up to 20 price plans**

The percentage is determined by the dealer, established from the total net of all known discounts, rebates, ad fees, etc that are offered for each price plan. The resulting *eCOST* will be used when determining the Purchasing Vendor.

2. Perform the features of the + I L tool (find the lowest cost of the primary vendor)

3. Perform the features of the + I Z tool (find the lowest cost between vendors)

- **Percentage and/or Dollar amount that your exception vendors must overcome in order to become the Purchasing Vendor**

Using the concept of the + I Z tool “Do not update with less than an []% difference”, you can enter the percentage and/or dollar amount – by vendor – that will be used to determine whether one vendors’ overall best cost is better than the primary vendors’ overall best cost.

The percent and dollar values that you choose for the *eCOST* calculations will automatically be saved, so you can run the same calculations next time you do an item update. The **+IT** tool will only need to be executed a single time to achieve the same outcome as multiple passes of the + I L and + I Z .

In addition, the **+IT** tool also gives you the option to let the DDMS system use the *eCOSTs* that you just calculated as the actual costs for your items. Please make sure this is a viable business model for you before you choose this option.

If needed, you can view the all items’ eCosts after + I T is done by going to the + I E screen and typing “ECOST” in the item #.

Dealer Enhanced Cost Instructions

This program is intended to replace the + I L , + I Z , and + I % programs; so, like those programs, the normal time to run the + I T tool is after you load costs into the Scanalog with the OPUS tape/CD or from the BPIR BBS.

This program will accept input of Percentages to Increase or Decrease Cost(s) to Create a Dealer Enhanced Cost. This will be Used in finding the Lowest Cost for the Wholesale Vendor.

Input will also be accepted for Percent and Dollar Differences Used in finding the Purchasing Vendor.

Set the Enhanced cost as Purchasing Vendor Cost/Multivendor Cost ? []

N = Only use cost in Calculation, Don’t Display it.

Y = Set the Cost in Purchasing Vendor and I-CAT, and use in Calculations.

‘N’ should be used in most situations; a ‘Y’ answer will result in the eCOST being used in the DDMS Order Entry and Purchasing operations. To view the eCosts when answering ‘N’, use the + I E tool.

Do you want to Reset Enhanced Cost if one Exists ? []

'Y' should be used in most situations, a 'N' answer tells the program to not overwrite any eCosts that already exist for the items from manually entering them or from a previous + I T run

Enter Printer for Parameters []

Your answers to these questions will print on this printer when the program runs

[] [] [] [] [] [] [] [] [] []

Enter stock classes to EXCLUDE ! Blank equals UPDATE ALL !

(Press RETURN to skip)

These items will not have their Purchasing Vendor changed.

[] [] [] [] [] [] [] [] [] []

Enter Item Departments to EXCLUDE ! Blank equals UPDATE ALL !

(Press RETURN to skip)

These items will not have their Purchasing Vendor changed.

Enter the Vendor(s) you want to be Included.

Enter whether you want that cost Increased or Decreased by Percentage.

Enter the Percent to Increase or Decrease.

Enter the Minimum % Difference the Cost must be to be used as Purchasing Cost.

Enter the Minimum \$ Difference the Cost must be to be used as Purchasing Cost.

Vendors NOT listed will not be compared.

#	Vendor	I/D	Calc %	Diff %	Diff \$
()	[]	[]	[]	[]	[]
()	[]	[]	[]	[]	[]
()	[]	[]	[]	[]	[]
()	[]	[]	[]	[]	[]

Enter Action [] A=Add, C=Change, D=Delete, N=Next

Enter all the Vendors whose cost you want to compare. The Calc % will be used to calculate the Dealer Enhanced Cost (DEC). The DEC for all Vendors will be compared, but the Exception Vendors must beat the best DEC of the Primary Vendor by at least the Diff % and Diff \$ to become the Purchasing Vendor.

#	Vendor	Program Id	I/D	Calc %
()	[]	[]	[]	[]
()	[]	[]	[]	[]
()	[]	[]	[]	[]
()	[]	[]	[]	[]

Enter Action [] A=Add, C=Change, D=Delete, N=Next

Enter all the Vendor programs whose cost you want to compare. This table will be used to calculate additional DEC's for items which will be compared to other costs for that item. The Vendor for each plan must also overcome the DIFF % and Diff \$ listed in the first table.

Ready to Process Costs?

Y, or N to start over.

Section 2: [V]iew / Print O/PUS Parameters (+I-V)

The View / Print Parameters option from the O/PUS Toolbox allows you to view or print your O/PUS loading parameters.

To use the View / Print tool, type **V** from the OP-tb Menu.

Prompts of the View / Print Tool

Enter [P]rint or [V]iew [V] (P/V) V is the default.

Type **V** to view the parameters on the screen. You will then be asked which parameters to view:

1=OPUS parameters, 2=OPdb2 Parameters ? []

Type **P** to print the parameters. You will then be asked which parameters to print, followed by which printer:

1=OPUS parameters, 2=OPdb2 Parameters ? []

Enter Printer for Parameters [P1] Enter the correct printer ID. P1 is the default.

Section 3: Report Items Tool (+I-R)

The Report Items Tool from the O/PUS Toolbox allows you to select an item and enter descriptive information. The (E) screen for the item, along with a description that you may type, will print in a fax-ready, concise form that can be sent to O/PUS. In addition, you can have the O/PUS loading parameters reprint to fax along with the item's information. This is a fast, easy way to notify O/PUS of any discrepancies you feel warrant attention.

Enter **R** to access this tool from the OP-tb Menu.

Prompts of the Report Items Tool

Enter Item Number to Report : [.....] [.....]

Access the item that you want to report by typing in its number. The first item on file matching your request, or the first item on file that sequentially follows your input will display. The item number, company, and description will display along with the following prompt:

Report this item ? Y/N

If it is not the correct item, either press N to view the next item on file, or press ESC to re-enter a new number. If it is the correct item, press Y.

Item Location [1]

Next, indicate which location to print (pricing record information). Location 1 is the default.

Print O/PUS db Parameters

This prompt allows you to reprint your O/PUS update loading parameters prior to printing the item's information. Press Y type print the parameters. Print N to not print the parameters.

What is wrong with this item ?

A list of report title selections displays. Choose one from the list to title the item report.

Enter comments to be sent to OPUS !

(A Blank line will end your comment)

Rows of dotted lines will display. Enter up to 20 lines of comments to print after the item's information. Pressing return on a blank line will end the entry of comment lines.

Enter Printer Designation [P1]

Enter the printer ID of the printer to print the report.

When the report has finished printing, the Enter-

Item-to-Report prompt redisplay for entry of the next item. Press ESC to end the reporting session.

```

R. I. D. Yourself of problems !

                What is wrong with this item ?
1) Item number.
2) Company, Color, or MAC
3) Description
4) Alternate
5) Extended Nbr
6) Unit of Measure
7) Vendor Name
8) Page Number
9) Prefix
10) Buy Unit
11) Buy Quantity
12) Cost
13) List Price
14) OPUS Scanalog !
15) You describe it !
                Enter Problem Number [ ]

```

Section 4: O/PUScanalog (+I-E) (\$)

To Access the O/PUScanalog Catalog Item screen, type \$ at the Program Selection prompt on the Master Menu, or select E from the (+I) OP-tb ToolBox menu. Either way, if you entered a password for accessing the Scanalog, you will be prompted to enter that password. The only action available in this screen is Inquiry.

The top of the screen shows the item number, company, description, unit of measure, department, stock class, and alternate item fields from the I-Master file. In addition, the primary fields of the I-PRICE file are also displayed.

```

OPUS CATALOG ITEM SCREEN
ACTION [I] I=Inq
===== MASTER RECORD ===== PRICING RECORD [ 1] =====
Item #00002 Co:FEL Cost $ 4.630 List $ 8.350 %
Desc. :BOX,LIBTY STOR 9X3.75X24 Dept : Class : Net :N Up Cost %
Unit :_ Dept:_ Class:_ [_] Alter.# Co:
=====
- Wholesale Record in "E" Screen -
SPARCO Item # FEL 00002 | UNITED Item # FEL 00002
Page # 466 Cost $ 4.630 | Page # 250 Cost $ 4.728
Buy Unit:CT Of: 12 List $ 8.350 | Buy Unit:CT Of: 12 List $ 8.350

Page # Item # Cost $ Page # Item # Cost $
Buy Unit: Of: List $ Buy Unit: Of: List $

Page # Item # Cost $ Page # Item # Cost $
Buy Unit: Of: List $ Buy Unit: Of: List $

Page # Item # Cost $ Page # Item # Cost $
Buy Unit: Of: List $ Buy Unit: Of: List $

Press any key for next item or ESC to start over.
    
```

```

OPUS CATALOG ITEM SCREEN
ACTION [I] I=Inq
===== MASTER RECORD ===== PRICING RECORD [ 1] =====
Item #00011 Co:FEL Cost $ 3.468 List $ 8.400 58.7%
Desc. :BOX,LIBTY STOR 12X10.25X24 Dept :1 Class :X Net : Up Cost %
Unit :_ Dept:_ Class:_ [_] Alter.# Co:
=====
- Wholesale Record in "E" Screen -
SPAR-FLY Item # FEL 00011 | SPARCO Item # FEL 00011
Page # 466 Cost $ 3.480 | Page # 466 Cost $ 3.600
Buy Unit:CT Of: 12 List $ 8.400 | Buy Unit:CT Of: 12 List $ 8.400

UNITED Item # FEL 00011 Page # Item # Cost $
Page # 250 Cost $ 3.860 Page # Item # Cost $
Buy Unit:CT Of: 12 List $ 8.400 Buy Unit: Of: List $

Page # Item # Cost $ Page # Item # Cost $
Buy Unit: Of: List $ Buy Unit: Of: List $

Page # Item # Cost $ Page # Item # Cost $
Buy Unit: Of: List $ Buy Unit: Of: List $

Press any key for next item or ESC to start over.
    
```

On the left side of the screen below the I-Master information, the I-Whl record is displayed. This shows the vendor the item belongs to and its related information.

The remainder of the screen is divided into seven sections which display the I-Cat records that exist for this item. If, there are no I-Cat records displayed for this item, then this is the only vendor selected that carries this item, and the item is not on any flyers selected to load. (This scenario is not illustrated).

In the first example, the item is carried by two of the selected vendors. The second vendor's information displays to the right of the I-Whl record. Please note that the prefix for the item displays in front of the item number.

In the second example, the item was on a flyer for the selected vendor, and the cost was loaded into the wholesaler record. The item's non-flyer information is in an I-Cat record that displays to the right of the wholesaler record. It also shows that the item is carried by the secondary vendor.

In the last example, if the item existed on flyers that were specified to load, those too will have an I-Cat record created. In the I-Cat record, the flyer code will display in the ID field. The ID represents the flyer that the price/cost is from.

To leave the Scanalog, press ESC when the cursor is in the Action code field.

```

OPUS CATALOG ITEM SCREEN
ACTION [I] I=Inq
===== MASTER RECORD ===== PRICING RECORD [ 1] =====
Item #00013777 Co:INN Cost $ 3.018 List $ 6.950 56.6%
Desc. :DIVIDER,W/PARTITIONS BLK Dept :1 Class :X Net : Up Cost %
Unit :_ Dept:_ Class:_ [_] Alter.# Co:
=====
- Wholesale Record in "E" Screen -
UNIT-FLY Item # INN 00013777 | SPARCO Item # INN 00013777
Page # 392 Cost $ 3.050 | Page # 392 Cost $ 3.780
Buy Unit:ST Of: 1 List $ 6.950 | Buy Unit:ST Of: 1 List $ 6.950

UNITED Item # INN 00013777 UNITED Item # INN 00013777
Page # 477 Cost $ 3.940 Page # 88 ID 8A Cost $ 3.050
Buy Unit:ST Of: 1 List $ 6.950 Buy Unit:ST Of: 1 List $ 6.950

Page # Item # Cost $ Page # Item # Cost $
Buy Unit: Of: List $ Buy Unit: Of: List $

Page # Item # Cost $ Page # Item # Cost $
Buy Unit: Of: List $ Buy Unit: Of: List $

Press any key for next item or ESC to start over.
    
```

Section 5: Build NEW-C-ITEM (+I-B)

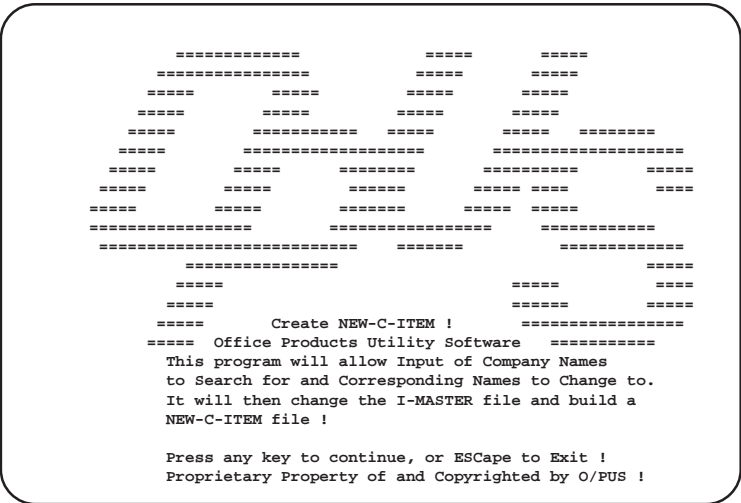
If you have a series of items that you wish to change the Co: (company) portion of the item key (which is made up of the item number and Co: fields), you can use this tool to change the I-MASTER record and create the NEW-C-ITEM file on your *Inventory Unit*. The NEW-C-ITEM file can then be used by the DDMS program ;SPCCHG_IT to change the item keys in all related files (except Short-buys and Receipts).

After using this tool, follow the CHGIT Item Key Changes Procedure, Chapter 5, page 6.

To Access the Build New-C-Item Tool, type **B** from the (+I) OP-tb ToolBox menu. If you entered a password for this tool, you will be prompted to enter that password.

The O/PUS Logo screen is shown with a message that indicates what this program will do. Press any key to continue, or press ESC to exit the program.

If the file NEW-C-ITEM already exists, a message asks whether to delete it or to rename. If you no longer need this file, or if it is stored on tape, type D to delete it. If you want to save it on hard disk, type R to rename it. If you rename it, a prompt will ask you to enter a new file name. A new name of CHK-C-ITEM will be shown as the default. Press TAB to use this name, or type in a different one. If you use a name of a file that already exists, the cursor will return to the prompt to rename or delete New-C-Item. Type R again, and then enter a filename that does not yet exist. When the file has been successfully deleted or renamed, the Build New-C-Item screen will be displayed.



In the OLD ITEM CO: field, enter the company name in your file that you want to change. In the NEW ITEM CO: field, enter the way you want it to become. If you want to limit this change by wholesaler vendor, enter the first four characters of that vendor's name in the 4 CHAR ABB. WHOLESALER field. If you want to limit the items to be changed by wholesaler prefix, enter that prefix in the PREFIX field. If you want to limit the items to be changed to a stock class (from the I-MASTER file), enter that stock class in the CLASS field.

We recommend you supply as many Parameters as possible to ensure an EXACT MATCH on the items you want to change ! Mistakes are Costly !
The Prefix and/or Stock Class is Mandatory !

Old Item Co.	New Item Co.	4 Char Abb. Wholesaler	Prefix	Class
1) [NEWELL]	[NWL]	[]	[]	[A]
2) [SMEAD]	[SMD]	[]	[]	[D]
3) [SWI]	[ACC]	[]	[ACO]	[]
4) []	[]	[]	[]	[]
5) []	[]	[]	[]	[]
6) []	[]	[]	[]	[]
7) []	[]	[]	[]	[]
8) []	[]	[]	[]	[]
9) []	[]	[]	[]	[]
10) []	[]	[]	[]	[]
11) []	[]	[]	[]	[]
12) []	[]	[]	[]	[]
13) []	[]	[]	[]	[]
14) []	[]	[]	[]	[]
15) []	[]	[]	[]	[]

Press ESCAPE to end entry !

Note: You must limit by either prefix or class. Mass changing without limiting is not available. You may enter '0' (ZERO) as the class to have all classes changed.

Enter up to fifteen changes. Press ESC when you have entered all your selections. A prompt will display: **Are You Sure ? (Y/N/ESC)**. Press Y to execute the program (changing the I-MASTER records and creating the NEW-C-ITEM file). Press N to make new selections. Press ESC to exit the program without executing it.

As the records are processed, they will display on the screen. When the processing is complete, a message indicates that it is through with a record

count. **Execute the ;SPCCHGIT program for Item Key Changes (Chapter 5, page 6)**

Note: The NEW-C-ITEM file will be created on your INVENTORY UNIT, in order to keep it separate from the file that is created on the work unit during a normal O/PUS update, and other DDMS functions.

Section 6: Clear Asterisk from Items (+I-C)

Some vendors have asterisks within the description of some items. Some dealers using EDI with some customers have found that these asterisks can cause some EDI transmissions to terminate prematurely. To avoid such situations, use this tool to remove asterisks from item descriptions, leaving a space in place of the asterisk. Enter C from the OP-tb Menu.

A message displays: **This program will remove Asterisks from Item Descriptions !**

A prompt asks: **Continue ? Y/N**

Type **N** to abort this program. Type **Y** to execute this program.

Although this program is relatively simple and works quickly, the amount of time it will take depends upon how many items in your file and the type of your system hardware.

Note: After each subsequent update, you will need to re-run this program.

Section 7: Dept & Class by CO. Field (+I-D)

If you want to assign a specific department or stock class to items with the same data in the CO: field, use this tool. This tool changes these fields in the I-MASTER file *ONLY*, not the I-Price file.

From the OP-tb Menu, type D. A message is displayed alerting you to the use of the program. Press any key to continue, or press the ESC key to return to the OP-tb Menu.

A screen will be displayed that allows you to select a company name as a limiter by entering it in the CO. Field. Your entry must match EXACTLY, the way the information is contained in the CO: field of the I-MASTER file (in the (E) screen).

You then must select a stock class and/or item department as a limiter. You may use an asterisk [*] as a wildcard for all. If you leave the class and department blank, no items will be changed. You may enter a new stock class and / or department designation for all items matching your limitors.

To set the stock class, enter the desired character in the NEW CLASS field. To not change the stock class for these items, press TAB to move to the new department field.

To set the department, enter the desired character in the NEW DEPT field. To not change the department for these items, press TAB to move to the next line.

You may enter up to twenty sets of changes. After making your selections, press ESC to execute the procedure. A message is displayed:

Are You Sure ? (Y/N/ESC)

Type Y to execute the procedure. Type N to re-enter your choices. Type ESC to return to the OP-tb Menu.

Section 8: Cross Reference Prefix in Item (+IX)

With this tool, you may create reference-only items that will allow the access of items by entry of the prefix followed by the item number. Note: Be sure to make a backup of your I-Master file before using this procedure. This will dramatically increase the size of your I-Master File ! Make sure you have plenty of space !

The procedure will create a new I-Master record that has the prefix followed by the item number in the item number field, and the original item number in the alternate number field with the alternate code for reference-only from the (LE) screen. You must have a code for reference-only in the (LE) parameters. If you do not have a code setup, a prompt will tell you to enter one, and it will be written to the (LE) parameters for you.

A message is displayed: **This program will insert Prefix into Item key
and Reference back to the Original Item
Reference Only Item code = [R]**

Continue Y/N ?

Type N, and then ESC to abort the procedure. Type Y to execute this procedure on ALL items.

There are no other questions, such as ways to limit this procedure !

Section 9: Round off Catalog & List Price (+I-\$)

The DDMS O/P Dealer system allows three positions to the right of the decimal in the List and Catalog price fields. On occasion, pricing from an update will use the three positions, instead of just two. This depends upon how you select the update to load the pricing, such as upping the price by a percentage.

If you want to round off the third digit, use this tool. Standard rounding procedures used by the DDMS system will be used to strip this third digit. This eliminates confusion on invoicing when this third digit is not printed, but used in extended calculations.

The list price of the I-PRICE file and the catalog price of the I-WHL file for **ALL** items will be rounded to the nearest penny.

This program will Round off Catalog & List Prices (ONLY) to the nearest penny !

O.K. to Begin ? (Y/N/ESC) N

To cancel this procedure, type N or press ESC. To execute this procedure, type Y.

Section 10: Set Gross Profit from Costs (+IG)

With this tool, you may define and change the list price (in the I-Price record) and/or the catalog price (in the I-Whl record) as gross profit percentage based on either the average cost (in the I-Price record) or the replacement cost (in the I-Whl record). As with any of these tools, do a backup first, and use the tool after business hours. This tool will affect I-Price and/or I-Whl. To access the Set Gross Profit from Costs, type **G** from the (+I) OP-tb ToolBox menu.

The calculation used is the standard formula used by DDMS: $\text{Cost} / (1 - \text{GP}\%) = \text{New Price}$

The O/PUS will be displayed with a message that says:

This program will allow Input Gross Profit to be set on items matching your input !

O.K to Begin ? (Y/N) N

Press N or ESC to abort. The O/PUS OP-tb Menu will be redisplayed. Type Y to continue. A series of prompts will be displayed for you to make selections.

Enter printer [P1]

Mandatory entry. Enter a printer that is available for use. Your choices will print out (this is a mandatory printing).

Enter Gross Profit percent 00.0

Enter the gross profit percentage that you want to use for the calculations. Enter upto two characters to the left of the decimal and one to the right (enter the decimal as well). Enter something, do not tab, or the percentage will be zero !

Enter upto 10 Stock classes to Exclude !

You may exclude items from this procedure by entering their stock classes in this prompt. All other stock classes will have their price(s) changed according to your selections in this program. This program will look at the stock class of the I-Master file, not the I-Price file. Press ESC to return to the printer prompt.

Enter O/PUS Wholesale Vendor abbreviation to Select [____]

Leave this field blank to process ALL records !

You may limit this procedure to items of a specific vendor by entering the first four characters of the name as they appear in the vendor name field of the I-Whl record (such as UNIT or SPAR). Leave it blank to not limit by vendor name.

Cost to figure Gross Profit from [] W = Wholesale P = Pricing Cost V = Purchasing Vendor

Mandatory entry. Enter **W** to have the calculation based on the replacement cost of the I-Whl record. Enter **P** to have the calculation based on the average cost of the I-Price record. Enter **V** to have the calculation based on the Purchasing Vendor

 **New**

Update Wholesale Catalog Price ? (Y/N) []

Mandatory entry. Type Y to change the catalog price of the I-Whl record with the new price based on the gross profit percentage and cost field entered above. Type N to not change the catalog price.

Update Pricing Record Price ? (Y/N) []

Mandatory entry. Type Y, to change the list price of the I-Price record with the new price based on the gross profit percentage and cost field entered above. Type N, to not change the list price.

Update the Price(s) ONLY if the NEW Price is GREATER than the OLD price ? (Y/N) []

Mandatory entry. Type Y, if you want the price(s) specified to be changed only if the new price is greater than the current price. Type N, if you want the price to be changed regardless of whether it is greater or not than the current price.

O.K. to Begin ? (Y/N/ESC)

Type Y to continue, or press ESC to abort the procedure.

Section 11: Move I-WHL PER field to I-PRICE MIN field

With this tool, you may have your wholesalers' minimum purchase amount placed in your pricing record's minimum order amount field. The PER field of the I-WHL record indicates how many of your Selling units (I-Master record) are needed to make up the minimum Buying unit in the I-WHL record. By setting your customer's minimum order amount to equal your minimum purchase amount, you can avoid having broken cartons of non-stock items on your shelves.

Access the most current +I screen (see page 1 of this chapter). Type M to access the Move I-WHL tool.

The following will be displayed:

This program will Set the I-PRICE Min Qty Field from the I-WHL per Field, or Purchasing Vendor if set.

Enter I-PRICE Location to Update or Create [] or ESCape to EXIT !

Press ESC to abort. To continue, enter the I-PRICE location that is to be set. There are no other limits. If a record does not exist in the I-PRICE location, one will be created using the average cost and list price in the location 1 record. If there is not a location 1 I-Price record, the cost and price will be pulled from the I-WHL record. If the Purchasing Vendor is set to be other than the primary wholesaler, then the Purchasing Vendors Per Field will be used.

After entering the I-PRICE location, a prompt asks:

O.K. to continue ?

If you want to abort, type N or ESC. If you want to execute the procedure, type Y.

Section 12: Create Vendor Contract (+I-A)

The Create Vendor Contract Tool from the O/PUS Toolbox allows you to create a Vendor Contract (EV) from a Flyer contract (ET) that you load through the O/PUS update. This will be useful for wholesaler promotions that are dealer cost programs which are quantity driven. This program will transfer (from the Flyer contract (ET)) the item's cost per the purchase quantity to the Vendor contracts' Contract price field, and the associated purchase quantity to the Min Unit Quantity field.

Prompts of the Create Vendor Contract Tool

Select A for Create Vendor Contract from the Tool Box listing.

This Program will Create a Vendor Contract !

Enter Contract to READ From []

In this prompt, enter the contract number from your DDMS Contracts file with the Quantity-driven dealer cost that you wish to use to create a Vendor Contract. For example, if you loaded the flyer from the O/PUS tape into contract 50, enter 50 in this prompt.

Enter Vendor Contract to WRITE To[]

Enter the Vendor Contract number that you want created. For example, if you want to transfer the information into vendor contract 55, enter 55 in this prompt.

O.K. to Proceed ? (Y/N) []

Enter Y to begin the transfer. Enter N to cancel the transfer.

Section 13: Load OPdb2 Vendors

With this tool, you may load additional vendors that are contained on your OPdb2 file (a secondary file containing additional vendors). This tool is **ONLY NEEDED IF YOU CHOSE NOT TO USE THE AUTOLOAD FEATURE!** This tool is for use by UNIX and PGD systems, only. The OPdb2 update has a modified version of the normal OPdb update Auto-Load. The OPdb2 Auto-Load will perform the necessary functions:

Pre-Load

- Deletes the NEW-C-DB2, I-A-INDEXX, and I-INDEXX files
- Deletes the CONTRACTS that you will be loading your new promotions
(*only the contracts that you are loading new promotions into*)

While Loading

- As an Option - Creates and updates the OPS-CHANGE file that captures item number changes, List Price changes, and dealer Cost changes, for viewing and reporting puposes - with an option to have your list price and dealer cost changed at a later date instead of during the load.

Post-Load

- Prints the I-DUPS & BAD-REFS files
- Executes the DDMS [;SPCCHGIT] Change It program, after the item update has completed using NEW-C-DB2
- Rebuilds Inventory Index(es) that you have chosen
- Rebuilds P-MASTER Index (P-INDEXX) and Sales Journal Index (JO-INDEXX) that is the normal TR-E function
- Compresses your CONTRACTS file, so that you can begin entering customer orders once the Update is complete. *The complete MB compression may be done at a later time due to the automatic compression of the CONTRACTS file.*

The following is the OPdb2 Autoload Checklist:

1. Do the complete load of the first OPdb tape.
2. Make a backup of your inventory and contracts units.
3. Put the OPUS tape in the tape drive, or CD in the CDrom drive.
4. Go thru +I-2 to load the latest OPdb2 libraries.
5. Execute the OPdb2 load as described below.

To execute the OPdb2 load, access the +I screen, and select option 2 to Load OPdb2 vendors. This will load the OPdb2 Libraries and then will display the Auto-Load Screen. The Auto-Load answers will be displayed from your first OPdb update. It is recommended to leave your Auto-Load answers from your first OPdb update as the default answers for loading the OPdb2.

The O/Pdb2 ! Inventory DataBase2 Update Parameter screen will appear. It is very similar to the first screen of the regular OPdb load, except the vendor choices are those of the OPdb2 tape. The first time you execute an OPdb2 tape, your parameter choices from OPdb1 will display as default answers. After you set these parameters for OPdb2, they will be saved separate from your first OPdb.

Note: If you do not see the same screen parameters as shown in the documentation, you will need to Reboot in order to refresh your system with the screen libraries that were copied from the OPdb2 tape. This is due to the DDMS screen cache capability.

After responding to the Space Availability Message, set your printer and printing choices, or tab past your previously set answers to retain them. Enter the OPdb2 vendors that you want to load.

CAUTION: On your first time load of OPdb2, be sure to space out any displayed vendor choices that are not on this tape, or that you do not want to load.

IMPORTANT: The **MATCH ON WHOLESALE VENDOR Y/N** prompt is set to Y for the OPdb2 update. Refer to the OPdb2 Vendor Update parameters, chapter 4 page 8, for detailed information.

It is also important how you answer the remaining questions on this screen. If you are using MACs, you should continue to do so on this tape. The referencing of exceptions is not yet available on OPdb2.

The second screen is the same for OPdb2 as it is for OPdb. Your answers from OPdb will appear as defaults and will be saved as such if you press TAB or RETURN to accept the displays. See Chapter 3 for details on these first two screens.

The Vendor screens for the OPdb2 vendors chosen will be displayed in the order they have been chosen. See Chapter 4 for details.

The OPdb2 update program will create a file NEW-C-DB2, which is used with the CHANGE IT program needs to make any changes to item numbers in related supplemental files.

Execute OPdb2 Update

Start the OPdb2 load by typing U when the O/PUS logo screen is displayed. From this point on, it is very similar to the OPdb load. See Chapter 5.

Once you have answered 'U' to Update, the Auto-Load program will begin and you can leave the update, unattended.

After the Update is complete, the following message will appear:

Auto-Load is Finished. Press Any Key to Return to Parameters

The steps that will need to be performed after completion of the update are:

1. Backup your Inventory unit(s)
 2. Any custom features
- The custom procedures that you use from the O/PUS Toolbox can be done any time after the post-load backup, such as Setting Scanalog Cost (+I-Z), Setting Contract Cost(+I-S), and any other features of the O/PUS Toolbox.

Section 14: NEW-C-ITEM Key Swap for Scanalog

With this tool, the keys of the I-CAT file (used in the Scanalog) will be updated with changes contained in the NEW-C-ITEM file. If you load a second tape from O/PUS, the OP 2 tape, this program is automatically executed during the post load procedures of the Auto-Load program. This tool remains as a user accessible option, should a need arise.

Access the most current +I screen (see page 1 of this chapter). Type N to access the NEW-C-ITEM Key Swap tool.

The following will be displayed: **This Program will check the OPUScanalog for Key Changes in the NEW-C-ITEM O.K. to Continue ? (Y/N)**

If you want to abort, type N or ESC. If you want to execute the procedure, type Y.

Section 15: BPIR Communications Menu (+I-F)

Enter the BPIR Communications Menu by selecting **F** from the OP-tb Tool Box Menu.

BPIR Business Products Information Resources - is a service from OPUS which provides electronic communication and information to the Business Products industry.

BBS Bulletin Board System - is a sophisticated software program which can store large databases and provide secure methods for other computers to connect and retrieve data.

Connections to a BBS can be made in a number of ways. You can easily connect to the BPIR BBS by running the BPIR Communications program which will utilize the modem you already have connected to your DDMS system. This program will allow you to download periodic vendor price updates, special vendor promotions, buying group information, as well as send and receive e-mail to other users on the BPIR Bulletin Board System.

```

=====
B P I R   C o m m u n i c a t i o n s
=====

R. Receive e-mail      V. View e-mail
S. Send e-mail attachment

D. Download a file    P. run Program
U. Upload a file

I. ID Screen
C. Change ID >>>> Current User ID:

[ ] Action (H for Help)

```

Setup:

You will need a modem connected to the I/O pad on your DDMS computer. If you currently use a modem on the DDMS system to order from a wholesaler, you can use that same modem for the BPIR BBS. Although you will be able to “get by” with a 2400 baud modem, results are much more economical with modem speeds of 9600 baud and above. You will also need to set up your BBS ID in the ID screen. See the description of the ‘I’ Action below.

Price plans on the BBS

When you download a price file from the BBS, you will also need to download an associated program. You will use this program to move the prices from the price file into your item database files (I-WHL, CONTRACTS, I-MFG, etc.). For example: if you download the price file “1D” from the “UNITED” library, you will need to also download the program “U_UNI”. That same program will work for all United price files - you do not have to download the program every time you download a United price file. However, since the programs will change periodically, it is recommended that you download a new program each calendar quarter.

Determining which price plan you need

You have probably been assigned several price plans by the vendors that you deal with, and you might also have price plans from a buying group. If you don’t know which plans you have been assigned, you will need to contact your vendor representative. You can contact OPUS for the BBS filename and library so you can begin the download process. If a vendor notifies OPUS that they have a price plan for you, OPUS will contact you by fax with download instructions. This normally occurs with custom price files.

The following actions are available in +IF :

- | | |
|---------------------------|--|
| R. Receive e-mail | This action will download all new mail that has been sent to your ID. It will also send an e-mail to yourself which states the time and date that you made the e-mail request. |
| V. View e-mail | After you have ‘R’eceived your e-mail, use this action to view the e-mail. This action will also break out any files that were attached to your e-mail. You can perform this action as many times as you need. |
| S. Send e-mail | This action will send an e-mail (created thru the DDMS word processor) to the ID you request. You will need to know the ID of the person you wish to communicate with. |
| D. Download a file | Use this action to get any file from the BBS. You will be prompted for the file name and the BBS library where the file resides. Your vendor or buying group will let you know if they have any price plan files available to you on the BBS and OPUS will tell you the exact names you need to enter. |

P. Run Program

Once you have downloaded a price file and its associated update program, you can then execute the update program using this action code. You will be prompted to input the name of the update program that you wish to execute. Upon entering the program name, the program will be added to your system ;BBS library, and will be automatically started. Next, follow the prompts of the electronic price update documentation that was sent to you.

U. Upload a file

This action will let you send a file from your DDMS system to the BBS “TANK” library.

I. ID screen

Use this action to set up or change your ID information. The ‘H’ action in the ID screen will help you set up the necessary information.

C. Change ID

If you have more than one ID set up in the ‘I’ screen, this action will allow you to set one of them as the “Current User ID”. This is necessary, for example, to get the correct messages when you ‘R’ecieve e-mail.

H. Help

This will display a page of useful information

File download procedures:

Section 16: Item Updating, Viewing, Reporting from OPS-CHANGE (+I-P)

```

OPUS Changes Screen
=====
1) View a Specific Item.
2) View Item Number Changes
3) View Item Cost Changes
4) View Item List Price Changes
5) Print Item Number Changes
6) Print Item Cost Changes
7) Print Item List Price Changes
8) Update Items from OPS-CHANGE

[ ] Enter Program Selection
    
```

OPUS Changes Screen

An OPUS feature that will allow the dealer to retain item information changes to facilitate business decisions, price label printing, and item reporting.

This program is used for those dealers who wish to update their item files prior to the actual beginning of the upcoming quarter, but **not** allow the List Price and Cost to be updated.

The DDMS system Report Writer has formatted reports and label printing capabilities that print from the OPS-CHANGE file, in addition to the standard reports from the OPUS Changes Screen.

Program Selections are:

1) View a Specific Item
The OPUS Update History Screen provides a display of an item (similar to the Scanalog screen) for Item Number/Company(if changed), New & Old Cost, List, and Update Date.

The screen will display information for upto 4 subsequent updates.

2) View Item Number Changes
Displays the information from the OPS-CHANGE file only when the Item Number and/or Company has changed.

3) View Item Cost Changes
Displays the data only if the Cost has changed.

4) View List Price Changes
Displays the data only if the List Price has changed.

The View selections will prompt for manufacturer range from and to, and then display the requested information,as in the Example View Selections.

Report selections

- 5) Print Item Number Changes
- 6) Print Item Cost Changes
- 7) Print List Price Changes

The above Print selections will prompt for a printer, manufacturer range from and to, and send the requested information to the printer specified. The actual report format is shown in the Example Print Selections.

```

OPUS Update History Screen
ACTION [I] I=Inq
===== MASTER RECORD ===== PRICING RECORD [ 1] =====
Item #00002 Co:FEL Cost $ 3.370 List $ 10.090 %
Desc. :BOX,LIBTY STOR 9X3.75X24 Dept : Class : Net :N Up Cost %
Unit :__ Dept:___ Class:___ [_] Alter.# Co:
----- Direct Buy Cost.....[ ]
- Wholesale Record in "E" Screen -
SPARCO Item # FEL 00002
Page # 466 Cost $ 3.370
Buy Unit:CT Of: 12 List $ 10.090
-----
Item # Item # FELLOW
New Cost $ 4.16 Old Cost $ 3.37 New Cost $ 3.37 Old Cost $ 3.32
New List $ 11.67 Old List $ 10.09 New List $ 10.09 Old List $ 9.98
New Update 06/27/97 Old Update 03/29/97 New Update 03/29/97 Old Update 12/25/96

Item # ***** Item # *****
New Cost $***** Old Cost $***** New Cost $***** Old Cost $*****
New List $***** Old List $***** New List $***** Old List $*****
New Update **/**/** Old Update **/**/** New Update **/**/** Old Update **/**/**

Press any key for next item or ESC to start over.
    
```

```

Example View Selections

Enter Starting MFG Code [ ]
(Blank = All)
Enter Ending MFG Code [ ]
Are you Sure ? (Y/N)

New Item Nbr..... Old Item Nbr..... New Cost Old Cost Upd.Date
=====
7065005 AAG KC-AAG 16.85 11.00 06/27/97
    
```

```

Example Print Selections

Enter Printer Designation [P1]
Enter Starting MFG Code [ ]
(Blank = All)
Enter Ending MFG Code [ ]
Are you Sure ? (Y/N)

New Item Nbr..... Old Item Nbr..... New Cost Old Cost Upd.Date
=====
7065005 AAG KC-AAG 16.85 11.00 06/27/97
    
```

Advanced Price Processing

8) Update Items from OPS-CHANGE

This program is used by dealers utilizing the Advanced Price Processing feature of the OPdb Auto-Load.

This selection executes a program which will Update the Items' List Price and Dealer Cost in the E screen from the data stored in the OPS-CHANGE file.

The program will display your normal answers for Stock Class exclusions on Average Cost, Replacement Cost, List Price, and Price Locations. You may change the answers displayed, if needed.

All other parameters that effect how the pricing is updated, will be used internally by the program. Also displays the Last Update Date and prompts to use that date of price changes when reading from the OPS-CHANGE file.

Depending on how many items had price changes, this program will normally complete in a matter of minutes.

```

Enter Printer for report [P1]
[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
Enter stock classes to EXCLUDE for AVERAGE Cost.

[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
Enter stock classes to EXCLUDE for REPLACEMENT Cost.

[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
Enter stock classes to EXCLUDE for LIST Price.

[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
Enter Pricing Locations to EXCLUDE.

The Last OPUS Update was    / /
Use this date? [ ]

O.K. to Proceed ? (Y/N)

```

Section 17: Building the OPUS Super Index (+I-I)

The following is a reprint from the *DDMS 1998 General Release Software Documentation - Chapter 2*. When a reference is made (eg "see the heading") to other areas of documentation, you will need to refer to the *DDMS 1998 General Release Software Documentation*.

This tool allows you to build item indexes that can cross-reference or link the different item information to the item number and company (the item key) in the Master Record. Each index gives you a different way to query on and retrieve items during order entry and purchasing.

For example, you can build the index that links the prefix and item number to the item key. Or, you can build the index that links the I-WHL, I-MFG, and I-CAT item numbers to the item key. In this case, the system cross references the item number and company of the item to the item key in the Master Record. So even if the item number or company in the I-WHL, I-MFG, or I-CAT file is different from the item key in the Master Record, you can still query on and retrieve these items in order entry. The following is an example of an item. The primary vendor is United, but this item also has I-CAT records for Sparco, Daisytek, and Azerty:

Item Nbr	Company	Vendor Nbr	Vendor Pref	Vendor
10330	SMD	10330	SMD	United
10330	SMD	153L	153L	Sparco
10330	SMD	153L	SME	Daisytek
10330	SMD	10330	SME	Azerty

By building the vendor item company index, you could enter 10330 and the system would display the records for United and Azerty. If you entered 153L, the system would display the records for Sparco and Daisytek. If you build the prefix/item index, you could enter SMD10330 and the system would display the record for United only.

Fields in the Build Super Index Screen

To use the new Super Index, you must first decide upon which indexes that you want to use. You can build up to five different indexes. You specify the indexes you want to build by typing an **X** next to the indexes that you want to build in the Build Super Index screen. The index(es) will be kept in a file called I-SUPER, on the Inventory Unit.

Note: You can build one index or multiple indexes. However, if you build multiple indexes, the I-SUPER file can become very large. For example, if you specify all five indexes, this file could be over twice as large as your I-WHL file. For this reason, you should carefully consider which indexes you want to build.

The following is a list of the fields in the Build Super Index screen:

Vendor Item Company to SKU Item Key

With this field, you can build the index that links the item number and company from the I-WHL, I-MFG, and I-CAT records to the item key. With this index, you can query on and retrieve the item with the item number followed by the company.

Vendor Prefix/Item to SKU Item Key

This index links the item prefix and number from the files I-WHL, I-MFG, and I-CAT to the item key. With this index, you can query on and retrieve with the item prefix followed by the item number.

MFG Item Number to SKU Item Key

This index links the item number from the I-WHL, I-MFG and I-CAT files and compares it to the item key. If you build this index, you can query on and retrieve with the item number from manufacturer's, wholesaler's, and I-CAT file.

UPC Number to SKU Item Key

If you build this index, the system links the UPC numbers to the item key. This index includes the records of any items that have UPC numbers set up in the (E) screen, or with UPC numbers loaded through O/PUS. With this index, you can query on and retrieve with the item's UPC number.

Note: If you choose the UPC option, the system references only the UPC numbers in the Wholesaler Record, Master Record, and the I-CAT file. It does *not* reference alias items that you create and that reside in the I-ALIAS file. You will not be able to choose a UPC alias item from a query list; the system will display the item only if you enter all the digits precisely.

TOPGUN Number to SKU Item Key

This field is reserved for O/PUS internal use. Do not build this index unless O/PUS requests that you do so.

Steps for Implementing the OPUS Super Index

After you set up all your parameters, you can build the Super Index. (The Super Index is an optional procedure.)

Any feature that requires any type of setup is shown below. If you are going to use these features, you must first set them up. Next to each feature listed below is the heading that gives instructions for enabling it.

1. Create multiple vendor records. See the heading **Creating a Secondary Wholesaler Record**.
2. Set up multiple vendor UPC and item numbers in the (E) screen. For instructions on setting these fields, see the heading **Setting Up Multiple Vendor Information in the (E) Screen**.
3. Specify purchasing vendors. See the heading **Specifying the Purchasing Vendor**.
4. Set up the COST field in the (A) screen. For instructions, see the heading **Setting Up the Field in the (A) Screen**.
5. Set up the ALLOW (V) MULTI VENDOR DISPLAY and MASK MULTI-VENDOR COST parameters in the (HYL) screen. For instructions, see the heading **Setting Up the Parameters in the (HYL) Screen**.
6. Set up the VENDOR SCREEN and USE SUPER INDEX parameters in the (LG5) screen. For instructions, see the heading **Setting Up the Parameters in the (LG5) Screen**.
7. Set up the USE SUPER INDEX parameter in the (LG2) screen. For instructions, see the heading **Setting Up the Parameter in the (LG2) Screen**.
8. Set up the USE SUPER INDEX parameter in the (LF) screen. For instructions, see the heading **Setting Up the Parameter in the (LF) Screen**.
9. Set up the contract parameters in the (LE1) screen. For instructions, see the heading **Setting Up the Parameters in the (LE1) Screen**.
10. Set up the MATCH ON parameter in the (LFA1) screen. For instructions, see the heading **Setting Up the Parameter in the (LFA1) Screen**.
11. Build the Super Index. Refer to the previous page for detailed information on each index.

Note: **THIS IS A DEDICATED FUNCTION.**

If you're using the Super Index, you must rebuild it after each O/PUS load. If you add items between O/PUS loads, you must rebuild the Super Index if you want those items included in the index.

Section 18: Update Pages from I-CAT to I-WHL (+I-U)

This feature will copy a vendor page number from the MultiVendor (I-CAT) screen to the Primary Wholesaler record. This feature is designed to allow a vendor's supplemental catalog page number be used as opposed to the vendor's general line catalog page number. *Note: this WILL REMOVE the General Line page number.*

To use this new tool, type U from the OP-tb Menu.

Prompts of the +I-U:

This Program will Set Catalog Page Numbers from I-CAT.

Enter Printer for Report [P1]

Printer number for exceptions report.

Enter Program ID to Match [OPU]

Enter the Program ID of the catalog that you loaded into I-CAT, and would like to use the supplemental page numbers as your Primary Wholesaler page number.

Enter Vendor to Match [VEND]

Enter the first 4 characters of the Vendor's name that the catalog is provided. The program will ONLY affect the Primary Wholesaler page number if a match is made to the 4 character input.

Office Products Update Service, Inc., 1650 Timberridge, Roanoke, TX 76262: 1-800-359-OPUS (Fax: 1-817-431-2246)

OPdb Canadian MultiVendor Index

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