

What It Does

After you load your quarterly O/PUS item and pricing update, the system automatically prints the OPdb Load and Update Report (sometimes also called the O/PUS Exceptions report). This report lists items that were not added or updated, along with the reasons.

The most common reason is a List Price Variance. This message applies only to items that already exist in your inventory database. O/PUS uses the list price to determine which unit of measure to load. If the list price for your selling unit of measure is more than 30 percent lower or 70 percent higher than the prices available for this item on the update, O/PUS cannot update the item.

Note: We strongly recommend reviewing and correcting list price variances every quarter. If you let them accumulate over several quarters, correcting them can be a daunting task.

How to Do It

In the SIMPLE wizard, you have the option to **Print the Exceptions to a File**.

- If you place a check mark in this box, the Item Exceptions report is saved to a file on your ECi DDMS system's Work Unit so you can print it when you are ready. A new file is saved each time you perform the O/PUS update, with a timestamped file name in the following format: **OPMMDDhhmm** (OP = O/PUS, MM = Month, DD = Day, hh = Hour, and mm = Minute). The file is sorted by manufacturer and item number.

Note: Depending upon which vendors you load, you may see two Item Exception files. This is normal. If two Item Exception files are created, the month/day is the same, but the hour/minute is different. You should review/print both files.

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

Look at each item with a list price variance, and decide whether you need to keep usage and history for each item. Then follow one of the methods described below:


- Correcting variances without keeping history
OR
- Correcting variances while retaining history.

Option A: Correcting Variances without Keeping History

If you do not need to keep history, resolve a list price variance by first deleting the item, then reloading your O/PUS update. We'll describe how to delete items using either text-based or graphical software.

Deleting the Item using Graphical Software

1. In the Master Menu window, double-click **Item**.
2. Click the **Location** box and enter the location for the item, if it is not already displayed. If the Location box is not displayed in the toolbar, right-click the toolbar and select **Location**.

3. Retrieve the item you want to delete:
 - a. Click the **Number** box, and specify the item number.
 - b. Click the **Company** box, and specify the company.
 - c. Press ENTER.
 - d. If the system does not display the correct item, you can click the **Next** and **Previous** buttons to scroll to the correct item.
4. Make sure the system is displaying the item you want to delete.
5. To delete the item, click .
6. Repeat **Steps 3–5** for each additional item with a variance that you need to delete.
7. Go to **Reloading the Deleted Items**.

Deleting the Item using *Text-Based Software*

1. Go to the (E) screen. Select the [D] Del action code.
2. At Enter Password, type the password, which is set in the Delete field in the (LE) screen. If the password has fewer than four characters, press RETURN.
3. At Loc, accept the default location by pressing RETURN, or specify a different location.
4. At Item #, retrieve the first item you need to delete. To do this, specify the item number and press TAB. At Co, specify the company and press RETURN.
5. At Correct Record, enter the appropriate response:
 - **Y (default)** Yes, this is the correct record.
 - **N** No, display the next record.
 - **ESC** No, go back to the Item # field so that you can specify a different item.
6. At Are You Sure, type **Y**
7. If the item you're deleting has on-hand quantities, the following prompt appears at the bottom of the screen:

HAVE QUANTITIES -- DELETE Y/N? N

Enter the appropriate response:

- **Y** Yes, delete the item.
- **N (default)** No, do not delete the item.

Note: If you decide not to delete the item, correct the variance by going to **Correcting Variances While Retaining History**.

8. After you delete the item, the system returns to the Item # field so you can delete others.
9. Repeat **Steps 4–8** for each additional item with a variance that you need to delete.
10. Go to **Reloading the Deleted Items**.

Reloading the Deleted Items

Reload your O/PUS update. See “Loading O/PUS” (www.ddms.com/support/faq/opus.htm). O/PUS will add the items you deleted, including the current cost and list price.

Option B: Correcting Variances While Retaining History


If you need to retain the sales and usage history for an item with a list price variance, follow these steps:

1. Determine the correct list price for each item with a variance. You can use your dealer net pricer for this.

Note: Remember when you check prices that the list price must correspond to the item’s selling unit of measure. If your selling unit is a carton, for example, you need the list price for a carton.

2. Set the correct list price for each item with a variance. To do this, follow the steps below for either graphical or text-based software.

Setting the Correct Price Using Graphical Software

1. In the Master Menu window, double-click **Item**.
2. Click the **Location** box and enter the location for the item, if it is not already displayed. If the Location box is not displayed in the toolbar, right-click the toolbar and select Location.
3. Retrieve the first item you want to correct the list price for:
 - a. Click the **Number** box, and specify the item number.
 - b. Click the **Company** box, and specify the company.
 - c. Press ENTER.
 - d. If the system does not display the correct item, click the **Next** and **Previous** buttons to scroll the correct item.
4. Click the **List** box on the Item Master tab.
5. Enter the correct list price.
6. Save your change by clicking .
7. Repeat **Steps 3–6** for each additional item with variance that you need to correct.
8. Go to **Reloading the Corrected Items**.

Setting the Correct Price using Text-Based Software

1. Go to the (E) screen. Select the [C] Chg action code.
2. At Loc, accept the default location by pressing TAB, or specify a different location.
3. At Item #, retrieve the first item with a list price variance.
 - a. To do this, specify the item number and press TAB.
 - b. At Co, specify the company and press RETURN.

4. At Correct Record, enter the appropriate response:
 - **Y (default)** Yes, this is the correct record.
 - **N** No, display the next record.
 - **D** (Not applicable for this purpose.)
 - **ESC** No, go back to the Item # field so that you can specify a different item.
5. Press RETURN until the cursor moves to the Cost \$ field in the Pricing Record.
6. Tab to the List \$ field, and enter the correct list price.
7. Save your change by pressing RETURN until the system displays the next item and repeats the Correct Record prompt.
8. Repeat **Steps 3–7** for each additional item with a list price variance.
9. Go to **Reloading the Corrected Items**.

Reloading the Corrected Items

Reload your O/PUS update. See “Loading O/PUS” on the DDMS Support site. O/PUS will add the items you deleted, including the current cost and list price.