



File #113

Platform: ALL

Correcting Contract Dates after OPUS Loads

What It Does

During your quarterly O/PUS catalog update, the Cost/Price Programs section of the S.I.M.P.L.E. wizard lets you specify the effective starting and ending dates of any pricing files processed. *This setting is optional.* These fields will be blank by default. If you leave these fields blank, it prevents the contracts from expiring.

If you select or type an undesired date for a vendor's pricing files, it can cause several problems. For example, it sets the effective dates in the (ET) Inventory Contract Price screen. If the affected contracts have expired dates, customers may not receive the desired contract pricing.

In addition to affecting dates in the (ET) screen, the effective dates parameter also sets dates in the Purchasing Vendor and I-CAT records in the (E) screen. When these dates are incorrect, the system may not calculate costs correctly on pick tickets and purchase orders. In addition, the system may not correctly match vendors in the purchasing and automated short-buy applications.

If you have set the wrong effective dates during your O/PUS catalog update, please read on to learn how to correct the problem.

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How to Do It

To correct this problem, you must specify the correct contract dates in two places:

- In the I-CAT/Purchasing Vendor records
- In the contract itself.

Correcting the I-CAT/Purchasing Vendor Records

- 1 Go to the (+I) screen. In Ensite Pro:
 - Double-click the **Keyop Menu** icon
 - Double-click the **Specials** icon
 - Select the hidden Item Update option by typing **I**
- 2 Type * (asterisk) to select the [*] Set Dates in Purchasing Data function.
- 3 At Enter Flyer Code for Dates, indicate whether you want to change the dates for a specific contract, or for all the contracts from a particular vendor:
 - If you want to change dates for a specific contract or flyer, specify the flyer code (contract number). Go to **Step 5**.

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- If you want to change dates for all contracts from a specific vendor, press ENTER.
- 4 At Enter Vendor Nbr for Dates, specify the number for the vendor you want to change dates for. (To change all of S.P. Richards' contract dates, for example, type SPARCO; to change all of United's contract dates, type UNITED.)
If you do not fill the entire field, press ENTER.
 - 5 At Enter Starting Date for These Items, specify the new starting date (09/01/06, for example).
 - 6 At Enter Ending Date for These Items, specify the new expiration date.

Note: If you do not want the contracts to expire, specify an ending date of 99/99/99.

In the figure at right, we're setting contract dates from September through December for all S. P. Richards contracts.

- 7 At O.K. to Proceed, type **Y**
- 8 When the system finishes changing dates, it shows the message Total Records Processed. Press ENTER, and you'll go back to the (+I) screen. You can select the [*] function again and change more dates, or press ESC until you return to the Master Menu.

This Program will Set Dates in I-CAT

Enter Vendor Nbr for Dates [SPARCO]

Enter Starting Date for these Items 09/01/06
Enter Ending Date for these Items 12/31/06

O.K. to Proceed ?

Correcting the Contracts

After correcting dates in the I-CAT and Purchasing Vendor records, correct them in the contracts:

- 1 Go to the (ET) screen. In Ensite Pro:
 - Double-click the **Item** icon.
 - From the **View** menu, select **Inventory Contracts**.
- 2 Select the [C] Chg action code.
- 3 If you see the prompt Enter Update Password, specify the password, which is set in the "ET"

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Passwords: Update field in the (LE1) screen.

- 4 If you see the prompt Enter Cost Password, specify the password, which is set in the Set Cost/List field in the (LE1) screen.
- 5 At Cost to Use Whl ... 2-9, press ENTER until the cursor moves to the By Item field.
- 6 At By Item, press TAB.
- 7 At Customer #, press ENTER.
- 8 At Contract #, specify the number of the contract you're changing dates for.
- 9 Tab to the Dates field, and specify the beginning and ending dates, as shown here.
- 10 Press ENTER until the cursor moves to the Item Number field. At this point, your date changes have been saved.
- 11 Press ESC until the cursor returns to the action code field.

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(ET) INVENTORY CONTRACT PRICE
ACTION [C]
=====
A=Add C=Chg D=Del E=Date I=Inq F=Fig S=Sub X=Xerox M=Mass Add L=Line Del
T=Fig Type Chg B=Back to E
Prices O/N/A ?_ By Item Y/N ? Contract # :A1 To : Gross% .00 Disc.% .00
=== Fixed/Flexible I/L :L === Cost :W === List :_
Dates 09/01/06 To 99/99/99 Set Cost :N Set List : Desc. SALES FLYER
Item Number Co. Description Unit List G-% D-% Contract Qty
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```