



# Horizon

## Electronic Item Update Instructions

Horizon price files that you download from the O/PUS® PSN are loaded into your DDMS item database with U\_HORI.

### 1<sup>st</sup> - Download Files from the O/PUS PSN

(NOT Dedicated)

Run the **PsnControl** program to transfer the files listed to the right from the **O/PUS PSN** to your DDMS computer.

### Filenames

**U\_HORI**

↑ *update program name*

↑ *Horizon price file name*

### 2<sup>nd</sup> - Update Steps (DEDICATED)

*Make sure that you have a current Backup of the Inventory and Contract folders*

In the +IF screen, enter P for 'Run Program'

Which program? **U\_HORI**

Are you ready to run U\_HORI Y/N ? **Y**

### **The following prompts will appear:**

**1. Printer for Report**

*Enter the printer designation for the exception report.*

**2. Filename of the Horizon Price File**

*U\_HORI will look for the file in your "download folder". If it is not there you will be prompted to enter a filename again with an alternate Folder.*

You will then see a message describing how the selected price plan will be loaded into your DDMS system.

Promotions have special costs and/or prices which are loaded as distinct records in the Scanalog (I-CAT).

Catalogs contain standard pricing and so the item information is loaded into the primary I-WHL file.

Note: if necessary, you can switch between promotion and catalog by typing "SWITCH" in the filename.

**Promotion loads will see the following prompt:**

**3. Type X if you Do NOT want Scanalog records**

*If you are loading the update file only for consumer prices to be put into a DDMS contract, you can avoid unnecessary Scanalog (I-CAT) records by typing an 'X'.*

**Catalog loads will see the following 3 prompts:**

**4. When an existing item has a different Primary WHL, Change Primary WHL to HORIZON ? (Y/N)**

*If an item already exists in your database and its primary wholesaler is not HORIZON, do you want to change the primary wholesaler to HORIZON ? If you say NO, the HORIZON information will be put into the Scanalog (I-CAT).*

5. **Add New Items ? (Y/N)** *If an item does not exist in your database, do you U\_HORI to create the item?*

*If Add New Items is answered 'Y', then these two prompts appear:*

**Stock Class for New Items** *Enter a stock class for new items, the default is 'W'.*

**Department for New Items** *Enter a department for new items, the default is '1'.*

*All plans see the following prompts:*

6. **DDMS Contract Number** *Enter the DDMS contract number that you wish to load the items into. The number you enter here will also be used as part of the "program" designation for this price plan in the Scanlog.*

7. **OK to Proceed ? (Y/N)** *Y = begin the update, N = start over*

*The following step can be run after you load a 'Promotion'. It will move the new item costs into the Purchasing Vendor.*

1. **Run +IZ , +IL , or +IT** *See instructions in the O/PUS documentation if needed.*

If you have any questions, please contact ECI<sup>2</sup> Support at [ddmssupport@ecisolutions.com](mailto:ddmssupport@ecisolutions.com) or 800.366.4778.

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