

# Setting Stock Classes or Departments by Purchasing Vendor

## What It Does

If you want to set stock classes, departments, or both by purchasing vendor ID, use the procedure described here. This procedure also lets you set stock classes and/or departments by purchasing vendor program.

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**Note:** You can only use this procedure if you load the full, multiple vendor version of the O/PUS file.

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## How to Do It

- 1 Make sure you have a complete backup of your inventory units. (These are the units specified in the Inventory, Inv Hist, Inv Aux, and Inv Whl fields in the (LØ) screen.)

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**Note:** The following procedure is dedicated. Make sure no one else uses your system until it's complete.

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- 2 Go to the (+I) screen, and select the [3] Set Class/Department by Purch Vendor function.

- 3 At Enter Purchasing Vendor to Match, specify the purchasing vendor you want to limit to. The stock class or department you're setting up will be limited to the purchasing vendor you specify. If you do not fill the entire field, press RETURN.
- 4 At Enter Program ID to Match, you have the option of further limiting to one of the purchasing vendor's programs. Do this if you want to base the class or department on a single program.

If you do not want to limit to a program, press RETURN.

To limit to a program, specify the program ID and press RETURN.

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**Note:** The program ID is the code you enter when loading flyers or promos through O/PUS. These codes are listed on the *Flyers & Promos* sheet you receive with your O/PUS tapes.

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- 5 At Enter Stock Class to Set, you have the option of specifying a stock class for the purchasing vendor (and program, if any).

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If you want to set a department instead of a stock class, press RETURN, leaving the field blank, and go to **Step 6**.

If you want to set a stock class to the purchasing vendor (and program), specify the stock class.

- 6 At Enter Department to Set, you have the option of specifying a department for the purchasing vendor (and program, if any).

If you do not want to set a department to this purchasing vendor, press RETURN, leaving the field blank, and go to **Step 7**.

If you want to set a department to the purchasing vendor (or program), specify the department.

- 7 At Enter Class to Limit On, you can limit the changes to items that are currently in a specific stock class. Suppose you're setting stock class D to

items from purchasing vendor ABC. If you specify C in the Enter Class to Limit On field, the system will only change items to stock class D if they meet two conditions: they have a purchasing vendor of ABC, and they're currently in stock class C.

To limit your changes to items within a specific stock class, specify the stock class.

To change all items for the purchasing vendor (and program) you specified to the new stock class or department, regardless of the class or department they're currently in, press RETURN.

- 8 At OK to Proceed, type Y

The system will display a record count as it processes the item records that meet your limits. This may take a while. When you see the message Reset is Complete, press ESC to return to the Master Menu.