After you load your quarterly OPUS® item and pricing update, the system automatically prints the Load and Update Report (OPUS 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. OPUS 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, OPUS cannot update the item.

Note: ECI strongly recommends reviewing and correcting list price variances every quarter so that they do not accumulate over several quarters.

In the SIMPLE wizard, you have the option to print the exceptions to a file.

- If you check this box, the Item Exceptions report is saved to a file on your work unit for you to print. A new file is saved every time you perform the OPUS update, with a time-stamped file name in the following format: OPMMDDhhmm (OP = OPUS, MM = Month, DD = Day, hh = Hour, mm = Minute). The file is sorted by manufacturer and item number.

- If you do not check this box, the Item Exceptions report is sent to your default printer without the new sorts, and it is not saved to your work unit.

Note: Depending 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.

Review the list price variances and decide whether to retain history for each item.

Correcting Variances Without Retaining History

If you do not need to retain history, you can correct a list price variance by deleting the item and reloading your OPUS update.

1. From the Main Menu, double-click .

2. Click the Location box and enter the location for the item.

3. Retrieve the item to delete.

    3.1 Click the Number box and enter the item number.

    3.2 Click the Company box and enter the company.

    3.3 Press Enter.

    3.4 If the system does not display the correct item, you can click and to scroll to the correct item.

4. Click . The item is deleted.

5. Repeat **Steps 3–4** for each item to delete.

6. Reload your OPUS update. For more information, see [Loading OPUS OPdb Multi-Vendor Quarterly Updates](#).

Correcting Variances While Retaining History

An item's list price must correspond to the item's selling unit of measure. For example, if your selling unit is a carton, you need the list price for a carton.

1. Determine the correct list price for each item.

2. From the Main Menu, double-click .

3. Click the Location box and enter the location for the item.

4. Retrieve the item to delete.

   4.1 Click the Number box and enter the item number.

   4.2 Click the Company box and enter the company.

   4.3 Press Enter.

   4.4 If the system does not display the correct item, you can click and to scroll to the correct item.

5. Click the List box and enter the correct list price.

6. Click .

7. Repeat **Steps 4–6** for each item with a variance.

8. Reload your OPUS update. For more information, see [Loading OPUS OPdb Multi-Vendor Quarterly Updates](#).