

Your item update routines should include deleting items that OPUS® has marked as DELETED. During the Simple update, the system marks Direct Buy items as deleted if the vendor is deleting the item.

The system marks items as DELETED in the I-MFG file. It displays in the Created By field in the graphical Item database Vendors tab, and in the Who Created field in the text-based (E) Inventory Master screen.

You can use the OPUS (+I-O) tool to mark Direct Buy items as DELETED. Some vendors' discontinued items are more difficult to identify because the vendor simply removes the items they no longer carry from their current files instead of keeping them in the file and marking them as DELETED. For those situations, OPUS created the (+I-O) tool that allows you to report on and/or mark items as DELETED based on their last updated date. Consider running the (+I-O) before performing the remaining steps in this handout. For more information, see [OPUS Toolbox](#).

This document provides instructions for the deletion process, which cleans up your inventory database and supplemental files. This document deletes the inventory records for those items that match all of the following criteria:

- Any item with no in-stock quantities on record in your I-AUX file.
- Any item marked as DELETED in the Direct Buy Who Created field.
- Any item that does not have a Vendor specified in the Wholesale record.

Note: If you have unique factors that must be considered before doing this mass delete, please contact Support.

Before performing mass delete steps, back up your inventory units. Mass deleting is a dedicated function and should be done on the weekend, or after you've completed day-end procedures. If you have a master password set up in the (X) Program Security screen, you must know it in order to complete these steps.

Removing Items Marked Deleted



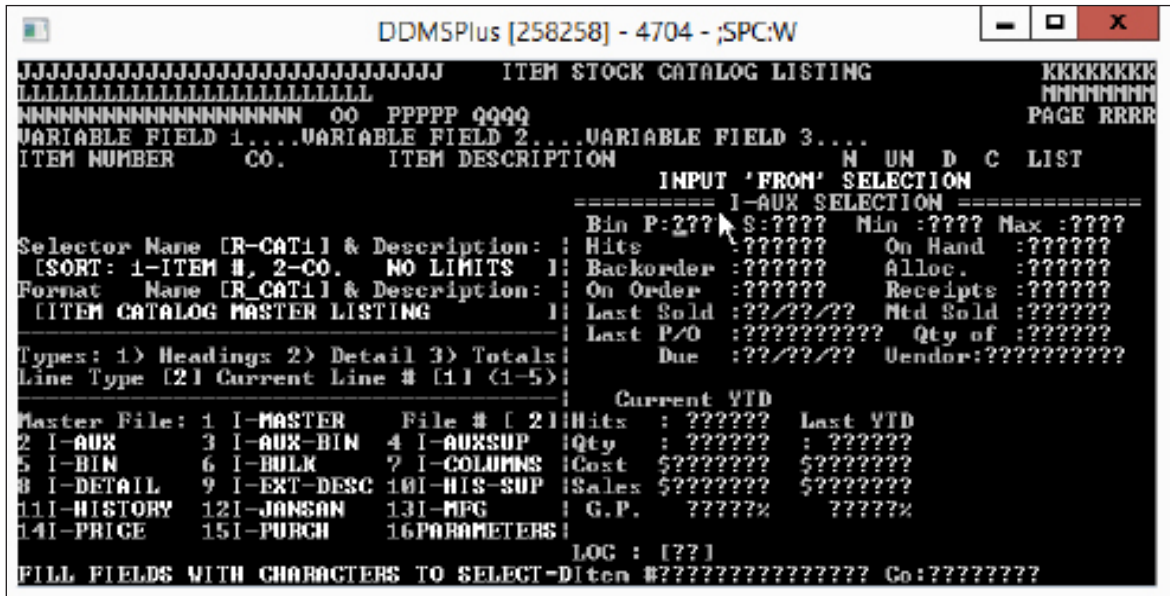
1. From the Main Menu, double-click **Keyop Menu**. The Keyop Menu opens.



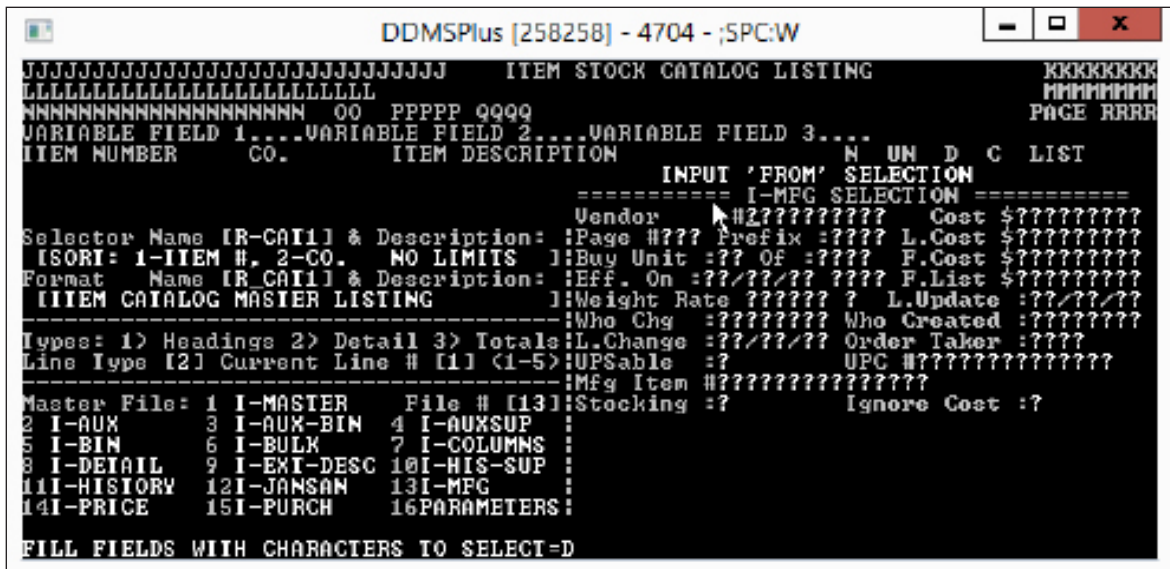
2. From the Keyop Menu, double-click **Specials**. The text-based (+) Special Programs screen opens.
3. In the Enter Program Request field, type **W**. The (+W) File Display And Maintenance Program Screen Opens.
4. In the PLUS Program Function field, type **B** to select the Temporary Selector Change.
5. In the Lib [!SEL] Volume [SR??] field, press Enter.
6. In the Selector Name field, type **R-CAT1**. A Master File menu displays.
7. At the Correct Selector prompt, type **Y**.
8. At the Limit, Modify or Delete L/M/D/E? [L] (E=Execute) prompt, type **L**.
9. At the Location To Limit To prompt, press Enter.

10. At the Display Detail Only If Loc. Exist prompt, type **Y**. If you do not have accurate on-hand quantities in the Inventory Usage Record in the (E) Inventory Master screen, go to **Step 14**.
11. At the Master File File # prompt, type the number that selects I-AUX and press Enter.

Note: The menu of files and their selection numbers may change in each new version of the software.





12. The Input From Selection subscreen displays, and the cursor moves to the Bin P field. Tab to the On-Hand field.
13. Press Spacebar once, and press Enter twice.
14. The Input To Selection subscreen displays, and the cursor moves to the Bin P field. Tab to the On-Hand field. Type **0** and press Enter twice.
15. At the File # prompt, type the number that selects I-MFG. The Input From Selection subscreen displays.



28. At the Limit, Modify or Delete L/M/D/E? [L] (E=Execute) prompt, type **E**.
29. At the Enter Password to Modify Data prompt, enter the password from the (X) screen.
30. At the You Should Have a Backup of Files That Will Be Modified! Verify Changes Record By Record prompt, type **N**.
31. At the Are You Ready To Execute prompt, type **Y**.
The system displays items that meet the limits you specified. When the process is complete, the cursor returns to the Selector Name prompt.
32. Press Esc until you return to the Main Menu.

Deleting Items with No Master Record from Supplemental Files

After you run the (+W) program, you must delete the supplemental files for items that no longer have a master record.

1. From the Main Menu, double-click . The Keyop Menu opens.
2. From the Keyop Menu, double-click . The text-based (+) Special Programs screen opens.
3. In the Enter Program Request field, type **E**. The (SPE) Special Item screen opens.
4. In the Action field, type **E**. The This Program Will Scroll Through all Supplemental Files and Delete Records With No Master Record prompt displays.
5. At the Are You Sure prompt, type **Y**.

Before you conduct business again, compress data using the ;SPCCMPJR function, and perform your normal post load procedures. For more information on compressing data using the ;SPCCMPJR function, see [Performing Periodic System Maintenance](#).