Change Vendor Code for Specific Item or Entire Line

Change Vendor Code for a Specific Item

Follow the steps below to change the vendor code *for a specific item*.

1. Select Inventory from Main Menu.

2. Select Item Master and enter the Item Number you wish to change.

3. With the desired item displayed, press the <F2> function key.

4. Press <ENTER> when prompted with PLEASE ENTER CORRECTED ITEM NUMBER:

5. The program will then prompt with PLEASE ENTER CORRECTED VENDOR CODE: Enter the new vendor code for the item displayed.

6. You will be instructed to wait while the vendor code is changed. The program verifies the new vendor code exists *and* that the item does not already exist in the new vendor code. It will then begin the process of changing all references from the current vendor code to the new one for the currently displayed item. The sort sequence for the item is changed according to the new vendor code's master record.

Change Vendor Code for Entire Vendor Line

A function on the Action Menu from the Vendor Code Master screen allows converting all items for a vendor code to a new vendor code in a batch process. If you have multiple stores, this batch process automatically will perform the vendor code change in ALL stores one at a time. Because of the way the process is performed, it is strongly recommended that it is performed while no one else is on the system for any of the stores and that this batch process is performed right after a data backup has been completed.

To change the vendor code for an entire line, follow these steps:

1. If you have multiple stores, go to store 1. **This process will perform the vendor code change for ALL stores**. (If you are multi-store but have "stand-alone" stores, contact Mylee Support for assistance.)

2. From the Main Inventory item master screen, press <F12> for the Action Menu and select "V" for **V**endor screen.

3. From the INVENTORY VENDOR CODE MASTER screen, press <F12> for the Action Menu and select "V" for **V**endor change. The following WARNING message will display.

```
****************************** WARNING ********************************

You have selected to perform a batch change of an entire vendor line
to a new vendor code.  This batch process will perform this function
in all stores one at a time.  Because of the way the process is performed
it is strongly recommended that it is performed while no one else is on
the system for any of the stores and that this batch process is performed
right after a data backup has been completed.

You can press F12 once the dialog screen displays if you need to exit
from this batch process.

Please contact support if you have any questions about changing an entire
vendor code prior to proceeding.

Press any key to continue.
```

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4. A pop-up box will display, allowing you to specify how to convert the vendor code.

```
Current Vendor:                ___
New Vendor:                    ___
_____
_____ _

--MOVE and/or ADD total sales--
--NOT sales of items moved    --
Customer Analysis Sales: Y or N  _
Vendor Analysis Sales:   Y or N  _
Salesman Analysis Sales: Y or N  _
Select Printer for Report       __
```

5. Fill in the pop-up box. Enter the "Current Vendor" (vendor code you wish to change) and the "New Vendor." If the new vendor code exists (but no items), the program will display the following message. Respond Y to process data or N to quit.

    VENDOR ALREADY EXISTS.
    DO YOU WISH TO PROCESS DATA?   _

    If there are existing items for the new vendor code, the following warning message will display. (This is a normal occurrence when merging one vendor into an existing vendor.) Respond Y to process data, N to quit.

    ITEMS ALREADY EXIST FOR VENDOR.
    DO YOU WISH TO PROCESS DATA?   _

    Note: If the same item number exists under both the current and new vendor code, the program will NOT convert the item to the new vendor code.

6. Next, specify "Y" or "N" to "MOVE and/or ADD total sales" for the current vendor to the new vendor. This question is referring to dollar sales and cost <u>by vendor code</u> for Customer Analysis, Vendor Analysis, and Salesman Analysis.

    ```
    --MOVE and/or ADD total sales--
    --NOT sales of items moved    --
    Customer Analysis Sales: Y or N  _
    Vendor Analysis Sales:   Y or N  _
    Salesman Analysis Sales: Y or N  _
    Select Printer for Report       __
    ```

    A "Y" response moves/adds "total" sales from the current vendor to the new vendor code *even if some items are not moved to the new vendor*. (Remember, items are not moved to the new vendor code if that item number already exists for the new vendor code.)

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7. The last question asks you to "Select Printer for Report ____". The program produces a short "VENDOR CONVERSION STATUS REPORT."

    The program then begins processing records. As records are processed, the program displays the item number:

    CONVERTING VENDOR NOW!

    ITEM#   _

    The VENDOR CONVERSION STATUS REPORT prints the following information:

    *   Number of items processed,

    *   Number of items skipped because items already existed for the new vendor,

    *   Number of records changed in all the various files,

    *   Inventory Purchasing Vendors that contain the old vendor code in either the start or stop fields. This information will allow you to edit the I/P Vendor Master to reflect the new vendor code as needed.

A sample report to change Vendor ABC to XYZ is shown below:

```
MM/DD/YYYY          VENDOR CONVERSION STATUS REPORT

<<Store Name Here>>

Old Vendor Code  ABC        New Vendor Code   XYZ

     Inventory Items             Processed:  1178        Skipped:
     Point of Sales Lines        Processed:    15
     Point of Sale Archive       Processed:     1
     Purchase Order Lines        Processed:     3
     Customer Backorders         Processed:     7
     Customer Special Price   Processed:
     Alternate Items             Processed:
     UPU Items                   Processed:
     Purchasing Link             Processed:
     Closing Inv Transfer        Processed:
     Inventory Transfer          Processed:

     Customer Analysis       New:    4      Merged:
     Vendor Analysis         New:    1      Merged:
     Salesman Analysis       New:    3      Merged:

     Purchasing Vendors W/Old Code:
```