

Print/Purge Discontinued Items after Manually Coding D in MFG Field

Overview

This document describes how to run the “Print/Purge Discontinued Items” program after “manually” coding discontinued items with a ‘D’ in the MFG field. Use the “SET TABS” function on the item master screen to code discontinued items with a ‘D’ in the MFG field.

After discontinued items have been coded, access the “Print/Purge Discontinued Items” program by selecting Master Menu Two, Universal Price Updating, and then “Print/Purge Discontinued Items.”

MM/DD/YYYY MANUFACTURER PRINT / PURGE DISCONTINUED ITEMS PROCESS

SELECT OUTPUT DEVICE (PRINTER OR \$ = FILE) _____

(Select the printer for the discontinued items report. It will print a list of the discontinued items. The report indicates which discontinued items were purged and which discontinued items were retained in the inventory file.)

START VENDOR ABC
STOP VENDOR ABC

(Note: You can select to purge discontinued items for a specific vendor, a range of vendors or all vendors. To purge discontinued items for all vendors, press Enter past the Start/Stop Vendor to go from “blanks” to ZZZ’s.)

DATE LAST SOLD PURGE DATE MM/DD/YYYY
DATE LAST PURCHASED PURGE DATE MM/DD/YYYY

(Note: Enter purge dates that are at least a year old. By entering a date from approximately a year ago, it means Tag-n-Trak won’t purge the discontinued item even if it has zero in all of the quantity fields or if you have sold or purchased it in the last year. If someone bought the item last year, they may return it this year and the item master will still be on file.)

PRINT ITEMS (Discontinued, qualified for Purge, Both or No) B (D, P, B, N)

(Choose B for “BOTH.” It will print the discontinued items that were purged as well as those discontinued items that will be retained in your inventory file. The report prints the letter ‘P’ in the first column (PRG) for each discontinued item that was purged.)

PURGE QUALIFIED DISCONTINUED ITEMS Y (Y OR N)
(Inventory qtys = 0 and Purge Date qualified)

(Note: Respond Y to this prompt so that the discontinued items that qualify for purging are actually purged by this program. The program will not purge an item if it has a quantity in On Hand, Reserved, CBO, On Order, or Backorder. It will not purge an item if the Date Last Sold or Date Last Purchased falls after the dates you entered.)

UPDATE STOCK FLAG WITH 'X' FOR DISCONTINUED ITEMS Y (Y OR N)

(Answer Y to this question. For the discontinued items that are not purged, this program will code an ‘X’ in the Stock field of the item master. This in turn alerts salespeople that the item is discontinued if they attempt to sell it on a Point of Sale order.)

READY TO BEGIN Y (Y OR N)