

**HELP SHEET**  
**ITEM RENAME INSTRUCTIONS**  
(INRN)

January 29, 2007

Purpose: To enable the renaming of inventory item records.

Cautions: This is a four (4) step process:

- Enter items
- Preparation work prior to update
- Perform update
  - This **must** be done while NO ONE is on the system (before or after working hours.)
- Completion work after update

WARNINGS: If this update fails, for any reason, the data must be restored from backup.

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**INSTRUCTIONS**

**STEP 1: Enter Items**

1. Login as **csdi**
2. Type: **cd \$PROGSET/trakprogs**  
  
**inrn**

Enter

Enter

The following INRN menu displays:

```
Item Rename/Update

1. Review/Enter Items
2. Update Items
3. Clear Rename File
4. Change Printer (prtr)

Enter Selection or <CR> to Exit:
```

3. Enter item number changes through option #1, *Review/Enter Items*

This step can be done at any time. The actual update of the item numbers only occurs through option #2, *Update Items*.

**STEP 2: Preparation Work Prior to Update (to be done prior to running the item rename update program)**

4. **Sort** the Contract file via Pricing Control menu (this file contains both contracts and promotions). Select option #10, *Contract Price Sort*
5. **Update** the following, manually or via the End-of-Day processing (set the Report Scheduler):
  - a. Manual — Inventory Receipts/Adjustments, Inventory Receipts/Adjustment Journal/Update via Inventory Management menu, option #11
  - b. Manual — **Update** P.O. receipts, P.O. Receipts Journal Update via Purchasing menu, option #18
  - c. All Physical Inventory batches must be updated and the Variance posted.  
>> CAUTION — this is outside the end of day and **MUST** be run manually.

**STEP 3: Update Items**

— WARNING —

Before proceeding, make sure the following is done:

1. Backup your data immediately prior to running the update (if you need to restore, you can restore to where you were just prior to the update)
2. STEPS 1 & 2 ABOVE.

6. **BACKUP DATA**
7. **Update** the item numbers through INRN Option #2, *Update Items*
8. When the program finishes updating, an audit list of old and corresponding new item numbers will print. This is your audit trail, cross reference, and assurance that the program has completed successfully. **ONLY WHEN THIS AUDIT LIST PRINTS CAN YOU ASSUME THAT THE PROGRAM HAS FINISHED SUCCESSFULLY.**

**STEP 4: After Completion of Update (to be done immediately after the update has completed)**

9. **Sort** the Contract file (file contains both contracts and promotions); option #10 from the Pricing Control menu
10. **Sort** the Inventory Item file; option #3, *Item Synchronization*, from the Inventory Management menu.
11. Print inventory lists (to maintain your records, optional)
12. **Clear** the Rename file, INRN Option #3, *Clear Rename File (follow instructions in Step 1, Enter Items)*. This runs automatically upon selection.