Mass Change Item Numbers - BWH6000

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This page is used to change the inventory item number on the master record and all associated records. This page mass changes item numbers and accepts anywhere from 1 to 200 old/new item number combinations for the mass change.

Mass change item numbers:

Field	Description
From Item Nbr	If the item number is unknown, click ⋮ .The Inventory Items window is displayed. A list of item numbers is displayed. To search for a specific item, type data in the **Search** field. As you begin typing data, a list of data that matches the search criteria is displayed. Select an item from the list. Otherwise, click **Cancel**.
Description	The item description is displayed, which is automatically populated based on the data populated in **From Item Nbr** field.
To Item Nbr	If **Auto Assign Inventory Item Number** is selected on the Warehouse Options page, the field is set to AUTO. If it is not selected, type the new item number.

❏ Click **Execute** to execute the process. The Mass Change Inventory Item Number Preview report is displayed.Review the report.

❏ Click **Proceed** to continue the process. A message is displayed prompting you to create an export.

- Click **Yes** to create an export. A message is displayed prompting you to enter a password to be used for the Archive. Type the password and click **Continue**. Otherwise, click **Cancel**.
- Click **No** to continue the process without creating an export.

The process is completed and the **To Item Nbr** field is updated with the next available item number.

Other functions and features:

+Add	Click to add a new row.
Clear Deleted	Click to clear any entries that are marked for deletion.
Reset All	Click to clear all fields.
🗑	The row is highlighted red to indicate that it will be deleted when the **Clear Deleted** button is clicked.