



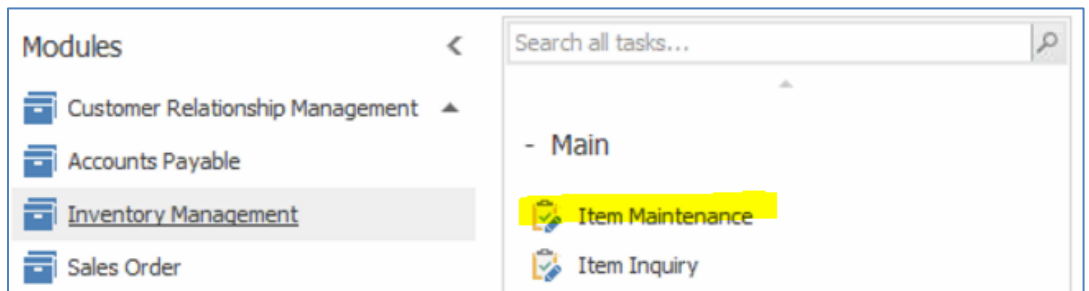
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Renumber Inventory Items in Sage 100

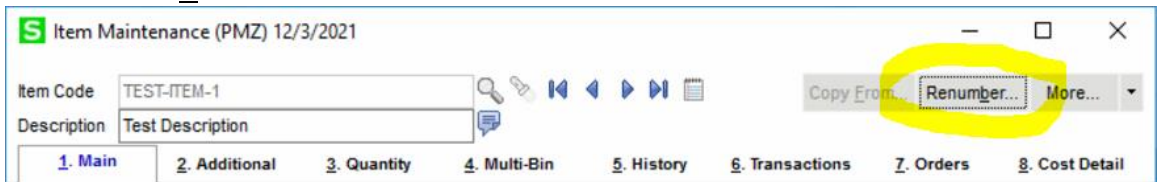
There are a couple of ways to renumber inventory items. One is in Item Maintenance using the Renumber feature when there are no transactions associated with the item and the other is using the Delete and Change Items utility if there are historical transactions associated with the item. When using the Delete and Change Items utility, make sure that users are logged out of Sage 100, there aren't any unposted transactions and a backup of the Sage 100 company has been created.

I. Renumbering in Item Maintenance

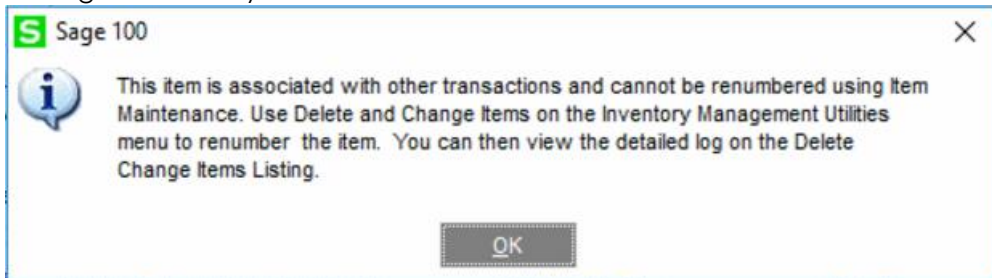
- a. Open Item Maintenance under the Inventory Management module then Main



- b. Click "Renumber"



- c. If the message below shows up, continue by using the Delete and Change Items utility





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- d. Enter New Item Code then click OK

A screenshot of a dialog box titled 'Item Renumber'. It has a green 'S' logo in the top left corner and a question mark icon in the top right. The main area contains a text input field labeled 'New Item Code' with the value 'TEST-ITEM-2' entered. Below the input field are two buttons: 'OK' and 'Cancel', with a green question mark icon to the right of the 'Cancel' button.

- e. Confirm Item Code is renumbered

A screenshot of the 'Item Maintenance (PMZ) 12/3/2021' window. The window title bar includes a green 'S' logo, the text 'Item Maintenance (PMZ) 12/3/2021', and standard window control icons. The main area has two input fields: 'Item Code' with 'TEST-ITEM-2' and 'Description' with 'Test Description'. To the right of these fields are icons for search, copy, and navigation. Further right are buttons for 'Copy From...', 'Renumber...', and 'More...'. At the bottom, there is a tabbed interface with tabs labeled '1. Main', '2. Additional', '3. Quantity', '4. Multi-Bin', '5. History', '6. Transactions', '7. Orders', and '8. Cost Detail'. The '1. Main' tab is currently selected.

II. Renumbering Using the Delete and Change Items Utility

- a. Open the Delete and Change Items utility under Inventory Management then Utilities

A screenshot of a task list window. On the left, under the heading 'Modules', there is a list of categories: 'Inventory Management', 'Sales Order', 'Purchase Order', 'Return Merchandise Authorization', 'Job Cost', and 'Bill of Materials'. 'Inventory Management' is expanded. On the right, there is a search bar labeled 'Search all tasks...'. Below the search bar, there are two expandable sections: '+ Setup' and '- Utilities'. Under the '- Utilities' section, the 'Delete and Change Items' utility is highlighted in yellow. Below it is the 'Purge Item History' utility.



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- b. Go to tab 2. Change and enter the Starting Item Code and Ending Item Code. If a range of items are entered, they will then be merged to the New Item Code. If the Starting Item Code and Ending Item Code are the same, it will just be renumbered to the New Item Code value

	Starting Item Code	Ending Item Code	New Item Code
1	TEST-ITEM-1	TEST-ITEM-1	TEST-NEWTNAME-1
2			

- c. Click Proceed and select Yes to proceed with printing the Delete and Change Items Listing then click Print

Sage 100

The Delete and Change Items Listing must be printed before you can proceed. Do you want to print the listing now?

Yes No

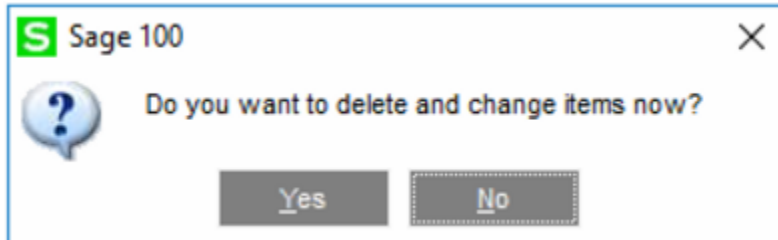
- d. Review the report and confirm the information is what you need to happen

Delete and Change Items Listing				ABC Distribution and Service Corp. (ABC)	
Changed Items					
Line Number	Starting Item Code/Description	Ending Item Code/Description	New Item Code/Description		
0000000001	TEST-ITEM-1 Test Item 1 Description	TEST-ITEM-1 Test Item 1 Description	TEST-NEWTNAME-1 New Item Code Description		
Source Item Code	Destination Item Code	Action			
TEST-ITEM-1	TEST-NEWTNAME-1	Rename			



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- e. Select Yes to delete and change items now



- f. Select Yes or No to print the Delete and Change Items Log. This will give you a recap of what was done
- g. Sage will then show a prompt if you would like to clear the selection criteria. Yes to clear the selection and no to keep

