How to Renumber Parts

Important Notes:

- **All other users _MUST_ be out of CFA when changes are being made!**

- Verify you have a full backup of your CFAWin database before proceeding.

- Inventory part numbers can be reused; however, they **_MUST_** be changed via CFAWin's Data Table Utilities with All Tables selected under Options. This allows the separate transaction files to reflect the Inventory part number change and will allow future reference of older inventory data via CFAWin reports, Inventory Snapshot, etc.

- Renumbering inventory parts in Data Table Utilities **_DOES NOT_** rename your associated inventory JPG files. These files are stored outside of the CFAWin database. You will need to rename your inventory JPG files on your network so they will display with the correct record(s) in CFAWin. (Example: Part 60210 is renumbered to 60210dis in CFAWin, you must then rename your JPG files on your network from INV_60210_01_xxxx.jpg to INV_60210dis_01_xxxx.jpg.

I. **To Renumber Parts:**
   1. *Access Tools -> Data Table Utilities*
   2. *Select the Inventory Changes tab*
      i. Choose All Tables from the Options section
         - Selecting **All Tables** when making changes to the Inventory Table will reflect to any associated tables, such as PO and RO transactions
   3. *Highlight the inventory part number to be changed in the New Part# column*
   4. *Enter the new inventory part number in the New Part# field*
      i. Use a meaningful naming convention. (Example: Part # 60210 may be changed to 60210dis to indicate part 60210 is discontinued)
   5. *Click Start (green-light icon)*
   6. *Click OK after receiving the following message "Inventory Changes successful."*
   7. *Verify changes by reviewing the record in the Inventory Table, running the Inventory Snapshot inventory history or by running a report.*