Global Dormant Changes

Use the Global Dormant Changes command on the Stock or SOP Utilities menu to mark stock items as dormant. This provides an effective way of updating stock items as dormant so that they cannot be used in transactions. You can also use this command to clear the dormant status for stock items that previously been marked as dormant.

Dormant stock items remain in Opera, but they cannot be transacted and are excluded from most other processes, including most reports (some reports provide an option to include dormant items).
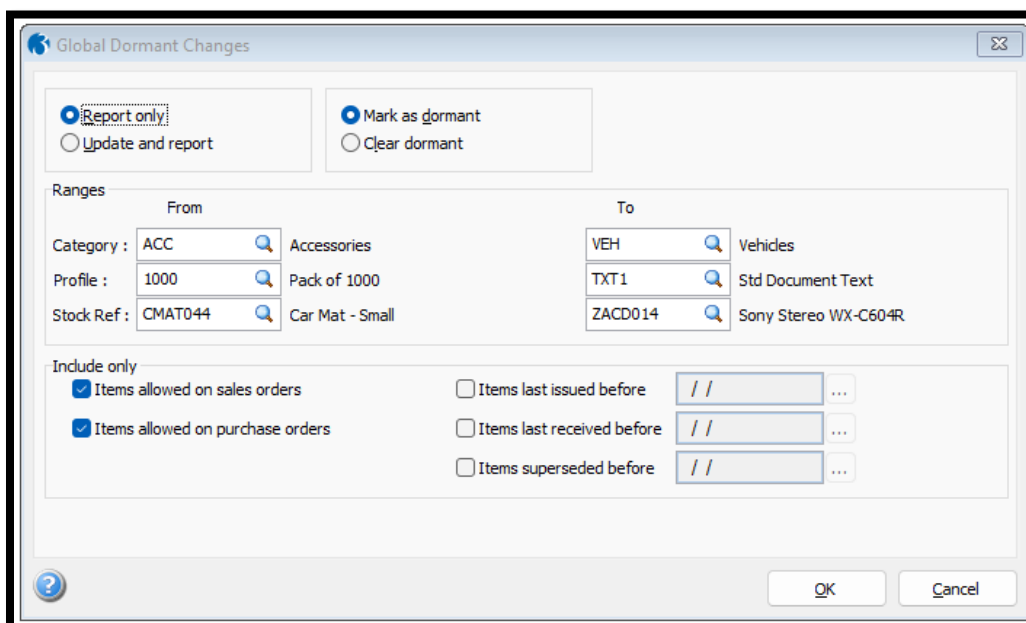
Only these stock items can be marked as dormant:

- items with zero in stock.

- items with zero allocated to sales orders.

- items with zero on sales orders.

- items with zero on purchase orders.

Other conditions prevent the item being marked as dormant, for example:

- items cannot be included in sales order documents, proforma invoices, quotations, invoices, delivery notes or model purchase orders.

- Item cannot be in an order line of a document in Purchase Order Processing

Criteria Options

Items allowed on sales orders	Tick to include stock items that have been marked as allowed to be included on sales orders (controlled by the Allow S/Order option for the stock record on the Stock Control - Processing - Options form).

This option is enabled if the Invoicing or Sales Order Processing applications are used.

Items allowed on purchase orders	Tick to include stock items that have been marked as allowed to be included on purchase orders (controlled by the Allow P/Order option for the stock record on the Stock Control - Processing - Options form).

This option is enabled if the Purchase Order Processing application is used.

Items last issued before	Tick to include stock items that haven't been issued since a chosen date. This may be useful to mark stock items as dormant that you haven't sold to customers for a certain amount of time.

Items last received before	Tick to include stock items that haven't been received into stock since a chosen date. This may be useful to mark stock items as dormant that you haven't received from a supplier for a certain amount of time.

Items superseded before	Tick to include stock items that were superseded by other items before a selected date.

### To Make Stock Records Dormant Globally

Warning:
This command may prevent users from doing other tasks in Opera. It may also take some time to complete - depending on the number of stock items involved.
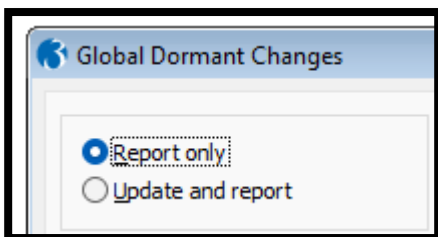
Note:
Use the Report only option and check the report provided before using the Update and report option to update the relevant stock items.

1. Go to the Supply Chain Management tab on the Ribbon Bar and then click SOP or Stock - Utilities.
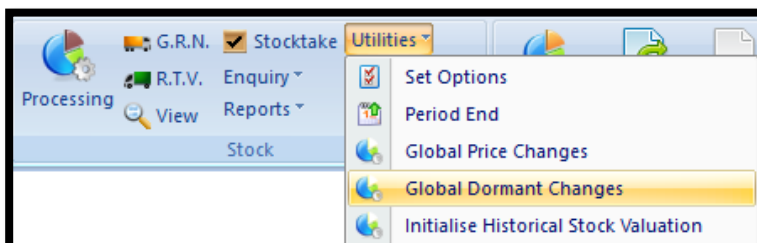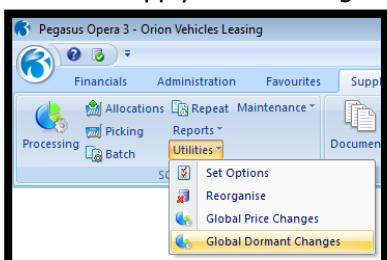
2. Click Global Dormant Changes.

3. Select either Report only or Update and report.
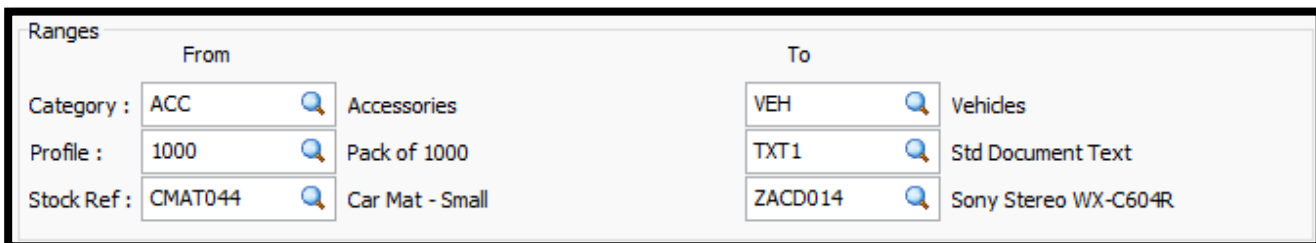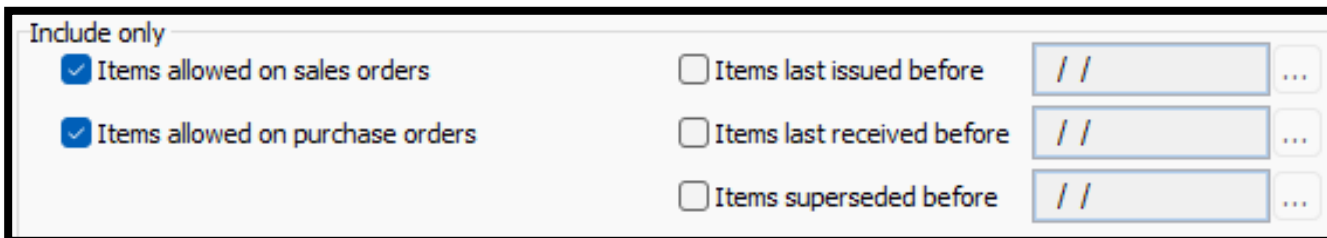

4. Select either Mark as dormant or Clear dormant.

5. In the Ranges boxes, choose the ranges of stock categories, stock profile, and stock references. In the Include only boxes, tick the boxes and enter the dates.

6. Enter the required criteria in the Include only section.

7. Click OK.

8. Opera 3 will generate the report / Update and Report.

9. Publish as required.

The report file name is sqstgdcn.*

Orion Vehicles Leasing
Global Dormant Changes
Created on 17/07/2025 at 12:16 by ADMIN
Update: Mark as dormant
For Category: ACC to VEH
For Profile: 1000 to TXT1
For Stock Item: CMAT044 to ZACD014
Include only: Allowed on sales orders, Allowed on purchase orders

Number of stock items processed:
Marked as dormant: 12
Cannot be marked as dormant: 85
                                            97

Orion Vehicles Leasing   **Global Dormant Changes - Marked as dormant**   Page 1
This report shows stock records that can be made dormant.

Product	Description	Category	Profile
MNT56897	Vehicle Maintenance - Annual	MCON	CON1
MPAIR100	Mobile Phone - Air Time (Reverse	ACC	SER1
SERV01	6000 mile service	CONT	SER1
SERV02	12000 mile service	CONT	SER1
VHL1633	Ford Galaxy Ghia 1.9 Tdi	VEH	ITM1
VHL3245	Ford Galaxy TDi 1900cc	VEH	ITM1
VHL3429	Vauxhall Corsa SXi	VEH	ITM1
VHL4245	Renault Espace Dci 2000cc	VEH	ITM1
VHL5001	Vauxhall Astra 1.8L 16V Coupe 2DR	VEH	ITM1
VHL5002	Honda Cr-V 2.0 I-VTEC SE Sport - 5DR	VEH	ITM1
VHL5003	Vauxhall Astra 1.6L Club 5DR	VEH	ITM1
ZACD007	Sony Stereo WX-C570R	ACC	ITM1

If you marked as Update and Report, you will get the following message.
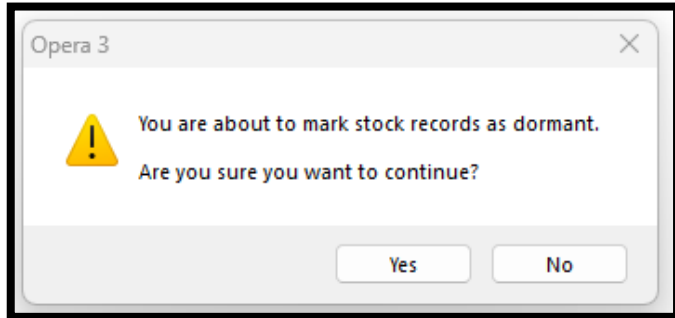
Updated items will now show in the stock tree as dormant and have the icon below:
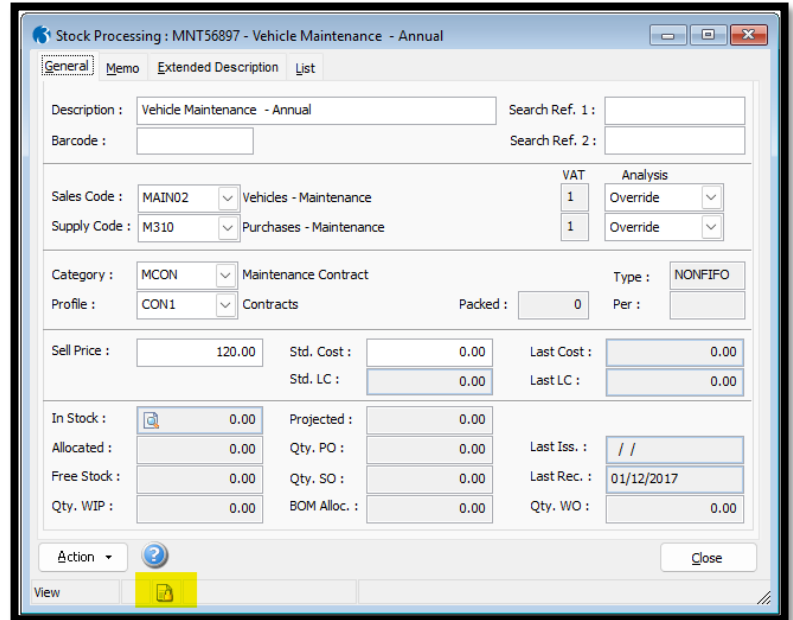
Remember you need to tick the show dormant for the items to show in searches and reports.