

Using DFU to Delete a Customer Record

**THIS LEAVES NO AUDIT TRAIL ONLY USE AS A LAST RESORT.
DO NOT DELETE CUSTOMERS THAT HAVE ACCOUNT BALANCES.**

On the command line type DFU, Enter

Choose #5 – Update data using a temporary program

Enter

Data file = custmast

Library = SPSWRFL1 (depends on which store you need to delete record from)

Member = custmast

Enter

```
Update Data Using Temporary Program

Type choices, press Enter.

Data file . . . . . custmast      Name, F4 for list
Library . . . . . SPSWRFL2      Name, *LIBL, *CURLIB
Member . . . . . custmast      Name, *FIRST, F4 for list
```

Enter Customer Number, Enter

Customer records will be shown – see below

```
WORK WITH DATA IN A FILE          Mode . . . . . : CHANGE
Format . . . . . : CUSTREC          File . . . . . : CUSTMAST

Customer Number: 130
Ship to Name: ABERNATHY AUTO PARTS
Ship to Address: 2900 JACKSON HIGHWAY
Ship to Address (2): _____
Ship to City: SHEFFIELD
```

F23 (Not shown as an option on the screen)

Record will be highlighted and you will need to confirm deletion request as shown at bottom on screen

```
WORK WITH DATA IN A FILE          Mode . . . . . : CHANGE
Format . . . . . : CUSTREC          File . . . . . : CUSTMAST

Customer Number: 130
Ship to Name: ABERNATHY AUTO PARTS
Ship to Address: 2900 JACKSON HIGHWAY
Ship to Address (2): _____
Ship to City: SHEFFIELD
Ship Sta: AL
Ship Zip: 356600000
Ship to Phone: 2563835273
Ship to Contact: HARLON LANIER
Bill to Name: ABERNATHY AUTO PARTS
Bill to Address: 2900 JACKSON HIGHWAY
Bill to Address (2): _____
Bill to City: SHEFFIELD
Bill Sta: AL
Bill to Zip: 356600000
Bill to Phone: 2563835273
Bill to Contact: HARLON LANIER

F3=Exit           F5=Refresh          F6=Select format
F9=Insert         F10=Entry           F11=Change
Press F23 to confirm record deletion request.
```

F23 again

Your screen will return for another customer number

F3 to Exit

Y to end data entry

F3 Exit

F3 Exit

You should receive a printout to confirm record deletions....this is the only audit trail you will have.