# Synergy Acc2026 - Change an Item Code

There is no Rename button on the Item Masterfile. To change item codes, use the Item Masterfile Import Utility with a file that has the old Code and a New Code. Only the code changes. Documents link to the item by its ID, so old documents show the new code.

## Before you start

- Take a backup first.
- The Code of an existing item is read-only in the Item Masterfile unless you use Override, so use the import for renaming.
- The import utility is not available in the Demo/Trial version.

## Steps

### 1. Prepare the file

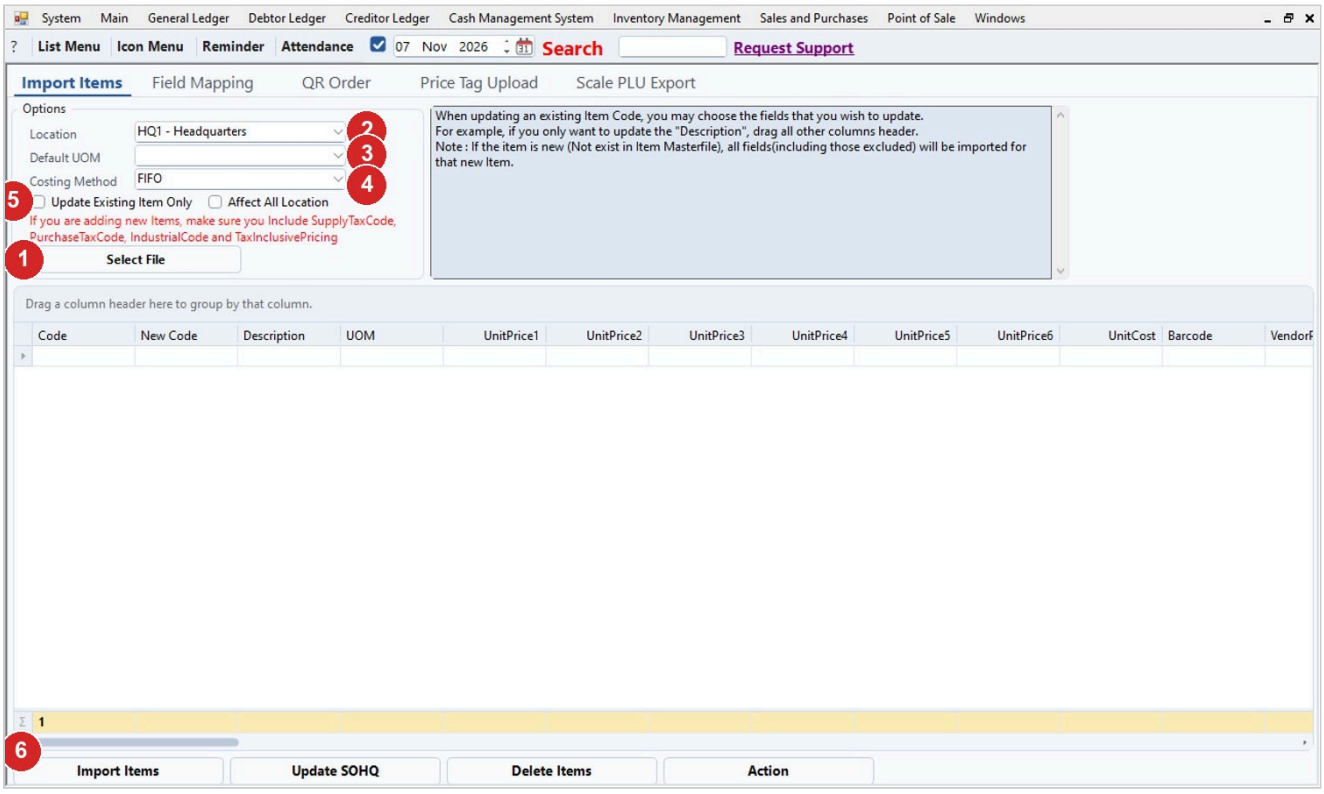
Make an Excel file with a Code column (the current item code) and a New Code column (the code you want). Keep only these two columns. Every Code must already exist, and every New Code must not exist yet.

### 2. Open the import utility

From the menu, go to Inventory Management > Utilities > Item Masterfile Import Utility. Stay on the Import Items tab.

### 3. Select the file and set the options

Choose the file and check the grid shows your Code and New Code values. Then set the options.



| Step | What to do |
|---|---|
| 1 | Click Select File and choose your Excel file. |
| 2 | Choose the Location. |
| 3 | Choose a Default UOM if your file has no UOM column. |
| 4 | Choose the Costing Method (Location and Costing Method are required). |
| 5 | Tick Update Existing Item Only so that no new item is created. |
| 6 | Click Import Items. |

### 4. Import

Click Import Items and confirm. A row with a New Code only updates the existing item; it never creates one.

## Tips

- The screen note says you can drag a column header off the grid to leave that field out of the update. Do this for every column except Code and New Code.
- Do not rename matrix items.
- After the import, open a few old documents to check they show the new code.
- If a branch cannot import, tick Update Existing Item Only (a branch cannot add items).

## Common problems

**It stops with 'New Code [x] already exists.'**

Both the old and the new code exist as items. Choose a New Code that is not used yet.

**A new item appeared instead of a rename.**

The row had no match in Code. Check the spelling of Code, and tick Update Existing Item Only next time.

**The import button does nothing or is not allowed.**

The Demo/Trial version does not allow the import. Use the full licence.

*Draft: written from Synergy's support notes (checked by AI against the program), not yet reviewed by Synergy staff.*

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