

Deleting Obsolete Items

Andrew:

The sale worked out well! That old inventory basically walked out the door on its own!

Robert:

Yup, works every time! With the products gone, we should remove their records from Eagle. Too many unnecessary products can bog down the system, slowing searches and performance.

Andrew:

Makes sense, what's the best way to do that?

Robert:

Depends on your needs, pick a topic, and we'll break your options.

Topics

- Individual Items
- Multiple Items
- Using SHRINK
- Show Us What You Know

Deleting Individual Items

Do you have inventory that you no longer stock, hasn't sold in the last year, or is discontinued?

These are examples of Obsolete items. They bog down your system, slow searches, and take up space on your hard drive.

Once you identify them, it's time to delete them.

It is important that you do not delete any items until after year end reports have run. Otherwise sales history and other information become inaccurate.

You can delete items one at a time using Inventory Maintenance.

Display the SKU that you want to delete.

Make sure the values in the On Hand, Committed, or Order fields are either blank or zero. If one of these fields contains a number, Eagle displays a warning when you try to delete the item.

Select the In Stores field to enter the stores that you want to delete the record from.

Select the delete button. Click yes to confirm, and Eagle displays a messages that the record has been deleted. Repeat this process for each item that you want to delete one at a time.

Deleting Multiple Items

When deleting items, consider creating a backup of your system before starting. A backup is the only way you can restore deleted items.

You can delete multiple items at a time using the Inventory Viewer.

A System option enables this function. Before you start make sure that Option 8617 is set to Yes, and security bits 224 and 777 are enabled.

To prevent accidental deletion of inventory, it's a best practice to only enable option 8617 while deleting inventory, and disable it when you are done.

Note that you can only delete items with the viewer if you access it through Inventory Maintenance.

The High Performance Inventory Viewer does not allow you to delete items, so use the standard Inventory Viewer. Use the lookup tool to display the inventory to delete in the viewer.

If the check boxes are not visible, use the right click menu to enable them.

Select the items to remove from your system. Use the Select all option in the right click menu to choose all items displayed.

Now, press Delete.

Select yes both times Eagle confirms that you are deleting items.

If the items were in multiple stores, another window pops up asking if you want to delete it from the selected store or all of them. Choose the appropriate option.

Eagle shows a window stating that the deletion was successful.

Once you're done deleting the items, we recommend that you disable Option 8617 in System Manager.

Deleting Items Using SHRINK

The SHRINK application allows you to quickly delete groups of items according to your entered criteria.

Open it by selecting Reduce Item File Records under Inventory Reporting.

Select the From / To tab, and fill the range of items you want to delete.

On the Options tab, you can select which items within the specified range to delete.

This function only deletes the items if you run it with the Finalize Deletions option enabled.

It's a best practice to run the function without this option enabled. That way you can confirm that only the items you want to delete are included in the results.

Once you confirm that the generated list is correct, run the function with Finalize Deletion enabled.

If an item appears in the test run that you don't want to delete, adjust the corresponding fields in Inventory Maintenance based on how you run SHRINK.

The Delete Discontinued Items Only option includes items if their Discontinued code is set to yes.

Option O checks if an item's order point is set to zero or blank.

If you have option M selected, Eagle includes items where the Special Record is set to M regardless of other settings.

The X option pulls in records where the Seasonal/Promotional Code field is left blank despite the rest of the fields.

Using Shrink to reduce your inventory file is a quick and efficient way to remove groups of items from your records.

Just be sure to run the report once without Finalize Deletions enabled to audit the items being deleted.

After making any needed adjustments to items, run the report with the option enable to delete the entries from your inventory.

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