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Category	Product
Course	Stock Records
Version	1.1
Client	Generic
Software	2.12.100

# Logical and Physical Deletion

You can delete a supplier, and EAN or an entire stock record.

If your business is Head Office managed, check if you're permitted to delete data at store-level.

### Hints and Tips

- ✓ **Logical deletion** stops the product from being ordered from the deleted supplier.
- ✓ Flagging **physical deletion** stops the product from being ordered and sold.
- ✓ Run the **Reports** menu -> **Stock** -> **Physically Deleted Items** report to review a list of all data that has been flagged for physical deletion.

Physically Deleted Items				
Store	Supplier	Stock Code	Stock Description	Deletion Date
SEVER STORE				
Stock Item Physical Deletion				
Supplier	Stock Code	Stock Description	Deletion Date	SOH
METACT	308867	8 GOLD BART 5000	18/05/11	0.00
METACT	370385	CITY 8 POLICE POLY VEST	18/05/11	0.00
METACT	322986	NEBABELLA ELAY BALO PRL	18/05/11	0.00
METACT	328732	NEBABELLA ELAY BALO PRL	18/05/11	0.00
EAN Physical Deletion				
EAN	Supplier	Stock Code	Stock Description	Deletion Date
8504242036	DALTON W	26628	801 THREE B.L.C. 36.523CM 8CV	24/05/11
Stock Supplier Physical Deletion				
Supplier	Stock Code	Stock Description	Deletion Date	SOH
DANFOLD	22259	CLOTH TIE ULTIMATE	24/05/11	0.00
DAY	80262	LANTERN BROT THERM	24/05/11	0.00

- ✓ If the **physical deletion utility** hasn't removed the data yet (see hints and tips on page 3):
  - you can click to undo the physical deletion flag
  - importing a **HOST** change for the product will undelete everything if it's for the default supplier, or only the non-default supplier details.
    - If a deleted stock code has been re-issued to represent a new product, the old EAN's are kept with the new product & updated with the new EAN details if UPP is the same; e.g. an old cat food EAN will be listed under the description of dog food!
- ✓ **Stock record physical deletion:**
  - This deletes the stock record, and all the EANs and suppliers linked to the record; this is easier than individually deleting each EAN/supplier.
  - The product can't be sold or ordered anymore.

### Procedure to Perform Logical or Physical Delete

1.	From the <b>Tools</b> menu, select <b>Stock Functions</b> , then <b>Stock</b> . <i>*Or click the <b>Stock Maintenance</b> icon.*</i>											
2.	In the <b>EAN Code</b> field, type, or search for, the EAN that you want to delete. <i>*Alternatively, in the <b>Stock Code</b> field, type the stock code.*</i>											
3.	Press <b>Enter</b> or <b>Tab</b> if you typed the code. <i>*The product details are displayed.*</i>											
4.	<table border="1"> <tr> <td><b>To:</b></td> <td><b>then:</b></td> </tr> <tr> <td>flag a stock record for physical deletion</td> <td>go to step 5.</td> </tr> <tr> <td>flag an EAN for physical deletion</td> <td>go to step 6.</td> </tr> <tr> <td>logically delete a supplier</td> <td>go to step 7.</td> </tr> <tr> <td>flag a supplier for physical deletion</td> <td>go to step 8.</td> </tr> </table>	<b>To:</b>	<b>then:</b>	flag a stock record for physical deletion	go to step 5.	flag an EAN for physical deletion	go to step 6.	logically delete a supplier	go to step 7.	flag a supplier for physical deletion	go to step 8.	
<b>To:</b>	<b>then:</b>											
flag a stock record for physical deletion	go to step 5.											
flag an EAN for physical deletion	go to step 6.											
logically delete a supplier	go to step 7.											
flag a supplier for physical deletion	go to step 8.											
5.	Complete the following steps to flag the entire stock record for physical deletion: <ol style="list-style-type: none"> <li>Click the <b>Stock</b> tab.</li> <li>Click <b>Delete</b>.</li> <li>Click <b>Yes</b> to continue.</li> </ol> <i>*A deleted message is displayed on the tab and in the <b>Summary Information</b> section.*</i>	  										

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**Hints and Tips**

✓ **EAN physical deletion:**

- The EAN deleted can't be sold or ordered anymore.
- Any other EANs linked to the product are unchanged.
- If you delete the only EAN or the last EAN, the entire stock record will be deleted.

✓ **Logically deleted supplier:**

- The product can't be ordered from this supplier anymore.
- If the product is temporarily unavailable, you can undelete it once it's available again (if not physically deleted yet).
- Deletes imported by HOST are set to logically deleted, and triggers a deleted ticket.
- If you delete the default or only supplier, it adds 'deleted' to the description and tickets.



- Run the **Reports -> Stock -> Logically Deleted Items** report to review SOH of items logically deleted; this can guide sell-through activity and physical deletion decisions.

- ✓ You can configure the system to flag logically deleted suppliers for physically deletion after a certain number of days.

- This is set in the **System menu -> Properties -> System tab -> Automatically flag Logically Delete items for Physical Deletion and Days** field.

- If you enable this flag, it won't convert any supplier that was logically deleted before the configuration was enabled.

- It won't delete if the supplier if they're still the default and there's another supplier listed.

- Don't set a long time delay; if this supplier re-uses the stock code in the interim, and there's still SOH of the old product, it will be sold under the new product.

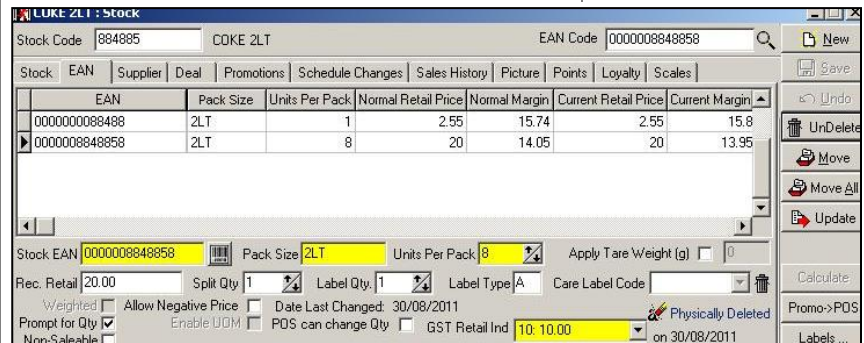
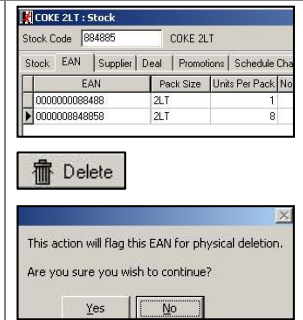
- If there's still SOH, the system still deletes the stock code.

6. Complete the following steps to flag a single EAN for physical deletion:

- Click the **EAN** tab.
- Select the EAN.
- Click **Delete**.
- Click **Yes** to continue.

\*The date the EAN was deleted is displayed.\*

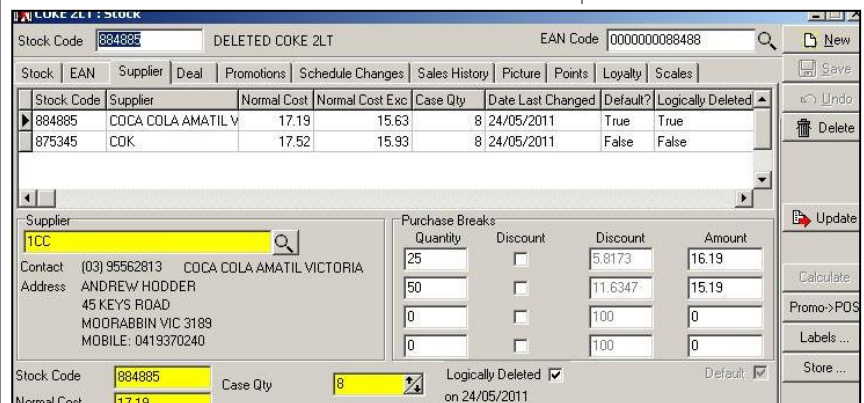
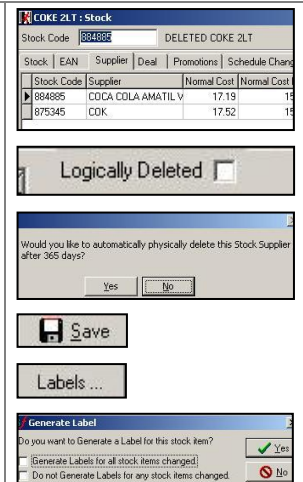
\*If you want to re-use this EAN immediately, add a [D] to the old EAN so that it's no longer unique.\*



7. Complete the following steps to logically delete a supplier:

- Click the **Supplier** tab.
- Select the Supplier.
- Select the **Logically Deleted** check box.
- If physical conversion is enabled, select **Yes** if you want it to apply to this record, or **No** to leave it as logically deleted forever.
- Click **Save**.
- If there's still SOH and this is the only or default supplier, click **Labels** to request a 'delete' ticket; print the automatic pending ticket in the **Labels Wizard** function.
- If there's an alternative supplier listed, you should make them the default supplier.  
\*This allows you to order the product, and conversion to physically deleted if enabled.\*

\*The date the supplier was logically deleted is listed below the **Logically Deleted** check box.\*



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**Hints and Tips**

✓ **Supplier physical deletion:**

- The product can't be ordered from this supplier anymore.
- It only deletes the connection between the stock code and the supplier; it doesn't delete the supplier from SUREfire.
- If you delete the only supplier or the last supplier against the stock record, the entire stock record will be deleted.

- ✓ If a store user, the deletion applies to ordering immediately, and is effective at POS once the File Transfer/POS Import processes have run.

✓ If a Head Office user:

- deletion's are transmitted to stores when **HOS Export** and **HOS Import** are next run
- changing the normal retail price of a deleted EAN won't be applied at store-level.

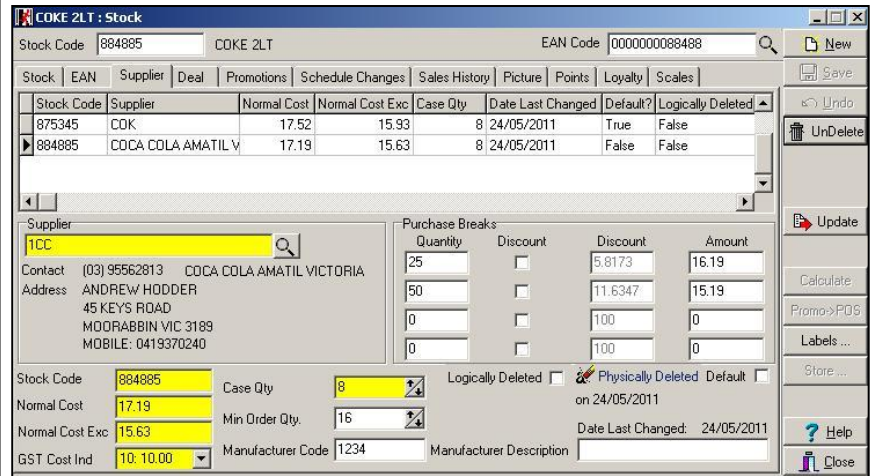
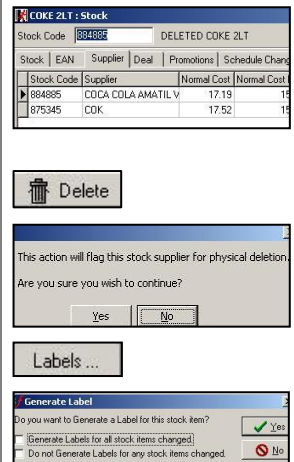
✓ **Physical deletion utility:**

- A scheduled task runs for one hour every night to remove physically deleted data (either all deletes or only those 7 days or older).
- If there are many deletions, it may take several runs before they're all removed (no longer visible in the system.)
- Once a deleted EAN has been removed, any history is re-linked to a remaining EAN with the same UPP (if one exists), or a 'dummy' 10% or 0% GST EAN in the same department. This ensures that historical department reporting is accurate.

8. Complete the following steps to flag a single supplier for physical deletion:

- Click the **Supplier** tab.
- If there are multiple Supplier's listed, select the applicable one; you can't delete the default supplier until you change the default to another supplier.
- Click **Delete**.
- Click **Yes** to continue.
- If there's still SOH or this is the only supplier of the default supplier, click **Labels** and select **Yes** to request a 'delete' ticket; print the automatic pending ticket in the **Labels Wizard** function.

\*The date the supplier was deleted is listed on the tab.\*



9. Click **Close** when finished.

