



Deletion Management

Overview for Deletion Management

- Products that are not selling are wasting space in your store and are not earning any profit.
- Deleted products can also waste time at your store. Products which you are no longer ranging at your store (but are still ranged at the warehouse), will continue to print Tickets each week. Deletion Management will remove these products from your Shop file.
- *Deletion Management* will list products that have not sold for a specified period of time, so you can decide to move the non-selling products off the shelf and replace with faster moving products. The non-selling products can be moved to a more exposed area of the store and placed on temporary special to move them.
- When you are ready, *Deletion Management* will delete selected products from your SHOP file.
- Deleted products can be UN-Deleted if required.
- *Deletion Management* should be performed **monthly for non- sales for last 12 months.**

Deletion Rules



Products can be deleted even if they have SOH (Stock on Hand) or QoO (Qty on Order) – from PT Version 3.10.7.17

- **Make sure you check any products with SOH or QoO are valid deletions before you delete them.**
- **Here is how to fix any products that have zero/negative SOH or QoO that you decide to keep.**
 1. *Correct any products with zero or negative SOH (Stock on Hand)*
 - Perform a stocktake on the items to correct the SOH via **Inventory** ➤ **Stocktake**.
 2. *Correct any products with Stock Qty on order*
 - To remove QoO (Qty on order), process outstanding orders from **Inventory** ➤ **Goods Received**.
 - Stores on Electronic invoicing or stores who receipt all their orders into Profit-Track™ should have very few (if any) outstanding orders.
 - Stores who do not receipt their deliveries into Profit-Track™ will have many outstanding orders. Please contact Independent Solutions on 07 3387 5555 as we can delete these orders for you.

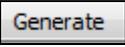
View, Print & Delete Products with No Sales

- This section explains how to generate the **Products without Sales** report and Delete the products from the SHOP file.

- Step 1 – Generate **Products without Sales** report
- Step 2 – View products on the screen
- Step 3 – Print **Products without Sales** report
- Step 4 – Delete products from SHOP
- Step 5 – Send Pending

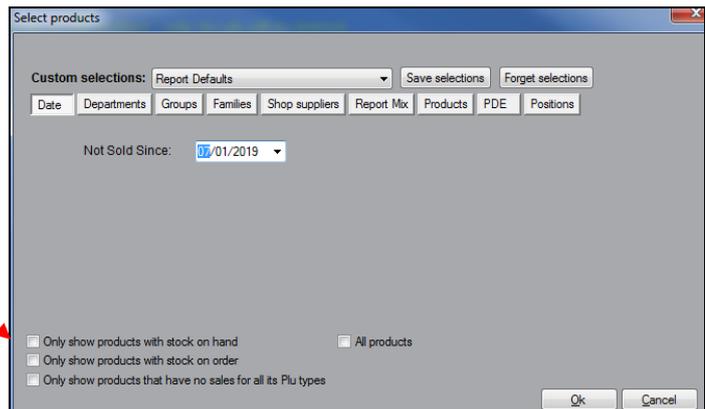
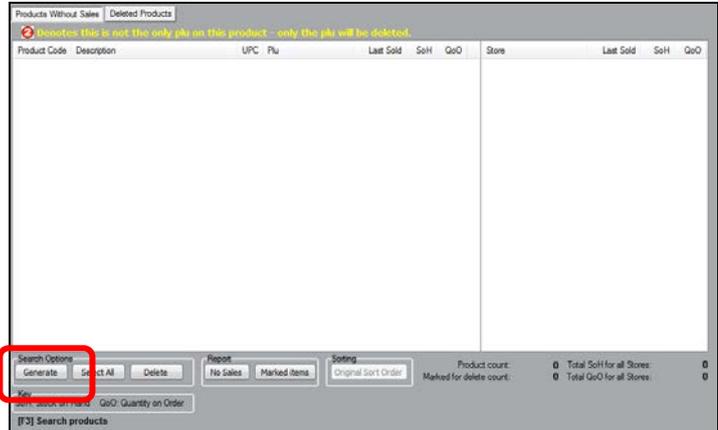
1. Step 1 – Generate Products without Sales report

- Click **Inventory** > **Deletion management**

- Click 

Selections:

- Date TAB:** Select a date to view products with **No Sales FROM** (normally 12 months ago).
- Select products by **Dept, Group** etc.
- Default is for **All Products** ✓
- Tick boxes as required from the bottom of the screen.
- Make your selections and click 

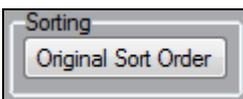


2. Step 2 - View Products on screen

- All products that do not have any sales recorded after the nominated date will be displayed.

Re-Sort the list

- Click on any column header to re-sort the data.



- Click  to return to default sort.

To view products with **SoH** or **QoO** resort the columns here

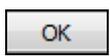
Product Code	Description	UPC	Flu	Last Sold	SoH	QoO	Store	Last Sold	SoH	QoO
15560	COCA-COLA PLASTIC BOTTLE 2LT	8 9300675001007		21/02/2017	0	0				
233648	COCA-COLA ZERO SOFT DRINK 2LT	8 9300675031288		12/02/2017	0	0				
301	BAK COLL HEDGEHOG SLICE 250GM	1 9318835007004		Never	0	0				
C149	XMAS G/BREAD - CHOC SHAPE 50GM	1 9318835005081		Never	0	0				
C140	BAKE COLL CHOC FINGERS MI 6PK	1 9318835000456		Never	0	0				
18550	SPRITE 600ML	24 9311015204309		Never	0	0				
WA200	W/VAL AVOCADO DIP 200GM	1 9310288704004		18/01/2013	0	0				
WA200	W/VAL CHIVES/GARLIC DIP 200GM	1 9310288704011		12/06/2014	0	0				
WA200	W/VAL TZATZIKI DIP 200GM	1 9310288704196		20/02/2017	0	0				
WA200	W/VAL ROASTED CAPSICUM DI 200GM	1 9310288800818		20/01/2017	0	0				
WA200	W/VAL SPRING ONION DIP 200GM	1 9310288704158		15/02/2017	0	0				
WA200	W/VAL SMOKED SALMON DIP 200GM	1 9310288704127		8/09/2011	0	0				
WA200	W/VAL FRENCH ONION DIP 200GM	1 9310288900849		21/02/2017	0	0				
WA200	W/VAL SUNDRIED TOMATO DIP 200GM	1 9310288704165		20/05/2014	0	0				
90082	TAS HERITAGE FRSH DBL BRI 125GM	6 9310134220269		18/02/2017	0	0				
90066	TAS HERITAGE CAMEBERT CH 125GM	6 9310134220177		18/02/2017	0	0				
WA150RP	W/VAL CHUNKY PUMPKRSTD 150GM	1 9310289602065		20/02/2017	0	0				
WA150	W/VAL CHINKY ROCKET DIP 150GM	1 9310289600719		31/12/2011	0	0				
WA150	W/VAL CHINKY BEETROOT DIP 150GM	1 9310289600726		18/02/2016	0	0				
WA150	W/VAL CHINKY CHILLI/CASHEW 150GM	1 9310289704332		12/02/2017	0	0				
1011819	DODONI TRAD GREEK FETTA 200GM	1 5201168215299		24/11/2013	0	0				

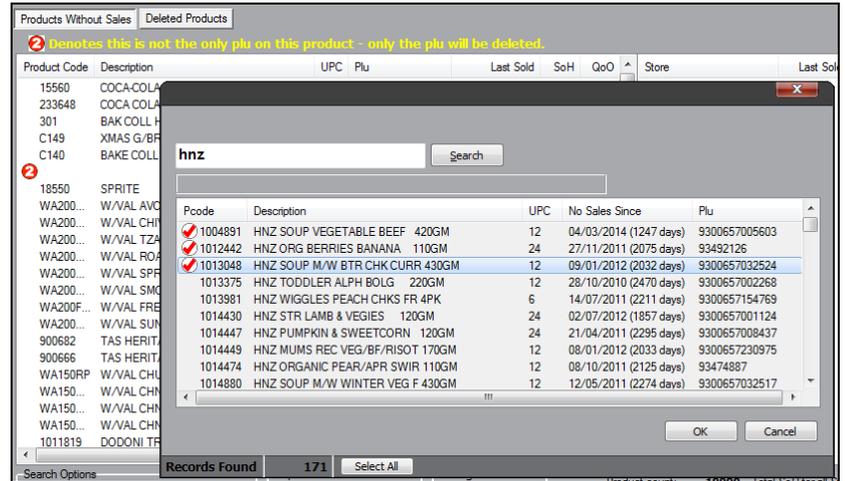
The section will populate if you run a Head Office with linked stores.

3.

[F3] Search for specific products in the Products with No Sales List

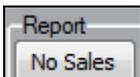


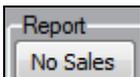
1. Click  to open search screen.
 2. Key in product number or part of the description (eg HNZ for Heinz products).
 3. Products will display.
- NOTE:** this is like a search within a search.
4. Use the **[Space Bar]** to select products for deletion .
 5. Click  when done.
 6. These products will now be flagged in the original *Products without Sales* list for deletion (created in Step 2 above).

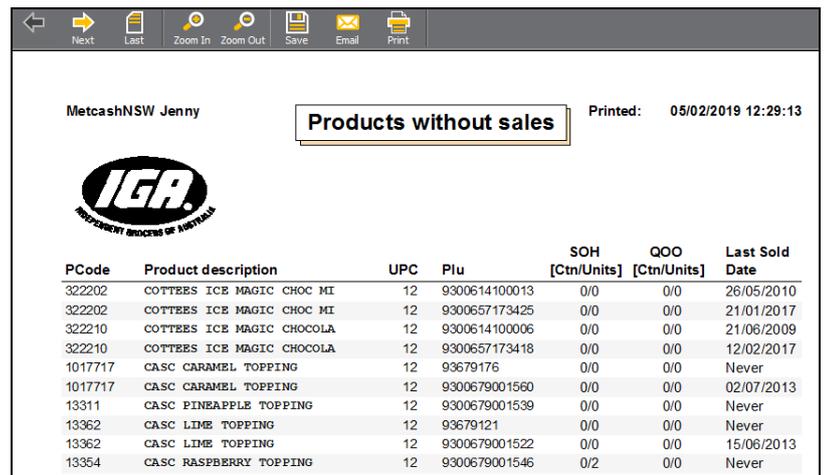


NOTE: you can only search on products already in the Products with No Sales list

4. Step 3 - Print Products without sales report



- Click  to print the products listed on the screen.
- Click  to print products you have marked for deletion .
- Use this report to decide which products:
 - need to be deleted from the system.
 - need to be moved in the store
 - need to be reduced in price (temporary in-store Special)
- Click  to return to the product listing screen or if you want to DELETE the products NOW then go to Step 4 below.



5. **Step 4 - Delete Products from SHOP**



If you exited out of Deletion Management in Step 3 to check the products, go back in when you are ready to delete the products from the system. Run the **Deletion Management** again with the same selections as in Step 1.

- Click to mark ALL items in the list for Deletion
- OR** highlight each item and press [**Space Bar**] to select
- Click
- Deleted products are removed from the list.
- Click



If the Deletion list contains any products that have **Stock on Hand (SoH)** or **Qty on Order (QoO)** you will receive this message. Tick the **Check box** and click [**Yes**] to continue or [**Cancel**] to return to the list.



To view products with **SoH** or **QoO** resort the columns here

Product Code	Description	UPC	Plu	Last Sold	SoH	QoO	Store	Last Sold	SoH	QoO
22183	ALLENS FROGS ALIVE 190GM	12	9300695042421	Never	0	24				
270362	CAD CHOC CARAMELLO 200GM	15	9300617041184	27/09/2018	15	15				
13115	ALLENS CHOCOS 190GM	12	9300695042428	27/09/2018	-1	12				
411795	ALLENS JELLY TOTIS 150GM	12	9300692104570	Never	0	12				
1031690	REESES PANUT BUTTER CUPS 420G	1	3444009	24/04/2018	-34	0				
89818	F/MAIN FRIEND ORIG X/STRNG 25GM	12	90367161	20/06/2018	-11	0				
622807	MALTESERS KINGSIZE 60GM	16	9300682048118	24/04/2018	-8	0				
1013858	ZAPPO CHEWS ASST 26GM	60	9318082069550	Never	-3	0				
			932776000289	27/09/2018	-3	0				
			9318082062943	27/09/2018	-3	0				
			932776010165	27/09/2018	-3	0				
			932776000418	Never	-3	0				
			932776010764	Never	-3	0				
435996	L/TOBY YST TOPPS APRICOT 185GM	10	9310004093880	27/09/2018	-2	0				
103823	NAT/CONF LICORICE 180GM	12	9310434010283	27/09/2018	-2	0				
311257	GUYLAN C/SHELL W/NDOWBK 85GM	5	5410976080428	27/09/2018	-2	0				
69342	L/SAVER FRUIT TINGLES 34G	36	9400956011904	27/09/2018	-2	0				
160	CAD CHOC FRUIT NUT 350GM	10	9300617409865	27/09/2018	-2	0				
			9300617003342	27/09/2018	-2	0				
1011164	STARBURST JCY FRENZY/8437 350GM	12	9300682017909	27/09/2018	-2	0				
1019875	OZ MUSK STICKS 60GM	24	9321813000201	27/09/2018	-2	0				
			9313482005014	Never	-2	0				
1029377	PATONS OBT NUT CHOC COATED 185...	12	9319536216070	27/09/2018	-2	0				



Tick the **Check box** and click [**Yes**] to continue or [**Cancel**] to return to the list.

6. **Step 5 - Send Pending**

- Send Pending** icon will update with Deletions in brackets.
- When sent, these products will be deleted from your POS lanes.

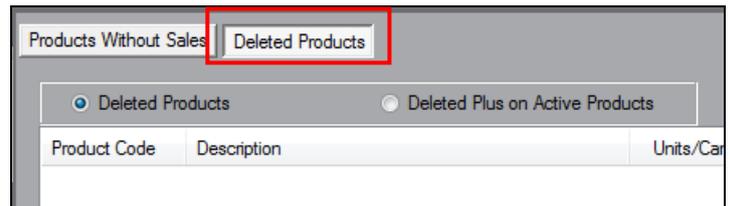


7. **How to View Deleted Products**

- Click **Inventory** > **Deletion Management**
- Click
- Selections:**
 - Deleted Products** (search on deleted Products).
 - Deleted PLUs on Active Products** (refers to products that have more than one PLU).
- Click

Selections:

 - Deleted on or After:** this is the date the products were deleted. Defaults to today. Change as required.
 - Products TAB** - then to search by product. Only products deleted on or after the date selected will display.
- Click to display selected products.



Product Code	Description	Units/Carton	Plu
224426	ANTICOL V/ACTION ORIG 10L 10PK	36	93625234
106173	ALLENS BUTTER MENTHOL CTN 20PK	24	9300625001064
322202	COTTEES ICE MAGIC CHOC MI 220GM	12	9300614100013
322210	COTTEES ICE MAGIC CHOCOLA 220GM	12	9300614100006
1017717	CASC CARAMEL TOPPING 375ML	12	93679176
13389	CASC CHOCOLATE TOPPING 375ML	12	93679183

Un-Delete Products

- Deleted products can be UN-Deleted and re-instated to your Shop file with product history intact.
- Cost and Sell promotions are restored with the Undeleted product.
- When searching for Deleted products, you can search on deleted PLUs or deleted Products.
- You can also [F3] search for specific products in the *Products without Sales Deletion* list. This allows the user to refine their search and find products easily.

1. Search for Deleted Products by PLU or Product

1. Click **Inventory** > **Deletion Management**

2. Click **Deleted Products**

3. Selections:

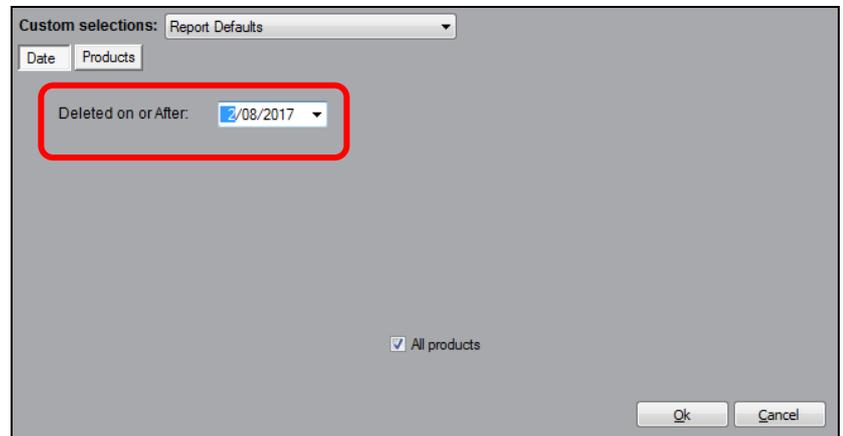
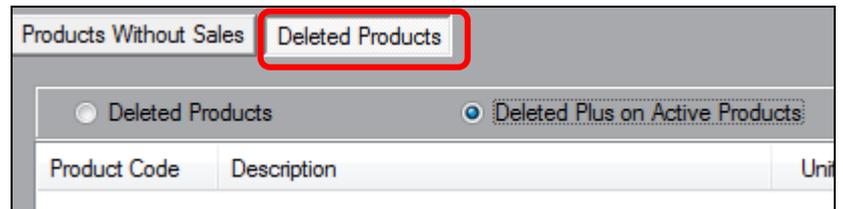
- Deleted Products** (search on deleted Products).
- Deleted PLUs on Active Products** (refers to products that have more than one PLU).

4. Click **Generate**

Selections:

- Deleted on or After:** this is the date the products were deleted. Defaults to today. Change as required.
- Products TAB** - then **Add (F3)** to search by product. Only products deleted on or after the date selected will display.

5. Click **Ok** to display selected products.



2. [F3] Search for specific products in the Deleted Products List

1. Click  to open search screen.

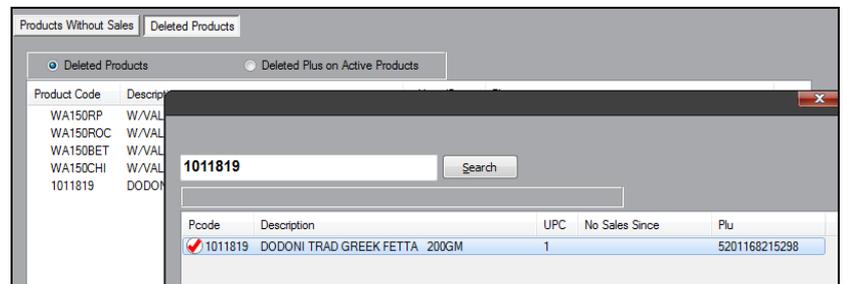
2. Key in product number or part of the description (eg HNZ for Heinz products).

3. Products will display.

4. Use the **[Space Bar]** to select products for deletion .

5. Click **OK** when done.

6. These products will now be flagged in the original *Deleted products* list for UNdeletion (this was created in the step above).



NOTE: you can only search on products already in the Deleted Products List

3. **Undelete Products**

- Highlight the products and press **[Space Bar]** to mark product for UNdeletion .
- Click 
- Click 

Products Without Sales		Deleted Products	
Deleted Products		Deleted Plus on Active Products	
Product Code	Description	Units/Carton	Plu
<input checked="" type="checkbox"/> 900682	TAS HERITAGE FRSH DBL BRI 125GM	6	9310134220269
<input checked="" type="checkbox"/> 900666	TAS HERITAGE CAMEMBERT CH 125GM	6	9310134220177
WA150RP	W/VAL CHUNKY PUMPK RSTD 150GM	1	9310288602065
WA150ROC	W/VAL CHNKY ROCKET DIP 150GM	1	9310288600719
WA150BET	W/VAL CHNKY BEETROOT DIP 150GM	1	9310288600726
WA150CHI	W/VAL CHNK CHILLI/CASHEW 150GM	1	9310288704332
1011819	DODONI TRAD GREEK FETTA 200GM	1	5201168215298

4. **Send Pending**

- **Send Pending** icon will update for Un-Deletes.
- When sent, these products will be re-instated in your Registers

