

Delete Items from your Store

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A Store Item can be deleted using the **Trash Can** icon on the *List Items* screen or with the **Delete Item** button in the *Edit Item* window.



Store Reports are affected when a previously sold item is deleted!

- The **Sales Detail Report** will still include the detail of the item's sale, however, the *Item Name* column will display the text **This item has been deleted** instead of the name of the item. When an item is sold, Jackrabbit automatically adds the item name to the *Notes* field of the sale transaction. If this field is not edited, you will be able to see what the deleted item was.

Sales Detail Report												
← RETURN												
View 1 - 4 of 4 Print Export Refresh 1 columns hidden Show/Hide Columns Restore Columns												
Date	Item Number	Item Name	Qty	Amount	Discount	Total	Note	Payment Method	Family	Student	Class	
Search	Search	Search	Search	Search	Search	Search	Search	Search	Search	Search	Search	
11/27/2018		*This item has been deleted*	1	2.00	0.00	2.00	Fruit Smoothie	Cash	Ager			Edit
11/20/2018		*This item has been deleted*	1	2.00	0.00	2.00	Fruit Smoothie	Cash	Pro Shop			Edit
11/20/2018	PS-25042	TShirt - Small	1	20.00	0.00	20.00	TShirt - Small	Cash	Ager	Dani	Adv Jazz - Wed - 7pm	Edit
11/20/2018	SB-Water	12 oz Spring Water	1	1.50	0.00	1.50	12 oz Spring Water	Cash	Pro Shop			Edit

The item name is automatically added to the Note field when the item is sold.

- The sale of the deleted item will no longer be reported on the **Store Profit Report**.
- The sale of the deleted item will no longer be reported on the **Store Item Tax Report**.



As a Best Practice, change the Store Item's status from **Active** to **Inactive** instead of deleting the item.

- ★ Sales of inactive items are included in all Store reports.
- ★ Inactive items no longer appear in the *Search/Select Item* screen when making a sale.
- ★ Inactive items are not included in the Executive Dashboard alert *Items at or below Re-Order Alert Qty*.

You are able to filter your list of items (from the Store menu) using the *Item Status* setting. Use the **Pencil** icon to see the information for the Inactive Item.

List Items

← RETURN

Active Item Search: Item #, name, desc

Add Item

Item Status: Inactive

View 1 - 1 of 1 Print Export Refresh 6 columns hidden Show/Hide Columns Restore Columns

	Item #	Name	Description	Item Price	Cat1	Trans Type	Trans Sub-Type	Qty On Hand	Track Qty On Hand
	Search	Search	Search	Search	Search	Search	Search	Search	Search
	PS-Flip-8	Flip Flops - Size 8	Branded flip flops	10.00	Merchandise	Merchandise (Debit)	Pro Shop	10	Yes

Item Info

Item #/Barcode: PS-Flip-8

Item Name: Flip Flops - Size 8

Track Qty on Hand: Yes Qty On Hand: 10

Description: Branded flip flops

Status: Inactive

Transaction Defaults

Item Price: 10.00

Item Tax: No Tax

Category 1: Merchandise

Transaction Type: Merchandise (Debit)

Transaction Sub-Type: Pro Shop

Vendor Info

Vendor: Cooper's Apparel

Vendor Item #: 421-8

Item Cost: 6.00

Re-Order Alert Qty: 2

Save Changes

Copy Item

Delete Item

Cancel