

 Deleting a Stock Item (Non-Manufacturing Sites)
 Sage 200 Help Sheet







1. Deleting s Stock Item- Non Manufacturing Sites

1.1 Overview

A common call logged with Support is that a stock item cannot be deleted.

There are a number of reasons why this might be and you can perform the following checks to help determine what is preventing you from deleting a stock code.

The following screenshot is one that you may be familiar with. When trying to delete a stock item you receive the message "The item cannot be deleted while there is allocated stock, an order or return using the stock item, or build operations within the Bill of Materials module".

Code:	Test		⊻iew Detail
Name:	Test		- #
tem status			
			ad shade an andar
Deletion status:	The item cannot be dele or return using the stoc Materials module.	k item, or build operation	is within the Bill of
Deletion status: Current status:	The item cannot be dele or return using the stoc Materials module.	k item, or build operation	is within the Bill of
Deletion status: Current status: Total quantity:	The item cannot be dele or return using the stor Materials module. Active	Inactivation date:	o.00000

1.2 Reason 1- Stock item balance is not zero

The screenshot above also illustrates the first reason why a stock item cannot be deleted i.e. the stock balance is not zero.

You can also check the View Stock Item Balances screen in Stock Control > Enquiries > View Stock Item Balances as illustrated in the following screenshot to check if there are any balances on the stock item.





OCK Kem						
Code:	TEST	•	Name: Test Stor	:k Item		• #
ading quantities						
Sold this period:		0.00000	10	Bought R	this period:	0.0000
Sold last period:		0.00000		Bought I	ast period:	0.0000
Direct delivery on o	rder:	0.00000	5			
arehouse halances						
Name		*	Quantity on Order	Quantity in Stock	Quantity Allocated	Free Stock
Name FACTORY		*	Quantity on Order 0.00000	Quantity in Stock 10.00000	Quantity Allocated 0.00000	Free Stock 10.0000
Name FACTORY Total	rehouse	*	Quantity on Order 0.000000 0.000000	Quantity in Stock 10.00000 10.00000	Quantity Allocated 0.000000 0.000000	Free Stock 10.00000 10.00000
Name FACTORY Total ns at FACTORY War Name	rehouse		Quantity on Order 0.00000 0.00000 Last Stocktake	Quantity in Stock 10.00000 10.00000 Quantity in Stock	Quantity Allocated 0.00000 0.00000 Quantity Allocated	Free Stock
Name FACTORY Total ns at FACTORY War Name Unspecified	rehouse	*	Quantity on Order 0.00000 0.00000 Last Stocktake	Quantity in Stock 10.00000 10.00000 Quantity in Stock 10.00000	Quantity Allocated 0.00000 0.00000 Quantity Allocated 0.00000	Free Stock 10.0000 10.00000 Free Stock 10.00000
Name FACTORY Total Ins at FACTORY War Name Unspecified	rehouse		Quantity on Order 0.00000 0.00000 Last Stocktake	Quantity in Stock 10.00000 10.00000 Quantity in Stock 10.00000	Quankty Allocated 0.00000 0.00000 Quankty Allocated 0.00000	Free Stock 10.0000 10.00000 Free Stock 10.00000

1.3 Reason 2- Current Sales Order(s) exist for the stock item

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A common mis-conception is that a stock item can be deleted as soon as any outstanding sales orders for it have been completed.

The following screenshot illustrates an example of an order that will prevent a stock item from being deleted. Although the order is complete it is still a 'Current Order'.





ection criteria							
Code: Test	6	Name: Te	st.				•
rent Orders Archived O	rders						
All orders & returns							
Order/Return No	Туре	Order Date	Order Status	A/C Ref	Cust	Customer Order	Value
0000005105	Sales Order	31/10/2011	Completed	A88001	Abbey		234.8
Display only orders w	th cancelled order l	lnes					

The system will only allow the stock item to be deleted once this order has been moved to the Archive Orders area. To do this, run the Archive SOP Orders and Returns program which can be found in Sales Order Processing > SOP Utilities > File Maintenance.

⚠	This routine r from the syst	emoves deta em and plac	ails of completed es them in an arc	orders and retu hive file	rns
Archive d	etails				
	Archive all orde	rs and returns	with a date up to:	31/10/2011	E
	Retain orders w	ith unrealised p	profit:		
	Orders and retu	urns were last a	archived up to:	31/10/2011	
ast run d	letails				
	Last run by:	RICH	31/10/2011		

Please note: You have to run the archive of completed orders and returns up to a specified date. This means that you cannot selectively archive completed orders. So, if your completed order is dated today and you want to archive the order then you will have to archive all orders and returns that are completed up to today's date.





If you do not want to archive all completed orders and returns up to the date of the order in question then you will not be able to delete the stock item.

1.4 Reason 3- Current Purchase Order(s) exist for the stock item

For exactly the same reason as Sales Orders, stock items cannot be deleted if there are any Current Purchase Orders.

tone. Tress			Name: Test					
rent Orders Arch	ived Orders							
Order/Return No	Туре	Order Date	Order Status	Auth	A/C Ref	Suppler	Supplier Ref No	Vallus
000003207	Order	31/10/2011	Completed	Not Required	A0C001	AB Cookers		117.50

Similarly, you will have to archive any current orders (remember, you can only archive orders with a status of Complete) before you will be allowed to delete an item.

The same rules apply as archiving sales orders i.e. you can only archive up to a date and not individually. Archive routine can be found in Purchase Order Processing > POP Utilities > File Maintenance.





⚠	This routine ren from the syster	moves details o m and places th	of completed hem in an arc	orders and retu hive file	irns
Archive d	etails				
	Archive all orders	and returns with	a date up to:	31/10/2011	12
	Records were last	archived up to:	31/10/2011		
Last run d	letails				
	Last run by:	RICH	31/10/2011		

1.5 Reason 4- Allocations on a Bill of Material Build

In this help sheet, we are covering the deletion of stock items that are Component items.

If a stock item is currently allocated to a Bill of Material (BOM) in the Bill of Materials module as illustrated below then this will prevent it from being deleted.

SCREET AND COLOR	6					
Allocation No:	3:31102011:203606	Date: 31/1	0/2011 (1)			
Reference:	Test	DH.	es Modifications		Wareho	ouses (gotions
Bill of Materials	Currently Allocated					
Stock Code				Original Qty	Qty Outstanding	Unit of Measure
BOM				1.00000	1.00000	Each
	Component 1	Component	1.00000	1.00000	Each	Allows Negative
COMP1	Contraction and the second sec	Second growth in the			E d'ort	rectry require.
COMP1 COMP2	Component 2	Component	1.00000	1.00000	Each	Allows Negative.
COMP1 COMP2 Test	Component 2 Test	Component	1.00000	1.00000	Each Each	Allows Negative
COMP1 COMP2 Test	Component 2 Test	Component Component	1.00000	1.00000	Each Each	Allows Negative
COMP1 COMP2 Test	Component 2 Test	Component	1.00000	1.00000	Each Each	Allows Negative
COMP1 COMP2 Test	Component 2 Test	Component Component	1.00000	1.00000	Each Each	Allows Negative
COMP1 COMP2 Test	Component 2 Test	Component Component	1.00000	1.00000	Each Each	Allows Negative





The stock item in this scenario would have to be unallocated or the build would have to be completed so that there would be no outstanding allocations of the stock item on any BOM Builds.

In addition to this, the stock item, which exists as a component on a BOM, would have to be deleted from any BOMs where it is used.

Only when this criterion has been satisfied can the stock item be deleted.

1.6 Reason 5- Unposted Standards Cost Variances

Do you use the "Standard Cost" costing method for any of your stock items that you are trying to delete? If not then this step can be skipped.

de: TEST	Name	Test Iten			
ails Analysis Supplie	ers Alternatives Locations	Attachments Memo	Connents Manufa	acturing	
ten dassification		Iten	n status		
Product group:	STANDARD	•	ument status:	Active	~
Product type	Stock	In	activation date:	[12
rading settings	Euch (Man	uracturer details		
SCOCK CHIC	Icacii (anuratturer:		
Tak rate:	1 - Std Rate		art no:		
abel printing options		Sale	is orders		
Label printing option:	Label not required		Allow sales orders:		
Costing method					
Cost method:	Standard	9	tandard cost price: £		0.00000
ten description					BOM details
					Component
					O Built item
					O Phantom it ar-
					Criterionited
					Duilt/Bought
					~
				2	
	Contraction of the second s				

If you do use Standard Costing then unposted standard cost variances could be preventing you from deleting a stock item. When attempting to delete a stock item, it should be immediately identifiable whether there are such postings. The following screenshot highlights where this can be seen.





	tem		
Stock item to delete			
Code:	TEST	•	¥jew Detail
Name:	Test Item		• #
Item status			
Deletion status:	The item cannot be dele or return using the stor	eted while there is alloca k item, or build operation	ted stock, an order ns within the Bill of
	Materials module.		
Current status:	Active	Inactivation date:	
Current status: Total quantity:	Active 10.00000	Inactivation date:	0.00000
Current status: Total quantity: Allocated:	Active 10.00000	Inactivation date:	0.00000
Current status: Total quantity: Allocated: Unposted standard	Active 10.00000 0.00000 d cost variances: Yes	Inactivation date: On-order: Free stock:	0.00000

Unposted standard cost variances can be posted by going to Purchase Order Processing > POP Maintenance > Standard Cost Variances. To post, click on Reset Variances.

POP - Standard	Cost Variances			
Select stock items Single stock i Single product All stock item	tem :t group :s	Code: TE: Name: TE	ST It Item	•
itock item standard o Item Code TEST	ost variances Item Name Test Item		Cumulative Variance 100.00000	Variance Last Reset





Once all of the above criteria have been satisfied then you will be able to delete a stock item. You will notice that the deletion status will be "May be deleted".

Code:	TEST		View Detail
Name:	Test Item		• #
em status			
Deletion status:	May be deleted		
Current status:	Active	Inactivation date:	
Total quantity:	0.00000	On-order:	0.00000
Allocated:	0.00000	Free stock:	0.00000
Unposted standar	d cost variances: No		

1.7 Alternative to Deletion

If, for whatever reason, you cannot delete a stock item then you can change the status of it on the Stock Item record to Inactive as illustrated below.

This will prevent the item from being available for selection when entering any stock movements, sales and purchase orders.



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ode: TEST		Name: Test Ren	n		(M
tals Manufacturing	Analysis Suppliers A	Uternatives Locat	ions Attachments Menio Con	ments	
Item classification			Item status	March 199	
Product group:	STANDARD	•	Current status:	Inactive	~
Product type	Rod:		Inactivation date:	[IT.
Trading settings			Manufacturer details	7.0	
Stock unit:	Each	•	Manufacturer:		
Tax rate:	1 - Std Rate		Part no:		
Label printing options			Sales orders		
Label printing option:	Label not required	~	Allow sales orders:		
Costing method					
Cost method:	Standard		Standard cost price: £		0.00000
Item description					BOM details
				1	 Component
					OBuik item
					Othersteen term
					C Pringer Collin Kollin
					O Buik/Bought
					2
				8	
Class and the set	on on orders and invoir	er.			

