Delete Items from your Store

Last Modified on 11/24/2021 3:54 pm EST

A Store Item can be deleted using the **Trash Can** icon on the *List Items* page 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.
- 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 > Items*) using the *Item Status* setting. Use the **Pencil** icon to see the information for the Inactive Item.
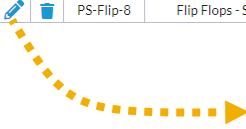
List Items

← RETURN

Active Item Search: [Item #, name, desc] 🔍

[Add Item]

Item Status: [Inactive ▼]

		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

View 1 - 1 of 1   🖨 Print   ↗ Export   ↻ Refresh   **6 columns hidden**   ▦ Show/Hide Columns   ⟲ Restore Columns

Edit Item

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]