



Inactive Items

INDEX



Overview of Inactive Items	1
Flagging Items as Inactive	2
Adding Items via Item Details	3
Adding Items via Mass Updates	4



Overview of Inactive Items

Inactive items are items that have been hidden and cannot be utilized in the pricebook in any way. This includes selling, ordering, receiving, and counting.

Utilizing inactive items is a great way to have a clutter free pricebook while keeping all previous imported and discontinued items in a secluded area to where they can be reactivated at any time. The inactive items wizard can automatically scan the pricebook and make suggestions to deactivate items that meet all the criteria of a discontinued or non-carried item.

Pricebook

Item Details | Mass Updates | Pricing Exceptions | Buydowns | System Discounts | Vendor Parts | Vendor Part Kits | Commissions | Uplifts | **Inactive Items**

Items Flagged As Inactive

Filter By: Description **1** [Apply Filter](#) [Clear Filter](#)

UPC Number	Description	Dept	Cost	Price	Margin	Major Category	Category
<input type="checkbox"/> 123456789104	Test Item	1	\$2.10	\$3.50	40.00%		

[Check All](#) [Clear Checks](#)

2 [Change To Active](#) **3** [Permanently Delete](#) **4** [Send To Stores](#) **5** [Run Inactive Item Wizard](#)

1 Stores Selected To Receive Changes/For Reporting Corporate Mode [Settings](#) ...

- 1** Item Search Filter – Allows you to search by or UPC through the list of inactive items
- 2** Change To Active – Changes all checked items to active
- 3** Permanently Delete – Permanently deletes all checked items
- 4** Sent To Store – Sends all checked items to the selected store(s)
- 5** Run Inactive Item Wizard – Opens the inactive item wizard to scan items for inactive suggestions

When changing, sending, or deleting items, it only affects the checked items in the grid.



Flagging Items as Inactive

1. After logging into Director, choose the Pricebook module.



2. Within Pricebook, there are two places to manually flag items as inactive: Item Details and Mass Updates under Addtl Utilities

Pricebook

Item Details | Mass Updates | Pricing Exceptions | Buydowns | System Discounts | Vendor Parts | Vendor Part Kits | Commissions | Uplifts | Inactive Items

Quick Find
Lookup Item By:

General Information
UPC Number: Extended: Active
Description:
Department:
Discount(s):
Buydown(s):

Tree Information
Primary | Secondary
Major Category: Lock
Category: Lock
Manufacturer: Lock
Product Group: Lock
Sub Group: Lock
Class: Lock
Sub Class:

Standard Prices | Cost Updates | Field Updates | Reports | Utilities | **Addtl Utilities** | Store Updating | Support Utilities | Zone Util

Remove From Discount:

Remember – when flagging items as inactive from within mass updates, it flags everything in the grid. Make sure the filters are set correctly before flagging any items as inactive.



Inactive Item Wizard

1. After logging into Director, choose the Pricebook module and then Inactive Items.



2. Choose the Run Inactive Item Wizard

Run Inactive Item Wizard

Inactive Item Wizard

Options:

Check Items For Inactivity In Dept: All Departments 1

Send Inactivity Items to Department: Send To Inactive Dept 2 Set Treeview to Inactive 3

Properties To Evaluate:

4 No Sales Activity (Sales, Returns, Voids, Cancels) 5 No Invoice Activity 6 Qty On Hand Is Currently 0

7 No Positive Inventory Activity (Cyclecounts, Spot Checks or Physical Inventory Where Item Was Flagged As Counted)

Days To Evaluate:

Evaluate The Last 180 Days 8

Items Suggested To Be Flagged As Inactive

Flag	PLU	Description	Dept	Cost	Retail

9 [Check All](#) [Clear Checks](#)

- 1 Choose the departments to scan
- 2 Choose department that inactive items will go
- 3 Sets all tree information to "INACTIVE"
- 4 Scan to look for sales activity
- 5 Scan to look for invoice activity
- 6 Scan to verify QOH is 0
- 7 Scan to verify items have not been counted
- 8 Choose how many days are to be evaluated when searching the above properties
- 9 Flag all checked items in the grid as inactive

For assistance with configurations, please contact Technical Support at Support@FasTraxPOS.com