PROFILE be smart with technology

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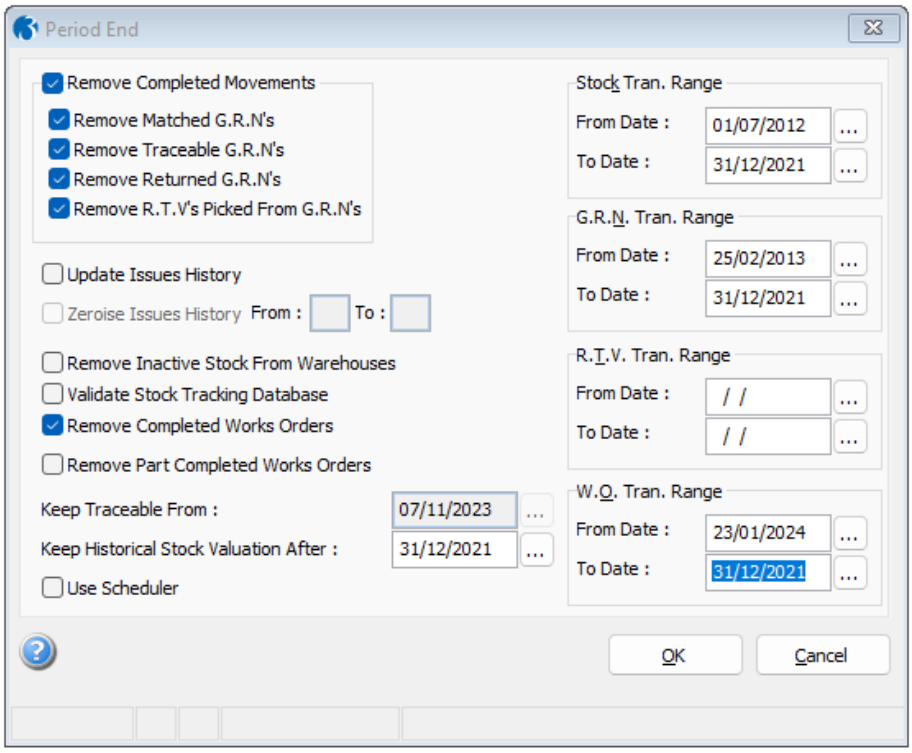
How to delete stock items manually in Opera3

For a stock item to be deleted it must have a balance of 0 across all warehouses and all the transactions must have been deleted via the Stock Period End.
Always do a Backup prior to doing this routine, you will need exclusive access to opera to run all these routines.

Stock Period End

To run the Stock Period end go to Stock > Utilities > Period End



Change the dates to keep transactions from, this is very important as you could lose all your transactions if you leave it at today's date.
If a receipt transaction has a FIFO balance, the transaction will not be deleted regardless of its age.
Click Yes, then a button asks you to confirm you want to do this > Select Yes
Depending on the number of transactions in the tables, this could take some time to complete.
As always, backup the data first.

2. Once all the transactions have gone, you then need to delete the supplier prices from the stock item.
Stock processing > find the product > action > Supplier > delete all the items in this list. (they are marked for deletion and will be physically deleted once you have run the POP Re-Organise)

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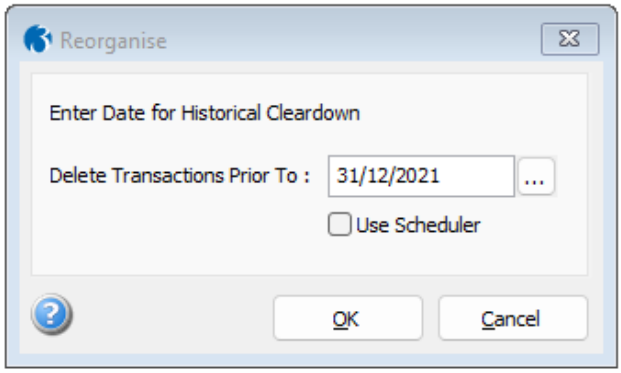
3. Purchase Order Processing

To remove all the old purchase orders on the system, keeping maybe 2 years' worth of completed orders (if you don't complete the orders, then you will need to use the Action > satisfy option so they say completed on the list)

Purchase Order Processing > Utilities > Reorganise

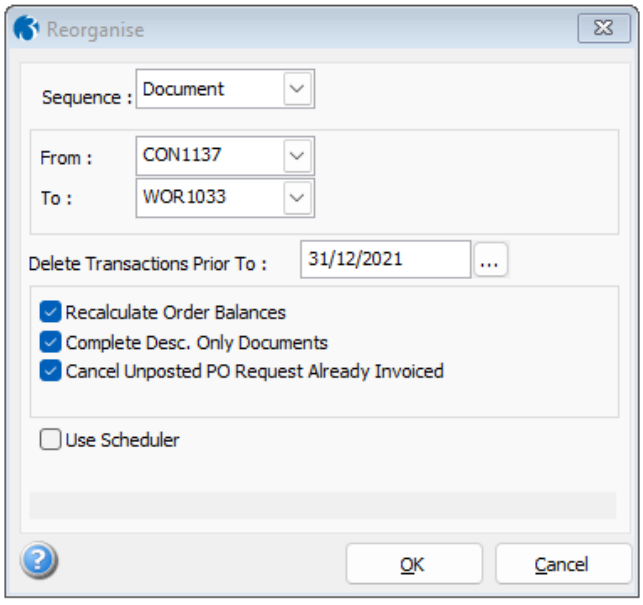


Enter a date to keep the completed orders from, everything prior to the date entered will be deleted from the system, this is for all suppliers, you can't do it for one.

4. Sales Order Processing

Then you need to clear down the Sales Order Processing completed orders, so any deliveries or orders outstanding are not touched.

Sales Order Processing > Utilities > Reorganise



Enter the date you want to clear down historical invoices (these are deleted from the SOP, not the sales ledger, the sales ledger invoices/credits will not be touched by this routine.

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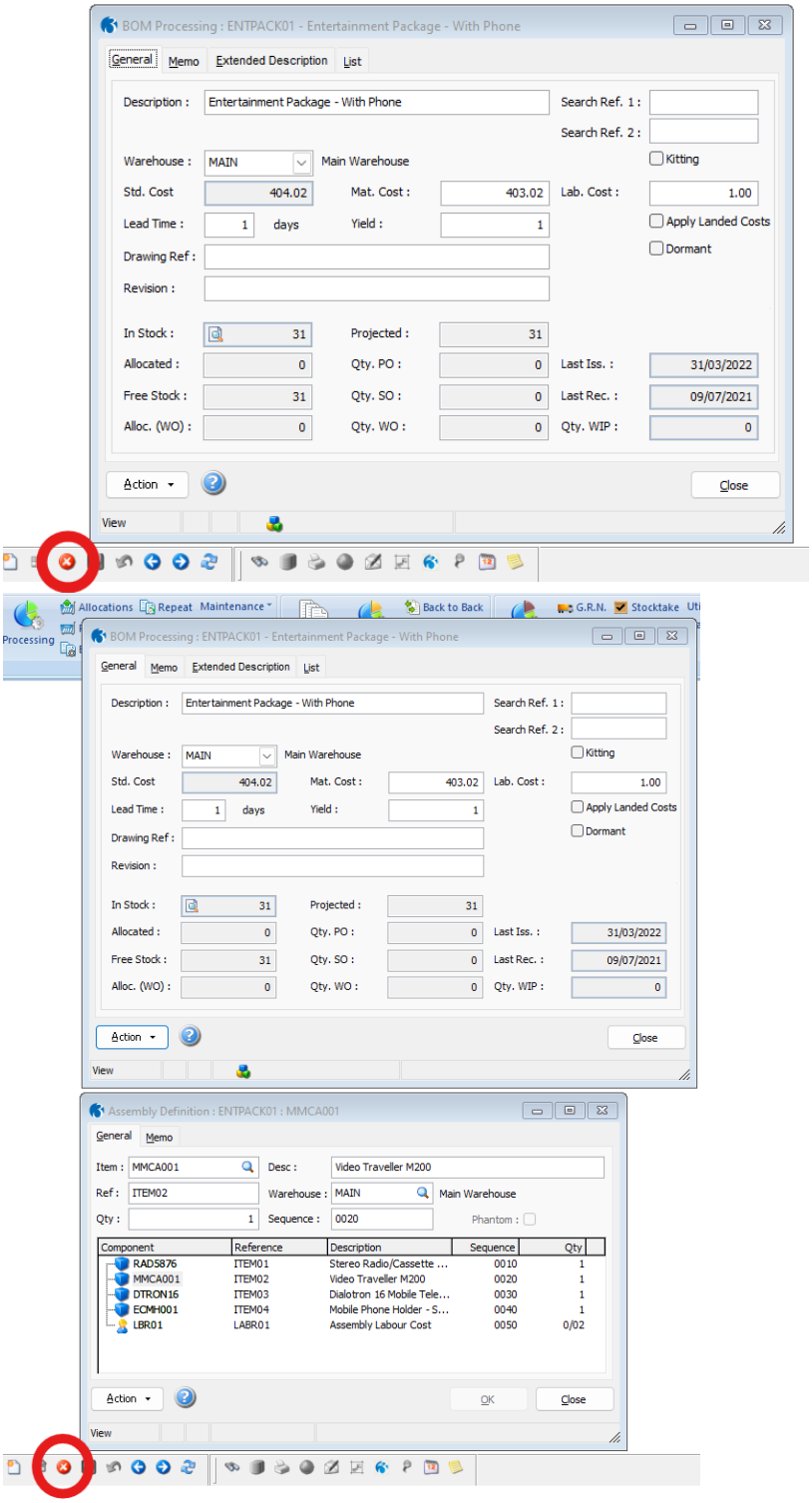
5. Bill of Materials

You will also need to delete the item from BOM if it is an assembly or off the BOM's if they are a component.



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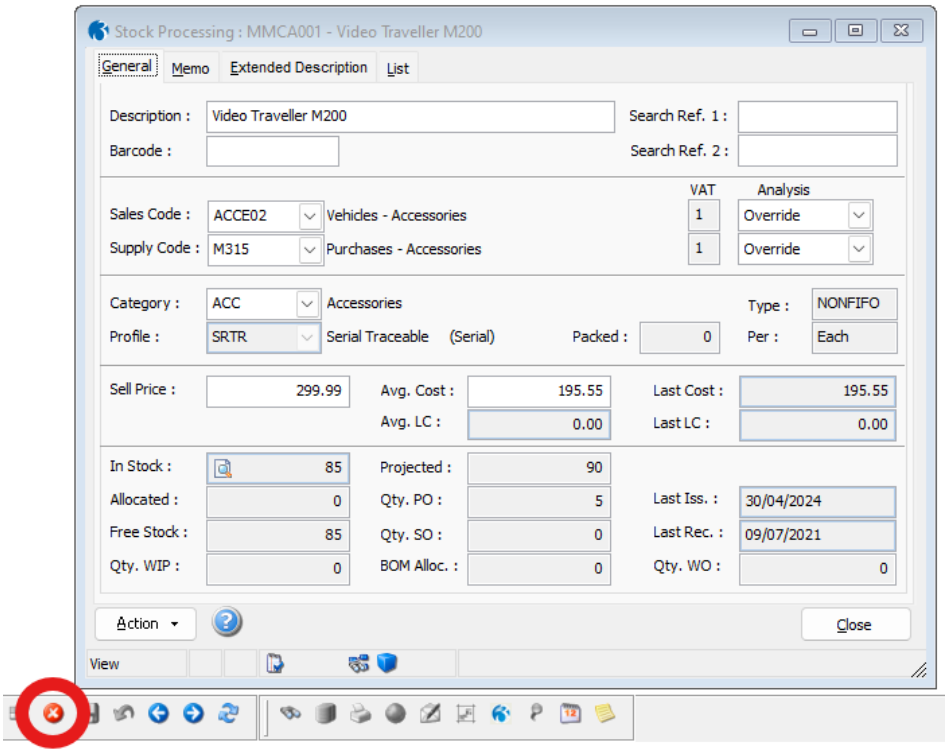
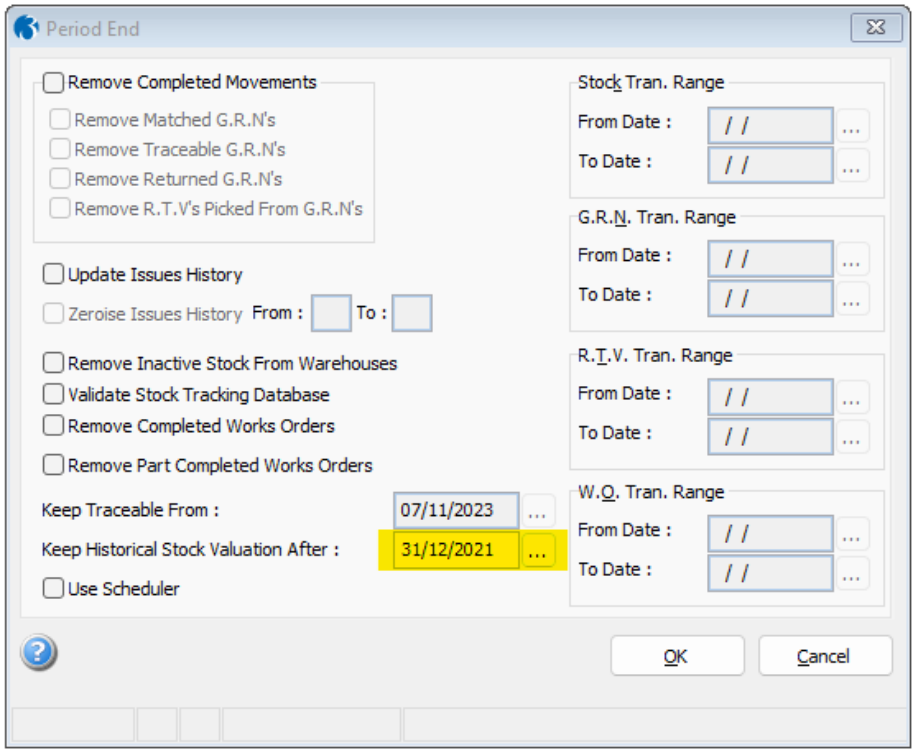
6. Once all the underlying tables have been cleared you can go to the stock item and delete it.



7. Once you have marked the stock items to be deleted, then you run the stock period end again, this time, do not tick any boxes and this will just delete all those items marked for deletion.



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