



SunLync – Deleting Products

SunLync was not allowing deletion of products because some of the locations still had a non-zero quantity on hand.

Here is the basic process in back office:

- Switch the current store to the one that has a quantity on hand
- Go to the Inventory tab -> Inventory Maintenance -> Store location Inventory tab
- Select the product from the list and go to the Transactions tab
- Click insert Transaction

Inventory Maintenance

Inventory Control **Larkin Building Inventory**

Inventory Items **Transactions**

Product Name: 16 KARAT ROSE GOLD Category: Products

Transaction Type: Physical Inventory Adjustment

Reason: Inventory PO #:

Shipper #: Invoice #:

Supplier: or Store:

Comments: 16 KARAT ROSE GOLD

Customer Name: Receipt #:

Quantity: 5
Cost Per Item: 10.0000
Value: 50.00

Avg Cost Before: 10.0000
Avg Cost After: 10.0000
Total Value After: 490.00
Total Qty After: 49

INVENTORY TRANSACTIONS			
Product Name: 16 KARAT ROSE GOLD		Transaction Filter: All Transactions	
Date	Transaction Type	Comments	Quantity
7/1/2024 5:16 PM	Physical Inventory Adjustment	16 KARAT ROSE GOLD	5

View/Receive Orders Create PO Print PO Sales History **Insert Transaction** Close

- Select Physical Inventory Adjustment from the Transaction Type and pick something for the Reason dropdown
- Enter the quantity on the left to adjust by. So if the current quantity on hand is -1, we enter 1 here to bring it back to 0.
- Click Save

Written By/On: KSmith 8/3/22

Updated By/On:

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Inventory Maintenance

Larkin Building Inventory

Transactions

Product Name: 16 KARAT ROSE GOLD Category: Products

Transaction Type: Physical Inventory Adjustment Reason: Inventory

Quantity: 1 Cost Per Item: 10.0000 Value: 10.00

Comments: 16 KARAT ROSE GOLD

INVENTORY TRANSACTIONS

Date	Transaction Type	Comments
7/1/2024 5:16 PM	Physical Inventory Adjustment	16 KARAT ROSE GOLD
	Physical Inventory Adjustment	16 KARAT ROSE GOLD

View/Receive Orders Create PO Print PO Sales History Save Cancel Close

- Go back to the Inventory Control tab and make sure the desired product is still selected
- It might not show in the list if it was previously marked Discontinued or Not For Sale. If this is the case select Item to show all products.
- Click "Available at" Stores on the bottom left.

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The screenshot shows the 'Inventory Maintenance' window. The 'Inventory Control' tab is selected. The 'Product Name' is '16 KARAT ROSE GOLD'. The 'Category' is 'Products'. The 'Item' is 'For Sale'. The 'Regular Price' is '0.00'. The 'Wholesale Price' is '0.00'. The 'Sale Price' is '0.00'. The 'Sale Start Date' and 'Sale End Date' are both empty. The 'Closeout Price' is '0.00'. The 'Price List' section shows 'Default Price'. The 'PRODUCT LIST' table is visible, with the first row highlighted. The 'Available at Stores' button is located at the bottom left.

Product Code	Product Name	Supplier	Date Entered
16 KARAT ROSE GOLD	16 KARAT ROSE GOLD		6/26/2022
2650 Test	2650 Test		5/11/2024
2650 Test 2	2650 Test 2		5/11/2024
Discount Test Item	Discount Test Item		2/22/2023
Flat Commission Test	Flat Commission Test		9/13/2023
Flat Rate Points Test Item	Flat Rate Points Test Item		7/10/2022

- Click Insert/Remove Store(s) on the bottom left of the window that pops up
- Uncheck all locations on the Add Store column and click Add Selected Store(s)/Remove Unselected Store(s) then close

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Select the store(s) you wish to add by placing a check mark next to each store.
Remove a store by unchecking the mark next to each store.

Select All Stores Un-Select All Stores

Add Store	Store Location	Taxable
<input type="checkbox"/>	Corporate	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Larkin Building	<input checked="" type="checkbox"/>
<input type="checkbox"/>	New Store Test Location	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Test Store 2	<input checked="" type="checkbox"/>

Add Selected Store(s)/Remove Unselected Store(s) Close

- Once all locations have a quantity on hand of 0 and are not associated with any locations, you can delete them from the list:

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Inventory Maintenance

Inventory Control Larkin Building Inventory

Product Name: 16 KARAT ROSE GOLD ☒ Show at POS
Category: Products ☒ Taxable
Product Code: ☒ Apply Tax
UPC Code:
Supplier: ☐ No Promotions Allowed
Item: For Sale ☐ Sunless Api Component Type
Container:
Minimum Qty: 0
Case Quantity: 0
☐ Allow item to be paid for in Points
Sales description at POS:

Pricing Commissions Discounts Sales Tax Add-On Bundle Categories

Regular Price: 0.00 Wholesale Price: 0.00
Sale Price: 0.00
Sale Start Date: Sale End Date:
Closeout Price: 0.00 ☐ Enable Closeout Price

Price List
Default Price

PRODUCT LIST Order By: Product Name Filter By: ☒ Product Name ☐ Category ☐ Item

Product Code	Product Name	Supplier	Date Entered
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