



GENESIS

How to Archive a Stock Item

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1. **Open Genesis Menu.**



2. Type **User code** and **Password**.

GENESIS : Main Menu

Select Company CASH & CARRY SIMULATION

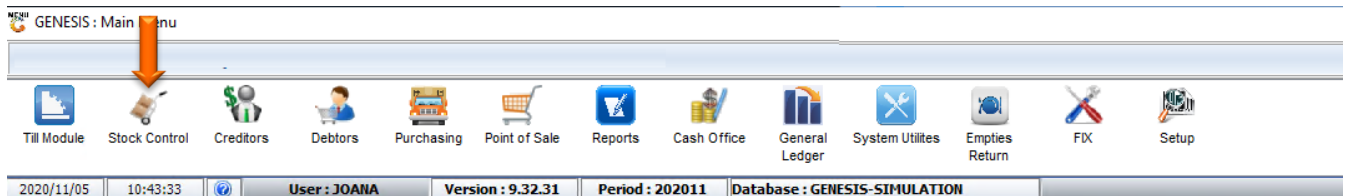


User Code

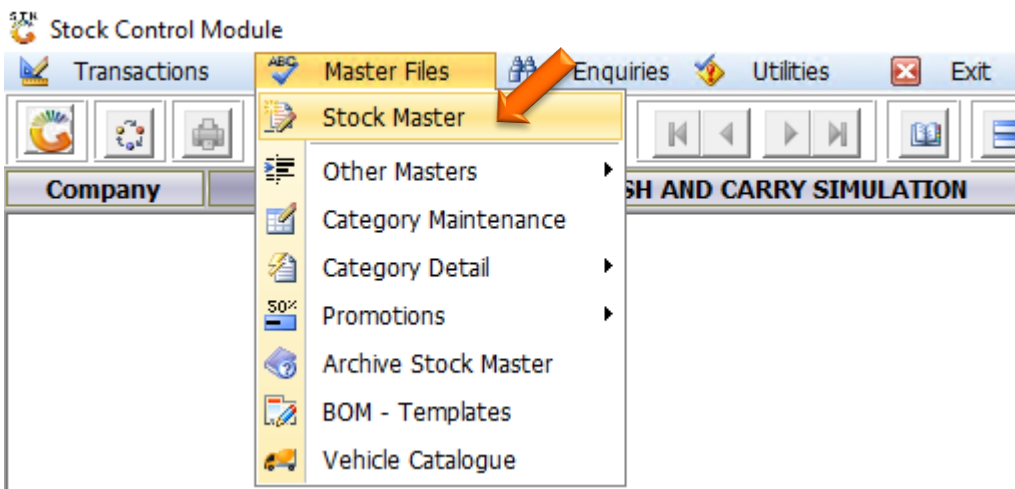
Password

CMN999 GENESIS : Main Menu Version : 11.19.41

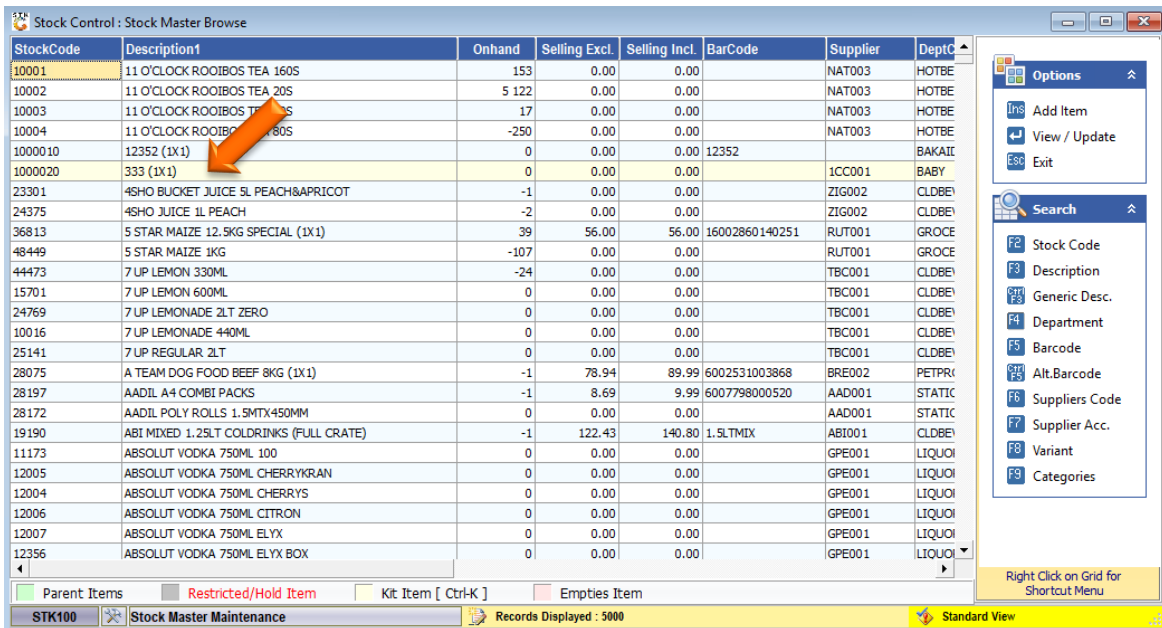
3. Open **Stock Control** from the Main menu.



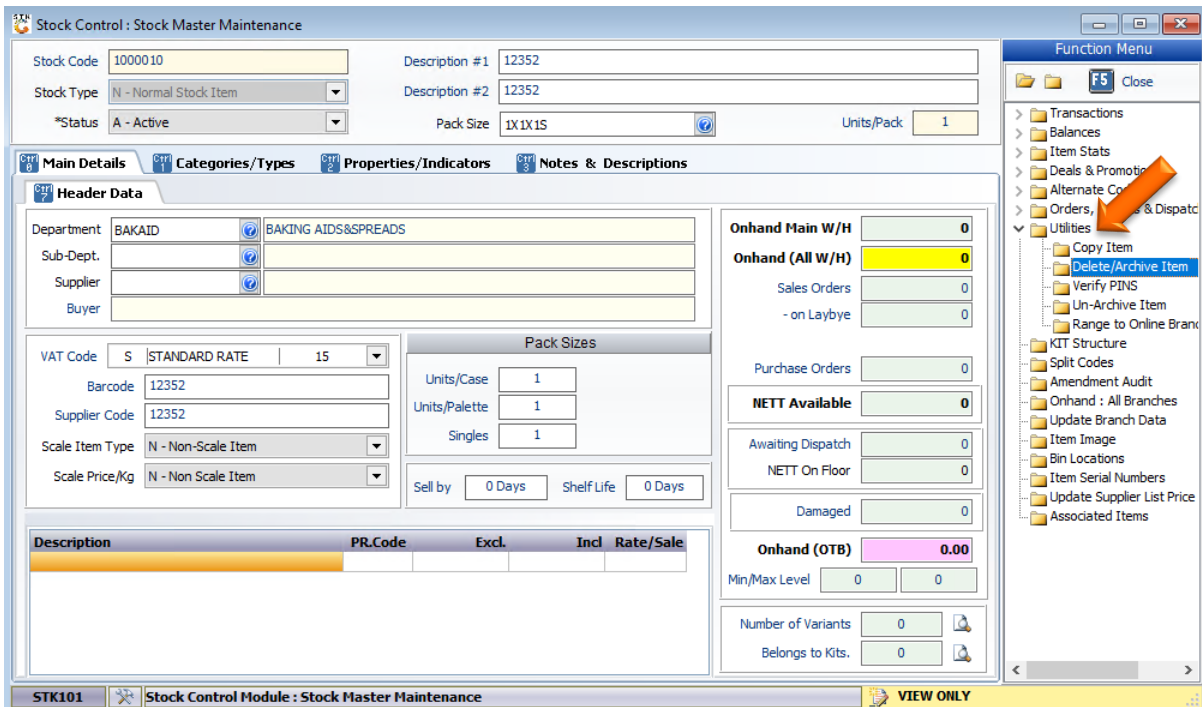
4. In **Master file** then **Stock Master**.



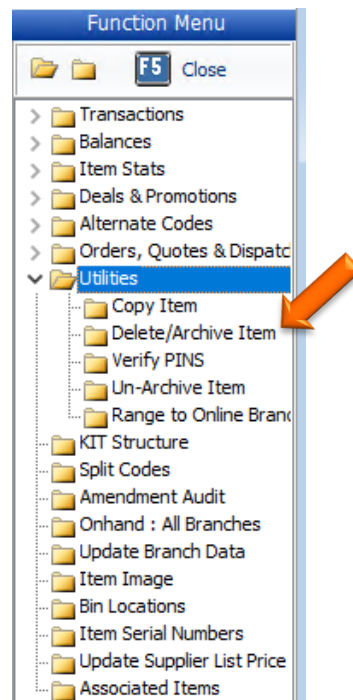
- When the stock master opens select the item you wish to archive. For this example we are using stock item 1000020.



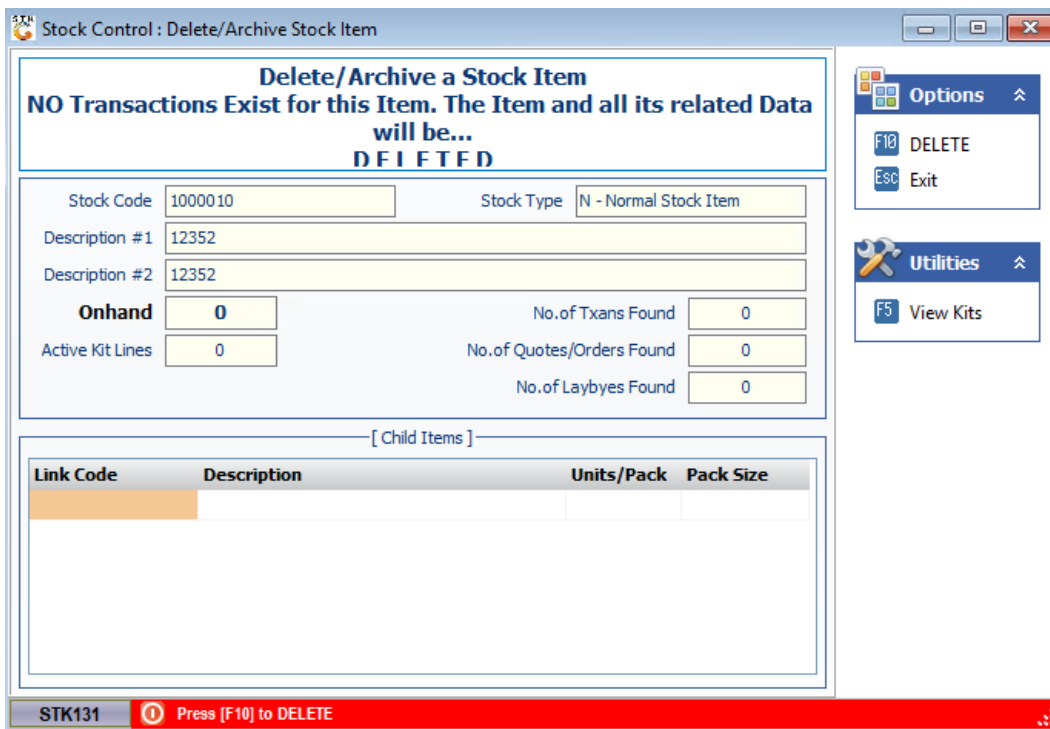
- Once opened on the right hand side of the tab there will be a function option, select this then a drop down will appear where you can then select the utilities dropdown option.



7. Under the utilities you can now select the Delete/Archive Item option.



8. Here we can see that there are no transactions for this item thus it will permanently be deleted.



9. If there are transactions for this item it will be archived. The item will also need to have a 0 onhand to be able to archive. If there is an onhand but will not be sold then a stock adjustment will have to be done for the onhand to be set to 0.