Bulk Delete Items

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Overview

This guide will help you remove only the specifically approved, unused item records while preserving stock and transaction integrity.

Multiple masters and potentially related detail rows can be removed. Recovery may require database restore.

Who can do this

You need access to Item Bulk Delete/Item Delete and clear approval identifying the item set.

Before you start

Back up and restore-test the database. Export exact IDs. Prove zero stock and no transactions, orders, BOMs, variants, prices, serials, batches, integrations, or required history.

> Before saving, check that the correct company is open and that you have permission to complete this task.

Where to find it

Back Office → Items & Advanced Inventory → Item Bulk Delete.

Bulk Delete Items

Step 1: Load only the approved candidates

Step 2: Compare displayed IDs/count to the signed-off list

Step 3: Re-run dependency/stock reports immediately before deletion

Step 4: Remove any unapproved row from selection

Step 5: Execute once and retain the result/error list

Step 6: Do not rerun after partial success until remaining IDs are reconciled

Check your work

Confirm only approved IDs disappeared, historical data remains valid where expected, stock/GL compare and confirm, and no orphan relationships exist.

> Take a moment to check your work before closing the window. This small check can save time later.

If something goes wrong

- Prefer deactivation/retirement where available.
- Never bulk-delete to correct stock or reduce licence counts.

Related guides

- Retire or Delete an Item Safely
- Create and Verify a Manual Backup
- Restore a Muhasib Database Safely

What to do next

> **Retire or Delete an Item Safely**.

Revision #0
Created 2026-09-04 09:20:25 UTC by Shah Rukh Saeed
Updated 2026-09-07 10:14:00 UTC by Shah Rukh Saeed