



Optimize Fleet Productivity

CFA Software, Inc.

Support@CFASoftware.com  
p: 630.543.1469  
f: 630.543.1904

## How to Set Part# to Deleted Status

When attempting to set a Part# to Deleted Status in CFAWin8 Inventory Table, you receive the following application message:

```
<<User>>, Part#: 'XXX' cannot have its 'Status' set to 'Deleted'  
One of more of the following is not zero...  
o Close Qty  
o Close Value  
o Open Qty  
o Open Value  
o Purchase Qty  
o Purchase Cost  
o Disburse Qty  
o Disburse Cost  
o Committed Qty  
o Committed Cost  
o Physical Inventory Qty  
o Physical Inventory Cost
```

This message means that there are costs and quantities related to transactions for that part in the current period. For data integrity purposes, an Inventory table record cannot be deleted when there are costs and quantities in the current period.

The top row in the Inventory Table Costs & Quantities must reflect all 0s for costs and quantities in order to set a part's status to Deleted.

### To Resolve Application Message:

- Verify all inventory-related data entry for the month is completed and posted.
- If tracking fuels and/or fluids as inventory in CFAWin, be sure those transactions are completed and posted as well.
- If the physical count of the part in inventory is zero and the on-hand quantity in CFAWin reflects differently, review your data entry for the part and make any necessary credits in the appropriate data entry screens.
- If after verifying the above there is still an on-hand quantity in CFAWin and all attempts have been made to determine any cause of a discrepancy, input a Physical Inventory Adjustment in CFAWin to update the part's Physical Count to zero.
- After your next period end close, verify the top row in the Inventory Table Costs & Quantities reflects all 0s for that part.
- The part record may now be set to Deleted Status.

**Tip:** Rather than setting the status to Deleted, in System Setup | Inventory | Captions, set one of the Turn options to Inactive. Set any part that you would have deleted to Inactive Turn and renumber using a Z as the first character. The part will sort to the bottom of lists and you can set filters to exclude Inactive Turn parts from reports & Inventory Snapshot.