Determine Item Current Status

Overview
The purpose of this document is to provide instructions on how to identify active inventory items that have been purged.

Key Points
ESP Financials runs an Inventory Purge each period. The Inventory Purge is designed to improve the Stock Take process by removing any inventory items with a zero quantity balance from the stock take report.

The Business Solutions Office (BSO) will email each store a listing of purged items each period end. It is important to review these purged items as both active and inactive items are removed from the count if their quantity is equal to zero. Each store should review those purged item with active status as part of their stock take.

Detailed Directions
Open the spreadsheet, sent by BSO. Column A (Business Unit) and Column D (Item ID) will be used in the enquiry.
Navigate to: Items - Define Items and Attributes - Define Business Unit Item

Enter Business unit and Item ID, as detailed on purged items list:

![Business Unit Item Definition](image)

Click [Search]. The Item Attribute page will display the item’s status.