

How to semi-manually merge two products (same item, but entered twice, with two different barcodes).

Although there is no built-in function in TRS to automatically merge two products, the below steps will accomplish the same thing.

It is very important that you follow the below instructions EXACTLY, and in the correct order. Read each step carefully before proceeding.

1) In Edit POS Products, bring up the product that has the barcode number that you want to KEEP (we'll call this Product #1).

2) Edit Product #1 and change the barcode number to something different (but something you'll remember). For this example, we will add the letter "x" to the end of the barcode number. IMPORTANT: When you save it, it will ask if you want to update the Vendor Products, and also the Sales History. You must answer "NO" to both of these questions.

3) Now, bring up the product you want to GET RID OF (Product #2).

4) Edit Product #2 and change the barcode number to the original barcode number of the first product (the barcode number that you want to keep). This time, however, you must answer "Yes" to the two questions about updating Vendor Products and Sales History. Since this is the product that you're going to end up keeping, at this time, you can make any other changes to the product (description, price, etc.).

5) Do an inventory adjustment on the two product definitions. Adjust the inventory of Product #1 (the one with the "x" at the end of the barcode #) down to zero. Adjust the inventory of Product #2 (the one without the "x") up to the correct inventory level for the product.

6) Delete Product #1 (the one with the "x" at the end of the barcode #).

Your products are now merged.