How to Delete Customers, Vendors and Items

ACCOUNTS RECEIVABLE – DELETING A CUSTOMER

Item Sales History by Customer:

Inventory Sales History Report
Customer Detail Sorted by Customer Number
Year Equal To: 2010

Copy of ABC (YYY)

Item Code	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Customer Number: 01-GREENT Green Tree Supply Company												
1001-HON-H252 HON 2 DRAWER LETTER FLE W/O LK **Prod Line:** WF&A **Prod Type:** Finished Good **U/M:** EACH												
Quantity Sold :	0	0	0	0	20	5	4	0	0	0	10	0
Dollars Sold:	0	0	0	0	1,562	407	336	0	0	0	781	0
Gross Profit Percent:	0.00%	0.00%	0.00%	0.00%	56.15%	57.99%	59.23%	0.00%	0.00%	0.00%	56.08%	0.00%
Cost of Goods Sold :	0	0	0	0	685	171	137	0	0	0	343	0
4886-18-14-3 PAPER CADDY 18"W 14"D 3"H **Prod Line:** PS&A **Prod Type:** Finished Good **U/M:** EACH												
Quantity Sold :	0	0	0	0	10	0	10	0	0	0	5	0
Dollars Sold:	0	0	0	0	428	0	428	0	0	0	225	0
Gross Profit Percent:	0.00%	0.00%	0.00%	0.00%	47.43%	0.00%	47.43%	0.00%	0.00%	0.00%	49.78%	0.00%
Cost of Goods Sold :	0	0	0	0	225	0	225	0	0	0	113	0
6655 PRINTER STAND W/ BASKET **Prod Line:** PS&A **Prod Type:** Finished Good **U/M:** EACH												
Quantity Sold :	0	0	0	0	5	1	0	0	0	0	0	0
Dollars Sold:	0	0	0	0	845	179	0	0	0	0	0	0
Gross Profit Percent:	0.00%	0.00%	0.00%	0.00%	51.95%	54.75%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Cost of Goods Sold :	0	0	0	0	406	81	0	0	0	0	0	0
8953 UNIVERSAL 3 1/2" SSDD FLEX DSK **Prod Line:** FD&A **Prod Type:** Finished Good **U/M:** EACH												
Quantity Sold :	0	0	0	0	100	0	250	0	0	0	0	0
Dollars Sold:	0	0	0	0	423	0	1,057	0	0	0	0	0
Gross Profit Percent:	0.00%	0.00%	0.00%	0.00%	65.01%	0.00%	64.90%	0.00%	0.00%	0.00%	0.00%	0.00%
Cost of Goods Sold :	0	0	0	0	148	0	371	0	0	0	0	0
Total For Customer: 01-GREENT Green Tree Supply Company												
Quantity Sold :	0	0	0	0	135	6	264	0	0	0	15	0
Dollars Sold:	0	0	0	0	3,258	586	1,821	0	0	0	1,006	0
Gross Profit Percent:	0.00%	0.00%	0.00%	0.00%	55.06%	57.00%	59.75%	0.00%	0.00%	0.00%	54.67%	0.00%
Cost of Goods Sold :	0	0	0	0	1,464	252	733	0	0	0	456	0

Item Sales History by Item/Customer:

Inventory Sales History Report
Customer Detail Sorted by Item Code
Year Equal To: 2010

Copy of ABC (YYY)

Item Code	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
1001-HON-H252 HON 2 DRAWER LETTER FLE W/O LK **Prod Line:** WF&A **Prod Type:** Finished Good **U/M:** EACH												
Customer Number: 01-ABF American Business Futures												
Quantity Sold :	35	21	13	28	62	0	0	0	0	0	0	0
Dollars Sold:	2,726	1,657	944	2,273	4,839	0	0	0	0	0	0	0
Gross Profit Percent:	62.47%	62.46%	62.50%	61.68%	57.82%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Cost of Goods Sold :	1,023	622	354	871	2,041	0	0	0	0	0	0	0
Quantity Returned :	0	0	0	0	1	0	0	0	0	0	0	0
Customer Number: 01-GREENT Green Tree Supply Company												
Quantity Sold :	0	0	0	0	20	5	4	0	0	0	10	0
Dollars Sold:	0	0	0	0	1,562	407	336	0	0	0	781	0
Gross Profit Percent:	0.00%	0.00%	0.00%	0.00%	56.15%	57.99%	59.23%	0.00%	0.00%	0.00%	56.08%	0.00%
Cost of Goods Sold :	0	0	0	0	685	171	137	0	0	0	343	0
Quantity Returned :	0	0	0	0	0	0	0	0	0	0	0	0
Customer Number: 02-GREALAR Greater Alarm Company												
Quantity Sold :	0	0	0	0	10	0	0	0	0	0	0	0
Dollars Sold:	0	0	0	0	781	0	0	0	0	0	0	0
Gross Profit Percent:	0.00%	0.00%	0.00%	0.00%	56.08%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Cost of Goods Sold :	0	0	0	0	343	0	0	0	0	0	0	0
Quantity Returned :	0	0	0	0	0	0	0	0	0	0	0	0
Customer Number: 02-JELLCO Jellco Packing												
Quantity Sold :	0	0	0	0	1	0	0	0	0	0	0	0
Dollars Sold:	0	0	0	0	84	0	0	0	0	0	0	0
Gross Profit Percent:	0.00%	0.00%	0.00%	0.00%	59.52%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Cost of Goods Sold :	0	0	0	0	34	0	0	0	0	0	0	0
Quantity Returned :	0	0	0	0	0	0	0	0	0	0	0	0

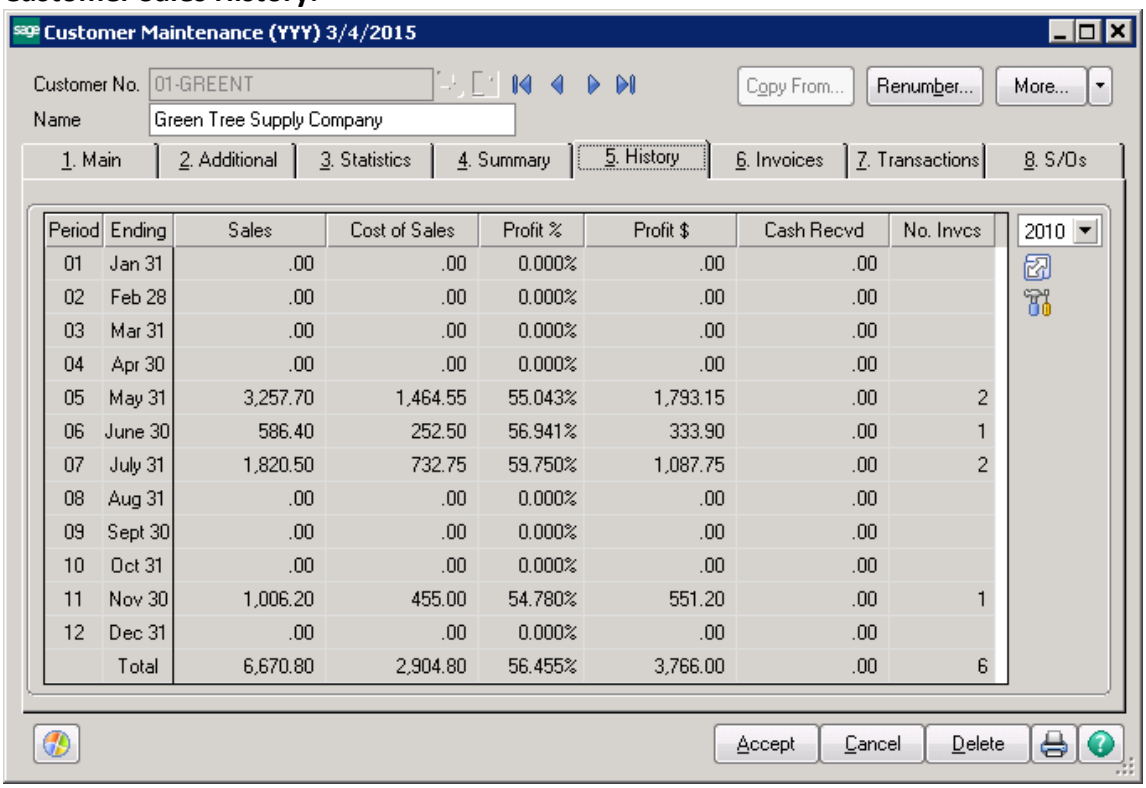
Item Sales History by Item:

Inventory Sales History Report
Item Summary Sorted by Item Code
Year Equal To: 2010

Copy of ABC (YYY)

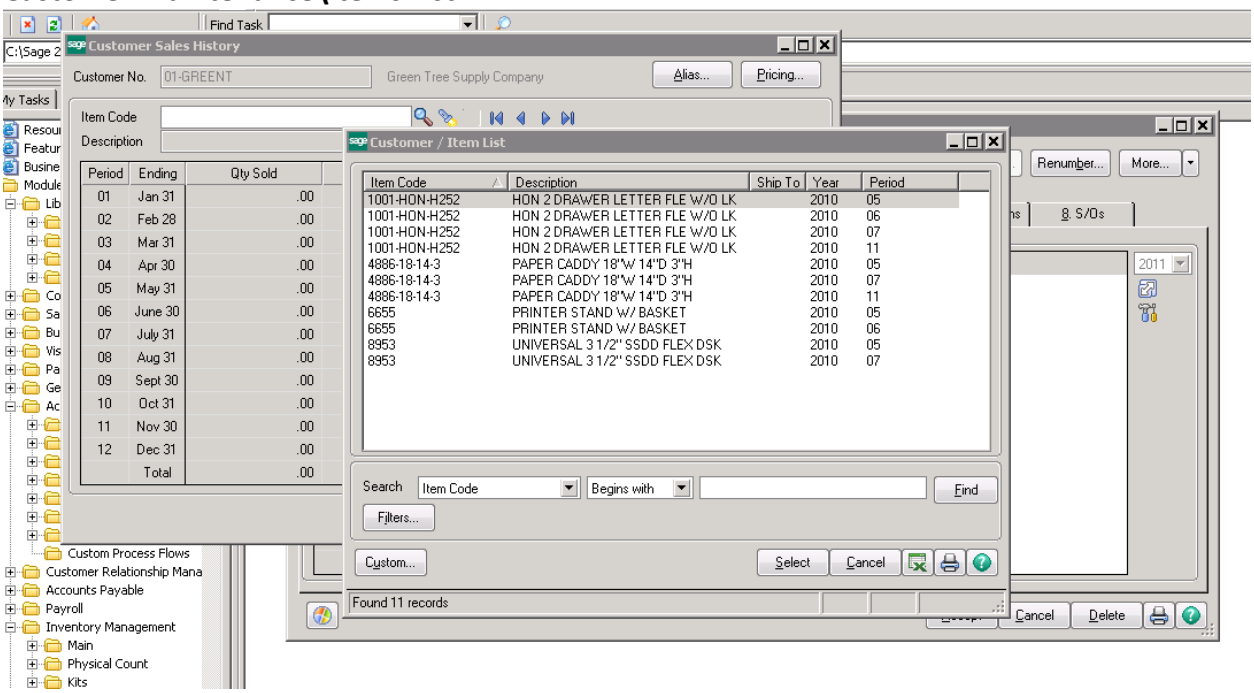
Item Code	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
1001-HON-H252 HON 2 DRAWER LETTER FLE W/O LK				Prod Line: WF&A		Prod Type: Finished Good			U/M: EACH			
Quantity Sold	410	561	383	441	119	5	4	0	0	0	10	0
Dollars Sold	6,253	6,176	3,904	5,577	7,267	407	336	0	0	0	781	0
Gross Profit Percent	45.58%	38.12%	36.50%	42.41%	45.29%	57.99%	59.23%	0.00%	0.00%	0.00%	56.08%	0.00%
Cost of Goods Sold	3,403	3,822	2,479	3,212	3,976	171	137	0	0	0	343	0
Quantity Returned	0	0	0	0	1	0	0	0	0	0	0	0
Report Total:												
Quantity Sold	410	561	383	441	119	5	4	0	0	0	10	0
Dollars Sold	6,253	6,176	3,904	5,577	7,267	407	336	0	0	0	781	0
Gross Profit Percent	45.58%	38.12%	36.50%	42.41%	45.29%	57.99%	59.23%	0.00%	0.00%	0.00%	56.08%	0.00%
Cost of Goods Sold	3,403	3,822	2,479	3,212	3,976	171	137	0	0	0	343	0
Quantity Returned	0	0	0	0	1	0	0	0	0	0	0	0

Customer Sales History:

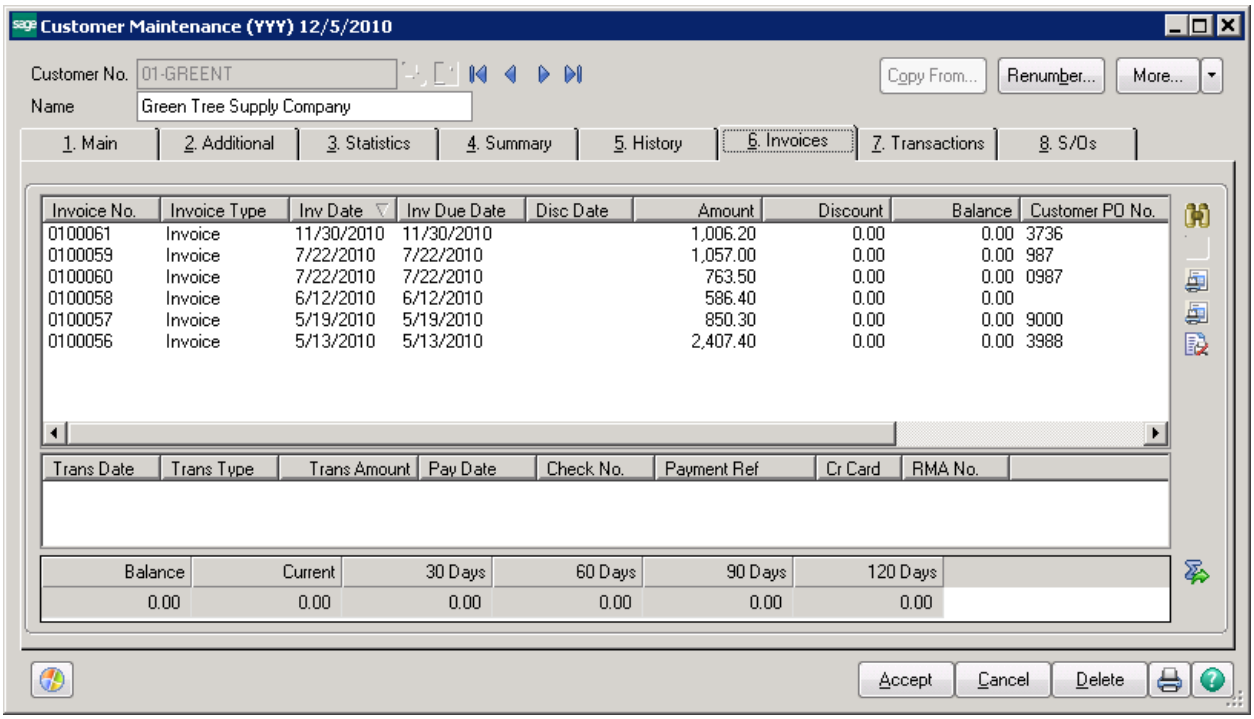


Period	Ending	Sales	Cost of Sales	Profit %	Profit $	Cash Recvd	No. Invcs
01	Jan 31	.00	.00	0.000%	.00	.00	
02	Feb 28	.00	.00	0.000%	.00	.00	
03	Mar 31	.00	.00	0.000%	.00	.00	
04	Apr 30	.00	.00	0.000%	.00	.00	
05	May 31	3,257.70	1,464.55	55.043%	1,793.15	.00	2
06	June 30	586.40	252.50	56.941%	333.90	.00	1
07	July 31	1,820.50	732.75	59.750%	1,087.75	.00	2
08	Aug 31	.00	.00	0.000%	.00	.00	
09	Sept 30	.00	.00	0.000%	.00	.00	
10	Oct 31	.00	.00	0.000%	.00	.00	
11	Nov 30	1,006.20	455.00	54.780%	551.20	.00	1
12	Dec 31	.00	.00	0.000%	.00	.00	
	Total	6,670.80	2,904.80	56.455%	3,766.00	.00	6

Customer Maintenance\Items List:



Customer Invoices:

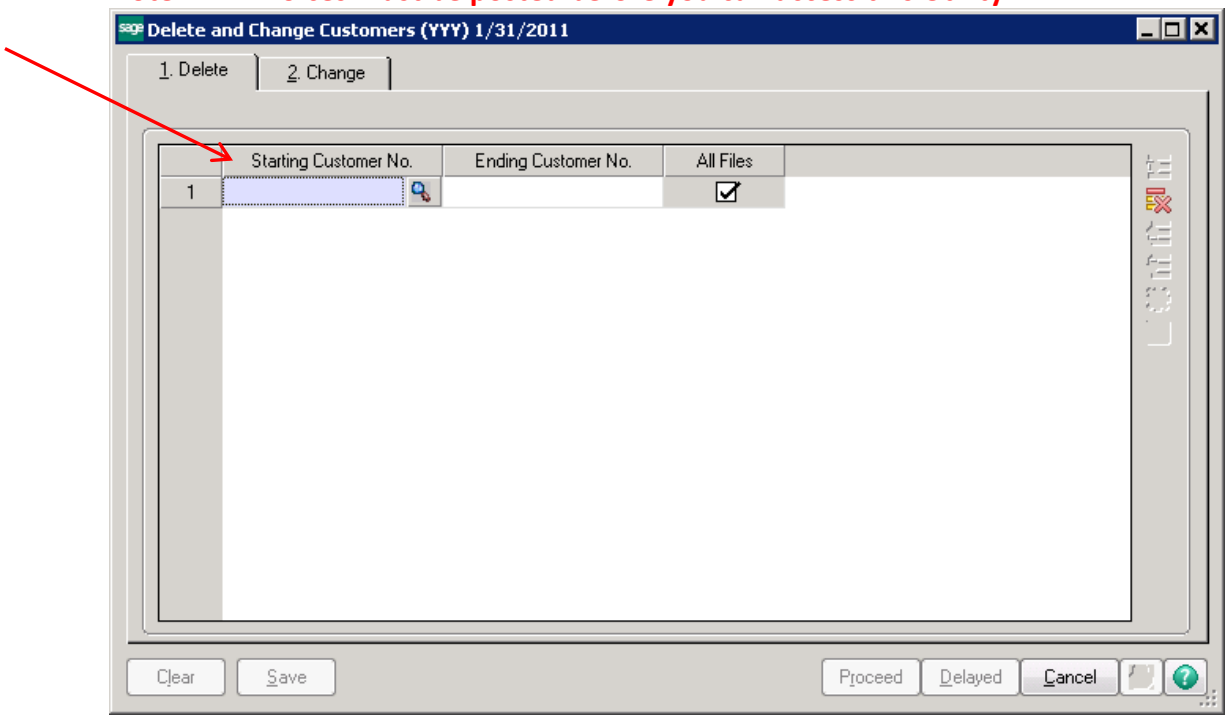


HOW TO DELETE A CUSTOMER:

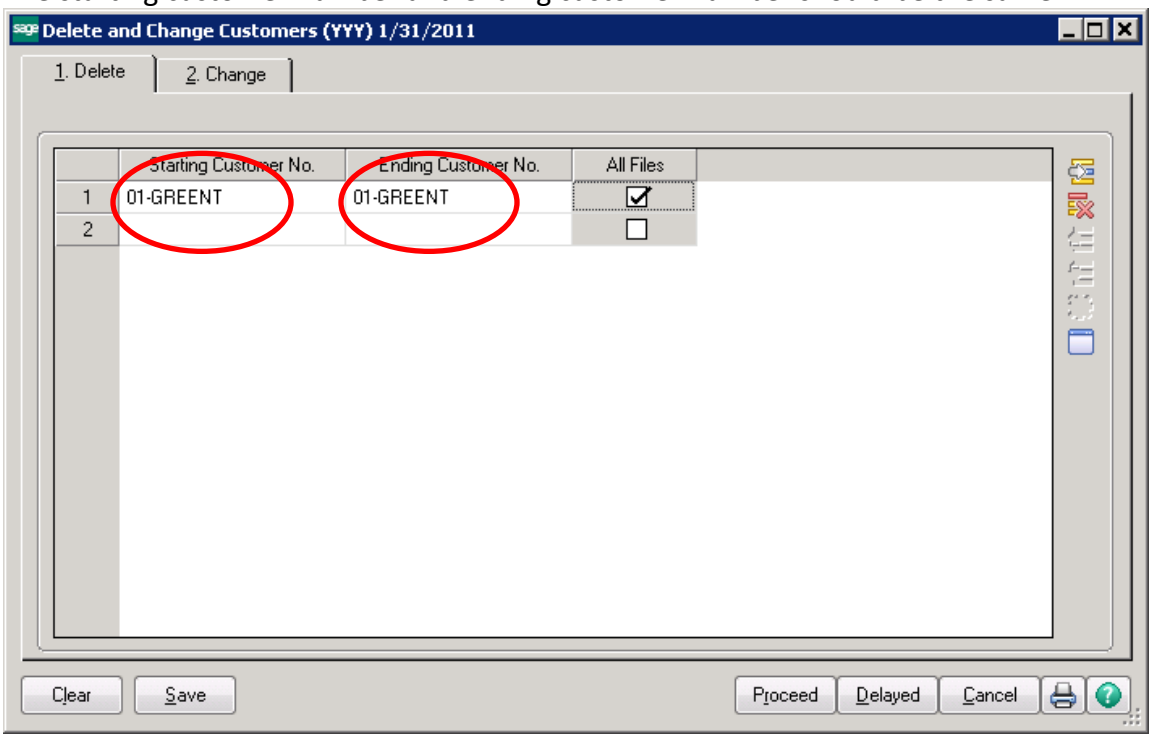
EXTREMELY IMPORTANT – MAKE SURE YOU HAVE A BACKUP BEFORE YOU START THIS PROCESS!!

Click on Accounts Receivable -> Utilities -> Delete and Change Customers. Click on the Delete tab.

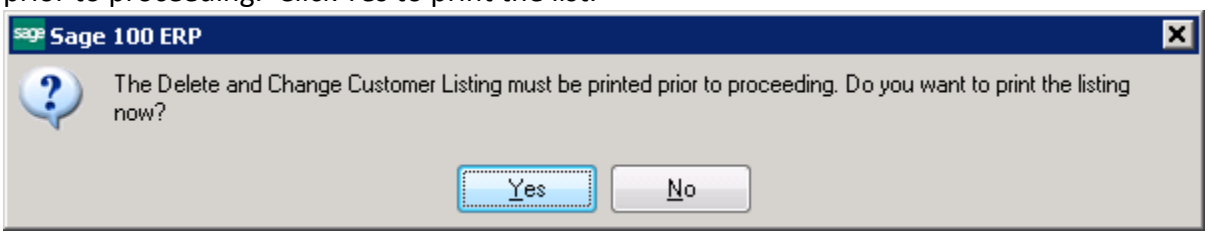
Note: All invoices must be posted before you can access this Utility.



The starting customer number and ending customer number should be the same.



Click on the Proceed button. The system will prompt you to print the Delete and Change Listing prior to proceeding. Click Yes to print the list.



The report will show you a listing of all customers that will be deleted.

Delete and Change Customers Listing

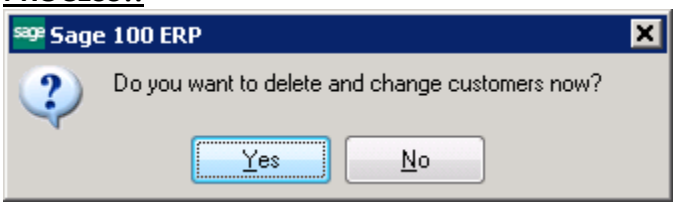
Copy of ABC (YYY)

Deleted Customers

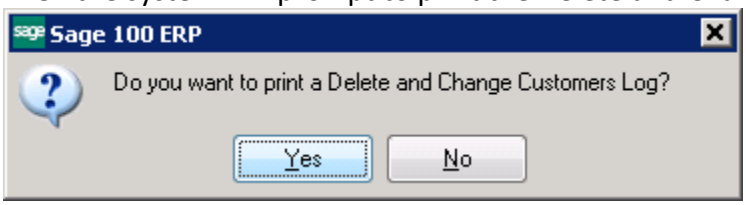
Line Number	Starting Customer Number	Ending Customer Number	All Files	Repetitive Invoices	Customer Contacts	Customer Credit Cards	eBM Credit Cards	Open Sales Orders	Customer Ship To Addresses	eBM Customer/ User	Open RMAs
00000000000001	01-GREENT	01-GREENT	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Source Customer Number	Destination Customer Number	Action
01-GREENT	01-GREENT	

Click Yes at the prompt to delete/change customers. **<u>THERE IS NO UNDO FROM THIS PROCESS!!</u>**



Then the system will prompt to print the Delete and Change Customer log.



Delete and Change Customers Log

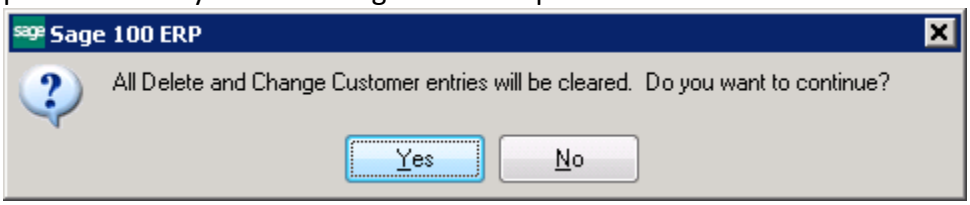
Copy of ABC (YYY)

Deleted Customers

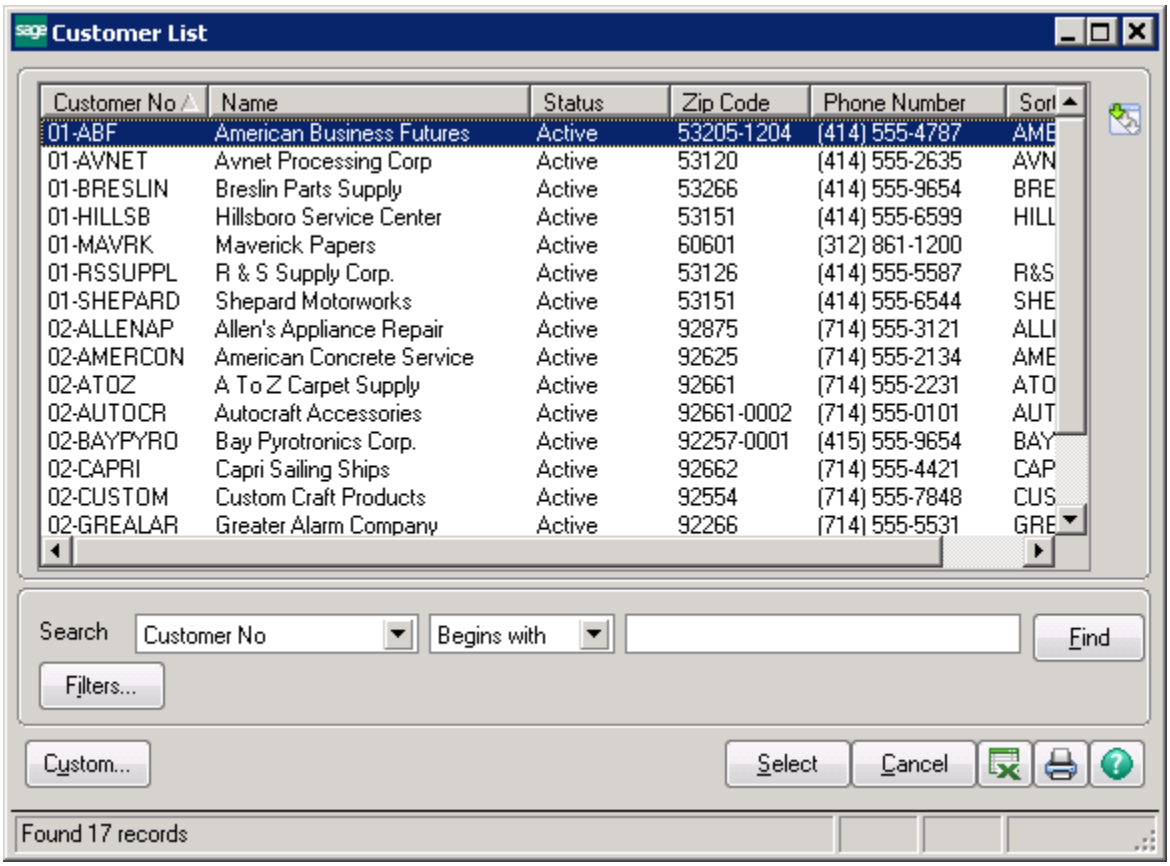
Line Number	Starting Customer Number	Ending Customer Number	All Files	Repetitive Invoices	Customer Contacts	Customer Credit Cards	eBM Credit Cards	Open Sales Orders	Customer Ship To Address	eBM Customer/ User	Open RMAs
00000000000001	01-GREENT	01-GREENT	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Source Customer Number	Destination Customer Number	Status
Source Customer Number	Destination Customer Number	Status
01-GREENT	01-GREENT	Customer deleted from all files

The next prompt will be to Clear the delete/change customer log. This **DOES NOT** stop the process. It only clears the log **AFTER** the process has been done.



Customer Maintenance – removed from Customer List



Item Sales History by Customer:

Inventory Sales History Report
Customer Detail Sorted by Customer Number
Year Equal To: 2010

Copy of ABC (YYY)

Item Code	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Customer Number: 01-GREENT ***Not on file***												
1001-HON-H252 HON 2 DRAWER LETTER FLE W/O LK				Prod Line: WF&A		Prod Type: Finished Good			U/M: EACH			
Quantity Sold	0	0	0	0	20	5	4	0	0	0	10	0
Dollars Sold	0	0	0	0	1,562	407	336	0	0	0	781	0
Gross Profit Percent	0.00%	0.00%	0.00%	0.00%	56.15%	57.99%	59.23%	0.00%	0.00%	0.00%	56.08%	0.00%
Cost of Goods Sold	0	0	0	0	685	171	137	0	0	0	343	0
Quantity Returned	0	0	0	0	0	0	0	0	0	0	0	0
4886-18-14-3 PAPER CADDY 18"W 14"D 3"H				Prod Line: PS&A		Prod Type: Finished Good			U/M: EACH			
Quantity Sold	0	0	0	0	10	0	10	0	0	0	5	0
Dollars Sold	0	0	0	0	428	0	428	0	0	0	225	0
Gross Profit Percent	0.00%	0.00%	0.00%	0.00%	47.43%	0.00%	47.43%	0.00%	0.00%	0.00%	49.78%	0.00%
Cost of Goods Sold	0	0	0	0	225	0	225	0	0	0	113	0
Quantity Returned	0	0	0	0	0	0	0	0	0	0	0	0
3655 PRINTER STAND W/ BASKET				Prod Line: PS&A		Prod Type: Finished Good			U/M: EACH			
Quantity Sold	0	0	0	0	5	1	0	0	0	0	0	0
Dollars Sold	0	0	0	0	845	179	0	0	0	0	0	0
Gross Profit Percent	0.00%	0.00%	0.00%	0.00%	51.95%	54.75%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Cost of Goods Sold	0	0	0	0	406	81	0	0	0	0	0	0
Quantity Returned	0	0	0	0	0	0	0	0	0	0	0	0
3953 UNIVERSAL 3 1/2" SSDD FLEX DSK				Prod Line: FD&A		Prod Type: Finished Good			U/M: EACH			
Quantity Sold	0	0	0	0	100	0	250	0	0	0	0	0
Dollars Sold	0	0	0	0	423	0	1,057	0	0	0	0	0
Gross Profit Percent	0.00%	0.00%	0.00%	0.00%	65.01%	0.00%	64.90%	0.00%	0.00%	0.00%	0.00%	0.00%
Cost of Goods Sold	0	0	0	0	148	0	371	0	0	0	0	0
Quantity Returned	0	0	0	0	0	0	0	0	0	0	0	0
Total For Customer: 01-GREENT ***Not on file***												

Item Sales History by Item/Customer:

Inventory Sales History Report
Customer Detail Sorted by Item Code
Year Equal To: 2010

Copy of ABC (YYY)

Item Code	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
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Customer Number: 01-ABF American Business Futures												
Quantity Sold	35	21	13	28	62	0	0	0	0	0	0	0
Dollars Sold	2,726	1,657	944	2,273	4,839	0	0	0	0	0	0	0
Gross Profit Percent	62.47%	62.46%	62.50%	61.68%	57.82%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Cost of Goods Sold	1,022	622	354	871	2,041	0	0	0	0	0	0	0
Quantity Returned	0	0	0	0	1	0	0	0	0	0	0	0
Customer Number: 01-GREENT ***Not on file***												
Quantity Sold	0	0	0	0	20	5	4	0	0	0	10	0
Dollars Sold	0	0	0	0	1,562	407	336	0	0	0	781	0
Gross Profit Percent	0.00%	0.00%	0.00%	0.00%	56.15%	57.99%	59.23%	0.00%	0.00%	0.00%	56.08%	0.00%
Cost of Goods Sold	0	0	0	0	685	171	137	0	0	0	343	0
Quantity Returned	0	0	0	0	0	0	0	0	0	0	0	0
Customer Number: 02-GREALAR Greater Alarm Company												
Quantity Sold	0	0	0	0	10	0	0	0	0	0	0	0
Dollars Sold	0	0	0	0	781	0	0	0	0	0	0	0
Gross Profit Percent	0.00%	0.00%	0.00%	0.00%	56.08%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Cost of Goods Sold	0	0	0	0	343	0	0	0	0	0	0	0
Quantity Returned	0	0	0	0	0	0	0	0	0	0	0	0
Customer Number: 02-JELLCO Jellco Packing												
Quantity Sold	0	0	0	0	1	0	0	0	0	0	0	0
Dollars Sold	0	0	0	0	84	0	0	0	0	0	0	0
Gross Profit Percent	0.00%	0.00%	0.00%	0.00%	59.52%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Cost of Goods Sold	0	0	0	0	34	0	0	0	0	0	0	0
Quantity Returned	0	0	0	0	0	0	0	0	0	0	0	0

Item Sales History by Item:

Sales totals will remain the same.

Inventory Sales History Report
Item Summary Sorted by Item Code
Year Equal To: 2010

Copy of ABC (YYY)

Item Code	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
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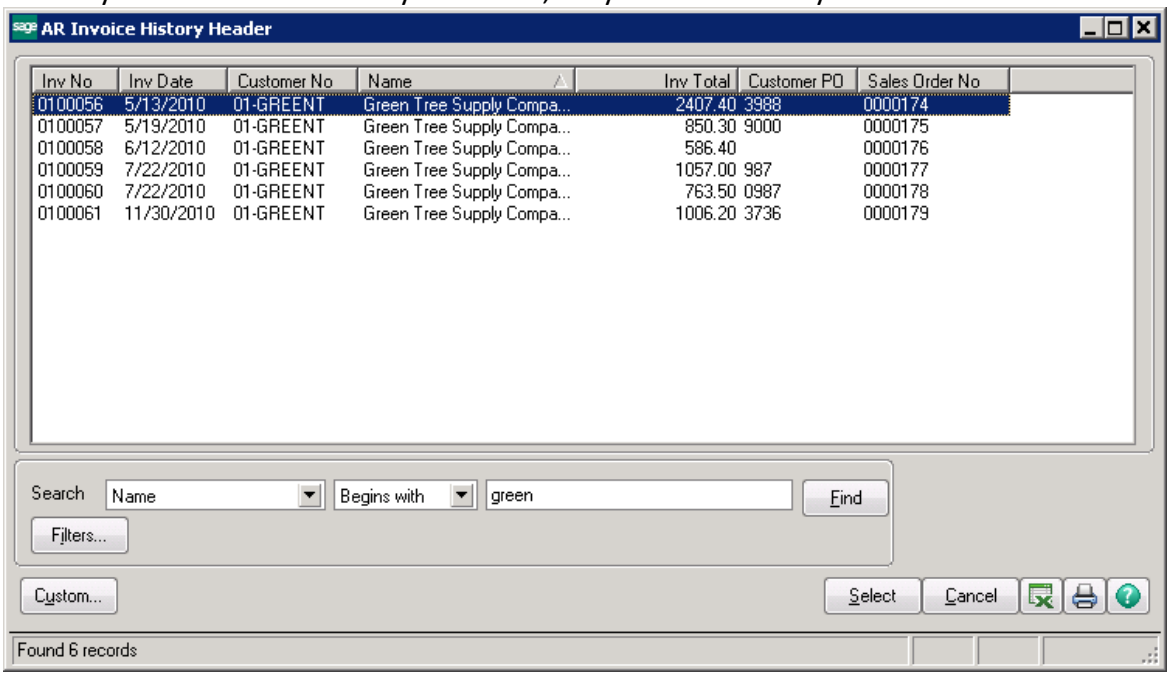
Quantity Sold	410	561	383	441	119	5	4	0	0	0	10	0
Dollars Sold	6,253	6,176	3,904	5,577	7,267	407	336	0	0	0	781	0
Gross Profit Percent	45.58%	38.12%	36.50%	42.41%	45.29%	57.99%	59.23%	0.00%	0.00%	0.00%	56.08%	0.00%
Cost of Goods Sold	3,403	3,822	2,479	3,212	3,976	171	137	0	0	0	343	0
Quantity Returned	0	0	0	0	1	0	0	0	0	0	0	0
Report Total:												
Quantity Sold	410	561	383	441	119	5	4	0	0	0	10	0
Dollars Sold	6,253	6,176	3,904	5,577	7,267	407	336	0	0	0	781	0
Gross Profit Percent	45.58%	38.12%	36.50%	42.41%	45.29%	57.99%	59.23%	0.00%	0.00%	0.00%	56.08%	0.00%
Cost of Goods Sold	3,403	3,822	2,479	3,212	3,976	171	137	0	0	0	343	0
Quantity Returned	0	0	0	0	1	0	0	0	0	0	0	0

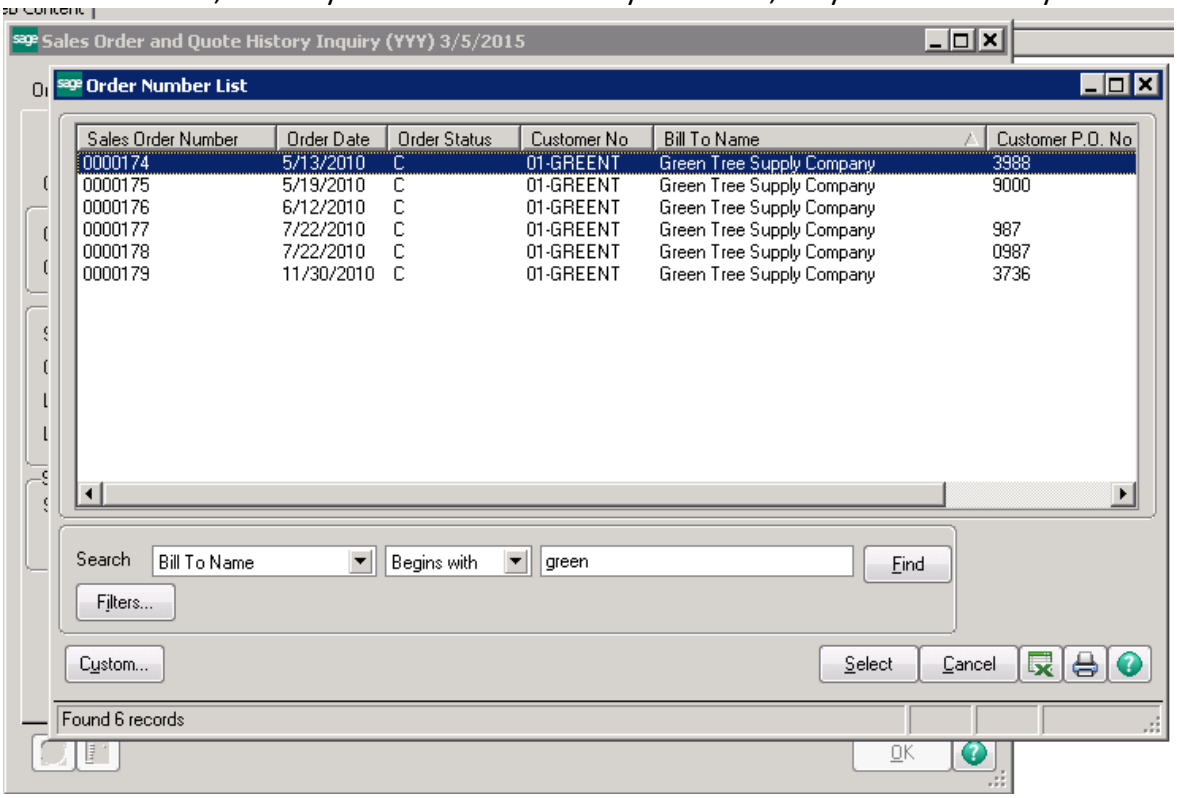
AR Invoice History:

Invoices are NOT deleted from the Invoice History file. There is another utility to remove them, but they cannot be removed by customer, they are removed by date.



Sales Order/Quote History:

Sales Orders are NOT deleted from the Sales Order/Quote History file. There is another utility to remove them, but they cannot be removed by customer, they are removed by date.



ACCOUNTS PAYABLE – DELETING A VENDOR

Item Receipt History by Vendor:

Inventory Receipts History Report
Vendor Detail Sorted by Vendor Number
Year Equal To: 2010

Copy of ABC (YYY)

Item Code	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Vendor Number: 01-STEV Stevens Supply												
2480-8-50 DESK FILE8" CAP50				Prod Line: FD&A		Prod Type: Finished Good			UM: EACH			
Quantity Received	0	0	0	0	10,000	0	0	0	0	0	0	0
Cost of Goods Received	0	0	0	0	154,530	0	0	0	0	0	0	0
Quantity Produced	0	0	0	0	0	0	0	0	0	0	0	0
Quantity Returned	0	0	0	0	0	0	0	0	0	0	0	0
Total For Item: 2480-8-50 DESK FILE8" CAP50												
Quantity Received	0	0	0	0	10,000	0	0	0	0	0	0	0
Cost of Goods Received	0	0	0	0	154,530	0	0	0	0	0	0	0
Quantity Produced	0	0	0	0	0	0	0	0	0	0	0	0
Quantity Returned	0	0	0	0	0	0	0	0	0	0	0	0
Total For Vendor: 01-STEV Stevens Supply												
Quantity Received	0	0	0	0	10,000	0	0	0	0	0	0	0
Cost of Goods Received	0	0	0	0	154,530	0	0	0	0	0	0	0
Quantity Produced	0	0	0	0	0	0	0	0	0	0	0	0
Quantity Returned	0	0	0	0	0	0	0	0	0	0	0	0

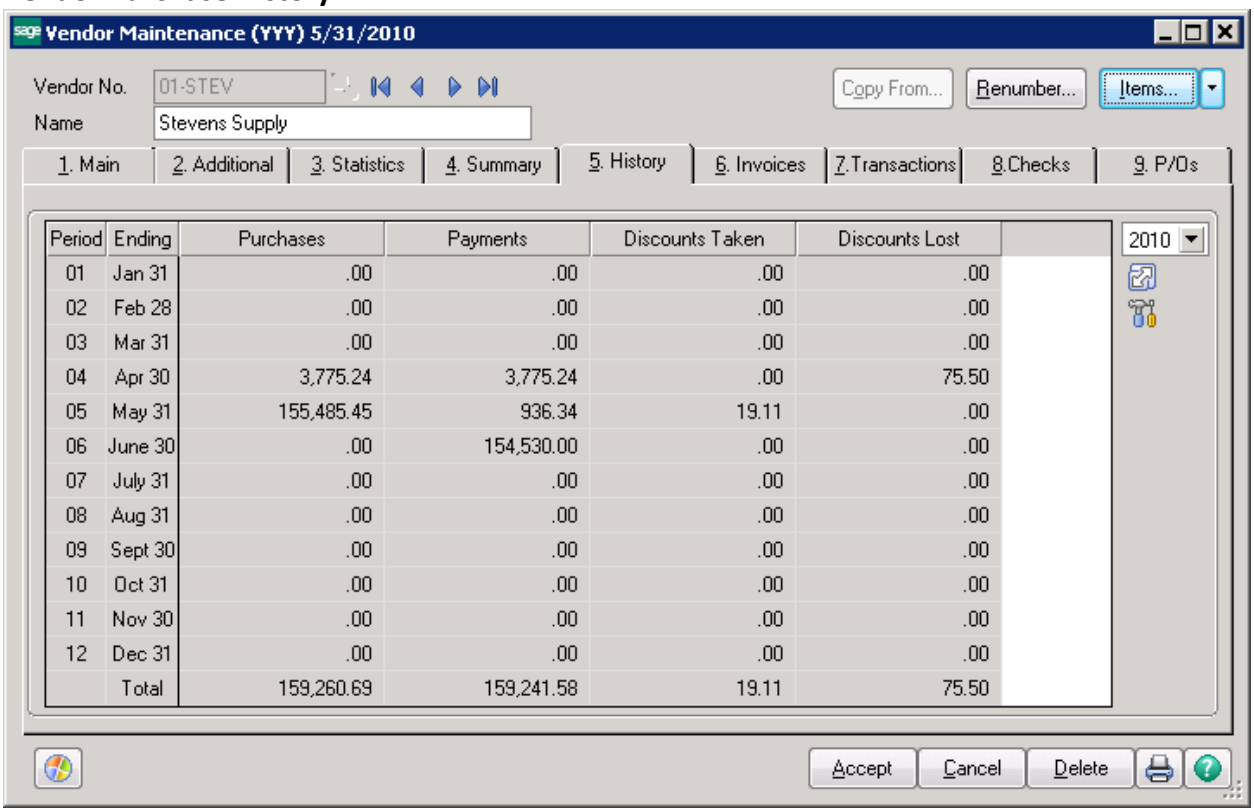
Item Receipt History by item:

Inventory Receipts History Report
Vendor Detail Sorted by Item Code
Year Equal To: 2010

Copy of ABC (YYY)

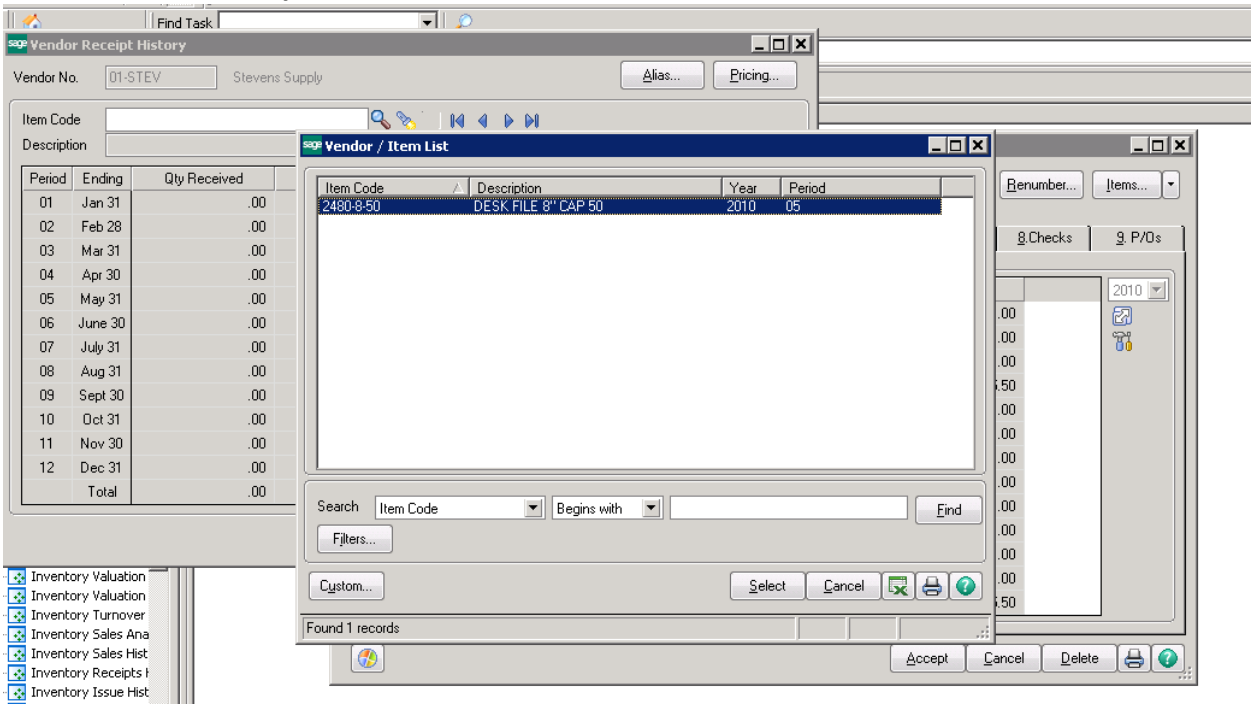
Item Code	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
2480-8-50 DESK FILE8" CAP50				Prod Line: FD&A		Prod Type: Finished Good			UM: EACH			
Vendor Number: 01-STEV Stevens Supply												
Quantity Received	0	0	0	0	10,000	0	0	0	0	0	0	0
Cost of Goods Received	0	0	0	0	154,530	0	0	0	0	0	0	0
Quantity Produced	0	0	0	0	0	0	0	0	0	0	0	0
Quantity Returned	0	0	0	0	0	0	0	0	0	0	0	0
Total For Item: 2480-8-50 DESK FILE8" CAP50												
Quantity Received	0	0	0	0	10,000	0	0	0	0	0	0	0
Cost of Goods Received	0	0	0	0	154,530	0	0	0	0	0	0	0
Quantity Produced	0	0	0	0	0	0	0	0	0	0	0	0
Quantity Returned	0	0	0	0	0	0	0	0	0	0	0	0

Vendor Purchase History:

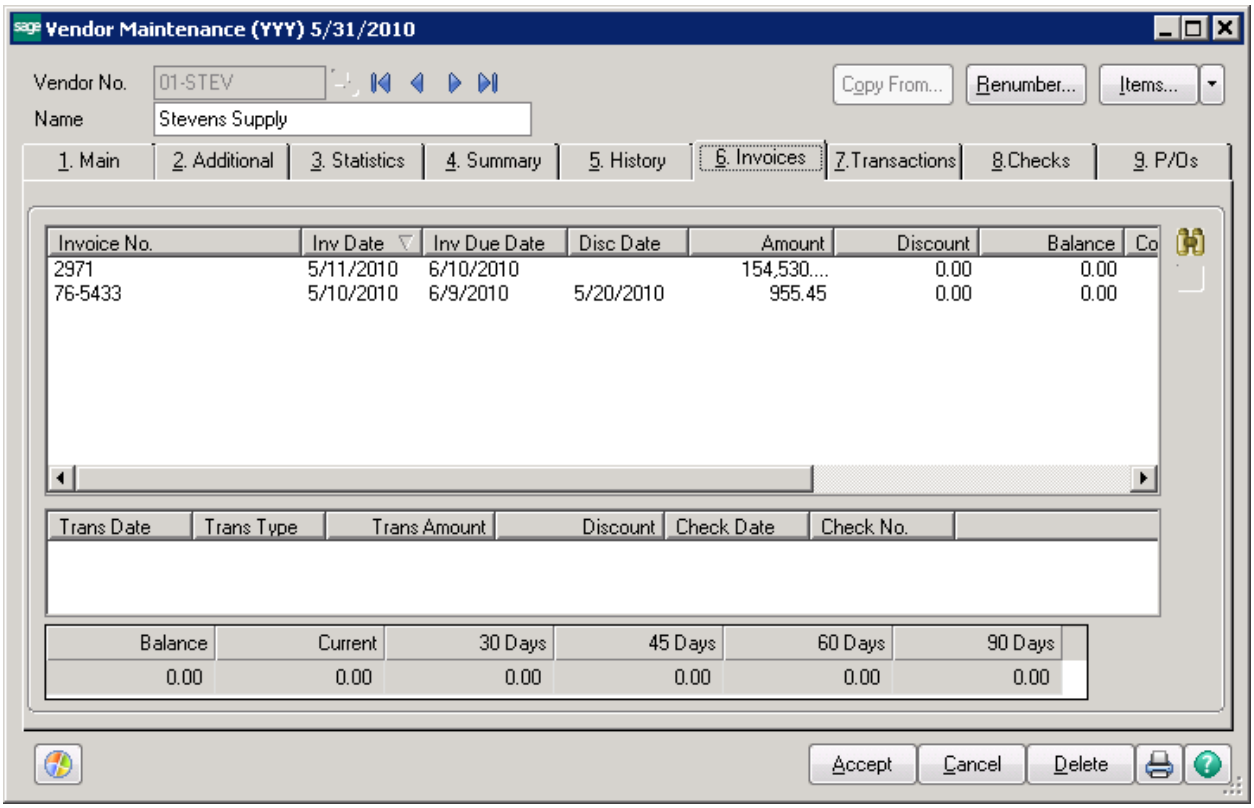


Period	Ending	Purchases	Payments	Discounts Taken	Discounts Lost
01	Jan 31	.00	.00	.00	.00
02	Feb 28	.00	.00	.00	.00
03	Mar 31	.00	.00	.00	.00
04	Apr 30	3,775.24	3,775.24	.00	75.50
05	May 31	155,485.45	936.34	19.11	.00
06	June 30	.00	154,530.00	.00	.00
07	July 31	.00	.00	.00	.00
08	Aug 31	.00	.00	.00	.00
09	Sept 30	.00	.00	.00	.00
10	Oct 31	.00	.00	.00	.00
11	Nov 30	.00	.00	.00	.00
12	Dec 31	.00	.00	.00	.00
	Total	159,260.69	159,241.58	19.11	75.50

Vendor Maintenance/Items List:



Vendor Invoices:

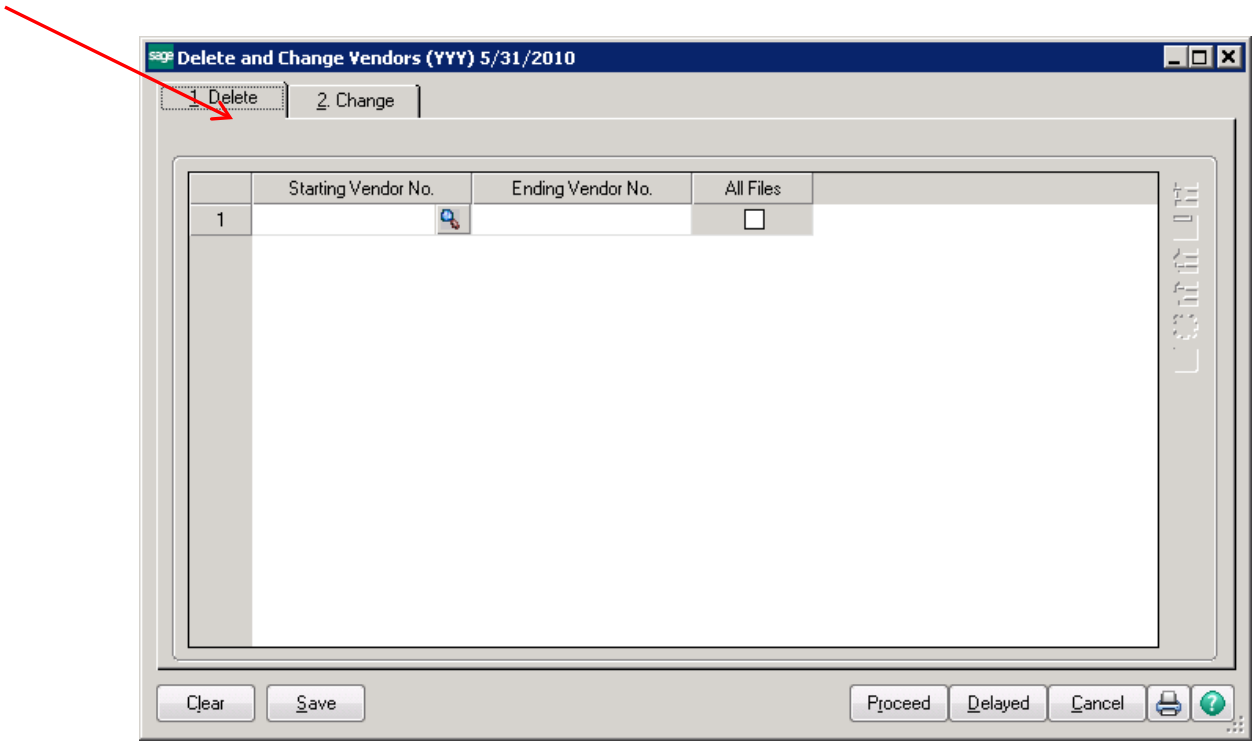


HOW TO DELETE A VENDOR:

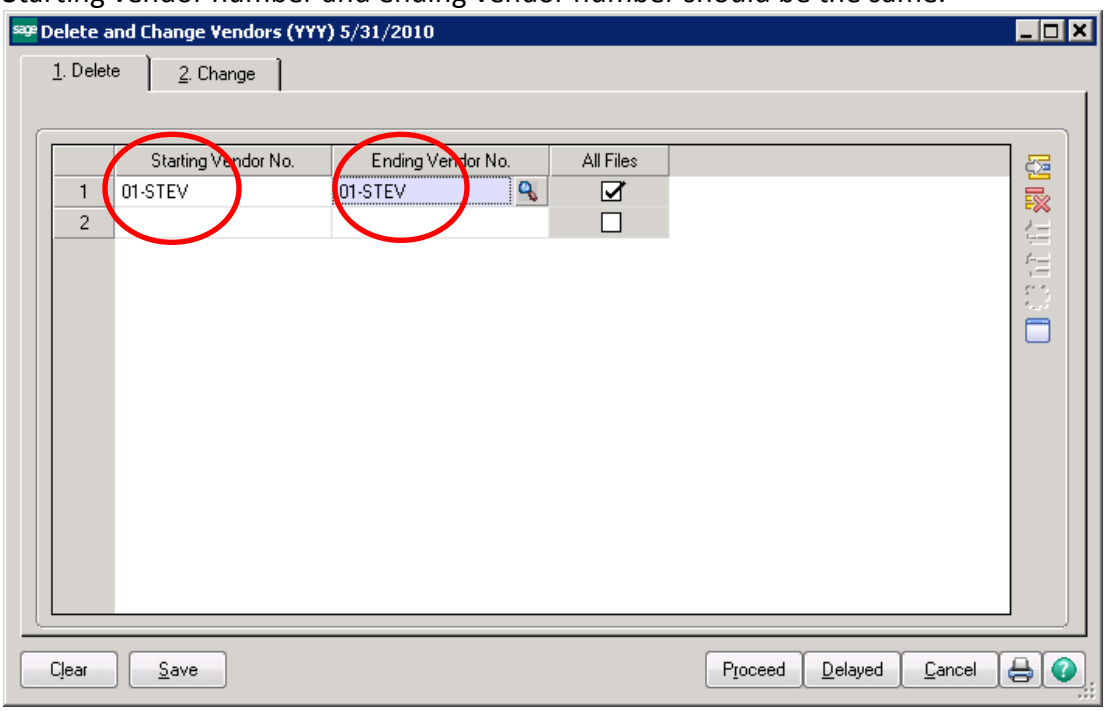
<u>EXTREMELY IMPORTANT – MAKE SURE YOU HAVE A BACKUP BEFORE YOU START THIS PROCESS!!</u>

Click on Accounts Payables - > Utilities -> Delete and Change Vendors. Click on the Delete tab.

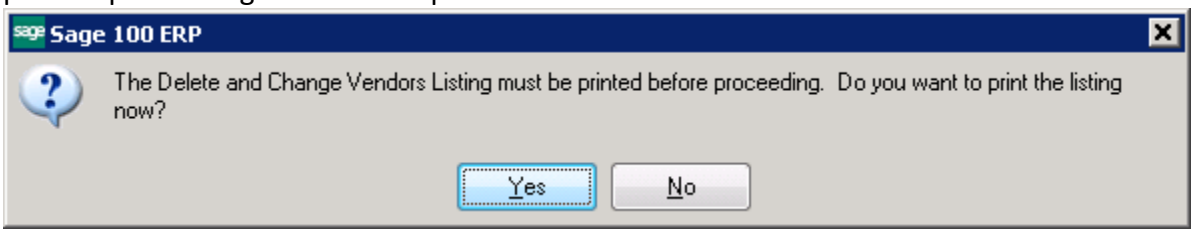
Note: All invoices must be posted before you can access this Utility.



Starting vendor number and ending vendor number should be the same.



Click on the Proceed button. The system will prompt you to print the Delete and Change Listing prior to proceeding. Click Yes to print the list.



The report will show you a listing of all vendors that will be deleted.

Delete and Change Vendors Listing

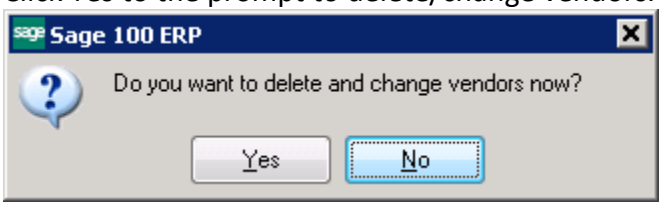
Copy of ABC (YYY)

Deleted Vendors

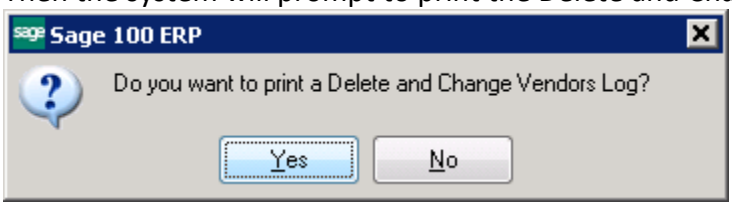
Line Number	Starting Vendor Number	Ending Vendor Number	All Files	Repetitive Invoices	Vendor Contacts	Vendor Remit To Addresses	Vendor and Customer Links	Open Purchase Orders	Vendor Purchase Addresses	Auto Reorder Detail	Vendor Price Levels	Item Vendor References	Job Distribution Detail
)00000000000001	01-STEV	01-STEV	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No

Source Vendor Number	Destination Vendor Number	Action
01-STEV	01-STEV	Delete

Click Yes to the prompt to delete/change vendors. **<u>THERE IS NO UNDO FROM THIS PROCESS!!</u>**



Then the system will prompt to print the Delete and Change Vendor log.



Delete and Change Vendors Log

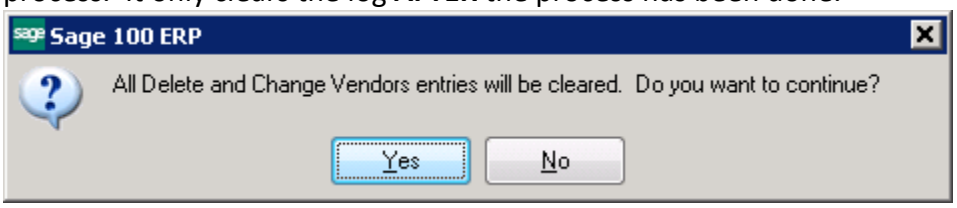
Copy of ABC (YYY)

Deleted Vendors

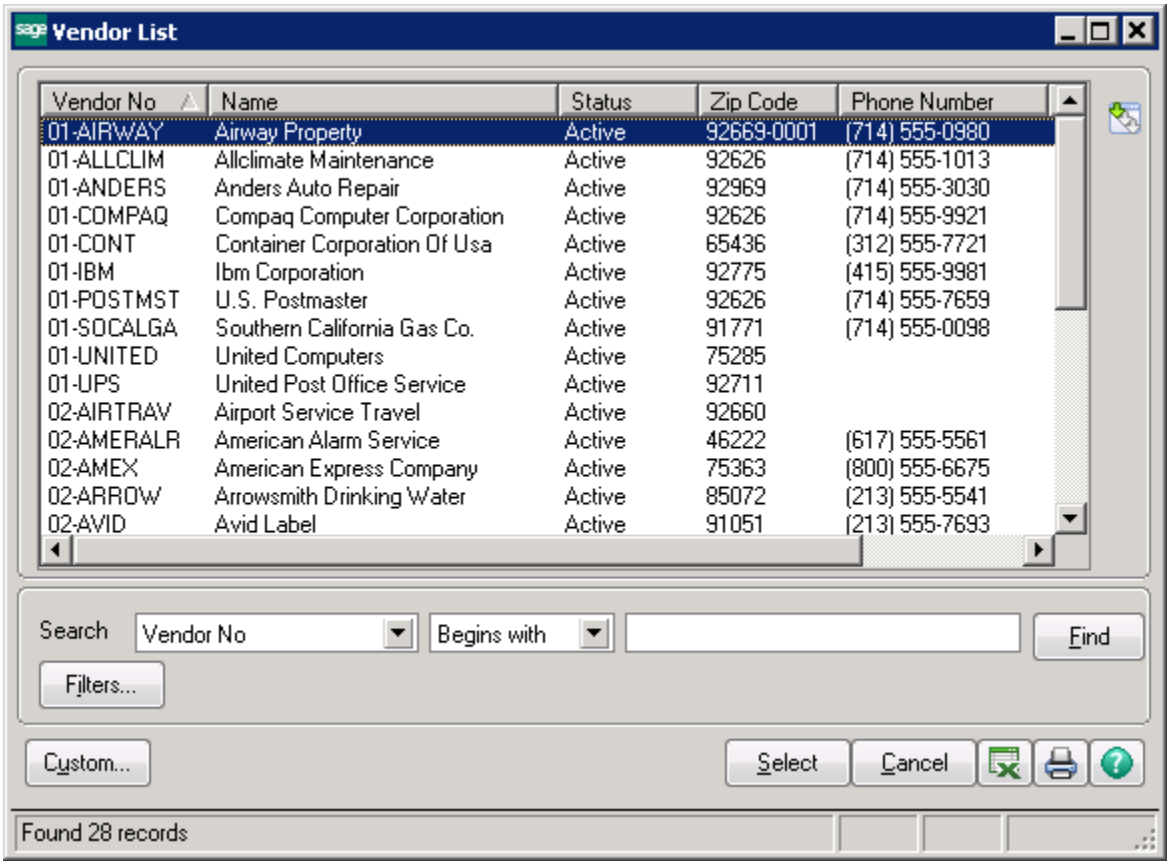
Line Number	Starting Vendor Number	Ending Vendor Number	All Files	Repetitive Invoices	Vendor Contacts	Vendor Remit To Addresses	Vendor and Customer Links	Open Purchase Orders	Vendor Purchase Addresses	Auto Reorder Detail	Venodr Price Levels	Item Vendor References	Job Distribution Detail
)00000000000001	01-STEV	01-STEV	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No

Source Vendor Number	Destination Vendor Number	Status
01-STEV	01-STEV	Cannot delete vendors with purchase order with backorder status.

The next prompt will be to Clear the delete/change customer log. This **DOES NOT** stop the process. It only clears the log **AFTER** the process has been done.



Vendor Maintenance – removed from the list



Item Receipt History by Vendor:

Inventory Receipts History Report
Vendor Detail Sorted by Vendor Number
Year Equal To: 2010

Copy of ABC (YYY)

Item Code	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Vendor Number: 01-STEV ***Not on file***												
2480-8-50 DESK FILE8" CAP50				Prod Line: FD&A		Prod Type: Finished Good			UM: EACH			
Quantity Received	0	0	0	0	10,000	0	0	0	0	0	0	0
Cost of Goods Received	0	0	0	0	154,530	0	0	0	0	0	0	0
Quantity Produced	0	0	0	0	0	0	0	0	0	0	0	0
Quantity Returned	0	0	0	0	0	0	0	0	0	0	0	0
Total For Item: 2480-8-50 DESK FILE8" CAP50												
Quantity Received	0	0	0	0	10,000	0	0	0	0	0	0	0
Cost of Goods Received	0	0	0	0	154,530	0	0	0	0	0	0	0
Quantity Produced	0	0	0	0	0	0	0	0	0	0	0	0
Quantity Returned	0	0	0	0	0	0	0	0	0	0	0	0
Total For Vendor: 01-STEV ***Not on file***												
Quantity Received	0	0	0	0	10,000	0	0	0	0	0	0	0
Cost of Goods Received	0	0	0	0	154,530	0	0	0	0	0	0	0
Quantity Produced	0	0	0	0	0	0	0	0	0	0	0	0
Quantity Returned	0	0	0	0	0	0	0	0	0	0	0	0
Report Total:												
Quantity Received	0	0	0	0	10,000	0	0	0	0	0	0	0

Item Receipt History by Item:

Inventory Receipts History Report
Warehouse Detail Sorted by Item Code
Year Equal To: 2010

Copy of ABC (YYY)

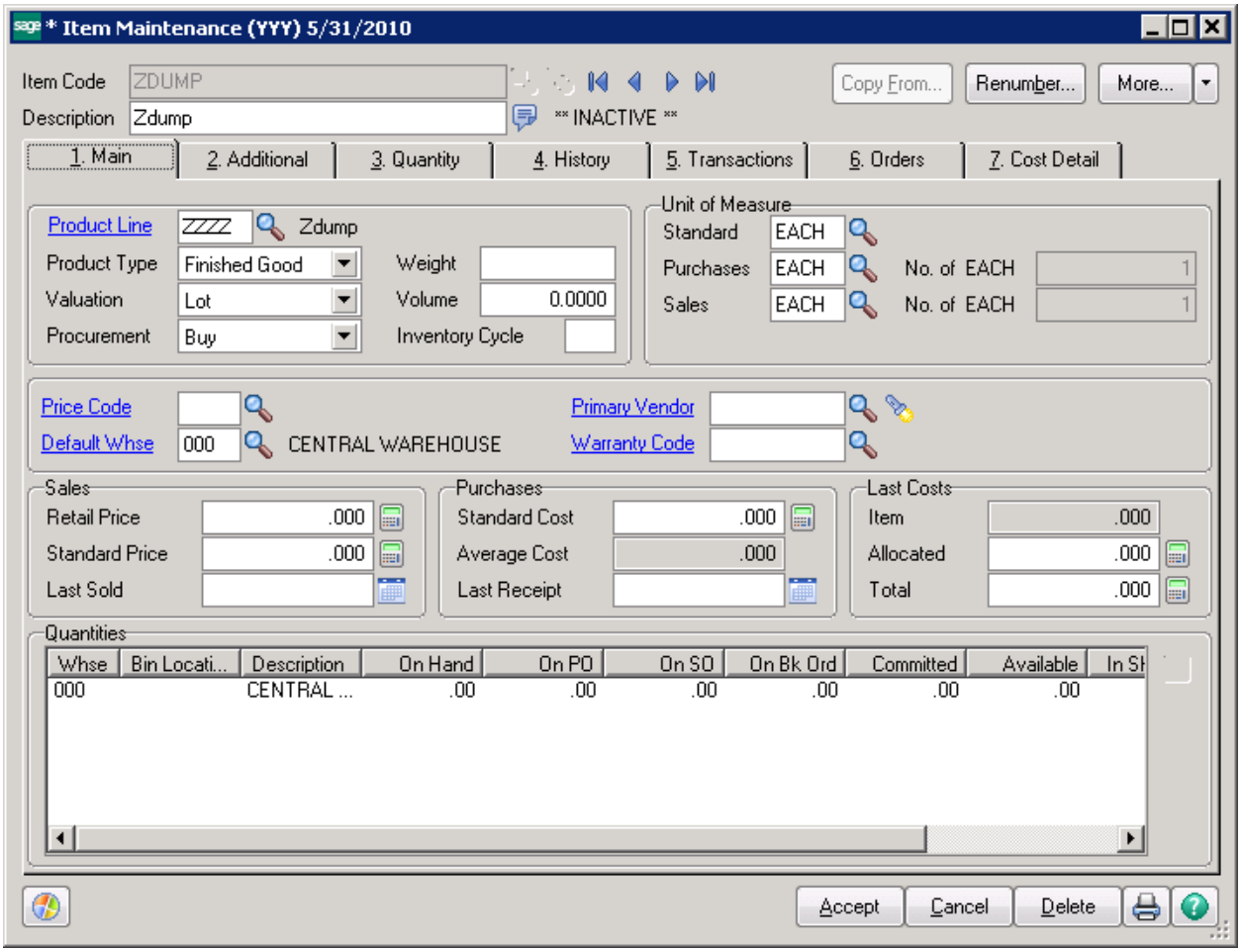
Item Code	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
2480-8-50 DESK FILE8" CAP50				Prod Line: FD&A		Prod Type: Finished Good			UM: EACH			
Warehouse: 000 CENTRAL WAREHOUSE												
Quantity Received	0	0	0	0	10,000	0	0	0	0	0	0	0
Cost of Goods Received	0	0	0	0	154,530	0	0	0	0	0	0	0
Quantity Produced	0	0	0	0	0	0	0	0	0	0	0	0
Quantity Returned	0	0	0	0	0	0	0	0	0	0	0	0
Total For Item: 2480-8-50 DESK FILE8" CAP50												
Quantity Received	0	0	0	0	10,000	0	0	0	0	0	0	0
Cost of Goods Received	0	0	0	0	154,530	0	0	0	0	0	0	0
Quantity Produced	0	0	0	0	0	0	0	0	0	0	0	0
Quantity Returned	0	0	0	0	0	0	0	0	0	0	0	0

Inventory – Not Really Possible

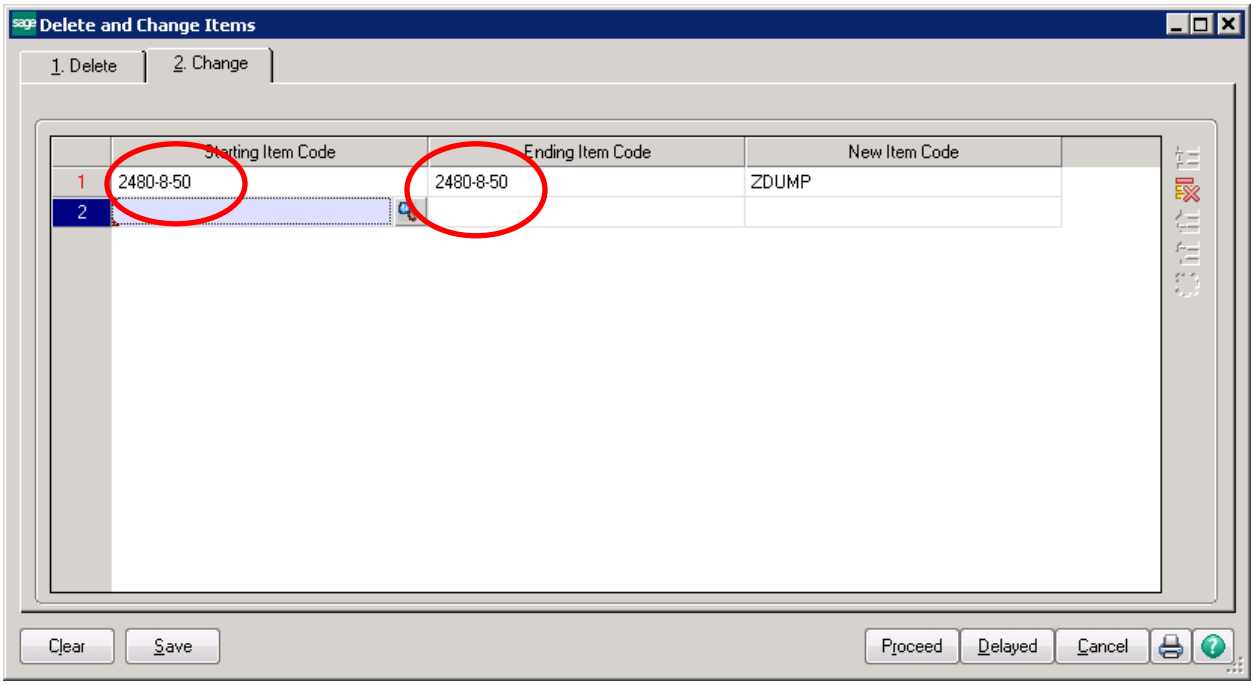
Item history is turned ON by default. You can only delete items that have NEVER had any transactions, UNLESS you purge Transaction history.

What to do??? – Merge items into one item code

- Create a Product Line called ZZZZ, **Product Line MUST match the valuation method of items you are merging into it**
- Create an Item called ZDUMP



Use the Inventory Delete/Change utility to merge your items into the ZDUMP item. Click on Inventory Maintenance -> Utilities -> Delete and Change Items. **Starting and Ending Item number should be the same.**



Delete and Change Items Listing

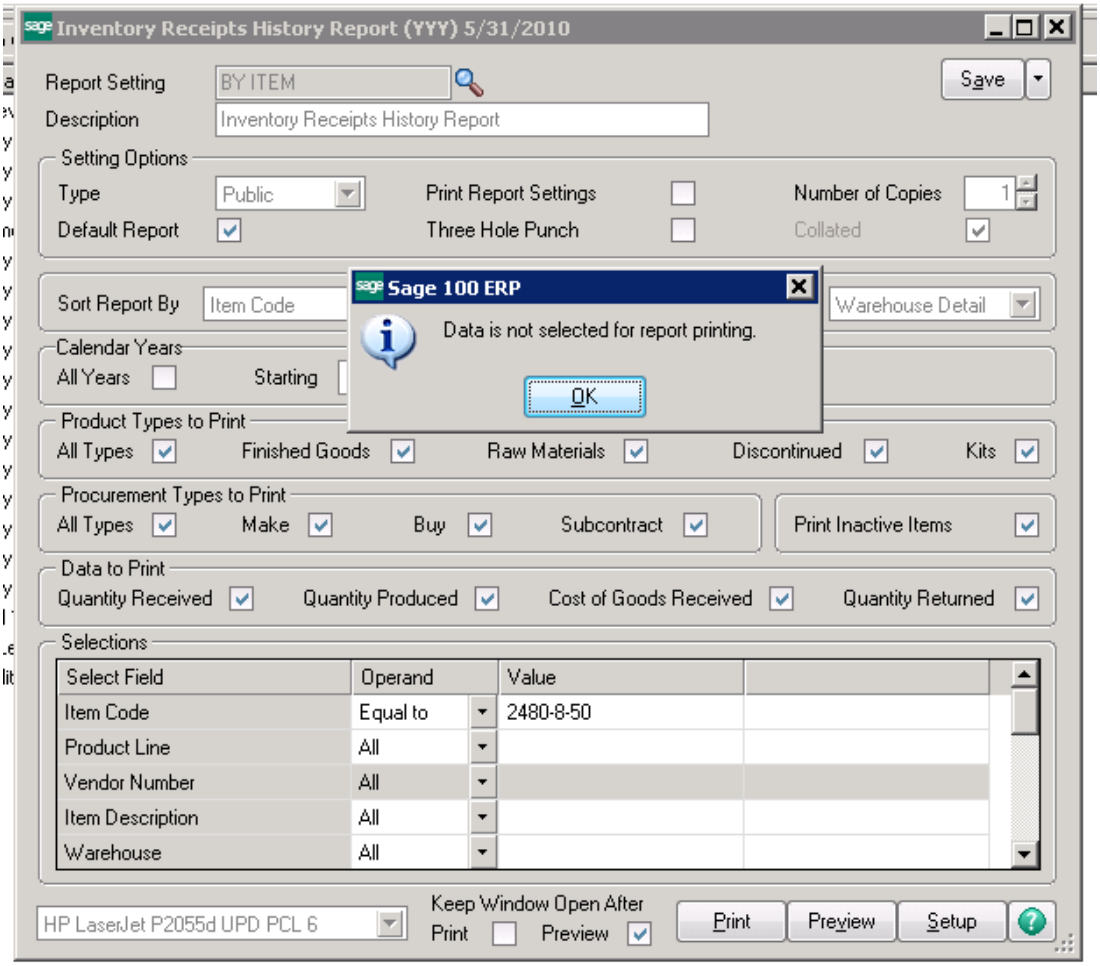
Copy of ABC (YYY)

Changed Items

Line Number	Starting Item Code/Description	Ending Item Code/Description	New Item Code/Description
00000000000001	2480-8-50	2480-8-50	ZDUMP
	DESK FILE8" CAP50	DESK FILE8" CAP50	Zdump

Source Item Code	Destination Item Code	Action
2480-8-50	ZDUMP	Merge

Receipt history for original item is removed.



It is merged into the ZDUMP part number.

Inventory Receipts History Report
Warehouse Detail Sorted by Item Code
Year Equal To: 2010

Copy of ABC (YYY)

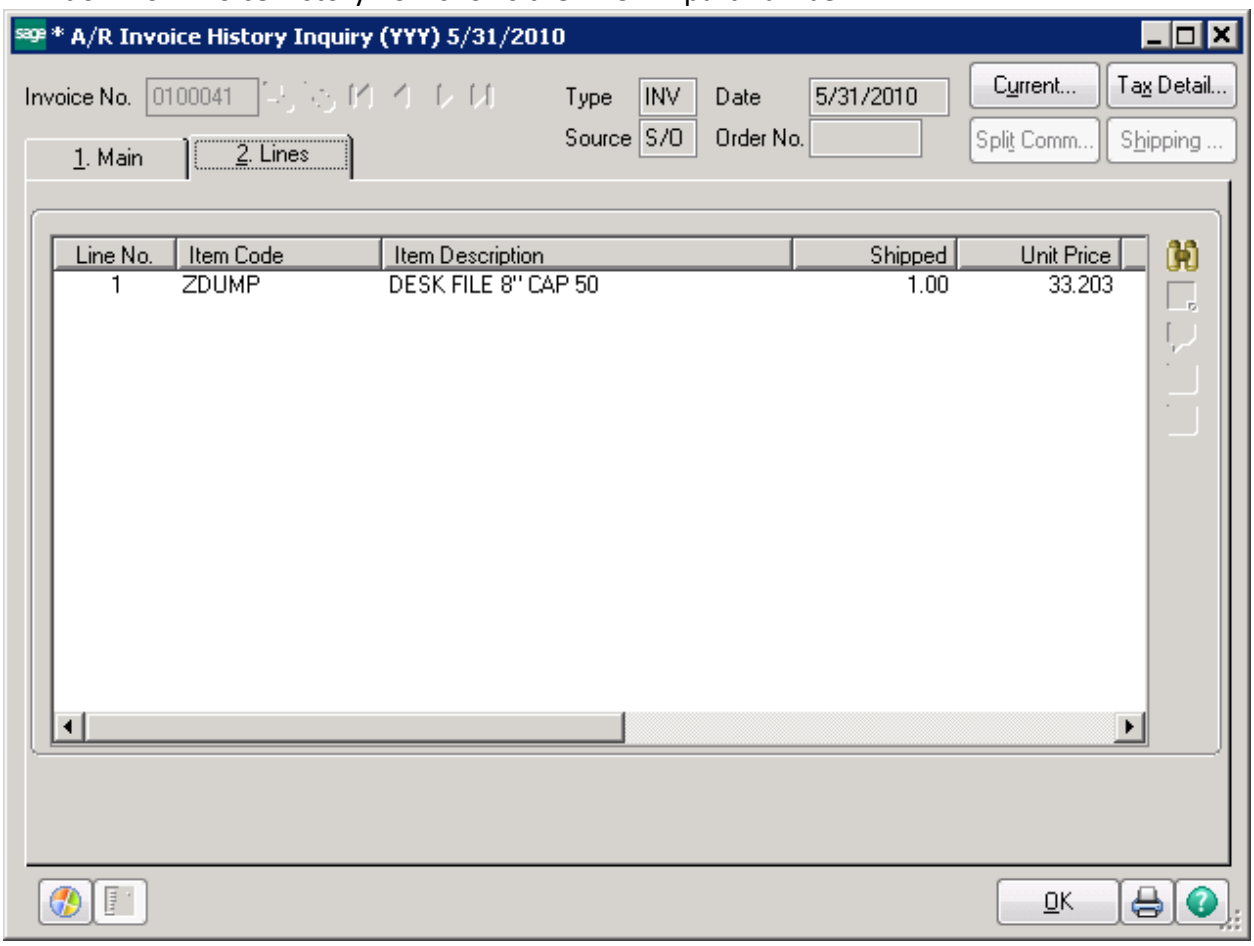
Item Code	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
ZDUMP Zdump				Prod Line: ZZZZ		Prod Type: Finished Good		UM: EACH				
Warehouse: 000 CENTRAL WAREHOUSE												
Quantity Received	0	0	0	0	10,000	0	0	0	0	0	0	0
Cost of Goods Received	0	0	0	0	154,530	0	0	0	0	0	0	0
Quantity Produced	0	0	0	0	0	0	0	0	0	0	0	0
Quantity Returned	0	0	0	0	0	0	0	0	0	0	0	0
Total For Item: ZDUMP Zdump												
Quantity Received	0	0	0	0	10,000	0	0	0	0	0	0	0
Cost of Goods Received	0	0	0	0	154,530	0	0	0	0	0	0	0
Quantity Produced	0	0	0	0	0	0	0	0	0	0	0	0
Quantity Returned	0	0	0	0	0	0	0	0	0	0	0	0

Report Total:

Sales History is merged into ZDUMP.

Inventory Sales History Report
Customer Detail Sorted by Item Code
Year Equal To: 2010

Copy of ABC (YYY)

Item Code	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
ZDUMP Zdump					Prod Line: ZZZZ	Prod Type: Finished Good			UM: EACH			
Customer Number: 01-ABF American Business Futures												
Quantity Sold	0	0	0	0	1	0	0	0	0	0	0	0
Dollars Sold	0	0	0	0	33	0	0	0	0	0	0	0
Gross Profit Percent	0.00%	0.00%	0.00%	0.00%	54.55%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Cost of Goods Sold	0	0	0	0	15	0	0	0	0	0	0	0
Quantity Returned	0	0	0	0	0	0	0	0	0	0	0	0
Customer Number: 01-BRESLIN Breslin Parts Supply												
Quantity Sold	0	0	0	0	295	0	0	0	0	0	0	0
Dollars Sold	0	0	0	0	9,130	0	0	0	0	0	0	0
Gross Profit Percent	0.00%	0.00%	0.00%	0.00%	50.07%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Cost of Goods Sold	0	0	0	0	4,559	0	0	0	0	0	0	0
Quantity Returned	0	0	0	0	0	0	0	0	0	0	0	0
Customer Number: 01-RSSUPPL R & S Supply Corp.												
Quantity Sold	329	208	128	231	240	0	0	0	0	0	0	0
Dollars Sold	10,833	6,583	3,750	7,417	8,491	0	0	0	0	0	0	0
Gross Profit Percent	58.61%	58.61%	58.61%	58.61%	56.33%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Cost of Goods Sold	4,484	2,725	1,552	3,070	3,708	0	0	0	0	0	0	0
Quantity Returned	0	0	0	0	0	0	0	0	0	0	0	0

Drill down of invoice history now shows the ZDUMP part number.