# ACCOUNTS RECEIVABLE - DELETING A CUSTOMER

#### Item Sales History by Customer:

											C	opy of ABC (Y)
tem Code	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Customer Number: 01-GRE	ENT Green 1	Free Supply (	Company									
1001-HON-H252 HO	N 2 DRAWE	R LETTER F	LE W/O LK	Prod	Line: WF&A	Prod Ty	pe: Finishe	d 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 PA	PER CADDY	18"W 14"D 3	3"H	Prod	Line: PS&A	Prod Ty	pe: Finishe	d 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
655 PR	INTER STAN	ID W/ BASKE	т	Prod	Line: PS&A	Prod Ty	pe: Finishe	d 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
3953 UN	IVERSAL 3 1	1/2" SSDD FL	EX DSK	Prod	Line: FD&A	Prod Ty	pe: Finishe	d Good	UM: 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
otal For Customer: 01-GREE	NT Green Tr	ee Supply C	ompany									
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 :	0.0010	0.00.0	0.0010	0.0010	1,464	252	733	0.00.0	0.00.0	0.00.0	456	0

# Item Sales History by Item/Customer: Inventory Sales History Report

Customer Detail Sorted by Item Code Year Equal To: 2010

em Code	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
001-HON-H252 H	DN 2 DRAWE	ER LETTER F	EE W/O LK	Prod	Line: WF&A	Prod Ty	<b>pe:</b> Finishe	d Good	U/M: EACH			
ustomer Number: 01-ABF	American B	usiness Futu	res									
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
ustomer Number: 01-GRE	ENT 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
ustomer Number: 02-GRE	ALAR Great	er Alarm Con	npany									
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
ustomer Number: 02-JELI	_CO Jelico P	acking										
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	Ω	0

# Item Sales History by Item:

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

Tear Equal 10.2010											Co	ppy of ABC (YY
ltem Code	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
1001-HON-H252	HON2DRAW	'ER LETTER	FLE WOLK	Proc	Line WF&A	Prod T	'yp∉ Finishe	d Good	U/M: EACH			
Quantity Sold	t 410	561	383	441	119	5	4	0	0	0	10	0
Dollars Sold	t 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	t 3,403	3,822	2,479	3,212	3,976	171	137	0	0	0	343	0
Quantity Returned	t O	0	0	0	1	0	0	0	0	0	0	0
Report Total:												
Quantity Sold	t 410	561	383	441	119	5	4	0	0	0	10	0
Dollars Sold	t 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	t 3,403	3,822	2,479	3,212	3,976	171	137	0	0	0	343	0
Quantity Returned	t 0	0	0	0	1	0	0	0	0	0	0	0

# **Customer Sales History:**

Custome	r No. 🛛	1-GREENT	그, [	14 4	D DI	Copy From	enum <u>b</u> er	More
Vame	G	ireen Tree Supply C	ompany					
<u>1</u> . Ma	ain ]	2. Additional	<u>3</u> . Statistics <u>4</u> .	Summary ][	5. History	<u>6</u> . Invoices <u>7</u> . T	ransactions	<u>8</u> . S/Os
Period	Ending	Sales	Cost of Sales	Profit %	Profit \$	Cash Recvd	No. Invcs	2010 💌
01	Jan 31	.00	.00	0.000%	.00	.00		2
02	Feb 28	.00	.00	0.000%	.00	.00		77
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	
<b>7</b>						Accept Canc	el Delete	- 80

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# Customer Maintenance\Items List:

🗶 🙎	1		Find Task	<b>•</b>	$\mathcal{O}$						
C:\Sage 2	se Custor	ner Sale	s History								
4y Tasks	Customer I	No. 01-	GREENT	Green Tree Supply	Company	Alias	Pricing				
· .	Item Cod	le 🗌		Q							_ 🗆 🗙
E Resour Featur Busine	Descripti	on		🤓 Customer / Item Li	ist				_ 🗆 🗙		
Busine	Period	Ending	Qty Sold		1		, ,	-		. Renum <u>b</u> er	More [+]
📄 Module	01	Jan 31	.00	- Item Code 1001-H0N-H252	Description HON 2 DRAWER LET1	ED ELE WOLK	Ship To Year 2010	Period 05			
i ⊡ • <mark>∩</mark> Lib	02	Feb 28	.00	1001-HON-H252	HON 2 DRAWER LETT		2010	06		ns <u>8</u> . S/Os	1
		Mar 31	.00	1001-H0N-H252 1001-H0N-H252	HON 2 DRAWER LETT		2010	07 11		-	·
🔅 🖻 🚞	04	Apr 30	.00	4886-18-14-3	HON 2 DRAWER LETT PAPER CADDY 18'W		2010 2010	05			2011 -
<u>.</u>	05	May 31	.00	4886-18-14-3	PAPER CADDY 18'W		2010	07			
🗄 🧰 Co 🗄 🛅 Sa	06	June 30	.00	4886-18-14-3	PAPER CADDY 18'W PRINTER STAND W/I		2010 2010	11 05			76
🕀 🗀 Bu	07	July 31	.00	6655	PRINTER STAND W/ I	BASKET	2010	06			
🕀 🧰 Vis	08	Aug 31	.00	8953	UNIVERSAL 31/2" SS UNIVERSAL 31/2" SS		2010 2010	05 07			
🗄 🗀 Pa 🗄 🔂 Ge	09	Sept 30	.00				2010				
E C Ac	10	Oct 31	.00								
÷. ն	11	Nov 30	.00								
±	12	Dec 31	.00								
		Total	.00								
÷-				Search Item Code	💌 Begins w	ith 💌		[	Find		
😟 🚊				Filters							
t 🖻 🧰	Custom Pro	ress Flow						1 T			
	tomer Relat			Custom			Select	Cancel	8 📀		」
	ounts Payal	ble		Found 11 records							
🗄 🗀 Pay	roll entory Mana	agement					]]			<u>Cancel</u> <u>D</u> elete	_[₽]�].
		agement						_	~	~	
🗉 🖻	Physical Co	unt									
🗄 🔂	Kits										

#### **Customer Invoices:**

Customer Ma	a <b>intenance (Y</b> ) 11-GREENT	(Y) 12/5/20	IO IAA	D DI		Сору	From	enum <u>b</u> er More	_ [] ] •
lame G	ireen Tree Suppl	y Company							
<u>1</u> . Main	2. Additiona	] <u>3</u> . Stat	istics <u>4</u> . Sum	mary <u>5</u> . Hi	istory <u>6</u> . Invo	ices <u>7</u> . Trans	actions	<u>8</u> . S/Os	
Invoice No. 0100061 0100059 0100060 0100058 0100057 0100056	Invoice Type Invoice Invoice Invoice Invoice Invoice Invoice	Inv Date 11/30/201 7/22/2010 6/12/2010 5/13/2010 5/13/2010	7/22/2010 7/22/2010 6/12/2010 5/19/2010	Disc Date	Amount 1,006.20 1,057.00 763.50 586.40 850.30 2,407.40	Discount 0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00	0987 9000	
✓ Trans Date	Trans Type	Trans Arr	ount Pay Date	Check No.	Payment Ref	Cr Card Rt	IA No.	Þ	
Bal	ance	Current	30 Days	60 Days	90 Days	120 Day	s		   🍒
	0.00	0.00	0.00	0.00	0.00	0.00	I		
<u></u>							t <u>C</u> anc	el <u>D</u> elete d	∋]∢

#### **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.

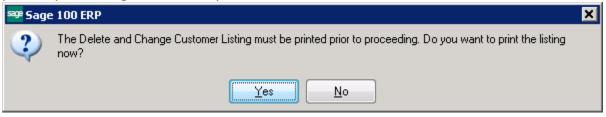
	nd Change Customers (Y	YY) 1/31/2011				
<u>1</u> . Delete	<u>2</u> . Change					
	Starting Customer No.	Ending Customer No.	All Files			٦
1	٩,		<b>I</b>			
Clear	Save			Proceed 1	Delayed Cancel	Υr.

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

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

🕮 Delete and Change Customers (YYY) 1/31/2011	_ 🗆 🗙
1. Delete 2. Change	
Starting Customer No.     Ending Customer No.     All Files       1     01-GREENT     01-GREENT	11. 🐙 🕼
	🔲 (3 hì th
Clear Save Proceed Delayed Cancel	₽⊘

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.

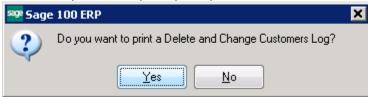
#### Delete and Change Customers Listing

Deleted Customer	s									py 011100	(,
Line Number	Starting Customer Number	Ending Customer Number	All Files	Repetitive Invoices	Customer Contacts		Credit	Open Sales Orders	Customer Ship To Addresse	Customer	Open RMAs
000000000000000000000000000000000000000	01-GREENT	01-GREENT	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Source Cus	tomer Number		Destinat	ion Custom	ner Number	-	Action			
	01-GREENT	-		01-GREE	ENT						

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

<sup>sage</sup> Sage	2 100 ERP	×
?	Do you want to delete and change customers now?	

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



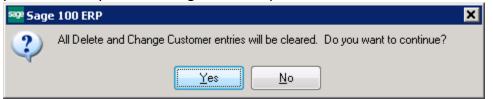
#### Delete and Change Customers Log

Copy of ABC (YYY)

Copy of ABC (YYY)

Deleted Customers	5										
Line Number	Starting Customer Number	Ending Customer Number	All Files	Repetitive Invoices	Customer Contacts		Credit	Open Sales Orders	Customer Ship To Address	eBM Customer/ User	Open RMAs
000000000000000	01-GREENT	01-GREENT	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Source Cu	stomer Number	Destir	nation Custo	mer Numbe	er Status					
	Source Cu	stomer Number	Destir	nation Custo	mer Numbe	er Status					
	01-GREEN	п	01-GF	REENT		Custon	nerdelet	ted from a	ll 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

Customer No A	Name	Status	Zip Code	Phone Number	Sorl 🔺 👩
01-ABF	American Business Futures	Active	53205-1204	(414) 555-4787	
01-AVNET	Avnet Processing Corp	Active	53120	(414) 555-2635	AVN
01-BRESLIN	Breslin Parts Supply	Active	53266	(414) 555-9654	BRE
01-HILLSB	Hillsboro Service Center	Active	53151	(414) 555-6599	HILL
01-MAVRK	Maverick Papers	Active	60601	(312) 861-1200	
01-RSSUPPL	R & S Supply Corp.	Active	53126	(414) 555-5587	R&S
01-SHEPARD	Shepard Motorworks	Active	53151	(414) 555-6544	SHE
02-ALLENAP	Allen's Appliance Repair	Active	92875	(714) 555-3121	ALLI
02-AMERCON	American Concrete Service	Active	92625	(714) 555-2134	AME
02-ATOZ	A To Z Carpet Supply	Active	92661	(714) 555-2231	ATO
02-AUTOCR	Autocraft Accessories	Active	92661-0002	(714) 555-0101	AUT
02-BAYPYRO	Bay Pyrotronics Corp.	Active	92257-0001	(415) 555-9654	BAY
02-CAPRI	Capri Sailing Ships	Active	92662	(714) 555-4421	CAP
02-CUSTOM	Custom Craft Products	Active	92554	(714) 555-7848	CUS
02-GREALAR	Greater Alarm Company	Active	92266	(714) 555-5531	GRE
•					•
Search Custo	merNo 💌 Begins	with 💌			Find
Filters					
				Y Y	
Custom			Selec	t <u>C</u> ancel	🖳 🔒 🔇

# Item Sales History by Customer:

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

tem Code	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Sustomer Number: 01-GRB	ENT *** Not	on file <sup></sup>	· · · ·									
001-HON-H252 H	0N2DRAW	ER LETTER F	LE WOL	Prod	Line WF&A	Prod T	yp∝ Finishe	d Good	WM: 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%	0.00X	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
1886-18-14-3 P/	APER CADD	Y18"W14"D	3°H	Prod	Line PS&A	Prod T	ype Finishe	d 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
655 Pł	RINTER STA	ND W/ BASK	ET	Prod	Line PS&A	Prod T	yp∝ Finishe	d Good	WM: 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
1953 UI	NIVERSAL3	1/2" SSDD F	LEX DSK	Prod	Line FD&A	Prod T	yp∝ Finishe	d 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 onfile\*\*\*

# Item Sales History by Item/Customer:

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

tem Code	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
					-		,	-			No.	500
	ON 2 DRAW			Prod	Line WF&A	Prod T	/P∝ Finishe	d Good 🛛 🗎	U/M: EACH			
Customer Number: 01-ABF												
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 Perce <b>nt</b>	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 Cools Sur	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-GRI	EENT *** Not	onfile										
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 n off 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-GRI	EALAR Grea	iter Alarm Co	mpany									
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-JEL	LCO Jelico F	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

tem Code	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
1001-HON-H252	HON 2 DRAW	ER LETTER	FLE WOLK	Prod	Line WF&A	Prod T	ype Finishe	d Good	U/M: EACH			
Quantity Sold	410	561	383	441	119	5	4	0	0	0	10	0
Dollars Sold	t 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	t 3,403	3,822	2,479	3,212	3,976	171	137	0	0	0	343	0
Quantity Returned	t 0	0	0	0	1	0	0	0	0	0	0	0
Report Total:												
Quantity Sold	t 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 Perc <b>en</b>	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	t 3,403	3,822	2,479	3,212	3,976	171	137	0	0	0	343	0
Quantity Returned	t O	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.

Inv No         Inv Date         Customer No         Name         Inv Total         Customer PO         Sales Order No           0100055         5/13/2010         01-GREENT         Green Tree Supply Compa         2407.40         3983         0000174           0100055         5/13/2010         01-GREENT         Green Tree Supply Compa         850.30         9000         0000175           0100059         5/12/2010         01-GREENT         Green Tree Supply Compa         586.40         0000176           0100059         7/22/2010         01-GREENT         Green Tree Supply Compa         1057.00         987         0000177           0100050         7/22/2010         01-GREENT         Green Tree Supply Compa         763.50         0987         0000178           0100061         11/30/2010         01-GREENT         Green Tree Supply Compa         1006.20         3736         0000179	🤓 AR Invo	ice History H	eader						<u> </u>
Filters	0100056 0100057 0100058 0100059 0100060	5/13/2010 5/19/2010 6/12/2010 7/22/2010 7/22/2010	01-GREENT 01-GREENT 01-GREENT 01-GREENT 01-GREENT	Green Tree S Green Tree S Green Tree S Green Tree S Green Tree S	Supply Compa Supply Compa Supply Compa Supply Compa	2407.40 850.30 586.40 1057.00 763.50	3988 9000 987 0987	0000174 0000175 0000176 0000177 0000177 0000178	
Custom     Select     Cancel     Custom       Found 6 records	Filters	]	B	egins with	green				

# 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.

sage Sa	ales Order and Quote Hi	story Inquiry	<b>(YYY) 3/5/20</b> :	15		
O1	🔓 Order Number List					
	Sales Order Number 0000174 0000175 0000176 0000177 0000177 0000178 0000179	Order Date 5/13/2010 5/19/2010 6/12/2010 7/22/2010 7/22/2010 11/30/2010	Order Status C C C C C C C	Customer No 01-GREENT 01-GREENT 01-GREENT 01-GREENT 01-GREENT 01-GREENT	Bill To Name Green Tree Supply Company Green Tree Supply Company	<ul> <li>∠ Customer P.O. No</li> <li>3988</li> <li>9000</li> <li>987</li> <li>0987</li> <li>3736</li> </ul>
	Search Bill To Name Filters	<b></b>	Begins with	▼] green	<u>Ei</u>	nd Cancel
Ę	Found 6 records					
Ŀ						K 🕜

#### ACCOUNTS PAYABLE - DELETING A VENDOR

#### Item Receipt History by Vendor:

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

ltem Code	Jan	Feb	March	April	May	June	July J	Aug	Sept	Oct	Nov	Dec
vendor Number: )1-STEV	Stevens Sup	)ply										
2480-8-50 D	ESK FILE8" (	CAP50		Proc	d Line FD&A	Prod Typ	≪ Finished G	ood	U/M: 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
Cost of Goods Received Quantity Produced Quantity Returned	0 0 0	0 0 0	0 0 0	0 0 0	154,530 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0
Total For Vendor: 01-STEV	Stevens Sup	рly										
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
Cost of Goods Received						-	-	-	-		-	
Quantity Produced	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

tem Code	Jan	Feb	March	April	Мау	June	July	Aug	Sept	Oct	Nov	Dec
480-8-50 D	ESK FILE8"	CAP50		Proc	Line FD&A	Prod Type	≅ Finished	l Good	UVM: EACH			
/endor Number:	' Stevens Sup	yky.										
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
otal For Item: 2480-8-50 E	ESK FILE8											
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:

ame	lo. 01-S Stev	TEV 🔄 🖂 🕅 ens Supply			Copy From	number
<u>1</u> . Ma	in <u>2</u> .4	Additional <u>3</u> . Statistic	s <u>4</u> . Summary	<u>5</u> . History <u>6</u> . Invoices	: <u>7</u> .Transactions <u>8</u>	.Checks <u>9</u> . P/Os
Period	Ending	Purchases	Payments	Discounts Taken	Discounts Lost	2010 💌
01	Jan 31	.00	.00	.00	.00	2
02	Feb 28	.00	.00	.00	.00	7
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:

		Find Task		
	r Receipt H			
Vendor No	o. 01-ST	EV Stevens S	upply Alias Pricing	
Item Cod	le			
Descripti	on		👐 Vendor / Item List	
Period	Ending	Qty Received		
01	Jan 31	uly neceiveu	Item Code A Description Year Period	<u>R</u> enumber <u>I</u> tems •
02	Feb 28	.00	2480-8-50 DESK FILE 8" CAP 50 2010 05	
02	Mar 31	.00		<u>8</u> .Checks <u>9</u> . P/Os
04	Apr 30	.00		
05	May 31	.00		2010 💌
06	June 30	.00		.00
07	July 31	.00		.00 📸
08	Aug 31	.00		.00
09	Sept 30	.00		i.50
10	Oct 31	.00		.00
11	Nov 30	.00		.00
12	Dec 31	.00		.00
	Total	.00		5.00
Ļ	· · · ·		Search Item Code  Begins with  Eind	.00
			Filters	.00
	ory Valuation ory Valuation		Cystom	.00
💀 Inventi	ory Turnover	· []]		
	ory Sales An			
	ory Sales His ory Receipts			Cancel Delete 🖶 🕢
	ory Issue His			

#### Vendor Invoices:

	<b>tenance (YYY</b> 11-STEV	) 5/31/2010				Copy Fro		umber	
Name S	itevens Supply								
<u>1</u> . Main	2. Additional	<u>3</u> . Statistics	4. Summary	<u>5</u> . History	6. Invoices	<u>7</u> .Transa	ctions <u>8</u> .0	Checks	<u>9</u> . P/Os
Invoice No.		_Inv Date ⊽	Inv Due Date	Disc Date	Amou		iscount	Balance	<u>Co</u> 🕅
2971 76-5433		5/11/2010 5/10/2010	6/10/2010 6/9/2010	5/20/2010	154,530 955		0.00 0.00	0.00 0.00	
I Date	[ T T	[	A	Discout		Charlen			Þ
Trans Date	Trans Type	I rans	Amount	Discount C	heck Date	Check No.			_
Bal	ance	Current	30 Days	45 D	lays	60 Days	90	Days	
	0.00	0.00	0.00	0	.00	0.00		0.00	
<b>1</b>						Accept	<u>C</u> ancel	<u>D</u> elete	80

#### HOW TO DELETE A VENDOR:

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

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.

	nd Change Vendors (YYY)	5/31/2010				_ 🗆 '
<u>1</u> Delete	<u>2</u> . Change					
	Starting Vendor No.	Ending Vendor No.	All Files			た三
1	9					
						信
						9
						]
Clear	Save			Proceed Del	ayed <u>C</u> ancel	80
ojoar	2010			1 TOCCOR DO		

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

🔓 Delete and Change Vendors (YYY) 5/31/2010	_ D X
1. Delete 2. Change	
Starting Vandor No.     Ending Ventor No.     All Files       1     D1-STEV     Image: Comparison of the start o	🔲 🗇 dh dh 🥮 🕼
Clear Save Proceed Delayed Cancel (	80

Conner Ash, P.C. © 2015

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

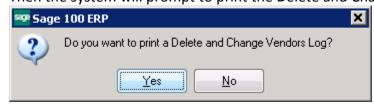
Copy of ABC (YYY)

Deleted Vendors													
Line Number	Starting Vendor Number	Ending Vendor Number	예 Files	Repetitive Invoices		Vendor Remit To Addresses	Vendor an Customer Links	Purchase	vendor Purchase Addresses	Auto Reorder Detail	Vendor Price Levels		Job Distribution Detail
000000000000000000000000000000000000000	01-STEV	01-STEV	rés	Yes	Yes	Yes	Yes	Yes	r'es	Yes	Yes	rés	No
	Source	Vendor Number	Destina	tion Vendor N	Number Ac	tion							
	01-STE	v	01-STEV	'	De	lete							

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

<sup>sage</sup> Sage	2 100 ERP	×
?	Do you want to delete and change vendors now?	

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



#### Delete and Change Vendors Log

Copy of ABC (YYY)

Deleted Vendors	Starting Vendor	Ending Vendor	a)	Repetitive			Vendor an Customer	Purchase	Vendor Purchase	Auto Reorder	Venodr Price	Vendor	Job Distribution
Line Number	Number	Number	Files	Invoices	Contacts	Addresses	Links	Orders	Addresses	Detail	Levels	References	Detail
000000000000000000000000000000000000000	01-STEV	01-STEV	rés	Yes	Yes	Yes	Yes	Yes	res	Yes	Yes	Yes	No
	Source	Vendor Number	Destinat	ion Vendor N	kumber St	atus							
	01-STEV	/	01-STEV		Ca	annot delete v	endors with	purchase o	rder with bac	korder status	s.		

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.

<sup>sage</sup> Sage	e 100 ERP	×
2	All Delete and Change Vendors entries will be cleared. Do you want to continue?	
	<u>Y</u> es <u>N</u> o	

#### Vendor Maintenance – removed from the list

🤓 Yendor List					_ 🗆 🗙
Vendor No 🛆	Name	Status	Zip Code	Phone Number	I 🔁 😹
01-AIRWAY	Airway Property	Active	92669-0001	(714) 555-0980	
01-ALLCLIM	Allclimate Maintenance	Active	92626	(714) 555-1013	
01-ANDERS	Anders Auto Repair	Active	92969	(714) 555-3030	
01-COMPAQ	Compag Computer Corporation	Active	92626	(714) 555-9921	
01-CONT	Container Corporation Of Usa	Active	65436	(312) 555-7721	
01-IBM	Ibm Corporation	Active	92775	(415) 555-9981	
01-POSTMST	U.S. Postmaster	Active	92626	(714) 555-7659	
01-SOCALGA	Southern California Gas Co.	Active	91771	(714) 555-0098	
01-UNITED	United Computers	Active	75285		
01-UPS	United Post Office Service	Active	92711		
02-AIRTRAV	Airport Service Travel	Active	92660		
02-AMERALR	American Alarm Service	Active	46222	(617) 555-5561	
02-AMEX	American Express Company	Active	75363	(800) 555-6675	
02-ARROW	Arrowsmith Drinking Water	Active	85072	(213) 555-5541	
02-AVID	Avid Label	Active	91051	(213) 555-7693	<b>_</b>
					▶
Search Vendo	r No 💌 Begins with				Eind
Custom			<u>S</u> elect	Cancel	80
Found 28 records					.:

#### Item Receipt History by Vendor:

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

Copy of ABC (YYY) ltern 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 U/M: EACH Quantity Received 10,000 Cost of Goods Received 154,530 Quantity Produced 0 Quantity Returned Ō Ō Ō Ō Ō Ō Ō Ō Ō Ō Ō Total For Item: 2480-8-50 DESK FILE8" CAP50 Quantity Received: 0 10,000 Cost of Goods Received 154,530 Quantity Produced Quantity Returned Û. n n Total For Vendor: 01-STEV \*\*\*Not onfile\*\*\* Quantity Received: 0 10,000 Cost of Goods Received 154,530 Quantity Produced Quantity Returned Report Total: Quantity Received n n n n 10 000 n n n n n n n

#### Item Receipt History by Item:

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

Copy of ABC (YYY)

tem Code	Jan	Feb	March	April	Мау	June	July	Aug	Sept	Oct	Nov	Dec
480-8-50 DE	SK FILE8"	CAP50		Proc	Line FD&A	Prod Typ	e Finished 0	Good	U/M: EACH			
Warehouse: 000 CENTRAL	WAREHOU	SE										
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
fotal For Item: 2480-8-50 DB	SK FILE8"	CAP 50										
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

🕮 * Item Maintenance (YYY) 5/31/2010
Item Code     ZDUMP     Image: Second
1. Main         2. Additional         3. Quantity         4. History         5. Transactions         6. Orders         7. Cost Detail
Product Line       ZZZZ       Zdump         Product Type       Finished Good       Weight         Valuation       Lot       Volume       0.0000         Procurement       Buy       Inventory Cycle       Volume       0.0000
Price Code     Q     Primary Vendor       Default Whee     000     Q     CENTRAL WAREHOUSE     Warranty Code
Sales     Purchases     Last Costs       Retail Price     .000     .000     Item     .000
Retail Price       .000       Standard Cost       .000       Item       .000         Standard Price       .000       Average Cost       .000       Allocated       .000       Image: Cost
Last Sold
Quantities
Whse         Bin Locati         Description         On Hand         On PO         On SO         On Bk Ord         Committed         Available         In St           000         CENTRAL         .00
Accept     Delete

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			
<u>1</u> . Delete	<u>2</u> . Change			
	Starting Item Code	Ending Item Code	New Item Code	tz
1 24	80-8-50	2480-8-50	ZDUMP	
2	9			<u> </u>
				行
				0
Clear	Save		P <u>r</u> oceed <u>D</u> elayed	Cancel

#### 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	
0000000000000000001	2480-8-50	2480-8-50	ZDUMP	
	DESK FILE8" CAP50	DESK FILE8" CAP50	Zdump	
Source	>e Item Code	Destination Item Code	Action	
2480-4	8-50	ZDUMP	Merge	

# Receipt history for original item is removed.

Report Setting	BYITEM		2	1/2010	_		_ 🗆 Save 🔽
Description	Inventory Rece						
	Inventory freek	sipts mistory m	epon				
- Setting Options -	lour II	n.i.v	. D	and Challinger	кI.		
Type	Public			oort Settings		umber of Copies	
Default Report	✓	l hre	ee Ho	ble Punch	Lic	ollated	
Sort Report By Calendar Years All Years Product Types to All Types Procurement Typ All Types	Finished Go	~	ata is	RP not selected for report print <u>QK</u> aw Materials Subcontract V	Discontin	Warehouse I	Kits 🔽
Data to Print — Quantity Receive	d 🔽 Quar	ntity Produced	<b>~</b>	Cost of Goods Receiv	ved 🔽	Quantity Re	turned 🔽
	d 🔽 Quar	ntity Produced	~	Cost of Goods Receiv	ved 🔽	Quantity Re	turned 🔽
Quantity Receive	d 🔽 Quar	ntity Produced	~	Cost of Goods Receiv Value	ved 🔽	Quantity Re	turned 🔽
Quantity Receive	d 🔽 Qua	-	<ul> <li>✓</li> <li>✓</li> </ul>		ved 🔽	Quantity Re	turned 🔽
Quantity Receive Selections Select Field	d 🔽 Qua	Operand	<ul> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	Value	ved 🔽	Quantity Re	turned
Quantity Receive Selections Select Field Item Code	d 🔽 Qua	Operand Equal to	<ul> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	Value	ved 🔽	Quantity Re	
Quantity Receive Selections Select Field Item Code Product Line	d 🗹 Qua	Operand Equal to All	<ul> <li></li> &lt;</ul>	Value		Quantity Re	turned 🔽
Quantity Receive Selections Select Field Item Code Product Line Vendor Number	d 🔽 Qua	Operand Equal to All All	<ul> <li></li> &lt;</ul>	Value	ved V	Quantity Re	turned V

# It is merged into the ZDUMP part number.

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

tem Code	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
ZDUMP Zd	ump			Ргос	d Line – ZZZZ	Prod T	/p∉ Finishe	d Good	U/M: EACH			
Warehouse: 000 CENTRAL	WAREHOU:	SE										
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
fotal For Item: ZDUMP Zdur												
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)

tem Code	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
ZDUMP Zo	lump			Prod	Line ZZZZ	Prod Ty	∕pe Finishe	d Good	U/M: EACH			
Customer Number: 01-ABF	American B	Business Futu	res									
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-BRE	SLIN Breslin	n Parts Suppl,	,									
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-RSS	UPPLR&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.

🔤 * A/R Invoice History Inquiry (YYY) 5/31/2010						
Invoice No. 0100041	1 0 0	Type INV Source S/O	Date Order No.	5/31/2010	Current Spli <u>t</u> Comm)	Ta <u>x</u> Detail S <u>h</u> ipping
Line No. Item Code 1 ZDUMP	Item Description DESK FILE 8'' CA	P 50		Shipped 1.00	Unit Price 33.203	
					<u>_</u> K	