

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-JELCO 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-H22 | HON 2 DRAWER LETTER FLE YWOLK | | | Prod Line: WF&A | | Prod Type: Finished Good | | UM: 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:

Customer Maintenance (YYY) 3/4/2015

Customer No. 01-GREENT
 Name Green Tree Supply Company

Copy From... Renumber... More...

1. Main | 2. Additional | 3. Statistics | 4. Summary | **5. History** | 6. Invoices | 7. Transactions | 8. S/Os

| Period | Ending | Sales | Cost of Sales | Profit % | Profit \$ | Cash Recvd | No. Invs |
|--------|---------|----------|---------------|----------|-----------|------------|----------|
| 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 |

Accept Cancel Delete

Customer Maintenance\Items List:

Customer No. 01-GREENT Green Tree Supply Company

| Period | Ending | Qty Sold |
|--------|---------|----------|
| 01 | Jan 31 | .00 |
| 02 | Feb 28 | .00 |
| 03 | Mar 31 | .00 |
| 04 | Apr 30 | .00 |
| 05 | May 31 | .00 |
| 06 | June 30 | .00 |
| 07 | July 31 | .00 |
| 08 | Aug 31 | .00 |
| 09 | Sept 30 | .00 |
| 10 | Oct 31 | .00 |
| 11 | Nov 30 | .00 |
| 12 | Dec 31 | .00 |
| Total | | .00 |

| Item Code | Description | Ship To | Year | Period |
|---------------|--------------------------------|---------|------|--------|
| 1001-HON-H252 | HON 2 DRAWER LETTER FLE W/O LK | | 2010 | 05 |
| 1001-HON-H252 | HON 2 DRAWER LETTER FLE W/O LK | | 2010 | 06 |
| 1001-HON-H252 | HON 2 DRAWER LETTER FLE W/O LK | | 2010 | 07 |
| 1001-HON-H252 | HON 2 DRAWER LETTER FLE W/O LK | | 2010 | 11 |
| 4886-18-14-3 | PAPER CADDY 18"W 14"D 3"H | | 2010 | 05 |
| 4886-18-14-3 | PAPER CADDY 18"W 14"D 3"H | | 2010 | 07 |
| 4886-18-14-3 | PAPER CADDY 18"W 14"D 3"H | | 2010 | 11 |
| 6655 | PRINTER STAND W/ BASKET | | 2010 | 05 |
| 6655 | PRINTER STAND W/ BASKET | | 2010 | 06 |
| 8953 | UNIVERSAL 3 1/2" SSDD FLEX DSK | | 2010 | 05 |
| 8953 | UNIVERSAL 3 1/2" SSDD FLEX DSK | | 2010 | 07 |

Found 11 records

Customer Invoices:

Customer No. 01-GREENT Green Tree Supply Company

1. Main 2. Additional 3. Statistics 4. Summary 5. History 6. Invoices 7. Transactions 8. S/Ds

| Invoice No. | Invoice Type | Inv Date | Inv Due Date | Disc Date | Amount | Discount | Balance | Customer PO No. |
|-------------|--------------|------------|--------------|-----------|----------|----------|---------|-----------------|
| 0100061 | Invoice | 11/30/2010 | 11/30/2010 | | 1,006.20 | 0.00 | 0.00 | 3736 |
| 0100059 | Invoice | 7/22/2010 | 7/22/2010 | | 1,057.00 | 0.00 | 0.00 | 987 |
| 0100060 | Invoice | 7/22/2010 | 7/22/2010 | | 763.50 | 0.00 | 0.00 | 0987 |
| 0100058 | Invoice | 6/12/2010 | 6/12/2010 | | 586.40 | 0.00 | 0.00 | |
| 0100057 | Invoice | 5/19/2010 | 5/19/2010 | | 850.30 | 0.00 | 0.00 | 9000 |
| 0100056 | Invoice | 5/13/2010 | 5/13/2010 | | 2,407.40 | 0.00 | 0.00 | 3988 |

| Trans Date | Trans Type | Trans Amount | Pay Date | Check No. | Payment Ref | Cr Card | RMA No. |
|------------|------------|--------------|----------|-----------|-------------|---------|---------|
| | | | | | | | |

| Balance | Current | 30 Days | 60 Days | 90 Days | 120 Days |
|---------|---------|---------|---------|---------|----------|
| 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

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 screenshot shows the 'Delete and Change Customers (YYY) 1/31/2011' window. The 'Delete' tab is active. A table is displayed with the following columns: 'Starting Customer No.', 'Ending Customer No.', and 'All Files'. The first row is selected, and a red arrow points to the 'Starting Customer No.' field.

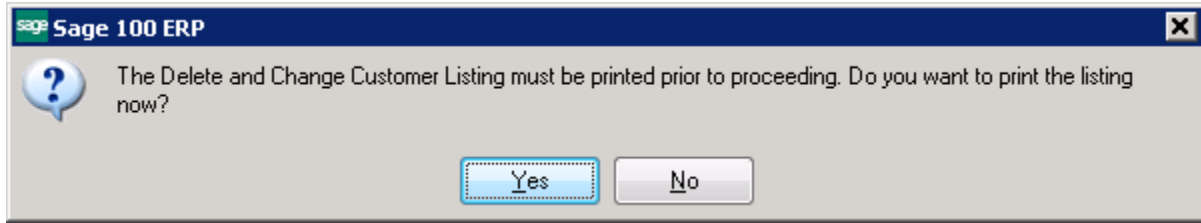
| | Starting Customer No. | Ending Customer No. | All Files |
|---|-----------------------|---------------------|-------------------------------------|
| 1 | | | <input checked="" type="checkbox"/> |

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

The screenshot shows the 'Delete and Change Customers (YYY) 1/31/2011' window. The 'Delete' tab is active. A table is displayed with the following columns: 'Starting Customer No.', 'Ending Customer No.', and 'All Files'. The first row has '01-GREENT' in both the 'Starting Customer No.' and 'Ending Customer No.' fields, which are circled in red.

| | Starting Customer No. | Ending Customer No. | All Files |
|---|-----------------------|---------------------|-------------------------------------|
| 1 | 01-GREENT | 01-GREENT | <input checked="" type="checkbox"/> |
| 2 | | | <input type="checkbox"/> |

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.

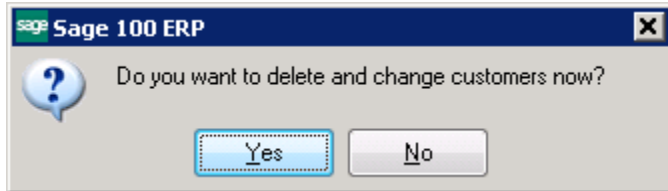
Delete and Change Customers Listing

Copy of ABC (YYY)

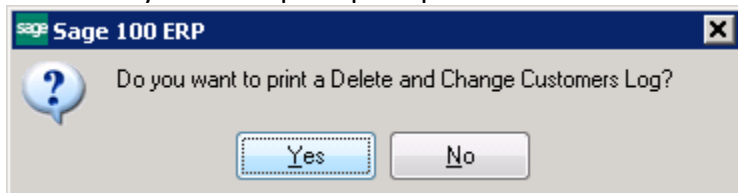
Deleted Customers

| 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 |
|-----------------|--------------------------|------------------------|-------------------------------|---------------------|------------------------------------|-----------------------|------------------|-------------------|----------------------------|--------------------|-----------|
| 000000000000001 | 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. **THERE IS NO UNDO FROM THIS PROCESS!!**



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



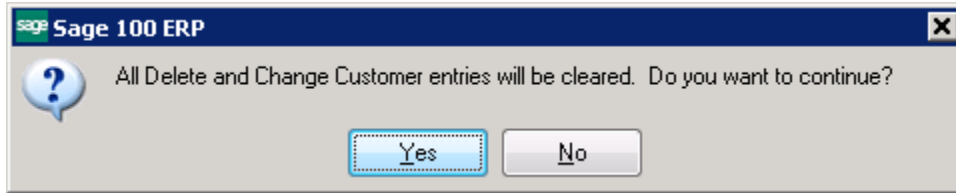
Delete and Change Customers Log

Copy of ABC (YYY)

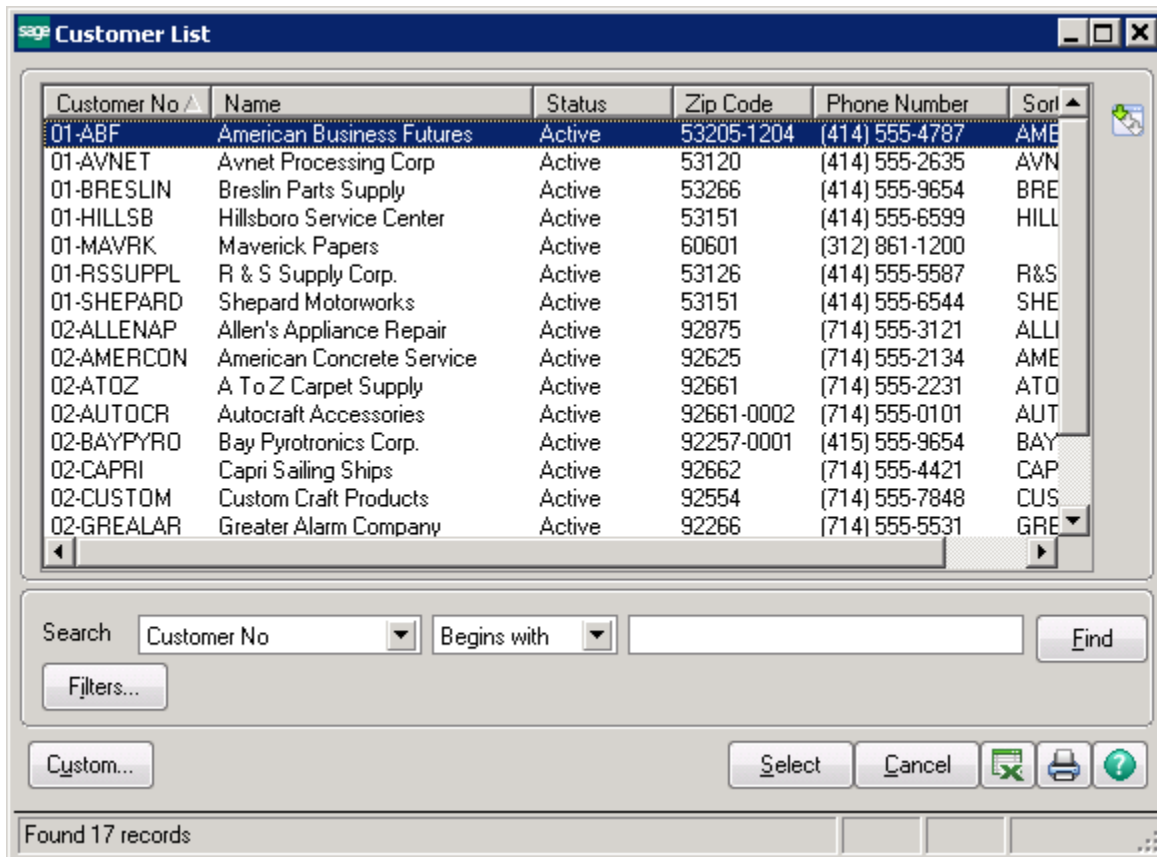
Deleted Customers

| 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 |
|-----------------|--------------------------|------------------------|-------------------------------|---------------------|------------------------------------|-----------------------|---------------------------------|-------------------|--------------------------|--------------------|-----------|
| 000000000000001 | 01-GREENT | 01-GREENT | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes |
| | | | 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/D 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" S/D D 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 |
|---|--------------------------------|--------|--------|------------|--------|------------|---------------|-----------|-------|-------|--------|-------|
| 1001-HON-H252 | HON 2 DRAWER LETTER FLE W/D 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 | 1,000 | 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-JELCO Jello 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 |
|----------------------|---------------------------------|--------|--------|--------------------------|--------|--------|-----------|-------|-------|-------|--------|-------|
| 1001-HON-H22 | HON 2 DRAWER LETTER FILE 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% | 45.23% | 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% | 45.23% | 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.

The screenshot shows a software window titled "sage AR Invoice History Header". It contains a table with the following columns: Inv No, Inv Date, Customer No, Name, Inv Total, Customer PO, and Sales Order No. The table lists six invoices from Green Tree Supply Company, all dated in 2010. Below the table is a search interface with a "Search" field set to "Name", a "Begins with" dropdown, and a text input containing "green". A "Find" button is next to the input. There are also buttons for "Filters...", "Custom...", "Select", "Cancel", and icons for help, print, and refresh. At the bottom left, it says "Found 6 records".

| Inv No | Inv Date | Customer No | Name | Inv Total | Customer PO | Sales Order No |
|---------|------------|-------------|----------------------------|-----------|-------------|----------------|
| 0100056 | 5/13/2010 | 01-GREENT | Green Tree Supply Compa... | 2407.40 | 3988 | 0000174 |
| 0100057 | 5/19/2010 | 01-GREENT | Green Tree Supply Compa... | 850.30 | 9000 | 0000175 |
| 0100058 | 6/12/2010 | 01-GREENT | Green Tree Supply Compa... | 586.40 | | 0000176 |
| 0100059 | 7/22/2010 | 01-GREENT | Green Tree Supply Compa... | 1057.00 | 987 | 0000177 |
| 0100060 | 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 |

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 Sales Order and Quote History Inquiry (YYY) 3/5/2015

Order Number List

| Sales Order Number | Order Date | Order Status | Customer No | Bill To Name | Customer P.O. No |
|--------------------|------------|--------------|-------------|---------------------------|------------------|
| 0000174 | 5/13/2010 | C | 01-GREENT | Green Tree Supply Company | 3988 |
| 0000175 | 5/19/2010 | C | 01-GREENT | Green Tree Supply Company | 9000 |
| 0000176 | 6/12/2010 | C | 01-GREENT | Green Tree Supply Company | |
| 0000177 | 7/22/2010 | C | 01-GREENT | Green Tree Supply Company | 987 |
| 0000178 | 7/22/2010 | C | 01-GREENT | Green Tree Supply Company | 0987 |
| 0000179 | 11/30/2010 | C | 01-GREENT | Green Tree Supply Company | 3736 |

Search: Bill To Name, Begins with, green, Find

Filters... Custom... Select Cancel Print Help

Found 6 records

OK

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-STEVE Stevens Supply | | | | | | | | | | | | |
| 2480-8-50 | DESK FILE8" CAP50 | | | | Prod Line: FD&A | Prod Type: | Finished Good | UOM: 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-STEVE 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 | UOM: EACH | | | | |
| Vendor Number: 01-STEVE 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:

sage Vendor Maintenance (YYY) 5/31/2010

Vendor No. 01-STEV Copy From... Renumber... Items...

Name Stevens Supply

1. Main 2. Additional 3. Statistics 4. Summary 5. History 6. Invoices 7. Transactions 8. Checks 9. P/Os

| 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 |

2010

Accept Cancel Delete Print Help

Vendor Maintenance/Items List:

Find Task

sage Vendor Receipt History

Vendor No. 01-STEV Stevens Supply Alias... Pricing...

Item Code Description

| Period | Ending | Qty Received |
|--------|---------|--------------|
| 01 | Jan 31 | .00 |
| 02 | Feb 28 | .00 |
| 03 | Mar 31 | .00 |
| 04 | Apr 30 | .00 |
| 05 | May 31 | .00 |
| 06 | June 30 | .00 |
| 07 | July 31 | .00 |
| 08 | Aug 31 | .00 |
| 09 | Sept 30 | .00 |
| 10 | Oct 31 | .00 |
| 11 | Nov 30 | .00 |
| 12 | Dec 31 | .00 |
| Total | | .00 |

Inventory Valuation
Inventory Valuation
Inventory Turnover
Inventory Sales Ana
Inventory Sales Hist
Inventory Receipts i
Inventory Issue Hist

sage Vendor / Item List

| Item Code | Description | Year | Period |
|-----------|---------------------|------|--------|
| 2480-8-50 | DESK FILE 8" CAP 50 | 2010 | 05 |

Search Item Code Begins with Find

Filters... Custom...

Select Cancel Print Help

Found 1 records

Accept Cancel Delete Print Help

Vendor Invoices:

Vendor Maintenance (YYY) 5/31/2010

Vendor No. 01-STEVE Copy From... Renumber... Items...

Name Stevens Supply

1. Main 2. Additional 3. Statistics 4. Summary 5. History **6. Invoices** 7. Transactions 8. Checks 9. P/Os

| Invoice No. | Inv Date | Inv Due Date | Disc Date | Amount | Discount | Balance | Co |
|-------------|-----------|--------------|-----------|------------|----------|---------|----|
| 2971 | 5/11/2010 | 6/10/2010 | | 154,530... | 0.00 | 0.00 | |
| 76-5433 | 5/10/2010 | 6/9/2010 | 5/20/2010 | 955.45 | 0.00 | 0.00 | |

| Trans Date | Trans Type | Trans Amount | Discount | Check Date | Check No. |
|------------|------------|--------------|----------|------------|-----------|
| | | | | | |

| Balance | Current | 30 Days | 45 Days | 60 Days | 90 Days |
|---------|---------|---------|---------|---------|---------|
| 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

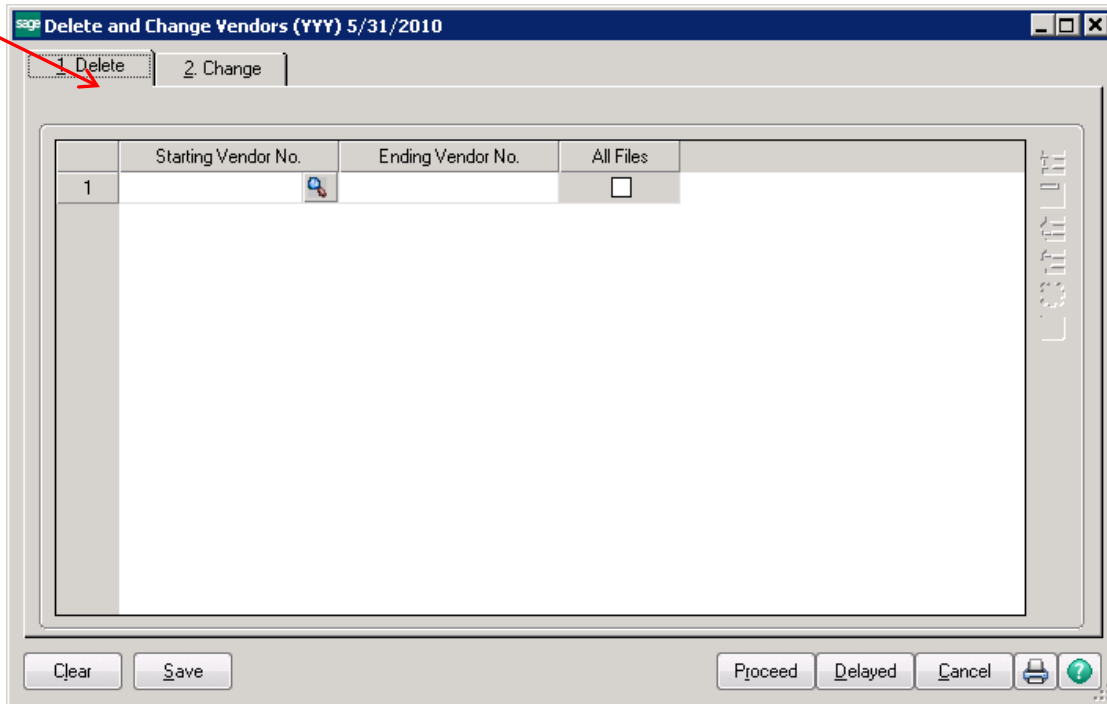
Accept Cancel Delete Print Help

HOW TO DELETE A VENDOR:

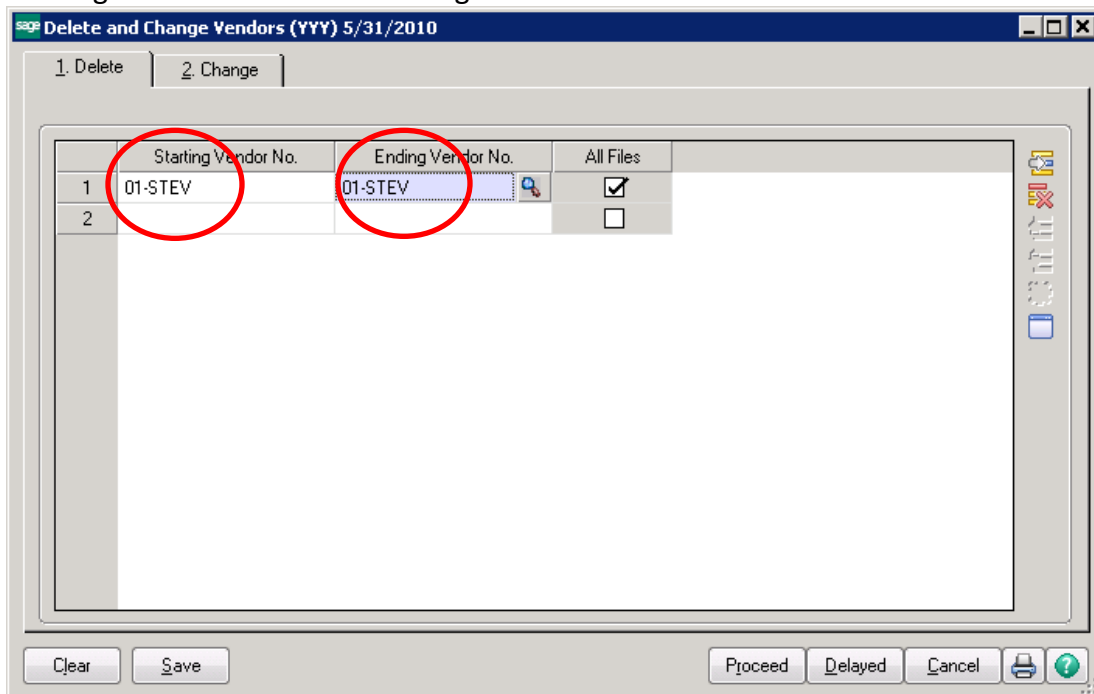
EXTREMELY IMPORTANT – MAKE SURE YOU HAVE A BACKUP BEFORE YOU START THIS PROCESS!!

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

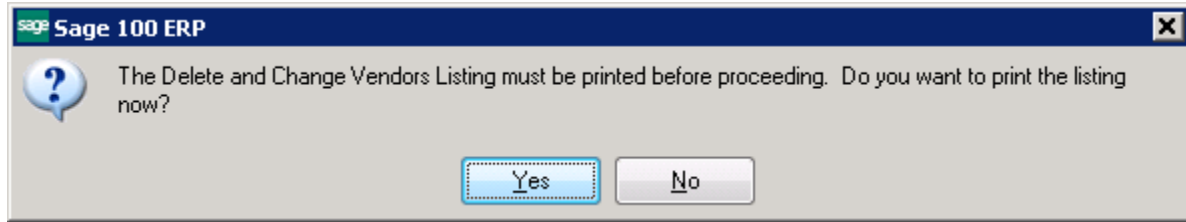
Note: All invoices must be posted before you can access this Utility.



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.



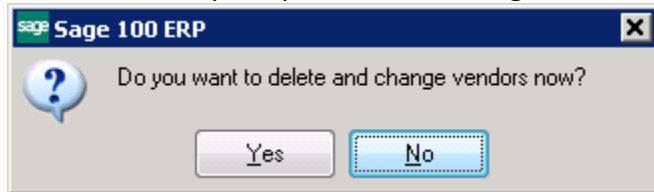
The report will show you a listing of all vendors that will be deleted.

Delete and Change Vendors Listing

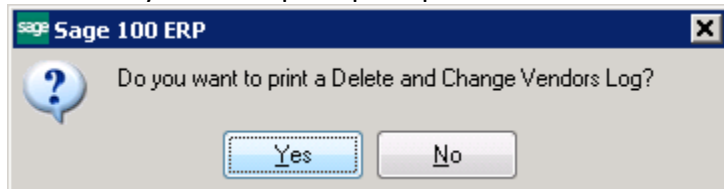
Copy of ABC (YYY)

| Deleted Vendors | | | | | | | | | | | | | |
|-----------------|------------------------|----------------------|---------------------------|---------------------|-----------------|---------------------------|--------------------------------|-----------------|---------------------------|---------------------|---------------------|------------------------|-------------------------|
| Line Number | Starting Vendor Number | Ending Vendor Number | 4/1 Files | Repetitive Invoices | Vendor Contacts | Vendor Remit To Addresses | Vendor and Open Customer Links | Purchase Orders | Vendor Purchase Addresses | Auto Reorder Detail | Vendor Price Levels | Item Vendor References | Job Distribution Detail |
| 300000000000001 | 01-STEVE | 01-STEVE | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes | No |
| | Source Vendor Number | | Destination Vendor Number | | Action | | | | | | | | |
| | 01-STEVE | | 01-STEVE | | Delete | | | | | | | | |

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



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

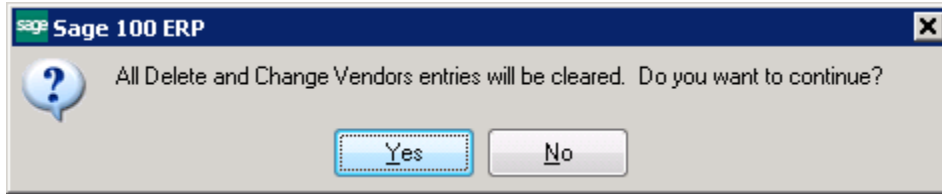


Delete and Change Vendors Log

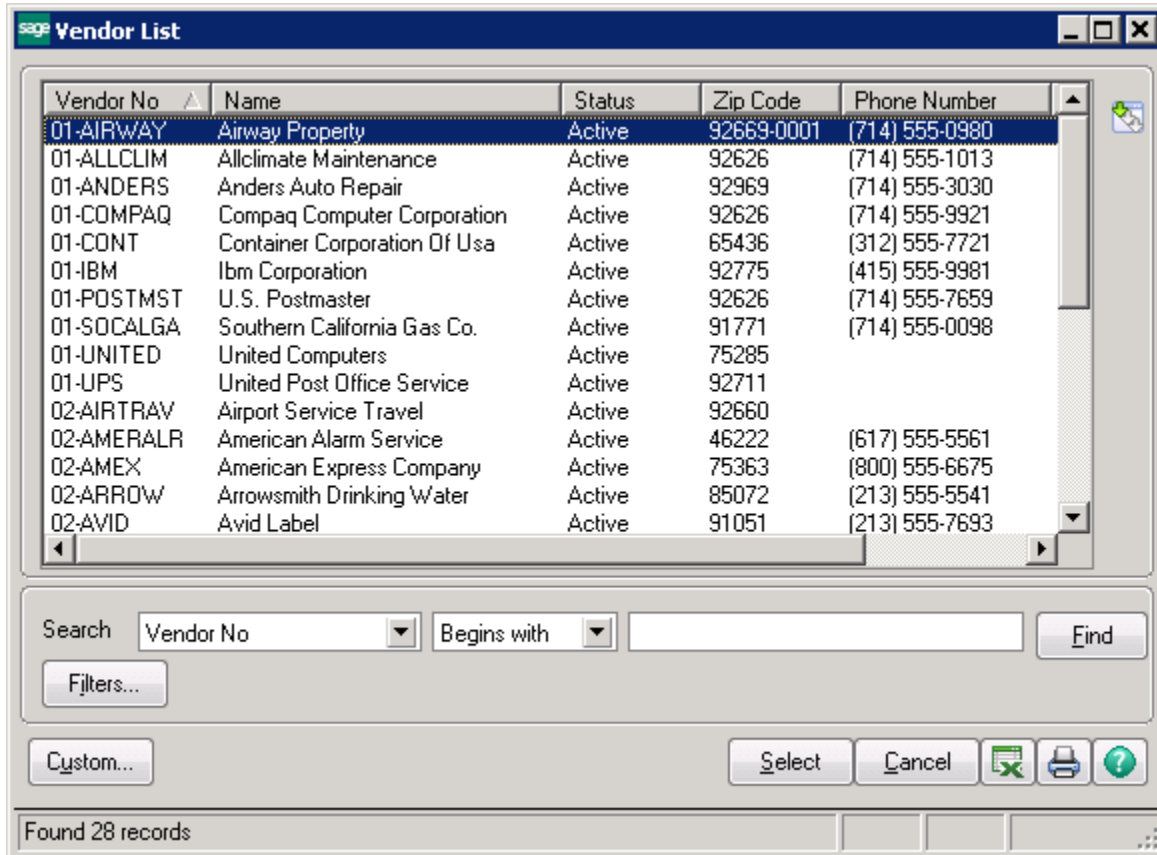
Copy of ABC (YYY)

| Deleted Vendors | | | | | | | | | | | | | |
|-----------------|------------------------|----------------------|---------------------------|---------------------|--|---------------------------|--------------------------------|-----------------|---------------------------|---------------------|---------------------|------------------------|-------------------------|
| Line Number | Starting Vendor Number | Ending Vendor Number | 4/1 Files | Repetitive Invoices | Vendor Contacts | Vendor Remit To Addresses | Vendor and Open Customer Links | Purchase Orders | Vendor Purchase Addresses | Auto Reorder Detail | Vendor Price Levels | Item Vendor References | Job Distribution Detail |
| 300000000000001 | 01-STEVE | 01-STEVE | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes | No |
| | Source Vendor Number | | Destination Vendor Number | | Status | | | | | | | | |
| | 01-STEVE | | 01-STEVE | | 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-STEVE ***Not onfile*** | | | | | | | | | | | | |
| 2480-8-50 | DESK FILE 8" CAP 50 | | | | Prod Line | FD&A | Prod Type | Finished Good | LWM: 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 FILE 8" 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 |
| Total For Vendor: 01-STEVE ***Not onfile*** | | | | | | | | | | | | |
| 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 FILE 8" CAP 50 | | | | Prod Line | FD&A | Prod Type | Finished Good | LWM: 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 FILE 8" 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

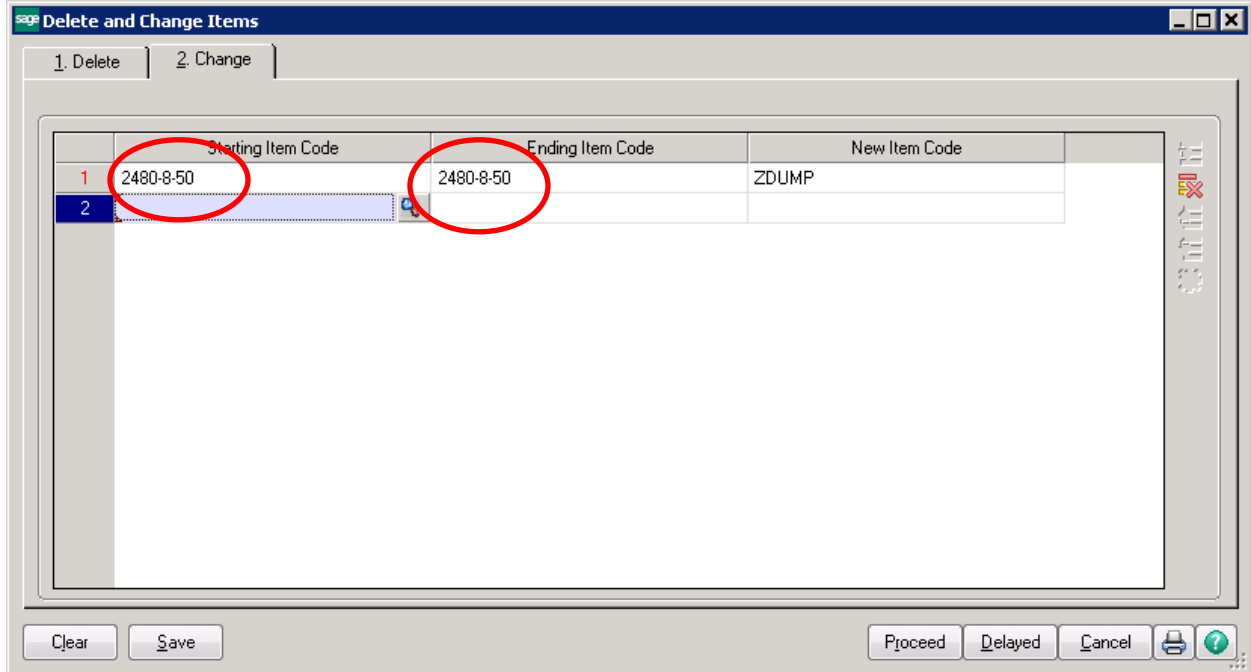
The screenshot shows the Sage Item Maintenance window for item ZDUMP. The window title is "sage * Item Maintenance (YYY) 5/31/2010". The Item Code is ZDUMP and the Description is Zdump. The status is ** INACTIVE **. The window is divided into several sections:

- 1. Main:** Product Line ZZZZ, Product Type Finished Good, Valuation Lot, Procurement Buy.
- 2. Additional:** Weight, Volume 0.0000, Inventory Cycle.
- 3. Quantity:** Unit of Measure EACH, Standard EACH, Purchases EACH, Sales EACH.
- 4. History:** Price Code, Default Whse 000 CENTRAL WAREHOUSE, Primary Vendor, Warranty Code.
- 5. Transactions:** Sales (Retail Price, Standard Price, Last Sold), Purchases (Standard Cost, Average Cost, Last Receipt), Last Costs (Item, Allocated, Total).
- 6. Orders:** Quantities table.
- 7. Cost Detail:** (Empty)

| Whse | Bin Locati... | Description | On Hand | On PO | On SO | On Bk Ord | Committed | Available | In St |
|------|---------------|-------------|---------|-------|-------|-----------|-----------|-----------|-------|
| 000 | | CENTRAL ... | .00 | .00 | .00 | .00 | .00 | .00 | |

Buttons at the bottom: Accept, Cancel, Delete, Print, Help.

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 | | U/M: 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 | | | U/M: 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 | 8,481 | 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.