

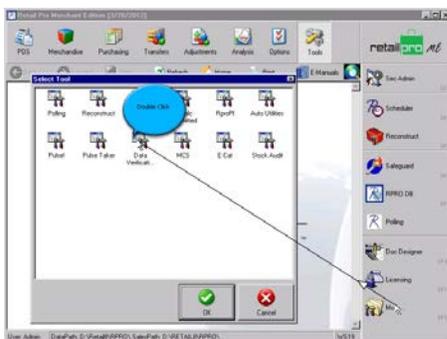


## Purging SO's from Retail Pro

April 2012 (V8)

We all know maintaining sales orders can be a time consuming task. If you have found that you have such a huge amount of sales orders to scroll through to get it up to date, then the Purge Sales Order tool might be for you. It will allow you to purge sales orders based on your filter criteria.

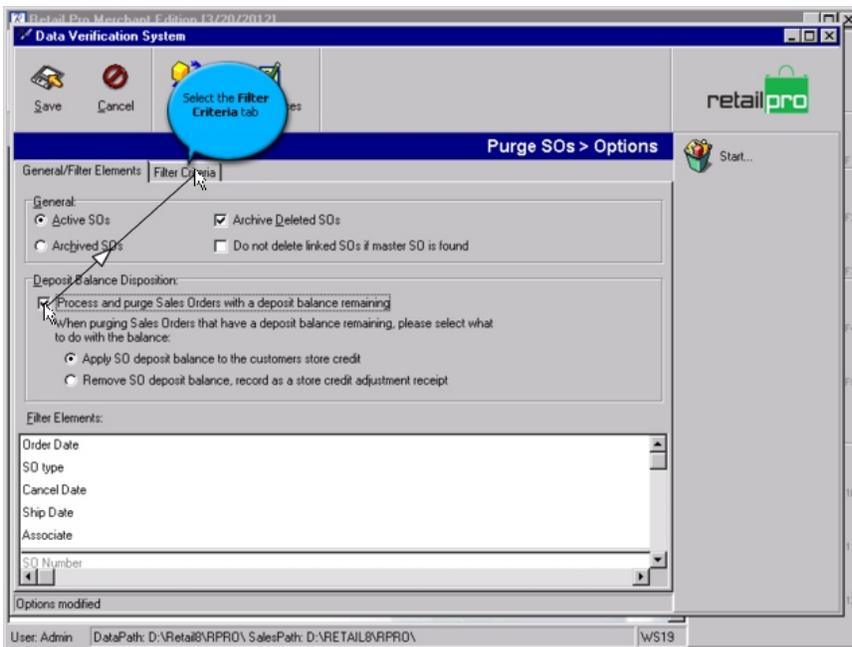
1. Go to TOOLS>MORE>Data Verification System.



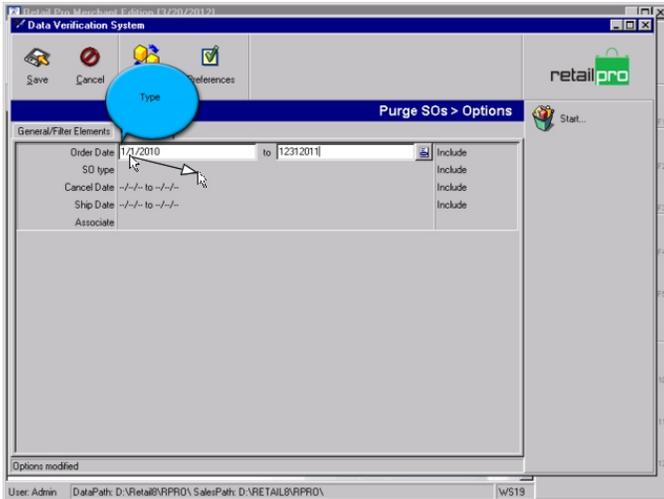
2. This will open the menu for DVS. Go to Maintenance>Purge> Purge SO's.



- Once on the main Purge SO screen, confirm the settings are as illustrated. These settings will allow 1) Active SO's are the area that will be purged 2) deleted so's will be archived 3) All so's that has a deposit balance will be deleted and the balance will be adjusted to the store credit balance of the customer on the deleted SO.

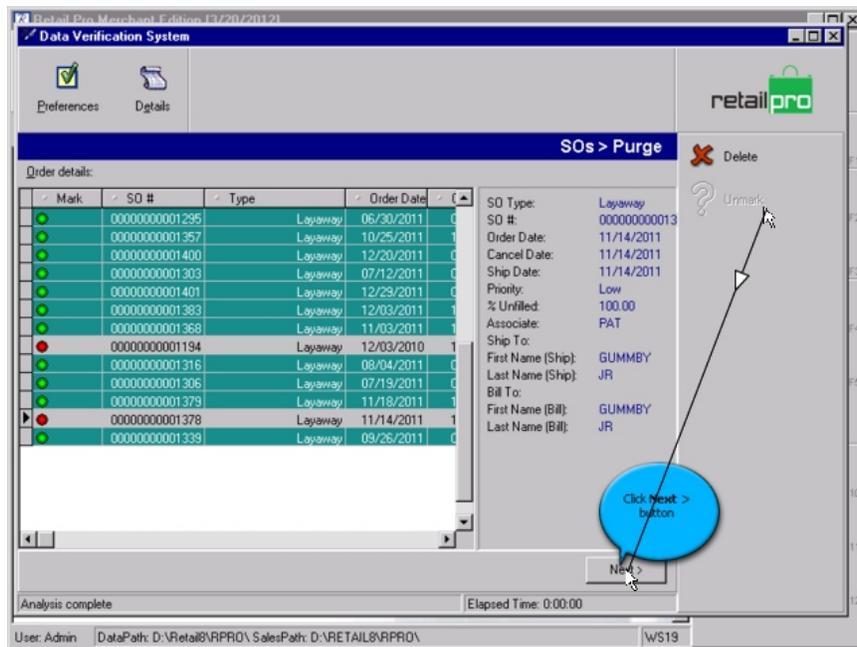


- If you want to filter for specific so's, you can always add the filter elements to the filter area, either by double clicking on that element, or simply by dragging the line down. That will transfer all filter elements to above the line, thus making them available to filter by.
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In the above example, so's to purge will have a date from January 1 , 2010, to December 31, 2011.

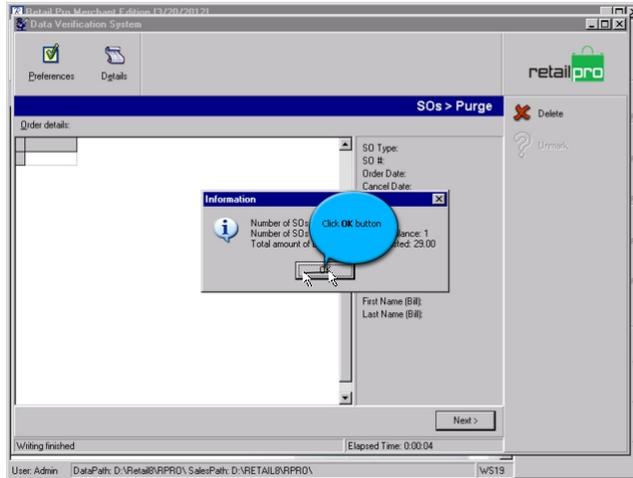
6.



Once the filter is define, click on START. The system will diagnose the sales orders that need to be purged and display the result on a screen similar to the above screen. Sales Orders with a green mark next to them will be processed. Any documents that have a red mark will not be processed. Click next.

NOTE: If a sales order is listed with a green mark, and you do not want it to be purged, you can double-click on that sales order and it will be de-selected and will get a red mark.

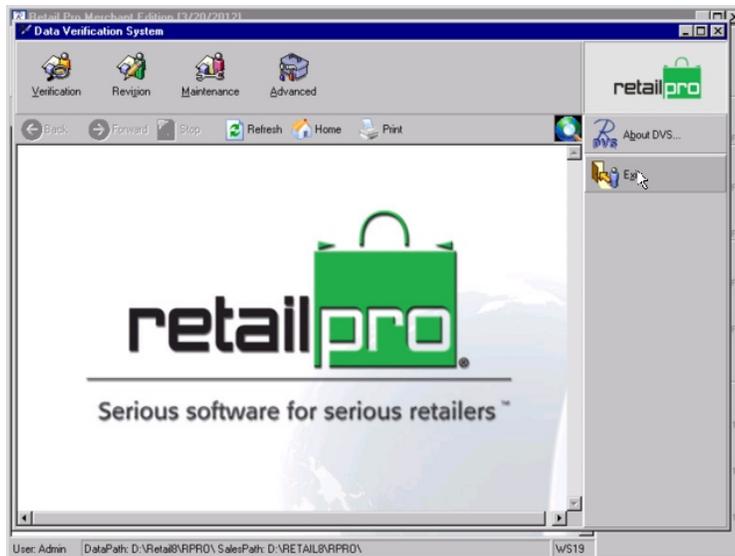
7.



Once the purge process is completed, it will tell you how many sales orders will be deleted and what store credit adjustments were made.

NOTE: Any sales order that has a deposit balance, will have that amount added or adjusted to that specific customer's store credit amount. The system will also generate a store credit adjustment receipt for each store credit that is adjusted.

8.



Exit out of the Data Verification System tool by clicking on the RetailPro button and then selecting exit.

9. Here is an example of a store credit adjustment receipt after running the Purge SO tool.

Retail Pro Merchant Edition [3/20/2012]

Receipts > March/2012

Bill To Cust # SO Number 0000000001368 Receipt # 100000  
 Bill To Full Name HEATHER RITSKO SO Type Layaway Date 3/20/2012  
 Bill To Address 1 Store 001  
 Bill To Address 2 Flag 1 Receipt Type Sale  
 Bill To ZIP Flag 2 Cashier Admin  
 St. Credit 58.00 Flag 3 Associate

Item #	Desc 1	Qty	Size	Disc %	Atr	Rcpt P%

Disc % 0.0000 SubTotal 0.00  
 Fee Type SODEP SHIPPING 0.00  
 Tax Area PA Disc \$ 0.00  
 Tax % 0.0000 Fee (29.00)  
 Tax \$ 0.00

**Total (29.00)**

Comments  
 1 From SO 0000000001368

Customer and Marketing Detail Easy Company Logo Image

User: Admin March 2012 WS19

retail pro ME

- Choose/Edit Items CF1
- SO Items CF3
- Generate SO CF7
- Price Level CF4
- Committed F8
- Inventory Days
- Tender F12
- Price Lookup CF5
- Cash Drop