

Overview of Order History

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Order History allows research and reporting on all orders processed, as well as repeat order capability for as long as history is retained. Order History can be "dumped" to another spot on the hard drive and still be accessed for reports

The order history menu is a research tool and provides the ability to repeat orders.

You may add, edit and delete order history records in the Order History Menu.

An order history record is created when an order is saved. It is updated when orders are modified, deleted and invoices are printed. Order history is not created by the Cash Sales Menu or Post Hand-Billed Invoices in the Setup/Conversion Transaction Menu.

Order History Report

The order history report is user defined with multiple different sorts and field options to choose from.

Suggestions For Reports:

- Customer, selected; order date, range

Use this report to review one customer's business before making an important sales call.

- Salesperson, all; reorder date, range

Page eject between salespersons and distribute on a monthly basis to help

them get a good start for the month.

- Product code, selected; Customer type, all

Analyze who buys certain products, especially if preparing for a promotion.