

**A RETAILER'S
BEST
FRIEND.**



Item History

Prism

<https://youtu.be/DBfzhgynedo>

Item History in Retail Pro Prism can be viewed for the following document types:

- Sales
- Receiving
- Purchase Orders
- Transfers
- Adjustments

Additionally, there is an All History view which shows an item's history trail across all document types. This document will illustrate how to use the Item History feature.

Note: Item History in Prism is currently part of the Prism Management module.



To access the Item History screen, first go into Merchandise > Inventory. Click an item to select it, then click on the History button:

The screenshot shows the 'Retail Pro Prism Management' application window. The title bar indicates the current view is 'Inventory > Sub: 001 Str: 000 Active Only'. The main interface includes a toolbar with icons for New, Inactivate, Edit, Save, Cancel, Copy, Form View, Print, and Refresh. Below the toolbar, there are input fields for 'Subsidiary' (set to 001), 'DCS Code', 'Vendor Code', 'Description 1', and 'Global UPC'. The central area is a table titled 'Inventory' with columns for Global UPC Filter, DCS, Vend Code, Desc1, Desc2, Size, Attr, Cost, Price, Mrg%, and Str OH Qty. Three items are listed in the table, with the first item selected. A right-hand sidebar contains various navigation and action buttons, with the 'History' button highlighted by a red rectangle. At the bottom of the window, there are tabs for 'Item Details', 'Miscellaneous', 'Price Manager', and 'Auto Min/Max', and a status bar showing user information and system details.

Global UPC Filter	DCS	Vend Code	Desc1	Desc2	Size	Attr	Cost	Price	Mrg%	Str OH Qty
0000000000017	A A A	ACME	TEST ITEM 1		LARGE	BLUE	25.00	50.00	50.00	1
0000000000024	A A A	ACME	TEST ITEM 2		SMALL	RED	20.00	40.00	50.00	1
0000000000031	A A A	ACME	TEST ITEM 3		MED	GRN	15.00	30.00	50.00	1



This will take you to the Sales History screen by default. Using the buttons on the top menu, you can view the history for each of the other document types or All History:

Item Sales History > Sub: 001

Item Information

Department: A A A
 Vendor Code: ACME
 Description 1: TEST ITEM 1
 Description 2:
 Size: LARGE
 Attr: BLUE

Receipt

Receipt #	Store	Receipt Type	Create Dt	Cashier/Bill To	Tender Type	Receipt Total
2	001	Regular	5/29/2020 4:14:34 PM	SYSADMIN	Cash	50.00
1	001	Regular	5/29/2020 4:14:20 PM	SYSADMIN	Cash	120.00

Receipt Items

Local UPC	DCS Code	Vend Code	Desc1	Desc2	Receipt Price	Disc%	DiscAmt	Disc Rsn	Tax%	Tax\$	Tax
0000000000	A A A	ACME	TEST ITEM 1		50.00	0.00	0.00		0.00	0.00	TAXABLE

User: sysadmin Database: RPROODS Workstation: 1 Last Shortcut:



The top section displays information about the item itself:

Retail Pro Prism Management

All History Sales History Adjustment History PO History Transfer History

Item Receiving History > Sub: All

Item Receiving History

Item Definition	
Department	A A A
Vendor Code	ACME
Description 1	TEST ITEM 1
Description 2	
Size	LARGE
Attr	BLUE

Item Image

Status	Vouch#	Type	Vend Code	Stj	Assoc	Acct#	AP	GL	Ref PO#	Total	Create Dt	Post Dt
Regular	1	Receive	ACME	001	SYSADMI		<input type="checkbox"/>	<input type="checkbox"/>	1	300.00	5/29/2020 4:13:34 PM	5/29/2020 4:13:40 F
Regular	2	Receive		000	SYSADMI		<input type="checkbox"/>	<input type="checkbox"/>		60.00	5/29/2020 4:19:39 PM	5/29/2020 4:19:43 F

Line No.	Local UPC	DCS	Vend Code	Desc1	Attr	Size	Qty Rcvd	Orig Qty	Vouch C\$	Ext C\$	Vouch P\$	FD C\$
1	0000000000017	A A A	ACME	TEST ITEM 1	BLUE	LARGE	5	5	25.00	125.00	50.00	0.00
2	0000000000024	A A A	ACME	TEST ITEM 2	RED	SMALL	5	5	20.00	100.00	40.00	0.00
3	0000000000031	A A A	ACME	TEST ITEM 3	GRN	MED	5	5	15.00	75.00	30.00	0.00

User: sysadmin Database: RPROODS Workstation: 1 Last Shortcut:



The middle section displays a list of the documents on which the selected item appears:

Retail Pro Prism Management

All History Sales History Adjustment History PO History Transfer History

Item Receiving History > Sub: All

Item Receiving History

Item Definition

Department A A A
 Vendor Code ACME
 Description 1 TEST ITEM 1
 Description 2
 Size LARGE
 Attr BLUE

Item Image

Next

Previous

Date Range

View Document

Go To Document

OK

Voucher

Status	Vouch#	Type	Vend Code	Stj	Assoc	Acct#	AF	GL	Ref PO#	Total	Create Dt	Post Dt
Regular	1	Receive	ACME	001	SYSADMI		<input type="checkbox"/>	<input type="checkbox"/>	1	300.00	5/29/2020 4:13:34 PM	5/29/2020 4:13:40 F
Regular	2	Receive	000	SYSADMI			<input type="checkbox"/>	<input type="checkbox"/>		60.00	5/29/2020 4:19:39 PM	5/29/2020 4:19:43 F

Voucher Item

Line No.	Local UPC	DCS	Vend Code	Desc1	Attr	Size	Qty Rcvd	Orig Qty	Vouch C\$	Ext C\$	Vouch P\$	FO C\$
1	0000000000017	A A A	ACME	TEST ITEM 1	BLUE	LARG	5	5	25.00	125.00	50.00	0.00
2	0000000000024	A A A	ACME	TEST ITEM 2	RED	SMAL	5	5	20.00	100.00	40.00	0.00
3	0000000000031	A A A	ACME	TEST ITEM 3	GRN	MED	5	5	15.00	75.00	30.00	0.00

User: sysadmin Database: RPRODS Workstation: 1 Last Shortcut:



And the bottom section lists all of the items that appear on the document selected in the middle section:

Retail Pro Prism Management

All History Sales History Adjustment History PO History Transfer History

Item Receiving History > Sub: All

Item Receiving History

Item Definition

Department A A A
 Vendor Code ACME
 Description 1 TEST ITEM 1
 Description 2
 Size LARGE
 Attr BLUE

Item Image

Voucher

Status	Vouch#	Type	Vend Code	Str	Assoc	Acct#	AP	GL	Ref PO#	Total	Create Dt	Post Dt
Regular	1	Receive	ACME	001	SYSADMI		<input type="checkbox"/>	<input type="checkbox"/>	1	300.00	5/29/2020 4:13:34 PM	5/29/2020 4:13:40 F
Regular	2	Receive		000	SYSADMI		<input type="checkbox"/>	<input type="checkbox"/>		60.00	5/29/2020 4:19:39 PM	5/29/2020 4:19:43 F

Voucher Item

Line No.	Local UPC	DCS	Vend Code	Desc1	Attr	Size	Qty Rcvd	Orig Qty	Vouch C\$	Ext C\$	Vouch P\$	FO C\$
1	0000000000017	A A A	ACME	TEST ITEM 1	BLUE	LARG	5	5	25.00	125.00	50.00	0.00
2	0000000000024	A A A	ACME	TEST ITEM 2	RED	SMAL	5	5	20.00	100.00	40.00	0.00
3	0000000000031	A A A	ACME	TEST ITEM 3	GRN	MED	5	5	15.00	75.00	30.00	0.00

User: sysadmin Database: RPROODS Workstation: 1 Last Shortcut:



The Date Range button allows you to change the time period for which you are viewing history:

The screenshot shows the 'Retail Pro Prism Management' application window. The main area displays 'Item Receiving History' for 'Sub: All'. On the left, there is an 'Item Definition' section with the following details:

- Department: A A A
- Vendor Code: ACME
- Description 1: TEST ITEM 1
- Description 2:
- Size: LARGE
- Attr: BLUE

Below the item definition is a 'Voucher' table:

Status	Vouch#	Type	Vend Code	Str	Assoc	Acct#	AF	GL	Ref PO#	Total	Create Dt	Post Dt
Regular	1	Receive	ACME	001	SYSADMI		<input type="checkbox"/>	<input type="checkbox"/>	1	300.00	5/29/2020 4:13:34 PM	5/29/2020 4:13:40 F
Regular	2	Receive		000	SYSADMI		<input type="checkbox"/>	<input type="checkbox"/>		60.00	5/29/2020 4:19:39 PM	5/29/2020 4:19:43 F

Below the voucher table is a 'Voucher Item' table:

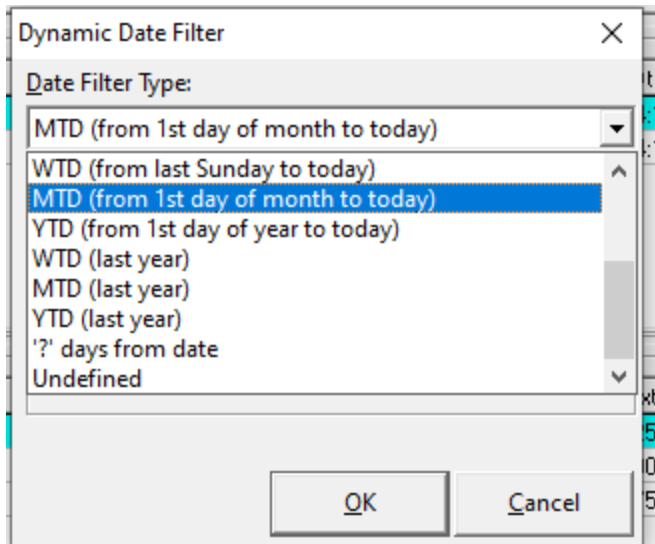
Line No.	Local UPC	DCS	Vend Code	Desc1	Attr	Size	Qty Rcvd	Orig Qty	Vouch C\$	Ext C\$	Vouch P\$	FO C\$
1	0000000000017	A A A	ACME	TEST ITEM 1	BLUE	LARGI	5	5	25.00	125.00	50.00	0.00
2	0000000000024	A A A	ACME	TEST ITEM 2	RED	SMALI	5	5	20.00	100.00	40.00	0.00
3	0000000000031	A A A	ACME	TEST ITEM 3	GRN	MED	5	5	15.00	75.00	30.00	0.00

On the right-hand side, there is a navigation pane with buttons: 'Next', 'Previous', 'Date Range' (highlighted with a red box), 'View Document', 'Go To Document', and 'OK'.

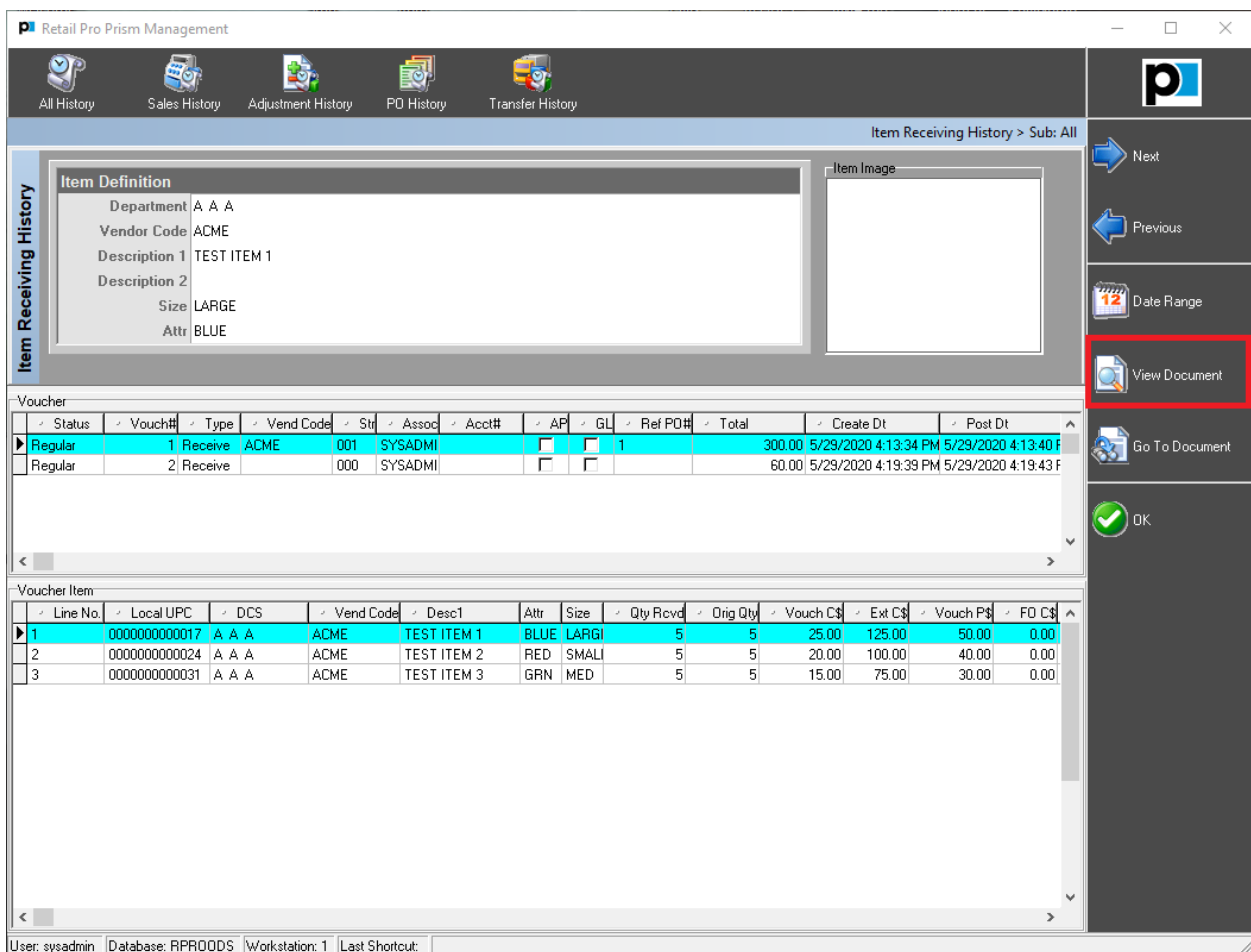
At the bottom of the window, the status bar shows: User: sysadmin | Database: RPROODS | Workstation: 1 | Last Shortcut:

The standard Dynamic Date options are available:





To view the selected document in a 'read-only' mode, click on the View Document button:



From here, you can Print the document, but not much else. Clicking on OK, Cancel Selection or the Prism icon button will return you to the Item History screen (note: you may need to add these buttons to the side menu):



Retail Pro Prism Management

Voucher > View History > Voucher #1

Voucher Types		Voucher Details		Voucher Dates	
Voucher Type	Receive	Account #		Created Date	5/29/2020 4:13:34 PM
Voucher #	1	Status	Regular	Arrival Date	5/29/2020 4:13:40 PM
Reference PO #	1	Associate	SYSADMIN	Post Date	5/29/2020 4:13:40 PM
Reference Doc #	0	Vendor Code	ACME	Last Edit Date	5/29/2020 4:13:40 PM
Original ASN #	1	Store	001	Approved Date	5/29/2020 4:13:39 PM

Lookup	Local UPC	DCS	Vend Code	Desc1	Attr	Size	Qty Rcvd	Orig Qty	Vouch C\$
	0000000000017	A A A	ACME	TEST ITEM 1	BLUE	LARGE	5	5	25.00
	0000000000024	A A A	ACME	TEST ITEM 2	RED	SMALL	5	5	20.00
	0000000000031	A A A	ACME	TEST ITEM 3	GRN	MED	5	5	15.00

Miscellaneous 1		Miscellaneous 2		Subtotal	
Payment Terms		Freight	0.00		300.00
Discount %	0.00	Excluded Tax %	0.00	300.00 Voucher Total	
Discount \$	0.00	Excluded Tax \$	0.00		
Fee \$	0.00	Included Tax %	0.00		
Fee Type		Included Tax \$	0.00		

User: sysadmin Database: RPROODS Workstation: 1 Last Shortcut:

Click Go to Document to switch to a fully functional view of the former document:



Retail Pro Prism Management

All History Sales History Adjustment History PO History Transfer History

Item Receiving History > Sub: All

Item Definition

Department: A A A
 Vendor Code: ACME
 Description 1: TEST ITEM 1
 Description 2:
 Size: LARGE
 Attr: BLUE

Item Image

Next

Previous

Date Range

View Document

Go To Document

OK

Voucher

Status	Vouch#	Type	Vend Code	Stk	Assoc	Acct#	AP	GL	Ref PO#	Total	Create Dt	Post Dt
Regular	1	Receive	ACME	001	SYSADMI		<input type="checkbox"/>	<input type="checkbox"/>	1	300.00	5/29/2020 4:13:34 PM	5/29/2020 4:13:40 F
Regular	2	Receive		000	SYSADMI		<input type="checkbox"/>	<input type="checkbox"/>		60.00	5/29/2020 4:19:39 PM	5/29/2020 4:19:43 F

Voucher Item

Line No.	Local UPC	DCS	Vend Code	Desc1	Attr	Size	Qty Rcvd	Orig Qty	Vouch C\$	Ext C\$	Vouch P\$	FO C\$
1	0000000000017	A A A	ACME	TEST ITEM 1	BLUE	LARGE	5	5	25.00	125.00	50.00	0.00
2	0000000000024	A A A	ACME	TEST ITEM 2	RED	SMALL	5	5	20.00	100.00	40.00	0.00
3	0000000000031	A A A	ACME	TEST ITEM 3	GRN	MED	5	5	15.00	75.00	30.00	0.00

User: sysadmin Database: RPROODS Workstation: 1 Last Shortcut:



This view offers the same functionality, including Edit, that you would have in the former document area. To return to Item History, click on the Prism icon button:

The screenshot shows the 'Retail Pro Prism Management' application window. The title bar includes standard window controls and a Prism icon button highlighted with a red box. The main interface is divided into several sections:

- Toolbar:** Contains icons for New, Edit, Cancel, Copy, Reverse, Held, List View, Print, Refresh, and Review Report.
- Navigation:** A vertical sidebar on the right contains buttons for Next, Previous, Unhold, Choose/Edit Items, Remove Item, PO Items, Consolidate Items, Spread Cost, Generate TO, Save, Update Only, Print/Update, and Pending.
- Voucher Information:**
 - Voucher Types:** Voucher Type: Receive, Voucher #: 1, Reference PO #: 1, Reference Doc #: 0, Original ASN #: 1.
 - Voucher Details:** Account #: [blank], Status: Regular, Associate: SYSADMIN, Vendor Code: ACME, Store: 001.
 - Voucher Dates:** Created Date: 5/29/2020 4:13:34 PM, Arrival Date: 5/29/2020 4:13:40 PM, Post Date: 5/29/2020 4:13:40 PM, Last Edit Date: 5/29/2020 4:13:40 PM, Approved Date: 5/29/2020 4:13:39 PM.
- Items Table:**

Lookup	Local UPC	DCS	Vend Code	Desc1	Attr	Size	Qty Rcvd	Orig Qty	Vouch C\$
	0000000000017	A A A	ACME	TEST ITEM 1	BLUE	LARGE	5	5	25.00
	0000000000024	A A A	ACME	TEST ITEM 2	RED	SMALL	5	5	20.00
	0000000000031	A A A	ACME	TEST ITEM 3	GRN	MED	5	5	15.00
- Miscellaneous & Totals:**
 - Miscellaneous 1 (Payment Terms):** Discount %: 0.00, Discount \$: 0.00, Fee \$: 0.00, Fee Type: [blank].
 - Miscellaneous 2:** Freight: 0.00, Excluded Tax %: 0.00, Excluded Tax \$: 0.00, Included Tax %: 0.00, Included Tax \$: 0.00.
 - Subtotal:** 300.00
 - Voucher Total:** 300.00 (displayed in a large green font on a black background).
- Footer:** User: sysadmin | Database: RPROODS | Workstation: 1 | Last Shortcut: [blank]



Click on All History for a running ledger view of the item's history across all document types:

The screenshot shows the 'Qty Ledger' window for Sub: 001. The table below represents the data shown in the application:

Doc Dt	Doc Type	Doc #	Doc Qty	Doc Ext Cost	Doc Cost	Delta Qty	Delta Ext Cost	Old Ext Cost
5/29/2020 4:13:34 PM	Voucher	1	5	125.00	25.00	5	125.00	
5/29/2020 4:14:20 PM	Invoice	1	1	25.00	25.00	-1	-25.00	
5/29/2020 4:14:34 PM	Invoice	2	1	25.00	25.00	-1	-25.00	
5/29/2020 4:19:22 PM	Slip	1	1	25.00	25.00	-1	-25.00	
5/29/2020 4:19:39 PM	Voucher	2	1	25.00	25.00	1	25.00	
5/29/2020 4:20:24 PM	Adjustment	1	1	25.00	25.00	1	25.00	

Note: All History will only be as current as the last Delta Build.

