

**A RETAILER'S
BEST
FRIEND.**



Item History

Version 9

https://youtu.be/npjdrgrf_RI

Item History in Retail Pro Version 9 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.



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 Inventory screen. At the top, there is a toolbar with icons for New, Inactivate, Edit, Save, Cancel, Copy, Form View, and Print. Below the toolbar, the window title is "Retail Pro" and the current view is "Inventory > Sub: 001 Str: 000 Active Only".

The main area contains a table with the following columns: Global UPC Filter, DCS, Vend Code, Desc1, Desc2, Size, Attr, Cost, Price, Str OH Qty, and Case Qty. The table contains three rows of data:

Global UPC Filter	DCS	Vend Code	Desc1	Desc2	Size	Attr	Cost	Price	Str OH Qty	Case Qty
0000000000017	A A A	ACME	TEST ITEM 1		LARGE	BLUE	25.00	50.00	1	0.00
0000000000024	A A A	ACME	TEST ITEM 2		SMALL	RED	20.00	40.00	1	0.00
0000000000031	A A A	ACME	TEST ITEM 3		MED	GRN	15.00	30.00	1	0.00

Below the table, there are tabs for "Item Details", "Miscellaneous", "Price Manager", and "Auto Min/Max". The "History" button in the right sidebar is highlighted with a red box.

The status bar at the bottom shows: User: sysadmin Database: RPRODDS Workstation: 1 Last Shortcut: Delta last updated on : 5/29/2020 Pr: PLv1 None



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 Information

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

Receipt

Rcpt #	Store	Rcpt Type	Create Dt	Cashier	Bill To	Tender Type	Rcpt 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	Rcpt Price	Disc%	DiscAmt	Disc Ren	Tax%	Tax\$	Tax	Assoc	Comm%
0000000000	A A A	ACME	TEST ITEM 1		50.00	0.00	0.00		0.00	0.00	TAXABLE	SYSADMIN	

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



The top section displays information about the item itself:

Item Receiving History > Sub: All From: 5/1/2020 To: 5/29/2020

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	St	Assoc	Acct#	AP	GL	Ref PO#	Total	Create Dt	Post Dt
Regular	1	Receive	ACME	001	SYSADMI				1	300.00	5/29/2020 4:13:34 PM	5/29/2020 4:13:40 PM
Regular	2	Receive	ACME	000	SYSADMI					60.00	5/29/2020 4:19:39 PM	5/29/2020 4:19:43 PM

Voucher Item

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

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



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

Item Receiving History > Sub: All From: 5/1/2020 To: 5/29/2020

Item Definition

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

Voucher

Status	Vouch#	Type	Vend Code	Sti	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 PM
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 PM

Voucher Item

Line No.	Local UPC	DCS	Vend Code	Desc1	Attr	Size	Qty Rcvd	Orig Qty	Vouch C\$	Ext C\$	Vouch P\$	FO C\$	Ext FO C\$
1	000000000017	A A A	ACME	TEST ITEM 1	BLUE	LARGI	5	5	25.00	125.00	50.00	0.00	0.00
2	000000000024	A A A	ACME	TEST ITEM 2	RED	SMALI	5	5	20.00	100.00	40.00	0.00	0.00
3	000000000031	A A A	ACME	TEST ITEM 3	GRN	MED	5	5	15.00	75.00	30.00	0.00	0.00

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



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

The screenshot shows the 'Retail Pro' application window. The title bar indicates 'Retail Pro' and standard window controls. The main menu includes 'All History', 'Sales History', 'Adjustment History', 'PO History', and 'Transfer History'. The current view is 'Item Receiving History > Sub: All From: 5/1/2020 To: 5/29/2020'.

The 'Item Receiving History' section is divided into two panes. The left pane, titled 'Item Definition', shows the following details:

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

The right pane is titled 'Item Image' and is currently empty.

Below the item definition is a 'Voucher' table:

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 PM
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 PM

Below the voucher table is a 'Voucher Item' table, which is highlighted with a red border in the screenshot:

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

The status bar at the bottom shows: 'User: sysadmin Database: RPRODDS Workstation: 1 Last Shortcut:'.



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

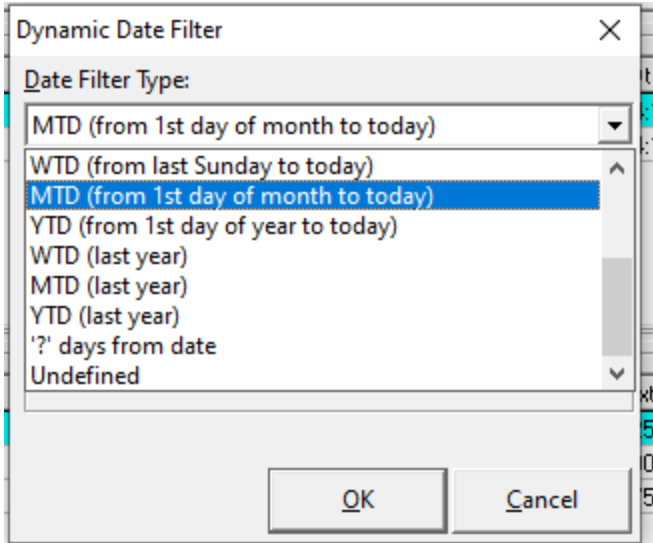
The screenshot shows the 'Retail Pro' application window. The title bar indicates 'Item Receiving History > Sub: All From: 5/1/2020 To: 5/29/2020'. The left sidebar is labeled 'Item Receiving History'. The main area is divided into sections: 'Item Definition' (highlighted with a black box), 'Item Image', 'Voucher', and 'Voucher Item'. The 'Date Range' button in the right-hand navigation pane is highlighted with a red box. The 'Voucher' table shows two rows of receiving data, and the 'Voucher Item' table shows three rows of item details.

Status	Vouch#	Type	Vend Code	St	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 PM
Regular	2	Receive	ACME	000	SYSADMI		<input type="checkbox"/>	<input type="checkbox"/>		60.00	5/29/2020 4:19:39 PM	5/29/2020 4:19:43 PM

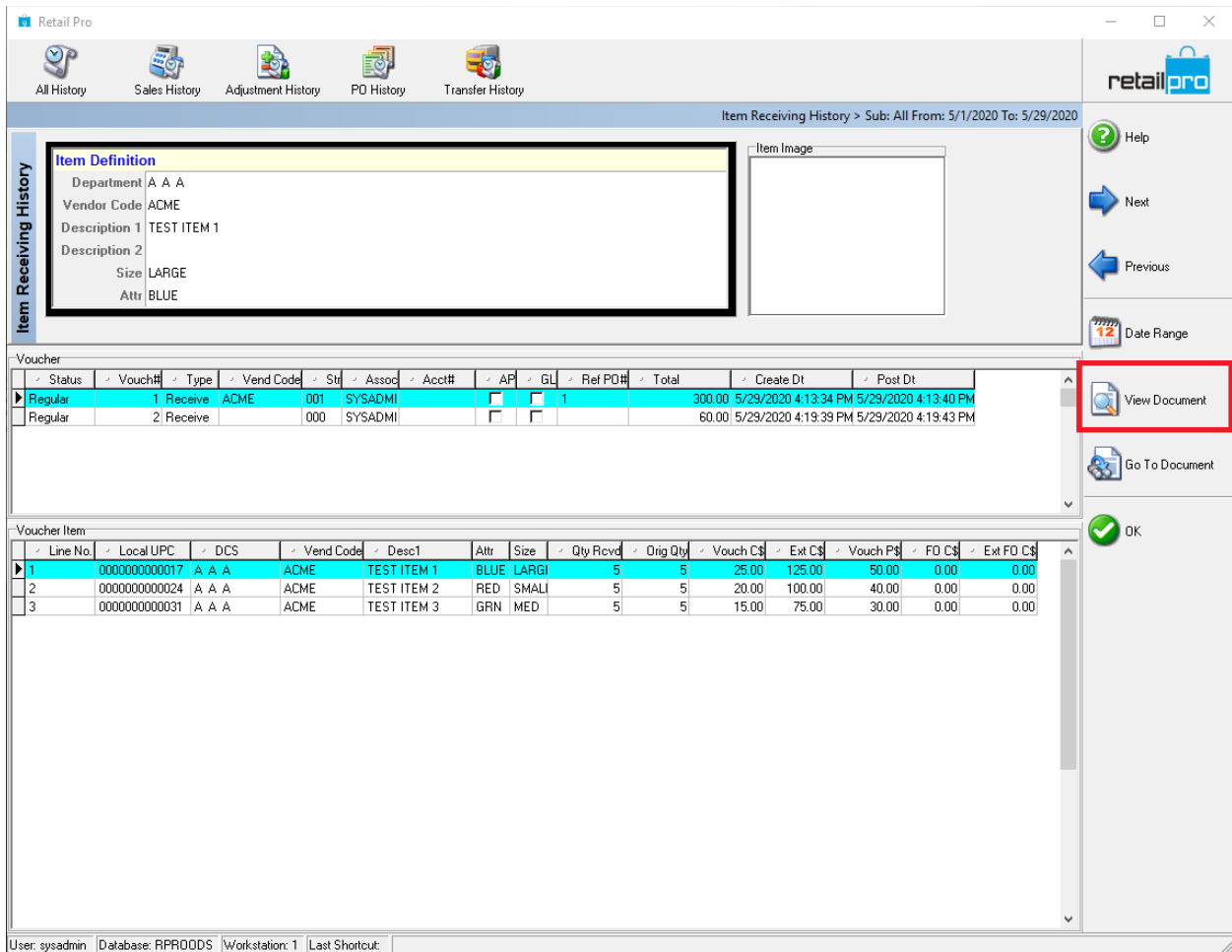
Line No.	Local UPC	DCS	Vend Code	Desc1	Attr	Size	Qty Rcvd	Orig Qty	Vouch C\$	Ext C\$	Vouch P\$	FO C\$	Ext FO C\$
1	0000000000017	A A A	ACME	TEST ITEM 1	BLUE	LARGI	5	5	25.00	125.00	50.00	0.00	0.00
2	0000000000024	A A A	ACME	TEST ITEM 2	RED	SMALI	5	5	20.00	100.00	40.00	0.00	0.00
3	0000000000031	A A A	ACME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

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 Retail Pro button will return you to the Item History screen (note: you may need to add these buttons to the side menu):

The screenshot shows the 'Retail Pro' application window. The main content area is titled 'Voucher > View History > Voucher #1'. It is divided into several sections:

- Voucher Types:** Voucher Type: Receive, Voucher #: 1, Reference PD #: 1, Reference Doc #: 0, Original ASN #: 1.
- Voucher Details:** Account #: , 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 1:** Payment Terms, Discount %: 0.00, Discount \$: 0.00, Fee \$: 0.00, Fee Type.
- Miscellaneous 2:** Freight: 0.00, Excluded Tax %: 0.00, Excluded Tax \$: 0.00, Included Tax %: 0.00, Included Tax \$: 0.00.
- Totals:** Subtotal: 300.00, **Voucher Total: 300.00**

A red box on the right side of the window highlights a vertical menu with the following buttons:

- Cancel Selection (with a red 'X' icon)
- OK (with a green checkmark icon)
- Print (with a printer icon)

At the bottom of the window, there is a status bar showing: User: sysadmin | Database: RPRODS | Workstation: 1 | Last Shortcut:



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

The screenshot displays the Retail Pro software interface. At the top, there are navigation icons for All History, Sales History, Adjustment History, PO History, and Transfer History. The main window title is "Item Receiving History > Sub: All From: 5/1/2020 To: 5/29/2020".

On the left, there is a vertical sidebar labeled "Item Receiving History". The main area is divided into two sections: "Item Definition" and "Item Image". The "Item Definition" section contains 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 with the following data:

Status	Vouch#	Type	Vend Code	St#	Assoc	Acct#	AF	GL	Ref PO#	Total	Create Dt	Post Dt
Regular	1	Receive	ACME	001	SYSADMI				1	300.00	5/29/2020 4:13:34 PM	5/29/2020 4:13:40 PM
Regular	2	Receive		000	SYSADMI					60.00	5/29/2020 4:19:39 PM	5/29/2020 4:19:43 PM

Below the "Voucher" table is a "Voucher Item" table with the following data:

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

On the right side of the window, there is a vertical toolbar with the following buttons: Help, Next, Previous, Date Range, View Document, and Go To Document. The "Go To Document" button is highlighted with a red box. At the bottom right, there is an "OK" button.

The status bar at the bottom of the window shows: User: sysadmin | Database: RPRODS | 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 Retail Pro button:

The screenshot displays the Retail Pro software interface. At the top, a menu bar includes options like New, Edit, Cancel, Copy, Reverse, Held, List View, Print, and Review Report. A red box highlights the 'retailpro' logo in the top right corner. The main window is titled 'Voucher > View History > Voucher #1'. It is divided into several sections: 'Voucher Types' (Voucher # 1, Reference PD # 1, etc.), 'Voucher Details' (Account #, Status: Regular, Associate: SYSADMIN, Vendor Code: ACME, Store: 001), and 'Voucher Dates' (Created Date, Arrival Date, Post Date, Last Edit Date, Approved Date). Below these is an 'Items' table with columns for Lookup, Local UPC, DCS, Vend Code, Desc1, Attr, Size, Qty Rcvd, Orig Qty, and Vouch C\$. The table contains three rows of test items. At the bottom, there are 'Miscellaneous 1' and 'Miscellaneous 2' sections, a 'Subtotal' of 300.00, and a large green '300.00 Voucher Total' display. A vertical 'Voucher Details' sidebar is on the left, and a right-hand sidebar contains various actions like Help, Next, Previous, Unhold, Choose/Edit Items, Remove Item, PD Items, Consolidate Items, Spread Cost, Generate TO, Save, Update Only, Print/Update, and Pending. The status bar at the bottom shows 'User: sysadmin Database: RPR00DS Workstation: 1 Last Shortcut:'.



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

Qty Ledger > Sub: 001

Subsidiary: 001

Doc Dt	Doc Type	Doc #	Doc Qty	Doc Ext Cost	Doc Cost	Delta Qty	Delta Ext Cost	Old Ext Cost	% Change	Cmp Qty	Cmp Ext Cost	Str	Store Qty	Store Ext Cost
5/29/2020 4:13:34 PM	Voucher	1	5	125.00	25.00	5	125.00	0.00	0.00	5	125.00	1	5	125.00
5/29/2020 4:14:20 PM	Invoice	1	1	25.00	25.00	-1	-25.00	0.00	0.00	4	100.00	1	4	100.00
5/29/2020 4:14:34 PM	Invoice	2	1	25.00	25.00	-1	-25.00	0.00	0.00	3	75.00	1	3	75.00
5/29/2020 4:19:22 PM	Slip	1	1	25.00	25.00	-1	-25.00	0.00	0.00	3	75.00	1	2	50.00
5/29/2020 4:19:39 PM	Voucher	2	1	25.00	25.00	1	25.00	0.00	0.00	3	75.00	0	1	25.00
5/29/2020 4:20:24 PM	Adjustment	1	1	25.00	25.00	1	25.00	0.00	0.00	4	100.00	1	3	75.00

User: sysadmin | Database: RPRODDS | Workstation: 1 | Last Shortcut:



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

