

How do I remove old customers from AR?

To remove old customers, go to AR/Setup/Special Functions/Remove Inactive Customers. You then enter a date to "Remove All Customers Whose Last Sale Date Is On or Before....." or check the box to " Remove Customers With a Last Sale Date of 00/00/00".

***Warning** - Perform this function **ONLY** when all operators are out of the software **AND** at the beginning of the day before any work is done, after verifying your backup for the previous day.