

Managing Sales Log

What Is It?

Did you know, CAM32 stores every individual receipt in your system? Located under the Point of Sale Control menu, Sales Log stores this information from every sale for re-printing receipts and reporting on sales using a variety of criteria, including Date Range. Until and unless you decide to purge those records, they are there forever!

With CAM32's traditional Sales Log Reports (canned reports available by Item, Customer, and Date Range), and newer additions such as the Sales Log Viewer (a custom CAM32 report builder for the Sales Log module), reporting on this information is at your fingertips.

As an added bonus for those users interested in extracting data from CAM32 for more advanced reporting (via third-party reporting programs such as MS Excel, MS Access, Crystal Reports, etc.), the SLG_VIEW database table is ODBC accessible!

Why Does It Need To Be Maintained?

Of course, with so much data storage ... inevitably comes a level of responsibility to maintain it appropriately. Sales Log data is susceptible to corruption and/or causing database instability if it becomes too large.

Unfortunately, it's nearly impossible to issue recommendations on "how long" to store your Sales Log information in date terms, because so many variables are at play. "A year's worth" of transactions for one retailer would comprise a significantly different amount of data than the same period for another retailer. Sheer number of transactions is only one variable; consider number of items per transaction, number of customer sales, storage of "bill-to/ship-to" addresses, clerk information, multiple store locations, etc.

The bottom line is, even for a small retailer, the Sales Log tables will grow larger and larger over time until they become unusable, unless regular maintenance is performed.

Establishing a Maintenance Routine

Conducting regular maintenance will go a long way towards keeping your Sales Log, and database, lean and stable. In order to establish a routine that makes sense for your business, consider the following:

- What are the chances you'll need to re-print a POS receipt from 10 years ago? 5 years? 3 years?
- What are your reporting needs in terms of customer purchase history? Item purchase history?
- Are you the Main location of a multi-store chain?
- Consider setting up filters to store only customer-specific sales and/or sales that meet a minimum dollar amount.
- If you would like to keep Sales Log beyond a time-frame that is feasible for the system, consider exporting data via ODBC or other reporting tools for third-party access, and then purge from CAM32.

As a general rule, a majority of retailers find that anywhere between 1-3 years of Sales Log history is sufficient. However, for reasons stated previously, this is different for all retailers and highly dependent upon type of transactions and volume. 3 years may be fine for a small, single store retailer but too much for a multi-store corporate office or a very high volume location.

Pay particular attention to maintenance at the Main of a multi-store chain. A Main location stores Sales Log for ALL stores, which is a duplicate of the Sales Log stored at each individual store.

Whatever decisions you come to, be sure to implement a regular purging routine, perhaps monthly, every 6 months, or yearly.

Additional Maintenance

While none have the potential to grow as large as Sales Log, there are other areas that should be regularly maintained as well, including Purchase Orders, Received Item Label File, Receiving Journal, Inventory Adjustments Journal, Stock Transfer Journal, and Electronic Signatures.

Call Support today to request a copy of "**Maintenance - Procedures To Improve Performance And Conserve Hard Drive Space**", a user how-to that covers all areas mentioned in this newsletter.

User Web Forum

Login to the CAM32 User Community at www.camcommerce.com. Engage in discussions with other CAM32 users stay up-to-date on software updates.

Contact Support today for your username/password!