



As Data is increasing in your IMS database, a good way to clean-up old data is to run purges. These purges can be found under Resets in the IMS.

It is RECOMMENDED you perform a backup of your IMS BEFORE you run any of these purges to your IMS. Once purged the information CANNOT be retrieved. If you have any questions on running any of these purges please contact ARS before running any purges.

1. **Cleanups:** A utility which has many options to clean up. For example: Remove all 0 balance layaways and all 0 balance gifts or Recalculate On-Order Quantities.
2. **A/R History Purge:** Purges all records previous from the date you enter. This will remove Accounts Receivable History for all A/R customers.
3. **Audit Purge:** Purges all records previous from the date you enter. This will remove all Records in the Audit table.
4. **Item Receipts History Purge:** Purges all records previous from the date you enter. This will remove all Receiving history on all Items.
5. **Event Log Purge:** Purges all records previous from the date you enter. This will remove all records in the General tab of the Event Log.
6. **Physical Count History Purge:** Purges all records previous from the date you enter. This will remove history of Physical counts on Items.
7. **Sales History Purge:** Purges all records previous from the date you enter. This will remove POS Transactions History and Sales Invoice History. (Sales Orders that have been updated)
8. **Shipping Purge:** Purges all records previous from the date you enter. This will remove all Shipping history.
9. **Tran Log Purge:** Purges all records previous from the date you enter. This will remove all Point of Sale transactions from the Transactions tab of the Event Log.
10. **Mail List Purge:** Purges all records previous from the date you enter. This will remove all Mail Detail records of Customers.
11. **GL Posting History Purge:** Purges all records previous from the date you enter. This will remove General Ledger history.
12. **GL Transaction Purge:** Purges all records previous from the date you enter. This will remove General Ledger Transactions.