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Category	Technical
Course	POS Config.
Version	1.0
Client	Generic
Software	2.12.100

Configure Deletion of Suspended Transactions

You can configure suspended transactions that haven't been resumed to be deleted automatically or manually.

Procedure to Configure Deletion of Suspended Transactions

Hints and Tips


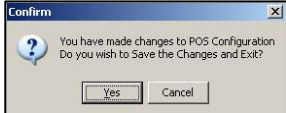
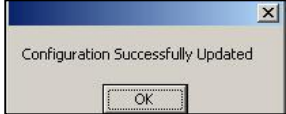
- ✓ If a suspended transaction isn't retrieved and won't be used, it should be deleted so that the system data remains clean.
- ✓ You can configure suspended transactions to be deleted either:
 - automatically after a set number of days (or the same night)
 - manually from the POS
 - manually, and automatically if the user hasn't deleted them after a set number of days.
- ✓ The **BOS -> Reports** menu -> **Transactions – Suspended not Resumed** report lists all suspended transactions that weren't retrieved between a specified date range; it includes deleted suspends.
- ✓ The **Carry Over Suspended Transaction** field determines how long suspended transactions stay in the system before they're automatically deleted.
 - [0] deletes them at midnight the same day they were created.
 - [1] deletes them at midnight the next day after they were created.
 - [2] deletes them at midnight two days after they were created.

1.	From the HOS/BOS System menu, select Location Setup .							
2.	If a Head Office user, select the Location that you want to define. <i>*You'll be defining the configuration for all stores at and below the level that you select.*</i>							
3.	Double-click the Configure icon.							
4.	<table border="1" style="width: 100%;"> <thead> <tr> <th>To:</th> <th>then:</th> </tr> </thead> <tbody> <tr> <td>delete suspended transactions automatically</td> <td>select the System -> General tab. In the Carry Over Suspended Transaction field, type the number of days suspends will stay in the system. Go to step 5.</td> </tr> <tr> <td>delete suspended transactions manually</td> <td>select the System -> General tab. Select the Delete Suspended Transaction checkbox. Select the Security -> Supervisor Settings tab. Select the Delete Suspended Transaction security function, & the level of security required to perform the function. Select the System -> Miscellaneous Menu tab. Assign the Delete Suspended Transaction and the Delete Past Suspended Transaction to a menu slot. <i>*Click the menu option, then the arrow in the row you want to insert it.*</i> <i>*Click the Page 2 tab or Page 3 tab if necessary.*</i></td> </tr> </tbody> </table>	To:	then:	delete suspended transactions automatically	select the System -> General tab. In the Carry Over Suspended Transaction field, type the number of days suspends will stay in the system. Go to step 5.	delete suspended transactions manually	select the System -> General tab. Select the Delete Suspended Transaction checkbox. Select the Security -> Supervisor Settings tab. Select the Delete Suspended Transaction security function, & the level of security required to perform the function. Select the System -> Miscellaneous Menu tab. Assign the Delete Suspended Transaction and the Delete Past Suspended Transaction to a menu slot. <i>*Click the menu option, then the arrow in the row you want to insert it.*</i> <i>*Click the Page 2 tab or Page 3 tab if necessary.*</i>	
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Hints and Tips

- ✓ If you're a Head Officer user, the saved configuration is transmitted to the store/s when **HOS Export** and **HOS Import** are next run.
- ✓ The configuration is applied to the registers when **File Transfer** next runs (usually every few minutes).
- ✓ When a suspended transaction is deleted, the system updates the other POS lanes immediately, so that the transaction isn't available for retrieval anymore.
- ✓ Refer to the [POSS-2a POS Supervisor Fact Sheet](#) for instructions on how to manually delete suspended transactions.

5.	Click Save .	
6.	Click Yes to continue <i>*Or Cancel to return to the settings.*</i>	
7.	Click OK .	
8.	Click Close to exit Location Setup screen.	