Deleting a Vendor

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A Vendor record may deleted if no transactions have ever been created for the Vendor. If you attempt to delete a Vendor with activity, a message will be displayed indicating the Vendor cannot be deleted.

Follow the instructions below to delete a Vendor.

☐ **Deleting a Vendor record is permanent! Make certain this is what you want to do. If the Vendor may possibly be used in the future, you should Inactivate the Vendor then re-activate at a future time.**

1. To delete a Vendor it must be accessed in edit mode by using one of two methods:

- Navigate to the Main Application Menu and select Accounts Payable/Vendors. From the Vendor list, highlight the Vendor to be deleted, then click the Edit button located at the lower right.

or

- Navigate to the Main Application Menu and select Accounts Payable/Vendors. From the Vendor list, double-click on the Vendor to be deleted. Once the Vendor Explorer record is displayed, highlight the Vendor Information tree option, right-click and select Edit Vendor.

2. Once the Vendor is displayed in edit mode, from the Main Application Function Button Toolbar press the Delete button. A confirmation message will be displayed asking the User if they are certain they want to delete the Vendor; click the Yes button to proceed with the deletion.

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