

How to Deactivate Vendors

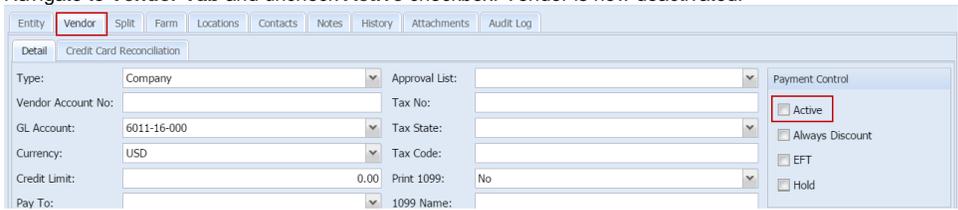
If **Origin Integration** from **Company Configuration > System Manager** is checked, created/imported vendors cannot be deleted. However, vendors can be set to inactive. To deactivate vendors, here are the steps:

1. From menu, expand **Purchasing** and then click over **Vendors** to open **Search Vendor Entity** screen.
2. Select the vendor record you want to deactivate and click **Open**.
3. Navigate to **Vendor Tab** and uncheck **Active** checkbox. Vendor is now deactivated.

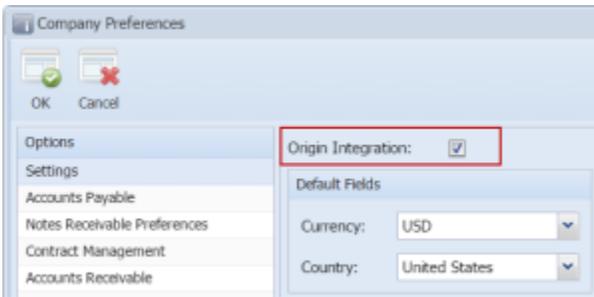


If **Origin Integration** from **Company Preferences > System Manager** is checked, created/imported vendors cannot be deleted. However, vendors can be set to inactive. To deactivate vendors, here are the steps:

1. From menu, expand **Purchasing** and then click **Vendor** to open **Search Vendor** screen.
2. Select the vendor record you want to deactivate and click **View**.
3. Navigate to **Vendor Tab** and uncheck **Active** checkbox. Vendor is now deactivated.



If **Origin Integration** from **Company Preferences > Settings** is checked, created/imported vendors cannot be deleted.



However, vendors can be set to inactive. To deactivate vendors, here are the steps:

1. From menu, click **Accounts Payable > Maintenance** and then double click over **Vendor** menu to open **Search Vendor** screen.
2. Select the vendor record you want to delete and click **Open Selected**.
3. Click **Delete** button. A message will prompt that vendor is set to inactive.



4. Click **OK** to close message. **Active** check box will now be unchecked and **Hold** check box will be checked.

Payment Control: Active Always Discount EFT Hold

Pay To:



Deactivating of vendor is allowed only if:

- vendor has no associated transaction
- all associated bills were already paid