


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:

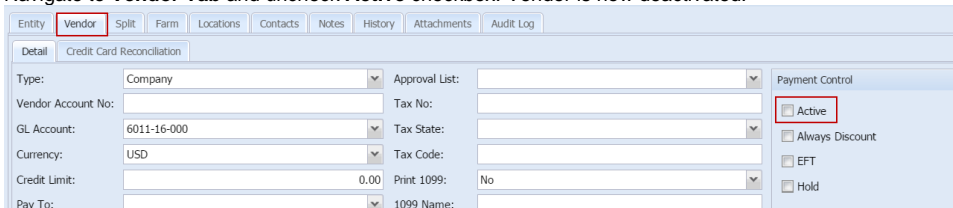
1. From menu, expand **Purchasing** and then click over **Vendors** to open **Search Vendor Entity** screen.
2. Select the vendor record you want to deactivate and click **Open**.
3. Navigate to **Vendor Tab** and uncheck **Active** checkbox. Vendor is now deactivated.



The screenshot shows the 'Vendor Entity' screen with the 'Vendor' tab selected. The 'Active' checkbox is unchecked, indicating the vendor is deactivated. The 'Payment Control' section is visible on the right.

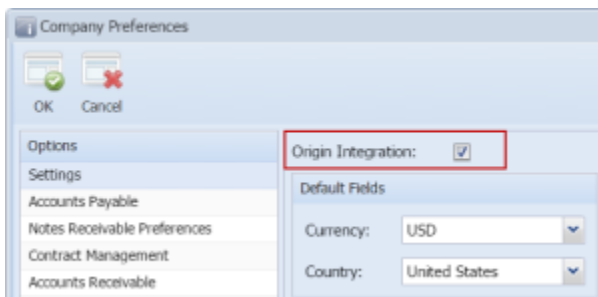
If **Origin Integration** from **Company Preferences > System Manager** is checked, created/imported vendors cannot be deleted. However, vendors can be set to inactive. To deactivate vendors, here are the steps:

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.



The screenshot shows the 'Vendor' screen with the 'Vendor' tab selected. The 'Active' checkbox is unchecked, indicating the vendor is deactivated. The 'Payment Control' section is visible on the right.

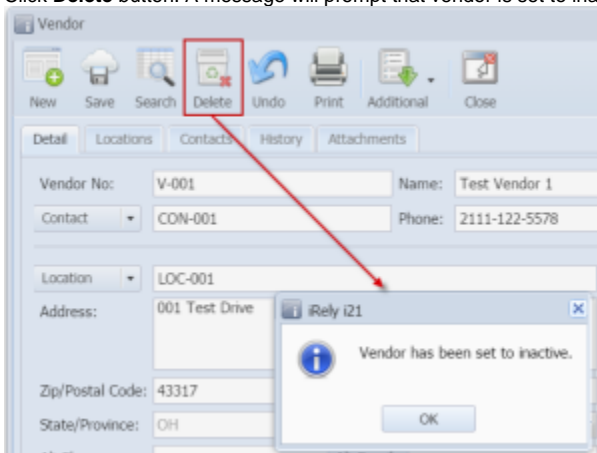
If **Origin Integration** from **Company Preferences > Settings** is checked, created/imported vendors cannot be deleted.



The screenshot shows the 'Company Preferences' dialog box with the 'Origin Integration' checkbox checked. The 'Default Fields' section is visible on the right.

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.



The screenshot shows the 'Vendor' screen with the 'Delete' button highlighted. A confirmation message is displayed: 'Vendor has been set to inactive.' The 'Vendor' tab is selected.

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