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

	,												
Entity	Customer	Vendor	Split	Farm	Locations	Contacts	Comments (0)	History	Attachments (0)	Messages	Custom	Audit Lo	og (7)
Detail	Credit Card	Reconcilia	tion	Taxing									
Type:		Compa	any				 Approval List 	t:				~	Payment Control
Vendor	Account No:						Tax No:						Active
GL Acc	ount:						 Tax State: 					~	Always Discount
Curren	cy:	USD					✓ Tax Code:						
Credit I	Limit:					0.0	0 Print 1099:	Yes				~	Hold
Pay To:							 1099 Name: 						One voucher per payment
Payme	nt Method:						 1099 Form: 					~	

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.

Entity	Vendor	Split	Farm	Locations	Contacts	Notes	History	Attachments	Audit Log			
Detail	Credit Ca	rd Rec	onciliation									
Type:		Co	mpany				✓ A	pproval List:			~	Payment Control
Vendor a	Account No	o:					Т	ax No:				C Active
GL Acco	unt:	60	11-16-000)			¥ 1	ax State:			~	Always Discount
Currency	y:	US	5D				∀ T	ax Code:				EFT
Credit Li	imit:						0.00 P	rint 1099:	No		*	E Hold
Pay To:							× 1	099 Name:				

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

Company Preferences							
OK Cancel							
Options	Origin Integration:						
Settings	Default Califa						
Accounts Payable	Deaut Pieds						
Notes Receivable Preferences	Currency: USD	~					
Contract Management							
Accounts Receivable	Country: United States	~					

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.

Vendor					
New Save Se	arch Delete Und	to Print Add	itional	Close	
Detail Locations	Contacts His	story Attachme	nts		
Vendor No:	V-001		Name:	Test Vendor 1	
Contact 💌	CON-001		Phone:	2111-122-5578	
Location -	LOC-001				
Address:	001 Test Drive	iRely i21			×
		🚹 Vend	dor has be	en set to inactive.	
Zip/Postal Code:	43317	_			
State/Province:	ОН		OK		
1					

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

19.3
~

Deactivating of vendor is allowed only if:

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