## How To Delete Vendors

Here are the steps on how to delete vendors:

1. From menu, expand Purchasing and then click over Vendors to open Search Vendor screen.
2. Select the vendor record you want to delete and click Open.
3. Click Delete button.
4. A warning message will prompt telling that you are about to delete the selected record.


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5. Click Yes to continue.
a. If selected record is already used in a transaction, Vendor record will not be deleted. This message will prompt instead:


## iRely $\mathbf{i} 21$

The record you are trying to delete is being used. The entity has been set to inactive.

## OK

b. If not used in any transaction, selected vendor record will be deleted.

Delete button on Vendor Entity screen is only available if Origin Integration in Company Configuration > System Manager is unchecked.

Here are the steps on how to delete vendors:

1. From menu, expand Purchasing and then click over Vendors to open Search Vendor screen.
2. Select the vendor record you want to delete and click View.
3. Click Delete button.
4. A warning message will prompt telling that you are about to delete the selected record.

5. Click Yes to continue.
a. If selected record is already used in a transaction, Vendor record will not be deleted. This message will prompt instead:
iRely i21 The record you are trying to delete is being used. The entity has been set to inactive
b. If not used in any transaction, selected vendor record will be deleted.

Delete button on Vendor Entity screen is only available if Origin Integration in Company Preference > System Manager is unchecked.

If Origin Integration from Company Preferences > Settings is unchecked, created vendors with no associated transaction is allowed to be deleted.

| BCompary Preferences |  |  |  |
| :--- | :--- | :--- | :--- |
| OK Cancel |  |  |  |
| Options | Ongin Integration: |  |  |
| Settings | Defaut Fields |  |  |
| Accounts Payable | Currency: | USD |  |
| Notes Receivable Preferences Country: United States v <br> Contract Management   v <br> Accounts Receivable    |  |  |  |

Here are the steps on how to delete vendors:

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.
4. A warning message will prompt telling that you are about to delete the selected record. Click Yes to continue.

5. Selected vendor record will be deleted.
