

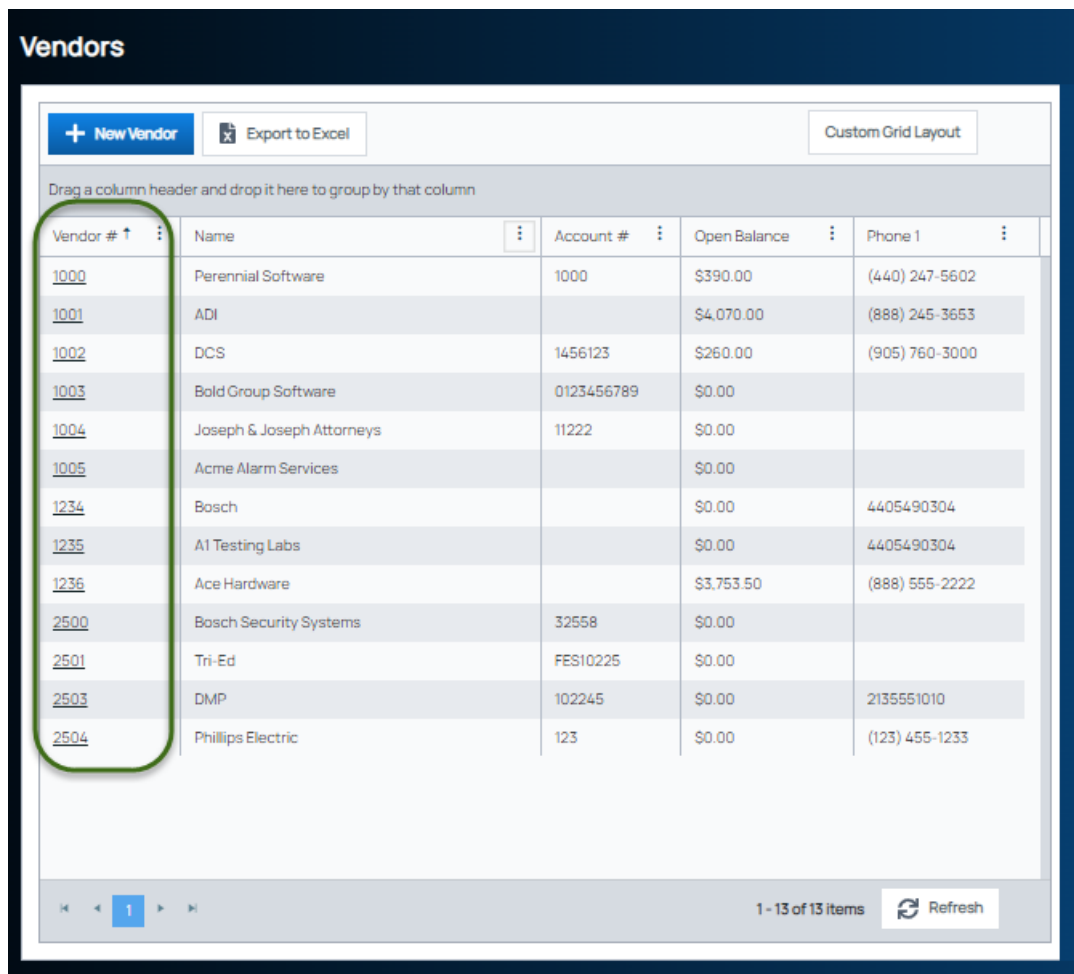
Delete /Reactivate Vendor Documents

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This article contains the steps required to Delete or Reactivate Vendor Documents.

To delete a Vendor Document, navigate to Accounts Payable > Vendors.

The Vendor list will be displayed. Locate the desired vendor, and then click on the hyperlink of the vendor in the Vendor # column.



The screenshot shows a web application interface for managing vendors. At the top, there are buttons for '+ New Vendor', 'Export to Excel', and 'Custom Grid Layout'. Below these is a grid of vendor information. The 'Vendor #' column is highlighted with a green circle, and the first few rows are visible. The grid has columns for Vendor #, Name, Account #, Open Balance, and Phone 1. The data is as follows:

Vendor #	Name	Account #	Open Balance	Phone 1
1000	Perennial Software	1000	\$390.00	(440) 247-5602
1001	ADI		\$4,070.00	(888) 245-3653
1002	DCS	1456123	\$260.00	(905) 760-3000
1003	Bold Group Software	0123456789	\$0.00	
1004	Joseph & Joseph Attorneys	11222	\$0.00	
1005	Acme Alarm Services		\$0.00	
1234	Bosch		\$0.00	4405490304
1235	A1 Testing Labs		\$0.00	4405490304
1236	Ace Hardware		\$3,753.50	(888) 555-2222
2500	Bosch Security Systems	32558	\$0.00	
2501	Tri-Ed	FES10225	\$0.00	
2503	DMP	102245	\$0.00	2135551010
2504	Phillips Electric	123	\$0.00	(123) 455-1233

At the bottom of the grid, there is a pagination control showing '1' of 13 items and a 'Refresh' button.

The Vendor page will be displayed. Click on the Docs tab. Locate the desired document within the grid area, and then click on the delete button (trashcan icon).

No warning or confirmation is displayed. The document is not immediately deleted, however marked as inactive.

! Documents that have been deleted, (marked as inactive) will be permanently removed from the database after 30 days, if the document has not been reactivated.

Tri-ed - 2501

[Edit](#)
[Tasks](#)
[History](#)

Open Receipts \$0.00 Open Bills \$0.00 Open Credits \$0.00 Open Balance \$0.00

Vendor Aging

Address PO Box 3255 Los Angeles, CA 90025
 Phone
 Email
 1099 Eligible? **No**
 Remit To Address -.
 Customer # FES10225
 Term Net 45

Purchase Orders 1 Receipts 0 Bills 0 Payments 0 Credits 0 Checks 0 Parts 1 Notes 0 Docs 0 Part Ledger 0

+ Add Document Show deleted documents

File Name	Type	Security	Modified Date	
Vendor Agreement - Rev01.pdf	Other	Customer	Apr 24, 2022, 8:31:49 PM	Replace Download

0 - 0 of 0 items [Refresh](#)

Reactivate a Document

If a document was inadvertently deleted, click on the Show Deleted Documents toggle button. Locate the deleted (inactivated) document, and then click on the Reactivate button.

Open Receipts **\$0.00** Open Bills **\$0.00** Open Credits **\$0.00** Open Balance **\$0.00**



Address PO Box 3255 Los Angeles, CA 90025
Phone
Email
1099 Eligible? No
Remit To Address -
Customer # FES10225
Term Net 45

Purchase Orders **1** Receipts **0** Bills **0** Payments **0** Credits **0** Checks **0** Parts **1** Notes **0** **Docs** **0** Part Ledger **0**

[+ Add Document](#) * Documents will be permanently removed from the system 30 days after being deleted Show deleted documents

File Name	Type	Security	Modified Date	
Vendor Agreement - Rev01.pdf	Other	Customer	Apr 24, 2022, 8:31:49 PM	Reactivate Download