

# Delete or 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.

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

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

1.2  
1  
0.8  
0.6  
0.4  
0.2  
0

— Current — 1-30 Days — 31-60 Days — 61-90 Days — 91+

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 MD Show deleted documents

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

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	<a href="#">Reactivate</a> <a href="#">Download</a>