



## **Mass Delete Vendors - FIN6800**



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# Mass Delete Vendors - FIN6800

**Finance > Utilities > Fiscal Year Processing > Mass Delete Vendors**

This page is used to delete or inactivate vendors that are no longer being used. The user can choose to delete vendors that are not referenced for transactions for all file IDs or can inactivate vendors that are not referenced in the current and previous file IDs.

## Modify a record:

Select one or both of the following fields:

<b>Delete vendors that are not referenced by transactions across all File IDs</b>
<b>Inactivate active vendors that are not referenced by transactions in File IDs "C" and Previous Year File ID</b>

**Note:** Vendors that have transactions can be inactivated individually on the Vendor Information page. If there are any existing unprocessed transactions for the vendor, they can still be processed; however, no new transactions can be created for a vendor that has been inactivated.

**Execute** ++Execute the process.