Delete Customer Records - BAR6200

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Accounts Receivable > Utilities > Delete Customers Records

> This utility is used to delete customer records for which there are no invoices or invoice templates. After a customer record has been deleted, that customer number can be used for another customer.

Delete customer records:

A list of all available customers is displayed on the left side of the page under **Available Customers**.

❑ Select the customers to delete.

❑ Use the following buttons to move the selected customers to the right side of the page.

| → | - Click to move selected entries from the left side to the right side of the page. |

- Click to move selected entries from the left side to the right side of the page.
- Click to move all entries from the left side to the right side of the page.
- Click to move selected entries from the right side to the left side of the page.
- Click to move all entries from the right side to the left side of the page.

❑ Click **Execute** to delete the customers on the right side of the page. A message is displayed confirming that you are about to delete customer records.

- Click **Yes** to continue with the deletion process.
- Click **No** to return to the Delete Customer Records page.

Other functions and features:

| Retrieve | The **Retrieve** button is also used to retrieve information from the last save. If you click Retrieve, any unsaved changes are lost. |

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