Mass Delete Vendors - FIN6800

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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.

Mass delete vendors::

Select one or both of the following fields:

Delete vendors that are not referenced by transactions across all File IDs
Inactivate active vendors that are not referenced by transactions in File IDs “C” and Previous Year File ID

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. ❑ Click **Execute** to display one of the following reports: • If **Delete vendors that are not referenced by transactions across all File IDs** is selected, the Mass Delete Vendor Report displays and includes all vendors that will be deleted. • If **Inactivate active vendors that are not referenced by transactions in File IDs “C” and Previous Year File ID** is selected, the Inactive Active Vendor Report displays and includes all active vendors that will become inactive. • If both options are selected, the Mass Delete Vendor Report and the Inactive Active Vendor Report are displayed. **Note**: If you select both options and have an active vendor that has not been referenced by any transactions that reside in file ID C or any previous file IDs, the vendor is displayed on the Mass Delete Vendor Report. If processed, the vendor is deleted and will not become an inactive vendor.
Process	Process the changes. • Click **Process** to continue the process. A message is displayed indicating that the process was completed successfully. Click **OK**.

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