

Delete Vendors

PROGRAM NAME:APDV

MENU OPTION TITLE:Delete Vendors

MAIN MODULE:ACCOUNTS PAYABLE

HELP KEY ACTIVE:YES

PROGRAM OVERVIEW

The Delete Vendor option provides a means of removing obsolete, and/or outdated vendors from the Vendor Master File.

PROGRAM OPERATION

To delete a vendor, enter the VENDOR ID of the vendor to be removed. The program will then check for the following conditions:

1. The customer has CURRENT BALANCE that is less the zero.
2. The customer has a CURRENT BALANCE that is greater then zero.
3. The customer has an unapplied open credit.
4. The customer has an invoice that has not been paid.
5. The customer has any history records that have not been removed.

If any of these conditions are found to be true, an appropriate message will be displayed and the deletion will not be allowed at this time. If none of these conditions are true, you will be asked if it is "OK to delete this customer (Y/N)?". Enter a "Y" if you want to remove the customer from the master file, or enter "N" if you do not. When you have removed all the customers that you want to remove and exit the program, an audit report will be printed showing all the customers that have been deleted at this time.