



ACCOUNTS PAYABLE & PURCHASE ORDERS

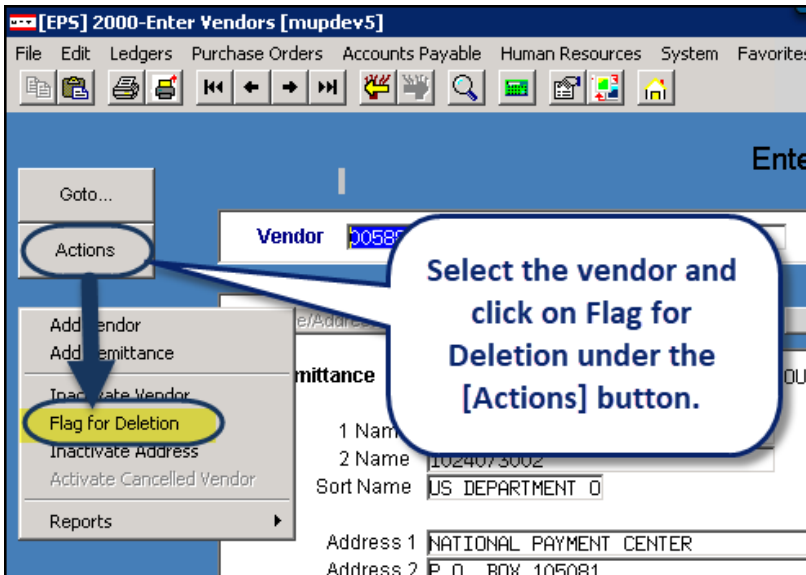
DELETING VENDORS

1. OVERVIEW

Unused vendors or vendors created in error may be deleted from the AUC database. This process is available from the **Accounts Payable** or **Purchase Orders** modules.

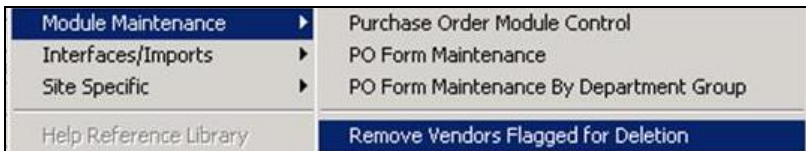
1.1. Flag A Vendor for Deletion

In the Enter Vendors screen, select the vendor to be deleted. Click on **[Actions]** and click on **Flag for Deletion**.

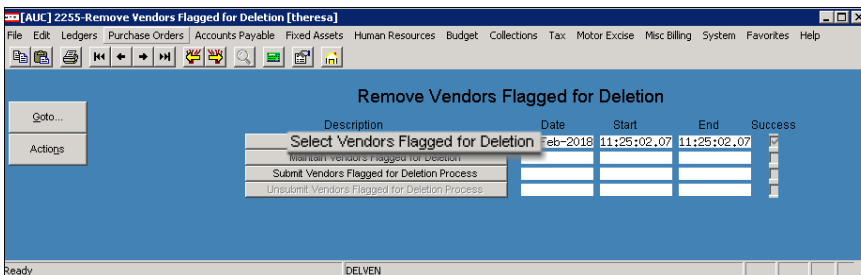


1.2. Run the Remove Vendors Flagged for Deletion Process

Select **Module Maintenance** ▶ **Remove Vendors Flagged for Deletion**.



This is a steps process to delete vendors flagged for deletion. The job, once submitted, will run overnight.





Two reports are produced in the [Select Vendors Flagged for Deletion] step. A report of Vendors Flagged for Deletion is created.

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Vendors Flagged for Deletion

Vendor#	Name	Fed ID#	Entered By	Entered On
001287	ANGELA HERNE	010625873	NANCYB	19-Jun-1995
002420	COLONIAL INSURANCE CO		SEUSER	30-Aug-1995
009275	B & T		STEVENSON	24-Jan-2001
009942	C B I		NANCYB	20-Sep-2001
010310	CUMMINGS CONSTRUCTION		LIUSER	13-Mar-2002
010906	NYSSMA MANUAL CHAIRPERSON		CBOYAN	23-Aug-2002
011251	KATHY O'HERRON		CBOYAN	16-Dec-2002
011804	SUSAN PICKERING		STEVENSON	02-Jun-2003
015970	FLO ROBINSON		JMALLARD	08-Aug-2007
016057	AMERICAN FUNDS		STEVENSON	05-Sep-2007
016461	STAPLES CREDIT PLAN (LIBRARY)		BSELVITELLA	16-Jan-2008
016463	BELMONT AND CRYSTAL SPRINGS		BSELVITELLA	16-Jan-2008
018647	VIRGINIA BALICKI		CBOYAN	15-Dec-2009
018722	GBC DOCUMENT FINISHING GRP		CBOYAN	15-Jan-2010
019752	IMPACT AUTO		CMANDILE	07-Apr-2011
021656	J. BRIAN DAY EMERGENCY SERVICE		CMANDILE	06-May-2013
024150	MA ASSOC OF SCH SUPERINTENDENT	04-251-8540	CMANDILE	22-Oct-2015
024316	MAPC		CMANDILE	14-Jan-2016
024692	KAY PAGE		JMALLARD	01-Jun-2016
024968	KAY PAGE		JMALLARD	27-Jul-2016
024993	MASS.FIREFIGHTING ACADEMY		JMALLARD	08-Aug-2016
025444	SUSAN O'COIN		JMALLARD	15-Feb-2017

*** Grand Total *** #Vendors: 22

Figure 1 Vendors Flagged for Deletion

If there are vendors with activity that have been flagged for deletion, the vendors are reported on the report titled Vendors Flagged for Deletion with Activity – these vendors will not be deleted.

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Vendors Flagged for Deletion with Activity

NOTE:The Following Vendors will not be deleted as activity exists

Vendor	Name	Activity
000563	GRACE MAZZOLA	Vendor Referenced on Vouchers and Purchase Orders
000894	COMMUNITY NEWSDEALERS INC	Vendor Referenced on Vouchers and Purchase Orders
003385	Northeast Copier Systems	Vendor Referenced on Vouchers and Purchase Orders
003919	THE HOME DEPOT	Vendor Referenced on Vouchers and Purchase Orders
004131	COMMUNITY NEWSPAPER COMPANY	Vendor Referenced on Vouchers and Purchase Orders
004726	COMMUNITY NEWSPAPER	Vendor Referenced on Vouchers and Purchase Orders
004978	COMMUNITY NEWS DEALERS	Vendor Referenced on Vouchers and Purchase Orders
005192	COMMUNITY NEWSPAPER CO.	Vendor Referenced on Vouchers and Purchase Orders
006853	DOUGLAS HOUSTON	Vendor Referenced on Vouchers and Purchase Orders
008236	ELLIOTT EDWARDS	Vendor Referenced on Vouchers and Purchase Orders
008888	COMMUNITY NEWSPAPER CO	Vendor Referenced on Vouchers and Purchase Orders
009074	GRACE ANTONELLI	Vendor Referenced on Vouchers and Purchase Orders
010045	Mister Anderson's Co.	Vendor Referenced on Vouchers and Purchase Orders
010104	SEPHEN P ROWLEY ,ESQ.	Vendor Referenced on Vouchers and Purchase Orders
010916	GEORGE LEVINE,TRUSTEE	Vendor Referenced on Vouchers and Purchase Orders
011291	MEDICAL DISTRIBUTORS	Vendor is referenced on Purchase Order(s)
011755	HENRY K. WONG PUB. INC.	Vendor is referenced on Purchase Order(s)

*** Grand Total *** #Vendors: 17

Figure 2 Vendors with Activity

Refine the vendors in the list using the [Maintain Vendors Flagged for Deletion] button.

Select Vendors Flagged for Deletion

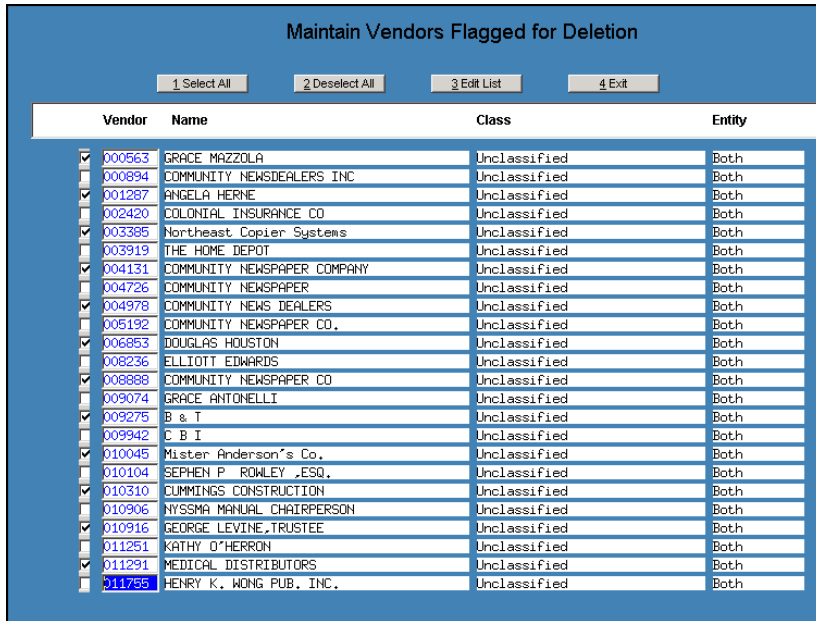
Maintain Vendors Flagged for Deletion

Submit Vendors Flagged for Deletion Process

Unsubmit Vendors Flagged for Deletion Process



A screen will be displayed allowing the selection and de-selection of each vendor that is flagged for deletion. The screen includes all the vendors flagged for deletion, with or without activity.



The **[1 Select All]** and **[2 Deselect All]** buttons will allow vendors to be included or excluded from the deletion process.

Individual vendors may be selected or deselected using the check box to the left of the vendor number.

An **[3 Edit List]** is also available on this screen. This edit list will show only the selected vendors (those with the check box selected) **without activity**.

Figure 3 Maintain Vendors Flagged for Deletion Screen

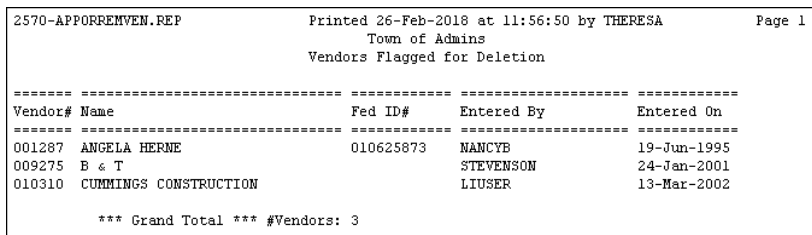
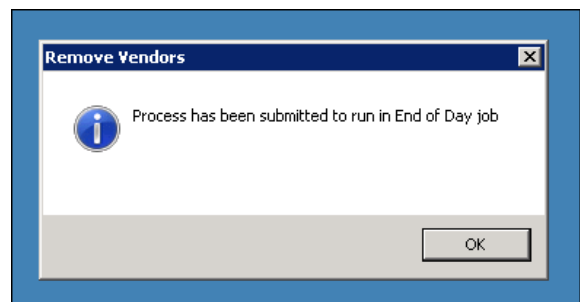


Figure 4 Edit list of vendors to be deleted

1.3. Submit Vendors Flagged for Deletion

Once vendor selections are confirmed, click on the **[Submit Vendors Flagged for Deletion Process]** button. This will add the deletion process to the End of Day job.

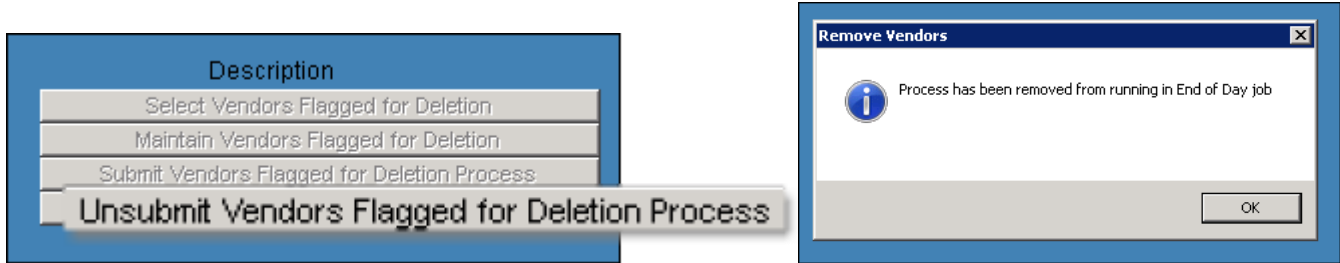


Confirm the results the following day by checking for the deleted vendor number(s) in the Enter Vendors screen.



1.4. Unsubmit Vendors Flagged for Deletion Process

If for any reason the vendors should not be deleted, click on the **[Unsubmit Vendors Flagged for Deletion Process]** to remove the deletion process from the End of Day job.



No action will be taken on vendors flagged for deletion if this step is run.