# S 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.

Module Maintenance	•	Purchase Order Module Control
Interfaces/Imports	•	PO Form Maintenance
Site Specific	•	PO Form Maintenance By Department Group
Help Reference Library		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.

2570-AP	PORREMVEN.REP Prim	nted 26-Feb-20	18 at 11:25:01 by THE	RESA	Page 1
	Ver	ndors Flag	ged for Deleti	.on	
			,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		
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	В & Т		STEVENSON	24-Jan-2001	
009942	СВІ		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	22-0ct-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.

2571-AP	2571-APPORREMVE2.REP Printed 26-Feb-2018 at 11:25:01 by THERESA Page						age 1				
		Vendors	Flag	ged	for	Dε	eletion	n w	ith Ac	tivit	Y
NOTE: Th	e Following Vendors	will not be	deleteo	i as s	ctivit	cy e	exists				
Vendor	Name		Activit	ty							
000563	GRACE MAZZOLA		Vendor	Refer	enced	on	Vouchers	and	Purchase	Orders	
000894	COMMUNITY NEWSDEAL	ERS INC	Vendor	Refer	enced	$^{\mathrm{on}}$	Vouchers	and	Purchase	Orders	
003385	Northeast Copier S	ystems	Vendor	Refer	enced	on	Vouchers	$\operatorname{and}$	Purchase	Orders	
003919	THE HOME DEPOT		Vendor	Refer	enced	$^{\mathrm{on}}$	Vouchers	and	Purchase	Orders	
004131	COMMUNITY NEWSPAPE	R COMPANY	Vendor	Refer	enced	$^{\mathrm{on}}$	Vouchers	and	Purchase	Orders	
004726	COMMUNITY NEWSPAPE	R	Vendor	Refer	enced	$^{\mathrm{on}}$	Vouchers	and	Purchase	Orders	
004978	COMMUNITY NEWS DEA	LERS	Vendor	Refer	enced	$^{\mathrm{on}}$	Vouchers	and	Purchase	Orders	
005192	COMMUNITY NEWSPAPE	R CO.	Vendor	Refer	enced	$^{\mathrm{on}}$	Vouchers	and	Purchase	Orders	
006853	DOUGLAS HOUSTON		Vendor	Refer	enced	$^{\mathrm{on}}$	Vouchers	and	Purchase	Orders	
008236	ELLIOTT EDWARDS		Vendor	Refer	enced	$^{\mathrm{on}}$	Vouchers	and	Purchase	Orders	
008888	COMMUNITY NEWSPAPE	R CO	Vendor	Refer	enced	on	Vouchers	and	Purchase	Orders	
009074	GRACE ANTONELLI		Vendor	Refer	enced	$^{\mathrm{on}}$	Vouchers	and	Purchase	Orders	
010045	Mister Anderson's	Co.	Vendor	Refer	enced	$^{\mathrm{on}}$	Vouchers	and	Purchase	Orders	
010104	SEPHEN P ROWLEY ,	ESQ.	Vendor	Refer	enced	$^{\mathrm{on}}$	Vouchers	and	Purchase	Orders	
010916	GEORGE LEVINE, TRUS	TEE	Vendor	Refer	enced	$^{\mathrm{on}}$	Vouchers	and	Purchase	Orders	
011291	MEDICAL DISTRIBUTO	RS	Vendor	is re	ferenc	ced	on Purcha	ase (	)rder(s)		
011755	HENRY K. WONG PUB.	INC.	Vendor	is re	ferenc	ced	on Purcha	ase (	)rder(s)		
		*** (	Grand To	otal *	** #Ve	endo	ors: 17				

Figure 2 Venders with Activity

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





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.

		Maintain Vendo	ors Flagged for Deletion	
		1 Select All 2 Deselect All	<u>3</u> Edit List <u>4</u> Exit	
	Vendor	Name	Class	Entity
	000563	GRACE MAZZOLA	Unclassified	Both
	000894	COMMUNITY NEWSDEALERS INC	Unclassified	Both
	001287	ANGELA HERNE	Unclassified	Both
	002420	COLONIAL INSURANCE CO	Unclassified	Both
	003385	Northeast Copier Systems	Unclassified	Both
	003919	THE HOME DEPOT	Unclassified	Both
	004131	COMMUNITY NEWSPAPER COMPANY	Unclassified	Both
	004726	COMMUNITY NEWSPAPER	Unclassified	Both
	004978	COMMUNITY NEWS DEALERS	Unclassified	Both
	005192	COMMUNITY NEWSPAPER CO.	Unclassified	Both
	006853	DOUGLAS HOUSTON	Unclassified	Both
	008236	ELLIOTT EDWARDS	Unclassified	Both
	008888	COMMUNITY NEWSPAPER CO	Unclassified	Both
	009074	GRACE ANTONELLI	Unclassified	Both
	009275	B & T	Unclassified	Both
	009942	CBI	Unclassified	Both
	010045	Mister Anderson's Co.	Unclassified	Both
	010104	SEPHEN P ROWLEY ,ESQ.	Unclassified	Both
	010310	CUMMINGS CONSTRUCTION	Unclassified	Both
	010906	NYSSMA MANUAL CHAIRPERSON	Unclassified	Both
	010916	GEORGE LEVINE, TRUSTEE	Unclassified	Both
	011251	KATHY O"HERRON	Unclassified	Both
	011291	MEDICAL DISTRIBUTORS	Unclassified	Both
	011755	HENRY K. WONG PUB. INC.	Unclassified	Both
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Figure 3 Maintain Vendors Flagged for Deletion Screen

2570-API	PORREMVEN.REP	Print	ted 26-Feb-20. Town of Add	18 at 11:56:50 by THE mins	RESA	Page	1
	Vendors Flagged for Deletion						
Vendor#	Name		Fed ID#	Entered By	Entered On		
001287	ANGELA HERNE		010625873	NANCYB	19-Jun-1995		
009275	ВеТ			STEVENSON	24-Jan-2001		
010310	CUMMINGS CONSTRUCTION			LIUSER	13-Mar-2002		
	*** Grand Total *** #Ve	ndors:	3				

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.

	Remo	ove Vendors	×
		Process has been submitted to run in End of Day job	
Select Vendors Flagged for Deletion			
Maintain Vendors Flagged for Deletion			
Submit Vendors Flagged for Deletion Process		ОК	
Unsubmit vendors hagged for Deletion Process			

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

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*.

### **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.

	Remove Vendors	×
Description	Describes have a second for	
Select Vendors Flagged for Deletion	Process has been removed from running in End or Day j	00
Maintain Vendors Flagged for Deletion		
Submit Vendors Flagged for Deletion Process		
Unsubmit Vendors Flagged for Deletion	Process	

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