



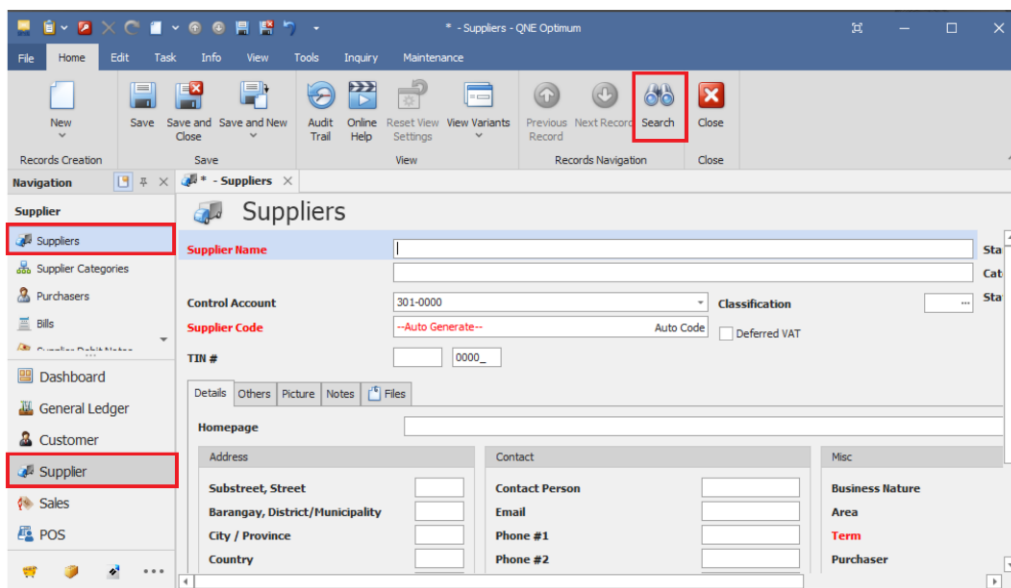
How to set Supplier as Inactive

Overview:

When Supplier is set to Inactive, it cannot be seen and selected when searching for Supplier in Account Payable and Purchases related Transactions and Reports.

Procedure(s):

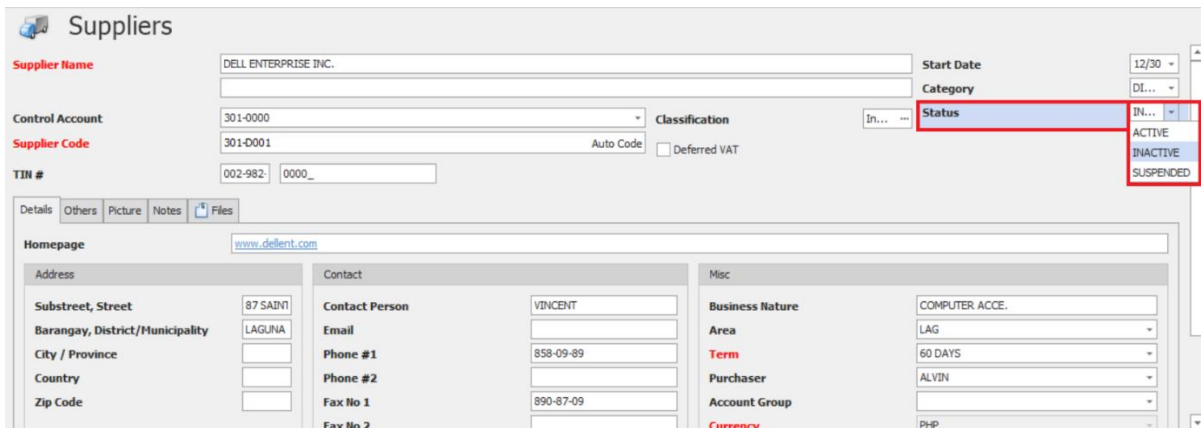
1. In Navigation Pane, Go to Supplier > Suppliers. Click *Search* to see the existing suppliers



2. Look for the supplier to Inactive, then select by double clicking

Acc #	Name	Registration #	Purchaser	Term	Balance	Status
301-A001	ALI MANUFACTURING INC.	006-225-478	ALVIN	60 DAYS	3,900,799...	ACTIVE
301-B001	BNC TECHNOLOGY INC.	009-889-029	ALVIN	C.O.D.	440,509.80	ACTIVE
301-D001	DELL ENTERPRISE INC.	002-982-322	ALVIN	60 DAYS	1,027,334...	ACTIVE
301-D002	DIGITAL METAL INC.	111-220-002	ALVIN	C.O.D.	34,430.00	ACTIVE
301-E001	E-LINK HARDWARE SUPPLY INCORPORATION	999-020-111	JANE	C.O.D.	103,608.00	ACTIVE
301-F001	FUTURE I-TECH INC.	009-001-222	ALVIN	C.O.D.	11,984.00	ACTIVE
301-K001	KTA SUPPLIES, INC.	006-222-289	ALVIN	30 DAYS	101,361.00	ACTIVE
301-P001	PERFECT TRADING INC.	087-278-882	JANE	C.O.D.	240,512.00	ACTIVE
301-T002	TECH COM CORPORATION	009-881-222	JANE	30 DAYS	63,500.00	ACTIVE
301-T001	TRIWAY INC.	006-292-111	JANE	C.O.D.	46,676.00	ACTIVE
301-Y001	YAP SERVICE, INC.	009-991-689		C.O.D.	3,300.00	ACTIVE

- Click *Status* and choose INACTIVE.



Suppliers

Supplier Name: DELL ENTERPRISE INC.

Control Account: 301-0000

Supplier Code: 301-D001

TIN #: 002-982-0000

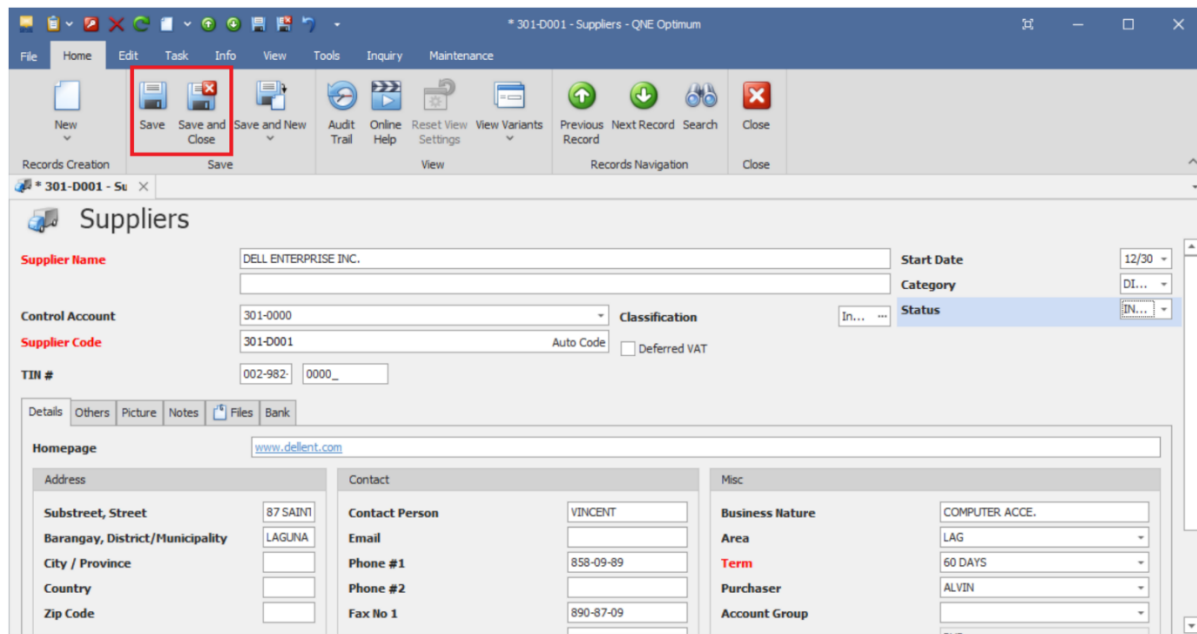
Status: INACTIVE

Address: Substreet, Street: 87 SAINI, Barangay, District/Municipality: LAGUNA, City / Province: , Country: , Zip Code:

Contact: Contact Person: VINCENT, Email: , Phone #1: 858-09-89, Phone #2: , Fax No 1: 890-87-09, Fax No 2:

Misc: Business Nature: COMPUTER ACCE., Area: LAG, Term: 60 DAYS, Purchaser: ALVIN, Account Group: , Currency: PHP

- Click *Save* or *Save and Close*.



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Control Account: 301-0000

Supplier Code: 301-D001

TIN #: 002-982-0000

Status: INACTIVE

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Application:

In transaction form e.g., Purchase Invoice, Inactive supplier can no longer be seen in the Supplier List when searched.

[illegible]

Note: Make sure that Supplier has zero running balance when setting to Inactive, otherwise, Supplier related reports may have amount discrepancy.



For further concerns regarding this matter, please contact support to assist you or create ticket thru this link <https://support.qne.com.ph>