

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

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POS	City / Province	·	Phone #1		Term	
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2. Look for the supplier to Inactive, then select by double clicking

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T	REC	R C	RUC	-		-		
	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	
۰	301-D001	DELL ENTERPRISE INC.	002-982-322	ALVIN	60 DAYS	1,027,334	ACTIVE	
1	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	F

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3. Click Status and choose INACTIVE.

a Suppliers							
Supplier Name	DELL ENTERPRISE	INC.				Start Date	12/30 -
						Category	DI +
Control Account	301-0000		*	Classification	In	Status	IN
Supplier Code	301-D001		Auto Code	Deferred VAT			ACTIVE
TIN #	002-982- 0000						SUSPENDED
Details Others Picture Notes	iles www.dellent.co	m Contact		Mise			
Substreet, Street Barangay, District/Municipality City / Province Country Zip Code	87 SAIM	Contact Person Email Phone #1 Phone #2 Fax No 1	VINCENT 858-09-89 890-87-09	Business Nature Area Term Purchaser Account Group		COMPUTER ACCE. LAG 60 DAYS ALVIN	•

4. Click Save or Save and Close.

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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.

Supplier		Currency	PHP			Rate			1.0000000	Exchange Rate
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C St		301-D002 DIGITAL METAL INC.		NON	Unit Price	Disc Am	ount	Tax C	Tax	WTax Code
		301-E001 E-LINK HARDWARE SUPPLY INCORPORATION						1		
_		301-F001 FUTURE I-TECH INC.								
		301-K001 KTA SUPPLIES, INC								
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		301-T002 TECH COM CORPORATION								
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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 <u>https://support.qne.com.ph</u>

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