

AlarmBiller – Delete a vendor

02/12/2024 10:35 am EST

Currently, in AlarmBiller, users cannot completely delete a vendor.

Since users cannot delete a vendor, we will provide below the option to be used if the vendor in question is not used anymore.

You cannot delete a Vendor from AlarmBiller. If you are no longer doing business with this vendor, go into the vendor's page in question and then push edit.

The screenshot shows the 'Edit Vendor' form for 'INACTIVE Joes Panels'. The form is titled 'Edit Vendor - INACTIVE Joes Panels' and has a 'Save' button highlighted with a red box. The form contains the following fields:

- Vendor Number: 10000
- Customer Number: 1234
- Name: INACTIVE Joes Panels
- Web Page: (empty)
- Payable To: Joes Panels
- Term: Please Select
- Memo: (empty)
- Taxpayer ID Number: (empty)
- GL Account: 987654 - chase
- 1099 Eligible?:

The form also includes sections for Mailing Address and Remittance Address, both with the address '123 Vista War' and 'Ohio'. There are also fields for Phone Number, Sales Phone, Other Phone, Sales Email, Fax Number, Support Phone, and Support Email. A 'Comments' section is at the bottom.

Type to the left of the vendor name the word INACTIVE or put an X in front of their name or something uniform you will use for all the vendors you aren't using anymore.

This will let you know not to use this Vendor for anything else.