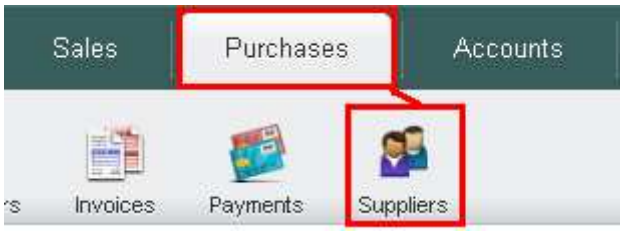
How to delete Suppliers on SortMyBooks Online.

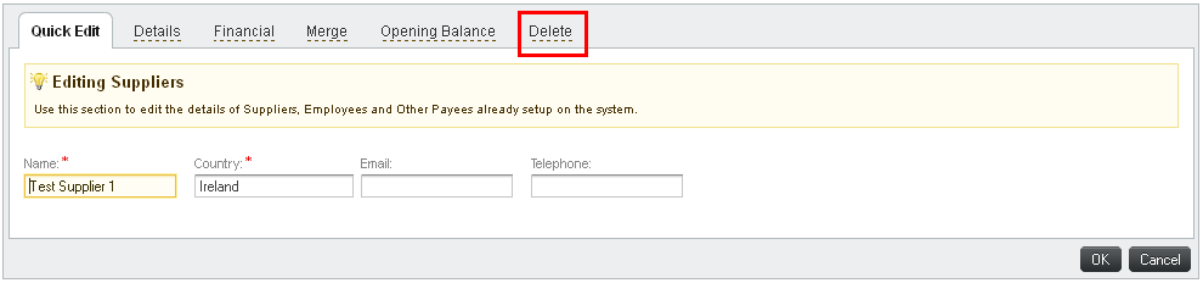
1. Click on Purchases, then Suppliers.



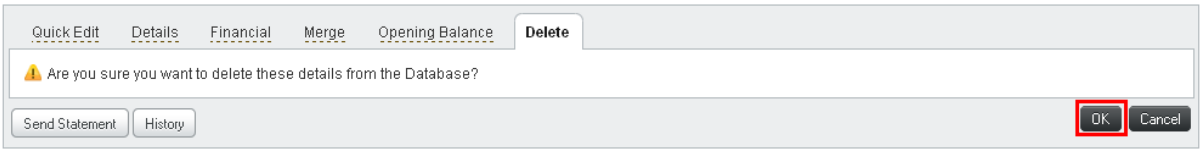
2. Click on the Supplier that you want to delete – In this case we are deleting "Test Supplier 1" – This will open up their details.

Name	Payee	Total Due	Email	Telephone	Last Purchase	Total Purchases
Test Supplier 1	Supplier	0.00			0.00	0.00
Test Supplier 2	Supplier	0.00			0.00	0.00
Test Supplier 3	Supplier	0.00			0.00	0.00
Test Supplier 4	Supplier	0.00			0.00	0.00

3. Click on the Delete tab at the top.



4. This will just ask you if you are sure you want to delete the Supplier. Click OK if you are. This will take you back to the Suppliers screen and that Supplier will not be there.



Note: The system will not let you delete a Supplier if there are still records associated with them. If that is the case you will see this message:

If you see this message you will need to either leave the Supplier on the system or remove those records and then try the delete process again. The records could be Purchase Orders, Purchase Invoices, Credit Notes, Payments or Refunds.