

SALES

CUSTOMERS - DEACTIVATE A CUSTOMER

Deactivating a Customer will set the customer status to *Inactive*, and you will no longer be able to access the customer from the front end in BPO2.

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Ribbon Access: Sales > Customers
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- 1. The *Customer Listing* screen will be displayed.
- 2. Select the *Site* where the Customer can be located.
 - The example has *Durban* selected.
- 3. Select the *Status* of the Customer.
 - The example has *Active* selected.
- 4. Select the *row* of the *customer* whom you wish to deactivate.
- 5. Click on *Deactivate*.



Customers - Deactivate a Customer

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	HEA0001	Π	Healing Hands			Durban	0.00			4532665455	
	STA001	LEG	Stan and Lopez			Durban	50,000.00		031 123 4567	123456789	
Contacts	BEA001	LEG	Bearing and Shoe			Durban	80,000.00		031 123 4567	987654321	
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- 6. When you receive the *Inactive Customer* message to confirm;
 - Are you sure you want to inactivate this customer, code [customer code]?
- 7. Click on **Yes**, if you are certain about your selection.

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	HEL0001	RE	Hello World			Durban		www.helloworld.co.za	948906957	5675888	
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VIEW CUSTOMER IN INACTIVE STATUS

- 1. The Customer can now be *viewed* in the *Customer Listing* screen,
- 2. where the *Status* is set to *Inactive*.

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Related Topics

<u>Reactivate a Customer</u>

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