

Deleting customers

You can delete a customer if they have never been used in a transaction. When you delete a customer, they are removed along with all the information stored in their contact record.

Instead of deleting a customer, it's usually better to make them *inactive*. This removes them from reports and some selection lists, but you'll be able to recover the information, or activate them again, if needed.

[Learn about making contacts inactive.](#)

To delete a customer

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1. From the **Contacts** menu, choose **View contacts**.
2. Select the customer to be deleted. You can select more than one customer, if you like.
3. Click **Delete**.

Contacts Create contact

Search:

Customer Supplier Reportable Other Inactive

<input type="checkbox"/>	Business name	First name	Last name	Phone	Mobile	Email	Type
<input checked="" type="checkbox"/>	Brian's Tech Support	Brian	Quint		0499 123 321		C S
<input type="checkbox"/>	Building Co	Bob	Stevens	(03) 9877 1234			C S R
<input checked="" type="checkbox"/>	Casey Donnellan	Casey	Donnellan		0411999888		C
<input type="checkbox"/>	Coffee Commerce	Betty	Latte	(03) 9233 8191			C S
<input type="checkbox"/>	Focus Hair Salon	Effie	Gianopolous	(03) 9758 5899	0499 123 321		C

4. Click **Yes** to the confirmation message.

You can also delete a customer by clicking **Delete** when viewing their details on the **Contact** page.

Street address Bill to different address

Address

Suburb

State

Post code

Country

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