

Merge Vendors

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Merge Vendors

Records > Vendors

This option merges one A/P vendor or just an address into another. It is helpful if the same vendor has been added twice. This option will combine everything related to the vendors, including invoices and payments, merging all history into the **to** vendor.

From the main menu choose Records > Vendors.

Click the down arrow next to Edit and choose Merge.

To merge, select the “from” and “to” vendors. Click the search icon to select the vendor IDs.

- If you wish to delete the **From** vendor after merging, then check the box to delete vendor after merge.
 - If you wish to merge into a different address under another vendor then uncheck the Delete checkbox and use the search icon to choose the Address ID for the **To** vendor you wish to merge into.
 - When merging two vendors, you will have the option to add the **From** vendor address to the **To** Vendor address as a historical record with an Address ID assigned using the **From** Vendor ID.
 - Click **Merge** from the menu in the Merge Vendors pop-up box.
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