

Merge Vendors

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Merges one A/P vendor or just an address into another. This option 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.

Records > Vendors.

Click on Edit > Merge.

Select the “from” vendor and “to” vendor to merge.

- 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 choose the Address ID for the “To” vendor that 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
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