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QUICK REFERENCE CARD Purchase Orders/Accounts Payable Module Maintenance

AP-370, PO-360 Merge Vendors

#### Overview...

This card explains how to merge vendors to clean up duplicate records in the vendor file. Multiple instances of a single vendor can be combined to form one entity. This process is used if the same vendor is entered into the system under different names, for example, an owner name is entered as one vendor #, and their business name is entered as a different vendor #. The first part of the process is to identify and mark the vendors to be merged; once complete, submit the Merge Process via a steps menu to run with the end of day jobs.

Example...

In the examples below, there are two vendors in the system representing BlueView Nurseries. They are the same vendor, but their names were entered differently. Merge vendor **017252** into the primary vendor number **017253**.

# Marking Vendor Records to be Merged

Decide which vendor record will be the primary vendor; all other selected vendor records will merge into this number once the merge process is complete. Before the **Merge Vendors** process can be run, mark the vendors so that they can be identified and merged by the system.

Use the Enter Vendor Screen > [3 Classification] tab in either the Purchase Order or Accounts Payable module to display the vendor record to merge into the primary vendor number.

Enter the primary vendor number in the **Merge to Vendor** field at the bottom left of the **Enter Vendors** screen. In the illustration, the **017252** vendor will be merged to the primary vendor, **017253**.

	[AUC] 2000-Enter Vendors	- a ×
Purchase Orders Purchase Orders Change Orders AP/PO Dashboard	Gete Enter Vendors	ertified Vendor? Ves No ertified By ate Certified
Liquidate Purchase oders           Vendors         Enter Vendors           Commodity Items         View Vendors           Bids         Vendors by Classification           Contracts         Vendor Name Query           Queries         Vendor Name Search           Reports         Vendor Hirdrow	1 Name/Address     2 Addresses     3 Classification     4 Attachments     8 Rems     9 U       5 Add Vendor     6 Add Address     Restrict Access To     Town     School     8 Bdh       7 Reports     Federal (D#     Type     None     SS#     Tax ID       8 Ab#     0000-0000-0     Prenote     Hot. Acctive     Name       Phone#     Type     Classification     4 Attachments     8 Rems     9 U	er Defined alives Title 0000 0000
Tables > Vendor Invoice Query Year-End Processing > Vendor Invoice Query Module Maintenance > Merged Vendor History	HR ACH Tax Payment Type O Federal O State IN Terms IUR Due Upon Receipt Class INCL Unclassified Minority Code Hold Code F 1099 Code Printed Ck O Wire O ACH Separate Check O Yes IN No 1 Time Vendor? O Yes IN No State Bid List O Yes IN No Local Vendor? Ves IN No	
	Entered: 16-Sep-2008 Certified Vendor? O Yes © No Certified By Date Certified Note Merge To Vendor 017253 Addresses on File: 1	Spires
	Status: Vendor Active	Lkup UP



QUICK REFERENCE CARD
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The vendor will be set to inactive, and a note placed on the screen

Actions	Vendor 017252 SIMPSON, ANNE	Date Certified
	1 Name/Address 2 Addresses 3 Classification 4 Attachments 6 tems	9 User Defined
5 Add Vendor 6 Add Address	Restrict Access To Town School Both	d Representatives
7 Reports	Bank Code Name	Title
	ABA# 0000-0000-0 Prenote Not Active Phone# Customer#	(000) 000-0000 0000
	HR ACH Tax Payment Type Federal State None Phone#	(000) 000-0000 0000
	Terms         Due         Upon         Receipt           Class         Minority         Code         Phone#           1099         Code         Form	(000) 000-0000 [0000 [
	Payment Type         Printed Ck         Wire         ACH         No Check           Separate Check?         Yes         No         Tailing Vander         Yes         No           1 Time Vander?         Yes         No         Tailing Vander         Yes         No	(000) 000-0000 0000
	State Bid List? Yes © No Local Vendor? Yes © No Business Type	Via lail Call for Pick Up Other
Entered: 19-Sep-2008 Changed:	Certified Vendor? Ves No Insurance Certified By Date Certified	e Certificate Expires
31-Mar-2021	Note	

Repeat this step for all vendor records to be merged into the primary vendor record.

# Warning message if TINs do not match

If the system issues any warnings on TINs not matching, double check to be certain that the merge should take place. A warning will be displayed if a vendor is set to merge with another vendor, and the Taxpayer Information Numbers (TINs–either Federal Identification Numbers or Social Security Numbers) for the vendors do not match:



Example message if the "current" and "merge to" vendor TINs do not match

Click on **[Yes]** to continue; the vendor will be added to the work file of vendors to be merged. Click on **[No]** to stop the merge for this vendor.

Revised 2021-04-02 TC



### QUICK REFERENCE CARD

Purchase Orders/Accounts Payable

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#### Merge Vendors Process

Once the vendor records have been marked, use the **Merge Vendors Step** screen to perform the vendor merge.

Purchase Orders											
Purchase Order Entry	>			1						-	
Change Orders	>		[AUC] 2275-Merge Vendor	s					_	σ	×
AP/PO Dashboard					Sec. Sec.						
Liquidate Purchase Orders			(management)	Merge V	endors						
Vendors	>		Goto	Description	Date	Start	End	Success			
Commodity Items	>			Select Vendors for Merge Processing							
Bids	>		Actions	Maintain Vendors to be Merced							
Contracts	>			Submit Merge Vendor Process			_	_			
Queries	>			Unsubmit Merde Vendor Process			-				
Reports	>										
Tables	>			MRGVEN-All	Users						UP
Year-End Processing	>										
Module Maintenance	>	Purchase Order Module Control									
Interfaces/Imports	>	PO Form Maintenance	To person this co	roop coloct							
Site Specific	1,	PO Form Maintenance By Department Group	TO access this sc	reen, select:							
Lisia Deferance Library	1	Remove Venders Element for Deletion									
Help Kelerence Library		Remove vendors nagged for Deletion		Modulo Maintona		Aorgo	Vonde	arc			
		Remove items riagged for Deletion			nce 🖌 i	vieige	venuc	712			
		Merge vendors									
		Vendors with no Activity Report (Dormant)	from oithor the	Durchasa Order or A	count	c Dave	hlo n	00011			
	1	Email Distribution Lists	nom enner me	Purchase Order of A	LCOunt	s raya	in aide	nenu.			
	- 1	Email Users									
	1	Field Logging - Purchase Order Module Contro	a la								

Select Vendors for Merge Processing

The **Select Vendors for Merge Processing** step produces a report to verify that the data entered on the **Enter Vendors** screen is what is expected.

Task 2276: Select Vendors for Me	rge Processing X
Select Vendors for Mer	ge Processing
Run as  Preview  Print If Printing use Duplex  Yes Lookup	O PDF O No OK Cancel Clear All
E Select Vendors for Mer File Help Starting step 39	rge Processing — — X
	TedRE - PO_Vendors_to_Merge_
	Courier New ▼ 9 ▼ B Z U ■ ▼ ∷ 健定定 ≣ 3 3
	2278-APPORNRGVEN.REP Printed 30-Mar-2021 At 17:31:41 by THERESA Page 1 City of ADMINS Vendors to be Merged Listing 
<u> </u>	soon lotal vendors merged 3

Once the report is run, the next two steps in the **Merge Vendors** processing become available to be processed. Verify the results of the report before proceeding.



AP-370, PO-360 Merge Vendors

Maintain Vendors to be Merged

**Optional Step** 

Maintain Vendors to be Merged is the screen where vendors may be excluded from this processing.

		-			
1 Select All 2 D	Deselect All 3 Edit List	4 Exit			
Original Vendor	Mer	rge to Vendor			
Sel Vendor# Name	Ve	ndor# Name			
017244 JOSHUA KA	ZIJIAN >01	.7255 S & W CF	AFTS MFG.		
☑ 017252 SIMPSON,	ANNE	7253 BLUEVIEW	NURSERIES, IN	ε.	
☑ 017260 BETH LADO	UCEUR	.7255 S & W CR	AFTS MFG.	-	
				-	
	SelectAl         22           Original Vendor         Sel         Vendor#         Name           Image: Select Vendor#         Name         Image: Select Vendor#         Name           Image: Older Vend	1 Select AI         2 Deselect AI         3 Edit Liet           Original Vendor         Mer           Sel Vendor#         Name         Vendor#           ✓ 017244         JOSHUA KAZI JIAH         >01           ☑ 017252         SIMPSON, ANNE         >01           ☑ 017260         BETH LADOUCEUR         >01	1 SekctAl     2 DesekctAl     3 Edt List     4 Ext       Original Vendor     Merge to Vendor       Set Vendor#     Name     Vendor#     Name       Image: Old Control of Cont	1 SeetAl     2 DeseltAl     3 Edit Lit     4 Ext       Original Vendor     Merge to Vendor       Sel Vendor#     Name     Vendor#       Image: I	1 Select AI     2 Deselect AI     3 Edit List     4 Ext       Original Vendor     Merge to Vendor       Sel Vendor#     Name       ☑ 017244     JOSHUA KAZI JIAN     9017255       ☑ 017252     SIMPSON, ANNE     9017253       ☑ 017260     BETH LADOUCEUR     9017255

Multiple original vendors may be merged to the respective primary vendor. The process can be run as often as needed.

Submit Merge Vendor Process

The **Submit Merge Vendor Process** submits the command to be run during the End of Day processing. The system displays this message:

Process has been submitted to run in End of Day job

 $\times$ 

Once the merge process is run	
in the End of Day job, the	Merge Vendors
change to the vendor number	
is permanent. To stop the	
merge, click on the Unsubmit	
Merge Vendor Process	
button.	

Unsubmit Merge Vendor Process

#### **Optional Step**

This button will clear the menu and work file, but the Enter Vendors screen Merge Vendor field will retain the vendor #. Any vendor # that should not be merged can be removed using {Spacebar}|{Enter} to clear the field. The **UnSubmit Merge Vendor Process** can be used to suppress the merge from running with the End of Day processing.

OK



The system will pop up this message confirming that the Merge Vendors process will not be run in the End of Day job.

Remove Vend	lors X
1	Process has been removed from running in End of Day job
	ОК

Module Maintenance



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×

OK

Verifying Results – Enter Vendor Screen Once the End of Day processing is complete, verify the results of the merge several ways.

Access the **Enter Vendors** screen and type in the merged vendor number. The system will pop up two messages – that this vendor does not exist and has been merged with the primary vendor.



Vendor has been merged to 017255

#### Merged Vendor History Screen

Use the **Merged Vendor History** Screen in either the **Purchase Order** or **Accounts Payable** module.Type in the date of the merge to see any merged vendor history; page through the history file to see prior merge history.





## QUICK REFERENCE CARD Purchase Orders/Accounts Payable

Module Maintenance

AP-370, PO-360 Merge Vendors

#### **Vendor History Screen**

Vendors	>	Enter Vendors
Commodity Iteres	>	View Vendors
Disbursements (Wahant)	>	Vendors by Classification
Bank Reconciliation		Vendor Name Ouery
Queries	1	Vendor Name Search
Reports		relief right scorer
Tables	· · · ·	Vendor History

Use the **Vendor History Screen** in either the Purchase Order or Accounts Payable module to display the primary vendor and inquire on vouchers and purchase orders that have already been processed under the merged vendor number. They have all been recoded to use the primary vendor number with a new remit number.

Joona	Name		-		Local Vendor O 1099 Code Class Ut	Yes () No ICL Unclassi	fied		Entered Changed	
	Beginn Ending	ing Date Date		1 Clear th	ne Dates					
3 Purch	ase Orders		4 Vouchers		5 Disbursements					
PO#	PO Date	Department	Encumbered	Liquidated	Relieved	Vouchers	Remaining Bal	Туре	Status	Orig PO Date
192800	15-Oct-2019	HIGHSCHOOL	698,90		698,90	698,90		Regular	Closed	
192572	17-Sep-2019	SUPT_OFF	283,60		283,60	283,60		Regular	Closed	
190226	07-Aug-2018	DISTRICT	168,00		168,00	168,00		Regular	Closed	
46831	27-Feb-2018	MIDDLE	1.00	1.00				Regular	Closed	
46813	30-Aug-2017	DISTRICT	244.00		244.00	244.00		Regular	Closed	
43983	21-Sep-2016	DISTRICT	311.00	311.00				Regular	Closed	
44511	30-Aug-2016	DISTRICT	311,00		311.00	311,00		Regular	Closed	
44510	30-Aug-2016	DISTRICT	252.00		252.00	252.00		Regular	Closed	
43437	20-Jun-2016	DISTRICT	273,90		273,90	273,90		Regular	Closed	
43436	20-Jun-2016	DISTRICT	401.92		401.92	371.92		Regular	Closed	
43005	26-Jan-2016	PRESCHOOL	59,60		59,60	59.60		Regular	Closed	
43002	26-Jan-2016	DIPIETRO	218.00		218.00	218.00		Regular	Closed	
43003	19-Jan-2016	DISTRICT	418.00		418.00	418.00		Regular	Closed	
43001	19-Jan-2016	DISTRICT	258,00		258,00	258,00		Regular	Closed	
42195	14-0ct-2015	DISTRICT	270,00		270.00	270.00		Regular	Closed	
	14-Oct-2015	DISTRICT	640,00		640,00	640.00		Regular	Closed	
42194	44.0.1.0045	DISTRICT	248,00		248.00	248.00		Regular	Closed	
42194 42193	14-0ct-2015				2020 50	289.50		Regular	Closed	
42194 42193 41179	14-0ct-2015 15-Sep-2015	DISTRICT	289,50		289,50	2007.00			10.000.00	

# Year End Processing (1099s)

All payments under the merged vendor number will now be reported under the primary vendor number.

Bids

To ensure seamless integration of the commodity items and vendors used with the BIDS process, the **Merged Vendor** process will copy any commodity items from the old vendor to the new vendor.

🚥 [AUC] 2000-Enter ¥	endors [theresa]	_ # ×
File Edit Ledgers Pu	chase Orders Accounts Payable Fixed Assets Human Resources Budget Collections Tax Motor Excise Misc Billing System Help	
• •• 🔁 🗂 🖷	· • • • 🕊 🚝 💁 📾 🔒	
<u>G</u> oto	Enter Vendors Certified Vendor? C. Vos. C. No. Certified By Certified By	
Actions	Vendor 000041 NEW NAME CONSTRUCTION COMPANY Date Certified	
		_
5 Add Vendor	Item# Description     B39300     EQUIPMENT MAINTENANCE, RECONDITIONING, AND REPAIR SERVICES -OFFICE, PHOTOGRAPHIC Quede tem     E3321     COMPUTERS, DATA PROCESSING EQUIPMENT AND ACCESSORIES (NOT WO	
9 Add Item	Items sold by this vendor	

An existing vendor with commodity items

The vendor above is to be merged with another vendor. The other vendor already exists in the **AUC** system and the site wishes to merge the two vendors. When the merge is complete, any commodity items associated with the "old" vendor will be added to the list of commodity items sold by the new vendor.