



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**.

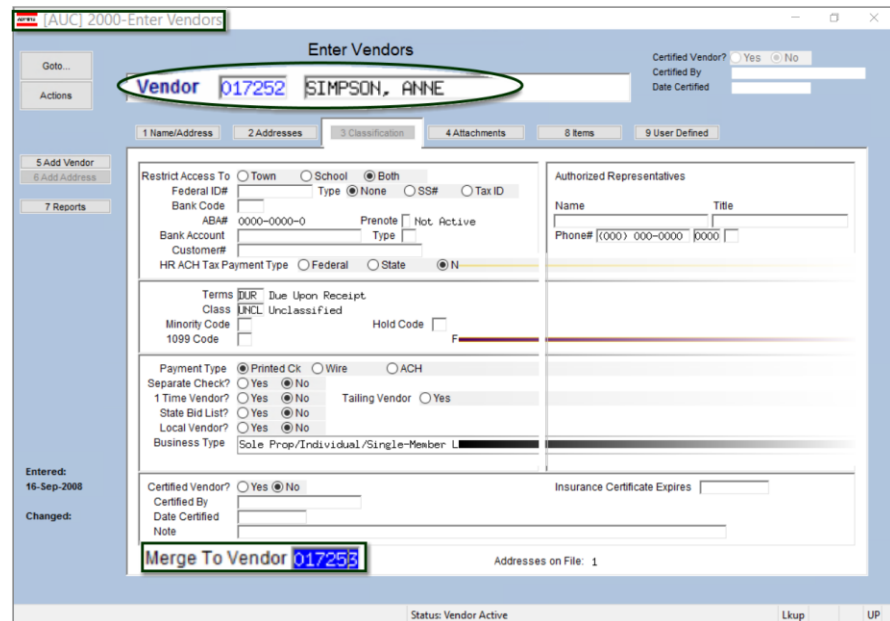
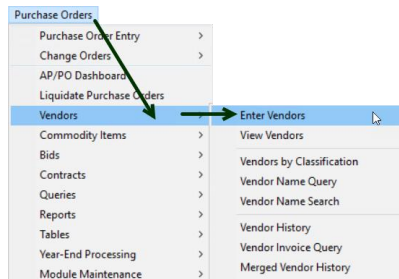
Marking Vendor Records to be Merged

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**.





The vendor will be set to inactive, and a **note** placed on the screen

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:

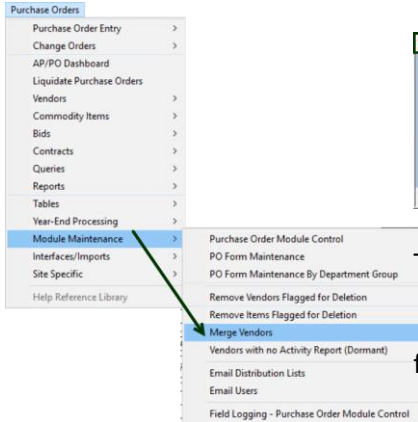
Example message if the “current” and “merge to” vendor TINs do not match

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.



Merge Vendors Process

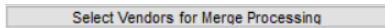
Once the vendor records have been marked, use the **Merge Vendors Step** screen to perform the vendor merge.



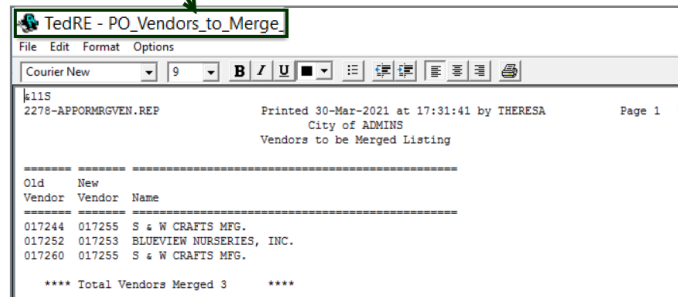
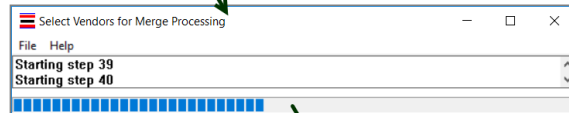
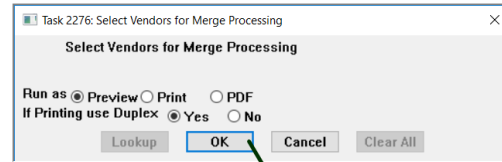
To access this screen, select:

Module Maintenance ▶ Merge Vendors

from either the **Purchase Order** or **Accounts Payable** menu.



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.



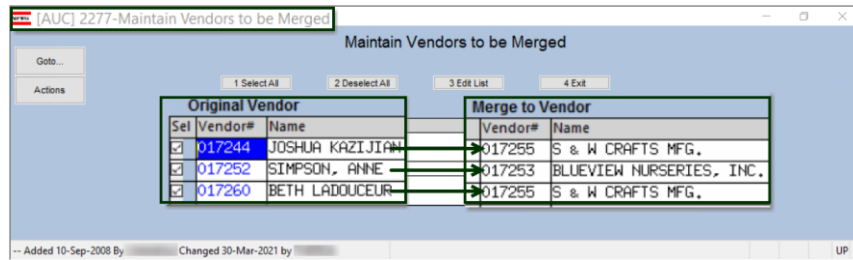
Once the report is run, the next two steps in the **Merge Vendors** processing become available to be processed. Verify the results of the report before proceeding.



Maintain Vendors to be Merged

Optional Step

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

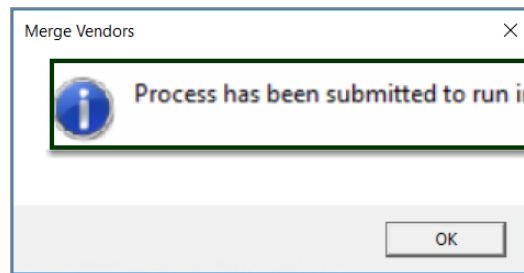


Multiple original vendors may be merged to the respective primary vendor. The process can be run as often as needed.

Submit Merge Vendor Process

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

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

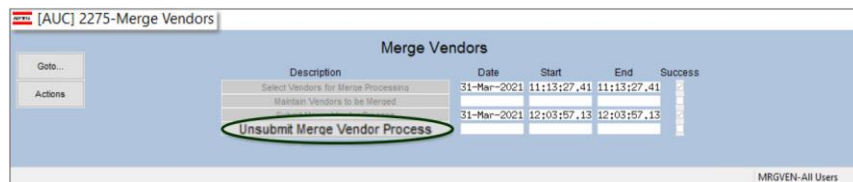


Unsubmit Merge Vendor Process

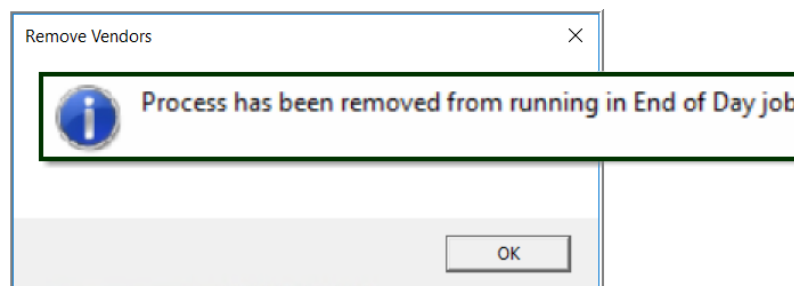
Optional Step

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.



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

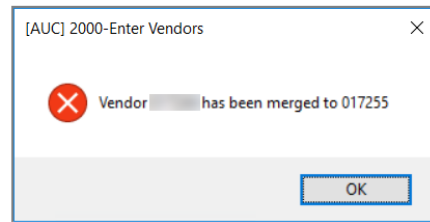
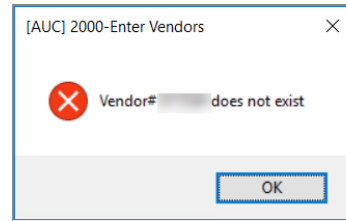




Verifying Results –
Enter Vendor Screen

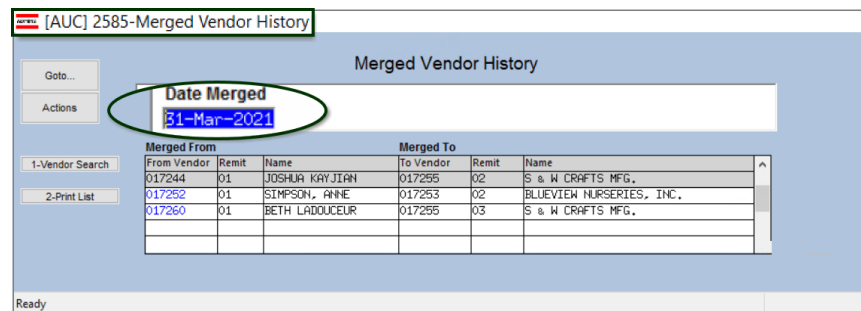
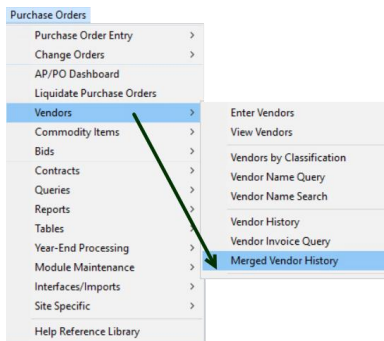
Once the End of Day processing is complete, verify the results of the merge several ways.

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.



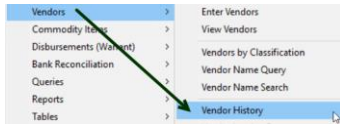
Merged Vendor History
Screen

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.





Vendor History Screen



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.

[AUC] 2003-Vendor History - Purchase Orders

Vendor History - Purchase Orders

Vendor# [REDACTED] Local Vendor Yes No
 Name [REDACTED] 1099 Code [REDACTED] Entered [REDACTED]
 Class UNCL UnClassified Changed

Beginning Date [REDACTED] Ending Date [REDACTED] Clear the Dates

3 Purchase Orders 4 Vouchers 5 Disbursements

Set	PO#	PO Date	Department	Encumbered	Liquidated	Relieved	Vouchers	Remaining Bal	Type	Status	Orig PO Date
	192800	15-Oct-2019	HIGHSCHOOL	698.90		698.90	698.90		Regular	Closed	
	192872	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-2019	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	282.00		282.00	282.00		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	DIPPIETRO	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	288.00		288.00	288.00		Regular	Closed	
	42195	14-Oct-2015	DISTRICT	270.00		270.00	270.00		Regular	Closed	
	42194	14-Oct-2015	DISTRICT	640.00		640.00	640.00		Regular	Closed	
	42193	14-Oct-2015	DISTRICT	248.00		248.00	248.00		Regular	Closed	
	41179	15-Sep-2015	DISTRICT	289.50		289.50	289.50		Regular	Closed	
	41178	31-Aug-2015	DISTRICT	989.00		989.00	932.00		Regular	Closed	

Status: Vendor Active

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 Vendors [theresa]

Enter Vendors

Vendor 000041 NEW NME CONSTRUCTION COMPANY

1 Name/Address 2 Addresses 3 Classification 4 Attachment (31) 5 Items 6 User Defined

Item#	Description
83900	EQUIPMENT MAINTENANCE, RECONDITIONING, AND REPAIR SERVICES -OFFICE, PHOTOGRAPHIC
83921	COMPUTERS, DATA PROCESSING EQUIPMENT AND ACCESSORIES (NOT NO

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.