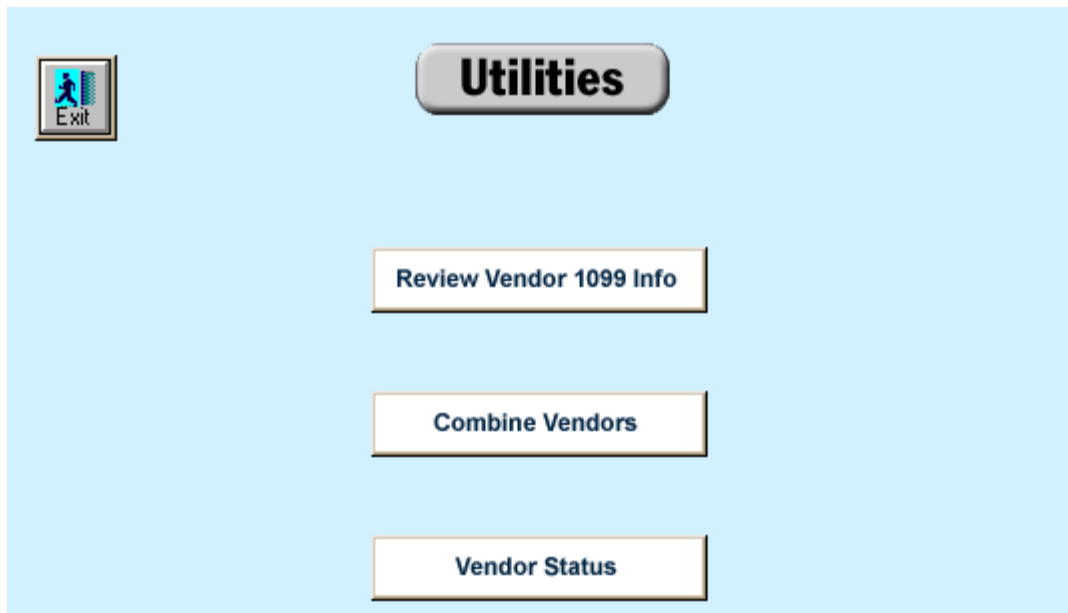


Combine Vendors Utility

The Combine Vendor Utility is used to combine 2 or more vendors into a single vendor. For the selected vendors, this procedure will combine all vendor data, including: Open Transactions, Transaction History, all Outstanding/Voided/Cancelled Checks, 1099 Information, etc.

On the Main Accounts Payable screen, go to Utilities > select Combine Vendors from the menu. See screenshot below:



Upon selecting this utility, the following screen will appear:

You have the ability to combine up to 5 vendors into 1 vendor. In the ‘Transfer Data From’ fields, you enter in the Vendor numbers of those vendors that you wish to combine. In the ‘To Vendor’ field, you need to specify the 1 vendor you would like the other Vendors to be combined into. Press F2 & the system will pull in the Names and Addresses of each of the Vendors you have selected, for verification purposes.

When you are ready to run the Utility, press F2.

