Merge Vendor Number - FIN8800

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utility is used to move all vendor information from one vendor to another vendor. Use the utility when two different vendor numbers are assigned to the same vendor.

Notes:

- When you select to merge from vendor A to vendor B, the transactions for vendor A are combined with vendor B's transactions, and then vendor A is deleted.
- If a vendor has been used in a previous file ID, the vendor cannot be merged until that file ID has been deleted.
- In Finance, the vendor name for paid checks will remain the same (From Vendor) after merging the vendors. The vendor number will change to the To Vendor number.
- In Finance, the vendor name for unpaid checks will be the To Vendor Remittance Address name. If the remittance address is blank, then the To Vendor name will be used.
- In Human Resources, liability checks paid and unpaid will assume the To Vendor name, not the Remittance Address Name. In Finance, the processed checks are displayed with the original vendor (From Vendor) name.
- Upon export, the program will export all file IDs where transactions exist. The program will include file ID C, even if there are no transactions in file ID C for the From Vendor, as long as transactions exist in other file IDs. If no transactions exist for any file ID for the From Vendor, the program will still export or back up file ID C.
- When importing, users should be in file ID C. File ID C must be imported first.

[File layout](#)

Merge vendor numbers:

Field	Description
From Vendor Number	Begin typing the vendor name or number. As you type the data, a drop-down list of corresponding data is displayed. Select the desired vendor number or name. Or, click ⁝ to select a valid vendor from the list of existing vendors (both active and inactive). The **Vendor Information**, **Order Address**, and **Remittance Address** sections are populated based on the to vendor number selected. This is a required field.

Click **Refresh From Vendor** to update the vendor information if the vendor number in the **From Vendor Number** field is changed.

To Vendor Number	Begin typing the vendor name or number. As you type the data, a drop-down list of corresponding data is displayed. Select the desired vendor number or name. Or, click ⁝ to select a valid vendor number from the list of existing vendors (both active and inactive). The **Vendor Information**, **Order Address**, and **Remittance Address** sections are populated based on the to vendor number selected. This is a required field.

Click **Refresh To Vendor** to update the vendor information if the vendor number in the **To Vendor Number** field is changed.

Click **Execute** to start the merge process. A message is displayed indicating that you are about to update records permanently and confirming that you want to continue. Click **Yes** to continue processing the merge function, or click **No** to cancel the merge. If the user clicks **Yes**, then a message is displayed asking if you would like to create a system backup. A backup is highly recommended.

Click **Yes** to export a copy of the affected tables, or click **No** to not create the backup and continue with the merge. If the user clicks **Yes**, the export tables dialog box is displayed.

- In the **Export Path** field, perform one of the following functions:
  - Type the drive and folder name of where to export a copy of the tables. The system creates the export files (e.g., db001007_6_03192002_01(s).rsf for payroll).
  - Click **Browse**, then select the folder into which to export a copy of the tables.
  - Click **OK** to select the folder, or click **Cancel** to close the dialog box without processing.
- Click **Execute**. A message is displayed asking you to verify the path of the export.
  - Click **Yes** to accept the export path or No to not accept the export path and return to the Merge Vendor Number page.
  - Click **Cancel** to close the dialog box without exporting tables.
- In the archive password dialog box, type a password, and then click **OK**.
- The tables are exported, and a message is displayed indicating that the export process completed successfully. Click **OK**.
- A dialog box is displayed indicating that the vendor numbers were merged. Click **OK** to return to the Merge Vendor Number page.

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