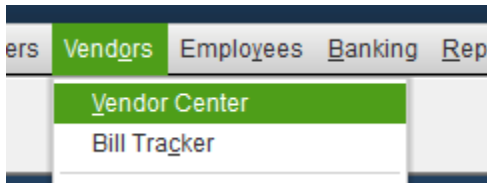
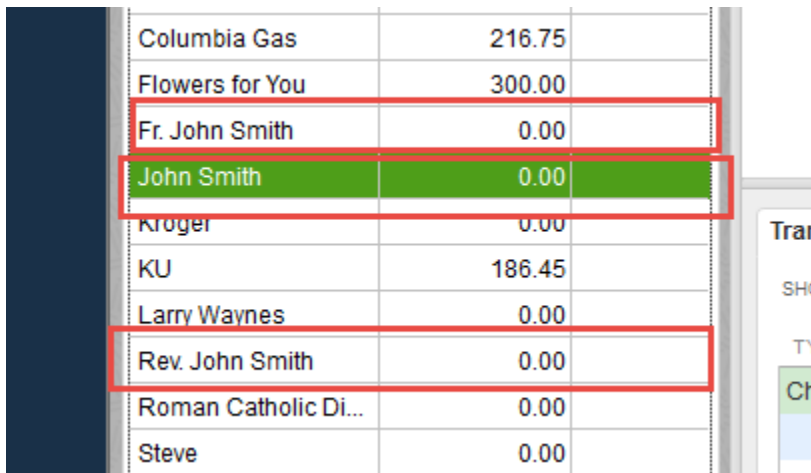


HOW TO MERGE DUPLICATE VENDORS

Many of our QuickBooks have duplicate vendors. The first step is to identify the duplicates and decide which is correct. Go To **Vendors – Vendor Center** to view list of all vendors.



For Priests, we ask you follow our directory and use Rev. for all priests set up as vendors. In this example, we currently have 3 vendors – all are the same Priest but one is listed as Fr. John Smith, the second is listed as Rev. John Smith and the third as John Smith.

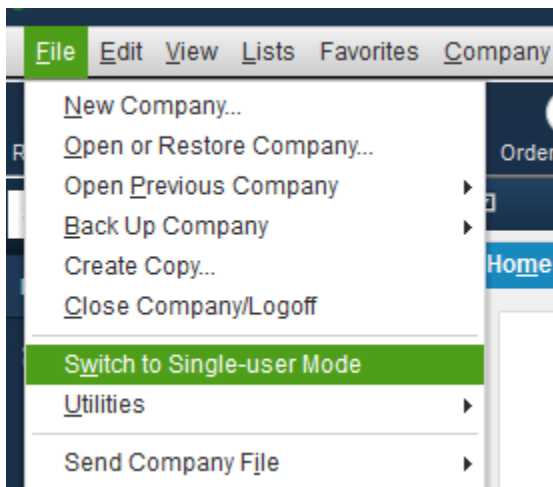


Columbia Gas	216.75
Flowers for You	300.00
Fr. John Smith	0.00
John Smith	0.00
Kroger	0.00
KU	186.45
Larry Waynes	0.00
Rev. John Smith	0.00
Roman Catholic Di...	0.00
Steve	0.00

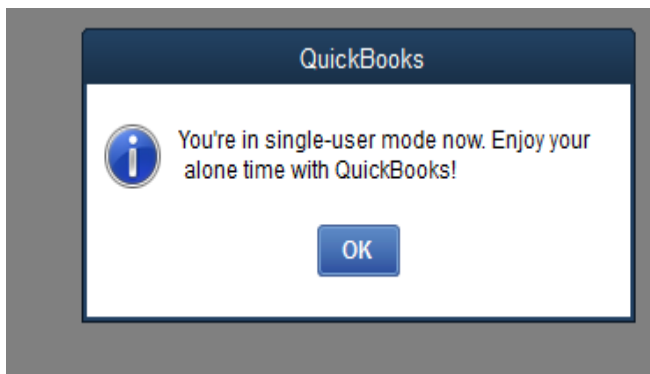
The screenshot shows a table of vendors with two columns: Vendor Name and Amount. Three rows are highlighted with red boxes: 'Fr. John Smith', 'John Smith', and 'Rev. John Smith', all with an amount of 0.00. The 'John Smith' row is also highlighted in green.

In this example each vendor has been given 1 check for reimbursement.

To begin a vendor merge, you will need to switch to single user mode. Go to **File - Switch to Single-user Mode**.

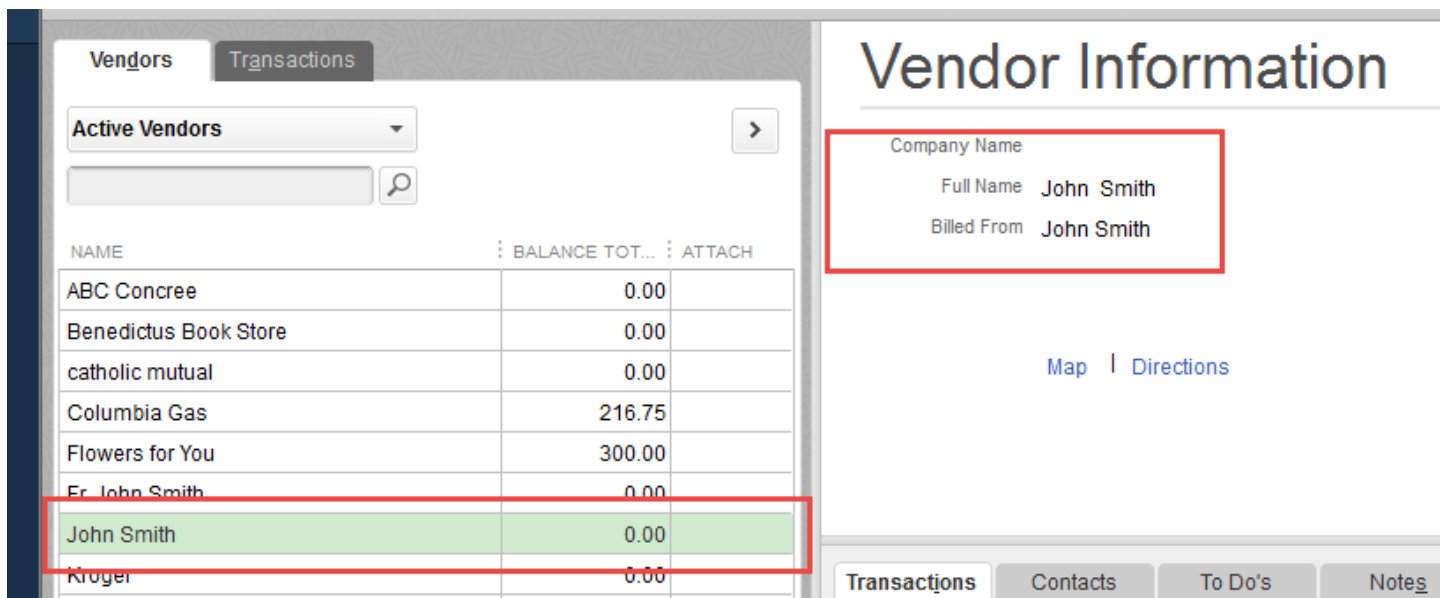


You will receive the following message:

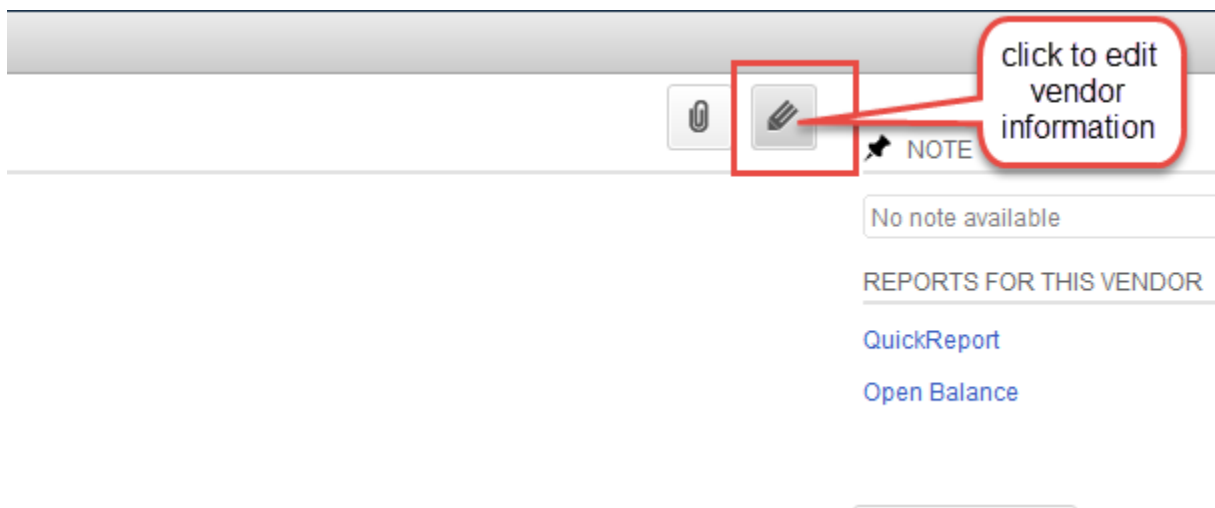


Return to Vendors – Vendor Center.

In this scenario, I want all 3 of my vendors to be Rev. John Smith. I select the first vendor to change – John Smith. Click once on John Smith. You now see the Vendor Information Screen for John Smith.



In the upper right hand corner you will see the Edit (pencil) Icon next to the Attach Icon (paperclip)



I will now change the vendor name to be Rev. John Smith.

VENDOR NAME **Rev. John Smith**

CURRENT BALANCE 0.00 [How do I adjust the current balance?](#)

Address Info

COMPANY NAME

FULL NAME Mr./Ms./.. **John** M.I. **Smith**

JOB TITLE

Main Phone Main Email


Work Phone CC Email

Mobile Website

Fax Other 1

ADDRESS DETAILS

BILLED FROM SHIPPED FROM

Rev. John Smith  [Copy >>](#)

Vendor is inactive

OK Cancel

Click OK. You should receive this message. Click Yes to merge.

M.I. **Sm**


Main Email

CC Email

Website

Other 1

Merge

 This name is already being used. Would you like to merge them?

Yes **No**

