## How do I Merge Duplicate Vendors?

In AP > go to Maintenance -> Duplicate Vendors Merge:

Maintenance	View	Invoices Checks	P.O.
Vendors			1
Duplicate	Vendo	rs Merge	EE

You will enter the Vendor to merge and delete – then the Vendor to keep:

Vendor to Keep
Alibris
Emerville, CA
1099 Type (None) -
Print
OK Cancel

You will get a warning that once this process completes, one Vendor will be deleted. After it's finished, you'll find the info for Vendor 1 contained in the history and records of Vendor 2.