

How Merge or Rename Vendors

ANSWER:

To merge or rename a Vendor

- Go to Maintain > Vendors
- Click on New at the bottom as if you were going to create a new Vendor
- Click on the Merge icon in the top left
- Select the Vendor you need to change from Current Vendor ID drop down

To merge vendors, select the Merge button in the Action section

- Select the Merge Vendor ID of the Vendor you will be merging into. This will be Vendor ID that remains.
- Add a comment in the Comment section. We recommend adding a comment that indicates the previous Vendor ID for tracking purposes

- Click OK
- Confirm the changes by click Yes

To rename a vendor, select the Rename button in the Action section

- Type in a new name for the Vendor ID
- Add a comment in the Comment section. We recommend adding a comment that indicates the previous Vendor ID for tracking purposes

- Click OK
- Confirm the changes by clicking Yes

Required Tags:

ARTICLE TYPE:

Product Info

PRODUCT LINE:

MIP Fund Accounting

PRODUCT MODULE/FEATURE:

Account Administration
Accounts Payable

RANKING:

No votes yet

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264



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Software

MIP Fund Accounting (<https://www.mip.com/>)

NetFORUM Enterprise (<https://www.netforumenterprise.com/association-software/>)

NetFORUM Pro (<https://netforum.avectra.com/>)

Millennium (<https://www.mip.com/fund-accounting-software/millennium/>)

Fundraising 50 (<https://www.mip.com/fund-accounting-software/fundraising-50/>)

Fundraising Online (<https://www.mip.com/fund-accounting-software/abila-fundraisingonline/>)

Resources

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