USAS Vendor Merge & Un-Merge

When viewing a Vendor, qualifying vendors will have the Merged Vendor button available. This button will **only** be available for vendors that are eligible to be merged or vendors that have already had other vendors merged into it. A vendor is eligible to be merged if it is **active** and there are other vendors that have the **same Tax ID Type, Tax ID#, and Type 1099**. If there are no other vendors with this information it is not eligible to be merged and therefore the Merged Vendors button will be greyed out.

1. **View** [👁] an active vendor. This will be your *primary* vendor that you want to merge other vendors into.

2. Click on Merged Vendors [👥 Merged Vendors] to open the Merged Vendors grid.

3. Click on **Merge Vendor** [👥 Merge Vendor] to initiate a new merge:
   - **Effective Calendar Year**: When merged, any existing transactions for the old vendor *in the selected calendar year only* will be changed.
     - The current calendar year will display by default. Any future years that have been created will also be available to select.
   - **Vendors**: Select one or more vendors to be included in the merge using the checkbox in the first column.

Merge Vendor for 5, Office supplies   + ×

Effective Calendar Year

2024 ▼

Vendors

	Number ▲	Primary Name
☑	9	Cumming Landscaping
☐	10	Eulonia Signs
☐	20	OH FFA
☐	25	Sprint Phone Service
☐	31	Dicks Sporting Goods
☐	35	Toledo Edison Utility
☐	52	BGSU
☐	53	Dental Insurance
☐	56	Franco, Sharon
☐	57	Visa- OH BWC electronic pymt
☐	60	Groveland Motors
☐	64	Ray City Gymnasium
☐	70	Millen Studios
☐	72	Washington Pro Services
☐	78	Construction Vendor
☐	79	Scholastic Magazines
☐	84	Cox Industries

[👥 Merge]   [⊘ Cancel]

- Only vendors that are eligible to be merged into this vendor will appear in this grid. This list can be *filtered* by number or primary name.
  - For a vendor to be eligible for merge, the selected vendors are required to have the same values for the following fields:
    - **Tax ID Type**
    - **ID #**
    - **Type 1099**
4. Click on **Merge** to merge the selected vendors into the originating vendor. The selected vendors will be made inactive and marked as Merged.
5. The vendor(s) being merged will no longer be active and the associated transactions beginning with **calendar year** selected will now be linked to the primary vendor.

Merge to Vendor #5   ✕

Are you sure you want to merge the following vendor(s) into primary vendor #5 - Office supplies beginning with calendar year 2024?
- #18 - Wonder Bread

The vendor(s) being merged will no longer be active and the associated transactions beginning with calendar year 2024 will now be linked to the primary vendor.

No   Yes

a.   An output report will generate showing any transactions that will be updated to the primary vendor as a result of the merge. A copy of this report is automatically sent to the **Calendar Year** section of the **File Archive**.

Sampleville Schools
Merged Vendor Transactions

Transaction #	Description	Amount	New Vendor #	Original Vendor #	Calendar Year
Vendor #5 Office supplies					
Merged Vendor #15 Bakery					
DISBURSEMENT					
37154	Check #0 type REFUND	$ 100.00	5	15	2024
37155	Check #890012 type ACCOUNTS_PAYABLE	108.00	5	15	2024
37157	Check #0 type ACCOUNTS_PAYABLE	108.00	5	15	2024
		$ 316.00			
INVOICE					
49768	FY23 balance	108.00	5	15	2024
		$ 108.00			
REFUND					
292548		100.00	5	15	2024
		$ 100.00			

Merged Vendor List

Once vendors have been merged, the list of "old" vendors that were merged into the vendor being viewed will show in the Merged Vendor grid. This grid will show the Vendor Name, Number, Calendar Year of the change, and the date the Merge was performed. In order to regenerate a report of the transactions updated in the merge, click the print icon 🖨 on the row to generate a report for any one merged vendor. To print a report for more than one merged vendor, use the checkbox in the first column to select vendors then click the Print button 🖨 Print at the top of the grid. To close the Merged Vendor pop up window, click the Close button ✖ Close at the top.

Merged Vendors 5, Office supplies   + ×

		Vendor #▲ 2	Vendor Primary Name	Calendar Year▾ 1	Merged Date
☐	🖨	15	Bakery	2024	06/18/2024
☐	🖨	37	Pyschology Services	2024	06/18/2024
☐	🖨	54	Sporting Goods	2024	06/18/2024

Merge Vendor   **Print**   **Close**

Vendor Updates

When a Vendor Merge is performed, the following changes directly impact the Core > Vendor Records of the *primary* vendor (will be used going forward) and *old* vendor (that was merged).

Updates to the Primary Vendor:

- Any transactions for the Calendar Year chosen in the Merge for the vendor(s) selected in the merge will be updated to be associated with the primary vendor. Any amounts associated with updated disbursements will be included in the YTD Total(s) on the primary vendor. See Transaction Updates section below for further details on transaction specific updates.

Updates to the Merged Vendor(s):

- Vendors that have been merged into another vendor will be made inactive and marked as merged. **Once a vendor has been merged into a primary vendor, the Vendor Number, Primary Name, Active checkbox, and Merge Info cannot be manually modified.**
- The *Merge Info* section near the bottom of the vendor page will show if the vendor has been merged into a primary vendor. This will show the vendor it was merged into and the year it was merged. These fields are available to add to the Vendor grid via the More option or to use on Vendor based reports.
  - **Merged:** If checked, the vendor was merged into another vendor.
  - **Merged Into:** If the vendor being viewed was merged, this will show the vendor it was merged into that can be used going forward.
  - **Merged Year:** The calendar year the vendor was merged. Any transactions for this calendar year that existed before the merge was initiated would now be associated with the "Merged Into" vendor

Merge Info

☑ Merged

Merged Into	Merged Year
5 - Office supplies	2024

Transaction Updates

If there were any outstanding transactions associated with the vendor that were merged, those transactions can still be processed. Transactions that were updated due to a merge will show **both** the new vendor and the original vendor.

PO #	Date	Vendor
24000096	5/24/24	5-Office supplies/1456 Morgantown Street Ludowic ⌄

Description	Deliver By Date	Delivery Address
FY24 Services	🗓	Cotton (Demo) Schools 1795 Rains Parl ⌄

Cotton (Demo) Schools
1795 Rains Park
Patterson OH 45084

Terms	Attention	Original Vendor
		37 - Pyschology Services

Source	Summary	Created Date
		🗓 5/24/24

☐ Amended   ☐ Invoiceable   ☐ Multivendor

Modified Date	Posted Date	☐ Then And Now
🗓	🗓 5/24/24	

The Original Vendor field will be populated on qualifying transactions for the following transaction types:

- Requisition
- Purchase Order
- AP Invoice
- Disbursement
- Refund
- Billing
- Payment

Invoices

If there were any invoices that had been processed but not yet paid, those will show on the Payable grid as highlighted.
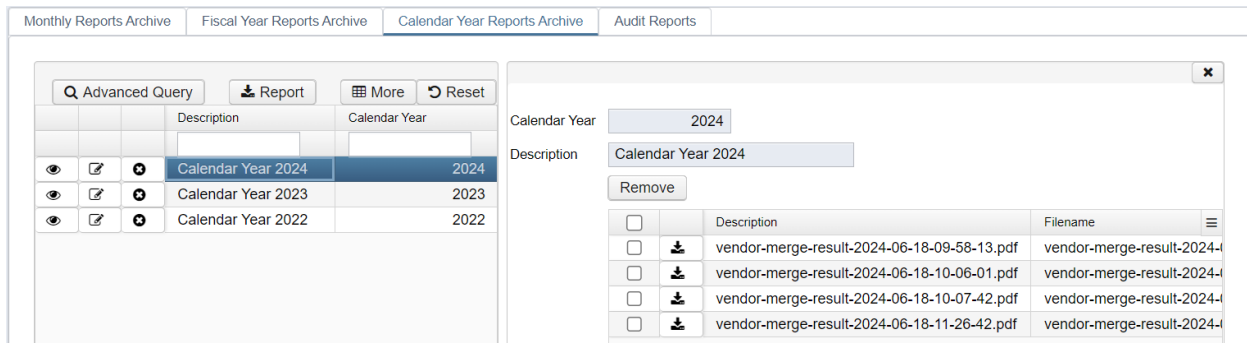
Accounts Receivable

If the vendors involved in the merge have associated Accounts Receivable records, the Billings and Payments will be updated to include the Customer (primary vendor) and the Original Customer (merged vendor) on the transaction. Any updated Billing and Payment transactions will show on the Merged Vendor Transactions report. The Customer associated with the merged vendor will be made inactive.

Code	Billing #	Date
HS - High School ⌄	1024	🗓 1/1/24

Customer	Location	Due Date
5 - Office supplies ⌄	1-Cotton (Demo) Schools/1795 Rains Park Patters ⌄	🗓

Original Customer	Attention	Created Date
37 - Pyschology Services		🗓 3/11/24

File Archive

When a Vendor Merge is performed, the Merge Vendor Transactions report showing the results of the merge will be sent to the File Archive. These reports will show in the Calendar Year Reports Archive tab for the Calendar Year associated with the "Effective Calendar Year" chosen when the merge is performed. These reports will contain the date of the merge in the file name as well as a timestamp field.
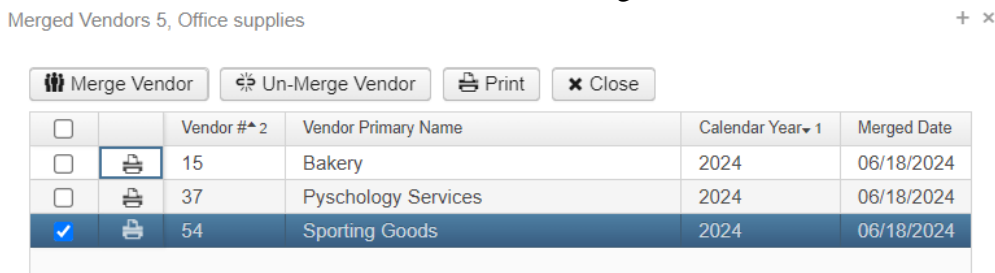

Un-Merge Vendor

After a vendor has been merged, the option to Un-Merge Vendor will become available. When a vendor is unmerged, any transactions previously updated to the new vendor will be changed back to the original vendor. This will only apply for the transactions **originally** changed. The vendor's merge flag will be cleared and the vendor will be made Active. In order to view a list of qualifying transactions, use the print option from the Merge List prior to using the unmerge option.

1. View an active vendor
2. Click on Merged Vendors ![Merged Vendors button] to open the Merged Vendors grid.
3. On the Merged Vendors List, locate the vendor that should be unmerged.
4. Prior to unmerging, use the print icon ![print icon] to generate a list of transactions that were updated during the merge. These transactions will be unmerged.
5. Use the checkbox to select the vendor to be unmerged

6. Click Un-Merge Vendor ![Un-Merge Vendor button]

7. Review the information in the pop up and click Yes to proceed

Un-Merge Vendor(s)   ✕

Are you sure you want to un-merge the selected vendors?
This process will revert all transactions modified in the merge process, updating YTD and
FYTD amounts. The vendor's merge flag will be cleared and the vendor will be active.

No   Yes