

# Merge Utility Usage Scenario Document for Microsoft Dynamics 365 Business Central

# Contents

- 1.INTRODUCTION .....3**
- 2.Activate and Cancelling Merge Utility Subscription .....4**
  - Activate Merge Utility Subscription.....4
  - Cancelling Merge Utility Subscription.....8
- 3.Merge Utility Setup: ..... 10**
- 4.Functionality Test Cases for Merge Utility..... 14**
  - 4.1 Scenario 1: Customer Merge. .... 14**
  - 4.2 Scenario 2: Vendor Merge. .... 21**
  - 4.3 Scenario 3: Item Merge..... 26**
  - 4.4 Scenario 4: G/L Account Merge. .... 32**
  - 4.5 Scenario 5: Dimension Merge..... 36**
  - 4.6 Scenario 6: Contact Merge..... 39**
- 5.Batch Merge. .... 43**
- 6.Undo Merge. .... 45**

# 1.INTRODUCTION

The Merge Utility allows user to merge the ledger entries for one **Customer/Vendor/GL Account/Dimension/Item/Contact** (under certain circumstances) into another and delete the source account. It is perfect for consolidating master record when multiple accounts containing history have been inadvertently created. (It can also control the deletion of Source account under certain circumstances)

## **Features:**

- Best way to consolidate master record when multiple accounts containing history have been inadvertently created.
- Merge utility merges the Ledger Entries with the existing Ledger Entries without replacing the existing Ledger Entries.
- It also merges the Contact of one Customer or vendor to another

## 2. Activate and Cancelling Merge Utility Subscription

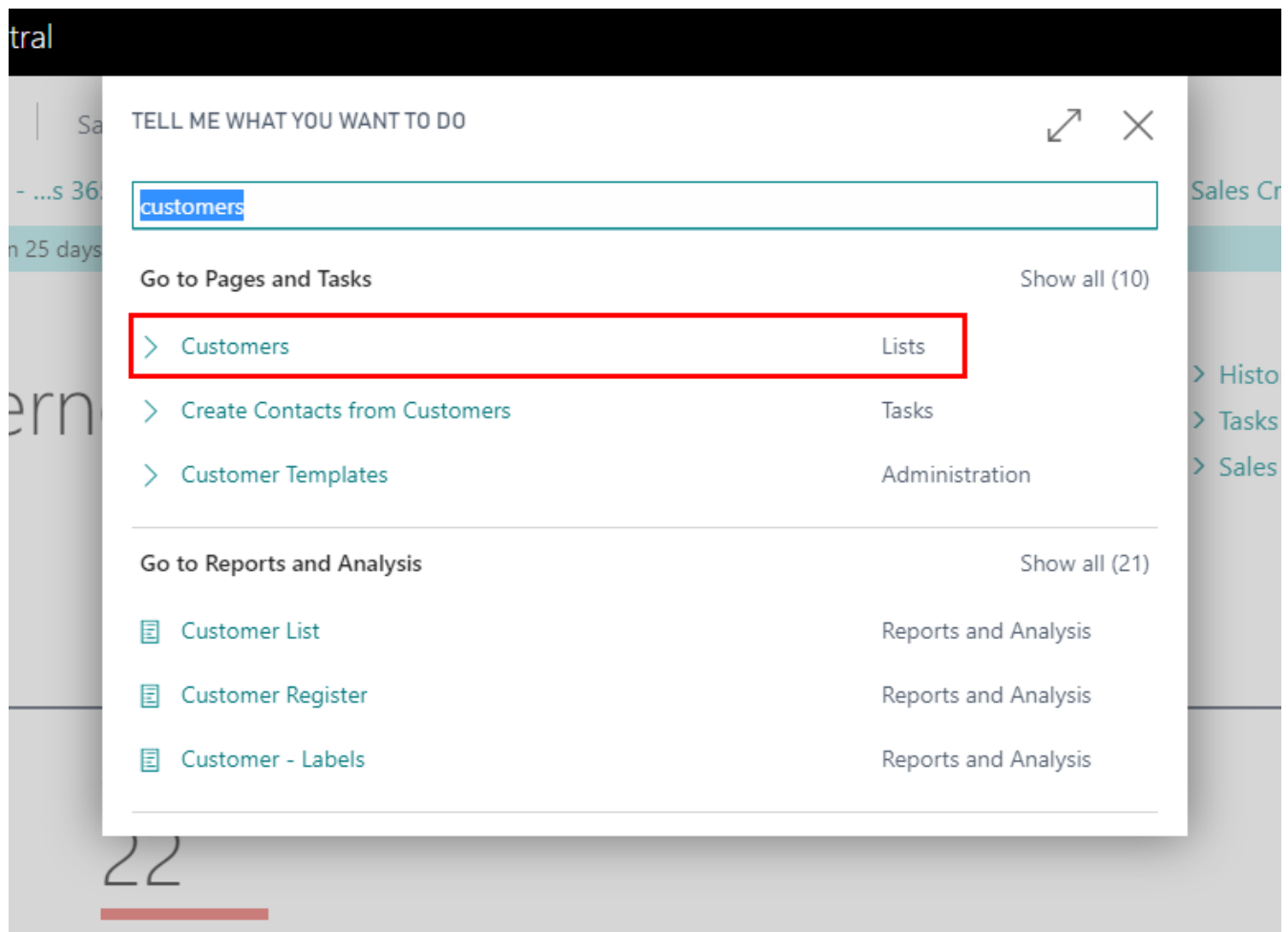
After installation of the app user must Create the subscription to use the merge utility app.

### Activate Merge Utility Subscription

In order to Create the subscription for the first time you can click on the Merge Action in any Customer/Vendor/Item card page.

In the below example we are doing from the customer card. Please follow the below instructions for the activate the merge utility subscription

Search and open the Customer list page



Open Customer Card page and click on **"Merge Customer"** Action, it will open the Subscription plan list page

CUSTOMER CARD

10000 · The Cannon Group PLC

Process New Document Request Approval Customer Show Attached Actions Navigate Report Less options

**Merge Customer** Undo Merge

No. 10000 Credit Limit (LCY) 0.00

Name The Cannon Group PLC Blocked

Balance (LCY) 218,364.41 Total Sales 57,100.96

Balance Due (LCY) -292.84 Costs (LCY) 14,924.01

Address & Contact Show more

ADDRESS CONTACT

Attachments Documents 0

Select a Subscription

Dynamics 365 Business Central Customers > 10000 · GDE Distribución S.A.

CREATE SUBSCRIPTION

CHOOSE A PLAN

Choose a subscription plan from the list below

Plans

	PRODUCT NAME	CURRENCY	AMOUNT	INTERVAL
<input checked="" type="checkbox"/>	Merge Utility Monthly Subscription	USD	60.00	month
<input type="checkbox"/>	Merge Utility Yearly Subscription	USD	550.00	year

Back Next Finish

Click on the **Next** button

Dynamics 365 Business Central Customers > 10000 · GDE Distribución S.A.

CREATE SUBSCRIPTION

CHOOSE A PLAN

Choose a subscription plan from the list below

Plans

	PRODUCT NAME	CURRENCY	AMOUNT	INTERVAL
<input checked="" type="checkbox"/>	Merge Utility Monthly Subscription	USD	60.00	month
<input type="checkbox"/>	Merge Utility Yearly Subscription	USD	550.00	year

Back Next Finish

Enter the all required information and click on the **Next** button.

**Note:** Email which you are providing it will receive the Subscription related emails.

Dynamics 365 Business Central Customers > 10000 · The Cannon Group PLC

CUSTOMER CARD

10000 · The Cannon Group PLC

Process New Document Request A

General

No. 10000

Name The Cannon Group PLC

Balance (\$) 41

Balance Due (\$) 41

Credit Limit (\$) 41

Address & Contact

ADDRESS

Address 360 Main Street, Suite 1150

Primary Contact C...

CT000008

CREATE SUBSCRIPTION

CUSTOMER DETAILS

Provide your company details

Name CRONUS Canada, Inc.

Address 220 Yonge St

Postal Code M5E 1G5

City Toronto

State Ontario

Country CA

Phone

Email sainath.perumalla@ecanarys.com

Back Next Finish

Enter the Credit or Debit card information and click on the **Next** button

Note: Here I have use the test credit care for the demo purpose, please use the real one while creating the subscription.

Dynamics 365 Business Central Customers > 10000 · The Cannon Group PLC

CUSTOMER CARD

10000 · The Cannon Group PLC

Process New Document Request A

General

No. 10000

Name The Cannon Group PLC

Balance (\$) 41

Balance Due (\$)

Credit Limit (\$)

Address & Contact

ADDRESS

CREATE SUBSCRIPTION

CREDIT CARD DETAILS

Please fill in your credit card details below. They will be safely stored with our payment provider Stripe. No credit card information will be stored in Microsoft Dynamics 365 Business Central.

4242 4242 4242 4242 04 / 20 526

Back Next Finish

Click on the **Finish** button to complete the Subscription process

CREATE SUBSCRIPTION

ALL DONE

Click on Finish to create your subscription. Thank you for choosing the Merge Utility app!

Back Next Finish

**Note:** Till the trail period we are not charging any amount, once the trail period completes, we are charging the plan amount automatically from the card provided information.

Once the Merge Utility Subscription is purchased by you can view the subscription details in the Merge Utility Setup page.

The screenshot shows the Dynamics 365 Business Central interface for the 'Merge Utility Setup' page. The page has a dark header with 'Dynamics 365', 'Business Central', and 'Merge Utility Setup'. The left sidebar shows 'CRONUS Co' and 'Sales Orders'. The main content area is titled 'Merge Utility Setup' and has tabs for 'Process', 'Subscription', 'Show Attached', 'Actions', and 'Less options'. The 'Subscription' tab is selected. Below the tabs, there are several sections: 'Version' (MU 6.03), 'General' (with toggle switches for 'Item Merge', 'Merge Cust/Vend Co...', 'Retain original Address', and 'Create Ship-to on Me...'), and 'Subscription Details' (with fields for 'Subscription ID', 'Subscription Start Date', 'Trail Start Date', 'Subscription End Date', 'Trail End Date', and 'Subscription Status').

**Subscription ID:** This field shows the subscription ID you have subscribed, this is mainly for identifying the product subscription.

**Trail Start Date:** This field shows the starting date of your trial based upon the subscription user has subscribed for.

**Trail End Date:** This field shows the ending date of your trial based upon the subscription user has subscribed for.

**Subscription Start Date:** This field shows the actual starting date of your paid subscription.

**Subscription End Date:** This field shows the actual ending date of your paid subscription.

**Subscription Status:** When the Status is Evaluation which means "Trail Subscription",  
Or if the status is Active then it means "Paid Subscription"

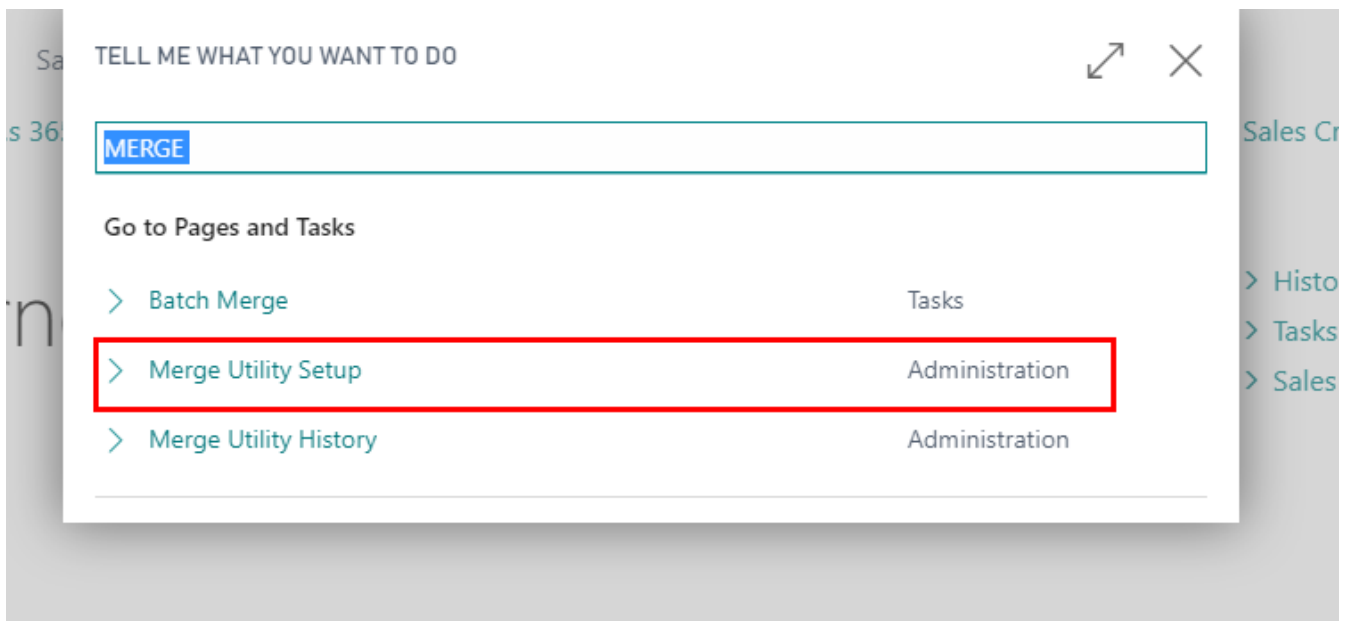
### [Cancelling Merge Utility Subscription](#)

To cancel the Merge utility subscription please follow the below instructions

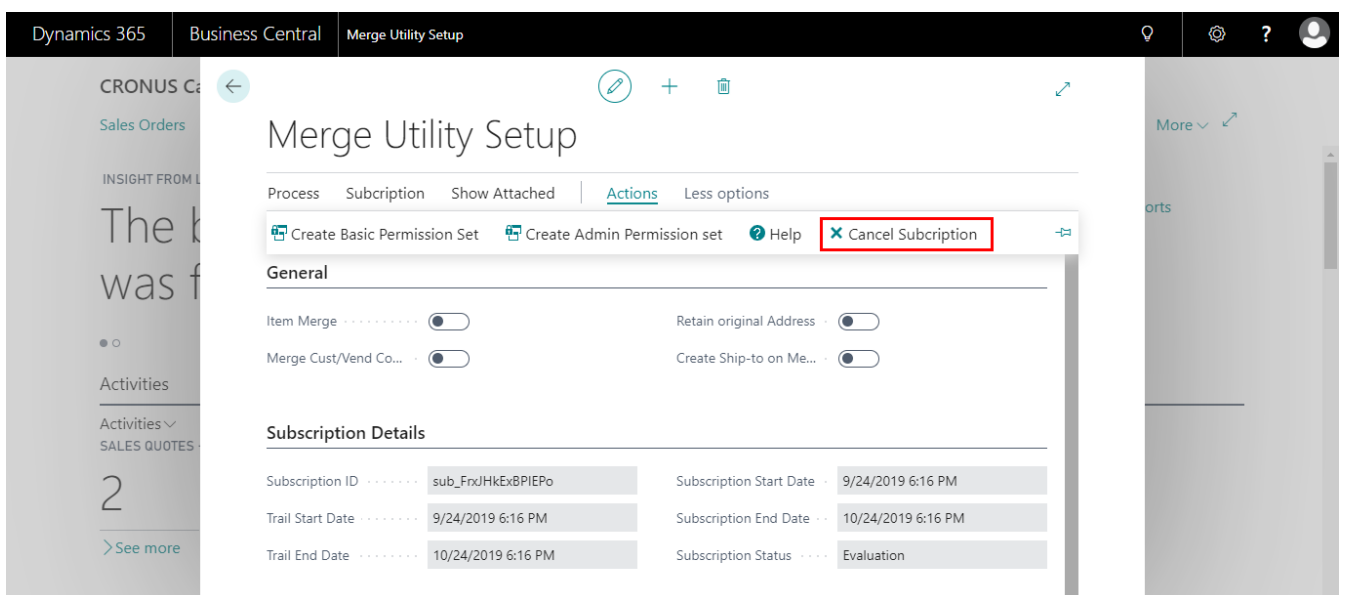
Search for the **"Merge Utility Setup"** Page

Click and open the Merge Utility Setup Page

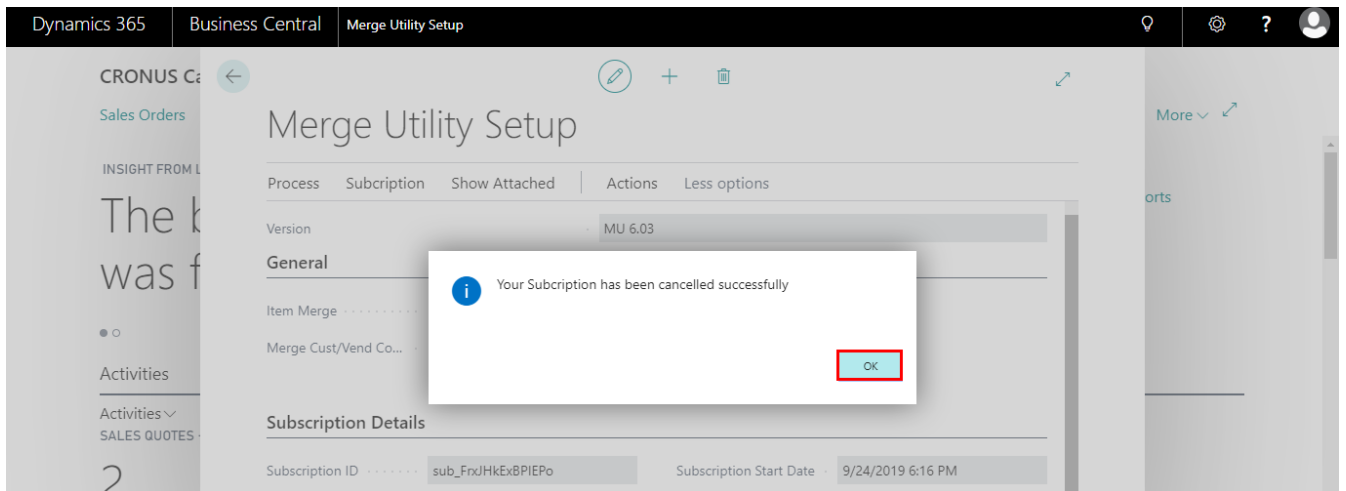




Click on the Cancel Subscription action



Once Subscription is cancelled you will get below popup

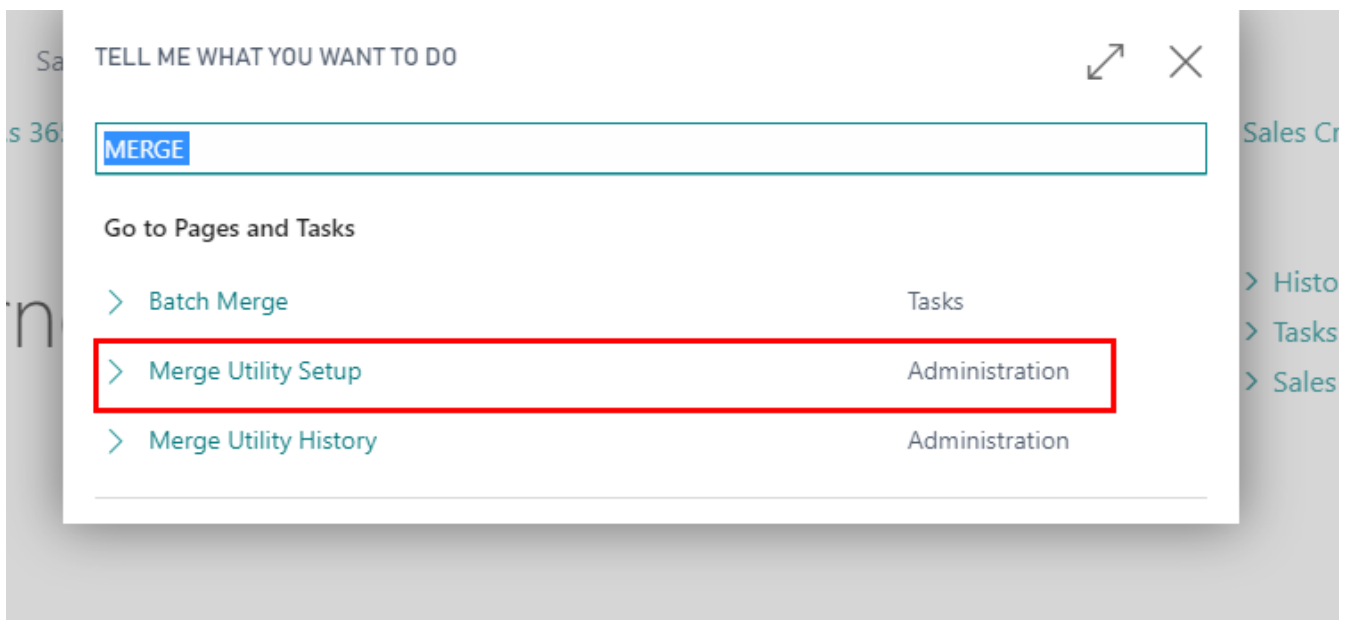


**Note:** Subscription will end on the subscription end date and card will get not charged further however the status in the Merge Utility setup page will remain as active till the subscription end date.

## 3.Merge Utility Setup:

**3.1** Search the “**Merge Utility Setup**” Page

**3.2** Click and open the Merge Utility Setup Page



**3.3** Create the **Basic Permission Set** or **Admin Permission Set** according to the required User

← [Edit] + [Delete] ↗

## Merge Utility Setup

Process | Show Attached | Actions | Less options

[Create Basic Permission Set] [Create Admin Permission set] [Help] [Update Subscription Status]

---

**General**

Item Merge ..... ☒ Retain Original Address ..... ☒

Merge Cust/Vend Contacts ..... ☒ Create Ship-to on Merge ..... ☒

Click on **Yes** button to add the roles

? Would you like to Add VLMU Roles To Users?

[Yes] [No]

It will open the users list page, Now select the users to whom roles to be assigned and click on the **OK** button

Search + New Edit List Delete Show Attached Open in Excel

USER SETUP + New ↗

USER ID	ALLOW POSTING FROM	ALLOW POSTING TO	RE... TIME	SALESPER... CODE	SALES RESP. CTR. FILTER	PURCHASE RESP. CTR. FILTER	SERVICE RESP. CTR. FILTER	TIME SH... AD...	E-MAIL
CANARYSISA...	1/1/2001	1/1/2030	<input type="checkbox"/>					<input type="checkbox"/>	

[OK] [Cancel]

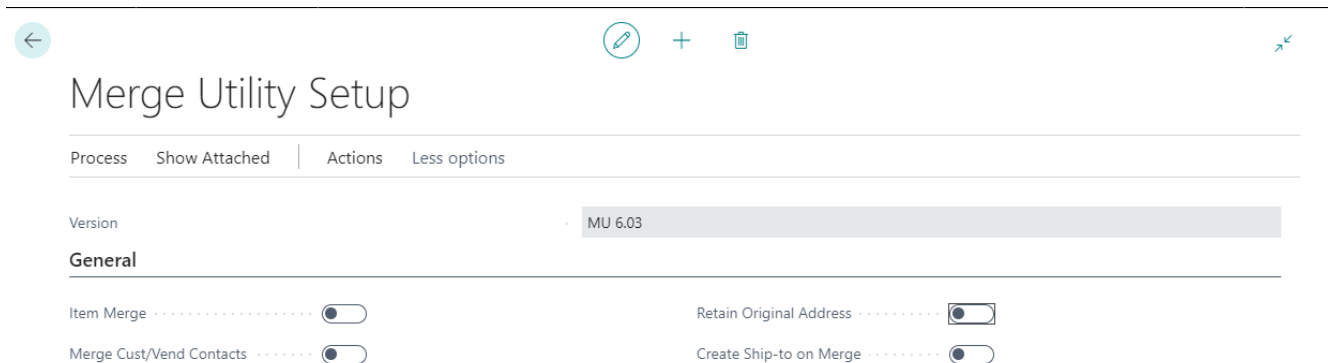
### 3.4 Merge Utility Setup Options

#### 3.4.1 Item Merge

#### 3.4.2 Merge Cust/Vend Contacts

#### 3.4.3 Retain Original Address

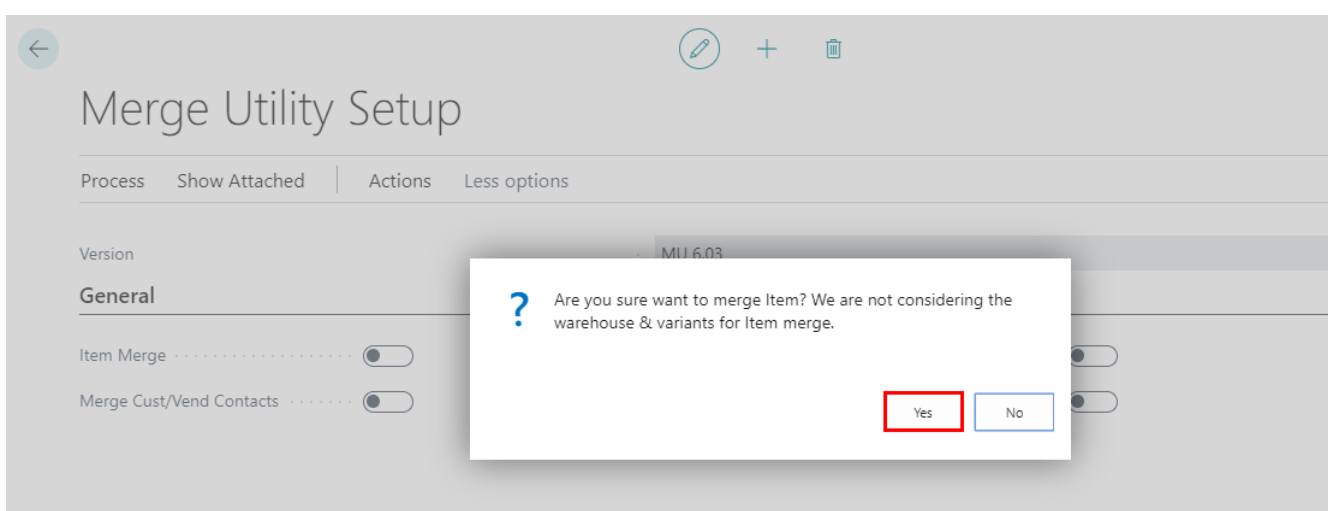
#### 3.4.4 Create Ship-to on Merge



The screenshot shows the 'Merge Utility Setup' page. At the top, there is a navigation bar with a back arrow, an edit icon, a plus icon, and a trash icon. Below the title 'Merge Utility Setup', there are tabs: 'Process', 'Show Attached', 'Actions', and 'Less options'. The 'Version' is displayed as 'MU 6.03'. Under the 'General' section, there are four toggle switches: 'Item Merge' (disabled), 'Merge Cust/Vend Contacts' (disabled), 'Retain Original Address' (enabled), and 'Create Ship-to on Merge' (disabled).

### 3.4.1 Item Merge Setup

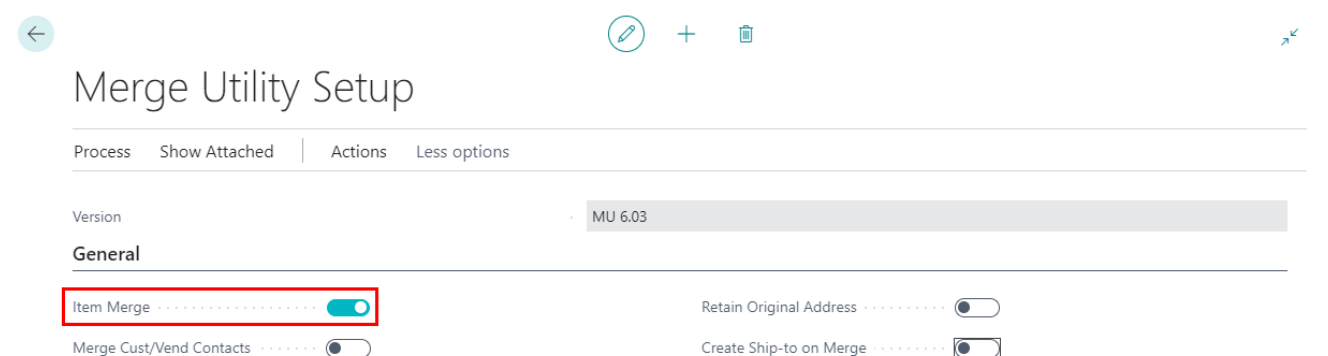
Select the **Item Merge** option. It will allow user to Merge Item.



This screenshot shows the same 'Merge Utility Setup' page, but with a confirmation dialog box overlaid. The dialog box contains a question mark icon and the text: 'Are you sure want to merge Item? We are not considering the warehouse & variants for Item merge.' At the bottom of the dialog, there are two buttons: 'Yes' (highlighted with a red border) and 'No'.

It will ask for the confirmation, Click on **Yes**.

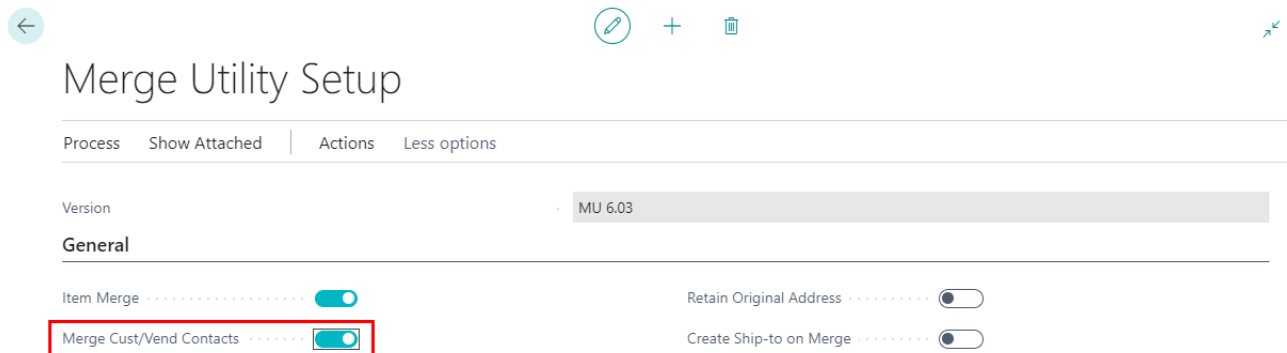
**Note:** Merging the Item can only possible if we select **Item Merge** Option in Merge Utility Setup. Item Merge is not considering **Warehouse** and **Variants**. Select according to your Requirement.



This screenshot shows the 'Merge Utility Setup' page with the 'Item Merge' toggle switch enabled (turned on). The 'Item Merge' toggle is highlighted with a red border. The other settings remain the same as in the previous screenshot.

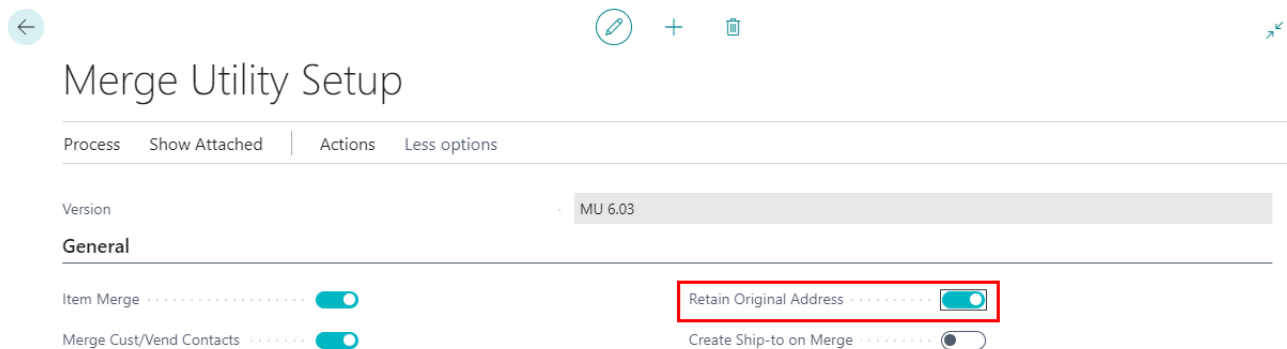
### 3.4.2 Merge Cust/Vend Contact

This Option will allow Customer /Vendor to merge their contacts from one to another.



The screenshot shows the 'Merge Utility Setup' interface. At the top, there are navigation icons: a back arrow, a pencil icon, a plus icon, and a trash icon. Below the title, there are tabs: 'Process', 'Show Attached', 'Actions', and 'Less options'. A version bar indicates 'MU 6.03'. Under the 'General' section, there are four toggle switches: 'Item Merge' (checked), 'Merge Cust/Vend Contacts' (checked and highlighted with a red box), 'Retain Original Address' (unchecked), and 'Create Ship-to on Merge' (unchecked).

### 3.4.3 Retain Original Address



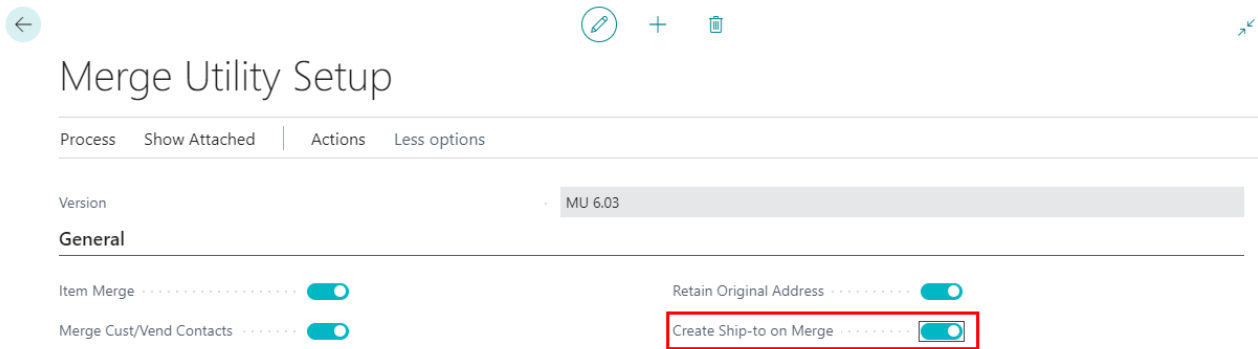
The screenshot shows the 'Merge Utility Setup' interface. At the top, there are navigation icons: a back arrow, a pencil icon, a plus icon, and a trash icon. Below the title, there are tabs: 'Process', 'Show Attached', 'Actions', and 'Less options'. A version bar indicates 'MU 6.03'. Under the 'General' section, there are four toggle switches: 'Item Merge' (checked), 'Merge Cust/Vend Contacts' (checked), 'Retain Original Address' (checked and highlighted with a red box), and 'Create Ship-to on Merge' (unchecked).

If **Retain Original Address** is **True**, then Customers and Vendors posted documents details will be merged such as **Sell to Address details** and **Bill to Address details** to the Destination Customer account.

If it is **False** then, only the **Customer** and **Vendor No's** will be merged in posted Documents.

### 3.4.4 Create Ship-to on Merge

This option allows to create a new ship to address of customer which is getting merged and updates the all posted documents of sales where the ship-to address code is blank



←

Ⓜ + 🗑

## Merge Utility Setup

Process | Show Attached | Actions | Less options

Version MU 6.03

### General

Item Merge ..... ☒

Retain Original Address ..... ☒

Merge Cust/Vend Contacts ..... ☒

Create Ship-to on Merge ..... ☒

To know about [Customer Merge](#)

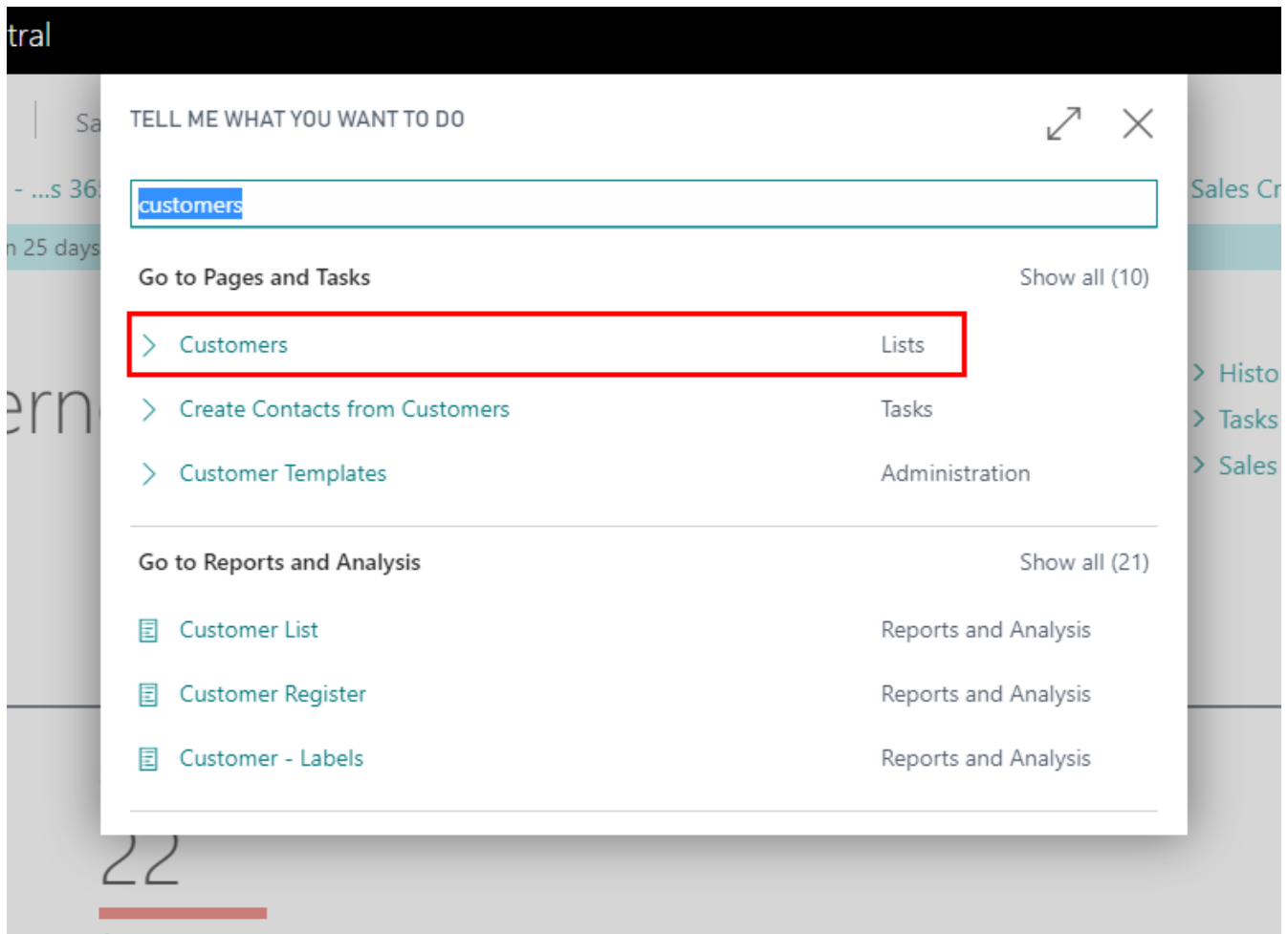
## 4.Functionality Test Cases for Merge Utility.

### 4.1 Scenario 1: Customer Merge.

Here we can merge from one Customer (Source Account) to Another Customer (Destination Account). This will merge ledgers, contacts (If [Merge Utility Setup](#) is True), Dimension to Destination Customer Account

In order to merge the two Customers, please follow the below instructions

Search and open the Customer list page



Open required Source Customer, Verify Customer ledgers, Contacts, Dimensions etc. which is to be merged to Destination Customer

In this example we are considering the Customer 10000 as Source Customer

← CUSTOMER CARD ✎ + 🗑 ↗

## 10000 · The Cannon Group PLC

Process New Document Request Approval Customer Show Attached Actions Navigate Report Less options ⓘ

General <span>Show more</span>			
No. ....	10000 ...	Credit Limit (LCY) ...	0.00
Name .....	The Cannon Group PLC	Blocked .....	▼
Balance (LCY) .....	218,364.41	Total Sales .....	57,100.96
Balance Due (LCY) ...	-292.84	Costs (LCY) .....	14,924.01

Address & Contact <span>Show more</span>	
ADDRESS	CONTACT
Address .....	Primary Contact C... CT000008 ...
Address 2 .....	Contact Name .....

**Customer Picture** ▼

**Attachments**

Documents 0

**Sell-to Customer Sales History**

## Address & Contact

Show more

### ADDRESS

Address ..... 192 Market Square

Address 2 .....

City ..... Birmingham ...

County .....

Post Code ..... B27 4KT ...

Country/Region Co... · GB ▾

### CONTACT

Primary Contact C... · CT000008 ...

Contact Name ..... Mr. Andy Teal

Phone No. ....

Email .....

Home Page .....

Show on Map

## Customer Ledgers of Source Customer 10000

### Customer Ledger Entries

POSTING DATE	DOCUME... TYPE	DOCUMENT NO.	CUSTOMER NO. ▾	MERGED FROM CUST ACCOUNT	MESSAGE TO RECIPIENT	DE
1/28/2021	Invoice	103038	10000			
1/28/2021	Invoice	SOI0000001	10000			
1/28/2021	Invoice	103037	10000			
1/28/2021	Invoice	103036	10000			
1/28/2021	Invoice	103032	10000			
1/20/2021	Invoice	103028	10000			
1/25/2021	Invoice	103001	10000			
1/17/2021	Payment	2596	10000			
1/17/2021	Payment	2596	10000			
1/17/2021	Payment	2596	10000			
1/17/2021	Credit Me...	104001	10000			
1/10/2021	Invoice	103015	10000			

#### Customer Ledger Entry Details

Document Invoice 103038

Due Date 2/28/2021

Pmt. Discount Date 2/5/2021

Reminder/Fin. Charge Entries 0

Applied Entries 0

Detailed Ledger Entries 1

#### Incoming Document Files ▾

NAME	TYPE
------	------

## Contacts of Source Customer 10000

← CT000007 - THE CANNON GROUP PLC

### Contacts

NO.	NAME	PHONE NO.	EMAIL	SALESPE... CODE	TER COT
CT000007	The Cannon Group PLC		the.cannon.group.plc@contoso...	PS	MIL
CT100140	David Hodgson		david.hodgson@contoso.com	PS	MIL
CT100156	John Emory		john.emory@contoso.com	PS	MIL
CT200136	Mindy Martin		mindy.martin@contoso.com	PS	FOI
CT000008	Mr. Andy Teal		mr.andy.teal@contoso.com	PS	MIL
CT100210	Stephanie Bourne		stephanie.bourne@contoso.com	PS	MIL

#### Contact Statistics

GENERAL

Cost (LCY) 96.00

Duration (Min.) 12

OPPORTUNITIES

No. of Opportunities 3

Estimated Value (LCY) 22,000.00

Calcd. Current Value (LCY) 17,025.00

In this example we are considering the Customer 20000 as Destination Customer



CUSTOMER CARD

+

## 20000 · Selangorian Ltd.

Process

New Document

Request Approval

Customer

Show Attached

Actions

Navigate

Report

Less options

General

Show more

No. .... 20000 ...

Credit Limit (LCY) .... 0.00

Name .... Selangorian Ltd.

Blocked ....

Balance (LCY) .... 124,549.99

Total Sales .... 29,310.64

Balance Due (LCY) .... 49,633.17

Costs (LCY) .... 6,106.44

Customer Picture

## Customer Ledgers of Destination Customer 20000

20000 · SELANGORIAN LTD.

## Customer Ledger Entries

Search

Edit List

Process

Functions

Entry

Show Attached

Open in Excel

More options

POSTING DATE	DOCUME... TYPE	DOCUMENT NO.	CUSTOMER NO. ▼	MERGED FROM CUST ACCOUNT	MESSAGE TO RECIPIENT	DE
1/28/2021	Invoice	103035	20000			
1/28/2021	Invoice	103034	20000			
1/28/2021	Invoice	103033	20000			
1/25/2021	Invoice	103002	20000			
1/25/2021	Invoice	103024	20000			
1/22/2021	Credit Memo	104003	20000			
1/19/2021	Credit Memo	104002	20000			
1/19/2021	Invoice	103019	20000			
1/17/2021	Invoice	103018	20000			
1/14/2021	Payment	2594	20000			
1/14/2021	Payment	2594	20000			
1/14/2021	Payment	2594	20000			

Customer Ledger Entry Details

Document

Invoice 103035

Due Date

2/11/2021

Pmt. Discount Date

1/28/2021

Reminder/Fin. Charge Entries

0

Applied Entries

0

Detailed Ledger Entries

1

Incoming Document Files

NAME

TYPE

## Contacts of destination Customer 20000

←

CT000009 - SELANGORIAN LTD.

↗

Contacts

Search	New	Manage	Process	Contact	Show Attached	Open in Excel	More options	Filter	Menu	Info
NO.	NAME	PHONE NO.	EMAIL	SALESPE... CODE	TER COI					
CT000009	Selangorian Ltd.		selangorian.ltd@contoso.com	PS	MIC					
CT000010	Mr. Mark McArthur		mr.mark.mcarthur@contoso.com	PS	MIC					

Contact Statistics

GENERAL

Cost (LCY)

80.00

Duration (Min.)

10

OPPORTUNITIES

No. of Opportunities

2

Estimated Value (LCY)

6,000.00

Calcd. Current Value (LCY)

5,742.50

Source Customer Merge (10000) to Destination Customer (20000)

Open Source Customer Card page and click on **"Merge Customer"** Action, it will open the Merge Customer page

←

CUSTOMER CARD

✎

+

🗑

↗

10000 · The Cannon Group PLC

Process	New Document	Request Approval	Customer	Show Attached	Actions	Navigate	Report	Less options	Info
---------	--------------	------------------	----------	---------------	---------	----------	--------	--------------	------

Merge Customer

Undo Merge

No. ....

10000

...

Credit Limit (LCY) ....

0.00

Name ....

The Cannon Group PLC

Blocked ....

Balance (LCY) ....

218,364.41

Total Sales ....

57,100.96

Balance Due (LCY) ....

-292.84

Costs (LCY) ....

14,924.01

Address & Contact

Show more

ADDRESS

CONTACT

Attachments

Documents

0

Enter the Customer value 20000 in the Destination Customer field

Manage

Process

Show Attached

More options

MERGE CUSTOMER

Merge

Merge From Customer

10000

▼

Destination Customer

20000

▼

OK

Cancel

Click on **OK** button

Manage   Process   Show Attached   |   More options

---

MERGE CUSTOMER ↗

---

**Merge**

---

Merge From Customer ..... 10000 ▾

Destination Customer ..... 20000 ▾

OK   Cancel

It will ask for Confirmation on Merging the customer from source to destination, Click on the **Yes** button

← CUSTOMER CARD ✎ + 🗑 ↗

10000 · The Cannon Group PLC

Process   New Document   Request Approval   Customer   Show Attached   |   Actions   Navigate   Report   Less options   ⓘ

**General**

No. .... 10000

Name .... The Cannon Group PLC

Balance (LCY) .... 218,364.

Balance Due (LCY) ... -292.

**Address & Contact** Show more

ADDRESS   CONTACT

**Attachments**  
Documents 0

?

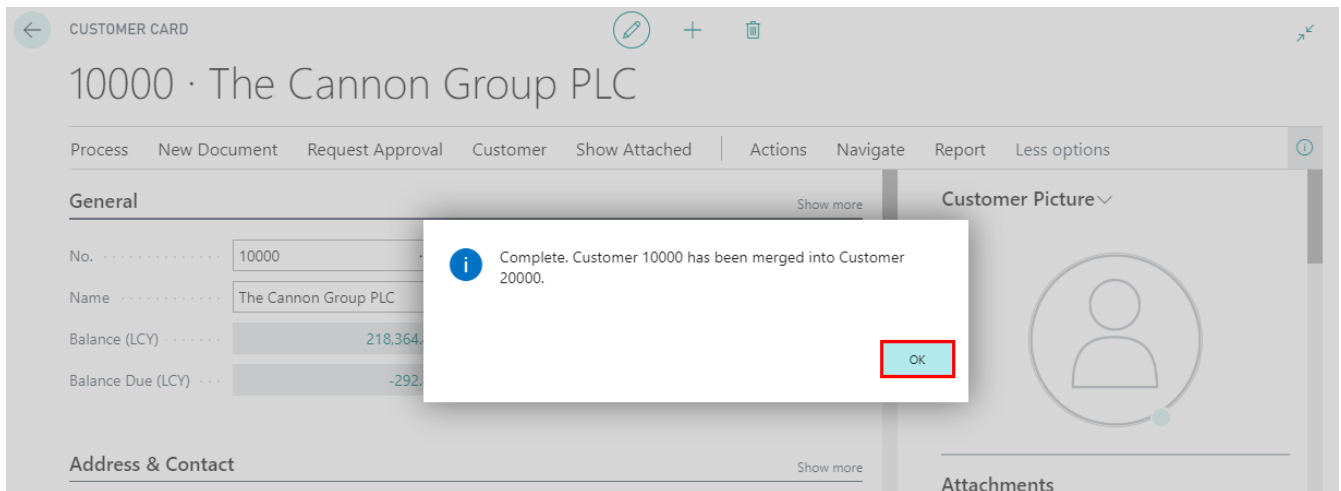
Are you sure you want to merge Customer 10000 The Cannon Group PLC into Customer 20000 Selangorian Ltd.?

Note that all master information from 10000 will be deleted.

Yes   No

**Note:** Currency code of customer should be same for both Source and Destination.

After the merge you will get the Completion message, Click on the OK button



Contacts/ Customer Ledgers from Source Customer is merged to Destination from the Source Customer and Source customer is Deleted.

Below is the screenshot of Customer ledger entries of 20000

20000 · SELANGORIAN LTD.

### Customer Ledger Entries

POSTING DATE	DOCUME... TYPE	DOCUMENT NO.	CUSTOMER NO. ▼	MERGED FROM CUST ACCOUNT	MESSAGE TO RECIPIENT	DE
1/28/2021	Invoice	103038	20000	10000		
1/28/2021	Invoice	SOI0000001	20000	10000		
1/28/2021	Invoice	103037	20000	10000		
1/28/2021	Invoice	103036	20000	10000		
1/28/2021	Invoice	103035	20000			
1/28/2021	Invoice	103034	20000			
1/28/2021	Invoice	103033	20000			
1/28/2021	Invoice	103032	20000	10000		
1/20/2021	Invoice	103028	20000	10000		
1/25/2021	Invoice	103002	20000			
1/25/2021	Invoice	103001	20000	10000		

#### Customer Ledger Entry Details

Document: Invoice 103038

Due Date: 2/28/2021

Pmt. Discount Date: 2/5/2021

Reminder/Fin. Charge Entries: 0

Applied Entries: 0

Detailed Ledger Entries: 1

#### Incoming Document Files

NAME	TYPE
------	------

**Note:** Based on the Merge utility Setup Contacts will get Merged to Destination Customer, in this example we enabled the **"Merge Cust/Vendor Contacts"** in the **"Merge utility"** setup page

## Contacts

Search New Manage Process Contact Show Attached Open in Excel More options							
NO.	NAME	PHONE NO.	EMAIL	SALESPER... CODE	TER COI		
CT000009	Selangorian Ltd.		selangorian.ltd@contoso.com	PS	MIC	<b>Contact Statistics</b>  <b>GENERAL</b> Cost (LCY) 80.00 Duration (Min.) 10  <b>OPPORTUNITIES</b> No. of Opportunities 2 Estimated Value (LCY) 6,000.00 Calcd. Current Value (LCY) 5,742.50  <b>SEGMENTATION</b>	
CT000010	Mr. Mark McArthur		mr.mark.mcarthur@contoso.com	PS	MIC		
CT100140	David Hodgson		david.hodgson@contoso.com	PS	MIC		
CT100156	John Emory		john.emory@contoso.com	PS	MIC		
CT200136	Mindy Martin		mindy.martin@contoso.com	PS	FOI		
CT000008	Mr. Andy Teal		mr.andy.teal@contoso.com	PS	MIC		
CT100210	Stephanie Bourne		stephanie.bourne@contoso.com	PS	MIC		

**Note:** Based on the Merge utility Setup a New Ship-to address code is created and the same ship-to address will be applied to all sales posted documents where the ship-to is blank

## Ship-to Address List

Search + New Manage Show Attached Open in Excel More options					
CODE	NAME	CITY	LOCATION CODE		
10000	The Cannon Group PLC	Birmingham			
DUDLEY	The Cannon Group PLC	Dudley	BLUE		
EAST ACTON	Selangorian Ltd.	Coventry	BLUE		
MANCHESTER	Selangorian Ltd.	Manchester	BLUE		
PARK ROAD	The Cannon Group PLC	Birmingham	BLUE		

### 4.2 Scenario 2: Vendor Merge.

Here we can merge from one Vendor (Source) to Another Vendor (Destination). This will merge Vendor ledgers, contact (If Merge Utility Setup is True), Dimensions to Destination Vendor

In order to merge the two Vendors, please follow the below instructions

Search and open the Vendor page.



## Vendor Ledgers for Source Vendor 10000

10000 · LONDON POSTMASTER

### Vendor Ledger Entries

POSTING DATE	DOCUME... TYPE	DOCUMENT NO.	EXTERNAL DOCUMENT NO.	VENDOR NO.	MESSAGE TO RECIPIENT	DE
1/28/2021	Invoice	108038	QWETGV	10000		Or
1/28/2021	Invoice	108036	WEEE	10000		Or
1/20/2021	Invoice	108031	24521	10000		Or
1/13/2021	Payment	2593		10000		Pa
1/9/2021	Invoice	108027	23587	10000		Or
1/6/2021	Invoice	108026	23047	10000		Or
12/31/2020	Invoice	5672	5672	10000		Of
12/31/2020	Invoice	5578	5578	10000		Of
12/31/2020	Invoice	5437	5437	10000		Of

#### Incoming Document Files

NAME	TYPE
(There is nothing to show in this view)	

## Contacts of Source Vendor 10000

CT000128 · LONDON POSTMASTER

### Contacts

NO.	NAME	PHONE NO.	EMAIL	SALESPER... CODE	TER COI
CT000128	London Postmaster		london.postmaster@contoso.c...	RL	LNI
CT100229	Jennifer Riegle		jennifer.riegle@contoso.com	RL	LNI
CT100128	Mark Harrington		mark.harrington@contoso.com	RL	LNI
CT000129	Mrs. Carol Philips		mrs.carol.philips@contoso.com	RL	LNI

#### Contact Statistics


GENERAL	
Cost (LCY)	24.00
Duration (Min.)	3
OPPORTUNITIES	

In this example we are considering the Vendor 20000 as Destination Vendor

## Destination Vendor

VENDOR CARD

### 20000 · AR Day Property Management

Process	Request Approval	New Document	Show Attached	Actions	Navigate	Report	Less options
<b>General</b> <span>Show more</span>							
No.	20000	Balance (LCY)	2,907.03				
Name	AR Day Property Managemen	Balance Due (LCY)	0.00				
Blocked							
<b>Address &amp; Contact</b> <span>Show more</span>							
ADDRESS				CONTACT			
Address		100 Day Drive	Primary Contact C...		CT000131		
Address 2			Contact		Mr. Frank Lee		
<b>Vendor Picture</b> <span>Show more</span>							
							
<b>Attachments</b> <span>Show more</span>							
Documents 0							

## Contacts of Destination Vendor 20000

←

CT000257 - AR DAY PROPERTY MANAGEMENT

Contacts

Search

New

Manage

Process

Contact

Show Attached

Open in Excel

More options

NO.	NAME	PHONE NO.	EMAIL	SALESPERSON CODE	TERRITORY CODE
CT000257	AR Day Property Management			RL	S
CT000258	Mr. Frank Lee			RL	S

## Ledgers of Destination Vendor 20000

20000 - AR DAY PROPERTY MANAGEMENT

Vendor Ledger Entries

Search

Edit List

Process

Functions

Entry

Show Attached

Open in Excel

More options

POSTING DATE	DOCUME... TYPE	DOCUMENT NO.	EXTERNAL DOCUME... NO.	VENDOR NO.	MERGED FROM VENDOR ACCOUNT	MESSAGE TO RECIPIE
1/28/2021	Invoice	108037	WERTY	20000		
1/27/2021	Payment	2603		20000		
1/25/2021	Invoice	108033	5966	20000		
1/17/2021	Payment	2597		20000		
1/4/2021	Invoice	108025	5755	20000		
12/31/2020	Invoice	4511	4511	20000		
12/31/2020	Invoice	4362	4362	20000		

Incoming Document Files

NAME

TYPE


(There is nothing to show in this view)

Open Source Vendor Merged and click on the **"Merge Vendor"** action button

← VENDOR CARD

### 10000 · London Postmaster

Process	Request Approval	New Document	Show Attached	Actions	Navigate	Report	Less options
New Document	VLMU	Functions	Create Payments...	Purchase Journal	Pay Vendor		
No.	Merge Vendor	Balance (LCY)	114,128.90				
Name	Undo Merge	Balance Due (LCY)	81,872.64				
Blocked							
Address & Contact		Show more					



Enter the Vendor no 20000 in the **"Destination Vendor"** field in the **Merge Vendor** page



Manage Process Show Attached | More options

MERGE VENDOR

### Merge

Merge From Vendor	10000
Destination Vendor	20000

OK

Cancel

Click on the OK button after entering the Vendor Number

Manage Process Show Attached | More options

MERGE VENDOR

### Merge

Merge From Vendor	10000
Destination Vendor	20000

OK

Cancel

It will ask for Confirmation on Merging the Vendor from source to destination, Click on the **Yes** button



Are you sure you want to merge Vendor 10000 London Postmaster into Vendor 20000 AR Day Property Management?

Note that all master information from 10000 will be deleted.

Yes

No

After completion of the merge you will get a message, click on the OK button



Complete. Vendor 10000 has been merged into Vendor 20000.

OK

Contacts & Vendor ledger entries have merged to destination Vendor Account and Source Vendor is deleted



20000 - AR DAY PROPERTY MANAGEMENT



## Vendor Ledger Entries

POSTING DATE	DOCUME... TYPE	DOCUMENT NO.	EXTERNAL DOCUME... NO.	VENDOR NO.	MERGED FROM VENDOR ACCOUNT	MESSAGE TO RECEIPE
1/28/2021	Invoice	108038	QWETGV	20000	10000	
1/28/2021	Invoice	108037	WERTY	20000		
1/28/2021	Invoice	108036	WEEE	20000	10000	
1/27/2021	Payment	2603		20000		
1/25/2021	Invoice	108033	5966	20000		
1/20/2021	Invoice	108031	24521	20000	10000	
1/17/2021	Payment	2597		20000		
1/13/2021	Payment	2593		20000	10000	
1/9/2021	Invoice	108027	23587	20000	10000	
1/6/2021	Invoice	108026	23047	20000	10000	
1/4/2021	Invoice	108025	5755	20000		
12/31/2020	Invoice	5672	5672	20000	10000	

### Incoming Document Files

NAME	TYPE
(There is nothing to show in this view)	



CT000257 - AR DAY PROPERTY MANAGEMENT



## Contacts

NO.	NAME	PHONE NO.	EMAIL	SALESPERSON CODE	TERRITORY CODE
CT000257	AR Day Property Management			RL	S
CT000258	Mr. Frank Lee			RL	S
CT100229	Jennifer Riegle		jennifer.riegle@contoso.com	RL	LND
CT100128	Mark Harrington		mark.harrington@contoso.com	RL	LND
CT000129	Mrs. Carol Philips		mrs.carol.philips@contoso.com	RL	LND

### 4.3 Scenario 3: Item Merge

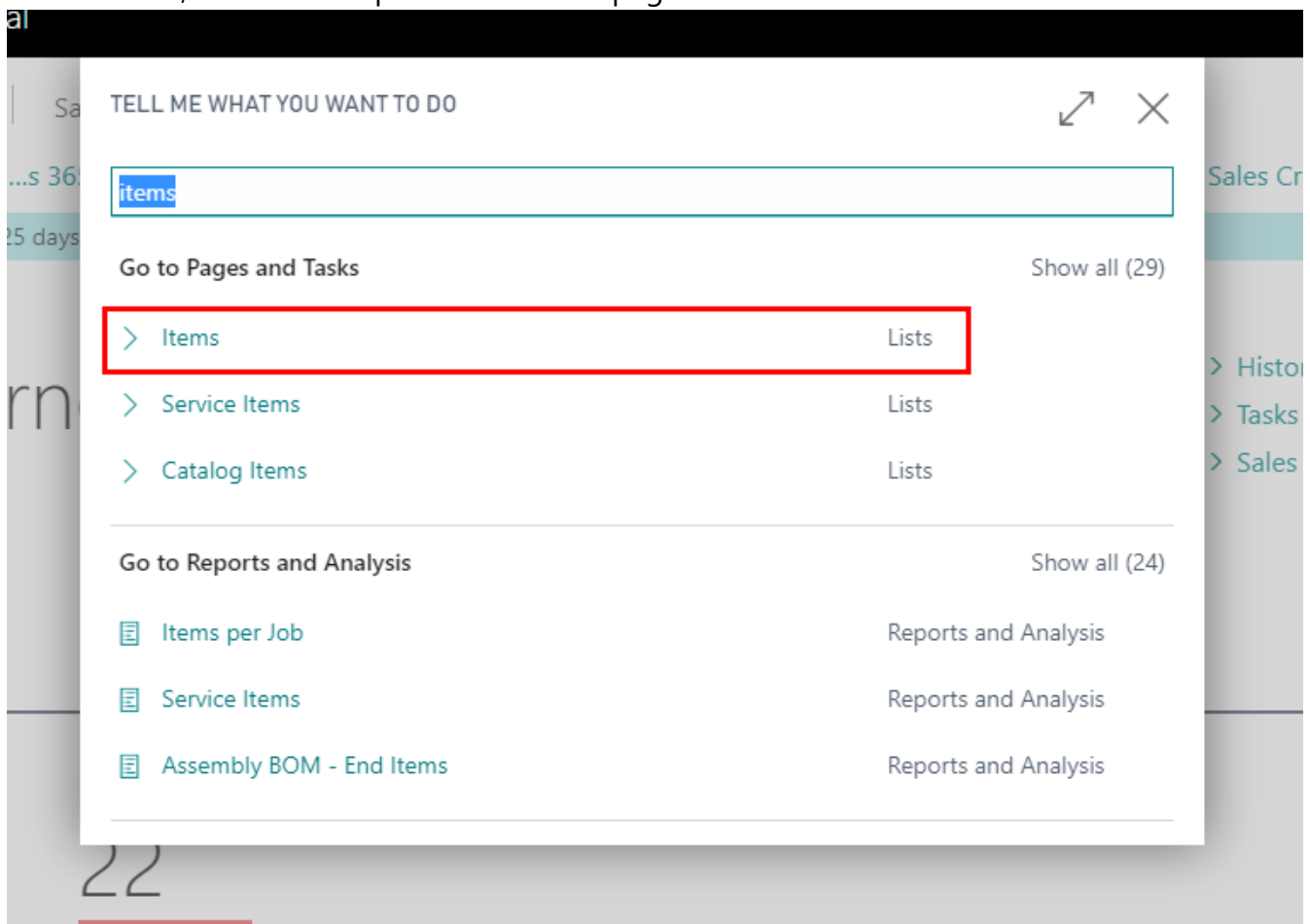
In order to merge the item, Item merge should be enabled in the Merge Utility Setup page

Here we can merge from one Item (Source) to Another Item (Destination). This will merge Item ledgers, Dimension to Destination and all entries related to Item.

Note: Item Merge is not considering **Warehouse** and **Variants**

In order to merge the two Items, please follow the below instructions

Go to **Home**, Search and open the **Item** list page.



### Source Item

Open required Source Item, Verify Item ledgers, Dimensions etc. which need to merge to Destination Item

In the example we are considering the 1001 as Source item and 1100 as Destination item

Source Item 1001

ITEM CARD

+

1001 · Touring Bicycle

Process

Item

History

Special Sales P...ces & Discounts

Request Approval

Show Attached

Actions

Navigate

Less options

Item

Show more

No. .... 1001 ...

Type ..... Inventory ▾

Description ..... Touring Bicycle

Base Unit of Meas... PCS ▾

Blocked ..... ☒

Item Category Code ▾

Inventory

Show more

Shelf No. .... F5

Qty. on Componen... 0

Inventory ..... 7

Qty. on Sales Order ... 5

Qty. on Purch. Order ... 2

Stockout Warning ... Default (Yes) ▾

Picture ▾

## Source Item Ledger Entries

ITEM 1001 TOURING BICYCLE

Item Ledger Entries

POSTING DATE	ENTRY TYPE	DOCUME... TYPE	DOCUME... NO.	ITEM NO. ▼	DESCRIPTION	LOCATION CODE	QUA
1/28/2021	⋮	Sale	Service Shi...	SP00001	1001	BLUE	
1/28/2021	Transfer	Transfer Re...	109003	1001		GREEN	
1/28/2021	Transfer	Transfer Re...	109003	1001		OUT. LOG.	
1/28/2021	Transfer	Transfer Shi...	108006	1001		OUT. LOG.	
1/28/2021	Transfer	Transfer Shi...	108006	1001		BLUE	
1/28/2021	Purchase		T00001	1001		BLUE	
1/28/2021	Purchase	Purchase R...	107039	1001			
1/28/2021	Sale	Sales Ship...	102048	1001		BLUE	
1/28/2021	Purchase	Purchase R...	107038	1001			

## Destination Item 1100

ITEM CARD

1100 · Front Wheel

Process

Item

History

Special Sales P...ces & Discounts

Request Approval

Show Attached

Actions

Navigate

Less options

Item

Show more

No. .... 1100 ...

Type ..... Inventory ▾

Description ..... Front Wheel

Base Unit of Meas... PCS ▾

Blocked ..... ☒

Item Category Code ▾

Inventory

Show more

Shelf No. .... F6

Qty. on Componen... 31

Inventory ..... 152

Qty. on Sales Order ... 5

Qty. on Purch. Order ... 0

Stockout Warning ... Default (Yes) ▾

Qty. on Prod. Order ... 0

Unit Volume ..... 0

Picture ▾

## Destination Item Ledger Entries

ITEM 1100 FRONT WHEEL

Item Ledger Entries

POSTING DATE	ENTRY TYPE	DOCUME... TYPE	DOCUME... NO.	ITEM NO. ▾	DESCRIPTION	LOCATION CODE	QUA
9/12/2021	Consumpti...		1011003	1100			
9/11/2021	Consumpti...		1011002	1100			
9/10/2021	Consumpti...		1011001	1100			
6/1/2020	Positive Adj...		START-MANF	1100			

Open the Source item 1001 and click on the action **"Merge Item"** it will open the Item Merge page

ITEM CARD

1001 · Touring Bicycle

Process

Item

History

Special Sales P...ces & Discounts

Request Approval

Show Attached

Actions

Navigate

Less options

Merge Item

Undo Merge

Item Journal

Item Reclassification Journal

No. .... 1001 ...

Type .... Inventory ▾

Description .... Touring Bicycle

Base Unit of Meas... PCS ▾

Blocked .... ☐

Item Category Code ▾

Inventory

Show more

Shelf No. .... F5

Qty. on Componen... 0

Inventory .... 7

Qty. on Sales Order .. 5

Qty. on Purch. Order .. 2

Stockout Warning ... Default (Yes) ▾

Now Enter the Destination item the Merge item page

Manage

Process

Show Attached

More options

MERGE ITEM

Merge

Merge From Item .... 1001 ▾

Destination Item .... 1100 ▾

OK

Cancel

Click on OK button

Manage

Process

Show Attached

More options

MERGE ITEM

Merge

Merge From Item .... 1001 ▾

Destination Item .... 1100 ▾

OK

Cancel

It will ask for confirmation on the merging the item from source to destination. Click on Yes button

? Are you sure you want to merge Item 1001 Touring Bicycle into Item 1100 Front Wheel?

Note that all master information from 1001 will be deleted.

Yes

No

After Merge you will get a completion message, Click on the OK button

i Complete. Item 1001 has been merged into Item 1100.

OK

Dimensions, Item ledgers etc. has been merged to destination Item and Source Item is deleted

← ITEM 1100 FRONT WHEEL



## Item Ledger Entries

POSTING DATE	ENTRY TYPE	DOCUME... TYPE	DOCUME... NO.	ITEM NO. ▼	DESCRIPTION	LOCATION CODE	QUA
1/28/2021	⋮	Sale	Service Shi...	SP00001	1100	BLUE	
1/28/2021	Transfer	Transfer Re...	109003	1100		GREEN	
1/28/2021	Transfer	Transfer Re...	109003	1100		OUT. LOG.	
1/28/2021	Transfer	Transfer Shi...	108006	1100		OUT. LOG.	
1/28/2021	Transfer	Transfer Shi...	108006	1100		BLUE	
1/28/2021	Purchase		T00001	1100		BLUE	
1/28/2021	Purchase	Purchase R...	107039	1100			
1/28/2021	Sale	Sales Ship...	102048	1100		BLUE	
1/28/2021	Purchase	Purchase R...	107038	1100			
1/28/2021	Purchase	Purchase R...	107037	1100			

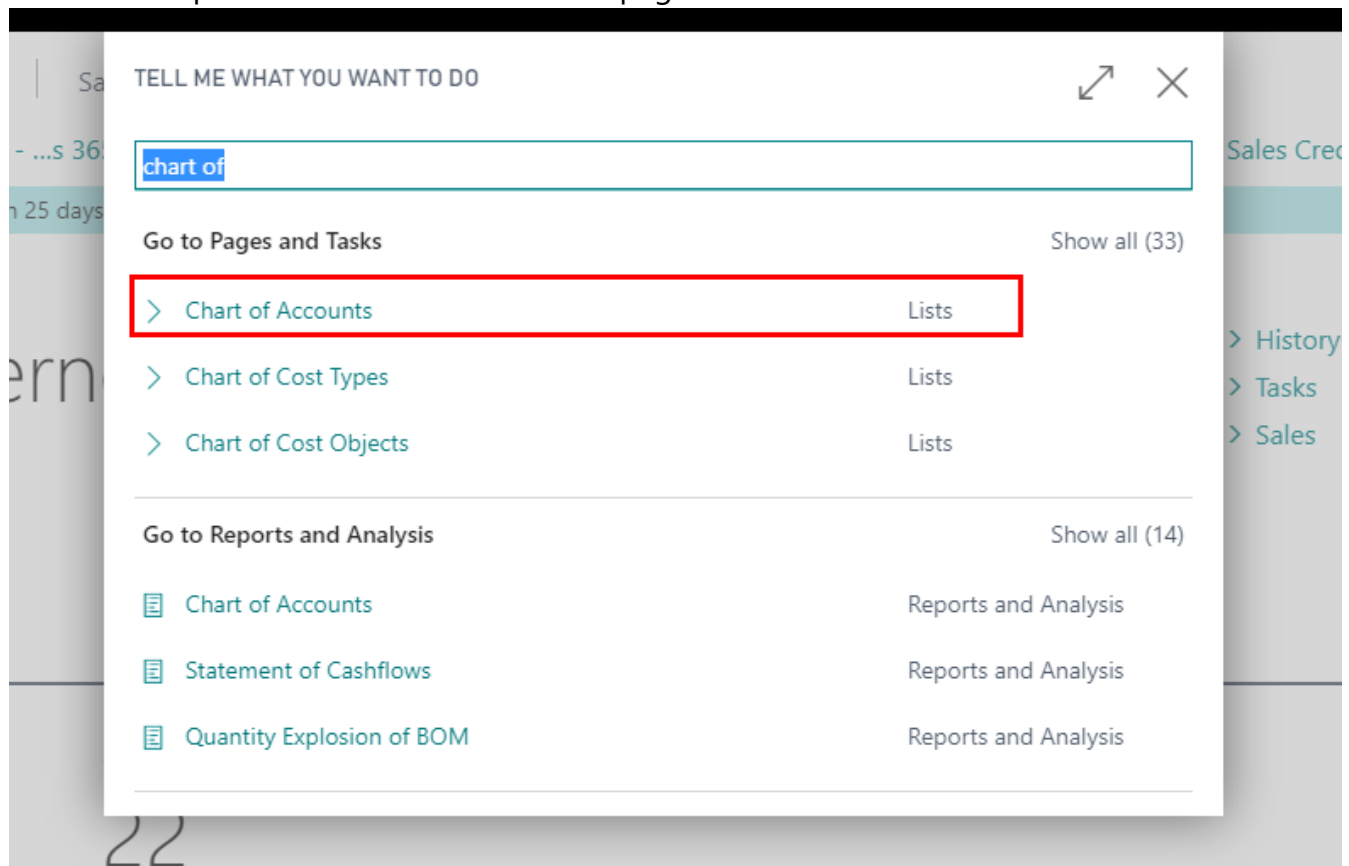
#### 4.4 Scenario 4: G/L Account Merge.

We can merge from one G/L Account (Source) to Another G/L Account (Destination). This will merge General ledgers, Dimensions etc. to Destination G/L Account. Source G/L Account will be deleted.

**Note:** Merging of Accounts is allowed only for Account type Posting.

In order to merge the two Accounts, please follow the below instructions

Search and open the “**Chart of Accounts**” page.



In this example we are consider the 1110 as the Source Account and 1120 as the Destination Account

**Source G/L Account**



←

G/L ACCOUNT CARD

✎

+

🗑

↗

1110 · Land and Buildings

Process

Account

Balance

Show Attached

More options

ⓘ

General

Show more

No.1110

Balance1,479,480.60

NameLand and Buildings

Reconciliation Account

Income/BalanceBalance Sheet

Automatic Ext. Texts

Account CategoryAssets

Direct Posting

Account SubcategoryEquipment

Blocked

Debit/CreditBoth

Last Date Modified

Account TypePosting

Omit Default Descr. in Jnl.

Totaling

## Source G/L Account General Ledger entries

←

1110 LAND AND BUILDINGS

↗

General Ledger Entries

POSTING DATE	DOCUME... TYPE	DOCUMENT NO.	G/L ACCOUNT NO. ▼	DESCRIPTION	GEN. POSTING TYPE	GEN. BUS. POSTING GROUP	GEN. PROD. POSTING GROUP	AMOUNT	BAL. ACCOUNT TYPE	BAL. ACCOUNT NO.
C12/31/2019		START	1110	Opening Entry				154,489.26	G/L Account	
C12/31/2019		START	1110	Opening Entry				1,324,991.34	G/L Account	

## Destination G/L Account 1120

←

G/L ACCOUNT CARD

✎

+

🗑

↗

1120 · Increases during the Year

Process

Account

Balance

Show Attached

More options

ⓘ

General

Show more

No.1120

Balance147.73

NameIncreases during the Year

Reconciliation Account

Income/BalanceBalance Sheet

Automatic Ext. Texts

Account CategoryAssets

Direct Posting

Account SubcategoryEquipment

Blocked

Debit/CreditBoth

Last Date Modified

Account TypePosting

Omit Default Descr. in Jnl.

Totaling

## Destination GL Account General Ledger entries

## General Ledger Entries

POSTING DATE	DOCUME... TYPE	DOCUMENT NO.	G/L ACCOUNT NO. ▼	DESCRIPTION	GEN. POSTING TYPE	GEN. BUS. POSTING GROUP	GEN. PROD. POSTING GROUP	AMOUNT	BAL. ACCOUNT TYPE	BAL. ACCOUNT NO.
1/28/2021	:	2608	1120	Repair and Upgrade of Sp...	Purchase	DOMESTIC	MISC	147.73	G/L Account	

Open the Source account 1110 page and click on the **"Merge Account"** action, it will open the **Merge Account** page

## 1110 · Land and Buildings

Process
Account
Balance
Show Attached
More options

Merge Account
Posted Documents...oming Document
VAT Posting Setup
Undo Merge
General Posting Setup
G/L Register

Name ..... Land and Buildings
Income/Balance ..... Balance Sheet
Account Category ..... Assets
Account Subcategory ..... Equipment
Debit/Credit ..... Both
Account Type ..... Posting
Totaling .....
Reconciliation Account .....
Automatic Ext. Texts .....
Direct Posting .....
Blocked .....
Last Date Modified .....
Omit Default Descr. in Jnl. ....

Enter the Destination Account in the Merge Account page

Manage
Process
Show Attached
More options

MERGE ACCOUNT

Merge

Merge From Account ..... 1110
Destination Account ..... 1120

OK
Cancel

Click on the OK button

MERGE ACCOUNT

Merge

Merge From Account ..... 1110

Destination Account ..... 1120

OK

Cancel

It will ask for the confirmation on merging from Source Account to Destination account Click on the Yes button.



Are you sure you want to merge G/L Account 1110 Land and Buildings into G/L Account 1120 Increases during the Year?

Note that all master information from 1110 will be deleted.

Yes

No

After the Completion of the Merge you will get the message



Complete. G/L Account 1110 has been merged into G/L Account 1120.

OK

General Ledgers, Dimensions has been merged to destination G/L Account and Source G/L Account is deleted



## General Ledger Entries

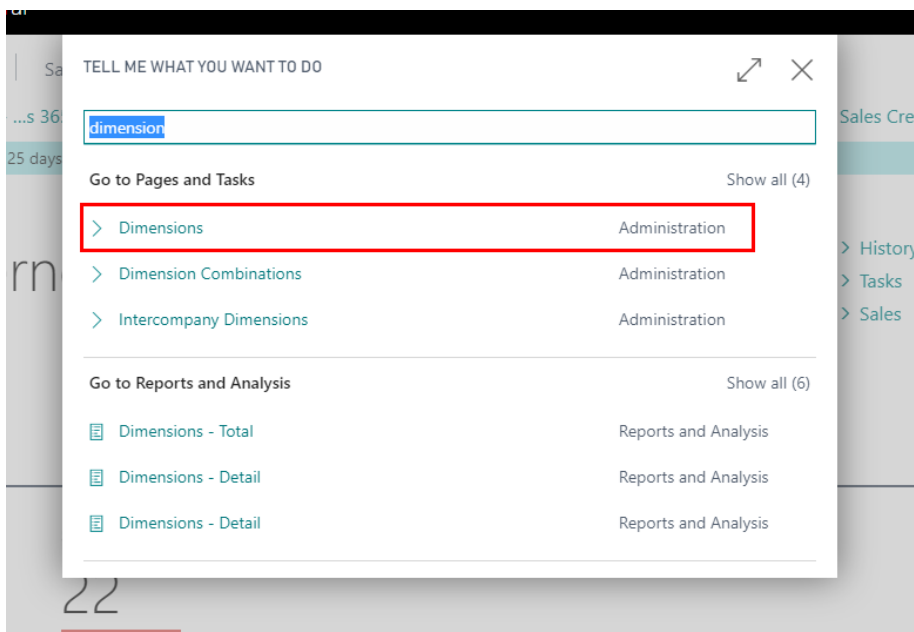
POSTING DATE	DOCUME... TYPE	DOCUMENT NO.	G/L ACCOUNT NO. ▼	DESCRIPTION	GEN. POSTING TYPE	GEN. BUS. POSTING GROUP	GEN. PROD. POSTING GROUP	AMOUNT	BAL. ACCOUNT TYPE	BAL. ACCOUNT NO.
1/28/2021	:	2608	1120	Repair and Upgrade of Sp...	Purchase	DOMESTIC	MISC	147.73	G/L Account	
C12/31/2019		START	1120	Opening Entry				154,489.26	G/L Account	
C12/31/2019		START	1120	Opening Entry				1,324,991.34	G/L Account	

### 4.5 Scenario 5: Dimension Merge.

Here we can merge from one Dimension (Source) to Another Dimension (Destination).

In order to merge the two Dimensions, please follow the below instructions.

Search and open the dimensions page



←

DIMENSIONS

↗

🔍 Search

+ New

✕ Delete

Dimension

⚡ Functions

Show Attached

📄 Open in Excel

🔍

☰

CODE		NAME	CODE CAPTION	FILTER CAPTION	DESCRIPTION
AREA	⋮	Area	Area Code	Area Filter	
BUSINESSG...		Business Group	Businessgroup Code	Businessgroup Filter	
CUSTOMER...		Customer Group	Customergroup Code	Customergroup Filter	
DEPARTME...		Department	Department Code	Department Filter	
PROJECT		Project	Project Code	Project Filter	
PURCHASER		Purchaser	Purchaser Code	Purchaser Filter	
SALESCAMP...		Sales campaign	Salescampaign Code	Salescampaign Filter	
SALESPERS...		Salesperson	Salesperson Code	Salesperson Filter	

Select the Dimensions, Click on Dimension Values Action it will open the Dimension values page

Merge Utility Test W1

Sales

Purchasing

Inventory

Posted Documents

Self-Service

Dimensions:

🔍 Search

+ New

Manage

Dimension

⚡ Functions

Show Attached

📄 Open in Excel

🔍

☰

↗

CODE	NAME	CODE CAPTION		FILTER CAPTION	DESCRIPTION	BLOC...
AREA	⋮	Area	Area Code	Area Filter		
BUSINESSGROUP		Business Group	Businessgroup	Businessgroup Filter		
CUSTOMERGRO...		Customer Group	Customergroup Code	Customergroup Filter		
DEPARTMENT		Department	Department Code	Department Filter		
PROJECT		Project	Project Code	Project Filter		
PURCHASER		Purchaser	Purchaser Code	Purchaser Filter		
SALESCAMPAIGN		Sales campaign	Salescampaign Code	Salescampaign Filter		
SALESPERSON		Salesperson	Salesperson Code	Salesperson Filter		

Select the Dimension Values which you want to merge and click on Merge Dimension Action

Select and click on the Merge Dimension action button

# Dimension Values

Search
 New
 Edit List
 Delete
 [Process](#)
 Show Attached
 Open in Excel
 ...

Merge Dimension

10	⋮	Europe	Begin-Total		<input type="checkbox"/>
20		Europe North	Begin-Total		<input type="checkbox"/>
30		Europe North (EU)	Standard		<input type="checkbox"/>
40		Europe North (Non EU)	Standard		<input type="checkbox"/>
45		Europe North, Total	End-Total	20..45	<input type="checkbox"/>
50		Europe South	Standard		<input type="checkbox"/>
55		Europe, Total	End-Total	10..55	<input type="checkbox"/>
60		America	Begin-Total		<input type="checkbox"/>
70		America North	Standard		<input type="checkbox"/>
80		America South	Standard		<input type="checkbox"/>
85		America, Total	End-Total	60..85	<input type="checkbox"/>
					<input type="checkbox"/>

Enter the Destination Dimension value and click on OK button

[Manage](#)
[Process](#)
[Show Attached](#)
[More options](#)

MERGE DIMENSION

## Merge

Merge From Dimension ... 10 ...

Destination Dimension ... 20 ...

OK

Cancel

MERGE DIMENSION



Merge

Merge From Dimension . . . . 10 ...

Destination Dimension . . . . 20 ...

OK Cancel

Click on the Yes button to merge the Dimension values

? Are you sure you want to merge Dimension Value 10 Europe into Dimension Value 20 Europe North?

Yes No

After Completion of the merge you will get the message, Click OK button

i Complete. Dimension Value 10 has been merged into Dimension Value 20.

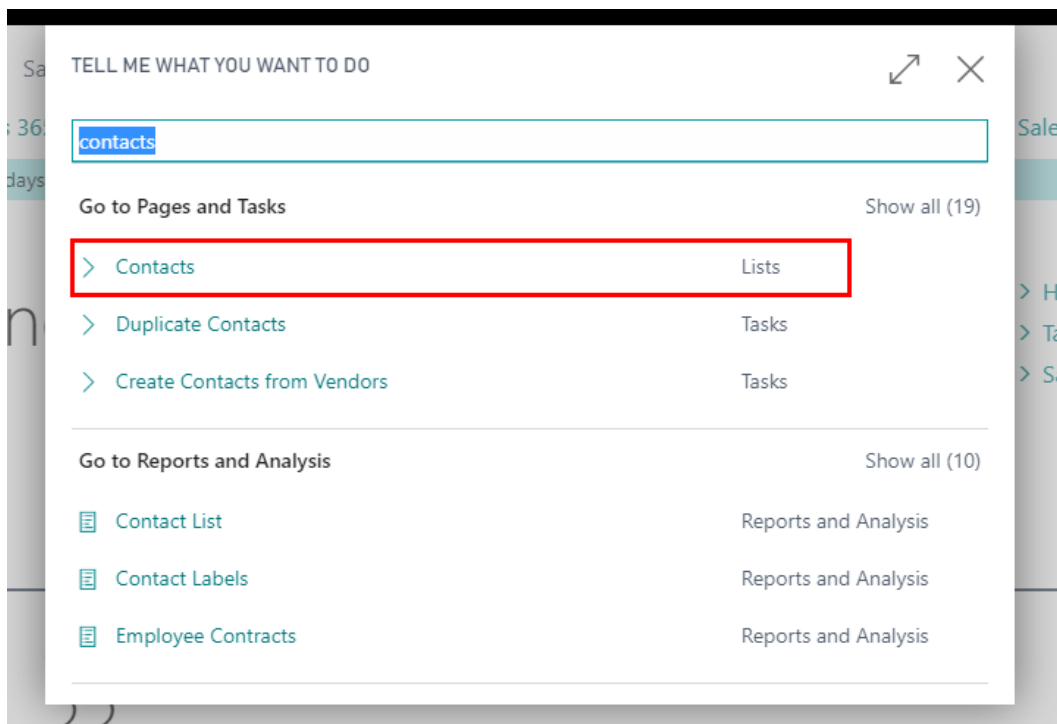
OK

#### 4.6 Scenario 6: Contact Merge

Here you can merge the Contact (Source Contact) from to another Contact (Destination) only when both contacts have type Person and merging contact should be under the same Company or you can merge contacts with type company.

In order to merge the two Contacts, please follow the below instructions.


Search and open the contacts page



In this example we are consider CT200057 as source contact and CT200118 as destination contact

## Source Contact

CT200057 · Alan Brewer

Process	Report	Show Attached	Page	More options
<div> <div>General <span>Show more</span></div> <div> <div>No. .... CT200057 ...</div> <div>Type .... Person ▼</div> </div> <div> <div>Name .... Alan Brewer ...</div> <div>Company Name .... A. Gibson's Law Firm ▼ ...</div> </div> </div>				
<div> <div>Communication <span>Show more</span></div> <div> <div>ADDRESS</div> <div> <div>Address .... 2570 Swimthorn Street</div> <div>Address 2 ....</div> <div>Post Code .... MO2 4RT ...</div> <div>City .... Manchester ...</div> </div> </div> <div> <div>CONTACT</div> <div> <div>Phone No. ....</div> <div>Mobile Phone No. ....</div> <div>Email .... alan.brewer@contoso.com</div> <div>Home Page ....</div> </div> </div> </div>				
<div> <div>Contact Picture ▼</div> <div>  </div> </div>				
<div> <div>Contact Statistics</div> <div> <div>GENERAL</div> <div> <div>Cost (LCY) 0.00</div> <div>Duration (Min.) 0</div> </div> </div> </div>				

## Destination Contact



CONTACT CARD

## CT200118 · Lori Kane

Process Report Show Attached Page Actions Navigate Report Less options

**General** [Show more](#)

No. CT200118 Type Person

Name Lori Kane Company Name A. Gibson's Law Firm

**Communication** [Show more](#)

**ADDRESS**

Address 2570 Swimthor Street

Address 2

Post Code MO2 4RT

City Manchester

**CONTACT**

Phone No.

Mobile Phone No.

Email lori.kane@contoso.com

Home Page

**Contact Picture**

**Contact Statistics**

GENERAL

Cost (LCY) 0.00

Duration (Min.) 0

Open the Source Contact page and Click on the merge to Destination Contact

CONTACT CARD

## CT200057 · Alan Brewer

Process Report Show Attached Page Actions Navigate Report Less options

**Merge Contact** Create Opportunity Apply Template... Create Interaction Sales Quotes Statistics

No. CT200057 Type Person

Name Alan Brewer Company Name A. Gibson's Law Firm

**Communication** [Show more](#)

**ADDRESS**

Address 2570 Swimthor Street

Address 2

Post Code MO2 4RT

**CONTACT**

Phone No.

Mobile Phone No.

Email alan.brewer@contoso.com

**Contact Picture**

**Contact Statistics**

GENERAL

Cost (LCY) 0.00

Enter the Destination Contact

MERGE CONTACT



Merge

Merge From Contact ..... CT200057

Destination Contact ..... CT200118

OK

Cancel

Click on the OK button

MERGE CONTACT



Merge

Merge From Contact ..... CT200057

Destination Contact ..... CT200118

OK

Cancel

Click yes on confirmation to merge the contacts



Are you sure you want to merge Contact CT200057 Alan Brewer into Contact CT200118 Lori Kane?

Note that all master information from CT200057 will be deleted.

Yes

No

Once merge is complete it will pop up the message



Complete. Contact CT200057 has been merged into Contact CT200118.

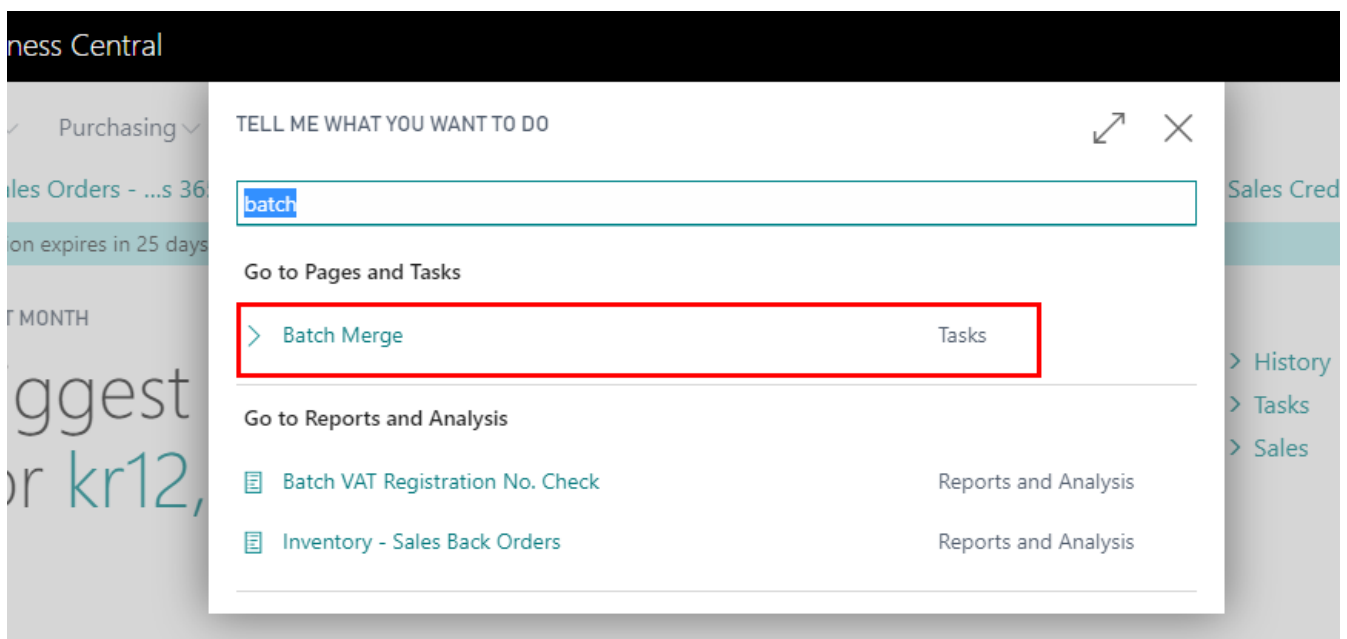
OK

## 5.Batch Merge.

Batch Merge functionality will merge bunch of Source Customers/Vendors /Items/Contact/GL Account to Destination accounts. This also has Delete Source Account functionality which will allow the source Account to remain even after Merging.

In order to merge the Customer/Vendor/Item/Contact/Account in batch, please follow the below instructions.

Search and open the Batch Merge Page



←

BATCH MERGE

↗

🔍 Search

+ New

📋 Edit List

✕ Delete

Process

Show Attached

⋮

🔍

☰

	ACCOUNT TYPE		SOURCE ACCOUNT	DESTINATION ACCOUNT	DELETE SOURCE ACCOUNT
	<div>▼</div>				<input checked="" type="checkbox"/>
					<input type="checkbox"/>

Select the **Account Type**, **Source Account** and **Destination Account**.

←

BATCH MERGE

↗

🔍 Search

+ New

📋 Edit List

✕ Delete

Process

Show Attached

⋮

🔍

☰

	ACCOUNT TYPE		SOURCE ACCOUNT	DESTINATION ACCOUNT	DELETE SOURCE ACCOUNT
	Customer		30000	40000	<input checked="" type="checkbox"/>
	Vendor		30000	60000	<input checked="" type="checkbox"/>
	Item		1150	1160	<input checked="" type="checkbox"/>
	G/L Account		1130	1140	<input checked="" type="checkbox"/>
	Contact	⋮	CT100190	CT200008	<input checked="" type="checkbox"/>
					<input type="checkbox"/>

Mark Delete Source Account if you want to delete the Source Account else Source Account remains after merging to Destination. Click on Start Merge

←

BATCH MERGE

↗

🔍 Search

+ New

📋 Edit List

✕ Delete

Process

Show Attached

⋮

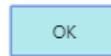
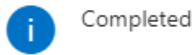
🔍

☰

📋 Start Merge

🔖

	ACCOUNT TYPE		SOURCE ACCOUNT	DESTINATION ACCOUNT	ACCOUNT
	Customer		30000	40000	<input checked="" type="checkbox"/>
	Vendor		30000	60000	<input checked="" type="checkbox"/>
	Item		1150	1160	<input checked="" type="checkbox"/>
	G/L Account		1130	1140	<input checked="" type="checkbox"/>
	Contact	⋮	CT100190	CT200008	<input checked="" type="checkbox"/>
					<input type="checkbox"/>



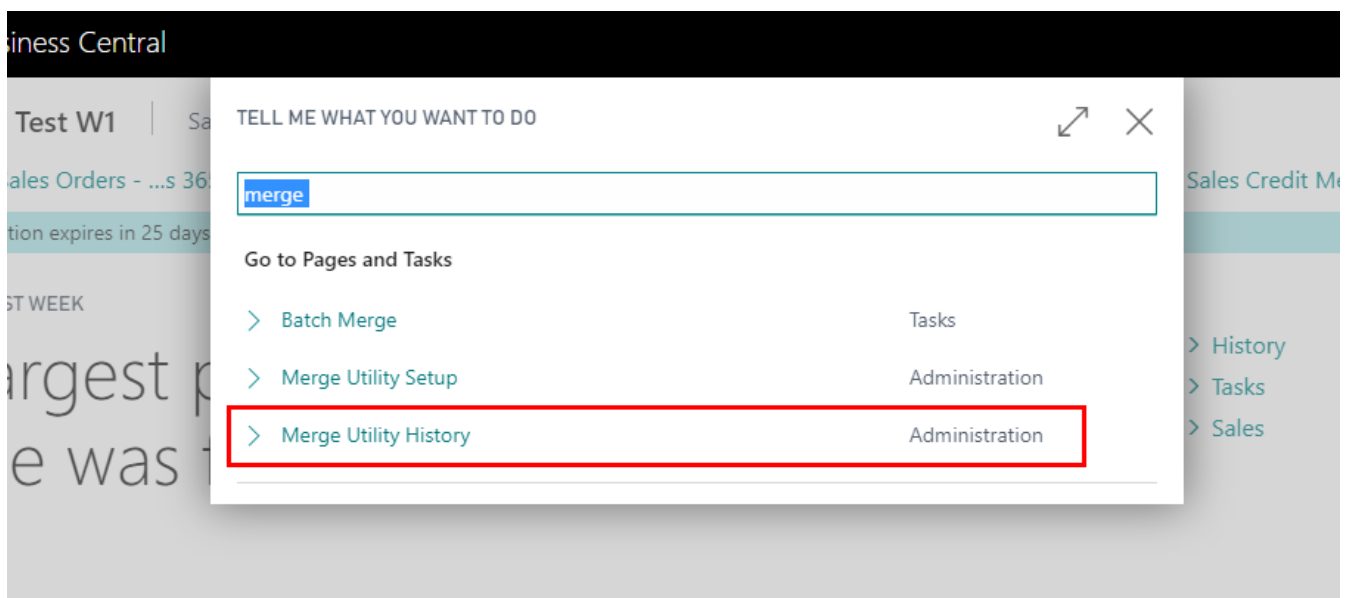
## 6.Undo Merge.

This Functionality will allow user to undo the all merged Customer/Vendor/Item /GL Accounts. This we rollback all the ledgers, dimensions, contacts back to source account.

Undo merge can be done using Merge Utility History Page.

Follow below steps for Undo the Merged Account

### 6.1 Search and open the Merge utility History page



### 6.2 In Merge Utility history list page , Select which account you want to undo and click on View



## MERGE UTILITY HISTORY



Search

Manage

Show Attached



Open in Excel



ENTRY NO	MERGED BY	MERGED SOURCE NO.	MERGED SOURCE NAME	MERGED DESTINA... NO.	MERGED DESTINATION NAME
1	CANARYS\SA...	10000	The Cannon Group PLC	20000	Selangorian Ltd.
2	CANARYS\SA...	10000	The Cannon Group PLC	20000	Selangorian Ltd.
3	CANARYS\SA...	10000	The Cannon Group PLC	20000	Selangorian Ltd.
4	CANARYS\SA...	10000	The Cannon Group PLC	20000	Selangorian Ltd.
5	CANARYS\SA...	10000	The Cannon Group PLC	20000	Selangorian Ltd.
6	CANARYS\SA...	10000	London Postmaster	20000	AR Day Property Management
7	CANARYS\SA...	1001	Touring Bicycle	1100	Front Wheel
8	CANARYS\SA...	1110	Land and Buildings	1120	Increases during the Year
9	CANARYS\SA...	30000	John Haddock Insurance Co.	40000	Deerfield Graphics Company
10	CANARYS\SA...	30000	CoolWood Technologies	60000	Grassblue Ltd.
11	CANARYS\SA...	1150	Front Hub	1160	Tire

### 6.3 This will show history data of the merged account



## MERGE UTILITY HISTORY



6

Process

Show Attached

More options

### General

Entry No	6	Merged Destination ...	AR Day Property Management
Entry Type	Merged	Merged By	CANARYS\SAINATHP
Source Type	Vendor	Merged Date	1/28/2021
Source No	10000	Merged Time	1:12:16 PM
Merged Source Name	London Postmaster	Comment	User Merged the Vendor
Destination No	20000		

Merge history Subform

Manage

Merge history Subform		Manage
TABLE NO	TABLE NAME	
17	G/L Entry	
25	Vendor Ledger Entry	
32	Item Ledger Entry	
38	Purchase Header	
39	Purchase Line	
120	Purch. Rcpt. Header	
121	Purch. Rcpt. Line	
122	Purch. Inv. Header	
123	Purch. Inv. Line	

#### 6.4 Click on **Undo Utility** to rollback the data to source account

← MERGE UTILITY HISTORY
+

6

Process Show Attached More options

Undo

Entry No	6	Merged Destination ...	AR Day Property Management
Entry Type	Merged	Merged By	CANARYS\SAINATHP
Source Type	Vendor	Merged Date	1/28/2021
Source No	10000	Merged Time	1:12:16 PM
Merged Source Name	London Postmaster	Comment	User Merged the Vendor
Destination No	20000		

Merge history Subform Manage

Click on the Yes button to undo the merge

? Are you sure you want to undo this merge?

Yes

No

Once the undo is done it will pop up the completed message

The screenshot shows the 'MERGE UTILITY HISTORY' form. A modal message box titled 'Undo Completed' with an information icon and an 'OK' button is centered on the screen. The background form is slightly dimmed. The form includes a 'General' tab with fields for 'Entry No', 'Entry Type', 'Source Type', 'Source No', 'Merged Source Name' (set to 'London Postmaster'), 'Destination No' (set to '20000'), and a 'Comment' field (set to 'User Merged the Vendor'). There are also buttons for 'Merge history Subform' and 'Manage'.

**6.5** Vendor for Ex: 10000 is rolled back with ledgers as shown below. Not only ledgers it will roll back all the changes which has been merged

10000 - LONDON POSTMASTER

### Vendor Ledger Entries

POSTING DATE	DOCUME... TYPE	DOCUMENT NO.	EXTERNAL DOCUMENT NO.	VENDOR NO.	MERGED FROM VENDOR ACCOUNT	MESSAGE TO RECIPIENT	DESCRIPTION	CURRENCY CODE	PAYM METH CODE
1/28/2021	Invoice	108038	QWETGV	10000			Order 106028		
1/28/2021	Invoice	108036	WEEE	10000			Order 106025		
1/20/2021	Invoice	108031	24521	10000			Order 106006		
1/13/2021	Payment	2593		10000			Payment 2021		
1/9/2021	Invoice	108027	23587	10000			Order 106003		
1/6/2021	Invoice	108026	23047	10000			Order 106002		
12/31/2020	Invoice	5672	5672	10000			Opening Entries, Vendors		
12/31/2020	Invoice	5578	5578	10000			Opening Entries, Vendors		
12/31/2020	Invoice	5437	5437	10000			Opening Entries, Vendors		