



How to Merge Duplicate Vendors in Quickbooks Online

- Go to Expenses (on the Left hand pane)
- Click on “Vendors”
- Identify Duplicate Vendors (example: IRS and United States Treasury)
- Click on Vendor you want to merge (example: IRS)
- Click on Edit
- Change the Company Name and Display Name of the Vendor (example: IRS) to the exact name of the other Vendor (example: United States Treasury)
- Click Save
- Quickbooks message: That name is already being used. Would you like to merge the two: Click Yes

[Watch the Video Here](https://www.youtube.com/watch?v=hxWDnoU1KjY)

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