



# Consolidate Vendor Or Customer Information

## Summary

Here's the step-by-step process on how to consolidate customer and vendor information so you can optimize the delivery of goods and invoices for various customers and vendors. This is very handy for when you send invoices to multiple branches and the payment is received at the head office. This vendor consolidation tool also works for when you need to send goods to multiple entities after invoicing the head office.

The screenshot displays the 'Business Partner Master Data' window. The 'General' tab is active, and the 'Tax' sub-tab is selected. The 'Consolidating BP' field is highlighted with a green box. Below it, the 'Payment Consolidation' radio button is selected, and the 'Delivery Consolidation' radio button is unselected. The 'Control Accounts' section shows two rows: 'Accounts Payable' with a value of '21015-00' and 'Accounts Payable (2000)', and 'Payment Advances' with a value of '19990-99' and 'System Asset - Suspense Account (SYS)'. The '1099 Form' and '1099 Box' dropdown menus are visible. At the bottom, there are 'OK', 'Cancel', and 'You Can Also' buttons.

Code	Manual	Vendor	Local Currency
Name	BSG		
Foreign Name			
Group	Vendors		
Currency	US Dollar		
Federal Tax ID			

Account Balance	Goods Receipt POs	Purchase Orders
	0.00	0.00

Consolidating BP	Payment Consolidation	Delivery Consolidation
	<input checked="" type="radio"/>	<input type="radio"/>

Control Accounts	Accounts Payable	Payment Advances
	21015-00	19990-99

Accounts Payable (2000)	System Asset - Suspense Account (SYS)

1099 Form	1099 Box

Planning Group

☐ Affiliate

OK Cancel You Can Also



## Step by Step Guide

To do this, when you're in the "Business Partner Master Data" view, choose "Consolidating BP". From here, you can select the consolidation types you want to link the business partner to:

- Select "Payment Consolidation" to display the transactions of the consolidated business partners when creating payment for the consolidating business partner.
- Select "Delivery Consolidation" to display the deliveries/goods receipts or POs of the consolidated business partners when creating an invoice for the consolidating business partner.

This aspect can help businesses automate and optimize their supply chain processes while improving the information exchange between suppliers and vendors.