# Cleaning Up Your Vendor List

Do you need to clean up your lists of vendors, items, customers and accounts?  Merge them!  Merging means that historical transactions in an old name can be added to a survivor name of choice.  For example, you have a vendor named American Express, and another named AmEx for the same vendor.  Both vendor names have transactions, but you want all history under the vendor name American Express.

* From your Lists Menu Click on Vendors
* Determine which vendor name will be the survivor and make a note of the **exact** spelling
* Determine which vendor will be merged off the list , in this case AmEx
* Edit the vendor that will no longer exist by pressing Control + E, or right click on the name and select edit vendor
* Retype the name using the exact spelling of the survivor vendors name, in this case American Express
* Click OK and a popup will ask if you want to merge
* Click yes

That’s it, all of your transactions for both vendor names are under the American Express vendor!