



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATEWIDE REPORTING AND ACCOUNTING POLICY

M. J. AMIKE \cong FOSTER, JR.
GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

April 4, 2000

MEMORANDUM SA 00-25

To: Fiscal Officers
Purchasing Agents
Contract Officers
All ISIS Agencies

FROM: F. Howard Karlton, CPA
Director

SUBJECT: New Vendor Status Code

A new vendor status code has been created in ISIS. The new code is 7 - CFMS Pending Inactive. This status was created to ensure historical reporting accuracy while allowing new activity to be entered to vendors with the most current information. Vendors will be set to status code 7 when there is an existing CFMS contract record and a request is received from an agency or vendor requesting a change to the name or Taxpayer Identification Number (TIN). The VENC screen of AGPS has been changed to allow OSRAP to set vendors to this new status code by placing an 'S' in the Activate field.

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ENTER FUNCTION:                TRANS: VENC
COMMON      VENDOR      TABLE      (KEY      IS      VENDOR      CODE )
DATE:      03/17/00

TIME:      17:27:13
VENDOR                CODE.:      XXXXXXXXXX      XX
TERM:      $DK0
NAME.....: BUTCHER AND BUTCHER, LLC      -----
REMIT-TO-ADDRESS-----
NAME2.....:
ADDRESS.....: 1717 FLORIDA BOULEVARD
ADDRESS2.....:
CITY/ST/ZIP.: BATON ROUGE      LA 70806
PARISH.....: 17 : EAST BATON ROUGE      :
COUNTRY.....: US : UNITED STATES      :
CONTACT.....: AIMEE BUTCHER
PHONE.....: 504 - 922 - 1235 - 0000      -

-
FEIN/SSAN...: XXXXXXXXXX      PRIMARY VENDOR IND: N
1099 VENDOR IND.: Y      MASTER VEND IND: N
BACKUP-WITHOLDING: N      PREVENT DELETION: N
REQUESTING AGENCY: 107110 : DIVISION OF ADMINISTRATION

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STATUS CODE : 7 : CFMS PEND INACTIVE
ACTIVATE (Y/N/C/P/S) . :

OSRAP will take the following actions to affect the change:

- 1) add and activate a new vendor location code with the most current information for name changes, or
- 2) OSRAP will add and activate a new vendor record with the most current information for TIN changes. AND
- 3) On the original vendor location OSRAP will set the vendor status to 7 and add vendor notes to the VNTE screen of AGPS instructing agencies to use the new vendor location or vendor code for any new ISIS activity.

If a vendor record is a Master/Primary vendor and it becomes necessary to set it to status 7, the Master/Primary indicator will be changed on the original vendor code. OSRAP will then set the appropriate indicator to 'Y' on the new vendor location or record.

NOTE: You should always verify that the information on the vendor file is correct before using a vendor record on system documents. This includes checking the vendor's name, TIN (AGPS – VENC, AFS – VEN2). You should also verify the vendor's status allows it use before processing transactions against it. In addition, for AGPS transactions you should review the VADR screen to ensure that the correct address will print on your documents. Address Type 1 General-defaults for all transactions if the other types do not exist, Type 2 Solicitations, Type 3 Orders and type 4 Remittance.

This new status code will allow agencies to continue processing liquidations against existing AFS, CFMS and AGPS activity. All change types, except INC, will be allowed in AGPS on orders tied to vendors at status code 7. AFS and AGPS will not allow new activity or the rollover of existing encumbrances to vendors at this status code. This includes AGPS held encumbrances set up before the fiscal year begins. AFS will not allow the entry of REPV records to vendors at this status code. You may enter these vendor codes on AFS Cash Receipts (CR, CRQ, C1) documents and Journal Vouchers (J1, J2, J6). You may enter 1099 entries to vendors at this status code can be added in AFS. Checks issued to vendors whose s/c is now 7 can be voided and reissued. CFMS will treat vendors at this status code as if the status were 1 – Active. All KAMD change types will be allowed (See BTAB Table Type KC). CFMS Contracts can be increased and rollover over if all other criteria are met.

If there is any CFMS activity associated with a vendor code, requests to change the vendor's name and address information must be approved by the Office of Contractual Review (OCR). Therefore, any requests for changes must be sent to OCR for review. OCR will review the change request and forward it to OSRAP.

Page 3
SA Memo 00-25
April 4, 2000

We hope the addition of this new status code enables the agencies to process contracts, payments, orders and vendor changes more accurately. If you have any questions or experience any problems with these vendor records, please contact the OSRAP Vendor Section at (225) 342-6355.

FHK: rtj

C: Ms. Susan Smith
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Ms. Denise Lea
Mr. Dale Beard
Ms. Alexis Thompson
Ms. Lorraine Huber
Ms. Debbie Rogers