



**State of Louisiana**  
DIVISION OF ADMINISTRATION

**OFFICE OF STATEWIDE REPORTING AND ACCOUNTING POLICY**

M. J. AMIKE® FOSTER, JR.  
GOVERNOR

MARK C. DRENNEN  
COMMISSIONER OF ADMINISTRATION

October 24, 2002

**MEMORANDUM OSRAP 03-14**

TO: Fiscal Officers  
All ISIS Agencies

FROM: F. Howard Karlton, CPA, CGFM  
Director

SUBJECT: Vendor Purge

A purge of the statewide vendor file will take place during the weekend of November 2, 2002. The vendors that will be purged must meet all of the following criteria:

1. Those vendors who have had no activity through June 30, 1999. If the vendor is a Master vendor, and the vendor has only one location and meets the other criteria for the purge, the master vendor can be purged; otherwise, if the vendor is a Master vendor, has more than one location code, but still meets the other criteria for the purge, the vendor will not be selected because that vendor is the Master vendor.
2. Those vendors with a FEE-PAID IND not equal to 'Y'.
3. Those vendors whose PREVENT DELETION flag is not equal to 'Y'.
4. The vendor is not found on any AGPS/CFMS open items tables (KVNO, OVNO, SVEN, RQSN, KVDL, KINV, OINV and OPAY); i.e., the vendor is not associated with any contract, order, solicitation, requisition, contract vendor distributor, contract invoice, order invoice or order payment.
5. The vendor is not found on any AFS open items tables (OPVH, OPOH and OPPH), i.e., the vendor is not associated with any purchase order or payment voucher.

The vendor archive candidate report (BVPCR) will be available for agencies to review in BUNDL the week of 10/21/02. This report will contain all vendor codes that meet the criteria listed above that will be purged. Each agency should review this report and contact the OSRAP Vendor Section by 4:00 p.m. on Thursday

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10/31/02, if a vendor needs to be removed from the purge list. Please circle any vendor code on the report that needs to be retained and fax it to the OSRAP Vendor Section at (225) 342-1053, ATTN: Ms. Judy Davidson with an explanation as to why the vendor should never be removed from the Vendor Table. The OSRAP Vendor Section will set the PREVENT DELETION flag to "Y" and the vendor will not be purged.

The vendor records that are purged will be moved to the Purged Vendor Archive Inquiry Table (VEXD) on 11/2/02. In the event a vendor is purged, and needs to be reestablished on the vendor file, you may reinstate the vendor back to the system by contacting Ms. Judy Davidson of the OSRAP Vendor Section at (225) 342-6355 to remove the vendor record from the Vendor Archive Table. After this, you should follow the ADD procedures for establishing a new vendor on VENC. The vendor record must be re-established exactly as it read prior to the purge. This purge is part of an on-going process of keeping the vendor file current.

If you have any questions concerning this memorandum, contact Ms. Judy Davidson at (225) 342-6355.

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