



State of Louisiana
Division of Administration
Office of Statewide Reporting and Accounting Policy

April 20, 2012

OSRAP MEMORANDUM 12-18

TO: Fiscal Officers
All ISIS and Non-ISIS Agencies

FROM: Afranie Adomako, CPA
Director

SUBJECT: Vendor Purge/Archiving

A purge/archiving of the statewide vendor file will take place during the weekend of April 28, 2012. The vendors that will be purged must meet all of the following criteria:

1. Those vendors who have had no activity since July 1, 2009. 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 an "Inactive" status code, irrespective of the past activity of the vendor.
3. Those vendors with a FEE-PAID IND not equal to 'Y'.
4. Those vendors whose PREVENT DELETION flag is not equal to 'Y'.
5. 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 bid, contract, order, solicitation, requisition, contract vendor distributor, contract invoice, order invoice or order payment.
6. 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.
7. Those vendors whose Current Fiscal Year, Current Calendar Year, Prior Fiscal Year, and Prior Calendar Year expenditures on the Vendor table (VEN2) in AFS equal \$0.00.

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Vendor numbers will be purged from the AGPS/CFMS vendor related tables, the AFS vendor related tables, the AFS Master Vendor table (MVEN), and the Electronic Funds Transfer Table (EFTT). The vendor archive candidate report (BVPCR) will be available for agencies to review in BUNDL on Friday, April 20, 2012. This report will contain all vendor codes that meet the criteria listed above that will be purged.

Each agency should review the BVPCR report, circle any vendor code on the report that needs to be retained, and fax it to the OSRAP Vendor Section at (225) 342-0960, ATTN: Ms. Evelyn Myles. Also include an explanation as to why the vendor should not 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. To make sure necessary vendors are removed from the purge list, the OSRAP Vendor Section must receive all faxes by 1:00 p.m. on Wednesday, April 25, 2012.

The vendor records that are purged will be moved to the Purged Vendor Archive Inquiry Table (VEXD) on April 28, 2012. In the event a vendor is purged, and needs to be re-established on the vendor file, you may reinstate the vendor back to the system by contacting Ms. Evelyn Myles of the OSRAP Vendor Section at (225) 342-6354. Ms. Myles will remove the vendor record from the Vendor Archive Table. After this, you should follow the ADD procedures for establishing a new vendor on VENC in AGPS. 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, please contact Ms. Evelyn Myles at (225) 342-6354 or Heidi Israel at (225) 342-1089.

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