

Discontinued Vendor Records, Disbursement Holds, & Vendor Record Clean Up

The following information is intended for Departmental and Program use only:

When you run into a vendor hold you will need to open the Vendor's VCUST record to determine what the hold is for. Below the different disbursement holds are explained and what is need to resolve the hold and fix the vendor record if possible.

How Holds and Vendor Status Work

- Discontinued vendors will not allow modification of POs, CTs, or payments to be made.
- Disbursement holds will prevent payments and modification to GAE documents.
- During the nightly cycle any records that have a disbursement hold will be discontinued.

The screenshot shows a web interface for a Vendor/Customer record. At the top, there is a table with columns: Vendor/Customer, Legal Name, Vendor Active Status, and Customer Active Status. The first row shows a checked box, VC00000000000305, a redacted legal name, Discontinued, and Active. Below the table are navigation links: First, Prev, Next, Last. A toolbar contains Save, Undo, Delete, Insert, Copy, Paste, and Search. The record is organized into sections: General Info, Headquarters, Organization, and Disbursement Options. The Disbursement Options section is expanded, showing fields for Category, Description, Default Type (Warrant), Default Priority (99), and Default Format (WARR). On the right side of this section, there are fields for Hold Payment (checked), Hold Payment Authorized By (BATCH), Hold Payment Authorized On (11/02/2016), and Hold Reason (Discontinued for No Activity need updated W9).

Vendor Holds

Holds Placed by the CORE System During the Nightly Cycle

- The vendor record failed TIN matching (occurs ~2 days after record has been created)
- The vendor record has not been used in over two years (lack of activity)

Holds placed by the CMU

- The vendor record is being cleaned up
- The vendor record was been discontinued due to vendor request

Other

- The vendor record is discontinued due to a Hold from COFRS (carried over from COFRS)
- The employee record is not active in CPPS

Requesting Your Vendor Hold Removed

Send documentation state_centralapproval@state.co.us to have vendor holds removed

TIN matching Holds:

This screenshot shows the Disbursement Options section of a vendor record. The fields are: Category (empty), Description (empty), Default Type (Warrant), Default Priority (99), Hold Payment (checked), Hold Payment Authorized By (BATCH), Hold Payment Authorized On (12/01/2017), and Hold Reason (TIN not curr used).

▼ Disbursement Options

Category :

Description :

Default Type : Warrant

Default Priority : 99

Hold Payment :

Hold Payment Authorized By : BATCH

Hold Payment Authorized On : 12/05/2017

Hold Reason : Name/TIN no match

To remove a Hold and activate a record:

- 1) Review the vendor record and W9 submitted by your vendor.
- 2) If there was an entry error at record creation you will need to send a request to the CMU to correct the record along with the original W9.
 - a) TIN not currently used - means the TIN has not been assigned by the IRS -> Possible that: the vendor entered TIN incorrectly, the TIN was newly issued and the IRS has not updated the TIN matching database, or the TIN type entered was incorrect.
 - b) Name/TIN no match – means that the name entered does not match with the TIN entered. Most likely the vendor entered their own legal name instead of the entity's legal name.
- 3) Confirm with the vendor and request information. If there was no entry issue you will need to request your vendor submit a new current W9 form, SS-4, or 147c letter.

For businesses:

IRS business Specialty Tax Line
 1-800-829-4933
 Press 1 for EIN questions
 then 3 for confirmations

Lack of Activity Hold:

▼ Disbursement Options

Category :

Description :

Default Type : Warrant

Default Priority : 99

Default Format : WARR

Hold Payment :

Hold Payment Authorized By : BATCH

Hold Payment Authorized On : 11/02/2016

Hold Reason : Discontinued for No Activity need updated W9

- 1) To activate the record you will need to send in a new current W9 to the CMU.

Employee Not Active in CPPS Hold:

▼ Disbursement Options

Category :

Description :

Default Type : Warrant

Default Priority : 99

Default Format : WARR

Hold Payment :

Hold Payment Authorized By : BATCH

Hold Payment Authorized On : 11/02/2016

Hold Reason : Employee Not Active in CPPS as of Hold Pymt Auth Date

- 1) To activate you will need to send in a screen shot in pdf of the CPPS 003 screen to the CMU.
- 2) The employee's email address is also required.

PERSONNEL ACTION DATA

9971 [redacted] DEPARTMENT OF REVENUE -TAA-

NAME SUFFIX NAME PREFIX

EMPLMT STAT A STATUS DT 09/18/2017 ADJ SVC DT 09/18/2017

PERI003

Personnel Action Data

COMPLETE NEXT TRANSACTION REQUEST.

Employee ID: 9970

Employee Name: [redacted]

Organization Name: GOV OFC OF INFO TECHNOLOGY-EGB

Name Suffix: [redacted]

Employment Status: A - Active

Status Date: 09/05/2017

Record being cleaned up:

Vendor records are being cleaned up to remove duplicate records and duplicate addresses. The goal is to have a single vendor record for a TIN (usually the HQ record) instead of numerous records associated with a single TIN. This is being completed to ensure vendor record information is accurate, decrease opportunities for error when making payments, and also to help vendor set up EFT.

- 1) In the disbursement options tab you will find direction on which vendor record to use.
- 2) If you have a document that needs to be modified and moved to the designated record please send in a request to the CMU requesting a hold removed and state the document type you are modifying.

▼ Disbursement Options

Category :	<input type="text"/>	Hold Payment :	<input checked="" type="checkbox"/>
Description :	<input type="text"/>	Hold Payment Authorized By :	j.stark
Default Type :	Warrant	Hold Payment Authorized On :	09/14/2017
Default Priority :	99	Hold Reason :	Please use VC0000000014124 Denver VC0000000017853 Boulder VC0000000017847 Colorado
Default Format :	WARR		
Default Format Description :	<input type="text"/>		

- 3) A future end date has been added to the ordering address for duplicate records/addresses with existing POs/CTs with open amounts. Payments will still process until the future date (6/30) but will not allow the PO/CT to be rolled into the next FY. To modify these documents to the new record/address prior to the end date please send a request to the CMU. If payment is attempted on these records you will get the message: "The Vendor Picked is marked for No Additional Spending".

Record discontinued per vendor request:

- 1) A vendor may have changed ownership. In this case the hold reason in disbursement options tab will direct you to the appropriate record to be paid.

▼ Disbursement Options

Category :	<input type="text"/>	Hold Payment :	<input checked="" type="checkbox"/>
Description :	<input type="text"/>	Hold Payment Authorized By :	k.biesemeyer
Default Type :	Warrant	Hold Payment Authorized On :	11/15/2017
Default Priority :	99	Hold Reason :	Deactivate per JHENDESON. Vendor to be paid under EIN record. VC*191213
Default Format :	WARR		

Vendor held from COFRS:

- 1) Records that have a hold from conversion will appear as below. Please send in a current W9 to the CMU for us to remove the hold and access the record.

▼ Disbursement Options

Category :	<input type="text"/>	Hold Payment :	<input checked="" type="checkbox"/>
Description :	<input type="text"/>	Hold Payment Authorized By :	conversion
Default Type :	Warrant	Hold Payment Authorized On :	<input type="text"/>
Default Priority :	99	Hold Reason :	Held from COFRS