

## Vendor Intercept Job Aid

### How to identify if a payment has been intercepted in the CORE system

Per C.R.S. Section 24-30-202.4—vendors who owe the State of Colorado are subject to the interception of payments sent by the State of Colorado in order to satisfy debts owed. If a payment issued by your department was intercepted- do NOT reissue the funds. You have paid the vendor; some or all of the funds have just been applied to a debt the vendor owed the State.

If vendors have questions regarding the amounts that were intercepted, they must contact the department that intercepted the funds.

Once a payment document has processed through the nightly cycle, you can view an intercepted amount by looking at the payment document in the header under the tab, **Additional Amounts**

The screenshot shows the CORE system interface for a payment document. The 'Additional Amounts' tab is selected, displaying the following information:

Retainage Amount: \$0.00	Intercept Amount: \$46.00
Discount Amount: \$0.00	Default Intercept Fee Amount: \$0.00
Penalty/Interest Amount: \$0.00	Supplementary Intercept Fee Amount: \$0.00
Backup Withholding Amount: \$0.00	Payment Amount: \$304.00
Contract Withholding Amount: \$0.00	

The intercepted amount can also be viewed in the AD or EFT document –also under the header under the tab, **Additional Amounts**

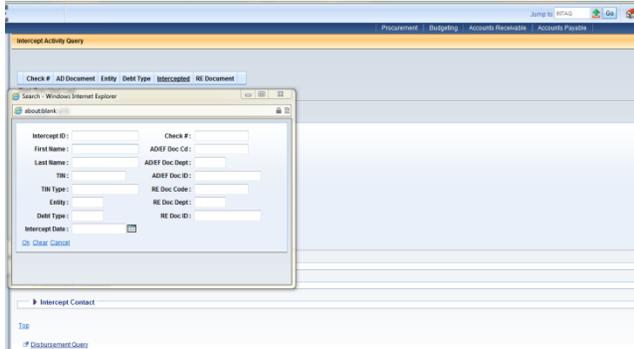
The screenshot shows the CORE system interface for an Automated Disbursement (AD) document. The 'Additional Amounts' tab is selected, displaying the following information:

Total Accounting Line Amount: \$350.00
Total Discount Amount: \$0.00
Total Penalty Amount: \$0.00
Total Interest Amount: \$0.00
Total Backup Withholding Amount: \$0.00
Total Contract Withholding Amount: \$0.00
Total Intercept Amount: \$46.00
Total Default Intercept Fee Amount: \$0.00
Total Supplementary Intercept Fee Amount: \$0.00
Total Retainage Amount: \$0.00
Total Freight Amount: \$0.00
Total Use Tax: \$0.00
Total Tax Amount: \$0.00

If additional details are required regarding the interception activity – determine who in your department has the security to view the intercept details. This is a security role that should be limited to a very few employees within each department.

If you have this security role, you will also be able to view the **INTAQ** table to view what department intercepted the vendor and the contact information for that department.

The search window has a variety of search criteria. Searching by name does **not** yield the best results; it is recommended to always use TIN or check number



Open the intercept contact area to view contact information for the intercepting department. This information can be provided to the vendor for details regarding the debt

