

**SUBJECT:** New Annual Vendor Maintenance Process

**POSTED:** November 12, 2014

---

**ANNOUNCEMENT**

In an effort to improve the quality of active vendors within the GeorgiaFIRST Financials vendor files, a new annual vendor maintenance process is being implemented. The steps for this process are outlined below:

- The criteria that will be used for the vendor inactivation process will look for vendors that had no activity within the previous 18 months. If no activity has occurred, the vendor will be set to an inactive status.
- ITS will run the PeopleSoft Financials Vendor Inactivation process for all institutions within the next few weeks.
  - This will be the initial cleanup effort since not all institutions have run the vendor inactivation process and some have active vendors dating back to the implementation of PeopleSoft Financials.
- Beginning May, 2015, the Vendor Inactivation process will be run for all institutions on an annual basis.
- Institutional security access to the Inactivate Vendors page in production has been removed since institutions will no longer need to run this process.

In the event a vendor is inactivated and is needed again in the future, institutions will have access to update the status of a vendor on the Vendor Identifying Information page.

Additional considerations:

- The Vendor Inactivation process will only be run for the regular Business Unit/Set IDs.
  - The 'B' Business Unit/Set ID vendors will not be inactivated at this time, but will be evaluated for inclusion in future inactivations.

**SUPPORTING DOCUMENTATION**

Refer to business process VN.020.050 – **Inactivating Vendors not used in Prior FY** for additional information.

**MORE INFORMATION AND SUPPORT**

For business impact emergency issues, contact the ITS Helpdesk immediately at 706-583-2001 or 1-888-875-3697 (toll free within Georgia). For non-urgent issues, contact the ITS Helpdesk via the self-service

support website at [http://www.usg.edu/customer\\_services](http://www.usg.edu/customer_services). (This service requires a user ID and password. E-mail [helpdesk@usg.edu](mailto:helpdesk@usg.edu) to obtain self-service login credentials.)

**ADDITIONAL RESOURCES**

For information about ITS maintenance schedules or Service Level Guidelines, please visit [http://www.usg.edu/customer\\_services/service\\_level\\_guidelines](http://www.usg.edu/customer_services/service_level_guidelines). For USG services status, please visit <http://status.usg.edu>.