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## Announcement

**TO:** GeorgiaFIRST PeopleSoft Financials Users

**POSTED:** October 4, 2016

**SUBJECT:** Annual Supplier Maintenance Inactivation Process

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### ANNOUNCEMENT

ITS will run the PeopleSoft Financials Supplier Inactivation process for all institutions during the week of October 17<sup>th</sup>, 2016.

This process is run annually during the month of October. The criteria that will be used for the supplier inactivation process will look for suppliers that had no activity (Purchase Orders, Vouchers, or Payments) within the previous 24 months. If no activity has occurred, the supplier will be set to an inactive status.

The 'B' Business Unit/Set ID Student suppliers will be included in the inactivation process this year, using the same criteria as detailed above.

ITS will email a log of the suppliers inactivated to the person identified as the DBI authorization contact for each institution.

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

As a reminder, Institutional security access to the Inactivate Suppliers page in production has been removed since institutions no longer need to run this process.

### SUPPORTING DOCUMENTATION

Refer to Announcement A14-010 – **New Annual Supplier Maintenance Process** for additional information.

MORE INFORMATION and SUPPORT

**BUSINESS IMPACT EMERGENCY ISSUES CONTACT ITS HELPDESK IMMEDIATELY**  
706-583-2001, or 1-888-875-3697 (toll free within Georgia)

ALL OTHER NON-URGENT ISSUES contact ITS Helpdesk via Self-service support website  
[http://www.usg.edu/customer\\_services](http://www.usg.edu/customer_services) (requires a User ID and password, email  
[helpdesk@usg.edu](mailto:helpdesk@usg.edu) to obtain credentials)E-mail: [helpdesk@usg.edu](mailto:helpdesk@usg.edu)

ADDITIONAL RESOURCES

ITS Maintenance Schedule and Service Level Guidelines:  
[http://www.usg.edu/customer\\_services/service\\_level\\_guidelines/](http://www.usg.edu/customer_services/service_level_guidelines/)

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