Announcement

TO: Georgia*FIRST* PeopleSoft Financials Users

POSTED: October 17, 2017

SUBJECT: Annual Supplier Maintenance Inactivation Process

ANNOUNCEMENT

ITS will run the PeopleSoft Financials Supplier Inactivation process for all institutions during the week of October 23rd, 2017.

This process is run annually during the month of October. For the regular Business Unit/Set ID, the criteria will look for suppliers that had no activity (Purchase Orders, Vouchers, or Payments) within the previous 24 months. For the 'B' Business Unit/Set ID student suppliers, the criteria will look for suppliers that had no activity within the previous 36 months. If no activity has occurred, the supplier will be set to an inactive status.

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 (*requires a User ID and password, email helpdesk@usg.edu to obtain credentials*)E-mail: helpdesk@usg.edu

ADDITIONAL RESOURCES
ITS Maintenance Schedule and Service Level Guidelines:
http://www.usg.edu/customer_services/service_level_guidelines/