GEORGIA*FIRST*
FINANCIAL, INFORMATION & REPORTING SYSTEMS FOR TOMORROW
University System of Georgia • Information Technology Services

PeopleSoft 9.2

ANNOUNCEMENT

TO: Georgia*FIRST* PeopleSoft Financials Users

POSTED: November 2, 2022

SUBJECT: 2022 Annual Supplier Maintenance Inactivation Process

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ITS will run the annual PeopleSoft Financials Supplier Inactivation process for all institutions during the week of November 14, 2022.

For the regular Business Unit/Set ID, the criteria looks for suppliers with no activity (Purchase Orders, Vouchers, or Payments) within the previous 24 months. For the 'B' Business Unit/Set ID student suppliers, the criteria looks for suppliers with no activity within the previous 36 months. For the regular Business Unit/Set ID suppliers, all suppliers will be set to inactive. If no activity occurred, the supplier is 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 utilizing the SHARE Supplier SetID should submit a ticket to the Shared Services Center at oneusgsupport@usg.edu. For institutions using the institution's Supplier SetID or B SetID, the supplier status can be updated following the current business procedure.

MORE INFORMATION AND SUPPORT: For business impact issues, contact the ITS Helpdesk at helpdesk@usg.edu or via the ITS Customer Services website.