

TO: Fiscal Officers of All State Agencies

FROM: Steven L. Valasek, Director of State Accounting

DATE: May 5, 1999

SUBJECT: Obligation Document Edit

NUMBER: 80

The Comptroller's Office (IOC) is scheduled to restore the name edit for all obligation documents on May 17, 1999. The system will edit the name on the obligation document against the name on the IOC vendor file (VEN2). Obligations with a name that does not match the VEN2 file will reject. This edit will apply to both on-line entry and manual submissions. Currently, 98% of the FY99 contracts on the system meet this requirement. To assist agencies in correcting any mismatches prior to May 17th, the IOC has developed and will supply agencies with an Obligation/Vendor mismatch report.

This Obligation/Vendor mismatch report will list the obligation number, vendor number, vendor name from the contract file, and the vendor name from the VEN2 file. The Obligation/Vendor Mismatch Report will be distributed to your contract liaison. Agencies can use the report for informational purposes and can submit individual name change requests on a C-23.1 form to our Obligation Unit.

Agencies can also use the report to authorize the Obligation Unit to make the changes for the agency. If the agency wants the IOC to change the obligation name to match the VEN2 file, the Agency should check "Yes" and sign the "Agency Authorization". This will authorize the IOC to change the obligation name to match the VEN2 file. If the agency does not want the IOC to make a change to the obligation name, they should check "No".

The IOC is requesting that agencies with obligations on this report take corrective action to resolve these mismatches prior to May 17th. Any mismatches that are not corrected by that date will cause the next obligation transaction against that contract to reject.

If you have any questions concerning this bulletin, please contact Lu Irwin at 785-0009.