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Mark A. Kaiser
Director

MEMORANDUM

TO: State Agencies
FROM: OA/Accounting
DATE: September 22, 2010
RE: Override of Active EFT Vendor

OA/Accounting is strongly encouraging the use of ACH/EFT. When a vendor is setup to receive payments EFT, the payments must be sent EFT unless there is a specific reason to send payment by paper check. Currently, there is a warning message when a payment document is marked as a paper check and the vendor is set as active for EFT. This edit will be changed from a warning to a level one override error around November 1. This edit will be added to the VIQ.

To avoid receiving this error and delay processing of payments, please review your templates and interfaces to ensure that the EFT Indicator is set to 'default'. This will allow payments to be processed seamlessly by EFT if the vendor is setup for EFT.

Other edits currently in production include, when the document is marked for a paper check there is a level one override error for amounts \$500,000 to \$999,999 and a level eight override for \$1,000,000 and over. These edits will be lowered to \$100,000 to \$499,999 for level one and \$500,000 and over for level eight. To have a level eight overridden, send an email to osamiiaccounting@oa.mo.gov with justification.

Using vendor invoice numbers become increasingly important. Invoice numbers are included on the banking file that a vendor receives when receiving an EFT payment. The vendor uses this number to apply the payments. For invoices without numbers or the number is longer than 12 digits, please work with the vendors for an acceptable format. Also, we have several vendors with the same name on line one of the vendor file, but a different name on line two. Please verify with VEN2 that you have the correct vendor.

The Vendor Services Portal has been designed to help vendors view payments and their payment history. Vendors can sign up for email notifications of payments being made to them. Please encourage your vendors to use this site and to sign up for EFT. The URL for this site is <https://vendorservices.mo.gov>.

If you have any questions, please contact Dwayne Rasmussen at (573) 751-4351.