

Work the Decentralized Agency Vendor File from TAX

Process

[WORK SET-OFF FILES](#)

Effective Date

08/16/2005

Purpose

Every two weeks TAX sends each Decentralized Agency a file reflecting vendor debts owed to the Commonwealth. The file includes the FEIN or SSN for each record. Your agency must match the selected records (file) against your agency's records to determine if matches exist. A match will exist if your agency is in the process of issuing a payment to a vendor identified on the file. The Decentralized Agency must then send the payment to Department of Accounts (DOA) to process the payment. The Special Notes and Procedure will assist you in processing the Decentralized Agency File.

Special Notes

- **If you are not a Decentralized State Agency exit this task as you do not perform this activity. Decentralized State Agencies are state agencies whose accounting is not handled by the Department of Accounts. Only Authorized Decentralized State Agency Set-off Representatives must perform this task.**
- Decentralized Agencies will use the file information and determine whether to make a payment to the vendor directly or to initiate a payment by sending a voucher to the Department of Accounts (DOA).

Procedure

Responsibility

Authorized Decentralized State Agency Set-off Representative

Steps

1. Download the updated vendor debt file from TAX's server at VITA.
2. Follow your agency's procedures for matching the selected records (file) against your agency's records.
NOTE: The match is performed to determine if the vendors identified on the file have debts owed to the Commonwealth.
3. If a match is found, send a voucher to DOA to initiate the Vendor Payment for the set-off claim.
4. If a match is not found, prepare and send the payment to the vendor or prepare and send the voucher to DOA following your agency's payment procedures for paying the vendor.

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