Vendor Validation for Acumatica Cloud ERP

v03 — Last update: Feb 13, 2023

Mekorma

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1. Introduction to Mekorma Vendor Validation

Mekorma Vendor Validation works in conjunction with Acumatica Cloud Enterprise Resource Planning (ERP) to save you time on critical Accounts Payable (AP) processes. Our providers allow you to do business with peace of mind by validating your Vendor Master File data during onboarding and throughout the payment lifecycle.

Vendor Validation works with our services (also known as providers) to validate different types of data during the validation process. The results of these validations are compiled and displayed clearly in your system. The Vendor Validation providers we currently offer are:

- **TIN Matching:** Every time you add a new vendor or update a vendor, Vendor Validation automatically verifies a vendor's Tax Identification Number (TIN) with the Internal Revenue Service (IRS), ensuring legitimacy and saving you stress.
- **OFAC Check:** It is important that you know your vendors are not on the United States Department of Treasury's Office of Foreign Assets Control (OFAC) sanctions list. This list includes entities you want to avoid doing business with such as groups deemed a threat to the United States.

The process is simple to configure and runs with just one click. Since Acumatica is a cloud-based service, this is all done with ease from your web browser.

1.1. Why Mekorma Vendor Validation?

Mekorma Vendor Validation is designed to ease the workload of your Accounts Payable team by verifying a vendor's TIN and validating that they are not on the OFAC sanctions list. Depending on how you configure your thresholds, these validations will reduce corporate risk and assist in compliance efforts by preventing transactions that breach both IRS and OFAC standards. If you get audited, Mekorma Vendor Validation shows auditing officials that the best efforts have been, and continue to be made to meet compliance requirements.

TIN matching benefits:

- Reduces financial losses by avoiding fines and delays on submissions to the IRS
- Improves data quality by avoiding duplicate TIN numbers and validated vendor names
- Enhances staff productivity through:
    - Avoiding reprocessing of IRS submissions
    - Avoiding external/manual validation of records
    - Reducing effort and errors through automation
    - Avoiding the processing of B-Notices and fines
    - Avoiding long and in-depth audits by the IRS
    - Avoiding excessive time and effort in the auditing processes

OFAC matching benefits:

- Assists in the generation of reports of potentially prohibited transactions and activities
- Reduces financial loss by avoiding fines and penalties that can be imposed by OFAC
- Enhances staff productivity through:
    - Avoiding external/manual validation of records
    - Avoiding long and in-depth audits by OFAC
    - Avoiding excessive time and effort in the auditing processes

1.2. How Mekorma Vendor Validation Works

Mekorma has designed special features that are accessible in Acumatica to allow users to validate vendors against OFAC's sanctions list and IRS TIN Checks. After registering for Mekorma, you will receive access to configure your Acumatica settings and thresholds to meet your corporation's standards.

Vendors
ALLFRUITS - All Fruits Mall
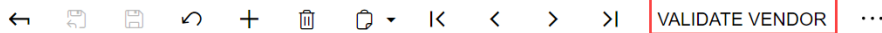
↩ 🖫 🖫 ↻ + 🗑 🗐 ▾ |< < > >| [VALIDATE VENDOR] ⋯

Mekorma Vendor Validation seamlessly integrates with your Acumatica software and adds validation features throughout your system:

- A **Validate Vendor** button in the vendor record; click this at any time to validate a vendor
- A **Validation Result** tab in the vendor record, where you can view the historic data of a vendor
- Use **Validation Audit** to review all your vendors in one cohesive report
- Any time a vendor record is updated, Vendor Validation will automatically run in the background

To ensure that Mekorma Vendor Validation runs seamlessly, users are required to follow IRS standards with TIN character limits and naming conventions.

- TINs must be nine numerical characters
- Vendor name must be 70 characters or less
- Vendor name can only contain A-Z and special characters [&], ['], and [-]

2. How to Use This Guide

Welcome to Mekorma's online user guide, designed to equip you with the knowledge needed to configure and run vendor validation using Mekorma Vendor Validation for Acumatica. This guide can always be accessed from our website. You can review this guide for any applicable new feature information, or utilize it as an ongoing reference tool:

- Pull targeted results using the Search functionality in the top menu bar.
- Use the expandable menu on the left sidebar to discover topics of interest.
- Each page in the guide has its own unique URL, so individual pages can be bookmarked, or links shared with colleagues.
- Print individual pages by clicking on the printer icon at the top right corner of any page.
- Download/Print the entire user guide by clicking on the **Download as PDF** button at the very end of the left-hand menu.
- At the bottom of each page, you will find a general feedback form. Please fill out and submit if you require more information on any particular topic.

3. Registering Mekorma

Once you have Mekorma set up within Acumatica, a tab titled **Mekorma** will now appear in the left-hand toolbar. Here, you can find all the services related to Mekorma mapped in this easy-to-use menu.
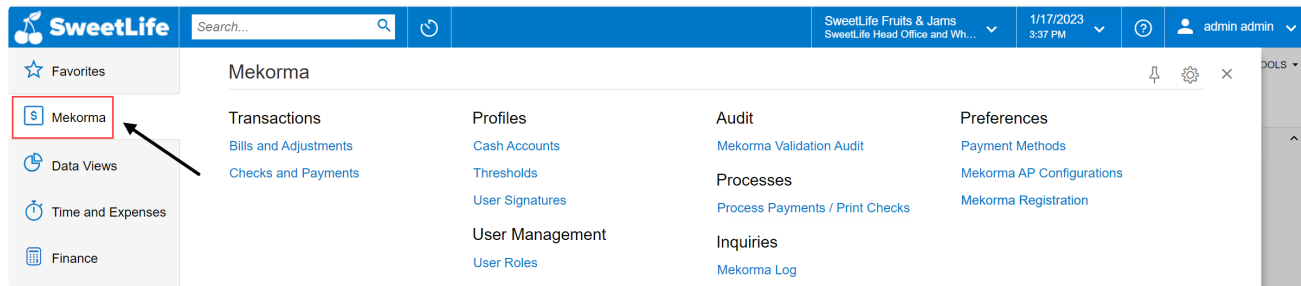
1. To register for Mekorma in Acumatica, click **Mekorma Registration** inside the Mekorma menu.
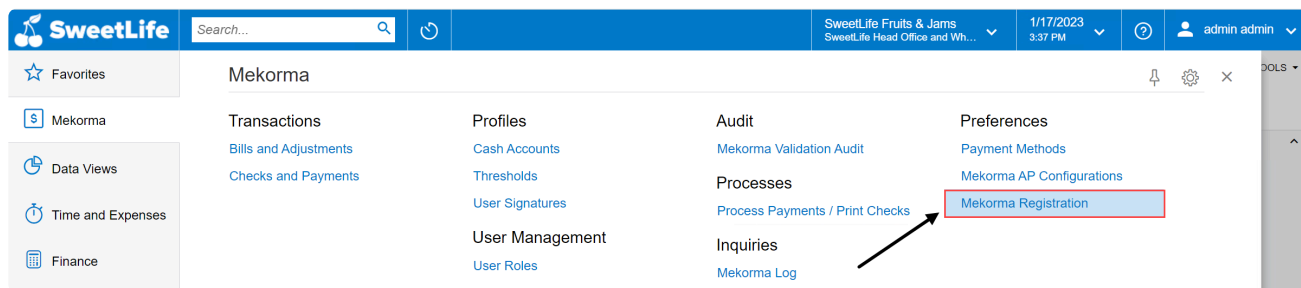
2. This opens a window where you have the option to add a new registration, edit an existing registration, or clear an existing registration.

If you are a **new** customer, click here to follow the steps to new registration.
If you are an **existing** customer, click here to follow the steps to existing registration.

3.1. New Registration

If you are new to Mekorma, use the **New Registration** tab to get started.

1. Select **New Registration**. Input the required information:
   - Company Name
   - First Name
   - Last Name
   - Phone
   - Email Address
   - Customer Id will auto-populate
   - Registration Status will auto-populate with *New*
2. Click **Ok**. The registration process will take a little while to input you in our system.
3. A completion notification will appear in the right-hand corner.
4. Mekorma services will display.
5. Select the services you want. Some of our services require subscription.
6. Contact Mekorma Sales and they will finalize your registration.
   - You can also visit the Contact Us page at Mekorma.com

3.2. Existing Registration

1. If you are an existing customer, enter your ID and company name in the *Existing Customer Registration* window.

2. Click **Ok**.
3. Your information is input into the system and you are able to see the products Mekorma offers.
   - Note that **New Registration** and **Existing Registration** are no longer accessible. if you click **Clear Registration**, you will start over.

4. Verify that the services you want to use are set to active.
5. You are registered and ready to configure your Mekorma services!

4. Configuring Mekorma Vendor Validation

To configure Mekorma Vendor Validation, navigate to the Mekorma AP Configurations screen.
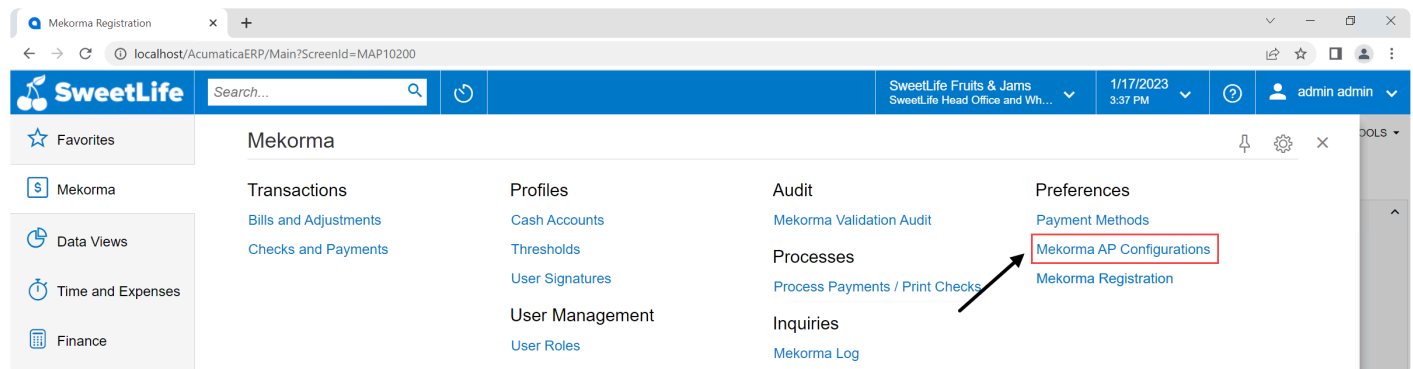
This screen is split into two parts: Mekorma Global Settings and your providers, or services, through Mekorma. Vendor Validation currently has two providers: **OFAC** (located in the **Providers** tab) and **TIN Provider**.
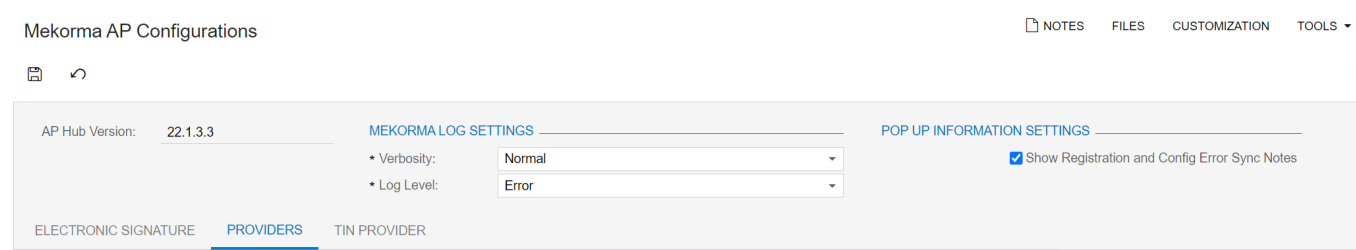
Adjust Mekorma Global Settings to meet your needs:

1. Verify you are using an AP Hub Version that allows Vendor Validation. The current version is 22.1.3.3.
   - The first two digits refer to the version of Acumatica you are running; the third digit refers to the current release of the year; the last two digits are the Mekorma build version
2. Click the drop-down arrow to adjust Verbosity:
   - Verbosity is how much data you want to store in the log record (lower log level is less information, high log level is more information)
   - Verbosity levels have four options: quiet, normal, detailed, and diagnostic
     ◦ Mekorma defaults to normal
3. Click the drop-down arrow to adjust Log Level:
   - Log Level is the detail of what event you want to track
   - Log Level options are: trace, debug, information, warning, error, critical, none
     ◦ Mekorma defaults to error
4. Pop Up Information Settings defaults to turn on Show Registration and Config Error Sync Notes
   - This shows a warning if the product licenses are expired, or a configuration record is missing

✳ These products are called providers because they provide a service to you!

The next pages will explain how to configure each Provider tab.

4.1. Configuring Providers

Access the Providers tab to get started. There are various degrees of sensitivity to which you can configure your Providers, this page will help you adjust your settings to meet your specifications.

			Provider Name	Provider Friendly Name	Move Vendor Status On Warning	Validation Warning Move Vendor	Move Vendor Status On Error	Validation Error Move Vendor	Payment Level Validation Check	Valid Subscription	Subscription End Date (Date)
>	0	D	OFAC	Office Of Foreign Asset Control	☑	Hold Payments	☑	Hold Payments	☑	☑	1/1/2031

ELECTRONIC SIGNATURE   PROVIDERS   TIN PROVIDER

PAYMENT LEVEL SETTINGS
☑ Payment Level Checks Active
Validation Days V…   90
EMAIL NOTIFICATION (PER VENDOR)
Notification Templ…

GLOBAL PROVIDER SETTINGS
Minimum Match D…   90.00
* Validation URL: https://mekapimanagement.azure-api.net/MekormaValidati

Start validating vendors by setting up global settings first:

1. To validate a vendor before a payment is released, ensure that **Payment Level Checks Active** is checked.
   - Change how frequently this check is made by adjusting the number in the **Validation Days Valid** box
2. If an error or warning is returned in the validation process (i.e., a match is found on the OFAC list), payments may be set to hold, depending on your configurations. To receive notifications regarding payment status when a result is returned that is not *Ok*, select your preferred **Notification Template** under **Email Notification (Per Vendor)**.
3. **Minimum Match Degree** will calculate the sensitivity to which a vendor matches with a result on the list.
   - Mekorma defaults to 90%
4. Use the arrow on the right-hand side to show or hide these settings.

GLOBAL PROVIDER SETTINGS   ⌃

To set up validating against OFAC:

1. Click the **ADD PROVIDER** button to add a new provider.

↻ + ✕   ADD PROVIDER   UPDATE PROVIDER SUBSCRIPTION |↦| ⊠

2. Click the drop-down arrow to select the provider you want to add.

Add New Provider   ✕

Providers

Provider: [▼]
                             Office Of Foreign Asset Control
                             USPS Address

3. The provider appears in the grid. Here you will configure the triggers for the validation check.
   - **Provider Name** is the short name of the provider
   - **Provider Friendly Name** is the full name of the provider

4. **Move Vendor Status On Warning** allows you to toggle on/off to move a vendor's status when a *warning* result is returned from the check.

↻ ✕ ADD PROVIDER UPDATE PROVIDER SUBSCRIPTION ↦ ☒								
	Provider Name	Provider Friendly Name	Move Vendor Status On Warning	Validation Warning Move Vendor	Move Vendor Status On Error	Validation Error Move Vendor	Payment Level Validation Check	Valid Subscription	Subscription End Date (Date)
> 🔗 🗋	OFAC	Office Of Foreign Asset Control	☑	Hold Payments	☑	Hold Payments	☑	☑	1/1/2031

5. Use **Validation Warning Move Vendor** to select the status that a *warning* result will yield.

↻ ✕ ADD PROVIDER UPDATE PROVIDER SUBSCRIPTION ↦ ☒								
	Provider Name	Provider Friendly Name	Move Vendor Status On Warning	Validation Warning Move Vendor	Move Vendor Status On Error	Validation Error Move Vendor	Payment Level Validation Check	Valid Subscription	Subscription End Date (Date)
✎ 🔗 🗋	OFAC	Office Of Foreign Asset Control	☑	Hold Payments ▼		Hold Payments	☑	☑	1/1/2031
				Active					
				On Hold					
				Hold Payments					
				One-Time					
				Inactive					

6. **Move Vendor Status On Error** allows you to toggle on to move a vendor's status when an *error* result is returned from the check.

↻ ✕ ADD PROVIDER UPDATE PROVIDER SUBSCRIPTION ↦ ☒								
	Provider Name	Provider Friendly Name	Move Vendor Status On Warning	Validation Warning Move Vendor	Move Vendor Status On Error	Validation Error Move Vendor	Payment Level Validation Check	Valid Subscription	Subscription End Date (Date)
> 🔗 🗋	OFAC	Office Of Foreign Asset Control	☑	Hold Payments	☑	Hold Payments	☑	☑	1/1/2031

7. Use **Validation Error Move Vendor** to select the status that an *error* result will yield.

↻ ✕ ADD PROVIDER UPDATE PROVIDER SUBSCRIPTION ↦ ☒								
	Provider Name	Provider Friendly Name	Move Vendor Status On Warning	Validation Warning Move Vendor	Move Vendor Status On Error	Validation Error Move Vendor	Payment Level Validation Check	Valid Subscription	Subscription End Date (Date)
✎ 🔗 🗋	OFAC	Office Of Foreign Asset Control	☑	Hold Payments	☑	Hold Payments ▼		☑	1/1/2031
						Active			
						On Hold			
						Hold Payments			
						One-Time			
						Inactive			

8. **Payment Level Validation Check** is a non-editable field that indicates if the provider's information will be used to determine the status of a payment level check.

Provider Name	Provider Friendly Name	Move Vendor Status On Warning	Validation Warning Move Vendor	Move Vendor Status On Error	Validation Error Move Vendor	Payment Level Validation Check	Valid Subscription	Subscription End Date (Date)
OFAC	Office Of Foreign Asset Control	☑	Hold Payments	☑	Hold Payments	☑	☑	1/1/2031

9. **Valid Subscription** is a non-editable field that indicates the subscription status of the products.

Provider Name	Provider Friendly Name	Move Vendor Status On Warning	Validation Warning Move Vendor	Move Vendor Status On Error	Validation Error Move Vendor	Payment Level Validation Check	Valid Subscription	Subscription End Date (Date)
OFAC	Office Of Foreign Asset Control	☑	Hold Payments	☑	Hold Payments	☑	☑	1/1/2031

10. **Subscription End Date (Date)** is the end date of the current subscription.

Provider Name	Provider Friendly Name	Move Vendor Status On Warning	Validation Warning Move Vendor	Move Vendor Status On Error	Validation Error Move Vendor	Payment Level Validation Check	Valid Subscription	Subscription End Date (Date)
OFAC	Office Of Foreign Asset Control	☑	Hold Payments	☑	Hold Payments	☑	☑	1/1/2031

11. Once you are satisfied with how your Providers are configured, you are ready to start validating vendors through Mekorma. These fields can always be updated by following the steps on this page.

4.2. Configuring TIN Provider

The TIN Provider tab allows you to adjust your TIN settings and Retainage settings.

1. To start using Mekorma Vendor Validation's TIN Check, ensure that the check mark next to **Active** is checked. This means that TIN Check is turned on. If unchecked, no TIN Checks or updates will be performed.

> ✳ TIN Check is different than OFAC Check, you can configure what *Warning* and *Error* results yield, but with TIN Check, *Error* can only be set to Hold Payments or do nothing. Configure this by clicking the check box next to **On Fail – Update Vendor to Hold Payment**.

2. Click the drop-down arrow to select which **Vendor TIN Account Name** you have associated with your vendor record. Acumatica has more than one location for a vendor's name so we allow you to configure which one to use with the IRS.
   - **Use Vendor Account Name** is the default name of the vendor
   - **Use Remit To Account Name** will pull the name from the Remit To location and use that account name as the IRS legal name
   - **Use Ship From Account Name** will pull from the Ship From location and use that account name as the IRS legal name

3. **TIN Hours Suspended** is a non-editable field. If you submit the same TIN name with three different numbers (or vice versa), the IRS will view this as a Phishing attempt and suspend your account for 96 hours.

> ❗ We limit our users to two submissions as a failsafe to ensure you don't get locked out.

4. Check the box next to **Apply Retainage To Vendor** to apply retainage. This is required by the IRS for vendors who do not have a matched TIN record.
   - This must be applied for any vendor who fails the TIN Match and is a 1099 vendor
5. Click the search icon to the right of the **Retainage Payable Account** field. This will open a window to select a specific account to apply retainage to.

6. Once you have selected an account to apply retainage to, choose the retainage percentage you would like Mekorma to hold back.
   - Mekorma defaults to 26%
7. **Provider Information** shows if you have a valid subscription and the end date.
8. Use the arrow on the right-hand side of **Provider Information** to show or hide these settings.

9. Once you are satisfied with how your TIN Provider is configured, you are ready to start validating vendors against IRS records through Mekorma. These fields can always be updated by following the steps on this page.

5. Using Mekorma Vendor Validation

Once you have registered and configured Mekorma in Acumatica, you are ready to begin validating vendors. Simplicity is the key to success for Vendor Validation. With the click of one button, the checks are run and results are narrowed down to three possible results: Ok, Warning, and Error.

There are multiple ways to validate a vendor. Let's show you how to get started!

5.1. How to Run Mekorma Vendor Validation

As mentioned previously, there are multiple ways to run Mekorma Vendor Validation. It seamlessly integrates with your Acumatica software and adds validation features throughout your system:

- Any time a vendor record is added or updated, Vendor Validation will automatically run in the background
- **Validate Vendor** button in the vendor record; click this at any time to validate a vendor
- **Validation Result** tab in the vendor record, where you can view the historic data of a vendor
- Use **Validation Audit** to review all your vendors in one cohesive report

5.1.1. Automated Validations

Automating Vendor Validation saves you time and stress in knowing that while you are working in Acumatica, our services are running in the background.

Updating the Vendor Record

Each time you add a new vendor or update a vendor's information and save the changes, Vendor Validation runs. Open the Vendor Record to get started.

1. Make an update to any field in the Vendor Record and click the save icon in the header menu of the Vendor Record.
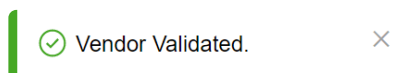
   ALLFRUITS - All Fruits Mall

   ← 🖫 🖫 ↺ + 🗑 🗋 ▾ |< < > >| VALIDATE VENDOR   ⋯

2. Once clicked, a timer appears in the upper right-hand corner of your screen.

   ↻ 00:00:00

   CANCEL
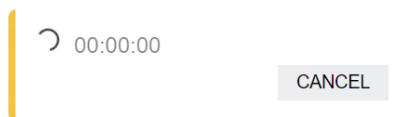
3. When the validation check is complete, a completion message appears.

   ✓ Vendor Validated.   ✕

4. The Validation Status will update and show the new status of the vendor.
5. Refer to step 6 in **Validate Vendor Button** to review the post-validation steps.

Payment Level Checks Active

1. Depending on how you configure Mekorma Providers, **Payment Level Checks** are performed before a payment can be released. Use the **Validation Days Valid** field in the Mekorma AP Configurations global settings to determine how frequently you want Mekorma to run a validation check. If a vendor's validation is due, a validation check will automatically run the next time you process a payment.

   PAYMENT LEVEL SETTINGS ——————————
   ☑ Payment Level Checks Active
   Validation Days V…   90
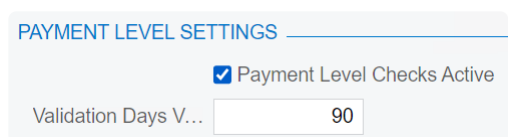
2. Before payments are processed to vendors, the vendors that require a validation check will be validated. The figure below shows that when preparing to submit a payment, the system confirms that all but one vendor here are due for validation.

Process Payments / Print Checks

			Payment Ref.	Payment Date	Type	Reference Nbr.	Vendor ID	Validation Status	Validation Due	Vendor Name	Payment Amount
				1/16/2022	Check	000047	ALLFRUITS	Warning	☑	TIN COMPANY	1,200.00
				1/20/2022	Check	000049	ALLFRUITS	Warning	☑	TIN COMPANY	150.00
				1/25/2022	Check	000050	ALLFRUITS	Warning	☑	TIN COMPANY	150.00
				2/1/2022	Check	000054	ALLFRUITS	Warning	☑	TIN COMPANY	1,500.00
				2/3/2022	Check	000058	ALLFRUITS	Warning	☑	TIN COMPANY	500.00
				2/3/2022	Check	000059	ALLFRUITS	Warning	☑	TIN COMPANY	500.00
				6/28/2022	Check	000082	COMPULINK	Ok	☐	Compulink and Co	150.00
				10/5/2022	Check	000086	ALLFRUITS	Warning	☑	TIN COMPANY	450.00

3. Based on your provider configurations, if a vendor fails this check, payments for that vendor will not be processed.

4. Navigate to **Validation Status** to begin resolving the issue.

5.1.2. Validate Vendor Button

Mekorma has added functions to the Vendor Record: **Validate Vendor**, **Validation Status**, **Exclude Vendor Check**, and **Current TIN Status**. These are the bread and butter of Mekorma Vendor Validation.
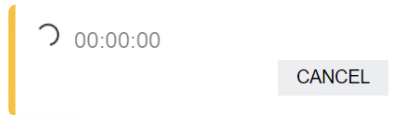

To validate a vendor via the Vendor Record:

1. Access your vendors list and select a vendor to open their Vendor Record.
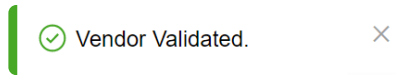2. In the Vendor Record, there is now a button in the top header, **Validate Vendor**.

3. Click **Validate Vendor** to begin the Vendor Validation process.
4. Once clicked, a timer appears in the upper right-hand corner of your screen.

⟳ 00:00:00

CANCEL

5. When the validation check is complete, a completion message appears.

⊘ Vendor Validated.   ✕

6. The **Validation Status** shows the result of the check in the top section of the Vendor Record. The status will be one of the following:
   - Ok
   - Warning
   - Error

Vendors
ALLFRUITS - All Fruits Mall

← ⊟ ⊟ ↶ + 🗑 ⎘ ▾ |◁ ◁ ▷ ▷| VALIDATE VENDOR   ⋯

* Vendor ID:	ALLFRUITS - All Fruits Mall 🔍	Balance:	1,139.10
Vendor Status:	Active ▾	Prepayment Balance:	0.00
* Vendor Class:	DEFAULT - Default Vendor Class 🔍 ✎	Retained Balance:	0.00
Validation Status:	Ok		
		☐ Exclude Vendor Check	

GENERAL   FINANCIAL   PAYMENT   PURCHASE SETTINGS   ATTRIBUTES   LOCATIONS   CONTACTS

7. Farther down the Vendor Record, under the *General* tab, the *Vendor Properties* section displays **Current TIN Status**. TIN status has six results:
   - **Matched** means the TIN matched, the IEN matched, or both matched
   - **Unmatched** means there is no match at all
   - **Invalid** means the TIN was incorrect (i.e. not 9 characters, not numerical, or not logged in IRS records)
   - **Incompatible** means it is a duplicate TIN
   - **Suspended** means the TIN has been tried too many times
   - **Unknown** means there is no information on the TIN

VENDOR PROPERTIES ─────────────

☐ Landed Cost Vendor

☐ Vendor Is Tax Agency

Current TIN Status: Matched

Excluding vendors from validation checks

1. If there is a vendor that has information, such as names, that may cause conflicts with the OFAC Check, or they are an institution such as the IRS, you can check the box next to **Exclude Vendor Check**. This excludes the vendor from all validation checks; use due diligence when this feature is
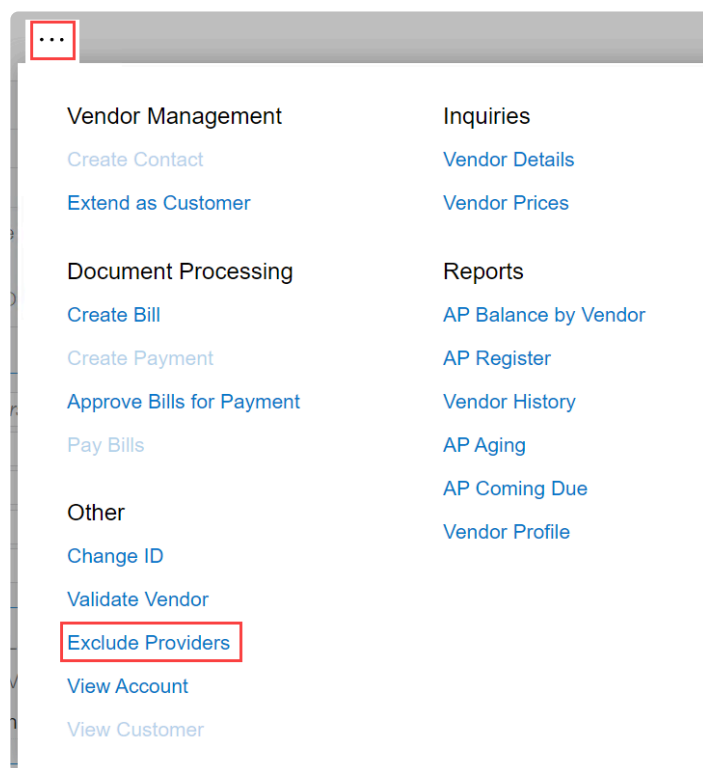
active.

☐ Exclude Vendor Check

2. The Provider Status changes to *Vendor Excluded* and the Validation Status remains as *Ok*.

Validatio Status	Provider Statuses
Ok	Vendor Excluded

Alternatively, to exclude a vendor to a specific provider check:

1. Click the ellipsis (**…**) to the right of the **Validate Vendor** button to expand more options. Click **Exclude Providers**.

…

Vendor Management	Inquiries
Create Contact	Vendor Details
Extend as Customer	Vendor Prices
Document Processing	**Reports**
Create Bill	AP Balance by Vendor
Create Payment	AP Register
Approve Bills for Payment	Vendor History
Pay Bills	AP Aging
	AP Coming Due
Other	Vendor Profile
Change ID	
Validate Vendor	
Exclude Providers	
View Account	
View Customer	

2. A window appears with all your providers listed. Select which provider(s) to exclude. Click **Ok**.

3. Next time you validate any vendor who is excluded from a specific provider (in this case, we have excluded a vendor from OFAC), that provider will not appear in the Validation Results, and they will show as *Excluded* in the Validation Audit.

Validation Result: Notice that OFAC is not in the validation results.

Validation Audit: Notice that OFAC shows as *Excluded*.
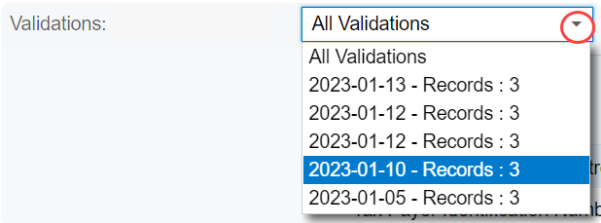
5.1.3. Validation Result Tab

Vendor Validation results are displayed in the **Validation Result** tab. You can see a history of all validations run on any individual vendor from this page. This tab found on the tab bar to the right of *General*, *Financial*, *Payment*, etc. Depending on your screen size, you may need to click the arrows on the right-hand side to expand the menu and then select **Validation Result**.
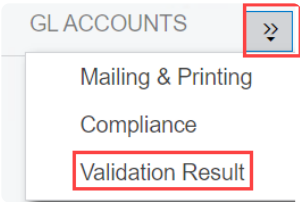
This tab will show you a record of all validation results for each vendor.

To view a specific set of results, click the drop-down arrow in the **Validations** field to browse recent validation records. This allows you to view specific validations from individual reports.

You can either choose a specific set to review, or you can review all your sets at the same time.

You can review the Vendor Validation results grid definitions in Appendix A.

5.1.4. Mekorma Validation Audit

It is good to audit your vendors on a regular basis. Some AP teams choose to do this quarterly, so that if any vendors have errors or warnings, the AP specialists can follow up. To view the validation information of all your vendors in one place, navigate to **Mekorma Validation Audit**.
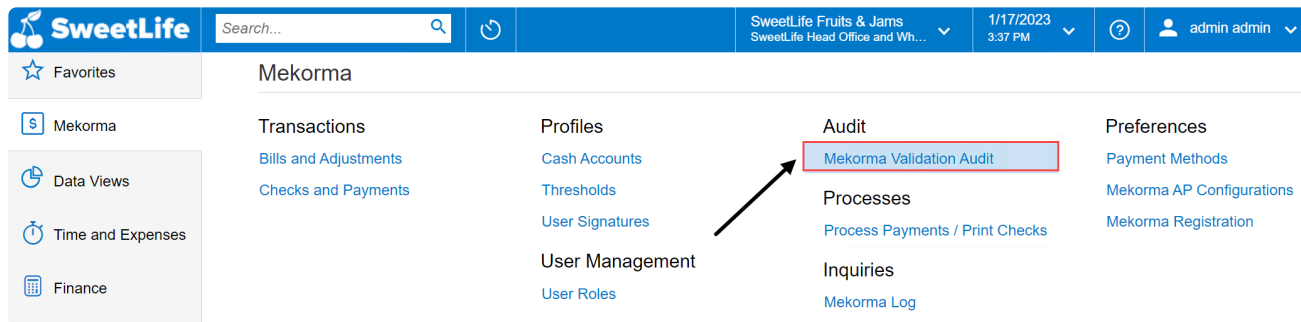
Submitting New Audit

To start an audit:

1. Click **+** to add a new record.

2. Click **New Audit**.
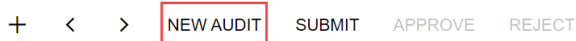
3. All your vendors now appear in the grid below. From here, you are able to select individual vendors to validate, or you can validate all vendors.

Vendor Audit

+ ‹ › NEW AUDIT SUBMIT APPROVE REJECT

Audit Name:	Audit Report 2023-01-19 : 13:33:52		Total Num Payme…		0
Status:	New		Total Paid to Non …		0.00
Matched Records:		0	Retainage Accoun…		0.00
Not Matched Rec…		33			

↻ VALIDATE SELECTED VALIDATE VENDORS ⊢⊣ ☒

|		Select	*Vendor	Vendor Name	Vendor Tax Number	Vendor Current Status	Last Validation Date (Date)	Validatic Status	Provider Statuses
›	🗋	☐	ALLFRUITS	All Fruits Mall	123456780	Active		Warning	OFAC - Warning | USPSADR - Warning | TIN - Warning
	🗋	☐	GOODFRUITS	Good Fruits More		Active		Warning	OFAC - Warning | USPSADR - Warning | TIN - Warning
	🗋	☐	GLORYFRUIT	Glory Fruit Case		Active		Warning	OFAC - Warning | USPSADR - Warning | TIN - Warning
	🗋	☐	TEACOMPANY	Tea Company Syndicate		Active		Warning	OFAC - Warning | USPSADR - Warning | TIN - Warning
	🗋	☐	TRANSIT	Wheels Transit Company		Active		Warning	OFAC - Warning | USPSADR - Warning | TIN - Warning
	🗋	☐	PRINTICO	Wingman Printing Company		Active		Warning	OFAC - Warning | USPSADR - Warning | TIN - Warning

- Vendor Tax Number shows if the vendor has a TIN associated
- Vendor Current Status shows if the vendor is active for Vendor Validation
- Last Validation Date (Date) shows the last date the vendor was validated
- Validation Status shows the current status of the vendor
- Provider Statuses shows the result of each Vendor Validation check.
    - In this case, each vendor has received a warning for each check

4. When you are done reviewing your audit, click **Submit** to send the report for approval.

Vendor Audit

+ ‹ › NEW AUDIT SUBMIT APPROVE REJECT

5. The status of the audit is now changed from *New* to *Pending Approval*.

Status:	Pending Approval

Approving/Rejecting Audit Reports

When an audit report is submitted, it will be sent to a designated reviewer. To accept or reject a report:

1. Open **Mekorma Validation Audit**. You will see all current audit reports and their associated status.

Mekorma Validation Audit

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Drag column header here to configure filter

	Audit Name	Status	Created By
	Audit Report 2023-01-19 : 13:45:25	Pending Approval	admin admin
	Audit Report 2023-01-19 : 13:53:19	Pending Approval	admin admin
›	Audit Report 2023-01-19 : 13:54:19	Pending Approval	admin admin
	Audit Report 2023-01-19 : 12:14:06	New	admin admin

2. Open a report that is pending approval. Click **Approve** or **Reject**.

Vendor Audit

\+   <   >   NEW AUDIT   SUBMIT   APPROVE   REJECT

3. The report is now approved or rejected. The status is reflected in both the report and on the **Validation Audit** main screen.

Mekorma Validation Audit

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Drag column header here to configure filter		
Audit Name	Status	Created By
Audit Report 2023-01-19 : 13:45:25	Approved	admin admin
Audit Report 2023-01-19 : 13:53:19	Rejected	admin admin
Audit Report 2023-01-19 : 13:54:19	Pending Approval	admin admin
Audit Report 2023-01-19 : 12:14:06	New	admin admin

5.2. Validation Status

After validating a vendor, each vendor is given a status. The three statuses for Mekorma Vendor Validation are **Ok**, **Warning**, and **Error**.

Ok

Ok means all systems are go. There are no problems found on a validation search.

Validation Status:	Ok

Warning

Warning means there is an uncertain result. For example, you enter "John Smith" and the OFAC sanctions list returns a partial match for "John S". It is then up to you to review the vendor and information you have and determine whether you want to continue or not.

Validation Status:	Warning

> **!** Receiving a warning does not necessarily mean that anything is wrong, but that something needs to be reviewed.

Error

Error occurs when there is a problem found on a validation search. For example, a full match on the OFAC list, the TIN and name combination do not match IRS records, or both of these occur. When an error result is received, you will need to review your vendor and their information. If they are on the OFAC list, you might want to reconsider doing business with them. If they fail the TIN Check, you need to apply retainage. You can review the steps to apply retainage in Configuring TIN Provider, step 4.

Validation Status:	Error

6. Requesting Support, Implementation, or Customization

We are here to help!

If you are having a specific issue with your Mekorma products and require assistance from our **Customer Success Team**, please log in to our online portal and open a new case.

- Technical Support is included with your yearly enhancement plan. Open a support case.
- Implementation Support is available to help you prepare, install, or configure any aspect of Mekorma Vendor Validation.
- Customization Support is available if you want to go beyond the built-in feature set of our product.

[Where are we pushing this? To normal channels or to Loodt and Adriaan?]

7. Appendix A

Vendor Validation result grid definitions:

Validation Result Type: Status of the current validation result

Provider Code: Identifying code of the validation result

Provider Name: Full name of the provider

Provider Message: A message that is attached if there is a 3rd party provider involved

Provider Status: Status that is attached if there is a 3rd party provider involved

Match Type: [None, Partial, Full]

Match Attribute: Field that matches the value (Account Name)

Match Value: Value that matches from the vendor record

Match to Value: Value that matches to the vendor's attribute

Match Degree: Degree of a match (a higher number means more accuracy)

Internal Message: A message that is attached from the Mekorma Internal System

Internal Status: Status that is attached from the Mekorma Internal System

Matched UTC Date Time: Date time of the matched date time

Database Version: Database version the match was made against

Validation Engine Version: Internal Engine version that was in use to validate the record

Matching Result: N/A for current version

Matched Data Type: Account field that is matched

Database Timestamp: Database updated time

Validation Result ID: Validation record ID

Account ID: Account mapped to the Validation Result

Audit Run ID: Result Set ID

Internal Code: Any internal code that applies