



# Vendor Validation for Acumatica Cloud ERP

v04 — Last update: November 2, 2023

Mekorma

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# 1. Introduction to Mekorma Vendor Validation

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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.

Mekorma Vendor Validation uses validation 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:

- **Address Validation:** From payments to shipping to tax compliance purposes, there are a multitude of benefits to validating your vendors' addresses.
- **TIN Matching:** Every time you add a new vendor or update a vendor, Mekorma Vendor Validation automatically verifies a vendor's Taxpayer Identification Number (TIN) with the Internal Revenue Service (IRS), ensuring legitimacy and saving you stress.
- **OFAC Screen:** 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. You can access the Sanctions List from [the Department of Treasury's website](#).

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.



For assistance with this user guide, review to [How to Use This Guide](#).

*Last modified: November 2, 2023*

# 1.1. Why Mekorma Vendor Validation?

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In today's business world, trust is crucial when handling AP. This user guide highlights the importance of vendor validations to ensure reliable vendor master data. By carefully verifying vendor information, you can confidently maintain a secure and compliant AP process.

Mekorma Vendor Validation is designed to ease the workload of your AP team by verifying a vendor's TIN and address, 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.

## Address validation benefits:

- Reduces errors and inconsistencies by ensuring the accuracy of your master data
- Provides the complete zip code, which improves address accuracy and can help with sales tax reporting
- Identifies whether an address corresponds to a business location or a PO Box
- Minimizes the risk of shipping or payment errors due to incorrect or incomplete information
- Enhances staff productivity through:
  - Reducing effort and errors through automation
  - Avoiding incorrect shipping destinations
  - Ensuring timely check payments are made by ensuring the bill-to address is correct

## 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 screening 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

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## 1.2. How Mekorma Vendor Validation Works

Mekorma has designed special features that are accessible in Acumatica and allow you to validate vendors and maintain consistency of your master data. 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



Mekorma Vendor Validation seamlessly integrates with your Acumatica software, automatically runs in the background any time a vendor record is added or updated, and adds validation features throughout your system:

- 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
- Validation Audit to review all your vendors in one cohesive report

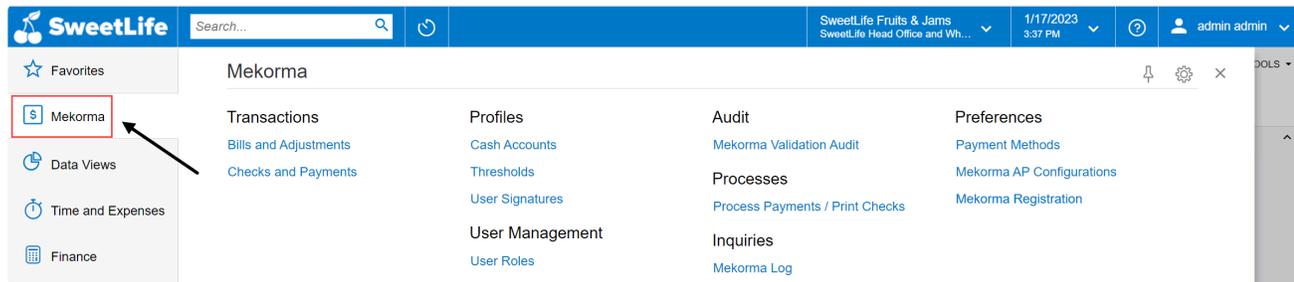
To ensure that Mekorma Vendor Validation runs seamlessly, users are required to follow IRS standards with TIN character limits and naming conventions.

- 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 [-]

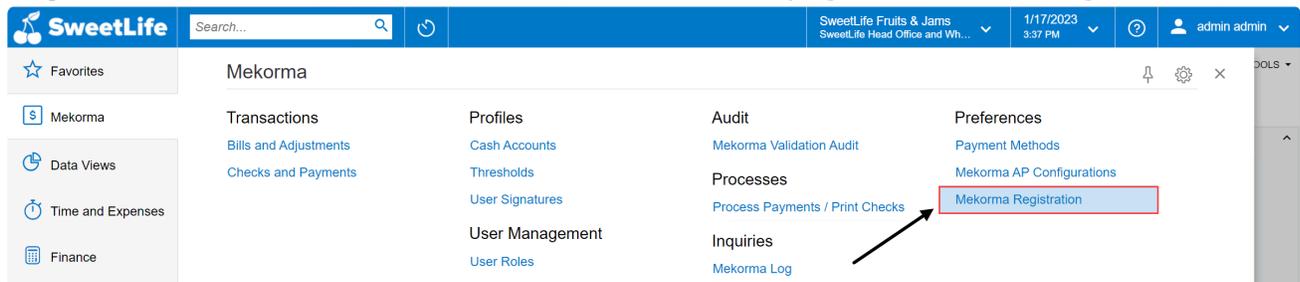
*Last modified: October 24, 2023*

## 2. Registering Mekorma Vendor Validation

After installing Mekorma Vendor Validation for Acumatica, you will have access to the **Mekorma** tab in the left-hand toolbar. Here, you can find all the services related to Mekorma mapped in this easy-to-use menu.



1. To activate your registration for Mekorma Vendor Validation in Acumatica, click **Mekorma Registration** from the Mekorma menu (Mekorma area page > Mekorma Registration).



2. This opens a window where you have the option to add a new registration, edit an existing registration, or clear an existing registration.

Mekorma Registration NOTES FILES CUSTOMIZATION TOOLS

CUSTOMER	ADDRESS
* Company Name:	Street Address:
Customer Id:	City:
Registration Status:	State:
	Zip:
	Country:
CONTACT	PARTNER
Title:	Company:
* First Name:	Name:
* Last Name:	Phone:
* Phone:	Email:
* Email Address:	

REFRESH PRODUCTS

Module Name	Registration Code	Registration Type	Product Active	Expiration Date

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.

*Last modified: October 24, 2023*

## 2.1. New Registration

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

The screenshot displays the 'Mekorma Registration' application window. At the top, there are tabs for 'NEW REGISTRATION', 'EXISTING REGISTRATION', and 'CLEAR REGISTRATION'. The 'NEW REGISTRATION' tab is active and highlighted with a red box. Below the tabs, there are sections for 'CUSTOMER', 'CONTACT', 'ADDRESS', and 'PARTNER'. The 'CUSTOMER' section includes fields for 'Company Name', 'Customer Id', and 'Registration Status'. The 'CONTACT' section includes fields for 'Title', 'First Name', 'Last Name', 'Phone', and 'Email Address'. The 'ADDRESS' section includes fields for 'Street Address', 'City', 'State', 'Zip', and 'Country'. The 'PARTNER' section includes fields for 'Company', 'Name', 'Phone', and 'Email'. A dialog box titled 'New Customer Registration' is open, showing the same fields as the main application. Red boxes highlight the 'Company Name' field in the 'CUSTOMER' section and the 'Title', 'First Name', 'Last Name', 'Phone', and 'Email Address' fields in the 'CONTACT' section. An arrow points to the 'NEW REGISTRATION' tab. At the bottom of the dialog box, there are 'OK' and 'CANCEL' buttons.

1. Select **New Registration** and input the required information:
  - Company Name
  - First Name
  - Last Name
  - Phone
  - Email Address
  - Address
2. Click **OK** to start the registration process, which may take a little while to enter you in our system.
3. After the completion notification appears, the Mekorma providers will display.
4. Select the products you want to register.
5. Contact [Mekorma Sales](#) and they will finalize your registration.
  - You can also visit the [Contact Us](#) page at [Mekorma.com](#)

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## 2.2. Existing Registration

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

Existing Customer Registration
✕

Customer Id:

Company Name:

OK CANCEL

Click **OK** to enter your information into the system and you are able to see the products Mekorma offers. If your registration is current, click **Refresh Products** to update your license.

- Note that **New Registration** and **Existing Registration** are no longer accessible. If you click **Clear Registration**, you will start over.

Mekorma Registration
NOTES FILES CUSTOMIZATION TOOLS

NEW REGISTRATION
EXISTING REGISTRATION
CLEAR REGISTRATION

**CUSTOMER**

• Company Name:

Customer Id:

Registration Status:

**CONTACT**

Title:

• First Name:

• Last Name:

• Phone:

• Email Address:

**ADDRESS**

Street Address:

City:

State:

Zip:

Country:

**PARTNER**

Company:

Name:

Phone:

Email:

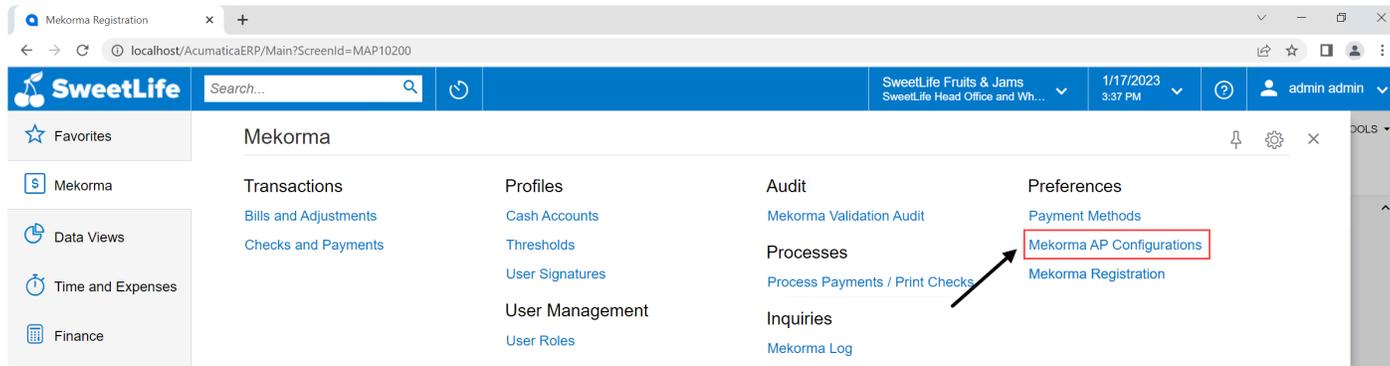
🔄 ✕ REFRESH PRODUCTS ⌵ 🔍

Module Name	Registration Code	Registration Type	Product Active	Expiration Date
Mekorma Vendor Validation	AC004	Subscription	<input checked="" type="checkbox"/>	1/1/2024
Mekorma Electronic Signatures	AC0FR	Trial	<input checked="" type="checkbox"/>	1/1/0001

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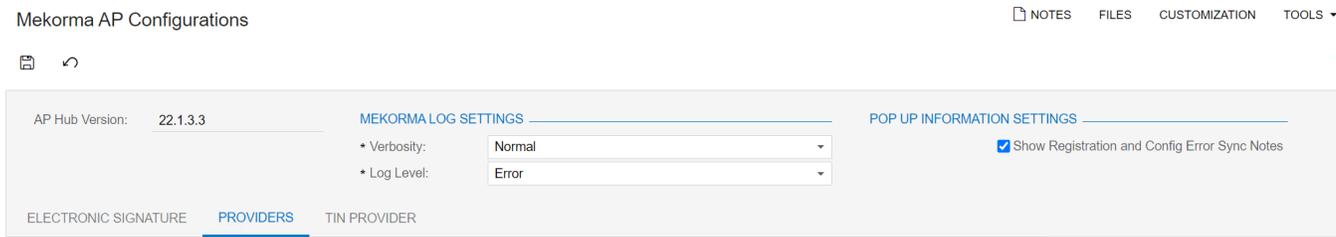
# 3. Configuring Mekorma Vendor Validation

To configure Mekorma Vendor Validation, navigate to the Mekorma AP Configurations screen (Mekorma area page > Mekorma AP Configurations).



This screen is split into two parts: Mekorma Log Settings/Pop Up Information Settings and your Mekorma providers, or services. Mekorma Vendor Validation currently has three providers: OFAC and Address Validation (located in the Providers tab), and TIN (located in the TIN Provider tab).

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



Adjust Mekorma Log Settings to meet your needs:

Verbosity is how much data you want to store in the log record.

- Verbosity levels have four options: quiet, normal, detailed, and diagnostic
  - The Mekorma default is normal

Log Level is the detail of what event you want to track (lower log level is less information, higher log level is more information).

- Log Level options are: trace, debug, information, warning, error, critical, none
  - The Mekorma default is error

The Pop Up Information Settings default is 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

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

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## 3.1. Configuring Providers

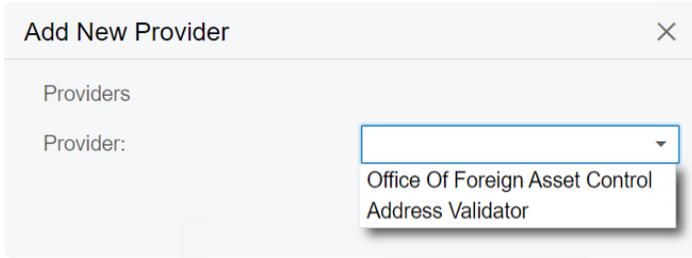
Configure the global settings for your providers to establish the standards your providers will operate under. Access the Providers tab to get started. There are various degrees of sensitivity to which you can configure your Providers. This page will help you adjust your settings to meet your specifications.

- 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** field. The Mekorma default is to run these checks every 90 days. Learn more about [Payment Level Checks here](#).
- If an error or warning is returned in the validation process (i.e., a match is found on the OFAC Sanctions 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)**.
- Global Provider Settings** allow you to define the level of sensitivity to which a vendor matches a result from the OFAC Sanctions List. By default, the **Minimum Match Degree** is set to 90%. This means that if there is a match of 90% or higher, an error will be flagged during the validation process. It is then necessary for you to review and confirm whether the vendor is present or not on the OFAC Sanctions List.

### Adjusting Vendor Status Changes

Vendor Validation lets you maintain control of how the checks are run and the actions that are automatically taken afterwards. Configure the triggers for validation here.

- Add each provider you would like by clicking the **ADD PROVIDER** button and selecting them one at a time from the drop-down menu. That provider is now configurable in the Providers grid.



- **Move Vendor Status On Warning** and **Move Vendor Status On Error** allow you to toggle on/off to move a vendor’s status when a warning or error result is returned from the check.
- Use **Validation Warning Move Vendor** and **Validation Error Move Vendor** to select the status that a warning or error result will yield.

AP Hub Version: 22.2.3.11      MEKORMA LOG SETTINGS      POP UP INFORMATION SETTINGS

• Verbosity: Normal       Show Registration and Config Error Sync Notes

• Log Level: Error

ELECTRONIC SIGNATURE      **PROVIDERS**      TIN PROVIDER

PAYMENT LEVEL SETTINGS      GLOBAL PROVIDER SETTINGS

Payment Level Checks Active      Minimum Match D... 90.00

Validation Days V... 90      • Validation URL: https://mekapimanagement.azure-api.net/MekormaValidati

EMAIL NOTIFICATION (PER VENDOR)

Notification Templ... [Search]

ADD PROVIDER      UPDATE PROVIDER SUBSCRIPTION

Code	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
ADRVAL	Address Validator	<input checked="" type="checkbox"/>	Hold Payments	<input checked="" type="checkbox"/>	Hold Payments	<input type="checkbox"/>
OFAC	Office Of Foreign Asset Control	<input checked="" type="checkbox"/>	Hold Payments	<input type="checkbox"/>	Hold Payments	<input checked="" type="checkbox"/>

See the next page for guidance on [configuring your Provider](#). If you are done configuring all your providers, you are ready to begin validating vendors with Mekorma.

*Last modified: October 24, 2023*

## 3.2. Configuring TIN Provider

Use the TIN Provider tab to adjust your TIN and retainage settings.

- To use Mekorma Vendor Validation’s TIN Match, ensure that the checkbox next to **Active** is checked to turn on the TIN Match. If it is unchecked, no TIN Matches or updates will be performed. To turn off TIN Match for individual vendors, review [Excluding Vendors from Validations](#).

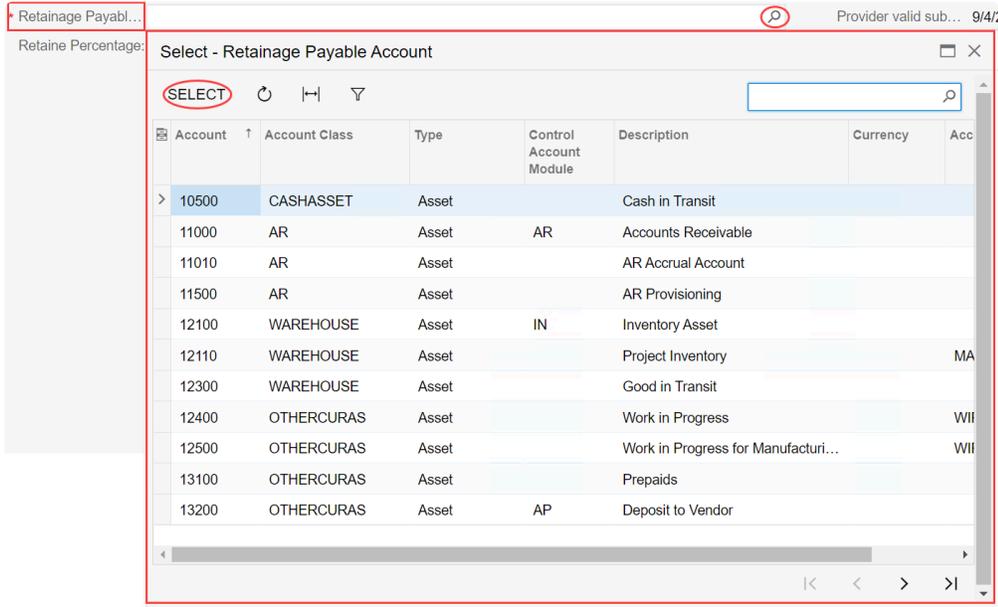
✿ TIN Matches are different from Provider validations, where you can configure what *Warning* and *Error* results yield. With TIN Match, *Error* can only be set to Hold Payments or do nothing. Configure this by clicking the check box next to **On Fail – Update Vendor to Hold Payment**.

- Select which **Vendor TIN Account Name** you want 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

- 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.

- 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 or any vendor who fails the TIN Match and is a 1099 vendor.
  - Click the search icon to the right of the **Retainage Payable Account** field and select the specific account to apply retainage to. Once you have selected an account to apply retainage to, choose the retainage percentage you would like Mekorma to hold back (the default is 26%).



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.

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## 4. Using Mekorma Vendor Validation

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Once you have registered and configured Mekorma Vendor Validation in Acumatica, you are ready to begin validating vendors. Simplicity is the key to success: with the click of one button, the validation checks are run, and the status of your vendors is narrowed down to *OK*, *Warning*, or *Error*.

- Mekorma Vendor Validation integrates with Acumatica to remove the manual tasks of [verifying and maintaining your vendor master data](#).
- Automated validations ensure efficiency throughout the [payment process](#).
- [Maintaining your vendor book](#) ensures legitimacy and accuracy throughout your vendor lifecycle.
- [Understanding your results](#) and the next steps is essential for troubleshooting issues.

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## 4.1. Maintaining Your Vendors

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Whether you are onboarding a new vendor, editing an existing one, or transitioning your AP process to Acumatica ERP, validating your vendors ensures your data is legitimate.

In this section, we will show you how vendor validation helps you maintain your vendors from onboarding and updating, to ad hoc validations, to excluding vendors from validation checks.

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# 4.1.1. Maintaining Your Vendor Record

While onboarding or updating a vendor, Mekorma Vendor Validation provides real-time information to verify if a vendor is legitimate and if their information is correct.

Validate a new vendor from the Vendor Record main page either by using the Validate Vendor button in the upper menu or simply saving the vendor record. After the validation process finishes, you will see status results in:

- Validation Status field
- Current TIN Status field

To review the validation in more detail, open the Validation Result tab from the lower menu. [Understanding Your Results](#) provides more information on the results of a validation check and any potential next steps.

ALLFRUITS - All Fruits Mail

← ↻ 📄 ↺ + 🗑️ 📄 ⏪ < > ⏩ VALIDATE VENDOR ...

• Vendor ID: ALLFRUITS - All Fruits Mail  
 Vendor Status: Active  
 • Vendor Class: DEFAULT - Default Vendor Class  
 Validation Status: **Ok**  Exclude Vendor Check

Balance: 1,139.10  
 Prepayment Balance: 0.00  
 Retained Balance: 0.00

GENERAL FINANCIAL PAYMENT PURCHASE SETTINGS ATTRIBUTES LOCATIONS CONTACTS ACTIVITIES GL ACCOUNTS MAILING & PRINTING COMPLIANCE **VALIDATION RESULT**

**ACCOUNT INFO**  
 • Account Name: All Fruits Mail

**ACCOUNT ADDRESS**  
 VIEW ON MAP  
 Address Line 1: 3340 Deans Lane, Arlington  
 Address Line 2:  
 City: New York  
 State: NY - NEW YORK  
 Postal Code: 12603  
 • Country: US - United States of America

**ADDITIONAL ACCOUNT INFO**  
 Business 1: +1-212-555-0119  
 Cell:  
 Fax:  
 Account Email: sales@allfruits.example.com  
 Web:  
 Ext Ref Nbr:  
 Parent Account:

**PRIMARY CONTACT**  
 Name: Charles Robinson  
 Job Title: CEO  
 Email: rob@allfruits.example.com  
 Business 1: +1-212-555-0119  
 Cell: 212-555-0168

**VENDOR PROPERTIES**  
 Landed Cost Vendor  
 Vendor Is Tax Agency  
 Current TIN Status: **Matched**

**PROJECT DEFAULTS**  
 Cost Code:  
 Inventory ID:

While adding or updating a vendor, ensure you capture the information below, which is necessary for a successful vendor validation.

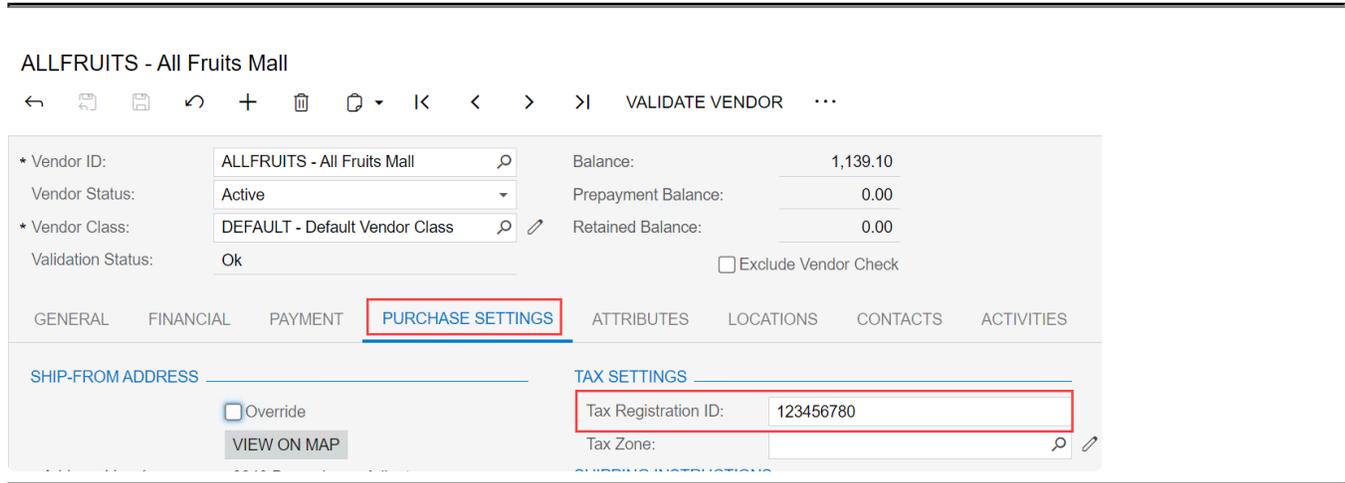
## TIN Match

The TIN Match provider reviews the tax-related information of a vendor record. The name you establish as the Vendor TIN Account Name in [TIN Provider AP Configurations](#) will be used to match against the IRS database for TIN Match. This can be one of the following:

- Vendor account name
- Remit to account name

- Ship from account name

Located in the Purchase Settings tab, the **Tax Registration ID** field contains the TIN that is validated against IRS records. Without a legit Tax ID, a vendor will always receive an error for their validation status.



If you receive a TIN error, use the **Current TIN Status** field in the **General** tab to determine why you received an error. The **Current TIN Status** field shows the specific result from the TIN Match. There are six different TIN statuses:

- **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



## OFAC Screen

To get the most out of the OFAC provider, gather as much information on a vendor as possible. OFAC Screens will validate against the OFAC Sanctions List:

- Master data information
- Locations
- Contacts

## Master Data Information

Using the data entered in the General tab of the vendor record, the OFAC Screen will validate account names, addresses, phone numbers, email addresses, and primary contact information against the OFAC Sanctions List.

## Locations

Each location associated with a vendor will be validated against the OFAC Sanctions List. This includes any ship from or remit to addresses. Review, edit, and add locations in the Locations tab of the vendor record.

## Contacts

Each contact associated with a vendor will be validated against the OFAC Sanctions List. Review, edit, and add contacts in the Contacts tab of the vendor record.

If any of the information from these three sections has a full or partial match, you will receive an OFAC error, and the vendor status will be set to Hold Payments. It is then up to you to research the vendor and ensure that you know who you are doing business with.

Learn more about the next steps in the event of an OFAC error in [Understanding Your Results](#). If this happens and you can verify your vendor is not on the OFAC Sanctions List, you can [exclude that vendor](#) from future OFAC screens.

## Address Validation

Mekorma Address Validation tracks all addresses associated with a vendor, including the main account, ship from, and remit to addresses. If you receive any errors, individually verify each address with your records and run the validation again.

For example, if you mistype an address and save the record, you will receive a warning or error status. Review the most recent validations in the **Validation Result** tab and use the details to correct the vendor address.

- **Internal Message** column informs you if the address has been altered. If the result is *unconfirmed address*, that address cannot be confirmed. The validation also informs you if the address is either a business or PO Box.
- **Match To Value** column shows the closest address that matches with the address provided. If you had an incorrect address, this may be the correct address for the vendor. If so, update your vendor record accordingly.

Address Validation returns the entire zip code +4 in the **Match To Value** column, even if you do not submit the full zip code. This can be used to aid with determining sales tax.

When you are done entering or updating vendor information, use the **Validate Vendor** button or click save to trigger the validation process.

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## 4.1.2. Validating Individual Vendors

Validations can be performed without changing any data. If you need an ad hoc validation, validate an individual vendor from the Vendor Record by clicking the **Validate Vendor** button in the upper menu. After the validation process finishes, the results are updated in the **Validation Status** and **Current TIN Status** fields.

To review the validation in more detail, open the **Validation Result** tab from the lower menu. Review [Maintaining Your Vendor Record](#) for more information on your validation results.

ALLFRUITS - All Fruits Mail

← [Icons] VALIDATE VENDOR ...

• Vendor ID:	ALLFRUITS - All Fruits Mail	Balance:	1,139.10
• Vendor Status:	Active	Prepayment Balance:	0.00
• Vendor Class:	DEFAULT - Default Vendor Class	Retained Balance:	0.00
Validation Status:	OK	<input type="checkbox"/> Exclude Vendor Check	

GENERAL FINANCIAL PAYMENT PURCHASE SETTINGS ATTRIBUTES LOCATIONS CONTACTS ACTIVITIES GL ACCOUNTS MAILING & PRINTING COMPLIANCE **VALIDATION RESULT**

**ACCOUNT INFO**

• Account Name: All Fruits Mail

**ACCOUNT ADDRESS**

Address Line 1: 3340 Deans Lane, Arlington  
 Address Line 2:  
 City: New York  
 State: NY - NEW YORK  
 Postal Code: 12603  
 • Country: US - United States of America

**PRIMARY CONTACT**

Name: Charles Robinson  
 Job Title: CEO  
 Email: rob@allfruits.example.com  
 Business 1: +1-212-555-0119  
 Cell: 212-555-0168

**VENDOR PROPERTIES**

Landed Cost Vendor  
 Vendor Is Tax Agency  
 Current TIN Status: **Matched**

**ADDITIONAL ACCOUNT INFO**

Business 1: +1-212-555-0119  
 Cell:  
 Fax:  
 Account Email: sales@allfruits.example.com  
 Web:  
 Ext Ref Nbr:  
 Parent Account:

**PROJECT DEFAULTS**

Cost Code:  
 Inventory ID:

Last modified: July 20, 2023

## 4.1.3. Validating Multiple Vendors

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To validate multiple vendors at one time, perform a validation audit. This allows you to select specific vendors to audit, or you can choose to audit all the vendors in your system. Learn more about validating multiple vendors in [Performing Audits](#).

*Last modified: July 20, 2023*

## 4.1.4. Excluding Vendors from Validations

You may have vendors that are an established institution such as the IRS, and you are certain they don't require any validations. If you know these vendors are legitimate, you can exclude them from checks in the Vendor Record.

In the top section of the record, check the box next to **Exclude Vendor Check** to exclude that vendor from all validation checks. Always use due diligence when this feature is active. If you want to exclude a vendor from a *specific* check, see the steps at the bottom of the page.

* 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	<input checked="" type="checkbox"/> Exclude Vendor Check	

The Validation Status remains *OK*, but an alert icon will note that you have excluded the 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	<input checked="" type="checkbox"/> Exclude Vendor Check	

**NOT Registered with Mekorma or Vendor Excluded**

PURCHASE SETTINGS   ATTRIBUTES   LOCATIONS   CONTACT

When you run a validation with a vendor who is excluded from all validation checks, the status will be set to *OK* and the validation process will not be triggered.

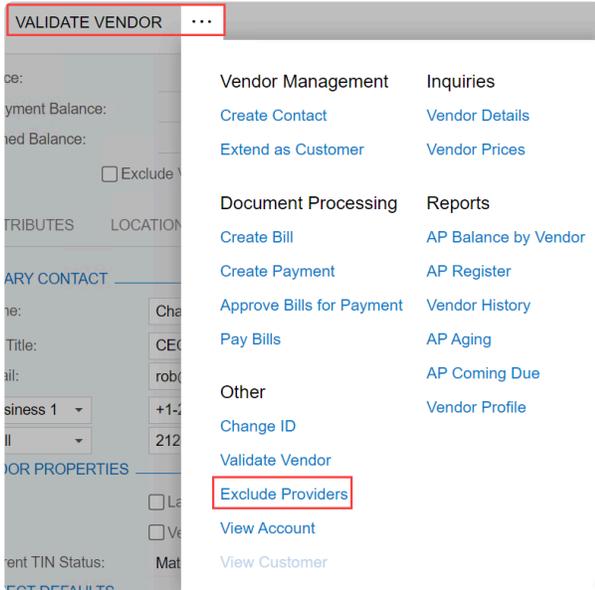
When you [audit](#) your vendors, the status will be *Vendor Excluded*.

### Excluding Vendors from Specific Provider Checks

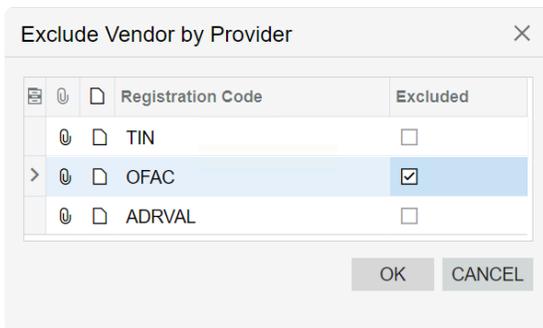
Sometimes a vendor may have information that may cause a vendor to fail validation, such as a name that conflicts with the OFAC Screen. If you know these vendors are legitimate, you can choose to exclude them from any of the specific provider checks:

- TIN
- OFAC
- Address Validation

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



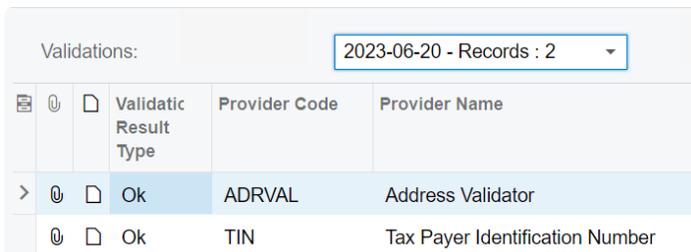
In the Exclude Vendor by Provider window, select which provider(s) to exclude.



Next time you validate a vendor who is excluded from a specific provider, that provider will not appear in the validation results, and it will show as *Excluded* in the Validation Audit.

For this example, we have excluded a vendor from the OFAC Screen.

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



**Validation Audit:** Notice that OFAC shows as Excluded.

		VALIDATE SELECTED	VALIDATE VENDORS	↔	☒
		Select	* Vendor	Vendor Name	Provider Statuses
		<input type="checkbox"/>	<a href="#">ALLFRUITS</a>	All Fruits Mall	ADRVAl - Ok   OFAC - Excluded   TIN - Ok

Mekorma recommends that when excluding a vendor from a specific provider, add a note to the [audit record](#) explaining why the vendor is excluded, and include any pertinent info to help your approver better understand the reason for exclusion.

*Last modified: July 20, 2023*

## 4.2. Payment Process

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Mekorma Vendor Validation automatically runs throughout the payment process. Configuring actions based on [any status change](#) allows you to do business knowing your payments are error free.

*Last modified: October 24, 2023*

# 4.2.1. Validations During the Payment Process

As [previously mentioned](#), Payment Level Checks dictate how frequently a validation runs before payments are processed. Mekorma recommends setting this so that every 90 days, a vendor will automatically be re-validated before any payments are processed. Toggle the checkbox to turn the feature on and off and enter the number of days you would like a payment level check to be valid for in the **Validation Days Valid** field.

When preparing to submit a payment in the **Process Payments / Print Checks** page, the system will show the validation status and if a validation is due.

In the example below, neither vendor has a validation check due, but one does have an error status. If a validation check were due in the scenario, that vendor would be re-validated as part of the payment process. If the validation results in an *OK* status, the payment processes as normal. If the validation result remains *Error*, your configured error rules will take effect.

Process Payments / Print Checks

PROCESS PROCESS ALL

Payment Method:	CHECK	GL Balance:	819,891.63
Cash Account:	10200WH - Wholesale Check	Available Balance:	818,000.63
Next Check Number:	0073	Selection Total:	0.00
		Number of Payments:	0

Payment Ref.	Payment Date	Type	Reference Nbr.	Vendor ID	Validation Status	Valida Due	Vendor Name	Payment Amount
> 0 D	6/1/2023	Check	000031	ACMEDO	Error	<input type="checkbox"/>	Acme Doors & Glass	15.00
0 D	6/1/2023	Check	000033	STATOFFICE	OK	<input type="checkbox"/>	Spectra Stationery Office	79.00

Depending on your configurations, if you process a transaction with multiple vendors, including one vendor that has an error/warning status, only that vendor’s payments will follow your configured error/warning rules, while the remaining payments in the batch will be processed successfully.

Processing



Processing completed with errors, 00:00:16 Elapsed

1 Processed ▾ 1 Errors ▾ 0 Warnings ▾ 0 Remaining ▾ 2 Total ▲

⏪ ⏩ ⏹

			Status	Message	Type	Reference Nbr.	Payment Ref.	Payment Date
✖	📄	🗑	Failed	AP Error: The vendor status is 'Hold Payments'.	Check	<a href="#">000031</a>	0073	6/1/2023
✔	📄	🗑	Processed	The record has been processed successfully.	Check	<a href="#">000033</a>	0074	6/1/2023

⏪ ⏩ ⏹

CLOSE

Last modified: October 24, 2023

## 4.3. Maintaining Your Vendor Book

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Maintaining large amounts of data can be tedious and a simple validation audit can help ensure your master data is correct or that a vendor's TIN and OFAC standing have not changed.

*Last modified: July 17, 2023*

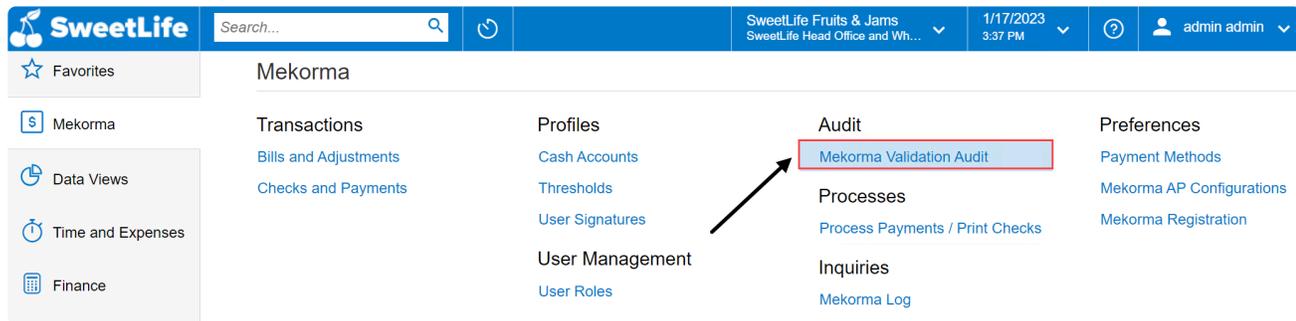
# 4.3.1. Performing Audits

While it is good to audit your vendors on a regular basis, it is essential when onboarding new vendors. A validation audit helps ensure your vendors are legitimate and you get all the necessary information for your vendor record. Some AP teams choose to do this quarterly, so that if any vendors have errors or warnings, the AP specialists can follow up. Auditing your vendors shows the current status of your vendor record and overall cleanliness of your master data. A comprehensive review allows your organization to evaluate how and what information is stored and how robust your vendor record is.

When you first register with Acumatica, it is recommended that you audit your vendor record to show any gaps in data and proactively address any system issues. Perhaps most importantly, regular vendor audits show that you took reasonable action in avoiding business with unlawful vendors.

**! Regular audits help your records stay clean and compliant.**

To view the validation information of all your vendors in one place, navigate to **Mekorma Validation Audit**.



**\* After getting started with Mekorma Vendor Validation, Mekorma recommended best practice is to run Validation Audit first thing so you can review the quality of your vendor record.**

## Submitting New Audits

To start an audit:

1. Click + to add a new record.

Mekorma Validation Audit



2. Click **New Audit**.

Vendor Audit

+ < > **NEW AUDIT** SUBMIT APPROVE REJECT

- All your vendors now appear in the grid below. From here, you can select individual vendors to validate, or you can validate all vendors.

Vendor Audit

+ < > NEW AUDIT SUBMIT APPROVE REJECT

Audit Name:	Audit Report 2023-06-21 : 16:07:12	Total Num Payme...	19
Status:	New	Total Paid to Non ...	11,280,021.78
Matched Records:	5	Retainage Accoun...	0.00
Not Matched Rec...	34		

Select	*Vendor	Vendor Name	Provider Statuses	Vendor Tax Number	Vendor Current Status	Last Validation Date (Date)	Validation Status	Audit Run Id
<input type="checkbox"/>	ALLFRUITS	All Fruits Mall	ADRVAl - Ok   OFAC - Ok   TIN - Ok	123456780	Active	6/20/2023	Ok	a06d2...
<input type="checkbox"/>	GOODFRUITS	Good Fruits More	ADRVAl - Error   OFAC - Ok   TIN - Ok	123456780	Hold Payments	5/22/2023	Error	a06d2...
<input type="checkbox"/>	GLORYFRUIT	Glory Fruit Case	ADRVAl - Error   OFAC - Ok   TIN - Error	123456780	Hold Payments	5/22/2023	Error	a06d2...
<input type="checkbox"/>	TEACOMPANY	Tea Company Syndicate	ADRVAl - Ok   OFAC - Ok   TIN - Error	123456780	Hold Payments	5/22/2023	Error	a06d2...
<input type="checkbox"/>	TRANSIT	Wheels Transit Company	ADRVAl - Error   OFAC - Ok   TIN - Error	123456780	Hold Payments	5/22/2023	Error	a06d2...

- Provider Statuses shows the result of each validation check
  - Vendor Tax Number shows the TIN associated with a vendor
  - Vendor Current Status shows current vendor status (if they are active, on hold, inactive, etc.)
  - Last Validation Date is the last date the vendor was validated
  - Validation Status shows the current validation status of the vendor (OK, warning, error)
- When you are done reviewing your audit, click **Submit** to send the report for approval.

Vendor Audit

+ < > NEW AUDIT **SUBMIT** APPROVE REJECT

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

Status: Pending Approval

### Approving/Rejecting Audits

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

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

Mekorma Validation Audit



Drag column header here to configure filter

Audit Name	Status	Created By
<a href="#">Audit Report 2023-01-19 : 13:45:25</a>	Pending Approval	admin admin
<a href="#">Audit Report 2023-01-19 : 13:53:19</a>	Pending Approval	admin admin
> <a href="#">Audit Report 2023-01-19 : 13:54:19</a>	Pending Approval	admin admin
<a href="#">Audit Report 2023-01-19 : 12:14:06</a>	New	admin admin

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

Vendor Audit



- 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



Drag column header here to configure filter

Audit Name	Status	Created By
<a href="#">Audit Report 2023-01-19 : 13:45:25</a>	Approved	admin admin
> <a href="#">Audit Report 2023-01-19 : 13:53:19</a>	Rejected	admin admin
<a href="#">Audit Report 2023-01-19 : 13:54:19</a>	Pending Approval	admin admin
<a href="#">Audit Report 2023-01-19 : 12:14:06</a>	New	admin admin

### Auditing Excluded Vendors

As mentioned in [Excluding Vendors from Validations](#), you can exclude vendors from both specific providers and from all validation checks.

When a vendor is excluded from a specific provider (i.e., OFAC), the provider status in the audit record will still yield a result for OFAC but returns as *excluded*.

VALIDATE SELECTED VALIDATE VENDORS					
Select	*Vendor	Vendor Name	Provider Statuses		
<input type="checkbox"/>	<a href="#">ALLFRUITS</a>	All Fruits Mall	ADRVAL - Ok   OFAC - Excluded   TIN - Ok		

When a vendor is set to **Exclude Vendor Check**, meaning they are excluded from all checks, the vendor will still appear in the validation audit. In this scenario, the provider status is *Vendor Excluded*.

VALIDATE SELECTED VALIDATE VENDORS										
Select	*Vendor	Vendor Name	Provider Statuses	Vendor Tax Number	Vendor Current Status	Last Validation Date (Date)	Validatio Status	Audit Run Id		
> <input type="checkbox"/>	<a href="#">ACMEDO</a>	Acme Doors & Glass	Vendor Excluded	9999999	Hold Payments	6/21/2023	Ok	6ce1d...		
<input type="checkbox"/>	<a href="#">STONEC</a>	Cornerstone Concrete	ADRVAL - Error   OFAC - Ok   TIN - Error	123456780	Hold Payments	6/21/2023	Error	6ce1d...		

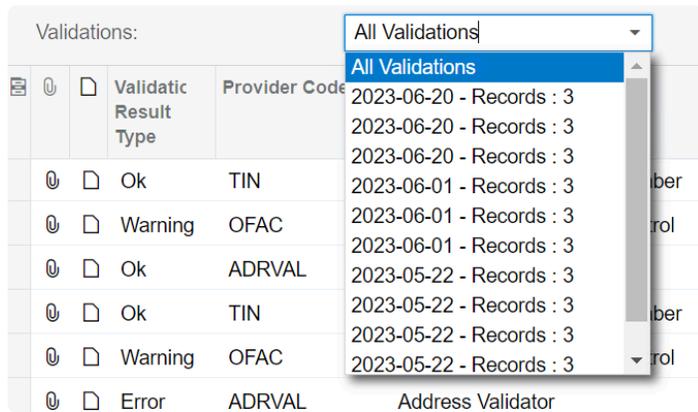
When excluding a vendor from validation, add a note in the audit record explaining the situation, the reason for exclusion, and any required actions. If you encounter a partial OFAC match and you confirmed the vendor is not on the OFAC Sanctions List (remember, a partial match with OFAC is not problematic), include evidence of the reasonable action you took. It is then up to your AP Manager to approve the audit.

*Last modified: July 24, 2023*

# 4.4. Understanding Your Results

Mekorma Vendor Validation is designed to offer a streamlined process that reviews and validates a broad range of information. The validation results are categorized as *OK*, *Warning*, or *Error*, allowing you to easily identify and address any issues. To review the validations in more detail, open the **Validation Result** tab within the vendor record.

From the **Validation Result** tab, you have the option to view all validations in one grid or to view a specific set of results. Click the **Validations** drop-down and select either **All Validations** or the specific record you would like to view. They are listed sequentially with the most recent at the top.



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 ACTIVITIES GL ACCOUNTS MAILING & PRINTING COMPLIANCE **VALIDATION RESULT**

Validations: 2023-07-13 - Records : 3

Validation Result Type	Provider Code	Provider Name	Provider Message	Provider Status	Match Type	Match Attribute	Match Value	Match To Value	Match Internal Message Degree
Ok	TIN	Tax Payer Identification Number	TIN and Name combination matches IRS records.	IRSMatch	None		MAIN - All Fruits Mall - 123456780		Matched
Ok	ADRVAL	Address Validator		None	Address : BS ...		20 Deans Lane, Bayville, NY 11709-1305, USA		The Following Address has been Validated. Business: False, PO Box: False
Ok	OFAC	Office Of Foreign Asset Control	Match not found		None				0.00

- In the event of an incorrect address, Address Validator suggests the closest matching address in the **Match To Value** column. If the address cannot be confirmed due to inaccuracies or too many similar results, the **Internal Message** column will notify you accordingly.
  - If the address cannot be validated, independently confirm the address with your vendor.
- A successful TIN match informs you that the TIN and name match IRS records in the **Provider Message** column. If there is an error, the result will inform you of IRS naming conventions and TIN requirements that must be met in the **Internal Message** column.
  - If a TIN match fails, request a W9 from the vendor. If not available, ask for the correct name and TIN.

- OFAC results indicate in the **Provider Status** and **Match Type** columns if the match is partial or full, providing which part of the record matches, what it matches to, and the degree to which it matches with the OFAC Sanctions List in the **Match Attribute**, **Match Value**, **Match To Value**, and **Match Degree** columns respectively.
  - If you receive an error or warning, visit the OFAC website and verify that your vendor is not on the Sanctions List. If the vendor is on the list, contact your AP management team.

The [next section](#) explains what each validation status means.

*Last modified: July 24, 2023*

## 4.4.1. Validation Status

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After successful validation, the vendor's status will be updated to reflect their current standing in the system. The three possible statuses for Mekorma Vendor Validation are: **Ok**, **Warning**, and **Error**.

### Validation OK

Ok means all systems are go: there are no negative results from a validation.

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Validation Status:	Ok
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### Validation 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.

If you receive a warning result and have completed due diligence, change the Vendor Status back to Active (or whichever status you desire) by clicking the drop-down menu and selecting the appropriate status. To exclude this vendor from future OFAC Screens, follow the instructions in the *Excluding Vendors from Specific Provider Checks* section of [Excluding Vendors from Validations](#).

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Validation Status:	Warning
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Receiving a warning does not necessarily mean that anything is wrong, but that something needs to be reviewed.

### Validation Error

**Error** occurs when there is a problem found on a validation search. For example, there is a full match on the OFAC Sanctions 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 Sanctions List, you might want to reconsider doing business with them. If they fail the TIN Match, you need to apply retainage and obtain a W9 or get the correct info. You can review the steps to apply retainage in [Configuring TIN Provider](#).

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Validation Status:

Error

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*Last modified: July 24, 2023*

# 5. Requesting Support, Implementation, or Customization

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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 for Acumatica.
- [Customization Support](#) is available if you want to go beyond the built-in feature set of our product.

*Last modified: October 9, 2023*

## 6. How to Use This Guide

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New users can follow step-by-step installation, configuration, and usage instructions delivered via written content and video demonstrations. Experienced users can review this guide for any applicable new feature information, or use 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.
- Bookmark pages or share links with colleagues, as each page in the guide has its own unique URL.
- 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 bottom of the left-hand menu.
- **Contact us with your ideas** if there are any new features or enhancements you would like to see in a product, by using the link at the bottom of each page.

If you are looking for a more tailored experience, our dedicated Customer Success team is ready to support you, guide you through product implementations, and assist you with any customized build requests. For more information, see [Requesting Support, Implementation, or Customization](#), or visit us at our [website](#).

*Last modified: November 2, 2023*