

## **Vendor/Provider Clean-Up, Merge and Import in SSIS Worker**

**Reference:**      **Beth Dewyre**

### **Training Goal:**

The purpose of this section is to instruct users on the functionality of determining which Business Organizations may be eligible for deletion, those that may be duplicated, and how to merge duplicate records.

### **Training Objectives:**

At the end of this section, students will be able to:

- Search for Business Organizations that have a variety of errors.
- Fix the errors on records through SSIS or the Vendor Import Process.
- Determine if a vendor record is a duplicate and merge the duplicates.
- Determine if a vendor record can be deleted and how to delete the record.

### **Resources:**

Business Organization in SSIS Worker Module

Website location not yet assigned

Vendor/Provider Clean-Up, Merge and Import in SSIS Fiscal

Website location not yet assigned

Business Organization Key Fields Handout

Website location not yet assigned

V3.8 Design Specifications for Data Interchange to County Accounting System (PDF)

[http://www.dhs.state.mn.us/main/groups/county\\_access/documents/pub/dhs\\_id\\_029108.pdf](http://www.dhs.state.mn.us/main/groups/county_access/documents/pub/dhs_id_029108.pdf)

Cues to assist you in the module:



= User to perform an action



= Warning



= Best Practice



= Hint



= Refer to a module or handout for more information

## Graphics

## Instructions

### Introduction

Prior to Version 3.8, Business Organization records for foster care or day care providers and other vendors were entered directly into SSIS by users who had the security function of Create Provider. Due to this manual entry, there may be errors or missing information in these records, duplicated records, or these vendors may no longer be used by the county to provide services.

Vendor records must be accurate before Vendor Import is enabled in the county. Business Organization Cleanup permits users to identify these records and clean up data in preparation for Vendor Import. Counties may also use this function after Vendor Import is enabled to maintain accurate and consistent vendor data between SSIS and the County Accounting System.

Business Organization searches and Business Organization Cleanup are available in both SSIS Worker and SSIS Fiscal.

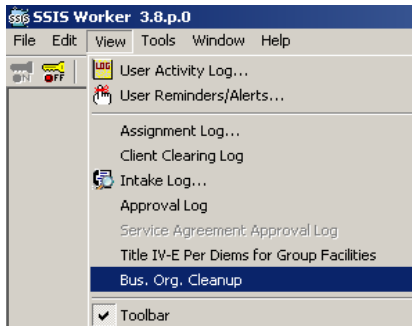
### Security

Any user can search or view the records in which potential errors or duplication exists. To perform the merge function, the SSIS Administrative security role of Merge Vendor must be assigned to the user's role.

## Graphics

## Instructions

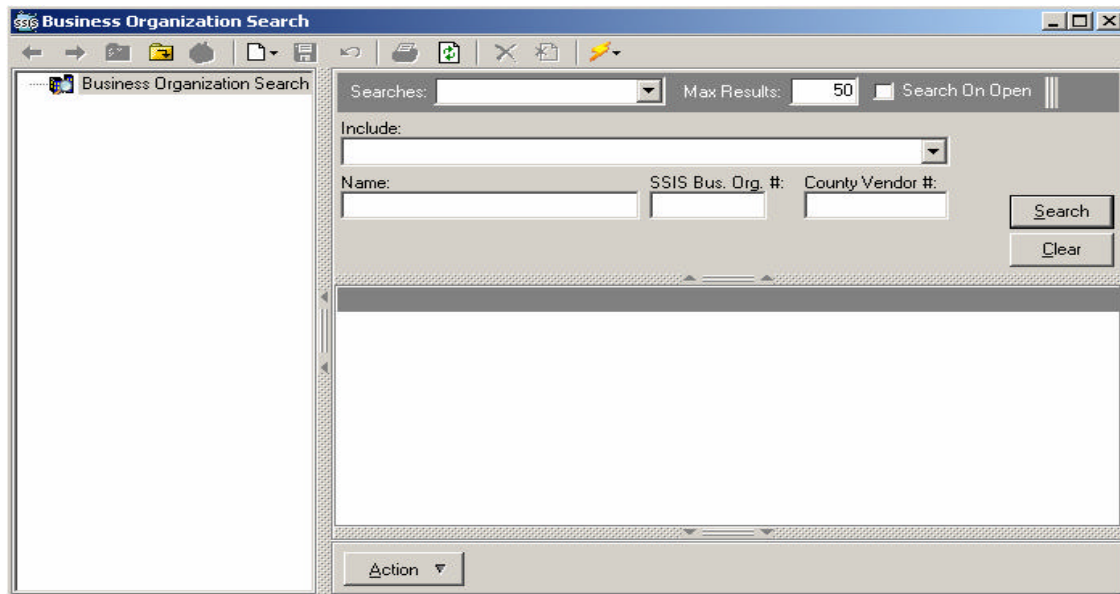
### Main Menu



To access the Business Organization Cleanup Search screen in SSIS Worker:

1. Click on **View**.
2. Select **Bus. Org. Cleanup**.

### Business Organization Cleanup Search Screen



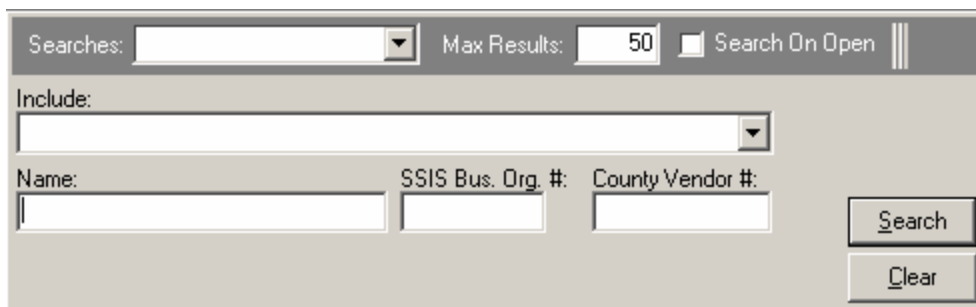
As with the regular Business Organization Search screen, the Business Organization Cleanup Search screen displays with a treeview on the left side and a Detail panel on the right side of the screen. The Detail panel has three sections:

- Search panel
- Search Results grid
- Preview panel. This panel displays details of the Business Organization selected in the grid.

## Graphics

## Instructions

### Business Organization Cleanup Search Panel



Searches:  Max Results:   Search On Open

Include:

Name:  SSIS Bus. Org. #:  County Vendor #:

On the upper section of the Detail panel is a gray bar used for customized searches.



*See the New Search Screens and Changes to Treeview Searches Job Aids for more information on customized searches.*

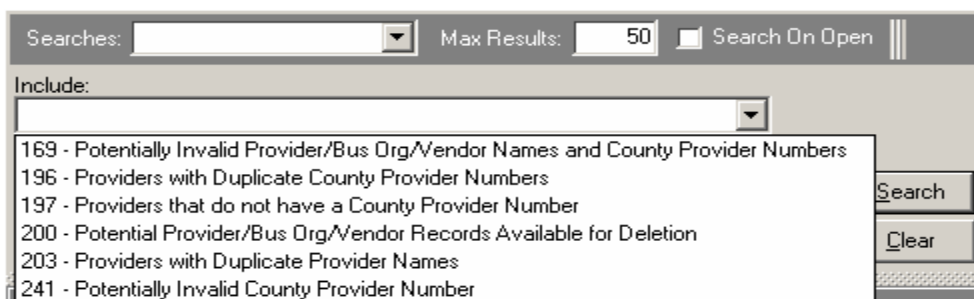
The search filters for the Business Organization Cleanup Search screen are:

- Include – pre-set search list of vendors with potential errors for cleanup
- Name – allows for a search by a vendor name
- SSIS Bus. Org. # – allows for a search by a business organization's system-assigned number
- County Vendor # – allows for a search by a vendor's County Vendor Number.

## Graphics

## Instructions

### Include



The **Include** field is a drop-down list of six pre-set searches that produce results of vendors who match the description of the selection from the list. These pre-sets include all the vendor records that should be reviewed for cleanup prior to Vendor Import.

To make the cleanup easier, it is recommended that counties clean up their vendor data by conducting the pre-set searches in the following order:

- 200
- 169
- 197
- 241.

The next several pages describe each pre-set search, give tips on how these searches can be used to clean up records, and suggest an order for the columns. The searches are described in the order they appear in the **Include** field drop-down list.

## Graphics

## Instructions

### **Search 169 – Potentially Invalid Provider/Bus Org/Vendor Names and County Provider Numbers**

Review and compare the records from this search against vendor records in your County Accounting System (IFS or other).

- If the names and county provider/vendor #s in SSIS are the same as in the accounting system, no action is required.
- If the names and county provider/vendor #s in SSIS should but do not match a name and vendor # in the accounting system, change the name and vendor # in SSIS to match the name and vendor # in the accounting system.
- If the vendor is no longer in use, remove the county provider/vendor # in SSIS.

#### Tips:

In order for Vendor Import to work correctly, each provider/vendor # in SSIS needs a corresponding vendor # in the County Accounting System.

## Graphics

## Instructions

The following columns and column order may make it easier to review and compare the records in this search. Use **Choose Columns** from the **Grid Options Action** menu to add and remove columns.

- County Vendor #
- Name
- SSIS Bus. Org. #
- Parent Bus. Org. Name
- # of Sub / Service Organizations
- # of Licenses
- # of Person Work
- # of Person School
- # of Maltreatment Facility
- # of Placements
- # of Service Agreements.

### **Search 196 – Providers with Duplicate County Provider Numbers**

Records in this search show vendors with duplicate county vendor numbers. These records may or may not be unique vendors.

- If the county vendor number is assigned to two (or more) unique vendors, find the correct vendor in the County Accounting System, then delete the county vendor number from the incorrect record in SSIS. Set up a record in the County Accounting System for the vendor that had the incorrect number to give it a unique county vendor number.

## Graphics

## Instructions

- If the county vendor number is assigned to more than one vendor and they are the same vendor, merge the records or delete one of the records if the vendor has no placement, work, school or service agreements records attached to them. For example, a vendor who is licensed for both child and adult foster care may be entered as two vendors in SSIS and may have the same provider number.

### Tips:

The following columns and column order may make it easier to review and compare the records in this search. Use **Choose Columns** from the **Grid Options Action** menu to add and remove columns.

- County Vendor #
- Name
- SSIS Bus.Org. #
- SSIS Provider #
- # of Placements
- # of Service Agreements.

### **Search 197 – Providers that do not have a County Provider Number**

Review and compare the records from this search against vendor records in the County Accounting System (IFS or other).

- If the vendor exists in the county accounting system, add the vendor number to the vendor record in SSIS.
- If the vendor does not exist in the County Accounting System and the vendor will be used for future payments or service agreements, set it up in the accounting system and record the vendor number in SSIS. A vendor in SSIS without a vendor number cannot be used on a service

## Graphics

### Instructions

- agreement and cannot have a payment made to it.
- If the vendor will not be used for payments or service agreements, no action is required.

#### Tips:

To avoid duplicates in either system, check for all possible name variations for matches in the accounting system. For example, 10th Street Services vs Tenth Street Services or ABC Printing vs Alfred B. Chase Printing.

When Vendor Import is enabled, the import will overwrite the vendor names in SSIS with the vendor names from the County Accounting System records for those records with matching vendor numbers in SSIS.

The following columns and column order may make it easier to review and compare the records in this search. Use **Choose Columns** from the **Grid Options Action** menu to add and remove columns.

- SSIS Provider #
- Name
- SSIS Bus. Org. #
- SSIS Parent Bus. Org. #
- County Vendor #.

### **Search 200 – Potential Provider/Bus Org/Vendor Records Available for Deletion**

Records in this search are not attached to placements, service agreements, licenses, maltreatment allegations, employment records, school records, or professional collaterals. Review these records to determine which ones, if any, should be deleted.

## Graphics

### Instructions

#### Tips:

The following columns and column order may make it easier to review and compare the records in this search. Use **Choose Columns** from the **Grid Options Action** menu to add and remove columns.

- County Vendor #
- Name
- SSIS Provider #
- Status
- Status Date
- SSIS Bus. Org. #.



*To delete a record:*

1. *Select the record in the Cleanup Search Results grid.*
2. *Access the **Action** menu and select **Delete**.*
3. *Click **Yes** on the confirmation dialog box.*



*Hint: Business Organization records can be deleted if only the following records are entered:*

- *Name*
- *Address*
- *Phone*
- *E-mail*
- *Client Will Serve Preferences*
- *Services.*

*Business Organization records that cannot be deleted are those that have:*

- *A license*
- *Been selected for facility maltreatment report*
- *Been selected for school records*
- *Been selected for education records*
- *Been selected for employment records*
- *Placements*

## Graphics

### Instructions

- *Service agreements*
- *Been associated with an SSIS case.*

*When a Business Organization cannot be deleted, a message stating that detailed records exist displays when **Delete** is selected from the **Action** menu.*

### **Search 203 – Providers with Duplicate Provider Names**

Records in this search are county vendors with duplicate names but different Bus. Org. #s.

- If they are duplicates, decide which record to keep and merge the duplicate into that one.
- If these records have different County Vendor numbers, and Vendor Import is not yet enabled in the county, inactivate the County Vendor Number in the County Accounting System for the Bus Org that is being deleted to prevent the record from importing back into SSIS.

#### Tips:

The following columns and column order may make it easier to review and compare the records in this search. Use **Choose Columns** from the **Grid Options Action** menu to add and remove columns.

- Name
- County Provider #
- First Name
- Last Name
- SSIS Bus. Org. #
- # of Placements.

## Graphics

## Instructions

### Search 241 – Potentially Invalid County Provider Number

Records in this search have County Vendor Numbers in SSIS that are not in the required numeric format. The import process only allows numeric values up to 20 digits. Please change or remove the invalid number(s).

- If the vendor number in the County Accounting System is the same as the County Vendor Number listed in the search results Preview panel, change both numbers to a valid numeric value.
- If the County Accounting System uses non-numeric characters for vendor numbers, please contact [SSIS.Fiscal@state.mn.us](mailto:SSIS.Fiscal@state.mn.us).

#### Tips:

In order for Vendor Import to work correctly, each county provider/vendor # in SSIS needs a corresponding vendor # in the County Accounting System.

The following columns and column order may make it easier to review and compare the records in this search. Use **Choose Columns** from the **Grid Options Action** menu to add and remove columns.

- County Vendor #
- Name
- SSIS Bus. Org. #
- SSIS Parent Bus. Org. #
- Comments.

To conduct a search for cleaning up vendor records:



1. *Select one of the pre-set searches or enter other filter criteria.*
2. *Click **Search**.*

Graphics

Instructions

Business Organization Cleanup Search Results Grid

SSIS Bus. Org. #	Name	County Vendor #	County Vendor # (Number)	Bus. Org. Status	Parent Bus. Org. Name	SSIS Ind. Prov. Person #	Ind. Prov. First Name	Ind. Prov. Last Name	# of Person Work	# of Person School	# of Maltreatment Facility	# of Sub / Services Organizations
102933018	kdkfs	kskd		Active					0	0	0	0
103892535	Meyer, Elizabeth	2218AZ		Active					0	0	0	1
103892541	Betsy's Foster C...	1822A		Active					0	0	0	0

The Search Results grid lists information about the found records in the following columns:

- Bus Org Glyph
- SSIS Bus. Org. #
- County Vendor # – display ‘contains’ search results of county vendor # s, e.g., alphabetic characters, leading 000s or partial vendor # entry
- County Vendor # (Number) – displays county vendor #s that contain only numeric characters
- Status – displays the status, e.g., Active, Inactive or Disqualified
- Parent Bus. Org. Name
- First Name – displays the first name of individual providers
- Last Name – displays the last name of individual providers
- # of Person Work – displays the number of work records to which this business organization is attached
- # of Person School – displays the number of school records to which this business organization is attached
- # of Maltreatment Facility – displays the number of facility maltreatment records to which this business organization is attached
- # of Sub / Services Organizations – displays the number of sub-service business organization records to which this business organization is attached

## Graphics

### Instructions

- # of Placements – displays the number of placements where this business organization was used as the vendor
- # of Licenses – displays the number of licenses entered for this business organization
- # of Cases – displays the number of cases to which this business organization is attached
- # of Service Agreements – displays the number of service agreements where this business organization was used as the vendor.

Users should thoroughly review the records displayed in the Results grid, using the Preview panel, business organization treeview folders and county accounting records to determine which records to merge or delete.



*Warning: Caution should be taken to ensure the records selected are correct since Merge and Delete actions are not reversible.*



*See the Business Organization module for complete documentation of the Business Organization Preview panel, treeview and **Action** menu.*



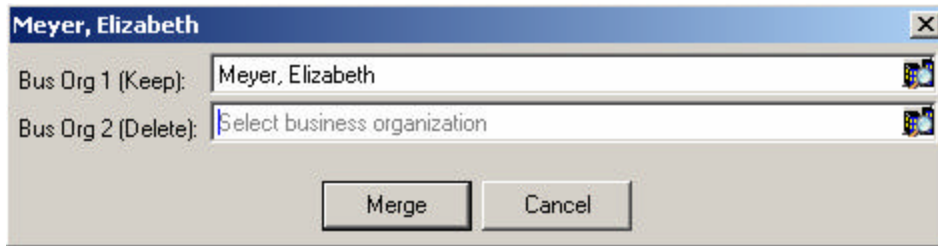
*To merge a business organization record:*

- 1. Select the record to be kept in the Results grid.*
- 2. Access the **Action** menu and select, **Merge**.*

## Graphics

## Instructions

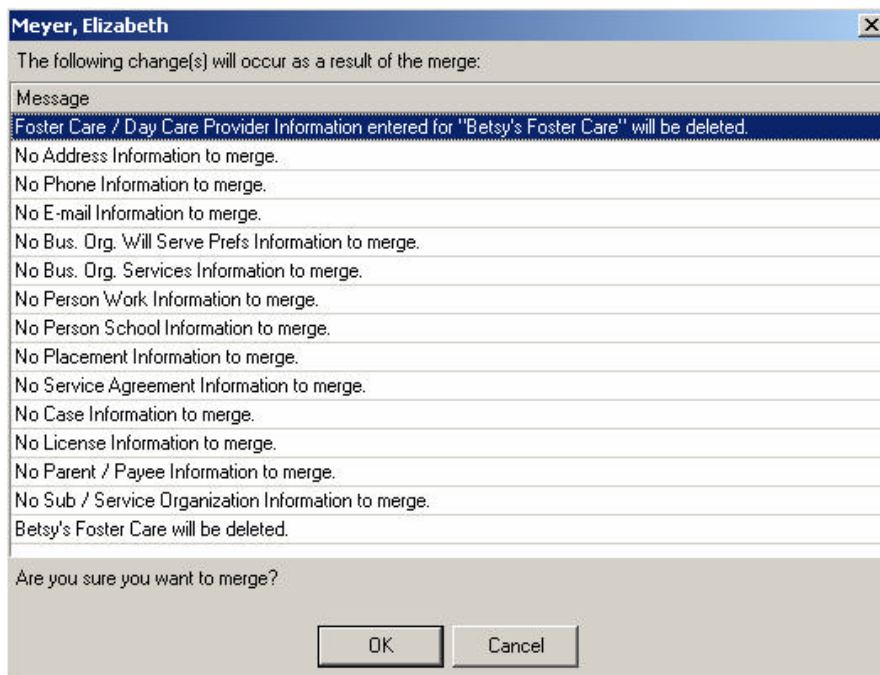
### Business Organization Merge Screen



The Business Organization Merge screen displays the following information:

- The selected business organization in the title banner
- Bus Org 1 (Keep) – the name of the vendor record selected in the Cleanup Search Results grid.
- Bus Org 2 (Delete) – blank when opened, this field allows for a search of the business organization that will be merged with the Keep record.

### Business Organization Merge Confirmation Screen



## Graphics

## Instructions

When **Merge** is clicked on the Merge screen, a Business Organization Merge Confirmation screen displays listing the actions that are taken during the merge specific to the selected record, and that the Bus. Org 2 record is being deleted.

The result of merging two (or more) vendor records into one record is that any:

- Addresses from the deleted Business Organization record are listed under the Addresses folder for the kept Business Organization record and the type is listed as Other/Unknown.
- Phone numbers from the deleted Business Organization record are listed under the Phones folder for the kept Business Organization record and the type is listed as Other.
- E-mail addresses from the deleted Business Organization record are listed under the E-mails folder for the kept Business Organization record and the type is listed as Work.

Users can review the newly added address, phone or e-mail records to determine if they should be deleted or kept. If kept, the user should edit the record to reflect the appropriate type, e.g., Mailing address instead of Other/Unknown.

The deleted Business Organization record is no longer searchable in SSIS.

## Graphics

## Instructions

### **Maintaining Vendor Records After Vendor Import is Enabled**

Once Vendor Import is enabled in the county, best practice suggestions for vendor records are:

- County licensed foster care vendors – Counties are advised to wait until the foster care vendor is set up in the County Accounting System and imported into SSIS before associating or setting up the case vendor in a licensing workgroup. By waiting, the user can readily select the imported vendor when performing this action and thus reduce data entry. Following these steps also reduces the need to merge the records using business organization cleanup.
- If it is not possible to wait for the foster care vendor to be imported from the County Accounting System into SSIS, and the record is entered into SSIS, and a case provider is setup through the foster care workgroup -- after the vendor record is imported, use business organization cleanup to search for the provider record and merge the two records.
- If a business organization is first entered into SSIS as a non-vendor and later becomes a vendor, use business organization cleanup, searching by the SSIS Bus. Org. #, and merge the non-vendor record with the imported vendor record.
- The best option for a business organization that is first entered into SSIS as a non-vendor record and later becomes a vendor is to put the County Vendor # in the SSIS record. Then the Vendor Import process can overwrite the record and no duplicate is created.

## Graphics

## Instructions

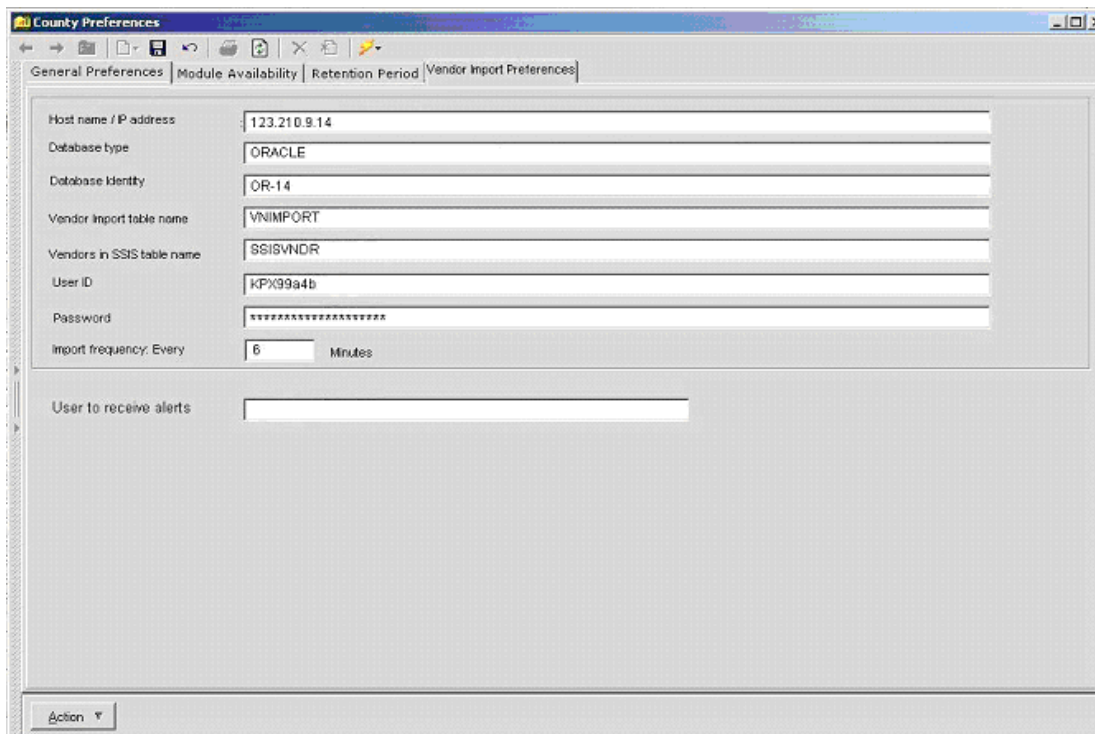
### Vendor Import

#### Introduction

Vendor Import is designed to ensure vendor information is the same in the County Accounting System and SSIS and to reduce duplicate entry and to facilitate accurate payment to the vendor. This is accomplished by entering the vendor record into the County Accounting System, which is the master record, and then importing the vendor information into SSIS.

When the appropriate conditions are met, the County Accounting System can also send a vendor purge request to SSIS, and the vendor record will be purged from the SSIS database.

### Vendor Import Preferences



The screenshot shows the 'County Preferences' dialog box with the 'Vendor Import Preferences' tab selected. The dialog contains the following fields and values:

Field	Value
Host name / IP address	123.210.9.14
Database type	ORACLE
Database Identity	OR-14
Vendor import table name	VNIMPORT
Vendors in SSIS table name	SSISVNDR
User ID	KPX99a4b
Password	*****
Import frequency: Every	6 Minutes
User to receive alerts	

At the bottom left of the dialog, there is an 'Action' button with a dropdown arrow.

## Graphics

### Instructions

The County Vendor Import Preferences screen is accessed through Security Admin. A tab in County Preferences is titled Vendor Import Preferences. This is where information is entered by the county to set up the import. This information is used by the import service to access the import files and to control how often the import service runs. Another field identifies who to notify if errors in the process occur.

Once the county preferences for import are set and the vendor data is cleaned up, SSIS enables Vendor Import within the county.

After the import is enabled, an Import Log is accessible through SSIS Fiscal to view the actions by the import service during the import process. The Vendor Import Log is not accessible in SSIS Worker.



*See the Vendor/Provider Cleanup, Merge and Import in SSIS Fiscal module for more information on Vendor Import.*



*See the V3.8 Design Specifications for Data Interchange to County Accounting System for more information on the import process, codes and details of the Import Log.*