

Checking Vendor Hold Status

If a vendor (including state employees and university students) has a delinquent debt with a state agency or university, the state agency or university must report it to the Texas Comptroller's Office. The vendor is considered to be "on hold" with the state and state agencies and universities may not issue payments to the vendor until the hold is released. See MAPP 05.04.05, Reporting Indebtedness to the State Comptroller: <https://uh.edu/policies/mapps/05-finance-and-accounting/050405/>

The UHS Finance System receives a nightly feed from TINS (the Comptroller's vendor database) that automatically updates the hold status of UHS vendors. If a UHS vendor is on hold with the state, the Open for Ordering box for that vendor will be unchecked (see screen shot below). If a vendor is not on hold or changes from a hold to a non-hold status, the Open for Ordering box will be checked.

Comptroller's Office policy in conjunction with state law requires state agencies and universities to verify a vendor's hold status for local voucher payments over \$500 and for local P-Card purchases over \$500. In addition, we are required to verify a vendor's status prior to signing a written contract that will be paid with local funds. Comptroller's policy: https://fm.xcpa.texas.gov/fm/pubs/purchase/restricted/index.php?section=indebted&page=persons_indebted

The policy does not require the verification for state voucher payments or prior to entering into contracts that will be paid only with state funds since the Comptroller's Office has a mechanism to hold and apply state payments to the vendor's liabilities. Also, this policy does not apply to emergency purchases.

The requirement for verifying vendor hold status on local voucher payments over \$500 is handled by the UHS Finance System, which automatically verifies vendor hold status before issuing payments. The system will not issue a local fund payment to a vendor on hold. Likewise, USAS (the Uniform Statewide Accounting System) will not issue a state fund payment to a vendor on hold. When the hold is released, the local or state fund payment is issued automatically.

The UHS Finance System also does not allow UHS departments to create requisitions for vendors on hold. This is an additional control to prevent POs from being issued to vendors on hold.

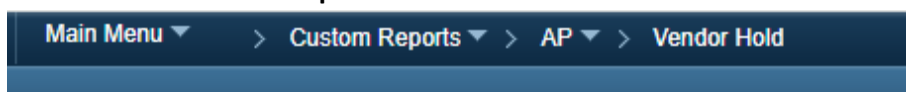
The following matrix shows when departments are required to verify vendor hold status:

Checking Vendor Hold Status

Purchase Method (fund type)	Vendor Hold Status Verification Requirement
Voucher (state and local)	<p>No Verification Required</p> <p>The vendor's hold status is verified automatically before issuing a payment and will not issue payments to vendors on hold.</p>
P-Card (local)	<p><u>Purchases over \$500</u> Verification is Required Prior to Making Purchases.</p> <ul style="list-style-type: none"> • Vendor hold search documentation is required for each transaction meeting this limit to be uploaded with the expense report in the finance System. • Screenshot must include the date and time vendor hold search was conducted. For Searches in PS Finance, you must use the following: a PDF Dynamic Stamp with date and time included, or a Screenshot that includes the desktop date and time from your taskbar. • Verification may occur no earlier than the seventh day before the transaction. • Verification may not occur the date after the transaction is made. • Multiple transactions for the same vendor which in total exceed \$500 on the same day may be reviewed and questioned by state auditors. Per the State Comptroller's guidelines, it is best practice to perform the vendor hold check if cardholders are processing such multiple transactions. <i>E.g. if a cardholder processes conference registration payments for multiple employees in the department (\$500 each), the cardholder would check the vendor hold status of the conference organization and upload the verification document to the finance system. You may perform one vendor hold check and use that check for all of the transactions (provided it is within the required timeframe).</i> • For the vendor hold check, please use the vendor hold tool in PeopleSoft. You must include a PDF document showing the results confirming that there is no hold on the vendor. <p><u>Purchases of \$500 or less</u> No Verification Required</p>
Contract (local)	<p>Verification is Required Prior to Signing the Contract</p> <p>Verification may occur no earlier than seven days before the contract is signed and no later than the date the contract is signed.</p>
Contract (state)	<p>No Verification Required</p> <p>The vendor's hold status is verified automatically before issuing a payment and will not issue payments to vendors on hold.</p>

To determine the vendor's hold status, you can navigate to the Vendor Hold Tool from the main menu using the following path:

Main Menu → Custom Reports → AP → Vendor Hold



Checking Vendor Hold Status

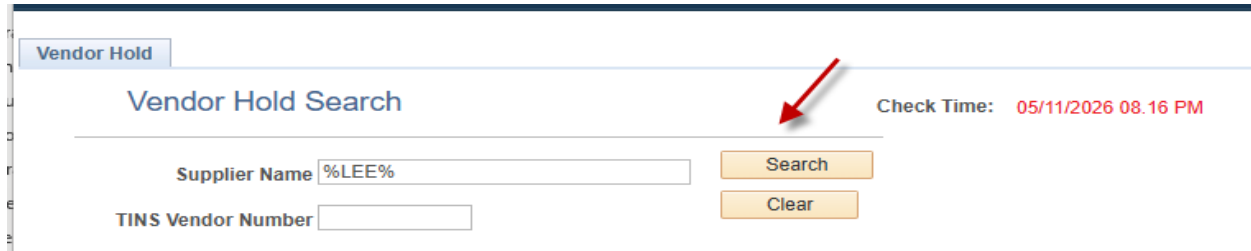
There are two search scenarios:

1. Individual Vendors
2. Business Vendor

Part 1: Individual Vendor

For individual Vendors, we search by Supplier Name (Wildcard) only, please follow the steps below:

- 1) In the **Supplier Name** Field: Enter %Lee% (Use %Last Name% Format)
- 2) Click **“Search”**



Vendor Hold

Vendor Hold Search

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Supplier Name Search

TINS Vendor Number Clear

3) Returned Result:

- The system will return a list of all vendors whose names contain “Lee”. You will see two tables in the results

I. PeopleSoft Table

This table contains all vendors setup in PeopleSoft.

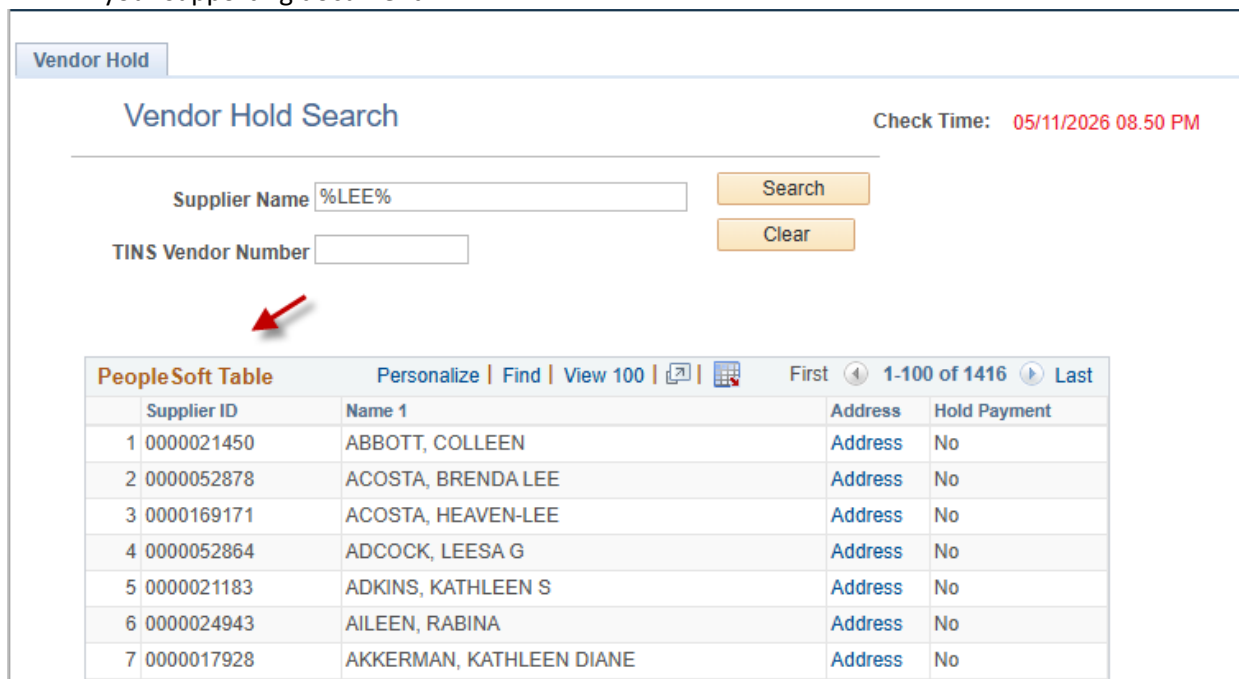
- If vendor has a hold, you will see “Yes” under the “Hold payment” Column;
- If Vendor does not have a hold, you will see “No”

II. State Table

This table contains state hold data for vendor hold records, including vendors set up in PeopleSoft.

- If a vendor appears in the State Table, it means the vendor currently has a hold.

- 4) Once you locate the vendor, you will also be able to see the timestamp at the top right near the search icon. Please save the result as a PDF and highlight the specific vendor you are looking for the vendor hold status for your supporting document.



Vendor Hold

Vendor Hold Search

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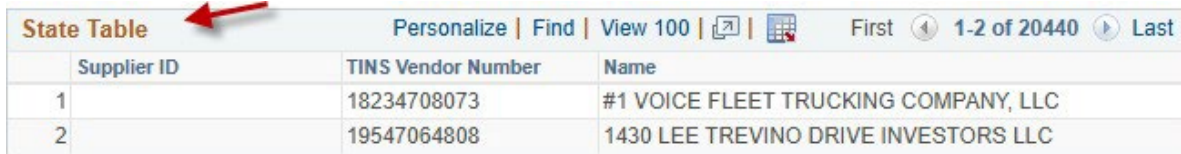
Supplier Name Search

TINS Vendor Number Clear

PeopleSoft Table Personalize | Find | View 100 | First 1-100 of 1416 Last

Supplier ID	Name 1	Address	Hold Payment
1 0000021450	ABBOTT, COLLEEN	Address	No
2 0000052878	ACOSTA, BRENDA LEE	Address	No
3 0000169171	ACOSTA, HEAVEN-LEE	Address	No
4 0000052864	ADCOCK, LEESA G	Address	No
5 0000021183	ADKINS, KATHLEEN S	Address	No
6 0000024943	AILEEN, RABINA	Address	No
7 0000017928	AKKERMAN, KATHLEEN DIANE	Address	No

Checking Vendor Hold Status



State Table			Personalize Find View 100 [Print] [Export]	First [Left Arrow] 1-2 of 20440 [Right Arrow] Last
Supplier ID	TINS Vendor Number	Name		
1	18234708073	#1 VOICE FLEET TRUCKING COMPANY, LLC		
2	19547064808	1430 LEE TREVINO DRIVE INVESTORS LLC		

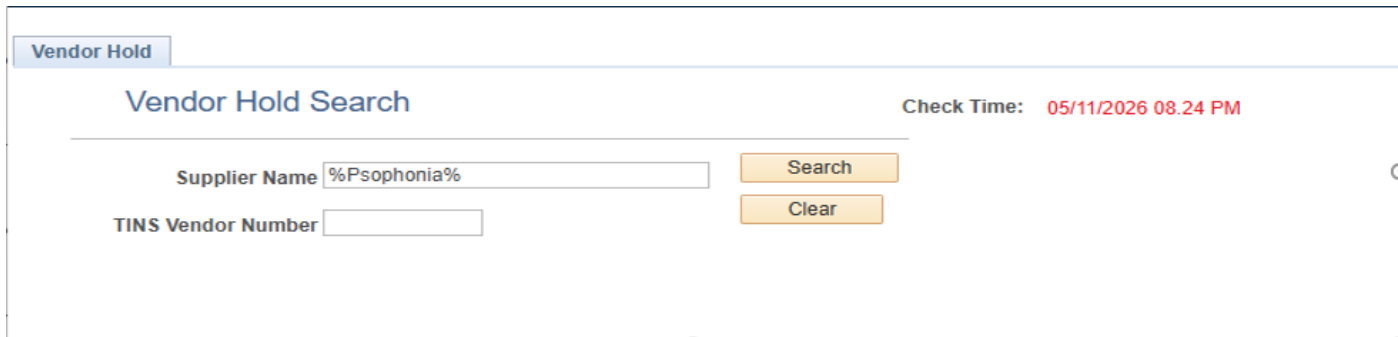
Part 2. Business vendor

There are two ways to search for business vendors.

A. Search by Supplier Name (Wildcard)

Please follow the steps below:

- **Supplier Name:** Enter a partial legal business name: %Psophonia%
- Click **“Search”**



Vendor Hold

Vendor Hold Search

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Supplier Name

TINS Vendor Number

- The system will return a list of all vendors whose names contain “Psophonia”. You will see two tables in the results:

I. PeopleSoft Table

This table contains all vendors setup in PeopleSoft.

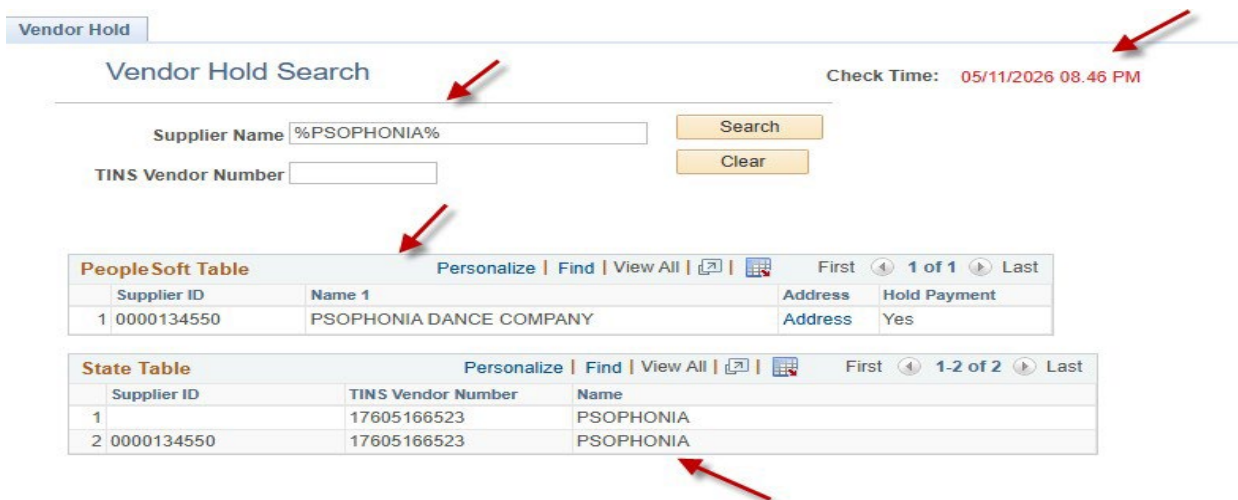
- If vendor has a hold, you will see “Yes” under the “Hold payment” Column;
- If Vendor does not have a hold, you will see “No.”

II. State Table

This table contains state hold data for vendor hold records, including vendors set up in PeopleSoft.

- If a vendor appears in the State Table, it means the vendor currently has a hold.

- Once you locate the vendor, you will also be able to see the timestamp at the top right near the search icon.
Please save the result as a PDF and highlight the specific vendor you are looking for the vendor hold status for your supporting document.



Vendor Hold

Vendor Hold Search

Check Time: 05/11/2026 08.46 PM

Supplier Name

TINS Vendor Number

PeopleSoft Table					Personalize Find View All [Print] [Export]	First [Left Arrow] 1 of 1 [Right Arrow] Last
Supplier ID	Name 1	Address	Hold Payment			
1 0000134550	PSOPHONIA DANCE COMPANY	Address	Yes			

State Table			Personalize Find View All [Print] [Export]	First [Left Arrow] 1-2 of 2 [Right Arrow] Last
Supplier ID	TINS Vendor Number	Name		
1	17605166523	PSOPHONIA		
2 0000134550	17605166523	PSOPHONIA		

Checking Vendor Hold Status

B. Search by TINS Vendor Number (Wildcard)

- **TINs Vendor Number:** Enter a partial TINS (Tax Identification Number) number: %60516652%
- Click “Search”

Vendor Hold

Vendor Hold Search Check Time: 05/11/2026 08.51 PM

Supplier Name

TINS Vendor Number

- The system will return a list of all vendors whose TINS contain “60516652”. You will see the two tables in the results

I. PeopleSoft Table

This table contains all vendors setup in PeopleSoft.

- If vendor has a hold, you will see “Yes” under the “Hold payment” Column;
- If Vendor does not have a hold, you will see “No.”

II. State Table

This table contains state hold data for vendor hold records, including vendors set up in PeopleSoft.

- If a vendor appears in the State Table, it means the vendor currently has a hold.
- Once you locate the vendor, you will also be able to see the timestamp at the top right near the search icon.
Please save the result as a PDF and highlight the specific vendor you are looking for the vendor hold status for your supporting document.

Vendor Hold

Vendor Hold Search Check Time: 05/11/2026 08.52 PM

Supplier Name

TINS Vendor Number

PeopleSoft Table Personalize | Find | View All | First 1 of 1 Last

Supplier ID	Name 1	Address	Hold Payment
1 0000134550	PSOPHONIA DANCE COMPANY	Address	Yes

State Table Personalize | Find | View All | First 1-2 of 2 Last

Supplier ID	TINS Vendor Number	Name
1	17605166523	PSOPHONIA
2 0000134550	17605166523	PSOPHONIA

Note: If you are experiencing issues, please reach out P-Card team at ap@uh.edu.