

Client Vendor File Conversion Overview

As part of the 3% federal withholding law implementation and ongoing efforts to improve data integrity in the FLAIR vendor files, DFS intends to eliminate the FLAIR Client Vendor (VC) File and migrate to a single Statewide Vendor File (SWVF) for the State of Florida. Additional information related to this conversion can be found on the following website:
<http://www.myfloridacfo.com/aadir/FLAIRClientFileConversion.htm>.

I. Conversion Process

This section provides an overview of the conversion process for automatically converting applicable client records to the Statewide Vendor File and shutting down the Client Vendor File for each Agency.

Please note that an Agency may elect to manually convert their records and request removal of access to the VC file at any time after implementation of new fields and edits in the SWVF in January 2011.

November 1, 2010

DFS will perform an automatic marking of applicable client vendor records to a “deleted” status. A client vendor record will be selected for deletion if the record has not been used in a Departmental FLAIR transaction in the last 12 months or is not currently being used on a record in the following FLAIR Subsidiary files: Receivables, Encumbrances, and Payables.

November 4, 2010

DFS will provide Agencies with a file format that User’s can use to add data for the required fields in the Statewide Vendor file that are not available in the Client Vendor File.

DFS will provide Agencies with procedures and applicable edits for adding records to the Statewide Vendor File that will be implemented in January 2011.

November 2010 – January 2011

Each Agency will need to review and update active records in the Client Vendor File to ensure each record has the following:

- Vendor name
- Short Vendor Name
- Accurate Mailing Address (address, city, state, and zip)

Each Agency will need to prepare a file that contains the additional data for each Client Vendor record that is to be converted to the Statewide Vendor File. The required fields in the conversion file are as follows:

- OLO
- Assigned Prefix (F, S, or N)
- Vendor Client ID to be converted
- Confidential Indicator (Y or N)

- Payee Indicator (Y or N)
- Phone Number
- Minority Code (non-certified)

The following conversion edits need to be considered during the Agency's VC clean-up exercise:

- **Payee Indicator** – A client vendor record should be marked as a payee if the individual, business, or other entity is receiving a payment that is **not associated with** the receipt of commodities and services.
- **Country Field** - Any client record with data in the country field will not convert. Agencies will need to send the Payee information to statewidevendorfile@myfloridacfo.com and DFS will manually add these records to the Statewide Vendor File.
- **Matching Vendor Numbers** – Any client vendor number that matches an existing number in the Statewide Vendor File will not be converted and will be displayed on an error report. Agencies will have to add these records manually after the conversion.
- **“N” Numbers** – Any client vendor number that is not an actual FEIN or SSN, must be assigned an “N” prefix. During the conversion process, FLAIR will automatically assign a sequential number to each record with an “N” prefix.
- **EFT Records** - Any Client Vendor record that changes either the Client Vendor Name or Vendor Number and is associated with an EFT Authorization will no longer be valid for EFT payments. To reestablish EFT payments for the Payee in the Statewide Vendor File, a new EFT Authorization request will need to be submitted to the EFT Section at DFS reflecting the change in either Vendor Name or Vendor Number. Please see the EFT Vendor website at http://www.myfloridacfo.com/aadir/direct_deposit_web/Vendors.htm

January 2011

DFS will implement new fields and edits for the Statewide Vendor File.

Each Agency will need to submit a date in February for their conversion to the Statewide Vendor File. Requests for a conversion date should be sent to statewidevendorfile@myfloridacfo.com.

February 2011

Each Agency that has elected to automatically convert their Client Vendor File will transmit the conversion file to DFS on the approved conversion date.

DFS will provide each agency with an error report for any records that failed the conversion edits and a conversion report that lists all the records added to the Statewide Vendor File.

Each Agency will be responsible for addressing any records that are reported as failing conversion edits.

DFS will remove update access to VC file two days after the agency converts. Agencies will have inquiry access for six months.

Thirty days after an Agency’s conversion, all Clients on the Vendor Client file will be marked for deletion.

July 31, 2011

DFS will remove Agencies access to the VC, purge all vendor client records in a “D” status and sunset the VC file.

II. Client Record - Data Field Analysis for Conversion

FIELDS CONVERTING

Data from these fields will automatically be converted from VC to Statewide Vendor File.

Field Name	Conversion Rule
Vendor Number	Actual FEIN or SSN will need to be provided. If the number is not an actual FEIN or SSN, the record should be assigned an “N” prefix and a new number will be assigned during the conversion process. Vendor starting with a prefix of “F” cannot start with 00. Vendor starting with prefix of “S” cannot start with 0000. All digits cannot be the same.
Vendor Name 1 and 2*	The name that needs to be printed on the warrant. Each field contains 31 alphanumeric characters
Short Name	Vendor name up to 16 alphanumeric characters may use abbreviations. This is printed only on agency reports.
Street Address 1, 2 and 3*	Each line contains 31 alphanumeric characters. This address will be purchasing and remittance address once moved to statewide vendor file.
City / State / Zip Code*	Vendor’s city, state, and zip code is required Note – Zip Code cannot contain 5 leading zeros.

* Note: The combination of Vendor Name 1, Vendor Name 2, Address Lines 1 – 3, and City, State, Zip cannot exceed a total of 5 lines.

FIELDS NOT CONVERTING

Data from these fields will not be converted to Statewide Vendor File.

Field Name	Conversion Rule
Org Code	N/A
Other Identification Number	N/A
Description	N/A

NEW FIELDS REQUIRED FOR STATEWIDE VENDOR FILE

Agencies will be required to provide data for these fields for conversion.

Field Name	Conversion Rule
Assigned Prefix	Vendor will either have F, S, or N for assigned prefix. F=FEIN, federal employer identification number, S=SSN, social security number, N=Other. Agency must determine which prefix is correct for each vendor that will be converting.
Confidential Indicator	Y or N. Y=Yes this is a confidential vendor, or N=No this is not a confidential vendor. Vendors designated as confidential will only be seen or used by the agency (OLO) that added the vendor.
Payee Indicator	Y or N. Y=Yes, this vendor is considered a payee. N=No, these vendors are not considered a payee. A payee is an individual, business, or other entity receiving a payment that is not associated with the receipt of commodities and services by the State.
Phone Number	This is a required field in the statewide vendor file. In order for agency to contact vendor in case of discrepancy with vendor information. Note – Area code and prefix cannot be all zeros.
Minority Code	Agency must provide a non-certified minority code