

Agency Supplier Record

Agency Supplier records are required for agencies to receive warrant, ACH or wire payments. If an agency **only receives payments via credit card**, an agency Supplier record is not needed in Florida PALM.

SharePoint Navigation:

Florida PALM Workbook for (Agency) > Inventories > Configuration Workbook Inventory > Disbursements Management (DM)

Agency Supplier Record

Forms Connections Dynamic View

(Task 657-A) DEMO Supplier Record

Grid Filter

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Figure 1: Agency Supplier Record Worksheet in Smartsheet

Agency Supplier Record Value Definition

Agency Tax Identification Number (TIN), address, and Location values are required to create an agency Supplier record in Florida PALM. Supplier records are used in Florida PALM to create transactions that ultimately result in payments to the Supplier. The Supplier ID is required when creating vouchers.

A Supplier record must be established for each unique TIN where the agency needs to receive payments for:

- special handling that cannot be processed within the Inter/IntraUnit module,
- SPIA payments, or
- revolving fund replenishments.

Business Process and Subprocess

The Agency Supplier Record configuration supports the following business processes and subprocesses:

Table 1: Business Processes and Subprocesses

Business Process	Business Subprocess
30.1 Set Up and Maintain Suppliers	30.1.1 Add/Update Suppliers Online 30.1.5 Manage Supplier Payment Method and Banks
30.3 Enter and Process Vouchers	30.3.1 Process Vouchers 30.3.1 Review and Approve Vouchers 30.3.5 Enterprise Process Vouchers
30.4 Process Payments	30.4.1 Process Pay Cycle 30.4.2 Process Warrant Payments
30.5 Manage Payments	30.5.2 Manage ACH/EFT Notifications 30.5.4 Cancel and Reissue Payments

Business Process	Business Subprocess
80.2 Monitor and Manage Fund Cash	80.2.6 Manage Revolving Funds

Agency Supplier Record Value Purpose and Use

The Agency Supplier Record task is important for the creation of agency Supplier records in Florida PALM so that unique Supplier IDs can be associated to each unique TIN for the processing of special handling payments, such as warrants where the Inter/IntraUnit Module cannot be leveraged, SPIA, and revolving fund replenishments, as needed. The agency's Supplier records must be set up with the appropriate information for vouchers and payments to be processed.

Failure to complete the <Agency> Supplier Record worksheet will result in Agency Supplier Records not being established in Florida PALM.

Agency Supplier Record Design Details

The following design considerations are applied when defining an Agency Supplier Record in Florida PALM:

- Supplier ID is a required field on vouchers.
- Supplier ID is a system generated value for each unique TIN.
- Agency Supplier records are being created with the information that is being collected within the Agency Supplier Record worksheet.
- Agencies that need to receive or process special handling payments, outside of the Inter/IntraUnit module will need a Supplier ID.
- There may be some agencies who **only** receive credit card payments that do not need a Supplier ID for payment purposes.
- Agencies can have multiple Locations associated to each Supplier ID. A Location record is the unique combination of Location Name, Location Type, and Payment Method.
- There can only be one MAIN Location Type / Location Name per TIN.
- Agencies can have multiple addresses associated to each Supplier ID, but a Location can only have one associated address.
- SPIA and Revolving Fund Locations have specific prefixes that are required for identification and system logic purposes.
- Special characters should not be included in the Supplier Name, Supplier Short Name or Location Name.
- Addresses should only be provided for payment purposes.

Assumptions

The following assumptions are considered when defining an Agency Supplier Record:

- Agencies have at least one TIN for payment purposes, excluding credit card payments.
 - If an agency does not have a TIN for payment purposes, an Agency Supplier Record is not needed.
- Agency supplier records will not be marked as confidential.
- The Department of Financial Services (DFS), Division of Accounting and Auditing (A&A), will approve all supplier records including TINs and Locations.

- DFS Division of Treasury will be included in the approval of Supplier records where there is a SPIA or WIRE Location Type or WIR Payment Method.
- Agencies that need to receive payments via warrant (check) will need to have one MAIN Location set up with the CHK Payment Method selected.
- There will be a separate work effort to collect the bank account information associated with ACH Locations, and prenoting will be done, if it the bank account has not already been prenoted in FLAIR, before go-live.
- Bank information will not be collected for WIRE Locations. Wire payments are not processed in Florida PALM, but the voucher records the accounting for the transaction. Treasury will continue to process wire transactions outside of Florida PALM.

Configuration Field Details

Agencies must provide the following agency Supplier-related values as listed in the Agency Supplier Record worksheet in Smartsheet.

Table 2: Agency Supplier Record Field Details

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
SetID	Value used in Florida PALM to define setup data. It allows the sharing of common setup data across business units or specific to business unit.	Required	Alphanumeric	5	Project Provided
TIN	TIN associated to the agency for payment purposes, excluding credit card payments.	Required	Numeric	9	Agency Provided
Supplier Name	The Supplier Name should be the agency name. This is the name that will appear on payments.	Required	Character	40	Agency Provided
Supplier Short Name	This field is informational only and is used for searching Supplier records online in Florida PALM and can be included in reports.	Required	Character	10	Project Provided
Agency Provided Supplier Short Name	This field is informational only and is used for searching Supplier records online	Optional	Character	10	Agency Provided

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
	in Florida PALM and can be included in reports. Provide the desired Supplier Short Name here if other than the auto-generated value in the Supplier Short Name column.				
Agency Location	“Yes” or “No” drop-down column used to determine if Location detail fields are required for the Supplier address provided.	Required	Character	3	Agency Indicated
Location Name	A unique identifier that is selected on vouchers to provide the Payment Method and Address for payment purposes.	Required (based on prior column dependency)	Character	10	Agency Provided
Location Description	Additional information to further describe the Location. This field is informational only and is not visible on vouchers.	Required (based on prior column dependency)	Character	30	Agency Provided
Location Type	Identifies the type of the Location record (i.e., ACH, MAIN, SPIA, RevFund, or WIRE).	Required (based on prior column dependency)	Character	7	Agency Specified
Payment Method	Determines the way in which the payment will be received (ACH, CHK (warrant), or WIR (wire)).	Required (based on prior column dependency)	Character	3	Agency Specified
Country	The country for the agency Address.	Required	Character	3	Agency Provided
Address 1	The first line, street or PO Box details, of the agency’s Address. “Attention: <Business Area Name>” can be	Required	Character	55	Agency Provided

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
	used in Address 1 field if this value is needed on the payment.				
Address 2	The second line, street or PO Box details, of the agency Address. If “Attention: <Business Area Name>” is provided in Address 1 field, then Address 2 field is required and must include the street or PO Box address details for the agency Address.	Conditionally Required	Character	55	Agency Provided
Address 3	The third line, street or PO Box details of the agency Address.	Optional	Character	55	Agency Provided
Address 4	The fourth line of the agency Address. <i>Address 4 is used for foreign addresses only.</i>	Optional	Character	55	Agency Provided
County	The county of the agency Address.	Optional	Character	30	Agency Provided
City	The city of the agency Address.	Required	Character	30	Agency Provided
State	The state of the agency Address.	Required	Character	2	Agency Provided
Postal	The postal zip code of the agency Address.	Required	Character	12	Agency Provided
Comments	Agency comments.	Optional	Character	254	Agency Provided

Agency Supplier Record Page(s)

The following provides an example of the Supplier record page where the Supplier ID values will be set up in Florida PALM.

FloridaPALM

Summary **Identifying Information** Address Contacts Location Custom

SetID STATE
Supplier ID 0000001016
*Supplier Short Name TD BANK NA TD BANK NA-001
*Classification Supplier
HCM Class
*Persistence Regular
*Supplier Status Approved

*Supplier Name TD Bank NA
Additional Name
☐ Withholding
☒ Open For Ordering
☐ VAT Registration
*Supplier Audit Default
☐ Supplier Audit

Attachments (0) Profile Qu

Supplier Relationships
☐ Corporate Supplier
Corporate SetID STATE
Corporate Supplier ID 0000001016
TD Bank NA
☐ InterUnit Supplier
InterUnit Supplier ID
Supplier Hierarchy Supplier

Create Bill-To Customer
☐ Create Bill To Customer

► **Supplier Rating**
► **Supplier Logo**

Additional ID Numbers
Customer SetID STATE Customer ID Our Customer Number
ID Numbers Personalize Find View All First 1 of 1 Last ISO and SEPA Information
Type SetID ID Number DUNS Number
TIN 010137770

Figure 2: Supplier Record, Identifying Information tab, Additional ID Numbers, TIN

The following provides an example of the Supplier record page where the address values will be set up in Florida PALM.

FloridaPALM Suppliers Search

Summary Identifying Information **Address** Contacts Location Custom

SetID STATE Supplier Address Search
Supplier ID 0000001016 Short Supplier Name TD BANK NA-001 Supplier TD Bank NA

Supplier Address Find | View 1 First 1-3 of 3 Last

Address ID 1
Description MAIN

Details Find | View All First 1 of 1 Last

Effective Date 02/25/2022 Effective Status Active

Country USA United States
Address 1 PO BOX 1377
Address 2
Address 3
City Lewiston
County Postal 42431
State ME Maine

Figure 3: Supplier Record, Address tab, Supplier Address Details

The following provides an example of the Supplier record page where the Location Name and Location Description values will be set up in Florida PALM.

FloridaPALM Suppliers

Summary Identifying Information Address Contacts **Location** Custom

SetID STATE
Supplier ID 0000001016 Short Supplier Name TD BANK NA-001 Supplier TD Bank NA

A supplier location is a default set of rules which define how you conduct business with a supplier.

Location Find | View All First 1 of 1 Last

*Location MAIN ☒ Default RTV Fees Attachments (0)

Description MAIN

Details Find | View All First 1 of 1 Last

*Effective Date 02/25/2022 Effective Status Active

Expand All Collapse All

Options **Payables** Procurement Sales/Use Tax 1099

Figure 4: Supplier Record, Location tab, Location Name, Location Description, Payables link

The following provides an example of the Supplier record page where the Location Address values will be set up in Florida PALM.

Payables Options	
SetID STATE	Location MAIN
Supplier ID 0000001016	Description MAIN
Short Supplier Name TD BANK NA TD BANK NA-001	
Supplier Name TD Bank NA	<input type="button" value="Expand All"/> <input type="button" value="Collapse All"/>
Invoicing	
Supplier 0000001016	TD Bank NA
Address <input type="text" value="1"/>	MAIN
<input type="button" value="Search"/>	PO BOX 1377
	Lewiston, ME 42431
Location MAIN	MAIN
Remitting	
*Supplier <input type="text" value="0000001016"/>	<input type="button" value="Q"/> TD Bank NA
*Address <input type="text" value="1"/>	MAIN
<input type="button" value="Search"/>	PO BOX 1377
	Lewiston, ME 42431
*Location <input type="text" value="MAIN"/>	<input type="button" value="Q"/> MAIN

Figure 5: Supplier Record, Location tab, Payables Options, Remitting Address

Worksheet Instructions

The below information provides detailed instructions on how to complete the *Agency Supplier Record* worksheet in Smartsheet.

Task Completion Requirement: For this task (RW Task 657-A) to be considered complete, it is necessary that you follow all steps listed below to ensure you have provided the appropriate values.

Complete the following for each Agency Supplier Record configuration:

1. Supplier ID
 - a. TIN
 - i. Provide all TINs associated to the agency for payment purposes, excluding credit card payments. If a TIN can accept multiple payment methods (e.g., ACH and warrant) or has multiple addresses, add a row for each combination, duplicating the TIN value on each row as applicable. Each unique TIN will have a unique Supplier ID created in Florida PALM.
 - ii. If the 9-character maximum field limit is exceeded, the cell will turn red and remain red until corrected.
 - iii. If your agency needs help determining the appropriate TIN to associate to each Location, please reach out to DFS A&A for guidance: DFSFinancialEd@MyFloridaCFO.com.
 - b. Supplier Name
 - i. Provide the agency Supplier Name value that will appear on payments (Example: Department of Financial Services, DFS, Finance).

- ii. If the 40-character maximum field limit is exceeded, the cell will turn red and remain red until corrected.
 - c. Supplier Short Name
 - i. Review the Supplier Short Name value, which uses the first 10 characters of the *Supplier Name* column value. This field is informational only and does not appear on the payment. The Supplier Short Name is used for reporting and online searching in Florida PALM.
 - d. Agency Provided Supplier Short Name
 - i. Provide a Supplier Short Name, optionally, that should be associated with the Agency Supplier Record, if other than the auto-generated value in the *Supplier Short Name* column.
 - ii. If the 10-character maximum field limit is exceeded, the cell will turn red and remain red until corrected.
 - 2. Agency Location
 - a. Select "Yes" from the available drop-down for each Agency Supplier Record to specify the Location information for the associated TIN.
 - i. Location Name
 - 1. Provide a unique value in the *Location Name* column for the agency Location. It should be a value that is easily identifiable for users to select the appropriate Location on a voucher for payment purposes.
 - a. Location Naming Conventions
- | Location Type | Location Name |
|---------------|---|
| ACH | Must equal "ACH" |
| MAIN | Must equal "MAIN". |
| SPIA | Must begin with "SPIA", followed by the last 5 digits of the Fund number. |
| RevFund | Must begin with "RF", followed by 8 characters of the agency's choosing. Agencies should select characters that will easily identify the appropriate revolving fund location if there is more than one within the Agency Supplier Record. |
| WIRE | Must equal "WIRE". |
- b. There can only be one ACH, MAIN, and WIRE Location Type per Supplier ID.
 - 2. If the 10-character maximum field limit is exceeded for the Location Name, the cell will turn red and remain red until corrected.
 - ii. Location Description
 - 1. Provide the Location Description to further define the Location. This field is informational only and is not visible on vouchers.
 - a. For Agency Supplier Records with a Location Type of "MAIN", the Location Description should also be "MAIN".
 - b. There can only be one MAIN Location Type per TIN.
 - 2. If the 30-character maximum field limit is exceeded, the cell will turn red and remain red until corrected.

iii. Location Type

1. Select the Location Type value, which identifies the type of payment that will be processed, from the available drop-down.
 - a. ACH – Can only have a payment method of ACH.
 - b. MAIN – Can only have a payment method of CHK.
 - c. SPIA – Can only have a payment method of ACH or WIR, as approved by Treasury.
 - d. RevFund – Can only have a payment method of ACH.
 - e. WIRE – Can only have a payment method of WIR.

iv. Payment Method

1. Select the Payment Method value, which determines how the payment will be received, from the available drop-down (i.e., ACH, CHK, WIR).
 - a. If another Payment Method is needed, please reach out to DFS A&A for guidance: DFSFinancialEd@MyFloridaCFO.com.
- b. Select “No” from the available drop-down for each address that is not to be associated with a Location (i.e., can be selected for use with any Location or Payment Method on a voucher).
 - i. If “No” is selected, the *Location Name*, *Location Description*, *Location Type*, and *Payment Method* columns will turn grey as they are not required and should be left blank.

3. Address

- a. Country
 - i. Provide the 3-character country code for the agency address (Example: “USA”).
 - ii. If the 3-character maximum field limit is exceeded, the cell will turn red and remain red until corrected.
- b. Address 1
 - i. Provide the first line, street or PO Box details, for the agency address.
 - ii. Address 1 can include “Attention: <Business Area Name>” if this value is needed on the payment.
 - iii. If the 55-character maximum field limit is exceeded, the cell will turn red and remain red until corrected.
- c. Address 2
 - i. Provide the second line, street or PO Box details, for the agency remit to address.
 - ii. If Address 1 includes “Attention: <Business Area Name>”, then Address 2 is required must include the street or PO Box details for the agency address.
 - iii. If Address 1 contains street or PO Box details, then Address 2 is an optional field.
 - iv. If the 55-character maximum field limit is exceeded, the cell will turn red and remain red until corrected.
- d. Address 3
 - i. Provide the third line, if any, street or PO Box details, for the agency remit to address.

- ii. If the 55-character maximum field limit is exceeded, the cell will turn red and remain red until corrected.
 - e. Address 4
 - i. A value should only be provided here if the Country is populated with a value other than USA and Address 4 is needed. This field is only used for foreign addresses in Florida PALM.
 - ii. If the 55-character maximum field limit is exceeded, the cell will turn red and remain red until corrected.
 - f. County
 - i. Provide the County for the agency address.
 - ii. If the 30-character maximum field limit is exceeded, the cell will turn red and remain red until corrected.
 - g. City
 - i. Provide the City for the agency address.
 - ii. If the 30-character maximum field limit is exceeded, the cell will turn red and remain red until corrected.
 - h. State
 - i. Provide the State code for the agency address (Example: "FL").
 - ii. If the 2-character maximum field limit is exceeded, the cell will turn red and remain red until corrected.
 - i. Postal Code
 - i. Provide the postal zip code for the agency address.
 - ii. If the 12-character maximum field limit is exceeded, the cell will turn red and remain red until corrected.
4. Review and correct any errors identified with conditional formatting.

Use the Comments field, optionally, for your internal purposes or to provide additional information that needs to be considered for your Agency Supplier Record.