

**AP/PO Module Workgroup Session 1 Outline**  
**September 21, 2021**

Discussion points are listed below by when they occurred during the presentation. To review a particular discussion, navigate within the recording to the time listed next to the topic.

**Introduction – recording time 4:20 – 12:50 minutes**

Global changes are being made to all Standardized Business Process Models. The updated drafts are located in Meetings and Workshops sessions.

1. Module names added to the flow and narrative
2. RICEFW ID numbers have been added to
  1. Interfaces (flows and narrative) and
  2. Reports (narrative only)
  3. Forms (flows and narrative)
  4. Workflows (flows and narrative)
3. Report names have been updated to match RICEFW and Reports Catalog
4. Interface names have been updated to match RICEFW and Catalog of Interface Offerings
5. Tables have been added to the narrative to display items related to the business process:
  1. Conversions
  2. Interfaces
  3. Forms
  4. Workflows
  5. Agency Configurations
6. Screenshots have been added to the narrative to show Florida PALM screens and fields relative to specific business subprocesses (not all subprocesses have screenshots included)

**30.1 Business Process Modules – recording time 12:50 – 52.58 minutes**

- 30.1 Set up and Maintain Suppliers Flows/Narratives **12:50**
- 30.1.1 Add and Update Suppliers **20:45**
- 30.1.2 Import Suppliers **27:09**
- 30.1.3 Perform TIN Match **40:15**
- 30.1.4 Manage Supplier Flags and Holes **45:18**
- 30.1.5 Manage Supplier Banks **50:06**

**30.1 Related Interfaces – recording time 53:00-1:00:29 minutes**

- Catalog of Interface Offerings
  - API001 Inbound Interface for Treasury Offset Program **55:04**
  - API015 Inbound Supplier Load **55:25**
  - API016 Inbound W-9 Systems Updates **55:55**
  - API019 Outbound W-9 System Data **55:55**
  - API020 Outbound Supplier Data **56:11**
  - API021 Outbound Authorized Bank Titles **57:36**
  - API026 Inbound DOR Supplier Levy Flag **58:07**
  - API109 Outbound Supplier Crosswalk **58:16**

**30.1 Related Reports – recording time 1:00:40-1:08:29 minutes**

- Reports Catalog
  - R1 – R4 **1:02:34**
  - R6 – R10 **1:03:45**
  - R10 – R11 **1:04:51**
  - R12 – R13 **1:05:17**
  - R14 -R18 **1:05:53**
  - R19 **1:06:41**

**30.1 Related Conversions – recording time 1:08:35-1:12:03 minutes**

- Catalog of Conversion Offerings
  - APC001 **1:08:58**
  - APC003 **1:09:44**

**30.2 Business Process Modules – recording time 1:12-1:44:50 minutes**

- 30.2 Create and Maintain Encumbrances Process Overview
- 30.2.1 Create and Maintain Encumbrances Changes **1:12:25**
- 30.2.2 Monitor Encumbrances **1:41:48**

**30.2 Related Interfaces – recording time 1:45:00-1:54:12 minutes**

- Catalog of Interface Offerings
  - POI002 Inbound Encumbrance Load
  - POI003 Inbound Encumbrance Web Service
  - POI001 Outbound Encumbrance Extract

**30.2 Related Reports – recording time 1:54:41-1:56:35 minutes**

- Reports Catalog
  - R1 – R4
  - R5 – R6

**30.2 Related Conversions – recording time 1:56:40-1:57:23 minutes**

- Catalog of Conversion Offerings
  - POC001