30.1 Set Up and Maintain Suppliers

Department of Financial Services

Date: 1/24/2022

Revision: 2.1

Revision History

Version	Date	Revision Notes
1.0	07/30/2019	Accepted Version
2.0	01/06/2020	Updates related to interim, extension, or chart of account changes.
2.1	01/24/2022	Updates per Financials Wave Module Workgroup Sessions

Table of Contents

General Information

This document describes and depicts the process steps and supporting information for the identified State of Florida financial management business process. This information should be read in conjunction with the Business Process Flow Diagrams.

The Dependencies and Constraints section describes any conditions or criteria that impact how or when the business process should be executed. These could be set within Florida PALM or from external sources (i.e., Law or Rule).

The Business Process Overview section summarizes the business process and provides context for understanding the objectives and desired outcomes of the described business process.

Within the Business Process Flow Details section, included for each process step are:

- **Process Step ID** – A unique number assigned to each process step, which corresponds to the Business Process Flow Diagram
- **Process Step Title** – A short description assigned to each process step, which corresponds to the Business Process Flow Diagram
- **Description of Process** – A detailed narrative description of the process step, which provides additional information and context for understanding the process step

Florida PALM screenshots are included within the sections following the Business Process Flow Diagrams to allow connections to be made from specific business subprocess steps to screens within Florida PALM.

Also described below are the Ledger Impacts, Interfaces, and Key Reports, which are displayed as icons on the Business Process Flow Diagrams. Ledger impacts describe where there is an update to one of the ledgers used to track activity for accounting, budget management, or financial reporting purposes. Key Reports describe where a report is identified to be produced at a particular process step or is used to support the completion of a process step. Interface IDs are provided for each interface identified on the Business Process Flow Diagrams.

Tables are included to identify the Conversions, Forms, Workflows, and Agency Configurations related to this Business Process. These items may not be included within the Business Flow Diagrams, however, these items are important elements of each Business Process as a whole.

Finally, included in the Terminology section are definitions of terms to help the reader to better understand the document. These are terms that are used within this document that may be new or that require a description for common understanding.

Dependencies and Constraints

- External inputs must be in sync with Florida PALM required field values.
- Configuration of the Supplier Approval Workflow is required.
- All suppliers that are 1099-applicable must have a valid Tax Identification Number (TIN) match to receive payments.
- All errors resulting from a load process must be fixed in the source system.
- Suppliers are interfaced to Florida PALM from agency business systems.
- Supplier additions and updates are initiated in Florida PALM.
- All supplier edits/controls are managed in Florida PALM.

- Florida PALM handles prenote functionality.
- Florida PALM validates EFT prenotes and provides the prenote status and retiree supplier additions and/or updates to FRS.
- PCard Merchants are not maintained within the Florida PALM Supplier File.

Business Process Overview

The Set Up and Maintain Suppliers business process is within the Disbursements Management (DM) business process grouping. DM includes a collection of business processes that:

- Manage supplier information, including demographic and payment information for tax withholding and reporting purposes;
- Support the disbursement process for State obligations from encumbrance through payment request, payment creation, and escheatment; and
- Perform month-end and year-end closing activities.

The Set Up and Maintain Suppliers business process encompasses all activities that are required to set up and use a supplier record including adding a new supplier record or requesting updates to an existing record, validating a supplier TIN, marking a supplier as confidential, and intercepting a supplier payment for various business events.

The business subprocesses included are:

- 30.1.1 – Add and Update Suppliers Online
- 30.1.2 – Import Suppliers
- 30.1.3 – Perform TIN Match
- 30.1.4 – Manage Supplier Flags and Holds
- 30.1.5 – Manage Supplier Banks

In Florida PALM, all payees are called suppliers (also known as vendors). This includes retirees, payroll suppliers, and employees. Supplier records must be established prior to receiving payments, except when using a Single Payment Supplier. Florida PALM provides a process for receiving supplier information from agency business systems and enterprise systems like MyFloridaMarketPlace (MFMP) and People First to import or manually record suppliers into Florida PALM.

Supplier records consist of the following structure:

- Supplier Information – General information pertaining to the supplier is stored and displayed, such as the supplier name, Payment Alternate Name, TIN, and supplier classification;
- Address – Florida PALM maintains one or more addresses for each supplier;
- Contact – Florida PALM maintains one or more contacts for each supplier; and
- Supplier Location – Defines how to conduct business with a supplier. Supplier location contains information such as payment terms, withholding configuration, payment method, and bank account details.

A supplier record may be placed on hold to intercept payments. These holds result from matches to the Office of Foreign Assets Control (OFAC) sanctions list, the Federal Treasury Offset Program (TOP) accounts, or other reasons, such as if the supplier is barred from doing business with the State of Florida or if the supplier does not have a valid TIN match. In such cases,

payments resulting from outstanding or new vouchers are not processed for disbursement until the hold is released.

Business Process Flow Details

The tables below describe steps in each business subprocess as reflected on the Business Process Flow Diagrams. The tables also reflect information associated with each step describing the intent of the specific process.

The Business Process Flow Diagrams use horizontal swim lanes to depict where activities are performed by different parties or systems. Each swim lane is titled with a role, either agency-based or within the Department of Financial Services (DFS), and in some cases, are representative of an external entity or system. The swim lanes may change from page to page within a single business subprocess as more or fewer roles are required to execute sections of the business subprocess. Optionally, the process flow diagram may reflect vertical swim lanes to further designate information such as systems or time intervals.

30.1.1 – Add and Update Suppliers Online

Table 1: Add and Update Suppliers Online

30.1.1 – Add and Update Suppliers Online	
Module	**Accounts Payable**
Related Modules(s)	**N/A**
Swim Lanes – Definition	**Agency AP Supplier Processor:** agency role responsible for adding and updating suppliers **DFS AP Supplier Approver:** DFS role responsible for approving suppliers **DFS AP Supplier Processor:** DFS role responsible for adding and updating suppliers

Process Step ID	Process Step Title	Description of Process
1	Identify Need for Supplier Add/Update	The Agency AP Supplier Processor determines a need to establish a new supplier or edit an existing supplier record.
2	Search Supplier Records	The Agency AP Supplier Processor queries Florida PALM to confirm the supplier record does not already exist. Florida PALM allows the ability to search by Supplier ID, supplier name, and short supplier name. The Review Supplier screen is available for searching by supplier TIN or other available fields from the supplier record. The Supplier Detail and Duplicate Supplier reports are available for review.
3	Enter Supplier Registration	If the supplier does not already exist, the Agency AP Supplier Processor enters the necessary information in the Supplier Registration Form to request to create the supplier record, such as name, addresses, contacts, and supplier location, and attaches any supporting documents, if needed.
4	Notify Supplier to Enter/Update W-9 Information	If needed, the Agency AP Supplier Processor must notify the supplier to add or edit the necessary W-9 information into the State of Florida Vendor Website (W-9 System) which is then

Process Step ID	Process Step Title	Description of Process
		imported and recorded via the Perform TIN Match business subprocess.
5	Review Supplier Registration	The DFS AP Supplier Processor reviews the request for a new supplier on the Supplier Registration Form to make sure all required fields are populated. If the form is approved, the supplier record is created and the Supplier Approval Workflow is initiated. The Supplier Request Form Aging Report is available for review.
6	Enter Supplier Update	The Agency AP Supplier Processor enters information using the Florida PALM Supplier Update Form to request an update to an existing supplier record, as appropriate, such as addresses, contacts, and supplier locations. The Supplier Request Form Aging Report is available for review.
7	Review Supplier Update	Only DFS roles have the authority to make updates to an existing supplier record in Florida PALM. All update requests to supplier records that originate from agencies, except updates to banking information, are submitted on the Supplier Update Form within Florida PALM to a DFS AP Supplier Processor for processing and then reviewed and approved by a DFS AP Supplier Approver. If the supplier update is denied by the DFS AP Supplier Approver, then the request routes back to the DFS AP Supplier Processor and the Agency AP Supplier Processor to coordinate the necessary updates for approval. The default payment method for a supplier is set to Warrant. If a supplier wishes to change their payment method to ACH/EFT or update their electronic banking information, the Agency AP Supplier Processor directs them to the DFS website to download and submit the necessary request forms to DFS. The Supplier Request Form Aging Report is available for review.
8	Identify Need for Supplier Add/Update	The DFS AP Supplier Processor determines a need to establish a new supplier or edit an existing supplier record. The DFS AP Supplier Processor may identify the need for an update to a supplier record resulting from a review of the Notice of Changes received from the bank as part of the Mange ACH/EFT Notifications standardized business subprocess.
9	Search Supplier Records	The DFS AP Supplier Processor queries Florida PALM to confirm the supplier does not already exist. Florida PALM

Process Step ID	Process Step Title	Description of Process
		allows the ability to search by Supplier ID, supplier name, and short supplier name. The Review Supplier screen is available for searching by Supplier TIN, or other available fields from the supplier record. The Supplier Detail and Duplicate Supplier reports are available for review.
10	Enter/Update Supplier	The DFS AP Supplier Processor adds a new supplier or enters supplier information into an existing supplier record to request an update, as appropriate, such as addresses, contacts, supplier locations, and banking information to be routed to the DFS AP Supplier Approver for review. If the payment method is updated to ACH/EFT, the prenote validation is sent to the bank as part of the Process Payments business process, and the supplier record is updated with an appropriate status from the Manage ACH/EFT Notifications business subprocess.
11	Notify Supplier to Enter/Update W-9 Information	The DFS AP Supplier Processor must notify the supplier to add or edit the necessary W-9 information into the State's W-9 System to be imported into Florida PALM, which is then imported and recorded via the Perform TIN Match business subprocess.
12	Review Supplier Record	The DFS AP Supplier Approver reviews and approves suppliers before a supplier is ready for usage and payments can be issued to that supplier. The DFS AP Supplier Approver reviews for a complete supplier record with all required fields populated and, if applicable, the completion of the Perform TIN Match business subprocess. Only roles with appropriate security control can create, view, and update confidential supplier records. The Supplier Request Form Aging Report is available for review.
13	Deny Supplier	The DFS AP Supplier Approver uses the Worklist within the WorkCenter or an email request to identify supplier records pending approval and reviews the record(s) for all required information. If there are required attributes that are missing, the DFS AP Supplier Approver can deny the supplier record and provide a denial reason code or add comments to the record to document the reason(s) for the denial. A denied supplier record is returned, via workflow, to the requestor (either the DFS AP Supplier Processor or the Agency AP Supplier Processor). If applicable, the DFS AP Supplier Processor

Process Step ID	Process Step Title	Description of Process
		coordinates with the Agency AP Supplier Processor for correction/deletion. Denials related to TIN match failures are communicated to the supplier through the W-9 System.
14	Approve Supplier	Once all required attributes have been added to the supplier record, the final review and approval of the supplier record is completed by the DFS AP Supplier Approver. Supplier records that are fully approved are identified as payees with a unique system-generated Supplier ID and are ready to be used for issuing payments in Florida PALM. The Supplier Detail, New/Updated Suppliers, and Minority Suppliers reports are available for review. If the supplier is set up to receive AHC/EFT payments, the banking information is sent to the bank for prenote validation within the Process Payments business process.
15	Update Prenote Status	The supplier record is updated with the status of the prenote validation from the Manage Payments business process.

Figure 1: Supplier Identifying Information

Figure 2: Supplier Address Information
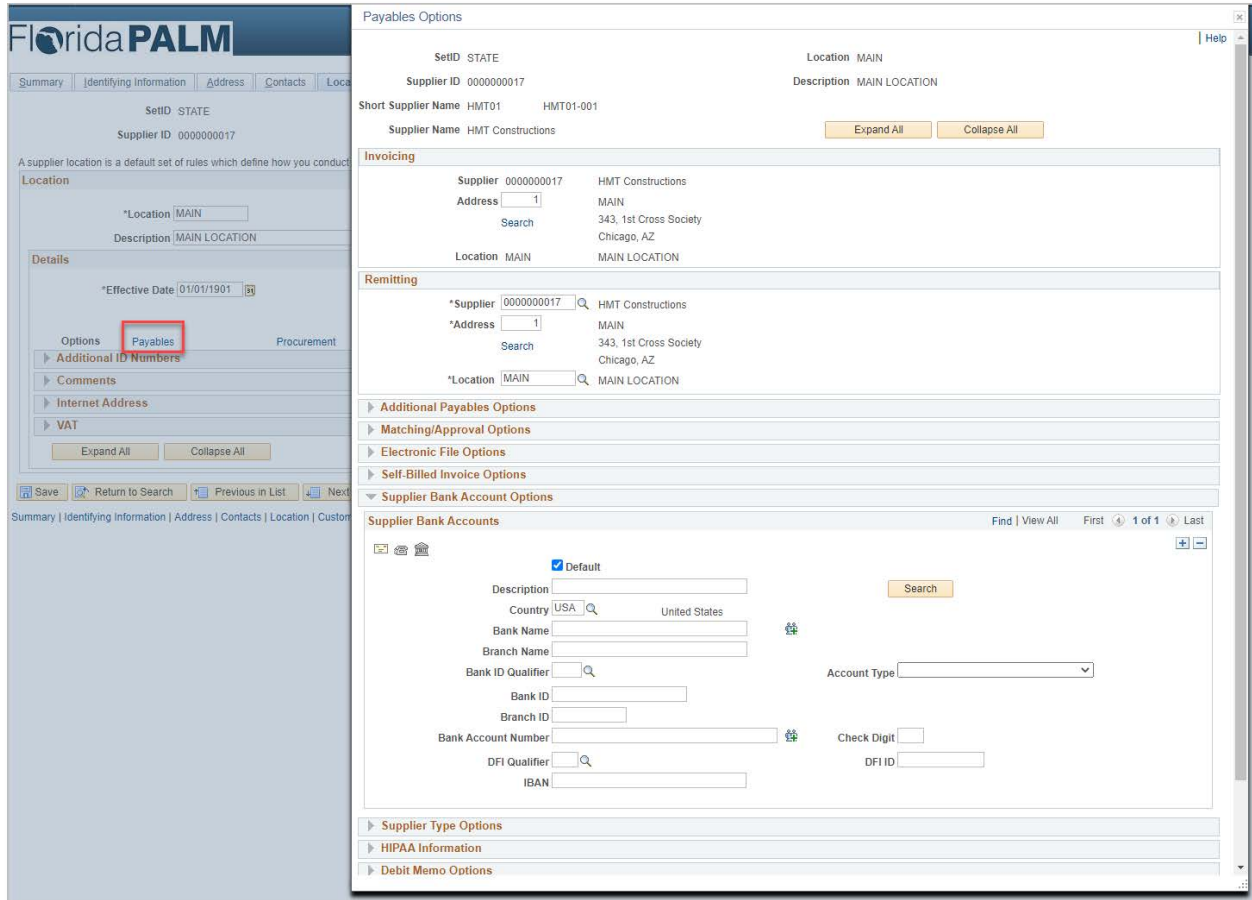
Figure 3: Supplier Location Information

Figure 4: Payables Options
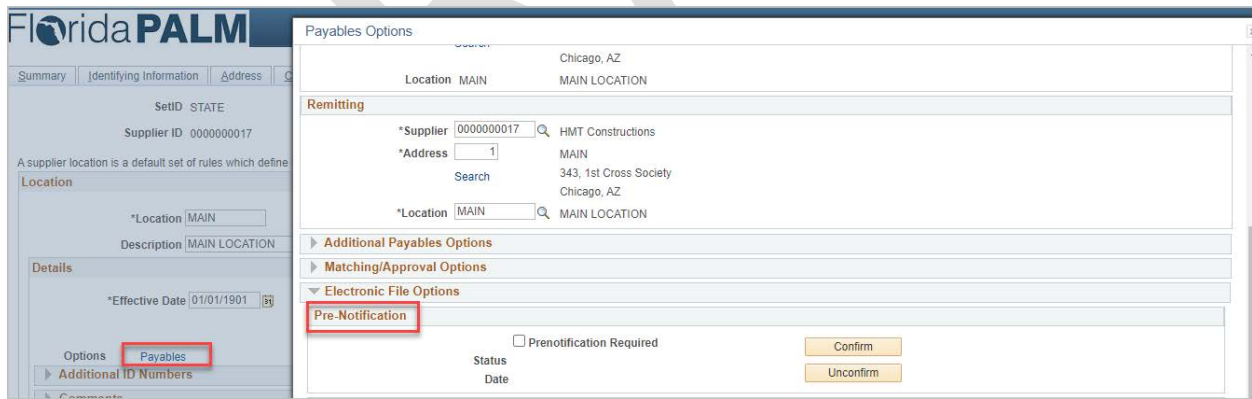
Figure 5: Prenote Information

30.1.2 – Import Suppliers

Table 2: Import Suppliers

30.1.2 – Import Suppliers	
Module	**Accounts Payable**
Related Module(s)	**N/A**

Swim Lane – Definition	**Agency AP Supplier Processor:** agency role responsible for adding and updating suppliers **DFS AP Supplier Processor:** DFS role responsible for adding and updating suppliers **Florida PALM:** System used to manage supplier records	

Process Step ID	Process Step Title	Description of Process
1	Create/Update Supplier Record in Agency Business Systems	PeopleFirst, MyFloridaMarketPlace (MFMP), and agency business systems provide a data file of supplier records to Florida PALM, which contains electronic banking (ACH/EFT) information. New ACH/EFT requests are subject to the prenote validation before payment is made electronically. Employees and payroll suppliers are generally not 1099 applicable. The source system must coordinate notification to the supplier to update the W-9 System.
2	Inbound Supplier Load	A file is interfaced into Florida PALM with data for new suppliers and supplier updates from various external systems. Any supplier records that error during the load process are included on the interface error log and must be corrected in the source system and submitted to Florida PALM again within the next interface file submission for creation of, or update to, a supplier record within Florida PALM.
3	Establish/Update Supplier Records	The successfully loaded supplier records either establish a supplier record in Florida PALM, or the supplier record is updated. All suppliers must be TIN matched before they are ready for use within Florida PALM. All supplier records interfaced into Florida PALM are validated within the Perform TIN Match business subprocess. Suppliers that have not yet been prenoted are defaulted to be paid by warrant. If the supplier payment method is set to warrant, the supplier is identified as a payee and ready to be used in Florida PALM. If a supplier payment method is set to ACH/EFT, the Process Payments business process initiates the prenote validation. All suppliers will receive payment by warrant until prenote validation is complete. Supplier records that are fully approved are identified as payees with a unique system-generated Supplier ID and are ready for use within Florida PALM. The New/Updated Suppliers and Minority Suppliers reports are available for review.
4	Outbound Supplier Data	An outbound file from Florida PALM with data for newly added suppliers and suppliers that have been updated.

Process Step ID	Process Step Title	Description of Process
5	Monitor Supplier Records	The DFS AP Supplier Processor monitors reports and the newly added and/or updated supplier records within Florida PALM to determine if any action is necessary.

30.1.2 – Import FRS Suppliers

Table 3: Import FRS Suppliers

30.1.2 Import FRS Suppliers	
Module	**Accounts Payable**
Related Module(s)	**N/A**
Swim Lanes – Definition	**DFS AP Supplier Processor:** DFS role responsible for adding and updating suppliers **Florida PALM:** System used to manage supplier records **FRS:** Computer system used by DMS to process and manage retiree records

Process Step ID	Process Step Title	Description of Process
1	Process Retiree Data in FRS	DMS creates and updates retiree records in the Florida Retirement System (FRS).
2	Inbound Supplier Load	FRS sends an Inbound Supplier File that contains retiree records and related financial institution information to Florida PALM.
3	Perform Prenote	Florida PALM establishes a generic supplier record to prenote the retiree EFT information.
4	Outbound FRS Retiree Information	Florida PALM sends the FRS Retiree Information file, which includes prenote validation data for payee records, to FRS.
5	Manage FRS Retiree Information File in FRS	FRS receives the FRS Retiree Information File to update the prenote status within FRS. DMS manages the retiree supplier profile within FRS. When payment is needed, FRS submits retirement payments to Florida PALM as Single Payment Vouchers for suppliers whose bank information has been validated via prenote. All suppliers must have a valid prenote status prior to submitting Single Payment Vouchers to Florida PALM for payment.
6	Identify Need for Supplier Add/Update	The DFS AP Supplier Processor determines a need to establish a new supplier or edit an existing supplier profile in the FRS01 SetID for prenoting.
7	Search Supplier Records	The DFS AP Supplier Processor queries Florida PALM to confirm the supplier does not already exist. Florida PALM allows the ability to search by Supplier ID, supplier name, and short supplier name. The Review Supplier screen is available for searching by Supplier TIN, or other available fields from the supplier profile. The Duplicate Suppliers report is available for review.
8	Enter/Update Supplier	The DFS AP Supplier Processor enters information to create or update the supplier profile as appropriate for banking

Process Step ID	Process Step Title	Description of Process
		information. The prenote validation is sent to the bank as part of the Process Payments business process.

30.1.3 – Perform TIN Match

Table 4: Perform TIN Match

30.1.3 – Perform TIN Match	
Module	**Accounts Payable**
Related Module(s)	**N/A**
Swim Lanes – Definition	**DFS AP Supplier Processor:** DFS role responsible for adding and updating suppliers **Suppliers**: *(Non-Florida PALM role)* external entities that are paid by the state

Process Step ID	Process Step Title	Description of Process
1	Enter/Update W-9 Information in W-9 System	The W-9 System is used to collect withholding information from suppliers. The supplier is responsible for providing, updating, and correcting information in the W-9 System. The W-9 System initiates the Perform TIN Match business subprocess each time the supplier updates their information.
2	Inbound W-9 System Updates	The W-9 System provides the W-9 System Updates file to Florida PALM with the information added and updated by the supplier.
3	Update TIN/Withholding Information	Florida PALM updates the applicable supplier records for the 1099 and tax withholding information from the Inbound W-9 System Updates file.
4	Manage 1099/TIN Withholding Information	Supplier records which are created and/or updated, either online or from external systems, go through the Perform TIN Match business subprocess. The DFS AP Supplier Processor can review and update supplier 1099 withholding configuration. All suppliers must be TIN matched before payments can be issued. The DFS AP Supplier Approver must verify TIN status as part of supplier approval. Suppliers are responsible for providing required tax information in the W-9 System. The Suppliers Without Required W-9, Supplier W-9 Reconciliation and TIN Match Error reports are available for review.
5	Extract TIN Match File for IRS	The DFS AP Supplier Processor extracts a file of supplier data from Florida PALM for upload to the IRS site for TIN matching.
6	Outbound IRS TIN Match	The Outbound IRS TIN Match extract generates a flat file that meets the IRS file layout requirements.
7	Upload IRS TIN Match File to IRS	The DFS AP Supplier Processor uploads the Outbound IRS TIN Match extract generated from Florida PALM to the IRS website

Process Step ID	Process Step Title	Description of Process
8	Inbound IRS TIN Match	The IRS generates the Inbound IRS TIN Match file with the TIN match results.
9	Upload TIN Match File from IRS	The DFS AP Supplier Processor uploads the Inbound IRS TIN Match file with TIN match status. Florida PALM processes the file and automatically updates the supplier profile along with generating the TIN Match Errors report.
10	Update Supplier TIN Match Status	Results from the IRS TIN Match status updates the TIN match attributes (e.g., IRS tracking number, date, and TIN status) in Florida PALM. A supplier remains on hold for payment until the TIN is validated.
11	Outbound W-9 System Data	Florida PALM generates an outbound extract file of the supplier TIN match status and other 1099 configuration to be interfaced to the W-9 System. The Suppliers are notified of TIN match errors via the W-9 System and are responsible for correcting any errors in the W-9 System.
12	Resolve TIN Match Errors in W-9 System	The Outbound W-9 System Data file updates the TIN match status on the supplier profile within the W-9 System. The supplier is responsible for updating and correcting information in the W-9 System. The W-9 System initiates the Perform TIN Match business subprocess each time the supplier updates their information.
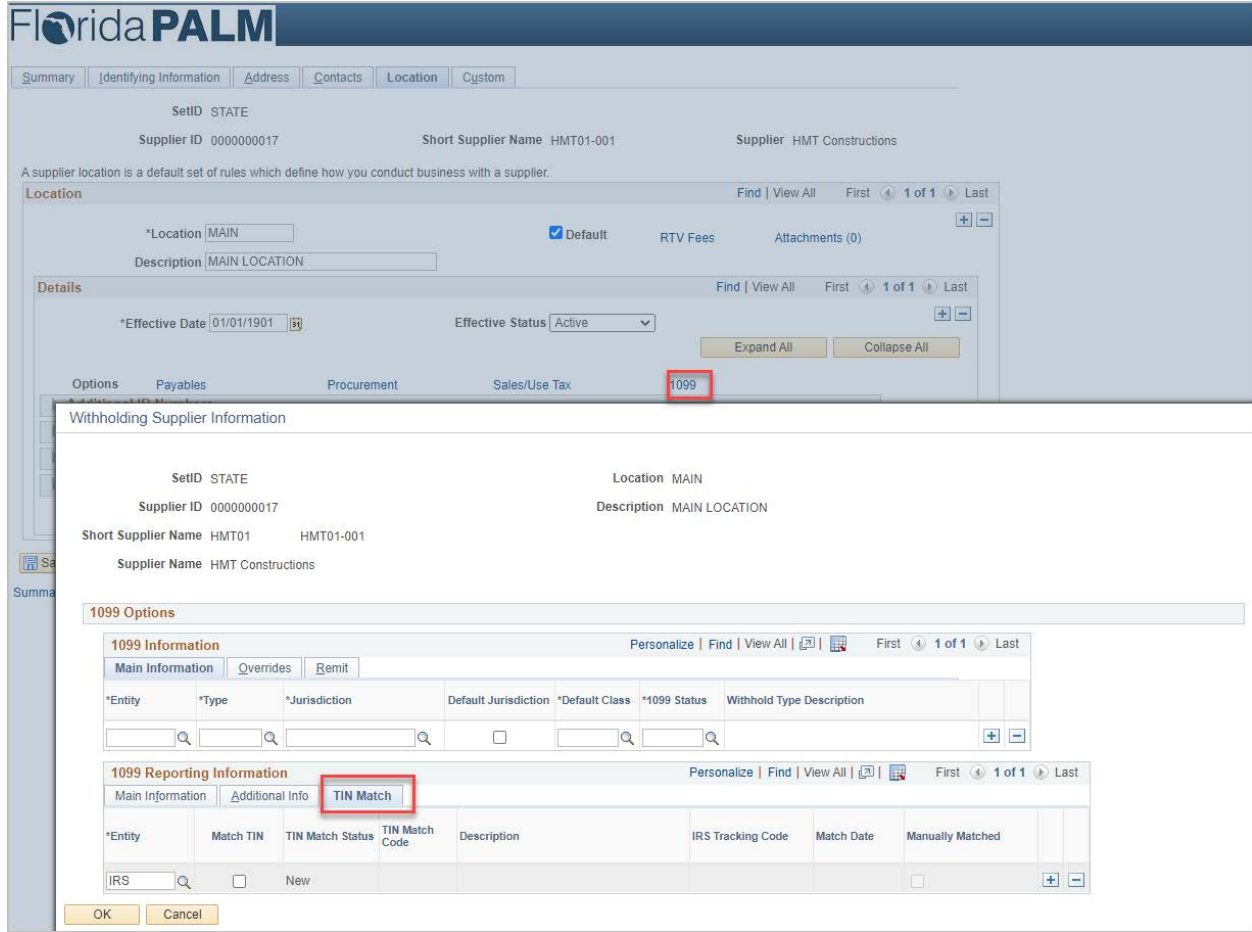
Figure 6: Withholding Supplier Information

30.1.4 – Manage Supplier Flags and Holds

Table 5: Manage Supplier Flags and Holds

30.1.4 – Manage Supplier Flags and Holds	
Module	**Accounts Payable**
Related Module(s)	**N/A**
Swim Lanes – Definition	**Agency AP Supplier Processor:** agency role responsible for adding new suppliers **DFS AP Supplier Approver:** DFS role responsible for approving suppliers **DFS AP Supplier Processor:** DFS role responsible for adding and updating suppliers

Process Step ID	Process Step Title	Description of Process
1	Identify Need for Flag/Hold	The Agency AP Supplier Processor identifies a need to flag a supplier or to place a supplier on hold for business events. The Agency AP Supplier Processor monitors for circumstances that require holds not available through an interface, such as, suspended or debarred suppliers.

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Process Step ID	Process Step Title	Description of Process
		The Supplier Detail Report is available for review.
2	Submit Supplier Request Form	The Agency AP Supplier Processor submits a supplier flag or hold request to the DFS AP Supplier Approver for review and approval.
3	Identify Need for Flag/Hold	The DFS AP Supplier Processor identifies a need to flag a supplier or place a supplier on hold for business events. Examples include an OFAC match, IRS levy, Department of Revenue levy, or a directive by the Legislature for noncompliance. The DFS AP Supplier Processor also monitors for circumstances that require holds not available through an interface, such as suspended or debarred suppliers. The Suppliers on Hold and the Supplier Flags reports are available for review.
4	Submit Supplier Request Form	The DFS AP Supplier Processor submits a supplier flag or hold request to the DFS Supplier Approver for review and approval.
5	Receive Supplier Request Form	The DFS AP Supplier Approver receives a request to flag a supplier or put a supplier on hold using the Supplier Request Workflow.
6	Deny Supplier Record Update	The DFS AP Supplier Approver denies the supplier record update to flag or place the supplier on hold and updates the Supplier Request Form with the denial status. The requestor receives a notification that the request has been denied and can view the status of the request within the Supplier Request Form within Florida PALM. The Supplier Detail report is available for review.
7	Approve Supplier Record Update	The DFS AP Supplier Approver approves the Supplier Request Form and updates the supplier record with a valid flag or hold status per the request. The Supplier Detail report is available for review.
8	Supplier Request Form Updated	Once the supplier record has been updated to add the applicable flag or hold per the request, the DFS AP Supplier Approver updates the Supplier Request Form with the approval status. The requestor can view the status of the Supplier Request Form within Florida PALM. To remove a supplier flag or hold, a Supplier Request Form must be submitted in Florida PALM to update the supplier profile.
9	Outbound OFAC Payment Data Extract	Florida PALM generates an interface extract file containing payment data for suppliers to LexisNexis.
10	Process OFAC Data for Matches in Lexis Nexis	Lexis Nexis processes the OFAC Payment Data Extract file to identify supplier matches.

Process Step ID	Process Step Title	Description of Process
11	Inbound OFAC Supplier List	An interface file is provided by Lexis Nexis that identifies prohibited suppliers for potential hold/intercept of payments, such as OFAC and the Federal Treasury Offset Program.
12	Inbound DOR Supplier Levy Flag	An interface file containing a list of suppliers who have a levy against them by DOR.
13	Generate Supplier Matches	Suppliers received by interface are matched against supplier profiles within Florida PALM and flagged for review to determine if a hold is necessary.
14	Review Match List	The DFS AP Supplier Processor reviews the Match List to confirm valid matches.
15	Review Supplier Record	The DFS AP Supplier Processor reviews all current flags, holds and requests for validity and reviews and monitors reports to determine if a new flag or hold is needed for supplier matches. If a flag or hold is determined to be needed, the DFS AP Supplier Processor submits the pertinent information on the Supplier Request Form.

30.1.5 – Manage Supplier Banks

Table 6: Manage Supplier Banks

30.1.5 – Manage Supplier Banks	
Module	Accounts Payable
Related Module(s)	N/A
Swim Lanes – Definition	**Bank:** *(Non-Florida PALM role)* responsible for providing a file of authorized banks **DFS AP Supplier Processor:** DFS role responsible for adding and updating suppliers

Process Step ID	Process Step Title	Description of Process
1	Inbound Authorized Bank Titles	The bank provides a monthly file to Florida PALM of authorized banks as a passthrough from the U.S. Federal Reserve.
2	Share Authorized Bank Titles File	Florida PALM shares the Authorized Bank Titles file with agencies for use in agency business systems, such as PeopleFirst.
3	Match Supplier Bank Accounts	Florida PALM runs a match of the Authorized Banks Title File with supplier banking information in Florida PALM. Although the file is provided monthly, the match is performed on a scheduled basis using the most current Authorized Bank Titles File.
4	Manage Bank Exceptions	The DFS AP Supplier Processor reviews the Authorized Bank Exceptions report for any supplier banks not on the list of authorized banks provided by the bank from the Federal Reserve.
5	Initiate Corrective Actions	The DFS AP Supplier Processor initiates corrective actions including research and possible contact with the supplier. The DFS AP Supplier Processor uses the Add and Update Suppliers Online standardized business process to update

Process Step ID	Process Step Title	Description of Process
		the supplier record to change the default banking information or to submit a request to put the supplier on hold, if determined necessary.

Ledger Impacts

Table 7: Ledger Impacts Included on Business Process Flow Diagrams

Ledger Impact ID	Ledger - Ledger Impact Title	Ledger Impact Description
N/A		

Key Reports

Table 8: Key Reports Included on Business Process Flow Diagrams

Report Number	Report Description	Report Frequency	Audience
R1	**APR068 - Supplier Detail Report**– a report that lists suppliers by name, TIN, or other identifying information	Periodic	Agency, DFS
R2	**APR069 - Duplicate Suppliers Report** – a report to identify potential duplicate supplier records, or related suppliers	Periodic	Agency, DFS
R3	**APR070 - Supplier Request Form Aging Report** – a report to show the duration from when a supplier update request was submitted	Periodic	Agency, DFS
R4	**APR073 - New/Updated Suppliers Report** – a report of approved suppliers that were added or updated for the specified period	Periodic	Agency, DFS
R5	**APR113 - Minority Suppliers Report** - a report that lists minority suppliers	Periodic	Agency, DFS
R6	**APR046 - 1099 Mismatch Report** – 1099 Mismatch Report that lists suppliers without business designation and have vouchers with 1099 reportable object code	Periodic	Agency, DFS
R7	**APR078 - TIN Match Errors Report** – a report that identifies suppliers with TIN match errors. The tax information provided for these suppliers was not validated as part of the Perform TIN Match business subprocess	Periodic	Agency, DFS
R8	**APR079 - Supplier OFAC Match List Report** – a report that identifies suppliers that were matched to the OFAC, Federal TOP, or other lists. The report is	Periodic	Agency, DFS

Report Number	Report Description	Report Frequency	Audience
	used to manage if the supplier requires a hold status to intercept any payments to unauthorized suppliers		
R9	**APR119 - Supplier TOP Match List Report** – a report that identifies suppliers that were matched to the Federal TOP lists. The report is used to manage if the supplier requires a hold status to intercept any payment to unauthorized suppliers	Periodic	Agency, DFS
R10	**APR112 - Supplier Authorized Banks Exceptions Report** – a report of supplier banks in Florida PALM not listed on the Authorized Bank File	Periodic	DFS

Note: A complete list of reports may be found in the Reports Catalog[1].

Conversions

Table 9: Data Converted from External System to Florida PALM

Conversion Number	Conversion Description	Conversion Frequency	Source
APC001	**Suppliers** – Active suppliers/payees from the Statewide Vendor File (SWVF), to include EFT information from the FLAIR EFT File.	One-time	DFS Enterprise System, MFMP

Note: A complete list of conversions may be found in the Catalog of Conversion Offerings[2]. This is a protected publication that requires login. If your business or technical teams do not currently have access to the Smartsheet Florida PALM Dashboard, contact your Readiness Coordinator to request their access.

Interfaces

Table 10: Interfaces Included on Business Process Flow Diagrams

Interface Number	Interface Description	Interface Frequency	Source	Target
API009	**Outbound IRS TIN Match** – Outbound interface containing suppliers to be TIN matched by the IRS.	Daily	Florida PALM	IRS

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[1] https://app.smartsheet.com/b/publish?EQBCT=a8d51896f0144ef6a87314b3c7824ba5
[2] https://app.smartsheet.com/dashboards/xW9gQgMRP6w5pfRGMQGjh4wvP676gf2h4mf57hP1

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Interface Number	Interface Description	Interface Frequency	Source	Target
API014	**Inbound IRS TIN Match** – Inbound interface containing TIN match results from the IRS.	Daily	IRS	Florida PALM
API015	**Inbound Supplier Load** – Inbound interface containing new and modified suppliers from various external systems.	Daily	FRS, MFMP	Florida PALM
API016	**Inbound W-9 System Updates** – Inbound interface containing supplier W-9 status information.	Daily	W-9 System	Florida PALM
API018	**Inbound OFAC Supplier List** – Inbound interface identifying prohibited suppliers for potential hold/intercept of payments, such as OFAC and the Federal Treasury Offset Program from LexisNexis.	Daily	LexisNexis	Florida PALM
API019	**Outbound W-9 System Data** – Outbound interface containing an extract of the supplier TIN match status information to the W9 System.	Daily	Florida PALM	W-9 System
API020	**Outbound Supplier Data** – Outbound interface containing a list of all added and updated suppliers in Florida PALM.	Daily	Florida PALM	Agency Business Systems
API030	**Inbound Authorized Bank Titles** – Inbound interface containing valid financial institution routing numbers along with names to be matched against the supplier file from the US Federal Reserve.	Daily	US Federal Reserve	Florida PALM
API034	**Outbound OFAC Payment Data Extract** – Outbound interface containing payment data for OFAC suppliers to LexisNexis.	Daily	Florida PALM	LexisNexis
API038	**Outbound FRS Retiree Information** – Outbound interface containing retiree	Daily	Florida PALM	FRS

This document is a draft and subject to change

Interface Number	Interface Description	Interface Frequency	Source	Target
	information to include prenote status, to FRS.			

Note: A complete list of interfaces may be found in the Catalog of Interface Offerings[3]. This is a protected publication that requires login. If your business or technical teams do not currently have access to the Smartsheet Florida PALM Dashboard, contact your Readiness Coordinator to request their access.

Forms
Table 11: Forms Included on Business Process Flow Diagrams

Form Number	Form Description	Frequency	Audience
N/A			

Workflows
Table 12: Workflows Included on Business Process Flow Diagrams

Workflow Number	Workflow Description	Frequency	Audience
APW003	**Supplier Registration Workflow** – Workflow that routes the Supplier Registration to DFS A&A for approval.	Daily	Agency AP Supplier Processor, DFS AP Supplier Approver, DFS AP Supplier Processor
APW004	**Supplier Approval Workflow** – Workflow that routes new suppliers for approval.	Daily	Agency AP Supplier Processor, DFS AP Supplier Approver, DFS AP Supplier Processor

Agency Configurations
Table 13: Configurations Defined and/or Maintained by Agencies

Configuration Number	Configuration Description	Frequency
N/A		

Terminology

Form 1099 – the State is required to withhold taxes from eligible payments and is required to annually report such withholdings and the total payments to both the suppliers and the IRS in a format prescribed by the IRS, referred to as a Form 1099.

Hold – a supplier or payment status that has been determined necessary to delay release of a payment by the State.

IRS Levy – the IRS may direct the State to intercept payments to suppliers and redirect the disbursement to the IRS to satisfy outstanding tax debts.

OFAC – the Office of Foreign Asset Control publishes a list of entities that are subject to restrictions (e.g., sanctions) and asset (e.g., payments) interception.

Payment Alternate Name – a field on the supplier record that allows a different payee name to be entered for payment (i.e., multiple payee names for business purposes or beneficiary payments).

Single Payment Supplier – a supplier intended to accommodate a single payment. A payment record is created, but a supplier record is not created. This is similar to a Payee Vendor in FLAIR.

Substitute Form W-9 (W-9) – information provided by suppliers, either electronically or hard copy, to report 1099 tax information to the IRS.

Supplier –all individuals or entities receiving a payment are referred to as suppliers in Florida PALM.

Tax Identification Number (TIN) – identification number assigned by the IRS to businesses and other entities for tax-purposes is referred to as the tax identification number, or TIN. The TIN is reported by the supplier to the State on the W-9 and is used in reporting tax withholdings and earnings.

TIN Match – Supplier TIN information entered into the state's W-9 System is sent to the IRS for matching with the IRS database and validation of the supplier's TIN.

Withholding – amounts deducted from payments made to suppliers for federal or State taxes. The State is required to withhold for federal income taxes from eligible payments, in accordance with tax status information provided by the supplier, and in accordance with IRS requirements. Such amounts are to be remitted to the IRS. The State does not have a State income tax but may elect to withhold for other State taxes for applicable suppliers.