

CW.30.1 Set Up and Maintain Suppliers

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Revision History

| Version | Date | Revision Notes |
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Business Process Overview

The Set Up and Maintain Suppliers business process describes the activities to create supplier records in Florida PALM from information provided by FLAIR for the Central Wave. Suppliers are added, maintained, and managed in the FLAIR Statewide Vendor File.

The business subprocesses included are:

- 30.1.2 Import Suppliers

Dependencies and Constraints

- Suppliers are interfaced to Florida PALM from the FLAIR Statewide Vendor File.
- No supplier additions or updates are initiated in Florida PALM except those related to identifying supplier attributes to support 1099 processing.
- All supplier holds/flags are managed outside of Florida PALM.
- All supplier edits/controls are managed outside of Florida PALM.
- Single Payment Supplier functionality may be used for some payees currently loaded in the FLAIR Statewide Vendor File.
- Florida PALM handles prenote functionality and provides the necessary status information to FLAIR.
- The Florida Retirement System (FRS) will manage retiree records and provide information to Florida PALM to facilitate payments. Florida PALM will validate EFT prenotes and provide the prenote status to FRS.

Business Process Flow Details

Table 1: Process Steps Included on CW Business Process Model Flow

| CW.30.1.2 Import Suppliers | | |
|----------------------------|--|--|
| Swim Lanes – Definition | DFS Supplier Processor: enterprise role responsible for monitoring and managing load exceptions in Florida PALM Florida PALM: system used by DFS to manage supplier records imported from Departmental FLAIR during the Central Wave Supplier Processor: role responsible for creating and updating supplier records within the respective agency business system | |
| Process Step ID | Process Step Title | Description of Process |
| 1 | Create/Update Supplier Record | The Supplier Processor determines a need to establish a new supplier record or edit an existing supplier record in Departmental FLAIR. |
| 2 | Inbound Departmental FLAIR Statewide Vendor File | A file is interfaced to Florida PALM with data for new suppliers and supplier updates from Departmental FLAIR. |

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| Process Step ID | Process Step Title | Description of Process |
|-----------------|------------------------------------|--|
| 3 | Inbound Statewide Vendor File Load | Supplier data from the Departmental FLAIR Statewide Vendor File is interfaced into Florida PALM for new and updated suppliers. |
| 4 | Inbound FLAIR EFT File | The ACH/EFT information is interfaced from Departmental FLAIR to Florida PALM. |
| 5 | Inbound FLAIR EFT File Load | EFT information from the FLAIR EFT File is loaded into Florida PALM to update the EFT information on the supplier file. |
| 6 | Establish Supplier Records | <p>Supplier records are created with a unique system-generated supplier ID. The supplier records that are set to warrant or have prenote validation are ready to be used for issuing payments in Florida PALM.</p> <p>Suppliers with an ACH/EFT payment method are ready for prenote validation to be sent to the bank as part of the Central Wave Process Pay Cycle business subprocess.</p> <p>The supplier's prenote status is then updated in the Florida PALM supplier file and is sent back to Departmental FLAIR, People First and PYRL to keep the systems in synch within the Central Wave Process Pay Cycle business subprocess.</p> |
| 7 | Outbound Supplier Crosswalk | Florida PALM generates the supplier crosswalk, which is used to identify suppliers from FLAIR Statewide Vendor File recorded in Florida PALM with a new, system generated supplier ID. |
| 8 | Monitor Supplier Records | The DFS Supplier Approver monitors the newly added and/or updated supplier records and reports within Florida PALM to determine if any action is necessary. |

Table 2: Process Steps Included on CW Business Process Model Flow

| CW.30.1.2 Import Suppliers (cont.) | | |
|------------------------------------|---|--|
| Swim Lanes – Definition | <p>Florida PALM: system used by DFS to manage supplier records imported from Departmental FLAIR and other agency business systems during the Central Wave</p> <p>FRS: computer system used by DMS to process and manage retiree records</p> | |
| Process Step ID | Process Step Title | Description of Process |
| 9 | Process Retiree Data | DMS creates and updates retiree records in the Florida Retirement System (FRS). |
| 10 | Inbound Supplier Load | FRS sends an Inbound Supplier File that contains retiree records and related financial institution information, to Florida PALM. |
| 11 | Perform Prenote | Florida PALM establishes a generic Supplier record to prenote the retiree EFT information. |

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| Process Step ID | Process Step Title | Description of Process |
|-----------------|--|---|
| 12 | Outbound Retiree Prenote Validation File | Florida PALM sends the prenote validation to FRS. |
| 13 | Manage Prenote Validation File | Retirement payments are processed as Single Payee Vouchers. |

Ledger Impacts

Table 3: Ledger Impacts Included on CW Business Process Model Flow

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

Reports

Table 4: Reports Included on CW Business Process Model Flow

| Report Number | Report Description | Report Frequency | Audience |
|---------------|--|------------------|-------------|
| R1 | Supplier Crosswalk – a report to identify the FLAIR vendor number with the Florida PALM system generated supplier ID number | Periodic | Agency, DFS |
| R2 | Supplier Query - a report to identify Suppliers by name, TIN, or other identifying information | Periodic | Agency, DFS |
| R3 | Duplicate Suppliers – a report to identify potential duplicate supplier records, or related suppliers | Periodic | Agency, DFS |
| R4 | New/Updated Suppliers – a report of approved suppliers that were added or updated for the specified period | Periodic | Agency, DFS |
| R5 | Suppliers Without Required W-9 – a report that identifies suppliers that have not provided the required W-9 information | Periodic | Agency, DFS |
| R6 | Supplier/W-9 Reconciliation – a report that identifies any record discrepancies for tax information in Florida PALM and the W-9 System | Periodic | Agency, DFS |

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