

## Task Instructions

**Task ID:** 657-A

**Task Name:** APC001 Suppliers - Agency Supplier Record

**Task Start Date:** June 09, 2025

**Task Due Date:** June 27, 2025

**Project Impact:** Direct

## Task Description

Update and confirm the data required to establish an agency Supplier record in Florida PALM.

## Task Overview

In order to execute a business process within Florida PALM, the system must first have a core set of data, which is why specific data sets are being converted from legacy systems to Florida PALM. Supplier records are a data set that will be converted from the Statewide Vendor File in FLAIR to Florida PALM. However, Supplier records for agencies (i.e., with an agency Tax Identification Number (TIN)) are not being converted because agency Supplier records will be used differently in Florida PALM than they are today in FLAIR.

In order to create agency Supplier records accurately in Florida PALM, specific information is needed from agencies. The purpose of this subtask is to document and confirm detailed agency-specific values that will be set up in Florida PALM to support agency business, specifically to create agency Supplier records.

During this subtask (Task 657-A), you will provide and confirm the agency Supplier record values in preparation for Mock Conversion 3 .

## Task Elements

This task contains two parts:

1. Gain an understanding of Florida PALM functionality and Florida PALM Supplier records.
2. Review and update the Agency Supplier Record workbook.

## Gain an Understanding of Florida PALM Functionality and Florida PALM Supplier Records

Review the Project-published resources for Supplier record layouts for the Financials Wave and Disbursements Management business processes with your functional and technical subject matter experts (SMEs) to gain an understanding of the supplier record structure. The following resources have been published to the Knowledge Center. These resources have also been presented and discussed in the related [Design Workshops](#):

- [Business Process Models](#)
- Related interface and report layouts found in the [Interface Catalog](#) and the [Reports Catalog](#)
- Related conversion layouts found in the [Conversion Catalog](#)

## Review and Update the Agency Supplier Record Workbook

The Agency Supplier Record worksheet listed in Table 1 is located in your Florida PALM Agency Workspace. Guidance for completing the worksheet within your agency-specific configuration workbooks has been provided in the related [Agency Supplier Record supplemental document](#).

Table 1: Configuration Worksheets

| Business Process Grouping     | Configuration Workbook                | Location  |
|-------------------------------|---------------------------------------|---|
| Disbursements Management (DM) | (Task 657-A) <Agency> Supplier Record | Florida PALM Agency Specific Workbook in Smartsheet |

**NOTE:** Individuals who are listed within your agency-specific Change Champion Network (CCN) worksheet in Smartsheet will be responsible for accessing and updating the Configuration Workbooks for your agency within Smartsheet.

The following sections of information have been included, where applicable, and should be utilized as you complete the workbook in the required format.

**Business Process and Subprocess** – Provides the Florida PALM business process and subprocess of the configuration data type, as well as a link to the standardized business process model(s) on the Knowledge Center.

**Configuration Value Purpose and Use** – Provides a high-level summary of why this configuration is important and/or necessary for your agency.

**Configuration Design Details** – Provides the considerations and/or assumptions applied when defining the configuration value.

**Configuration Field Details** – Provides a table of the field names included in the corresponding worksheet. Worksheet fields are a combination of both fields to allow agencies to complete configuration activities (i.e., included in the worksheet only), as well as fields pulled from the related Florida PALM records (i.e., that will be configured).

Within the tables we have also included the field description, whether the field is required or optional in Florida PALM; and within the worksheet, the field type and field length; and finally, if the field value input is provided by the Project or if the agency needs to provide a response or information.

Field Types include:

- **Alphanumeric** – The field can contain letters or numbers.
- **Character** – The field can include numbers, letters, spaces, or symbols.
- **Date** – The field must contain an 8-digit date (i.e., MM/DD/YYYY).
- **Numeric** – The field can only contain numbers.

Field Value Input values include:

- **Agency Indicated** – Select “yes” or “no” in this field.

- Agency Provided – Provide (required or optional) information in this field, in accordance with the field type and field length requirements.
- Agency Specified – Select from the available drop-down values.
- Project Provided – Information is provided in the field. Some are locked (i.e., not editable) and some are unlocked (i.e., available for editing).

**NOTE:** Within the worksheet, for any field which requires agency input, even those with other field selection dependencies, the cell will turn yellow while empty indicating that action must be taken by the agency.

**Configuration Page(s)** – Provides screenshot examples of the configuration page(s) where the defined field values will be set up in Florida PALM.

**Worksheet Instructions** – This section provides task completion requirements and detailed instructions on how to complete all columns requiring agency input.

## How will agencies use this information?

The information you gather in your Configuration Workbooks is crucial for your agency to be able to ensure proper controls are in place around processing and reporting for your financial resources in Florida PALM. Providing accurate data in your Configuration Workbooks directly impact how your agency is able to transact in Florida PALM during User Acceptance Testing (UAT) and after go-live. You will use the data to:

- Remediate agency business systems
- Document business process changes
- Understand Florida PALM reports
- Provide agency-specific training or job aids so end users understand the new values

You will also use the information in this task to complete future RW tasks.

## What will the Florida PALM Team do with this information?

This task has a direct impact to the Florida PALM Project. The Florida PALM team will use your workbook to create your agency Supplier record in Florida PALM during Mock Conversion 3, allowing your Supplier ID to be available at the start of UAT Online. A delay in submission of this task may result in your agency Supplier record not being loaded for UAT Online.

The Project team will also review your task submission based on the following criteria to confirm completion:

Table 2: Task Completion Rubric

| Task Completion Rubric   |
|--|
| All required columns in the Agency Supplier Record worksheet in Smartsheet are complete according to the instructions in the Agency Supplier Record supplemental document. |
| The Task Tracker has been marked as 100% complete for this task.   |

## Task Instructions

Review the Financials implementation functional designs and work with your CCN and functional and technical SMEs (e.g., staff familiar with your agency's Chart of Accounts configuration values) to share, review, and update all Configuration Workbook worksheets.

**Smartsheet Navigation:**

- *Florida PALM Workbook for (Agency) > Inventories > Configuration Workbook Inventory > Disbursement Management (DM)*

As you are working, track progress in your RW Task Tracker. Indicate task completion by updating the RW Task Tracker to 100% only when you have completed the rubric included in Table 2 above.

*Table 3: Summary of Task Completion Steps*

| <b>Summary of Task Completion Steps</b> |   |
|---|---|
| <b>1)</b>                               | <i>Collaborate with your CCN and functional and technical SMEs to Configuration Workbook instructions provided in the Agency Supplier Record supplemental document.</i>   |
| <b>2)</b>                               | <i>Collaborate with your CCN and functional and technical SMEs to review and complete the agency-specific Agency Supplier Record worksheet in Smartsheet.</i>   |
| <b>3)</b>                               | <i>Track and record task progress in the RW Task Tracker in Smartsheet until finalized. Be prepared to discuss progress in Agency Touchpoints with your Readiness Coordinator and Technical Readiness Team.</i> |
| <b>4)</b>                               | <i>Complete task by <b>June 27, 2025</b>.</i>   |
| <b>5)</b>                               | <i>When complete, update the RW Task Tracker, Agency Reported Task Progress column, to 100% and save.</i>   |
| <b>6)</b>                               | <i>If you have questions regarding this task, participate in the Thursday Task Talks or contact your Readiness Coordinator.</i>   |

**Supporting Materials & Resources:**

- [RW 657-A Agency Configuration Workbooks Supplemental \(DM - Agency Supplier Record\)](#)
- [Chart of Accounts Design](#)
- [Design Workshop Materials](#)