Last Updated: 09/21/2026

Summary of Change: Added language to clarify reasons for address duplication.

APC001 – Supplier Crosswalk and Employee Supplier Crosswalk

Overview

APC001 converts supplier, and employee information to support business processes in the Accounts Payable, Purchasing, and Asset Management modules, and the Custom Grants Information page. A Supplier Crosswalk and an Employee Supplier Crosswalk have been provided as part of the APC001 Supplier conversion. These crosswalks are for Dry Run 4 conversion purposes only with data as of September 18, 2026.

Supplier Crosswalk

The Supplier Crosswalk maps Legacy Vendor ID and Sequence Number to newly generated Florida PALM Supplier IDs, enabling agencies to update business systems and verify that key supplier records were successfully converted.

File Name: <AGENCY>_APC001_SUPPLIERS_CROSSWALK

Below are key fields and details for assisting agencies:

- All supplier records are established with a MAIN location. If a match is found based on the Tax Identification Number (TIN) in the Electronic Funds Transfer (EFT) file, an ACH location is also created.
- The Default Location indicates if the default location is ACH or MAIN (check). For supplier records that have multiple locations, there will be a row for each Location Code.
- Alternate Payment Name 1 displays the legacy supplier's name associated with the FLAIR Vendor Sequence Number.
- If Address Sequence Number 2 did not exist, the address from Address Sequence Number 1 was duplicated. This approach supports future maintenance of ACH information through the Florida Integrated Payee System (FLIPS).
- Address Sequence Number 3 represents the address associated with the W9 Address. If the W9 Address sequence does not exist, Address Sequence Number 1 is duplicated. This approach supports future maintenance of W-9 information through FLIPS.

Review the crosswalks provided to determine if commonly used supplier records were correctly converted. Consider other conversion activities where there may have been errors due to missing supplier records, such as GMC001 and POC001. Suppliers will need to have active vendor records in the Statewide Vendor File to ensure records are properly converted.

Additional information regarding the Supplier Crosswalk and the layout of the file is available in the Knowledge Center: Suppliers (APC001).

Employee Supplier Crosswalk

The Employee Supplier Crosswalk is designed to support legacy systems that use People First ID to map employee information from Florida PALM to agency business systems. Agencies will

use the Employee Supplier records to create non-payroll reimbursement payments (e.g., travel reimbursements).

File Name: <AGENCY>_APC001_EMPLOYEES_CROSSWALK

Details of this crosswalk and some key information include:

- Agencies may see multiple rows for each employee; this is due to multiple Location Codes (e.g., ACH, MAIN) being available.
- Employee Supplier records have a classification of “E” for Employee.
- Each Employee Supplier record is tied to the agency’s Business Unit, allowing only the user of that Business Unit to see the record.