

## Agency Supplier Record

Agency Supplier records are required for agencies to receive warrant, ACH or wire payments. If an agency only receives payments via credit card and is not a grantee, an agency supplier record may not be needed in Florida PALM. However, a supplier record was created during Mock Conversion 3 for all agencies to avoid errors and fallout within other conversions, such as GMC001 (Grants) and POC001 (Open Encumbrances).

Agency Supplier Records are loaded into Florida PALM as part of the APC001 – Suppliers conversion.

### Smartsheet Navigation:

- *Florida PALM Workbook for (Agency) > Inventories > Conversion Inventory*

## Agency Supplier Record

Configure Value	SetID	TIN	Supplier Name	Supplier Short Name	Agency Location	Location Name	Location Description	Location Type	Payment Method
	STATE								

Figure 1: DEMO Agency Supplier Record Worksheet in Smartsheet (Panel 1)

Country	Address 1	Address 2	Address 3	Address 4	County	City	State	Postal Code	Comments

Figure 2: DEMO Agency Supplier Record Worksheet in Smartsheet (Panel 2)

### Agency Supplier Record Value Definition

Agency Tax Identification Number (TIN), address, and Location values are required to create an agency supplier record in Florida PALM. Supplier records are used in Florida PALM to create transactions that ultimately result in payments to the supplier. The Supplier ID is required when creating vouchers.

A supplier record must be established for each unique TIN where the agency needs to receive payments for:

- special handling that cannot be processed within the Inter/IntraUnit module,
- SPIA payments, or
- revolving fund replenishments.

A supplier record must also be established for agencies who are grant recipients or subrecipients.

**Business Process and Subprocess**

The Agency Supplier Record configuration supports the following business processes and subprocesses:

*Table 1: Business Processes and Subprocesses*

<b>Business Process</b>	<b>Business Subprocess</b>
30.1 Set Up and Maintain Suppliers	<a href="#">30.1.1 Add/Update Suppliers Online</a> <a href="#">30.1.5 Manage Supplier Payment Method and Banks</a>
30.3 Enter and Process Vouchers	<a href="#">30.3.1 Process Vouchers</a> <a href="#">30.3.3 Review and Approve Vouchers</a> <a href="#">30.3.5 Enterprise Process Vouchers</a>
30.4 Process Payments	<a href="#">30.4.1 Process Pay Cycle</a> <a href="#">30.4.2 Process Warrant Payments</a>
30.5 Manage Payments	<a href="#">30.5.2 Manage ACH/EFT Notifications</a> <a href="#">30.5.4 Cancel and Reissue Payments</a>
80.2 Monitor and Manage Fund Cash	<a href="#">80.2.6 Manage Revolving Funds</a>

**Agency Supplier Record Value Purpose and Use**

The Agency Supplier Record task is important for the creation of agency supplier records in Florida PALM so that unique Supplier IDs can be associated to each unique TIN for the processing of special handling payments, such as warrants where the Inter/IntraUnit Module cannot be leveraged, SPIA, and revolving fund replenishments, as needed. The agency’s supplier records must be set up with the appropriate information for vouchers and payments to be processed. Agency supplier records are also needed to avoid errors and fallouts within conversions, such as GMC001 (Grants) and POC001 (Encumbrances).

**Failure to complete the Agency Supplier Record worksheet will result in Agency Supplier Records not being established appropriately in Florida PALM.**

**Agency Supplier Record Design Details**

The following design considerations are applied when defining an Agency Supplier Record in Florida PALM:

- Supplier ID is a required field on vouchers.
- Supplier ID is a system generated value for each unique TIN.
- Agency Supplier records are being created with the information that is being collected within the Agency Supplier Record worksheet.
- Agencies that need to receive or process special handling payments, outside of the Inter/IntraUnit module will need a Supplier ID.
- There may be some agencies who **only** receive credit card payments that do not need a Supplier ID for payment purposes but may need a Supplier ID to be listed as a grant recipient or subrecipient.
- Agencies can have multiple Locations associated to each Supplier ID. A Location record is the unique combination of Location Name, Location Type, and Payment Method.
- There can only be one MAIN Location Type / Location Name per TIN.
- Agencies can have multiple addresses associated to each Supplier ID, but a Location can only have one associated address.

- SPIA and Revolving Fund Locations have specific prefixes that are required for identification and system logic purposes.
- Special characters should not be included in the Supplier Name, Supplier Short Name or Location Name.
- Addresses should only be provided for payment purposes.

**Assumptions**

The following assumptions are considered when defining an Agency Supplier Record:

- Agencies have at least one TIN for payment purposes, excluding credit card payments.
  - If an agency does not have a TIN for payment purposes, an Agency Supplier Record is not needed.
- Agency supplier records will not be marked as confidential.
- DFS A&A will approve all supplier records including TINs and Locations.
- DFS Division of Treasury will be included in the approval of supplier records where there is a SPIA or WIRE Location Type or WIR Payment Method.
- Agencies that need to receive payments via warrant (check) will need to have one MAIN Location set up with the CHK Payment Method selected.
- There will be a separate work effort to collect the bank account information associated with ACH Locations, and prenoting will be done, if the bank account has not already been prenoted in FLAIR, before go-live.
- Bank information will not be collected for WIRE Locations. Wire payments are not processed in Florida PALM, but the voucher records the accounting for the transaction. Treasury will continue to process wire transactions outside of Florida PALM.

**Agency Supplier Record Field Details**

Agencies must provide the following agency supplier-related values as listed in the Agency Supplier Record worksheet in Smartsheet.

Table 2: Agency Supplier Record Field Details

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
<b>SetID</b>	Value used in Florida PALM to define setup data. It allows the sharing of common setup data across business units or specific to business unit.	Required	Alphanumeric	5	Project Provided
<b>TIN</b>	TIN associated to the agency for payment purposes, excluding credit card payments.	Required	Numeric	9	Agency Provided
<b>Supplier Name</b>	The Supplier Name should be the agency name. This is the name	Required	Character	40	Agency Provided

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
	that will appear on payments.				
<b>Supplier Short Name</b>	This field is informational only and is used for searching Supplier records online in Florida PALM and can be included in reports.  If not provided by the agency, this field will default to the agency's acronym.	Required	Character	10	Agency Provided
<b>Agency Location</b>	"Yes" or "No" drop-down column used to determine if Location detail fields are required for the Supplier address provided.	Required	Character	3	Agency Indicated
<b>Location Name</b>	A unique identifier that is selected on vouchers to provide the Payment Method and Address for payment purposes.	Required <i>(based on prior column dependency)</i>	Character	10	Agency Provided
<b>Location Description</b>	Additional information to further describe the Location. This field is informational only and is not visible on vouchers.	Required <i>(based on prior column dependency)</i>	Character	30	Agency Provided
<b>Location Type</b>	Identifies the type of the Location record (i.e., ACH, MAIN, SPIA, RevFund, or WIRE).	Required <i>(based on prior column dependency)</i>	Character	7	Agency Specified
<b>Payment Method</b>	Determines the way in which the payment will be received (ACH, CHK (warrant), or WIR (wire)).	Required <i>(based on prior column dependency)</i>	Character	3	Agency Specified
<b>Country</b>	The country for the agency Address.	Required	Character	3	Agency Provided

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
<b>Address 1</b>	The first line, street or PO Box details, of the agency's Address. "Attention: <Business Area Name>" can be used in Address 1 field if this value is needed on the payment.	Required	Character	55	Agency Provided
<b>Address 2</b>	The second line, street or PO Box details, of the agency Address.  If "Attention: <Business Area Name>" is provided in Address 1 field, then Address 2 field is required and must include the street or PO Box address details for the agency Address.	Conditionally Required	Character	55	Agency Provided
<b>Address 3</b>	The third line, street or PO Box details of the agency Address.	Optional	Character	55	Agency Provided
<b>Address 4</b>	The fourth line of the agency Address.  <i>Address 4 is used for foreign addresses only.</i>	Optional	Character	55	Agency Provided
<b>County</b>	The county of the agency Address.	Optional	Character	30	Agency Provided
<b>City</b>	The city of the agency Address.	Required	Character	30	Agency Provided
<b>State</b>	The state of the agency Address.	Required	Character	2	Agency Provided
<b>Postal</b>	The postal zip code of the agency Address.	Required	Character	12	Agency Provided
<b>Comments</b>	Agency comments.	<i>Required (based on prior column dependency)</i>	Character	254	Agency Provided

**Agency Supplier Record Page(s)**

The following provides an example of the supplier record page where the Supplier ID values will be set up in Florida PALM.

The screenshot shows the Florida PALM interface for a Supplier Record. The 'Identifying Information' tab is active. The 'Additional ID Numbers' section is highlighted with a red box. It contains a table with the following data:

Type	SetID	ID Number	DUNS Number
TIN	STATE	010137770	

Figure 3: Supplier Record, Identifying Information tab, Additional ID Numbers, TIN

The following provides an example of the supplier record page where the address values will be set up in Florida PALM.

The screenshot shows the FloridaPALM interface for a Supplier Record. The 'Address' tab is selected and highlighted with a red box. The page displays the following information:

- Supplier Information:** SetID STATE, Supplier ID 000001016, Short Supplier Name TD BANK NA-001, Supplier TD Bank NA.
- Supplier Address:** Address ID 1, Description MAIN.
- Details:** Effective Date 02/25/2022, Effective Status Active, Country USA (United States), Address 1 PO BOX 1377, City Lewiston, State ME (Maine), Postal 42431.

Figure 4: Supplier Record, Address tab, Supplier Address Details

The following provides an example of the supplier record page where the Location Name and Location Description values will be set up in Florida PALM.

The screenshot shows the FloridaPALM interface for a Supplier Record. The 'Location' tab is selected and highlighted with a red box. The page displays the following information:

- Supplier Information:** SetID STATE, Supplier ID 000001016, Short Supplier Name TD BANK NA-001, Supplier TD Bank NA.
- Location:** \*Location MAIN, Description MAIN, Default checked, RTV Fees, Attachments (0).
- Details:** \*Effective Date 02/25/2022, Effective Status Active.
- Options:** Payables (highlighted with a red box), Procurement, Sales/Use Tax 1099.

Figure 5: Supplier Record, Location tab, Location Name, Location Description, Payables link

The following provides an example of the supplier record page where the Location Address values will be set up in Florida PALM.

Payables Options

SetID	STATE	Location	MAIN
Supplier ID	0000001016	Description	MAIN
Short Supplier Name	TD BANK NA	TD BANK NA-001	
Supplier Name	TD Bank NA	<input type="button" value="Expand All"/> <input type="button" value="Collapse All"/>	

**Invoicing**

Supplier	0000001016	TD Bank NA
Address	<input type="text" value="1"/>	MAIN
	<input type="button" value="Search"/>	PO BOX 1377
		Lewiston, ME 42431
Location	MAIN	MAIN

**Remitting**

*Supplier	<input type="text" value="0000001016"/>	<input type="button" value="Search"/>	TD Bank NA
*Address	<input type="text" value="1"/>		MAIN
	<input type="button" value="Search"/>		PO BOX 1377
			Lewiston, ME 42431
*Location	<input type="text" value="MAIN"/>	<input type="button" value="Search"/>	MAIN

Figure 6: Supplier Record, Location tab, Payables Options, Remitting Address

### Worksheet Instructions

The below information provides detailed instructions on how to complete the <Agency> Supplier Record worksheet in Smartsheet.

**NOTE:** Your Agency Supplier Record Workbook is currently locked. If you need to make changes, contact your Readiness Coordinator.

### Field Instructions

The worksheet contains the following columns:

- **Configure Record** (Required for all rows of data)
  - Select the appropriate option from the drop-down.
    - Yes - Record Is Correct: The information used to create the Agency Supplier Record is correct and no changes are needed.
      - All other fields in the row should remain unchanged.
    - Remove – Record is Not Valid: The information provided in the row is no longer needed and should not be loaded in Florida PALM.
      - If selecting “Remove”, a comment **must** be provided in the *Comments* column explaining why this record is no longer needed.
    - Update Record: Select this option if the information is still needed but one or more values needs to be updated.
      - If selecting “Update Record”, a comment **must** be provided in the *Comments* column listing all fields that were updated, how the values changed in the fields, and why the information was updated. Failure to

provide an adequate response may result in the record not being updated in Florida PALM.

- New Record Request: Select this option if adding a new row to the workbook to create a new Agency Supplier Record in Florida PALM.
    - If selecting “New Record Request”, a comment **must** be provided in the Comments column explaining the need for the record and how it will be used. Failure to provide an adequate response may result in the record not being created in Florida PALM.
  
- **Set ID** (Required for all rows of data)
  - This value is Project provided and will auto populate to new rows once an agency has saved values in the Supplier Record workbook.
  
- **TIN** (Required for all rows of data)
  - Provide all TINs associated to the agency for payment purposes, excluding credit card payments. If a TIN can accept multiple payment methods (e.g., ACH and warrant) or has multiple addresses, add a row for each combination, duplicating the TIN value on each row as applicable. Each unique TIN will have a unique Supplier ID created in Florida PALM.
    - If the 9-character maximum field limit is exceeded, the cell will turn red and remain red until corrected.
  - If your agency needs help determining the appropriate TIN to associate to each Location, please reach out to DFS A&A for guidance: [DFSFinancialEd@MyFloridaCFO.com](mailto:DFSFinancialEd@MyFloridaCFO.com).
  
- **Supplier Name** (Required for all rows of data)
  - Provide the agency name that will appear on payments. (Example: Department of Financial Services, DFS, Finance).
    - If the 40-character maximum field limit is exceeded, the cell will turn red and remain red until corrected.
  
- **Supplier Short Name** (Required for all rows of data)
  - Review the Supplier Short Name value which is informational only, and does not appear on the payment. The Supplier Short Name is used for reporting and online searching in Florida PALM.
    - In most situations, the Supplier Short Name was configured using the agency’s acronym (Example: DFS) to better aid in searching in Florida PALM. If your agency would like to use a different Supplier Short Name other than what was provided, select “Update Record” from the *Configure Record* column, insert the value in the Supplier Short Name field, and leave a comment listing the field that was updated, how the value changed in the field, and why the information was updated.
    - For new records, the Supplier Short Name is required. If a value has not been provided with the task submission, it will be defaulted to the agency acronym.
  
- **Agency Location** (Required for all rows of data)
  - Select the appropriate option from the drop-down.
    - Yes: Used to specify the Location information for the associated TIN.

- No: Used for each address that is not to be associated with a Location (i.e., can be selected for use with any Location or Payment Method on a voucher).
  - If “No” is selected, the *Location Name*, *Location Description*, *Location Type*, and *Payment Method* columns should be left blank, as indicated with grey conditional formatting.
- **Location Name** (Required if “Yes” is selected in the *Agency Location* column)
  - Provide a **unique** value in the *Location Name* column for the agency Location. It should be a value that is easily identifiable for users to select the appropriate Location on a voucher for payment purposes.
    - Location Naming Conventions

Table 3: Location Naming Conventions

Location Type	Location Name
ACH	Must equal “ACH”
MAIN	Must equal “MAIN”.
SPIA	Must begin with “SPIA”, followed by the last 5 digits of the Fund number.
RevFund	Must begin with “RF”, followed by 8 characters of the agency’s choosing. Agencies should select characters that will easily identify the appropriate revolving fund location if there is more than one within the Agency Supplier Record.
WIRE	Must equal “WIRE”.

- There can only be one ACH, MAIN, and WIRE Location Type per Supplier ID.
- If the 10-character maximum field limit is exceeded for the Location Name, the cell will turn red and remain red until corrected.
- Should be left blank, as indicated by grey conditional formatting, if “No” was selected in the *Configure Record* column.
- **Location Description** (Required if “Yes” is selected in the *Agency Location* column)
  - Provide the Location Description to further define the Location. This field is informational only and is not visible on vouchers.
    - For Agency Supplier Records with a Location Type of “MAIN”, the Location Description should also be “MAIN”.
      - There can only be one MAIN Location Type per TIN.
    - If the 30-character maximum field limit is exceeded, the cell will turn red and remain red until corrected.
  - Should be left blank, as indicated by grey conditional formatting, if “No” was selected in the *Configure Record* column.
- **Location Type** (Required if “Yes” is selected in the *Agency Location* column)
  - Select the Location Type value, which identifies the type of payment that will be processed, from the available drop-down.
    - ACH – Can only have a payment method of ACH.

- MAIN – Can only have a payment method of CHK.
    - SPIA – Can only have a payment method of ACH or WIR, as approved by Treasury.
    - RevFund – Can only have a payment method of ACH.
    - WIRE – Can only have a payment method of WIR.
  - Should be left blank, as indicated by grey conditional formatting, if “No” was selected in the *Configure Record* column.
  
- **Payment Method** (Required if “Yes” is selected in the *Agency Location* column)
  - Select the Payment Method value, which determines how the payment will be received, from the available drop-down (i.e., ACH, CHK, WIR).
    - If another Payment Method is needed, please reach out to DFS A&A for guidance: [DFSFinancialEd@MyFloridaCFO.com](mailto:DFSFinancialEd@MyFloridaCFO.com).
  - Should be left blank, as indicated by grey conditional formatting, if “No” was selected in the *Configure Record* column.
  
- **Country** (Required for all rows)
  - Provide the 3-character country code for the agency address (Example: “USA”).
    - If the 3-character maximum field limit is exceeded, the cell will turn red and remain red until corrected.
    - If the Country code is anything other than “USA”, provide an explanation in the *Comments* column.
  
- **Address 1** (Required for all rows)
  - Provide the first line, street or PO Box details, for the agency address.
    - *Address 1* can include “Attention: <Business Area Name>” if this value is needed on the payment.
      - It is best practice to refrain from using employee names in the “Attention” information of an agency address.
      - Only the Address 1 field should be used for the “Attention” information on a payment.
    - If the 55-character maximum field limit is exceeded, the cell will turn red and remain red until corrected.
  
- **Address 2** (Required if Address 1 was used as an “Attention” field)
  - If applicable, provide the second line, street or PO Box details, for the agency remit to address.
    - If Address 1 includes “Attention: <Business Area Name>”, then Address 2 is required must include the street or PO Box details for the agency address.
    - If Address 1 contains street or PO Box details, then Address 2 is an optional field.
    - If the 55-character maximum field limit is exceeded, the cell will turn red and remain red until corrected.
  
- **Address 3** (Optional)
  - Provide the third line, if any, street or PO Box details, for the agency remit to address.
    - If the 55-character maximum field limit is exceeded, the cell will turn red and remain red until corrected.

- **Address 4** (Optional)
  - A value can only be provided here if the *Country* field is populated with a value other than USA and Address 4 is needed. This field is **only used for foreign addresses** in Florida PALM.
    - If the 55-character maximum field limit is exceeded, the cell will turn red and remain red until corrected.
  
- **County** (Optional)
  - Provide the County for the agency address.
    - If the 30-character maximum field limit is exceeded, the cell will turn red and remain red until corrected.
  
- **City** (Required for all rows)
  - Provide the City for the agency address.
    - If the 30-character maximum field limit is exceeded, the cell will turn red and remain red until corrected.
  
- **State** (Required for all rows)
  - Provide the State code for the agency address (Example: FL).
    - If the State code is anything other than “FL”, provide an explanation in the *Comments* column.
    - If the 2-character maximum field limit is exceeded, the cell will turn red and remain red until corrected.
  
- **Postal Code** (Required for all rows)
  - Provide the postal zip code for the agency address.
    - If the 12-character maximum field limit is exceeded, the cell will turn red and remain red until corrected.
  
- **Comments** (Required, based on prior column dependency)
  - Use the Comments field, optionally, for your internal purposes or to provide additional information that needs to be considered for your Agency Supplier Record.
  - Comments are required in the following situations:
    - “Update Record” was selected in the *Configure Record* column and a correction was made to ANY of the fields in the workbook.
      - The comment must adequately explain the fields that were changed, how the values in the fields changed, and why the changes were necessary.
    - “New Record” was selected in the *Configure Record* column.
      - The comment must adequately explain the need for the new record and how it will be used.
    - “Remove Record” was selected in the *Configure Record* column.
      - The comment must explain why the record is no longer needed and should not be configured in Florida PALM.
    - The State code provided in the *State* column is anything other than “FL”.
    - The Country code provided in the *Country* column is anything other than “USA”.

- Failure to provide an adequate comment may result in the record not being updated in Florida PALM.

**NOTE:** *DFS A&A and/or Treasury are in the process of reviewing the agency supplier records that were created for Mock Conversion 3. The Locations that were created for Mock Conversion 3 may be different than the Locations that are created in Mock Conversion 4 based on feedback and guidance received from DFS A&A and/or Treasury.*