

FloridaP^{ALM}

Planning, Accounting, and Ledger Management



SEGMENT III DESIGN WORKSHOP

MARCH 27, 2024



Solution Design Workshops

Agenda

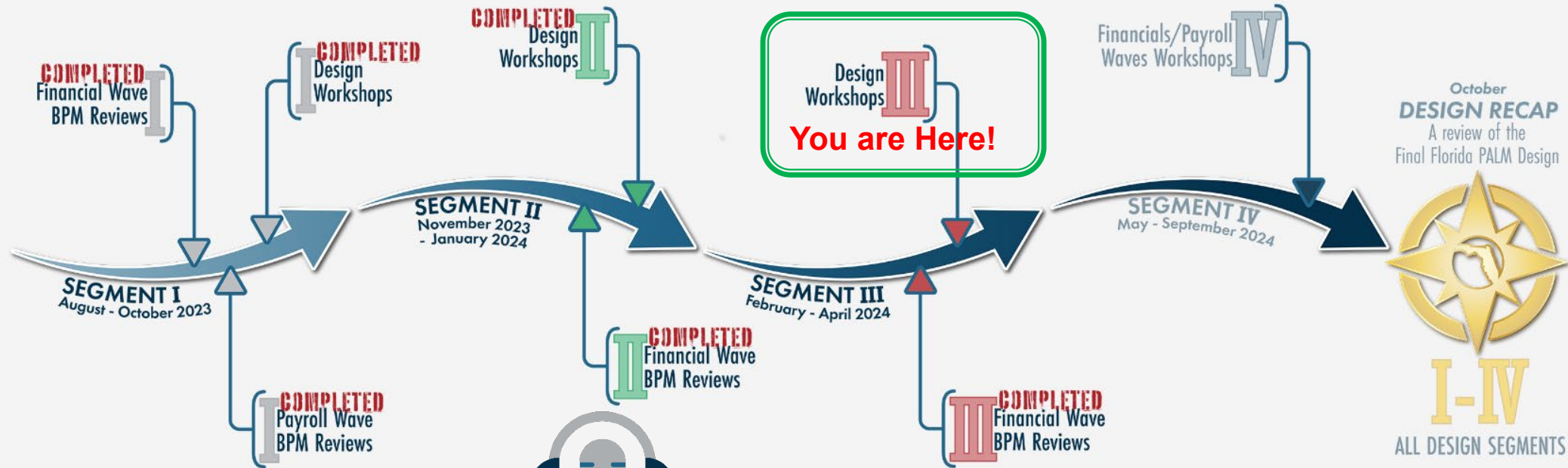
- ▶ Welcome and Introductions
 - Housekeeping
- ▶ Design Phase Overview
- ▶ Disbursements Management
 - Suppliers
- ▶ Supplier Conversion
- ▶ Interface Layout Review
- ▶ Reporting
- ▶ Wrap Up



Design Phase Overview

Florida PALM Design Phase

Click a meeting icon to access details and materials including business process narratives & flows.



PALMcast

For more information, listen to
[Episode #11: The Design Phase](#)

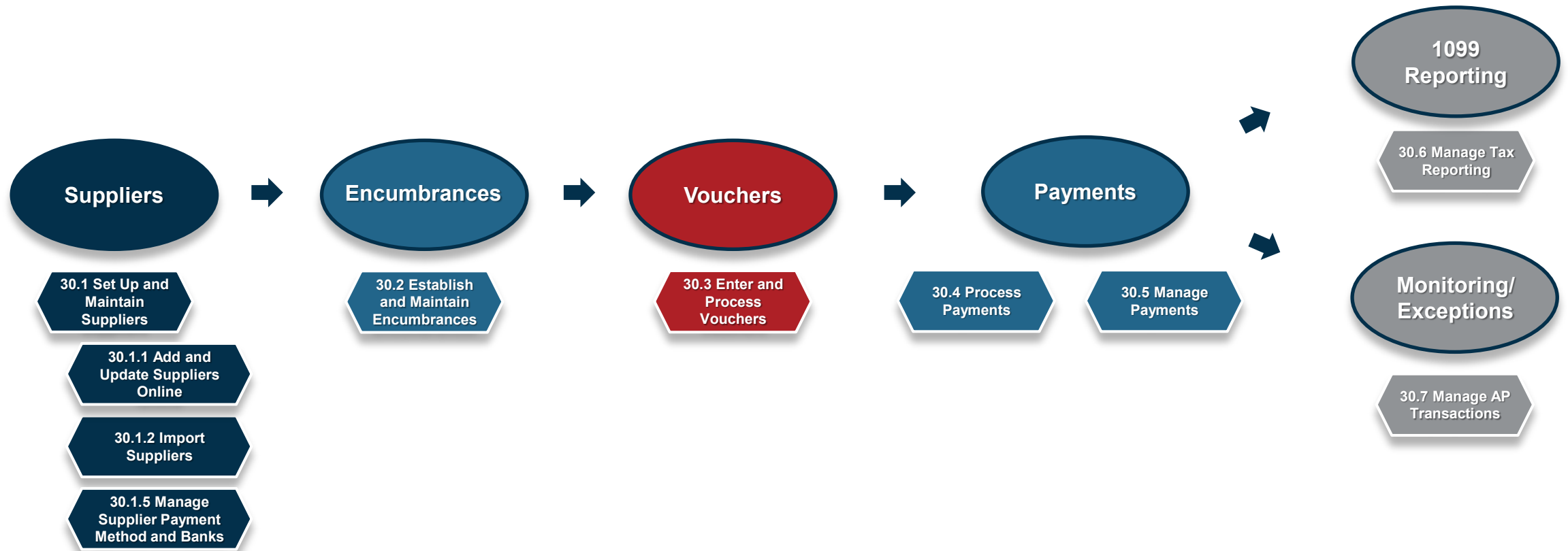


FloridaPALM
Planning, Accounting, and Ledger Management

DISBURSEMENTS MANAGEMENT



Disbursements Management Process



Segment 1

Segment 2

Segment 3

Segment 4



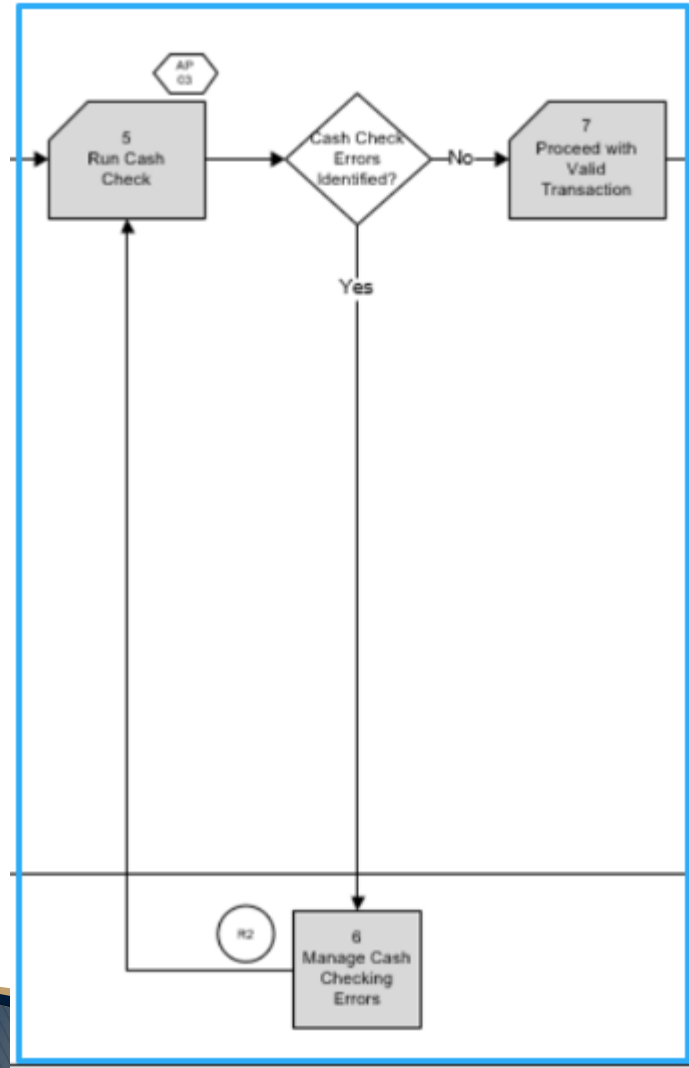
Questions from BPM Sessions

- ▶ Can a user make changes/resubmit a supplier request if they are not the original requester?
- ▶ What are the impacts of updating a supplier location in Florida PALM?
- ▶ How will agencies submit vouchers for 1099 reportable transactions when the agency is handling the 1099 reporting, but need to record the transaction in Florida PALM?
- ▶ How will minority reporting work for PCard transactions when Bank of America is the supplier?
- ▶ How will agencies pay employees within other Business Units? Most common scenario is for travel?



Disbursements Management

Voucher Lifecycle – Cash Check – Segment IV Design



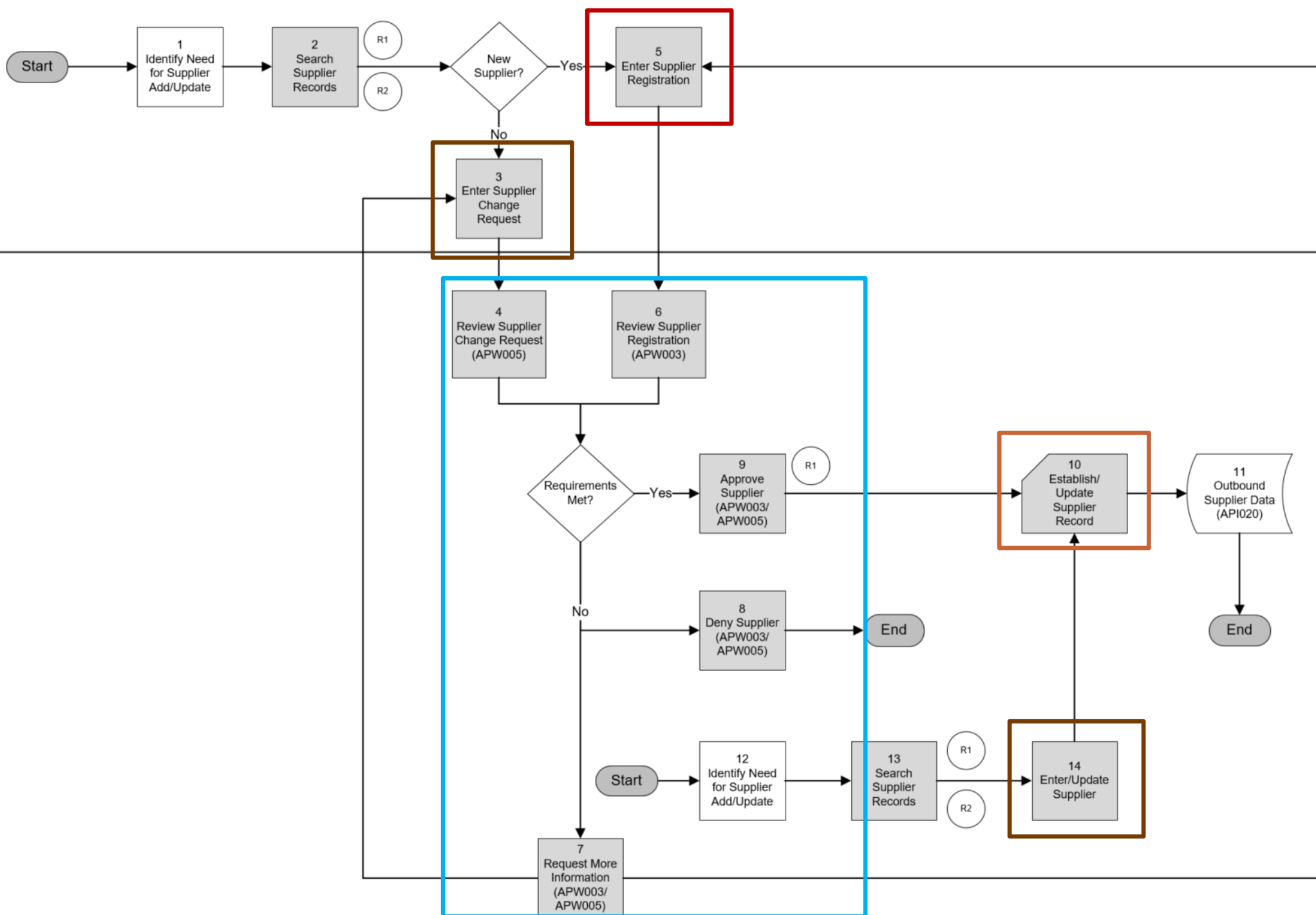
More details about the Cash Check process and related statuses will be reviewed during Segment IV Workshops

SUPPLIERS



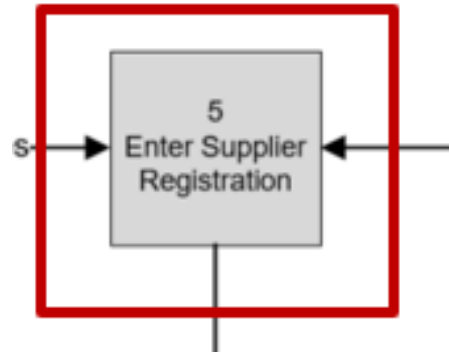
Supplier Lifecycle





Disbursements Management

Supplier Lifecycle – Registration

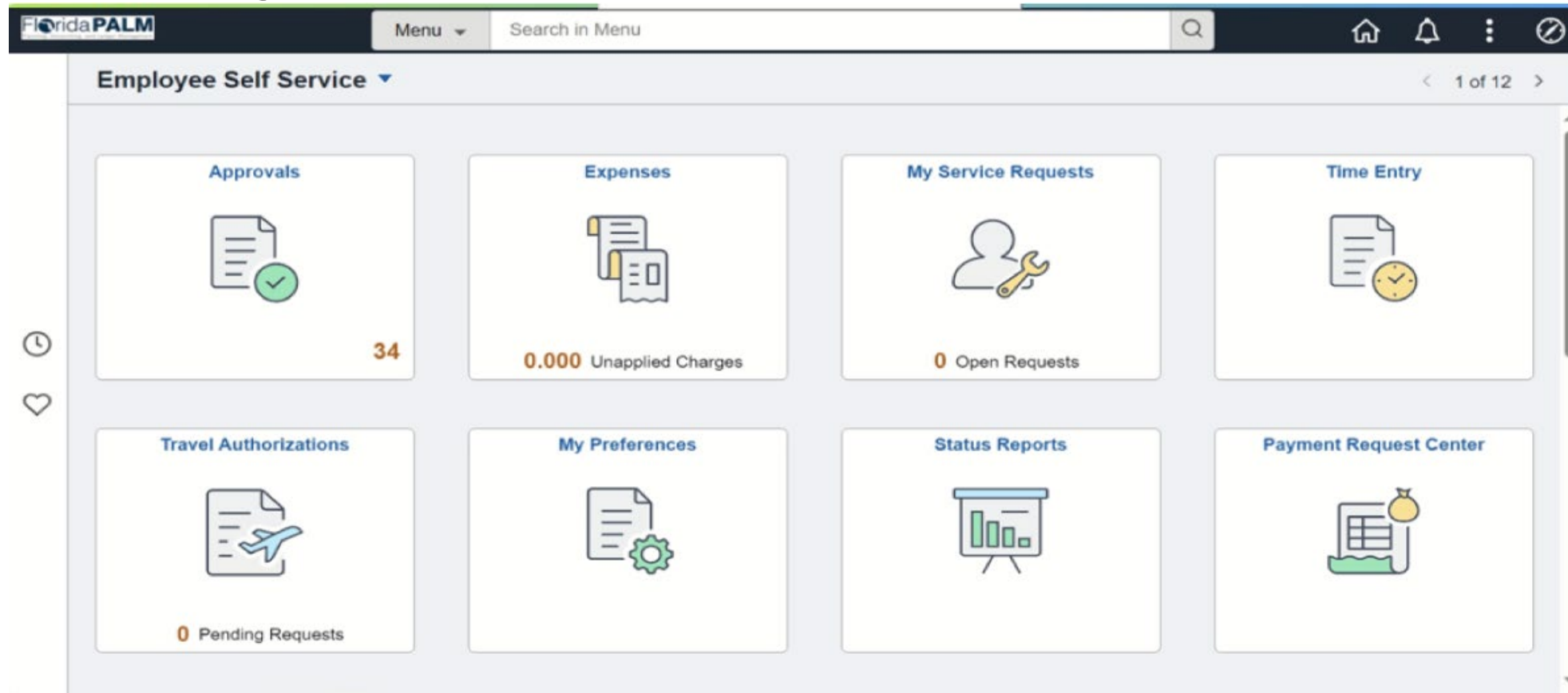


Supplier Registration	Status	Action
	Draft	Registration started, but not yet submitted
	Pending Review/ Approval	Registration has been submitted but not yet reviewed by the Approver
	Request More Information	Approver has reviewed the Registration and responded back to the requestor for more information
	Rejected	Approver has reviewed and denied the Registration
	Approved	Approver has reviewed and approved the Registration

Disbursements Management

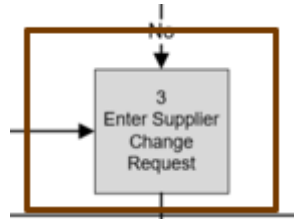
Supplier Lifecycle – Registration

▶ Supplier Registration Demo

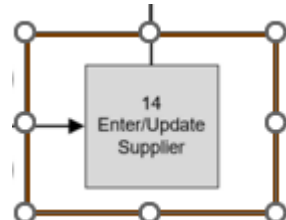


Disbursements Management

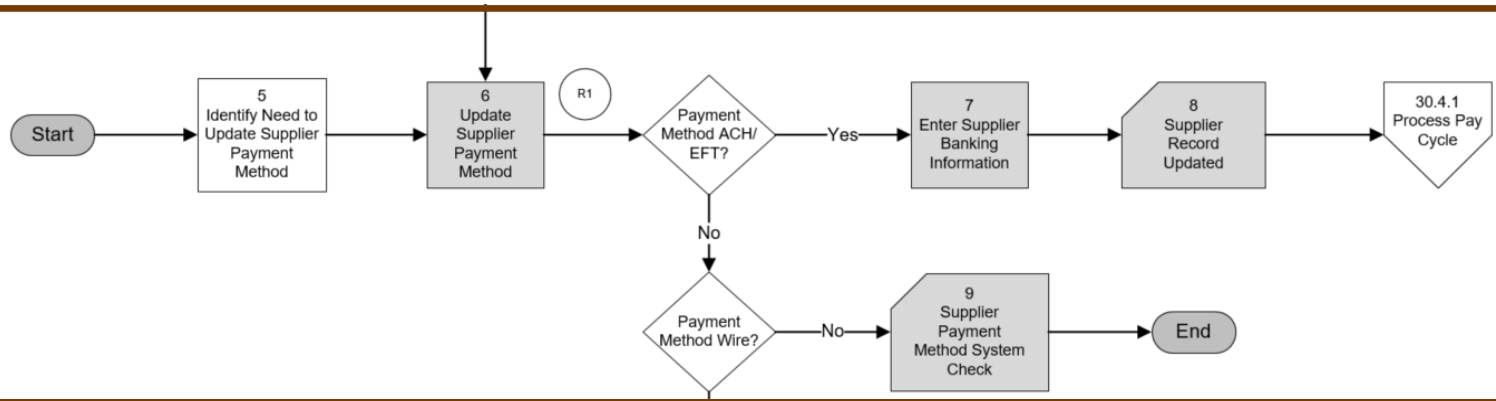
Supplier Lifecycle – Change Requests and Updates



Agency AP Supplier
Processor role



DFS AP Supplier
Approver role



DFS AP Supplier
Banking Processor role

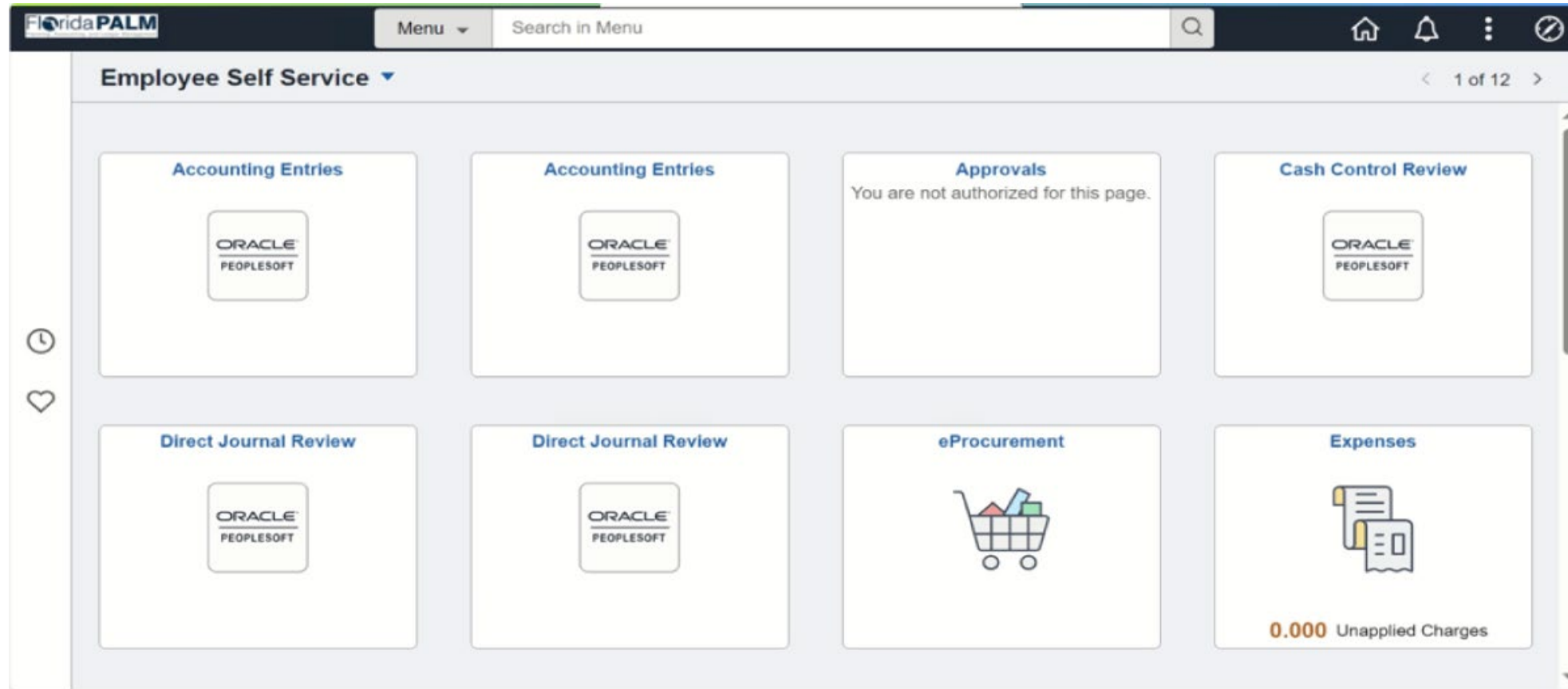
Supplier Change Request

Status	Action
Save for Later	Change Request started, but not yet submitted
Withdrawn	Change request is withdrawn by the requester prior to approval
Pending Approval	Submitted by requester and awaiting review by the approver
Request Additional Information	Approver has reviewed the Change Request and responded back to the requestor for more information
Rejected	Approver has reviewed and denied the Change Request
Approved	Approver has reviewed and approved the Change Request

Disbursements Management

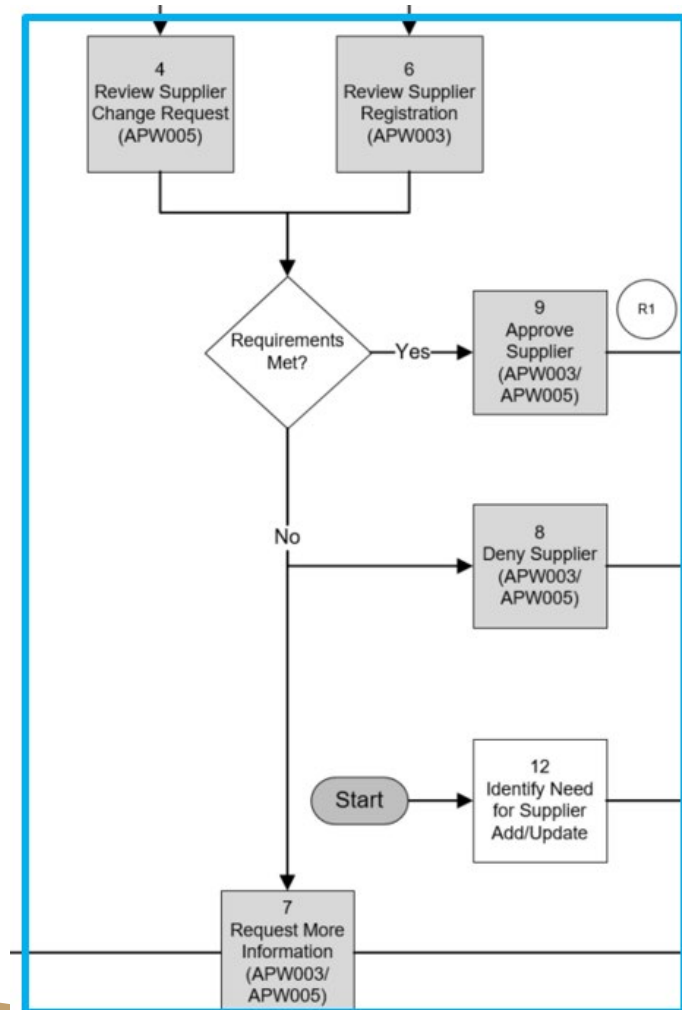
Supplier Lifecycle – Change Requests and Updates

► Supplier Change Request Demo



Disbursements Management

Supplier Lifecycle – Approval Workflow



Supplier Approval Workflow	Status	Action
	Pending Approval	Registration or Change Request has been submitted but not yet reviewed by the Approver
	Request More Information	Approver has reviewed the Registration or Change Request and responded back to the requestor for more information
	Rejected	Approver has reviewed and denied the Registration or Change Request
	Approved	Approver has reviewed and approved the Registration or Change Request

Disbursements Management

Supplier Lifecycle – Approval Workflow

- ▶ Supplier Registration Notifications
 - Request More Information

From: FLPALM_Alert@myfloridacfo.gov

To: sajal.saurabh@myfloridacfo.com

Subject: More Information is requested for Supplier Registration Request.

More Information is requested for Supplier Registration Request. Details are as shown below:

Registration ID: 0000000003

Reason code: INCOMPLETE

Comments: Please provide additional information and submit for re-evaluation

Click on the URL to access the request https://finsit1.flpalm.myfloridacfo.gov/psp/psfinsit1/EMPLOYEE/ERP/c/SUP_OB_MENU.AUC_BIDDER_REGISTR.GBL?Page=SUP_OB_BID

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Disbursements Management

Supplier Lifecycle – Approval Workflow

- ▶ Supplier Registration Notifications
 - Denied

From: FLPALM_Alert@myfloridacfo.gov

To: sajal.saurabh@myfloridacfo.com

Subject: Supplier Registration Request has been denied.

Supplier Registration Request has been denied. Details are as shown below:

Registration ID: 0000000002

Reason code: DUPLICATE

Comments: Information was a match with existing supplier or bidder

Click on the URL to access the request https://finsit1.flpalm.myfloridacfo.gov/psp/psfinsit1/EMPLOYEE/ERP/c/SUP_OB_MENU.AUC_BIDDER_REGISTR.GBL?Page=S

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Disbursements Management

Supplier Lifecycle – Approval Workflow

- ▶ Supplier Registration Notifications
 - Approved

From: FLPALM_Alert@myfloridacfo.gov

To: sajal.saurabh@myfloridacfo.com

Subject: Supplier Registration Request has been approved.

Supplier Registration Request has been approved. Details are as shown below:

Registration ID: 0000000001

Supplier ID: 0000000120

Supplier Name: WEST ELECTRIC INC

Click on the URL to access the request https://finsit1.flpalm.myfloridacfo.gov/psp/psfinsit1/EMPLOYEE/ERP/c/SUP_OB_MENU.SUP_OB_AUDIT_TRAIL.GBL?Page=

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Disbursements Management

Supplier Lifecycle – Approval Workflow

- ▶ Supplier Change Request Notifications
 - Request More Information

From: FLPALM_Alert@myfloridacfo.gov

To: sravani.sarvisetty@myfloridacfo.com

Subject: More Information is requested for Supplier Change Request.

More Information is requested for Supplier Change Request. Details are as shown below:

Change Request ID: VOB0000000000003

Supplier ID : 0000000044

Supplier Name: North Island private LTD

Reason code: DISCREP

Comments: Please provide additional information to clarify

Click on the URL to access the request https://finsit1.flpalm.myfloridacfo.gov/psp/psfinsit1/EMPLOYEE/ERP/c/SCR_MENU.SCR_VENDOR_SELECT.GBL

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Disbursements Management

Supplier Lifecycle – Approval Workflow

- ▶ Supplier Change Request Notifications
 - Denied

From: FLPALM_Alert@myfloridacfo.gov

To: sravani.sarvisetty@myfloridacfo.com

Subject: Supplier Change Request has been denied.

Supplier Change Request has been denied. Details are as shown below:

Change Request ID: VOB0000000000002

Supplier ID : 0000000043

Supplier Name: High remote LTD

Reason code: INCORRECT

Comments: Change is not valid

Click on the URL to access the request https://finsit1.flpalm.myfloridacfo.gov/psp/psfinsit1/EMPLOYEE/ERP/c/SCR_MENU.SCR_VENDOR_SELECT.GBL

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Disbursements Management

Supplier Lifecycle – Approval Workflow

- ▶ Supplier Change Request Notifications
 - Approved

From: FLPALM_Alert@myfloridacfo.gov

To: sravani.sarvisetty@myfloridacfo.com

Subject: Supplier Change Request has been approved.

Supplier Change Request has been approved. Details are as shown below:

Change Request ID: VOB0000000000001

Supplier ID: 0000000120

Supplier Name: WEST ELECTRIC INC

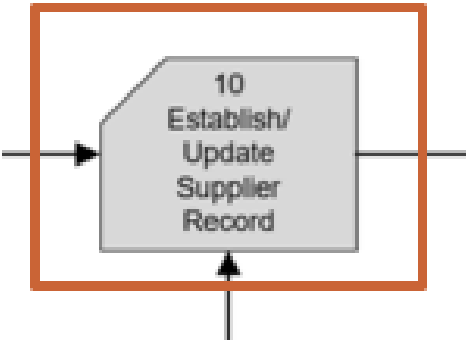
Click on the URL to access the request https://finsit1.flpalm.myfloridacfo.gov/psp/psfinsit1/EMPLOYEE/ERP/c/SCR_MENU.SUP_OB_AUDIT_TRAIL.GBL

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Disbursements Management

Supplier Lifecycle – Creation/Update



Action	Status
Creation of Supplier Record	Approved
Update to Supplier Record	Approved

Disbursements Management

Supplier Record

- ▶ Summary Tab
- ▶ Identifying Information Tab
- ▶ Address Tab
- ▶ Contacts Tab
- ▶ Location Tab



Disbursements Management

Supplier Record

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► Summary Tab

- Provides summary level information for the supplier record. Information is not entered within this tab, just displayed from other tabs within the supplier record.

Navigation: Favorites ▾ Main Menu ▾ > Suppliers ▾ > Supplier Information ▾ > Add/Update ▾ > Supplier

FloridaPALM

Summary | Identifying Information | Address | Contacts | Location | Custom

SetID	STATE
Supplier ID	0000001016
Supplier Short Name	TD BANK NA
Supplier Name	TD Bank NA
Order	TD BANK NA-001
	PO BOX 1377
	Lewiston, ME 42431
Remit To	TD BANK NA-001
	PO BOX 1377
	Lewiston, ME 42431
Status	Approved
Persistence	Regular
Classification	Supplier
HCM Class	
Open for Ordering	Yes
Withholding	No
VAT	No
Last Modified By	HEATHER.CLEARY
Last modified date	03/01/2022 9:25AM
Created By	HEATHER.CLEARY
Created Date/time	02/25/2022 11:44AM
Last Activity Date	03/01/2022

Buttons: Save Return to Search Notify Add Update/Display Include History Correct History

Summary | Identifying Information | Address | Contacts | Location | Custom



Disbursements Management

Supplier Record

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► Identifying Information Tab

◦ Header Record Type

- Set ID
- Supplier ID
- Supplier Name, Short Name, Additional Name
- Classification
- HCM Class (for Payroll Deduction Suppliers)
- Persistence
- Status
- Business Designation
- Designation Effective Date
- Withholding identifier
- Unique Entity Identifier
- TIN Match Status
- TIN Match Date

The screenshot shows the Florida PALM web application interface for the 'Supplier Information' page. The 'Identifying Information' tab is selected and highlighted with a red box. The form contains the following fields and values:

- SetID:** STATE
- Supplier ID:** 0000000002
- *Supplier Short Name:** NABI-001 (with NABI-001-001 as a secondary value)
- *Classification:** Outside Party
- HCM Class:** (empty)
- *Persistence:** Regular
- *Supplier Status:** Approved
- Business Designation:** C Corporation (highlighted with a red box)
- Designation Effective Date:** 07/17/2020 (highlighted with a red box)
- *Supplier Name:** North American Business Industries
- Additional Name:** (empty)
- Withholding:** ☒
- Open For Ordering:** ☒
- VAT Registration:** ☐
- *Supplier Audit:** Default
- Supplier Audit:** ☐

Buttons for 'Check for Duplicate', 'Expand All', and 'Collapse All' are visible. Below the main form is the 'Supplier Relationships' section, which includes fields for 'Corporate SetID' (STATE), 'Corporate Supplier ID' (0000000002), 'InterUnit Supplier ID' (empty), and 'Supplier Hierarchy' (North American Business Industries).

Disbursements Management

Supplier Record

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- ▶ Identifying Information Tab
 - Additional ID Numbers
 - TIN
 - SSN
 - Source System Supplier ID

Florida PALM

Summary **Identifying Information** Address Contacts Location Custom

SetID STATE

Supplier ID 0000001016

*Supplier Short Name TD BANK NA TD BANK NA-001

*Classification Supplier

HCM Class

*Persistence Regular

*Supplier Status Approved

*Supplier Name TD Bank NA

Additional Name

☐ Withholding

☒ Open For Ordering

☐ VAT Registration

*Supplier Audit Default

☐ Supplier Audit

Check for Duplicate

Expand All Collapse All

Attachments (0) Profile Qu

Supplier Relationships

☐ Corporate Supplier

Corporate SetID STATE

Corporate Supplier ID 0000001016

TD Bank NA

☐ InterUnit Supplier

InterUnit Supplier ID

Supplier Hierarchy Supplier

Create Bill-To Customer

☐ Create Bill To Customer

▶ **Supplier Rating**

▶ **Supplier Logo**

Additional ID Numbers

Customer SetID STATE Customer ID Our Customer Number

ID Numbers Personalize Find View All First 1 of 1 Last

Type	SetID	ID Number	DUNS Number
TIN		010137770	



Disbursements Management

Supplier Record

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- ▶ Identifying Information Tab
 - Government Classifications (MBE Codes)

Florida PALM

Summary **Identifying Information** Address Contacts Location Custom

SetID STATE
Supplier ID 000001016
*Supplier Short Name TD BANK NA TD BANK NA-001
*Classification Supplier
HCM Class
*Persistence Regular
*Supplier Status Approved

Expand All

Supplier Relationships

☐ Corporate Supplier
Corporate SetID STATE
Corporate Supplier ID 000001016
TD Bank NA

Create Bill-To Customer

☐ Create Bill To Customer

▶ **Supplier Rating**

▶ **Supplier Logo**

▶ **Additional ID Numbers**

▶ **Duplicate Invoice Settings**

▼ **Government Classifications**

EEO Certification Date

Government Sources

*Certification Source MBE Minority Business Entities

Government Classifications Find | View All First 1 of 1

Effective Date 02/25/2022
Certificate Begin Date
Government Classification A Non-Minority

Certification Number
Certificate Expiration

Look Up Government Classification

Government Classification begins with
Description begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-29 of 29 Last

SetID	Government Classification	Description
STATE A		Non-Minority
STATE B		State of FL Small Business Designation
STATE C		Federal "8(a)" Designated Business
STATE D		Minority Business, Federal
STATE E		Not Selected
STATE F		Non-Profit Organizations
STATE G		Not Selected
STATE H		African-American, Certified
STATE I		Hispanic, Certified
STATE J		Asian-American business, Certified
STATE K		Native American, Certified
STATE L		Not Selected
STATE M		Non-Minority (White) Woman, Certified
STATE M,W		Minority, Woman Business
STATE N		African-American, Non Certified
STATE O		Hispanic, Non Certified
STATE P		Asian-American business, Non Certified
STATE Q		Native American, Non Certified
STATE R		Non-Minority (White) Woman, Non Certified
STATE S		Non-Profit, Minority Board
STATE S,M		Small, Minority Business
STATE S,M,W		Small, Minority, Woman Business
STATE S,W		Small, Woman Business
STATE T		Non-Profit, Minority Employees
STATE U		Non-Profit, Minority Community Served
STATE V		Other Non-Profit
STATE W		Florida Veteran, Certified
STATE Y		Florida Veteran, Non Certified
STATE Z		Not Selected

Disbursements Management

Supplier Record

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- ▶ Identifying Information Tab
 - Additional Reporting Elements
 - Type of Contractor
 - Revenue Type
 - Supplier Flags
 - DOR Levy and DOR Levy Amount
 - IRS Levy
 - Supplier Flag
 - JLAC Flag

Florida **PALM** Suppliers

Summary **Identifying Information** Address Contacts Location Custom

SetID STATE
Supplier ID 0000001016
*Supplier Short Name TD BANK NA TD BANK NA-001
*Classification Supplier Check for Duplicate
HCM Class
*Persistence Regular
*Supplier Status Approved

*Supplier Name TD Bank NA
Additional Name
☐ Withholding
☒ Open For Ordering
☐ VAT Registration
*Supplier Audit Default
☐ Supplier Audit

Expand All Collapse All Attachments (0) Profile Questions

Supplier Relationships
☐ Corporate Supplier
Corporate SetID STATE
Corporate Supplier ID 0000001016
TD Bank NA
☐ InterUnit Supplier
InterUnit Supplier ID
Supplier Hierarchy Supplier 360

Create Bill-To Customer
☐ Create Bill To Customer

▶ Supplier Rating
▶ Supplier Logo
▶ Additional ID Numbers
▶ Duplicate Invoice Settings
▶ Government Classifications
▶ Standard Industry Codes

Additional Reporting Elements

Common Parent's TIN
Type of Contractor
SDB Program
Other Preference Programs
Ethnicity
☐ DOR Levy Flag
☐ IRS Levy Flag
☐ Supplier Flag
☐ JLAC Flag

DOR Levy Amount
HUBZone Program
Size of Small Business
VOSB

▶ Comments

- ▶ Identifying Information Tab
 - Confidential Information
 - Confidential Suppliers

Summary	Identifying Information	Address	Contacts	Location	Currency
-------------------------	--------------------------------	-------------------------	--------------------------	--------------------------	--------------------------

SetID STATE

Supplier ID 0000000002

***Supplier Short Name** NABI-001 NABI-001-00

***Classification** Supplier ▼

HCM Class ▼

***Persistence** Regular ▼

***Supplier Status** Approved ▼

▼ **Confidential Information**

☒ Confidential Flag

Business Unit			
1	AUS01 🔍	+	-
2	US001 🔍	+	-



31

- | | | | | | |
|------------------------|--------------------------------|----------|----------|--------------|------|
| Summary | Identifying Information | Address | Contacts | Location | Cust |
| SetID STATE | | | | | |
| Supplier ID 0000000002 | | | | | |
| *Supplier Short Name | | NABI-001 | | NABI-001-001 | |
| *Classification | | Employee | | ▼ | |
| HCM Class | | | | ▼ | |
| *Persistence | | Regular | | ▼ | |
| *Supplier Status | | Approved | | ▼ | |

- ✓ Protected Identity
- ✓ Restricted Employee
- ✓ Restricted Relative
- ✓ Sworn Certified

1-2 of 2

>

>

|

View 1

	Business Unit		
1	<div>AUS01</div>	<div>+</div>	<div>-</div>
2	<div>US001</div>	<div>+</div>	<div>-</div>

Disbursements Management

Supplier Record

- ▶ Identifying Information Tab
 - Header Record Type

API020 - Outbound Supplier Data - File format : (Pipe () Delimited TXT).							
Field Name	Record Type	Field Type	Field Length	Required Field (Florida PALM) Yes (Y), No (N).	Description	Valid Values/Defaults	Processing Rules
Record Code	Header	Character	1	Y	Record Code identifying the information on the record.	H - Header	This is a required field. Record Code 'H' will be populated for Header details.
Supplier ID	Header	Character	10	Y	This field will contain a valid Florida PALM Supplier ID for the Supplier SetID provided.	Example: 0000000004	This is a required field. Supplier ID will be extracted as per the value available in system.
Supplier Name 1	Header	Character	40	N	This field will contain Supplier name.	Example: JOES PLUMBING (Supplier)	This is an optional field. Supplier Name 1 will be extracted as per the value available in system.
Supplier Name 2	Header	Character	40	N	This field is an additional space for Supplier name.	Example: PLUMBING	This is an optional field. Supplier Name 2 will be extracted as per the value available in system.
Supplier Classification	Header	Character	1	Y	Indicates the supplier classification.	F - Foreign S - Supplier	This is a required field. Supplier Classification will be extracted as per the value available in system.
Supplier Status	Header	Character	1	N	Indicates Supplier status.	A - Approved; I - Inactive	This is an optional field. Supplier Status will be extracted as per the value available in system.
Additional ID Type	Header	Character	3	N	Used to capture the Supplier tax identification number or social security number.	TIN;	This is an optional field. Additional ID Type will be extracted as per the value available in system.

Disbursements Management

Supplier Record

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- ▶ Address Tab
 - Address Record Type
 - Supplier Address
 - Details
 - Payment/Withholding Alt Names
 - Phone Information

Florida PALM Suppliers Search

Summary Identifying Information **Address** Contacts Location Custom

SetID STATE Supplier Address Search
Supplier ID 0000001016 Short Supplier Name TD BANK NA-001 Supplier TD Bank NA

Supplier Address Find | View 1 First 1-3 of 3 Last

Address ID 1
Description MAIN

Details Find | View All First 1 of 1 Last

Effective Date 02/25/2022 Effective Status Active

Country USA United States
Address 1 PO BOX 1377
Address 2
Address 3
City Lewiston
County Postal 42431
State ME Maine
Email ID

Payment/Withholding Alt Names

Payment Alternate name

Name 1
Name 2

Withholding Alternate name

Withholding Name 1
Withholding Name 2

Phone Information Personalize | Find | View All First 1 of 1 Last

*Type	Location	Prefix	Telephone	Extension
Business Phone				



Summary Identifying Information **Address** Contacts Location Custom

SetID STATE

Supplier Address Search

Supplier ID 0000001016

Short Supplier Name TD BANK NA-001

Supplier TD Bank NA

Supplier Address

Find | View 1 First 1-3 of 3 Last

Address ID 1

+ -

Description MAIN

Details

Find | View All First 1 of 1 Last

Effective Date 02/25/2022

Effective Status Active

+ -

Country USA United States

Address 1 PO BOX 1377

Address 2

Address 3

City Lewiston

County

Postal 42431

State ME Maine

Email ID

Payment/Withholding Alt Names

Phone Information

Personalize | Find | View All | First 1 of 1 Last

*Type	Location	Prefix	Telephone	Extension
Business Phone				

Address ID 2



Description Address 2

Details

Find | View All

First 1 of 1 Last

Effective Date 02/25/2022



Effective Status Active



Country USA United States

Address 1 PO BOX 9540

Address 2

Address 3

City Portland

County

Postal 04112

State ME Maine

Email ID

► Payment/Withholding Alt Names

Phone Information

Personalize | Find | View All |

First 1 of 1 Last

*Type	Location	Prefix	Telephone	Extension		
Business Phone					+	-



Address ID 3



Description TD Bank National Association

Details

Find | View All

First 1 of 1 Last

Effective Date 03/01/2022



Effective Status Active



Country USA United States

Address 1 17000 Horizon Way

Address 2

Address 3

City Mount Laurel

County

Postal 08054

State

ME Maine

Email ID

Payment/Withholding Alt Names

Phone Information

Personalize | Find | View All |

First 1 of 1 Last

*Type	Location	Prefix	Telephone	Extension		
Business Phone					+	-



Disbursements Management

Supplier Record

- ▶ Address Tab
 - Address Record Type

API020 - Outbound Supplier Data - File format : (Pipe () Delimited TXT).							
Field Name	Record Type	Field Type	Field Length	Required Field (Florida PALM) Yes (Y), No (N).	Description	Valid Values/Defaults	Processing Rules
Record Code	Address	Character	1	Y	Record Code identifying the information on the record.	A - Address	This is a required field. Record Code 'A' will be populated for Line details.
Address Sequence No.	Address	Character	5	Y	Indicates supplier address sequence number.	1	This is mandatory field. The Address Sequence No. will be extracted as per the value available in system.
Effective Date	Address	Date	10	Y	Date when the Address is usable by.	Example: 01/01/1901	This is an mandatory field. Value will be extracted if there are updates on the supplier.
Status as of Effective Date	Address	Character	1	Y	Status of the address ass of the effective date.	A- Active I - Inactive	This is an required field field. Value will be extracted if there are updates on the supplier.
Payment Alternate Name 1	Address	Character	40	N	Alternative name to be printed on payments.		This is an optional field. Not all suppliers will have alternate names.
Payment Alternate Name 2	Address	Character	40	N	Alternative name to be printed on payments.		This is an optional field. Not all suppliers will have alternate names.

Disbursements Management

Supplier Record

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- ▶ Contacts Tab
 - Contact Record Type
 - Supplier Contact
 - Details
 - Phone Information

The screenshot displays the Florida PALM system interface for a Supplier Record. The 'Contacts' tab is selected and highlighted with a red box. The interface shows the following details:

- Supplier Information:** SetID STATE, Supplier ID 0000001016, Short Supplier Name TD BANK NA-001, Supplier TD Bank NA.
- Supplier Contact Section:** Includes fields for Contact ID (1), Description, and User ID. It also has a 'Find' button and navigation controls (First, 1 of 1, Last).
- Details Section:** Includes fields for Effective Date (03/16/2024), Effective Status (Active), Type, Name, Title, and Address. It also has a 'Find' button and navigation controls.
- Phone Information Section:** Includes fields for Internet (http://), Email ID, and a table for phone numbers. The table has columns for *Type, Prefix, Telephone, and Extension. The *Type dropdown is set to 'Business Phone'.

Disbursements Management

Supplier Record

- ▶ Contacts Tab
 - Contact Record Type

API020 - Outbound Supplier Data - File format : (Pipe () Delimited TXT).							
Field Name	Record Type	Field Type	Field Length	Required Field (Florida PALM) Yes (Y), No (N).	Description	Valid Values/Defaults	Processing Rules
Record Code	Contact	Character	1	Y	Record Code identifying the information on the record.	C - Contact	This is a required field. Record Code 'A' will be populated for Line details.
Contact Sequence Number	Contact	Number	5	N	Date when the contact takes effect in the system.	1	This is an optional field. Not all suppliers will have contacts.
Effective Date	Contact	Date	10	N	Date when the Contact takes effect in the system.	Example: 01/01/1901	This is an optional field. Not all suppliers will have contacts.
Address Sequence Number	Contact	Number	5	N	Unique address identifier.	1	This is an optional field. Not all suppliers will have contacts.
Status as of Effective Date	Contact	Character	1	N	Status as of the date when the contact takes effect in the system.	A- Active I - Inactive	This is an optional field. Not all suppliers will have contacts.
Contact Name	Contact	Character	50	N	Contact Name		This is an optional field. Not all suppliers will have contacts.

Disbursements Management

Supplier Record

40

- ▶ Location Tab
 - Location Record Type
 - Details
 - Payables link
 - Remitting Address
 - 1099 link

The screenshot shows the FloridaPALM web application interface for a Supplier Record. The 'Location' tab is selected and highlighted with a red box. The interface includes a header with the FloridaPALM logo and a 'Suppliers' button. Below the header, there are tabs for Summary, Identifying Information, Address, Contacts, Location, and Custom. The Location tab displays the following information:

- SetID: STATE
- Supplier ID: 0000001016
- Short Supplier Name: TD BANK NA-001
- Supplier: TD Bank NA

A note states: "A supplier location is a default set of rules which define how you conduct business with a supplier." Below this, there is a section for the Location record type, showing *Location: MAIN, Description: MAIN, and a checkbox for Default. There are also links for RTV Fees and Attachments (0). The Details section shows *Effective Date: 02/25/2022 and Effective Status: Active. There are buttons for Expand All and Collapse All. Below the Details section, there are links for Options, Payables (highlighted with a red box), Procurement, Sales/Use Tax, and 1099 (highlighted with a red box). There are also expandable sections for Additional ID Numbers, Comments, Internet Address, and VAT, each with an Expand All and Collapse All button.

Payables Options

[Help](#)

SetID STATE

Location MAIN

Supplier ID 0000001016

Description MAIN

Short Supplier Name TD BANK NA TD BANK NA-001

Supplier Name TD Bank NA

Expand All

Collapse All

Invoicing

Supplier 0000001016 TD Bank NA
Address MAIN
[Search](#) PO BOX 1377
Lewiston, ME 42431
Location MAIN MAIN

Remitting

*Supplier TD Bank NA
*Address MAIN
[Search](#) PO BOX 1377
Lewiston, ME 42431
*Location MAIN

▶ Additional Payables Options

▶ Matching/Approval Options

▶ Electronic File Options

▶ Self-Billed Invoice Options

▶ Supplier Bank Account Options

Payables Options

*Address

MAIN

Search

PO BOX 1377

Lewiston, ME 42431

*Location

MAIN

MAIN

- ▶ Additional Payables Options
- ▶ Matching/Approval Options
- ▶ Electronic File Options
- ▶ Self-Billed Invoice Options
- ▶ Supplier Bank Account Options
- ▶ Supplier Type Options
- ▶ HIPAA Information
- ▶ Debit Memo Options

▼ Payment Notification

☐ Enable Email Payment Advice

☐ Enable FG Remittance Advice

Email ID

Payment Method Selection			Personalize	Find	View All	First	1 of 1	Last
Payment Method								
1								

Expand All

Collapse All

OK

Cancel

Disbursements Management

Supplier Record

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- ▶ Location Tab
 - Location Record Type

API020 - Outbound Supplier Data - File format : (Pipe () Delimited TXT).							
Field Name	Record Type	Field Type	Field Length	Required Field (Florida PALM) Yes (Y), No (N).	Description	Valid Values/Defaults	Processing Rules
Record Code	Location	Character	1	Y	Record Code identifying the information on the record.	L - Location	This is a required field. Record Code 'L' will be populated for Location details.
Supplier Location	Location	Character	10	N	This field will contain a valid Supplier location for the Supplier ID provided above.	Example: MAIN	This is an optional field. Supplier ID Location will be extracted as per the value available in system.
Effective Date	Location	Date	10	N	Identifies the effective date of the supplier location.	Example: 10/21/2023	The date format is MM/DD/YYYY. This is an optional field. Effective Date will be extracted as per the value available in system.
Effective Status	Location	Character	1	N	The effective status of the supplier Location.	A - Active I - Inactive	This is an optional field. Effective Status will be extracted as per the value available in system.
Location Name	Location	Character	10	N	Name and primary identifier for a given Supplier Location.	Example: Main	This is an optional field. Location Name will be extracted as per the value available in system.
Remit to Address Sequence	Location	Character	5	Y	Indicates supplier address sequence number used for remittance.	1	This is mandatory field. The Address Sequence No. will be extracted as per the value available in system.
Payment Method	Location	Character	3	Y	Type of payment that will be defaulted when using the location in transactions.	ACH/CHK/WIR	This is mandatory field. The Payment Method will be extracted as per the value available in system.


Disbursements Management

Supplier Record

44

► Searching for Suppliers

[Favorites](#) > [Main Menu](#) > [My Homepage](#) > [Supplier](#)

 [Suppliers](#) Search

Supplier Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Keyword Search](#) [Add a New Value](#)

▼ Search Criteria

*SetID = STATE

Supplier ID begins with

Persistence =


Short Supplier Name begins with

Our Customer Number begins with

Supplier Name begins with

☐ Include History ☐ Correct History ☐ Case Sensitive

Search Clear

Basic Search  Save Search Criteria

FloridaPALM
Planning, Accounting, and Ledger Management

Segment III Design Workshops

3/27/2024

Disbursements Management Supplier Record

► Searching for Suppliers

Favorites ▾ **Main Menu** ▾ > **My Homepage** > **Supplier**

FloridaPALM **Suppliers**

Supplier Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) **Keyword Search** [Add a New Value](#)

Note: Keyword Search will return results last updated 37 days ago (02/14/2024 3:07:09PM) [Search Tips](#)

▼ **Search Criteria**

Keywords

[Search](#) [Basic Search](#) **Advanced Search**

[Find an Existing Value](#) | [Keyword Search](#) | [Add a New Value](#)

FloridaPALM **Suppliers** [Advanced Search](#)

Supplier Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) **Keyword Search** [Add a New Value](#)

Note: Keyword Search will return results last updated 36 days ago (02/14/2024 3:07:09PM) [Search Tips](#)

▼ **Search Criteria**

Keywords

*SetID: STATE

Supplier ID: contains

Persistence:

Short Supplier Name: contains

Our Customer Number: contains

Supplier Name: contains

Additional Name: contains

Supplier Status: contains

Supplier Classification: contains

Supplier City: contains

Supplier State: contains

Supplier Postal: contains

Supplier Country: contains

Supplier County: contains

Supplier Phone: contains

Supplier Location ID: contains

Supplier Location Description: contains

Supplier Contact: contains

Supplier Contact Description: contains

Supplier Contact Phone: contains

Additional Supplier ID Number: contains

Taxpayer Identification Number: contains

OFAC Status: contains

Open For Ordering: contains

VAT Registration: contains

Withholding: contains

Corporate Supplier: contains

Invoice Supplier: contains

Remit Supplier: contains

Created Date: =

Last Modified Date: =

Last Activity Date: =

Entered by: contains

Any Supplier Name: contains

Any Supplier Address: contains

Procurement Comments: contains

☐ Include History ☐ Correct History

[Search](#) [Clear](#) [Keyword Only Basic Search](#)



Disbursements Management

Supplier Record

Supplier Prompts

FavoritesMain MenuMy HomepageRegular Entry

FloridaPALM

AllSearch

Find an Existing ValueAdd a New Value

*Business Unit43000

*Voucher IDNEXT

*Voucher StyleRegular Voucher

Supplier Name

Short Supplier Name

Supplier ID

Supplier Location

Address Sequence Number0

Invoice Number

Invoice Date

Gross Invoice Amount0.00

Freight Amount0.00

Misc Charge Amount0.00

PO Business Unit

PO Number

Estimated No. of Invoice Lines1

Add

Look Up Supplier Name

SetID

STATE

Supplier Name

begins with

Short Supplier Name

begins with

Supplier ID

begins with

Classification

=

Persistence

=

Look Up

Clear

Cancel

Basic Lookup

Search Results


View 100First1-109 of 109Last

Supplier Name	Short Supplier Name	Supplier ID	Classification	Persistence
3M Company	3MCO-001-001	0000000004	Outside	Regular
ABC Consulting	ABC-002	0000000045	Outside	Regular
AESG 1	AESG-002	0000000060	Outside	Regular
AESG 12	AESG12-001	0000000070	Outside	Regular
AESG 1550	AESG1550-001	0000000074	Outside	Regular
AESG 4	AESG4-001	0000000063	Outside	Regular
AESG 9	AESG9-001	0000000068	Outside	Regular
AESG 9	AESG9-002	0000000075	Outside	Regular
AESG VEN447	AESG VEN44-004	0000000081	Outside	Regular
AESG VEN557	AESG VEN55-001	0000000089	Employee	Regular
AESG VEN558	AESG VEN55-002	0000000090	Employee	Regular
AESG VEN558	AESG VEN55-004	0000000092	Employee	Regular
AESG VEN657	AESG VEN65-001	0000000093	Employee	Regular
AESG VEN658	AESG VEN65-002	0000000094	Employee	Regular



Disbursements Management

Supplier Lifecycle – Payments – Related Documents Tab



All ▾ Search

[Summary](#)
[Related Documents](#)
[Invoice Information](#)
[Payments](#)
[Voucher Attributes](#)
[Error Summary](#)



Business Unit 43000
Voucher ID 00000699
Voucher Style Adjustments
Supplier ID 0000000007

Invoice No INV111
Invoice Date 02/15/2024


Action ▾

Run

Payment Details

Personalize | Find | View All |  

First ◀ 1 of 1 ▶ Last

Actions	Details	Payment Status	Scheduled to Pay	Payment Reference	Remit SetID	Remit Supplier	Remitting Address	Payment Method	Gross Payment Amount	Paid Amount	Payment Currency
<div> <div> <div>▾ Actions</div> <div></div> </div> </div>		Paid	02/15/2024	0000000034	STATE	0000000007		1 CHK			USD

Save

Return to Search

Previous in List

Next in List

Notify

Refresh


Add

Update/Display

[Summary](#) | [Related Documents](#) | [Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Error Summary](#)

Disbursements Management

Supplier Lifecycle – Transactions - Voucher



All
Search
Advanced Search

Summary
Related Documents
Invoice Information
Payments
Voucher Attributes
Error Summary

Business Unit 43000
Voucher ID 00000699
Voucher Style Adjustments
Invoice Date 02/15/2024
Invoice Received 02/15/2024

Invoice No INV111
Accounting Date 02/15/2024
*Pay Terms 0 Due Now
Basis Date Type Inv Date
☐ Tax Exempt

Zeus Construction Company
Supplier ID 0000000007
ShortName ZCC-001
Location MAIN
*Address 1

Invoice Total
Line Total 0.00
*Currency USD
Miscellaneous
Freight
Sales Tax
Entered VAT
Use Tax 0.00
VAT NonInv 0.00
Total 0.00
Difference 0.00

Sales/Use Tax Summary
VAT Summary
Non Merchandise Summary
Comments(0)
Attachments (0)
Withholding
View Audit Logs
Supplier Hierarchy
Supplier 360

Save
Action
Run
Calculate
Print

Disbursements Management

Supplier Lifecycle – Payments – Payments Tab

FloridaPALM All Search

Summary Related Documents Invoice Information **Payments** Voucher Attributes Error Summary

Business Unit 43000 Invoice No INV111
 Voucher ID 00000699 Invoice Date 02/15/2024
 Voucher Style Adjustments
 Total Amount 0.00
 Supplier Name Zeus Construction Company

*Pay Terms 0 Due Now

Action Run Schedule Payments

Payment Information Find View All First 1 of 1 Last

Payment 1
 *Remit to 0000000007
 Location MAIN
 *Address 1
 Zeus Construction Company
 8910 ABC Street
 Huntsville, AL 54606

Gross Amount 0.00 USD
 Discount 0.00 USD
 Scheduled Due 02/15/2024
 Net Due 02/15/2024
 Discount Due
 Accounting Date 02/15/2024

Payment Inquiry
 Express Payment
 Payment Note(0)
 Holiday/Currency

Payment Options

*Bank CHASE
 *Account 3136
 *Method **CHK** Check
 Message
 Message will appear on remittance advice.

Pay Group
 *Handling Central Mail
 Hold Reason
 *Netting Not Applicable
 L/C ID
 Supplier Bank Messages
☐ Hold Payment
☐ Separate Payment

Schedule Payment

*Action Schedule Payment
 Pay
 Payment Date 02/15/2024
 Reference 0000000034

Disbursements Management

Supplier Lifecycle – Payments – Payment Inquiry

Payment Inquiry

▶ Search Criteria

▶ Sorting Criteria

Payment Inquiry Result

Personalize | Find | View All |   First  1 of 1  Last

Payment Details

Additional Info

Supplier Details

Financial Gateway



Actions	Source	Payment Reference ID	Payment Method	Amount	Currency	Creation Date	Payment Date	Payment Status	Reconciliation Status	Reconcile Date
▼ Actions	VCHR	0000000034	System Check	0.00	USD	02/15/2024	02/15/2024	Paid	Reconciled	



Disbursements Management

Supplier Lifecycle – Payments – Payment Inquiry

Payment Inquiry Result

Personalize

Find

View All

First

1 of 1

Payment Details


Additional Info

Supplier Details

Financial Gateway

Actions	Source	Payment Reference ID	Post Status	Cancel Action	Cancel Date	Cancel Reason	Description	Pay Cycle	Seq Num	Bank Account	Bank Account Number	Description
<div>▼ Actions</div>	VCHR	0000000034	Posted	No Cancel Action				CHECK	58	3136	*****DISB	JP Morgan Chase

Payment Inquiry Result

Personalize | Find | View All |  


First 1 of 1 Last

Payment Details

Additional Info

Supplier Details

Financial Gateway



Actions	Source	Payment Reference ID	Supplier Name	Supplier ID	Supplier Location	Address	City	State	Postal
▼ Actions	VCHR	0000000034	Zeus Construction Company	0000000007	MAIN	8910 ABC Street	Huntsville	AL	54606



Disbursements Management

Supplier Lifecycle – Payments – Printed Remittance

STATE OF FLORIDA DEPARTMENT OF FINANCIAL SERVICES PAYMENT ADVICE					
Business Unit	Supplier Name	Payment Handling Code	Payment Handling Description	Warrant Number	Warrant Date
Dept Of Financial Services	SUPPLIER ONE	00	DFS - DISBURSEMENTS	009060	9/27/2023
Voucher ID	Invoice ID	Invoice Date	Payment Date	Payment Amount	Payment Message
00000001	INV1	9/26/2023	9/27/2023	\$ 100.00	PLEASE DIRECT QUESTIONS TO: (850) 413-2118 DFS DISBURSEMENTS
00000002	INV2	9/26/2023	9/27/2023	\$ 150.00	
00000003	INV3	9/26/2023	9/27/2023	\$ 200.00	PLEASE DIRECT QUESTIONS TO: (850) 413-2118 DFS DISBURSEMENTS
Warrant Number	Warrant Date	Total Payment Amount			
009060	9/27/2023	\$ 450.00			



Disbursements Management

Supplier Lifecycle – Payments – System Check (Warrant)

<LOGO>	Dept Of Financial Services	00 DFS - DISBURSEMENTS	Warrant Date: 9/27/2023	Warrant Number: 009060	<u>56-1544</u> 441
<p align="center">STATE OF FLORIDA DEPARTMENT OF FINANCIAL SERVICES</p>				VOID AFTER 12 MONTHS	
				<CHECK STOCK NUMBER>	
<p>PAY FOUR HUNDRED FIFTY & 00/100 DOLLARS</p>				<p align="right">AMOUNT \$*****450.00</p>	
TO THE ORDER OF		<p>SUPPLIER ONE 444 BUILDING 1 PO BOX 123456 TALLAHASSEE FL, 32399</p>		<p>TO: DIVISION OF TREASURY TALLAHASSEE</p>	
				<p align="center"><SIGNATURE></p>	
<p align="center">JIMMY PATRONIS, CHIEF FINANCIAL OFFICER</p>					



Disbursements Management

Supplier Lifecycle – Transactions – Encumbrance (PO)

[Favorites](#) > [Main Menu](#) > [Purchasing](#) > [Purchase Orders](#) > [Add/Update POs](#)

FloridaPALM
Purchase Orders

[Advanced Search](#)
[Last Search Results](#)

Maintain Purchase Order

Purchase Order

Business Unit 43000
PO ID 0000000126
Copy From

PO Status Dispatched
Budget Status Valid
☐ **Hold From Further Processing**

▼ **Header** ?

*PO Date [Supplier Search](#)
 *Supplier [Supplier Details](#)
 *Supplier ID [North American Business Industries](#)
 *Buyer [Agency Buyer](#)

Backorder Status Not Backordered [Create BackOrder](#)
Receipt Status Received
***Dispatch Method** [Dispatch](#)

PO Reference

[Header Details](#) [Activity Summary](#)
[PO Defaults](#) [Add Comments](#)
[PO Activities](#) [Add ShipTo Comments](#)
[Requisitions](#) [Document Status](#)
 ▼ [Actions](#)


Amount Summary ?


Merchandise	1,000.00	
Freight/Tax/Misc.	0.00	
Total Amount	1,000.00	USD
Encumbrance Balance	500.00	USD

[Calculate](#)

Disbursements Management

Supplier Lifecycle – Transactions – Encumbrance (PO)

[Favorites](#) ▾ [Main Menu](#) ▾ > [Purchasing](#) ▾ > [Purchase Orders](#) ▾ > [Add/Update POs](#) 




Maintain Purchase Order

Purchase Order

Business Unit 43000
PO ID 0000000126

Copy From

▼ **Header** 

*PO Date 08/15/2023


*Supplier NABI-001-001

*Supplier ID 0000000002

*Buyer Agency_Buyer

PO Reference

Header Details
PO Defaults
PO Activities
Requisitions
▼ Actions

Add Items From 


Catalog
Purchasing Kit


PO Supplier Information


Maintain Purchase Order


Supplier Details -- North American Business Industries

Business Unit 43000 PO ID 0000000126 Supplier NABI-001-001


*Location 

*Address  [Show Address Details](#)

Contact  [Show Contact Details](#)

Salesperson  [Show Salesperson Details](#)

Supplier Information

Terms  Due Immediately

Basis Date Type ▾

Supplier Details Message

Country USA United States

Address 1 123 Updated Address

Address 2

Address 3

City Aniston

County

State AL Alabama

Postal 36207

Prefix

Fax

Prefix

Phone

OK Cancel Refresh



SUPPLIER CONVERSION



Suppliers Conversion - APC001



► Source:

- Statewide Vendor File
 - FLAIR EFT File
 - ACH/EFT Information
 - W-9 System
 - TIN Match Status, TIN Match Date, Business Designation
 - MyFloridaMarketPlace (MFMP)
 - MBE Codes
- PYRL and Payroll Collection System
 - Payroll-related Suppliers
- Integrated Retirement Information System (IRIS)
 - Retirees

► Bridge:

- At conversion, a one-time crosswalk will be created that contains the Florida PALM Supplier ID. Tax Identification Number (TIN) is also a key field.

► Active Records:

- More information coming soon.

► Key Information:

- Classification, Business Designation, Location, Remitting Address, Payment Method, TIN, TIN Match Status, TIN Match Date, Government Certifications (MBE Codes)



Q&A

INTERFACE LAYOUT REVIEW



Interface Layout Review

- ▶ [How to Read a Flat File Interface Video](#)
- ▶ [Florida PALM Resources \(SmartSheet\)](#)
- ▶ API020 Outbound Supplier Data (review layout)
- ▶ API059 Outbound Employee Extract (same layout as API020, only “Employee” classification)

https://players.brightcove.net/913730540001/default_default/index.html?videoid=6337161945112

<https://app.smartsheet.com/b/publish?EQBCT=78f9327c658040d0bc1e8cc829e51efa>



API020 – Outbound Supplier Data

What

information is transmitted ?



This interface will extract new and updated supplier records within Florida PALM. This interface excludes Supplier Classification 'Employee', 'Retiree' and 'HCM'

Why

do I need this?



This is needed to allow enterprise and agency business systems to stay in sync

Who

runs ?



Batch Scheduler

When

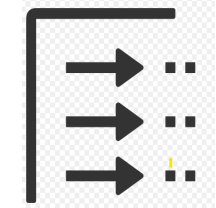
should this interface file be sent ?



- Daily
- As needed (Ad hoc)

Which

run control parameters are used ?



- Date From *(optional)*
- Include Confidential *(optional)*
- Business Unit*

API059 – Outbound Employee Extract

What

information is transmitted ?



This interface will extract new and updated supplier records that contain the Supplier Classification 'Employee' within the AP module in Florida PALM

Why

do I need this?



This is needed to allow enterprise and agency business systems to stay in sync

Who

runs ?



Batch Scheduler

When

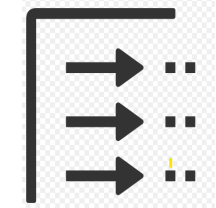
should this interface file be sent ?



- Daily
- As needed (Ad hoc)

Which

run control parameters are used ?



- Business Unit *(required)*
- Employee Date From *(required)*
- Employee Date To *(required)*

Q&A

REPORTING

REPORTING SOLUTION SEGMENT III – AP REPORTS





FloridaPALM

Planning, Accounting, and Ledger Management

Reports Catalog

The Reports Catalog is a resource for users to identify and understand the planned reports for Florida PALM. The Catalog identifies reports implemented as part of CMS Wave and reports planned for Financials Wave. Additional reports and samples will be added as design activities are completed.

Overview

Overview provides guidance for using the Reports Catalog.

Topics

Topics categorizes the reports by subject.

Acronyms

Acronyms define the abbreviations used within the Reports Catalog.

Public Queries

Public Queries are a list of production queries available to agencies.

Change Log

Change Log documents the update history made to the Reports Catalog.



APR091 – AP Holds by Hold Type Report

67

What

information is available?



A report that lists vouchers and payments marked for payment hold including the hold reason.

Why

do I need this report?



Report is used to identify and manage vouchers that have been placed on payment hold.

Who

runs and uses this information?



- AP Reporter

When

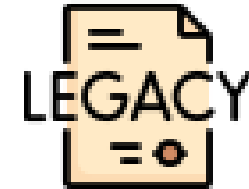
should I run this report?



Daily
Ad Hoc

Which

report(s) were previously used?



N/A

APR091 – AP Holds by Hold Type Report

Key Considerations

- ▶ Summary level report that identified the voucher or payment that has a hold
- ▶ Confidentially does not apply to this report
- ▶ Includes all payment methods (EFT, Warrant)
- ▶ Payment Hold reasons will include levies (DOR Levy, JLAC Levy, IRS Levy); additional configured reasons included accounting in dispute, quantity in dispute, and other

Parameter	Description	Required/Optional
Business Unit	Prompt (Default - '%')	Required
Voucher Origin	Prompt (Default - '%')	Optional
Supplier ID	Prompt	Optional
Voucher ID From	Prompt	Optional
Voucher ID To	Prompt	Optional
Entered Date From	Date picker	Optional
Entered Date To	Date picker	Optional



30.1 Set up and Maintain Suppliers- Key Reports

Report Number	Report RICEFW ID	Report Description	Report Source	Report Frequency	Audience
R1	APR068	Supplier Detail Report – a report that lists suppliers by name, TIN, or other identifying information	Data Warehouse	Periodic	Agency, DFS
R2	APR069	Duplicate Suppliers Report – a report to identify potential duplicate supplier records, or related suppliers	Data Warehouse	Periodic	Agency, DFS
R3	APR113	Minority Suppliers Report – a report that lists minority suppliers	Data Warehouse	Periodic	Agency, DFS
	APR046	1099 Mismatch Report – 1099 Mismatch Report that lists suppliers without business designation and have vouchers with 1099 reportable object code	Data Warehouse	Periodic	Agency, DFS
R4	APR047	Employee Suppliers Report – lists employees doing business with the State as a supplier.	Data Warehouse	Periodic	Agency, DFS
R5	APR091	AP Holds by Hold Type – lists vouchers and payments marked for payment hold including the hold reason	PeopleSoft	Periodic	Agency, DFS
R6	APR112	Supplier Authorized Banks Exceptions Report – a report of supplier banks in Florida PALM not listed on the Authorized Bank File	PeopleSoft	Periodic	DFS

Q&A

WRAP UP



CONTACT INFORMATION

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WWW.MYFLORIDACFO.COM/FLORIDAPALM/

