CW.30.1 Set Up and Maintain Suppliers

Florida **PALM**

Planning, Accounting, and Ledger Management

Revision History

Version	Date	Revision Notes
1.0	10/19/2020	Accepted Version

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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
- 30.1.3 Perform TIN Match

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 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.
- Florida PALM will validate EFT prenotes and provide the prenote status and retiree supplier additions or updates 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.
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.

Process Step ID	Process Step Title	Description of Process
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/Update Supplier Records	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. 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. 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 Manage ACH/EFT Notifications business subprocess. Secure role-based access to Florida PALM is granted to limited DFS enterprise users to update supplier records with flags as needed to facilitate voucher processing.
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	**Florida PALM:** System used by DFS to manage supplier records imported from Departmental FLAIR and other agency business systems during the Central Wave **FRS:** Computer system used by DMS to process and manage retiree records

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. Secure role-based access to Florida PALM is granted to limited DFS enterprise users to manually add FRS suppliers as needed to facilitate prenote functionality.

Process Step ID	Process Step Title	Description of Process
11	Perform Prenote	Florida PALM establishes a generic Supplier record to prenote the retiree EFT information.
12	Outbound FRS Retiree Information File	Florida PALM sends the FRS Retiree Information File, which includes prenote validation data for payee records, to FRS.
13	Manage FRS Retiree Information File	FRS receives the Retiree Information File. Retirement payments are processed as Single Payee Vouchers.

Table 3: Process Steps Included on CW Business Process Model Flow

CW.30.1.3 Perform TIN Match		
Swim Lanes – Definition	**DFS Supplier Processor:** DFS role responsible for adding and updating suppliers **Suppliers**: *(Non-Florida PALM role)* External entities that are paid by the State	

Process Step ID	Process Step Title	Description of Process
1	Enter/Update W9 Information in W9 System	The W9 System is used to collect withholding information from suppliers. The supplier is responsible for providing, updating, and correcting information in the W9 System. The W9 System initiates the Perform TIN Match business subprocess each time the supplier updates their information.
2	Inbound W9 System Updates File	The W9 System provides a W9 System Updates File to Florida PALM with the information added and updated by the supplier.
3	Update TIN/Withholding Information	Florida PALM updates the supplier record for the 1099 and tax withholding information from the W9 System Updates File.
4	Manage 1099/TIN Withholding Information	Supplier records which are created and/or updated, either online or from external systems, go through the Perform TIN Match business subprocess step, if applicable. A DFS Supplier Processor can review and update supplier 1099 withholding configuration. All 1099 suppliers must be TIN matched before payments can be issued. A DFS Supplier Approver must verify TIN status as part of supplier approval. Imported suppliers are placed on hold for TIN match activity via the Import Suppliers business subprocess. Suppliers are responsible for providing required tax information in the W9 System. Reports are available to identify suppliers that are missing W9 information and suppliers whose W9 information did not reconcile between Florida PALM and the W9 System.
5	Extract TIN Match File for IRS	A DFS Supplier Processor can extract a file of supplier data from Florida PALM for upload to the IRS for TIN matching. The extract generates a flat file that meets the IRS file layout requirements.

Process Step ID	Process Step Title	Description of Process
6	Upload/Download IRS TIN Match File	A DFS Supplier Processor uploads the TIN Match File generated from Florida PALM to the IRS website and downloads the TIN Match File from the IRS website.
7	Upload TIN Match File from IRS	A DFS Supplier Processor uploads the TIN Match File from the IRS with TIN match status. Florida PALM processes the TIN Match File from the IRS and automatically updates the supplier profile along with generating a report of TIN match errors.
8	Update Supplier TIN Match Status	Results from the IRS TIN Match status updates the TIN match attributes (e.g., IRS tracking number, date, and TIN status) in Florida PALM A supplier remains on hold for payment until the TIN is validated.
9	Outbound Supplier Data File	Florida PALM generates an outbound extract file of the supplier TIN match status and other 1099 configuration to be interfaced to the W9 System. The Suppliers are notified of TIN match errors via the W9 System and are responsible for correcting any errors in the W9 System.
10	Resolve TIN Match Errors in W9 System	The W9 System located on the Florida Vendor website is used to collect withholding information from suppliers. The supplier is responsible for providing, updating, and correcting information in the W9 System. The W9 System initiates the Perform TIN Match business subprocess each time the supplier updates their information.

Ledger Impacts

Table 4: Ledger Impacts Included on CW Business Process Model Flow

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

Reports

Table 5: 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

Report Number	Report Description	Report Frequency	Audience
R2	Supplier Detail - a report to identify Suppliers by name, TIN, or other identifying information	Periodic	Agency, DFS
R3	New/Updated Suppliers – a report of approved suppliers that were added or updated for the specified period	Periodic	Agency, DFS
R4	Suppliers Without Required W9 – a report that identifies suppliers that have not provided the required W9 information	Periodic	Agency, DFS
R5	Supplier/W9 Reconciliation – a report that identifies any record discrepancies for tax information in Florida PALM and the W9 System	Periodic	Agency, DFS
R6	Supplier Flags – a report listing supplier flags to support voucher processing	Periodic	Agency, DFS
R7	TIN Match Errors – a report that identifies suppliers with TIN match errors. The tax information provided for these suppliers was not validated as part of the Perform TIN Match business subprocess	Periodic	Agency, DFS