

MyFloridaMarketPlace Invoicing, Reconciling & Approving



- MyFloridaMarketPlace Overview
- Invoice Overview
- Creating Invoices
 - PO-based Invoice
 - Contract-based Invoice
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- Reconciling
- Approving
- MyFloridaMarketPlace eForms
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- Resources

<https://Buyer.MyFloridaMarketPlace.com/Buyer/Main>



User Name:

Password:

Goto:

Login

Forgot your [user name](#) or [password](#)?



The recommended web browser for accessing and using MyFloridaMarketPlace is Internet Explorer 7. MyFloridaMarketPlace does not currently support Internet Explorer 8 or later versions.

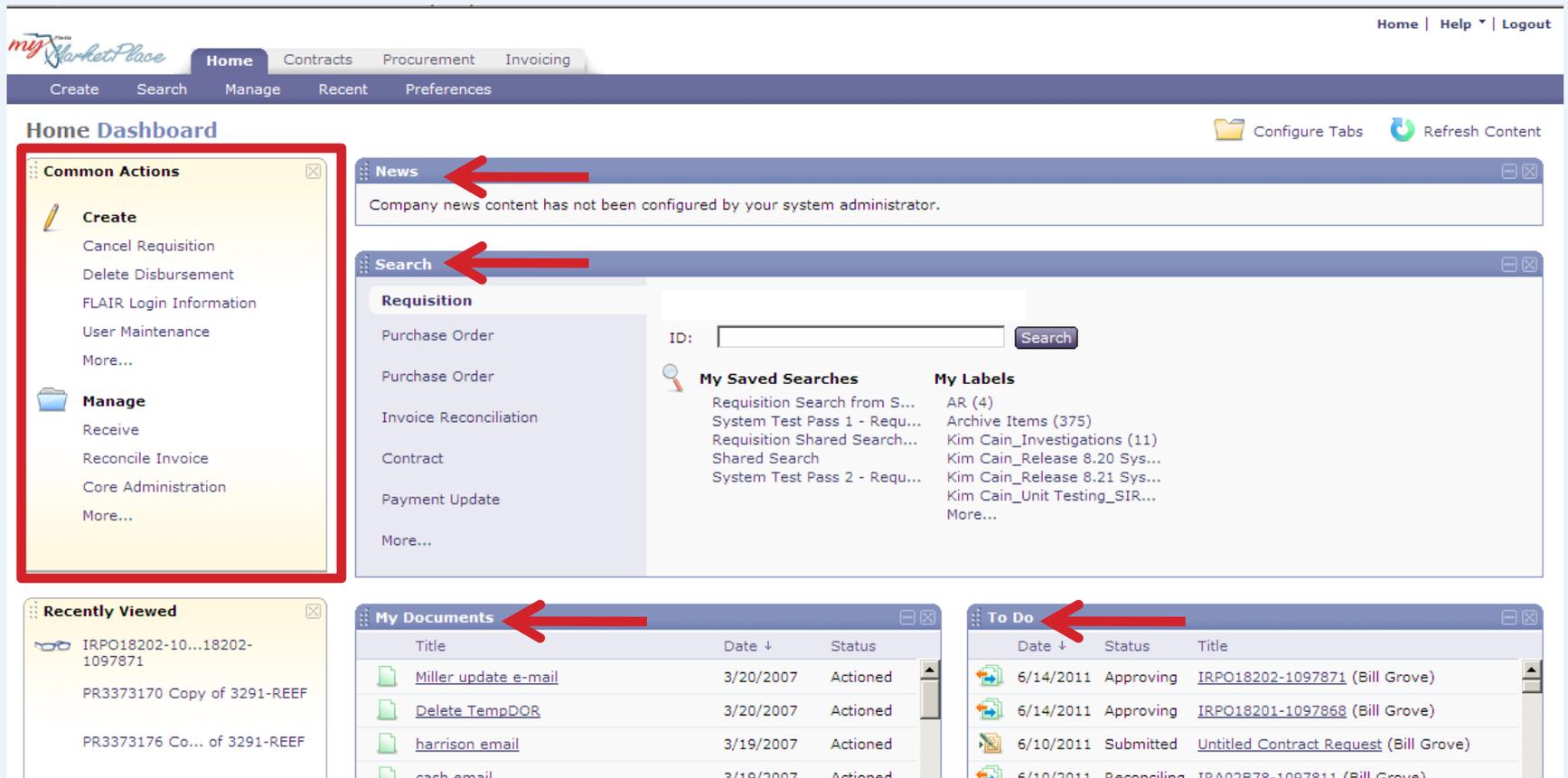
Overview

- MyFloridaMarketPlace began July 1, 2003, and is Florida's source for centralized procurement.
- Access to online catalogs and information about vendors that provide goods and services to the state.
- 24/7 online access to the system's registered vendors, State Term Contracts, quoting, and sourcing.

Benefits of Using MyFloridaMarketPlace

- Reduced Error Rates.
- Faster order processing time.
- MyFloridaMarketPlace leverages the state's significant buying power.

Customizable Dashboard

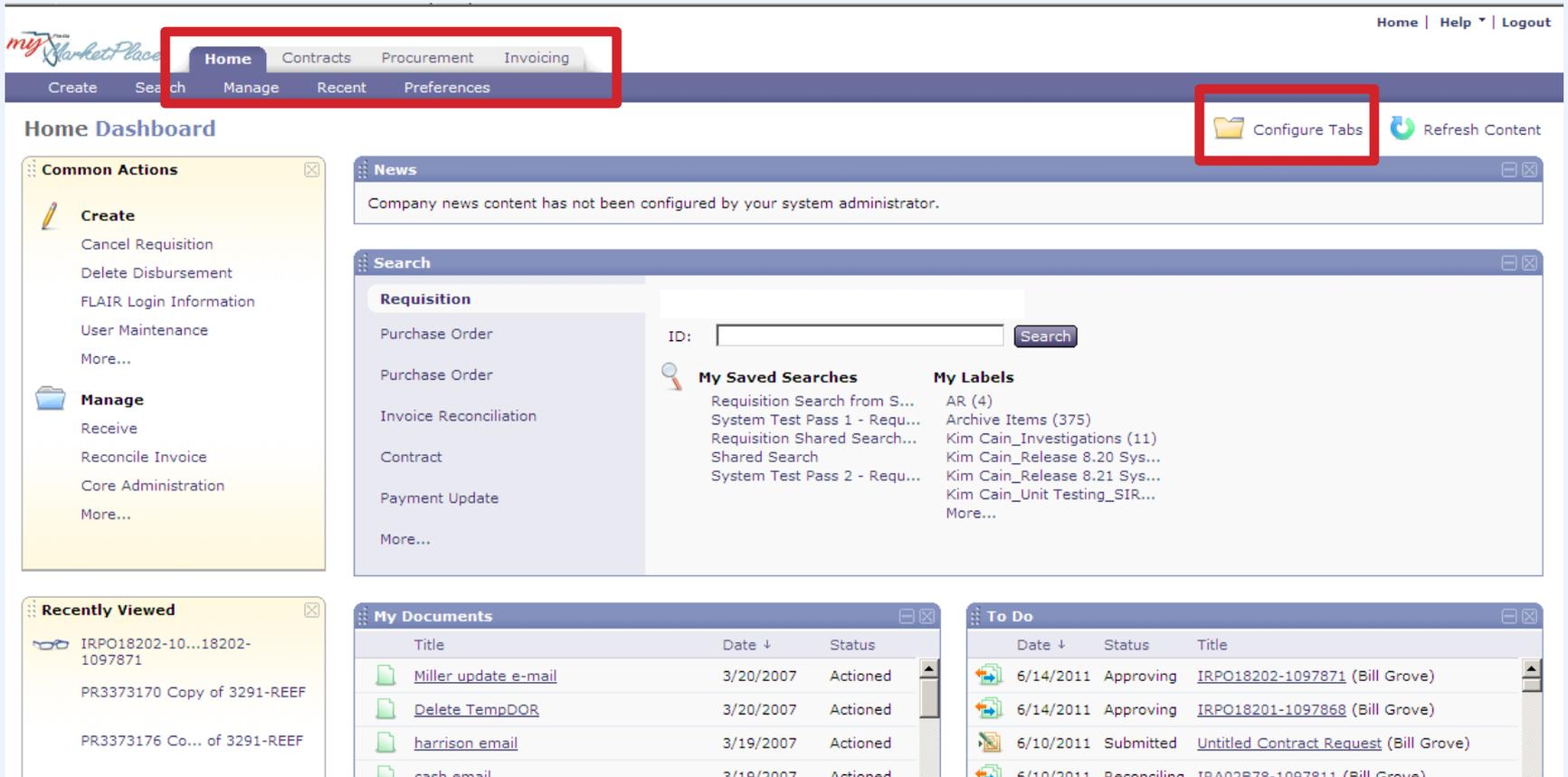


The screenshot shows the MyFloridaMarketPlace Home Dashboard. At the top, there is a navigation bar with 'Home | Help | Logout' and a secondary menu with 'Create', 'Search', 'Manage', 'Recent', and 'Preferences'. Below this is the 'Home Dashboard' header with 'Configure Tabs' and 'Refresh Content' options.

The dashboard is divided into several sections:

- Common Actions:** A sidebar menu on the left, highlighted with a red box, containing 'Create' (Cancel Requisition, Delete Disbursement, FLAIR Login Information, User Maintenance, More...) and 'Manage' (Receive, Reconcile Invoice, Core Administration, More...).
- News:** A section with a red arrow pointing to its header, containing the message: "Company news content has not been configured by your system administrator."
- Search:** A section with a red arrow pointing to its header, containing a 'Requisition' search form with an 'ID:' field and a 'Search' button. Below it are 'My Saved Searches' and 'My Labels' lists.
- Recently Viewed:** A sidebar menu on the bottom left showing a list of recent documents.
- My Documents:** A table with a red arrow pointing to its header, listing documents with columns for Title, Date, and Status.
- To Do:** A table with a red arrow pointing to its header, listing tasks with columns for Date, Status, and Title.

Customize Tabs on the Dashboard



The screenshot shows the MyFloridaMarketPlace dashboard interface. At the top right, there are links for [Home](#), [Help](#), and [Logout](#). Below the logo, a navigation bar contains tabs for **Home**, [Contracts](#), [Procurement](#), and [Invoicing](#). A secondary bar below it includes [Create](#), [Search](#), [Manage](#), [Recent](#), and [Preferences](#). A red box highlights these navigation elements. On the right side of the dashboard, there is a **Configure Tabs** button (represented by a folder icon) and a **Refresh Content** button (represented by a circular arrow icon), both also highlighted with red boxes.

The main dashboard area is titled **Home Dashboard** and contains several widgets:

- Common Actions:** A yellow sidebar with sections for **Create** (Cancel Requisition, Delete Disbursement, FLAIR Login Information, User Maintenance, More...) and **Manage** (Receive, Reconcile Invoice, Core Administration, More...).
- News:** A blue header with a message: "Company news content has not been configured by your system administrator."
- Search:** A blue header with a **Requisition** section containing a list of items (Purchase Order, Invoice Reconciliation, Contract, Payment Update, More...) and a search input field. It also features **My Saved Searches** and **My Labels** sections.
- Recently Viewed:** A yellow sidebar showing a list of document titles and IDs, such as "IRPO18202-10...18202-1097871".
- My Documents:** A blue header with a table of documents.
- To Do:** A blue header with a table of tasks.

Expand the Dashboard View

ID	Date ↑	From	Status	Title	Required Action
 IR96203-2386567	8/24/2012	Sharon Runyan 11/12	Approving	IR96203-2386567	Approve
 IR1219578-2386576	8/27/2012	Sharon Runyan 11/12	Approving	IR1219578-2386576	Approve
 IR6766929380-2393675	8/30/2012	Tammy Clark	Reconciling	IR6766929380-2393675	Reconcile
 IR1224744Aug2012-2393727	8/30/2012	Sharon Runyan 11/12	Approving	IR1224744Aug2012-2393727	Approve
 IR6766933550R-2393727	8/31/2012	Tammy Clark	Reconciling	IR6766933550R-2393727	Reconcile
					View List ... (15)

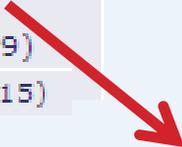
- Click on “View List”
- Select the item to view



[Contract Request \(3\)](#)
[Invoice \(51\)](#)
[Invoice Eform \(19\)](#)
[Reconcile Invoice \(15\)](#)

Expand the Dashboard View

- Contract Request (3)
- Invoice (51)
- Invoice Eform (19)
- Reconcile Invoice (15)



Search Results Found 51 items

<input type="checkbox"/> Type ↑	ID	Status	Date Created	Total
<input type="checkbox"/>	INV2094266-2288507	Reconciled	Fri, 25 May, 2012	\$30,000.00000 USD
<input type="checkbox"/>	INV2101297-2288514	Reconciled	Fri, 25 May, 2012	\$32,000.00000 USD
<input type="checkbox"/>	INV415354461-1796374	Reconciled	Wed, 26 Jan, 2011	\$260.00000 USD
<input type="checkbox"/>	INV170331185-1808109	Reconciled	Wed, 9 Feb, 2011	\$313.58000 USD
<input type="checkbox"/>	INV415502048-1821162	Reconciled	Wed, 23 Feb, 2011	\$260.00000 USD
<input type="checkbox"/>	INV172714669-1837124	Reconciled	Mon, 14 Mar, 2011	\$292.58000 USD
<input type="checkbox"/>	INV415632041-1847095	Reconciled	Thu, 24 Mar, 2011	\$260.00000 USD

Label Copy Delete



Show / Hide Columns

- Type
- ID
- Title
- Status
- Date Created
- Total Cost

Group by Column

- Type
- ID
- Title
- Status
- Date Created
- Total Cost

Export to Excel

- Export all Rows
- Export Current Page

Detailed error messages include number of errors

SPEND M **There are 10 problems that require completion or correction in order to complete your request.** Home | Help

Home Contracts **Procurement** Mouse over the red icons to learn more. Use the *Next* and *Previous* links to step through the errors as needed. < Previous | Next >

PR760376: OK C

This is a summary of the item you selected. Change any editable field, and save your changes.

LINE ITEM DETAILS

No.: 1

Description: Test item

Supplier Part Number:

Supplier Auxiliary Part ID:

Qty: 1

UOM: each

Amount: \$10.00 USD

State Contract ID: (none selected)

Price: \$10.00 USD

Commodity Code: 010210: INSULATION.

Supplier: Value must be set.

Vendor Location: *

Buyer Code: (select a value) [select]

Terms and Conditions: http://dms.mvflorida.com/mfmp_PO_TC

Method of Procurement: * A - state term contract without RFQ per 60A-1.044(2), 287.042(2) & 287.056

ACCOUNTING - BY LINE ITEM

Confidential Information

- MyFloridaMarketPlace prohibits customers from including confidential Information directly related to an individual in the system. This includes:
 - Comments field
 - Description
 - Attachments
- Place a check in the confidential information statement checkbox when attaching documents.

Confidential Information

- The following list shows examples of common types of confidential information to redact:

Names and Titles

- All street addresses, city, county, and zip codes
- All elements of dates (except year) directly related to an individual, including birth date, admission date, discharge date, and date of death
- Telephone numbers
- Email addresses
- Social Security numbers
- Medical record numbers
- Health plan beneficiary numbers
- Account numbers
- Certificate or license numbers

Delete Attachments and Comments

- Whoever attaches the document or comments can remove them.
 - This applies to requisitions / orders and invoice reconciliations.
 - Remove even if the approval process already started.
 - Transaction workflow will not regenerate.

Date ↓	User	Real User	Action	Summary
Today, 5:49 PM	Ariba System	Ariba System	Deleted	Ariba System deleted an attachment. filename: Test-Attachment.txt.
Today, 5:49 PM	Ariba System	Ariba System	Added	Ariba System added a new attachment. filename: Test-Attachment.txt.
Wed, 2 Jan, 2008	Phyllis Eidson		Submitted	PR749851 submitted for approval.

Requisitions copied display as a link in the history tab



PR760374 - Test Requisition Status: Compos

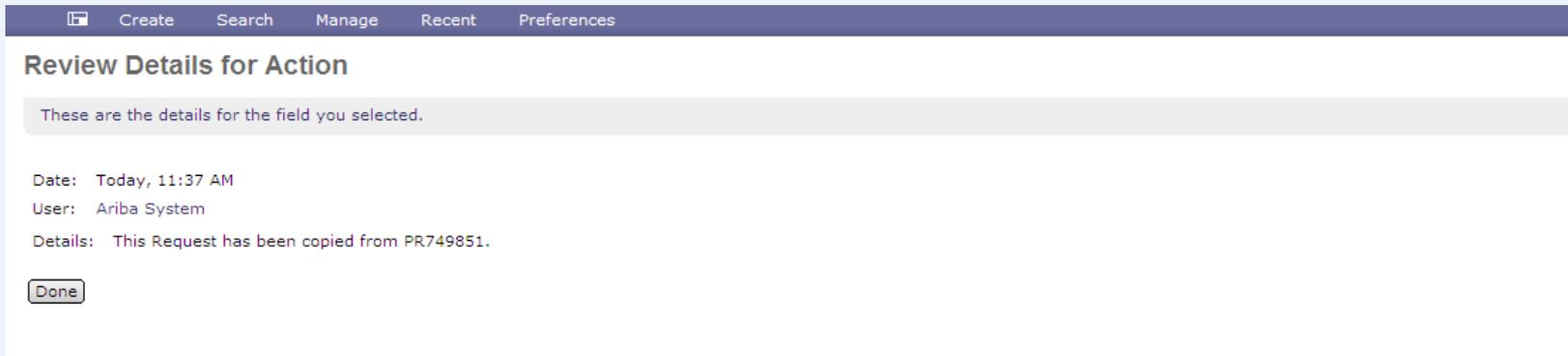
These are the details of the request you selected. Depending on its status, you can edit, change, copy, cancel, or submit the request for approval. You may also print the details of the request. Review ...

[Back](#)
[Delete](#)
[Copy](#)
[Edit](#)
[Submit](#)
[Print](#)

[Summary](#)
[Approval Flow](#)
[Orders](#)
[Receipts](#)
[History](#)

Date ↓	User	Real User	Action	Summary
Today, 11:37 AM	Ariba System	Ariba System	Copied	Requisition copied.

Including the requisition it was copied from



Review Details for Action

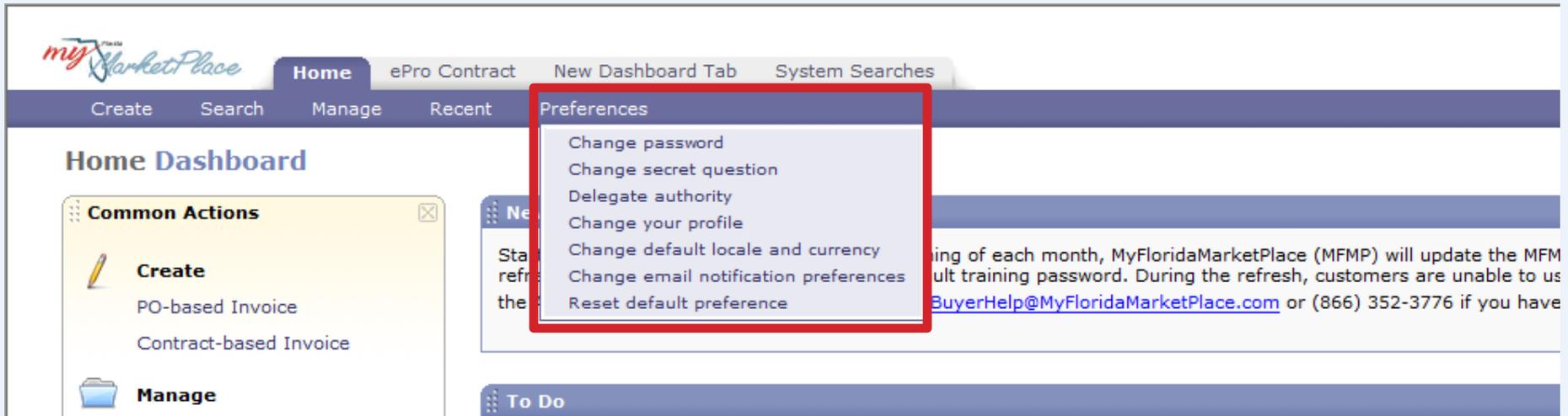
These are the details for the field you selected.

Date: Today, 11:37 AM
 User: Ariba System
 Details: This Request has been copied from PR749851.

[Done](#)

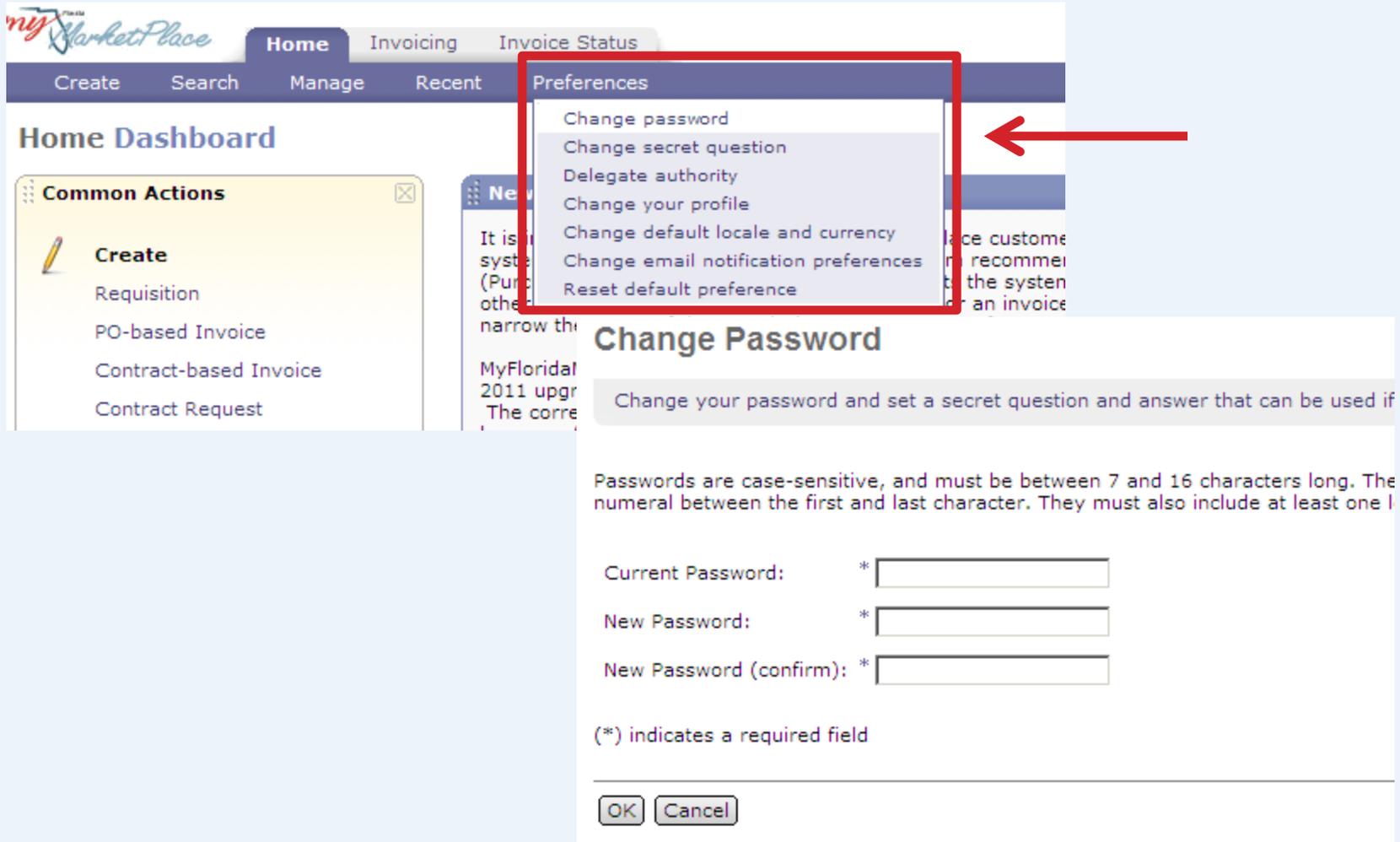
Preferences

- Change your password
- Delegate approval authority
- Email notification preferences



The screenshot displays the MyFloridaMarketPlace user interface. At the top left is the logo. A navigation bar contains tabs for 'Home', 'ePro Contract', 'New Dashboard Tab', and 'System Searches'. Below this is a secondary navigation bar with buttons for 'Create', 'Search', 'Manage', 'Recent', and 'Preferences'. The 'Preferences' button is highlighted with a red box, and a dropdown menu is open, listing the following options: 'Change password', 'Change secret question', 'Delegate authority', 'Change your profile', 'Change default locale and currency', 'Change email notification preferences', and 'Reset default preference'. On the left side, a 'Home Dashboard' section is visible, featuring a 'Common Actions' panel with 'Create' (PO-based Invoice, Contract-based Invoice) and 'Manage' options. On the right, a 'To Do' section is partially visible. A notification banner at the bottom right states: 'Beginning of each month, MyFloridaMarketPlace (MFMP) will update the MFMP default training password. During the refresh, customers are unable to use BuyerHelp@MyFloridaMarketPlace.com or (866) 352-3776 if you have'.

Change your password



The screenshot displays the MyFloridaMarketPlace user interface. At the top, there is a navigation bar with tabs for 'Home', 'Invoicing', and 'Invoice Status'. Below this is a secondary navigation bar with buttons for 'Create', 'Search', 'Manage', 'Recent', and 'Preferences'. The 'Preferences' menu is open, showing a list of options: 'Change password', 'Change secret question', 'Delegate authority', 'Change your profile', 'Change default locale and currency', 'Change email notification preferences', and 'Reset default preference'. A red arrow points to the 'Change password' option. Below the menu, a 'Change Password' dialog box is shown. It contains a title bar, a subtitle, and a text area explaining password requirements: 'Passwords are case-sensitive, and must be between 7 and 16 characters long. The numeral between the first and last character. They must also include at least one l'. Below this text are three input fields: 'Current Password:', 'New Password:', and 'New Password (confirm):', each with an asterisk indicating it is a required field. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

Home Invoicing Invoice Status

Create Search Manage Recent Preferences

Home Dashboard

Common Actions

Create

- Requisition
- PO-based Invoice
- Contract-based Invoice
- Contract Request

Change Password

Change your password and set a secret question and answer that can be used if

Passwords are case-sensitive, and must be between 7 and 16 characters long. The numeral between the first and last character. They must also include at least one l

Current Password: *

New Password: *

New Password (confirm): *

(*) indicates a required field

OK Cancel

MyFloridaMarketPlace Password Complexity

- Passwords must comply with State of Florida security standards.
- 7-16 characters in length with no spaces.
- Password requirements include:
 - One uppercase letter
 - One lowercase letter
 - One digit, located within the middle of the password
- Unable to re-use your last five passwords.

Password Reset Email Notice

User Name:

Password:

Goto:

Login

Forgot your [user name](#) or [password](#)?



Dear .

This email message has been sent in response to your request to recover your password.

Your user id is '

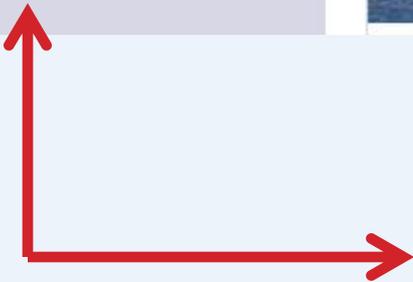
[Click Here](#) to reset your password and access your account. This URL is only valid for 1 days. Make sure to reset your password before the URL expires.

NOTE: If clicking the link does not take you to a 'Reset password screen', copy and paste the URL into your browser's address bar. Due to the possibility of the URL spanning multiple lines, make sure you copy both lines and there are no spaces between the parts that you paste together.

<https://buyer.myfloridamarketplace.com/Buyer/Main?realm=System&passwordadapter=CryptPasswordAdapter&awssotkn=33MForUeWx5048c5d2ffffffc0a865144>

If you are unable to use the link, contact your administrator. Do not reply to this message.

Thank you,

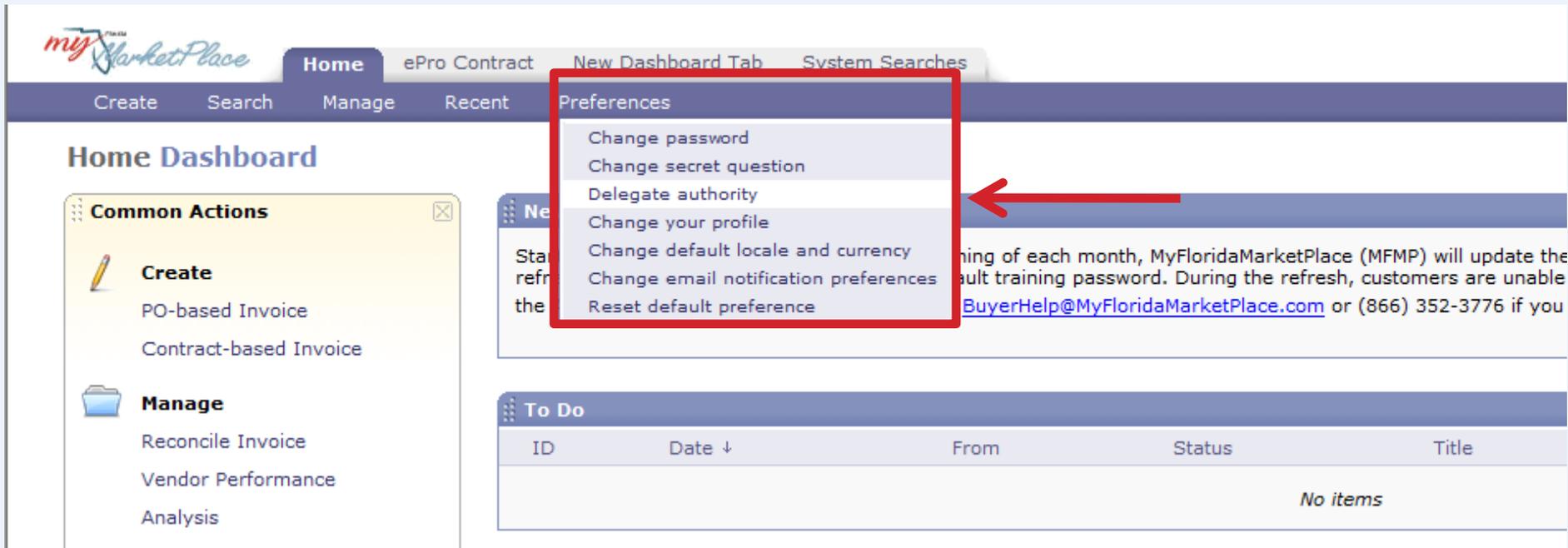


Delegate your Approval Authority

- When on leave and/or out of the office, complete a Delegation of Authority.
- Delegation of Authority allows approval of requisitions, invoice reconciliations (IR) and receipts in a timely manner in your absence.
- Submit your delegation in advance to obtain your supervisor's approval before you leave.
- The scheduled delegation begins at 12 a.m., Eastern time on the date selected and ends at 11:59 p.m. on the selected End Date.

Delegate Authority

- Click on “Preferences”
- Select “Delegate Authority”
- Complete the eForm



The screenshot shows the MyFloridaMarketPlace Home Dashboard. A red box highlights the 'Preferences' dropdown menu, and a red arrow points to the 'Delegate authority' option.

Home Dashboard

Common Actions

Create

- PO-based Invoice
- Contract-based Invoice

Manage

- Reconcile Invoice
- Vendor Performance
- Analysis

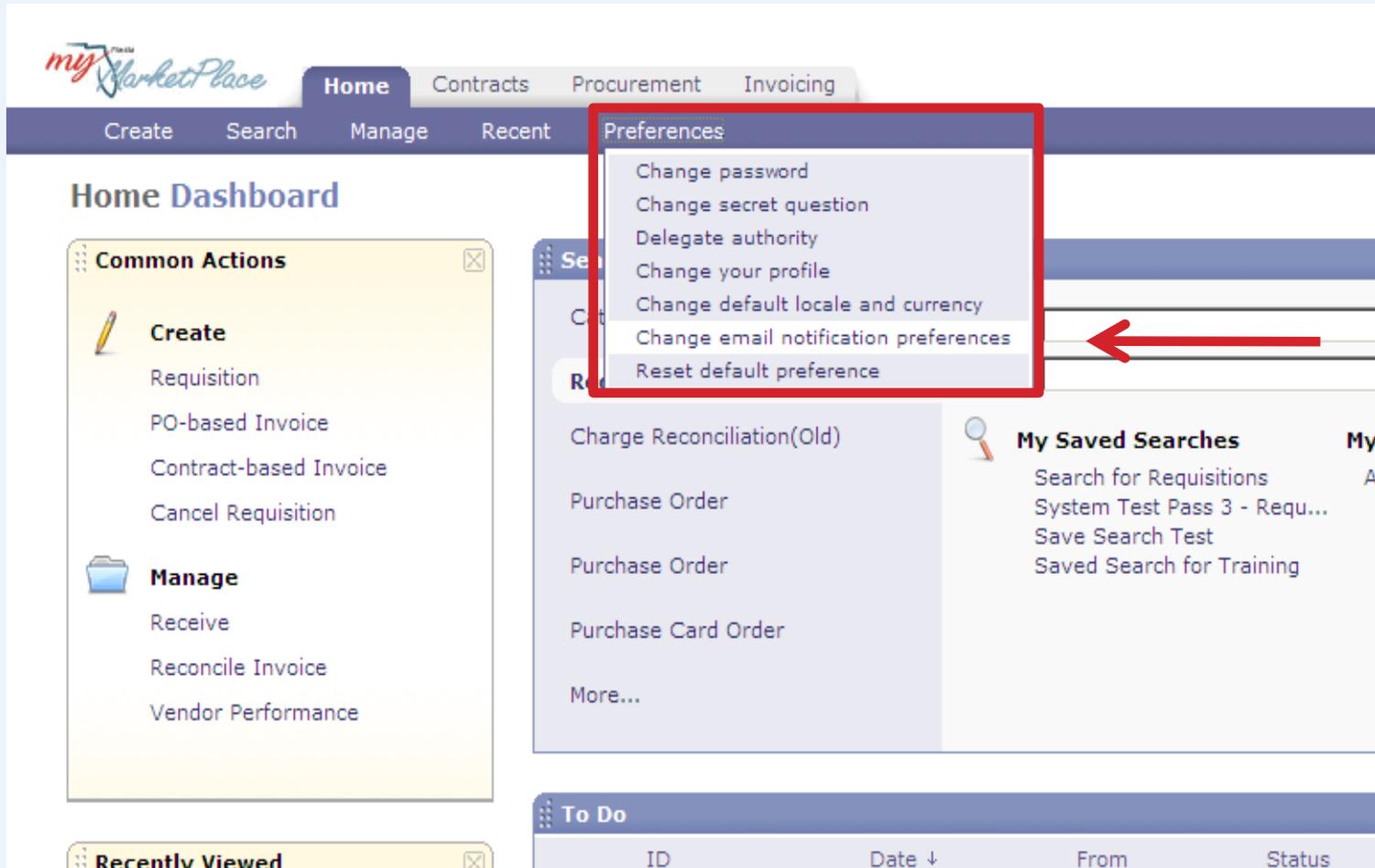
Preferences

- Change password
- Change secret question
- Delegate authority**
- Change your profile
- Change default locale and currency
- Change email notification preferences
- Reset default preference

To Do

ID	Date ↓	From	Status	Title
No items				

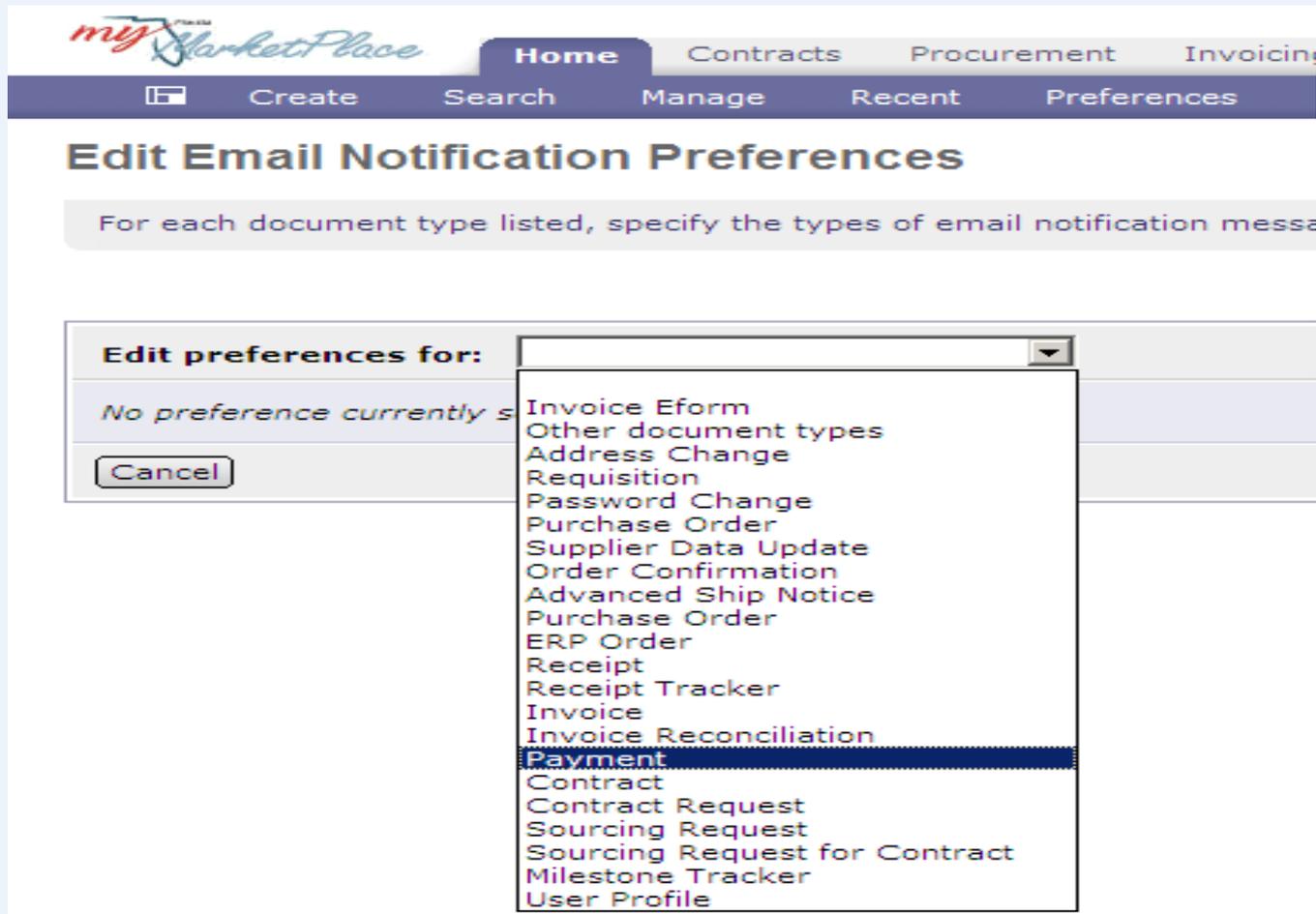
Set email Notification Preferences



The screenshot shows the MyFloridaMarketPlace Home Dashboard. The top navigation bar includes 'Home', 'Contracts', 'Procurement', and 'Invoicing'. Below this is a secondary navigation bar with 'Create', 'Search', 'Manage', and 'Recent'. The main content area is titled 'Home Dashboard' and contains several sections:

- Common Actions:** A yellow box containing 'Create' (with a pencil icon) and 'Manage' (with a folder icon) sections. Under 'Create' are 'Requisition', 'PO-based Invoice', 'Contract-based Invoice', and 'Cancel Requisition'. Under 'Manage' are 'Receive', 'Reconcile Invoice', and 'Vendor Performance'.
- Search Results:** A list of search results including 'Charge Reconciliation(Old)', 'Purchase Order', 'Purchase Order', 'Purchase Card Order', and 'More...'. A red box highlights the 'Preferences' dropdown menu, which is open and shows options: 'Change password', 'Change secret question', 'Delegate authority', 'Change your profile', 'Change default locale and currency', 'Change email notification preferences' (highlighted with a red arrow), and 'Reset default preference'.
- My Saved Searches:** A section with a magnifying glass icon and the title 'My Saved Searches'. It lists 'Search for Requisitions', 'System Test Pass 3 - Requ...', 'Save Search Test', and 'Saved Search for Training'.
- To Do:** A table with columns for 'ID', 'Date ↓', 'From', and 'Status'.

Edit email Notification Preferences

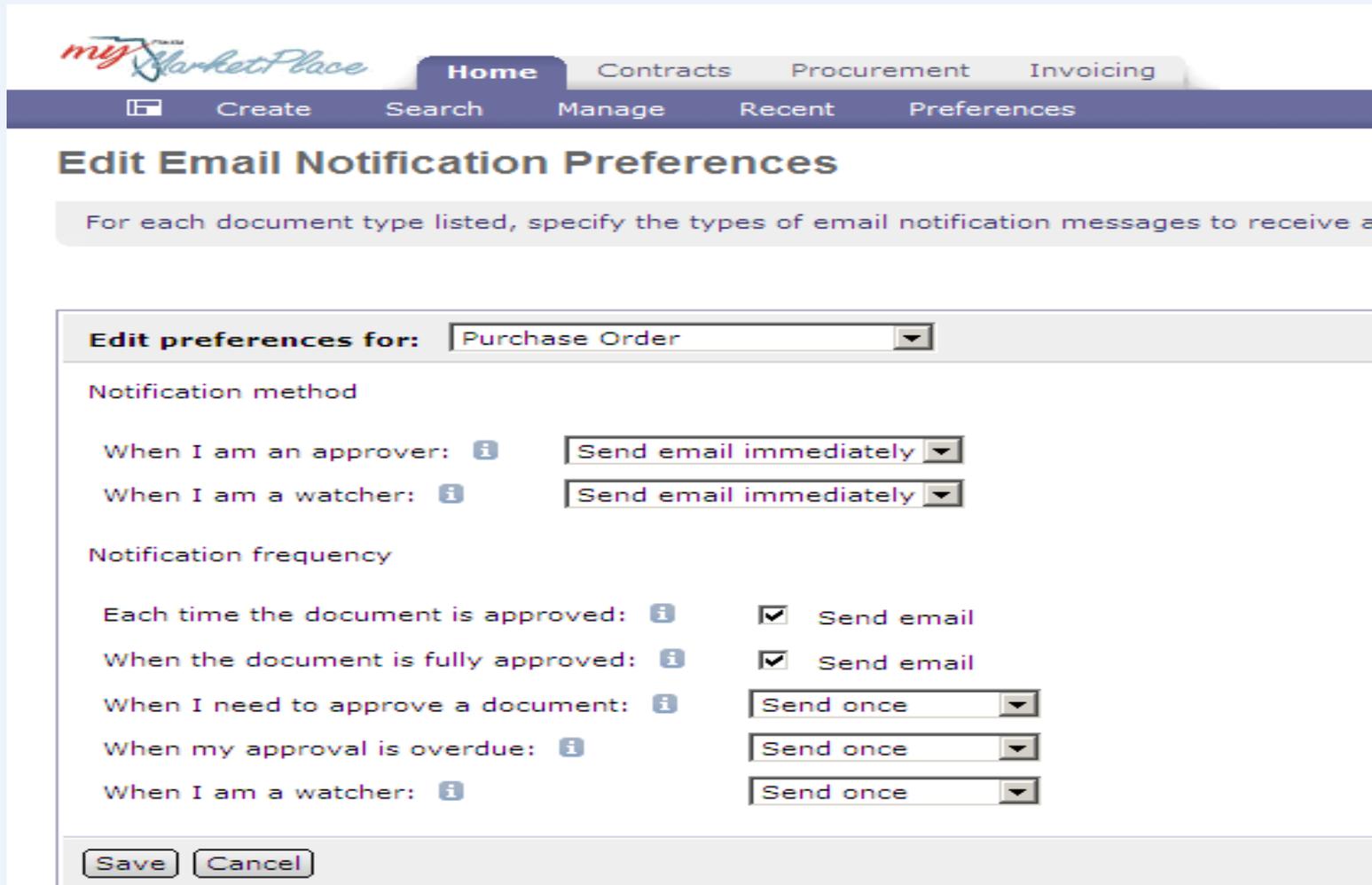


Edit preferences for:

No preference currently selected

- Invoice Eform
- Other document types
- Address Change
- Requisition
- Password Change
- Purchase Order
- Supplier Data Update
- Order Confirmation
- Advanced Ship Notice
- Purchase Order
- ERP Order
- Receipt
- Receipt Tracker
- Invoice
- Invoice Reconciliation
- Payment**
- Contract
- Contract Request
- Sourcing Request
- Sourcing Request for Contract
- Milestone Tracker
- User Profile

Set email Method and Frequency



myFloridaMarketPlace | **U**

Home | Contracts | Procurement | Invoicing

Create | Search | Manage | Recent | Preferences

Edit Email Notification Preferences

For each document type listed, specify the types of email notification messages to receive a

Edit preferences for: Purchase Order

Notification method

When I am an approver: Send email immediately

When I am a watcher: Send email immediately

Notification frequency

Each time the document is approved: Send email

When the document is fully approved: Send email

When I need to approve a document: Send once

When my approval is overdue: Send once

When I am a watcher: Send once

Save Cancel

Email Notice Sample

From: Buyer Testing
Sent: Thursday, July 14, 2011 12:31 PM
To:
Subject: ACTION REQUIRED: PR5698644 - 2.4 Deny (Approval Request)

PR5698644 - 2.4 Deny requires your approval because "System Supervisor approval is required for requisition"

Requester: Created: 12:29 PM Thursday, July 14, 2011

Actions:

Line Items

#	Supplier	Description	Qty	Unit	Price	Amount
1	Terminix National Accounts	Pest Control Services, Office Locations Statewide Excluding Food Service Areas, \$26.00 per month for 0-20,000 sq. ft. Please Click on Globe Icon for Additional Florida Contract Information.	1.00	month	26.00 USD	26.00 USD

Total Cost: **26.00 USD**

Comments

Approval flow

- MyFloridaMarketPlace Overview
- Invoice Overview
- Creating Invoices
 - PO-based Invoice
 - Contract-based Invoice
- Invoice Reconciliation Basics
- Reconciling
- Approving
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Enter Invoices in MyFloridaMarketPlace

- MyFloridaMarketPlace invoices begin payment process.
- MyFloridaMarketPlace routes invoices based on commodity codes.
 - Service orders, orders beginning with a "9" route IRs to the requester.
 - Commodity orders, orders beginning with a number other than "9" require the completion of a receipt in MyFloridaMarketPlace.

Types of Invoices

- Three types of Invoices:
 - PO-based invoice is based on a purchase order
 - Contract-based invoice is based on a MyFloridaMarketPlace contract
 - Electronic invoice is a vendor-created invoice
- Electronic Invoice benefits:
 - Eliminates scanned attachments of paper invoices.
 - Prompt receipt of invoice from the vendor.
 - Reduce paper flow.
 - Expedite vendor payments.

Credits

- MyFloridaMarketPlace accepts credit entries. The credit transactions must follow the parameters below:
 - Transaction must contain at least two lines.
 - One line for the credit amount and at least one line for the regular invoice amount.
 - Account Codes on credit and debit must match.
 - Transaction must net a positive amount for the voucher.
 - Process transactions as unencumbered disbursements.
 - Transactions processed as encumbered transactions will fail FLAIR.
 - “Negative Amounts Are Invalid”

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Key Terms

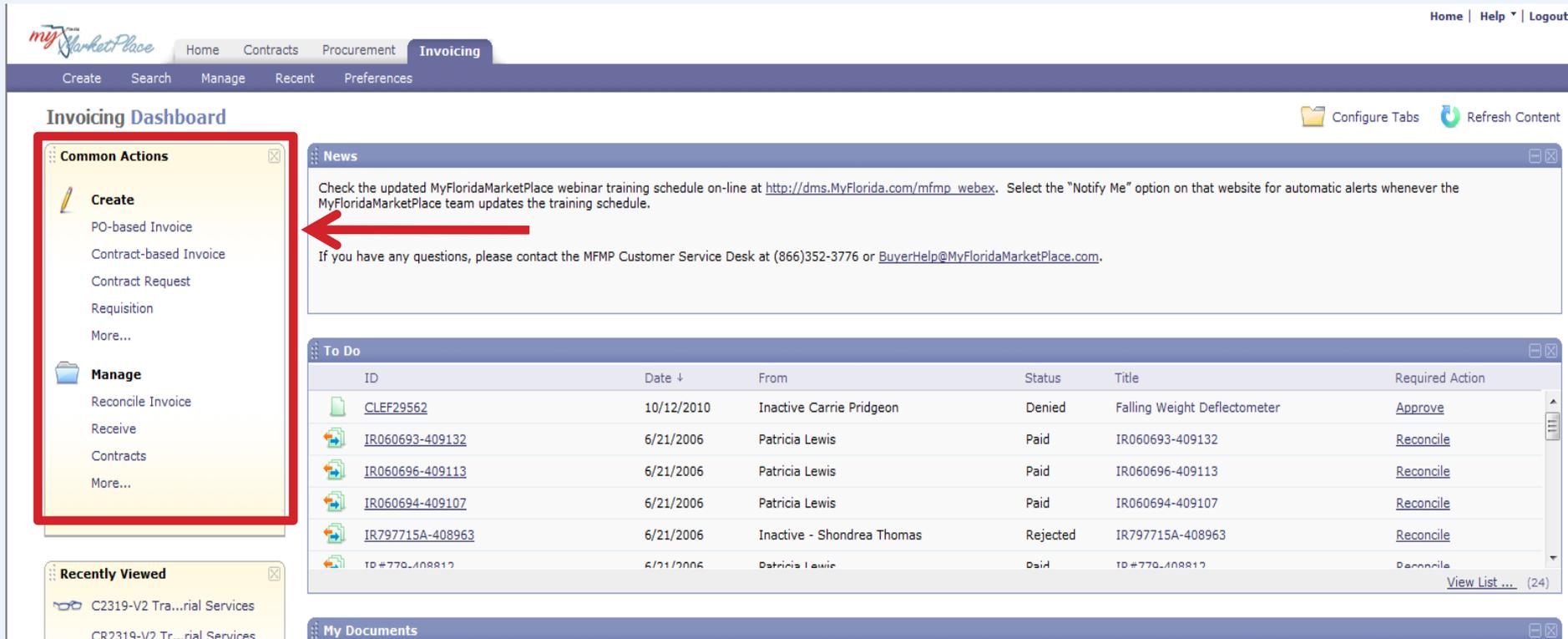
- PO-Based Invoice – Invoice for purchase orders or contracts with release (purchase order).
- Contract-Based Invoice – Invoice created directly against the contract, no purchase order.

Invoice Notes:

- Department of Financial Services requires a copy of the invoice as an attachment.
- Department of Financial Services requires Service Start and End dates for all service invoices.

PO-based invoice

- Use PO-based invoice for purchase orders or contracts set as "Release Required".
- Select "PO-based Invoice" from the Common Actions area.



Home | Help | Logout

myFloridaMarketPlace Home Contracts Procurement **Invoicing**

Create Search Manage Recent Preferences

Invoicing Dashboard

Configure Tabs Refresh Content

Common Actions

Create

- PO-based Invoice
- Contract-based Invoice
- Contract Request
- Requisition
- More...

Manage

- Reconcile Invoice
- Receive
- Contracts
- More...

News

Check the updated MyFloridaMarketPlace webinar training schedule on-line at http://dms.MyFlorida.com/mfmp_webex. Select the "Notify Me" option on that website for automatic alerts whenever the MyFloridaMarketPlace team updates the training schedule.

If you have any questions, please contact the MFMP Customer Service Desk at (866)352-3776 or BuyerHelp@MyFloridaMarketPlace.com.

To Do

ID	Date ↓	From	Status	Title	Required Action
CLEF29562	10/12/2010	Inactive Carrie Pridgeon	Denied	Falling Weight Deflectometer	Approve
IR060693-409132	6/21/2006	Patricia Lewis	Paid	IR060693-409132	Reconcile
IR060696-409113	6/21/2006	Patricia Lewis	Paid	IR060696-409113	Reconcile
IR060694-409107	6/21/2006	Patricia Lewis	Paid	IR060694-409107	Reconcile
IR797715A-408963	6/21/2006	Inactive - Shondrea Thomas	Rejected	IR797715A-408963	Reconcile
ID #770-408812	6/21/2006	Patricia Lewis	Paid	ID #770-408812	Reconcile

[View List ...](#) (24)

My Documents

Recently Viewed

- C2319-V2 Tra...rial Services
- CR2319-V2 Tr...rial Services

PO-based Invoice

- Create Header
 - Enter Invoice Number and Date
 - Select Vendor Location and PO number
 - Enter Invoice received date, and service start and end dates

The screenshot shows the 'myFlorida MarketPlace' Invoicing interface. The navigation bar includes 'Home', 'Contracts', 'Procurement', and 'Invoicing'. Below the navigation bar are tabs for 'Create', 'Search', 'Manage', 'Recent', and 'Preferences'. The main content area is titled 'Direct Invoicing' and displays the following information:

INV2127474: INV2127474
Items:0 Total: \$0.00000 USD

Direct Invoicing

- 1 Create Header
- 2 Add Items
- 3 Summary

On Behalf Of:

Supplier Invoice #: *

Supplier Invoice Date: *

Supplier: * (no value)

Vendor Location: * (no value) [[select](#)]

Purchase Order: * (no value) [[select](#)]

Invoice Received Date: *

Service Start Date:

Service End Date:

My Labels: [Apply Label...](#)

PO-based Invoice

- Add Items
 - Update the quantity and price based on the paper invoice

Home | Help | Logout

myFloridaMarketPlace Home Contracts Procurement **Invoicing**

Create Search Manage Recent Preferences

INVtest1-2398382: INVtest1-2398382

Items:2 Total: \$4,996.80000 USD [Add More Items](#) [Summary](#)

This is a summary of the item(s) you have added.

Direct Invoicing

- Create Header
- Add Items**
- Summary

Line Items							Show Details
	Order	Qty	Unit *	Price *	Amount		
Center for the time ...	A5EC2A	<input type="text" value="1"/>	each	\$489.1500 USD	\$489.15000 USD	Add Taxes & Charges	
30, 2013. All work ...	A5EC2A	<input type="text" value="9"/>	each	\$500.8500 USD	\$4,507.65000 USD	Add Taxes & Charges	

[Edit](#) [Copy](#) [Delete](#) [Update Total](#)

Subtotal:	\$4,996.80000 USD
Total Tax:	\$0.00000 USD
Total:	\$4,996.80000 USD

[Add More Items](#) [Summary](#)

PO-based Invoice

- Summary
 - Review the invoice
 - Enter comments
- Add attachments

Create
Search
Manage
Recent
Preferences

INVTraining-2127476: INVTraining-2127476

Items:1 Total: \$2,100.00000 USD ◀ Prev Submit Exit

You can continue to edit the invoice before submitting it for approval.

Direct Invoicing

- 1 Create Header
- 2 Add Items
- 3 Summary

Summary | Approval Flow

TITLE - INVOICE

Buyer Contact:	Order:	A52D03
ID: INVTraining-2127476	Supplier:	The Training Consortium LLC (F202879214)
Supplier Invoice #: Training	Vendor Location:	The Training Consortium LLC(001_The Training Consortium - Pmnt)
Supplier Invoice Date: Tue, 17 Jan, 2012	Invoice Received Date:	Today
	Service Start Date:	Mon, 16 Jan, 2012
	Service End Date:	Mon, 16 Jan, 2012

My Labels: [Apply Label...](#)

Line Items [Show Details](#)

No.	Description	Order	Qty	Unit *	Price *
1	Staff Augmentation for Special Project	A52D03	1	hour	\$2,100.00 USD \$2,100.00000

Subtotal: \$2,100.00000 USD

COMMENTS - ENTIRE INVOICE

ATTACHMENTS - ENTIRE INVOICE

Contract-based Invoice

- Create invoices from contracts in one of two ways:
 - Contract-based invoice from the Common Actions area
 - From the invoice button on the Contract or Contract Request
- Creating invoices from the Contract or Contract reduces data entry. MFMP enters the Contract number and Supplier information.

The screenshot displays the MyFloridaMarketPlace web application interface. The top navigation bar includes 'Home', 'Contracts', 'Procurement', and 'Invoicing'. Below this, a secondary navigation bar contains 'Create', 'Search', 'Manage', 'Recent', and 'Preferences'. The main content area is titled 'Home Dashboard' and features a 'Common Actions' sidebar on the left. This sidebar is highlighted with a red box and contains a list of actions: 'Create', 'Requisition', 'PO-based Invoice', 'Contract-based Invoice', and 'User Maintenance'. The 'Contract-based Invoice' option is highlighted in blue. A red arrow points to this option. To the right of the sidebar, there is a 'News' section with a text update and a 'Search' section with a search bar and a list of search results including 'Catalog', 'Requisition', 'Purchase Order', 'Receipt', and 'Contract'. A red box highlights a list of instructions for creating a contract-based invoice, which are listed below.

Home | Help ▾

Create Search Manage Recent Preferences

Home Dashboard

Configure Tabs Refresh Co

Common Actions

- Create
- Requisition
- PO-based Invoice
- Contract-based Invoice
- User Maintenance

More...

- Address Change
- Cancel Requisition
- Contract Exemption eForm
- Contract Request
- Contract-based Invoice**
- PO-based Invoice
- Password Change
- Requisition
- Restore Contract Amount
- User Maintenance

News

Check the updated MyFloridaMarketPlace webinar training schedule on-line at http://dms.MyFlorida.com/mfmp_webex. Select the "Notify Me" option on that website for automatic alerts whenever the MyFloridaMarketPlace team updates the training schedule.

If you have any questions, please contact the MFMP Customer Service Desk at (866)352-3776 or BuyerHelp@MyFloridaMarketPlace.com.

Search

Catalog ID:

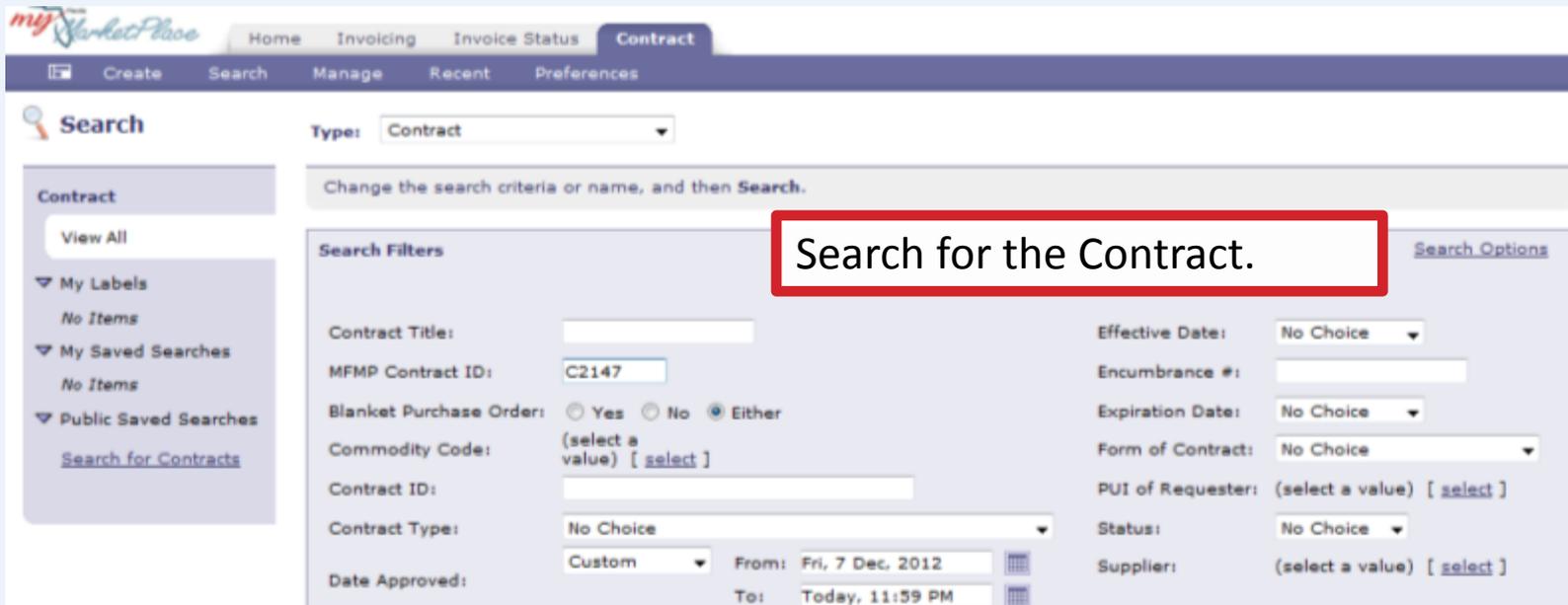
Requisition

Purchase Order

Receipt

Contract

- Select "Contract-based Invoice" from the Common Actions area.
- Enter the information for the invoice.
- Attach a copy of the paper invoice.
- Submit.



myMarketPlace Home Invoicing Invoice Status **Contract**

Create Search Manage Recent Preferences

Search Type:

Change the search criteria or name, and then Search.

Search Filters

Contract Title:

MFMP Contract ID:

Blanket Purchase Order: Yes No Either

Commodity Code: (select a value) [[select](#)]

Contract ID:

Contract Type:

Date Approved: From: To:

Effective Date:

Encumbrance #:

Expiration Date:

Form of Contract:

PUI of Requester: (select a value) [[select](#)]

Status:

Supplier: (select a value) [[select](#)]

[Search Options](#)

C2147 - Copy of Verizon Wireless

Status: Open

These are the details of the request you selected. Depending on its status, you can edit, change, copy, cancel, or submit the request for approval. You may ...

[Back](#) [Change](#) [Close Contract](#) [Invoice](#) [Print](#) [Excel Export](#)

Summary [Pricing Terms](#) [Approval Flow](#) [Invoices](#) [History](#)

DEFINITIONS

Title: Copy of Verizon Wireless
Wireless Services for State Purchasing Staff.
MFMP is \$.05 per minute for Business Digital Cho

- Click the Invoice button.
- MFMP enters the contract number and the supplier information.

- MyFloridaMarketPlace Overview
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Defining Invoice Reconciliation (IR)

- Invoice Reconciliation is an action MyFloridaMarketPlace must take to process an invoice for payment.
 - The process reviews and approves invoices for payment
 - It is an “audit” of invoices

IR Status

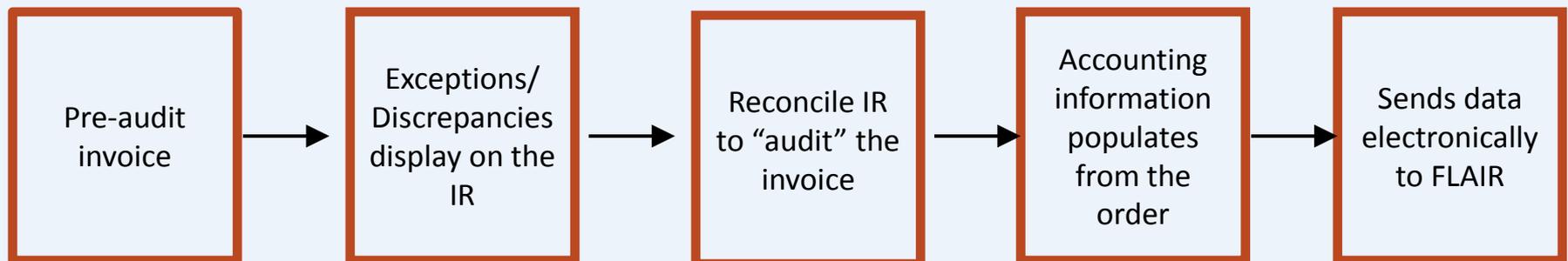
- Reconciling is awaiting approval by the requester or Exception Handler.
- Approving is awaiting approval by the Invoice Manager or DFS.
- Rejected is rejected by the Exception Handler or Invoice Manager.
- Paid is processed completely.

Invoice Reconciliation Basics

- Typical audit steps



- MyFloridaMarketPlace Audit Steps



How MyFloridaMarketPlace Processes IRs

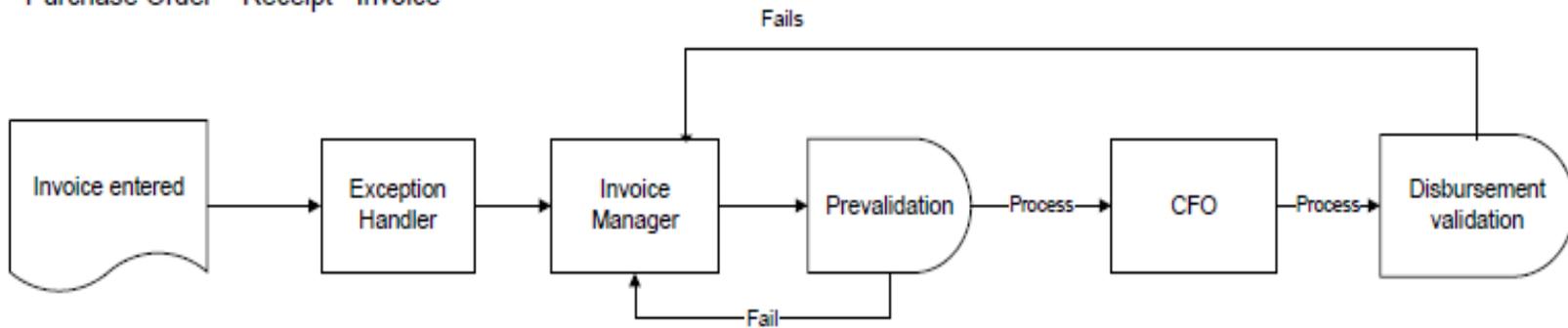
- Electronic invoices, PO- and Contract-based invoices create IRs.
- Invoice Reconciliation routing.
 - Commodities – MyFloridaMarketPlace three-way match
 - Services – MyFloridaMarketPlace two-way match
- MyFloridaMarketPlace lists discrepancies or differences on the IR as "Exceptions".

Reconciling means to “audit” the IR

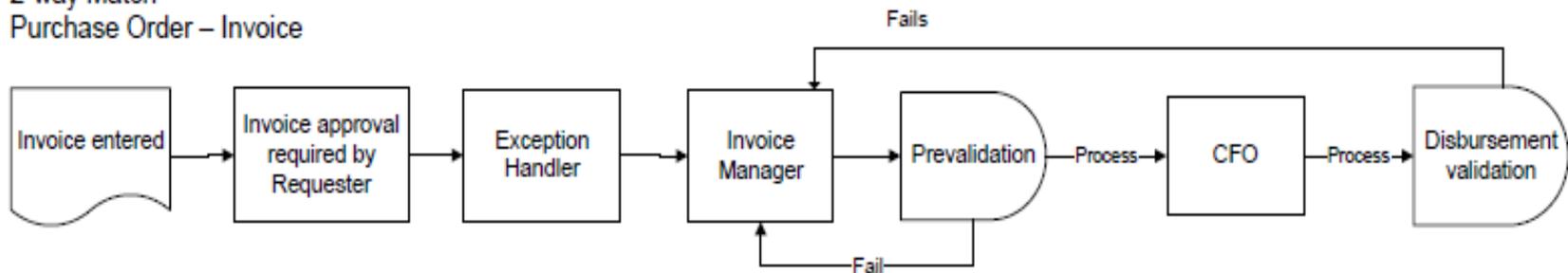
- Review the Header Level exception and the Line Level exceptions.
- Verify the receiver completed the receipt for the commodity.
- Verify the transaction date is valid.
- Verify the accounting information.
- Verify there is no confidential information on the IR.

Invoice Reconciliation Workflow

Goods Matching – 3-way Match
Purchase Order – Receipt - Invoice



Service – Driven by commodity code
2-way Match
Purchase Order – Invoice



Defining Roles

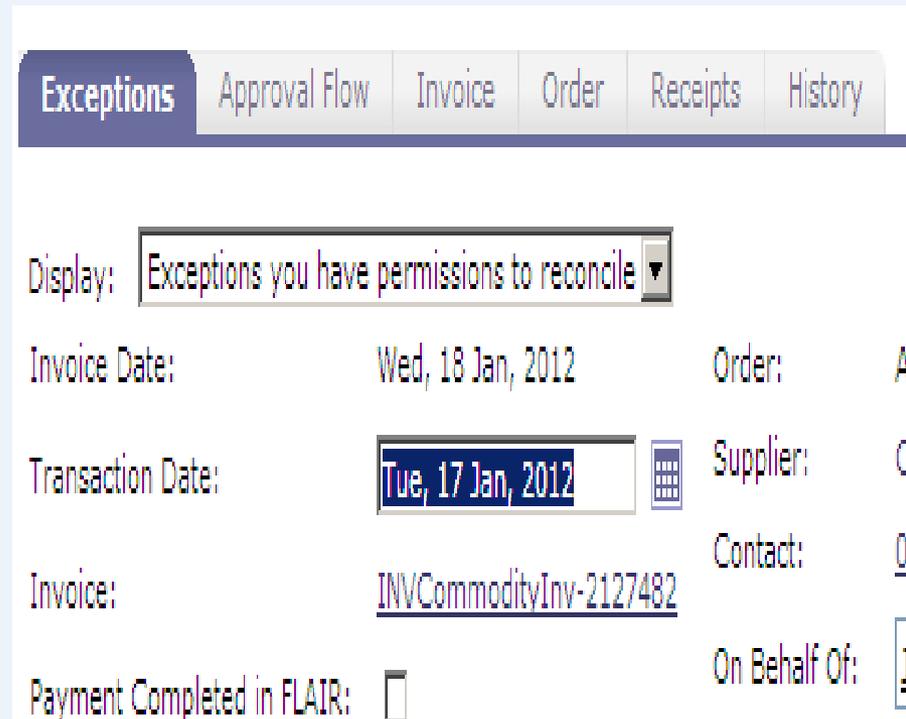
- Exception Handler
 - Normally the first Finance and Accounting Approver.
 - Responsible for reconciling all exceptions.
 - Confirms the invoice matches the terms of the order.
 - Confirms agency received goods or approved services.
 - Confirms the transaction date is accurate.

Defining Roles

- Invoice Manager
 - Confirms the invoice should be approved.
 - Confirms the transaction date is accurate.
 - Last agency approver of the invoice.
 - FLAIR records Invoice Manager's FLAIR username and password in FLAIR upon IR approval.
 - If the Department of Financial Services returns the IR for additional information, MyFloridaMarketPlace adds the Invoice Manager to the approval flow.

Invoice Reconciliation Tabs

- Exception performs the match and displays discrepancies.
- Approval Flow displays approvers.
- Invoice details invoice as originally created.
- Order displays information from the order with a link to the requisition.
- Receipts documents agency receiving.
- History tracks all changes and edits.



The screenshot shows a web interface for invoice reconciliation. At the top, there are six tabs: 'Exceptions' (selected), 'Approval Flow', 'Invoice', 'Order', 'Receipts', and 'History'. Below the tabs, there is a 'Display:' dropdown menu with the text 'Exceptions you have permissions to reconcile'. The main area contains several fields:

- Invoice Date:** Wed, 18 Jan, 2012
- Transaction Date:** Tue, 17 Jan, 2012 (with a calendar icon)
- Invoice:** [INVCommodityInv-2127482](#)
- Payment Completed in FLAIR:**
- Order:** A
- Supplier:** C
- Contact:** 01
- On Behalf Of:** 1

- Two Types of Exceptions
 - Header Level, which applies to the Invoice Reconciliation as a whole.
 - Line Item Level applies to each line.

Header Level Exceptions

- Amount Variance
 - Total cost of the invoice is different than total cost of the purchase order.
- Auto Reject Amount Variance
 - Invoice amount does not match the PO amount.
- Invoice Reconciliation Already Exists
 - An IR with the same invoice number and supplier already exists.
- PCard Order
 - You process PCard order invoices in FLAIR instead of MyFloridaMarketPlace.

Line Item Exceptions

- Identify differences on the individual line level.
 - Accounting Verification
 - Quantity Variance
 - Price Variance
 - Received Quantity Variance

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Access the IR

- Click IR or the Reconcile link in the "To Do" queue
- Manage on the menu bar
- Reconcile Invoice under Manage in the "Common Actions" queue



The screenshot displays the Home Dashboard interface. At the top, a navigation bar includes 'Home', 'Contracts', 'Procurement', and 'Invoicing'. Below this, a secondary bar contains 'Create', 'Search', 'Manage', 'Recent', and 'Preferences'. The main content area is divided into several sections:

- Common Actions:** A yellow sidebar on the left with a 'Manage' folder icon. Under 'Manage', the 'Reconcile Invoice' option is highlighted with a red arrow pointing to it.
- To Do:** A table at the bottom right showing a task for 'IRCommodityInv-2127482' with a 'Reconcile' link in the 'Required Action' column, also highlighted with a red arrow.

ID	Date ↓	From	Status	Title	Required Action
IRCommodityInv-2127482	1/18/2012	Julie Varn (FSH for DCF)	Reconciling	IRCommodityInv-2127482	Reconcile

Reconcile the IR

- Validate the transaction date
- Click the Invoice link to view scanned paper copy
- Review Header Level Exceptions

Submit Reject Refer Manual Match Print

Exceptions | Approval Flow | Invoice | Order | Receipts | History

Display: Exceptions you have permissions to reconcile

Invoice Date:	Wed, 18 Jan, 2012	Order:	A52A1C
Transaction Date:	Tue, 17 Jan, 2012	Supplier:	Cardinal Health 110, Inc.
Invoice:	INVCommodityInv-2127482	Contact:	001 Cardinal Lakeland Division [select]
Payment Completed in FLAIR:	<input type="checkbox"/>	On Behalf Of:	Julie Varn (FSH for DCF)
Audit in Progress?	<input type="checkbox"/>	Reason Code:	* 0A (NOT REASON REQUIRED)
		Site Code:	* 600000-53 (DCF - FLOR)

My Labels: Apply Label...

Header Level Exceptions

<input type="checkbox"/>	Name ↑	Description	Status
<input type="checkbox"/>	Amount Variance	The invoice's amount, \$464.04000 USD, does not match the purchase order's amount, \$1,160.10000 USD.	

Accept Dispute Cannot Resolve

Reconcile the IR

- Review the Line Item level exceptions

Line Item Exceptions 

<input type="checkbox"/>	No. ↑	Qty	Description	Price	Amount	Exception	Status
<input type="checkbox"/>	1	12	NUTREN 2.0 LIQUID VANILLA 250 ML	\$38.67000 USD	\$464.04000 USD	Quantity Variance , Received Quantity Variance , Accounting Verification Exception	
<p><i>Quantity Variance - The invoice item's quantity, 12, does not match the purchase order item's quantity, 30.</i></p> <p><i>Received Quantity Variance - The invoice item's quantity, 12, does not match the purchase order item's received quantity, 13.</i></p> <p><i>Accounting Verification Exception - Please accept or edit the accounting information</i></p> <p>Matched To: Item 1 Part #: Unit of Measure: each</p>							
<div style="display: flex; gap: 10px;"> L Edit Accept Dispute Manual Match Cannot Resolve </div>							

Reconcile the IR

- Line item exception details

INVOICE AND ASSOCIATED ORDER LINE ITEMS

Invoice Reconciliation:

No. ↑	Qty	Description	Price	Amount	
1	12	NUTREN 2.0 LIQUID VANILLA 250 ML	\$38.67000 USD	\$464.04000 USD	Edit
<p><i>Quantity Variance - The invoice item's quantity, 12, does not match the purchase order item's quantity, 30.</i></p> <p><i>Received Quantity Variance - The invoice item's quantity, 12, does not match the purchase order item's received quantity, 13.</i></p> <p><i>Accounting Verification Exception - Please accept or edit the accounting information</i></p> <p>Part #: Unit of Measure: each</p> <p>L</p>					

Order:

No. ↑	Qty	Received	Invoiced	Description	Price	Amount	
1	30	13	0	NUTREN 2.0 LIQUID VANILLA 250 ML	\$38.67000 USD	\$1,160.10000 USD	Detail
<p>Part #: Unit of Measure: each</p>							

Accounting Details

- Check the box
- Click Edit

Line Item Exceptions



<input type="checkbox"/>	No. ↑	Qty	Description	Price	Amount	Exception	Status
<input type="checkbox"/>	1	12	NUTREN 2.0 LIQUID VANILLA 250 ML	\$38.67000 USD	\$464.04000 USD	Quantity Variance , Received Quantity Variance , Accounting Verification Exception	
<p><i>Quantity Variance - The invoice item's quantity, 12, does not match the purchase order item's quantity, 30.</i></p> <p><i>Received Quantity Variance - The invoice item's quantity, 12, does not match the purchase order item's received quantity, 13.</i></p> <p><i>Accounting Verification Exception - Please accept or edit the accounting information</i></p> <p>Matched To: Item 1 Part #: Unit of Measure: each</p>							

L

Accounting Details

- Verify the accounting information
 - Organization Code
 - Expansion Option
 - Object Code
- Check or update as appropriate
 - Prefix
 - Grouping Character
 - Description
 - Final Payment Indicator

Final Payment Indicator

- If you mark the IR "Paid in FLAIR":
 - Update the accounting information to reflect FLAIR
 - Complete a payment update eForm

- If you mark the “Final Payment” indicator:
 - You must process the final payment
 - You must set up the encumbrance through MyFloridaMarketPlace
 - You must process the payment against that encumbrance

Invoices Processed in FLAIR

- MyFloridaMarketPlace tracks all IRs in Paid status including IRs Marked Paid in FLAIR.
- PO Balance is available on the Order tab.

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Steps to Approve an IR

- Verify Transaction Date
- Verify Accounting Details
- Verify a copy of the invoice is available
- Select Approve

IR Returns/FLAIR Error Messages

- Department of Financial Services returns IRs to the approving Invoice Manager (when necessary).
- If an IR fails FLAIR, MyFloridaMarketPlace returns it to the Invoice Manager with a failure message.
- Messages are listed on the Summary tab in two places:
 - Header level (entire invoice)
 - Line Level (specific line)

FLAIR Error Messages

- Invalid Password for Username
 - Update your password in MyFloridaMarketPlace.
- Password not on File
 - You completed the FLAIR Maintenance eForm, you entered an incorrect username.
- Insufficient Available Balance
 - Verify with your budget department that budget is available.
- Encumbrance not on file
 - Verify the Encumbrance in FLAIR.

Agenda

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Forms to Use

- Delete Disbursement
 - Use to delete a voucher before the Chief Financial Officer issues a warrant.
- FLAIR Login Information
 - All Invoice Managers must update MyFloridaMarketPlace when their FLAIR password changes.

- Release Encumbrance
 - Used to release all remaining funds associated on an order.
- Payment Update
 - Update payment information for IRs marked “Paid in FLAIR”.

Invoice Reconciliation Accounting Mass Update eForm

- Mass update for four accounting fields:
 - Object Code
 - Grouping Character
 - Certified Forward Indicator
 - Available Balance Override Indicator (with appropriate permissions)
- Mass Update function is optional.
- Update up to 10 IRs at a time (not to exceed 100 lines).
- Accounting validation does not occur on the Mass Edit Update eForm.

Invoice Reconciliation Account Mass Update eForm

[Home](#) | [Help](#) | [Logout](#)

Home
Contracts
Procurement
Invoicing

☰ Create
🔍 Search
📁 Manage
🕒 Recent
⚙️ Preferences

IRAU2208: Untitled IR Accounting Update eForm Submit Exit

Invoice Reconciliation Account Mass Update

Summary

Approval Flow

Title:

My Labels: i [Apply Label...](#)

COMPLETE FORM - IR ACCOUNTING UPDATE EFORM

Invoice Reconciliation(s): (select a value) [[select](#)] ➔

Object Code:

Grouping Character Options:

Certified Forward Indicator:

Available Balance Override Indicator:

COMMENTS - ENTIRE IR ACCOUNTING UPDATE EFORM

Comments:

ATTACHMENTS - ENTIRE IR ACCOUNTING UPDATE EFORM

[Add Attachment](#)

Choose Values for Invoice Reconciliation(s)

ⓘ Alert: There are too many matches to display the entire list. Refine your search criteria and try again.

Add to Currently Selected

Field:

<input type="checkbox"/>	ID ↑	Title	Total
No items			

Currently Selected

<input type="checkbox"/>	ID ↑	Title	Total
No items			

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Training Environment

- <https://trn-buyer.myfloridamarketplace.com/Buyer/Main/>
- Create an Invoice
- Reconcile and approve an invoice reconciliation

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- For questions or assistance, contact the MFMP customer service desk at (866) 352-3776 or BuyerHelp@MyFloridaMarketPlace.com.
- Online resources at <http://www.MyFloridaMarketPlace.com> include MyFloridaMarketPlace and System Administrator manuals, training information and more.
- To search for vendors:
 - VIP Admin: <https://vendor.MyFloridaMarketPlace.com>.
 - Username and password: "publicuser."

- Training Opportunities
 - http://dms.MyFlorida.com/mfmp_buyer_training
- Training environments allow you to practice what you learn.
 - The username is the same as your regular login.
 - The password is “train30”
 - Analysis
 - <https://trn-analysis.myfloridamarketplace.com/Sourcing/Main>
 - MFMP Training Environment
 - <https://trn-buyer.myfloridamarketplace.com/Buyer/Main>