



MyFloridaMarketPlace Finance & Accounting Quick Reference Guide

FLAIR Login Information

- To process disbursement transactions in MyFloridaMarketPlace (MFMP), every Invoice Manager must have a FLAIR username and password stored in MFMP (use the FLAIR Login Information eForm).
- Update your FLAIR username and password every 90 days for each site code for which you disburse payments.
- See the MFMP U Buyer Manual for details about Invoices and FLAIR Integration.

Tip: Set up an Outlook reminder to reset your MFMP and FLAIR passwords for each site code for which you disburse payments.

Invoice

- Create a PO based Invoice against a purchase order, encumbered or unencumbered.
- Create a Contract based Invoice directly against an MFMP contract.
- The Invoice should match the paper invoice directly.
- You can copy invoices if you receive multiple invoices and orders from the same vendor.

Invoice Reconciliation (IR) Accounting Mass Update

- Use the IR Account Mass Update eform to update for accounting fields:
 - Object Code – requires Invoicing group
 - Grouping Character – requires Invoicing group
 - Certified Forward Indicator – requires Invoicing group
 - Available Balance Override Indicator (ABOI) – Requires Invoicing group, ABOI group, and appropriate permissions in FLAIR.
- Update up to 10 IRs or 100 lines at a time.
- Accounting validation occurs on the IR.

IR Exceptions

- Every IR generated has the "Accounting Verification Exception" requiring you to verify the accounting information.
- IRs have both Header Level exceptions and Line Item Level exceptions – review both to understand what you need to reconcile.

Tip: To view all exceptions, always select "All Exceptions" on the Exceptions tab. Review comments on the Exceptions tab to see the FLAIR disbursement status.

- You must accept or reject all line item exceptions to successfully pay the IR.
- If MFMP inactivates a vendor when an IR is in process (Approving or Reconciling status), you will see a "Vendor Has Been Deleted" error. You need to pay the IR directly in FLAIR (see the Vendor Inactivations: Buyer's Guide, under Other Training Job Aids on the MFMP website).
- If you initiate an Invoice in MFMP and pay it directly in FLAIR, mark the IR as "Payment Completed in FLAIR" and complete the Payment Update eForm to update the IR with the FLAIR payment information.
- If you initiate an Invoice in MFMP against a contract (master agreement) and pay it directly in FLAIR, complete the above step.

Tip: Always click on the "Detail" button on the Line Item exception to understand why FLAIR may have returned the IR.

To Do

- MFMP lists items that require action in the To Do list box.
- Sort items by date; click on date.
- Click title to begin the reconciliation process; then click Open.
- Expand the To Do action items list by clicking the View list link on the bottom right.
- Export expanded list by clicking the Table Options Menu (square box) on the right side of the desired table.

IR Approval Flow

- IR approval flows automatically generate with two required approvers: Exception Handler and Invoice Manager.
- If you pay an IR against an order that includes a line item with a service commodity code (begins with “9”), the person listed in the “On Behalf Of” field is the first required approver of the IR to verify you received the service.
- When the DFS Auditor refers an IR back to an agency, MFMP routes the IR back to the Invoice Manager who last approved the IR.

Tip: Monitor the progress of your IRs daily by reviewing the IR Last Approver report on the [Secure Reports website](#).

Prompt Payment

- Validate the transaction date before reconciling/approving the IR. MFMP selects a transaction date based on the information available in MFMP at the time you create the IR. If you complete a receipt after you create the IR and your agency received goods prior to the invoice, MFMP will not update the transaction date.
- Follow up with your customers who approve service IRs or receive reports in an untimely fashion.
- If customers need additional training or are unaware of the importance of approving items timely, direct them to the “Receiving” section of the MFMP Buyer Manual for information about the receiving process.
- IRs display the “MFMP CFO Received Date” field when:
 - Invoices not selected for Department of Financial
 - Services (DFS) audit pass FLAIR pre-validation.
 - DFS receives an invoice for audit.

Additional Tips and Tricks

- When entering the date, to record yesterday’s date, today’s date, or tomorrow’s date, you can type in the word instead of choosing the date from the calendar icon.
- Identify electronic invoices (eInvoices) by reviewing the IR Last Approver Report and looking for IRs with PUI 9999.
- To differentiate between the Invoice you entered and an eInvoice, look for an Invoice link on the Exceptions tab on the IR. If the vendor invoiced electronically, the IR does not have this link.
- If an order has incorrect accounting information, a customer with the CO No Workflow role can update the accounting without generating the requisition workflow.
- If you update the accounting on the requisition, each subsequent Invoice displays the correct accounting information.
- Complete a receipt when you receive goods to prevent a delay in the vendor’s payment.
- Approve IRs only when you have a completed receipt.

Resources

- [MFMP toolkit](#).
- [MFMP Analysis](#) provides online ad hoc reporting. If you cannot access the information you need, check available reports on the [Secure Reports website](#).
 - See your agency Finance and Accounting Liaison for access to your agency’s specific reports.
- The [Vendor Information Portal](#) assists with searching for vendors.

MFMP Customer Service Desk

- If you have questions or need assistance, please contact our Customer Service Desk at (866) 352-3776 or BuyerHelp@MyFloridaMarketPlace.com.