



## MyFloridaMarketPlace Final Payment Indicator Job Aid

Customers can systematically remove excess encumbrance amounts in FLAIR by utilizing the Final Payment Indicator (FPI). This functionality is also available when processing payments in MyFloridaMarketPlace.

Agency Finance and Accounting customers can check the 'Final Payment Indicator' checkbox in the accounting details section of the Invoice Reconciliation (IR) if paying the final invoice for the encumbrance. Checking the Final Payment Indicator box releases any remaining encumbered funds from FLAIR for the encumbered purchase order. Marking the Final Payment Indicator does not reduce your PO Balance in MFMP, only the associated encumbrance in FLAIR.

Mark the FPI checkbox when:

- You are paying the final invoice for an encumbrance
- You are processing the payment as an encumbered payment (encumber funds box checked)
- And you are processing against an MFMP generated encumbrance (begins with 'A')

**ACCOUNTING - BY LINE ITEM**

Bill To: \*

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Payable Disbursement:

Final Payment Indicator:

Encumber Funds:

Encumbrance Number:

Encumbrance Line Number: