



MyFloridaMarketPlace FLAIR Integration: Invoices

Facts about Invoices & FLAIR Integration

MFMP uses the FLAIR username and password of the Invoice Manager approving the Invoice Reconciliation (IR) to complete disbursements.

- The 'Entity' and 'Site Code' of the invoice must match the 'Entity' and 'Site Code' on the Invoice Manager's MFMP and FLAIR profile for the IR. If they do not match, MFMP will return an error for "User Name Not on File" or "Password Not on File".
- Use the FLAIR Login Information eForm to update FLAIR passwords in MFMP.
- Update your password every 90 days (conforming to the DFS FLAIR password standards), in order for MFMP to successfully pass IRs to FLAIR.
- IRs may perform one of the following transactions in FLAIR:
 - TR51S: IR successful disbursement for an unencumbered PO
 - TR51I: IR delete disbursement for an unencumbered PO
 - TR53S: IR successful disbursement against a Payable
 - TR70S: IR successful disbursement against an encumbrance
 - TR70I: IR delete disbursement against an encumbrance
- The invoice integration to FLAIR is executed when the Invoice Manager approves the IR.
- Each time the Invoice Manager completes a Release Encumbrance eForm, approves an IR or submits a Delete Disbursement eForm, MFMP passes their FLAIR username and password to FLAIR.

What happens when transactions fail FLAIR integration?

- If the requisition fails FLAIR integration, a failure message is documented at the bottom.
- Some failures are handled by the MFMP customer service desk (CSD). The CSD will resolve the root cause of the failure and contact the impacted customer as needed.
 - FLAIR Integration operations should be completed by 7 a.m. the following morning.
- If a problem causing the failure requires your action, complete the appropriate steps provided by the CSD to resolve the issue. Then notify the CSD that you have completed the appropriate actions.
 - The CSD can be reached at BuyerHelp@MyFloridaMarketPlace.com or via phone at (866) 352-3776.

Common FLAIR error messages requiring action

- There are two areas on an IR that display FLAIR error messages:
 - Header Level (error for the entire document). The Header Level message is a generic message and displays on the Exceptions tab of the IR.
 - Line Level (error for that specific line). The Line Level message provides more detailed information about the error and is displayed in the details of the line item on the IR.

An example of a generic FLAIR error message on the Exceptions tab of an IR is below:



Review the details of the line item as referenced in the error message. In the example above, the error references an invalid object code that was used. (Invoice Manager can update the object code and resubmit.)



Common FLAIR Error Messages

Message from FLAIR	Message Description	Customer Action Required	Transaction Types
Insufficient Available Balance	If the Available Balance Override Indicator, (ABOI) field is not selected, the requested funds are checked for negative balances. If the transaction would create or increase a negative balance in FLAIR, the error message “Insufficient Available Balance in 1 – 10” would display for the impacted split accounting line. The most common ABOI error are: 1 – Fund Cash 2 – Fund Release 4 – Allotments	Contact your Budget/F&A office to verify the availability of funds. If funds are available, complete the transaction by selecting the ABOI field for each accounting line.	TR70
Encumbrance Record is Not On File	The encumbrance record previously established in FLAIR is no longer on file. This can occur if: The funds may be fully paid. (In MFMP or directly in FLAIR) The ‘Final Payment Indicator’ was selected on an IR. A change order or Release Encumbrance eForm was processed to release the encumbrance.	Verify the encumbrance in FLAIR. Contact your F&A office to determine if payments were made directly in FLAIR.	TR70
Invalid Password for User Name or Password Not on File	The password stored in MFMP for the FLAIR username is different than the password that is stored in FLAIR or does not exist.	The Invoice Manager needs to complete the ‘FLAIR Login Information’ eForm to update their FLAIR password for the site code listed on the IR.	TR51, TR53, TR70
User Name is Required	The FLAIR username and password was not found in MFMP for the ‘site code and ‘Entity’ combination.	The Invoice Manager must complete the FLAIR Login Information eForm to update their FLAIR password for the site code listed on the IR.	TR51, TR53, TR70

Additional FLAIR Errors

Invalid delete/PPI combination	The PPI in MFMP and FLAIR should only be checked during dual year processing.
Invalid cat/object combination	The category and object code selected is not valid in FLAIR.
Accounts payable record is not on file	The accounts payable number entered in MFMP is not on file in FLAIR.
Expansion option record is not on file	The expansion option or expansion option version selected in MFMP is not valid in FLAIR.
Your password has expired – Enter new password	Complete the FLAIR Maintenance eForm to update MFMP with your FLAIR password.
Certified Forward indicator not allowed	The certified forward indicator has been changed from N to Y and does not match FLAIR.
Payment cannot be greater than subsidiary amount	This may occur on a TR53 when the transaction is more than the payable is set for.
Transaction date must be = to current date	The transaction date cannot be a date in the future.
Security violation – Unauthorized to override available balance	To check the ‘Available Balance Override’ indicator, you must have the appropriate permissions in MFMP and FLAIR.

DFS Rejections

If DFS rejects an IR it will be sent back to the Invoice Manager with the DFS rejection code included in the MFMP error message.

Common Central FLAIR Error Codes	
Error Code	Rejection Reason
0A	Reason not required
1A	Voucher returned/deleted per agency request
1C	Incorrect payee
1L	Incorrect category
2C	Incorrect invoice amount
2J	Receiving report not submitted
2K	Services acknowledgement not documented
4A	Payment not in accordance with contract or Contract Summary Form
4E	Services rendered prior to effective date of Contract/Grant
5N	Other additional supporting documentation/justification needed

Important Tips

- Don't change accounting information on an IR once it goes through the FLAIR pre-validation process unless DFS sends it back to the Invoice Manager.
- Enter grouping characters, if used, on each line of the IR for the IR to print a single voucher (if all funds are the same).
- MFMP updates accounting information every night in a batch process. If accounting information in FLAIR changes, MFMP reflects the updates the next day.
- Using different funding sources can cause an IR to split to multiple vouchers.