MyFloridaMarketPlace FLAIR Integration: Requisitions

Facts about Requisitions & FLAIR Integration

- Agencies create and maintain the FLAIR username and password for each 'Entity and Site Code. This username and password is used by MFMP to encumber requisitions.
  - Change the PUI on the requisition by changing the 'On Behalf Of' to a customer with a different PUI (the Invoice Reconciliation will follow the approval flow for the PUI).
  - The MFMP encumbrance FLAIR Access Controller maintains the FLAIR username and password to allow requisitions to encumber in FLAIR. This function is typically maintained in the agency's purchasing department. Update passwords every 90 days in FLAIR, and then complete a 'FLAIR Login Information' eForm in MFMP.
- FLAIR performs three types of actions for a MFMP-initiated requisition:
  - 60S – Initial Encumbrance
  - 6SU – Encumbrance Change or Update
  - 6SUD – Delete Encumbrance
- When processing a change order to add a new line to an encumbered requisition, MFMP adds the new lines in FLAIR first (TR60), then updates the existing lines in FLAIR based on the changes made in MFMP.

What happens when transactions fail FLAIR integration?

- The encumbrance integration to FLAIR is executed as soon as last agency approver approves the transaction. 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.
  - 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 in order for them to manually resend the requisition to FLAIR.
  - The Customer Service Desk 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 a requisition that display FLAIR error messages:
  - The Header Level (error for the entire document). The Header Level message is a generic message and displays on the Summary tab of the requisition.
  - The Line Level (error for that specific line). The Line Level message provides more detailed information about the error and displays in the details of the line item on the requisition.

An example of a generic FLAIR error message on the Summary Tab of a requisition is below:

Using the example above, this is the detailed error message from FLAIR for the second line item of the requisition. Note the error references the requisition cannot be reduced to a negative amount.

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 is: 4 – Allotments4 – Allotments	When you receive this error message contact your Budget/F&A office to verify the availability of funds. If funds are available, complete the transaction by selecting the ABOI. Note: You must have the ABOI group to be able to select this option on the Accounting Details page.	TR60S, TR6SU
Encumbrance Record is Not On File	The encumbrance record previously established in FLAIR is no longer on file. o The funds may be fully paid. (In MFMP or directly in FLAIR) o The 'Final Payment Indicator' was selected on an IR. o 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.	TR6SU, TR6SUD
Password Not On File	The FLAIR password stored within MFMP does not match the password for the username.	The agency MFMP encumbrance FLAIR Access Controller must update the FLAIR password in MFMP via the FLAIR Login Information eForm for all site codes	TR60, TR6SU, TR6SUD