



Cycle Time Job Aid

Cycle time is the total elapsed time, from submission to final approval, of a transaction. Agencies can use cycle time information to track their agency's performance. Departments can also use this information to measure individual performance to identify any potential bottlenecks within the approval process. Reducing the duration of key activities in the procurement to payment cycle can reduce the time it takes to complete transactions within MyFloridaMarketPlace. Customers can access average cycle time information by leveraging [MFMP Secure Reports](#) and further identify potential bottlenecks in approval flows and an individual's performance in [MFMP Analysis](#).

MFMP Secure Cycle Time Reports

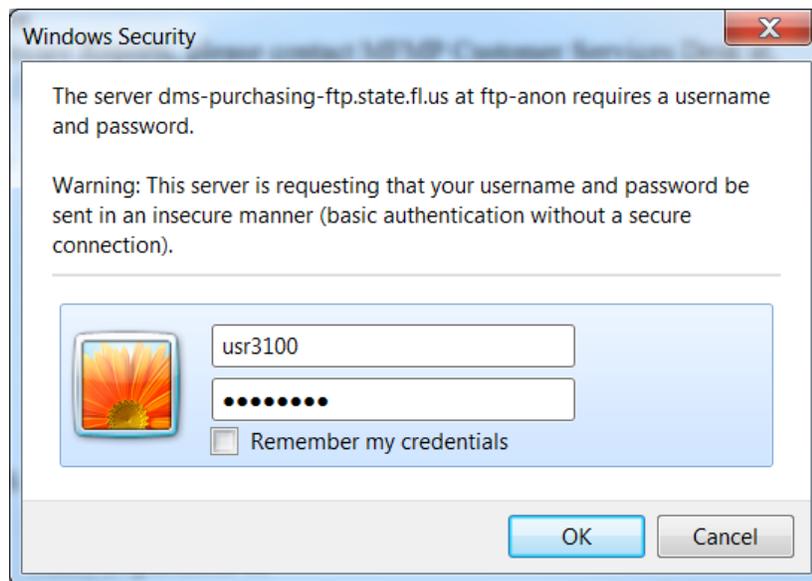
To calculate an agency's average cycle time, customers can utilize the **Invoice Payment** and the **Requisitioning to Purchase Order** Cycle Time Reports on the Department of Management Services (DMS) Secure Report site.

Step 1: Open the Secure Reports Site (<http://dms-purchasing-ftp.state.fl.us/xx00/>).

Step 2: Select the desired agency's OLO folder.

Step 3: When prompted, enter the agency's username and password.

Note: Customers should contact their System Administrator for usernames and passwords.



Step 4: Select the desired report from the list. Please note that agency customers must have a zip utility (e.g. 7-Zip, WinZip) installed on their computer in order to open these reports.

Available Cycle Time Secure Reports

Invoice Payment Cycle Time

This report is contained within the 'Invoice_Payment Cycle_Time_MFMP' zip and provides invoice to payment cycle time information. The following data fields are contained within this report:

PUI	Agency	MFMP Invoice #	IR#	Invoice Created Date
Paid Date	IR Cycle Time	Vendor Name	FEIN	ASN Flag

Requisition to Cycle Time

This report is contained within the 'Req_to_PO_Cycle_Time' zip and provides requisition cycle time information. The following data fields are contained within this report:

PUI	Agency	PR #	PO#	Ordered Date
Submitted Date	PR Cycle Time	MOP	Vendor Name	FEIN

Calculating Average Cycle Time

Agency customers have the option to calculate average Invoice Reconciliation Cycle Time by PUI, Agency, or Date and the Purchase Requisition Cycle Time by PUI, Agency, Date, and Method of Procurement (MOP).

Example: Calculate an agency's average IR Cycle Time by a specific PUI for the last quarter.

- Open the Invoice Payment Cycle Time Secure Report.
- Apply filters to the spreadsheet.
- Filter the spreadsheet by a specific PUI (Column A).
- Filter the spreadsheet by the desired date range (Column F).
- Calculate the IR Cycle Time average by using the IR Cycle Time column (Column G).

Tip: As an alternative to creating a formula in Excel, customers can quickly calculate the IR Cycle Time average in Excel by selecting all desired cells within column G and viewing the average at the bottom of the spreadsheet.

F	G	H
Paid Date	IR Cycle Time	Vendor Name
10/26/2016	1.66	Lewis Digital, Inc.
10/26/2016	1.66	Lewis Digital, Inc.
8/13/2016	1.69	FedEx Corp
10/13/2016	1.71	Getty Images (US), Inc.
10/13/2016	1.71	Getty Images (US), Inc.
9/23/2016	2.42	Verizon Wireless
9/23/2016	2.43	Underground Graphics Inc.
9/23/2016	2.43	Underground Graphics Inc.

MP AVERAGE: 1.96 COUNT: 8 SUM: 15.70

MFMP Analysis Cycle Time Reports

In order to obtain more detailed cycle time information, agency customers can leverage the **Invoice Reconciliation**, **Master Agreement Request**, and/or the **Requisition Cycle Time** Prepackaged Reports in Analysis. The MFMP team developed these three cycle time reports to provide agency customers with an aggregate view of the number of approvals by day range, name of the approver (user), and the Approver Type (Agency, Integration, or Auditor).

Accessing Prepackage Reports

The MFMP team created Prepackage Reports for agencies to use and customize for their own purposes. They are designed to save agencies time from developing their own customized reports. MFMP Prepackaged Reports are configured to pull data for all agencies. MFMP recommends that customers explore the available prepackage reports before they invest time creating a customized analytical report.

Step 1: Login to the [MFMP Analysis Application](#). If access is unavailable, contact the System Administrator for assistance.



Step 2: From the Dashboard, access the MFMP Prepackage Reports through:

- The *Common Actions* portlet under *Manage* select *Prepackage Reports*
- The *Menu Bar*, click *Manage* and from the drop down menu select *Prepackage Reports*



Step 3: To access a report, left-click on the report title and select *Open*.



MFMP Prepackaged Reports

[Show Detailed View](#)

Name	Owner
Invoice Reconciliation Cycle Time	Ariba System
Master Agreement Request Cycle Time	Ariba System
Requisition Cycle Time	Ariba System
Vendor Count	Ariba System
PO Count and Spend	Ariba System
Invoice Count and Spend	Ariba System
Contract Count	Ariba System
FLAIR Payments	Ariba System
FLAIR Encumbrance	Ariba System

Step 4: Modify the report to meet specific needs by applying additional data fields and filters to the pivot table. View the [Modify the Report](#) section for more details.

Aggregate View: Number of Approvals											Day Range	
Approver Type	Approver (User)	0 days	1 day	2 days	3 days	4 days	5 days	6-8 days	9-12 days	13-14 days	Over 14 days	Total Number of Approvals
Total		55,311	23,150	3,529	7,832	1,798	1,131	2,448	1,545	375	2,403	99,522
Agency		50,716	3,699	2,985	1,966	1,387	947	2,277	1,522	370	2,403	68,272
Michael		1,215	32	26	6	9	3	2	2	1	1	1,297
Sharon		865	27	22	11	9	4	7	3		2	950
Jamaal		432	6	4	1	5	11	3	17	4	396	879
Bertha		794	22	25	4	1		5	9	2	7	869
Magnolia		492	25	56	35	20	19	62	3	2	112	826
Barbara		714	14	33	8	8	5	3	6	3	22	816
Patrice		715	21	44	21	12		1	2			816
Patrick,		675	19	34	15	14	8	26	6		2	799
Others (2765)		44,814	3,533	2,741	1,865	1,309	897	2,168	1,474	358	1,861	61,020
Integration		3,476	18,564	141	5,403	114	9	18	4			27,729
FLAIRIntegration		3,476	18,564	141	5,403	114	9	18	4			27,729
Auditor		1,119	887	403	463	297	175	153	19	5		3,521
David		172	61	36	22	1		1				293
Priscilla		7	15	50	86	32	34	60	4			288
Kimberly		153	86	30	17							286

Modifying the Report

Agency customers have the option to manipulate data to fit their agency's needs. The prepackage cycle time reports can be customized by adding additional data fields such as *Agency* and *PUI Number* as filters.

Step 1: Adding an additional filter to the pivot table.

- Select the *Others Tab* within the *Field Browser*.

- Left click the desired data field (PUI Number) and from the *Add As* drop down menu select *Page Field*.

Reporting **Requisition Cycle Time** [Edit] [Save...] [Export] [Actions]

Field Browser

Page **Others**

Date Approval Activated
Calendar [i] [v]
Fiscal [i] [v]

Date Requisition Approved
Calendar [i] [v]

Date User Approved
Calendar [i] [v]
Fiscal [i] [v]

Delay Purchase Until Date Used
Delay Purchase Until... [i] [v]

PUI
PUI Number [i] [v]
Page Field
Column Field
Detail Field

Pivot table Chart Dashboard

Applied Filters
82,065 Date Requisition Approved Spanning: most recent 1 Month(s) **Display Options** Edit 3/8
Min/Max rows: Pivot Outline

Aggregate View: Number of Approvals Day Range

	0 days	1 day	2 days	3 days	4 days	5 days	6-8 days
Total	69,608	3,781	2,984	1,675	1,109	733	1
Agency	56,512	3,755	2,958	1,672	1,108	732	1
Jones,	477	55	46	14	15	21	
Angela	782	17	16				
Lauren	685	24	36	18	29	10	
Nabong,	435	150	34	43	61	11	
Jean	593	37	46	25	14	4	

Step 2: Select a value within the Date Field to filter the pivot table.

- Within the Field Browser, select the *Page Tab*.
- Left click PUI Number and from the Select Level, Values drop down menu select *Select Others*.

Reporting

Field Browser

Page **Others**

Agency Name [v]
Date Requisition Approved [v]
PUI Number [v]

Select Level, Values:
PUI Number (all)
3701
3700
7600
6480
6732
4880
6036
6452
6450
6027
Select Others...

Step 3: Add a specific value to the filter.

- Under All Values, input the desired PUI Number and click *Search*.
- Click yellow *OK* button to return to the pivot table.

PUI Number OK Cancel

You can include or exclude your selections. Check a value to select it. Enter a search string and click **Search** to retrieve a list of matching values.

All Values

PUI Number:

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

<input type="checkbox"/>	PUI Number ↑
<input checked="" type="checkbox"/>	2200
<input type="checkbox"/>	2202
<input type="checkbox"/>	2204
<input type="checkbox"/>	2205
<input type="checkbox"/>	2207
<input type="checkbox"/>	2208

Include the following items Exclude the following items

<input type="checkbox"/>	PUI Number ↑
No items	

OK Cancel

Step 4: Add multiple values to the filter. (Optional)

- To add multiple PUI Numbers, enter the second PUI before clicking the yellow *OK* button and then click the *Search* button.
- Click yellow *OK* button to return to the pivot table.

PUI Number OK Cancel

You can include or exclude your selections. Check a value to select it. Enter a search string and click **Search** to retrieve a list of ...

Search Result

PUI Number: Search in: (All)

<input checked="" type="checkbox"/>	PUI Number ↑
<input checked="" type="checkbox"/>	2202

Include the following items Exclude the following items

<input checked="" type="checkbox"/>	PUI Number ↑
<input checked="" type="checkbox"/>	2200

OK Cancel

Step 5: Review the Applied Filters.

- Under the Applied Filters section, the new PUI Numbers search filters will be listed.

Requisition Cycle Time

Edit Save... Export Actions

Field Browser

Page Others

Agency Name

Date Requisition Approved

PUI Number

Pivot table Chart Dashboard

Applied Filters

- 36,814 Date Requisition Approved Spanning: most recent 1 Month(s)
- 76 PUI Number 2200, 2202

Display Options Edit
Min/Max rows: 3/8
Layout: Pivot Outline

Aggregate View: Number of Approvals Day Range

Approver Type	Approver (User)	0 days	2 days	3 days	Total Number of Approvals ↓
Total		69	5	2	76
Agency		55	5	1	61
Stephanie		12	2	1	15
Steven		15			15
Alan		8			8
Roosevelt		4	1		5
Silvester		5			5
Blan		3	1		4
Candace		2			2
Greg		2			2
Others (3)		4	1		5

Analyzing Data

MFMP Analysis cycle time reports give agencies the ability to identify potential bottlenecks and track an individual’s performance within MFMP. Once the pivot tables have been modified by applying additional filters (see the [Modifying the Report](#) section for more information), customers will be able to interpret the data.

Requisition Cycle Time

Edit Save... Export Actions

Field Browser

Page Others

Department of Management Services

Date Requisition Approved

Pivot table Chart Dashboard

Applied Filters

- 36,814 Date Requisition Approved Spanning: most recent 1 Month(s)
- 221 Agency Name Department of Management Services

Display Options Edit
Min/Max rows: 3/8
Layout: Pivot Outline

Aggregate View: Number of Approvals Day Range

Approver Type	Approver (User)	0 days	1 day	2 days	3 days	4 days	5 days	6-8 days	Total Number of Approvals ↓
Agency		139	19	4	6	8	1	6	183
Lance		27	6	1	3				37
Brian		12							12
Robert		6		1		3			10
Carvin		4	5						9
Elaine		7							7
Lori		5		2					7
Charles		6							6
Kendrick		4	2						6
Others (34)		68	6		3	5	1	6	89

The above pivot table is constructed to provide a list of customers for a specific agency by *Approver Type* (Agency, Auditor, and Integration) and *Approver* (Users) for a specific period. The pivot table provides the total number of approvals each customer made for a specific day range (example, 1 day).

For this example, a Department of Management Services customer was assigned to create a report that shows each user's requisition cycle time for the most recent month.

- Lance - Approved a total of 37 requisitions, 27 in less than a day, and 10 within 1-3 days.
- Calvin – Approved all 12 of his requisitions in less than a day.
- Robert – Approved 7 of his requisitions with 0-2 days; however, he took 4 days to approve 3 of his requisitions.

This data shows that Robert is taking longer to approve some of his requisitions. This could be caused by multiple reasons; for instance, maybe Robert went on vacation and forgot to setup his delegation of authority. Another reason could be that those three requisitions may require more information before they could be approved.

Exporting Reports

Remember, data within Analysis is scheduled to refresh daily from Buyer and VIP, weekly for FLAIR encumbrances, and monthly for FLAIR payments. In order to retain copies of past data, users will need to export their current pivot tables into an Excel spreadsheet. To export a pivot table:

- Click on the *Actions* button.
- Select *Configure Export*.
- Selecting *Comma-separated value (CSV) format*.
- Click yellow *Export Data* button.

Export Data [Export Data] [Cancel]

Export to either an Excel file or to a comma-separated value (CSV) file. If you are exporting to Excel, you can specify ...

EXPORT FILE FORMAT

Excel 2000 Template

Comma-separated value (CSV) format

Use CSV if you want comma-separated data that you can open in Excel or other programs.

DATA SET

Current pivot table contents.

Custom...

[Export Data] [Cancel]

Scheduling Reports & Email Notifications

In Analysis, customers can schedule a report to run in the background once or in regular intervals. The report will run at its schedule time even if they are not logged into the application and they will receive an email notification when the report has run. Keep in mind that scheduled reports are a snapshot of the report data at the time they are run.

Tip: Due to data limitations, customers should make sure that they are working with a version of the report that displays the data they want to see in the scheduled results.

Customers may receive their results via email as an attached .zip file or they can log into Analysis and view the results. If they select to receive their results via email, they will need access to a zip utility such as WinZip or 7-Zip.

To create or edit a background report schedule:

- In the folder view, click the report and select *Run in Background*



- If prompted, save any changes to the report
- Select the schedule for the report:
 - To deactivate a current report schedule, select *None*.
 - To run the report once immediately, select *Run once as soon as possible*.
 - To run the report once at a specific time, select *Run once on* and select a date and time.
 - To run the report multiple times on a regular schedule, select *Run once for each period of* and select the date, time, and frequency.

Schedule Background Report: Save Cancel

You can schedule analytical reports to run in the background at specific times and frequencies. Once you ...

SCHEDULE

None
 Run once as soon as possible
 Run once on
 Run once for each period of: Week(s) on: **Sunday** at this time: Effective from: Effective to:

REPORT DETAILS

Number of run(s) to keep: ⓘ

Attach report results to notification email as a ZIP file (result files can contain up to 64000 rows of data, if report result contains more rows, it will not be attached. This limit can be changed by your site administrator)

Save Cancel

- Choose how long to store the results:
 - If the report is scheduled to run once, choose a number of days from the *Number of days to keep the stored results* drop-down menu.
 - If the report is scheduled to run multiple times, choose a number of report versions to keep from the *Number of runs to keep* drop-down menu.
- Click the *Attach report results* check box, to receive report results as a ZIP attachment within the email notification.
- Click *Save* to save the schedule settings.

To review the results in Analysis:

- In the folder view, click the report scheduled and select *View Stored Results*.



- A list of all stored results for a specific report will be available. Customers have the option to open the results as a pivot table in Analysis, download the results as a .csv file, or delete the results.
- Click *Done* to exit the screen.