

Year-End Tips & Tricks

Updated: April 26, 2017

Tip #1: Delay Purchase Until Date

As the end of the fiscal year approaches, agencies begin to create requisitions for the upcoming fiscal year. The *Delay Purchase Until* date field allows requesters to create and submit requisitions so they can move through the approval flow process and, once approved, the requisitions remain queued until the *Delay Purchase Until* date arrives.

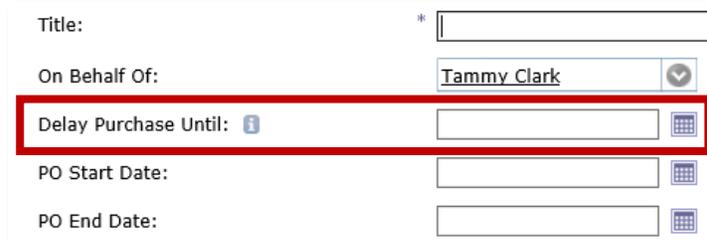
After midnight on the *Delay Purchase Until* date, MyFloridaMarketPlace (MFMP) automatically sends:

- The transaction to FLAIR (encumbered orders only)
- The purchase order to the vendor

If a customer needs to make edits prior to the *Delay Purchase Until* date, agencies can withdraw and edit the requisitions. Only the preparers/requesters can withdraw and edit the requisitions. Once a customer resubmits the requisition, the requisition moves through the original approval flow.

Selecting *Delay Purchase Until* Date

Create a requisition following the standard requisition creation process. On the requisition *Summary* tab, customers should select the desired date they wish the purchase order be sent to the vendor and encumbered (if applicable) in the *Delay Purchase Until* field.



The screenshot shows a requisition form with the following fields:

- Title: *
- On Behalf Of: Tammy Clark
- Delay Purchase Until: [Red box highlights this field and its calendar icon]
- PO Start Date: [Calendar icon]
- PO End Date: [Calendar icon]

Tip #2: Change Orders

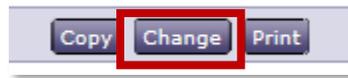
Agency customers may process a change order (CO) to add or remove funds to complete a year-end purchase or make certain accounting changes. By using a change order, customers can make changes to their purchase orders to update FLAIR encumbrances, purchase order (PO) balance, and/or notify vendors of the change(s) to the original order. When the change order is approved, MFMP will override the FLAIR encumbrance to match the MFMP balance for each line unless the encumbrance is zeroed out in FLAIR (MFMP cannot re-encumber the funds). Please note that if an agency only wishes to update the encumbrance in FLAIR (not the PO balance), they may use the *Update Encumbrance eForm* (further discussed in Tip #5).

The change button may not be visible on the requisition if:

- An associated invoice reconciliation (IR) is pending FLAIR integration
- A requisition change is already in *Composing* or *Submitted* status

Creating a Change Order

Agency customers initiate order changes on the requisition. The change button does not appear on the order.



To make accounting changes without the requisition going through the standard approval flow, agency customers must have the *CO No Workflow* group. Only select fields on a requisition are editable without generating an approval flow with the *CO No Workflow* permission. Editing any other field will always generate an approval flow, regardless of permissions. View the *CO No Workflow* fields that do not generate an approval flow in Appendix B of the System Administrator manual. System Administrators should refer to the MFMP System Administrator Manual on the [MFMP Website](#) to assess if they should assign this group to customers within their agency as part of year-end processing activities.

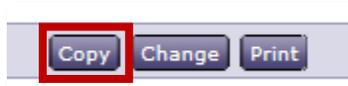
Tip #3: Creating Requisitions for the New Fiscal Year by Copying Previous Requisitions

MyFloridaMarketPlace allows customers to copy requisitions; a helpful timesaving tool when preparing future year requisitions. Agency customers may choose to use this feature when creating requisitions for next fiscal year to issue the same type of order to a vendor (purchasing the same goods/services).

Tip: The *Copy* button is only visible on the requisition.

Copying an Order

Requesters should open the requisition they wish to copy and click the *Copy* button. After clicking the *Copy* button on the requisition, MFMP creates an exact duplicate of the current requisition and places it in *Composing* status to allow requesters to make the necessary updates. Examples of updates needed include, accounting information, line item description and/or the quantity and unit price.



Please keep in mind that customers need to update the following fields that do not copy over:

- Delay Purchase Until Date
- Do Not Send PO to Vendor selection
- Punchout Line Items (for catalog orders)
- Comments
- Attachments
- Certified Forward selection

Tip #4: Cancelling Orders

Agencies may cancel orders when the service or commodity is no longer required. Orders cannot be canceled after they are received. As with copying and changing orders, cancellations take place on the requisition. If the order was encumbered, follow-up by reviewing the comments on the requisitions to validate that FLAIR released the encumbrance.

Cancelling an Order

To cancel an order, click *Cancel Requisition* on the Common Actions box. If this option is not visible, please contact the agency's system administrator. Select the requisition to cancel by clicking on the *select* link and finding the requisition to cancel. MyFloridaMarketPlace recommends that customers include a comment explaining why the order is being cancelled for historical reference. Click *Submit* and review the comments on the requisition to validate that FLAIR released the encumbrance. See the *Cancel an Order* section in the [Buyer Manual](#) for more information.



Tip #5: Useful eForms

MyFloridaMarketPlace provides various eForms that agency customers may use to update MFMP transactions. Agencies may wish to utilize these two eForms during year-end processing.

- **Release Encumbrance eForm:** Use the *Release Encumbrance eForm* to release all remaining funds associated on an order. On the eForm, customers must select the *Requisition To Be Unencumbered* and the *Prior Period Indicator* (please note that the correct *Prior Period Indicator* must be chosen in order to release an encumbrance from the previous year). MyFloridaMarketPlace recommends that customers include a comment explaining why the encumbrance is being released for historical reference. See the Release Encumbrance eForm section in the Buyer Manual (located on the [MFMP Website](#)) for more information regarding this eForm. Agencies can also release an encumbrance line using the Final Payment Indicator on the invoice reconciliation in MFMP. See the Final Payment Indicator Job Aid on the [MFMP Website](#) for step-by-step instructions on how to release any remaining encumbered funds from FLAIR for the encumbered purchase order.
- **Update Encumbrance eForm:** Use the *Update Encumbrance eForm* to restore or remove funds on an encumbered order, updating the encumbrance information in MFMP and FLAIR. Customers may need to restore funds if a warrant is cancelled or an encumbered disbursement fails Central FLAIR, reducing the encumbrance balance in MFMP and FLAIR. Please note that this form only updates the encumbrance amount in FLAIR; it does not update the purchase order balance. Therefore, customers may wish to use this form in conjunction with the *Restore PO Balance eForm*. Customers will need the *Encumbrance Update eForm* group in their MFMP user account to access this form. See the Update Encumbrance eForm section in the Buyer Manual, located on the [MFMP website](#), for more information regarding this eForm.

Tip #6: Creating Carry Forwards

MyFloridaMarketPlace provides agencies with two Carry Forward (also referred to as Certified Forward) options:

1. Agencies may choose to utilize the Department of Financial Services' (DFS) automated process of marking encumbrances as Carry Forward. The Department of Financial Services encourages all agencies to verify that their selection is correct (either opting in or out of the automated process). If no changes are made, the current year request will be the same as last year's request. On June 30th, DFS will prepare and send a file to MFMP to mark incurred obligations as Carry Forward in MFMP for all agencies (unless exempted from the automatic marking of subsidiary records).
 - **Timing:** Early morning July 1
 - **Process:** See the Year End Marking of Subsidiaries training located on the [DFS Accounting and Auditing Website](#) for step-by-step instructions on this process
2. Agencies may choose to manually mark encumbrances in MFMP as Carry Forward. Agency customers must add a *C* in the MFMP *Certified Forward Indicator* drop-down box before July 1 to mark a transaction as Carry Forward.
 - **Timing:** Manual changes can be initiated at any time
 - **Process:** Initiate a change to the appropriate requisition. Customers assigned the *CO No Workflow* group may complete a change for accounting/encumbrance changes without regenerating the approval flow



Select the *Do Not Send to Vendor* checkbox (permission based) to prevent the vendor receiving the change order.

P Card Order:

Do Not Send Purchase Order To Vendor?

Update the *Certified Forward Indicator* field from *N* to *C* in the line item accounting details of each line.

BPIN: -

Certified Forward Indicator: C

Batch:

Submit the updated requisition and MFMP will automatically update the order (if the customer does not have the *CO No Workflow* group, the approval flow will generate) and send an updated encumbered transaction to FLAIR to update the encumbrance record.

- Remember that, along with the changes requested, MFMP updates the FLAIR encumbrance with what MFMP expects the FLAIR encumbrance amount to be (*Current FLAIR amount*). In order for this amount to be correct, all payments must be processed through MFMP

- If an agency has a business need to complete the payment directly in FLAIR, they should: enter the invoice in MFMP (not applicable for eInvoices), reconcile and approve the invoice reconciliation (marking the IR as *Payment Completed in FLAIR*), and complete the *Payment Update eForm*. See the Entering Payments made in FLAIR into MFMP job aid on the [MFMP Website](#) for more information regarding this process

Tip #7: Creating Payables

During year-end, agencies may also establish payables for items received but not yet invoiced. Establish a payable against the MFMP order directly in FLAIR and, when appropriate, complete a payable disbursement in MFMP.

The following steps establish a payable and complete a payable disbursement for an MFMP transaction:

1. Identify the transaction in which you need to establish a payable, and document the encumbrance number and line numbers of an encumbered transaction
2. Establish the payable (TR 81) in FLAIR, referencing the encumbrance number and line numbers as appropriate. This process reduces the encumbrance at the same time it establishes the payable
3. During the disbursement process, the Exception Handler or Invoice Manager may select the *Payable* checkbox in the line item accounting details to indicate the disbursement is a payable disbursement (TR 53). Enter the *Payable Line Number* and *Payable Number* (it is not necessary to include the prefix in the payable number field)

ACCOUNTING - BY LINE ITEM

Bill To: * A08eef0v.q (BUREAU OF) [dropdown arrow]

Payable Disbursement:

Payable Line Number:

Payable Number:

Note: The *Payable* information is at the split accounting level and customers must update it for each split accounting line, if applicable

4. Click *OK* and finish reconciling or approving the IR per standard processes

Customer Service Desk

If you have any questions about any of these tips and tricks, or need other assistance, please contact the MFMP Customer Service Desk (CSD).

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