



Year-End Reports Job Aid

Updated: May 1, 2017

MyFloridaMarketPlace (MFMP) has developed several reports to assist agency Finance and Accounting (F&A) and Purchasing customers with year-end processing. Listed below are many useful year-end reports, including explanations about the information they provide. They can be found online, along with other reports, at the [MFMP Secure Reports](#) site. For more information about the fields contained in these reports and other helpful reports, see the Secure Reports Job Aid, located on the [MFMP Website](#). Anytime customers are conducting detailed spend analytics of purchase orders (POs) or payments, customers may use [MFMP Analysis](#). For more information about MFMP Analysis, see the MFMP Reporting Manual located on the [MFMP Website](#) or view the [Reporting Online Training](#).

IRs With Last Approver

- Finance and Accounting may wish to use this report to monitor the status and activity of IRs to confirm prompt processing
- Lists Invoice Reconciliations (IRs) in 'Reconciling' and 'Approving' status
- Lists approving Invoice Managers by name for all IRs that failed Central FLAIR (these IRs will remain in 'Approving' status until resolved)
- Lists the customers with the IRs currently active in their queues
- Excludes IRs that list FLAIR Integration as the active approver and IRs in 'Paid' status
- The report includes:
 - Requester PUI
 - Entity and accounting information
 - Payable information
 - Certified Forward indicator
 - Current/Last approver by name and email address
 - Number of days since last modified
 - DFS return reason code and description

POs Without IRs

- Finance and Accounting may wish to use this report to identify POs that have no associated IRs in MFMP
- Lists commodity-based POs in a 'Receiving' or 'Received' status
- Lists service-based POs in 'Ordered' status
- The report includes:
 - Requester and requester email address
 - Number of days from order to current date

All Open Orders with Delay Purchase Until

- Purchasing and F&A may wish to use this report to identify all open POs with a future *Delay Purchase Until* (DPU) date selected
- Lists all open orders with a DPU date
- Lists orders in 'Composing', 'Submitted', and 'Approved' status
- This report includes:
 - Requisition status
 - Requisition approval date, number of days since approval, and DPU date
 - Requester name
 - Accounting information, include Pcard selection
 - Vendor name and FEIN

All Open Orders Report

- Finance and Accounting may wish to use this report to identify all open POs to determine if agency received and processed invoices. Purchasing may also use it to determine if it needs to change, cancel, or close POs
- Lists POs in 'Ordering', 'Ordered', and 'Receiving' status
- The report includes:
 - Purchase order start and end dates
 - Vendor W-9 status
 - Account code and accounting information
 - Certified Forward indicator
 - Purchase order balance (original PO amount minus invoices in 'Paid' status)

PRs in Submitted Status

- Purchasing may wish to use this report to identify all requisitions that have not been fully approved
- Lists requisition obligation by organizational code before the funds committed through a PO. Managers can review spending plans before the agency is committed to the expenditure
- Lists original and changed requisitions in a 'Submitted' status
- This report includes:
 - Requisition status and submission date
 - Requester name
 - Accounting information, include Pcard selection
 - Vendor name and FEIN
 - Number of days since the PR was last modified
 - Last/Current approver

FLAIR Voucher Summary Report

- Finance and Accounting may wish to use this report to view all line item details for all MFMP transactions that were approved by Departmental FLAIR the previous day
- Lists MFMP transactions that were successfully approved by Departmental FLAIR the previous day

- The report includes:
 - Vendor name and invoice number
 - Accounting information including Grouping Character
 - Statewide Document number
 - Certified Forward indicator

PO Payment History Encumbrance Level

- Finance and Accounting may wish to use this report to manage the encumbrance balances in FLAIR as compared to MFMP
- Lists POs in 'Ordering', 'Ordered', 'Receiving', and 'Received' status which have a PO balance greater than zero
- The report includes line item information for:
 - Encumbrance line
 - Original encumbrance line amount
 - Current encumbrance line amount
 - Invoiced amount
 - Accounting information including Certified Forward indicator

MFMP Customer Service Desk

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

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