Entering Payments made in FLAIR into MFMP

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MyFloridaMarketPlace (MFMP) recommends that agencies enter all invoices that are associated with an MFMP purchase order or contract directly in MFMP. However, there are circumstances when an agency may need to process a payment directly in the Florida Accounting Information Resource (FLAIR) rather than through MFMP. In these types of situations, the Department of Financial Services (DFS) requires that agencies enter the invoice and payment information in MFMP for applicable transactions (see Comptroller/Chief Financial Officer Memoranda #3, for fiscal year 2003-04). The benefits of entering payments made outside of MFMP into MFMP after the FLAIR warrant is issued include:

- Allowing the state to perform detailed spend analysis
- Verifying that vendors are correctly assessed the transaction fee

Tying a payment made directly in FLAIR to its corresponding MFMP order or contract is comprised of three main steps: entering the invoice in MFMP (not applicable for eInvoices), reconciling and approving the invoice reconciliation, and completing the Payment Update eForm.

Step 1: Enter the Invoice in MFMP

The process for entering an invoice for payments made directly in FLAIR (outside of MFMP) mirrors the standard process of entering an invoice in MFMP. After the warrant generates in FLAIR, an agency customer (typically F&A) should create or update an invoice in MFMP. See the Creating Invoices online training for more information regarding this process.

Step 2: Reconcile/Approve the Invoice Reconciliation

The process for reconciling and approving an invoice reconciliation (IR) for payments made in FLAIR closely mirrors the standard process of entering an invoice in MFMP.

As the active approver on the IR:

- The Exception Handler or the Invoice Manager should check the *Payment Complete in FLAIR* box. Checking this box on the IR informs MFMP that the invoice has already been paid in FLAIR and that the system does not need to send the IR to FLAIR for audit or payment

- The Exception Handler and/or Invoice Manager should review and approve the IR per their standard process. See the Reconciling and Approving Invoices online training for more information regarding the invoice reconciliation process
- After the Invoice Manager approves the IR and it moves to *Paid* status, MFMP generates a *Payment ID* for each line item (there may be multiple *Payment IDs* if the line items have split accounting)
- Agencies are responsible for creating a *Payment Update eForm* for each of the *Payment IDs* generated

Step 3: Complete the *Payment Update* eForm

Complete a *Payment Update eForm* for each of the Payment IDs generated on the IR. From the Buyer Dashboard:

- Select *Payment Update* from the *Create* menu
- Provide an appropriate *Title* for the eForm following agency standard titling convention
- Click the *Select* link and enter the Payment ID generated on the IR in the *Payment to modify* field
- Enter the *Payment Warrant Number* from the FLAIR warrant (required)
- Select the *Payment Warrant Date* from the FLAIR warrant (required)
- Enter the *Voucher Number* (not required)
- Enter the *Statewide Document Number* (not required)
- Enter the *Payee Name* (not required)
- Check the *Cancel Warrant* box, if the warrant is cancelled. Please note that to cancel a warrant in MFMP using this eForm, customers must remove the *Payment Warrant Number* and the *Payment Warrant Date* from the form to submit it
- Enter *Comments* and add *Attachments,* as applicable
- Click the *Submit* button

The payment information entered on the eForm(s) will appear in the Payment Details for the associated invoice reconciliation in MFMP.

Monitoring *Payment Update eForm* Completion for Payments made in FLAIR:

Agencies may utilize the Payments_Completed_in_FLAIR_MFMP report available on their agency's Secure Reports site (contact your agency's System Administrator for the credentials to access this site) to verify that all IRs marked paid in FLAIR have a corresponding Payment Update eForm. This report contains IRs marked paid in FLAIR over the past 18 months and is updated weekly on Sundays. If warrant information (columns H and I) is not listed for an IR on the report, a *Payment Update eForm* should be completed for the associated *Payment ID*.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	PUI	IR Number	IR Status	FEIN	Supplier Name	Date Marked Payment Completed in FLAIR	Payment Number	Warrant Number	Warrant Issue Date	Order Number	Ordered Date	IR Amount	Payment Number Amount	Approving Invoice Manager
2	7200	IR209765-4135149	Paid		United Solutions Cor	22-Jun-16	PAY209765-413514	1205792	20-Jun-16	AEA140	21-Mar-16	5591.25	333.75	John Smith
3	7200	IR7308-3882109	Paid		Contextual Code	14-Jan-16	PAY7308-3882109-	588764	23-Dec-15	AE027A	23-Nov-15	14900	2850	John Smith
4	7264	IR700446-4217991	Paid		Department of State	25-Aug-16	PAY700446-421799			AF5EBC-V3	11-Jan-17	66.78	23.8	John Smith
5	7264	IR9777875812-4388	Paid		Verizon Wireless	26-Jan-17	PAY9777875812-43	703897	20-Jan-17	AF7965	21-Jul-16	457.96	48.38	John Smith
6	7264	IR9777875812-4388	Paid		Verizon Wireless	26-Jan-17	PAY9777875812-43	703897	20-Jan-17	AF7965	21-Jul-16	457.96	37.17	John Smith