



Finance & Accounting Quick Reference Guide

Last Updated: August 2018

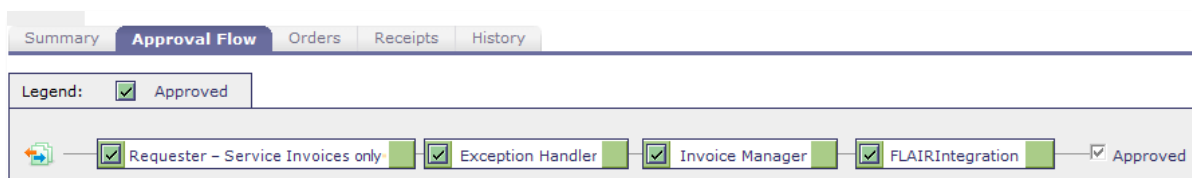
This reference guide provides quick tips regarding the creation, reconciliation, and approval of invoices in MyFloridaMarketPlace (MFMP) for Finance and Accounting (F&A) agency customers. It also provides information on prompt payments, the Florida Accounting Information Resource (FLAIR) credential tracking, and much more.

Key tips to remember when creating invoices

- To learn more about creating invoices, take the [online training](#).
- Invoices in MFMP should match the paper invoices received from the vendor.
- Do not include confidential information on invoices in MFMP (e.g., names, social security numbers, etc.).
- The Department of Financial Services (DFS) requires a copy of the vendor invoice to be attached to the MFMP invoice for all PO- and contract-based invoices.
- For service-based invoices, DFS requires agency customers to add the service start and end dates to the invoice.
- Invoices can be copied if multiple paper invoices are submitted by the same vendor for the same order.
- Invoices can be adjusted for situations where there is a credit on a vendor's invoice or a financial consequence was built into a vendor's contract. See the [Invoice Adjustment Job Aid](#) to learn more.

Important steps to remember when reconciling invoices

- To learn how to reconcile and approve invoices, take the [online training](#).
- Once the invoice is submitted, the accounting validation will occur on the invoice reconciliation (IR).
- To begin reconciling the invoice, access the IR from the **To Do** queue on the **Dashboard**.
- The 'IRs With Last Approver' report on the [Secure Reports](#) website can be utilized to assign IRs based on internal agency procedures.
- IR approval flows automatically generate two required approvers: Exception Handler and Invoice Manager.
- If an IR is paid against an order that includes a line item with a service commodity code (codes beginning with 70-94), the Requester or On Behalf Of is required to approve the IR to verify that the service has been completed. Below is an example of an approval flow for a service-based IR.



- MFMP auto-generates header-level and line-item level exceptions on IRs. Agency customers should review all exceptions to understand what needs to be reconciled. See the [MFMP Buyer Manual](#) to learn more about the different types of exceptions.
- To successfully pay an IR, all line item exceptions must be accepted.
- After the Exception Handler accepts the exceptions and approves the IR, the Invoice Manager is responsible for reviewing/approving the IR for payment.
- Line items that should not be paid, should be disputed on the IR. Disputed line items will be excluded from the FLAIR payment.
- If edits are necessary, DFS Auditors will return an IR back to the Invoice Manager listed in the approval flow.

Tips on completing the IR Accounting Update eForm

- To learn more about mass updating IRs, see the [MFMP Buyer Manual](#).
- The IR Accounting Update eForm can be used to mass update the following accounting fields:

Field	Group Needed
Object Code	Invoicing
Grouping Character	Invoicing
Certified Forward Indicator	Invoicing
Available Balance Override Indicator (ABOI)	Invoicing, ABOI, and appropriate FLAIR permissions

- F&A agency customers may utilize this eForm to edit up to 10 individual IRs at a time. Additionally, customers can edit individual IRs with up to 100 lines.

Keeping FLAIR login information current

- For details about FLAIR integration, see the [MFMP Buyer Manual](#).
- To fully approve an IR in MFMP, Invoice Managers must have their FLAIR username and password stored in MFMP. Log your FLAIR credentials in MFMP using the FLAIR Login Information eForm.
- FLAIR usernames and passwords must be updated in MFMP every 90 days for each site code.

Tip: Set up an Outlook calendar event as a reminder to reset MFMP and FLAIR passwords.

Important points regarding prompt payments

- Validate the transaction date when the IR is in reconciling or approving status.
- MFMP selects a transaction date based on the information available in MFMP at the time the IR was created. If the receipt is created after the IR, MFMP will not update the transaction date.
- Agencies have 20 days from the transaction date to fully approve the IR and submit it to FLAIR for payment. For more information on prompt payment requirements, see section 215.422, Florida Statutes.
- Follow up with agency customers who are not approving service-based IRs or creating receipts in a timely manner.

Additional tips and tricks

- Type the words “today”, “tomorrow”, and “yesterday” into any date field and MFMP will populate the field with the appropriate date.
- Identify electronic invoices (eInvoices) by reviewing the ‘IRs With Last Approver’ [secure report](#) and looking for IRs with PUI 9999.
- If an invoice was paid in FLAIR prior to being entered in MFMP, check the *Payment Completed in FLAIR* box and complete the Payment Update eForm. To learn more, see the [Entering Payments made in FLAIR into MFMP](#) job aid.
- If an order has incorrect accounting information, an agency customer with the ‘CO No Workflow’ permission can update the accounting details without generating a requisition approval flow.
- If the accounting details on the requisition are updated, each subsequent invoice will display the updated accounting information.
- Approve an IR when all the goods have been received and the associated receipt is completed in MFMP.

Resources

- [MyFloridaMarketPlace](#) – Website that provides information on the State of Florida’s eProcurement system.
- [MFMP University](#) – Website that provides information on MFMPU trainings, materials, and channels such as, workshop/webinar registrations, job aids, and MFMP TV videos.
- [MFMP Analysis](#) – Analytical reporting application that enables agency customers to view prepackaged reports and create custom reports.
- [Secure Reports](#) – Password-protected reporting website that includes reports to assist agencies in reviewing transactional data. To access Secure Reports, agency customers should contact their agency’s System Administrator.
- [Vendor Information Portal \(VIP\)](#) – Vendors are required to register in MFMP VIP to do business with the State of Florida. Agency customers can utilize this application to search for registered vendors.

MFMP Customer Service Desk

- For questions or assistance, please contact the MFMP Customer Service Desk at 866-352-3776 or BuyerHelp@MyFloridaMarketPlace.com.