



## Secure Reports Usage Job Aid

### Last Update: November 2018

MyFloridaMarketPlace (MFMP) generates and posts reports to the Department of Management Services (DMS) [Secure Report website](#). To access the reports, agency customers must have a username and password. For more information, see the [Password Request section](#) below. All reports require the use of a zip utility software to view the data, such as WinZip or 7-Zip. Secure Reports may be used to track orders, reconcile invoices, and maintain user accounts. All reports are updated at different frequencies and are posted to the site daily by 8 a.m. ET. Click to see the [list of the available reports](#) below. For each report, you will see a brief description, the primary use, date range, and run time. If a specific report is not available, a report request can be submitted to MFMP. For more information, see the [Report Request section](#) below. For steps on how to import a Secure Report into Microsoft Access, see the [Appendix](#).

#### Password Request:

To gain access to your agency's Operating Level Organization folder, you must speak with your System Administrator. If you do not know your System Administrator, contact the MFMP Customer Service Desk (CSD) at 866-352-3776 or email at [buyerhelp@myfloridamarketplace.com](mailto:buyerhelp@myfloridamarketplace.com).

#### Report Request:

If you need information that is not available on a current Secure Report, you can request a new report. Report requests should be created when information cannot be produced by a system search, an existing Secure Report, or an MFMP Analysis report. Report requests are also used to make updates to existing Secure Reports. Report requests are completed within 20 business days of final approval. To submit a request:

- Complete the Report Request Form located on the [MFMP Forms](#) webpage; and
- E-mail the form to the MFMP CSD at [buyerhelp@myfloridamarketplace.com](mailto:buyerhelp@myfloridamarketplace.com).

Once the MFMP team approves the request, they will create the report, and post it to the [DMS Secure Reports](#) website.

## List of Available Reports:

- [Advance Payment Not Paid](#)
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- [Sourcing eQuote Event Activity](#)
- [Sourcing Users and Groups](#)
- [System Admin Password Updates](#)
- [System Admin User Maintenance Changes](#)
- [User Report](#)
- [Users and Groups](#)

### Advance Payment Not Paid [back to top](#)

This report is contained within the 'Advance\_Payment\_Not\_Paid' zip and provides invoice reconciliations (IR) that have an item checked as Advance Payment and have not been paid (Status of IR is not Paid). This report is used to confirm that payments marked *Advance Payment* are paid in advance. The following data fields are contained within this report:

<i>Requisition</i>	<i>Requisition Status</i>	<i>Requisition Ordered Date</i>	<i>Order ID</i>
<i>IR Number</i>	<i>IR Status</i>	<i>Requester</i>	<i>FEIN</i>
<i>Supplier Name</i>	<i>User to notify of advanced payment</i>	<i>Organizational Code</i>	<i>Expansion Options</i>

- Primary Use – Finance and Accounting
- Date Range – This report is restricted to the last 18 months
- Run Time – Weekly on Sunday

### Agency Compliance Monthly Report [back to top](#)

This report is contained within the 'Agency\_Compliance\_Monthly' zip. This report shows agencies the number of days each of their transactions is processed in MFMP. The Transaction Date and the Florida Accounting Information Resource (FLAIR) Pre-validation date are used to determine the number of days it takes for a transaction to reach the Pre-validation step. The following data fields are contained within the report:

<i>Account Code</i>	<i>Object Code</i>	<i>Organization Code</i>	<i>Voucher #</i>
<i>State Wide Document Number (STWD#)</i>	<i>Entity</i>	<i>Site Code</i>	<i>PUI</i>
<i>FEIN</i>	<i>Supplier Name</i>	<i>IR Name</i>	<i>IR Status</i>
<i>Transaction Date</i>	<i>CFO Receive Date</i>	<i>Agency Compliance</i>	<i>IR Amount</i>
<i>Attachment Count</i>			

- Primary Use – Finance and Accounting
- Date Range – This report lists IRs which meet the criteria for the previous month
- Run Time – The first day of the month

### All Canceled Orders [back to top](#)

This report is contained within the 'All\_Canceled\_Orders\_Current' zip. This report shows all orders canceled during the current fiscal year (FY). The following data fields are contained within the report:

<i>PUI</i>	<i>Requisition</i>	<i>Order ID</i>	<i>Requisition Title</i>
<i>Requisition Ordered Date</i>	<i>Deleted Line Item Number</i>	<i>PO Start Date</i>	<i>PO End Date</i>
<i>Requester</i>	<i>CLEF #</i>	<i>Canceled Date</i>	<i>Deleted Line Amount</i>
<i>Vendor FEIN</i>	<i>Vendor Name</i>	<i>Commodity Code</i>	<i>Commodity Code Description</i>
<i>Method of Procurement</i>			

- Primary Use – Purchasing
- Date Range – Current FY
- Run Time – Monday through Friday

## All Open Orders Reports [back to top](#)

These reports are contained within the 'All\_Open\_Orders' zip files and list all open orders for an agency for the specified period (Current, Historical, or Previous FY). These reports list all orders in Ordering, Ordered, and Receiving status. The following data fields are contained within this report:

<i>PUI</i>	<i>Agency</i>	<i>Requisition</i>	<i>Requisition Title</i>
<i>Requisition Status</i>	<i>Last Modified Date</i>	<i>Requisition Ordered Date</i>	<i>Days from Order Date to Current Date</i>
<i>Requester</i>	<i>Preparer</i>	<i>Purchase Order</i>	<i>Encumbered</i>
<i>Transaction Date</i>	<i>Requisition Entity</i>	<i>Requisition Agency</i>	<i>P-Card</i>
<i>Encumbrance</i>	<i>Encumbrance #</i>	<i>Category</i>	<i>Category Year</i>
<i>Object Code</i>	<i>Org Code</i>	<i>Opt Version</i>	<i>General Ledger</i>
<i>Other Cost</i>	<i>Project ID</i>	<i>Grant</i>	<i>State Program</i>
<i>CF Indicator</i>	<i>Account Code</i>	<i>Description</i>	<i>Commodity Code</i>
<i>FEIN</i>	<i>Vendor</i>	<i>Method of Procurement</i>	<i>Commodity Code Description</i>
<i>CMBE Code</i>	<i>Woman Owned</i>	<i>PO Start Date</i>	<i>PO End Date</i>
<i>Line Item</i>	<i>Green Indicator</i>	<i>Recycled Indicator</i>	<i>W9 Status</i>
<i>PO Balance*</i>			

- Primary Use – Purchasing, Finance and Accounting
- Date Range – This report is restricted by FY
- Run Time
  - Current FY\* – Sunday through Thursday
  - Previous FY – Monday through Friday
  - Historical – Weekly on Sunday

## All Open Orders with Delay Purchase Until [back to top](#)

This report is contained within the 'All\_Open\_Orders\_with\_DelayPurchaseUntil' zip and lists all open orders that have a Delay Purchase Until for an agency. This report lists all orders in Composing, Submitted, and Approved status that have a Delay Purchase Until field value that has a future date. The following data fields are contained within this report:

<i>PUI</i>	<i>Agency</i>	<i>Requisition</i>	<i>Requisition Title</i>
<i>Requisition Status</i>	<i>Requisition Ordered Date</i>	<i>Days from Order Date to Current Date</i>	<i>Requester</i>
<i>Preparer</i>	<i>Purchase order</i>	<i>Encumbered</i>	<i>Transaction Date</i>
<i>Requisition Entity</i>	<i>Requisition Agency</i>	<i>P-Card</i>	<i>Encumbrance Number</i>
<i>Encumbrance Line #</i>	<i>Line (LI) Amount</i>	<i>Category</i>	<i>Category Year</i>
<i>Object Code</i>	<i>Org Code</i>	<i>Expansion Option</i>	<i>Option Version</i>
<i>General Ledger</i>	<i>Other Cost Accumulator</i>	<i>Project ID</i>	<i>Grant</i>
<i>State Program Standard</i>	<i>CF Indicator</i>	<i>Account Code</i>	<i>Description</i>
<i>Commodity Code</i>	<i>FEIN</i>	<i>Vendor</i>	<i>Method of Procurement</i>
<i>Commodity Code Description</i>	<i>CMBE Code</i>	<i>Woman Owned/FVBE Status</i>	<i>Delay Purchase Until</i>

- Primary Use – Budget, Purchasing, Finance and Accounting
- Date Range – This report will list requisitions that have a Delay Purchase Until date in the future
- Run Time – Tuesdays and Thursdays

**All Orders** [back to top](#)

This report is contained within the ‘All\_Orders’ zip and lists all orders for an agency for the specified period. This report lists all open orders in Ordering, Ordered, Received, and Receiving status. The following data fields are contained within this report:

<i>PUI</i>	<i>Purchase Requisition #</i>	<i>Order Number</i>	<i>Contract Number</i>
<i>Order ID</i>	<i>Requisition Title</i>	<i>Ordered Date</i>	<i>PO Start Date</i>
<i>PO End Date</i>	<i>Requester</i>	<i>Preparer</i>	<i>P-Card</i>
<i>MFMP/FLAIR Encumbrance #</i>	<i>Line (LI) Amount</i>	<i>Commodity Code</i>	<i>Commodity Description</i>
<i>Vendor FEIN</i>	<i>Vendor Name</i>	<i>Method of Procurement</i>	<i>CMBE Code</i>
<i>Woman Owned/FVBE Status</i>	<i>Encumbrance Line #</i>	<i>Org Code</i>	<i>Object Code</i>
<i>Expansion Opt</i>	<i>Opt Version</i>	<i>Category1</i>	<i>Category Year</i>
<i>General Ledger</i>	<i>Other Cost</i>	<i>Project ID</i>	<i>Grant1</i>
<i>State Program Standard</i>	<i>CF Indicator</i>	<i>Account Code</i>	<i>Green Indicator</i>
<i>Recycled Line</i>	<i>W9 Status</i>	<i>FOB Code*</i>	<i>FOB Description*</i>
<i>Buyer Code*</i>	<i>Buyer Code Description*</i>		

- Primary Use – Purchasing
- Date Range – This report is restricted by FY
- Run Time
  - Current FY\* – The first day of the month
  - Previous FY – The first day of the month

**All Outstanding Encumbrances Report** [back to top](#)

This report is contained within the ‘All\_Outstanding\_Encumbrances\_Current\_FY’ zip and provides all orders for an agency. This report pulls the current version of requisitions with an Ordered Date for the current FY. This report will assist Finance & Accounting to reconcile MFMP outstanding encumbrances to FLAIR. The following data fields are contained within this report:

<i>Agency</i>	<i>PUI</i>	<i>Requisition</i>	<i>Requisition Status</i>
<i>Order ID</i>	<i>Requisition Ordered Date</i>	<i>Encumbered</i>	<i>Encumbrance #</i>
<i>Encumbrance Line #</i>	<i>Line Item Amount</i>	<i>Current FLAIR Amount</i>	<i>Org Code</i>
<i>Expansion Option</i>	<i>Object Code</i>	<i>Category</i>	<i>Other Cost Accumulator (OCA)</i>
<i>FEIN</i>	<i>Vendor</i>	<i>Account Code</i>	<i>Vendor Header Level</i>

- Primary Use – Finance and Accounting
- Date Range – This report is restricted to the designated FY
- Run Time – Monday through Friday

## All Punchout Item Price Discrepancy Details [back to top](#)

This report is contained within the 'All\_Punchout\_Item\_Price\_Discrepancy\_Details' zip and provides information on all monitored punchout price and item discrepancies identified on requisitions. The report includes requisition data from the last two calendar years. This report is designed to assist agency customers in their review of items flagged by the punchout audit functionality. The following data fields are contained within this report:

<i>PUI</i>	<i>Agency Name</i>	<i>Requester</i>	<i>Requisition #</i>
<i>PO #</i>	<i>Requisition Status</i>	<i>Supplier Name</i>	<i>Line Number</i>
<i>Requisition UOM</i>	<i>Quantity</i>	<i>Supplier Part ID</i>	<i>Auxiliary Part ID</i>
<i>Item Description</i>	<i>Punchout Catalog Price</i>	<i>Contract Price on File</i>	<i>Discrepancy Type</i>
<i>Contract ID</i>	<i>Contract Manager</i>	<i>Requisition Submit Date</i>	<i>Punchout Catalog UOM</i>

- Primary use – Finance and Accounting
- Date Range – This report is restricted to the past two calendar years
- Run Time – Monday through Friday

## All Received Orders Report [back to top](#)

This report is contained within the 'All\_Received\_Orders' zip and provides a list of all commodity purchase orders (PO) partially and fully received (PR status 'Receiving' and 'Received') for an agency. The following data fields are contained within this report:

<i>PUI</i>	<i>Agency</i>	<i>Requisition</i>	<i>Requisition Title</i>
<i>Requisition Status</i>	<i>Last Modified Date</i>	<i>Requisition Ordered Date</i>	<i>Requester</i>
<i>Preparer</i>	<i>Purchase Order</i>	<i>Encumbered</i>	<i>Transaction Date</i>
<i>Requisition Entity</i>	<i>Requisition Agency</i>	<i>P-Card</i>	<i>Encumbrance #</i>
<i>Encumbrance Line #</i>	<i>LI Amount</i>	<i>Category</i>	<i>Category Year</i>
<i>Object Code</i>	<i>Org Code</i>	<i>Expansion Option</i>	<i>Opt Version</i>
<i>General Ledger</i>	<i>Other Cost Accumulator</i>	<i>Project ID</i>	<i>Grant</i>
<i>State Program Standard</i>	<i>CF Indicator</i>	<i>Account Code</i>	<i>Description</i>
<i>Commodity Code</i>	<i>FEIN</i>	<i>Vendor</i>	<i>Method of Procurement</i>
<i>Item Receipt Date</i>	<i>Commodity Code Description</i>	<i>CMBE Code</i>	<i>Woman Owned/FVBE Status</i>
<i>PO Start Date</i>	<i>PO End Date</i>	<i>Line Item Description</i>	<i>Green Indicator*</i>
<i>Recycled Indicator*</i>	<i>W9 Status*</i>		

- Primary Use – Finance and Accounting
- Date Range – This report is restricted by FY
- Run Time
  - Current FY\* – Monday through Friday
  - Previous FY\* – The first of January, April, July, and September
  - Historical – Weekly on Sunday

### Bill To Information Report [back to top](#)

This report is contained within the 'Bill\_To\_Info' zip and lists all billing addresses added for a respective agency. This report lists both active and inactive billing addresses. The following data fields are contained within this report:

<i>PUI</i>	<i>Address ID</i>	<i>Address Name</i>	<i>State Address ID</i>
<i>Address</i>	<i>City</i>	<i>State</i>	<i>Postal Code</i>
<i>Active Flag</i>			

- Primary Use – System Administrator
- Date Range – This report is not restricted by any specified date range
- Run Time – The first day of the month

### Buyer User Group Report [back to top](#)

This report is contained within the 'Buyer\_User\_Group\_Report' zip and lists users with an account within the application. This report lists what Group(s) the user is associated with and is utilized in the maintenance of user accounts. The following data fields are contained within this report:

<i>User</i>	<i>Login Token</i>	<i>PUI</i>	<i>Group</i>
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- Primary Use – System Administrator
- Date Range – This report is not restricted by any specified date range
- Run Time – Weekly on Sunday

### Delegated Approver Report [back to top](#)

This report is contained within the 'Delegated\_Approver\_Report' zip and displays data on open 'Delegations of Approval' requests in the application. This report can be used to monitor open, active 'Delegations of Approval' requests by PUI. The following data fields are contained within this report:

<i>PUI</i>	<i>Agency Name</i>	<i>Delegator</i>	<i>Delegator Email Address</i>
<i>Delegator Supervisor</i>	<i>Delegatee</i>	<i>Delegation Start Date</i>	<i>Delegation End Date</i>
<i>Delegation Status</i>	<i>Delegation Reason</i>		

- Primary Use – Budget, Purchasing, Finance and Accounting
- Date Range – This report is not restricted by any specified date range
- Run Time – Monday through Friday

### Deleted Attachments [back to top](#)

This report is contained within the 'Deleted\_Attachments' zip and provides information on all deleted attachment names, users who deleted attachments, and the date of deletion for PR attachments for requisitions created within the last seven months. The following data fields are contained within this report:

<i>PUI</i>	<i>PR#</i>	<i>Requester</i>	<i>Vendor Name</i>
<i>Deleted Attachment Name</i>	<i>Date Deleted</i>	<i>User that Deleted the Attachment</i>	

- Primary Use – Purchasing
- Date Range – This report is restricted to that past seven months
- Run Time – Weekly on Monday

## eQuote Participant Report [back to top](#)

This report is contained within the 'eQuote\_Participant\_Report' zip and provides information on how many times a vendor is invited to an eQuote event and how many times the vendor participated in the events, to which they were invited. This report gives agency customers information on vendors that are more likely to participate in eQuote events. This report pulls eQuote events published within the last 12 months. The following data fields are contained within this report:

<i>PUI</i>	<i>Vendor Name</i>	<i>Main Contact Name</i>	<i>County</i>
<i>Solicitation Contact</i>	<i>Number of Times Invited</i>	<i>Number of Times Participated</i>	<i>CMBE Status</i>
<i>Woman Owned</i>	<i>FVBE</i>		

- Primary Use – Purchasing
- Date Range – This report is restricted by FY
- Run Time – The first of the month

## FLAIR Voucher Report Weekend [back to top](#)

This report is contained in the 'FLAIR\_Voucher\_Report\_Weekend' zip and provides all MFMP transactions at the Line Item Level that were successfully approved by Departmental FLAIR the previous three days (Friday, Saturday, and Sunday). This report also includes the SWDN and can be used daily to assemble MFMP invoice vouchers received from FLAIR. A voucher is a FLAIR document that groups invoices with the same budget information. Vouchers can also group invoices from the same vendor. Only the total amount due to the vendor, the vendor name, voucher number and 21-digit account code is displayed on the voucher. Vouchers for MFMP invoices are generated after the disbursement transaction successfully passes Departmental FLAIR; this can take several days for audited invoices, as vouchers are not generated until after the Department of Financial Services' (DFS) approval. The following data fields are contained on this report:

<i>PUI</i>	<i>IR#</i>	<i>Account Code</i>	<i>SWDN</i>
<i>Transaction Line Amount</i>	<i>FLAIR Invoice #</i>	<i>Invoice #</i>	<i>OLO</i>
<i>Site Code</i>	<i>GAAFR Fund</i>	<i>GAAFR Fund Description</i>	<i>State Fund</i>
<i>State Fund Description</i>	<i>Find ID</i>	<i>Fund ID Description</i>	<i>Budget Entity</i>
<i>Budget Entity Description</i>	<i>Internal Budget Indicator</i>	<i>Internal Budget Indicator Description</i>	<i>Category</i>
<i>Category Year</i>	<i>Certified Forward</i>	<i>Revolving Fund</i>	<i>Grouping Indicator</i>
<i>Transaction Type</i>	<i>Transaction Date</i>	<i>Org Code</i>	<i>Expansion Option</i>
<i>Expansion Option Version</i>	<i>Object Code</i>	<i>Contract Number</i>	<i>Sub Vendor</i>
<i>Secondary Document Number</i>	<i>Batch Property Indicator</i>	<i>Grant Number</i>	<i>Vendor Location</i>

- Primary Use – Finance and Accounting
- Date Range – This report lists vouchers approved for Friday, Saturday, and Sunday
- Run Time – Weekly on Monday



## FLAIR Voucher Summary Report [back to top](#)

This report is contained in the 'FLAIR\_Voucher\_Report' zip and provides all MFMP transactions at the Line Items Level that were successfully approved by Departmental FLAIR the previous day. This report also includes the SWDN and can be used daily to assemble MFMP invoice vouchers received from FLAIR. A voucher is a FLAIR document that groups invoices with the same budget information. Vouchers can also group invoices from the same vendor. Only the total amount due to the vendor, the vendor name, voucher number and 21-digit account code is displayed on the voucher. Vouchers for MFMP invoices are generated after the disbursement transaction successfully passes Departmental FLAIR; this can take several days for audited invoices, as the voucher is not generated until after the Department of Financial Services' (DFS) approval. The following data fields are contained on this report:

<i>PUI</i>	<i>IR#</i>	<i>Account Code</i>	<i>SWDN</i>
<i>Transaction Line Amount</i>	<i>FLAIR Invoice #</i>	<i>Invoice #</i>	<i>OLO</i>
<i>Site Code</i>	<i>GAAFR Fund</i>	<i>GAAFR Fund Description</i>	<i>State Fund</i>
<i>State Fund Description</i>	<i>Find ID</i>	<i>Fund ID Description</i>	<i>Budget Entity</i>
<i>Budget Entity Description</i>	<i>Internal Budget Indicator</i>	<i>Internal Budget Indicator Description</i>	<i>Category</i>
<i>Category Year</i>	<i>Certified Forward</i>	<i>Revolving Fund</i>	<i>Grouping Indicator</i>
<i>Transaction Type</i>	<i>Transaction Date</i>	<i>Org Code</i>	<i>Expansion Option</i>
<i>Expansion Option Version</i>	<i>Object Code</i>	<i>Contract Number</i>	<i>Sub Vendor</i>
<i>Secondary Document Number</i>	<i>Batch Property Indicator</i>	<i>Grant Number</i>	<i>Vendor Location</i>

- Primary Use – Finance and Accounting
- Date Range – This report lists vouchers approved the current day
- Run Time – Tuesday through Saturday

## Green and Recycled Spend [back to top](#)

This report is contained within the 'Green\_and\_Recycled Spend' zip and lists the latest version of requisitions in Ordering, Ordered, Received, and Receiving status for requisitions that have a line item marked as green or recycled. The following data fields are contained within this report:

<i>Agency</i>	<i>PUI</i>	<i>Vendor Name</i>	<i>Vendor FEIN</i>
<i>Requisition #</i>	<i>Master Agreement #</i>	<i>Ordered ID</i>	<i>Order Date</i>
<i>Green Indicator</i>	<i>Green Line Item #</i>	<i>Green Line Item Amount</i>	<i>Recycled Indicator</i>
<i>Recycled Line Item #</i>	<i>Recycle Line Item Amount</i>		

- Primary Use – Purchasing
- Date Range – This report runs for the previous time frame until June 30, then starts again for the next FY
- Run Time – Quarterly on the fourth day of January, April, and October

## Header Level Information All Open Orders Report [back to top](#)

This report is contained within the 'HL\_All\_Open\_Orders' zip and lists all open orders for an agency using header level information. This report lists all orders in Ordering, Ordered, and Receiving status but does not list the line level details for the orders. The following data fields are contained within this report:

<i>PUI</i>	<i>Agency</i>	<i>Requisition</i>	<i>Requisition Title</i>
<i>Requisition Status</i>	<i>Requisition Ordered Date</i>	<i>Requester</i>	<i>Preparer</i>
<i>Purchase Order</i>	<i>Encumbered</i>	<i>Transaction Date</i>	<i>Requisition Entity</i>
<i>Requisition Agency</i>	<i>P-Card</i>		

- Primary Use – Purchasing, Finance and Accounting
- Date Range – This report is not restricted by any specified date range
- Run Time – Weekly on Sundays

## Invoice Attachments by Commodity Code [back to top](#)

This report is contained within the 'Invoice\_Attachments\_by\_CCode' zip and lists IRs with an attachment linked to the IR for pre-defined commodity codes in the following statuses: Approved, Approving, Paid, Paying, Reconciling, and Rejected. This report lists ASN IRs, which met the report requirements. The commodity codes listed were thought to be the most likely to contain confidential data/information as they include: clinics, doctors, detention transportation, drugs, misc., guard, law enforcement and security, hospitals, language interpretation, notaries, training, and uniforms. The following commodity codes were selected for this report:

42301500	51210000	51211500	51211501	51211502	51211503	51211504	51211505	51211600	78111802
51211900	51212000	51212100	51212200	51212300	51212400	51212500	53102706	78111800	78111814
78111803	78111804	78111807	78111808	78111809	78111810	78111811	78111812	78111813	84131505
80111702	80111718	80121902	80161507	82112067	84131500	84131501	84131502	84131503	84131504
84131515	84131506	84131507	84131508	84131509	84131510	84131511	84131512	84131513	84131514
85121500	84131516	84131517	85101501	85101504	85101505	85101601	85101706	85111609	85120000
85121605	85121501	85121502	85121503	85121504	85121600	85121601	85121602	85121603	85121604
85121615	85121606	85121607	85121608	85121609	85121610	85121611	85121612	85121613	85121614
85121801	85121616	85121700	85121701	85121702	85121703	85121704	85121705	85121706	85121800
85121900	85121802	85121803	85121804	85121805	85121806	85121807	85121808	85121809	85121810
85122101	85121901	85121902	85122000	85122001	85122002	85122003	85122004	85122005	85122100
85122201	85122102	85122103	85122104	85122105	85122106	85122107	85122108	85122109	85122200
86101805	86101601	86101605	86101706	86101709	86101800	86101801	86101802	86101803	86101804
86111504	86101806	86101807	86101808	86101809	86101810	86111500	86111501	86111502	86111503
92101701	86111505	86111603	86111604	86111702	86131903	86141501	91101503	91101504	91111901
93131700	92121500	92121502	92121503	92121504	92121600	92121601	92121602	92121603	92121604
93141504	93131701	93131702	93131703	93131704	93131705	93141500	93141501	93141502	93141503
93141514	93141505	93141506	93141507	93141508	93141509	93141510	93141511	93141512	93141513
93141808	93141515	93141800	93141801	93141802	93141803	93141804	93141805	93141806	93141807
93141814	93141810	93141811	93141812	93141813					

The following data fields are contained within this report:

<i>Preparer PUI</i>	<i>Agency</i>	<i>IR#</i>	<i>IR Status</i>
<i>Order#</i>	<i>MA#</i>	<i>Commodity Code</i>	<i>Commodity Code Description/Title</i>
<i>Supplier FEIN</i>	<i>Supplier Name</i>	<i>Object Code</i>	<i>IR Create Date</i>

- Primary Use – Security Administrator
- Date Range – This report will list IRs where the IR Create Date is in the previous month only
- Run Time – The first day of the month

### Invoice Date Comparison Biweekly [back to top](#)

This report is contained within the 'Inv\_Date\_Comparison\_Biweekly' zip and lists invoices in submitted or approved status with a submit date within the last 14 days. The following data fields are contained within this report:

<i>Invoice #</i>	<i>Invoice Number</i>	<i>INCEF Status</i>	<i>FEIN</i>
<i>Supplier Name</i>	<i>DO #</i>	<i>MA #</i>	<i>Invoice Total</i>
<i>Invoice Date</i>	<i>Invoice Received Date</i>	<i>Submit Date</i>	<i>Goods &amp; Services Start Date</i>
<i>Goods &amp; Services End Date</i>	<i>INEF Submitter</i>	<i># Days Between INEF Submit Date &amp; Invoice Received Date</i>	

- Primary Use – Finance and Accounting
- Date Range – last 14 days
- Run Time – Every other Sunday

### Invoice Date Comparison Monthly [back to top](#)

This report is contained within the 'INEF\_Date\_Comparison\_Monthly' zip and pulls invoices that were submitted the previous month. The following fields are contained within this report:

<i>Invoice #</i>	<i>Invoice Number</i>	<i>INCEF Status</i>	<i>FEIN</i>
<i>Supplier Name</i>	<i>DO #</i>	<i>MA #</i>	<i>Invoice Total</i>
<i>Invoice Date</i>	<i>Invoice Received Date</i>	<i>Submit Date</i>	<i>Goods &amp; Services Start Date</i>
<i>Goods &amp; Services End Date</i>	<i>INEF Submitter</i>	<i># Days Between INEF Submit Date &amp; Invoice Received Date</i>	

- Primary Use – Finance and Accounting
- Date range – Current FY
- Run Time – The first of the month

### Invoice Payment Cycle Time [back to top](#)

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:

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

- Primary Use – Finance and Accounting
- Date Range – This report is restricted to all paid IRs for the past 3 months
- Run Time – The fifth of the month

## Invoicing and Receiving Report [back to top](#)

This report is contained within the 'Invoicing\_and\_Receiving' zip and pulls line item detail for orders that have been invoiced and/or received over the past 18 months. The following data fields are contained within this report:

<i>Vendor Name</i>	<i>Order Create Date</i>	<i>Order Number</i>	<i>Order Line Number</i>
<i>Quantity Invoiced</i>	<i>Quantity Received</i>	<i>Quantity Invoice Minus Quantity Received</i>	<i>Requester</i>
<i>Requester Email Address</i>			

- Primary Use – Finance and Accounting
- Date Range – This report is restricted to all open orders for the previous 18 months
- Run Time – Monday through Friday

## IR Attachments by Commodity Code [back to top](#)

This report is contained within the 'Invoice\_Attachments\_by\_CCode' zip and lists IRs with an attachment linked to the invoice for pre-defined commodity codes in the following statuses: Approved, Approving, Paid, Paying, Reconciling, and Rejected. This report does NOT list ASN IRs, which met the report requirements. The commodity codes listed were thought to be the most likely to contain confidential data/information as they include: clinics, doctors, detention transportation, drugs, misc., guard, law enforcement and security, hospitals, language interpretation, notaries, training, and uniforms. The following commodity codes have been selected for this report:

42301500	51210000	51211500	51211501	51211502	51211503	51211504	51211505	51211600	78111802
51211900	51212000	51212100	51212200	51212300	51212400	51212500	53102706	78111800	78111814
78111803	78111804	78111807	78111808	78111809	78111810	78111811	78111812	78111813	84131505
80111702	80111718	80121902	80161507	82112067	84131500	84131501	84131502	84131503	84131504
84131515	84131506	84131507	84131508	84131509	84131510	84131511	84131512	84131513	84131514
85121500	84131516	84131517	85101501	85101504	85101505	85101601	85101706	85111609	85120000
85121605	85121501	85121502	85121503	85121504	85121600	85121601	85121602	85121603	85121604
85121615	85121606	85121607	85121608	85121609	85121610	85121611	85121612	85121613	85121614
85121801	85121616	85121700	85121701	85121702	85121703	85121704	85121705	85121706	85121800
85121900	85121802	85121803	85121804	85121805	85121806	85121807	85121808	85121809	85121810
85122101	85121901	85121902	85122000	85122001	85122002	85122003	85122004	85122005	85122100
85122201	85122102	85122103	85122104	85122105	85122106	85122107	85122108	85122109	85122200
86101805	86101601	86101605	86101706	86101709	86101800	86101801	86101802	86101803	86101804
86111504	86101806	86101807	86101808	86101809	86101810	86111500	86111501	86111502	86111503
92101701	86111505	86111603	86111604	86111702	86131903	86141501	91101503	91101504	91111901
93131700	92121500	92121502	92121503	92121504	92121600	92121601	92121602	92121603	92121604
93141504	93131701	93131702	93131703	93131704	93131705	93141500	93141501	93141502	93141503
93141514	93141505	93141506	93141507	93141508	93141509	93141510	93141511	93141512	93141513
93141808	93141515	93141800	93141801	93141802	93141803	93141804	93141805	93141806	93141807
93141814	93141810	93141811	93141812	93141813					

The following data fields are contained within the report:

<i>Preparer PUI</i>	<i>Agency</i>	<i>IR#</i>	<i>IR Status</i>
<i>Order#</i>	<i>MA#</i>	<i>Commodity Code</i>	<i>Commodity Code Description/Title</i>
<i>Supplier FEIN</i>	<i>Supplier Name</i>	<i>Object Code</i>	<i>IR Create Date</i>

- Primary Use – Security Administrator
- Date Range – This report lists IRs that have attachments and where the IR Create Date is in the previous month only
- Run Time – The first day of the month

## IR Exception Report [back to top](#)

This report is contained within the 'IR\_Exception\_Report' zip and lists unpaid IRs and the exception (both header and line) for each IR. This report lists IRs in Approved, Approving, and Reconciling status. This report excludes IRs that list FLAIR Integration as the active approver. This report excludes the Line Item Exception, 'Accounting Verification Exception,' since this is normally on all Line Item Exceptions and would cause the report to be very large. This report would be applicable for overall queue management. The following data fields are contained within this report:

<i>IR Number</i>	<i>Invoice Number</i>	<i>IR Status</i>	<i>Header Exception</i>
<i>Line Number</i>	<i>Line Level Exception</i>	<i>Last/Current Approver</i>	<i>Transaction Date</i>
<i>PUI</i>	<i>Agency</i>		

- Primary Use – Finance and Accounting
- Date Range – This report is not restricted by any specified date range
- Run Time – Monday through Friday

## IRs With Last Approver [back to top](#)

This report is contained within the 'IRs\_With\_Last\_Approv' zip and lists IR requests in Reconciling and Approving status. This report will list IRs generated from the Ariba Supplier Network (ASN) (Purchasing Unit Indicator (PUI): 9999) and IRs that failed Central FLAIR. The IRs that failed Central FLAIR will list the approving invoice manager by name and will remain in Approving status until resolved. This report will continue to exclude IRs that list FLAIR Integration as the active approver and does not list IRs in Paid status. Active IRs in a user's queue will also be listed. The report will also list IRs routed to the Invoice Administrator's queue. The following data fields are contained within this report:

<i>IR</i>	<i>IR Status</i>	<i>IR Amount</i>	<i>IR Create Date</i>
<i>Number of Days since IR was Created</i>	<i>IR Submit Date</i>	<i>Number of Days since IR was Submitted</i>	<i>Last Modified Date</i>
<i>Number of Days since IR was Last Modified</i>	<i>Last/Current Approver</i>	<i>PUI</i>	<i>Agency</i>
<i>Requester PUI</i>	<i>Transaction Date</i>	<i>Certified Forward Indicator</i>	<i>Reason Code</i>
<i>Reason Description</i>	<i>Category</i>	<i>Category Description</i>	<i>IBI</i>
<i>IBI Description</i>	<i>GAAFR Function</i>	<i>Org. Code</i>	<i>Payable Number</i>
<i>Payable List</i>	<i>Last/Current</i>	<i>PO/Contract</i>	<i>Object Code</i>

- Primary Use – Finance and Accounting
- Date Range – This report is not restricted by any specific date range
- Run Time – Monday through Friday

## IRs with Use of Sub-Vendor [back to top](#)

This report is contained within the 'IRs\_with\_Use\_of\_SubVendor' zip and lists the IRs that do not have a sub-vendor at the split accounting level. This report pulls requisitions created within the last 18 months. The following data fields are contained within this report:

<i>PUI</i>	<i>IR Number</i>	<i>Date Created</i>
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- Primary Use – Finance and Accounting
- Date Range – This report is restricted to the past 18 months
- Run Time – Quarterly report on the third day of January, April, July, and October

## MFMP Contracts [back to top](#)

This report is contained within the 'MFMP\_Contracts' zip and lists all MFMP contracts created by an agency. This report is used to assist with the maintenance and tracking of contracts (formally called master agreements) entered into MFMP for their respective agency. The following data fields are contained within the report:

<i>PUI</i>	<i>Agency</i>	<i>MFMP Contract ID</i>	<i>MFMP Contract Title</i>
<i>MFMP Contract Status</i>	<i>Available Amount</i>	<i>Minimum Commitment</i>	<i>Maximum Commitment</i>
<i>Historical Amount Spent</i>	<i>MA Contact</i>	<i>MFMP Contract Contact Email</i>	<i>MFMP Contract Contact Active?</i>
<i>Effective Date</i>	<i>Expiration Date</i>	<i>Last Modified Date</i>	<i>MFMP Contract Open Date</i>
<i>MFMP Contract Closed Date</i>	<i>Term/Agreement Type</i>	<i>FEIN</i>	<i>Supplier</i>
<i>Supplier Status</i>	<i>Method of Procurement</i>	<i>Form of Contract</i>	<i>Contract ID</i>
<i>Contract Type</i>	<i>Release Required?</i>	<i>Organization Code</i>	<i>Expansion Option</i>
<i>Expansion Option Version</i>	<i>Object Code</i>	<i>OCA</i>	<i>GL</i>
<i>Header Encumbrance Number</i>	<i>Header Encumbrance Line Number</i>	<i>Pricing Terms Encumbrance Number</i>	<i>Pricing Terms Encumbrance Line Number</i>
<i>Split Accounting Encumbrance Number</i>	<i>Split Accounting Encumbrance Line Number</i>	<i>Category</i>	<i>Project ID</i>
<i>Contract ID FACTS</i>			

- Primary Use – Contract Administrators
- Date Range – This report is not restricted by any specified date range
- Run Time – The first day of the month

## Payments Completed in FLAIR [back to top](#)

This report is contained within the 'Payments\_Completed\_in\_FLAIR' zip and lists all IRs with the option 'Payment Completed in FLAIR' selected for an agency. Finance & Accounting personnel primarily use this report to verify that these requests have the corresponding warrant information recorded for the payment. If the warrant information is not listed, the Payment Update eForm must be completed for the request. The following data fields are contained within the report:

<i>PUI</i>	<i>IR Number</i>	<i>IR Status</i>	<i>FEIN</i>
<i>Supplier Name</i>	<i>Date Marked Payment Completed in FLAIR</i>	<i>Payment Number</i>	<i>Warrant Number</i>
<i>Warrant Issue Date</i>	<i>Order Number</i>	<i>Ordered Date</i>	<i>IR Amount</i>
<i>Payment Number Amount</i>	<i>Approving Invoice Manager</i>		

- Primary Use – Finance and Accounting
- Date Range – This report lists IRs marked as paid in FLAIR during the past 18 months
- Run Time – Weekly on Sunday

### PO Payment History Encumbrance Level [back to top](#)

This report is contained within the 'PO\_Payment\_History\_Encl' zip. This report lists POs in Ordering, Ordered, Received, and Receiving status and has a current PO balance greater than \$0.00. This report is used by to manage the encumbrance balances in FLAIR as compared to MFMP. The report will list line level information that will assist in reconciling all FLAIR encumbrances' balances to MFMP PO (encumbrance) balances. The following data fields are contained within this report:

<i>PUI</i>	<i>Agency</i>	<i>Requisition#</i>	<i>Requisition Title</i>
<i>Order Number</i>	<i>Order Status</i>	<i>FEIN</i>	<i>Vendor Name</i>
<i>Preparer</i>	<i>Requester/On Behalf Of</i>	<i>Order Line #</i>	<i>Encumbrance #</i>
<i>Encumbrance Line #</i>	<i>Original Enc. Line Amount</i>	<i>Amount Invoiced</i>	<i>Current Encumbrance Line Amount</i>
<i>Org Code</i>	<i>Expansion Option</i>	<i>Opt Version</i>	<i>Object Code</i>
<i>Category</i>	<i>Category Yr</i>	<i>General Ledger</i>	<i>Other Cost</i>
<i>Project ID</i>	<i>Grant Description</i>	<i>State Program Standard</i>	<i>CF Indicator</i>
<i>Account Code</i>			

- Primary Use – Finance and Accounting
- Date Range – This report is restricted to orders within 24 months of the Order Date
- Run Time – Weekly on Sunday

### PO Payment History Header Level [back to top](#)

This report is contained within the 'PO\_Payment\_History\_HL' zip. This report lists POs in Ordering, Ordered, Received, and Receiving status and has a current PO balance greater than \$0.00. This report is used to manage the encumbrance balances in FLAIR as compared to MFMP. The report list header level information that will assist in reconciling all FLAIR encumbrances' balances to MFMP PO (encumbrance) balances. The following data fields are contained within this report:

<i>PUI</i>	<i>Agency</i>	<i>Requisition#</i>	<i>Requisition Title</i>
<i>Order ID</i>	<i>Status</i>	<i>Date Ordered</i>	<i>FEIN</i>
<i>Vendor Name</i>	<i>Preparer</i>	<i>Requester/On Behalf Of</i>	<i>Original Order Amount</i>
<i>PO Balance</i>	<i>Current Flair Amount</i>		

- Primary Use – Finance and Accounting
- Date Range – This report is restricted to orders within 24 months of the Order Date
- Run Time – Weekly on Sunday

### POs Without IRs [back to top](#)

This report is contained within the 'POs\_without\_IRs' zip and lists all POs partially received and not invoiced (PR status 'Receiving'), POs partially received and fully received (PR status 'Received'), and service POs with no associated IR (PR status 'Ordered'). Please note that this report does not contain PCard orders. The following data fields are contained within this report:

<i>PUI</i>	<i>PUI Description</i>	<i>Order ID</i>	<i>Ordered Date</i>
<i>Days from Ordered Date to Current Date</i>	<i>Supplier Name</i>	<i>Supplier Legacy ID</i>	<i>PO Status</i>
<i>Requester Name</i>	<i>Requester email</i>	<i>Encumbrance Number</i>	<i>Item Receipt Date</i>
<i>Days from Item Receipt Date to Current Date</i>	<i>Commodity Code</i>		

- Primary Use – Finance and Accounting

- Date Range – This report will only list POs generated in the last 18 months
- Run Time – Monday through Friday

**PR Audit by Commodity Code [back to top](#)**

This report contained within the ‘PR\_Audit\_by\_C Code’ zip and provides a listing of requisitions that contain pre-defined selected commodity codes in the following statuses: Composing, Submitted, Approved, Denied, Ordering, Ordered, Receiving, Received, Canceling, and Canceled. The commodity codes listed were thought to be the most likely to contain confidential data/information as they include: clinics, doctors, detention transportation, drugs, misc., guard, law enforcement and security, hospitals, language interpretation, notaries, training, and uniforms. The following commodity codes have been selected for this report:

42301500	51210000	51211500	51211501	51211502	51211503	51211504	51211505	51211600	78111802
51211900	51212000	51212100	51212200	51212300	51212400	51212500	53102706	78111800	78111814
78111803	78111804	78111807	78111808	78111809	78111810	78111811	78111812	78111813	84131505
80111702	80111718	80121902	80161507	82112067	84131500	84131501	84131502	84131503	84131504
84131515	84131506	84131507	84131508	84131509	84131510	84131511	84131512	84131513	84131514
85121500	84131516	84131517	85101501	85101504	85101505	85101601	85101706	85111609	85120000
85121605	85121501	85121502	85121503	85121504	85121600	85121601	85121602	85121603	85121604
85121615	85121606	85121607	85121608	85121609	85121610	85121611	85121612	85121613	85121614
85121801	85121616	85121700	85121701	85121702	85121703	85121704	85121705	85121706	85121800
85121900	85121802	85121803	85121804	85121805	85121806	85121807	85121808	85121809	85121810
85122101	85121901	85121902	85122000	85122001	85122002	85122003	85122004	85122005	85122100
85122201	85122102	85122103	85122104	85122105	85122106	85122107	85122108	85122109	85122200
86101805	86101601	86101605	86101706	86101709	86101800	86101801	86101802	86101803	86101804
86111504	86101806	86101807	86101808	86101809	86101810	86111500	86111501	86111502	86111503
92101701	86111505	86111603	86111604	86111702	86131903	86141501	91101503	91101504	91111901
93131700	92121500	92121502	92121503	92121504	92121600	92121601	92121602	92121603	92121604
93141504	93131701	93131702	93131703	93131704	93131705	93141500	93141501	93141502	93141503
93141514	93141505	93141506	93141507	93141508	93141509	93141510	93141511	93141512	93141513
93141808	93141515	93141800	93141801	93141802	93141803	93141804	93141805	93141806	93141807
93141814	93141810	93141811	93141812	93141813					

The following data fields are contained within this report:

<i>Preparer PUI</i>	<i>Agency</i>	<i>PR#</i>	<i>PR Status</i>
<i>DO Number/MA Number</i>	<i>Commodity Code</i>	<i>Commodity Code Description/Title</i>	<i>Supplier FEIN</i>
<i>Supplier Name</i>	<i>Object Code</i>	<i>PR Create Date</i>	

- Primary Use – Purchasing, Security Administrator
- Date Range – This report will list PRs where the PR Create Date is in the previous month only
- Run Time – The first day of the month



## PRs in Composing Status [back to top](#)

This report is contained within the 'PRs\_in\_Composing\_Status' zip and lists all orders in Composing status for an agency. This report pulls requisitions with a status of Composing. The following data fields are contained within this report:

<i>PUI</i>	<i>PR Number</i>	<i>Req Created Date</i>	<i>Contract Number</i>
<i>Requisition Title</i>	<i>PO Start Date</i>	<i>PO End Date</i>	<i>Requester</i>
<i>Preparer</i>	<i>P-Card Indicator</i>	<i>MFMP/FLAIR Encumbrance Number</i>	<i>LI Amount</i>
<i>Commodity Code</i>	<i>Commodity Description</i>	<i>FEIN</i>	<i>Vendor Name</i>
<i>W9 Status</i>	<i>MOP</i>	<i>Encumbrance Line Number</i>	<i>OrgCode</i>
<i>Object Code</i>	<i>Expansion Option</i>	<i>OptVersion</i>	<i>Category</i>
<i>Category Year</i>	<i>GeneralLedger</i>	<i>OtherCost</i>	<i>ProjectId</i>
<i>Grant</i>	<i>StProgramStandard</i>	<i>CF Indicator</i>	<i>Account Code</i>
<i>Green Indicator</i>	<i>Recycled Indicator</i>		

- Primary Use – Purchasing
- Date Range – This report is limited to the current FY
- Run Time – Quarterly on the fourth day of January, April and October. The fourth-quarter report runs on June 30

## PRs in Submitted Status [back to top](#)

This report is contained within the 'PRs\_in\_Submitted\_Status' zip and lists all orders in Submitted status for an agency. This report pulls requisitions with a status of Submitted. The following data fields are contained within this report:

<i>PUI</i>	<i>Agency</i>	<i>Requisition</i>	<i>Requisition Title</i>
<i>Requisition Status</i>	<i>Requisition Submit Date</i>	<i>Requester</i>	<i>Preparer</i>
<i>Line Item Description (first 50 characters)</i>	<i>Requisition Entity</i>	<i>Requisition Agency</i>	<i>PCard</i>
<i>Line Item Amount</i>	<i>Category</i>	<i>Category Year</i>	<i>Object Code</i>
<i>Org Code</i>	<i>Expansion Option</i>	<i>Opt Version</i>	<i>General Ledger</i>
<i>Other Cost (OCA)</i>	<i>Project ID</i>	<i>Grant</i>	<i>StProgramStandard</i>
<i>CF Indicator</i>	<i>Account Code</i>	<i>Commodity Code</i>	<i>FEIN</i>
<i>Vendor</i>	<i>Method of Procurement</i>	<i># of Days Since PR Was Submitted</i>	<i>Last Modified Date</i>
<i># of Days Since PR was Last Modified</i>	<i>Last/Current Approver</i>		

- Primary Use – Purchasing, Budget
- Date Range – This report is limited to the current FY
- Run Time – Daily

## Punch-out Catalog versus Non-Catalog Orders [back to top](#)

This report is contained within the 'Punchout\_Catalog\_NonCatalog\_Orders' zip and lists all of the punch-out catalogs that are available, and the purchases made from those catalogs, along with non-catalog purchases. The following data fields are contained within the report:

<i>Agency</i>	<i>PUI</i>	<i>PR Number</i>	<i>Create Date</i>
<i>DO Number</i>	<i>Order ID</i>	<i>Order Date</i>	<i>PR Status</i>
<i>Encumbered (0=No; 1=Yes)</i>	<i>P-Card (0=No; 1=Yes)</i>	<i>Supplier FEIN</i>	<i>Supplier Name</i>
<i>Type: Punchout/Catalog/NonCatalog</i>	<i>Line Item Description</i>	<i>Supplier Part #</i>	<i>Line Item Amount</i>
<i>Commodity Code # and Description</i>			

- Primary Use – Purchasing
- Date Range – This report is restricted to the data listed above and the run time parameters noted below
- Run Time:
  - Current FY – Monthly on the first
  - Previous FY – Monthly on the first

## Req to PO Cycle Time [back to top](#)

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:

<i>PUI</i>	<i>Agency</i>	<i>PR #</i>	<i>PO#</i>	<i>Ordered Date</i>
<i>Submitted Date</i>	<i>PR Cycle Time</i>	<i>MOP</i>	<i>Vendor Name</i>	<i>FEIN</i>

- Primary Use – Purchasing
- Date Range – This report is restricted to requisitions that have ordered or submitted dates within the past 3 months
- Run Time – Monthly on the fifth

## Returned By Auditor Active [back to top](#)

This report is contained within the 'Returned\_By\_Auditor\_Active' zip and lists all IRs returned by the Department of Financial Services (DFS) within the past 12 months. This report will only retrieve IR Data when the IR was created within the past 12 months. The following data fields are contained within the report:

<i>PUI</i>	<i>IR Number</i>	<i>PO Number</i>	<i>Encumbrance Number</i>
<i>IR Create Date</i>	<i>Transaction Date</i>	<i>IT Paid Date</i>	<i>MFMP CFO Receive Date</i>
<i>IR Status</i>	<i>Supplier</i>	<i>Supplier Location</i>	<i>Exception Handler</i>
<i>Invoice Manager</i>	<i>Reason Code</i>	<i>Site Code</i>	<i>Organization Code</i>
<i>Expansion Option</i>	<i>Object Code</i>	<i>GAAFR Fund</i>	<i>Category</i>
<i>Category Year</i>	<i>OCA</i>	<i>Account Contract Number</i>	<i>Account Description</i>

- Primary Use – Finance and Accounting
- Date Range – This report will only list IRs where the IR Create Date is within the past year
- Run Time – Monday through Friday

### Ship To Information [back to top](#)

This report is contained within the 'Ship\_To\_Info' zip and lists all shipping addresses added for a respective agency. This report lists both active and inactive shipping addresses. The following data fields are contained within this report:

<i>PUI</i>	<i>Address ID</i>	<i>Address Name</i>	<i>State Address ID</i>
<i>Address</i>	<i>City</i>	<i>State</i>	<i>Postal Code</i>
<i>Active Flag</i>			

- Primary Use – System Administrator
- Date Range – This report is not restricted by any specified date range
- Run Time – The first day of the month

### Sourcing Users and Groups [back to top](#)

This report within the 'Sourcing\_Users\_and\_Groups' zip, lists users within the application. The report provides the following information regarding the Sourcing application:

<i>PUI</i>	<i>Organization</i>	<i>User ID</i>	<i>Name</i>
<i>Email Address</i>	<i>Group</i>	<i>Last Login Date</i>	

- Primary Use – System Administrators
- Date Range – This report is not restricted by any specified date range
- Run Time – The first Monday of each month

### Sourcing eQuote Event Activity [back to top](#)

This report within the 'Sourcing\_eQuote\_Event\_Activity' zip lists users within the application and places a time stamp on their activity. This report will provide details on the eQuote event status and the following information regarding the Sourcing application:

<i>Project ID</i>	<i>Project Name</i>	<i>Project Owner</i>	<i>Project Owner Email Address</i>
<i>Department</i>	<i>PUI</i>	<i>Event ID</i>	<i>Event Name</i>
<i>Event Create Date</i>	<i>Event Status</i>	<i>Create to Publish Time</i>	<i>Publish Date</i>
<i>eQuote Cycle Time</i>	<i>Number of Vendors Who Have Joined</i>	<i>Number of Responses Received</i>	<i>Commodity Code</i>
<i>Integrated eQuote (Yes or No)</i>			

- Primary Use – Purchasing, System Administrators
- Date Range – This report is not restricted by any specified date range
- Run Time – Weekly on Monday

## System Administrator Password Updates [back to top](#)

This report is contained within the 'System\_Admin\_Password\_Updates' zip and lists users and their password update information. This report is used to assist with the maintenance of user accounts for their respective agency.

<i>PUI</i>	<i>Password Update eForm #</i>	<i>User Name</i>	<i>Requester</i>
<i>Title</i>	<i>Date Submitted</i>		

- Primary Use – System Administrators
- Date Range – This report includes any password updates made in the past 3 months
- Run Time – Quarterly on the fourth day of January, April and October. The fourth-quarter report runs on June 30

## System Administrator User Maintenance Changes [back to top](#)

This report is contained within the 'System\_Admin\_User\_Maintenance\_Changes' zip and lists users and their user account update information. This report is used to assist with the maintenance of user accounts for their respective agency.

<i>PUI</i>	<i>User Maintenance eForm #</i>	<i>User Name</i>	<i>Requester</i>
<i>Title</i>	<i>Type of Activity</i>	<i>Date Submitted</i>	<i>Date Actioned</i>
<i>Organization Code</i>			

- Primary Use – System Administrators
- Date Range – This report includes any user maintenance changes made in the past month
- Run Time – The fourth day of the month

## User Report [back to top](#)

This report is contained within the 'User\_Report' zip and lists users with an account within the system. This report is used to assist with the maintenance of user accounts for their respective agency. The columns with the keyword 'status' represent two values: 0 and 1. If a '1' is listed, the value is active. If the column lists a '0,' the value is inactive. For example, if the Supervisor Status column lists '0,' the listed supervisor user account within MFMP was deleted by the agency's system administrator. All users, which list this user as their supervisor should be updated and an active supervisor should be assigned to these users. The following data fields are contained within this report:

<i>User Name</i>	<i>PUI</i>	<i>PUI Status</i>	<i>Login Token</i>
<i>Email Address</i>	<i>Org Level</i>	<i>Mgmt Level</i>	<i>Org Code</i>
<i>Org Status</i>	<i>Supervisor Name</i>	<i>Supervisor Status</i>	<i>Ship To</i>
<i>Ship To Status</i>	<i>Bill To</i>	<i>Bill To Status</i>	<i>Site Code</i>
<i>Site Status</i>	<i>Role</i>	<i>Bill To Address</i>	<i>Bill To City</i>
<i>Bill To State</i>	<i>Bill To Zip</i>	<i>Ship To Address</i>	<i>Ship To City</i>
<i>Ship To State</i>	<i>Ship To Zip</i>		

- Primary Use – System Administrators
- Date Range – This report is not restricted by any specified date range
- Run Time – Weekly on Monday

## Users and Groups Report [back to top](#)

This report is contained within the 'Users\_and\_Groups\_Report' zip and lists users with an account within the system. The report lists what Roles and Groups the users have. This report is used to assist with the

maintenance of user accounts for their respective agency. The columns with the keyword 'status' represent two values: 0 and 1. If a '1' is listed, the value is active. If the column lists a '0', the value is inactive. For example, if the Supervisor Status column lists '0,' the listed supervisor user account within MFMP was deleted by the agency's system administrator. All users, which list this user as their supervisor should be updated and an active supervisor should be assigned to these users. The following data fields are contained within this report:

<i>User</i>	<i>PUI</i>	<i>PUI Status</i>	<i>Login Token</i>
<i>Email Address</i>	<i>Org Level</i>	<i>Mgmt Level</i>	<i>Org Code</i>
<i>Org Status</i>	<i>Supervisor Name</i>	<i>Supervisor Status</i>	<i>Ship To</i>
<i>Ship To Status</i>	<i>Bill To</i>	<i>Bill To Status</i>	<i>Site Code</i>
<i>Site Status</i>	<i>Role</i>	<i>Group</i>	<i>Bill To Address</i>
<i>Bill To City</i>	<i>Bill To State</i>	<i>Bill To Zip</i>	<i>Ship To Address</i>
<i>Ship To City</i>	<i>Ship to State</i>	<i>Ship To Zip</i>	<i>Last Log In Date</i>
<i>Time Created</i>	<i>Time Updated</i>		

- Primary Use – System Administrators
- Date Range – This report is not restricted by any specified date range
- Run Time – Daily

## Appendix

### Importing a text file into Microsoft Access

1. Open Microsoft Access.
2. Double-click **Blank database** to create a new database.
3. On the main menu bar, click the **External Data** tab.
4. On the **External Data** tab ribbon, click the **New Data Source** drop-down list, select **From File**, and select **Text File**.
5. The **Get External Data – Text File** dialog box opens.
6. From the **Get External Data – Text File** dialog box, click the **Browse** button.
7. From the **File Open** dialog box, navigate to the appropriate **.txt** file.
8. Select the **Import the source data into a new table in the current database** radio button.
9. Click **OK**.
10. The **Import Text Wizard** dialog box opens.
11. Choose **Delimited** and click the **Next** button.
12. Choose **Comma** as the delimiter (MFMP reports are delimited by a comma).
13. Click **Next**.
14. From **Field Options**, in the **Field Name** field, input a field name.
15. Select a new field and repeat steps as necessary.
16. If you do not want to import a specific field, select the **Do not import field (Skip)** check box for that field.
17. Click **Next**.
18. Select the **No primary key** radio button.
19. Click **Next**.
20. In the **Import to Table** field, input a table name.
21. Click **Finish**.