



Florida Department of Health

MFMP Invoice Processing

Participant's Guide
(Online, Self-Paced, Interactive)



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MFMP Invoice Processing

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MFMP Invoice Processing Training

Participant's Guide

This guide will help you during and after this training. It contains information about and resources to use MFMP as well as the actual slides and notes seen in the presentation. For links to additional materials, please see the list of resources at the end of this guide. **Please save this guide to your network space. You may print it for use during training and as an easy reference after training.**

This course teaches users how to process invoices in the MyFloridaMarketPlace system.

If you have any questions about this training, please direct your queries to your supervisor first, then to the **MFMP Support Section of the Bureau of General Services** at (850) 245-4444 ext. 3091, if your supervisor cannot assist you.

Preparation

Before the class, please be sure to:

- ☐ **Save and/or print this participant's guide to use during the training or as a quick reference guide after the training.**
- ☐ Schedule time to take the training and put it on your calendar.

Day of Class

- ☐ You may use this guide during the post-test, but it is not necessary.
- ☐ Turn off cell phones, turn off Blackberries, close Outlook, and forward phones during training. These can reduce your ability to learn and retain the information.

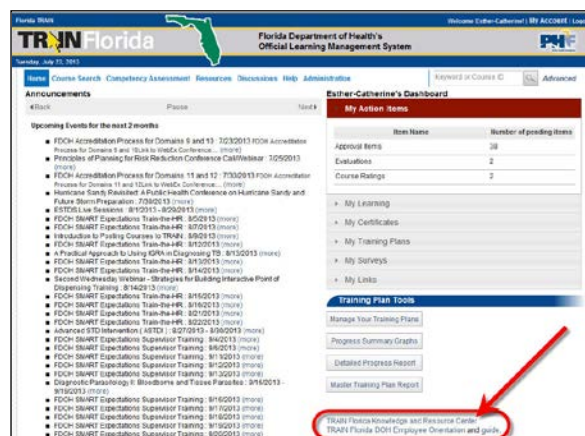
After Class

- ☐ Complete the post-test in the learning management system.
 - ☐ Complete the course evaluation form in the learning management system
-

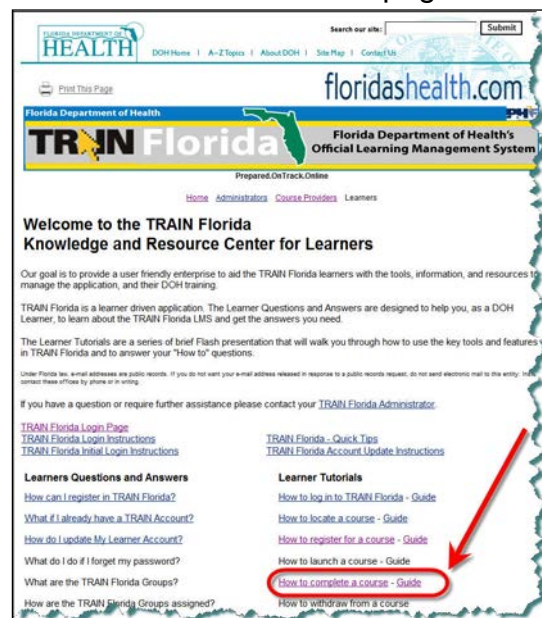
Navigating in TRAIN

Navigating the Department of Health's new learning management system, TRAIN, can be a challenge initially. If you have opened this guide, you already know how to log into the system and register for courses. Now, you need to know how to complete the training module.

Most of the departmental training modules contain at least two parts – a participant's guide and a presentation – and often more parts. In addition, it usually includes an open-book post-assessment/test. To complete the module, you must complete every part of the training, including the assessment, then complete the entire module.

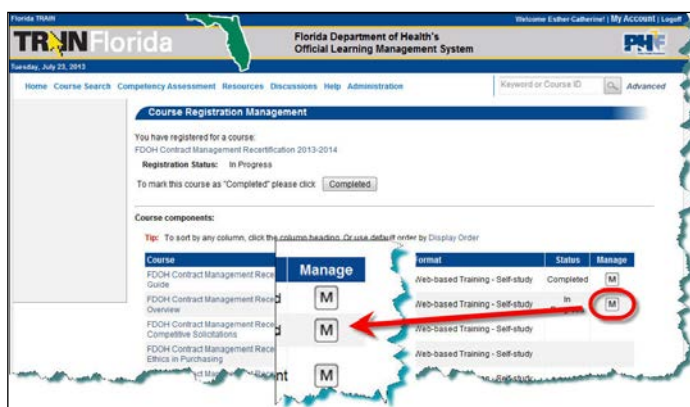


There is a link to specific instructions about how to complete courses on your TRAIN login screen and TRAIN home page.

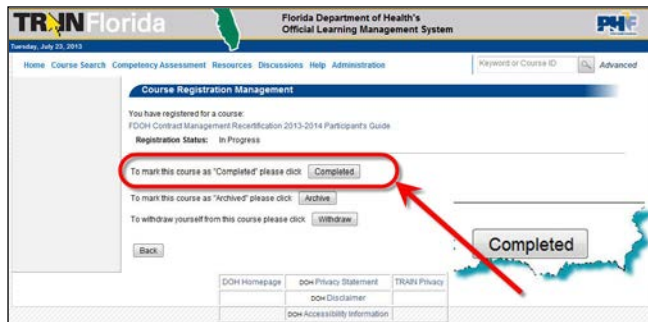


This will take you to the TRAIN Florida Knowledge and Resource Center for Learners. Here are a number of links to help learners navigate TRAIN. Note the link to a tutorial and to a guide for completing TRAIN courses.

Follow the instructions in the guide to complete each section of the course. On the



“Course Registration Management” page, select the “M” on the right of the page.

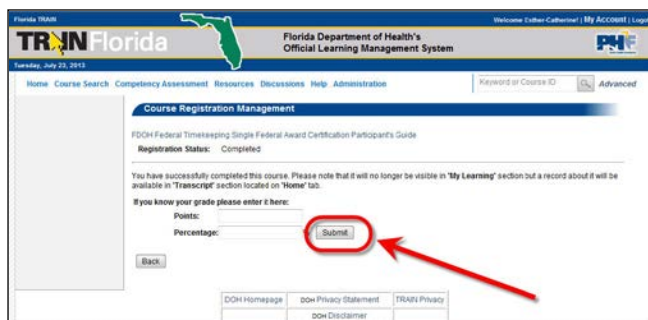
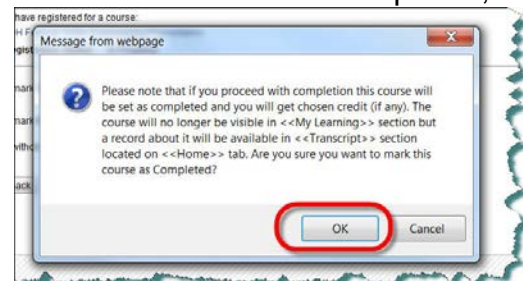


The system will take you to a screen that will allow you to complete the appropriate section of the course.

Note: You must “complete” the participant’s guide, as well as each presentation or activity in the course.

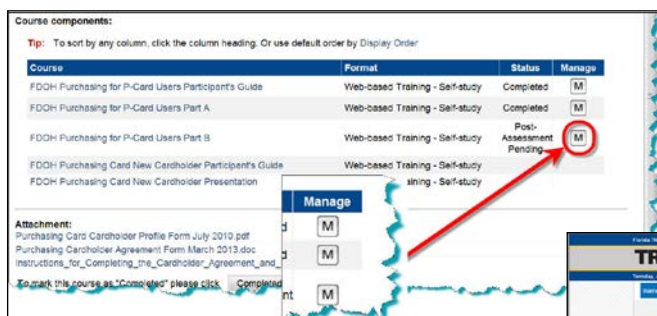
A pop-up window will indicate once this section of the course is completed, it will

show up in your transcript. Just click the “OK” button to proceed. You will go to a “Completed” status screen. Click the “Submit” button to complete this section of the course.

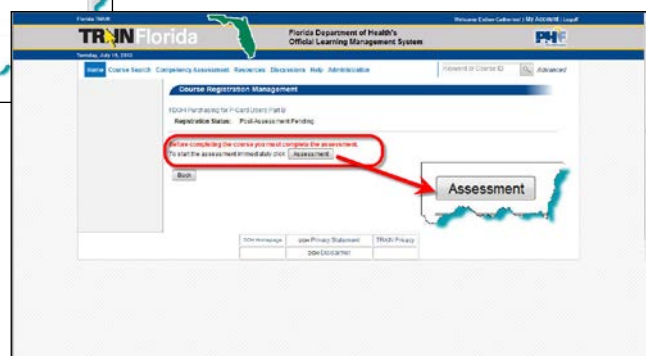


Note: You can leave the points and percentage fields empty. However, if you are completing a section that had an assessment, you may want to complete these fields.

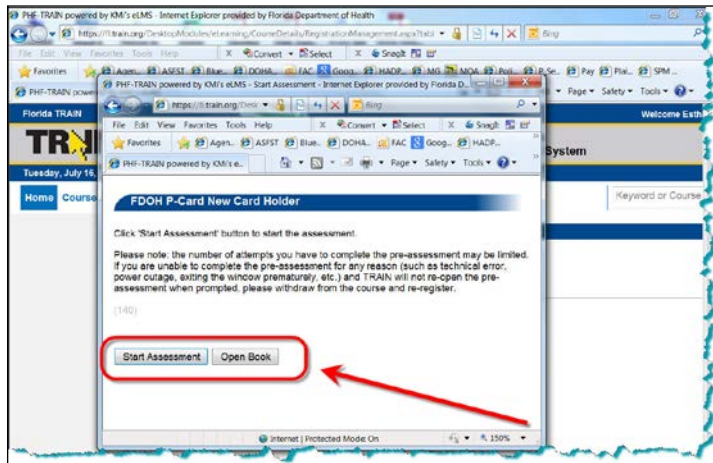
Once you complete each section, you will need to complete any assessment/test associated with the course. You access the assessment in the same way you complete the course.



If there is an assessment, once you click on the “M” to section, you will be taken to the assessment screen. Click the “Assessment” button to begin the test.



MFMP Invoice Processing Participant's Guide



Notice that the tests allow you to “Open Book” button. Clicking this button opens the presentation or guide in a new window. You can keep the book open while you take the test. Be sure to click the “Start Assessment” button to start the test.

Note: You must complete the assessment before you complete the entire course.

Once all the sections and assessments are completed, you must click the “Submit” button below the course list to complete the entire course.

Also, please remember to complete the course evaluation, so we can improve the course.

A screenshot of a web form for course completion. It includes an 'Attachment' section with links to PDFs and a document. Below this, there are input fields for 'Points' and 'Percentage' with a 'Submit' button. A red box highlights the question 'Would you please be able to take an evaluation?' and the 'Evaluation' button below it.

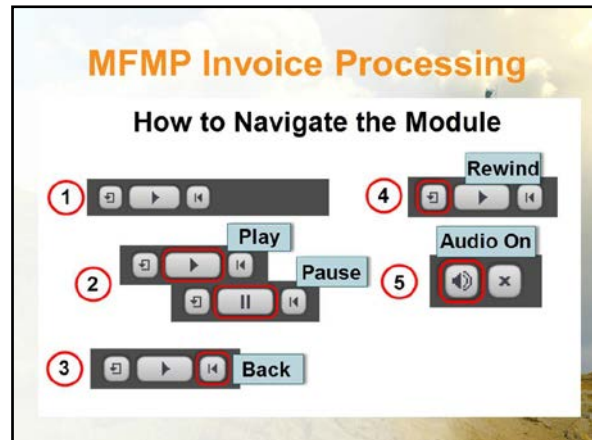
Notes: _____

MFMP Invoice Processing Overview

Slide 1: Navigating the Module

Notice the navigation tools, which is at the bottom left side of your screen.

1. To hear or pause the narration for the current screen, click the “play”/”pause” button located on the lower left side of the screen.
2. Click the back button to move backward through the previous screens.
3. To go back to the beginning of the presentation from anywhere in the presentation, click the rewind button.
4. To turn the narration off or on, click the audio button on the lower left side of the screen.
5. Click anywhere on the slide, to move forward to the next screen.



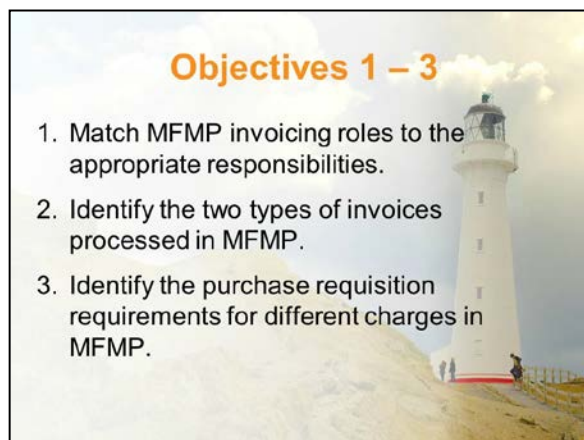
Part A

Slide 2: Welcome!

- Welcome to the Florida Department of Health's "MyFloridaMarketPlace Invoice Processing" training. Throughout this training, we will refer to MyFloridaMarketPlace as MFMP.
- This course will provide you with information for auditing, creating, and approving invoices directly in MFMP. Whether you are a requestor, a purchasing agent, or accounts payable, this training will allow you to see each section's role when paying an invoice in MFMP. Understanding your specific role in MFMP will help ensure that payments are made correctly and efficiently.
- It is suggested that you review the "FDOH MyFloridaMarketPlace, MFMP, 3.0" before starting this training.



Slide 3: Objectives 1 – 3

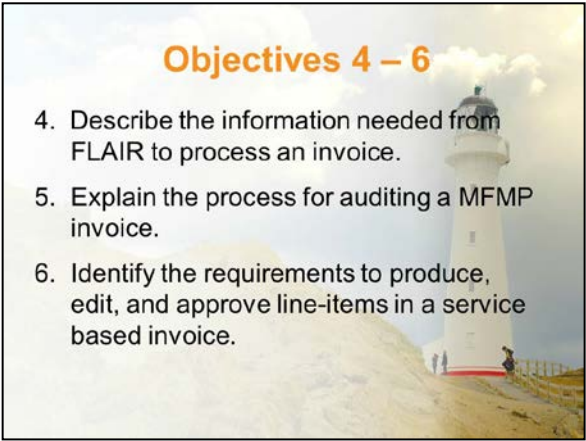


At the end of this course, you will be able to:

1. Match MFMP invoicing roles to the appropriate responsibilities.
2. Identify the two types of invoices processed in MFMP.
3. Identify the purchase requisition requirements for different charges in MFMP.

Slide 4: Objectives 4 – 6

- 4. Describe the information needed from FLAIR to process an invoice.
- 5. Explain the process for auditing a MFMP invoice.
- 6. Identify the requirements to produce, edit, and approve line items in a service-based invoice.



Slide 5: Objectives 7 – 9



- 7. Identify the requirements for auditing a commodity invoice.
- 8. Create a commodity invoice in MFMP.
- 9. Edit and approve the line items of a commodity invoice in MFMP.

Notes: _____

Slide 6: Training Organization

- To make it easier to complete this training, it is split into three separate parts. You can complete the three parts separately but they should be completed in the order shown here.
- There is a mandatory post-test following the end of the course. You can attempt the post-test as many times as you like, but you must pass with a 80% or better to get credit for completing the course.
- Lastly, we appreciate your feedback via the course evaluation form.

Training Organization

Part A

- Section 1
- Section 2
 - Objective 1
- Section 3
 - Objective 2
- Section 4
 - Objective 3

Part B

- Section 5
 - Objective 4 – 6

Part C

- Section 6
 - Objective 7 – 9

Post-Assessment in TRAIN

Slide 7: Section 1

Section 1

Setting up delegated authority and email preferences

In the first section, we will review setting up delegated authority and email preferences. For more information on these steps, review the “FDOH My Florida Market Place, MFMP, 3.0” training.

Notes: _____

Slide 8: Welcome to MFMP



Every MFMP user should setup two items before auditing invoices:

1. Delegate authority
2. Email preferences

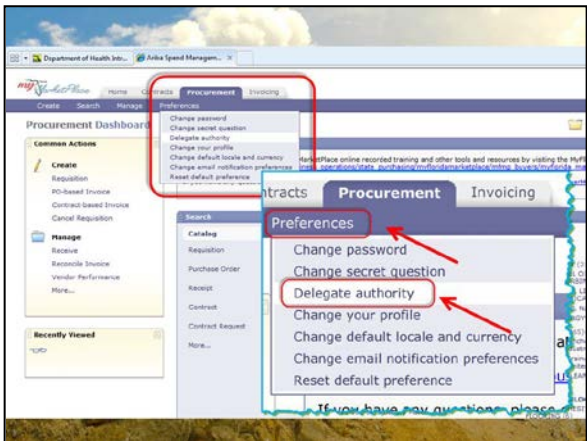
Slide 9: Delegate Authority

- Delegating your authority in MFMP is very important to ensure there is no delay with the payment process.
- The person you delegate in MFMP will be allowed access to invoices that are pending your approval.



Notes: _____

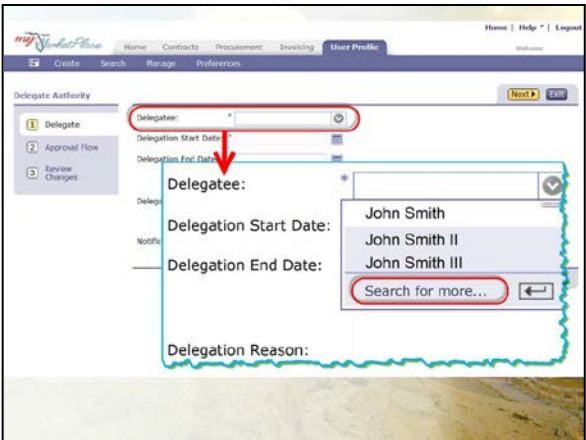
Slide 10: Delegate Authority



- In order to setup your delegation, go to the MFMP home dashboard and click on “Preferences.”
- Once the drop down options appear click on “Delegate Authority.”

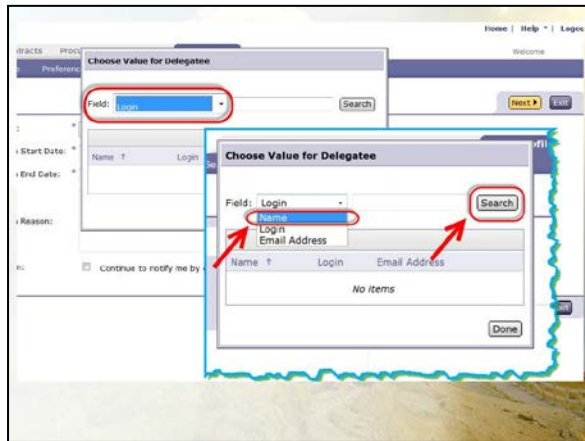
Slide 11: Delegatee

- Click the dropdown button next to the “Delegatee” field.
- Click “Search for more...”



Notes: _____

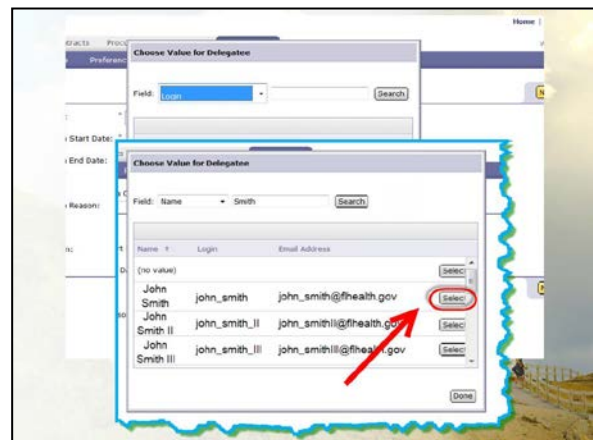
Slide 12: Name Field



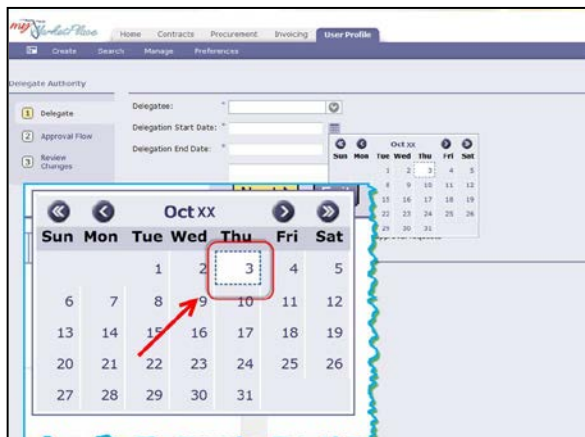
- Click the dropdown button to change the “Field” to “Name.”
- Type in the last name of the person you want to delegate authority to.
- Click “Search.”

Slide 13: Select Button

- Click the “Select” button next to the delegatee’s information.

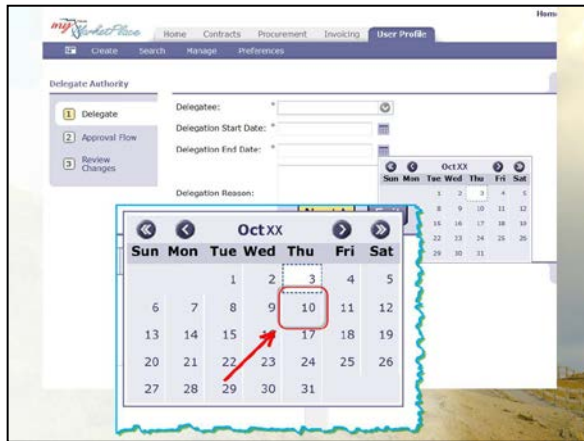


Slide 14: Start Delegation



- Select the dates of your delegation by clicking the calendar box on the right side.
- Select the day you want to start delegation under the first calendar box on the right of “Delegation Start Date.”

Slide 15: End Delegation

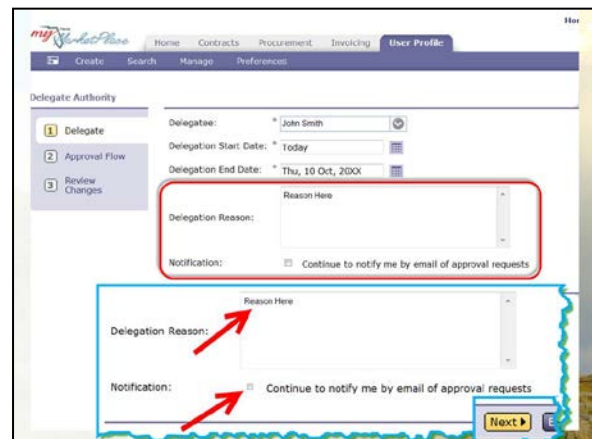


- Click the second calendar button.
- Select the day you want to end delegation under the second calendar box on the right of "Delegation End Date."

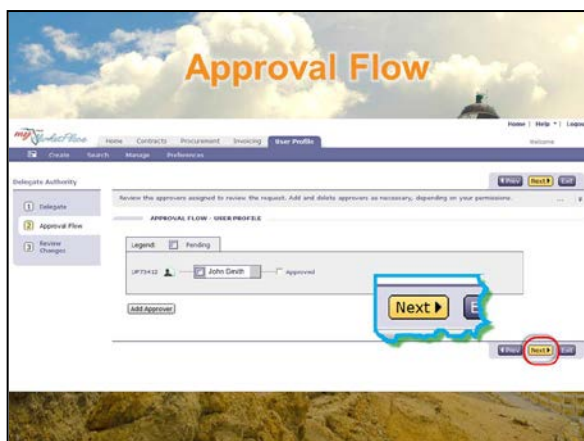
Slide 16: Delegation Reason

You can type in a delegation reason if you would like even though it is not necessary.

- If you want to receive notifications of your delegatee's request, click the box next to "Continue to notify me by email of approval requests." When finished, click "Next" to continue.

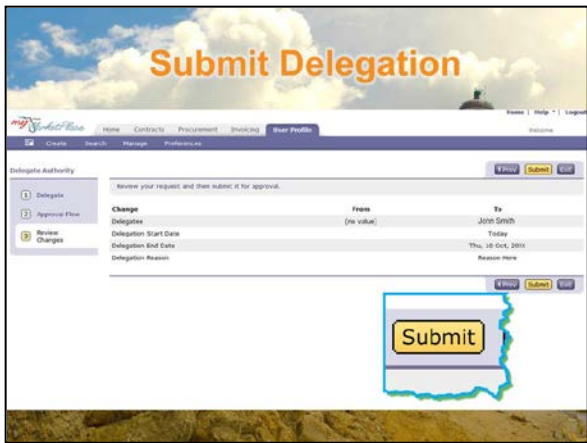


Slide 17: Approval Flow



- This screen will show you the approval flow for your delegation. The person you delegate has to approve this change in MFMP.
- After you verify the correct person is listed, click "Next."

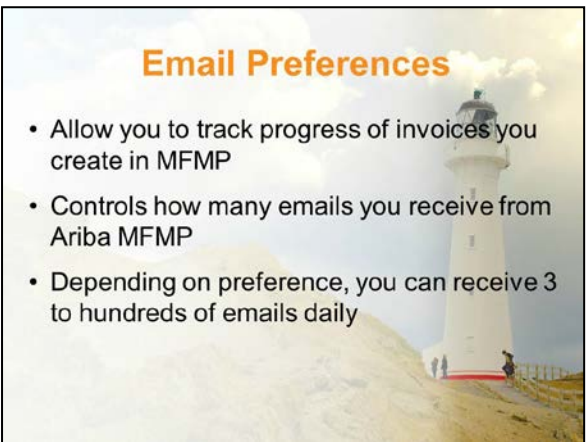
Slide 18: Submit Delegation



This screen will allow you to see the change in your delegation. Once you verify that everything is correct, click “Submit.”

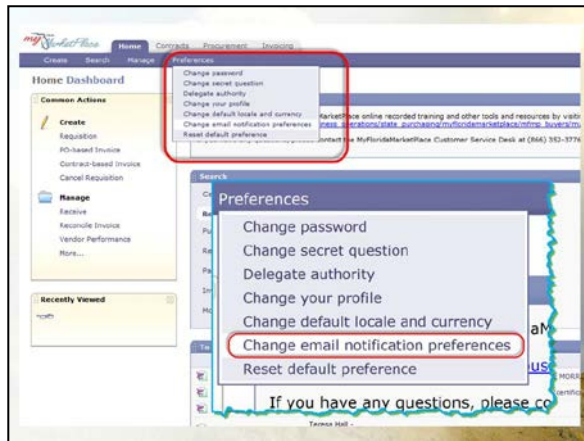
Slide 19: Email Preferences

- Your email preferences will allow you to track the progress of the invoices that you create in MFMP.
- This feature controls how many emails you receive from Ariba MFMP. Ariba provides the MFMP system to the FDOH.
- Depending on how your preferences are set up, you can receive anywhere from three to hundreds of emails daily. If you want to receive a summary email then you will only receive three emails per day.



Notes: _____

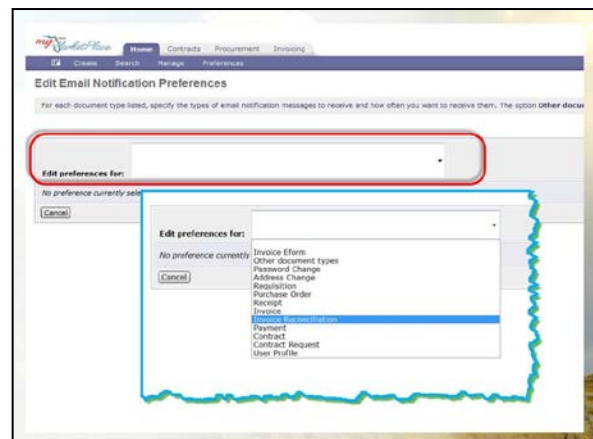
Slide 20: Change Email Preferences



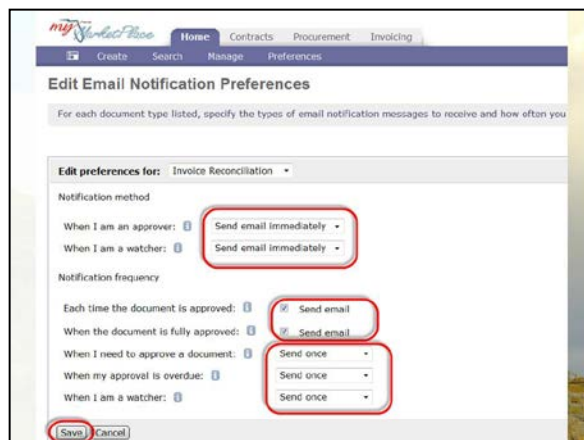
In order to setup your email notifications, you will need to select “Preferences” and click on “Change email notification preferences.”

Slide 21: Edit Preferences

First, you need to select the stage in MFMP in which you would like to change your preference. Use the “Edit preferences for:” dropdown menu to select the stage. For this example, we will be changing it for the “Invoice Reconciliation” stage.



Slide 22: Notification Method



- Next, click on the dropdown boxes for each option under “Notification method.”
- Then check or uncheck the boxes next to the “Send Email” options.
- Finally, select how often you would like to receive a notification.
- Click the “Save” button, once you have made all the changes you want.

Slide 23: Repeat Steps

The slide features a background image of a white lighthouse on a rocky shore under a cloudy sky. In the foreground, there is a graphic of a computer monitor with several colorful envelopes (yellow, pink, blue) and documents scattered around it.

Repeat Steps

- Repeat process to change another stage in MFMP
- Repeat until you are satisfied with volumes of emails you receive

- Repeat the process to change the amount of emails for another stage in MFMP.
- Repeat these steps until you are satisfied with the volume of emails that you receive.

Slide 24: Section 2

In section two, we will cover the different roles in the invoicing process.



Slide 25: Objective 1

The slide features a background image of a white lighthouse on a rocky shore under a cloudy sky. A semi-transparent white box is overlaid on the left side, containing the text:

Objective 1

Match MFMP invoicing roles to the appropriate responsibilities.

Objective one is to match the MFMP invoicing roles to the appropriate responsibilities each role has.

Slide 26: MFMP Roles



In MFMP, there are three main roles in the invoice approval flow:

- Requestor
- Exception handler
- Invoice manager

Slide 27: Requestor Role

- The requestor role in MFMP refers to the individual who places the order for the goods or services.
- This role is responsible for:
 - Submitting the purchase requisition through MFMP,
 - Maintaining the direct order, and
 - Reconciling invoices in MFMP.



Notes: _____

Slide 28: Exception Handler Role



Exception Handler Role

- Refers to auditor assigned to particular invoice in accounts payable section
- Responsible for:
 - Auditing
 - Creating
 - Approving

The slide features a background image of a lighthouse on a rocky shore. In the foreground, there is a 3D illustration of a woman with dark hair, wearing a purple long-sleeved shirt, sitting at a wooden desk and working on a laptop.

- The exception handler role in MFMP refers to the auditor assigned to a particular invoice in the accounts payable section.
- This role is responsible for:
 - Auditing,
 - Creating, and
 - Approving invoices in MFMP.

Slide 29: Invoice Manager Role

The invoice manager role in MFMP refers to the final approver on the invoice reconciliation, IR, before the invoice goes through FLAIR, and possibly the Department of Financial Services, referred to as DFS.



Invoice Manager Role

- Final approver on invoice reconciliation before goes through FLAIR
 - Possibly DFS

The slide features a background image of a lighthouse on a rocky shore. In the foreground, there is a 3D illustration of an orange rubber stamp with the word "APPROVED" in blue capital letters.

Slide 30: Section 3



Section 3
Types of invoices in MFMP

The slide features a background image of a lighthouse on a rocky shore. A semi-transparent white box is overlaid on the image, containing the text "Section 3" in orange and "Types of invoices in MFMP" in black.

In this section, we will cover the different types of invoices that are in MFMP.

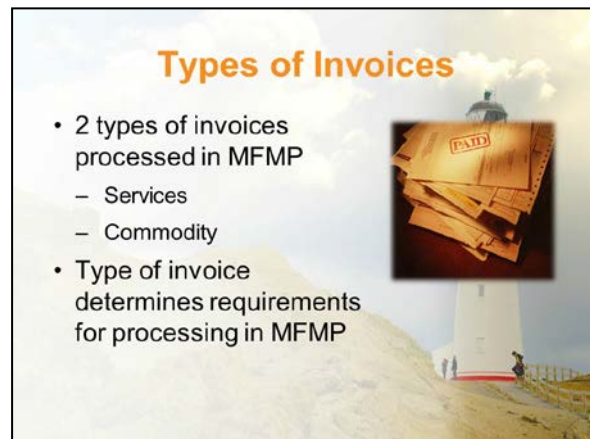
Slide 31: Objective 2



Objective two focuses on the types of invoices that are found in MFMP: services and commodity.

Slide 32: Types of Invoices

- There are two types of invoices that can be processed in MFMP:
 - Service
 - Commodity
- The type of invoice determines the requirements for processing in MFMP.

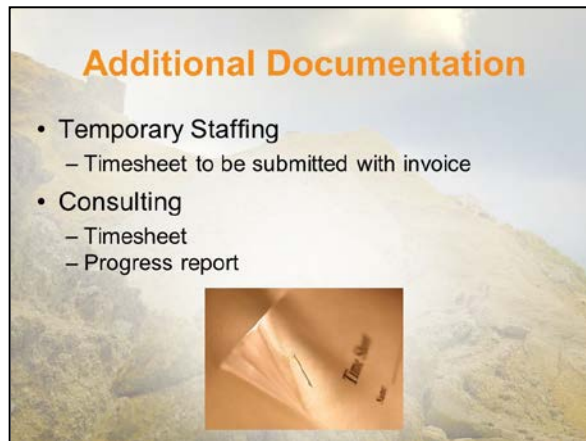


Slide 33: Service Invoices



- Services invoices are invoices that are for
 - Temporary staffing
 - Consultants
- Each type of service invoice requires additional documentation in order to be processed.

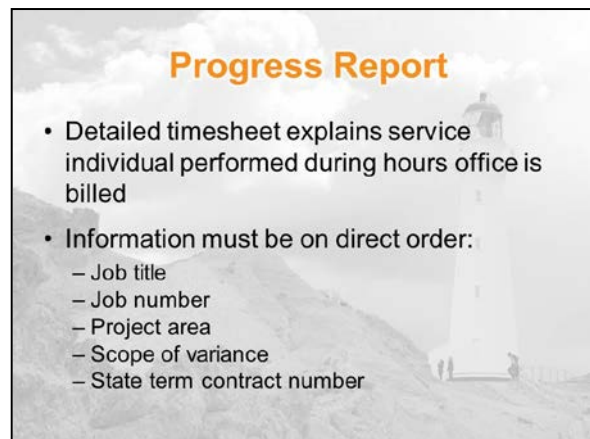
Slide 34: Additional Documentation



- Temporary staffing invoices require a timesheet to be submitted along with the invoice.
- Consulting invoices also require a timesheet and a progress report as well.

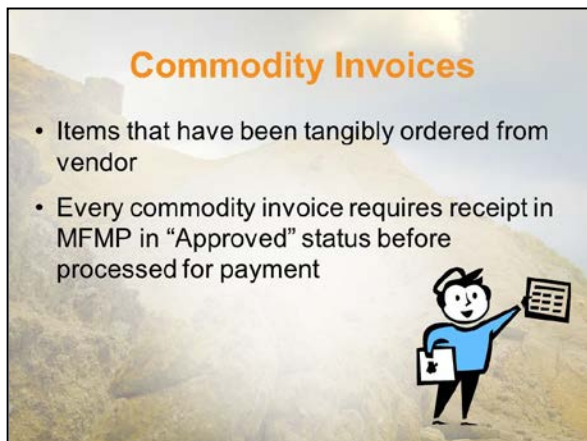
Slide 35: Progress Report

- A progress report is considered to be detailed timesheet which explains what service the individual performed during the hours in which the office is being billed.
- The following information is required to be in the description of the line item on the direct order, referred to as a DO:
 - Job title
 - Job number
 - Project area
 - Scope of variance
 - State term contract number



Notes: _____

Slide 36: Commodity Invoices



- Commodity invoices are items that have been tangibly ordered from a vendor.
- Every commodity invoice requires the receipt in MFMP to be in “Approved” status before the invoice is processed for payment

Slide 37: Special Cases

- Special Cases for Commodity Invoices:
 - Invoices that are for vaccines have an excise tax that is also included. If the local office or program office charges the clients for the vaccination then the excise tax should be paid. However, if the vaccinations are given out freely then the excise tax should not be paid.
 - Secondly, Flip invoices are electronic invoices that are sent directly from the vendor into MFMP. All flip invoices are commodity invoices and require the receipt to be approved.



Notes: _____

Slide 38: Section 4



In the last section of this part, we will discuss the different purchasing requisition requirements in MFMP.

Slide 39: Objective 3

In this objective, we will identify the purchase requisition requirements for the different charges in MFMP.



Notes: _____

Slide 40: Types of Invoices



- In order for an invoice to be processed in MFMP a purchase requisition must be submitted and approved before:
 - The service has been rendered or
 - The items have been ordered.
- Failure to timely submit a requisition could result in an after the fact direct order which will be elaborated on later in the course.

Slide 41: Advance Payment Requirements

- In order to process an advance payment in MFMP, justification has to be provided.
- The justifications for why an invoice should be paid in advance include:
 - The vendor requires payment in advance or
 - It is a cost benefit to the state if the invoice is paid in advance.




Notes: _____

Slide 42: Advance Payments

- If the invoice is over the category threshold two, thirty five thousand dollars, then a scanned Department of Financial Services, DFS, prior approval letter must be attached to the purchase requisition.
- The advance payment indicator in MFMP has to be checked and a person selected to receive the notification from Ariba. If the wrong person is selected, or if the box is not checked, then no notification will be sent and the invoice will not be processed.

Advance Payments

- Over \$35,000 scanned DFS prior approval letter has to be attached to purchase requisition
- Advance payment indicator in MFMP must be checked and person selected to receive notification



Slide 43: After the Fact Requirements

After the Fact Requirements

- Required when services performed prior to a DO being approved
- Example after the fact required
 - If vendor performed services in January but DO not approved until February
- If DO is over \$35,000 considered a settlement agreement

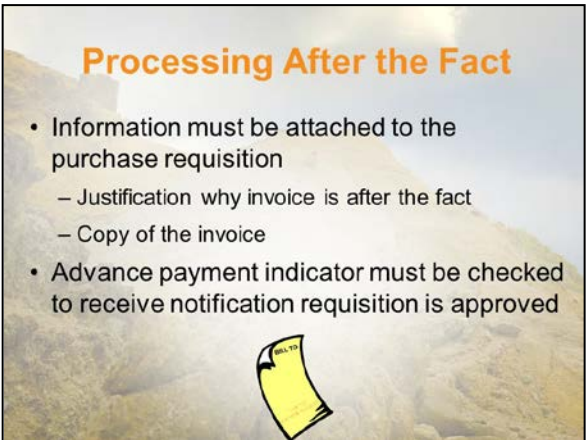


- An “After the fact” is required when services are performed, prior, to a direct order, DO, being approved.
- For example, an “After the fact” would be required if the vendor performed services in January, but the direct order was not approved until February.
- If the direct order is over thirty five thousand dollars then it is not considered an “After the Fact,” but a settlement agreement.

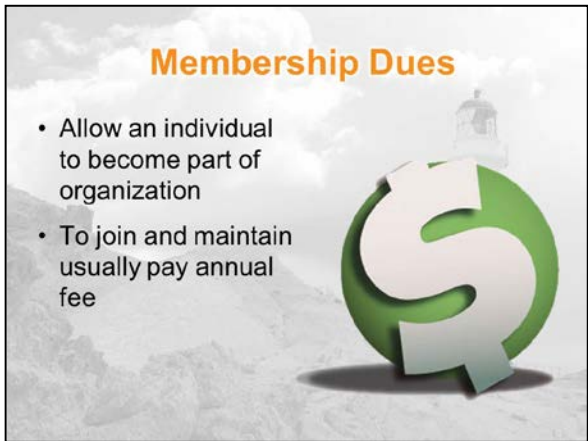
Notes: _____

Slide 44: Processing After the Fact

- In order to process an after the fact, the following information must be attached to the purchase requisition when it is submitted for approval.
 - Justification as to why this invoice is an after the fact.
 - A copy of the invoice.
- Remember, the advance payment indicator must be checked in order for someone to receive notification that this purchase requisition is fully approved and ready for processing.



Slide 45: Membership Dues



- Membership dues allow an individual to become part of the organization.
- Usually, to join and maintain a membership you usually have to pay an annual fee.

Notes: _____

Slide 46: Membership Dues Requirements

- If you want to gain membership to an organization, there are two forms that are required to be on the purchase requisition:
 - DH 554 and
 - DH 1722.
- In order for the dues to be paid:
 - The vendor must be on the approved organizational list.
 - The correct object code of 493000, must be used for memberships.
- The links to form 554, form 1722, and the approved membership list, will be provided to you in the participant's guide under "Resources."

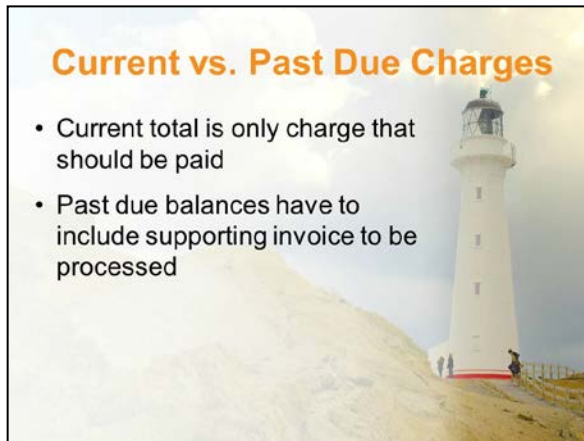


Slide 47: Freight Charges

- There are many freight codes that can be used in MFMP. These codes determine if freight charges should be paid or not, if billed on an invoice.
- When creating a purchase requisition in MFMP, the Freight on Board, or FOB, code will automatically default to INC. INC means freight is included in the price.
- Use the FOB, code of PCB, if you want the freight to be paid. PCB means prepaid and charged back.
- If there is a freight charge, then a specific line on the direct order must be for freight.



Slide 48: Current vs. Past Due Charges



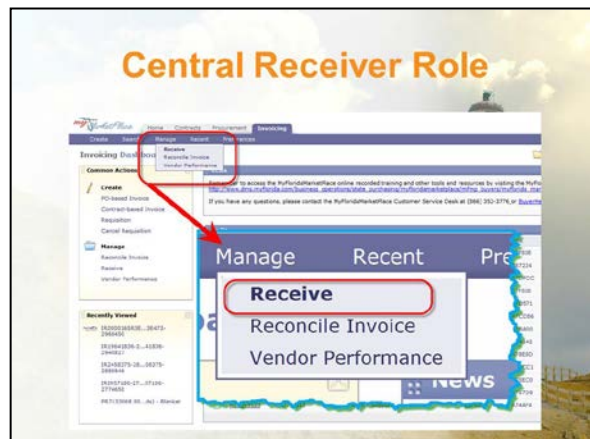
Current vs. Past Due Charges

- Current total is only charge that should be paid
- Past due balances have to include supporting invoice to be processed

- When paying invoices, it is important to remember that the current total is the only charge that should be paid.
- Any past due balances have to include the supporting invoice in order to be processed.

Slide 49: Central Receiver Role

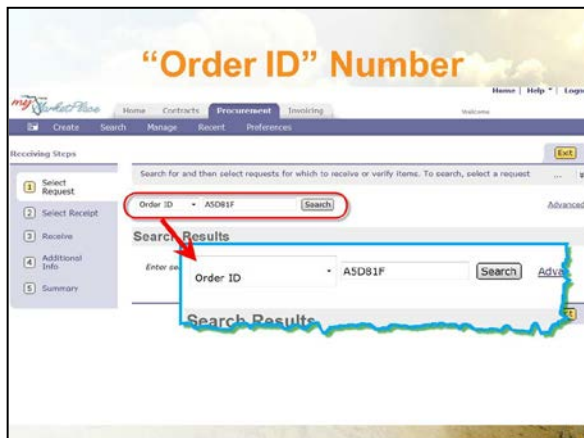
- In order to approve a receipt in MFMP, you will have to have access to the central receiver role.
- If you have access then you will need to:
 - Go to the “Manage” menu.
 - Click on the “Receive” option.



Central Receiver Role

The screenshot shows the MFMP interface with the 'Manage' menu highlighted. A red box highlights the 'Receive' option, which is further detailed with sub-options: 'Reconcile Invoice' and 'Vendor Performance'.

Slide 50: “Order ID” Number

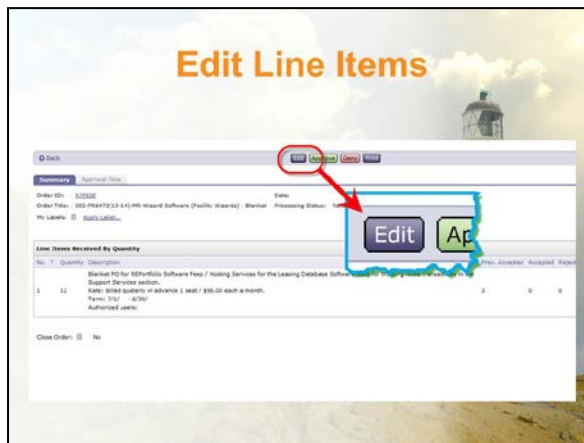


“Order ID” Number

The screenshot shows the MFMP interface with the 'Order ID' search field highlighted. A red box highlights the 'Search' button next to the 'Order ID' field.

- The next screen will prompt you for the “Order ID” number.
- When you are done click “Search.”

Slide 51: Edit Line Items



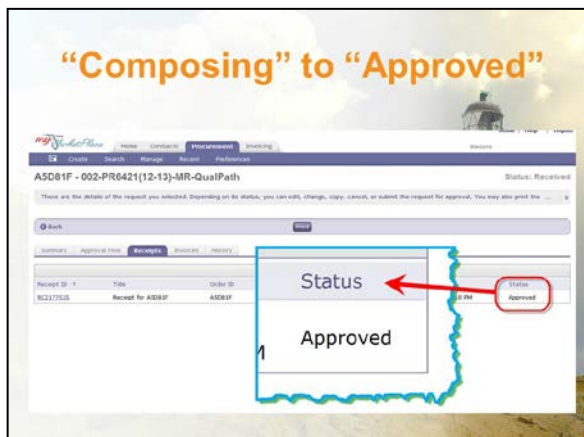
- The system will now allow you to edit each line. This is where you will want to change the quantity under the “Accepted” column.
- Click “Submit” once the quantity is inserted.
- When you go back into the direct order, click on the “Receipt” tab. Verify the receipt status changed from “Composing” to “Approved.”

Slide 52: “Accepted” Field

- Go to the “Accepted” field and enter the quantity desired.
- Click “Submit” once the quantity is inserted.
- When you go back into the direct order, click on the “Receipts” tab. Verify the receipt status changed from “Composing” to “Approved.”

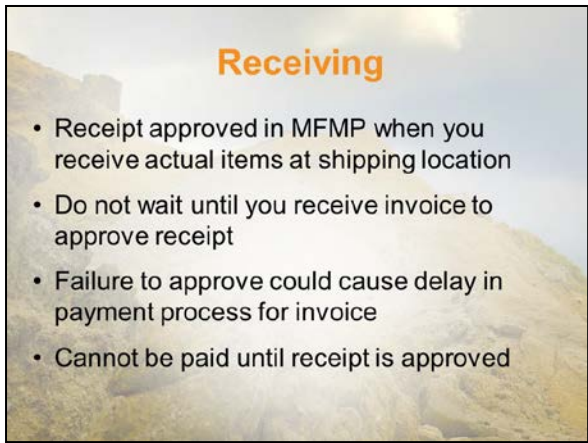


Slide 53: “Composing” to “Approved”



- When you go back into the direct order, click on the “Receipts” tab.
- Verify the receipt status changed from “Composing” to “Approved.”

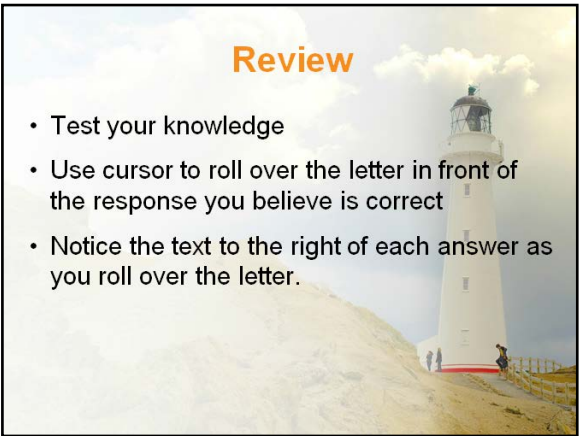
Slide 54: Receiving



- The receipt should be approved in MFMP when you receive the actual items at the shipping location.
- Do not wait until you receive the invoice to approve the receipt.
- Failure to approve the receipt could cause a delay in the payment process for the invoice.
- It cannot be paid until the receipt is approved.

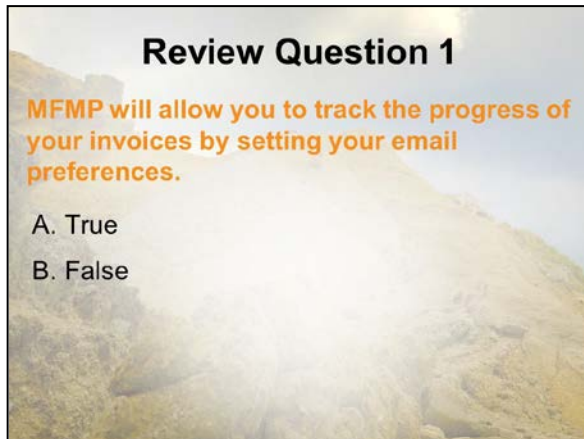
Slide 55: Review

Let's take a moment to review. We are providing this review to help you better retain the information you viewed in the previous slides. You may continue through the review questions at any time or you can use these review questions to test your knowledge. Use your cursor to point to the letter in front of the response you believe is correct. Notice on the right side of the screen that text pops up to let you know if you selected the correct or incorrect response.



Notes: _____

Slide 56: Review Question 1

A presentation slide with a background image of a rocky, hilly landscape under a bright sky. The text is overlaid on the image.

Review Question 1

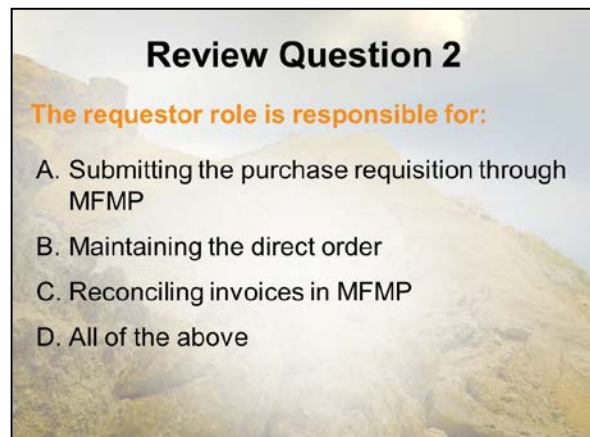
MFMP will allow you to track the progress of your invoices by setting your email preferences.

A. True
B. False

- MFMP will allow you to track the progress of your invoices by setting your email preferences.
- Use your cursor to point to the correct answer.

Slide 57: Review Question 2

- The requestor role is responsible for:
- Use your cursor to point to the correct answer.

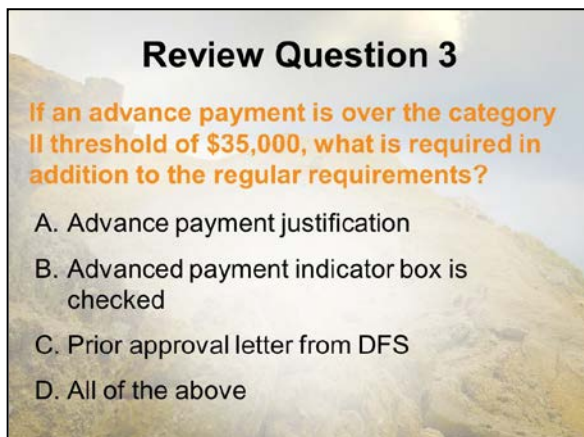
A presentation slide with a background image of a rocky, hilly landscape under a bright sky. The text is overlaid on the image.

Review Question 2

The requestor role is responsible for:

A. Submitting the purchase requisition through MFMP
B. Maintaining the direct order
C. Reconciling invoices in MFMP
D. All of the above

Slide 58: Review Question 3

A presentation slide with a background image of a rocky, hilly landscape under a bright sky. The text is overlaid on the image.

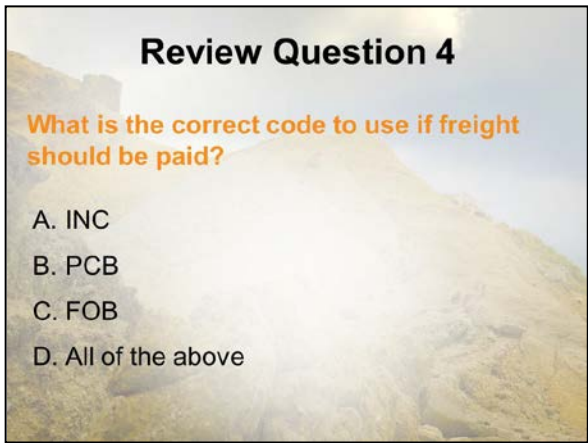
Review Question 3

If an advance payment is over the category II threshold of \$35,000, what is required in addition to the regular requirements?

A. Advance payment justification
B. Advanced payment indicator box is checked
C. Prior approval letter from DFS
D. All of the above

- If an advance payment is over the Category II threshold of \$35,000, what is required in addition to the regular requirements?
- Use your cursor to point to the correct answer.

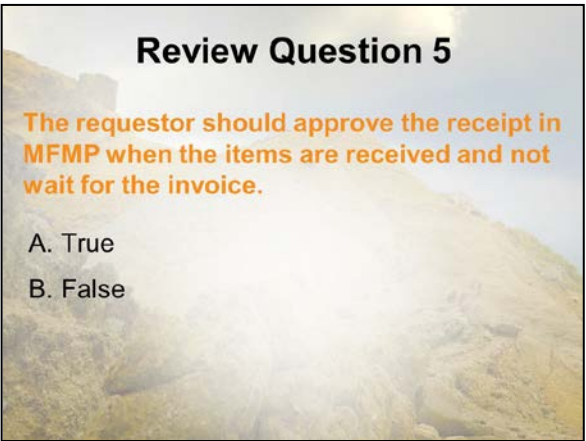
Slide 59: Review Question 4



- What is the correct code to use if freight should be paid?
- Use your cursor to point to the correct answer.

Slide 60: Review Question 5

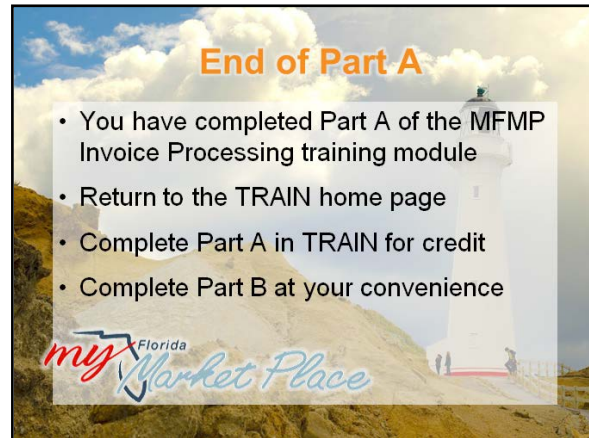
- The requestor should approve the receipt in MFMP when the items are received and not wait for the invoice.
- Use your cursor to point to the correct answer.



Notes: _____

Slide 61: End of Part A

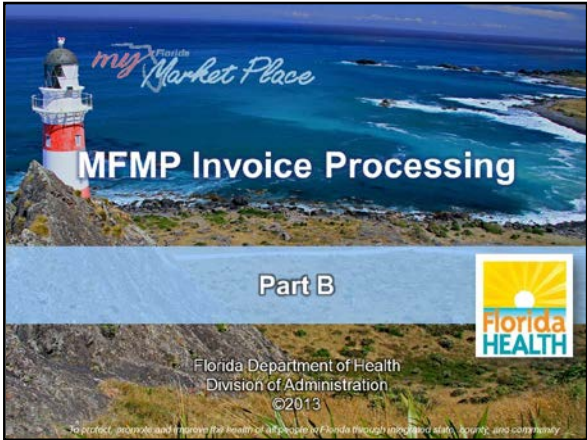
- Congratulations! You have completed Part A of the “MFMP Invoice Processing” training module.
- Return to the TRAIN Florida home page and select “My Learning,” then the “Current Courses” button.
- To the right of the course title, select the “M” button, then select the “M” button next to Part A. Click the “Completed” button to get credit for this part in TRAIN. You must complete all sections to get credit on your “TRAIN Transcript” for the “MFMP Invoice Processing” training module.
- Then, return to the “My Learning” section to review and complete Part B at your convenience.



Part B

Slide 1: Welcome!

- Welcome to part B of the Florida Department of Health's "MyFloridaMarketPlace Invoice Processing" training. Throughout this training, we will refer to MyFloridaMarketPlace as MFMP.
- If you have not done so already, you are encouraged to download the participant's guide from the "MFMP Invoice Processing" course page. It contains training aids that will be helpful for this training, as well as the slides and notes for future reference. This may take some time depending on your network connection.



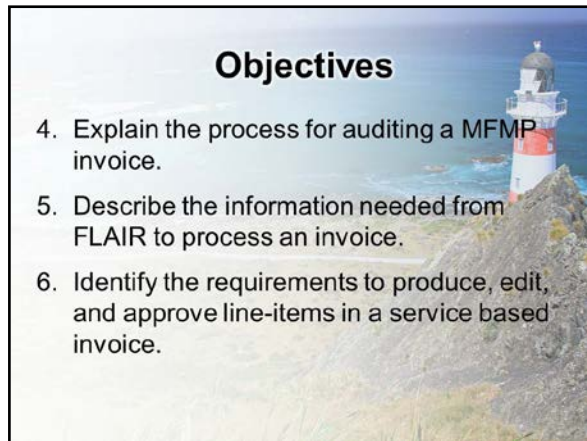
Slide 2: Training Organization



In part B, we will discuss auditing, processing, and reconciling service based invoices.

Notes: _____

Slide 3: Objectives



By the end of this course, you will be able to:

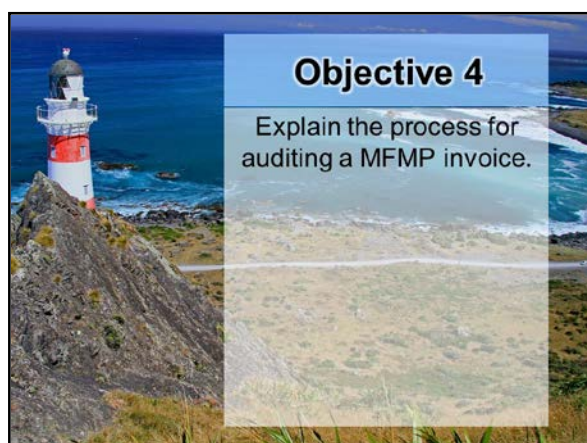
- 4. Explain the process for auditing a MFMP invoice.
- 5. Describe the information needed from FLAIR to process an invoice.
- 6. Identify the requirements to produce, edit, and approve line-items in a service based invoice.

Slide 4: Section 5

This section of the presentation covers service based invoices.



Slide 5: Objective 4



- Objective four discusses the process of auditing a service-based invoice.
- Auditing an invoice is the first of the three steps to processing a service-based invoice.
- An invoice should never be created in MFMP until it has been audited and verified that everything is correct.

Slide 6: Auditing Service Based Invoices

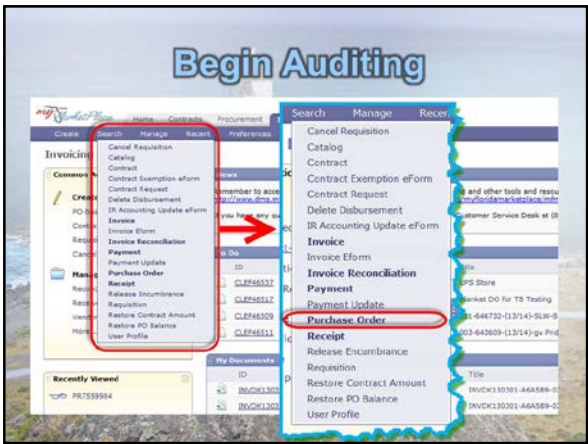
- When you audit a service-based invoice, you must follow certain requirements. You must:
- Ensure “Clock in” dates are the transaction dates. Calculate the transaction date based on the “Bill To” address on the direct order.
- Compare the invoice to the direct order to make sure that everything matches.
- Check the requisition for necessary requirements.
- Compare direct order and FLAIR balances to ensure that there is sufficient funding left on the direct order for the invoice to be processed.

Auditing Service Based Invoices

- Clock in dates are transaction dates
- Compare invoice to direct order
- Check the requisition for necessary requirements
- Compare direct order and FLAIR balances to ensure sufficient funding left for invoice to be processed



Slide 7: Begin Auditing



- To begin auditing a service-based invoice, go to the MFMP homepage and select “Purchase Order” under the “Search” menu.
- This search feature will allow you to find the direct order in MFMP.

Notes: _____

Slide 8: “Order ID” Field

The screenshot shows a web application interface for a 'Purchase Order' form. The 'Search Filters' section is highlighted with a red circle and a red arrow pointing to it from the bottom right. The 'Order ID' field is highlighted with a red circle and a red arrow pointing to it from the left. The 'Search' button is highlighted with a red circle and a red arrow pointing to it from the bottom right.

Insert your direct order number in the “Order ID” field and then click “Search.”

Slide 9: Search Results

In the “Search Results” box, click the “Order ID” or “Title” in order to be taken to the contract page.

Search Results

Search Filters

Order Title:
Close Order:
Contract ID:
Date Ordered: From: To:
Order ID:
Put:

Receipt Date (any receipt):
Receipt ID (any receipt):
Receipt Status (any receipt):
Requester:
Requestion ID:
Status:
Supplier:

Search Results

Found 1 item

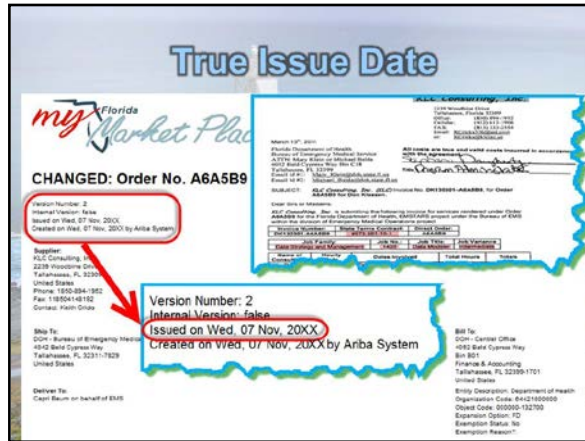
Order ID	Order Title	Status	Date Created	Supplier Name
AA559	007-112132-004710-PR-CR-SLV Consulting Over 650000-0001 SCMT	Ordered	Wed, 7 Nov, 2012	KLC Consulting, INC

Slide 10: Contract Page

[illegible]

When you in the contract details page, click on the “Print” button to enter into the contract in an easy to read format.

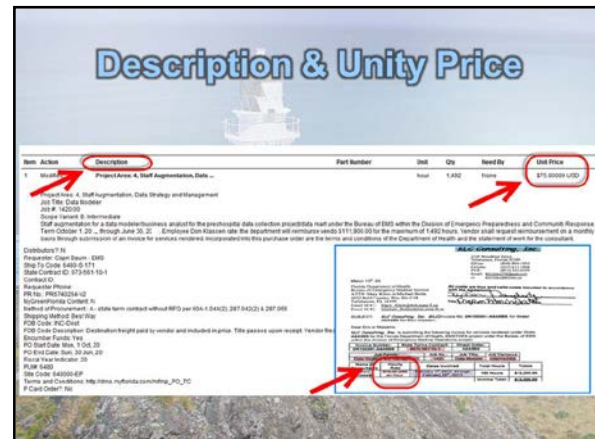
Slide 11: True Issue Date



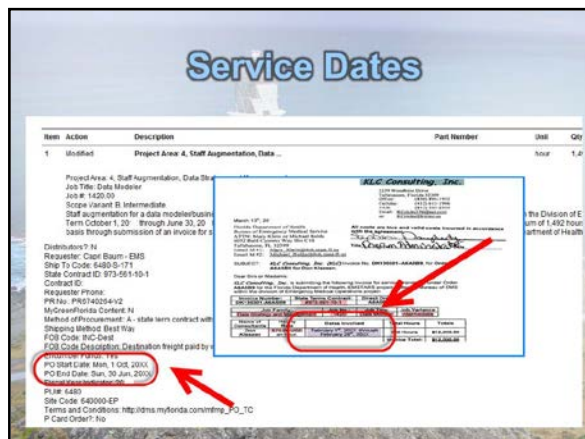
- When checking a service invoice against the direct order, make sure to check the:
- True issue date that the direct order was approved. You can find this on the contract page and under the "History" tab. This represents the day that the order was sent electronically to the vendor.

Slide 12: Description & Unity Price

- To calculate your transaction date make sure to note the "Bill To" address.
- Verify that the description of services and unit price match the direct order.

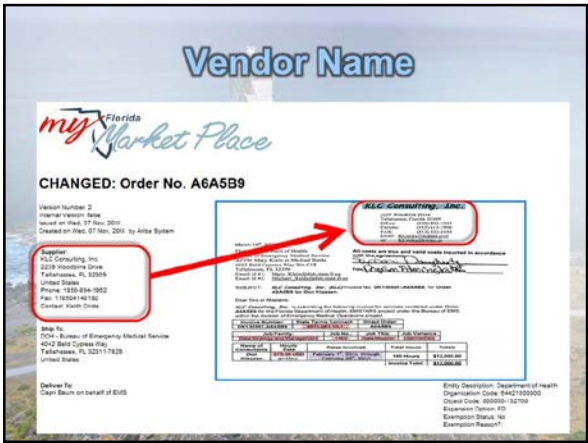


Slide 13: Service Dates



- Verify that the service dates of the invoice are between the issue and end date of the direct order.

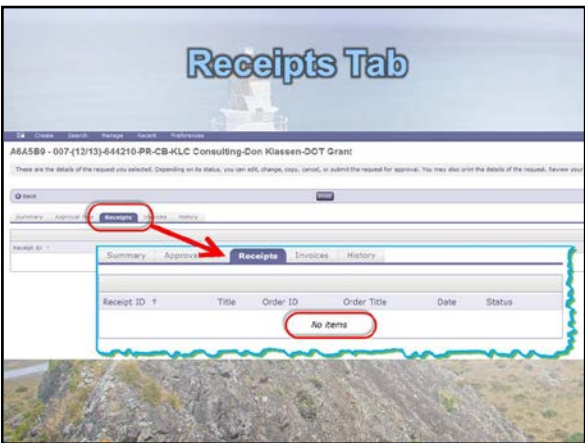
Slide 14: Vendor Name



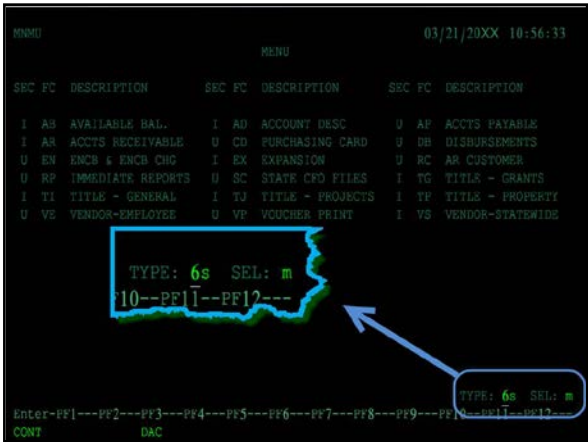
- Verify that the vendor name is the same on the invoice and the direct order.

Slide 15: Receipts Tab

- In the contract page, always make sure to check the “Receipts” tab to check to see if there is a receipt.
- If there is a receipt, make sure it is in the “Approved” status before processing the invoice for payment.
- The final step of auditing a service-based invoice is checking the encumbrance in FLAIR.



Slide 16: FLAIR Menu



- Login to FLAIR and on the “Menu” page you will then want to put in “6S” under the “Type” and “M” in the “Select” field in order to check your encumbrance for the direct order.

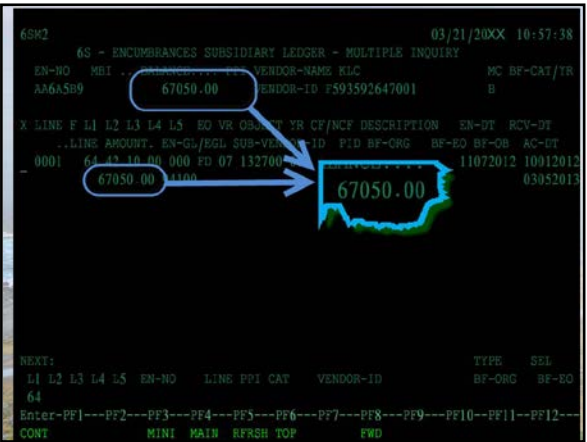
Slide 17: “6SM” Screen



- At the “6SM” screen, you will need to insert a prefix “a” for automatic encumbrance or “e” for manual encumbrance. Then you will need to enter your direct order number and press “Enter.”
- In our example, the encumber funds box was checked in MFMP and created an automatic encumbrance.

Slide 18: Sufficient Balance

- In this screen, you will see how many lines are on this direct order and how much money is left on each line.
- This is where you will check to make sure there is a sufficient balance in order to process the invoice.



Notes: _____

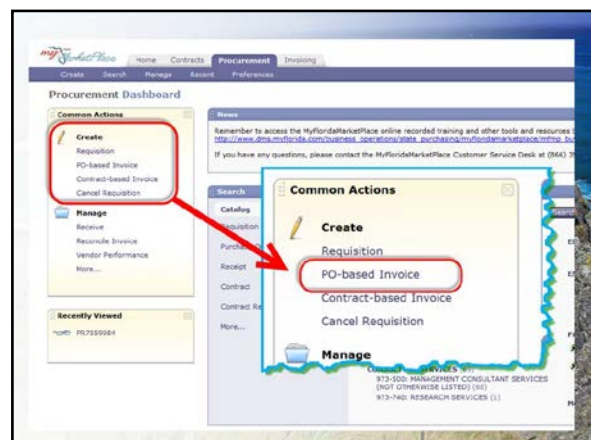
Slide 19: Objective 5



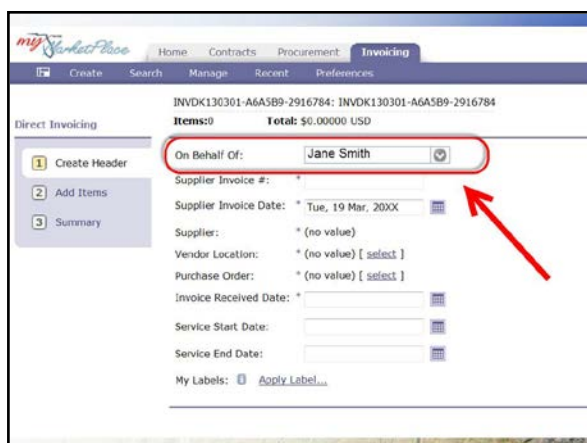
Objective five describes the information needed from FLAIR to process an invoice.

Slide 20: Creating PO-Based Invoice

Click “PO-based Invoice” under the “Create” menu on the left side of the screen.

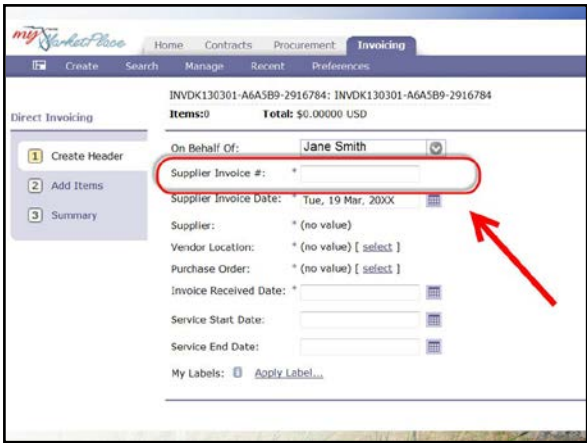


Slide 21: “On Behalf Of” Field



- This will open the “PO-based Invoice Create Header” page, which will be used to enter information about the supplier and the invoice.
- The “On Behalf Of” field will default to the name of the user who is currently signed into MyFloridaMarketPlace. Verify that the field is correct.

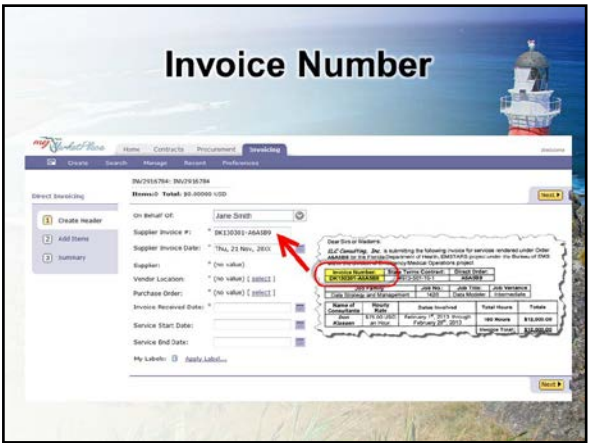
Slide 22: “Supplier Invoice #” Field



- The second field, “Supplier Invoice #” will hold up to 30 characters, however only the last nine characters will be available to search in the Financial Information System, referred to as “FIS.”

Slide 23: Invoice Number

- To fill in the “Supplier Invoice #” field:
- Locate the appropriate invoice number.
- Key the invoice number exactly as it appears on the invoice. Include any dashes. This will reduce the chance of creating a duplicate invoice.
- In this example, the invoice number is “DK130301-A6A5B9.”



Notes: _____

Slide 24: "Supplier Invoice Date" Field

The screenshot shows the 'Invoicing' tab in the MFMP system. The 'Supplier Invoice Date' field is highlighted with a red circle, and a red arrow points to it. The field contains the text 'Tue, 19 Mar, 20XX'. Other fields visible include 'On Behalf Of: Jane Smith', 'Supplier Invoice #: DK130301-A6A5B9', 'Supplier: * (no value)', 'Vendor Location: * (no value) [select]', 'Purchase Order: * (no value) [select]', 'Invoice Received Date: *', 'Service Start Date:', and 'Service End Date:'. The 'My Labels' section at the bottom has an 'Apply Label...' button.

- Next, we need to fill in the "Supplier Invoice Date" field.
- The "Supplier Invoice Date" should be the date indicated on the invoice.
- Please note, that this field defaults to the current day's date.

Slide 25: Invoice Date

In this example, we will change the current default date to the invoice date, which is March 13, 20XX.

This screenshot is similar to Slide 24 but shows the 'Supplier Invoice Date' field updated to 'Wed, 13 Mar, 20XX'. A red circle highlights the field, and a red arrow points to it. The 'Invoice Date' title is prominently displayed at the top of the form area. The rest of the form fields and layout are consistent with the previous slide.

Slide 26: "Vendor Location" Field

The screenshot shows the 'Invoicing' tab with the 'Supplier Invoice Date' field now set to 'Wed, 13 Mar, 20XX'. The 'Vendor Location' field is highlighted with a red circle, and a red arrow points to it. The field contains the text '* (no value) [select]'. Other fields visible include 'On Behalf Of: Jane Smith', 'Supplier Invoice #: DK130301-A6A5B9', 'Supplier: * (no value)', 'Purchase Order: * (no value) [select]', 'Invoice Received Date: *', 'Service Start Date:', and 'Service End Date:'. The 'My Labels' section at the bottom has an 'Apply Label...' button.

- Next, we need to select the "Vendor Location." You can find this by clicking on the "Select" link.

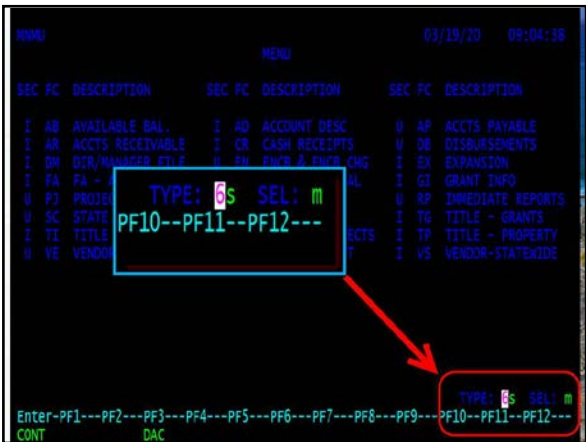
Slide 27: “LegacyID”

- A pop-up window will open. Change the search criteria to “Legacy ID” with the dropdown button in the “Field” category.
- Selecting “LegacyID” will allow you to simply enter the vendor’s correct federal ID number to locate the vendor associated with the invoice.
- If you need to locate the vendor’s federal ID number, you will need to sign into FLAIR and enter the encumbrance number.



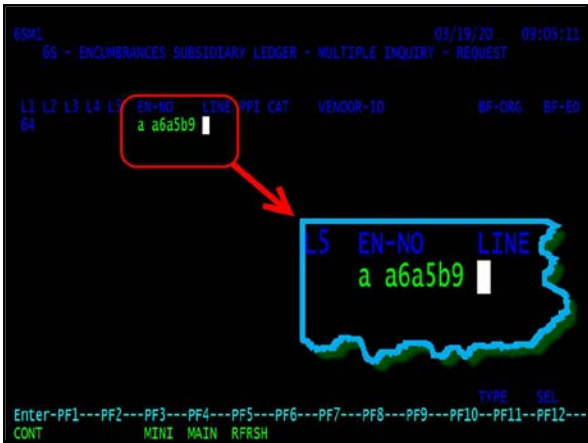
Slide 28: “TYPE” and “SEL” Fields

From the FLAIR main menu, key “6,” “S,” in the “TYPE” field. Then key “m” in the “Select” field. Press “Enter.”



Notes: _____

Slide 29: Encumbrance Number



- Enter the encumbrance number, including the appropriate prefix, under the “Encumbrance-Number” field key.
- In this example, the prefix is “a” and the encumbrance number is “a6a5b9.”

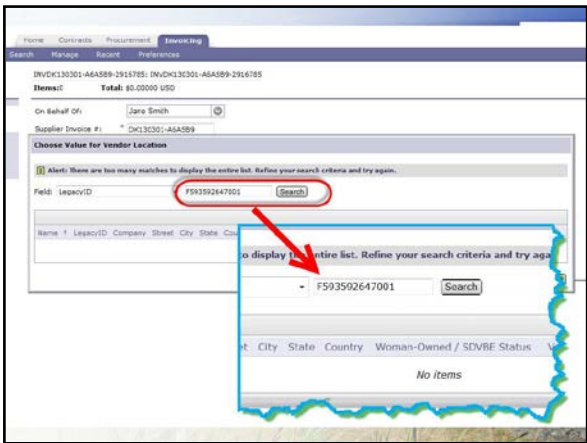
Slide 30: Vendor ID Number

- We will need to locate the vendor ID number when the encumbrance subsidiary is opened.
- In this example, the vendor ID number is for KLC, our vendor, is “F593592647001.”
- Now, we can return to the MFMP application.



Notes: _____

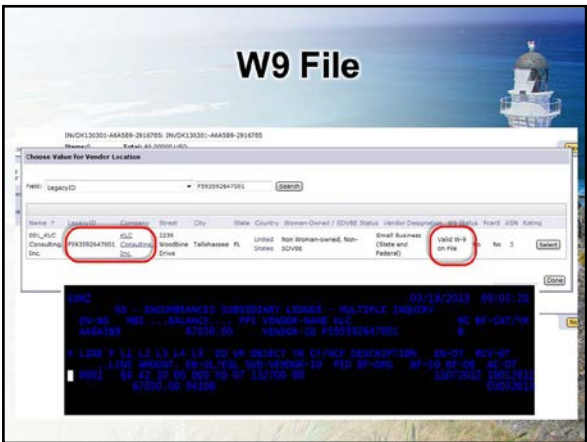
Slide 31: Vendor Federal ID Number



- Once you have located the vendor's federal ID number from FLAIR, tab over to the empty field and enter the federal ID number, then click "Search."

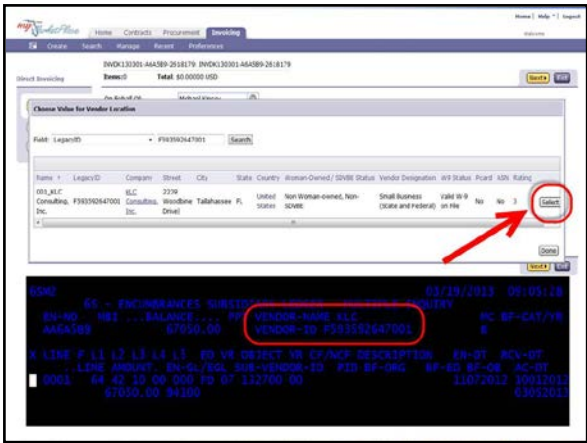
Slide 32: W9 File

- This displays information for the vendor, which can be cross-referenced in FLAIR.
- We can verify that the vendor's federal ID number is correct and that the vendor name is correct.
- Additionally, we can verify that the vendor has a valid W9 on file with the Department of Financial Services.



Notes: _____

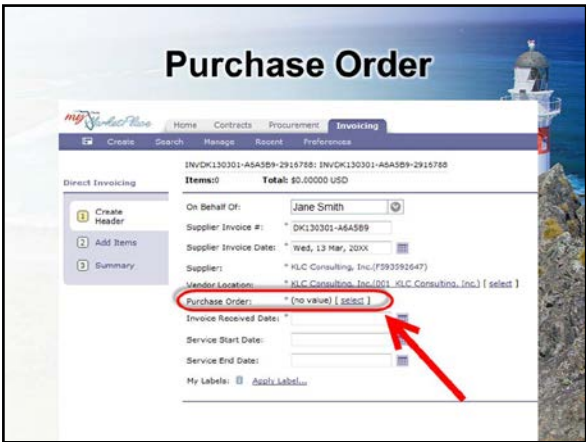
Slide 33: Verifying W9



- If the W9 status is invalid, you will not be able to process payment using the given federal ID number.
- After verifying that the vendor information is correct, click “Select.”

Slide 34: Purchase Order

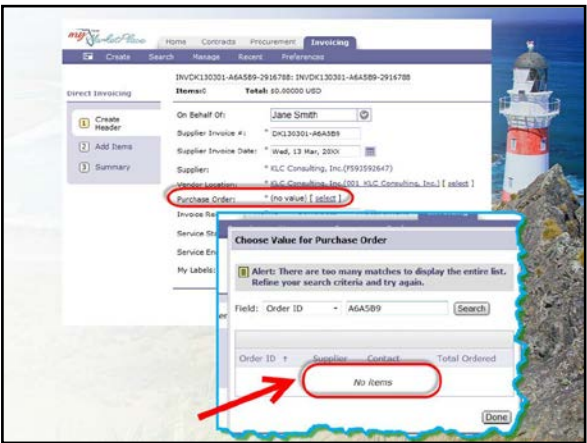
- Next, we will need to enter the “Purchase Order” pertaining to the invoice that has been received.
- Click on the corresponding “Select” link.



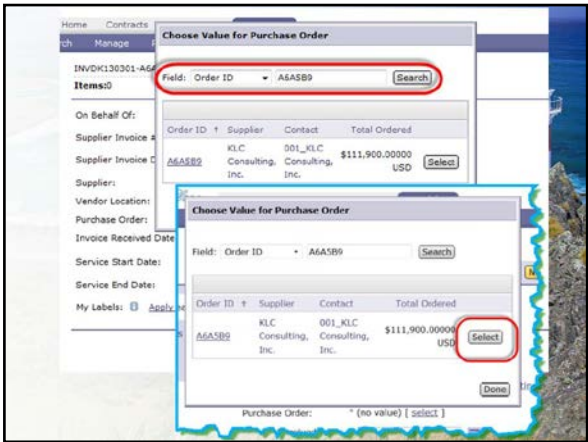
Notes: _____

Slide 35: Incorrect Vendor ID

- In the “Order ID” field, type the “Purchase Order” number and click “Search.”
- Please note, that if you enter the incorrect vendor federal ID number from the previous step or the incorrect “Purchase Order” number, you will receive a no items found message when you click “Search.”
- If you get this message, simply recheck your vendor ID number and “Purchase Order” number to ensure that you have entered them correctly.
- MFMP has a safeguard to prevent you from choosing vendor ID numbers and “Purchase Orders” that do not match.



Slide 36: Verify Order ID and Supplier

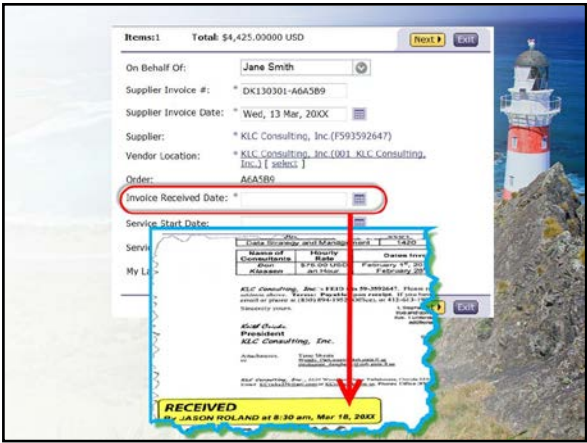


- For this example, we will type in in “A6A5B9.”
- Verify that the “Order ID” and “Supplier” are correct, and click “Select.”

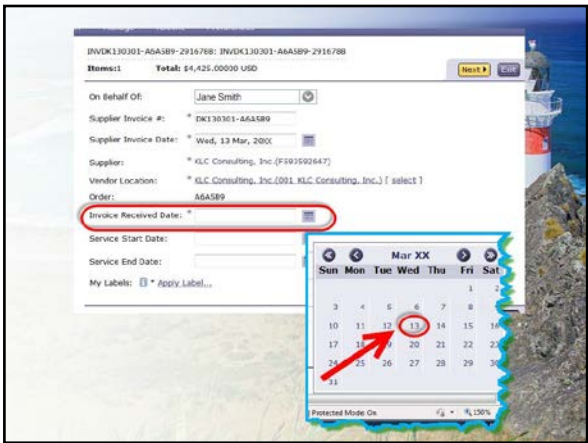
Notes: _____

Slide 37: Invoice Received Date

- The “Invoice Received Date” is the date that the invoice is first received at the location designated by the Florida Department of Health.
- The invoice in this example was received by central office on March eighteenth, so this becomes the invoice received date.
- **Note:** The Invoice received date will become the transaction date when the invoice is reconciled. We will talk more about that during the invoice reconciliation portion of the training.



Slide 38: Invoice Calendar



- To select the “Invoice Received Date,” click on the calendar icon on the right side of the field. Select the appropriate invoice received date.
- For this example, we will choose March eighteenth.

Notes: _____

Slide 39: Service Start and End Dates

The screenshot shows the 'Invoicing' tab in the MFMP system. The 'Service Start Date' and 'Service End Date' fields are highlighted with a red box, and a red arrow points to them. The 'Next' button is visible at the bottom right.

- Finally, we need to select the service start and end dates, which can also be referred to as the dates of service.

Slide 40: Service Dates

- In this example, the invoice is for services rendered from February first through February twenty eighth.
- Enter the service start and end dates, using the calendar icons, and click the "Next" button.

The screenshot shows the 'Invoicing' tab in the MFMP system. The 'Service Start Date' is filled with 'Fri, 1 Feb, 2001' and the 'Service End Date' is filled with 'Thu, 28 Feb, 2001'. The 'Next' button is highlighted with a red circle, and a red arrow points to it. Below the form, there is a preview of the invoice showing the service details and a table of service hours.

Name of Consultant	Hourly Rate	Dates Invoiced	Total Hours	Total
Don Klossner	\$75.00 USD	February 1 st , 2001 through February 28 th , 2001	160 Hours	\$12,000.00

Notes: _____

Slide 41: Error Message

- You will receive an error message, in the event that a payment has already been made with the invoice number provided.
- Research will be required to determine if payment has been previously made.

Slide 42: Additional Information

- After research, if it has been determined that the invoice has not been previously paid, simply add additional information to the end of an invoice.
- In our example, we discovered that the vendor uses the same invoice number for each months invoice. So we add the additional information of "020113" to indicate the invoice was for February services.
- Remember, the additional information is only necessary when MFMP indicates a duplicate invoice has been detected and research indicates that the invoice has not been previously paid.
- When you finish, click the "Next" button.

Notes: _____

Slide 43: Review “Add Items” Screen

- Review the information on the “Add Items” screen.
- Begin by verifying that the hourly rate matches the unit price listed in MFMP.
- In our example, the unit price of \$75 matches the hourly rate indicated on the invoice.

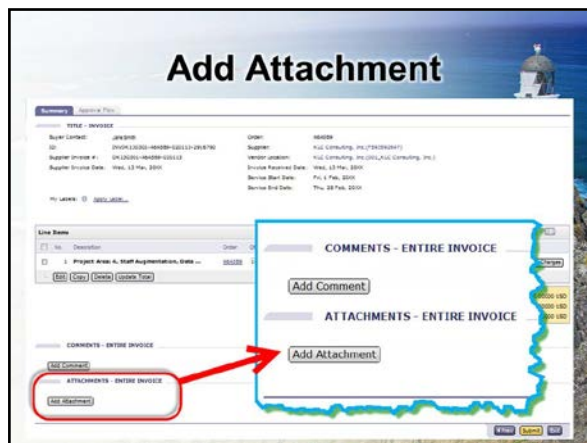
Slide 44: Total Quantity

- Next, enter the total quantity or numbers of hours worked.
- The invoice indicates that the vendor worked one hundred sixty hours.
- Enter the amount of hours worked in the “Quantity” box and click the “Update Total” button.

Slide 45: Total Amount Matches MFMP

- Verify that the total amount of the invoice matches the total in MFMP.
- Click “Summary” when finished.

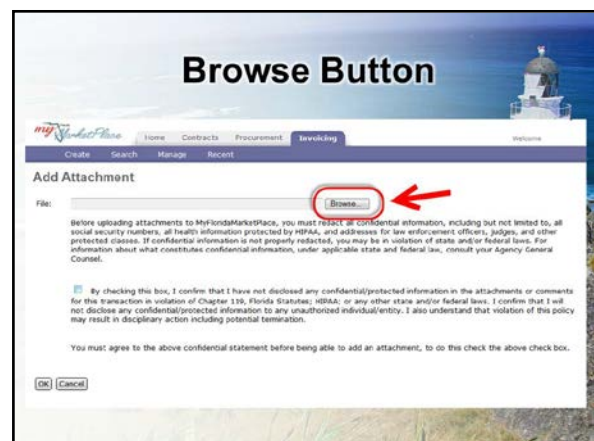
Slide 46: Add Attachment



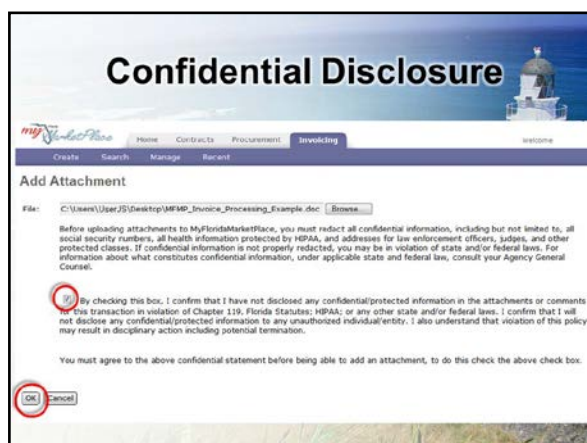
- Now, we need to attach the electronic copy of the invoice.
- Scroll down to the bottom of the “Summary” page.
- Under “Attachments - Enter Invoice,” click on the “Add Attachment” button.

Slide 47: Browse Button

Click the “Browse” button and locate the file containing the invoice.

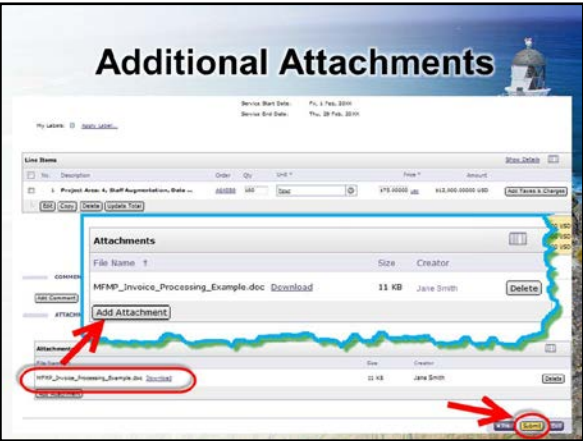


Slide 48: Confidential Disclosure



- The file location will prefill in the file field.
- Check the box next to the confidential disclosure statement. This statement confirms that you have not disclosed any confidential information, such as patient names or social security numbers.
- Finally, click the “OK” button.

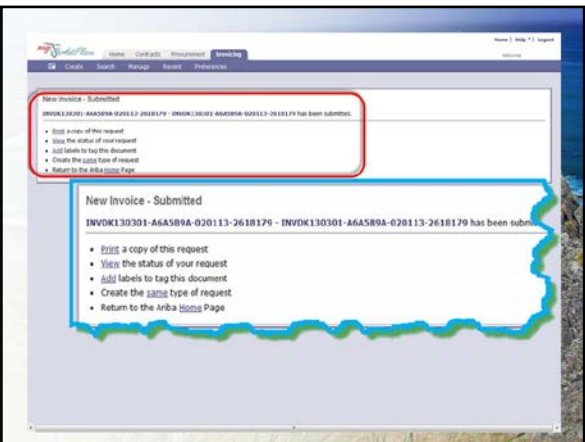
Slide 49: Additional Attachments



- Our file has now been attached.
- If you need to add additional files, click “Add Attachment” and follow the previous steps.
- After you have finished adding attachments, click the “Submit” button at the bottom of the page.

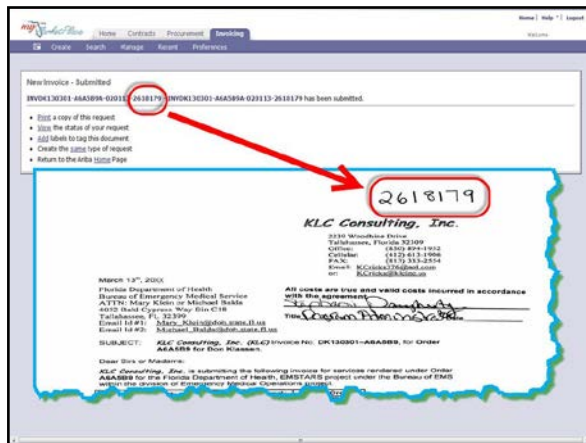
Slide 50: Invoice Reconciliation Number

- You have now created a service invoice in MFMP!
- MFMP will assign each invoice you create a unique identification number called an Invoice Reconciliation number, commonly referred to as an IR number.
- The seven-digit IR number can be located at the end of the invoice number.



Notes: _____

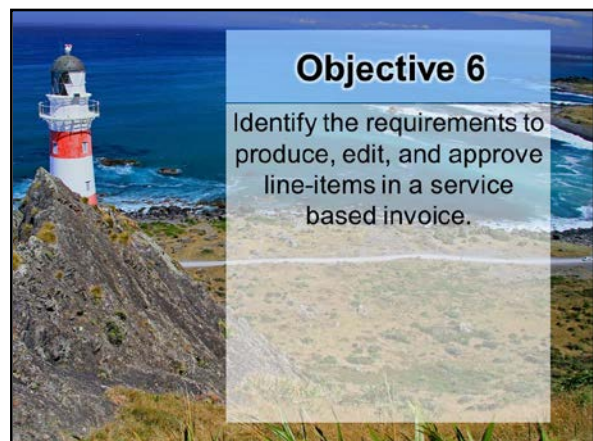
Slide 51: Example IR Number



- In our example, the IR number is “2618179.”
- Although it is not required, we recommend that you write the IR number on the top right hand corner of the invoice for future reference.
- Now that the invoice has been created in MFMP, you will begin the process of reconciling the invoice.

Slide 52: Objective 6

For objective eight, we will reconcile the service-based invoice.



Slide 53: Invoice Reconciliation



To begin reconciling a service-based invoice, go to the MFMP homepage and select “Invoice Reconciliation” under the “Search” menu.

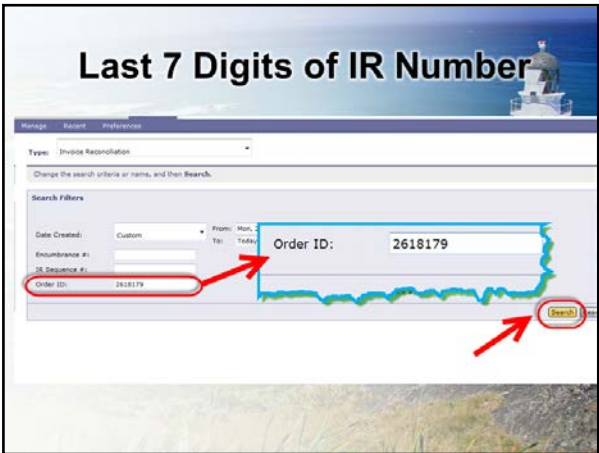
Slide 54: IR Number



- From this screen, enter the last seven digits of your “Invoice Reconciliation” number. This number is also known as the IR number.
- This number was system generated after successfully creating the invoice in MFMP.

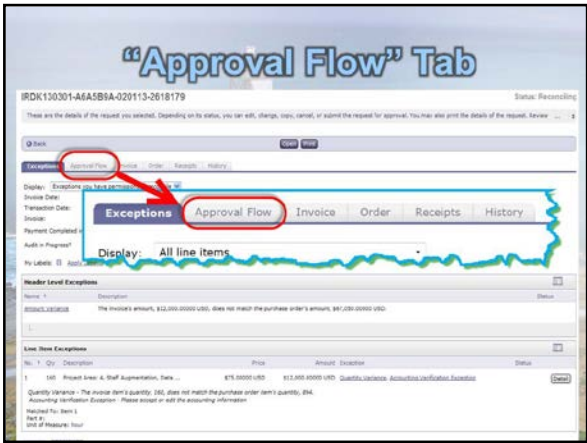
Slide 55: Last 7 Digits of IR Number

After you enter the last seven digits of the IR number, click “Search.”



Notes: _____

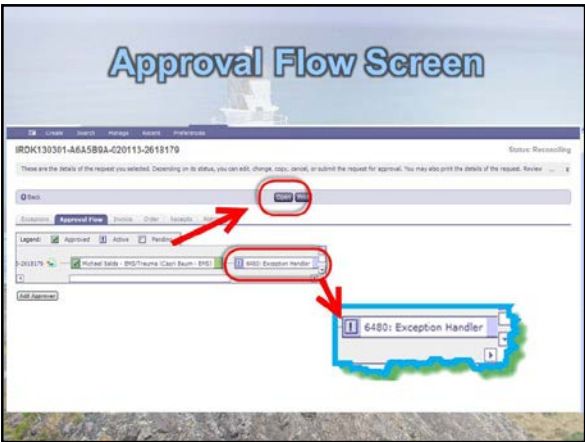
Slide 58: “Approval Flow” Tab



The second way to tell if the service-based invoice is ready for your approval is by clicking on the “Approval flow” tab.

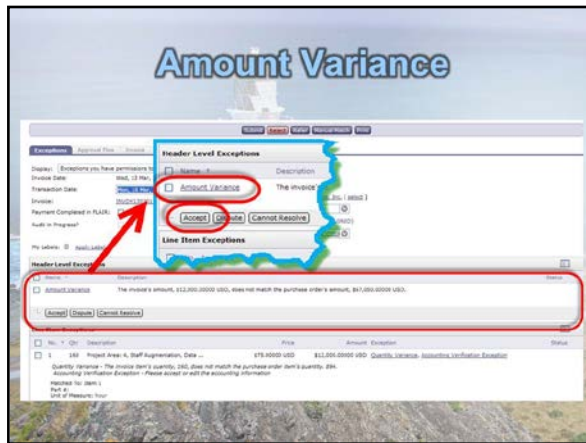
Slide 59: Approval Flow Screen

- From the “Approval Flow” screen, you can see who has approved the IR and if it is ready to be processed for payment.
- As you can see in the example above, the IR has been approved by the local office and is waiting on an auditor in the Bureau of Finance & Accounting to approve the exception handler role.
- Click “Open” to begin approving.



Notes: _____

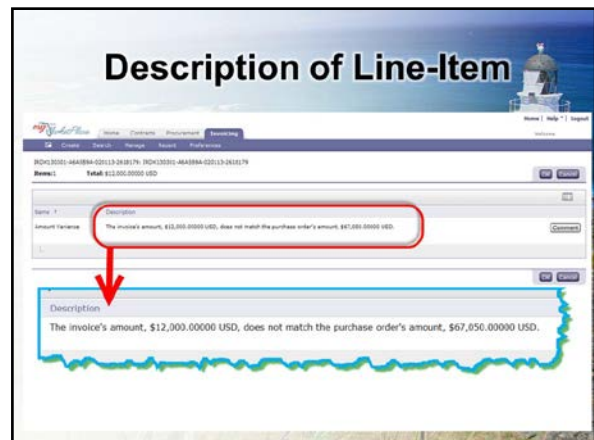
Slide 60: Amount Variance



- From this screen, you will need to accept the line below the “Header Level Exceptions.” Notice the status is currently blank. This is another reassurance that there needs to be approval of the service based invoice.
- Check the box next to “Amount Variance” and then click the “Accept” button.

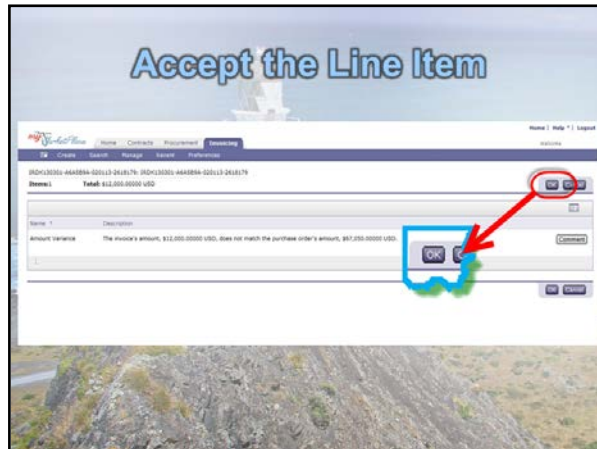
Slide 61: Description of Line Item

- This screen gives you the description of the line item you want to accept.
- Note:** The line item does not match the purchase order. This is because it is a partial payment.
- You will always receive this message when accepting the “Header Level Exceptions,” unless it is a single invoice with a single payment that matches the amount of the direct order.
- For example, if a direct order has been set up in the amount of \$100, and an invoice has been received in the amount of \$100, this means that the invoice amount matches the purchase order amount.
- This single payment will close the purchase order after processed.



Notes: _____

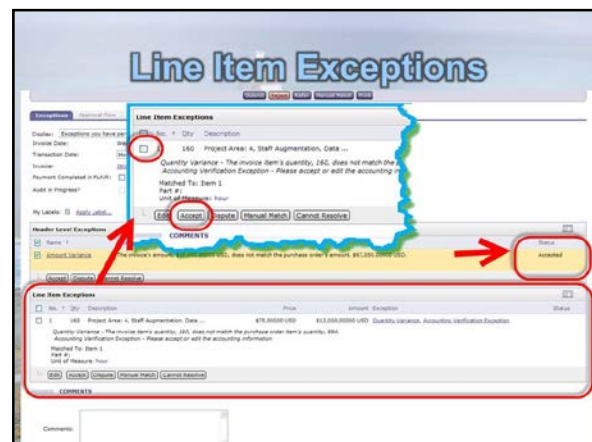
Slide 62: Accept the Line-Item



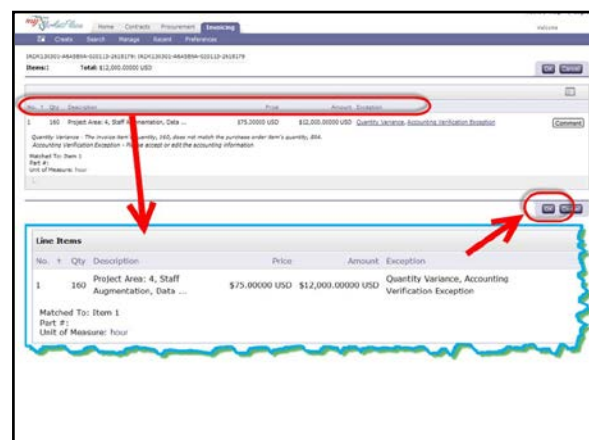
Click “OK” from this screen to successfully accept the line item.

Slide 63: Line Item Exceptions

- As you can see, the “Status” field is no longer blank. The line has been successfully accepted.
- Follow the same steps for the “Line Item Exceptions” portion.

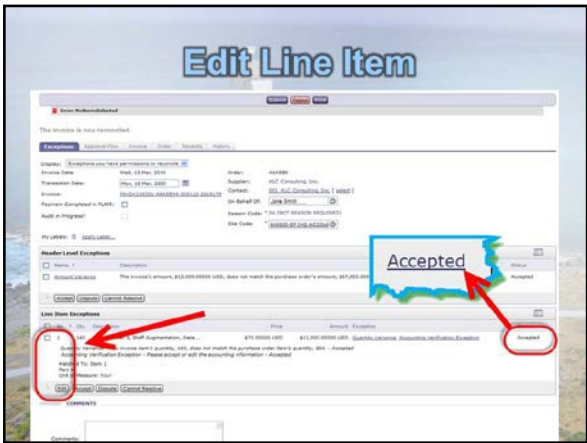


Slide 64: Line Item Information



- This screen gives you a brief description of the line item or items you are about to accept. It provides the line number, quantity, description, price, amount, and exception.
- Click “OK” after you have verified the information.

Slide 65: Edit Line Item



- The status for the “Line Items” exceptions is now marked as “Accepted.”
- Click on the box to the left of the item and click the “Edit” button to edit the item’s information.

Slide 66: Encumbrance Numbers

- This screen provides all the accounting for the line item selected.
- To check the accounting information for accuracy, you will need to enter the “Encumbrance Number” and the “Encumbrance Line Number” into FLAIR.
- Next, select the “Prefix” from the drop down menu. You will have the options “A” or “E.”
- The only time you will use “E” as a prefix, is if the purchase order was manually encumbered.

Notes: _____

Slide 67: Highlighted Information

- Note, the highlighted information can change if different codes were provided on the invoice or on a code sheet from the program office or local office.
- Please check the invoice thoroughly for changes before proceeding to FLAIR.
- Next, we will go to FLAIR to check the encumbrance line number for accuracy.

Slide 68: FLAIR Menu

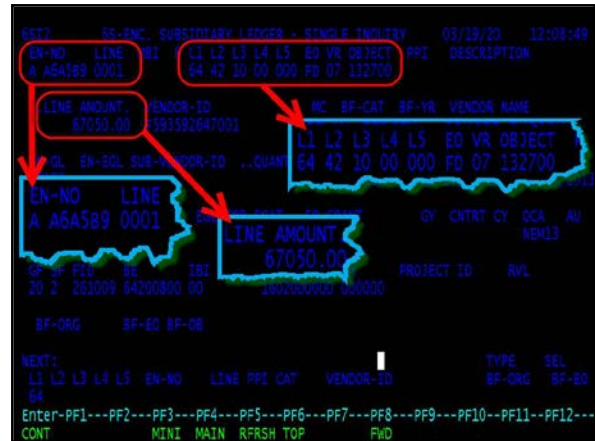
- From the FLAIR menu screen, enter “6,” “S” in the “TYPE” field and “I” in the “SELECT” field.
- Press the “Enter” button on your keyboard.

Slide 69: Encumbrance Subsidiary Ledger

- From the “Encumbrance Subsidiary Ledger” screen, enter the “A” for the Prefix and the encumbrance number.
- Do **not** enter the line number, as this number will automatically populate on the next screen.
- Press the “Enter” button.

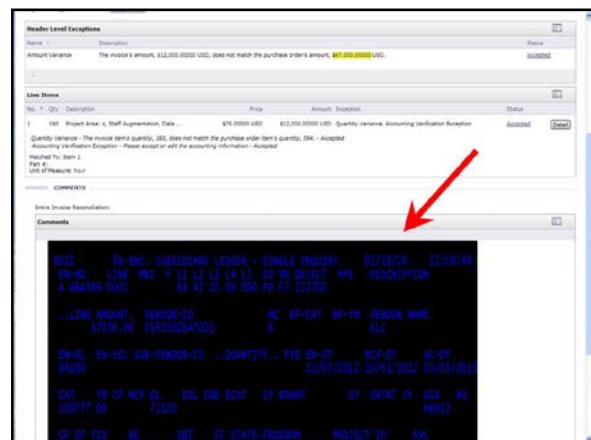
Slide 70: FLAIR and MFMP Match

- All the accounting information pertaining to the line item are found on this screen. These items include the:
 - Encumbrance number
 - Line number
 - Organization code
 - Expansion option
 - Object code
- Check to make sure the information on this screen matches the information in MFMP.
- The amount in FLAIR should **not** be less than the amount in MFMP.
- The amount for the line item should be equal to or greater than the amount invoiced in MFMP.
- If the account coding is correct in FLAIR and incorrect in MFMP, you will need to change the coding to match FLAIR. If not corrected, MFMP will override FLAIR.



Slide 71: FLAIR Screens in Comments

- We highly recommend, but it is not required, that you copy and paste the FLAIR screens into the comment section of the IR before submitting the IR for approval.
- Note:** For an IR with multiple lines, it is best to check FLAIR encumbrance numbers by using “6, s, m.” “M” equals multiple line searches. This will allow you to copy and paste multiple FLAIR screens at once.
- Return to the accounting line item in MFMP when finished.



Slide 72: Prefix "A"

- After the FLAIR screen has been checked:
- Select "A" from the "Prefix" drop down menu.
- Continue to the bottom portion of the "Accounting – By Line Item" page.

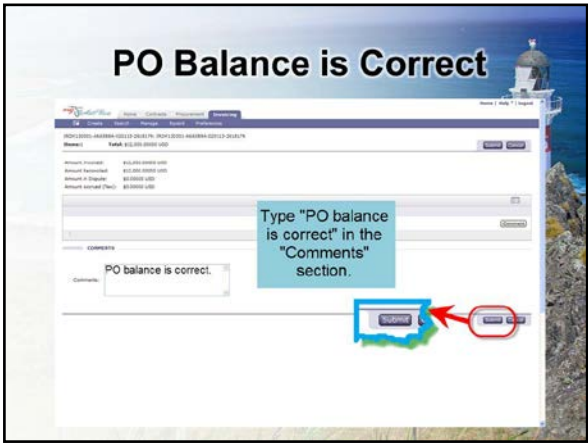
Slide 73: Grouping Character

- In the "Grouping Character" field, identify who processed this payment using their grouping character.
- Enter your grouping character and click "OK."
- Please be aware if you are processing an IR with multiple lines and you do not put your grouping character on all lines, you will have a split voucher.

Slide 74: Approve

- This invoice is now reconciled and ready to be approved.
- Click "Approve."

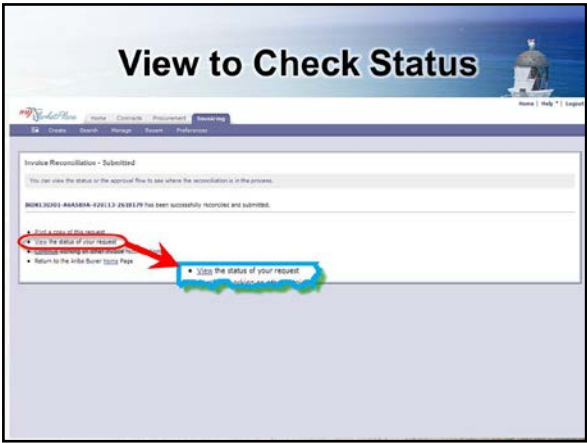
Slide 75: PO Balance is Correct



- Type, “PO balance is correct” in the “Comments” section.
- If you have chosen to provide a FLAIR screen, it can be pasted here as well.
- When finished click “Submit.”

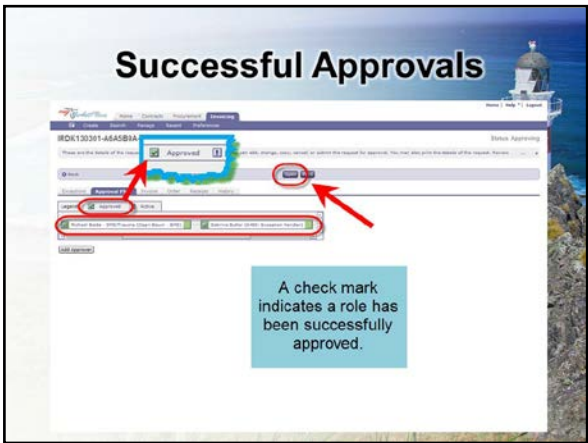
Slide 76: View to Check Status

From this screen, select “View” to check the approval status.



Notes: _____

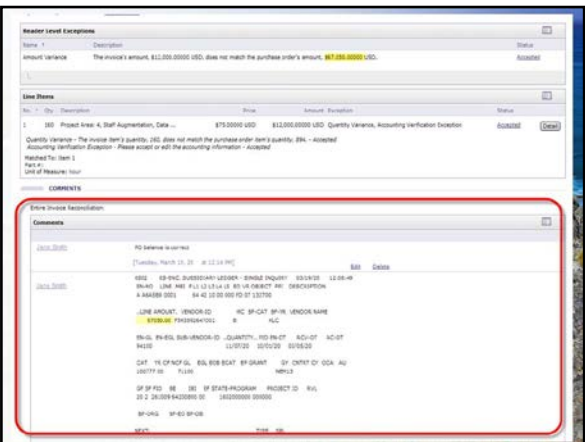
Slide 77: Successful Approvals



- Here in the “Approval Flow” tab, a check mark indicates a role has been successfully approved.
- The program office and exception handler roles have also been approved.
- Click “Open” to complete the invoice manager’s role.

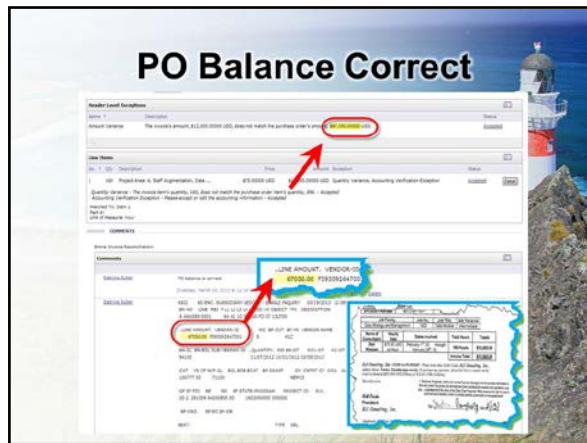
Slide 78: Comment Section

- This portion of the screen is the comment section of the IR.
- When there is no message from FLAIR, it indicates that the IR has not completed its final role in the approval flow.
- Once the final role is completed, the message will appear in the comment section. This disbursement has been successfully recorded in FLAIR.



Notes: _____

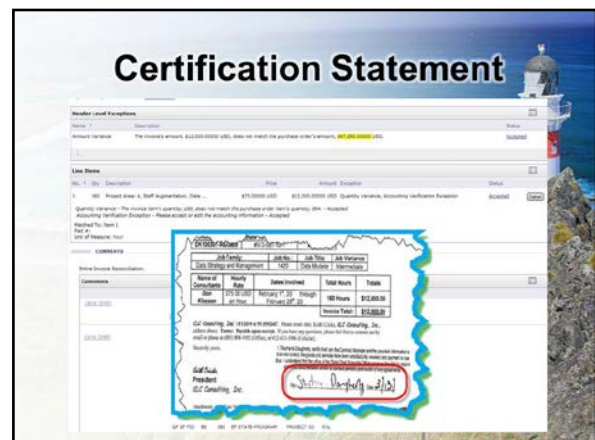
Slide 79: PO Balance Correct



- If you do not receive a voucher the next business day, check to see if FLAIR sent any comments.
- In the comment section, the PO balance and FLAIR screen has been successfully copied and pasted.
- The amounts highlighted on the screen proves the PO balance is correct.

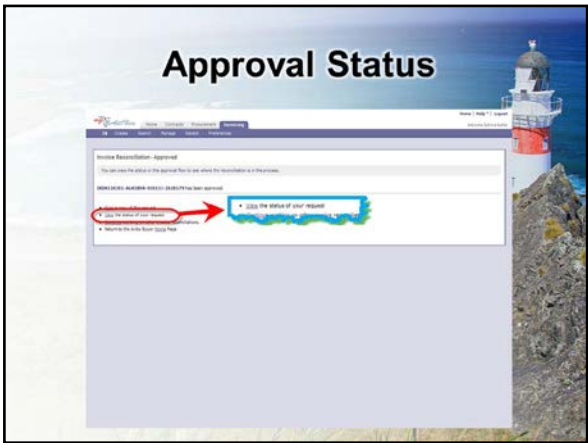
Slide 80: Certification Statement

- For all service invoices, the “Certification Statement,” signed by a contract manager, should either be inserted in the comment section or stamped on the invoice **before** the Bureau of Finance and Accounting can process for payment.
- In this example, the “Certification Statement” is stamped on the invoice and is not in the comment section.
- You may now submit the IR. This will approve the invoice manager's role.



Notes: _____

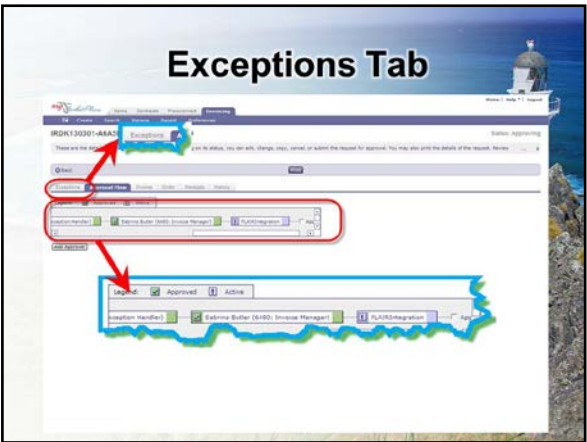
Slide 81: Approval Status



From this screen, select “View” to check the approval status.

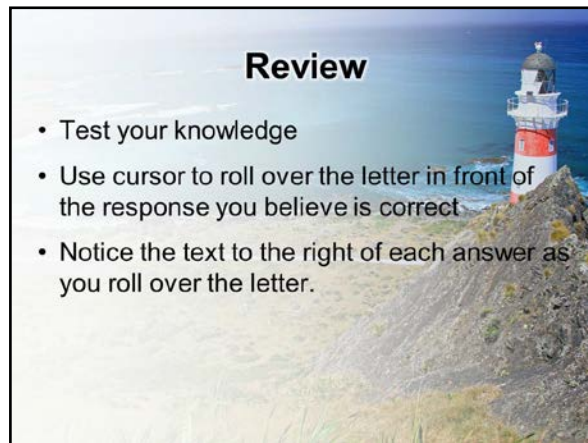
Slide 82: Exceptions Tab

- The invoice manager role is now complete.
- The IR is now in FLAIR integration. This means that FLAIR is now checking the IR line items for accuracy, and will be approved or returned to the invoice manager for editing and correcting.
- Click the “Exceptions” tab to check the comment section for messages from FLAIR, and to ensure the information, that was copied and pasted, has been inserted.



Notes: _____

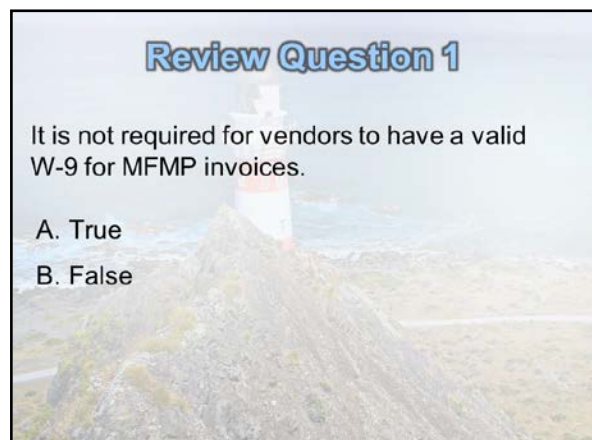
Slide 83: Review



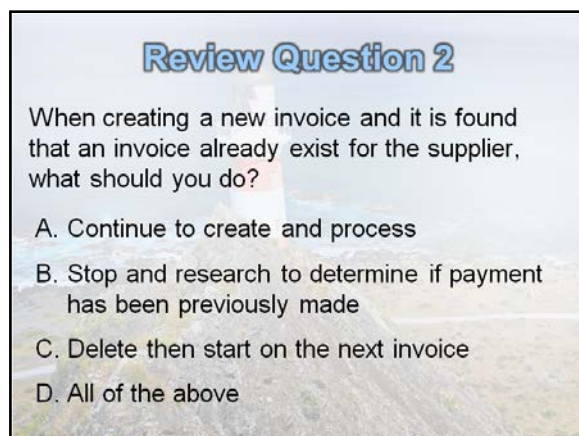
Let's take a moment to review. We are providing this review to help you better retain the information you viewed in the previous slides. You may continue through the review questions at any time or you can use these review questions to test your knowledge. Use your cursor to point to the letter in front of the response you believe is correct. Notice on the right side of the screen that text pops up to let you know if you selected the correct or incorrect response.

Slide 84: Review Question 1

- It is not required for vendors to have a valid W-9 for MFMP invoices.
- Use your cursor to point to the correct answer.

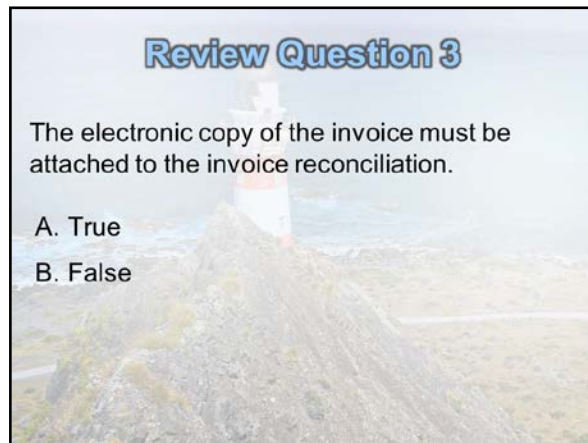


Slide 85: Review Question 2



- When creating a new invoice and it is found that an invoice already exist for the supplier, what should you do?
- Use your cursor to point to the correct answer.

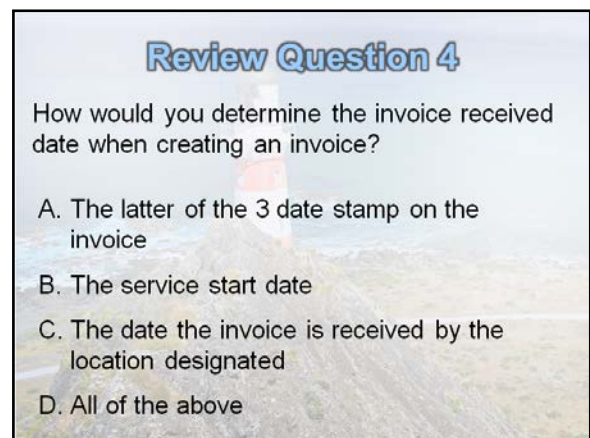
Slide 86: Review Question 3



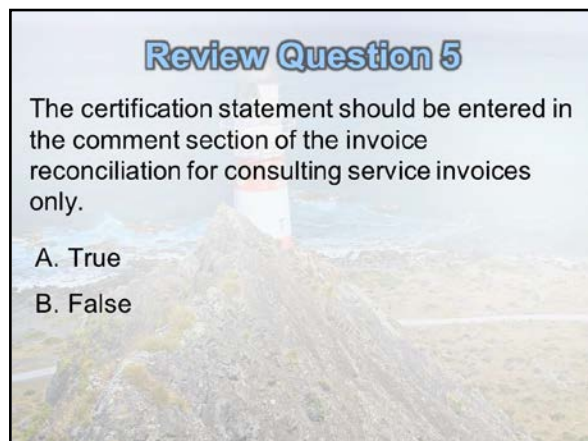
- The electronic copy of the invoice must be attached to the invoice reconciliation.
- Use your cursor to point to the correct answer.

Slide 87: Review Question 4

- How would you determine the invoice received date when creating an invoice?
- Use your cursor to point to the correct answer.



Slide 88: Review Question 5



- The certification statement should be entered in the comment section of the invoice reconciliation for consulting service invoices only.
- Use your cursor to point to the correct answer.

Slide 89: End of Part B

- Congratulations! You have completed part B of the “MFMP Invoice Processing” training module.
- Return to the TRAIN Florida home page and select “My Learning,” then the “Current Courses” button.
- To the right of the course title, select the “M” button, then select the “M” button next to Part B. Click the “Completed” button to get credit for this part in TRAIN. You must complete all sections to get credit on your “TRAIN Transcript” for the “MFMP Invoice Processing” training module.
- Then, return to the “My Learning” section to review and complete part C at your convenience.



Notes: _____

Part C

Slide 1: Welcome!

- Welcome to part C of the Florida Department of Health's "MyFloridaMarketPlace Invoice Processing" training. Throughout this training, we will refer to MyFloridaMarketPlace as MFMP.
- If you have not done so already, you are encouraged to download the participant's guide from the MFMP Invoice Processing course page. It contains training aids that will be helpful for this training, as well as the slides and notes for future reference. This may take some time depending on your network connection.



Slide 2: Training Organization



In part C, we will cover the process of auditing a commodity invoice.

Notes: _____

Slide 3: Objectives 7 – 9



For this part, we will cover the following objectives:

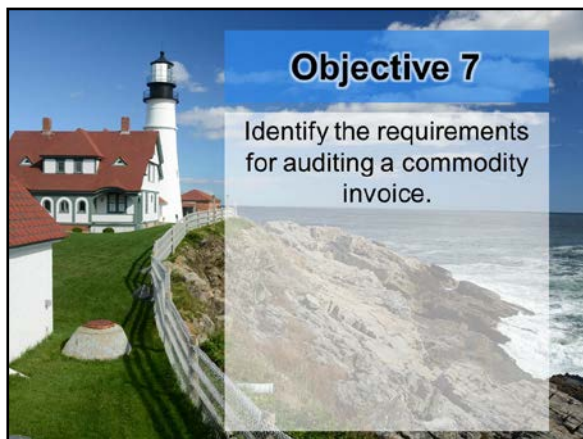
7. Identify the requirements for auditing a commodity invoice.
8. Create a commodity invoice in MFMP.
9. Edit and approve the line items of a commodity invoice in MFMP.

Slide 4: Section 6

In this last section, we will cover commodity invoices in MFMP.



Slide 5: Objective 7

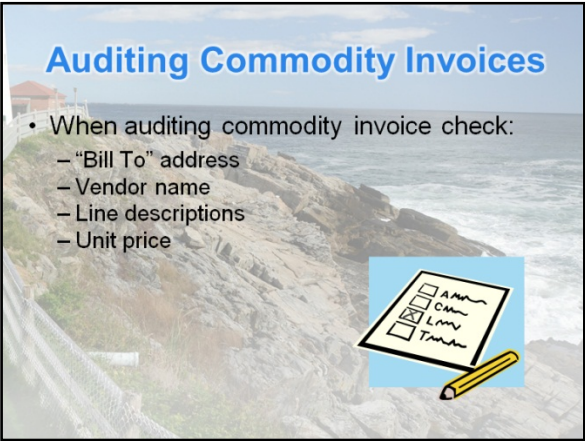


For this objective, we will identify the requirements for auditing a commodity invoice.

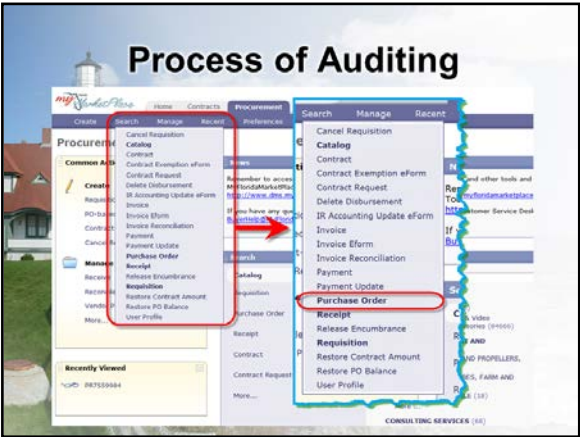
Slide 6: Auditing Commodity Invoices

When auditing a commodity invoice, check the following information:

- “Bill To” address so the TR date can be determined,
- The vendor name on the invoice and direct order match,
- Line descriptions to make sure the description matches the invoice, and
- Unit price to confirm the invoice total is correct.



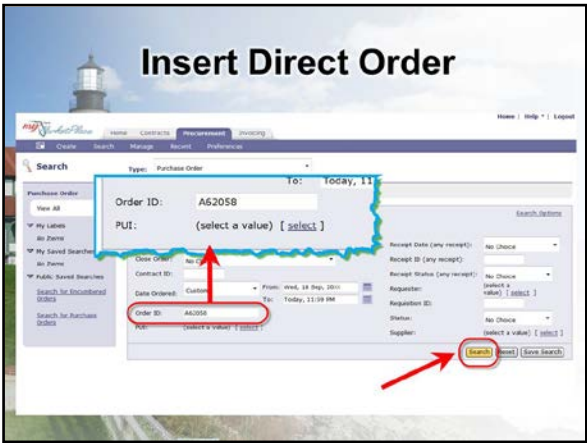
Slide 7: Process of Auditing



- First, we will go through the process of auditing a commodity invoice.
- On the MFMP homepage, go to “Search” and select “Purchase Order.”
- This search feature will allow you to find the direct order in MFMP.

Notes:

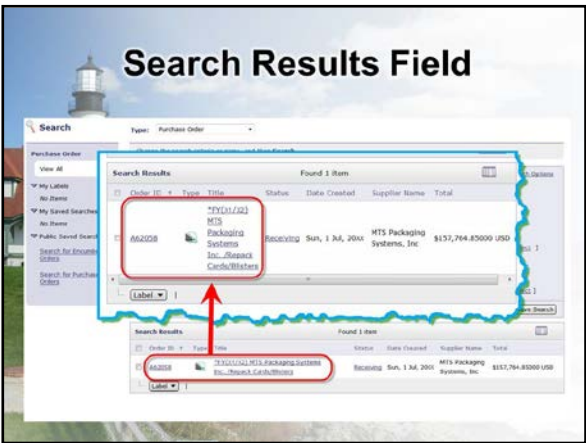
Slide 8: Insert Direct Order



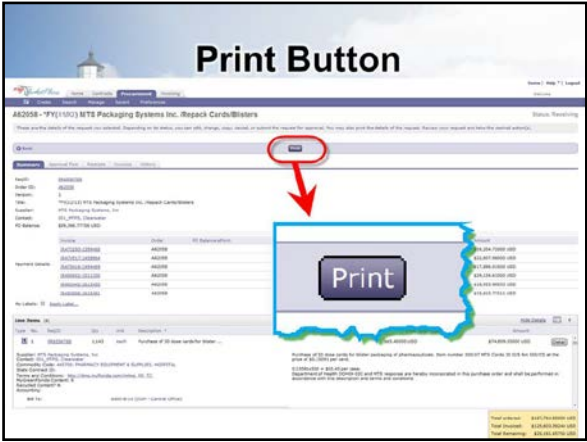
Insert your direct order number in the “Order ID” field and then click “Search.”

Slide 9: Search Results Field

In the “Search Results” field, click on the “Order ID” or title link in order to be taken to the contract page.

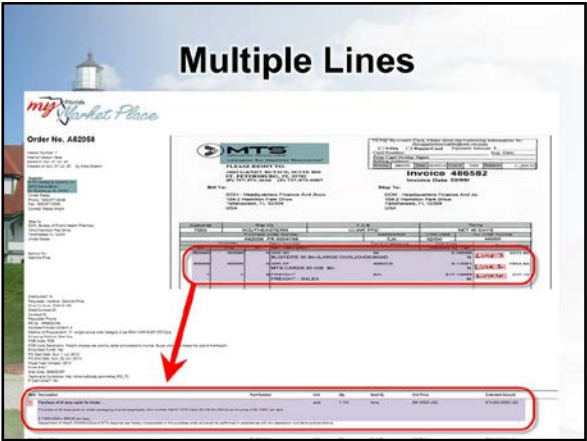


Slide 10: Print Button



When you are at this page, click on the “Print” button to view the contract in an easy to read format.

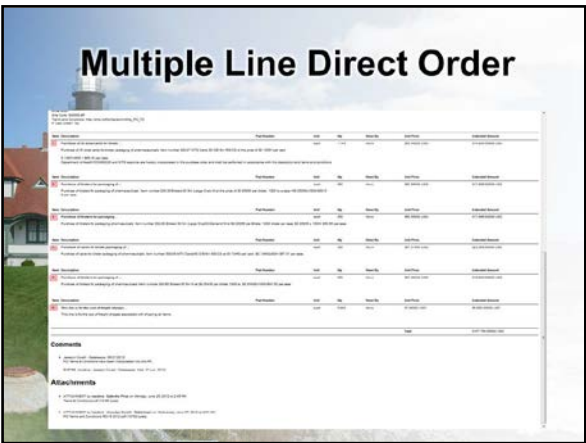
Slide 11: Multiple Lines



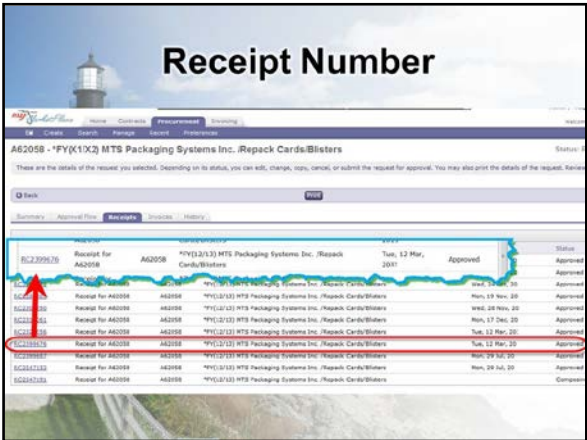
If there are multiple lines, make sure to note which lines this invoice should be paid from. This helps with creating the invoice later in MFMP and ensures that the receipt on the “Receipt” tab has been approved.

Slide 12: Multiple Line Direct Order

If you have a multiple line direct order, make sure you choose the correct line if the invoice does not close the order out.

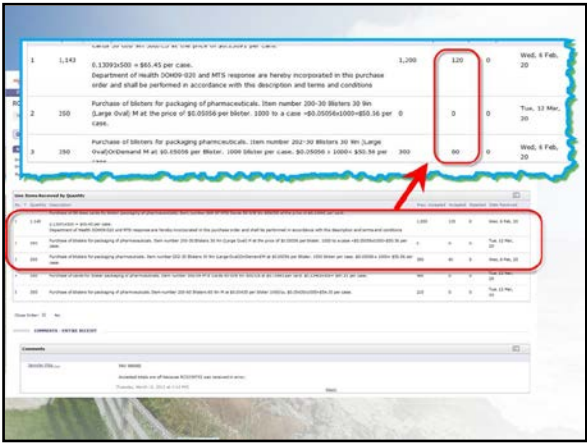


Slide 13: Receipt Number



- This invoice has multiple receipts. Make sure to look at each receipt until you find the correct one for this particular invoice.
- Once you find the correct receipt number, click on the “Receipt ID” link.

Slide 14: Verify Quantity



Once you find the correct receipt, verify that the quantity accepted is more or the same as the quantity on the invoice. Next, go into FLAIR to verify there is a sufficient balance in order to process the invoice.

Slide 15: “6S” Screen

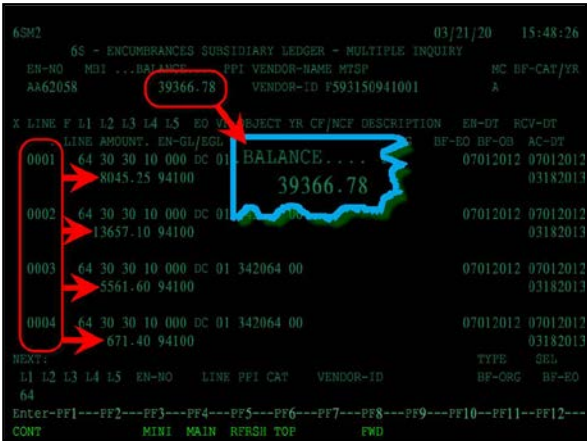
At the “6S” screen, you will need to:

- Insert a prefix “A” for automatic encumbrance or “E” for manual encumbrance,
- Your direct order number, and
- Press “Enter.”



Notes: _____

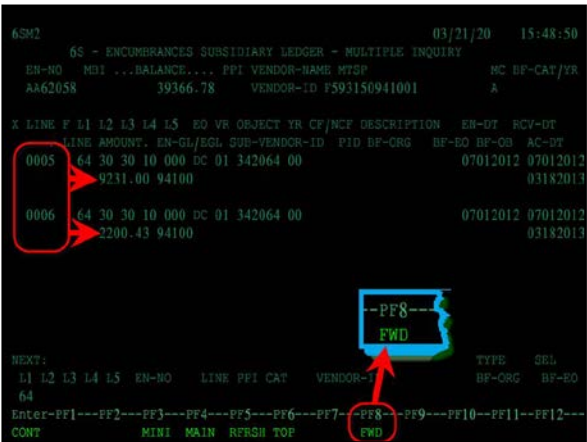
Slide 16: Verify Balance



- At this screen, you will see:
- How many lines are on this direct order,
- The total remaining balance, and
- How much money is left on each line.
- This is where you will check to make sure there is a sufficient balance in order to process the invoice.

Slide 17: More Than 4 Lines

- If the encumbrance has more than four lines press the “F8” key to go to the next page.
- You can now create the invoice in MFMP once you have verified there is sufficient funding to pay this invoice.



Notes: _____

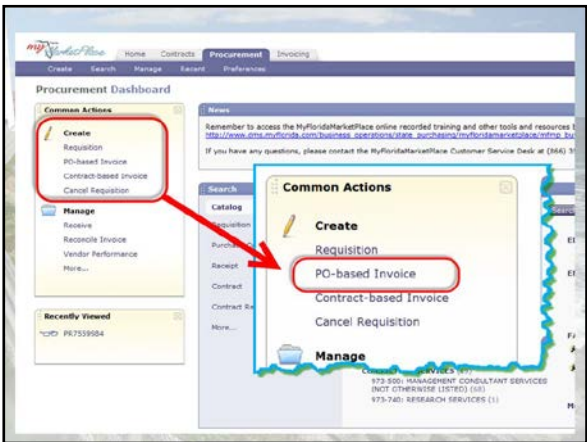
Slide 18: Objective 8



In this part, we will discuss the process of creating a commodity invoice. You will notice that creating a commodity invoice is very similar to creating a service invoice.

Slide 19: PO-Based Invoice

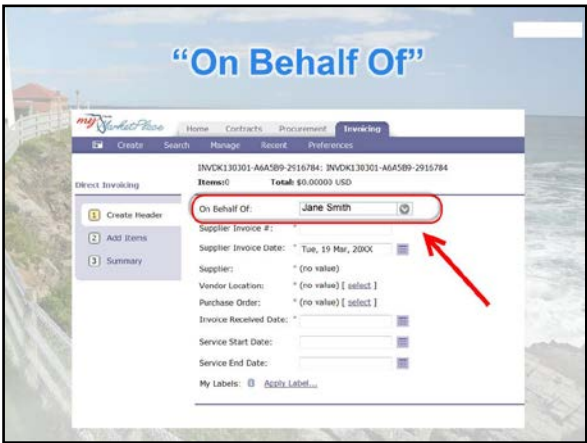
From the MFMP home page, select “PO-based Invoice” under the “Create” heading.



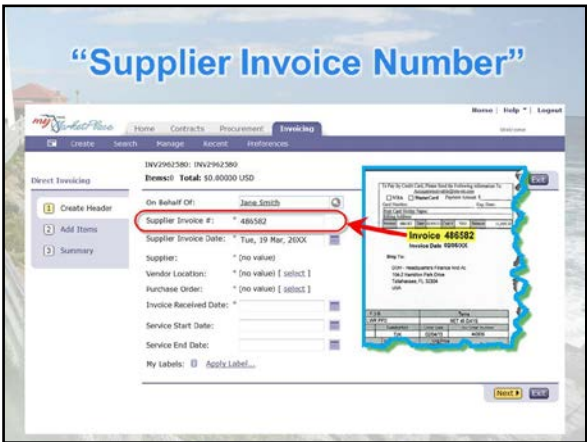
Notes: _____

Slide 20: “On Behalf Of”

- This will open the “PO-based Invoice Create Header” page, which will be used to enter information about the supplier and the invoice.
- We will start with the “On Behalf Of” field that will default to the name of the user currently signed into MFMP.
- After verifying that the “On Behalf Of” field is correct, we move to the “Supplier Invoice Number.”



Slide 21: “Supplier Invoice Number”



- On the invoice, locate the appropriate invoice number. In this example, the invoice number is “486582.”
- Remember, that the “Supplier Invoice Number” field will hold up to thirty characters, but only the last nine characters will be available to search in the Financial Information System, referred to as FIS.

Notes: _____

Slide 22: "Supplier Invoice Date"

- Next, we need to fill in the "Supplier Invoice Date." The supplier invoice date is the date indicated on the invoice.
- Please note this field defaults to the current days date.

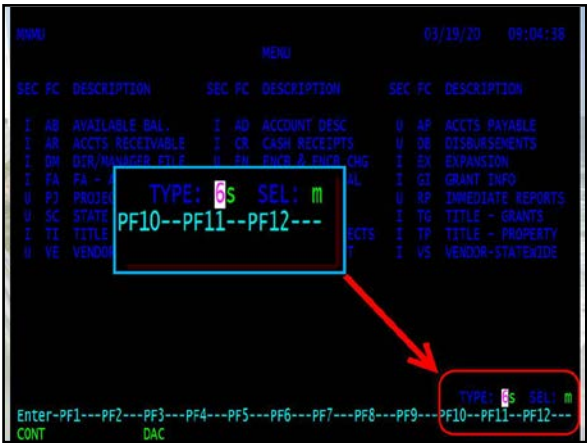
Slide 23: Invoice Date

In this example, the invoice date is February fifth.

Slide 24: "Vendor Location"

- "Vendor Location" is found by clicking on the "Select" link and choosing the vendor's ID number.
- For this example, we need to locate the vendor ID number, so we will sign into FLAIR and use our "Encumbrance Subsidiary File" to locate the proper vendor ID number.

Slide 25: “TYPE” and “SEL” Fields



Slide 26: Encumbrance Number

Under the encumbrance number field, key the entire encumbrance number. In this example, the prefix is “A” and the encumbrance number is “A62058.”

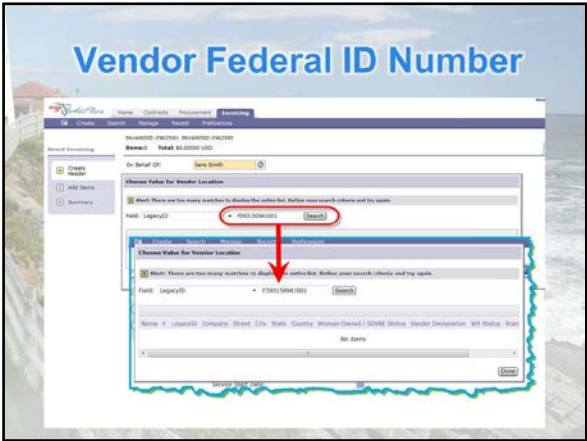


Slide 27: Vendor ID Number



- In this example, the “Vendor ID” number for “MTSP” is “F593150941001.”
- We will now return to the MFMP application.

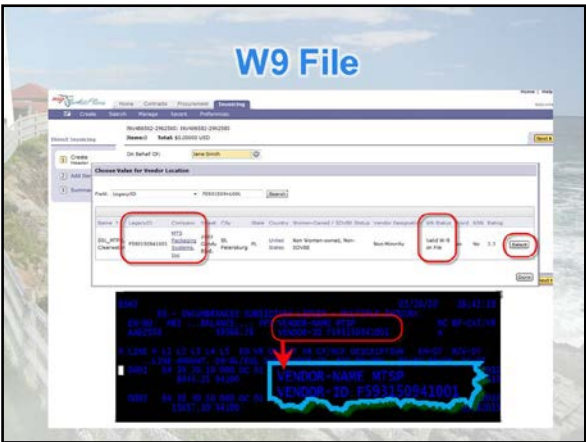
Slide 28: Vendor Federal ID Number



- Select “Legacy ID” under the “Field” dropdown menu.
- Selecting “Legacy ID” will allow you to enter the correct federal ID number to locate the vendor associated with the invoice.

Slide 29: W9 File

- This displays information for the vendor, which can be cross-referenced in FLAIR.
- We can verify that the federal ID number and the vendor name is correct. Additionally, we can verify that the vendor has a valid W-9 on file with the Department of Financial Services.
- Remember, if the W-9 status is invalid you will not be able to process payment using the given federal ID number.
- After verifying that the vendor information is correct, click “Select.”



Notes: _____

Slide 30: Purchase Order

- Next, we will need to enter the “Purchase Order” pertaining to the invoice that has been received.
- Click on the “Select” link.

Slide 31: “Order ID” Field

- In the “Order ID” field, type the “Purchase Order” number.
- Click “Search” once you have entered the correct “Purchase Order” number.

Slide 32: “Order ID” and “Supplier”

- Verify the “Order ID” and “Supplier” are correct.
- Click “Select.”

Slide 33: "Invoice Received Date"

- The "Invoice Received Date" is the date that the invoice is first received at the location designated by the DOH.
- The invoice in this example was received in central office on March fifth, so this becomes the invoice received date.

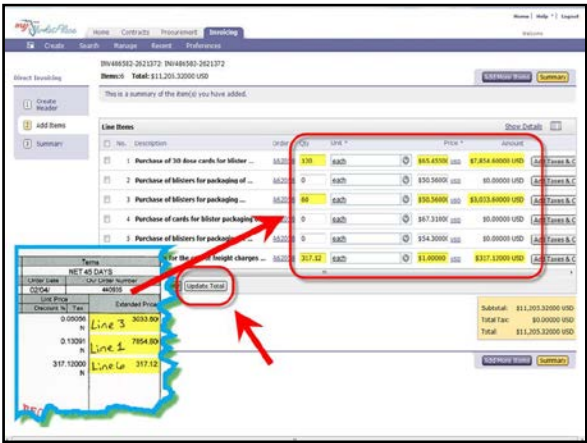
Slide 34: Invoice Header

- Since this is a commodity invoice, you will not need to enter a "Service Start Date" or a "Service End Date."
- You have finished creating the invoice header.
- Click "Next" to continue.

Slide 35: Purchase Order

The "Purchase Order" for this commodity has six lines. However, the invoice indicates that we will only be paying from lines one, three, and six.

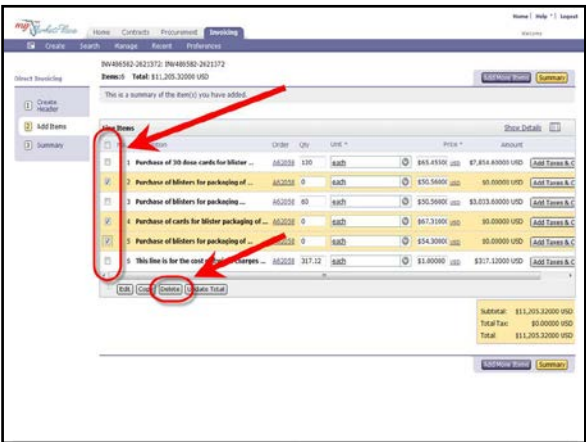
Slide 36: Update Total



- We begin by entering the information for lines one, three, and six, as indicated on the invoice.
- After we have verified the information is correct, click “Update Total.”

Slide 37: Unused Lines

- Since we will not be using lines two, four, or five, we will need to delete them from the invoice header. Simply click the boxes next to the line items that you do not need and click “Delete.”
- Please note, once you delete the lines, they cannot be recovered or added back. If you delete a line inadvertently, you will have to delete the PO based invoice and start over from the beginning.



Notes: _____

Slide 38: Verify Total Amount

- Now verify that the total amount of the invoice matches the total in MFMP.
- Click “Summary.”

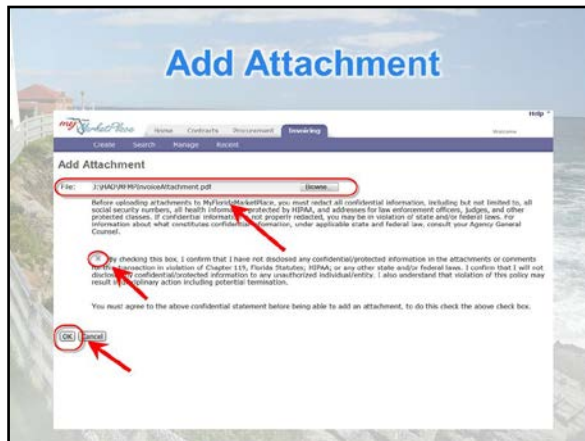
Slide 39: Attachment

- Now we need to attach the electronic copy of the invoice. Scroll down to the bottom of the page.
- Click on the “Add Attachment” button under the “Attachments-Enter Invoice” section.

Slide 40: “Browse” Button

- Click the “Browse” button and locate the file containing the invoice.

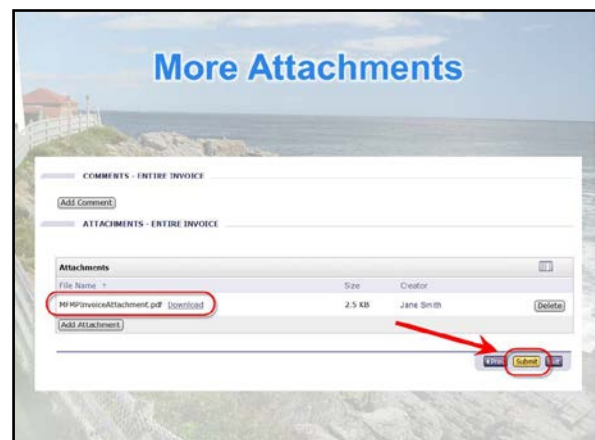
Slide 41: Add Attachment



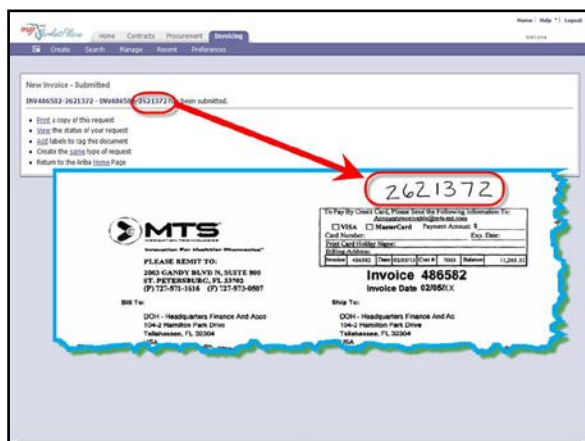
- The file location will prefill in the “File” field.
- Next, check the confidential disclosure statement. This statement confirms that you have not disclosed any confidential information.
- Finally, click the “OK” button.

Slide 42: More Attachments

- The file has now been attached. If you need to add additional files, click the “Add Attachment” button and follow the previous steps.
- After you have finished adding attachments, click on the “Submit” button at the bottom of the page.

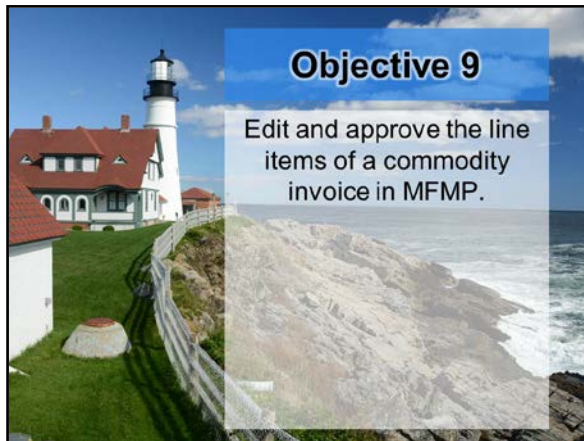


Slide 43: Invoice Reconciliation Number



- You have now created a commodity invoice in MFMP. Write the “Invoice Reconciliation” number on the top right hand corner of the invoice for future use.
- Now that the invoice has been created in MFMP, you will begin the process of reconciling the invoice.

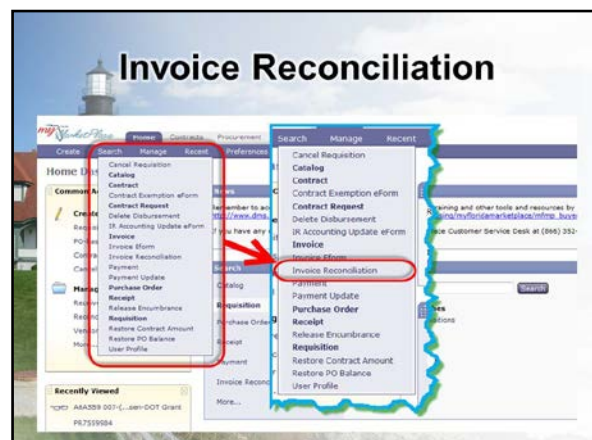
Slide 44: Objective 9



For this last objective, we will discuss the process of editing and approving a commodity invoice. You will notice that approving a commodity invoice is very similar to creating a service invoice.

Slide 45: Invoice Reconciliation

To begin reconciling a commodity invoice, go to the MFMP homepage and select "Invoice Reconciliation" under the "Search" menu.

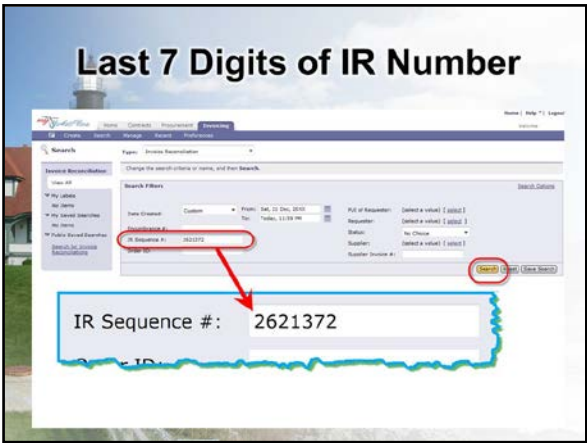


Slide 46: IR Number



- From this screen, enter the last seven digits of your "Invoice Reconciliation" number. This number is also known as the IR number.
- This number was system generated after successfully creating the invoice in MFMP.

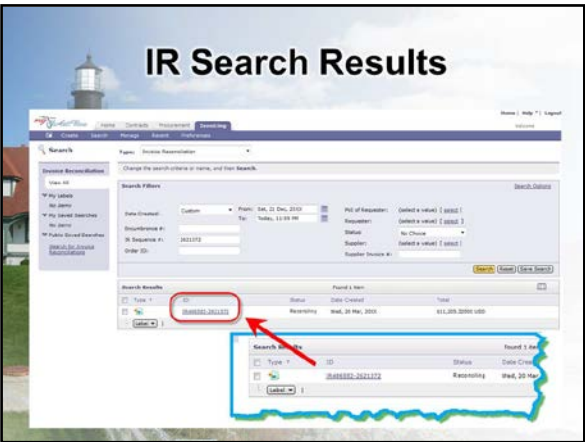
Slide 47: Last 7 Digits of IR Number



After you enter the last seven digits of the IR number, click “Search.”

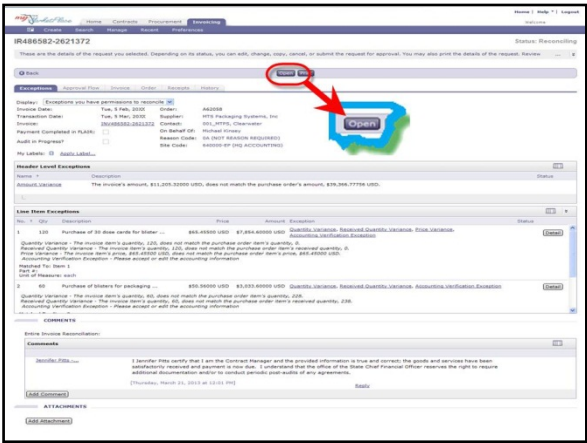
Slide 48: IR Search Results

- Here you will find the IR results specific to your search. It provides the ID number, status of the invoice, date and time created, and total amount invoiced.
- Click on the ID provided to begin reconciling.



Notes: _____

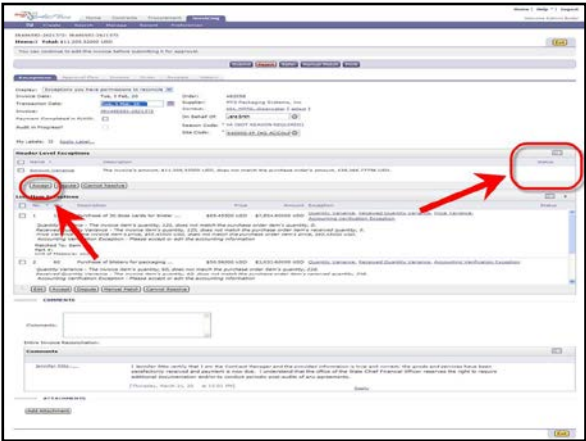
Slide 49: IR Ready for Approval



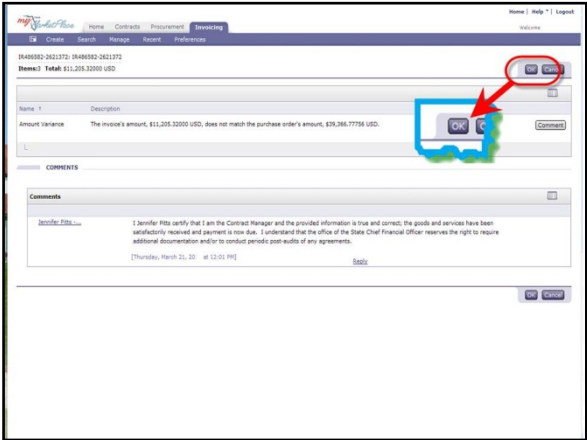
Click “Open” to begin editing and approving the lines for this IR.

Slide 50: Header Level Exceptions

- From this screen, you will need to accept the line under “Header Level Exceptions.”
- Notice the status is currently blank.

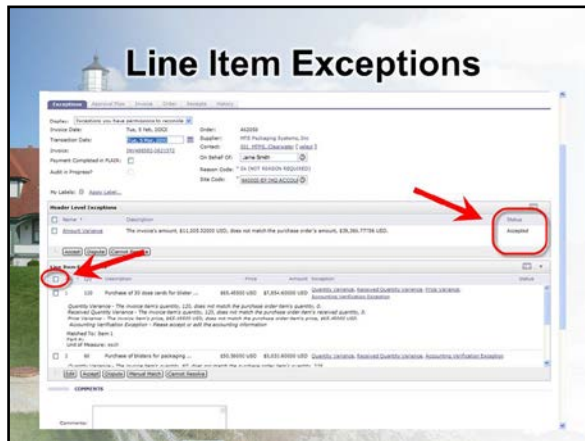


Slide 51: Brief Description



- This page also gives you a brief description of the line items you are about to accept. It provides the
 - Line number,
 - Quantity,
 - Description,
 - Price,
 - Amount, and
 - Exception.
- Click “OK” if proven correct.

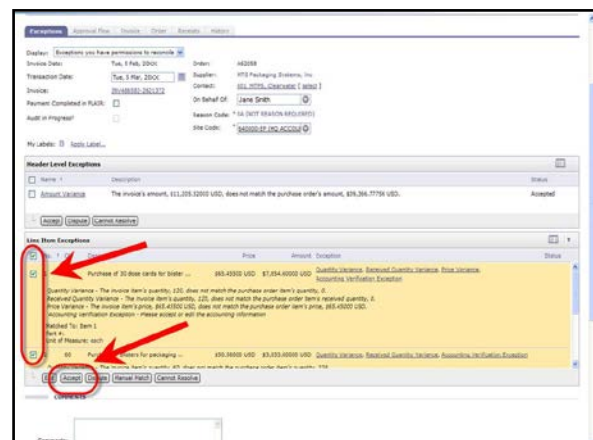
Slide 52: Line Item Exceptions



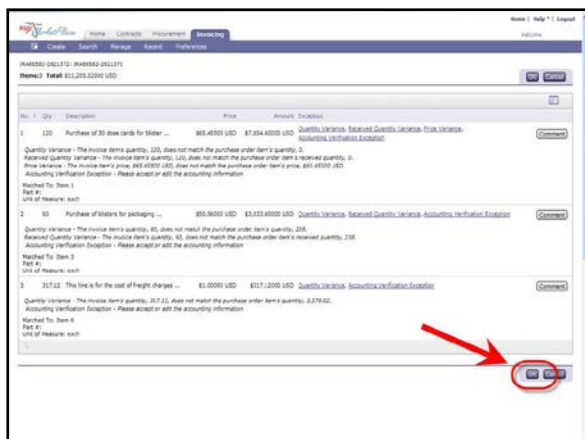
- As you can see, the status field is no longer blank. The line has been successfully accepted.
- Follow the same steps for the “Line Item Exceptions” section of the page.
- When you click the first box, this will automatically select each box in the Line Item Exception section. See the example on the next slide.

Slide 53: “Accept” Button

- All lines are automatically checked and highlighted in this section.
- Click “Accept” to approve all lines at once.



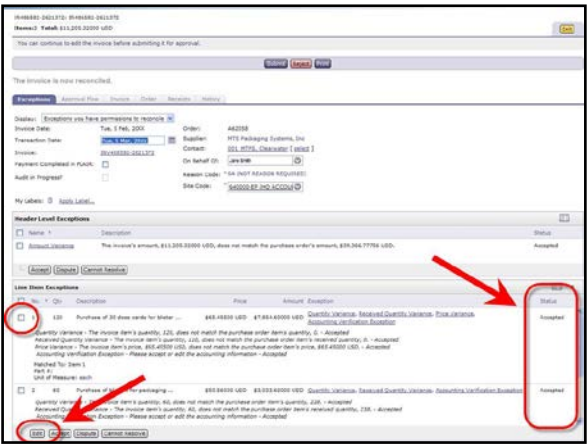
Slide 54: “OK” Proven Correct



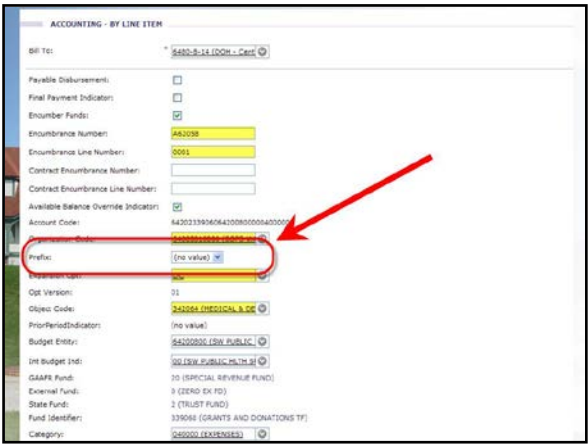
- Here it gives you a brief description of the line items you are about to accept. It provides the line number, quantity, description, price, amount, and exception.
- Click “OK” if proven correct.

Slide 55: Status of Line Item Exceptions

- Notice there is only two lines shown in this example when there are actually three lines. When processing an IR that has three or more lines, you can scroll down to see all lines accepted under “Line Item Exceptions.”
- The status for all three of the lines under “Line Item Exceptions” has now been accepted.
- Proceed to edit the first line below “Line Item Exceptions” by checking the box.
- Then click “Edit.”



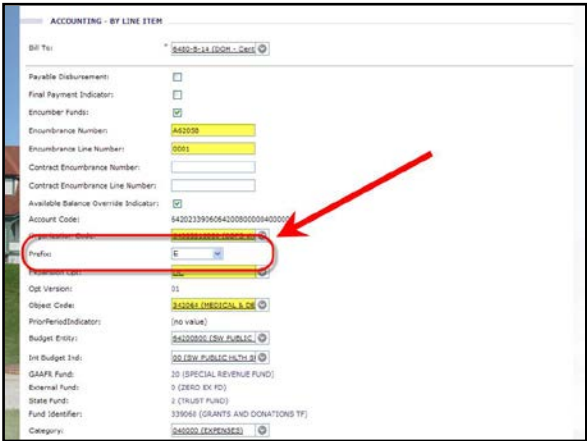
Slide 56: “Prefix” Field



- This screen provides all the accounting for the line item selected. The “Encumbrance Number” and the “Encumbrance Line Number” are the numbers you will need to enter into FLAIR to check the accounting information for accuracy.
- Select the “Prefix” from the drop down menu. The options are “A” or “E.”

Notes:

Slide 57: “E” Option



ACCOUNTING - BY LINE ITEM

Bill To: 8450-A-14 (DOM - Care)

Parallel Disbursement: ☐

Final Payment Indicator: ☐

Encumber Fund: ☒

Encumbrance Number: 662058

Encumbrance Line Number: 0001

Contract Encumbrance Number:

Contract Encumbrance Line Number:

Available Balance Override Indicator: ☒

Account Code: 8420213906064100000000400000

Encumbrance Code: 8420213906064100000000400000

Prefix: E

Object Code: 310244 (MEDICAL & DRUG)

Object Code: (no value)

Priority Indicator: 84202000 (SW PUBLIC)

Budget Entry: 00 (SW PUBLIC HEALTH)

Int Budget Ind: 20 (SPECIAL REVENUE FUND)

GAAP Fund: 3 (SPECIAL REVENUE FUND)

State Fund: 2 (TRUST FUND)

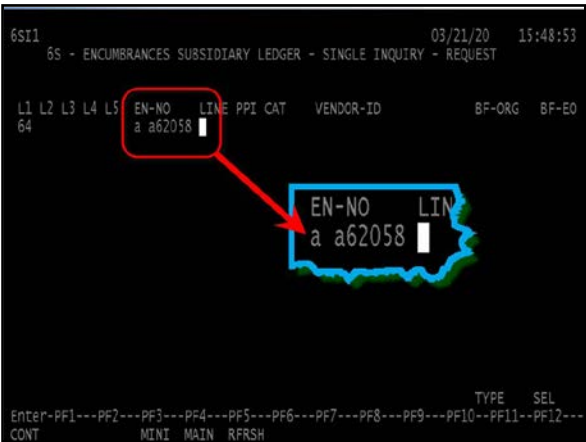
Fund Identifier: 339060 (GRANTS AND DONATIONS TR)

Category: 840000 (EXPENSES)

- The only time you will use “E” as a prefix, is if the purchase order was manually encumbered.
- **Note:** The information highlighted could change if different codes were provided on the invoice or a code sheet from program office or local office. Please check the invoice thoroughly for changes before proceeding. Stop here and go to the FLAIR screen to check encumbrance line number for accuracy.

Slide 58: Encumbrance Subsidiary

- From the “Encumbrances Subsidiary Ledger” screen, enter the “A” for the Prefix and the encumbrance number. Do **not** enter the line number, as this number will automatically populate on the next screen.
- Click “Enter.”



6SI1 6S - ENCUMBRANCES SUBSIDIARY LEDGER - SINGLE INQUIRY - REQUEST 03/21/20 15:48:53

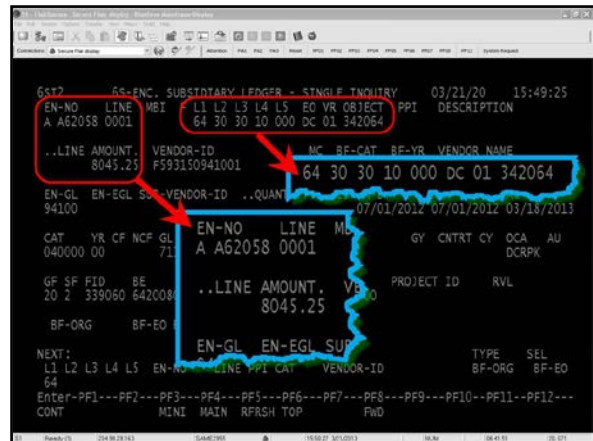
L1	L2	L3	L4	L5	EN-NO	LINE	PPI	CAT	VENDOR-ID	BF-ORG	BF-E0
64					a	662058					

Enter- PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT MINI MAIN RFRSH

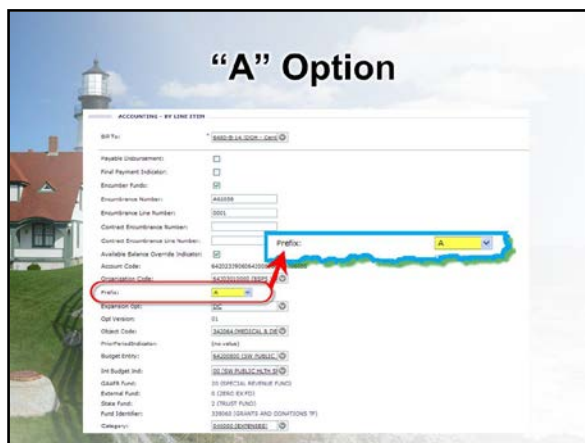
Notes: _____

Slide 59: Accounting Information

- All the accounting information pertaining to the line item is found on this screen. It includes the:
 - Encumbrance number
 - Line number
 - Organization code
 - Expansion option and
 - Object code.
- Check to make sure it matches what is in MFMP. The amount in FLAIR should not be less than the amount invoiced in MFMP.
- The amount for the line in FLAIR should be equal to or greater than the amount for the line item invoiced in MFMP. If desired, copy this screen. Paste it in the comment section of the IR before submitting the IR for approval.
- Return to the accounting line item in MFMP.



Slide 60: "A" Option



- After the FLAIR screen has been checked, select the "A" from the dropdown menu.
- Continue to the bottom portion of "Accounting – By Line Item."

Notes:

Slide 61: Grouping Character

- Here you will enter your “Grouping Character” to identify who processed this payment.
- Enter your “Grouping Character” then click “OK.”

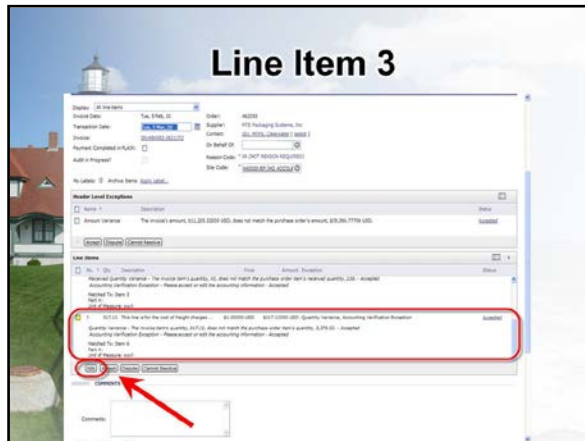
Slide 62: Line Item 2

Follow the same steps for line two.

Slide 63: Encumbrance Line Number 3

- Notice that the “Encumbrance Line Number” here is three, whereas under “Line Item Exceptions” it is line number two.
- The encumbrance line numbers will change according to how the direct order was set up. Pay close attention to the encumbrance line number when checking FLAIR balances.

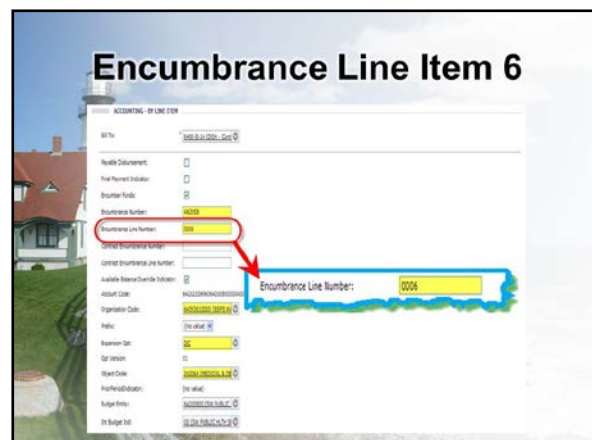
Slide 64: Line Item 3



Follow the same steps for line number three.

Slide 65: Encumbrance Line Item 6

- Notice that the “Encumbrance Line Number” here is six, whereas under “Line Item Exceptions” it is line number three.
- The encumbrance line numbers will change according to how the direct order was set up. Pay close attention to the encumbrance line number when checking FLAIR balances.

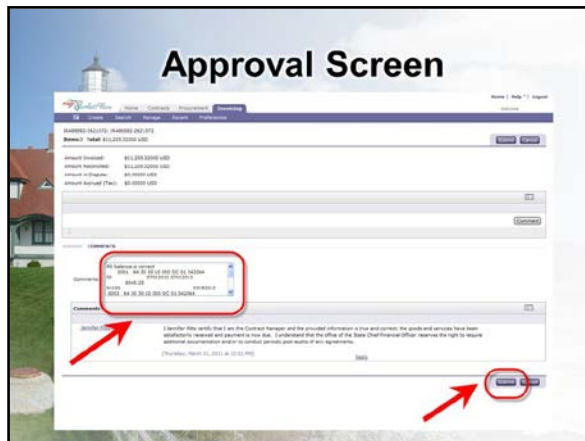


Slide 66: “Comments” Section



- Here in the comment section, type, “PO balance is correct.”
- If you have chosen to provide a FLAIR screen, it can be pasted here as well.
- Click “Approve.”

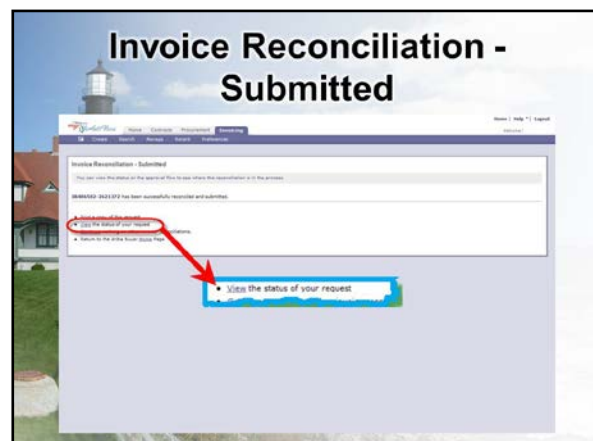
Slide 67: Approval Screen



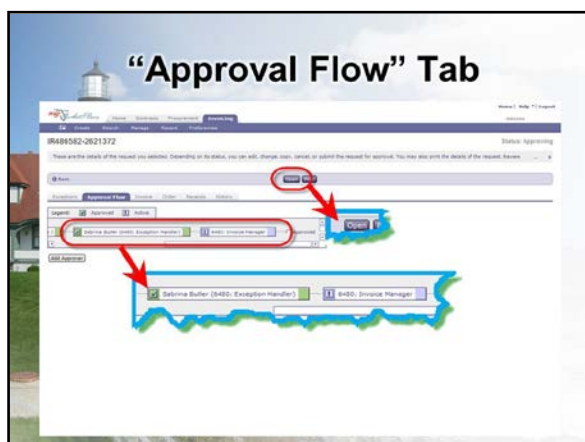
- On this page, you can see where the information has been copied and pasted successfully.
- Verify the information and click “Submit.”

Slide 68: Invoice Reconciliation – Submitted

From this screen, select “View the status of your request” to check the approval status.

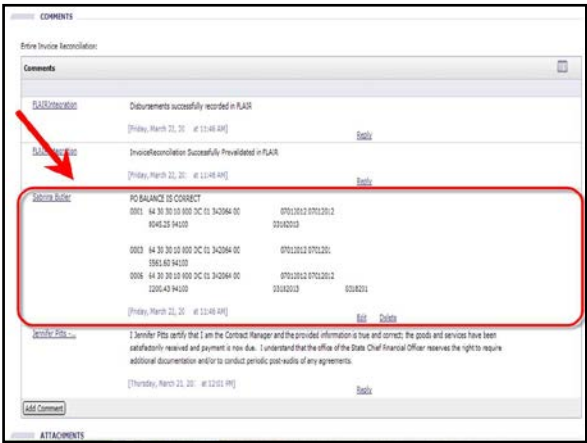


Slide 69: “Approval Flow” Tab



- Here in the “Approval Flow” tab a check mark indicates a roll has been successfully approved. In this example, the program office and exception handler’s role have been approved.
- Click “Open” to complete the invoice manager’s role.

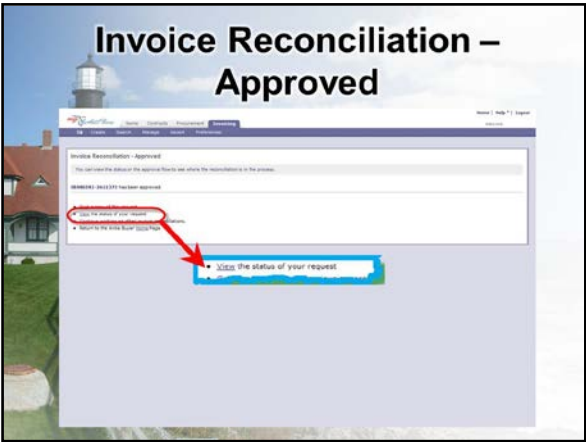
Slide 70: Entire Invoice Reconciliation



- This is the bottom portion of the invoice reconciliation. This screen also verifies that the information copied and pasted from FLAIR has been saved to the invoice reconciliation successfully.
- Click the “Submit” button, which is not shown on this screen, to complete the invoice manager’s role.

Slide 71: Invoice Reconciliation – Approved

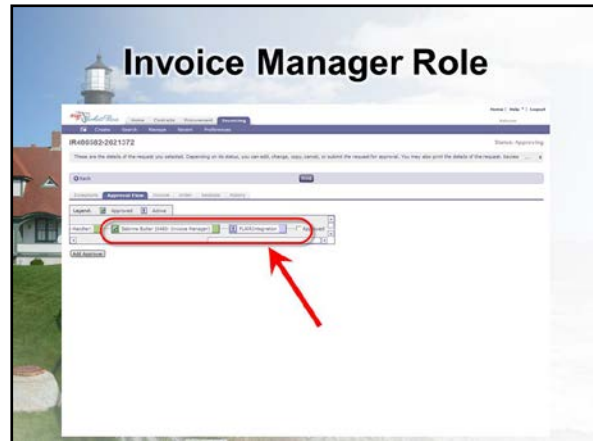
From this screen, select “View the status of your request” to check the approval status.



Notes: _____

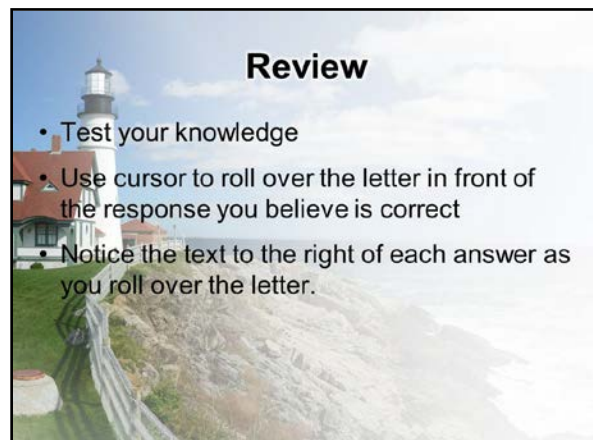
Slide 72: Invoice Manager Role

- The invoice manager role is now complete! The invoice reconciliation is now in FLAIR Integration. This means that FLAIR is now checking the invoice reconciliation line items for accuracy. The invoice reconciliation and will be either approved or returned to the invoice manager for editing and correcting.
- Click the “Exceptions” tab to check the “Comment” section for messages from FLAIR.
- Come back to the approval flow periodically to check the FLAIR approval status.
- Once FLAIR has approved the invoice reconciliation, your invoice will now voucher and you may move on to the next invoice.

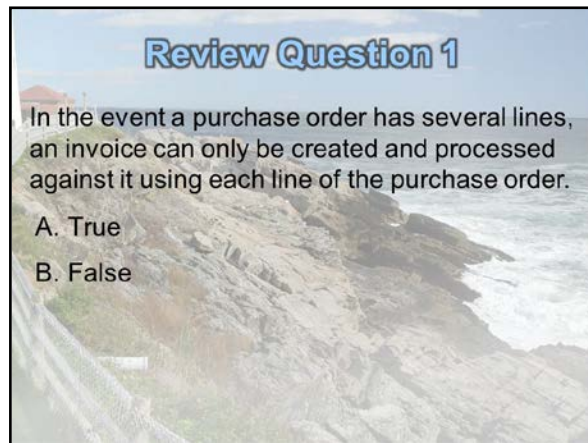


Slide 73: Review

- Let's take a moment to review. We are providing this review to help you better retain the information you viewed in the previous slides. You may continue through the review questions at any time or you can use these review questions to test your knowledge.
- Use your cursor to point to the letter in front of the response you believe is correct. Notice on the right side of the screen that text pops up to let you know if you selected the correct or incorrect response.



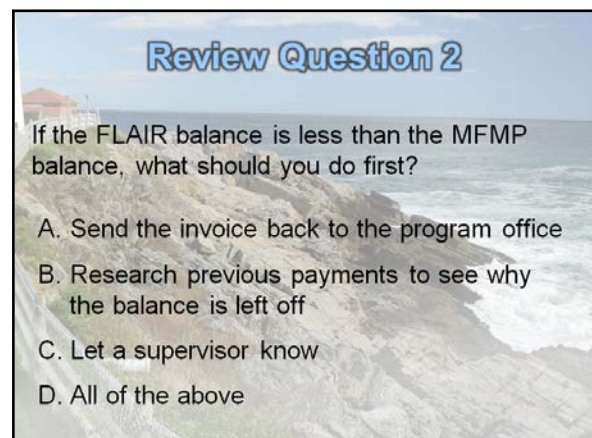
Slide 74: Review Question 1



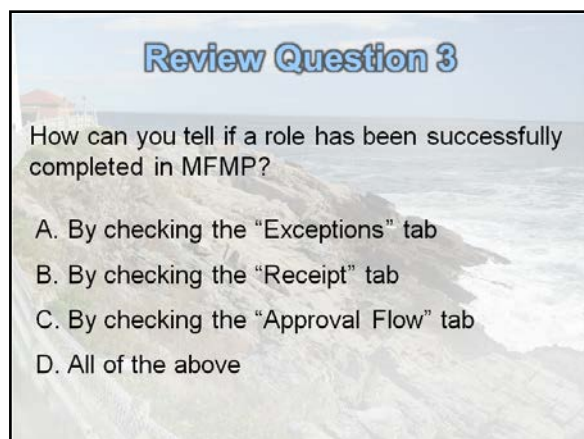
- In the event a purchase order has several lines, an invoice can only be created and processed against it using each line of the purchase order.
- Use your cursor to point to the correct answer.

Slide 75: Review Question 2

- If the FLAIR balance is less than the MFMP balance, what should you do first?
- Use your cursor to point to the correct answer.

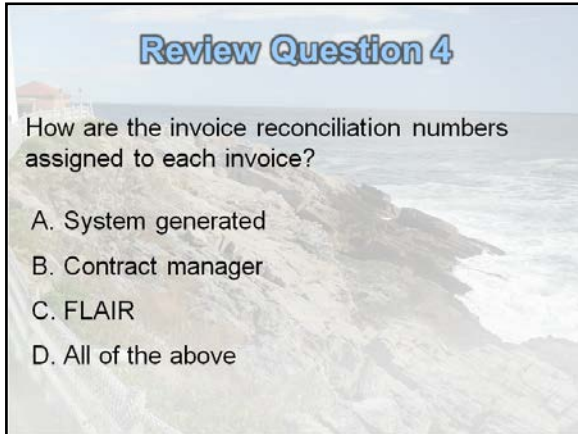


Slide 76: Review Question 3



- How can you tell if a role has been successfully completed in MFMP?
- Use your cursor to point to the correct answer.

Slide 77: Review Question 4

The slide features a background image of a rocky coastline with waves crashing against the shore. The title "Review Question 4" is displayed in a blue, stylized font at the top. Below the title, the question is posed in a standard black font. Four multiple-choice options are listed in a simple black font.

Review Question 4

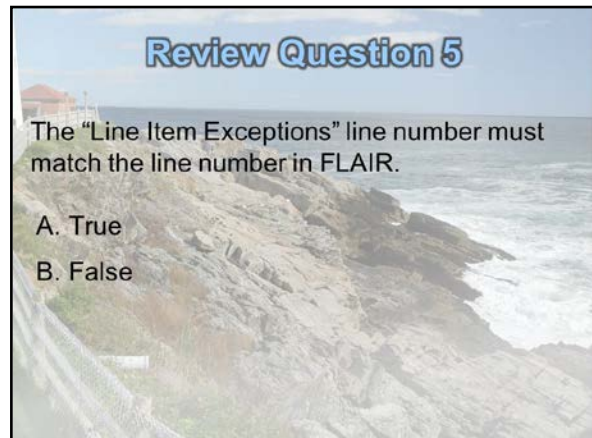
How are the invoice reconciliation numbers assigned to each invoice?

- A. System generated
- B. Contract manager
- C. FLAIR
- D. All of the above

- How are the invoice reconciliation numbers assigned to each invoice?
- Use your cursor to point to the correct answer.

Slide 78: Review Question 5

- The "Line Item Exceptions" line number must match the line number in FLAIR.
- Use your cursor to point to the correct answer.

The slide features a background image of a rocky coastline with waves crashing against the shore. The title "Review Question 5" is displayed in a blue, stylized font at the top. Below the title, the question is posed in a standard black font. Two multiple-choice options are listed in a simple black font.

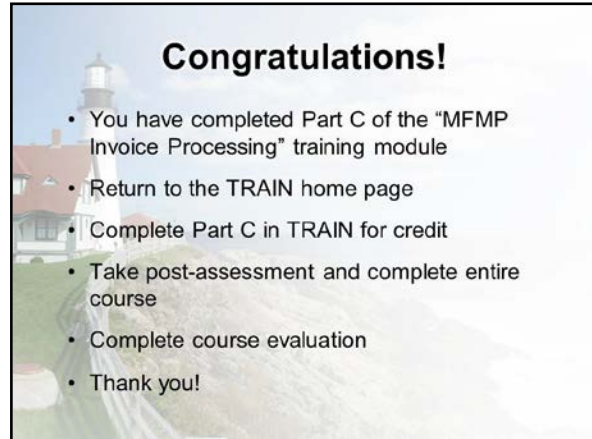
Review Question 5

The "Line Item Exceptions" line number must match the line number in FLAIR.

- A. True
- B. False

Slide 79: Congratulations!

- Congratulations! You have completed part C of the "MFMP Invoice Processing" training module, and all of the required training screens for this module.
- Please return to the TRAIN home page and select "My Learning," then the "Current Courses" button.
- To the right of the course title, select the "M" button, then select the "M" button next to Part C. Click the "Completed" button to get credit for this part in TRAIN.
- To complete the entire course, click the "Completed" button after you have completed each part. You must complete the post-assessment **before** this course will show as complete in your transcript. It is an open-book test, so refer to your participant's guide if necessary.
- When you are finished, please take the course evaluation so we can better improve the course.
- Thank you!



Notes: _____

Appendices

Appendix A: Resources

Approved Membership List

http://cor.sharepoint.doh.ad.state.fl.us/admin/gen_services/purchasing/Memberships/Forms/AllItems.aspx

DH1772: Certification of Compliance with Florida Public Records Law Form

http://dohiws/Divisions/Administration/Gen_Services/PurchasingOffice/DH1722form.pdf

DH554: Request for Membership

http://dohiws/Divisions/Administration/Gen_Services/PurchasingOffice/DH554form.pdf

Finance and Accounting Functional Directory

http://dohiws.doh.state.fl.us/Divisions/Administration/Fin_Acct/FA_Funct_Dir.htm

General Services Functional Directory

http://dohiws/Divisions/Administration/Gen_Services/BureauChief/functional_directory.htm

Master Glossary of Terms and Acronyms

<http://cor.sharepoint.doh.ad.state.fl.us/admin/Master%20Glossary/Forms/AllItems.aspx>

Policy and Procedure Search Engine

<http://esetapps2.doh.ad.state.fl.us/PolicyWebSearch/home.aspx>

TRAIN

<https://fl.train.org/DesktopShell.aspx>



STATE OF FLORIDA DEPARTMENT OF HEALTH

Rick Scott
Governor

John H. Armstrong, M.D., FACS
Surgeon General and Secretary of Health

Ed McEachron
Director, Division of Administration

Strategic Process Management

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