



## 2022-2023 Fiscal Year-End Workshop

Friday, May 10, 2023

Session 1: 9:00 a.m. to 11:30 a.m.

Session 2: 1:00 p.m. to 3:30 p.m.

Department of Children and Families – Room C100

Questions & Answers Sheet

Q: For MyFloridaMarketPlace (MFMP), does the change to the 'CF' option need to be done through a change order (CO) or can it be changed to an 'N' on the invoice reconciliation (IR)?

A: Whatever value in the MFMP IR Certified Forward (CF) Indicator field will be sent to. See the below excerpt from the [MFMP Fiscal Year-End Job Aid](#).

If the Certified Forward Indicator is Marked as...	Then MFMP...
C or N in AOD	Sends the AOD value to FLAIR
No Choice	Checks the June 30 DFS file for Certified Forwards and sends that value to FLAIR.

Q: For MFMP, can we remove the 'C' during the CF period? Through a CO or will our accountants do it through the workflow?

A: Yes, a CO will be required. Accountants must have the *Buying Purchasing Manager* group on their profile if they need to initiate COs.

Q: For MFMP, should a CF indicator be removed within the 1sx and 6s screens in FLAIR or within MFMP?

A: Changes to the CF indicator can be completed in FLAIR using the 1sx function; however, any changes completed directly in FLAIR will not be reflected in MFMP. Completing a CO in MFMP will keep the two systems in sync.

Q: Will the changes made in the FLAIR payable screens reflect in MFMP?

A: Changes must happen in MFMP to update the information associated with the purchase order (PO).

Q: What do you do if FLAIR and MFMP do not match?

A: Everything needs to be done in the source system (i.e., Ariba On Demand [AOD]). If updates are made to an encumbrance's CF value directly in FLAIR, either a change order should be

issued through AOD to make the value match, or changes should be made on each IR that is subsequently processed against that PO.

Q: Will our accountants be able to change the CF indicator to an 'N'?

A: Yes. When accountants are processing IRs, if the accountant knows that the encumbrance is marked as certified in FLAIR but needs to use current year funds for this invoice, the accountant can update the CF indicator field with a 'N'.

Q: If an accountant is processing an IR and the 'C' has been removed from the encumbrance in FLAIR, will we have the ability to remove the 'C' on the IR, and process the IR with current year funds?

A: Yes, you have the ability to change the CF indicator on the IR and that value will reflect in FLAIR. It is recommended that change be made in MFMP first so that it will be reflected in both systems.

Q: What does 'C' mean in MFMP?

A: It is the same thing as it does in FLAIR – CF indicator. 'C' indicates that the agency has certified those funds forward.

Q: Do our accountants need to have the grouping in purchasing to change the 'C' to 'no value' in the IR process?

A: The *Buying Purchasing Manager* group is only needed if an accountant needs to initiate a change order on a purchase order that they are not the requester on. This permission is not needed to change the CF value on an IR.

Q: In the past, if an item was auto-marked and then a CO was done, it would lose the 'C', will that remain the same?

A: The CF value that MFMP sends with the transaction to FLAIR will only change if you make a change to that value in AOD.

Q: Do we have the option of putting a 'Y' for yes for it to be marked certified?

A: 'C', 'N', and 'no value' are the only options for the CF value in AOD.

Q: Is there access to a report for activity done within agencies between July 3 and 4? Are you able to let us know who went into FLAIR? Will you delete the data like in FLAIR?

A: No, but you can perform a system search in MFMP to assess if an end user completed activities during this timeframe. Users can use the 'Date Created' and 'Date Submitted' search criteria to look for activity that takes place during the maintenance window.

Q: If the system does not shut down, will MFMP prohibit flip invoices?

A: No, vendors may still submit electronic invoices (eInvoices) during year-end processing.

Q: For GASB 87 and 94/96, when are the instructions going to be given for reporting?

A: This will be covered in the workshop on Tuesday, June 6. We will do a high-level overview the process. Information associated with GASB 87 are stored and will not have to re-entered by agencies. For GASB 87, agencies will have to review and confirm the information reported last year.

Q: There are shorter and shorter CF timeframes. It delays the Florida Annual Comprehensive Financial Reports (ACFR). Why are we cutting back the CF dates? Estimating is hard and more time for CF would benefit the agencies.

A: CF preparation deadline is not related to ACFR. The Department of Financial Services (DFS) has to work with the enterprise partners and that is a date is determined collaboratively. This is fair feedback to share with our partners next year.

Q: When will the AA screen be open to agencies?

A: The GAA needs to be complete with the line items first. When that is done, the Bureau of Financial Reporting (BFR) can get the budget loaded and then agencies can go in.

Q: Will it be before July?

A: Hopefully!

Q: Is there a report for stop payment statuses?

A: There is a Report Distribution System (RDS) report (i.e., CMPPWCR), and it is available to all agencies with RDS Form XX1B. You will need to assign people to it.

Q: What will we need to do to make sure people have access to these the RDS/IW reports for year-end?

A: If you've had turnover in your agency, verify that the reports are still available for your current staff. Anyone who needs access can be added to RDS Form XX1b, where the XX is your agency indicator.

Q: Can we key vouchers until June 28?

A: Yes, but we are limited on auditors to approve. For any vouchers, June 22 is the deadline to give time for auditors to process. However, we will do our best to process anything on June 28.

Q: Do we know when liquidation/disinvestments will be available?

A: On Thursday, July 6.

Q: Should the property pending file be clean by June 30?

A: Yes, preferably, but it may not be realistic. If you still have things out there, it may not be included in your depreciation for this year.