



Charles' Corner

Analysis Offers Insight into Purchasing Patterns and Trends Part Three of Five

By: Charles Covington, Director of State Purchasing

Our customers ask us every day how to be more diligent about spend management. Especially in government, every dollar spent must not only go to good use, but must be managed and reconciled within our lean budgets in an efficient, effective way.

MFMP's ad-hoc reporting tool Analysis provides a better understanding into the state's purchasing patterns, trends and volume.

Analysis provides comprehensive, current information on purchase orders, invoices, requisitions and master agreements processed through MFMP. It gives executive state agencies the ability to create their own custom reports, showing broad data such as the total value of purchase orders issued by their agency down to very detailed data such as the method of procurement, the commodity code, and the vendor.

Specifically, this detail assists both State Purchasing and agency Purchasing Directors in analyzing where and how the state purchases goods and services leading to cost savings, which is important in every economic climate.

The drag and drop pivot table concept utilized by the Analysis tool is very similar to the pivot table features in Microsoft Excel. This allows you to change the view of your final report to what best fits your needs. Customers who are more comfortable in Excel can export their reports to filter, slice, and drill down into the information as needed to see breadth, summary information, and detail at the same time.

Reports created by other customers can be shared, copied and edited through the Analysis Public Folders.

MFMP Tip: Remember, the more data in MFMP, the more accurate your reports are; make sure you are processing all of your purchases and invoices through MFMP.

Training is available for the Analysis tool both in MFMP's Web-based training module, the OnDemand tool and live training sessions. Visit the buyer toolkit, <http://dms.myflorida.com/buyertoolkit> for more information.

Charles W. Covington, CPPO, CPPB, FCPM, FCPA, FCCN, FCCM
Director, Division of State Purchasing



Upcoming Tallahassee Training Opportunities

Tallahassee training sessions are held at DMS, 4050 Esplanade Way, Room 190A.

Note: These are the last classes for the 2008-09 FY. Additional classes will be offered after July 1.

New Requester – May 12, 9 am – 4 pm

Invoicing – May 20, 9 am – 4 pm

Secure Reports – May 13, 1 – 4 pm

Analysis – May 8, 9 am – 12 pm

Additional Information:

- There is a MyFloridaMarketPlace ‘Year End Processing’ job aid posted at <http://dms.myflorida.com/buyer-toolkit> under job aids. This job aid provides additional details on the following processes: Certified Forward processing, Payables, Reducing/Releasing Encumbrances, Disbursement Transaction Override, and Available Reports and Job Aids
- As with regular purchase requisitions, ‘Delay Purchase Until’ encumbered requisitions are subject to the same factors that influence passing / failing FLAIR integration, including:
 1. Correct accounting information so the transaction can be passed successfully to FLAIR
 2. Available funds to make the purchase
 3. Checking the FLAIR encumbrance password for each site code within your agency and is in sync with the password in FLAIR

continued on page 3

Year End Processing ... It’s Right Around the Corner!

The end of the fiscal year is fast approaching! In preparation for these activities, the MFMP team has events and tips for a strong finish.

KEY TASKS / KNOWN DUE DATES		
TASK	DATE	COMMENTS
1. Deadline for MFMP transactions to DFS Audit queue	TBD	<ul style="list-style-type: none"> • Will be included as part of the DFS Year End memo • Typically required to be received in the DFS Bureau of Auditing’s queue by 5 p.m. EDT to be processed as current year disbursements
2. Deadline for requesting ‘Release Encumbrance’ action from MFMP CSD	Tuesday 6/23/09	<ul style="list-style-type: none"> • Agencies should complete the “MFMP Release Encumbrance Request Form” (found on the MFMP toolkit under the MFMP Forms section) • These are requests that the agency has already tried via the ‘Release Encumbrance eForm’ but continues to need assistance to manually release • Any requests received after 6/23/09 will be worked as time allows, but cannot be guaranteed by 6/30/09
3. Delay Purchase Until Orders	Tuesday 6/30/09	<ul style="list-style-type: none"> • Make sure that any requisitions with a ‘Delay Purchase Until’ date are fully approved before July 1! • Utilize the ‘PRs in Submitted Status’ report to identify requisitions and the Last/Current Approver. The report is available at http://myfloridamarketplace.com/reports
4. Marking of ‘Certified Forwards’ in MFMP	Wednesday 7/1/09	<ul style="list-style-type: none"> • MFMP receives a file from DFS and certifies forwards in MFMP • MFMP unavailable until this process completes
5. Processing of ‘Delay Purchase Orders’ with a July 1st date	Wednesday 7/1/09	<ul style="list-style-type: none"> • Changes can be made to a requisition in ‘Approved’ status that has a ‘Delay Purchase Until’ (DPU) date up until the DPU. The requester must withdraw the requisition, make the changes, and then resubmit the requisition. Remember, upon doing so, the requisition will go through the workflow again. Requisitions with a ‘Delay Purchase Until’ Date of July 1, but not fully approved by June 30, will not be sent until they are fully approved • MFMP will be unavailable until this process completes

4. Confirming the FLAIR encumbrance account (user ID / password) has ABOI rights as part of the FLAIR access control record
5. Contacting vendors regarding failed purchase orders [via the Customer Service Desk (CSD)] to update their information and manually resend the purchase order

Note: If the purchase order includes attachments, the agency will need to resend the attachments to the vendor.

Review the FLAIR Integration job aid for tips on updating your FLAIR password for your agency's encumbrance account. This job aid is located on the MyFloridaMarketPlace Toolkit under the 'job aids' link: <http://dms.myflorida.com/buyertoolkit>

As the year end approaches, please note the MFMP system will be unavailable on July 1st while certified forward and 'Delay Purchase Until' processes are running.

As always, please do not hesitate to contact us with any questions at BuyerHelp@myfloridamarketplace.com or via phone at 866-352-3776.

Buyer Hot Topic – Change Request (CR) 36

Last quarter, MFMP implemented a system enhancement so that the Direct Order number and the Encumbrance number now match! Customers have been excited about this enhancement, but it has brought some changes with it, especially in the numbering schema used for orders.

How does the “new” counter work?

There are separate “counters” in MFMP that incrementally increase the resulting order numbers for encumbered orders versus unencumbered orders. Encumbered order numbers are assigned without a prefix (i.e., without “DO” or “MA”), and alpha characters are assigned in this new numbering schema (e.g., A00001, A00002, A00003). Unencumbered requisitions and change orders will continue to use the previous order numbering schema (i.e., assigning a “DO” or “MA” followed by a number).

How is the number generated?

The intent in this numbering schema is to most effectively utilize the “6 digits” available within the FLAIR system. Because the encumbrance number is limited to 6 characters, this resulted in the MFMP team needing to identify a way to best generate unique “6 digit” order numbers that would match. The type of numbering schema chosen is called a “hexadecimal” system, and leverages the numbers 0 through 9 and letters A through F.

More information, including actual examples of the new numbering schema are available on the buyer bulletin board at <http://dms.myflorida.com/buyertoolkit>.

Did You know?

eInvoicing & Punchout Catalogs

We work with vendors to encourage participation in eInvoicing. You may notice that many of the vendors currently invoicing electronically also have a punchout catalog:

- Dell Marketing L.P
- Hewlett-Packard Company
- VF Imagewear, Inc.
- Lenovo, Inc.
- Grainger Industrial Supply
- Fisher Scientific Company LLC
- Office Depot BSD

Please note that if agencies do not purchase off the punchout catalog, the vendor will not submit invoices electronically. Instead, agencies receive a paper invoice.

There is a report available on the MFMP Reporting Web site, “Punchout vs. NonCatalogs” that illustrates the number of electronic invoices agencies would receive if they elected to purchase from the Punchout catalog. Finance and Accounting and Purchasing use this report to view the Orders placed against Punchout vendors. The report also lists orders in Ordered, Ordering, and Received status and helps identify orders that could have been placed on catalog but were purchased as non-catalog.

Remember there are many benefits to eInvoicing:

- Saves time for your agency
- Reduces paper flow and associated costs
- Prompt and accurate processing of invoices
- Improves data accuracy, reducing payment cycle time

MFMP Online Calendar

The MFMP team recently launched an interactive site for a MFMP “Calendar of Events” at: http://dms.myflorida.com/business_operations/state_purchasing/myflorida_marketplace/calendar_of_events

Be sure to check out this calendar for upcoming training classes, eInvoicing vendor launches, meetings and much more!

Vendor corner

Upcoming Vendor Training Opportunities

You asked, we listened. Our vendor teleconferences are now more interactive – Using WebEx technology, MFMP vendor training meetings include streaming visuals, live interactive chat and audio functionality.

MFMP Vendor meetings (formerly called vendor teleconferences) are a great way to become familiar with vendor information and resources. The MFMP team hosts free, one-hour interactive meetings. Each online meeting begins at noon EDT and is accessible by logging in to WebEx and dialing a toll-free teleconference phone number.

Join MFMP for one of these upcoming meetings:

May 27: MFMP Overview

June 24: 1% Transaction Fee and Fee Reporting

July 29: Solicitations

Visit <http://dms.myflorida.com/vendormeetings> to register today!

Vendor Hot Topic: Change Request (CR) 36

MFMP Purchase Order Numbers- Did Something Change?

Last quarter, MFMP changed how to generate order numbers for purchase orders. This change likely impacted what vendors typically see on their MFMP orders.

Previously, a vendor would see a prefix of either “DO” or “MA” followed by a number to indicate an order. Going forward, these types of order numbers are still generated; however, vendors may also see orders without the “DO” or “MA” prefix. For example, there may be orders that simply have an alpha character followed by numbers (e.g., A00001, A00002, A00003).

If you have any questions about a purchase order number, please contact your agency contact or the MFMP Customer Service Desk at 866-352-3776 or

vendorhelp@myfloridamarketplace.com for assistance.

SPURS Sunset Update

We are now in the homestretch to sunset SPURS. Agencies no longer purchase in SPURS, reduced permissions to P-Card vendor adds and decreased access from 2,237 to 293.

Beginning July 1, 2009, funding and data for SPURS will not be available. If you need access to SPURS data, submit a request to MFMP and we will create an Access database for each agency.

We are also working with the Department of Financial Services to develop the new Vendor Add Application in FLAIR. There are three phases detailing the development of the Vendor Add Application:

Phase I

- Build interface between MFMP and FLAIR for the addition and update of MFMP registered vendors to the FLAIR vendor file
- Develop FLAIR online application for vendor maintenance
- Allows agencies to add vendors which will be used only in the FLAIR Purchasing Card subsystem

Phase II

- Add W-9 form to Vendor Registration System
- Set MFMP Vendors to “pending” status until W-9 is received and validated by DFS/ A&A
- Alter FLAIR to prevent all non-MFMP Vendor payments from processing if the Statewide Vendor record is in a “pending” status

Phase III

- Enhance the MFMP Vendor Registration System to standardize and validate address formats
- Enhance FLAIR Vendor application (online and batch interface) to standardize and validate address formats

In addition, MFMP implemented two change requests in relation to the Vendor Add Application:

- CR 47 – Line Item Description (MFMP will send line item description to DMS, displaying the data with the DO information within SPURSVIEW)
- CR 51 – Inactivation Reason Code (add an inactivation reason code in the Vendor Registration System to indicate the reason a vendor's registration is inactivated)

Contact Us

For technical questions, such as adding / updating vendor account information, as well as questions about bids, SPURS one-time vendor adds, or Solicitations, please e-mail the Vendor Help Desk at: VendorHelp@myfloridamarketplace.com.

For purchasing or finance and accounting related questions from agencies, or other questions related to the Ariba or Analysis application, please e-mail the Buyer Help Desk at: BuyerHelp@myfloridamarketplace.com.

If you need to speak with a MFMP customer service representative, please call (866) FLAEPRO (352-3776) 8 a.m. to 5:30 p.m. EDT, Monday through Friday.

MyFloridaMarketPlace

<http://myfloridamarketplace.com/> or MyFloridaMarketPlace@dms.myflorida.com/