FLIPS

Question 1: What is FLIPS?

A: FLIPS is a central location for approved payees to register their preferred payment contact and financial information for payment from the State.

Question 2: When does FLIPS Go-Live?

A: FLIPS will Go-Live on May 11, 2026.

Question 3: What FLIPS functionality is going live on May 11, 2026?

A: The initial implementation of FLIPS enables agencies to submit Request Payee Requests to BVR. These requests will be evaluated for duplication and if approved, BVR will initiate FLIPS invitations to the payees. An invitation enables the payee to provide tax, remittance, and direct deposit information. This information, once validated, will be used for tax reporting and payment issuance.

Question 4: Where are the Payee records located?

A: Payees may be in both FLIPS and MFMP. Suppliers will be in MFMP for procurement activities (e.g., contacts, purchase orders) with the State of Florida. Once they have a contract or purchase order in place, the supplier will receive an invitation to register in FLIPS so that valid contact and financial information (e.g., tax identification number, direct deposit information) can be collected to issue payments.

Question 5: Are the Payees assessed a fee to register?

A: Payees are not assessed a fee to register in FLIPS.

Question 6: Will the Vendor payment portal be available to Payees to view their payments?

A: The Vendor payment portal will be available for a few months after Florida PALM Go-Live for the Payees to view historical payments. Payees will be able to view payment information within FLIPS starting in January 2027.

Question 7: Will FLIPS be talking to Florida PALM or will the agency have to enter the Payee into Florida PALM once their FLIPS registration is completed?

A: FLIPS will integrate with Florida PALM. Once the supplier registers in FLIPS and is approved, the record will be added to the Florida PALM supplier file, and the Florida PALM Supplier ID will be created.

Question 8: Will a Payee who is a volunteer have to register in FLIPS to receive reimbursement for mileage?

A: Volunteers should register in FLIPS

Question 9: Are agencies required to send a Payee list? If so, in what format?

A: Agencies will not be required to send a vendor list. Instead, we are asking agencies to send a Request to Payee Request in FLIPS and mark the option for Hold for Florida PALM. As we approach go-live A&A will use that contact information to send invitations to suppliers.

FLIPS Access

Question 1: How do I get access to FLIPS?

A: First, complete the FLIPS Access Request form. Then, submit this form to BVR at FloridaPayee.Portal.support@myfloridacfo.com for review and approval. After this has been completed, an email will be sent to the agency user with instructions to access FLIPS.

Question 2: Will agencies be limited to the number of people with access to FLIPS?

A: Agencies can have up to five end users. If an agency needs more than five FLIPS users, the agency can submit an exception request to BVR.

Question 3: Does the FLIPS password have to be updated after so many days?

A: Your FLIPS password does not need to be updated once created.

Question 4: Can FLIPS users have the Accounts Receivable (AR) function? Snice FLIPS users cannot have a payment function.

A: Yes, but it's expected that FLIPS users will not be involved in the process of paying refunds using the atypical AR function.

Question 5: If a Payee accidentally creates multiple FLIPS profiles, how does the system reconcile or prevent duplicate payment records?

A: The Payee(s) will not be able to create multiple FLIPS profiles. They will be sent an invitation, and the invitation will then be associated with that Payee.

Question 6: Is there functionality for state employees to have view only access to FLIPS?

A: Agencies will be able to have up to five people with access to FLIPS for issuing Request Payee Requests. However, there is not view-only access.

Question 7: Where will the Job Aid for FLIPS be located?

A: FLIPS resources will always be posted on A&A's division website here: FLIPS.

FLIPS and MFMP

Question 1: Why is the MFMP Registration number required for the Payee Request?

A: This requirement only applies to foreign vendors. Because foreign vendors do not have a USA tax ID, the MFMP registration is requested so that when the foreign entity registers in FLIPS, that record can be matched to the appropriate MFMP record.

Question 2: If a Payee registered in MFMP, why would the Payee need to register with FLIPS?

A: The two systems have different purposes:

- FLIPS is used to collect tax information and payment information.
- The MFMP Vendor Information Portal (VIP) is used by the Department of Management Services to register suppliers that want to do business with the state (i.e., receive a purchase order).

Question 3: Will MFMP still be used after Go-Live of FLIPS?

A: Yes, MFMP will still be used after FLIPS Go-Live. MFMP is the State of Florida's procurement system. FLIPS is used to register Payees for payment.

STMS, PCard, and Foreign Payees

Question 1: Do PCard Payees or travelers need to register with FLIPS?

A: No, they will not use FLIPS.

Question 2: How will a foreign vendor be added that is not already registered in MFMP to clear a PCard charge?

A: In Florida PALM, you do not need a supplier record to clear a PCard charge. A foreign PCard only payee is not required to register with FLIPS.

Question 3: There are some "S" vendors who are volunteers and receive travel reimbursements. Would they be able to request a direct deposit through FLIPS?

A: Yes, if they have a valid tax ID number and are doing legitimate business with the state, a FLIPS invitation can be sent.

Question 4: What would we do in the case of a reluctant vendor?

A: There may be some reluctant vendors. However, our research shows that vendors are very used to this type of registration.

Question 5: If a foreign vendor is not registered in MFMP, do we have to enter a tax ID number?

A: Foreign vendors will need a copy of their W8 and other foreign tax information if applicable. If the payee needs to register in FLIPS and is not in MFMP (this is for agencies exempt from MFMP and will not create a purchase order or requisition in MFMP), you will answer "No" from

the dropdown and would not be prompted to enter the MFMP registration number. If they are in MFMP, they will answer Yes in the dropdown and enter their MFMP Registration Number.

Question 6: How would we handle non-employee travelers?

A: It depends on whether they are going to be regular travelers or if it is just a one-time thing. If they are an employee of the state and work for another agency, you can make those payments through the Florida PALM AP module using that employee ID number. If they are not employees of the state, but they are going to be doing regular travel, maybe as part of a contract, then you could send them an invitation to FLIPS and we could onboard them in that manner.

Batch and API

Question 1: Is there an API for entry?

A: No, an API for entry is not available.

Question 2: Is there an option to do batch uploading?

A: No, there is not an option to do batch uploading.

Invitations

Question 1: What is the timeframe for the Payee to respond to an email request?

A: The timeframe for the Payee to respond to an email request is 14 days.

Question 2: A Payee did not receive an invitation. Who should they contact for assistance?

A: Direct them to BVR at FloridaPayee.Portal.support@myfloridacfo.com.

Question 3: How will existing Payees be converted to FLIPS and how will they be notified about how to access FLIPS to manage their remittance information?

A: DFS will be releasing information at the end of 2026 regarding changes that will affect the Payee community; this includes information on both Florida PALM and FLIPS. Agencies will be responsible for sharing this information with their Payees.

Question 4: What is DFS's plan for contacting existing Payees to inform them of the new processes for managing remittance information and granting access?

ADFS is working on a vendor communication plan that we hope to share later this year.

Question 5: Once a FLIPS Request Payee Request is submitted to BVR how long will it take for an invitation to be emailed to the Payee?

A: The invitation will be sent immediately after review and BVR's approval unless it is rejected. If the agency selects “Hold for Florida PALM” we will hold the Payee invitation until we onboard for Florida PALM.

Question 6: Where are you getting that information to contact the vendor from?

A: This information is provided by your agency as part of the Request Payee Request process. The contact information for a vendor/payee should match what the Agency has on record from the contract, an invoice or Purchase order.

Question 7: If a company is bought out by another company, will the new company need to receive an invitation to register in FLIPS?

A: The new company (payee) will need to complete a registration in FLIPS. The Agency will need to ensure that no payments are vouchered to the previous company. If you are aware of a company that needs to be inactivated, please contact us.

Question 8: Will DFS be contacting all STC and ACS Payees concerning FLIPS?

A: DFS will be releasing information regarding changes that will affect the Payee community; this includes information on both Florida PALM and FLIPS. Agencies will be responsible for sharing this information with their Payees.