



# JUSTICE ADMINISTRATIVE COMMISSION



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## **Guide to Using FLAIR to Obtain Payment Information**

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**How to obtain information from  
FLAIR regarding payments made  
to vendors and attorneys**

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# Introduction:

- This guide is intended to assist attorneys and due process vendors in obtaining payment information from Florida Accounting Information Resource (FLAIR).
- Once JAC approves an invoice from an attorney or due process vendor for payment, the invoice is transmitted to the Florida Department of Financial Services (DFS) for payment.
- JAC does not actually pay invoices. Upon transmission of an invoice to DFS, DFS reviews the invoice and then issues payment on behalf of the State of Florida.



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# Introduction Continued:

- Once JAC's secure website indicates an invoice has been **Approved for Payment**, this means that the invoice has been transmitted to DFS.
- Pursuant to s. 215.422(2), F.S., DFS has up to 10 days to review an invoice approved by JAC for payment.
- Invoices transmitted to DFS are registered in the Florida Accounting Information Resource (FLAIR) database.
- Attorneys and vendors can access information regarding invoices approved for payment by JAC including whether the invoice has been paid by DFS.

## FLAIR Vendor History Payment Website:

- DFS maintains a public Vendor History Payment website through which attorneys and due process vendors may obtain information about pending and paid invoices submitted to DFS for payment:  
<https://flair.dbf.state.fl.us/caspub/vnpayhst.htm>
- The information in the Vendor Payment History website is updated each evening for current day payments.
- In order to obtain information, registration is not required. The attorney or vendor simply needs the tax identification number (or social security number) used in submitting the invoice to JAC.

# Accessing the FLAIR Website:

**Vendor Payment History**

This site will provide vendors with a resource to make inquiries into payments made to them by the State of Florida. The payment information is updated each evening for current day payments.

For more detailed information regarding any payment, please contact the agency at the telephone number shown.

To inquire on Vendor Payments received please fill in the following and click on the SUBMIT button.

**Request for Social Security Number (SSN).** The request for your SSN or other Taxpayer Identification Number is authorized by 26 U.S.C. 6041 and related IRS regulations. Your SSN or other Taxpayer Identification Number will be used to fulfill an agency duty to maintain your SSN in confidence based on 26 U.S.C. 6103 and Sec. 213.053, Florida Statutes. It will be used to assure that only the vendors whose payment histories are being accessed may access the information for that vendor. Your SSN may also be used for any other purpose specifically required or authorized by state or federal law.

FEID or Soc. Sec. Nbr:

Beginning Month :

Desired Year:

Note: Search results will begin with the month selected and continue through December of the desired year selected.

The following field is optional. You may choose an active or inactive department.

Department:

- The attorney or due process vendor enters the FEID or Soc. Sec. No. in the appropriate box.
- The Beginning Month should be the month in which JAC approved the invoice(s) for payment. This information can be obtained from JAC's secure website.
- If you desire to limit your search to JAC invoices, select 210000 Justice Administrative Commission in the dropdown for Department.

# FLAIR Website (Payment History Screen):

[Click here for Pending Payments](#)

PAGE: 1 VENDOR PAYMENT HISTORY RECORDS FOR FEID / SSN: 000000000

PAYMENT DATE	PAYMENT NUMBER	PAYEE NAME	PAYMENT TYPE	AGENCY DOC.NBR.	INVOICE NUMBER	INVOICE AMOUNT
2010/07/12	<a href="#">0000004</a>	JOHN DOE P.A.	REGULAR EFT	V000001	10-001	<a href="#">5000.00</a>

FOR ADDITIONAL INFORMATION PLEASE CONTACT: JUSTICE ADMINISTRATION AT (850) 488-2415

2010/07/12	<a href="#">0000006</a>	JOHN DOE P.A.	REGULAR EFT	V000008	10-003	<a href="#">10,000.00</a>
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FOR ADDITIONAL INFORMATION PLEASE CONTACT: JUSTICE ADMINISTRATION AT (850) 488-2415

This screen reflects invoices that have been paid by DFS. Click on the link for Pending Payments for invoices that are still being reviewed by DFS.

**Payment Date:** This reflects the date payment was issued by DFS. For a warrant (check), the payment date is the date the check was issued by DFS. For Electronic Funds Transfer (EFT), the payment date is the date the electronic payment was transmitted to the person’s bank account.



# FLAIR Website (Payment History Screen) Continued:

[Click here for Pending Payments](#)

PAGE: 1 VENDOR PAYMENT HISTORY RECORDS FOR FEID / SSN: 000000000

PAYMENT DATE	PAYMENT NUMBER	PAYEE NAME	PAYMENT TYPE	AGENCY DOC.NBR.	INVOICE NUMBER	INVOICE AMOUNT
2010/07/12	<a href="#">0000004</a>	JOHN DOE P.A.	REGULAR EFT	V000001	10-001	<a href="#">5000.00</a>

FOR ADDITIONAL INFORMATION PLEASE CONTACT: JUSTICE ADMINISTRATION AT (850) 488-2415

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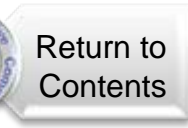
2010/07/12	<a href="#">0000006</a>	JOHN DOE P.A.	REGULAR EFT	V000008	10-003	<a href="#">10,000.00</a>
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FOR ADDITIONAL INFORMATION PLEASE CONTACT: JUSTICE ADMINISTRATION AT (850) 488-2415

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**Payment Number:** This is a number generated by DFS to designate a particular check or EFT number. This is also referred to as the warrant number. (The warrant number on a written check will include this number plus additional digits.)

**Payee Name:** This is the person or entity to whom the check or EFT payment is made.



# FLAIR Website (Payment History Screen)

## Continued:

[Click here for Pending Payments](#)

PAGE: 1 VENDOR PAYMENT HISTORY RECORDS FOR FEID / SSN: 000000000

PAYMENT DATE	PAYMENT NUMBER	PAYEE NAME	PAYMENT TYPE	AGENCY DOC.NBR.	INVOICE NUMBER	INVOICE AMOUNT
2010/07/12	<a href="#">000004</a>	JOHN DOE P.A.	REGULAR EFT	V000001	10-001	<a href="#">5000.00</a>

FOR ADDITIONAL INFORMATION PLEASE CONTACT: JUSTICE ADMINISTRATION AT (850) 488-2415

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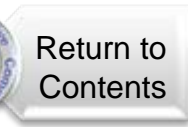
2010/07/12	<a href="#">000006</a>	JOHN DOE P.A.	REGULAR EFT	V000008	10-003	<a href="#">10,000.00</a>
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**Payment Type:** This reflects the method of payment. If this line reads **Regular Warrant** then payment is made through written check. If this line reads **Regular EFT** then payment is made through electronic funds transfer.

**Agency Doc. Nbr.:** This is number generated by DFS which may include multiple payments involving several vendors. This is often referred to as the voucher number.



# FLAIR Website (Payment History Screen) Continued:

[Click here for Pending Payments](#)

PAGE: 1 VENDOR PAYMENT HISTORY RECORDS FOR FEID / SSN: 000000000

PAYMENT DATE	PAYMENT NUMBER	PAYEE NAME	PAYMENT TYPE	AGENCY DOC.NBR.	INVOICE NUMBER	INVOICE AMOUNT
2010/07/12	<a href="#">0000004</a>	JOHN DOE P.A.	REGULAR EFT	V000001	10-001	<a href="#">5000.00</a>

FOR ADDITIONAL INFORMATION PLEASE CONTACT: JUSTICE ADMINISTRATION AT (850) 488-2415

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2010/07/12	<a href="#">0000006</a>	JOHN DOE P.A.	REGULAR EFT	V000008	10-003	<a href="#">10,000.00</a>
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FOR ADDITIONAL INFORMATION PLEASE CONTACT: JUSTICE ADMINISTRATION AT (850) 488-2415

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**Invoice Number:** This reflects the vendor's invoice number if the vendor provided an invoice number. Generally, JAC will record the exact invoice number used by the attorney or vendor as long as the number is nine digits or less. If the number is longer, JAC will adjust the number to make it nine digits or less.

**Invoice Amount:** This is the amount paid for an individual invoice.



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# FLAIR Website (Payment Pending Screen):

VENDOR PAYMENT PENDING RECORDS FOR FEID/SSN: 000000000

PAYEE NAME	PAYMENT TYPE	AGENCY DOC.NBR.	VOUCHER DATE	INVOICE NUMBER	INVOICE AMOUNT
JOHN DOE P.A.		V000003	2010/10/08	10-002	2,500.00
JOHN DOE P.A.		V000003	2010/10/08	10-002	10,000.00
*PAYMENT TOTAL:					12,500.00

FOR ADDITIONAL INFORMATION PLEASE CONTACT: JUSTICE ADMINISTRATION AT (850) 488-2415

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This screen is accessed by clicking on the link for the opening page. Invoices listed on this page have been received by DFS but have not been approved by DFS for payment.

The terms on this screen are the same as the terms on the Payment History Screen. The Payment Type will remain blank until DFS approves the invoice for payment. DFS has up to 10 days to review an invoice after JAC has approved it for payment and transmitted it to DFS.

# FLAIR Website (Payment Detail Records Screen):

VENDOR PAYMENT DETAIL RECORDS FOR FEID/SSN: 000000000  
 AGENCY VO: V000001      PAYMENT NUMBER: 0000008      DUPLICATE: NO

SWDN	ACCOUNT CODE	OBJECT	AMOUNT	POSTING DATE	PYMT STATUS	PAID DATE	PAYMENT TYPE
----	-----	-----	-----	-----	-----	-----	-----
D1000000000	XXXXXXXXXXXXXXXXXX	131600	500.00	2010/08/13	PAID	2010/08/31	WARRANT

This page is accessed by clicking on the Payment Number or the Invoice Amount on the Payment History Screen. The terms used on the Payment History Screen have the same meanings on this screen. Other useful information is as follows:

**Posting Date:** This is the date that the invoice was entered in the FLAIR system. This is not necessarily the payment date.

**Payment Status:** This reflects whether a written check has cleared the bank used by the State of Florida. If a check has not cleared, this will list as OUTSTANDING.

**Paid Date:** This reflects the date a written check cleared the bank used by the State of Florida. The actual date of deposit should be prior to this date.

Other information on the page is generally not relevant to attorneys or vendors.

# Conclusion:

- Through JAC's secure website, an attorney or due process provider can access information regarding whether JAC has received an invoice, the status of the invoice, and whether JAC has approved the invoice for payment. The login site as well as information on setting up an account on JAC's secure website is available at:  
<http://www.justiceadmin.com/login.aspx>
- Through the FLAIR public Vendor History Payment website, an attorney or due process provider can obtain information regarding invoices after JAC has approved the invoice for payment. The login site for the FLAIR website is at:  
<https://flair.dbf.state.fl.us/caspub/vnpayhst.htm>
- By using JAC's secure website and the FLAIR public website, attorneys and due process vendors can ascertain the status of their billings.

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# Conclusion Continued:

- Effective January 1, 2011, absent an exemption, all payments to attorneys and due process vendors must be through electronic funds transfers (EFT). The FLAIR website can assist attorneys and due process vendors in tracking invoices paid electronically.
- Information and the forms necessary to enroll in EFT are available at: [http://www.myfloridacfo.com/aadir/direct\\_deposit\\_web/index.htm](http://www.myfloridacfo.com/aadir/direct_deposit_web/index.htm)
- Once completed, the form should be sent to:  
**Direct Deposit Section**  
**Department of Financial Services**  
**200 E. Gaines Street**  
**Tallahassee, Florida 32300-0359**
- *Please do not send these forms to JAC. JAC cannot process or review these forms.*