Guide to Using FLAIR to Obtain Payment Information

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.
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: http://flair.dbf.state.fl.us/dispub2/cvnphphst.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 used in submitting the invoice to JAC.
Accessing the FLAIR Website:

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.
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.
Click here for Pending Payments

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

<table>
<thead>
<tr>
<th>PAYMENT DATE</th>
<th>PAYMENT NUMBER</th>
<th>PAYEE NAME</th>
<th>PAYMENT TYPE</th>
<th>AGENCY</th>
<th>INVOICE</th>
<th>INVOICE AMOUNT</th>
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<td>V000001</td>
<td>10-001</td>
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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.
**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.
Click here for Pending Payments
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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.
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.
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.