

July – September 2022



COMMISSIONERS

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Chair
Public Defender
19th Judicial Circuit

~
Kathleen Smith
Public Defender
20th Judicial Circuit

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Brian Haas
State Attorney
10th Judicial Circuit

~
Jack Campbell
State Attorney
2nd Judicial Circuit

State of Florida – Justice Administrative Commission Volume XIII Issue 3

A Word from JAC’s Executive Director



Rip Colvin
JAC Executive Director

The most recent Justice Administrative Commission (JAC) Meeting was held September 20, 2022. A date for the next meeting has not yet been determined. Meanwhile, this issue of the JAC Informer provides updates on JAC training for Judicial-Related Offices (JROs); Online Legal Research; Voucher Delivery to the Offices; Messages from the Accounting Office; BOMS to JAC Web Service; JAC Teamwork; Florida PALM – Planning, Accounting, and Ledger Management; PCard Minute; Updates from the Budget Office; and many other items of interest.

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JAC Training for JROs

Materials and recorded presentations for most of the sessions at JAC’s Connect and Collaborate III (CNCIII) Training Conference are now available on JAC’s website at <https://www.justiceadmin.org/jac/jacconference.aspx>. Any time your office hires new staff in the areas of Accounting, Budget, Financial Services, Human Resources, and Operations, please encourage them to review the online training materials to assist in the onboarding process. To further assist JROs with new staff, the JAC Human Resources section provided in-person training to five State Attorney Offices on September 13, 2022. If your office is interested in scheduling in-person training, please contact Carolyn Horwich at Carolyn.Horwich@justiceadmin.org.

The annual Year-End Meeting and Financial Statement Meeting were held virtually in May and June, with those materials posted on JAC’s website. In the meantime, JAC’s sections continue to post new on-demand training materials for your benefit on our public website.

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Online Legal Research

JAC can document **annual recurring savings of approximately \$410,000** by the JROs based on collective efforts associated with both the original JAC/LexisNexis online legal research contract and the contract extension we are now operating under. JAC also achieved non-recurring savings of approximately \$18,000 from a negotiated advance-payment of the first two years of the three-year extension.

The contract extension is scheduled to expire June 2023. Discussions are taking place to determine how best to proceed given the expiration of the contract extension.

If you have any questions regarding these online legal research efforts, please contact Greg Cowan at greg.cowan@justiceadmin.org.



Messages from the Accounting Office

Prompt Payment of Invoices

Prompt Payment is the terminology used to describe the statutory requirement found in s. [215.422](#), F.S., that state agencies pay obligations of the state within a period of 40 calendar days from the date the obligation is eligible for payment. (For health care providers the timeframe is 35 calendar days.)

The 40-day compliance period is broken down as follows:

- **20 days for the agency to submit a payment via FLAIR to the Department of Financial Services (DFS) for processing, and**
- **20 days for DFS to review and issue a payment.**

The agency is considered “out of compliance” if an invoice (obligation) is not processed in FLAIR within 20 days from the date the invoice is eligible for payment. In addition, interest may be owed to the vendor if the warrant (check) is not issued within 40 days. It is expected that agencies will process 95% or more of all invoices within the 20-day framework. All state agencies are monitored by DFS for prompt payment compliance.

Transaction Date & Prompt Payment Calculations

The Transaction Date (TRN-DT) is the FLAIR term for the date that tracks the prompt payment compliance of invoice payments. The TRN-DT is entered each time an invoice is processed in FLAIR. In order to determine the TRN-DATE the following methodology is employed:

1. Each invoice submitted for payment should include the following three dates indicated on the invoice. The documentation of these dates is generally provided by the “Three Date Stamp.” The dates are: a. Date the invoice was received by the agency* b. Date the goods or services were received c. Date the

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goods or services were inspected and approved (should be five days or less after receipt of goods or services)

2. Additionally, confirmation that the vendor has a verified Substitute Form W-9 on file with DFS (for most vendors) is necessary.

The JAC Accounting Office appreciates everyone's assistance in sending invoices (obligations) to JAC as soon as possible after the goods and/or services have been received and approved. The compliance period (TRN-DT determination) occurs at the local office when the invoice and goods/services have been received and approved; at this point the state has an obligation.

If there are any questions or concerns related to prompt payment and the TRNDT, please contact Dina Kamen, Director of Accounting, or Tim Tice, Deputy Director of Accounting.

FYI—We are pretty good at this stuff...the agencies of Justice Administration had our best year ever last fiscal year, **98.02 percent!**

Message from Financial Services



Financial Statements are almost complete. We appreciate your dedication to the Fiscal Year End Process. Only three items are left to complete:

- Subsequent Events Form Due 10/03/22. Please remember the form must be dated on or after September 30.
- Agency Representations for Annual Comprehensive Financial Report (ACFR) Due 11/04/22
- Agency Representations for Schedule of Expenditures of Federal Awards (SEFA) Due 11/04/22

Please submit all forms to financialservices@justiceadmin.org. If you have any questions, please contact Financial Services at 850-488-2415.

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Florida PALM – Planning, Accounting and Ledger Management

Florida PALM (PALM) is the software platform that will replace FLAIR. The Department of Financial Services (DFS) is spearheading this transition. Cash Management System (CMS) functions transitioned to PALM on July 6, 2021. JAC staff will perform all CMS functions in PALM. The Legislature required CMS remediation before further implementation of the other PALM waves. DFS' goal is to have CMS remediation completed June 30, 2023.

DFS has delayed the Financials Wave until July 2025 at the earliest. The Financials Wave includes Central and Departmental functions, such as state accounts, vendors, disbursements, and receipt processing. The Payroll Wave will also be delayed and is scheduled to be implemented with the Financial Wave.

JAC staff participate in PALM meetings and provide requested information. We continue to study and learn about the many system functions and workflows within each phase of this transition. DFS and the PALM team are aware of the 50 JROs that comprise Justice Administration and the uniqueness of our structure.

JRO Data and Public Records in PALM

JAC has engaged DFS and the PALM team over the past few years regarding the necessary separation of JRO data and access within PALM as we look ahead to the comprehensive accounting and budget information PALM will contain. We have communicated the necessity of ensuring that individual JROs can view only their own information and not that of other JROs. JAC Legal provided DFS a memorandum explaining the legal basis for the need to restrict access to data between the individual JROs. Additionally, JAC will engage DFS regarding their public records policy related to PALM. Eventually, PALM will house payment information, such as documents and related “back-up” for transactions, and due process or case-related payments. JAC will continue to work with DFS in developing sound public records request policies and procedures.

JAC will continue to keep all JROs informed and engaged regarding Florida PALM activities as they develop.

Jump in and let PALM work for you . . .



- ▶ Track
- ▶ Query expenditures
- ▶ Project needs

▶ Photo Credits: Lorelei Welch



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PCard Minute

Finding Protected Employee Sub-Vendor IDs

There are times when an employee's Sub-Vendor ID does not populate in Works. This can be for a variety of reasons, such as the employee is new or the name they use professionally is different from state payroll records. The most common reason, however, is because the employee has protected status in People First, so their record is also protected in FLAIR.



The GL04: Sub-Vendor ID is required for all travel-related transactions.

The data field is a drop-down menu. The number can be added manually, using the JAC prefix and the employee's People First ID. The number will look as such: 2100E000123456 or 2100E001234567. Once the number is typed into the Sub-Vendor ID data field, then it should populate in the drop-down menu without a name. It can then be selected and added to the data field as usual.

Please contact Merry Sutton or Aleah Roddenberry via pcard@justiceadmin.org with any questions.

BOMS to JAC Web Service

JAC's IT Section, in conjunction with Computer Information and Planning (CIP), developed a secure method for submitting Batch Sheets with supporting documentation to JAC for payment of invoices. Benefits include:

- Secure submission – offering the most secure method for submitting Batch Sheets to JAC – much lower risk of documents (and confidential information) being accessed or confiscated by the wrong party;
- Ease of submission from BOMS – no printing, signing, and scanning for email;
- Quality of images remain true – JAC receives the highest quality images – program generated, easy to read; less chance for errors vs. scanned documents;
- Electronic signature functionality when BOMS is utilized – no printing, signing, and scanning for email;
- CIP has provided instructions within BOMS for each office to set up BOMS for the Web Service; and
- JAC IT and Mailroom staff can route the Batch Sheets to appropriate JAC staff more quickly for processing.

Currently, 30 offices (i.e., 13 PDs, 13 SAs, and 5 RCs) are using the Web Service for Batch Sheets. JAC encourages more offices to take advantage of the Web Service, primarily because of the high level of security and efficiency it provides.

Please note: The Web Service is not the MyJAC portal on JAC's website, and is not available at this time for submissions to Human Resources.

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Electronic Voucher Delivery to the Offices

When COVID-19 forced agencies to transition to a mobile workforce, JAC began looking at how to make voucher information available more quickly and easily to the JROs. As a result, JAC initiated a pilot project with four JROs (RC1, PD4, PD10, and SA20) to provide delivery of non-payroll disbursement vouchers via an online file sharing portal called Pydio. Currently, all but four offices are using Pydio for voucher delivery.

We recently expanded the use of this service by providing Budget documents to your offices via Pydio, as well as receiving them back from you via Pydio, which has worked out very well. We will continue to look for additional ways to utilize this free service, primarily because of the high level of security and the efficiency it provides.

Wayne Meyer is leading this initiative and may be reached at (850) 488-2415 or wayne.meyer@justiceadmin.org. We look forward to working with the remaining offices in the near future.

Updates from the JAC Budget Office



The Budget Office published the Justice Administration Department's Long-Range Program Plan (LRPP) September 29th (one day before the deadline of September 30th!) and is in the process of preparing for publication each Budget Entity's annual Legislative Budget Request (LBR), as mandated by ss. 216.03 and 216.023, F.S., and in accordance with instructions outlined by the Governor's Office of Policy and Budget (OPB). The LBR must be published to the Florida Fiscal Portal by September 30, 2022 and the LBR by October 14, 2022.

The AFP2 second quarter General Revenue release was posted to the Florida Accounting Information Resource (FLAIR) on September 13, 2022. The Executive Office of the Governor memorandum #22-064, Original Approved Financial Plan Approved Annual Salary Rate and Annual Release Plan details the release schedule and percentages. The document can be accessed on JAC's Budget Office webpage, EOG Memorandums [HERE](#).

The AFP7 Pay Increase Distributions which were effective July 1, 2022 and the 0007 Retirement Adjustments were posted to FLAIR on September 23, 2022.

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and/or submissions for the next
quarterly newsletter, please
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The cover beach photo is courtesy
of Rip Colvin.

*Setting goals is the first step to turning
the invisible into the visible.*

~ Tony Robbins ~

JAC In Brief

The Justice Administrative Commission administratively serves 49 judicial-related offices (JROs): 20 Offices of State Attorney, 20 Offices of Public Defender, 5 Offices of Criminal Conflict and Civil Regional Counsel, 3 Offices of Capital Collateral Regional Counsel, and the Statewide Guardian ad Litem Program. Services provided are primarily in the areas of accounting, budget, financial services, and human resources. While the JAC administratively serves these JROs, the JAC does not supervise, direct, or control them.

The JAC also provides compliance and financial review of billings for services provided by private court-appointed attorneys representing indigent persons and associated due process vendors.

The membership of the Justice Administrative Commission consists of two State Attorneys, appointed by the President of the Florida Prosecuting Attorneys Association and two Public Defenders, appointed by the President of the Florida Public Defender Association. Although members may be reappointed, each term spans a period of two years (s. 43.16, F.S.).

JAC's Vision: To be the model of exemplary state government.

JAC's Mission: To support the entities we serve and Florida's judicial system with fiscal controls, best practices, and exemplary service.

JAC's Values: We take great pride in exemplary service, adaptability, honesty,

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WWW.JUSTICEADMIN.ORG