



**World of FLAIR Accounting –
Part I – Disbursements**

Dina Kamen, Director of Accounting
Tim Tice, Deputy Director of Accounting
Nick Piazza, Professional Accountant I

Session Overview

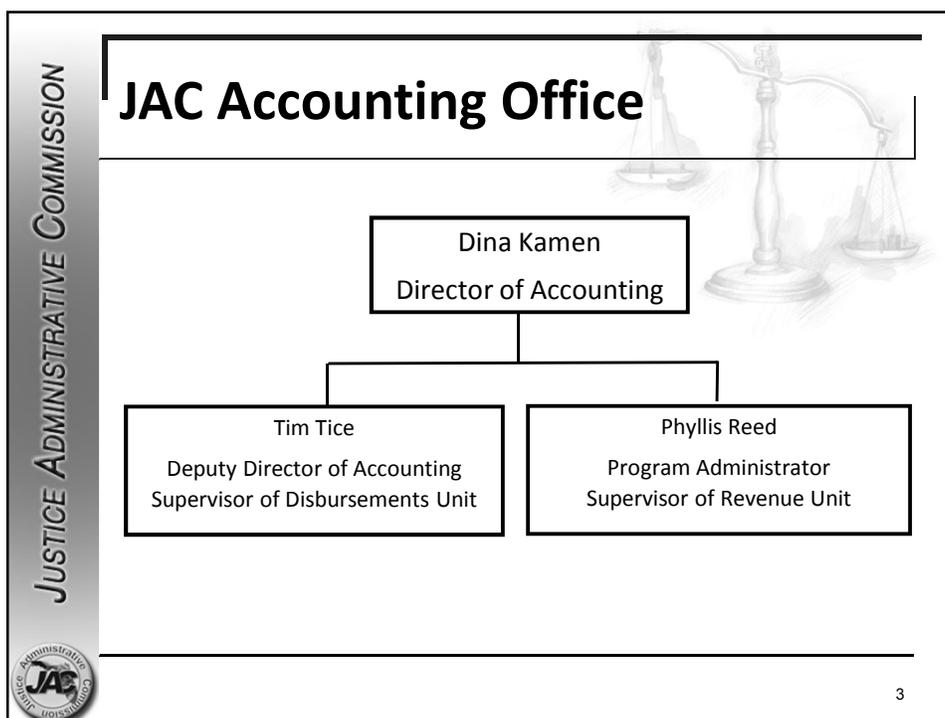
- Introduce JAC disbursements team
- Discuss the voucher process
- Interpreting the FLAIR vendor files
- Direct deposit – EFT
- Warrants



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2



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JAC Accounting Services – Disbursements Unit Overview

- JAC Accounting Section’s Disbursements Unit is comprised of seven professional accountants, supervised by Tim Tice, Deputy Director of Accounting
- Each of your offices has one or more accountants assigned to work one-on-one with your office to process all types of disbursements (payments) and to provide general accounting services

4

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Disbursements Unit Staff

Patricia Burt	Jing Perlowski
Tiffani Chukes	Nick Piazza
Shamara Cooper	Shane Sullivan

Kathy McCabe



5

Justice Administrative Commission



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Disbursements Unit – What We Do

- Work with each office processing batches
 - Review batches and supporting documentation
 - Enter payments into FLAIR
 - Answer questions, provide payment processing information and assistance
 - Process travel reimbursements
 - Assist with vendor issues
 - PCard approvals

6

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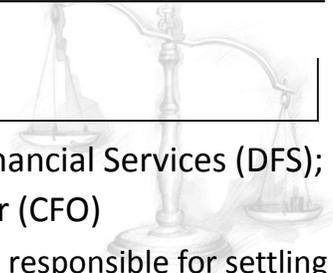
Disbursements Unit – What We Do

- Provide other general accounting services
 - Reallocate expenditures
 - Journal Transfers – move expenditures between funds as needed to best manage resources
 - Assist with warrants
 - Duplicates
 - Cancellations
 - Check paid/unpaid status



7

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Disbursements Unit – What We Do

- Liaison with Department of Financial Services (DFS); Office of Chief Financial Officer (CFO)
 - Chief fiscal officer of the state responsible for settling and approving accounts against the state and keeping all state funds and securities (s. 17.001, F.S.)
 - DFS provides rules and guidelines for paying state invoices for all state agencies
 - Disbursements unit works with all offices and DFS to ensure invoices and contracts are processed appropriately



8



Disbursements Create Vouchers

- Voucher – official form produced by FLAIR as a “request for payment” from funds in the State Treasury
- Vouchers are separated in multiple ways, primarily by fund
- General Revenue separated from trust funds
- Categories within each fund are separated onto separate vouchers

9



Voucher Processing Team

Breckan Gregory Elaine Watson



Breckan and Elaine work very closely with the Disbursements Unit to complete the voucher processing to ensure invoices are paid by DFS

10

Voucher Processing – How does it Work?

- Payments are entered in FLAIR (e.g., batch sheets provide Org, EO, fund, vendor)
 - Voucher Schedules (Vouchers) are produced during FLAIR nightly processing and “printed” the next business day
 - Staff compare the Vouchers and associated batch sheets and other back-up for accuracy and completeness
 - Vouchers are separated by fund, categories, and so on; voucher numbers are automatically assigned
 - Electronic version of voucher submitted to DFS in FLAIR



11

Voucher Processing – How does it Work?

- Vouchers are imported into JAC’s electronic document management system (Laserfiche)
- Batch sheets and supporting documentation are also housed in Laserfiche
- Voucher processing team matches batch sheets to vouchers daily
- Voucher processing team reviews the voucher package for accuracy and compliance with DFS requirements



12



Voucher Processing – How does it Work?

- Most vouchers are automatically posted (paid) by DFS (assuming sufficient budget)
- DFS randomly samples certain invoices and requests documentation to verify that the payment complies with the Florida Statutes and DFS rules
- DFS automatically audits all invoices of \$10,000 or more
- Breckan and Elaine put together the voucher packets with supporting documentation
- Packets uploaded to DFS web portal

13



Voucher Processing – How does it Work?

- On occasion, DFS returns an invoice requesting additional documentation or explanation
- Breckan, Elaine, and the accountants work together to resolve the issue, and will contact your office for information as necessary
- DFS' role is to ensure invoices paid from state funds are allowable and there is sufficient back-up to support the payment

14



General Rule for any Expenditure of State Funds

“Agencies shall only schedule those disbursements or transfers of funds authorized by law. If such authority is not apparent, the agency must cite the law which either provides the authority to expend funds for the purpose under consideration or necessarily implies the authority to carry out the authorized duty or function. The requirement for legal authority may not be satisfied by demonstrating that the requested disbursement or transfer has been done or approved previously.”

DFS, Reference Guide for State Expenditures, November 2019, Page 50.

15

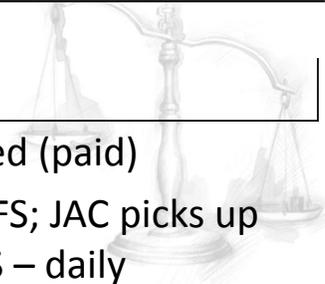


Voucher Processing – How does it Work?

- Breckan and Elaine monitor all vouchers in FLAIR to ensure they are posted and work with Accounting staff and DFS to resolve issues
- When there are budget issues (e.g., insufficient budget to post), Breckan and Elaine work with Accounting staff or the JAC Budget Office to resolve the issue

16

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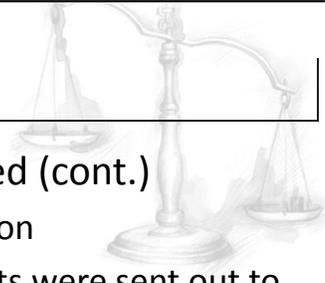
Voucher Processing – How does it Work?

- Once the voucher is posted (paid)
 - Checks are issued by DFS; JAC picks up the checks up from DFS – daily
 - Posted journal transactions reports are issued (for JT vouchers)
 - JAC prints the EFT statements (a JAC generated report) into Laserfiche
 - JAC matches all pieces in Laserfiche



17

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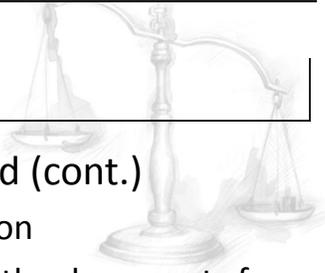
Voucher Processing – How does it Work?

- Once the voucher is posted (cont.)
 - Voucher Delivery - Transition
 - In the past, voucher packets were sent out to all of the JROs twice a week using FedEx or UPS
 - This delayed your offices from receiving the vouchers and EFTs for several days
 - JAC has been transitioning offices to a new delivery process that utilizes a file transfer platform called Pydio



18

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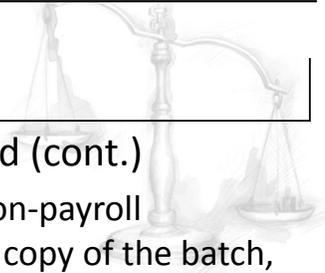
Voucher Processing – How does it Work?

- Once the voucher is posted (cont.)
 - Voucher Delivery – Transition
 - Pydio allows JAC to upload the documents for your office to see the same day the voucher packet is complete
 - It reduces the time your offices have to wait to reconcile your batches of payments



19

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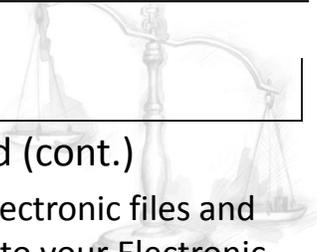
Voucher Processing – How does it Work?

- Once the voucher is posted (cont.)
 - JAC drops a copy of your non-payroll disbursements, including a copy of the batch, voucher, check or EFT report, into Pydio, and mails your warrants – twice weekly on Monday and Wednesday
 - This includes regular disbursements (batch payments), journal transfers, expense refunds, Purchasing Card, and Statewide Travel Management System



20

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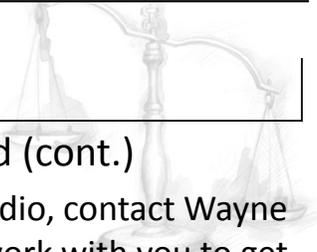
Voucher Processing – How does it Work?

- Once the voucher is posted (cont.)
 - Voucher packets are now electronic files and may be imported directly into your Electronic Document Management System (daily or at your convenience); no need to be scanned by your staff.
 - The only paper documents handled by your staff and JAC staff are the paper warrants
 - EFT reports arrive already in electronic format (PDF) ready to be sent to your vendors

21



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Voucher Processing – How does it Work?

- Once the voucher is posted (cont.)
 - If your office is not using Pydio, contact Wayne Meyer, at JAC, and he will work with you to get users from your office setup with individual accounts
 - JAC stores the voucher packet for five fiscal years in Laserfiche for records management compliance

22



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Interpreting the FLAIR Vendor Files - VS

- Inquiry by name

VSI2 STATEWIDE VENDOR INQUIRY BY VENDOR NAME 03/02/2020 12:30:49

VENDOR NAME: PITNEY BOWES PURCHASING ADDRESS:
 VENDOR ID: F 060495050 006 PIN: 2577 100 OAKVIEW DR
 PHONE: (800) 228-1067 REQ OLO: 000000 TRUMBULL CT 06611-1748
 LAST USED: 02/18/2020 UPDATED: 03/24/2015
 CI: N FOREIGN: N LEVY: PAYEE: N
 SC: A INACT CODE: MC: V EFT: N VEI: F REVENUE TYPE:
 W9: Y W9 UPDATE: 03/24/2015 W9 NAME: PITNEY BOWES INC

VENDOR NAME: PITNEY BOWES PURCHASING ADDRESS:
 VENDOR ID: F 060495050 069 PIN: 5266 2639 NORTH MONROE STREET
 PHONE: (800) 228-1067 REQ OLO: 000000 SUITE 140-A
 LAST USED: 07/17/2019 UPDATED: 03/24/2015 TALLAHASSEE FL 32399-2949
 CI: N FOREIGN: N LEVY: PAYEE: N
 SC: A INACT CODE: MC: V EFT: N VEI: F REVENUE TYPE:
 W9: Y W9 UPDATE: 03/24/2015 W9 NAME: PITNEY BOWES INC

SEL _ VENDOR ID: ZIP: PAYEE: TYPE SEL
 NAME: PAYEES ONLY: VENDORS ONLY:
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
 CONT MINI MAIN RFRSH TOP FWD

23

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Interpreting the FLAIR Vendor Files - VS

- Inquiry by number

Which address appears on the check?

VSI1 STATEWIDE VENDOR INQUIRY BY NUMBER 03/02/2020 12:32:28

VENDOR ID: F 060495050 W9 NAME: PITNEY BOWES INC w9: Y
 w9 UPDATE: 03/24/2015

SEQ	VENDOR NAME	SHORT NAME	PIN
---	PURCHASING ADDRESS	REMITTANCE ADDRESS	-----
006	PITNEY BOWES	PITNEY BOWES	2577
	100 OAKVIEW DR	PO BOX 856390	
	TRUMBULL CT 06611-1748	LOUISVILLE KY 40285-6390	

PHONE: (800) 228-1067 LAST UPDATED: 03/24/2015
 REQ OLO: 000000 LAST USED: 02/18/2020
 VEI: F CONFIDENTIAL: N
 FOREIGN: N PAYEE: N
 LEVY: N STATUS: A
 MC: V INACT CODE:
 EFT: N REVENUE TYPE:

SEL _ VENDOR ID: ZIP: PAYEE: TYPE SEL
 NAME: PAYEES ONLY: VENDORS ONLY:
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
 CONT M

Is this a My Florida Marketplace vendor?

24

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Interpreting the FLAIR Vendor Files - VS

What should prevent me from using this sequence?

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VS11 STATEWIDE VENDOR INQUIRY BY NUMBER 03/02/2020 12:40:11
VENDOR ID: F 060495050 W9 NAME: PITNEY BOWES INC W9: Y
W9 UPDATE: 03/24/2015
SEQ VENDOR NAME SHORT NAME
PURCHASING ADDRESS REMITTANCE ADDRESS PIN
-----
007 PITNEY BOWES INC PITNEY BOWES IA 4826
PITNEY BOWES IA 03/11 PO BOX 371887
700 CAHABA VALLEY CIRCLE PITTSBURGH PA 15250-7887
PELHAM AL 35124-0000
PHONE: (205) 246-4294 LAST UPDATED: 12/09/2014
REQ OLO: 000000 LAST USED: 03/31/2011
VEI: M CONFIDENTIAL: N
FOREIGN: N PAYEE: N
LEVY: I STATUS: I
MC: V INACT CODE: I
EFT: N REVENUE TYPE:
SEL VENDOR ID: ZIP: PAYEE: TYPE SEL
NAME: PAYEES ONLY: VENDORS ONLY:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT MI
```

Is this a My Florida Marketplace vendor?

25

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Interpreting the FLAIR Vendor Files - VS

Does the W9 name need to match the vendor name?

```

VS11 STATEWIDE VENDOR INQUIRY BY NUMBER 03/02/2020 12:47:59
VENDOR ID: F 060495050 W9 NAME: PITNEY BOWES INC W9: Y
W9 UPDATE: 03/24/2015
SEQ VENDOR NAME SHORT NAME
PURCHASING ADDRESS REMITTANCE ADDRESS PIN
-----
307 PITNEY BOWES POSTAGE BY PHONE PITNEY BOWES POS 7257
PO BOX 856042 PO BOX 856042
LOUISVILLE KY 40285-6042 LOUISVILLE KY 40285-6042
PHONE: (800) 659-2555 LAST UPDATED: 03/24/2015
REQ OLO: 000000 LAST USED: 01/23/2020
VEI: F CONFIDENTIAL: N
FOREIGN: N PAYEE: N
LEVY: A STATUS: A
MC: V INACT CODE:
EFT: N REVENUE TYPE:
SEL VENDOR ID: ZIP: PAYEE: TYPE SEL
NAME: PAYEES ONLY: VENDORS ONLY:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT MI
```

Where does the W9 name appear on the check?

26

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```

VS11 STATEWIDE VENDOR INQUIRY BY NUMBER 03/02/2020 12:51:20
VENDOR ID: F 592663954 W9 NAME: OFFICE DEPOT INC W9 UPDATE: 04/19/2017
SEQ VENDOR NAME SHORT NAME
PURCHASING ADDRESS REMITTANCE ADDRESS PIN
-----
006 OFFICE DEPOT OFFICE DEPOT 8888
PO BOX 630813 PO BOX 630813
CINCINNATI OH 45263-3211 CINCINNATI OH 45263-3211

PHONE: (850) 878-4605 LAST UPDATED: 04/19/2017
REQ OLO: 000000 LAST USED: 03/02/2020
VEI: F CONFIDENTIAL: N
FOREIGN: N PAYEE: N
LEVY: STATUS: A
MC: A INACT CODE:
EFT: Y REVENUE
SEL - VENDOR ID: ZIP:
NAME:
    
```

Which sequence will create a direct deposit?

```

VS11 STATEWIDE VENDOR INQUIRY BY NUMBER 03/02/2020 12:50:33
VENDOR ID: F 592663954 W9 NAME: OFFICE DEPOT INC W9 UPDATE: 04/19/2017
SEQ VENDOR NAME SHORT NAME
PURCHASING ADDRESS REMITTANCE ADDRESS PIN
-----
020 OFFICE DEPOT INC OFFICE DEPOT 0014
PO BOX 183174 PO BOX 183174
COLUMBUS OH 43218-3174 COLUMBUS OH 43218-3174

PHONE: (800) 733-2819 LAST UPDATED: 04/19/2017
REQ OLO: 210000 LAST USED: 02/28/2020
VEI: F CONFIDENTIAL: N
FOREIGN: N PAYEE: N
LEVY: STATUS:
MC: A INACT CO:
EFT: N REVENUE
SEL - VENDOR ID: ZIP:
NAME:
    
```

Why does one sequence create a check?

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FLAIR Vendor Files and My Florida Marketplace (MFMP)

- What is the issue with MFMP vendors and addresses?
 - If a vendor has at least one MFMP sequence that is active in FLAIR, we can't add, change, or update *any* of the sequences in FLAIR for that vendor

```

VS11 STATEWIDE VENDOR INQUIRY BY NUMBER 03/02/2020 13:21:51
VENDOR ID: F 596000435 W9 NAME: CITY OF TALLAHASSEE W9 UPDATE: 08/30/2019
SEQ VENDOR NAME SHORT NAME
PURCHASING ADDRESS REMITTANCE ADDRESS PIN
-----
007 CITY OF TALLAHASSEE CITY OF TALLAHAS 9999
CITY OF TALLAHASSEE - PARKS & R 912 MYERS PARK DR.
912 MYERS PARK DR. TALLAHASSEE FL 32301-0000
TALLAHASSEE FL 32301-0000

PHONE: (850) 891-3818 LAST UPDATED: 08/30/2019
REQ OLO: 000000 LAST USED: 02/28/2020
VEI: M CONFIDENTIAL: N
FOREIGN: N PAYEE: N
LEVY: STATUS: A
MC: V INACT CODE:
EFT: Y REVENUE TYPE: C
SEL - VENDOR ID: ZIP: PAYEE: TYPE SEL
NAME: PAYEES ONLY: VENDORS ONLY:
    
```

28

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FLAIR Vendor Files and My Florida Marketplace (MFMP)

ORG: Justice Administrative Commission	BATCH SHEET	
ORG CD: 21 30 00 00 000	(Regular)	AGENCY REF: 20-0223
EO: B2	FUND:	PAGE 1 OF 1
SF: 1	BEN OBJ : 000000	20-GR07 (Contracted Services)
FID: 000069	BEN CAT : 000000	JAC NO:

CO	Item	Object	Amount	Vendor total	Vendor name	Vendor #	Tran dt	Invoice #	Facts contact	JAC case type Case # Defendants
	132813		\$1,860.00	\$1,860.00	Creative People Consulting	F800203785001	02/26/20	CPC1687		

MFMP Vendor. Please address envelope.

Please make note of messages like this added to batches.

This means we could not find a matching address as shown on the invoice in FLAIR. We try to match the name as best as we can, but there was no matching address and we can't add the address because it is a MFMP vendor.

29

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Direct Deposit – Electronic Funds Transfer (EFT)

- The safest method for transmitting payments to vendors is via EFT (direct deposit)
- Vendors that you use regularly, we recommend that get them signed up with EFT
- The form is found on the JAC website under Accounting Services
- An original signed form must be mailed directly to DFS to establish EFT

30

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The Original Copy of the Form is Mailed to DFS



Department of Financial Services
 Division of Accounting and Auditing – Bureau of Vendor Relations

Vendor Direct Deposit Authorization

Section 1: Transaction Type			
<input type="checkbox"/> New request		<input type="checkbox"/> Change account number	
Section 2: Authorization for Setup or Changes			
Social Security number or Federal Employer's Identification Number			
Business Name			
Business fax number		Business phone number	
Mailing address			
City		State	ZIP code
<small>I authorize Direct Deposit Section to verify with the Financial Institution the accuracy of the account information provided. I authorize the State of Florida to initiate credit entries and, if necessary, a debit entry in order to reverse a credit entry made in error in accordance with NACHA rules. I authorize these payment instructions and accept the terms and conditions for Electronic Funds Transfer payments on the reverse side of this form.</small>			
Authorized Signature		Title	
Printed Name		Date	
Email address			
Financial Institution name		Type of Account (check one)	<input type="checkbox"/> Checking <input type="checkbox"/> Savings
Account Name			



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Overview of Warrants (Checks)

- Warrant (payment) information may be found on the FLAIR's Vendor Payment History website
 - It's an easy way to research warrants outside of FLAIR
- Warrant information is also found in FLAIR
- JAC Accounting staff will be happy to assist you as needed



32



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FLAIR Website – Vendor Payments

<https://flair.dbf.state.fl.us/>

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FLORIDA'S CHIEF FINANCIAL OFFICER

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Vendors

State En

Univer

Purchasing Card

Information Warehouse

Division of Accounting & Auditing

Division of Information Systems

Office of Enterprise Financial Support Services

DFS Helpdesk

FLAIR Education

FLAIR Host Logon

Florida Accounting Information Resource (FLAIR)

FLAIR Hours of Availability

The Florida Accounting Information Resource (FLAIR) is a double entry, computer-based, general ledger accounting system, which is utilized to perform the State's accounting and financial management functions. As provided in S that State financial transactions are accurately an Comprehensive Annual Financial Report (CAFR) is standards, rules, regulations and statutes. Sector Department of Financial Services (DFS) as the fun FLAIR, DFS is responsible for its design, impleme

The accounts of all State agencies are coordinat payroll, retirement, unemployment compensator provides the following, in accordance with genera

- Accounting control over assets, liabilities, r
- Department (Agency) management with b lower levels of management maximum aut
- Adequate records for research, auditing res State.

- Vendor payments may be viewed from the FLAIR website
- The warrant (payment) number is also provided
- To view payments without a login or password click vendors, then payment history

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FLAIR Website – Vendor Payments

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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 federal law.

FEID or SSN:

Beginning Month:

Desired Year:

Note: Search results will begin with the month selected and continue through

- Enter a tax ID, month, and year
 - Tax ID is nine-digit numbers only no F, S, or sequence
- Choose Justice Administration

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

Department:

34

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FLAIR Website – Vendor Payments

[Click here for Pending Payments.](#)
Note: Payment number and warrant number are interchangeable – same meaning

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CFO | NEWS | AGENCY | ESPAÑOL

PAYMENT DATE	PAYMENT NUMBER	PAYEE NAME	PAYMENT TYPE	AGENCY DOC.NBR.	INVOICE NUMBER	INVOICE AMOUNT
2016/04/04	0955242	SOCIAL SECURITY ADMINISTRATION	REGULAR WARRANT	V029825	X-XX-5469	82.00
2016/04/04	0955242	SOCIAL SECURITY ADMINISTRATION	REGULAR WARRANT	V029825	X-XX-5955	38.00
*PAYMENT TOTAL:						120.00

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

PAYMENT DATE	PAYMENT NUMBER	PAYEE NAME	PAYMENT TYPE	AGENCY DOC.NBR.	INVOICE NUMBER	INVOICE AMOUNT
2016/04/04	0955254	SOCIAL SECURITY ADMINISTRATION	REGULAR WARRANT	V029831	X-XX-7059	82.00

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

- Above are the results of the vendor payment inquiry from the FLAIR website
- Click the payment hyperlink to display details including the paid status

35

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FLAIR Website – Vendor Payments

VENDOR PAYMENT DETAIL RECORDS FOR FEID/SSN: 526004813
 AGENCY VO: V020826 PAYMENT NUMBER: 0681977 DUPLICATE: NO

SWDN	ACCOUNT CODE	OBJECT	AMOUNT	POSTING DATE	PYMT STATUS	PAID DATE	CONTRACT	PAYMENT TYPE
D0000334570	21101000069213008000010322800	461000	38.00	2020/01/22	OUTSTANDING			WARRANT

- After clicking the hyperlink, the warrant (payment) status screen will display
- On the example above, this is a regular paper warrant that has not been cashed by the vendor

36

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FLAIR Website – Vendor Payments

PAYMENT DATE	PAYMENT NUMBER	PAYEE NAME	PAYMENT TYPE	AGENCY DOC.NBR.	INVOICE NUMBER	INVOICE AMOUNT
FOR ADDITIONAL INFORMATION PLEASE CONTACT: JUSTICE ADMINISTRATION AT (850) 488-2415						
2020/01/22	0681977	SOCIAL SECURITY ADMINISTRATION	REGULAR WARRANT	V020626	KSON 0926	38.00
FOR ADDITIONAL INFORMATION PLEASE CONTACT: JUSTICE ADMINISTRATION AT (850) 488-2415						
2020/01/23	0403287	SOCIAL SECURITY ADMINISTRATION	PURCHASING CARD	V020625	045107300	125.00
2020/01/23	0403287	SOCIAL SECURITY ADMINISTRATION	PURCHASING CARD	V020625	045109400	125.00
PAYMENT TOTAL:						250.00

- Purchasing Card (PCard) transactions also display on the FLAIR website
- PCards payments are assigned warrant (payment) numbers in the same way other payments are assigned warrant numbers
- This screen may be utilized to identify warrants that have been assigned to PCard payments

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37

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FLAIR Website – Vendor Payments

VENDOR PAYMENT DETAIL RECORDS FOR FEID/SSN: 526004813
 AGENCY VO: V020625 PAYMENT NUMBER: 0403287

SWDN	ACCOUNT CODE	OBJECT	AMOUNT	POSTING DATE	CONTRACT	PAYMENT TYPE
D0000331921	21101000069213008000010322800	461000	125.00	2020/01/21		PURCHASING CARD
D0000331921	21101000069213008000010322800	461000	125.00	2020/01/21		PURCHASING CARD

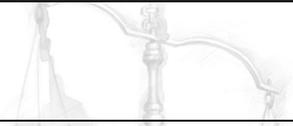
- Click the payment number hyperlink to reveal more details about this PCard payment

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38

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FLAIR Website – Vendor Payments



- EFT payments as shown on the FLAIR website

PAGE: 1 VENDOR PAYMENT HISTORY RECORDS FOR FEID / SSN: 592663954

PAYMENT DATE	PAYMENT NUMBER	PAYEE NAME	PAYMENT TYPE	AGENCY DOC.NBR.	INVOICE NUMBER	INVOICE AMOUNT
2020/03/02	0484828	OFFICE DEPOT	REGULAR EFT	V024538	446227993	166.75
FOR ADDITIONAL INFORMATION PLEASE CONTACT: JUSTICE ADMINISTRATION AT (850) 488-2415						
2020/03/02	0484832	OFFICE DEPOT	REGULAR EFT	V024547	643434001	88.99
FOR ADDITIONAL INFORMATION PLEASE CONTACT: JUSTICE ADMINISTRATION AT (850) 488-2415						

VENDOR PAYMENT DETAIL RECORDS FOR FEID/SSN: 592663954
AGENCY VO: V024547 PAYMENT NUMBER: 0484832

SWDN	ACCOUNT CODE	OBJECT	AMOUNT	POSTING DATE	CONTRACT	PAYMENT TYPE
D0000399084	21101000037215016000010322500	341000	88.99	2020/02/27		EFT

JUSTICE ADMINISTRATIVE COMMISSION

Lost Warrants – What to Do?

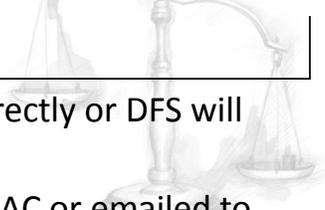


- Don't cancel a warrant that is lost
- Check to see if the warrant has been cashed (paid) in FLAIR
- If cashed/paid – JAC can request a copy of the paid warrant
- If uncashed (outstanding) – request a duplicate warrant
- Complete the duplicate warrant request form (see next slide)


40



Request for Duplicate Warrant – Affidavit Form



- Affidavit must be filled out correctly or DFS will return it
- The affidavit can be mailed to JAC or emailed to DFS directly. The email needs to have specific text. Contact JAC Accounting for the email address
- Every field must be filled out correctly on the form
- Form must be notarized; don't forget notary stamp and notary dates
- Affidavit form can be found on the JAC website under Accounting Services



Affidavit for Duplicate Warrant



AFFIDAVIT FOR DUPLICATE WARRANT			
Section 17.13, Florida Statutes, as amended			
PLEASE TYPE OR PRINT ALL INFORMATION OTHER THAN SIGNATURES			
State Of:	Florida	County Of:	Leon
Before the undersigned, an Officer Duly Authorized to Take Acknowledgement, personally appeared the CLAIMANT or responsible state Agency representative who, being duly sworn, deposes and says that the CLAIMANT (see below) is informed and believes that the State of Florida did issue a warrant as described below:			
Claimant or Payee:	Dina Kamen		
FLAIR Account Code:	21 10 1 000069 21300800 00 103228 00		
Warrant Payable To The Order Of:	Gilmore Services		
Warrant Number:	0339824	Warrant Date:	10/05/18
		Amount:	340.21
and CLAIMANT further says that according to CLAIMANT 's best knowledge, information and belief, the said warrant has been lost or destroyed and the PAYEE has not benefitted in any way directly or indirectly from the above indicated warrant.			
Did the PAYEE endorse the warrant?	No: <input checked="" type="checkbox"/>	Yes: <input type="checkbox"/>	If YES, describe the circumstances on the line below
Claimant Signature:			
Title (If Payee is not an individual):	Deputy Director of Accounting		

- JAC will complete the form on your behalf, if needed.

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Questions and Discussion



43

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44