Financial Services Overview

Michael Mauterer
Director of Financial Services

Vicki Nichols
Financial Services Administrator
Financial Services - Overview

- Prepare custom financial reports on a multitude of issues, both those required by law and those requested by JAC entities, and public records requests
  - Due process expenditure reports
  - Budget balances and projections
- Monitor budgets for Public Defender and State Attorney Due Process Costs, and Court-Appointed Counsel funding
- Provide FLAIR user access and troubleshooting of FLAIR issues, vendors additions to FLAIR, updates, and more
- Record year-end entries in FLAIR, and prepare financial statements
Financial Services - Overview

- Manage JAC’s internal accounting function
- Perform monthly (and year-end) reconciliations between JAC entities and the Department of Financial Services (DFS) central accounting records
- Distribute FLAIR financial and payroll reports
- Record contracts in the Florida Accountability Contract Tracking System (FACTS)
- Serve as liaison for JAC Entities with DFS regarding FACTS, Substitute W-9, EFT, and other items
- FLAIR account codes management – organization codes, object codes and related FLAIR accounting codes
- Administer PCard program for Justice Administration
Financial Services – Due Process Reporting

- Due Process Expenditures Reporting
  - Monthly reports to each Public Defender’s office
  - Quarterly reports submitted to PD Administrative Directors
  - Ad hoc reports as requested

- Due process expenditure data is pulled from the FLAIR Information Warehouse – custom queries created by JAC

- FLAIR reports also distributed to Public Defender offices specific to due process
  - Schedule of Allotment Balances, Merged Detail and more
Financial Services – Purchasing Card (PCard) Administration

- The PCard works just like a personal or corporate credit card. It can be presented to any merchant that accepts VISA
- The difference with the purchasing card is that charges are uploaded to FLAIR as they occur (no monthly statements)
  - The charges go through a two or three level approval process in FLAIR starting at the local office and finally through a JAC accountant
- PCard purchases must comply with all statutes and rules for state purchasing
- Can be used for due process and operations
Financial Services – Purchasing Card (PCard) Administration

- PCards are issued at the completion of the following:
  - Cardholder profile completed
  - Cardholder completes training and passes the test
  - Cardholder agreement is submitted to JAC
- Each office determines the cardholders and approvers for their office
- Approvers also attend training and are provided appropriate access to FLAIR to approve charges
- Separation of duties and oversight between cardholders and approvers is essential
Financial Services – Purchasing Card (PCard) Administration

- All receipts (e.g., hotel receipts, car rental receipts, office supplies receipts) and any supporting documentation related to each PCard charge should be kept in the local office.
- DFS does post payment audits to verify that purchases made using a PCard are allowable state expenditures and may request documentation.
- Contact Lorelei Seber, JAC’s Purchasing Card Administrator, for questions and information regarding the PCard program:
  - Lorelei.Seber@justiceadmin.org
Financial Services – PCard Receipt Requirements

- **Signed and dated by the cardholder!!!**
  - Receipts for shipped items must include a signed packing slip or statement indicating receipt, inspection, and acceptance of goods
  - Receipts for services require clear evidence that the services are satisfactorily received

- Clear description of goods or services acquired, number of units, and cost per unit
- Reflect a $0.00 balance due
- Supporting travel voucher, if travel related
Financial Services – PCard Receipt Requirements (cont’)

- Payments related to Agency Owned Vehicles require the state tag number and “maintenance” or “repair” recorded on the charge record in FLAIR
- Justification for the purchase
- Statutory authority (if not evident by the nature of purchase)
Financial Services – PCard Tax Exemption – Online Purchases

- All PCard Purchases are tax exempt from State of Florida sales tax, including on-line purchases
- Cardholders, approvers, and reconcilers should be diligent in ensuring State of Florida sales tax is not charged
- A PCard must be registered with the on-line vendor prior to the purchase in order for the purchase to be tax exempt
- Directions for registering can normally be found by entering the vendor name and “tax exemption” in your internet search engine
- Amazon now charges sales tax unless you have registered your PCard
Financial Services – PCard Usage – Allowable Charges

- Commodities necessary for an office to carry out statutory duties
- Office supplies
- Airfare, hotel, and car rental (state business only)
- SunPass (purchase)
- Registration fees and training
- Due Process documents/services (where appropriate)

Refer to the Reference Guide for State Expenditures and JAC Purchasing Card Guidelines for complete information
Financial Services – PCard Usage – Charges NOT Allowed

- Cash advances; cash refunds
- Food
- Non-business or personal Items
- Gasoline & petroleum products
- Third party billing (unless no other form is accepted)
- Performance awards & plaques
- Membership dues
- Late payment of invoices that are subject to interest penalty (to avoid paying interest)
- Employee moving expenses
Financial Services – PCard Billing Address Verification

- When using the PCard online and address information is requested from the website, please use the following as the address and phone number:
  - 227 N. Bronough Street, Suite 2100, Tallahassee, FL 32301
  - 850-488-2415

- Note: Address verification is done by the vendor’s website, not Bank of America. If a charge is declined due to the billing address, it can only be resolved with the vendor. **Bank of America is not declining the charge.**
Financial Services – PCard Billing Address Verification

- If address verification is declined on the vendor’s website some possible solutions are:
  - Move “Suite 2100” to line 1 of the address and “227 North Bronough Street” to line 2
  - Add the 4 digit zip code extension “5874”
  - Please contact the vendor for resolution of these issues and not Bank of America
Financial Services – JAC PCard Program – Contact Information

▪ Lorelei Seber, Purchasing Card Administrator
  – 850-488-2415 ext. 232
  – Lorelei.Seber@justiceadmin.org

▪ Aleah Roddenberry, Back-up Purchasing Card Administrator
  – 850-488-2415 ext. 235
  – Aleah.Roddenberry@justiceadmin.org
Financial Services – FLAIR Reconciliations

- Departmental FLAIR and Central Accounting (CFO/SA) are two different systems, and monthly reconciliations are needed to ensure FLAIR Reports and general ledger balances are correct.

- Trial balance reports for each circuit are reconciled each month with Central Accounting (CFO/state account balances) to compare:
  - Budget release (GL 13100 for GR & 12200 for TF)
  - Revenue Deposits (Trust Funds)
  - Cash balance for Trust Funds
  - Expenditures (GL 7XXXX)
  - Budget Allotments
Financial Services – FLAIR Reconciliations

- Reasons for Departmental & Central Accounting (CFO) differences:
  - Timing differences for pending voucher payments
  - Journal receipts from other agencies are not automated in departmental FLAIR. The deposit or expenditure reduction is recorded when the PJT is received
  - Some entries to record deleted vouchers or line items are not automatically posted in FLAIR
  - Problems with payroll upload in FLAIR
Financial Services – Financial Statement Reporting

- JAC is responsible for ensuring that financial statement information/forms are completed correctly and on-time
- Financial statement information provided by your offices is transmitted to DFS for inclusion in the Comprehensive Annual Financial Report (CAFR)
  - All state agencies’ data is combined and published by DFS
  - Used by Wall Street, banks, and bond rating agencies to determine credit worthiness and bond ratings
  - Florida has an A+ bond rating
Financial Services - Florida Accounting Information Resource (FLAIR)

- FLAIR, a 30-year-old system, is the official accounting system of the State of Florida
- Authority: “...shall be a unified information system providing fiscal, management, and accounting support for state decision makers...” s. 215.91(2), F.S.
- Mainframe system housed at the Department of Financial Services, Office of the Chief Financial Officer
- Used by approximately 10,000 state employees in 35 agencies
The FFMIS systems manage the state’s business. Data is transmitted between FLAIR and these systems daily.
Financial Services - FLAIR and Vendor Issues

- Vendor payments for services (operations and due process) require the vendor to register a Substitute W9 with the DFS Substitute W9 Registration System
  - The Substitute W9 is the Florida request for taxpayer identification number that DFS then verifies with the IRS
- Information & evidence, PCard approvals, and travel are exempt from Substitute W9 requirement
- The FLAIR system is programmed to prevent payments from being entered, when the Substitute W9 has not been completed
The DFS Substitute W9 Registration System is outside of FLAIR and the FFMIS systems. Registering the taxpayer ID does not add the vendor to FLAIR or MFMP.
If the vendor is in FLAIR, the vendor inquiry screen shows the W9 status.

Many registered vendors are not in FLAIR – JAC will add those vendors.

Ask JAC to assist when needed with W9 issues and questions.
The FLAIR vendor inquiry screen identifies MFMP vendors.

The VEI indicator displays M when a vendor has been entered via MFMP.

Active MFMP vendors – not updateable in FLAIR.

Check with JAC for assistance and solutions to MFMP vendor issues.
The FLAIR vendor inquiry screen provides numerous details regarding vendors. When the VEI indicator displays F for all sequences, JAC can add, update, and delete information in FLAIR for that vendor.

- Check with JAC for assistance and solutions regarding vendors in FLAIR.
## Financial Services – FLAIR and Vendor Payments via Direct Deposit / Electronic Funds Transfer (EFT)

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<td>ACCURATE COURT REPORTERS, INC.</td>
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<tr>
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<td>400 W. BOX 2121</td>
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<tr>
<td>PHONE: (850) 785-2602</td>
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<td>CONT</td>
</tr>
</tbody>
</table>

- The FLAIR vendor inquiry screen also identifies vendors who have been set up to receive direct deposit/EFT.
- The EFT indicator displays Y for vendor sequences that receive EFT.
- EFT is a desirable method for payment as it is secure, quick, and cheap.
- For questions and information regarding EFT and vendors contact JAC.
Financial Services – FLAIR and Vendor Issues

- JAC Financial Services staff will assist with any vendor questions or issues
- Please send an email to: vendorprocessing@justiceadmin.org
- The vendor processing group email address is received by two or three people at JAC to ensure questions and requests are processed timely
- You may also call Vicki Nichols or David Kosinski with any vendor issues or questions
Financial Services – FLAIR Object Codes – Update

- FLAIR object codes are a key data element for disbursements, revenue, and budget transactions in FLAIR.
- Object codes are six-digit codes that define (in FLAIR) more specifically what is being purchased or revenues received – samples:
  - 012100 – Fines and Fees Collected
  - 131812 – Expert Witness – Mental Health
  - 210000 – Postage
  - 262404 – Travel – Out of State – Lodging
DFS mandated all state agencies use a standard list of object codes (announced in FY 2014-15)

After months of work, JAC entities transitioned to the new standard object codes on July 1, 2015

Transition has gone smoothly

JAC wishes to thank everyone who participated in the pre-transition analysis and meetings

The feedback from PD offices greatly helped in producing a useable crosswalk (old to new)
Financial Services – FLAIR Object Codes – Update (Cont’)

- DFS will update the standard object codes list from time-to-time
- DFS recently added two new codes:
  - 131347 – Contracted Services – Interpreter
  - 341024 – Supplies – Software Licenses
- The most current object code list with crosswalk is available on the JAC website:
  JAC Financial Services - Object Codes List
Financial Services – FLAIR Object Codes – Update (Cont’)

- DFS has announced the “Revenue Object Codes Standardization Project” will begin some time this fiscal year
- Revenue codes record receipts (e.g. fines) into trust funds by county
  - Each county has a unique code
- It is unknown at this time if those will change
- JAC has not heard any specifics, but will keep the PDs informed of the project
- Any impacts as a result of changes to revenue object codes, will be much less significant than the recent expenditure object code changes
The Financial Services staff have provided documents and resources available on the JAC Website

Click Financial Services from the menu on the left
Financial Services Information on the JAC Website

https://www.justiceadmin.org/

- Object codes list
- PCard forms & guidelines
- FLAIR reports descriptions
- Financial Statement forms
- FLAIR quick reference guides
- More
Financial Services - Staff

- Michael Mauterer, Director
- Vicki Nichols, Financial Services Administrator
- Lamar Bynum, Senior Management Analyst
- Lorelei Seber, Senior Management Analyst
- Aleah Roddenberry, Professional Accountant II
- Susie Kalous, Professional Accountant I
- David Kosinski, Professional Accountant I
Questions?

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