



**JUSTICE ADMINISTRATIVE
COMMISSION**



FLAIR System Overview, FLAIR Access, and FLAIR Vendor Files

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May 3, 2016

FLAIR System Overview – Objectives

- Review the statutory references establishing FLAIR
- Define how to obtain access to FLAIR
- Describe the components of FLAIR
- Illustrate general navigation in FLAIR
- Demonstrate FLAIR payment and balance inquiry screens and their benefits
- Review the FLAIR vendor files and the substitute W9 requirement



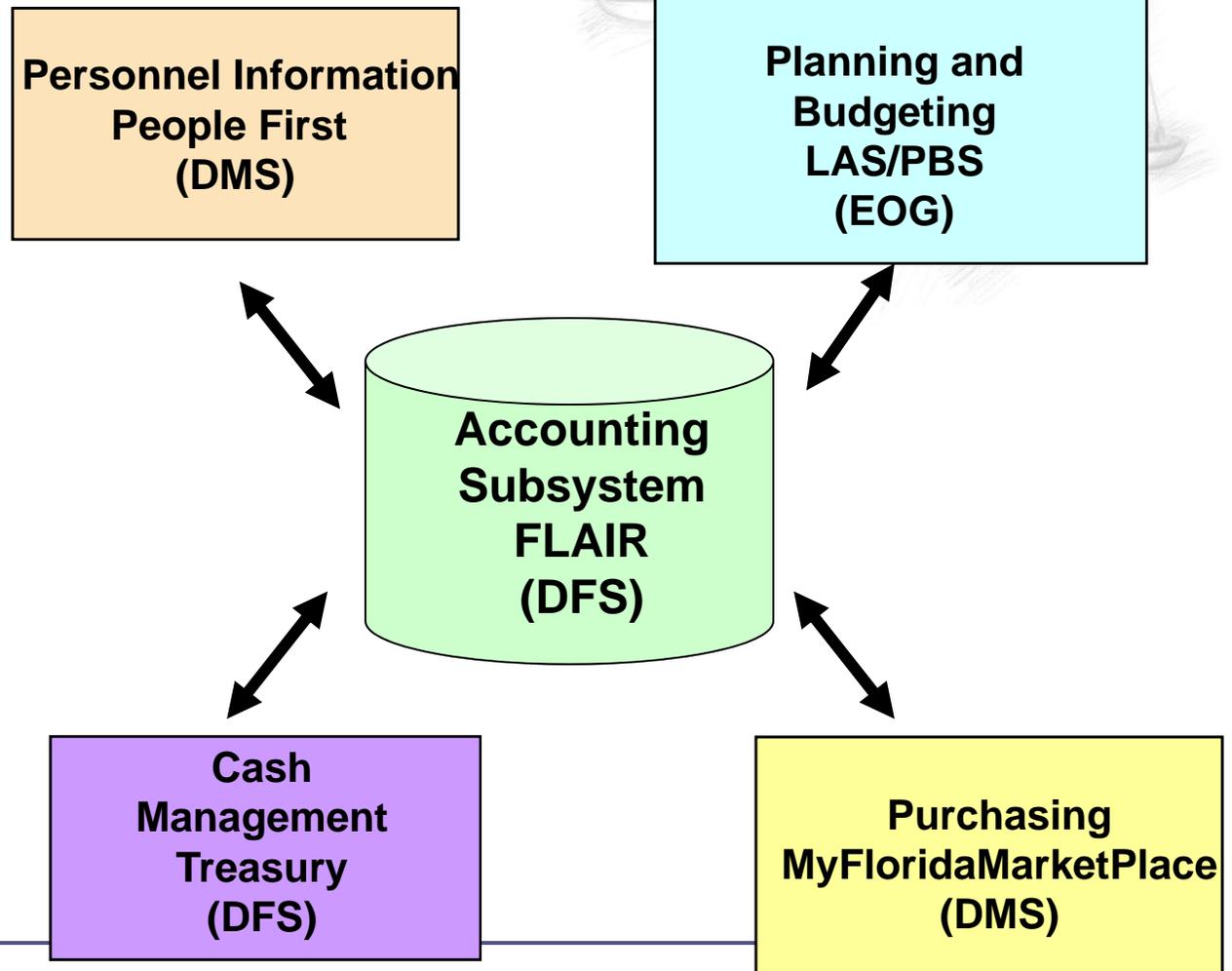
FLAIR Introduction

- State's official accounting system
- "...shall be a unified information system providing fiscal, management, and accounting support for state decision makers..." 215.91(2) FS
- Mainframe system housed at the Department of Financial Services, Office of the Chief Financial Officer
- Used by approximately 10,000 state employees in 34 state agencies
- Originally developed in the 1980s



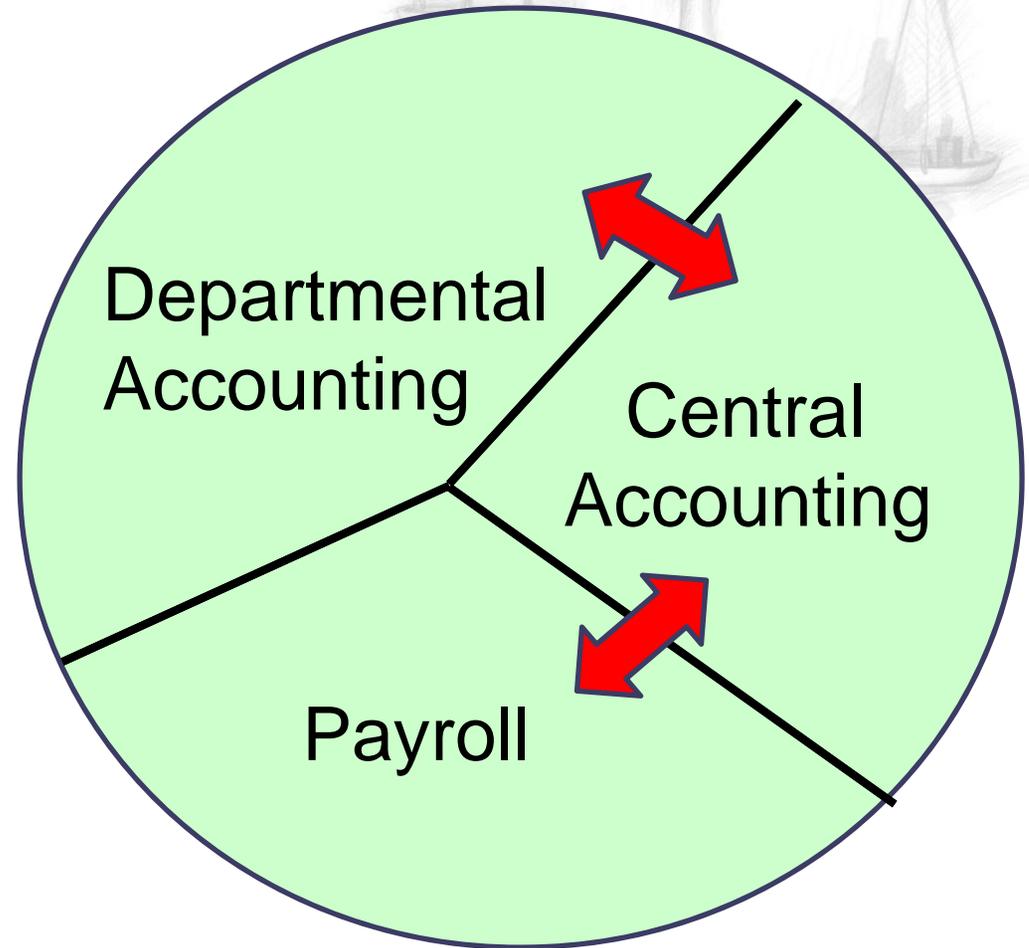
Florida Financial Management Information Systems - FFMIS

- The FFMIS systems manage the state's business
- Codes are transmitted between FLAIR and these systems daily



FLAIR System – Three Components

- FLAIR is made up of three distinct components
- Codes used in one component may not be used in another
- Challenge to keep the three in sync



FLAIR Report Distribution System - RDS

```

PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX      RDSP70 D.SYP.RSD.PROD.RINDX.UD001
-REPORT DIRECTORY-  USER-> JACVWN  TR-> 9876  TP-> 1721837 TL-> 67064K
A-C-A-REPORT NAME-----TR-FORM-C.DATE-----TIME--V/E.DATE---PAGES---LINES-NE-ND-REPORT DESCRIPTION-----NO
CNPPPJT2                2105 04/01/2016 21.49 05/01/16      7      132  0  0 POSTED JTS BY SWDN BY INITIATING
CNPPPJT4                2106 04/01/2016 21.50 05/01/16      5       89  1  0 POSTED JTS BY BENEFITTING
8 DAY AGING REPO        ARPC 04/01/2016 21.53 05/01/16     17     246  0  0 PCARD 8 DAY AGING REPORT
PCABPRTB                Q21Y 04/04/2016 19.05 05/04/16      2       90  0  0 SALARY REFUND POSTING REPORT
CNPPEXRR                21HM 04/04/2016 19.48 05/04/16      1       42  0  0 EFT VENDORS NO REMITTANCE ADVICE
CWPEXP5                 214W 04/04/2016 19.48 05/04/16     34    1546  0  0 EXPENSE WARRANT REGISTER
CEPPBRV7                212Y 04/04/2016 19.50 05/04/16      1       15  0  0 JTS TO REVERSE ACH TRANSACTIONS
CNPPWC4                 215M 04/04/2016 19.51 05/04/16      1       12  0  0 WARRANT CANCEL REPORT
CNPREGP                 218A 04/04/2016 19.52 05/04/16      1        7  0  0 ACCNTS W/NEG BAL AFTER PR POSTS
CPPPINT2                211Y 04/04/2016 19.53 05/04/16      1       13  0  0 INTEREST PENALTY INVOICE REPORT
PODJRSN                 Q21H 04/04/2016 19.56 05/04/16      1       10  0  0 ON DEMAND REASON CODE REPORT
PPRRREGI                R21Y 04/04/2016 19.57 05/04/16      6      214  0  0 PR REGISTER
PR3260-PYRL TAB        Q213 04/04/2016 19.57 05/04/16      6      120  0  0 PR TAB BY ACCOUNT
PMIRSUTL-MISC DE       P21I 04/04/2016 19.57 05/04/16      3       89  0  0 MISC DEDUCT CODE UTILIZATION JAC
PR3262                  Q218 04/04/2016 19.58 05/04/16      1       27  0  0 PR TAB BY VCHR #
PPRRWTRE                R21Z 04/04/2016 19.59 05/04/16      4       70  0  0 PR WARRANT REGISTER
PMIRSUTL-MISC DE       P21I 04/04/2016 19.59 05/04/16      3       66  0  0 MISC DEDUCT CODE UTILIZATION JAC
PR3262                  Q213 04/04/2016 19.59 05/04/16      5      127  0  0 PR TAB BY ORG
    
```

- RDS contains reports from all three FLAIR components; it has a separate login
- RDS will be discussed in another session



Obtaining Access to FLAIR

- JAC can provide access to FLAIR for your staff
- Access may include:
 - FLAIR Vendor Files Inquiry
 - FLAIR State Accounts – balance inquiry
 - FLAIR Purchasing Card (PCard) approval
 - FLAIR Vendor History
 - FLAIR Report Distribution System (RDS)
 - FLAIR Travel History inquiry
 - FLAIR Report Distribution System (RDS)





Obtaining Access to FLAIR

Justice Administration Commission			
FLAIR Access Request Form for Circuits			
Access Request Type:		Request Date:	
If update or delete requested enter user name:			
Employee's Information			
First Name:		MI:	
		Last Name:	
Location:		Position Title:	
Phone # (enter numbers only):		User's Email:	
		Supervisor:	
Will user need access to "Due Process" ORG code?	<input type="checkbox"/>	Does the user need RDS Access?	<input type="checkbox"/>
Will user be approving PCard?	<input type="checkbox"/>	Should user have access to RDS accounting reports?	<input type="checkbox"/>
Add NASSAM access to FLAIR through the Internet?	<input type="checkbox"/>	Should user have access to RDS payroll reports?	<input type="checkbox"/>
Does a FLAIR Printer ID need to be created?	<input type="checkbox"/>		<input type="checkbox"/>
<p>Below are typical user permissions. Check the box next to the type of access to be assigned to the user. Remove the "I" from any functions not being assigned. Additional options can be selected using the dropdowns in the last section.</p>			

- A new form has been implemented to request access to FLAIR



Obtaining Access to FLAIR

Employee Acknowledgement			
I acknowledge my role in protecting the resources that I access and agree to the following:			
➤ Not to share my user account information.			
➤ Ensure that my Access Control Custodian is promptly notified if I no longer require access to the resources provided.			
➤ Activity within the system(s) is subject to detailed monitoring and audits to protect against improper or unauthorized use. Access to the system constitutes consent to the monitoring of all activities, as well as consent to the suspension or termination of access privileges during or following any audit that determines misuse of the system.			
➤ Unauthorized use includes, but is not limited to, queries not related to a legitimate business purpose, personal use, improper dissemination to unauthorized personnel, and sharing, copying or distributing resource information to unauthorized users.			
➤ Willful, unauthorized use of, alteration or destruction of informational assets is a computer-related crime punishable under the provisions of Chapter 815, Florida Statute.			
➤ To report suspected misuse of the system to the DIS Help Desk (850)413-3190 or Help.Desk@myfloridacfo.com.			
By signing below, I am acknowledging my understanding and agreement with the requirements for access to, and use of, the system(s) and the information contained.		I have approved access as indicated for the above named individual:	
User's Signature:		Supervisor's Signature:	
User's Name - printed:		Supervisor's Name - printed:	
User's Title - printed:		Supervisor's Title - printed:	
Date:		Date:	

- DFS has mandated some new “acknowledgements” related to FLAIR access which are included on the new form

Logging into FLAIR - NASSAM

```
S1 - Display1 - Flair - BlueZone Mainframe Display
File Edit Session Options Transfer View Script Help
Connect: Flair
Attention PA1 PA2 PA3 Reset PF01 PF02 PF03 PF04 PF05 PF06 PF07 PF08 PF12 System Request
FLAIR TCP/IP LOGON SCREEN IP ADDRESS: 207.203.239.2
nassam
```

- Depending on the way your particular office accesses FLAIR, there may be one or two login screens
- The first login for most is the “NASSAM” login
- Type nassam and press enter

Logging into FLAIR - NASSAM

S1 - Display1 - Flair - BlueZone Mainframe Display

File Edit Session Options Transfer View Script Help

Connect: Flair Attention PA1 PA2 PA3 Reset PF01 PF02 PF03 PF04 PF05 PF06 PF07 PF08 PF12 System Request

```

EMSP00                                HELP DESK: 850-413-3190                Terminal: SAME4637
                                         Date . . . : 04/15/16                Time . . . : 08:32:21

State of Florida, Department of Financial Services

Effective 6/8/2009 - Standards for RACF passwords will be changed as follows:
Length - Exactly 8 characters are required.
Contents - Uppercase, lowercase, and number are required (all three elements).

Enter Logon Information:
User . . . . . jacvwn                (User ID/LOGOFF)
Password . . . . .                    New Password . .

Application . . . . .
Group . . . . .
Location . . . . .

PF 1=Help 2=Language
  
```

- Type in your user name and password in the appropriate fields and press enter
- This password must be changed every 30 days or less



Logging into FLAIR - NASSAM

```

EMSP01                               Application Selection                Term:      SAME4637
                                       Help Desk: 850-413-3190      Time:      08:37:03
                                       Date: 04/15/16      Group:     NA
                                       Broadcast:         User: JACVWN   Printer:
select application or enter command. LOGOFF command terminates all sessions.
Escape key ATTN   Command key ENTR and Prefix $           Print key PA2

ID  Name           Jump Key  Application Description
 1  PROD            PA1      FLAIR Production System (DACA)
 2  NAT            PA1      FLAIR Natural Reporting (DACN)
 3  IW             PA1      FLAIR Information Warehouse
 4  NATTEST       PA1      FLAIR Natural Warehouse (NT)
 5  RDS           PA1      FLAIR Report Distribution
 6  DSS           PA1      RESERVED (use IW instead)
 7  SPURS         PA1      State Purchasing System(SPURS)
 8  PYRL          PA1      State Payroll System (PYRL)
 9  HOT           PA1      Get Lean Hotline System
10  SECURITY       PA1      SECURITY ADMINISTRATION

```

```

COMMAND ==> 1
PF 1=Help 2=Language 3=Disc

```

- Choose 1- Production or 5-RDS from this screen by typing the number on the command line



Logging into FLAIR – Production (Departmental FLAIR)

S1 - Display1 - Flair - BlueZone Mainframe Display

File Edit Session Options Transfer View Script Help

Connect: Flair Attention PA1 PA2 PA3 Reset PF01 PF02 PF03 PF04 PF05 PF06 PF07 PF08 PF12 System Request

DAC1 04/15/2016

ACCESS CONTROL SIGN-ON

ORGANIZATION	USER NAME	PASSWORD	NEW PASSWORD
21*****	jacvwn		

- Enter three elements: organization, user name and password
- The password on this screen must be: exactly 8 characters, contain upper and lower case letters and at least one number

To Obtain Access to FLAIR and Password Resets - Contacts

- Contact Nona McCall or David Kosinski for FLAIR access requests or password resets
 - Nona.mccall@justiceadmin.org
 - David.Kosinski@justiceadmin.org



FLAIR Main Accounting Menu

MNMU

04/04/2016 13:09:47

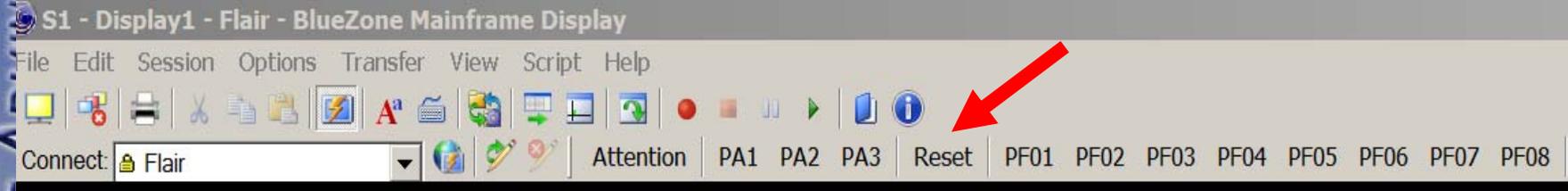
MENU

SEC	FC	DESCRIPTION	SEC	FC	DESCRIPTION	SEC	FC	DESCRIPTION
I	AB	AVAILABLE BAL.	U	AD	ACCOUNT_DESC	U	AP	ACCTS PAYABLE
U	AR	ACCTS RECEIVABLE	U	BC	BUDGET CONTROL	U	CD	PURCHASING CARD
U	CF	REQ FOR CERT	U	CP	CASH RCPTS UTIL	U	CR	CASH RECEIPTS
U	DB	DISBURSEMENTS	U	EN	ENCB & ENCB CHG	U	EX	EXPANSION
U	FA	FA - ACCOUNTING	U	FC	FA - CUSTODIAL	U	GA	GEN ACCOUNTING
U	GI	GRANT INFO	U	PE	PERIOD END	U	PJ	PROJECT INFO
U	RC	AR CUSTOMER	U	RP	IMMEDIATE REPORTS	U	RP	RECURRING REPORTS
U	SC	STATE CFO FTLES	I	TF	TRANSFERS	U	TI	TITLE - GENERAL
U	TP	TITLE - PROPERTY	U	VE	VENDOR-EMPLOYEE	U	VP	VOUCHER PRINT
I	VS	VENDOR-STATEWIDE						

- Shows functions that can be accessed and the type of access
 - Inquiry or update

FLAIR Navigation

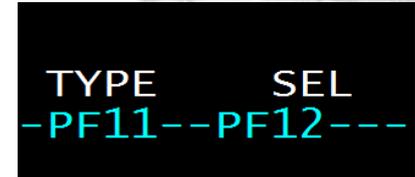
- Press the tab key to move from field to field
- If screen “locks”
 - Press the escape key  **OR**
 - Click the reset button at the top of the screen



- Next, click anywhere on the screen
- Next, press the tab key to move to the needed field

FLAIR Navigation (Cont.)

- Enter a two-digit function code in the type field to access a particular FLAIR screen
 - For example: VH, SA, TR, SC...
- To page forward, exit, return, etc., use the function keys (F1-F12) on your keyboard
 - Function keys are defined at the bottom of the FLAIR screen



```
CONTINUING . . .
NEXT: VENDOR NO:          MM:          YY:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10
CONT          EXIT  MAIN  RFRSH TOP          FWD
```



State CFO Central Accounting Menu

STATE CFO CENTRAL ACCOUNTING MINI MENU

SEC	FC	DESCRIPTION
U	AA	ACCOUNT CODE
I	ET	EFT AUTHORIZATION
U	NA	NEW ACCOUNT CODE
U	PC	PROMPT PAYMENT COMPLIANCE
I	PW	PAID WARRANT INDEX
I	SA	ACCOUNT BALANCE
I	TH	EMPLOYEE TRAVEL HISTORY
I	TR	DETAIL TRANSACTION
I	VA	AUDIT SUMMARY
I	VH	VENDOR HISTORY
U	WC	WARRANT CANCELLATION

- Enter SC in the type field to access this menu
- View payments, warrants, balances and more

FLAIR Vendor History - VH

```

VHIR                                VENDOR PAYMENT INQUIRY                04/04/2016  16:57:59

VH - VENDOR HISTORY                UV - UNPAID VOUCHERS                WR - WARRANT
04/04/11 THROUGH 04/05/16          AS OF PREVIOUS WORK DAY            RECONCILIATION

      VH      UV      WR      SELECTION CRITERIA
      --      --      --      -----
      X        -        -        VENDOR NUMBER:  526004813
      X        -        -        MONTH:  03  YEAR:  16
      -        -        -        VENDOR NAME:
      -        -        -        MONTH:      YEAR:
      -        -        -        SUMMARY TOTALS OF REQUESTED VH RECORDS
      -        -        -        SEARCH THRU  MONTH:      YEAR:

      -        -        -        WARRANT NUMBER                WARRANT DATE

      -        -        -        WARRANT TYPE:                WARRANT NUMBER:
      -        -        -        WARRANT DATE:                (OPTIONAL)
  
```

- Look up vendor payments – five years of history



FLAIR Vendor History - VH

VHI1

04/04/2016 17:00:43

VENDOR PAYMENT HISTORY - INQUIRY BY VENDOR NUMBER

SEL	ACCOUNT CODE	CFI	AMOUNT	VCHR NO	CFO REC	PAY
	VENDOR NO	OBJ CNTR	PYMT: TP	NO	DATE	CANX
	21-101-000069-21300800-00-103228-00		109.00	V026884	03/08/16	
	F526004813013 D6000442926	4610	4	0838045	03/08/16	
	VEN NAME: SOCIAL SECURITY ADMINISTRATION					

	21-101-000069-21300800-00-103228-00		44.00	V026891	03/08/16	
	F526004813012 D6000442933	4610	4	0838059	03/08/16	
	VEN NAME: SOCIAL SECURITY ADMINISTRATION					

SEL LEGEND: I = INVOICE INQUIRY W = WARRANT RECONCILIATION INQUIRY
T = TRANSACTION INQUIRY

CONTINUING...

- Vendor history inquiry results display as shown
- Press F8 to page forward to see more records



Vendor History – Warrant Status Inquiry

VHI1 04/04/2016 17:03:19
 VENDOR PAYMENT HISTORY - INQUIRY BY VENDOR NUMBER

SEL	ACCOUNT CODE VENDOR NO	SWDN	CFI OBJ	CNTR	AMOUNT PYMT: TP-NO	VCHR NO NO	CFO REC DATE	PAY CANX
	21-101-000069-21300800-00-103228-00 F526004813012	D6000442933	4610		44.00 4	V026891 0838059	03/08/16 03/08/16	
	VEN NAME: SOCIAL SECURITY ADMINISTRATION							
W	21-101-000069-21300800-00-103228-00 F526004813007	D6000456057	4610		44.00 4	V027661 0866567	03/15/16 03/15/16	
	VEN NAME: SOCIAL SECURITY ADMINISTRATION							

SEL LEGEND: I = INVOICE INQUIRY W = WARRANT RECONCILIATION INQUIRY
 T = TRANSACTION INQUIRY

- Type W next to the payment record and press enter to view the warrant status



Vendor History – Warrant Inquiry

```
VHI9                WARRANT RECONCILIATION INQUIRY        04/04/2016  17:07:07
WARRANT TYPE: 4  WARRANT NO: 0866567  WARRANT DATE: 03/15/16  WARRANT STATUS: 1
VENDOR NAME: SOCIAL SECURITY ADMINISTRATION  WARRANT AMOUNT: 44.00
VENDOR ID: F526004813007  SWDN: D6000456057  DUPLICATE IND:
ACCOUNT CODE: L1 GF SF FID  BE  IBI CAT  YR  WARRANT PAID DATE:
                21 10  1 000069 21300800 00 103228 00
```

WARRANT STATUS LEGEND

```
-----
1 - OUTSTANDING          5 - STOP PAYMENT
2 - PAID                 8 - MARKED FOR DUPLICATION
3 - CANCELLED           9 - MARK FOR CANCELLATION
4 - MARKED FOR MANUAL PAID  C - MARKED FOR MANUAL CANCELLATION
                          R - MARKED FOR MANUAL REVERSAL OF CANCELLATION
```

- The Warrant Reconciliation Inquiry display is only available for viewing for about 90 days

FLAIR Vendor History – VH – PCard Payments

VHI1

04/04/2016 17:14:42

VENDOR PAYMENT HISTORY – INQUIRY BY VENDOR NUMBER

SEL	ACCOUNT CODE	CFI	AMOUNT	VCHR NO	CFO REC	PAY
	VENDOR NO	OBJ CNTR	PYMT: TP-NO	-----	DATE	CA
	21-101-000067-21310000-00-040000-00		2,089.98	V026652	03/07/16	PUR
	F592663954026 D6000440490	3410	8	0491814	03/09/16	
	VEN NAME: OFFICE DEPOT					

- Purchasing Card (PCard) payments may also be viewed from VH
- They are assigned a warrant number like any other payment in FLAIR
- **Any warrant** displaying the payment type 8 means this warrant was paid via EFT (direct deposit)

FLAIR Employee Travel History - TH

THIR EMPLOYEE TRAVEL INQUIRY REQUEST 04/04/2016 17:21:10

EMPLOYEE TRAVEL HISTORY FILE RECORDS AVAILABLE FROM 04/02/13 THROUGH 04/05/16

X EMPLOYEE NUMBER: [REDACTED] 026
OPTIONAL START DATE: MONTH 12 YEAR 15

EMPLOYEE NAME:
OPTIONAL START DATE: MONTH YEAR

SUMMARY TOTALS OF SELECTED SEARCH BY EMPLOYEE NUMBER OR NAME
OPTIONAL THROUGH DATE: MONTH YEAR

WARRANT TYPE: WARRANT NO: WARRANT DATE:

- Enter the employee's SSN or name to search for travel payments to employees



FLAIR Employee Travel History – TH – Inquiry Results

THI1

04/04/2016 17:23:39

EMPLOYEE TRAVEL HISTORY - INQUIRY BY EMPLOYEE NUMBER

EMPLOYEE NUMBER: ████████026

ACCOUNT CODE	CFI OBJ	WARRANT	VCHR IND	VCHR DTE	PAY
SWDN	AMOUNT	WT DATE	AUD DATE	CFO REC	CANX
21-101-000069-21300800-00-040000-00	2614	8-0325132	WARRANT	12/09/15	PUR
D6000292165	238.00	12/14/15		12/10/15	
EMPLOYEE NAME: NICHOLS	V.W.				
21-101-000069-21300800-00-040000-00	2610	8-0325328	WARRANT	12/10/15	
D6000294812	14.76	12/15/15		12/11/15	
EMPLOYEE NAME: NICHOLS	V.W.				

- Press the F8 key to page forward to other payments



FLAIR Account Balance- SA

JAC ACCOUNT CODES

FY 2015-16

As of: **8/7/2015**

29 DIGIT FLAIR ACCOUNT CODE

ORG.CODE					EO	FUND TITLE	PRE FIX	L1	GF	SF	FID	BE	IBI	REV. CAT.	YR	REV. OBJ	PROGRAM COMPONENT	GLC
21	30	00	00	000	B2	General Revenue	JAC	21	10	1	000069	21300800	00	NA	00	NA	160200000	Many
				705	A9	Grants & Donations Trust Fund - Pre Tax Parking	JLC	21	20	2	339040	21300800	00	001800	00	018000	1602000000	61800

SAMU

ACCOUNT BALANCE REQUEST

ACCOUNT CODE

L1 GF SF FID BE IBI CAT YR
 21 10 1 000069 21300800 00 010000 00

x BALANCE FILE
 MONTH
 CASH

DOCUMENT SUMMARY FILE
 MONTH DAY
 CASH
 STATEWIDE DOC-NO

- Enter the appropriate 29-digit account code
- This example is General Revenue



FLAIR Account Balance– SA –

Page 1

SAID										BALANCE FILE – BUDGETARY			04/05/2016 09:05:12	
L1	GF	SF	FID	BE	IBI	CAT	YR	MO	RT	PRIOR		CURRENT		CURRENT
21	10	1	000069	21300800	00	010000	00	04	2	MONTH BALANCES		MONTH ACTIVITY	MONTH BALANCE	
APPROPRIATIONS ACT					5,458,454.00				.00		5,458,454.00			
SUPPLEMENTAL APPROP					.00				.00		.00			
ADDITIONAL APPROP					.00				.00		.00			
CERT FWD APPROP					23,075.31				.00		23,075.31			
CANC & REST					.00				.00		.00			
TRANSFER APPR					2,306.00-				.00		2,306.00-			
AGENCY TRANSFERS					.00				.00		.00			
RESERVES					.00				.00		.00			
*TOTAL APPR					5,479,223.31				.00		5,479,223.31			
*APPROVED BUDGET					5,479,223.31				.00		5,479,223.31			
*CURR YR RELEASE					5,456,148.00				.00		5,456,148.00			
*CERT FWD REL					23,075.31				.00		23,075.31			

- Page 1 of 2 shows appropriations and releases
- Press F8 to move to the 2nd page



FLAIR Account Balance– SA –

Page 2

SAID BALANCE FILE - BUDGETARY 04/05/2016 09:07:22

L1	GF	SF	FID	BE	IBI	CAT	YR	MO	RT	PRIOR	CURRENT	CURRENT
21	10	1	000069	21300800	00	010000	00	04	2	MONTH BALANCES	MONTH ACTIVITY	MONTH BALANCE
										17,886.64	.00	17,886.64
WARRANT DISB										4,060,558.54	.00	4,060,558.54
JOURNAL DISB										.00	.00	.00
TRANSFER DISB										4,055,369.87	.00	4,055,369.87
*CURR YR DISB										23,075.31	.00	23,075.31
*CERT FWD DISB										1,400,778.13	.00	1,400,778.13
*CURR YR UNEXP REL										.00	.00	.00
*CERT FWD UNEXP REL												

JUSTICE ADMINISTRATIVE COMMISS

- The current month balance column displays the release balance as of the previous night's postings at DFS



FLAIR Account Balance– SA – Document Summary File

JAC ACCOUNT CODES

FY 2015-16

As of: **8/7/2015**

29 DIGIT FLAIR ACCOUNT CODE

ORG.CODE					EO	FUND TITLE	PRE FIX	L1	GF	SF	FID	BE	IBI	REV. CAT.	YR	REV. OBJ	PROGRAM COMPONENT	GLC
21	30	00	00	000	B2	General Revenue	JAC	21	10	1	000069	21300800	00	NA	00	NA	160200000	Many
				705	A9	Grants & Donations Trust Fund - Pre Tax Parking	JLC	21	20	2	339040	21300800	00	001800	00	018000	1602000000	61800

ACCOUNT CODE
 L1 GF SF FID BE IBI CAT YR
 21 10 1 000069 21300800 00 100777 00

BALANCE FILE
 MONTH
 CASH
 X DOCUMENT SUMMARY FILE
 MONTH DAY
 CASH
 STATEWIDE DOC-NO

- To view transactions posted to a particular account code, choose Document Summary File



FLAIR Account Balance– SA – Document Summary File

SASD

04/05/2016 09:55:37

DOCUMENT SUMMARY FILE - BUDGETARY ACCOUNT

PAGE 1

L1	GF	SF	FID	BE	IBI	CAT	YR	RT	STWD	DOC-NO	MO	DAY	
21	10	1	000069	21300800	00	100777	00	2			04		
				APPROPRIATIONS APPROVED BUDGET						RESERVE		RELEASES	
				BALANCES						BALANCES		YTD BALANCES	
040116				959709.97				959709.97			.00	768552.49	
040516				959709.97				959709.97			.00	768552.49	
AUDIT	STATEWIDE			AGENCY		TR	CF	TRANSACTION		UNEXPENDED			
DATE	DOC NO		DOC NO		CD	I	AMOUNT		RELEASE BALANCE				
04/01/16										418,487.84			
040416	D6000491770	V029816				12		316.81	418,171.03				
040416	D6000491770	V029816				10		232.63	417,938.40				
040416	D6000491770	V029816				12		24.47	417,913.93				

- This is JAC's general revenue contracted services account
- Budget, revenue, and expenditure items will display here
- Transaction Code (TR) definitions are available on JAC's website



FLAIR Account Balance – SA – Example (Trust Fund)

JAC ACCOUNT CODES

FY 2015-16

As of: **8/7/2015**

29 DIGIT FLAIR ACCOUNT CODE

ORG.CODE					EO	FUND TITLE	PRE FIX	L1	GF	SF	FID	BE	IBI	REV. CAT.	YR	REV. OBJ	PROGRAM COMPONENT	GLC
21	30	00	00	000	B2	General Revenue	JAC	21	10	1	000069	21300800	00	NA	00	NA	160200000	Many
				705	A9	Grants & Donations Trust Fund - Pre Tax Parking	JLC	21	20	2	339040	21300800	00	001800	00	018000	1602000000	61800

ACCOUNT CODE

L1 GF SF FID BE IBI CAT YR
 21 20 2 339040 21300800 00 103224 00

x BALANCE FILE
 MONTH
 CASH

DOCUMENT SUMMARY FILE
 MONTH DAY
 CASH
 STATEWIDE DOC-NO

- This inquiry is for JAC's Grants and Donations Trust Fund



FLAIR Account Balance – SA – Example (Trust Fund)

```

SAID                                BALANCE FILE - BUDGETARY                                04/05/2016  10:18:29

  L1 GF SF FID    BE      IBI CAT    YR    MO    RT
  21 20 2  339040 21300800 00  103224 00    04    2

                                PRIOR                                CURRENT                                CURRENT
                                MONTH BALANCES                                MONTH ACTIVITY                                MONTH BALANCE
WARRANT DISB                                581,826.42                                .00                                581,826.42
JOURNAL DISB                                .00                                .00                                .00
TRANSFER DISB                                .00                                .00                                .00
*CURR YR DISB                                581,826.42                                .00                                581,826.42
*CERT FWD DISB                                .00                                .00                                .00
*CURR YR UNEXP REL                                168,173.58                                .00                                168,173.58
*CERT FWD UNEXP REL                                .00                                .00                                .00

CASH 21 20 2 339040                                200,794.55 ← G & D TF JUSTICE ADMIN COMM
  
```

- This is page two of the Balance File Inquiry
- For trust funds, the cash balance in the fund is displayed

FLAIR Account Balance – SA – (Trust Fund Cash Control)

ACCOUNT	CODE							
L1	GF	SF	FID	BE	IBI	CAT	YR	
21	20	2	339040	21300800	00	103224	00	

x BALANCE FILE
MONTH
CASH x

DOCUMENT SUMMARY FILE
MONTH DAY
CASH
STATEWIDE DOC-NO

- For trust funds, an additional inquiry for cash items is provided



FLAIR Account Balance – SA – (Trust Fund Cash Control)

SAIC	BALANCE FILE – CASH CONTROL	04/05/2016	10:28:33
L1 GF SF FID BE IBI CAT YR MO RT			
21 20 2 339040 00000000 00 000000 00 03 1			
	PRIOR	CURRENT	CURRENT
	MONTH BALANCES	MONTH ACTIVITY	MONTH BALANCE
** CASH FWD 07/01	108,252.55	.00	108,252.55
JOURNAL RECEIPTS	588,615.59	63,965.21	652,580.80
TRANSFER RECEIPTS	.00	.00	.00
TREASURY RECEIPTS	318,014.88	100.00	318,114.88
PRIOR CANC RECPTS	202.40	.00	202.40
*TOTAL CASH RECPTS	906,832.87	64,065.21	970,898.08
JOURNAL DISB	94,645.41	132.49	94,777.90
WARRANT DISB	679,018.65	104,559.53	783,578.18
TRANSFER DISB	.00	.00	.00
*TOTAL CASH DISB	773,664.06	104,692.02	878,356.08
** CASH BALANCES	241,421.36	40,626.81-	200,794.55
DESCRIPTION: GRANTS & DONATIONS TF			

- This is a view of cash receipts and disbursements posted to a trust fund
- Note: these balances are not at the Org Code level



FLAIR Detail Transaction Inquiry - TR

DETAIL TRANSACTION INQUIRY REQUEST 04/05/2016

SEL	SEARCH CRITERIA
	STATEWIDE DOC. NO:
x	WARRANT TYPE: 4 WARRANT NUMBER: 0866567

- To view the status of a warrant, you need the warrant type and warrant number
- Warrant type 4 is for expense warrants
- Payroll warrants may not be viewed from this screen



FLAIR Detail Transaction Inquiry

- TR

```

TRI2                                DETAIL TRANSACTION INQUIRY                04/05/16    11:18:44
STWD DOC-NO      AGENCY NO VO DTE    CFO DTE    AUDIT DTE  VO STAT  VO REASON CD
D6000456057-0001 V027661    03/14/16  03/15/16  03/15/16  P
                VOUCHER AMOUNT    OLO    SITE    L1 GF SF FID    BE    IBI CAT    YR  CF
                   44.00    210000 00    21 10 1 000069 21300800 00 103228 00
OBJ  RECD STAT REASON CD CONT NO  WR TYPE  WR NO    WR DATE  TRANSACTION AMOUNT
4610 P                4          0866567 03/15/16  44.00
VENDOR ID: F526004813007          SUBVENDOR ID:
VE NAME: SOCIAL SECURITY ADMINISTRATION NAME:
VE NAME: 1251 N.W. 36 STREET
VE ADDR:
VE ADDR:
VE ADDR: MIAMI                    FL 33142-5553*
OTHER SUBVENDOR ID:
NAME:
  
```

- This screen displays details regarding the warrant, but not the status (paid or unpaid)



FLAIR Website – Vendor Payments

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

JEFF ATWATER



FLORIDA'S CHIEF FINANCIAL OFFICER

Vendors	W-9
	Payment History
State En	Sunshine Spending
Universi	Direct Deposit Form
	Consolidated Vendors

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 State law, FLAIR plays a major role in ensuring that State financial transactions are accurately recorded and reported in the State's Comprehensive Annual Financial Report (CAFR) in accordance with Generally Accepted Accounting Principles (GAAP) standards, rules, regulations and statutes. Sec 218.07, Florida Statutes. The Department of Financial Services (DFS) as the custodian of the FLAIR, DFS is responsible for its design, implementation and maintenance.

The accounts of all State agencies are coordinated through the FLAIR system. The system provides payroll, retirement, unemployment compensation and other benefits. The system provides the following, in accordance with general accounting principles:

- Accounting control over assets, liabilities and equity
- Department (Agency) management with accountability to higher levels of management maximum
- Adequate records for research, auditing requirements and claim settlements against the State.

- Vendor payments may be viewed from the FLAIR website
- To view payments without a login or password click vendors, then payment history

FLAIR is updated on a daily basis, providing the user with current on-line information. The





FLAIR Website – Vendor Payments



JEFF ATWATER, CHIEF FINANCIAL OFFICER
 FLORIDA DEPARTMENT OF FINANCIAL SERVICES

[CFO Home](#) [FLAIR Home](#)

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.

- Enter a tax ID, month, and year
- Choose Justice Administration

FEID or SSN:

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:

FLAIR Website – Vendor Payments

[Click here for Pending Payments](#)

PAGE: 1 VENDOR PAYMENT HISTORY RECORDS FOR FEID / SSN: 526004813

PAYMENT DATE	PAYMENT NUMBER	PAYEE NAME	PAYMENT TYPE	AGENCY DOC.NBR.	INVOICE NUMBER	INVOICE AMOUNT
2016/04/04	0956242	SOCIAL SECURITY ADMINISTRATION	REGULAR WARRANT	V029825	X-XX-5469	82.00
2016/04/04	0956242	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

2016/04/04	0956254	SOCIAL SECURITY ADMINISTRATION	REGULAR WARRANT	V029831	X-XX-7059	82.00
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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 on a hyperlink to display details including the paid status



Questions





**JUSTICE ADMINISTRATIVE
COMMISSION**



FLAIR Statewide Vendor File

David Kosinski, Professional Accountant

May 3, 2016

FLAIR Statewide Vendor File – Objectives

- Review the FLAIR vendor statewide (VS) inquiry screen
- Explain the Department of Financial Services (DFS) substitute W-9 registration system
- Review the Department of Management Services (DMS) My Florida Market Place (MFMP) system
- Describe how these systems interact with FLAIR
- Go over the information needed to add a vendor to the VS file
- Describe the vendor purge cycle



Statewide Vendor File – Vendor Record - Example 1

VSI2

04/11/2016 09:41:13

STATEWIDE VENDOR INQUIRY BY VENDOR NAME

VENDOR NAME: FLORIDA BANK PURCHASING ADDRESS:
 VENDOR ID: F 592331908 007 PIN: 9999 8001 N DALE MABRY HWY
 PHONE: (813) 405-2558 REQ OLO: 000000 BUILDING 501
 LAST USED: 00/00/0000 UPDATED: 03/03/2015 TAMPA FL 33614-0000
 CI: N FOREIGN: N LEVY: PAYEE: N
 SC: I INACT CODE: E MC: A EFT: N VEI: M REVENUE TYPE:
 W9: Y W9 UPDATE: 05/23/2012 W9 NAME: FLORIDA BANK

VENDOR NAME: FLORIDA BANK, N.A. PURCHASING ADDRESS:
 VENDOR ID: F 592889727 004 PIN: 9999 6301 BENJAMIN RD
 PHONE: (904) 332-7775 REQ OLO: 000000 SUITE 105
 LAST USED: 07/12/2004 UPDATED: 02/27/2012 TAMPA FL 33634-0000
 CI: N FOREIGN: N LEVY: PAYEE: N
 SC: I INACT CODE: E MC: A EFT: N VEI: M REVENUE TYPE:
 W9: N W9 UPDATE: 03/09/2011 W9 NAME:

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---



Statewide Vendor File – Vendor Record - Example 2

VSI1 STATEWIDE VENDOR INQUIRY BY NUMBER 04/06/2016 09:30:28

VENDOR ID: F 203908156 W9 NAME: HANDEX CONSULTING AND REMEDIATION - SOUT W9: Y
W9 UPDATE: 10/16/2013

SEQ	VENDOR NAME	SHORT NAME	PIN
PURCHASING ADDRESS		REMITTANCE ADDRESS	
-----		-----	----
011	HANDEX CONSULTING AND REMEDIATI 309 NE 1ST STREET GAINESVILLE FL 32601-0000	HCR, LLC 309 NE 1ST STREET GAINESVILLE FL 32601-0000	9999

PHONE: (321) 441-9801
REQ OLO: 000000
VEI: M
FOREIGN: N
LEVY:
MC: A
EFT: Y

LAST UPDATED: 10/16/2013
LAST USED: 00/00/0000
CONFIDENTIAL: N
PAYEE: N
STATUS: A
INACT CODE:
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 MINI MAIN RFRSH TOP FWD



Substitute W-9 Registration

- DFS implemented the Substitute W-9 registration system in March 2012
- Florida's version of the W9 (request for taxpayer identification number)
- DFS matches taxpayer identification numbers with IRS records (SSN or FEIN)
 - Electronic submission - vendor portal
<https://flvendor.myfloridacfo.com/>
 - Process may take up to four days



Substitute W-9 Registration (Continued)

- Payments for goods and services usually require the vendor to register a Substitute W9
- When are Substitute W9s not required?
(examples)
 - Information and evidence payments
 - Travel expenses
 - Purchasing card charge approvals
 - Reimbursement to Bank of America
 - Refunds



Substitute W-9 Registration (Continued)

- FLAIR object codes determine if a substitute W9 is required
- Populates the W-9 indicator only
- Unable to process payments when W9 = N
- Registering a substitute W-9 does not automatically add the vendor record into FLAIR



My Florida Market Place

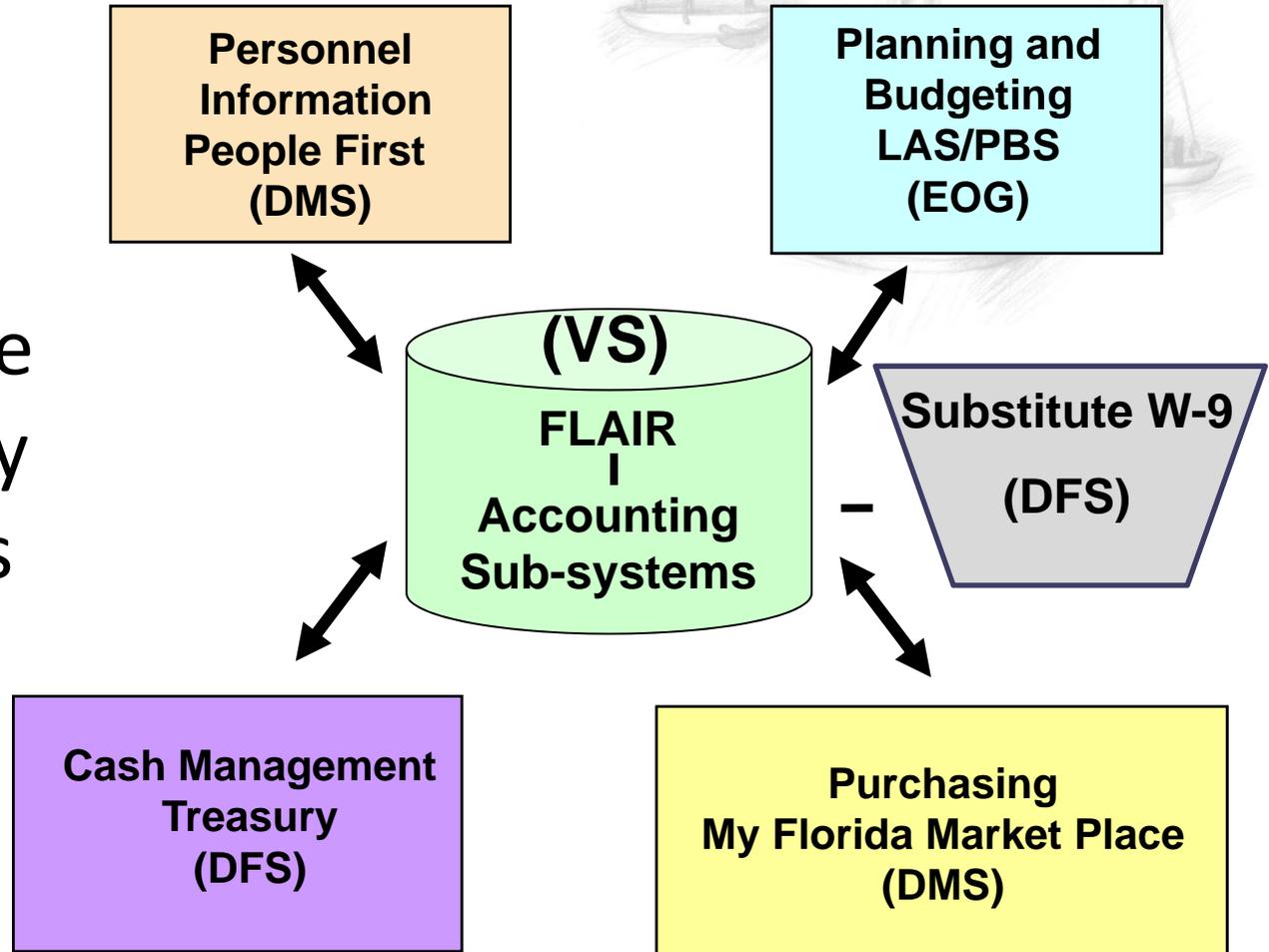
- DMS State Purchasing System MFMP
 - Vendor records load into VS overnight
 - Used by most state agencies; JAC is exempt
 - Puts the responsibility of adding and maintaining remittance information on the vendor via MFMP

- One active MFMP sequence tied to a tax ID locks JAC's ability to add or update records
 - JAC can only update a MFMP vendor if all MFMP records (sequences) have been inactivated



FLAIR and the Florida Financial Management Information Systems (FFMIS)

FFMIS systems manage the state's daily operations



FLAIR Vendor File Purge Cycle

- FLAIR marks vendor records as inactive or deleted
 - Inactivated records are can not be used in a transaction
 - FEIN & SSN records will be purged after 18 months of inactivity
 - JAC can add a sequence if needed to most inactivated records
 - Non-standard (N) vendor records are marked for deletion after 4 months of inactivity and purged after a total period of 18 months



Adding a Vendor Record to FLAIR

- Whenever possible please provide a copy of the vendor's W-9 and billing invoice
 - W-9 or W-8 (foreign) needed to verify tax ID
 - Current remittance information from the invoice (if possible)
 - Invoice remittance information determines the address to be added to FLAIR



Getting a Vendor Added to VS

- Please send vendor requests and inquiries to: vendorprocessing@justiceadmin.org

JAC Statewide Vendor File Contacts

David Kosinski

Professional Accountant
Services

850.488.2415 x. 236

David.Kosinski@justiceadmin.org

Nona McCall

Deputy Director of Financial

850.488.2415 x. 231

Nona.McCall@justiceadmin.org



DFS – Vendor Management Unit

Substitute W-9 Matching Issues

Department of Financial Services

Bureau of Accounting and Auditing

Vendor Management Section

850.413.5519

FLW9@myfloridacfo.com



DMS – My Florida Market Place

MFMP Vendor Portal

<https://vendor.MyFloridaMarketPlace.com>

MFMP Customer Service Help Desk

1.866.352.3776

VendorHelp@myfloridamarketplace.com



Vendor Assistance

- Contact JAC at any time to assist with vendor issues
- JAC staff works with DFS staff to resolve vendor problems when possible
- JAC staff will assist in locating tax IDs, W9 registrations and more, if needed



Questions

