



**Florida Department of Financial Services  
FLAIR Procedures Manual**

**Fundamentals  
Chapter 100**

**Revised January 2018**



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# 100 Fundamentals

## 101 Introduction

The Florida Department of Financial Services (DFS) has the responsibility to ensure the reporting of state financial information is in compliance with all federal and state legal requirements. The Florida Accounting and Information Resource (FLAIR) system is one of the five Enterprise Information subsystems that maintain and provide information for the effective operation of the State's government.

This FLAIR manual is intended to be a reference tool to ensure that all fiscal data is reported comprehensively and uniformly. This manual includes information and instruction for:

- Compliance with all statutory requirements;
- Compliance with Generally Accepted Accounting Principles (GAAP);
- Compliance with federal requirements; and
- Procedures for using available functions in FLAIR.

### 101.1 Authority

The **Florida Statutes (F.S.)** authorize and govern the use of FLAIR. Some statutes to be aware of and familiar with include:

- Section [215.90](#), F.S., short name for the Florida Financial Management Information System (FFMIS).
- Section [215.91\(2\)](#), F.S., names FFMIS as “the primary information resource that provides accountability for public funds, resources, and activities.” FLAIR is one of the five subsystems of FFMIS, and serves as the State's accounting system.
- Section [215.91\(7\)](#), F.S., requires all state agencies to record financial information in FLAIR.
- Section [215.92\(6\)](#), F.S., defines the functional owner as “the agency that has the legal responsibility to design, implement, and operate an information subsystem.”
- Section [215.93\(3\)](#), F.S., states that FFMIS, including FLAIR, “shall include financial management data and utilize the chart of accounts provided by the Chief Financial Officer” (CFO).
- Section [215.93\(5\)](#), F.S., gives the functional owners of each FFMIS subsystem the legal responsibility for “the security and integrity of all data records existing within or transferred from their information subsystem.” This includes data input into the subsystem by authorized users.
- Section [215.94\(2\)](#), F.S., designates DFS as the functional owner of FLAIR. This section also requires FLAIR to include functions for accounting, reporting, producing financial statements, auditing, and settling claims.
- Section [215.96](#), F.S., delegates the CFO with the responsibility to establish a coordinating council to review and recommend solutions and policy alternatives to ensure coordination between the functional owners of the information subsystems.
- Section [216.102\(2\)](#), F.S., states that “Financial information must be contained within the Florida Accounting Information Resource Subsystem.”

DFS, as the functional owner, plays a major role in ensuring that state financial transactions are accurately and timely recorded and that the State's Comprehensive Annual Financial Report (CAFR) is presented in accordance with appropriate standards, rules, regulations, and statutes.

The **Central Component of FLAIR (Central FLAIR)** is managed by the Division of Accounting and Auditing. The accounts of all state agencies are managed through FLAIR. Central FLAIR performs the following functions:

- Budget execution control;
- Statewide vendor registration and information reporting;
- Posting of all state disbursements and transfers, including expense, payroll, retirement, reemployment assistance, and public assistance payments; and
- Posting and monitoring revenue receipts.

The **Departmental Component of FLAIR (Departmental FLAIR)** is used by each agency to perform the following functions:

- Manage the agency budget;
- Record expenditures and revenues;
- Manage grants, projects, and contracts;
- Maintain fixed assets and property; and
- Report financial positions to statewide stakeholders.

FLAIR is updated on a daily basis, providing users with current online information. The system is modular in design, which permits additions of subsidiaries as required and is adaptable to the mode of operation and reporting requirements of each individual agency.

## 101.2 Manual Layout

The FLAIR Manual is divided into chapters. Each chapter addresses a group of functions that are related in purpose. For example, all of the functions within FLAIR that are related to processing expenditures are included in chapter 200. The chapters are as follows:

- 100 Fundamentals
- 200 Expenditures
- 500 Asset Management
- 600 Revenue
- 700 Month and Year End Financial Processes
- 900 Reporting
- 1000 Report Distribution System for End Users
- 1100 Report Distribution System for Administrators
- Glossary
- Appendix

### 101.2.1 Manual Navigation

The FLAIR Manual is designed to be used by agency FLAIR users, management, and others involved in the accounting process. It includes information regarding how to consistently record financial events, how to use FLAIR functions, and why each function is used.

This manual is designed for easy navigation. Each chapter contains a **Table of Contents** with sections and subsections clearly titled and numbered. The chapters contain sections that begin with the chapter number. For example, chapter 500 is Asset Management. Chapter 500 contains 34 sections, 500 through 534. Within the sections are subsections to provide further breakdown and clarity of functions and ideas. This format is used to assign as many topic levels as necessary.

- **Chapters** – The major areas of focus.
- **Sections** – Primary breakdown of major topics within a chapter.
- **Subsections** – Secondary breakdown of a topic with a section.

### 101.2.3 Additional FLAIR Manual Information

In addition to the chapters that make up the FLAIR Manual, additional information has been included for reference.

#### Glossary

The glossary defines terms that are found throughout the manual.

#### Appendix

The appendix includes tables of codes or links to information found or used in FLAIR. The major sections for these codes include:

- **Navigation Codes** – Used to navigate in FLAIR.
- **FLAIR State Standard Codes** – Established and maintained by DFS.
- **FLAIR Asset Codes** –Used in the Asset Subsystem.
- **FLAIR Purchasing Card Subsystem Codes** – Used in the Purchasing Card (PCard) Subsystem.
- **FLAIR Expansion Files** – Codes used to establish and maintain the Expansion Option Files in FLAIR. Includes codes used to establish allotment levels when creating an expansion option.
- **FLAIR Expenditure Codes and Data** – Used to establish and process payments in FLAIR.
- **FLAIR Revenue Codes** – Used to process revenue to revenue transactions.
- **RDS Information** – Information regarding the Report Distribution System (RDS).
- **Acronyms** – Acronyms and abbreviations used in FLAIR.
- **Data Codes** – Listing of all fields in FLAIR.
- **Other Information** –Information concerning transactions and fund types that affect available balance.

## 101.3 Distribution of the FLAIR Manual

The FLAIR Manual is available on the Office of Florida Financial Education website:

<https://www.myfloridacfo.com/Division/AA/Manuals/default.htm>.

## 102 Introduction to Accounting

**Accounting** is the systematic, recording, reporting, and analysis of financial activities of an organization. Accounting is often referred to as "the language of business" due to its role in maintaining and processing all pertinent financial information that an entity requires for its managing and reporting purposes.

### 102.1 Accounting Uses

As the language of business, the ultimate use of accounting information is to provide information for decision making. The following are potential users of accounting information that is maintained by a government:

- Management
- Elected Officials
- Citizens
- Grantors
- Debtors

### 102.2 Generally Accepted Accounting Principles

**Generally Accepted Accounting Principles (GAAP)** are uniform minimum standards of, and guidelines for, financial accounting, reporting, and statement preparation. Adherence to GAAP assures that financial reports of all state and local governments, regardless of jurisdictional legal provisions and customs, contain the same types of financial statements and disclosures, for the same categories and types of funds and activities, based on the appropriate measurement and classification criteria, and are therefore comparable.

The **Governmental Accounting Standards Board (GASB)** sets the accounting and financial reporting standards for state and local governments in the United States. However, other bodies and organizations often publish accounting guidance. GASB Statement 76 establishes a hierarchy of applicability of GAAP for state and local governments and sets forth what constitutes GAAP for all state and local governmental entities. It establishes the order of priority of pronouncements and other sources of accounting and financial reporting guidance that a governmental entity should apply. The sources of authoritative GAAP are categorized in descending order of authority as follows:

#### Category A

- **GASB Statements and Interpretations** – officially established accounting principles.

#### Category B

- **GASB Technical Bulletins** – clarification from the GASB regarding implementation of, or applying situations to, pronouncements.
- **GASB Implementation Guides** – published by the GASB staff and include practices that are widely recognized and prevalent in state and local government. Materials from GASB

Implementation Guides are periodically incorporated into the Comprehensive Implementation Guide and retain original authoritative status.

- **Literature of the American Institute of Certified Public Accountants (AICPA) cleared by the GASB** – literature specifically made applicable to state and local governments that contains a statement that it has been cleared by the GASB in accordance with GASB’s rule of procedure.

If the accounting treatment for a transaction or event is not specified in the above categories, consider accounting principles for similar transactions or events within an authoritative GAAP before using nonauthoritative accounting literature.

Within the State of Florida, additional reporting requirements may be established by a variety of sources. These include:

Guidelines Set By	Guidelines Found In
<b>Federal Government</b>	Office of Management and Budget A-87 circulars – Office of Banking and Budget
<b>Legislature</b>	Florida Statutes
<b>Executive Office of the Governor (EOG)</b>	Executive Orders
<b>Department of State</b>	Publishes Florida Administrative Code (pursuant to chapter <a href="#">120</a> , F.S.)
<b>DFS</b>	CFO and Agency Addressed Memoranda
<b>Agency Program, Project, and Grant Managers</b>	Policies and Procedures (set by each agency)

## 103 Internal Controls

**Internal controls** are processes designed to provide reasonable assurance regarding the achievement of objectives in effectiveness and efficiency of operations, reliability of financial reporting, and compliance with applicable laws and regulations.

Section [215.86](#), F.S., uses the term “management systems and controls”:

Each state agency and the judicial branch, as defined in section [216.011](#), F.S., shall establish and maintain management systems and controls that promote and encourage compliance; economic, efficient, and effective operations; reliability of records and reports; and safeguarding of assets.

Internal controls help an entity:

- Accomplish its mission;
- Safeguard assets;
- Operate efficiently;
- Comply with laws and guidelines; and
- Ensure accurate and reliable financial data.

Without strong internal controls agencies risk:

- Business interruption;
- Erroneous management decisions;
- Fraud, embezzlement, and theft;
- Statutory sanctions;
- Excessive costs and deficient revenues;
- Loss, misuse, or destruction of assets; and
- Public dissatisfaction and/or loss of respect.

Internal controls benefit the State by:

- Reducing and preventing errors in a cost-effective manner;
- Protecting employees and resources;
- Providing appropriate checks and balances; and
- Having more efficient audits, resulting in shorter timelines, less testing, and fewer demands on staff.

Examples of internal controls:

- ***Segregation of duties*** - requires that separate individuals be assigned responsibilities for different elements of related activities, particularly those involving authorization, custody, or recordkeeping. For example, the same person who is responsible for an asset's recordkeeping (bank statements) should not be responsible for physical control of that asset (checkbook). Having different individuals perform these functions creates a system of checks and balances, which helps to detect errors in a timely manner, as well as to deter fraud, theft, waste, and abuse.
- ***Proper authorization of transactions and activities*** - helps to ensure that activities adhere to established guidelines unless responsible managers authorize another course of action. For

example, a list of computers for replacement by the Information Technology staff may serve as an official authorization for the purchase by a program office. In addition, there may be a control to allow the program office supervisor to authorize reasonable deviations from the list of computers to be purchased.

- ***Adequate and proper documentation*** - provides evidence that financial statements are accurate. Controls for adequate recordkeeping ensure that documentation is timely, complete, consistent (within and between state agencies), compliant (meets all federal, statutory and agency requirements) and cost effective.
- ***Physical control over assets and records*** - helps to protect the company's assets. These control activities may include electronic or mechanical controls (such as a safe, employee identification [ID] cards, fences, cash registers, fireproof files, and locks), or computer-related controls (such as access privileges or established backup and recovery procedures).

Independent checks on performance, carried out by employees who did not do the work, help ensure the reliability of accounting information and the efficiency of operations. For example, a supervisor verifies the accuracy of a retail clerk's cash drawer at the end of the day.

## 104 Accounting Concepts

### 104.1 Basic Elements

**Accounting** is defined as the system of recording and summarizing business and financial transactions and analyzing, verifying, and reporting the results.

#### 104.1.1 Transactions

**Transactions** occur when an individual event or condition must be recorded. There are two types of transactions:

- **Internal** - a transaction that occurs within the agency. This may be a transfer from one fund to another within the same organization.
- **External** - a transaction that occurs with another entity. This may include another state agency, unit of government, or the public sector.

Transactions may include, but are not limited to, the:

- Payment of goods or services;
- Deposits of fees, taxes, or transferred funds received; and
- Tracking of assets – construction, acquisition of tangible personal property.

#### 104.1.2 Account

**Accounts** are records of transactions, which include increases and decreases, to a specific asset, liability, fund balance, revenue, or expense/expenditure item. In a transaction, an account may be a **general ledger (GL) code** or combination of other FLAIR codes, such as fund, category, and object.

In its simplest form, an account consists of three parts:

- Account title
- Left side (or debit side) of the transaction
- Right side (or credit side) of the transaction

Accounts may have two types of classifications:

- **Real accounts** provide an ongoing record of assets, liabilities, and equity. Their balances are not cancelled out at the end of an accounting period, but are carried over to the next period.
- **Nominal accounts** record changes to assets and liabilities due to activity during one accounting period. They begin the accounting period with a zero balance and accumulate balances over the accounting period. At the end of the period, the balance is closed to a real account.

## 104.2 Debits/Credits

**Debits** and **credits** are an integral part of accounting. They are used to record accounting transactions and keep track of assets and liabilities or revenue and expenditures. Two or more accounts are affected by each transaction.

A debit represents an amount entered on the left side of an account. It records an increase in an asset or expenditure/expense when used in a transaction. Conversely, a liability, revenue or equity/fund balance will be decreased when a debited amount is entered.

A credit represents an amount entered on the right side of an account. It records an increase to an account when used in a liability or revenue transaction. Credit entries will also increase the equity/fund balance account. Conversely, an asset or expenditure/expense will be decreased when used in a transaction as a credit.

An important fundamental accounting concept is that in a complete entry,

**Debits must always equal Credits.**

Each time a transaction is recorded, some account(s) are debited and another account(s) is credited for the same, but opposite, sign and amount.

The **T-account**, as shown below, is standard shorthand in accounting used to illustrate the effects of transactions on individual accounts. Instead of recording amounts with positive or negative signs, the amounts are entered to their respective sides – debits (DR) on the left, credits (CR) on the right.

*Asset Account Example:*

<b>Cash</b>	
Left Debit (DR)	Right Credit (CR)
<b>+</b> Increase	<b>-</b> Decrease

*Liability Account Example:*

<b>Accounts Payable</b>	
Left Debit (DR)	Right Credit (CR)
<b>-</b> Decrease	<b>+</b> Increase

### 104.3 Double Entry Accounting

**Double entry accounting** provides a mechanism for recording debits and credits in a transaction for two or more accounts. This provides a method for ensuring the accuracy of all accounts since debits must equal credits. With the debits on the left side and the credits on the right, it is easier to sum all debits in a transaction ensuring the sum is equal to the sum of the credits.

Accounting journal entries are written in the following format:

	<i><b>DR</b></i>	<i><b>CR</b></i>
<i>Account Title(s) to be debited</i>	<i>\$\$\$\$\$\$</i>	
<i>Account Title(s) to be credited</i>		<i>\$\$\$\$\$\$</i>
<i>Short explanation of the accounting transaction being recorded</i>		

Assets and expenditures/expenses normally carry debit balances while liabilities, fund equity, and revenue normally carry credit balances.

In FLAIR, the computer based accounting system generally automates one side of the accounting entries that are recorded in the system.

**Example:**

Expenditures, Current	XXXXX		
Released Cash in State Treasury		XXXXX	
To record a cash disbursement.			
			User Input FLAIR Automated

### 104.4 Fund Accounting

**Fund accounting** is used by governmental units and non-profit organizations for the accounting of how funds are spent. Fund accounting focuses on how funds are spent and not on revenues.

**Funds** are established for governmental units to control, monitor, and report on specific resources allocated/budgeted for a specific purpose. A fund is defined by the GASB as:

a fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

Funds are categorized into three broad categories to identify a fund’s resource and how activities are financed. Each of these categories is further refined into specific fund types based on an agency’s need and the Florida Statutes:

- **Governmental Funds** (five types)
- **Proprietary Funds** (two types)
- **Fiduciary Funds** (four types)

### 104.4.1 Governmental Funds

**Governmental funds** are used to account for most governmental functions. There are five types of governmental funds:

- **General Funds** – used to account for and report all financial resources that are not accounted for in other fund types. General funds are assigned a Governmental Accounting, Auditing, and Financial Reporting (GAAFR) fund code of 10 in FLAIR.
- **Special Revenue Funds** – used to account for and report the proceeds of specific revenue sources that are restricted or committed to purposes other than debt service or capital projects. Special revenue funds are assigned a GAAFR fund code of 20 in FLAIR.
- **Capital Projects Funds** – used to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including acquisition or construction of capital facilities and other capital assets. Capital projects funds are assigned a GAAFR fund code of 30 in FLAIR.
- **Debt Service Funds** – used to account for and report financial resources that are restricted, committed, or assigned to expenditure for principal and interest. Debt service funds are assigned a GAAFR fund code of 40 in FLAIR.
- **Permanent Funds** – used to account for and report resources that are restricted to the extent that only earnings, and not principal, may be used for purposes that support the government’s programs. Permanent funds are assigned a GAAFR fund code of 72 in FLAIR.

### 104.4.2 Proprietary Funds

**Proprietary funds** are used to account for financial resources and activities that are similar to those found in commercial enterprises. Proprietary funds recognize consumption or uses of resources as expenses rather than expenditures. There are two types of proprietary funds:

- **Enterprise Funds** – used to account for operations and activities that are primarily financed through sales and service charges to parties external to the government. Enterprise funds are assigned a GAAFR fund code of 50 in FLAIR.
- **Internal Service Funds** – used to account for operations and activities that are primarily financed through sales and service charges to other units within the government. Cost recovery, revenue = expenses, is a main focus of internal service funds. Internal service funds are assigned a GAAFR fund code of 60 in FLAIR.

### 104.4.3 Fiduciary Funds

**Fiduciary funds** are used to account for resources for which the government is acting as an agent, or fiduciary, for citizens or other governments. There are four types of fiduciary funds:

- **Private-Purpose Trust Funds** – used to account for all trust arrangements where both principal and interest may be used for the benefit of individuals, private organizations, or other governments. Private-purpose trust funds are assigned a GAAFR fund code of 71 in FLAIR.
- **Pension Trust Funds** – used to account for pensions and employee benefits for which the government is the trustee. Pension trust funds are assigned a GAAFR fund code of 73 in FLAIR.

- **Agency Funds** – used to account for situations where the government acts as the collecting and disbursing agent for third parties. Agency funds are assigned a GAAFR fund code of 74 in FLAIR.
- **Investment Trust Funds** – used to account for the external portion of investment pools that are managed by a government. Investment trust funds are assigned a GAAFR fund code of 76 in FLAIR.

#### 104.4.4 Account Groups

**Account groups** are used to account for fixed assets and long term liabilities. These account groups list a government's fixed assets and long term obligations. Two account groups are commonly used by governmental units:

- **General Fixed Asset Account Group** – used to list all fixed assets of a governmental unit except those that are reported in proprietary funds. General fixed asset account groups are assigned a GAAFR fund code of 80 in FLAIR.
- **General Long-Term Debt Account Group** – used to account for all long-term debt obligations of a government not reported in proprietary funds. General long-term debt account groups are assigned a GAAFR fund code of 90 in FLAIR.

### 104.5 Basis of Accounting

The **basis of accounting** determines *when* transactions and events will be recognized in the accounting records and presented on the financial statements.

The three most common basis of accounting are:

- **Cash**
- **Modified Accrual**
- **Accrual**

#### 104.5.1 Cash Basis of Accounting

Under the **cash basis of accounting**, revenues are recorded when cash is received and expenses are recorded when cash is paid out. Although the cash basis may seem practical and reasonable, it disregards the existence of other resources that are available or consumed. The cash basis of accounting is not an acceptable basis of accounting for preparing governmental financial statements in accordance with GAAP (*see the following examples*).

Example of an expenditure/expense disbursement recorded on a cash basis:

Description	DR	CR
Expense (Supplies)	5,000	
Cash		5,000

CR = Credit Record; DR = Debit Record.

Example of the same expenditure/expense disbursement recorded on a cash basis in FLAIR:

SF	GL Code	Description	DR	CR	I/A
	7****	Expense (Supplies)	5,000		I
1	13100	Unexpended GR Release <b>or</b>		5,000	A
2	12200	Released Cash in State Treasury <b>or</b>		5,000	A
8	11200	Cash in Bank		5,000	A

A = FLAIR Automated; CR = Credit Record; DR = Debit Record; GL = General Ledger; GR = General Revenue; I = User Input; SF = State Fund.

### 104.5.2 Modified Accrual Basis of Accounting

The **modified accrual basis of accounting** is used by all governmental fund types. Under the modified accrual basis of accounting, revenues are recognized in the period in which they become **available** and **measurable**.

- Revenues are **available** when they are collected either during the current period or soon enough after the end of the period to be used to pay liabilities of the current period.
- Revenues are **measurable** when they are reasonably estimable.

**Expenditures** are payments of obligations under the modified accrual basis of accounting. Expenditures are recognized when the related goods or services have been received, accepted and approved; and the invoice received.

Example of accounts payable and the corresponding payment recorded on a modified accrual basis:

Description	DR	CR
Expenditures	5,000	
Accounts Payable		5,000
Accounts Payable	5,000	
Unexpended GR Release <b>or</b>		5,000
Released Cash in State Treasury <b>or</b>		5,000
Cash in Bank		5,000

CR = Credit Record; DR = Debit Record; GR = General Revenue.

### 104.5.3 Accrual Basis of Accounting

Under the **accrual basis of accounting**, revenues are recognized when earned or when the government has the right to receive revenue, regardless of the timing of related cash flows. **Expenses** are payments of obligations under the accrual basis of accounting. Expenses are recorded when incurred which is prior to receipt of the invoice. The accrual basis of accounting is used with all proprietary funds and certain trust funds that resemble business-type activities (*see the following examples*).

Example of recording an accounts payable on an accrual basis:

Date	Description	DR	CR
5/1/12	Expense (Supplies)	5,000	
	Accounts Payable		5,000

CR = Credit Record; DR = Debit Record.

Example of a payment recorded on an accrual basis when a payable has been recorded using the accrual basis:

Date	Description	DR	CR
6/29/12	Accounts Payable	5,000	
	Cash		5,000

CR = Credit Record; DR = Debit Record.

Example of accounts payable - records a liability on an accrual basis in FLAIR:

Date	GL Code	Description	DR	CR	I/A
5/1/12	7****	Expenditures (Supplies)	5,000		I
	31***	Payable <b>or</b>		5,000	I
	35***	Due to Governmental Units		5,000	I

A = FLAIR Automated; CR = Credit Record; DR = Debit Record; GL = General Ledger; I = User Input.

Records the expenditure and actual disbursement of cash in FLAIR:

Date	SF	GL Code	Description	DR	CR	I/A
6/29/12		7****	Expenditures	5,000		I
	1	13100	Unexpended GR Release <b>or</b>		5,000	A
	2	12200	Released Cash in State Treasury <b>or</b>		5,000	A
	8	11200	Cash in Bank		5,000	A

CR = Credit Record; DR = Debit Record; GL = General Ledger; GR = General Revenue.

Reversal of payable established in FLAIR using the accrual basis of accounting:

Date	GL Code	Description	DR	CR	I/A
6/29/12	31***	Payable <b>or</b>	5,000		A
	35***	Due to Governmental Units	5,000		A

A = FLAIR Automated; CR = Credit Record; DR = Debit Record; GL = General Ledger; I = User Input.

## 104.6 Accounting Equation

The accounting equation represents the relationship between the assets, liabilities, and fund balance. **This is the foundation for double entry accounting.** The basic equation is:

$$\text{Assets} = \text{Liabilities} + \text{Fund Balance/Net Assets}$$

There are six elements in the accounting equation:

- **Assets** are any item of economic value owned by a government or organization that can be readily converted to cash. Assets are expected to benefit future operations.

Some examples of assets include:

Cash in State Treasury  
 Investments  
 Accounts Receivable  
 Buildings  
 Land and Equipment

Assets	
+	-
Increase	Decrease

- **Liabilities** refer to an entity's obligations and represent the amount the entity or government owes. Liabilities represent the claims that others have to the entity's resources.

Some examples of liabilities are:

Accounts Payable  
 Bond Payable  
 Compensated Absences

Liabilities	
-	+
Decrease	Increase

- **Fund balance** is the difference between the total assets and total liabilities in funds using cash or the modified accrual basis of accounting. **Net asset** is the difference between the total assets and total liabilities in funds using the accrual basis of accounting. These are also referred to as the **equity accounts**. The fund balance/net asset accounts can be subdivided into categories to show balances that are restricted as to their use and unrestricted amounts that are available for re-appropriation. Fund balance/net asset has a typical credit balance.

Fund Balance	
-	+
Decrease	Increase

- **Revenues** are increases to governmental assets as a result of the claim to receive fees and taxes, providing services, or the decreasing of a liability. An example would include the sale of driver's licenses or the assessment of sales tax. Revenues occur when the agency has "earned it."

- **Expenditures** are defined as decreases in financial resources. They are restricted in use to governmental fund types that use cash or the modified accrual basis of accounting. For financial reporting purposes, expenditures are classified as:
  - **Current expenditures** for governmental agencies include a wide range of expenditures, such as payroll. Current expenditures pertain to the current fiscal period.
  - **Capital outlay expenditures** relate to the acquisition of capital assets. Among other things, these are goods identified having a useful life greater than a year.
  - **Debt service expenditures** represent the payment of principal and interest needed to service debt.

**Expenses** are defined as the costs or the incurrence of liabilities during a period for performing governmental services as approved by the legislature. They are used in proprietary and certain fiduciary fund types that use the accrual basis of accounting.

- **Beginning fund balance/net asset** is the difference between total assets and total liabilities at the beginning of the current fiscal year. This figure is calculated by FLAIR during the year-end closing process and is automatically rolled forward using the GL code 54900.

## 104.7 Balance Sheet

The **balance sheet** is a snapshot view at a moment in time that reports all the assets, liabilities, and the residual fund balance/net assets. It represents the first part of the accounting equation:

$$\text{Assets} = \text{Liabilities} + \text{Fund Balance/Net Assets}$$

The balance sheet may be prepared during the reporting cycle, but is always prepared as of the close of the fiscal year. Balances in the accounts for expenditures/expenses and revenues are added together and the remainder, if positive, decreases the fund balance amount; if negative, it increases the fund balance amount. This is referred to as a closing entry, and is the only time the fund balance is adjusted. Balances of the accounts on a balance sheet are carried forward each year and are referred to as **real** or **permanent accounts**.

Example of a governmental balance sheet:

General Fund Balance Sheet Example as of 6/30/2XXX			
<b>ASSETS</b>		<b>LIABILITIES</b>	
Cash	\$ 80,000.00	Accounts Payable	\$100,000.00
Taxes Receivable	148,000.00	Taxes Receivable	18,000.00
Due from Other Funds	22,000.00	Due from Other Funds	<u>106,000.00</u>
State and Federal, Other	<u>17,000.00</u>	Total Liabilities	224,000.00
		<b>FUND BALANCE</b>	
		Fund Balance	<u>51,000.00</u>
<b>TOTAL ASSETS</b>		<b>TOTAL LIABILITIES AND FUND BALANCE</b>	
	<u>\$275,000.00</u>		<u>\$275,000.00</u>

### 104.8 Operating Statement

The **operating statement** is a summary of expenditures/expenses and revenue for a specific period of time, normally the current fiscal year-to-date. It is a visual representation of the second part of the accounting equation:

$\text{Revenues} - \text{Expenditures/Expenses} = \text{Beginning Fund Balance/Net Assets} + \text{Ending Fund Balance/Net Assets}$
---

Operating statement accounts are also referred to as **nominal** or **temporary accounts** because the expenditure/expense and revenue account balances are closed out at the end of each fiscal year and transferred to an equity account.

The excess of the revenue account balances over the expense account balances results in an increase to equity. The excess of expenditures/expenses over revenues results in a decrease to equity.

Example of a simple governmental operating statement:

Statement of Revenues and Expenditures	
<b>Revenues</b>	
Fines	\$ 4,500.00
<b>Expenditures</b>	
Miscellaneous Expenditures	\$ 750.00
Salaries	<u>\$3,000.00</u>
<b>Excess of Revenues over Expenditures (Net Income)</b>	\$ 750.00
<b>Beginning Fund Balance</b>	<u>\$1,000.00</u>
<b>Ending Fund Balance</b>	\$1,750.00

## 104.9 Normal Balance

The **normal balance** is an accounting classification used to identify the side of an account, debit or credit, to which an increase is recorded. If the normal balance for an account is a debit, then an entry for a debit would increase the account's value. A credit to the same account would decrease the account's value. Understanding where the normal balance should be makes it easier to trace errors, as well as reinforce the notion that financial entries have at least two components.

This table shows the effects of debits and credits on account balances:

Account	Debit	Credit	Normal Balance
<b>ASSETS</b>	Increase	Decrease	<b>Debit</b>
<b>LIABILITIES</b>	Decrease	Increase	<b>Credit</b>
<b>FUND BALANCE/NET ASSETS</b>	Decrease	Increase	<b>Credit</b>
<b>REVENUES</b>	Decrease	Increase	<b>Credit</b>
<b>EXPENDITURES/EXPENSES</b>	Increase	Decrease	<b>Debit</b>

**Typical balances** in FLAIR are the equivalent of normal balances.

**Atypical balances** in FLAIR reflect balances that are not normal and are not like normal balances in definition.

## 105 FLAIR Overview

The FLAIR Subsystem is the State of Florida's accounting system. The State of Florida must comply with varied requirements, regulations, restrictions, and agreements that affect its financial management and accounting. Such compliance must be demonstrable and must be reported on a regular basis.

The accounting system of the State of Florida must make it possible to:

- Show compliance with all applicable legal provisions; and
- Determine fairly and with full disclosure the financial position and the results of the financial operations of the funds and account groups of the State.

The accounts of all state agencies (expense/expenditures, and revenues) are coordinated through FLAIR.

FLAIR is comprised of four components which serve specific functions within the State's accounting system.

FLAIR components:

Component	Description
<b>CENTRAL ACCOUNTING COMPONENT (CAC)</b>	Maintains the State of Florida's cash, budget, audit, tax reporting, and payments.
<b>DEPARTMENTAL ACCOUNTING COMPONENT (DAC)</b>	Maintains agency accounting records and provides accounting details for GL transactions, account receivables, accounts payables, grants, projects, assets, budget controls, etc. within the organization.
<b>PAYROLL</b>	Processes State Payroll.
<b>INFORMATION WAREHOUSE</b>	Allows users to access information extracted from DAC, CAC, Payroll, and certain external systems. Data storage and reporting system.

### 105.1 FLAIR Fundamentals

FLAIR is a double entry, GL accounting system that is utilized to perform the State's accounting and financial management functions. FLAIR is updated on a daily basis, providing the user with current online information.

In accordance with GAAP, FLAIR provides:

- Accounting control over assets, liabilities, revenue, and expenditures;
- Agency management with budgetary control, while allowing divisions and lower levels of management maximum autonomy; and
- Adequate records for research, audit requirements, and claim settlements against the State.

The system is designed so that all transactions are input through a computer terminal by making one entry for each transaction. FLAIR's overnight process automatically produces all accounting entries necessary for the completion of the transaction.

FLAIR is designed to be a general accounting system that is adaptable to the mode of operation and report requirements of each individual agency.

Reconciling requirements of the individual departments and the requirements of FLAIR require close coordination between managerial and accounting personnel of each department, each data center, and the staff of DFS.

## 105.2 FLAIR History

In the 1970s, the Florida Legislature determined agencies were using different accounting codes and procedures. As a result, the Legislature created the Florida Fiscal Accounting Management Information System (FFAMIS) Act, which was passed in the 1980s. In addition, the State Automated Management Accounting Subsystem (SAMAS) was established.

The FFAMIS Act, authorized in sections [215.90](#) through [215.96](#), F.S., was established to plan, implement, and manage a unified information system that provides fiscal, management, and accounting support for the State's decision makers. To disseminate this information, the Act specified the creation of FFAMIS, as discussed in section [215.93](#), F.S. FFAMIS specifically included the following subsystems:

- Planning and Budgeting
- Florida Accounting Information Resource (FLAIR)
- Cash Management System (CMS)
- Purchasing
- Personnel Information

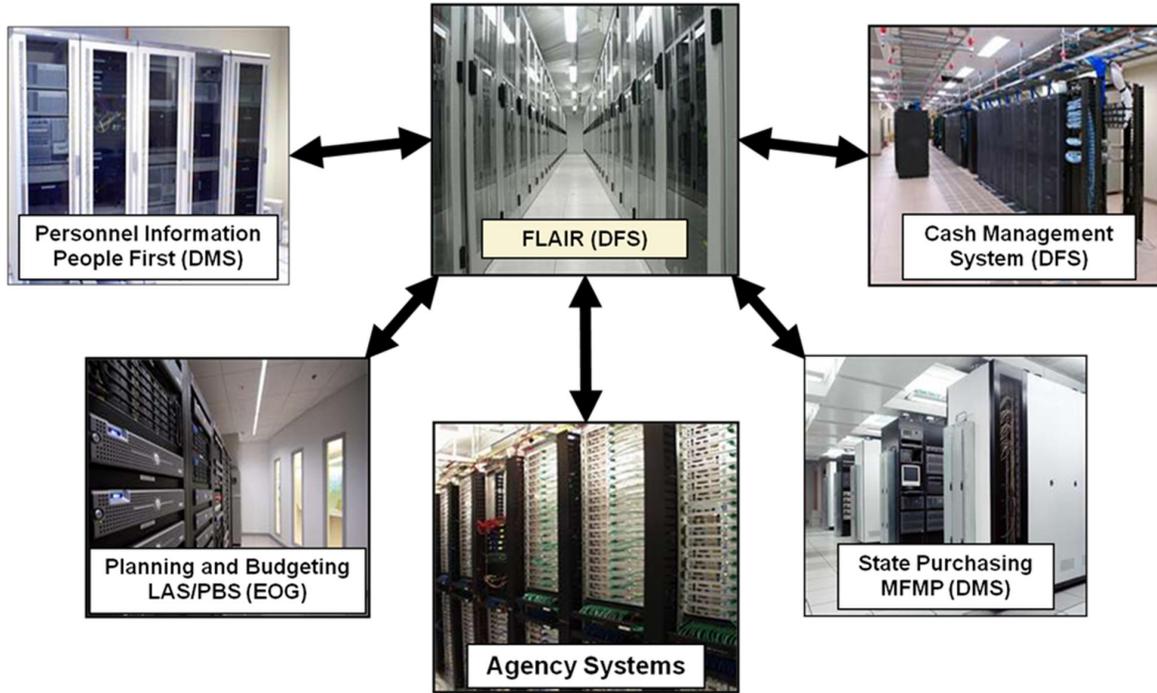
Per section [215.94\(2\)](#), F.S., DFS is the functional owner of FLAIR. As such, DFS is legally responsible for the design, implementation, and operation of the subsystem. FLAIR must include, but is not limited to, the functions of "accounting and reporting so as to provide timely data for producing financial statements," and auditing and settling claims against the State. The accounting information must adhere to GAAP.

The Auditor General is responsible for providing technical advice based on technical standards for any development or significant modifications to the functional system specifications. It is also the responsibility of each functional owner to install and incorporate such specified features, characteristics, controls, and internal control measures within each information subsystem to ensure the integrity of the system.

Between 1980 and 1983 there was a gradual conversion period allowing agencies to implement SAMAS. By 1983, all agencies were using SAMAS as their accounting system. In 1997, SAMAS was officially changed to FLAIR and the FFAMIS Act to the FFMIS Act.

### 105.3 FLAIR and Interfaced Systems

FLAIR, CMS, and the Legislature Appropriations System/Planning and Budgeting Subsystem (LAS/PBS) are subsystems of FFMIS. People First, MyFloridaMarketPlace (MFMP), FFMIS, and various agency systems interface with FLAIR on a daily basis.



FLAIR interfaces:

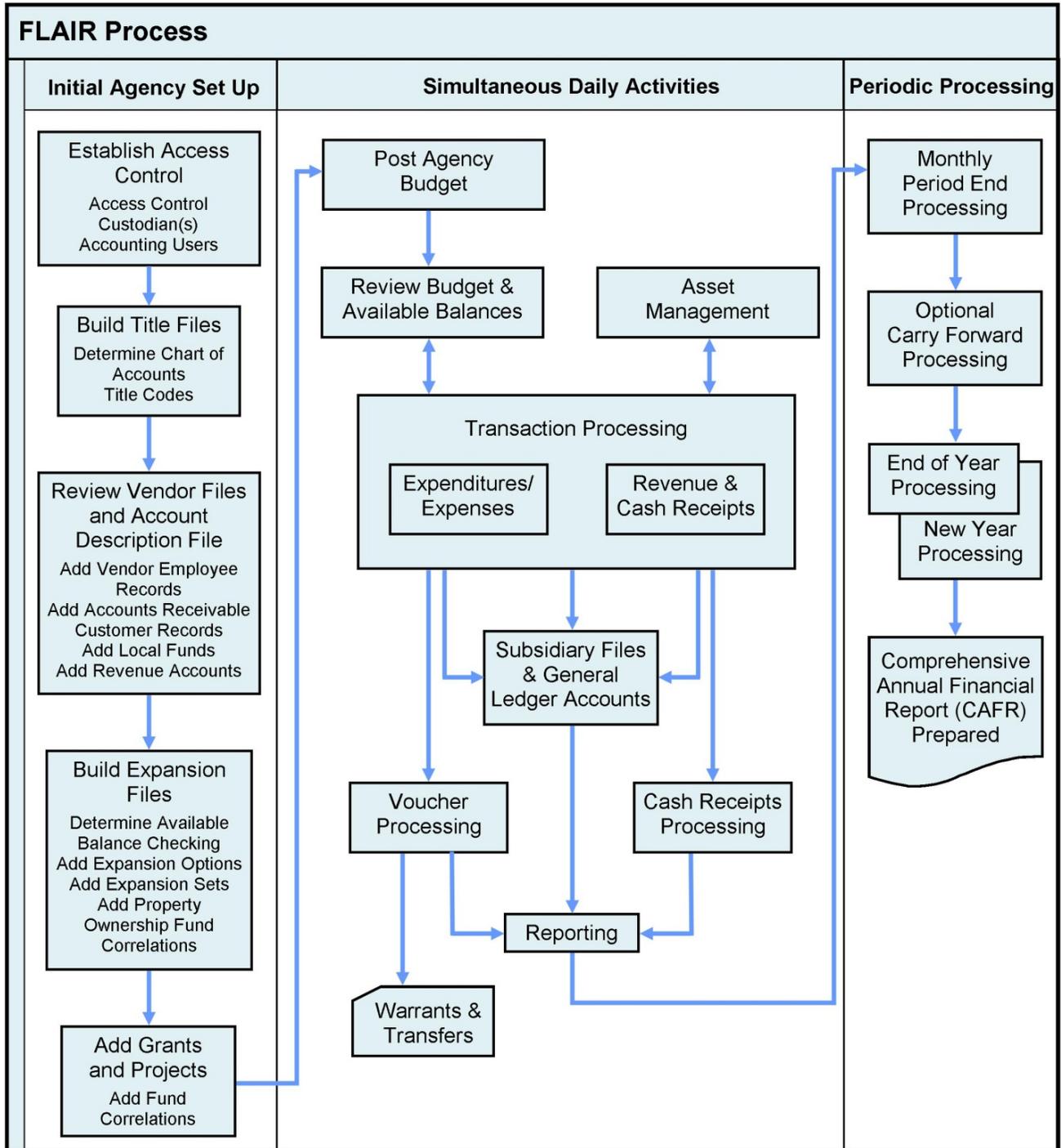
System Name	Description	Functional Owner
<b>FLAIR</b>	Manages and tracks accounting transactions.	DFS
<b>CMS</b>	Manages deposits and investments.	DFS
<b>LAS/PBS</b>	Manages the appropriations process.	EOG
<b>People First</b>	Manages human resources information.	DMS
<b>MFMP</b>	Manages purchasing functions.	DMS
<b>Agency Systems</b>	Agencies have created unique applications to send and receive financial information.	Agencies

CMS = Cash Management System; DFS = Department of Financial Services; EOG = Executive Office of the Governor; FLAIR = Florida Accounting Information Resource; MFMP = MyFloridaMarketPlace.

### 105.4 FLAIR Process

An analysis of an agency’s organizational structure, operations, and accounting procedures is necessary before the agency can begin using FLAIR. Once the analysis is complete, steps are then taken to implement the agency as a FLAIR user. After the initial set-up is complete, daily activities and periodic processes will be ongoing.

The following flowchart illustrates the FLAIR process:



## 105.5 Overview of FLAIR Data Flow

To access the FLAIR system, the user signs on with their assigned organization code, user name, and password. The user's information is validated through the online Access Control File. If the information input is correct, a menu screen is displayed that lists the functionality granted to the user. If the information is incorrect, an error message will display and the user will need to re-input the sign-on information. After successful sign-on, the user chooses a valid function or transaction type to input and the system will display the formatted input screen. The user then inputs the data necessary to complete the chosen transaction.

When the user inputs a transaction into the system, the online processing begins. If an expansion option is indicated, the data from the Expansion Files is retrieved and included in the transaction. ***See section 112 Expansion Files for more information.***

All data codes are validated against the Title File to ensure that all codes have titles prior to processing the transaction. If a vendor number is input, the Vendor Files are checked to ensure that the vendor is valid. If Available Balance Checking is set, the indicated balances are checked at the time the transaction is input. If confirmed, the balances are updated. If the transaction fails balance checking and creates an atypical balance, the user will receive an error message. If Available Balance Checking is not set on the expansion record, the Available Balance File is automatically updated by the amount of the transaction.

Simultaneously, the appropriate subsidiaries or files are updated:

- Encumbrances (***see section 113.1.3 Encumbrances and Accounts Payable Inquiries for details.***)
- Accounts Payable (***see section 113.1.3 Encumbrances and Accounts Payable Inquiries for details.***)
- Accounts Receivable (***see section 113.1.5 Accounts Receivable Transactions Inquiries for details.***)
- Revolving Fund (***see section 205 Revolving Funds Disbursements for details.***)
- Grants (***see FACTS for contract and grant details.***)
- Asset Management (***see chapter 500 Asset Management for details.***)
- Cash Receipts (***see section 113.1.6 Cash Receipts Transactions Inquiry for details.***)
- Clearing Fund (***see section 113.1.6 Cash Receipts Transactions Inquiry for details.***)

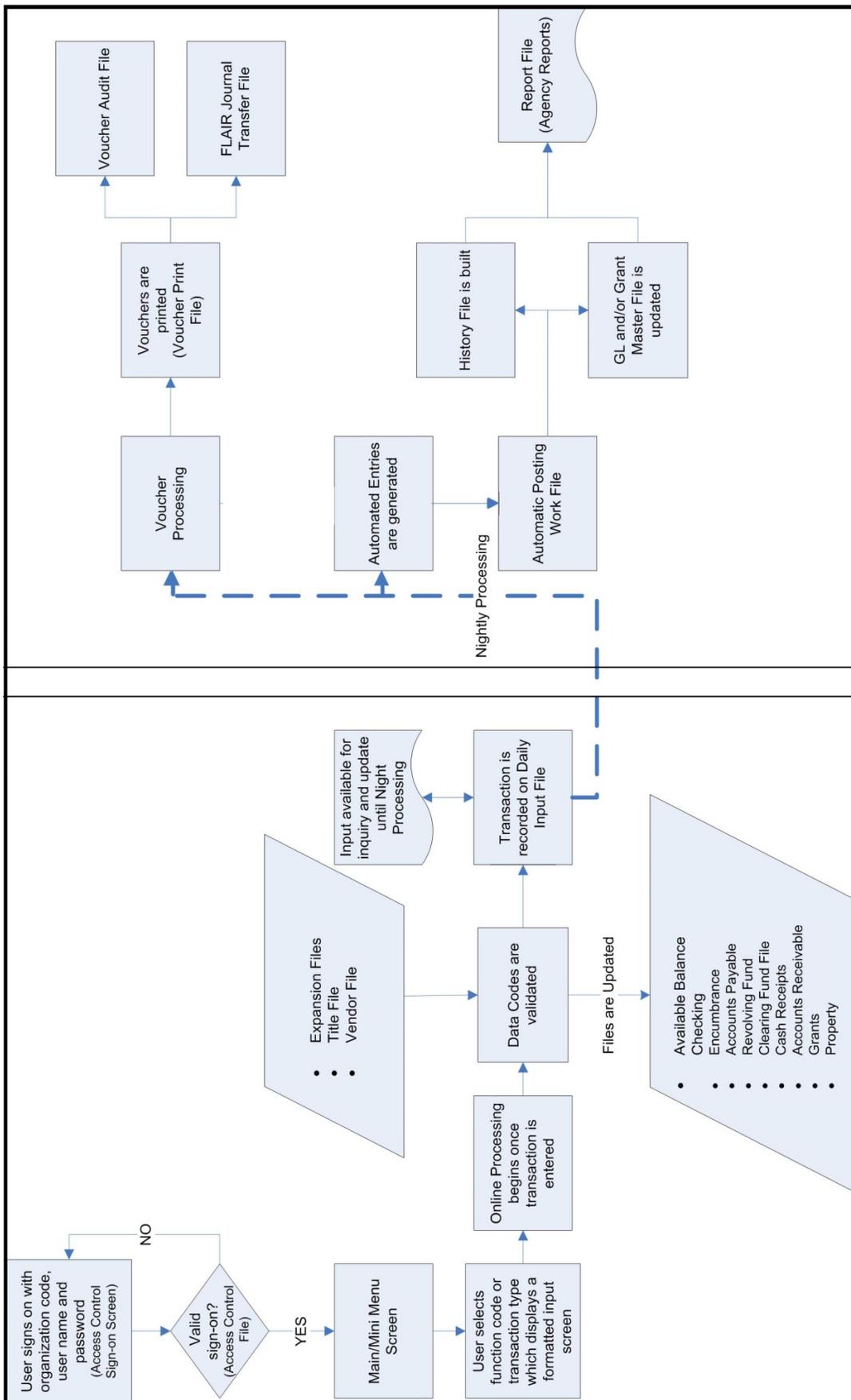
Before nightly processing begins, the transaction is recorded on the Daily Input File and is available for inquiry, update, and limited reporting. During nightly processing, the first step is the vouchering process. Once the vouchers are received in the Voucher Print File, agencies will have the ability to print their vouchers on their local printers the next day.

After the vouchering process is complete, the Revolving Fund Subsidiary is updated, selected vouchers are sent to the Voucher Audit File, and the vouchers related to journal transfers (JT) are updated on the JT File. The automated entries are generated, the Automatic Posting Work File is created, the History File is built, and the Master File is updated.

The History File and Master File are then used to create the Report File, from which agency reports are created.

The following flowchart illustrates the flow of data:

# Flow of Data



## 105.6 FLAIR Navigation

Various navigation tools within FLAIR allow users to move within the software to perform different tasks. Understanding these tools allows the user to navigate and perform functions more efficiently.

FLAIR was programmed to include the following navigation tools:

- Program Function Keys (PF Keys)
- Function Codes
- Screen Names
- Transaction Type (**TYPE**) and Screen Selection (**SEL**) Fields
- **NEXT** Line

### Navigation Features of FLAIR

The screenshot shows a menu screen with the following structure:

```

MNMU (Screen Name)
MENU (Function Codes) 12/07/2012 13:08:57
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 DM DIR/MANAGER FILE 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 FILES U TF TRANSFERS
U TG TITLE - GRANTS U TI TITLE - GENERAL U TJ TITLE - PROJECTS
U TP TITLE - PROPERTY U VE VENDOR-EMPLOYEE U VP VOUCHER PRINT
A VS VENDOR-STATEWIDE
    
```

At the bottom of the screen, there are fields for **TYPE:** and **SEL:**, and a row of program function keys: **Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---**. Below this row are the labels **CONT** and **DAC**.

### Navigation Features of FLAIR (continued)

The screenshot shows a detailed screen with the following structure:

```

51S2 TR 51 - UNENCUMBERED DISBURSEMENTS - SINGLE INPUT 12/07/2012 13:33:04
L1 L2 L3 L4 L5 EO VR OBJECT CF PPI DESCRIPTION SUB-VENDOR-ID
85 10 01 01 211 01 04 261000 _
....AMOUNT.... VENDOR-ID TRN-DT G VOUCH-NO LINE BI OTHER-DOC B
2012 V
INVOICE AB ..QUANTITY.. CK-NO CK-DT PID BF-ORG BF-EO BF-OB/CF BF-CAT/YR
CAT YR GL EGL EOB ECAT EP GRANT GY CNTRT CY OCA AU
040000 00 71100
GF SF FID BE IBI EF STATE-PROGRAM PROJECT ID
20 2 010001 85100000 00 1112110000 000000
BPIN COUNT ...UNITS.... ...TIME...
NEXT: L1-L5 85 10 01 01 211 EO 01 VR 04 OBJECT 261000 PPI
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT MINI MAIN RFRSH CAN
    
```

Annotations in the screenshot include:

- NEXT Line**: A red box pointing to the **NEXT:** line.
- TYPE and SEL**: A red box pointing to the **TYPE** and **SEL** fields.

### 105.6.1 FLAIR Program Function Keys

**Program function (PF) keys** are computer keyboard keys that have been programmed to act as shortcuts for performing certain actions within an application. FLAIR uses the **F1** through **F12** keys on the keyboard as PF keys (with **F1** = PF1, and so on), as well as the **Enter**, **Tab**, **Ctrl**, and **Escape** keys. A PF key is available for operation if it appears on the screen or is otherwise noted (such as the Help Key).

PF keys for FLAIR:

Program Function Key	Description	Special Instructions
PF1	Help Key	The Help Menu is available when an asterisk (*) is next to the field name. Only accessible in Purchasing Card (PCard) Module, Reporting Distribution System (RDS), and the Transfer Function.
PF2	Quit	Used to exit FLAIR. Does not process any information input on the screen. Only accessible in the PCard Module and Transfer Function.
PF3	Return to Mini Menu	While in a transaction screen, this key processes the information on the screen and returns the user to the Mini Menu.
PF4	Return to Main Accounting Menu	While in a transaction screen, this key process the information on the screen and returns the user to the Main Accounting Menu.
PF5	Refresh	Refreshes the screen and displays the screen as it appeared before any input was made. In the PCard Module and Transfer Function, this key retrieves the PF Key Display Options window. This window allows the user to change how the PF keys are displayed on the screen.
PF6	Return to the First Record	Returns the user to the first record meeting the users' search criteria. In the PCard Module, if the user presses this key, the user has the flexibility to "program" how the screen will behave after a successful screen modification.
PF7	Page Back	Pages back one screen. Only accessible in the PCard Module, RDS, and Transfer Function.
PF8	Page Forward	Pages forward one screen.
PF9	Expand All	Only accessible in the PCard Module. Used when the entire reallocation must be re-expanded.
PF10	Scroll Left	Only accessible in PCard Module, RDS, and the Transfer Function.
PF11	Scroll Right	Only accessible in PCard Module, RDS, and the Transfer Function.
PF12	Cancel	Cancels the transaction and does not process the screen.

Program Function Key	Description	Special Instructions
ENTER	Continue	This key will process the <b>TYPE</b> and <b>SEL</b> fields unless left blank, and then will process the <b>NEXT</b> line unless blank, and then will process the requested data.
TAB	TAB Key	Allows the user to move the cursor from one field to another horizontally.
RIGHT CTRL*	Control Key	Allows the user to move the cursor from one field to another vertically.
ESC	Escape Key	If the cursor is not located in a predefined field on the FLAIR screen, press this key to reset the screen.

\*If the user's keyboard is mapped to include this key functionality.

### 105.6.2 FLAIR Function Codes

The **function codes** in FLAIR are two-digit alphabetic codes used to identify a transaction type, mini menu, or file. The available functions codes are displayed on the Main Accounting Menu when the user signs on. Their functionality depends on the user's Access Control Record.

FLAIR function codes:

FLAIR Functions	Transaction (TR) Types and/or Description of Function
AVAILABLE BALANCE (AB)	Available Balance File of Departmental Balances
ACCOUNT DESCRIPTION (AD)	Account Description File of Valid FLAIR Accounts
ACCOUNTS PAYABLE (AP)	TR80 - Unencumbered Payable TR81 - Encumbered Payables TR8S - Accounts Payable Subsidiary File
ACCOUNTS RECEIVABLE (AR)	TR90 - Accounts Receivable TR91 - Memo Accounts Receivable TR9S - Accounts Receivable Subsidiary File
BUDGET CONTROL (BC)	TR20 - Allotments TR21 - Appropriations, Approved Budget, Estimated Revenue TR22 - Releases
PURCHASING CARD (CD)	PCard Module
REQUEST FOR CERTIFICATIONS (CF)	TR1S - Request for Certifications
CASH RECEIPTS UTILITIES (CP)	Cash Receipt Processing and Report Options
CASH RECEIPTS (CR)	TR30 - Direct Deposit Receipts TR31 - Clearing Fund Receipts TR32 - Revolving Fund Reimbursements TR33 - Direct Deposit Receivable Receipts TR34 - Clearing Fund Receivable Receipts

FLAIR Functions	Transaction (TR) Types and/or Description of Function
	TR96 - JT Receipts TR97 - JT Receivable Receipts TR3S - Cash Receipts and Clearing Fund File
<b>DISBURSEMENTS (DB)</b>	TR51 - Unencumbered Disbursements TR52 - Revolving Fund Unencumbered Disbursements TR53 - Payable Disbursements TR54 - Revolving Fund Payable Disbursement TR57 - Refund of Overpayment of Taxes TR58 - Disbursement Corrections TR59 - Revolving Fund Disbursement Corrections TR70 - Encumbered Disbursement TR71 - Revolving Fund Encumbered Disbursements TR7S - Revolving Fund Subsidiary File
<b>DIRECTOR/MANAGER FILE (DM)</b>	Director/Manager Title File
<b>ENCUMBRANCES AND ENCUMBRANCE CHANGES (EN)</b>	TR60 - Encumbrances TR61 - Encumbrance Changes TR6S - Encumbrance Subsidiary File
<b>EXPANSION (EX)</b>	Option File/Set File
<b>FIXED ASSET ACCOUNTING (FA)</b>	TR16 - Property General Accounting DA - Single Item Depreciation MT - Mass Transfer Request DR - Depreciation Request PM - Property Disposition, Restoration, or Single Item Transfer
<b>FIXED ASSET CUSTODIAL (FC)</b>	CI - Chained Item Inquiry CT - Custodian Title Information DE - Simulated Depreciation Request DA - Depreciation Adjustments NA - Property Non-Accounting Data Entry PM - Property Master File Inquiry/Update PP - Property Pending File PH - Property History Inquiry PI - Property Inventory
<b>GENERAL ACCOUNTING (GA)</b>	TR10 - General Accounting TR11 - Master File Life-to-Date (LTD) Adjustments
<b>GRANT INFORMATION (GI)</b>	Grant Informational Data
<b>PERIOD END (PE)</b>	Period/Month End/Certified Forward Closing Requests
<b>PROJECT INFO (PJ)</b>	Project Informational Data
<b>AR CUSTOMER (RC)</b>	Accounts Receivable Customer File
<b>IMMEDIATE REPORTS (RP)</b>	Scheduling/Running Immediate Reports

FLAIR Functions	Transaction (TR) Types and/or Description of Function
<b>RECURRING REPORTS (RP)</b>	Scheduling/Running Reports on an Ongoing Basis
<b>STATE CFO FILES (SC)</b>	Access to the Central Accounting or CFO Functions
<b>TRANSFERS (TF)</b>	TR94 – Revenue to Revenue Transfer
<b>TITLE – GRANTS (TG)</b>	Titles for Grant Data Codes
<b>TITLE – GENERAL (TI)</b>	Titles for General Data Codes
<b>TITLE – PROJECTS (TJ)</b>	Titles for Project Data Codes
<b>TITLE – PROPERTY (TP)</b>	Titles for Property Data Codes
<b>VENDOR-EMPLOYEE (VE)</b>	Employee Vendor File
<b>VOUCHER PRINT (VP)</b>	Agency Printing of Vouchers and Voucher Summary Report
<b>VENDOR STATEWIDE (VS)</b>	Statewide Vendor File

CFO = Chief Financial Officer.

### 105.6.3 FLAIR Screen Names

**Screen names** are located at the top left corner of every FLAIR screen. These screen names identify the screen which the user is viewing. If the user is having difficulty on one of the screens, the user may contact the **DFS Help Desk (Help Desk)**. To ensure accurate and timely assistance, the user should provide the Help Desk with a clear description of the problem occurring, including the screen name and any error message returned on the screen.

There are two types of menu screens in FLAIR:

- **Main Accounting Menus** - list all accounting functions available for a given security access level at the time of sign on.
- **Mini Menus** - list the transaction types within a function and the available screen selections for each transaction type within the user's assigned security control record.





To transfer to a different transaction type:

1. In the **TYPE** field, input the transaction type (for this example, **51** for Unencumbered Disbursements).
2. In the **SEL** field, input screen selection code (for this example, **S** for Single Input).

```

                                     TYPE 51  SEL S
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT          MINI  MAIN  RFRSH
    
```

**Note:** Transferring to and from any transaction type or accounting function is allowed on all transaction screens.

3. Press **Enter**. FLAIR will display the requested screen (for this example, the TR51 Unencumbered Disbursements Single Input Request Screen One).

**TR51 - Unencumbered Disbursements - Single Input - Request - Screen One**

```

51S1                                     12/07/2012  15:57:22
      TR 51 - UNENCUMBERED DISBURSEMENTS - SINGLE INPUT - REQUEST
L1 L2 L3 L4 L5  EO VR OBJECT  PPI
85  -
                                     TYPE      SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT          MINI  MAIN  RFRSH
    
```

**Note:** The active PF keys on each screen, with the exception of **PF12**, override user input in the **TYPE** and **SEL** fields. For example, if data is input in the **TYPE** and **SEL** fields, and **PF12** is pressed, the screen requested will not be displayed or the data processed, and the requested **TYPE** and **SEL** will be returned.

**105.6.5 NEXT Line**

Many screens within FLAIR include the **NEXT** line. The **NEXT** line allows the user to input criteria for the next transaction or inquiry before submitting the current transaction or inquiry, and without leaving the current screen. While the fields included in the **NEXT** line vary from screen to screen, the functionality remains the same. The **NEXT** line is available on transaction input screens, transaction inquiry screens, subsidiary inquiry screens, and many other functions.

While the current transaction is displayed on the input screen, the user will populate the fields in the **NEXT** line, with the exception of the expansion option version (**VR**). The **VR** field should remain blank, so that the system defaults to the latest version. When data is input on the **NEXT** line before the current transaction is submitted, the current transaction is processed and screen two of the next transaction is displayed, when the user presses **Enter**.

On inquiry and update screens, the **NEXT** line fields will remain blank. If another inquiry is desired, input the appropriate criteria in the fields on the **NEXT** line and press **Enter**.

The following are examples of **NEXT** lines found in FLAIR.

**TR6S - Encumbrance Subsidiary Ledger - Single Inquiry - Screen Two**

```

6SI2      6S-ENC. SUBSIDIARY LEDGER - SINGLE INQUIRY      09/24/2012  13:21:33
EN-NO    LINE  MBI  F  L1 L2 L3 L4 L5  EO VR OBJECT  PPI  DESCRIPTION
E 10000  0001      85 10 02 02 213 AA 02 341000      LAB SUPPLIES

..LINE AMOUNT.  VENDOR-ID                      MC  BF-CAT  BF-YR  VENDOR NAME
      10000.00                                A

EN-GL    EN-EGL SUB-VENDOR-ID  ..QUANTITY..  PID EN-DT      RCV-DT      AC-DT
94100                                09/30/2012  09/30/2012

CAT      YR CF  NCF  GL      EGL  EOB  ECAT   EP  GRANT          GY  CNTRT  CY  OCA  AU
040000  00          71100

GF SF  FID    BE      IBI    EF  STATE-PROGRAM  PROJECT ID  RVL
20 2  010001 85100000 00      1112110000 000000

BF-ORG      BF-EO BF-OB

NEXT:
L1 L2 L3 L4 L5  EN-NO    LINE PPI CAT   VENDOR-ID          TYPE  SEL
85                                BF-ORG  BF-EO
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT          MINI  MAIN  RFRSH TOP          FWD
    
```

**TR70 - Encumbered Disbursements - Single Input - Screen Two**

```

70S2      TR 70 - ENCUMBERED DISBURSEMENTS - SINGLE INPUT  09/24/2012  13:22:33
EN-NO    MB LINE  F  L1 L2 L3 L4 L5  EO VR OBJECT  CF DESCRIPTION      SUB-VENDOR-ID
E10000  0001  85 10 02 02 213 AA 02 341000  LAB SUPPLIES

...AMOUNT.... VENDOR-ID                      TRN-DT  G  VOUCH-NO  LINE BI  OTHER-DOC  B
                                2012    V

INVOICE    AB..QUANTITY..  CK-NO    CK-DT    PID BF-ORG      BF-EO BF-OB/CF BF-CAT/YR

CAT      YR  GL      EGL  EOB  ECAT   EP  GRANT          GY  CNTRT  CY  OCA  AU
040000  00  71100

GF SF  FID    BE      IBI    EF  STATE-PROGRAM  PROJECT ID
20 2  010001 85100000 00      1112110000 000000

BPIN      COUNT      ...UNITS....  ...TIME...

EN-NO    LINE  L1 L2 L3 L4 L5  EO VR OBJECT          TYPE  SEL
E 10000  0001                                BF-ORG  BF-EO
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT          MINI  MAIN  RFRSH          CAN
    
```



## 106 FLAIR User Access

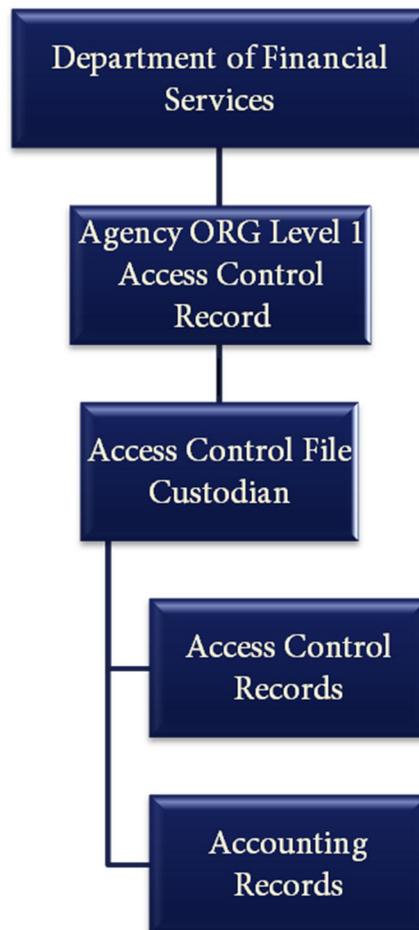
Security measures must be in place to prevent unauthorized persons from accessing FLAIR files. Authorized personnel may access only those files for which they have authority. Carefully controlled maintenance ensures the security of the Access Control File.

### 106.1 Access Control File

The **Access Control File** contains records of the valid security level organization codes and related user names for authorized users. Each sign-on attempt validates against this file; access is not granted if the input organization code and user name do not match the records on file.

Also included on the Access Control File are the authorized functions for each individual user record. Users may access only those functions to which they have specific authority.

### 106.2 Establishing Access Control



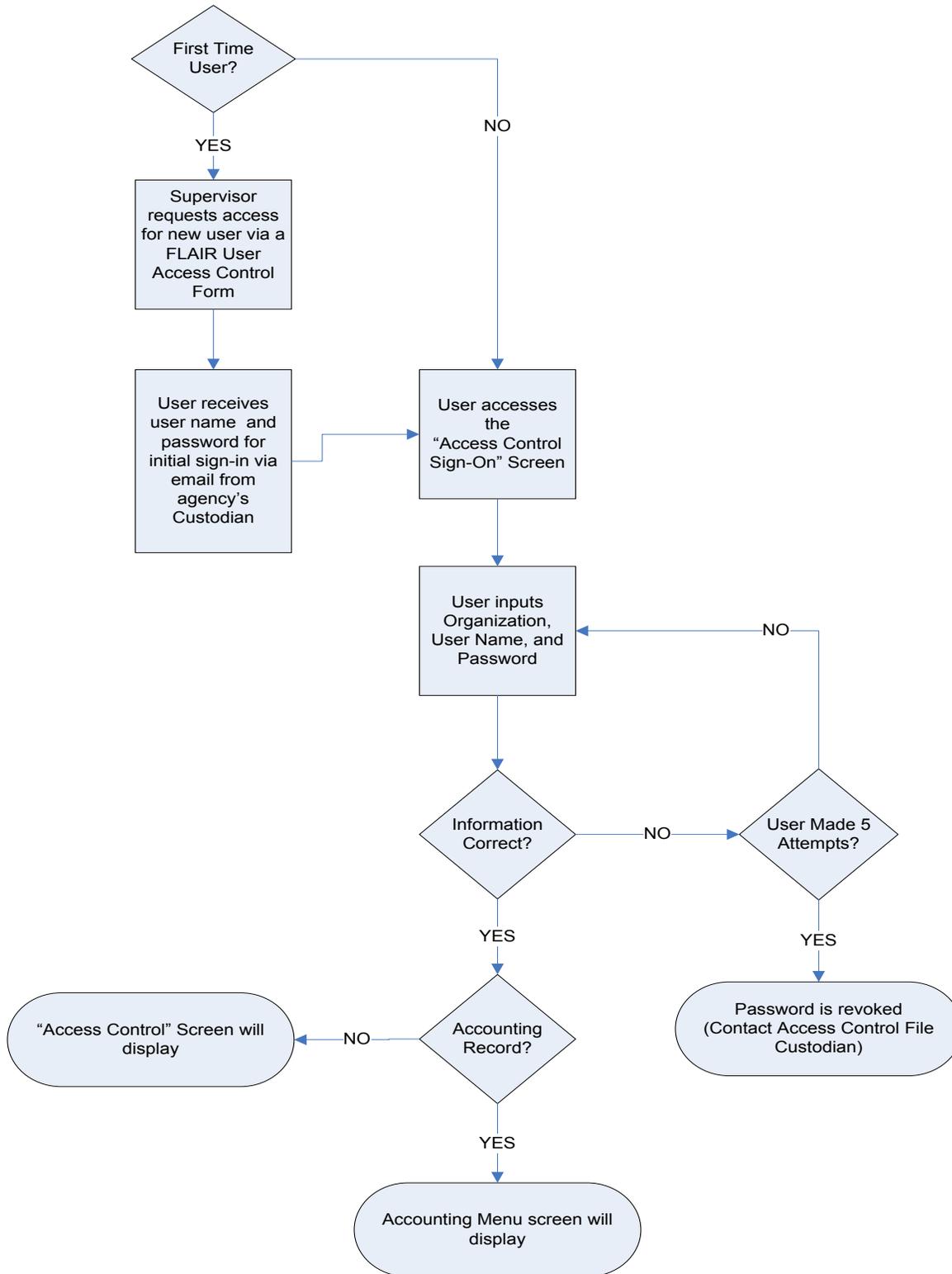
DFS creates an initial **access control record** at the **organization level 1 (L1)** or **operating level organization (OLO)** for each agency. The agency will assign this record to an **Access Control File Custodian (Custodian)** who is responsible for assigning additional access control records and accounting records to other agency personnel. Once the Custodian receives OLO Master Sign-On, the delegation of authority may begin.

The delegation of this responsibility is at the discretion of each agency. An agency with a centralized fiscal office may choose to appoint only one custodian for the entire agency, while an agency with a decentralized fiscal office may choose to delegate the authority to several individuals at different levels or locations.

A **function** indicates which group of screens maybe available for input and/or inquiry based on a specific user's access. The functions assigned and their related capabilities largely depend on the organizational structure and the number of employees in an agency. Only those employees requiring access to FLAIR to perform their specific job duties should have access. FLAIR access should be assigned with regard to a position's responsibilities and updated when duties change.

Once an agency has determined which employees will have access to the Access Control Function, and those employees have been assigned Access Custodial User Names, it is then the responsibility of those employees to assign Accounting User names with accounting functions access to the appropriate personnel. The FLAIR system provides the Custodian with the capability of limiting who has access to the accounting system and which functions within an organizational level a user may access. When establishing new records, the Custodian may assign security codes to only those capabilities for which he/she has authority. Access Control Custodians should provide system functionality only upon receipt of instructions from agency authorized individuals. Typically, the agency's Chief Finance & Accounting Officer is responsible for this guidance.

### 106.3 Sign-On Procedures





4. On the blank screen, input **DACA** (for the **Departmental Accounting Component Access**) or **HACA** (for the **Health Accounting Component Access**, Department of Children and Families only).
5. Press **Enter**. FLAIR will display the News Screen.

**FLAIR News Screen**

```

                W E L C O M E   T O   D A C A
>>>>>>>>>>  IF YOU WISH TO SEE SYS?, TYPE IN 'Y': N  <<<<<<<<<<<<
>>>>>>>>>>  DEPRESS ENTER TO CONTINUE           <<<<<<<<<<<<
=====
NEWS DATE: 05/30/12                                NEWS NUMBER: 01120
ON FRIDAY, JUNE 1, 2012 ALL CONTRACTS IN FLAIR THAT HAVE NOT BEEN PUBLISHED TO
THE FACTS WEBSITE WILL BE MARKED FOR DELETION. RECORDS MARKED FOR DELETION MAY
BE REACTIVATED BY RECORDING THE CONTRACTS INTO FACTS.

NEWS DATE: 04/02/12                                NEWS NUMBER: 01117
REMINDER: EFFECTIVE APRIL 4TH, THE CONTRACT INFO (CI) AND THE
TITLE - CONTRACT (TC) FUNCTIONS WILL BE REMOVED FROM THE ACCESS CONTROL FILE.
ACCESS TO THIS INFORMATION WILL CONTINUE TO BE AVAILABLE THROUGH THE FACTS
SYSTEM.

NEWS DATE: 02/07/12                                NEWS NUMBER: 01116
ON FEBRUARY 20TH THE TRANSACTION EDITS FOR THE PPI SECURITY WILL BE IMPLEMENTED
IN FLAIR. THE VALUES FOR THE PPI OVERRIDE FIELD, FOUND ON THE ACCESS CONTROL
FILE ARE:
A. BLANK - PPI MAY NOT BE ENTERED, ONLY CURRENT MONTH/CURRENT YEAR TRANSACTIONS
   ARE ALLOWED
B. M - PPI OF M FOR PRIOR AND CURRENT MONTH TRANSACTIONS ARE ALLOWED
    
```

6. Press **Enter**. FLAIR will display the Access Control Sign-On Screen.

**Access Control Sign-On Screen**

```

DAC1                                                    08/06/2012  11:18:32
                ACCESS CONTROL SIGN-ON

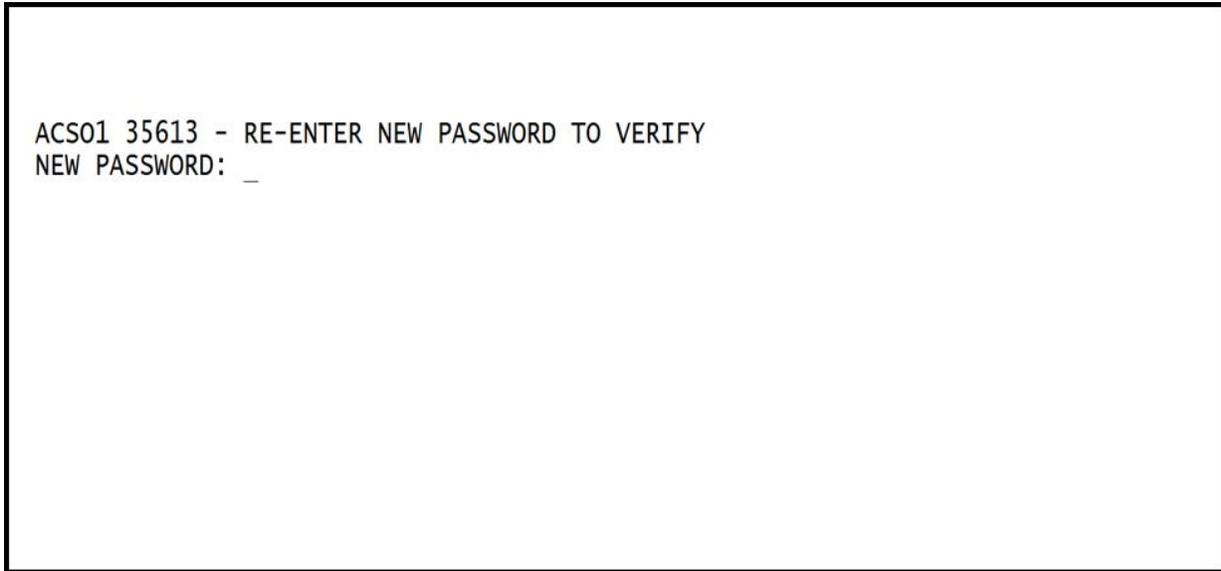
ORGANIZATION   USER NAME   PASSWORD   NEW PASSWORD
*****
-

                                                    TYPE:      SEL:
    
```

7. In the **ORGANIZATION** field, input the assigned access control organization level code.
8. In the **USER NAME** field, input the assigned user name (up to eight characters).
9. In the **PASSWORD** field, input the eight-character complex password. For security reasons the password will not display on the screen.

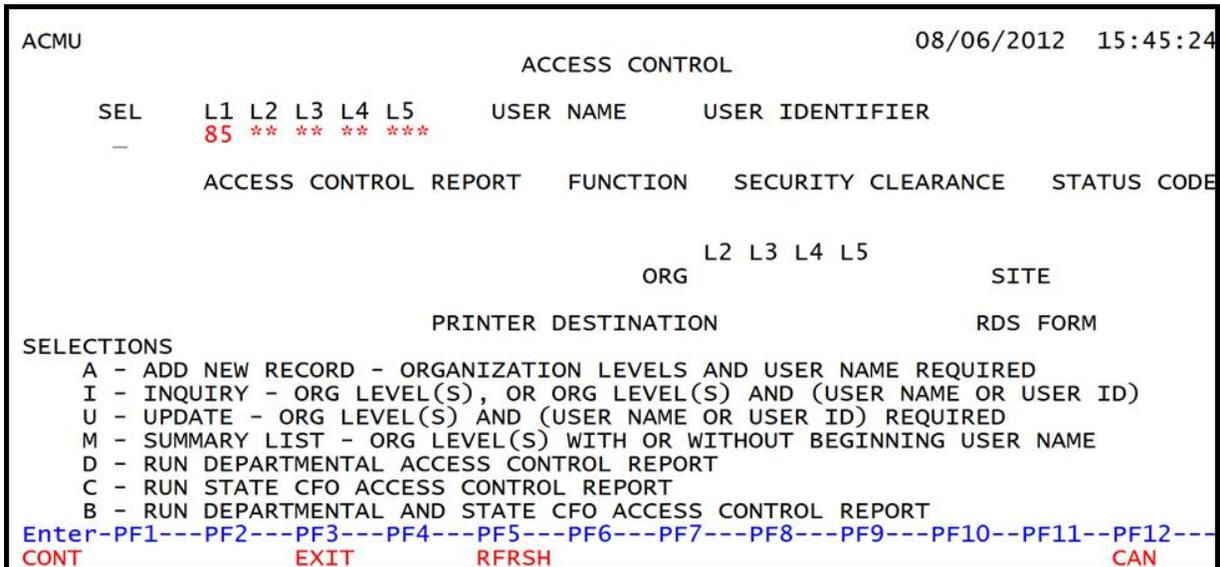
10. If this is the initial sign-on for a new user, or the user is changing the existing password, in the **NEW PASSWORD** field, input the new eight-character complex password.
11. Press **Enter**. If a new password is used, FLAIR will display the Password Verification Screen.

**Password Verification Screen**



12. Input the new password a second time (to verify its accuracy).
13. Press **Enter**. If the user name has been assigned as an Access Control Custodian, FLAIR will display the Access Control Screen. If the user has been assigned an accounting user name, FLAIR will display the Accounting Main Menu.

**Access Control Screen**



**Tip:** Users may avoid displaying the Accounting Main Menu by inputting a function code in the **TYPE** field at the bottom of the Access Control Sign-On Screen. The user may also input a transaction type in the **TYPE** field and a screen selection code in the **SEL** field.

### 106.3.1 FLAIR Passwords

FLAIR automatically assigns a temporary password when a new user is added, or when the Custodian resets the password.



The user will be prompted to change the password at the next sign-on attempt. This must be completed within 24 hours or the temporary password will expire. When choosing a FLAIR password, there are some requirements to consider.

FLAIR password must contain each of the following elements:

- Exactly eight alphanumeric (A/N) characters;
- At least one uppercase letter;
- At least one lowercase letter;
- At least one numeral; and
- No special characters.

FLAIR passwords remain valid for up to 90 days and may not be reused for 15 cycles. When a password has been in use for 85 days, the user receives a message at sign-on stating that the password will expire in **X** days, with **X** = 5, 4, 3, 2, or 1.

On the 90<sup>th</sup> day, the user receives the message, ***“YOUR PASSWORD HAS EXPIRED – ENTER NEW PASSWORD.”*** On or after the 105<sup>th</sup> day, if a new password has still not been assigned, the message ***“PASSWORD HAS EXPIRED – CONTACT YOUR ACCESS CONTROL PERSON”*** displays. The Custodian must reset the password before a new password can be assigned.

If the user attempts to sign-on five times unsuccessfully, the password is revoked. The Custodian must reset the password before a new password can be assigned. When the Custodian resets the password, a temporary password is assigned.

When a user changes the password using the **NEW PASSWORD** field, he/she is prompted to verify the new password. The user may only change the password one time each day, unless the password has been revoked.

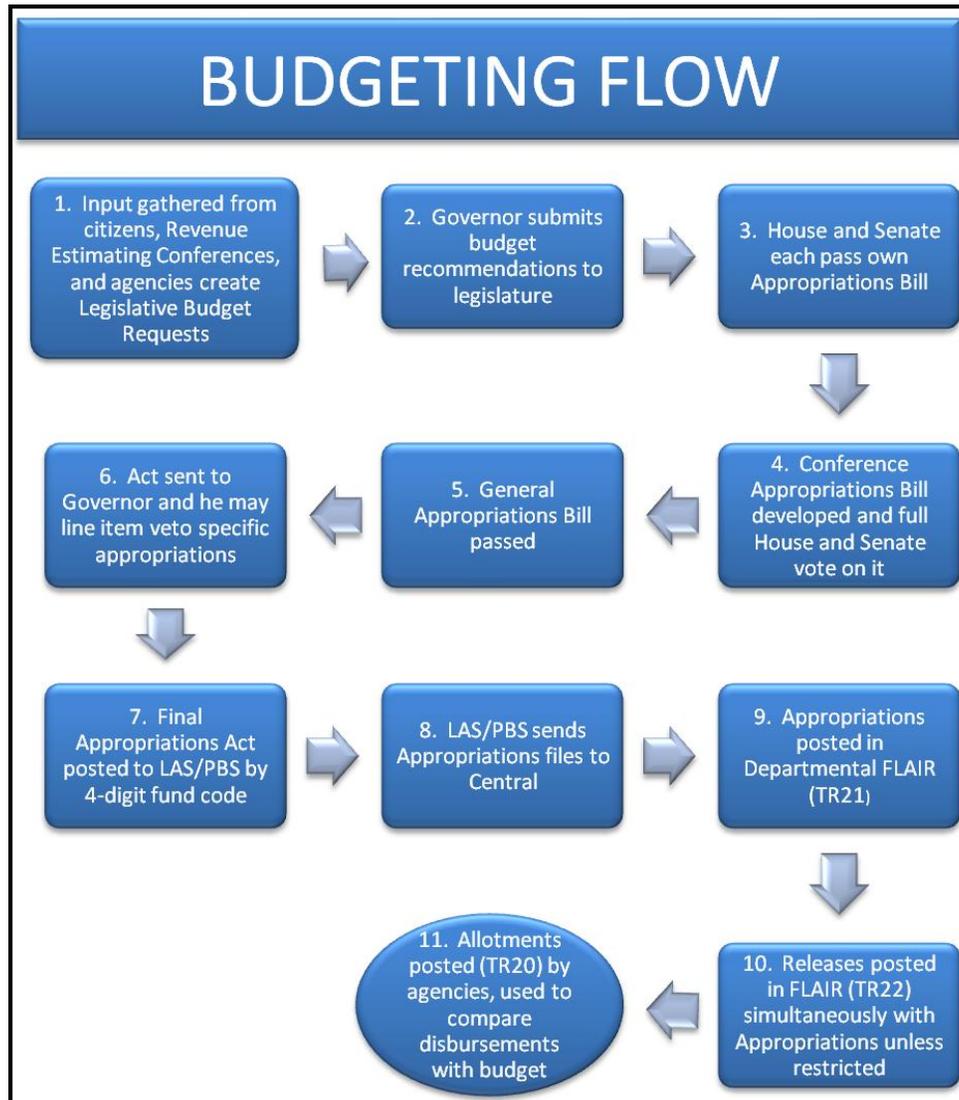
For more information about signing on to FLAIR, see your agency administrators.

## 107 Budget Control

The **Budget Control (BC)** function within FLAIR is used to record and track transactions related to the budget process. Budgeting is an important part of the State of Florida’s financial process. Creation of the budget begins well in advance of the fiscal year to which a budget applies. Both the budget process and the BC function are discussed in this chapter.

### 107.1 State Budget Process

The **budget** is a plan for how, and how much, the State of Florida spends for state programs and services. It is governed by the Laws and Constitution of Florida. The **operating budget** is valid for one year, beginning July 1 and ending June 30. Guidelines for **Carry Forward (Certified Forward) Processing** are established by the EOG in collaboration with the Legislature. **Fixed capital outlay (FCO)** budgets will be valid for several years.



There are four major phases for the development of a budget:

- Citizen and agency input;
- Revenue Estimating Conference and Governor recommendations;
- Legislative adoption; and
- Governor approval or veto.

Citizen input most often occurs through their elected officials. Agency input occurs through the preparation of a Long Range Program Plan, a Capital Improvement Plan, and a Legislative Budget Request for the year. The EOG submits the Governor’s budget recommendations at least 30 days before session starts.

The House of Representatives and the Senate each develop and pass their own appropriations bill. However, only one bill can be voted on by the entire legislature, so these bills go to conference meetings. Members of each house work together to combine the House and Senate bills into the state budget, known as the General Appropriations Act (GAA). The GAA must be voted on and passed by the House and Senate. The GAA contains thousands of line items detailing expenditures by department, budget entity, fund, and categories such as salaries and benefits, expenses, and contracted services.

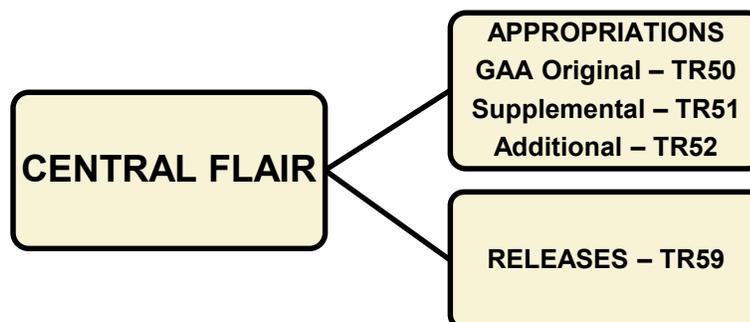
To implement the state budget, the Governor signs the GAA. The Governor has line item veto authority for each appropriation. Once the Governor signs the GAA, it becomes law.

The LAS/PBS is used to track each budget item as it is created. Items are added, deleted, or modified as necessary as the process continues. Once the budget is signed into law, LAS/PBS sends the file containing the appropriations and initial releases to Central FLAIR for posting. Once the budget is posted to Central FLAIR, agencies must post appropriations, releases, and allotments into Departmental FLAIR. Releases may not be posted at the start of a fiscal year in order to control state spending. The EOG decides when and how much of the budget should be released for spending.

For more information, see the Florida Center for Fiscal and Economic Policy’s “Primer on the Florida State Budget and Tax System”: <http://www.fcfe.org/attachments/20100630--Primer.pdf>

## 107.2 Central FLAIR

The EOG is responsible for releasing the budget to the CFO. Prior to an agency processing payments, DFS must post the approved budget to Central FLAIR. The budget is posted using the following Central FLAIR transactions:



**GAA Original Appropriation (TR50)**

- Records the amount appropriated by law at the beginning of the fiscal year in the GAA.
- Adds the amount to general appropriations balance for the account on Central FLAIR’s Master Balance File.

**Supplemental Appropriations (TR51)**

- Records supplemental appropriations authorized by the Legislative Budget Committee (LBC) or the Governor’s Special Proclamations, Special Acts, or other legislation or executive orders not appearing in the GAA.
- Adjusts the amount to supplemental appropriations balance on Central FLAIR’s Master Balance File.

**Additional Appropriations (TR52)**

- Records additional appropriations established by the authorization of the LBC or EOG but do not appear in the GAA.
- Adds the amount to additional appropriations balance on Central FLAIR’s Master Balance File.

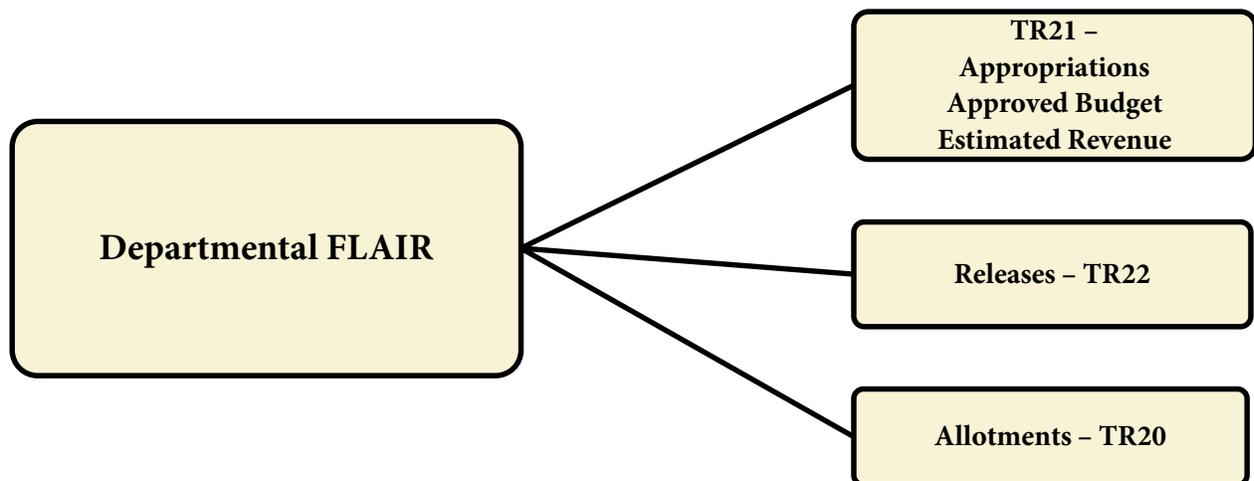
**Releases (TR59)**

- Records the release of funds available for disbursement by an agency and approved by the EOG.
- Adds the amount to “Unexpended Release” and “Release” balances on Central FLAIR’s Master Balance File.

Once the budget is posted to Central FLAIR, each agency is responsible for posting their budget to Departmental FLAIR.

**107.3 Departmental FLAIR**

Departmental FLAIR keeps track of budgeted funds for each agency through the Budget Control (BC) function. There are three transaction types available on the Budget Control Mini Menu: TR20, TR21, and TR22. There is also an automated budgetary transaction, TR29. All four transaction types are discussed in this chapter.



All transactions must reflect a GL code. Original entries are input with a budget control GL (**BC-GL**).

The TR21 is used to record three types of budgetary records: appropriations, approved budget, or estimated revenue. The GL code used in the transaction determines which record type is recorded.

### **Appropriations (TR21)**

- Records budget authority given to the agencies by the Legislature.
- Vetoes are made as line item adjustments to this figure.
- Uses GL 91100 – Appropriations.

The **Total Appropriation** includes the amount from the GAA, any supplemental or additional Appropriation amounts, any amounts from transfers, the Certified Forward Appropriation, and any warrant cancellation amounts, less any amounts set aside for reserves.

This can be illustrated as:

$$\begin{aligned} & \text{Total Appropriations} = \\ & \text{Appropriation Act} + \text{Supplemental Appropriation} + \text{Additional Appropriation} + \text{Agency Transfer} \\ & + \text{Certified Forward Appropriation} + \text{Cancellation} + \text{Transfer Appropriation} - \text{Reserves} \end{aligned}$$

### **Approved Budget (TR21)**

- Includes the Total Appropriation amount less any reserves set aside.
  1. Reserve or budget reserve is where the Legislature may place funds until criteria is met (i.e., placing funding for a project in reserve until a business case or other supporting documentation is submitted).
  2. Mandatory Reserve amount is where the Governor or the LBC has reduced the availability of budget due to an anticipated deficit in the fund for which it is appropriated.
- Uses GL 92100 – Approved Budget.

This can be illustrated as:

$$\text{Approved Budget} = \text{Total Appropriation} - \text{Reserves} - \text{Mandatory Reserves}$$

### **Estimated Revenue (TR21)**

- Records the revenue projected to accrue during an accounting period, whether or not all of it is to be collected during the period if using an accrual basis.
- Records the amount projected to be collected during an accounting period, if using the cash basis of accounting.
- Uses GL 8\*\*\*\* – Estimated Revenues and Receipts for SF 2 (Trust Fund) or 5 (Budget Stabilization Fund).
- Not used by agencies for SF 1 (General Revenue).

**Releases (TR22)**

- Records the amount of budget released for spending for an agency. Typically, operating trust funds (SF 2) are released for the fiscal year and general revenue funds (SF 1) are released quarterly.
- The release schedule is set by the EOG – Office of Policy and Budget (OPB).
- Uses one of the following GL codes based on state fund:
  - 13100 – Unexpended General Revenue Releases for SF 1 (General Revenue);
  - 12200 – Released Cash in State Treasury for SF 2 (Trust Fund) or 5 (Budget Stabilization Fund);
  - or
  - 11200 – Cash in Bank for SF 8 (Local Fund).

**Allotments (TR20)**

- This is the operating budget. For example, the breakdown of an appropriation/budget within an agency into amounts that may be encumbered or expended during a specific period.
- Uses GL 93100 – Allotments.

For reporting purposes, allotments:

- Record the budgetary GL codes in the trial balance; and
- Add release balances for Available Balance File and Available Balance Checking.

There are three ways for an agency to record allotments in FLAIR. The selection of how the allotment is determined by the level of detail the agency need to tracks at:

- Allot at a high level or to detailed level using the organization code, state program, budget entity, contracts and grants, etc., by appropriation category;
- Allot to the object code level within an appropriation category; or
- Allot to an appropriation category using a combination of the above elements and include any other of the 19 master data elements.

If the agency chooses to allot by object code, the category may either be input or retrieved from an expansion set record. If allotments are made by appropriation category only, the **OBJECT CODE** field should be left blank when inputting the transaction into the FLAIR system.

**Budget Control Mini Menu**

```

BCMU                                01/13/12  10:12:07
                                BUDGET CONTROL MINI MENU
TYPE                                SEL OPTIONS
20  ALLOTMENTS                      A,S,M,I
21  APPROP, APRVD BUDGET, EST REVENUE  A,S,M,I
22  RELEASES                          A,S,M,I

SEL
A  MULTIPLE INPUT
S  SINGLE INPUT WITH EXPANDED DATA DISPLAY
M  MULTIPLE INQUIRY
I  SINGLE INQUIRY WITH EXPANDED DATA DISPLAY

NOTE:  SINGLE UPDATE (U) WITH EXPANDED DATA DISPLAY -
        ACCESSIBLE ONLY FROM 'M' AND 'I' SEL OPTIONS

                                TYPE      SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT                                MAIN  RFRSH
    
```

The Budget Control Mini Menu (BC) is used to record the following transactions and will be discussed in the following sections:

- Appropriations, Approved Budget, and Estimated Revenue – TR21
- Releases – TR22
- Allotments – TR20

**107.4 TR21 Appropriations, Approved Budget, and Estimated Revenue**

Entries for the TR21 are made at the end of the appropriation cycle to record the following:

- Legislative Appropriations
- Approved Budget
- Estimated Revenue

When using the TR21, FLAIR generates the following entries into the agency's departmental records based on the object code and/or GL code used in the transaction. For legislative appropriations, an object code must be input with the transaction. For approved budget and estimated revenue transactions, the object code is optional.

To record legislative appropriations:

GL Code	Description	Debit	Credit	I/A
99100	Budgetary Fund Balance	X		A
91100	Appropriations (OBJ = 9XXXXX)		X	I

A = FLAIR Automated; GL = General Ledger; I = User Input; OBJ = Object Code.

To record approved budget:

GL Code	Description	Debit	Credit	I/A
91200	Appropriations, Allocated	X		A
92100	Approved Budget		X	I

A = FLAIR Automated; GL = General Ledger; I = User Input.

To record estimated revenue:

GL Code	Description	Debit	Credit	I/A
81XXX	Estimated Revenues (Gov) <b>or</b>	X		I
87XXX	Estimated Operating Revenues (Prop) <b>or</b>	X		I
88XXX	Estimated Non-Operating Revenues (Prop) <b>or</b>	X		I
89XXX	Estimated Other Financing Sources	X		I
99100	Budgetary Fund Balance		X	A

A = FLAIR Automated; GL = General Ledger; I = User Input.

The TR21 does not affect the balances in the Available Balance File.

### 107.4.1 Single TR21 Transaction Input

To input a single TR21 from the Budget Control Mini Menu or the Main Accounting Menu:

1. In the **TYPE** field, input **21**.
2. In the **SEL** field, input **S**.

**Budget Control Mini Menu** (with example data input)

```

BCMU                                03/25/13  13:22:36
                                BUDGET CONTROL MINI MENU
TYPE                                SEL OPTIONS
20  ALLOTMENTS                    A,S,M,I
21  APPROP, APRVD BUDGET, EST REVENUE  A,S,M,I
22  RELEASES                       A,S,M,I

SEL
A  MULTIPLE INPUT
S  SINGLE INPUT WITH EXPANDED DATA DISPLAY
M  MULTIPLE INQUIRY
I  SINGLE INQUIRY WITH EXPANDED DATA DISPLAY

NOTE:  SINGLE UPDATE (U) WITH EXPANDED DATA DISPLAY -
        ACCESSIBLE ONLY FROM 'M' AND 'I' SEL OPTIONS

                                TYPE 21  SEL S
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                                MAIN  RFRSH
    
```

3. Press **Enter**. FLAIR will display the TR21 Appropriations, Approved Budget, Estimated Revenue Single Input Request Screen One.

**TR21 - Appropriations, Approved Budget, Estimated Revenue - Single Input - Request - Screen One**

```

21S1                                05/16/2012  10:39:23
      TR 21 - APPROP, APRVD BUDGET, EST REVENUE - SINGLE INPUT - REQUEST

L1 L2 L3 L4 L5  EO VR OBJECT PPI
85

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                MINI  MAIN  RFRSH                                TYPE    SEL
    
```

TR21 Appropriations, Approved Budget, Estimated Revenue Single Input Request Screen One fields:

Field	Description	Required/Optional/Special Instructions
L1 L2 L3 L4 L5	Organization Code	Required. L1 is protected. (11N)
EO	Expansion Option	Required. (2A/N)
VR	Expansion Option Version	Optional. (2N)
OBJECT	Object Code	Required. If GL = 91100 (Appropriations). Optional. If GL = 92100 (Approved Budget) or 8XXXXX (Estimated Revenue). (6N)
PPI	Prior Period Indicator	Optional. (1A)

4. Input the necessary required and optional data.

**TR21 - Appropriations, Approved Budget, Estimated Revenue - Single Input - Screen Two**

(with example data retrieved)

```

21S1                                     03/25/2013  10:57:09
      TR 21 - APPROP, APRVD BUDGET, EST REVENUE - SINGLE INPUT - REQUEST

L1 L2 L3 L4 L5 EO VR OBJECT PPI
85 10 01 01 211 01 04 -

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT          MINI MAIN RFRSH
    
```

5. Press **Enter**. FLAIR will display the TR21 Appropriations, Approved Budget, Estimated Revenue Single Input Request Screen Two.

**TR21 - Appropriations, Approved Budget, Estimated Revenue - Single Input - Request - Screen One**

```

21S2                                     05/16/2012  10:44:35
      TR 21 -APPROP, APRVD BUDGET, EST REVENUE - SINGLE INPUT

DOC-NO  LINE      L1 L2 L3 L4 L5 EO VR OBJECT  TRN-DT  PPI  STATE-DOC
A              85 10 01 01 211 01 04

....AMOUNT.... BC-GL  BC-EGL  DESCRIPTION          B  FT  STATE PROGRAM
                               1112110000 000000

CAT      CF YR  EOB  ECAT      EP      GRANT          GY  CNTRT  CY  OCA  AU

GF SF FID  BE      IBI      EF  PROJECT ID
20 2  010001 85100000 00

NEXT:
L1 L2 L3 L4 L5 EO VR OBJECT PPI          TYPE  SEL
85 10 01 01 211 01
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT          MINI MAIN RFRSH          CAN
    
```

TR21 Appropriations, Approved Budget, Estimated Revenue Single Input Request Screen Two fields:

Field	Description	Required/Optional/Special Instructions
DOC-NO	Document Number	Required. (6N)
LINE	Line Number	Optional. (4N)
TRN-DT	Transaction Date	Optional. Defaults to current date. (8N)

Field	Description	Required/Optional/Special Instructions
STATE-DOC	Statewide Document Number	Optional. (11A/N)
AMOUNT	Transaction Amount	Required. (12.2N)
BC-GL	Budget Control General Ledger Code	Required. (5N)
BC-EGL	Budget Control External General Ledger Code	Optional. (3N)
DESCRIPTION	Description of Transaction	Optional. (16A/N)
B	Batch	Optional. (1A/N)
FT	Flow-Through Indicator	Defaults to <b>0</b> . (1N)
STATE PROGRAM	State Program Number	Optional. (16N)
CAT	Appropriation Category or Revenue Source Code	Required. (6N)
CF	Certified Forward Indicator	Optional. (1A)
YR	Appropriation Year	Defaults to <b>00</b> . (2N)
EOB	External Object Code	Optional. (3N)
ECAT	External Category	Optional. (6N)
EP	External Program	Optional. (2N)
GRANT	Grant Number	Optional. (5A/N)
GY	Grant Year	Optional. (2N)
CNTRT	Contract Number	Optional. (5A/N)
CY	Contract Year	Optional. (2N)
OCA	Other Cost Accumulator	Optional. (5A/N)
AU	Agency Unique	Optional. (2A/N)
BE	Budget Entity	Required. If <b>CAT</b> >009999. (8N)
IBI	Internal Budget Indicator	Required. If <b>BE</b> field used. (2N)
EF	External Fund	Optional. (1N)
PROJECT ID	Project Number	Optional. (11A/N)

6. Complete the required input.
7. Press **Enter**. FLAIR will process the input.

The **NEXT** line is available to request a new screen or record. *See section 105.6.5 NEXT Line for details.* The **TYPE** and **SEL** fields are available to request a different function. *See section 105.6.4 TYPE and SEL Fields for details.* The PF keys on the bottom of screen may also be pressed to access the FLAIR main menu or other functions noted on the line. *See section 105.6.1 FLAIR Program Function Keys for details.*

### 107.4.2 Multiple TR21 Transaction Input

To input multiple TR21s from the Budget Control Mini Menu or the Main Accounting Menu:

1. In the **TYPE** field, input **21**.
2. In the **SEL** field, input **A**.

**Budget Control Mini Menu** (with example data input)

```

BCMU                                03/25/13  13:22:36
                                BUDGET CONTROL MINI MENU
TYPE                                SEL OPTIONS
20  ALLOTMENTS                     A,S,M,I
21  APPROP, APRVD BUDGET, EST REVENUE  A,S,M,I
22  RELEASES                         A,S,M,I

SEL
A  MULTIPLE INPUT
S  SINGLE INPUT WITH EXPANDED DATA DISPLAY
M  MULTIPLE INQUIRY
I  SINGLE INQUIRY WITH EXPANDED DATA DISPLAY

NOTE:  SINGLE UPDATE (U) WITH EXPANDED DATA DISPLAY -
       ACCESSIBLE ONLY FROM 'M' AND 'I' SEL OPTIONS

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                                MAIN  RFRSH                                TYPE 21  SEL A
    
```

3. Press **Enter**. FLAIR will display the TR21 Appropriations, Approved Budget, Estimated Revenue Multiple Input Screen One. Up to four transactions can be input on this screen.

**TR21 - Appropriations, Approved Budget, Estimated Revenue - Multiple Input - Screen One**

```

21A1                                03/25/2013  11:10:09
TR 21 - APPROP, APRVD BUDGET, EST REVENUE - MULTIPLE INPUT
DOC-NO  LINE  L1 L2 L3 L4 L5  EO VR OBJECT CAT  CF YR TRN-DT  PPI STATE-DOC
....AMOUNT.... BC-GL BC-EGL DESCRIPTION      B FT GRANT  GY CNTRT CY PROJECT ID
A  _          85
A          85
A          85
A          85

                                TYPE  SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                                MINI  MAIN  RFRSH                                CAN
    
```

TR21 Appropriations, Approved Budget, Estimated Revenue Multiple Input Screen One fields:

Field	Description	Required/Optional/Special Instructions
<b>DOC-NO</b>	Document Number	Required. (6N)
<b>LINE</b>	Document Line Number	Optional. (4N)
<b>L1 L2 L3 L4 L5</b>	Organization Code	Required. (11N)
<b>EO</b>	Expansion Option	Required. (2A/N)
<b>VR</b>	Expansion Option Version	Optional. (2N)
<b>OBJECT</b>	Object Code	Required. If <b>GL = 91100</b> (Appropriations). Optional. If <b>GL = 92100</b> (Approved Budget) or <b>8XXXXX</b> (Estimated Revenue). (6N)
<b>CAT</b>	Appropriation Category or Revenue Source Code	Required. (6N)
<b>CF</b>	Certified Forward Indicator	Optional. (1A)
<b>YR</b>	Appropriation Year	Defaults to <b>00</b> . (2N)
<b>TRN-DT</b>	Transaction Date	Defaults to current date. (8N)
<b>PPI</b>	Prior Period Indicator	Optional. (1A)
<b>STATE-DOC</b>	Statewide Document Number	Optional. (11N)
<b>AMOUNT</b>	Transaction Amount	Required. (14N)
<b>BC-GL</b>	Budget Control General Ledger Code	Required. (5N)
<b>BC-EGL</b>	Budget Control External General Ledger Code	Optional. (3N)
<b>DESCRIPTION</b>	Description of Transaction	Optional. (16A/N)
<b>B</b>	Batch Character	Optional. (1A/N)
<b>FT</b>	Flow-Through Indicator	Defaults to <b>0</b> . (1N)
<b>GRANT</b>	Grant Number	Optional. (5A/N)
<b>GY</b>	Grant Year	Optional. (2N)
<b>CNTRT</b>	Contract Number	Optional. (5A/N)
<b>CY</b>	Contract Year	Optional. (2N)
<b>PROJECT ID</b>	Project Identification Number	Optional. (11A/N)

4. Input the required fields and optional fields as needed.

**TR21 - Appropriations, Approved Budget, Estimated Revenue - Multiple Input - Screen One**

(with example data input)

```

21A1                                06/19/2012  13:40:55
TR 21 - APPROP, APPRVD BUDGET, EST REVENUE - MULTIPLE INPUT

DOC-NO  LINE  L1 L2 L3 L4 L5  EO VR OBJECT CAT  CF YR TRN-DT  PPI STATE-DOC
....AMOUNT.... BC-GL BC-EGL DESCRIPTION          B FT GRANT  GY CNTRT CY PROJECT ID

A 000001 0001 85 10 01 01 211 01 001000 000100          E0000000001
500.00      81300          FEE COLLECTION          HHHHH  ENG72  11111111111

A 000001 0002 85 20 04 00 000 BB 002000 000200          E0000000001
900.00      81200          LICENSE COLLECTI

A 000002 0001 85 10 01 01 214 AA 001000 000100          E0000000002
650.00      81300          FEE COLLECTION_

A                                85

                                         TYPE      SEL

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT              MINI  MAIN  RFRSH                                CAN
    
```

5. Press **Enter**. FLAIR will process the input.

**Note:** The asterisk (\*) may be used in all fields except **L1** and **AMOUNT**. The asterisk (\*) duplicates the information from the same field in the previous line.

### 107.5 TR22 Releases

The TR22 is used to record monies released to the agencies based on the approved budget. All releases are recorded by category.

When using the TR22, the system generates the following entry into the agency's FLAIR records:

SF	GL Code	Description	Debit	Credit	I/A
1	13100	Unexpended GR Releases	X		I
1	63100	Released GR Appropriations		X	A
2	12200	Released Cash in State Treasury	X		I
2	12100	Unreleased Cash in State Treasury		X	A

A = FLAIR Automated; GL = General Ledger; GR = General Revenue; I = User Input; SF = State Fund.

As releases are recorded, the Available Balance File is updated by increasing or decreasing the fund release balance by the amount of the transaction.

### 107.5.1 Single TR22 Transaction Input

To input a single TR22 from the Budget Control Mini Menu or the Main Accounting Menu:

1. In the **TYPE** field, input **22**.
2. In the **SEL** field, input **S**.

**Budget Control Mini Menu** (with example data input)

```

BCMU                                03/25/13  13:22:36
                                BUDGET CONTROL MINI MENU
TYPE                                SEL OPTIONS
20  ALLOTMENTS                    A,S,M,I
21  APPROP, APRVD BUDGET, EST REVENUE  A,S,M,I
22  RELEASES                       A,S,M,I

SEL
A  MULTIPLE INPUT
S  SINGLE INPUT WITH EXPANDED DATA DISPLAY
M  MULTIPLE INQUIRY
I  SINGLE INQUIRY WITH EXPANDED DATA DISPLAY

NOTE:  SINGLE UPDATE (U) WITH EXPANDED DATA DISPLAY -
        ACCESSIBLE ONLY FROM 'M' AND 'I' SEL OPTIONS

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                                MAIN  RFRSH
                                TYPE 22  SEL S
    
```

3. Press **Enter**. FLAIR will display the first TR22 Releases Single Input Request Screen.

**TR22 - Releases - Single Input - Request - Screen One**

```

22S1                                05/16/2012  11:21:43
                                TR 22 - RELEASES - SINGLE INPUT - REQUEST

L1 L2 L3 L4 L5  EO VR PPI
85

                                TYPE  SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                                MINI  MAIN  RFRSH
    
```

TR22 Releases Single Input Request Screen One fields:

Field	Description	Required/Optional/Special Instructions
L1 L2 L3 L4 L5	Organization Code	Required. (11N)
EO	Expansion Option	Required. (2A/N)
VR	Expansion Option Version	Optional. (2N)
PPI	Prior Period Indicator	Optional. (1A)

4. Input the necessary required and optional data.

**TR22 - Releases - Single Input - Request - Screen One** (with example data input)

```

22S1                                03/25/2013  11:23:24
          TR 22 - RELEASES - SINGLE INPUT - REQUEST

L1 L2 L3 L4 L5  EO VR PPI
85 10 01 01 211 01

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                MINI  MAIN  RFRSH
    
```

5. Press **Enter**. FLAIR will display the TR22 Releases Single Input Screen Two.

**TR22 - Releases - Single Input - Screen Two** (with example data retrieved)

```

22S2                                05/16/2012  11:22:25
          TR 22 - RELEASES - SINGLE INPUT

DOC-NO  LINE  L1 L2 L3 L4 L5  EO VR  TRN-DT  PPI  STATE-DOC
A        85 10 01 01 211 01 04

...AMOUNT....  BC-GL  BC-EGL  DESCRIPTION  B  AB  FT

CAT  CF  YR  GRANT  GY  CNTRT  CY  OCA  AU

GF SF FID  BE  IBI  EF  PROJECT ID
20 2  010001 85100000 00

NEXT:  L1 L2 L3 L4 L5  EO VR PPI
      85 10 01 01 211 01
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                MINI  MAIN  RFRSH
    
```

TR22 Releases Single Input Screen Two fields:

Field	Description	Required/Optional/Special Instructions
<b>DOC-NO</b>	Document Number	Required. (6N)
<b>LINE</b>	Line Number	Optional. (4N)
<b>L1 L2 L3 L4 L5</b>	Organization Code	Protected. (11N)
<b>TRN-DT</b>	Transaction Date	Optional. Defaults to current date. (8N)
<b>STATE-DOC</b>	Statewide Document Number	Optional. (11N)
<b>AMOUNT</b>	Transaction Amount	Required. (14N)
<b>BC-GL</b>	Budget Control General Ledger Code	Required. (5N)
<b>BC-EGL</b>	Budget Control External General Ledger Code	Optional. (3N)
<b>DESCRIPTION</b>	Description of Transaction	Optional. (16A/N)
<b>B</b>	Batch	Optional. (1A/N)
<b>AB</b>	Available Balance Override	Optional. (1A)
<b>FT</b>	Flow-Through Indicator	Defaults to <b>0</b> . (1N)
<b>CAT</b>	Appropriation Category or Revenue Source Code	Required. (6N)
<b>CF</b>	Certified Forward Indicator	Optional. (1A)
<b>YR</b>	Appropriation Year	Defaults to <b>00</b> . (2N)
<b>GRANT</b>	Grant Number	Optional. (5A/N)
<b>GY</b>	Grant Year	Optional. (2N)
<b>CNTRT</b>	Contract Number	Optional. (5A/N)
<b>CY</b>	Contract Year	Optional. (2N)
<b>OCA</b>	Other Cost Accumulator	Optional. (5A/N)
<b>AU</b>	Agency Unique	Optional. (2A/N)
<b>GF/SF/FID/BE/IBI</b>	Account Code	Protected. (19N)
<b>EF</b>	External Fund	Optional. (1N)
<b>PROJECT ID</b>	Project Number	Optional. (11A/N)

6. Input the necessary required and optional data.

**TR22 - Releases - Single Input - Screen Two** (with example data input)

```

22S2                                03/26/2013  16:34:32
                                TR 22 - RELEASES - SINGLE INPUT

DOC-NO  LINE  L1 L2 L3 L4 L5 EO VR  TRN-DT  PPI  STATE-DOC
A 124   001   85 10 01 01 211 01 04

....AMOUNT....  BC-GL  BC-EGL  DESCRIPTION  B  AB  FT
3000           12200

CAT  CF  YR  GRANT  GY  CNTRT  CY  OCA  AU
040000

GF SF FID  BE  IBI  EF  PROJECT ID
20 2  010001 85100000 00

NEXT:  L1 L2 L3 L4 L5 EO VR PPI  TYPE  SEL
        85 10 01 01 211 01 04
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT           MINI  MAIN  RFRSH                      CAN
    
```

7. Press **Enter**. FLAIR will process the input and return the next screen for additional data input.

Multiple input of TR22s is also allowed. *See section 107.4.2 Multiple TR21 Transaction Input for details.*

### 107.6 TR20 Allotments

The TR20 is used to record the operating budget of an agency. As allotments are input, the Available Balance File is updated by increasing or decreasing the allotment balance by the amount of the transaction. The allotment balance is maintained at the organization level denoted in the **ALLOTMENT LEVEL DEFAULT/ALLOTMENT LEVEL INDICATOR** field retrieved from the Expansion Files. *See section 108 Available Balance for a detailed explanation.*

When using the TR20, the system generates the following entry into the agency's FLAIR records:

GL Code	Description	Debit	Credit	I/A
92200	Approved Budget, Allotted	X		A
93100	Allotments		X	I

A = FLAIR Automated; GL = General Ledger; I = User Input.

### 107.6.1 Single TR20 Transaction Input

To input a single TR20 from the Budget Control Mini Menu or the Main Accounting Menu:

1. In the **TYPE** field, input **20**.
2. In the **SEL** field, input **S**.

**Budget Control Mini Menu** (with example data input)

```

BCMU                                     03/25/13  13:22:36
                                     BUDGET CONTROL MINI MENU
TYPE                                     SEL OPTIONS
 20 ALLOTMENTS                          A,S,M,I
 21 APPROP, APRVD BUDGET, EST REVENUE   A,S,M,I
 22 RELEASES                             A,S,M,I

SEL
A  MULTIPLE INPUT
S  SINGLE INPUT WITH EXPANDED DATA DISPLAY
M  MULTIPLE INQUIRY
I  SINGLE INQUIRY WITH EXPANDED DATA DISPLAY

NOTE:  SINGLE UPDATE (U) WITH EXPANDED DATA DISPLAY -
        ACCESSIBLE ONLY FROM 'M' AND 'I' SEL OPTIONS

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                                     MAIN  RFRSH
                                     TYPE 20  SEL S
    
```

3. Press **Enter**. FLAIR will display the TR20 Allotments Single Input Request Screen One.

**TR20 - Allotments - Single Input - Request - Screen One**

```

20S1                                     05/16/2012  09:44:24
                                     TR 20 - ALLOTMENTS - SINGLE INPUT - REQUEST
L1 L2 L3 L4 L5  EO VR OBJECT PPI
85

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                                     MINI  MAIN  RFRSH
                                     TYPE      SEL
    
```

TR20 Allotments Single Input Request Screen One fields:

Field	Description	Required/Optional/Special Instructions
L1 L2 L3 L4 L5	Organization Code	Required. (11N)
EO	Expansion Option	Required. (2A/N)
VR	Expansion Option Version	Optional. (2N)
OBJECT	Object Code	Optional. (6N)
PPI	Prior Period Indicator	Optional. (1A)

4. Input the necessary required and optional data.

**TR20 - Allotments - Single Input - Request - Screen One** (with example data input)

```

20s1                                     03/25/2013  11:31:58
          TR 20 - ALLOTMENTS - SINGLE INPUT - REQUEST
L1 L2 L3 L4 L5  EO VR OBJECT PPI
85 10 01 01 211 01 04

                                     TYPE  SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT          MINI  MAIN  RFRSH
    
```

5. Press **Enter**. FLAIR will display the TR20 Allotments Single Input Screen Two.

The GL code for allotments, 93100, and the corresponding offset to approved budget, 92200, display on the input screen.

To record allotments and/or increase the balance in the 93100 GL account, the user inputs a positive monetary amount in the **AMOUNT** field. This is entered as a credit to the account, increasing the balance. To reduce the balance in the 93100 GL account, the user inputs a negative amount. This is entered as a debit to the account, decreasing the balance.

TR20 - Allotments - Single Input - Screen Two (with example data retrieved)

```

20S2                                05/16/2012  09:50:37
                                TR 20 - ALLOTMENTS - SINGLE INPUT
DOC-NO  LINE      L1 L2 L3 L4 L5  EO VR OBJECT  TRN-DT  PPI  B  PID
A                               85 10 01 01 211 01 04
....AMOUNT....  DESCRIPTION          AL-GL    AL-EGL  CG-GL    FT
                               931 00      932 00
CAT        CF  YR  EOB  ECAT      STATE-PROGRAM      EP  PROJECT ID
                               1112110000 000000
GF SF FID  BE      IBI  EF GRANT          GY  CNTRT CY  OCA  AU
20 2  010001 85100000 00
...UNITS....  ...TIME...

NEXT: L1-L5 85 10 01 01 211  EO 01  VR 04  OBJECT          PPI  TYPE  SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT          MINI  MAIN  RFRSH          CAN
    
```

TR20 Allotments Single Input Screen Two fields:

Field	Description	Required/Optional/Special Instructions
DOC-NO	Document Number	Required. (6N)
LINE	Line Number	Optional. (4N)
L1 L2 L3 L4 L5	Organization Code	Protected. (11N)
TRN-DT	Transaction Date	Optional. Defaults to current date. (8N)
B	Batch	Optional. (1A/N)
PID	Product Identifier	Optional. (3A/N)
AMOUNT	Transaction Amount	Required. (14N)
DESCRIPTION	Description of Transaction	Optional. (16A/N)
AL-GL	Allotment General Ledger Code	Required. 931XX. (5N)
AL-EGL	Allotment External General Ledger Code	Optional. (3N)
CG-GL	Contracts and Grants General Ledger Code	Required. 932XX. (5N)
FT	Flow-Through Indicator	Optional. Defaults to 0. (1N)
CAT	Appropriation Category	Required. (6N)
CF	Certified Forward Indicator	Optional. (1A)
YR	Appropriation Year	Optional. Defaults to 00. (2N)
EOB	External Object Code	Optional. (3A/N)
ECAT	External Category	Optional. (6N)
STATE PROGRAM	State Program Number	Optional. (16N)
EP	External Program	Optional. (2N)

Field	Description	Required/Optional/Special Instructions
PROJECT ID	Project Number	Optional. (11A/N)
GF/SF/FID	Fund Account Code	Protected. (9N)
BE	Budget Entity	Required. (8N)
IBI	Internal Budget Indicator	Optional. (2N)
EF	External Fund	Optional. (1N)
GY	Grant Year	Optional. (2N)
CNTRT	Contract Number	Optional. (5A/N)
CY	Contract Year	Optional. (2N)
OCA	Other Cost Accumulator	Optional. (5A/N)
AU	Agency Unique	Optional. (2A/N)
UNITS	Units	Optional. (12N)
TIME	Time	Optional. (10N)

6. Input the necessary required and optional data.

**TR20 - Allotments - Single Input - Screen Two** (with example data input)

```

20s2                                03/26/2013  16:37:08
                                TR 20 - ALLOTMENTS - SINGLE INPUT
DOC-NO  LINE  L1 L2 L3 L4 L5  EO VR OBJECT  TRN-DT  PPI  B  PID
A 777      85 10 01 01 211 01 04
....AMOUNT....  DESCRIPTION          AL-GL  AL-EGL  CG-GL  FT
2500          931 00          932 00
CAT      CF  YR  EOB  ECAT      STATE-PROGRAM      EP  PROJECT ID
040000          1112110000 000000
GF SF FID  BE      IBI      EF GRANT      GY CNTRT CY  OCA  AU
20 2  010001 85100000 00
...UNITS....  ...TIME...

NEXT: L1-L5 85 10 01 01 211  EO 01  VR 04  OBJECT      PPI  TYPE  SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT      MINT  MAIN  RFRSH      CAN
    
```

7. Press **Enter**. FLAIR will process the input and return the user to TR20 Allotments Single Input Screen Two. The **AMOUNT** field will be blank.

Multiple input of TR20 is also allowed. *See section 107.4.2 Multiple TR21 Transaction Input for details.*

## 107.7 TR29 Automated Allotment Transfers

The **TR29 Automated Allotment Transfers** moves allotment balances from a higher organization level to a lower organization level. This is an optional, automated process that takes place during nightly updates. The TR29 automation process occurs when the appropriate numeric code (1-5) is input on the agency Expansion Files in the **ALLOTMENT LEVEL DEFAULT** and/or **ALLOTMENT LEVEL INDICATOR** field. If a numeric code is input, the allotment transfer will occur when necessary. If an alpha code (A-E) is input, the allotment transfer will not take place.

When allotments are recorded at a higher organization level than the organization level at which encumbrances and expenditures are made, a TR29 is generated. This TR29 reduces the original allotment balance and increases the allotment for the encumbrance/expenditure organization level by the amount of the encumbrance/expenditure.

**Example:** An agency records allotments at organization level 3. When an encumbrance or expenditure is recorded at level 5, FLAIR checks the allotment level default/indicator. If the allotment level default/indicator is set at 3, the system will transfer an allotment equal to the encumbrance/expenditure from organization level 3 to organization level 5. These entries are included on the agency's Detail and Master Files.

The system-generated entry to reduce the allotment for organization level 3 is:

GL Code	Organization Code	Description	Debit	Credit	I/A
93100	85100100000	Allotments	X		A
92200	85100100000	Approved Budget, Allotted		X	A

A = FLAIR Automated; GL = General Ledger; I = User Input.

The system-generated entry to increase the allotments for organization level 5 using a TR29 is:

GL Code	Organization Code	Description	Debit	Credit	I/A
92200	85100101211	Approved Budget, Allotted	X		A
93100	85100101211	Allotments		X	A

A = FLAIR Automated; GL = General Ledger; I = User Input.

In this example, the total allotments for organization level 5 will always equal the total encumbrances and/or expenditures for organization level 5.

## 108 Available Balance

The **Available Balance (AB) File** is an auxiliary file that maintains current Departmental FLAIR balances. This file is available for agency online inquiry only, as the balances are created and updated by accounting transactions that are input into FLAIR. The file is accessed by inputting **AB** in the **TYPE** field from any FLAIR screen.

There are ten balances which are tracked for release and/or cash using the AB function:

- Fund Cash
- Fund Release
- Organization Cash
- Organization Allotment
- Grant Fund Cash
- Contract Fund Cash
- Grant Allotment
- Contract Allotment
- Project Fund Cash
- Project Allotment

The balance for each is updated immediately whenever a transaction is input into FLAIR.

This file also provides optional Available Balance Checking (*see section 108.3 for details*) for those agencies that want their encumbrance, disbursement, payable, or general accounting transactions checked for positive balances before allowing the transaction to be recorded in FLAIR.

### 108.1 Available Balance File Established and Updated

The Available Balance File is established at the beginning of the year when appropriation budgeted releases, or allotments are recorded in FLAIR. The Available Balance File is updated whenever a transaction that affects fund cash, fund release, organization cash, or an allotment is entered into Departmental FLAIR. Entering budget information at the beginning of a fiscal year is important to permits effective monitoring of the agency's spending plan.

Because governmental accounting uses different types of funds, such as governmental, proprietary, or fiduciary funds, the balances maintained will vary depending on the fund type.

Balances maintained by state fund type:

Type of Balance	SF Type(s)*	Balances Maintained
<b>Fund Cash Balances</b>	2 and 8 only	OLO Fund (GF, SF, FID)
<b>Fund Release Balances</b>	1 and 2 only	OLO CFI Fund (GF, SF, FID)

Type of Balance	SF Type(s)*	Balances Maintained
		BE and IBI Category Appropriation Year
<b>Organization Cash Balances</b>	2 and 8 only	OLO ORG Levels L1-L5 Agency Unique (AU) Fund (GF, SF, FID)
<b>Allotment Balances</b>	1, 2, and 8	OLO Allotment Level Organization
<b>Grant Fund Cash Balances</b>	2 and 8 only	OLO Fund (GF, SF, FID) Grant
<b>Contract Fund Cash Balances</b>	2 and 8 only	OLO Fund (GF, SF, FID) Contract
<b>Grant Allotment Balances</b>	1, 2, and 8	OLO Allotment Level Organization Fund (GF, SF, FID) BE and IBI Category Appropriation Year Grant
<b>Contract Allotment Balances</b>	1, 2, and 8	OLO Allotment Level Organization Fund (GF, SF, FID) BE and IBI Category Appropriation Year Grant
<b>Project Fund Cash Balances</b>	2 and 8 only	OLO Fund (GF, SF, FID) Project
<b>Project Allotment Balances</b>	1, 2, and 8	OLO Allotment Level Organization Fund (GF, SF, FID) BE and IBI Category Appropriation Year Project

\*SF1 = General Revenue, SF2 = Trust Fund, SF8 = Local Fund; BE = Budget Entity; CFI = Certified Forward Indicator; FID = Fund Identifier; IBI = Internal Budget Indicator; OLO = Operating Level Organization; SF = State Fund.

Allotment level organization is determined by the allotment level indicator/allotment level default and/or the grant, contract, or project allotment level indicator/allotment level default from the Expansion Files as follows:

Allotment Level Indicator/Default*	Grant, Contract, or Project Allotment Level Indicator/Default	Allotment Level Organization				
		L1	L2	L3	L4	L5
A or 1	A	L1	00	00	00	000
B or 2	B	L1	L2	00	00	000
C or 3	C	L1	L2	L3	00	000
D or 4	D	L1	L2	L3	L4	000
E or 5	E	L1	L2	L3	L4	L5

\*The Type of Balance (Grant, Contract, etc.) will determine whether an alpha or numeric character must be input to select the level for checking available balance.

Fund cash and release balances are maintained at the agency’s operating level, usually L1. Allotment balances are maintained at the allotment level indicator/allotment level default in the Expansion Files. The allotment level indicator is the code assigned for Available Balance Checking and the allotment level default is the organizational level at which the allotments are recorded for available balance purposes. If the expansion option is used as part of the transaction and the allotment level indicator is assigned a different level of allotment checking than the expansion option, the transaction will check the allotment at the level assign in the set indicator.

Organization/agency cash is maintained at the organization level at which the cash receipts and beginning cash balances are recorded (*see section 109.7 Organization Structure*). Therefore, to prevent errors with Available Balance Checking, if organization cash is checked for cash disbursements at L1, L2 (B/2), then cash receipts should also be checked at L1, L2 (B/2) using the table above.

As an agency collects revenue, its fund cash and organization cash is updated. Fund cash is updated at the operating level, while organization cash is increased for the organizational unit input with the transaction. As encumbrances and expenditures are recorded, the various balances maintained on the file are reduced.

The automatic update for all transactions, except TR10, is triggered by the transaction type, the state fund type, and the object code input with the transaction. For TR10, the GL code and the state fund type input trigger the update of the Available Balance File.

Balances updated by transaction type:

TR	Fund Type	Fund Cash	ORG Cash	Fund Release	Allotment	Description
20					+/-	Records allotments.
22				+/-		Records releases.
30		+/-	+/-	+/-	+/-	Records cash receipts (allotment and release balances are updated only when using expenditure object codes).
31	CLR	+/-				Records cash receipts in a clearing fund.
32	RVL	+/-				Records cash receipts in a revolving fund and clears record from 7S Subsidiary File.
33		+/-	+/-	+/-	+/-	Records accounts receivable cash receipts (allotment and release balances are updated only when using expenditure object codes).
34	CLR	+/-				Records cash receipts in a clearing fund.
51		+/-	+/-	+/-	+/-	Records unencumbered disbursements.
52	OPR	+/-	+/-	+/-	+/-	Records revolving fund unencumbered disbursements.
	RVL	+/-				
53		-	-	-	D	Records payable disbursements.
54	OPR	-	-	-	D	Records revolving fund payable disbursements.
	RVL	-				
58		+/-	+/-	+/-	+/-	Records disbursement corrections.
59	OPR	+/-	+/-	+/-	+/-	Records revolving fund disbursement corrections.
	RVL	+/-				
60					-	Records encumbrances and updates Encumbrance Subsidiary.
6S					+/-	Records updates to Encumbrance Subsidiary.
70		-	-	-	-	Records encumbered disbursements.
71	OPR	-	-	-	D	Records revolving fund encumbered disbursements.
	RVL	-				
80					-	Records unencumbered payables and updates the Accounts Payable Subsidiary.
81					D	Records encumbered payables and updates subsidiaries.
8S					+/-	Records updates to Accounts Payable Subsidiary.
96		+/-	+/-	+/-	+/-	Records JT receipts and corrections (allotment updated only with expenditure object codes).
97		+/-	+/-	+/-	+/-	Records JT accounts receivable receipts and corrections (allotment updated only with expenditure object codes).

TR	Fund Type	Fund Cash	ORG Cash	Fund Release	Allotment	Description
98	OPR	+/-	+/-	+/-	+/-	Automated: Clears the clearing fund and records revenue in the operating fund (allotment updated only with expenditure object codes).
	CLR	+/-				
99		+/-	+/-	+/-	+/-	Automated JT receipts occurs within an agency only (does not carry project ID number or update project cash or project allotment balances).
+ = increase			D = the difference between encumbrance/payable amount and disbursement amount.			
- = decrease						
+/- = increase/decrease						

CLR = Clearing Fund; JT = Journal Transfer; OPR or blank = Operating Fund; RVL = Revolving Fund.

**Note:** Grant, contract, and project fund cash balances and grant, contract, and project allotment balances are updated like fund cash and allotment balances, respectively. This update takes place when grant, contract, or project numbers are included on the transaction.

### 108.2 Available Balance Inquiry

The **Available Balance (AB)** function may be used to inquire into agency balances once the Available Balance File is established.

To inquire on agency balances from any screen in FLAIR:

1. In the **TYPE** field, input **AB**.

*Main Accounting Menu* (with example input)

MNMU						08/29/2012	12:59:47
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 DM	DIR/MANAGER FILE	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 FILES	U TF	TRANSFERS		
U TG	TITLE - GRANTS	U TI	TITLE - GENERAL	U TJ	TITLE - PROJECTS		
U TP	TITLE - PROPERTY	U VE	VENDOR-EMPLOYEE	U VP	VOUCHER PRINT		
A VS	VENDOR-STATEWIDE						
						TYPE: AB SEL:	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---							
CONT			DAC				

2. Press **Enter**. FLAIR will display the Available Balance Inquiry Screen.

**Available Balance Inquiry Screen**

ABMU	AVAILABLE BALANCE INQUIRY										08/29/12	13:06:15
L1	L2	L3	L4	L5	EO	VR	OBJECT	GRANT	CONTRACT	PROJECT		
85	-											
GAAFR FUND					STATE FUND			FUND IDENTIFIER				
BUDGET ENTITY					IBI			APPROP CATEGORY				
APPROP YEAR					AU			CFI				
						CURRENT YEAR			PRIOR YEAR			
1	FUND CASH											
2	FUND RELEASE											
3	ORGANIZATION CASH											
4	ALLOTMENT											
5	GRANT FUND CASH											
6	CONTRACT FUND CASH											
7	GRANT ALLOTMENT											
8	CONTRACT ALLOTMENT											
9	PROJECT CASH											
10	PROJECT ALLOTMENT											
										TYPE	SEL	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---												
CONT					MAIN			RFRSH				

Available Balance Inquiry Screen fields:

Field	Description	Required/Optional/Special Instructions
L1 L2 L3 L4 L5	Organization Code	Required. L1 is protected. If inquiring into organization cash, allotments, grant allotments, and contract allotments. (11N)
EO	Expansion Option	Required. If VR or OBJ fields are input. (2A/N)
VR	Expansion Option Version	Optional. (2N)
OBJECT	Object Code	Optional. Input in either OBJ or CAT field required for fund release and any allotment balance inquiry. (6N)
GRANT	Grant Number	Required. If inquiring into grant fund cash or grant allotment balances. (5A/N)
CONTRACT	Contract Number	Required. If inquiring into contract fund cash or contract allotment balances. (5A/N)
PROJECT	Project Number	Required. If inquiring into project fund cash or project allotment balances. (11A/N)
GAAFR FUND	GAAFR Fund	Optional. (2N)
STATE FUND	State Fund	Optional. (1N)
FUND IDENTIFIER	Fund Identifier	Optional. If blank, defaults to 000001. (6N)
BUDGET ENTITY	Budget Entity	Optional. If blank, defaults to 00000000. (8N)
IBI	Internal Budget Indicator	Optional. If blank, defaults to 00. (2N)
APPROP CATEGORY	Appropriation Category	Optional. Input in either OBJ or CAT field required for fund release and any allotment balance inquiry. (6N)

Field	Description	Required/Optional/Special Instructions
APPROP YEAR	Appropriation Year	Optional. If blank, defaults to 00. (2N)
AU	Agency Unique Code	Required. If balances for allotments and organization cash are maintained with an agency unique code. (2A/N)
CFI	Certified Forward Indicator	Optional. Valid input: C. (1A)

If **ORG**, **EO**, and **OBJ** are input, **GF**, **SF**, **FID**, **BE**, **IBI**, **CAT**, and **YR** do not need to be input because this information is retrieved from the Expansion Files. If **ORG**, **EO**, and **OBJ** are input, and **GF**, **SF**, **FID**, **BE**, **IBI**, **CAT**, and **YR** are input, all codes must match those contained in the Expansion Files.

If **GF**, **SF**, **FID**, **BE**, and **IBI** are input, then only fund balances are retrieved. If **ORG** and **EO** are input, only fund cash and organization cash are retrieved.

When inquiring into a fund release balance, or any of the allotment balances, **OBJ** or **CAT** is required in the search criteria.

**Note:** If an inquiry is made using **ORG**, **EO**, and **OBJ**, an allotment inquiry will be made at the organization level designated by the allotment level default/allotment level indicator carried on the Expansion File.

Once the user determines which balance(s) to view:

3. Input the appropriate combination of codes.
4. Next to the balance(s) to be checked, input **X**. Up to 10 balances can be checked at one time.

**Available Balance Inquiry Screen**

(example inquiry using **ORG**, **EO**, **OBJECT**, **GRANT**, **CONTRACT**, and **PROJECT** as search criteria)

ABMU	AVAILABLE BALANCE INQUIRY										08/29/12	13:12:05
L1	L2	L3	L4	L5	EO	VR	OBJECT	GRANT	CONTRACT	PROJECT		
85	10	01	01	211	01		261000	G1234	ENG72	99999999		
GAAFR FUND				STATE FUND				FUND IDENTIFIER				
BUDGET ENTITY				IBI				APPROP CATEGORY				
APPROP YEAR				AU				CFI				
							CURRENT YEAR				PRIOR YEAR	
<input checked="" type="checkbox"/>	1	FUND CASH										
<input checked="" type="checkbox"/>	2	FUND RELEASE										
<input checked="" type="checkbox"/>	3	ORGANIZATION CASH										
<input checked="" type="checkbox"/>	4	ALLOTMENT										
<input checked="" type="checkbox"/>	5	GRANT FUND CASH										
<input checked="" type="checkbox"/>	6	CONTRACT FUND CASH										
<input checked="" type="checkbox"/>	7	GRANT ALLOTMENT										
<input checked="" type="checkbox"/>	8	CONTRACT ALLOTMENT										
<input checked="" type="checkbox"/>	9	PROJECT CASH										
<input checked="" type="checkbox"/>	10	PROJECT ALLOTMENT										
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---											TYPE	SEL
CONT											MAIN	RFRSH

**Available Balance Inquiry Screen**

(example inquiry using GF, SF, FID, BE, IBI, CAT, and YR as search criteria)

ABMU		AVAILABLE BALANCE INQUIRY						09/12/12 16:46:25		
L1	L2	L3	L4	L5	EO	VR	OBJECT	GRANT	CONTRACT	PROJECT
85										
GAAFR FUND		20		STATE FUND		2		FUND IDENTIFIER		010001
BUDGET ENTITY		85100000		IBI		00		APPROP CATEGORY		040000
APPROP YEAR		00		AU				CFI		
					CURRENT YEAR			PRIOR YEAR		
<input checked="" type="checkbox"/>	1	FUND CASH								
<input checked="" type="checkbox"/>	2	FUND RELEASE								
	3	ORGANIZATION CASH								
	4	ALLOTMENT								
	5	GRANT FUND CASH								
	6	CONTRACT FUND CASH								
	7	GRANT ALLOTMENT								
	8	CONTRACT ALLOTMENT								
	9	PROJECT CASH								
	10	PROJECT ALLOTMENT								
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---										
CONT MAIN RFRSH										

- Press **Enter**. FLAIR will display the Available Balance Inquiry Screen with the requested **CURRENT YEAR** and **PRIOR YEAR** balances displayed.

**Available Balance Inquiry Screen**

(results of the inquiry using GF, SF, FID, BE, IBI, CAT, and YR as search criteria)

ABMENU1176		AVAILABLE BALANCE INQUIRY						09/10/12 12:15:40		
L1	L2	L3	L4	L5	EO	VR	OBJECT	GRANT	CONTRACT	PROJECT
85	10	01	01	211	01	04	261000	G1234	ENG72	9999999999
GAAFR FUND		20		STATE FUND		2		FUND IDENTIFIER		010001
BUDGET ENTITY		85100000		IBI		00		APPROP CATEGORY		040000
APPROP YEAR		00		AU				CFI		
					CURRENT YEAR			PRIOR YEAR		
<input checked="" type="checkbox"/>	1	FUND CASH					1,120,500.00			
<input checked="" type="checkbox"/>	2	FUND RELEASE					80,000.00			
<input checked="" type="checkbox"/>	3	ORGANIZATION CASH								
<input checked="" type="checkbox"/>	4	ALLOTMENT					30,000.00			
<input checked="" type="checkbox"/>	5	GRANT FUND CASH								
<input checked="" type="checkbox"/>	6	CONTRACT FUND CASH								
<input checked="" type="checkbox"/>	7	GRANT ALLOTMENT								
<input checked="" type="checkbox"/>	8	CONTRACT ALLOTMENT					20,000.00			
<input checked="" type="checkbox"/>	9	PROJECT CASH								
<input checked="" type="checkbox"/>	10	PROJECT ALLOTMENT					10,000.00			
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---										
CONT MAIN RFRSH										

When no balance is found for one or more requests, a system message displays indicating which balance(s) are not retrieved. For example, the user may see the message, **“NO RECORDS FOUND FOR: ; ; ; 3; ; 5; 6; 7; ; 9;”** This indicates that no balance was found for grant fund cash or contract fund cash. All other requested balances display on the screen.

**Available Balance Inquiry Screen**

(results of the inquiry using GF, SF, FID, BE, IBI, CAT, and YR as search criteria)

```

ABMENU11177 -TO CONTINUE AB INQUIRY, TYPE OVER INPUT DATA
ABMU          AVAILABLE BALANCE INQUIRY          09/12/12  16:47:50

  L1 L2 L3 L4 L5  EO VR  OBJECT  GRANT          CONTRACT  PROJECT
  85 00 00 00 000
GAAFR FUND          20          STATE FUND          2          FUND IDENTIFIER  010001
BUDGET ENTITY      85100000          IBI          00          APPROP CATEGORY  040000
APPROP YEAR        00          AU          CFI

                                CURRENT YEAR          PRIOR YEAR
X  1  FUND CASH                                1,119,900.00
X  2  FUND RELEASE                                79,400.00
  3  ORGANIZATION CASH
  4  ALLOTMENT
  5  GRANT FUND CASH
  6  CONTRACT FUND CASH
  7  GRANT ALLOTMENT
  8  CONTRACT ALLOTMENT
  9  PROJECT CASH
 10  PROJECT ALLOTMENT

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                                MAIN  RFRSH
    
```

If all requested balances are retrieved, at the top of the screen FLAIR will display the message, **“TO CONTINUE AB INQUIRY, TYPE OVER INPUT DATA.”**

To view additional balances, repeat steps two through five.

**108.3 Available Balance Checking**

**Available Balance Checking** is an optional edit that rejects transactions that create negative balances on the Available Balance File. Because the Available Balance File maintains only departmental balances, this edit does not guarantee that transactions passing the edit are posted in Central FLAIR, nor does an error at the agency level indicate that balances are insufficient in Central FLAIR.

Agencies have the ability to decide which balances to check (for those transactions that allow checking). When the edit is enabled, the system will not accept a transaction that creates or increases a negative balance.

If the transaction does not update the balance(s) being checked, an Available Balance Checking error does not generate. For example, encumbrance transactions only update allotment balances on the file. If an encumbrance transaction uses an expansion option that has been established with an available balance indicator of 3 (for encumbrances), the system only checks the allotment balance because that is the only balance that is updated. Other examples include multiple input for TR53, TR54, TR70, TR71, and TR81.

Unlike single input transactions, allotments are updated on multiple input transactions **only** if the disbursement/payable amount is different than the encumbrance/payable amount. Therefore, there is no Available Balance Checking if the difference is equal to zero.

General Accounting Transactions (TR10s) are not required to access the Expansion Files where available balance indicators are maintained. Therefore, the GL code and the sign input in the transaction (positive or negative) determine the balances to be checked. The following transactions can create negative balances:

- Negative amounts for cash;
- Negative amounts for releases;
- Positive amounts for allotments;
- Positive amounts for encumbrances; and
- Positive amounts for expenditures.

Balances checked by GL code and SF type when TR10 is input:

GL	SF	Fund Cash	ORG Cash	Fund Release	Allotment
11200	8	X	X		
12100	2, 3	X	X		
12200	2, 3	X	X	X	
13100	1			X	
93100	1, 2, 3, 8				X
93200	1, 2, 3, 8				X
94100	1, 2, 3, 8				X
7****	1, 2, 3, 8				X

GL = General Ledger Code; ORG = Organization; SF = State Fund.

To set up the Available Balance Checking for the remaining transaction types below, the user is required to access the Expansion Files where the available balance indicators are maintained. The following chart lists which balances in each state fund (1, 2, 3, and 8) are checked relative to the assigned available balance indicator.

Available balance indicator used on the Expansion File and the balances checked:

Transaction Type	ABI	SF = 1	SF = 2, 3	SF = 8
ENCUMBRANCE/ PAYABLE (EC)	4	Allotments	Allotments	Allotments
	9	No Checking	No Checking	No Checking
ENCUMBERED/ PAYABLE DISBURSEMENT (ED)	0	Releases	Fund Cash Releases	Fund Cash
	1	Releases Allotments	Fund Cash Releases	Fund Cash Allotments
	2	Releases	Fund Cash Releases Organization Cash	Fund Cash Organization Cash
	3	Releases Allotments	Fund Cash Releases	Fund Cash Organization Cash

Transaction Type	ABI	SF = 1	SF = 2, 3	SF = 8
			Organization Cash Allotments	Allotments
	4	Allotments	Allotments	Allotments
	9	No Checking	No Checking	No Checking
<b>UNENCUMBERED DISBURSEMENT (UD)</b>	0	Releases	Fund Cash Releases	Fund Cash
	1	Releases Allotments	Fund Cash Releases Allotments	Fund Cash Allotments
	2	Releases	Fund Cash Releases Organization Cash	Fund Cash Organization Cash
	3	Releases Allotments	Fund Cash Releases Organization Cash Allotments	Fund Cash Organization Cash Allotments
	4	Allotments	Allotments	Allotments
	9	No Checking	No Checking	No Checking

ABI = Available Balance Indicator; SF = State Fund.

**Note:** On multiple input screens for TR53, TR54, TR70, TR71, and TR81, allotment balances are checked only if the disbursement/payable amount is different from the encumbrance/payable amount. If the difference is equal to zero, no checking will occur.

Grant cash, contract cash, grant allotment, contract allotment, project cash, and project allotment balances may also be checked if the grant, contract, or project number is included in the transaction. A transaction input with a grant number will only check balances for grant cash or grant allotments. The same is true of contract and project numbers. Therefore, the following table will apply to grant, contract, and project balances, with only the specific balance type checked that applies to the grant, contract, or project number input on the transaction.

Grant, contract, and project available balance indicator used on the Expansion File and the balances checked:

Transaction Type	ABI	SF = 1	SF = 2, 3	SF = 8
<b>ENCUMBRANCE/ PAYABLE (EC)</b>	2	Grant Allotment Contract Allotment Project Allotment	Grant Allotment Contract allotment Project Allotment	Grant Allotment Contract Allotment Project Allotment
	9	No Checking	No Checking	No Checking
<b>ENCUMBERED/ PAYABLE DISBURSEMENT (ED)</b>	0	N/A	Grant Cash Contract Cash Project Cash	Grant Cash Contract Cash Project Cash

Transaction Type	ABI	SF = 1	SF = 2, 3	SF = 8
	1	Grant Allotment Contract Allotment Project Allotment	Grant Cash Contract Cash Project Cash Grant Allotment Contract Allotment Project Allotment	Grant Cash Contract Cash Project Cash Grant Allotment Contract Allotment Project Allotment
	2	Grant Allotment Contract Allotment Project Allotment	Grant Allotment Contract Allotment Project Allotment	Grant Allotment Contract Allotment Project Allotment
	9	No Checking	No Checking	No Checking
<b>UNENCUMBERED DISBURSEMENT (UD)</b>	0	N/A	Grant Cash Contract Cash Project Cash	Grant Cash Contract Cash Project Cash
	1	Grant Allotment Contract Allotment Project Allotment	Grant Cash Contract Cash Project Cash Grant Allotment Contract Allotment Project Allotment	Grant Cash Contract Cash Project Cash Grant Allotment Contract Allotment Project Allotment
	2	Grant Allotment Contract Allotment Project Allotment	Grant Allotment Contract Allotment Project Allotment	Grant Allotment Contract Allotment Project Allotment
	9	No Checking	No Checking	No Checking

ABI = Available Balance Indicator; N/A = Not applicable; SF = State Fund.

**See section 112.7 Available Balance Indicators for additional details.**

When inputting a transaction that creates or increases a negative balance, FLAIR will display the system message, “**INSUFFICIENT AVAILABLE BALANCE X,**” at the top of the screen.

X is a number that indicates which balance will be negative if the transaction proceeds, and corresponds to the numbered balances (1-10) on the Available Balance Mini Menu.

**TR51 - Unencumbered Disbursements - Single Input - Screen Two**

(example of a transaction that will create a negative balance in organization cash)

```

TR51S143648 -INSUFFICIENT AVAILABLE BALANCE 3
51S2 TR 51 - UNENCUMBERED DISBURSEMENTS - SINGLE INPUT 05/21/2015 10:06:06

 L1 L2 L3 L4 L5 EO VR OBJECT CF PPI DESCRIPTION SUB-VENDOR-ID
 85 10 01 01 211 01 06 261000 TRAVEL 09/01-04

...AMOUNT... VENDOR-ID TRN-DT G VOUCH-NO LINE BI OTHER-DOC B
163.12 E111111111 09142012 V

INVOICE AB ..QUANTITY.. CK-NO CK-DT PID BF-ORG BF-EO BF-OB/CF BF-CAT/YR
SEPT2012

CAT YR GL EGL EOB ECAT EP GRANT GY CNTRT CY OCA AU
040000 00 71100

GF SF FID BE IBI EF STATE-PROGRAM PROJECT ID
20 2 010001 85100000 00 1112110000 000000

BPIN COUNT ...UNITS.... ...TIME...

NEXT: L1-L5 85 10 01 01 211 EO 01 VR OBJECT 261000 PPI TYPE SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT MINI MAIN RFRSH CAN
    
```

If the user has available balance override authorization, he/she may continue with the transaction by inputting **X** in the **AB** field and pressing **Enter**. The transaction will process and be added to the Daily Input File.

**TR51 - Unencumbered Disbursements - Single Input - Screen Two**

(example of a user selecting the available balance override authorization)

```

TR51S143648 -INSUFFICIENT AVAILABLE BALANCE 3
51S2 TR 51 - UNENCUMBERED DISBURSEMENTS - SINGLE INPUT 05/21/2015 10:06:06

 L1 L2 L3 L4 L5 EO VR OBJECT CF PPI DESCRIPTION SUB-VENDOR-ID
 85 10 01 01 211 01 06 261000 TRAVEL 09/01-04

...AMOUNT... VENDOR-ID TRN-DT G VOUCH-NO LINE BI OTHER-DOC B
163.12 E111111111 09142012 V

INVOICE AB ..QUANTITY.. CK-NO CK-DT PID BF-ORG BF-EO BF-OB/CF BF-CAT/YR
SEPT2012 X

CAT YR GL EGL EOB ECAT EP GRANT GY CNTRT CY OCA AU
040000 00 71100

GF SF FID BE IBI EF STATE-PROGRAM PROJECT ID
20 2 010001 85100000 00 1112110000 000000

BPIN COUNT ...UNITS.... ...TIME...

NEXT: L1-L5 85 10 01 01 211 EO 01 VR OBJECT 261000 PPI TYPE SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT MINI MAIN RFRSH CAN
    
```

## 109 Master Data Codes

The FLAIR master data codes are used by agencies to create their own unique chart of accounts to identify and record appropriations, expenditures, and revenue transactions. Also, these codes are used to report on the State of Florida's financial condition and provide the public with various reports for transparency in state expenditures, revenues, and account balances.

This section covers the following codes:

- FLAIR Account Code
- Object Code
- GL Code
- Organization Code
- State Program
- Product Identifier
- External Codes
- Agency Unique
- Grant Code
- Contact Code
- Project Identifier
- Certified Forward Indicator
- Accrual Indicator

### 109.1 Background Information

FLAIR was developed in accordance with applicable Florida Statutes relative to governmental accounting for the State of Florida. FLAIR was also developed in accordance with applicable principles of governmental accounting as stated in:

- The GASB's Codification of Governmental Accounting and Financial Reporting Standards, Stamford, Connecticut, 1984, (formerly the Municipal Finance Officers Association's GAAFR Standards, Chicago, Illinois, 1980); and
- The AICPA's Industry Audit Guide, New York, 1974, as amended by subsequently issued AICPA Statements of Position.

GASB Statement No. 1, General Principles, section 1800, "Common Terminology and Classification" states, "A common terminology and classification should be used consistently throughout the budget, the accounts, and the financial reports of each fund."

To conform to GASB Statement No. 1, General Principles, section 1800, a chart of state standard codes has been developed for the State of Florida which classifies organizational structures, budget entities, internal budget indicators, funds, GL codes, object codes, appropriation categories, and state programs. It also provides for other classifications as they are required. FLAIR further provides for fund accounting, budgetary accounting, financial accounting, and legal compliance with Florida Statutes.

Using the state standard codes in this chapter, agencies select the appropriate codes to properly classify their accounting requirements and develop a chart of accounts tailored to meet the agency's requirements. Care must be exercised by agencies to follow the principles outlined in the state standard codes when defining agency-unique values.

Agency-unique codes are used for reporting and controls of the following:

- Professional Standards – GAAP, GASB, National Association of College and University Business Officers (NACUBO), etc.
- Management Needs – Monitoring available balance, GLs, etc.
- State and Federal Requirements – State and federal grant reconciliations, etc.

## 109.2 Components of the FLAIR Account Code

The **FLAIR account code** is comprised of 29 numeric characters and eight components:

- Operating Level Organization (**OLO**)
- GAAFR Fund (**GF**)
- State Fund (**SF**)
- Fund Identifier (**FID**)
- Budget Entity (**BE**)
- Internal Budget Indicator (**IBI**)
- Category (**CAT**)
- Year (**YR**)

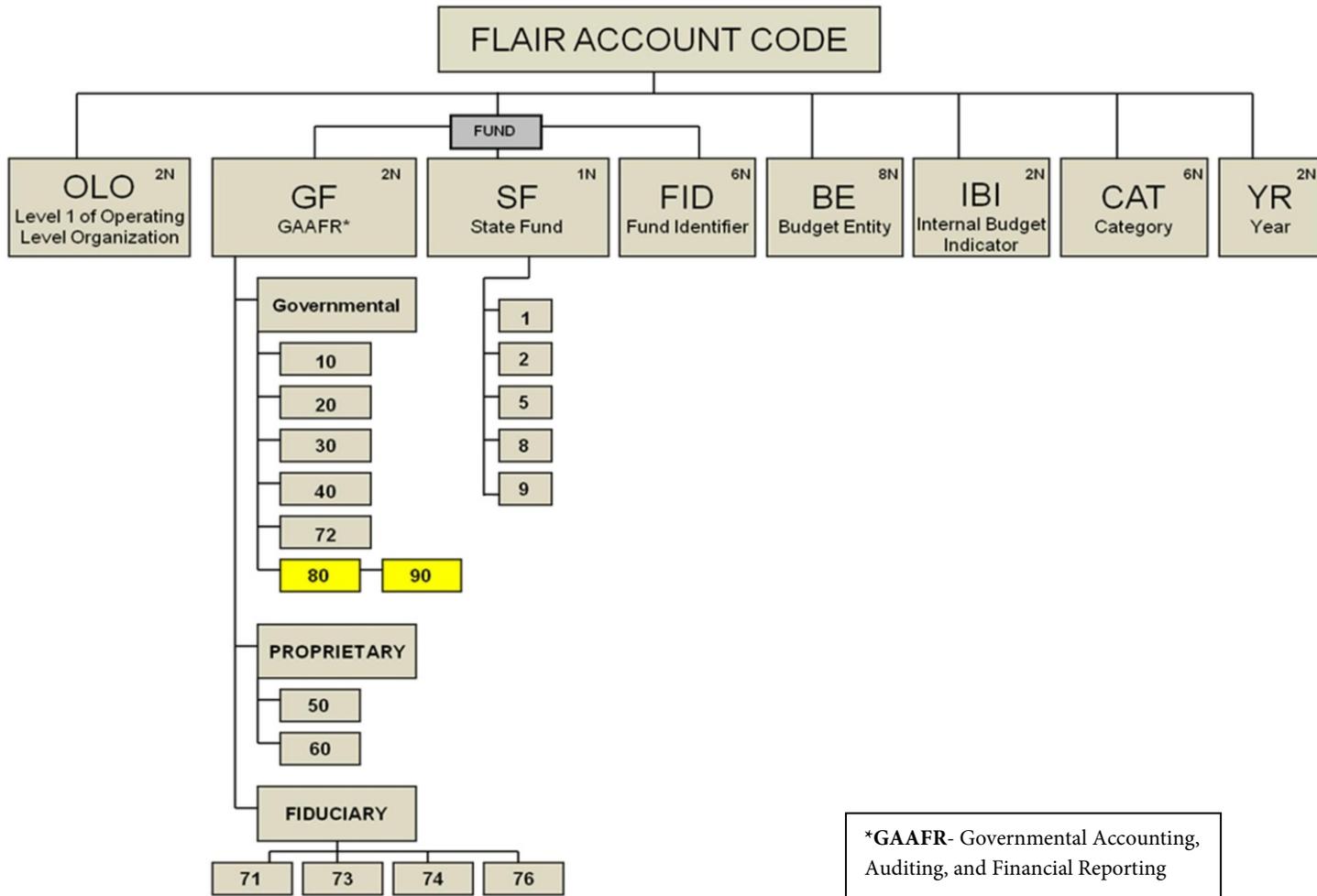
The FLAIR account codes ensure each agency has a standard set of codes and determines how an agency will expend/receive funds as directed by the Legislature. FLAIR account codes are established in the Account Description File for use in FLAIR transactions.

Example of an account code used in FLAIR transactions:

Components	OLO	GF	SF	FID	BE	IBI	CAT	YR
Number of Characters	2N	2N	1N	6N	8N	2N	6N	2N
Example Characters	<b>85</b>	<b>10</b>	<b>1</b>	<b>000001</b>	<b>85100000</b>	<b>00</b>	<b>040000</b>	<b>00</b>

BE = Budget Entity; CAT = Category; FID = Fund Identifier; GF = GAAFR Fund; IBI = Internal Budget Indicator; N = Numeric; OLO = Operating Level Organization; SF = State Fund; YR = Year

The following chart provides users the name and character length of each smaller code that makes up the larger FLAIR account code (definitions are provided on the following pages). *See section 110 Title Files for details on adding FLAIR account codes.*



### 109.3 Operating Level Organizations

Operating level organizations (OLOs) are comprised of six digits that represent an agency’s responsibility level for legislative financial reporting. An OLO consists of three levels:

- L1- Operating Level Organization
- L2- Operating Level Organization Sub-Identifier
- L3- Reserved

The first two digits are displayed and the last four digits are hidden to the user when used in the FLAIR account code.

Example OLOs established in FLAIR for DFS:

OLO	OLO Sub-Identifier	Reserved	Description
L1	L2	L3	OLO Levels
43	00	00	DFS
43	90	00	DFS/Division of Accounting and Auditing

DFS = Department of Financial Services; OLO = Operating Level Organization.

## 109.4 Fund Classifications

According to GAAP for state and local governments, the resources of a government are to be allocated to and accounted for in separate subentities called funds. Therefore, FLAIR is organized and operated on a fund basis. A fund is both an accounting and fiscal entity, normally created because of the requirements of the law. The GASB statement defines a fund as:

*an independent fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.*

GASB also indicates that state and local governments should classify their funds according to the eight generic GAAFR fund types and two account groups. These eight fund types are further grouped into three broad categories:

- Governmental
- Proprietary
- Fiduciary

To facilitate the preparation of GAAP financial statements and to comply with the Florida Statutes, FLAIR provides for the maintenance of the State of Florida’s financial operations through the use of GAAFR fund (GF) types, state fund (SF) types, and the fund identifiers (FIDs) used in the Legislative Appropriation System (LAS). Only the state fund and the first three digits of the fund identifier are in the LAS/Planning and Budgeting (PBS) system; the GAAFR fund code is not a component. When data files are received from LAS/PBS, the EOG (LAS/PBS code) Central FLAIR menu function must be used to expand the LAS/PBS account code into to the appropriate corresponding FLAIR account code. The GAAFR fund types are based on the eight generic fund and two account group classifications of GAAFR. The state fund types are those promulgated in the Florida Statutes.

The **fund identifier** is used in conjunction with the state fund type to differentiate between several funds of the same state fund type as displayed below:

Example of a fund identifier divided by sections:

Sections	GAAFR Fund (GF)	State Fund (SF)	Fund Identifier (FID)
Number of Characters	2N	2N	6N
Example	<b>10</b>	<b>1</b>	<b>000001</b>

### 109.4.1 GAAFR Fund Types

FLAIR incorporates the GAAFR fund types and account groups into its fund structure so that the user agencies may prepare governmental GAAP financial statements. The GAAFR fund type consists of two numeric characters and is used to identify the GAAFR fund types and account groups used in FLAIR. These are state standard codes and are already titled on the Title File. They may not be added, changed, or deleted by the agencies unless the user has state standard update capabilities.

The GAAFR fund type and definitions of each of the GAAFR funds and account groups used in FLAIR are described below.

#### Governmental Funds

This fund type is expendable in nature, accounts for only current assets and current liabilities, and employs the modified accrual basis of accounting in all governmental fund types. These funds account for most, if not all, of a government's tax supported activities.

Example governmental FLAIR GAAFR fund type code:

GAAFR Fund (GF)	Short Title	Long Title
10	GENERAL FD	GENERAL FUND

#### Proprietary Funds

This fund type acts as an ongoing concern (business type activities). Both current and non-current assets and current and long-term liabilities are accounted for in a similar manner to a business in the private sector. This fund type employs the accrual basis of accounting and measures net income and capital maintenance.

Example proprietary FLAIR GAAFR fund type code:

GAAFR Fund (GF)	Short Title	Long Title
50	ENTERPRISE	ENTERPRISE FUND

#### Fiduciary Funds

This type of fund can operate as either a governmental or proprietary fund to account for assets held by a governmental unit in a trustee capacity or as an agent for individuals, private organizations, other governmental units, or other funds. This fund type employs the accrual basis of accounting.

Example fiduciary FLAIR GAAFR fund type code:

GAAFR Fund (GF)	Short Title	Long Title
74	AGENCY FD	AGENCY FUND

### Component Units

In addition to the GAAFR fund types listed above, FLAIR allows for the reporting of component units. Component units are legally separate organizations that can be a governmental organization (except those that meet the definition of primary government), a nonprofit corporation, or a for-profit corporation. The primary government must be financially accountable for the component unit.

GASB Statement No. 14, as amended by GASB Statement No. 61, defines the financial reporting entity as:

- The primary government;
- Organizations for which the primary government is financially accountable; and
- Other organizations that do not meet financial accountability criteria, but their inclusion is necessary in order to prevent the reporting entity’s financial statements from being misleading.

The primary government is the focal point for the users of the financial statements. Statement No. 14 defines a primary government as a separately elected governing body that may encompass any state government or general purpose local government (municipality or county) and may include special-purpose governments (for example, a school district or a park district) if they meet the following criteria:

- Separately elected governing body;
- Legally separate; and
- Fiscally independent of other state and local governments.

The financial statement presentation of the reporting entity should provide an overview of the entity based on financial accountability, yet allows users to distinguish between the primary government and its component units. Some component units may be blended as though they are a part of the primary government; however, most component units should be discretely presented.

An agency related to these component units is responsible for including them in the financial data submitted for statewide statements. To enter these new component units into FLAIR, use SF 8 (Local Funds) and a GAAFR fund code that indicates the type of component unit fund that is being entered.

**Note:** In many cases, these component units are already required by statute to submit financial information to an agency.

Example of a component unit:

GAAFR Fund (GF)	Short Title	Long Title
25	COMP-GOVT	COMPONENT-UNIT, GOVERNMENTAL FUND TYPE

### 109.4.2 State Funds

**State fund** types consist of one numeric character and are used to record all financial transactions by an organization. Pursuant to section [215.32\(1\)](#), F.S., “all moneys received by the state shall be deposited in the State Treasury unless specifically provided otherwise by law and shall be deposited in and accounted for by the [CFO] within the following funds, which funds are hereby created and established: (a) General Revenue Fund. (b) Trust Funds. (c) Budget Stabilization Fund.”

The five state fund types are one-digit state standard codes and all financial transactions recorded by an organization involve one of these fund types. They are already titled on the Title File and are available for agency use. As state standard codes, they may not be added, changed, or deleted by user agencies.

Examples of state fund types:

State Fund (SF)	Short Title	Long Title
1	GEN REV FD	GENERAL REVENUE FUND
8	LOCAL FUND	LOCAL FUND

### 109.4.3 Fund Identifiers

**Fund identifiers (FIDs)** consist of six numeric characters that identify the State’s funds within a state fund type. The state standard codes are available for inquiry on the Statewide Title File and may not be added, changed, or deleted by the user agencies. The first three digits of the FID come from the GAA and the last three digits uniquely identify a particular fund. The state fund type for each FID is established by DFS for agencies to use in financial reporting and is carried on the Title File.

Examples of state fund and FID:

State Fund (SF)	Fund Identifier (FID)	Short Title	Long Title
1	000001	GEN REV FD	GENERAL REVENUE FUND
2	580004	REPLACE TF	REPLACE TF-AGRICULTURE

FIDs for local funds (SF = 8) are agency unique codes that cannot end with 000. Local FIDs and FIDs that are to be used with SF of 9 must be added to the Title File by individual agencies using Record Type CC. The FIDs will not appear on the State Standard Title File, but will be available for inquiry and update as agency unique codes.

Examples of FIDs for a revolving fund:

State Fund (SF)	Fund Identifier (FID)	Short Title	Long Title
8	010001	TRV TRL TP	TRAVEL REVOLVING FUND-TAMPA
8	010002	TRV RVL MI	TRAVEL REVOLVING FUND- MIAMI

### 109.4.4 Budget Entity and Internal Budget Indicator

A **budget entity (BE)** consists of eight numeric characters that are organizations and/or functions to which appropriations are made and typically represents a program. In most instances, the first two digits of the code are the user's department number (OLO). Budget entities are established by the EOG's OPB.

An **internal budget indicator (IBI)**, in conjunction with the budget entity, may be used to identify breakdowns of appropriations beyond that of the Legislature or the EOG. If no breakdown of the appropriation is made below the budget entity level, an IBI of **00** posts as default.

Budget entities are determined by the OPB and passed over to FLAIR electronically to update the FLAIR Title File. The budget entity and IBI cannot be added, changed, or deleted by the user agencies.

An example of a budget entity that is not broken down below the appropriation level:

BE	IBI	Short Title	Long Title
37000000	00	DEP	ENVIR PROTECTION, DEPT OF
37020000	00	PGM: EXEC	PGM: EXEC DIR and SUPP SERVI

An example of a budget entity that is broken down below the appropriation level:

BE	IBI	Short Title	Long Title
37020100	00	EXECUTIVE	EXECUTIVE DIR and SUPP SVCS
37020200	00	INFORMATIO	INFORMATION TECHNOLOGY

A list of currently valid budget entity and IBI codes is maintained on the Title File and is available for inquiry by the agencies.

### 109.4.5 Category Codes

**Category (CAT)** commonly referred to as appropriation category or revenue source code is a six-digit, multi-purpose code that can either subdefine an appropriation made to the budget entity or define a revenue source. Appropriation categories, which define expenditures, are added via batch upload by the Office of Budget and Planning (OPB). Revenue categories are added by DFS when the requesting agency, the Office of Economic and Demographic Research (EDR) and DFS agree a new code is needed. The characteristics of a category are as follows:

- Revenue Source Code (or revenue category)
  - First two digits – **00**
  - Next two digits – Major category
  - Last two digits – Minor category
- Appropriation Category (or expenditure category)
  - First two digits – Major category
  - Last four digits – Minor category

### Revenue Source Classifications

Revenue in FLAIR is classified by source. **Revenue source codes** are six-digit state standard codes that identify specific sources of revenue funding.

Revenue source codes are entered into the category field on a FLAIR transaction. These codes must be added to the Title File by the DFS before they can be used in transactions.

As state standards, revenue source codes cannot be added, changed, or deleted by the user agencies. In addition, revenue source codes used with funds other than local funds must be entered as a part of the appropriate account code in the Account Description File. Once a cash control account has been added by an agency using the New Account Code (NA) function, or by the DFS Accounts Control Section, then an agency can add as many budget entity category combinations to that cash control as is needed to conduct their business. These additions to the Account Description File must be made by the DFS before agencies can use them in transactions. **Local fund information, however, is added to the Account Description File by the user agency.**

Inquire into the FLAIR Title File for a complete listing of FLAIR revenue source classifications. The following are examples:

Revenue Source Code (CAT)	Short Title	Long Title
000100	FEES	FEES
000200	LICENSES	LICENSES
001800	REFUNDS	REFUNDS
002500	COL-F/S TX	COLLECTIONS OF FEDERAL AND/OR STATE TAXES

### Appropriation Categories

Appropriation categories are unique, statewide codes that subdefine the appropriations made to a budget entity. Typically they identify a sub-activity of the budget entity or a major expenditure classification. Appropriation categories are six-digit state standard codes. They are included on the Statewide Title File (*see section 110 Title Files for details*) and cannot be added, changed, or deleted by the user agencies. Expenditure appropriation categories are established by the OPB.

Inquire into the FLAIR State Standard Title File for a complete listing of FLAIR appropriation categories and definitions.

Examples of appropriation categories:

Category (CAT)	Short Title	Long Title
010000	SALARIES	SALARIES AND BENEFITS
040000	EXPENSES	EXPENSES
060000	OCO	OPERATING CAPITAL OUTLAY

100777	CONTRAC SV	CONTRACTED SERVICES
300000	PENSIONS	PENSIONS AND BENEFITS

### 109.4.6 Year

**Year (YR)** consists of two numeric characters that identify the year an appropriation represents and defaults to **00** in most FLAIR transactions. The year cannot be changed by user agencies. The appropriation year on FCO categories is linked to the GAA. Once appropriated, the year on an appropriation cannot be changed without a budget amendment. The user agency records the FCO or construction projects and includes the year it is approved by the Legislature and established by the EOG in appropriations.

For example, this is an account code used in a FLAIR transaction with **YR 00**:

OLO	GF	SF	FID	BE	IBI	CAT	YR
85	10	1	000001	85100000	00	040000	00

BE = Budget Entity; CAT = Category; FID = Fund Identifier; GF = GAAFR Fund; IBI = Internal Budget Indicator; OLO = Operating Level Organization; SF = State Fund; YR = Year.

The example below illustrates an agency that has appropriated FCO with the use of an FCO category for a specific project in a FLAIR transaction (must be established in the Account Description File):

OLO	GF	SF	FID	BE	IBI	CAT	YR
85	10	1	000001	85100000	00	080000	96

BE = Budget Entity; CAT = Category; FID = Fund Identifier; GF = GAAFR Fund; IBI = Internal Budget Indicator; OLO = Operating Level Organization; SF = State Fund; YR = Year.

## 109.5 Object Codes

The **object code (Object/OBJ)** consists of six numeric characters used as a classification (revenue, budgetary, or expenditure) to identify the type of revenue received, type of expenditure, or type of budget in any given accounting event.

### Revenue Object Classifications

Revenue in FLAIR is classified by source (revenue and estimated revenue GL codes) and by type (revenue object codes). The revenue object codes are six-digit codes that allow the user to identify specific types of revenue within the broad FLAIR classification. A complete listing of state standard FLAIR revenue object classifications and definitions can be found on the DFS website at:

<http://flair.dbf.state.fl.us/iwpapps/titles.shtml>.

Examples of FLAIR revenue object codes:

Object Code (OBJ)	Short Title	Long Title
001000	STATE FEES	STATE FEES
002000	ST LIC/PER	STATE LICENSES AND PERMITS
001800	FEES ART V	FEES ARTICLE V

Object Code (OB)	Short Title	Long Title
010300	STATE SALE	SALE OF GOODS AND SERVICES TO STATE AGENCIES
059000	CLIENT DPS	CLIENT DEPOSITS

The example below illustrates an agency that has further classified the license revenue code to identify each type of license producing revenue:

General Ledger Code	Revenue Object Code	Long Title
61200	002000	STATE LICENSES AND PERMITS
61200	002010	SERIES A LICENSES
61200	002020	SERIES B LICENSES

### Budgetary Object Classifications

Budgetary object codes are used to identify the source of appropriation budgetary authorizations. They are six-digit state standard codes titled on the Title File. They may not be added, changed, or deleted by the user agencies. A complete listing of state standard FLAIR budgetary object classifications and definitions can be found on the DFS website at: <http://flair.dbf.state.fl.us/iwpapps/titles.shtml>.

Examples of budgetary object codes:

Object	Short Title	Long Title
910000	ORIG APPRO	ORIGINAL APPROPRIATIONS
930000	EXEC ORDRS	EXECUTIVE ORDERS
960000	CERT FORWD	CERTIFICATION FORWARD

### Expenditure Object Classifications

**Expenditure object codes** are used to identify the type of services, materials, or other charges for which monies are expended. They are six-digit codes that allow the user to identify specific types of expenditures within the broad FLAIR classification.

Expenditure object code classifications are grouped into eight major classes:

- 1\*\*\*\* (Personal Services)
- 2\*\*\*\* (Current Charges and Obligations – Continued)
- 3\*\*\*\* (Current Charges and Obligations – Continued)
- 4\*\*\*\* (Current Charges and Obligations – Continued)
- 5\*\*\*\* (Property)
- 6\*\*\*\* (Debt Service)
- 7\*\*\*\* (Grants and Aid)
- 8\*\*\*\* (Distributions, Transfers, and Other Expenditures)

**Note:** Some object codes tie specifically to the State of Florida’s Internal Revenue Service (IRS) reporting for tax purposes. A complete listing of state standard FLAIR expenditure object code classifications and definitions can be found on the DFS website at: <http://flair.dbf.state.fl.us/iwpapps/titles.shtml>.

See DFS expenditure object code and state standard expenditure object codes for W9 edits listed here: <http://www.myfloridacfo.com/Division/AA/Links/default.htm>.

Examples of expenditure object codes:

Object	Short Title	Long Title
131300	CS-GEN	CONSULTING SERVICES – GENERAL
131412	CTREP-TRNS	COURT REPORTING/TRANSCRIPTION – TRANSLATION
610000	INT – GEN	INTEREST – GENERAL
751000	SFA – GEN	STATE FINANCIAL ASSISTANCE – GENERAL

## 109.6 General Ledger Codes

According to GAAFR, common terminology and classification should be used for the budgeting, accounting, and financial reporting activities of a government. To achieve this, agencies use FLAIR to establish a chart of GL codes.

State standard GL codes are used by FLAIR as a framework for an agency to build its chart of accounts. The GL codes are five digits with the first three digits designated as the state standard and the last two digits may remain as **00**. Codes that end in asterisks (i.e., 31\*\*\*) are major headings only and cannot be used for data input. The state standard GL codes are already titled on the Title File for all agencies to use. They may not be added, changed, or deleted. The last two digits are available for the agencies to subclassify the state standard codes to meet their unique needs. *See section 110.8 Title Files for instructions on titling agency unique GL codes.*

If questions arise concerning the use of these codes, contact the DFS Statewide Financial Reporting Section. See a crosswalk of GL codes at the DFS Bureau of Financial Reporting’s website: <http://www.myfloridacfo.com/Division/AA/StateAgencies/default.htm>

FLAIR has three types of GL accounts:

Account	Definition	FLAIR Assigned Codes
<b>REAL</b>	Relate to one or more future accounting periods. They consist of all balance sheet accounts, including owner’s capital, and the permanent accounts are not closed. Instead, these balances are carried forward into the next accounting period.	1**** – Current Assets 2**** – Non-Current Assets 3**** – Current Liabilities 4**** – Long-Term Liabilities 5**** – Fund Equity
<b>OPERATING/ NOMINAL</b>	Account for one accounting period or one fiscal year.	6**** – Revenues 7**** – Expenditures and

Account	Definition	FLAIR Assigned Codes
		Expenses
<b>BUDGETARY</b>	Account for planned or estimated revenue, receipts, or expenditures.	8**** – Estimated Revenues 9**** – Budgetary Control

Inquire into the FLAIR State Standard Title File for a complete listing of FLAIR GL classification details.

Examples of state standard GL codes:

GL Code	Short Title	Long Title
<b>15100</b>	A/R	ACCOUNTS RECEIVABLE
<b>31100</b>	ACCT PAY	ACCOUNTS PAYABLE
<b>61100</b>	TAXES	TAXES
<b>71100</b>	CUR EXPEND	EXPENDITURES, CURRENT
<b>81100</b>	TAXES	EST. (ESTIMATED) TAXES
<b>91100</b>	APPROPRS	APPROPRIATIONS

Codes ending in zeros may be used in transactions or may be further subclassified to meet specific agency requirements. The following is an example of subclassified state standard GL codes:

GL Code	Short Title	Long Title
<b>31100</b>	ACCT PAY	ACCOUNTS PAYABLE
<b>31110</b>	LOCAL VEND	DUE TO LOCAL VENDORS

## 109.7 Organizational Structure

The **organizational structure** or **organizational code (ORG CODE/ORG)** of an agency consists of 11 numeric characters and five levels. The Level 1 (Department) is identified and titled in the system. An agency's organizational structure determines the division, bureau, section, and subsection numbers. Levels 2 through 5 will be left to the discretion of level one management.

### 109.7.1 Organizational Code Levels

Organization codes are established in FLAIR using the format listed below:

- Level 1 (**L1**): The first two digits of the 11-digit organizational code are assigned to the department/agency. Each agency has an OLO, or L1, that is related to its organizational structure. The OLO indicates the agency's highest possible level of organizational access for its records.
- Level 2 (**L2**): Used to identify a division within a department.
- Level 3 (**L3**): Used to identify a bureau within a division.
- Level 4 (**L4**): Used to identify a section within a bureau.
- Level 5 (**L5**): Used to identify a subsection within a section.

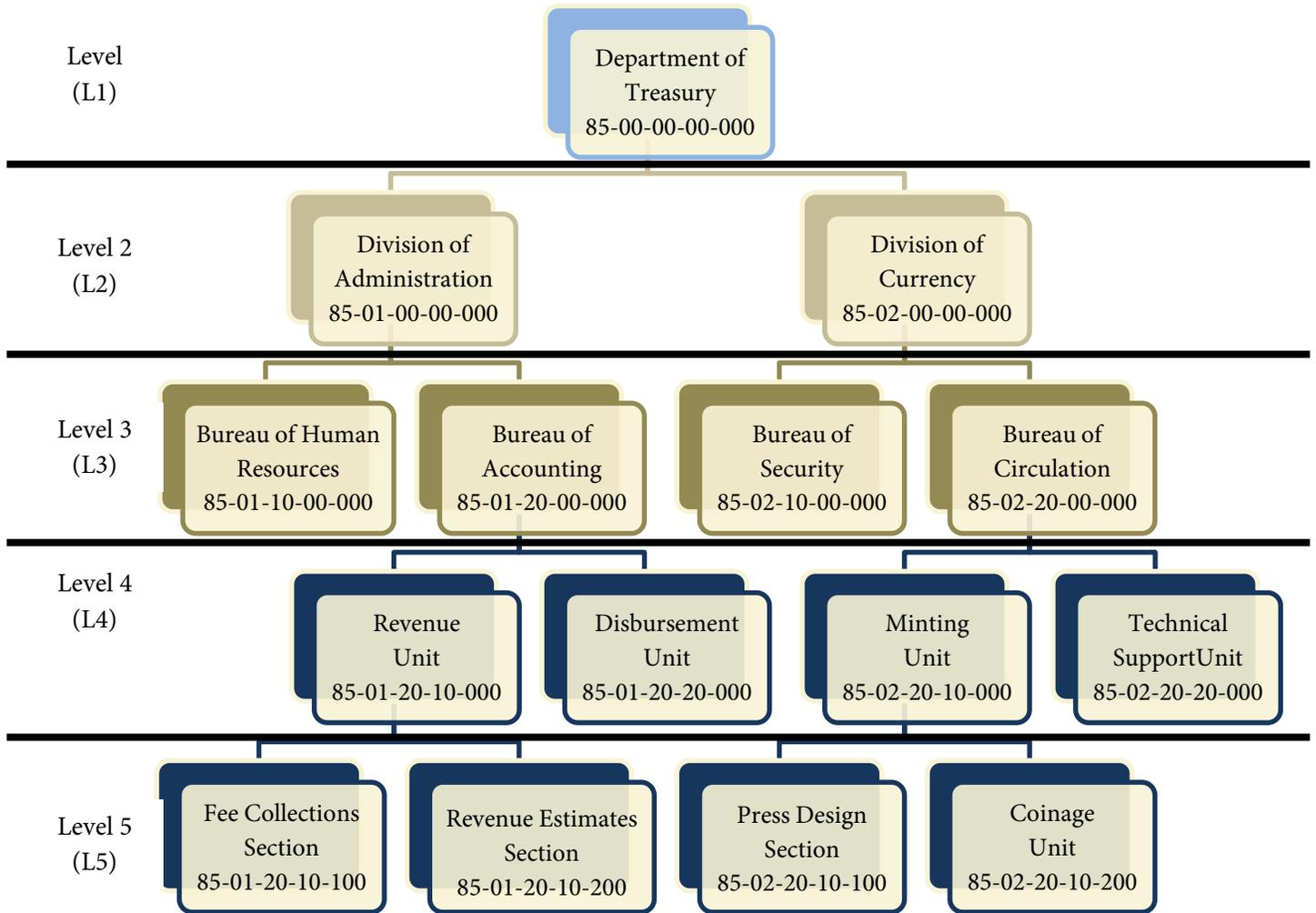
Department (**L1**), division (**L2**), and, in many cases, bureaus (**L3**) are determined by statutory requirements and cannot be changed without prior approval.

*See section 110.3 Title Files for instructions on adding new organizational codes to the Title File.*

This chart is a representation of organization code established within a specific OLO:

Organizational Structure	Department (Agency)	Division within the Agency	Bureau within the Agency	Section within the Agency	Subsection within the Agency
<b>Level</b>	<b>L1</b>	<b>L2</b>	<b>L3</b>	<b>L4</b>	<b>L5</b>
<b>Number of Characters</b>	2N	2N	2N	2N	3N
<b>Example Input</b>	85	10	14	05	123

The following figure shows the hierarchical structure of the organizational levels as they relate to the organizational structure.



## 109.8 State Program Identifiers

**State program identifiers (STATE PROG/SP)** were promulgated by the EOG to identify the plan for the organization and use of resources to meet specified objectives of the State. These identifiers are found in the state program structure issued by the EOG, and instructions for the preparation of the departmental budget request require departments to categorize services provided into elements and subelements from the state program structure. In order to accumulate data on the costs and actual accomplishments by state program identifiers, the program code is required input for all revenue and disbursement transactions.

State program codes must be correlated in FLAIR to budget entities. OPB determines these correlations and sends periodic updates to DFS. There are times that a correlation will need to be manually recorded in FLAIR. This is done through the DFS Accounting and Auditing function in FLAIR and is currently performed by the Accounts Control staff.

The state program identifiers are 16-digit numeric characters, with the first two digits representing each component level. The first 10 digits are state standards. The last six digits may be used by the agencies to further subclassify the program code. However, once these program codes have been subclassified by an agency, they become state standards and, as such, cannot be added, changed, or deleted. An agency must submit a request to DFS to have the code deleted, deactivated, or changed.

Below are examples of state program components (the first two digits):

Program	Program Title
01	Economic Opportunities Agriculture and Employment
02	Public Safety
06	Natural Resources and Environmental Management
09	Government Direction and Support Services
99	Other Fixed Capital Outlay

***See section 110.6 Adding State Program Titles for instructions on adding subclassification program codes and titles to the Title File.***

Example of a program code subclassification:

State Program	Short Title	Long Title
0103020001000000	CS FOR CP	COMPLAINT SERVICES (State Standard)
0103020001140000	CPS SIC	CONSUMER PROTECTION-SVC INDUSTRY COMPLIANCE (Agency Unique)

## 109.9 Product Identifiers

**Product identifiers** consist of three alphanumeric characters used to identify particular program products or services for planning and expenditure purposes. Product identifiers can be used in a FLAIR transaction at an agency's discretion; agency staff has complete control over maintaining these codes.

*See section 110.10 Adding Product Identifier and Original Fund Source Titles for instructions on adding product identifiers to the Title File.*

Examples of product identifiers:

Product Identifier	Short Title	Long Title
BL1	BLDG 1	BUILDING 1
001	HOUSTR	HOUSE TRAILERS
MOD	MODBLD	MODULAR BUILDINGS
02B	BOATS	BOATS

## 109.10 External Codes

**External codes** are used by agencies to further classify budgetary, expenditure, and revenue transactions. They are carried on the Expansion File and Title File to be used in a FLAIR transaction at an agency's discretion; agency staff has complete control over maintaining these codes.

There are five types of external codes used in FLAIR:

- External Category (**ECAT**)
- External Fund (**EF**)
- External General Ledger (**EGL**)
- External Object Code (**EOB**)
- External Program (**EP**)

*See section 110.9 Adding External Object Code/External Category Titles for further instructions.*

Examples of external codes:

External Code	FLAIR Code	Short Title	Long Title
EXTERNAL CATEGORY	103910	FEDSAL	FEDERAL SALARIES
EXTERNAL FUND	1	GENADMIN	GENERAL FUND- ADMINISTRATIVE COSTS
EXTERNAL GENERAL LEDGER	61A	ADMINFEES	ADMINISTRATIVE FEE COLLECTIONS
EXTERNAL OBJECT CODE	EOC	EOCEMERGCY	EXTERNAL OBJECT CODE EMERGENCY
EXTERNAL PROGRAM	30	VEHICLE	VEHICLE REGISTRATIONS

## 109.11 Agency Unique Codes

**Agency unique codes (AU)** consists of two alphanumeric characters assigned by an agency as an optional data code and may be used to further subclassify an organization code. It is carried on the Access Control File, Expansion File, and Title File to be used in a FLAIR transaction at an agency's discretion.

*See section 110.11 Adding Agency Unique Titles for instructions on adding agency unique codes and titles to the Title File.*

Examples of agency unique codes:

Agency Unique Code	Short Title	Long Title
A1	SECUR 1	SECURITY LEVEL 1
A2	SECUR 2	SECURITY LEVEL 2
22	AREA 22	AREA 22 ADMIN
GS	GEN SVCS	GENERAL SERVICES BUREAU

## 109.12 Grant Code

**Grant codes (GRANT)** consists of five alphanumeric characters assigned by an agency to identify a particular grant funding provided by one party (the grant makers), often a government agency, corporation, foundation, or trust, to a recipient, often (but not always) a nonprofit entity, educational institution, or business. Most grants are made to fund a specific project and require some level of reporting. The grant code is established in the Grant Information (GI) File and carried on the Expansion File and Title File to be used in a FLAIR transaction.

*See the FACTS Manual for instructions on adding grant codes and titles to the Title File.*

Examples of grant codes:

Grant Code	Short Title	Long Title
95086	AIRMONITOR	AIR MONITORING
2A12C	ALPHA	OMEGA
GAAAA	SSBG	SOCIAL SERVICES BLOCK GRANT
A12340	EDTRN	EDUCATIONAL TRAINING

### 109.13 Contract Code

**Contract codes (CONTRACT/CNTRT)** consist of five alphanumeric characters assigned by an agency in the **Florida Accountability Contract Tracking System (FACTS)**. A contract is defined as any written agreement between two or more parties that has financial consequences.

This code identifies the individual contracts within FACTS for FLAIR processing purposes. Input data will be loaded into FLAIR and added to the FLAIR Title File and carried on the Expansion File, which will allow subsequent FLAIR transactions to use the data. It is unique to a single contract and cannot be duplicated within an agency. This field is required for all transactions that require a contract number to retrieve expenditure data by contract for reporting in the FACTS site.

The following link provides instructions for adding contract codes and information related to FACTS:  
<http://www.myfloridacfo.com/division/AA/FACTSReporting/default.htm>

Examples of contract codes:

Contract Code	Short Title	Long Title
AAAAA	ATTNSERV	ATTORNEY SERVICES
ENG72	HWY PJ 13	ENGINEERING FOR HIGHWAY PROJECT 13
718AC	TRANSCPT	BUILDING 718 AIR CONDITIONING MAINT
20121	MED CARE	MEDICAL CARE EQUIPMENT COMPANY

### 109.14 Project Identifier

**Project identifiers (PROJECT ID)** consist of 11 alphanumeric characters assigned by an agency to identify a particular project as determined by the user. Project identifier codes are established in the Project Information (PJ) File and carried on the Expansion File and Title File to be used in a FLAIR Transaction.

Examples of project identifiers:

Project ID Code	Short Title	Long Title
2012GENALLOC	GENREV	GENERAL REVENUE ALLOCATION
SR12WGADCTY	SR12WGAD	SR12 IN WEST GADSDEN COUNTY
99999999999	BLDGREN	RENOVATION OF BUILDING

### 109.15 Certified Forward Indicator

**Certified forward indicator (CF)** consists of one alpha character used to identify items to be paid from carry forward funds recognized as incurred obligations from one fiscal year to another or funds for goods/services/receipts from the prior fiscal year and processed in the current fiscal year. FLAIR input of **C** is required for expenditure and revenue carry forward transactions.

*See chapter 200 Expenditure Transactions for additional information regarding the carry forward indicator.*

### 109.16 Accrual Indicator

**Accrual indicator (AI)** consists of one alpha character used to identify accrual and cash transactions. FLAIR input of **A** is optional when processing corrections that involve two fiscal years. The **A** is automatically retrieved when a payable is established.

## 110 Title Files

**Title Files** are used to assign titles or descriptions to organizational and accounting codes. FLAIR is designed to be adaptable to the mode of operation and report requirements of each department. To provide this flexibility, FLAIR utilizes standard codes and titles as well as codes and titles that are unique to a particular department and/or agency. When reports are generated, whether displayed online or printed, the title of each code is selected from the Title File and printed on the report.

There are four Title File options (a user may be granted access to one or more of the options).

The options are:

Title File	Record Types
<b>General (TI)</b>	AA – AJ, State Standard Codes CA – CN, Agency Unique Codes EA - Contract
<b>Grant (TG)</b>	GA
<b>Property (TP)</b>	IA – IE Excludes IB
<b>Project (TJ)</b>	KA-KC

Add, inquiry, and update capabilities are available to the user depending upon how the user's access control record was established. All Title Files contain record types that are two alphabetic characters.

### 110.1 Structure and Availability

Title Files must be established during the FLAIR implementation process. They are maintained on an ongoing basis. Organizational and accounting codes must be on the appropriate Title File before they will be accepted for use in accounting transactions and before they can be used to build Expansion Files.

The Title File contains two types of records:

- State Standard Codes
- Agency Unique Codes

The state standard codes and titles have been previously established on the Title File by DFS, the Legislature, and the EOG. These titles are available for use by all agencies. State standard codes and state standard program classifications may not be added to, changed, or deleted.

Examples of state standard codes:

- OLOs
- Internal Budget Indicators
- State Fund Types
- State Programs
- Appropriation Categories
- County Codes
- Sites
- Recipient Types

- Budget Entities
- GAAFR Fund Types
- Fund Identifiers (except local and general fixed assets and general long term debt)
- Object Codes
- GL Codes
- Service Types
- State Abbreviations
- Class Codes (first four characters)

Agency unique codes are established by the user agency to further define the state standards or to define an agency-specific need. Only the agency can view their agency unique codes in FLAIR.

All agency unique codes and titles will be added and/or updated at the user's OLO.

Examples of agency unique codes:

- Organization Levels 2-5
- Fund Identifiers (for local funds and general fixed assets and general long term debt)
- Grants (added through the Grant Information File)
- Original Fund Source Codes
- GL Code Subclassifications
- External Object Codes
- External Programs
- Project Types
- Location Codes
- Disposition Authority Codes
- External Categories
- External Fund Types
- Contracts Codes (added through FACTS)
- Other Cost Accumulators
- External GL Codes
- Product Identifiers
- Agency Unique Codes
- Project Identifier Codes (added through the Project Information File)
- Project Status Codes
- Insurance Codes
- Class Codes (last six digits)

When an agency establishes its chart of accounts, both current and future needs should be considered. It is important that an agency's coding scheme allow for the addition of new codes in the future.

### 110.1.1 Title File Mini Menu

The Title File Mini Menu is used to select the appropriate screen to add, inquire into, or update records on the Title Files.

To access the Title File Mini Menu from any FLAIR screen:

1. In the **TYPE** field, input one of the Title File function codes:
  - **TI** for **TITLE – GENERAL**;
  - **TG** for **TITLE – GRANTS**;
  - **TP** for **TITLE – PROPERTY**; or
  - **TJ** for **TITLE – PROJECTS**.



Field	Description	Required/Optional/Special Instructions
SEL	Record Type Selection	Required. Valid input: (1A) A – Multiple Add M – Multiple Inquiry X – Multiple update
ST STD	State Standard	Optional. Valid input of X only. <i>See section 110.21 Title File Inquiry.</i> (1A)

**Note:** The Title File Mini Menu displayed above shows an example of what a user with access into all Title File functions may see on his/her screen. Depending on the user’s access control record, the user may see more or less available Title File functions.

### 110.2 Title File Record Add

Depending on how the user’s access control record was established, the user may add, inquire into, or update certain Title File codes.

To add a record from the Title File Mini Menu:

1. In the **REC TYPE** field, input the appropriate record type (for this example, input **CE** for Other Cost Accumulator).
2. In the **SEL** field, input **A**.

*Title File Mini Menu* (with example data input)

```

TIMU                                03/19/2013  11:22:24
                                TITLE FILE MINI MENU

REC TYPE                            REC TYPE                            REC TYPE
AA  OLO                             CB  EXT FUND TYPE                 CM  EXT CATEGORY
AB  BUDGET ENTITY/IBI               CC  FUND IDENTIFIER              CN  ORIGINAL FUND SOURCE
AC  GAAFR FUND TYPE                 CD  STATE PROGRAM                EA  CONTRACT
AD  STATE FUND TYPE                 CE  OTHER COST ACCUM             GA  GRANT
AE  CATEGORY                         CF  OBJECT CODE                 IA  LOCATION CODE
AF  STATE ABBREVIATIONS             CG  GENERAL LEDGER              IC  INSURANCE CODE
AG  COUNTY CODES                   CH  EXT GENERAL LEDGER          ID  DISPOSITION AUTHORITY
AH  SERVICE TYPE                   CI  EXT OBJECT CODE             IE  CLASS CODE
AI  SITE                            CJ  PRODUCT ID                  KA  PROJECT ID
AJ  RECIPIENT TYPE                 CK  EXTERNAL PROGRAM            KB  PROJECT TYPE
AK  INACTIVATION REASON            CL  AGENCY UNIQUE               KC  PROJECT STATUS
CA  ORGANIZATION

                                Required Fields
SELECT CODES:  A - ADD      M - INQUIRY      X - UPDATE
REC TYPE CE  SEL A  DATA CODE  ST STD  TYPE  SEL
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                                MAIN  RFRSH
    
```

3. Press **Enter**. FLAIR will display the requested screen.
4. Complete the required fields on the screen: **OTHER COST ACCUMULATOR (OCA)**, **SHORT TITLE**, and **LONG TITLE**.

**Titling Other Cost Accumulator Screen** (with example data input)

TA05 03/19/2013 11:28:06  
TITLING OTHER COST ACCUMULATOR

OCA FISH2 SHORT TITLE FISH PROT LONG TITLE SALTWATER FISH PROTECTION \_

Required Fields

REC TYPE	OCA	SHORT TITLE	LONG TITLE
Enter-PF1	FISH2	FISH PROT	SALTWATER FISH PROTECTION _
CONT			

5. Press **Enter**. The title will be added to the file and FLAIR will display a blank add screen.

**Titling Other Cost Accumulator Screen**

TA05 03/19/2013 11:29:58  
TITLING OTHER COST ACCUMULATOR

OCA SHORT TITLE LONG TITLE

NEXT Line

REC TYPE	SEL	DATA CODE	ST	STD
Enter-PF1	PF2	PF3	PF4	PF5
CONT	MINI	MAIN	RFRSH	

TYPE SEL  
PF6---PF7---PF8---PF9---PF10---PF11---PF12---  
CAN

Certain edits are performed on all records before they are added to the Title File. FLAIR verifies:

- Authorization to add titles to the Title File (validated in the Access Control File).
- The presence of the data code, short title, and long title.
- No duplicate data codes are present on the file or on the screen.
- The data code is not all zeros.
- Alphabetic characters are not input in a numeric field.
- Only one data code is input per line.

The **NEXT** line is located at the bottom of all Title File add, inquiry, and update screens. The user may input the appropriate **REC TYPE**, **SEL**, **DATA CODE**, and **ST STD** for the next screen and data code to be accessed.

REC TYPE	SEL	DATA CODE	ST STD	TYPE	SEL						
Enter-PF1	PF2	PF3	PF4	PF5	PF6	PF7	PF8	PF9	PF10	PF11	PF12
CONT		MINI	MAIN	RFRSH						CAN	

Certain **NEXT** line edits are performed when a new screen is requested through the **NEXT** line:

- FLAIR checks the Access Control File to verify clearance to perform the input **SEL** code.
- The **REC TYPE** must be a valid record type as it is listed on the Title File Mini Menu.
- The **SEL** code must be valid. Either:
  - **A** – Add;
  - **M** – Inquiry; or
  - **X** – Update.

**Note:** If an error is detected on the **NEXT** line, the Title File Mini Menu will be returned with an error message displayed at the top of the screen. The user corrects the error by adding, deleting, or changing the field or fields in error and pressing **Enter**. Once all errors are corrected, the requested screen and data code will be returned.

### 110.3 Organization Titles Add

The **organization code** (**ORG** or **L1-L5**) designates the internal organizational structure within an agency. At minimum, Level 1 (**L1**) must be included on all transactions.

To add a title to an organization code from the Title File Mini Menu or the **NEXT** line of any Title File screen:

1. In the **REC TYPE** field, input **CA**.
2. In the **SEL** field, input **A**.

**Title File Mini Menu** (with example data input)

```

TIMU                                     03/25/2013  13:27:09
                                TITLE FILE MINI MENU

REC TYPE                                REC TYPE                                REC TYPE
AA  OLO                                CB  EXT FUND TYPE                        CM  EXT CATEGORY
AB  BUDGET ENTITY/IBI                  CC  FUND IDENTIFIER                     CN  ORIGINAL FUND SOURCE
AC  GAAFR FUND TYPE                     CD  STATE PROGRAM                       EA  CONTRACT
AD  STATE FUND TYPE                     CE  OTHER COST ACCUM                    GA  GRANT
AE  CATEGORY                             CF  OBJECT CODE                          IA  LOCATION CODE
AF  STATE ABBREVIATIONS                 CG  GENERAL LEDGER                       IC  INSURANCE CODE
AG  COUNTY CODES                        CH  EXT GENERAL LEDGER                  ID  DISPOSITION AUTHORITY
AH  SERVICE TYPE                         CI  EXT OBJECT CODE                      IE  CLASS CODE
AI  SITE                                 CJ  PRODUCT ID                           KA  PROJECT ID
AJ  RECIPIENT TYPE                       CK  EXTERNAL PROGRAM                     KB  PROJECT TYPE
AK  INACTIVATION REASON                 CL  AGENCY UNIQUE                        KC  PROJECT STATUS
CA  ORGANIZATION

SELECT CODES:  A - ADD      M - INQUIRY    X - UPDATE
REC TYPE CA SEL A  DATA CODE =          ST STD  TYPE  SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                                MAIN  RFRSH
    
```

3. Press **Enter**. FLAIR will display the Titling Organization Screen One.

**Titling Organization - Screen One**

```

TA01                                     03/25/2013  13:06:37
                                TITLING ORGANIZATION

L1 L2 L3 L4 L5  SHORT TITLE                LONG TITLE
85 00 00 00 000
85 00 00 00 000
85 00 00 00 000
85 00 00 00 000
85 00 00 00 000
85 00 00 00 000
85 00 00 00 000
85 00 00 00 000
85 00 00 00 000
85 00 00 00 000
85 00 00 00 000
85 00 00 00 000
85 00 00 00 000
85 00 00 00 000
85 00 00 00 000

REC TYPE      SEL      DATA CODE                ST STD          TYPE      SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                                MINI  MAIN  RFRSH                                CAN
    
```

4. Complete the required fields on the screen. Up to 14 organization codes (L2 - L5) may be input on this screen.

**Titling Organization – Screen One** (with example data input)

```

TA01                                     12/10/2012  09:09:17
                                TITLING ORGANIZATION
L1 L2 L3 L4 L5  SHORT TITLE             LONG TITLE
85 10 00 00 000 Div Admin  Division of Admistration
85 10 01 01 000 purch bur  Bureau of Purchasing
85 10 20 01 000 pers sec   personnel section
85 00 00 00 000
85 00 00 00 000
85 00 00 00 000
85 00 00 00 000
85 00 00 00 000
85 00 00 00 000
85 00 00 00 000
85 00 00 00 000
85 00 00 00 000
85 00 00 00 000
85 00 00 00 000
85 00 00 00 000

REC TYPE      SEL      DATA CODE                ST STD      TYPE      SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT          MINI  MAIN  RFRSH                      CAN
    
```

Titling Organization Screen One fields:

Field	Description	Required/Optional/Special Instructions
L2-L5	Level 2 through Level 5 of the Organization Code	Required. (9N) L1 - Protected. (2N) L2 - Optional and defaults to 00. (2N) L3 - Optional and defaults to 00. (2N) L4 - Optional and defaults to 00. (2N) L5 - Optional and defaults to 000. (3N)
SHORT TITLE	Short Description	Required. FLAIR counts blank spaces as characters. (10A/N)
LONG TITLE	Long Description	Required. FLAIR counts blank spaces as characters. (48A/N)

5. Press **Enter**. The data record(s) are immediately added to the appropriate Title File and FLAIR will return the user to the Titling Organization Screen.

## 110.4 External Titles: Fund Type, General Ledger, and Program Add

**External titles** are agency-defined classifications that serve to further define funds, GLs, and programs in addition to the classifications within FLAIR.

The three codes below are on the same titling screen and may be accessed from the Title File Mini Menu or the **NEXT** line of any Title File screen.

To add one of the external codes:

1. In the **REC TYPE** field, input the appropriate record type:
  - **CB** – External Fund Type;
  - **CH** – External General Ledger; or
  - **CK** – External Program.
2. In the **SEL** field, input **A**.

*Title File Mini Menu* (with example data input)

```

TIMU                                03/25/2013  13:27:09
                                TITLE FILE MINI MENU

REC TYPE                            REC TYPE                            REC TYPE
AA  OLO                             CB  EXT FUND TYPE                CM  EXT CATEGORY
AB  BUDGET ENTITY/IBI                CC  FUND IDENTIFIER            CN  ORIGINAL FUND SOURCE
AC  GAAFR FUND TYPE                  CD  STATE PROGRAM              EA  CONTRACT
AD  STATE FUND TYPE                  CE  OTHER COST ACCUM          GA  GRANT
AE  CATEGORY                         CF  OBJECT CODE                IA  LOCATION CODE
AF  STATE ABBREVIATIONS              CG  GENERAL LEDGER             IC  INSURANCE CODE
AG  COUNTY CODES                     CH  EXT GENERAL LEDGER        ID  DISPOSITION AUTHORITY
AH  SERVICE TYPE                     CI  EXT OBJECT CODE           IE  CLASS CODE
AI  SITE                             CJ  PRODUCT ID                KA  PROJECT ID
AJ  RECIPIENT TYPE                   CK  EXTERNAL PROGRAM          KB  PROJECT TYPE
AK  INACTIVATION REASON              CL  AGENCY UNIQUE             KC  PROJECT STATUS
CA  ORGANIZATION

SELECT CODES:  A - ADD      M - INQUIRY      X - UPDATE
REC TYPE CB  SEL A  DATA CODE      ST STD      TYPE      SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                                MAIN  RFRSH
    
```

3. Press **Enter**. FLAIR will display the Titling External GL, Fund, Program Screen.

*Titling External GL, Fund, Program Screen*

```

TA22                                03/25/2013  13:28:31
                                TITLING EXTERNAL GL, FUND, PROGRAM

EGL EP EF  SHORT TITLE  LONG TITLE
-

REC TYPE      SEL      DATA CODE                        ST STD      TYPE      SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                                MINI  MAIN  RFRSH                                CAN
    
```

- Complete the required fields on the screen. Up to 14 titles may be added on this screen. Only one code per line may be added.

Titling External GL, Fund, Program Screen fields (only one data code per line allowed):

Field	Description	Required/Optional/Special Instructions
EGL	External General Ledger	Required. (3A/N)
EP	External Program	Required. (2N)
EF	External Fund	Required. (1N)
SHORT TITLE	Short Description	Required. FLAIR counts blank spaces as characters. (10A/N)
LONG TITLE	Long Description	Required. FLAIR counts blank spaces as characters. (48A/N)

*Titling External GL, Fund, Program Screen* (with example data input)

```

TIA22 01060 -ONLY ONE DATA CODE PER LINE IS ALLOWED
TA22                                     12/10/2012 09:15:51
                TITLING EXTERNAL GL, FUND, PROGRAM
EGL EP EF  SHORT TITLE  LONG TITLE
_  5  INVEST UN  INVESTIGATIVE UNITS FUND

REC TYPE      SEL      DATA CODE      ST STD      TYPE      SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT          MINI  MAIN  RFRSH          CAN
    
```

- Press **Enter**. The data record(s) are immediately added to the appropriate Title File and FLAIR will return the user to the Titling External, GL, Fund, and Program Screen.

### 110.5 Fund Identifier Title Add

**Fund identifiers** (FIDs) are used to differentiate between several funds of the same state fund type.

Fund identifiers for all funds except local funds, general fixed assets, and general long term debt are state standard codes and cannot be added, changed, or deleted by user agencies.

To add an FID title from the Title File Mini Menu or the **NEXT** line of any Title File screen:

- In the **REC TYPE** field, input **CC**.
- In the **SEL** field, input **A**.

**Title File Mini Menu** (with example data input)

```

TIMU                                03/25/2013  13:19:53
                                TITLE FILE MINI MENU

REC TYPE                            REC TYPE                            REC TYPE
AA  OLO                             CB  EXT FUND TYPE                CM  EXT CATEGORY
AB  BUDGET ENTITY/IBI                CC  FUND IDENTIFIER             CN  ORIGINAL FUND SOURCE
AC  GAAFR FUND TYPE                  CD  STATE PROGRAM                EA  CONTRACT
AD  STATE FUND TYPE                  CE  OTHER COST ACCUM            GA  GRANT
AE  CATEGORY                          CF  OBJECT CODE                 IA  LOCATION CODE
AF  STATE ABBREVIATIONS              CG  GENERAL LEDGER               IC  INSURANCE CODE
AG  COUNTY CODES                     CH  EXT GENERAL LEDGER          ID  DISPOSITION AUTHORITY
AH  SERVICE TYPE                     CI  EXT OBJECT CODE             IE  CLASS CODE
AI  SITE                              CJ  PRODUCT ID                  KA  PROJECT ID
AJ  RECIPIENT TYPE                   CK  EXTERNAL PROGRAM            KB  PROJECT TYPE
AK  INACTIVATION REASON              CL  AGENCY UNIQUE                KC  PROJECT STATUS
CA  ORGANIZATION

SELECT CODES:  A - ADD      M - INQUIRY      X - UPDATE
REC TYPE CC SEL A DATA CODE ST STD TYPE SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                                MAIN RFRSH
    
```

3. Press **Enter**. FLAIR will display the Fund Identifier Add Screen Two.

**Fund Identifier - Add - Screen Two**

```

TA02                                03/25/2013  13:16:29
                                FUND IDENTIFIER - ADD

OPERATING LEVEL ORGANIZATION 85 00 00

SF  FID      SHORT TITLE  LONG TITLE
-

REC TYPE  SEL  DATA CODE                ST STD                TYPE  SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                                MINI MAIN RFRSH                                CAN
    
```

Fund Identifier Add Screen Two fields:

Field	Description	Required/Optional/Special Instructions
OPERATING LEVEL ORGANIZATION	Operating Level Organization	Protected. (6N)
SF	State Fund	Required. (1N)
FID	Fund Identifier	Required. (6N)
SHORT TITLE	Short Description	Required. FLAIR counts blank spaces as characters. (10A/N)

Field	Description	Required/Optional/Special Instructions
LONG TITLE	Long Description	Required. FLAIR counts blank spaces as characters. (54A/N)

- Complete the required fields on the screen. Up to 12 titles may be input on this screen.  
**Note:** An 8 or 9 must be input in the SF field which precedes the FID code.

**Fund Identifier – Add – Screen Two** (with example input)

```

TA02                                     12/10/2012  09:17:54
                                FUND IDENTIFIER - ADD
OPERATING LEVEL ORGANIZATION 85 00 00
SF  FID  SHORT TITLE  LONG TITLE
8   003001  RVLV FUND   REVOLVING FUND EMERGENCY ACCOUNT_
    
```

---

```

REC TYPE      SEL      DATA CODE      ST STD      TYPE      SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11--PF12---
CONT          MINI  MAIN  RFRSH          CAN
    
```

- Press **Enter**. The data record(s) are immediately added to the appropriate Title File and FLAIR will return the user to the Fund Identifier Add Screen Two.

### 110.6 State Program Title Add

**State program codes** are used to record a plan for the organization and/or use of resources to meet specified objectives.

To add state program titles from the Title File Mini Menu or the **NEXT** line of any Title File screen:

- In the **REC TYPE** field, input **CD**.
- In the **SEL** field, input **A**.

**Titling File Mini Menu** (with example data input)

```

TIMU                                     03/25/2013  13:30:55
                                TITLE FILE MINI MENU

REC TYPE                                REC TYPE                                REC TYPE
AA  OLO                                CB  EXT FUND TYPE                                CM  EXT CATEGORY
AB  BUDGET ENTITY/IBI                  CC  FUND IDENTIFIER                            CN  ORIGINAL FUND SOURCE
AC  GAAFR FUND TYPE                    CD  STATE PROGRAM                              EA  CONTRACT
AD  STATE FUND TYPE                    CE  OTHER COST ACCUM                          GA  GRANT
AE  CATEGORY                            CF  OBJECT CODE                                IA  LOCATION CODE
AF  STATE ABBREVIATIONS                CG  GENERAL LEDGER                             IC  INSURANCE CODE
AG  COUNTY CODES                       CH  EXT GENERAL LEDGER                        ID  DISPOSITION AUTHORITY
AH  SERVICE TYPE                       CI  EXT OBJECT CODE                           IE  CLASS CODE
AI  SITE                                CJ  PRODUCT ID                                KA  PROJECT ID
AJ  RECIPIENT TYPE                     CK  EXTERNAL PROGRAM                          KB  PROJECT TYPE
AK  INACTIVATION REASON                CL  AGENCY UNIQUE                             KC  PROJECT STATUS
CA  ORGANIZATION

SELECT CODES:  A - ADD      M - INQUIRY      X - UPDATE
REC TYPE CD  SEL A  DATA CODE  ST STD  TYPE  SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                                MAIN  RFRSH
    
```

3. Press **Enter**. FLAIR will display the Titling State Program Screen Three.

**Titling State Program - Screen Three**

```

TA03                                     03/25/2013  13:32:17
                                TITLING STATE PROGRAM

STATE PROGRAM      SHORT TITLE      LONG TITLE
-

REC TYPE      SEL      DATA CODE      ST STD      TYPE      SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                                MINI  MAIN  RFRSH                                CAN
    
```

Titling State Program Screen Three fields:

Field	Description	Required/Optional/Special Instructions
STATE PROGRAM	State Program	Required. First 10 digits are state standard codes. The last six may be subclassified to meet unique agency requirements. Once a user adds a state program title, this record becomes a state standard and cannot be updated or deleted by an agency. (16N)
SHORT TITLE	Short Description	Required. FLAIR counts blank spaces as characters. (10A/N)

Field	Description	Required/Optional/Special Instructions
LONG TITLE	Long Description	Required. FLAIR counts blank spaces as characters. (48A/N)

- Input the required fields. Up to 14 subclassification titles may be added on this screen.

**Titling State Program – Screen Three** (with example input)

```

TA03                                12/10/2012  09:31:38
                                TITLING STATE PROGRAM
STATE PROGRAM  SHORT TITLE          LONG TITLE
0204010000300010  YTH DRVR    PROBLEM DRIVER IMPROVEMENT YOUTH DRIVERS_
    
```

---

```

REC TYPE      SEL      DATA CODE          ST STD          TYPE      SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT          MINI  MAIN  RFRSH
    
```

- Press **Enter**. The data record(s) are immediately added to the appropriate Title File and FLAIR will return the user to the Titling State Program Screen Three.

### 110.7 Other Cost Accumulator Title Add

**Other cost accumulators (OCA)** accumulate costs that are unique to an organization and have not been previously classified.

To add other cost accumulator titles from the Title File Mini Menu or the **NEXT** line of any Title File screen:

- In the **REC TYPE** field, input **CE**.
- In the **SEL** field, input **A**.

**Title File Mini Menu** (with example data input)

```

TIMU                                03/25/2013  13:33:48
                                TITLE FILE MINI MENU

REC TYPE                            REC TYPE                            REC TYPE
AA  OLO                             CB  EXT FUND TYPE                 CM  EXT CATEGORY
AB  BUDGET ENTITY/IBI               CC  FUND IDENTIFIER              CN  ORIGINAL FUND SOURCE
AC  GAAFR FUND TYPE                 CD  STATE PROGRAM                 EA  CONTRACT
AD  STATE FUND TYPE                 CE  OTHER COST ACCUM             GA  GRANT
AE  CATEGORY                         CF  OBJECT CODE                  IA  LOCATION CODE
AF  STATE ABBREVIATIONS            CG  GENERAL LEDGER                IC  INSURANCE CODE
AG  COUNTY CODES                   CH  EXT GENERAL LEDGER           ID  DISPOSITION AUTHORITY
AH  SERVICE TYPE                   CI  EXT OBJECT CODE              IE  CLASS CODE
AI  SITE                            CJ  PRODUCT ID                   KA  PROJECT ID
AJ  RECIPIENT TYPE                 CK  EXTERNAL PROGRAM             KB  PROJECT TYPE
AK  INACTIVATION REASON            CL  AGENCY UNIQUE                KC  PROJECT STATUS
CA  ORGANIZATION

SELECT CODES:  A - ADD      M - INQUIRY      X - UPDATE
REC TYPE CE  SEL A  DATA CODE  ST STD  TYPE  SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                                MAIN  RFRSH
    
```

3. Press **Enter**. FLAIR will display the Titling Other Cost Accumulator Screen Five.

**Titling Other Cost Accumulator – Screen Five**

```

TA05                                03/25/2013  13:34:48
                                TITLING OTHER COST ACCUMULATOR

OCA   SHORT TITLE  LONG TITLE

REC TYPE  SEL  DATA CODE  ST STD  TYPE  SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                                MINI  MAIN  RFRSH                                CAN
    
```

Titling Other Cost Accumulator Screen Five fields:

Field	Description	Required/Optional/Special Instructions
OCA	Other Cost Accumulator	Required. (5A/N)
SHORT TITLE	Short Description	Required. (10A/N)
LONG TITLE	Long Description	Required. (48A/N)

4. Input the required fields. Up to 14 titles may be added on this screen.

**Titling Other Cost Accumulator – Screen Five** (with example data input)

TA05	TITLING OTHER COST ACCUMULATOR			12/10/2012	08:28:48						
OCA	SHORT TITLE	LONG TITLE									
Fish2	Fish Prot	Saltwater Fish Protection_									
REC TYPE	SEL	DATA CODE	ST	STD	TYPE SEL						
Enter-PF1---	PF2---	PF3---	PF4---	PF5---	PF6---	PF7---	PF8---	PF9---	PF10---	PF11---	PF12---
CONT		MINI	MAIN	REFRESH							CAN

5. Press **Enter**. The data record(s) are immediately added to the appropriate Title File and FLAIR will return the user to the Titling Other Cost Accumulator screen.

### 110.8 Object Code and General Ledger Subclassification Title Add

**Object codes** are expenditure, budgetary, or revenue classifications used to identify the type of service, material, or other charge received or rendered. Object codes and GL codes are state standard and cannot be added or updated by agencies. If an agency requires the addition of a new code, they must contact [NewAccountCode@MyFloridaCFO.com](mailto:NewAccountCode@MyFloridaCFO.com).

However, agencies can subclassify the GL code and this example is for Supply Inventories (17100) using agency unique into Typing Supplies, Pads and Pencils, and Miscellaneous Supplies, an agency might title them as follows:

- 17110 – Typing Supplies
- 17120 – Pads and Pencils
- 17130 – Miscellaneous Supplies

To add an agency unique GL code:

1. In the **REC TYPE** field, input **CG** (General Ledger):
2. In the **SEL** field, input **A**.

**Title File Mini Menu** (with example data input)

```

TIMU                                06/13/2014  15:58:15
                                TITLE FILE MINI MENU

REC TYPE                            REC TYPE                            REC TYPE
AA  OLO                             CB  EXT FUND TYPE                    CM  EXT CATEGORY
AB  BUDGET ENTITY/IBI                CC  FUND IDENTIFIER                 CN  ORIGINAL FUND SOURCE
AC  GAAFR FUND TYPE                  CD  STATE PROGRAM                    EA  CONTRACT
AD  STATE FUND TYPE                  CE  OTHER COST ACCUM                 GA  GRANT
AE  CATEGORY                          CF  OBJECT CODE                       IA  LOCATION CODE
AF  STATE ABBREVIATIONS              CG  GENERAL LEDGER                    IC  INSURANCE CODE
AG  COUNTY CODES                     CH  EXT GENERAL LEDGER                ID  DISPOSITION AUTHORITY
AH  SERVICE TYPE                     CI  EXT OBJECT CODE                    IE  CLASS CODE
AI  SITE                              CJ  PRODUCT ID                        KA  PROJECT ID
AJ  RECIPIENT TYPE                   CK  EXTERNAL PROGRAM                  KB  PROJECT TYPE
AK  INACTIVATION REASON              CL  AGENCY UNIQUE                     KC  PROJECT STATUS
CA  ORGANIZATION

SELECT CODES:   A - ADD           M - INQUIRY           X - UPDATE
REC TYPE CG SEL A DATA CODE          ST STD          TYPE          SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                                MAIN  RFRSH
    
```

3. Press **Enter**. FLAIR will display the General Ledger Code Add Screen Two.

**General Ledger Code - Add - Screen Two**

```

TA2A                                06/13/2014  15:59:57
                                GENERAL LEDGER CODE - ADD

OPERATING LEVEL ORGANIZATION 85 00 00

GL      SHORT TITLE LONG TITLE                                SC
-

REC TYPE      SEL      DATA CODE                                ST STD          TYPE          SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                                MINI  MAIN  RFRSH                                CAN
    
```

General Ledger Code Add Screen Two fields:

Field	Description	Required/Optional/Special Instructions
GL	General Ledger Code	Required. FLAIR edits prevent user from adding codes ending in 00. (5N)
SHORT TITLE	Short Description	Required. (10A/N)
LONG TITLE	Long Description	Required. (38A/N)

4. Input data in the required fields. Up to 12 titles may be added on this screen. Only one code per line may be added.

**General Ledger Code - Add - Screen Two** (with example data input)

TAZA	GENERAL LEDGER CODE - ADD				06/13/2014	15:59:57
OPERATING LEVEL ORGANIZATION 85 00 00						
GL	SHORT TITLE	LONG TITLE	SC			
17110	TYPE SUPPL	TYPING SUPPLIES				
17120	PADS/PENCI	PADS AND PENCILS				
REC TYPE	SEL	DATA CODE	ST	STD	TYPE	SEL
Enter-PF1---	PF2---	PF3---	PF4---	PF5---	PF6---	PF7---
PF8---	PF9---	PF10---	PF11---	PF12---		
CONT	MINI	MAIN	RFRSH	CAN		

5. Press **Enter**. The data record(s) are immediately added to the appropriate Title File and FLAIR will return the user to the General Ledger Code Add Screen.

### 110.9 External Object Code and External Category Title Add

**External object codes** are used to classify the type of service, material, or other charge received or rendered, other than those classifications established within FLAIR.

**External category codes** are agency-defined classifications that serve to code a category in addition to FLAIR's state standard codes.

The two codes below are on the same titling screen and may be accessed from the Title File Mini Menu or the **NEXT** line of any Title File screen. To add one of these codes:

1. In the **REC TYPE** field, input the appropriate record type listed below:
  - **CI** – External Object Code; or
  - **CM** – External Category.
2. In the **SEL** field, input **A**.

**Title File Mini Menu** (with example data input)

```

TIMU                                     03/25/2013  13:39:40
                                TITLE FILE MINI MENU

REC TYPE                                REC TYPE                                REC TYPE
AA  OLO                                CB  EXT FUND TYPE                        CM  EXT CATEGORY
AB  BUDGET ENTITY/IBI                  CC  FUND IDENTIFIER                     CN  ORIGINAL FUND SOURCE
AC  GAAFR FUND TYPE                     CD  STATE PROGRAM                       EA  CONTRACT
AD  STATE FUND TYPE                     CE  OTHER COST ACCUM                    GA  GRANT
AE  CATEGORY                             CF  OBJECT CODE                          IA  LOCATION CODE
AF  STATE ABBREVIATIONS                 CG  GENERAL LEDGER                       IC  INSURANCE CODE
AG  COUNTY CODES                        CH  EXT GENERAL LEDGER                  ID  DISPOSITION AUTHORITY
AH  SERVICE TYPE                         CI  EXT OBJECT CODE                     IE  CLASS CODE
AI  SITE                                 CJ  PRODUCT ID                          KA  PROJECT ID
AJ  RECIPIENT TYPE                       CK  EXTERNAL PROGRAM                    KB  PROJECT TYPE
AK  INACTIVATION REASON                 CL  AGENCY UNIQUE                       KC  PROJECT STATUS
CA  ORGANIZATION

SELECT CODES:  A - ADD      M - INQUIRY      X - UPDATE
REC TYPE CM SEL A DATA CODE = ST STD TYPE SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                                MAIN RFRSH
    
```

3. Press **Enter**. FLAIR will display the Titling External Category Object Screen.

**Titling External Category - Object Screen**

```

TA21                                     03/25/2013  13:41:05
                                TITLING EXTERNAL CATEGORY - OBJECT

ECAT  EOB  SHORT TITLE      LONG TITLE
-

REC TYPE  SEL  DATA CODE                                ST STD                                TYPE  SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                                MINI MAIN RFRSH                                CAN
    
```

Titling External Category Object Screen fields:

Field	Description	Required/Optional/Special Instructions
ECAT	External Category Code	Required. (6N)
EOB	External Object Code	Required. (3A/N)
SHORT TITLE	Short Description	Required. (10A/N)
LONG TITLE	Long Description	Required. (38A/N)

4. Input data in the required fields. Up to 14 titles may be added on this screen.

**Titling External Category – Object Screen** (with example data input)

TA21	TITLING EXTERNAL CATEGORY - OBJECT				12/10/2012	09:38:53
ECAT	EOB	SHORT TITLE	LONG TITLE			
905421		FED PROG	FEDERAL PROGRAM FUNDS SPECIAL EXPENSES_			
REC TYPE	SEL	DATA CODE	ST	STD	TYPE	SEL
Enter-PF1---	PF2---	PF3---	PF4---	PF5---	PF6---	PF7---
CONT		MINI	MAIN	RFRSH		
					PF8---	PF9---
					PF10--	PF11--
						PF12---
						CAN

5. Press **Enter**. The data record(s) are immediately added to the appropriate Title File and FLAIR will return the user to the External Category Object Screen.

### 110.10 Product Identifier and Original Fund Source Title Add

**Product identifiers** are used to identify particular program products or services for planning and expenditure purposes.

The original fund source indicates where the funds were originally derived (to be used with the Property Subsystem).

The two codes below are on the same titling screen and may be accessed from the Title File Mini Menu or the **NEXT** line of any Title File screen. To add one of these codes:

1. In the **REC TYPE** field, input the appropriate record type:
  - **CJ** – Product ID; or
  - **CN** – Original Fund Source.
2. In the **SEL** field, input **A**.

**Title File Mini Menu** (with example data input)

```

TIMU                                     03/25/2013  13:42:08
                                TITLE FILE MINI MENU

REC TYPE                                REC TYPE                                REC TYPE
AA  OLO                                CB  EXT FUND TYPE                        CM  EXT CATEGORY
AB  BUDGET ENTITY/IBI                  CC  FUND IDENTIFIER                     CN  ORIGINAL FUND SOURCE
AC  GAAFR FUND TYPE                     CD  STATE PROGRAM                       EA  CONTRACT
AD  STATE FUND TYPE                     CE  OTHER COST ACCUM                    GA  GRANT
AE  CATEGORY                             CF  OBJECT CODE                          IA  LOCATION CODE
AF  STATE ABBREVIATIONS                 CG  GENERAL LEDGER                       IC  INSURANCE CODE
AG  COUNTY CODES                        CH  EXT GENERAL LEDGER                   ID  DISPOSITION AUTHORITY
AH  SERVICE TYPE                         CI  EXT OBJECT CODE                      IE  CLASS CODE
AI  SITE                                 CJ  PRODUCT ID                           KA  PROJECT ID
AJ  RECIPIENT TYPE                       CK  EXTERNAL PROGRAM                     KB  PROJECT TYPE
AK  INACTIVATION REASON                 CL  AGENCY UNIQUE                        KC  PROJECT STATUS
CA  ORGANIZATION

SELECT CODES:  A - ADD      M - INQUIRY      X - UPDATE
REC TYPE CJ  SEL A  DATA CODE =          ST STD      TYPE      SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                                MAIN  RFRSH
    
```

3. Press **Enter**. FLAIR will display the Titling Product ID, Original Fund Source Screen.

**Titling Product ID, Original Fund Source Screen**

```

TA04                                     03/25/2013  13:43:23
                                TITLING PROD ID, ORIGINAL FUND SOURCE

PID   OFS  SHORT TITLE  LONG TITLE
-

REC TYPE  SEL  DATA CODE                                ST STD                                TYPE      SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                                MINI  MAIN  RFRSH                                CAN
    
```

Titling Product ID, Original Fund Source Screen fields:

Field	Description	Required/Optional/Special Instructions
PID	Product Identifier	Required. (3A/N)
OFS	Original Fund Source	Required. (2A/N)
SHORT TITLE	Short Description	Required. (10A/N)
LONG TITLE	Long Description	Required. (38A/N)

4. Input data in the required fields. Up to 14 titles may be added on this screen.

**Titling Product ID, Original Fund Source Screen** (with example data input)

```

TA04                                03/18/2013  14:27:20
                                TITLING PROD ID, ORIGINAL FUND SOURCE

PID  OFS  SHORT TITLE  LONG TITLE
001  01  SHOP SUPPL  SHOP SUPPLIES
      01  PLANT SALE  GARDEN AND PLANT SALES

REC TYPE      SEL      DATA CODE      ST STD      TYPE      SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT          MINI  MAIN  RFRSH          CAN
    
```

5. Press **Enter**. The data record(s) are immediately added to the appropriate Title File and FLAIR will return the user to the Titling Prod ID, Original Fund Source Screen.

### 110.11 Agency Unique Title Add

The agency unique code is assigned by the user agency as an optional data code. It is carried on the Access Control File, Expansion File, and Title File.

To add agency unique titles from the Title File Mini Menu or the **NEXT** line of any Title File screen:

1. In the **REC TYPE** field, input **CL**.
2. In the **SEL** field, input **A**.

**Title File Mini Menu** (with example input)

```

TIMU                                03/25/2013  13:44:20
                                TITLE FILE MINI MENU

REC TYPE      REC TYPE      REC TYPE
AA  OLO        CB  EXT FUND TYPE  CM  EXT CATEGORY
AB  BUDGET ENTITY/IBI  CC  FUND IDENTIFIER  CN  ORIGINAL FUND SOURCE
AC  GAAFR FUND TYPE  CD  STATE PROGRAM    EA  CONTRACT
AD  STATE FUND TYPE  CE  OTHER COST ACCUM  GA  GRANT
AE  CATEGORY        CF  OBJECT CODE       IA  LOCATION CODE
AF  STATE ABBREVIATIONS  CG  GENERAL LEDGER   IC  INSURANCE CODE
AG  COUNTY CODES     CH  EXT GENERAL LEDGER  ID  DISPOSITION AUTHORITY
AH  SERVICE TYPE     CI  EXT OBJECT CODE    IE  CLASS CODE
AI  SITE            CJ  PRODUCT ID        KA  PROJECT ID
AJ  RECIPIENT TYPE   CK  EXTERNAL PROGRAM  KB  PROJECT TYPE
AK  INACTIVATION REASON  CL  AGENCY UNIQUE    KC  PROJECT STATUS
CA  ORGANIZATION

SELECT CODES:  A - ADD      M - INQUIRY      X - UPDATE
REC TYPE CL  SEL A  DATA CODE      ST STD      TYPE      SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT          MAIN  RFRSH
    
```

- Press **Enter**. FLAIR will display the Titling Agency Unique Codes Screen.

**Titling Agency Unique Codes Screen**

```

TA10                                03/25/2013  13:45:23
                                TITLING AGENCY UNIQUE CODES

  AU      SHORT TITLE                LONG TITLE

REC TYPE      SEL      DATA CODE                ST STD:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT          MINI  MAIN  RFRSH                    TYPE      SEL
                                                    CAN
    
```

Titling Agency Unique Codes Screen fields:

Field	Description	Required/Optional/Special Instructions
AU	Agency Unique	Required. (2A/N)
SHORT TITLE	Short Description	Required. (10A/N)
LONG TITLE	Long Description	Required. (48A/N)

- Input data in the required fields. Up to 14 titles may be added on this screen.

**Titling Agency Unique Codes Screen** (with example data input)

```

TA10                                12/10/2012  09:42:24
                                TITLING AGENCY UNIQUE CODES

  AU      SHORT TITLE                LONG TITLE
  1c      EDU SEC      EDUCATION SECTION CLASSROOM PROJECTS_

REC TYPE      SEL      DATA CODE                ST STD:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT          MINI  MAIN  RFRSH                    TYPE      SEL
                                                    CAN
    
```

- Press **Enter**. The data record(s) are immediately added to the appropriate Title File and FLAIR will return the user to the Titling Agency Unique Codes Screen.

## 110.12 Contract Title Inquiry

FACTS was created as part of the Transparency Act in section [215.985\(16\)](#), F.S. FACTS replaced the Contract Information File effective March 2012. User agencies still have access to inquire into FLAIR Contract Title Files through the EA record type. The FLAIR Contract Title Files will only display the contract number assigned, short title, long title, and status code.

For adding contract records, please refer to the FACTS website at:

<https://facts.fldfs.com/account/login.aspx>

Agency staff will input the contract information into FACTS. After overnight processing is complete, the assigned contract number, short title, long title, and status code will display in FLAIR for inquiry purposes only.

To inquire on a contract title from the Title File Mini Menu or the NEXT line of any Title File screen:

1. In the **REC TYPE** field, input **EA**.
2. In the **SEL** field, input **M**.
3. Input data into the **DATA CODE** field to narrow the search or leave the field blank.

*Title File Mini Menu* (with example data input)

```

TIMU                                     03/25/2013  13:46:10
                                     TITLE FILE MINI MENU

REC TYPE                                REC TYPE                                REC TYPE
AA  OLO                                CB  EXT FUND TYPE                        CM  EXT CATEGORY
AB  BUDGET ENTITY/IBI                  CC  FUND IDENTIFIER                     CN  ORIGINAL FUND SOURCE
AC  GAAFR FUND TYPE                    CD  STATE PROGRAM                       EA  CONTRACT
AD  STATE FUND TYPE                    CE  OTHER COST ACCUM                    GA  GRANT
AE  CATEGORY                            CF  OBJECT CODE                          IA  LOCATION CODE
AF  STATE ABBREVIATIONS                CG  GENERAL LEDGER                       IC  INSURANCE CODE
AG  COUNTY CODES                       CH  EXT GENERAL LEDGER                  ID  DISPOSITION AUTHORITY
AH  SERVICE TYPE                       CI  EXT OBJECT CODE                      IE  CLASS CODE
AI  SITE                                CJ  PRODUCT ID                           KA  PROJECT ID
AJ  RECIPIENT TYPE                     CK  EXTERNAL PROGRAM                    KB  PROJECT TYPE
AK  INACTIVATION REASON                CL  AGENCY UNIQUE                        KC  PROJECT STATUS
CA  ORGANIZATION

SELECT CODES:  A - ADD      M - INQUIRY      X - UPDATE
REC TYPE EA  SEL M  DATA CODE  ST STD  TYPE  SEL
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT          MAIN  RFRSH
    
```

4. Press **Enter**. FLAIR will display the Contracts Code Inquiry Screen with the requested data record(s).

**Contracts Code Inquiry Screen**

TM06	CONTRACTS CODE INQUIRY			12/10/12 09:44:42							
CONTRACT	SHORT TITLE	LONG TITLE		SC							
AAAAA	ATTNSERV	ATTORNEY SERVICES		A							
AC049	DCF	DEPARMENT OF CHILDREN AND FAMILIES		A							
AD161	FSU PRINT	FSU PRINTING SERVICES		A							
A3FF0	FAW	FLORIDA ADMINISTRATIVE WEEKLY		A							
A4A54	TAL SEARCH	TAL SEARCH GROUP, INC		A							
A4284	GILMORE	GILMORE MOVING & STORAGE, INC.		A							
BBBBB	ARMORY	ARMORY CENTER		A							
CC430	KONICA	KONICA MINOLTA BUSINESS SOLUTIONS, INC.		A							
DCS01	UNITED COL	UNITED COLLECTION BUREAU, INC.		A							
DOC89	SHRED ALL	SHRED ALL SERVICES-DOCUMENT SHREDDING		A							
ENG72	HWY PJ 13	ENGINEERING FOR HIGHWAY PROJECT 13		A							
FD152	FOOD SVC	FOOD AND BEVERAGE ASSOCIATES, INC		A							
LE718	TRANSCPT	LEGAL AND TECHNICAL TRANSLATIONS		A							
MED17	MED CARE	MED CARE EQUIPMENT CO		A							
REC TYPE	SEL	DATA CODE	ST STD	TYPE SEL							
Enter-PF1---	PF2---	PF3---	PF4---	PF5---	PF6---	PF7---	PF8---	PF9---	PF10---	PF11---	PF12---
CONT		MINI	MAIN	RFRSH	TOP		FWD				

Contracts Code Inquiry Screen fields:

Field	Description	Required/Optional/Special Instructions
CONTRACT	Contract Number	Retrieved. (5A/N)
SHORT TITLE	Short Description	Retrieved. (10A/N)
LONG TITLE	Long Description	Retrieved. (48A/N)
SC	Status Code	Retrieved. (1A)

**Note:** Agency users are no longer able to update contracts through FLAIR Contract Information File. Updates will need to be made through the FACTS system.

### 110.13 Grant Inquiry

A grant code may **not** be added through the Title File. It may only be added and updated through the Grant Information File. *See FACTS Contracts and Grants for details.* Any grant identifier added to the Grant Information File will also create a record on the Title File for inquiry purposes only.

To inquire on a grant title from the Title File Mini Menu or the **NEXT** line of any Title File screen:

1. In the **REC TYPE** field, input **GA**.
2. In the **SEL** field, input **M**.
3. Input data into the **DATA CODE** field to narrow the search or leave the field blank.

**Title File Mini Menu** (with example data input)

```

TIMU                                     03/25/2013  13:50:27
                                     TITLE FILE MINI MENU

REC TYPE                                REC TYPE                                REC TYPE
AA  OLO                                CB  EXT FUND TYPE                        CM  EXT CATEGORY
AB  BUDGET ENTITY/IBI                  CC  FUND IDENTIFIER                     CN  ORIGINAL FUND SOURCE
AC  GAAFR FUND TYPE                     CD  STATE PROGRAM                       EA  CONTRACT
AD  STATE FUND TYPE                     CE  OTHER COST ACCUM                    GA  GRANT
AE  CATEGORY                             CF  OBJECT CODE                          IA  LOCATION CODE
AF  STATE ABBREVIATIONS                 CG  GENERAL LEDGER                       IC  INSURANCE CODE
AG  COUNTY CODES                        CH  EXT GENERAL LEDGER                   ID  DISPOSITION AUTHORITY
AH  SERVICE TYPE                         CI  EXT OBJECT CODE                       IE  CLASS CODE
AI  SITE                                 CJ  PRODUCT ID                           KA  PROJECT ID
AJ  RECIPIENT TYPE                       CK  EXTERNAL PROGRAM                     KB  PROJECT TYPE
AK  INACTIVATION REASON                 CL  AGENCY UNIQUE                         KC  PROJECT STATUS
CA  ORGANIZATION

SELECT CODES:  A - ADD      M - INQUIRY    X - UPDATE
REC TYPE GA  SEL M  DATA CODE      ST STD      TYPE      SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                                     MAIN  RFRSH
    
```

4. Press **Enter**. FLAIR will display the Grants Code Inquiry Screen with the requested data record(s).

**Grants Code Inquiry Screen** (with example data retrieved)

```

TM09                                     12/10/12  09:46:04
                                     GRANTS CODE INQUIRY

GRANT      SHORT TITLE                    LONG TITLE                                SC
BBBBB     AIRMONITOR  AIR MONITORING                            A
GAAAA     SSBG        SOCIAL SERVICES BLOCK GRANT                A
GZZZZ     FEMA        FEMA GRANTS                                A
G1234     SECURITY    HOMELAND SECURITY                          A
G5555     PRODSAF     PRODUCT SAFETY                              A
HHHHH     EDTRN      EDUCATIONAL TRAINING                        A

REC TYPE _  SEL  DATA CODE      ST STD      TYPE      SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                                     MINI  MAIN  RFRSH  TOP      FWD
    
```

Grants Code Inquiry Screen fields:

Field	Description	Required/Optional/Special Instructions
GRANT	Grant Number	Protected. (5A/N)
SHORT TITLE	Short Description	Protected. (10A/N)
LONG TITLE	Long Description	Protected. (48A/N)
SC	Status Code	Protected. (1A)

## 110.14 Location Code Title Add

**Location codes** identify the location of an item and are used in the Property Subsystem. The location code field length is 16 digits. The first two digits identify the county and the remaining 14 digits are classified at the departmental level.

To add location code titles from the Title File Mini Menu or the **NEXT** line of any Title File screen:

1. In the **REC TYPE** field, input **IA**.
2. In the **SEL** field, input **A**.

**Title File Mini Menu** (with example data input)

```

TIMU                                     03/25/2013  13:54:15
                                TITLE FILE MINI MENU

REC TYPE                                REC TYPE                                REC TYPE
AA  OLO                                CB  EXT FUND TYPE                        CM  EXT CATEGORY
AB  BUDGET ENTITY/IBI                 CC  FUND IDENTIFIER                    CN  ORIGINAL FUND SOURCE
AC  GAAFR FUND TYPE                   CD  STATE PROGRAM                      EA  CONTRACT
AD  STATE FUND TYPE                   CE  OTHER COST ACCUM                   GA  GRANT
AE  CATEGORY                           CF  OBJECT CODE                        IA  LOCATION CODE
AF  STATE ABBREVIATIONS               CG  GENERAL LEDGER                     IC  INSURANCE CODE
AG  COUNTY CODES                     CH  EXT GENERAL LEDGER                 ID  DISPOSITION AUTHORITY
AH  SERVICE TYPE                     CI  EXT OBJECT CODE                    IE  CLASS CODE
AI  SITE                              CJ  PRODUCT ID                         KA  PROJECT ID
AJ  RECIPIENT TYPE                   CK  EXTERNAL PROGRAM                   KB  PROJECT TYPE
AK  INACTIVATION REASON              CL  AGENCY UNIQUE                       KC  PROJECT STATUS
CA  ORGANIZATION

SELECT CODES:  A - ADD                M - INQUIRY                X - UPDATE
REC TYPE IA  SEL A  DATA CODE      ST STD    TYPE        SEL
Enter--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                                     MAIN  RFRSH
    
```

3. Press **Enter**. FLAIR will display the Titling Location Code Screen.

**Titling Location Code Screen**

```

TA29                                     03/25/2013  13:55:38
                                TITLING LOCATION CODE

LOCATION                                SHORT TITLE                                LONG TITLE
-

REC TYPE                                SEL                                DATA CODE                                ST STD                                TYPE                                SEL
Enter--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                                     MINI  MAIN  RFRSH                                CAN
    
```

Titling Location Code Screen fields:

Field	Description	Required/Optional/Special Instructions
LOCATION	Location Code	Required. (16A/N)
SHORT TITLE	Short Description	Required. (10A/N)
LONG TITLE	Long Description	Required. (48A/N)

4. Input data in the required fields. Up to 14 titles may be added on this screen.

*Titling Location Code Screen* (with example data input)

```

TA29                                     12/10/2012  09:47:17
                                TITLING LOCATION CODE
-----
LOCATION          SHORT TITLE          LONG TITLE
52 00000000995467 ORL OFF          ORLANDO OFFICE DISTRICT 37_
-----

REC TYPE      SEL      DATA CODE          ST STD          TYPE      SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT          MINI  MAIN  RFRSH          CAN
    
```

5. Press **Enter**. The data record(s) are immediately added to the appropriate Title File and FLAIR will return the user to the Titling Location Code Screen.

## 110.15 Insurance Code Title Add

**Insurance codes** are informational and refer to insurance type and expiration date.

To add insurance code titles from the Title File Mini Menu or the **NEXT** line of any Title File Screen:

1. In the **REC TYPE** field, input **IC**.
2. In the **SEL** field, input **A**.

**Title File Mini Menu** (with example data input)

```

TIMU                                03/25/2013  13:56:52
                                TITLE FILE MINI MENU

REC TYPE                            REC TYPE                            REC TYPE
AA  OLO                             CB  EXT FUND TYPE                 CM  EXT CATEGORY
AB  BUDGET ENTITY/IBI               CC  FUND IDENTIFIER              CN  ORIGINAL FUND SOURCE
AC  GAAFR FUND TYPE                 CD  STATE PROGRAM                EA  CONTRACT
AD  STATE FUND TYPE                 CE  OTHER COST ACCUM             GA  GRANT
AE  CATEGORY                         CF  OBJECT CODE                  IA  LOCATION CODE
AF  STATE ABBREVIATIONS             CG  GENERAL LEDGER               IC  INSURANCE CODE
AG  COUNTY CODES                   CH  EXT GENERAL LEDGER          ID  DISPOSITION AUTHORITY
AH  SERVICE TYPE                   CI  EXT OBJECT CODE              IE  CLASS CODE
AI  SITE                             CJ  PRODUCT ID                   KA  PROJECT ID
AJ  RECIPIENT TYPE                 CK  EXTERNAL PROGRAM             KB  PROJECT TYPE
AK  INACTIVATION REASON            CL  AGENCY UNIQUE                 KC  PROJECT STATUS
CA  ORGANIZATION

SELECT CODES:  A - ADD      M - INQUIRY      X - UPDATE
REC TYPE IC SEL A DATA CODE ST STD TYPE SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                                MAIN RFRSH
    
```

3. Press **Enter**. FLAIR will display the Titling Insurance Code Screen.

**Titling Insurance Code Screen**

```

TA31                                03/25/2013  13:57:55
                                TITLING INSURANCE CODE

INSURANCE CODE  SHORT TITLE  LONG TITLE
-

REC TYPE      SEL      DATA CODE      ST STD      TYPE      SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                                MINI MAIN RFRSH                                CAN
    
```

Titling Insurance Code Screen fields:

Field	Description	Required/Optional/Special Instructions
INSURANCE CODE	Insurance Code	Required. (3A/N)
SHORT TITLE	Short Description	Required. (10/N)
LONG TITLE	Long Description	Required. (48A/N)

4. Input data in the required fields. Up to 14 titles may be added on this screen.

**Titling Insurance Code Screen** (with example data input)

```

TA31                                     12/10/2012  09:49:11
                                TITLING INSURANCE CODE
INSURANCE CODE  SHORT TITLE  LONG TITLE
  STD           STAND       STANDARD INSURANCE RATE_

REC TYPE      SEL      DATA CODE          ST STD          TYPE      SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT           MINI  MAIN  RFRSH                                CAN
    
```

5. Press **Enter**. The data record(s) are immediately added to the appropriate Title File and FLAIR will return the user to the Titling Insurance Code Screen.

### 110.16 Disposition Authority Title Add

**Disposition authority** is an agency code authorizing disposition of a property item.

To add disposition authority titles from the Title File Mini Menu or the **NEXT** line of any Title File screen:

1. In the **REC TYPE** field, input **ID**.
2. In the **SEL** field, input **A**.

**Title File Mini Menu** (with example data input)

```

TIMU                                     03/25/2013  13:59:05
                                TITLE FILE MINI MENU
REC TYPE                                REC TYPE                                REC TYPE
AA  OLO                                CB  EXT FUND TYPE                        CM  EXT CATEGORY
AB  BUDGET ENTITY/IBI                  CC  FUND IDENTIFIER                     CN  ORIGINAL FUND SOURCE
AC  GAAFR FUND TYPE                     CD  STATE PROGRAM                       EA  CONTRACT
AD  STATE FUND TYPE                     CE  OTHER COST ACCUM                    GA  GRANT
AE  CATEGORY                             CF  OBJECT CODE                         IA  LOCATION CODE
AF  STATE ABBREVIATIONS                 CG  GENERAL LEDGER                      IC  INSURANCE CODE
AG  COUNTY CODES                        CH  EXT GENERAL LEDGER                  ID  DISPOSITION AUTHORITY
AH  SERVICE TYPE                         CI  EXT OBJECT CODE                     IE  CLASS CODE
AI  SITE                                 CJ  PRODUCT ID                          KA  PROJECT ID
AJ  RECIPIENT TYPE                       CK  EXTERNAL PROGRAM                    KB  PROJECT TYPE
AK  INACTIVATION REASON                 CL  AGENCY UNIQUE                       KC  PROJECT STATUS
CA  ORGANIZATION

SELECT CODES:  A - ADD      M - INQUIRY      X - UPDATE
REC TYPE ID  SEL A  DATA CODE          ST STD          TYPE      SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT           MAIN  RFRSH
    
```

- Press **Enter**. FLAIR will display the Titling Disposition Authority Screen.

**Titling Disposition Authority Screen**

```

TA32                                03/25/2013  14:00:17
                                TITLING DISPOSITION AUTHORITY
DISPOS. AUTH.  SHORT TITLE  LONG TITLE
-

```

---

```

REC TYPE      SEL      DATA CODE                                ST STD      TYPE      SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT          MINI  MAIN  RFRSH                                CAN

```

Titling Disposition Authority Screen fields:

Field	Description	Required/Optional/Special Instructions
DISPOS. AUTH.	Disposition Authority	Required. (2A/N)
SHORT TITLE	Short Description	Required. (10A/N)
LONG TITLE	Long Description	Required. (48A/N)

- Input data in the required fields. Up to 14 titles may be added on this screen.

**Titling Disposition Authority Screen** (with example data input)

```

TA32                                12/10/2012  09:50:41
                                TITLING DISPOSITION AUTHORITY
DISPOS. AUTH.  SHORT TITLE  LONG TITLE
  01          06301999  DISPOSITION AUTHORITY GIVEN 12/10/2012_

```

---

```

REC TYPE      SEL      DATA CODE                                ST STD      TYPE      SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT          MINI  MAIN  RFRSH                                CAN

```

- Press **Enter**. The data record(s) are immediately added to the appropriate Title File and FLAIR will return the user to the Titling Disposition Authority Screen.

## 110.17 Class Code Title Add

**Class codes** are used to indicate the kind/type of asset. The class code data element is a 10-character code. The first four characters are state standard codes, but the last six may be subclassified to meet agency requirements. *For more information, see section 534.2 Class Codes and the DFS website at [http://www.myfloridacfo.com/aadir/statewide\\_financial\\_reporting/1propertyclasscodes.pdf](http://www.myfloridacfo.com/aadir/statewide_financial_reporting/1propertyclasscodes.pdf).*

To add class code titles from the Title File Mini Menu or the **NEXT** line of any Title File screen:

1. In the **REC TYPE** field, input **IE**.
2. In the **SEL** field, input **A**.

**Title File Mini Menu** (with example data input)

```

TIMU                                     03/25/2013  14:01:25
                                TITLE FILE MINI MENU

REC TYPE                                REC TYPE                                REC TYPE
AA  OLO                                CB  EXT FUND TYPE                        CM  EXT CATEGORY
AB  BUDGET ENTITY/IBI                  CC  FUND IDENTIFIER                    CN  ORIGINAL FUND SOURCE
AC  GAAFR FUND TYPE                    CD  STATE PROGRAM                      EA  CONTRACT
AD  STATE FUND TYPE                    CE  OTHER COST ACCUM                   GA  GRANT
AE  CATEGORY                            CF  OBJECT CODE                        IA  LOCATION CODE
AF  STATE ABBREVIATIONS                CG  GENERAL LEDGER                     IC  INSURANCE CODE
AG  COUNTY CODES                       CH  EXT GENERAL LEDGER                 ID  DISPOSITION AUTHORITY
AH  SERVICE TYPE                        CI  EXT OBJECT CODE                    IE  CLASS CODE
AI  SITE                                CJ  PRODUCT ID                         KA  PROJECT ID
AJ  RECIPIENT TYPE                      CK  EXTERNAL PROGRAM                   KB  PROJECT TYPE
AK  INACTIVATION REASON                 CL  AGENCY UNIQUE                       KC  PROJECT STATUS
CA  ORGANIZATION

SELECT CODES:  A - ADD      M - INQUIRY      X - UPDATE
REC TYPE IE  SEL A  DATA CODE  ST STD  TYPE  SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                                MAIN  RFRSH
    
```

3. Press **Enter**. FLAIR will display the Titling Class Code Screen.

**Titling Class Code Screen**

```

TA36                                     03/25/2013  14:03:15
                                TITLING CLASS CODE

CLASS      SHORT TITLE                 LONG TITLE
-

REC TYPE   SEL   DATA CODE           ST STD   TYPE   SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                                MINI  MAIN  RFRSH                                CAN
    
```

Titling Class Code Screen fields:

Field	Description	Required/Optional/Special Instructions
CLASS	Class Code	Required. (10A/N)
SHORT TITLE	Short Description	Required. (10A/N)
LONG TITLE	Long Description	Required. (48A/N)

- Input data in the required fields. Up to eight titles may be added on this screen.

*Titling Class Code Screen* (with example data input)

```

TA36                                     12/10/2012  09:53:05
                                TITLING CLASS CODE
CLASS      SHORT TITLE
          LONG TITLE
B020111111 RHODES
          RHODES OFFICE BUILDING, JAX_

REC TYPE   SEL   DATA CODE           ST STD   TYPE   SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT              MINI  MAIN  RFRSH                                CAN
    
```

- Press **Enter**. The data record(s) are immediately added to the appropriate Title File and FLAIR will return the user to the Titling Class Code Screen.

## 110.18 Project Identifier Titles Inquiry

A **project identifier code** may **not** be added through the Title File. It may only be added and updated through the Project Information File. Any project ID added to the Project Information File, however, will also create a record on the Title File for inquiry purposes only. This inquiry may be made through either the General (TI) or the Project (TJ) Title File based on the user's access control capability.

To inquire on a project identifier title from the Title File Mini Menu or the **NEXT** line of any Title File screen:

- In the **REC TYPE** field, input **KA**.
- In the **SEL** field, input **M**.
- Input data into the **DATA CODE** field to narrow the search or leave the field blank.

**Title File Mini Menu** (with example data input)

```

TIMU                                03/25/2013  14:04:14
                                TITLE FILE MINI MENU

REC TYPE                            REC TYPE                            REC TYPE
AA  OLO                             CB  EXT FUND TYPE                CM  EXT CATEGORY
AB  BUDGET ENTITY/IBI                CC  FUND IDENTIFIER              CN  ORIGINAL FUND SOURCE
AC  GAAFR FUND TYPE                  CD  STATE PROGRAM                EA  CONTRACT
AD  STATE FUND TYPE                  CE  OTHER COST ACCUM             GA  GRANT
AE  CATEGORY                          CF  OBJECT CODE                  IA  LOCATION CODE
AF  STATE ABBREVIATIONS              CG  GENERAL LEDGER                IC  INSURANCE CODE
AG  COUNTY CODES                     CH  EXT GENERAL LEDGER           ID  DISPOSITION AUTHORITY
AH  SERVICE TYPE                      CI  EXT OBJECT CODE              IE  CLASS CODE
AI  SITE                              CJ  PRODUCT ID                   KA  PROJECT ID
AJ  RECIPIENT TYPE                    CK  EXTERNAL PROGRAM             KB  PROJECT TYPE
AK  INACTIVATION REASON              CL  AGENCY UNIQUE                 KC  PROJECT STATUS
CA  ORGANIZATION

SELECT CODES:  A - ADD      M - INQUIRY      X - UPDATE
REC TYPE KA SEL M DATA CODE = ST STD TYPE SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                                MAIN RFRSH
    
```

4. Press **Enter**. FLAIR will display Project ID Code Inquiry Screen with the requested data record(s).

**Project ID Code Inquiry Screen** (with example data retrieved)

```

TM12                                12/10/12  09:56:53
                                PROJECT ID CODE INQUIRY

PROJECT ID SHORT TITLE              LONG TITLE              SC
9999999999 GARAGE                  EMPLOYEE PARKING GARAGE A

REC TYPE _ SEL DATA CODE ST STD TYPE SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                                MINI MAIN RFRSH TOP FWD
    
```

Project ID Code Inquiry Screen fields:

Field	Description	Required/Optional/Special Instructions
PROJECT ID	Project Identification Code	Protected. (11A/N)
SHORT TITLE	Short Description	Protected. (10A/N)
LONG TITLE	Long Description	Protected. (48A/N)
SC	Status Code	Protected. (1A)

## 110.19 Project Type Title Add

**Project type titles** are agency-assigned codes to designate a type of project.

To add project type titles from the Title File Mini Menu or the **NEXT** line of any Title File screen:

1. In the **REC TYPE** field, input **KB**.
2. In the **SEL** field, input **A**.

*Title File Mini Menu* (with example data input)

```

TIMU                                     03/25/2013  14:05:49
                                TITLE FILE MINI MENU

REC TYPE                                REC TYPE                                REC TYPE
AA  OLO                                CB  EXT FUND TYPE                        CM  EXT CATEGORY
AB  BUDGET ENTITY/IBI                  CC  FUND IDENTIFIER                     CN  ORIGINAL FUND SOURCE
AC  GAAFR FUND TYPE                    CD  STATE PROGRAM                       EA  CONTRACT
AD  STATE FUND TYPE                    CE  OTHER COST ACCUM                    GA  GRANT
AE  CATEGORY                            CF  OBJECT CODE                         IA  LOCATION CODE
AF  STATE ABBREVIATIONS                CG  GENERAL LEDGER                      IC  INSURANCE CODE
AG  COUNTY CODES                       CH  EXT GENERAL LEDGER                  ID  DISPOSITION AUTHORITY
AH  SERVICE TYPE                       CI  EXT OBJECT CODE                     IE  CLASS CODE
AI  SITE                                CJ  PRODUCT ID                          KA  PROJECT ID
AJ  RECIPIENT TYPE                     CK  EXTERNAL PROGRAM                    KB  PROJECT TYPE
AK  INACTIVATION REASON                CL  AGENCY UNIQUE                       KC  PROJECT STATUS
CA  ORGANIZATION

SELECT CODES:  A - ADD      M - INQUIRY      X - UPDATE
REC TYPE KB  SEL A  DATA CODE      ST STD      TYPE      SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT          MAIN  RFRSH
    
```

3. Press **Enter**. FLAIR will display the Titling Project Type Screen.

*Titling Project Type Screen*

```

TA13                                     03/25/2013  14:06:55
                                TITLING PROJECT TYPE

PROJECT TYPE  SHORT TITLE  LONG TITLE
-

REC TYPE      SEL      DATA CODE      ST STD      TYPE      SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT          MINI  MAIN  RFRSH          CAN
    
```

Titling Project Type Screen fields:

Field	Description	Required/Optional/Special Instructions
PROJECT TYPE	Project Type Code	Required. (2A/N)
SHORT TITLE	Short Description	Required. (10A/N)
LONG TITLE	Long Description	Required. (48A/N)

4. Input data in the required fields. Up to 14 titles may be added on this screen.

*Titling Project Type Screen* (with example data input)

```

TA13                                     12/10/2012  10:26:45
                                TITLING PROJECT TYPE
-----
PROJECT TYPE  SHORT TITLE  LONG TITLE
   8f         FEDERAL     FEDERAL MANDATE
-----
REC TYPE      SEL      DATA CODE          ST STD          TYPE      SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT          MINI  MAIN  RFRSH                                CAN
    
```

5. Press **Enter**. The data record(s) are immediately added to the appropriate Title File and FLAIR will return the user to the Titling Project Type Screen.

## 110.20 Project Status Title Add

**Project status codes** are agency-assigned and used to indicate the stage of a particular project.

To add project status titles from the Title File Mini Menu or the **NEXT** line of any Title File screen:

1. In the **REC TYPE** field, input **KC**.
2. In the **SEL** field, input **A**.

**Title File Mini Menu** (with example data input)

```

TIMU                                03/25/2013  14:12:52
                                TITLE FILE MINI MENU

REC TYPE                            REC TYPE                            REC TYPE
AA  OLO                             CB  EXT FUND TYPE                 CM  EXT CATEGORY
AB  BUDGET ENTITY/IBI               CC  FUND IDENTIFIER             CN  ORIGINAL FUND SOURCE
AC  GAAFR FUND TYPE                 CD  STATE PROGRAM               EA  CONTRACT
AD  STATE FUND TYPE                 CE  OTHER COST ACCUM           GA  GRANT
AE  CATEGORY                         CF  OBJECT CODE                 IA  LOCATION CODE
AF  STATE ABBREVIATIONS            CG  GENERAL LEDGER              IC  INSURANCE CODE
AG  COUNTY CODES                   CH  EXT GENERAL LEDGER         ID  DISPOSITION AUTHORITY
AH  SERVICE TYPE                   CI  EXT OBJECT CODE            IE  CLASS CODE
AI  SITE                            CJ  PRODUCT ID                 KA  PROJECT ID
AJ  RECIPIENT TYPE                 CK  EXTERNAL PROGRAM           KB  PROJECT TYPE
AK  INACTIVATION REASON            CL  AGENCY UNIQUE              KC  PROJECT STATUS
CA  ORGANIZATION

SELECT CODES:  A - ADD      M - INQUIRY      X - UPDATE
REC TYPE KC SEL A  DATA CODE      ST STD      TYPE      SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                                MAIN  RFRSH
    
```

3. Press **Enter**. FLAIR will display the Titling Project Status Screen.

**Titling Project Status Screen**

```

TA14                                03/25/2013  14:14:20
                                TITLING PROJECT STATUS

PROJ STATUS   SHORT TITLE   LONG TITLE

REC TYPE      SEL      DATA CODE      ST STD      TYPE      SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                                MINI  MAIN  RFRSH                                CAN
    
```

Titling Project Status Screen fields:

Field	Description	Required/Optional/Special Instructions
PROJ STATUS	Project Status	Required. (2A/N)
SHORT TITLE	Short Description	Required. (10A/N)
LONG TITLE	Long Description	Required. (48A/N)

4. Input data in the required fields. Up to 14 titles may be added on this screen.

**Titling Project Status Screen** (with example data input)

TA14	TITLING PROJECT STATUS				12/10/2012	10:28:26
PROJ STATUS	SHORT TITLE	LONG TITLE				
C1	COMPLETED	PROJECTED COMPLETED/CLOSED_				
REC TYPE	SEL	DATA CODE		ST STD	TYPE	SEL
Enter-PF1---	PF2---	PF3---	PF4---	PF5---	PF6---	PF7---
CONT	MINI	MAIN	RFRSH			
					PF8---	PF9---
					PF10---	PF11---
						PF12---
						CAN

5. Press **Enter**. The data record(s) are immediately added to the appropriate Title File and FLAIR will return the user to the Titling Project Status Screen.

## 110.21 Title File Inquiry

In order to inquire into the Title Files, users must utilize the multiple inquiry screen option.

**Example 1:**

To inquire into the Title Files from the Title File Mini Menu or from any Title File screen:

1. In the **REC TYPE** field, input the appropriate record type (for this example, input **CF** to view object code data).
2. In the **SEL** field, input **M** (for multiple inquiries).
3. Input data into the **DATA CODE** field to limit the search or leave the field blank for a global search.
4. In the **ST STD** field, input **X** to inquire into state standard codes only. *See section 110.8 Object Codes and General Ledger Code for more information.*

**Title File Mini Menu** (example inquiry for an object code using state standard codes)

```

TIMU                                03/18/2013  15:46:55
                                TITLE FILE MINI MENU

REC TYPE                            REC TYPE                            REC TYPE
AA  OLO                             CB  EXT FUND TYPE                 CM  EXT CATEGORY
AB  BUDGET ENTITY/IBI               CC  FUND IDENTIFIER             CN  ORIGINAL FUND SOURCE
AC  GAAFR FUND TYPE                 CD  STATE PROGRAM               EA  CONTRACT
AD  STATE FUND TYPE                 CE  OTHER COST ACCUM           GA  GRANT
AE  CATEGORY                         CF  OBJECT CODE                 IA  LOCATION CODE
AF  STATE ABBREVIATIONS             CG  GENERAL LEDGER              IC  INSURANCE CODE
AG  COUNTY CODES                   CH  EXT GENERAL LEDGER          ID  DISPOSITION AUTHORITY
AH  SERVICE TYPE                   CI  EXT OBJECT CODE             IE  CLASS CODE
AI  SITE                            CJ  PRODUCT ID                 KA  PROJECT ID
AJ  RECIPIENT TYPE                 CK  EXTERNAL PROGRAM            KB  PROJECT TYPE
AK  INACTIVATION REASON            CL  AGENCY UNIQUE               KC  PROJECT STATUS
CA  ORGANIZATION

SELECT CODES:  A - ADD      M - INQUIRY      X - UPDATE
REC TYPE CF  SEL M  DATA CODE 380000  ST STD X  TYPE  SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT                                MAIN  RFRSH
    
```

5. Press **Enter**. FLAIR will display the requested data record(s).

**Object Code (State Standard) Inquiry Screen** (with example data retrieved)

```

TM37                                06/16/2014  08:40:26
                                OBJECT CODE - INQUIRY

OPERATING LEVEL ORGANIZATION 85 00 00

OBJECT SHORT TITLE LONG TITLE SC
380000 SUPPLY CON OFFICE SUPPLIES CONSUMABLE A
380800 SUPPLY CON OFFICE SUPPLIES CONSUMABLE-TRAINING A
381000 SUPPLY NON OFFICE SUPPLIES NON-CONSUMABLE A
381800 SUPPLY NON OFFICE SUPPLIES NON-CONSUMABLE-TRAINING A
390000 OTHER M&S CUR CHGS-OTHER MATERIALS AND SUPPLIES D
391000 INFO TECH INFORMATION TECHNOLOGY SUPPLIES A
391800 IT TRAIN INFORMATION TECHNOLOGY SUPPLIES-TRAINING A
392000 REIMBURSE EMP/VOLUNTEER REIMBURSEMENT OTHER THAN TRAVEL A
393000 SOFTWARE APPLICATION SOFTWARE (LICENSES) A
399000 OTHER SUP OTHER MATERIAL AND SUPPLIES A
399800 OTH MAT/SU OTHER MATERIALS AND SUPPLIES-TRAINING A
400000 CUR CHGS CURRENT CHARGES AND OBLIGATIONS D

REC TYPE SEL DATA CODE ST STD TYPE SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT MINI MAIN RFRSH TOP FWD
    
```

**Example 2:**

To inquire into the Title Files from the Title File Mini Menu or from any Title File screen:

1. In the **REC TYPE** field, input the appropriate record type (for this example, input **IA** to view location code data)
2. In the **SEL** field, input **M** (for multiple inquiries).
3. Input data into the **DATA CODE** field to limit the search or leave the field blank for a global search.

**Title File Mini Menu** (example inquiry using the location code)

```

TIMU                                03/18/2013  15:57:45
                                TITLE FILE MINI MENU

REC TYPE                            REC TYPE                            REC TYPE
AA  OLO                             CB  EXT FUND TYPE                    CM  EXT CATEGORY
AB  BUDGET ENTITY/IBI                CC  FUND IDENTIFIER                 CN  ORIGINAL FUND SOURCE
AC  GAAFR FUND TYPE                   CD  STATE PROGRAM                    EA  CONTRACT
AD  STATE FUND TYPE                   CE  OTHER COST ACCUM                 GA  GRANT
AE  CATEGORY                           CF  OBJECT CODE                       IA  LOCATION CODE
AF  STATE ABBREVIATIONS               CG  GENERAL LEDGER                    IC  INSURANCE CODE
AG  COUNTY CODES                       CH  EXT GENERAL LEDGER                ID  DISPOSITION AUTHORITY
AH  SERVICE TYPE                       CI  EXT OBJECT CODE                    IE  CLASS CODE
AI  SITE                               CJ  PRODUCT ID                        KA  PROJECT ID
AJ  RECIPIENT TYPE                     CK  EXTERNAL PROGRAM                  KB  PROJECT TYPE
AK  INACTIVATION REASON                CL  AGENCY UNIQUE                      KC  PROJECT STATUS
CA  ORGANIZATION

SELECT CODES:  A - ADD      M - INQUIRY      X - UPDATE
REC TYPE IA  SEL M  DATA CODE 0610000000000000    ST STD  TYPE  SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                                MAIN  RFRSH
    
```

4. Press **Enter**. FLAIR will display the requested data record(s).

**Location Code Inquiry Screen** (with example data retrieved)

```

TM29                                12/10/12  10:31:13
                                LOCATION INQUIRY

LOCATION      SHORT TITLE  LONG TITLE                                SC
06 10000000000000 FT.LDL-SOC FT. LAUDERDALE-STATE OFFICE COMPLEX      A
30 10000000000000 BNFY-TBO  BONIFAY-TREASURY BRANCH OFFICE           A
37 0101          TALL.-COLL TALLAHASSEE - COLLINS BUILDING           A
37 01081400000000 TALL-FW   TALLAHASSEE-FULLER WARREN BUILDING        A
37 0150          TALL-HOLL TALLAHASSEE-HOLLAND BUILDING             A
37 04080000000000 CHR-MUSEUM CHAIRES-STATE MUSEUM                       A
37 0812          QCY-MUSEUM QUINCY-RARE COINS MUSEUM              A
37 1001          TALL-CAP  TALLAHASSEE-CAPITOL BUILDING              A
52 00000000995467 ORL OFF   ORLANDO OFFICE DISTRICT 37                A
52 01072033170000 CLRW-WRHSE CLEARWATER-STATE WAREHOUSE                 A

REC TYPE _  SEL  DATA CODE                                ST STD  TYPE  SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                                MINI MAIN RFRSH TOP                                FWD
    
```

The selection criteria input in the **REC TYPE** field and the **SEL** field determine which records display when using the multiple inquiry function. For all record types, the multiple inquiry screen displays with the data code, short and long title, and status code. When inquiring into organization titles, the user is only able to view those organization titles within his/her security sign-on.

Available titling status codes:

Status Code	Description
A	System generated when record is added to the Title File; represents an active record.
I	Inactive, available for inquiry and reporting purposes only.
D	Marks the code for deletion.
H	Indicates that the data code is a header record for state standard codes and may not be changed (system generated).

To page through the remaining records for the selected **REC TYPE**, press **F8**. When the last record of a record type has been viewed, FLAIR will display the message, **“END OF SEARCH.”**

### 110.22 Title File Update

Updating the Title File may be done by accessing several records at a time; however, the user can only update the short title, long title, and status code. If the code input is incorrect, the user will have to delete the entire entry and input again. Agencies are prohibited from updating or deleting state standard codes.

To update the Title Files from the Title File Mini Menu or from any Title File screen:

1. In the **REC TYPE** field, input the appropriate record type (for this example, use **IA** for location code).
2. In the **SEL** field, input **X**.
3. Input data into the **DATA CODE** field to limit the search or leave the field blank.

**Note:** If the data code is known and input into the field, the search is limited and FLAIR retrieves the selected code directly. If no data code is input, the update will begin with the first entry on file.

**Title File Mini Menu** (example inquiry using location code)

```

TIMU                                03/18/2013  16:07:23
                                TITLE FILE MINI MENU

REC TYPE                            REC TYPE                            REC TYPE
AA  OLO                             CB  EXT FUND TYPE                 CM  EXT CATEGORY
AB  BUDGET ENTITY/IBI                CC  FUND IDENTIFIER              CN  ORIGINAL FUND SOURCE
AC  GAAFR FUND TYPE                  CD  STATE PROGRAM                 EA  CONTRACT
AD  STATE FUND TYPE                  CE  OTHER COST ACCUM             GA  GRANT
AE  CATEGORY                         CF  OBJECT CODE                  IA  LOCATION CODE
AF  STATE ABBREVIATIONS              CG  GENERAL LEDGER               IC  INSURANCE CODE
AG  COUNTY CODES                    CH  EXT GENERAL LEDGER           ID  DISPOSITION AUTHORITY
AH  SERVICE TYPE                    CI  EXT OBJECT CODE              IE  CLASS CODE
AI  SITE                             CJ  PRODUCT ID                  KA  PROJECT ID
AJ  RECIPIENT TYPE                  CK  EXTERNAL PROGRAM             KB  PROJECT TYPE
AK  INACTIVATION REASON              CL  AGENCY UNIQUE                KC  PROJECT STATUS
CA  ORGANIZATION

SELECT CODES:  A - ADD ..... M - INQUIRY ..... X - UPDATE
REC TYPE IA  SEL X  DATA CODE ..... ST STD  TYPE  SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                                MAIN  RFRSH
    
```

4. Press **Enter**. FLAIR will display the requested update screen and record.

**Location Update Screen** (with example data retrieved)

TX29		LOCATION UPDATE		12/10/2012	10:32:53
LOCATION	SHORT TITLE	LONG TITLE		SC	
06 10000000000000	FT.LDL-SOC	FT. LAUDERDALE-STATE OFFICE COMPLEX		A	
30 10000000000000	BNFY-TBO	BONIFAY-TREASURY BRANCH OFFICE		A	
37 0101	TALL.-COLL	TALLAHASSEE - COLLINS BUILDING		A	
37 01081400000000	TALL-FW	TALLAHASSEE-FULLER WARREN BUILDING		A	
37 0150	TALL-HOLL	TALLAHASSEE-HOLLAND BUILDING		A	
37 04080000000000	CHR-MUSEUM	CHAIRES-STATE MUSEUM		A	
37 0812	QCY-MUSEUM	QUINCY-RARE COINS MUSEUM		A	
37 1001	TALL-CAP	TALLAHASSEE-CAPITOL BUILDING		A	
52 00000000995467	ORL OFF	ORLANDO OFFICE DISTRICT 37		A	
52 01072033170000	CLRW-WRHSE	CLEARWATER-STATE WAREHOUSE		A	

REC TYPE	SEL	DATA CODE	ST	STD	TYPE	SEL
Enter-PF1---	PF2---	PF3---	PF4---	PF5---	PF6---	PF7---
PF8---	PF9---	PF10---	PF11---	PF12---		
CONT		MINI	MAIN	FRSH		CAN

**Note:** Updating of state standard codes is not allowed. This includes record types **AA, AB, AC, AD, AE, AF, AG, AH, and AI**.

5. The cursor will display in the first field and the user may input or type over the information in the field for additional updates.

The user may make the following status code changes:

Current Status Code	New Status Code	Description
A	D	From active to marked for deletion.
A	I	From active to inactive.
I	A	From inactive to used (active).
I	D	From inactive to marked for deletion.
D	A	From deleted to used (active).
D	I	From deleted to inactive.

6. After completing the update screen, the user may:
  - a. Press **Enter** and the changed record(s) will update and FLAIR will display the next record(s) in sequence; **OR**
  - b. Input data into the **NEXT** line to request another record before pressing **Enter**. Once the user presses **Enter**, the Title Files are updated, and FLAIR will display the specified screen; **OR**
  - c. Input data into the **TYPE** and **SEL** fields to transfer to a different screen or accounting function.

## 111 Vendor Files

The FLAIR system contains four **Vendor Files** available to agency users with appropriate security access. Each vendor file was developed to meet specific agency needs and will be explained in detail in this chapter. The available files are:

- Statewide Vendor File (VS)
- Employee Vendor File (VE)
- Accounts Receivable Customer File (RC)
- Account Description File (AD)

On all Vendor File screens, the **TYPE** and **SEL** fields will appear in the lower right corner. These fields may be used to transfer to a different screen or accounting function.

### 111.1 Statewide Vendor File

The **Statewide Vendor File (VS)** is an auxiliary file within FLAIR and is intended to provide the State with a single source of vendor records. The Statewide Vendor File has a limited number of agency users allowed to add vendor records directly in FLAIR.

The Statewide Vendor File:

- Interfaces with MFMP Monday through Saturday to add records from registered vendors;
- Contains all vendors including confidential and payee type vendors; and
- Displays vendors' W-9 information (if applicable).

The Statewide Vendor File records are also used in establishing encumbrances, payables, and processing payments to vendors producing warrants or EFTs. Therefore, it is important to establish a vendor record correctly. Research must be done by the agency to ensure records are not duplicated and the information is input accurately. An incorrect Form 1099 may result if incorrect information is input or if the incorrect vendor is selected. This could result in fines for the State of Florida by the IRS (U.S. Department of Treasury). It may also result in a delay in transaction processing if the W-9 on file does not match the record input in the Statewide Vendor File.

The statewide vendor identification number consists of three subelements:

- Vendor Indicator
- Nine-digit Tax Identification Number (TIN)
- Three-digit Sequence Number

### 111.1.1 Statewide Vendor File Mini Menu

To access the Statewide Vendor File from any FLAIR input screen:

1. In the **TYPE** field, input **VS**.
2. Press **Enter**. FLAIR will display the Statewide Vendor File Mini Menu. This is an inquiry-only screen for most users.

#### Statewide Vendor File Mini Menu

```

VSMU                                09/06/2012  15:36:42
                                STATEWIDE VENDOR MINI MENU

SELECT      IND  NUMBER  SEQ  ZIP  PAYEE  LEVY
            VENDOR ID:

            VENDOR NAME:
            PAYEES ONLY:  VENDORS ONLY:

            W9 NAME:

SELECT
  I:  INQUIRY (BY NUMBER, VENDOR NAME OR W9 NAME)
  A:  ADD NEW VENDOR (BY NUMBER ONLY)
  U:  UPDATE (BY NUMBER ONLY)

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                                MAIN  RFRSH
    
```

Statewide Vendor File Mini Menu fields:

Field	Description	Required/Optional/Special Instructions
<b>SELECT</b>	Selection	Required. Users must input one of the following characters: <b>I</b> (Inquiry) - Users can input using the <b>VENDOR ID</b> , <b>VENDOR NAME</b> , or <b>W9 NAME</b> fields. If using a vendor ID, users must input <b>IND</b> (indicator: F, S, N) and <b>SEQ</b> (sequence number), or <b>ZIP</b> (zip code). <b>A</b> (Add) - <b>VENDOR ID</b> and <b>PAYEE INDICATOR</b> are the required fields (excluding <b>SEQ</b> and <b>ZIP</b> ). <b>U</b> (Update) - Limited to DFS. (1A/N)
<b>VENDOR ID</b>	Vendor Identification Number	Optional. Consists of three elements: <b>IND</b> (Vendor Indicator). Indicates the type of vendor record established in FLAIR. (1A) <b>F</b> – FEID used by corporations and partners. <b>S</b> – SSN used by sole proprietors or individuals.

Field	Description	Required/Optional/Special Instructions
		<p><b>N</b> – Other assigned number (i.e., foreign vendors or non-standard vendor number).</p> <p><b>NUMBER</b> (Vendor Number). Assigned by the federal government, one of the purposes of this number is the payment of taxes. Other assigned numbers are used in instances where the vendor does not have a FEID or SSN. (9N)</p> <p><b>SEQ</b> (Vendor Sequence). A sequential number 001 to 999 used in conjunction with the vendor number to identify unique information (purchasing address, remit address, etc.) about the vendor. The sequence number is assigned sequentially by FLAIR and is also known as the location in MFMP. (3N)</p>
<b>LEVY</b>	Levy Indicator	<p>Required. If adding vendor records by the DFS Bureau of Accounting. FLAIR will display the following indicators:</p> <p><b>R</b> – First line of vendor ID will display <i>“Florida Department of Revenue”</i> for a DOR tax levy.</p> <p><b>I</b> – First line of vendor name will display <i>“U.S. Treasury”</i> for an IRS tax levy.</p> <p><b>Y</b> – Other levy type. (1A/N)</p>
<b>VENDOR NAME</b>	Vendor Name	Required. If <b>VENDOR ID</b> and <b>W9 NAME</b> are blank during inquiry. (31A/N).
<b>PAYEES ONLY</b>	Payee Records Only	Optional. Input <b>X</b> to view payee record types. (1A/N)
<b>VENDORS ONLY</b>	Vendor Records Only	Optional. Input <b>X</b> to view vendor record types. (1A/N)
<b>W9 NAME</b>	W-9 Name	Required. If <b>VENDOR ID</b> and <b>VENDOR NAME</b> fields are blank during inquiry. Retrieves entity’s name listed on Form W-9 validated using the IRS’ TIN Matching Program. (Name retrieved if IRS TIN matching passed.) (31A/N)

### 111.1.2 Vendor ID Inquiry

From the Statewide Vendor Mini Menu (**note:** users must inquire by name or number, but not both):

1. In the **SELECT** field, input **I**.
2. In the **IND** field, input **F**, **S**, or **N**.
3. In the **VENDOR** field, input the nine-digit vendor number.
4. a. In the **SEQ** field, input **000** through **999**; **OR**  
 b. In the **ZIP** field, input the five-digit or 5-digit + 4-digit zip code.

*Statewide Vendor Mini Menu* (with example data input)

```

VSMU                                03/25/2013  14:19:51
                                STATEWIDE VENDOR MINI MENU

SELECT      IND    NUMBER    SEQ    ZIP    PAYEE    LEVY
  I          F      666666666  000    33333 - 0000  -

VENDOR NAME:
PAYEES ONLY:  VENDORS ONLY:

W9 NAME:

SELECT
I:  INQUIRY (BY NUMBER, VENDOR NAME OR W9 NAME)
A:  ADD NEW VENDOR (BY NUMBER ONLY)
U:  UPDATE (BY NUMBER ONLY)

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                                MAIN  RFRSH                                TYPE  SEL
    
```

5. Press **Enter**. FLAIR will retrieve the first record based on the user's search criteria. Only one record displayed per page.

*Statewide Vendor Inquiry By Number Screen One* (with example data retrieved)

```

VSII                                06/16/2014  08:48:15
                                STATEWIDE VENDOR INQUIRY BY NUMBER

VENDOR ID: F 666666666 W9 NAME: FLORIDA AIR CORPORATION W9: Y
W9 UPDATE: 06/13/2014

SEQ VENDOR NAME                SHORT NAME                PIN
PURCHASING ADDRESS            REMITTANCE ADDRESS
-----
999 FLAIR CORPORATION          FLAIR CORPORATION          9876
456 ANGEL STREET              456 ANGEL STREET
SOUTH BEND IN 22222-0000      SOUTH BEND IN 22222-0000

PHONE: (850) 413-3566        LAST UPDATED: 06/13/2014
REQ OLO: 850000              LAST USED: 00/00/0000
VEI: F                        CONFIDENTIAL: N
FOREIGN: N                    PAYEE: N
LEVY:                          STATUS: A
MC: A                          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                                MINI  MAIN  RFRSH  TOP                                FWD
    
```

Statewide Vendor Inquiry by Number Screen One fields:

Field	Description	Required/Optional/Special Instructions
<b>VENDOR ID</b>	Vendor Identification Number	Protected. Consists of the vendor indicator (F [FEID], S [SSN], or N [Other Number]) and vendor number. (13A/N)
<b>VENDOR NAME</b>	Vendor Name	Protected. Name per vendor registration or W-9 information established in FLAIR; consists of two lines. (31A/N)
<b>SHORT NAME</b>	Short Name	Protected. Abbreviated version of the vendor name. (16A/N)
<b>PURCHASING ADDRESS</b>	Purchasing Address	Protected. Physical vendor location. Consists of four lines of information: Lines 1 thru 3: <b>ADDRESS</b> (31A/N) Line 4A: <b>CITY</b> (16A) <b>STATE</b> (2A) <b>ZIP CODE</b> (5N or 5N + 2N) Line 4B: <b>COUNTRY</b> (31A)
<b>REMITTANCE ADDRESS</b>	Remittance Address	Protected. Location where vendor payments will be mailed. Defaults to the purchasing address if blank. Lines 1 thru 3: <b>ADDRESS</b> (31A/N) Line 4A: <b>CITY</b> (16A) <b>STATE</b> (2A) <b>ZIP CODE</b> (5N or 5N + 2N) Line 4B: <b>COUNTRY</b> (31A)
<b>PIN</b>	Personal Identification Number	Protected. To correlate the vendor information with MFMP and FLAIR. (4A/N)
<b>W9 NAME</b>	W-9 Name	Protected. Entity's name listed on Form W-9 validated using the IRS' TIN Matching Program. Name retrieved if validation successful. (31A/N)
<b>W9</b>	W-9 Indicator	Protected. FLAIR will retrieve the following information: N – W-9 not on file P – W-9 on file; pending IRS TIN Matching F – W-9 on file; failed IRS TIN Matching B – “B” notice has been sent T – W-9 not on file; vendor number/name passed IRS TIN validation Y – W-9 on file; passed IRS TIN Matching. (**Must be T or Y to process transactions**) <b>**See FLAIR W-9 error codes information at <a href="http://www.myfloridacfo.com/aadir/aam/aa_m3812.pdf">http://www.myfloridacfo.com/aadir/aam/aa_m3812.pdf</a> (1A/N)</b>

Field	Description	Required/Optional/Special Instructions
<b>W9 UPDATE</b>	W-9 Update	Protected. Last date Form W-9 information was updated in FLAIR. (8A/N)
<b>PHONE</b>	Vendor or Payee Phone Number	Protected. Vendor MFMP registration or agency input. (10A/N)
<b>REQ OLO</b>	Requesting Operating Level Organization	Protected. Requesting agency OLO or MFMP registration. (6N)
<b>VEI</b>	Vendor Enter Indicator	Protected. Displays <b>F</b> for FLAIR input and <b>M</b> for MFMP input. (1A)
<b>FOREIGN</b>	Foreign Indicator	Protected. Displays <b>Y</b> or <b>N</b> . Identifies a vendor as a foreign entity or corporation. Foreign vendors or payees (marked with <b>Y</b> ) must be added by DFS Bureau of Accounting Staff. (1A)
<b>LEVY</b>	Levy Indicator	Protected. FLAIR will display one of the following indicators: <b>R</b> – First line of vendor ID will display “ <i>Florida Department of Revenue</i> ” for a DOR tax levy; <b>I</b> – First line of vendor name will display “ <i>U.S. Treasury</i> ” for an IRS tax levy; or <b>Y</b> – Other levy type. (1A)
<b>MC</b>	Minority Business Code	Protected. Agencies may add non-certified codes only; certified codes are added to FLAIR by MFMP. This field is required when adding vendor records to FLAIR. If it is a new sequence to an existing MFMP vendor, FLAIR retrieves the minority code and this field will be protected from user input. (1A) <b>**See minority code listing at <a href="http://www.dms.myflorida.com/agency_administration/office_of_supplier_diversity_osd/agency_resources/documents_and_templates">http://www.dms.myflorida.com/agency_administration/office_of_supplier_diversity_osd/agency_resources/documents_and_templates</a></b>
<b>EFT</b>	Electronic Funds Transfer Indicator	Protected. Displays <b>Y</b> or <b>N</b> . If marked with <b>Y</b> , the vendor receives EFT. If marked with an <b>N</b> , vendor receives a warrant. (1A)
<b>LST DT UPDATED</b>	Last Date Updated	Protected. Last date the record was updated in FLAIR. (8N)
<b>LST DT USED</b>	Last Date Used	Protected. Last date the record was used in a transaction. Vendor records with a <b>D</b> status code will be purged 18 months from this date. (8N)

Field	Description	Required/Optional/Special Instructions
<b>CI</b>	Confidential Indicator	Protected. Displays <b>Y</b> or <b>N</b> . If marked with <b>Y</b> , can only be viewed by the requesting OLO/agency and will not display on any DFS reports available to the public. Pursuant to any state or federal laws. (1A)
<b>PAYEE</b>	Payee Indicator	Retrieved. Displays <b>Y</b> or <b>N</b> . A new sequence to an existing vendor record cannot be marked as a payee. (1A)
<b>SC</b>	Status Code	Protected. FLAIR will display one of the following indicators: (1A) <b>A</b> (Active) – Vendor records must be marked with this code if used in FLAIR transactions. <b>I</b> (Inactive) – Will be marked inactive by DFS per agency or MFMP request. <b>D</b> (Deleted) – Marked for deletion.
<b>INACT CODE</b>	Inactivation Reason Code	Protected. If status code is marked with an <b>I</b> users can inquire codes using record type <b>AK</b> (Inactivation Reason) in Title Files. (1A)
<b>REVENUE TYPE</b>	Revenue Type	Protected. The classification of the entity that is providing funds and will display the following indicators: <b>A</b> - Nonprofit Organization <b>B</b> - For Profit Organization, includes Sole Proprietor <b>C</b> - Local Government <b>D</b> - State Community Colleges <b>E</b> - District School Boards <b>F</b> - State Agency*, excluding State Universities <b>G</b> - State Universities <b>J</b> - Federal Agency <b>K</b> - Private Universities <b>L</b> - Legislature (1A)

**Statewide Vendor Inquiry By Number Screen** (with example data retrieved)

```

VSII                STATEWIDE VENDOR INQUIRY BY NUMBER    06/16/2014  08:48:15
VENDOR ID: F 666666666 W9 NAME: FLORIDA AIR CORPORATION          W9: Y
                                                                W9 UPDATE: 06/13/2014
SEQ VENDOR NAME                SHORT NAME                PIN
PURCHASING ADDRESS            REMITTANCE ADDRESS
-----
999 FLAIR CORPORATION          FLAIR CORPORATION          9876
   456 ANGEL STREET            456 ANGEL STREET
   SOUTH BEND                   SOUTH BEND                 IN 22222-0000
                                   IN 22222-0000

PHONE: (850) 413-3566      LAST UPDATED: 06/13/2014
REQ OLO: 850000           LAST USED: 00/00/0000
VEI: F                   CONFIDENTIAL: N
FOREIGN: N               PAYEE: N
LEVY:                    STATUS: A
MC: A                   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          MINI  MAIN  RFRSH TOP          FWD
    
```

NEXT Line

The NEXT line is available to request a new screen or record. *See section 105.6.5 NEXT Line for details.* The TYPE and SEL fields are available to request a different function. *See section 105.6.4 TYPE and SEL Fields for details.* The PF keys on the bottom of screen may also be pressed to access the FLAIR main menu or other functions noted on the line. *See section 105.6.1 FLAIR Program Function Keys for details.*

**111.1.3 Vendor Name Inquiry**

From the Statewide Vendor Mini Menu (**note:** users must inquire by name or number, but not both):

1. In the SELECT field, input I.
2. In the VENDOR NAME field, input the vendor’s name (up to 60A/N characters).
3. In the PAYEES ONLY or the VENDORS ONLY field, input X or leave blank (both fields are optional).

**Statewide Vendor Mini Menu** (with example data input)

```

VSMU                STATEWIDE VENDOR MINI MENU            03/25/2013  14:25:36

SELECT              IND  NUMBER  SEQ  ZIP  PAYEE  LEVY
 I                 -
VENDOR ID:
VENDOR NAME: FLAIR CORPORATION
PAYEES ONLY:
VENDORS ONLY:
W9 NAME:

SELECT
 I:  INQUIRY (BY NUMBER, VENDOR NAME OR W9 NAME)
 A:  ADD NEW VENDOR (BY NUMBER ONLY)
 U:  UPDATE (BY NUMBER ONLY)
                                     TYPE  SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT          MAIN  RFRSH
    
```

4. Press **Enter**. FLAIR will retrieve records based on the user's search criteria. Two records are displayed per page.

**Note:** Displays purchasing address only.

**Statewide Vendor File Inquiry By Vendor Name Screen** (with example data retrieved)

```

VSI2                                06/16/2014  09:14:09
                STATEWIDE VENDOR INQUIRY BY VENDOR NAME

VENDOR NAME: FLAIR CORPORATION          PURCHASING ADDRESS:
VENDOR ID: F 666666666 999      PIN: 9876      456 ANGEL STREET
PHONE: (850) 413-3566      REQ OLO: 850000      SOUTH BEND          IN 22222-0000
LAST USED: 00/00/0000      UPDATED: 06/13/2014
CI: N FOREIGN: N      LEVY:      PAYEE: N
SC: A INACT CODE:      MC: A      EFT: N      VEI: F      REVENUE TYPE:
W9: Y W9 UPDATE: 06/13/2014 W9 NAME: FLORIDA AIR CORPORATION

VENDOR NAME: FLAIR CORPORATION          PURCHASING ADDRESS:
VENDOR ID: F 666666661 001      PIN: 0001      1234 DFS BLVD
PHONE: (850) 413-0000      REQ OLO: 850000      TALLAHASSEE        FL 32399-0000
LAST USED: 00/00/0000      UPDATED: 06/16/2014
CI: Y FOREIGN: N      LEVY:      PAYEE: N
SC: A INACT CODE:      MC: A      EFT: N      VEI: F      REVENUE TYPE: F
W9: N W9 UPDATE: 06/16/2014 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---
CONT          MINI  MAIN  RFRSH TOP          FWD
    
```

**111.1.4 W-9 Name Inquiry**

From the Statewide Vendor Mini Menu (**note:** users must inquire by either name or number, but not both):

1. In the **SEL** field, input **I**.
2. In the **W9 NAME** field, input the vendor's W-9 name.

**Statewide Vendor Mini Menu** (with example data input)

```

VSMU                                03/25/2013  14:28:03
                STATEWIDE VENDOR MINI MENU

SELECT      IND  NUMBER  SEQ  ZIP  -  PAYEE  LEVY
  I          VENDOR ID:

          VENDOR NAME:
          PAYEES ONLY:        VENDORS ONLY:

          W9 NAME: FLORIDA AIR CORPORATION_

SELECT
  I:  INQUIRY (BY NUMBER, VENDOR NAME OR W9 NAME)
  A:  ADD NEW VENDOR (BY NUMBER ONLY)
  U:  UPDATE (BY NUMBER ONLY)

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT          MAIN  RFRSH
    
```

3. Press **Enter**. FLAIR will retrieve records based on user's search criteria and two records will be displayed per page. W-9 information displayed on first line of each record.

**Statewide Vendor File Inquiry By W-9 Name Screen** (with example data retrieved)

```

VS13                                     06/16/2014  09:23:08
                STATEWIDE VENDOR INQUIRY BY W9 NAME

W9 NAME: FLORIDA AIR CORPORATION                W9: Y W9 UPDATE: 06/13/2014
VENDOR NAME: FLAIR CORPORATION                PURCHASING ADDRESS:
VENDOR ID: F 666666666 999          PIN: 9876    456 ANGEL STREET
PHONE: (850) 413-3566          REQ OLO: 850000    SOUTH BEND          IN 22222-0000
LAST USED: 00/00/0000          UPDATED: 06/13/2014
CI: N FOREIGN: N          LEVY:          PAYEE: N
SC: A INACT CODE:          MC: A          EFT: N          VEI: F          REVENUE TYPE:

W9 NAME: FLORIDA AIR CORPORATION                W9: Y W9 UPDATE: 06/13/2014
VENDOR ID: F 666666666 001          PIN: 0001    1234 DFS BLVD
PHONE: (850) 413-0000          REQ OLO: 850000    TALLAHASSEE        FL 32399-0000
LAST USED: 00/00/0000          UPDATED: 06/16/2014
CI: Y FOREIGN: N          LEVY:          PAYEE: N
SC: A INACT CODE:          MC: A          EFT: N          VEI: F          REVENUE TYPE: F

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
    
```

### 111.1.5 Adding Statewide Vendor File Record

To add vendor records to the VS file, agencies must follow policies and guidelines stated in AA Memo [No. 26, 2012-2013](#), FLAIR Statewide Vendor File Policy Changes and [No. 09, 2012-2013](#), Statewide Vendor File Updates that provides information for:

- Security access to add records
- Training
- Additional search options

For added instruction and training, visit:

<http://www.myfloridacfo.com/Division/AA/Training/default.htm>

### 111.1.6 On-line Vendor File Inquiry

Agency users have the ability to search for vendor records within the Information Warehouse webpage. To use this function, agencies users must have a valid RACF ID and password to view the entire nine-digit vendor ID. Agency users without a valid RACF ID and password will be able to view the first four digits of the vendor ID.

This site enables users to perform vendor searches using limited data to retrieve records listed in the VS file.

Visit the FLAIR Information Warehouse at: <https://flair.dbf.state.fl.us/iwpapps/iwhome.shtml>.

## 111.2 Employee Vendor File

The **Employee Vendor File (VE)** was developed to provide each agency with a unique online file of employee vendors. Employee vendors are employees of the agency who are owed money outside of their regular salary for agency-approved expenditures, primarily travel expenses or reimbursements other than travel.

The Employee Vendor Number consists of two subelements:

- Vendor Type - Employee vendors have a vendor type of **E**.
- Vendor Number - The employee's social security number (SSN).

This file is not to be used to record payments to vendors who provide services or commodities or accounts receivable transactions that are not employee related. Each agency establishes this file at its operating level by adding employees that are also vendors to the file.

An employee vendor number may not be used in a transaction unless that employee's name and number have first been added to the Employee Vendor File.

### 111.2.1 Employee Vendor File Field Descriptions

Below is a listing of fields available in the Employee Vendor File, as well as a description of each function and any additional instructions.

Employee Vendor File fields:

Field	Description	Required/Optional/Special Instructions
<b>SEL/SELECT</b>	Selection	Required. For inquiry, add, and update. Valid input: <b>I</b> (Inquiry) – Users can input using the vendor ID or last name. <b>A</b> (Add) – Vendor ID required. <b>U</b> (Update) – Vendor ID required. (1A)
<b>VENDOR NUMBER</b>	Vendor Number	Required. Consists of two elements: <b>E</b> – (System protected). <b>Vendor Number</b> – Employee's SSN. (10A/N)
<b>LAST NAME</b>	Employee Last Name	Required. The employee's last name and any suffix. (16A/N)
<b>FIRST NAME</b>	Employee First Name	Required. (16A/N)
<b>MI</b>	Employee Middle Initial	Optional. (1A/N)
<b>SHORT NAME</b>	Employee Short Name	Required. Abbreviated version of the employee's name. (16A/N)
<b>ADDRESS</b>	Employee Physical or Business Address	Required. Lines 1 through 3: Agency unique. (31A/N) Line 4A: <b>CITY</b> (16A) <b>STATE</b> (2A)

Field	Description	Required/Optional/Special Instructions
		ZIP CODE (5N or 5N + 2N) Line 4B: COUNTRY (31A)
ORGANIZATION	Organization Code	Optional. Agency's organization code. Edited against Agency's Title File. (11N)
OTHER IDENTIFICATION NUMBER	Other Identification Number	Optional. Agency unique. The user may input any identifying code other than the employee's SSN (i.e., employee number, badge number, vehicle number, etc.). (9N)
DESCRIPTION	Description	Optional. Other information relating to the employee. (16A/N)
PURGE CODE	Purge Code	Protected. Indicates the last digit of the fiscal year in which the vendor record was last used. (1N)
STATUS	Status Code	Retrieved. Status of vendor record. Valid input: A (Added) – System generated; record has not been used in a FLAIR transaction. D (Deleted) – Manually marked for deletion. I (Inactive) – Manually marked inactive. U (Used) – System generated; record has been used in a FLAIR transaction. (1A/N)

### 111.2.2 Accessing the Employee Vendor File

To access the Employee Vendor File from any FLAIR screen:

1. In the **TYPE** field, input **VE**.
2. Press **Enter**. FLAIR will display the Employee Vendor File Mini Menu.

#### Employee Vendor File Mini Menu

```

VEMU                                03/22/12 14:09:09
      EMPLOYEE VENDOR FILE:  MINI MENU

SELECT      VENDOR NUMBER      LAST NAME
  _          E

SELECTIONS
  I:  INQUIRY ONLY (BY NUMBER OR NAME)
  A:  ADD NEW VENDOR (BY NUMBER ONLY)
  U:  UPDATE (BY NUMBER ONLY)

      * * *  ENTER : SELECTION AND (NUMBER OR NAME)  * * *

                                     TYPE  SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                                MAIN  RFRSH
    
```

On the Employee Vendor File Mini Menu, the user can inquire into (I) or update (U) an employee’s information as well as add (A) a new employee vendor record using the employee’s SSN and/or last name.

Employee Vendor File fields:

Field	Description	Required/Optional/Special Instructions
SELECT	Selection	Required. Valid input: I (inquiry only by employee number or name) A (add new by employee number only) U (update by employee number only) (1A)
VENDOR NUMBER	Employee Vendor Number	Required. If SELECT = A or U or if SELECT = I and if LAST NAME is blank. (10A/N)
LAST NAME	Employee Last Name	Required. If SELECT = I and VENDOR NUMBER is blank. (16A/N)

### 111.2.3 Vendor Employee File Add

Information required to process payments to an employee outside the payroll system is input on the Employee Vendor Add Screen by the employee’s agency.

From Employee Vendor File Mini Menu or any Employee Vendor File Screen:

1. In the **SELECT** field (on the Mini Menu) or the **SEL** field (from any screen), input **A**.
2. In the **VENDOR NUMBER** field, input the employee’s vendor number. The employee's SSN and the **LAST NAME** field must be left blank.

*Employee Vendor File Mini Menu* (with example data input)

```

VEMU                                03/22/13  09:52:01
      EMPLOYEE VENDOR FILE:  MINI MENU

SELECT      VENDOR NUMBER      LAST NAME
  A          E 111111112

SELECTIONS
  I:  INQUIRY ONLY (BY NUMBER OR NAME)
  A:  ADD NEW VENDOR (BY NUMBER ONLY)
  U:  UPDATE (BY NUMBER ONLY)

      * * *  ENTER : SELECTION AND (NUMBER OR NAME)  * * *

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT                                MAIN  RFRSH                                TYPE  SEL
    
```

3. Press **Enter**. FLAIR will display the Employee Vendor File Add Screen.

**Employee Vendor File Add Screen**

```

VEAL                                03/22/2012 14:30:55
                                EMPLOYEE VENDOR FILE: ADD

VENDOR NUMBER   LAST NAME       FIRST NAME       M I       SHORT NAME
E 111111112    -

ADDRESS: 1
          2
          3
          4A      CITY:
          4B      OR   COUNTRY:          STATE:      ZIP CODE:      -

ORGANIZATION: 00 00 00 00 000

OTHER IDENTIFICATION NUMBER:          DESCRIPTION:

STATUS:

SEL:      VENDOR NUMBER: E          NAME:          TYPE:      SEL:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT      MINI  MAIN  RFRSH          CAN
    
```

Employee Vendor File Add Screen fields:

Field	Description	Required/Optional/Special Instructions
<b>SEL</b> (NEXT Line only)	Selection	Required. Valid input: I - Inquiry only by employee number or name A - Add new by employee number only U - Update by employee number only (1A)
<b>VENDOR NUMBER</b>	Vendor Number	Protected. (10A/N)
<b>LAST NAME</b>	Employee Last Name	Required. (16A/N)
<b>FIRST NAME</b>	Employee First Name	Required. (16A/N)
<b>MI</b>	Employee Middle Initial	Optional. (1A/N)
<b>SHORT NAME</b>	Employee Short Name	Required. Abbreviated version of the employee's name. (16A/N)
<b>ADDRESS</b>	Employee Physical or Business Address	Optional. Lines 1 through 3: Agency unique. (31A/N each line) Line 4A: <b>CITY</b> (16A) <b>STATE</b> (2A) <b>ZIP CODE</b> (5N or 5N + 2N) Line 4B: <b>COUNTRY</b> (31A)
<b>ORGANIZATION</b>	Organization Code	Optional. Agency's organization code. Edited against Agency's Title File. (11N)
<b>OTHER IDENTIFICATION NUMBER</b>	Other Identification Number	Optional. Agency unique. The user may input any identifying code other than the employee's SSN (i.e., employee number, badge number, vehicle number, etc.). (6A/N)
<b>DESCRIPTION</b>	Description	Optional. (16A/N)

Field	Description	Required/Optional/Special Instructions
STATUS	Status Code	Optional. System will generate A regardless of input if <b>SELECT = A</b> from Vendor Mini Menu. (1A/N)

4. Input the required information.
5. Press **Enter**. FLAIR will add the employee to the agency’s Employee Vendor File.

### 111.2.4 Employee Name Inquiry

From Employee Vendor File Mini Menu or any Employee Vendor File Screen:

1. In the **SELECT** field (from the Mini Menu) or the **SEL** field (from any Employee Vendor File screen), input **I**.
2. In **LAST NAME** field, input the employee’s last name (must be at least one character). The **VENDOR NUMBER** field must be left blank.

*Employee Vendor File Mini Menu* (with example data input)

```

VEMU                                03/25/13  14:32:28
                EMPLOYEE VENDOR FILE:  MINI MENU

SELECT          VENDOR NUMBER      LAST NAME
  I              E                  BYRD_

SELECTIONS
I:  INQUIRY ONLY (BY NUMBER OR NAME)
A:  ADD NEW VENDOR (BY NUMBER ONLY)
U:  UPDATE (BY NUMBER ONLY)

      * * *  ENTER : SELECTION AND (NUMBER OR NAME)  * * *

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                MAIN  RFRSH                                TYPE  SEL
    
```

3. Press **Enter**. The system will search the Employee Vendor File for an exact match of the name input. FLAIR will display records on the Employee Vendor File Inquiry by Name Screen One in alphabetical order, beginning with the first letter of the name inquired upon.

**Employee Vendor File Inquiry By Name Screen One** (with example data retrieved)

VEI1		EMPLOYEE VENDOR FILE: INQUIRY BY NAME				03/25/13	14:34:44
VENDOR NUMBER	LAST NAME	FIRST NAME	M I	ORGANIZATION	S	C	
E555555555	BYRD	EARL	E			U	
E656565656	KLEIN	IDA		85 00 00 00 000		U	
E444444444	MELLOW	MARCIA				U	
E111111111	PAYROLL	VENDOR				U	
E987654321	RECONWITH	AMANDA				U	
E888888999	YOUZERS	BILL	D			U	

SEL:	VENDOR NUMBER: E	NAME:	TYPE	SEL
Enter-PF1---	PF2---	PF3---	PF4---	PF5---
PF6---	PF7---	PF8---	PF9---	PF10---
PF11---	PF12---			
CONT	MINI	MAIN	RFRSH	TOP
			FWD	

Employee Vendor File Inquiry by Name Screen One fields:

Field	Description	Required/Optional/Special Instructions
VENDOR NUMBER	Vendor Number	Protected. (10A/N)
LAST NAME	Employee Last Name	Protected. (16A/N)
FIRST NAME	Employee First Name	Protected. (16A/N)
MI	Employee Middle Initial	Protected. (1A/N)
SHORT NAME	Employee Short Name	Protected. (16A/N)
ORGANIZATION	Organization Code	Protected. (11A/N)
SC	Status Code	Protected. (1A/N)

**111.2.5 Employee Vendor Number Inquiry**

From Employee Vendor File Mini Menu or any Employee Vendor File screen:

1. In the **SELECT** (from the Mini Menu) or the **SEL** (from any Employee Vendor File screen), input **I**.
2. In the **VENDOR NUMBER** field, input the employee’s vendor number. The **LAST NAME** field must be left blank.

**Employee Vendor File Mini Menu** (with example data input)

```

VEMU                                03/25/13  14:42:52
      EMPLOYEE VENDOR FILE:  MINI MENU

SELECT      VENDOR NUMBER      LAST NAME
 I          E 656565656         -

SELECTIONS
 I:  INQUIRY ONLY (BY NUMBER OR NAME)
 A:  ADD NEW VENDOR (BY NUMBER ONLY)
 U:  UPDATE (BY NUMBER ONLY)

      * * *  ENTER : SELECTION AND (NUMBER OR NAME)  * * *

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                                MAIN  RFRSH                                TYPE  SEL
    
```

3. Press the **Enter**. FLAIR will display the Employee Vendor File by Number Inquiry Screen Two.

**Employee Vendor File Inquiry By Number Screen Two** (with example results retrieved)

```

VEI2                                03/25/13  14:43:25
      EMPLOYEE VENDOR FILE:  INQUIRY BY NUMBER

VENDOR NUMBER  LAST NAME      FIRST NAME      M I      SHORT NAME
E 656565656    KLEIN              IDA              M I      KLEIN

ADDRESS: 101 E. GAINES
          ROOM 250
          TALLAHASSEE      FL 32399-0000

ORGANIZATION: 85 00 00 00 000

OTHER IDENTIFICATION NUMBER:      DESCRIPTION:

PURGE CODE: 8      STATUS: U

SEL: _ VENDOR NUMBER: E      NAME:      TYPE  SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                                MINI  MAIN  RFRSH  TOP      FWD
    
```

Employee Vendor File Inquiry by Number Screen Two fields:

Field	Description	Required/Optional/Special Instructions
VENDOR NUMBER	Vendor Number	Protected. (10A/N)
LAST NAME	Employee Last Name	Protected. (16A/N)
FIRST NAME	Employee First Name	Protected. (16A/N)
MI	Employee Middle Initial	Protected. (1A/N)
ADDRESS	Physical or Business Address	Protected. (31A/N each line) CITY (16A)

Field	Description	Required/Optional/Special Instructions
		STATE (2A) ZIP CODE (5N or 5N + 2N) COUNTRY (31A)
ORGANIZATION	Organization Code	Protected. (11A/N)
OTHER IDENTIFICATION NUMBER	Other Identification Number	Protected. (9N)
DESCRIPTION	Description	Protected. (16A/N)
PURGE CODE	Purge Code	Protected. (1A/N)
STATUS	Status Code	Protected. (1A/N)

### 111.2.6 Employee Vendor File Update

From the Employee Vendor File Mini Menu or any Employee Vendor File screen:

1. In the **SELECT** field (from the Mini Menu) or the **SEL** field (from any Employee Vendor File screen), input **U**.
2. In the **VENDOR NUMBER** field, input the employee's vendor number. The **LAST NAME** field must be left blank.

*Employee Vendor File Mini Menu* (with example data input)

```

VEMU                                03/25/13  14:49:16
      EMPLOYEE VENDOR FILE:  MINI MENU

SELECT      VENDOR NUMBER      LAST NAME
  U          E 656565656        -

SELECTIONS
I:  INQUIRY ONLY (BY NUMBER OR NAME)
A:  ADD NEW VENDOR (BY NUMBER ONLY)
U:  UPDATE (BY NUMBER ONLY)

* * *  ENTER : SELECTION AND (NUMBER OR NAME)  * * *

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT      MAIN  RFRSH                TYPE    SEL
    
```

3. Press **Enter**. FLAIR will display the Employee Vendor File Update Screen One.

**Employee Vendor File Update - Screen One** (with example data input)

```

VEU1                                03/25/2013  14:49:54
                                EMPLOYEE VENDOR FILE:  UPDATE
VENDOR NUMBER  LAST NAME      FIRST NAME      M I      SHORT NAME
E 656565656   KLEIN            IDA             M I      KLEIN

ADDRESS: 1      101 E. GAINES
          2      ROOM 250
          3
          4A     CITY: TALLAHASSEE      STATE: FL  ZIP CODE: 32399 - 0000
          4B     OR      COUNTRY:

ORGANIZATION: 85 00 00 00 000

OTHER IDENTIFICATION NUMBER:      DESCRIPTION:

PURGE CODE: 8      STATUS: U

SEL:  VENDOR NUMBER: E      NAME:      TYPE      SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT      MINI  MAIN  RFRSH      CAN
    
```

All elements, except **VENDOR NUMBER** and **PURGE CODE**, may be changed by tabbing to the appropriate fields, inputting the correct information, and pressing **Enter**. To update **VENDOR NUMBER**, users must mark **STATUS** as **D** (Delete) and add a new vendor record.

The user may make the following status code changes:

Current Status Code	New Status Code	Description of Change
A	U	From added to used.
A	I	From added to inactive.
A	D	From added to marked for deletion.
U	I	From used to inactive.
U	D	From used to marked for deletion.
I	U	From inactive to used.
I	D	From inactive to marked for deletion.
D	I	From marked for deletion to inactive.
D	U	From marked for deletion to used.

### 111.3 Accounts Receivable Customer File

The FLAIR **Accounts Receivable Customer File (RC)** function type is available to all state agencies. The Accounts Receivable Customer File can be used for any FLAIR cash receipt or receivable transaction. Edits within FLAIR prevent an accounts receivable customer number from being used in an encumbrance, payable, or disbursement transaction.

To obtain access to the Accounts Receivable Customer File, Agency Access Custodians must contact the FLAIR Help Desk to get their access control updated for authorization to the Accounts Receivable

Customer File function. Agency Custodians may then give their users appropriate access to this file. An accounts receivable customer number may not be used in a transaction unless that customer name and number have first been added to the Accounts Receivable Customer File.

The **CUSTOMER NUMBER** field consists of two subelements:

- Vendor Type – Customer numbers have a vendor type of C.
- Customer Number - The customer’s SSN, TIN, or non-standard number defined per the user agency.

### 111.3.1 Accounts Receivable Customer File Field Definitions

Below is a listing of fields available in the Accounts Receivable File, as well as a description of each function and any additional instructions.

Accounts Receivable File fields:

Field	Description	Required/Optional/Special Instructions
<b>SEL/SELECT</b>	Selection	Required. Valid input: I (Inquiry) – Users can input using the customer number or customer name A (Add) – Vendor ID required U (Update) – Vendor ID required (1A/N)
<b>CUSTOMER NUMBER</b>	Customer Number	Required. Consists of two elements: prefix of C and a nine-digit number. (9N)
<b>CUSTOMER NAME</b>	Customer Name	Required. Customer’s name. Two lines. (31A/N)
<b>SHORT NAME</b>	Short Name	Required. Abbreviated version of the customer’s name to be printed on reports when space precludes printing of the customer’s full name. (16A/N)
<b>ADDRESS</b>	Customer Address	Required. (31A/N each line) <b>CITY</b> (16A/N) <b>STATE</b> (edited against Title File) (2A) <b>ZIP CODE</b> (5N OR 5N+4N) <b>COUNTRY</b> (31A/N)
<b>ORGANIZATION</b>	Organization Code	Optional. Agency’s organization code edited against agency’s Title File. (11A/N)
<b>OTHER IDENTIFICATION NUMBER</b>	Other Identification Number	Optional. Agency unique code used to identify a code other than the customer number (i.e., receipt number). (9A/N)
<b>DESCRIPTION</b>	Description	Optional. Other information relating to the customer (i.e., refund request). (16A/N)
<b>STATUS</b>	Status Code	Retrieved. Status of vendor record. Valid input:

Field	Description	Required/Optional/Special Instructions
		A (Added) – System generated; record has not been used in a FLAIR transaction D (Deleted) – Marked for deletion I (Inactive) – Marked inactive U (Used) – Record used in a FLAIR transaction (1A/N)
LAST USED DT	Last Used Date	Retrieved. Last date the customer number was used in a FLAIR transaction. (8N)

### 111.3.2 Accessing Accounts Receivable Customer File

To access the AR Customer File:

1. In the **TYPE** field (at the bottom of any screen), input **RC**.
2. Press **Enter**. FLAIR will display the AR Customer Mini Menu.

#### AR Customer File Mini Menu

```

VCMU                                03/25/2013  14:56:20
                                AR CUSTOMER MINI MENU

SELECT      CUSTOMER NUMBER      CUSTOMER NAME
C

SELECTIONS
I:  INQUIRY ONLY (BY NUMBER OR NAME)
A:  ADD NEW CUSTOMER (BY NUMBER ONLY)
U:  UPDATE (BY NUMBER ONLY)

* * *  ENTER : SELECTION AND (NUMBER OR NAME)  * * *

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT                                TYPE      SEL
                                MAIN  RFRSH
    
```

AR Customer File Mini Menu fields:

Field	Description	Required/Optional/Special Instructions
SELECT	Selection	Required. Valid input: I (Inquiry), A (Add), or U (Update). (1A/N)
CUSTOMER NUMBER	Customer Number	Required. If <b>SELECT</b> = A or U or if <b>SELECT</b> = I and <b>CUSTOMER NAME</b> field is blank. (10N)
CUSTOMER NAME	Customer Name	Required. If <b>SELECT</b> = I and <b>CUSTOMER NUMBER</b> field is blank. (31A/N)

### 111.3.3 Accounts Receivable Customer File Add

To add a customer number to the Accounts Receivable Customer File from the AR Customer Mini Menu or one of the Accounts Receivable Customer File screens:

1. In the **SELECT** field (from the Mini Menu) or the **SEL** field (from any Accounts Receivable Customer File screen), input **A**.
2. In the **CUSTOMER NUMBER** field (from the Mini Menu) or the **CUSTOMER** field (on the **NEXT** line of any Accounts Receivable Customer File screen), input the Customer Number.

**Note:** The **CUSTOMER NAME** field (from the Mini Menu) or the **CUSTOMER** field (from the **NEXT** line of any Accounts Receivable Customer File screen), must be left blank.

*AR Customer Mini Menu* (with example data input)

```

VCMU                                06/05/2014  11:35:13
                                AR CUSTOMER MINI MENU

SELECT          CUSTOMER NUMBER    CUSTOMER NAME
  A              C 111111112         -

SELECTIONS
I:  INQUIRY ONLY (BY NUMBER OR NAME)
A:  ADD NEW CUSTOMER (BY NUMBER ONLY)
U:  UPDATE (BY NUMBER ONLY)

      * * * ENTER : SELECTION AND (NUMBER OR NAME) * * *

                                TYPE      SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                                MAIN  RFRSH
    
```

3. Press **Enter**. FLAIR will display the AR Customer File Add Screen One.

*AR Customer File Add Screen One*

```

VCA1                                03/25/2013  14:53:49
                                AR CUSTOMER FILE ADD

CUSTOMER NUMBER  CUSTOMER NAME      SHORT NAME
C 111111112

ADDRESS: 1
          2
          3
          4A   OR   CITY:             STATE:   ZIP CODE:   -
          4B   OR   COUNTRY:

ORGANIZATION: 00 00 00 00 000

OTHER IDENTIFICATION NUMBER:        DESCRIPTION:

STATUS: A

                                TYPE      SEL
SEL:  CUSTOMER NUMBER: C           NAME:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                                MINI  MAIN  RFRSH                                CAN
    
```

AR Customer File Add Screen One fields:

Field	Description	Required/Optional/Special Instructions
<b>CUSTOMER NUMBER</b>	Customer Number	Protected. The customer's number will display as input from the Mini Menu. (10A/N)
<b>CUSTOMER NAME</b>	Customer Name	Required. (31A/N – 2 lines)
<b>SHORT NAME</b>	Customer Short Name	Required. (16A/N)
<b>ADDRESS (Lines 1–4B)</b>	Customer Address	Required. Line 1 and 4A or 4B. Optional. Lines 2 and 3. (31A/N)
<b>ORGANIZATION</b>	Organization Code	Optional. (11N)
<b>OTHER IDENTIFICATION NUMBER</b>	Other Identification Number	Optional. (9A/N)
<b>DESCRIPTION</b>	Description	Optional. (16A/N)
<b>STATUS</b>	Status Code	Protected. (1A/N)

4. Input the required and optional data as necessary.

*AR Customer File Add Screen One* (with example data input)

```

VCA1                                     03/27/2013  10:08:37
                                AR CUSTOMER FILE ADD

CUSTOMER NUMBER  CUSTOMER NAME          SHORT NAME
C 111111112     MYRA GRETZ                GRETZ_

ADDRESS: 1      123 MAIN STREET
          2
          3
          4A     CITY: TALLAHASSEE      STATE: FL  ZIP CODE: 32309 -
          4B    OR  COUNTRY:

ORGANIZATION: 00 00 00 00 000

OTHER IDENTIFICATION NUMBER:          DESCRIPTION:

STATUS: A

SEL:  CUSTOMER NUMBER: C          NAME:          TYPE    SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT          MINI  MAIN  RFRSH          CAN
    
```

5. Press **Enter**. FLAIR will add the new Customer Number to the file and return to the user to the AR Customer Mini Menu.

### 111.3.4 Accounts Receivable Name Inquiry

From AR Customer File Mini Menu or any Accounts Receivable Customer File screen:

1. In the **SELECT** field (from the Mini Menu) or the **SEL** field (from of any Accounts Receivable Customer File screen), input **I**.
2. In the **CUSTOMER NAME** field (from the Mini Menu) or **NAME** field (from **NEXT** line of any Accounts Receivable Customer File screen), enter the customer name (must be at least one character).

**Note:** The **CUSTOMER NUMBER** field (from the Mini Menu) or the **CUSTOMER** field (from the **NEXT** line of any Accounts Receivable Customer File screen) must be left blank.

*AR Customer Mini Menu* (with example data input)

```

VCMU                                03/25/2013  14:59:24
                                AR CUSTOMER MINI MENU
SELECT                             CUSTOMER NUMBER  CUSTOMER NAME
 I                                 C                 GRETZ_
SELECTIONS
 I:  INQUIRY ONLY (BY NUMBER OR NAME)
 A:  ADD NEW CUSTOMER (BY NUMBER ONLY)
 U:  UPDATE (BY NUMBER ONLY)
* * *  ENTER : SELECTION AND (NUMBER OR NAME)  * * *
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                                MAIN  RFRSH                                TYPE  SEL

```

3. Press **Enter**. FLAIR will display the AR Customer File Inquiry by Name Screen One. FLAIR will search the AR Customer File for an exact match of the name input. An alphabetical listing, beginning with the name inquired upon, will be displayed. If no exact match is found, the system will display results beginning with the next valid name in alphabetical order.

**AR Customer File Inquiry By Name - Screen One** (with example data retrieved)

VCI1	AR CUSTOMER FILE INQUIRY BY NAME			03/25/2013	14:59:58
CUST NUMBER	CUSTOMER NAME	ORGANIZATION	SC	LAST USED	DT
C555555555	GRETZ, MYRA		U		
C444444444	KLEIN, IDA		U		
C987654321	MONEY, XAVIER		A		
SEL: CUSTOMER: C NAME:			TYPE _ SEL		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---					
CONT			MINI MAIN RFRSH TOP FWD		

AR Customer File Inquiry by Name Screen One fields:

Field	Description	Required/Optional/Special Instructions
CUST NUMBER	Customer Number	Retrieved. (10A/N)
CUSTOMER NAME	Customer Name	Retrieved. (31A/N)
ORGANIZATION	Organization Code	Retrieved. (11N)
SC	Status Code	Retrieved. (1A/N)
LAST USED DT	Last Used Date	Retrieved. (8A/N)

**111.3.5 Accounts Receivable Number Inquiry**

From the AR Customer File Mini Menu or any AR Customer File screen:

1. In the **SELECT** field (from the Mini Menu) or the **SEL** field (from any Accounts Receivable Customer File screen), input **I**.
2. In the **CUSTOMER NUMBER** field, input the Customer Number. The **LAST NAME** field (from the Mini Menu) or **NAME** field (from the **NEXT** line of any Accounts Receivable Customer File screen), must be left blank.

**AR Customer Mini Menu** (with example data input)

```

VCMU                                03/25/2013  15:05:46
                                AR CUSTOMER MINI MENU

SELECT      CUSTOMER NUMBER      CUSTOMER NAME
 I          C 111111111          -

SELECTIONS
 I:  INQUIRY ONLY (BY NUMBER OR NAME)
 A:  ADD NEW CUSTOMER (BY NUMBER ONLY)
 U:  UPDATE (BY NUMBER ONLY)

      * * *  ENTER : SELECTION AND (NUMBER OR NAME)  * * *

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT                                MAIN  RFRSH                                TYPE  SEL
    
```

3. Press **Enter**. FLAIR will display the AR Customer File Inquiry by Number Screen Two with the requested record.

**AR Customer File Inquiry By Number Screen Two** (with example data retrieved)

```

VCI2                                03/23/2012  13:49:40
                                AR CUSTOMER FILE INQUIRY BY NUMBER

CUSTOMER NUMBER  CUSTOMER NAME      SHORT NAME
C 111111111     FLAIR CUSTOMER      CUSTOMER, FLAIR
                DBA FLAIR

ADDRESS: 200 GAINES STREET
         SUITE 5
         TALLAHASSEE      FL 32399-0000

ORGANIZATION: 85 10 01 01 211

OTHER IDENTIFICATION NUMBER: 123456789  DESCRIPTION: CASH RECEIPTS

STATUS: A      LAST USED DATE:

SEL:  CUSTOMER: C      NAME:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT                                MINI  MAIN  RFRSH  TOP      FWD                                TYPE  SEL
    
```

AR Customer File Inquiry by Number Screen Two fields:

Field	Description	Required/Optional/Special Instructions
CUSTOMER NUMBER	Customer Number	Protected. (9A/N)
CUSTOMER NAME	Customer Name	Protected. (31A/N)
SHORT NAME	Customer Short Name	Protected. (16A/N)
ADDRESS	Customer Address	Protected. Lines 1-4B. (31A/N)

Field	Description	Required/Optional/Special Instructions
<b>ORGANIZATION</b>	Organization Code	Protected. (11N)
<b>OTHER IDENTIFICATION NUMBER</b>	Other Identification Number	Protected. (9A/N)
<b>DESCRIPTION</b>	Description	Protected. (16A/N)
<b>STATUS</b>	Status Code	Protected. (1A/N)
<b>LAST USED DATE</b>	Last Used Date	Protected. (8A/N)

### 111.3.6 Accounts Receivable Customer File Update

From the AR Customer File Mini Menu or any AR Customer File screen:

1. In the **SELECT** field (from the Mini Menu) or the **SEL** field (from any AR Customer File screen), input **U**.
2. In the **CUSTOMER NUMBER** field (from the Mini Menu) or the **CUSTOMER** field (from the **NEXT** line of any Accounts Receivable Customer File screen), input the Customer Number. The **CUSTOMER NAME** field (from the Mini Menu) or the **NAME** field (from the **NEXT** line of any Accounts Receivable Customer File screen), must be left blank.

*AR Customer Mini Menu* (with example data input)

```

VCMU                                03/25/2013  15:08:40
                                AR CUSTOMER MINI MENU
SELECT      CUSTOMER NUMBER      CUSTOMER NAME
  U          C 111111111          -

SELECTIONS
  I:  INQUIRY ONLY (BY NUMBER OR NAME)
  A:  ADD NEW CUSTOMER (BY NUMBER ONLY)
  U:  UPDATE (BY NUMBER ONLY)

      * * *  ENTER : SELECTION AND (NUMBER OR NAME)  * * *

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                                MAIN  RFRSH                                TYPE  SEL
    
```

3. Press **Enter**. FLAIR will display the AR Customer File Update Screen One.

**AR Customer File Update Screen One** (with example data retrieved)

```

VCUI                                03/23/2012 13:57:11
                                AR CUSTOMER FILE UPDATE
CUSTOMER NUMBER      CUSTOMER NAME      SHORT NAME
C 111111111         FLAIR CUSTOMER      CUSTOMER, FLAIR
                   DBA FLAIR
ADDRESS: 1          200 GAINES STREET
           2          SUITE 5
           3
           4A        CITY: TALLAHASSEE      STATE: FL  ZIP CODE: 32399 - 0000
           4B OR    COUNTRY:
ORGANIZATION: 85 10 01 01 211
OTHER IDENTIFICATION NUMBER: 123456789  DESCRIPTION: CASH RECEIPTS
LAST USED DATE:                                STATUS: A
SEL:  CUSTOMER NUMBER: C      NAME:                                TYPE      SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT          MINI MAIN RFRSH                                CAN
    
```

All elements, except **CUSTOMER NUMBER**, may be changed by tabbing to the appropriate fields, inputting the correct information, and pressing **Enter**. To update **CUSTOMER NUMBER**, users must mark **STATUS** to **D** (Delete) and add a new vendor record (*see valid status changes in the following table*).

The user may make the following status code changes:

Current Status Code	New Status Code	Description of Change
A	U	From added to used.
A	I	From added to inactive.
A	D	From active to marked for deletion.
U	I	From used to inactive.
U	D	From used to marked for deletion.
I	U	From inactive to used.
I	D	From inactive to marked for deletion.
D	I	From marked for deletion to inactive.
D	U	From marked for deletion to used.

## 111.4 Account Description Files

The **Account Description File (AD)** is a centralized file of all valid FLAIR account codes (29-digit) and their titles. An account code must be titled and in active status in the AD File to be used in FLAIR transactions. Each individual component of the FLAIR account code must be titled in the Title File before it can be used to title the account code in the AD File. *See section 109 for additional details.* Typically, new accounts are needed due to legislation, and are added prior to the start of a new fiscal year.

FLAIR account codes containing a SF of 8 must be added directly to the AD File by agency staff. *See section 111.4.3 for additional details.* The SF (8) and FID must be titled in the Title File using the CC record type before the FLAIR account code can be added to the AD File. *See section 109.4.3 for additional details.*

FLAIR account codes containing a SF of 9 are not titled on the AD File. Agency staff should ensure the SF and FID are titled in the Title File using the CC record type. The resulting account group may be used in unexpanded general accounting transactions only.

For all FLAIR account codes containing a SF of 1, 2, 3, 4 or 5, a cash control account (first 11 digits of the FLAIR account code) *must* be titled by the Agency using the New Account (NA) function, or by DFS staff. Once the account is titled, agency staff can use the Account Code (AA) function to add all budget entity and category combinations underneath the cash control account to accomplish their daily business; this includes disbursement accounts, revenue accounts, and non-budgetary accounts. The accounts added by agencies are linked to monetary (budget, expenditure, and revenue) transactions.

Utilizing the AA function is an overnight process. Agency staff enters the data, and then another agency staff approves the data before the account is added during nightly update process to the Account Description File. The AA function and the NA function share FLAIR system resources. When the user's NA function is activated, their AA function is inactivated because only one of the functions can use the resources at that time. The NA function is typically opened in late spring each year for one or two weeks. During that time, the AA function is not available to agency staff. Agencies can also use the AA function to put accounts in an inactive (I) status; they cannot put accounts in a delete (D) status. DFS has the ability to mark account codes for deletion (D).

The FLAIR account code consists of the following eight subelements:

- **LI** – Organization Level 1 (2N)
- **GF** – GAAFR Fund Type (2N)
- **SF** – State Fund Type (1N)
- **FID** – Fund Identifier (6N)
- **BE** – Budget Entity (8N)
- **IBI** – Internal Budget Indicator (2N)
- **CAT** – Category (6N)
- **YR** – Appropriation Year (2N)

Example of a 29-digit FLAIR account code broken down by subelement:

Subelement	1 L1	2 GF	3 SF	4 FID	5 BE	6 IBI	7 CAT	8 YR
Example Code	85	10	1	000001	85100000	00	040000	00
Location in Sequence	1-2	3-4	5	6-10	11-19	20-21	22-27	28-29

See section 109 State Account Codes for master data code descriptions.

The first six subelements (L1-GF-SF-FID-BE-IBI), or the first 21 digits of the account code, comprise the vendor identification number (VENDOR-ID field). The vendor ID may be used when recording encumbrances, disbursements, receipts, and/or payables to another state fund.

The following is an example of the vendor identification number (does not include BF-ORG/EO combination) broken down by subelement:

Subelement	1 L1	2 GF	3 SF	4 FID	5 BE	6 IBI
Example Code	85	10	1	000001	85100000	00
Location in Sequence	1-2	3-4	5	6-10	11-19	20-21

Unencumbered Disbursements (example using the account code as the vendor ID)

```

51S2  TR 51 - UNENCUMBERED DISBURSEMENTS - SINGLE INPUT 10/17/2012 08:46:30
L1 L2 L3 L4 L5 EO VR OBJECT CF PPI DESCRIPTION SUB-VENDOR-ID
85 10 01 01 211 01 04 380000 21 digits (OLO-GF-SF-FID-IBI)
....AMOUNT.... VENDOR-ID TRN-DT G VOUCH-NO LINE BI OTHER-DOC B
100.00 85101000001851000000 10172012 V
INVOICE AB ..QUANTITY.. CK-NO CK-DT PID BF-ORG BF-EO BF-OB/CF BF-CAT/YR
test 380000 040000 00
    
```

### 111.4.1 Accessing the Account Description File

To access the Account Description File from any screen:

1. In the **TYPE** field, input **AD**.
2. Press **Enter**. FLAIR will display the Account Description File Mini Menu.

**Account Description File Mini Menu**

```

ADMU                                03/25/13  15:17:44
                                ACCOUNT DESCRIPTION FILE MINI MENU

                                ACCOUNT CODE
                                L1 GF SF FID      BE      IBI  CAT      YR

SELECTIONS
A - ADD
I - INQUIRY
U - UPDATE

                                TYPE      SEL

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT                                MAIN  RFRSH
    
```

Account Description File Mini Menu fields:

Field	Description	Required/Optional/Special Instructions
SEL	Selection	Required. Valid input: (1A/N) A (Add), I (Inquiry), or U (Update).
ACCOUNT CODE	FLAIR Account Code	Required. <b>L1</b> - Organization Level 1. (2N)  The following codes are: Optional. If <b>SEL = I</b> . Required. If <b>SEL = A</b> or <b>U</b> . <b>GF</b> - GAAFR Fund Type (2N) <b>SF</b> - State Fund Type (1N) <b>FID</b> - Fund Identifier (6N) <b>BE</b> - Budget Entity (2N) <b>IBI</b> - Internal Budget Indicator (2N) <b>CAT</b> - Category (6N) <b>YR</b> - Appropriation Year (2N)

**111.4.2 Account Description File Inquiry**

To inquire into the Account Description File by account code from Account Code Description File Mini Menu or the **NEXT** line on any Account Description File screen:

1. In the **SEL** field, input **I**.
2. In the **ACCOUNT CODE** fields (**L1 – CAT**), input the entire account code or subdefine the account code **without skipping** any of the account code components. For example, if the **SEL = I L1 =85**, and **GF = 10** the inquiry will begin with the first account code having **GAAFR Fund 10** for department **85**. FLAIR ignores any data input after a skipped (blank) field.

**Account Description File Mini Menu** (with example input)

```

ADMU                                03/28/13  14:11:43
                                ACCOUNT DESCRIPTION FILE MINI MENU

                                ACCOUNT CODE
SEL  L1 GF SF FID    BE    IBI  CAT    YR
  I   85 10  1  000001  85100000  00  000000  -

SELECTIONS
A - ADD
I - INQUIRY
U - UPDATE

                                TYPE    SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                                MAIN  RFRSH
    
```

3. Press **Enter**. FLAIR will retrieve the Account Description File Inquiry by Account Code Screen One with the requested record(s).

**Account Description File Inquiry By Account Code Screen One** (with example data retrieved)

```

ADI1                                03/28/13  14:15:52
                                ACCOUNT DESCRIPTION FILE INQUIRY BY ACCOUNT CODE

X  L1 GF SF FID    BE    IBI CAT    YR SC SHORT DESC
                                DESCRIPTION LINE 1
                                DESCRIPTION LINE 2
_  85 10  1  000001  85100000  00  000000  00 U  FLAIR CLASS ONLY
                                DIV. OF ADM - GEN. REV.

  85 10  1  000001  85100000  00  000100  00 U  FLAIR CLASS ONLY
                                TRAINING FEES

  85 10  1  000001  85100000  00  000200  00 U  FLAIR CLASS ONLY
                                GENERAL REVENUE LICENSES

                                SEL L1 GF SF FID    BE    IBI CAT    YR    TYPE    SEL
ACCOUNT CODE:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
                                MINI  MAIN  RFRSH TOP          FWD
    
```

Account Description File Inquiry by Account Code Screen one fields:

Field	Description	Required/Optional/Special Instructions
X	Selection for update only	Required. Input U to update account codes if SF = 8. (1A/N)
SEL	Selection	Protected. Valid codes: A – To add an account code if SF = 8 or 9. I – To inquire account codes. U – To update account codes if SF = 8 or 9. (1A/N)

Field	Description	Required/Optional/Special Instructions
<b>ACCOUNT CODE</b>	FLAIR Account Code	Protected. Codes established in Central Accounting available for agency use. <b>L1</b> – Organization Level 1 (2N) <b>GF</b> – GAAFR Fund Type (2N) <b>SF</b> – State Fund Type (1N) <b>FID</b> – Fund Identifier (6N) <b>BE</b> – Budget Entity (8N) <b>IBI</b> – Internal Budget Indicator (2N) <b>CAT</b> – Category (6N) <b>YR</b> – Appropriation Year (2N)
<b>SC</b>	Status Code	Protected. Denotes what action has been taken relative to the account code. <b>A</b> (Added) – System generated; record has not been used in a FLAIR transaction. <b>D</b> (Deleted) – Manually marked for deletion. <b>I</b> (Inactive) – Manually marked inactive. <b>U</b> (Used) – System generated; record has been used in a FLAIR transaction. (1A/N)
<b>SHORT DESC</b>	Account Code Short Description	Protected. The abbreviated version of the account title. (16A/N)
<b>DESCRIPTION LINE 1 DESCRIPTION LINE 2</b>	Account Code Description	Protected. Two-line account code title description. (31A/N)

The **NEXT** line is available to request a new screen or record. *See section 105.6.5 NEXT Line for details.* The **TYPE** and **SEL** fields are available to request a different function. *See section 105.6.4 TYPE and SEL Fields for details.* The PF keys on the bottom of screen may also be pressed to access the FLAIR main menu or other functions noted on the line. *See section 105.6.1 FLAIR Program Function Keys for details.*

### 111.4.3 Account Description File Add

The following procedure should be used to add local fund accounts (**SF = 8**) to the Account Description File.

From the Account Description Mini Menu or the **NEXT** line of any Account Description File screen:

1. In the **SEL** field, input **A**.
2. In the **L1**, **GF**, **SF**, **FID**, **BE**, **IBI** and **CAT** fields, input the required account information.

**Note:** The **YR** field is optional for input and if left blank will default to **00**.

**Account Description File Mini Menu** (with example data input)

```

ADMU                                03/25/13  16:41:00
                                ACCOUNT DESCRIPTION FILE MINI MENU

      ACCOUNT CODE
SEL  L1  GF  SF  FID    BE    IBI  CAT    YR
  A   85  10  8   010001  85100000  00  040000  -

SELECTIONS
  A - ADD
  I - INQUIRY
  U - UPDATE

                                TYPE    SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT                                MAIN  RFRSH
    
```

3. Press **Enter**. FLAIR will display the Account Description File Add Screen One.

**Account Description File Add Screen One** (with example data retrieved)

```

ADA1                                03/25/13  16:43:32
                                ACCOUNT DESCRIPTION FILE ADD

L1  GF  SF  FID    BE    IBI  CAT    YR    SC    SHORT DESC
                                DESCRIPTION LINE 1
                                DESCRIPTION LINE 2

85  10  8   010001  85100000  00   040000  00    U    -

ACCOUNT CODE:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT                                MINI  MAIN  RFRSH                                CAN
    
```

Account Description File Add Screen One fields:

Field	Description	Required/Optional/Special Instructions
ACCOUNT CODE	FLAIR Account Code	Required. (29N)
SC	Status Code	Protected. (1A/N)
SHORT DESC	Account Code Short Description	Required. (16A/N)
DESCRIPTION LINE 1	Account Code Description	Required. (31A/N)
DESCRIPTION	Account Code Description	Optional. (31A/N)

Field	Description	Required/Optional/Special Instructions
LINE 2		

- Input the necessary required and optional data.

**Account Description File Add Screen** (with example input)

```

ADA1                                03/27/13  11:16:11
                                ACCOUNT DESCRIPTION FILE ADD
L1 GF SF FID    BE      IBI CAT   YR   SC   SHORT DESC
DESCRIPTION LINE 1
DESCRIPTION LINE 2
85 10 8  010001 85100000 00   040000 00   U     FLAIRE
FLAIR EDUCATION
FLAIR CLASS

                                SEL L1 GF SF FID    BE      IBI CAT   YR   TYPE   SEL
ACCOUNT CODE:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT          MINI  MAIN  RFRSH                                CAN
    
```

- Press **Enter**. FLAIR will update the file and return the user to the Account Description File Mini Menu.

### 111.4.4 Account Description File Update

User agencies may update local fund accounts for those local funds previously added to the Account Description File (**SF = 8**) at the agency.

From the Account Description Mini Menu or the **NEXT** line of any Account Description File screen:

- In the **SEL** field, input **U**.
- In the **L1, GF, SF, FID, BE, IBI** and **CAT** fields, input the required account information.

**Account Description File Mini Menu** (with example data input)

```

ADMU                                03/25/13  16:48:46
                                ACCOUNT DESCRIPTION FILE MINI MENU

                                ACCOUNT CODE
SEL  L1 GF SF FID    BE    IBI  CAT  YR
  U   85 74 8  020001 00000000 00  000000  -

SELECTIONS
A - ADD
I - INQUIRY
U - UPDATE

                                TYPE    SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT                                MAIN  RFRSH
    
```

3. Press **Enter**. FLAIR will display the Account Description File Update Screen.

**Account Description File Update Screen** (with example data retrieved)

```

ADU1                                05/23/12  12:09:14
                                ACCOUNT DESCRIPTION FILE UPDATE

L1 GF SF FID    BE    IBI CAT  YR  SC  SHORT DESC
                                DESCRIPTION LINE 1
                                DESCRIPTION LINE 2

 85 74 8  020001 00000000 00  000000 00  U  FLAIR CLASS ONLY
                                COLLECTIONS CLEARING FUND

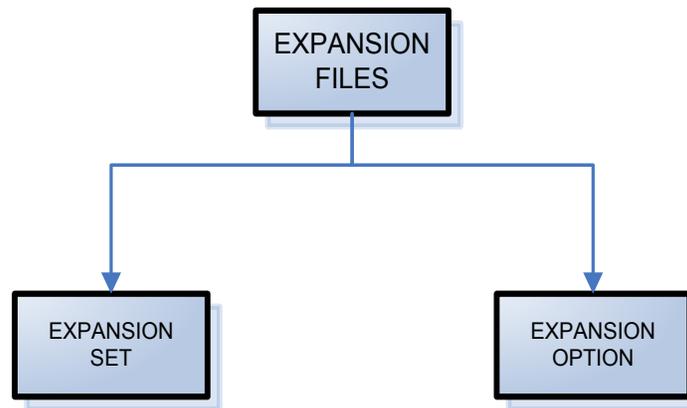
                                SEL L1 GF SF FID    BE    IBI CAT  YR  TYPE    SEL
ACCOUNT CODE:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT                                MINI  MAIN  RFRSH                                CAN
    
```

4. All fields may be changed by tabbing to the appropriate fields, typing in the correct information.
5. Press **Enter**. FLAIR will update the file and return the user to the Account Description File Mini Menu.

The user may make the following status code changes:

Current Status Code	New Status Code	Description of Change
A	U	From added to used.
A	I	From added to inactive.
A	D	From added to marked for deletion.
U	I	From used to inactive.
U	D	From used to marked for deletion.
I	U	From inactive to used.
I	D	From inactive to marked for deletion.
D	I	From marked for deletion to inactive.
D	U	From marked for deletion to used.

## 112 Expansion Files



The **Expansion Files (EX)** are auxiliary files designed to reduce the manual input for accounting transactions, reduce time spent on data entry, and increase the accuracy of data. The predetermined codes are automatically retrieved when a transaction is input into FLAIR, thus expanding the transaction to include data required for processing. This is accomplished by taking the chart of account codes, which are common to many accounting transactions, and recording them in a predetermined shortcut as the Expansion Files.

The Expansion Files consist of two auxiliary files linked by the set indicator:

- Expansion Set File
- Expansion Option File

### 112.1 Authority

Each agency is responsible for defining, establishing, and maintaining its own unique set of Expansion Files. These files should only be established and maintained by staff having extensive knowledge of how Expansion Files work, the State's Chart of Accounts, and their own agency's needs.

Examples of knowledge that agency personnel should have include the following:

- Agency appropriations
- Approved budgets
- Breakdown of allotments
- Coding structure for the agency
  - Organizational levels at which expenditures will be charged
  - Program areas to which expenditures will be recorded
  - GAAFR fund classifications for the agency state fund types
  - Clearing and revolving funds to be used
  - Contracts and grants to be used
- Available Balance Checking
 

<ul style="list-style-type: none"> <li>• Encumbrances</li> <li>• Encumbrance changes</li> <li>• Payables</li> </ul>	<ul style="list-style-type: none"> <li>• Encumbered disbursements</li> <li>• Payable disbursements</li> <li>• Unencumbered disbursements</li> </ul>
---	---

## 112.2 Expansion File Mini Menu

The **Expansion File Mini Menu** is designed to allow the user to add, inquire (single or multiple), or update the expansion codes in FLAIR. This menu can be accessed by inputting **EX** in the **TYPE** field on any FLAIR transaction screen. The options available from the Expansion File Mini Menu are:

- Expansion Set Records;
- Expansion Option Records;
- Automated External GL Records;
- Ownership Fund Correlation Records; or
- INQUIRE ONLY into the Budget Entity/State Program Table.

### Expansion File Mini Menu

	EXMU	EXPANSION FILE MINI-MENU	08/16/2011	14:33:56
<b>Section 1</b>	SEL	L1 L2 L3 L4 L5	OPTION	VERSION
		OPTION - ADD INQUIRY UPDATE		
<b>Section 2</b>	SEL	SET INDICATOR	OBJECT	
		SET - ADD INQUIRY UPDATE		
<b>Section 3</b>	SEL	L1 L2 L3 L4 L5	OPTION	VERSION OBJECT
		SET - INQUIRY BY OPTION		
<b>Section 4</b>	SEL	GF SF FID	GF SF FID	BE IBI
		OWNERSHIP FUND CORRELATION (ADD, INQUIRY, UPDATE)	(OWNERSHIP FUND)	(PURCHASING FUND)
<b>Section 5</b>	SEL	BUDGET ENTITY		
		BE / SP - INQUIRY		
	SELECT CODES			
	A = ADD	M = MULTIPLE INQUIRY	U = SINGLE UPDATE	
	I = SINGLE INQUIRY	X = MULTIPLE UPDATE	TYPE	SEL
	Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---			
	CONT	MAIN	RFRSH	

To access a specific function from the Expansion File Mini Menu, in the **SEL** field, input an **A** (add), **I** (single inquiry), **U** (single update), **M** (multiple inquiry), or **X** (multiple update) and press **Enter**. See *section 105.6.1 Program Function Keys for details*.

## 112.3 Expansion Set File

The **Expansion Set File** is a group of expansion set records established at the agency's operating level.

An **expansion set record** is established for each unique combination of data elements carried on the Expansion Set File. The set indicator is a two character code that is used in conjunction with a unique object code to retrieve all accounting data for a transaction from the Expansion Set and Expansion Option Files. Each expansion set record contains the same set indicator and a unique object code.

While each expansion set record may contain up to 13 codes, the first five codes are required:

- Object Code (**OBJ**)
- Set Indicator (**SI**)
- Appropriation Category/Revenue Source (**CAT**)\*
- Year (**YR**) (will default to **00** if left blank)\*
- General Ledger Code (**GL**)\*
- Allotment Level Indicator (**ALI**)
- Grant Allotment Level Indicator (**GTALI**)
- Contract Allotment Level Indicator (**CTALI**)
- Project Allotment Level Indicator (**PJALI**)
- External General Ledger (**EGL**)\*
- External Category (**ECAT**)\*
- External Object Code (**EOB**)\*
- Status Code (**SC**)

**Note:** \*These codes may be overridden on single input screens.

When inputting transactions into FLAIR, it is important to keep in mind that the system does not allow data to be changed (or overridden) on the multiple input screens. When establishing expansion set records, the ability to override these codes will be a factor in determining the number of expansion set records needed.

Set indicator examples:

Set Indicator	Object Code	Required/Optional/ Special Instructions
A1	261000	Required.
A1	261100	Required.
A1	261200	Required.
A1	261300	Required.
B2	261500	Required.
B2	261000	Required.
B2	341000	Required.
B2	511000	Required.

Generally, expenditure and revenue GL and object codes will be included in the expansion set record. Unless an agency has governmental (GF = 10, 20, 30, 40, 72), proprietary (GF = 50, 60), or fiduciary acting as proprietary (GF = 71, 73, 74, 76) funds and/or receives lump sum or special appropriations, most of the object code, GL code, and category combinations can be included on one set.

The allotment level indicators are levels which an agency may identify what organizational level budget and cash should be checked when processing disbursements. The checking is optional when creating an expansion set record. If the allotment level indicators are used on an expansion set record, the system will use the indicator on the expansion set record and ignore the indicator on the expansion option record. If the allotment level indicators (or the grant, contract, and/or project allotment level indicators) are left blank, the system will automatically use the corresponding indicators on the expansion option record.

The status code is programmatically assigned an **A** status when an expansion set record is created. The user may then change the status to **I** (Inactive) or **D** (Marked for Deletion).

When inputting a transaction into FLAIR, the user should remember expansion set records have the following capabilities:

- No single inquiry - only multiple inquiry.
- No single update - only multiple update.
- Set indicator (**SI**) and object code (**OBJ**) cannot be changed - all other codes may be changed.

Since each expansion set file will contain many unique expansion set records, and because expansion set records are established at the agency's operating level, an agency may have a limited number of expansion set records. These sets will then be used in conjunction with many different expansion option records.

### 112.3.1 Expansion Set Add

The **Expansion Set Add Screen** is used to add, inquire, or update records to the Expansion Set File.

To access the Expansion Set Add Screen:

1. In the **TYPE** field from any FLAIR transaction screen, input **EX**.
2. Press **Enter**. FLAIR will display the Expansion File Mini Menu.
3. In the **SEL** field in Section 2 of the Expansion File Mini Menu, input **A**.
4. In the **SET INDICATOR** field, input the set indicator (for this example, input **1A**).
5. In the **OBJECT CODE** field, input the object code (for this example, input **230000**).

*Expansion File Mini Menu* (with example input)

```

EXMU                EXPANSION FILE MINI-MENU                03/25/2013  16:51:41
SEL
  OPTION - ADD INQUIRY UPDATE          L1 L2 L3 L4 L5  OPTION  VERSION
Section 2 SEL
  A SET - ADD INQUIRY UPDATE          SET INDICATOR  OBJECT
  1A                                  1A              230000
SEL
  _ SET - INQUIRY BY OPTION          L1 L2 L3 L4 L5  OPTION  VERSION  OBJECT
SEL
  OWNERSHIP FUND CORRELATION          GF SF FID      GF SF FID      BE      IBI
  (ADD, INQUIRY, UPDATE)             (80 9)        (OWNERSHIP FUND) (PURCHASING FUND)
SEL
  BE / SP - INQUIRY                  BUDGET ENTITY
SELECT CODES
A = ADD                M = MULTIPLE INQUIRY          U = SINGLE UPDATE
I = SINGLE INQUIRY    X = MULTIPLE UPDATE            TYPE      SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                   MAIN  RFRSH
    
```

Expansion File Mini Menu Section 2 fields:

Field	Description	Required/Optional/Special Instructions
SEL	Selection	Required. Input of A (Add), M (Multiple Inquiry), or X (Multiple Update). (1A/N)
SET INDICATOR	Set Number	Required. For add or update screens. (2A/N)
OBJECT	Object Code	Required. For add and update screens (optional for inquiry). (2N)

6. Press **Enter**. FLAIR will display the Expansion Set Add Screen.

*Expansion Set Add Screen* (with example data input)

```

EXSA                EXPANSION SET ADD                01/06/2012  09:56:41
OBJECT CODE          230000
SET INDICATOR        1A
CATEGORY
YEAR
GENERAL LEDGER CODE
ALLOTMENT LEVEL INDICATOR
GRANT ALLOTMENT LEVEL INDICATOR
CONTRACT ALLOTMENT LEVEL INDICATOR
PROJECT ALLOTMENT LEVEL INDICATOR
EXTERNAL GENERAL LEDGER CODE
EXTERNAL CATEGORY
EXTERNAL OBJECT CODE
STATUS CODE
NEXT Line
NEXT: SEL  NEXT ADD INQUIRY UPDATE:  SI  OBJECT  TYPE  SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                   MINI  MAIN  RFRSH
    
```

5 Required Fields

OBJ and SI will display from previous screen and can be changed

The status code A is system generated

To create a new expansion set record from the Expansion Set Add Screen:

1. In the **CATEGORY** field, input the category.
2. In the **YEAR** field, input the year (if left blank, will default to **00**).
3. In the **GENERAL LEDGER** field, input the correct GL code.
4. The **OBJECT CODE** and **SET INDICATOR** fields are already retrieved from the previous screen. The additional fields are optional.

**Expansion Set Add Screen** (with example data input)

```

EXSA                                03/19/2013  10:38:14
                                EXPANSION SET ADD

OBJECT CODE                        230000
SET INDICATOR                      1A
CATEGORY                            040000
YEAR
GENERAL LEDGER CODE                71100
ALLOTMENT LEVEL INDICATOR
GRANT ALLOTMENT LEVEL INDICATOR
CONTRACT ALLOTMENT LEVEL INDICATOR
PROJECT ALLOTMENT LEVEL INDICATOR
EXTERNAL GENERAL LEDGER CODE
EXTERNAL CATEGORY
EXTERNAL OBJECT CODE
STATUS CODE                          A

NEXT:  SEL      NEXT ADD INQUIRY UPDATE:  SI      OBJECT
                                           TYPE      SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT      MINI  MAIN  RFRSH
    
```

Expansion Set Add Screen fields:

Field	Description	Required/Optional/Special Instructions
<b>OBJECT</b>	Object Code	Required. Input on the Expansion Mini Menu or the <b>NEXT</b> line will display. This field may be updated by user. (6N)
<b>SET INDICATOR</b>	Set Indicator	Required. The set indicator input on the Expansion Mini Menu or <b>NEXT</b> line will be displayed. Field may be changed by user. (2A/N)
<b>CATEGORY</b>	Category	Required. Edited against the Title File. (6N)
<b>YEAR</b>	Appropriation Year	Optional. If left blank, will default to <b>00</b> . (2N)
<b>GENERAL LEDGER</b>	General Ledger Code	Required. Edited against the Title File. (5N)
<b>ALLOTMENT LEVEL INDICATOR</b>	Allotment Level Indicator	Optional. If input, it overrides the allotment level default on the expansion option record. (1A)
<b>GRANT LEVEL INDICATOR</b>	Grant Level Indicator	Optional. If input, it overrides the grant allotment level default on the expansion option record. (1A)

Field	Description	Required/Optional/Special Instructions
<b>CONTRACT LEVEL INDICATOR</b>	Contract Level Indicator	Optional. If input, it overrides the contract allotment level default on the expansion option record. (1A)
<b>PROJECT LEVEL INDICATOR</b>	Project Level Indicator	Optional. If input, it overrides the project allotment level default on the expansion option record. (1A)
<b>EXTERNAL GENERAL LEDGER</b>	External General Ledger Code	Optional. If input, edited against the Title File. (1N)
<b>EXTERNAL CATEGORY</b>	External Category Code	Optional. If input, edited against the Title File. (6N)
<b>EXTERNAL OBJECT CODE</b>	External Object Code	Optional. If input, edited against the Title File. (3A/N)
<b>STATUS CODE</b>	Status Code	Protected. Displays as A. (1A/N)

**Expansion Set Add Screen** (with example expansion set record data input)

```

EXSA                                03/19/2013  10:47:29
                                EXPANSION SET ADD

OBJECT CODE                        230000
SET INDICATOR                      1A
CATEGORY                           040000
YEAR                                00
GENERAL LEDGER CODE                 71100
ALLOTMENT LEVEL INDICATOR
GRANT ALLOTMENT LEVEL INDICATOR
CONTRACT ALLOTMENT LEVEL INDICATOR
PROJECT ALLOTMENT LEVEL INDICATOR
EXTERNAL GENERAL LEDGER CODE
EXTERNAL CATEGORY
EXTERNAL OBJECT CODE
STATUS CODE                          A

NEXT:  SEL      NEXT ADD INQUIRY UPDATE:  SI      OBJECT
                                           TYPE      SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT          MINI  MAIN  RFRSH
    
```

5. Press **Enter**. FLAIR will add the new expansion set record.

To add additional expansion set records, press **Enter** after inputting all required data on the Expansion Set Add Screen. FLAIR will display all fields as input with the cursor positioned in the **OBJECT CODE** field. To add a new expansion set, type over the existing data and add, change, or delete other non-protected fields.

### 112.3.2 Expansion Set Inquiry

There are various ways to inquire into the expansion set records. The data input will determine the first record to be viewed. See the Expansion File Mini Menu below to view the multiple inquiry screen for expansion set records. **Section 2** will display **SET – ADD INQUIRY UPDATE** and **Section 3** will display **SET – INQUIRY BY OPTION**. There is no single inquiry for expansion set records.

#### Expansion File Mini Menu

	EXMU	EXPANSION FILE MINI-MENU	08/16/2011	14:33:56
	SEL	L1 L2 L3 L4 L5	OPTION	VERSION
	OPTION - ADD INQUIRY UPDATE			
<b>Section 2</b>	SEL	SET INDICATOR	OBJECT	
	SET - ADD INQUIRY UPDATE			
<b>Section 3</b>	SEL	L1 L2 L3 L4 L5	OPTION	VERSION
	SET - INQUIRY BY OPTION			
	SEL	GF SF FID	GF SF FID	BE IBI
	OWNERSHIP FUND CORRELATION		(PURCHASING FUND)	
	(ADD, INQUIRY, UPDATE)		(OWNERSHIP FUND)	
	SEL	BUDGET ENTITY		
	BE / SP - INQUIRY			
	SELECT CODES			
	A = ADD	M = MULTIPLE INQUIRY	U = SINGLE UPDATE	
	I = SINGLE INQUIRY	X = MULTIPLE UPDATE	TYPE	SEL
	Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
	CONT	MAIN	RFRSH	

#### Section 2 (SET – ADD INQUIRY UPDATE):

Input the appropriate data on the **SET – ADD INQUIRY UPDATE** line of the Expansion File Mini Menu or on the **NEXT** line at the bottom of any expansion set screen.

To inquire with the first expansion set record on the Expansion File for the user's operating level, on the **SET – ADD INQUIRY UPDATE** line:

1. In the **SEL** field, input **M**. Leave the **SI** and **OBJECT** fields blank.

#### Expansion File Mini Menu (with example input)

	EXMU	EXPANSION FILE MINI-MENU	03/25/2013	16:51:41
	SEL	L1 L2 L3 L4 L5	OPTION	VERSION
	OPTION - ADD INQUIRY UPDATE			
	SEL	SET INDICATOR	OBJECT	
	<b>M</b>	SET - ADD INQUIRY UPDATE	-	
	SEL	L1 L2 L3 L4 L5	OPTION	VERSION
	SET - INQUIRY BY OPTION			
	SEL	GF SF FID	GF SF FID	BE IBI
	OWNERSHIP FUND CORRELATION		(PURCHASING FUND)	
	(ADD, INQUIRY, UPDATE)		(OWNERSHIP FUND)	
	SEL	BUDGET ENTITY		
	BE / SP - INQUIRY			
	SELECT CODES			
	A = ADD	M = MULTIPLE INQUIRY	U = SINGLE UPDATE	
	I = SINGLE INQUIRY	X = MULTIPLE UPDATE	TYPE	SEL
	Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
	CONT	MAIN	RFRSH	

2. Press **Enter**. FLAIR will retrieve the requested records.

**Expansion Set Inquiry Screen** (with example inquiry results)

XSIM												03/14/13 13:51:59	
EXPANSION SET INQUIRY													
SI	OBJECT	CAT	YR	GL	ALI	GTALI	CTALI	PJALI	EGL	EOB	ECAT	SC	
1A	001000	000100	00	61300		D	D	D				A	
1A	002000	000200	00	61200		D	D	D				A	
1A	003000	000300	00	61100		D	D	D				A	
1A	005000	000500	00	68600		D	D	D				A	
1A	010300	001903	00	67100		D	D	D				A	
1A	011000	001100	00	61400		D	D	D				A	
1A	012000	001200	00	61600		D	D	D				A	
1A	110000	010000	00	71100		D	D	D				A	
1A	134200	100777	00	71100		D	D	D				A	
1A	221000	040000	00	71100		D	D	D				A	
1A	222000	040000	00	71100		D	D	D				A	
1A	225000	040000	00	71100		D	D	D				A	
1A	227000	040000	00	71100		D	D	D				A	
1A	230000	040000	00	71100		D	D	D				A	

NEXT: SEL	NEXT-ADD-INQUIRY-UPDATE	SI	OBJECT	TYPE	SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---					
CONT	MINI MAIN RFRSH TOP		FWD		

To inquire with a specific expansion set record within the user's operating level, on the **SET - ADD INQUIRY UPDATE** line:

1. In the **SEL** field, input **M**.
2. In the **SI** field, input the set indicator code. Leave the **OBJECT** field blank.

**Expansion File Mini Menu** (with example data input)

EXMU												03/25/2013 16:51:41		
EXPANSION FILE MINI-MENU														
SEL	OPTION - ADD INQUIRY UPDATE	L1	L2	L3	L4	L5	OPTION	VERSION						
SEL	SET - ADD INQUIRY UPDATE	SET INDICATOR					OBJECT							
M		1A					-							
SEL	SET - INQUIRY BY OPTION	L1	L2	L3	L4	L5	OPTION	VERSION	OBJECT					
SEL	OWNERSHIP FUND CORRELATION (ADD, INQUIRY, UPDATE)	GF	SF	FID	GF	SF	FID	BE	IBI					
		80	9											
		(OWNERSHIP FUND)					(PURCHASING FUND)							
SEL	BE / SP - INQUIRY	BUDGET ENTITY												
SELECT CODES														
A	= ADD	M = MULTIPLE INQUIRY					U = SINGLE UPDATE							
I	= SINGLE INQUIRY	X = MULTIPLE UPDATE					TYPE			SEL				
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---														
CONT	MAIN	RFRSH												

3. Press **Enter**. FLAIR will retrieve the requested records.

**Expansion Set Inquiry Screen** (with example inquiry results)

XSIM												03/14/13 13:51:59	
EXPANSION SET INQUIRY													
SI	OBJECT	CAT	YR	GL	ALI	GTALI	CTALI	PJALI	EGL	EOB	ECAT	SC	
1A	001000	000100	00	61300		D	D	D				A	
1A	002000	000200	00	61200		D	D	D				A	
1A	003000	000300	00	61100		D	D	D				A	
1A	005000	000500	00	68600		D	D	D				A	
1A	010300	001903	00	67100		D	D	D				A	
1A	011000	001100	00	61400		D	D	D				A	
1A	012000	001200	00	61600		D	D	D				A	
1A	110000	010000	00	71100		D	D	D				A	
1A	134200	100777	00	71100		D	D	D				A	
1A	221000	040000	00	71100		D	D	D				A	
1A	222000	040000	00	71100		D	D	D				A	
1A	225000	040000	00	71100		D	D	D				A	
1A	227000	040000	00	71100		D	D	D				A	
1A	230000	040000	00	71100		D	D	D				A	

NEXT: SEL	NEXT-ADD-INQUIRY-UPDATE	SI	OBJECT	TYPE	SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---					
CONT	MINI MAIN RFRSH TOP		FWD		

To inquire with a specific object code within an expansion set, on the **SET - ADD INQUIRY UPDATE** line:

1. In the **SEL** field, input **M**.
2. In the **SI** field, input the set indicator code.
3. In the **OBJECT** field, input the object code.

**Expansion File Mini Menu** (with example input)

EXMU												03/25/2013 16:51:41								
EXPANSION FILE MINI-MENU																				
SEL	OPTION - ADD INQUIRY UPDATE										L1	L2	L3	L4	L5	OPTION	VERSION			
<b>M</b>	<b>SET - ADD INQUIRY UPDATE</b>										<b>1A</b>									
-	SET - INQUIRY BY OPTION										L1	L2	L3	L4	L5	OPTION	VERSION	OBJECT		
	OWNERSHIP FUND CORRELATION (ADD, INQUIRY, UPDATE)										GF	SF	FID			GF	SF	FID	BE	IBI
											80	9								
											(OWNERSHIP FUND) (PURCHASING FUND)									
	BE / SP - INQUIRY										BUDGET ENTITY									
SELECT CODES																				
A = ADD				M = MULTIPLE INQUIRY				U = SINGLE UPDATE												
I = SINGLE INQUIRY				X = MULTIPLE UPDATE				TYPE		SEL										
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---																				
CONT MAIN RFRSH																				

4. Press **Enter**. FLAIR will retrieve the requested records.

**Expansion Set Inquiry Screen** (with example inquiry results)

XSIM												03/14/13 13:54:00		
EXPANSION SET INQUIRY														
SI	OBJECT	CAT	YR	GL	ALI	GTALI	CTALI	PJALI	EGL	EOB	ECAT	SC		
1A	110000	010000	00	71100		D	D	D				A		
1A	134200	100777	00	71100		D	D	D				A		
1A	221000	040000	00	71100		D	D	D				A		
1A	222000	040000	00	71100		D	D	D				A		
1A	225000	040000	00	71100		D	D	D				A		
1A	227000	040000	00	71100		D	D	D				A		
1A	230000	040000	00	71100		D	D	D				A		
1A	261000	040000	00	71100		D	D	D				A		
1A	261200	040000	00	71100		D	D	D				A		
1A	261300	040000	00	71100		D	D	D				A		
1A	261400	040000	00	71100		D	D	D				A		
1A	271000	040000	00	71100		D	D	D				A		
1A	279000	040000	00	71100		D	D	D				A		
1A	291900	040000	00	71100		D	D	D				A		

NEXT: SEL \_ NEXT-ADD-INQUIRY-UPDATE SI OBJECT TYPE SEL  
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---  
 CONT MINI MAIN RFRSH TOP FWD

**Section 3 (SET - INQUIRY BY OPTION):**

Input the appropriate data on the **SET - INQUIRY BY OPTION** line of the Expansion File Mini Menu.

**Expansion File Mini Menu**

Section 3

EXMU												08/16/2011 14:33:56		
EXPANSION FILE MINI-MENU														
SEL	OPTION - ADD INQUIRY UPDATE	L1	L2	L3	L4	L5	OPTION	VERSION						
SEL	SET - ADD INQUIRY UPDATE						SET INDICATOR	OBJECT						
SEL	SET - INQUIRY BY OPTION	L1	L2	L3	L4	L5	OPTION	VERSION	OBJECT					
SEL	OWNERSHIP FUND CORRELATION (ADD, INQUIRY, UPDATE)	GF	SF	FID			GF	SF	FID	BE		IBI		
		80	9				(OWNERSHIP FUND)	(PURCHASING FUND)						
SEL	BE / SP - INQUIRY						BUDGET ENTITY							
SELECT CODES														
	A = ADD						M = MULTIPLE INQUIRY					U = SINGLE UPDATE		
	I = SINGLE INQUIRY						X = MULTIPLE UPDATE					TYPE	SEL	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12--- CONT MAIN RFRSH														

Expansion File Mini Menu fields:

Field	Description	Required/Optional/Special Instructions
SEL	Selection	Required. Input of I (single) or M (multiple). (1A/N)
SET INDICATOR	Set Number	Required. For add or update screen, only L1 required for inquiry (Section 2). (2A/N)

Field	Description	Required/Optional/Special Instructions
<b>OBJECT</b>	Object Code	Required. For add and update screens. Optional. For inquiry (Section 2). (6N)
<b>L1 L2 L3 L4 L5</b>	Organization Code	Required. For add or update screens, only L1 required for inquiry (Section 3). (11N)
<b>OPTION</b>	Option Number	Required. (Section 3). (2A/N)
<b>VR</b>	Version Number	Optional. (Section 3). (2N)
<b>OBJECT</b>	Object Code	Optional. (Section 3). (6N)

The Expansion Set Inquiry Screen will display the requested expansion set records. The records are displayed as protected fields in alphanumeric order by set indicator and, within the set, in numeric order by object code.

If the requested expansion set record is not on the Expansion Set File for the user's operating level, the next expansion set record or object code on the user's Expansion Set File will display.

- **Example:** If object codes **000700**, **000800**, and **001000** are in set **1A**, and an inquiry for object code **000999** within set **1A** is made, object code **001000** will display as the first record.

To inquire with the expansion set referenced in a specific expansion option record, on the **SET - INQUIRY BY OPTION** line:

1. In the **SEL** field, input **M**.
2. In the **L1 L2 L3 L4 L5** fields, input the user's organization code.
3. In the **OPTION** field, input the option number.
4. In the **VERSION** field, input the requested version number (optional).
5. In the **OBJECT** field, input the object code (optional).

**Expansion File Mini Menu** (with example data input)

Section 3

```

EXMU                EXPANSION FILE MINI-MENU                03/14/2013  14:05:00
SEL
  OPTION - ADD INQUIRY UPDATE      L1 L2 L3 L4 L5  OPTION  VERSION
SEL
  SET - ADD INQUIRY UPDATE        SET INDICATOR  OBJECT
SEL
  M SET - INQUIRY BY OPTION      85 00 00 00 000  1A
SEL
  OWNERSHIP FUND CORRELATION      GF SF FID      GF SF FID  BE  IBI
  (ADD, INQUIRY, UPDATE)         80 9          (OWNERSHIP FUND) (PURCHASING FUND)
SEL
  BE / SP - INQUIRY              BUDGET ENTITY
SELECT CODES
A = ADD                M = MULTIPLE INQUIRY          U = SINGLE UPDATE
I = SINGLE INQUIRY    X = MULTIPLE UPDATE            TYPE      SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                   MAIN  RFRSH
    
```

- Press **Enter**. If the **VERSION** field is left blank, the version will default to the current version.

**Expansion Set Inquiry Screen** (with example inquiry results)

XSIM												12/07/12 15:33:19		
EXPANSION SET INQUIRY														
SI	OBJECT	CAT	YR	GL	ALI	GTALI	CTALI	PJALI	EGL	EOB	ECAT	SC		
1A	001000	000100	00	61300		D	D	D				A		
1A	002000	000200	00	61200		D	D	D				A		
1A	003000	000300	00	61100		D	D	D				A		
1A	005000	000500	00	68600		D	D	D				A		
1A	010300	001903	00	67100		D	D	D				A		
1A	011000	001100	00	61400		D	D	D				A		
1A	012000	001200	00	61600		D	D	D				A		
1A	110000	010000	00	71100		D	D	D				A		
1A	134200	100777	00	71100		D	D	D				A		
1A	221000	040000	00	71100		D	D	D				A		
1A	222000	040000	00	71100		D	D	D				A		
1A	225000	040000	00	71100		D	D	D				A		
1A	227000	040000	00	71100		D	D	D				A		
1A	230000	040000	00	71100		D	D	D				A		

NEXT: SEL \_ NEXT-ADD-INQUIRY-UPDATE SI OBJECT TYPE SEL

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

CONT MINI MAIN RFRSH TOP FWD

### 112.3.3 Expansion Set Update

The **Expansion Set Update Screen** provides the ability to update 14 expansion set records on one screen. Update capability is only available on the multiple update screen. Single update for expansion set records is not available.

**Note:** Expansion set records in the update mode are not accessible by other functions within FLAIR.

To access the Expansion Set File Update Screen using **Section 2 (SET – ADD INQUIRY UPDATE)** of the Expansion File Mini Menu or on the **NEXT** line at the bottom of any Expansion Set Screen:

- In the **SEL** field, input **X**.
- In the **SET INDICATOR** field, input the set indicator code.
- In the **OBJECT** field, input the object code.

**Expansion File Mini Menu** (with example input)

```

EXMU                EXPANSION FILE MINI-MENU                03/25/2013  16:51:41
SEL
  OPTION - ADD INQUIRY UPDATE      L1 L2 L3 L4 L5      OPTION  VERSION
SEL
  X SET - ADD INQUIRY UPDATE       SET INDICATOR      OBJECT
                                   1A                    110000
SEL
  SET - INQUIRY BY OPTION          L1 L2 L3 L4 L5      OPTION  VERSION  OBJECT
SEL
  OWNERSHIP FUND CORRELATION       GF SF FID          GF SF FID  BE      IBI
  (ADD, INQUIRY, UPDATE)           80 9              (OWNERSHIP FUND) (PURCHASING FUND)
SEL
  BE / SP - INQUIRY               BUDGET ENTITY
SELECT CODES
A = ADD                          M = MULTIPLE INQUIRY      U = SINGLE UPDATE
I = SINGLE INQUIRY               X = MULTIPLE UPDATE      TYPE      SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                               MAIN  RFRSH
    
```

4. Press **Enter**. FLAIR will display the Expansion Set Update Screen.

**Expansion Set Update Screen** (with example inquiry results)

```

XSUX                EXPANSION SET UPDATE                12/07/2012  15:37:10
SI OBJECT          CAT   YR  GL  ALI GTALI CTALI PJALI  EGL  EOB  ECAT  SC
1A 001000         000100 00 61300  D   D   D   D   D   D   D   A
1A 002000         000200 00 61200  D   D   D   D   D   D   D   A
1A 003000         000300 00 61100  D   D   D   D   D   D   D   A
1A 005000         000500 00 68600  D   D   D   D   D   D   D   A
1A 010300         001903 00 67100  D   D   D   D   D   D   D   A
1A 011000         001100 00 61400  D   D   D   D   D   D   D   A
1A 012000         001200 00 61600  D   D   D   D   D   D   D   A
1A 110000         010000 00 71100  D   D   D   D   D   D   D   A
1A 134200         100777 00 71100  D   D   D   D   D   D   D   A
1A 221000         040000 00 71100  D   D   D   D   D   D   D   A
1A 222000         040000 00 71100  D   D   D   D   D   D   D   A
1A 225000         040000 00 71100  D   D   D   D   D   D   D   A
1A 227000         040000 00 71100  D   D   D   D   D   D   D   A
1A 230000         040000 00 71100  D   D   D   D   D   D   D   A
NEXT-ADD-INQUIRY-UPDATE  SI      OBJECT          TYPE      SEL
PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
MINI  MAIN  RFRSH                                           CAN
    
```

Fields can only be updated if the record status is ACTIVE (not in INACTIVE or DELETED status)

Cannot be changed

The **SI** and the **OBJECT** fields are protected and cannot be changed or deleted.

To add or change any other field, tab to the appropriate field on the screen and input the new data code. Updates to data codes are not allowed if the record is in an inactive (I) or deleted (D) status.

## 112.4 Expansion Option File

The **Expansion Option File** is an auxiliary file of user-defined data relationships for specific agency accounting codes. Each of the defined data relationships is an expansion option record on this file containing a unique combination of data elements. Therefore, an agency for which accounting data is being recorded may have one or more expansion option records in their file.

**Section 1 – (OPTION – ADD INQUIRY UPDATE)** on the Expansion File Mini Menu accesses the Expansion Option Screen for adding, inquiring, or updating expansion option records based on the data input in each of the fields.

### Expansion File Mini Menu

Section 1

```

EXMU                EXPANSION FILE MINI-MENU                08/16/2011  14:33:56
SEL  OPTION - ADD INQUIRY UPDATE  L1 L2 L3 L4 L5  OPTION  VERSION
SEL  SET - ADD INQUIRY UPDATE      SET INDICATOR  OBJECT
SEL  SET - INQUIRY BY OPTION      L1 L2 L3 L4 L5  OPTION  VERSION  OBJECT
SEL  OWNERSHIP FUND CORRELATION    GF SF FID      GF SF FID  BE      IBI
      (ADD, INQUIRY, UPDATE)      80 9          (OWNERSHIP FUND) (PURCHASING FUND)
SEL  BE / SP - INQUIRY            BUDGET ENTITY
SELECT CODES
A = ADD                M = MULTIPLE INQUIRY        U = SINGLE UPDATE
I = SINGLE INQUIRY    X = MULTIPLE UPDATE          TYPE      SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                  MAIN  RFRSH
    
```

Expansion File Mini Menu, Section 1 fields:

Field	Description	Required/Optional/Special Instructions
SEL	Selection	Required. Valid input: A - Add I - Inquiry U - Single Update M - Multiple Inquiry X - Multiple Update (1A/N)
L1 L2 L3 L4 L5	Organization Code	Required. For add or update screens. Inquiry requires only L1. Edited against the Title File. (11N)
OPTION	Expansion Option Number	Required. For add screen. Optional. For other SEL codes. (2A/N)
VR	Version Number	Optional. For other SEL codes. Add screen not allowed. (2N)

To run an inquiry of expansion option records, on the **OPTION – ADD INQUIRY UPDATE** line:

1. In the **SEL** field, input **I**.
2. In the **L1 L2 L3 L4 L5** fields, input the user's organization code.
3. In the **OPTION** field, input the expansion option number. Leave the **VERSION** field blank.

**Expansion File Mini Menu** (with example data input)

```

EXMU                EXPANSION FILE MINI-MENU                03/25/2013  16:51:41
SEL
 I  OPTION - ADD INQUIRY UPDATE  L1 L2 L3 L4 L5  OPTION  VERSION
 85 10 01 01 211  01      -
SEL
 SET - ADD INQUIRY UPDATE      SET INDICATOR  OBJECT
SEL
 SET - INQUIRY BY OPTION      L1 L2 L3 L4 L5  OPTION  VERSION  OBJECT
SEL
 OWNERSHIP FUND CORRELATION  GF SF FID      GF SF FID  BE      IBI
 (ADD, INQUIRY, UPDATE)     80 9           (OWNERSHIP FUND) (PURCHASING FUND)
SEL
 BE / SP - INQUIRY          BUDGET ENTITY
SELECT CODES
A = ADD                    M = MULTIPLE INQUIRY      U = SINGLE UPDATE
I = SINGLE INQUIRY        X = MULTIPLE UPDATE      TYPE      SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                        MAIN  RFRSH
    
```

4. Press **Enter**. FLAIR will retrieve the Expansion Option Inquiry Screen.

**Expansion Option Inquiry Screen** (with example inquiry results)

```

XOI1                EXPANSION OPTION INQUIRY                12/07/2012  15:48:45
ORG      85 10 01 01 211  EXPANSION OPTION          01  VERSION          04
SET INDICATOR      1A  AGENCY UNIQUE          OCA
GF 20   SF 2      FID 010001  BUDGET ENTITY      85100000  IBI          00
ST PROG 1112110000 000000  REVOLVING FUND     000000  CLEARING FUND 000000
EXTERNAL FUND      0  EXTERNAL PROGRAM      00  OFS
GRANT              GY      CONTRACT          CY      PROJECT
BEG DATE          END DATE          STATUS          U
DIRECTOR/MANAGER
ALLOT LEVEL DEFAULTS:  ALD D  GTALD D  CTALD D  PJALD D
AVAIL BAL INDICATORS  EC      ED      UD
REGULAR ABI'S        4      3      3
GRANT ABI'S          9      9      9
CONTRACT ABI'S       9      9      9
PROJECT ABI'S        9      9      9
NEXT: SEL _  NEXT-ADD-INQUIRY-UPDATE  ORG      EO      VR
TYPE      SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                        MINI  MAIN  RFRSH  TOP      FWD
    
```

### 112.4.1 Expansion Option Record

**Expansion option records** contain accounting codes that are related and useful to a specific agency. There are 34 codes that may be included on an expansion option record; seven are required. *See Appendix Section V Expansion Files for code descriptions.*

The seven required codes are:

- Organization (**L1 L2 L3 L4 L5**)
- Expansion Option (**EO**)
- GAAFR Fund Type (**GF**)
- State Fund Type (**SF**)
- Fund Identifier (**FID**)
- State Program (**ST PROG**)
- Allotment Level Default (**ALD**)

In addition, two codes are system generated and, therefore, not input by the user. These codes are:

- Version (**VR**)
- Status Code (**SC**)

The remaining 25 codes on the expansion option record are optional and are input only when applicable. Only the most frequently used optional data codes should be included on the expansion option record. Limiting the number of expansion option records for an agency's organizational units will reduce the probability of inputting the incorrect expansion option and recording the transaction to the wrong fund, budget entity, state program, etc.

Agencies may reduce input errors by establishing a standard expansion option record for each organizational unit (L1 through L5). The standard expansion option should include the codes most frequently used by the organizational unit and may be designated as expansion option number **00** (the default expansion option in FLAIR). Therefore, when inputting a transaction with the standard expansion option, the expansion option (**EO**) field may be blank and the standard expansion option (**00**) will automatically be included in the transaction.

Example:

L1	L2	L3	L4	L5	Expansion Option
85	10	00	00	000	<b>00</b>
85	10	01	01	211	<b>00</b>
85	50	00	00	000	<b>00</b>

## Version

The codes on an expansion option record may occasionally change due to changes made by the Legislature, the executive office of the governor, or the agency. In FLAIR, specific codes may be updated and others left unchanged. When changes are made to the codes, FLAIR will create a new current version of the expansion option record. The old version of the expansion option record will remain on the file for corrections to transactions that were processed prior to the change or for processing outstanding accounting transactions involving the old version. The version number is programmatically assigned and, unless a version number is input with a transaction, FLAIR will automatically retrieve the current version of an expansion option record.

## Status Codes

A **status code** is included on each expansion option record. This code indicates what action has been taken relative to that expansion option record.

Expansion option record status codes:

Available Status Codes	Description of Status Code
<b>A</b>	Added to the Expansion Option File, but never used in a transaction.
<b>U</b>	Used in a transaction.
<b>I</b>	Inactive, available for inquiry and reporting purposes only.
<b>D</b>	Deleted, available for inquiry and reporting purposes only.

When an expansion option record is created, it is programmatically assigned a status code of **A** and a version number of **01**, indicating that this is the first version of that expansion option record.

The user may make the following status code changes:

Current Status Code	New Status Code	Description of Change
<b>A</b>	<b>U</b>	From added to used.
<b>A</b>	<b>I</b>	From added to inactive.
<b>A</b>	<b>D</b>	From added to marked for deletion.
<b>D</b>	<b>I</b>	From marked for deletion to inactive.
<b>D</b>	<b>U</b>	From marked for deletion to used.
<b>U</b>	<b>I</b>	From used to inactive.
<b>U</b>	<b>D</b>	From used to marked for deletion.
<b>I</b>	<b>D</b>	From inactive to marked for deletion.
<b>I</b>	<b>U</b>	From inactive to used.

The status code automatically changes to **U** when a transaction is input using that expansion option record. When an expansion option record is created, FLAIR verifies all data codes used on the record against the Title File.

## Blank Fields

The regular available balance indicators may be left blank. When the field is blank, FLAIR will default indicators to **0** and check spending authority on all transactions. *See section 108 Available Balance for additional information on the Available Balance File and Available Balance Checking.*

The budget entity may be left blank and will default to **00000000**. The IBI will default to **00** when left blank.

## Single Input

Optional data codes that are only occasionally used should be input manually when a transaction is input. Manual input of data codes not pulled from the expansion option record should be input using a single input transaction screen. There are nine codes that may be overridden on a single input screen:

- Agency Unique (AU)
- Other Cost Accumulator (OCA)
- State Program (ST PROG)
- External Program (EP)
- Grant
- Grant Year (GY)
- Contract
- Contract Year (CY)
- Project

Selected data codes on the expansion option record are optional and may be left blank providing agencies the opportunity to limit the number of expansion option records.

## Multiple Input

On the multiple input transaction screens, the system will not allow the user to override data. When establishing the expansion option records, the ability to override codes when inputting a transaction is a determining factor for deciding the number of expansion option records needed by an agency.

For example, an organizational unit has two different contracts processing transactions using the same fund, budget entity, state program, etc.

### Scenario 1:

An agency has contract numbers A101 and B443 which have a limited number of transactions for each. The agency may make the decision to establish one expansion option record for both contracts. Contract A101 has the greater number of transactions and the codes used for that contract would be included in the expansion option record and would, therefore, be automatically included in transactions. To include the contract B443, which has the smaller number of transactions, the user would choose a single input screen and key B443 over the contract A101 number that was automatically retrieved into the transaction by the expansion option record.

### Scenario 2:

Contract A333 and B888 each have numerous transactions. An expansion option record which the codes required to process revenue and expenditures should be created for each of the contracts.

### 112.4.2 Expansion Option Add

The **Expansion Option Add Screen** is used to add expansion option records to the Expansion Option File. To access this screen, input the required codes in **Section 1** of the Expansion File Mini Menu for the first expansion option record to be added, and press **Enter**.

To add an expansion option record to the Expansion File, on the **OPTION – ADD INQUIRY UPDATE** line:

1. In the **SEL** field, input **A**.
2. In the **L1 L2 L3 L4 L5** fields, input the agency’s organization code (organization code L1 is required, but organization code L2 through L5 are optional). If the access control clearance is at L1 and L2 - L5 are blank, the system will generate zeros for these organization levels.
3. In the **OPTION** field, input **AB**.
4. Leave the **VERSION** field blank. The version number is system generated and must be left blank.

*Expansion File Mini Menu* (with example data input)

EXMU	EXPANSION FILE MINI-MENU					12/07/2012	15:50:39		
SEL		L1	L2	L3	L4	L5	OPTION	VERSION	
A	OPTION - ADD INQUIRY UPDATE	85	10	02	02	213	AB		
SEL	SET - ADD INQUIRY UPDATE	SET INDICATOR		OBJECT					
SEL	SET - INQUIRY BY OPTION	L1	L2	L3	L4	L5	OPTION	VERSION	OBJECT
SEL	OWNERSHIP FUND CORRELATION (ADD, INQUIRY, UPDATE)	GF	SF	FID	GF	SF	FID	BE	IBI
		80	9						
		(OWNERSHIP FUND)		(PURCHASING FUND)					
SEL	BE / SP - INQUIRY	BUDGET ENTITY							
SELECT CODES									
A = ADD			M = MULTIPLE INQUIRY			U = SINGLE UPDATE			
I = SINGLE INQUIRY			X = MULTIPLE UPDATE			TYPE SEL			
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---									
CONT		MAIN		RFRSH					

5. Press **Enter**. FLAIR will display the Expansion Option Add Screen.

**Expansion Option Add Screen** (with example data retrieved)

```

XOA1                EXPANSION OPTION ADD                03/14/2013  14:28:51
ORG      85 10 02 02 213  EXPANSION OPTION          AB  VERSION          01
SET INDICATOR
GF      SF      FID      -      AGENCY UNIQUE
ST PROG          REVOLVING FUND
EXTERNAL FUND    EXTERNAL PROGRAM
GRANT           GY      CONTRACT          CY      PROJECT
BEG DATE        END DATE                STATUS          A
DIRECTOR/MANAGER

ALLOT LEVEL DEFAULTS:  ALD      GTALD      CTALD      PJALD

AVAIL BAL INDICATORS          EC      ED      UD
REGULAR ABI'S
GRANT ABI'S
CONTRACT ABI'S
PROJECT ABI'S

NEXT: SEL      NEXT-ADD-INQUIRY-UPDATE  ORG          EO      VR
                                           TYPE      SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT          MINI  MAIN  RFRSH                                CAN
    
```

**Expansion Option Add Screen Sections**

**Section 1:**

The Expansion Option Add Screen displays the organization and expansion option codes input on the Expansion File Mini Menu. Also displayed is the version (01), which is system-generated. All three of these fields are protected and cannot be changed.

**Section 2:**

To complete the process of adding a new expansion option record, input data to the right of the appropriate field titles. The cursor will be positioned for the first input field and will automatically tab to the next available input field.

**Section 3:**

The NEXT line is available to request a new screen or record. The TYPE and SEL fields are available to request a different function. The PF keys on the bottom of screen may also be pressed to access the Main Accounting Menu or other functions noted on the line. *See section 105.6 FLAIR Navigation for details.*

**Expansion Option Add Screen**

	XOAL	EXPANSION OPTION ADD	12/10/2012	14:29:10
<b>Section 1</b>	ORG 85 10 02 02 213	EXPANSION OPTION	AB	VERSION 01
	SET INDICATOR	AGENCY UNIQUE		OCA
	GF SF FID	BUDGET ENTITY		IBI
	ST PROG	REVOLVING FUND		CLEARING FUND
	EXTERNAL FUND	EXTERNAL PROGRAM		OFS
	GRANT GY	CONTRACT	CY	PROJECT
<b>Section 2</b>	BEG DATE	END DATE		STATUS A
	DIRECTOR/MANAGER			
	ALLOT LEVEL DEFAULTS: ALD GTALD CTALD PJALD			
	AVAIL BAL INDICATORS EC ED UD			
	REGULAR ABI'S			
	GRANT ABI'S			
	CONTRACT ABI'S			
	PROJECT ABI'S			
<b>Section 3</b>	NEXT: SEL NEXT-ADD-INQUIRY-UPDATE ORG		EO	VR
			TYPE	SEL
	Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
	CONT	MINI MAIN RFRSH		CAN

**\*\*There are no edits on beginning and ending dates; they are for informational purposes only.**

Expansion Option Add Screen Section 2 fields:

Field	Description	Required/Optional/Special Instructions
SET INDICATOR	Set Number	Optional. If input, must be a valid set. (2A/N)
AGENCY UNIQUE	Agency Unique Code	Optional. Defaults to asterisks (**) if left blank. (2A/N)
OCA	Other Cost Accumulator	Optional. If input, must be on the Title File. (5A/N)
GF	GAAFR Fund Classification	Required. (2N)
SF	State Fund Type	Required. (1N)
FID	Fund Identifier	Required. (6N)
BUDGET ENTITY	Budget Entity	Required. Defaults to zeros if left blank. (8N)
IBI	Internal Budget Indicator	Required. Defaults to zeros if left blank. (2N)
ST PROG	State Program	Required. (16N)
REVOLVING FUND	Revolving Fund Identifier	Optional. Must be on the Account Description File. (6N)
CLEARING FUND	Clearing Fund Identifier	Optional. Must be on the Account Description File. (6N)
EXTERNAL FUND	External Fund	Optional. Must be on the Title File. (1N)
EXTERNAL PROGRAM	External Program	Optional. Must be on the Title File. (2N)
OFS	Original Fund Source	Optional. Must be on the Title File. (2A/N)
GRANT	Grant	Optional. Must be on the Title File. (5A/N)
GY	Grant Year	Optional. (2N)

Field	Description	Required/Optional/Special Instructions
<b>CONTRACT</b>	Contract	Optional. Must be on the Title File. (5A/N)
<b>CY</b>	Contract Year	Optional. (2N)
<b>PROJECT</b>	Project	Optional. Must be on the Title File. (1A/N)
<b>BEG DATE **</b>	Beginning Date	Optional. Indicates the date to begin using the expansion option record. (MMDDYYYY) (8N)
<b>END DATE **</b>	Ending Date	Optional. Indicates the date to end using the expansion option record. (MMDDYYYY) (8N)
<b>STATUS</b>	Status Code	Protected. A indicates an expansion option record is added. (1A)
<b>DIRECTOR/ MANAGER</b>	Director or Manager Name	Optional. Refers to the person responsible for an agency project or contract. Must be on the Director/Manager File. (15A/N)
<b>ALLOTMENT LEVEL DEFAULT</b>	Allotment Level Default	<p>Required. Specifies the organizational level at which the available balance record for allotments is built. (1A/N)</p> <p>Alphabetic codes do not have automated allotment transfers; numeric codes do. <i>See section 107.7 Automated Allotment Transfers and Appendix Section V Expansion Files Allotment Level Default for discussion and valid allotment level default input codes.</i></p> <p>Required. <b>GTALD</b> – Grant Allotment Level Default. If agency is a FACTS Grants user and a grant is input; otherwise, optional. (1A)</p> <p>Required. <b>CTALD</b> – Contract Allotment Level Default. If a contract is input; otherwise, optional. (1A)</p> <p>Required. <b>PJALD</b> – Project Allotment Level Default. If a project is input; otherwise, optional. (1A)</p> <p><i>See Appendix Section V Expansion Files for valid input for GTALD, CTALD, and/or PJALD.</i></p>

Field	Description	Required/Optional/Special Instructions
AVAILABLE BALANCE INDICATOR	Available Balance Indicator	EC – Encumbrances, Encumbrance Changes Payables ED – Encumbered/Payable Disbursements UD – Unencumbered Disbursements <i>Required. See Appendix Section V Expansion Files for valid input codes. (2A)</i>
EXTERNAL GENERAL LEDGER	External General Ledger	Optional. Must be on the Title File. (3A/N)
EXTERNAL CATEGORY	External Category	Optional. Must be on the Title File. (6A/N)
EXTERNAL OBJECT CODE	External Object Code	Optional. Must be on the Title File. (3A/N)
STATUS CODE	Status Code	Protected/Optional. System-generated (protected), except in update mode. (1A)

6. Input the necessary required and optional data.

**Expansion Option Add Screen** (with example data input)

```

XOA1                EXPANSION OPTION ADD                12/10/2012  14:29:10
ORG      85 10 02 02 213  EXPANSION OPTION          AB  VERSION          01
SET INDICATOR                1A  AGENCY UNIQUE          OCA
GF 20   SF 2   FID 010001  BUDGET ENTITY      85100000  IBI          00
ST PROG 1112110000 000000  REVOLVING FUND    000000  CLEARING FUND 000000
EXTERNAL FUND                0  EXTERNAL PROGRAM  00  OFS
GRANT                        GY  CONTRACT              CY  PROJECT
BEG DATE                    END DATE                STATUS          A
DIRECTOR/MANAGER

ALLOT LEVEL DEFAULTS:  ALD      GTALD      CTALD      PJALD

AVAIL BAL INDICATORS      EC      ED      UD
REGULAR ABI'S             9       9       9
GRANT ABI'S               9       9       9
CONTRACT ABI'S            9       9       9
PROJECT ABI'S             9       9       9

NEXT: SEL _  NEXT-ADD-INQUIRY-UPDATE  ORG          EO      VR
                                     TYPE     SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT          MINI  MAIN  RFRSH                                CAN
    
```

7. Press **Enter**. FLAIR will process the input and return the user to the Expansion File Mini Menu.

### 112.4.3 Expansion Option Inquiry

An **expansion option inquiry** may be done through single or multiple inquiry screens.

To inquire into a single record, or into three records per screen, input the following data on the **OPTION - ADD INQUIRY UPDATE** line of the Expansion File Mini Menu or on the **NEXT** line of any Expansion Option screen:

1. In the **SEL** field, input **I** for single inquiry or **M** for multiple inquiry.
2. In the **L1 -L5**, **OPTION**, and **VERSION** fields, input the required information. The search criteria input will determine the first record to be viewed.

*Expansion File Mini Menu* (with example data input)

EXMU	EXPANSION FILE MINI-MENU					12/10/2012	14:40:17			
SEL	L1	L2	L3	L4	L5	OPTION	VERSION			
I or M	OPTION - ADD INQUIRY UPDATE	85	10	01	01	211	1A 04			
SEL	SET INDICATOR					OBJECT				
SEL	SET - ADD INQUIRY UPDATE									
SEL	L1	L2	L3	L4	L5	OPTION	VERSION	OBJECT		
SEL	SET - INQUIRY BY OPTION									
SEL	OWNERSHIP FUND CORRELATION (ADD, INQUIRY, UPDATE)	GF	SF	FID		GF	SF	FID	BE	IBI
		80	9							
		(OWNERSHIP FUND)			(PURCHASING FUND)					
SEL	BUDGET ENTITY									
SEL	BE / SP - INQUIRY									
SELECT CODES										
A = ADD			M = MULTIPLE INQUIRY			U = SINGLE UPDATE				
I = SINGLE INQUIRY			X = MULTIPLE UPDATE			TYPE		SEL		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---										
CONT			MAIN			RFRSH				

3. Press **Enter**. FLAIR will display the requested record(s).

To inquire into the current version of the first expansion option record for a specific organization code, on the **OPTION - ADD INQUIRY UPDATE** line:

1. In the **SEL** field, input **I** or **M**.
2. In the **L1 L2 L3 L4 L5** fields, input the organization code.
3. Leave the **OPTION** field blank.
4. Leave the **VERSION** field blank.

**Expansion File Mini Menu** (with example input)

```

EXMU                EXPANSION FILE MINI-MENU                12/10/2012  14:40:17
SEL
| or M OPTION - ADD INQUIRY UPDATE  L1 L2 L3 L4 L5  OPTION  VERSION
85 10 01 01 211  -
SEL
  SET - ADD INQUIRY UPDATE          SET INDICATOR  OBJECT
SEL
  SET - INQUIRY BY OPTION          L1 L2 L3 L4 L5  OPTION  VERSION  OBJECT
SEL
  OWNERSHIP FUND CORRELATION      GF SF FID      GF SF FID  BE      IBI
  (ADD, INQUIRY, UPDATE)         (OWNERSHIP FUND) (PURCHASING FUND)
SEL
  BE / SP - INQUIRY              BUDGET ENTITY

SELECT CODES
A = ADD                M = MULTIPLE INQUIRY          U = SINGLE UPDATE
I = SINGLE INQUIRY    X = MULTIPLE UPDATE              TYPE      SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                  MAIN  RFRSH
  
```

5. Press **Enter**. FLAIR will display the requested record(s). Press **F8** to view the current version of additional expansion option record displayed in alphanumeric order. These records are sorted by expansion option and organization code.

**Expansion Option Inquiry Screen** (with example inquiry results)

```

XOII1                EXPANSION OPTION INQUIRY                03/14/2013  14:32:59
ORG      85 10 01 01 211  EXPANSION OPTION          01  VERSION          04
SET INDICATOR          1A  AGENCY UNIQUE            OCA
GF 20   SF 2   FID 010001  BUDGET ENTITY          85100000  IBI          00
ST PROG 1112110000 000000  REVOLVING FUND      000000  CLEARING FUND 000000
EXTERNAL FUND          0   EXTERNAL PROGRAM        00  OFS
GRANT                  GY   CONTRACT              CY   PROJECT
BEG DATE              END DATE                    STATUS          U
DIRECTOR/MANAGER

ALLOT LEVEL DEFAULTS:  ALD D  GTALD D  CTALD D  PJALD D

AVAIL BAL INDICATORS  EC      ED      UD
REGULAR ABI'S        4      3      3
GRANT ABI'S          9      9      9
CONTRACT ABI'S       9      9      9
PROJECT ABI'S        9      9      9

NEXT: SEL _  NEXT-ADD-INQUIRY-UPDATE  ORG          EO  VR
TYPE      SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT      MINI  MAIN  RFRSH TOP          FWD
  
```

To inquire into a specific expansion option record for a specific organization code, on the **OPTION - ADD INQUIRY UPDATE** line:

1. In the **SEL** field, input **I** or **M**.
2. In the **L1 L2 L3 L4 L5** fields, input the organization code.
3. In the **OPTION** field, input the expansion option number.
4. Leave the **VERSION** field blank.

**Expansion File Mini Menu** (with example data input)

EXMU	EXPANSION FILE MINI-MENU	12/10/2012	14:40:17
SEL	L1 L2 L3 L4 L5 OPTION VERSION		
I or M	OPTION - ADD INQUIRY UPDATE 85 10 01 01 211 01		
SEL	SET INDICATOR OBJECT		
SET - ADD INQUIRY UPDATE			
SEL	L1 L2 L3 L4 L5 OPTION VERSION OBJECT		
SET - INQUIRY BY OPTION			
SEL	GF SF FID GF SF FID BE IBI		
OWNERSHIP FUND CORRELATION (ADD, INQUIRY, UPDATE)	80 9 (OWNERSHIP FUND) (PURCHASING FUND)		
SEL	BUDGET ENTITY		
BE / SP - INQUIRY			
SELECT CODES			
A = ADD	M = MULTIPLE INQUIRY	U = SINGLE UPDATE	
I = SINGLE INQUIRY	X = MULTIPLE UPDATE	TYPE SEL	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
CONT	MAIN RFRSH		

5. Press **Enter**. FLAIR will display the requested record. Press **F8** to view the current version of additional expansion option records displayed in alphanumerical order. These records are sorted by expansion option and organization code.

**Expansion Option Multiple Inquiry Screen** (with example inquiry results)

XOM1	EXPANSION OPTION MULTIPLE INQUIRY	03/14/2013	14:34:35
L1 L2 L3 L4 L5 EO VR SI AU GF SF FID BE IBI EF EP STATE PROGRAM			
CNTRT CY OFS BEG-DT END-DT CLR RVL OCA GRANT GY PROJECT			
ALD GTALD CTALD PJALD EC ED UD GTEC GTED GTUD CTEC CTUD PJEC PJED PJUD SC			
85 10 01 01 211 01 04 1A 20 2 010001 85100000 00			1112110000 000000
D D D D 4 3 3 9 9 9 9 9 9 9 9 9 9 9 U			
85 10 01 01 211 02 02 1A 10 1 000001 85100000 00			1112112000 000000
D D D D 4 3 3 9 9 9 9 9 9 9 9 9 9 9 A			
85 10 01 01 211 03 03 1A 20 2 010001 85100000 00			1112110000 000000
C D D D 4 3 3 9 9 9 9 9 9 9 9 9 9 9 A			
NEXT: SEL _ NEXT-ADD-INQUIRY-UPDATE ORG			EO VR
			TYPE SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
CONT	MINI MAIN RFRSH TOP	FWD	

To inquire into the current version of an expansion option and recall all previous versions of that expansion option, on the **OPTION - ADD INQUIRY UPDATE** line:

1. In the **SEL** field, input **I** or **M**.
2. In the **L1 L2 L3 L4 L5** fields, input the organization code.
3. In the **OPTION** field, input the expansion option.
4. In the **VERSION** field, input **99** (this action recalls all versions).

**Expansion File Mini Menu** (with example data input)

EXMU	EXPANSION FILE MINI-MENU	12/10/2012	15:28:34
SEL	L1 L2 L3 L4 L5 OPTION VERSION		
I or M	OPTION - ADD INQUIRY UPDATE 85 10 01 01 211 01 99		
SEL	SET INDICATOR OBJECT		
SET - ADD INQUIRY UPDATE			
SEL	L1 L2 L3 L4 L5 OPTION VERSION OBJECT		
SET - INQUIRY BY OPTION			
SEL	GF SF FID GF SF FID BE IBI		
OWNERSHIP FUND CORRELATION (ADD, INQUIRY, UPDATE)	80 9 (OWNERSHIP FUND) (PURCHASING FUND)		
SEL	BUDGET ENTITY		
BE / SP - INQUIRY			
SELECT CODES			
A = ADD	M = MULTIPLE INQUIRY		U = SINGLE UPDATE
I = SINGLE INQUIRY	X = MULTIPLE UPDATE		TYPE SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
CONT	MAIN RFRSH		

5. Press **Enter**. FLAIR will display the requested record. Press **F8** to view the previous versions of the expansion option record. Continue to press **F8** to view additional expansion option records with all versions. These records are sorted by expansion option and organization code.

**Expansion Option Multiple Inquiry Screen** (with example inquiry results)

XOM1	EXPANSION OPTION MULTIPLE INQUIRY	03/14/2013	14:35:57
L1 L2 L3 L4 L5 EO VR SI AU GF SF FID BE IBI EF EP STATE PROGRAM			
CNTRT CY OFS BEG-DT END-DT CLR RVL OCA GRANT GY PROJECT			
ALD GTALD CTALD PJALD EC ED UD GTEC GTED GTUD CTEC CTED CTUD PJEC PJED PJUD SC			
85 10 01 01 211 01 04 1A 20 2 010001 85100000 00			1112110000 000000
D D D D 4 3 3 9 9 9 9 9 9 9 9 9 9 U			
85 10 01 01 211 01 01 1A 20 2 010000 85100000 00			1112110000 000000
5 D D D 4 3 3 9 9 9 9 9 9 9 9 9 9 I			
85 10 01 01 211 01 02 1A 20 2 010001 85100000 00			1112110000 000000
5 D D D 4 3 3 9 9 9 9 9 9 9 9 9 9 I			
NEXT: SEL _ NEXT-ADD-INQUIRY-UPDATE ORG EO VR			TYPE SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
CONT	MINI MAIN RFRSH TOP FWD		

To inquire into a specific version of an expansion option record for a specific organization code, on the **OPTION - ADD INQUIRY UPDATE** line:

1. In the **SEL** field, input **I** or **M**.
2. In the **L1 L2 L3 L4 L5** fields, input the organization code.
3. In the **OPTION** field, input the expansion option.
4. In the **VERSION** field, input the version.

**Expansion File Mini Menu** (with example data input)

EXMU	EXPANSION FILE MINI-MENU					03/25/2013	17:11:19						
SEL		L1	L2	L3	L4	L5	OPTION	VERSION					
I	OPTION - ADD INQUIRY UPDATE	85	10	01	01	214	00	01					
SEL		SET INDICATOR			OBJECT								
-	SET - ADD INQUIRY UPDATE												
SEL		L1	L2	L3	L4	L5	OPTION	VERSION	OBJECT				
	SET - INQUIRY BY OPTION												
SEL		GF	SF	FID			GF	SF	FID	BE	IBI		
	OWNERSHIP FUND CORRELATION	80	9										
	(ADD, INQUIRY, UPDATE)	(OWNERSHIP FUND)			(PURCHASING FUND)								
SEL		BUDGET ENTITY											
	BE / SP - INQUIRY												
SELECT CODES													
A	= ADD	M	= MULTIPLE INQUIRY									U	= SINGLE UPDATE
I	= SINGLE INQUIRY	X	= MULTIPLE UPDATE									TYPE	SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---													
CONT		MAIN	RFRSH										

5. Press **Enter**. FLAIR will display the Expansion Option Single Inquiry Screen.

**Expansion Option Single Inquiry Screen** (with example inquiry results)

XOII1	EXPANSION OPTION INQUIRY					12/10/2012	15:14:54			
ORG	85	10	01	01	214	EXPANSION OPTION	00	VERSION	01	
SET INDICATOR						1A	AGENCY UNIQUE		OCA	
GF 10	SF 1	FID	000001	BUDGET ENTITY		85100000	IBI		00	
ST PROG	1112110000	000000	REVOLVING FUND		000000	CLEARING FUND		000000		
EXTERNAL FUND	0		EXTERNAL PROGRAM		00	OFS				
GRANT	GY		CONTRACT		CY	PROJECT				
BEG DATE			END DATE		-	STATUS		U		
DIRECTOR/MANAGER										
ALLOT LEVEL DEFAULTS: ALD D GTALD D CTALD D PJALD D										
AVAIL BAL INDICATORS EC ED UD										
REGULAR ABI'S 4 3 3										
GRANT ABI'S 9 9 9										
CONTRACT ABI'S 9 9 9										
PROJECT ABI'S 9 9 9										
NEXT: SEL	NEXT-ADD-INQUIRY-UPDATE					ORG	EO	VR		
TYPE SEL										
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---										
CONT		MINI	MAIN	RFRSH	TOP	FWD				

The Expansion Option Multiple Inquiry Screen displays three expansion option records using standard abbreviations. *See Appendix VIII RDS Information Codes for details.*

**Expansion Option Multiple Inquiry Screen** (with example inquiry results)

EXPANSION OPTION MULTIPLE INQUIRY																											
L1	L2	L3	L4	L5	EO	VR	SI	AU	GF	SF	FID	BE	IBI	EF	EP	STATE	PROGRAM										
CNTRT	CY	OFS	BEG-DT	END-DT	CLR	RVL	OCA	GRANT	GY	PROJECT	ALD	GTALD	CTALD	PJALD	EC	ED	UD	GTEC	GTED	GTUD	CTEC	CTED	CTUD	PJEC	PJED	PJUD	SC
85	10	01	01	211	01	04	1A		20	2	010001	85100000	00			1112110000	000000										
D	D		D	D	4	3	3	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	U
85	10	01	01	211	02	02	1A		10	1	000001	85100000	00			1112112000	000000										
D	D		D	D	4	3	3	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	A
85	10	01	01	211	03	03	1A		20	2	010001	85100000	00			1112110000	000000										
C	D		D	D	4	3	3	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	A

NEXT: SEL \_ NEXT-ADD-INQUIRY-UPDATE ORG EO VR  
TYPE SEL

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---  
CONT MINI MAIN RFRSH TOP FWD

**112.4.4 Expansion Option Update Screen**

**Expansion option updates** may be done through single or multiple update screens. To access the Expansion Option Update function from the Expansion File Mini Menu, on the **OPTION - ADD INQUIRY UPDATE** line, input **I** for single update or **X** for multiple updates.

**Expansion File Mini Menu** (with example data input)

EXPANSION FILE MINI-MENU										
EXMU									03/25/2013	17:11:19
SEL	L1 L2 L3 L4 L5					OPTION	VERSION			
I or X	OPTION - ADD INQUIRY UPDATE									
SEL	SET - ADD INQUIRY UPDATE				SET INDICATOR	OBJECT				
SEL	L1 L2 L3 L4 L5					OPTION	VERSION	OBJECT		
SEL	SET - INQUIRY BY OPTION									
SEL	OWNERSHIP FUND CORRELATION				GF SF FID	GF SF FID	BE	IBI		
	(ADD, INQUIRY, UPDATE)				80 9	(OWNERSHIP FUND)	(PURCHASING FUND)			
SEL	BE / SP - INQUIRY				BUDGET ENTITY					
SELECT CODES										
A = ADD			M = MULTIPLE INQUIRY				U = SINGLE UPDATE			
I = SINGLE INQUIRY			X = MULTIPLE UPDATE				TYPE SEL			
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--- CONT MAIN RFRSH										

### Single Update Screen

The **Expansion Option Single Update Screen** allows the update of the current version of an expansion option record. If the requested version of an option is not the current version, or if **99** is input in the **VERSION** field, the program will display the Expansion Option Multiple Update Screen.

**Note:** When the Expansion Option Single Update Screen is in update mode, the expansion option is not accessible for other purposes (i.e., online expansion of transactions).

To update the current version of a specific expansion option from the Expansion File Mini Menu, on the **OPTION - ADD INQUIRY UPDATE** line:

1. In the **SEL** field, input **U**.
2. In the **L1 L2 L3 L4 L5** fields, input the organization code.
3. In the **OPTION** field, input the expansion option number.
4. Leave the **VERSION** field blank.

#### Expansion File Mini Menu (with example data input)

```

EXMU                EXPANSION FILE MINI-MENU                12/11/2012  08:56:38
SEL
  U  OPTION - ADD INQUIRY UPDATE  L1 L2 L3 L4 L5  OPTION  VERSION
                                     85 10 02 02 213  00
SEL
  SET - ADD INQUIRY UPDATE        SET INDICATOR  OBJECT
SEL
  SET - INQUIRY BY OPTION        L1 L2 L3 L4 L5  OPTION  VERSION  OBJECT
SEL
  OWNERSHIP FUND CORRELATION      GF SF FID      GF SF FID  BE  IBI
  (ADD, INQUIRY, UPDATE)          80 9          (OWNERSHIP FUND) (PURCHASING FUND)
SEL
  BE / SP - INQUIRY              BUDGET ENTITY
SELECT CODES
A = ADD                M = MULTIPLE INQUIRY          U = SINGLE UPDATE
I = SINGLE INQUIRY    X = MULTIPLE UPDATE          TYPE      SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                   MAIN  RFRSH
    
```

5. Press **Enter**. FLAIR will display the requested record on the Expansion Option Update Screen.

**Expansion Option Update Screen** (with example requested record retrieved)

```

XOU1                EXPANSION OPTION UPDATE                03/14/2013  14:47:53
ORG      85 10 02 02 213  EXPANSION OPTION                00  VERSION                02
SET INDICATOR                                1A  AGENCY UNIQUE                OCA
GF 10   SF 1   FID 000001  BUDGET ENTITY                85100000  IBI                00
ST PROG 1112110000 000000  REVOLVING FUND                000000  CLEARING FUND    000000
EXTERNAL FUND                                0  EXTERNAL PROGRAM                00  OFS
GRANT                                GY  CONTRACT                                CY  PROJECT
BEG DATE                                END DATE                                STATUS                U
DIRECTOR/MANAGER

ALLOT LEVEL DEFAULTS:  ALD D  GTALD D  CTALD D  PJALD D

AVAIL BAL INDICATORS      EC      ED      UD
REGULAR ABI'S              4      3      3
GRANT ABI'S                9      9      9
CONTRACT ABI'S            9      9      9
PROJECT ABI'S              9      9      9

NEXT: SEL      NEXT-ADD-INQUIRY-UPDATE  ORG      EO      VR
                                           TYPE  SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT          MINI  MAIN  RFRSH                                CAN
    
```

6. Input any edits or additional information. All of the data fields on this screen may be changed with the exception of **ORG**, **EXPANSION OPTION**, and **VERSION**.
7. Press **Enter**. FLAIR will save any changes to the record.

**Multiple Update Screen**

The **Expansion Option Multiple Update Screen** displays three records at a time and only allows the update of the **SC** field. The expansion option records are displayed horizontally using standard abbreviations. *See Appendix V Expansion Files for details.* The cursor will be positioned under the **SC** field, with all other fields protected. This is a required field and cannot be deleted.

**Note:** When the Expansion Option Multiple Update Screen is in update mode, the expansion option is not accessible for other purposes (i.e., online expansion of transactions).

There are four methods used to update an expansion option as discussed below:

**Method 1 - Multiple Update for the Current Version (OPTION and VERSION blank):**

To update the status code of the current version of the first expansion option record for a specific organization code, on the **OPTION – ADD INQUIRY UPDATE** line:

1. In the **SEL** field, input **X**.
2. In the **L1 L2 L3 L4 L5** fields, input the agency’s organization code.
3. The **OPTION** and **VERSION** fields should be left blank.

**Expansion File Mini Menu** (with example data input)

EXMU	EXPANSION FILE MINI-MENU										12/11/2012	08:46:28
SEL		L1	L2	L3	L4	L5	OPTION	VERSION				
X	OPTION - ADD INQUIRY UPDATE	85	10	02	02	213	-					
SEL	SET - ADD INQUIRY UPDATE	SET INDICATOR					OBJECT					
SEL	SET - INQUIRY BY OPTION	L1	L2	L3	L4	L5	OPTION	VERSION	OBJECT			
SEL	OWNERSHIP FUND CORRELATION (ADD, INQUIRY, UPDATE)	GF	SF	FID			GF	SF	FID	BE	IBI	
		80	9	(OWNERSHIP FUND)			(PURCHASING FUND)					
SEL	BE / SP - INQUIRY	BUDGET ENTITY										
SELECT CODES												
A = ADD			M = MULTIPLE INQUIRY				U = SINGLE UPDATE					
I = SINGLE INQUIRY			X = MULTIPLE UPDATE				TYPE		SEL			
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---												
CONT			MAIN				RFRSH					

4. Press **Enter**. FLAIR will display the Expansion Option Multiple Update Screen. The status code is the only field available for update on this screen as displayed below.

**Expansion Option Multiple Update Screen** (with example data retrieved)

XOX1	EXPANSION OPTION MULTIPLE UPDATE															12/11/2012	08:55:18	
L1	L2	L3	L4	L5	EO	VR	SI	AU	GF	SF	FID	BE	IBI	EF	EP	STATE	PROGRAM	
CNTRT	CY	OFS	BEG-DT					END-DT	CLR	RVL	OCA	GRANT	GY	PROJECT				
ALD	GTALD	CTALD	PJALD	EC	ED	UD	GTEC	GTED	GTUD	CTEC	CTED	CTUD	PJEC	PJED	PJUD	SC		
85	10	02	02	213	00	02	1A	10	1	000001	85100000	00				1112110000	000000	
D	D	D	D		4	3	3	9	9	9	9	9	9	9	9	9	9	<u>U</u>
85	10	02	02	213	7B	01	1A	20	2	010001	85100000	00				1112110000	000000	
	LE718																	
C	D	D	D		4	3	3	9	9	9	9	9	9	9	9	9	9	A
85	20	00	00	000	BB	01	1B	50	2	050001	85200000	00				1112110000	000000	
								020001										
B	D	D	D		4	3	3	9	9	9	9	9	9	9	9	9	9	U
NEXT: SEL													NEXT-ADD-INQUIRY-UPDATE	ORG	EO	VR		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---													TYPE		SEL			
CONT			MINI				MAIN				RFRSH						CAN	

5. Tab to the **SC** field of the expansion option record to be updated.
6. Input the new code.
7. Press **Enter**. FLAIR will update the record.



6. Tab to the **SC** field of the expansion option record to be updated.
7. Input the new code.
8. Press **Enter**. FLAIR will update the record.

**Method 3 - Multiple Update for the Current Version** (display previous versions):

To update the status code of the current version and to display all previous versions of the expansion options of a specific organization from the Expansion File Mini Menu, on the **OPTION - ADD INQUIRY UPDATE** line:

1. In the **SEL** field, input **X**.
2. In the **L1 L2 L3 L4 L5** fields, input the agency's organization code.
3. In the **OPTION** field, input the expansion option number.
4. In the **VERSION** field, input **99** (this action recalls all versions).

**Expansion File Mini Menu** (with example data input)

EXMU	EXPANSION FILE MINI-MENU					12/11/2012	08:46:28				
SEL		L1	L2	L3	L4	L5	OPTION	VERSION			
X	OPTION - ADD INQUIRY UPDATE	85	10	02	02	213	00	99			
SEL		SET INDICATOR			OBJECT						
-	SET - ADD INQUIRY UPDATE										
SEL		L1	L2	L3	L4	L5	OPTION	VERSION	OBJECT		
	SET - INQUIRY BY OPTION										
SEL		GF	SF	FID			GF	SF	FID	BE	IBI
	OWNERSHIP FUND CORRELATION	80	9								
	(ADD, INQUIRY, UPDATE)	(OWNERSHIP FUND)			(PURCHASING FUND)						
SEL		BUDGET ENTITY									
	BE / SP - INQUIRY										
SELECT CODES											
A = ADD			M = MULTIPLE INQUIRY			U = SINGLE UPDATE					
I = SINGLE INQUIRY			X = MULTIPLE UPDATE			TYPE			SEL		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---											
CONT			MAIN			RFRSH					

5. Press **Enter**. FLAIR will display the Expansion Option Multiple Update Screen.



See section 112.4.1 Expansion Option Record for allowable status code changes.

- Press **Enter**. FLAIR will display the Expansion Option Multiple Update Screen.

**Expansion Option Multiple Update Screen** (with example data retrieved)

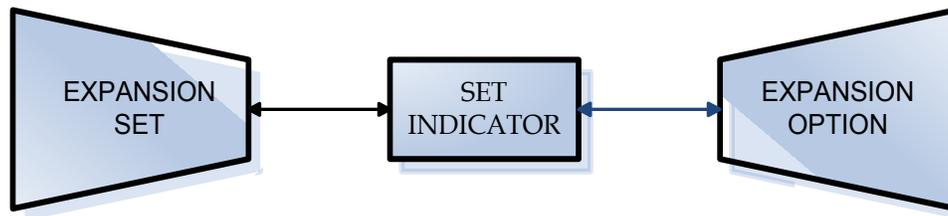
EXPANSION OPTION MULTIPLE UPDATE																		12/11/2012	08:55:18		
L1	L2	L3	L4	L5	EO	VR	SI	AU	GF	SF	FID	BE	IBI	EF	EP	STATE	PROGRAM				
ALD	GTALD	CTALD	PJALD	EC	ED	UD	GTEC	GTED	GTUD	CTEC	CTED	CTUD	PJEC	PJED	PJUD	SC					
85	10	02	02	213	00	02	1A		10	1	000001	85100000	00			1112110000	000000				
D	D		D			4	3	3	9		9	9	9	9	9	9	9	<u>U</u>			
85	10	02	02	213	7B	01	1A		20	2	010001	85100000	00			1112110000	000000				
C	LE718		D			4	3	3	9		9	9	9	9	9	9	9	A			
85	20	00	00	000	BB	01	1B		50	2	050001	85200000	00			1112110000	000000				
B	D		D			4	3	3	9		020001	9	9	9	9	9	9	U			
NEXT: SEL												NEXT-ADD-INQUIRY-UPDATE			ORG	EO	VR				
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---												TYPE		SEL							
CONT												MINI			MAIN			RFRSH		CAN	

- Tab to the **SC** field of the expansion option record to be updated.
- Input the new code.
- Press **Enter**. FLAIR will update the record.

**Special Notes:**

- The status code will automatically be changed to **U** when a transaction is input using that expansion option record, so the user will rarely change a status code from **A** to **U**.
- If the status code for a version is marked for deletion, the system will also mark all previous versions of that expansion option for deletion.
- If the status code for the current version of an expansion option is marked for deletion, the system will not allow update to a **U** or **I** for any previous version of that same expansion option.
- If the status code for more than one version of an expansion option is changed on a screen, and a version changed to a status of **D** is higher than a version changed to a status **U** or **I**, then the system will not allow the Expansion Option Multiple Update.

## 112.5 Set Indicator



The two auxiliary files (Expansion Option File and Expansion Set File) that are part of the Expansion Files have different accounting code relationships and are linked together by the **set indicator (SI)**. The set indicator is a two character code that is used in conjunction with a unique object code to retrieve all accounting data for a transaction from the Expansion Set and Expansion Option Files.

To access the Expansion Files and expand a transaction (on any accounting input screen), input the following:

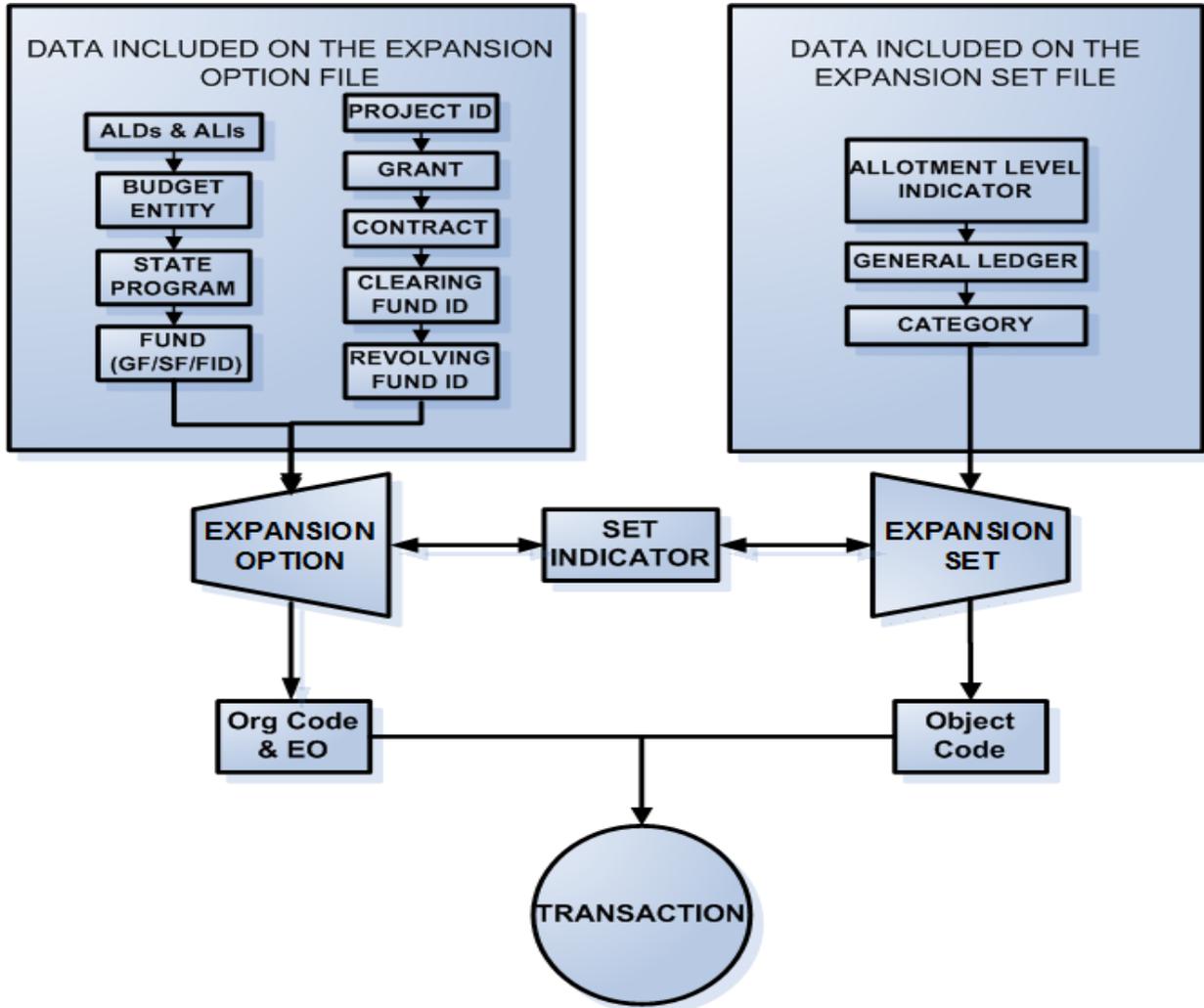
- Organization Code (**ORG**)
- Expansion Option Code (**EO**)
- Object Code (**OBJ**)

One or more of the following scenarios may occur when **Enter** is pressed:

- The organization and expansion option codes cause the system to retrieve a particular expansion option record from the Expansion Option File and include it in the transaction that was input into FLAIR.
- The set indicator from the expansion option record links an expansion option record to a particular set on the Expansion Set File.
- The object code input with the transaction identifies the specific record within the expansion set to be retrieved and used in the transaction.

Once the system has retrieved the appropriate expansion option and expansion set records, the retrieved information is included in the transaction and the expansion process is complete.

*Expansion Option/Set Flowchart*



TR51 Unencumbered Disbursements Single Input Screen (example with expanded data)

**Set Indicator**

<p>XOI1 EXPANSION OPTION INQUIRY 03/18/2013 16:15:48</p> <p>ORG 85 10 01 01 211 EXPANSION OPTION 03 VERSION 03</p> <p>SET INDICATOR 1A AGENCY UNIQUE OCA</p> <p>GF 20 SF 2 FID 010001 BUDGET ENTITY 85100000 IBI 00</p> <p>ST PROG 1112110000 000000 REVOLVING FUND 000000 CLEARING FUND 000000</p> <p>EXTERNAL FUND 0 EXTERNAL PROGRAM 00 OFS</p> <p>GRANT GY CONTRACT CY PROJECT</p> <p>BEG DATE END DATE STATUS A</p> <p>DIRECTOR/MANAGER</p> <p>ALLOT LEVEL DEFAULTS: ALD C GTALD D CTALD D PJALD D</p> <p>AVAIL BAL INDICATORS EC ED UD</p> <p>REGULAR ABI'S 4 3 3</p> <p>GRANT ABI'S 9 9 9</p> <p>CONTRACT ABI'S 9 9 9</p> <p>PROJECT ABI'S 9 9 9</p> <p>NEXT: SEL NEXT-ADD-INQUIRY-UPDATE ORG EO VR</p> <p>Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---                  CONT MINI MAIN RFRSH TOP FWD</p>	<p>XSI1 EXPANSION SET INQUIRY 03/18/13 16:17:29</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>ST</th> <th>OBJECT</th> <th>CAT</th> <th>YR</th> <th>GL</th> <th>ALI</th> <th>GTALI</th> <th>CTALI</th> <th>PJALI</th> <th>EGL</th> <th>EOB</th> <th>ECAT</th> <th>SC</th> </tr> </thead> <tbody> <tr> <td>1A</td> <td>261000</td> <td>040000</td> <td>00</td> <td>71100</td> <td>D</td> <td>D</td> <td>D</td> <td></td> <td></td> <td></td> <td></td> <td>A</td> </tr> <tr> <td>1A</td> <td>261200</td> <td>040000</td> <td>00</td> <td>71100</td> <td>D</td> <td>D</td> <td>D</td> <td></td> <td></td> <td></td> <td></td> <td>A</td> </tr> <tr> <td>1A</td> <td>261300</td> <td>040000</td> <td>00</td> <td>71100</td> <td>D</td> <td>D</td> <td>D</td> <td></td> <td></td> <td></td> <td></td> <td>A</td> </tr> <tr> <td>1A</td> <td>261400</td> <td>040000</td> <td>00</td> <td>71100</td> <td>D</td> <td>D</td> <td>D</td> <td></td> <td></td> <td></td> <td></td> <td>A</td> </tr> <tr> <td>1A</td> <td>271000</td> <td>040000</td> <td>00</td> <td>71100</td> <td>D</td> <td>D</td> <td>D</td> <td></td> <td></td> <td></td> <td></td> <td>A</td> </tr> <tr> <td>1A</td> <td>279000</td> <td>040000</td> <td>00</td> <td>71100</td> <td>D</td> <td>D</td> <td>D</td> <td></td> <td></td> <td></td> <td></td> <td>A</td> </tr> <tr> <td>1A</td> <td>291900</td> <td>040000</td> <td>00</td> <td>71100</td> <td>D</td> <td>D</td> <td>D</td> <td></td> <td></td> <td></td> <td></td> <td>A</td> </tr> <tr> <td>1A</td> <td>341000</td> <td>040000</td> <td>00</td> <td>71100</td> <td>D</td> <td>D</td> <td>D</td> <td></td> <td></td> <td></td> <td></td> <td>A</td> </tr> <tr> <td>1A</td> <td>380000</td> <td>040000</td> <td>00</td> <td>71100</td> <td>D</td> <td>D</td> <td>D</td> <td></td> <td></td> <td></td> <td></td> <td>A</td> </tr> <tr> <td>1A</td> <td>419000</td> <td>040000</td> <td>00</td> <td>71100</td> <td>D</td> <td>D</td> <td>D</td> <td></td> <td></td> <td></td> <td></td> <td>A</td> </tr> <tr> <td>1A</td> <td>431000</td> <td>040000</td> <td>00</td> <td>71100</td> <td>D</td> <td>D</td> <td>D</td> <td></td> <td></td> <td></td> <td></td> <td>A</td> </tr> <tr> <td>1A</td> <td>434000</td> <td>040000</td> <td>00</td> <td>71100</td> <td>D</td> <td>D</td> <td>D</td> <td></td> <td></td> <td></td> <td></td> <td>A</td> </tr> <tr> <td>1A</td> <td>511000</td> <td>060000</td> <td>00</td> <td>72100</td> <td>C</td> <td>D</td> <td>D</td> <td></td> <td></td> <td></td> <td></td> <td>A</td> </tr> <tr> <td>1A</td> <td>512000</td> <td>060000</td> <td>00</td> <td>72100</td> <td>D</td> <td>D</td> <td>D</td> <td></td> <td></td> <td></td> <td></td> <td>A</td> </tr> </tbody> </table> <p>NEXT: SEL NEXT-ADD-INQUIRY-UPDATE SI OBJECT TYPE SEL</p> <p>Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---                  CONT MINI MAIN RFRSH TOP FWD</p>	ST	OBJECT	CAT	YR	GL	ALI	GTALI	CTALI	PJALI	EGL	EOB	ECAT	SC	1A	261000	040000	00	71100	D	D	D					A	1A	261200	040000	00	71100	D	D	D					A	1A	261300	040000	00	71100	D	D	D					A	1A	261400	040000	00	71100	D	D	D					A	1A	271000	040000	00	71100	D	D	D					A	1A	279000	040000	00	71100	D	D	D					A	1A	291900	040000	00	71100	D	D	D					A	1A	341000	040000	00	71100	D	D	D					A	1A	380000	040000	00	71100	D	D	D					A	1A	419000	040000	00	71100	D	D	D					A	1A	431000	040000	00	71100	D	D	D					A	1A	434000	040000	00	71100	D	D	D					A	1A	511000	060000	00	72100	C	D	D					A	1A	512000	060000	00	72100	D	D	D					A
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51S2 TR 51 - UNENCUMBERED DISBURSEMENTS - SINGLE INPUT 03/18/2013 16:19:48

L1	L2	L3	L4	L5	EO	VR	OBJECT	CF	PPI	DESCRIPTION	SUB-VENDOR-ID
85	10	01	01	211	03	03	261400				

...AMOUNT... VENDOR-ID TRN-DT G VOUCH-NO LINE BI OTHER-DOC B

INVOICE AB ... **Retrieved from Expansion Set File (OBJECT, Set Indicator)** 2013 V

CAT	YR	GL	EGL	EOB	ECAT	EP	GRANT	GY	CNTRT	CY	OCA	AU
040000	00	71100										

GF SF FID BE IBI EF STATE-PROGRAM PROJECT ID

20 2 010001 85100000 00 1112110000 000000

BPIN COUNT ...UNITS... ...TIME...

**Retrieved from Expansion Option File (L1- L5/ EO/VR)**

NEXT: L1-L5 85 10 01 01 211 EO 03 VR OBJE SEL

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---  
 CONT MINI MAIN RFRSH CAN

## 112.6 Expansion Option Errors

It is important when using organization and expansion option codes in FLAIR transactions to verify that the system displays the correct information on the input screen before completing the transaction. All data combinations input will be revalidated at the time the transaction is recorded by FLAIR. Some of the most common errors are discussed below:

- Incorrect fund used in a transaction:
  - An incorrect expansion option was input on the transaction input into FLAIR.
  - The organization and expansion option codes are correct, but the fund was input incorrectly when the expansion option record was established.
  - There was a change in the funding source, but the expansion option record was not updated.
- Incorrect category used in a transaction:
  - An incorrect object code was input on the FLAIR transaction data entry screen.
  - The expansion option record was set up or updated with an incorrect set indicator.
  - The set indicator has an incorrect object code/category combination.
- **GL, Cat, and YR** are blank after inputting the organization, expansion option, and object code:
  - An incorrect object code was input on the transaction input screen.
  - The object code input on the transaction is not on the Expansion Set File (most common error).
  - The set indicator was not included in the expansion option record at the time the record was established.

**It is important when using organization and expansion option codes in FLAIR transactions to verify that the system displays the correct information on the data entry screen prior to completing the transaction.**

## 112.7 Available Balance Indicators

The **available balance indicators** designate which balances are to be checked during the Available Balance Checking process. This process is an optional edit that ensures negative balances will not be accepted by the system for the following transaction types:

- Encumbrances
- Encumbrance changes
- Payables
- Encumbered disbursements
- Payable disbursements
- Unencumbered disbursements

For each of these types of transactions, an agency may input an available balance indicator or may leave the indicator field blank. If no indicator is input, the indicator defaults to **0**. Transactions creating negative balances will not be accepted by the system. However, each agency may delegate individuals with

available balance override authority to input them into the system. *See section 108 Available Balance for further discussion of the Available Balance File.*

A chart of the available balance indicators and the corresponding balances that are checked is given below.

Balances checked by state fund type:

Indicators for EC, ED, and UD	General Revenue Fund	Trust Funds	Local Funds
<b>0 = Spending Authority</b>	Fund Release	Fund Cash Fund Release	Fund Cash
<b>1 = Spending Authority and Allotments</b>	Fund Release Allotments	Fund Cash Fund Release Allotments	Fund Cash Allotments
<b>2 = Spending Authority and Org Cash</b>	Fund Release	Fund Cash Fund Release Org Cash	Fund Cash Org Cash
<b>3 = Spending Authority Allotments and Org Cash</b>	Fund Release Allotments	Fund Cash Fund Release Org Cash Allotments	Fund Cash Org Cash Allotments
<b>4 = Spending Authority</b>	Allotments	Allotments	Allotments
<b>9 = No Checking</b>	--	--	--

EC = Encumbrances, Encumbrance Changes, and Payables; ED = Encumbered Disbursements; UD = Unencumbered Disbursements.

The contract, grant, and project available balance indicators designate which of the contract, grant, and project balances are to be checked during the Available Balance Checking process. If these available balance indicators are utilized, the system ensures that negative balances are not accepted for encumbrance, encumbrance change, payable, encumbered disbursement, payable disbursement, and/or unencumbered disbursement transactions. Transactions creating negative balances are not accepted by the system. They may, however, be input into the system by individuals having available balance override authority. *See section 108 Available Balance for further discussion of the Available Balance File.*

A chart of the available balance indicators and the corresponding contract, grant, and/or project balances checked is given below.

**Note:** To use the contract and grant available balance indicators, the contracts and grant numbers must be established in FACTS and carried over into the Title file.

Balances checked by state fund type for grant available balance indicators:

Indicators for EC, ED, and UD	General Revenue Fund	Trust Funds	Local Funds
<b>0 = Grant Fund Cash</b>	N/A	Fund Cash	Fund Cash
<b>1 = Grant Cash and Grant Allotment</b>	Allotments	Fund Cash Allotments	Fund Cash Allotments
<b>2 = Grant Allotment</b>	Allotments	Allotments	Allotments
<b>9 = No Checking</b>	--	--	--

EC = Encumbrances, Encumbrance Changes, and Payables; ED = Encumbered Disbursements; UD = Unencumbered Disbursements.

Balances checked by state fund types for contract available balance indicators:

Indicators for EC, ED, and UD	General Revenue Fund	Trust Funds	Local Funds
<b>0 = Contract Fund Cash</b>	N/A	Fund Cash	Fund Cash
<b>1 = Contract Cash and Contract Allotment</b>	Allotments	Fund Cash Allotments	Fund Cash Allotments
<b>2 = Contract Allotment</b>	Allotments	Allotments	Allotments
<b>9 = No Checking</b>	--	--	--

EC = Encumbrances, Encumbrance Changes, and Payables; ED = Encumbered Disbursements; UD = Unencumbered Disbursements.

Balances checked by state fund types for project available balance indicators:

Indicators for EC, ED, and UD	General Revenue Fund	Trust Funds	Local Funds
<b>0 = Project Fund Cash</b>	N/A	Fund Cash	Fund Cash
<b>1 = Project Cash and Project Allotment</b>	Allotments	Fund Cash Allotments	Fund Cash Allotments
<b>2 = Project Allotment</b>	Allotments	Allotments	Allotments
<b>9 = No Checking</b>	--	--	--

EC = Encumbrances, Encumbrance Changes, and Payables; ED = Encumbered Disbursements; UD = Unencumbered Disbursements.

## 112.8 Ownership Fund Correlation

In governmental accounting, some funds do not own property. Property purchased from these funds must be correlated to an ownership fund. **Section 4** of the Expansion File Mini Menu allows the user to set up these correlations. See *section 506.2 Correlating Ownership Funds to Operating Accounts for further instructions*.

### Expansion File Mini Menu

Section 4

EXMU	EXPANSION FILE MINI-MENU	08/16/2011	14:33:56
SEL	OPTION - ADD INQUIRY UPDATE	L1 L2 L3 L4 L5	OPTION VERSION
SEL	SET - ADD INQUIRY UPDATE	SET INDICATOR	OBJECT
SEL	SET - INQUIRY BY OPTION	L1 L2 L3 L4 L5	OPTION VERSION OBJECT
SEL	OWNERSHIP FUND CORRELATION (ADD, INQUIRY, UPDATE)	GF SF FID 80 9 (OWNERSHIP FUND)	GF SF FID BE IBI (PURCHASING FUND)
SEL	BE / SP - INQUIRY	BUDGET ENTITY	
SELECT CODES			
A = ADD		M = MULTIPLE INQUIRY	U = SINGLE UPDATE
I = SINGLE INQUIRY		X = MULTIPLE UPDATE	TYPE SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
CONT		MAIN	RFRSH

## 112.9 The Budget Entity/State Program Combination Table

The **Budget Entity/State Program Inquiry**, Section 5, **BE/SP - INQUIRY** line of the Expansion File Mini Menu, is used to inquire into which state programs have been correlated to a particular budget entity. This screen displays statewide data, not agency specific, and is inquiry only.

### Expansion File Mini Menu

Section 5

EXMU	EXPANSION FILE MINI-MENU	08/16/2011	14:33:56
SEL	OPTION - ADD INQUIRY UPDATE	L1 L2 L3 L4 L5	OPTION VERSION
SEL	SET - ADD INQUIRY UPDATE	SET INDICATOR	OBJECT
SEL	SET - INQUIRY BY OPTION	L1 L2 L3 L4 L5	OPTION VERSION OBJECT
SEL	OWNERSHIP FUND CORRELATION (ADD, INQUIRY, UPDATE)	GF SF FID 80 9 (OWNERSHIP FUND)	GF SF FID BE IBI (PURCHASING FUND)
SEL	BE / SP - INQUIRY	BUDGET ENTITY	
SELECT CODES			
A = ADD		M = MULTIPLE INQUIRY	U = SINGLE UPDATE
I = SINGLE INQUIRY		X = MULTIPLE UPDATE	TYPE SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
CONT		MAIN	RFRSH

Expansion File Mini Menu, Section 5 fields:

Field	Description	Required/Optional/Special Instructions
<b>SEL</b>	Selection	Required. Input of M (for multiple inquiry). (1A/N)
<b>BUDGET ENTITY</b>	Budget Entity Number	Required. (8N)

To inquire into the **Budget Entity Combination Table - Inquiry Screen**:

1. In the **SEL** field, input **M**.
2. In the **BUDGET ENTITY** field, input a valid budget entity.

**Note:** If only the first two digits of a budget entity are used, FLAIR will display all valid budget entities assigned by the EOG (sequentially from lowest to highest).

**Expansion File Mini Menu**

(example displaying how to retrieve the Budget Entity Combination Table Inquiry Screen)

```

EXMU                EXPANSION FILE MINI-MENU                12/11/2012  09:05:09
SEL
  OPTION - ADD INQUIRY UPDATE      L1 L2 L3 L4 L5      OPTION  VERSION
SEL
  SET - ADD INQUIRY UPDATE        SET INDICATOR      OBJECT
SEL
  SET - INQUIRY BY OPTION        L1 L2 L3 L4 L5      OPTION  VERSION  OBJECT
SEL
  OWNERSHIP FUND CORRELATION      GF SF FID          GF SF FID  BE      IBI
  (ADD, INQUIRY, UPDATE)         (80 9)             (OWNERSHIP FUND) (PURCHASING FUND)
SEL
  M BE / SP - INQUIRY            BUDGET ENTITY
                                  85100000
SELECT CODES
  A = ADD                        M = MULTIPLE INQUIRY      U = SINGLE UPDATE
  I = SINGLE INQUIRY             X = MULTIPLE UPDATE      TYPE      SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                               MAIN  RFRSH
    
```

3. Press **Enter** to display the **BUDGET ENTITY, STATE PROGRAM NUMBER,** and **EFFECTIVE FY** (Fiscal Year).

**Budget Entity Combination Table - Inquiry Screen** (with example inquiry results)

CSM1				12/11/2012	09:07:27
BUDGET ENTITY COMBINATION TABLE - INQUIRY					
BUDGET ENTITY:	85100000	STATE PROGRAM NUMBER	EFFECTIVE FY	STATUS	
		1112110000	2002	A	
		1112112000	2002	A	
		1112111000	2002	A	
		1112122000	2002	A	
		1602000000	2011	A	
		9999999999	2011	A	
		0000000000	2011	A	
NEXT REQUEST:					
DATA CODE					
				TYPE	SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---					
CONT		MINI	MAIN	RFRSH	TOP
				FWD	

Budget Entity Combination Tale Inquiry Screen fields:

Field	Description	Required/Optional/Special Instructions
<b>BUDGET ENTITY</b>	Selection	Required. The organization and/or function to which appropriations are made. (8N)
<b>STATE PROGRAM NUMBER</b>	Budget Entity Number	Protected. The plan for the organization and use of resources to meet specific objectives of the State. (10N)
<b>EFFECTIVE FISCAL YEAR</b>	Effective Fiscal Year	Protected. The appropriation year corresponding to the state program. (4N)
<b>STATUS</b>	Record Status	Protected. (1A)

## 113 FLAIR Inquiry

The FLAIR inquiry functions allow agency users to access data input during a specific time period for their respective OLO. Each inquiry function has a formatted screen that will display information stored within the OLO's Daily Input File and Information Warehouse File. Agency users must have security clearance to access each function authorized by their Access Control Custodian in order to use this feature. This section provides instructions for general accounting, budgetary, expenditure, and revenue transaction inquiries.

Agency users are able to inquire on entries within an OLO for:

- Daily Input File for Transactions
- Voucher Audit Summary (**VA**)
- Detail Transaction History (**TR**)
- Vendor History File (**VH**)
- Employee Travel History (**ET**)

Based on a user's security clearance within their OLO, there are two inquiry options within the Daily Input File:

- **Single Inquiry**  
To access the single inquiry function from any FLAIR input screen, the user is required to input the desired transaction type or function in the **TYPE** field, and/or input **I** (transactions only) in the **SEL** field. *See Screen 1 below for an example of input to access a single inquiry TR51.*
- **Multiple Inquiry**  
To access the multiple inquiry function from any FLAIR input screen, the user is required to input the desired transaction type in **TYPE** field and/or input **M** (transactions only) in the **SEL** field. *See Screen 2 below for an example of input to access a multiple inquiry of vendor history.*

After completing the request screen, the user presses **Enter**. FLAIR will display entries based on the user's search criteria.

**Main Accounting Menu**

(Screen 1 is an example of input used to access a single inquiry TR51. Screen 2 is an example of input used to access a multiple inquiry of vendor history.)

MNMU			MENU			08/07/2012 11:22:49		
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	DM	DIR/MANAGER FILE	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 FILES	U	TF	TRANSFERS
U	TG	TITLE - GRANTS	U	TI	TITLE - GENERAL	U	TJ	TITLE - PROJECTS
U	TP	TITLE - PROPERTY	U	VE	VENDOR-EMPLOYEE	U	VP	VOUCHER PRINT
A	VS	VENDOR-STATEWIDE						

9

S

Screen 1, Single Inquiry

TYPE: 51 SEL: I

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---  
 CONT DAC

Screen 2, Vendor History Inquiry

TYPE: VH SEL:

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---  
 CONT DAC

### 113.1 Daily Input File Inquiry

The **Daily Input File** is a file where all FLAIR transactions are stored until nightly processing occurs at the end of each business day. The inquiry option is not available for transactions input from the prior business day. The following transaction types are stored in the Daily Input File:

- General Accounting
- Budget Control
- Encumbrance and Accounts Payable
- Disbursements
- Accounts Receivable
- Cash Receipts

#### 113.1.1 General Accounting Transactions Inquiry

The **General Accounting (GA)** function contains two transaction types:

- TR10 - General Accounting.
- TR11 - Master File Life-to-Date Adjustments.

To access the General Accounting Mini Menu, input **GA** in the **TYPE** field of any FLAIR input screen and press **Enter**.

To access the inquiry function for each transaction type from any FLAIR input screen or the General Accounting Mini Menu:

1. In the **TYPE** field, input **10** or **11** (for TR10 or TR11, respectively).
2. In the **SEL** field, input **I** (single inquiry only for general accounting functions).

**General Accounting Mini Menu** (with example data input)

```

GAMU                                03/25/13  17:22:10
                                GENERAL ACCOUNTING MINI MENU

TYPE                                SEL OPTIONS
10 GENERAL ACCOUNTING              S,I
11 MASTER FILE LTD ADJUSTMENTS     S,I

SEL
S SINGLE INPUT
I SINGLE INQUIRY

NOTE:  SINGLE UPDATE (U) WITH EXPANDED DATA SCREEN IS ACCESSIBLE
       ONLY FROM 'I' SEL OPTION.

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                                MAIN  RFRSH
                                TYPE 10  SEL I
    
```

3. Press **Enter**. FLAIR will display the requested screen (for this example, TR10 is shown).

**TR10 – General Accounting - Single Inquiry By Site - Request Screen One**

```

10I1                                08/07/2012  12:35:22
                                TR 10 - GENERAL ACCOUNTING - SINGLE INQUIRY BY SITE - REQUEST

L1 L2 L3 L4 L5  USER ID  GF SF FID   BE     IBI  DOC-NO  LINE  GL
85                                     G

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                                MINI  MAIN  RFRSH
                                TYPE  SEL
    
```

All fields are optional and users can inquire using one or a combination of fields. *See Appendix for field descriptions.*

4. Input one or more fields to use as search criteria.
5. Press **Enter**. Based on the search criteria input, FLAIR will display the results of the inquiry.

**TR10 – General Accounting - Single Inquiry By Site Screen Two** (with example inquiry results)

LOI2 TR 10 - GENERAL ACCOUNTING - SINGLE INQUIRY BY SITE 08/07/2012 12:40:50														
DOC-NO	LINE	L1	L2	L3	L4	L5	EO	VR	OBJECT	CF	TRN-DT	PPI	STATE-DOC	
G TEST1		85	10	01	01	211	01	04			08/07/2012		D1234567890	
...AMOUNT...		VENDOR-ID			SUB-VENDOR-ID			..QUANTITY..		AB	AI			
100.00														
INVOICE	DESCRIPTION			OTHER-DOC			CK-NO	CK-DT	BI	B	PID	FT		
TEST												1		
CAT	YR	GL	EGL	EOB	ECAT	STATE-PROGRAM		EP	PROJECT ID					
000000	00					1112110000 000000								
GF	SF	FID	BE	IBI	EF	OFS	GRANT	GY	CNTRT	CY	OCA	AU		
20	2	010001	85100000	00			GZZZ							
...UNITS...		...TIME...					TYPE		SEL					
NEXT: L1 L2 L3 L4 L5		USER ID		GF	SF	FID	BE	IBI	DOC-NO	LINE	GL			
85									G					
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---														
CONT		MINI			MAIN			REFRESH		TOP		FWD		

**113.1.2 Budget Control Transaction Inquiry**

The **Budget Control (BC)** function contains three transaction types:

- TR20 - Allotments
- TR21 - Appropriations, Approved Budget, and Estimated Revenue
- TR22 - Releases

To access the inquiry functions for each transaction type from the General Accounting Mini Menu or any FLAIR input screen (*see section 107 Budget Control for input requirements*):

1. In the **TYPE** field, input **20**, **21**, or **22** (for TR20, TR21, or TR22, respectively).
2. In the **SEL** field, input **I** (for single inquiry) or **M** (for multiple inquiry).
3. Press **Enter**. FLAIR will display the requested screen (for this example, TR22 is shown).

TR22 - Releases - Single Inquiry By Site - Request - Screen One (Figure One) and

TR22 - Releases - Multiple Inquiry By Site - Request - Screen One (Figure Two)

```

22I1                                08/07/2012 13:20:24
      TR 22 - RELEASES - SINGLE INQUIRY BY SITE - REQUEST
                                Figure 1
L1 L2 L3 L4 L5  USER ID  GF SF FID  BE      IBI  CAT      DOC-NO  LINE
85                                     A
22M1                                08/07/2012 13:22:50
      TR 22 - RELEASES - MULTIPLE INQUIRY BY SITE - REQUEST
                                Figure 2
L1 L2 L3 L4 L5  USER ID  GF SF FID  BE      IBI  CAT      DOC-NO  LINE
85                                     A
Enter- PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CON                                TYPE  SEL
CON                                MINI  MAIN  RFRSH
    
```

All fields are optional and users can inquire using one or a combination of fields. *See Appendix for field descriptions.* **Note:** TR20 has additional fields available for inquiry (GRANT, CNTRT, and PROJECT ID).

4. Input one or more fields to use as search criteria.
5. Press **Enter**. Based on the search criteria input, FLAIR will display the results of the inquiry.

TR22 - Releases - Single Inquiry By Site - Screen Two (with example inquiry results)

```

22I2                                08/07/2012 13:39:00
      TR 22 - RELEASES - SINGLE INQUIRY BY SITE
DOC-NO  LINE  L1 L2 L3 L4 L5  EO VR  TRN-DT  PPI  STATE-DOC
A TEST   0001  85 20 00 00 000 DD 01  08/07/2012  W12 3456 7890
.....AMOUNT.....  BC-GL  BC-EGL  DESCRIPTION  B  AB  FT
                   1000.00  13100          1ST QTR              0
CAT      CF  YR  GRANT          GY  CNTRT  CY          OCA      AU
040000   00  00
GF SF FID  BE      IBI  EF  PROJECT ID
10 1  000001 85200000 00
NEXT:
L1 L2 L3 L4 L5  USER ID  GF SF FID  BE      IBI  CAT      TYPE  SEL
85                                     A
Enter- PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CON                                MINI  MAIN  RFRSH  TOP  FWD
    
```

**TR22 – Releases - Multiple Inquiry By Site – Screen Two** (with example inquiry results)

22M2															08/07/2012 14:10:12		
TR 22 - RELEASES - MULTIPLE INQUIRY BY SITE																	
X	DOC-NO	LINE	L1	L2	L3	L4	L5	EO	VR	CAT	CF	YR	TRN-DT	PPI	B	STATE-DOC	
....	AMOUNT....	AB	DESCRIPTION				BC-GL	BC-EGL	FT	GRANT	GY	CNTRT	CY	PROJECT	ID		
<input checked="" type="checkbox"/>	A	TEST	0001	85	20	00	00	000	DD	01	040000	00	08/07/2012			W1234567890	
			1000.00		1ST	QTR				13100		0					
<input type="checkbox"/>	A	TEST	0002	85	20	00	00	000	DD	01	060000	00	08/07/2012			W1234567890	
			1000.00		1ST	QTR				13100		0					
<input type="checkbox"/>	A	TEST	0003	85	20	00	00	000	DD	01	080000	00	08/07/2012			W1234567890	
			1000.00		1ST	QTR				13100		0					

NEXT:	L1	L2	L3	F	FID	BE	IBI	CAT	TYPE	SEL
85									A	LINE

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---  
 CONT MINI MAIN RFRSH TOP FWD

Input I in the X field to view individual records

**113.1.3 Encumbrances and Accounts Payable Inquiry**

The **Encumbrances (EN)** and **Accounts Payable (AP)** functions each contain three transaction types:

- Encumbrances functions:
  - TR60 - Encumbrances
  - TR61 - Encumbered Changes
  - TR6S - Encumbrances Subsidiary Ledger
  
- Accounts Payable functions:
  - TR80 - Unencumbered Payables
  - TR81 - Encumbered Payable
  - TR8S - Accounts Payable Subsidiary

To access Encumbrance Inquiry functions for each transaction type from any FLAIR input screen or General Accounting Mini Menu (*see section 202.1 Encumbrance Overview for encumbrance input requirements and section 207 Accounts Payable Disbursements for accounts payable input requirements*):

1. In the **TYPE** field, input **60**, **61**, or **6S** (for encumbrances TR60, TR61, or TR6S, respectively) or **80**, **81**, or **8S** (for payables TR80, TR81, or TR8S, respectively).
2. In the **SEL** field, input **I** (for single inquiry) or **M** (for multiple inquiry).
3. Press **Enter**. FLAIR will display the requested screen (for this example, TR6S is shown).

**TR6S – Encumbrances Subsidiary Ledger - Single Inquiry Request - Screen One** (Figure 1) and  
**TR6S – Encumbrances Subsidiary Ledger - Multiple Inquiry Request - Screen One** (Figure 2)

```

6SI1                                08/08/2012 09:01:25
  6S - ENCUMBRANCES SUBSIDIARY LEDGER - SINGLE INQUIRY - REQUEST
                                Figure 1
L1 L2 L3 L4 L5  EN-NO   LINE PPI CAT   VENDOR-ID           BF-ORG   BF-EO
85
6SM1                                08/08/2012 09:08:57
  6S - ENCUMBRANCES SUBSIDIARY LEDGER - MULTIPLE INQUIRY - REQUEST
                                Figure 2
L1 L2 L3 L4 L5  EN-NO   LINE PPI CAT   VENDOR-ID           BF-ORG   BF-EO
85

Enter-
CONT

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT          MINI  MAIN  RFRSH
    
```

All fields are optional and users can inquire using one or a combination of fields. *See Appendix for field descriptions.*

4. Input one or more fields to use as search criteria.
5. Press **Enter**. Based on the search criteria input, FLAIR will display the results of the inquiry.

**TR6S – Encumbrances Subsidiary Ledger Single Inquiry Screen** (with example inquiry results)

```

6SI2          6S-ENC. SUBSIDIARY LEDGER - SINGLE INQUIRY          08/08/2012 11:07:38
EN-NO        LINE  MBI  F L1 L2 L3 L4 L5  EO VR OBJECT  PPI  DESCRIPTION
E 12         0001          85 20 03 03 000 00 02 341000    EDUC. SUPPLIES

..LINE AMOUNT.  VENDOR-ID                MC  BF-CAT  BF-YR  VENDOR NAME
      28.00  F111111111999                A

EN-GL  EN-EGL  SUB-VENDOR-ID  ..QUANTITY..  PID  EN-DT      RCV-DT      AC-DT
94100          71100          09/30/2012    09/30/2012

CAT      YR  CF  NCF  GL      EGL  EOB  ECAT   EP  GRANT          GY  CNTRT  CY  OCA  AU
040000  00          71100

GF  SF  FID      BE      IBI      EF  STATE-PROGRAM      PROJECT ID      RVL
10  1  000001  85200000  00      1112110000  000000          010001

BF-ORG      BF-EO  BF-OB

NEXT:
L1 L2 L3 L4 L5  EN-NO   LINE PPI CAT   VENDOR-ID           BF-ORG   BF-EO
85
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT          MINI  MAIN  RFRSH  TOP          FWD
    
```

**TR6S - Encumbrances Subsidiary Ledger Multiple Inquiry Screen** (with example inquiry results)

```

6SM2                                08/08/2012  11:11:45
      6S - ENCUMBRANCES SUBSIDIARY LEDGER - MULTIPLE INQUIRY
EN-NO  MBI ...BALANCE... PPI VENDOR-NAME A&D OFFICE      MC BF-CAT/YR
E12                39.50      VENDOR-ID F111111111999      A

X LINE F L1 L2 L3 L4 L5  EO VR OBJECT YR CF/NCF DESCRIPTION  EN-DT  RCV-DT
..LINE AMOUNT. EN-GL/EGL SUB-VENDOR-ID  PID BF-ORG  BF-EO BF-OB  AC-DT
0001   85 20 03 03 000 00 02 341000 00      EDUC. SUPPLIES  09302012  09302012
      28.00 94100
0002   85 20 03 03 000 00 02 380000 00      OFFICE SUPPLIES 09302012  09302012
      11.50 94100

NEXT:
L1 L2 L3 L4 L5  EN-NO  LINE PPI CAT  VENDOR-ID      TYPE      SEL
85
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT                MINI  MAIN  RERSH TOP          FWD
    
```

Input I in the X field to view an individual record

### 113.1.4 Disbursement Transaction Inquiry

The **Disbursements (DB)** function contains 10 transaction types:

- TR51 - Unencumbered Disbursements
- TR52 - Revolving Fund Unencumbered Disbursements
- TR53 - Payables Disbursements
- TR57 - Overpayments
- TR58 - Unencumbered Disbursements
- TR59 - Revolving Fund Disbursements Correction
- TR70 - Encumbered Disbursements
- TR71 - Unencumbered Disbursements

To access inquiry functions for each transaction type from the General Accounting Mini Menu or any FLAIR input screen (*see chapter 200 Expenditures for input requirements*):

1. In **TYPE** field, input **51, 52, 53, 57, 58, 59, 70, or 71** (for TR51, TR52, TR53, TR57, TR58, TR59, TR70, or TR71, respectively).
2. In the **SEL** field, input **I** (for single inquiry, except for TR59) or **M** (for multiple inquiry, except for TR57).
3. Press **Enter**. FLAIR will display the requested screen (for this example, the TR70 screens are shown).

**TR70 – Encumbered Disbursements - Single Inquiry By Site Request - Screen One** (Figure 1) and  
**TR70 – Encumbered Disbursements - Multiple Inquiry By Site Request - Screen One** (Figure 2)

```

70I1                                     08/08/2012  11:28:24
  TR 70 - ENCUMBERED DISBURSEMENTS - SINGLE INQUIRY BY SITE - REQUEST
                                     Figure 1
L1 L2 L3 L4 L5      USER ID  GF SF FID   BE      IBI VENDOR-ID
85
BF-ORG      BF-EO      EN-NO      LINE  VOUCHER  LINE  OTHER-DOC
                                     V
    
```

```

70M1                                     10/19/2012  16:07:31
  TR 70 - ENCUMBERED DISBURSEMENTS - MULTIPLE INQUIRY BY SITE - REQUEST
                                     Figure 2
L1 L2 L3 L4 L5      USER ID  GF SF FID   BE      IBI VENDOR-ID
85
BF-ORG      BF-EO      EN-NO      LINE  VOUCH-NO  LINE
                                     V
                                     TYPE      SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT          MINI  MAIN  RFRSH
    
```

All fields are optional and users can inquire using one or a combination of fields. *See Appendix for field descriptions.* **Note:** TR51, TR52, and TR58 do not have EN-NO and AP-NO fields.

4. Input one or more fields to use as search criteria.
5. Press **Enter**. Based on the search criteria input, FLAIR will display the results of the inquiry.

**TR70 – Encumbered Disbursements - Single Inquiry By Site - Screen Two** (with example inquiry results)

```

70I2          TR 70 - ENCUMB DISB - SINGLE INQUIRY BY SITE   08/08/2012  11:48:52
EN-NO MBI LINE F L1 L2 L3 L4 L5  EO VR OBJECT CF DESCRIPTION      SUB-VENDOR-ID
E12          0001 F 85 20 03 03 000 00 02 341000  EDUC. SUPPLIES

....AMOUNT.... VENDOR-ID          MC TRN-DT  G VOUCH-NO LINE BI OTHER-DOC
          28.00 F111111111999          A 08082012

B INVOICE  AB..QUANTITY.. CK-NO    CK-DT   BF-ORG   BF-EO BF-OB/CF BF-CAT/YR
TEST1      X

CAT   YR  GL    EGL  EOB  ECAT    EP  PID          GRANT GY CNTRT CY  OCA  AU
040000 00  71100

GF SF FID    BE          IBI  EF    STATE-PROGRAM          PROJECT ID
10 1  000001 85200000 00          1112110000 000000

BPIN      COUNT    ...UNITS....  ...TIME...

L1 L2 L3 L4 L5  VENDOR-ID          EN-NO    LINE  VOUCHER  LINE  SEL
85
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT          MINI  MAIN  RFRSH TOP          FWD
    
```

**TR70 – Encumbered Disbursements - Multiple Inquiry By Site - Screen Two**

(with example inquiry results)

```

70M2          TR 70 - ENCUMBERED DISBURSEMENTS - MULTIPLE INQUIRY BY SITE   08/08/2012  11:51:36
EN-NO E 12    MBI
X LINE F L1 L2 L3 L4 L5  EO VR OBJECT CF YR DESCRIPTION      SUB-VENDOR-ID
...AMOUNT.... VENDOR-ID          TRN-DT  G VOUCH-NO LINE BI OTHER-DOC  B
INVOICE AB ..QUANTITY.. CK-NO    CK-DT   PID BF-ORG   BF-EO BF-OB/CF BF-CAT/YR

 0001 F 85 20 03 03 000 00 02 341000  00 EDUC. SUPPLIES
          28.00 F111111111999          08082012
TEST1      X

 0002 F 85 20 03 03 000 00 02 380000  00 OFFICE SUPPLIES
          11.50 F111111111999          08082012
TEST1      X

          Input I in the X field to
          view an individual record

L1 L2 L3 L4 L5  VENDOR-ID          EN-NO    LINE  VOUCH-NO  LINE  TYPE  SEL
85
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT          MINI  MAIN  RFRSH TOP          FWD
    
```

### 113.1.5 Accounts Receivable Transactions Inquiry

The **Accounts Receivable (AR)** function contains three transaction types:

- TR90 - Accounts Receivable
- TR91 -Memo Accounts Receivable
- TR9S - Accounts Receivable Subsidiary Ledger (only active accounts receivable records will display)

To access inquiry functions for each transaction type from any FLAIR input screen or the Accounts Payable Menu (*see section 606 Accounts Receivable for input requirements*):

1. In the **TYPE** field, input **90**, **91**, or **9S** (for TR90, TR91, or TR9S, respectively).
2. In the **SEL** field, input **I** (for single inquiry) or **M** (for multiple inquiry).
3. Press **Enter**. FLAIR will display the requested screen (for this example, TR9S is shown).

**TR9S – Accounts Receivable Subsidiary Ledger - Single Inquiry Request - Screen One** (Figure 1) and **TR9S – Accounts Receivable Subsidiary Ledger - Multiple Inquiry Request - Screen One** (Figure 2)

9SI1 08/08/2012 13:06:49

**Figure 1**

9S - ACCOUNTS RECEIVABLE SUBSIDIARY LEDGER - SINGLE INQUIRY - REQUEST

L1	L2	L3	L4	L5	AR-NO	LINE	PPI	CAT	VENDOR-ID
85					R				

9SM1 08/08/2012 13:08:20

**Figure 2**

9S - ACCOUNTS RECEIVABLE SUBSIDIARY LEDGER - MULTIPLE INQUIRY- REQUEST

L1	L2	L3	L4	L5	AR-NO	LINE	PPI	CAT	VENDOR-ID
85					R				

En

CO

TYPE SEL

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---

CONT MINI MAIN RFRSH

All fields are optional and users can inquire using one or a combination of fields. *See section 606 Accounts Receivable for field descriptions*. **Note:** TR90 and TR91 have additional fields for inquiry: USER ID, GF, SF, FID, BE, and IBI.

4. Input one or more fields to use as search criteria.
5. Press **Enter**. Based on the search criteria input, FLAIR will display the results of the inquiry.

**TR9S – Accounts Receivable Subsidiary Ledger - Single Inquiry - Screen Two**

(with example inquiry results)

9SI2														08/08/2012	14:06:57		
9S - ACCOUNTS RECEIVABLE SUBSIDIARY LEDGER - SINGLE INQUIRY																	
AR-NO	LINE	D	L1	L2	L3	L4	L5	EO	VR	OBJECT	CF	NCF	PPI	INVOICE	RAI		
R 111	0001		85	20	04	00	000	BB	02	004000				821124			
.LINE	AMOUNT..	VENDOR-ID		MC		VENDOR-NAME		DESCRIPTION									
	150000.00	F111111111999		A		A&D OFFICE											
AR-GL	AR-EGL	SUB-VENDOR-ID		PID		STATE-PROGRAM		AR-DT		RCV-DT		AC-DT					
15100				1112110000		000000		09302012				08082012					
CAT	YR	GL	EGL	EOB	ECAT	EP GRANT		GY		CNTRT	CY	OCA	AU				
000400	00	61900															
GF	SF	FID	BE	IBI	EF	CLR	PROJECT ID		BPIN		..QUANTITY..						
50	2	050001	85200000	00		060001											
NEXT:																	
L1	L2	L3	L4	L5	AR-NO	LINE	PPI	CAT	VENDOR-ID						TYPE	SEL	
85					R												
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---																	
CONT			MINI			MAIN			RFRSH			TOP			FWD		

**TR9S – Accounts Receivable Subsidiary - Multiple Inquiry - Screen Two** (with example inquiry results)

9SM2	ACCTS RECEIVABLE SUBSIDIARY - MULTIPLE INQUIRY													08/08/2012	14:08:53		
AR-NO	R	111	BALANCE		320000.00		PPI										
X	LINE	D	L1	L2	L3	L4	L5	EO	VR	OBJECT	YR	CF	NCF	INVOICE	DESCRIPTION	RAI	
	.LINE	AMOUNT.	VENDOR-ID		AR-GL/EGL		PID		AR-DT		RCV-DT		AC-DT				
<input type="checkbox"/>	0001	150000.00	85	20	04	00	000	BB	02	004000	00			821124		08082012	
			F111111111999		15100				09302012								
<input type="checkbox"/>	0003	150000.00	85	20	00	00	000	DD	01	004000	00			82114		08082012	
			F111111111999		15100				09302012								
<input type="checkbox"/>	0004	10000.00	85	20	00	00	000	DD	01	004000	00			82114		08082012	
			F22222222999		15100				09302012								
<input type="checkbox"/>	0005	10000.00	85	20	04	00	000	BB	05	004000	00			82114		08082012	
			F22222222999		302012												
NEXT:																	
L1	L2	L3	L4	L5	AR-NO	LINE	VENDOR-ID						TYPE	SEL			
85					R												
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---																	
CONT			MINI			MAIN			RFRSH			TOP			FWD		

Input I in the X field to view an individual record

### 113.1.6 Cash Receipts Transactions Inquiry

The **Cash Receipts (CR)** function contains eight transaction types:

- TR30 - Direct Deposit Receipts
- TR31 - Clearing Fund Receipts
- TR32 - Revolving Fund Reimbursements
- TR33 - Direct Deposit Receivables Receipts
- TR34 - Clearing Fund Receivables Receipts
- TR96 - JT Receipts
- TR97 - JT Receivables Receipts
- TR3S - Cash Receipts and Clearing Fund File (inquiry only for TR30, TR31, TR33, and TR34)

To access inquiry functions for each transaction type from the Cash Receipts Menu or any FLAIR input screen (*see section 600 Revenue for input requirements*):

1. In the **TYPE** field, input **30, 31, 32, 33, 34, 96, 97, or 3S** (for TR30, TR31, TR32, TR33, TR34, TR96, TR97, or TR3S, respectively).
2. In **SEL** field, input **I** (for single inquiry, except TR32) or **M** (for multiple inquiry).
3. Press **Enter**. FLAIR will display the requested screen (for this example, TR3S is shown).

**TR3S – Cash Receipts and Clearing Fund File - Single Inquiry Request - Screen One** (Figure 1) and **TR3S – Cash Receipts and Clearing Fund File - Multiple Inquiry Request - Screen One** (Figure 2)

```

3SI1                                08/09/2012 10:27:57
      3S - CASH RECEIPTS & CLEARING FUND FILE - SINGLE INQUIRY - REQUEST
L1 L2 L3 L4 L5   GF SF FID   BE       IBI CAT   VENDOR-ID
85
DOC-NO   LINE   CLR
C
NOTE: CLEARING FUND MUST BE ENTERED TO INQUIRE ON CLEARING FUND TRANSACTIONS
    
```

Figure 1

```

3SM1                                08/09/2012 10:34:02
      3S - CASH RECEIPTS & CLEARING FUND FILE - MULTIPLE INQUIRY - REQUEST
L1 L2 L3 L4 L5   GF SF FID   BE       IBI CAT   VENDOR-ID
85
DOC-NO   LINE   CLR
C
NOTE: CLEARING FUND MUST BE ENTERED TO INQUIRE ON CLEARING FUND TRANSACTIONS
    
```

Figure 2

All fields are optional and users can inquire using one or a combination of fields. *See section 603.6 TR3S Cash Receipts and Clearing Fund File for field descriptions.*

4. Input one of more fields. To view clearing fund entries, users must input the agency specific clearing fund identifier in the **CLR** field.
5. Press **Enter**. Based on the search criteria input, FLAIR will display the results of the inquiry. If the user is inquiring into a TR3S file, FLAIR will also display the transaction type input in the **TR-TP** field (*see example below*).

**TR3S - Cash Receipts and Clearing Fund File - Single Inquiry - Screen Two**

(with example inquiry results)

```

3SI2                                08/09/2012  10:55:56
      3S - CASH RECEIPTS & CLEARING FUND FILE - SINGLE INQUIRY
DOC-NO  LINE      L1 L2 L3 L4 L5  EO VR OBJECT  CF  CR-DT      TR-TP
C 101300 0001      85 10 02 02 000 AA 02 002000  08/09/2012  30
....AMOUNT.... BI VENDOR-ID          SUB-VENDOR-ID      ..QUANTITY..
      3400.00
INVOICE  DESCRIPTION          OTHER-DOC      SECOND-DOC      PID  PROJEC
TEST1
CAT  YR  GL  EGL  EOB  ECAT  STATE-PROGRAM  EP  GRANT  GY  CNTRT  CY  OCA  AU
000200 00 61200          1112110000 000000
GF SF FID  BE          IBI  EF  CLR
20 2  010001 85100000 00
NEXT:
L1 L2 L3 L4 L5  VENDOR-ID          DOC-NO  LINE  CLR          TYPE  SEL
85
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT          MINI  MAIN  RFRSH TOP          FWD
    
```

Transaction Type

**TR3S - Cash Receipts and Clearing Fund File - Multiple Inquiry - Screen Two**

(with example inquiry results)

```

3SM2  3S - CASH RECEIPT & CLR FUND FILE-MULTIPLE INQUIRY  08/09/2012  10:58:31
      DOC-NO C 101300      CR-DT 08/09/2012      CLR
X LINE L1 L2 L3 L4 L5  EO VR OBJECT  CF  VENDOR-ID          INVOICE  PID
....AMOUNT.... BI SECOND-DOC  OTHER-DOC  DESCRIPTION  ..QUANTITY.. TRTP
[ ] 0001 85 10 02 02 000 AA 02 002000          TEST1          30
      3400.00
[ ] 0002 85 10 01 01 211 01 04 002000          TEST2          30
      100.00
NEXT:
L1 L2 L3 L4 L5  VENDOR-ID          DOC-NO  LINE  CLR          TYPE  SEL
85
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT          MINI  MAIN  RFRSH TOP          FWD
    
```

Input I in the X field to view an individual record

Transaction Type

**Note:** Users are required to input a clearing fund identifier (CLR) to retrieve clearing fund transactions (see the following examples). See section 603.6 TR3S Cash Receipts and Clearing Fund File for field descriptions.

**TR3S - Cash Receipts and Clearing Fund File - Single Inquiry Screen Two**

(with example inquiry results and a clearing fund identifier)

```

3SI2                                08/09/2012  11:03:18
      3S - CASH RECEIPTS & CLEARING FUND FILE - SINGLE INQUIRY
DOC-NO  LINE      L1 L2 L3 L4 L5  EO VR OBJECT  CF  CR-DT
C 101340                85 20 04 00 000 BB 02 004000      08/09/2012
      TR-TP
      34
....AMOUNT....  BI  VENDOR-ID          SUB-VENDOR-ID      ..QUANTITY..
      100.00      F111111111999
INVOICE  DESCRIPTION          OTHER-DOC      SECOND-DOC  PID
TEST1
CAT  YR GL  EGL EOB ECAT  STATE-PROGRAM  EP GRANT GY CNTRT CY OCA  AU
000400 00 61900                1112110000 000000
GF SF FID  BE      IBI  EF  CLR
50 2  050001 85200000 00  060001
NEXT:
L1 L2 L3 L4 L5  VENDOR-ID          DOC-NO  LINE  CLR
85                C
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT          MINI  MAIN  RFRSH TOP          FWD
    
```

**Transaction Type** (points to TR-TP 34)

**Clearing Fund Identifier** (points to CLR 060001)

**TR3S - Cash Receipts and Clearing Fund File - Multiple Inquiry Screen Two**

(with example inquiry results and a clearing fund identifier)

```

3SM2  3S - CASH RECEIPT & CLR FUND FILE-MULTIPLE INQUIRY  08/09/2012  11:15:20
      DOC-NO C 101340      CR-DT 08/09/2012      CLR 060001
X LINE L1 L2 L3 L4 L5  EO VR OBJECT  CF  VENDOR-ID          PID
....AMOUNT.... BI  SECOND-DOC  OTHER-DOC  DESCRIPTION          ..QUANTITY.. TRTP
      85 20 04 00 000 BB 02 004000      F111111111999      TEST1          34
      100.00      R111  0001
      In the X field, input I to view an individual record
NEXT:
L1 L2 L3 L4 L5  VENDOR-ID          DOC-NO  LINE  CLR
85                C
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT          MINI  MAIN  RFRSH TOP          FWD
    
```

**Clearing Fund Identifier** (points to CLR 060001)

**In the X field, input I to view an individual record** (points to X in the first column)

## 113.2 Voucher Audit Summary

The **Voucher Audit Summary Inquiry (VA)** function provides agencies daily inquiry capability within their OLO on the status of pending and posted vouchers and JTs. This file can be located within the State CFO Files (SC) function and agency users with security clearance I (inquiry) can access this function to view information. *See section 113.3 Detail Transaction Inquiry to view detailed transaction information for each voucher.*

There are five inquiry types available on the Voucher Summary Request screen:

- Voucher (Audit Summary)
- Refund of Overpayment of Taxes
- Journal Audit Summary (JT)
- Journal Audit Detail (JT)
- Voucher/JT Deletion Schedule

This function ***does not*** provide detail for:

- Status codes for disbursement and revenue voucher types
- Vendor/payee information (vendor ID and remittance address)
- Invoice information (invoice number/amount/transaction date)
- Detail of benefitting/debit information for JTs

Records will be marked with one of the following summary status codes that indicate the processing stage of a voucher or JT:

Status Code	Description
A	Voucher added to Central Accounting System.
C	Voucher rejected because the account code does not exist.
D	Voucher deleted by DFS Auditor at agency's request.
E	Any voucher assigned a SWDN and then deleted.
F	Account carries a special attention flag (1, 2, or 3); override must be used to post.
I	Record input manually.
N	Voucher rejected by the system because of negative balance. Rejection codes are programmatically assigned. Those displayed with N may include: 1 = Negative Cash Balance; 2 = Negative Release Balance; 3 = Negative Cash and Release Balance; 4 = Other Atypical Balance; 5 = Negative Release Balance at Control Account Level; 6 = Negative Cash and Release Balance at Account Level; or 7 = Other Atypical Balance at Control Level.
P	Voucher audited and posted to the Central Accounting System.
R	Voucher rejected by auditor.
V	Voucher verified by the auditor but not posted.
W	Manual warrant cancellation.

Agencies can access the **Voucher Audit Summary Inquiry (VA)** function from any FLAIR input screen:

1. In the **TYPE** field, input **VA**.
2. Press **Enter**. FLAIR will display the requested screen.

**Audit Summary Request Screen**

```

VAMU                                AUDIT SUMMARY - REQUEST                                08/14/2012  10:56:19
- VOUCHER
  L1 GF SF FID      BE          IBI CAT      YR  STATUS  STATEWIDE DOC NO
  85
- REFUND OF OVERPAYMENT OF TAXES ACCOUNT
- JOURNAL AUDIT SUMMARY
- JOURNAL AUDIT DETAIL
  SITE          STATEWIDE DOC NO  STATUS
- VOUCHER/JT DELETION SCHEDULE  SITE:

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT          EXIT  MAIN  RFRSH                                TYPE    SEL
    
```

Audit Summary Request Screen fields:

Field	Description	Required/Optional/Special Instructions
<b>VOUCHER</b>	Voucher Audit Request	Required. Input of <b>X</b> to request summary of all vouchers that are not posted from the previous business day's Daily Input File. <i>See section 113.2.2 Voucher Audit Summary Inquiry for details.</i> (1A)
<b>L1-GF-SF-FID-BE-IBI-CAT-YR</b>	FLAIR Account Code	Optional. Used in conjunction with <b>VOUCHER</b> request. <b>L1</b> is protected from user input; valid input from left to right without skipping fields. FLAIR edits account code against Account Description and Title Files. If no other field is selected, FLAIR will retrieve records based on the account code(s) input. <i>See section 109 Master Data Codes for code descriptions.</i> (29N)
<b>STATUS</b>	Voucher Status Code	Optional. Valid input: <b>A, C, D, E, F, I, N, P, Q, or R</b> . Used in conjunction with <b>VOUCHER</b> request. FLAIR will display vouchers for a specific <b>STATUS</b> code. If no other field is selected, FLAIR will retrieve records based on code selection. <i>See section</i>

Field	Description	Required/Optional/Special Instructions
		<b>113.2 Voucher Audit Summary for code descriptions.</b> (1A)
STATEWIDE DOC NO	Statewide Document Number	Optional. Valid input: <b>X</b> . FLAIR will display this record only if selected by the user and if no other field is selected. (11A/N)
REFUND OF OVERPAYMENT OF TAXES ACCOUNT	Refund of Overpayment Taxes Account	Optional. Valid input: <b>X</b> . Allows users to view the status any refund of overpayment of taxes vouchers in the processing cycle. (1A)
JOURNAL AUDIT SUMMARY	Journal Audit Summary	Optional. Valid input: <b>X</b> . Allows users to view the status of any JT vouchers in the processing cycle. <b>See section 113.2.2 Refund of Overpayment of Taxes Account Summary Inquiry for details.</b> (1A)
SITE	Voucher Site	Optional. Used in conjunction with Journal Audit Summary request. Valid input is the agency's voucher site. If no other field is selected, FLAIR will retrieve records based on the user's site selection. (2A/N)
STATEWIDE DOCUMENT NO	Statewide Document Number	Optional. Used in conjunction with journal audit summary request. Valid input is the SWDN. FLAIR will retrieve the record based on the user's selection. (11A/N)
STATUS	Voucher Status Code	Optional. Used in conjunction with the journal audit summary request and valid input is the voucher's status code ( <b>see section 113.2 Voucher Audit Summary</b> for details). FLAIR will retrieve records based on user's selection if no other field is used. (1A)
JOURNAL DETAIL SUMMARY	Journal Detail Summary	Optional. Valid input: <b>X</b> . Allows users to view the status of JT voucher line details in the processing cycle. <b>See section 113.2.3 Journal Transfer Audit Summary Inquiry for details.</b> (1A)
VOUCHER/JT DELETION SCHEDULE	Voucher/Journal Transfer Deletion Schedule	Optional. Valid input: <b>X</b> to view vouchers to be purged from Central FLAIR in any status other than <b>P</b> . <b>See section 113.2.4 Journal Transfer Audit Detail Summary Inquiry for details.</b> (1A)
SITE	Voucher Site	Optional. Used in conjunction with voucher/JT deletion schedule request. (2A/N)

### 113.2.1 Voucher Audit Summary Request

The Voucher Audit Summary Inquiry Request allows agencies to view the processing stage of their expense vouchers within the DFS Bureau of Auditing. Agency users can access the Voucher Audit Summary Request using the following steps:

1. In the **TYPE** field from any FLAIR screen, input **VA**.
2. Press **Enter**. FLAIR will display the Audit Summary Request Screen.
3. In the **VOUCHER** field, input **X**.
4. The following fields are optional: **GF, SF, FID, BE, IBI, CAT, YR, STATUS, and SWDN**.

#### Audit Summary Request Screen (with example data input)

```

VAMU                                AUDIT SUMMARY - REQUEST                08/16/2012  09:11:43
X VOUCHER
  L1  GF  SF  FID      BE      IBI  CAT    YR  STATUS  STATEWIDE DOC NO
  85  10  1   000001  85100000  00   040000  00  A      w90000000000

REFUND OF OVERPAYMENT OF TAXES ACCOUNT

- JOURNAL AUDIT SUMMARY
- JOURNAL AUDIT DETAIL
  SITE          STATEWIDE DOC NO  STATUS

- VOUCHER/JT DELETION SCHEDULE  SITE:

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT          EXIT  MAIN  RFRSH                                TYPE  SEL
    
```

5. Press **Enter**. FLAIR will display the results of the inquiry based on the search criteria input.

#### Voucher Audit Summary Screen (with example inquiry results)

```

VAVS                                VOUCHER AUDIT SUMMARY                12/07/2012  13:27:45
                                           PAGE 0013
  L1  GF  SF  FID      BE      IBI  CAT    YR
vchr DATE      SWDN      AGN DOC  CF  ----- AMOUNT ----- SC  SC DATE  RCVD DATE
11/27/12      W3000000246  V000035          4,160.00  A  12/06/12  12/05/12
11/27/12      W3000000247  V000036          1,320.75  P  12/07/12  12/03/12
11/27/12      W3000000248  V000037          4,353.50  P  12/07/12  12/03/12
11/27/12      W3000000250  V000039           32.04    F  12/04/12  12/03/12
11/27/12      W3000000262  V000040         11,110.00  P  12/07/12  11/29/12
11/27/12      W3000000263  V000044        18,720.00  R  11/30/12  11/29/12
11/27/12      W3000000265  V000051          41.50    R  11/30/12  11/29/12
11/27/12      W3000000266  VJ23456          818.87    R  11/30/12  11/29/12
11/27/12      W3000000267  VTHEEND         6,470.00  A  11/30/12  11/29/12
11/27/12      W3000000268  V000052         2,390.00  A  11/30/12  11/29/12
11/27/12      W3000000270  V000054        359,210.75  N  12/06/12  11/28/12
11/27/12      W3000000271  VA123          25,961.81  R  12/03/12  11/29/12

CONTINUING...
NEXT L1 GF SF FID      BE      IBI  CAT    YR SC SWDN
   86
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT          EXIT  MAIN  RFRSH TOP          FWD                                TYPE  SEL
    
```

## Voucher Audit Summary Screen fields:

Field	Description	Required/Optional/Special Instructions
L1-GF-SF-FID-BE- IBI-CAT-YR	FLAIR Account Code	Protected. FLAIR will display results based on the user's search criteria. (29N)
VCHR DATE	Voucher Date	Protected. FLAIR will display the date the voucher was added to Central Accounting. (6N)
SWDN	Statewide Document Number	Protected. FLAIR will display numbers beginning with the lowest (top) and proceed to the highest (bottom). (11A/N)
AGN DOC	Agency Document Number (also known as Voucher Number)	Protected. FLAIR will display numbers assigned in conjunction with SWDN, beginning with the lowest (top) and proceeding to the highest (bottom) number. (7A/N)
CF	Certified Forward Indicator	Protected. Indicates if a voucher was processed using carry forward funds. The field will be populated with a C if carried from the original transaction. (1A)
AMOUNT	Total Voucher Amount	Protected. FLAIR will display the total amount of each voucher based on the user's search criteria. (10.5A/N)
SC	Summary Status Code	Protected. Indicates the processing stage of the voucher. <i>See section 113.2 Voucher Audit Summary for status codes.</i> (1A)
SC DATE	Status Code Date	Protected. Indicates the date the status code was changed by DFS. (6N)
RCVD DATE	Received Date	Protected. Indicates the date the voucher was received by Division of Accounting and Auditing. (6N)

The NEXT line is available to request a new screen or record. *See section 105.6.5 NEXT Line for details.* The TYPE and SEL fields are available to request a different function. *See section 105.6.4 TYPE and SEL Fields for details.* The PF keys on the bottom of screen may also be pressed to access the FLAIR main menu or other functions noted on the line. *See section 105.6.1 FLAIR Program Function Keys for details.*

### 113.2.2 Refund of Overpayment of Taxes Account Voucher Audit Summary Inquiry

**Refund of Overpayment of Taxes Account Voucher Audit Account Summary Inquiry (ROT)** allows agencies to view the processing stage of their tax refund vouchers within the DFS Bureau of Auditing. Agency users can access the Overpayment Summary function using the following steps.

From any FLAIR input screen:

1. In the **TYPE** field, input **VA**.
2. Press **Enter**. FLAIR will display the Voucher Audit Summary Screen (shown below).

#### Voucher Audit Summary Request Screen (Refund of Overpayment Request)

```

VAMU                                AUDIT SUMMARY - REQUEST                03/27/2013  10:03:49
-  VOUCHER
   L1  GF  SF  FID      BE      IBI  CAT      YR  STATUS  STATEWIDE  DOC NO
   85
-  X REFUND OF OVERPAYMENT OF TAXES ACCOUNT
-  JOURNAL AUDIT SUMMARY
-  JOURNAL AUDIT DETAIL
   SITE      STATEWIDE  DOC NO  STATUS
-  VOUCHER/JT DELETION SCHEDULE  SITE:

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT          EXIT  MAIN  RFRSH
    
```

3. In the **REFUND OF OVERPAYMENT OF TAXES ACCOUNT** field, input **X**.
4. Press **Enter**. FLAIR will display the requested screen.

#### Overpayments Voucher Audit Summary Screen (with example inquiry results)

```

VARS                                VOUCHER AUDIT SUMMARY - ROT                12/07/2012  13:36:33
-----RECEIPT SOURCE CODE----- STATEWIDE
L1 GF SF FID      BE      IBI  CAT      DOC-NO      VOUCHER AMOUNT  SC AUDIT DT
85 10 1 000001 85100000 00 000100 W30000000273      17.32  A
85 10 1 000001 85100000 00 000100 W30000000274      12.00  A
85 20 2 010001 85100000 00 000100 W30000000275      60.00  A

*** TOTAL                                89.32
CONTINUING.....

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT          EXIT  MAIN  RFRSH  TOP          FWD
    
```

Overpayments Voucher Audit Summary Screen fields:

Field	Description	Required/Optional/Special Instructions
L1-GF-SF-FID-BE-IBI-CAT	FLAIR Account Code	Retrieved. FLAIR will display results based on user's search criteria. (29N)
SWDN	Statewide Document Number	Retrieved. FLAIR will display numbers beginning with the lowest (top) and proceed to the highest (bottom). (11A/N)
VOUCHER AMOUNT	Total Voucher Amount	Retrieved. FLAIR will display the total amount of each voucher based on the user's search criteria. (10.2N)
SC	Summary Status Code	Retrieved. Indicates the processing stage of the voucher. <i>See section 113.2 Voucher Audit Summary for status codes.</i> (1A)
AUDIT DT	Status Code Date	Retrieved. Date voucher audited by DFS Bureau of Auditing. (6N)

### 113.2.3 Journal Transfer Audit Summary Inquiry

The **JT Audit Summary Inquiry** allows agencies to view the processing stage of their JT vouchers within the DFS Division of Accounting and Auditing. Agency users can access the JT Audit Summary Inquiry from any FLAIR input screen:

1. In the **TYPE** field, input **VA**.
2. Press **Enter**. FLAIR will display the Voucher Audit Summary Request Screen (shown below).
3. In the **JT AUDIT SUMMARY** field, input **X**.

*Audit Summary Request Screen* (with example data input)

```

VAMU                                AUDIT SUMMARY - REQUEST                03/28/2013  11:04:43

- VOUCHER
  L1 GF SF FID      BE          IBI CAT      YR  STATUS  STATEWIDE DOC NO
  85

REFUND OF OVERPAYMENT OF TAXES ACCOUNT

X JOURNAL AUDIT SUMMARY
  JOURNAL AUDIT DETAIL
  SITE          STATEWIDE DOC NO  STATUS

- VOUCHER/JT DELETION SCHEDULE  SITE:

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT          EXIT  MAIN  RFRSH                                TYPE  SEL
    
```

4. Press **Enter**. FLAIR will display the requested screen.

**JT Audit Summary Inquiry Screen** (with example inquiry results)

VAJS		JT SUMMARY - INQUIRY			08/13/2012 14:21:30		
SITE	C F	P I	STATEWIDE DOC	AGENCY DOC	AMOUNT	STATUS CODE	STATUS DATE
01			D3000044796	V000749	31.20	A	
01			D3000072034	V001187	1,653.73	P	08/13/12
01	C		D3000072035	V001188	472.75	P	08/13/12
01			D3000072036	V001189	9.25-	P	08/13/12
01			D3000072037	V001190	348.89	P	08/13/12

CONTINUING . . .

NEXT SITE STATEWIDE DOC STATUS

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

CONT EXIT MAIN RFRSH TOP FWD

JT Audit Summary Inquiry Screen fields:

Field	Description	Required/Optional/Special Instructions
SITE	Voucher Site	Protected. FLAIR will display voucher site(s) based on user's search criteria. (2A/N)
CF	Certified Forward Indicator	Protected. Indicates if a JT voucher was processed using carry forward funds. If so, the field will be populated with a C. (1A)
PI	Prior Year Indicator	Protected. Indicates if JT voucher bookkeeping entries/corrections are dual year accounting. This field will be populated with a Y for prior year if carried from the original FLAIR transaction. (1A)
STATEWIDE DOC	Statewide Document Number	Protected. FLAIR will display SWDNs beginning with the lowest (top) and proceed to the highest (bottom) based on the user's search criteria. (11A/N)
AGENCY DOC	Agency Document Number (also known as Voucher Number)	Protected. Numbers assigned in conjunction with the SWDN, beginning with the lowest (top) and proceeding to the highest (bottom) number. (7A/N)
AMOUNT	Total Voucher Amount	Protected. FLAIR will display the total amount of each JT voucher based on the user's search criteria. (10.2N)
STATUS CODE	Summary Status Code	Protected. Indicates the processing stage of the JT voucher. <i>See section 113.2 Voucher Audit Summary for status codes.</i> (1A)

Field	Description	Required/Optional/Special Instructions
STATUS DATE	Status Code Date	Protected. Indicates date the status code was changed by the DFS Division of Accounting and Auditing. (6N)

The **NEXT** line is available to request a new screen or record. *See section 105.6.5 NEXT Line for details.* The **TYPE** and **SEL** fields are available to request a different function. *See section 105.6.4 TYPE and SEL Fields for details.* The PF keys on the bottom of screen may also be pressed to access the FLAIR main menu or other functions noted on the line. *See section 105.6.1 FLAIR Program Function Keys for details.*

### 113.2.4 Journal Transfer Audit Detail Summary Inquiry

The **JT Audit Detail Inquiry** allows agencies to view detailed line items during the processing stage of their JT vouchers within the DFS Division of Accounting and Auditing. Agency users can access the JT Audit Summary from any FLAIR input screen:

1. In the **TYPE** field, input **VA**.
2. Press **Enter**. FLAIR will display the Voucher Audit Summary Request Screen (shown below).
3. In the **JT AUDIT DETAIL** field, input **X**.
4. Users can limit results by inputting:
  - a. An OLO's voucher site code in the **SITE** field; **AND/OR**
  - b. A SWDN in the **STATEWIDE DOC NO** field; **AND/OR**
  - c. A status code in the **STATUS** field.

**Audit Summary Request Screen** (with example data input for a JT Audit Detail Summary Inquiry)

```

VAMU                                AUDIT SUMMARY - REQUEST                03/28/2013  11:04:43
- VOUCHER
  L1 GF SF FID    BE        IBI CAT    YR STATUS  STATEWIDE DOC NO
   85
REFUND OF OVERPAYMENT OF TAXES ACCOUNT

JOURNAL AUDIT SUMMARY
X JOURNAL AUDIT DETAIL
  SITE          STATEWIDE DOC NO  STATUS

- VOUCHER/JT DELETION SCHEDULE  SITE:

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT          EXIT  MAIN  RFRSH                                TYPE    SEL
    
```

5. Press **Enter**. FLAIR will display the requested screen.

**JT Voucher Detail Inquiry Screen** (with example inquiry results)

```

VAJD                               JT VOUCHER DETAIL - INQUIRY           08/13/2012  14:21:45

STATEWIDE DOC  AGENCY DOC  PI  SITE  JT DATE  STATUS DATE  STATUS
D3000044796    V000749          01    07/27/12          A
L1 GF SF FID    BE          IBI CAT  YR  CF  OBJ  TC          AMOUNT  EC
41 20  2 511002 41300100 00  040000 00    2615  39          31.20  A
41 20  2 511002 41300100 00  001800 00          38          31.20  A

                                     TOTAL                               31.20

CONTINUING....
NEXT: SITE  STATEWIDE DOC  STATUS
      █
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
    
```

JT Voucher Detail Inquiry Screen fields:

Field	Description	Required/Optional/Special Instructions
SWDN	Statewide Document Number	Protected. FLAIR will display numbers beginning with the lowest (top) and proceed to the highest (bottom). (11A/N)
AGN DOC	Agency Document Number (also known as Voucher Number)	Protected. FLAIR will display numbers assigned in conjunction with SWDN, beginning with the lowest (top) and proceeding to the highest (bottom) number. (7A/N)
PI	Prior Year Indicator	Protected. Indicates if JT voucher bookkeeping entries/corrections are dual-year accounting. This field will be populated with a Y for the prior year if carried from the original FLAIR transaction. (1A)
SITE	Voucher Site	Protected. FLAIR will display voucher site(s) based on the user's search criteria. (2A/N)
JT DATE	Journal Transfer Date	Protected. Date JT voucher was added to Central FLAIR. (8N)
STATUS DATE	Status Code Date	Protected. Indicates date the status code was changed by DFS. (8N)
STATUS	Summary Status Code	Protected. Indicates the processing stage of the voucher. <i>See section 113.2 Voucher Audit Summary for a list of status codes.</i> (1A)
L1-GF-SF-FID-BE-IBI-CAT-YR	FLAIR Account Code	Protected. FLAIR will display results based on the user's search criteria. (29N)
CF	Certified Forward Indicator	Protected. Indicates if a voucher was processed using carry forward funds. If

Field	Description	Required/Optional/Special Instructions
		carried from the original transaction, the field will be populated with a C. (1A)
<b>OBJECT</b>	Voucher Line Object Code	Protected. FLAIR will display the object code carried over from the transaction for each line on the JT voucher. (4A/N)
<b>TC</b>	Central Accounting Transaction Code	Protected. FLAIR will display the central accounting transaction code. (2N)
<b>AMOUNT</b>	Journal Transfer Line Amount	Protected. FLAIR will display each JT voucher line amount carried over from the transaction. (10.2N)
<b>EC</b>	Error Code	Protected. <i>See section 113.2 Voucher Audit Summary for a list of status codes.</i> (2A/N)
<b>TOTAL</b>	Total Journal Transfer Voucher Amount	Protected. FLAIR will display the total of the JT Voucher on the last page of each record based on user's search criteria. (10.2N)

The **NEXT** line is available to request a new screen or record. *See section 105.6.5 NEXT Line for details.* The **TYPE** and **SEL** fields are available to request a different function. *See section 105.6.4 TYPE and SEL Fields for details.* The PF keys on the bottom of screen may also be pressed to access the FLAIR main menu or other functions noted on the line. *See section 105.6.1 FLAIR Program Function Keys for details.*

### 113.2.5 Voucher/Journal Transfer Deletion Schedule Inquiry

**Voucher/JT Deletion Schedule** allows agencies to view vouchers and JTs rejected by the system and will display the **SCHEDULED DELETION DATE** vouchers will be deleted from Central Accounting. The system attempts to post all negative vouchers and/or JTs for five consecutive days. If after the five-day period the voucher or JT has not posted, it is automatically deleted by the system.

To access the Voucher/JT Deletion Schedule Screen from any FLAIR input screen:

1. In the **TYPE** field, input **VA**.
2. Press **Enter**. FLAIR will display the Voucher Audit Summary Request Screen.
3. In the **VOUCHER/JT DELETION SCHEDULE** field, input **X**.
4. Users can limit results for a specific site by inputting the site number in the **SITE** field.

**Voucher Audit Summary Request Screen** (example data input for Voucher/JT Deletion request)

```

VAMU                                AUDIT SUMMARY - REQUEST                                03/27/2013  10:42:52
- VOUCHER
  L1 GF SF FID BE IBI CAT YR STATUS STATEWIDE DOC NO
  85

- REFUND OF OVERPAYMENT OF TAXES ACCOUNT

- JOURNAL AUDIT SUMMARY
- JOURNAL AUDIT DETAIL
  SITE STATEWIDE DOC NO STATUS

X VOUCHER/JT DELETION SCHEDULE  SITE:

                                     TYPE SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                                EXIT MAIN RFRSH
    
```

5. Press **Enter**. FLAIR will display the requested screen.

**Voucher/JT Deletion Schedule Screen** (with example inquiry results)

```

VADS                                VOUCHER/JT DELETION SCHEDULE                                09/02/2012  11:46:25
SITE  VOUCHER  STATEWIDE  AGENCY  AMOUNT  SC  SCHEDULED
      DATE    DOC        DOC        DELETION DATE
00  08/28/12  w3000020767 v003041    272.24  N   09/04/12
C3  08/29/12  w3000024322 v003060   9,967.60 N   09/05/12
C3  08/29/12  w3000024603 v003061    26.95  N   09/05/12
00  08/29/12  w3000024677 v003062   2,159.95 N   09/05/12
R6  08/29/12  w3000024686 v003063    185.44  N   09/05/12
R1  08/30/12  w3000028168 v003097    81.86  N   09/06/12
R1  08/30/12  w3000028175 v003099    215.04  N   09/06/12
R1  08/30/12  w3000028177 v004000    193.89  N   09/06/12
R1  08/30/12  w3000028182 v004002    589.93  N   09/06/12
R1  08/30/12  w3000028184 v004008   1,075.20 N   09/06/12
00  08/30/12  w3000028415 v004089    757.18  N   09/06/12
R6  08/30/12  w3000028458 v006077   9,402.10 N   09/06/12

CONTINUING....
NEXT: SITE
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                                EXIT MAIN RFRSH TOP FWD
    
```

Voucher/JT Deletion Schedule Screen fields:

Field	Description	Required/Optional/Special Instructions
SITE	OLO Voucher Site	Protected. FLAIR will display voucher site(s) based on user's search criteria. (2A/N)
VOUCHER DATE	Voucher Date	Protected. FLAIR will display the date the voucher was added to Central Accounting.
SWDN	Statewide Document Number	Protected. FLAIR will display numbers begin with the lowest (top) and proceed to the highest (bottom). (11A/N)

Field	Description	Required/Optional/Special Instructions
<b>AGN DOC</b>	Agency Document Number (also known as Voucher Number)	Protected. FLAIR will display numbers assigned in conjunction with the SWDN, beginning with the lowest (top) and proceeding to the highest (bottom) number. (7A/N)
<b>AMOUNT</b>	Voucher or Journal Transfer Amount	Protected. FLAIR will display the total amount of the voucher and/or JT. (10.2N)
<b>SC</b>	Summary Status Code	Protected. Indicates the processing stage of the voucher. <i>See section 113.2 Voucher Audit Summary for status codes.</i> (1A)
<b>SCHEDULED DELETION DATE</b>	Scheduled Deletion Date	Protected. Indicates the date the voucher will be deleted from system. (6N)

The **NEXT** line is available to request a new screen or record. *See section 105.6.5 NEXT Line for details.* The **TYPE** and **SEL** fields are available to request a different function. *See section 105.6.4 TYPE and SEL Fields for details.* The PF keys on the bottom of screen may also be pressed to access the FLAIR main menu or other functions noted on the line. *See section 105.6.1 FLAIR Program Function Keys for details.*

### 113.3 Detail Transaction Inquiry

The **Detail Transaction Inquiry (TR)** function allows agencies to view Departmental FLAIR voucher and JT information within the State CFO's Central Accounting System for all types of transactions (vouchers, JTs, and budgetary transactions). This file can be located within the SC (State CFO Files) function. The TR function has two screens available for agencies to view (left - payee information; right - benefitting information). The information in these files is maintained at the OLO, or agency level, and users can view detailed information for two and a half months after payment has been posted by DFS.

There are two types of inquiry available on the Detail Transaction File Inquiry Screen:

- SWDN
- Warrant Type and Warrant Number

Vouchers and JTs can be marked with one of the following codes to indicate where the voucher or JT is in the processing cycle at DFS:

- Voucher Status Code (*see section 113.2 Voucher Audit Summary for voucher status codes*).
- Reason Code. Critical reason codes per AA Memo [No. 33, 2010-2011](#), used in conjunction with any voucher status code other than status code of **P** (Posted).

Available critical reason codes:

Status Code	Description
1A	Voucher Returned/Deleted Per Agency Request
1C	Incorrect Payee
1D	Incorrect Voucher Schedule Amount
1H	Duplicate Payment
1J	Voucher Schedule Not Signed
1L	Incorrect Category
2A	Invoice Not Signed
2B	Unit and/or Unit Price Not Shown
2C	Incorrect Invoice Amount
2F	Unauthorized or Prohibited Expenditure
2G	Error in Extension
2H	Sales Tax Included
2J	Receiving Report not Submitted
2K	Satisfactory Receipt of Services not Documented
3A	Travel Not in Accordance with Section 112.061, F.S.
4A	Payment Not in Accordance with Contract/Grant or Contract Summary Form
4B	Contract/Grant Not Submitted
4E	Service Rendered Prior to Effective Date of Contract/Grant
4F	Method of Procurement Not Provided for Contract/Grant
5C	Statutory Authority/Necessity to Expend Funds for this Purpose Not Documented
5N	Other Additional Supporting Documentation/Justification Needed
7A	Payment Not in Accordance with Direct Order or Purchase Order
7B	Direct Order or Purchase Order Not Provided
7E	Service Rendered Prior to Issued Date of Direct Order or Purchase Order
7F	Method of Procurement Not Documented

### 113.3.1 Detail Transaction Inquiry

To access the Detail Transaction Inquiry Request from any FLAIR input screen:

1. In the **TYPE** field, input **TR**.
2. Press **Enter**. FLAIR will display the Detail Transaction Inquiry Request Screen.

#### Detail Transaction Inquiry Request Screen

TRIR	DETAIL TRANSACTION INQUIRY REQUEST	08/24/2012	13:40:25
SEL	SEARCH CRITERIA		
	STATEWIDE DOC. NO:		
	WARRANT TYPE:	WARRANT NUMBER:	
		TYPE	SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
CONT		EXIT	MAIN
	RFRSH		

Detail Transaction Inquiry Request Screen fields:

Field	Description	Required/Optional/Special Instructions
<b>SEL</b>	Selection	Required. Input of <b>X</b> for SWDN or warrant type/warrant number combination, but not both. (1A)
<b>STATEWIDE DOC. NO.</b>	Statewide Document Number	Required. If <b>SEL = X</b> for this option. SWDN must be exact. <i>See section 113.3.2 Detail Transaction Inquiry.</i> (11A/N)
<b>WARRANT TYPE</b>	Warrant Type	Required. If <b>SEL = X</b> for this option and <b>SWDN</b> field is blank. <i>See section 211 Warrant Administration for valid warrant types and section 113.3.3 Detail Transaction Inquiry for inquiry by warrant number/type.</i> (1N)
<b>WARRANT NUMBER</b>	Warrant Number	Required. If <b>WARRANT TYPE</b> field is used and <b>SWDN</b> is blank. (7N)

### 113.3.2 Detail Transaction Inquiry Request

To access the Detail Transaction Inquiry Request by SWDN from the Detail Transaction Inquiry Request Screen:

1. In the **SEL** field on the line for **STATEWIDE DOC. NO.**, input **X**.
2. In the **STATEWIDE DOC. NO.** field, input a valid SWDN.

*Detail Transaction Inquiry Request Screen* (with example data input for inquiry by SWDN)

```

TRIR                                DETAIL TRANSACTION INQUIRY REQUEST    08/24/2012  13:40:25

                                     SEL          SEARCH CRITERIA
                                     X           STATEWIDE DOC. NO: W3000000273
                                     WARRANT TYPE:   WARRANT NUMBER:

                                     TYPE          SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT          EXIT  MAIN  RFRSH
    
```

3. Press **Enter**. FLAIR will display the left side of the Detail Transaction Inquiry Screen.

*Detail Transaction Inquiry Screen One* (left side)

```

TRI1                                DETAIL TRANSACTION INQUIRY          12/13/2012  13:25:49
STWD DOC-NO      AGENCY NO VO DTE   CFO DTE   AUDIT DTE  VO STAT  VO REASON CD
W3000000273-0001 V006498   12/05/12 12/06/12  12/10/12   P

      VOUCHER AMOUNT   OLO   SITE  L1 GF SF FID   BE          IBI CAT   YR  CF
              336.00   850000 00    85 50 2  010001 85100000 00  100777 00

OBJ  RECD STAT REASON CD CONT NO  WR TYPE  WR NO   WR DATE  TRANSACTION AMOUNT
1324 P          8          0308236 12/12/12  336.00

VENDOR ID: F111111111999          SUBVENDOR ID:
VE NAME: A & D OFFICE SUPPLY      NAME:
VE NAME: A & D OFFICE SUPPLY
VE ADDR: 142 CANAL STEET          OTHER SUBVENDOR ID: *
VE ADDR:                               NAME:
VE ADDR: CHICAGO                 IL 60693   *

CONTINUING.....          VIEW INVOICES:
NEXT: STWD DOC-NO:          WR TYPE:          WR NUMBER:          TYPE  SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT          EXIT  MAIN  RFRSH TOP          FWD          RGHT
    
```

To access the Detail Transaction Inquiry Request by Warrant Number from the Detail Transaction Inquiry Request Screen:

1. In the **SEL** field on the line for **WARRANT TYPE/WARRANT NUMBER**, input **X**.
2. In the **WARRANT TYPE** field, input a valid warrant type.
3. In the **WARRANT NUMBER** field, input a valid warrant number.

**Detail Transaction Inquiry Request Screen**

(with example data input for inquiry by warrant type and number)

```

TRIR          DETAIL TRANSACTION INQUIRY REQUEST    08/24/2012  13:40:25

                SEL          SEARCH CRITERIA
                STATEWIDE DOC. NO:
                X          WARRANT TYPE: 8  WARRANT NUMBER: 0308236

                TYPE          SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT          EXIT  MAIN  RFRSH
    
```

4. Press **Enter**. FLAIR will display the left side of the Detail Transaction Inquiry Screen.

**Detail Transaction Inquiry Screen One** (left side)

```

TR11          DETAIL TRANSACTION INQUIRY          12/13/2012  13:25:49
STWD DOC-NO   AGENCY NO VO DTE   CFO DTE   AUDIT DTE  VO STAT  VO REASON CD
W3000000273-0001 V006498   12/05/12 12/06/12  12/10/12  P
                VOUCHER AMOUNT  OLO   SITE  L1 GF SF FID   BE          IBI CAT   YR  CF
                336.00      850000 00    85 50 2  010001 85100000 00 100777 00
OBJ  RECD STAT REASON CD CONT NO  WR TYPE  WR NO   WR DATE  TRANSACTION AMOUNT
1324 P                8          0308236 12/12/12  336.00
VENDOR ID: F111111111999          SUBVENDOR ID:
VE NAME: A & D OFFICE SUPPLY      NAME:
VE NAME: A & D OFFICE SUPPLY
VE ADDR: 142 CANAL STEET          OTHER SUBVENDOR ID: *
VE ADDR:                          NAME:
VE ADDR: CHICAGO                 IL 60693  *

CONTINUING.....          VIEW INVOICES:
NEXT: STWD DOC-NO:          WR TYPE:          WR NUMBER:          TYPE          SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT          EXIT  MAIN  RFRSH TOP          FWD          RGHT
    
```

Detail Transaction Inquiry Screen left side fields:

Field	Description	Required/Optional/Special Instructions
STWD DOC-NO	Statewide Document Number - Line Number	Protected. FLAIR will display SWDN and line number (last four digits) based on the user's search criteria. (11A/N)
AGENCY NO	Agency Document Number	Protected. FLAIR will display the agency document number assigned in conjunction with the SWDN. (7A/N)
VO DATE	Voucher Date	Protected. FLAIR will display the date the voucher was added to Central Accounting. (8N)
CFO DTE	Chief Financial Received Date	Protected. Date the voucher or JT was received by the Division of Accounting and Auditing. (8N)
AUDIT DTE	CFO Audit Date	Protected. Date the voucher or JT was audited by the Division of Accounting and Auditing. (8N)
VO STAT	Voucher Status	Protected. Indicates the processing stage of the voucher. <i>See section 113.2 Voucher Audit Summary for status codes.</i> (1A)
VO REASON CD	Voucher Reason Code	Protected. Indicates the reason a voucher or JT has been returned or flagged by the CFO. <i>See section 113.3 Detail Transaction Inquiry for reason codes.</i> (2A/N)
VOUCHER AMOUNT	Total Voucher Amount	Protected. FLAIR will display the total of the voucher or JT based on the user's search criteria. (10.2N)
OLO	Operating Level Organization	Protected. Displays the OLO based on the user's security access. (6N)
SITE	Voucher Site	Protected. FLAIR will display voucher site based on user's security access. (2A/N)
L1-GF-SF-FID-BE-IBI-CAT-YR	FLAIR Account Code	Protected. FLAIR will display the account code in conjunction with SWDN. (29N)
CF	Certified Forward Indicator	Protected. Indicates if a voucher was processed using carry forward funds. The field will be populated with a C if carried from the original transaction. (1A)
OBJ	Object Code	Protected. The object code in associated with SWDN and line number. (2A/N)
RECD STAT	Record Status Code	Retrieved. Indicates the status code for paid vouchers. (2A/N)
REASON CD	Reason Code	Protected. Indicates the reason a voucher has been returned from DFS or rejected by Central FLAIR. (2A/N)

Field	Description	Required/Optional/Special Instructions
CONT NO	Contract Number	Protected. Indicates if a contract number was used and is carried from the original transaction. (5A/N)
WR TYPE	Warrant Type	Protected. FLAIR will display the warrant type for all warrant producing vouchers. Warrant type is assigned in overnight processing after voucher has been posted in Central FLAIR. (1N)
WR NO	Warrant Number	Protected. FLAIR will display the warrant number in conjunction with the warrant type. Warrant numbers are assigned during overnight processing after warrant producing vouchers are posted in Central FLAIR. (7A/N)
WR DATE	Warrant Date	Protected. Date warrant was issued in Central FLAIR. (6N)
TRANSACTION AMOUNT	Object Code Transaction Amount	Protected. FLAIR will display the line amount of each object code carried over from the original transaction. (10.2N)
VENDOR ID	Vendor Identification Number	Protected. FLAIR will display the vendor number or the benefitting FLAIR account code (OLO-GF-SF-FID-BE-IBI) carried over from the original transaction. (21A/N)
VE NAME	Vendor Name	Protected. FLAIR will display the vendor name or FLAIR account code description carried over from the original transaction. (31A/N)
VE ADDR	Vendor Address (3 lines)	Protected. FLAIR will display the vendor's remittance address carried over from the Vendor Statewide File, Vendor Employee File, or Accounts Receivable Customer File. <i>See section 110 Title Files for Vendor Files.</i> (31A/N)
SUBVENDOR ID	Sub-vendor Identification Number	Protected. FLAIR will display the sub-vendor number from the Vendor Statewide File, Vendor Employee File, or Accounts Receivable Customer File from the original transaction. (13A/N)
NAME	Sub-vendor Name	Protected. FLAIR will display the sub-vendor name carried over from the original transaction. (31A/N)
VIEW INVOICES	Invoice Numbers and Amounts	Optional. Required input of <b>X</b> to display the invoice numbers, invoice amounts, and

Field	Description	Required/Optional/Special Instructions
		transaction dates carried over from the original transaction. (1A)

The **NEXT** line is available to request a new screen or record. *See section 105.6.5 NEXT Line for details.* The **TYPE** and **SEL** fields are available to request a different function. *See section 105.6.4 TYPE and SEL Fields for details.* The PF keys on the bottom of screen may also be pressed to access the FLAIR main menu or other functions noted on the line. *See section 105.6.1 FLAIR Program Function Keys for details.*

To view the right side (benefitting transaction information) from the Detail Transaction Inquiry Screen, users must press the **F11** key and FLAIR will display the right side of the Detail Transaction Inquiry Screen.

**Detail Transaction Inquiry Screen One** (right side)

```

TR11                                DETAIL TRANSACTION INQUIRY                12/07/2012  15:41:16
BENEFITTING TRANSACTION INFORMATION
STWD DOC-NO          AGENCY NO
W3000000273-0001
OLO      L1 GF SF FID   BE          IBI CAT    YR  CF   OBJ   TRANSACTION AMOUNT

VENDOR ID:                                SUBVENDOR ID:
VE NAME:                                     NAME:
VE NAME:
VE ADDR:                                    OTHER SUBVENDOR ID:
VE ADDR:                                    NAME:
VE ADDR:

CONTINUING.....
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
EXIT  MAIN          TOP          FWD          LEFT
    
```

Detail Transaction Inquiry Screen One right side fields:

Field	Description	Required/Optional/Special Instructions
<b>STWD DOC-NO</b>	Statewide Document Number Line Number	Protected. FLAIR will display SWDN and line number (last four digits) based on the user's search criteria. (11A/N)
<b>AGENCY NO</b>	Agency Document Number	Protected. FLAIR will display the agency document number assigned in conjunction with the SWDN. (7A/N)
<b>OLO</b>	Operating Level Organization	Protected. Displays the OLO based on the user's security access. (6N)
<b>L1-GF-SF-FID-BE- IBI-CAT-YR</b>	FLAIR Account Code	Protected. The FLAIR account code will be displayed in conjunction with the SWDN. (29N)

Field	Description	Required/Optional/Special Instructions
CF	Certified Forward Indicator	Protected. Indicates if a voucher was processed using carry forward funds. The field will be populated with a C if carried from the original transaction. (1A)
OBJ	Object Code	Protected. FLAIR will display object code in conjunction with the SWDN and line number. (6N)
TRANSACTION AMOUNT	Object Code Transaction Amount	Protected. FLAIR will display the line amount of each object code carried over from the original transaction. (10.2N)
VENDOR ID	Vendor Identification Number	Protected. FLAIR will display the benefiting vendor number (13A/N) or the benefitting FLAIR account code (21N) carried over from the original transaction.
VE NAME	Vendor Name	Protected. FLAIR will display the benefitting vendor name or FLAIR account code description carried over from the original transaction. (31A/N)
VE ADDR	Vendor Address (3 lines)	Protected. FLAIR will display the benefitting vendor's remittance address carried over from the Vendor Statewide File, Vendor Employee File, or Accounts Receivable Customer File. <b>See section 111 Vendor Files for details.</b> (31A/N)
SUBVENDOR ID	Sub-vendor Identification Number	Protected. FLAIR will display the benefitting sub-vendor number from the Vendor Statewide File, Vendor Employee File, or Accounts Receivable Customer File carried over from the original transaction. (13A/N)
NAME	Sub-vendor Name	Protected. FLAIR will display the benefitting sub-vendor name carried over from the original transaction. (31A/N)

The **NEXT** line is available to request a new screen or record. **See section 105.6.5 NEXT Line for details.** The **TYPE** and **SEL** fields are available to request a different function. **See section 105.6.4 TYPE and SEL Fields for details.** The PF keys on the bottom of screen may also be pressed to access the FLAIR main menu or other functions noted on the line. **See section 105.6.1 FLAIR Program Function Keys for details.**

To view invoices from the Detail Transaction Inquiry Screen:

1. In the **VIEW INVOICES** field at the bottom of the screen, input **X**.

**Detail Transaction Inquiry Screen** (left side with example data input to view invoices)

```

TRI1                                DETAIL TRANSACTION INQUIRY          12/13/2012  13:25:49
STWD DOC-NO      AGENCY NO VO DTE    CFO DTE    AUDIT DTE  VO STAT  VO REASON CD
W3000000273-0001 V006498   12/05/12  12/06/12  12/10/12   P
      VOUCHER AMOUNT    OLO    SITE  L1 GF SF FID    BE          IBI CAT    YR  CF
                336.00   850000 00    85 50 2 010001 85100000 00 100777 00
OBJ  RECD STAT REASON CD CONT NO  WR TYPE  WR NO   WR DATE  TRANSACTION AMOUNT
1324 P                                8        0308236 12/12/12          336.00
VENDOR ID: F111111111999                SUBVENDOR ID:
VE NAME: A & D OFFICE SUPPLY              NAME:
VE NAME: A & D OFFICE SUPPLY
VE ADDR: 142 CANAL STEET                  OTHER SUBVENDOR ID: *
VE ADDR:                                  NAME:
VE ADDR: CHICAGO                          IL 60693  *

CONTINUING.....
NEXT: STWD DOC-NO:          WR TYPE:          WR NUMBER:          TYPE          SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT          EXIT  MAIN  RFRSH TOP          FWD          RGHT
    
```

2. Press **Enter**. FLAIR will display the requested screen.

**Detail Transaction Invoice Display Screen Three** (with example inquiry results)

```

TRI3                                DETAIL TRANSACTION INVOICE DISPLAY  12/13/2012  13:27:15
STWD DOC-NO: W3000000273-0001  VENDOR ID: F111111111999
INV NO   ST          AMOUNT    TRANS DT  INV NO   ST          AMOUNT    TRANS DT
-----
5139335  A              336.00   10/09/12
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
          EXIT  MAIN
    
```

Detail Transaction Invoice Display Screen Three fields:

Field	Description	Required/Optional/Special Instructions
STWD DOC-NO	Statewide Document Number - Line Number	Protected. FLAIR will display the SWDN and line number (last four digits) based on the user's search criteria. (11A/N)
VENDOR ID	Vendor Identification Number	Protected. FLAIR will display the vendor number or the benefitting FLAIR account

Field	Description	Required/Optional/Special Instructions
		code carried over from the original transaction. (21A/N)
<b>INV NO</b>	Invoice Number	Protected. FLAIR will display all vendor numbers in conjunction with the SWDN and line number carried over from the original transaction. (9A/N)
<b>ST</b>	Invoice Status Code	Protected. Indicates the processing stage of the invoice. <i>See section 113.2 Voucher Audit Summary for status codes.</i> (1A)
<b>AMOUNT</b>	Invoice Amount	Protected. FLAIR will display the total amount of the invoice carried over from the original transaction. (10.2N)
<b>TRANS DT</b>	Transaction Date	Protected. FLAIR will display the transaction date used in the original transaction in conjunction with the invoice number and amount. (8N)

## 113.4 FLAIR Vendor History

The **Vendor Payment Inquiry (VH)** function allows agencies to use Departmental FLAIR screens to inquire into vendor payments as they exist in the CFO's Central Accounting System. This file can be located within the SC (State CFO Files) function and the information in this file is maintained at the OLO, or agency level.

Payment information contained in this file is retained for five years and detailed payment information is retained for two and a half months (*see section 113.3.2 Detail Transaction Inquiry for more information*).

The Vendor History function displays the three types of inquiry available for users with applicable security clearance:

- Vendor History (VH)
- Unpaid Vouchers (UV)
- Warrant Reconciliation (WR)

### 113.4.1 Vendor Payment History Inquiry

The Vendor Payment Inquiry Screen can be accessed when the user inputs **VH** in the **TYPE** field from any FLAIR screen. To navigate from the Vendor Payment History Screen, the user will input an **X** in the appropriate column (either **VH**, **UV**, or **WR**) along with the required data for that selection and FLAIR will display the requested screen.



Field	Description	Required/Optional/Special Instructions
		records beginning with the month input by user. If a month is selected, a year not greater than the current fiscal year must also be entered. (2N)
YEAR	Beginning Year	Required. Used in conjunction with the vendor number if month is selected by the user. The month/year combination <b>cannot</b> be greater than the current business month and year. (2N)
VENDOR NAME	Vendor or Payee Name	Required. Allows users to view records by vendor name. (31A/N) <b>Note:</b> If name is spelled incorrectly, FLAIR will retrieve records that best match the user's search criteria.
MONTH	Beginning Month	Optional. Used in conjunction with the vendor name, allows users to search for records beginning with the month input. If a month is selected, a year not greater than the current fiscal year must also be entered. (2N)
YEAR	Beginning Year	Required. Used in conjunction with vendor name if a month is selected by the user. The month/year combination <b>cannot</b> be greater than the current business month and year. (2N)
SUMMARY TOTALS OF REQUESTED VH RECORDS	Summary Totals	Required. Used in conjunction with vendor number or vendor name inquiries to provide users a summarized total for a specific time period. (1A)
SEARCH THRU MONTH	Search through Month	Required. Used in conjunction with <b>SUMMARY TOTALS OF REQUESTED VH RECORDS</b> field. Users are required to input the ending date of the period for a summary total of records input in <b>VENDOR NUMBER</b> or <b>VENDOR NAME</b> fields. (2N)
SEARCH THRU YEAR	Search through Year	Required. Used in conjunction with the <b>SEARCH THRU MONTH</b> field. Users are required to input a year (not greater than the current year) if a month is selected. (2N)
WARRANT NUMBER	Warrant Number	Required. Allows users to view <b>VH</b> record(s) for payments by a specific warrant number. (7N)
WARRANT DATE	Warrant Date	Required. Used in conjunction with <b>VH WARRANT NUMBER</b> field and allows users

Field	Description	Required/Optional/Special Instructions
		to view records for the requested warrant number. (6N)
<b>WARRANT TYPE</b>	Warrant Type	Required. Used in conjunction with the <b>WR WITH WARRANT NUMBER</b> field, indicates the type of warrant issued. Allows users to view the status of a warrant. (1N)
<b>WARRANT NUMBER</b>	Warrant Number	Required. Used in conjunction with <b>WR WARRANT TYPE</b> field and allows users to view the status of the requested warrant number. (7N)
<b>WARRANT DATE</b>	Warrant Date	Optional. Used in conjunction with <b>WR WARRANT TYPE</b> and <b>WARRANT NUMBER</b> fields. (6N)

### 113.4.2 Vendor History Inquiry by Vendor Number

The Vendor Payment History Inquiry by Vendor Number File is a result of payments issued to vendors in the form of a paper warrant and EFT. *See section 210 Payment History for more information regarding Warrant Administration.* FLAIR will retrieve records based on the vendor number input in the search criteria.

To access the Vendor History Inquiry by Vendor Number from the Vendor Payment Inquiry Screen:

1. In the **VH** column on the line for **VENDOR NUMBER**, input **X**.
2. In the **VENDOR NUMBER** field, input the nine-digit vendor number (without the vendor indicator or sequence number).
3. Input of **MONTH** and **YEAR** are optional. To use, in the **VH** column on the line for **MONTH** and **YEAR** directly under **VENDOR NUMBER**, input **X**. Then, in the **MONTH** and **YEAR** fields directly under **VENDOR NUMBER**, input the month and year. If left blank, FLAIR will display results five years prior to the date of the request.

**Vendor Payment Inquiry Screen** (with example data input)

```

VHIR                                VENDOR PAYMENT INQUIRY                02/08/2013  15:17:09
VH - VENDOR HISTORY                 UV - UNPAID VOUCHERS                 WR - WARRANT
02/08/08 THROUGH 02/11/13          AS OF PREVIOUS WORK DAY            RECONCILIATION

      VH   UV   WR   SELECTION CRITERIA
      --   --   --   -----
      X    -    -    VENDOR NUMBER: 111111111
      X    -    -    MONTH: 01  YEAR: 10
      =    -    -    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)

                                           TYPE   SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT          EXIT  MAIN  RFRSH
    
```

4. Press **Enter**. FLAIR will display the requested screen.

**Vendor Payment History - Inquiry By Vendor Number Screen** (with example data retrieved)

```

VH11                                12/13/2012  13:29:06
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
-----
 85-102-021002-85100000-00-040000-00      83.03  V005028 10/30/12
      F11111111999      W3000000273      8  0233698 11/01/12
      VEN NAME: OFFICE DEPOT
      |
      |
 85-102-393001-85100000-00-040000-00      201.36  V005030 10/30/12
      F11111111999      W3000000275  3990      8  0233698 11/01/12
      VEN NAME: OFFICE DEPOT      BELLNOVA CENTER

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

CONTINUING...
NEXT: VENDOR NO:      MM:      YY:      TYPE   SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT          EXIT  MAIN  RFRSH TOP      FWD
    
```

Vendor Payment History Inquiry by Vendor Number Screen fields:

Field	Description	Required/Optional/Special Instructions
ACCOUNT CODE	FLAIR Account Code	Protected. FLAIR will display the account code carried over from the original transaction. (29N)
CFI	Certified Forward Indicator	Protected. Indicates if a voucher was processed using carry forward funds. Field will be populated with a C if carried from the original transaction. (1A)

Field	Description	Required/Optional/Special Instructions
AMOUNT	Transaction Line Amount	Protected. FLAIR will display the line amount of each object code carried over from the original transaction. (10.2N)
VCHR NO	Voucher Number (also known as Agency Document Number)	Protected. FLAIR will display the voucher number assigned in conjunction with the SWDN. (7A/N)
CFO REC	CFO Receipt Date	Protected. Date voucher was received by CFO. (8N)
PAY	Payment Indicator	Protected. Indicates type of transaction processed. Examples of indicators to be displayed: <b>PUR</b> – PCard; <b>REV</b> – Revolving fund; or <b>VOID</b> – Payment voided after stale date. (4A)
SEL	Selection	Protected. Allows user to view: <b>I</b> – Invoice Inquiry: View invoice number(s), invoice amount(s), and transaction date(s). <i>See the following example Invoice Display Screen.</i> <b>W</b> – Warrant Reconciliation Inquiry: View status of warrant information. <i>See the following example Warrant Reconciliation Inquiry Screen.</i> <b>T</b> – Detail Transaction Inquiry: View detail payment Information. <i>See the example Detail Transaction Inquiry Screen.</i> (1A)
VENDOR NO	Vendor Identification Number	Protected. FLAIR will display the vendor number based on the user’s search criteria and will include the prefix ( <b>E, F, S, or N</b> ) and three-digit sequence number. (21A/N)
SWDN	Statewide Document Number	Protected. FLAIR will display the SWDN assigned to each transaction. (11A/N)
OBJ	Object Code	Protected. FLAIR will display the object code in conjunction with the SWDN and line number of the transaction. (6N)
CNTR	Contract Number	Protected. Indicates if a contract number was used and is carried from the original transaction. (5A/N)
PYMT TP	Warrant Type	Protected. Indicates the type of warrant issued for payment ( <b>4</b> - Expense Warrant, <b>8</b> - EFT). (1N)
PYMT NO	Warrant Number	Protected. Indicates the warrant number in conjunction with the warrant type. (7N)

Field	Description	Required/Optional/Special Instructions
PYMT DATE	Warrant Date	Protected. Indicates the date the warrant or EFT was issued. (6N)
CANX	Cancelled Indicator	Protected. Indicates if a warrant has been cancelled. (4A)

**Invoice Display Screen** (example inquiry results using I in the SEL field)

```

VH10                                     12/13/2012 13:31:29
      INVOICE DISPLAY - SWDN: W3000000273  VEN ID: F111111111999
-----
  INV NO   ST      AMOUNT  TRANS DT      INV NO   ST      AMOUNT  TRANS DT
-----
  1 222426486 A          83.03  10/09/12
-----

CONTINUING...
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT          EXIT  MAIN          TOP          FWD
    
```

**Warrant Reconciliation Inquiry Screen** (example inquiry results using W in the SEL field)

```

VH19                                     12/13/2012 13:43:44
      WARRANT RECONCILIATION INQUIRY
WARRANT TYPE: 4  WARRANT NO: 0549757  WARRANT DATE: 11/30/12  WARRANT STATUS: 2
VENDOR NAME: A & D OFFICE SUPPLY          WARRANT AMOUNT: 253.79
VENDOR ID: F111111111999          SWDN: W3000000273          DUPLICATE IND:
ACCOUNT CODE: L1 GF SF FID  BE          IBI CAT  YR  WARRANT PAID DATE:
              85 50 2 573005 8510000 00 105281 00 12/07/12

      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

                                     TYPE  SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT          EXIT  MAIN
    
```

**Detail Transaction Inquiry Screen** (example inquiry results using T in the SEL field)

VHI8												DETAIL TRANSACTION INQUIRY												12/13/2012 13:32:58																							
SWDN	L1	GF	SF	FID	BE	IBI	CAT	YR	CF	OBJ	VCHR	AMOUNT	W3000000273	85	10	1	000122	85100000	00	105281	00	4420	238.35																								
AGCY DOC	VCHR DT	CFO REC DT	AUDIT DT	SITE	WARRANT DT	TRANS	AMOUNT	V005182	10/31/12	10/24/12	11/01/12	00	11/01/12	83.03																																	
RECORD	RECORD	VCHR	VCHR	RECORD	CONTRACT	WARRANT	VCHR	SUBSYS	STATUS	REASON	STATUS	REASON	TYPE	NUMBER	TP NUMBER	TYPE	CODE																														
		P	H			4	0457908	PE	S																																						
VENDOR ID: F11111111999				VENDOR NAME: A & D OFFICE SUPPLY				VENDOR NAME: 142 CANAL STEET				ADDRESS: DEPT. 2366				ADDRESS:				ADDRESS: DALLAS TX 75312-2366*																											
SUBVENDOR ID:												SUBVENDOR NAME:												OTHER SUBVENDOR ID:												OTHER SUBVENDOR NAME:											
VIEW INVOICES:												TYPE												SEL																							
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---																																															
CONT												EXIT												MAIN				RFRSH																			

**113.4.3 Vendor History Inquiry by Vendor Name**

The Vendor Payment History Inquiry by Vendor Name File contains payments issued to vendors in the form of a paper warrant and EFT. *See section 210 Payment History for more information regarding Warrant Administration.* FLAIR will retrieve records based on vendor name input in search criteria.

To access the Vendor History Inquiry by Vendor Number Screen:

1. In the **VH** column on the line for **VENDOR NAME**, input **X**.
2. In the **VENDOR NAME** field, input the vendor name (up to 31 characters).
3. Input of **MONTH** and **YEAR** are optional. To use, in the **VH** column on the line for **MONTH** and **YEAR** directly under **VENDOR NAME**, input **X**. Then, in the **MONTH** and **YEAR** fields directly under **VENDOR NAME**, input the month and year. If left blank, FLAIR will display results five years prior to the date of the request.

**Vendor Payment Inquiry Screen** (with example data input)

VHIR												VENDOR PAYMENT INQUIRY												02/08/2013 16:25:02							
VH - VENDOR HISTORY												UV - UNPAID VOUCHERS												WR - WARRANT RECONCILIATION							
02/08/08 THROUGH 02/11/13												AS OF PREVIOUS WORK DAY																			
VH	UV	WR	SELECTION CRITERIA																												
--	--	--	-----																												
-	-	-	VENDOR NUMBER:																												
-	-	-	MONTH: YEAR:																												
X	-	-	VENDOR NAME: A & D OFFICE SUPPLY																												
X	-	-	MONTH: 07 YEAR: 12																												
=	=	=	SUMMARY TOTALS OF REQUESTED VH RECORDS																												
-	-	-	SEARCH THRU MONTH: YEAR:																												
-	-	-	WARRANT NUMBER WARRANT DATE																												
-	-	-	WARRANT TYPE: WARRANT NUMBER: (OPTIONAL)																												
-	-	-	WARRANT DATE:																												
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---												TYPE												SEL							
CONT												EXIT												MAIN				RFRSH			

4. Press **Enter**. FLAIR will retrieve records based on vendor name input in search criteria.  
**Note:** If the vendor name is spelled incorrectly, FLAIR will display records most closely matching the search criteria in alphabetical order.

**Vendor Payment History - Inquiry By Vendor Name Screen Two** (with example inquiry results)

VENDOR PAYMENT HISTORY - INQUIRY BY VENDOR NAME									
SEL	ACCOUNT CODE	CFI	AMOUNT	VCHR NO	CFO REC	PAY			
	VENDOR NUMBER	SWDN	OBJ CNTR	TP-NO	DATE	CANX			
-	VEN NAME: A & D OFFICE SUPPLY		SOLUTIONS		U.S.A., INC.				
	85-102-078001-85100000-00-100777-00		113.55	V000356	07/16/12	PUR			
	F111111111999	W3000000273	2420	8	0024480	07/18/12			
	VEN NAME: A & D OFFICE SUPPLY		SOLUTIONS						
	85-102-393001-85100000-00-105281-00		7.94	V001260	08/02/12				
	F22222222999	W3000000275	4420	8	0058685	08/06/12			

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

CONTINUING...  
NEXT: VEN NAME MM: YY: TYPE SEL  
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---  
CONT EXIT MAIN RFRSH TOP FWD

See section 113.4.2 Vendor History Inquiry by Vendor Number for field descriptions.

### 113.4.4 Vendor History Inquiry Summary Total

Agency users also have the capability to view the Vendor History Summary Total by Vendor Number or Vendor Name Screens. This function provides the user a summary total of payments for a specific time period requested by the user.

To request a summary total of payments for a vendor by vendor name:

1. In the **VH** column for **VENDOR NAME**, input **X**.
2. In the **VENDOR NAME** field, input the vendor name. The input must be an exact match to retrieve summary total.
3. Input of **MONTH** and **YEAR** are optional. To use, in the **VH** column on the line for **MONTH** and **YEAR** directly under **VENDOR NAME**, input **X**. Then, in the **MONTH** and **YEAR** fields directly under **VENDOR NAME**, input the month and year from which the search is to begin. If left blank, FLAIR will display results five years prior to the date of the request.
4. In the **VH** column for the **SUMMARY TOTALS OF REQUESTED VH RECORDS**, input **X**.
5. Input of **SEARCH THRU MONTH** and **YEAR** (to indicate an end date for the search) are optional. To use, in the **SEARCH THRU MONTH** and **YEAR** fields, input the ending month and year. If left blank, FLAIR will calculate five years of payments.

**Vendor Payment Inquiry Screen** (example vendor name and data input)

```

VHIR                                VENDOR PAYMENT INQUIRY                                08/31/2012  10:25:39
VH - VENDOR HISTORY                UV - UNPAID VOUCHERS                WR - WARRANT
08/31/07 THROUGH 09/04/12          AS OF PREVIOUS WORK DAY          RECONCILIATION

      VH   UV   WR   SELECTION CRITERIA
      --   --   --   -----
      -
      X   -   -   VENDOR NUMBER:
      X   -   -   MONTH:      YEAR:
      X   -   -   VENDOR NAME: konica
                  MONTH: 07  YEAR: 12
SUMMARY TOTALS OF REQUESTED VH RECORDS
SEARCH THRU  MONTH: 08  YEAR: 12
      -
      -   -   WARRANT NUMBER                WARRANT DATE
      -   -   WARRANT TYPE:      WARRANT NUMBER:
                  WARRANT DATE:      (OPTIONAL)

                                           TYPE   SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT          EXIT  MAIN  RFRSH
    
```

6. Press **Enter**. FLAIR will display summary totals based on the user's search criteria.

**Vendor Payment History - Summary Total By Vendor Name Screen** (with example inquiry results)

```

VHI4                                12/13/2012  13:37:49
VENDOR PAYMENT HISTORY - SUMMARY TOTAL BY VENDOR NAME

      VENDOR NAME:      A & D OFFICE SUPPLY
      TIME PERIOD:      07/12  THRU  12/12
      TOTAL AMOUNT:      522.13

NEXT: VENDOR NAME
      BEGIN SEARCH MONTH:      YEAR:      THROUGH      MONTH:      YEAR:
      DETAIL REQUEST:

                                           TYPE   SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT          EXIT  MAIN  RFRSH TOP          FWD
    
```

To request a summary total of payments for a vendor by vendor number:

1. In the **VH** column for **VENDOR NUMBER**, input **X**.
2. In the **VENDOR NUMBER** field, input the vendor number. The input must be an exact match to retrieve summary total.
3. Input of **MONTH** and **YEAR** (to indicate a beginning date for the search) are optional. To use, in the **VH** column on the line for **MONTH** and **YEAR** directly under **VENDOR NUMBER**, input **X**. Then, in the **MONTH** and **YEAR** fields directly under **VENDOR NUMBER**, input the month and year from which the search is to begin. If left blank, FLAIR will display results five years prior to the date of the request.

4. In the **VH** column for the **SUMMARY TOTALS OF REQUESTED VH RECORDS**, input **X**.
5. Input of **SEARCH THRU MONTH** and **YEAR** (to indicate an end date for the search) are optional. To use, in the **SEARCH THRU MONTH** and **YEAR** fields, input the ending month and year. If left blank, FLAIR will calculate five years of payments.

**Vendor Payment Inquiry Screen** (example vendor number and data input)

```

VHIR                                VENDOR PAYMENT INQUIRY                08/31/2012  10:25:39
VH - VENDOR HISTORY                 UV - UNPAID VOUCHERS                 WR - WARRANT
08/31/07 THROUGH 09/04/12           AS OF PREVIOUS WORK DAY            RECONCILIATION

      VH   UV   WR   SELECTION CRITERIA
      --   --   --   -----
      X    -    -    VENDOR NUMBER:  111111111
      X    -    -    MONTH:  07  YEAR:  12
                                VENDOR NAME:
                                MONTH:    YEAR:
      X    -    -    SUMMARY TOTALS OF REQUESTED VH RECORDS
                                SEARCH THRU MONTH: 08  YEAR: 12
      -    -    -    WARRANT NUMBER                WARRANT DATE
                                WARRANT TYPE:    WARRANT NUMBER:
                                WARRANT DATE:    (OPTIONAL)

                                           TYPE   SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11--PF12---
CONT          EXIT  MAIN  RFRSH
    
```

Begin Search Date

End Search Date

6. Press **Enter**. FLAIR will display summary totals based on the user's search criteria.

**Vendor Payment History - Summary Total for Requested Vendor Number Screen**

(with example inquiry results)

```

VHI3                                12/13/2012  13:36:00
VENDOR PAYMENT HISTORY - SUMMARY TOTAL FOR REQUESTED VENDOR NUMBER

      VENDOR ID:                111111111

      TIME PERIOD:              07/12  THRU 12/12

      TOTAL AMOUNT:            98,892.95

NEXT VENDOR NUMBER:
  BEGIN SEARCH MONTH:    YEAR:    THROUGH    MONTH:    YEAR:
  DETAIL REQUEST:

                                           TYPE   SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11--PF12---
CONT          EXIT  MAIN  RFRSH
    
```

### 113.4.5 Vendor History Inquiry by Warrant Number

The Vendor Payment History Inquiry by Warrant Number File contains payments issued to vendors in the form of a paper warrant and EFT. *See section 210 Payment History for more information regarding warrant administration.* FLAIR will retrieve records based on vendor name input in search criteria.

To access the Vendor History Inquiry by Warrant Number:

1. In the **VH** column on the line for the **WARRANT NUMBER** option, input **X**.
2. In the **WARRANT NUMBER** field, input the warrant number (must be an exact match).
3. In the **WARRANT DATE** field, input the warrant date (must be an exact match).

*Vendor Payment Inquiry Screen* (with example data input)

```

VHIR                                VENDOR PAYMENT INQUIRY                02/11/2013  09:25:04
VH - VENDOR HISTORY                 UV - UNPAID VOUCHERS                   WR - WARRANT
02/11/08 THROUGH 02/12/13           AS OF PREVIOUS WORK DAY               RECONCILIATION

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

      X    -    -    WARRANT NUMBER 0549757  WARRANT DATE 113012

                        =    WARRANT TYPE:    WARRANT NUMBER:
                        WARRANT DATE:        (OPTIONAL)

                                                    TYPE   SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT          EXIT  MAIN  RFRSH
    
```

4. Press **Enter**. FLAIR will retrieve the record(s) based on the warrant number input.

*Vendor Payment History - Inquiry By Warrant Number Screen* (with example inquiry results)

```

VH15  VENDOR PAYMENT HISTORY - INQUIRY BY WARRANT NUMBER 12/13/2012 13:40:37

WARRANT NUMBER: 0549757           WARRANT DATE: 11/30/12
ACCOUNT CODE: 85-502-573005-85100000-00-105281-00  CFI:

VENDOR NUMBER   SWDN      AMOUNT      CFO REC      PAY IND
SEL OBJECT CODE  CONTRACT NO VOUCHER NUMBER VCHR DT      CANCELLED
-----
VEN NAME: A & D OFFICE SUPPLY
F111111111999   W3000000273      83.03      11/29/12
4420            V006267          11/29/12

                        TOTAL                253.79

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

CONTINUING...
NEXT:  WARRANT NUMBER:                DATE:                TYPE   SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT          EXIT  MAIN  RFRSH TOP          FWD
    
```

### 113.4.6 Unpaid Voucher History Inquiry

The **Unpaid Voucher History File (UV)** allows agencies to view vouchers in the processing cycle for which warrants have not been issued. Users can search using vendor number or vendor name.

To access the Unpaid Voucher Inquiry by Vendor Name from the Vendor Payment Inquiry Screen:

1. In the **UV** column on the line for **VENDOR NAME**, input **X**.
2. In the **VENDOR NAME** field, input the vendor name (if the vendor name is spelled incorrectly, FLAIR may not display the correct records).
3. Input of **MONTH** and **YEAR** are optional. To use, in the **MONTH** and **YEAR** fields directly under **VENDOR NAME**, input the month and year. If left blank, FLAIR will display results five years prior to the date of the request.

#### Vendor Payment Inquiry Screen (with example data input)

```

VHIR                                VENDOR PAYMENT INQUIRY                02/08/2013  16:25:02
VH - VENDOR HISTORY                 UV - UNPAID VOUCHERS                   WR - WARRANT
02/08/08 THROUGH 02/11/13          AS OF PREVIOUS WORK DAY              RECONCILIATION

      VH   UV   WR   SELECTION CRITERIA
      --   --   --   -----
      -   -   -   VENDOR NUMBER:
      -   -   -   MONTH:          YEAR:
      -   -   -   VENDOR NAME:  A & D OFFICE SUPPLY
      -   -   -   MONTH:        07   YEAR:        12
      -   -   -   SUMMARY TOTALS OF REQUESTED VH RECORDS
      -   -   -   SEARCH THRU  MONTH:        YEAR:
      -   -   -   WARRANT NUMBER              WARRANT DATE
      -   -   -   WARRANT TYPE:              WARRANT NUMBER:
      -   -   -   WARRANT DATE:              (OPTIONAL)

                                           TYPE   SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT          EXIT  MAIN  RFRSH
    
```

4. Press **Enter**. FLAIR will retrieve records based on the input search criteria.

#### Vendor Payment History - Unpaid Voucher Inquiry By Vendor Name Screen

(with example inquiry results)

```

VHI7          UNPAID VOUCHERS - INQUIRY BY VENDOR NAME        12/13/2012  13:42:01
ACCOUNT CODE          CFI          AMOUNT  VCHR NO  CFO REC  PAY
SEL VENDOR NUMBER    SWDN          OBJ    CNTR NO  RCD ST  RSN CODE
-----
VEN NAME: A & D OFFICE SUPPLY          A & D OFFICE SUPPLY
85-102-393001-85100000-00-080956-13    74,205.13  V006538  12/07/12
F111111111999          W3000000273    5630          A

VEN NAME: ABBEY PRINTING, INC          ABBEY PRINTING, INC
85-102-393001-85100000-00-100064-00    24,215.55  V006707
F222222222999          W3000000275    1345          A

SEL LEGEND:   I = INVOICE INQUIRY      T = TRANSACTION INQUIRY

CONTINUING...
NEXT: VENDOR NAME
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT          EXIT  MAIN  RFRSH  TOP          FWD
    
```



### 113.4.7 Warrant Reconciliation Inquiry

The **Warrant Reconciliation Inquiry File (WR)** allows agencies to view status of expense warrants produced for payments to vendors. This file does not have inquiry access for status of EFT to vendors. *See section 113.4.1 Vendor History Inquiry for details.*

The WR file indicates the status of the warrant produced from the time of issuance to the time the warrants are paid. This file also indicates if a warrant has been marked for cancellation, stop payment, or duplication. *See section 210 Payment History for more information regarding warrant administration.*

To access the Warrant Reconciliation Inquiry Screen from the Vendor Payment Inquiry Screen:

1. In the **WR** column on the line for **WARRANT TYPE** and **WARRANT NUMBER**, input **X**.
2. In the **WARRANT TYPE** field, input the warrant type (must be an exact match).
3. In the **WARRANT NUMBER** field, input the warrant number (must be an exact match).
4. Input of the **WARRANT DATE** is optional.

*Vendor Payment Inquiry Screen* (with example data input)

```

VHIR                                VENDOR PAYMENT INQUIRY                02/11/2013  09:50:19
VH - VENDOR HISTORY                 UV - UNPAID VOUCHERS                    WR - WARRANT
02/11/08 THROUGH 02/12/13          AS OF PREVIOUS WORK DAY                RECONCILIATION

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

      -    -    -    WARRANT NUMBER          WARRANT DATE

      X    -    -    WARRANT TYPE:  4  WARRANT NUMBER:  0549757
                        WARRANT DATE:  _  (OPTIONAL)

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT          EXIT  MAIN  RFRSH                                TYPE  SEL
    
```

5. Press **Enter**. FLAIR will retrieve the record(s) based on the information input.

**Vendor Payment History - Warrant Reconciliation Inquiry Screen** (with example inquiry results)

```

VHI9                WARRANT RECONCILIATION INQUIRY                12/13/2012  13:43:44
WARRANT TYPE: 4  WARRANT NO: 0549757  WARRANT DATE: 11/30/12  WARRANT STATUS: 2
VENDOR NAME: A & D OFFICE SUPPLY                WARRANT AMOUNT:                253.79
VENDOR ID: F111111111999                SWDN: W3000000273                DUPLICATE IND:
ACCOUNT CODE: L1 GF SF FID    BE                IBI CAT    YR  WARRANT PAID DATE:
                85 50  2 573005 85100000 00  105281 00  12/07/12

                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

                                TYPE    SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                EXIT  MAIN
    
```

### 113.5 FLAIR Employee Travel History

The **Employee Travel History Inquiry (TH)** function provides agencies daily inquiry capability within their OLO to use Departmental FLAIR screens to inquire into employee travel reimbursements. This file is located within the SC (State CFO Files) function and agency users with security clearance **I** (for Inquiry) can access this function to view payment information.

Information contained in this file is a result of expenditure warrants and EFT payment information. Records contained in this file are retained for three years and no detailed information will be provided. *See section 113.4.2 Vendor History Inquiry by Vendor Number for details.*

The TH function displays four types of inquiry available for users with appropriate security clearance:

- Employee Number
- Employee Name
- Summary Total
- Warrant Reconciliation

#### 113.5.1 Employee Travel Inquiry

The Employee Travel Inquiry Request Screen can be accessed when the user inputs **TH** in the **TYPE** field from any FLAIR input screen. On the Travel Inquiry Screen, the user can input an **X** next to one of the three search options (**EMPLOYEE NUMBER**, **EMPLOYEE NAME**, and **SUMMARY TOTALS**) and FLAIR will display the requested screen. Each of these inquiry selections is discussed in detail below.

**Employee Travel Inquiry Request Screen** (with example data input)

```

THIR                EMPLOYEE TRAVEL INQUIRY REQUEST        12/14/2012  16:17:35

EMPLOYEE TRAVEL HISTORY FILE RECORDS AVAILABLE FROM 12/14/09 THROUGH 12/17/12

EMPLOYEE NUMBER:  111111111
OPTIONAL START DATE:  MONTH 10  YEAR 12

EMPLOYEE NAME:  youzers
OPTIONAL START DATE:  MONTH 10  YEAR 12

SUMMARY TOTALS OF SELECTED SEARCH BY EMPLOYEE NUMBER OR NAME
OPTIONAL THROUGH DATE:  MONTH 12  YEAR 12

WARRANT TYPE:      WARRANT NO:      WARRANT DATE:

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT             EXIT  MAIN  RFRSH                                TYPE  SEL
    
```

Employee Travel Inquiry Request Screen fields:

Field	Description	Required/Optional/Special Instructions
EMPLOYEE NUMBER	Employee Social Security Number	Required. Used to view records by employee number only. Users are required to input an employee number excluding the prefix E. <b>EMPLOYEE NAME</b> and <b>WARRANT TYPE/NUMBER</b> fields must be blank. (9N)
OPTIONAL START DATE: MONTH	Beginning Month	Optional. Used in conjunction with the employee number, it allows users to search for records beginning with the month input by user. If a month is selected, a year not greater than the current fiscal year must also be entered. (2N)
OPTIONAL START DATE: YEAR	Beginning Year	Required. Used in conjunction with the employee number if a month is selected by the user. The month/year combination <b>cannot</b> be greater than the current business month and year. (2N)
EMPLOYEE NAME	Employee Name	Required. Allows users to view records by employee name. <b>Note:</b> If name is spelled incorrectly, FLAIR will retrieve records that best match the user's search criteria. (31A/N)
OPTIONAL START DATE: MONTH	Beginning Month	Optional. Used in conjunction with the <b>EMPLOYEE NAME</b> field, allows users to search for records beginning with the month input by the user. If a month is selected, a year not greater than the current fiscal year must also be entered. (2N)

Field	Description	Required/Optional/Special Instructions
<b>OPTIONAL START DATE: YEAR</b>	Beginning Year	Required. Used in conjunction with the employee name if a month is selected by the user. The month/year combination <b>cannot</b> be greater than the current business month and year. (2N)
<b>SUMMARY TOTALS OF SELECTED SEARCH BY EMPLOYEE NUMBER OR NAME</b>	Summary Totals	Required. Used in conjunction with the employee number or employee name inquiries to provide users a summarized total for a specific time period. (1A)
<b>OPTIONAL THROUGH DATE: MONTH</b>	Search through Month	Required. Used in conjunction with the <b>SUMMARY TOTALS OF SELECTED SEARCH BY EMPLOYEE NAME OR NUMBER</b> field. Users are required to input the ending date of the period for a summary total of records for <b>EMPLOYEE NUMBER</b> or <b>EMPLOYEE NAME</b> fields. (2N)
<b>OPTIONAL THROUGH DATE: YEAR</b>	Search through Year	Required. Used in conjunction with the <b>SEARCH THRU MONTH</b> field. Users are required to input the year if month is selected. (2N)
<b>WARRANT TYPE</b>	Warrant Type	Required. Indicates the type of warrant issued and used in conjunction with warrant number. Allows users to view the status of a warrant. (1N)
<b>WARRANT NUMBER</b>	Warrant Number	Required. Allows users to view travel history record(s) for payments by a specific warrant and used in conjunction with the warrant type. (7N)
<b>WARRANT DATE</b>	Warrant Date	Required. Used in conjunction with the warrant type and warrant number. Allows users to view records for the requested warrant number. (6N)

The **TYPE** and **SEL** fields are available to request a different function. **See section 105.1 Define FLAIR for details.** The PF keys on the bottom of screen may also be pressed to access the FLAIR main menu or other functions noted on the line.

### 113.5.2 Employee Travel History Inquiry by Employee Number

The Employee Travel History Inquiry by Employee Number File is a result of travel reimbursements in the form of a paper warrant and EFT. *See section 210 Payment History for more information regarding Warrant Administration.* FLAIR will retrieve records based on employee number input in search criteria.

To access the Employee Travel History Inquiry by Employee Number Screen:

1. In the column on the line for **EMPLOYEE NUMBER**, input **X**.
2. In the **EMPLOYEE NUMBER** field, input the nine-digit employee number (without the prefix **E**).
3. Input of **MONTH** and **YEAR** are optional. If left blank, FLAIR will display results three years from the date of the request.

**Employee Travel Inquiry Request Screen** (with example data input)

```

THIR                EMPLOYEE TRAVEL INQUIRY REQUEST      02/25/2013  10:33:18

EMPLOYEE TRAVEL HISTORY FILE RECORDS AVAILABLE FROM 02/23/10 THROUGH 02/26/13

  X  EMPLOYEE NUMBER:  111111111
      OPTIONAL START DATE:  MONTH      YEAR

      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-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT          EXIT  MAIN  RFRSH
    
```

4. Press **Enter**. FLAIR will display the requested record(s).

**Employee Travel History - Inquiry By Employee Number - Screen One** (with example inquiry results)

```

TH11                                     12/13/2012 13:44:50
      EMPLOYEE TRAVEL HISTORY - INQUIRY BY EMPLOYEE NUMBER

EMPLOYEE NUMBER: 111111111

ACCOUNT CODE          AMOUNT      CFI OBJ  WARRANT  VCHR IND VCHR DTE  PAY
SWDN                                     WT DATE  AUD DATE CFO REC  CANX
-----
85-101-000122-85100000-00-040000-00  2610  8-0622122  WARRANT  05/18/12
W3000000273                               05/23/12  05/21/12
EMPLOYEE NAME: YOUZERS                      BILL

85-101-000122-85100000-00-040000-00  2611  8-0622122  WARRANT  05/18/12
W3000000273                               05/23/12  05/21/12
EMPLOYEE NAME: YOUZERS                      BILL

CONTINUING...
NEXT: EMPLOYEE NUMBER          START DATE          TYPE          SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT          EXIT  MAIN  RFRSH TOP          FWD
    
```

Employee Travel History Inquiry by Employee Number Screen fields:

Field	Description	Required/Optional/Special Instructions
ACCOUNT CODE	FLAIR Account Code	Protected. FLAIR will display the account code carried over from the original transaction. (29A/N)
CFI	Certified Forward Indicator	Protected. Indicates if a voucher was processed using carry forward funds. The field will be populated with a C if funds carried from the original transaction. (1A)
OBJ	Object Code	Protected. FLAIR will display the object code in conjunction with the SWDN and line number of transaction. (6N)
WARRANT	Warrant Type and Warrant Number	Protected. Indicates the type of warrant issued and warrant number for payment (4 = Expense Warrant, 8 = EFT). (1N/7N)
VCHR IND	Voucher Indicator	Protected. Indicates the payment is a warrant or EFT. (1A)
VCHR DATE	Voucher Date	Protected. FLAIR will display the date the voucher was added to Central Accounting. (6N)
PAY	Payment Indicator	Protected. Indicates type of transaction processed. Examples of indicators will be displayed: <b>PUR</b> – PCard <b>REV</b> – Revolving Fund <b>VOID</b> – Payment Voided After Stale Date (4A)

Field	Description	Required/Optional/Special Instructions
SWDN	Statewide Document Number	Protected. FLAIR will display the SWDN assigned to each transaction. (11A/N)
AMOUNT	Transaction Line Amount	Protected. FLAIR will display the line amount of each object code carried over from the original transaction. (10.2N)
WT DATE	Warrant Date	Protected. Indicates the date the warrant or EFT was issued by DFS. (6N)
AUD DATE	Audit Date	Protected. (6N)
CFO REC	CFO Received Date	Protected. Date voucher was received by the CFO. (6N)
CANX	Cancelled Indicator	Protected. Indicates if a warrant has been cancelled. (1A)

The **NEXT** line is available to request a new screen or record. *See section 105.6.5 NEXT Line for details.* The **TYPE** and **SEL** fields are available to request a different function. *See section 105.6.4 TYPE and SEL Fields for details.* The PF keys on the bottom of screen may also be pressed to access the FLAIR main menu or other functions noted on the line. *See section 105.6.1 FLAIR Program Function Keys for details.*

### 113.5.3 Employee Travel History Inquiry by Employee Name

The Employee Travel History Inquiry by Employee Name File is a result of travel reimbursements in the form of a paper warrant and EFT. *See section 210 Payment History for more information regarding Warrant Administration.* FLAIR will retrieve records based on the employee name input in search criteria.

To access the Employee Travel History Inquiry by Employee Name Screen:

1. In the column on the line for **EMPLOYEE NAME**, input **X**.
2. In the **EMPLOYEE NAME** field, input the employee name. If spelled incorrectly, FLAIR will retrieve records with the closest match in alphabetical order.
3. Input of **MONTH** and **YEAR** are optional. If left blank, FLAIR will display results three years from the date of the request.

**Employee Travel Inquiry Request Screen** (with example data input)

```

THIR                EMPLOYEE TRAVEL INQUIRY REQUEST      02/25/2013  12:40:08

EMPLOYEE TRAVEL HISTORY FILE RECORDS AVAILABLE FROM 02/23/10 THROUGH 02/26/13

EMPLOYEE NUMBER:
OPTIONAL START DATE:  MONTH      YEAR

X  EMPLOYEE NAME:  BILL YOUZERS
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-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT              EXIT  MAIN  RFRSH                                TYPE  SEL
    
```

4. Press **Enter**. FLAIR will display the requested records(s).

**Employee Travel History - Inquiry By Employee Name - Screen Two** (with example inquiry results)

```

THI2                EMPLOYEE TRAVEL HISTORY - INQUIRY BY EMPLOYEE NAME      12/13/2012  13:45:45

EMPLOYEE NAME: YOUZERS      BILL

ACCOUNT CODE      AMOUNT      CFI OBJ      WARRANT      VCHR IND      VCHR DTE      PAY
SWDN              W3000000273      60.00      2611 8-0611990  WARRANT      06/02/10      CANX
                  W3000000273      174.00     2612 8-0611990  WARRANT      06/02/10      CANX
EMPLOYEE NO: 111111111
TOTAL              234.00

CONTINUING...
NEXT: EMPLOYEE NAME
      START DATE

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT              EXIT  MAIN  RFRSH TOP      FWD                                TYPE  SEL
    
```

See section 113.5.2 Employee Travel History Inquiry by Employee Number for details.

The **NEXT** line is available to request a new screen or record. See section 105.6.5 **NEXT Line** for details. The **TYPE** and **SEL** fields are available to request a different function. See section 105.6.4 **TYPE and SEL Fields** for details. The PF keys on the bottom of screen may also be pressed to access the FLAIR main menu or other functions noted on the line. See section 105.6.1 **FLAIR Program Function Keys** for details.

### 113.5.4 Employee Travel History Summary Totals

Agency users also have the capability to view the Employee Travel History Summary Total by Employee Number or Employee Name Screens (only one option is allowed per request). This function provides the user a summary total of payments for a specific time period requested by the user.

To request a summary total of payments for a vendor by employee number:

1. In the column for **EMPLOYEE NUMBER**, input **X**.
2. In the **EMPLOYEE NUMBER** field, input the employee's number. Input must be an exact match to retrieve summary total.
3. Input of **START MONTH** and **YEAR** are optional. If left blank, FLAIR will display results three years from the date of the request.
4. In the column for the **SUMMARY TOTALS OF SELECTED SEARCH BY EMPLOYEE NUMBER OR NAME** option, input **X**.
5. Input **OPTIONAL THROUGH MONTH** and **YEAR**. If left blank, FLAIR will calculate up to three years of payments.

#### *Employee Travel Inquiry Request Screen* (with example data input)

```

THIR                EMPLOYEE TRAVEL INQUIRY REQUEST    02/25/2013  12:40:08

EMPLOYEE TRAVEL HISTORY FILE RECORDS AVAILABLE FROM 02/23/10 THROUGH 02/26/13

X  EMPLOYEE NUMBER:  111111111
   OPTIONAL START DATE:  MONTH      YEAR  _

EMPLOYEE NAME:
OPTIONAL START DATE:  MONTH      YEAR

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

WARRANT TYPE:      WARRANT NO:      WARRANT DATE:

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT              EXIT  MAIN  RFRSH
    
```

6. Press **Enter**. FLAIR will display summary totals based on user search criteria.

**Employee Travel History – Summary Total for Requested Employee Number - Screen Three**

(with example inquiry results)

THI3	12/13/2012 13:46:50											
EMPLOYEE TRAVEL HISTORY - SUMMARY TOTAL FOR REQUESTED EMPLOYEE NUMBER												
EMPLOYEE NUMBER:	111111111											
TIME PERIOD:	06/10	THRU	12/12									
TOTAL AMOUNT:	701.69											
TO RECEIVE DETAIL INQUIRY:												
NEXT: EMPLOYEE NO.												
	OPTIONAL START DATE	OPTIONAL THROUGH DATE		TYPE SEL								
Enter-	PF1---	PF2---	PF3---	PF4---	PF5---	PF6---	PF7---	PF8---	PF9---	PF10--	PF11--	PF12---
CONT	EXIT	MAIN	RFRSH									

By inputting an X in the **TO RECEIVE DETAIL INQUIRY** field, the operator may view the detail records which make up the summary total.

To request a summary total of payments for a vendor by employee name:

7. In the column for **EMPLOYEE NAME**, input X.
8. In the **EMPLOYEE NAME** field, input the employee's name. Input must be an exact match to retrieve summary total.
9. Input of **START MONTH** and **YEAR** are optional. If left blank, FLAIR will display results three years from the date of the request.
10. In the column for the **SUMMARY TOTALS OF SELECTED SEARCH BY EMPLOYEE NUMBER OR NAME** option, input X.
11. Input **OPTIONAL THROUGH MONTH** and **YEAR**. If left blank, FLAIR will calculate up to three years of payments.

**Employee Travel Inquiry Request Screen** (with example data input)

```

THIR                EMPLOYEE TRAVEL INQUIRY REQUEST      02/25/2013  12:40:08

EMPLOYEE TRAVEL HISTORY FILE RECORDS AVAILABLE FROM 02/23/10 THROUGH 02/26/13

EMPLOYEE NUMBER:
OPTIONAL START DATE:  MONTH      YEAR

X  EMPLOYEE NAME:  BILL YOUZERS
   OPTIONAL START DATE: MONTH      YEAR

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

WARRANT TYPE:      WARRANT NO:      WARRANT DATE:

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT             EXIT  MAIN  RFRSH
    
```

12. Press **Enter**. FLAIR will display summary totals based on user search criteria.

**Employee Travel History - Summary Total for Employee Name - Screen Four**

(with example inquiry results)

```

THI4                12/13/2012  13:46:50
EMPLOYEE TRAVEL HISTORY - SUMMARY TOTAL FOR REQUESTED EMPLOYEE NAME

EMPLOYEE NAME:  BILL YOUZERS
TIME PERIOD:      06/10      THRU      12/12

TOTAL AMOUNT:      701.69

TO RECEIVE DETAIL INQUIRY:

NEXT:  EMPLOYEE NAME
       OPTIONAL START DATE      OPTIONAL THROUGH DATE      TYPE      SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT             EXIT  MAIN  RFRSH
    
```

By inputting an X in the **TO RECEIVE DETAIL INQUIRY** field, the operator may view the detail records which make up the summary total.

### 113.5.5 Employee Travel History Inquiry by Warrant Number

The Employee Travel History Inquiry by Warrant Number file contains payments issued to employees in the form of a paper warrant and EFT. *See section 210 Payment History for more information regarding warrant administration.* FLAIR will retrieve records based on warrant number input in search criteria.

To access the Employee Travel History Inquiry by Warrant Number Screen:

1. In the column on the line for **WARRANT TYPE**, input **X**.
2. In the **WARRANT TYPE** field, input the warrant type.
3. In the **WARRANT NUMBER** field, input the warrant number.
4. In the **WARRANT DATE** field, input the warrant date.

#### Employee Travel Inquiry Request Screen (with example data input)

```

THIR                EMPLOYEE TRAVEL INQUIRY REQUEST      02/25/2013  13:20:17

EMPLOYEE TRAVEL HISTORY FILE RECORDS AVAILABLE FROM 02/23/10 THROUGH 02/26/13

EMPLOYEE NUMBER:
  OPTIONAL START DATE:  MONTH      YEAR

EMPLOYEE NAME:
  OPTIONAL START DATE:  MONTH      YEAR

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

X  WARRANT TYPE:  8  WARRANT NO:  0429658  WARRANT DATE:  051212

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11--PF12---
CONT          EXIT  MAIN  RFRSH
    
```

5. Press **Enter**. FLAIR will retrieve record(s) based on warrant number input.

#### Employee Travel History - Inquiry By Warrant Number Screen (with example inquiry results)

```

THIS                EMPLOYEE TRAVEL HISTORY - INQUIRY BY WARRANT NUMBER      08/22/2012  11:48:06

WARRANT TYPE:  8      WARRANT NUMBER:  0429658      WARRANT DATE:  05/12/12
ACCOUNT CODE:  85 10 1 000128 85150000 00 040000 00      CFI:

EMPLOY NO      EMPLOYEE NAME      OBJ      VCHR IND  CFO REC  VCHR DT
SWDN                AMOUNT                CANCELLED PAYMENT
-----
111111111      YOUZERS      BILL      2618      WARRANT  05/11/12  05/11/12
W0000155039
                TOTAL      110.00
                                110.00

END OF SEARCH
NEXT:  WARRANT TYPE      WARRANT NUMBER      DATE      TYPE      SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT          EXIT  MAIN  RFRSH
    
```

## 113.6 FLAIR Payment History Website

The FLAIR Vendor Payment History website provides vendors with the 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. The site is available 24 hours a day, seven days a week except during necessary maintenance. The expenditure information is based on a fiscal year, which runs from July 1 through June 30 each year. Information for prior fiscal years will not change after the close of the fiscal year. Information for the current fiscal year will updated at the close of each business day.

This site provides:

- Payment Date
- Payment (Warrant) Number
- Payee Name
- Payment Type (Paper warrant or EFT)
- Agency Document Number (Voucher Number)
- Invoice Number
- Invoice Amount
- Agency contact information
- Payments pending at the CFO's office

To access payment history information in FLAIR:

1. Link to website: <http://flair.dbf.state.fl.us/dispub2/cvnhphst.htm>
2. Users must input their **FEID** or **SSN**.
3. Select **Beginning Month** from the drop-down menu. If left blank, the system defaults to the current month.  
Select **Desired Year** from the drop-down menu. If left blank, the system defaults to the current year. **Note:** Search results begin with the month selected and continue through December of the desired year selected.
4. The **Department** field is optional. Users may choose an active or inactive department from the drop-down menu.
5. Click **Submit** to view payments requested. The search will return a listing of payments requested per the user's search criteria.

**FLAIR Vendor Payment History Website Request Screen**


FLORIDA'S CHIEF FINANCIAL OFFICER

[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 also be used for any other purpose specifically required or authorized by state or federal law.

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:

The State of Florida requires its vendors to submit a Substitute Form W-9 to ensure accurate federal tax reporting. Effective March 5, 2012, vendors will not receive orders or payments from the State if a valid Substitute Form W-9 is not on file. Go to the [State of Florida Vendor Website](#) to register and complete your Form W-9.

Note: Some pages may not be available due to high site traffic. Please try again later.

For questions regarding this website, please contact the Vendor Ombudsman at (850) 413-5516.

---

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Vendors can select **View All Pending Payments** for payments in the voucher processing cycle and pending approval by the CFO.

Users may also click **Reset** to start a new search.

**Note:** Some pages may not be available due to high site traffic – please try again.

## 113.7 Sunshine Spending Vendor History Website

The State of Florida Sunshine Spending website provides information to the public about disbursements to vendors. Site is available 24 hours a day, seven days a week except during necessary maintenance. The expenditure information is based on the State's fiscal cycle, which runs from July 1 through June 30 each year. Information for prior fiscal years will not change after the close of the fiscal year. Information for the current fiscal year is updated at the close of each business day.

Using this site, users may:

- Search and view payment totals to a vendor for each fiscal year beginning with fiscal year 2009;
- Conduct searches for payments to a vendor and other recipients of state funds by name based on as much or little information;
- Drill down to detail information about payments, including payment dates, amounts, and which state agency paid the vendor; and
- View payment totals to a vendor by the state agency.

Excluded information:

- Refunds
- Employee Salaries
- Retirement payments
- Reemployment Assistance Payments
- Public Assistance payments
- Any other payments considered exempt from the Florida Sunshine Law

To access vendor payment history on the State of Florida's Sunshine Spending website:

1. Link to website: <https://fs.fldfs.com/dispub2/newvpymt4.shtml>.
2. In the **Vendor Name** field, input the vendor name (must enter at least the first three characters).
3. Select a **Fiscal Year** from the drop-down menu.
4. Click **Run**.

### Sunshine Spending Vendor Payment History Website Request Screen

The search will return a listing of all vendors for the selected fiscal year whose vendor name begins with the phrase entered in the search box. To view payment information:

1. Click on the combination of vendor name and vendor ID to display payment totals by agency.

The screenshot shows the Florida's Chief Financial Officer website. The main heading is "Vendor/Payee Payments". On the left, there are navigation links for "State Payments" and "State Contract Search: FACTS". Below these are sections for "Disclaimer", "Contact Us", and "Public Records Request". The main content area contains a welcome message, a "Downloads" section, and a search form. The search form includes "Vendor Input" (radio buttons for "All Vendors", "Vendor Number", and "Vendor Name" with a text box), "Time Period" (radio buttons for "Fiscal Year" and "Date Range" with a dropdown menu set to "2018"), and two dropdown menus for "Paying Agency(s)" and "Object Code Classification(s)". At the bottom of the form are "Run" and "Reset" buttons, and a red asterisk indicating "Required Input".