



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

**Expenditures  
Chapter 200**

**Revised September 2024**

## Table of Contents

200 Expenditures .....	1
200.1 Expenditures Versus Expenses .....	1
200.2 Master Expenditure Transaction Flow Chart .....	3
201 CFO and Agency Requirements .....	4
201.1 Authority .....	4
201.1.1 Invoice Documentation Requirements.....	5
201.1.2 Other Payment Related Information .....	6
201.1.3 Transaction Date Selection Requirements.....	7
201.2 Expenditure Related Functions.....	8
202 Encumbrances .....	11
202.1 Encumbrance Overview .....	11
202.1.1 Encumbrance Flowchart Example (MFMP and FLAIR) .....	14
202.2 Establishing a TR60 Single Input Encumbrance .....	15
202.3 Establishing a TR60 Multiple Input Encumbrance .....	25
202.4 Encumbrance Inquiries .....	32
202.4.1 TR60 Encumbrance Inquiry.....	32
202.4.2 TR60 Single Line Encumbrance Inquiry .....	32
202.4.3 TR60 Multiple Line Encumbrance Inquiry .....	34
202.4.4 TR6S Encumbrance Subsidiary Inquiry .....	38
202.4.5 TR6S Single Line Inquiry .....	38
202.4.6 TR6S Multiple Line Encumbrance Inquiry.....	42
202.5 Encumbrance Updates.....	46
202.5.1 TR60 Encumbrance Single Line Update.....	46
202.5.2 TR60 Encumbrance Multiple Line Update .....	50
202.5.3 TR6S Encumbrance Subsidiary Ledger Single Update.....	51
202.5.4 TR6S Encumbrance Subsidiary Ledger Multiple Inquiry Update.....	58
202.5.5 TR6S Encumbrance Vendor ID Number Update.....	64
202.6 TR61 Encumbrance Changes .....	66
202.6.1 TR61 Encumbrance Changes Single Inquiry .....	66
202.6.2 TR61 Encumbrance Changes Multiple Inquiry .....	70
202.7 MyFloridaMarketPlace Encumbrances in FLAIR.....	72
202.8 FLAIR Encumbrance Accounting Entries .....	73
202.8.1 TR60 Encumbrances .....	73
202.8.2 TR6S Encumbrance Subsidiary Ledger Update .....	74
203 TR70 Encumbered Disbursements .....	75



203.1 TR70 Prior to Input.....	76
203.2 TR70 Input.....	77
203.2.1 TR70 Single Input.....	78
203.2.2 TR70 Multiple Input .....	86
203.3 TR70 Inquiry.....	91
203.3.1 TR70 Single Inquiry.....	91
203.3.2 TR70 Multiple Inquiry .....	94
203.4 TR70 Update .....	96
203.4.1 TR70 Single Inquiry Update.....	96
203.4.2 TR70 Multiple Inquiry Update .....	101
203.5 TR70 FLAIR Accounting Entries .....	103
204 TR51 Unencumbered Disbursements.....	104
204.1 TR51 Prior to Input.....	105
204.2 TR51 Input.....	105
204.2.1 TR51 Single Input.....	106
204.2.2 TR51 Multiple Input .....	114
204.3 TR51 Inquiry.....	117
204.3.1 TR51 Single Inquiry.....	117
204.3.2 TR51 Multiple Inquiry .....	120
204.4 TR51 Update .....	122
204.4.1 TR51 Single Update .....	122
204.4.2 TR51 Multiple Update.....	125
204.5 TR51 FLAIR Accounting Entries .....	129
205 Revolving Funds.....	132
205.1 Authority .....	132
205.2 Internal Controls .....	132
205.3 Revolving Fund Flow Chart .....	133
205.4 Revolving Fund Transactions .....	134
205.5 TR52 Revolving Fund Unencumbered Disbursement.....	135
205.5.1 TR52 Single Input.....	135
205.5.2 TR52 Multiple Input .....	141
205.6 TR52 Inquiry.....	143
205.6.1 TR52 Single Inquiry.....	143
205.6.2 TR52 Multiple Inquiry .....	145
205.7 TR52 Update .....	147
205.7.1 TR52 Single Update .....	147
205.7.2 TR52 Multiple Update.....	150

205.8 TR71 Revolving Fund Encumbered Disbursement .....	153
205.8.1 TR71 Single Input.....	153
205.8.2 TR71 Multiple Input .....	158
205.9 TR71 Inquiry.....	161
205.9.1 TR71 Single Inquiry.....	161
205.9.2 TR71 Multiple Inquiry.....	163
205.10 TR71 Update.....	166
205.10.1 TR71 Single Update.....	166
205.10.2 TR71 Multiple Update.....	169
205.11 7S Revolving Fund File.....	172
205.11.1 TR7S Single Inquiry .....	173
205.11.2 TR7S Multiple Inquiry.....	174
205.12 Accounting Entries.....	177
205.12.1 TR52 Accounting Entries.....	177
205.12.2 TR71 Accounting Entries.....	179
206 Local Funds - Client or Welfare Trust Funds .....	181
206.1 FLAIR Transactions Used In Local Fund Processing.....	182
206.1.1 TR10 General Accounting (Local Fund Processing).....	182
206.1.2 TR30 Direct Deposit Receipt (Local Fund Processing).....	187
206.1.3 TR96 Journal Transfer Receipt (Local Fund Processing) .....	192
206.1.4 TR51 Unencumbered Disbursements (Local Fund Processing).....	197
206.2 Reconciliation of Local Funds.....	203
207 Accounts Payable Transactions.....	204
207.1 Authority .....	204
207.2 Recording Carry Forward Transactions.....	205
207.3 Accounts Payable Transactions Overview.....	206
207.3.1 Accounts Payable Mini Menu.....	208
207.3.2 Disbursements Mini Menu.....	209
207.4 TR80 Unencumbered Payables .....	210
207.5 TR80 Input.....	210
207.5.1 TR80 Single Input.....	211
207.5.2 TR80 Multiple Input .....	221
207.6 TR80 Inquiry.....	228
207.6.1 TR80 Single Inquiry.....	229
207.6.2 TR80 Multiple Inquiry .....	232
207.7 TR80 Update .....	237
207.7.1 TR80 Update from Single Inquiry.....	238

207.7.2 TR80 Update from Multiple Inquiry .....	243
207.8 TR81 Encumbered Payables .....	248
207.9 TR81 Input.....	248
207.9.1 TR81 Single Input.....	250
207.10 TR81 Inquiry .....	260
207.11 TR81 Update.....	264
207.12 TR8S Accounts Payables Subsidiary Ledger .....	271
207.12.1 TR8S Single Inquiry .....	271
207.12.2 TR8S Multiple Inquiry.....	275
207.12.3 TR8S Update .....	281
207.13 TR53 Payable Disbursements .....	294
207.13.1 TR53 Input.....	294
207.13.2 TR53 Single Input .....	295
207.13.3 TR53 Multiple Input .....	301
207.14 TR53 Inquiry .....	308
207.14.1 TR53 Single Inquiry.....	308
207.14.2 TR53 Multiple Inquiry .....	311
207.15 TR53 Update.....	316
207.15.1 TR53 Single Inquiry Update .....	316
207.15.2 TR53 Multiple Inquiry Update .....	321
207.16 TR54 Revolving Fund Payables Disbursements.....	322
207.16.1 TR54 Input.....	322
207.16.2 TR54 Single Input .....	323
207.16.3 TR54 Multiple Input .....	329
207.17 TR54 Inquiry .....	334
207.17.1 TR54 Single Inquiry.....	334
207.17.2 TR54 Multiple Inquiry .....	338
207.18 TR54 Update.....	342
207.18.1 TR54 Single Inquiry Update .....	342
207.18.2 TR54 Multiple Inquiry Update .....	346
207.19 Accounts Payable FLAIR Accounting Entries.....	348
207.19.1 TR80 FLAIR Accounting Entries.....	349
207.19.2 TR81 FLAIR Accounting Entries.....	349
207.19.3 TR8S FLAIR Accounting Entries .....	350
207.19.4 TR53 FLAIR Accounting Entries.....	351
207.19.5 TR54 FLAIR Accounting Entries.....	353
208 Voucher Processing .....	355

208.1 Voucher Processing Overview.....	355
208.2 Voucher Numbers.....	356
208.2.1 Agency Assigned Voucher Numbers.....	356
208.2.2 System Assigned Voucher Numbers.....	357
208.3 Voucher Summary Requests .....	358
208.4 Nightly Voucher Processing.....	363
208.5 Onsite Voucher Printing.....	368
208.5.1 Onsite Voucher Reprinting .....	371
208.6 Search for Voucher Numbers .....	372
208.7 Voucher Error Report .....	374
208.8 Voucher Status .....	376
208.9 Deleting and Reducing Vouchers.....	378
209 Prompt Payment Compliance Function .....	379
209.1 Prompt Payment Interest Penalty.....	379
209.1.1 Accessing Interest Penalties .....	379
209.2 Inquiry by OLO, IBI, and Site .....	382
209.3 Inquiry by Statewide Document Number .....	386
209.4 Inquiry by Penalty Invoice Number .....	388
209.5 Interest Penalty Payment Inquiry.....	390
210 Payment History .....	392
210.1 FLAIR Payment Inquiry Functions .....	392
210.1.1 Vendor History .....	393
210.1.2 Vendor History Inquiry by Vendor Number.....	396
210.1.3 Vendor History Inquiry by Vendor Name .....	401
210.1.4 Vendor History Inquiry Summary Total .....	403
210.1.5 Vendor History Inquiry by Warrant Number .....	405
210.1.6 Unpaid Voucher History Inquiry .....	406
210.1.7 Warrant Reconciliation Inquiry.....	408
210.2 FLAIR Employee Travel History .....	410
210.2.1 Employee Travel Inquiry Request.....	410
210.2.2 Employee Travel History Inquiry by Employee Number.....	413
210.2.3 Employee Travel History Inquiry by Employee Name.....	415
210.2.4 Employee Travel History Summary Totals.....	416
210.2.5 Employee Travel History Inquiry by Warrant Number.....	420
210.3 FLAIR Payment History Website .....	421
210.4 Transparency Florida Vendor History Website .....	423
211 Warrant Administration.....	427

211.1 Warrants.....	427
211.2 Paid Warrant Index.....	428
211.2.1 Pending Warrants Over 90 Days.....	432
211.3 Warrant Cancellation .....	432
211.3.1 Warrant Cancellation Inquiry Request.....	435
211.3.2 Warrant Cancellation Detail Update.....	436
211.3.3 Approving Warrant Status Changes.....	439
211.3.4 Warrant Stop Payment Process.....	440
211.3.5 Warrant Cancellation Process.....	442
211.3.6 Reversing a Cancellation or Stop Payment Approval .....	443
211.4 Requesting Duplicate Warrants .....	445
211.5 Affidavit Attesting to Forgery .....	446
211.6 Electronic Fund Transfers.....	447
211.6.1 EFT Authorization Inquiry.....	448
211.6.2 EFT Authorization Forms.....	452
211.7 Reports .....	453
212 Expenditure Corrections .....	454
212.1 Expenditure Corrections Overview .....	454
212.2 TR51 Journal Transfer Corrections .....	454
212.3 TR51 Input.....	454
212.3.1 TR51 Single Input.....	456
212.3.2 TR51 Multiple Input .....	465
212.4 TR51 Inquiry .....	469
212.4.1 TR51 Single Inquiry.....	469
212.4.2 TR51 Multiple Inquiry .....	473
212.5 TR51 Update .....	475
212.5.1 TR51 Single Update .....	475
212.5.2 TR51 Multiple Update.....	482
212.6 TR58 Unencumbered Disbursements Corrections .....	485
212.7 TR58 Input.....	487
212.7.1 TR58 Single Input.....	488
212.7.2 TR58 Multiple Input .....	497
212.8 TR58 Inquiry.....	501
212.8.1 TR58 Single Inquiry.....	502
212.8.2 TR58 Multiple Inquiry .....	504
212.9 TR58 Update .....	506
212.9.1 TR58 Single Inquiry Update.....	506

212.9.2 TR58 Multiple Inquiry Update .....	512
212.10 TR58 Automated Disbursements Corrections .....	516
212.11 TR99 Automated Journal Transfer Corrections .....	516
212.12 TR59 Unencumbered Revolving Fund Corrections .....	517
212.13 TR59 Input .....	517
212.13.1 TR59 Multiple Input .....	520
212.14 TR59 Inquiry .....	524
212.14.1 TR59 Multiple Inquiry .....	524
212.15 TR59 Update.....	527
212.15.1 TR59 Multiple Inquiry Update .....	527
212.16 TR57 Overpayments .....	530
212.17 TR57 Input .....	530
212.17.1 TR57 Single Input .....	532
212.18 TR57 Inquiry .....	535
212.18.1 TR57 Single Inquiry.....	535
212.19 TR57 Update.....	538
212.19.1 TR57 Single Inquiry Update .....	538
212.20 Accounting Transactions Related to Expenditure Corrections .....	543
212.20.1 TR51 FLAIR Accounting Entries.....	543
212.20.2 TR58 FLAIR Accounting Entries.....	545
212.20.3 TR99 FLAIR Accounting Entries.....	546
212.20.4 TR59 FLAIR Accounting Entries.....	547
212.20.5 TR57 FLAIR Accounting Entries.....	548

## 200 Expenditures

Accounting for expenditures is a vital part of government operations. Florida's governmental agencies and departments are statutorily required to record all transactions effecting funds approved by the Florida Legislature (General Appropriations Act [GAA]), commonly known as the budget. ***See section 104.4 Fund Accounting for more information.*** Expenditures may be recorded at the time the expenditure is incurred or at the time of disbursement. ***See section 104 Accounting Concepts for details.***

This chapter provides agency users with information regarding the following functions:

- Record expenditures;
- Viewing payment history;
- Expenditure corrections;
- Warrant administration; and
- Record retention.

To properly record expenditure transactions in FLAIR, agency users must:

- Follow guidelines as specified in the *Florida Statutes (F.S.)*, *Florida Administrative Code (F.A.C.)*, Chief Financial Officer (CFO)/Agency Addressed (AA) Memorandums, and agency policies and procedures; and
- Record expenditures with the appropriate FLAIR transaction codes.

It is important that each agency use the correct transaction types and data codes (organization code, vendor identification (ID), object code, etc.) to ensure one or all of the following does not occur:

- Negative effects on an agency's future appropriations;
- Funds being returned to grantors;
- Negative audit findings; or
- The mismanagement of funds and inaccurate transparency reporting.

### 200.1 Expenditures Versus Expenses

#### Expenditures

Expenditures are defined by the Governmental Accounting Standards Board (GASB) in Codification Chapter 1600.116 as "decreases in net financial resources." Expenditure accounts should be determined using "item orientation" with emphasis placed on what is purchased.

Governmental funds recognize the occurrence of expenditures in accordance with the modified accrual basis of accounting. The major types of expenditures are:

- Operating,
- Capital,
- Debt service, and
- Intergovernmental charges.

Operating costs for governmental agencies include a wide range of expenditures. One of the largest portions relates to payroll and employee benefits. The modified accrual basis of accounting requires that accruals are entered for the amount of unpaid salaries and benefits the employees

earned at year-end. These liabilities will be paid in the first payroll reporting cycle in the next fiscal year.

Other operating expenditures at year end should be accounted for in a like manner. The liability and accrual should be recorded when the goods or services are received or recognized for year-end purposes.

### **Expenses**

Expenses are defined as the outflows or expiration of assets or the incurrence of liabilities during a specific period. They are incurred by providing or producing goods, rendering services, or carrying out other activities that constitute the entity's primary operations. An expense is a cost that has expired, was used up, or was necessary in order to earn the revenues during the time period indicated in the heading of the income statement.

Proprietary funds recognize expenses using the accrual basis of accounting (i.e., when the related liability is incurred) without regard for the timing of the payment. Therefore, significant differences exist between the recognition of expenditures in governmental funds and the recognition of expenses by proprietary funds.

Expenses in fiduciary funds are recognized as necessary and reasonable costs including expenses incurred from income loss in the operation of the entity and the sale or disposition of assets.

The major difference between expenditures and expenses is that an expenditure is considered a payment or disbursement for goods or services while an expense is the cost of goods and services that were used up or necessary to earn revenue.

***See section 109 Master Data Codes for fund definitions and codes.***





## 201 CFO and Agency Requirements

[Article IV, Section 4\(c\)](#) of the Florida Constitution states, “The Chief Financial Officer shall serve as the Chief Fiscal Officer of the State, and shall settle and approve accounts against the State.” The powers and duties of the CFO are set forth in chapter [17](#), F.S.

In order to meet the CFO’s constitutional and statutory duties, state agencies are required to use FLAIR to:

- Ensure vendors, providers, and contractors are paid timely for goods and services provided to the State (i.e., prompt payment, interest penalty, etc.).
- Ensure funds authorized by the Legislature are recorded and disbursed properly (appropriations).
- Ensure statutory requirements related to expenditure transactions are input into FLAIR.

The [Reference Guide for State Expenditures](#) (RGSE) was developed by the Department of Financial Services (DFS), Division of Accounting and Auditing, Bureau of Auditing for agencies to use as a resource tool for processing expenditure transactions. This guide can be found on the Division’s website at the link above and covers the payment types listed below (sample list):

- Advance Payments Travel
- Journal Transfers (JTs)
- Purchasing Card (PCard) Transactions
- Payment Processing

### 201.1 Authority

Before processing and approving payments, the CFO and state agencies must follow statutory guidelines approved by the Florida Legislature and signed into law by the Executive Office of the Governor (EOG). The following list includes Florida Statutes related to expenditure transactions (the list does not include statutes that contain agency-specific authority):

- Section [17.03](#), F.S., the CFO is charged with the responsibility to settle all accounts, claims, and demands, whatsoever, against the State, and issue a warrant in an amount allowed by the CFO thereon.
- Section [17.04](#), F.S., authorizes the CFO to audit and adjust accounts of officers and those indebted to the state.
- Section [17.075](#), F.S., authorizes the CFO to establish the form of state warrants and other payment orders
- Section [17.08](#), F.S., provides guidance on the accounts, vouchers, and evidence on which warrants have been drawn to be filed.
- Section [17.10](#), F.S., requires the recording of warrants, including the warrant number, whose favor drawn and the date issued. All state funds and securities must be accounted for.
- Section [17.11](#), F.S., requires an exhibit stated from the record of disbursements be included in annual reports.
- Section [17.13](#), F.S., the CFO is required to duplicate lost or destroyed warrants should it be necessary.
- Section [17.14](#), F.S., the CFO may prescribe the forms of all papers, vouchers, reports, and returns and the manner in which they are to be used.
- Section [17.26](#), F.S., establishes the procedure for cancellation of state warrants not presented within one year.

- Section [17.27](#), F.S., DFS may destroy general correspondence files and other records which may be deemed no longer necessary to preserve in accordance with retention schedules and destruction notices covered under rules of the Division of Library and Information Services, Department of State.
- Section [17.29](#), F.S., gives the CFO the authority to prescribe any rule he or she considers necessary to fulfill his or her constitutional and statutory duties, which include but are not limited to, procedures or policies related to the processing of payments from any applicable appropriation.
- Section [17.52](#), F.S., requires the Division of Treasury to pay all warrants, disbursement by electronic means, magnetic tape, or other transfer medium on the Treasury drawn by the CFO.
- Section [17.555](#), F.S., requires the Division of Treasury to keep a record of warrants and state funds and securities.
- Section [17.56](#), F.S., requires the Division of Treasury to turn over all warrants paid to the Division of Accounting and Auditing.
- Section [17.64](#), F.S., the ability for the Division of Treasury to make reproductions of warrants, records, and documents.
- Section [112](#), F.S., Code of Ethics (Part III), policies and standards for public officials and employees.
- Section [112.061](#), F.S., the per diem and travel expenses of public offices, employees, and authorized persons.
- Chapter [119](#), F.S., public records policy.
- Section [215.422](#), F.S., rules for the payment warrant and invoice; processing time limits dispute resolution; agency or judicial branch compliance. Known as the Prompt Payment Rule.
- Section [215.94](#), F.S., states the EOG shall be the functional owner of the Planning and Budgeting Subsystem (OPB), DFS shall be the functional owner of FLAIR and the Department of Management Services (DMS) shall be the functional owner of the Purchasing Subsystem and the Personnel Information System.
- Section [215.962](#), F.S., standards for state agency use of card-based technology.
- Section [215.97](#), F.S., the Single Audit Act which includes uniform audit requirements, promotes sound financial management, audit economy, and efficiency.
- Section [215.971](#), F.S., guidelines for agreements funded with federal and state assistance.
- Section [215.985](#), F.S., transparency in government spending.
- Section [216.0111](#), F.S., state agency contracts and the required information to be provided to DFS.
- Section [216.0113](#), F.S., preferred pricing clauses in state contracts; compliance required.
- Section [216.103](#), F.S., guidelines for agencies receiving federal funds; designation of coordinating officials and their related duties.
- Section [216.3475](#), F.S., the maximum rate of payment for services funded under the GAA or awarded on a noncompetitive basis.
- Chapter [287](#), F.S., rules for the procurement of personal property and services.

### 201.1.1 Invoice Documentation Requirements

Prior to processing a transaction in FLAIR, an agency must have the proper documentation pursuant to the *Florida Statutes* and the *Florida Administrative Code*. To ensure agencies comply with the statutes and laws of Florida, various CFO Memos and F.A.C.s provide agencies guidance in processing invoices. CFO Memos may be found at <https://www.myfloridacfo.com/Division/AA/Memos/default.htm>.

**Commodities**

In accordance with Rules [69I-40.002](#) and [60A-1.016](#), F.A.C. and applicable CFO Memos, documentation for commodity purchases should include:

- Description of items (numerical codes will not be accepted)
- Number of units and cost per unit
- Evidence of receipt
- Contract Summary Form
- Any additional documents required for contract and grant reviews

**Contracts and Grants**

In accordance with Rules [69I-40.002](#) and [60A-1.016](#), F.A.C. and applicable CFO Memos, documentation for Contracts and Grants should include:

- Fixed rate, cost reimbursement, or combination must show number of units and cost per unit since numerical codes will not be accepted.
- Reimbursement or a rate for specific time period must be supported by documents that clearly reflect a time period of services and deliverables.
- Evidence of delivery of services
- Evidence of Contractor Performance
- Contract Summary Form
- Any additional documents required for contract and grant reviews

**201.1.2 Other Payment Related Information**

Information related to expenditure payments can be found in the [RGSE](#). The purpose of this manual is to provide state agencies guidance regarding the requirements applicable to the disbursement of funds from the State Treasury, regardless of the payment methods (warrant, electronic funds transfer [EFT], PCard). This manual does not cover all possible situations; some will need to be addressed on a case-by-case basis through consultation with the Bureau of Auditing. The following is a sample list of topics discussed in the RGSE:

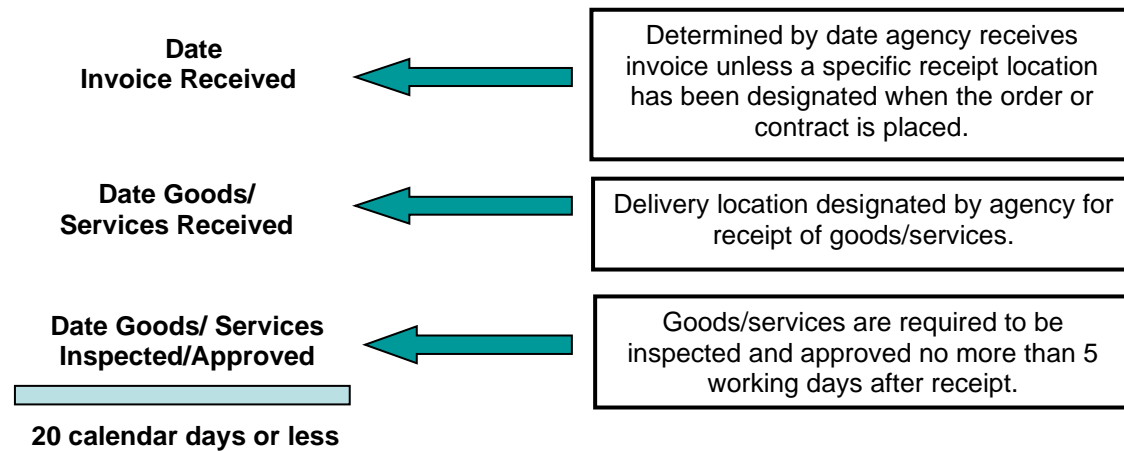
- |   |  |
|---|--|
| • Advance Payments                      | • Payment Processing - Agreements for Services   |
| • Agreements                            | • Perquisites  |
| • Travel                                | • PCard Transactions   |
| • Bar Dues                              | • Settlement of Claims Against the State   |
| • Assignment of Payments                | • Expense, Operating Capital Outlay (OCO), or Fixed Capital Outlay (FCO) Determination |
| • JTs                                   | • FCO - Grants and Aids Appropriations   |
| • Building Leases - Private Sector      | • Furniture  |
| • Invoices                              | • Payment Processing   |
| • Cell Phones and Other Communications  | • Procurement Documentation Requirements Pursuant Chapter <a href="#">287</a> , F.S.   |
| • Claims Against the State- Limitations | • Receipt of Goods and Services - Documentation Requirements                           |
| • MyFloridaMarketPlace (MFMP)           |  |
| • Voucher Schedule                      |  |
| • Invoice Sampling                      |  |
| • Deferred-Payment Commodity Contracts  |  |

### 201.1.3 Transaction Date Selection Requirements

**Transaction date selection** is required for all expenditure transactions. It is vital to an agency trying to meet prompt payment requirements pursuant to section [215.422](#), F.S. The requirements stated in Rule [69I-24.003](#), F.A.C., provide agencies guidance on determining how the transaction date should be calculated. Agencies must select one of the three transaction dates below for the delivery of goods and services. This date must be selected using the proper documentation and furnished to DFS on each invoice:

- (a) The date of receipt of the invoice by the agency;
- (b) The date that the goods or services were received; and
- (c) The date of approval and inspection of goods or services by the agency.

Below is a graphical representation of Rule [69I-24.003](#), F.A.C.:



## 201.2 Expenditure Related Functions

This section provides users a general overview of functions in FLAIR that are related to expenditure transactions. These functions include, but are not limited to, transactions, reporting, data code titles, etc. In order to access these functions, FLAIR users must have:

- **U** (Update) security access to process transactions or add data codes.
- **I** (Inquiry) security access to view transactions or data related to expenditure transactions.

The following list of expenditure-related FLAIR functions will be discussed in full or in part in this section. These functions can be accessed from the Main Accounting Menu (*see below*), the appropriate mini menu, or any FLAIR input screen.

### Expenditure-related Functions on the FLAIR Main Accounting Menu

MNMU						01/02/2013 10:30:36		
			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						

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---  
 CONT DAC TYPE: SEL:

Information related to each of the functions denoted on the Main Menu is referenced in the table below:

Function Code	Description	Additional Information
AB	Available Balance	<i>See section 108 for Available Balance information.</i>
AP	Accounts Payable	Accounts Payable transactions ( <i>see section 207</i> ): <b>TR80:</b> Unencumbered Accounts Payable <b>TR81:</b> Encumbered Accounts Payable <b>TR8S:</b> Accounts Payable Subsidiary File
CD	Purchasing Card	Purchasing Card subsystem.
DB	Disbursements	Disbursements Transactions: <b>TR51:</b> Unencumbered Disbursements. <i>See section 204.</i> <b>TR52:</b> Unencumbered Revolving Fund Disbursements. <i>See sections 205.5 - 205.7.</i> <b>TR53:</b> Accounts Payable Disbursements. <i>See sections 207.13 - 207.15.</i> <b>TR54:</b> Accounts Payable Revolving Fund Disbursements. <i>See sections 207.16 - 207.18.</i>



Function Code	Description	Additional Information
		<b>TR57:</b> Overpayments. <i>See section 216.</i> <b>TR58:</b> Disbursements Correction. <i>See section 212.6.</i> <b>TR59:</b> Revolving Fund Correction. <i>See section 212.12.</i> <b>TR70:</b> Encumbered Disbursements. <i>See section 203.</i> <b>TR71:</b> Revolving Fund Disbursements. <i>See sections 205.8 - 205.10.</i> <b>TR7S:</b> Revolving Fund Subsidiary Ledger. <i>See section 205.11.</i>
<b>EN</b>	Encumbrances and Encumbrance Changes	Encumbrance Transactions: ( <i>see section 202</i> ) <b>TR60:</b> Encumbrances <b>TR61:</b> Encumbrance Changes <b>TR6S:</b> Encumbrances Subsidiary Ledger
<b>EX</b>	Expansion Files	<i>See section 112 for Expansion Files information.</i>
<b>GI</b>	Grant Information File	<i>See section 110.</i>
<b>PE</b>	Period End	Identifies the month/year end closings.
<b>PJ</b>	Project Information File	<i>See section 110.</i>
<b>RP</b>	Immediate Reports	Printing daily input reports.
<b>RP</b>	Recurring Reports	Information Warehouse reports.
<b>SC</b>	State Chief Financial Officer Files	Functions within SC files related to expenditure transactions: <b>ET:</b> EFT Authorization. <i>See section 211.6.</i> <b>PC:</b> Prompt Payment Compliance (Interest Penalties). <i>See section 209.</i> <b>SA:</b> Accounts Balance. <i>See section 108.</i> <b>TH:</b> Employee Travel History. <i>See section 113.5.</i> <b>TR:</b> Detail Transaction. <i>See section 113.3.</i> <b>VA:</b> Audit Summary. <i>See section 113.2.</i> <b>VH:</b> Vendor History. <i>See section 113.4.</i> <b>WC:</b> Warrant Cancellation. <i>See section 211.3.</i>
<b>TG</b>	Title Files - Grants	Grant Title File Record Type(s) related to expenditure transactions: <b>GA:</b> Grant (Grant ID). Inquiry only. <i>See section 110.13.</i>
<b>TI</b>	Title Files - General	General Title File Record Types related to expenditure transactions. <i>See section 110.</i> <b>AA:</b> Operation Level Organization (OLO) <b>AB:</b> Budget Entity/Internal Budget Indicator (IBI) <b>AC:</b> Governmental Accounting, Auditing, and Financial Reporting (GAAFR) Fund Type <b>AD:</b> State Fund Type <b>AE:</b> Category <b>CA:</b> Organization (Organization Code) <b>CD:</b> State Program <b>CE:</b> Other Cost Accumulator (OCA) <b>CF:</b> Object Code <b>CJ:</b> Product ID

Function Code	Description	Additional Information
		<b>EA:</b> Contract (Contract ID) <b>**Must be established in the Florida Accountability Contract Tracking System (FACTS)**</b>
<b>TJ</b>	Title Files - Projects	Project Title File Record Types related to expenditure transactions: <b>KA:</b> Project ID (inquiry only). <i>See section 110.18.</i>
<b>VE</b>	Vendor Employee File	<i>See section 111.2 for Employee Vendor File information.</i>
<b>VP</b>	Voucher Print	<i>See section 208 for Voucher Print information.</i>
<b>VS</b>	Vendor Statewide File	<i>See section 111.1 for Statewide Vendor File information.</i>

The following functions, along with expenditure related transactions, are discussed in detail in the following sections:

- Encumbrances (**EN**)
- Disbursements (**DB**)
- Accounts Payable (**AP**)
- Voucher Print (**VP**)

Although the table above lists functions that are related to expenditure transactions, each agency has specific policies to determine who will have access based on specific job duties. Please see your agency's Access Control Custodian for any information related to a specific function within FLAIR if not displayed on your Main Accounting Menu.



## 202 Encumbrances

**Encumbrances**, as defined by the GASB, are commitments "related to unperformed (executory) contracts for goods or services." As such, they are contingent liabilities for which a true obligation has not yet occurred.

In most instances, encumbrances require a request for commodities or services, or a request to reserve funds to track other expenditures as determined by the agency. Encumbrances do not affect an agency's release balance. Only the allotment balance is affected because they are reserves of budget for the payment of goods or services not yet delivered.

### 202.1 Encumbrance Overview

Once established, an encumbrance will be added to the OLO's Encumbrance Subsidiary File/Ledger. The Encumbrance Subsidiary File/Ledger is an online auxiliary file that maintains a record for each outstanding encumbrance established using a Transaction 60 (TR60) (***see section 202.2 Establishing a TR60 Single Line Encumbrance***).

Disbursement transactions involving encumbrances are easier to process because data codes (organization code, expansion option, object code, vendor number, and other data fields) are established in the Subsidiary Ledger. The established codes are copied into the TR70 - Encumbered Disbursement (***see section 203 Encumbered Disbursements***).

Agencies utilize encumbrances for a variety of reasons including, but not limited to:

- Contractual agreements and purchase orders (includes MFMP purchase orders).
- To track one-time or recurring payment items such as:
- Commodities (office supplies, office equipment, vehicle purchases, etc.);
- Services (maintenance agreements, contractual agreements, grant agreements, etc.);
- Lease agreements (buildings and equipment);
- JTs to other state agencies; and
- Utility payments.

To access FLAIR encumbrance transactions, users must have **U** (Update) or **I** (Inquiry) security access to function code **EN** (Encumbrances and Encumbrance Changes). Access is available from any FLAIR input screen using the **TYPE** field. Agencies can establish a single line or multi-line encumbrance in FLAIR.

To access the Encumbrance Changes Mini Menu from any FLAIR input screen:

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

**Main Accounting Menu** (with example data input)

MNMU			MENU			11/26/2012 08:34:59		
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: EN SEL:

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

CONT DAC

2. Press **Enter**. FLAIR will display the Encumbrances Mini Menu.

**Encumbrances Mini Menu**

ENMU		ENCUMBRANCES MINI MENU		10/30/12 13:34:23	
TYPE				SEL	OPTIONS
60	ENCUMBRANCES			A,S,M,I	
61	ENCUMBRANCE CHANGES			M,I	
6S	ENCUMBRANCES SUBSIDIARY LEDGER			M,I,U	
SEL					
A	MULTIPLE INPUT				
S	SINGLE INPUT WITH EXPANDED DATA DISPLAY				
M	MULTIPLE INQUIRY				
I	SINGLE INQUIRY WITH EXPANDED DATA DISPLAY				
U	SINGLE UPDATE WITH EXPANDED DATA DISPLAY (6S ONLY)				
NOTE: SINGLE UPDATE (U) WITH EXPANDED DATA DISPLAY FOR TYPE 60 - 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			

Within the Encumbrance Mini Menu, users have access to the following transactions:

Transaction Type	Description	Special Instructions
<b>60</b>	Encumbrances	Available <b>SEL</b> (Selection) options: <b>A</b> : Multiple Input <b>S</b> : Single Input with Expanded Data Display <b>M</b> : Multiple Inquiry <b>I</b> : Single Inquiry with Expanded Data Display
<b>61</b>	Encumbrance Changes	Available <b>SEL</b> (Selection) options (for updates during the current business day): <b>M</b> : Multiple Inquiry <b>I</b> : Single Inquiry with Expanded Data Display
<b>6S</b>	Encumbrance Subsidiary Ledger	Available <b>SEL</b> (Selection) options: <b>M</b> : Multiple Inquiry <b>I</b> : Single Inquiry with Expanded Data Display <b>U</b> : Single Update with Expanded Data Display

**Note:** In FLAIR, encumbrances are recorded using a TR60 - Encumbrances. At the same time the TR60 is entered into FLAIR, the Encumbrances Subsidiary Ledger is simultaneously updated. The Encumbrances Subsidiary Ledger maintains a record of all data entered into FLAIR for each encumbrance until the encumbrance is deleted, closed, or paid. ***See section 203 Encumbered Disbursements for more information.***

**Other encumbrance information:**

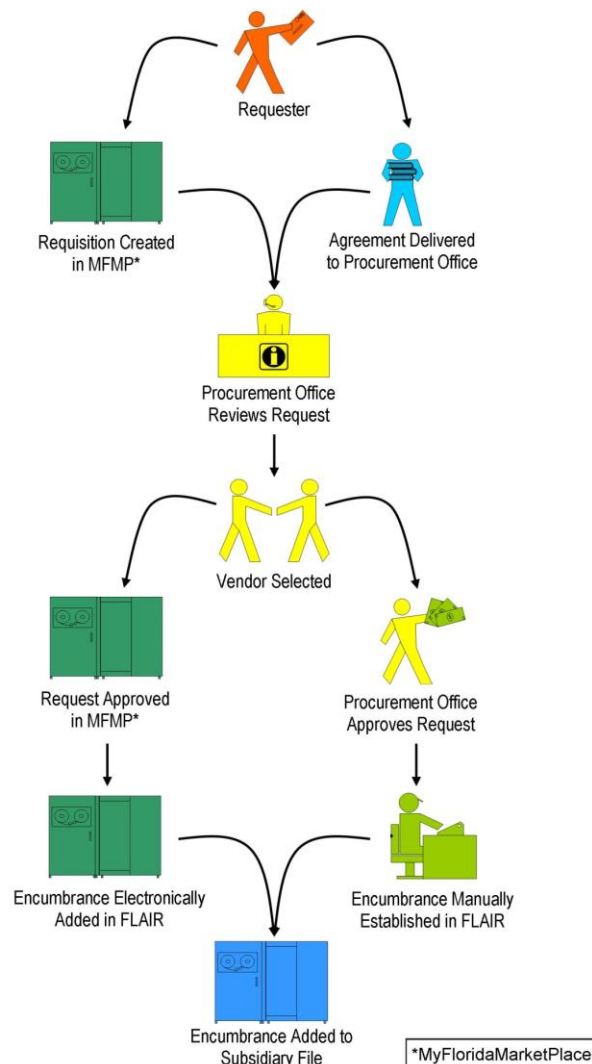
- Valid organization code/expansion option/object code combination. ***See section 112 Expansion Files.***
- Can be single line (with all expansion data on one screen) or multiple lines (up to three lines per screen with limited data).
- Can be a blanket (multi-use), memo (multi-vendor), or regular encumbrance (one-time use).
- Transactions can update current balances or prior month/year balances when necessary.
  - Available **prior period indicators (PPIs)**:  
**M** (Prior Month): Denotes if the encumbrance was established in the prior month and before the agency scheduled its monthly period end processing.  
**Y** (Prior Year): Denotes if an encumbrance was established in the prior year and is commonly used during Carry Forward Processing.
- Blanket, memo, or single encumbrance required to process the transaction. **Note:** Once an encumbrance has been established, the **memo blanket indicator (MBI)** cannot be updated or removed from an encumbrance line.
  - Available MBIs:
    - Blank** (Regular Encumbrance): Used to record commitments for goods and services to a known or specific vendor. When the balance on a regular encumbrance is reduced to zero or a negative balance, it is automatically removed from the Encumbrance Subsidiary Ledger during nightly processing. Example: Establishing an encumbrance for the purchase of a vehicle.
    - M** (Memo Encumbrance): Used to record commitments for goods and services when there are multiple vendors or when the vendor is not known. Only the maximum amount of the commitment is known. Like regular encumbrances, memo

encumbrances are removed from the Encumbrances Subsidiary Ledger during nightly processing when they are reduced to a zero or a negative balance. Example: Establishing a memo encumbrance for travel reimbursements for a specific organizational unit and inputting the traveler's vendor ID number at the time of disbursement.

**B (Blanket Encumbrance):** Used to record commitments when the vendor and the maximum amount of the commitment are known, but the commitment may be spread over a long period of time (i.e., the life of a contract). Unlike regular and memo encumbrances, blanket encumbrances are not removed from the Encumbrances Subsidiary when they are reduced to a zero or a negative balance. The entries remain on file until the agency manually removes them by indicating a Final Payment or by deleting them manually using the TR6S Update (*see section 202.5 Encumbrance Update*). Example: Establishing a blanket encumbrance for a copier lease agreement.

### 202.1.1 Encumbrance Flowchart Example (MFMP and FLAIR)

The following chart is an example of how an encumbrance is established in both MFMP and FLAIR.



## 202.2 Establishing a TR60 Single Input Encumbrance

Agencies have the option to establish TR60 Single Input Encumbrances with all required and optional data fields prior to processing the disbursement. During the nightly update process, the encumbrance entries from the Daily Input File update the agency's Detail and Master Files and are added to the Encumbrance Subsidiary File. Three input screens must be entered to establish an encumbrance.

To establish an encumbrance with expanded data (screen displays all available account codes) from the Encumbrances Mini Menu or any FLAIR input screen:

1. In **TYPE** field, input **60**.
2. In **SEL** field, input **S**.

**Encumbrance Mini Menu** (with example data input)

ENCUMBRANCES MINI MENU		11/08/12 16:15:47
TYPE		SEL OPTIONS
60 ENCUMBRANCES		A, S, M, I
61 ENCUMBRANCE CHANGES		M, I
65 ENCUMBRANCES SUBSIDIARY LEDGER		M, I, U
SEL		
A MULTIPLE INPUT		
S SINGLE INPUT WITH EXPANDED DATA DISPLAY		
M MULTIPLE INQUIRY		
I SINGLE INQUIRY WITH EXPANDED DATA DISPLAY		
U SINGLE UPDATE WITH EXPANDED DATA DISPLAY (6S ONLY)		
NOTE: SINGLE UPDATE (U) WITH EXPANDED DATA DISPLAY FOR TYPE 60 - ACCESSIBLE ONLY FROM 'M' AND 'I' SEL OPTIONS.		
		TYPE 60 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 TR60 Encumbrances Single Input Request Screen One.

**TR60 - Encumbrances - Single Input - Request - Screen One**

60S1										04/16/2013 10:26:52		
TR 60 - ENCUMBRANCES - SINGLE INPUT - REQUEST												
EN-NO	MBI	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

TR60 Encumbrances Single Input Request Screen One fields:

Field	Description	Required/Optional/Special Instructions
EN-NO	Encumbrance Number	Required. Agency unique field. Prefix must begin with <b>E</b> if manually establishing in FLAIR. Prefix <b>A</b> restricted to MFMP processing only. Users must input one to six characters from left to right. FLAIR counts blank spaces as a character. (7A/N)
MBI	Memo Blanket Indicator	Optional. Indicates the type of encumbrance being entered into the system. Available indicators: <b>Blank:</b> Regular Encumbrance <b>M:</b> Memo Encumbrance <b>B:</b> Blanket Encumbrance  <b>Note:</b> Once an encumbrance has been established, the MBI cannot be updated or removed from an encumbrance line. <i>See section 202.1 Encumbrance Overview for definitions.</i> (1A)
L1 L2 L3 L4 L5	Organization Code	Required. Agency unique. <b>L1</b> is protected. Must be input left to right without missing any spaces. (11N)
EO	Expansion Option	Required. Agency unique. <i>See section 112.4 Expansion Option File.</i> (2A/N)
VR	Expansion Option Version	Optional. <i>See section 112.4 Expansion Option File.</i> (2N)
OBJECT	Object Code	Required. Must be a valid expenditure object code beginning with <b>1-8</b> . If the object code = <b>75XXXX</b> , a grant and/or contract number is required. (6N)
PPI	Prior Period Indicator	Optional. Used in transactions to denote whether a transaction is to update current



Field	Description	Required/Optional/Special Instructions
		balances or prior month/year balances. Available indicators: <b>M:</b> Prior Month <b>Y:</b> Prior Year (1A)

4. Input required fields (EN-NO, L1, L2, L3, L4, L5, EO, and OBJECT). MBI, VR, and PPI are optional.

**TR60 - Encumbrances - Single Input - Request - Screen One** (with example data input)

60S1 11/08/2012 16:23:36

TR 60 - ENCUMBRANCES - SINGLE INPUT - REQUEST

EN-NO	MBI	L1	L2	L3	L4	L5	EO	VR	OBJECT	PPI
E 000001		85	10	01	01	211	01		380000	

Required Fields

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

Examples of establishing encumbrance numbers...

...without any character as placeholders after first character input:

60S1 11/26/2012 08:55:12

TR 60 - ENCUMBRANCES - SINGLE INPUT - REQUEST

EN-NO	MBI	L1	L2	L3	L4	L5	EO	VR	OBJECT	PPI
E 1		85	10	01	01	211	01		380000	

↑↑↑↑↑↑↑  
123456

...without any characters as placeholders before the sixth character input:

60S1 11/26/2012 08:55:12

TR 60 - ENCUMBRANCES - SINGLE INPUT - REQUEST

EN-NO	MBI	L1	L2	L3	L4	L5	EO	VR	OBJECT	PPI
E 1		85	10	01	01	211	01		380000	

↑↑↑↑↑↑↑  
123456

...with two characters using the third and fourth fields:

```

60S1                                     11/26/2012 08:55:12
      TR 60 - ENCUMBRANCES - SINGLE INPUT - REQUEST

EN-NO   MBI L1 L2 L3 L4 L5  EO VR OBJECT  PPI
E  1a      85 10 01 01 211 01   380000
  ↑↑↑↑↑↑
  123456

```

...with up to six characters from left to right:

```

60S1                                     11/21/2012 09:03:02
      TR 60 - ENCUMBRANCES - SINGLE INPUT - REQUEST

EN-NO   MBI L1 L2 L3 L4 L5  EO VR OBJECT  PPI
E  10      B  85 10 01 01 211 01   380000

```

... with a combination of characters:

```

60S1                                     11/21/2012 09:03:02
      TR 60 - ENCUMBRANCES - SINGLE INPUT - REQUEST

EN-NO   MBI L1 L2 L3 L4 L5  EO VR OBJECT  PPI
E  1abcde  85 10 01 01 211 01   380000

```

**\*\*Note:** When establishing an encumbrance number, the user must follow their agency's naming conventions.

5. Press **Enter**. FLAIR will display the TR60 Encumbrances Single Input Request Screen Two.

**TR60 - Encumbrances - Single Input - Request - Screen Two** (regular and blanket encumbrance example)

```

60S2                                     11/26/2012 10:16:03
      TR 60 - ENCUMBRANCES - SINGLE INPUT - REQUEST

EN-NO   MBI L1 L2 L3 L4 L5  EO VR OBJECT  PPI
E  000001  85 10 01 01 211 01 00 380000

ENTER VENDOR OR BF-DATA:

VENDOR ID      BF-ORG      BF-EO      BF-OB      BF-CAT      BF-YR
F111111111999  86100101211  01      003000  030000  00

Press F12 to cancel the transaction if any
of the protected fields are incorrect

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                                RERSH                                CAN

```



## TR60 Encumbrances Single Input Request Screen Two fields:

Field	Description	Required/Optional/Special Instructions
<b>EN-NO</b>	Encumbrance Number	Protected. (7A/N)
<b>MBI</b>	Memo Blanket Indicator	Protected. If <b>MBI = M</b> , press <b>Enter</b> to continue. (1A)
<b>L1 L2 L3 L4 L5</b>	Organization Code	Protected. (11N)
<b>EO</b>	Expansion Option	Protected. (2A/N)
<b>VR</b>	Expansion Option Version	Protected. (2A/N)
<b>OBJECT</b>	Object Code	Protected. (6N)
<b>PPI</b>	Prior Period Indicator	Protected. (1A)
<b>VENDOR ID</b>	Vendor Identification Number	Required. If an individual or entity that is receiving a payment <b>is</b> associated with the receipt of commodities or services, then input vendor number with prefix of <b>F, S, N</b> , or <b>E</b> . <i>See section 111 Vendor Files.</i> If establishing as an intra-agency or inter-agency JT, then must input 21-digit account code ( <b>OLO-GF-SF-FID-BE-IBI</b> ). (21A/N)
<b>BF-ORG</b>	Benefitting Organization Code	Required. If <b>VENDOR ID</b> field is <b>blank</b> . Optional. If FLAIR account code is input in the <b>VENDOR ID</b> field. If <b>BF-ORG</b> is used, the vendor ID $\neq$ <b>F, S, N</b> , or <b>E</b> . (11N)
<b>BF-EO</b>	Benefitting Expansion Option	Required. If <b>BF-ORG</b> field is populated. (2A/N)
<b>BF-OB</b>	Benefitting Object Code	Required. If <b>BF-ORG</b> , <b>BF-EO</b> , and <b>VENDOR ID = 0-9</b> is used. <b>BF-OB</b> must start with <b>0</b> if <b>BF-CAT</b> starts with <b>00</b> . (6N)
<b>BF-CAT</b>	Benefitting Appropriation Category	Required. If <b>VENDOR ID = 0-9</b> . (6N) Optional. If <b>BF-ORG</b> and <b>BF-EO</b> is used and <b>VENDOR ID</b> is <b>blank</b> . Must start with <b>00</b> if <b>BF-OB</b> starts with <b>0</b> and if <b>VENDOR ID (0-9) <math>\neq</math> BF-ORG</b> . (6N)
<b>BF-YR</b>	Benefitting Year	Optional. <i>See section 109.4.6 Year for description.</i> (2N)

6. a. Input the vendor number and/or BF data (benefitting data for a JT); **OR**  
b. If this is a memo encumbrance (**MBI = M**), leave the **VENDOR** and **BF-DATA** fields blank.
7. Press **Enter**. FLAIR will display the TR60 Encumbrances Single Input Screen Three.

**TR60 - Encumbrances - Single Input - Request - Screen Three** (with example data input)

```

60S3                                     11/26/2012 15:23:37
TR 60 - ENCUMBRANCES - SINGLE INPUT
EN-NO E 000001 0001
MBI L1 L2 L3 L4 L5 EO VR OBJECT PPI TRN-DT DESCRIPTION RCV-DT
  85 10 01 01 211 01 04 380000 PENS AND PENCILS

...AMOUNT... VENDOR-ID MC BF-CAT/YR VENDOR-NAME OTHER-DOC
100.00 F111111111999 A A&D OFFICE

EN-GL EN-EGL AB SUB-VENDOR-ID ..QUANTITY.. B PID BF-ORG BF-EO BF-OB
941 00
CAT YR T EP GRANT GY CNTRT CY OCA AU
040000 00 71100

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

NEXT:
EN-NO MBI L1 L2 L3 L4 L5 EO VR OBJECT PPI TYPE SEL
E 000001 85 10 01 01 211 01 00 380000
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT MINI MAIN RFRSH CAN

```

TR60 Encumbrances Single Input Request Screen Three fields:

Field	Description	Required/Optional/Special Instructions
EN-NO	Encumbrance Number	Protected. FLAIR will automatically add a four-digit line number next to the encumbrance number. (7A/N)
MBI	Memo Blanket Indicator	Protected. (1A)
L1 L2 L3 L4 L5	Organization Code	Protected. (11N)
EO	Expansion Option	Protected. (2A/N)
VR	Expansion Option Version	Protected. (2 A/N)
OBJECT	Object Code	Protected. (6N)
PPI	Prior Period Indicator	Protected. (1A)
TRN-DT	Transaction Date	Required. For Carry Forward Processing to denote date goods and services were ordered. Date input must be on or before <b>6/30/XXXX</b> of the previous fiscal year and received date must be on or after <b>7/1/XXXX</b> .  Optional. Denotes date encumbrance line was established. FLAIR defaults to encumbrance date if left blank. (MMDDYYYY) (8N)
DESCRIPTION	Description	Optional. (16A/N)
RCV-DT	Received Date	Optional. Denotes date goods and services were received by agency.  Required. For Carry Forward Processing to denote the date goods and services were received by the agency. Date input must be

Field	Description	Required/Optional/Special Instructions
		on or after <b>7/1/XXXX</b> and the transaction date must be on or before <b>6/30/2XXX</b> of the previous fiscal year. (MMDDYYYY) (8N)
<b>AMOUNT</b>	Encumbrance Line Amount	Required. Must be greater than <b>0</b> . (13.2N)
<b>VENDOR-ID</b>	Vendor Identification Number	Protected. <i>See section 202.5 Encumbrance Updates.</i> (21A/N)
<b>MC</b>	Minority Vendor Code	Protected. <i>See Minority Business Enterprise Code Master List at the following link: <a href="#">Documents and Templates / Agency Resources / Office of Supplier Diversity (OSD) / Agency Administration / Florida Department of Management Services - DMS</a></i> (1A)
<b>BF-CAT/YR</b>	Benefitting Appropriation Category /Year	Protected. (8N)
<b>VENDOR-NAME</b>	Vendor Name	Protected. (16A/N)
<b>OTHER-DOC</b>	Other Document Number	Optional. Field used to further describe the encumbrance. (11A/N)
<b>EN-GL</b>	Encumbrance General Ledger Code	Required. FLAIR will display <b>94100</b> state standard GL code. The first three characters are state standard and protected. The last two characters can be agency unique and must be established in the Title File. (5N)
<b>EN-EGL</b>	External Encumbrance General Ledger	Optional. Must be established in the Title File prior to use in a transaction. <i>See section 109.10 External Codes for more information.</i> (3A/N)
<b>AB</b>	Available Balance Override Indicator	Optional. Valid input: <b>X</b> . To override insufficient available balance (IAB) error. <i>See section 108.3 Available Balance Checking.</i> (1A)
<b>SUB-VENDOR-ID</b>	Sub-vendor Identification Number	Optional. If expenditure is a pay and charge, the object code must equal <b>26XXXX</b> and the number must start with <b>F, S, N</b> , or <b>E</b> . (14A/N)
<b>QUANTITY</b>	Quantity	Optional. Unit of measurement or number. Input of negative or positive numbers and numbers beginning with <b>0</b> are allowed. (10.2N)
<b>B</b>	Batch Character	Optional. Used for the accumulation of transactions. (1A/N)
<b>PID</b>	Product Identifier	Optional. Must be established in the Title File prior to use in a transaction. <i>See section 109.9 Product Identifiers for more information.</i> (3A/N)

Field	Description	Required/Optional/Special Instructions
<b>BF-ORG</b>	Benefitting Organization Code	Required. If <b>VENDOR ID</b> field is <b>blank</b> .  Optional. If FLAIR account code is input in the <b>VENDOR ID</b> field.  If <b>BF-ORG</b> is used, the vendor ID ≠ <b>F, S, N</b> , or <b>E</b> . (11N)
<b>BF-EO</b>	Benefitting Expansion Option	Required. If <b>BF-ORG</b> field is populated. (2A/N)
<b>BF-OB</b>	Benefitting Object Code	Required. If <b>BF-ORG</b> , <b>BF-EO</b> , and <b>VENDOR ID = 0-9</b> is used. <b>BF-OB</b> must start with <b>0</b> if <b>BF-CAT</b> starts with <b>00</b> . (6N)
The following codes fields are retrieved from the Expansion Files (except the <b>CF</b> field) and can be overridden (except <b>GF</b> , <b>SF</b> , and <b>FID</b> ). See section <b>112 Expansion Files</b> for more information.		
<b>CAT</b>	Appropriation Category	Required. (6N)
<b>YR</b>	Appropriation Year	Optional. (2N)
<b>GL</b>	General Ledger Code	Required. Must be established in the Title File prior to use in a transaction. (5N)
<b>EGL</b>	External General Ledger Code	Optional. Must be established in the Title File prior to use in a transaction. See <b>section 109.10 External Codes</b> for more information. (3A/N)
<b>EOB</b>	External Object Code	Optional. Must be established in the Title File prior to use in a transaction. (3A/N)
<b>ECAT</b>	External Category	Optional. Must be established in the Title File prior to use in a transaction. (3A/N)
<b>EP</b>	External Program	Optional. Must be established in the Title File prior to use in a transaction. (2N)
<b>GRANT</b>	Grant Number	Optional. Must be established in FACTS and carried over to the Title File before it can be used in a FLAIR transaction. If object code = <b>75XXXX</b> , a grant and/or contract number is required. (5A/N)
<b>GY</b>	Grant Year	Optional. A grant number must be present before a grant year is input. (2N)
<b>CNTRT</b>	Contract Number	Optional. Must be established in FACTS and carried over to the Title File before it can be used in a FLAIR transaction. If the object code = <b>75XXXX</b> , a grant and/or contract number is required. (5A/N)
<b>CY</b>	Contract Year	Optional. A contract number must be present before a contract year is input. (2N)
<b>OCA</b>	Other Cost Accumulator	Optional. Must be established in the Title File prior to use in a transaction. See <b>section 110.7</b> for more information. (5A/N)

Field	Description	Required/Optional/Special Instructions
<b>AU</b>	Agency Unique Code	Optional. Must be established in the Title File prior to use in a transaction. <i>See section 110.11 for more information.</i> (2A/N)
<b>GF</b>	GAAFR Fund	Protected. (2N)
<b>SF</b>	State Fund	Protected. (1N)
<b>FID</b>	Fund Identifier	Protected. (6N)
<b>BE</b>	Budget Entity	Required. Must be established in the Title File prior to use in a transaction. <i>See section 109.4.4 Budget Entity and Internal Budget Indicator for more information.</i> (8N)
<b>IBI</b>	Internal Budget Indicator	Required. Must be established in the Title File prior to use in a transaction. <i>See section 109.4.4 Budget Entity and Internal Budget Indicator for more information.</i> (8N)
<b>EF</b>	External Fund Type	Optional. Must be established in the Title File prior to use in a transaction. <i>See section 109.10 External Codes for more information.</i> (1N)
<b>STATE PROGRAM</b>	State Program Number	Required. Must be established in the Title File prior to use in a transaction. <i>See section 109.8 State Program Identifiers for more information.</i> (16N)
<b>PROJECT ID</b>	Project Identifier	Optional. Must be established in the Project Information File and carried over into the Title File prior to use in a transaction. <i>See sections 109.14 Project Identifier for more information.</i> (11A/N)
<b>RVL</b>	Revolving Fund Indicator	Protected. (6N)
<b>CF</b>	Certified Forward Indicator	Optional. Used only during Carry Forward Processing and only input of <b>C</b> is allowed. Transaction and received dates are required if <b>C</b> is present. (1A)

8. Input required data as needed.
9. Press **Enter** to establish an encumbrance line. FLAIR will return user to the TR60 Encumbrance Single Input Screen Three. FLAIR will retrieve any data that is included on the **NEXT** line and the **AMOUNT**, **QUANTITY**, **AB**, **CF**, and **YR** fields will be blank (*see the following examples*).

The **NEXT** line used in this example displays the same **EN-NO**, **MBI**, and **OBJECT**, but different **L2-L5** and **EO** (or users can input new **EN-NO** to establish a new single line encumbrance).



**TR60 - Encumbrances - Single Input - Screen Three** (with example data input)

60S3 11/28/2012 14:58:55

TR 60 - ENCUMBRANCES - SINGLE INPUT

EN-NO E 000003 0001

MBI L1 L2 L3 L4 L5 EO VR OBJECT PPI TRN-DT DESCRIPTION RCV-DT  
B 85 20 00 00 000 BB 01 380000 3rd FLOOR SUPPLY

...AMOUNT.... VENDOR-ID MC BF-CAT/YR VENDOR-NAME OTHER-DOC  
50.35 F111111111999 A A&D OFFICE

EN-GL EN-EGL AB SUB-VENDOR-ID ..QUANTITY.. B PID BF-ORG BF-EO BF-OB  
941 00

CAT YR GL EGL EOB ECAT EP GRANT GY CNTRT CY OCA AU  
040000 00 77300

GF SF FID BE IBI EF STATE PROGRAM PROJECT ID RVL CF  
50 2 050001 85200000 00 1112110000 000000

NEXT:  
EN-NO MBI L1 L2 L3 L4 L5 EO VR OBJECT PPI  
E 000003 B 85 10 01 01 211 01 00 380000 TYPE SEL  
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---  
CONT MINI MAIN RFRSH CAN

After **Enter** is pressed, FLAIR displays data from the NEXT line above.

60S3 11/28/2012 15:04:44

TR 60 - ENCUMBRANCES - SINGLE INPUT

EN-NO E 000003 0002

MBI L1 L2 L3 L4 L5 EO VR OBJECT PPI TRN-DT DESCRIPTION RCV-DT  
B 85 10 01 01 211 01 04 380000 11282012

...AMOUNT.... VENDOR-ID MC BF-CAT/YR VENDOR-NAME OTHER-DOC  
F111111111999 A A&D OFFICE

EN-GL EN-EGL AB SUB-VENDOR-ID ..QUANTITY.. B PID BF-ORG BF-EO BF-OB  
941 00

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 RVL CF  
20 2 010001 85100000 00 1112110000 000000

NEXT:  
EN-NO MBI L1 L2 L3 L4 L5 EO VR OBJECT PPI  
E 000003 B 85 10 01 01 211 01 00 380000 TYPE SEL  
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---  
CONT MINI MAIN RFRSH CAN

## 202.3 Establishing a TR60 Multiple Input Encumbrance

An agency has the option to establish a TR60 Multiple Input Encumbrance that will display required and optional data input fields per screen. During nightly processing, the encumbrance entries from the Daily Input File will update the agency's Detail and Master Files and will be added to the Encumbrance Subsidiary File. Establishing a multiple line encumbrance requires input on three screens.

To establish a multiple line encumbrance with limited data (screen displays limited account codes) from the Encumbrances Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **60**.
2. In the **SEL** field, input **A**.

**Encumbrances Mini Menu** (with example data input)

ENMU		ENCUMBRANCES MINI MENU		04/23/13 12:33:39	
TYPE				SEL	OPTIONS
60	ENCUMBRANCES			A,S,M,I	
61	ENCUMBRANCE CHANGES			M,I	
6S	ENCUMBRANCES SUBSIDIARY LEDGER			M,I,U	
SEL					
A	MULTIPLE INPUT				
S	SINGLE INPUT WITH EXPANDED DATA DISPLAY				
M	MULTIPLE INQUIRY				
I	SINGLE INQUIRY WITH EXPANDED DATA DISPLAY				
U	SINGLE UPDATE WITH EXPANDED DATA DISPLAY (6S ONLY)				
NOTE: SINGLE UPDATE (U) WITH EXPANDED DATA DISPLAY FOR TYPE 60 - ACCESSIBLE ONLY FROM 'M' AND 'I' SEL OPTIONS.					
				TYPE 60	SEL A
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---					
CONT MAIN RFRSH					

3. Press **Enter**. FLAIR will display the TR60 Encumbrances Multiple Input Request Screen One.

**TR60 - Encumbrances - Multiple Input - Request - Screen One**

60A1		TR 60 - ENCUMBRANCES - MULTIPLE INPUT - REQUEST		11/29/2012 12:45:50	
EN-NO	MBI				
E					
TYPE SEL					
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---					
CONT MINI MAIN RFRSH					

TR60 Encumbrances Multiple Input Request Screen One fields:

Field	Description	Required/Optional/Special Instructions
<b>EN-NO</b>	Encumbrance Number	Required. Prefix will begin with <b>E</b> if manually establishing in FLAIR. Prefix of <b>A</b> restricted to MFMP processing only. Users must input one to six characters from left to right; FLAIR counts blank spaces as a character. (7A/N)
<b>MBI</b>	Memo Blanket Indicator	Optional. Indicates the type of encumbrance being entered into the system. Available indicators: <b>Blank:</b> Regular Encumbrance <b>M:</b> Memo Encumbrance <b>B:</b> Blanket Encumbrance  <b>Note:</b> Once an encumbrance has been established, the MBI cannot be updated or removed from an encumbrance line. <i>See section 202.1 Encumbrance Overview for definitions.</i> (1A)

4. Input in the **EN-NO** field is required. Input in the **MBI** field is optional. Input the required data.

**TR60 - Encumbrances - Multiple Input - Request Screen One** (with example data input)

60A1 11/29/2012 12:45:50

TR 60 - ENCUMBRANCES - MULTIPLE INPUT - REQUEST

EN-NO MBI  
E 000004 B

Required Field

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

TYPE SEL

5. Press **Enter**. FLAIR will display the TR60 Encumbrances Multiple Input Screen Two.





6. Input the required and optional data (if any).

**TR60 - Encumbrances - Multiple Input - Request - Screen Two** (with example data input)

```

60A2                                     12/05/2012  10:59:30
      TR 60 - ENCUMBRANCES - MULTIPLE INPUT - REQUEST

EN-NO  MBI  ← Protected
E 000004 B

ENTER VENDOR OR BF-DATA:

VENDOR ID      BF-ORG      BF-EO  BF-OB  BF-CAT  BF-YR  PPI
F111111111999

                                     Required

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

7. Press **Enter**. FLAIR will display the TR60 Encumbrances Multiple Input Screen Three.

**TR60 - Encumbrances - Multiple Input - Screen Three** (with example data retrieved)

```

60A3                                     12/13/2012  11:22:18
      TR 60 - ENCUMBRANCES - MULTIPLE INPUT

EN-NO  MB L1 L2 L3 L4 L5  EO VR OBJECT YR PPI TRN-DT DESCRIPTION      RCV-DT
...AMOUNT... VENDOR-ID      MC BF-CAT/YR VENDOR-NAME      OTHER-DOC
EN-GL   EN-EGL AB SUB-VENDOR-ID  ..QUANTITY.. B PID  BF-ORG  BF-EO BF-OB  CF

E000004      85
          F333333333999          A          BILL BRANCH
941 00

E000004      85
          F333333333999          A          BILL BRANCH
941 00

E000004      85
          F333333333999          A          BILL BRANCH
941 00

NEXT:  EN-NO E 000004 MBI                                     TYPE      SEL

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

TR60 Encumbrances Multiple Input Screen Three fields (*see section 202.2 for definitions*):

Field	Description	Required/Optional/Special Instructions
<b>EN-NO</b>	Encumbrance Number	Protected. (7A/N)
<b>MB</b>	Memo Blanket Indicator	Protected. (1A)
<b>L1 L2 L3 L4 L5</b>	Organization Code	Required. <b>L1</b> is protected. (11N)
<b>EO</b>	Expansion Option	Required. (2A/N)
<b>VR</b>	Expansion Option Version	Optional. (2A/N)
<b>OBJECT</b>	Object Code	Required. (6N)
<b>YR</b>	Year	Optional. (2N)
<b>PPI</b>	Prior Period Indicator	Optional. (1A)
<b>TRN-DT</b>	Transaction Date	Optional. (8N)
<b>DESCRIPTION</b>	Description	Optional. (16A/N)
<b>RCV-DT</b>	Received Date	Optional. (8N)
<b>AMOUNT</b>	Encumbrance Line Amount	Required. (10.2N)
<b>VENDOR ID</b>	Vendor Identification Number	Protected. (21A/N)
<b>MC</b>	Minority Vendor Code	Protected. (1A)
<b>BF-CAT/YR</b>	Benefitting Appropriation Category/Year	Protected. (8N)
<b>VENDOR-NAME</b>	Vendor Name	Protected. (16A/N)
<b>OTHER-DOC</b>	Other Document Number	Optional. (11A/N)
<b>EN-GL</b>	Encumbrance General Ledger Code	Required. (5N)
<b>EN-EGL</b>	External Encumbrance General Ledger	Optional. (3A/N)
<b>AB</b>	Available Balance Override Indicator	Optional. (1A)
<b>SUB-VENDOR-ID</b>	Sub-vendor Identification Number	Optional. (14A/N)
<b>QUANTITY</b>	Quantity	Optional. (10.2N)
<b>B</b>	Batch Character	Optional. (1A/N)
<b>PID</b>	Product Identifier	Optional. (3A/N)
<b>BF-ORG</b>	Benefitting Organization Code	Optional. (11N)
<b>BF-EO</b>	Benefitting Expansion Option	Optional. (2A/N)
<b>BF-OBJ</b>	Benefitting Object Code	Optional. (6N)
<b>CF</b>	Certified Forward Indicator	Optional. Valid input: <b>C</b> . (1A)

8. Input the required data (three lines of data per encumbrance line).

**Note:** Each section represents an encumbrance line from top to bottom (*see the following notations*).

**TR60 - Encumbrances - Multiple Input - Screen Three** (with example data input)

TR 60 - ENCUMBRANCES - MULTIPLE INPUT															12/10/2012 13:20:19				
EN-NO	MB	L1	L2	L3	L4	L5	EO	VR	OBJECT	YR	PPI	TRN-DT	DESCRIPTION	RCV-DT					
...AMOUNT...		VENDOR-ID					MC BF-CAT/YR		VENDOR-NAME		OTHER-DOC								
EN-GL	EN-EGL	AB	SUB-VENDOR-ID			..QUANTITY..		B	PID	BF-ORG	BF-EO	BF-OB	CF						
E000004	85	10	01	01	214	00			517000				2013 BLUE TAURUS						
15000.00		F333333333999					A				BILL	BRANCH	TALLAHASSEE						
941	00														Line #0001				
E000004	85	10	01	01	211	01			517000				2013 BLCK TAURUS						
15000.00		F333333333999					A				BILL	BRANCH	JACKSONVILLE						
941	00														Line #0002				
E000004	85	20	00	00	000	bb			517000				2013 BLUE TAURUS						
15000.00		F333333333999					A				BILL	BRANCH							
941	00														Line #0003				
NEXT: EN-NO E 000004 MBI																			
															TYPE	SEL			
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---																			
CONT															MINI	MAIN	RFRSH		CAN

9. Press **Enter** to establish encumbrance line. FLAIR will return user to TR60 Encumbrance Single Input Screen Three. FLAIR will retrieve any data that is included on the **NEXT** line and the **AMOUNT**, **QUANTITY**, **AB**, **CF**, and **YR** fields will be blank (*see the following examples*).

The **NEXT** line used in this example displays the same **EN-NO**, **MBI**, **L2-L5**, **EO**, and **OBJECT** (or users can input a new **EN-NO** to establish a new multi-line encumbrance) from the previous screen:

```

60A3                                     12/10/2012 13:20:19
      TR 60 - ENCUMBRANCES - MULTIPLE INPUT

EN-NO  MB L1 L2 L3 L4 L5  EO VR OBJECT YR PPI TRN-DT DESCRIPTION      RCV-DT
....AMOUNT... VENDOR-ID      MC BF-CAT/YR VENDOR-NAME      OTHER-DOC
EN-GL  EN-EGL AB SUB-VENDOR-ID ..QUANTITY.. B PID BF-ORG   BF-EO BF-OB  CF

E000004 85 10 01 01 214 00  517000      2013 BLUE TAURUS
15000.00 F333333333999      A          BILL BRANCH      TALLAHASSEE
941 00

E000004 85 10 01 01 211 01  517000      2013 BLCK TAURUS
15000.00 F333333333999      A          BILL BRANCH      JACKSONVILLE
941 00

E000004 85 20 00 00 000 bb  517000      2013 BLUE TAURUS
15000.00 F333333333999      A          BILL BRANCH
941 00
  
```

**Line #0003**

NEXT: EN-NO E 000004 MBI TYPE SEL

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

After **Enter** is pressed, FLAIR will display **EN-NO**, **LINE** (Line #0004 for this example), **MBI**, **L1**, **L2**, **L3**, **L4**, **L5**, **EO**, and **OBJECT** fields from the **NEXT** line above. **Note:** FLAIR will not display line numbers.

```

60A3                                     12/13/2012 11:22:18
      TR 60 - ENCUMBRANCES - MULTIPLE INPUT

EN-NO  MB L1 L2 L3 L4 L5  EO VR OBJECT YR PPI TRN-DT DESCRIPTION      RCV-DT
....AMOUNT... VENDOR-ID      MC BF-CAT/YR VENDOR-NAME      OTHER-DOC
EN-GL  EN-EGL AB SUB-VENDOR-ID ..QUANTITY.. B PID BF-ORG   BF-EO BF-OB  CF

E000004 85 20 00 00 000 BB  517000      12102012 2013 BLUE TAURUS
15000.00 F333333333999      A          BILL BRANCH      FT LA
941 00

E000004 85 F333333333999      A          BILL BRANCH
941 00

E000004 85 F333333333999      A          BILL BRANCH
941 00

NEXT: EN-NO E 000004 MBI TYPE SEL

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---  

CONT MINI MAIN RFRSH CAN
  
```

**Line #0004**

**Line #0005**

**Line #0006**



## 202.4 Encumbrance Inquiries

Once an encumbrance has been established, users can inquire on any established encumbrance if they are still active in the Encumbrance Subsidiary Ledger or Daily Input File. Users have three options for inquiring with encumbrances numbers:

- TR60 – Used for encumbrances established during the current business day in the Daily Input File.
- TR61 – An automated FLAIR transaction generated when changes to an encumbrance have been made. TR61s can be viewed prior to nightly processing. **See section 202.5 TR61 Encumbrance Updates.**
- TR6S – Used on or the day after an encumbrance has been established or for active encumbrances in the Encumbrance Subsidiary Ledger.

### 202.4.1 TR60 Encumbrance Inquiry

Users can inquire on any encumbrances established in the Daily Input File using a TR60. This option is only available prior to nightly processing. After nightly processing is complete, users can inquire using a TR6SI (**see section 202.4.4 6S Inquiry**).

### 202.4.2 TR60 Single Line Encumbrance Inquiry

To inquire on a TR60 Encumbrance Single Inquiry by Site with expanded data from the Encumbrances Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **60**.
2. In the **SEL** field, input **I**.

**Encumbrance Mini Menu** (with example data input)

ENMU		ENCUMBRANCES MINI MENU		04/23/13 12:33:39	
TYPE				SEL	OPTIONS
60	ENCUMBRANCES			A, S, M, I	
61	ENCUMBRANCE CHANGES			M, I	
6S	ENCUMBRANCES SUBSIDIARY LEDGER			M, I, U	
SEL					
A	MULTIPLE INPUT				
S	SINGLE INPUT WITH EXPANDED DATA DISPLAY				
M	MULTIPLE INQUIRY				
I	SINGLE INQUIRY WITH EXPANDED DATA DISPLAY				
U	SINGLE UPDATE WITH EXPANDED DATA DISPLAY (6S ONLY)				
NOTE: SINGLE UPDATE (U) WITH EXPANDED DATA DISPLAY FOR TYPE 60 - ACCESSIBLE ONLY FROM 'M' AND 'I' SEL OPTIONS.					
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---					
CONT MAIN RFRSH					

3. Press **Enter**. FLAIR will display the TR60 Encumbrances Single Inquiry by Site Request Screen One.

***TR60 - Encumbrances - Single Inquiry By Site - Request - Screen One***

```

06011                                06/06/2013  11:06:32
      TR 60 - ENCUMBRANCES - SINGLE INQUIRY BY SITE - REQUEST

L1 L2 L3 L4 L5      USER ID  GF SF FID      BE      IBI  VENDOR-ID
85

BF-ORG      BF-EO      EN-NO      LINE

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

```

TR60 Encumbrances Single Inquiry by Site Request Screen One fields:

Field	Description	Required/Optional/Special Instructions
<b>L1 L2 L3 L4 L5</b>	Organization Code	Optional. <b>L1</b> is protected. FLAIR will return transactions based on the organization level input. (11N)
<b>USER ID</b>	FLAIR User Identification Code	Optional. FLAIR will return transactions based on the user's ID. (6N)
<b>GF/SF/FID/BE/IBI</b>	19 Digits of the FLAIR Account Code	Optional. Must be input left to right without missing spaces. The following codes are available for input: <b>GF</b> – GAAFR Fund (2N) <b>SF</b> – State Fund (1N) <b>FID</b> – Fund Identifier (6N) <b>BE</b> – Budget Entity (8N) <b>IBI</b> – Internal Budget Indicator (2N)
<b>VENDOR-ID</b>	Vendor Identification Number	Optional. Vendor number must start with <b>E, F, S, N</b> , or <b>0-9</b> . Sequence required if vendor number begins with <b>F, S</b> , or <b>N</b> . (21A/N)
<b>BF-ORG/BF-EO</b>	Benefitting Organization Code/Expansion Option	Optional. If used, both codes must be input and the <b>VENDOR ID</b> field must be <b>blank</b> . <b>BF-ORG</b> (11N) <b>BF-EO</b> (2A/N)
<b>EN-NO</b>	Encumbrance Number	Optional. Must start with an <b>E</b> (FLAIR) or <b>A</b> (MFMP). (7A/N)
<b>LINE</b>	Encumbrance Line Number	Optional. If used, FLAIR will return the line number input. If blank, FLAIR will return all available line numbers beginning with the first available line. (4N)



4. Input one or a combination of the available fields (**L1** is protected). If all fields are left blank, FLAIR will return the first outstanding encumbrance established during the current business day.

**TR60 - Encumbrances - Single Inquiry By Site - Request - Screen One** (with example data input)

```

60I1                                     12/10/2012 15:51:13
      TR 60 - ENCUMBRANCES - SINGLE INQUIRY BY SITE - REQUEST

L1 L2 L3 L4 L5  USER ID  GF SF FID   BE      IBI  VENDOR-ID
85

BF-ORG      BF-EO      EN-NO      LINE
                E 000001

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

5. Press **Enter**. FLAIR will display the requested screen based on the search inquiry.

**TR60 - Encumbrances - Single Inquiry By Site - Screen Two** (with example data retrieved)

```

60I2                                     12/10/2012 15:53:42
      TR 60 - ENCUMBRANCES - SINGLE INQUIRY BY SITE

EN-NO      LINE MBI L1 L2 L3 L4 L5  EO VR OBJECT PPI TRN-DT      DESCRIPTION
E 000001 0001      85 10 01 01 211 01 04 380000      12/10/2012 PENS AND PENCILS

....AMOUNT.... VENDOR-ID      MC BF-CAT/YR VENDOR-NAME      OTHER-DOC
      100.00 F111111111999      A      A&D OFFICE

EN-GL      EN-EGL  AB  SUB-VENDOR-ID  ..QUANTITY..  B PID  BF-ORG  BF-EO BF-OB
94100      X

CAT      YR CF  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

NEXT:
L1 L2 L3 L4 L5  GF SF FID   BE      IBI VENDOR-ID      TYPE  SEL
85      EN-NO      LINE
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                MINI  MAIN  RFRSH TOP      FWD
  
```

6. Press **F8** to view any additional line(s) until the "**END OF SEARCH**" message is displayed.

### 202.4.3 TR60 Multiple Line Encumbrance Inquiry

To inquire on a TR60 Multiple Inquiry by Site (multiple lines) with limited data from the Encumbrance Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **60**.
2. In the **SEL** field, input **M**.

**Encumbrance Mini Menu** (with example data input)

ENMU	ENCUMBRANCES MINI MENU	04/23/13 12:33:39
TYPE		SEL OPTIONS
60 ENCUMBRANCES		A,S,M,I
61 ENCUMBRANCE CHANGES		M,I
6S ENCUMBRANCES SUBSIDIARY LEDGER		M,I,U
SEL		
A	MULTIPLE INPUT	
S	SINGLE INPUT WITH EXPANDED DATA DISPLAY	
M	MULTIPLE INQUIRY	
I	SINGLE INQUIRY WITH EXPANDED DATA DISPLAY	
U	SINGLE UPDATE WITH EXPANDED DATA DISPLAY (6S ONLY)	
NOTE: SINGLE UPDATE (U) WITH EXPANDED DATA DISPLAY FOR TYPE 60 - ACCESSIBLE ONLY FROM 'M' AND 'I' SEL OPTIONS.		
		TYPE 60 SEL M
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
CONT	MAIN RFRSH	

- Press **Enter**. FLAIR will display the TR60 Encumbrances Multiple Inquiry by Site Request Screen One.

**TR60 - Encumbrance - Multiple Inquiry By Site - Request - Screen One**

60M1	TR 60 - ENCUMBRANCES - MULTIPLE INQUIRY BY SITE - REQUEST	12/12/2012 11:02:09
L1 L2 L3 L4 L5	USER ID GF SF FID BE IBI	VENDOR-ID
85		
BF-ORG	BF-EO	EN-NO LINE
TYPE SEL		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
CONT	MINI MAIN RFRSH	

TR60 Encumbrance Multiple Inquiry by Site Request Screen One fields:

Field	Description	Required/Optional/Special Instructions
<b>L1 L2 L3 L4 L5</b>	Organization Code	Optional. <b>L1</b> is protected. FLAIR will return transactions based on the organization level input. (11N)
<b>USER ID</b>	FLAIR User Identification Code	Optional. FLAIR will return transactions based on the user's ID. (6N)
<b>GF/SF/FID/BE/IBI</b>	19 Digits of the FLAIR Account Code	Optional. All codes must be input left to right without missing any fields. The following codes are available for input: <b>GF</b> – GAAFR Fund (2N) <b>SF</b> – State Fund (1N) <b>FID</b> – Fund Identifier (6N) <b>BE</b> – Budget Entity (8N) <b>IBI</b> – Internal Budget Indicator (2N)
<b>VENDOR-ID</b>	Vendor Identification Number	Optional. Vendor number must start with <b>E, F, S, N</b> , or <b>0-9</b> . Sequence required if vendor number begins with <b>F, S</b> , or <b>N</b> . (21A/N)
<b>BF-ORG/BF-EO</b>	Benefitting Organization Code/ Expansion Option	Optional. If used, users must input both codes and the <b>VENDOR ID</b> field must be <b>blank</b> . <b>BF-ORG</b> (11N) <b>BF-EO</b> (2A/N)
<b>EN-NO</b>	Encumbrance Number	Optional. Must begin with an <b>E</b> (FLAIR) or <b>A</b> (MFMP). (7A/N)
<b>LINE</b>	Encumbrance Line Number	Optional. If used, FLAIR will return the line number input. If blank, FLAIR will return all available line numbers beginning with the first available line. (4N)

4. a. Input one or a combination of fields (**L1** is protected); **OR**  
b. Leave all fields blank.
5. Press **Enter**.  
a. FLAIR will display the requested screen based on the data input; **OR**  
b. If all fields are left blank, FLAIR will return the first outstanding encumbrance established during the current business day.

**TR60 - Encumbrances - Multiple Inquiry By Site – Screen Two** (with example data retrieved)

```

60M2                                     12/10/2012 16:26:19
          TR 60 - ENCUMBRANCES - MULTIPLE INQUIRY BY SITE

X EN-NO  LINE MBI L1 L2 L3 L4 L5  EO VR OBJECT YR PPI TRN-DT DESCRIPTION
....AMOUNT.... VENDOR-ID          MC BF-CAT/YR VENDOR-NAME      OTHER-DOC
CF EN-GL  EN-EGL AB  SUB-VENDOR-ID  ..QUANTITY..  B  PID BF-ORG    BF-EO BF-OB

E000003 0001      85 20 00 00 000 BB 01 380000 00   12102012 COLOR PAPER
      50.35 F222222222999          A              ABBEY PRT
      94100          X

E000003 0002      85 20 00 00 000 BB 01 225000 00   12102012 SHIPPING
      10.00 F222222222999          A              ABBEY PRT
      94100          X

NEXT:
L1 L2 L3 L4 L5  GF SF FID      BE          IBI VENDOR-ID          TYPE      SEL
85
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT          MINI  MAIN  RFRSH TOP          FWD

```

6. To view detailed information for any encumbrance line, in the **X** (selection) field, input **I** or press **F8** to view additional encumbrance lines input during the current business day until the message **"END OF SEARCH"** is displayed.

**TR60 - Encumbrances - Multiple Inquiry By Site – Screen Two** (with example data input)

```

60M2                                     12/10/2012 16:26:19
          TR 60 - ENCUMBRANCES - MULTIPLE INQUIRY BY SITE

X EN-NO  LINE MBI L1 L2 L3 L4 L5  EO VR OBJECT YR PPI TRN-DT DESCRIPTION
....AMOUNT.... VENDOR-ID          MC BF-CAT/YR VENDOR-NAME      OTHER-DOC
CF EN-GL  EN-EGL AB  SUB-VENDOR-ID  ..QUANTITY..  B  PID BF-ORG    BF-EO BF-OB

E000003 0001      85 20 00 00 000 BB 01 380000 00   12102012 COLOR PAPER
      50.35 F222222222999          A              ABBEY PRT
      94100          X

E000003 0002      85 20 00 00 000 BB 01 225000 00   12102012 SHIPPING
      10.00 F222222222999          A              ABBEY PRT
      94100          X

NEXT:
L1 L2 L3 L4 L5  GF SF FID      BE          IBI VENDOR-ID          TYPE      SEL
85
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT          MINI  MAIN  RFRSH TOP          FWD

```

**Input I here to view individual encumbrance lines**

7. Press **Enter**. FLAIR will display encumbrance line item information retrieved from the search criteria.



**TR60 - Encumbrances - Single Inquiry By Site - Screen Two** (with example data retrieved)

TR 60 - ENCUMBRANCES - SINGLE INQUIRY BY SITE															
EN-NO	LINE	MBI	L1	L2	L3	L4	L5	EO	VR	OBJECT	PPI	TRN-DT	DESCRIPTION		
E 000003	0001		85	20	00	00	000	BB	01	380000		12/10/2012	COLOR PAPER		
....AMOUNT....			VENDOR-ID			MC			BF-CAT/YR			VENDOR-NAME		OTHER-DOC	
50.35			F22222222999			A						ABBEY PRT			
EN-GL	EN-EGL	AB	SUB-VENDOR-ID			..QUANTITY..			B	PID	BF-ORG	BF-EO	BF-OB		
94100		X													
CAT	YR	CF	GL	EGL	EOB	ECAT	EP	GRANT			GY	CNTRT	CY	OCA	AU
040000	00		77300												
GF	SF	FID	BE	IBI	EF	STATE-PROGRAM			PROJECT ID			RVL			
50	2	050001	85200000	00		1112110000 000000									
NEXT:															
L1	L2	L3	L4	L5	GF	SF	FID	BE	IBI	VENDOR-ID			TYPE	SEL	
85															
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---															
CONT                  MINI  MAIN  REFRESH  TOP                  FWD															

8. To view additional lines, press **F8** until the **"END OF SEARCH"** message is displayed.

On inquiry screens, the **NEXT** line fields will remain blank. If another inquiry is required, input the appropriate criteria in the fields on the **NEXT** line and press **Enter**. *See section 105.6.5 NEXT Line for additional information.*

#### 202.4.4 TR6S Encumbrance Subsidiary Inquiry

The Encumbrance Subsidiary (TR6S) is an online auxiliary ledger that maintains a record of outstanding encumbrances. TR6S can be used to inquire on encumbrances established during the current or prior business day. Users can inquire on one or multiple encumbrance lines.

#### 202.4.5 TR6S Single Line Inquiry

To inquire on a single line encumbrance within the TR6S Encumbrance Subsidiary Ledger with expanded data from the Encumbrances Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **6S**.
2. In the **SEL** field, input **I**.

**Encumbrances Mini Menu** (with example data input)

```

ENMU                                04/23/13  12:48:34
                                ENCUMBRANCES MINI MENU

TYPE                                SEL OPTIONS
60 ENCUMBRANCES                   A,S,M,I
61 ENCUMBRANCE CHANGES           M,I
6S ENCUMBRANCES SUBSIDIARY LEDGER M,I,U

SEL
A  MULTIPLE INPUT
S  SINGLE INPUT WITH EXPANDED DATA DISPLAY
M  MULTIPLE INQUIRY
I  SINGLE INQUIRY WITH EXPANDED DATA DISPLAY
U  SINGLE UPDATE WITH EXPANDED DATA DISPLAY (6S ONLY)

NOTE:  SINGLE UPDATE (U) WITH EXPANDED DATA DISPLAY FOR TYPE 60 -
        ACCESSIBLE ONLY FROM 'M' AND 'I' SEL OPTIONS.

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                                TYPE 6S SEL I
                                MAIN  RFRSH

```

3. Press **Enter**. FLAIR will display the TR6S Encumbrances Single Inquiry Request Screen One.

**TR6S - Encumbrances Subsidiary Ledger - Single Inquiry - Request - Screen One**

```

6SI1                                12/12/2012  12:31:29
        6S - ENCUMBRANCES SUBSIDIARY LEDGER - SINGLE INQUIRY - REQUEST

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                                TYPE    SEL
                                MINI  MAIN  RFRSH

```

TR6S Encumbrances Subsidiary Ledger Single Inquiry Request Screen One fields:

Field	Description	Required/Optional/Special Instructions
<b>L1 L2 L3 L4 L5</b>	Organization Code	<b>L1</b> is protected. <b>L2, L3, L4,</b> and <b>L5</b> are optional. FLAIR will return transactions based on the organization level input. (11N)
<b>EN-NO</b>	Encumbrance Number	Optional. Must begin with an <b>E</b> (FLAIR) or <b>A</b> (MFMP). (7A/N)
<b>LINE</b>	Encumbrance Line Number	Optional. If used, FLAIR will return the line number input. If blank, FLAIR will return

Field	Description	Required/Optional/Special Instructions
		all available line numbers beginning with the first available line. (4N)
<b>PPI</b>	Prior Period Indicator	Optional. Available indicators: <b>M</b> : Prior Month <b>Y</b> : Prior Year (1A)
<b>CAT</b>	Appropriation Category	Optional. (6N)
<b>VENDOR-ID</b>	Vendor Identification Number	Optional. Vendor number must begin with <b>E, F, S, N</b> , or <b>0-9</b> . Sequence required if the vendor number begins with an <b>F, S</b> , or <b>N</b> . (21A/N)
<b>BF-ORG/BF-EO</b>	Benefitting Organization Code/ Expansion Option	Optional. If used, users must input both codes and the <b>VENDOR ID</b> field must be <b>blank</b> . <b>BF-ORG</b> (11N) <b>BF-EO</b> (2A/N)

4. a. Input one or a combination of fields (**L1** is protected); **OR**  
b. Leave all fields blank.
5. Press **Enter**.  
a. FLAIR will display the requested record or entry based on the user's search criteria;  
**OR**  
b. If all fields are left blank, FLAIR will return the first outstanding encumbrance.

**TR6S - Encumbrances Subsidiary Ledger - Single Inquiry - Screen Two** (with example data retrieved)

6SI2 6S-ENC. SUBSIDIARY LEDGER - SINGLE INQUIRY 12/12/2012 12:33:35														
EN-NO		LINE	MBI	F	L1	L2	L3	L4	L5	EO	VR	OBJECT	PPI	DESCRIPTION
E 000001		0001			85	10	01	01	211	01	04	380000		PENS AND PENCILS
..LINE		AMOUNT.	VENDOR-ID							MC	BF-CAT	BF-YR	VENDOR NAME	
		100.00	F111111111999							A			A&D OFFICE	
EN-GL		EN-EGL	SUB-VENDOR-ID		..QUANTITY..		PID	EN-DT		RCV-DT		AC-DT		
94100								12/10/2012				12/10/2012		
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		

TR6S Encumbrances Subsidiary Ledger Single Inquiry Screen Two additional fields:

Field	Description	Required/Optional/Special Instructions
<b>MBI</b>	Memo Blanket Indicator	Protected. Indicates the type of encumbrance being entered into the system. Available indicators: <b>Blank</b> : Regular Encumbrance



Field	Description	Required/Optional/Special Instructions
		<b>M:</b> Memo Encumbrance <b>B:</b> Blanket Encumbrance  <b>Note:</b> Once an encumbrance has been established, the MBI cannot be updated or removed from an encumbrance line. <i>See section 202.1 Encumbrance Overview for definitions.</i> (1A)
<b>F</b>	Final Payment Indicator	Protected. Available indicators: <b>C</b> (Closed): Indicates the encumbrance line was either paid in full (line amount will be blank) or overpaid (negative amount will be displayed). If the encumbrance was a regular or memo encumbrance, the encumbrance line will be cleared during nightly processing except during dual month processing. <b>D</b> (Deleted): The encumbrance line was deleted through the 6S update ( <i>see section 202.5.3</i> ) and will be removed during the nightly processing. <b>F</b> (Final Payment): The encumbrance line item was marked as a final payment and will be removed during the nightly processing. (1A)
<b>EN-DATE</b>	Encumbrance Date	Protected. Indicates the date the encumbrance line was added to the encumbrance subsidiary ledger. (MMDDYYYY) (8N)
<b>AC-DATE</b>	Activity Date	Protected. Indicates the date the encumbrance line was last used in a transaction. (MMDDYYYY) (8N)
<b>NCF</b>	New Certified Forward Indicator	Protected. Indicates the item was marked to carry forward during the current fiscal year. (1A)

On inquiry screens, the **NEXT** line fields will remain blank. If another inquiry is required, input the appropriate criteria in the fields on the **NEXT** line and press **Enter**. *See section 105.6.5 NEXT Line for additional information.*



## TR6S Encumbrances Subsidiary Ledger Multiple Inquiry Request Screen One fields:

Field	Description	Required/Optional/Special Instructions
<b>L1 L2 L3 L4 L5</b>	Organization Code	Optional. <b>L1</b> is protected. FLAIR will return transactions based on the organization level input. (11N)
<b>EN-NO</b>	Encumbrance Number	Optional. If used, the encumbrance number must be an exact match established using a TR60. Must begin with an <b>E</b> (FLAIR) or <b>A</b> (MFMP). (7A/N)
<b>LINE</b>	Encumbrance Line Number	Optional. If used, FLAIR will return the line number input. If blank, FLAIR will return all available line numbers (three per page) beginning with the first available line. (4N)
<b>PPI</b>	Prior Period Indicator	Optional. Available indicators: <b>M</b> : Prior Month <b>Y</b> : Prior Year (1A)
<b>CAT</b>	Appropriation Category	Optional. (6N)
<b>VENDOR-ID</b>	Vendor Identification Number	Optional. Vendor number must start with an <b>E, F, S, N</b> , or <b>0-9</b> . Sequence required if the vendor number begins with an <b>F, S</b> , or <b>N</b> . (21A/N)
<b>BF-ORG/BF-EO</b>	Benefitting Organization Code/ Expansion Option	Optional. If used, users must input both codes and the <b>VENDOR ID</b> field must be <b>blank</b> . <b>BF-ORG</b> (11N) <b>BF-EO</b> (2A/N)

4. a. Input one or a combination of fields (**L1** is protected); **OR**  
b. Leave all fields blank.
5. Press **Enter**.  
a. FLAIR will display the requested record or entry based on the user's search criteria;  
**OR**  
b. If all fields are left blank, FLAIR will return the first outstanding encumbrance in the agency's subsidiary file.

**TR6S - Encumbrances Subsidiary Ledger - Multiple Inquiry - Screen Two** (with example data retrieved)

6SM2														12/13/2012 11:10:18			
6S - ENCUMBRANCES SUBSIDIARY LEDGER - MULTIPLE INQUIRY																	
EN-NO		MBI		...BALANCE...		PPI		VENDOR-NAME				MC		BF-CAT/YR			
E000003				60.35				VENDOR-ID F22222222999				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	00	00	000	BB	01	380000	00		COLOR PAPER	12102012	12102012		
							50.35	94100									
	0002		85	20	00	00	000	BB	01	225000	00		SHIPPING	12102012	12102012		
							10.00	94100									
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																	

**Note:** To view additional encumbrance lines input during the current business day, press **F8** until the message "**END OF SEARCH**" is displayed.

- To view detailed information for any encumbrance line, in the **X** (selection) field, input **I**.
- Press **Enter**. FLAIR will display encumbrance line item information retrieved from the search criteria on TR6S Single Inquiry Screen Two (*see the following example*).

**TR6S - Encumbrances Subsidiary Ledger - Multiple Inquiry - Screen Two**

6SM2 12/13/2012 11:10:18  
 6S - ENCUMBRANCES SUBSIDIARY LEDGER - MULTIPLE INQUIRY  
 EN-NO MBI ...BALANCE... PPI VENDOR-NAME ABBEY PRT MC BF-CAT/YR  
 E000003 60.35 VENDOR-ID F22222222999 A

X	LINE	F	L1	L2	L3	L4	L5	EO	VR	OBJECT	YR	CF/NCF	DESCRIPTION	EN-DT	RCV-DT
	0001	85	20	00	00	000	BB	01	380000	00			COLOR PAPER	12102012	12102012
						50.35	94100								
	0002	85	20	00	00	000	BB	01	225000	00			SHIPPING	12102012	12102012
						10.00	94100								

Input I here to view individual encumbrance lines

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

6SI2 12/13/2012 11:26:18  
 6S-ENC. SUBSIDIARY LEDGER - SINGLE INQUIRY  
 EN-NO LINE MBI F L1 L2 L3 L4 L5 EO VR OBJECT PPI DESCRIPTION  
 E 000003 0001 85 20 00 00 000 BB 01 380000 COLOR PAPER

..LINE AMOUNT. VENDOR-ID MC BF-CAT BF-YR VENDOR NAME  
 50.35 F22222222999 A ABBEY PRT

EN-GL EN-EGL SUB-VENDOR-ID ..QUANTITY.. PID EN-DT RCV-DT AC-DT  
 94100 12/10/2012 12/10/2012

CAT YR CF NCF GL EGL EOB ECAT EP GRANT GY CNTRT CY OCA AU  
 040000 00 77300

GF SF FID BE IBI EF STATE-PROGRAM PROJECT ID RVL  
 50 2 050001 85200000 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

On inquiry screens, the **NEXT** line fields will remain blank. If another inquiry is required, input the appropriate criteria in the fields on the **NEXT** line and press **Enter**. *See section 105.6.5 NEXT Line for additional information.*



## 202.5 Encumbrance Updates

To update or delete outstanding encumbrances that were directly input in FLAIR, one of two transactions can be used:

- TR60 Encumbrance Update; or
- TR6S Update.

**Note:** Any changes for MFMP encumbrances (prefix of **A**) must be updated and deleted within MFMP and cannot be updated in FLAIR.

### 202.5.1 TR60 Encumbrance Single Line Update

A TR60 Encumbrance update can only be used for encumbrances input directly in FLAIR during that business day. Updating information using this transaction updates the Daily Input File. To update an encumbrance established prior to the current business day, *see section 202.5.3 TR6S Encumbrance Update*.

To update a single line encumbrance from the TR60 Single Inquiry by Site Screen Two:

1. In the **SEL** field for the appropriate encumbrance line number, input **U** (*see section 202.4 Encumbrance Inquiry*).

**Note:** **TYPE 60** and **SEL U** on the same screen are not allowed in FLAIR.

**TR60 - Encumbrances - Single Inquiry By Site - Screen Two** (with example data input)

60I2		TR 60 - ENCUMBRANCES - SINGLE INQUIRY BY SITE										12/17/2012 11:50:05			
EN-NO	LINE	MBI	L1	L2	L3	L4	L5	EO	VR	OBJECT	PPI	TRN-DT	DESCRIPTION		
E 000001	0001		85	10	01	01	211	01	04	380000		12/17/2012	PENS AND PENCILS		
....AMOUNT....		VENDOR-ID		MC		BF-CAT/YR		VENDOR-NAME		OTHER-DOC					
100.00		F111111111999		A				A&D OFFICE							
EN-GL	EN-EGL	AB	SUB-VENDOR-ID		..QUANTITY..		B	PID	BF-ORG	BF-EO	BF-OB				
94100		X													
CAT	YR	CF	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							
NEXT:													TYPE	SEL U	
L1	L2	L3	L4	L5	GF	SF	FID	BE	IBI	VENDOR-ID	EN-NO	LINE			
85															
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---															
CONT		MINI				MAIN				RFRSH TOP				FWD	

2. Press **Enter**. FLAIR will display the TR60 Encumbrances Single Update by Site Screen One.

**TR60 – Encumbrances - Single Update By Site - Screen One** (with example data retrieved)

TR 60 - ENCUMBRANCES - SINGLE UPDATE BY SITE																	
DELETE:																	
EN-NO	LINE	MBI	L1	L2	L3	L4	L5	EO	VR	OBJECT	PPI	TRN-DT	DESCRIPTION				
E 000001	0001		85	10	01	01	211	01	04	380000		12172012	PENS AND PENCILS				
....AMOUNT....			VENDOR-ID			MC			BF-CAT/YR			VENDOR-NAME		OTHER-DOC			
100.00			F11111111999			A						A&D OFFICE					
EN-GL	EN-EGL	AB	SUB-VENDOR-ID			..QUANTITY..			B	PID	BF-ORG	BF-EO	BF-OB				
941	00																
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			RVL					
20	2	010001	85100000	00		1112110000 000000											
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---													TYPE	SEL			
CONT													MINI	MAIN	RFRSH		CAN

TR60 Encumbrances Single Update by Site Screen One fields:

Field	Description	Required/Optional/Special Instructions
<b>DELETE</b>	Delete	Optional. (1A)
<b>EN-NO</b>	Encumbrance Number	Protected. (7A/N)
<b>LINE</b>	Encumbrance Line Number	Protected. (4A/N)
<b>MBI</b>	Memo Blanket Indicator	Protected. (1A)
<b>L1 L2 L3 L4 L5</b>	Organization Code	Protected. (11N)
<b>EO</b>	Expansion Option	Protected. (2A/N)
<b>VR</b>	Expansion Option Version	Protected. (2A/N)
<b>OBJECT</b>	Object Code	Protected. (6N)
<b>PPI</b>	Prior Period Indicator	Optional. (1A)
<b>TRN-DT</b>	Transaction Date	Optional. If left blank, defaults to the current date. (8N)
<b>DESCRIPTION</b>	Description	Optional. (16A/N)
<b>AMOUNT</b>	Encumbrance Line Amount	Optional. Must be positive amounts only. A change here updates the total line amount. (10.2N)
<b>VENDOR-ID</b>	Vendor Identification Number	Protected. <i>See section 202.4.5 Encumbrance Vendor Number Update for more information.</i> (21A/N)
<b>MC</b>	Minority Vendor Code	Protected. (1A)
<b>BF-CAT/YR</b>	Benefitting Appropriation Category /Year	Protected. (8N)
<b>VENDOR-NAME</b>	Vendor Name	Protected. (16A/N)
<b>OTHER-DOC</b>	Other Document Number	Optional. (11A/N)



Field	Description	Required/Optional/Special Instructions
<b>EN-GL</b>	Encumbrance General Ledger Code	Optional. (5N)
<b>EN-EGL</b>	External Encumbrance General Ledger	Optional. (3A/N)
<b>AB</b>	Available Balance Override Indicator	Optional. (1A)
<b>SUB-VENDOR-ID</b>	Sub-vendor Identification Number	Optional. (14A/N)
<b>QUANTITY</b>	Quantity	Optional. (10.2N)
<b>B</b>	Batch Character	Optional. (1A/N)
<b>PID</b>	Product Identifier	Optional. (3A/N)
<b>BF-ORG</b>	Benefitting Organization Code	Optional. (11N)
<b>BF-EO</b>	Benefitting Expansion Option	Optional. (2A/N)
<b>BF-OB</b>	Benefitting Object Code	Optional. (6N)
The following codes fields are retrieved from the Expansion Files and can be overridden (except <b>GF</b> , <b>SF</b> , and <b>FID</b> ). See section 112 Expansion Files for more information.		
<b>CAT</b>	Appropriation Category	Optional. (6N)
<b>YR</b>	Appropriation Year	Optional. (2N)
<b>GL</b>	General Ledger Code	Optional. (5N)
<b>EGL</b>	External General Ledger Code	Optional. Must be established in the Title File prior to use in a transaction. (5N)
<b>EOB</b>	External Object Code	Optional. (3A)
<b>ECAT</b>	External Category	Optional. (6N)
<b>EP</b>	External Program	Optional. (2N)
<b>GRANT</b>	Grant Number	Optional. Must be established in FACTS and carried over to the Title File before it can be used in a FLAIR transaction. If object code = <b>75XXXX</b> , a grant and/or contract number is required. (5A/N)
<b>GY</b>	Grant Year	Optional. (2N)
<b>CNTRT</b>	Contract Number	Optional. Must be established in FACTS and carried over to the Title File before it can be used in a FLAIR transaction. If object code = <b>75XXXX</b> , a grant and/or contract number is required. (5A/N)
<b>CY</b>	Contract Year	Optional. A contract number must be present before contract year is input. (2N)
<b>OCA</b>	Other Cost Accumulator	Optional. Must be established in the Title File prior to use in a transaction. (5A/N)
<b>AU</b>	Agency Unique Code	Optional. Must be established in the Title File prior to use in a transaction. (2A/N)
<b>GF</b>	GAAFR Fund	Protected. (2N)

Field	Description	Required/Optional/Special Instructions
<b>SF</b>	State Fund	Protected. (1N)
<b>FID</b>	Fund Identifier	Protected. (6N)
<b>BE</b>	Budget Entity	Optional. (8N)
<b>IBI</b>	Internal Budget Indicator	Optional. (2N)
<b>EF</b>	External Fund Type	Optional. (1N)
<b>STATE-PROGRAM</b>	State Program Number	Optional. (16N)
<b>PROJECT ID</b>	Project Identifier	Optional. Must be established in the Project Information File and carried over to the Title File prior to use in a transaction. (11A/N)
<b>RVL</b>	Revolving Fund Indicator	Protected. (6N)

3. a. Input/update the appropriate fields; **OR**
  - b. To delete an encumbrance from the Daily Input File, input **D** in the **Delete** field. If an encumbrance line is deleted using a TR60 **and there are additional lines established**, the deleted encumbrance line number cannot be reused on that current day. If **all** of the established encumbrance numbers have been deleted, they can be reused in another TR60.

**TR60 - Encumbrances - Single Update By Site - Screen One** (with example data retrieved)

```

60U1                                     12/17/2012 11:54:12
TR 60 - ENCUMBRANCES - SINGLE UPDATE BY SITE

DELETE:  ← Input D to delete encumbrance

EN-NO  LINE  MBI  L1  L2  L3  L4  L5  EO  VR  OBJECT  PPI  TRN-DT  DESCRIPTION
E 000001 0001      85 10 01 01 211 01 04 380000      12172012 PENS AND PENCILS

....AMOUNT.... VENDOR-ID          MC BF-CAT/YR VENDOR-NAME  OTHER-DOC
100.00          F111111111999      A          A&D OFFICE

EN-GL  EN-EGL  AB  SUB-VENDOR-ID  ..QUANTITY..  B  PID  BF-ORG  BF-EO  BF-OB
941 00

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  RVL
20 2  010001 85100000 00      1112110000 000000

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

```

4. Press **Enter** to process changes.
  - a. If changes are made to the encumbrance line, FLAIR will return user to TR60 Encumbrances Single Inquiry by Site Screen One and will display changes.
  - b. If the encumbrance line is deleted, FLAIR will not display the deleted line but will return the user to the TR60 Encumbrance Single Inquiry by Site Screen One with the message "**END OF SEARCH**" displayed.

## 202.5.2 TR60 Encumbrance Multiple Line Update

TR60 encumbrance updates can only be used for encumbrances input directly into FLAIR during the current business day. To update an encumbrance established prior to the current business day, *see section 202.5.3 TR6S Encumbrance Update*.

To update a multi-line TR60 Encumbrance:

1. In the **X** (selection) field for the appropriate encumbrance line number, input **U** (*see section 202.4 Encumbrance Inquiry for more information*).
  2. Press **Enter** and FLAIR will display the TR60 Single Update by Site Screen One.
- Note:** TYPE 60 and SEL U on the same screen are not allowed in FLAIR.

### TR60 - Encumbrances - Multiple Inquiry By Site - Screen Two (with example data input)

TR 60 - ENCUMBRANCES - MULTIPLE INQUIRY BY SITE															
60M2	12/18/2012 10:05:26														
<input checked="" type="checkbox"/>	EN-NO	LINE	MBI	L1	L2	L3	L4	L5	EO	VR	OBJECT	YR	PPI	TRN-DT	DESCRIPTION
	....AMOUNT....	VENDOR-ID			MC			BF-CAT/YR	VENDOR-NAME			OTHER-DOC			
CF	EN-GL	EN-EGL	AB	SUB-VENDOR-ID			..QUANTITY..			B	PID	BF-ORG	BF-EO BF-OB		
<input type="checkbox"/>	E000003	0001	85	20	00	00	000	BB	01	380000	00	12182012	COLOR PAPER		
	50.35	F22222222999			A			ABBEY PRT							
	94100	X													
<input type="checkbox"/>	E000003	0002	85	20	00	00	000	BB	01	225000	00	12182012	SHIPPING		
	10.00	F22222222999			A			ABBEY PRT							
	94100	X													
<div style="border: 1px solid red; padding: 2px; display: inline-block;">Input U to update individual encumbrance lines and press Enter</div>															
NEXT:															
L1	L2	L3	L4	L5	GF	SF	FID	BE	IBI	VENDOR-ID			TYPE	SEL	
85															
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---															
CONT	MINI			MAIN			RFRSH			TOP			FWD		

### TR60 - Encumbrances - Single Update By Site - Screen One

TR 60 - ENCUMBRANCES - SINGLE UPDATE BY SITE															
60U1	12/18/2012 10:30:27														
DELETE:															
EN-NO	LINE	MBI	L1	L2	L3	L4	L5	EO	VR	OBJECT	PPI	TRN-DT	DESCRIPTION		
E	000003	0001	85	20	00	00	000	BB	01	380000		12182012	COLOR PAPER		
....AMOUNT....		VENDOR-ID			MC			BF-CAT/YR	VENDOR-NAME			OTHER-DOC			
50.35		F22222222999			A			ABBEY PRT							
EN-GL	EN-EGL	AB	SUB-VENDOR-ID			..QUANTITY..			B	PID	BF-ORG	BF-EO BF-OB			
941	00														
CAT	YR	GL	EGL	EOB	ECAT	EP	GRANT			GY	CNTRT	CY	OCA	AU	
040000	00	77300													
GF	SF	FID	BE	IBI	EF	STATE-PROGRAM			PROJECT ID			RVL			
50	2	050001	85200000	00	1112110000			000000							
<div style="text-align: right;">TYPE SEL</div>															
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---															
CONT	MINI			MAIN			RFRSH						CAN		

3. a. Input/update the appropriate fields; **OR**
  - b. In the **DELETE** field, input **D** to delete an encumbrance from the Daily Input File. If an encumbrance line is deleted using a TR60 **and there are additional lines established**, the deleted encumbrance line number cannot be reused that current day. If **all** of the established encumbrance numbers have been deleted, they can be reused in another TR60 that day.

**TR60 – Encumbrances – Single Update By Site – Screen One** (with example data retrieved)

TR 60 - ENCUMBRANCES - SINGLE UPDATE BY SITE																
6001 12/18/2012 10:30:27																
DELETE: ← Input D to delete encumbrance																
EN-NO	LINE	MBI	L1	L2	L3	L4	L5	EO	VR	OBJECT	PPI	TRN-DT	DESCRIPTION			
E	000003	0001	85	20	00	00	000	BB	01	380000		12182012	COLOR PAPER			
....AMOUNT....		VENDOR-ID			MC			BF-CAT/YR		VENDOR-NAME		OTHER-DOC				
50.35		F22222222999			A					ABBEY PRT						
EN-GL	EN-EGL	AB	SUB-VENDOR-ID			..QUANTITY..		B	PID	BF-ORG	BF-EO		BF-OB			
941	00															
CAT	YR	GL	EGL	EOB	ECAT	EP	GRANT		GY	CNTRT	CY	OCA	AU			
040000	00	77300														
GF	SF	FID	BE	IBI	EF	STATE-PROGRAM			PROJECT ID		RVL					
50	2	050001	85200000	00		1112110000 000000										
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---												TYPE	SEL			
CONT												MINI	MAIN	RFRSH		CAN

4. Press **Enter** to process changes.
  - a. If changes are made to the encumbrance line, FLAIR will return user to TR60 Encumbrances Multiple Inquiry by Site Screen One and will display limited information.
  - b. If the encumbrance line is deleted, FLAIR will not display deleted line and return the user to the TR60 Encumbrance Multiple Inquiry by Site Screen One with the message **"END OF SEARCH"** displayed.

### 202.5.3 TR6S Encumbrance Subsidiary Ledger Single Update

The TR6S is used to correct or delete outstanding encumbrances on the Daily, Detail, and Master Files. TR6S updates the non-quantitative fields such as **L1-L5**, **OBJECT CODE**, and **DESCRIPTION**. FLAIR reverses the original TR60 entry and records the correcting entry. The quantitative fields are entered as a net change such as the **AMT CHANGE** (amount change) and **QTY CHANGE** (quantity change). Users must input a positive amount to increase the line amount or a negative amount to decrease the line amount. For example, if the line amount is \$10.00 and -\$5.00 is input in the **AMT CHANGE** field, FLAIR will record \$5.00 as the net line amount.

The TR6S Update consists of three screens. To update a single line using TR6S from the Encumbrances Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **6S**.
2. a. In the **SEL** field, input **U**; **OR**
  - b. In the **SEL** field for the appropriate encumbrance line number on the TR6S Subsidiary Ledger Single Inquiry Screen, input **U** (*see section 202.4.5 TR6S Encumbrance Inquiry*).



**Encumbrances Mini Menu** (with example data input)

```

ENMU                                04/23/13  13:20:18
                                ENCUMBRANCES MINI MENU

TYPE                                SEL OPTIONS
60 ENCUMBRANCES                    A,S,M,I
61 ENCUMBRANCE CHANGES            M,I
6S ENCUMBRANCES SUBSIDIARY LEDGER  M,I,U

SEL
A MULTIPLE INPUT
S SINGLE INPUT WITH EXPANDED DATA DISPLAY
M MULTIPLE INQUIRY
I SINGLE INQUIRY WITH EXPANDED DATA DISPLAY
U SINGLE UPDATE WITH EXPANDED DATA DISPLAY (6S ONLY)

NOTE: SINGLE UPDATE (U) WITH EXPANDED DATA DISPLAY FOR TYPE 60 -
      ACCESSIBLE ONLY FROM 'M' AND 'I' SEL OPTIONS.

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                                TYPE 6S SEL U
                                MAIN  RFRSH

```

3. Press **Enter**. FLAIR will display the TR6S Encumbrances Subsidiary Ledger Single Update Request Screen One.

**TR6S - Encumbrances Subsidiary Ledger- Single Update - Request - Screen One**

```

6SU1                                04/23/2013  13:24:48
                                6S - ENCUMBRANCES SUBSIDIARY LEDGER - SINGLE UPDATE - REQUEST

EN-NO    LINE    PPI
-

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

```

TR6S Encumbrances Subsidiary Ledger Single Update Request Screen One fields:

Field	Description	Required/Optional/Special Instructions
<b>EN-NO</b>	Encumbrance Number	Required. Must begin with an <b>E</b> (for encumbrances directly input in FLAIR). Encumbrances beginning with an <b>A</b> must be updated in MFMP. (7A/N)
<b>LINE</b>	Encumbrance Line Number	Required. FLAIR will return the input line number. (4N)
<b>PPI</b>	Prior Period Indicator	Optional. If used, valid input: <b>M</b> (Prior Month) <b>Y</b> (Prior Year) (1A)

4. Input the required and optional data (if any).

**TR6S - Encumbrances Subsidiary Ledger- Single Update - Request - Screen One**

(with example data input)

```

6SU1                                     12/18/2012 12:10:10
      6S - ENCUMBRANCES SUBSIDIARY LEDGER - SINGLE UPDATE - REQUEST

EN-NO  LINE  PPI
E 000003 0001
  ↑      ↑
  └──┬───┘
      │
  Required Fields

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

```

- Press **Enter**. FLAIR will display the TR6S Encumbrances Subsidiary Ledger Single Update Screen Three.

**TR6S - Encumbrances Subsidiary Ledger - Single Update - Screen Three** (with example data retrieved)

```

6SU3                                     12/18/2012 12:34:54
      6S - ENCUMBRANCES SUBSIDIARY LEDGER - SINGLE UPDATE

DELETE:      PPI:

EN-NO  LINE  MBI   L1 L2 L3 L4 L5  EO VR OBJECT
E 000003 0001    85 20 00 00 000 BB 01 380000

      CHANGE L1 L2 L3 L4 L5  EO VR OBJECT IF DESIRED
              85

VENDOR-ID      BF-CAT BF-YR VENDOR-NAME      DESCRIPTION
F22222222999          ABBEY PRT      COLOR PAPER

GF SF FID      BE      IBI      EF  RVL      EN-DT      AC-DT
50 2  050001 85200000 00          12/18/2012 12/18/2012

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

```

TR6S Encumbrances Subsidiary Ledger Single Update Screen Three fields:

Field	Description	Required/Optional/Special Instructions
<b>DELETE</b>	Deletion	Optional. Valid input: <b>D</b> . To delete the encumbrance line. (1A)
<b>PPI</b>	Prior Period Indicator	Optional. Available indicators: <b>M</b> : Prior Month <b>Y</b> : Prior Year (1A)

Field		Description	Required/Optional/Special Instructions
<b>EN-NO</b>		Encumbrance Number	Protected. (7A/N)
<b>LINE</b>		Encumbrance Line Number	Protected. (4A/N)
<b>MBI</b>		Memo Blanket Indicator	Protected. (1A)
<b>L1 L2 L3 L4 L5</b>		Organization Code	Protected. (11N)
<b>EO</b>		Expansion Option	Protected. (2A/N)
<b>VR</b>		Expansion Version	Protected. (2A/N)
<b>OBJECT</b>		Object Code	Protected. (6N)
<b>CHANGE ...IF DESIRED</b>	<b>L2 L3 L4 L5</b>	L2 through L5 of the Organization Code	Optional. FLAIR will update the organization code if changed. (11N)
	<b>EO</b>	Expansion Option	Required. Agency unique. <i>See section 112.4 Expansion Option File.</i> (2A/N)
	<b>VR</b>	Expansion Option Version	Optional. (2N)
	<b>OBJECT</b>	Object Code	Required. Must be a valid expenditure object code beginning with <b>1-8</b> . If the object code = <b>75XXXX</b> , a grant and/or contract number is required on Screen Four. (6N)
<b>VENDOR-ID</b>		Vendor Identification Number	Protected. (21A/N)
<b>BF-CAT</b>		Benefitting Category	Protected. (6N)
<b>BF-YR</b>		Benefitting Year	Protected. (2N)
<b>VENDOR-NAME</b>		Vendor Name	Protected. (16A/N)
<b>DESCRIPTION</b>		Encumbrance Description	Protected. (16A/N)
<b>GF/SF/FID/BE/IBI</b>		19 Digits of the FLAIR Account Code	Protected. (19N)
<b>EF</b>		External Fund Type	Protected. (1N)
<b>RVL</b>		Revolving Fund Indicator	Protected. (6N)
<b>EN-DT</b>		Encumbrance Date	Protected. (MMDDYYYY) (8N)
<b>AC- DT</b>		Last Activity Date	Protected. (MMDDYYYY) (8N)

6. a. Input/update the appropriate fields; **OR**  
 b. In the **DELETE** field, input **D** to delete the encumbrance line.



**TR60 - Encumbrances Subsidiary Ledger - Single Update - Screen Three** (with example data retrieved)

```

6SU3                                12/18/2012 12:34:54
      6S - ENCUMBRANCES SUBSIDIARY LEDGER - SINGLE UPDATE
DELETE: ☐ PPI: ☐
EN-NO  LINE  MBI  L1 L2 L3 L4 L5  EO VR OBJECT
E 000003 0001  85 20 00 00 000 BB 01 380000
      Input D here to delete encumbrance line
      CHANGE L1 L2 L3 L4 L5  EO VR OBJECT IF DESIRED
              85
VENDOR-ID  BF-CAT BF-YR VENDOR-NAME  DESCRIPTION
F22222222999          ABBEY PRT  COLOR PAPER

GF SF FID  BE  IBI  EF  RVL  EN-DT  AC-DT
50 2 050001 85200000 00          12/18/2012 12/18/2012

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

```

7. a. Press **Enter** to accept any changes; **OR**
- b. Press **Enter** without inputting any changes to continue to Screen Four. FLAIR will display the TR6S Encumbrances Subsidiary Ledger Single Update Screen Four; **OR**
- c. If the encumbrance line is deleted, FLAIR will not display the deleted line and will return the user to the TR6S Encumbrances Subsidiary Ledger Update Request Screen One.

**TR6S - Encumbrances Subsidiary Ledger - Single Update - Screen Four** (with example data retrieved)

```

6SU4                                12/18/2012 16:21:21
      6S - ENC. SUBSIDIARY LEDGER - SINGLE UPDATE
EN-NO  LINE  MBI  F L1 L2 L3 L4 L5  EO VR OBJECT PPI TRN-DT  DESCRIPTION
E000003 0001  85 20 00 00 000 BB 01 380000          COLOR PAPER

..LINE AMOUNT.  ..AMT.CHANGE..  VENDOR-ID  MC  VENDOR NAME
50.35          F22222222999          A  ABBEY PRT

EN-GL EN-EGL AB SUB-VENDOR-ID  ..QUANTITY.. .QTY.CHANGE.  PID  EN-DT  RCV-DT
94100          12182012

CAT  YR CF GL  EGL EOB  ECAT  EP GRANT  GY  CNTRT CY  OCA  AU
040000 00 77300

GF SF FID  BE  IBI  EF  STATE-PROGRAM  PROJECT ID  RVL
50 2 050001 85200000 00 1112110000 000000

BF-ORG  BF-EO BF-OB  BF-CAT/YR  AC-DT
12182012

NEXT:  EN-NO  LINE  PPI  TYPE  SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                                MINI  MAIN  RFRSH                                CAN

```

TR6S Encumbrances Subsidiary Ledger Single Update Screen Four fields:

Field	Description	Required/Optional/Special Instructions
EN-NO	Encumbrance Number	Protected. (7A/N)

Field	Description	Required/Optional/Special Instructions
<b>LINE</b>	Encumbrance Line Number	Protected. (4A/N)
<b>MBI</b>	Memo Blanket Indicator	Protected. (1A)
<b>F</b>	Final Payment Indicator	Protected. (1A)
<b>L1 L2 L3 L4 L5</b>	Organization Code	Protected. (11N)
<b>EO</b>	Expansion Option	Protected. (2A/N)
<b>VR</b>	Expansion Option Version	Protected. (2A/N)
<b>OBJECT</b>	Object Code	Protected. (6N)
<b>PPI</b>	Prior Period Indicator	Optional. (1A)
<b>TRN-DT</b>	Transaction Date	Optional. (8N)
<b>DESCRIPTION</b>	Description	Optional. (16A/N)
<b>LINE AMOUNT</b>	Encumbrance Line Amount	Protected. Total outstanding amount for the encumbrance line. (10.2)
<b>AMT CHANGE</b>	Line Amount Change	Optional. To increase the line amount, the user must input a positive number and to reduce the line amount, the user must input a negative number. (10.2N)
<b>VENDOR-ID</b>	Vendor Identification Number	Protected. (21A/N)
<b>MC</b>	Minority Vendor Code	Protected. (1A)
<b>VENDOR NAME</b>	Vendor Name	Protected. (16A/N)
<b>EN-GL</b>	Encumbrance General Ledger Code	Optional. (5N)
<b>EN-EGL</b>	External Encumbrance General Ledger	Optional. (3A/N)
<b>AB</b>	Available Balance Override Indicator	Optional. (1A)
<b>SUB-VENDOR-ID</b>	Sub-vendor Identification Number	Optional. (14A/N)
<b>QUANTITY</b>	Line Quantity	Protected. (10.2N)
<b>QTY CHANGE</b>	Line Quantity Change	Optional. To increase the quantity value, the user must input a positive number and to reduce the quantity value, the user must input as a negative number. (8.2N)
<b>PID</b>	Product Identifier	Optional. (3A/N)
<b>EN-DT</b>	Encumbrance Date	Optional. (MMDDYYYY) (8N)
<b>RCV-DT</b>	Received Date	Optional. (8N)
The following codes fields are retrieved from the Expansion Files and can be overridden (except <b>GF</b> , <b>SF</b> , <b>FID</b> , <b>RVL</b> , and <b>AC-DT</b> ). See section 112 Expansion Files for more information.		
<b>CAT</b>	Appropriation Category	Optional. (6N)
<b>YR</b>	Appropriation Year	Optional. (2N)
<b>GL</b>	General Ledger Code	Optional. (5N)

Field	Description	Required/Optional/Special Instructions
<b>EGL</b>	External General Ledger Code	Optional. Must be established in the Title File prior to use in a transaction. (5N)
<b>EOB</b>	External Object Code	Optional. (3A)
<b>ECAT</b>	External Category	Optional. (6N)
<b>EP</b>	External Program	Optional. (2N)
<b>GRANT</b>	Grant Number	Optional. Must be established in FACTS and carried over to the Title File before it can be used in a FLAIR transaction. If object code = <b>75XXXX</b> , a grant and/or contract number is required. (5A/N)
<b>GY</b>	Grant Year	Optional. (2N)
<b>CNTRT</b>	Contract Number	Optional. Must be established in FACTS and carried over to the Title File before it can be used in a FLAIR transaction. If object code = <b>75XXXX</b> , a grant and/or contract number is required. (5A/N)
<b>CY</b>	Contract Year	Optional. A contract number must be present before contract year is input. (2N)
<b>OCA</b>	Other Cost Accumulator	Optional. Must be established in the Title File prior to use in a transaction. (5A/N)
<b>AU</b>	Agency Unique Code	Optional. Must be established in the Title File prior to use in a transaction. (2A/N)
<b>GF/SF/FID</b>	Fund (GAAFR Fund/State Fund/Fund ID)	Protected. (9N)
<b>BE</b>	Budget Entity	Optional. (8N)
<b>IBI</b>	Internal Budget Indicator	Optional. (2N)
<b>EF</b>	External Fund Type	Optional. (1N)
<b>STATE PROGRAM</b>	State Program Number	Optional. (16N)
<b>PROJECT ID</b>	Project Identifier	Optional. Must be established in the Project Information File and carried over to the Title File prior to use in a transaction. (11A/N)
<b>RVL</b>	Revolving Fund Indicator	Protected. (6N)
<b>BF-ORG</b>	Benefitting Organization Code	Optional. (11N)
<b>BF-EO</b>	Benefitting Expansion Option	Optional. (2A/N)
<b>BF-OBJ</b>	Benefitting Object Code	Optional. (6N)
<b>BF-CAT/YR</b>	Benefitting Appropriation Category /Year	Optional. (8N)
<b>AC-DT</b>	Activity Date	Protected. (MMDDYYYY) (8N)

8. Input any edits or additional data, as needed, to complete the transaction.

9. Press **Enter**. FLAIR will process the changes input and return the user to the TR6S Encumbrances Subsidiary Ledger Update Request Screen One. *See section 202.4.5 TR6S Single Inquiry for more information.*

#### 202.5.4 TR6S Encumbrance Subsidiary Ledger Multiple Inquiry Update

FLAIR does not have a TR6S Subsidiary Ledger Multiple Update function. Users can update multiple lines using the TR6S Encumbrances Subsidiary Ledger Multiple Inquiry Request Screen.

To update individual lines from the TR6S Encumbrances Subsidiary Ledger Multiple Inquiry Screen Two:

1. In the **X** (selection) field next to the line to be updated, input **U**.

**TR6S - Encumbrances Subsidiary Ledger - Multiple Inquiry - Screen Two** (with example data)

```

6SM2                                12/21/2012 15:10:12
6S - ENCUMBRANCES SUBSIDIARY LEDGER - MULTIPLE INQUIRY
EN-NO  MBI ...BALANCE... PPI VENDOR-NAME ABBEY PRT      MC BF-CAT/YR
E000003      35.35      VENDOR-ID F222222222999      A

X LINE F L1 L2 L3 L4 L5  EO VR OBJECT YR CF/NCF DESCRIPTION  EN-DT  RCV-DT
U 0001  85 20 00 00 00 00 BB 01 380000 00      COLOR PAPER      12182012
    25.35 94100                                12182012

0002  85 20 00 00 00 00 BB 01 225000 00      SHIPPING      12182012
    10.00 94100                                12182012

Input U to update individual encumbrance lines

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
  
```

input)

2. Press **Enter**. FLAIR will display the TR6S Single Update Screen Three.

**TR6S - Encumbrances Subsidiary Ledger - Single Update - Screen Three** (with example data retrieved)

```

6SU3                                     12/21/2012 15:12:06
      6S - ENCUMBRANCES SUBSIDIARY LEDGER - SINGLE UPDATE

DELETE:      PPI:

EN-NO      LINE  MBI      L1 L2 L3 L4 L5      EO VR OBJECT
E 000003  0001      85 20 00 00 000  BB 01 380000

      CHANGE L1 L2 L3 L4 L5      EO VR OBJECT IF DESIRED
      85

VENDOR-ID      BF-CAT BF-YR VENDOR-NAME      DESCRIPTION
F22222222999      ABBEY PRT      COLOR PAPER

GF SF FID      BE      IBI      EF  RVL      EN-DT      AC-DT
50 2  050001 85200000 00      12/18/2012 12/18/2012

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

TR6S Encumbrances Subsidiary Ledger Single Update Screen Three fields:

Field		Description	Required/Optional/Special Instructions
<b>DELETE</b>		Deletion	Optional. (1A)
<b>PPI</b>		Prior Period Indicator	Optional. (1A)
<b>EN-NO</b>		Encumbrance Number	Protected. (7A/N)
<b>LINE</b>		Encumbrance Line Number	Protected. (4A/N)
<b>MBI</b>		Memo Blanket Indicator	Protected. (1A)
<b>L1 L2 L3 L4 L5</b>		Organization Code	Protected. (11N)
<b>EO</b>		Expansion Option	Protected. (2A/N)
<b>VR</b>		Expansion Version	Protected. (2A/N)
<b>OBJECT</b>		Object Code	Protected. (6N)
<b>CHANGE...IF DESIRED</b>	<b>L1 L2 L3 L4 L5</b>	Organization Code	Optional. <b>L1</b> is protected. FLAIR will update the organization code if changed. (11N)
	<b>EO</b>	Expansion Option	Required. Agency unique. <b>See section 112.4 Expansion Option.</b> (2A/N)
	<b>VR</b>	Expansion Option Version	Optional. (2N)
	<b>OBJECT</b>	Object Code	Required. Must be a valid expenditure object code must start with <b>1-8</b> . If the object code = <b>75XXXX</b> , a grant and/or contract number is required on Screen Four. (6N)
<b>VENDOR-ID</b>		Vendor Identification Number	Protected. (21A/N)
<b>BF-CAT</b>		Benefitting Category	Protected. (6N)



Field	Description	Required/Optional/Special Instructions
<b>BF-YR</b>	Benefitting Year	Protected. (2N)
<b>VENDOR NAME</b>	Vendor Name	Protected. (16A/N)
<b>DESCRIPTION</b>	Encumbrance Description	Protected. (16A/N)
<b>GF/SF/FID/BE/IBI</b>	FLAIR Account Code	Protected. (19N)
<b>EF</b>	External Fund Type	Protected. (1N)
<b>RVL</b>	Revolving Fund Indicator	Protected. (6N)
<b>EN-DT</b>	Encumbrance Date	Protected. (MMDDYYYY) (8N)
<b>AC- DT</b>	Last Activity Date	Protected. (MMDDYYYY) (8N)

3. a. Input/update the appropriate fields; **OR**  
b. Input **D** in **DELETE** field to delete encumbrance line; **OR**  
c. Leave all fields as they are if there are no changes to be made to Screen Three.
4. Press **Enter**. FLAIR will display the TR6S Encumbrances Subsidiary Ledger Screen Four.

**TR6S - Encumbrances Subsidiary Ledger - Single Update - Screen Four** (with example data input)

```

6SU4          6S - ENC. SUBSIDIARY LEDGER - SINGLE UPDATE 12/21/2012 15:18:14
EN-NO  LINE  MBI  F  L1 L2 L3 L4 L5  EO VR OBJECT  PPI  TRN-DT  DESCRIPTION
E000003 0001      85 20 00 00 000 BB 01 380000      COLOR PAPER

  ..LINE AMOUNT.  ..AMT.CHANGE..  VENDOR-ID          MC  VENDOR NAME
        25.35    -.35              F22222222999        A  ABBEY PRT

EN-GL  EN-EGL  AB  SUB-VENDOR-ID  ..QUANTITY..  .QTY.CHANGE.  PID  EN-DT  RCV-DT
94100                                12182012

CAT    YR  CF  GL      EGL  EOB  ECAT    EP  GRANT          GY  CNTRT  CY    OCA    AU
040000 00    77300

GF SF FID    BE      IBI  EF  STATE-PROGRAM          PROJECT ID          RVL
50 2  050001 85200000 00      1112110000 000000

BF-ORG      BF-EO BF-OB  BF-CAT/YR  AC-DT
                        12182012

NEXT:  EN-NO      LINE      PPI      TYPE      SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT      MINT  MAIN  RERSH      CAN

```

TR6S Encumbrances Subsidiary Ledger Single Update Screen Four fields  
(in the example above, the line will be reduced by \$0.35):

Field	Description	Required/Optional/Special Instructions
<b>EN-NO</b>	Encumbrance Number	Protected. (7A/N)
<b>LINE</b>	Encumbrance Line Number	Protected. (4A/N)
<b>MBI</b>	Memo Blanket Indicator	Protected. (1A)
<b>F</b>	Final Payment Indicator	Protected. (1A)
<b>L1 L2 L3 L4 L5</b>	Organization Code	Protected. (11N)
<b>EO</b>	Expansion Option	Protected. (2A/N)
<b>VR</b>	Expansion Option Version	Protected. (2A/N)



Field	Description	Required/Optional/Special Instructions
<b>OBJECT</b>	Object Code	Protected. (6N)
<b>PPI</b>	Prior Period Indicator	Optional. (1A)
<b>TRN-DT</b>	Transaction Date	Optional. (8N)
<b>DESCRIPTION</b>	Description	Optional. (16A/N)
<b>LINE AMOUNT</b>	Encumbrance Line Amount	Protected. (4A/N)
<b>AMT CHANGE</b>	Line Amount Change	Optional. (10.2N)
<b>VENDOR-ID</b>	Vendor Identification Number	Protected. (21A/N)
<b>MC</b>	Minority Vendor Code	Protected. (1A)
<b>VENDOR NAME</b>	Vendor Name	Protected. (16A/N)
<b>EN-GL</b>	Encumbrance General Ledger Code	Optional. (5N)
<b>EN-EGL</b>	External Encumbrance General Ledger	Optional. (3A/N)
<b>AB</b>	Available Balance Override Indicator	Optional. (1A)
<b>SUB-VENDOR-ID</b>	Sub-vendor Identification Number	Optional. (14A/N)
<b>QUANTITY</b>	Line Quantity	Protected. (10.2N)
<b>QTY CHANGE</b>	Line Quantity Change	Optional. (8.2N)
<b>PID</b>	Product Identifier	Optional. (3A/N)
<b>EN-DT</b>	Encumbrance Date	Optional. (MMDDYYYY) (8N)
<b>RCV-DT</b>	Received Date	Optional. (8N)
The following codes fields are retrieved from the Expansion Files and can be overridden (except <b>GF</b> , <b>SF</b> , and <b>FID</b> ). See section 112 Expansion Files for more information.		
<b>CAT</b>	Appropriation Category	Optional. (6N)
<b>YR</b>	Appropriation Year	Optional. (2N)
<b>GL</b>	General Ledger Code	Optional. (5N)
<b>EGL</b>	External General Ledger Code	Optional. Must be established in the Title File prior to use in a transaction. (5N)
<b>EOB</b>	External Object Code	Optional. (3A)
<b>ECAT</b>	External Category	Optional. (6N)
<b>EP</b>	External Program	Optional. (2N)
<b>GRANT</b>	Grant Number	Optional. Must be established in FACTS and carried over to the Title File before it can be used in a FLAIR transaction. If object code = <b>75XXXX</b> , a grant and/or contract number is required. (5A/N)
<b>GY</b>	Grant Year	Optional. (2N)

Field	Description	Required/Optional/Special Instructions
<b>CNTRT</b>	Contract Number	Optional. Must be established in FACTS and carried over to the Title File before it can be used in a FLAIR transaction. If object code = <b>75XXXX</b> , a grant and/or contract number is required. (5A/N)
<b>CY</b>	Contract Year	Optional. A contract number must be present before contract year is input. (2N)
<b>OCA</b>	Other Cost Accumulator	Optional. Must be established in the Title File prior to use in a transaction. (5A/N)
<b>AU</b>	Agency Unique Code	Optional. Must be established in the Title File prior to use in a transaction. (2A/N)
<b>GF/SF/FID</b>	Fund (GAAFR Fund/State Fund/Fund ID)	Protected. (9N)
<b>BE</b>	Budget Entity	Optional. (8N)
<b>IBI</b>	Internal Budget Indicator	Optional. (2N)
<b>EF</b>	External Fund Type	Optional. (1N)
<b>STATE-PROGRAM</b>	State Program Number	Optional. (16N)
<b>PROJECT ID</b>	Project Identifier	Optional. Must be established in the Project Information File and carried over to the Title File prior to use in a transaction. (11A/N)
<b>RVL</b>	Revolving Fund Indicator	Protected. (6N)
<b>BF-ORG</b>	Benefitting Organization Code	Optional. (11N)
<b>BF-EO</b>	Benefitting Expansion Option	Optional. (2A/N)
<b>BF-OB</b>	Benefitting Object Code	Optional. (6N)
<b>BF-CAT/YR</b>	Benefitting Appropriation Category /Year	Protected. (8N)
<b>AC-DT</b>	Last Activity Date	Protected. (MMDDYYYY) (8N)

5. Input/update the appropriate fields.
6. a. Press **Enter** to update changes; **OR**
  - b. If changes are made to the encumbrance line (in this example, the encumbrance is reduced by \$0.35), FLAIR will return user to the TR6S Encumbrances Subsidiary Ledger Multiple Inquiry Screen Two and the net amount will be displayed; **OR**
  - c. If the encumbrance line is deleted, FLAIR will display the deleted line and return the user to the TR6S Encumbrances Subsidiary Ledger Multiple Inquiry Request Screen One.

**TR6S - Encumbrances Subsidiary Ledger - Multiple Inquiry - Screen Two** (with example data retrieved)

```

6SM2                                     12/21/2012 15:21:55
      6S - ENCUMBRANCES SUBSIDIARY LEDGER - MULTIPLE INQUIRY
EN-NO  MBI ...BALANCE... PPI VENDOR-NAME ABBEY PRT      MC BF-CAT/YR
E000003          35.00      VENDOR-ID F22222222999      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 00 00 000 BB 01 380000 00      COLOR PAPER      12182012
          25.00 94100                                     12212012

0002   85 20 00 00 000 BB 01 225000 00      SHIPPING          12182012
          10.00 94100                                     12182012

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

```

Line amount updated to reflect -\$0.35 difference

If line **0001** in this example was marked for deletion, the **LINE AMOUNT** field would be blank and a **D** would be displayed in the **FINAL PAYMENT INDICATOR** field. *See the following example.*

**TR6S - Encumbrances Subsidiary Ledger - Multiple Inquiry - Screen Two** (with example data retrieved)

```

6SM2                                     12/21/2012 15:26:21
      6S - ENCUMBRANCES SUBSIDIARY LEDGER - MULTIPLE INQUIRY
EN-NO  MBI ...BALANCE... PPI VENDOR-NAME ABBEY PRT      MC BF-CAT/YR
E000003          10.00      VENDOR-ID F22222222999      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   D 85 20 00 00 000 BB 01 380000 00      COLOR PAPER      12182012
          94100                                     12212012

0002   85 20 00 00 000 BB 01 225000 00      SHIPPING          12182012
          10.00 94100                                     12182012

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

```

Line Amount and Final Payment Indicator updated to reflect deletion

To update the remaining lines, place the cursor to the left of the next available line and repeat steps one through four.

On inquiry screens, the **NEXT** line will remain blank. If another inquiry is required, input the appropriate data on the **NEXT** line and press **Enter**. *See section 105.6.5 NEXT Line for additional information.*

## 202.5.5 TR6S Encumbrance Vendor ID Number Update

Agency users have an option to update the encumbrance's vendor ID through the use of the TR6S Encumbrances Subsidiary Ledger Single Update. MFMP encumbrances (with the prefix A) must be updated through MFMP.

To update a vendor number in an encumbrance, from the Encumbrances Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **6S**.
2. In the **SEL** field, input **U**.

**Encumbrances Mini Menu** (with example data input)

ENMU		ENCUMBRANCES MINI MENU		04/23/13 13:20:18	
TYPE				SEL	OPTIONS
60	ENCUMBRANCES			A,S,M,I	
61	ENCUMBRANCE CHANGES			M,I	
6S	ENCUMBRANCES SUBSIDIARY LEDGER			M,I,U	
SEL					
A	MULTIPLE INPUT				
S	SINGLE INPUT WITH EXPANDED DATA DISPLAY				
M	MULTIPLE INQUIRY				
I	SINGLE INQUIRY WITH EXPANDED DATA DISPLAY				
U	SINGLE UPDATE WITH EXPANDED DATA DISPLAY (6S ONLY)				
NOTE: SINGLE UPDATE (U) WITH EXPANDED DATA DISPLAY FOR TYPE 60 - ACCESSIBLE ONLY FROM 'M' AND 'I' SEL OPTIONS.					
				TYPE 6S	SEL U
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---					
CONT		MAIN		RFRSH	

3. Press **Enter**. FLAIR will display the TR6S Single Update Request Screen One.

**TR6S - Encumbrances Subsidiary Ledger - Single Update - Request - Screen One**

6SU1			04/23/2013 13:24:48		
6S - ENCUMBRANCES SUBSIDIARY LEDGER - SINGLE UPDATE - REQUEST					
EN-NO	LINE	PPI			
—					
TYPE SEL					
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---					
CONT		MINI		MAIN RFRSH	

- From the TR6S Encumbrances Subsidiary Ledger Single Update Screen One, user must input the encumbrance number in the **EN-NO** field, and **0000** in the **LINE** field. This option allows users to update **all** outstanding line numbers at once (single line update not allowed).

#### TR6S - Encumbrance Subsidiary Ledger - Single Update - Request - Screen One

(with example data input)

6SU1 04/22/2013 13:51:35

6S - ENCUMBRANCES SUBSIDIARY LEDGER - SINGLE UPDATE - REQUEST

EN-NO LINE PPI  
E 100010 0000 -

Input all zeros in the LINE field

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

- Press **Enter**. FLAIR will display the TR6S Encumbrance Subsidiary Ledger Single Update Screen Two. On this screen, users have the ability to override vendor and/or benefitting data. No other changes to the encumbrance are allowed.
- Input any edits needed to the vendor and/or benefitting data.

#### TR6S - Encumbrances Subsidiary Ledger - Single Update - Screen Two (with example data retrieved)

6SU2 08/16/2011 11:25:15

6S - ENCUMBRANCES SUBSIDIARY LEDGER - SINGLE UPDATE

EN-NO LINE MBI  
E 100010 0000

OVERRIDE ENCUMBRANCE VENDOR AND BF-DATA, IF DESIRED:

VENDOR-ID BF-CAT BF-YR BF-ORG BF-EO BF-OB VENDOR-NAME  
F111111111999 A&D OFFICE

Fields available for update

NEXT: EN-NO LINE PPI

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

- Press **Enter**. FLAIR will return user to TR6S Encumbrance Subsidiary Ledger Single Update Screen One.



## 202.6 TR61 Encumbrance Changes

When an encumbrance is updated using a TR6S, FLAIR automatically generates TR61 entries based on the changes input by the user. The TR61 has both single and multiple inquiry options. Edits and updates are not allowed using this transaction type.

**Note:** This transaction is only available on the same day the changes were made prior to nightly processing.

### 202.6.1 TR61 Encumbrance Changes Single Inquiry

TR61 Encumbrance Changes Single Inquiry by Site allows users to view one line of information per screen related to changes for an encumbrance. Each screen displays debit and credit entries generated in FLAIR with expanded data.

To view a single inquiry from any FLAIR input screen:

1. In **TYPE** field, input **61**.
2. In the **SEL** field, input **I**.

**Encumbrances Mini Menu** (with example data input)

ENMU		ENCUMBRANCES MINI MENU		04/24/13 09:00:35	
TYPE				SEL	OPTIONS
60	ENCUMBRANCES			A,S,M,I	
61	ENCUMBRANCE CHANGES			M,I	
6S	ENCUMBRANCES SUBSIDIARY LEDGER			M,I,U	
SEL					
A	MULTIPLE INPUT				
S	SINGLE INPUT WITH EXPANDED DATA DISPLAY				
M	MULTIPLE INQUIRY				
I	SINGLE INQUIRY WITH EXPANDED DATA DISPLAY				
U	SINGLE UPDATE WITH EXPANDED DATA DISPLAY (6S ONLY)				
NOTE: SINGLE UPDATE (U) WITH EXPANDED DATA DISPLAY FOR TYPE 60 - ACCESSIBLE ONLY FROM 'M' AND 'I' SEL OPTIONS.					
TYPE 61 SEL I					
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---					
CONT		MAIN RFRSH			

3. Press **Enter**. FLAIR will display the TR61 Single Inquiry by Site Request Screen One.



TR61 - Encumbrance Changes - Single Inquiry By Site - Request - Screen One

61I1 12/21/2012 15:57:22

TR 61 - ENCUMBRANCE CHANGES - SINGLE INQUIRY BY SITE - REQUEST

L1	L2	L3	L4	L5	USER ID	GF	SF	FID	BE	IBI	VENDOR-ID
85											
BF-ORG					BF-EO			EN-NO		LINE	

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

TR61 Encumbrance Changes Single Inquiry by Site Request Screen One fields:

Field	Description	Required/Optional/Special Instructions
<b>L1 L2 L3 L4 L5</b>	Organization Code	Optional. <b>L1</b> is protected. FLAIR will return transactions based on the organization level selected. (11N)
<b>USER ID</b>	FLAIR User Identification Code	Optional. FLAIR will return transactions based on the user's ID. (6N)
<b>GF/SF/FID/BE/IBI</b>	19 Digits of the FLAIR Account Code	Optional. Must be input left to right without spaces. The following codes are available for input: <b>GF</b> – GAAFR Fund (2N) <b>SF</b> – State Fund (1N) <b>FID</b> – Fund Identifier (6N) <b>BE</b> – Budget Entity (8N) <b>IBI</b> – Internal Budget Indicator (2N)
<b>VENDOR ID</b>	Vendor Identification Number	Optional. Vendor number must begin with an <b>E, F, S, N</b> , or <b>0-9</b> . Three-digit sequence required if vendor number begins with an <b>F, S</b> , or <b>N</b> . (21A/N)
<b>BF-ORG/BF-EO</b>	Benefitting Organization Code/ Expansion Option	Optional. If used, users must input both codes and the <b>VENDOR ID</b> field must be <b>blank</b> . <b>BF-ORG</b> (11N) <b>BF-EO</b> (2A/N)
<b>EN-NO</b>	Encumbrance Number	Optional. Must begin with an <b>E</b> (FLAIR) or <b>A</b> (MFMP). If blank, FLAIR will retrieve all encumbrances updated using a TR6S on the current business day. (7A/N)
<b>LINE</b>	Encumbrance Line Number	Optional. If used, FLAIR will return the line number input. If blank, FLAIR will return all available line numbers beginning with the first available line. (4N)

4. a. Input the appropriate fields; **OR**  
b. Leave all fields blank.
5. Press **Enter**.  
a. FLAIR will display the TR61 Encumbrance Changes Single Inquiry by Site Screen Two and the credit side of the encumbrance change; **OR**  
b. If all fields were left blank, FLAIR will display all encumbrances changes processed during the current business day.

The example below reflects the \$0.35 reduction from the example shown in section **202.5.3 TR6S Update**.

**TR61 - Encumbrance Changes - Single Inquiry By Site - Screen Two** (credit side)

```

61I2                                     12/21/2012 16:03:20
      TR 61 - ENCUMBRANCE CHANGES - SINGLE INQUIRY BY SITE

EN-NO   LINE MBI F L1 L2 L3 L4 L5 EO VR OBJECT PPI TRN-DT  DESCRIPTION
E 000003 0001      85 20 00 00 000 BB 01 380000 12212012 COLOR PAPER

....AMOUNT.... VENDOR-ID          MC BF-CAT/YR VENDOR-NAME  OTHER-DOC
      -25.35 F222222222999          A          ABBEY PRT

EN-GL   EN-EGL AB  SUB-VENDOR-ID  ..QUANTITY.. B PID  BF-ORG  BF-EO BF-OB
94100

CAT     YR GL     EGL EOB ECAT      EP GRANT          GY CNTRT  CY  OCA  AU
040000 00 77300

GF SF FID     BE          IBI  EF  RVL          CF  STATE-PROGRAM  PROJECT
50 2  050001 85200000 00          1112110000 000000

NEXT:
L1 L2 L3 L4 L5 GF SF FID     BE          IBI VENDOR-ID          TYPE  SEL
85                                     EN-NO  LINE
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT          MINI  MAIN  RFRSH TOP          FWD
  
```

6. Press **F8** to view the next screen.

**TR61 - Encumbrance Changes - Single Inquiry By Site - Screen Two** (debit side)

```

61I2                                     12/21/2012 16:11:43
      TR 61 - ENCUMBRANCE CHANGES - SINGLE INQUIRY BY SITE

EN-NO   LINE MBI F L1 L2 L3 L4 L5 EO VR OBJECT PPI TRN-DT  DESCRIPTION
E 000003 0001      85 20 00 00 000 BB 01 380000 12212012 COLOR PAPER

....AMOUNT.... VENDOR-ID          MC BF-CAT/YR VENDOR-NAME  OTHER-DOC
      25.00 F222222222999          A          ABBEY PRT

EN-GL   EN-EGL AB  SUB-VENDOR-ID  ..QUANTITY.. B PID  BF-ORG  BF-EO BF-OB
94100          X

CAT     YR GL     EGL EOB ECAT      EP GRANT          GY CNTRT  CY  OCA  AU
040000 00 77300

GF SF FID     BE          IBI  EF  RVL          CF  STATE-PROGRAM  PROJECT
50 2  050001 85200000 00          1112110000 000000

NEXT:
L1 L2 L3 L4 L5 GF SF FID     BE          IBI VENDOR-ID          TYPE  SEL
85                                     EN-NO  LINE
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT          MINI  MAIN  RFRSH TOP          FWD
  
```

The example below displays the deletion from the example shown in section **202.5.3 TR6S Update**.

**TR61 - Encumbrance Changes - Single Inquiry By Site - Screen Two** (credit side)

```

61I2                                     12/21/2012 16:12:40
      TR 61 - ENCUMBRANCE CHANGES - SINGLE INQUIRY BY SITE

EN-NO   LINE  MBI  F  L1 L2 L3 L4 L5  EO VR OBJECT PPI TRN-DT  DESCRIPTION
E 000003 0001      D 85 20 00 00 000 BB 01 380000      12212012 COLOR PAPER

....AMOUNT.... VENDOR-ID              MC BF-CAT/YR  VENDOR-NAME      OTHER-DOC
      -25.00 F222222222999              A              ABBEY PRT

EN-GL   EN-EGL  AB  SUB-VENDOR-ID  ..QUANTITY..  B PID  BF-ORG  BF-EO BF-OB
94100

CAT      YR GL      EGL EOB ECAT      EP GRANT              GY CNTRT  CY  OCA      AU
040000  00 77300

GF SF FID      BE      IBI  EF  RVL      CF  STATE-PROGRAM      PROJECT
50 2  050001 85200000 00              1112110000 000000

NEXT:
L1 L2 L3 L4 L5  GF SF FID      BE      IBI VENDOR-ID      TYPE      SEL
85      EN-NO      LINE
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT      MINI  MAIN  RFRSH TOP      FWD

```



TR61 Encumbrance Changes Multiple Inquiry by Site Request Screen One fields:

Field	Description	Required/Optional/Special Instructions
<b>L1 L2 L3 L4 L5</b>	Organization Code	Optional. <b>L1</b> is protected. FLAIR will return transactions based on the organization level selected. (11N)
<b>USER ID</b>	FLAIR User Identification Code	Optional. FLAIR will return transactions based on the user's ID. (6N)
<b>GF/SF/FID/BE/IBI</b>	19 Digits of the FLAIR Account Code	Optional. Must be input left to right without spaces. The following codes are available for input: <b>GF</b> – GAAFR Fund (2N) <b>SF</b> – State Fund (1N) <b>FID</b> – Fund Identifier (6N) <b>BE</b> – Budget Entity (8N) <b>IBI</b> – Internal Budget Indicator (2N)
<b>VENDOR-ID</b>	Vendor Identification Number	Optional. Vendor number must begin with an <b>E, F, S, N</b> , or <b>0-9</b> . Three-digit sequence required if vendor number begins with an <b>F, S</b> , or <b>N</b> . (21A/N)
<b>BF-ORG/BF-EO</b>	Benefitting Organization Code/ Expansion Option	Optional. If used, users must input both codes and the <b>VENDOR ID</b> field must be <b>blank</b> . <b>BF-ORG</b> (11N) <b>BF-EO</b> (2A/N)
<b>EN-NO</b>	Encumbrance Number	Optional. Must start with an <b>E</b> (FLAIR) or <b>A</b> (MFMP). If blank, FLAIR will retrieve all encumbrances updated using a TR6S on the current business day. (7A/N)
<b>LINE</b>	Encumbrance Line Number	Optional. If used, FLAIR will return the line number input. If blank, FLAIR will return all available line numbers beginning with the first available line. (4N)

4. Input the appropriate fields.
5. Press **Enter**. FLAIR will display the TR61 Encumbrance Changes Single Inquiry by Site Screen Two and the credit side of the encumbrance change.

The example below reflects the \$0.35 the reduction (from \$25.35 to \$25.00) and deletion of from the example shown in section **202.5.3 TR6S Update**.



**TR61 - Encumbrance Changes - Multiple Inquiry - Screen Two** (with example data retrieved)

TR 61 - ENCUMBRANCE CHANGES - MULTIPLE INQUIRY															12/21/2012 16:16:23		
X	EN-NO	LINE	MBI	L1	L2	L3	L4	L5	EO	VR	OBJECT	YR	PPI	TRN-DT	DESCRIPTION	OTHER-DOC	
EN-GL	EN-EGL	AB	SUB-VENDOR-ID	..QUANTITY..			B	PID	BF-ORG	BF-EO	BF-OB	CF					
E	000003	0001		85	20	00	00	000	BB	01	380000	00		12212012	COLOR PAPER		
				-25.35	F222222222999				A						ABBEY PRT		
	94100																
E	000003	0001		85	20	00	00	000	BB	01	380000	00		12212012	COLOR PAPER		
				25.00	F222222222999				A						ABBEY PRT		
	94100																
E	000003	0001		85	20	00	00	000	BB	01	380000	00		12212012	COLOR PAPER		
				-25.00	F222222222999				A						ABBEY PRT		
	94100																
NEXT:																	
L1	L2	L3	L4	L5	GF	SF	FID	BE	IBI	VENDOR-ID	TYPE	SEL					
85											EN-NO	LINE					
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---																	
CONT MINI MAIN RFRSH TOP FWD																	

\$0.35  
Reduction

\$25.00  
Deletion

On inquiry screens, the **NEXT** line will remain blank. If another inquiry is required, input the appropriate data on the **NEXT** line and press **Enter**. *See section 105.6.5 NEXT Line for additional information.*

## 202.7 MyFloridaMarketPlace Encumbrances in FLAIR

MFMP is the State of Florida's online exchange for buyers and vendors. In operation for more than seven years, the system is a source for centralized procurement activities, streamlining interactions between vendors and state government entities, and providing the tools to support award-winning procurement for the State of Florida.

Tips for processing and viewing MFMP encumbrances:

- Encumbrance numbers are created in MFMP, transmitted to FLAIR, and established in the agency's Encumbrance Subsidiary Ledger with the prefix **A**.
- FLAIR encumbrance numbers are the same as purchase order numbers in MFMP.
- Vendors are required to register in MFMP prior to creating purchase orders in MFMP.
- Accounting codes are verified during the creation of the requisition.
- Procurement staff can override account codes (FLAIR account code, state program, contract number, etc.).
- Encumbrances are added to the Encumbrance Subsidiary Ledger upon FLAIR validation.
- Encumbrance balances with prefix of **A** can be viewed in FLAIR using a TR6S.
- Multiple line items on a purchase order create multiple encumbrance line numbers.
- Changes or updates must be processed in MFMP (amount, organization code, etc.).
- Users must use MFMP to release any remaining encumbrance balances.
- If you have any questions or concerns, contact the MFMP Help Desk for Agency Customers by email at [BuyerHelp@myfloridamarketplace.com](mailto:BuyerHelp@myfloridamarketplace.com) or by phone at 866-352-3776.
- Additional information and training can be found here:  
[http://www.dms.myflorida.com/business\\_operations/state\\_purchasing/myfloridamarketplace](http://www.dms.myflorida.com/business_operations/state_purchasing/myfloridamarketplace)



## 202.8 FLAIR Encumbrance Accounting Entries

When changes are made to an established encumbrance through the TR6S Encumbrances Subsidiary Update Screen, the appropriate accounting entries are retrieved. These entries will carry a TR61 (Encumbrance Changes) transaction type, and may be viewed through the TR61 Inquiry.

The accounting entries related to the following transactions are discussed in detail on the following pages.

- Encumbrances (TR60)
- Encumbrances Subsidiary (TR6S)
- Encumbrance Changes (TR61)

### 202.8.1 TR60 Encumbrances

This transaction is used to record encumbrances on the Daily Input File and the Encumbrances Subsidiary. During the nightly update, the encumbrance entries from the Daily Input File are used to update the agency's Detail and Master Files.

The example below is an encumbrance established in the amount of \$100.00 using a TR60 (*see section 202.2 Establishing a TR60 Single Input Encumbrance*).

The accounting entry into the agency's FLAIR records is as follows:

GL Code	Object Code	Description	DR	CR	I/A
94100	341000	Encumbrances	100.00		I/A
98100	341000	Budget Fund Balance Reserved for Encumbrances		100.00	A

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

The general ledger (GL) code for encumbrances (94100) will automatically display on the input screen. To record an increase in encumbrances, the user should input a positive amount. To correct an amount on the current day's input, the user should retrieve the entry from the Daily Input File and type the correct amount over the existing amount using the TR60 Update. *See section 202.5 TR60 Encumbrance Update.*

When an actual cash disbursement is made for a previously established encumbrance, it should be recorded in FLAIR through a TR70 Encumbered Disbursements. When this entry is made, the disbursement is recorded, the original encumbrance entry is reversed, and the encumbrance will be removed from the encumbrances subsidiary. *See section 202.8.2 TR6S Encumbrance Subsidiary Ledger Update.*

## 202.8.2 TR6S Encumbrance Subsidiary Ledger Update

A TR6S is used to correct or delete outstanding encumbrances already added to the Daily, Detail, and Masters Files. A TR6S updates the non-quantitative fields such as **L1-L5, OBJECT CODE**, and **DESCRIPTION**. FLAIR reverses the original TR60 entry and records the correcting entry. The quantitative fields are entered as a net change such as the **AMT CHANGE** (amount change) and **QTY CHANGE** (quantity change).

Example of a reduction in the amount of \$0.35 using a TR6S update (*see section 202.8.2 TR6S Encumbrance Subsidiary Ledger Update*):

GL Code	Object Code	Description	DR	CR	I/A
98100	341000	Budget Fund Balance Reserved for Encumbrances	25.35		I/A
94100	341000	Encumbrances		25.35	A
94100	341000	Encumbrances	25.00		I/A
98100	341000	Budget Fund Balance Reserved for Encumbrances		25.00	A

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

Example of an object code change from **34100** to **223000** using a TR6S update:

GL Code	Object Code	Description	DR	CR	I/A
98100	341000	Budget Fund Balance Reserved for Encumbrances	25.35		I/A
94100	341000	Encumbrances		25.35	A
94100	223000	Encumbrances	25.35		I/A
98100	223000	Budget Fund Balance Reserved for Encumbrances		25.35	A

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

## 203 TR70 Encumbered Disbursements

The TR70 Encumbered Disbursement transaction is used to record cash disbursements where an encumbrance has been previously established with a TR60. When a disbursement is made through a TR70, the original encumbrance is reduced or exhausted. The encumbrance may be removed from the Encumbrances Subsidiary if the balance is zero. **See section 202 Encumbrances for details.**

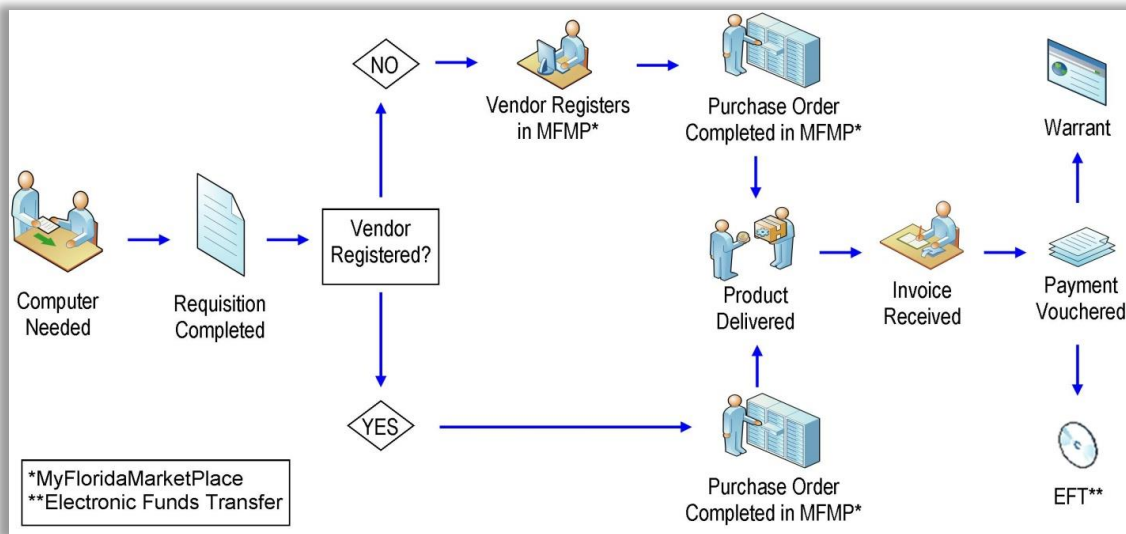
When entering a TR70S (single) or TR70A (multiple) input, errors discovered the same day the transaction is input can be updated during that business day using the TR70I (single inquiry) or TR70M (multiple inquiry) options. Any errors discovered the day after the original entry must be corrected using a TR58 Disbursement Correction transaction. **See section 212 Expenditure Corrections for details.**

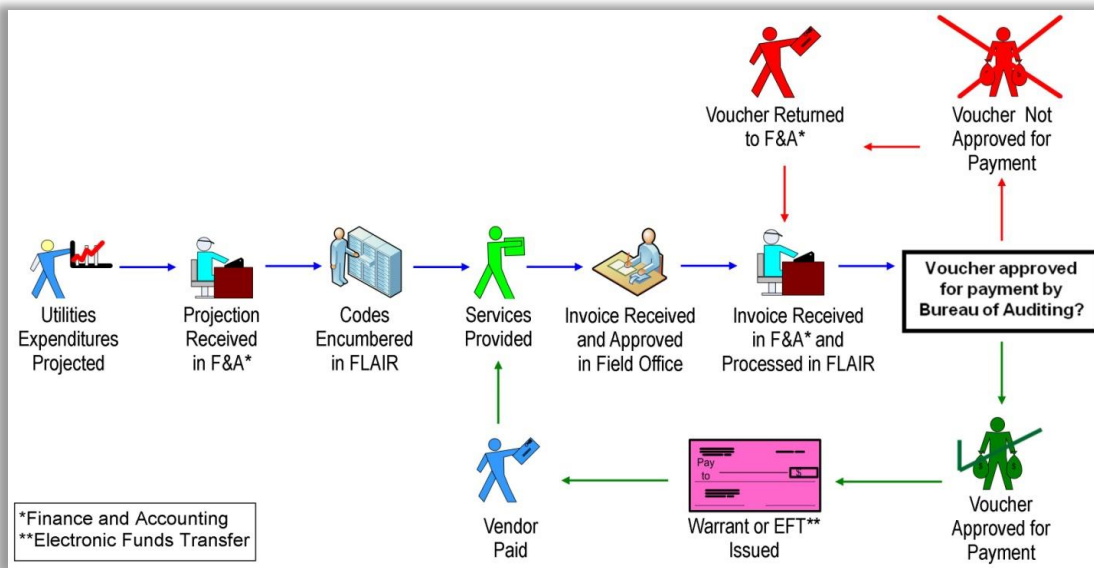
Encumbered Disbursements can be used to process the following:

- Contractual service encumbrances created in MFMP or manually in FLAIR;
- Purchase orders created in MFMP; and
- Other encumbered payment types such as JTs, utilities, phones, and leases for a method of budget tracking.

The following flow charts illustrate common encumbered disbursement processes.

### Encumbered Disbursement Flow Chart for MFMP Purchase Order



**Encumbered Disbursement Flow Chart for Non-MFMP Encumbrances****203.1 TR70 Prior to Input**

Before processing a TR70, the following things need to be verified:

- The invoice is approved for payment. A three-line approval stamp is on the invoice.
- Complete receipt report for MFMP transactions.
- Complete Contractual Services Summary Report with approved invoice detailing services rendered.
- Advance payments, such as registrations, notary renewals, maintenance agreements, and subscriptions should be in agreement with section [215.422\(14\)](#), F.S.
- Contractual advance payments should be in agreement with section [216.181\(16\)](#), F.S.
- Ensure the line amounts match the invoice received. If there are any discrepancies, they must be justified prior to submitting an invoice for payment.
- Tax Identification Number (TIN) and remittance address agree with invoice.
- Verify sub-vendor ID if required for memberships dues, conference fees, lodging costs, notary renewals, and registrations.
- Invoice must be approved and, for MFMP, be scanned in black and white with scanner setting no greater than 300 dpi.

## 203.2 TR70 Input

Users can input a single disbursement transaction using a TR70S (Single input) that allows the user to view all data codes associated with the transaction. Users can input a 70A (multiple input) that allows the user to input up to three lines of data per screen with limited data.

To access FLAIR disbursement transactions, users must have Update (U) security access to the Disbursements (DB) function. Users can access this function from any FLAIR input screen by inputting **DB** in the **TYPE** field.

### Main Accounting Menu

MNMU			MENU			11/09/2012 13:50:55		
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						

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---  
 CONT DAC

TYPE: DB SEL: \_

Disbursement transactions are located in the Disbursements (DB) Mini Menu in FLAIR. To access a TR70 input screen from this menu:

1. In the **TYPE** field, input **70**.
2. In the **SEL** field, input **A** (for multiple input) or **S** (for single input).

**Disbursements Mini Menu** (with example data input)

DBMU 11/09/2012 13:53:59

DISBURSEMENTS MINI MENU

TYPE		SEL OPTIONS
51	UNENCUMBERED DISBURSEMENTS	A,S,M,I
52	REVOLVING FUND UNENCUMBERED DISBURSEMENTS	A,S,M,I
53	PAYABLES DISBURSEMENTS	A,S,M,I
54	REVOLVING FUND PAYABLES DISBURSEMENTS	A,S,M,I
57	OVERPAYMENTS	S,I
58	DISBURSEMENTS CORRECTION	A,S,M,I
59	REVOLVING FUND DISBURSEMENTS CORRECTION	A,M
70	ENCUMBERED DISBURSEMENTS	A,S,M,I
71	REVOLVING FUND ENCUMBERED DISBURSEMENTS	A,S,M,I
7S	REVOLVING FUND SUBSIDIARY LEDGER	M,I

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

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

TYPE **70** SEL **S**

**SEL OPTIONS:  
A or S**

From the Disbursements Mini Menu, the following transaction and actions are available for encumbered disbursement input:

Transaction Type	Description	Special Instructions
70	Encumbered Disbursements	Available <b>SEL</b> (Selection) options for input: <b>A</b> : Multiple Input <b>S</b> : Single Input with Expanded Data Display

3. Press **Enter**. FLAIR will display the requested screen.

Inquiries will be discussed in more detail in section **203.3 TR70 Inquiry**.

### 203.2.1 TR70 Single Input

TR70 Encumbered Disbursement Single Input Request allows the user to view all data codes on one screen established with a TR60. The majority of the codes on the TR70 input screen (with the exception of the encumbrance number) can be updated using a TR6S Encumbrance Subsidiary Ledger Update (*see section 202.5 Encumbrance Updates*) or corrected when processing the TR70.

To access the Encumbered Disbursements Single Input Request Screen One:

1. In the **TYPE** field, input **70**.
2. In the **SEL** field, input **S**.



**Disbursements Mini Menu** (with example data input)

```

DBMU                                04/24/2013 09:01:38
                                DISBURSEMENTS MINI MENU

TYPE                                SEL OPTIONS
51  UNENCUMBERED DISBURSEMENTS      A,S,M,I
52  REVOLVING FUND UNENCUMBERED DISBURSEMENTS  A,S,M,I
53  PAYABLES DISBURSEMENTS          A,S,M,I
54  REVOLVING FUND PAYABLES DISBURSEMENTS  A,S,M,I
57  OVERPAYMENTS                    S,I
58  DISBURSEMENTS CORRECTION        A,S,M,I
59  REVOLVING FUND DISBURSEMENTS CORRECTION  A,M
70  ENCUMBERED DISBURSEMENTS        A,S,M,I
71  REVOLVING FUND ENCUMBERED DISBURSEMENTS  A,S,M,I
7S  REVOLVING FUND SUBSIDIARY LEDGER  M,I

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

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

```

3. Press **Enter**. FLAIR will display the TR70 Single Input Request Screen One.

**TR70 - Encumbered Disbursements - Single Input - Request - Screen One**

```

70S1                                04/25/2013 09:55:23
                                TR 70 - ENCUMBERED DISBURSEMENTS - SINGLE INPUT - REQUEST

EN-NO  LINE L1 L2 L3 L4 L5  EO VR OBJECT

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

```

TR70 Encumbered Disbursements Single Input Request Screen One fields:

Field	Description	Required/Optional/Special Instructions
<b>EN-NO</b>	Encumbrance Document Number	Required. Must be entered to retrieve the record from the Encumbrances Subsidiary. (7A/N) Prefix <b>E</b> - For manually encumbered transactions Prefix <b>A</b> - For MFMP encumbered transactions
<b>LINE</b>	Encumbrance Document Line Number	Required. Must be entered to retrieve the record from the Encumbrances Subsidiary. (4A/N)

Field	Description	Required/Optional/Special Instructions
<b>L1 L2 L3 L4 L5</b>	Organization Level	Optional. **Established with encumbrance number. Override only when authorized. (11N)
<b>EO</b>	Expansion Option	Optional. **Established with encumbrance number. Override only when authorized. (2A/N)
<b>VR</b>	Version	Optional. **Established with encumbrance number. Override only when authorized. (2A/N)
<b>OBJECT</b>	Object Code	Optional. **Established with encumbrance number. Override only when authorized. (6N)

4. In the **EN-NO** field, input the encumbrance document number.
5. In the **LINE** field, input the encumbrance document line number.
6. Input optional fields as needed (the optional fields should be left blank unless the disbursement data differs from the originally established encumbrance recorded). If the remaining fields are left blank, FLAIR will retrieve data previously established on the encumbrance.

**TR70 – Encumbered Disbursements – Single Input - Request - Screen One** (with example data input)

70S1 11/09/2012 14:11:37  
TR 70 - ENCUMBERED DISBURSEMENTS - SINGLE INPUT - REQUEST

EN-NO	LINE	L1	L2	L3	L4	L5	EO	VR	OBJECT
10000	0001								

Annotations: A or E (points to EN-NO), Required (points to LINE), Optional (points to L1-L5)

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

7. Press **Enter**. FLAIR will display the TR70 Single Input Screen Two with new codes retrieved from Screen One.

**TR70 – Encumbered Disbursements – Single Input - Screen Two** (with example data input)

```

70S2      TR 70 - ENCUMBERED DISBURSEMENTS - SINGLE INPUT    06/17/2013    16:19:21
EN-NO  MB  LINE  F  L1  L2  L3  L4  L5  EO  VR  OBJECT  CF  DESCRIPTION          SUB-VENDOR-ID
E100000  0001    85 10 02 02 213 AA 02 341000    LAB SUPPLIES
...AMOUNT...  VENDOR-ID                      TRN-DT  G  VOUCH-NO  LINE  BI  OTHER-DOC  B
                F111111111999                      2013    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 100000 0001
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT      MINT  MAIN  RFRSH                      CAN

```

TR70 Encumbered Disbursements Single Input Screen Two fields:

Field	Description	Required/Optional/Special Instructions
<b>CF</b>	Certified Forward Indicator	Retrieved. Valid input: <b>C</b> . This should have already been entered during the establishment of encumbrance. (1A)
<b>DESCRIPTION</b>	Description	Optional. Used to further describe the transaction. (16A/N)
<b>SUB-VENDOR-ID</b>	Sub-vendor Identification Number	Optional. **If expenditure is a pay and charge, object code must equal <b>26XXXX</b> . Input must start with <b>E, F, S</b> , or <b>N</b> . (14A/N)
<b>AMOUNT</b>	Amount	Required. Only positive amounts for encumbrances. (13.2N)
<b>VENDOR-ID</b>	Vendor Identification Number	Optional. Should be input with encumbrance. (13A/N)
<b>TRN-DT</b>	Transaction Date	Required. Transaction date according to section <a href="#">215.422</a> , F.S. (8N)
<b>G</b>	Grouping Character	Optional. (1A/N)
<b>VOUCH-NO</b>	Voucher Number	Optional. To manually assign voucher numbers. FLAIR will automatically assign voucher numbers during overnight processing and agencies can manually assign. (1A)
<b>LINE</b>	Line	Optional. If used, FLAIR will return the line number input. If blank, FLAIR will return all available line numbers beginning with the first available number. (4N)
<b>BI</b>	Bookkeeping Indicator	Optional. Available for input: <b>A</b> – Bypass auto posting to have DFS audit or merge with a payment \$1,000.01 or greater. <b>N</b> – Produces a non-CFO voucher (JTs only).

Field	Description	Required/Optional/Special Instructions
		<b>X</b> – Produces no voucher. Used for manual vouchers sent over to DFS or on-demand warrants. (1A)
<b>OTHER-DOC</b>	Other Document Number	Optional. To further describe items. (11A/N)
<b>B</b>	Batch Character	Optional. To group transactions together for reconciling. (1A/N)
<b>INVOICE</b>	Invoice Number	Required. Must not equal zero. (9A/N)
<b>AB</b>	Available Balance	Optional. Input of <b>X</b> allowed to override IAB error. <i><b>See section 108.3 Available Balance Checking.</b></i> (1A)
<b>QUANTITY</b>	Quantity	Optional. Cannot begin with zero. (10.2N)
<b>CK-NO</b>	Check Number	Required. If <b>BI</b> = \$ or <b>C</b> .  Optional. Can be used to record a local fund or a revolving fund check number.  Cannot be used if <b>BI</b> = # or <b>E</b> . (8N)
<b>CK-DT</b>	Check Date	Optional. Must be in MMDDYYYY format. (8N)
<b>PID</b>	Product Identifier	Optional. <i><b>See section 109.9 Product Identifier for more information.</b></i> (3A/N)
<b>BF-ORG</b>	Benefiting Organization	Required. If <b>VENDOR ID</b> field is <b>blank</b> .  Optional. If FLAIR account code is input in the <b>VENDOR ID</b> field.  If <b>BF-ORG</b> is used, the vendor ID ≠ <b>F, S, N</b> , or <b>E</b> . (11N)
<b>BF-EO</b>	Benefiting Expansion Option	Required. If <b>BF-ORG</b> field is populated. (2A/N)
<b>BF-OB</b>	Benefiting Object Code	Required. If <b>BF-ORG</b> , <b>BF-EO</b> , and <b>VENDOR ID</b> = <b>0-9</b> is used. <b>BF-OB</b> must start with <b>0</b> if <b>BF-CAT</b> starts with <b>00</b> . (6N)
<b>BF-CF</b>	Benefiting Certified Forward	Optional. Used only when disbursement is made to another state fund. (1A)
<b>BF-CAT</b>	Benefiting Appropriation Category	Required. If <b>VENDOR ID</b> = <b>0-9</b> . (6N)  Optional. If <b>BF-ORG</b> and <b>BF-EO</b> is used and <b>VENDOR ID</b> is <b>blank</b> . Must start with <b>00</b> if <b>BF-OB</b> starts with <b>0</b> and if <b>VENDOR ID</b> ( <b>0-9</b> ) ≠ <b>BF-ORG</b> . (6N)
<b>BF-YR</b>	Benefiting Year	Optional. (2N)
The following code fields are retrieved from the Expansion Files and can be overridden (except <b>GF, SF</b> , and <b>FID</b> ). <i><b>See section 112 Expansion Files for more information.</b></i>		
<b>CAT</b>	Appropriation Category	Required. (6N)
<b>YR</b>	Appropriation Year	Optional. Defaults to <b>00</b> . (2N)

Field	Description	Required/Optional/Special Instructions
<b>GL</b>	General Ledger Code	Required. Must be established in the Title File prior to use in a transaction. (5N)
<b>EGL</b>	External General Ledger Code	Optional. Must be established in the Title File prior to use in a transaction. (3A/N)
<b>EOB</b>	External Object Code	Optional. Must be established in the Title File prior to use in a transaction. (3A/N)
<b>ECAT</b>	External Category	Optional. Must be established in the Title File prior to use in a transaction. (3A/N)
<b>EP</b>	External Program	Optional. Must be established in the Title File prior to use in a transaction. (2N)
<b>GRANT</b>	Grant Number	Optional. Must be established in FACTS and carried over to the Title File before it can be used in a FLAIR transaction. If object code = <b>75XXXX</b> , a grant and/or contract number is required. (5A/N)
<b>GY</b>	Grant Year	Optional. A grant number must be present before a grant year is input. (2N)
<b>CNTRT</b>	Contract Number	Optional. Must be established in FACTS and carried over to the Title File prior to use in a transaction. If object code = <b>75XXXX</b> , a grant and/or contract number is required. (5A/N)
<b>CY</b>	Contract Year	Optional. A contract number must be present before contract year is input. (2N)
<b>OCA</b>	Other Cost Accumulator	Optional. Must be established in the Title File prior to use in a transaction. (5A/N)
<b>AU</b>	Agency Unique Code	Optional. Must be established in the Title File prior to use in a transaction. (2A/N)
<b>GF</b>	GAAFR Fund	Protected. (2N)
<b>SF</b>	State Fund	Protected. (1N)
<b>FID</b>	Fund Identifier	Protected. (6N)
<b>BE</b>	Budget Entity	Required. Must be established in the Title File prior to use in a transaction. (8N).
<b>IBI</b>	Internal Budget Indicator	Required. Must be established in the Title File prior to use in a transaction. (8N)
<b>EF</b>	External Fund Type	Optional. Must be established in the Title File prior to use in a transaction. (1N)
<b>STATE-PROGRAM</b>	State Program Number	Required. Must be established in the Title File prior to use in a transaction. (16N)
<b>PROJECT ID</b>	Project Identifier	Optional. Must be established in the Project Information File and carried over to the Title File prior to use in a transaction. (11A/N)
<b>RVL</b>	Revolving Fund Indicator	Protected. (6N)
<b>BPIN</b>	Beginning Property Identification Number	Optional. Input if property item number is provided. (8A/N)



Field	Description	Required/Optional/Special Instructions
<b>COUNT</b>	Beginning Property Identification Number Count	Optional. The number of items property received and used in conjunction with BPIN. (4N)
<b>UNITS</b>	Units	Optional. (12N)
<b>TIME</b>	Time	Optional. (9N)

Users have several options when recording an encumbered disbursement using the **VENDOR ID/BF** fields.

If a payment is made to a vendor from the Vendor Statewide File or from Vendor Employee File (vendor ID begins with **E, F, S, or N**), the user must leave the following fields blank:

- **BF-ORG**
- **BF-EO**
- **BF-OB/CF**
- **BF-CAT/YR**

**TR70 - Encumbered Disbursements - Single Input - Screen Two** (with example data retrieved)

```

70S2      TR 70 - ENCUMBERED DISBURSEMENTS - SINGLE INPUT    11/09/2012    11:15:40
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
                If prefix = E, F, S, or N...  11022012  V

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

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

```

If the 21-digit FLAIR account code is input in the **VENDOR ID** field (must start with **0-9**) when making a payment, the user is required to input the following fields:

- **BF-CAT/YR** combination. If the **YR** field is left blank it will default to **00**, and/or
- **BF-ORG** and **BF-EO** combination.

**TR70 – Encumbered Disbursements – Single Input - Screen Two** (with example data retrieved)

70S2 TR 70 - ENCUMBERED DISBURSEMENTS - SINGLE INPUT										06/28/2013 08:34:01					
EN-NO	MB	LINE	F	L1	L2	L3	L4	L5	EO	VR	OBJECT	CF	DESCRIPTION	SUB-VENDOR-ID	
E100000		0001		85	10	02	02	213	AA	02	341000		LAB SUPPLIES		
...AMOUNT...		VENDOR-ID				TRN-DT		G		VOUCH-NO		LINE	BI	OTHER-DOC	B
Required		If Vendor ID begins 0 thru 9				11022012				9					
INVOICE	AB..QUANTITY..		CK-NO		CK-DT		PID		BF-ORG		BF-EO	BF-OB/CF	BF-CAT/YR		
Required									Optional		Required	Required	Required		
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 100000	0001														
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---															
CONT MINI MAIN RFRSH CAN															

If the **VENDOR ID** field is left blank, the following data fields are required:

- BF-ORG
- BF-EO
- BF-OB

**TR70 – Encumbered Disbursements – Single Input - Screen Two** (with example data retrieved)

70S2 TR 70 - ENCUMBERED DISBURSEMENTS - SINGLE INPUT										06/28/2013 08:34:01					
EN-NO	MB	LINE	F	L1	L2	L3	L4	L5	EO	VR	OBJECT	CF	DESCRIPTION	SUB-VENDOR-ID	
E100000		0001		85	10	02	02	213	AA	02	341000		LAB SUPPLIES		
...AMOUNT...		VENDOR-ID				TRN-DT		G		VOUCH-NO		LINE	BI	OTHER-DOC	B
Required		If blank				11022012				9					
INVOICE	AB..QUANTITY..		CK-NO		CK-DT		PID		BF-ORG		BF-EO	BF-OB/CF	BF-CAT/YR		
Required									Required		Required	Required	Required		
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 100000	0001														
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---															
CONT MINI MAIN RFRSH CAN															

**Special Notes:**

- Once Screen Two displays, the cursor will be positioned in the **FINAL PAYMENT INDICATOR (F)** field. This is an optional field and should be used to indicate the final payment of an encumbrance line item.
- To mark payment as final, input **F** in the **FINAL PAYMENT INDICATOR** field. Press **Enter**. If the payment is a partial payment, the user must leave the field blank. Once this payment is marked as a final payment, the system will automatically remove the encumbrance line from the subsidiary file if there is a balance.
- If the **F** field is left blank and there is no balance left on the encumbrance, FLAIR will mark it with **C** for closed. The encumbrance will be removed from the subsidiary file during overnight processing.
- If there is a memo blanket indicator and the encumbrance is marked with an **F**, the encumbrance will remain in the subsidiary file until it is manually deleted. *See section 202.5 Encumbrance Updates for deleting procedures.*
- Transactions containing a certified forward indicator of **C** can only be processed between July 1 and September 30.
- FLAIR will return user to the TR70 Single Input Screen Two. FLAIR will retrieve any data that is included on the **NEXT** line and the **AMOUNT, QUANTITY, AB, CF, and YR** fields will be blank.

**203.2.2 TR70 Multiple Input**

Users can process multiple transactions within the same encumbrance number using a TR70A. Multiple transactions have limited data. The user can input up to three lines per page with no Expansion File data and limited Encumbrances Subsidiary information displayed. To access FLAIR disbursement transactions, users must have Update (**U**) security access to the Disbursements (**DB**) Function.

To access the Encumbered Disbursements Multiple Input Request from the Disbursements Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **70**.
2. In the **SEL** field, input **A**.

**Disbursements Mini Menu** (with example data input)

```

DBMU                                12/14/2012 09:35:30
                                DISBURSEMENTS MINI MENU
TYPE                                SEL OPTIONS
51  UNENCUMBERED DISBURSEMENTS      A,S,M,I
52  REVOLVING FUND UNENCUMBERED DISBURSEMENTS A,S,M,I
53  PAYABLES DISBURSEMENTS          A,S,M,I
54  REVOLVING FUND PAYABLES DISBURSEMENTS A,S,M,I
57  OVERPAYMENTS                    S,I
58  DISBURSEMENTS CORRECTION        A,S,M,I
59  REVOLVING FUND DISBURSEMENTS CORRECTION A,M
70  ENCUMBERED DISBURSEMENTS        A,S,M,I
71  REVOLVING FUND ENCUMBERED DISBURSEMENTS A,S,M,I
75  REVOLVING FUND SUBSIDIARY LEDGER  M,I

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

```

3. Press **Enter**. FLAIR will display the TR70 Multiple Input Request Screen One.

**TR70 - Encumbered Disbursements - Multiple Input - Request - Screen One**

```

70A1                                04/24/2013  09:50:09
TR 70 - ENCUMBERED DISBURSEMENTS - MULTIPLE INPUT - REQUEST

EN-NO
—

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

```

4. Input the encumbrance document number EXACTLY as it is in the encumbrance subsidiary file. The encumbrance number must have a prefix of **E** or **A**.

**Note:** If you process MFMP encumbrances in FLAIR, the transaction must be reconciled in MFMP.

**TR70 – Encumbered Disbursements – Multiple Input Request - Screen One** (with example data input)

```

70A1                                01/09/2013  10:30:09
      TR 70 - ENCUMBERED DISBURSEMENTS - MULTIPLE INPUT - REQUEST

EN-NO
A or E XXXX

Required

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

```

5. Press **Enter**. FLAIR will display the TR70 Multiple Input Screen Two.

**TR70 – Encumbered Disbursements – Multiple Input Request – Screen Two**  
(with example data retrieved)

```

70A2                                11/13/2012  11:14:49
      TR 70 - ENCUMBERED DISBURSEMENTS - MULTIPLE INPUT

EN-NO  MBI LINE  F  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

E 10000      -                2012  V

E 10000      -                2012  V

E 10000      -                2012  V

NEXT:  EN-NO  E 10000
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT          MINI  MAIN  RFRSH          TYPE      SEL

```

TR70 Encumbered Disbursements Multiple Input Request Screen Two fields:

Field	Description	Required/Optional/Special Instructions
EN-NO	Encumbrance Document Number	Required. Must be entered to retrieve the record from the Encumbrances Subsidiary. Prefix <b>E</b> – Manually encumbered transactions. Prefix <b>A</b> – MFMP encumbered transactions. (7A/N)



Field	Description	Required/Optional/Special Instructions
<b>MBI</b>	Memo Blanket Indicator	Retrieved. Available indicators: <b>Blank</b> : Regular Encumbrance <b>M</b> : Memo Encumbrance <b>B</b> : Blanket Encumbrance (1A)
<b>LINE</b>	Encumbrance Line Number	Required. Must be entered to retrieve the record from the Encumbrances Subsidiary. (4A/N)
<b>F</b>	Final Payment Indicator	Optional. Input <b>F</b> if the payment will be complete. Leave <b>blank</b> if it is a partial payment. (1A)
<b>DESCRIPTION</b>	Description	Optional. Used to further describe the transaction. (16A/N)
<b>SUB-VENDOR-ID</b>	Sub-vendor Identification Number	Optional. **If input, the first character must begin with an <b>E, F, S, or N</b> . (14A/N)
<b>AMOUNT</b>	Amount	Required. Only positive amounts for encumbrances. (10.2N)
<b>VENDOR-ID</b>	Vendor Identification Number	Optional. Should be input with encumbrance. (21A/N)
<b>TRN-DT</b>	Transaction Date	Required. Date according to section <a href="#">215.422</a> , F.S. (8N)
<b>G</b>	Grouping Character	Optional. (1A/N)
<b>VOUCH-NO</b>	Voucher Number	Optional. If input, must be alphanumeric. (7A/N)
<b>LINE</b>	Voucher Line	Optional. If input, must be numeric. (4N)
<b>BI</b>	Bookkeeping Indicator	Optional. If input must equal <b>#, \$, A, E, C, or X</b> . (1A)
<b>OTHER-DOC</b>	Other Document Number	Optional. To further describe items. (11A/N)
<b>B</b>	Batch Character	Optional. To group transactions together. (1A/N)
<b>INVOICE</b>	Invoice Number	Required. Must not equal zero. (9A/N)
<b>AB</b>	Available Balance	Required. Valid input: <b>X</b> . If an IAB error message displays. User must have override capability on the access control record to use.  Optional. If no IAB error message, leave <b>blank</b> . (1A)
<b>QUANTITY</b>	Quantity	Optional. Cannot begin with zero. (10.2N)
<b>CK-NO</b>	Check Number	Required. If <b>BI = \$ or C</b> .  Optional. If <b>BI = blank, A, or X</b> .  Cannot be used if <b>BI = # or E</b> . (8N)
<b>CK-DT</b>	Check Date	Optional. Must be in <b>MMDDYYYY</b> format. (8N)
<b>PID</b>	Product Identifier	Optional. (3A/N)

Field	Description	Required/Optional/Special Instructions
<b>BF-ORG</b>	Benefitting Organization	Required. If <b>VENDOR ID</b> field is <b>blank</b> .  Optional. If FLAIR account code is input in the <b>VENDOR ID</b> field.  If <b>BF-ORG</b> is used, the vendor ID ≠ <b>F, S, N,</b> or <b>E</b> . (11N)
<b>BF-EO</b>	Benefitting Expansion Option	Required. If <b>BF-ORG</b> field is populated. (2A/N)
<b>BF-OB</b>	Benefitting Object Code	Required. If <b>BF-ORG</b> , <b>BF-EO</b> , and <b>VENDOR ID = 0-9</b> is used. <b>BF-OB</b> must start with <b>0</b> if <b>BF-CAT</b> starts with <b>00</b> . (6N)
<b>BF-CF</b>	Benefitting Certified Forward	Optional. Used only when a disbursement is made to another state fund. (1A)
<b>BF-CAT</b>	Benefitting Appropriation Category	Required. If <b>VENDOR ID = 0-9</b> . (6N)  Optional. If <b>BF-ORG</b> and <b>BF-EO</b> is used and <b>VENDOR ID</b> is <b>blank</b> . Must start with <b>00</b> if <b>BF-OB</b> starts with <b>0</b> and if <b>VENDOR ID (0-9) ≠ BF-ORG</b> . (6N)
<b>BF-YR</b>	Benefitting Year	Optional. (2N)

- Input the required data as needed on the TR70 Encumbered Disbursements Multiple Input Screen Two. Up to three disbursements may be input on a page.
- Press **Enter** to establish encumbrance line. FLAIR will return user to the TR70 Encumbered Disbursement Multiple Input Screen Two. FLAIR will retrieve any data that is included on the **NEXT** line.

*See section 203.2.1 TR70 Single Input for vendor ID/BF code combination options and for special notes.*

## 203.3 TR70 Inquiry

Users can inquire into a single disbursement using a TR70I transaction or multiple line disbursements using TR70M. These functions are only available the same day the transaction is input. Only transactions within the user's organization level and site will be displayed.

Data codes to be entered as search criteria include:	
ORGANIZATION CODE	USER ID
GF	SF
FID	BE
IBI	VENDOR ID
BF-ORG	BF-EO
EN-NO	LINE
VOUCH-NO	VOUCH-LINE

To access FLAIR disbursement transactions, users must have **U** (Update) or **I** (Inquiry) security access for the function **DB** (Disbursement). Users can access this function from any FLAIR input screen using the **TYPE** field.

*See section 203.2.1 TR70 Single Input for procedures to access encumbered disbursement transactions.*

### 203.3.1 TR70 Single Inquiry

The single inquiry TR70 allows the user to view all data codes associated with the transaction. Agencies can use the single inquiry function to verify transactions that have been added to the Daily Input File. This process ensures transactions are input correctly before they go to overnight processing (example: verifying grant numbers).

To access the Encumbered Disbursements Single Inquiry by Site Request Screen One from the Disbursements Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **70**.
2. In the **SEL** field, input **I**.

### ***Disbursements Mini Menu*** (with example data input)

```

DBMU                                04/24/2013 09:01:38
                                DISBURSEMENTS MINI MENU
TYPE                                SEL OPTIONS
51  UNENCUMBERED DISBURSEMENTS      A,S,M,I
52  REVOLVING FUND UNENCUMBERED DISBURSEMENTS A,S,M,I
53  PAYABLES DISBURSEMENTS          A,S,M,I
54  REVOLVING FUND PAYABLES DISBURSEMENTS A,S,M,I
57  OVERPAYMENTS                    S,I
58  DISBURSEMENTS CORRECTION        A,S,M,I
59  REVOLVING FUND DISBURSEMENTS CORRECTION A,M
70  ENCUMBERED DISBURSEMENTS        A,S,M,I
71  REVOLVING FUND ENCUMBERED DISBURSEMENTS A,S,M,I
7S  REVOLVING FUND SUBSIDIARY LEDGER M,I

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

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                                MAIN  RFRSH
                                TYPE 70 SEL I

```

3. Press **Enter**. FLAIR will display the TR70 Single Inquiry Request Screen One.

**TR70 - Encumbered Disbursements - Single Inquiry By Site - Request - Screen One**

```

70I1
TR 70 - ENCUMBERED DISBURSEMENTS - SINGLE INQUIRY BY SITE - REQUEST
11/15/2012 14:26:23

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

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

```

TR70 Encumbered Disbursements Single Inquiry by Site Request Screen One fields:

Field	Description	Required/Optional/Special Instructions
<b>L1 L2 L3 L4 L5</b>	Organization Code	Optional. <b>L1</b> is protected. (11N)
<b>USER ID</b>	User Identification Number	Optional. Can be obtained from the agency's Access Control Custodian. (6N)
<b>GF/SF/FID/BE/IBI</b>	19 Digits of the FLAIR Account Code	Optional. If any of the fund fields are input, then <b>BE</b> must be entered. If all fund fields are input and <b>IBI</b> is <b>blank</b> , it will default to <b>00</b> . (19N)

Field	Description	Required/Optional/Special Instructions
<b>VENDOR-ID</b>	Vendor Identification Number	Optional. If input, prefix must = <b>E, F, S,</b> or <b>N</b> . If paying another state agency or fund, the 21-digit account code may be entered and must begin with <b>1-9</b> . (21A/N)
<b>BF-ORG</b>	Benefitting Organization Code	Required. If <b>VENDOR ID</b> field is <b>blank</b> . Optional. If FLAIR account code is input in the <b>VENDOR ID</b> field. If <b>BF-ORG</b> is used, the vendor ID $\neq$ <b>F, S, N,</b> or <b>E</b> . (11N)
<b>BF-EO</b>	Benefitting Expansion Options	Required. If <b>BF-ORG</b> field is populated. (2A/N)
<b>EN-NO</b>	Encumbrance Number	Optional. (7A/N)
<b>LINE</b>	Encumbrance Line Number	Optional. (4N)
<b>VOUCHER</b>	Voucher Number	Optional. (6A/N)
<b>LINE</b>	Voucher Line Number	Optional. (4N)
<b>OTHER-DOC</b>	Other Document Number	Optional. (11A/N)

- Input one or a combination of fields (**L1** is protected). If all fields are left blank, FLAIR will return all transactions within the user's organization code level and site. **Note:** Using the encumbrance number will limit the search for a specific encumbrance.
- Press **Enter**. FLAIR will display the results on TR70 Single Inquiry Screen Two based on the user's search criteria.

**TR70 - Encumbered Disbursements - Single Inquiry By Site - Screen Two** (with example data retrieved)

70I2	TR 70 - ENCUMB DISB - SINGLE INQUIRY BY SITE													11/15/2012	16:05:31	
EN-NO	MBI	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		OFFICE SUPPLIES			
....AMOUNT....				VENDOR-ID				MC TRN-DT				G VOUCH-NO				
300.00				F22222222999				A 11152012				LINE BI OTHER-DOC				
B INVOICE	AB..QUANTITY..				CK-NO				CK-DT		BF-ORG		BF-EO BF-OB/CF		BF-CAT/YR	
TEST																
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			
20	2	010001	85100000		00				1112110000 000000							
BPIN		COUNT		...UNITS....				...TIME...								
L1	L2	L3	L4	L5	VENDOR-ID				EN-NO		LINE		VOUCHER		TYPE	SEL
85													V		LINE	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---																
CONT		MINI				MAIN		RFRSH		TOP		FWD				

- If there is more than one invoice for this encumbrance, users can also press **F8** key to display the additional invoices until the message **"END OF SEARCH"** is displayed.



On inquiry screens, the **NEXT** line will remain blank. If another inquiry is required, input the appropriate data on the **NEXT** line and press **Enter**. *See section 105.6.5 NEXT Line for additional information.*

### 203.3.2 TR70 Multiple Inquiry

Multiple inquiry allows the user to view up to three transactions per page of limited information related to the transaction prior to viewing detailed information using a single transaction.

To access the Encumbered Disbursements Multiple Inquiry by Site Request Screen One from the Disbursements Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **70**.
2. In the **SEL** field, input **M**.

**Disbursements Mini Menu** (with example data input)

DBMU		04/24/2013 09:01:38
DISBURSEMENTS MINI MENU		
TYPE		SEL OPTIONS
51	UNENCUMBERED DISBURSEMENTS	A,S,M,I
52	REVOLVING FUND UNENCUMBERED DISBURSEMENTS	A,S,M,I
53	PAYABLES DISBURSEMENTS	A,S,M,I
54	REVOLVING FUND PAYABLES DISBURSEMENTS	A,S,M,I
57	OVERPAYMENTS	S,I
58	DISBURSEMENTS CORRECTION	A,S,M,I
59	REVOLVING FUND DISBURSEMENTS CORRECTION	A,M
70	ENCUMBERED DISBURSEMENTS	A,S,M,I
71	REVOLVING FUND ENCUMBERED DISBURSEMENTS	A,S,M,I
7S	REVOLVING FUND SUBSIDIARY LEDGER	M,I
SEL		
A	MULTIPLE INPUT	
S	SINGLE INPUT WITH EXPANDED DATA DISPLAY	
M	MULTIPLE INQUIRY	
I	SINGLE INQUIRY WITH EXPANDED DATA DISPLAY	
		TYPE 70 SEL M
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
CONT		MAIN RFRSH

3. Press **Enter**. FLAIR will display the TR70 Multiple Inquiry by Site Request Screen One.

**TR70 – Encumbered Disbursements – Multiple Inquiry By Site – Request - Screen One**

```

70M1
TR 70 - ENCUMBERED DISBURSEMENTS - MULTIPLE INQUIRY BY SITE - REQUEST
11/15/2012 16:33:59

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

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

```

***See section 203.3.1 TR70 Single Inquiry for details on fields available for input.***

4.
  - a. Input one or a combination of fields (**L1** is protected); **OR**
  - b. Leave all fields blank.

**Note:** Using the encumbrance number will limit the search for a specific encumbrance.
5. Press **Enter**.
  - a. FLAIR will display search results based on the data input by the user; **OR**
  - b. If all fields are left blank, FLAIR will return all transactions within the user's organization code level and site.
6. To view complete transaction information, input an **I** in the **X** field next to the line number.

***TR70 - Encumbered Disbursements - Multiple Inquiry By Site - Screen Two*** (with example data input)

```

70M2
11/19/2012 10:00:20
TR 70 - ENCUMBERED DISBURSEMENTS - MULTIPLE INQUIRY BY SITE
EN-NO E 456 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
I 0001 85 10 02 02 213 AA 02 380000 00 SUPPLIES
100.00 F22222222999 11192012
TEST
0002 85 10 02 02 213 AA 02 380000 00 ENVELOPES
60.00 F22222222999 11192012
TEST1
0003 85 10 02 02 213 AA 02 380000 00 STAMPS
20.00 F22222222999 11192012
TEST2
Input I here to view individual encumbrance lines
L1 L2 L3 L4 L5 VENDOR-ID EN-NO LINE VOUCH-NO TYPE SEL
85 V
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT MINI MAIN RFRSH TOP FWD

```

7. Press **Enter**. FLAIR will display the TR70 Single Inquiry by Site Screen Two.

**TR70 - Encumbered Disbursements - Single Inquiry By Site - Screen Two** (with example data retrieved)

70I2															TR 70 - ENCUMB DISB - SINGLE INQUIRY BY SITE															11/19/2012 10:02:58																																																																																																																																																																																			
EN-NO		MBI		LINE		F		L1		L2		L3		L4		L5		EO		VR		OBJECT		CF		DESCRIPTION										SUB-VENDOR-ID																																																																																																																																																																													
E456				0001				85		10		02		02		213		AA		02		380000				SUPPLIES																																																																																																																																																																																							
....AMOUNT....															VENDOR-ID															MC TRN-DT										G VOUCH-NO										LINE										BI										OTHER-DOC																																																																																																																																											
100.00															F22222222999															A										11192012																																																																																																																																																																									
B INVOICE															AB..QUANTITY..															CK-NO															CK-DT															BF-ORG															BF-EO															BF-OB/CF															BF-CAT/YR																																																																																																								
TEST																																																																																																																																																																																																																	
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																																																																																									
20															2															010001															85100000															00															1112110000															000000																																																																																																																							
BPIN															COUNT															...UNITS....															...TIME...																																																																																																																																																																				
L1															L2															L3															L4															L5															VENDOR-ID															EN-NO															LINE															VOUCHER															TYPE															SEL																																																											
85																																																																																																																																																																																																																	
Enter-PF1---															PF2---															PF3---															PF4---															PF5---															PF6---															PF7---															PF8---															PF9---															PF10---															PF11---															PF12---																																												
CONT															MINI															MAIN															RFRSH															TOP															FWD																																																																																																																																						

8. If there is more than one invoice for this encumbrance, users can also press **F8** key to display the additional invoices until the message **"END OF SEARCH"** is displayed.

On inquiry screens, the **NEXT** line will remain blank. If another inquiry is required, input the appropriate data on the **NEXT** line and press **Enter**. *See section 105.6.5 NEXT Line for additional information.*

## 203.4 TR70 Update

The TR70 Single Update by Site should be used to make changes or corrections to transactions input during the current business day, before entries are sent to nightly processing. If a transaction made on a previous day needs to be corrected or edited, the user must use a TR58 (Disbursement Corrections). *See section 212.6 TR58 Unencumbered Disbursements Corrections for correction details.*

**Note:** The TR58 does not update the Encumbrances Subsidiary.

There are two ways users can update a TR70 Single Update by Site transaction:

- Single Inquiry
- Multiple Inquiry

### 203.4.1 TR70 Single Inquiry Update

Updates to a TR70 can be made by retrieving the Single Update by Site function only on the same business day the entry was made.

To update a single inquiry transaction, from the Disbursements Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **70**.
2. In the **SEL** field, input **I**.

**Disbursements Mini Menu** (with example data input)

DBMU		DISBURSEMENTS MINI MENU		06/06/2013 15:49:42	
TYPE				SEL	OPTIONS
51	UNENCUMBERED DISBURSEMENTS			A,S,M,I	
52	REVOLVING FUND UNENCUMBERED DISBURSEMENTS			A,S,M,I	
53	PAYABLES DISBURSEMENTS			A,S,M,I	
54	REVOLVING FUND PAYABLES DISBURSEMENTS			A,S,M,I	
57	OVERPAYMENTS			S,I	
58	DISBURSEMENTS CORRECTION			A,S,M,I	
59	REVOLVING FUND DISBURSEMENTS CORRECTION			A,M	
70	ENCUMBERED DISBURSEMENTS			A,S,M,I	
71	REVOLVING FUND ENCUMBERED DISBURSEMENTS			A,S,M,I	
7S	REVOLVING FUND SUBSIDIARY LEDGER			M,I	
SEL					
A	MULTIPLE INPUT				
S	SINGLE INPUT WITH EXPANDED DATA DISPLAY				
M	MULTIPLE INQUIRY				
I	SINGLE INQUIRY WITH EXPANDED DATA DISPLAY				
				TYPE 70 SEL I	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---					
CONT		MAIN RFRSH			

3. Press **Enter**. FLAIR will display the TR70 Encumbered Disbursements Single Inquiry by Site Request Screen One.

**TR70 - Encumbered Disbursements - Single Inquiry By Site - Request - Screen One**

70I1		06/06/2013 15:52:02									
TR 70 - ENCUMBERED DISBURSEMENTS - SINGLE INQUIRY BY SITE - REQUEST											
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						
										TYPE	SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---											
CONT		MINI MAIN RFRSH									

4. In the **EN-NO** field, input the encumbrance number.
5. Press **Enter**. FLAIR will display the TR70 Single Inquiry by Site Request Screen Two.

**TR70 – Encumbered Disbursements – Single Inquiry By Site - Screen Two** (with example data input)

```

70I2          TR 70 - ENCUMB DISB - SINGLE INQUIRY BY SITE    11/19/2012  12:22:34
EN-NO MBI LINE F L1 L2 L3 L4 L5 EO VR OBJECT CF DESCRIPTION    SUB-VENDOR-ID
E123      0001   85 10 02 02 213 AA 02 380000    TEST

....AMOUNT.... VENDOR-ID          MC TRN-DT  G VOUCH-NO LINE BI OTHER-DOC
      100.00 F6666666666999          A 11192012

B INVOICE     AB..QUANTITY.. CK-NO    CK-DT    BF-ORG    BF-EO BF-OB/CF BF-CAT/YR
TEST1

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
20 2  010001 85100000 00          1112110000 000000

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

L1 L2 L3 L4 L5  VENDOR-ID          EN-NO    LINE  VOUCHER  LINE  TYPE  SEL
85                                     V
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT          MINI  MAIN  RFRSH TOP          FWD

```

6. In the **SEL** field, input **U**.
7. Press **Enter**. FLAIR will display the TR70 Single Update by Site Screen One.

**TR70 – Encumbered Disbursements – Single Update By Site - Screen One** (with example data retrieved)

```

70U1          TR 70 - ENCUMBERED DISBURSEMENTS - SINGLE UPDATE BY SITE    11/19/2012  12:26:28
DELETE:
EN-NO MBI LINE F L1 L2 L3 L4 L5 EO VR OBJECT CF DESCRIPTION    SUB-VENDOR ID
E123      0001   85 10 02 02 213 AA 02 380000    TEST

....AMOUNT.... VENDOR-ID          TRN-DT  G VOUCH-NO LINE BI OTHER-DOC    B
      100.00      F6666666666999          11192012    V

INVOICE     AB ..QUANTITY.. CK-NO    CK-DT    PID BF-ORG    BF-EO BF-OB/CF BF-CAT/YR
TEST1

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...

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

```

TR70 Encumbered Disbursements Single Update by Site Screen One fields:

Field	Description	Required/Optional/Special Instructions
<b>DELETE</b>	Delete	Optional. Valid input: <b>D</b> . (1A)
<b>EN-NO</b>	Encumbrance Number	Protected. (7A/N)
<b>MBI</b>	Memo Blanket Indicator	Protected. (1A)



Field	Description	Required/Optional/Special Instructions
<b>LINE</b>	Line Number	Protected. (4A/N)
<b>F</b>	Final Payment Indicator	Optional. Valid input: <b>F</b> . (1A)
<b>L1 L2 L3 L4 L5</b>	Organization Code	Protected. (11N)
<b>EO</b>	Expansion Option	Protected. (2A/N)
<b>VR</b>	Expansion Option Version	Protected. (2A/N)
<b>OBJECT</b>	Object Code	Protected. (6N)
<b>CF</b>	Certified Forward Indicator	Optional. Valid input: <b>C</b> . <b>CF</b> items can only be processed between July 1 and September 30. Must be established on the encumbrance. (1A)
<b>DESCRIPTION</b>	Description	Optional. (16A/N)
<b>SUB-VENDOR ID</b>	Sub-vendor Identification Number	Optional. Valid input: <b>E, F, S, or N</b> . (14A/N)
<b>AMOUNT</b>	Amount	Required. Only positive amounts can be entered. (10.2N)
<b>VENDOR-ID</b>	Vendor Identification Number	Retrieved. (21A/N)
<b>TRN-DT</b>	Transaction Date	Required. Must be less than or equal to the current date. (8N)
<b>G</b>	Grouping Character	Optional. (1A/N)
<b>VOUCH-NO</b>	Voucher Number	Optional. The first character must be alphabetic. (6A/N)
<b>LINE</b>	Voucher Number Line	Required. If <b>BI = X</b> . Optional. Valid only if voucher number is input. Must be numeric. (4N)
<b>BI</b>	Bookkeeping Indicator	Optional. Valid input: <b>#, \$, A, C, E, N, or X</b> . (1A)
<b>OTHER- DOC</b>	Other Document	Optional. (11A/N)
<b>B</b>	Batch Character	Optional. (1A/N)
<b>INVOICE</b>	Invoice Number	Required. (9A/N)
<b>AB</b>	Available Balance Override Indicator	Optional. Valid input: <b>X</b> . (1A)
<b>QUANTITY</b>	Quantity	Optional. (10.2N)
<b>CK-NO</b>	Check Number	Required. If <b>BI = \$ or C</b> . Invalid. If <b>BI = # or E</b> . Optional. If <b>BI = blank, A, X, or N</b> . (8N)
<b>CK-DT</b>	Check Date	Optional. Must be in <b>MMDDYYYY</b> format. (8N)
<b>PID</b>	Product Identifier	Optional. (3A/N)
<b>BF-ORG</b>	Benefitting	Required. If <b>VENDOR ID</b> field is <b>blank</b> .

Field	Description	Required/Optional/Special Instructions
	Organization Code	Optional. If FLAIR account code is input in the <b>VENDOR ID</b> field.  If <b>BF-ORG</b> is used, the vendor ID ≠ <b>F, S, N</b> , or <b>E</b> . (11N)
<b>BF-EO</b>	Benefitting Expansion Option	Required. If <b>BF-ORG</b> field is populated. (2A/N)
<b>BF-OB/CF</b>	Benefitting Object Code/Certified Forward	Required. If <b>BF-ORG</b> , <b>BF-EO</b> , and <b>VENDOR ID = 0-9</b> is used. <b>BF-OB</b> must start with <b>0</b> if <b>BF-CAT</b> starts with <b>00</b> . (6N)
<b>BF-CAT</b>	Benefitting Appropriation Category	Required. If <b>VENDOR ID = 0-9</b> . (6N)  Optional. If <b>BF-ORG</b> and <b>BF-EO</b> is used and <b>VENDOR ID</b> is <b>blank</b> . Must start with <b>00</b> if <b>BF-OB</b> starts with <b>0</b> and if <b>VENDOR ID (0-9) ≠ BF-ORG</b> . (6N)
<b>BF-YR</b>	Benefitting Year	Optional. (2N)
<b>CAT</b>	Category	Required. (6N)
<b>YR</b>	Year	Required. If blank, will default to <b>00</b> . (2N)
<b>GL</b>	General Ledger Code	Required. (5N)
<b>EGL</b>	External General Code	Optional. (5N)
<b>EOB</b>	External Object Code	Optional. (3A)
<b>ECAT</b>	External Category	Optional. (6N)
<b>EP</b>	External Program	Optional. (2N)
<b>GRANT</b>	Grant Number	Optional. Must be established in FACTS and carried over to the Title File before it can be used in a FLAIR transaction. If object code = <b>75XXXX</b> , a grant and/or contract number is required. (5A/N)
<b>GY</b>	Grant Year	Optional. (2N)
<b>CNTRT</b>	Contract Number	Optional. Must be established in FACTS and carried over to the Title File before it can be used in a FLAIR transaction. If object code = <b>75XXXX</b> , a grant and/or contract number is required. (5A/N)
<b>CY</b>	Contract Year	Optional. A contract number must be present before contract year is input. (2N)
<b>OCA</b>	Other Cost Accumulator	Optional. Must be established in the Title File prior to use in a transaction. (5A/N)
<b>AU</b>	Agency Unique Code	Optional. Must be established in the Title File prior to use in a transaction. (2A/N)
<b>GF/SF/FID/BE/IBI</b>	19 Digits of the FLAIR Account Code	Optional. (19N)
<b>EF</b>	External Fund Type	Optional. (1N)

Field	Description	Required/Optional/Special Instructions
<b>STATE PROGRAM</b>	State Program Number	Required. Must be established in the Title File prior to use in a transaction. (16N)
<b>PROJECT ID</b>	Project Identifier	Optional. Must be established in the Project Information File and carried over to the Title File prior to use in a transaction. (11A/N)
<b>BPIN</b>	Beginning Property Identification Number	Optional. (8A/N)
<b>COUNT</b>	Beginning Property Identification Number Count	Optional. (4N)
<b>UNITS</b>	Units	Optional. (12N)
<b>TIME</b>	Time	Optional. (9N)

**Note:** The user may update one or more fields by placing the cursor in the field to be changed, inputting the correct data, and pressing **Enter**.

### 203.4.2 TR70 Multiple Inquiry Update

Users can update multiple transactions by retrieving the TR70 Multiple Inquiry by Site Request option. *See section 203.3.2 TR70 Multiple Inquiry for instructions on how to retrieve this option.* Once the screen is retrieved, the user must enter the encumbrance number and press enter to access the Multiple Inquiry by Site option for updates or changes.

To update data on the TR70 Encumbered Disbursements Multiple Inquiry by Site Screen Two:

1. In the X field next to the desired line(s), input **U**.

**TR70 – Encumbered Disbursements – Multiple Inquiry By Site – Screen Two** (with example data input)

70M2 11/19/2012 14:39:07  
 TR 70 - ENCUMBERED DISBURSEMENTS - MULTIPLE INQUIRY BY SITE  
 EN-NO E 456 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  
 U 0003 85 10 02 02 213 AA 02 380000 00 STAMPS  
 20.00 F22222222999 11192012  
 TEST2  
 0003 85 10 02 02 213 AA 02 380000 00 STAMPS  
 20.00 F22222222999 11192012  
 TEST2  
 0001 85 10 02 02 213 AA 02 380000 00 SUPPLIES  
 100.00 F22222222999 11192012  
 TEST  
 Input U here to update individual encumbrance lines  
 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

2. Press **Enter**. FLAIR will display the TR70 Single Update by Site Screen One.

**TR70 - Encumbered Disbursements - Single Update By Site - Screen One** (with update example)

```

70U1                                     11/19/2012  10:08:04
      TR 70 - ENCUMBERED DISBURSEMENTS - SINGLE UPDATE BY SITE
DELETE:
EN-NO MBI LINE F L1 L2 L3 L4 L5 EO VR OBJECT CF DESCRIPTION SUB-VENDOR ID
E456      0001  85 10 02 02 213 AA 02 380000  SUPPLIES

....AMOUNT.... VENDOR-ID              TRN-DT  G VOUCH-NO LINE BI OTHER-DOC  B
100.00          F222222222999          11192012  V

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

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...

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

```

3. a. Input/update the appropriate fields; **OR**  
 b. Input **D** in the **DELETE** field to delete the encumbrance from the Daily Input File.  
 4. Press **Enter**. FLAIR will display the TR70 Multiple Inquiry by Site Screen Two.

**TR70 - Encumbered Disbursements - Multiple Inquiry By Site - Screen Two**

(with example data retrieved)

```

70M2                                     07/09/2013  15:05:25
      TR 70 - ENCUMBERED DISBURSEMENTS - MULTIPLE INQUIRY BY SITE
EN-NO E 456      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

      0003  85 10 02 02 213 AA 02 380000      00 STAMPS
      100.00 F222222222999          07012013

TEST3

L1 L2 L3 L4 L5  VENDOR-ID              EN-NO  LINE  VOUCH-NO LINE  TYPE  SEL
85                                     EN-NO  LINE  VOUCH-NO LINE  V
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT          MINI  MAIN  RFRSH TOP          FWD

```

## 203.5 TR70 FLAIR Accounting Entries

When an actual cash disbursement is made for a previously established encumbrance, it should be recorded in FLAIR through TR70 Encumbered Disbursements. When the disbursement is made, FLAIR records the following accounting entries:

- The TR70 disbursement,
- Reversal of the original encumbrance entry, and
- Removal of the encumbrance from the encumbrances subsidiary or the balance is reduced.

To record cash disbursements when an encumbrance has been previously established:

SF	GL Code	Description	DR	CR	I/A
	<b>7****</b>	Expenditures	<b>X</b>		<b>I</b>
<b>1</b>	13100	Unexpended General Revenue Rel. <b>or</b>		<b>X</b>	<b>A</b>
<b>2</b>	12200	Released Cash in State Treasury <b>or</b>		<b>X</b>	<b>A</b>
<b>8</b>	11200	Cash in Bank		<b>X</b>	<b>A</b>

A = FLAIR Automated Transaction CR = Credit; DR = Debt; GL = General Ledger; I = User Input; SF = State Fund.

The following transaction is system-generated to remove or reduce the original encumbrance:

GL Code	Description	DR	CR	I/A
<b>98100</b>	Budgetary Fund Balance Res. for Encumbrances	<b>X</b>		<b>I</b>
<b>94100</b>	Encumbrances		<b>X</b>	<b>A</b>

A = FLAIR Automated Transaction CR = Credit; DR = Debt; GL = General Ledger; I = User Input.

When encumbered disbursements are recorded, the Available Balance File is updated as follows:

Description	SF = 1	SF = 2	SF = 8
<b>FUND CASH</b>	N/A	-Amount	-Amount
<b>FUND RELEASE</b>	-Amount	-Amount	N/A
<b>ORGANIZATION CASH</b>	N/A	-Amount	-Amount
<b>ORGANIZATION ALLOTMENT</b>	+/- Diff.*	+/- Diff.*	+/- Diff.*

N/A = Not Applicable; SF = State Fund.

\*Difference = the difference between the original encumbrance amount and the disbursement amount.

**Note:** The GL code for expenditures (**7\*\*\*\***) may be retrieved from the expansion set record or entered by the user on the single input screen. To record an increase in expenditures, the user should input a positive amount which will be entered as a debit to the **7\*\*\*\*** account.



## 204 TR51 Unencumbered Disbursements

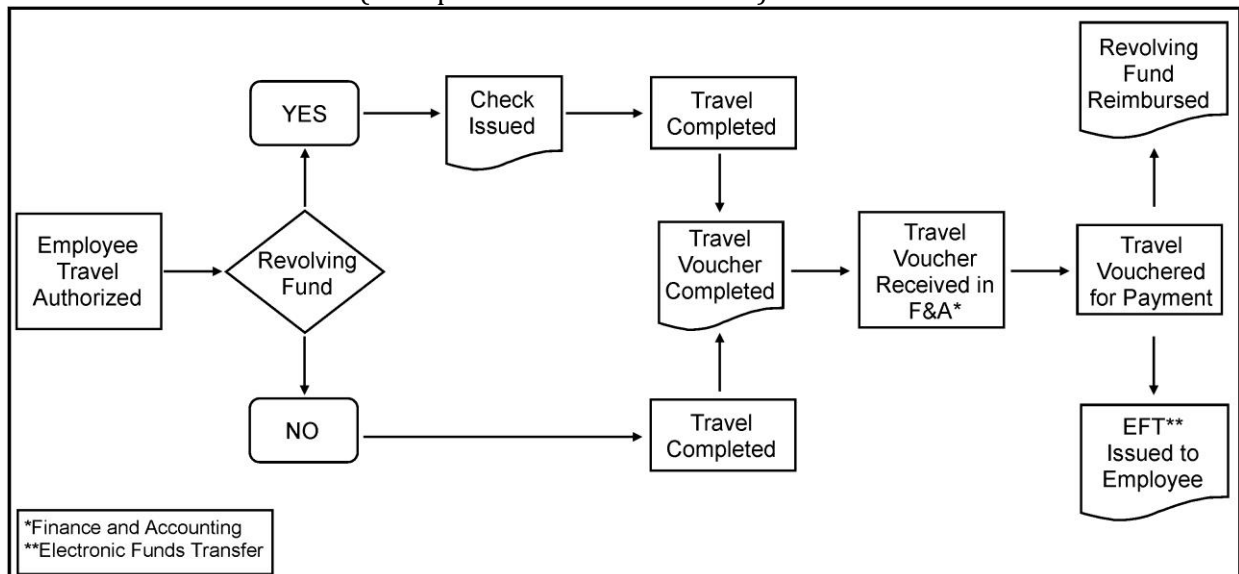
The TR51 Unencumbered Disbursement Transaction is used to record expenditures and cash disbursements when an encumbrance has not been previously established with a TR60. This transaction is recorded and reduces the agency's available balances/releases at the time of input. Unlike an encumbrance that has been previously recorded with a TR60 to reserve funds (tracked in allotment balances) prior to input, does not affect the agency's releases and the TR60 is disbursed with the use of a TR70. The user must input all required information when processing an unencumbered transaction such as the organization code, expansion option, object, and vendor number versus using an encumbered transaction where this information has been previously established with a TR60.

Unencumbered disbursements can be used to process the following:

- Cash disbursements where no encumbrance or liability was previously established.
- Credit memos (travel advances, invoice credits).

Examples of Unencumbered Transactions	
Building Leases	Contractual Services
Equipment Leases	Executive Orders
Furniture Purchases	Land Purchases
Utility Payments	Phone Services
Interest Penalties	Journal Transfer 1 (intra-agency)
Travel Reimbursements	Journal Transfer 2 (inter-agency)
Purchasing Card	Revolving Funds

**Unencumbered Flow Chart** (example travel reimbursement)



## 204.1 TR51 Prior to Input

Unlike encumbrances, a TR51, in most instances, cannot be tracked in FLAIR until input. There are some things that must be verified prior to processing a TR51:

- Vendor number or employee ID number must be verified as correct and active in either the Vendor Statewide File (VS) or the Vendor Employee File (VE) before it can be used in a transaction.
- A vendor number must be active in the Vendor Statewide File (some instances, must have a valid W-9) and matched against the invoice for payee's name and remittance address.
- An employee ID must be verified and active in the Vendor Employee File File for state employees.
- The 29-digit FLAIR account code must be active and valid in order to complete a JT to another state agency. This can be verified in the Account Description File (AD).
- The organization code, expansion option, and object code combination must be verified in the Expansion Files (EX). They must be correct and active.
- The invoice or travel voucher must be verified for approval before being submitted to the Finance and Accounting Office for disbursement.

## 204.2 TR51 Input

Users can input a single or multiple TR51 disbursement transaction. Single input allows the user to view all data codes associated with the transaction. Multiple transactions have limited data (i.e., contract, grant, and project number cannot be input), but the user can input up to three lines per page.

To access FLAIR disbursement transactions, users must have Update (**U**) security access to the Disbursement (**DB**) function. Users can access this function from any FLAIR input screen or the Disbursements Mini Menu by inputting **DB** the **TYPE** field.

To access a TR51 input screen from the Disbursements Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **51**.
2. In the **SEL** field, input either **A** (for multiple input) or **S** (for single input).

**Disbursements Mini Menu** (with example data input)

DBMU 11/28/2012 14:59:08

DISBURSEMENTS MINI MENU

TYPE		SEL OPTIONS
51	UNENCUMBERED DISBURSEMENTS	A, S, M, I
52	REVOLVING FUND UNENCUMBERED DISBURSEMENTS	A, S, M, I
53	PAYABLES DISBURSEMENTS	A, S, M, I
54	REVOLVING FUND PAYABLES DISBURSEMENTS	A, S, M, I
57	OVERPAYMENTS	S, I
58	DISBURSEMENTS CORRECTION	A, S, M, I
59	REVOLVING FUND DISBURSEMENTS CORRECTION	A, M
70	ENCUMBERED DISBURSEMENTS	A, S, M, I
71	REVOLVING FUND ENCUMBERED DISBURSEMENTS	A, S, M, I
7S	REVOLVING FUND SUBSIDIARY LEDGER	M, I

SEL

A MULTIPLE INPUT

S SINGLE INPUT WITH EXPANDED DATA DISPLAY

M MULTIPLE INQUIRY

I SINGLE INQUIRY WITH EXPANDED DATA DISPLAY

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

CONT MAIN RFRSH

TYPE 51 SEL

SEL Options:  
A or S

From the Disbursements Mini Menu, the following transaction and actions are available for unencumbered disbursement input:

Transaction Type	Description	Special Instructions
51	Unencumbered Disbursements	Available <b>SEL</b> (Selection) options for input: <b>A</b> : Multiple Input <b>S</b> : Single Input with Expanded Data Display

**204.2.1 TR51 Single Input**

The TR51 Unencumbered Disbursement Single Input Request allows the user to input all data codes associated with the transaction and consists of two screens. Some of these codes are retrieved, but can be updated prior to the end of the current business day if necessary.

To access the TR51 Unencumbered Disbursements Single Input Request from any FLAIR input screen:

1. In the **TYPE** field, input **51**.
2. In the **SEL** field, input **S**.

**Disbursements Mini Menu** (with example data input)

```

DBMU                                04/24/2013 09:01:38
                                DISBURSEMENTS MINI MENU

TYPE                                SEL OPTIONS
51  UNENCUMBERED DISBURSEMENTS      A,S,M,I
52  REVOLVING FUND UNENCUMBERED DISBURSEMENTS  A,S,M,I
53  PAYABLES DISBURSEMENTS          A,S,M,I
54  REVOLVING FUND PAYABLES DISBURSEMENTS  A,S,M,I
57  OVERPAYMENTS                    S,I
58  DISBURSEMENTS CORRECTION        A,S,M,I
59  REVOLVING FUND DISBURSEMENTS CORRECTION  A,M
70  ENCUMBERED DISBURSEMENTS        A,S,M,I
71  REVOLVING FUND ENCUMBERED DISBURSEMENTS  A,S,M,I
7S  REVOLVING FUND SUBSIDIARY LEDGER  M,I

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

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

```

3. Press **Enter**. FLAIR will display the TR51 Unencumbered Single Input Request Screen One.

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

```

51S1                                11/29/2012 09:32:46
                                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

```

TR51 Unencumbered Disbursements Single Input Request Screen One fields:

Field	Description	Required/Optional/Special Instructions
<b>L1 L2 L3 L4 L5</b>	Organization Code	Required. <b>L1</b> is protected. <b>L2-L5</b> default to zero if left blank. (11N)
<b>EO</b>	Expansion Option	Required. Defaults to zero if left blank. (2A/N)
<b>VR</b>	Expansion Option Version	Required. If Resource Access Control Facility (RACF) user ID starts with <b>MFMPI</b> . (2A/N)

Field	Description	Required/Optional/Special Instructions
<b>OBJECT</b>	Object Code	Required. Must be a valid expenditure object code beginning with <b>1-8</b> . The agency's unique codes are established in the FLAIR Title File. (6N)
<b>PPI</b>	Prior Period Indicator	Optional. Available indicators: <b>M:</b> Prior Month <b>Y:</b> Prior Year (1A)

4. Input the appropriate fields on the TR51 Single Input Request Screen One.

**TR51 – Unencumbered Disbursements – Single Input – Request – Screen One** (with example data input)

```

51S1                                     11/29/2012  09:32:46
      TR 51 - UNENCUMBERED DISBURSEMENTS - SINGLE INPUT - REQUEST

L1 L2 L3 L4 L5 EO VR OBJECT PPI
85 10 01 01 211 01 261300

      Required Input

                                     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 on TR51 Single Input Screen Two.  
**Note:** The **NEXT** line can be used to begin a new transaction prior to pressing **Enter**.



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

51S2 TR 51 - UNENCUMBERED DISBURSEMENTS - SINGLE INPUT 12/03/2012 10:04:07

L1 L2 L3 L4 L5 EO VR OBJECT CF PPI DESCRIPTION SUB-VENDOR-ID  
85 10 02 02 213 AA 02 380000 -

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

INVOICE AB ..QUANTITY Required Fields 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 02 02 213 EO AA VR OBJECT 380000 PPI TYPE SEL  
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---  
CONT MINI MAIN RFRSH CAN

TR51 Unencumbered Disbursements Single Input Screen Two fields:

Field	Description	Required/Optional/Special Instructions
L1 L2 L3 L4 L5	Organization Code	Retrieved. (11N)
EO	Expansion Option	Retrieved. (2A/N)
VR	Version	Retrieved. (2A/N)
OBJECT	Object Code	Retrieved. (6N)
CF	Certified Forward Indicator	Optional. (1A)
DESCRIPTION	Description	Optional. Required if the machine generated date (MGDT) > 07/01 or <10/01 and CF = C. (16A/N)
SUB-VENDOR-ID	Sub-vendor Identification Number	Optional. If expenditure is a pay and charge. (14A/N)
AMOUNT	Amount	Required. Cannot equal 0. (10.2N)
VENDOR-ID	Vendor Identification Number	Required. An individual or entity that is receiving a payment that <b>is</b> associated with the receipt of commodities or services. If using vendor number with prefix of F, S, N, or E. If establishing as an intra-agency or inter-agency JT, the user must input the 21-digit account code (OLO-GF-SF-FID-BE-IBI). <b>See benefitting data below for additional information.</b> (21A/N)
TRN-DT	Transaction Date	Required. Transaction date according to section <a href="#">215.422</a> , F.S. (8N)
G	Grouping Character	Optional. (1A/N)

Field	Description	Required/Optional/Special Instructions
<b>VOUCH-NO</b>	Voucher Number	Required. If <b>BI = X</b> .  Optional. FLAIR will automatically assign voucher numbers during overnight processing and agencies can manually assign if necessary. (1A)
<b>LINE</b>	Line Number	Optional. (4A/N)
<b>BI</b>	Bookkeeping Indicator	Optional. Available for input: <b>A</b> – Bypass automatic posting to have DFS audit or merge with a payment \$1,000.01 or over. <b>N</b> – Produces a non-CFO voucher (JTs only). <b>X</b> – Produces no voucher; used for manual vouchers sent to DFS or on-demand warrants.  If RACF ID starts with <b>MFMPI</b> , <b>BI</b> is not allowed (if transaction is input in MFMP). (1A)
<b>OTHER-DOC</b>	Other Document Number	Optional. (11A/N)
<b>B</b>	Batch Character	Optional. To group transactions together for reconciling. (1A/N)
<b>INVOICE</b>	Invoice Number	Required. Must not equal zero. (9A/N)
<b>AB</b>	Available Balance	Required. Valid input: <b>X</b> . If IAB error message displays. User must have override capability on the access control record to input.  Optional. If no IAB error message, leave <b>blank</b> . (1A)
<b>QUANTITY</b>	Quantity	Optional. Cannot begin with zero. (10.2N)
<b>CK-NO</b>	Check Number	Required. If <b>BI = \$</b> or <b>C</b> .  Optional. Can be used to record a local fund or a revolving fund check number. Cannot be input if <b>BI = #</b> or <b>E</b> .  If RACF ID starts with <b>MFMPI</b> , <b>CK-NO BI</b> is not allowed (if transaction is input in MFMP). (8N)
<b>CK-DT</b>	Check Date	Optional. (MMDDYYYY) (8N)
<b>PID</b>	Product Identifier	Optional. (3A/N)
<b>BF-ORG</b>	Benefiting Organization	Required. If <b>VENDOR ID</b> field is <b>blank</b> .  Optional. If FLAIR account code is input in the <b>VENDOR ID</b> field.

Field	Description	Required/Optional/Special Instructions
		If <b>BF-ORG</b> is used, the vendor ID ≠ <b>F, S, N,</b> or <b>E.</b> (11N)
<b>BF-EO</b>	Benefiting Expansion Option	Required. If <b>BF-ORG</b> field is populated. (2A/N)
<b>BF-OB</b>	Benefiting Object Code	Required. If <b>BF-ORG, BF-EO,</b> and <b>VENDOR ID = 0-9</b> is used. <b>BF-OB</b> must start with <b>0</b> if <b>BF-CAT</b> starts with <b>00.</b> (6N)
<b>BF-CF</b>	Benefiting Certified Forward	Optional. Used only when disbursement is made to another state fund. (1A)
<b>BF-CAT</b>	Benefiting Appropriation Category	Required. If <b>VENDOR ID = 0-9.</b> (6N)  Optional. If <b>BF-ORG</b> and <b>BF-EO</b> is used and <b>VENDOR ID</b> is <b>blank.</b> Must start with <b>00</b> if <b>BF-OB</b> starts with <b>0</b> and if <b>VENDOR ID (0-9) ≠ BF-ORG.</b> (6N)
<b>BF-YR</b>	Benefiting Year	Optional. (2N)
The following codes fields are retrieved from the Expansion Files and can be overridden (except <b>GF, SF,</b> and <b>FID</b> ). <i>See section 112 Expansion Files for more information.</i>		
<b>CAT</b>	Appropriation Category	Required. (6N)
<b>YR</b>	Appropriation Year	Optional. (2N)
<b>GL</b>	General Ledger Code	Optional. Must be established in the Title File prior to use in a transaction. (5N)
<b>EGL</b>	External General Ledger Code	Optional. Must be established in the Title File prior to use in a transaction. (3A/N)
<b>EOB</b>	External Object Code	Optional. Must be established in the Title File prior to use in a transaction. (3A/N)
<b>ECAT</b>	External Category	Optional. Must be established in the Title File prior to use in a transaction. (3A/N)
<b>EP</b>	External Program	Optional. Must be established in the Title File prior to use in a transaction. (2N)
<b>GRANT</b>	Grant Number	Optional. Must be established in FACTS and carried over to the Title File before it can be used in a FLAIR transaction. If object code = <b>75XXXX,</b> a grant and/or contract number is required. (5A/N)
<b>GY</b>	Grant Year	Optional. A grant number must be present before a grant year is input. (2N)
<b>CNTRT</b>	Contract Number	Optional. Must be established in FACTS and carried over into the Title File before being used in a FLAIR transaction. If object code = <b>75XXXX,</b> a grant and/or contract number is required. (5A/N)
<b>CY</b>	Contract Year	Optional. A contract number must be present before contract year is input. (2N)
<b>OCA</b>	Other Cost Accumulator	Optional. Must be established in the Title File prior to use in a transaction. (5A/N)

Field	Description	Required/Optional/Special Instructions
<b>AU</b>	Agency Unique Code	Optional. Must be established in the Title File prior to use in a transaction. (2A/N)
<b>GF</b>	GAAFR Fund	Protected. (2N)
<b>SF</b>	State Fund	Protected. (1N)
<b>FID</b>	Fund Identifier	Protected. (6N)
<b>BE</b>	Budget Entity	Required. Must be established in the Title File prior to use in a transaction. (8N)
<b>IBI</b>	Internal Budget Indicator	Required. Must be established in the Title File prior to use in a transaction. (8N)
<b>EF</b>	External Fund	Optional. Must be established in the Title File prior to use in a transaction. (1N)
<b>STATE-PROGRAM</b>	State Program Number	Required. Must be established in the Title File prior to use in a transaction. (16N)
<b>PROJECT ID</b>	Project Identifier	Optional. Must be established in the Project Information File and carried over into the Title File prior to use in a transaction. (11A/N)
<b>BPIN</b>	Beginning Property Identification Number	Optional. (8A/N)
<b>COUNT</b>	Beginning Property Identification Number Count	Optional. (4N)
<b>UNITS</b>	Units	Optional. (12N)
<b>TIME</b>	Time	Optional. (9N)

**Vendor ID/BF Data Options:**

If the vendor ID begins with **E**, **F**, **S**, or **N** when making a payment, the following fields must be left blank:

- **BF-ORG** and **BF-EO** combination, or
- **BF-CAT/YR**.

**TR51 – Unencumbered Disbursements – Single Input** (example using a vendor ID of F, S, N, or E)

51S2 TR 51 - UNENCUMBERED DISBURSEMENTS - SINGLE INPUT 06/18/2013 12:51:45														
L1	L2	L3	L4	L5	EO	VR	OBJECT	CF	PPI	DESCRIPTION	SUB-VENDOR-ID			
85	10	02	02	213	AA	02	380000			SUPPLIES				
...AMOUNT..		VENDOR-ID				TRN-DT		G VOUCH-NO LINE BI OTHER-DOC B						
Required		If Vendor prefix = F, S, or N				11092012		_ V						
INVOICE		AB	..QUANTITY..		CK-NO	CK-DT	PID	BF-ORG	BF-EO	BF-OB/CF	BF-CAT/YR			
Required		Must be left blank												
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 02 02 213 EO AA VR OBJECT 380000 PPI TYPE SEL														
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---														
CONT MINI MAIN RFRSH CAN														

If the 21-digit FLAIR account code is input (vendor ID begins with 0-9) when making a payment, the user is required to input the following fields:

- BF-ORG and BF-EO combination, or
- BF-CAT/YR. If the YR field is left blank it will default to 00.

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

(example with FLAIR account code and BF data)

51S2 TR 51 - UNENCUMBERED DISBURSEMENTS - SINGLE INPUT 06/18/2013 12:51:45														
L1	L2	L3	L4	L5	EO	VR	OBJECT	CF	PPI	DESCRIPTION	SUB-VENDOR-ID			
85	10	02	02	213	AA	02	380000			SUPPLIES				
...AMOUNT..		VENDOR-ID				TRN-DT		G VOUCH-NO LINE BI OTHER-DOC B						
Required		If Vendor ID begins 0 thru 9				11092012		_ V						
INVOICE		AB	..QUANTITY..		CK-NO	CK-DT	PID	BF-ORG	BF-EO	BF-OB/CF	BF-CAT/YR			
Required		Optional Required: Required												
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 02 02 213 EO AA VR OBJECT 380000 PPI TYPE SEL														
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---														
CONT MINI MAIN RFRSH CAN														

If the **VENDOR-ID** is left blank, input data in the following fields are required:

- BF-ORG
- BF-EO
- BF-OB
- BF-CAT/YR is required only if BF L1 or OLO data does not equal user's L1 or OLO.



**TR51 – Unencumbered Disbursements – Single Input – Screen Two** (example with BF data)

51S2 TR 51 - UNENCUMBERED DISBURSEMENTS - SINGLE INPUT										06/18/2013 12:51:45	
L1	L2	L3	L4	L5	EO	VR	OBJECT	CF	PPI	DESCRIPTION	SUB-VENDOR-ID
85	10	02	02	213	AA	02	380000			SUPPLIES	
....AMOUNT..		VENDOR-ID			TRN-DT		G VOUCH-NO LINE BI OTHER-DOC B				
Required		If Vendor ID is blank			11092012		_ V				
INVOICE	AB	..QUANTITY..		CK-NO	CK-DT	PID	BF-ORG	BF-EO	BF-OB	CF	BF-CAT/YR
Required							Required		Optional		
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 02 02 213 EO AA VR OBJECT 380000 PPI TYPE SEL											
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---											
CONT		MINI		MAIN		RFRSH		CAN			

6. Press **Enter**. FLAIR will return user to the TR51 Single Input Screen Two. FLAIR will retrieve any data that is included on the **NEXT** line and the **AMOUNT**, **QUANTITY**, **AB**, **CF**, and **YR** fields will be blank.
7. The user has the option to either press **F12** to exit this screen or continue to input additional transactions by typing over or adding to the existing data on the first line.

**204.2.2 TR51 Multiple Input**

Users can process multiple transactions using the multiple input option. Multiple transactions have limited data, but the user can input up to three transactions per page. Multiple input pages do not display Expansion File data (FLAIR account code, contract number, grant number, project number, etc.).

To access the TR51 Unencumbered Disbursements Multiple Input function from the Disbursements Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **51**.
2. In the **SEL** field, input **A**.

**Disbursements Mini Menu** (with example data input)

DBMU		04/24/2013 09:01:38	
DISBURSEMENTS MINI MENU			
TYPE		SEL OPTIONS	
51	UNENCUMBERED DISBURSEMENTS	A,S,M,I	
52	REVOLVING FUND UNENCUMBERED DISBURSEMENTS	A,S,M,I	
53	PAYABLES DISBURSEMENTS	A,S,M,I	
54	REVOLVING FUND PAYABLES DISBURSEMENTS	A,S,M,I	
57	OVERPAYMENTS	S,I	
58	DISBURSEMENTS CORRECTION	A,S,M,I	
59	REVOLVING FUND DISBURSEMENTS CORRECTION	A,M	
70	ENCUMBERED DISBURSEMENTS	A,S,M,I	
71	REVOLVING FUND ENCUMBERED DISBURSEMENTS	A,S,M,I	
7S	REVOLVING FUND SUBSIDIARY LEDGER	M,I	
SEL			
A	MULTIPLE INPUT		
S	SINGLE INPUT WITH EXPANDED DATA DISPLAY		
M	MULTIPLE INQUIRY		
I	SINGLE INQUIRY WITH EXPANDED DATA DISPLAY		
		TYPE 51 SEL A	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
CONT		MAIN RFRSH	

- Press **Enter**. FLAIR will display the TR51 Unencumbered Disbursements Multiple Input Screen One.

**TR51 - Unencumbered Disbursements - Multiple Input - Screen One** (with example data retrieved)

51A1		06/20/2013 13:02:16	
TR 51 - UNENCUMBERED DISBURSEMENTS - MULTIPLE INPUT			
L1	L2	L3	L4
....AMOUNT....	VENDOR-ID	TRN-DT	G VOUCH-NO
INVOICE	AB ..QUANTITY..	CK-NO	CK-DT
85_		2012	V
85		2012	V
85		2012	V
		TYPE	SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
CONT		CAN	

- Input the required data as needed on the TR51 Unencumbered Disbursements Multiple Input Screen Two. Up to three disbursements may be input on a page.

**TR51 – Unencumbered Disbursements – Multiple Input - Screen One** (with example data input)

51A1 12/10/2012 13:31:54  
TR 51 - UNENCUMBERED DISBURSEMENTS - MULTIPLE INPUT

L1	L2	L3	L4	L5	EO	VR	OBJECT	CF	YR	PPI	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		
85	10	02	02	213	aa		380000				Training	
100.00	f666666666999						12102012		V			
1A												
85	10	01	01	211	01		261300				Mileage	
13.45	f666666666999						12102012		V			
1B												
85	10	01	01	211	01		261000				Travel	
16.00	f666666666999						12102012		V			
1C												

Last Line of First Screen

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 return user to the TR51 Unencumbered Disbursement Multiple Input Screen One. FLAIR will retrieve any data on the first screen that is included on the **last** line of the original input screen. FLAIR will consider this line as a new transaction on the new screen.

51A1 01/25/2013 16:16:24  
TR 51 - UNENCUMBERED DISBURSEMENTS - MULTIPLE INPUT

L1	L2	L3	L4	L5	EO	VR	OBJECT	CF	YR	PPI	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		
85	10	01	01	211	01		261000				TRAVEL	
	F666666666999						2012		V			
1C												
85												
							2012		V			
85												
							2012		V			

First Line on Second Screen

TYPE SEL

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

6. The user has the option to either press **F12** to exit this screen or continue to input additional transactions by typing over or adding to the existing data on the first line.

## 204.3 TR51 Inquiry

Users can inquire into single unencumbered disbursements using a TR51I or multiple line unencumbered disbursements using TR51M. These functions are only available the same day the transaction is input prior to nightly processing. Only transactions within the user's organization level and site will be displayed.

### 204.3.1 TR51 Single Inquiry

Single inquiry allows the user to view all data codes associated with the transaction. This includes codes which are retrieved from the Expansion Files. They may be changed if necessary.

To access the TR51 Unencumbered Disbursements Single Inquiry Request from the Disbursements Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **51**.
2. In the **SEL** field, input **I**.

**Disbursements Mini Menu** (with example data input)

DBMU		DISBURSEMENTS MINI MENU	04/24/2013 09:01:38
TYPE			SEL OPTIONS
51	UNENCUMBERED DISBURSEMENTS		A,S,M,I
52	REVOLVING FUND UNENCUMBERED DISBURSEMENTS		A,S,M,I
53	PAYABLES DISBURSEMENTS		A,S,M,I
54	REVOLVING FUND PAYABLES DISBURSEMENTS		A,S,M,I
57	OVERPAYMENTS		S,I
58	DISBURSEMENTS CORRECTION		A,S,M,I
59	REVOLVING FUND DISBURSEMENTS CORRECTION		A,M
70	ENCUMBERED DISBURSEMENTS		A,S,M,I
71	REVOLVING FUND ENCUMBERED DISBURSEMENTS		A,S,M,I
7S	REVOLVING FUND SUBSIDIARY LEDGER		M,I
SEL			
A	MULTIPLE INPUT		
S	SINGLE INPUT WITH EXPANDED DATA DISPLAY		
M	MULTIPLE INQUIRY		
I	SINGLE INQUIRY WITH EXPANDED DATA DISPLAY		
			TYPE 51 SEL I
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
CONT		MAIN	RFRSH

3. Press **Enter**. FLAIR will display the TR51 Unencumbered Disbursements Single Inquiry by Site Request Screen One.

**TR51 – Unencumbered Disbursements – Single Inquiry By Site - Request - Screen One**

51I1										12/10/2012 14:09:29	
TR 51 - UNENCUMBERED DISBURSEMENTS - SINGLE INQUIRY BY SITE - REQUEST											
L1	L2	L3	L4	L5	USER ID	GF	SF	FID	BE	IBI	VENDOR-ID
85											
BF-ORG		BF-EO		VOUCH-NO		LINE		OTHER-DOC			
				V							
										TYPE	SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---											
CONT										MINI	MAIN
										REFRESH	

TR51 Unencumbered Disbursements Single Inquiry by Site Request Screen One fields:

Field	Description	Required/Optional/Special Instructions
<b>L1 L2 L3 L4 L5</b>	Organization Code	Optional. <b>L1</b> is protected. FLAIR will return transactions based on Organization Level selected. (11N)
<b>USER ID</b>	FLAIR User Identification Code	Optional. FLAIR will return transactions based on the user's ID. (6N)
<b>GF/SF/FID/BE/IBI</b>	19 Digits of the FLAIR Account Code	Optional. Must be input left to right without missing any fields (with exception of <b>IBI</b> ). The following codes are available for input: <b>GF</b> – GAAFR Fund (2N) <b>SF</b> – State Fund (1N) <b>FID</b> – Fund Identifier (6N) <b>BE</b> – Budget Entity (8N) <b>IBI</b> – Internal Budget Indicator (2N)
<b>VENDOR-ID</b>	Vendor Identification Number	Optional. Vendor number must start with <b>E, F, S, N</b> , or <b>0-9</b> . Sequence required if vendor number begins with <b>F, S</b> , or <b>N</b> . (21A/N)
<b>BF-ORG/BF-EO</b>	Benefitting Organization Code/ Expansion Option	Optional. If used, users must input both codes and the <b>VENDOR ID</b> field must be <b>blank</b> . <b>BF-ORG</b> (11N) <b>BF-EO</b> (2A/N)
<b>VOUCHER-NO/ LINE</b>	Voucher Number/ Voucher Line Number	Optional. If assigned by the user. <b>VOUCHER-NO</b> (7A/N) <b>LINE</b> (4N)
<b>OTHER-DOC</b>	Other Document Number	Optional. Agency unique. (11A/N)

- Input one or a combination of fields to narrow the search criteria.



**TR51 - Unencumbered Disbursements - Single Inquiry By Site - Request - Screen One**  
(with example data input)

```

51I1                                06/10/2013 09:07:15
TR 51 - UNENCUMBERED DISBURSEMENTS - SINGLE INQUIRY BY SITE - REQUEST

L1 L2 L3 L4 L5  USER ID  GF SF FID  BE  IBI  VENDOR-ID
85 10 01 01 211      20 2  010001 85100000 00  -

BF-ORG      BF-EO  VOUCH-NO LINE  OTHER-DOC
V

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

```

5. Press **Enter**. FLAIR will display transactions on TR51 Single Inquiry Screen Two meeting the search criteria. If no search criteria is used, all transactions within the user's organization code level and site will display.

**TR51 - Unencumbered Disbursement - Single Inquiry By Site - Screen Two** (with example data retrieved)

```

51I2                                12/10/2012 14:27:22
TR 51 - UNENC DISB - SINGLE INQUIRY BY SITE
L1 L2 L3 L4 L5  EO VR OBJECT  CF  PPI  DESCRIPTION  SUB-VENDOR-ID
85 10 01 01 211 01 04 261300      MILEAGE

....AMOUNT.... VENDOR-ID      MC TRN-DT  G VOUCH-NO LINE BI OTHER-DOC  B
      13.45 F666666666999      A 12102012

INVOICE  AB ..QUANTITY.. CK-NO  CK-DT  PID BF-ORG  BF-EO BF-OB/CF BF-CAT/YR
1B      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 L2 L3 L4 L5  GF SF FID  BE  IBI VOUCH-NO LINE VENDOR-ID
85      V
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT          MINI  MAIN  RFRSH  TOP      FWD

```

6. Press **F8** to view additional transactions until the message **"END OF SEARCH"** appears.



### 204.3.2 TR51 Multiple Inquiry

Multiple inquiry allows the user to view three transactions per screen. To access the Unencumbered Disbursements – Multiple Inquiry Request Screen One from the Disbursements Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **51**.
2. In the **SEL** field, input **M**.

**Disbursements Mini Menu** (with example data input)

DBMU		04/24/2013 09:01:38	
DISBURSEMENTS MINI MENU			
TYPE		SEL OPTIONS	
51	UNENCUMBERED DISBURSEMENTS	A,S,M,I	
52	REVOLVING FUND UNENCUMBERED DISBURSEMENTS	A,S,M,I	
53	PAYABLES DISBURSEMENTS	A,S,M,I	
54	REVOLVING FUND PAYABLES DISBURSEMENTS	A,S,M,I	
57	OVERPAYMENTS	S,I	
58	DISBURSEMENTS CORRECTION	A,S,M,I	
59	REVOLVING FUND DISBURSEMENTS CORRECTION	A,M	
70	ENCUMBERED DISBURSEMENTS	A,S,M,I	
71	REVOLVING FUND ENCUMBERED DISBURSEMENTS	A,S,M,I	
7S	REVOLVING FUND SUBSIDIARY LEDGER	M,I	
SEL			
A	MULTIPLE INPUT		
S	SINGLE INPUT WITH EXPANDED DATA DISPLAY		
M	MULTIPLE INQUIRY		
I	SINGLE INQUIRY WITH EXPANDED DATA DISPLAY		
		TYPE 51 SEL M	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
CONT		MAIN RFRSH	

3. Press **Enter**. FLAIR will display the TR51 Unencumbered Disbursements Multiple Inquiry by Site Request Screen One.

#### TR51 – Unencumbered Disbursements – Multiple Inquiry By Site – Request - Screen One

51M1										12/10/2012 14:35:29	
TR 51 - UNENCUMBERED DISBURSEMENTS - MULTIPLE INQUIRY BY SITE - REQUEST											
L1	L2	L3	L4	L5	USER ID	GF	SF	FID	BE	IBI	VENDOR-ID
85											
BF-ORG		BF-EO		VOUCH-NO		LINE					
				V							
										TYPE	SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---											
CONT		MINI		MAIN		RFRSH					

4. Input one or a combination of fields to narrow the search criteria. *See section 204.3.1 TR51 Single Inquiry for details on fields available for input.*

**Note:** The **OTHER-DOC** field is not available on the Multiple Inquiry Screen.

### TR51 – Unencumbered Disbursements – Multiple Inquiry By Site – Request – Screen One

(with example data input)

```

51M1                                06/10/2013  09:39:11
  TR 51 - UNENCUMBERED DISBURSEMENTS - MULTIPLE INQUIRY BY SITE - REQUEST

L1 L2 L3 L4 L5      USER ID  GF SF FID      BE      IBI  VENDOR-ID
85 10 01 01 211    BF-ORG    BF-EO  VOUCH-NO LINE      E111111111_
                                V

                                                    TYPE      SEL

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

```

- Press **Enter**. FLAIR will display the TR51 Unencumbered Disbursements Multiple Inquiry by Site Screen Two.

### TR51 – Unencumbered Disbursements – Multiple Inquiry By Site – Screen Two

(with example data input)

Input I

```

51M2      TR 51 - UNENC DISB - MULTIPLE INQUIRY BY SITE      12/12/2012  13:36:13

L1 L2 L3 L4 L5  EO VR OBJECT CF  YR PPI DESCRIPTION      SUB-VENDOR-ID
....AMOUNT.... VENDOR-ID      MC 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
I 85 10 01 01 211 01 04 261300  00      TRAVEL
      20.00 E111111111      12122012
ABC      X

      85 10 01 01 211 01 04 261300  00      TRAVEL
      40.00 E111111111      12122012
ABC      X

      85 10 01 01 211 01 04 380000  00      SUPPLIES
      245.00 F6666666666999  A 12122012
123      X

NEXT:
L1 L2 L3 L4 L5  GF SF FID      BE      IBI VOUCH-NO LINE VENDOR-ID      TYPE      SEL
85                                V

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

```

- In **X** field, input **I** to view detailed information.
- Press **Enter**. FLAIR will retrieve the TR51 Single Inquiry Screen One.

**TR51 – Unencumbered Disbursements – Single Inquiry By Site - Screen Two**

(with example data retrieved)

51I2 TR 51 - UNENC DISB - SINGLE INQUIRY BY SITE															12/12/2012 13:50:41												
L1	L2	L3	L4	L5	EO	VR	OBJECT	CF	PPI	DESCRIPTION	SUB-VENDOR-ID																
85	10	01	01	211	01	04	261300			TRAVEL																	
....AMOUNT....										VENDOR-ID		MC		TRN-DT		G		VOUCH-NO		LINE		BI		OTHER-DOC		B	
20.00										E111111111				12122012													
INVOICE		AB		..QUANTITY..		CK-NO		CK-DT		PID		BF-ORG		BF-EO		BF-OB/CF		BF-CAT/YR									
ABC		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	L2	L3	L4	L5	GF	SF	FID	BE	IBI	VOUCH-NO	LINE	VENDOR-ID	TYPE		SEL												
85										V																	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---																											
CONT MINI MAIN RFRSH TOP FWD																											

8. Press **F8** to view additional records until **"END OF SEARCH"** message is displayed.

## 204.4 TR51 Update

The TR51 Update by Site option is used to make changes or corrections to transactions input into FLAIR during the current business day before the entries are sent for nightly processing. If a transaction made on a prior day needs to be corrected, it must be reversed using a TR58 (some instances can require a voucher deletion) and reprocessed. A TR51 will be used when a voucher is required; a TR58 when a voucher is not required.

Before making an update to a record, the user must first perform an inquiry. From the inquiry screen, the user may access the update screen. There are two ways users can access the Single Update by Site Screen:

- Single Inquiry
- Multiple Inquiry

### 204.4.1 TR51 Single Update

Updates to TR51s can only be made on the same business day the entry was input.

To update a transaction using the single update option from the Disbursements Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **51**.
2. In the **SEL** field, input **I**.



**TR51 – Unencumbered Disbursements – Single Inquiry By Site - Screen Two**

(with example data retrieved)

51I2	TR 51 - UNENC DISB - SINGLE INQUIRY BY SITE										12/12/2012	13:50:41	
L1 L2 L3 L4 L5	EO	VR	OBJECT	CF	PPI	DESCRIPTION	SUB-VENDOR-ID						
85 10 01 01 211	01	04	261300	TRAVEL									
....AMOUNT....			VENDOR-ID			MC TRN-DT			G VOUCH-NO LINE BI OTHER-DOC B				
20.00			E111111111			12122012							
INVOICE	AB	..QUANTITY..		CK-NO	CK-DT	PID	BF-ORG	BF-EO	BF-OB/CF	BF-CAT/YR			
ABC	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 L2 L3 L4 L5	GF	SF	FID	BE	IBI	VOUCH-NO	LINE	VENDOR-ID	TYPE		SEL		
85						V							
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---													
CONT			MINI			MAIN			RFRSH			TOP FWD	

6. To update this transaction, input **U** in the **SEL** field.

**TR51 – Unencumbered Disbursements – Single Inquiry By Site - Screen Two** (with example data input)

51I2	TR 51 - UNENC DISB - SINGLE INQUIRY BY SITE										12/12/2012	13:50:41	
L1 L2 L3 L4 L5	EO	VR	OBJECT	CF	PPI	DESCRIPTION	SUB-VENDOR-ID						
85 10 01 01 211	01	04	261300	TRAVEL									
....AMOUNT....			VENDOR-ID			MC TRN-DT			G VOUCH-NO LINE BI OTHER-DOC B				
20.00			E111111111			12122012							
INVOICE	AB	..QUANTITY..		CK-NO	CK-DT	PID	BF-ORG	BF-EO	BF-OB/CF	BF-CAT/YR			
ABC	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 L2 L3 L4 L5	GF	SF	FID	BE	IBI	VOUCH-NO	LINE	VENDOR-ID	TYPE		SEL <b>U</b>		
85						V							
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---													
CONT			MINI			MAIN			RFRSH			TOP FWD	

7. Press **Enter**. FLAIR will display the TR51 Unencumbered Single Update by Site Screen One.



**TR51 - Unencumbered Disbursements - Single Update By Site - Screen One**

(with example data retrieved)

```

51U1
TR 51 - UNENC DISB - SINGLE UPDATE BY SITE
12/12/2012 13:52:48

DEL L1 L2 L3 L4 L5 EO VR OBJECT CF PPI DESCRIPTION SUB-VENDOR ID
_ 85 10 01 01 211 01 04 261300 TRAVEL

....AMOUNT.... VENDOR-ID TRN-DT G VOUCH-NO LINE BI OTHER-DOC B
20.00 E111111111 12122012 V

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

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...

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

```

8.
  - a. Input missing data into a blank field, or type over existing data; **OR**
  - b. To delete the entire transaction, input **D** in the **DEL** field.
9. Press **Enter**.
  - a. FLAIR will either display the single inquiry screen with updated information; **OR**
  - b. If the disbursement was deleted, FLAIR will display the ***"END OF SEARCH"*** screen.

## 204.4.2 TR51 Multiple Update

Users can update multiple transactions by retrieving the TR51 Multiple Inquiry by Site Request option. ***See section 204.3.2 TR51 Multiple Inquiry for instructions on how to retrieve this option.*** Once the screen is retrieved, the user must enter the optional data and press **Enter** to access the TR51 Multiple Inquiry by Site option for updates.

To update a TR51 using the multiple inquiry option from any FLAIR input screen:

1. In the **TYPE** field, input **51**.
2. In the **SEL** field, input **M**.



**TR51 – Unencumbered Disbursements – Multiple Inquiry By Site – Request – Screen One**  
(with example data input)

```

51M1                                06/10/2013  09:39:11
  TR 51 - UNENCUMBERED DISBURSEMENTS - MULTIPLE INQUIRY BY SITE - REQUEST

L1 L2 L3 L4 L5      USER ID  GF SF FID      BE      IBI  VENDOR-ID
85 10 01 01 211    BF-ORG    BF-EO  VOUCH-NO LINE      E111111111_
                                V

                                                    TYPE      SEL

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

```

5. Press **Enter**.
  - a. FLAIR will retrieve records based on the search criteria input; **OR**
  - b. If all fields are left blank, FLAIR will return all transactions within the user's organization code level and site.

**TR51 – Unencumbered Disbursements – Multiple Inquiry By Site – Screen Two**  
(with example data retrieved)

```

51M2      TR 51 - UNENC DISB - MULTIPLE INQUIRY BY SITE  12/12/2012  13:36:13

X L1 L2 L3 L4 L5  EO VR OBJECT CF  YR PPI DESCRIPTION      SUB-VENDOR-ID
....AMOUNT.... VENDOR-ID      MC 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
85 10 01 01 211 01 04 261300    00      TRAVEL
20.00 E111111111      12122012
ABC      X

85 10 01 01 211 01 04 261300    00      TRAVEL
40.00 E111111111      12122012
ABC      X

85 10 01 01 211 01 04 380000    00      SUPPLIES
245.00 F666666666999      A 12122012
123      X

NEXT:
L1 L2 L3 L4 L5  GF SF FID      BE      IBI VOUCH-NO LINE VENDOR-ID
85                                V

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

```

6. In the **X** field next to the transaction to be updated, input **U**.

**TR51 – Unencumbered Disbursements – Multiple Inquiry By Site – Screen Two**

(with example data input)

51M2 TR 51 - UNENC DISB - MULTIPLE INQUIRY BY SITE 12/12/2012 13:36:13

**Input U**

L1	L2	L3	L4	L5	EO	VR	OBJECT	CF	YR	PPI	DESCRIPTION	SUB-VENDOR-ID
85	10	01	01	211	01	04	261300	00			TRAVEL	12122012
ABC X												
85	10	01	01	211	01	04	261300	00			TRAVEL	12122012
ABC X												
85	10	01	01	211	01	04	380000	00			SUPPLIES	12122012
123 X												

20.00 E111111111  
40.00 E111111111  
245.00 F666666666999

NEXT:  
L1 L2 L3 L4 L5 GF SF FID BE IBI VOUCH-NO LINE VENDOR-ID  
85 V

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

7. Press **Enter**. FLAIR will display the selected record with expanded data on TR51 Single Update by Site Screen One.

**TR51 – Unencumbered Disbursements – Single Update By Site – Screen One**

(with example data retrieved)

51U1 TR 51 - UNENC DISB - SINGLE UPDATE BY SITE 12/12/2012 13:52:48

DEL	L1	L2	L3	L4	L5	EO	VR	OBJECT	CF	PPI	DESCRIPTION	SUB-VENDOR ID
-	85	10	01	01	211	01	04	261300			TRAVEL	

....AMOUNT.... VENDOR-ID TRN-DT G VOUCH-NO LINE BI OTHER-DOC B  
20.00 E111111111 12122012 V

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

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...

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

8. a. Input missing data or type over existing data; **OR**  
b. To delete the entire transaction, input **D** in the **DEL** field.

**TR51 – Unencumbered Disbursements – Single Update By Site – Screen One** (with example data input)

Input D

12/12/2012 13:52:48

**TR 51 - UNENC DISB - SINGLE UPDATE BY SITE**

DEL	L1	L2	L3	L4	L5	EO	VR	OBJECT	CF	PPI	DESCRIPTION	SUB-VENDOR ID
	85	10	01	01	211	01	04	261300			TRAVEL	

....AMOUNT....

VENDOR-ID

TRN-DT

G VOUCH-NO

LINE

BI

OTHER-DOC

B

20.00

E111111111

12122012

V

INVOICE

AB

..QUANTITY..

CK-NO

CK-DT

PID

BF-ORG

BF-EO

BF-OB/CF

BF-CAT/YR

ABC

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...

Enter-PF1---PF2---

PF3---PF4---

PF5---PF6---

PF7---PF8---

PF9---

PF10---

PF11---

PF12---

CONT

MINI

MAIN

RFRSH

TYPE

SEL

CAN

9. Press **Enter**.

- a. FLAIR will display the TR51 Unencumbered Disbursements Single Inquiry Screen One with updated information; **OR**
- b. If the disbursement was deleted, FLAIR will display the message **"END OF SEARCH."**

## 204.5 TR51 FLAIR Accounting Entries

This TR51 is used to record cash disbursements where no encumbrance or liability was previously established and to record credit memos. A **credit memo** is an invoice crediting the agency's account instead of issuing a refund of cash to the agency or vendor. The agency may then use the credit memo to reduce the amount owed for a current invoice from that same vendor.

To record a credit memo, the user must input the following two transactions:

- The first transaction records a debit for the full amount of the invoice.
- The second transaction records the full amount of the credit memo (input as a negative amount).

During nightly processing, FLAIR places both items on the same voucher schedule. The voucher schedule reflects both entries and display the net amount owed to the vendor on one voucher schedule.

**Note:** The debit amount should exceed the credit amount by at least one cent (\$0.01), and the 29-digit code (including the grouping character, if used) must be the same for both the debit and credit accounting entry.



The entries below record the \$500.00 TR51 Unencumbered Disbursement and a \$250.00 credit memo in the GL accounts.

Disbursement:

SF	GL Code	Description	DR	CR	I/A
	7*****	Expenditures	500		I
1	13100	Unexpended GR Release <b>or</b>		500	A
2, 3	12200	Released Cash in State Treasury <b>or</b>		500	A
8	11200	Cash in Bank		500	A

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

Credit memo:

SF	GL Code	Description	DR	CR	I/A
1	13100	Unexpended GR Release <b>or</b>	25.0 0		A
2, 3	12200	Released Cash in State Treasury <b>or</b>	25.0 0		A
8	11200	Cash in Bank	25.0 0		A
	7*****	Expenditures		25.0 0	I

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

The net amount paid to the vendor will be \$25.00 of the two entries above processed by the user in FLAIR.

The GL code for expenditures (7\*\*\*\*) may be entered by the user or retrieved from the Expansion Set File. To record an increase in expenditures, the user should input a positive amount which will be entered as a debit to the 7\*\*\*\* account. To record a credit memo, the user should input a negative amount which will be entered as a credit to the 7\*\*\*\* account.

When unencumbered disbursements are recorded, the Available Balance File is updated as follows:

Indicators	State Fund = 1	State Fund = 2, 3	State Fund = 8
<b>Fund Cash</b>	N/A	+/-amount	+/-amount
<b>Fund Release</b>	+/-amount	+/-amount	N/A
<b>Organization Cash</b>	N/A	+/-amount	+/-amount
<b>Organization Allotment</b>	+/-amount	+/-amount	+/-amount

+/- = Increase/Decrease; N/A = Not applicable.

**Note:** Grant fund cash, contract fund cash, project fund cash, grant allotment, contract allotment, and/or project allotment available balance records will also be updated (same as fund cash and organization allotment above). This update will take place only if the **GRANT**, **CONTRACT**, and/or **PROJECT** fields are input.



## 205 Revolving Funds

A **revolving fund** is defined as a cash fund established from an operating account and used to make authorized expenditures as defined by law. The revolving fund is established as a local fund (or local account outside the State Treasury) by the agency and must be approved by the CFO. The agency maintains a set balance and is reimbursed in FLAIR during the course of its operations. Theoretically, it is a petty cash fund used from current budget entities for purchases or services related to that entity and must be reimbursed to restore the funds back into the petty cash fund. The revolving fund can be used to make immediate or emergency disbursements on behalf of that agency or the State for the following reasons including, but not limited to:

- Immediate payroll;
- Goods and services;
- Witness fees; and
- Immediate travel arrangements.

### 205.1 Authority

The Florida Statutes and Florida Administrative Codes which contain the legal authority for establishing and maintaining revolving funds are defined in:

- Section [216.271](#), F.S., states the CFO has the authority to establish and approve changes to a revolving fund.
- Rule [69I-23.003](#), F.A.C., establishes the rules for the creation, continuation, or changes to a revolving fund. All requests by an agency must be sent to the DFS Bureau of Financial Services.
- Rule [69I-23.004](#), F.A.C., establishes the requirement for agencies to maintain internal controls for a revolving fund.
- Rule [69I-31.226\(1\)](#), F.A.C., establishes the rules for payment of salaries or wages of any type from a revolving fund after the receipt of written approval by the DFS Bureau of Financial Reporting.

**Note:** This does not include agency specific statutes or rules concerning revolving funds.

### 205.2 Internal Controls

Each agency is required to establish and maintain an adequate system of internal control over each of its authorized revolving funds pursuant to Rule [69I-23.004](#), F.A.C.

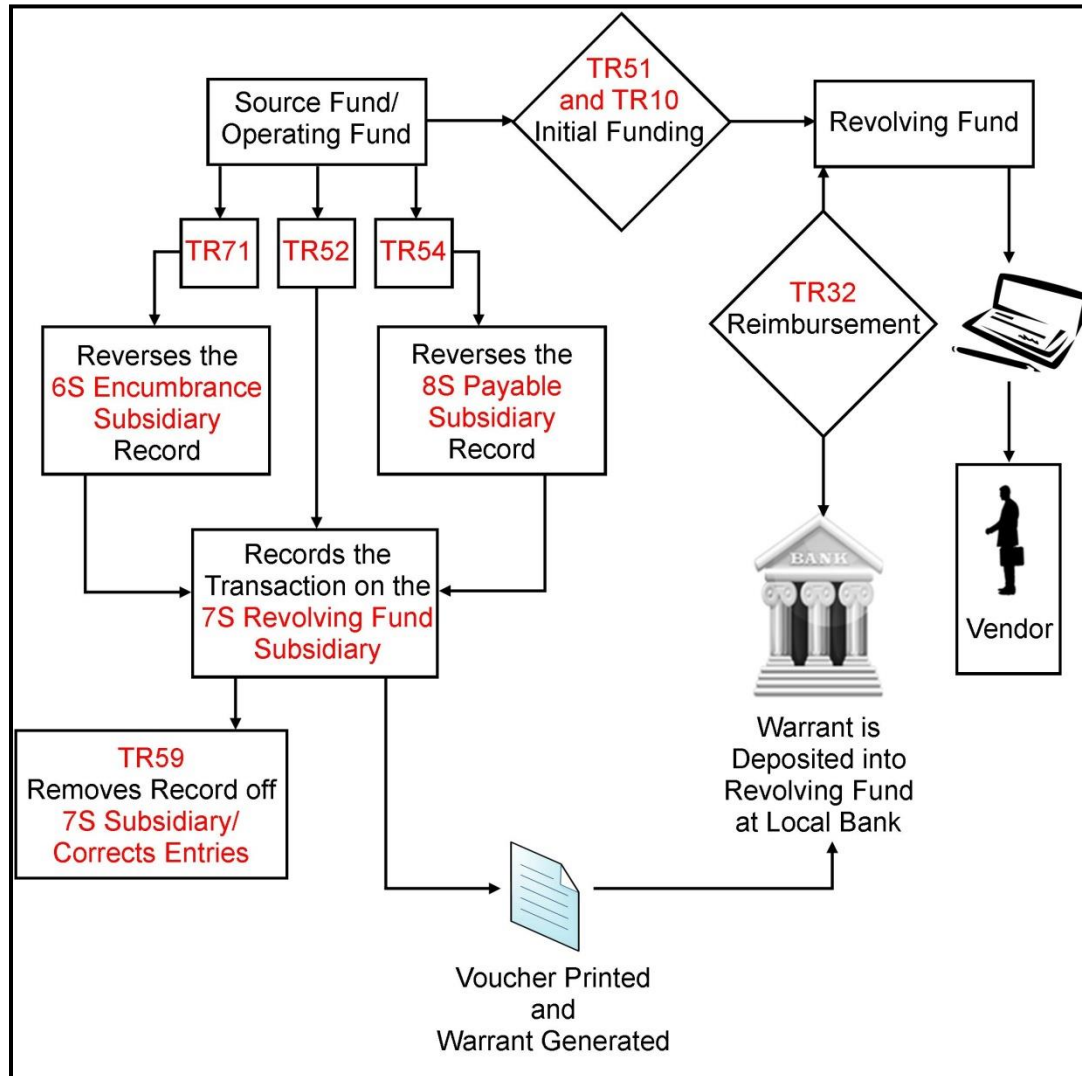
Adequate internal controls shall include, at minimum:

- Current written procedures for the use of each revolving fund.
- Reconciliation of bank statements by someone other than the Custodian or employee directly supervised by the Custodian.
- Unscheduled cash counts by someone who is independent of the Custodian within the agency.
- Updated written documentation of the system.
- Check stock must be kept in a secured location.
- Accountability for test and voided checks.
- Segregation of duties.
- Special password security for running checks.

- Policies for changing passwords.
- Controls over input preparation and approval.
- Editing and validation of input data.

All revolving fund checks must require two authorized signatures. DFS may give written approval for the use of a single signature for revolving funds using an automated check writing system if it is determined that adequate internal controls are maintained.

### 205.3 Revolving Fund Flow Chart







## 205.5 TR52 Revolving Fund Unencumbered Disbursement

The TR52 Revolving Fund Unencumbered Disbursement Transaction is used to record cash disbursements from revolving funds where no encumbrance or payable has been previously established.

A TR52 reimburses the local revolving fund from an agency's operating account and credits the agency's cash after the request has been approved for payment by DFS Bureau of Auditing. If an agency has a credit memo. Each time a disbursement is recorded through TR52 a record for the disbursement is also created on the Revolving Fund Subsidiary Ledger (7S) (*see section 205.11 Revolving Fund Subsidiary Ledger*).

### 205.5.1 TR52 Single Input

Single input allows the user to view all data codes associated with the transaction. Some of these codes are retrieved from the Expansion Files, and they may be updated if necessary.

To record a single TR52 from the Disbursements Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **52**.
2. In the **SEL** field, input **S**.

**Disbursements Mini Menu** (with example data input)

DBMU		04/24/2013 11:15:36	
DISBURSEMENTS MINI MENU			
TYPE		SEL OPTIONS	
51	UNENCUMBERED DISBURSEMENTS	A,S,M,I	
52	REVOLVING FUND UNENCUMBERED DISBURSEMENTS	A,S,M,I	
53	PAYABLES DISBURSEMENTS	A,S,M,I	
54	REVOLVING FUND PAYABLES DISBURSEMENTS	A,S,M,I	
57	OVERPAYMENTS	S,I	
58	DISBURSEMENTS CORRECTION	A,S,M,I	
59	REVOLVING FUND DISBURSEMENTS CORRECTION	A,M	
70	ENCUMBERED DISBURSEMENTS	A,S,M,I	
71	REVOLVING FUND ENCUMBERED DISBURSEMENTS	A,S,M,I	
7S	REVOLVING FUND SUBSIDIARY LEDGER	M,I	
SEL			
A	MULTIPLE INPUT		
S	SINGLE INPUT WITH EXPANDED DATA DISPLAY		
M	MULTIPLE INQUIRY		
I	SINGLE INQUIRY WITH EXPANDED DATA DISPLAY		
		TYPE 52 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 TR52 Revolving Fund Unencumbered Disbursements Single Input Request Screen One.

**TR52 - Revolving Fund Unencumbered Disbursements - Single Input - Request - Screen One**

52s1											
TR 52 - REVOLVING FUND UNENCUMBERED DISBURSEMENTS - SINGLE INPUT - REQUEST											
L1	L2	L3	L4	L5	EO	VR	OBJECT	PPI			
—											
										TYPE	SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---											
CONT                  MINI  MAIN  RFRSH											

TR52 Revolving Fund Unencumbered Disbursements Single Input Request Screen One fields:

Field	Description	Required/Optional/Special Instructions
<b>L1 L2 L3 L4 L5</b>	Organization Code	Required. (11N)
<b>EO</b>	Expansion Option	Required. (2A/N)
<b>VR</b>	Version	Optional. (2A/N)
<b>OBJECT</b>	Object Code	Required. Must be a valid expenditure object code beginning with <b>1-8</b> . (6N)
<b>PPI</b>	Prior Period Indicator	Optional. Available indicators: <b>M:</b> Prior Month <b>Y:</b> Prior Year (1A)

- Input data in the required fields and optional fields (if any).

**TR52 - Revolving Fund Unencumbered Disbursements - Single Input - Request - Screen One**  
(with example data input)

```

52S1                                     12/10/2012  10:55:56
TR 52 - REVOLVING FUND UNENCUMBERED DISBURSEMENTS - SINGLE INPUT - REQUEST

L1 L2 L3 L4 L5 EO VR OBJECT PPI
85 20 03 00 000 DD 341000 -

Required Input

                                     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 TR52 Single Input Revolving Fund Unencumbered Disbursements Single Input Screen Two.

**TR52 - Revolving Fund Unencumbered Disbursements - Single Input - Screen Two**  
(with example data retrieved)

```

52S2                                     12/10/2012  10:38:46
TR 52 - REVOLVING FUND UNENCUMBERED DISBURSEMENTS - SINGLE INPUT

L1 L2 L3 L4 L5 EO VR OBJECT PPI CF DESCRIPTION SUB-VENDOR-ID
85 20 03 00 000 DD 03 341000

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

BI INVOICE AB ..QUANTITY.. CK-NO CK-DT B PID

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 RVL
10 1 000001 85200000 00 1112110000 000000 010001

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

NEXT: L1-L5 85 20 03 00 000 EO DD VR OBJECT 341000 PPI TYPE SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT          MINI  MAIN  RFRSH CAN

```

TR52 Revolving Fund Unencumbered Disbursements Single Input Screen Two fields:

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

Field	Description	Required/Optional/Special Instructions
<b>PPI</b>	Prior Period Indicator	Optional. Available indicators: <b>M</b> : Prior Month <b>Y</b> : Prior Year (1A)
<b>CF</b>	Certified Forward Indicator	Optional. If <b>SF = 8</b> is retrieved, the error message " <b>CF IS NOT ALLOWED WITH LOCAL FUNDS</b> " will display. (1A)
<b>DESCRIPTION</b>	Description	Optional. (16A/N)
<b>SUB-VENDOR-ID</b>	Sub-vendor Identification Number	Optional. (14A/N)
<b>AMOUNT</b>	Transaction Amount	Required. Use positive amounts to record disbursements and negative amounts to record credit memos.  <b>Note:</b> The net total must be a positive amount if a credit memo is recorded. (10.2N)
<b>VENDOR-ID</b>	Vendor Identification Number	Required. (21A/N)
<b>TRN-DT</b>	Transaction Date	Required. Must be less than or equal to the current date. (8N)
<b>OTHER-DOC</b>	Other Document Number	Optional. (11A/N)
<b>G</b>	Grouping Character	Optional. (1A/N)
<b>VOUCH-NO</b>	Voucher Number	Required. If <b>BI = X</b> .  Optional. The first character must be alphabetic. (7A/N)
<b>LINE</b>	Voucher Line Number	Required. If <b>VOUCH-NO</b> is input. Optional. (4N)
<b>BI</b>	Bookkeeping Indicator	Optional. Valid input: <b>A</b> – Used in disbursement transactions to bypass the automated posting. <b>C</b> – Used in disbursement correction transactions to cancel a check that has been written. <b>E</b> – Used in disbursement correction transactions to erase a check that has not actually been written. <b>N</b> – Used in disbursement transactions to produce a non-CFO voucher and bypass online voucher audits for cash receipt corrections. <b>N</b> will prevent the transactions from being included in treasury receipt processing. <b>X</b> – Used in disbursement transactions to bypass voucher processing (no voucher produced), and the online voucher audit.

Field	Description	Required/Optional/Special Instructions
		# – Used in disbursement and revenue/refund transactions to indicate that a check is to be printed. \$ – Used in disbursement and revenue/refund transactions to indicate that a check will be manually produced. (1A)
<b>INVOICE</b>	Invoice Number	Required. Cannot not equal <b>0</b> . (9A/N)
<b>AB</b>	Available Balance Override Indicator	Required. Valid input: <b>X</b> . If an error message displays and the user has available balance override authority.  Optional. If user has available balance override authority. (1A)
<b>QUANTITY</b>	Quantity	Optional. (10.2N)
<b>CK-NO</b>	Local Fund Check Number	Required. If <b>BI</b> = \$ or <b>C</b> .  Optional. If <b>BI</b> = <b>blank, X, N, or A</b> . (8N)
<b>CK-DT</b>	Local Fund Check Date	Optional. (8N)
<b>B</b>	Batch Character	Optional. (1A/N)
<b>PID</b>	Product Identifier	Optional. (3A/N)
<b>CAT</b>	Appropriation Category	Retrieved. (6N)
<b>YR</b>	Appropriation Year	Required. Defaults to <b>00</b> if left blank. (2N)
<b>GL</b>	General Ledger	Retrieved. (5N)
<b>EGL</b>	External General Ledger	Retrieved. (5N)
<b>EOB</b>	External Object Code	Retrieved. (3A)
<b>ECAT</b>	External Category	Retrieved. (6N)
<b>EP</b>	External Program	Retrieved. (2N)
<b>GRANT</b>	Grant Number	Optional. Must be established in FACTS and carried over to the Title File before it can be used in a FLAIR transaction. If object code = <b>75XXXX</b> , a grant and/or contract number is required. (5A/N)
<b>GY</b>	Grant Year	Optional. A grant number must be present before contract year is input. (2N)
<b>CNTRT</b>	Contract Number	Optional. Must be established in FACTS and carried over to the Title File before it can be used in a FLAIR transaction. If object code = <b>75XXXX</b> , a grant and/or contract number is required. (5A/N)
<b>CY</b>	Contract Year	Optional. A contract number must be present before contract year is input. (2N)
<b>OCA</b>	Other Cost Accumulator	Optional. Must be established in the Title File prior to use in a transaction. (5A/N)



Field	Description	Required/Optional/Special Instructions
<b>AU</b>	Agency Unique Code	Optional. Must be established in the Title File prior to use in a transaction. (2A/N)
<b>GF</b>	GAAFR Fund	Retrieved. (2N)
<b>SF</b>	State Fund	Retrieved. (1N)
<b>FID</b>	Fund Identifier	Retrieved. (6N)
<b>BE</b>	Budget Entity	Retrieved. (8N)
<b>IBI</b>	Internal Budget Indicator	Retrieved. (2N)
<b>EF</b>	External Fund Type	Retrieved. (1N)
<b>STATE-PROGRAM</b>	State Program Number	Required. Must be established in the Title File prior to use in a transaction. (16N)
<b>PROJECT ID</b>	Project Identifier	Optional. Must be established in the Project Information File and carried over to the Title File prior to use in a transaction. (11A/N)
<b>RVL</b>	Revolving Fund Identifier	Protected. (5N)
<b>BPIN</b>	Beginning Property Item Number	Optional. (8A/N)
<b>COUNT</b>	Count	Optional. (4N)
<b>UNITS</b>	Units	Optional. (12N)
<b>TIME</b>	Time	Optional. (9N)

6. Input data in the required (**AMOUNT, VENDOR ID, TRN-DT, INVOICE**) and optional fields (if any).

**TR52 - Revolving Fund Unencumbered Disbursements - Single Input - Screen Two**  
(with example data input)

52S2															12/10/2012 10:58:15											
TR 52 - REVOLVING FUND UNENCUMBERED DISBURSEMENTS - SINGLE INPUT																										
L1	L2	L3	L4	L5	EO	VR	OBJECT	PPI	CF	DESCRIPTION	SUB-VENDOR-ID															
85	20	03	00	000	DD	03	341000																			
...AMOUNT...										VENDOR-ID					TRN-DT			OTHER-DOC		G		VOUCH-NO			LINE	
1.00										F666666666999					12102012									V		
BI		INVOICE			AB		..QUANTITY..			CK-NO		CK-DT		B		PID										
		12A																								
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			RVL													
10	1	000001	85200000		00		1112110000 000000						010001													
BPIN		COUNT		...UNITS....			...TIME...			RVL must be established in the EO file																
NEXT: L1-L5 85 20 03 00 000 EO DD VR OBJECT 341000 PPI TYPE SEL																										
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---																										
CONT MINI MAIN RFRSH CAN																										

- Press **Enter**. FLAIR will return user to TR52 Revolving Fund Single Input Screen Two and retrieve any data that is included on the **NEXT** line. The **AMOUNT**, **QUANTITY**, **AB**, **CF**, and **YR** fields will be blank.

### 205.5.2 TR52 Multiple Input

Users can process multiple transactions using the multiple input option. Multiple transactions display limited data, but allow input of up to three lines per page with no Expansion File data.

To record multiple TR52s from the Disbursements Mini Menu or any FLAIR input screen:

- In the **TYPE** field, input **52**.
- In the **SEL** field, input **A**.

**Disbursements Mini Menu** (with example data input)

```

DBMU                                04/24/2013 09:01:38
                                DISBURSEMENTS MINI MENU

TYPE                                SEL OPTIONS
51  UNENCUMBERED DISBURSEMENTS      A,S,M,I
52  REVOLVING FUND UNENCUMBERED DISBURSEMENTS  A,S,M,I
53  PAYABLES DISBURSEMENTS          A,S,M,I
54  REVOLVING FUND PAYABLES DISBURSEMENTS  A,S,M,I
57  OVERPAYMENTS                    S,I
58  DISBURSEMENTS CORRECTION        A,S,M,I
59  REVOLVING FUND DISBURSEMENTS CORRECTION  A,M
70  ENCUMBERED DISBURSEMENTS        A,S,M,I
71  REVOLVING FUND ENCUMBERED DISBURSEMENTS  A,S,M,I
7S  REVOLVING FUND SUBSIDIARY LEDGER  M,I

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

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                                MAIN  RFRSH
                                TYPE 52 SEL A

```

3. Press **Enter**. FLAIR will display the TR52 Revolving Fund Unencumbered Disbursements Multiple Input Request Screen One.

**TR52 – Revolving Fund Unencumbered Disbursements - Multiple Input – Screen One**

(with example data retrieved)

52A1 04/22/2013 14:12:17  
 TR 52 - REVOLVING FUND UNENCUMBERED DISBURSEMENTS - MULTIPLE INPUT

L1	L2	L3	L4	L5	EO	VR	OBJECT	CF	YR	PPI	DESCRIPTION	SUB-VENDOR-ID
....AMOUNT....							VENDOR-ID			TRN-DT	OTHER-DOC	G VOUCH-NO LINE BI
INVOICE				AB			..QUANTITY..		CK-NO	CK-DT	B	PID
85										2013		V
85										2013		V
85										2013		V

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

4. Input the appropriate fields.

**TR52 – Revolving Fund Unencumbered Disbursements – Multiple Input – Screen One**  
(with example data input)

52A1															12/10/2012 11:04:22		
TR 52 - REVOLVING FUND UNENCUMBERED DISBURSEMENTS - MULTIPLE INPUT																	
L1	L2	L3	L4	L5	EO	VR	OBJECT	CF	YR	PPI	DESCRIPTION	SUB-VENDOR-ID					
....AMOUNT....				VENDOR-ID						TRN-DT	OTHER-DOC	G	VOUCH-NO	LINE	BI		
INVOICE				AB	..QUANTITY..			CK-NO	CK-DT	B	PID						
85	20	03	00	000	DD		341000										
2.00				F666666666999						12102012					V		
1B																	
85	10	01	01	211	01		341001										
6.00				F666666666999						12102012					V		
2B_																	
85																	
										2012				V			
															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 return user to the TR52 Revolving Fund Multiple Input Screen Two and will retrieve any data that is included on the **NEXT** line. The **AMOUNT**, **QUANTITY**, **AB**, **CF**, and **YR** fields will be blank.

The user has the option to either press **F12** to exit this screen or continue to input additional transactions by typing over the existing data on the first line.

## 205.6 TR52 Inquiry

A TR52 inquiry allows users to view transactions input the same day prior to nightly processing. Only transactions within the user's organization level and site will be displayed. There are two ways to inquire into a TR52:

- Single Inquiry
- Multiple Inquiry

### 205.6.1 TR52 Single Inquiry

Users can inquire into a single disbursement using a TR52I, and multiple line disbursements using a TR52M. These functions are only available the same day the transaction is input.

Only transactions within the user's organization level and site will be displayed.

To inquire into a single TR52 from the Disbursements Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **52**.
2. In the **SEL** field, input **I**.

**Disbursements Mini Menu** (with example data input)

DBMU		04/24/2013 09:01:38	
DISBURSEMENTS MINI MENU			
TYPE		SEL OPTIONS	
51	UNENCUMBERED DISBURSEMENTS	A,S,M,I	
52	REVOLVING FUND UNENCUMBERED DISBURSEMENTS	A,S,M,I	
53	PAYABLES DISBURSEMENTS	A,S,M,I	
54	REVOLVING FUND PAYABLES DISBURSEMENTS	A,S,M,I	
57	OVERPAYMENTS	S,I	
58	DISBURSEMENTS CORRECTION	A,S,M,I	
59	REVOLVING FUND DISBURSEMENTS CORRECTION	A,M	
70	ENCUMBERED DISBURSEMENTS	A,S,M,I	
71	REVOLVING FUND ENCUMBERED DISBURSEMENTS	A,S,M,I	
7S	REVOLVING FUND SUBSIDIARY LEDGER	M,I	
SEL			
A	MULTIPLE INPUT		
S	SINGLE INPUT WITH EXPANDED DATA DISPLAY		
M	MULTIPLE INQUIRY		
I	SINGLE INQUIRY WITH EXPANDED DATA DISPLAY		
		TYPE 52 SEL I	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
CONT		MAIN RFRSH	

3. Press **Enter**. FLAIR will display the Single Inquiry by Site Request Screen One.

**TR52 - Revolving Fund Unencumbered Disbursements - Single Inquiry By Site - Request - Screen One**

52I1		11/02/2012 12:58:34	
TR 52 - REVOLVING FUND UNENCUMBERED DISBURSEMENTS - SINGLE INQUIRY BY SITE - REQUEST			
L1	L2	L3	L4
85			
VOUCH-NO LINE			
V			
TYPE SEL			
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
CONT		MINT MATN RFRSH	

4. a. Input one or a combination of fields to narrow the search criteria; **OR**  
b. Leave all fields blank.
5. Press **Enter**.
  - a. If data is input, FLAIR will display the requested transaction with expanded data available for review only (no updates); **OR**
  - b. If all fields are left blank, FLAIR will display all TR52 transactions input within the user's site in **L2-L5** order.



**TR52 – Revolving Fund Unencumbered Disbursements – Single Inquiry By Site – Screen Two**  
(with example data retrieved)

5212 TR 52 - RVL FUND UNENC DISB - SINGLE INQUIRY BY SITE 12/10/2012 11:13:14

L1	L2	L3	L4	L5	EO	VR	OBJECT	PPI	CF	DESCRIPTION	SUB-VENDOR-ID
85	20	03	00	000	DD	03	341000				

....AMOUNT.... VENDOR-ID MC TRN-DT OTHER-DOC VOUCH-NO LINE  
1.00 F666666666999 A 12/10/2012

INVOICE AB ..QUANTITY.. CK-NO CK-DT B PID BI G  
12A X

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

GF	SF	FID	BE	IBI	EF	RVL	STATE-PROGRAM	PROJECT ID
10	1	000001	85200000	00		010001	1112110000 000000	

BPIN COUNT UNITS TIME TYPE SEL  
L1 L2 L3 L4 L5 GF SF FID BE IBI VOUCH-NO LINE VENDOR-ID  
85 V

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

## 205.6.2 TR52 Multiple Inquiry

The multiple inquiry screens display the first three entries on a file meeting the search criteria without expanded data.

To inquire into multiple TR52s from the Disbursements Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **52**.
2. In the **SEL** field, input **M**.

**Disbursements Mini Menu** (with example data input)

DBMU 04/24/2013 09:01:38

DISBURSEMENTS MINI MENU

TYPE		SEL	OPTIONS
51	UNENCUMBERED DISBURSEMENTS	A,S,M,I	
52	REVOLVING FUND UNENCUMBERED DISBURSEMENTS	A,S,M,I	
53	PAYABLES DISBURSEMENTS	A,S,M,I	
54	REVOLVING FUND PAYABLES DISBURSEMENTS	A,S,M,I	
57	OVERPAYMENTS	S,I	
58	DISBURSEMENTS CORRECTION	A,S,M,I	
59	REVOLVING FUND DISBURSEMENTS CORRECTION	A,M	
70	ENCUMBERED DISBURSEMENTS	A,S,M,I	
71	REVOLVING FUND ENCUMBERED DISBURSEMENTS	A,S,M,I	
7S	REVOLVING FUND SUBSIDIARY LEDGER	M,I	

SEL

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

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

TYPE 52 SEL M

3. Press **Enter**. FLAIR will display the TR52 Revolving Fund Unencumbered Disbursements Multiple Inquiry by Site Request Screen One.

**TR52 – Revolving Fund Unencumbered Disbursements – Multiple Inquiry By Site – Request – Screen One**

```

52M1                                     12/18/2012  14:17:46
      TR 52 - REVOLVING FUND UNENCUMBERED DISBURSEMENTS -
      MULTIPLE INQUIRY BY SITE - REQUEST

L1 L2 L3 L4 L5  USER ID  GF SF FID    BE      IBI  VENDOR-ID
85  _
VOUCH-NO LINE
V

                                           TYPE      SEL

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

```

4. a. Input search criteria; **OR**  
b. Leave all fields blank.
5. Press **Enter**.  
a. FLAIR will retrieve and display the TR52 Revolving Fund Unencumbered Disbursements Multiple Inquiry by Site Screen Two based on the search criteria input; **OR**  
b. If all fields are left blank, FLAIR will display all TR52s input within the user's site in L2-L5 order.

**TR52 – Revolving Fund Unencumbered Disbursements – Multiple Inquiry By Site – Screen Two**  
(with example data input)

```

52M2                                     12/10/2012  12:44:27
      TR 52 - REVOLVING FUND UNENCUMBERED DISBURSEMENTS - MULTIPLE INQUIRY BY SITE

X L1 L2 L3 L4 L5  EO VR OBJECT CF  YR  PPI  DESCRIPTION      SUB-VENDOR-ID
...AMOUNT...  VENDOR-ID      MC TRN-DT  OTHER-DOC  G VOUCH-NO LINE
BI  INVOICE      AB  ..QUANTITY.. CK-NO  CK-DT      B  PID
I 85 20 03 00 000 DD 03 341000 00      A 12102012
12A      X
I 85 20 03 00 000 DD 03 230000 00      A 12102012
85.00 F44444444333      A 12102012
101A      X      000150 07012009
I 85 20 03 00 000 DD 03 230000 00      A 12102012
100.00 F55555555777      A 12102012
101A      X      000150 07012009

NEXT:
L1 L2 L3 L4 L5  GF SF FID    BE      IBI VOUCH-NO LINE VENDOR-ID
85  _
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT          MINI  MAIN  RFRSH TOP      FWD

```

If **I** is input in the **X** field, FLAIR will display expanded data on the TR52 Single Inquiry Screen. *See section 205.6.1 TR52 Single Inquiry for details regarding the single inquiry screen with expanded data.*

## 205.7 TR52 Update

In order to make changes or corrections to a TR52, the user must first inquire on the selected record. After the inquiry, the user can update the record. When using the update option, changes can only be made to the transactions input into the system on the current business day. **See 205.6 TR52 Inquiry for instructions.**

To make corrections to TR52 entries input on a prior day, the user should use a TR59, Revolving Fund Disbursement Correction. **See section 212 Expenditure Corrections for more information.**

The user can retrieve records using the TR52 Single Update by Site in two ways:

- Single Inquiry
- Multiple Inquiry

### 205.7.1 TR52 Single Update

The single inquiry option displays the transaction recorded on the Daily Input File with expanded data.

To update a TR52 using the single inquiry option from the Disbursements Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **52**.
2. In the **SEL** field, input **I**.

**Disbursements Mini Menu** (with example data input)

DBMU		DISBURSEMENTS MINI MENU		04/24/2013 09:01:38	
TYPE				SEL	OPTIONS
51	UNENCUMBERED DISBURSEMENTS			A,S,M,I	
52	REVOLVING FUND UNENCUMBERED DISBURSEMENTS			A,S,M,I	
53	PAYABLES DISBURSEMENTS			A,S,M,I	
54	REVOLVING FUND PAYABLES DISBURSEMENTS			A,S,M,I	
57	OVERPAYMENTS			S,I	
58	DISBURSEMENTS CORRECTION			A,S,M,I	
59	REVOLVING FUND DISBURSEMENTS CORRECTION			A,M	
70	ENCUMBERED DISBURSEMENTS			A,S,M,I	
71	REVOLVING FUND ENCUMBERED DISBURSEMENTS			A,S,M,I	
7S	REVOLVING FUND SUBSIDIARY LEDGER			M,I	
SEL					
A	MULTIPLE INPUT				
S	SINGLE INPUT WITH EXPANDED DATA DISPLAY				
M	MULTIPLE INQUIRY				
I	SINGLE INQUIRY WITH EXPANDED DATA DISPLAY				
				TYPE 52 SEL I	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---					
CONT		MAIN RFRSH			

3. Press **Enter**. FLAIR will display the TR52 Revolving Fund Unencumbered Disbursements Single Inquiry by Site Request Screen One.

**TR52 – Revolving Fund Unencumbered Disbursements - Single Inquiry By Site - Request – Screen One**

52I1	TR 52 - REVOLVING FUND UNENCUMBERED DISBURSEMENTS - SINGLE INQUIRY BY SITE - REQUEST										04/22/2013	14:19:43
L1 L2 L3 L4 L5	USER ID	GF	SF	FID	BE	IBI	VENDOR-ID					
85												
VOUCH-NO LINE												
V												
											TYPE	SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---												
CONT MINI MAIN RFRSH												

4. Input the search criteria. *See section 205.6.1 TR52 Single Inquiry for more information.*
5. Press **Enter** and FLAIR will display the TR52 Single Inquiry by Site Screen Two.

**TR52 – Revolving Fund Unencumbered Disbursements - Single Inquiry By Site - Screen Two**  
(with example data retrieved)

52I2	TR 52 - RVL FUND UNENC DISB - SINGLE INQUIRY BY SITE										12/10/2012	12:45:31
L1 L2 L3 L4 L5	EO	VR	OBJECT	PPI	CF	DESCRIPTION			SUB-VENDOR-ID			
85 20 03 00 000	DD	03	341000									
....AMOUNT....			VENDOR-ID			MC	TRN-DT	OTHER-DOC	VOUCH-NO LINE			
1.00			F6666666666999			A	12/10/2012					
INVOICE		AB	..QUANTITY..		CK-NO	CK-DT	B	PID	BI	G		
12A		X										
CAT	YR	GL	EGL	EOB	ECAT	EP	GRANT	GY	CNTRT	CY	OCA	AU
040000	00	71100										
GF	SF	FID	BE	IBI	EF	RVL	STATE-PROGRAM		PROJECT ID			
10	1	000001	85200000	00		010001	1112110000 000000					
BPIN		COUNT		UNITS		TIME		TYPE		SEL		
L1 L2 L3 L4 L5	GF	SF	FID	BE	IBI	VOUCH-NO	LINE	VENDOR-ID				
85						V						
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---												
CONT MINI MAIN RFRSH TOP FWD												



To update this transaction from the TR52 Single Inquiry by Site Screen Two:

6. In the **SEL** field, input **U**.

**TR52 – Revolving Fund Unencumbered Disbursements – Single Inquiry By Site – Screen Two**  
(with example data input)

```

52I2 TR 52 - RVL FUND UNENC DISB - SINGLE INQUIRY BY SITE 12/10/2012 12:45:31
L1 L2 L3 L4 L5 EO VR OBJECT PPI CF DESCRIPTION SUB-VENDOR-ID
85 20 03 00 000 DD 03 341000
....AMOUNT.... VENDOR-ID MC TRN-DT OTHER-DOC VOUCH-NO LINE
1.00 F666666666999 A 12/10/2012
INVOICE AB ..QUANTITY.. CK-NO CK-DT B PID BI G
12A X
CAT YR GL EGL EOB ECAT EP GRANT GY CNTRT CY OCA AU
040000 00 71100
GF SF FID BE IBI EF RVL STATE-PROGRAM PROJECT ID
10 1 000001 85200000 00 010001 1112110000 000000
BPIN COUNT UNITS TIME TYPE
L1 L2 L3 L4 L5 GF SF FID BE IBI VOUCH-NO LINE VENDOR-ID
85 V
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT MINI MAIN RFRSH TOP FWD
  
```

7. Press **Enter**. FLAIR will display the TR52 Unencumbered Revolving Fund Single Update by Site Screen One.

**TR52 – Revolving Fund Unencumbered Disbursements – Single Update By Site – Screen One**  
(with example data retrieved)

```

52U1 12/10/2012 12:49:04
TR 52 - REVOLVING FUND UNENCUMBERED DISBURSEMENTS - SINGLE UPDATE BY SITE
DEL L1 L2 L3 L4 L5 EO VR OBJECT PPI CF DESCRIPTION SUB-VENDOR ID
D 85 20 03 00 000 DD 03 341000
....AMOUNT.... VENDOR-ID TRN-DT OTHER-DOC G VOUCH-NO LINE
1.00 F666666666999 12102012 V
BI INVOICE AB ..QUANTITY.. CK-NO CK-DT B PID
12A
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 RVL
10 1 000001 85200000 00 1112110000 000000 010001
BPIN COUNT ...UNITS.... ...TIME...
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT MINI MAIN RFRSH TYPE SEL
CAN
  
```

8. a. The user can type over existing data and/or input missing data; **OR**  
b. The user can input **D** in **DEL** (Delete) field to delete transaction from the daily input file.
9. Press **Enter**. FLAIR will display the TR52 Single Inquiry Screen One.



The following data codes are protected fields and may not be updated. If the user identifies an error with these codes, the transaction must be deleted and reprocessed.

L1-L5	EO	VR
OBJECT	GF	SF
FID	EF	RVL

The following codes may not be deleted, but may be changed:

VENDOR-ID	TRN-DT	AMOUNT
VOUCH-NO (if BI = X)	GL	LINE (if a VOUCH-NO is assigned)
BE	IBI	INVOICE
STATE PROGRAM	CK-NO (if BI = \$ or C)	CAT

**Note:** The **NEXT** line is not available with a TR52 Single Update. Another record can be updated using single or multiple inquiry, then follow the same procedures as above.

### 205.7.2 TR52 Multiple Update

The TR51 multiple inquiry option displays the transactions recorded on the Daily Input File without expanded data.

To update a TR52 using the multiple inquiry option from any FLAIR input screen:

1. In the **TYPE** field, input **52**.
2. In the **SEL** field, input **M**.

**Disbursements Mini Menu** (with example data input)

DBMU		04/24/2013 09:01:38
DISBURSEMENTS MINI MENU		
TYPE		SEL OPTIONS
51	UNENCUMBERED DISBURSEMENTS	A,S,M,I
52	REVOLVING FUND UNENCUMBERED DISBURSEMENTS	A,S,M,I
53	PAYABLES DISBURSEMENTS	A,S,M,I
54	REVOLVING FUND PAYABLES DISBURSEMENTS	A,S,M,I
57	OVERPAYMENTS	S,I
58	DISBURSEMENTS CORRECTION	A,S,M,I
59	REVOLVING FUND DISBURSEMENTS CORRECTION	A,M
70	ENCUMBERED DISBURSEMENTS	A,S,M,I
71	REVOLVING FUND ENCUMBERED DISBURSEMENTS	A,S,M,I
7S	REVOLVING FUND SUBSIDIARY LEDGER	M,I
SEL		
A	MULTIPLE INPUT	
S	SINGLE INPUT WITH EXPANDED DATA DISPLAY	
M	MULTIPLE INQUIRY	
I	SINGLE INQUIRY WITH EXPANDED DATA DISPLAY	
		TYPE 52 SEL M
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
CONT MAIN RFRSH		

3. Press **Enter**. FLAIR will display the TR52 Revolving Fund Unencumbered Disbursements Multiple Inquiry by Site Request Screen One.

**TR52 Revolving Fund Unencumbered Disbursements – Multiple Inquiry By Site – Request – Screen One**

52M1	12/19/2012 10:50:21									
TR 52 - REVOLVING FUND UNENCUMBERED DISBURSEMENTS - MULTIPLE INQUIRY BY SITE - REQUEST										
L1 L2 L3 L4 L5	USER ID	GF	SF	FID	BE	IBI	VENDOR-ID			
85	-									
VOUCH-NO LINE										
V										
										TYPE SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12--- CONT MINI MAIN RFRSH										

To inquire on the transaction:

4. Input the search criteria. *See section 205.6.2 TR52 Multiple Inquiry for more information.*
5. Press **Enter**. FLAIR will display the TR52 Multiple Inquiry by Site Screen Two.

**TR52 – Revolving Fund Unencumbered Disbursements – Multiple Inquiry By Site - Screen Two**  
(with example data retrieved)

52M2	12/10/2012 12:50:35												
TR 52 - REVOLVING FUND UNENCUMBERED DISBURSEMENTS - MULTIPLE INQUIRY BY SITE													
X	L1	L2	L3	L4	L5	EO	VR	OBJECT	CF	YR	PPI	DESCRIPTION	SUB-VENDOR-ID
	...AMOUNT...					VENDOR-ID		MC		TRN-DT	OTHER-DOC		G VOUCH-NO LINE
	BI	INVOICE		AB	..QUANTITY..		CK-NO	CK-DT	B	PID			
	85	20	03	00	000	DD	03	341000	00				
					1.00	F6666666666999				A	12102012		
		12A	X										
-	85	20	03	00	000	DD	03	230000	00	ENLISTMENT FORMS			
					85.00	F444444444333				A	12102012		
		101A	X										
									000150	07012009			
	85	20	03	00	000	DD	03	230000	00	TRAINING BOOKS			
					100.00	F555555555777				A	12102012		
		101A	X										
									000150	07012009			
NEXT:											TYPE	SEL	
L1	L2	L3	L4	L5	GF	SF	FID	BE	IBI	VOUCH-NO	LINE	VENDOR-ID	
85											V		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12--- CONT MINI MAIN RFRSH TOP FWD													

To update this transaction from the TR52 Multiple Inquiry by Site Screen Two:

6. In the X field, input U.

**TR52 – Revolving Fund Unencumbered Disbursements – Multiple Inquiry By Site - Screen Two**  
(with example data input)

```

52M2                                     12/10/2012 12:50:35
TR 52 - REVOLVING FUND UNENCUMBERED DISBURSEMENTS - MULTIPLE INQUIRY BY SITE

X L1 L2 L3 L4 L5 EO VR OBJECT CF YR PPI DESCRIPTION SUB-VENDOR-ID
....AMOUNT.... VENDOR-ID MC TRN-DT OTHER-DOC G VOUCH-NO LINE
BI INVOICE AB ..QUANTITY.. CK-NO CK-DT B PID
U 85 20 03 00 000 DD 03 341000 00 A 12102012
      1.00 F666666666999
      12A X
U 85 20 03 00 000 DD 03 230000 00 ENLISTMENT FORMS
      85.00 F44444444333 A 12102012
      101A X 000150 07012009
U 85 20 03 00 000 DD 03 230000 00 TRAINING BOOKS
      100.00 F55555555777 A 12102012
      101A X 000150 07012009

NEXT:
L1 L2 L3 L4 L5 GF SF FID BE IBI VOUCH-NO LINE VENDOR-ID
85 V
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT MINI MAIN RFRSH TOP FWD
  
```

7. Press **Enter**. FLAIR will display the TR52 Revolving Fund Unencumbered Disbursements Screen One.

**TR52 – Revolving Fund Unencumbered Disbursements – Single Update By Site – Screen One**  
(with example data retrieved)

```

52U1                                     12/10/2012 12:58:10
TR 52 - REVOLVING FUND UNENCUMBERED DISBURSEMENTS - SINGLE UPDATE BY SITE

DEL L1 L2 L3 L4 L5 EO VR OBJECT PPI CF DESCRIPTION SUB-VENDOR ID
85 20 03 00 000 DD 03 341000

....AMOUNT.... VENDOR-ID TRN-DT OTHER-DOC G VOUCH-NO LINE
1.00 F666666666999 12102012 V
BI INVOICE AB ..QUANTITY.. CK-NO CK-DT B PID
12A

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 RVL
10 1 000001 85200000 00 1112110000 000000 010001

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

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

8. a. Type over existing data and/or input missing data; **OR**  
b. Input **D** in the **DEL** (Delete) field to delete transaction from the Daily Input File.

**TR52 – Revolving Fund Unencumbered Disbursements – Single Update By Site – Screen One**  
(with example data input)

52U1															12/10/2012 12:58:10									
TR 52 - REVOLVING FUND UNENCUMBERED DISBURSEMENTS - SINGLE UPDATE BY SITE																								
DEL	L1	L2	L3	L4	L5	EO	VR	OBJECT	PPI	CF	DESCRIPTION	SUB-VENDOR ID												
D	85	20	03	00	000	DD	03	341000																
....AMOUNT....										VENDOR-ID					TRN-DT		OTHER-DOC		G	VOUCH-NO	LINE			
1.00										F666666666999					12102012					V				
BI	INVOICE		AB		..QUANTITY..					CK-NO		CK-DT		B	PID									
12A																								
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		RVL														
10	1	000001	85200000	00		1112110000 000000				010001														
BPIN		COUNT		...UNITS....					...TIME...															
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---															TYPE	SEL								
CONT															MINI	MAIN	RFRSH							CAN

9. Press **Enter**. FLAIR will process any changes display the TR52 Multiple Inquiry Screen One.

## 205.8 TR71 Revolving Fund Encumbered Disbursement

The TR71 Revolving Fund Encumbered Disbursement transaction is used to record cash disbursements from a revolving fund where an encumbrance has been previously established. Each time a disbursement is input through a TR71, a record is also recorded on the Revolving Fund File (7S).

### 205.8.1 TR71 Single Input

The TR71 single input option allows the user to view all. required and optional data fields prior to processing the disbursement. During the nightly update process, the encumbrance entries from the Daily Input File update the agency's Detail and Master Files and are added to the Encumbrance and Revolving Fund Subsidiary File.

To record a single TR71 from the Disbursements Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **71**.
2. In the **SEL** field, input **S**.



**Disbursements Mini Menu** (with example data input)

```

DBMU                                04/24/2013 09:01:38
                                DISBURSEMENTS MINI MENU
TYPE                               SEL OPTIONS
51  UNENCUMBERED DISBURSEMENTS      A,S,M,I
52  REVOLVING FUND UNENCUMBERED DISBURSEMENTS  A,S,M,I
53  PAYABLES DISBURSEMENTS          A,S,M,I
54  REVOLVING FUND PAYABLES DISBURSEMENTS  A,S,M,I
57  OVERPAYMENTS                    S,I
58  DISBURSEMENTS CORRECTION        A,S,M,I
59  REVOLVING FUND DISBURSEMENTS CORRECTION  A,M
70  ENCUMBERED DISBURSEMENTS        A,S,M,I
71  REVOLVING FUND ENCUMBERED DISBURSEMENTS  A,S,M,I
7S  REVOLVING FUND SUBSIDIARY LEDGER  M,I

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

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                                TYPE 71 SEL S
                                MAIN  RFRSH

```

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

**TR71 – Revolving Fund Encumbered Disbursements – Single Input – Request - Screen One**

```

71S1                                04/22/2013 14:28:27
TR 71 - REVOLVING FUND ENCUMBERED DISBURSEMENTS - SINGLE INPUT - REQUEST
EN-NO  LINE L1 L2 L3 L4 L5  EO VR OBJECT
—
                                           TYPE  SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                                MINI  MAIN  RFRSH

```

TR71 Revolving Fund Encumbered Disbursements Single Input Request Screen One fields:

Field	Description	Required/Optional/Special Instructions
<b>EN-NO</b>	Encumbrance Number	Required. (7A/N)
<b>LINE</b>	Line Number	Required. (4N)
<b>L1 L2 L3 L4 L5</b>	Organization Code	Optional. (11N)
<b>EO</b>	Expansion Option	Optional. (2A/N)
<b>VR</b>	Version	Optional. (2A/N)
<b>OBJECT</b>	Object Code	Optional. (6N)



4. Input the required and optional data as appropriate (FLAIR retrieves data from previously established encumbrance if no changes were made). **See section 202.2 TR60 Encumbrance Single Input for more information.**

**TR71 – Revolving Fund Encumbered Disbursements – Single Input – Request – Screen One**  
(with example data input)

```

71S1                                     12/18/2012 13:56:33
TR 71 - REVOLVING FUND ENCUMBERED DISBURSEMENTS - SINGLE INPUT - REQUEST

EN-NO  LINE  L1 L2 L3 L4 L5  EO VR OBJECT
E 00200  0001  -----

Required Input      Optional Input

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

5. Press **Enter**. FLAIR will display the TR71 Revolving Fund Encumbered Disbursements Single Input Screen Two.

**TR71 – Revolving Fund Encumbered Disbursements – Single Input – Screen Two**  
(with example data retrieved)

```

71S2                                     12/13/2012 14:01:53
TR 71 - REVOLVING FUND ENCUMBERED DISBURSEMENTS - SINGLE INPUT

EN-NO MBI  LINE F  L1 L2 L3 L4 L5  EO VR OBJECT CF DESCRIPTION      SUB-VENDOR-ID
E00200   0001  85 20 03 00 000 DD 03 230000

...AMOUNT....  VENDOR-ID          TRN-DT          G VOUCH-NO LINE BI  OTHER-DOC  B
                                     12
                                     V

INVOICE  AB ..QUANTITY..  CK-NO  CK-DT      PID STATE PROGRAM      PROJECT ID

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

GF SF FID      BE          IBI EF  RVL      BPIN      COUNT  ...UNITS.... ...TIME...
10 1  000001  85200000  00          010001

EN-NO  LINE  L1 L2 L3 L4 L5  EO VR OBJECT
E 00200  0001

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

## TR71 Revolving Fund Encumbered Disbursements Single Input Screen Two fields:

Field	Description	Required/Optional/Special Instructions
<b>EN-NO</b>	Encumbrance Number	Retrieved. (7A/N)
<b>MBI</b>	Memo Blanket Indicator	Retrieved. (1A)
<b>LINE</b>	Line Number	Retrieved. (4N)
<b>F</b>	Final Payment Indicator	Optional. (1A)
<b>L1 L2 L3 L4 L5</b>	Organization Code	Retrieved. (11N)
<b>EO</b>	Expansion Option	Retrieved. (2A/N)
<b>VR</b>	Version	Retrieved. (2A/N)
<b>OBJECT</b>	Object Code	Retrieved. (6N)
<b>CF</b>	Certified Forward Indicator	Optional. If <b>SF=8</b> is retrieved, the error message <b>"CF IS NOT ALLOWED WITH LOCAL FUNDS"</b> will display. (1A)
<b>DESCRIPTION</b>	Description	Optional. (16A/N)
<b>SUB-VENDOR-ID</b>	Sub-vendor Identification Number	Optional. (14A/N)
<b>AMOUNT</b>	Transaction Amount	Required. Positive amounts only. Negative amounts are invalid for this transaction type. (10.2N)
<b>VENDOR-ID</b>	Vendor Identification Number	Required. Accounts receivable customer name cannot be used for this transaction type. (21A/N)
<b>TRN-DT</b>	Transaction Date	Required. Must be less than or equal to the current date. Transaction date according to section <a href="#">215.422</a> , F.S. (8N)
<b>G</b>	Grouping Character	Optional. (1A/N)
<b>VOUCH-NO</b>	Voucher Number	Required. If <b>BI = X</b> .  Optional. The first character must be alphabetic. (6A/N)
<b>LINE</b>	Voucher Line Number	Required. If <b>VOUCH-NO</b> is input. (4N)
<b>BI</b>	Bookkeeping Indicator	Optional. Available for input: <b>A</b> – Bypass auto posting to have DFS audit or merge with a payment \$1,000.01 or over. <b>N</b> – Produces a non-CFO voucher (JTs only). <b>X</b> – Produces no voucher and used for manual vouchers sent over to DFS or on demand warrants. (1A)
<b>OTHER-DOC</b>	Other Document Number	Optional. (11A/N)
<b>B</b>	Batch Character	Optional. (1A/N)
<b>INVOICE</b>	Invoice Number	Required. May not equal <b>0</b> . (9A/N)

Field	Description	Required/Optional/Special Instructions
<b>AB</b>	Available Balance Override Indicator	Required. Valid input: <b>X</b> . If error messages display and the user has available balance override authority.  Optional. If user has available balance override authority. (1A)
<b>QUANTITY</b>	Quantity	Optional. (10.2N)
<b>CK-NO</b>	Local Fund Check Number	Required. If <b>BI</b> = \$ or <b>C</b> .  Optional. If <b>BI</b> = <b>blank, X, N, or A</b> . (8N)
<b>CK-DT</b>	Local Fund Check Date	Optional. (8N)
<b>PID</b>	Product Identifier	Optional. (3A/N)
<b>STATE PROGRAM</b>	State Program Number	Required. Must be established in the Title File prior to use in a transaction. (16N)
<b>PROJECT ID</b>	Project Identifier	Optional. Must be established in the Project Information File and carried over to the Title File prior to use in a transaction. (11A/N)
<b>CAT</b>	Appropriation Category	Required. (6N)
<b>YR</b>	Appropriation Year	Required. Defaults to <b>00</b> if left blank. (2N)
<b>GL</b>	General Ledger	Required. (5N)
<b>EGL</b>	External General Ledger	Optional. (5N)
<b>EOB</b>	External Object Code	Optional. (3A)
<b>ECAT</b>	External Category	Optional. (6N)
<b>EP</b>	External Program	Optional. (2N)
<b>GRANT</b>	Grant Number	Optional. If object code = <b>75XXXX</b> , a grant and/or contract number is required. (5A/N)
<b>GY</b>	Grant Year	Optional. A grant number must be present before contract year is input. (2N)
<b>CNTRT</b>	Contract Number	Optional. Must be established in FACTS and carried over to the Title File before it can be used in a FLAIR transaction. If object code = <b>75XXXX</b> , a grant and/or contract number is required. (5A/N)
<b>CY</b>	Contract Year	Optional. A contract number must be present before contract year is input. (2N)
<b>OCA</b>	Other Cost Accumulator	Optional. Must be established in the Title File prior to use in a transaction. (5A/N)
<b>AU</b>	Agency Unique Code	Optional. Must be established in the Title File prior to use in a transaction. (2A/N)
<b>GF/SF/FID/BE/IBI</b>	19 Digits of the FLAIR Account Code	Required. (19N)
<b>EF</b>	External Fund Type	Retrieved. (1N)

Field	Description	Required/Optional/Special Instructions
<b>RVL</b>	Revolving Fund Identifier	Required. (5N)
<b>BPIN</b>	Beginning Property Item Number	Optional. (8A/N)
<b>COUNT</b>	Count	Optional. (4N)
<b>UNITS</b>	Units	Optional. (12N)
<b>TIME</b>	Time	Optional. (9N)

6. Input the required fields and optional fields as necessary.

### TR71 – Revolving Fund Encumbered Disbursements – Single Input - Screen Two

(with example data input)

```

71S2                                12/13/2012  14:01:53
      TR 71 - REVOLVING FUND ENCUMBERED DISBURSEMENTS - SINGLE INPUT

EN-NO MBI LINE F L1 L2 L3 L4 L5 EO VR OBJECT CF DESCRIPTION SUB-VENDOR-ID
E00200 0001 85 20 03 00 00 DD 03 230000 FORMS

...AMOUNT...  VENDOR-ID  TRN-DT  G VOUCH-NO LINE BI OTHER-DOC B
85.00          12132012  V

INVOICE  AB ..QUANTITY.. CK-NO CK-DT PID STATE PROGRAM PROJECT ID
1A      x  -              1112110000 000000

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

GF SF FID  BE  IBI EF RVL BPIN COUNT ...UNITS... ...TIME...
10 1 000001 85200000 00 010001

EN-NO LINE L1 L2 L3 L4 L5 EO VR OBJECT
E 00200 0001

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

```

**RVL must be established in the EO file**

7. a. Complete the fields on the **NEXT** line to begin another transaction; **OR**
- b. Press **Enter**. FLAIR will display the TR71 Single Input Screen Two.

## 205.8.2 TR71 Multiple Input

Users can process multiple TR71s using the multiple input option. Multiple transactions have limited data, but the user can input up to three lines per page with no Expansion File data.

To record multiple TR71s from the Disbursements Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **71**.
2. In the **SEL** field, input **A**.

**Disbursements Mini Menu** (with example data input)

DBMU		04/24/2013 09:01:38
DISBURSEMENTS MINI MENU		
TYPE		SEL OPTIONS
51	UNENCUMBERED DISBURSEMENTS	A,S,M,I
52	REVOLVING FUND UNENCUMBERED DISBURSEMENTS	A,S,M,I
53	PAYABLES DISBURSEMENTS	A,S,M,I
54	REVOLVING FUND PAYABLES DISBURSEMENTS	A,S,M,I
57	OVERPAYMENTS	S,I
58	DISBURSEMENTS CORRECTION	A,S,M,I
59	REVOLVING FUND DISBURSEMENTS CORRECTION	A,M
70	ENCUMBERED DISBURSEMENTS	A,S,M,I
71	REVOLVING FUND ENCUMBERED DISBURSEMENTS	A,S,M,I
7S	REVOLVING FUND SUBSIDIARY LEDGER	M,I
SEL		
A	MULTIPLE INPUT	
S	SINGLE INPUT WITH EXPANDED DATA DISPLAY	
M	MULTIPLE INQUIRY	
I	SINGLE INQUIRY WITH EXPANDED DATA DISPLAY	
		TYPE 71 SEL A
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
CONT MAIN RFRSH		

- Press **Enter**. FLAIR will display the TR71 Revolving Fund Encumbered Disbursements Multiple Input Request Screen One.

**TR71 - Revolving Fund Encumbered Disbursements - Multiple Input - Request - Screen One**

71A1		04/24/2013 12:56:57
TR 71 - REVOLVING FUND ENCUMBERED DISBURSEMENTS - MULTIPLE INPUT - REQUEST		
EN-NO		
—		
TYPE SEL		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
CONT MINI MAIN RFRSH		

- In the **EN-NO** field, input the assigned encumbrance number.



**TR71 – Revolving Fund Encumbered Disbursements – Multiple Input – Request – Screen One**  
(with example data input)

```

71A1                                     12/13/2012  14:11:01
TR 71 - REVOLVING FUND ENCUMBERED DISBURSEMENTS - MULTIPLE INPUT - REQUEST

EN-NO
E 00200_

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

5. Press **Enter**. FLAIR will display the TR71 Revolving Fund Encumbered Disbursements Multiple Input Screen Two. *See section 205.8.1 TR71 Single Input for field descriptions.*

**TR71 - Revolving Fund Encumbered Disbursements - Multiple Input - Screen Two**  
(with example data retrieved)

```

71A2                                     06/28/2013  10:40:20
TR 71 - REVOLVING FUND ENCUMBERED DISBURSEMENTS - MULTIPLE INPUT
EN-NO      MBI  LINE  F      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
E 00200
                                     2013      V

E 00200
                                     2013      V

E 00200
                                     2013      V

E 00200
                                     2013      V

NEXT:  EN-NO  E 00200
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT          MINI  MAIN  RFRSH
  
```

6. Input up to four lines of data.

**TR71 Revolving Fund Encumbered Disbursements Multiple Input Screen Two** (with example data input)

```

71A2                                06/28/2013 10:40:20
TR 71 - REVOLVING FUND ENCUMBERED DISBURSEMENTS - MULTIPLE INPUT
FN-NO  MBI  LINE  F  DESCRIPTION  SUB-VENDOR-ID  G  VOUCH-NO  LINE  BI  OTHER-DOC  B
...AMOUNT...  AB  ..QUANTITY..  CK-NO  CK-DT  PID
INVOICE
E 00200      0001  F111111111999  COPIES  06282013  V
25.00
101

E 00200      0002  F111111111999  COPIES  06282013  V
25.00
102_

E 00200

2013  V

E 00200

2013  V

NEXT:  EN-NO  E 00200
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT      MINI  MAIN  RFRSH
  
```

- Press **Enter**. FLAIR will display the TR71 Revolving Fund Multiple Input Screen Two with data from the last line input on the original TR71 Multiple Input Screen.

**Note:** The user has the option to either press **F12** to exit this screen and return to TR71 Multiple Input Screen One or continue to input additional transactions by typing over the existing data on the first line.

## 205.9 TR71 Inquiry

Agency users have the option to inquire on TR71 transactions input during the current business day. This option will not be available after overnight processing because TR71s create vouchers for processing on the following business day. There are two ways to inquire into a TR71:

- Single Inquiry
- Multiple Inquiry

TR71 single inquiry allows users to view data codes available for a transaction. TR71 multiple inquiry allows the user to view up to four transactions per screen with limited data.

### 205.9.1 TR71 Single Inquiry

Users can inquire on a single disbursement using a TR71I for transactions input on the same business day within their OLO and/or site prior to overnight processing.

To inquire into a TR71 from the Disbursements Mini Menu or the Main Accounting Menu:

- In the **TYPE** field, input **71**.
- In the **SEL** field, input **I**.

**Disbursements Mini Menu** (with example data input)

DBMU		04/24/2013 09:01:38	
DISBURSEMENTS MINI MENU			
TYPE		SEL OPTIONS	
51	UNENCUMBERED DISBURSEMENTS	A,S,M,I	
52	REVOLVING FUND UNENCUMBERED DISBURSEMENTS	A,S,M,I	
53	PAYABLES DISBURSEMENTS	A,S,M,I	
54	REVOLVING FUND PAYABLES DISBURSEMENTS	A,S,M,I	
57	OVERPAYMENTS	S,I	
58	DISBURSEMENTS CORRECTION	A,S,M,I	
59	REVOLVING FUND DISBURSEMENTS CORRECTION	A,M	
70	ENCUMBERED DISBURSEMENTS	A,S,M,I	
71	REVOLVING FUND ENCUMBERED DISBURSEMENTS	A,S,M,I	
7S	REVOLVING FUND SUBSIDIARY LEDGER	M,I	
SEL			
A	MULTIPLE INPUT		
S	SINGLE INPUT WITH EXPANDED DATA DISPLAY		
M	MULTIPLE INQUIRY		
I	SINGLE INQUIRY WITH EXPANDED DATA DISPLAY		
		TYPE 71 SEL I	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
CONT		MAIN RFRSH	

3. Press **Enter**. FLAIR will display the TR71 Revolving Fund Encumbered Disbursements Single Inquiry by Request Screen One.

**TR71 - Revolving Fund Encumbered Disbursements - Single Inquiry By Site - Request - Screen One**

71I1		04/24/2013 13:05:05	
TR 71 - REVOLVING FUND ENCUMBERED DISBURSEMENTS - SINGLE INQUIRY BY SITE - REQUEST			
L1 L2 L3 L4 L5	USER ID	GF SF FID	BE IBI VENDOR-ID
85			
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	

4. a. Input the appropriate search criteria; **OR**  
b. Leave all fields blank.
5. Press **Enter**.  
a. FLAIR will display the TR71 Revolving Fund Encumbered Disbursements Single Inquiry by Site Screen Two based on the search criteria input; **OR**  
b. If all fields are left blank, FLAIR will display all TR71 transactions within the user's site in L2-L5 order.

**TR71 – Revolving Fund Encumbered Disbursements – Single Inquiry By Site - Screen Two**  
(with example data retrieved)

```

71I2                                     12/13/2012 16:35:36
TR 71 - REVOLVING FUND ENCUMBERED DISBURSEMENTS - SINGLE INQUIRY BY SITE

EN-NO MBI LINE F L1 L2 L3 L4 L5 EO VR OBJECT CF DESCRIPTION SUB-VENDOR-ID
E00200 0001 85 20 03 00 000 DD 03 230000 FORMS

...AMOUNT.... VENDOR-ID MC TRN-DT G VOUCH-NO LINE BI OTHER-DOC B
20.00 F8888888888999 A 12/13/2012

INVOICE AB ..QUANTITY.. CK-NO CK-DT PID STATE PROGRAM PROJECT ID
1A X 1112110000 000000

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

GF SF FID BE IBI EF RVL BPIN COUNT ...UNITS.... ...TIME...
10 1 000001 85200000 00 010001

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

```

--PF8--  
FWD

6. Press **F8** to view additional records until **"END OF SEARCH"** message is displayed.

### 205.9.2 TR71 Multiple Inquiry

The TR71 multiple inquiry screen displays limited data for up to three transactions per screen input on current business day's Daily Input File. This option is only available prior to nightly processing.

To inquire multiple TR71s from the Disbursements Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **71**.
2. In the **SEL** field, input **M**.

**Disbursements Mini Menu** (with example data input)

DBMU		04/24/2013 09:01:38	
DISBURSEMENTS MINI MENU			
TYPE		SEL OPTIONS	
51	UNENCUMBERED DISBURSEMENTS	A,S,M,I	
52	REVOLVING FUND UNENCUMBERED DISBURSEMENTS	A,S,M,I	
53	PAYABLES DISBURSEMENTS	A,S,M,I	
54	REVOLVING FUND PAYABLES DISBURSEMENTS	A,S,M,I	
57	OVERPAYMENTS	S,I	
58	DISBURSEMENTS CORRECTION	A,S,M,I	
59	REVOLVING FUND DISBURSEMENTS CORRECTION	A,M	
70	ENCUMBERED DISBURSEMENTS	A,S,M,I	
71	REVOLVING FUND ENCUMBERED DISBURSEMENTS	A,S,M,I	
7S	REVOLVING FUND SUBSIDIARY LEDGER	M,I	
SEL			
A	MULTIPLE INPUT		
S	SINGLE INPUT WITH EXPANDED DATA DISPLAY		
M	MULTIPLE INQUIRY		
I	SINGLE INQUIRY WITH EXPANDED DATA DISPLAY		
		TYPE 71 SEL M	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
CONT		MAIN RFRSH	

3. Press **Enter**. FLAIR will display the TR71 Revolving Fund Encumbered Disbursements Multiple Inquiry by Site Request Screen One.

**TR71 - Revolving Fund Encumbered Disbursements - Multiple Inquiry By Site - Request - Screen One**

71M1		06/28/2013 11:20:32	
TR 71 - REVOLVING FUND ENCUMBERED DISBURSEMENTS - MULTIPLE INQUIRY BY SITE - REQUEST			
L1 L2 L3 L4 L5	USER ID	GF SF FID	BE IBI VENDOR-ID
85 _			
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	

4. a. Input the appropriate search criteria; **OR**  
b. Leave all fields blank.
5. Press **Enter**.  
a. FLAIR will display the TR71 Revolving Fund Encumbered Disbursements Multiple Inquiry by Site Screen Two based on the search criteria input; **OR**  
b. If all fields are left blank, FLAIR will display all TR71s within the user's site.



**TR71 – Revolving Fund Encumbered Disbursements – Multiple Inquiry By Site - Screen Two**  
(with example data retrieved)

```

71M2                                     11/21/2012 08:53:14
TR 71 - REVOLVING FUND ENCUMBERED DISBURSEMENTS - MULTIPLE INQUIRY BY SITE
EN-NO E 00200 MBI
X LINE F L1 L2 L3 L4 L5 EO VR OBJECT CF YR DESCRIPTION SUB-VENDOR-ID
...AMOUNT.... VENDOR-ID MC TRN-DT G VOUCH-NO LINE BI OTHER-DOC B
INVOICE AB ..QUANTITY.. CK-NO CK-DT PID

0002 85 20 03 00 000 DD 03 230000 00
      20.00 F8888888888999 A 11/21/2012
12345789 X

0003 85 20 03 00 000 DD 03 230000 00
      2.00 F8888888888999 A 11/21/2012
71A X

0004 85 20 03 00 000 DD 03 230000 00
      2.00 F8888888888999 A 11/21/2012
71A X

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

```

6. For an expanded view of an individual encumbered disbursement, in the **X** field input **I**.

**TR71 – Revolving Fund Encumbered Disbursements – Multiple Inquiry By Site - Screen Two**  
(with example data input)

```

71M2                                     11/21/2012 08:53:14
TR 71 - REVOLVING FUND ENCUMBERED DISBURSEMENTS - MULTIPLE INQUIRY BY SITE
EN-NO E 00200 MBI
X LINE F L1 L2 L3 L4 L5 EO VR OBJECT CF YR DESCRIPTION SUB-VENDOR-ID
...AMOUNT.... VENDOR-ID MC TRN-DT G VOUCH-NO LINE BI OTHER-DOC B
INVOICE AB ..QUANTITY.. CK-NO CK-DT PID

I 0002 85 20 03 00 000 DD 03 230000 00
      20.00 F8888888888999 A 11/21/2012
12345789 X

I 0003 85 20 03 00 000 DD 03 230000 00
      2.00 F8888888888999 A 11/21/2012
71A X

I 0004 85 20 03 00 000 DD 03 230000 00
      2.00 F8888888888999 A 11/21/2012
71A X

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

```

7. Press **Enter**. FLAIR will display the TR71 Revolving Fund Single Inquiry Screen Two.  
**See section 205.9.1 TR71 Single Inquiry for more information.**

## 205.10 TR71 Update

In order to make changes or corrections to a TR71, the user must perform an inquiry search on the selected record first, and then update the record. When using the update option, changes can only be made to the transactions input into the system on the current day.

To make corrections to TR71 entries input on a prior day, the user should use a TR59, Revolving Fund Disbursement Correction. *See section 212 Expenditure Corrections for more information.*

The user can retrieve records using the Single Update by Site function in two ways:

- Single Inquiry
- Multiple Inquiry

### 205.10.1 TR71 Single Update

The TR71 single inquiry option displays transactions recorded on the Daily Input File with all available data codes per screen.

To update a TR71 using the single inquiry option from the Disbursements Mini Menu of any FLAIR input screen:

1. In the **TYPE** field, input **71**.
2. In the **SEL** field, input **I**.

**Disbursements Mini Menu** (with example data input)

DBMU		DISBURSEMENTS MINI MENU		04/24/2013 09:01:38	
TYPE				SEL	OPTIONS
51	UNENCUMBERED DISBURSEMENTS			A,S,M,I	
52	REVOLVING FUND UNENCUMBERED DISBURSEMENTS			A,S,M,I	
53	PAYABLES DISBURSEMENTS			A,S,M,I	
54	REVOLVING FUND PAYABLES DISBURSEMENTS			A,S,M,I	
57	OVERPAYMENTS			S,I	
58	DISBURSEMENTS CORRECTION			A,S,M,I	
59	REVOLVING FUND DISBURSEMENTS CORRECTION			A,M	
70	ENCUMBERED DISBURSEMENTS			A,S,M,I	
71	REVOLVING FUND ENCUMBERED DISBURSEMENTS			A,S,M,I	
7S	REVOLVING FUND SUBSIDIARY LEDGER			M,I	
SEL					
A	MULTIPLE INPUT				
S	SINGLE INPUT WITH EXPANDED DATA DISPLAY				
M	MULTIPLE INQUIRY				
I	SINGLE INQUIRY WITH EXPANDED DATA DISPLAY				
				TYPE 71 SEL I	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---					
CONT		MAIN RFRSH			

3. Press **Enter**. FLAIR will display the TR71 Revolving Fund Encumbered Disbursements Single Inquiry by Site Request Screen One.

**TR71 – Revolving Fund Encumbered Disbursements – Single Inquiry By Site – Request - Screen One**

71M1											06/28/2013	11:20:32
TR 71 - REVOLVING FUND ENCUMBERED DISBURSEMENTS - MULTIPLE INQUIRY BY SITE - REQUEST												
L1 L2 L3 L4 L5	USER ID		GF SF FID	BE	IBI VENDOR-ID							
85												
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		

4. a. Input applicable search criteria; **OR**  
b. Leave all fields blank.
5. Press **Enter**.  
a. FLAIR will display the TR71 Multiple Input by Site Screen Two based on the search criteria input; **OR**  
b. If all fields are blank, FLAIR will display all TR71s within user's OLO and/or site.

To update this transaction from the TR71 Revolving Fund Single Inquiry by Site Screen Two:

1. In the **SEL** field, input **U**.

**TR71 – Revolving Fund Encumbered Disbursements – Single Inquiry By Site – Screen Two**  
(with example data input)

71I2											11/21/2012	09:02:24				
TR 71 - REVOLVING FUND ENCUMBERED DISBURSEMENTS - SINGLE INQUIRY BY SITE																
EN-NO	MBI	LINE	F	L1	L2	L3	L4	L5	EO	VR	OBJECT	CF	DESCRIPTION	SUB-VENDOR-ID		
E00200		0003		85	20	03	00	000	DD	03	230000					
...AMOUNT...		VENDOR-ID		MC		TRN-DT		G		VOUCH-NO		LINE	BI	OTHER-DOC		
2.00		F888888888999		A		11/21/2012										
INVOICE	AB	..QUANTITY..		CK-NO		CK-DT		PID		STATE	PROGRAM	PROJECT ID				
71A	X							111211		10000	000000					
CAT	YR	GL	EGL	EOB	ECAT	EP	GRANT	GY	CNTRT	CY	OCA	AU				
040000	00	71100														
GF	SF	FID	BE	IBI	EF	RVL	BPIN	COUNT	...UNITS...		...TIME...					
10	1	000001	85200000	00		010001										
L1	L2	L3	L4	L5	VENDOR-ID		EN-NO	LINE	VOUCH-NO		LINE	TYPE	SEL U			
85																
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---																
CONT												MINI	MAIN	RFRSH	TOP	FWD

2. Press **Enter**. FLAIR will display the TR71 Revolving Fund Encumbered Disbursement Single Update by Site Screen One.

**TR71 Revolving Fund Encumbered Disbursements – Single Update By Site - Screen One**

(with example data retrieved)

7101															06/28/2013 11:35:34				
TR 71 - REVOLVING FUND ENCUMBERED DISBURSEMENTS - SINGLE UPDATE BY SITE																			
DELETE:																			
EN-NO	MBI	LINE	F	L1	L2	L3	L4	L5	EO	VR	OBJECT	CF	DESCRIPTION	SUB-VENDOR ID					
E00200		0001		85	20	03	00	000	DD	03	230000		FORMS						
...AMOUNT....				VENDOR-ID				TRN-DT		G	VOUCH-NO	LINE	BI	OTHER-DOC		B			
2.00				F11111111999				01012013			V								
INVOICE		AB	..QUANTITY..		CK-NO		CK-DT		PID	STATE PROGRAM		PROJECT ID							
71A										1112110000 000000									
CAT	YR	GL	EGL	EOB	ECAT		EP		GRANT		GY	CNTRT	CY	OCA	AU				
040000	00	71100																	
GF	SF	FID	BE	IBI		EF	RVL	BPIN		COUNT	...UNITS....		...TIME...						
10	1	000001	85200000	00			010001												
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---															TYPE	SEL			
CONT																CAN			

The following fields are protected and may not be updated. If an error is identified in one of the protected fields, the entire transaction must be deleted and reprocessed.

EN-NO	LINE	MBI
L1-L5	EO	VR
OBJECT	GF	SF
FID	EF	RVL

The following fields may not be deleted but the input may be edited:

VENDOR-ID	TRN-DT	AMOUNT
VOUCH-NO (if BI = X)	GL	LINE (if VOUCH-NO is assigned)
BE	IBI	INVOICE
STATE PROGRAM	CK-NO (if BI = \$ or C)	CAT

3. a. Input missing data and/or type over existing data in any unprotected fields; **OR**
- b. To delete the entire transaction, input **D** in the **DELETE** field.

**TR71 Revolving Fund Encumbered Disbursements – Single Update By Site - Screen One**  
(with example data input)

```

71U1                                     11/21/2012 09:07:04
TR 71 - REVOLVING FUND ENCUMBERED DISBURSEMENTS - SINGLE UPDATE BY SITE
DELETE: D

EN-NO MBI LINE F L1 L2 L3 L4 L5 EO VR OBJECT CF DESCRIPTION SUB-VENDOR ID
E00200 0003 _ 85 20 03 00 000 DD 03 230000

...AMOUNT... VENDOR-ID TRN-DT G VOUCH-NO LINE BI OTHER-DOC B
2.00 F8888888888999 11212012 V

INVOICE AB ..QUANTITY.. CK-NO CK-DT PID STATE PROGRAM PROJECT ID
71A 112110000 000000

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

GF SF FID BE IBI EF RVL BPIN COUNT ...UNITS.... ...TIME...
10 1 000001 85200000 00 010001

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

```

4. Press **Enter**. FLAIR will return user to the TR71 Single Inquiry Screen Two.

**Note:** There is no **NEXT** line on the TR71 Single Update by Site Screen One. If another record needs to be updated, the user must first retrieve the record using a single or multiple inquiry, then follow the steps as stated above.

### 205.10.2 TR71 Multiple Update

The TR71 multiple inquiry option displays up to three transactions per screen without expanded data. The transactions retrieved are recorded on the Daily Input File.

To update a TR71 using the multiple inquiry option from the Disbursements Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **71**.
2. In the **SEL** field, input **M**.



**Disbursements Mini Menu** (with example data input)

DBMU		04/24/2013 09:01:38	
DISBURSEMENTS MINI MENU			
TYPE		SEL OPTIONS	
51	UNENCUMBERED DISBURSEMENTS	A,S,M,I	
52	REVOLVING FUND UNENCUMBERED DISBURSEMENTS	A,S,M,I	
53	PAYABLES DISBURSEMENTS	A,S,M,I	
54	REVOLVING FUND PAYABLES DISBURSEMENTS	A,S,M,I	
57	OVERPAYMENTS	S,I	
58	DISBURSEMENTS CORRECTION	A,S,M,I	
59	REVOLVING FUND DISBURSEMENTS CORRECTION	A,M	
70	ENCUMBERED DISBURSEMENTS	A,S,M,I	
71	REVOLVING FUND ENCUMBERED DISBURSEMENTS	A,S,M,I	
7S	REVOLVING FUND SUBSIDIARY LEDGER	M,I	
SEL			
A	MULTIPLE INPUT		
S	SINGLE INPUT WITH EXPANDED DATA DISPLAY		
M	MULTIPLE INQUIRY		
I	SINGLE INQUIRY WITH EXPANDED DATA DISPLAY		
		TYPE 71 SEL M	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
CONT		MAIN RFRSH	

3. Press **Enter**. FLAIR will display the TR71 Revolving Fund Encumbered Disbursements Multiple Inquiry by Site Request Screen One.

**TR71 - Revolving Fund Encumbered Disbursements - Multiple Inquiry By Site - Request - Screen One**

71M1		12/13/2012 16:38:41	
TR 71 - REVOLVING FUND ENCUMBERED DISBURSEMENTS - MULTIPLE INQUIRY BY SITE - REQUEST			
L1 L2 L3 L4 L5	USER ID	GF SF FID	BE IBI VENDOR-ID
85			
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	

4. a. Input applicable search criteria; **OR**  
b. Leave all fields blank.
5. Press **Enter**.  
a. FLAIR will display the TR71 Multiple Input by Site Screen Two based on the search criteria input; **OR**  
b. If all fields are blank, FLAIR will display all TR71s within the user's OLO and/or site.

**TR71 – Revolving Fund Encumbered Disbursements – Multiple Inquiry By Site – Screen Two**  
(with example data retrieved)

```

71M2                                     11/21/2012  09:16:26
TR 71 - REVOLVING FUND ENCUMBERED DISBURSEMENTS - MULTIPLE INQUIRY BY SITE
EN-NO E 00200  MBI
X LINE F L1 L2 L3 L4 L5  EO VR OBJECT  CF YR  DESCRIPTION      SUB-VENDOR-ID
...AMOUNT....  VENDOR-ID      MC TRN-DT      G VOUCH-NO LINE BI OTHER-DOC  B
INVOICE        AB  ..QUANTITY..  CK-NO    CK-DT      PID

U 0002      85 20 03 00 000 DD 03 230000      00
      20.00 F8888888888999      A 11/21/2012
      12345789      X

- 0003      85 20 03 00 000 DD 03 230000      00
      2.00 F8888888888999      A 11/21/2012
      71A              X

      0004      85 20 03 00 000 DD 03 230000      00
      2.00 F8888888888999      A 11/21/2012
      71A              X

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

To update this transaction from the TR71 Multiple Inquiry by Site Screen Two:

1. In the **X** field next to the transaction to be updated, input **U**.

**TR71 – Revolving Fund Encumbered Disbursements – Multiple Inquiry By Site – Screen Two**  
(with example data input)

```

71M2                                     11/21/2012  09:16:26
TR 71 - REVOLVING FUND ENCUMBERED DISBURSEMENTS - MULTIPLE INQUIRY BY SITE
EN-NO E 00200  MBI
X LINE F L1 L2 L3 L4 L5  EO VR OBJECT  CF YR  DESCRIPTION      SUB-VENDOR-ID
...AMOUNT....  VENDOR-ID      MC TRN-DT      G VOUCH-NO LINE BI OTHER-DOC  B
INVOICE        AB  ..QUANTITY..  CK-NO    CK-DT      PID

U 0002      85 20 03 00 000 DD 03 230000      00
      20.00 F8888888888999      A 11/21/2012
      12345789      X

 0003      85 20 03 00 000 DD 03 230000      00
      2.00 F8888888888999      A 11/21/2012
      71A              X

 0004      85 20 03 00 000 DD 03 230000      00
      2.00 F8888888888999      A 11/21/2012
      71A              X

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

2. Press **Enter**. FLAIR will display the TR71 Revolving Fund Encumbered Disbursement Single Update by Site Screen One.

**TR71 – Revolving Fund Encumbered Disbursements – Single Update By Site – Screen One**  
(with example data input)

71U1															11/21/2012 09:20:21				
TR 71 - REVOLVING FUND ENCUMBERED DISBURSEMENTS - SINGLE UPDATE BY SITE																			
<b>DELETE: D</b>																			
EN-NO	MBI	LINE	F	L1	L2	L3	L4	L5	EO	VR	OBJECT	CF	DESCRIPTION	SUB-VENDOR ID					
E00200		0002	_	85	20	03	00	000	DD	03	230000								
...AMOUNT....				VENDOR-ID				TRN-DT		G		VOUCH-NO		LINE	BI	OTHER-DOC		B	
20.00				F888888888999				11212012				V							
INVOICE		AB		..QUANTITY..		CK-NO		CK-DT		PID		STATE		PROGRAM		PROJECT ID			
12345789												1112110000		000000					
CAT	YR	GL	EGL	EOB	ECAT		EP		GRANT		GY		CNTRT	CY	OCA	AU			
040000	00	71100																	
GF	SF	FID	BE	IBI		EF	RVL	BPIN		COUNT		...UNITS....		...TIME...					
10	1	000001	85200000	00			010001												
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---															TYPE	SEL			
CONT																CAN			

3. a. Input missing data into blank fields and/or type over existing data in any unprotected fields; **OR**
  - b. In the **DELETE** field, input **D** to delete the entire transaction.
4. Press **Enter**. FLAIR will return user to TR71 Multiple Inquiry Screen Two.

## 205.11 7S Revolving Fund File

The Revolving Fund File is an inquiry only online auxiliary file that maintains a record for each **non-reimbursed** revolving fund disbursement. Records placed here derive from either a TR52, TR54, or TR71 processed in FLAIR and the voucher must be approved by the CFO for reimbursement. Records in this file can be removed if a TR32 (Revolving Fund Reimbursement) or TR59 (Revolving Fund Correction) is processed. The information in the Subsidiary File is then summarized and posted to an account in the GL. The GL, in turn, is used to construct financial statements.

Users can inquire into the Revolving Fund File for a single disbursement using a TR7SI or multiple line disbursements using a TR7SM.

### 205.11.1 TR7S Single Inquiry

To inquire into the Revolving Funds File from the Disbursements Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **7S**.
2. In the **SEL** field, input **I**.

**Disbursements Mini Menu** (with example data input)

DBMU		04/24/2013 09:01:38	
DISBURSEMENTS MINI MENU			
TYPE		SEL OPTIONS	
51	UNENCUMBERED DISBURSEMENTS	A,S,M,I	
52	REVOLVING FUND UNENCUMBERED DISBURSEMENTS	A,S,M,I	
53	PAYABLES DISBURSEMENTS	A,S,M,I	
54	REVOLVING FUND PAYABLES DISBURSEMENTS	A,S,M,I	
57	OVERPAYMENTS	S,I	
58	DISBURSEMENTS CORRECTION	A,S,M,I	
59	REVOLVING FUND DISBURSEMENTS CORRECTION	A,M	
70	ENCUMBERED DISBURSEMENTS	A,S,M,I	
71	REVOLVING FUND ENCUMBERED DISBURSEMENTS	A,S,M,I	
7S	REVOLVING FUND SUBSIDIARY LEDGER	M,I	
SEL			
A	MULTIPLE INPUT		
S	SINGLE INPUT WITH EXPANDED DATA DISPLAY		
M	MULTIPLE INQUIRY		
I	SINGLE INQUIRY WITH EXPANDED DATA DISPLAY		
		TYPE 7S SEL I	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
CONT		MAIN RFRSH	

3. Press **Enter**. FLAIR will display the TR7S Revolving Fund Subsidiary Ledger Single Inquiry by Site Request Screen One.

**TR7S - Revolving Fund Subsidiary Ledger - Single Inquiry By Site - Request - Screen One**

7SI1		11/19/2012 14:08:58	
7S - REVOLVING FUND SUBSIDIARY LEDGER - SINGLE INQUIRY BY SITE - REQUEST			
L1	L2 L3 L4 L5	GF SF FID	BE IBI VENDOR-ID
85	—		
ORIG-VOUCHER	RVL	PPI	
V			
		TYPE SEL	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
CONT		MINI MAIN RFRSH	

4. a. Input applicable search criteria; **OR**  
b. Leave all fields blank.
5. Press **Enter**.



- FLAIR will display the TR7S Revolving Fund Subsidiary Ledger Single Inquiry by Site Screen Two based on the search criteria input; **OR**
- If all fields are blank, FLAIR will display all outstanding revolving fund transactions within the user's OLO and/or site.

**Note:** These transactions are displayed as they appear on the Revolving Fund File. This data cannot be changed, and the entry will remain on the file until a deletion or a reimbursement is recorded.

**TR7S – Revolving Fund Subsidiary Ledger – Single Inquiry By Site – Screen Two**  
(with example data retrieved)

```

7SI2                                     11/20/2012 12:48:54
      7S - REVOLVING FUND SUBSIDIARY LEDGER - SINGLE INQUIRY BY SITE

ORIG-VOUCHER   L1 L2 L3 L4 L5  EO VR OBJECT  CFI  RVI  PPI  STATE-DOC
V A00002 0001   85 20 03 03 000 00 01 261000  L

VENDOR-ID      MC VENDOR-NAME      SUB-VENDOR-ID      DESCRIPTION      OTHER-DOC
E555555555     1 KIMBERLY QUAKE

....AMOUNT.... INVOICE      PROJECT ID GRANT GY CNTRT CY  DB-DT      AC-DT
          9.00   070383

GL      EGL EOB ECAT   GF SF FID   BE      IBI EF RVL   STATE-PROGRAM      EP
71100           10 1  000001 85200000 00      010001 1112110000 000000

CAT      YR OCA   AU   ..QUANTITY..  CK-NO      CK-DT      PID  BPIN      COUNT
040000   00

L1 L2 L3 L4 L5  GF SF FID   BE      IBI VENDOR-ID      TYPE      SEL
85                                     ORIG-VOUCHER  RVL  PPI
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT          MINI  MAIN  RFRSH TOP          FWD

```

The revolving fund indicator (**RVI**) denotes what action has been taken relative to a specific line item.

The indicators are:

Indicator	Description
<b>L</b>	This line item has been reimbursed during the current business day using a TR32. The line item will be removed from the file during nightly processing.
<b>R</b>	The voucher has been reimbursed during the current business day using a TR32. This indicator only applies to a prior period's disbursement when the agency is in dual period processing. The line will remain on the file until the prior period is closed.
<b>D</b>	The line item has been marked for deletion during the current business day using a TR59. The line item will be removed from the file during nightly processing.
<b>BLANK</b>	No action taken on the current business day. The disbursement has not been deleted or reimbursed and will remain on the file until a deletion or reimbursement is recorded.

### 205.11.2 TR7S Multiple Inquiry

The TR7S multiple inquiry screen displays limited data for up to three lines per screen. This option is only available prior to nightly processing on the same business day a TR32 or TR59 is recorded.



To inquire into the Revolving Fund File from the Disbursements Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **7S**.
2. In the **SEL** field, input **M**.

### ***Disbursements Mini Menu*** (with example data input)

DBMU 04/24/2013 09:01:38

DISBURSEMENTS MINI MENU

TYPE		SEL OPTIONS
51	UNENCUMBERED DISBURSEMENTS	A,S,M,I
52	REVOLVING FUND UNENCUMBERED DISBURSEMENTS	A,S,M,I
53	PAYABLES DISBURSEMENTS	A,S,M,I
54	REVOLVING FUND PAYABLES DISBURSEMENTS	A,S,M,I
57	OVERPAYMENTS	S,I
58	DISBURSEMENTS CORRECTION	A,S,M,I
59	REVOLVING FUND DISBURSEMENTS CORRECTION	A,M
70	ENCUMBERED DISBURSEMENTS	A,S,M,I
71	REVOLVING FUND ENCUMBERED DISBURSEMENTS	A,S,M,I
7S	REVOLVING FUND SUBSIDIARY LEDGER	M,I

SEL

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

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

TYPE 7S SEL M

- Press **Enter**. FLAIR will display the TR7S Revolving Fund Subsidiary Ledger Multiple Inquiry by Site Request Screen One.

**TR7S – Revolving Fund Subsidiary Ledger – Multiple Inquiry By Site – Request – Screen One**

```

7SM1
7S - REVOLVING FUND SUBSIDIARY LEDGER - MULTIPLE INQUIRY BY SITE - REQUEST
11/19/2012 14:40:5

L1 L2 L3 L4 L5      GF SF FID      BE      IBI      VENDOR-ID
85 _

ORIG-VOUCHER      RVL      PPI
V

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

```

4. a. Input applicable search criteria; **OR**  
b. Leave all fields blank.

Data codes available for use as search criteria:

<b>ORG</b>	<b>GF</b>
<b>SF</b>	<b>FID</b>
<b>BE</b>	<b>IBI</b>
<b>VENDOR-ID</b>	<b>ORIG-VOUCHER</b>
<b>RVL</b>	<b>PPI</b>

5. Press **Enter**.
  - a. FLAIR will display the TR7S Revolving Fund Subsidiary Ledger Multiple Inquiry by Site Screen Two based on the search criteria input; **OR**
  - b. If all fields are blank, FLAIR will display all outstanding revolving fund transactions within the user's OLO and/or site.

**TR7S - Revolving Fund Subsidiary Ledger - Multiple Inquiry - By Site - Screen Two**  
(with example data retrieved)

7SM2													11/20/2012 13:12:5			
7S - REVOLVING FUND SUBSIDIARY LEDGER - MULTIPLE INQUIRY - BY SITE																
ORIG-VO V A00002 VO TOTAL										73.00 RVL 010001 PPI		ST-DOC		<div>RVI Ind</div>		
X	LINE	L1	L2	L3	L4	L5	EO	VR	OBJECT	CFI	INVOICE	OTHER-DOC	DB-DT	AC-DT	RVI	
	....AMOUNT....		VENDOR-ID		DESCRIPTION		SUB-VENDOR-ID		CK-NO		CK-DT					
-	0001	85	20	03	03	000	00	01	261000	070383		09302012		11202012	L	
		9.00		E111111111		TRAVEL										
	0002	85	20	03	03	000	00	01	261000	070383		09302012		11202012	L	
		58.00		E111111111		TRAVEL										
	0003	85	20	03	03	000	00	01	261000	070383		09302012		11202012	L	
		6.00		E111111111		TRAVEL										
L1	L2	L3	L4	L5	GF	SF	FID	BE	IBI	VENDOR-ID	ORIG-VOUCHER	RVL	PPI			
85																
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---																
CONT MINI MAIN RFRSH TOP FWD																

6. To view the expanded data, input an **I** in the **X** field.

**TR7S - Revolving Fund Subsidiary Ledger - Multiple Inquiry - By Site - Screen Two**  
(with example data retrieved)

7SM2												11/20/2012 13:12:5			
7S - REVOLVING FUND SUBSIDIARY LEDGER - MULTIPLE INQUIRY - BY SITE															
ORIG-VO V A00002 VO TOTAL												73.00 RVL 010001 PPI ST-DOC			
X	LINE	L1	L2	L3	L4	L5	EO	VR	OBJECT	CFI	INVOICE	OTHER-DOC	DB-DT	AC-DT	RVI
		.....AMOUNT.....				VENDOR-ID			DESCRIPTION			SUB-VENDOR-ID	CK-NO	CK-DT	L
	0001	85	20	03	03	000	00	01	261000		070383		09302012	11202012	L
						9.00	E111111111		TRAVEL						
	0002	85	20	03	03	000	00	01	261000		070383		09302012	11202012	L
						58.00	E111111111		TRAVEL						
	0003	85	20	03	03	000	00	01	261000		070383		09302012	11202012	L
						6.00	E111111111		TRAVEL						
L1	L2	L3	L4	L5	GF	SF	FID	BE	IBI	VENDOR-ID		ORIG-VOUCHER		RVL	PPI
85										V					
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---															
CONT MINI MAIN RFRSH TOP FWD															

7. Press **Enter**. FLAIR will display the TR7S Revolving Fund Subsidiary Ledger Single Inquiry by Site Screen Two. **See section 205.1.1 TR7S Single Inquiry for more information.**

## 205.12 Accounting Entries

Revolving funds are funds held outside of the State Treasury in an approved account with a local financial institution. During nightly processing of the transactions, FLAIR credits or debits the State Operating Fund (SF = **1** or **2**) and credits or debits the revolving (local) fund (SF = **8**).

The accounting entries related to the following transactions are discussed in detail on the following pages.

- Revolving Fund Unencumbered Disbursement (TR52)
- Revolving Encumbered Fund Disbursement (TR71)
- Revolving Fund File (TR7S)

### 205.12.1 TR52 Accounting Entries

The TR52 records cash disbursements from a revolving fund where an encumbrance has not been previously established. After nightly processing, the accounting entries for a TR52 into the agency's FLAIR records are as follows:

To record a \$100.00 disbursement in the operating fund (SF = 1, 2, or 8):

SF	GL Code	Description	DR	CR	I/A
	<b>7*****</b>	Expenditures	100.00		I
<b>1</b>	<b>13100</b>	Unexpended GR Release <b>or</b>		100.00	A
<b>2</b>	<b>12200</b>	Released Cash in State Treasury <b>or</b>		100.00	A
<b>8</b>	<b>11200</b>	Cash in Bank		100.00	A

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

The GL code for expenditures (7\*\*\*\*\*) may be retrieved from the expansion set record or input by the user on the screen. To record an increase in expenditures, the user should input a positive amount which will be recorded as a debit to the 7\*\*\*\*\* account.

To record a \$100.00 credit memo in the operating fund (SF = 1, 2, or 8):

SF	GL Code	Description	DR	CR	I/A
<b>1</b>	<b>13100</b>	Unexpended GR Release <b>or</b>	100.00		A
<b>2</b>	<b>12200</b>	Released Cash in State Treasury <b>or</b>	100.00		A
<b>8</b>	<b>11200</b>	Cash in Bank	100.00		A
	<b>7*****</b>	Expenditures		100.00	I

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

To record a credit memo, the user should input a negative amount (-) which will be recorded as a credit to the 7\*\*\*\*\* account.

The fund number for the operating fund and the fund identifier for the revolving fund are carried on the expansion option record that is used with the entry. The system will generate a GAAFR fund type **74** and a state fund type **8** to be used with the revolving fund identifier (RVI).

To record a \$100.00 disbursement in the revolving fund (SF = 8):

GL Code	Description	DR	CR	I/A
<b>16800</b>	Due from State Funds-Revolving Fund	100.00		A
<b>11200</b>	Cash in Bank		100.00	A

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

When revolving fund unencumbered disbursements are recorded, the Available Balance File for the operating fund is updated as follows:

Indicators	State Fund = 1	State Fund = 2, 3	State Fund = 8
<b>Fund Cash</b>	N/A	+/-amount	+/-amount
<b>Fund Release</b>	+/-amount	+/-amount	N/A
<b>Organization Cash</b>	N/A	+/-amount	+/-amount
<b>Organization Allotment</b>	+/-amount	+/-amount	+/-amount

N/A = Not Applicable.

**Note:** The following available balance records will also be updated (like fund cash and organization allotment above) if the **GRANT**, **CONTRACT**, and/or **PROJECT ID** fields are input.

- Grant Fund Cash
- Contract Fund Cash
- Project Cash
- Grant Allotment
- Contract Allotment
- Project Allotment

The Available Balance File for the revolving fund is updated by subtracting the amount of the disbursement from the revolving fund's cash balance. These records will be added to the Revolving Fund File (7S) after voucher processing (usually overnight). The delay occurs because the voucher number is required as part of the record for the subsidiary.

### 205.12.2 TR71 Accounting Entries

The TR71 records cash disbursements from a revolving fund where an encumbrance has been previously established and negative amounts input are not allowed for a TR71. After nightly processing, the accounting entries for a TR71 into the agency's FLAIR records are as follows:

To record a \$100.00 disbursement in the operating fund (SF = 1, 2, or 8):

SF	GL Code	Description	DR	CR	I/A
	<b>7*****</b>	Expenditures	100.00		I
<b>1</b>	<b>13100</b>	Unexpended GR Release <b>or</b>		100.00	A
<b>2</b>	<b>12200</b>	Released Cash in State Treasury <b>or</b>		100.00	A
<b>8</b>	<b>11200</b>	Cash in Bank		100.00	A

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

The following \$100.00 entry is also generated to remove the encumbrance from the Encumbrance Subsidiary:

GL Code	Description	DR	CR	I/A
<b>98100</b>	Budgetary Fund Balance Reserved for Encumbrance	100.00		A
<b>94100</b>	Encumbrances		100.00	A

To record a \$100.00 disbursement in the revolving fund (SF = 8):

GL Code	Description	DR	CR	I/A
<b>16800</b>	Due from State Funds-Revolving Fund	100.00		A
<b>11200</b>	Cash in Bank		100.00	A

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



The GL code for expenditures (7\*\*\*\*) may be retrieved from the expansion set record or entered by the operator. To record an increase in expenditures, the operator should input a positive amount which will be entered as to a debit to the 7\*\*\*\* account. **Negative amounts are not accepted for this transaction.**

The funding codes for the operating fund along with the fund identifier for the revolving fund is carried on the expansion option record that is used with the entry. The system generates a GAAFR fund type 74 and a state fund type 8 to be used with the revolving fund identifier.

When revolving fund encumbered disbursements are recorded the Available Balance File for the operating fund is updated as follows:

Indicators	State Fund = 1	State Fund = 2, 3	State Fund = 8
<b>Fund Cash</b>	N/A	-amount	-amount
<b>Fund Release</b>	-amount	-amount	N/A
<b>Organization Cash</b>	N/A	-amount	-amount
<b>Organization Allotment</b>	+/-diff	+/-diff	+/-diff

N/A = Not Applicable; diff = Difference between the amount of the original encumbrance and disbursement.

## 206 Local Funds - Client or Welfare Trust Funds

Local funds in Florida are defined as funds held outside the State Treasury. Statutory authority allows agencies in Florida to maintain funds on a custodial basis for a client or inmate's general welfare, educational, and developmental needs. These funds are from a variety of sources such as:

- Family contributions;
- Canteen sales;
- Plant and garden sales;
- Corporate donations;
- Vending sales; and
- Telephone commissions.

Although most of these funds are not tracked in FLAIR, agencies are required to reconcile the accounts, maintain balances, and have written policies on how these funds are collected, maintained, and deposited into local financial institutions (*see section [402.18, F.S.](#)*). Here are examples of local funds held by agencies on a custodial basis:

- Department of Juvenile Justice
- Juvenile Welfare Trust Fund, pursuant to section [985.692, F.S.](#): The fund shall be credited with proceeds from the operation of canteens, vending machines, hobby shops, activity centers, farming projects, donations to a program, contracted telephone commissions, and other such facilities or programs designated as accruing to the Juvenile Welfare Trust Fund. The purpose of the trust fund shall be for the benefit and welfare of juveniles committed to or detained in facilities operated by the Department or by private vendors contracting with the Department.
- Juvenile Care and Maintenance Trust Fund, pursuant to section [985.694, F.S.](#): The fund shall be credited with any money or other property received for personal use or benefit of juveniles in the custody of the Department. The purpose of the trust fund shall be for the Department to act in a fiduciary capacity on behalf of juveniles committed to or detained in facilities operated by the Department or by private vendors contracting with the Department.
- Department of Health
- Welfare Trust Fund, pursuant to section [381.0021, F.S.](#): The Department of Health may establish one or more client welfare accounts ... for each client, program, facility, or institution. Funds to be deposited in the account shall consist of donations, special grants, charitable organizations, and other sources for benefiting the department's clients.
- Department of Corrections
- Privately Operated Institutions Inmate Welfare Trust Fund: Private Correctional Facilities pursuant to section [944.72, F.S.](#) There is hereby created in the Department of Corrections the Privately Operated Institutions Inmate Welfare Trust Fund. The purpose of the trust fund shall be the benefit and welfare of inmates incarcerated in private correctional facilities under contract with the department pursuant to this chapter or the Department of Management Services pursuant to chapter [957, F.S.](#) Moneys shall be deposited in the trust fund and expenditures made from the trust fund as provided in section [945.215, F.S.](#)
- Privately Operated Institutions Inmate Welfare Trust Fund pursuant to section [945.215\(2\), F.S.](#):

- (a) For purposes of this subsection, privately operated institutions or private correctional facilities are those correctional facilities under contract with the department pursuant to chapter [944](#), F.S. or the Department of Management Services pursuant to chapter [957](#), F.S.
- (b) 1. The net proceeds derived from inmate canteens, vending machines used primarily by inmates, telephone commissions, and similar sources at private correctional facilities shall be deposited in the Privately Operated Institutions Inmate Welfare Trust Fund.
- 2. Funds in the Privately Operated Institutions Inmate Welfare Trust Fund shall be expended only pursuant to legislative appropriation.
- Department of Veteran Affairs
- Residents' Deposits Trust Fund pursuant to section [296.38\(3\)](#), F.S.:
- (a) There is created a Residents' Deposits Trust Fund. All moneys received by the home pursuant to this subsection shall be deposited into the Residents' Deposits Trust Fund, a local fund administered by the home and which is not a part of the State Treasury. The home's financial manager shall account for all moneys deposited and any interest accruing on the trust fund.
- (b) The residents of the home may voluntarily deposit moneys with the home, which the home shall receive and keep without charge in the Residents' Deposits Trust Fund. Moneys deposited and interest earned may be withdrawn, in whole or in part, at the will of the resident. Any balance remaining upon the resident's death, undisposed of by will and not paid to his or her heirs at law, shall be paid to the state in accordance with the provisions of chapter [717](#), F.S.

## 206.1 FLAIR Transactions Used In Local Fund Processing

Although local funds are not held in the State Treasury, agencies are required to report balances annually to DFS Bureau of Financial Reporting's Statewide Section. The following transactions are commonly used by agencies to report or record balances and disbursements from their local fund account(s):

- TR10 – General Accounting
- TR30 – Direct Deposit Receipts
- TR96 – JT (Journal Transfer) Receipts
- TR51 – Unencumbered Disbursements

Agencies may elect to input balances on a weekly, biweekly, monthly, quarterly, or annual basis as required by their agency's policies and procedures.

### 206.1.1 TR10 General Accounting (Local Fund Processing)

A TR10 General Accounting transaction is used to record accounting transactions in which no other transaction can be used. An agency must be cautious when using this transaction because it does not affect the agency's subsidiary files with the exception of the Available Balance File. An agency may use a TR10 to establish a beginning balance, adjust balances, and record balances for local funds as a means of reporting these balances to DFS. TR10s are located within the General Accounting (GA) Mini Menu and can be accessed from any FLAIR input screen. The example below demonstrates an agency recording the beginning balance of a local fund for the start of the new fiscal year without any expansion data.

To record a TR10 from the General Accounting Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **10**.

2. In the **SEL** field, input **S**.

**General Accounting Mini Menu** (with example data input)

GAMU		GENERAL ACCOUNTING MINI MENU		04/22/13	16:32:36
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.					
				TYPE 10	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 TR10 General Accounting Single Input Request Screen One.

**TR10 - General Accounting - Single Input - Request - Screen One**

10S1		TR 10 - GENERAL ACCOUNTING - SINGLE INPUT - REQUEST		04/22/2013	16:35:20
L1	L2	L3	L4	L5	EO VR OBJECT PPI
85	_				
NOTE: EO (EXPANSION OPTION) WILL NOT DEFAULT TO 00 (STANDARD) ON THIS SCREEN					
				TYPE	SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---					
CONT		MINI MAIN		RFRSH	

TR10 General Accounting Single Input Request Screen One fields:

Field	Description	Required/Optional/Special Instructions
<b>L1 L2 L3 L4 L5</b>	Organization Code	Required. <b>L1</b> is protected. Must be input left to right without missing any spaces. (11N)
<b>EO</b>	Expansion Option	Optional. <i>See section 112.4 Expansion Option File.</i> (2A/N)
<b>VR</b>	Expansion Option Version	Optional. <i>See section 112.4 Expansion Option File.</i> (2N)
<b>OBJECT</b>	Object Code	Optional. If blank, FLAIR will not retrieve expansion data. If populated, FLAIR will retrieve expansion data. (6N)
<b>PPI</b>	Prior Period Indicator	Optional. Available indicators: <b>M:</b> Prior Month <b>Y:</b> Prior Year (1N)

4. Input the required and optional fields (if any).

**TR10 - General Accounting - Single Input - Request - Screen One** (with example data input)

10S1	TR 10 - GENERAL ACCOUNTING - SINGLE INPUT - REQUEST	02/01/2013 13:12:38
L1 L2 L3 L4 L5 EO VR OBJECT PPI		
85 10 01 01 001 WF		
NOTE: EO (EXPANSION OPTION) WILL NOT DEFAULT TO 00 (STANDARD) ON THIS SCREEN		
<div> <div>Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---</div> <div> <div>CONT</div> <div>MINI MAIN RFRSH</div> </div> </div> <div> <div>TYPE SEL</div> </div>		

5. Press **Enter**. FLAIR will display the TR10 General Accounting Single Input Screen Two.



**TR10 - General Accounting - Single Input - Screen Two** (with example data input)

```

10S2          TR 10 - GENERAL ACCOUNTING - SINGLE INPUT          02/01/2013  13:09:56
DOC-NO  LINE  L1 L2 L3 L4 L5  EO VR OBJECT  CF  TRN-DT      PPI  STATE-DOC
G BEGBAL      85 10 01 01 001 WF 01
....AMOUNT....  VENDOR-ID          SUB-VENDOR-ID  ..QUANTITY..  AB AI
100.00

INVOICE      DESCRIPTION          OTHER-DOC      CK-NO  CK-DT      BI  B  PID  FT
07012012     BEGINNING BALANCE

CAT      YR  GL      EGL  EOB  ECAT      STATE PROGRAM      EP  PROJECT ID
          11200          1602000000 000000

GF SF FID  BE      IBI  EF  GRANT      GY  CNTRT  CY      OCA      AU
74 8  010001 85100000 00          CTF00

...UNITS....  ...TIME...

NEXT: L1-L5 85 10 01 01 001 EO WF VR  OBJECT      PPI  TYPE  SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT      MINI  MAIN  RFRSH          CAN

```

TR10 General Accounting Single Input Screen Two fields:

Field	Description	Required/Optional/Special Instructions
<b>DOC-NO</b>	Document Number	Required. Agency unique. (6N)
<b>LINE</b>	Document Line Number	Optional. (4N)
<b>L1 L2 L3 L4 L5</b>	Organization Code	Retrieved. (11N)
<b>EO</b>	Expansion Option	Retrieved. (2A/N)
<b>VR</b>	Expansion Option Version	Retrieved. If <b>EO</b> is input on Screen One. (2A/N)
<b>OBJECT</b>	Object Code	Retrieved. (6N)
<b>CF</b>	Certified Forward Indicator	Optional. Valid input: <b>C</b> . <b>Note:</b> FLAIR edits do not allow input of a certified forward indicator if <b>SF = 8</b> .
<b>TRN-DT</b>	Transaction Date	Optional. Defaults to current day if left blank. (MMDDYYYY) (8N)
<b>PPI</b>	Prior Period Indicator	Retrieved. (1N)
<b>STATE-DOC</b>	Statewide Document Number	Optional. (11A/N)
<b>AMOUNT</b>	Transaction Amount	Required. Input of negative (credit or increase in balance) or positive (debit or decrease in balance) numbers allowed. (13.2N)
<b>VENDOR-ID</b>	Vendor Identification Number	Optional. (21A/N)
<b>SUB-VENDOR-ID</b>	Sub-vendor Identification Number	Optional. (14A/N)
<b>QUANTITY</b>	Quantity	Optional. Input of negative or positive numbers and numbers starting with <b>0</b> are allowed. (10.2N)
<b>AB</b>	Available Balance Override Indicator	Optional. Valid input: <b>X</b> . (1A)

Field	Description	Required/Optional/Special Instructions
<b>AI</b>	Accrual Indicator	Optional. Valid input: <b>A</b> . Will be a cash transaction if left blank. (1A)
<b>INVOICE</b>	Invoice Number	Optional. (9A/N)
<b>DESCRIPTION</b>	Description	Optional. (16A/N)
<b>OTHER-DOC</b>	Other Document Number	Optional. Agency unique. (11A/N)
<b>CK-NO</b>	Check Number	Optional. (6A/N)
<b>CK-DT</b>	Check Date	Optional. (MMDDYYYY) (8N)
<b>BI</b>	Bookkeeping Indicator	Optional. Valid input: <b>#, \$, E, or C</b> . (1A/N)
<b>B</b>	Batch Character	Optional. Agency unique for the accumulation of transactions for reconciling. (1A/N)
<b>PID</b>	Product Identifier	Optional. Must be established in the Title File prior to use in a transaction. (3A/N)
<b>FT</b>	Flow Thru Indicator	Optional. Will default to <b>0</b> if left blank. Available indicators: <b>0</b> – Updates “Regular” Master File Only <b>2</b> – Updates both the Master File and Grants Master File <b>3</b> – Updates Grants Master File only
The following codes fields are retrieved from the Expansion Files (except the <b>CF</b> field) and can be overridden (except <b>GF, SF, and FID</b> ). See section 112 Expansion Files for more information.		
<b>CAT</b>	Appropriation Category	Required. (6N)
<b>YR</b>	Appropriation Year	Optional. (2N)
<b>GL</b>	General Ledger Code	Required. If <b>FT = 0, 2, or 3</b> . Optional. Must be established in the Title File prior to use in a transaction. (5N)
<b>EGL</b>	External General Ledger Code	Optional. Must be established in the Title File prior to use in a transaction. (3A/N)
<b>EOB</b>	External Object Code	Optional. Must be established in the Title File prior to use in a transaction. (3A/N)
<b>ECAT</b>	External Category	Optional. Must be established in the Title File prior to use in a transaction. (3A/N)
<b>STATE PROGRAM</b>	State Program Number	Optional. Must be established in the Title File prior to use in a transaction. (16N)
<b>EP</b>	External Program	Optional. Must be established in the Title File prior to use in a transaction. (2N)
<b>PROJECT ID</b>	Project Identifier	Optional. Must be established in the Project Information File and carried over into the Title File prior to use in a transaction. (11A/N)
<b>GF</b>	GAAFR Fund	Protected. (2N)
<b>SF</b>	State Fund	Protected. (1N)
<b>FID</b>	Fund Identifier	Protected. (6N)

Field	Description	Required/Optional/Special Instructions
<b>BE</b>	Budget Entity	Required. Must be established in the Title File prior to use in a transaction. (8N)
<b>IBI</b>	Internal Budget Indicator	Required. Must be established in the Title File prior to use in a transaction. (8N)
<b>EF</b>	External Fund Type	Optional. Must be established in the Title File prior to use in a transaction. (1N)
<b>GRANT</b>	Grant Number	Optional. Must be established in FACTS and carried over to the Title File before it can be used in a FLAIR transaction. If object code = <b>75XXXX</b> , a grant and/or contract number is required. (5A/N)
<b>GY</b>	Grant Year	Optional. A grant number must be present before a grant year is input. (2N)
<b>CNTRT</b>	Contract Number	Optional. Must be established in FACTS and carried over to the Title File before it can be used in a FLAIR transaction. If object code = <b>75XXXX</b> , a grant and/or contract number is required. (5A/N)
<b>CY</b>	Contract Year	Optional. A contract number must be present before contract year is input. (2N)
<b>OCA</b>	Other Cost Accumulator	Optional. Must be established in the Title File prior to use in a transaction. (5A/N)
<b>AU</b>	Agency Unique Code	Optional. Must be established in the Title File prior to use in a transaction. (2N)
<b>UNITS</b>	Units	Optional. (10.2N)
<b>TIME</b>	Time	Optional. (9N)

### 206.1.2 TR30 Direct Deposit Receipt (Local Fund Processing)

A TR30 Direct Deposit Receipt is used in local fund processing to record any deposits into a local fund established by the administering agency where a receivable has not been established previously. Agencies can use this transaction to record deposits and bypass Treasury processing. TR30s also assists agencies in maintaining the balance of these accounts. The TR30 is located in the Cash Receipts (CR) Mini Menu and can be accessed from any FLAIR input screen. ***See section 603 Cash Receipts and Receipt Processing for additional information.***

To record a TR30 from the Cash Receipts Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **30**.
2. In the **SEL** field, input **S**.

**Cash Receipts Mini Menu** (with example data input)

```

CRMU                                04/22/13  17:05:09
                                CASH RECEIPTS MINI MENU

TYPE                                SEL OPTIONS
30 DIRECT DEPOSIT RECEIPTS        A,S,M,I
31 CLEARING FUND RECEIPTS        A,S,M,I
32 REVOLVING FUND REIMBURSEMENTS A,M
33 DIRECT DEPOSIT RECEIVABLES RECEIPTS A,S,M,I
34 CLEARING FUND RECEIVABLES RECEIPTS A,S,M,I
96 JT RECEIPTS                    A,S,M,I
97 JT RECEIVABLES RECEIPTS        A,S,M,I
3S CASH RECEIPTS & CLEARING FUND FILE 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 30 SEL S

```

3. Press **Enter**. FLAIR will display the TR30 Direct Deposit Receipts Single Input Request Screen One.

**TR30 - Direct Deposit Receipts - Single Input - Request - Screen One**

```

30S1                                04/22/2013  17:03:23
                                TR 30 - DIRECT DEPOSIT RECEIPTS - SINGLE INPUT - REQUEST
L1 L2 L3 L4 L5  EO VR OBJECT PPI  LOC IND  GRANT GY
85

NOTE: ENTER 'X' IN LOC IND TO RECORD LETTER OF CREDIT CASH RECEIPT

                                TYPE      SEL

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

```

TR30 Direct Deposit Receipts Single Input Request Screen One fields:

Field	Description	Required/Optional/Special Instructions
L1 L2 L3 L4 L5	Organization Code	Required. L1 is protected. Must be input left to right without missing any spaces. (11N)
EO	Expansion Option	Optional. Agency unique. (2A/N)

Field	Description	Required/Optional/Special Instructions
<b>VR</b>	Expansion Option Version	Optional. (2N)
<b>OBJECT</b>	Object Code	Required. (6N)
<b>PPI</b>	Prior Period Indicator	Optional. Available indicators: <b>M:</b> Prior Month <b>Y:</b> Prior Year (1A)
<b>LOC IND</b>	Letter of Credit Indicator	Optional. Used in conjunction with Grant processing for cash draws related to a specific grant. <b>X</b> is the only available indicator. (1A)
<b>GRANT</b>	Grant Number	Optional. Must be established in FACTS and carried over to the Title File before it can be used in a FLAIR transaction. If object code = <b>75XXXX</b> , a grant and/or contract number is required. (5A/N)
<b>GY</b>	Grant Year	Optional. A grant number must be present before a grant year is input. (2N)

- Input the necessary required and optional data.
- Press **Enter**. FLAIR will display the TR30 Direct Deposit Receipts Single Input Request Screen Two.

**TR30 - Direct Deposit Receipts - Single Input - Request - Screen One** (with example data input)

```

30S1                                02/04/2013 13:45:52
      TR 30 - DIRECT DEPOSIT RECEIPTS - SINGLE INPUT - REQUEST

L1 L2 L3 L4 L5 EO VR OBJECT PPI  LOC IND  GRANT GY
85 10 01 01 001 WF  059000

NOTE: ENTER 'X' IN LOC IND TO RECORD LETTER OF CREDIT CASH RECEIPT

                                         TYPE      SEL

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

```

- Input the necessary required and optional data.
- Press **Enter**. FLAIR will display the TR30 Direct Deposit Receipts Single Input Screen Two.



**TR30 - Direct Deposit Receipts - Single Input - Screen Two** (with example data retrieved)

```

30S2      TR 30 - DIRECT DEPOSIT RECEIPTS - SINGLE INPUT 02/04/2013 13:56:09
DEP-NO    LINE      L1 L2 L3 L4 L5  EO VR OBJECT  CF  TRN-DT  PPI
C          85 10 01 01 001 WF 01 059000
...AMOUNT..... BI  VENDOR-ID          SUB-VENDOR-ID  ..QUANTITY..

INVOICE          DESCRIPTION          ORIG-RCPT          OTHER-DOC  B  PID

CAT  YR  GL  EGL EOB  ECAT  EP  GRANT          GY CNTRT CY  OCA  AU
005900 00 11200          00          GY CNTRT CY  WTF00

GF SF FID  BE  IBI  EF  STATE-PROGRAM  PROJECT ID
74 8  010001 85100000 00 1602000000 000000

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

NEXT:
L1-L5 85 10 01 01 001 EO WF VR  OBJECT 059000 PPI  LOC IND  GRT/GY
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT          MINI  MAIN  RFRSH          CAN

```

TR30 Direct Deposit Receipts Single Input Screen Two fields:

Field	Description	Required/Optional/Special Instructions
<b>DEP-NO</b>	Deposit Number	Required. Agency unique. (6N)
<b>LINE</b>	Deposit Line Number	Optional. (4N)
<b>L1 L2 L3 L4 L5</b>	Organization Code	Protected. (11N)
<b>EO</b>	Expansion Option	Protected. (2A/N)
<b>VR</b>	Expansion Option Version	Protected. If expansion option is input on Screen One. (2A/N)
<b>OBJECT</b>	Object Code	Protected. (6A/N)
<b>CF</b>	Certified Forward Indicator	Optional. Valid input: <b>C</b> . <b>Note:</b> FLAIR edits do not allow the input of a certified forward indicator if <b>SF = 8</b> . (1A)
<b>TRN-DT</b>	Transaction Date	Optional. Defaults to current day if left blank. (MMDDYYYY) (8N)
<b>PPI</b>	Prior Period Indicator	Retrieved. (1A)
<b>AMOUNT</b>	Transaction Amount	Required. Input of negative or positive numbers allowed. (13.2N)
<b>BI</b>	Bookkeeping Indicator	Optional. Valid input: <b>N</b> to bypass Treasury processing. (1A/N)
<b>VENDOR-ID</b>	Vendor Identification Number	Optional. (21A/N)
<b>SUB-VENDOR-ID</b>	Sub-vendor Identification Number	Optional. (14A/N)
<b>QUANTITY</b>	Quantity	Optional. Input of negative or positive numbers and numbers starting with <b>0</b> are allowed. (10.2N)
<b>INVOICE</b>	Invoice Number	Optional. (9A/N)
<b>DESCRIPTION</b>	Description	Optional. (16A/N)

Field	Description	Required/Optional/Special Instructions
<b>ORIG-RCPT</b>	Original Receipt Date	Optional. Used to record the date the deposit was received by the agency. (MMDDYYYY) (8N)
<b>OTHER-DOC</b>	Other Document Number	Optional. Agency unique. (11A/N)
<b>B</b>	Batch Character	Optional. Agency unique. For the accumulation of transactions for reconciling. (1A/N)
<b>PID</b>	Product Identifier	Optional. Must be established in the Title File prior to use in a transaction. (3A/N)
The following codes fields are retrieved from the Expansion Files (except the <b>CF</b> field) and can be overridden (except <b>GF</b> , <b>SF</b> , and <b>FID</b> ). See section 112 Expansion Files for more information.		
<b>CAT</b>	Appropriation Category	Required. (6N)
<b>YR</b>	Appropriation Year	Optional. (2N)
<b>GL</b>	General Ledger Code	Required. Must be established in the Title File prior to use in a transaction. Required if <b>FT</b> = <b>0</b> , <b>2</b> , or <b>3</b> . (5N)
<b>EGL</b>	External General Ledger Code	Optional. Must be established in the Title File prior to use in a transaction. (3A/N)
<b>EOB</b>	External Object Code	Optional. Must be established in the Title File prior to use in a transaction. (3A/N)
<b>ECAT</b>	External Category	Optional. Must be established in the Title File prior to use in a transaction. (3A/N)
<b>EP</b>	External Program	Optional. Must be established in the Title File prior to use in a transaction. (2N)
<b>GRANT</b>	Grant Number	Optional. Must be established in FACTS and carried over to the Title File before it can be used in a FLAIR transaction. If object code = <b>75XXXX</b> , a grant and/or contract number is required. (5A/N)
<b>GY</b>	Grant Year	Optional. A grant number must be present before a grant year is input. (2N)
<b>CNTRT</b>	Contract Number	Optional. Must be established in FACTS and carried over to the Title File before it can be used in a FLAIR transaction. If object code = <b>75XXXX</b> , a grant and/or contract number is required. (5A/N)
<b>CY</b>	Contract Year	Optional. A contract number must be present before contract year is input. (2N)
<b>OCA</b>	Other Cost Accumulator	Optional. Must be established in the Title File prior to use in a transaction. (5A/N)
<b>AU</b>	Agency Unique Code	Optional. Must be established in the Title File prior to use in a transaction. (2N)
<b>GF</b>	GAAFR Fund	Protected. (2N)
<b>SF</b>	State Fund	Protected. (1N)
<b>FID</b>	Fund Identifier	Protected. (6N)

Field	Description	Required/Optional/Special Instructions
<b>BE</b>	Budget Entity	Required. Must be established in the Title File prior to use in a transaction. (8N)
<b>IBI</b>	Internal Budget Indicator	Required. Must be established in the Title File prior to use in a transaction. (8N)
<b>EF</b>	External Fund Type	Optional. Must be established in the Title File prior to use in a transaction. (1N)
<b>STATE-PROGRAM</b>	State Program Number	Required. Must be established in the Title File prior to use in a transaction. (16N)
<b>PROJECT ID</b>	Project Identifier	Optional. Must be established in the Project Information File and carried over to the Title File prior to use in a transaction. (11A/N)
<b>BPIN</b>	Beginning Property Identification Number	Optional. (8A/N)
<b>UNITS</b>	Units	Optional. (10.2N)
<b>TIME</b>	Time	Optional. (9N)

8. Input the necessary required and optional data. If **SF = 8**, users must input **N** in the **BI** (bookkeeping indicator) field to bypass Treasury processing. *See section 603.2 TR30 Direct Deposit Receipts for more information.*

**TR30 - Direct Deposit Receipts - Single Input - Screen Two** (with example data input)

```

30S2      TR 30 - DIRECT DEPOSIT RECEIPTS - SINGLE INPUT 02/04/2013 13:56:09
DEP-NO    LINE    L1 L2 L3 L4 L5  EO VR OBJECT  CF  TRN-DT  PPI
C TEST01      85 10 01 01 001  WF 01 059000
...AMOUNT.... BI  VENDOR-ID      SUB-VENDOR-ID  ..QUANTITY..
100.00      N  Input N in BI field to bypass Treasury processing
INVOICE    DESCRIPTION      ORIG-RCPT      OTHER-DOC  B  PID
JAN312013  JANUARY DEPOSIT
CAT  YR  GL  EGL EOB  ECAT  EP  GRANT      GY CNTRT CY  OCA  AU
005900 00 11200      00      00      00      WTF00
GF SF FID  BE  IBI  EF  STATE-PROGRAM  PROJECT ID
74 8  010001 85100000 00      1602000000 000000
BPIN      ...UNITS....  ...TIME...
NEXT:
L1-L5 85 10 01 01 001 EO WF VR  OBJECT 059000 PPI  LOC IND  TYPE  SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT      MINI  MAIN  RFRSH      CAN

```

9. Press **Enter**. FLAIR will return to the TR30 Direct Deposit Receipts Single Input Screen Two.

### 206.1.3 TR96 Journal Transfer Receipt (Local Fund Processing)

A TR96 Journal Transfer (JT) Receipt is used to record any deposits into a welfare or client trust fund where a receivable has not been previously established. Although this transaction is normally used for agencies to record receipt of JTs in the agency's ledgers, a TR96 is another way for agencies

to capture the amounts of any deposits and maintain balances of these local accounts. Information normally required for a TR96 is optional when recording deposits for local accounts. TR96 is located within the Cash Receipts (CR) Mini Menu and can be accessed from any FLAIR input screen. **See section 603 Cash Receipts and Receipt Processing for additional information.**

To record a TR96 from the Cash Receipts Mini Menu or any FLAIR input screen:

1. In the **SEL** field, input **96**.
2. In the **TYPE** field, input **S**.

**Cash Receipts Mini Menu** (with example data input)

```

CRMU                                04/22/13  17:05:09
                                CASH RECEIPTS MINI MENU

TYPE                                SEL OPTIONS
30 DIRECT DEPOSIT RECEIPTS        A,S,M,I
31 CLEARING FUND RECEIPTS         A,S,M,I
32 REVOLVING FUND REIMBURSEMENTS  A,M
33 DIRECT DEPOSIT RECEIVABLES RECEIPTS A,S,M,I
34 CLEARING FUND RECEIVABLES RECEIPTS A,S,M,I
96 JT RECEIPTS                    A,S,M,I
97 JT RECEIVABLES RECEIPTS        A,S,M,I
3S CASH RECEIPTS & CLEARING FUND FILE 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                                TYPE 96  SEL S
                                MAIN  RFRSH

```

3. Press **Enter**. FLAIR will display the TR96 JT Receipts Single Input Request Screen One.

**TR96 - JT Receipts - Single Input - Request - Screen One**

```

96S1                                06/12/2013  10:49:46
                                TR 96 - JT RECEIPTS - 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                                TYPE  SEL
                                MINI  MAIN  RFRSH

```

TR96 JT Receipts Single Input Request Screen One fields:

Field	Description	Required/Optional/Special Instructions
<b>L1 L2 L3 L4 L5</b>	Organization Code	Required. <b>L1</b> is protected. Must be input left to right without missing any spaces. (11N)

Field	Description	Required/Optional/Special Instructions
<b>EO</b>	Expansion Option	Required. Agency unique. (2A/N)
<b>VR</b>	Expansion Option Version	Optional. (2N)
<b>OBJECT</b>	Object Code	Required. Object code must = <b>059000</b> . (6N)
<b>PPI</b>	Prior Period Indicator	Optional. Available indicators: <b>M</b> : Prior Month <b>Y</b> : Prior Year (1N)

4. Input the required and any optional fields as appropriate. ***See section 603.7 TR96 Journal Transfer Receipts Transactions for more information.***

***TR96 - JT Receipts - Single Input - Request - Screen One*** (with example data input)

```

96S1                                02/04/2013  14:41:00
                                TR 96 - JT RECEIPTS - SINGLE INPUT - REQUEST

L1 L2 L3 L4 L5 EO VR OBJECT PPI
85 10 01 01 001 CT      059000

                                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 TR96 JT Receipts Single Input Screen Two.



**TR96 - JT Receipts - Single Input - Screen Two** (with example data retrieved)

```

96S2                                02/04/2013  14:42:41
                                TR 96 - JT RECEIPTS - SINGLE INPUT

DOC-NO   LINE   L1 L2 L3 L4 L5  EO VR OBJECT  CF  TRN-DT   PPI  STATE-DOC
C        85  10 01 01 001 CT 01 059000

....AMOUNT....  VENDOR-ID                SUB-VENDOR-ID  ..QUANTITY..

INVOICE        DESCRIPTION                OTHER-DOC      B  PID  BPIN        PROJECT ID

CAT   YR  GL    EGL EOB  ECAT    EP  GRANT                GY CNTRT CY   OCA  AU
005900 00  11200                                CTF00

GF SF FID    BE        IBI EF STATE-PROGRAM                ...UNITS....  ...TIME...
20 8  010001 85100000 00        1602000000 000000

NEXT:  L1 L2 L3 L4 L5  EO VR OBJECT PPI                TYPE      SEL
       85 10 01 01 001 CT 01 059000
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT      MINI  MAIN  RFRSH                                CAN

```

TR96 JT Receipts Single Input Screen Two fields:

Field	Description	Required/Optional/Special Instructions
<b>DOC-NO</b>	Document Number	Required. Agency unique. (6N)
<b>LINE</b>	Document Line Number	Optional. (4N)
<b>L1 L2 L3 L4 L5</b>	Organization Code	Protected. (11N)
<b>EO</b>	Expansion Option	Protected. (2A/N)
<b>VR</b>	Expansion Option Version	Protected. (2A/N)
<b>OBJECT</b>	Object Code	Protected. (6A/N)
<b>CF</b>	Certified Forward Indicator	Optional. Valid input: <b>C</b> . <b>Note:</b> FLAIR edits does not allow the input of a certified forward indicator if <b>SF = 8</b> . (1A)
<b>TRN-DT</b>	Transaction Date	Optional. Defaults to current day if left blank. (MMDDYYYY) (8N)
<b>PPI</b>	Prior Period Indicator	Retrieved. (1A)
<b>STATE-DOC</b>	Statewide Document Number	Optional. (11A/N)
<b>AMOUNT</b>	Transaction Amount	Required. Input of negative or positive numbers allowed. (13.2N)
<b>VENDOR ID</b>	Vendor Identification Number	Optional. (21A/N)
<b>SUB-VENDOR-ID</b>	Sub-vendor Identification Number	Optional. (14A/N)
<b>QUANTITY</b>	Quantity	Optional. Input of negative or positive numbers and numbers starting with <b>0</b> are allowed. (10.2N)
<b>INVOICE</b>	Invoice Number	Optional. (9A/N)

Field	Description	Required/Optional/Special Instructions
<b>DESCRIPTION</b>	Description	Optional. (16A/N)
<b>OTHER-DOC</b>	Other Document Number	Optional. Agency unique. (11A/N)
<b>B</b>	Batch Character	Optional. Agency unique. For the accumulation of transactions for reconciling. (1A/N)
<b>PID</b>	Product Identifier	Optional. Must be established in the Title File prior to use in a transaction. (3A/N)
<b>BPIN</b>	Beginning Property Identification Number	Optional. (8A/N)
<b>PROJECT ID</b>	Project Identifier	Optional. Must be established in the Project Information File and carried over to the Title File prior to use in a transaction. (11A/N)
The following codes fields are retrieved from the Expansion Files (except the <b>CF</b> field) and can be overridden (except <b>GF</b> , <b>SF</b> , and <b>FID</b> ). See section 112 Expansion Files for more information.		
<b>CAT</b>	Appropriation Category	Required. (6N)
<b>YR</b>	Appropriation Year	Required. (2N)
<b>GL</b>	General Ledger Code	Required. Must be established in Title File prior to using in a transaction. (5N)
<b>EGL</b>	External General Ledger Code	Optional. Must be established in the Title File prior to use in a transaction. (3A/N)
<b>EOB</b>	External Object Code	Optional. Must be established in the Title File prior to use in a transaction. (3A/N)
<b>ECAT</b>	External Category	Optional. Must be established in Title File prior to use in a transaction. (3A/N)
<b>EP</b>	External Program	Optional. Must be established in the Title File prior to use in a transaction. (2N)
<b>GRANT</b>	Grant Number	Optional. Must be established in FACTS and carried over to the Title File before it can be used in a FLAIR transaction. If object code = <b>75XXXX</b> , a grant and/or contract number is required. (5A/N)
<b>GY</b>	Grant Year	Optional. A grant number must be present before a grant year is input. (2N)
<b>CNTRT</b>	Contract Number	Optional. Must be established in FACTS and carried over to the Title File before it can be used in a FLAIR transaction. If object code = <b>75XXXX</b> , a grant and/or contract number is required. (5A/N)
<b>CY</b>	Contract Year	Optional. A contract number must be present before contract year is input. (2N)
<b>OCA</b>	Other Cost Accumulator	Optional. Must be established in the Title File prior to use in a transaction. (5A/N)
<b>AU</b>	Agency Unique Code	Optional. Must be established in the Title File prior to use in a transaction. (2N)
<b>GF</b>	GAAFR Fund	Protected. (2N)

Field	Description	Required/Optional/Special Instructions
<b>SF</b>	State Fund	Protected. (1N)
<b>FID</b>	Fund Identifier	Protected. (6N)
<b>BE</b>	Budget Entity	Required. Must be established in the Title File prior to use in a transaction. (8N)
<b>IBI</b>	Internal Budget Indicator	Required. Must be established in the Title File prior to use in a transaction. (8N)
<b>EF</b>	External Fund Type	Optional. Must be established in the Title File prior to use in a transaction. (1N)
<b>STATE-PROGRAM</b>	State Program Number	Required. Must be established in the Title File prior to use in a transaction. (16N)
<b>UNITS</b>	Units	Optional. (10.2N)
<b>TIME</b>	Time	Optional. (9N)

6. Input the required and optional fields as appropriate.

**TR96 - JT Receipts - Single Input - Screen Two** (with example data input)

```

9652                                02/04/2013  14:42:41
                                TR 96 - JT RECEIPTS - SINGLE INPUT
DOC-NO  LINE  L1 L2 L3 L4 L5  EO VR OBJECT  CF  TRN-DT  PPI  STATE-DOC
C TEST96      85 10 01 01 001 CT 01 059000
...AMOUNT....  VENDOR-ID                SUB-VENDOR-ID  ..QUANTITY..
100.00

INVOICE      DESCRIPTION                OTHER-DOC      B  PID  BPIN      PROJECT ID
JAN312013    JANUARY RECIEPTS

CAT  YR  GL  EGL EOB  ECAT      EP  GRANT                GY CNTRT CY  OCA  AU
005900 00 11200

GF SF FID  BE      IBI EF STATE-PROGRAM                ...UNITS....  ...TIME...
20 8  010001 85100000 00      1602000000 000000

NEXT:  L1 L2 L3 L4 L5  EO VR OBJECT PPI                TYPE      SEL
      85 10 01 01 001 CT  059000
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT      MINI  MAIN  RFRSH                                CAN

```

7. Press **Enter**. FLAIR will display the TR96 JT Receipts Single Input Screen Two. The new screen will display the **NEXT** line information and the **AMOUNT** field will be blank.

### 206.1.4 TR51 Unencumbered Disbursements (Local Fund Processing)

The TR51 Unencumbered Disbursement transaction is used to record cash disbursements where no encumbrance or liability has been previously established. Agencies can record expenditures related to welfare or client trust funds pursuant to statutory authority and agency policies. The user must input all required information when processing an unencumbered transaction such as the organization code, expansion option, object, and vendor number. The TR51 is located within the Disbursements (DB) Mini Menu and can be accessed from any FLAIR input screen. **See section 204 TR51 Unencumbered Disbursements for additional information.**

To record a TR51 from the Disbursements Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **51**.
2. In the **SEL** field, input **S**.

**Disbursements Mini Menu** (with example data input)

```

DBMU                                04/24/2013 09:01:38
                                DISBURSEMENTS MINI MENU

TYPE                               SEL OPTIONS
51  UNENCUMBERED DISBURSEMENTS      A,S,M,I
52  REVOLVING FUND UNENCUMBERED DISBURSEMENTS  A,S,M,I
53  PAYABLES DISBURSEMENTS          A,S,M,I
54  REVOLVING FUND PAYABLES DISBURSEMENTS  A,S,M,I
57  OVERPAYMENTS                    S,I
58  DISBURSEMENTS CORRECTION         A,S,M,I
59  REVOLVING FUND DISBURSEMENTS CORRECTION  A,M
70  ENCUMBERED DISBURSEMENTS         A,S,M,I
71  REVOLVING FUND ENCUMBERED DISBURSEMENTS  A,S,M,I
7S  REVOLVING FUND SUBSIDIARY LEDGER      M,I

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

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

3. Press **Enter**. FLAIR will display the TR51 Unencumbered Disbursements Single Input Request Screen One.

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

```

51S1                                04/24/2013 13:52:55
      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
  
```

TR51 Unencumbered Disbursements Single Input Request Screen One fields:

Field	Description	Required/Optional/Special Instructions
<b>L1 L2 L3 L4 L5</b>	Organization Code	Required. Agency unique. <b>L1</b> is protected. Must be input left to right without missing any spaces. (11N)
<b>EO</b>	Expansion Option	Required. Agency unique. (2A/N)

Field	Description	Required/Optional/Special Instructions
<b>VR</b>	Expansion Option Version	Optional. (2N)
<b>OBJECT</b>	Object Code	Required. (6N)
<b>PPI</b>	Prior Period Indicator	Optional. Available indicators: <b>M:</b> Prior Month <b>Y:</b> Prior Year (1N)

4. Input the required and optional fields (if any).

**TR51 - Unencumbered Disbursements - Single Input - Request - Screen One** (with example data input)

```

51S1                                02/04/2013  15:09:31
      TR 51 - UNENCUMBERED DISBURSEMENTS - SINGLE INPUT - REQUEST

L1 L2 L3 L4 L5  EO VR OBJECT  PPI
85 10 01 01 001 01    429000

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

```

5. Press **Enter**. FLAIR will retrieve and display TR51 Unencumbered Disbursements Single Inquiry by Site Screen Two based on the criteria input.

**TR51 - Unencumbered Disbursements - Single Input - Screen Two** (with example data retrieved)

```

51S2  TR 51 - UNENCUMBERED DISBURSEMENTS - SINGLE INPUT  02/04/2013  15:11:09

L1 L2 L3 L4 L5  EO VR OBJECT  CF  PPI  DESCRIPTION          SUB-VENDOR-ID
85 10 01 01 001 CT 01 429000

....AMOUNT.... VENDOR-ID          TRN-DT      G VOUCH-NO LINE BI OTHER-DOC  B
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 8  010001  85100000  00          1602000000 000000

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

NEXT: L1-L5 85 10 01 01 001 EO CT  VR      OBJECT 429000 PPI      TYPE      SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT          MINI  MAIN  RFRSH                                CAN

```



TR51 Unencumbered Disbursements Single Input Screen Two fields:

Field	Description	Required/Optional/Special Instructions
<b>L1 L2 L3 L4 L5</b>	Organization Code	Protected. (11N)
<b>EO</b>	Expansion Option	Protected. (2A/N)
<b>VR</b>	Expansion Option Version	Protected. (2A/N)
<b>OBJECT</b>	Object Code	Protected. (6A/N)
<b>CF</b>	Certified Forward Indicator	Optional. Valid input: <b>C</b> . <b>Note:</b> FLAIR edits does not allow the input of a certified forward indicator if <b>SF = 8</b> . (1A)
<b>PPI</b>	Prior Period Indicator	Retrieved. (1A)
<b>DESCRIPTION</b>	Description	Optional. (16A/N)
<b>SUB-VENDOR-ID</b>	Sub-vendor Identification Number	Optional. (14A/N)
<b>AMOUNT</b>	Transaction Amount	Required. Input of negative or positive numbers allowed. (13.2N)
<b>VENDOR-ID</b>	Vendor Identification Number	Required. (21A/N)
<b>TRN-DT</b>	Transaction Date	Required. (MMDDYYYY) (8N)
<b>G</b>	Grouping Character	Optional. (1A/N)
<b>VOUCH-NO</b>	Voucher Number	Optional. (6A/N)
<b>LINE</b>	Voucher Line Number	Optional. (4N)
<b>BI</b>	Bookkeeping Indicator	Required. Valid input: <b>N</b> . (1A/N)
<b>OTHER-DOC</b>	Other Document Number	Optional. Agency unique. (11A/N)
<b>B</b>	Batch Character	Optional. Agency unique. For the accumulation of transactions for reconciling. (1A/N)
<b>INVOICE</b>	Invoice Number	Optional. (9A/N)
<b>AB</b>	Available Balance Override Indicator	Optional. Valid input: <b>X</b> . (1A)
<b>QUANTITY</b>	Quantity	Optional. Input of negative or positive numbers and numbers starting with <b>0</b> are allowed. (10.2N)
<b>CK-NO</b>	Check Number	Optional. (6A/N)
<b>CK-DT</b>	Check Date	Optional. (MMDDYYYY) (8N)
<b>PID</b>	Product Identifier	Optional. Must be established in the Title File prior to use in a transaction. <b>See section 109.9 Product Identifiers for more information.</b> (3A/N)
<b>BF-ORG</b>	Benefitting Organization Code	Required. If <b>VENDOR ID</b> field is <b>blank</b> .

Field	Description	Required/Optional/Special Instructions
		Optional. If FLAIR account code is input in the <b>VENDOR ID</b> field. If <b>BF-ORG</b> is used, the vendor ID ≠ <b>F, S, N</b> , or <b>E</b> . (11N)
<b>BF-EO</b>	Benefitting Expansion Option	Required. If <b>BF-ORG</b> field is populated. (2A/N)
<b>BF-OB/CF</b>	Benefitting Object Code/Certified Forward	Required. If <b>BF-ORG</b> , <b>BF-EO</b> , and <b>VENDOR ID = 0-9</b> is used. <b>BF-OB</b> must start with <b>0</b> if <b>BF-CAT</b> starts with <b>00</b> . (6N)
<b>BF-CAT/YR</b>	Benefitting Appropriation Category/ Year	Required. If <b>VENDOR ID = 0-9</b> .  Optional. If <b>BF-ORG</b> and <b>BF-EO</b> is used and <b>VENDOR ID</b> is <b>blank</b> . Must start with <b>00</b> if <b>BF-OB</b> starts with <b>0</b> and if <b>VENDOR ID (0-9) ≠ BF-ORG</b> . (8N)
The following codes fields are retrieved from the Expansion Files (except the <b>CF</b> field) and can be overridden (except <b>GF, SF</b> , and <b>FID</b> ). See section 112 Expansion Files for more information.		
<b>CAT</b>	Appropriation Category	Required. (6N)
<b>YR</b>	Appropriation Year	Optional. (2N)
<b>GL</b>	General Ledger Code	Required. Must be established in the Title File prior to use in a transaction. (5N)
<b>EGL</b>	External General Ledger Code	Optional. Must be established in the Title File prior to use in a transaction. (3A/N)
<b>EOB</b>	External Object Code	Optional. Must be established in the Title File prior to use in a transaction. (3A/N)
<b>ECAT</b>	External Category	Optional. Must be established in the Title File prior to use in a transaction. (3A/N)
<b>EP</b>	External Program	Optional. Must be established in the Title File prior to use in a transaction. (2N)
<b>GRANT</b>	Grant Number	Optional. Must be established in FACTS and carried over to the Title File before it can be used in a FLAIR transaction. If object code = <b>75XXXX</b> , a grant and/or contract number is required. (5A/N)
<b>GY</b>	Grant Year	Optional. A grant number must be present before a grant year is input. (2N)
<b>CNTRT</b>	Contract Number	Optional. Must be established in FACTS and carried over to the Title File before it can be used in a FLAIR transaction. If object code = <b>75XXXX</b> , a grant and/or contract number is required. (5A/N)
<b>CY</b>	Contract Year	Optional. A contract number must be present before contract year is input. (2N)
<b>OCA</b>	Other Cost Accumulator	Optional. Must be established in the Title File prior to use in a transaction. (5A/N)
<b>AU</b>	Agency Unique Code	Optional. Must be established in the Title File prior to use in a transaction. (2N)
<b>GF</b>	GAAFR Fund	Protected. (2N)

Field	Description	Required/Optional/Special Instructions
<b>SF</b>	State Fund	Protected. (1N)
<b>FID</b>	Fund Identifier	Protected. (6N)
<b>BE</b>	Budget Entity	Required. Must be established in the Title File prior to use in a transaction. (8N)
<b>IBI</b>	Internal Budget Indicator	Required. Must be established in the Title File prior to use in a transaction. (8N)
<b>EF</b>	External Fund Type	Optional. Must be established in the Title File prior to use in a transaction. (1N)
<b>STATE-PROGRAM</b>	State Program Number	Required. Must be established in the Title File prior to use in a transaction. (16N)
<b>PROJECT ID</b>	Project Identifier	Optional. Must be established in the Project Information File and carried over to the Title File prior to use in a transaction. (11A/N)
<b>BPIN</b>	Beginning Property Identification Number	Optional. (8A/N)
<b>COUNT</b>	Property Item Counter	Optional. (4A/N)
<b>UNITS</b>	Units	Optional. (10.2N)
<b>TIME</b>	Time	Optional. (9N)

6. Input required and optional fields, as appropriate. Users must input **N** in the **BI** (bookkeeping indicator) field to bypass Treasury processing (if **SF = 8**).

**TR51 - Unencumbered Disbursements - Single Input - Screen Two** (with example data input)

```

SIS2  TR 51 - UNENCUMBERED DISBURSEMENTS - SINGLE INPUT 02/04/2013 15:11:09
L1 L2 L3 L4 L5 EO VR OBJECT CF PPI DESCRIPTION SUB-VENDOR-ID
85 10 01 01 001 CT 01 429000 CLIENT TRUST Input N in BI field
....AMOUNT.... VENDOR-ID TRN-DT G VOUCH-NO LINE BI OTHER-DOC B
100.00 F111111111999 01312013 V N GARDEN SEED B
INVOICE AB ..QUANTITY.. CK-NO CK-DT PID BF-ORG BF-EO BF-OB/CF BF-CAT/YR
TEST51 003106 01302013
CAT YR GL EGL EOB ECAT EP GRANT GY CNTRT CY OCA AU
040000 00 71100 CTF00
GF SF FID BE IBI EF STATE-PROGRAM PROJECT ID
20 8 010001 85100000 00 1602000000 000000
BPIN COUNT ...UNITS.... ...TIME...
NEXT: L1-L5 85 10 01 01 001 EO CT VR OBJECT 429000 PPI 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 return to the TR51 Unencumbered Disbursements Single Input Screen Two.

## 206.2 Reconciliation of Local Funds

At the end of each fiscal year, agencies are required to report local fund balances to the DFS Bureau of Statewide Financial Reporting Section. Prior to reporting balances to DFS, the accounts must be reconciled against the agency's Trial Balance Report to include (though not limited to):

- Correcting entries.
- Running various reports from the Reports Distribution System (RDS) or Managed Reporting Environment (MRE) to validate deposits against receipts of entries recorded in FLAIR.
- Making necessary adjustments to incorrect balances to ensure the local fund balance matches the financial institution's balance.

Agencies must require custodians or administrators of local funds to submit documentation certifying the balances are true and accurate. ***Please refer to your agency's policies and procedures regarding documentation.***

DFS provides agencies with guidance related to reporting local fund balances, which is located on the DFS website at: <https://www.myfloridacfo.com/Division/AA/Links/default.htm>.

## 207 Accounts Payable Transactions

**Accounts payable** are defined by GAAFR as “a liability account reflecting amounts on an open account owing to private persons or organizations for goods and services received by a government.” Accounts payable are used to record liabilities (payables) in the accounting records. These transactions can be recorded at any time, but are required at the end of an accounting period to account for obligations not yet disbursed.

In FLAIR, accounts payable obligations are established in the month of July for goods and services ordered and received on or before June 30 each fiscal year, pursuant to section [216.301](#), F.S. This period is formally known as **Carry Forward Processing**, and these accounts payable transactions currently must be disbursed and reconciled on or before September 30 each year. The following transaction types are used to record, maintain, and disburse accounts payable transactions (each transaction type listed below is discussed in detail later in this section):

- Unencumbered Payables (TR80)
- Encumbered Payables (TR81)
- Accounts Payables Subsidiary (TR8S)
- Payables Disbursements (TR53)
- Revolving Fund Payables Disbursements (TR54)

When a payable is input, it is simultaneously recorded on the Accounts Payable Subsidiary Ledger (8S). Through the 8S, payable items may be inquired on or updated. Cash disbursements for accounts payable update the 8S by reducing/removing the payable from the subsidiary. Corrections to a prior day’s payable disbursements should be made using the TR58 (Disbursement Correction). *See section 212.6 TR58 Unencumbered Expenditure Corrections.*

### 207.1 Authority

The CFO and State agencies must follow statutory guidelines approved by the Florida Legislature and signed into law by the EOG for Carry Forward Processing. (This list does not include agency specific authority for carry forwards):

- Section [216.301](#), F.S., gives agencies the ability to carry forward remaining budget balances during July to cover obligations accrued prior to July 1.
- Sub-section [216.301\(b\)](#), F.S., gives agencies until September 30 to expend their carry forward budget; any remaining balances will automatically revert.



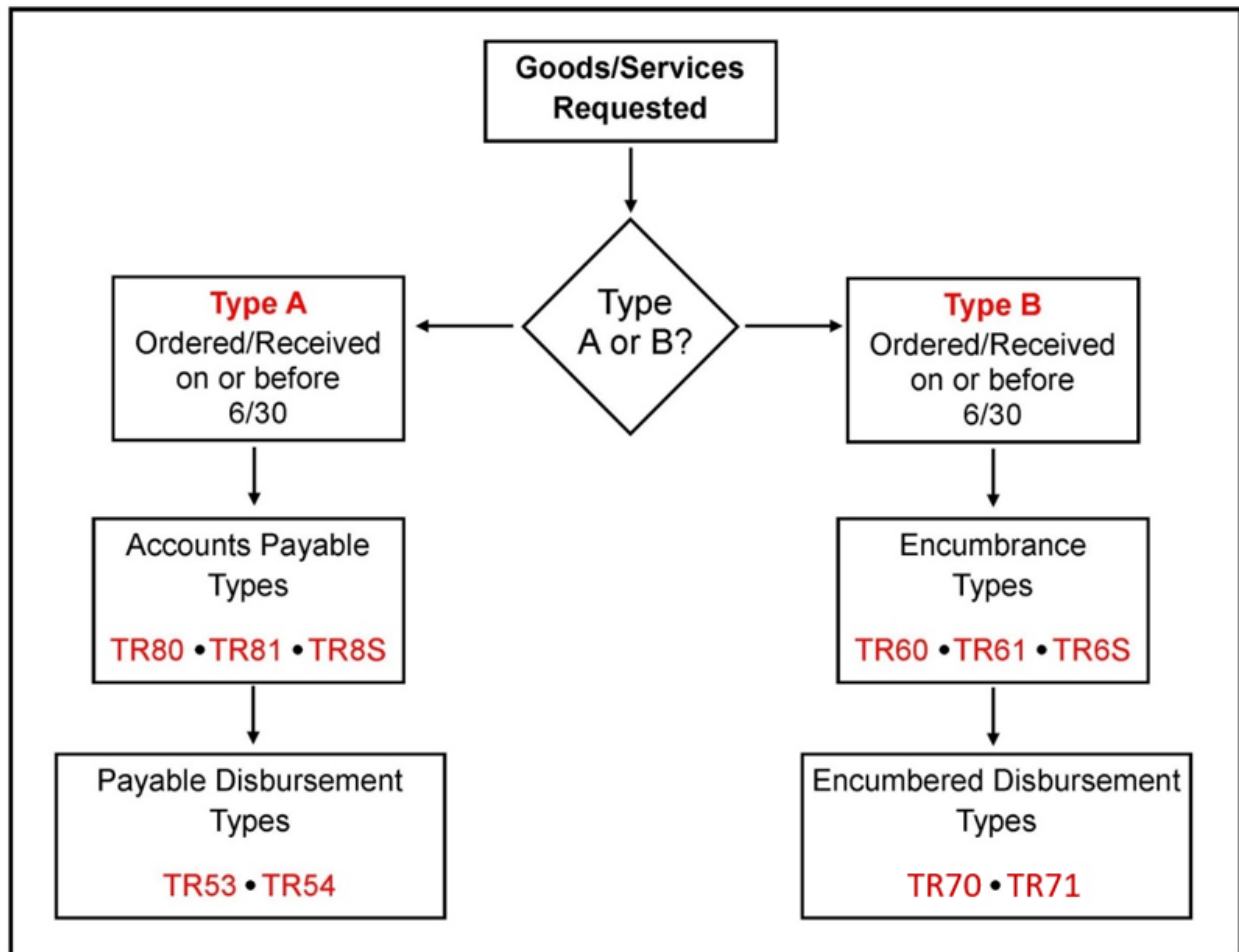
## 207.2 Recording Carry Forward Transactions

As obligations are created, they are registered in that agency's Request for Certification. Decisions made during this process are critical to the agency. Certifications not approved have to be paid out of current year funding, potentially putting a strain on the agency's new year budget. *See year end job aid*

Pursuant to section [216.301](#), F.S., as of June 30, each agency and judicial branch must show in detail any undisbursed obligation. Each agency creates a request to submit to the EOG for consideration and to DFS for review by creating accounts payable transactions in FLAIR. There are two types of obligations used to record carry forward transactions:

- **Type A:** Commodities/services ordered on or before June 30 and received on or before June 30. Type A items must be established with a TR80 or TR81 and disbursed with a TR53 or TR54.
- **Type B:** Commodities ordered on or before June 30 and received on or after July 1. Type B items must be established with a TR60 (*see section 202 Encumbrances*) and disbursed with a TR70 (*see section 203 TR70 Encumbered Disbursements*).

Carry Forward Transaction Process Flow:



Establishing accounts payable is an important part of the Carry Forward Process. Some key points to remember are:

- Agencies must set aside all funds for goods and services ordered and received prior to June 30.
- Any undisbursed obligation, except for fixed capital outlay, shall be carried forward and any such obligation should be expended by September 30 of the following fiscal year.
- Any undisbursed funds marked **Certified Forward** will be reverted to the fund they originated from, and will be used by the Legislature for redistribution.
- Any true obligation not disbursed by September 30 will be paid and charged out of the current year appropriation.
- Agencies must validate outstanding payables or receivables in the subsidiary ledger from the previous fiscal year, because they will be carried over into the next Carry Forward period.

### 207.3 Accounts Payable Transactions Overview

When accounts payable and payable disbursement transactions are input into FLAIR, they are added to the Daily Input File. During nightly processing, the entries from the Daily Input File update the agency's Detail and Master Files, and the Accounts Payable Subsidiary Ledger (8S). TR80 and TR81 add an entry to the 8S, while TR53 and TR54 reduce or exhaust the payable on the 8S.

To record accounts payable transactions in FLAIR, users must have Update (**U**) security clearance to access the appropriate transaction types. When processing accounts payable transactions, there are two mini menus in FLAIR the user should be familiar with: the Accounts Payable Mini Menu and the Disbursements Mini Menu. The Accounts Payable Mini Menu contains transactions related to establishing the payables and the Disbursements Mini Menu contains transactions related to disbursing the payable funds.

To access the Accounts Payable or the Disbursements Mini Menus from any FLAIR input screen:

1. In the **TYPE** field, input **AP** (for the Accounts Payable Mini Menu) or **DB** (for the Disbursements Mini Menu).

**Main Accounting Menu** (with example data input)

MNMU			MENU			01/02/2013 10:30:36		
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: SEL:

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

CONT DAC

Input DB or AP

2. Press **Enter**. FLAIR will display the requested screen.

**Disbursements and Accounts Payable Mini Menus**

DBMU		DISBURSEMENTS MINI MENU		04/24/2013 09:01:38	
TYPE				SEL	OPTIONS
51	UNENCUMBERED DISBURSEMENTS			A,S,M,I	
52	REVOLVING FUND UNENCUMBERED DISBURSEMENTS			A,S,M,I	
53	APMU	ACCOUNTS PAYABLE MINI MENU			
54					
57	TYPE			SEL	OPTIONS
58	80 UNENCUMBERED PAYABLES			A,S,M,I	
59	81 ENCUMBERED PAYABLES			S,I	
70	8S ACCOUNTS PAYABLE SUBSIDIARY LEDGER			M,I,U	
71					
7S					
SEL					
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				
	U SINGLE UPDATE WITH EXPANDED DATA DISPLAY (TYPE 8S ONLY)				
NOTE: SINGLE UPDATE (U) WITH EXPANDED DATA DISPLAY FOR TYPES 80 AND 81 - 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					

Each mini menu and the related transactions are discussed in further detail in the following sections. *See sections 207.4 TR80 Unencumbered Payables, 207.8 TR81 Encumbered Payables, section 207.13 Payables Disbursements, and section 207.16 Revolving Fund Payables Disbursements for additional information.*

### 207.3.1 Accounts Payable Mini Menu

Transactions in the Accounts Payable Mini Menu must be established within the months of June and July each year and cannot be updated after the Certifications Forward Report has been transmitted to DFS. Payables and encumbrances that are established and on the subsidiary files on June 30 can be automatically marked with **C** during the nightly processing of June 30. DFS will automatically mark all records that do not carry an SF of **8** (local funds). This allows agencies to view carry forward balances and make necessary adjustments as needed. This action also allows agencies to prevent any negative balances in state accounts and capture all outstanding balances for obligations recorded on or before June 30. ***See Agency Addressed Memos for cut-off dates each fiscal year.***

#### Accounts Payable Mini Menu

```

APMU                                01/02/13  10:49:31
                                ACCOUNTS PAYABLE MINI MENU

TYPE                                SEL OPTIONS
80 UNENCUMBERED PAYABLES          A,S,M,I
81 ENCUMBERED PAYABLES            S,I
8S ACCOUNTS PAYABLE SUBSIDIARY LEDGER M,I,U

SEL
A  MULTIPLE INPUT
S  SINGLE INPUT WITH EXPANDED DATA DISPLAY
M  MULTIPLE INQUIRY
I  SINGLE INQUIRY WITH EXPANDED DATA DISPLAY
U  SINGLE UPDATE WITH EXPANDED DATA DISPLAY (TYPE 8S ONLY)

NOTE:  SINGLE UPDATE (U) WITH EXPANDED DATA DISPLAY FOR TYPES 80 AND 81 -
        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

```

Within the Accounts Payable Mini Menu, users have access to the following transactions:

Transaction Type	Description	Special Instructions
80	Unencumbered Payables	Available <b>SEL</b> (Selection) options: <b>A</b> : Multiple Input <b>S</b> : Single Input with Expanded Data Display <b>M</b> : Multiple Inquiry <b>I</b> : Single Inquiry with Expanded Data Display
81	Encumbered Payables	Available <b>SEL</b> (Selection) options: <b>S</b> : Single Input with Expanded Data Display <b>I</b> : Single Inquiry with Expanded Data Display
8S	Accounts Payable Subsidiary Ledger	Available <b>SEL</b> (Selection) options: <b>M</b> : Multiple Inquiry <b>I</b> : Single Inquiry with Expanded Data Display <b>U</b> : Single Update with Expanded Data Display

### 207.3.2 Disbursements Mini Menu

Payable transactions in the Disbursements Mini Menu must be recorded (as prior year obligations with a **C** in **CF** field) on or before September 30 each year to prevent reversion of funds and avoid any prior year obligations processed in the agency's current year budget. ***See Agency Addressed Memos for cut-off dates each fiscal year.***

#### Disbursements Mini Menu

DBMU		01/03/2013 09:54:39	
DISBURSEMENTS MINI MENU			
TYPE		SEL OPTIONS	
51	UNENCUMBERED DISBURSEMENTS	A, S, M, I	
52	REVOLVING FUND UNENCUMBERED DISBURSEMENTS	A, S, M, I	
53	PAYABLES DISBURSEMENTS	A, S, M, I	
54	REVOLVING FUND PAYABLES DISBURSEMENTS	A, S, M, I	
57	OVERPAYMENTS	S, I	
58	DISBURSEMENTS CORRECTION	A, S, M, I	
59	REVOLVING FUND DISBURSEMENTS CORRECTION	A, M	
70	ENCUMBERED DISBURSEMENTS	A, S, M, I	
71	REVOLVING FUND ENCUMBERED DISBURSEMENTS	A, S, M, I	
7S	REVOLVING FUND SUBSIDIARY LEDGER	M, I	
SEL			
A	MULTIPLE INPUT		
S	SINGLE INPUT WITH EXPANDED DATA DISPLAY		
M	MULTIPLE INQUIRY		
I	SINGLE INQUIRY WITH EXPANDED DATA DISPLAY		
		TYPE	SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
CONT		MAIN	RFRSH

**Note:** Only the TR53 and TR54 from the Disbursements Mini Menu are discussed in this section. ***See sections 203 TR70 Encumbered Disbursements, 204 TR51 Unencumbered Disbursements, 205 Revolving Funds, and 212 Expenditure Corrections for discussion of the other transactions available on this mini menu.***

Payable transactions available within the Disbursements Mini Menu:

Transaction Type	Description	Special Instructions
53	Payables Disbursements	Available <b>SEL</b> (Selection) options: <b>A:</b> Multiple Input <b>S:</b> Single Input with Expanded Data Display <b>M:</b> Multiple Inquiry <b>I:</b> Single Inquiry with Expanded Data Display
54	Revolving Fund Payables Disbursements	Available <b>SEL</b> (Selection) options: <b>A:</b> Multiple Input <b>S:</b> Single Input with Expanded Data Display <b>M:</b> Multiple Inquiry <b>I:</b> Single Inquiry with Expanded Data Display



**Note:** Accounts payable and accounts payable disbursement transactions can be accessed from any FLAIR input screen by inputting the appropriate transaction type in the **TYPE** field and selection options in the **SEL** field. In FLAIR, type A carry forward items are recorded using a TR80 and TR81. When an entry is made using a TR80 or TR81, the Accounts Payable Subsidiary Ledger is simultaneously updated. This subsidiary lists all detail transaction information for payables until the payable is deleted, closed, or paid using a TR53 or TR54.

## 207.4 TR80 Unencumbered Payables

Unencumbered payables are used to record a liability when an encumbrance has not been previously established with a TR60. The TR80 records a credit in a payable GL and a debit in an expenditure/expense GL. Agencies record unencumbered payables for many items, including travel reimbursements, PCard transactions, or JTs.

Before an unencumbered payable is established, verify the following information:

- Organization code/expansion option/object code combination is correct and will retrieve accurate funding information. **See section 112 Expansion Files for more information.**
- Payable number to be assigned is correct. Check with agency management regarding naming conventions for unencumbered payables.
- Vendor ID number or employee ID is correct and active in either the Statewide Vendor File or the Vendor Employee File. **See section 111 Vendor Files for more information.**
- Contract number is active in the Title File via FACTS.
- Grant is active in Grant Information File (GI function type or GA record type in Title File).
- Project is active in Project Information File (PJ function type).

For each payable record input, a line number is system-generated and assigned to that record. Payables can be established with multiple lines, but only one vendor is allowed per payable number. This allows users to inquire into, or update, a specific line item of a payable.

Documentation will be required to verify that goods/services have been received, or travel was completed, on or before June 30.

## 207.5 TR80 Input

Unencumbered payables can be input at any time to record a liability in the accounting records. This transaction is commonly used at the end of the fiscal year to record a liability where the goods/services have already been received, but the disbursement of funds has not taken place.

Users can input a single unencumbered payable transaction using a TR80S, or multiple unencumbered transactions using a TR80A. Single input allows the user to view all data codes associated with the transaction (i.e., expanded data). Multiple transactions display limited data (i.e., contract, grant, and project number input is not allowed with TR80A), but the user can input up to three lines per page.

### 207.5.1 TR80 Single Input

Users can input a single unencumbered payable transaction using a TR80S. A TR80S can also be used to record payables with multiple lines, though each line is input separately. Single input allows the user to view all data codes associated with the transaction. Establishing an unencumbered payable requires the completion of three input screens, as discussed below.

To access the Unencumbered Payables Single Input Request option from the Accounts Payable Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **80**.
2. In the **SEL** field, input **S**.

**Accounts Payable Mini Menu** (with example data input)

APMU		ACCOUNTS PAYABLE MINI MENU		01/18/13 13:40:21	
TYPE				SEL	OPTIONS
80	UNENCUMBERED PAYABLES			A,S,M,I	
81	ENCUMBERED PAYABLES			S,I	
8S	ACCOUNTS PAYABLE SUBSIDIARY LEDGER			M,I,U	
SEL					
A	MULTIPLE INPUT				
S	SINGLE INPUT WITH EXPANDED DATA DISPLAY				
M	MULTIPLE INQUIRY				
I	SINGLE INQUIRY WITH EXPANDED DATA DISPLAY				
U	SINGLE UPDATE WITH EXPANDED DATA DISPLAY (TYPE 8S ONLY)				
NOTE: SINGLE UPDATE (U) WITH EXPANDED DATA DISPLAY FOR TYPES 80 AND 81 - ACCESSIBLE ONLY FROM 'M' AND 'I' SEL OPTIONS.					
				TYPE 80 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 TR80 Unencumbered Payables Single Input Request Screen One.

**TR80 - Unencumbered Payables - Single Input - Request - Screen One** (with example data)

```

80S1                                01/16/2013  16:56:31
      TR 80 - UNENCUMBERED PAYABLES - SINGLE INPUT - REQUEST
AP-NO  L1 L2 L3 L4 L5  EO VR OBJECT  PPI
      85 50

```

TYPE      SEL

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

CONT
MINI
MAIN
RFRSH

retrieved)

TR80 Unencumbered Payables Single Input Request Screen One fields:

Field	Description	Required/Optional/Special Instructions
<b>AP-NO</b>	Accounts Payable Number	Required. Valid input for the first digit: <b>P</b> – Payable input into FLAIR <b>Q</b> – Payable input into MFMP (7A/N)
<b>L1 L2 L3 L4 L5</b>	Organization Code	Required. <b>L1</b> is protected. (9N)
<b>EO</b>	Expansion Option	Required. If RACF user ID starts with <b>MFMPI</b> .  Optional. If left blank defaults to <b>00</b> . (2A/N)
<b>VR</b>	Version	Required. If RACF user ID starts with <b>MFMPI</b> . (2N)
<b>OBJECT</b>	Object Code	Required. Must be a valid expenditure object code beginning with <b>1-8</b> . If the object code = <b>75XXXX</b> , a grant and/or contract number is required on Screen Three. (6N)
<b>PPI</b>	Prior Period Indicator	Optional. Available indicators: <b>M</b> : Prior Month <b>Y</b> : Prior Year (1A)

**Special notes regarding the use of the PPI field:**

Please seek the guidance of agency management as to **PPI** field input. While the use of a prior period indicator is optional for FLAIR, an indicator may be required by the agency to ensure the transaction is recorded properly.

Agencies should have a means to track which payables are set up with an indicator in the **PPI** field, as this indicator does not appear on the 8S inquiry or update screens unless used as one of the search criteria.

4. Input the necessary required and optional fields.

**TR80 – Unencumbered Payables – Single Input – Request - Screen One** (with example data input)

```

80S1                                01/16/2013  16:56:31
TR 80 - UNENCUMBERED PAYABLES - SINGLE INPUT - REQUEST

AP-NO    L1 L2 L3 L4 L5  EO VR OBJECT  PPI
P TRV102 85 50 03 00 000 DD   261000  Y

                                     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 TR80 Unencumbered Payable Single Input Request Screen Two.

**Note:** If this is the first line established for the payable number, Screen Two will display with the vendor and/or benefitting information fields available for input. If this is a new line on a previously established payable, Screen Three, not Screen Two, will display.

**TR80 - Unencumbered Payables - Single Input - Request - Screen Two** (with example data retrieved)

```
80S2                                01/16/2013  17:00:16
      TR 80 - UNENCUMBERED PAYABLES - SINGLE INPUT - REQUEST

AP-NO   L1 L2 L3 L4 L5 EO VR OBJECT PPI
P TRV102 85 50 03 00 000 DD 00 261000 Y

ENTER VENDOR OR BF-DATA:

VENDOR ID                BF-ORG        BF-EO    BF-OB    BF-CAT    BF-YR

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

## TR80 Unencumbered Payables Single Input Request Screen Two fields:

Field	Description	Required/Optional/Special Instructions
<b>AP-NO</b>	Accounts Payable Number	Protected. (7A/N)
<b>L1 L2 L3 L4 L5</b>	Organization Code	Protected. (11N)
<b>EO</b>	Expansion Option	Protected. (2N)
<b>VR</b>	Expansion Option Version	Protected. (2N)
<b>OBJ</b>	Object Code	Protected. (6N)
<b>PPI</b>	Prior Period Indicator	Protected. (1A)
<b>VENDOR ID</b>	Vendor Identification Number	Required. If using vendor number with prefix of <b>F, S, N</b> , or <b>E</b> . <i>See section 111 Vendor Files.</i> If establishing as an inter-agency JT. Must input 21-digit account code ( <b>OLO-GF-SF-FID-BE-IBI</b> ). See special note below for additional information. (21A/N)
<b>BF-ORG</b>	Benefitting Organization Code	Required. If <b>VENDOR ID</b> field is <b>blank</b> . Optional. If FLAIR account code is input in the <b>VENDOR ID</b> field. If <b>BF-ORG</b> is used, the vendor ID $\neq$ <b>F, S, N</b> , or <b>E</b> . (11N)
<b>BF-EO</b>	Benefitting Expansion Option	Required. If <b>BF-ORG</b> field is populated. (2A/N)
<b>BF-OBJ</b>	Benefitting Object Code	Required. If <b>BF-ORG</b> , <b>BF-EO</b> , and <b>VENDOR ID = 0-9</b> is used. <b>BF-OB</b> must start with <b>0</b> if <b>BF-CAT</b> starts with <b>00</b> . (6N)
<b>BF-CAT</b>	Benefitting Appropriation Category	Required. If <b>VENDOR ID = 0-9</b> . (6N) Optional. If <b>BF-ORG</b> and <b>BF-EO</b> is used and <b>VENDOR ID</b> is <b>blank</b> . Must start with <b>00</b> if <b>BF-OB</b> starts with <b>0</b> and if <b>VENDOR ID (0-9) <math>\neq</math> BF-ORG</b> . (6N)
<b>BF-YR</b>	Benefitting Year	Optional. (2N)

6. In the **VENDOR ID** field, input the vendor ID.
7. In the **BF-ORG**, **BF-EO**, **BF-OB**, **BF-CAT**, and **BF-YR** fields, input the benefitting information as appropriate.



**TR80 - Unencumbered Payables - Single Input - Request - Screen Two** (with example data input)

80S2	TR 80 - UNENCUMBERED PAYABLES - SINGLE INPUT - REQUEST										01/16/2013	17:00:16
AP-NO	L1	L2	L3	L4	L5	EO	VR	OBJECT	PPI			
P TRV102	85	50	03	00	000	DD	00	261000	Y			
ENTER VENDOR OR BF-DATA:												
VENDOR ID	BF-ORG			BF-EO		BF-OB		BF-CAT		BF-YR		
F66666666999												
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12--- CONT RFRSH CAN												

See section 204.2.1 TR51 Single Input for examples of how these fields are used in combination.

- Press **Enter**. FLAIR will display the TR80 Unencumbered Payables Single Input Request Screen Three.

**TR80 - Unencumbered Payables - Single Input - Screen Three** (with example data retrieved)

80S3	TR 80 - UNENC. PAYABLES - SINGLE INPUT										01/16/2013	17:01:45
AP-NO	P	TRV102	0003									
L1	L2	L3	L4	L5	EO	VR	OBJECT	PPI	RCV-DT	DESCRIPTION	SUB-VENDOR-ID	
85	50	03	00	000	DD	03	380000					
...AMOUNT....		VENDOR-ID		MC		VENDOR-NAME		TRN-DT		OTHER-DOC		
		F66666666999		A		FLAIRCORP		01252013				
AP-GL	AP-EGL	INVOICE	AB	..QUANTITY..		B	PID	BF-ORG	BF-EO	BF-OB	BF-CAT/YR	
31100												
CAT	YR	CF	GL	EGL	EOB	ECAT	EP	GRANT	GY	CNTRT	CY	
040000	00		71100									
GF	SF	FID	BE	IBI	EF	STATE-PROGRAM			PROJECT ID		RVL	
10	1	000001	85200000	00		1112110000 000000					100001	
BPIN		COUNT		...UNITS....		...TIME...						
NEXT: AP-NO P TRV102 L1-L5 85 50 03 00 000 EO DD VR 00 OBJECT 380000 PPI Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12--- CONT MINI MAIN RFRSH CAN												

**Note:** The data fields input on Screen One appear as protected fields on Screen Three. These fields cannot be changed on this screen. If any of the information is incorrect in these protected fields, cancel the transaction using **F12**, and start again.

## TR80 Unencumbered Payables Single Input Screen Three fields not on Screen Two:

Field	Description	Required/Optional/Special Instructions
<b>AP-NO</b>	Accounts Payable Number	Protected. (7A/N)
<b>L1 L2 L3 L4 L5</b>	Organization Code	Protected. (11N)
<b>EO</b>	Expansion Option	Protected. (2N)
<b>VR</b>	Expansion Option Version	Protected. (2N)
<b>OBJ</b>	Object Code	Protected. (6N)
<b>PPI</b>	Prior Period Indicator	Protected. (1A)
<b>RCV-DT</b>	Received Date	Required. Date goods or services were received. Should be on or before June 30 for Carry Forward Processing. (8N)
<b>DESCRIPTION</b>	Description	Optional. (16A/N)
<b>SUB-VENDOR-ID</b>	Sub-vendor Identification Number	Optional. If used, must be valid number from Vendor Statewide or Vendor Employee Files. (14A/N)
<b>AMOUNT</b>	Amount	Required. Must be a positive amount. (10.2N)
<b>VENDOR-ID</b>	Vendor Identification Number	Protected. (21A/N)
<b>MC</b>	Minority Code	Protected. (1A)
<b>VENDOR-NAME</b>	Vendor Name	Protected. (16A/N)
<b>TRN-DT</b>	Transaction Date	Optional. If left blank, defaults to current date. (8N)
<b>OTHER-DOC</b>	Other Document Number	Optional. (11A/N)
<b>AP-GL</b>	Accounts Payable General Ledger Code	Required. Must be >3,1099 and <50,000. (5N)
<b>AP-EGL</b>	Accounts Payable External General Ledger Code	Optional. Must be established as an <b>EGL</b> in the Title File prior to using in a transaction. (3N)
<b>INVOICE</b>	Invoice Number	Optional. (9A/N)
<b>AB</b>	Available Balance Override Indicator	Optional. Valid input: <b>X</b> , if the user has override authority. (1A)
<b>QUANTITY</b>	Quantity	Optional. (8.2N)
<b>B</b>	Batch Character	Optional. (1A/N)
<b>PID</b>	Product Identifier	Optional. (3A/N)
<b>BF-ORG</b>	Benefitting Organization Code	Retrieved. If changed, must meet the requirements stated in the table for Screen Two. (11N)
<b>BF-EO</b>	Benefitting Expansion Option	Retrieved. If changed, must meet the requirements stated in the table for Screen Two. (2A/N)
<b>BF-OB</b>	Benefitting Object Code	Retrieved. If changed, must meet the requirements stated in the table for Screen Two. (6N)

Field	Description	Required/Optional/Special Instructions
<b>CAT</b>	Appropriation Category	Retrieved. Cannot use revenue category. (6N)
<b>YR</b>	Year	Retrieved. If blank, will default to <b>00</b> . (2N)
<b>CF</b>	Certified Forward Indicator	Optional. Valid input: <b>C</b> . Cannot be used if <b>SF = 8</b> . Can only be used during the Carry Forward Process period.  <b>Note:</b> Seek the guidance of agency management as to <b>CF</b> field input. While the use of an indicator is optional for FLAIR, an indicator may be required by the agency to ensure the transaction is recorded properly. (1A)
<b>GL</b>	General Ledger Code	Retrieved. Must be established in the Title File prior to using in a transaction. (5N)
<b>EGL</b>	External General Ledger Code	Optional. Must be established in the Title File prior to use in a transaction. (3A/N)
<b>EOB</b>	External Object Code	Optional. Must be established in the Title File prior to use in a transaction. (3A/N)
<b>ECAT</b>	External Category	Optional. Must be established in the Title File prior to use in a transaction. (6A/N)
<b>EP</b>	External Program	Optional. Must be established in the Title File prior to use in a transaction. (2N)
<b>GRANT</b>	Grant Number	Optional. Must be established in FACTS and carried over to the Title File before it can be used in a FLAIR transaction. If object code = <b>75XXXX</b> , a grant and/or contract number is required. (5A/N)
<b>GY</b>	Grant Year	Optional. Only used if <b>GRANT</b> field is populated. (2N)
<b>CNTRT</b>	Contract Number	Optional. Must be established in FACTS and carried over into the Title File to be used in a transaction. If object code = <b>75XXXX</b> , a grant and/or contract number is required. (5A/N)
<b>CY</b>	Contract Year	Optional. A contract number must be present before contract year is input. (2N)
<b>OCA</b>	Other Cost Accumulator	Optional. Must be established in the Title File prior to use in a transaction. (5A/N)
<b>AU</b>	Agency Unique Code	Optional. Must be established in the Title File prior to use in a transaction. (2A/N)
<b>GF/SF/FID</b>	Fund (GAAFR Fund/State Fund/Fund ID)	Protected. (9N)
<b>BE</b>	Budget Entity	Retrieved. Must be established in the Title File prior to use in a transaction. (8N)
<b>IBI</b>	Internal Budget Indicator	Retrieved. Must be established in the Title File prior to use in a transaction. (2N)
<b>EF</b>	External Fund Type	Protected. (1N)

Field	Description	Required/Optional/Special Instructions
<b>STATE-PROGRAM</b>	State Program Number	Retrieved. Must be established in the Title File prior to use in a transaction. (16N)
<b>PROJECT ID</b>	Project Identifier	Optional. Must be established in the Project Information File (PI) and carried over to the Title File prior to use in a transaction. (11A/N)
<b>RVL</b>	Revolving Fund Indicator	Protected. (6N)
<b>BPIN</b>	Beginning Property Item Number	Optional. If used, last six digits must be numeric or <b>ZZZZZZ</b> . (8A/N)
<b>COUNT</b>	Property Item Counter	Optional. Only used if <b>BPIN</b> field is populated. (4N)
<b>UNITS</b>	Units	Optional. (11N)
<b>TIME</b>	Time	Optional. (9N)

9. Input the necessary information to complete the transaction.

**TR80 - Unencumbered Payables - Single Input - Screen Three** (with example data input)

80S3															TR 80 - UNENC. PAYABLES - SINGLE INPUT															01/16/2013 17:01:55																													
AP-NO P TRV102 0001																																																											
L1 L2 L3 L4 L5 EO VR OBJECT PPI RCV-DT DESCRIPTION															SUB-VENDOR-ID																																												
85 50 03 00 000 DD 03 261000 Y 06252012 MIAMI AUDIT																																																											
...AMOUNT....															VENDOR-ID															MC VENDOR-NAME															TRN-DT OTHER-DOC														
26.78															F666666666999															A FLAIRCORP															06252012														
AP-GL AP-EGL INVOICE AB ..QUANTITY.. B PID BF-ORG															BF-EO BF-OB BF-CAT/YR																																												
31100															0623-0625																																												
CAT YR CF 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																														100001																													
BPIN COUNT ...UNITS.... ...TIME...																																																											
NEXT: AP-NO P TRV102 L1-L5 85 50 03 00 000 EO DD VR 00															OBJECT 380000															TYPE SEL																													
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---																														PPI																													
CONT															MINI MAIN RFRSH															CAN																													

**Note:** The **NEXT** line is available to request a new screen or record. *See section 105.6.5 NEXT Line for details.*

- Press **Enter**. The TR80 will be recorded on the Daily Input File and the Accounts Receivable Subsidiary Ledger, and the Available Balance File will be updated. *See section 207.19.1 TR80 FLAIR Accounting Entries for details.* FLAIR will return the user to the TR80 Unencumbered Payables Single Input Screen Three. Any data that is included on the **NEXT** line will be retrieved and the **RCV-DT**, **AMOUNT**, **QUANTITY**, **UNITS**, **TIME**, **AB**, **CF**, and **BPIN** fields will be blank (*see the following examples*).



The **NEXT** line used in this example displays the same **AP-NO**, **L2 L3 L4 L5**, **EO**, **VR**, and **PPI**, but a different **OBJECT** (or users can input new **AP-NO** to establish a new single line unencumbered payable):

```

80S3          TR 80 - UNENC. PAYABLES - SINGLE INPUT      01/16/2013  17:01:55
AP-NO P TRV102 0001
L1 L2 L3 L4 L5  EO VR OBJECT PPI RCV-DT  DESCRIPTION      SUB-VENDOR-ID
85 50 03 00 000 DD 03 261000  Y  06252012  MIAMI AUDIT

...AMOUNT....  VENDOR-ID          MC VENDOR-NAME      TRN-DT  OTHER-DOC
26.78          F666666666999      A  FLAIRCORP      06252012

AP-GL AP-EGL INVOICE  AB ..QUANTITY.. B PID BF-ORG  BF-EO BF-OB  BF-CAT/YR
31100          0623-0625

CAT  YR CF 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          100001

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

                                     TYPE  SEL
NEXT: AP-NO P TRV102  L1-L5 85 50 03 00 000  EO DD VR 00  OBJECT 380000 PPI Y
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT          MINI  MAIN  RFRSH          CAN
  
```

After **Enter** is pressed, FLAIR will display the pre-populated **AP-NO**, **LINE 0002**, **L1 L2 L3 L4 L5**, **EO**, **VR**, **OBJECT**, and **PPI** fields from the **NEXT** line above.

```

80S3          TR 80 - UNENC. PAYABLES - SINGLE INPUT      01/25/2013  12:59:29
AP-NO P TRV102 0002
L1 L2 L3 L4 L5  EO VR OBJECT PPI RCV-DT  DESCRIPTION      SUB-VENDOR-ID
85 50 03 00 000 DD 03 380000  Y          MIAMI AUDIT

...AMOUNT....  VENDOR-ID          MC VENDOR-NAME      TRN-DT  OTHER-DOC
          F666666666999      A  FLAIRCORP      01252013

AP-GL AP-EGL INVOICE  AB ..QUANTITY.. B PID BF-ORG  BF-EO BF-OB  BF-CAT/YR
31100          0623-0625

CAT  YR CF 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          100001

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

                                     TYPE  SEL
NEXT: AP-NO P TRV102  L1-L5 85 50 03 00 000  EO DD VR 00  OBJECT 380000 PPI Y
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT          MINI  MAIN  RFRSH          CAN
  
```

## 207.5.2 TR80 Multiple Input

Users can input multiple lines of an unencumbered payable transaction using the TR80A. TR80A records up to three lines within the same payable number. The multiple input screen does not display all of the data codes associated with the transaction, but allows for quick entry of transactions. Although not all codes are displayed on the screen with the TR80A, all titled codes that are associated with the transaction will be edited against the Title Files.

To access the Unencumbered Payables Multiple Input Request from the Accounts Payable Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **80**.
2. In the **SEL** field, input **A**.

### Accounts Payable Mini Menu

```

APMU                                01/28/13  09:53:55
                                ACCOUNTS PAYABLE MINI MENU

TYPE                                SEL OPTIONS
80 UNENCUMBERED PAYABLES          A,S,M,I
81 ENCUMBERED PAYABLES            S,I
8S ACCOUNTS PAYABLE SUBSIDIARY LEDGER M,I,U

SEL
A  MULTIPLE INPUT
S  SINGLE INPUT WITH EXPANDED DATA DISPLAY
M  MULTIPLE INQUIRY
I  SINGLE INQUIRY WITH EXPANDED DATA DISPLAY
U  SINGLE UPDATE WITH EXPANDED DATA DISPLAY (TYPE 8S ONLY)

NOTE:  SINGLE UPDATE (U) WITH EXPANDED DATA DISPLAY FOR TYPES 80 AND 81 -
       ACCESSIBLE ONLY FROM 'M' AND 'I' SEL OPTIONS.

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                                TYPE 80 SEL A
                                MAIN  RFRSH

```

3. Press **Enter**. FLAIR will display the TR80 Multiple Input Request Screen One.

### TR80 - Unencumbered Payables - Multiple Input - Request - Screen One

```

80A1                                06/10/2013  14:03:09
                                TR 80 - UNENCUMBERED PAYABLES - MULTIPLE INPUT - REQUEST

AP-NO
P  _

                                TYPE      SEL

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

```

4. In the **AP-NO** field, input the payable number.

**TR80 - Unencumbered Payables - Multiple Input - Request - Screen One** (with example data input)

80A1	TR 80 - UNENCUMBERED PAYABLES - MULTIPLE INPUT - REQUEST	01/28/2013	09:59:42
AP-NO			
P 553210			
		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 either the TR80 Unencumbered Payables Multiple Input Request Screen Two or Screen Three.

**Note:** If this is the first line established for the payable number, FLAIR will display Screen Two with the vendor and/or benefitting information fields available for input. If this is a new line on a previously established payable, FLAIR will display Screen Three.

**TR80 - Unencumbered Payables - Multiple Input - Request - Screen Two**

80A2	TR 80 - UNENCUMBERED PAYABLES - MULTIPLE INPUT - REQUEST	06/10/2013	14:16:34
AP-NO			
P 553210			
ENTER VENDOR OR BF-DATA:			
VENDOR ID	BF-ORG	BF-EO	BF-OB
		BF-CAT	BF-YR
			PPI
—			
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---			
CONT		RFRSH	CAN

## TR80 Unencumbered Payables Multiple Input Request Screen Two fields:

Field	Description	Required/Optional/Special Instructions
<b>AP-NO</b>	Accounts Payable Number	Protected. (7A/N)
<b>VENDOR ID</b>	Vendor Identification Number	Required. If using a vendor number with a prefix of <b>F, S, N</b> , or <b>E</b> . If establishing as an inter-agency JT. Must input 21-digit account code ( <b>OLO-GF-SF-FID-BE-IBI</b> ). (21A/N)
<b>BF-ORG</b>	Benefitting Organization Code	Required. If <b>VENDOR ID</b> field is <b>blank</b> . Optional. If FLAIR account code is input in the <b>VENDOR ID</b> field. If <b>BF-ORG</b> is used, the vendor ID $\neq$ <b>F, S, N</b> , or <b>E</b> . (11N)
<b>BF-EO</b>	Benefitting Expansion Option	Required. If <b>BF-ORG</b> field is populated. (2A/N)
<b>BF-OBJ</b>	Benefitting Object Code	Required. If <b>BF-ORG</b> , <b>BF-EO</b> , and <b>VENDOR ID = 0-9</b> is used. <b>BF-OB</b> must start with <b>0</b> if <b>BF-CAT</b> starts with <b>00</b> . (6N)
<b>BF-CAT</b>	Benefitting Appropriation Category	Required. If <b>VENDOR ID = 0-9</b> . Optional. If <b>BF-ORG</b> and <b>BF-EO</b> is used and <b>VENDOR ID</b> is <b>blank</b> . Must start with <b>00</b> if <b>BF-OB</b> starts with <b>0</b> and if <b>VENDOR ID (0-9) <math>\neq</math> BF-ORG</b> . (6N)
<b>BF-YR</b>	Benefitting Year	Optional. <i>See section 109.4.6 Year for description.</i> (2N)
<b>PPI</b>	Prior Period Indicator	Optional. Available indicators: <b>M</b> : Prior Month <b>Y</b> : Prior Year (1A)

6. Input the correct **VENDOR ID** or **BF** fields. The payable number cannot be changed from this screen.

**TR80 - Unencumbered Payables - Multiple Input - Request - Screen Two** (with example data input)

80A2	TR 80 - UNENCUMBERED PAYABLES - MULTIPLE INPUT - REQUEST										01/28/2013	10:00:56
AP-NO P 553210												
ENTER VENDOR OR BF-DATA:												
VENDOR ID		BF-ORG		BF-EO		BF-OB		BF-CAT		BF-YR		PPI
E111111111												
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12--- CONT RFRSH CAN												

7. Press **Enter**. FLAIR will display the TR80 Multiple Input Request Screen Three.

**Special notes regarding use of the PPI field:**

Please seek the guidance of agency management as to **PPI** field input. While the use of an indicator is optional for FLAIR, an indicator may be required by the agency to ensure the transaction is recorded properly.

Agencies should have a means to track which payables are set up with an indicator in the **PPI** field, as this indicator does not appear on the 8S inquiry or update screens unless used as one of the search criteria.

*See section 204.2.1 TR51 Single Input for examples of how these fields are used in combination.*

**TR80 - Unencumbered Payables - Multiple Input - Screen Three** (with example data retrieved)

80A3	TR 80 - UNENCUMBERED PAYABLES - MULTIPLE INPUT										06/10/2013	14:18:21		
AP-NO P 553210														
L1	L2	L3	L4	L5	EO	VR	OBJECT	YR	CF	PPI	RCV-DT	DESCRIPTION	SUB-VENDOR-ID	
...AMOUNT...					VENDOR-ID					MC	VENDOR-NAME		TRN-DT	OTHER-DOC
AP-GL	AP-EGL	INVOICE		AB	..QUANTITY..		B	PID	BF-ORG	BF-EO	BF-OB	BF-CAT/YR		
95	50	E111111111							PAY.VEND.					
95	50	E111111111							PAY.VEND.					
95	50	E111111111							PAY.VEND.					
NEXT: AP-NO P 553210														
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---														
CONT		MINI		MAIN		RFRSH						CAN		



## TR80 Unencumbered Payables Multiple Input Screen Three fields:

Field	Description	Required/Optional/Special Instructions
<b>AP-NO</b>	Accounts Payable Number	Protected. (7A/N)
<b>L1 L2 L3 L4 L5</b>	Organization Code	Required. <b>L1</b> is protected. (9N)
<b>EO</b>	Expansion Option	Optional. If left blank, defaults to <b>00</b> . (2A/N)
<b>VR</b>	Version	Optional. (2N)
<b>OBJECT</b>	Object Code	Required. Must be a valid expenditure object code beginning with <b>1-8</b> . (6N)
<b>YR</b>	Year	Optional. If blank, will default to <b>00</b> on Expansion Set File. (2N)
<b>CF</b>	Certified Forward Indicator	Optional. Valid input: <b>C</b> . Cannot be used if <b>SF = 8</b> . Can only be used during the Carry Forward Process.  <b>Note:</b> Please seek the guidance of agency management as to <b>CF</b> field input. While the use of an indicator is optional for FLAIR, an indicator may be required by the agency to ensure the transaction is recorded properly. (1A)
<b>PPI</b>	Prior Period Indicator	Optional. Available indicators: <b>M</b> : Prior Month <b>Y</b> : Prior Year (1A)
<b>RCV-DT</b>	Received Date	Required. Date goods or services were received. Should be on or before June 30 for Carry Forward Processing. (8N)
<b>DESCRIPTION</b>	Description	Optional. (16A/N)
<b>SUB-VENDOR-ID</b>	Sub-vendor Identification Number	Optional. If used, must be valid number from Vendor Statewide or Vendor Employee Files. (14A/N)
<b>AMOUNT</b>	Amount	Required. Must be a positive amount. (10.2N)
<b>VENDOR-ID</b>	Vendor Identification Number	Protected. (21A/N)
<b>MC</b>	Minority Code	Protected. (1A)
<b>VENDOR-NAME</b>	Vendor Name	Protected. (16A/N)
<b>TRN-DT</b>	Transaction Date	Optional. If left blank, defaults to current date. (8N)
<b>OTHER-DOC</b>	Other Document Number	Optional. (11A/N)
<b>AP-GL</b>	Accounts Payable General Ledger Code	Required. Must be >31,099 and <50,000. (5N)
<b>AP-EGL</b>	Accounts Payable External General Ledger Code	Optional. Must be established as an external GL in the Title File prior to using in a transaction. (3N)
<b>INVOICE</b>	Invoice Number	Optional. (9A/N)

Field	Description	Required/Optional/Special Instructions
<b>AB</b>	Available Balance Override Indicator	Optional. Valid input: <b>X</b> . If the user has override authority. (1A)
<b>QUANTITY</b>	Quantity	Optional. (8.2N)
<b>B</b>	Batch Character	Optional. (1A/N)
<b>PID</b>	Product Identifier	Optional. (3A/N)
<b>BF-ORG</b>	Benefitting Organization Code	Retrieved. If changed, must meet the requirements stated in the table for Screen Two. (11N)
<b>BF-EO</b>	Benefitting Expansion Option	Retrieved. If changed, must meet the requirements stated in the table for Screen Two. (2A/N)
<b>BF-OB</b>	Benefitting Object Code	Retrieved. If changed, must meet the requirements stated in the table for Screen Two. (6N)
<b>BF-CAT/YR</b>	Benefitting Category/Year	Retrieved. If changed, must meet the requirements stated in the table for Screen Two. (8N)

8. Input the necessary information to complete the transaction on each line. The user may input up to three lines.
9. Press **Enter**. FLAIR will return the user to the TR80 Unencumbered Payables Multiple Input Screen Three. Lines 0002 and 0003 will be cleared and the first line will contain all the information from the last completed line, except from the **AMOUNT**, **QUANTITY**, **AB**, **CF**, and **YR** fields, which will be blank.

The TR80 lines will be recorded in the Daily Input File and the Accounts Payable Subsidiary Ledger, and the Available Balance File will be updated. ***See section 207.19.1 TR80 FLAIR Accounting Entries for details.***

**Note:** Information from the last completed line becomes available to use with line 0004 (***see example below***).

**TR80 - Unencumbered Payables Multiple Input - Screen Three** (displaying lines 0001-0003)

80A3 01/28/2013 10:02:02  
TR 80 - UNENCUMBERED PAYABLES - MULTIPLE INPUT

AP-NO P 553210

L1	L2	L3	L4	L5	EO	VR	OBJECT	YR	CF	PPI	RCV-DT	DESCRIPTION	SUB-VENDOR-ID
...	AMOUNT	...	VENDOR-ID				MC	VENDOR-NAME			TRN-DT	OTHER-DOC	
AP-GL	AP-EGL	INVOICE	AB	..	QUANTITY	..	B	PID	BF-ORG	BF-EO	BF-OB	BF-CAT/YR	

95	50	03	00	000	DD		261200		C	Y	06152012	AUDIT JUN12-15	
48.00					E111111111						PAY.VEND.	06152012	
31100					JUN12-15								

95	50	03	00	000	DD		261300		C	Y	06152012	AUDIT JUN12-15	
125.00					E111111111						PAY.VEND.	06152012	
31100					JUN12-15								

95	50	03	00	000	DD		261400		C	Y	06152012	AUDIT JUN12-15	
224.58					E111111111						PAY.VEND.	06152012	
31100					JUN12-15								

NEXT: AP-NO P 553210 TYPE SEL  
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---  
CONT MINI MAIN RFRSH CAN

**TR80 - Unencumbered Payables Multiple Input - Screen Three** (displaying line 0004)

80A3 01/28/2013 10:09:20  
TR 80 - UNENCUMBERED PAYABLES - MULTIPLE INPUT

AP-NO P 553210

L1	L2	L3	L4	L5	EO	VR	OBJECT	YR	CF	PPI	RCV-DT	DESCRIPTION	SUB-VENDOR-ID
...	AMOUNT	...	VENDOR-ID				MC	VENDOR-NAME			TRN-DT	OTHER-DOC	
AP-GL	AP-EGL	INVOICE	AB	..	QUANTITY	..	B	PID	BF-ORG	BF-EO	BF-OB	BF-CAT/YR	

95	50	03	00	000	DD		261400		Y		06152012	AUDIT JUN12-15	
					E111111111						PAY.VEND.	06152012	
31100					JUN12-15								

95	50				E111111111						PAY.VEND.		
----	----	--	--	--	------------	--	--	--	--	--	-----------	--	--

95	50				E111111111						PAY.VEND.		
----	----	--	--	--	------------	--	--	--	--	--	-----------	--	--

NEXT: AP-NO P 553210 TYPE SEL  
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---  
CONT MINI MAIN RFRSH CAN

Input a new payable number on the **NEXT** line to establish a new payable.

Once the user has completed input of all necessary fields on the first line, he/she may use the asterisk (\*) in most fields to duplicate the same information from the line above, usually line 0001. The asterisk cannot be used in the **L1**, **QUANTITY**, or **AMOUNT** fields. For example, on the transaction below, only the object code and amount are different on line 0002. The asterisk can be used in the fields that contain the same information as line 0001.

**TR80 - Unencumbered Payables - Multiple Input - Screen Three**

(using asterisks [\*] to duplicate information from line 0001 to line 0002)

80A3															01/28/2013 10:09:20					
TR 80 - UNENCUMBERED PAYABLES - MULTIPLE INPUT																				
AP-NO P 553210																				
L1	L2	L3	L4	L5	EO	VR	OBJECT	YR	CF	PPI	RCV-DT	DESCRIPTION	SUB-VENDOR-ID							
...AMOUNT...					VENDOR-ID		MC		VENDOR-NAME		TRN-DT		OTHER-DOC							
AP-GL	AP-EGL	INVOICE		AB	..QUANTITY..		B	PID	BF-ORG	BF-EO	BF-OB	BF-CAT/YR								
95	50	03	00	000	DD		261000		C	Y	06152012	AUDIT JUN12-15								
17.00					E111111111						PAY.VEND.	06152012								
31100					JUN12-15															
95	50	*	*	*	*		261100		*	*	*	*								
12.00					E111111111						PAY.VEND.	*								
*					*															
95	50																			
					E111111111						PAY.VEND.									
NEXT: AP-NO P 553210																				
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---												TYPE		SEL						
CONT												MINI		MAIN		RFRSH		CAN		

**207.6 TR80 Inquiry**

Transactions added to the Accounts Payable Subsidiary Ledger using the TR80S or TR80A can be inquired upon, or even updated, on the day of input using the TR80 inquiry. For transactions input on a prior date, inquiries can be made using the TR8S. ***See section 207.12.1 TR8S Single Inquiry for details.*** Regardless of how the transaction was added to the Daily Input File (single or multiple line input), users can use the single or multiple line inquiry to view the transaction.

## 207.6.1 TR80 Single Inquiry

Users can request a single inquiry with the TR80I. A single inquiry will display one line of a payable with all associated data codes.

To process a single inquiry request from the Accounts Payable Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **80**.
2. In the **SEL** field, input **I**.

**Accounts Payable Mini Menu** (with example data input)

APMU	ACCOUNTS PAYABLE MINI MENU	01/30/13 11:19:53
TYPE		SEL OPTIONS
80 UNENCUMBERED PAYABLES		A,S,M,I
81 ENCUMBERED PAYABLES		S,I
8S ACCOUNTS PAYABLE SUBSIDIARY LEDGER		M,I,U
SEL		
A MULTIPLE INPUT		
S SINGLE INPUT WITH EXPANDED DATA DISPLAY		
M MULTIPLE INQUIRY		
I SINGLE INQUIRY WITH EXPANDED DATA DISPLAY		
U SINGLE UPDATE WITH EXPANDED DATA DISPLAY (TYPE 8S ONLY)		
NOTE: SINGLE UPDATE (U) WITH EXPANDED DATA DISPLAY FOR TYPES 80 AND 81 - ACCESSIBLE ONLY FROM 'M' AND 'I' SEL OPTIONS.		
		TYPE 80 SEL I
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
CONT	MAIN RFRSH	

3. Press **Enter**. FLAIR will display the TR80 Single Inquiry by Site Request Screen One.

### TR80 - Unencumbered Payable - Single Inquiry By Site - Request - Screen One

80I1	01/30/2013 11:19:57
TR 80 - UNENCUMBERED PAYABLES - SINGLE INQUIRY BY SITE - REQUEST	
L1 L2 L3 L4 L5	USER ID GF SF FID BE IBI VENDOR-ID
95 50	
BF-ORG	BF-EO AP-NO LINE
TYPE SEL	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---	
CONT	MINI MAIN RFRSH



TR80 Unencumbered Payable Single Inquiry by Site Request Screen One fields:

Field	Description	Required/Optional/Special Instructions
<b>L1 L2 L3 L4 L5</b>	Organization Code	Optional. <b>L1</b> is protected. User may input one or more levels to narrow search criteria. If spaces are left in a level, search results will be returned based on a match to the highest level input before the space. (9N)
<b>USER ID</b>	User Identification Number	Optional. Returns only transactions input by that user ID. (6N)
<b>GF/SF/FID/BE/IBI</b>	19 Digits of the FLAIR Account Code	Optional. Must be input left to right without missing any fields except <b>IBI</b> , which defaults to <b>00</b> if blank. The following codes are available for input: <b>GF</b> – GAAFR Fund (2N) <b>SF</b> – State Fund (1N) <b>FID</b> – Fund Identifier (6N) <b>BE</b> – Budget Entity (8N) <b>IBI</b> – Internal Budget Indicator (2N)
<b>VENDOR-ID</b>	Vendor Identification Number	Required. If vendor number begins with <b>F</b> , <b>S</b> , or <b>N</b> .  Optional. Vendor number must start with <b>E</b> , <b>F</b> , <b>S</b> , <b>N</b> , or <b>0-9</b> . (21A/N)
<b>BF-ORG</b>	Benefitting Organization Code	Required. If <b>VENDOR-ID</b> field is <b>blank</b> .  Optional. If FLAIR account code is input in the <b>VENDOR-ID</b> field. If <b>BF-ORG</b> is used, the vendor ID ≠ <b>F</b> , <b>S</b> , <b>N</b> , or <b>E</b> . (11N)
<b>BF-EO</b>	Benefitting Expansion Option	Required. If <b>BF-ORG</b> field is populated. (2A/N)
<b>AP-NO</b>	Accounts Payable Number	Optional. If used, payable number must be an exact match established using a TR80. Must start with <b>P</b> (FLAIR) or <b>Q</b> (MFMP). (7A/N)
<b>LINE</b>	Accounts Payable Line Number	Optional. If used, <b>AP-NO</b> must be used and FLAIR will return the line number input. If blank, FLAIR will return all available line numbers beginning with the first available line. (4N)

4. a. Input one or more of the available fields as criteria to define the search; **OR**  
b. Leave all fields blank.





## TR80 Unencumbered Payables Multiple Inquiry by Site Request Screen One fields:

Field	Description	Required/Optional/Special Instructions
<b>L1 L2 L3 L4 L5</b>	Organization Code	Optional. <b>L1</b> is protected. User may input one or more levels to narrow search criteria. If spaces are left in a level, search results will be returned based on a match to the highest level input before the space. (9N)
<b>USER ID</b>	User Identification Number	Optional. Returns only transactions input by that user ID. (6N)
<b>GF/SF/FID/BE/IBI</b>	19 Digits of the FLAIR Account Code	Optional. Must be input left to right without missing any fields except <b>IBI</b> , which defaults to <b>00</b> if blank. The following codes are available for input: <b>GF</b> - GAAFR Fund (2N) <b>SF</b> - State Fund (1N) <b>FID</b> - Fund Identifier (6N) <b>BE</b> - Budget Entity (8N) <b>IBI</b> - Internal Budget Indicator (2N)
<b>VENDOR-ID</b>	Vendor Identification Number	Optional. Vendor number must start with <b>E, F, S, N</b> or <b>0-9</b> . Sequence required if vendor number begins with <b>F, S</b> , or <b>N</b> . (21A/N)
<b>BF-ORG</b>	Benefitting Organization Code	Required. If <b>VENDOR-ID</b> field is <b>blank</b> . Optional. If FLAIR account code is input in the <b>VENDOR-ID</b> field. If <b>BF-ORG</b> is used, the vendor ID $\neq$ <b>F, S, N</b> , or <b>E</b> . (11N)
<b>BF-EO</b>	Benefitting Expansion Option	Required. If <b>BF-ORG</b> field is populated. (2A/N)
<b>AP-NO</b>	Accounts Payable Number	Optional. If used, payable number must be an exact match established using a TR80. Must start with <b>P</b> (FLAIR) or <b>Q</b> (MFMP). (7A/N)
<b>LINE</b>	Accounts Payable Line Number	Optional. If used, <b>AP-NO</b> must be used and FLAIR will return the line number input. If blank, FLAIR will return all available line numbers beginning with the first available line. (4N)

4. a. Input one or more of the available fields as criteria to define the search; **OR**  
b. Leave all fields blank.

**TR80 - Unencumbered Payables - Multiple Inquiry By Site - Request** (with example inquiry by AP-NO)

```

80M1                                01/31/2013  16:39:00
TR 80 - UNENCUMBERED PAYABLES - MULTIPLE INQUIRY BY SITE - REQUEST

L1 L2 L3 L4 L5  USER ID  GF SF FID  BE      IBI  VENDOR-ID
95 50

BF-ORG      BF-EO      AP-NO      LINE
                        P 456321

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

```

5. Press **Enter**.

- FLAIR will display the first record matching the search criteria. If no records match the search criteria, FLAIR will display the message **"058 - NO RECORDS FOUND."** Transactions that have been deleted using the update screen will not display; **OR**
- If all fields are left blank on Screen One, FLAIR will return the first outstanding payable established during the current business day, in organization code order. To view additional records matching the search criteria, press **F8**. When all records have been viewed, FLAIR will display the message **"017 - END OF SEARCH."**

**TR80 - Unencumbered Payables - Multiple Inquiry By Site - Screen Two** (with example data retrieved)

```

80M2                                01/31/2013  16:40:23
AP-NO P 456321
X LINE L1 L2 L3 L4 L5  EO VR OBJECT YR PPI CF  DESCRIPTION      SUB-VENDOR-ID
....AMOUNT.... VENDOR-ID      MC VENDOR-NAME      TRN-DT      OTHER-DOC
AP-GL AP-EGL INVOICE  AB ..QUANTITY.. B PID BF-ORG  BF-EO BF-OB  BF-CAT/YR

0001 95 50 01 01 211 01 04 380000 00 Y  C  SUPPLIES
      77.32 F666666666999      A FLAIRCORP      06/18/2012
31100      5658AAC      X

0002 95 50 01 01 214 00 01 380000 00 Y  C  SUPPLIES
      54.23 F666666666999      A FLAIRCORP      06/18/2012
31100      5658AAC      X

0003 95 50 03 00 000 DD 03 380000 00 Y  C  SUPPLIES
      82.69 F666666666999      A FLAIRCORP      06/18/2012
31100      5658AAC      X

NEXT:
L1 L2 L3 L4 L5  GF SF FID  BE      IBI  VENDOR-ID      TYPE      SEL
95 50
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT      MINI  MAIN  RFRSH  TOP      FWD

```

To see the single inquiry with the expanded view of an individual payable, the user has two options. Each is illustrated below.



**Option One**

To view the single inquiry screen with all data codes:

1. In the **X** (selection) field next to the transaction(s) to view, input **I**.
2. Press **Enter**. FLAIR will display the second TR80 Unencumbered Payables Single Inquiry by Site Screen.

**TR80 - Unencumbered Payables - Multiple Inquiry By Site - Screen Two** (inquiry selecting a single line)

```

80M2      TR 80 - UNENC PAY - MULTIPLE INQUIRY BY SITE 01/31/2013 16:40:23
AP-NO P 456321
X LINE L1 L2 L3 L4 L5 EO VR OBJECT YR PPI CF DESCRIPTION SUB-VENDOR-ID
...AMOUNT... VENDOR-ID MC VENDOR-NAME TRN-DT OTHER-DOC
AP-GL AP-EGL INVOICE AB ..QUANTITY.. B PID BF-ORG BF-EO BF-OB BF-CAT/YR

0001 95 50 01 01 211 01 04 380000 00 Y C SUPPLIES 06/18/2012
77.32 F6666666666999 A FLAIRCORP
31100 5658AAC X

0002 95 50 01 01 214 00 01 380000 00 Y C SUPPLIES 06/18/2012
54.23 F6666666666999 A FLAIRCORP
31100 5658AAC X

0003 95 50 03 00 000 DD 03 380000 00 Y C SUPPLIES 06/18/2012
311

NEXT:
L1 L2 L3 L4 L5 GF SF FID BE IBI VENDOR-ID TYPE SEL
95 50 AP-NO LINE
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12--
CONT MINI MAIN RFRSH TOP FWD
  
```

**Input I here to view individual payable lines**

**TR80 - Unencumbered Payables - Single Inquiry By Site - Screen Two** (with example input retrieved)

```

80I2      TR 80 - UNENC PAYABLES - SINGLE INQUIRY BY SITE 01/31/2013 16:47:58
AP-NO P 456321 0001
L1 L2 L3 L4 L5 EO VR OBJECT PPI DESCRIPTION SUB-VENDOR-ID
95 50 01 01 211 01 04 380000 Y SUPPLIES

...AMOUNT... VENDOR-ID MC VENDOR-NAME TRN-DT OTHER-DOC
77.32 F6666666666999 A FLAIRCORP 06/18/2012

AP-GL AP-EGL INVOICE AB ..QUANTITY.. B PID BF-ORG BF-EO BF-OB BF-CAT/YR
31100 5658AAC X

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

GF SF FID BE IBI EF STATE PROGRAM PROJECT ID RVL
20 2 010001 95100000 00 1112110000 000000

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

L1 L2 L3 L4 L5 GF SF FID BE IBI VENDOR-ID TYPE SEL
95 50 AP-NO LINE
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12--
CONT MINI MAIN RFRSH TOP FWD
  
```

3. To view additional lines of the same payable number, press **F8** until all lines have been displayed.

Additional lines of the same payable number will display as the user pages forward (**F8**), even if only one was marked for inquiry. When all records have been viewed, FLAIR will display the message **"017 - END OF SEARCH."** Transactions that have been deleted using the update screen will not display.

**Option Two**

To view the single inquiry screen with all data codes:

1. In the **SEL** field, input **I**.
2. In the **X** (selection) field next to the transaction(s) to view, input **X**.
3. Press **Enter**. FLAIR will display the TR80 Unencumbered Payables Single Inquiry by Site Screen Two.

**TR80 - Unencumbered Payables - Multiple Inquiry By Site - Screen Two** (inquiry selecting multiple lines)

```

80M2      TR 80 - UNENC PAY - MULTIPLE INQUIRY BY SITE 01/31/2013 16:40:23
AP-NO P 456321
X LINE L1 L2 L3 L4 L5 EO VR OBJECT YR PPI CF DESCRIPTION SUB-VENDOR-ID
....AMOUNT.... VENDOR-ID MC VENDOR-NAME TRN-DT OTHER-DOC
AP-GL AP-EGL INVOICE AB ..QUANTITY.. B PID BF-ORG BF-EO BF-OB BF-CAT/YR

[X] 0001 95 50 01 01 211 01 04 380000 00 Y C SUPPLIES
    77.32 F666666666999 A FLAIRCORP 06/18/2012
    31100 5658AAC X

[X] 0002 95 50 01 01 214 00 01 380000 00 Y C SUPPLIES
    54.23 F666666666999 A FLAIRCORP 06/18/2012
    31100 5658AAC X

[X] 0003 95 50 03 00 000 DD 03 380000 00 Y C SUPPLIES
    06/18/2012
    311

Input X here to view individual payable lines

NEXT:
L1 L2 L3 L4 L5 GF SF FID BE IBI VENDOR-ID TYPE AP-NO SEL I LINE
95 50
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT MINI MAIN RFRSH TOP FWD

```

**TR80 - Unencumbered Payables - Single Inquiry By Site - Screen Two** (with example input retrieved)

```

80I2      TR 80 - UNENC PAYABLES - SINGLE INQUIRY BY SITE 01/31/2013 16:47:58
AP-NO P 456321 0001
L1 L2 L3 L4 L5 EO VR OBJECT PPI DESCRIPTION SUB-VENDOR-ID
95 50 01 01 211 01 04 380000 Y SUPPLIES

....AMOUNT.... VENDOR-ID MC VENDOR-NAME TRN-DT OTHER-DOC
    77.32 F666666666999 A FLAIRCORP 06/18/2012

AP-GL AP-EGL INVOICE AB ..QUANTITY.. B PID BF-ORG BF-EO BF-OB BF-CAT/YR
31100 5658AAC X

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

GF SF FID BE IBI EF STATE PROGRAM PROJECT ID RVL
20 2 010001 95100000 00 1112110000 000000

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

L1 L2 L3 L4 L5 GF SF FID BE IBI VENDOR-ID TYPE AP-NO SEL LINE
95 50
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT MINI MAIN RFRSH TOP FWD

```

4. To view additional lines of the same payable number, press **F8** until all lines have been displayed.

Additional lines of the same payable number will display as the user pages forward (**F8**), even if only one was marked for single inquiry. When all records have been viewed, FLAIR will display the message **"017 - END OF SEARCH."** Transactions that have been deleted using the update screen will not display.

## 207.7 TR80 Update

The TR80 update is used to update or delete payable records input using the TR80S or TR80A on the current business day. Because these transactions have not yet updated the Detail or Master Files, the original entry is retrieved from the Daily Input File and the correct data is input. This updates the Daily Input File and simultaneously corrects the Accounts Payable Subsidiary Ledger.

To retrieve a record from the Daily Input File for update, the user must first inquire on the record. The user may use the single or multiple line inquiry to first view, then update the transaction.

To access the TR80 inquiry screen from the Accounts Payable Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **80**.
2. In the **SEL** field, input **I** or **M**.

**Accounts Payable Mini Menu** (with example data input)

APMU		ACCOUNTS PAYABLE MINI MENU		05/01/13 09:20:10	
TYPE				SEL	OPTIONS
80	UNENCUMBERED PAYABLES			A,S,M,I	
81	ENCUMBERED PAYABLES			S,I	
8S	ACCOUNTS PAYABLE SUBSIDIARY LEDGER			M,I,U	
SEL					
A	MULTIPLE INPUT				
S	SINGLE INPUT WITH EXPANDED DATA DISPLAY				
M	MULTIPLE INQUIRY				
I	SINGLE INQUIRY WITH EXPANDED DATA DISPLAY				
U	SINGLE UPDATE WITH EXPANDED DATA DISPLAY (TYPE 8S ONLY)				
NOTE: SINGLE UPDATE (U) WITH EXPANDED DATA DISPLAY FOR TYPES 80 AND 81 IS 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 80 SEL	

3. Press **Enter**. The requested screen will display and the user can proceed to the update screen to make changes. *See section 207.7.1 TR80 Update from Single Inquiry and section 207.7.2 TR80 Update from Multiple Inquiry for additional details.*





5. Press **Enter**.

- FLAIR will display the first record matching the search criteria; **OR**
- If all fields are left blank on Screen One, FLAIR will return the first outstanding payable established during the current business day, in organization code order.

**TR80 - Unencumbered Payables - Single Inquiry By Site - Screen Two** (with example data retrieved)

```

80I2      TR 80 - UNENC PAYABLES - SINGLE INQUIRY BY SITE 01/30/2013 11:32:55
AP-NO P AA1234 0001
L1 L2 L3 L4 L5 EO VR OBJECT PPI      DESCRIPTION      SUB-VENDOR-ID
95 50 01 01 211 01 04 261100 Y      TRAVEL 06/21-23

....AMOUNT....VENDOR-ID      MC VENDOR-NAME      TRN-DT      OTHER-DOC
      64.32 E111111111      PAY.VEND.      06/23/2012

AP-GL AP-EGL INVOICE AB ..QUANTITY.. B PID BF-ORG BF-EO BF-OB BF-CAT/YR
31100      0621-0623 X

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

GF SF FID      BE      IBI EF STATE PROGRAM      PROJECT ID      RVL
20 2 010001 95100000 00      1112110000 000000

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

L1 L2 L3 L4 L5 GF SF FID BE IBI VENDOR-ID      TYPE      SEL
95 50
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT      MINI MAIN RFRSH TOP      FWD

```

```

TYPE      SEL U
AP-NO      LINE
--PF11--PF12--

```

- Once the correct record to be updated is found, input **U** in the **SEL** field.
- Press **Enter**. FLAIR will display the TR80 Unencumbered Payables Single Update by Site Screen One.

**TR80 - Unencumbered Payables - Single Update By Site - Screen One** (with example data retrieved)

```

80U1      TR 80 - UNENC PAYABLES - SINGLE UPDATE BY SITE 01/30/2013 11:33:18
DELETE      AP-NO P AA1234 0001
L1 L2 L3 L4 L5 EO VR OBJECT PPI      DESCRIPTION      SUB-VENDOR ID
95 50 01 01 211 01 04 261100 Y      TRAVEL 06/21-23

....AMOUNT.... VENDOR-ID      MC VENDOR-NAME      TRN-DT      OTHER-DOC
64.32      E111111111      PAY.VEND.      06232012

AP-GL AP-EGL INVOICE AB ..QUANTITY.. B PID BF-ORG BF-EO BF-OB BF-CAT/YR
31100      0621-0623

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      RVL
20 2 010001 95100000 00      1112110000 000000

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

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

```



Some fields are protected and cannot be changed using the update function. If any of the information in these fields is incorrect, the user must delete the transaction from the Daily Input File and input a transaction with the correct information.

TR80 Unencumbered Payables Single Update by Site Screen One fields:

Field	Description	Required/Optional/Special Instructions
<b>DELETE</b>	Delete	Optional. Valid input: <b>D</b> . Used to delete the transaction from the Daily Input File. If used, no other fields can be updated. (1A)
<b>AP-NO</b>	Accounts Payable Number	Protected. (7A/N)
<b>LINE</b>	Line Number	Protected. (4N)
<b>L1 L2 L3 L4 L5</b>	Organization Code	Protected. (11N)
<b>EO</b>	Expansion Option	Protected. (2A/N)
<b>VR</b>	Expansion Option Version	Protected. (2A/N)
<b>OBJECT</b>	Object Code	Protected. (6N)
<b>PPI</b>	Prior Period Indicator	Optional. Available indicators: <b>M</b> : Prior Month <b>Y</b> : Prior Year (1A)
<b>DESCRIPTION</b>	Description	Optional. (16A/N)
<b>SUB-VENDOR-ID</b>	Sub-vendor Identification Number	Optional. If used, must be valid number from Vendor Statewide or Vendor Employee Files. (14A/N)
<b>AMOUNT</b>	Amount	Required. Can be changed, but not deleted. Must be a positive amount. (10.2N)
<b>VENDOR-ID</b>	Vendor Identification Number	Protected. (21A/N)
<b>MC</b>	Minority Code	Protected. (1A)
<b>VENDOR NAME</b>	Vendor Name	Protected. (16A/N)
<b>TRN-DT</b>	Transaction Date	Optional. If left blank, defaults to current date. (8N)
<b>OTHER-DOC</b>	Other Document Number	Optional. (11A/N)
<b>AP-GL</b>	Accounts Payable General Ledger Code	Required. Can be changed, but not deleted. Must be >31,099 and <50,000. (5N)
<b>AP-EGL</b>	Accounts Payable External General Ledger Code	Optional. Must be established as an EGL in the Title File prior to using in a transaction. (3N)
<b>INVOICE</b>	Invoice Number	Optional. (9A/N)
<b>AB</b>	Available Balance Override Indicator	Optional. Valid input: <b>X</b> , if the user has override authority. (1A)
<b>QUANTITY</b>	Quantity	Optional. (8.2N)
<b>B</b>	Batch Character	Optional. (1A/N)
<b>PID</b>	Product Identifier	Optional. (3A/N)
<b>BF-ORG</b>	Benefitting Organization Code	Retrieved. (11N)

Field	Description	Required/Optional/Special Instructions
<b>BF-EO</b>	Benefitting Expansion Option	Retrieved. (2A/N)
<b>BF-OB</b>	Benefitting Object Code	Retrieved. (6N)
<b>BF-CAT/YR</b>	Benefitting Category/Year	Retrieved. (8N)
<b>CAT</b>	Appropriation Category	Required. Can be changed, but not deleted. (6N)
<b>YR</b>	Year	Optional. If blank, will default to <b>00</b> . (2N)
<b>GL</b>	General Ledger Code	Required. Can be changed, not deleted. (5N)
<b>EGL</b>	External General Ledger Code	Optional. Must be established in the Title File prior to use in a transaction. (3A/N)
<b>EOB</b>	External Object Code	Optional. Must be established in the Title File prior to use in a transaction. (3A/N)
<b>ECAT</b>	External Category	Optional. Must be established in the Title File prior to use in a transaction. (6A/N)
<b>EP</b>	External Program	Optional. Must be established in the Title File prior to use in a transaction. (2N)
<b>GRANT</b>	Grant Number	Optional. Must be established in FACTS and carried over to the Title File before it can be used in a FLAIR transaction. If object code = <b>75XXXX</b> , a grant and/or contract number is required. (5A/N)
<b>GY</b>	Grant Year	Optional. Only used if <b>GRANT</b> field is populated. (2N)
<b>CNTRT</b>	Contract Number	Optional. Must be established in FACTS and carried over to the Title File to be used in a transaction. If object code = <b>75XXXX</b> , a grant and/or contract number is required. (5A/N)
<b>CY</b>	Contract Year	Optional. A contract number must be present before contract year is input. (2N)
<b>OCA</b>	Other Cost Accumulator	Optional. Must be established in the Title File prior to use in a transaction. (5A/N)
<b>AU</b>	Agency Unique Code	Optional. Must be established in the Title File prior to use in a transaction. (2A/N)
<b>GF/SF/FID</b>	Fund (GAAFR Fund/State Fund/Fund ID)	Protected. (9N)
<b>BE</b>	Budget Entity	Required. Must be established in the Title File prior to use in a transaction. Can be changed, but not deleted. (8N)
<b>IBI</b>	Internal Budget Indicator	Required. Must be established in the Title File prior to use in a transaction. Can be changed, but not deleted. (2N)
<b>EF</b>	External Fund Type	Protected. (1N)
<b>STATE-PROGRAM</b>	State Program Number	Required. Must be established in the Title File prior to use in a transaction. Can be changed, but not deleted. (16N)

Field	Description	Required/Optional/Special Instructions
<b>PROJECT ID</b>	Project Identifier	Optional. Must be established in the Project Information File (PI) and carried over to the Title File prior to use in a transaction. (11A/N)
<b>RVL</b>	Revolving Fund Indicator	Protected. (6N)
<b>BPIN</b>	Beginning Property Item Number	Optional. If used, last six digits must be numeric. (8A/N)
<b>COUNT</b>	Property Item Counter	Optional. Only used if <b>BPIN</b> field is populated. (4N)
<b>UNITS</b>	Units	Optional. (11N)
<b>TIME</b>	Time	Optional. (9N)

**Note:** The certified forward indicator (CF) cannot be updated using the TR80 update screen. Use the CF function to update this field if necessary.

- Input the data necessary to update the transaction.

#### **TR80 - Unencumbered Payables - Single Update By Site - Screen One**

(example updating a transaction by adding a grant number)

```

80U1                                01/30/2013  11:33:18
      TR 80 - UNENC PAYABLES - SINGLE UPDATE BY SITE
DELETE  AP-NO P AA1234 0001
L1 L2 L3 L4 L5 EO VR OBJECT PPI      DESCRIPTION      SUB-VENDOR ID
95 50 01 01 211 01 04 261100  Y      TRAVEL 06/21-23

...AMOUNT....  VENDOR-ID      MC VENDOR-NAME      TRN-DT  OTHER-DOC
64.32          E111111111      PAY.VEND.      06232012

AP-GL AP-EGL INVOICE  AB ..QUANTITY.. B PID BF-ORG  BF-EO BF-OB  BF-CAT/YR
31100          0621-0623

CAT  YR  GL  EGL EOB ECAT  EP  GRANT  GY  CNTRT  CY  OCA  AU
040000 00  71100          EP  G1234

GF SF FID  BE  IBI  EF STATE PROGRAM  PROJECT ID  RVL
20 2  010001 95100000 00  1112110000 000000

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

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

```

- Press **Enter**. FLAIR will update the record. The user will either be returned to the TR80 Unencumbered Payables Single Inquiry by Site Screen with changes reflected, or the next available payable line, as applicable.

**TR80 - Unencumbered Payables - Single Inquiry By Site** (example reflects the grant number change)

```

80I2      TR 80 - UNENC PAYABLES - SINGLE INQUIRY BY SITE  04/01/2013  15:13:09
AP-NO P AA1234 0001
L1 L2 L3 L4 L5 EO VR OBJECT PPI      DESCRIPTION      SUB-VENDOR-ID
95 50 01 01 211 01 04 261100      TRAVEL 06/21-23

....AMOUNT....VENDOR-ID      MC VENDOR-NAME      TRN-DT      OTHER-DOC
      64.32 E111111111      PAY.VEND.      06/21/2012

AP-GL AP-EGL INVOICE AB ..QUANTITY.. B PID BF-ORG BF-EO BF-OB BF-CAT/YR
31100      0621-0623 X

CAT YR CF GL EGL EOB ECAT EP GRANT GY CNTRT CY OCA AU
040000 00 71100 G1234

GF SF FID BE IBI EF STATE PROGRAM PROJECT ID RVL
20 2 010001 95100000 00 1112110000 000000

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

L1 L2 L3 L4 L5 GF SF FID BE IBI VENDOR-ID      TYPE      SEL
95 50      AP-NO      LINE
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT      MINI MAIN RFRSH TOP      FWD

```

The changes to the TR80 will be recorded on the Daily Input File and the Accounts Payable Subsidiary File. Any changes to the amount will update the Available Balance File. **See section 207.19.1 TR80 FLAIR Accounting Entries for details.** Payable lines that have been disbursed or deleted cannot be updated.

### 207.7.2 TR80 Update from Multiple Inquiry

To make corrections or changes to a TR80 input on the current business day, the user must first inquire on the record to be changed, then access the update screen. This can be done two ways from a multiple inquiry screen. Regardless of which method the user chooses, only one line at a time may be selected to update.

#### **Method 1**

To access the update screen using the Accounts Payable Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **80**.
2. In the **SEL** field, input **M**.





**TR80 – Unencumbered Payables – Multiple Inquiry By Site - Screen Two** (with example data retrieved)

```

80M2          TR 80 - UNENC PAY - MULTIPLE INQUIRY BY SITE  01/31/2013  16:40:23
AP-NO P 456321
X LINE L1 L2 L3 L4 L5  EO VR OBJECT YR PPI CF  DESCRIPTION          SUB-VENDOR-ID
...AMOUNT...  VENDOR-ID          MC VENDOR-NAME          TRN-DT          OTHER-DOC
AP-GL AP-EGL INVOICE  AB ..QUANTITY.. B PID BF-ORG  BF-EO BF-OB  BF-CAT/YR

0001 95 50 01 01 211 01 04 380000 00 Y  C  SUPPLIES
      77.32 F6666666666999          A FLAIRCORP          06/18/2012
31100      5658AAC  X

0002 95 50 01 01 214 00 01 380000 00 Y  C  SUPPLIES
      54.23 F6666666666999          A FLAIRCORP          06/18/2012
31100      5658AAC  X

0003 95 50 03 00 000 DD 03 380000 00 Y  C  SUPPLIES
      82.69 F6666666666999          A FLAIRCORP          06/18/2012
31100      5658AAC  X

NEXT:
L1 L2 L3 L4 L5  GF SF FID  BE          IBI  VENDOR-ID          TYPE  SEL
95 50
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT
  
```

**U** 0002 95 50 01 01 214 00 01 380000 00 Y C SUPPLIES  
           54.23 F6666666666999           A FLAIRCORP           06/18/2012  
       31100           5658AAC X

6. In the **X** (Selection) field next to the payable to be updated, input **U**.
7. Press **Enter**. FLAIR will display the TR80 Unencumbered Payables Single Update by Site Screen One.

**TR80 – Unencumbered Payables – Single Update By Site – Screen One**  
 (with example data input retrieved)

```

80U1          TR 80 - UNENC PAYABLES - SINGLE UPDATE BY SITE  01/31/2013  16:40:37
DELETE        AP-NO P 456321 0002
L1 L2 L3 L4 L5  EO VR OBJECT  PPI          DESCRIPTION          SUB-VENDOR ID
95 50 01 01 214 00 01 380000  Y          SUPPLIES

...AMOUNT...  VENDOR-ID          MC VENDOR-NAME          TRN-DT          OTHER-DOC
54.23         F6666666666999          A  FLAIRCORP          06182012

AP-GL AP-EGL INVOICE  AB ..QUANTITY.. B PID BF-ORG  BF-EO BF-OB  BF-CAT/YR
31100         5658AAC

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          RVL
10 1  000001 95100000 00      1112110000 000000

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

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

**Method 2**

To access the update screen using the Accounts Payable Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **80**.
2. In the **SEL** field, input **M**.

**Accounts Payable Mini Menu** (with example data input)

```

APMU                                05/01/13  10:03:35
                                ACCOUNTS PAYABLE MINI MENU

TYPE                                SEL OPTIONS
80 UNENCUMBERED PAYABLES          A,S,M,I
81 ENCUMBERED PAYABLES            S,I
8S ACCOUNTS PAYABLE SUBSIDIARY LEDGER M,I,U

SEL
A  MULTIPLE INPUT
S  SINGLE INPUT WITH EXPANDED DATA DISPLAY
M  MULTIPLE INQUIRY
I  SINGLE INQUIRY WITH EXPANDED DATA DISPLAY
U  SINGLE UPDATE WITH EXPANDED DATA DISPLAY (TYPE 8S ONLY)

NOTE:  SINGLE UPDATE (U) WITH EXPANDED DATA DISPLAY FOR TYPES 80 AND 81 -
        ACCESSIBLE ONLY FROM 'M' AND 'I' SEL OPTIONS.

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

3. Press **Enter**. FLAIR will display the TR80 Unencumbered Payables Multiple Inquiry Request Screen One.

**TR80 - Unencumbered Payables - Multiple Inquiry By Site - Request - Screen One**

```

80M1                                06/10/2013  15:28:58
TR 80 - UNENCUMBERED PAYABLES - MULTIPLE INQUIRY BY SITE - REQUEST

L1 L2 L3 L4 L5  USER ID  GF SF FID  BE      IBI  VENDOR-ID
85  _
BF-ORG      BF-EO      AP-NO      LINE

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

4. Input the search criteria to display the correct payable. For example, input the Accounts Payable Number in the **AP-NO** field (*see section 207.5.2 TR80 Multiple Inquiry*).
5. Press **Enter**. FLAIR will display the TR80 Unencumbered Payables Multiple Inquiry Screen Two.

**TR80 - Unencumbered Payables - Multiple Inquiry By Site - Screen Two** (with example data retrieved)

```

80M2          TR 80 - UNENC PAY - MULTIPLE INQUIRY BY SITE 01/31/2013 16:40:23
AP-NO P 456321
X LINE L1 L2 L3 L4 L5 EO VR OBJECT YR PPI CF DESCRIPTION SUB-VENDOR-ID
....AMOUNT.... VENDOR-ID MC VENDOR-NAME TRN-DT OTHER-DOC
AP-GL AP-EGL INVOICE AB ..QUANTITY.. B PID BF-ORG BF-EO BF-OB BF-CAT/YR

0001 95 50 01 01 211 01 04 380000 00 Y C SUPPLIES
      77.32 F666666666999 A FLAIRCORP 06/18/2012
31100      5658AAC X

0002 95 50 01 01 214 00 01 380000 00 Y C SUPPLIES
      54.23 F666666666999 A FLAIRCORP 06/18/2012
31100      5658AAC X

0003 95 50 03 00 000 DD 03 380000 00 Y C SUPPLIES
      82.69 F666666666999 A FLAIRCORP 06/18/2012
31100      5658AAC X

NEXT:
L1 L2 L3 L4 L5 GF SF FID BE IBI VENDOR-ID TYPE SEL
95 50 AP-NO LINE
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT MINI MAIN RFRSH TOP FWD

```

6. In the **X** (Selection) field next to the payable to be updated, input **X**.
7. In the **SEL** field, input **U**.

**TR80 - Unencumbered Payables - Multiple Inquiry By Site - Screen Two** (with example data input)

```

80M2          TR 80 - UNENC PAY - MULTIPLE INQUIRY BY SITE 01/31/2013 16:40:23
AP-NO P 456321
X LINE L1 L2 L3 L4 L5 EO VR OBJECT YR PPI CF DESCRIPTION SUB-VENDOR-ID
....AMOUNT.... VENDOR-ID MC VENDOR-NAME TRN-DT OTHER-DOC
AP-GL AP-EGL INVOICE AB ..QUANTITY.. B PID BF-ORG BF-EO BF-OB BF-CAT/YR

0001 95 50 01 01 211 01 04 380000 00 Y C SUPPLIES
      77.32 F666666666999 A FLAIRCORP 06/18/2012
31100      5658AAC X

X 0002 95 50 01 01 214 00 01 380000 00 Y C SUPPLIES
      54.23 F666666666999 A FLAIRCORP 06/18/2012
31100      5658AAC X

0003 95 50 03 00 000 DD 03 380000 00 Y C SUPPLIES
      82.69 F666666666999 A FLAIRCORP 06/18/2012
31100      5658AAC X

NEXT:
L1 L2 L3 L4 L5 GF SF FID BE IBI VENDOR-ID TYPE AP-NO SEL LINE
95 50 AP-NO LINE
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT MINI MAIN RFRSH TOP FWD

```

8. Press **Enter**. FLAIR will display the TR80 Unencumbered Payables Single Update by Site Screen One.

**TR80 – Unencumbered Payables – Single Update By Site – Screen One** (with example data retrieved)

80U1															01/31/2013 16:40:37								
TR 80 - UNENC PAYABLES - SINGLE UPDATE BY SITE																							
DELETE AP-NO P 456321 0002																							
L1	L2	L3	L4	L5	EO	VR	OBJECT	PPI	DESCRIPTION										SUB-VENDOR ID				
95	50	01	01	214	00	01	380000	Y	SUPPLIES														
...AMOUNT....					VENDOR-ID					MC VENDOR-NAME					TRN-DT		OTHER-DOC						
54.23					F666666666999					A FLAIRCORP					06182012								
AP-GL	AP-EGL	INVOICE			AB	..QUANTITY..			B	PID	BF-ORG	BF-EO	BF-OB	BF-CAT/YR									
31100		5658AAC																					
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				RVL										
10	1	000001	95100000	00		1112110000 000000																	
BPIN		COUNT		...UNITS....			...TIME...																
															TYPE		SEL						
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---																							
CONT															MINI		MAIN		RFRSH			CAN	

The user may update any of the unprotected fields. **See section 207.7.1 TR80 Update from Single Inquiry for a table of fields that may be updated.** Changes to the TR80 are recorded on the Daily Input File and the Accounts Payable Subsidiary Ledger. Any changes to the amount updates the Available Balance File. **See section 207.19.1 TR80 FLAIR Accounting Entries for details.** Payable lines that have been disbursed or deleted cannot be updated.

## 207.8 TR81 Encumbered Payables

Encumbered payables are used to record a liability when an encumbrance was previously established with a TR60. The TR81 records a credit in a payable GL and a debit in an expenditure/expense GL. It also records the necessary entries to release the encumbrance, or a portion of the encumbrance, from the GLs.

## 207.9 TR81 Input

Encumbered payables can be recorded at any time to convert an encumbrance into a payable. This records the liability in the accounting records. This transaction is commonly used at the end of the fiscal year to record a liability where an encumbrance has previously been established, the goods/services have been received, but the disbursement of funds has not yet taken place.

Users can input a single encumbered payable transaction using a TR81S. There is not an option to input multiple lines on the same screen with this transaction. If the payable will have multiple lines, the user must input each line separately using the TR81S. For each payable record input, a line number is system-generated and assigned to that record. This allows users to inquire into, or update, a specific line item with a payable.



To access the TR81 from the Accounts Payable Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **81**.
2. In the **SEL** field, input **S**.

### Accounts Payable Mini Menu (with example data input)

```

APMU                                01/17/2013  10:30:50
                                ACCOUNTS PAYABLE MINI MENU

TYPE                                SEL OPTIONS
80  UNENCUMBERED PAYABLES          A,S,M,I
81  ENCUMBERED PAYABLES            S,I
8S  ACCOUNTS PAYABLE SUBSIDIARY LEDGER M,I,U

SEL
A  MULTIPLE INPUT
S  SINGLE INPUT WITH EXPANDED DATA DISPLAY
M  MULTIPLE INQUIRY
I  SINGLE INQUIRY WITH EXPANDED DATA DISPLAY
U  SINGLE UPDATE WITH EXPANDED DATA DISPLAY (TYPE 8S ONLY)

NOTE:  SINGLE UPDATE (U) WITH EXPANDED DATA DISPLAY FOR TYPES 80 AND 81 -
        ACCESSIBLE ONLY FROM 'M' AND 'I' SEL OPTIONS.

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

```

- Press **Enter**. FLAIR will display the TR81 Encumbered Payables Single Input Request Screen One. *See section 207.9.1 TR81 Single Input for additional details.*

**TR81 - Encumbered Payables - Single Input Request - Screen One**

```

81S1
01/17/2013 10:32:11
TR 81 - ENCUMBERED PAYABLES - SINGLE INPUT - REQUEST
AP-NO EN-NO LINE L1 L2 L3 L4 L5 EO VR OBJECT PPI
P
TYPE SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
CONT MINI MAIN RFRSH

```



### 207.9.1 TR81 Single Input

Users can input a single encumbered payable transaction using the TR81S. TR81S is also used to record payables with multiple lines, but each line is input separately. Single input allows users to view all data codes associated with the transaction. Many of the codes established with the encumbrance are retrieved from the 6S and included on the payable record unless the user changes them.

To access the Encumbered Payables Single Input Request screen from the Accounts Payable Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **81**.
2. In the **SEL** field, input **S**.

**Accounts Payable Mini Menu** (with example data input)

APMU		01/17/2013 10:30:50	
ACCOUNTS PAYABLE MINI MENU			
TYPE		SEL OPTIONS	
80	UNENCUMBERED PAYABLES	A,S,M,I	
81	ENCUMBERED PAYABLES	S,I	
8S	ACCOUNTS PAYABLE SUBSIDIARY LEDGER	M,I,U	
SEL			
A	MULTIPLE INPUT		
S	SINGLE INPUT WITH EXPANDED DATA DISPLAY		
M	MULTIPLE INQUIRY		
I	SINGLE INQUIRY WITH EXPANDED DATA DISPLAY		
U	SINGLE UPDATE WITH EXPANDED DATA DISPLAY (TYPE 8S ONLY)		
NOTE: SINGLE UPDATE (U) WITH EXPANDED DATA DISPLAY FOR TYPES 80 AND 81 - ACCESSIBLE ONLY FROM 'M' AND 'I' SEL OPTIONS.			
		TYPE 81 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 TR81 Encumbered Payables Single Input Request Screen One.

TR81 - Encumbered Payables - Single Input - Request - Screen One

81S1

01/17/2013 10:32:11

TR 81 - ENCUMBERED PAYABLES - SINGLE INPUT - REQUEST

AP-NO

EN-NO

LINE

L1

L2

L3

L4

L5

EO

VR

OBJECT

PPI

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

TYPE

SEL

Field	Description	Required/Optional/Special Instructions
<b>AP-NO</b>	Accounts Payable Number	Required. (6A/N)
<b>EN-NO</b>	Encumbrance Document Number	Required. Must be input to retrieve the record from the Encumbrances Subsidiary. Valid input for the first character: <b>E</b> – For manually encumbered transactions. <b>A</b> – For MFMP encumbered transactions. (7A/N)
<b>LINE</b>	Encumbrance Document Line Number	Required. Must be input to retrieve the record from the Encumbrances Subsidiary. (4A/N)
<b>L1 L2 L3 L4 L5</b>	Organization Level	Optional. **Established with encumbrance number. Override only required when authorized. (11N)
<b>EO</b>	Expansion Option	Optional. **Established with encumbrance number. Override only required when authorized. (2A/N)
<b>VR</b>	Version	Optional. **Established with encumbrance number. Override only required when authorized. (2N)
<b>OBJECT</b>	Object Code	Optional. **Established with encumbrance number. Override only required when authorized. Must be a valid expenditure object code beginning with <b>1-8</b> . (6N)
<b>PPI</b>	Prior Period Indicator	Optional. Available indicators: <b>M</b> : Prior Month <b>Y</b> : Prior Year (1A)



**TR81 - Encumbered Payables - Single Input - Request - Screen Two** (with example data retrieved)

81S2										01/17/2013 13:37:00																			
TR 81 - ENCUMBERED PAYABLES - SINGLE INPUT - REQUEST																													
AP-NO		EN-NO		LINE		L1		L2		L3		L4		L5		EO		VR		OBJECT		PPI							
P 10000		E 10000		0001																		Y							
PAYABLES VENDOR - BF-DATA:										Vendor/BF information retrieved from the 8S File																			
VENDOR-ID				BF-CAT				BF-YR																					
OVERRIDE ENCUMBRANCE VENDOR OR BF-DATA, IF REQUIRED:																				Vendor/BF information retrieved from the 6S File									
VENDOR ID				BF-ORG				BF-EO		BF-OBJ		BF-CAT		BF-YR															
				85100101000				B5		341000																			
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---																													
CONT										RFRSH										CAN									

TR81 Encumbered Payables Single Input Request Screen Two fields:

Field	Description	Required/Optional/Special Instructions
AP-NO	Accounts Payable Number	Protected. (7A/N)
EN-NO	Encumbrance Number	Protected. (7A/N)
LINE	Encumbrance Line Number	Protected. (4N)
L1 L2 L3 L4 L5	Organization Code	Protected. (11N)
EO	Expansion Option	Protected. (2A/N)
VR	Expansion Option Version	Protected. (2A/N)
OBJECT	Object Code	Protected. (6N)
PPI	Prior Period Indicator	Protected. (1A)
VENDOR-ID	Vendor Identification Number	Protected. (21A/N)
BF-CAT	Benefitting Category	Protected. (6N)
BF-YR	Benefitting Year	Protected. (2N)
VENDOR ID	Vendor Identification Number	Optional. Should be input with encumbrance. (21A/N)
BF-ORG	Benefitting Organization Code	Required. If <b>VENDOR ID</b> field is <b>blank</b> .  Optional. If FLAIR account code is input in the <b>VENDOR ID</b> field. If <b>BF-ORG</b> is used, the vendor ID ≠ <b>F, S, N,</b> or <b>E.</b> (11N)
BF-EO	Benefitting Expansion Option	Required. If <b>BF-ORG</b> field is populated. (2A/N)
BF-OBJ	Benefitting Object Code	Required. If <b>BF-ORG, BF-EO,</b> and <b>VENDOR ID = 0-9</b> is used. <b>BF-OB</b> must start with <b>0</b> if <b>BF-CAT</b> starts with <b>00.</b> (6N)

Field	Description	Required/Optional/Special Instructions
<b>BF-CAT</b>	Benefitting Appropriation Category	Required. If <b>VENDOR ID</b> = 0-9.  Optional. If <b>BF-ORG</b> and <b>BF-EO</b> is used and <b>VENDOR ID</b> is <b>blank</b> . Must start with <b>00</b> if <b>BF-OB</b> starts with <b>0</b> and if <b>VENDOR ID</b> (0-9) ≠ <b>BF-ORG</b> . (6N)
<b>BF-YR</b>	Benefitting Year	Optional. (2N)

6. In the **VENDOR ID** or **BF** fields, input or verify the required data.

The data fields input on Screen One and the vendor information are protected and cannot be changed from this Screen Two. If any of the information in these protected fields is incorrect, cancel the transaction using **F12**, and start again.

7. Press **Enter**. FLAIR will display the TR81 Encumbered Payables Single Input Screen Three.

**TR81 - Encumbered Payables - Single Input - Screen Three** (example with **BF** fields input)

```

81S3          TR81- ENCUMBERED PAYABLES-SINGLE INPUT    01/17/2013 13:37:17
AP-NO P 10000
EN-NO  LINE MBI F  L1 L2 L3 L4 L5  EO VR OBJECT  PPI RCV-DT  OTHER-DOC
E 10000  0001      85 10 02 02 213 AA 02 341000  Y

...AMOUNT.... VENDOR-ID          MC TRN-DT  DESCRIPTION          SUB-VENDOR-ID
                8550205000185200000000
                LAB SUPPLIES

AP-GL  AP-EGL INVOICE  AB ..QUANTITY.. B PID  BF-ORG  BF-EO BF-OB  BF-CAT/YR
                85100101000 B5 341000 040000 00

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          RVL
20 2  010001 85100000 00          1112110000 000000

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

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

```

TR81 Encumbered Payables Single Input Screen Three fields:

Field	Description	Required/Optional/Special Instructions
<b>AP-NO</b>	Accounts Payable Number	Protected. (7A/N)
<b>EN-NO</b>	Encumbrance Number	Protected. (7A/N)
<b>LINE</b>	Encumbrance Line Number	Protected. (4N)
<b>MBI</b>	Memo Blanket Indicator	Optional. Indicates the type of encumbrance being entered into the system. Available indicators: <b>Blank</b> : Regular Encumbrance <b>M</b> : Memo Encumbrance <b>B</b> : Blanket Encumbrance



Field	Description	Required/Optional/Special Instructions
		<b>Note:</b> Once an encumbrance has been established, the MBI cannot be updated or removed from an encumbrance line. (1A)
<b>F</b>	Final Payment Indicator	Optional. Valid input: <b>F</b> . Used to indicate the encumbrance line item is exhausted by the establishment of the payable line. (1 A)
<b>L1 L2 L3 L4 L5</b>	Organization Code	Protected. (11N)
<b>EO</b>	Expansion Option	Protected. (2A/N)
<b>VR</b>	Expansion Option Version	Protected. (2A/N)
<b>OBJECT</b>	Object Code	Protected. (6N)
<b>PPI</b>	Prior Period Indicator	Protected. (1A)
<b>RCV-DT</b>	Received Date	Required. Date goods or services were received. Should be on or before June 30 for Carry Forward Processing. (8N)
<b>OTHER-DOC</b>	Other Document Number	Optional. (11A/N)
<b>AMOUNT</b>	Amount	Required. Must be positive amount. (10.2N)
<b>VENDOR-ID</b>	Vendor Identification Number	Protected. (21A/N)
<b>MC</b>	Minority Code	Protected. (1A)
<b>TRN-DT</b>	Transaction Date	Optional. If left blank defaults to current date. (8N)
<b>DESCRIPTION</b>	Description	Optional. (16A/N)
<b>SUB-VENDOR-ID</b>	Sub-vendor Identification Number	Optional. If used, must be valid number from Vendor Statewide or Vendor Employee Files. (14A/N)
<b>AP-GL</b>	Accounts Payable General Ledger Code	Required. Must be >31,099 and <50,000. (5N)
<b>AP-EGL</b>	Accounts Payable External General Ledger Code	Optional. Must be established as an EGL in the Title File prior to using in a transaction. (3N)
<b>INVOICE</b>	Invoice Number	Optional. (9A/N)
<b>AB</b>	Available Balance Override Indicator	Optional. Valid input: <b>X</b> , if user has override authority. (1A)
<b>QUANTITY</b>	Quantity	Optional. (8.2N)
<b>B</b>	Batch Character	Optional. (1A/N)
<b>PID</b>	Product Identifier	Optional. (3A/N)
<b>BF-ORG</b>	Benefitting Organization Code	Retrieved. If changed, must meet the requirements stated in the Screen Two table. (11N)
<b>BF-EO</b>	Benefitting Expansion Option	Retrieved. If changed, must meet the requirements stated in the Screen Two table. (2A/N)

Field	Description	Required/Optional/Special Instructions
<b>BF-OB</b>	Benefitting Object Code	Retrieved. If changed, must meet the requirements stated in the Screen Two table. (6N)
<b>BF-CAT/YR</b>	Benefitting Category/Year	Retrieved. (8N)
<b>CAT</b>	Appropriation Category	Retrieved. Cannot use revenue category. (6N)
<b>YR</b>	Year	Retrieved. If left blank, will default to <b>00</b> . (2N)
<b>GL</b>	General Ledger Code	Retrieved. Must be established in the Title File prior to use in a transaction. (5N)
<b>EGL</b>	External General Ledger Code	Optional. Must be established in the Title File prior to use in a transaction. (3A/N)
<b>EOB</b>	External Object Code	Optional. Must be established in the Title File prior to use in a transaction. (3A/N)
<b>ECAT</b>	External Category	Optional. Must be established in the Title File prior to use in a transaction. (6A/N)
<b>EP</b>	External Program	Optional. Must be established in the Title File prior to use in a transaction. (2N)
<b>GRANT</b>	Grant Number	Optional. Must be established in FACTS and carried over to the Title File before it can be used in a FLAIR transaction. If object code = <b>75XXXX</b> , a grant and/or contract number is required. (5A/N)
<b>GY</b>	Grant Year	Optional. Only used if <b>GRANT</b> field is populated. (2N)
<b>CNTRT</b>	Contract Number	Optional. Must be established in FACTS and carried over to the Title File to be used in a transaction. If object code = <b>75XXXX</b> , a grant and/or contract number is required. (5A/N)
<b>CY</b>	Contract Year	Optional. A contract number must be present before contract year is input. (2N)
<b>OCA</b>	Other Cost Accumulator	Optional. Must be established in the Title File prior to use in a transaction. (5A/N)
<b>AU</b>	Agency Unique Code	Optional. Must be established in the Title File prior to use in a transaction. (2A/N)
<b>GF/SF/FID</b>	Fund (GAAFR Fund/State Fund/Fund ID)	Protected. (9N)
<b>BE</b>	Budget Entity	Retrieved. Must be established in the Title File prior to use in a transaction. (8N)
<b>IBI</b>	Internal Budget Indicator	Retrieved. Must be established in the Title File prior to use in a transaction. (2N)
<b>EF</b>	External Fund Type	Protected. (1N)
<b>STATE-PROGRAM</b>	State Program Number	Retrieved. Must be established in the Title File prior to use in a transaction. (16N)
<b>PROJECT ID</b>	Project Identifier	Optional. Must be established in the Project Information File (PI) and carried

Field	Description	Required/Optional/Special Instructions
		over to the Title File prior to use in a transaction. (11A/N)
<b>RVL</b>	Revolving Fund Indicator	Protected. (6N)
<b>BPIN</b>	Beginning Property Item Number	Optional. If used, last six digits must be numeric. (8A/N)
<b>COUNT</b>	Property Item Counter	Optional. Only used if <b>BPIN</b> field is populated. (4N)
<b>UNITS</b>	Units	Optional. (11N)
<b>TIME</b>	Time	Optional. (9N)

- Input the necessary information to complete the transaction.
- Press **Enter**. FLAIR will display the TR81 Encumbered Payable Single Input Screen Three. (The **RCV-DT** and **AMOUNT** fields will be blank if the **NEXT** line information is identical.)

**TR81 - Encumbered Payables - Single Input - Screen Three** (example data input retrieved with BF data)

```

81S3          TR81- ENCUMBERED PAYABLES-SINGLE INPUT      01/17/2013 13:38:35
AP-NO P 10000
EN-NO  LINE  MBI F  L1 L2 L3 L4 L5  EO VR OBJECT  PPI RCV-DT  OTHER-DOC
E 10000  0001  F   85 10 02 02 213 AA 02 341000  Y   06222012
...AMOUNT....  VENDOR-ID          MC TRN-DT  DESCRIPTION          SUB-VENDOR-ID
9575.00        855020500018520000000  06222012  LAB SUPPLIES
AP-GL  AP-EGL INVOICE  AB ..QUANTITY.. B PID  BF-ORG  BF-EO BF-OB  BF-CAT/YR
35100  LAB476  X          85100101000 B5 341000 040000 00
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  RVL
20 2  010001 85100000 00  1112110000 000000
BPIN  COUNT  ...UNITS....  ...TIME...
AP-NO  EN-NO  LINE  L1 L2 L3 L4 L5  EO VR OBJECT  PPI  TYPE  SEL
P 10000  E 10000  0001
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT          MINI  MAIN  RFRSH          CAN

```

The TR81 is recorded on the Daily Input File and the Accounts Payable Subsidiary Ledger, and the Available Balance File is updated. The encumbrance will be reduced by the amount of the TR81. If the final payment indicator is used, or if the amount of the TR81 matches or exceeds the amount of the encumbrance, the encumbrance will be closed and removed from the Encumbrance Subsidiary Ledger (6S) during nightly processing. *See section 207.19.2 TR81 FLAIR Accounting Entries and section 202.4.4 TR6S Encumbrance Subsidiary Inquiry for additional information.*

The screen that displays upon completion of the transaction depends upon the final payment indicator and vendor information included with the transaction (*see examples below*).

If the final payment indicator is used in the transaction, FLAIR will return the user to the TR81 Encumbered Payables Single Input Screen One, with the message **"ENCUMBRANCE LINE HAS BEEN PAID."**

**TR81 - Encumbered Payables - Single Input - Request - Screen One** (with example data input retrieved)

```

TR81S 27158A-ENCUMBRANCE LINE HAS BEEN PAID
81S1
01/17/2013 13:44:17

TR 81 - ENCUMBERED PAYABLES - SINGLE INPUT - REQUEST

AP-NO      EN-NO      LINE      L1 L2 L3 L4 L5  EO VR OBJECT  PPI
P 10000    E 10000    0001
                                     Y

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

```

If the vendor information recorded on the payable differs from the vendor information on the Encumbrance Subsidiary Ledger, FLAIR will return the user to the TR81 Encumbered Payables Single Input screen two with the vendor information displayed.

**TR81 – Encumbered Payables – Single Input – Request - Screen Two**

(with example vendor ID information retrieved)

81s2	02/06/2013 11:28:23														
TR 81 - ENCUMBERED PAYABLES - SINGLE INPUT - REQUEST															
AP-NO	EN-NO	LINE	L1	L2	L3	L4	L5	EO	VR	OBJECT	PPI				
P AA1234	E 19	0003									Y				
PAYABLES VENDOR - BF-DATA:															
VENDOR-ID		BF-CAT		BF-YR											
E111111111															
OVERRIDE ENCUMBRANCE VENDOR OR BF-DATA, IF REQUIRED:															
VENDOR ID		BF-ORG		BF-EO		BF-OBJ		BF-CAT		BF-YR					
F5555555777															
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---															
CONT		RFRSH								CAN					

If the final payment indicator is not used and the vendor information input matches the vendor information from the Encumbrance Subsidiary Ledger, FLAIR will return the user to the TR81 Encumbered Payables Single Input Screen Three. FLAIR will retrieve any data that is included on the **NEXT** line and the **RCV-DT**, **AMOUNT**, **QUANTITY**, **UNITS**, **TIME**, **AB**, and **BPIN** fields will be blank.

**TR81 – Encumbered Payables – Single Input - Screen Three**

(with example vendor ID information retrieved)

81s3	TR81- ENCUMBERED PAYABLES-SINGLE INPUT															02/06/2013 11:36:42	
AP-NO	P	987654															
EN-NO	LINE	MBI	F	L1	L2	L3	L4	L5	EO	VR	OBJECT	PPI	RCV-DT	OTHER-DOC			
E 987654	0001			95	50	02	02	213	AA	02	261000	Y					
...AMOUNT....		VENDOR-ID		MC		TRN-DT		DESCRIPTION		SUB-VENDOR-ID							
		E111111111				06252012		TRAVEL									
AP-GL	AP-EGL	INVOICE	AB	..QUANTITY..		B	PID	BF-ORG	BF-EO	BF-OB	BF-CAT/YR						
31100		0618-0624															
CAT	YR	GL	EGL	EOB	ECAT	EP	GRANT	GY	CNTRT	CY	OCA	AU					
040000	00	71100				00											
GF	SF	FID	BE	IBI	EF	STATE-PROGRAM		PROJECT ID		RVL							
20	2	010001	95100000	00		1112110000 000000											
BPIN		COUNT		...UNITS....		...TIME...											
AP-NO	EN-NO	LINE	L1	L2	L3	L4	L5	EO	VR	OBJECT	PPI	TYPE	SEL				
P 987654	E 987654	0001															
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---																	
CONT		MINI				MAIN				RFRSH				CAN			

**Note:** There is no **CF** field on the TR81 input screens. Therefore, the agency must use the CF function to mark these payables as carry forward items if necessary.



## 207.10 TR81 Inquiry

Transactions added to the Accounts Payable Subsidiary Ledger using the TR81S can be inquired upon, or even updated, on the day of input using the TR81 inquiry. For transactions input on a prior date, inquiry may be made using the TR8S. **See section 207.12.1 TR8S Single Inquiry for details.** Only single inquiry is available with the TR81. A single inquiry will display one line of a payable with all associated data codes.

To process a single inquiry request from the Accounts Payable Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **81**.
2. In the **SEL** field, input **I**.

**Accounts Payable Mini Menu** (with example data input)

APMU		02/07/13 12:45:09
ACCOUNTS PAYABLE MINI MENU		
TYPE		SEL OPTIONS
80	UNENCUMBERED PAYABLES	A,S,M,I
81	ENCUMBERED PAYABLES	S,I
8S	ACCOUNTS PAYABLE SUBSIDIARY LEDGER	M,I,U
SEL		
A	MULTIPLE INPUT	
S	SINGLE INPUT WITH EXPANDED DATA DISPLAY	
M	MULTIPLE INQUIRY	
I	SINGLE INQUIRY WITH EXPANDED DATA DISPLAY	
U	SINGLE UPDATE WITH EXPANDED DATA DISPLAY (TYPE 8S ONLY)	
NOTE: SINGLE UPDATE (U) WITH EXPANDED DATA DISPLAY FOR TYPES 80 AND 81 - ACCESSIBLE ONLY FROM 'M' AND 'I' SEL OPTIONS.		
		TYPE 81 SEL I
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
CONT MAIN RFRSH		

3. Press **Enter**. FLAIR will display the TR81 Encumbered Payables Single Inquiry by Site Screen One.

**TR81 - Encumbered Payables - Single Inquiry By Site - Request - Screen One**

81I1										02/07/2013 12:46:21																													
TR 81 - ENCUMBERED PAYABLES - SINGLE INQUIRY BY SITE - REQUEST																																							
L1	L2	L3	L4	L5	USER ID	GF	SF	FID	BE	IBI	VENDOR-ID																												
95	50																																						
BF-ORG					BF-EO					AP-NO					LINE																								
					P																																		
										TYPE										SEL																			
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---																																							
CONT										MINI										MAIN										RFRSH									

TR81 Encumbered Payables Single Inquiry by Site Request Screen One fields:

Field	Description	Required/Optional/Special Instructions
<b>L1 L2 L3 L4 L5</b>	Organization Code	Optional. <b>L1</b> is protected. User may input one or more levels to narrow search criteria. If spaces are left in a level, search results will be returned based on a match to the highest level input before the space. (9N)
<b>USER ID</b>	User Identification Number	Optional. Returns only transactions input by that user ID. (6N)
<b>GF/SF/FID/BE/IBI</b>	19 Digits of the FLAIR Account Code	Optional. Must be input left to right without missing any fields except <b>IBI</b> , which defaults to <b>00</b> if blank. The following fields are available for input: <b>GF</b> – GAAFR Fund (2N) <b>SF</b> – State Fund (1N) <b>FID</b> – Fund Identifier (6N) <b>BE</b> – Budget Entity (8N) <b>IBI</b> – Internal Budget Indicator (2N)
<b>VENDOR-ID</b>	Vendor Identification Number	Optional. Vendor number must start with <b>E, F, S, N</b> or <b>0-9</b> . Sequence required if vendor number begins with <b>F, S</b> , or <b>N</b> . (21A/N)
<b>BF-ORG</b>	Benefitting Organization Code	Required. If <b>VENDOR-ID</b> field is <b>blank</b> .  Optional. If FLAIR account code is input in the <b>VENDOR-ID</b> field.  If <b>BF-ORG</b> is used, the vendor ID ≠ <b>F, S, N</b> , or <b>E</b> . (11N)
<b>BF-EO</b>	Benefitting Expansion Option	Required. If <b>BF-ORG</b> field is populated. (2A/N)

Field	Description	Required/Optional/Special Instructions
<b>AP-NO</b>	Accounts Payable Number	Optional. If used, payable number must be an exact match established using a TR81. Must start with <b>P</b> (FLAIR) or <b>Q</b> (MFMP). (7A/N)
<b>LINE</b>	Accounts Payable Line Number	Optional. If used, AP-NO must be used and FLAIR will return the line number input. If blank, FLAIR will return all available line numbers beginning with the first available line. (4N)

4. a. Input one or more of the available fields as criteria to define the search; **OR**  
b. Leave all fields blank.

**TR81 - Encumbered Payables - Single Inquiry By Site - Request - Screen One**

(with example data input using account payable number)

81I1										02/08/2013 09:42:23														
TR 81 - ENCUMBERED PAYABLES - SINGLE INQUIRY BY SITE - REQUEST																								
L1	L2	L3	L4	L5	USER ID	GF	SF	FID	BE	IBI	VENDOR-ID													
95	50																							
BF-ORG					BF-EO					AP-NO					LINE									
					P					E21														
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---										TYPE					SEL									
CONT										MINI					MAIN					RFRSH				

5. Press **Enter**.
  - a. FLAIR will display the requested payable record. If a the line number is not included in the search, the first line of the requested payable will be displayed. If no records match the search criteria, FLAIR will display the message **"058 - NO RECORDS FOUND."** Transactions that have been deleted using the update screen will not display.
  - b. If all fields are left blank on Screen One, FLAIR will return the first outstanding payable established during the current business day, in organization code order. To view additional records matching the search criteria, press **F8**. When all records have been viewed, FLAIR will display the message **"END OF SEARCH."**

**TR81 - Encumbered Payables - Single Inquiry - Screen Two** (with example data retrieved)

```

81I2                TR81- ENCUMBERED PAYABLES-SINGLE INQUIRY  02/08/2013 09:43:41
AP-NO P E21        0001
EN-NO  LINE MBI F    L1 L2 L3 L4 L5  EO VR OBJECT  PPI  OTHER-DOC  MC
E 21    0001      F    95 50 04 00 000 BB 05 341000  Y

...AMOUNT.... VENDOR-ID          TRN-DT      DESCRIPTION      SUB-VENDOR-ID
      28.00 E222222222          06/12/2012 EDUCATION SUPP.

AP-GL  AP-EGL INVOICE  AB ..QUANTITY.. B PID  BF-ORG  BF-EO BF-OB  BF-CAT/YR
31100          4517001  X

CAT  YR  GL  EGL EOB  ECAT  EP  GRANT  GY  CNTRT CY  OCA  AU
040000 00  77300

GF SF FID  BE  IBI  EF STATE PROGRAM  PROJECT ID  RVL
50 2  050001 95200000 00  1112110000 000000

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

L1 L2 L3 L4 L5  GF SF FID  BE  IBI VENDOR-ID  TYPE  SEL U
95 50
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
CONT          MINI  MAIN  RFRSH TOP          FWD

```





**TR81 - Encumbered Payables - Single Inquiry By Site - Request - Screen One**

81I1	TR 81 - ENCUMBERED PAYABLES - SINGLE INQUIRY BY SITE - REQUEST										02/07/2013 12:46:21
L1	L2	L3	L4	L5	USER ID	GF	SF	FID	BE	IBI	VENDOR-ID
95	50										
BF-ORG		BF-EO		AP-NO		LINE					
				P							
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12--- CONT MINI MAIN RFRSH											TYPE SEL

4. Input search criteria to display the correct payable. For example, input the Accounts Payable Number in the **AP-NO** field.

**TR81 - Encumbered Payables - Single Inquiry By Site - Request - Screen One** (with example data input)

81I1	TR 81 - ENCUMBERED PAYABLES - SINGLE INQUIRY BY SITE - REQUEST										02/08/2013 09:42:23
L1	L2	L3	L4	L5	USER ID	GF	SF	FID	BE	IBI	VENDOR-ID
95	50										
BF-ORG		BF-EO		AP-NO		LINE					
				P E21							
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12--- CONT MINI MAIN RFRSH											TYPE SEL

5. Press **Enter**. FLAIR will display the requested payable.

**TR81 – Encumbered Payables – Single Inquiry – Screen Two** (with example data retrieved)

```

81I2          TR81- ENCUMBERED PAYABLES-SINGLE INQUIRY 02/08/2013 09:43:41
AP-NO P E21 0001
EN-NO LINE MBI F L1 L2 L3 L4 L5 EO VR OBJECT PPI OTHER-DOC MC
E 21 0001 F 95 50 04 00 000 BB 05 341000 Y
...AMOUNT.... VENDOR-ID TRN-DT DESCRIPTION SUB-VENDOR-ID
28.00 E22222222 06/12/2012 EDUCATION SUPP.
AP-GL AP-EGL INVOICE AB ..QUANTITY.. B PID BF-ORG BF-EO BF-OB BF-CAT/YR
31100 4517001 X
CAT YR GL EGL EOB ECAT EP GRANT GY CNTRT CY OCA AU
040000 00 77300
GF SF FID BE IBI EF STATE PROGRAM PROJECT ID RVL
50 2 050001 95200000 00 1112110000 000000
BPIN COUNT ...UNITS.... ...TIME...
L1 L2 L3 L4 L5 GF SF FID BE IBI VENDOR-ID TYPE SEL
95 50 AP-NO LINE
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT MINI MAIN RFRSH TOP FWD

```

6. In the **SEL** field, input **U**.

**TR81 – Encumbered Payables – Single Inquiry - Screen Two** (example updating a Payable Record)

```

81I2          TR81- ENCUMBERED PAYABLES-SINGLE INQUIRY 02/08/2013 09:43:41
AP-NO P E21 0001
EN-NO LINE MBI F L1 L2 L3 L4 L5 EO VR OBJECT PPI OTHER-DOC MC
E 21 0001 F 95 50 04 00 000 BB 05 341000 Y
...AMOUNT.... VENDOR-ID TRN-DT DESCRIPTION SUB-VENDOR-ID
28.00 E22222222 06/12/2012 EDUCATION SUPP.
AP-GL AP-EGL INVOICE AB ..QUANTITY.. B PID BF-ORG BF-EO BF-OB BF-CAT/YR
31100 4517001 X
CAT YR GL EGL EOB ECAT EP GRANT GY CNTRT CY OCA AU
040000 00 77300
GF SF FID BE IBI EF STATE PROGRAM PROJECT ID RVL
50 2 050001 95200000 00 1112110000 000000
BPIN COUNT ...UNITS.... ...TIME...
L1 L2 L3 L4 L5 GF SF FID BE IBI VENDOR-ID TYPE SEL
95 50 AP-NO LINE
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT MINI MAIN RFRSH TOP FWD

```

7. Press **Enter**. FLAIR will display the TR81 Encumbered Payables Single Update Screen One.

**TR81 – Encumbered Payables – Single Update By Site - Screen One** (with example data input retrieved)

81U1															02/08/2013 11:21:35														
TR 81 - ENCUMBERED PAYABLES - SINGLE UPDATE BY SITE																													
DELETE:																													
AP-NO	LINE	EN-NO	LINE	MBI	F	L1	L2	L3	L4	L5	EO	VR	OBJECT	PPI	OTHER-DOC														
PE21	0001	E21	0001		F	95	50	04	00	000	BB	05	341000	Y															
....AMOUNT....					VENDOR-ID					MC					TRN-DT					DESCRIPTION					SUB-VENDOR-ID				
28.00					E22222222										06122012					EDUCATION SUPP.									
AP-GL	AP-EGL	INVOICE		AB	..QUANTITY..		B	PID	BF-ORG		BF-EO		BF-OB	BF-CAT/YR															
31100		4517001																											
CAT	YR	GL	EGL	EOB	ECAT	EP	GRANT		GY		CNTRT		CY	OCA	AU														
040000	00	77300																											
GF	SF	FID	BE	IBI	EF	STATE		PROGRAM		PROJECT ID					RVL														
50	2	050001	95200000	00		1112110000		000000																					
BPIN		COUNT		...UNITS....		...TIME...																							
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---															TYPE		SEL												
CONT															MINI		MAIN		RFRSH				CAN						

TR81 Encumbered Payables Single Update by Site Screen One fields:

Field	Description	Required/Optional/Special Instructions
<b>DELETE</b>	Delete	Optional. Valid input: <b>D</b> . Used to delete the transaction from the Daily Input File. If used, no other fields can be updated. (1A)
<b>AP-NO</b>	Accounts Payable Number	Protected. (7A/N)
<b>LINE</b>	Accounts Payable Line Number	Protected. (4N)
<b>EN-NO</b>	Encumbrance Number	Protected. (7A/N)
<b>LINE</b>	Encumbrance Line Number	Protected. (4N)
<b>MBI</b>	Memo Blanket Indicator	Protected. (1A)
<b>F</b>	Final Payment Indicator	Optional. Valid input: <b>F</b> . Used to indicate the encumbrance line item is exhausted by the establishment of the payable line. (1A)
<b>L1 L2 L3 L4 L5</b>	Organization Code	Protected. (11N)
<b>EO</b>	Expansion Option	Protected. (2A/N)
<b>VR</b>	Expansion Option Version	Protected. (2A/N)
<b>OBJECT</b>	Object Code	Protected. (6N)
<b>PPI</b>	Prior Period Indicator	Optional. Available indicators: <b>M</b> : Prior Month <b>Y</b> : Prior Year (1A)
<b>OTHER-DOC</b>	Other Document Number	Optional. (11A/N)
<b>AMOUNT</b>	Amount	Required. Can be changed, but not deleted. Must be a positive amount. (10.2N)
<b>MC</b>	Minority Code	Protected. (1A)

Field	Description	Required/Optional/Special Instructions
<b>TRN-DT</b>	Transaction Date	Optional. If left blank, defaults to current date. (8N)
<b>DESCRIPTION</b>	Description	Optional. (16A/N)
<b>SUB-VENDOR-ID</b>	Sub-vendor Identification Number	Optional. If used, must be valid number from Vendor Statewide or Vendor Employee Files. (14A/N)
<b>AP-GL</b>	Accounts Payable General Ledger Code	Required. Can be changed, but not deleted. Must be >31,099 and <50,000. (5N)
<b>AP-EGL</b>	Accounts Payable External General Ledger Code	Optional. Must be established as an EGL in the Title File prior to using in a transaction. (3N)
<b>INVOICE</b>	Invoice Number	Optional. (9A/N)
<b>AB</b>	Available Balance Override Indicator	Optional. Valid input: <b>X</b> , if user has override capability. (1A)
<b>QUANTITY</b>	Quantity	Optional. (8.2N)
<b>B</b>	Batch Character	Optional. (1A/N)
<b>PID</b>	Product Identifier	Optional. (3A/N)
<b>BF-ORG</b>	Benefitting Organization Code	Required. If <b>VENDOR-ID</b> field is <b>blank</b> .  Optional. If FLAIR account code is input in the <b>VENDOR-ID</b> field. If <b>BF-ORG</b> is used, the vendor ID ≠ <b>F, S, N</b> , or <b>E</b> . (11N)
<b>BF-EO</b>	Benefitting Expansion Option	Required. If <b>BF-ORG</b> field is populated. (2A/N)
<b>BF-OB</b>	Benefitting Object Code	Required. If <b>BF-ORG</b> , <b>BF-EO</b> , and <b>VENDOR ID = 0-9</b> is used. <b>BF-OB</b> must start with <b>0</b> if <b>BF-CAT</b> starts with <b>00</b> . (6N)
<b>BF-CAT/YR</b>	Benefitting Category/Year	Protected. (8N)
<b>CAT</b>	Appropriation Category	Required. Can be changed, but not deleted. (6N)
<b>YR</b>	Year	Optional. If blank, will default to <b>00</b> . (2N)
<b>GL</b>	General Ledger Code	Required. Can be changed, but not deleted. (5N)
<b>EGL</b>	External General Ledger Code	Optional. Must be established in the Title File prior to using in a transaction. (3A/N)
<b>EOB</b>	External Object Code	Optional. Must be established in the Title File prior to using in a transaction (3A/N)
<b>ECAT</b>	External Category	Optional. Must be established in the Title File prior to use in a transaction. (6A/N)
<b>EP</b>	External Program	Optional. Must be established in the Title File prior to use in a transaction. (2N)
<b>GRANT</b>	Grant Number	Optional. Must be established in FACTS and carried over to the Title File before it can be used in a FLAIR transaction. If object code = <b>75XXXX</b> , a grant and/or contract number is required. (5A/N)

Field	Description	Required/Optional/Special Instructions
<b>GY</b>	Grant Year	Optional. Only used if <b>GRANT</b> field is populated. (2N)
<b>CNTRT</b>	Contract Number	Optional. Must be established in FACTS and carried over to the Title File to be used in a transaction. If object code = <b>75XXXX</b> , a grant and/or contract number is required. (5A/N)
<b>CY</b>	Contract Year	Optional. A contract number must be present before contract year is input. (2N)
<b>OCA</b>	Other Cost Accumulator	Optional. Must be established in the Title File prior to use in a transaction. (5A/N)
<b>AU</b>	Agency Unique Code	Optional. Must be established in the Title File prior to use in a transaction. (2A/N)
<b>GF/SF/FID</b>	Fund (GAAFR Fund/State Fund/Fund ID)	Protected. (9N)
<b>BE</b>	Budget Entity	Required. Can be changed, but not deleted. Must be established in the Title File prior to use in a transaction. (8N)
<b>IBI</b>	Internal Budget Indicator	Required. Must be established in the Title File prior to use in a transaction. Can be changed, but not deleted. (2N)
<b>EF</b>	External Fund Type	Protected. (1N)
<b>STATE PROGRAM</b>	State Program Number	Required. Must be established in the Title File prior to use in a transaction. Can be changed, but not deleted. (16N)
<b>PROJECT ID</b>	Project Identifier	Optional. Must be established in the Project Information File (PI) and carried over into the Title File prior to using in a transaction. (11A/N)
<b>BPIN</b>	Beginning Property Item Number	Optional. If used, last six digits must be numeric. (8A/N)
<b>COUNT</b>	Property Item Counter	Optional. Only used if <b>BPIN</b> field is populated. (4N)
<b>UNITS</b>	Units	Optional. (11N)
<b>TIME</b>	Time	Optional. (9N)

If any of the information in the protected fields is incorrect, the user must delete the transaction from the Daily Input File and input a transaction with the correct information.

**Note:** The certified forward indicator (**CF**) cannot be updated using the TR81 update screen. Use the 1SX function to update this field if necessary

- Input the data necessary to update the transaction.



**TR81 - Unencumbered Payables - Single Update By Site - Screen One** (example updating amount)

```

81U1                                02/13/2013  11:29:59
TR 81 - ENCUMBERED PAYABLES - SINGLE UPDATE BY SITE
DELETE:
AP-NO  LINE  EN-NO  LINE  MBI  F  L1  L2  L3  L4  L5  EO  VR  OBJECT  PPI  OTHER-DOC
PE21   0001  E21    0001   F   95  50  04  00  000  BB  05  341000  Y

...AMOUNT...  VENDOR-ID      MC TRN-DT  DESCRIPTION      SUB-VENDOR-ID
24.00         E22222222      06122012  EDUCATION SUPP.

AP-GL  AP-EGL  INVOICE  AB ..QUANTITY.. B PID  BF-ORG  BF-EO BF-OB  BF-CAT/YR
31100         4517001

CAT    YR    GL    EGL  EOB  ECAT    EP  GRANT          GY    CNTRT  CY  OCA    AU
040000  00  77300

GF SF FID    BE    IBI  EF STATE PROGRAM          PROJECT ID          RVL
50 2  050001  95200000  00    1112110000  000000

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

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

```

9. Press **Enter**. FLAIR will display the TR81 Encumbered Payables Single Inquiry by Site Screen Two reflecting the changes.

**TR81 - Encumbered Payables - Single Inquiry By Site - Screen Two** (with example data retrieved)

```

81I2                                TR81- ENCUMBERED PAYABLES-SINGLE INQUIRY  02/13/2013  11:31:27
AP-NO P E21    0001
EN-NO  LINE  MBI  F  L1  L2  L3  L4  L5  EO  VR  OBJECT  PPI  OTHER-DOC  MC
E 21    0001   F   95  50  04  00  000  BB  05  341000  Y

...AMOUNT...  VENDOR-ID      TRN-DT  DESCRIPTION      SUB-VENDOR-ID
24.00         E22222222      06/12/2012  EDUCATION SUPP.

AP-GL  AP-EGL  INVOICE  AB ..QUANTITY.. B PID  BF-ORG  BF-EO BF-OB  BF-CAT/YR
31100         4517001

CAT    YR    GL    EGL  EOB  ECAT    EP  GRANT          GY    CNTRT  CY  OCA    AU
040000  00  77300

GF SF FID    BE    IBI  EF STATE PROGRAM          PROJECT ID          RVL
50 2  050001  95200000  00    1112110000  000000

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

L1  L2  L3  L4  L5    GF SF FID    BE    IBI  VENDOR-ID          TYPE  SEL
95  50                                AP-NO  LINE
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT          MINI  MAIN  RFRSH  TOP          FWD

```

The changes to the TR81 will be recorded on the Daily Input File and the Accounts Payable Subsidiary Ledger. Any changes to the amount will update the Available Balance File. **See section 207.19.2 TR81 FLAIR Accounting Entries for details.** Payable lines that have been disbursed or deleted cannot be updated.

## 207.12 TR8S Accounts Payables Subsidiary Ledger

The Accounts Payable Subsidiary Ledger (8S) is an online auxiliary ledger that maintains a record of each outstanding accounts payable. Records are added to the 8S immediately upon input of a TR80 or a TR81. The 8S ledger is updated immediately when an update is made using TR80, TR81, TR8SU, or when a payable disbursement is made using TR53 or TR54.

TR8S is the only transaction type that can be used to inquire on, or update, payables established prior to the current business day. Users can inquire on one or multiple lines of an accounts payable record.

The TR8SU (update) is used to correct payables that have already updated the Detail and Master Files through nightly processing. Because these transactions are not on the current Daily Input File, they are retrieved from the Accounts Payable Subsidiary Ledger. Corrections to most fields are input by typing the correct data over existing data or into a blank field. However, corrections to the **AMOUNT** or **QUANTITY** fields are input as the net change using the **AMT CHANGE** and **QTY CHANGE** fields. This creates a reversing entry to back-out the existing payable record as well as an entry to record the corrected payable. These generated entries can be viewed through a TR80 inquiry. The net effect of the change(s) to the subsidiary record is recorded on the Accounts Payable Subsidiary Ledger and can be inquired into through TR8S inquiry.

When recording a payable disbursement using TR53 or TR54, the operator is required to input the payable document and line numbers. This identifies the specific line item within the payable that will be reduced or removed by the expenditure transaction. If the entire payable is to be removed from the Accounts Payable Subsidiary, a final payment indicator should be recorded on the expenditure entry. This removes the entire payable regardless of whether the expenditure and payable entries are the same amount. To cancel a payable without paying it, the operator should delete the payable through TR8S update. This causes the deleted payable record to drop from the 8S during nightly update.

### 207.12.1 TR8S Single Inquiry

Users can request a single inquiry with the TR8SI. A single inquiry will display one line of a payable with all associated data codes.

To inquire on a single line of a payable within the Accounts Payable Subsidiary Ledger with expanded data from the Accounts Payable Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **8S**.
2. In the **SEL** field, input **I**.

**Accounts Payable Mini Menu** (with example data input)

```

APMU                                01/28/13  11:12:11
                                ACCOUNTS PAYABLE MINI MENU

TYPE                                SEL OPTIONS
80 UNENCUMBERED PAYABLES          A,S,M,I
81 ENCUMBERED PAYABLES            S,I
8S ACCOUNTS PAYABLE SUBSIDIARY LEDGER M,I,U

SEL
A  MULTIPLE INPUT
S  SINGLE INPUT WITH EXPANDED DATA DISPLAY
M  MULTIPLE INQUIRY
I  SINGLE INQUIRY WITH EXPANDED DATA DISPLAY
U  SINGLE UPDATE WITH EXPANDED DATA DISPLAY (TYPE 8S ONLY)

NOTE:  SINGLE UPDATE (U) WITH EXPANDED DATA DISPLAY FOR TYPES 80 AND 81 -
        ACCESSIBLE ONLY FROM 'M' AND 'I' SEL OPTIONS.

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                                TYPE 8S SEL I
                                MAIN  RFRSH

```

3. Press **Enter**. FLAIR will display the 8S Accounts Payable Subsidiary Ledger Single Inquiry Request Screen One.

**TR8S - Accounts Payable Subsidiary Ledger - Single Inquiry - Request - Screen One**

```

8SI1                                01/28/2013  11:15:20
      8S - ACCOUNTS PAYABLE SUBSIDIARY LEDGER - SINGLE INQUIRY - REQUEST

L1 L2 L3 L4 L5  AP-NO  LINE  PPI CAT  VENDOR ID  BF-ORG  BF-E
95 50

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

```

TR8S Accounts Payable Subsidiary Ledger Single Inquiry Request Screen One fields:

Field	Description	Required/Optional/Special Instructions
L1 L2 L3 L4 L5	Organization Code	Optional. <b>L1</b> is protected. User may input one or more levels to narrow search criteria. If spaces are left in a level, search results will be returned based on a match to the highest level input before the space. (9N)

Field	Description	Required/Optional/Special Instructions
<b>AP-NO</b>	Accounts Payable Number	Optional. If used, payable number must be an exact match established using a TR80 or TR81. Must start with a <b>P</b> (FLAIR) or <b>Q</b> (MFMP). (7A/N)
<b>LINE</b>	Accounts Payable Line Number	Optional. If used, <b>AP-NO</b> field must be used and FLAIR will return the line number input. If blank, FLAIR will return all available line numbers beginning with the first available line. (4N)
<b>PPI</b>	Prior Period Indicator	Optional. Available indicators: <b>M</b> : Prior Month <b>Y</b> : Prior Year (1A)
<b>CAT</b>	Appropriations Category	Optional. (6N)
<b>VENDOR ID</b>	Vendor Identification Number	Optional. Vendor number must start with <b>E, F, S, N</b> , or <b>0-9</b> . Sequence required if vendor number begins with <b>F, S</b> , or <b>N</b> . (21A/N)
<b>BF-ORG</b>	Benefitting Organization Code	Optional. If used, <b>VENDOR-ID</b> field must be <b>blank</b> . (11N)
<b>BF-EO</b>	Benefitting Expansion Option	Optional. If used, <b>BF-ORG</b> field must be used. (2A/N)

4. a. Input one or more of the available fields as criteria to define the search; **OR**
- b. Leave all fields blank.

**TR8S - Accounts Payable Subsidiary Ledger - Single Inquiry - Request - Screen One**  
(example using the payable number and prior period indicator as search criteria)

```

8SI1                                01/28/2013  11:15:53
      8S - ACCOUNTS PAYABLE SUBSIDIARY LEDGER - SINGLE INQUIRY - REQUEST

L1 L2 L3 L4 L5  AP-NO  LINE  PPI CAT  VENDOR ID  BF-ORG  BF-E
95 50          P TRV102      Y

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

5. Press **Enter**.
  - a. FLAIR will display the requested payable. If no records match the search criteria, the message **"058 - NO RECORDS FOUND"** will display. Transactions that have been deleted using the update screen will not display; **OR**

- b. If all fields on screen one are left blank, FLAIR will return the first outstanding payable, in payable number order (alpha first, then numeric). To view additional records matching the search criteria, press **F8**. When all records have been viewed, FLAIR will display the message **"END OF SEARCH."**

**Note:** If the payable was set up with an **M** or **Y** in the **PPI** field, then using an **M** or **Y** in the inquiry will display the payable as it was last recorded during the prior month or year. Any changes made in the current month would not be reflected. If the user does not use the **M** or **Y** in the inquiry, the current month, or year, payable will be retrieved with any changes made in the current period reflected. This may result in dual year entries for the payable record.

**TR8S - Accounts Payable Subsidiary Ledger - Single Inquiry - Screen Two**  
(with example payable retrieved)

```

8SI2  8S - ACCTS PAY SUBSIDIARY LEDGER - SINGLE INQUIRY 01/28/2013 11:16:10
AP-NO  LINE L1 L2 L3 L4 L5  EO VR OBJECT PPI DESCRIPTION          SUB-VENDOR-ID
P TRV102 0001 95 50 03 00 000 DD 03 261000 Y MIAMI AUDIT

F  ..LINE AMOUNT.  VENDOR-ID          MC  BF-CAT BF-YR  VENDOR-NAME
      26.78  F6666666666999          A              FLAIRCORP

AP-GL AP-EGL INVOICE  ..QUANTITY.. PID EN-NO  LINE AP-DT  AC-DT  RCV-DT
31100      0623-0625                                06252012 01282013 0625201

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 95200000 00 1112110000 000000          100001

BPIN  COUNT  BF-ORG  BF-EO  BF-OB

NEXT:
L1 L2 L3 L4 L5  AP-NO  LINE PPI CAT  VENDOR-ID          TYPE  SEL
95 50
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
CONT          MINI  MAIN  RFRSH TOP          FWD

```

This screen contains a final payment indicator (**F**) field. This field is used to indicate if a payable has been paid in full, deleted, or marked for final payment. The available indicators are:

Indicator	Description
<b>C</b>	Paid in full or overpaid. The payable line item will be cleared from the file during nightly processing, unless the agency is in dual month processing. When in dual month processing, these payables remain on file until the prior month is closed.
<b>D</b>	Deleted through an 8S update. Payable line item will be cleared from the file during nightly processing.
<b>F</b>	Marked as final payment in a disbursement TR53 or TR54. During nightly processing the payable line item will be cleared from the file and any remaining balance will be released.
<b>BLANK FIELD</b>	Outstanding payable. No action has been taken.



*TR8S - Accounts Payable Subsidiary Ledger - Single Inquiry - Screen Two*

(with example of a payable line that has been deleted using TR8SU)

```

8SI2      8S - ACCTS PAY SUBSIDIARY LEDGER - SINGLE INQUIRY 02/18/2013 13:55:55
AP-NO     LINE L1 L2 L3 L4 L5  EO VR OBJECT PPI DESCRIPTION      SUB-VENDOR-ID
P E19     0001 95 50 02 02 213 00 02 380000      OFFICE SUPPLIES

F  ..LINE AMOUNT.  VENDOR-ID      MC  BF-CAT BF-YR  VENDOR-NAME
D          F22222222999          A                      ABBEY PRT

AP-GL AP-EGL INVOICE  ..QUANTITY.. PID EN-NO  LINE AP-DT  AC-DT  RCV-DT
31100          ABB67912          E19  0001 06232012 02182013 0623201

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 95100000 00      1112110000 000000

BPIN      COUNT  BF-ORG      BF-EO  BF-OB

NEXT:
L1 L2 L3 L4 L5  AP-NO  LINE PPI CAT  VENDOR-ID      TYPE      SEL
95 50          AP-NO  LINE PPI CAT  VENDOR-ID      BF-ORG      BF-EO
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT      MINI  MAIN  RFRSH TOP      FWD

```

## 207.12.2 TR8S Multiple Inquiry

Users can request a multiple line inquiry with the TR8SM. A multiple inquiry will display up to three lines of a payable with limited data codes on a screen. Additional lines may be viewed by pressing **F8**.

To process a multiple inquiry request from any FLAIR input screen:

1. In the **TYPE** field, input **8S**.
2. In the **SEL** field, input **M**.

### Accounts Payable Mini Menu

```

APMU                                02/18/13  12:37:16
                                ACCOUNTS PAYABLE MINI MENU

TYPE                                SEL OPTIONS
80 UNENCUMBERED PAYABLES          A,S,M,I
81 ENCUMBERED PAYABLES            S,I
8S ACCOUNTS PAYABLE SUBSIDIARY LEDGER M,I,U

SEL
A  MULTIPLE INPUT
S  SINGLE INPUT WITH EXPANDED DATA DISPLAY
M  MULTIPLE INQUIRY
I  SINGLE INQUIRY WITH EXPANDED DATA DISPLAY
U  SINGLE UPDATE WITH EXPANDED DATA DISPLAY (TYPE 8S ONLY)

NOTE:  SINGLE UPDATE (U) WITH EXPANDED DATA DISPLAY FOR TYPES 80 AND 81 -
        ACCESSIBLE ONLY FROM 'M' AND 'I' SEL OPTIONS.

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

```

3. Press **Enter**. FLAIR will display the TR8S Accounts Payable Subsidiary Ledger Multiple Inquiry Request Screen One.

**TR8S - Accounts Payable Subsidiary Ledger - Multiple Inquiry - Screen One**

8SM1										02/18/2013 12:45:52	
8S - ACCOUNTS PAYABLE SUBSIDIARY LEDGER - MULTIPLE INQUIRY - REQUEST											
L1	L2	L3	L4	L5	AP-NO	LINE	PPI	CAT	VENDOR-ID	BF-ORG	BF-E
95	50										
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12--- CONT MINI MAIN RFRSH										TYPE	SEL

TR8S Accounts Payable Subsidiary Ledger Multiple Inquiry Screen One fields:

Field	Description	Required/Optional/Special Instructions
<b>L1 L2 L3 L4 L5</b>	Organization Code	Optional. <b>L1</b> is protected. User may input one or more levels to narrow search criteria. If spaces are left in a level, search results will be returned based on a match to the highest level input before the space. (9N)
<b>AP-NO</b>	Accounts Payable Number	Optional. If used, payable number must be an exact match established using a TR80 or TR81. Must start with a <b>P</b> (FLAIR) or <b>Q</b> (MFMP). (7A/N)
<b>LINE</b>	Accounts Payable Line Number	Optional. If used, <b>AP-NO</b> field must be used and FLAIR will return the line number input. If blank, FLAIR will return all available line numbers beginning with the first available line. (4N)
<b>PPI</b>	Prior Period Indicator	Optional. Available indicators: <b>M</b> : Prior Month <b>Y</b> : Prior Year (1A)
<b>CAT</b>	Category	Optional. (6N)
<b>VENDOR-ID</b>	Vendor Identification Number	Optional. Vendor number must start with <b>E, F, S, N</b> , or <b>0-9</b> . Sequence required if vendor number begins with <b>F, S</b> , or <b>N</b> . (21A/N)

Field	Description	Required/Optional/Special Instructions
<b>BF-ORG</b>	Benefitting Organization Code	Required. If <b>VENDOR-ID</b> field is <b>blank</b> .  Optional. If FLAIR account code is input in the <b>VENDOR-ID</b> field. If <b>BF-ORG</b> is used, the vendor ID ≠ <b>F, S, N</b> , or <b>E</b> . (11N)
<b>BF-EO</b>	Benefitting Expansion Option	Required. If <b>BF-ORG</b> field is populated. (2A/N)

4.
  - a. Input one or more of the available fields as criteria to define the search; **OR**
  - b. Leave all fields blank.

**TR8S - Accounts Payable Subsidiary Ledger - Multiple Inquiry - Request - Screen One**  
(example using the payable number as search criteria)

```

8SM1                                02/18/2013  12:53:26
      8S - ACCOUNTS PAYABLE SUBSIDIARY LEDGER - MULTIPLE INQUIRY - REQUEST

L1  L2  L3  L4  L5    AP-NO      LINE  PPI  CAT      VENDOR-ID      BF-ORG      BF-E
95  50                      P  E12          M

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

```

5. Press **Enter**.
  - a. FLAIR will display up to three lines of the first record matching the search criteria. If no records match the search criteria, FLAIR will display the message ***"058 - NO RECORDS FOUND."*** Transactions that have been deleted using the update screen will not display.
  - b. If all fields are left blank on Screen One, FLAIR will return the first outstanding payable, in payable number order (alpha first, then numeric). To view additional records matching the search criteria, press **F8**. When all records have been viewed, FLAIR will display the message ***"017 - END OF SEARCH."***

**TR8SM - Accounts Payable Subsidiary Multiple Inquiry - Screen Two** (example payable retrieved)

```

8SM2    8SM ACCOUNTS PAYABLE SUBSIDIARY MULTIPLE INQUIRY    02/18/2013    12:53:52
AP-NO    ...BALANCE...    PPI    VENDOR-NAME ABBEY PRT    MC    BF-CAT/YR
P E12    39.50    M    VENDOR-ID F22222222999    A
X LINE F L1 L2 L3 L4 L5 EO VR OBJECT YR CF NCF DESCRIPTION    SUB-VENDOR-ID
. LINE AMOUNT.    AP-GL /EGL INVOICE    AP-DT    RCV-DT    AC-DT
BF-ORG    BF-EO    BF-OB
0001    95 50 03 03 000 00 02 341000 00    EDUC. SUPPLIES    02/18/2013
    28.00    31100    659813    06/23/2012    06/23/2012
0002    95 50 03 03 000 00 02 380000 00    OFFICE SUPPLIES    02/18/2013
    11.50    31100    659813    06/23/2012    06/23/2012

NEXT:
L1 L2 L3 L4 L5 AP-NO    LINE PPI CAT    VENDOR-ID    TYPE    SEL
95 50    BF-ORG    BF-EO
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
CONT    MINI    MAIN    RFRSH TOP    FWD

```

**Note:** If the payable was set up with an **M** or **Y** in the **PPI** field, then using an **M** or **Y** in the inquiry will display the payable as it was last recorded during the prior month or year. Any changes made in the current month or year are not be reflected. If the user does not use the **M** or **Y** in the inquiry, the current month, or year, payable will be retrieved with any changes made in the current period reflected. This may result in dual year entries for the payable record.

To see the single inquiry, the user has two options. Each is illustrated below.

**Option One**

To view the single inquiry screen with all data codes:

1. In the **X** (selection) field next to the transaction(s) to view, input **I**.

**TR8SM - Accounts Payable Subsidiary Multiple Inquiry - Screen Two**

```

8SM2    8SM ACCOUNTS PAYABLE SUBSIDIARY MULTIPLE INQUIRY    02/18/2013    12:59:32
AP-NO    ...BALANCE...    PPI    VENDOR-NAME ABBEY PRT    MC    BF-CAT/YR
P E12    39.50    M    VENDOR-ID F22222222999    A
X LINE F L1 L2 L3 L4 L5 EO VR OBJECT YR CF NCF DESCRIPTION    SUB-VENDOR-ID
. LINE AMOUNT.    AP-GL /EGL INVOICE    AP-DT    RCV-DT    AC-DT
BF-ORG    BF-EO    BF-OB
I 0001    95 50 03 03 000 00 02 341000 00    EDUC. SUPPLIES    02/18/2013
    28.00    31100    659813    06/23/2012    06/23/2012
0002    95 50 03 03 000 00 02 380000 00    OFFICE SUPPLIES    02/18/2013
    11.50    31100    659813    06/23/2012    06/23/2012

NEXT:
L1 L2 L3 L4 L5 AP-NO    LINE PPI CAT    VENDOR-ID    TYPE    SEL
95 50    BF-ORG    BF-EO
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
CONT    MINI    MAIN    RFRSH TOP    FWD

```

2. Press **Enter**. FLAIR will display the TR8SI Accounts Payable Subsidiary Ledger Single Inquiry Screen Two.

**TR8S - Accounts Payable Subsidiary Ledger - Single Inquiry - Screen Two** (with example data retrieved)

```

8SI2  8S - ACCTS PAY SUBSIDIARY LEDGER - SINGLE INQUIRY 02/18/2013 13:01:54
AP-NO  LINE L1 L2 L3 L4 L5 EO VR OBJECT PPI DESCRIPTION SUB-VENDOR-ID
P E12  0001 95 50 03 03 000 00 02 341000 EDUC. SUPPLIES

F ..LINE AMOUNT. VENDOR-ID MC BF-CAT BF-YR VENDOR-NAME
      28.00 F22222222999 A ABBEY PRT

AP-GL AP-EGL INVOICE ..QUANTITY.. PID EN-NO LINE AP-DT AC-DT RCV-DT
31100 659813
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 95200000 00 1112110000 000000 010001

BPIN COUNT BF-ORG BF-EO BF-OB

NEXT:
L1 L2 L3 L4 L5 AP-NO LINE PPI CAT VENDOR-ID TYPE SEL
95 50 BF-ORG BF-EO
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT MINI MAIN RFRSH TOP FWD
  
```

3. To view additional lines of the same payable number, press **F8** until all lines have been displayed.

Additional lines of the same payable number will display as the user pages forward (**F8**), even if only one was marked for single inquiry. When all records have been viewed, FLAIR will display the message **"017-END OF SEARCH."** Transactions that have been deleted using the update screen will not display.

### Option Two

To view the single inquiry screen with all data codes:

1. In the **SEL** field, input **I**.
2. In the **X** (selection) field next to the transaction(s) to view, input **X**.

**TR8SM - Accounts Payable Subsidiary Multiple Inquiry - Screen Two** (with example data input)

```

8SM2  8SM ACCOUNTS PAYABLE SUBSIDIARY MULTIPLE INQUIRY 02/18/2013 13:01:37
AP-NO  ...BALANCE... PPI VENDOR-NAME ABBEY PRT MC BF-CAT/YR
P E12  39.50 VENDOR-ID F22222222999 A
X LINE F L1 L2 L3 L4 L5 EO VR OBJECT YR CF NCF DESCRIPTION SUB-VENDOR-ID
. LINE AMOUNT. AP-GL /EGL INVOICE AP-DT RCV-DT AC-DT
BF-ORG BF-EO BF-OB
[X] 0001 95 50 03 03 000 00 02 341000 00 EDUC. SUPPLIES
      28.00 31100 659813 06/23/2012 06/23/2012 02/18/2013

      0002 95 50 03 03 000 00 02 380000 00 OFFICE SUPPLIES
      11.50 31100 659813 06/23/2012 06/23/2012 02/18/2013

NEXT:
L1 L2 L3 L4 L5 AP-NO LINE PPI CAT VENDOR-ID TYPE SEL
95 50 BF-ORG BF-EO
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT MINI MAIN RFRSH TOP FWD
  
```



3. Press **Enter**. FLAIR will display the TR8SI Accounts Payable Subsidiary Ledger Single Inquiry Screen Two.

**TR8S - Accounts Payable Subsidiary Ledger - Single Inquiry - Screen Two** (with example data retrieved)

8SI2	8S	-	ACCTS	PAY	SUBSIDIARY	LEDGER	-	SINGLE	INQUIRY	02/18/2013	13:01:54
AP-NO	LINE	L1	L2	L3	L4	L5	EO	VR	OBJECT	PPI	DESCRIPTION
P E12	0001	95	50	03	03	000	00	02	341000		EDUC. SUPPLIES
F	..LINE	AMOUNT.		VENDOR-ID			MC	BF-CAT	BF-YR		VENDOR-NAME
	28.00			F22222222999			A				ABBAY PRT
AP-GL	AP-EGL	INVOICE		..QUANTITY..	PID	EN-NO	LINE	AP-DT	AC-DT	RCV-DT	
31100		659813				E12	0001	06232012	02182013	0623201	
CAT	YR	CF	NCF	GL	EGL	EOB	ECAT	EP	GRANT	GY	CNTRT
040000	00			71100							
GF	SF	FID	BE	IBI	EF	STATE	PROGRAM		PROJECT	ID	RVL
10	1	000001	95200000	00		1112110000	000000				010001
BPIN		COUNT	BF-ORG		BF-EO	BF-OB					
NEXT:											
L1	L2	L3	L4	L5	AP-NO	LINE	PPI	CAT	VENDOR-ID	TYPE	SEL
95	50									BF-ORG	BF-EO
Enter-PF1---	PF2---	PF3---	PF4---	PF5---	PF6---	PF7---	PF8---	PF9---	PF10---	PF11---	PF12---
CONT		MINI	MAIN	RFRSH	TOP		FWD				

Additional lines of the same payable number will display as the user pages forward (**F8**), even if only one was marked for single inquiry. When all records have been viewed, FLAIR will display the message **"017-END OF SEARCH."** Transactions that have been deleted using the update screen will not display.

This screen contains a final payment indicator (**F**) field. This field is used to indicate if a payable has been paid in full, deleted, or marked for final payment.

The available indicators are:

Indicator	Description
<b>C</b>	Paid in full or overpaid. The payable line item will be cleared from the file during nightly processing, unless the agency is in dual month processing. When in dual month processing, these payables remain on file until the prior month is closed.
<b>D</b>	Deleted through an 8S update. Payable line item will be cleared from the file during nightly processing.
<b>F</b>	Marked as final payment in a disbursement TR53 or TR54. During nightly processing, payable line item will be cleared from the file and any remaining balance will be released.
<b>BLANK FIELD</b>	Outstanding payable. No action has been taken.

The following is an example of a payable with one line overpaid, one line paid in full and marked as a final payment, and one line underpaid and marked as a final payment.

**TR8SM - Accounts Payable Subsidiary Multiple Inquiry - Screen Two** (with example data retrieved)

```

8SM2      8SM ACCOUNTS PAYABLE SUBSIDIARY MULTIPLE INQUIRY      02/18/2013  14:08:39
AP-NO      ...BALANCE.... PPI  VENDOR-NAME PAY.VEND.          MC BF-CAT/YR
P 232323      VENDOR-ID E111111111
X LINE F L1 L2 L3 L4 L5 EO VR OBJECT YR CF NCF DESCRIPTION      SUB-VENDOR-ID
.LINE AMOUNT.  AP-GL /EGL INVOICE      AP-DT      RCV-DT      AC-DT
BF-ORG      BF-EO      BF-OB
0001 C 95 50 01 01 211 01 04 380000 00      SUPPLIES
      -0.74 31100      DDF1532      06/15/2012  06/15/2012  02/18/2013

0002 F 95 50 01 01 000 85 01 341000 00      MED SUPPLIES
      31100      DDF1532      06/12/2012  06/12/2012  02/18/2013

0003 F 95 50 01 01 000 85 01 380000 00      SUPPLIES
      0.86 31100      DDF1532      06/15/2012  06/15/2012  02/18/2013

NEXT:
L1 L2 L3 L4 L5 AP-NO      LINE PPI CAT      VENDOR-ID      TYPE      SEL
95 50
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT      MINI MAIN RFRSH TOP      FWD

```

**207.12.3 TR8S Update**

Agency users have the option to process corrections or delete outstanding payables in FLAIR that were not created in MFMP. Any changes for MFMP payables (prefix of **Q**) must be updated and deleted within MFMP and not directly in FLAIR. The 8SU screen is used to update or delete payables input on a prior day. For multiple line payables, only one line can be updated or deleted at a time, except for vendor or benefitting information, which applies to all payable lines.

To update a payable line from any FLAIR input screen:

1. In the **TYPE** field, input **8S**.
2. In the **SEL** field, input **U**.

**Accounts Payable Mini Menu** (with example data input)

```

APMU      ACCOUNTS PAYABLE MINI MENU      02/18/13  14:15:59
TYPE
80 UNENCUMBERED PAYABLES      SEL OPTIONS
81 ENCUMBERED PAYABLES      A,S,M,I
8S ACCOUNTS PAYABLE SUBSIDIARY LEDGER      S,I
      M,I,U

SEL
A MULTIPLE INPUT
S SINGLE INPUT WITH EXPANDED DATA DISPLAY
M MULTIPLE INQUIRY
I SINGLE INQUIRY WITH EXPANDED DATA DISPLAY
U SINGLE UPDATE WITH EXPANDED DATA DISPLAY (TYPE 8S ONLY)

NOTE: SINGLE UPDATE (U) WITH EXPANDED DATA DISPLAY FOR TYPES 80 AND 81 -
      ACCESSIBLE ONLY FROM 'M' AND 'I' SEL OPTIONS.

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

```

- Press **Enter**. FLAIR will display the 8S Accounts Payable Subsidiary Ledger Single Update Request Screen One.

**TR8S - Accounts Payable Subsidiary Ledger - Single Update - Request - Screen One**

```

8SU1                                02/18/2013  14:16:16
      8S - ACCOUNTS PAYABLE SUBSIDIARY LEDGER - SINGLE UPDATE - REQUEST

AP-NO      LINE    PPI

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

```

TR8S Accounts Payable Subsidiary Ledger Single Update Request Screen One fields:

Field	Description	Required/Optional/Special Instructions
<b>AP-NO</b>	Accounts Payable Number	Required. Must be an exact match to payable established using a TR80 or TR81. Must start with a <b>P</b> (FLAIR) or <b>Q</b> (MFMP). (7A/N)
<b>LINE</b>	Accounts Payable Line Number	Required. Input <b>0000</b> to change vendor or benefitting information on the payable header. Input payable line number for all other changes. Users with an MFMP RACF ID cannot input <b>0000</b> . (4N)
<b>PPI</b>	Prior Period Indicator	Optional. Available indicators: <b>M</b> : Prior Month <b>Y</b> : Prior Year (1A)

**Note:** If the payable was set up with an **M** or **Y** in the **PPI** field, then using an **M** or **Y** on the update request will display the payable as it was last recorded during the prior month or year. Updates made will be recorded on the prior month or prior year. This can only be done when the agency is in dual month or dual year processing. If the user does not use the **M** or **Y** on the update screen, the current month or current year payable will be retrieved with any changes made in the current period reflected. Any updates will affect the current month or year accounting records only. This may result in entries for the payable recorded across fiscal years.

4. In the **AP-NO** field, input the payable number.
5. In the **LINE** field, input the payable line number.
6. In the **PPI** field, input an **M** or **Y**, or leave the field blank.

(example updating a prior month payable)

- TR8S - Accounts Payable Subsidiary Ledger - Single Update - Screen Three** (with example data retrieved)

TR8S Accounts Payable Subsidiary Ledger Single Update Screen Three fields:

Field		Description	Required/Optional/Special Instructions
<b>DELETE</b>		Delete	Optional. Valid input: <b>D</b> . Deletes line item from the payable subsidiary. Item will be cleared from file during nightly processing. (1A)
<b>PPI</b>		Prior Period Indicator	Optional. Available indicators: <b>M</b> : Prior Month <b>Y</b> : Prior Year (1A)
<b>AP-NO</b>		Accounts Payable Number	Protected. (7A/N)
<b>LINE</b>		Accounts Payable Line Number	Protected. (4A/N)
<b>L1 L2 L3 L4 L5</b>		Organization Code	Optional. <b>L1</b> is protected. If used will change the organization code on the payable line record. (9N)
<b>EO</b>		Expansion Option	Optional. If used will change the Expansion Option on the payable line record. (2A/N)
<b>VR</b>		Version	Optional. If used will change the Expansion Option Version used on the payable line record. (2N)
<b>OBJECT</b>		Object Code	Optional. If used will change the object code on the payable line record. Must be a valid expenditure object code beginning with <b>1-8</b> . (6N)
<b>CHANGE...IF DESIRED</b>	<b>L1 L2 L3 L4 L5</b>	Organization Code	Optional. <b>L1</b> is protected. FLAIR will update the organization code if changed. (11N)
	<b>EO</b>	Expansion Option	Required. Agency unique. (2A/N)
	<b>VR</b>	Expansion Option Version	Optional. (2N)
	<b>OBJECT</b>	Object Code	Required. Must be a valid expenditure object code beginning with <b>1-8</b> . If the object code = <b>75XXXX</b> , a grant and/or contract number is required on Screen Four. (6N)
<b>VENDOR-ID</b>		Vendor Identification Number	Protected. (21A/N)
<b>BF-CAT</b>		Benefitting Category	Protected. (6N)
<b>BF-YR</b>		Benefitting Year	Protected. (2N)
<b>VENDOR NAME</b>		Vendor Name	Protected. (16A/N)
<b>DESCRIPTION</b>		Encumbrance Description	Protected. (16A/N)
<b>GF/SF/FID/BE/IBI</b>		19 Digits of the FLAIR Account Code	Protected. (19N)
<b>EF</b>		External Fund Type	Protected. (1N)
<b>RVL</b>		Revolving Fund Indicator	Protected. (6N)
<b>AP-DT</b>		Accounts Payable Date	Protected. (MMDDYYYY) (8N)



Field	Description	Required/Optional/Special Instructions
AC- DT	Last Activity Date	Protected. (MMDDYYYY) (8N)

**Note:** Care should be taken when deleting a payable to ensure the correct **PPI** is used. When in dual month processing, the payable must be deleted using a **PPI** of **M**. When in dual year processing, the payable must be deleted using a **PPI** of **Y**.

- Input any data in fields that need to be changed.

### TR8S - Accounts Payable Subsidiary Ledger - Single Update - Screen Three

(example showing update of object code for a payable line)

```

8SU3                                02/18/2013  14:19:04
      8S - ACCOUNTS PAYABLE SUBSIDIARY LEDGER - SINGLE UPDATE

DELETE:  PPI:  M

AP-NO   LINE  L1 L2 L3 L4 L5  EO VR OBJECT
P KK1234 0001  95 50 01 01 211 01 04 261000

      CHANGE  L1 L2 L3 L4 L5  EO VR OBJECT  IF DESIRED
              95                      261300

VENDOR ID          BF-CAT BF-YR VENDOR NAME      DESCRIPTION
E222222222                FL TRAINER          TEST

GF SF FID  BE      IBI EF RVL    AP-DT    AC-DT
20 2  010001 95100000 00    02/18/2013  02/18/2013

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

```

- Press **Enter**. FLAIR will display the TR8S Accounts Payable Subsidiary Single Update Screen Four.

### TR8S - Accounts Payable Subsidiary - Single Update - Screen Four (with example data retrieved)

```

8SU4                                02/18/2013  14:19:31
      8S-ACCTS PAY SUBSIDIARY - SINGLE UPDATE

AP-NO   LINE F L1 L2 L3 L4 L5  EO VR OBJECT P DESCRIPTION      SUB-VENDOR-ID
P KK1234 0001  95 50 01 01 211 01 04 261300 M  AUDIT TRVL

..LINE AMOUNT.  ..AMT CHANGE..  VENDOR-ID          BF-CAT/YR VENDOR-NAME
    15.23                E22222222                FL TRAINER

AP-GL   AP-EGL  INVOICE  AB  ..QUANTITY..  .QTY.CHANGE.  PID  EN-NO  AP-DT
31100          0203-0205                02182013

AC-DT   CAT    YR CF GL    EGL EOB ECAT  EP GRANT      GY CNTRT CY OCA  AU
02182013 040000 00    71100

GF SF FID  BE      IBI EF STATE-PROGRAM  PROJECT ID  RVL    TRN-DT
20 2  010001 95100000 00    1112110000 000000

BPIN      COUNT BF-ORG      BF-EO BF-OBJ      RCV-DT
                                02192012

NEXT: AP-NO      LINE      PPI      TYPE      SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                                MINI  MAIN  RFRSH                                CAN

```

## TR8S Accounts Payable Subsidiary Single Update Screen Four fields:

Field	Description	Required/Optional/Special Instructions
<b>AP-NO</b>	Accounts Payable Number	Protected. (7A/N)
<b>LINE</b>	Accounts Payable Line Number	Protected. (4A/N)
<b>MBI</b>	Memo Blanket Indicator	Protected. (1A)
<b>F</b>	Final Payment Indicator	Protected. (1A)
<b>L1 L2 L3 L4 L5</b>	Organization Code	Protected. (11N)
<b>EO</b>	Expansion Option	Protected. (2A/N)
<b>VR</b>	Expansion Option Version	Protected. (2A/N)
<b>OBJECT</b>	Object Code	Protected. (6N)
<b>P</b>	Prior Period Indicator	Optional. (1A)
<b>DESCRIPTION</b>	Description	Optional. (16A/N)
<b>SUB-VENDOR-ID</b>	Sub-vendor Identification Number	Optional. If used, must be valid number from Vendor Statewide or Vendor Employee Files. (14A/N)
<b>LINE AMOUNT</b>	Encumbrance Line Amount	Protected. (4A/N)
<b>AMT CHANGE</b>	Amount Change	Optional. If used, input the net amount of the change. Positive amounts add to the balance; negative amounts reduce the balance. (10.2N)
<b>VENDOR-ID</b>	Vendor Identification Number	Protected. (21A/N)
<b>BF-CAT/YR</b>	Benefitting Category/Year	Protected. (8N)
<b>VENDOR-NAME</b>	Vendor Name	Protected. (16A/N)
<b>AP-GL</b>	Accounts Payable General Ledger Code	Required. Can be changed, but not deleted. Must be >31,099 and <50,000. (5N)
<b>AP-EGL</b>	Accounts Payable External General Ledger Code	Optional. Must be established as an EGL in the Title File prior to use in a transaction. (3N)
<b>INVOICE</b>	Invoice Number	Optional. (9A/N)
<b>AB</b>	Available Balance Override Indicator	Optional. Valid input: <b>X</b> . If user has override authority. (1A)
<b>QUANTITY</b>	Quantity	Optional. (10.2N)
<b>QTY.CHANGE</b>	Quantity Change	Optional. If used, input the net amount of the change. Positive amounts add to the quantity, negative amounts reduce the quantity. (8.2N)
<b>PID</b>	Product Identifier	Optional. (3A/N)
<b>EN-NO</b>	Encumbrance Number	Protected. (7A/N)
<b>AP-DT</b>	Accounts Payable Date	Optional. Will display the date used as transaction date when payable was

Field	Description	Required/Optional/Special Instructions
		established. If left blank, defaults to current date. (MMDDYYYY) (8N)
<b>AP-DT</b>	Accounts Payable Date	Protected. (MMDDYYYY) (8N)
<b>CAT</b>	Appropriation Category	Required. Can be changed, but not deleted. (6N)
<b>YR</b>	Year	Optional. If blank, will default to <b>00</b> . (2N)
<b>CF</b>	Certified Forward Indicator	Optional. Valid input: <b>C</b> . <b>Note:</b> It is best practice to use the <b>1SX</b> function to make changes to the <b>CF</b> field. (1A)
<b>GL</b>	General Ledger Code	Required. Can be changed, but not deleted. (5N)
<b>EGL</b>	External General Ledger Code	Optional. Must be established in the Title File prior to use in a transaction. (3A/N)
<b>EOB</b>	External Object Code	Optional. Must be established in the Title File prior to use in a transaction. (3A/N)
<b>ECAT</b>	External Category	Optional. Must be established in the Title File prior to use in a transaction. (6A/N)
<b>EP</b>	External Program	Optional. Must be established in the Title File prior to use in a transaction. (2N)
<b>GRANT</b>	Grant Number	Optional. Must be established in FACTS and carried over to the Title File before it can be used in a FLAIR transaction. If object code = <b>75XXXX</b> , a grant and/or contract number is required. (5A/N)
<b>GY</b>	Grant Year	Optional. Only used if <b>GRANT</b> field is populated. (2N)
<b>CNTRT</b>	Contract Number	Optional. Must be established in FACTS and carried over into the Title File to be used in a transaction. If object code = <b>75XXXX</b> , a grant and/or contract number is required. (5A/N)
<b>CY</b>	Contract Year	Optional. A contract number must be present before contract year is input. (2N)
<b>OCA</b>	Other Cost Accumulator	Optional. Must be established in the Title File prior to use in a transaction. (5A/N)
<b>AU</b>	Agency Unique Code	Optional. Must be established in the Title File prior to use in a transaction. (2A/N)
<b>GF/SF/FID</b>	Fund (GAAFR Fund/State Fund/Fund ID)	Protected. (9N)
<b>BE</b>	Budget Entity	Required. Must be established in the Title File prior to use in a transaction. Can be changed, but not deleted. (8N)
<b>IBI</b>	Internal Budget Indicator	Required. Must be established in the Title File prior to use in a transaction. Can be changed, but not deleted. (2N)
<b>EF</b>	External Fund Type	Protected. (1N)

Field	Description	Required/Optional/Special Instructions
<b>STATE-PROGRAM</b>	State Program Number	Required. Must be established in the Title File prior to use in a transaction. Can be changed, but not deleted. (16N)
<b>PROJECT ID</b>	Project Identifier	Optional. Must be established in the Project Information File (PI) and carried over to the Title File prior to use in a transaction. (11A/N)
<b>RVL</b>	Revolving Fund Indicator	Protected. (6N)
<b>TRN-DT</b>	Transaction Date	Optional. If left blank, defaults to current date. (8N)
<b>BPIN</b>	Beginning Property Item Number	Optional. If used, last six digits must be numeric. (8A/N)
<b>COUNT</b>	Property Item Counter	Optional. Only used if <b>BPIN</b> field is populated. (4N)
<b>BF-ORG</b>	Benefitting Organization Code	Required. If <b>VENDOR-ID</b> field is <b>blank</b> . Optional. If FLAIR account code is input in the <b>VENDOR-ID</b> field. If <b>BF-ORG</b> is used, the vendor ID ≠ <b>F, S, N,</b> or <b>E</b> . (11N)
<b>BF-EO</b>	Benefitting Expansion Option	Required. If <b>BF-ORG</b> field is populated. (2A/N)
<b>BF-OBJ</b>	Benefitting Object Code	Required. If <b>BF-ORG</b> , <b>BF-EO</b> , and <b>VENDOR ID = 0-9</b> is used. <b>BF-OB</b> must start with <b>0</b> if <b>BF-CAT</b> starts with <b>00</b> . (6N)
<b>RCV-DT</b>	Received Date	Optional. Date goods or services were received. Should be on or before June 30 for Carry Forward Processing. (8N)

10. Input the data necessary to update the transaction.

If the **F** field contains a final payment indicator of **F, C,** or **D**, then only certain fields may be updated. These include:

- **DESCRIPTION**
- **AB**
- **AP-DT**
- **CF**
- **RCV-DT**

*See section 207.12.1 TR8S Single Inquiry for final payment indicator definitions.*

```

8SU4                      8S-ACCTS PAY SUBSIDIARY - SINGLE UPDATE      02/18/2013  14:19:31
AP-NO      LINE F  L1 L2 L3 L4 L5  EO VR OBJECT P DESCRIPTION          SUB-VENDOR-ID
P KK1234 0001    95 50 01 01 211 01 04 261300 M  AUDIT TRVL
..LINE AMOUNT.. ..AMT CHANGE.. VENDOR-ID          BF-CAT/YR VENDOR-NAME
      15.23  3.00                E222222222          FL  TRAINER
AP-GL      AP-EGL      INVOICE      AB  ..QUANTITY..      .QTY.CHANGE.  PID  EN-NO      AP-DT
31100                0203-0205                .QTY.CHANGE.  PID  EN-NO      02182013
AC-DT      CAT        YR CF  GL      EGL  EOB  ECAT      EP  GRANT          GY  CNTRT  CY  OCA      AU
02182013  040000  00      71100
GF  SF  FID      BE      IBI  EF  STATE-PROGRAM      PROJECT ID      RVL      TRN-DT
20  2   010001  95100000  00      1112110000  000000
BPIN      COUNT  BF-ORG      BF-EO  BF-OBJ      RCV-DT
                        02192012
NEXT: AP-NO      LINE      PPI      TYPE      SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT      MINI  MAIN  RFRSH      CAN

```

- TR8S - Accounts Payable Subsidiary Ledger - Single Update - Request - Screen One**

The changes to the payable will be recorded on the Daily Input File and the Accounts Payable Subsidiary Ledger. Any changes to the amount update the Available Balance File. The Master and Detail Files are updated during nightly processing. ***See section 207.19.3 TR8S FLAIR Accounting Entries for details.***

The payable changes are recorded on the Daily Input File as TR80s. These can be viewed using a TR80I or TR80M. However, additional updates cannot be made using the TR80 Update Screen. Any additional updates need to be made using the 8SU Screen.



**TR80 - Unencumbered Payables - Multiple Inquiry By Site**

(example of amount changed using a TR8SU and viewed using a TR80M)

```

80M2          TR 80 - UNENC PAY - MULTIPLE INQUIRY BY SITE 02/22/2013 14:07:06
AP-NO P KK1234
X LINE L1 L2 L3 L4 L5 EO VR OBJECT YR PPI CF DESCRIPTION SUB-VENDOR-ID
...AMOUNT... VENDOR-ID MC VENDOR-NAME TRN-DT OTHER-DOC
AP-GL AP-EGL INVOICE AB ..QUANTITY.. B PID BF-ORG BF-EO BF-OB BF-CAT/YR

0001 95 50 01 01 211 01 04 261300 00 M AUDIT TRVL
-15.23 F11111111999 A A&D OFFICE 02/22/2013
31100 0203-0205

0001 95 50 01 01 211 01 04 261300 00 M AUDIT TRVL
18.23 F11111111999 A A&D OFFICE 02/22/2013
31100 0203-0205 X

NEXT:
L1 L2 L3 L4 L5 GF SF FID BE IBI VENDOR-ID TYPE SEL
95 50 AP-NO LINE
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT MINI MAIN RFRSH TOP FWD

```

FLAIR will display an error message if the user attempts to update a TR80 generated by a TR8SU:

```

158F-AP-LINE HAS BEEN UPDATED - UPDATE VIA SUBSIDIARY ONLY
054 -LAST SCREEN NOT PROCESSED - DEPRESS ENTER TO CONTINUE

```

It may become necessary to update vendor information on a payable record. For instance, when two or more businesses merge, or when one business is bought out by another. This may also be necessary when a payable is set up with benefitting information for a FLAIR account and the benefitting information changes.

Vendor information cannot be changed if the entire payable has been paid in full, deleted, or a disbursement was made using the final payment indicator of **F**. Changes to vendor information can be made if there is still one active line on the payable.

To update the vendor or benefitting information on a payable:

1. In the **AP-NO** field, input the account payable number.
2. In the **LINE** field, input **0000**.
3. In the **PPI** field, input an **M** or **Y**, or leave the field blank.

**TR8S - Accounts Payable Subsidiary Ledger - Single Update - Request - Screen One**

(example updating payable using line 0000)

```

8SU1                                02/18/2013  15:45:41
      8S - ACCOUNTS PAYABLE SUBSIDIARY LEDGER - SINGLE UPDATE - REQUEST

AP-NO      LINE  PPI
P KK1234  0000  M

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

```

- Press **Enter**. FLAIR will display the TR8S Accounts Payable Subsidiary Ledger Single Update Screen Two with the existing vendor or benefitting information.

**TR8S - Accounts Payable Subsidiary Ledger - Single Update - Screen Two** (with example data retrieved)

```

8SU2                                02/18/2013  15:46:43
      8S - ACCOUNTS PAYABLE SUBSIDIARY LEDGER - SINGLE UPDATE

AP-NO      LINE
P KK1234 0000

OVERRIDE PAYABLE VENDOR AND BF-DATA, IF DESIRED:

VENDOR ID      BF-CAT BF-YR BF-ORG      BF-EO BF-OBJ VENDOR-NAME
E222222222                FL TRAINER

NEXT:  AP-NO      LINE PPI                                TYPE      SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT          MINI  MAIN  RFRSH                                CAN

```

TR8S Accounts Payable Subsidiary Ledger Single Update Screen Two fields:

Field	Description	Required/Optional/Special Instructions
<b>AP-NO</b>	Accounts Payable Number	Protected. (7A/N)
<b>LINE</b>	Line Number	Protected. (4N)
<b>VENDOR ID</b>	Vendor Identification Number	Required. If using vendor number with prefix of <b>F, S, N</b> , or <b>E</b> . <i>See section 111 Vendor Files.</i>  If establishing as an inter-agency JT. Must input the 21-digit account code ( <b>OLO-GF-SF-FID-BE-IBI</b> ). (21A/N)
<b>BF-CAT</b>	Benefitting Appropriation Category	Required. If <b>VENDOR ID = 0-9</b> .  Optional. If <b>BF-ORG</b> and <b>BF-EO</b> is used and <b>VENDOR ID</b> is <b>blank</b> . Must start with <b>00</b> if <b>BF-OB</b> starts with <b>0</b> and if <b>VENDOR ID (0-9) ≠ BF-ORG</b> . (6N)
<b>BF-YR</b>	Benefitting Year	Optional. (2N)
<b>BF-ORG</b>	Benefitting Organization Code	Required. If <b>VENDOR ID</b> field is <b>blank</b> .  Optional. If FLAIR account code is input in the <b>VENDOR ID</b> field. If <b>BF-ORG</b> is used, the vendor ID ≠ <b>F, S, N</b> , or <b>E</b> . (11N)
<b>BF-EO</b>	Benefitting Expansion Option	Required. If <b>BF-ORG</b> field is populated. (2A/N)
<b>BF-OBJ</b>	Benefitting Object Code	Required. If <b>BF-ORG</b> , <b>BF-EO</b> , and <b>VENDOR ID = 0-9</b> is used. <b>BF-OB</b> must start with <b>0</b> if <b>BF-CAT</b> starts with <b>00</b> . (6N)
<b>VENDOR NAME</b>	Vendor Name	Protected. (16A/N)

*See section 204.2.1 TR51 Single Input for examples of how these fields are used in combination.*

5. Input the appropriate changes to the vendor/benefitting information by typing over the data in the fields.

**TR8S - Accounts Payable Subsidiary Ledger - Single Update - Screen Two**

(example overriding the vendor number)

```

8SU2                                02/18/2013  15:46:43
      8S - ACCOUNTS PAYABLE SUBSIDIARY LEDGER - SINGLE UPDATE

AP-NO      LINE
P KK1234  0000

OVERRIDE PAYABLE VENDOR AND BF-DATA, IF DESIRED:

VENDOR ID      BF-CAT BF-YR BF-ORG      BF-EO BF-OBJ VENDOR-NAME
F111111111999      FL TRAINER

NEXT:  AP-NO      LINE PPI                                TYPE      SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT      MINI  MAIN  RFRSH                                CAN

```

- Press **Enter**. FLAIR will display the 8S Accounts Payable Subsidiary Ledger Single Update Request Screen One.

**TR8S - Accounts Payable Subsidiary Ledger - Single Update - Request - Screen One**

```

8SU1                                02/18/2013  15:47:10
      8S - ACCOUNTS PAYABLE SUBSIDIARY LEDGER - SINGLE UPDATE - REQUEST

AP-NO      LINE   PPI

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

```

The changes to the payable are recorded on the Daily Input File and the Accounts Payable Subsidiary Ledger. The Master and Detail Files are updated during nightly processing. *See section 207.19.3 TR8S FLAIR Accounting Entries for details.*

The payable changes are recorded on the Daily Input File as TR80s. These can be viewed using a TR80I or TR80M. However, additional updates cannot be made using the TR80 Update Screen. Any additional updates need to be made using the 8SU Screen.

## 207.13 TR53 Payable Disbursements

TR53 Payable disbursements are used to record cash disbursements of a payable previously established with a TR80 (Unencumbered Payables) or TR81 (Encumbered Payables). TR53s are commonly used to process carry forward A-type items (goods and services ordered and received on or before June 30). Any goods received on or after July 1 of the new fiscal year and ordered on or before June 30 of the prior year must be established with a TR60 and disbursed with a TR70 for the use of carry forward funds. *See sections 207 Accounts Payable Transaction and 207.3 Accounts Payable Transactions Overview.*

**Note:** TR53 Payable Disbursements must be recorded (as prior year obligations with a **C** in the **CF** field) on or before September 30 each year. This is to prevent reversion of funds and avoid any prior year obligations processed in the agency's current year budget. *See Agency Addressed Memos for cut-off dates each fiscal year.*

### 207.13.1 TR53 Input

An agency can record a TR53 via Single Input (with expanded data) or Multiple Input (with limited data) from a payable established with a TR80 (Unencumbered Payables) or TR81 (Encumbered Payables). Prior to processing a TR53, the user must verify the payable has not been expended using TR8SI or TR8SM. *See section 207.12 Accounts Payable Subsidiary Ledger for more information.*

A TR53 is similar to a TR70 (Encumbered Disbursement) because all data codes are established with a TR80 or TR81 with the exception of the **AMOUNT** and **TRAN DATE**. The **INVOICE** number is required in the TR53; an agency has the ability input this field using the TR80 or TR81. *See sections 207.4 TR80 Unencumbered Payables and 207.5 TR80 Input, respectively.*

To access a TR53 from the Disbursements Mini Menu or any FLAIR Input screen:

1. In the **TYPE** field, input **53**.
2. In the **SEL** field, input **S** (single input) or **A** (multiple input).

**Disbursements Mini Menu** (with example data input)

DBMU		DISBURSEMENTS MINI MENU		06/10/2013 16:17:06	
TYPE				SEL	OPTIONS
51	UNENCUMBERED DISBURSEMENTS			A, S, M, I	
52	REVOLVING FUND UNENCUMBERED DISBURSEMENTS			A, S, M, I	
53	PAYABLES DISBURSEMENTS			A, S, M, I	
54	REVOLVING FUND PAYABLES DISBURSEMENTS			A, S, M, I	
57	OVERPAYMENTS			S, I	
58	DISBURSEMENTS CORRECTION			A, S, M, I	
59	REVOLVING FUND DISBURSEMENTS CORRECTION			A, M	
70	ENCUMBERED DISBURSEMENTS			A, S, M, I	
71	REVOLVING FUND ENCUMBERED DISBURSEMENTS			A, S, M, I	
7S	REVOLVING FUND SUBSIDIARY LEDGER			M, I	
SEL					
A	MULTIPLE INPUT				
S	SINGLE INPUT WITH EXPANDED DATA DISPLAY				
M	MULTIPLE INQUIRY				
I	SINGLE INQUIRY WITH EXPANDED DATA DISPLAY				
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---				TYPE <b>53</b> SEL	
CONT				MAIN RFRSH	

Input S or A



- Press **Enter** . FLAIR will display the requested screen.

### 207.13.2 TR53 Single Input

The TR53 Accounts Payable Disbursement Single Input consists of two screens and allows the user to input all data codes associated with the transaction. Most of these codes are retrieved from a previously established TR80 or TR81, but can be updated prior to the end of the current business day if necessary.

To access the TR53 Accounts Payable Disbursement Single Input Request from any FLAIR input screen:

- In the **TYPE** field, input **53**.
- In the **SEL** field, input **S**.

#### *Disbursements Mini Menu* (with example data input)

DBMU		DISBURSEMENTS MINI MENU		06/10/2013 16:20:40	
TYPE				SEL	OPTIONS
51	UNENCUMBERED DISBURSEMENTS			A,S,M,I	
52	REVOLVING FUND UNENCUMBERED DISBURSEMENTS			A,S,M,I	
53	PAYABLES DISBURSEMENTS			A,S,M,I	
54	REVOLVING FUND PAYABLES DISBURSEMENTS			A,S,M,I	
57	OVERPAYMENTS			S,I	
58	DISBURSEMENTS CORRECTION			A,S,M,I	
59	REVOLVING FUND DISBURSEMENTS CORRECTION			A,M	
70	ENCUMBERED DISBURSEMENTS			A,S,M,I	
71	REVOLVING FUND ENCUMBERED DISBURSEMENTS			A,S,M,I	
7S	REVOLVING FUND SUBSIDIARY LEDGER			M,I	
SEL					
A	MULTIPLE INPUT				
S	SINGLE INPUT WITH EXPANDED DATA DISPLAY				
M	MULTIPLE INQUIRY				
I	SINGLE INQUIRY WITH EXPANDED DATA DISPLAY				
				TYPE	53 SEL S
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---					
CONT				MAIN RFRSH	

- Press **Enter**. FLAIR will display the TR53 Payables Disbursements Single Input Request Screen One.

**TR53 - Payables Disbursements - Single Input - Request - Screen One**

53S1	TR 53 - PAYABLES DISBURSEMENTS - SINGLE INPUT - REQUEST										06/10/2013	16:22:04
AP-NO	LINE	L1	L2	L3	L4	L5	EO	VR	OBJECT			
<div style="text-align: right;">TYPE      SEL</div> <div> Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12--- </div> <div> CONT                      MINI    MAIN    RFRSH </div>												

TR53 Payables Disbursements Single Input Request Screen One fields:

Field	Description	Required/Optional/Special Instructions
AP-NO	Accounts Payable Number	Required. Valid prefixes for input: <b>P</b> – Payable input into FLAIR <b>Q</b> – Payable input into MFMP  Verify payable numbers with TR8S. (7A/N)
LINE	Account Payable Line Number	Required. Valid input: <b>0001-0099</b> . Verify line numbers with TR8S.  If payable has multiple lines and the user is prepared to process all lines at once (must be the exact amount for each line), user must input <b>0000</b> and <b>F</b> in the final payment indicator field on Screen Two. (6N)
Fields below are optional. If any of the fields below are updated, the end result may be a change of accounting data that does not match the Certified Forward File transmitted to the EOG and DFS.		
L1 L2 L3 L4 L5	Organization Code	Optional. Retrieved from payable. <b>L1</b> must equal user's OLO. (9N)
EO	Expansion Option	Optional. Retrieved from payable. (2A/N)
VR	Version	Optional. Retrieved from payable. (2N)
OBJECT	Object Code	Optional. Retrieved from payable. (6N)

- Input the necessary required and optional data.

**TR53 - Payables Disbursements - Single Input - Request - Screen One** (with example data input)

```

53S1                                05/02/2013  15:40:23
TR 53 - PAYABLES DISBURSEMENTS - SINGLE INPUT - REQUEST

AP-NO  LINE  L1 L2 L3 L4 L5  EO VR OBJECT
P TRV102 0001 -

Required Fields

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

```

5. Press **Enter**. FLAIR will display the TR53 Payables Disbursements Single Input Screen Two.

**TR53 - Payables Disbursements - Single Input - Screen Two** (with example data retrieved)

```

53S2                                02/13/2013  16:05:40
TR 53 - PAYABLES DISBURSEMENTS - SINGLE INPUT
AP-NO  LINE F L1 L2 L3 L4 L5  EO VR OBJECT CF DESCRIPTION  SUB-VENDOR-ID
P TRV102 0001 85 20 00 00 000 DD 01 380000 C FLAIR ED OFFICE

...AMOUNT.... VENDOR-ID          TRN-DT  G VOUCH-NO LINE BI OTHER-DOC  B
20.00          F666666666999      02072013  V

INVOICE  AB ..QUANTITY.. CK-NO  CK-DT      BF-ORG  BF-EO BF-OB/CF BF-CAT/YR
123456789

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  AP-GL  AP-EGL
10 1 000001 85200000 00 1112110000 000000 31100

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

TYPE  SEL
AP-NO  P TRV102 0001  L1-L5  EO  VR  OBJECT
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT          MINI  MAIN  RFRSH          CAN

```

TR53 Payables Disbursements Single Input Screen Two fields:

Field	Description	Required/Optional/Special Instructions
<b>AP-NO</b>	Accounts Payable Number	Protected. (7A/N)
<b>LINE</b>	Accounts Payable Line Number	Protected. (4N)
<b>F</b>	Final Payment Indicator	Required. If line number = <b>0000</b> .  Optional. If this is the final payment for the payable line, valid indicator: <b>F</b> . If partial, leave <b>blank</b> . (1A)

Field	Description	Required/Optional/Special Instructions
<b>L1 L2 L3 L4 L5</b>	Organization Code	Protected. (11N)
<b>EO</b>	Expansion Option	Protected. (2A/N)
<b>VR</b>	Version	Protected. (2N)
<b>OBJECT</b>	Object Code	Protected. (6N)
<b>CF</b>	Certified Forward Indicator	Optional. Note: Indicator must equal <b>C</b> and be retrieved from payable. If <b>CF</b> is <b>blank</b> , do not add <b>C</b> . Payable must be updated to reflect carry forward funds. (1A)
<b>DESCRIPTION</b>	Description	Optional. (16A/N)
<b>SUB-VENDOR-ID</b>	Sub-vendor Identification Number	Optional. If expenditure is a pay and charge. Vendor ID must begin with <b>E, F, S,</b> or <b>N</b> . (14A/N)
<b>AMOUNT</b>	Amount	Required. Cannot equal <b>0</b> . Negative number input is not allowed. (10.2N)
<b>VENDOR-ID</b>	Vendor Identification Number	Required. An individual or entity that is receiving a payment that <b>is</b> associated with the receipt of commodities or services. If using a vendor number with the prefix <b>F, S, N,</b> or <b>E</b> . If establishing as an intra-agency or inter-agency JT, user must input the 21-digit account code ( <b>OLO-GF-SF-FID-BE-IBI</b> ). (21A/N)
<b>TRN-DT</b>	Transaction Date	Required. Transaction date according to section <a href="#">215.422</a> , F.S. (MMDDYYYY) (8N)
<b>G</b>	Grouping Character	Optional. (1A)
<b>VOUCH-NO</b>	Voucher Number	Required. If <b>BI = X</b> .  Optional. FLAIR automatically assigns voucher numbers during overnight processing; agencies can manually assign if necessary. (6A/N)
<b>LINE</b>	Line Number	Optional. (4A/N)
<b>BI</b>	Bookkeeping Indicator	Optional. Available for input: <b>A</b> –Used in disbursement transactions to bypass automated posting. <b>C</b> – Used in disbursement correction transactions to cancel a warrant that has been written. <b>E</b> – Used in disbursement correction transactions to erase a check that has not yet been written. <b>N</b> – Used in disbursement transactions to produce a non-CFO voucher and bypass the online voucher audit for cash receipt corrections. Prevents the

Field	Description	Required/Optional/Special Instructions
		<p>transaction from being included in treasury receipt processing.</p> <p><b>X</b> – Used in disbursement transactions to bypass voucher processing, producing no voucher, and bypassing the online voucher audit.</p> <p><b>#</b> – Used in disbursement and revenue/refund transactions to indicate that a check is to be printed.</p> <p><b>\$</b> – Used in disbursement and revenue/refund transactions to indicate that a check will be manually produced.</p> <p>If the RACF ID starts with <b>MFMPI</b>, input in the <b>BI</b> field is not allowed. (1A)</p>
<b>OTHER-DOC</b>	Other Document Number	Optional. (11A/N)
<b>B</b>	Batch Character	Optional. Groups transactions together for reconciling. (1A/N)
<b>INVOICE</b>	Invoice Number	Required. (9A/N)
<b>AB</b>	Available Balance	<p>Required. Valid input: <b>X</b>. If IAB error message displays. User must have override capability on the access control record to input.</p> <p>Optional. If no IAB error message, leave <b>blank</b>. (1A)</p>
<b>QUANTITY</b>	Quantity	Optional. Cannot begin with zero.
<b>CK-NO</b>	Check Number	<p>Required. If <b>BI</b> = <b>\$</b> or <b>C</b>.</p> <p>Optional. Can be used to record a local fund or a revolving fund check number. Cannot be input if <b>BI</b> = <b>#</b> or <b>E</b>.</p> <p>If RACF ID starts with <b>MFMPI</b>, <b>CK-NO</b> is not allowed. (6A/N)</p>
<b>CK-DT</b>	Check Date	Optional. Must be in MMDDYYYY format. (8N)
<b>BF-ORG</b>	Benefitting Organization	<p>Required. If <b>VENDOR-ID</b> field is <b>blank</b>.</p> <p>Optional. If FLAIR account code is input in the <b>VENDOR-ID</b> field.</p> <p>If <b>BF-ORG</b> is used, the vendor ID ≠ <b>F</b>, <b>S</b>, <b>N</b>, or <b>E</b>. (11N)</p>
<b>BF-EO</b>	Benefitting Expansion Option	Required. If <b>BF-ORG</b> field is populated. (2A/N)



Field	Description	Required/Optional/Special Instructions
<b>BF-OB</b>	Benefitting Object Code	Required. If <b>BF-ORG</b> , <b>BF-EO</b> , and <b>VENDOR ID = 0-9</b> is used. <b>BF-OB</b> must start with <b>0</b> if <b>BF-CAT</b> starts with <b>00</b> . (6N)
<b>BF-CF</b>	Benefitting Certified Forward	Optional. Used only when disbursement is made to another state fund. (1A)
<b>BF-CAT</b>	Benefitting Appropriation Category	Required. If <b>VENDOR ID = 0-9</b> .  Optional. If <b>BF-ORG</b> and <b>BF-EO</b> is used and <b>VENDOR ID</b> is <b>blank</b> . Must start with <b>00</b> if <b>BF-OB</b> starts with <b>0</b> and if <b>VENDOR ID (0-9) ≠ BF-ORG</b> . (6N)
<b>BF-YR</b>	Benefitting Year	Optional. (2N)
The following codes fields are retrieved from the Expansion Files and can be overridden (except <b>GF</b> , <b>SF</b> , and <b>FID</b> ). <i>See section 112 Expansion Files for more information.</i> <b>BE</b> , <b>IBI</b> , <b>CAT</b> , <b>YEAR</b> and <b>STATE PROGRAM</b> must equal TR80 or TR81 data codes.		
<b>CAT</b>	Appropriation Category	Required. (6N)
<b>YR</b>	Appropriation Year	Optional. (2N)
<b>GL</b>	General Ledger Code	Optional. Must be established in the Title File prior to use in a transaction. (5N)
<b>EGL</b>	External General Ledger Code	Optional. Must be established in the Title File prior to use in a transaction. (3A/N)
<b>EOB</b>	External Object Code	Optional. Must be established in the Title File prior to use in a transaction. (3A/N)
<b>ECAT</b>	External Category	Optional. Must be established in the Title File prior to use in a transaction. (3A/N)
<b>EP</b>	External Program	Optional. Must be established in the Title File prior to use in a transaction. (2N)
<b>PID</b>	Product identifier	Optional. Must be established in the Title File prior to use in a transaction. (3A/N)
<b>GRANT</b>	Grant Number	Optional. Must be established in FACTS and carried over to the Title File before it can be used in a FLAIR transaction. If object code = <b>75XXXX</b> , a grant and/or contract number is required. (5A/N)
<b>GY</b>	Grant Year	Optional. A grant number must be present before grant year is input. (2N)
<b>CNTRT</b>	Contract Number	Optional. Must be established in FACTS before being used in a FLAIR transaction. If object code = <b>75XXXX</b> , a grant and/or contract number is required. (5A/N)
<b>CY</b>	Contract Year	Optional. A contract number must be present before contract year is input. (2N)
<b>OCA</b>	Other Cost Accumulator	Optional. Must be established in the Title File prior to use in a transaction. (5A/N)
<b>AU</b>	Agency Unique Code	Optional. Must be established in the Title File prior to use in a transaction. (2A/N)
<b>GF</b>	GAAFR Fund	Protected. (2N)

Field	Description	Required/Optional/Special Instructions
<b>SF</b>	State Fund	Protected. (1N)
<b>FID</b>	Fund Identifier	Protected. (6N)
<b>BE</b>	Budget Entity	Required. Must be established in the Title File prior to use in a transaction. (8N)
<b>IBI</b>	Internal Budget Indicator	Required. Must be established in the Title File prior to use in a transaction. (8N)
<b>EF</b>	External Fund Type	Optional. Must be established in the Title File prior to use in a transaction. (1N)
<b>STATE-PROGRAM</b>	State Program Number	Required. Must be established in the Title File prior to use in a transaction. (16N)
<b>PROJECT ID</b>	Project Identifier	Optional. Must be established in the Project Information File and carried over to the Title File prior to use in a transaction. (11A/N)
<b>AP-GL</b>	Accounts Payable General Ledger	Protected. (5N)
<b>AP-EGL</b>	Accounts Payable External General Ledger	Protected. (3N)
<b>BPIN</b>	Beginning Property Identification Number	Optional. Input if property item number is provided. (8A/N)
<b>COUNT</b>	Beginning Property Identification Number Count	Optional. The number of items property received and used in conjunction with the BPIN. (4N)
<b>UNITS</b>	Units	Optional. (12N)
<b>TIME</b>	Time	Optional. (9N)

6. User must input required and any optional information on TR53 Payables Disbursements Single Input Screen Two.
7. Press **Enter**. FLAIR will display the TR53 Payable Disbursements Single Input Screen Two. The **AMOUNT** and **TRN-DATE** fields will be blank and FLAIR will retrieve any data that is included on the **NEXT** line.

FLAIR will record the transaction on the Daily Input File. In addition, the payable on the 8S File will be reduced by the amount of the disbursement transaction, and the Available Balance File will be updated.

### 207.13.3 TR53 Multiple Input

The TR53 Accounts Payable Disbursement Multiple Input allows the user to input three lines of data on the same screen with limited data input fields. Most of these codes are retrieved from a previously established TR80 or TR81, but can be updated prior to the end of the current business day if necessary.

**Note:** This input method does not display carry forward, contract, grant, project, and account codes. User must validate the payable to ensure the **CF** field equals **C** prior to processing the TR53 Multiple Input Request.

To access the TR53 Accounts Payable Disbursement Multiple Input Request from the Accounts Payable Mini Menu any FLAIR input screen:

1. In the **TYPE** field, input **53**.
2. In the **SEL** field, input **A**.

### ***Disbursements Mini Menu*** (with example data input)

```

DBMU                                06/10/2013 16:27:27
                                DISBURSEMENTS MINI MENU
TYPE                                SEL OPTIONS
51  UNENCUMBERED DISBURSEMENTS    A,S,M,I
52  REVOLVING FUND UNENCUMBERED DISBURSEMENTS A,S,M,I
53  PAYABLES DISBURSEMENTS        A,S,M,I
54  REVOLVING FUND PAYABLES DISBURSEMENTS A,S,M,I
57  OVERPAYMENTS                  S,I
58  DISBURSEMENTS CORRECTION      A,S,M,I
59  REVOLVING FUND DISBURSEMENTS CORRECTION A,M
70  ENCUMBERED DISBURSEMENTS      A,S,M,I
71  REVOLVING FUND ENCUMBERED DISBURSEMENTS A,S,M,I
7S  REVOLVING FUND SUBSIDIARY LEDGER M,I

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

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

```

3. Press **Enter**. FLAIR will display the TR53 Payables Disbursements Multiple Input Request Screen One.

**TR53 - Payables Disbursements - Multiple Input - Request - Screen One**

```

53A1                                06/10/2013  16:29:57
      TR 53 - PAYABLES DISBURSEMENTS - MULTIPLE INPUT - REQUEST

AP-NO
—

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

```

TR53 Payables Disbursements Multiple Input Request Screen One field:

Field	Description	Required/Optional/Special Instructions
<b>AP-NO</b>	Accounts Payable Number	<p>Required. Valid prefixes for input:  <b>P</b> – Payable input into FLAIR  <b>Q</b> – Payable input into MFMP</p> <p>Verify payable numbers with TR8S prior to input. (7A/N)</p>

4. In the **AP-NO** field, input the accounts payable number.

**TR53 - Payables Disbursements - Multiple Input - Request - Screen One** (with example data input)

```

input)
53A1                                02/15/2013  14:21:56
      TR 53 - PAYABLES DISBURSEMENTS - MULTIPLE INPUT - REQUEST

AP-NO
P 553210

                                     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 TR53 Payables Disbursements Multiple Input Screen Two.

**TR53 - Payables Disbursements - Multiple Input - Screen Two** (with example data retrieved)

53A2		TR 53 - PAYABLES DISBURSEMENTS - MULTIPLE INPUT										02/15/2013 14:23:06	
AP-NO	LINE	F	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				
P 553210						V							
P 553210						V							
P 553210						V							

NEXT: AP-NO P 553210  
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---  
 CONT MINI MAIN RFRSH TYPE SEL CAN

TR53 Payables Disbursements Multiple Input Screen Two fields:

Field	Description	Required/Optional/Special Instructions
AP-NO	Accounts Payable Number	Retrieved. (7A/N)
LINE	Accounts Payable Line Number	Required. If payable has multiple lines and the user is prepared to process all lines at once (must be the exact amount for each line), user must input <b>0000</b> and <b>F</b> in the final payment indicator field on first line. (4N)
F	Final Payment Indicator	Required. If line number equal = <b>0000</b> . Optional. If this is the final payment for the payable line, valid indicator: <b>F</b> . If partial, leave <b>blank</b> .
DESCRIPTION	Description	Optional. (16A/N)
SUB-VENDOR-ID	Sub-vendor Identification Number	Optional. If expenditure is a pay and charge. Vendor ID must begin with <b>E, F, S,</b> or <b>N</b> . (14A/N)
AMOUNT	Amount	Required. Cannot equal <b>0</b> . Negative number input is not allowed. (10.2N).
VENDOR-ID	Vendor Identification Number	Optional. Retrieved from payable. (21A/N)
TRN-DT	Transaction Date	Required. Transaction date according to section <a href="#">215.422</a> , F.S. (MMDDYYYY)
G	Grouping Character	Optional. (1A)
VOUCH-NO	Voucher Number	Required. If <b>BI = X</b> . Optional. FLAIR will automatically assign voucher numbers during overnight



Field	Description	Required/Optional/Special Instructions
		processing and agencies can manually assign if necessary. (6A/N)
<b>LINE</b>	Line Number	Optional. (4N)
<b>BI</b>	Bookkeeping Indicator	<p>Optional. Valid input:</p> <p><b>A</b> – Used in disbursement transactions to bypass the automated posting.</p> <p><b>C</b> – Used in disbursement correction transactions to cancel a check that has been written.</p> <p><b>E</b> – Used in disbursement correction transactions to erase a check that has not yet been written.</p> <p><b>N</b> – Used in disbursement transactions to produce a non-CFO voucher and bypass the online voucher audit for cash receipt corrections. <b>N</b> prevents the transactions from being included in treasury receipts processing.</p> <p><b>X</b> – Used in disbursement transactions to bypass voucher processing, producing no voucher, and bypassing the online voucher audit.</p> <p><b>#</b> – Used in disbursement and revenue/refund transactions to indicate that a check is to be printed.</p> <p><b>\$</b> – Used in disbursement and revenue/refund transactions to indicate that a check will be manually produced.</p> <p>If RACF ID starts with <b>MFMP</b>, <b>BI</b> is not allowed. (1A)</p>
<b>OTHER-DOC</b>	Other Document Number	Optional. (11A/N)
<b>B</b>	Batch Character	Optional. To group transactions together for reconciling. (1A/N)
<b>INVOICE</b>	Invoice Number	Required. (9A/N)
<b>AB</b>	Available Balance	<p>Required. Valid input: <b>X</b>. If IAB error message displays. User must have override capability on the access control record to input.</p> <p>Optional. If no IAB error message, leave <b>blank</b>. (1A)</p>
<b>QUANTITY</b>	Quantity	Optional. Cannot begin with zero. (10.2N)

Field	Description	Required/Optional/Special Instructions
<b>CK-NO</b>	Check Number	Required. If <b>BI</b> = \$ or C. Optional. Can be used to record a local fund or a revolving fund check number. Must be <b>blank</b> if <b>BI</b> = # or E.  If RACF ID starts with <b>MFMPI</b> , <b>CK-NO</b> is not allowed. (6A/N)
<b>CK-DT</b>	Check Date	Optional. Must be in MMDDYYYY format. (8N)
<b>PID</b>	Product Identifier	Optional. (3A/N)
<b>BF-ORG</b>	Benefitting Organization	Required. If <b>VENDOR-ID</b> field is <b>blank</b> .  Optional. If FLAIR account code is input in the <b>VENDOR-ID</b> field. If <b>BF-ORG</b> is used, the vendor ID ≠ <b>F, S, N</b> , or <b>E</b> . (11N)
<b>BF-EO</b>	Benefitting Expansion Option	Required. If <b>BF-ORG</b> field is populated. (2A/N)
<b>BF-OB</b>	Benefitting Object Code	Required. If <b>BF-ORG</b> , <b>BF-EO</b> , and <b>VENDOR ID</b> = <b>0-9</b> is used. <b>BF-OB</b> must start with <b>0</b> if <b>BF-CAT</b> starts with <b>00</b> . (6N)
<b>BF-CF</b>	Benefitting Certified Forward	Optional. Used only when disbursement is made to another state fund. (1A)
<b>BF-CAT</b>	Benefitting Appropriation Category	Required. If <b>VENDOR ID</b> = <b>0-9</b> .  Optional. If <b>BF-ORG</b> and <b>BF-EO</b> is used and <b>VENDOR ID</b> is <b>blank</b> . Must start with <b>00</b> if <b>BF-OB</b> starts with <b>0</b> and if <b>VENDOR ID</b> ( <b>0-9</b> ) ≠ <b>BF-ORG</b> . (6N)
<b>BF-YR</b>	Benefitting Year	Optional. (2N)

6. Input the necessary information to complete the transaction.

**TR53 - Payables Disbursements - Multiple Input - Screen Two** (with example data input)

```

53A2                                02/15/2013  14:23:06
                                TR 53 - PAYABLES DISBURSEMENTS - MULTIPLE INPUT
AP-NO  LINE  F  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

P 553210 0001          AUDIT JUN 12-15
48.00      E111111111          06252012   V
0612-0625

P 553210 0002          AUDIT JUN 12-15
125.00     E111111111          06252012   V
0612-0625

P 553210 0003  F  AUDIT JUN 12-15
224.58     E111111111          2013      V

NEXT:  AP-NO  P 553210                                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 display the TR53 Payables Disbursements Multiple Input Screen Three with last line input on Screen Two displayed as the first line. The user can either press **F12** to exit this screen or continue to input additional transactions by typing over or adding to the existing data on the first line.

Below is an example if the user process all payable lines at once (if a payable has two or more lines). The following fields are required:

- **LINE** (Line Number) must equal **0000**.
- **F** (Final Payment Indicator) must equal **F**.
- **AMOUNT** must equal invoice amount input to avoid overpayment or underpayment.

**TR53 - Payables Disbursements - Multiple Input - Screen Two** (example with final payment of all lines)

```

53A2                                02/15/2013  14:27:42
                                TR 53 - PAYABLES DISBURSEMENTS - MULTIPLE INPUT
AP-NO  LINE  F  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

P 553210 0000  F  AUDIT JUN 12-15
407.58     E111111111          06252012   V
0612-0615

P 553210
                                2013      V

P 553210
                                2013      V

NEXT:  AP-NO  P 553210                                TYPE  SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT          MINI  MAIN  RFRSH                                CAN

```

## 207.14 TR53 Inquiry

Users can inquire into single payable disbursements using a TR53I, or multiple line payable disbursements using a TR53M within the user's OLO and/or site's Daily Input File. These functions are only available during the same business day the transactions are input prior to nightly processing. Only transactions within the user's organization level and site will be displayed.

### 207.14.1 TR53 Single Inquiry

TR53 Single Payables Disbursements Single Inquiry by Site Request allows the user to view all data codes associated with this transaction within the OLO and/or site's Daily Input File.

To access the TR53 Single Inquiry Request option from the Disbursements Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **53**.
2. In the **SEL** field, input **I**.

**Disbursements Mini Menu** (with example data input)

DBMU		DISBURSEMENTS MINI MENU		06/10/2013 16:33:44	
TYPE				SEL	OPTIONS
51	UNENCUMBERED DISBURSEMENTS			A,S,M,I	
52	REVOLVING FUND UNENCUMBERED DISBURSEMENTS			A,S,M,I	
53	PAYABLES DISBURSEMENTS			A,S,M,I	
54	REVOLVING FUND PAYABLES DISBURSEMENTS			A,S,M,I	
57	OVERPAYMENTS			S,I	
58	DISBURSEMENTS CORRECTION			A,S,M,I	
59	REVOLVING FUND DISBURSEMENTS CORRECTION			A,M	
70	ENCUMBERED DISBURSEMENTS			A,S,M,I	
71	REVOLVING FUND ENCUMBERED DISBURSEMENTS			A,S,M,I	
7S	REVOLVING FUND SUBSIDIARY LEDGER			M,I	
SEL					
A	MULTIPLE INPUT				
S	SINGLE INPUT WITH EXPANDED DATA DISPLAY				
M	MULTIPLE INQUIRY				
I	SINGLE INQUIRY WITH EXPANDED DATA DISPLAY				
				TYPE 53 SEL I	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---					
CONT		MAIN		RFRSH	

3. Press **Enter**. FLAIR will display the TR53 Disbursements Single Inquiry by Site Request Screen One.

**TR53 - Payables Disbursements - Single Inquiry By Site - Request - Screen One**

53I1 06/10/2013 16:36:01  
 TR 53 - PAYABLES DISBURSEMENTS - SINGLE INQUIRY BY SITE - REQUEST

L1	L2	L3	L4	L5	USER ID	GF	SF	FID	BE	IBI	VENDOR-ID
85	_										
BF-ORG				BF-EO	AP-NO		LINE	VOUCHER	LINE	OTHER-DOC	
								V			

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

Field	Description	Required/Optional/Special Instructions
<b>L1 L2 L3 L4 L5</b>	Organization Code	Optional. <b>L1</b> is protected. FLAIR will return transactions based on organization level selected. (11N)
<b>USER ID</b>	FLAIR User Identification Code	Optional. FLAIR will return transactions based on the user's ID. (6N)
<b>GF/SF/FID/BE/IBI</b>	19 Digits of the FLAIR Account Code	Optional. Must be input left to right without missing any fields (with exception of IBI). The following fields are available for input: <b>GF</b> – GAAFR Fund (2N) <b>SF</b> – State Fund (1N) <b>FID</b> – Fund Identifier (6N) <b>BE</b> – Budget Entity (8N) <b>IBI</b> – Internal Budget Indicator (2N)
<b>VENDOR-ID</b>	Vendor Identification Number	Optional. Vendor number must start with <b>E, F, S, N</b> , or <b>0-9</b> . Sequence required if vendor number begins with <b>F, S</b> , or <b>N</b> . (21A/N)
<b>BF-ORG</b>	Benefitting Organization Code	Required. If <b>VENDOR-ID</b> field is <b>blank</b> .  Optional. If FLAIR account code is input in the <b>VENDOR-ID</b> field. If <b>BF-ORG</b> is used, the vendor ID ≠ <b>F, S, N</b> , or <b>E</b> . (11N)
<b>BF-EO</b>	Benefitting Expansion Option	Required. If <b>BF-ORG</b> field is populated. (2A/N)
<b>AP-NO</b>	Accounts Payable Number	Optional. Must be exact. (7A/N)



Field	Description	Required/Optional/Special Instructions
<b>LINE</b>	Accounts Payable Line Number	Optional. If used, FLAIR will return the line number input. If blank, FLAIR will return all available line numbers beginning with the first available number. (4N)
<b>VOUCHER-NO/ LINE</b>	Voucher Number/ Voucher Line Number	Optional. If assigned by the user. <b>VOUCHER-NO</b> (7A/N) <b>LINE</b> (4N)
<b>OTHER-DOC</b>	Other Document Number	Optional. Agency unique. (11A/N)

4. Input one or a combination of the fields above to narrow the search criteria.

**TR53 - Payables Disbursements - Single Inquiry By Site - Request - Screen One** (example using the **AP-NO** field to inquire by payable number)

53I1										02/15/2013 14:33:08																													
TR 53 - PAYABLES DISBURSEMENTS - SINGLE INQUIRY BY SITE - REQUEST																																							
L1	L2	L3	L4	L5	USER	ID	GF	SF	FID	BE	IBI	VENDOR-ID																											
85																																							
BF-ORG					BF-EO					AP-NO					LINE					VOUCHER					LINE					OTHER-DOC									
										P 553210										V																			
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---																																							
CONT										MINI										MAIN										RFRSH									

5. Press **Enter**. FLAIR will display transactions meeting the search criteria. If no search criteria is used, FLAIR will display all transactions within the user's organization code level and site.

**TR53 - Payables Disbursements - Single Inquiry By Site - Screen Two** (with example data retrieved)

53I2															02/15/2013 14:34:13														
TR 53 - PAYABLES DISBURSEMENTS - SINGLE INQUIRY BY SITE																													
AP-NO	LINE	F	L1	L2	L3	L4	L5	EO	VR	OBJECT	CF	DESCRIPTION	SUB-VENDOR-ID																
P 553210	0001	F	85	20	03	00	000	DD	03	261000		AUDIT JUN 12-15																	
....AMOUNT....										VENDOR-ID										MC TRN-DT					G VOUCH-NO LINE BI OTHER-DOC				
450.00										E111111111										06252012									
INVOICE	AB	..QUANTITY..		CK-NO		CK-DT		PID		BF-ORG		BF-EO		BF-OB/CF		BF-CAT/YR													
0612-0615	X																												
CAT	YR	GL	EGL	EOB	ECAT	EP	GRANT	B	GY	CNTRT	CY	OCA	AU																
040000	00	71100																											
GF	SF	FID	BE	IBI	EF	STATE-PROGRAM										PROJECT ID		AP-GL		AP-EGL									
10	1	000001	85200000	00		1112110000 000000												31100											
BPIN		COUNT		...UNITS....										...TIME...															
NEXT:	L1	L2	L3	L4	L5	VENDOR-ID										AP-NO		LINE		TYPE		SEL							
	85															V													
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---																													
CONT MINI MAIN RFRSH TOP FWD																													

- Press **F8** to view additional transactions until FLAIR displays the message **"END OF SEARCH."**

On inquiry 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**. *See section 105.6.5 NEXT Line for additional information.*

### 207.14.2 TR53 Multiple Inquiry

TR53 Payable Disbursements Multiple Inquiry by Site Request allows users to view three transactions per screen within the user's OLO and/or site.

To access the TR53 Multiple Inquiry Request from the Disbursements Mini Menu or any FLAIR input screen:

- In the **TYPE** field, input **53**.
- In the **SEL** field, input **M**.

**Disbursements Mini Menu** (with example data input)

```

DBMU                                06/10/2013 16:39:07
                                DISBURSEMENTS MINI MENU

TYPE                                SEL OPTIONS
51  UNENCUMBERED DISBURSEMENTS      A,S,M,I
52  REVOLVING FUND UNENCUMBERED DISBURSEMENTS  A,S,M,I
53  PAYABLES DISBURSEMENTS          A,S,M,I
54  REVOLVING FUND PAYABLES DISBURSEMENTS  A,S,M,I
57  OVERPAYMENTS                    S,I
58  DISBURSEMENTS CORRECTION        A,S,M,I
59  REVOLVING FUND DISBURSEMENTS CORRECTION  A,M
70  ENCUMBERED DISBURSEMENTS        A,S,M,I
71  REVOLVING FUND ENCUMBERED DISBURSEMENTS  A,S,M,I
7S  REVOLVING FUND SUBSIDIARY LEDGER  M,I

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

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

```

3. Press **Enter**. FLAIR will display the TR53 Payables Disbursements Multiple by Site Request Screen One.

**TR53 - Payables Disbursements - Multiple Inquiry By Site - Request - Screen One**

```

53M1                                06/10/2013 16:42:50
TR 53 - PAYABLES DISBURSEMENTS - MULTIPLE INQUIRY BY SITE - REQUEST

L1 L2 L3 L4 L5  USER ID  GF SF FID  BE  IBI  VENDOR-ID
85  _
BF-ORG          BF-EO    AP-NO    LINE  VOUCH-NO LINE
V

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

```

TR53 Payables Disbursements Multiple Inquiry by Site Request Screen One fields:

Field	Description	Required/Optional/Special Instructions
<b>L1 L2 L3 L4 L5</b>	Organization Code	Optional. <b>L1</b> is protected. FLAIR will return transactions based on the organization level input. (11N)
<b>USER ID</b>	FLAIR User Identification Code	Optional. FLAIR will return transactions based on the user's ID. (6N)
<b>GF/SF/FID/BE/IBI</b>	19 Digits of the FLAIR Account Code	Optional. Must be input left to right without missing any fields (with exception

Field	Description	Required/Optional/Special Instructions
		of <b>IBI</b> ). The following fields are available for input: <b>GF</b> – GAAFR Fund (2N) <b>SF</b> – State Fund (1N) <b>FID</b> – Fund Identifier (6N) <b>BE</b> – Budget Entity (8N) <b>IBI</b> – Internal Budget Indicator (2N)
<b>VENDOR-ID</b>	Vendor Identification Number	Optional. Vendor number must start with <b>E, F, S, N</b> , or <b>0-9</b> . Sequence required if vendor number begins with <b>F, S</b> , or <b>N</b> . (21A/N)
<b>BF-ORG</b>	Benefitting Organization Code	Required. If <b>VENDOR-ID</b> field is <b>blank</b> .  Optional. If FLAIR account code is input in the <b>VENDOR-ID</b> field. If <b>BF-ORG</b> is used, the Vendor ID ≠ <b>F, S, N</b> , or <b>E</b> . (11N)
<b>BF-EO</b>	Benefitting Expansion Option	Required. If <b>BF-ORG</b> field is populated. (2A/N)
<b>AP-NO</b>	Accounts Payable Number	Optional. Must be exact. (7A/N)
<b>LINE</b>	Accounts Payable Line Number	Optional. If used, FLAIR will return the line number input. If blank, FLAIR will return all available line numbers beginning with the first available number. (4N)
<b>VOUCHER-NO/ LINE</b>	Voucher Number/ Voucher Line Number	Optional. If assigned by the user. <b>VOUCHER-NO</b> (7A/N) <b>LINE</b> (4N)

4. a. Input one or a combination of the fields above to narrow the search criteria.; **OR**  
b. Leave all fields blank.

**TR53 - Payables Disbursements - Multiple Inquiry By Site - Request - Screen One**

(with example data input)

53M1										02/15/2013 14:36:25																			
TR 53 - PAYABLES DISBURSEMENTS - MULTIPLE INQUIRY BY SITE - REQUEST																													
L1	L2	L3	L4	L5	USER ID	GF	SF	FID	BE	IBI	VENDOR-ID																		
85																													
BF-ORG					BF-EO					AP-NO					LINE					VOUCH-NO					LINE				
										P TRV102										V									
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---																													
CONT										MINI										MAIN RFRSH									

5. Press **Enter**.

- FLAIR will display transactions meeting the search criteria; **OR**
- If no search criteria is used, FLAIR will display all transactions within the users organization code level and site. FLAIR will display up to three lines per page.

**TR53 - Payables Disbursements - Multiple Inquiry By Site - Screen Two** (with example data retrieved)

53M2										02/15/2013 14:37:14																			
TR 53 - PAYABLES DISBURSEMENTS - MULTIPLE INQUIRY BY SITE																													
AP-NO P TRV102																													
X	LINE	F	L1	L2	L3	L4	L5	EO	VR	OBJECT	CF	YR	DESCRIPTION					SUB-VENDOR-ID											
	...	AMOUNT...	VENDOR-ID						MC	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	85	20	00	00	000	DD	01	380000		00	FLAIR ED OFFICE																	
		100.00	F6666666666999						A	06302012																			
123456789 X																													
	0002	85	20	00	00	000	DD	01	225000		00	FLAIR ED OFFICE																	
		20.00	F6666666666999						A	06302012																			
123456789 X																													
L1	L2	L3	L4	L5	VENDOR-ID					AP-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									

From the multiple inquiry screen, the user may request to view a line in the single inquiry view with all the associated codes displayed. To request the single inquiry view:

- In the **X** (selection) field next to the payable(s) to be expanded, input **I**.
- Press **Enter**. FLAIR will display the TR80 Unencumbered Payables Single Inquiry by Site Screen Two.



**TR53 - Payables Disbursements -Multiple Inquiry By Site - Screen Two** (with example input)

53M2 02/15/2013 14:37:14  
 TR 53 - PAYABLES DISBURSEMENTS - MULTIPLE INQUIRY BY SITE  
 AP-NO P TRV102  
 X LINE F L1 L2 L3 L4 L5 EO VR OBJECT CF YR DESCRIPTION SUB-VENDOR-ID  
 ...AMOUNT... VENDOR-ID MC 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

**I** 0001 85 20 00 00 000 DD 01 380000 00 FLAIR ED OFFICE  
 100.00 F666666666999 A 06302012  
 123456789 X

0002 85 20 00 00 000 DD 01 225000 00 FLAIR ED OFFICE  
 20.00 F666666666999 A 06302012  
 123456789 X

**Input I to view individual payable lines**

L1 L2 L3 L4 L5 VENDOR-ID AP-NO LINE VOUCH-NO TYPE SEL  
 85 V  
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---  
 CONT MINI MAIN RFRSH TOP FWD

**TR53 - Payables Disbursements -Single Inquiry By Site - Screen Two** (with an expanded payable)

53I2 02/15/2013 14:38:30  
 TR 53 - PAYABLES DISBURSEMENTS - SINGLE INQUIRY BY SITE  
 AP-NO LINE F L1 L2 L3 L4 L5 EO VR OBJECT CF DESCRIPTION SUB-VENDOR-ID  
 P TRV102 0001 85 20 00 00 000 DD 01 380000 FLAIR ED OFFICE

....AMOUNT.... VENDOR-ID MC TRN-DT G VOUCH-NO LINE BI OTHER-DOC  
 100.00 F666666666999 A 06302012

INVOICE AB ..QUANTITY..CK-NO CK-DT PID BF-ORG BF-EO BF-OB/CF BF-CAT/YR  
 123456789 X

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

GF SF FID BE IBI EF STATE-PROGRAM PROJECT ID AP-GL AP-EGL  
 10 1 000001 85200000 00 1112110000 000000 31100

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

NEXT: L1 L2 L3 L4 L5 VENDOR-ID AP-NO LINE VOUCH-NO TYPE SEL  
 85 V  
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---  
 CONT MINI MAIN RFRSH TOP FWD

- To view additional line items, press **F8** until FLAIR displays the message **"END OF SEARCH."**

On inquiry 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**. *See section 105.6.5 NEXT Line for additional information.*

## 207.15 TR53 Update

Agency users have an option to update or delete payable disbursements input during the current business day prior to overnight processing. To complete an update, users must first inquire using a TR53I (Single Inquiry) or TR53A (Multiple Inquiry) prior to updating the payable disbursement (*see section 207.14.1 Single Inquiry and section 207.14.2 Multiple Inquiry for more information*). If a payable is not corrected before overnight processing, the user will have to process a second transaction to correct the original disbursement. Users are not allowed to input a TR53S or TR53A to reprocess a corrected transaction after the carry forward records have been submitted to the EOG and DFS. **See section 204 TR51 Unencumbered Disbursements for additional details.**

**Note:** Any changes for MFMP payable disbursements (prefix of **Q**) must be updated and deleted within MFMP.

### 207.15.1 TR53 Single Inquiry Update

The TR53 Payable Disbursement Single Update by Site is used for correcting or deleting payable disbursements input directly in FLAIR during the current business day. This function allow users to view all data codes prior to updating a specific transaction. This transaction updates the information in the Daily Input File prior to overnight processing. To complete an update, users must first inquire using a TR53I.

To update a single line TR53 Payable Disbursement from a single inquiry screen (*see section 207.14.1 TR53 Single Inquiry for more information*):

1. In the **SEL** field for the appropriate payable disbursement line number, input **U**.

**Note:** **TYPE 53** and **SEL U** on the same screen are not allowed in FLAIR.

**TR53 - Payables Disbursements - Single Inquiry By Site - Screen Two** (with example data input)

53I2										02/15/2013 14:38:30									
TR 53 - PAYABLES DISBURSEMENTS - SINGLE INQUIRY BY SITE																			
AP-NO	LINE	F	L1	L2	L3	L4	L5	EO	VR	OBJECT	CF	DESCRIPTION	SUB-VENDOR-ID						
P	TRV102	0001	85	20	00	00	000	DD	01	380000		FLAIR ED OFFICE							
....AMOUNT....										VENDOR-ID									
100.00										F666666666999									
										MC TRN-DT									
										A 06302012									
INVOICE	AB	..QUANTITY..		CK-NO		CK-DT		PID		BF-ORG		BF-EO		BF-OB/CF		BF-CAT/YR			
123456789	X																		
CAT	YR	GL	EGL	EOB	ECAT	EP	GRANT	B	GY	CNTRT	CY	OCA	AU						
040000	00	71100																	
GF	SF	FID	BE	IBI	EF	STATE-PROGRAM				PROJECT ID				AP-GL		AP-EGL			
10	1	000001	85200000	00		1112110000 000000								31100					
BPIN		COUNT		...UNITS....				...TIME...											
NEXT:	L1	L2	L3	L4	L5	VENDOR-ID				AP-NO		LINE	VOUCH-NO	TYPE		SEL U			
	85																		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---																			
CONT MINI MAIN RFRSH TOP FWD																			

2. Press **Enter**. FLAIR will display the TR53 Payables Single Update by Site Screen Two.

**TR53 - Payables Disbursements - Single Update By Site - Screen Two** (with example data retrieved)

```

53U1                                02/15/2013  14:46:10
      TR 53 - PAYABLES DISBURSEMENTS - SINGLE UPDATE BY SITE
DELETE:
AP-NO   LINE F L1 L2 L3 L4 L5  EO VR OBJECT CF DESCRIPTION      SUB-VENDOR-ID
P TRV102 0001  85 20 00 00 000 DD 01 380000 C FLAIR ED OFFICE

....AMOUNT.... VENDOR-ID          TRN-DT   G VOUCH-NO LINE BI OTHER-DOC  B
100.00      F666666666999          06302012   V

INVOICE  AB ..QUANTITY.. CK-NO  CK-DT          BF-ORG   BF-EO BF-OB/CF BF-CAT/YR
123456789

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   AP-GL   AP-EGL
10 1  000001  85200000 00      1112110000 000000          31100

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

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

```

TR53 Payables Disbursements Single Update by Site Screen Two fields:

Field	Description	Required/Optional/Special Instructions
<b>DELETE</b>	Delete Request	Optional. Valid input: <b>D</b> . Once deleted, transaction cannot be retrieved. (1N)
<b>AP-NO</b>	Accounts Payable Number	Protected. (7A/N)
<b>LINE</b>	Accounts Payable Line Number	Protected. (4N)
<b>F</b>	Final Payment Indicator	Required. If line number equal <b>0000</b> . Optional. If this is the final payment for the payable line, valid indicator: <b>F</b> . If partial, leave <b>blank</b> . (1A)
<b>L1 L2 L3 L4 L5</b>	Organization Code	Protected. (11N)
<b>EO</b>	Expansion Option	Protected. (2A/N)
<b>VR</b>	Version	Protected. (2N)
<b>OBJECT</b>	Object Code	Protected. (6N)
<b>CF</b>	Certified Forward Indicator	Optional. Note: Indicator must equal <b>C</b> and retrieved from payable. If <b>CF</b> is <b>blank</b> , do not add <b>C</b> . Payable must be corrected to reflect carry forward funds. (1A)
<b>DESCRIPTION</b>	Description	Optional. (16A/N)
<b>SUB-VENDOR-ID</b>	Sub-vendor Identification Number	Optional. If expenditure is a pay and charge. (14A/N)
<b>AMOUNT</b>	Amount	Optional. Cannot equal <b>0</b> . Negative number input is not allowed. (10.2N)
<b>VENDOR-ID</b>	Vendor Identification Number	Optional. (21A/N)

Field	Description	Required/Optional/Special Instructions
<b>TRN-DT</b>	Transaction Date	Optional. (MMDDYYYY) (8N)
<b>G</b>	Grouping Character	Optional. (1A)
<b>VOUCH-NO</b>	Voucher Number	Required. If <b>BI</b> = <b>X</b> .  Optional. FLAIR will automatically assign voucher numbers during overnight processing and agencies can manually assign if necessary. (6A/N)
<b>LINE</b>	Line Number	Optional. (4N)
<b>BI</b>	Bookkeeping Indicator	Optional. Valid input: <b>A, C, E, N, X, #, or \$</b> .  MFMP does not include a <b>BI</b> field. (1A)
<b>OTHER-DOC</b>	Other Document Number	Optional. (11A/N)
<b>B</b>	Batch Character	Optional. (1A/N)
<b>INVOICE</b>	Invoice Number	Optional. (9A/N)
<b>AB</b>	Available Balance	Required. Valid input: <b>X</b> . If IAB error message displays. User must have override capability on the access control record.  Optional. If no IAB error message, leave <b>blank</b> . (1A)
<b>QUANTITY</b>	Quantity	Optional. Cannot begin with zero. (10.2N)
<b>CK-NO</b>	Check Number	Required. If <b>BI</b> = <b>\$</b> or <b>C</b> .  Optional. Can be used to record a local fund or a revolving fund check number and must be <b>blank</b> if <b>BI</b> = <b>#</b> or <b>E</b> .  MFMP does not include a CK-NO field. (6A/N)
<b>CK-DT</b>	Check Date	Optional. Must be in MMDDYYYY format. (8N)
<b>BF-ORG</b>	Benefitting Organization	Required. If <b>VENDOR-ID</b> field is <b>blank</b> .  Optional. If FLAIR account code is input in the <b>VENDOR-ID</b> field. If <b>BF-ORG</b> is used, the vendor ID ≠ <b>F, S, N, or E</b> . (11N)
<b>BF-EO</b>	Benefitting Expansion Option	Required. If <b>BF-ORG</b> field is populated. (2A/N)
<b>BF-OB</b>	Benefitting Object Code	Required. If <b>BF-ORG, BF-EO, and VENDOR ID = 0-9</b> is used. <b>BF-OB</b> must start with <b>0</b> if <b>BF-CAT</b> starts with <b>00</b> . (6N)
<b>BF-CF</b>	Benefitting Certified Forward	Optional. Used only when disbursement is made to another state fund. (1A)



Field	Description	Required/Optional/Special Instructions
<b>BF-CAT</b>	Benefitting Appropriation Category	Required. If <b>VENDOR ID = 0-9</b> .  Optional. If <b>BF-ORG</b> and <b>BF-EO</b> is used and <b>VENDOR ID</b> is <b>blank</b> . Must start with <b>00</b> if <b>BF-OB</b> starts with <b>0</b> and if <b>VENDOR ID (0-9) ≠ BF-ORG</b> . (6N)
<b>BF-YR</b>	Benefitting Year	Optional. (2N)
The following fields are retrieved from the Expansion Files and can be overridden (except <b>GF, SF, FID, AP-GL</b> , and <b>AP-EGL</b> ). See section 112 Expansion Files for more information. <b>BE, IBI, CAT, YEAR</b> , and <b>STATE PROGRAM</b> must equal TR80 or TR81 data codes.		
<b>CAT</b>	Appropriation Category	Required. (6N)
<b>YR</b>	Appropriation Year	Optional. (2N)
<b>GL</b>	General Ledger Code	Optional. Must equal TR80 or TR81. (5N)
<b>EGL</b>	External General Ledger Code	Optional. Must be established in the Title File prior to use in a transaction. (3A/N)
<b>EOB</b>	External Object Code	Optional. (3A/N)
<b>ECAT</b>	External Category	Optional. (3A/N)
<b>EP</b>	External Program	Optional. (2N)
<b>PID</b>	Product Identifier	Optional. (3A/N)
<b>GRANT</b>	Grant Number	Optional. Must be established in FACTS and carried over to the Title File before it can be used in a FLAIR transaction. If object code = <b>75XXXX</b> , a grant and/or contract number is required. (5A/N)
<b>GY</b>	Grant Year	Optional. A grant number must be present before a grant year is input. (2N)
<b>CNTRT</b>	Contract Number	Optional. Must be established in FACTS and carried over to the Title File before it can be used in a FLAIR transaction. If object code = <b>75XXXX</b> , a grant and/or contract number is required. (5A/N)
<b>CY</b>	Contract Year	Optional. A contract number must be present before contract year is input. (2N)
<b>OCA</b>	Other Cost Accumulator	Optional. Must be established in the Title File prior to use in a transaction. (5A/N)
<b>AU</b>	Agency Unique Code	Optional. Must be established in the Title File prior to use in a transaction. (2A/N)
<b>GF</b>	GAAFR Fund	Protected. (2N)
<b>SF</b>	State Fund	Protected. (1N)
<b>FID</b>	Fund Identifier	Protected. (6N)
<b>BE</b>	Budget Entity	Optional. (8N)
<b>IBI</b>	Internal Budget Indicator	Optional. (8N)
<b>EF</b>	External Fund Type	Optional. (1N)



Field	Description	Required/Optional/Special Instructions
<b>STATE PROGRAM</b>	State Program Number	Optional. Must equal State Program established on TR80 or TR81. Must be established in the Title File prior to use in a transaction. (16N)
<b>PROJECT ID</b>	Project Identifier	Optional. Must be established in the Project Information File and carried over to the Title File prior to use in a transaction. (11A/N)
<b>AP-GL</b>	Accounts Payable General Ledger	Protected. (5N)
<b>AP-EGL</b>	Accounts Payable External General Ledger	Protected. (3N)
<b>BPIN</b>	Beginning Property Identification Number	Optional. (8A/N)
<b>COUNT</b>	Beginning Property Identification Number Count	Optional. (4N)
<b>UNITS</b>	Units	Optional. (12N)
<b>TIME</b>	Time	Optional. (9N)

3. a. Update the appropriate fields; **OR**  
b. To delete a payable disbursement from the Daily Input File, input **D** in the **DELETE** field.

**TR53 - Payables Disbursements - Single Update By Site - Screen Two** (with example data input)

```

5301                                02/15/2013 14:46:10
TR 53 - PAYABLES DISBURSEMENTS - SINGLE UPDATE BY SITE
DELETE:
AP-NO  LINE F L1 L2 L3 L4 L5  EO VR OBJECT CF DESCRIPTION  SUB-VENDOR-ID
P TRV102 0001 85 20 00 00 000 DD 01 380000 C FLAIR ED OFFICE
....AMOUNT.... VENDOR F6660
100.00
INVOICE AB ..QUANTITY.. CK-NO  CK-DT      BF-ORG  BF-EO BF-OB/CF BF-CAT/YR
123456789
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  AP-GL  AP-EGL
10 1 000001 85200000 00 1112110000 000000 31100
BPIN  COUNT  ...UNITS.... ...TIME...
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT      MINI  MAIN  RFRSH                                TYPE  SEL

```

**Input D to delete the payable**

4. Press **Enter**. FLAIR will return the user to the inquiry screen or the next available line number.

## 207.15.2 TR53 Multiple Inquiry Update

TR53 Payable Disbursement Multiple Update by Site is used for correcting or deleting payable disbursements input directly in FLAIR during the current business day. This function allow users to view three lines of transactions prior to viewing all data codes on the update screen. Updating information using this transaction updates the information in the Daily Input File prior to overnight processing. To complete an update, users must first inquire using a TR53M.

To update a single line TR53 Payable Disbursement Update from a multiple inquiry screen (*see section 207.14.2 TR53 Multiple Inquiry for more information*):

1. In the **SEL** field for the appropriate payable disbursement line number, input **U**.

**Note:** **TYPE 53** and **SEL U** on the same screen are not allowed in FLAIR.

### TR53 - Payables Disbursements - Multiple Inquiry By Site - Screen Two

```

53M2                                02/15/2013  14:51:11
TR 53 - PAYABLES DISBURSEMENTS - MULTIPLE INQUIRY BY SITE
AP-NO P TRV102
X LINE F L1 L2 L3 L4 L5  EO VR OBJECT CF YR DESCRIPTION      SUB-VENDOR-ID
...AMOUNT... VENDOR-ID      MC 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

U 0002   85 20 00 00 000 DD 01 225000   00 FLAIR ED OFFICE
   20.00 F666666666999          A 06302012
123456789 X

0001   85 20 00 00 000 DD 01 380000   00 FLAIR ED OFFICE
   100.00 F666666666999         A 06302012
123456789 X

                                Input I to update individual payable lines

L1 L2 L3 L4 L5  VENDOR-ID      AP-NO  LINE  VOUCH-NO  TYPE  SEL
85
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                                MINI  MAIN  RFRSH TOP          FWD

```

2. Press **Enter**. FLAIR will display the TR53 Payables Disbursements Single Update by Site Screen One.

### TR53 - Payables Disbursements - Single Update By Site - Screen One

```

53U1                                02/15/2013  14:52:37
TR 53 - PAYABLES DISBURSEMENTS - SINGLE UPDATE BY SITE
DELETE:
AP-NO  LINE F L1 L2 L3 L4 L5  EO VR OBJECT CF DESCRIPTION      SUB-VENDOR-ID
P TRV102 0002   85 20 00 00 000 DD 01 225000 C FLAIR ED OFFICE

...AMOUNT... VENDOR-ID      TRN-DT  G VOUCH-NO LINE BI OTHER-DOC B
20.00        F666666666999    06302012 V

INVOICE AB ..QUANTITY.. CK-NO  CK-DT    BF-ORG   BF-EO BF-OB/CF BF-CAT/YR
123456789

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  AP-GL  AP-EGL
10 1  000001 85200000 00      1112110000 000000      31100

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

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

```

3. a. Update the appropriate fields (*see section 207.15.1 TR53 Single Inquiry Update for more information on individual fields*); OR
  - b. In the **DELETE** field, input **D**.

**TR53 - Payables Disbursements - Single Update By Site - Screen One** (with example data input)

53U1 02/15/2013 14:52:37

TR 53 - PAYABLES DISBURSEMENTS - SINGLE UPDATE BY SITE

DELETE: **D**

AP-NO LINE F L1 L2 L3 L4 L5 EO VR OBJECT CF DESCRIPTION SUB-VENDOR-ID

P TRV102 0002 85 20 00 00 000 DD 01 225000 C FLAIR ED OFFICE

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

20.00 F666666666999 06302012 V

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

123456789

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 AP-GL AP-EGL

10 1 000001 85200000 00 1112110000 000000 31100

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

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

CONT MINI MAIN RFRSH CAN

4. Press **Enter**. FLAIR will display the inquiry screen or the next available line number.

## 207.16 TR54 Revolving Fund Payables Disbursements

The TR54 Revolving Fund Payable Disbursements transaction is used to record cash disbursements from revolving funds where a payable has been previously established with a TR80 or TR81. The TR54 is similar to a TR52 (*see section 205.5 Revolving Fund Unencumbered Disbursement*) because it is also used to record a disbursement where the vendor has been paid from the revolving fund for goods/services. Unlike a TR52, this transaction can only be used to record those disbursements for goods and services ordered and delivered on or before June 30 of the previous fiscal year.

Each time a disbursement is recorded through a TR54, a record for the disbursement is also created on the Revolving Fund Subsidiary Ledger (7S). *See sections 212.12 TR59 Revolving Fund Corrections and 605.4 TR32 Revolving Fund Receipt for more information about removing items from the 7S File.*

### 207.16.1 TR54 Input

An agency can record a TR54 using Single Input (with expanded data) or Multiple Input (with limited data) from a payable established with a TR80 (Unencumbered Payables) or TR81 (Encumbered Payables).

Prior to processing a TR54, the user must verify the payable has not been expended using TR8SI or TR8SM. *See section 207.12 Accounts Payable Subsidiary Ledger Inquiry for more information.*

Like a TR53, TR54 data codes are established with a TR80 or TR81 with the exception of the amount and transaction date. An invoice number is required for a TR54. Agencies have the ability input this field using the TR80 or TR81 (*see sections 207.5 and 207.5, respectively*).

To access a TR54 from the Disbursements Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **54**.
2. In the **SEL** field, input **S** (single input) or **A** (multiple input).

**Disbursements Mini Menu** (with example data input)

DBMU		DISBURSEMENTS MINI MENU		06/12/2013 14:33:14	
TYPE				SEL	OPTIONS
51	UNENCUMBERED DISBURSEMENTS			A,S,M,I	
52	REVOLVING FUND UNENCUMBERED DISBURSEMENTS			A,S,M,I	
53	PAYABLES DISBURSEMENTS			A,S,M,I	
54	REVOLVING FUND PAYABLES DISBURSEMENTS			A,S,M,I	
57	OVERPAYMENTS			S,I	
58	DISBURSEMENTS CORRECTION			A,S,M,I	
59	REVOLVING FUND DISBURSEMENTS CORRECTION			A,M	
70	ENCUMBERED DISBURSEMENTS			A,S,M,I	
71	REVOLVING FUND ENCUMBERED DISBURSEMENTS			A,S,M,I	
7S	REVOLVING FUND SUBSIDIARY LEDGER			M,I	
SEL					
A	MULTIPLE INPUT				
S	SINGLE INPUT WITH EXPANDED DATA DISPLAY				
M	MULTIPLE INQUIRY				
I	SINGLE INQUIRY WITH EXPANDED DATA DISPLAY				
				TYPE 54	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.

## 207.16.2 TR54 Single Input

The TR54 Revolving Fund Payables Disbursements Single Input option allows the user to view all data codes associated with the transaction retrieved from a payable previously established with a TR80 or TR81.

**Note:** To prevent reversion of funds and avoid any prior year obligations being processed in an agency's current year budget, TR54 Revolving Fund Payable Disbursements must be recorded as prior year obligations (using a **C** in the **CF** field) on or before September 30. *See Agency Addressed Memos for cut-off dates each fiscal year.*

To record a single TR54 from the Disbursement Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **54**.
2. In the **SEL** field, input **S**.



**Disbursements Mini Menu** (with example data input)

```

DBMU                                06/12/2013 14:33:14
                                DISBURSEMENTS MINI MENU

TYPE                                SEL OPTIONS
51  UNENCUMBERED DISBURSEMENTS      A,S,M,I
52  REVOLVING FUND UNENCUMBERED DISBURSEMENTS  A,S,M,I
53  PAYABLES DISBURSEMENTS          A,S,M,I
54  REVOLVING FUND PAYABLES DISBURSEMENTS  A,S,M,I
57  OVERPAYMENTS                    S,I
58  DISBURSEMENTS CORRECTION        A,S,M,I
59  REVOLVING FUND DISBURSEMENTS CORRECTION  A,M
70  ENCUMBERED DISBURSEMENTS        A,S,M,I
71  REVOLVING FUND ENCUMBERED DISBURSEMENTS  A,S,M,I
7S  REVOLVING FUND SUBSIDIARY LEDGER  M,I

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

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

```

3. Press **Enter**. FLAIR will display the TR54 Revolving Fund Payables Disbursements Single Input Request Screen One.

**TR54 - Revolving Fund Payables Disbursements - Single Input - Request - Screen One**

```

54S1                                06/12/2013 14:38:38
TR 54 - REVOLVING FUND PAYABLES DISBURSEMENTS - SINGLE INPUT - REQUEST

AP-NO  LINE  L1 L2 L3 L4 L5  EO VR OBJECT
P  _

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

```

TR54 Revolving Fund Payables Disbursements Single Input Request Screen One fields:

Field	Description	Required/Optional/Special Instructions
<b>AP-NO</b>	Accounts Payable Number	Required. <b>P</b> is protected. (7A/N)
<b>LINE</b>	Account Payable Line Number	Required. Valid input: <b>0001-0099</b> . Verify line numbers with TR8S.  If payable has multiple lines and the user is prepared to process all lines at once (must be the exact amount for each line), user must input <b>0000</b> and <b>F</b> in the <b>FINAL</b>



Field	Description	Required/Optional/Special Instructions
		<b>PAYMENT INDICATOR</b> field on screen two. (6N)
Fields below are optional. If any of the fields below are updated, the end result may be a change of accounting data that does not match the Certified Forward File transmitted to the EOG and DFS.		
<b>L1 L2 L3 L4 L5</b>	Organization Code	Optional. <b>L1</b> is protected. Retrieved from payable. (11N)
<b>EO</b>	Expansion Option	Optional. Retrieved from payable. (2A/N)
<b>VR</b>	Version	Optional. Retrieved from payable. (2N)
<b>OBJECT</b>	Object Code	Optional. Retrieved from payable. (6N)

4. Input the required and any optional fields as appropriate.

**TR54 - Revolving Fund Payables Disbursements - Single Input - Request - Screen One**

(with example data input)

54S1	02/15/2013 14:56:23
TR 54 - REVOLVING FUND PAYABLES DISBURSEMENTS - SINGLE INPUT - REQUEST	
AP-NO	LINE
P 553210	0001
L1 L2 L3 L4 L5	EO VR OBJECT
<div> Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12--- </div> <div> CONT MINI MAIN RFRSH </div>	
<div> TYPE SEL </div>	

5. Press **Enter**. FLAIR will display the TR54 Revolving Fund Payables Disbursements Single Input Screen Two.

**TR54 - Revolving Fund Payables Disbursements - Single Input - Screen Two**

(with example data retrieved)

```

54S2                                02/15/2013  14:57:11
TR 54 - REVOLVING FUND PAYABLES DISBURSEMENTS - SINGLE INPUT
AP-NO  LINE F L1 L2 L3 L4 L5  EO VR OBJECT CF DESCRIPTION  SUB-VENDOR-ID
P 553210 0001  85 20 03 00 000 DD 03 261000
...AMOUNT....  VENDOR-ID      TRN-DT      G VOUCH-NO LINE BI  OTHER-DOC  B
V
INVOICE      AB  ..QUANTITY..  CK-NO  CK-DT      PID      AP-GL      AP-EGL
                               31100
CAT  YR  GL  EGL EOB  ECAT  EP  GRANT      GY  CNTRT  CY  OCA  AU
040000 00  71100
GF SF FID  BE      IBI EF RVL      STATE-PROGRAM  PROJECT ID
10 1  000001 85200000 00      010001  1112110000 000000
BPIN      COUNT  ...UNITS....  ...TIME...
AP-NO P 553210 0001  L1-L5      EO  VR  OBJECT  TYPE  SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT      MINI  MAIN  RFRSH      CAN

```

TR54 Revolving Fund Payables Disbursements Single Input Screen Two fields:

Field	Description	Required/Optional/Special Instructions
<b>AP-NO</b>	Accounts Payable Number	Retrieved. (7A/N)
<b>LINE</b>	Accounts Payable Line Number	Retrieved. (4N)
<b>F</b>	Final Payment Indicator	Optional. If this is the final payment for the payable line, valid indicator: <b>F</b> . If partial, leave <b>blank</b> . (1A)
<b>L1 L2 L3 L4 L5</b>	Organization Code	Retrieved. (11N)
<b>EO</b>	Expansion Option	Retrieved. (2A/N)
<b>VR</b>	Version	Retrieved. (2N)
<b>OBJECT</b>	Object Code	Retrieved. (6N)
<b>CF</b>	Certified Forward Indicator	Optional. Indicator must equal <b>C</b> and retrieved from payable. If <b>CF</b> field is <b>blank</b> , do not add <b>C</b> and payable must be corrected to reflect carry forward funds. (1A)
<b>DESCRIPTION</b>	Description	Optional. (16A/N)
<b>SUB-VENDOR-ID</b>	Sub-vendor Identification Number	Optional. If expenditure is a pay and charge. Vendor ID must begin with <b>E, F, S</b> , or <b>N</b> . (14A/N)
<b>AMOUNT</b>	Transaction Amount	Required. Cannot equal <b>0</b> . Negative number input is not allowed. (10.2N)
<b>VENDOR-ID</b>	Vendor Identification Number	Required. Vendor number must begin with <b>E, F, S</b> , or <b>N</b> . (13A/N)
<b>TRN-DT</b>	Transaction Date	Required. Must be less than or equal to current date. (MMDDYYYY) (8N)
<b>G</b>	Grouping Character	Optional. (1A/N)

Field	Description	Required/Optional/Special Instructions
<b>VOUCH-NO</b>	Voucher Number	Required. If <b>BI</b> = <b>X</b> .  Optional. First digit must be alphabetic. (6A/N)
<b>LINE</b>	Voucher Line Number	Required. If <b>VOUCH-NO</b> field is used. (4N)
<b>BI</b>	Bookkeeping Indicator	Optional. Valid input: <b>A</b> – Used in disbursement transactions to bypass automated posting. <b>C</b> – Used in disbursement correction transactions to cancel a check that has been written. <b>E</b> – Used in disbursement correction transactions to erase a check that has not yet been written. <b>N</b> – Used in disbursement transactions to produce a non-CFO voucher and bypass the online voucher audit for cash receipt corrections. <b>N</b> will prevent the transactions from being included in treasury receipt processing. <b>X</b> – Used in disbursement transactions to bypass voucher processing, producing no voucher, and bypassing the online voucher audit. <b>#</b> – Used in disbursement and revenue/refund transactions to indicate that a check is to be printed. <b>\$</b> – Used in disbursement and revenue/refund transactions to indicate that a check will be manually produced. (1A)
<b>OTHER-DOC</b>	Other Document Number	Optional. (11A/N)
<b>B</b>	Batch Character	Optional. (1A/N)
<b>INVOICE</b>	Invoice Number	Required. May not equal <b>0</b> . (9A/N)
<b>AB</b>	Available Balance Override Indicator	Required. Valid input: <b>X</b> . If error message displays and the user has available balance override authority.  Optional. If user has available balance override authority. (1A)
<b>QUANTITY</b>	Quantity	Optional.
<b>CK-NO</b>	Local Fund Check Number	Required. If <b>BI</b> = <b>\$</b> or <b>C</b> .  Optional. If <b>BI</b> = <b>blank</b> , <b>X</b> , <b>N</b> , or <b>A</b> . (6N)
<b>CK-DT</b>	Local Fund Check Date	Optional. (MMDDYYYY) (8N)
<b>PID</b>	Product Identifier	Optional. (3A/N)

Field	Description	Required/Optional/Special Instructions
<b>AP-GL</b>	Accounts Payable GL	Retrieved. (5N)
<b>AP-EGL</b>	Accounts Payable External GL	Optional. (3A/N)
The following fields are retrieved from the Expansion Files and can be overridden (except <b>GF</b> , <b>SF</b> , and <b>FID</b> ). <i>See section 112 Expansion Files for more information.</i> <b>BE</b> , <b>IBI</b> , <b>CAT</b> , <b>YEAR</b> , and <b>STATE PROGRAM</b> must equal TR80 or TR81 data codes.		
<b>CAT</b>	Appropriation Category	Required. (6N)
<b>YR</b>	Appropriation Year	Optional. Defaults to <b>00</b> . (2N)
<b>GL</b>	General Ledger	Optional. Must be established in the Title File prior to use in a transaction. (5N)
<b>EGL</b>	External General Ledger	Optional. Must be established in the Title File prior to use in a transaction. (3A/N)
<b>EOB</b>	External Object Code	Optional. Must be established in the Title File prior to use in a transaction. (3A/N)
<b>ECAT</b>	External Category	Optional. Must be established in the Title File prior to use in a transaction. (3A/N)
<b>EP</b>	External Program	Optional. Must be established in the Title File prior to use in a transaction. (2N)
<b>GRANT</b>	Grant Number	Optional. Must be established in FACTS and carried over to the Title File before it can be used in a FLAIR transaction. If object code = <b>75XXXX</b> , a grant and/or contract number is required. (5A/N)
<b>GY</b>	Grant Year	Optional. (2N)
<b>CNTRT</b>	Contract Number	Optional. Must be established in FACTS and carried over to the Title File before it can be used in a FLAIR transaction. If object code = <b>75XXXX</b> , a grant and/or contract number is required. (5A/N)
<b>CY</b>	Contract Year	Optional. A contract number must be present before contract year is input. (2N)
<b>OCA</b>	Other Cost Accumulator	Optional. Must be established in the Title File prior to use in a transaction. (5A/N)
<b>AU</b>	Agency Unique Code	Optional. Must be established in the Title File prior to use in a transaction. (2A/N)
<b>GF/SF/FID</b>	Fund (GAAFR Fund/State Fund/Fund ID)	Protected. (9N)
<b>IBI</b>	Internal Budget Indicator	Retrieved. (2N)
<b>RVL</b>	Revolving Fund Identifier	Retrieved. Established in the Expansion Option Record. (5N)
<b>STATE-PROGRAM</b>	State Program Number	Required. Must be established in the Title File prior to use in a transaction. (16N)
<b>PROJECT ID</b>	Project Identifier	Optional. Must be established in the Project Information File and carried over to the Title File prior to use in a transaction. (11A/N)

Field	Description	Required/Optional/Special Instructions
<b>BPIN</b>	Beginning Property Item Number	Optional. (8A/N)
<b>COUNT</b>	Count	Optional. (4N)
<b>UNITS</b>	Units	Optional. (10.2N)
<b>TIME</b>	Time	Optional. (9N)

6. Input the information necessary to complete the transaction.

**TR54 – Revolving Fund Payables Disbursements – Single Input – Screen Two** (with example data input)

```

54S2                                02/15/2013  14:57:11
      TR 54 - REVOLVING FUND PAYABLES DISBURSEMENTS - SINGLE INPUT
AP-NO  LINE F  L1 L2 L3 L4 L5  EO VR OBJECT CF DESCRIPTION  SUB-VENDOR-ID
P 553210 0001  85 20 03 00 000 DD 03 261000 C AUDIT JUN 12-15
...AMOUNT....  VENDOR-ID      TRN-DT      G VOUCH-NO LINE BI  OTHER-DOC  B
225.50          E111111111      06122012      V
INVOICE      AB  ..QUANTITY..  CK-NO  CK-DT      PID      AP-GL      AP-EGL
0612-0615          000150 06102012      31100
CAT  YR  GL      EGL EOB  ECAT  EP  GRANT      GY  CNTRT  CY  OCA  AU
040000 00  71100
GF SF FID  BE      IBI EF  RVL      STATE-PROGRAM  PROJECT ID
10 1  000001 85200000 00      010001      1112110000 000000
BPIN      COUNT  ...UNITS....  ...TIME...
AP-NO P 553210 0001  L1-L5      EO  VR  OBJECT      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 display the TR54 Revolving Fund Payables Disbursements Single Input Screen Two. FLAIR will retrieve any data that is included on the **NEXT** line and the **CF, AMOUNT, TRN-DT, AB, QUANTITY, BPIN, UNITS, and TIME** fields will be blank.

FLAIR will record the transaction on the Daily Input File. In addition, the payable on the 8S File will be reduced by the amount of the disbursement transaction, and the Available Balance File will be updated. An entry will be recorded on the 7S File. After the transaction has been added to a voucher through nightly processing, a record will be added to the Revolving Fund File (7S).

### 207.16.3 TR54 Multiple Input

The TR54 Revolving Fund Payable Disbursement Multiple Input Request allows the user to input three lines of data on the same screen with limited data input fields. Most of these codes are retrieved from a previously established TR80 or TR81, but can be updated prior to the end of the current business day if necessary.

**Note:** This input method does not display certified forward, contract, grant, project, and account codes. The user must validate the payable to ensure the **CF** field equals **C** prior to processing the TR53 Multiple Input Request.



To access the TR54 Revolving Fund Payable Disbursement Multiple Input Request from any FLAIR input screen:

1. In the **TYPE** field, input **54**.
2. In the **SEL** field, input **A**.

**Disbursements Mini Menu** (with example data input)

```

DBMU                                06/10/2013 16:27:27
                                DISBURSEMENTS MINI MENU

TYPE                                SEL OPTIONS
51  UNENCUMBERED DISBURSEMENTS      A,S,M,I
52  REVOLVING FUND UNENCUMBERED DISBURSEMENTS  A,S,M,I
53  PAYABLES DISBURSEMENTS          A,S,M,I
54  REVOLVING FUND PAYABLES DISBURSEMENTS  A,S,M,I
57  OVERPAYMENTS                    S,I
58  DISBURSEMENTS CORRECTION         A,S,M,I
59  REVOLVING FUND DISBURSEMENTS CORRECTION  A,M
70  ENCUMBERED DISBURSEMENTS         A,S,M,I
71  REVOLVING FUND ENCUMBERED DISBURSEMENTS  A,S,M,I
7S  REVOLVING FUND SUBSIDIARY LEDGER      M,I

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

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                                MAIN  RFRSH
TYPE 53 SEL A

```

3. Press **Enter**. FLAIR will display the TR54 Revolving Fund Payables Disbursements Multiple Input Request Screen One.

**TR54 - Revolving Fund Payables Disbursements - Multiple Input - Request - Screen One**

```

54A1                                06/12/2013 14:43:12
TR 54 - REVOLVING FUND PAYABLES DISBURSEMENTS - MULTIPLE INPUT - REQUEST

AP-NO
P _

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

```

TR54 Revolving Fund Payables Disbursements Multiple Input Request Screen One fields:

Field	Description	Required/Optional/Special Instructions
AP-NO	Accounts Payable Number	Required. Payable prefix <b>P</b> is protected. (6A/N)

4. In the **AP-NO** field, input the accounts payable number.

**TR54 - Revolving Fund Payables Disbursements - Multiple Input - Request - Screen One**

(with example data input)

```

54A1                                02/15/2013  14:59:2
TR 54 - REVOLVING FUND PAYABLES DISBURSEMENTS - MULTIPLE INPUT - REQUEST

AP-NO
P TRV102

                                     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 TR54 Revolving Fund Payables Disbursements Multiple Input Screen Two.

**TR54 - Revolving Fund Payables Disbursements - Multiple Input - Screen Two**

(with example data retrieved)

```

54A2                                02/15/2013 15:00:07
      TR 54 - REVOLVING FUND PAYABLES DISBURSEMENTS - MULTIPLE INPUT

AP-NO   LINE   F   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

P TRV102

                                     V

P TRV102

                                     V

P TRV102 _

                                     V

NEXT:  AP-NO P TRV102
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT          MINI  MAIN  RFRSH
                                     TYPE      SEL
                                     CAN

```

## TR54 Revolving Fund Payables Disbursements Multiple Input Screen Two fields:

Field	Description	Required/Optional/Special Instructions
<b>AP-NO</b>	Accounts Payable Number	Retrieved. (7A/N)
<b>LINE</b>	Accounts Payable Line Number	Required. (4N)
<b>F</b>	Final Payment Indicator	Optional. If this is the final payment for the payable line, valid indicator: <b>F</b> . If partial, leave <b>blank</b> . (1A)
<b>DESCRIPTION</b>	Description	Optional. (16A/N)
<b>SUB-VENDOR-ID</b>	Sub-vendor Identification Number	Optional. If expenditure is a pay and charge. Vendor ID must begin with <b>E, F, S,</b> or <b>N</b> . (14A/N)
<b>AMOUNT</b>	Transaction Amount	Required. Cannot equal <b>0</b> . Negative number input is not allowed. (10.2N)
<b>VENDOR-ID</b>	Vendor Identification Number	Required. (21A/N)
<b>TRN-DT</b>	Transaction Date	Required. Must be less than or equal to current date. (MMDDYYYY) (8N)
<b>G</b>	Grouping Character	Optional. (1A)
<b>VOUCH-NO</b>	Voucher Number	Required. If <b>BI = X</b> .  Optional. First digit must be alphabetic. (6A/N)
<b>LINE</b>	Voucher Line Number	Required. If <b>VOUCH-NO</b> field is input. Optional. (4N)
<b>BI</b>	Bookkeeping Indicator	Optional. Valid input: <b>A</b> – Used in disbursement transactions to bypass automated posting. <b>C</b> – Used in disbursement correction transactions to cancel a check that has been written. <b>E</b> – Used in disbursement correction transactions to erase a check that has not yet been written. <b>N</b> – Used in disbursement transactions to produce a non-CFO voucher and bypass the online voucher audit for cash receipt corrections. <b>N</b> will prevent the transactions from being included in treasury receipt processing. <b>X</b> – Used in disbursement transactions to bypass voucher processing, producing no voucher, and bypassing the online voucher audit. <b>#</b> – Used in disbursement and revenue/refund transactions to indicate that a check is to be printed. <b>\$</b> – Used in disbursement and revenue/refund transactions to

Field	Description	Required/Optional/Special Instructions
		indicate that a check will be manually produced. (1A)
<b>OTHER-DOC</b>	Other Document Number	Optional. (11A/N)
<b>B</b>	Batch Character	Optional. (1A/N)
<b>INVOICE</b>	Invoice Number	Required. May not equal <b>0</b> . (9A/N)
<b>AB</b>	Available Balance Override Indicator	Required. Valid input: <b>X</b> . If error message displays and the user has available balance override authority.  Optional. If user has available balance override authority. (1A)
<b>QUANTITY</b>	Quantity	Optional. (10.2N)
<b>CK-NO</b>	Local Fund Check Number	Required. If <b>BI</b> = \$ or <b>C</b> .  Optional. If <b>BI</b> = <b>blank</b> , <b>X</b> , <b>N</b> , or <b>A</b> . (6N)
<b>CK-DT</b>	Local Fund Check Date	Optional. (MMDDYYYY) (8N)
<b>PID</b>	Product Identifier	Optional. (3A/N)

6. Input all information necessary to complete the transaction.

**TR54 – Revolving Fund Payables Disbursements – Multiple Input Screen Two** (with example data input)

```

54A2                                02/15/2013 15:00:07
TR 54 - REVOLVING FUND PAYABLES DISBURSEMENTS - MULTIPLE INPUT

AP-NO  LINE  F  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

P TRV102 0001  FLAIR ED
100.00  F666666666999  06302012  V
123456789  000152  06302012

P TRV102 0002  FLAIR ED
20.00  F666666666999  06302012  V
123456789  000152  06302012

P TRV102 _
2013  V

NEXT: AP-NO P TRV102
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT      MINI  MAIN  RFRSH                                TYPE  SEL
CAN

```

7. Press **Enter**.

The following is an example of processing all payable lines at once. Required fields:

- **LINE** (Line Number) must equal **0000**.
- **F** (Final Payment Indicator) must equal **F**.
- **AMOUNT** must equal revolving fund check amount input to avoid overpayment or underpayment.

**TR54 - Revolving Fund Payables Disbursements - Multiple Input - Screen Two**

(example with final payment of all lines)

54A2										02/15/2013 15:00:07	
TR 54 - REVOLVING FUND PAYABLES DISBURSEMENTS - MULTIPLE INPUT											
AP-NO	LINE	F	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					
P	TRV102	0000	F	FLAIR ED							
120.00			F666666666999	06302012	V						
123456789				000152	06302012						
P	TRV102			2013							
					V						
P	TRV102			2013							
					V						

NEXT: AP-NO P TRV102										TYPE		SEL
Enter-PF1---	PF2---	PF3---	PF4---	PF5---	PF6---	PF7---	PF8---	PF9---	PF10---	PF11---	PF12---	
CONT		MINI	MAIN	RFRSH							CAN	

After pressing **Enter**, FLAIR will display the TR54 Revolving Fund Payables Disbursements Multiple Input Screen Two with the last line input displayed as the first line on the new input screen. The user can either press **F12** to exit this screen or continue to input additional transactions by typing over or adding to the existing data on the first line.

## 207.17 TR54 Inquiry

Users can inquire into single revolving fund payable disbursements using a TR54I or multiple line revolving fund payable disbursements using TR54M. Only transactions within the user's organization level and site will be displayed. These functions are only available during the same business day the transactions are input prior to nightly processing.

### 207.17.1 TR54 Single Inquiry

TR54 Revolving Fund Payables Disbursements Single Inquiry by Site Request allows the user to view all data codes associated with this transaction within their OLO and/or site's Daily Input File. This includes codes that are retrieved from the Expansion Files. They may be changed if necessary.

To access the TR54 Single Inquiry Request screen from the Disbursements Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **54**.
2. In the **SEL** field, input **I**.



**Disbursements Mini Menu (with example data input)**

DBMU	DISBURSEMENTS MINI MENU		06/12/2013 14:46:30
TYPE		SEL	OPTIONS
51	UNENCUMBERED DISBURSEMENTS	A,S,M,I	
52	REVOLVING FUND UNENCUMBERED DISBURSEMENTS	A,S,M,I	
53	PAYABLES DISBURSEMENTS	A,S,M,I	
54	REVOLVING FUND PAYABLES DISBURSEMENTS	A,S,M,I	
57	OVERPAYMENTS	S,I	
58	DISBURSEMENTS CORRECTION	A,S,M,I	
59	REVOLVING FUND DISBURSEMENTS CORRECTION	A,M	
70	ENCUMBERED DISBURSEMENTS	A,S,M,I	
71	REVOLVING FUND ENCUMBERED DISBURSEMENTS	A,S,M,I	
7S	REVOLVING FUND SUBSIDIARY LEDGER	M,I	
SEL			
A	MULTIPLE INPUT		
S	SINGLE INPUT WITH EXPANDED DATA DISPLAY		
M	MULTIPLE INQUIRY		
I	SINGLE INQUIRY WITH EXPANDED DATA DISPLAY		
		TYPE 54 SEL I	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
CONT		MAIN RFRSH	

3. Press **Enter**. FLAIR will display the TR54 Revolving Fund Payables Single Inquiry by Site Request Screen One.

**TR54 - Revolving Fund Payables Disbursements - Single Inquiry By Site - Request - Screen One**

54I1	TR 54 - REVOLVING FUND PAYABLES DISBURSEMENTS -		06/12/2013 14:48:34
	SINGLE INQUIRY BY SITE - REQUEST		
L1 L2 L3 L4 L5	USER ID	GF SF FID	BE IBI VENDOR-ID
85 _			
AP-NO	LINE	VOUCH-NO	LINE
P		V	
		TYPE	SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
CONT		MINI MAIN RFRSH	

TR54 Revolving Fund Payables Disbursements Single Inquiry by Site Request Screen One fields:

Field	Description	Required/Optional/Special Instructions
<b>L1 L2 L3 L4 L5</b>	Organization Code	Optional. <b>L1</b> is protected. FLAIR will return transactions based on organization level input. (11N)
<b>USER ID</b>	FLAIR User Identification Code	Optional. FLAIR will return transactions based on the user's ID. (6N)
<b>GF/SF/FID/BE/IBI</b>	19 Digits of the FLAIR Account Code	Optional. Must be input left to right without missing any fields (with exception of <b>IBI</b> ). The following fields are available for input: <b>GF</b> – GAAFR Fund (2N) <b>SF</b> – State Fund (1N) <b>FID</b> – Fund Identifier (6N) <b>BE</b> – Budget Entity (8N) <b>IBI</b> – Internal Budget Indicator (2N)
<b>VENDOR-ID</b>	Vendor Identification Number	Optional. Vendor number must start with <b>E, F, S,</b> or <b>N</b> . Sequence required if vendor number begins with <b>F, S,</b> or <b>N</b> . (13A/N)
<b>AP-NO</b>	Accounts Payable Number	Optional. Must be exact. Prefix <b>P</b> is protected. (6A/N)
<b>LINE</b>	Accounts Payable Line Number	Optional. If used, FLAIR will return the line number input. If blank, FLAIR will return all available line numbers beginning with the first available number. (4N)
<b>VOUCHER-NO/ LINE</b>	Voucher Number/ Voucher Line Number	Optional. If assigned by the user. <b>VOUCHER-NO</b> (7A/N) <b>LINE</b> (4N)

4. Input one or a combination of the fields to narrow the search criteria (**L1** is protected).

**TR54 - Revolving Fund Payables Disbursements - Single Inquiry By Site - Request - Screen One**  
(with example data input)

```

54I1                                02/15/2013  15:11:59
      TR 54 - REVOLVING FUND PAYABLES DISBURSEMENTS -
      SINGLE INQUIRY BY SITE - REQUEST

L1 L2 L3 L4 L5      USER ID  GF SF FID      BE      IBI VENDOR-ID
85

AP-NO      LINE      VOUCH-NO LINE
P 553210 0001      V

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

```

5. Press **Enter**. FLAIR will the requested record meeting the search criteria. If no search criteria is used, FLAIR will display all transactions within the users organization code level and site.

**TR54 - Revolving Fund Payables Disbursements - Single Inquiry By Site - Screen One**  
(with example data retrieved)

```

54I2                                02/15/2013  15:12:52
      TR 54 - REVOLVING FUND PAYABLES DISBURSEMENTS - SINGLE INQUIRY BY SITE
AP-NO      LINE F L1 L2 L3 L4 L5  EO VR OBJECT CF DESCRIPTION      SUB-VENDOR-ID
P 553210 0001      85 20 03 00 000 DD 03 261000      AUDIT JUN 12-15

....AMOUNT.... VENDOR-ID      MC TRN-DT      VOUCH-NO LINE BI OTHER-DOC
      225.50 E111111111      06/12/2012

B G INVOICE      AB ..QUANTITY..      CK-NO      CK-DT      PID      AP-GL      AP-EGL
      0612-0615      X      000150      06/10/2012      31100

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

GF SF FID      BE      IBI EF RVL      STATE-PROGRAM      PROJECT-ID
10 1 000001 85200000 00      010001 1112110000 000000

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

NEXT: L1 L2 L3 L4 L5      VENDOR-ID      AP-NO      LINE      VOUCH-NO LINE
      85      P      V
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                                MINI  MAIN  RFRSH  TOP      FWD

```

6. Press **F8** to view additional transactions until FLAIR displays the message **"END OF SEARCH."**



TR54 Revolving Fund Payables Disbursements Multiple Inquiry by Site Request Screen One fields:

Field	Description	Required/Optional/Special Instructions
<b>L1 L2 L3 L4 L5</b>	Organization Code	Optional. <b>L1</b> is protected. FLAIR will return transactions based on organization level input. (11N)
<b>USER ID</b>	FLAIR User Identification Code	Optional. FLAIR will return transactions based on the user's ID. (6N)
<b>GF/SF/FID/BE/IBI</b>	19 Digits of the FLAIR Account Code	Optional. Must be input left to right without missing any fields (with exception of <b>IBI</b> ). The following fields are available for input: <b>GF</b> – GAAFR Fund (2N) <b>SF</b> – State Fund (1N) <b>FID</b> – Fund Identifier (6N) <b>BE</b> – Budget Entity (8N) <b>IBI</b> – Internal Budget Indicator (2N)
<b>VENDOR-ID</b>	Vendor Identification Number	Optional. Vendor number must start with <b>E, F, S,</b> or <b>N</b> . Sequence required if vendor number begins with <b>F, S,</b> or <b>N</b> . (13A/N)
<b>AP-NO</b>	Accounts Payable Number	Optional. Must be exact. Prefix <b>P</b> is protected. (6A/N)
<b>LINE</b>	Accounts Payable Line Number	Optional. If used, FLAIR will return the line number input. If blank, FLAIR will return all available line numbers beginning with the first available number. (4N)
<b>VOUCHER-NO/ LINE</b>	Voucher Number/ Voucher Line Number	Optional. If assigned by the user. <b>VOUCHER-NO</b> (7A/N) <b>LINE</b> (4N)
<b>OTHER-DOC</b>	Other Document Number	Optional. Agency unique. (11A/N)

4. a. Input one or a combination of fields to narrow the search criteria (**L1** is protected);  
**OR**  
b. Leave all fields blank.



**TR54 - Revolving Fund Payable Disbursements - Multiple Inquiry By Site - Request - Screen One**  
(with example data input)

```

54M1                                02/25/2013  11:20:13
      TR 54 - REVOLVING FUND PAYABLES DISBURSEMENTS -
      MULTIPLE INQUIRY BY SITE - REQUEST

L1 L2 L3 L4 L5      USER ID  GF SF FID      BE      IBI VENDOR-ID
85

AP-NO      LINE      VOUCH-NO LINE
P TRV102      V

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

```

5. Press **Enter**.
  - a. FLAIR will display the requested record meeting the search criteria; **OR**
  - b. If no search criteria is used, FLAIR will display all transactions within the users organization code level and site.

**TR54 - Revolving Fund Payables Disbursements - Multiple Inquiry By Site - Screen Two**  
(with example data retrieved)

```

54M2                                02/15/2013  15:14:53
      TR 54 - REVOLVING FUND PAYABLES DISBURSEMENTS - MULTIPLE INQUIRY BY SITE
AP-NO P TRV102
X LINE F L1 L2 L3 L4 L5  EO VR OBJECT CF YR DESCRIPTION      SUB-VENDOR-ID
....AMOUNT.... VENDOR-ID      MC TRN-DT      G VOUCH-NO  LINE BI  OTHER-DOC
B INVOICE      AB  ..QUANTITY..  CK-NO      CK-DT      PID

0001 F 85 20 00 00 000 DD 01 380000      00 FLAIR ED
      100.00 F6666666666999      A 06302012
      123456789      X

0002 F 85 20 00 00 000 DD 01 225000      00 FLAIR ED
      20.00 F6666666666999      A 06302012
      123456789      X

L1 L2 L3 L4 L5      VENDOR-ID      AP-NO      LINE      VOUCH-NO TYPE      SEL
85      P      V
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT      MINI  MAIN  RFRSH  TOP      FWD

```

6. To view additional line items, press **F8** until FLAIR displays the message **"END OF SEARCH."**
7. To view an individual line item, in **X (SEL)** field input **I**.

**TR54 - Revolving Fund Payable Disbursements - Multiple Inquiry By Site - Screen Two**

54M2 02/15/2013 15:14:53

TR 54 - REVOLVING FUND PAYABLES DISBURSEMENTS - MULTIPLE INQUIRY BY SITE

AP-NO P TRV102

X	LINE	F	L1	L2	L3	L4	L5	EO	VR	OBJECT	CF	YR	DESCRIPTION	SUB-VENDOR-ID
...	AMOUNT	...	VENDOR-ID	...	MC	TRN-DT	G	VOUCH-NO	LINE	BI	OTHER-DOC			
B	INVOICE	AB	..	QUANTITY..	CK-NO	CK-DT	PID							

I	0001	F	85	20	00	00	000	DD	01	380000		00	FLAIR ED	
			100.00		F666666666999		A	06302012						
			123456789		X									
	0002	F	85	20	00	00	000	DD	01	225000		00	FLAIR ED	
			20.00		F666666666999		A	06302012						
			123456789		X									

Input I to view individual payable lines

L1	L2	L3	L4	L5	VENDOR-ID	AP-NO	LINE	VOUCH-NO	TYPE	SEL
85						P		V		

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

CONT MINI MAIN RFRSH TOP FWD

**TR54 - Revolving Fund Payable Disbursements - Multiple Inquiry By Site - Screen Two**

54M2 02/15/2013 15:14:53

TR 54 - REVOLVING FUND PAYABLES DISBURSEMENTS - MULTIPLE INQUIRY BY SITE

AP-NO P TRV102

X	LINE	F	L1	L2	L3	L4	L5	EO	VR	OBJECT	CF	YR	DESCRIPTION	SUB-VENDOR-ID
...	AMOUNT	...	VENDOR-ID	...	MC	TRN-DT	G	VOUCH-NO	LINE	BI	OTHER-DOC			
B	INVOICE	AB	..	QUANTITY..	CK-NO	CK-DT	PID							

I	0001	F	85	20	00	00	000	DD	01	380000		00	FLAIR ED	
			100.00		F666666666999		A	06302012						
			123456789		X									
	0002	F	85	20	00	00	000	DD	01	225000		00	FLAIR ED	
			20.00		F666666666999		A	06302012						
			123456789		X									

L1	L2	L3	L4	L5	VENDOR-ID	AP-NO	LINE	VOUCH-NO	TYPE	SEL
85						P		V		

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

CONT MINI MAIN RFRSH TOP FWD

8. Press **Enter**. The requested payable will display on TR54 Revolving Fund Payables Inquiry Screen Two.

On inquiry 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**. *See section 105.6.5 NEXT Line for additional information.*

## 207.18 TR54 Update

Agency users have an option to update or delete revolving fund payable disbursements input during the current business day prior to overnight processing. To complete an update, users must first inquire using a TR54I (Single Inquiry) or TR54M (Multiple Inquiry) before updating the payable disbursement (*see sections 207.17.1 Single Inquiry and 207.17.2 Multiple Inquiry for more information*). If a payable is not corrected before overnight processing, the user will have to process a second transaction to correct the original disbursement. Users are not allowed to input a TR54S or TR54A to reprocess a corrected transaction after the carry forward records have been submitted to the EOG and DFS (*see section 204 Unencumbered Disbursements*).

### 207.18.1 TR54 Single Inquiry Update

The TR54 Revolving Fund Payable Disbursement Single Update by Site is used for correcting or deleting revolving payable disbursements input directly in FLAIR during the current business day. This function allow users to view all data codes prior to updating a specific transaction. Updating information using this transaction updates the information in the Daily Input File prior to overnight processing.

To update a single line TR54 Payable Disbursement Update from a single inquiry transaction on the TR54 Single Inquiry screen:

1. In the **SEL** field for the appropriate revolving fund payable disbursement line number, input **U** (*see section 207.17.1 TR54 Single Inquiry*).

**Note:** **TYPE 54** and **SEL U** on the same screen are not allowed in FLAIR.

**TR54 - Revolving Fund Payables Disbursements - Single Inquiry By Site - Screen Two**  
(with example data input)

```

54I2                                02/15/2013 15:17:44
TR 54 - REVOLVING FUND PAYABLES DISBURSEMENTS - SINGLE INQUIRY BY SITE
AP-NO  LINE F L1 L2 L3 L4 L5  EO VR OBJECT CF DESCRIPTION  SUB-VENDOR-ID
P 553210 0001  85 20 03 00 000 DD 03 261000  AUDIT JUN 12-15

....AMOUNT.... VENDOR-ID          MC TRN-DT          VOUCH-NO LINE BI OTHER-DOC
      225.50 E111111111          06/12/2012

B G INVOICE      AB ..QUANTITY..      CK-NO  CK-DT          PID      AP-GL      AP-EGL
0612-0615      X          000150  06/10/2012          31100

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

GF SF FID      BE          IBI EF RVL      STATE-PROGRAM          PROJECT-ID
10 1  000001  85200000  00          010001  1112110000  000000

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

NEXT: L1 L2 L3 L4 L5  VENDOR-ID          AP-NO  LINE  VOUCH-NO LINE
      85          P          V

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

2. Press **Enter**. FLAIR will display the TR54 Revolving Fund Payables Disbursements Single Update Screen One.



**TR54 - Revolving Fund Payables Disbursements - Single Update By Site - Screen One**

(with example data retrieved)

```

5401                                02/15/2013 15:18:28
TR 54 - REVOLVING FUND PAYABLES DISBURSEMENTS - SINGLE UPDATE BY SITE
DELETE:
AP-NO    LINE F L1 L2 L3 L4 L5  EO VR OBJECT CF DESCRIPTION      SUB-VENDOR ID
P 553210 0001  85 20 03 00 000 DD 03 261000 C AUDIT JUN 12-15

....AMOUNT....    VENDOR-ID      TRN-DT    G VOUCH-NO LINE BI  OTHER-DOC  E
225.50            E111111111      06122012    V

INVOICE      AB  ..QUANTITY..    CK-NO    CK-DT    PID      AP-GL    AP-EGL
0612-0615            ..QUANTITY..    000150    06102012

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

GF SF FID    BE      IBI EF RVL    STATE-PROGRAM    PROJECT-ID
10 1 000001 85200000 00      010001 1112110000 000000

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

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

```

TR54 Revolving Fund Payables Disbursements Single Update by Site Screen One fields:

Field	Description	Required/Optional/Special Instructions
<b>DELETE</b>	Delete Request	Optional. Valid input: <b>D</b> . Once deleted, transaction cannot be retrieved. (1N)
<b>AP-NO</b>	Accounts Payable Number	Retrieved. (7A/N)
<b>LINE</b>	Accounts Payable Line Number	Retrieved. (4N)
<b>F</b>	Final Payment Indicator	Optional. If this is the final payment for the payable line, valid input: <b>F</b> . If partial, leave <b>blank</b> . (1A)
<b>L1 L2 L3 L4 L5</b>	Organization Code	Retrieved. (11N)
<b>EO</b>	Expansion Option	Retrieved. (2A/N)
<b>VR</b>	Version	Retrieved. (2N)
<b>OBJECT</b>	Object Code	Retrieved. (6N)
<b>CF</b>	Certified Forward Indicator	Optional. Indicator must = <b>C</b> and be retrieved from payable. If <b>CF</b> is <b>blank</b> , do not add <b>C</b> and payable must be corrected to reflect carry forward funds. (1A)
<b>DESCRIPTION</b>	Description	Optional. (16A/N)
<b>SUB-VENDOR ID</b>	Sub-vendor Identification Number	Optional. If expenditure is a pay and charge. Vendor ID must begin with <b>E, F, S</b> , or <b>N</b> . (14A/N)
<b>AMOUNT</b>	Transaction Amount	Required. Cannot equal <b>0</b> . Negative number input is not allowed. (10.2N)
<b>VENDOR-ID</b>	Vendor Identification Number	Required. Vendor number must begin with <b>E, F, S</b> , or <b>N</b> . (13A/N)
<b>TRN-DT</b>	Transaction Date	Required. Must be less than or equal to current date. (MMDDYYYY) (8N)

Field	Description	Required/Optional/Special Instructions
<b>G</b>	Grouping Character	Optional. (1A/N)
<b>VOUCH-NO</b>	Voucher Number	Required. If <b>BI</b> = <b>X</b> .  Optional. First digit must be alphabetic. (6A/N)
<b>LINE</b>	Voucher Line Number	Required. If a voucher number is input. Optional. (4N)
<b>BI</b>	Bookkeeping Indicator	Optional. Valid input: <b>A, C, E, N</b> , or <b>\$</b> . (1A)
<b>OTHER-DOC</b>	Other Document Number	Optional. (11A/N)
<b>B</b>	Batch Character	Optional. (1A/N)
<b>INVOICE</b>	Invoice Number	Required. May not equal <b>0</b> . (9A/N)
<b>AB</b>	Available Balance Override Indicator	Required. Valid input: <b>X</b> . If error message displays and the user has available balance override authority.  Optional. If user has available balance override authority. (1A)
<b>QUANTITY</b>	Quantity	Optional.
<b>CK-NO</b>	Local Fund Check Number	Required. If <b>BI</b> = <b>\$</b> or <b>C</b> .  Optional. If <b>BI</b> = <b>blank, X, N</b> , or <b>A</b> . (6N)
<b>CK-DT</b>	Local Fund Check Date	Optional. (MMDDYYYY) (8N)
<b>PID</b>	Product Identifier	Optional. (3A/N)
<b>AP-GL</b>	Accounts Payable General Ledger	Retrieved. (5N)
<b>AP-EGL</b>	Accounts Payable External General Ledger	Optional. (3A/N)
The following codes fields are retrieved from the Expansion Files and can be overridden (except <b>GF, SF</b> , and <b>FID</b> ). See section 112 Expansion Files for more information. <b>BE, IBI, CAT, YEAR</b> and <b>STATE PROGRAM</b> must equal TR80 or TR81 data codes.		
<b>CAT</b>	Appropriation Category	Required. (6N)
<b>YR</b>	Appropriation Year	Optional. Defaults to <b>00</b> . (2N)
<b>GL</b>	General Ledger	Optional. Must be established in Title File prior to using in a transaction. (5N)
<b>EGL</b>	External General Ledger	Optional. (3A/N)
<b>EOB</b>	External Object Code	Optional. (3A/N)
<b>ECAT</b>	External Category	Optional. (3A/N)
<b>EP</b>	External Program	Optional. (2N)
<b>GRANT</b>	Grant Number	Optional. Must be established in FACTS and carried over to the Title File before it can be used in a FLAIR transaction. If object code = <b>75XXXX</b> , a grant and/or contract number is required. (5A/N)



Field	Description	Required/Optional/Special Instructions
<b>GY</b>	Grant Year	Optional. A grant number must be present before contract year is input. (2N)
<b>CNTRT</b>	Contract Number	Optional. Must be established in FACTS and carried over to the Title File before it can be used in a FLAIR transaction. If object code = <b>75XXXX</b> , a grant and/or contract number is required. (5A/N)
<b>CY</b>	Contract Year	Optional. A contract number must be present before contract year is input. (2N)
<b>OCA</b>	Other Cost Accumulator	Optional. Must be established in the Title File prior to use in a transaction. (5A/N)
<b>AU</b>	Agency Unique Code	Optional. Must be established in the Title File prior to use in a transaction. (2A/N)
<b>GF/SF/FID/BE/IBI</b>	19 Digits of the FLAIR Account Code	Retrieved. <b>Note:</b> GF cannot equal <b>8</b> if <b>CF = C</b> . (19N)
<b>EF</b>	External Fund Type	Retrieved. (1N)
<b>RVL</b>	Revolving Fund Identifier	Retrieved. (5N)
<b>STATE-PROGRAM</b>	State Program Number	Required. Must be established in the Title File prior to use in a transaction. (16N)
<b>PROJECT-ID</b>	Project Identifier	Optional. Must be established in the Project Information File and carried over to the Title File prior to use in a transaction. (11A/N)
<b>BPIN</b>	Beginning Property Item Number	Optional. (8A/N)
<b>COUNT</b>	Count	Optional. (4N)
<b>UNITS</b>	Units	Optional. (10.2N)
<b>TIME</b>	Time	Optional. (9N)

3. a. Update the appropriate fields; **OR**  
b. To delete a payable disbursement from the Daily Input File, in the **DELETE** field input **D**.

**TR54 - Revolving Fund Payables Disbursements - Single Update By Site - Screen One**

54U1 02/15/2013 15:18:28

TR 54 - REVOLVING FUND PAYABLES DISBURSEMENTS - SINGLE UPDATE BY SITE

DELETE:

AP-NO	LINE	F	L1	L2	L3	L4	L5	EO	VR	OBJECT	CF	DESCRIPTION	SUB-VENDOR	ID
P 553210	0001		85	20	03	00	000	DD	03	261000	C	AUDIT JUN 12-15		

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

225.50 E111111111 06122012 V

INVOICE AB ..QUANTITY.. CK-NO CK-DT PID AP-GL AP-EGL

0612-0615 000150 06102012 31100

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

040000 00 71100

GF SF FID BE IBI EF RVL STATE-PROGRAM PROJECT-ID

10 1 000001 85200000 00 010001 1112110000 000000

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

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

CONT MINI MAIN RFRSH CAN

4. Press **Enter**. FLAIR will return the user to the inquiry screen or the next available line number.

**207.18.2 TR54 Multiple Inquiry Update**

The TR54 Payable Disbursement Update by Site Multiple Inquiry is used for correcting or deleting payable disbursements input directly in FLAIR during the present business day. This function allows users to view three lines of transactions prior to viewing all data codes on the update screen. Updating information using this transaction updates the information in the Daily Input File prior to overnight processing.

To update a multiple line TR54 Revolving Fund Payable Disbursement Single Update from a TR54 multiple inquiry transaction:

1. In the **SEL** field for the appropriate payable disbursement line number, input **U**. *See section 207.17.2 Payable Disbursement Multiple Inquiry.*

**Note:** **TYPE 54** and **SEL U** on the same screen are not allowed in FLAIR.

2. Press **Enter**. FLAIR will display the requested record.

**TR54 - Revolving Fund Payable Disbursements - Multiple Inquiry By Site - Screen Two**

54M2 02/15/2013 15:19:40  
 TR 54 - REVOLVING FUND PAYABLES DISBURSEMENTS - MULTIPLE INQUIRY BY SITE  
 AP-NO P TRV102  
 X LINE F L1 L2 L3 L4 L5 EO VR OBJECT CF YR DESCRIPTION SUB-VENDOR-ID  
 ....AMOUNT.... VENDOR-ID MC TRN-DT G VOUCH-NO LINE BI OTHER-DOC  
 B INVOICE AB ..QUANTITY.. CK-NO CK-DT PID

U 0001 F 85 20 00 00 000 DD 01 380000 00 FLAIR ED  
 100.00 F666666666999 A 06302012  
 123456789 X

0002 F 85 20 00 00 000 DD 01 225000 00 FLAIR ED  
 20.00 F666666666999 A 06302012  
 123456789 X

**Input U to update individual payable lines**

L1 L2 L3 L4 L5 VENDOR-ID AP-NO LINE VOUCH-NO TYPE SEL  
 85 P V  
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---  
 CONT MINIT MAIN RFRSH TOP FWD

**TR54 - Revolving Fund Payables Disbursements - Single Update By Site - Screen One**

54U1 02/15/2013 15:22:27  
 TR 54 - REVOLVING FUND PAYABLES DISBURSEMENTS - SINGLE UPDATE BY SITE  
 DELETE:  
 AP-NO LINE F L1 L2 L3 L4 L5 EO VR OBJECT CF DESCRIPTION SUB-VENDOR ID  
 P TRV102 0001 F 85 20 00 00 000 DD 01 380000 C FLAIR ED

....AMOUNT.... VENDOR-ID TRN-DT G VOUCH-NO LINE BI OTHER-DOC B  
 100.00 F666666666999 06302012 V

INVOICE AB ..QUANTITY.. CK-NO CK-DT PID AP-GL AP-EGL  
 123456789 31100

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

GF SF FID BE IBI EF RVL STATE-PROGRAM PROJECT-ID  
 10 1 000001 85200000 00 010001 1112110000 000000

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

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

3. a. Update the appropriate fields (*see section 207.15.1 TR53 Single Inquiry Update for more information on individual fields*); OR
  - b. To delete a payable disbursement from the Daily Input File, input **D** in the **DELETE** field.

**TR54 – Revolving Fund Payables Disbursements – Single Update By Site – Screen One**

(with example data retrieved)

5401 02/15/2013 15:22:27

TR 54 - REVOLVING FUND PAYABLES DISBURSEMENTS - SINGLE UPDATE BY SITE

DELETE:

AP-NO LINE F L1 L2 L3 L4 L5 EO VR OBJECT CF DESCRIPTION SUB-VENDOR ID

P TRV102 0001 F 85 20 00 00 000 DD 01 380000 C FLAIR ED

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

100.00 F666666666999 06302012 V

INVOICE AB ..QUANTITY.. CK-NO CK-DT PID AP-GL AP-EGL

123456789 Input D to delete 31100

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

040000 00 71100

GF SF FID BE IBI EF RVL STATE-PROGRAM PROJECT-ID

10 1 000001 85200000 00 010001 1112110000 000000

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

TYPE SEL

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

CONT MINI MAIN RFRSH CAN

4. Press **Enter**. FLAIR will return users to the TR54 Single Inquiry Screen Two or next available line number.

**207.19 Accounts Payable FLAIR Accounting Entries**

When payables are established, either as unencumbered payables (TR80) or as encumbered payables (TR81) a liability is recorded in the accounting records. When changes are made to an established payable using the TR8SU, the appropriate accounting entries are updated in the accounting records. These update transactions create a TR80 (Unencumbered Payable) on the day of the update only, and may be viewed through TR80 inquiry.

When the payable is disbursed, partially or fully, using the TR53 or TR54, the liability is released and the cash disbursement is recorded in the accounting records.

The accounting entries related to the following transactions are discussed in detail on the following pages:

- Unencumbered Payable (TR80)
- Encumbered Payable (TR81)
- Accounts Payables Subsidiary Ledger Updates (TR8S)
- Payables Disbursement (TR53)
- Revolving Fund Payables Disbursement (TR54)

### 207.19.1 TR80 FLAIR Accounting Entries

This TR80 is used to record a liability in the GLs when an encumbrance has not been previously established. The transaction records an unencumbered payable on the Daily Input File and the Accounts Payable Subsidiary. During nightly processing, the payable entries from the Daily Input File are used to update the agency's Detail and Master Files.

To record an unencumbered payable:

GL Code	Description	DR	CR	I/A
7****	Expenditures	X		I
31***	Payables <b>or</b>		X	I
35***	Due to governmental units		X	I

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

The user will input the accounts payable GL code (3\*\*\*\*). The GL code for expenditures (7\*\*\*\*) may be input by the user or retrieved from the Expansion Set File. Both GL codes appear on the screen.

When unencumbered payables are recorded, the Available Balance File is updated as follows:

Indicators	State Fund = 1	State Fund = 2, 3	State Fund = 8
<b>Fund Cash</b>	N/A	N/A	N/A
<b>Fund Release</b>	N/A	N/A	N/A
<b>Organization Cash</b>	N/A	N/A	N/A
<b>Organization Allotment</b>	-amount	-amount	-amount

- = Decrease; N/A = Not Applicable.

**Note:** Grant allotment, contract allotment, and/or project allotment available balance records will also be updated (same as organization allotment above). This update will take place only if the grant, contract, and/or project fields are input with the transaction.

### 207.19.2 TR81 FLAIR Accounting Entries

This transaction is used to record a liability in the GLs where an encumbrance has been previously established. The transaction records an encumbered payable on the Daily Input File and the Accounts Payable Subsidiary. During nightly processing, the payable entries from the Daily Input File are used to update the agency's Detail and Master Files.



To record an encumbered payable:

GL Code	Description	DR	CR	I/A
7****	Expenditures	X		I
31***	Payables <b>or</b>		X	I
35***	Due to governmental units		X	I

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

The user will input the accounts payable GL code (3\*\*\*\*). The GL code for expenditures (7\*\*\*\*) may be input by the user or retrieved from the Expansion Set File. Both GL codes appear on the screen.

In addition, this transaction reduces or removes the encumbrance from the GLs.

To release the encumbrance for the amount of the payable:

GL Code	Description	DR	CR	I/A
98100	Budget fund balance reserved for encumbrances	X		A
94100	Encumbrances		X	A

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

When encumbered payables are recorded, the Available Balance File is updated as follows:

Indicators	State Fund = 1	State Fund = 2, 3	State Fund = 8
<b>Fund Cash</b>	N/A	N/A	N/A
<b>Fund Release</b>	N/A	N/A	N/A
<b>Organization Cash</b>	N/A	N/A	N/A
<b>Organization Allotment</b>	+/-difference	+/-difference	+/-difference

+/- = Increase/Decrease; Difference = Difference between the encumbrance amount and the payable amount; N/A = Not Applicable.

**Note:** Grant allotment, contract allotment, and/or project allotment available balance records will also be updated (same as organization allotment above). This update will take place only if the **GRANT**, **CONTRACT**, and/or **PROJECT ID** fields are input with the transaction.

### 207.19.3 TR8S FLAIR Accounting Entries

This transaction records changes to the current obligations (payables) GLs. These may be due to correcting or deleting the liability. *See section 207.19.4 TR53 FLAIR Accounting Entries and section 207.19.5 TR54 FLAIR Accounting Entries for entries related to the disbursement of the payable.*

When updates are made using the TR8SU, a reversing entry to back-out the existing record and an entry to record the correct payable are recorded.

Entries recorded when the user inputs “-100.00” into the **AMT CHANGE** field in a TR8SU:

GL Code	Description	DR	CR	I/A
3****	Current Liabilities	800		A
7****	Expenditures/Expenses		800	A
7****	Expenditures/Expenses	700		A
3****	Current Liabilities		700	A

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

The first two entries reverse the original entry, while the third and fourth record the transaction with the correct dollar amount.

Entries recorded when the user changes the object code from 341000 to 223000 in a TR8SU:

GL Code	Object Code	Description	DR	CR	I/A
3****	341000	Current Liabilities	300		A
7****	341000	Expenditures/Expenses		300	A
7****	223000	Expenditures/Expenses	300		I
3****	223000	Current Liabilities		300	A

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

The first two entries reverse the original entry, while the third and fourth record the transaction with the correct object code.

When the Accounts Payable Subsidiary Ledger is updated through TR8SU, the Available Balance File is updated as follows:

Indicators	State Fund = 1	State Fund = 2, 3	State Fund = 8
<b>Fund Cash</b>	N/A	N/A	N/A
<b>Fund Release</b>	N/A	N/A	N/A
<b>Organization Cash</b>	N/A	N/A	N/A
<b>Organization Allotment</b>	+/-amount	+/-amount	+/-amount

+/- = Increase/Decrease; N/A = Not applicable.

**Note:** Grant allotment, contract allotment, and/or project allotment available balance records will also be updated (same as organization allotment above). This update will take place only if the **GRANT**, **CONTRACT**, and/or **PROJECT ID** fields are input with the transaction.

#### 207.19.4 TR53 FLAIR Accounting Entries

The TR53 Payable Disbursement is used to record cash disbursements where a payable has previously been established with a TR80 or TR81. The entries to remove/reduce the payable from the Accounts Payable Subsidiary and to record the cash disbursement are below.

Reversal of the Payable Established in TR80 or TR81 in the amount of \$120:

GL Code	Description	DR	CR	I/A
<b>31***</b>	Payables <b>or</b>	120		A
<b>35***</b>	Due to Governmental Units	120		A
<b>7****</b>	Expenditures		120	A

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

Records the expenditure and actual disbursement of cash in the amount of \$120:

SF	GL Code	Description	DR	CR	I/A
	<b>7****</b>	Expenditures	120		I
<b>1</b>	<b>131**</b>	Unexpended GR Release <b>or</b>		120	A
<b>2</b>	<b>12***</b>	Released Cash in Treasury <b>or</b>		120	A
<b>8</b>	<b>11200</b>	Cash in Bank		120	A

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

When payable disbursements are recorded, the Available Balance File is updated as follows:

Account	SF=1	SF=2, 3	SF=8
<b>Fund Cash</b>	N/A	-120.00	-120.00
<b>Fund Release</b>	-120.00	-120.00	N/A
<b>Organization Cash</b>	N/A	-120.00	-120.00
<b>Organization Allotment</b>	+/- Diff	+/- Diff	+/- Diff

+/- Diff= difference between payable amount and disbursement amount; N/A = Not Applicable; SF = State Fund.

Grant fund cash, contract fund cash, project fund cash, grant allotment, contract allotment, and/or project allotment available balance records will also be updated (same as fund cash and organization allotment above). This update will take place only if the **GRANT**, **CONTRACT**, and/or **PROJECT ID** fields are input.

### 207.19.5 TR54 FLAIR Accounting Entries

This transaction is used to record cash disbursements where a payable has been previously established and the disbursement is made through a revolving fund. The system generates the following entries to remove/reduce the payable from the Accounts Payable Subsidiary and to record the cash disbursement to a GL.

#### **OPERATING FUND (STATE FUND = 1, 2, or 8)**

To record the reversal of the payable established through TR80 or TR81:

GL Code	Description	DR	CR	I/A
<b>31***</b>	Payables <b>or</b>	120		A
<b>35***</b>	Due to Governmental Units	120		A
<b>7****</b>	Expenditures		120	A

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

To record the expenditure for the actual amount of the disbursement:

SF	GL Code	Description	DR	CR	I/A
	<b>7****</b>	Expenditures	120		I
<b>1</b>	<b>131**</b>	Unexpended GR Release <b>or</b>		120	A
<b>2</b>	<b>12***</b>	Released Cash in Treasury <b>or</b>		120	A
<b>8</b>	<b>11200</b>	Cash in Bank		120	A

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

#### **REVOLVING FUND (STATE FUND = 8)**

To record the receivable due from the operating fund and the disbursement of cash from the revolving fund:

GL Code	Description	DR	CR	I/A
<b>16800</b>	Due from State Funds – Rev. Fund	120		A
<b>11200</b>	Cash in Bank		120	A

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

The GL code for expenditures (7\*\*\*\*) may be retrieved from the expansion set record or entered by the operator on the input screen. The GL code for payables (3\*\*\*\*) is retrieved from the Accounts Payable Subsidiary. To record the disbursement the operator should input a positive amount that will initiate the above entries.

The fund coding for the operating fund and the fund identifier for the revolving fund are carried on the expansion option record that is used with the entry. The system generates a GAAFR fund type of **74** and a state fund type of **8** to be used with the revolving fund identifier.

When revolving fund payable disbursements are recorded, the Available Balance File for the operating fund is updated as follows:

Account	SF = 1	SF = 2, 3	SF = 8
<b>Fund Cash</b>	N/A	-120.00	-120.00
<b>Fund Release</b>	-120.00	-120.00	N/A
<b>Organization Cash</b>	N/A	-120.00	-120.00
<b>Organization Allotment</b>	+/- Diff	+/- Diff	+/- Diff

+/- = Increase/Decrease; N/A = Not Applicable; SF = State Fund.

Grant fund cash, contract fund cash, project cash, grant allotment, contract allotment, and/or project allotment available balance records will also be updated (like fund cash and organization allotment, above). This update will take place only if the **GRANT**, **CONTRACT**, and/or **PROJECT ID** fields are input.

The Available Balance File for the revolving fund is updated by subtracting the amount of the disbursement from the revolving fund's fund cash balance.

These records will be added to the Revolving Fund File (7S) after voucher processing. The delay is because the voucher number is required as part of the key for the subsidiary.



## 208 Voucher Processing

A voucher, or voucher schedule, is a written certificate of authorization prepared for each expenditure providing documentary evidence of the legal obligation and requesting payment by the CFO to a vendor or payee. All invoices submitted to the CFO for payment must be included on a voucher signed by an authorized individual, as evidenced by an Authorized Signature Card on file with the Bureau of Auditing. ***See the RGSE for additional details.*** Almost all disbursement transactions generate vouchers through voucher processing. Voucher processing is the first step in the nightly update process.

### 208.1 Voucher Processing Overview

When transactions (TR51, TR52, TR53, TR54, TR57, TR70, and TR71) are processed, they are recorded on the Daily Input File. During nightly processing, all disbursement transactions that do not have a bookkeeping indicator of **X** will be moved from the Daily Input File and included on a voucher. Cash receipt transactions (TR30, TR31, TR33, and TR34) that record a current year refund, salary disbursements (object codes 11\*\*\*\*, 12\*\*\*\*, 13\*\*\*\*, 15\*\*\*\*, or 16\*\*\*\*), and revenue to revenue transactions (TR94) are also included on vouchers.

**Note:** The bookkeeping indicator **X** is used in disbursement transactions to bypass voucher processing, producing no voucher and bypassing the online voucher audit process. It is not used with TR58s or TR59s since these transactions do not produce vouchers.

Agencies may assign all or some of their voucher numbers or have FLAIR assign them. The vouchers are generated and added to the Voucher Print File and the CFO's online Voucher Audit System (in Central FLAIR) during nightly processing, and are available for printing the next morning.

FLAIR generates four different types of vouchers:

- Regular Disbursement Vouchers – Disbursement transactions where a warrant is produced (excluding revolving fund disbursement transactions).
- Revolving Fund Reimbursement Vouchers – All disbursements processed using TR52 or TR71 to produce a revolving fund reimbursement warrant.
- JT Vouchers – Disbursement and revenue transactions where money is transferred from one state account to another. These may be intra-agency or inter-agency transfers.
- A JT-1 involves the transfer of funds from one operating account to another.
- A JT-2 involves the transfer of funds from an operating account to a revenue account.
- Non- CFO Voucher Types – Disbursements from local funds, disbursements with a bookkeeping indicator of **N**, or departmental-only transactions.

**Note:** The bookkeeping indicator **N** is used in disbursement transactions for departmental-only transactions. This action allows for the production of a voucher without the transaction being posted in Central FLAIR.

FLAIR assigns a two-character voucher type code for each disbursement transaction that is input. ***See section 208.4 Nightly Voucher Processing for a complete listing of all voucher types and their codes.***

## 208.2 Voucher Numbers

Agencies have the option of assigning voucher numbers, as well as voucher line numbers, to some or all of their vouchers. This is done at the time the transaction is input. Any transaction that is not assigned a voucher number by the user will be assigned a voucher number by FLAIR during nightly processing.

Voucher numbers that are assigned by the agency must contain a letter in the second character position, following the hard-coded **V**. Vouchers that are systematically assigned a number will contain a number in the second character position following the hard-coded **V**. An example of each follows:

- **VA12345** – Agency Assigned
- **V123456** – System Assigned

### 208.2.1 Agency Assigned Voucher Numbers

To assign a voucher number for a disbursement transaction, the user must input data into the **VOUCH-NO** field on the disbursement screen. The **VOUCH-NO** field holds seven alphanumeric characters and has the first character of **V** protected. The input after the **V** must begin with a letter followed by one to five numeric characters. This results in a voucher number with a format of **VA12345**. For most vouchers, the line number is optional. If the user has input a bookkeeping indicator of **X**, then input in both the **VOUCH-NO** and **LINE** fields is required.

Example data inputting a voucher number and line number with a transaction:

51S2 TR 51 - UNENCUMBERED DISBURSEMENTS - SINGLE INPUT 01/07/2013 16:45:29															
L1	L2	L3	L4	L5	EO	VR	OBJECT	CF	PPI	DESCRIPTION	SUB-VENDOR-ID				
85	10	01	01	211	01	04	261000			TRAINING TRAVEL					
...AMOUNT...					VENDOR-ID					TRN-DT		G VOUCH-NO LINE		BI OTHER-DOC	
261.34					E111111111					12312012		V A12345 0001			
INVOICE		AB		..QUANTITY..		CK-NO		CK-DT		PID BF-ORG		BF-EO BF-OB/CF		BF-CAT/YR	
DEC2012															
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							

For agencies that assign voucher numbers, the transactions will be sorted by OLO, site, and then voucher number. This allows users from different sites within an agency to assign the same voucher number and get separate vouchers printed. Although FLAIR allows duplicate voucher numbers for different sites, if there is already a voucher with the same account code and voucher number on the Voucher Audit File, the voucher will not post.

If the transactions are to appear on the voucher in a specific order, the **LINE** field may be used. A line number cannot be input if the **VOUCH-NO** field is not used. If the line number is not input with the voucher number, the transactions are sorted using the following fields:

- **VENDOR ID**
- **SUB-VENDOR ID**
- **OBJECT CODE**
- **INVOICE**

**Note:** Users should input no more than 49 lines per voucher. *See section 208.4 Nightly Voucher Processing for details regarding how lines are assigned to vouchers.* Once 49 lines are printed on the voucher, the additional lines will be printed on another voucher with the same voucher number, creating a Voucher Error Report for the second voucher. *See section 208.7 Voucher Error Report for additional information.*

### 208.2.2 System Assigned Voucher Numbers

System assigned numbers are generated when the **VOUCH-NO** field is not input. They are assigned at the operating level (L1) beginning with voucher number **V000001** on July 1 each year. For every voucher generated, the system sequentially assigns the next number for the remainder of the fiscal year. When voucher numbers are assigned systematically, transactions print on the voucher and are sorted using the following fields:

- **VENDOR ID**
- **SUB-VENDOR ID**
- **OBJECT CODE**

Each voucher will record up to 49 lines. *See section 208.4 Nightly Voucher Processing for details regarding how lines are assigned to vouchers.* Once 49 lines are printed on the voucher, the additional lines will be printed on another voucher, to which FLAIR will assign the next sequential number.

**Note:** Users may assign a grouping character when inputting the transaction to control how transactions are grouped, or not grouped, on the vouchers.

## 208.3 Voucher Summary Requests

The Voucher Summary Report allows the user to review disbursement transactions input directly to FLAIR prior to nightly processing and printing. This allows the user to correct errors on the vouchers and journals before printing and before the agency's Detail and Master Files are updated incorrectly. Only transactions input for the OLO and site of the user will be printed. MFMP transactions, current year refunds, revenue to revenue transfers, and batch file transactions will not appear on a Voucher Summary Report. The Voucher Summary Report is requested using the Voucher Print (VP) Mini Menu in FLAIR.

To request a Voucher Summary Report from the Main Accounting Menu or any FLAIR input screen:

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

**Main Accounting Menu** (with example data input)

MNMU			MENU			06/12/2013 15:29:24		
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						

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---  
 CONT DAC

TYPE: **VP** SEL: \_

2. Press **Enter**. FLAIR will display the Voucher Print Mini Menu.

***Voucher Print Mini Menu***

VPMU	06/12/13	15:31:31
VOUCHER PRINT MINI MENU		
VOUCHER ON-SITE PRINTING		
VOUCHER SUMMARY REPORT		
SEARCH FOR VOUCHER NUMBERS		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
CONT	MAIN	RFRSH

3. In front of the **VOUCHER SUMMARY REPORT** option, input **X**.

***Voucher Print Mini Menu*** (with example data input)

VPMU	11/15/12	12:01:20
VOUCHER PRINT MINI MENU		
VOUCHER ON-SITE PRINTING		
X	VOUCHER SUMMARY REPORT	
SEARCH FOR VOUCHER NUMBERS		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
CONT	MAIN	RFRSH

4. Press **Enter**. FLAIR will display the Voucher Summary Report Request Screen.



**Voucher Summary Report Request Screen**

VPSR	VOUCHER SUMMARY REPORT REQUEST SCREEN	11/15/12 12:01:52
VOUCHER SUMMARY REPORT REQUEST:		
STARTING VOUCHER NUMBER: V	GROUPING CHARACTER:	
ENDING VOUCHER NUMBER: V	PRINTER DESTINATION:	
FUND/ACCT CODE: 85		
<ol style="list-style-type: none"> <li>1. TO REQUEST A SUMMARY REPORT OF TODAY'S DISBURSEMENT ENTRIES GROUPED INTO TEMPORARY VOUCHERS, ENTER AN 'X' IN THE REQUEST LINE.</li> <li>2. IF STARTING AND ENDING VOUCHER NUMBERS ARE LEFT BLANK, ALL DISBURSEMENT ENTRIES WILL BE SUMMARIZED.</li> <li>3. IF STARTING AND (OR) ENDING VOUCHER NUMBERS ARE INPUT, ONLY DISBURSEMENT ENTRIES CONTAINING AGENCY ASSIGNED VOUCHER NUMBERS WILL BE SELECTED, AND ONLY THOSE WITHIN THE REQUESTED RANGE WILL BE SUMMARIZED.</li> <li>4. DISBURSEMENT ENTRIES WITH BOOKKEEPING INDICATOR EQUAL TO 'X' WILL NOT BE INCLUDED IN THE SUMMARY REPORT.</li> <li>5. THE ENTRIES PRINTED ARE ONLY FOR THE SITE ASSOCIATED WITH YOUR SIGN-ON.</li> <li>6. IF FUND/ACCT CODE IS INPUT, WILL ONLY LIST VOUCHERS FOR REQUESTED FUND OR ACCOUNT CODE.</li> <li>7. IF GROUPING CHARACTER IS INPUT, PULL DISBURSEMENT TRANSACTIONS ONLY WITH REQUESTED GROUPING CHARACTER.</li> </ol>		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		TYPE SEL
CONT MINI MAIN RFRSH		CAN

Voucher Summary Report Request Screen fields:

Field	Description	Required/Optional/Special Instructions
<b>VOUCHER SUMMARY REPORT REQUEST</b>	Voucher Summary Report Request	Required. Valid input: X. (1A)
<b>STARTING VOUCHER NUMBER</b>	Starting Voucher Number	Optional. Limits the inquiry to transactions containing agency assigned voucher numbers. May not be used if the <b>FUND/ACCT CODE</b> field is used. (6A/N)
<b>ENDING VOUCHER NUMBER</b>	Ending Voucher Number	Optional. Limits the inquiry to transactions containing agency assigned voucher numbers. May not be used if the <b>FUND/ACCT CODE</b> field is used. (6A/N)
<b>GROUPING CHARACTER</b>	Grouping Character	Optional. Limits inquiry to transactions containing the requested grouping character. (1A/N)
<b>PRINTER DESTINATION</b>	Printer Destination	Required. Must be a valid FLAIR Printer ID. (8A/N)
<b>FUND/ACCT CODE</b>	Fund/Account Code	Optional. The first two digits are retrieved. Limits the inquiry to transactions containing the requested FLAIR account code. The user may input first 21 digits or all 29 digits of the account code. May not be used if the <b>STARTING VOUCHER NUMBER</b> or <b>ENDING VOUCHER NUMBER</b> fields are used. (27N)

There are several fields available as search criteria which may be used to limit the records printed on the report.

5. In the **VOUCHER SUMMARY REPORT REQUEST** field, input X.

```

VOUCHER SUMMARY REPORT REQUEST SCREEN
11/15/12 12:02:52

VOUCHER SUMMARY REPORT REQUEST: X
STARTING VOUCHER NUMBER: V A00001 GROUPING CHARACTER: B
ENDING VOUCHER NUMBER: V C00328 PRINTER DESTINATION: PRINTID
FUND/ACCT CODE: 85 10 1 000001 85100000 00 040000 00

1. TO REQUEST A SUMMARY REPORT OF TODAY'S DISBURSEMENT ENTRIES
   GROUPED INTO TEMPORARY VOUCHERS, ENTER AN 'X' IN THE REQUEST LINE.
2. IF STARTING AND ENDING VOUCHER NUMBERS ARE LEFT BLANK,
   ALL DISBURSEMENT ENTRIES WILL BE SUMMARIZED.
3. IF STARTING AND (OR) ENDING VOUCHER NUMBERS ARE INPUT, ONLY DISBURSEMENT
   ENTRIES CONTAINING AGENCY ASSIGNED VOUCHER NUMBERS WILL BE SELECTED,
   AND ONLY THOSE WITHIN THE REQUESTED RANGE WILL BE SUMMARIZED.
4. DISBURSEMENT ENTRIES WITH BOOKKEEPING INDICATOR EQUAL TO
   'X' WILL NOT BE INCLUDED IN THE SUMMARY REPORT.
5. THE ENTRIES PRINTED ARE ONLY FOR THE SITE ASSOCIATED WITH YOUR SIGN-ON.
6. IF FUND/ACCT CODE IS INPUT, WILL ONLY LIST VOUCHERS FOR REQUESTED
   FUND OR ACCOUNT CODE.
7. IF GROUPING CHARACTER IS INPUT, PULL DISBURSEMENT TRANSACTIONS ONLY
   WITH REQUESTED GROUPING CHARACTER.

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

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- 226 -VOUCHER SUMMARY REPORT HAS BEEN REQUESTED

- The Voucher Summary Report pre-sorts the transactions (by type and fund) into vouchers and lists them in the order they will appear on the printed vouchers. For transactions where no voucher number was assigned at the time of transaction, FLAIR assigns a temporary voucher number for the purposes of this report only, beginning with **V000001**. This is a pre-sort process that occurs before nightly processing, so actual vouchers may print differently from the Voucher Summary Report.

**Voucher Summary Detail Report** (example)

DVPR03-25

VOUCHER SUMMARY DETAIL REPORT

OPERATING ORGANIZATION: 85 00 00

SITE: 01

DATE: 11 16 12

TIME: 16:59:55

VOUCH#	VT	GF	SF	FID	BE	IBI	CAT	YR	CF	RVL	G				
000001	A1	10	1	000001	85200000	00	040000	00							
LINE TR	TRDATE	L1-L5	BKI	OCA	EO VR	OBJECT	...	AMOUNT...	CNTRT	VENDOR-ID	VENDOR NAME	SUB-VENDOR-ID	SEC-DOC		
	ADDRESS:	LINE 1			BPIN	GRANT				INVOICE	LINE 3	CK-NO	CK-DT	B	
70	11162012	85200303000	00	02	341000				2.00	F666666666999	FLAIRCORP		E12	0001	
		456 ANGEL STREET								DLAKJFDS					
		SOUTH BEND			IN	222220000									
70	11142012	85200303000	00	02	380000				6.00	F666666666999	FLAIRCORP		E12	0002	
		456 ANGEL STREET								GJHGK					
		SOUTH BEND			IN	222220000									
TOTAL VOUCH# 000001									8.00						

VOUCH#	VOUCHER TYPE				GROUP	BF AGENCY NAME													
000002	C2					FLAIR													
LINE TR	TRDATE	L1-L5	EO VR	OBJECT	...	AMOUNT...	GF	SF	FID	BE	IBI	CAT	YR	CF	SUB-VENDOR-ID	INVOICE	BKI	OCA	GRANT
70	11162012	85100202213	AA	02	341000		500.00	20	2	010001	85100000	00	040000	00	000000	00	TESTING		
		85101000001851000000	001500	00			85100101214	00	015000						E10000	0001			
TOTAL VOUCH# 000002									500.00										

VOUCH#	VT	GF	SF	FID	BE	IBI	CAT	YR	CF	RVL	G				
000003	G1	10	1	000001	85200000	00	040000	00			010001				
LINE TR	TRDATE	L1-L5	EO VR	OBJECT	...	AMOUNT...	CNTRT	VENDOR-ID	VENDOR NAME	SUB-VENDOR-ID	SEC-DOC				
	ADDRESS:	LINE 1			BPIN	GRANT			INVOICE	LINE 3	CK-NO	CK-DT	B		
52	11052012	85200300000	DD	03	230000				85.00	F666666666999	DEFENSE FINANCE		000150	07012009	
		P.O. BOX 182204								FORM 101A					
		COLUMBUS			OH	432182204									
52	11052012	85200300000	DD	03	341000				150.00	F666666666999	FLAIRCORP		1000	05302011	
		456 ANGEL STREET								FLAIRB101					
		SOUTH BEND			IN	222220000									
TOTAL VOUCH# 000003									235.00						

In the example above, the Voucher Summary Report separates the transactions into three vouchers. **VOUCH#000001** is a regular voucher, **VOUCH#000002** is a JT, and **VOUCH#000003** is a revolving fund reimbursement voucher. Notice that the field layout for JT vouchers is different from the field layout for regular and revolving fund reimbursement vouchers.

**Note:** The line amount for a warrant producing voucher can be a negative number (if the net result is a positive amount for that vendor), but a total voucher cannot equal **0** or a negative number. The exception is PCard vouchers. These vouchers can have negative line amounts for vendors as long as the voucher total is greater than **0**.

The **TYPE** and **SEL** fields are available to request a different function. *See section 105.6.4 TYPE and SEL Fields for details.* The program function (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.*

## 208.4 Nightly Voucher Processing

During nightly processing, FLAIR assigns an initial voucher type to each disbursement transaction based on transaction type, state fund type, vendor type, and object code. This type code may change during the nightly process. Each transaction is then edited against a series of criteria to determine how the transactions will be grouped together for the voucher printing process.

**Note:** Revenue to revenue transfer vouchers (TR94s) do not go through the nightly disbursement voucher process.

### Voucher types

The following four tables list the voucher types currently in use.

#### Regular Disbursement Vouchers:

Type	Voucher Type Description
<b>A1</b>	Regular Disbursement Voucher
<b>A2</b>	Regular Disbursement Contractual Services Voucher
<b>L1*</b>	Regular Voucher ≤\$10,000; Not Audited
<b>L2*</b>	Load/Post Contract Voucher
<b>R1</b>	Refund of Overpayments Voucher
<b>R2</b>	Refund of Overpayments, Contractual Services Voucher
<b>S1*</b>	Regular Voucher ≤\$10,000; Statistically Sampled to be Audited
<b>S2*</b>	Sampled Contract Voucher
<b>K1</b>	Purchasing Card Reimbursement Voucher
<b>IE</b>	MFMP Flagged Voucher
<b>PE</b>	MFMP Voucher
<b>P1*</b>	Auto Pay Voucher
<b>P2*</b>	Auto Pay Contract Voucher

#### Revolving Fund Reimbursement Vouchers:

Type	Voucher Type Description
<b>G1</b>	Revolving Fund Reimbursement Voucher
<b>G2</b>	Revolving Fund Reimbursement Contractual Services Voucher
<b>L3*</b>	Revolving Fund Reimbursement Voucher ≤\$10,000; Not Audited
<b>L4*</b>	Load/Post Revolving Fund Contract Voucher
<b>S3*</b>	Revolving Fund Reimbursement Voucher ≤\$10,000; Statistically Sampled to be Audited
<b>S4*</b>	Sampled Revolving Fund Voucher
<b>P3*</b>	Auto Pay Revolving Fund Voucher
<b>P4*</b>	Auto Pay Revolving Fund Contract Voucher

## JT Vouchers:

Type	Voucher Type Description
<b>B1</b>	JT-1 – Journal Redistribution
<b>B4</b>	JT-1 – Journal Redistribution (Automated Journal Transfer system)
<b>C1</b>	JT-2 – Non-Operating Transfer
<b>C2</b>	JT-2 – Journal Advice
<b>C4</b>	JT-2 – Expenditure Refund Journal Advice
<b>P5*</b>	JT-2 – Auto Pay JT2 Non-Operating
<b>P6*</b>	JT-2 – Auto Pay JT2 Operating
<b>P7*</b>	JT-2 – Auto Pay Expenditure Refund Journal Advice
<b>P8*</b>	JT-1 – Load/Post Intra Agency JT1
<b>P9*</b>	JT-1 – Load/Post Intra Agency JT1 from Batch 55
<b>Q2</b>	JT-2 – Refund of Overpayments
<b>T1</b>	Revenue to Revenue Treasury Receipt Transfer, Intradepartmental
<b>U1</b>	Revenue to Revenue Treasury Receipt Transfer, Interdepartmental
<b>W1</b>	Revenue to Revenue Treasury Receipt Transfer, Intradepartmental, Flagged
<b>X1</b>	Revenue to Revenue Treasury Receipt Transfer, Interdepartmental, Flagged
<b>T2</b>	Revenue to Revenue Transfer Receipts Transfer, Intradepartmental
<b>U2</b>	Revenue to Revenue Transfer Receipts Transfer, Interdepartmental
<b>W2</b>	Revenue to Revenue Transfer Receipts Transfer, Intradepartmental, Flagged
<b>X2</b>	Revenue to Revenue Transfer Receipts Transfer, Interdepartmental, Flagged
<b>T3</b>	Revenue to Revenue Transfer Journal Receipts Transfer, Intradepartmental
<b>U3</b>	Revenue to Revenue Transfer Journal Receipts Transfer, Interdepartmental
<b>W3</b>	Revenue to Revenue Transfer Journal Receipts Transfer, Intradepartmental, Flagged
<b>X3</b>	Revenue to Revenue Transfer Journal Receipts Transfer, Interdepartmental, Flagged

## Non-CFO Vouchers:

Type	Voucher Type Description
<b>D1</b>	Regular Disbursement Voucher
<b>E1</b>	JT-1 – Journal Redistribution
<b>F1</b>	JT-2 – Non-Operating Transfer
<b>F2</b>	JT-2 – Journal Advice
<b>H1</b>	Revolving Fund Reimbursement

\*These voucher types are assigned during nightly processing based on match to the Auto Pay File or selection for statistical sampling audit. These are not assigned as initial voucher types.



After transactions are assigned an initial voucher type, they are sorted and added to vouchers. Each type of voucher, regular, revolving fund reimbursement, or JT, has different sort criteria to determine on which voucher it will appear, and another sort criteria to assign it to a line number on the voucher. Non-CFO voucher transactions can be sorted using the same criteria as regular, revolving fund reimbursement, or JT voucher transactions, depending on the vendor ID and revolving fund indicator input in the transaction.

### **Regular and Non-CFO Vouchers**

Regular voucher transactions are sorted first to vouchers using the following criteria:

- Operating Level Organization
- Site
- Voucher Number (if agency-assigned)
- Voucher Type
- Account Code (**L1, GF, SF, FID, BE, IBI, CAT, YR**)
- Certified Forward Indicator
- Grouping Character

All transactions that have matching information in these fields will be placed on the same voucher. If any of these fields differ, that transaction will be assigned to another voucher.

The transactions on each voucher are then sorted into lines on the voucher using the following criteria:

- Line Number (if assigned by agency)
- Vendor Identification Number
- Contract Number
- Sub-vendor Identification Number
- Object Code (first four digits)
- Vendor Invoice Number
- Transaction Date
- State Program Number (first 10 digits)

Multiple transactions may make up one voucher line. All transactions having matching information in all of the fields listed above are added together into a single line on the voucher. Up to 49 lines may be printed on each voucher. Once 49 lines have printed, the additional lines will be printed on the next sequentially numbered voucher, if the voucher number was not assigned by the agency. If the voucher number was agency assigned, any lines over 49 will be printed on another voucher with the same voucher number, resulting in a Voucher Error Report. ***See section 208.7 Voucher Error Report.***

### **Revolving Fund Reimbursement and Non-CFO Vouchers**

Revolving fund reimbursement voucher transactions are sorted first using the following criteria:

- Operating Level Organization
- Site
- Voucher Number (if agency assigned)
- Voucher Type
- Account Code (**L1, GF, SF, FID, BE, IBI, CAT, YR**)
- Certified Forward Indicator
- Revolving Fund Identifier
- Grouping Character

All transactions that have matching information in these fields will be placed on the same voucher. If any of these fields differ, they will be assigned to another voucher.

Next, transactions are sorted into lines on the voucher using the following criteria:

- Line Number (if assigned by agency)
- Vendor Identification Number
- Contract Number
- Sub-vendor Identification Number
- Object Code (first four digits)
- Vendor Invoice Number
- Transaction Date
- State Program Number (first 10 digits)

Multiple transactions may make up one voucher line. All transactions having matching information in all of the fields listed above are added together into a single line on the voucher. Up to 49 lines may be printed on each voucher. Once 49 lines have printed, any additional lines will be printed on the next sequentially numbered voucher, if the voucher number was not assigned by the agency. If the voucher number was agency assigned, any lines over 49 will be printed on another voucher with the same voucher number, resulting in a Voucher Error Report. ***See section 208.7 Voucher Error Report.***

### **IT and Non-CFO Vouchers**

IT voucher transactions are sorted first to vouchers using the following criteria:

- Operating Level Organization
- Site
- Voucher Number
- Voucher Type
- 1st and 2nd digits of the Vendor Identification Number
- Grouping Character

All transactions that have matching information in these fields will be placed on the same voucher. If any of these fields differ, that transaction will be assigned to another voucher.

The transactions on each voucher are then sorted into lines using the following criteria:

- Line Number
- Vendor Identification Number
- Benefitting Appropriation Category
- Benefitting Appropriation Year
- Benefitting Certified Forward Indicator
- Benefitting Object Code
- Account Code (**L1, GF, SF, FID, BE, IBI, CAT, YR**)
- Certified Forward Indicator
- Object Code (first four digits)
- Sub-vendor Identification Number
- Vendor Invoice Number
- Transaction Date
- State Program Number (first 10 digits)

Multiple transactions may make up one voucher line. All transactions having matching information in all fields above are added together into a single line on the voucher. Up to 49 lines may be printed on each voucher. Once 49 lines have printed, any additional lines will be printed on the

next sequentially numbered voucher, if the voucher number was not assigned by the agency. If the voucher number was assigned, any lines over 49 will be printed on another voucher with the same voucher number, resulting in a Voucher Error Report. ***See section 208.7 Voucher Error Report.***

When an agency assigns the voucher number and line number, the transactions will print in line number order. If only the voucher number is assigned, the transaction will print on the voucher after being sorted using the above criteria, and line numbers will be systematically assigned. FLAIR also checks for duplicate voucher numbers and duplicate line numbers. If a duplicate exists, a Voucher Error Report will be created for the second instance of the number. ***See section 208.7 Voucher Error Report for details.***

After the transactions are assigned to a voucher, the **AMOUNT** field on each transaction is edited for zero amounts (\$0.00), credit amounts, and amounts greater than \$10 million. Any of these codes would result in rejection. A unique Statewide Document Number (SWDN) is assigned to each voucher within an OLO and site.

SWDNs are assigned with a prefix as follows:

- **H** – Agencies using HACA server (Department of Children and Families [DCF])
- **D** – Agencies using DACA server (all others)
- **R** – Revenue to revenue vouchers resulting from TR94 (not assigned during this process)

Exceptions are transactions with a state fund of **8** or with a bookkeeping indicator of **X** which are not assigned a SWDN. Also, revenue to revenue vouchers are assigned a SWDN at the time of transaction. ***See section 610 Adjustments & Corrections for details.***

All vouchers, except non-CFO vouchers, are sent to the Voucher Audit File in Central FLAIR. They are first compared to the Auto Pay File. This file, established by the Bureau of Auditing, contains high volume, low-risk type transactions that are not pre-audited. If the voucher matches the criteria on the Auto Pay File, the voucher type is changed to an auto pay voucher type and posted. All auto pay vouchers are subject to manual post audit sampling on a monthly basis.

Vouchers with a total amount greater than \$10,000 must be audited by the Bureau of Auditing before the voucher posts and the warrant is generated. Vouchers with a total amount less than, or equal to, \$10,000 are sent to a Statistical Sampling File. Within this file, the voucher can be chosen randomly for auditing. ***See the RGSE for additional details regarding invoice sampling.*** If the voucher is not selected for auditing, it automatically posts during nightly processing. Status codes are assigned to each voucher based on this process. ***See section 208.8 Voucher Status for a list status codes and their definitions.***

Agencies may use the Voucher Audit (VA) function within FLAIR to monitor the status of each voucher. ***See section 113.2 Voucher Audit Summary for details on this function.***

Once all transactions are assigned to a voucher, and voucher numbers and SWDNs are assigned, vouchers and Voucher Error Reports are routed to a Voucher Print File for printing. A voucher schedule may be printed and reprinted for up to 30 days. After 30 days, the voucher is purged from the Voucher Print File.

## 208.5 Onsite Voucher Printing

Vouchers must be printed on a FLAIR printer by each agency, preferably on the first day following input of disbursement transactions. Vouchers are available for only thirty days, so agencies are encouraged to print vouchers as soon as possible. To print vouchers, access the Voucher Print (VP) Mini Menu in FLAIR.

The FLAIR printer used to print vouchers must have appropriate printer software installed to produce the vouchers in the correct format. For assistance with printer set-up, contact the FLAIR Help Desk at **(850) 413-3190** or via email at [Help.Desk@MyFloridaCFO.com](mailto:Help.Desk@MyFloridaCFO.com).

To print vouchers from the Main Accounting Menu or any FLAIR input screen:

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

**Main Accounting Menu** (with example data input)

MNMU			MENU			06/12/2013 15:29:24		
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						

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---  
 CONT DAC

TYPE: **VP** SEL: \_

2. Press **Enter**. FLAIR will display the Voucher Print Mini Menu.

***Voucher Print Mini Menu***

VPMU	06/12/13	15:31:31
VOUCHER PRINT MINI MENU		
VOUCHER ON-SITE PRINTING		
VOUCHER SUMMARY REPORT		
SEARCH FOR VOUCHER NUMBERS		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
CONT	MAIN	RFRSH

3. Input **X** in front of the **VOUCHER ON-SITE PRINTING** option.

***Voucher Print Mini Menu*** (with example data input)

VPMU	11/15/12	12:04:30
VOUCHER PRINT MINI MENU		
<b>X</b> VOUCHER ON-SITE PRINTING		
VOUCHER SUMMARY REPORT		
SEARCH FOR VOUCHER NUMBERS		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
CONT	MAIN	RFRSH

4. Ensure paper settings are correct for the FLAIR printer.
5. Press **Enter**. FLAIR will display the Voucher Print Request Screen.



**Voucher Print Request Screen**

VPPR	11/15/2012 12:05:19
VOUCHER PRINT REQUEST SCREEN	
VOUCHER ON-SITE PRINT REQUEST:	OMIT PURCHASING CARD VOUCHERS:
VOUCHER ADD DATE:	OMIT E-PROCUREMENT VOUCHERS:
STARTING VOUCHER NUMBER: V	PRINTER DESTINATION:
ENDING VOUCHER NUMBER: V	
1. TO PRINT VOUCHERS WHICH HAVE NEVER BEEN REQUESTED, ENTER AN 'X' IN THE REQUEST LINE. 2. TO REPRINT VOUCHERS, ENTER AN 'X' IN THE REQUEST LINE AND ONE OF THE FOLLOWING: A. VOUCHER ADD DATE - TO PRINT ALL VOUCHERS FOR THAT DATE. B. DATE AND STARTING VOUCHER NUMBER - TO PRINT A RANGE OF VOUCHERS FOR THAT DATE (STARTING NUMBER THRU THE END OF FILE). C. DATE, STARTING AND ENDING VOUCHER NUMBERS - TO PRINT A RANGE OF VOUCHERS FOR THAT DATE (STARTING THRU ENDING NUMBERS). 3. TO FIND THE FIRST AND LAST VOUCHER NUMBERS AND THE VOUCHER ADD DATE FOR EACH DAY, GO TO THE 'VOUCHER PRINT MINI MENU' AND REQUEST 'SEARCH FOR VOUCHER NUMBERS'. 4. ONLY VOUCHERS FOR YOUR SITE WILL BE PRINTED. 5. TO OMIT PRINTING P-CARD OR E-PRO VOUCHERS ENTER-X ON APPROPRIATE LIN	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12--- CONT MINI MAIN RFRSH CAN	

Voucher Print Request Screen fields:

Field	Description	Required/Optional/Special Instructions
<b>VOUCHER ON-SITE PRINT REQUEST</b>	Voucher On-site Print Request	Required. Valid input: X. (1A)
<b>VOUCHER ADD DATE</b>	Voucher Add Date	Required. If the <b>STARTING VOUCHER NUMBER</b> or <b>ENDING VOUCHER NUMBER</b> fields are used.  Optional. Limits request to vouchers added to the Voucher Print File on the specified date. (MMDDYYYY) (8N)
<b>STARTING VOUCHER NUMBER</b>	Starting Voucher Number	Required if the <b>ENDING VOUCHER NUMBER</b> field is used.  If used, input in the <b>VOUCHER ADD DATE</b> field is required.  Optional. Limits request to vouchers beginning with the specified voucher number. May be used with the <b>ENDING VOUCHER NUMBER field</b> to request a range of numbers. (6A/N)
<b>ENDING VOUCHER NUMBER</b>	Ending Voucher Number	Optional. Limits request to vouchers ending with the specified voucher number. Used with the <b>STARTING VOUCHER NUMBER</b> field to request a range of numbers. If ending number is not known, leave <b>blank</b> or input <b>999999</b> .  If used, input in the <b>VOUCHER ADD DATE</b> and <b>STARTING VOUCHER NUMBER</b> fields is required. (6A/N)

Field	Description	Required/Optional/Special Instructions
<b>OMIT PURCHASING CARD VOUCHERS</b>	Omit Purchasing Card Vouchers	Optional. Valid input: <b>X</b> . Prints all vouchers except PCard vouchers. (1A)
<b>OMIT E-PROCUREMENT VOUCHERS</b>	Omit E-Procurement Vouchers	Optional. Valid input: <b>X</b> . Prints all vouchers except E-Procurement (MFMP) vouchers. (1A)
<b>PRINTER DESTINATION</b>	Printer Destination	Required. Must be a valid FLAIR Printer ID. (8A/N)

6. In the **VOUCHER ON-SITE PRINT REQUEST** field, input X.
7. Input any additional optional search criteria. One or more additional criteria may be used.
8. Input the FLAIR printer ID in the **PRINTER DESTINATION** field.

#### *Voucher Print Request Screen* (with example data input)

```

VPPR                                     11/15/2012  12:05:19
                                VOUCHER PRINT REQUEST SCREEN
VOUCHER ON-SITE PRINT REQUEST:  X      OMIT PURCHASING CARD VOUCHERS:
VOUCHER ADD DATE:                                     OMIT E-PROCUREMENT VOUCHERS:
STARTING VOUCHER NUMBER: V      PRINTER DESTINATION:  PRINTID
ENDING VOUCHER NUMBER:  V
1. TO PRINT VOUCHERS WHICH HAVE NEVER BEEN REQUESTED,
   ENTER AN 'X' IN THE REQUEST LINE.
2. TO REPRINT VOUCHERS, ENTER AN 'X' IN THE REQUEST LINE AND ONE
   OF THE FOLLOWING:
   A. VOUCHER ADD DATE - TO PRINT ALL VOUCHERS FOR THAT DATE.
   B. DATE AND STARTING VOUCHER NUMBER - TO PRINT A RANGE OF
      VOUCHERS FOR THAT DATE (STARTING NUMBER THRU THE END OF FILE).
   C. DATE, STARTING AND ENDING VOUCHER NUMBERS - TO PRINT A
      RANGE OF VOUCHERS FOR THAT DATE (STARTING THRU ENDING NUMBERS).
3. TO FIND THE FIRST AND LAST VOUCHER NUMBERS AND THE VOUCHER
   ADD DATE FOR EACH DAY, GO TO THE 'VOUCHER PRINT MINI MENU'
   AND REQUEST 'SEARCH FOR VOUCHER NUMBERS'.
4. ONLY VOUCHERS FOR YOUR SITE WILL BE PRINTED.
5. TO OMIT PRINTING P-CARD OR E-PRO VOUCHERS ENTER-X ON APPROPRIATE LIN
                                TYPE      SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
CONT          MINI  MAIN  RFRSH                                CAN

```

9. Press **Enter**. FLAIR will display a verification message:

```

204 -VOUCHER PRINT HAS BEEN REQUESTED

```

10. Press **Enter**. The requested voucher(s) will print to the FLAIR printer and FLAIR will display the Voucher Print Mini Menu.

### 208.5.1 Onsite Voucher Reprinting

Agencies can reprint vouchers for up to thirty days after the original print date. A voucher schedule may be reprinted as many times as necessary during that time.

To request a reprint of vouchers previously printed, complete the steps detailed in **section 208.5 Onsite Voucher Printing**, making sure to use the **VOUCHER ADD DATE** field. The **STARTING VOUCHER NUMBER** and **ENDING VOUCHER NUMBER** fields, along with the **VOUCHER ADD DATE** field, may be used to limit the request to a range of voucher numbers to be printed.

To print only one voucher, input the desired voucher number in both the **STARTING VOUCHER NUMBER** and **ENDING VOUCHER NUMBER** fields, along with the voucher add date in the **VOUCHER ADD DATE** field. *See section 208.6 Search for Voucher Numbers for information regarding how to find specific voucher numbers.*

## 208.6 Search for Voucher Numbers

Once vouchers are added to the nightly print file, the range of voucher numbers used for that date is available for viewing through the Search for Voucher Numbers option. This may be useful to determine starting and ending voucher numbers when printing or re-printing is necessary. Only vouchers that are within the user's OLO and site will display. This option is inquiry only.

To search for the range of voucher numbers assigned on a particular date, access the Voucher Print Mini Menu from the Main Accounting Menu or any FLAIR input screen:

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

**Main Accounting Menu** (with example data input)

MNMU			MENU			06/12/2013 15:29:24		
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						

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---  
 CONT DAC

TYPE: **VP** SEL: -

2. Press **Enter**. FLAIR will display the Voucher Print Mini Menu.

Voucher Print Mini Menu

VPMU

06/12/1315:31:31

VOUCHER PRINT MINI MENU

VOUCHER ON-SITE PRINTING

VOUCHER SUMMARY REPORT

SEARCH FOR VOUCHER NUMBERS

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

CONTMAINRFRSH

TYPESEL

3. In front of the **SEARCH FOR VOUCHER NUMBERS** option, input **X**.

Voucher Print Mini Menu (with example data input)

VPMU

12/07/1212:35:38

VOUCHER PRINT MINI MENU

VOUCHER ON-SITE PRINTING

VOUCHER SUMMARY REPORT

X SEARCH FOR VOUCHER NUMBERS

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

CONTMAINRFRSH

TYPESEL

4. Press **Enter**. FLAIR will display the Inquiry of Voucher Numbers by Date Screen.



***Inquiry of Voucher Numbers By Date Screen*** (with example data retrieved)

VPIN	INQUIRY OF VOUCHER NUMBERS BY DATE			12/07/2012	12:36:50
	VOUCHER ADD DATE	FIRST VOUCHER NUMBER	LAST VOUCHER NUMBER		
	-----	-----	-----		
	11/07/2012	000036	000039		
	11/08/2012	000040	000040		
	11/09/2012	000044	000046		
	11/14/2012	000047	000047		
	11/15/2012	000049	000051		
	11/16/2012	J23456	000054		
	11/19/2012	A123	000058		
	11/20/2012	000059	000060		
	11/21/2012	000061	000061		
	11/26/2012	000062	000065		
	11/27/2012	000066	000066		
	11/28/2012	000067	000068		
	11/29/2012	000069	000069		
	11/30/2012	000070	000070		
	12/03/2012	000071	000072		
				TYPE	SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---					
CONT				MINI	MAIN
				RFRSH	TOP
				FWD	

- To view the next page, press **F8**.
- To view prior pages, press **F6** to return to the top of the search. Then press **F8** to page forward to the desired page.

Up to 30 days of records will display in order of voucher add date, with up to 15 records on each page. When the end of available records is reached, the system message, **"017-END OF SEARCH,"** will display.

## 208.7 Voucher Error Report

All disbursement transactions on the Daily Input File that do not have a bookkeeping indicator of **X** go through nightly processing and are edited for errors. Transactions that are found to have errors are not assigned to vouchers to be printed. Instead, they are listed on a Voucher Error Report.

The Voucher Error Report is printed with the agency voucher schedules and is printed on a voucher form. The words **"VOUCHER ERROR"** are printed as the report header. The voucher error line is listed, along with an error explanation. Voucher Error Reports are printed in voucher order and by error type.

Possible Voucher Error Report messages:

Error Message and Type	Voucher Type	Description
<b>DUPLICATE VOUCHER NUMBER - 7</b>	Regular, Revolving Fund Reimbursement, and Journal Transfer	If an agency has assigned the same voucher number to transactions that should be on different vouchers, the print process will accept the transactions that are included with the first voucher and reject all others as duplicate voucher numbers. For example, if an agency assigned the same voucher number to transactions included on voucher types A1 and B1 and the first sorted entry was a voucher type A1, the A1



Error Message and Type	Voucher Type	Description
		transactions are on the assigned voucher and the B1 transactions are rejected as duplicates.
<b>DUPLICATE LINE NUMBER - 5</b>	Regular, Revolving Fund Reimbursement, and Journal Transfer	If an agency has assigned a voucher line number to transactions on the same voucher, the print process will accept the first sorted entry and reject all others as duplicate line numbers.
<b>INVALID DETAIL LINE TOTAL - 2</b>	Regular and Revolving Fund Reimbursement	If a line item (detail line) on a voucher is equal to zero, less than <\$99,999,999.99>, or if the line item amount is greater than \$99,999,999.99, the voucher print process will reject that line item for having an invalid line total. For example, if a debit and credit of a \$100 dollars are input with the same detail, the system will combine the two transactions on the voucher. The net line amount is zero and the system rejects both line items as an invalid detail line total.
<b>INVALID DETAIL LINE TOTAL - 2</b>	Journal Transfer	If a line item (detail line) on a voucher is less than <\$999,999,999.99> or greater than \$999,999,999.99, the print process rejects that line item.
<b>INVALID CONTRACT TOTAL - 3</b>	Regular or Revolving Fund Reimbursement	If the total amount for transactions referring to the same contract on a voucher is equal to zero, less than <\$999,999,999.99>, or greater than \$999,999,999.99, the voucher print process will reject these transactions.
<b>INVALID VENDOR TOTAL - 4</b>	Regular	If the total amount for a vendor is less than \$0.01 or greater than \$999,999,999.99, the print process rejects these transactions.
<b>INVALID VENDOR TOTAL - 4</b>	Journal Transfer	If the total amount for a vendor is less than <\$999,999,999.99> or greater than \$99,999,999.99, the print process rejects these transactions.
<b>INVALID INVOICE TOTAL - 1</b>	Journal Transfer	If the total invoice amount for transaction on the same voucher is equal to zero, less than <\$999,999,999.99>, or greater than \$999,999,999.99, the voucher print process will reject these transactions.
<b>INVALID VOUCHER TOTAL - 6</b>	Regular	If the voucher total is greater than \$999,999,999.99, the print process will reject the transactions.
<b>INVALID VOUCHER TOTAL - 6</b>	Revolving Fund Reimbursement	If the total amount for a voucher is less than \$0.01 or greater than \$999,999,999.99, the print process will reject these transactions.

Error Message and Type	Voucher Type	Description
<b>INVALID VOUCHER TOTAL - 6</b>	Journal Transfer	If the voucher total is less than <\$999,999,999.99> or greater than \$999,999,999.99, the print process will reject the transactions.

Transactions that are printed on the Voucher Error Report are automatically reversed with automated TR58s in most cases. ***See section 208.9 Deleting and Reducing Vouchers for additional details.*** These transactions will need to be reprocessed correctly.

## 208.8 Voucher Status

Each voucher is assigned a status code when it is loaded to the CFO's online Voucher Audit System in Central FLAIR. Voucher status codes designate if vouchers are posted, pending, or returned by the Bureau of Auditing. The status date is also displayed.

Status codes assigned to vouchers:

Status Code	Description
<b>A</b>	Voucher added to the Central Accounting System.
<b>D</b>	Voucher deleted by auditor at agency's request.
<b>F</b>	Account carries special attention flag. Override by DFS must be used to post.
<b>N</b>	Voucher rejected by the system due to negative balance and assigned with one of the following codes (displayed in the <b>REASON CODE</b> field): 1 – Negative Cash Balance (example: N1) 2 – Negative Release Balance 3 – Negative Cash and Release Balances 4 – Other Atypical Balance 5 – Negative Release Balance at Control Account Level 6 – Negative Cash and Release Balance at Control Account Level 7 – Other Atypical Balance at Control Account Level
<b>P</b>	Voucher audited and posted to the Central Accounting System.
<b>R</b>	Voucher rejected by auditor. When this status is assigned, a Critical Error Reason Code will also be assigned. <b><i>See the following table for a list of codes.</i></b>
<b>V</b>	Voucher verified by the auditor but not posted.

Vouchers that are rejected by the Bureau of Auditing will be returned to the agency with a Return Form containing a critical error reason code. These transactions will need to be reprocessed and returned, along with the Return Form, to the Bureau of Auditing.

Critical error reason codes assigned to rejected vouchers:

Code	Description
<b>1A</b>	Voucher returned/deleted per agency request
<b>1C</b>	Incorrect payee
<b>1D</b>	Incorrect voucher schedule amount
<b>1H</b>	Duplicate payment

Code	Description
<b>1J</b>	Voucher schedule not signed
<b>1L</b>	Incorrect category
<b>2A</b>	Invoice not submitted
<b>2B</b>	Unit and/or unit price not shown
<b>2C</b>	Incorrect invoice amount
<b>2F</b>	Unauthorized or prohibited expenditure
<b>2G</b>	Error in extension
<b>2H</b>	Sales tax included
<b>2J</b>	Receiving report not submitted
<b>2K</b>	Satisfactory receipt of services not documented
<b>3A</b>	Travel not in accordance with section <a href="#">112.061</a> , F.S.
<b>4A</b>	Payment not in accordance with contract/grant or contract summary form
<b>4B</b>	Contract/grant not submitted
<b>4E</b>	Service rendered prior to effective date contract/grant
<b>4F</b>	Method of procurement not provided for contract/grant
<b>5C</b>	Statutory authority/necessity to expend funds for this purpose not documented
<b>5N</b>	Other additional supporting documentation/justification needed
<b>7A</b>	Payment not in accordance with direct order or purchase order
<b>7B</b>	Direct order or purchase order not provided
<b>7E</b>	Service rendered prior to issued date of direct order or purchase order
<b>7F</b>	Method of procurement not documented

## 208.9 Deleting and Reducing Vouchers

Sometimes an error is found after the voucher has already been printed. This may result in the need to delete or reduce an invoice, or delete an entire voucher. This may be done by making a request to the Bureau of Auditing.

All requests must be received by the Bureau of Auditing by 2:00 p.m. to ensure timely processing. Agencies should verify their requests have been processed by 4:00 p.m. on the same day by using the audit summary request option available in the Voucher Audit (VA) function. ***See section 113.2 Voucher Audit Summary for details on this function.***

All requests for reductions or deletions should be submitted via email to your agency contact at DFS, Bureau of Auditing.

Template for deletion or reduction requests:

NON-SAMPLED VOUCHER/INVOICE REDUCTION/DELETION REQUEST FORM								
DATE	OLO	SITE	SWDN	PAYEE	INV #	ORIGINAL INV AMT	CORRECT INV AMT	REASON

Invoices that have been selected for sample audits cannot be reduced. If a disbursement transaction contains an error, the invoice must be deleted from the voucher. The invoice must then be reprocessed correctly, using a bookkeeping indicator of **A** in the **BI** field. This ensures that invoices will be sent to the Bureau of Auditing for review.

Once a voucher or line has been deleted, an automated TR58 will post to correct the transaction. If the agency Title Files or Expansion Files change, the TR58 may not post successfully. A Batch 58 Error Report will list TR58 transactions that do not post successfully. If the automated TR58 does not post due to coding that does not match the agency's Departmental FLAIR records, a manual TR58 must be input at the agency. When a voucher or line is reduced, a manual TR58 must be input at the agency to reflect the reduction in the expenditure. A manual TR59 must be input to correct a revolving fund disbursement transaction if the deletion is made for a revolving fund reimbursement voucher. ***See section 212 Expenditure Corrections for additional details.***

## 209 Prompt Payment Compliance Function

Agencies are required to issue payments to vendors in a timely manner and made in accordance with Florida Statutes. The State of Florida requires that all payments are issued within 40 days of receipt of invoice for goods or services received. If a payment is not issued to a vendor within 40 days of receipt, inspection and approval of the goods and services, agencies must pay to the vendor interest at a rate as established pursuant to section [55.03\(1\)](#), F.S. over the unpaid balance from the expiration of such 40 day period until payment is issued to the vendor.

The Prompt Payment Compliance Function (PC) allows agencies to use FLAIR departmental screens to inquire into records maintained on the State CFO Prompt Payment System. The Prompt Payment System has information about interest penalties assessed on payments not made in compliance with the Prompt Payment Law. *See section [215.422](#), F.S. or rule [69I-24.004](#), F.A.C. for details on the law.*

### 209.1 Prompt Payment Interest Penalty

If a warrant in payment of an invoice is not issued within 40 days after receipt of the invoice and receipt, inspection, and approval of the goods and services, the agency or judicial branch shall pay to the vendor, in addition to the amount of the invoice, interest at a rate as established pursuant to section [55.03\(1\)](#), F.S. Statutory Interest Rates on the unpaid balance from the expiration of such 40-day period until such time as the warrant is issued to the vendor.

Agencies have the authority to delete certain interest penalty invoices. Interest penalty invoices that are under \$1.00 may be deleted by the agencies. In addition, if the interest penalty invoice was generated due to an input error or an incorrect transaction date, the interest penalty invoice may also be deleted by the agency. If correcting the input error or transaction date results in an interest penalty invoice over \$1.00 the agency must contact the Vendor Ombudsman to issue a corrected interest penalty invoice. Interest penalties of \$1.00 or greater must be processed by the agency. Agencies must maintain records of deleted and processed penalties.

The CFO has the authority to set the rate of interest used to calculate the interest penalty pursuant to section [55.03\(1\)](#), F.S. Statutory Interest Rates can be found at <https://myfloridacfo.com/division/aa/local-governments/judgement-interest-rates>.

The following procedure states how the annual rate of interest is calculated by the CFO:

- A quarterly rate will be determined by averaging the Federal Reserve Discount Rate each month for the preceding twelve months, then adding 400 basis points to this average. In this calculation, one-half of a decimal point will be rounded upward.
- The daily rate will be determined by dividing the annual rate by 365. In this calculation, one-half of a decimal point will be rounded upward. The rates will be set on March 1, June 1, September 1, and December 1, with the effective date of the first day of the following quarter.

#### 209.1.1 Accessing Interest Penalties

Interest penalties can be accessed using the Prompt Compliance (PC) function of the State CFO Files (SC). Users must have update capability to delete any interest penalty invoices.



To access the Prompt Compliance (PC) function from the Accounting Main Menu or any FLAIR input screen:

1. In the **TYPE** field, input **SC** (State CFO Files).

**Accounting Main Menu** (with example data input)

MNMU			MENU			01/17/2013 15:13:46		
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						

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---  
 CONT DAC TYPE: SC SEL: -

2. Press **Enter**. FLAIR will display the State CFO Central Accounting Mini Menu.

**State CFO Central Accounting Mini Menu**

SCMU			STATE CFO CENTRAL ACCOUNTING MINI MENU			06/12/2013 15:44:55		
SEC	FC	DESCRIPTION						
I	AA	ACCOUNT CODE						
I	ET	EFT AUTHORIZATION						
I	NA	NEW ACCOUNT CODE						
I	PC	PROMPT PAYMENT COMPLIANCE						
I	PW	PAID WARRANT INDEX						
I	SA	ACCOUNT BALANCE						
I	TH	EMPLOYEE TRAVEL HISTORY						
I	TR	DETAIL TRANSACTION						
I	VA	AUDIT SUMMARY						
I	VH	VENDOR HISTORY						

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

Prompt Payment Compliance is located in SC Mini Menu in FLAIR. To access State CFO Files from the State CFO Central Accounting Mini Menu or any FLAIR input screen:

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

**State CFO Central Accounting Mini Menu** (with example data input)

SCMU	STATE CFO CENTRAL ACCOUNTING MINI MENU		01/17/2013 15:11:19
	SEC FC	DESCRIPTION	
	I AA	ACCOUNT CODE	
	I ET	EFT AUTHORIZATION	
	I NA	NEW ACCOUNT CODE	
	I PC	PROMPT PAYMENT COMPLIANCE	
	I PW	PAID WARRANT INDEX	
	I SA	ACCOUNT BALANCE	
	I TH	EMPLOYEE TRAVEL HISTORY	
	I TR	DETAIL TRANSACTION	
	I VA	AUDIT SUMMARY	
	I VH	VENDOR HISTORY	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12--- CONT MAIN RFRSH			TYPE PC SEL _

2. Press **Enter**. FLAIR will display the Prompt Payment Interest Penalty Access Request Screen.

**Prompt Payment Interest Penalty Access Request**

PPIR	PROMPT PAYMENT INTEREST PENALTY ACCESS REQUEST		06/12/2013 15:46:19
	—	OLO: 850000 IBI: SITE:	
		STATEWIDE DOCUMENT NUMBER:	
		PENALTY INVOICE NUMBER:	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12--- CONT EXIT MAIN RFRSH			TYPE SEL

The Prompt Payment Interest Penalty Access Request Screen can be used to inquire into penalties in three ways:

- **OLO, IBI, and/or SITE;** or
- **STATEWIDE DOCUMENT NUMBER;** or
- **PENALTY INVOICE NUMBER.**

#### *Prompt Payment Interest Penalty Access Request Screen*

PPIR 01/17/2013 15:05:26

PROMPT PAYMENT INTEREST PENALTY ACCESS REQUEST

Option 1 → OLO: 850000 IBI: SITE:

Option 2 → STATEWIDE DOCUMENT NUMBER:

Option 3 → PENALTY INVOICE NUMBER:

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

## 209.2 Inquiry by OLO, IBI, and Site

Users can request Interest Penalty data by **OLO, IBI, and/or SITE** on the Prompt Payment Interest Penalty Access Request Screen. Once a search by **OLO, IBI, and SITE** is requested, the user must input all three elements. This function does not allow agencies to view penalties outside of their OLO since this field is protected from user input.

To request interest penalty data from the Prompt Payment Interest Penalty Access Request Screen:

1. In the **SEL** field next to Option 1 (**OLO, IBI, and SITE**), input **X**.
2. a. In **IBI** field, input the IBI; **OR**  
 b. In the **IBI** and **SITE** fields, input the IBI and site, respectively.

**Prompt Payment Interest Penalty Access Request Screen** (with example data input)

PPIR	01/17/2013 15:05:26
PROMPT PAYMENT INTEREST PENALTY ACCESS REQUEST	
<div style="border: 1px solid red; padding: 2px; display: inline-block;"> X OLO: 850000 IBI: SITE: </div>	
STATEWIDE DOCUMENT NUMBER:	
PENALTY INVOICE NUMBER:	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12--- CONT EXIT MAIN RFRSH	

3. Press **Enter**.

- If an IBI is not input, the IBI defaults to **00** and FLAIR will retrieve all pending and paid interest penalties within the user's OLO; **OR**
- If an IBI is input, but **SITE** is left blank, FLAIR will retrieve all pending and paid interest penalties within the specified OLO and IBI.

**Interest Penalty Multiple Inquiry By OLO, IBI, and Site Screen** (with example data retrieved)

PPI1	01/15/2013 15:28:33
INTEREST PENALTY MULTIPLE INQUIRY BY OLO, IBI AND SITE	
OLO: 850000 IBI: SITE:	
SEL	STATEWIDE DOC NO INTEREST ASSESSED
---	-----
	W3000000246
	1.10
	300000009 F666666666999
	02 85 10 1 000001 85100000 00 000000 00
	W3000000246
	0.87
	300000010 F666666666999
	05 85 10 1 000001 85100000 00 000000 00
	W3000000246
	0.75
	300000011 F666666666999
	05 85 10 1 000001 85100000 00 000000 00
	W3000000246
	0.63
	300000012 F666666666999
	05 85 10 1 000001 85100000 00 000000 00
CONTINUING...	
NEXT OLO: 850000 IBI: SITE:	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12--- CONT EXIT MAIN RFRSH TOP FWD	

Interest Penalty Multiple Inquiry by OLO, IBI, and Site Screen fields:

Field	Description	Required/Optional/Special Instructions
<b>SEL</b>	Selection	Optional. (1A)
<b>STATEWIDE DOC NO</b>	Statewide Document Number	Protected. Voucher where interest penalty was assessed. (11A/N)
<b>PENALTY INV NO</b>	Penalty Invoice Number	Protected. FLAIR-assigned interest penalty number. Used to disburse penalty. (9N)
<b>TRACK STS</b>	Tracking Status Code	Protected. <i>See Tracking Status Codes table below for codes.</i> (2A/N)
<b>SITE</b>	Site	Protected. (2A/N)
<b>WARRANT AVAIL DT</b>	Warrant Available Date	Protected. Date warrant was issued by the CFO. (6N)
<b>INTEREST ASSESSED</b>	Interest Assessed	Protected. Amount due to vendor calculated per section <a href="#">215.422</a> , F.S. (13N)
<b>VENDOR NUMBER</b>	Vendor Number	Protected. Original vendor number used during disbursement. (14A/N)
<b>ACCOUNT CODE</b>	Account Code	Protected. Original FLAIR account code payment. (29N)

4. To view interest payment penalty in detail from the Interest Penalty Multiple Inquiry Screen, users must input **X** in the **SEL** field (users can only choose one item at a time).

**Interest Penalty Multiple Inquiry By OLO, IBI, and Site Screen** (with example data input)

```

PPI1                                01/15/2013 15:28:33
      INTEREST PENALTY MULTIPLE INQUIRY BY OLO, IBI AND SITE
      OLO: 850000  IBI:      SITE:
SEL STATEWIDE DOC NO  PENALTY INV NO  TRACK STS  SITE  WARRANT AVAIL DT
-----
X  w3000000246        300000009      02         00      07/11/12
    1.10             F666666666999    85 10 1 000001 85100000 00 000000 00
    w3000000246        300000010      05         00      07/11/12
    0.87             F666666666999    85 10 1 000001 85100000 00 000000 00
    w3000000246        300000011      05         00      07/11/12
    0.75             F666666666999    85 10 1 000001 85100000 00 000000 00
    w3000000246        300000012      05         00      07/11/12
    0.63             F666666666999    85 10 1 000001 85100000 00 000000 00

CONTINUING...
NEXT OLO: 850000  IBI:      SITE:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT      EXIT  MAIN  RFRSH TOP      FWD
  
```

5. Press **Enter** to view the selected entry in detail.



**Interest Penalty Detail Inquiry/Update Screen** (with example data retrieved)

PPI3		01/15/2013 15:32:59	
INTEREST PENALTY DETAIL INQUIRY/UPDATE			
PENALTY INV NO: 300006597	SWDN: W3000000246	TRACKING STATUS: 01	
OLO: 850000	IBI: 00	SITE: 00	AGENCY DOCUMENT NUMBER: V000054
ORIGINAL INV NO: 1	ACT#7	ORIGINAL INVOICE AMT:	74,205.13
ACCT CODE: 85 10 1 000001	85100000 00	000000 00	VEN ID: F666666666999
INTEREST ASSESSED:	9.65	NON-MEDICAL	CFI
VENDOR NAME: DEFENSE FINANCE AND ACCOUNTING		DEFENSE FINANCE AND ACCOUNTING	
TRANSACTION DATE: 11/27/12	WARRANT AVAILABILITY DATE:		01/07/13
TOTAL PAYMENTS APPLIED:	CONTRACT NO: D0614		
NEXT INVOICE NUMBER:		VIEW PAYMENTS:	TYPE SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
CONT		EXIT MAIN	

**Tracking Status Codes (TRACK STS or TRACKING STATUS):**

Code	Description
01	Unpaid Interest Penalty Due
02	Paid
03	Unpaid Waiver in Part
04	Paid Waiver in Part
05	Deleted
06	Appealed
07	Appealed Denied
08	Waiver in Whole
09	Vendor Declines Payment
10	Vendor Refund
13	Warrant Cancellation

**Status Code Updates**

- Tracking Status codes can be updated by the user. The user is only allowed to update Tracking Status from 1 to 5.
- Tracking Status Code 2 will be populated during overnight processing if the user input the correct penalty invoice number, amount, and the correct object code 891000 in the original transaction.
- Tracking Status Codes 03, 04, 06, 07, 08, 09, 10, and 13 must be updated by DFS.

The **TYPE** and **SEL** fields are available to request a different function. **See section 105.6.4 TYPE and SEL fields for details.** The program function (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.**

## 209.3 Inquiry by Statewide Document Number

Interest penalty data can also be inquired by the SWDN on the Prompt Payment Interest Penalty Access Request Screen. The user must verify that the SWDN is valid.

To request interest penalty inquiry by SWDN from the Prompt Payment Interest Penalty Access Request Screen:

1. In the **SEL** field next to **STATEWIDE DOCUMENT NUMBER**, input **X**.
2. In the **STATEWIDE DOCUMENT NUMBER** field, input the SWDN.

**Prompt Payment Interest Penalty Access Screen** (with example data input)

PPIR	01/17/2013 15:05:26	
PROMPT PAYMENT INTEREST PENALTY ACCESS REQUEST		
OLO: 850000	IBI:	SITE:
<div><div>X</div> STATEWIDE DOCUMENT NUMBER:</div>		
PENALTY INVOICE NUMBER:		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---		TYPE SEL
CONT EXIT MAIN RFRSH		PF11--PF12---

3. Press **Enter**. FLAIR will retrieve all pending and paid interest penalties for that SWDN.

**Interest Penalty Multiple Inquiry By Statewide Document Number - Screen Two**

(with example data input)

PPI2						01/15/2013 15:30:47	
INTEREST PENALTY MULTIPLE INQUIRY BY STATEWIDE DOCUMENT NUMBER							
SWDN W3000000246 OLO 850000 SITE 00 ACCT 85 10 1 000001 85100000 00 000000 00							
SEL	TR ST	PENALTY INV NO	INTEREST ASSESSED	WARRANT AVAIL DT	TRANSACTION DATE	AGENCY DOC NO	
---	---	---	---	---	---	---	
	01	300006597	9.65	01/07/13	11/27/12	V000054	
VENDOR ID: F666666666999			VEN NAME: DEFENSE FINANCE AND ACCOUNTING				
CONTINUING...							
NEXT STATEWIDE DOC NO:						TYPE	SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---							
CONT		EXIT	MAIN	REFRESH	TOP	FWD	

Interest Penalty Multiple Inquiry by Statewide Document Number - Screen Two fields:

Field	Description	Required/Optional/Special Instructions
<b>SEL</b>	Selection	Optional. (1A)
<b>TR ST</b>	Tracking Status Code	Protected. (2A/N)
<b>PENALTY INV NO</b>	Penalty Invoice Number	Protected. FLAIR-assigned interest penalty number. Used to disburse penalty. (9N)
<b>INTEREST ASSESSED</b>	Interest Assessed	Protected. Amount due to vendor calculated per section <a href="#">215.422</a> , F.S. (13N)
<b>WARRANT AVAIL DT</b>	Warrant Available Date	Protected. Date warrant was issued by the CFO. (6N)
<b>TRANSACTION DATE</b>	Transaction Date	Protected. Payment approval date. (6N)
<b>AGENCY DOC NO</b>	Agency Document Number	Protected. (7A/N)
<b>VENDOR ID</b>	Vendor Number	Protected. Original vendor number used during disbursement. (14A/N)
<b>VEN NAME</b>	Vendor Name	Protected. (31A)

To view interest payment penalty in detail users must:

- In the **SEL** field next to the record, input **X**. (Users can only choose one item at a time.)
- Press **Enter** to view the selected entry for more details. *See section 209.2 Inquiry by OLO, IBI, and SITE for detail screenshot.*

The user may request another record from the Prompt Payment File by inputting an SWDN in the **NEXT STATEWIDE DOC NO** field.

## 209.4 Inquiry by Penalty Invoice Number

Users can also inquire into penalties by invoice number from the Prompt Payment Interest Penalty Access Request Screen.

To request penalty data from the Prompt Payment Interest Penalty Access Request Screen:

1. In the **SEL** field next to **PENALTY INVOICE NUMBER**, input **X**.
2. In the **PENALTY INVOICE NUMBER** field, input a valid penalty invoice number.

**Prompt Payment Interest Penalty Access Request Screen** (with example data input)

PPIR		01/15/2013 15:31:48	
PROMPT PAYMENT INTEREST PENALTY ACCESS REQUEST			
OLO: 430000		IBI:	SITE:
STATEWIDE DOCUMENT NUMBER:			
X	PENALTY INVOICE NUMBER:		300006597
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		TYPE	SEL
CONT		EXIT	MAIN RFRSH

3. Press **Enter**. FLAIR will display the Interest Penalty Detail Inquiry Screen Three.

**Interest Penalty Detail Inquiry/Update - Screen Three** (with example data retrieved)

PPI3		01/15/2013 15:32:59	
INTEREST PENALTY DETAIL INQUIRY/UPDATE			
PENALTY INV NO: 300006597		SWDN: W3000000246	TRACKING STATUS: 01
OLO: 850000	IBI: 00	SITE: 00	AGENCY DOCUMENT NUMBER: V000054
ORIGINAL INV NO: 1 ACT#7		ORIGINAL INVOICE AMT: 74,205.13	
ACCT CODE: 85 10 1 000001 85100000 00 000000 00		VEN ID: F666666666999	
INTEREST ASSESSED: 9.65		NON-MEDICAL	CFI
VENDOR NAME: DEFENSE FINANCE AND ACCOUNTING		DEFENSE FINANCE AND ACCOUNTING	
TRANSACTION DATE: 11/27/12		WARRANT AVAILABILITY DATE: 01/07/13	
TOTAL PAYMENTS APPLIED:		CONTRACT NO: D0614	
NEXT INVOICE NUMBER:		VIEW PAYMENTS:	TYPE SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
CONT		EXIT MAIN	

Interest Penalty Detail Inquiry/Update Screen Three fields:

Field	Description	Required/Optional/Special Instructions
<b>PENALTY INV NO</b>	Penalty Invoice Number	Protected. FLAIR assigned Interest penalty number. Used to disburse penalty. (9N)
<b>SWDN</b>	Statewide Document Number	Protected. (11A/N)
<b>TRACKING STATUS</b>	Tracking Status Code	Optional. <i>See table in section 209.2 Inquiry by OLO, IBI, and Site for codes.</i> (2A/N)
<b>OLO</b>	Operating Level Organization	Protected. (6N)
<b>IBI</b>	Internal Budget Indicator	Protected. (2N)
<b>SITE</b>	Voucher Site	Protected. (2A/N)
<b>AGENCY DOCUMENT NUMBER</b>	Agency Document Number	Protected. (7N)
<b>ORIGINAL INV NO</b>	Original Invoice Number	Protected. (9N)
<b>ORIGINAL INVOICE AMT</b>	Original Invoice Amount	Protected. (13N)
<b>ACCT CODE</b>	Account Code	Protected. (29A/N)
<b>VEND ID</b>	Vendor Identification Number	Protected. (14A)
<b>INTEREST ASSESSED</b>	Interest Assessed	Protected. The amount of interest assessed. (13A/N)
<b>MEDICAL or NON-MEDICAL</b>	Medical or Non-Medical	Protected. Documents whether item is related to medical expenditures. (11A)
<b>CFI</b>	Certified Forward Indicator	Protected. (1A)
<b>VENDOR NAME</b>	Vendor Name	Protected. (31A)
<b>TRANSACTION DATE</b>	Transaction Date	Protected. (6N)
<b>WARRANT AVAILABILITY DATE</b>	Warrant Availability Date	Protected. (6N)
<b>TOTAL PAYMENTS APPLIED</b>	Total Payments Applied	Protected. (14N)
<b>CONTRACT NO</b>	Contract Number	Protected. Must be established in FACTS and carried over to the Title File before it can be used in a FLAIR transaction. If object code = <b>75XXXX</b> , a grant and/or contract number is required. (5A/N)

**Note:** This screen may also be accessed from the Interest Penalty Multiple Inquiry by OLO, IBI, and Site Screen (*see section 209.2*) or the Interest Penalty Multiple Inquiry by Statewide Document Number Screen (*see section 209.3*).



## 209.5 Interest Penalty Payment Inquiry

Interest penalties are not a budgeted item and must be processed immediately to avoid any outstanding items over 30 days. Such penalties must be paid from current year funds. Once penalties are paid, FLAIR will display information regarding penalty payments if they were processed against an interest penalty invoice.

Users can inquire interest penalty payments by:

- Interest penalty invoice number;
- FLAIR account code and amount;
- SWDN and agency document number; or
- Payment status and audit date.

To inquire on an interest penalty from the Prompt Payment Interest Penalty Access Request Screen:

1. In the **SEL** field next to **PENALTY INVOICE NUMBER**, input **X**.
2. In the **PENALTY INVOICE NUMBER** field, input a valid penalty invoice number.

**Prompt Payment Interest Penalty Access Request Screen** (with example data input)

PPIR	01/15/2013 15:31:48	
PROMPT PAYMENT INTEREST PENALTY ACCESS REQUEST		
OLO: 430000	IBI:	SITE:
STATEWIDE DOCUMENT NUMBER:		
X	PENALTY INVOICE NUMBER:	300006597
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		TYPE SEL
CONT EXIT MAIN RFRSH		

3. Press **Enter**. FLAIR will display the Interest Penalty Detail Inquiry Screen Three.

**Interest Penalty Detail Inquiry/Update - Screen Three** (with example data input)

PPI3 01/15/2013 15:32:59  
INTEREST PENALTY DETAIL INQUIRY/UPDATE

PENALTY INV NO: 300006597 SWDN: W3000000246 TRACKING STATUS: 02

OLO: 850000 IBI: 00 SITE: 00 AGENCY DOCUMENT NUMBER: V000054

ORIGINAL INV NO: 1 ACT#7 ORIGINAL INVOICE AMT: 74,205.13

ACCT CODE: 85 10 1 000001 85100000 00 000000 00 VEN ID: F666666666999

INTEREST ASSESSED: 9.65 NON-MEDICAL CFI

VENDOR NAME: DEFENSE FINANCE AND ACCOUNTING DEFENSE FINANCE AND ACCOUNTING

TRANSACTION DATE: 11/27/12 WARRANT AVAILABILITY DATE: 01/07/13

TOTAL PAYMENTS APPLIED: CONTRACT NO: D0614

NEXT INVOICE NUMBER: VIEW PAYMENTS: TYPE SEL

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

4. In the **VIEW PAYMENTS** field, input X.
5. Press **Enter** and FLAIR will display the Interest Penalty Payment Inquiry Screen Four.

VIEW PAYMENTS: X  
F6---PF7---PF8---PF9---

**Interest Penalty Payment Inquiry - Screen Four**

PPI4 01/15/2013 15:36:02  
INTEREST PENALTY PAYMENT INQUIRY

OLO: 850000 IBI: 00 SITE: 00 PENALTY INVOICE NUMBER: 300006318

ACCOUNT CODE	STATEWIDE DOC NO	PAYMENT STATUS
AMOUNT	AGENCY DOC NO	AUDIT DATE
85 10 1 000001 85200000 00 040000 00	w3000058214	P
181.69	V000054	12/27/12

CONTINUING...

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---  
CONT EXIT MAIN TOP FWD

## 210 Payment History

**Payment History** is a record of monthly, quarterly, or annual payment statuses on individual vendor accounts. FLAIR allows users to view both Departmental and Central records up to five years old. Users may obtain these records through functions within FLAIR or online within the DFS website.

Discussed in this section are four ways to inquire on payment history:

- Vendor History (**VH**)
- Travel History (**TH**)
- Transparency Website
- FLAIR On-Line Vendor History

### 210.1 FLAIR Payment Inquiry Functions

There are two functions within FLAIR that can be used to obtain payment history. The first function is through the Vendor Payment Inquiry (**VH**). The second is through the Travel History Inquiry (**TH**). Both functions are located on the State CFO Central Accounting Mini Menu (**SC**).

To access the State CFO Central Accounting Mini Menu from any FLAIR input screen:

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

#### *Main Accounting Menu*

MNMU			MENU			01/22/2013 09:48:54		
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: SC SEL:

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---  
CONT DAC

2. Press **Enter**. FLAIR will display the State CFO Central Accounting Mini Menu.

**State CFO Central Accounting Mini Menu**

SCMU	STATE CFO CENTRAL ACCOUNTING MINI MENU		01/22/2013 09:59:33
	SEC FC	DESCRIPTION	
	I AA	ACCOUNT CODE	
	I ET	EFT AUTHORIZATION	
	I NA	NEW ACCOUNT CODE	
	I PC	PROMPT PAYMENT COMPLIANCE	
	I PW	PAID WARRANT INDEX	
	I SA	ACCOUNT BALANCE	
	I TH	EMPLOYEE TRAVEL HISTORY	
	I TR	DETAIL TRANSACTION	
	I VA	AUDIT SUMMARY	
	I VH	VENDOR HISTORY	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			TYPE SEL
CONT MAIN RFRSH			

Vendor History functions within the State CFO Central Accounting Mini Menu allows users inquiry access into Central records:

Function Name	Description
<b>TH</b>	Employee Travel History. Allows users to view travel payments for employees.
<b>VH</b>	Vendor History. Allows users to view all vendor payments processed by within the OLO.

**210.1.1 Vendor History**

The **Vendor History (VH)** function allows agency users to inquire on vendor payments as they exist in the CFO's Central Accounting System. This file contains pending and paid vendor history information. The data included in this file is available for viewing for up to five years. Users may inquire into single transactions for up to 90 days. This data is maintained at the OLO, or agency level.

The VH function has three inquiry options available to users:

- Vendor History (**VH**)
- Unpaid Vouchers (**UV**)
- Warrant Reconciliation (**WR**)

To access the Vendor Payment Inquiry Screen from the State CFO Central Accounting Mini Menu or any FLAIR input screen:

1. In **TYPE** field, input **VH**.

**State CFO Central Accounting Mini Menu**

SCMU	STATE CFO CENTRAL ACCOUNTING MINI MENU		06/26/2013 15:15:11
	SEC FC	DESCRIPTION	
	I AA	ACCOUNT CODE	
	I ET	EFT AUTHORIZATION	
	I NA	NEW ACCOUNT CODE	
	I PC	PROMPT PAYMENT COMPLIANCE	
	I PW	PAID WARRANT INDEX	
	I SA	ACCOUNT BALANCE	
	I TH	EMPLOYEE TRAVEL HISTORY	
	I TR	DETAIL TRANSACTION	
	I VA	AUDIT SUMMARY	
	I VH	VENDOR HISTORY	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			TYPE <b>VH</b> SEL
CONT			MAIN RFRSH

2. Press **Enter**. FLAIR will display the Vendor Payment Inquiry Screen.

**Vendor Payment Inquiry**

VHIR	VENDOR PAYMENT INQUIRY		07/05/2013 09:30:53
VH - VENDOR HISTORY	UV - UNPAID VOUCHERS	WR - WARRANT	
07/07/08 THROUGH 07/08/13	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
-	-	-	WARRANT TYPE: WARRANT NUMBER:
-	-	-	WARRANT DATE: (OPTIONAL)
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			TYPE SEL
CONT			EXIT MAIN RFRSH

Vendor Payment Inquiry Screen fields:

Field	Description	Required/Optional/Special Instructions
<b>Columns</b>		
<b>VH</b>	Vendor History	Allows users to view payments where warrants have been produced. Users can inquire by vendor number, vendor name, warrant number/date and month/year. (1A)
<b>UV</b>	Unpaid Vouchers	Allows users to view vouchers where no warrant has been produced pending



Field	Description	Required/Optional/Special Instructions
		approval from the CFO. Users can inquire by vendor number and vendor name only. (1A)
<b>WR</b>	Warrant Reconciliation	Allows users to view payments using a valid warrant type, warrant number and optional warrant date. (1A)
<b>Available Fields</b>		
<b>VENDOR NUMBER</b>	Vendor Identification Number	Required. Allows users to view records by vendor ID only. Users are required to input a vendor number excluding prefix ( <b>E, F, S,</b> and <b>N</b> ) and sequence number. Vendor name and warrant number/date options must be <b>blank</b> . (9N)
<b>MONTH</b>	Beginning Month	Optional. Used in conjunction with vendor number, allows users to search for records beginning with the month input. If month is selected, a year must be input and it must not be greater than the current fiscal year. (2N)
<b>YEAR</b>	Beginning Year	Required. Used in conjunction with vendor number. If a month is selected by the user, the month/year combination cannot be greater than the current business month and year. (2N)
<b>VENDOR NAME</b>	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 user's search criteria.
<b>MONTH</b>	Beginning Month	Optional. Used in conjunction with vendor name. Allows users to search for records beginning with the month input. (2N)
<b>YEAR</b>	Beginning Year	Required. If month is selected by the user. The month/year combination cannot be greater than the current business month and year.  Optional. Used to limit the search criteria by year. (2N)
<b>SUMMARY TOTALS OF REQUESTED VH RECORDS</b>	Summary Totals	Required. Used in conjunction with vendor number or vendor name inquiries to provide users a summarized total of payment history for a specific time period. (1A)
<b>SEARCH THRU MONTH</b>	Search Thru 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

Field	Description	Required/Optional/Special Instructions
		summary total of records input into the <b>VENDOR NUMBER</b> or <b>VENDOR NAME</b> fields. (2N)
<b>SEARCH THRU YEAR</b>	Search Thru Year	Required. Used in conjunction with <b>SEARCH THRU MONTH</b> field. Users are required to input a year if a month is selected. (2N)
<b>WARRANT NUMBER</b>	Warrant Number	Required. <b>X</b> in the <b>VH</b> column displays records for payments by warrant number. Used in conjunction with the <b>WARRANT DATE</b> field. (7N)
<b>WARRANT DATE</b>	Warrant Date	Required. <b>X</b> in the <b>VH</b> column displays records for payments by warrant number. Used in conjunction with the <b>WARRANT NUMBER</b> . (6N)
<b>WARRANT TYPE</b>	Warrant Type	Required. Indicates the type of warrant issued and used in the <b>WR</b> function in conjunction with the <b>WARRANT NUMBER</b> field. Allows users to view the status of a warrant. (1N)
<b>WARRANT NUMBER</b>	Warrant Number	Required. <b>X</b> in the <b>WR</b> column displays records for payments by warrant number. Used in conjunction with the <b>WARRANT TYPE</b> field. (7N)
<b>WARRANT DATE</b>	Warrant Date	Optional. <b>X</b> in the <b>WR</b> column displays records for payments by warrant number. Used in conjunction with <b>WARRANT TYPE</b> and <b>NUMBER</b> fields. (6N)

### 210.1.2 Vendor History Inquiry by Vendor Number

The Vendor Payment History Inquiry by Vendor Number function allows users to view payment information by vendor number. The month and year dates are optional. However, if the user wants to view a particular month it is best practice to input a month and year.

To access the Vendor History Inquiry by Vendor Number from the Vendor Payment Inquiry Screen:

1. In the **VH** column on line for **VENDOR NUMBER** option, input **X**.
2. In the **VENDOR NUMBER** field, input a nine digit vendor number (without vendor indicator and sequence number).
3. The **MONTH** and **YEAR** fields are optional. If left blank, FLAIR will display results beginning 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 Vendor Payment History Inquiry by Vendor Number Screen.

**Vendor History - Inquiry By Vendor Number Screen** (with example data retrieved)

```

VHI1                                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      SWDN      OBJ  CNTR  PYMT: TP-NO-----DATE  CANX
-----
85-102-021002-85100000-00-040000-00      83.03  V005028 10/30/12
F111111111999  W3000000273  3800      8  0233698 11/01/12
VEN NAME: OFFICE DEPOT

85-102-393001-85100000-00-040000-00      201.36 V005030 10/30/12
F111111111999  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 History Inquiry by Vendor Number Screen fields:

Field	Description	Required/Optional/Special Instructions
ACCOUNT CODE	FLAIR Account Code	Retrieved. FLAIR will display the account code used in the original transaction. (29N)
CFI	Certified Forward Indicator	Retrieved. Indicates if a voucher was processed using carry forward funds. This field will be populated with a <b>C</b> if original disbursement was paid using carry forward funds. (1A)

Field	Description	Required/Optional/Special Instructions
<b>AMOUNT</b>	Transaction Line Amount	Retrieved. FLAIR will display the line amount of each object code from the original transaction. (10.2N)
<b>VCHR NO</b>	Voucher Number (also known as Agency Document Number)	Retrieved. FLAIR will display voucher number assigned in conjunction with the SWDN. (7A/N)
<b>CFO REC</b>	Chief Financial Officer Receipt Date	Retrieved. Date voucher was received by CFO. (MMDDYY) (6N)
<b>PAY</b>	Payment Indicator	Retrieved. Indicates type of transaction processed. Examples of indicators are: <b>PUR</b> – Purchasing Card <b>REV</b> – Revolving Fund <b>VOID</b> – Payment voided after stale date (4A)
<b>SEL</b>	Selection	Optional. Allows user to view detailed information: <b>I</b> – Invoice Inquiry: View invoice number(s), invoice amount(s) and transaction date(s). <i>See Figure 1 for Invoice Inquiry Screen.</i> <b>W</b> – Warrant Reconciliation Inquiry: View status of warrant information. This option is only available for the month that the warrant is paid or cancelled. <i>See Figure 2 for Warrant Reconciliation Screen.</i> <b>T</b> – Detail Transaction Inquiry: View detail payment Information. <i>See Figure 3 on next page for Detail Transaction.</i> (1A)
<b>VENDOR NO</b>	Vendor Identification Number	Retrieved. FLAIR will display the vendor number based on the user's search criteria and include the prefix ( <b>E, F, S, and N</b> ) and three digit sequence number. (21A/N)
<b>SWDN</b>	Statewide Document Number	Retrieved. FLAIR will display the SWDN assigned to each transaction. (11A/N)
<b>OBJ</b>	Object Code	Retrieved. FLAIR will display first four digits of the object code in conjunction with SWDN and line number of transaction. (6N)
<b>CNTR</b>	Contract Number	Retrieved. Indicates if a contract number was used and is carried from the original transaction. (5A/N)
<b>PYMT TP</b>	Warrant Type	Retrieved. Indicates they type of warrant issued for payment ( <b>4</b> – Expense Warrant, <b>8</b> –EFT). (1N)
<b>PYMT NO</b>	Warrant Number	Retrieved. Indicates the warrant number in conjunction with warrant type. (7N)
<b>PYMT DATE</b>	Warrant Date	Retrieved. Indicates the date the warrant

Field	Description	Required/Optional/Special Instructions
		or EFT was posted to the recipients account. (MMDDYY) (6N)
CANX	Cancelled Indicator	Retrieved. Indicates if a warrant has been cancelled. (4A)

5. a. In the **SEL** field, input **I** to view invoice detail information (*see Figure 1*); **OR**
- b. In the **SEL** field, input **W** to view warrant information (*see Figure 2*); **OR**
- c. In the **SEL** field, input **T** to view detail transaction information (*see Figure 3*).

**Vendor Payment History - Inquiry By Vendor Number Screen** (with example data retrieved)

VHI1 12/13/2012 13:29:06  
VENDOR PAYMENT HISTORY - INQUIRY BY VENDOR NUMBER

SEL	ACCOUNT CODE VENDOR NO	SWDN	CFI OBJ CNTR	AMOUNT PYMT: TP-NO	VCHR NO NO	CFO REC DATE	PAY CANX
<input type="checkbox"/>	85-102-021002-85100000-00-040000-00 F111111111999	W3000000273	3800	83.03 8	V005028 0233698	10/30/12 11/01/12	
	VEN NAME: OFFICE DEPOT						
<input type="checkbox"/>	85-102-393001-85100000-00-040000-00 F111111111999	W3000000275	3990	201.36 8	V005030 0233698	10/30/12 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

6. Press **Enter**. FLAIR will display the requested screen.



**Figure 1. Invoice Display - SWDN Screen** (example of results using **I** in the **SEL** field)

VHI0

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

TYPE

SEL

**Figure 2. Warrant Reconciliation Inquiry Screen** (example of results using **W** in the **SEL** field)

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

**Figure 3. Detail Transaction Inquiry Screen** (example of results using **T** in the **SEL** field)

DETAIL TRANSACTION INQUIRY										12/13/2012 13:32:58				
VHI8														
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

The user can input **X** in the **VIEW INVOICES** field to view invoice information. The **TYPE** and **SEL** fields are available to request a different function. *See section 105.6 FLAIR Navigation.* The program function (PF) keys on the bottom of screen may can be used to access the FLAIR Main Accounting Menu or perform other functions as noted on the line.

### 210.1.3 Vendor History Inquiry by Vendor Name

The Vendor Payment History Inquiry by Vendor Name option allows users to view payment information by vendor name. The month and year dates are optional; however, if the user wants to view a particular month it is best practice to input a month and year. FLAIR will retrieve records based on vendor name input in search criteria.

To access the Vendor History Inquiry by Vendor Number from any FLAIR input screen:

1. In the **VH** column on line for the **VENDOR NAME** option, input **X**.
2. In the **VENDOR NAME** field, input the vendor name (up to 31 characters).
3. The **MONTH** and **YEAR** fields are optional. If left blank, FLAIR will display results five years prior to the date of the request.

**Note:** If the vendor name is spelled incorrectly, FLAIR will display records closest match to search criteria in alphabetical order including punctuation marks.

**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:		
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:		
-	-	-	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 vendor name input.

**Vendor Payment History - Inquiry By Vendor Name Screen** (with example data retrieved)

VHI2		VENDOR PAYMENT HISTORY - INQUIRY BY VENDOR NAME		12/13/2012 13:33:51	
SEL	ACCOUNT CODE	CFI	AMOUNT	VCHR NO	CFO REC
	VENDOR NUMBER	OBJ CNTR	PYMT: TP-NO	DATE	PAY 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
	F222222222999 W3000000275 4420		8	0058685	08/06/12
SEL LEGEND: I = INVOICE INQUIRY W = WARRANT RECONCILIATION INQUIRY					
T = TRANSACTION INQUIRY					
CONTINUING...					
NEXT: VEN NAME					
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---					
CONT EXIT MAIN RFRSH TOP FWD					

See section 210.1.2 Vendor History Inquiry by Vendor Number for field descriptions.

### 210.1.4 Vendor History Inquiry Summary Total

FLAIR users have the capability to view vendor history summary totals by vendor number or by vendor name. Only one option is allowed per request. This function provides a summary total of payments for a specific time period defined by the user.

**Note:** The most reliable way is by vendor number, if by name and one of the sequences has a different name or it is spelled different the records will not be included in the search.

#### Option 1

To request a summary total of payments for a vendor using the vendor number from the Vendor Payment Inquiry Screen:

1. In the **VH** column for **VENDOR NUMBER**, input **X**.
2. The **MONTH** and **YEAR** fields are optional. If left blank, FLAIR will display results five years prior to the date of the request.
3. In the **VH** column for **SUMMARY TOTALS OF REQUESTED VH RECORDS**, input **X**.
4. In the **VH** column for **SEARCH THRU MONTH** and **YEAR**, input **X**. If left blank, FLAIR will calculate payments from the beginning **MONTH** and **YEAR**.

#### *Vendor Payment Inquiry Screen* (with example data input)

VHIR			VENDOR PAYMENT INQUIRY		07/09/2013 09:20:24	
VH - VENDOR HISTORY			UV - UNPAID VOUCHERS		WR - WARRANT	
07/09/08 THROUGH 07/10/13			AS OF PREVIOUS WORK DAY		RECONCILIATION	
VH	UV	WR	SELECTION CRITERIA			
--	--	--	-----			
X	-		VENDOR NUMBER: 111111111			
X	-		MONTH: 07 YEAR: 12 <span style="border: 1px solid red; padding: 2px;">Begin Search Date</span>			
-	-		VENDOR NAME:			
-	-		MONTH: YEAR:			
X	-		SUMMARY TOTALS OF REQUESTED VH RECORDS			
			SEARCH THRU MONTH: 12 YEAR: 12 <span style="border: 1px solid red; padding: 2px;">End Search Date</span>			
-			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						

5. Press **Enter**. FLAIR will display summary totals based on the search criteria input.

**Summary Total for Requested Vendor Number Screen** (with example search results displayed)

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		
<div style="border: 1px solid red; padding: 5px; display: inline-block;">End Search Date</div>			
NEXT VENDOR NUMBER:			
BEGIN SEARCH	MONTH:	YEAR:	THROUGH
DETAIL REQUEST:		MONTH:	YEAR:
		TYPE	SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
CONT		EXIT MAIN RFRSH	

**Option 2**

To request a summary total of payments for a vendor using the vendor name from the Vendor Payment Inquiry Screen:

1. In the **VH** column for **VENDOR NAME**, input **X**.
2. The **MONTH** and **YEAR** fields are optional. If left blank, FLAIR will display results five years prior to the date of the request.
3. In the **VH** column for **SUMMARY TOTALS OF REQUESTED VH RECORDS**, input **X**.
4. In the **VH** column for **SEARCH THRU MONTH** and **YEAR**, input **X**. If left blank, FLAIR will calculate payments from the beginning **MONTH** and **YEAR**.

**Vendor Payment Inquiry Screen** (with example data input)

VHIR		VENDOR PAYMENT INQUIRY		07/09/2013 09:25:46	
VH - VENDOR HISTORY		UV - UNPAID VOUCHERS		WR - WARRANT	
07/09/08 THROUGH 07/10/13		AS OF PREVIOUS WORK DAY		RECONCILIATION	
VH	UV	WR	SELECTION CRITERIA		
--	--	--	-----		
-	-	-	VENDOR NUMBER:		
-	-	-	MONTH: YEAR:		
X	-	-	VENDOR NAME: A & D OFFICE SUPPLY		
X	-	-	MONTH: 07 YEAR: 12		
X	-	-	SUMMARY TOTALS OF REQUESTED VH RECORDS		
-	-	-	SEARCH THRU MONTH: 12 YEAR: 12		
-	-	-	WARRANT NUMBER WARRANT DATE		
-	-	-	WARRANT TYPE: WARRANT NUMBER: (OPTIONAL)		
-	-	-	WARRANT DATE:		
<div style="border: 1px solid red; padding: 5px; display: inline-block;">Begin Search Date</div>					
<div style="border: 1px solid red; padding: 5px; display: inline-block;">End Search Date</div>					
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---					
CONT		EXIT MAIN RFRSH			

5. Press **Enter**. FLAIR will display summary totals based on user search criteria.



**Summary Total By Vendor Name Screen** (with example search results displayed)

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:	TYPE SEL	
DETAIL REQUEST:								
Enter-PF1---	PF2---	PF3---	PF4---	PF5---	PF6---	PF7---	PF8---	PF9---
PF10---	PF11---	PF12---						
CONT	EXIT	MAIN	RFRSH	TOP	FWD			

**210.1.5 Vendor History Inquiry by Warrant Number**

The Vendor Payment History Inquiry by Warrant Number option allows users to view payment information by warrant number/EFT number. ***See section 211 Warrant Administration for more information regarding Warrant Administration.*** FLAIR will retrieve records based on warrant number and warrant/EFT date input as search criteria.

To access the Vendor History Inquiry by Warrant Number from the Vendor Payment Inquiry Screen:

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.
3. In the **WARRANT DATE** field, input the warrant date

**Note:** Both the warrant number and 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 02/11/08 THROUGH 02/12/13		UV - UNPAID VOUCHERS AS OF PREVIOUS WORK DAY		WR - WARRANT 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)	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12--- CONT EXIT MAIN RFRSH					

4. Press **Enter**. FLAIR will retrieve record(s) based on warrant number input.

**Vendor Payment History - Inquiry By Warrant Number Screen** (with example data retrieved)

VHI5 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:		
SEL	VENDOR NUMBER OBJECT CODE	SWDN CONTRACT NO	AMOUNT VOUCHER NUMBER	CFO REC VCHR DT	PAY IND 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:		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---					
CONT EXIT MAIN RFRSH TOP FWD					

**210.1.6 Unpaid Voucher History Inquiry**

The Unpaid Voucher History File (UV) allows agencies to view vouchers in pending status prior to warrants being produced. Users can search this file using vendor number or vendor name.

To access the Unpaid Voucher Inquiry by Vendor Number from the Vendor Payment Inquiry Screen:

1. In the **UV** column on the line for **VENDOR NUMBER** input **X**, and
2. In the **VENDOR NUMBER** field, input the nine digit vendor number (must be exact).

**Vendor Payment Inquiry Screen** (example inquiry by vendor number)

VHIR		VENDOR PAYMENT INQUIRY		02/25/2013 09:54:07	
VH - VENDOR HISTORY 02/25/08 THROUGH 02/26/13		UV - UNPAID VOUCHERS AS OF PREVIOUS WORK DAY		WR - WARRANT RECONCILIATION	
VH	UV	WR	SELECTION CRITERIA		
--	--	--	-----		
-	X		VENDOR NUMBER: 111111111		
=			MONTH: YEAR:		
-	-		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)		
<div style="text-align: right;">TYPE SEL</div> Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---					
<div style="text-align: right;">CONT EXIT MAIN RFRSH</div>					

- Press **Enter** and FLAIR will display the Unpaid Vouchers by Vendor Number Inquiry Screen.

**Unpaid Vouchers - Inquiry By Vendor Number Screen** (with example data retrieved)

VHI6		12/13/2012 13:42:48	
UNPAID VOUCHERS - INQUIRY BY VENDOR NUMBER			
ACCOUNT CODE	CFI	AMOUNT	VCHR NO
SEL VENDOR NO SWDN	OBJ	CNTR NO	RCD ST
85-102-393001-85100000-00-080956-13	5630	74,205.13	V006538
F111111111999 W3000000273			A
VEN NAME: A & D OFFICE SUPPLY		A & D OFFICE SUPPLY	
			12/07/12
SEL LEGEND: I = INVOICE INQUIRY T = TRANSACTION INQUIRY			
CONTINUING...			
NEXT: VENDOR NO			
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---			
CONT EXIT MAIN RFRSH TOP FWD			

To access the Unpaid Voucher Inquiry by Vendor Name from the Vendor Payment Inquiry Screen:

- In the **UV** column on the line for **VENDOR NAME**, input **X**.
  - In the **VENDOR NAME** field, input the vendor name.
- Note:** If the vendor's name is spelled incorrectly (including punctuation), FLAIR may not display the correct record.

**Vendor Payment Inquiry Screen** (example inquiry by vendor name)

VHIR			VENDOR PAYMENT INQUIRY			02/25/2013 09:54:07		
VH - VENDOR HISTORY 02/25/08 THROUGH 02/26/13			UV - UNPAID VOUCHERS AS OF PREVIOUS WORK DAY			WR - WARRANT RECONCILIATION		
VH	UV	WR	SELECTION CRITERIA					
--	--	--	-----					
-			VENDOR NUMBER:					
-			MONTH: YEAR:					
-	X		VENDOR NAME: <b>A &amp; D OFFICE SUPPLY</b>					
-			MONTH: YEAR:					
-			SUMMARY TOTALS OF REQUESTED VH RECORDS					
-			SEARCH THRU MONTH: YEAR:					
-			WARRANT NUMBER			WARRANT DATE		
-		-	WARRANT TYPE:			WARRANT NUMBER:		
-			WARRANT DATE:			(OPTIONAL)		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12--- <b>CONT</b> <b>EXIT</b> <b>MAIN</b> <b>RFRSH</b>								

- Press **Enter** and FLAIR will display the Unpaid Vouchers by Vendor Name Inquiry Screen.

**Unpaid Vouchers - Inquiry By Vendor Name Screen** (with example data retrieved)

VHI7		UNPAID VOUCHERS - INQUIRY BY VENDOR NAME				12/13/2012 13:42:01	
SEL	ACCOUNT CODE	CFI	AMOUNT	VCHR NO	CFO REC	PAY	
	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		
	F22222222999	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---							
<b>CONT</b> <b>EXIT</b> <b>MAIN</b> <b>RFRSH</b> <b>TOP</b> <b>FWD</b>							

**210.1.7 Warrant Reconciliation Inquiry**

The Warrant Reconciliation Inquiry (**WR**) function allows users to view the status of expense warrants produced for payments to vendors. This file does not access EFT to vendors. The Warrant Reconciliation 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.

To access the Warrant Reconciliation Inquiry from the Vendor Payment Inquiry Screen:

1. In the **WR** column, on the line for **WARRANT NUMBER**, input **X**.
  2. In the **WARRANT TYPE** field, input the warrant type.
  3. In the **WARRANT NUMBER**, input the warrant number.
- Note:** Both the warrant type and the warrant number must be an exact match.

**Vendor Payment Inquiry Screen** (example inquiry by warrant type and number)

VHIR			VENDOR PAYMENT INQUIRY		02/11/2013 09:50:19	
VH - VENDOR HISTORY			UV - UNPAID VOUCHERS		WR - WARRANT RECONCILIATION	
02/11/08 THROUGH 02/12/13			AS OF PREVIOUS WORK DAY			
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			
-	-		<div style="border: 2px solid red; padding: 5px; display: inline-block;">           X WARRANT TYPE: 4 WARRANT NUMBER: 0549757            WARRANT DATE: - (OPTIONAL)         </div>			
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12--- CONT EXIT MAIN RFRSH						

4. Press **Enter**. FLAIR will retrieve record(s) based on warrant number input.

**Warrant Reconciliation Inquiry Screen** (with example data retrieved)

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



## 210.2 FLAIR Employee Travel History

The Employee Travel History Inquiry Function (**TH**) provides agencies the ability to view paid employee travel reimbursements at their OLO or agency level. This file is located within the SC (State CFO Files) function. Agency users with security clearance can view payment information. The TH function displays four types of inquiry:

- By employee number
- By employee name
- With summary total
- By warrant reconciliation

### 210.2.1 Employee Travel Inquiry Request

Information contained in this file is a result of expenditure warrants and EFT payment information for employees who have submitted travel reimbursements. Records contained in this file are retained for three years and does not provide detailed information.

To access the Employee Travel Inquiry Request Screen from the State CFO Central Accounting Mini Menu or any FLAIR input screen:

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

**State CFO Central Accounting Mini Menu** (with example data input)

SCMU	STATE CFO CENTRAL ACCOUNTING MINI MENU		06/27/2013 14:04:57
	SEC	FC DESCRIPTION	
	I	AA ACCOUNT CODE	
	I	ET EFT AUTHORIZATION	
	I	NA NEW ACCOUNT CODE	
	I	PC PROMPT PAYMENT COMPLIANCE	
	I	PW PAID WARRANT INDEX	
	I	SA ACCOUNT BALANCE	
	I	TH EMPLOYEE TRAVEL HISTORY	
	I	TR DETAIL TRANSACTION	
	I	VA AUDIT SUMMARY	
	I	VH VENDOR HISTORY	
			TYPE TH SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
CONT	MATN	RERSH	

2. Press **Enter**. FLAIR will display the Employee Travel Inquiry Request Screen.

**Employee Travel Inquiry Request Screen** (with example data retrieved)

```

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:
      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:

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

```

Employee Travel Inquiry Request Screen fields:

Field	Description	Required/Optional/Special Instructions
<b>Search by Employee Number Section</b>		
<b>EMPLOYEE NUMBER</b>	Employee Number	Required. Users are required to input the employee ID, excluding the prefix <b>E</b> . <b>EMPLOYEE NAME, WARRANT TYPE, and WARRANT NUMBER</b> fields must be <b>blank</b> . (9N)
<b>OPTIONAL START DATE: MONTH</b>	Beginning Month	Optional. Used in conjunction with the <b>EMPLOYEE NUMBER</b> field. Allows users to search for records beginning with the month input by user. If month is selected, a year must be entered and cannot be greater than the current fiscal year. (2N)
<b>OPTIONAL START DATE: YEAR</b>	Beginning Year	Required. If a month is selected by the user. The month/year combination cannot be greater than the current business month and year  Optional. Used to limit the search criteria by year. (2N)
<b>Search by Employee Name Section</b>		
<b>EMPLOYEE NAME</b>	Employee Name	Required. If search by name. Allows users to view records by employee name. <b>Note:</b> If the name is spelled incorrectly, FLAIR will retrieve records that best match the user's search criteria. (31A/N)
<b>OPTIONAL START DATE: MONTH</b>	Beginning Month	Optional. Used in conjunction with the employee's name, allows users to search for records beginning with the month input by user. If a month is selected, a year must

Field	Description	Required/Optional/Special Instructions
		be entered and cannot be greater than the current fiscal year. (2N)
<b>OPTIONAL START DATE: YEAR</b>	Beginning Year	Required. If a month is selected by the user. The month/year combination cannot be greater than the current business month and year.  Optional. Used to limit the search criteria by year. (2N)
<b>Summary Totals Section</b>		
<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 <b>SUMMARY TOTALS OF SELECTED SEARCH BY EMPLOYEE NUMBER OR NAME</b> fields. Users are required to input the ending date of the period for a summary total of records for use in conjunction with the <b>EMPLOYEE NUMBER</b> or <b>EMPLOYEE NAME</b> fields. (2N)
<b>OPTIONAL THROUGH DATE: YEAR</b>	Search Thru Year	Required. Used in conjunction with the <b>OPTIONAL THROUGH DATE: MONTH</b> field. Users are required to input a year if a month is selected. (2N)
<b>Warrant Reconciliation Section</b>		
<b>WARRANT TYPE</b>	Warrant Type	Required. Indicates the type of warrant issued and used in conjunction with a warrant number. Allows users to view the status of a warrant. (1N)
<b>WARRANT NUMBER</b>	Warrant Number	Required. Allows users to view TH record(s) for payments for a specific warrant. Used in conjunction with a warrant type. (7N)
<b>WARRANT DATE</b>	Warrant Date	Required. Used in conjunction with a warrant number and a warrant type. Allows users to view records for the requested warrant number. (6N)

### 210.2.2 Employee Travel History Inquiry by Employee Number

The Employee Travel History Inquiry by Employee Number option allows users to view payment information by employee number.

To access the Employee Travel History Inquiry by Employee Number from the Employee Travel Inquiry Request Screen:

1. On the line for **EMPLOYEE NUMBER**, input **X**.
2. In the **EMPLOYEE NUMBER** field, input the employee's nine-digit employee ID (without prefix **E**).
3. The **MONTH** and **YEAR** fields are optional. If left blank, FLAIR will display results three years prior to 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 Employee Travel History Inquiry by Employee Number Screen.

**Employee Travel History - Inquiry By Employee Number Screen** (with example data retrieved)

TH11 12/13/2012 13:44:50

EMPLOYEE TRAVEL HISTORY - INQUIRY BY EMPLOYEE NUMBER

EMPLOYEE NUMBER: 111111111

ACCOUNT CODE	AMOUNT	CFI	OBJ	WARRANT WT DATE	VCHR IND AUD DATE	VCHR DTE CFO REC	PAY CANX
85-101-000122-85100000-00-040000-00 W3000000273	244.69		2610	8-0622122 05/23/12	WARRANT	05/18/12 05/21/12	
EMPLOYEE NAME: YOUZERS BILL							
85-101-000122-85100000-00-040000-00 W3000000273	60.00		2611	8-0622122 05/23/12	WARRANT	05/18/12 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
<b>EMPLOYEE NUMBER</b>	Employee Identification Number	Protected. (9N)
<b>ACCOUNT CODE</b>	FLAIR Account Code	Protected. Carried over from the original transaction. (29N)
<b>CFI</b>	Certified Forward Indicator	Protected. If a voucher was processed using carry forward funds, field will be populated with a C. (1A)
<b>OBJ</b>	Object Code	Protected. Carried over from the original transaction. (6N)
<b>WARRANT</b>	Warrant Type-Number	Protected. Indicates the warrant number in conjunction with the warrant type. (8N)
<b>VCHR IND</b>	Voucher Indicator	Protected. Displays if payment is EFT or warrant. (7A/N)
<b>VCHR DTE</b>	Voucher Date	Protected. Date the voucher was added to Central Accounting. (6N)
<b>PAY</b>	Payment Indicator	Protected. Indicates type of transaction processed. <b>PUR</b> – Purchasing Card <b>REV</b> – Revolving Fund (3A)
<b>SWDN</b>	Statewide Document Number	Protected. Carried over from the original transaction. (11A/N)
<b>AMOUNT</b>	Transaction Line Amount	Protected. Carried over from the original transaction. (10.2N)
<b>WT DATE</b>	Warrant Date	Protected. Indicates date of warrant or EFT. (6N)
<b>AUD DATE</b>	Audit Date	Protected. (6N)
<b>CFO REC</b>	CFO Received Date	Protected. Date the voucher was received by the CFO. (6N)



Field	Description	Required/Optional/Special Instructions
<b>CANX</b>	Cancelled Indicator	Protected. <b>CANX</b> – Indicates a warrant has been cancelled. <b>VOID</b> – Payment voided after stale date. (4A)

### 210.2.3 Employee Travel History Inquiry by Employee Name

The Employee Travel History Inquiry by Employee Name option allows users to view payment information by employee name. FLAIR will retrieve records based on employee name input in search criteria.

To access the Employee Travel History Inquiry by employee name from the Employee Travel Inquiry Request Screen:

1. On the line for **EMPLOYEE NAME**, input **X**.
2. In the **EMPLOYEE NAME** field, input the employee's name. If spelled incorrectly, FLAIR will retrieve records with the closest match in alphabetical order.
3. The **MONTH** and **YEAR** fields 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

4. Press **Enter**. FLAIR will display the Employee Travel History Inquiry by Employee Name Screen.

**Employee Travel History - Inquiry By Employee Name Screen** (with example data retrieved)

THI2	12/13/2012 13:45:45							
EMPLOYEE TRAVEL HISTORY - INQUIRY BY EMPLOYEE NAME								
EMPLOYEE NAME: YOUZERS			BILL					
ACCOUNT CODE		CFI	OBJ	WARRANT	VCHR IND	VCHR DTE	PAY	
SWDN	AMOUNT			WT DATE	AUD DATE	CFO REC	CANX	
-----								
85-101-000122-85100000-00-040000-00			2611	8-0611990	WARRANT	06/02/10		
W3000000273	60.00			06/07/10		06/03/10		
EMPLOYEE NO: 111111111								
85-101-000122-85100000-00-040000-00			2612	8-0611990	WARRANT	06/02/10		
W3000000273	174.00			06/07/10		06/03/10		
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								

**210.2.4 Employee Travel History Summary Totals**

Agency users can view employee travel history summary totals by employee number or employee name. This function provides a summary total of payments for a specific time period specified by the user.

To request a summary total of payments for an employee number from the Employee Travel Inquiry Request Screen:

1. In the column for **EMPLOYEE NUMBER**, input **X**.
2. In the **EMPLOYEE NUMBER** field, input the employee's number (must be an exact match to retrieve summary total).
3. The **START MONTH** and **YEAR** fields are optional. If left blank, FLAIR will display results for three years prior to the date of the request.
4. In the column for **SUMMARY TOTALS OF SELECTED SEARCH BY EMPLOYEE NUMBER OR NAME**, input **X**.
5. The **OPTIONAL THROUGH MONTH** and **YEAR** fields are optional. 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**  
(with example data retrieved)

```

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

```

**Note:** The user may view the detail records that make up the summary total by inputting an **X** in the **TO RECEIVE DETAIL INQUIRY** field.

To request a summary total of payments using an employee's name from the Employee Travel Inquiry Request Screen:

1. In column for **EMPLOYEE NAME**, input **X**.
2. In the **EMPLOYEE NAME** field, input an employee's name (must be an exact match to retrieve summary total).
3. Input in the **START MONTH** and **YEAR** fields is optional. If left blank, FLAIR will display results three years from the date of the request.

4. In the column for **SUMMARY TOTALS OF SELECTED SEARCH BY EMPLOYEE NUMBER OR NAME**, input **X**.
5. Input in the **OPTIONAL THROUGH MONTH** and **YEAR** fields is optional. If left blank, FLAIR will calculate up to 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			
<div><div>X</div><div>EMPLOYEE NAME: <b>BILL YOUZERS</b> OPTIONAL START DATE:    MONTH            YEAR</div></div>			
<div><div>X</div><div>SUMMARY TOTALS OF SELECTED SEARCH BY EMPLOYEE NUMBER OR NAME OPTIONAL THROUGH DATE:    MONTH            YEAR</div></div>			
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			

6. Press **Enter**. FLAIR will display the Employee Travel History Summary Total for Requested Employee Name Screen.

**Employee Travel History - Summary Total For Requested Employee Name Screen**

(with example data retrieved)

THI4	08/22/2012 14:37:56
EMPLOYEE TRAVEL HISTORY - SUMMARY TOTAL FOR REQUESTED EMPLOYEE NAME	
EMPLOYEE NAME:	YOUZERS BILL
TIME PERIOD:	07/11 THRU 07/12
TOTAL AMOUNT:	4,495.86
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

**Note:** To view the detail records that make up the summary total, input an **X** in the **TO RECEIVE DETAIL INQUIRY** field.



## 210.2.5 Employee Travel History Inquiry by Warrant Number

The Employee Travel History Inquiry by Warrant Number option allows users to view payment information by warrant number.

To access the Employee Travel History Inquiry by Warrant Number from the Employee Travel Inquiry Request Screen:

1. On the line for **WARRANT TYPE**, input **X**.
2. In the **WARRANT TYPE**, **WARRANT NUMBER**, and **WARRANT DATE** fields, input the warrant type, warrant number, and warrant date, respectively.

**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
  
```

3. Press **Enter**. FLAIR will retrieve record(s) based on the warrant number input.

**Employee Travel History - Inquiry By Warrant Number Screen** (with example data retrieved)

```

THIS                08/22/2012  11:48:06
EMPLOYEE TRAVEL HISTORY - INQUIRY BY WARRANT NUMBER

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                                CANCELLED PAYMENT
-----
1111111111  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
  
```

## 210.3 FLAIR Payment History Website

The FLAIR Vendor Payment History website allows vendors to view records of payments made to them by the State of Florida. The payment information is updated at the close of each business day. The site is available 24 hours a day, 7 days a week, except during necessary maintenance. Expenditure information is based on the calendar year (January 1 through December 31).

**Note:** This function does not provide expenditure transactions for state employees.


The following information is available:

- Payment date
- Payment (warrant) number
- Payee name
- Payment type (paper warrant, EFT, or PCard)
- 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, complete the following steps:

1. Access the website: <http://flair.dbf.state.fl.us/dispub2/cvnphst.htm>
2. In the **FEID or SSN** field, input the vendor's nine-digit Federal Employer Identification Number or social security number without **F**, **S**, or **N** prefix.
3. From the **BEGINNING MONTH** drop-down menu, select a month. If month is not selected, the system defaults to the current month.
4. Select a year from the **DESIRE YEAR** drop-down menu. The system defaults to the current year. **Note:** Search results begin with the month selected and continue through December of the year selected.
5. The **DEPARTMENT** field is optional. Users may choose an active or inactive department.
6. Click on the **SUBMIT** button to view the payments requested.

**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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**Note:** Click on the **RESET** button to start a new search.

The search will return a listing of payments. Select **VIEW ALL PENDING PAYMENTS** for payments in that pending approval by the CFO.

Please note, some pages may not be available due to high site traffic. The users are encouraged to try again.

**Results from based on search criteria input on Vendor Payment Page**

[Click here for Pending Payments.](#)

Select this option to view all payments  
pending approval from the CFO

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

FOR ADDITIONAL INFORMATION PLEASE CONTACT: DEPARTMENT OF FINANCIAL SERVICES AT (850) 413-2118

PAYMENT DATE	PAYMENT NUMBER	PAYEE NAME	PAYMENT TYPE	AGENCY DOC.NBR.	INVOICE NUMBER	INVOICE AMOUNT
2009/01/05	<a href="#">0327101</a>	OFFICE DEPOT #1104	PURCHASING CARD	V008902	011255301	<a href="#">1,960.00</a>
2009/01/05	<a href="#">0327101</a>	OFFICE DEPOT INC	PURCHASING CARD	V008886	011501701	<a href="#">85.99</a>
2009/01/05	<a href="#">0327101</a>	OFFICE DEPOT #1104	PURCHASING CARD	V008902	011504701	<a href="#">118.16</a>
2009/01/05	<a href="#">0327101</a>	OFFICE DEPOT INC	PURCHASING CARD	V008898	011513201	<a href="#">61.98</a>
2009/01/05	<a href="#">0327101</a>	OFFICE DEPOT BUSINESS SERVICE	PURCHASING CARD	V008890	011518401	<a href="#">99.99</a>
2009/01/05	<a href="#">0327101</a>	OFFICE DEPOT BUSINESS SERVICE	PURCHASING CARD	V008890	011527501	<a href="#">20.24</a>
2009/01/05	<a href="#">0327101</a>	OFFICE DEPOT BUSINESS SERVICE	PURCHASING CARD	V008890	011527601	<a href="#">42.34</a>
2009/01/05	<a href="#">0327101</a>	OFFICE DEPOT INC	PURCHASING CARD	V008897	011532001	<a href="#">9.04</a>
2009/01/05	<a href="#">0327101</a>	OFFICE DEPOT INC	PURCHASING CARD	V008895	011536601	<a href="#">1,144.29</a>
2009/01/05	<a href="#">0327101</a>	OFFICE DEPOT BUSINESS SERVICE	PURCHASING CARD	V008892	011543501	<a href="#">124.15</a>
2009/01/05	<a href="#">0327101</a>	OFFICE DEPOT	PURCHASING CARD	V008907	011553701	<a href="#">83.08</a>
2009/01/05	<a href="#">0327101</a>	OFFICE DEPOT	PURCHASING CARD	V008907	011553702	<a href="#">14.33</a>
2009/01/05	<a href="#">0327101</a>	OFFICE DEPOT INC	PURCHASING CARD	V008885	011557701	<a href="#">-85.99</a>
2009/01/05	<a href="#">0327101</a>	OFFICE DEPOT	PURCHASING CARD	V008890	011558601	<a href="#">64.33</a>
2009/01/05	<a href="#">0327101</a>	OFFICE DEPOT INC	PURCHASING CARD	V008900	011558901	<a href="#">3.14</a>
2009/01/05	<a href="#">0327101</a>	OFFICE DEPOT OF FT WALTON BEACH	PURCHASING CARD	V008897	011559201	<a href="#">252.03</a>
2009/01/05	<a href="#">0327101</a>	OFFICE DEPOT #1104	PURCHASING CARD	V008902	011560201	<a href="#">352.92</a>
2009/01/05	<a href="#">0327101</a>	OFFICE DEPOT #1104	PURCHASING CARD	V008899	011560301	<a href="#">23.80</a>
2009/01/05	<a href="#">0327101</a>	OFFICE DEPOT #1104	PURCHASING CARD	V008902	011567501	<a href="#">-17.92</a>
2009/01/05	<a href="#">0327101</a>	OFFICE DEPOT #1165	PURCHASING CARD	V008884	011568401	<a href="#">14.77</a>
2009/01/05	<a href="#">0327101</a>	OFFICE DEPOT INC	PURCHASING CARD	V008895	011569201	<a href="#">67.29</a>
2009/01/05	<a href="#">0327101</a>	OFFICE DEPOT	PURCHASING CARD	V008900	011575401	<a href="#">165.87</a>
2009/01/05	<a href="#">0327101</a>	OFFICE DEPOT	PURCHASING CARD	V008900	011575402	<a href="#">46.46</a>
2009/01/05	<a href="#">0327101</a>	OFFICE DEPOT	PURCHASING CARD	V008889	011577401	<a href="#">669.54</a>
2009/01/05	<a href="#">0327101</a>	OFFICE DEPOT	PURCHASING CARD	V008889	011577501	<a href="#">38.94</a>
2009/01/05	<a href="#">0327101</a>	OFFICE DEPOT	PURCHASING CARD	V008900	011577901	<a href="#">23.22</a>
2009/01/05	<a href="#">0327101</a>	OFFICE DEPOT #1165	PURCHASING CARD	V008900	011578001	<a href="#">62.30</a>

## 210.4 Transparency Florida Vendor History Website

The Transparency Florida website provides information about state disbursements to vendors. The website is available 24 hours a day, 7 days a week, except during necessary maintenance. Expenditure information is based on the State's fiscal year, which runs from July 1 through June 30. Information for prior fiscal years does not change after the close of the fiscal year. Information for the current fiscal year is updated at the close of each business day.

On the site, users may:

- Search and view payments to a vendor for each fiscal year for the current fiscal year and several prior years;
- Conduct searches for payments to a vendor and other recipients of state funds by name; and
- View detail information about payments, including payment dates, amounts, and paying agency.

## Excluded information:

- Refunds,
- Employee Salaries,
- Retirement Payments,
- Unemployment Compensation Payments,
- Public Assistance Payments, and
- Any other payments considered exempt from the Florida Sunshine Law.

To access vendor payment history on the MyFloridaCFO's Transparency Site:

1. Access the website: <https://fs.fldfs.com/dispub2/newvpymt4.shtml>.
2. In the **VENDOR NAME** field, input at least the first three characters of the vendor's name.
3. From the **FISCAL YEAR** drop-down menu, select a year.
4. Click on the **Run** button.

### Transparency Florida Vendor/Payee Payment History Website Request Screen

**FLORIDA'S CHIEF FINANCIAL OFFICER** HOME NEWS ABOUT THE AGENCY

## Vendor/Payee Payments

**Where Do You Want To Go?**

- State Payments
- State Contract Search: FACTS

**Disclaimer**  
Information presented on this website is collected, maintained, and provided for the citizens of Florida to monitor, understand, and participate in our state's government. While every effort is made to keep such information accurate and up -to-date, the information presented is unaudited. [See more.](#)

**Contact Us**  
Documentation (e.g., invoices, contracts, etc.) for an individual payment is maintained by the state agency issuing the payment.  
Questions related to detailed agency payments should be directed to the Agency Contact Number provided on the individual payment line displayed.  
General questions regarding how this website operates should be directed to the Bureau of Vendor Relations at the Department of Financial Services at (850) 413-5516.

**Public Records Request**  
Under Florida law e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, you must e-mail the request to [myfloridacfo.com](#).

Welcome to the State of Florida's state payments. This site provides information about state disbursements to vendors/payees. The information is based on the State's fiscal cycle, which runs July 1st through June 30th. Fiscal years are referenced by the year in which the fiscal year ends, e.g., fiscal year 2015 begins on July 1, 2014, and ends on June 30, 2015. Information for prior fiscal years will not change after the close of the fiscal year. This site contains 10 fiscal years worth of data. If you have the need to download all of the data for a full fiscal year without specifying search criteria, use the bulk download link displayed on Vendor Payment Search homepage.  
For additional information on how to search this site, [see more.](#)

**Downloads**  
To download payments for a fiscal year, click [here](#).

*Output will open in a new window to allow for the changing of the criteria. If your browser is set to block pop-ups, you may need to turn this feature off in order to use this web page.*

**Vendor Input**

- ☐ All Vendors
- ☐ Vendor Number
- ☒ Vendor Name

**Time Period**

- ☒ Fiscal Year (July 1 - June 30)
- ☐ Date Range

**More than one option from Paying Agency(s) and Object Code Classification(s) may be selected by holding down the CTRL key.**

**Paying Agency(s)**

- ALL
- Agency For Health Care Administration
- Agency For Persons With Disabilities
- Agency For State Technology (Formerly SSRC/NSRC)
- Department Of Agriculture And Consumer Services

**Object Code Classification(s)**

- ALL
- Independent Contractors
- Communication & Freight
- Repairs & Maintenance
- Care & Subsistence

\* Required Input

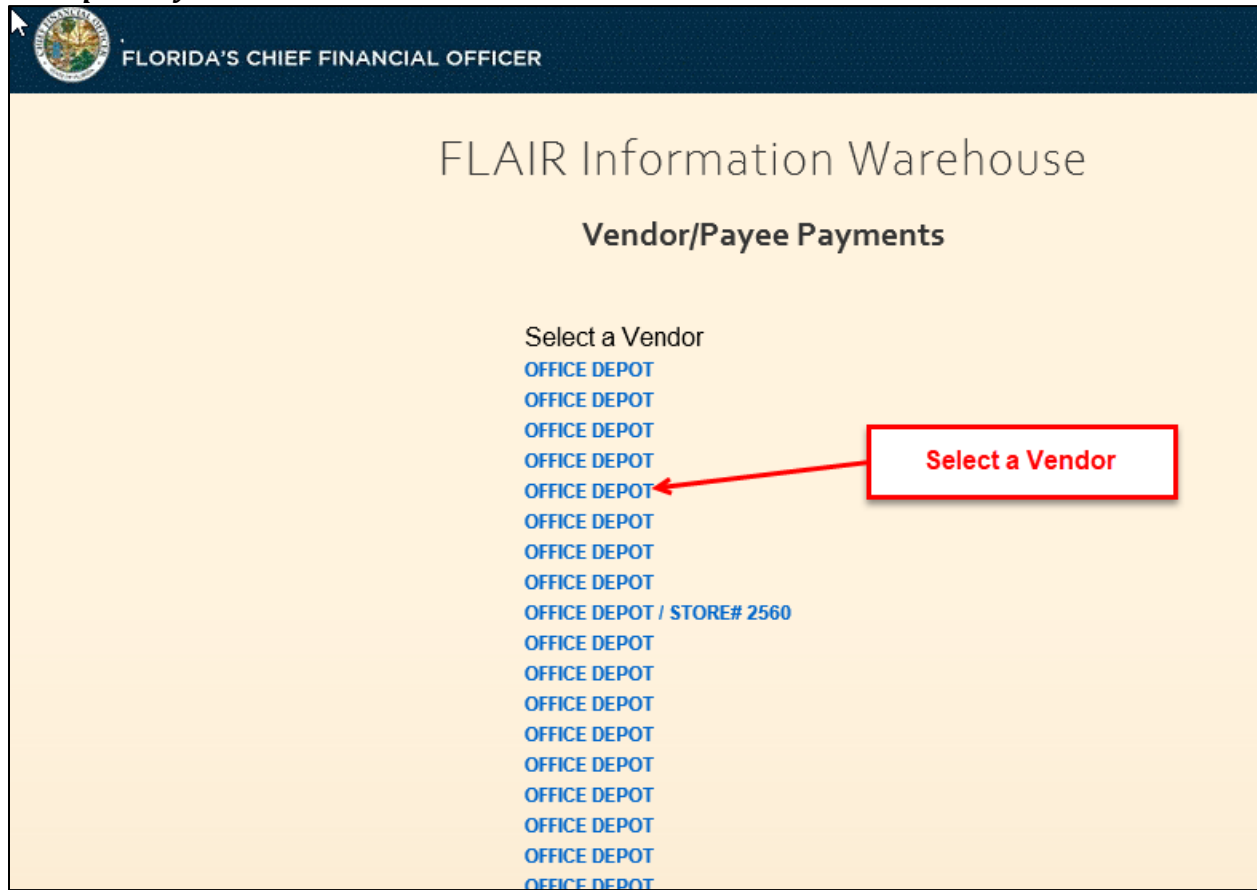
The search will return a listing of all vendors matching the input vendor name for the selected fiscal year.



To view payment information:


5. Click on a specific vendor to display payment information.

**Transparency Florida Website Search Results**



A listing of all payments meeting the search criteria will display.

**Transparency Florida Website Search Results**

 <b>FLORIDA'S CHIEF FINANCIAL OFFICER</b>													
Vendor/Payee Payments													
Download to Excel Close Window													
Name	Paying Agency	Paying Account	Contact Number	Object Code	Object Description	Statewide Document #	Payment Date	Payment #	Amount	Payment Type	Agency Document #	Contract #	Minority Class
OFFICE DEPOT / OFFICE DEPOT IA: 10/18	DEPARTMENT OF FINANCIAL SERVICES	431021	(850) 413-2118	341000	SUPPLIES - GENERAL	D0000456671	2020/04/03	0558838	301.74	PURCHASING CARD	V010469		NON-MINORITY
OFFICE DEPOT / OFFICE DEPOT IA: 10/18	DEPARTMENT OF FINANCIAL SERVICES	431020	(850) 413-2118	341000	SUPPLIES - GENERAL	D0000454570	2020/04/02	0554105	39.64	DIRECT DEPOSIT	V010433		NON-MINORITY
OFFICE DEPOT / OFFICE DEPOT IA: 10/18	DEPARTMENT OF FINANCIAL SERVICES	437120	(850) 413-2118	341000	SUPPLIES - GENERAL	D0000454586	2020/04/02	0554108	261.68	DIRECT DEPOSIT	V010449		NON-MINORITY

6. Once the user selects an agency, the following payment information will be displayed:

- Vendor Name
- Paying Agency Name
- Paying Agency Contact Phone Number
- Object Code and Description
- SWDN
- Payment Date
- Payment Number
- Payment Amount
- Agency Document Number
- Contract Number
- Vendor Minority Class

7. Click on **Download to Excel** if desired.

## 211 Warrant Administration

Warrants and EFTs are generated when a claim for a specific amount is made to vendors or payees as payment for goods and services, reimbursements, or other legal obligations. Such payments can be made to state employees, retirees, and vendors. Payments are made in the form of vouchers which are audited and approved for payment by the DFS Bureau of Auditing.

As part of daily operations, state agency personnel input transactions into FLAIR requesting the disbursement of funds to vendors/payees. This results in a voucher schedule being produced and possibly audited. Once DFS determines that the request for disbursement is legal and valid, a payment is made to the vendor/payee by means of a warrant or an EFT. This is authorized by section [215.965](#), F.S., Disbursement of state moneys.

### **What is the difference in issuing a warrant or EFT?**

- A warrant is defined as an official certificate, or legal security, authorizing a payee to receive consideration (money). This is a payment made against a specific fund in the State Treasury that is printed and mailed to the payee.
- An EFT makes a payment to a payee by electronically transferring the funds into the payee's bank account, eliminating the need for a paper warrant.

Warrants and EFT transmittals are issued by DFS. They are strictly controlled, and access to the warrant production process is limited. The DFS Warrant Transmittal Section authorizes limited personnel within each agency to pick up issued warrants and transport them back to the agency. Agencies should have strict internal controls in place for warrant and EFT transmittal handling.

### 211.1 Warrants

Warrants and voucher schedules share some identical information on each form. The voucher has the detailed information for the warrant that is helpful when a payee has questions regarding a payment. By asking for the matching information, the agency can identify the voucher that produced the warrant. Vouchers are kept on file with additional documentation (invoices, receipts, etc...) needed to assist the vendor with applying the payment to the correct account. The information below is found on the actual warrant:

- SWDN
- Agency Document Number
- FLAIR Account Code
- Vendor Name
- Invoice Number (remittance advice portion only)
- Amount
- Warrant Number
- Warrant Date

After a warrant has been issued, but before it has been negotiated (cashed or deposited), the warrant can be:

- Placed in stop payment;
- Cancelled for payment; or
- Duplicated.

These processes will be discussed in detail in this section.

A warrant has a negotiable period of one year from the date of issuance. After that year, the warrant becomes what is known as stale dated. Stale dated warrants are sent to unclaimed property, unless they are paid with federal funds. ***For additional information see section [17.26, F.S., Cancellation of state warrants not presented within 1 year.](#)***

## 211.2 Paid Warrant Index

Agencies can view their paid warrants by using the Paid Warrant Index (**PW**). This file contains the State Treasury's cleared warrants and allows users to request warrant information on paid warrants. This information will be available for viewing for one year following their paid date. This index is for inquiry only. The warrant information can be retrieved from Vendor Payment History (*see section 210 Payment History*).

The Paid Warrant Index file is very helpful when users need to review an issued warrant before processing a warrant cancellation or stop payment. Agencies can also request copies of paid warrants from the Division of Treasury. Copies of paid warrants can be requested for the following reasons (but not limited to):

- Account resolutions;
- Supporting documentation; and
- Investigations.

To access the Paid Warrant Index Inquiry Request screen from the State CFO Central Accounting Mini Menu or any FLAIR input screen:

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

**State CFO Central Accounting Mini Menu** (with example data input)

SCMU		STATE CFO CENTRAL ACCOUNTING MINI MENU		07/05/2013 10:31:54	
SEC	FC	DESCRIPTION			
I	AA	ACCOUNT CODE			
I	ET	EFT AUTHORIZATION			
I	NA	NEW ACCOUNT CODE			
I	PC	PROMPT PAYMENT COMPLIANCE			
I	PW	PAID WARRANT INDEX			
I	SA	ACCOUNT BALANCE			
I	TH	EMPLOYEE TRAVEL HISTORY			
I	TR	DETAIL TRANSACTION			
I	VA	AUDIT SUMMARY			
I	VH	VENDOR HISTORY			

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

2. Press **Enter**. FLAIR will display the Paid Warrant Index Inquiry Request Screen.

### ***Paid Warrant Index Inquiry Request Screen***

```

IXIR                                PAID WARRANT INDEX INQUIRY REQUEST    07/05/2013   10:34:45

WARRANT TYPE  _                     WARRANT NUMBER

VALID WARRANT TYPES
-----
1 - PUBLIC ASSISTANCE
2 - UNEMPLOYMENT COMPENSATION
3 - SALARY & CLASS C TRAVEL
4 - EXPENSE
5 - RETIREMENT
9 - UNEMPLOYMENT COMPENSATION

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

```

To retrieve information from the Paid Warrant Index:

1. In the **WARRANT TYPE** field, input the warrant type from the original transaction.
2. In the **WARRANT NUMBER** field, input the warrant number from the original transaction.

### ***Paid Warrant Index Inquiry Request Screen***

IXIR PAID WARRANT INDEX INQUIRY REQUEST 01/22/2013 09:19:21

WARRANT TYPE WARRANT NUMBER

Required

VALID WARRANT TYPES

-----

1 - PUBLIC ASSISTANCE  
2 - UNEMPLOYMENT COMPENSATION  
3 - SALARY & CLASS C TRAVEL  
4 - EXPENSE  
5 - RETIREMENT  
9 - UNEMPLOYMENT COMPENSATION

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

Paid Warrant Index Inquiry Request Screen fields:

Field	Description	Required/Optional/Special Instructions
<b>WARRANT TYPE</b>	Warrant Type	Required. Must be entered to retrieve information from the Paid Warrant Index. (1N)
<b>WARRANT NUMBER</b>	Warrant Number	Required. Must be entered to retrieve the record from the Paid Warrant Index. (7N)



- Press **Enter**. If both the warrant type and warrant number are found, FLAIR will display the Paid Warrant Index Inquiry Screen (the **BATCH NUMBER**, **SEQUENCE**, and **BANK NUMBER** fields may be blank).

***Paid Warrant Index Inquiry Screen*** (with example data retrieved)

PAID WARRANT INDEX INQUIRY						
WARRANT TYPE	WARRANT NUMBER	ISSUE YEAR	PAID DATE	BATCH NUMBER	SEQUENCE	BANK NUMBER
4	1234567	2012	07/09/12			

To inquire on another warrant

↓

NEXT REQUEST: WARRANT TYPE: WARRANT NUMBER:

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

CONT EXIT MAIN RFRSH

Paid Warrant Index Inquiry Screen fields:

Field	Description	Required/Optional/Special Instructions
<b>WARRANT TYPE</b>	Warrant Type	Type of warrant. (1N)
<b>WARRANT NUMBER</b>	Warrant Number	Number of warrant. (7N)
<b>ISSUE YEAR</b>	Issue Year	Year the warrant was issued. (4N)
<b>PAID DATE</b>	Paid Date	Date the warrant cleared the Treasury. (MM/DD/YY) (6N)
<b>BATCH NUMBER</b>	Batch Number	Treasury Batch Number. (4N)
<b>SEQUENCE</b>	Sequence	Retrieved. Treasury sequence number within a batch number. (4N)
<b>BANK NUMBER</b>	Bank Number	Defines bank account. (4N)

If a record matching both the warrant type and warrant number is not found, FLAIR will display the error message ***“RECORD NOT FOUND.”*** This can be the result of a warrant not yet cashed or reconciled by the Treasury, a cancelled warrant, or an incorrect warrant number. ***See section 211.3 Warrant Cancellation to verify the status of the warrant.***

***Paid Warrant Index Inquiry Request Screen*** (with example data retrieved)

RECORD NOT FOUND:  
IXIR PAID WARRANT INDEX INQUIRY REQUEST 01/22/2013 11:11:04

WARRANT TYPE 4 WARRANT NUMBER 2075362

VALID WARRANT TYPES  
-----  
1 - PUBLIC ASSISTANCE  
2 - UNEMPLOYMENT COMPENSATION  
3 - SALARY & CLASS C TRAVEL  
4 - EXPENSE  
5 - RETIREMENT  
9 - UNEMPLOYMENT COMPENSATION

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

TYPE SEL  
PF11

RECORD NOT FOUND

If an invalid warrant type is entered, FLAIR will display the error message ***“INVALID WARRANT TYPE FOR PAID WARRANT FILE.”*** Users will need inquire into the Vendor History File to retrieve valid information. *See section 210.1.1 Vendor History for more information.*

***Paid Warrant Index Inquiry Request Screen*** (with example data retrieved)

INVALID WARRANT TYPE FOR PAID WARRANT FILE :  
IXIR PAID WARRANT INDEX INQUIRY REQUEST 01/22/2013 11:12:28

WARRANT TYPE C WARRANT NUMBER 2075362

VALID WARRANT TYPES  
-----  
1 - PUBLIC ASSISTANCE  
2 - UNEMPLOYMENT COMPENSATION  
3 - SALARY & CLASS C TRAVEL  
4 - EXPENSE  
5 - RETIREMENT  
9 - UNEMPLOYMENT COMPENSATION

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---  
CONT EXI

TYPE SEL  
PF9

INVALID WARRANT TYPE FOR PAID WARRANT FILE

### 211.2.1 Pending Warrants Over 90 Days

Agencies should periodically review outstanding warrants as they have a negotiable period of one year from the date of issuance. Warrants that are pending over 90 days and over \$500 can be viewed on the CFO's website: <https://fs.fldfs.com/dispub2/cexhwaro.html>.

Outstanding warrants can also be viewed by running an RDS report. ***See section 1000 RDS (End User) for more detailed information on these reports.***

If the agency finds that there are pending warrants, the appropriate vendors should be notified about the outstanding warrant before it becomes unclaimed property.

### 211.3 Warrant Cancellation

The online Warrant Cancellation (**WC**) function allows agency users to initiate warrant cancellation requests, and to initiate stop payment requests on certain warrants. This function also allows users to view the status of warrants, reverse warrants back to outstanding status or from stop payment to cancellation. Functions related to warrant processing will depend on the security access granted to users. Once a warrant has been marked for stop payment, it may later be cancelled through this function as well.

The status codes are vital to the cancellation and stop payment processes. The following list of status codes denotes the current status of a warrant during the reconciliation process:

Status Code	Description
1	Outstanding
2	Paid
3	Cancelled
4	Marked for Manual Paid
5	Stop Payment
8	Marked for Duplication*
9	Marked for Cancellation
C	Marked for Manual Cancellation
R	Marked for Manual Reversal of Cancellation
S	Stop Payment Request
X	Cancellation Request
Y	Cancellation Request for Status 5

\*Status codes 2, 4, 8, C, and R are used by DFS only.

The warrant cancellation function may be used to initiate stop payments and/or cancellations on the following warrant types only:

Warrant Type	Description
1	Public Assistance
2	Unemployment Compensation
4	Expense
5	Retirement

Warrant Type 3 (Payroll) is cancelled using another online function provided by the Bureau of State Payrolls. Warrant Types 6 (Retirement-EFT), 7 (Payroll-EFT), and 8 (Expense-EFT) are captured through the EFT process and are not available through the WC function.

The agency will retrieve the WC Function to “mark” a particular warrant for stop payment or cancellation. The agency will be required to maintain appropriate documentation authorizing the warrant cancellation or stop payment. All documentation will be maintained at the agency level, as required by law, and other rules and regulations related to stop payments and warrant cancellations.

When requesting an online warrant cancellation (cancelling a payment) or stop payment (prevents a warrant from being cashed), users will be accessing the State CFO’s reconciliation file. Warrants on the reconciliation file are those warrants that have not yet been paid, or warrants that have been paid during the current calendar month. Once the month closes, the paid warrants “drop off” the reconciliation file.

System edits prevent a paid warrant from being marked for stop payment or cancellation. Warrants that are outstanding (not paid) are the only warrants that may be marked for stop payment or cancellation through the WC function. Warrants that have been marked for stop payment may later be cancelled through this function.

The WC Function allows an agency user to “undo” a stop payment or cancellation request. Undoing a previous cancellation or stop payment request is accomplished by changing the warrant status code on the warrant record to the code appropriate to the circumstance. Once a warrant cancellation has been approved by a second approver, the warrant status automatically changes to **9** (marked for cancellation), then, in overnight processing, the warrant will be “officially” cancelled and cannot be reversed.

To access the Warrant Cancellation Function from the State CFO Central Accounting Menu or any FLAIR input screen:

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

**State CFO Central Accounting Mini Menu**

SCMU	STATE CFO CENTRAL ACCOUNTING MINI MENU		03/21/2013 15:19:20
	SEC FC	DESCRIPTION	
	I ET	EFT AUTHORIZATION	
	I NA	NEW ACCOUNT CODE	
	I PC	PROMPT PAYMENT COMPLIANCE	
	I PW	PAID WARRANT INDEX	
	I SA	ACCOUNT BALANCE	
	I TH	EMPLOYEE TRAVEL HISTORY	
	I TR	DETAIL TRANSACTION	
	I VA	AUDIT SUMMARY	
	T VH	VENDOR HISTORY	
	U WC	WARRANT CANCELLATION	
			TYPE SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
CONT	MAIN	RFRSH	

2. Press **Enter**. FLAIR will display the Warrant Cancellation Inquiry Request Screen.

**Warrant Cancellation Inquiry Request Screen**

WCMU	WARRANT CANCELLATION INQUIRY REQUEST		01/29/2013 11:09:10
WARRANT TYPE:			
WARRANT NO:			
WARRANT DATE:			
APPROVE WARRANT STATUS CHANGE: APRV _ INQ _			
WARRANT TYPES: 1 PUBLIC ASSISTANCE			
2 UNEMPLOYMENT COMPENSATION			
4 EXPENSE			
5 RETIREMENT			
9 UNEMPLOYMENT COMPENSATION			
			TYPE SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
CONT	EXIT	MAIN	RFRSH



### 211.3.1 Warrant Cancellation Inquiry Request

The Warrant Cancellation Inquiry Request allows the user to view a warrant record or to change a warrant status. A warrant status can only be changed with the Warrant Cancellation Detail Update option. To access the update screen, the user must first access the inquiry screen.

To access the Warrant Cancellation Detail Inquiry option from the Warrant Cancellation Inquiry Request Screen:

1. In the **WARRANT TYPE**, **WARRANT NO**, and **WARRANT DATE** fields (all required), input the warrant type, number, and date, respectively.

#### Warrant Cancellation Inquiry Request Screen

WCMU
01/29/2013 11:09:10

WARRANT CANCELLATION INQUIRY REQUEST

WARRANT TYPE:  
WARRANT NO:  
WARRANT DATE:

Required Fields

APPROVE WARRANT STATUS CHANGE: APRV \_ INQ \_

WARRANT TYPES: 1 PUBLIC ASSISTANCE  
2 UNEMPLOYMENT COMPENSATION  
4 EXPENSE  
5 RETIREMENT  
9 UNEMPLOYMENT COMPENSATION

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

2. Press **Enter**. FLAIR will display the Warrant Cancellation Inquiry Screen.

#### Warrant Cancellation Detail Inquiry Screen (with example data retrieved)

WC11
03/21/2013 15:26:09

WARRANT CANCELLATION DETAIL INQUIRY

WARRANT TYPE: 4 WARRANT NO: 0881845 WARRANT DATE: 03/06/13 WARRANT STATUS: 1

VENDOR NAME: GILMORE MOVING & STORAGE WARRANT AMOUNT: 78.38  
VENDOR ID: N999999999999 SWDN: W3000000909 DUPLICATE IND:  
ACCOUNT CODE: L1 GF SF FID BE IBI CAT YR WARRANT PAID DATE  
85 50 2 050001 85200000 00 100777 00 03/12/13

WARRANT STATUS:  
1 - OUTSTANDING 9 - MARKED FOR CANCELLATION  
2 - PAID C - MARKED FOR MANUAL CANCELLATION  
3 - CANCELLED R - MARKED FOR MANUAL REVERSAL OF CANCELLATION  
4 - MARKED FOR MANUAL PAID S - STOP PAYMENT REQUEST  
5 - STOP PAYMENT X - CANCELLATION REQUEST  
8 - MARKED FOR DUPLICATION Y - CANCELLATION REQUEST FOR STATUS 5

UPDATE STATUS:

NEXT: WR TYPE: WR #: WR DATE: TYPE SEL  
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---  
CONT EXIT MAIN RFRSH

Warrant Cancellation Detail Inquiry Screen fields:

Field	Description	Required/Optional/Special Instructions
<b>WARRANT TYPE</b>	Warrant Type	Protected. Designates the type of warrant issued. (1N)
<b>WARRANT NUMBER</b>	Warrant Number	Protected. (7N)
<b>WARRANT DATE</b>	Warrant Date	Protected. Issue date of the warrant. (MM/DD/YY) (6N)
<b>WARRANT STATUS</b>	Warrant Status	Protected. Current status of the warrant. <b><i>See section 211.3 Warrant Cancellation for status code descriptions.</i></b> (1A/N)
<b>VENDOR NAME</b>	Vendor Name	Protected. Name of the vendor as printed on the warrant. (31A)
<b>WARRANT AMOUNT</b>	Warrant Amount	Protected. (10.2N)
<b>VENDOR ID</b>	Vendor Identification Number	Protected. The vendor identification number as it appears on the vendor file. (13A/N)
<b>SWDN</b>	Statewide Document Number	Protected. (11A/N)
<b>DUPLICATE INDICATOR</b>	Duplicate Indicator	Protected. Indicates if a duplicate warrant has been issued. Available indicators: <b>Blank</b> – no duplicate issued <b>X</b> – duplicate warrant has been issued (1A)
<b>ACCOUNT CODE</b>	Account Code	Protected. FLAIR account code from which this warrant was paid. (29N)
<b>WARRANT PAID DATE</b>	Warrant Paid Date	Protected. The date the Treasury paid this warrant. If blank, the warrant has not been paid. (6N)
<b>UPDATE STATUS</b>	Update Status	Optional. (1A)

**Note:** All fields on the inquiry screen are protected fields except for the **UPDATE STATUS** field.

### 211.3.2 Warrant Cancellation Detail Update

Agency users may change the warrant status on a particular record. ***See section 211.3 Warrant Cancellation for status codes descriptions.*** Status changes are updated from the Warrant Cancellation Detail Update screen. The update screen is accessed from the Warrant Cancellation Detail Inquiry screen.

To change or update the status of a warrant record from the Warrant Cancellation Detail Inquiry Screen:

1. In the **UPDATE STATUS** field, input **X**.

**Warrant Cancellation Inquiry Request Screen** (with example data retrieved)

```

WC11                                03/21/2013  15:26:09
                                WARRANT CANCELLATION DETAIL INQUIRY

WARRANT TYPE: 4 WARRANT NO: 0881845 WARRANT DATE: 03/06/13 WARRANT STATUS: 1

VENDOR NAME: GILMORE MOVING & STORAGE      WARRANT AMOUNT:      78.38
VENDOR ID: N999999999999          SWDN: W3000000909      DUPLICATE IND:
ACCOUNT CODE: L1 GF SF FID      BE      IBI CAT      YR      WARRANT PAID DATE
                85 50 2   050001 85200000 00   100777 00      03/12/13

WARRANT STATUS:
1 - OUTSTANDING          9 - MARKED FOR CANCELLATION
2 - PAID                 C - MARKED FOR MANUAL CANCELLATION
3 - CANCELLED            R - MARKED FOR MANUAL REVERSAL OF CANCELLATION
4 - MARKED FOR MANUAL PAID S - STOP PAYMENT REQUEST
5 - STOP PAYMENT         X - CANCELLATION REQUEST
8 - MARKED FOR DUPLICATION Y - CANCELLATION REQUEST FOR STATUS 5

UPDATE STATUS: X

NEXT: WR TYPE:   WR #:   WR DATE:   TYPE   SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT           EXIT  MAIN  RFRSH

```

**Note:** Users may retrieve another warrant by typing the appropriate codes in the available fields on the **NEXT** line and pressing **Enter**.

```

NEXT: WR TYPE:   WR #:   WR DATE:   TYPE   SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT           EXIT  MAIN  RFRSH

```

2. Press **Enter**. FLAIR will display the Warrant Cancellation Detail Update Screen.

**Warrant Cancellation Detail Update Screen** (with example data retrieved)

```

WC11                                03/21/2013  15:26:09
                                WARRANT CANCELLATION DETAIL UPDATE

WARRANT TYPE: 4 WARRANT NO: 0881845 WARRANT DATE: 03/06/13 WARRANT STATUS: 1

VENDOR NAME: GILMORE MOVING & STORAGE      WARRANT AMOUNT:      78.38
VENDOR ID: N999999999999          SWDN: W3000000909      DUPLICATE IND:
ACCOUNT CODE: L1 GF SF FID      BE      IBI CAT      YR      WARRANT PAID DATE
                85 50 2   050001 85200000 00   100777 00      03/12/13

WARRANT STATUS:
1 - OUTSTANDING          9 - MARKED FOR CANCELLATION
2 - PAID                 C - MARKED FOR MANUAL CANCELLATION
3 - CANCELLED            R - MARKED FOR MANUAL REVERSAL OF CANCELLATION
4 - MARKED FOR MANUAL PAID S - STOP PAYMENT REQUEST
5 - STOP PAYMENT         X - CANCELLATION REQUEST
8 - MARKED FOR DUPLICATION Y - CANCELLATION REQUEST FOR STATUS 5

UPDATE STATUS:

NEXT: WR TYPE:   WR #:   WR DATE:   TYPE   SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT           EXIT  MAIN  RFRSH

```

FLAIR edits prevent a user from entering both the request for cancellation or stop payment and approving the cancellation or stop payment on an individual warrant record.

To change or update the warrant status code from the Warrant Cancellation Detail Update Screen:

1. In the **WARRANT STATUS** field, type over the current value with the new status code.



**Warrant Cancellation Detail Update Screen** (with example data retrieved)

WCUL	03/21/2013 15:26:09	
WARRANT CANCELLATION DETAIL UPDATE		
WARRANT TYPE: 4 WARRANT NO: 0881845 WARRANT DATE: 03/06/13		WARRANT STATUS: <b>X</b>
VENDOR NAME: GILMORE MOVING & STORAGE		WARRANT AMOUNT: 78.38
VENDOR ID: N999999999999		SWDN: W3000000909
ACCOUNT CODE: L1 GF SF FID BE IBI CAT YR		DUPLICATE IND:
85 50 2 050001 85200000 00 100777 00		WARRANT PAID DATE: 03/12/13
WARRANT STATUS:		
1 - OUTSTANDING	9 - MARKED FOR CANCELLATION	
2 - PAID	C - MARKED FOR MANUAL CANCELLATION	
3 - CANCELLED	R - MARKED FOR MANUAL REVERSAL OF CANCELLATION	
4 - MARKED FOR MANUAL PAID	S - STOP PAYMENT REQUEST	
5 - STOP PAYMENT	X - CANCELLATION REQUEST	
8 - MARKED FOR DUPLICATION	Y - CANCELLATION REQUEST FOR STATUS 5	
UPDATE STATUS:		
NEXT: WR TYPE:	WR #:	WR DATE:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		TYPE SEL
CONT	EXIT MAIN RFRSH	

- Press **Enter**. FLAIR will display the Warrant Cancellation Detail Update Screen with the new status code.

If a user has been assigned cancellation request **update** capabilities, the following warrant status changes are allowed on the Warrant Cancellation Detail Update Screen:

Current Status Code	New Status Code	Description
1	S	Outstanding to Stop Payment Request
1	X	Outstanding to Cancellation Request
S	1	Stop Payment Request to Outstanding
S	X	Stop Payment Request to Outstanding Cancellation Request
X	1	Outstanding Cancellation Request to Outstanding
X	S	Outstanding Cancellation Request to Stop Payment Request
5	Y	Stop Payment to Cancellation Request for a Status 5
Y	5	Cancellation Request for a Status 5 to Stop Payment

If a user has been assigned cancellation **approval** update capabilities, the following warrant status changes are allowed on the Warrant Cancellation Detail Update Screen:

Current Status Code	New Status Code	Description
5	1	Stop Payment to Outstanding
9	1	Marked for Cancellation to Outstanding
9	5	Marked for Cancellation to Stop Payment

If a user has been assigned cancellation approval **update** capabilities, and that user approves a cancellation request or stop payment request, the following warrant status changes will automatically be assigned to the warrant record:

Current Status Code	New Status Code	Description
<b>X</b>	<b>9</b>	Cancellation Request to Marked for Cancellation
<b>S</b>	<b>5</b>	Stop Payment Request to Stop Payment

**Note:** These automated status code changes occur when the user approves a request through the Approve Warrant Status Change option in the WC function.

### 211.3.3 Approving Warrant Status Changes

To approve a warrant cancellation or stop payment request from the Approve Warrant Status Change Update Screen:

1. In the **APRV** column next to the desired warrant record, input **X**.

**Approve Warrant Status Change Update Screen** (with example data input)

WCU2 05/02/2013 16:11:25

APPROVE WARRANT STATUS CHANGE UPDATE

WARRANT DETAIL:	APRV	STATUS	TYPE	NUMBER	ISSUED DATE	AMOUNT
	<input checked="" type="checkbox"/>	X	4	0881845	03/06/13	78.38

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

**Note:** All fields on this screen, except the **APRV** (Approve) column, are protected.

2. Press **Enter**. FLAIR will display the Warrant Cancellation Detail Update Screen with the new status code.

The record is now approved for cancellation or stop payment and the record will be marked with the appropriate warrant status code. During overnight processing, those warrants approved here for cancellation are “officially cancelled.”

The warrant status changes automated from this approval screen are:

Current Status Code	New Status Code	Description
<b>X</b>	<b>9</b>	Cancellation Request to Marked for Cancellation
<b>S</b>	<b>5</b>	Stop Payment Request to Stop Payment



To prevent duplication, the system edits allow only one person to perform the status change approval on a warrant.

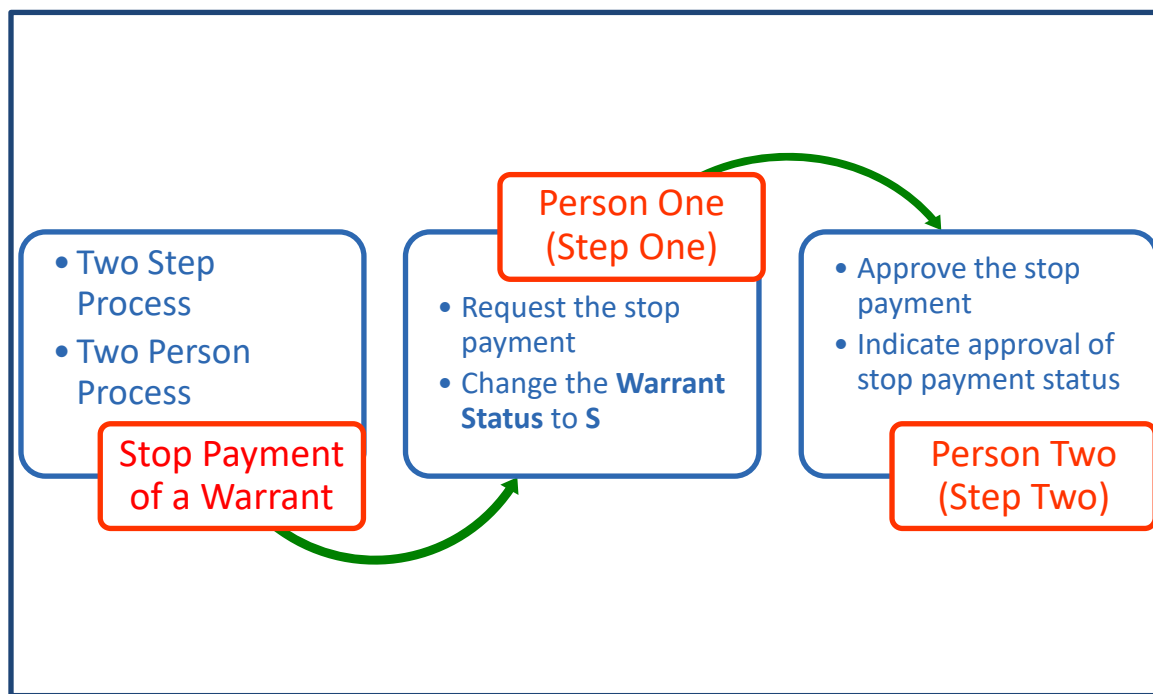
### 211.3.4 Warrant Stop Payment Process

Stop Payment requests on warrants should be made to the CFO in accordance to Rule [69I-10.080](#), F.A.C. The stop payment process for a warrant is a two-step process. If a warrant that was previously marked for stop payment requires cancellation, an additional two-step process is required.

Warrants will remain active in stop payment status until cancelled or duplicated. Until a warrant's status is changed back to outstanding, the warrant cannot be cashed.

The two-step process:

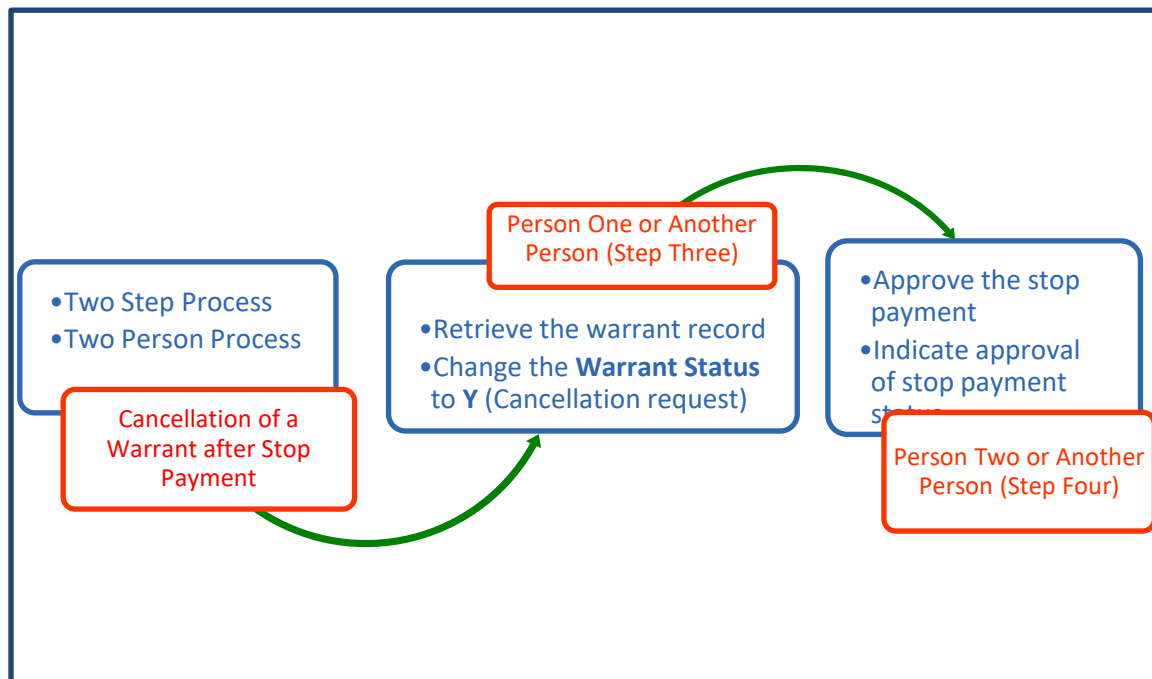
1. Employee One will request the stop payment of a warrant by retrieving the desired warrant record (the warrant type, number, and date are entered on the WC screen) and changing the warrant status on the record to **Stop Payment Request (Warrant Status = S)**.
2. Employee Two will approve the stop payment request by choosing the **Approve Warrant Status Change** option. Once Employee Two approves the stop payment, FLAIR automatically marks that warrant with a **Warrant Status Code 5 (Stop Payment)**.



To cancel the warrant:

1. Employee One, (or any other employee with access control security, other than Employee Two) will retrieve the warrant record. The warrant type, number, and date are entered on the WC screen. Change the warrant status to **Cancellation Request for Status Code 5 (Warrant Status Code = Y)**.
2. Employee Two, (or another employee with the same access control security other than Employee One) will choose the **Approve Warrant Status Change** option, and approve the cancellation request. After the cancellation request is approved, the system will

automatically mark the warrant for cancellation (**Warrant Status Code = 9**). In overnight processing, the warrant will be cancelled.



**Note:** The system edits prevent the same person from initiating both steps one and two above, and the same person will also be prohibited from entering both steps three and four above.

To cancel a warrant marked stop payment from the Warrant Cancellation Detail Update Screen (*see section 211.3.2 Warrant Cancellation Detail Update for more information*):

1. In the **WARRANT STATUS** field, replace 5 with Y.

**Warrant Cancellation Detail Update Screen** (with example data input)

WCU1		03/21/2013 15:26:09	
WARRANT CANCELLATION DETAIL UPDATE			
WARRANT TYPE: 4		WARRANT NO: 0881845	WARRANT STATUS: <b>Y</b>
WARRANT DATE: 03/06/13			
VENDOR NAME: GILMORE MOVING & STORAGE		WARRANT AMOUNT: 78.38	
VENDOR ID: N999999999999		SWDN: w3000000909	DUPLICATE IND:
ACCOUNT CODE: L1 GF SF FID BE IBI CAT YR		WARRANT PAID DATE	
85 50 2 050001 85200000 00 100777 00		03/12/13	
WARRANT STATUS:			
1 - OUTSTANDING		9 - MARKED FOR CANCELLATION	
2 - PAID		C - MARKED FOR MANUAL CANCELLATION	
3 - CANCELLED		R - MARKED FOR MANUAL REVERSAL OF CANCELLATION	
4 - MARKED FOR MANUAL PAID		S - STOP PAYMENT REQUEST	
5 - STOP PAYMENT		X - CANCELLATION REQUEST	
8 - MARKED FOR DUPLICATION		Y - CANCELLATION REQUEST FOR STATUS 5	
UPDATE STATUS: <b>X</b>			
NEXT: WR TYPE: WR #: WR DATE: TYPE SEL			
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
CONT EXIT MAIN RFRSH			

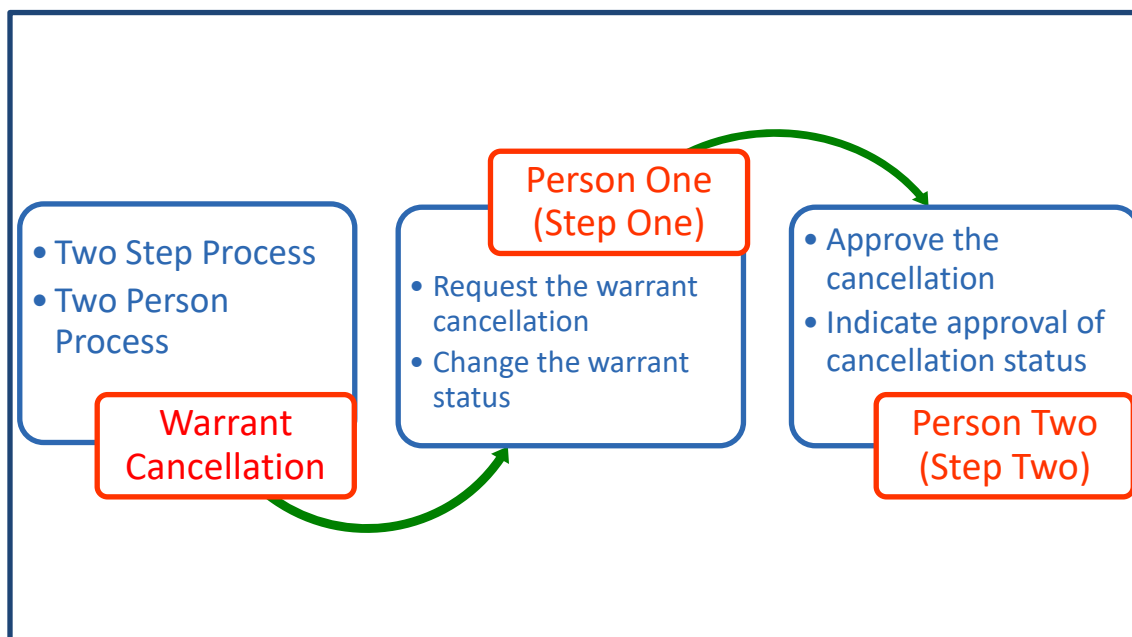
2. Press **Enter**. FLAIR will display the Warrant Cancellation Detail Update Screen with the new status code.

*To approve a warrant cancellation, see section 211.3.3 Approving Warrant Status Changes for more information.*

### 211.3.5 Warrant Cancellation Process

The online cancellation of a warrant is also a two-step process:

1. Employee One requests the cancellation of a warrant by retrieving the desired warrant record (the warrant type, number, and date are entered on the WC screen), and changing the warrant status on the record to **Cancellation Request (Warrant Status = X)**.
2. Employee Two then approves the cancellation request by choosing the **Approve Warrant Status Change** option, indicating approval of the cancellation status. After Employee Two approves the cancellation, the system will automatically mark the warrant for cancellation (**Warrant Status = 9**). In overnight processing, the warrant will be cancelled and the status will be changed to **Warrant Status 3**.



**Note:** The system edits will prevent the same user from performing both the cancellation request and the approval of that cancellation request.

To cancel a warrant in outstanding status from the Warrant Cancellation Detail Update Screen (*see section 211.3.2 Warrant Cancellation Detail Update for more information*):

1. In the **WARRANT STATUS** field, replace **1** with **X**.

**Warrant Cancellation Detail Update Screen** (with example data input)

```

WCUI                                03/21/2013  15:26:09
WARRANT CANCELLATION DETAIL UPDATE

WARRANT TYPE: 4 WARRANT NO: 0881845 WARRANT DATE: 03/06/13 WARRANT STATUS: X
VENDOR NAME: GILMORE MOVING & STORAGE WARRANT AMOUNT: 78.38
VENDOR ID: N999999999999 SWDN: W3000000909 DUPLICATE IND:
ACCOUNT CODE: L1 GF SF FID BE IBI CAT YR WARRANT PAID DATE
               85 50 2 050001 85200000 00 100777 00 03/12/13

WARRANT STATUS:
1 - OUTSTANDING          9 - MARKED FOR CANCELLATION
2 - PAID                 C - MARKED FOR MANUAL CANCELLATION
3 - CANCELLED            R - MARKED FOR MANUAL REVERSAL OF CANCELLATION
4 - MARKED FOR MANUAL PAID S - STOP PAYMENT REQUEST
5 - STOP PAYMENT         X - CANCELLATION REQUEST
8 - MARKED FOR DUPLICATION Y - CANCELLATION REQUEST FOR STATUS 5

UPDATE STATUS: X

NEXT: WR TYPE:  WR #:      WR DATE:      TYPE  SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT          EXIT  MAIN  RFRSH

```

2. Press **Enter**. FLAIR will process the cancellation and display the Warrant Cancellation Detail Update Screen with the new status code.

*To approve warrant cancellation, see section 211.3.3 Approving Warrant Status Changes for more information.*

### 211.3.6 Reversing a Cancellation or Stop Payment Approval

Before nightly processing occurs, status code changes are automated in the Warrant Status Change Approval option and may be viewed on the Warrant Detail Status Inquiry Screen. **Only Stop Payments can be reversed after nightly processing. If a warrant cancellation request has been approved and the warrant is cancelled during nightly processing, the warrant cancellation cannot be reversed on the next business day.**

In order to undo a cancellation (**status = 9**) or stop payment (**status = 5**), the warrant status must be changed on the Warrant Cancellation Detail Update Screen.

The following warrant status changes are allowed on this screen when undoing a previous cancellation on a stop payment:

Current Status Code	New Status Code	Description
5	1	Stop Payment to Outstanding
9	1	Marked for Cancellation to Outstanding
9	5	Marked for Cancellation to Stop Payment

No other warrant status changes can be made in this particular situation.

To change the warrant status from the Warrant Cancellation Inquiry Request Screen:

1. In the **WARRANT TYPE**, **WARRANT NO**, and **WARRANT DATE** fields, input the warrant type, warrant number, and warrant date, respectively.

**Warrant Cancellation Inquiry Request**

WCMU	01/29/2013 11:09:10
WARRANT CANCELLATION INQUIRY REQUEST	
<div style="border: 1px solid red; padding: 5px; display: inline-block;"> WARRANT TYPE:  WARRANT NO:  WARRANT DATE: </div>	
APPROVE WARRANT STATUS CHANGE: APRV _ INQ _	
WARRANT TYPES: 1 PUBLIC ASSISTANCE 2 UNEMPLOYMENT COMPENSATION 4 EXPENSE 5 RETIREMENT 9 UNEMPLOYMENT COMPENSATION	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12--- CONT EXIT MAIN RFRSH	

2. Press **Enter**. FLAIR will display the Warrant Cancellation Detail Inquiry Screen.

**Warrant Cancellation Detail Inquiry Screen** (with example data input)

WCII1	03/21/2013 15:26:09
WARRANT CANCELLATION DETAIL INQUIRY	
WARRANT TYPE: 4 WARRANT NO: 0881845 WARRANT DATE: 03/06/13 WARRANT STATUS: 1	
VENDOR NAME: GILMORE MOVING & STORAGE WARRANT AMOUNT: 78.38	
VENDOR ID: N9999999999999999 SWDN: W3000000909 DUPLICATE IND:	
ACCOUNT CODE: L1 GF SF FID BE IBI CAT YR WARRANT PAID DATE	
85 50 2 050001 85200000 00 100777 00 03/12/13	
WARRANT STATUS:	
1 - OUTSTANDING	9 - MARKED FOR CANCELLATION
2 - PAID	C - MARKED FOR MANUAL CANCELLATION
3 - CANCELLED	R - MARKED FOR MANUAL REVERSAL OF CANCELLATION
4 - MARKED FOR MANUAL PAID	S - STOP PAYMENT REQUEST
5 - STOP PAYMENT	X - CANCELLATION REQUEST
8 - MARKED FOR DUPLICATION	Y - CANCELLATION REQUEST FOR STATUS 5
UPDATE STATUS: X	
NEXT: WR TYPE: WR #: WR DATE: TYPE SEL	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12--- CONT EXIT MAIN RFRSH	

3. In the **UPDATE STATUS** field, input **X** (all fields are protected on the Detail Inquiry Screen except the **UPDATE STATUS** field and the **NEXT** line).
4. Press **Enter**. FLAIR will display the Warrant Cancellation Detail Update Screen.



**Warrant Cancellation Detail Update Screen** (with example data input)

WCU1		03/21/2013 15:26:09	
WARRANT CANCELLATION DETAIL UPDATE			
WARRANT TYPE: 4 WARRANT NO: 0881845 WARRANT DATE: 03/06/13 WARRANT STATUS: <b>1</b>			
VENDOR NAME: GILMORE MOVING & STORAGE		WARRANT AMOUNT: 78.38	
VENDOR ID: N999999999999		SWDN: W3000000909	
ACCOUNT CODE: L1 GF SF FID BE		DUPLICATE IND:	
85 50 2 050001 85200000 00 100777 00		WARRANT PAID DATE 03/12/13	
WARRANT STATUS:			
1 - OUTSTANDING		9 - MARKED FOR CANCELLATION	
2 - PAID		C - MARKED FOR MANUAL CANCELLATION	
3 - CANCELLED		R - MARKED FOR MANUAL REVERSAL OF CANCELLATION	
4 - MARKED FOR MANUAL PAID		S - STOP PAYMENT REQUEST	
5 - STOP PAYMENT		X - CANCELLATION REQUEST	
8 - MARKED FOR DUPLICATION		Y - CANCELLATION REQUEST FOR STATUS 5	
UPDATE STATUS: <b>X</b>			
NEXT: WR TYPE: WR #: WR DATE: TYPE SEL			
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
CONT EXIT MAIN RFRSH			

5. a. In the **WARRANT STATUS** field, replace **5** or **9** with **1**; **OR**  
b. To update **Marked for Cancellation** status to **Stop Payment Request** status, in the **WARRANT STATUS** field, replace **9** with **5**.
6. Press **Enter**. FLAIR will display the Warrant Cancellation Detail Update Screen with the new status code.

## 211.4 Requesting Duplicate Warrants

State agencies or payees can request duplicates of original warrants pursuant to section [17.03](#) F.S., and Rule [69I-10.081](#), F.A.C. Duplicating an original warrant saves agencies from re-processing the payment. It is important to understand the risks of requesting warrants on behalf of the payee. If warrant duplicates are not handled properly, the original warrant may be cashed prior to a duplicate being issued or stop payment being made.

Reasons for duplicating a warrant:

- Payee has misplaced the warrant.
- Warrant was destroyed due to unforeseen circumstances (washed, shredded, destroyed in fire, etc.).
- Payee has determined the warrant has been stolen.

Steps to take prior to duplicating a warrant:

1. **Verify the warrant status.** Contact the payee by phone, email, or fax to verify that they do not have warrant in their possession. Make sure that the warrant is in an outstanding status. Also, use the WC function to verify that the warrant has not been cashed.
2. **Place the warrant in Stop Payment status (Status Code 5).** JP Morgan Chase Bank will be notified that the payment has been stopped and not to release funds from the State Treasury if the warrant has been cashed after being placed in stop payment.
3. **Complete a Duplicate Warrant Affidavit.** An original, notarized form must be submitted to the Bureau of Vendor Relations, Reconciliation Section. If the requestor is out of state, DFS will need a copy of state laws regarding notaries.

4. The Affidavit for Duplicate Warrant can be downloaded in PDF or Excel form. The Excel form allows the user to input information; the PDF does not. The form and instructions on how to complete the form can be accessed at:

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

After the steps above have been completed, the Duplicate Warrant will be sent to the requesting agency along with any regular disbursement warrants. The agency can forward the warrant to the vendor. DFS will **NOT** send duplicate warrants directly to the vendor.

Things to know about warrants:

- Destroy the original warrant if it does appear after a duplicate has been issued. Do not cancel the warrant. The only difference between the original and duplicate warrants are the words “**DUPLICATE WARRANT**” on the face of the warrant. Also, the Warrant Cancellation Screen will show the number of duplicate warrants issued and the issue date(s).
- There is a verification process. DFS must verify the warrant has not already been paid or negotiated. There is approximately a 48 hour turnaround time.
- Do not CANCEL the warrant because all information on the duplicate is identical to the original warrant (with the exception of “**DUPLICATE WARRANT**” printed on it). ***If the original warrant is cancelled, it also cancels the duplicate.***
- If available, attach parts of the warrant, even if it is completely unreadable or damaged, to the Affidavit for Duplicate Warrant. This will speed up the request.
- Warrants are only good for 12 months. A duplicate warrant should not be issued within the 11th or 12th month. When a duplicate warrant is requested, the request must be processed, the warrant sent to the agency, mailed to the vendor, and deposited and processed by the bank. The warrant may become stale dated and be cancelled before the warrant can complete that cycle.

## 211.5 Affidavit Attesting to Forgery

If a warrant has been negotiated without the payee’s consent, an Affidavit Attesting to Forgery can be utilized.

Payee’s can request a new warrant as a result of theft or a forged signature on a cashed warrant. This must be completed only by the payee or court appointed representative. The payee will need to file a police report, copy of their ID, and three completed original Affidavit’s Attesting to Forgery. A vendor can send all documents to the agency where the payment originated. A JT-1 will be transferred to the issuing agency as authorization to voucher a replacement warrant.

Agencies must let vendors know that the new warrant may or may not be issued depending upon verification. Before issuing a replacement warrant, there is an investigative process they have to go through. A replacement warrant may or may not be issued upon verification of forgery.

Required documentation before issuing a replacement warrant due to forgery:

- Three original, notarized copies of the form completed and signed by the payee or a court appointed representative.
- A copy of the original payees’ ID.
- A copy of the police report .
- If fraud is a possibility, an investigation will occur. The issuance of the second warrant is determined by the investigation.

## 211.6 Electronic Fund Transfers

Vendors may elect to receive payments by EFT. Advantages of vendors being paid by EFT:

- Faster payment times. Payees do not have to wait for warrants to be mailed; funds are deposited directly in their bank account. It is the payee's responsibility to update the information.
- Cost savings benefits. Agencies save on printing and postage costs incurred by paper warrants.

Each agency has the ability to inquire if a vendor/contractor is set up for EFT payments using the EFT Authorization function located within the State CFO Central Accounting Mini Menu. Only the DFS Bureau of Vendor Relations, EFT Section can update, add, or delete these files. If a vendor has issues with EFT payments, they are required to contact the EFT Section since agencies do not have access to account information.

The FLAIR EFT function does not display State employees' EFT information. Employees are required to validate EFT information through People First.

To access the EFT Authorization Inquiry Request from the State CFO Central Accounting Mini Menu or any FLAIR input screen:

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

**State CFO Central Accounting Mini Menu** (with example data input)

SCMU		STATE CFO CENTRAL ACCOUNTING MINI MENU		02/08/2013 10:38:55	
SEC	FC	DESCRIPTION			
I	AA	ACCOUNT CODE			
I	ET	EFT AUTHORIZATION			
I	NA	NEW ACCOUNT CODE			
I	PC	PROMPT PAYMENT COMPLIANCE			
I	PW	PAID WARRANT INDEX			
I	SA	ACCOUNT BALANCE			
I	TH	EMPLOYEE TRAVEL HISTORY			
I	TR	DETAIL TRANSACTION			
I	VA	AUDIT SUMMARY			
I	VH	VENDOR HISTORY			

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

2. Press **Enter**. FLAIR will display the EFT Authorization Inquiry Request Screen.

**EFT Authorization Inquiry Request Screen**

ETIR	EFT AUTHORIZATION INQUIRY REQUEST	02/08/2013	10:30:58
_ PAYEE ID NUMBER:			
PAYEE NAME:			
<div style="text-align: right;">           TYPE      SEL            Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---            CONT                      EXIT    MAIN    RFRSH         </div>			

**211.6.1 EFT Authorization Inquiry**

Each agency has the ability to inquire if a vendor/contractor is set up for EFT payments using the ET function. This function is found in the SC Files.

Users can search by the nine-digit TIN or by the payee or vendor name.

To search by payee name, the vendor name must be input as it appears in FLAIR. If the payee name is not exact, FLAIR will display the closest match in alpha/numeric order. If only the first letter of the payee name is input, FLAIR will retrieve all files in alphabetical order.

To search by TIN, the user must input the vendor's nine-digit TIN. FLAIR will only display results if an exact match is found.

It is up to the user to ensure the payee name matches the sequence used for input when remitting a payment. If the sequence does not match, the warrant or payment can be transmitted to the incorrect account.

To inquire using the payee's TIN, from the EFT Authorization Inquiry Request Screen:

1. In the SEL field next to the **PAYEE ID NUMBER** field, input **X**.
2. In the **PAYEE ID NUMBER** field, input the payee's nine-digit TIN.

EFT Authorization Inquiry Request Screen (with example data input)

ETIR

EFT AUTHORIZATION INQUIRY REQUEST

09/11/2009 08:43:50

x PAYEE ID NUMBER:

3954

Number must be exact to search by Tax ID Number

PAYEE NAME:

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

CONTEXITMAINRFRSH

TYPESEL

3. Press **Enter**. FLAIR will display the requested record.

EFT Active Authorization Inquiry By Payee Number Screen (with example data retrieved)

ETI1

EFT ACTIVE AUTHORIZATION INQUIRY BY PAYEE NUMBER

02/01/2013 10:39:51

PAYEE ID NUMBER

3954

TAX ID

F

PAYEE NAME

OFFICE DEPOT

NEXT REQUEST: PAYEE ID NUMBER:

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

CONTEXITMAINRFRSH

TYPESEL

To inquire by payee name:

1. In the **PAYEE NAME** field, input the payee's name (up to 31 characters allowed).



**EFT Authorization Inquiry Request Screen** (with example data input)

```

ETIR                                EFT AUTHORIZATION INQUIRY REQUEST    09/11/2009    08:43:50

PAYEE ID NUMBER:

x PAYEE NAME: office_
  
```

To search by Payees Name, user  
the vendor name in FLAIR

```

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

- Press **Enter**. FLAIR will display inquiry results in alphabetical order on the EFT Active Authorization Inquiry by Payee Name Screen.

**EFT Active Authorization Inquiry By Payee Name Screen** (with example data retrieved)

```

ETI2                                03/10/2009    10:41:49
EFT ACTIVE AUTHORIZATION INQUIRY BY PAYEE NAME

PAYEE ID NUMBER    TAX ID    PAYEE NAME
0376                F        OFFICE BUSINESS SYSTEMS, INC
3954                F        OFFICE DEPOT
6517                F        OFFICE ENVIRONMENT CENTER, INC
2866                F        OFFICE OF PUBLIC GUARDIAN, INC.
3304                F        OFFICIAL REPORTERS, INC.
0829                F        OFFICIAL REPORTING SERVICE, LLC
9842                F        OFFICIAL REPORTING SERVICES LLC
6176                F        OFFILOK INC
3573                F        OGLESBY CONSTRUCTION, INC
2932                F        OJEDA, JUAN B MD PA
1752                F        OKALOOSA ACADEMY INC
4083                F        OKALOOSA ARTS ALLIANCE
0765                F        OKALOOSA COUNTY BOCC
5820                F        OKALOOSA COUNTY COMPREHENSIVE

CONTINUING ...
NEXT REQUEST: PAYEE NAME: office depot
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                                EXIT  MAIN  RFRSH
  
```

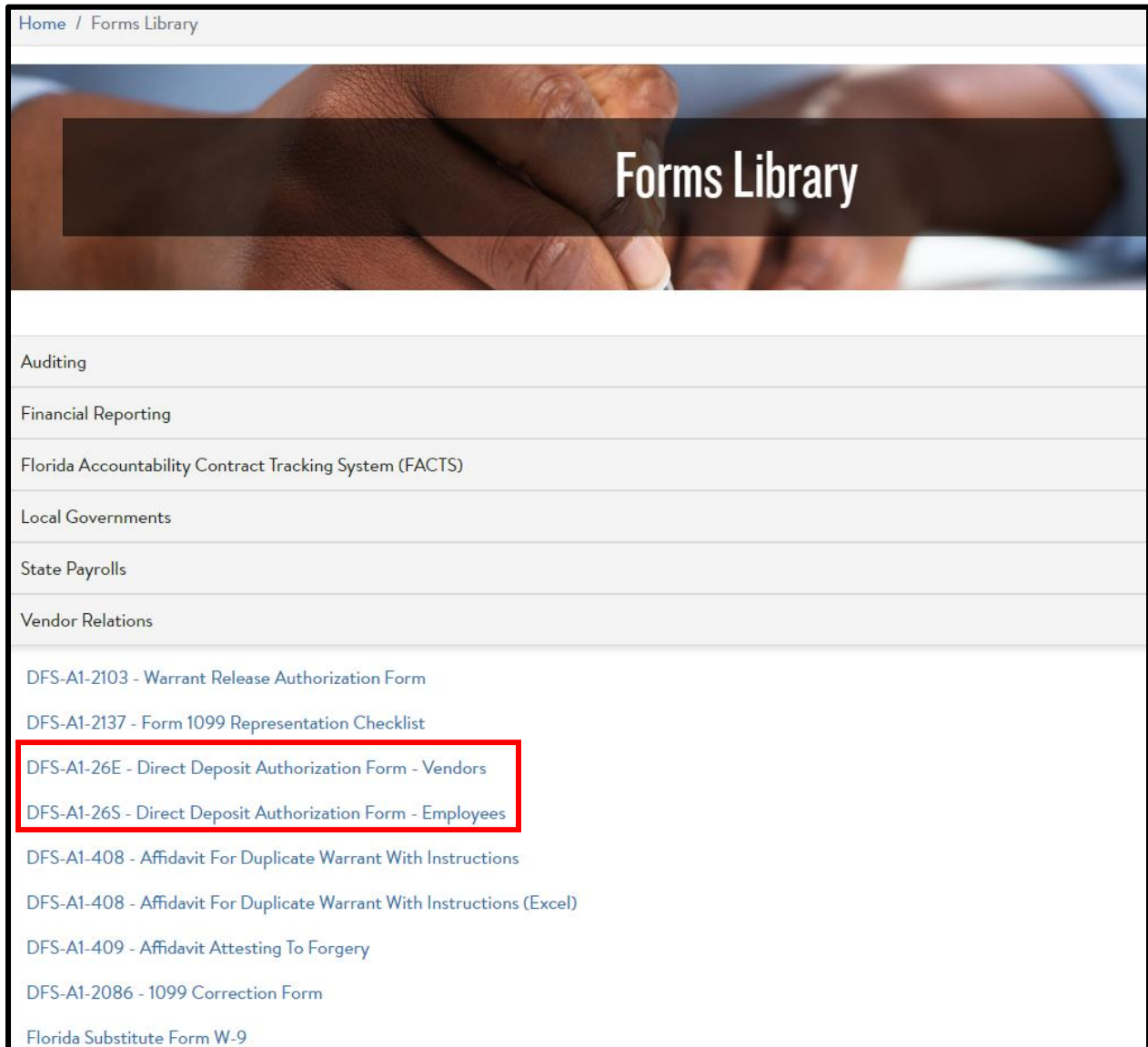
An agency may also elect to view EFT information for vendors using the VS (Vendor Statewide) File. The following is an example of a vendor record that is eligible to receive EFT payments (*see section 111 Vendor Files for more information*).

**Statewide Vendor Inquiry By Number Screen** (with example data retrieved)

VSI1		STATEWIDE VENDOR INQUIRY BY NUMBER		05/02/2013	10:25:10
VENDOR ID: F 11111111		W9 NAME: AFTERMARKET AND DENTS OFFICE SUPPLY		W9: Y	
		W9 UPDATE: 04/26/2013			
SEQ	VENDOR NAME	SHORT NAME			
	PURCHASING ADDRESS	REMITTANCE ADDRESS			PIN
---	-----	-----			---
999	A & D OFFICE SUPPLY	A&D OFFICE			9876
	142 CANAL STEET				
	ST. AUGUSTINE FL 32084-0002				
PHONE: (850) 413-3566		LAST UPDATED:		04/26/2013	
REQ OLO: 850000		LAST USED:		00/00/0000	
VEI: F		CONFIDENTIAL:		N	
FOREIGN: N		PAYEE:		N	
LEVY:		STATUS:		A	
MC: A		INACT CODE:			
EFT: Y		EFT indicator equals Y			
SEL	VENDOR ID:	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	

## 211.6.2 EFT Authorization Forms

Vendors and State employees can access EFT Authorization forms on the CFO's website using the following link: <http://www.myfloridacfo.com/Division/AA/Forms/default.htm>. Print, complete, and return the form by mailed to the address indicated. The payee's name on the form and the name in FLAIR must be an exact match or the vendor will continue to receive paper warrants. EFTs become effective four to six weeks after receipt of a completed authorization form is received by DFS.



Home / Forms Library

# Forms Library

- Auditing
- Financial Reporting
- Florida Accountability Contract Tracking System (FACTS)
- Local Governments
- State Payrolls
- Vendor Relations

- DFS-A1-2103 - Warrant Release Authorization Form
- DFS-A1-2137 - Form 1099 Representation Checklist
- DFS-A1-26E - Direct Deposit Authorization Form - Vendors
- DFS-A1-26S - Direct Deposit Authorization Form - Employees
- DFS-A1-408 - Affidavit For Duplicate Warrant With Instructions
- DFS-A1-408 - Affidavit For Duplicate Warrant With Instructions (Excel)
- DFS-A1-409 - Affidavit Attesting To Forgery
- DFS-A1-2086 - 1099 Correction Form
- Florida Substitute Form W-9

## 211.7 Reports

There are two monthly and two weekly reports containing information about warrants on the Reconciliation File. Once a week, on Friday night, these two reports run, listing any warrants on the Warrant Reconciliation File in the following warrant status classifications:

- Stop Payment Request (**S**),
- Cancellation Request (**X**),
- Cancellation Request for Status 5 (**Y**), and
- Stop Payment Status (**5**).

The reports will be sorted in the following order:

- OLO
- Site
- 29-digit FLAIR account code
- Warrant type
- Warrant number
- Warrant issue date

The reports will be available in the Report Distribution System (RDS).

The agency RDS Administrator must set up the following form IDs to receive these weekly and monthly reports. (Please refer to the RDS Administrator's Manual for detailed instructions of how to set up RDS forms.)

The RDS form IDs are:

Report Title	RDS Form
<b>Weekly Report of Outstanding Warrants in Warrant Status = S or X or Y</b>	XX3V
<b>End of Month Report of Outstanding Warrants Over 3 Months</b>	XX29
<b>Weekly Report of Warrants in Stop Payment Status</b>	XXDF
<b>End of Month Report of Outstanding Warrants Over 3 Months in Stop Payment Status</b>	XX1B

**Note:** XX in the RDS form refers to the agency ID for Central Accounting Reports.

## 212 Expenditure Corrections

**Expenditure corrections** are used to correct accounting records. Correcting entries can:

- Transfer or distribute disbursement charges from one FLAIR account code to another,
- Restore funds to an account when a warrant is cancelled or a voucher is deleted, or
- Accomplish other various accounting purposes.

### 212.1 Expenditure Corrections Overview

When making corrections, it is very important to carefully consider where the original accounting entries were recorded and where the correct accounting entries are to be recorded. All data codes that are input with the transactions should be included when making corrections.

One of the most important considerations is the FLAIR account code(s) involved. If the correcting entry will cause a transfer from one FLAIR account code to another, a TR51 should be used. If the correction involves changing data codes, but not FLAIR account codes, a TR58 should be used.

Other considerations include the fund type and the purpose of the correction. For most corrections involving the Revolving Fund Subsidiary Ledger, or revolving fund transactions, a TR59 should be used. To restore funds to an account due to a warrant cancellation or voucher deletion, a TR58 will be used.

An agency may need to issue a refund to a vendor or another agency. These refunds are not expenditures, but are disbursements of revenue received in error. It is important to identify where the original deposit was made. For deposits that benefit the general revenue fund, a TR57 is used for the disbursement. ***See section 212.16 TR57 Overpayments for additional information.*** For all other funds, any other disbursement transaction may be used, such as a TR51. It is important to use the correct category with these transactions. For refund of state funds, category 220020 is used. For non-state funds, category 220030 is used.

When processing corrections, please check with agency management, so that the correct transactions are recorded in the agency's accounting records.

### 212.2 TR51 Journal Transfer Corrections

TR51 is used to transfer funds from one FLAIR account code to another via JT. When using a TR51 for corrections, a JT voucher is produced and may be subject to audit by the DFS Bureau of Auditing.

### 212.3 TR51 Input

Users can input a single transaction using a TR51S, or multiple transactions using a TR51A. Single input allows the user to view all data codes associated with the transaction. Multiple transactions have limited viewable data, but the user can input up to three lines per page.



To input a TR51, the user must have **U** (Update) security access to the function code **DB** (Disbursements). Users can access this function from the Disbursements Mini Menu or any FLAIR input screen using the **TYPE** field.

To access the Disbursements Mini Menu from the Main Accounting Menu or any FLAIR input screen:

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

**Main Accounting Menu** (with example data input)

MNMU 03/13/2013 16:08:12

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
<b>U</b>	<b>DB</b>	<b>DISBURSEMENTS</b>	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
I	VS	VENDOR-STATEWIDE						

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---  
 CONT DAC

**TYPE: DB** SEL:

2. Press **Enter**. FLAIR will display the Disbursements Mini Menu.

To access a TR51 input screen from the Disbursements Mini Menu or from any FLAIR input screen:

1. In the **TYPE** field, input **51**.
2. In the **SEL** field, input **A** (for multiple input) or **S** (for single input).

**Disbursements Mini Menu** (with example data input)

DBMU 03/13/2013 16:11:58

TYPE	DESCRIPTION	SEL OPTIONS
<b>51</b>	<b>UNENCUMBERED DISBURSEMENTS</b>	<b>A,S,M,I</b>
52	REVOLVING FUND UNENCUMBERED DISBURSEMENTS	A,S,M,I
53	PAYABLES DISBURSEMENTS	A,S,M,I
54	REVOLVING FUND PAYABLES DISBURSEMENTS	A,S,M,I
57	OVERPAYMENTS	S,I
58	DISBURSEMENTS CORRECTION	A,S,M,I
59	REVOLVING FUND DISBURSEMENTS CORRECTION	A,M
70	ENCUMBERED DISBURSEMENTS	A,S,M,I
71	REVOLVING FUND ENCUMBERED DISBURSEMENTS	A,S,M,I
7S	REVOLVING FUND SUBSIDIARY LEDGER	M,I

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

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

**TYPE 51 SEL**

Input A or S

- Press **Enter**. FLAIR will display the requested screen.

### 212.3.1 TR51 Single Input

The TR51 Unencumbered Disbursements Single Input consists of two screens and allows the user to input or view all data codes associated with the transaction. Some of the displayed codes are retrieved from the Expansion Files, but can be updated prior to the end of the current business day if necessary.

To access the TR51 Unencumbered Disbursements Single Input Request screen from the Disbursements Mini Menu or any FLAIR input screen:

- In the **TYPE** field, input **51**.
- In the **SEL** field, input **S**.

**Disbursements Mini Menu** (with example data input)

DBMU		06/13/2013 09:34:45	
DISBURSEMENTS MINI MENU			
TYPE		SEL OPTIONS	
51	UNENCUMBERED DISBURSEMENTS	A,S,M,I	
52	REVOLVING FUND UNENCUMBERED DISBURSEMENTS	A,S,M,I	
53	PAYABLES DISBURSEMENTS	A,S,M,I	
54	REVOLVING FUND PAYABLES DISBURSEMENTS	A,S,M,I	
57	OVERPAYMENTS	S,I	
58	DISBURSEMENTS CORRECTION	A,S,M,I	
59	REVOLVING FUND DISBURSEMENTS CORRECTION	A,M	
70	ENCUMBERED DISBURSEMENTS	A,S,M,I	
71	REVOLVING FUND ENCUMBERED DISBURSEMENTS	A,S,M,I	
7S	REVOLVING FUND SUBSIDIARY LEDGER	M,I	
SEL			
A	MULTIPLE INPUT		
S	SINGLE INPUT WITH EXPANDED DATA DISPLAY		
M	MULTIPLE INQUIRY		
I	SINGLE INQUIRY WITH EXPANDED DATA DISPLAY		
		TYPE 51 SEL S	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
CONT		MAIN RFRSH	

- Press **Enter**. FLAIR will display the TR51 Unencumbered Disbursements Single Input Request Screen One.

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

(with example data retrieved)

```

51S1                                06/13/2013  09:37:34
      TR 51 - UNENCUMBERED DISBURSEMENTS - SINGLE INPUT - REQUEST

      L1 L2 L3 L4 L5  EO VR OBJECT  PPI
85  _

```

TR51 Unencumbered Disbursements Single Input Request Screen One fields:

Field	Description	Required/Optional/Special Instructions
<b>L1 L2 L3 L4 L5</b>	Organization Code	Required. <b>L1</b> is protected. Defaults to zeros if left <b>blank</b> . (9N)
<b>EO</b>	Expansion Option	Required. Defaults to zeros if left blank. (2A/N)
<b>VR</b>	Version	Optional. (2N)
<b>OBJECT</b>	Object Code	Required. Must be a valid expenditure object code beginning with <b>1-8</b> . (6N)
<b>PPI</b>	Prior Period Indicator	Optional. Available indicators: <b>M</b> : Prior Month <b>Y</b> : Prior Year (1A)

4. Input the required optional fields, as appropriate.

**TR51 – Unencumbered Disbursements – Single Input – Request - Screen One** (with example data input)

```

51S1                                03/14/2013  10:58:55
      TR 51 - UNENCUMBERED DISBURSEMENTS - SINGLE INPUT - REQUEST

L1 L2 L3 L4 L5  EO VR OBJECT  PPI
95 50 01 01 211 01  261000  M

                                     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 TR51 Unencumbered Disbursements Single Input Screen Two.

**TR51 – Unencumbered Disbursements – Single Input - Screen Two** (with example data retrieved)

```

51S2      TR 51 - UNENCUMBERED DISBURSEMENTS - SINGLE INPUT  03/14/2013  11:10:21

  L1 L2 L3 L4 L5  EO VR OBJECT  CF  PPI  DESCRIPTION          SUB-VENDOR-ID
  95 50 01 01 211 01 04 261000  _   M

....AMOUNT.... VENDOR-ID                TRN-DT      G  VOUCH-NO LINE BI OTHER-DOC  B
                                     2013      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  95100000 00      1112110000 000000

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

NEXT: L1-L5 95 50 01 01 211 EO 01  VR      OBJECT 261000 PPI M  TYPE      SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                                MINI  MAIN  RFRSH                                CAN

```

TR51 Unencumbered Disbursements Single Input Screen Two fields:

Field	Description	Required/Optional/Special Instructions
<b>L1 L2 L3 L4 L5</b>	Organization Code	Protected. (11N)
<b>EO</b>	Expansion Option	Protected. (2A/N)
<b>VR</b>	Version	Protected. (2N)
<b>OBJECT</b>	Object Code	Protected. (6N)

Field	Description	Required/Optional/Special Instructions
<b>CF</b>	Certified Forward Indicator	Optional. Valid input: <b>C</b> . Used only between July 1 and September 30 unless <b>BI = N</b> or <b>X</b> . Not allowed with funds where <b>SF = 8</b> . (1A)
<b>PPI</b>	Prior Period Indicator	Optional. Available indicators: <b>M</b> : Prior Month <b>Y</b> : Prior Year (1A)
<b>DESCRIPTION</b>	Description	Required. If the <b>CF = C</b> and transaction is input between July 1 and September 30.  Optional. (16A/N)
<b>SUB-VENDOR-ID</b>	Sub-vendor Identification Number	Optional. If input, first digit must be <b>E, F, S</b> , or <b>N</b> . (14A/N)
<b>AMOUNT</b>	Amount	Required. Cannot equal <b>\$0.00</b> . (10.2N)
<b>VENDOR-ID</b>	Vendor Identification Number	Required. If using vendor number has a prefix of <b>F, S, N</b> , or <b>E</b> . <i><b>See section 111 Vendor Files.</b></i> If establishing as an inter-agency JT. Must input 21-digit account code ( <b>OLO -GF -SF-FID-BE-IBI</b> ).  Optional. If establishing as an intra-agency JT or correction. (21A/N)
<b>TRN-DT</b>	Transaction Date	Required. Valid input: <b>00000000</b> , or current date, or date prior to current date. (8N)
<b>G</b>	Grouping Character	Optional. Used to group transactions together on a voucher. (1A/N)
<b>VOUCH-NO</b>	Voucher Number	Required. If <b>BI = X</b> .  Optional. If blank, FLAIR will automatically assign voucher numbers during overnight processing. If a voucher number is assigned by the agency, the first digit must be alphabetic. (6A/N)
<b>LINE</b>	Line Number	Optional. Only used if <b>VOUCH-NO</b> field is input. (4N)
<b>BI</b>	Bookkeeping Indicator	Optional. Available for input: <b>A</b> – Used in disbursement transactions to bypass the automated posting. <b>C</b> – Used in disbursement correction transactions to cancel a check that has been written. <b>E</b> – Used in disbursement correction transactions to erase a check that has not yet been written. <b>N</b> – Used in disbursement transactions to produce a non-CFO voucher and bypass online voucher audit for cash receipt



Field	Description	Required/Optional/Special Instructions
		<p>corrections. <b>N</b> will prevent the transactions from being included in treasury receipt processing.</p> <p><b>X</b> – Used in disbursement transactions to bypass voucher processing, producing no voucher, and bypassing online voucher audit.</p> <p><b>#</b> – Used in disbursement and revenue/refund transactions to indicate that a check is to be printed.</p> <p><b>\$</b> – Used in disbursement and revenue/refund transactions to indicate that a check will be manually produced. (1A)</p>
<b>OTHER-DOC</b>	Other Document Number	Optional. For agency use to create an audit trail. (11A/N)
<b>B</b>	Batch Character	Optional. To group transactions together for reconciling. (1A/N)
<b>INVOICE</b>	Invoice	Required. Must not equal zero. (9A/N)
<b>AB</b>	Available Balance	<p>Required. Valid input: <b>X</b>. If IAB error message displays. User must have override capability on the access control record to input.</p> <p>Optional. If no IAB error message, leave <b>blank</b>. (1A)</p>
<b>QUANTITY</b>	Quantity	Optional. The number or measurement of items purchased, encumbered, received, taxed, etc., by an organization. (8.2N)
<b>CK-NO</b>	Check Number	<p>Required. If <b>BI</b> = <b>\$</b> or <b>C</b>.</p> <p>Optional. If <b>BI</b> = <b>X</b>, <b>N</b>, <b>A</b>, or <b>blank</b>. Can be used to record a local fund or a revolving fund check number.</p> <p>Cannot be input if <b>BI</b> = <b>#</b> or <b>E</b>. (6N)</p>
<b>CK-DT</b>	Check Date	Optional. Only input if <b>CK-NO</b> field is used. Must be in MMDDYYYY format. (8N)
<b>PID</b>	Product Identifier	Optional. (3A/N)
<b>BF-ORG</b>	Benefitting Organization	<p>Required. If <b>VENDOR-ID</b> field is <b>blank</b>.</p> <p>Optional. If FLAIR account code is input in the <b>VENDOR-ID</b> field.</p> <p>If <b>BF-ORG</b> is used, the vendor ID ≠ <b>F</b>, <b>S</b>, <b>N</b>, or <b>E</b>. (11N)</p>
<b>BF-EO</b>	Benefitting Expansion Option	Required. If <b>BF-ORG</b> field is populated. (2A/N)

Field	Description	Required/Optional/Special Instructions
<b>BF-OB</b>	Benefitting Object Code	Required. If <b>BF-ORG</b> , <b>BF-EO</b> , and <b>VENDOR ID = 0-9</b> is used. <b>BF-OB</b> must start with <b>0</b> if <b>BF-CAT</b> starts with <b>00</b> . (6N)
<b>BF-CF</b>	Benefitting Certified Forward	Optional. Used only when a correction involving carry forward funds is made between state funds. (1A)
<b>BF-CAT</b>	Benefitting Appropriation Category	Required. If <b>VENDOR ID = 0-9</b> . Optional. If <b>BF-ORG</b> and <b>BF-EO</b> is used and <b>VENDOR ID</b> is blank. Must start with <b>00</b> if <b>BF-OB</b> starts with <b>0</b> and if <b>VENDOR ID (0-9) ≠ BF-ORG</b> . (6N)
<b>BF-YR</b>	Benefitting Year	Optional. (2N)
The codes in the following fields are retrieved from the Expansion Files and can be overridden (except <b>GF</b> , <b>SF</b> , and <b>FID</b> ). See section 112 Expansion Files for more information.		
<b>CAT</b>	Appropriation Category	Required. (6N)
<b>YR</b>	Appropriation Year	Required. If blank, defaults to <b>00</b> . (2N)
<b>GL</b>	General Ledger Code	Required. Must be established in the Title File prior to use in a transaction. (5N)
<b>EGL</b>	External General Ledger Code	Optional. Must be established in the Title File prior to using in a transaction. (3A/N)
<b>EOB</b>	External Object Code	Optional. Must be established in the Title File prior to use in a transaction. (3A/N)
<b>ECAT</b>	External Category	Optional. Must be established in the Title File prior to use in a transaction. (3A/N)
<b>EP</b>	External Program	Optional. Must be established in the Title File prior to use in a transaction. (2N)
<b>GRANT</b>	Grant Number	Optional. Must be established in the Grants Information (GI) File and carried over to the Title File prior to use in a transaction. If object code = <b>75XXXX</b> , a grant and/or contract number is required. (5A/N)
<b>GY</b>	Grant Year	Optional. If used, <b>GRANT</b> must be input. (2N)
<b>CNTRT</b>	Contract Number	Optional. Must be established in FACTS and carried over to the Title File prior to use in a FLAIR transaction. If object code = <b>75XXXX</b> , a grant and/or contract number is required. (5A/N)
<b>CY</b>	Contract Year	Optional. A contract number must be present before contract year is input. (2N)
<b>OCA</b>	Other Cost Accumulator	Optional. Must be established in the Title File prior to use in a transaction. (5A/N)
<b>AU</b>	Agency Unique Code	Optional. Must be established in the Title File prior to use in a transaction. (2A/N)
<b>GF</b>	GAAFR Fund	Protected. (2N)
<b>SF</b>	State Fund	Protected. (1N)

Field	Description	Required/Optional/Special Instructions
<b>FID</b>	Fund Identifier	Protected. (6N)
<b>BE</b>	Budget Entity	Required. Must be established in the Title File prior to use in a transaction. (8N)
<b>IBI</b>	Internal Budget Indicator	Required. Must be established in the Title File prior to use in a transaction. (8N)
<b>EF</b>	External Fund Type	Optional. Must be established in the Title File prior to use in a transaction. (1N)
<b>STATE-PROGRAM</b>	State Program Number	Required. Must be established in the Title File prior to use in a transaction. (16N)
<b>PROJECT ID</b>	Project Identifier	Optional. Must be established in the Project Information File and carried over to the Title File prior to use in a transaction. (11A/N)
<b>RVL</b>	Revolving Fund Indicator	Protected. Only appears if included in Expansion Files. (6N)
<b>BPIN</b>	Beginning Property Item Number	Optional. Last six digits must be numeric. (8A/N)
<b>COUNT</b>	Property Item Counter	Optional. If used, <b>BPIN</b> field must be input. (4N)
<b>UNITS</b>	Units	Optional. (11N)
<b>TIME</b>	Time	Optional. (9N)

6. Input the required and optional data (if any) to complete the transaction.

**TR51 - Unencumbered Disbursements - Single Input - Screen Two** (with example data input)

```

51S2  TR 51 - UNENCUMBERED DISBURSEMENTS - SINGLE INPUT  03/14/2013  11:29:32
L1 L2 L3 L4 L5 EO VR OBJECT CF PPI DESCRIPTION SUB-VENDOR-ID
95 50 01 01 211 01 04 261000 M CORRECT ORG/FUND E111111111
...AMOUNT.... VENDOR-ID TRN-DT G VOUCH-NO LINE BI OTHER-DOC B
25.00 95101000001951000000 00000000 V V0036540025 B
INVOICE AB ..QUANTITY.. CK-NO CK-DT PID BF-ORG BF-EO BF-OB/CF BF-CAT/YR
0204-0205 261000 040000 00
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 95100000 00 1112110000 000000
BPIN COUNT ...UNITS.... ...TIME...
NEXT: L1-L5 95 50 01 01 211 EO 01 VR OBJECT 261300 PPI M TYPE SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT MINI MAIN RFRSH CAN

```

7. Press **Enter**. A system-generated message alerts the user if the date is not within the current year.

**TR51 - Unencumbered Disbursements - Single Input - Screen Two** (with message to confirm date)

TR51S142717 -INPUT YR IS LESS THAN CURRENT YR, DEPRESS ENTER TO CONTINUE  
 51S2 TR 51 - UNENCUMBERED DISBURSEMENTS - SINGLE INPUT 03/14/2013 11:29:32

L1	L2	L3	L4	L5	EO	VR	OBJECT	CF	PPI	DESCRIPTION	SUB-VENDOR-ID
95	50	01	01	211	01	04	261000		M	CORRECT ORG/FUND	E111111111

....AMOUNT.... VENDOR-ID TRN-DT G VOUCH-NO LINE BI OTHER-DOC B  
 25.00 95101000001951000000 00000000 V V0036540025

INVOICE	AB	..QUANTITY..	CK-NO	CK-DT	PID	BF-ORG	BF-EO	BF-OB/CF	BF-CAT/YR
0204-0205								261000	040000 00

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	95100000	00		1112110000 000000	

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

NEXT: L1-L5 95 50 01 01 211 EO 01 VR OBJECT 261300 PPI M TYPE SEL  
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

TR51S142717 -INPUT YR IS LESS THAN CURRENT YR, DEPRESS ENTER TO CONTINUE

8. Press **Enter**. FLAIR will accept the date regardless of the error message.

Once the user presses **Enter**, the TR51 will be recorded on the Daily Input File and the Available Balance File will be updated. *See section 212.20.1 TR51 FLAIR Accounting Entries for details.* FLAIR will return the user to the TR51 Unencumbered Disbursements Single Input Screen Two. Any data that is included on the **NEXT** line will be retrieved and the **CF**, **AMOUNT**, **VENDOR**, **TRN-DT**, **AB**, **QUANTITY**, **CK-NO**, **BF-CAT/YR**, **BPIN**, **UNITS**, and **TIME** fields will be blank (*see the following example*).

**TR51 – Unencumbered Disbursements – Single Input - Screen Two** (with example data input)

```

51S2  TR 51 - UNENCUMBERED DISBURSEMENTS - SINGLE INPUT  03/14/2013  11:29:32
L1 L2 L3 L4 L5  EO VR OBJECT  CF  PPI  DESCRIPTION          SUB-VENDOR-ID
95 50 01 01 211 01 04 261000  M    CORRECT ORG/FUND      E111111111
....AMOUNT.... VENDOR-ID          TRN-DT    G VOUCH-NO LINE BI OTHER-DOC  B
25.00          95101000001951000000  00000000  V          V0036540025
INVOICE  AB ..QUANTITY.. CK-NO  CK-DT    PID BF-ORG    BF-EO  BF-OB/CF BF-CAT/YR
0204-0205          261000  040000  00
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 95100000 00          1112110000 000000
BPIN      COUNT    ...UNITS.... ...TIME...

NEXT: L1-L5 95 50 01 01 211 EO 01 VR    OBJECT 261300 PPI M TYPE SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT          MINI  MAIN  RFRSH          CAN

```

**TR51 – Unencumbered Disbursements – Single Input - Screen Two** (with example data retrieved)

```

51S2  TR 51 - UNENCUMBERED DISBURSEMENTS - SINGLE INPUT  03/14/2013  11:35:18
L1 L2 L3 L4 L5  EO VR OBJECT  CF  PPI  DESCRIPTION          SUB-VENDOR-ID
95 50 01 01 211 01 04 261300  -    M    CORRECT ORG/FUND      E111111111
....AMOUNT.... VENDOR-ID          TRN-DT    G VOUCH-NO LINE BI OTHER-DOC  B
          95101000001951000000  2013  V          V0036540025
INVOICE  AB ..QUANTITY.. CK-NO  CK-DT    PID BF-ORG    BF-EO  BF-OB/CF BF-CAT/YR
0204-0205          261000
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 95100000 00          1112110000 000000
BPIN      COUNT    ...UNITS.... ...TIME...

NEXT: L1-L5 95 50 01 01 211 EO 01 VR    OBJECT 261300 PPI M TYPE SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT          MINI  MAIN  RFRSH          CAN

```

If the FLAIR account code is used in the **VENDOR-ID** field along with benefitting information, a TR58 must be processed to record the correction to the benefitting fund. If the **BF-ORG**, **BF-EO**, and **BF-OB** fields are used in the transaction, then an automated TR99 will be generated and no further transactions are necessary. *See sections 212.6 TR58 Unencumbered Disbursements Corrections and 212.11 TR99 Automated Journal Transfer Corrections for additional information.*



### 212.3.2 TR51 Multiple Input

Users can process multiple correction transactions using the multiple input option. The multiple input option has a simplified view. Information from the Expansion Files is retrieved and recorded with the transaction, but does not display and cannot be changed using the multiple input option. The user can input up to three transactions per page.

To access the TR51 Unencumbered Disbursements Multiple Input Screen from the Disbursements Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **51**.
2. In the **SEL** field, input **A**.

**Disbursements Mini Menu** (with example data input)

DBMU		06/13/2013 10:19:53	
DISBURSEMENTS MINI MENU			
TYPE		SEL OPTIONS	
51	UNENCUMBERED DISBURSEMENTS	A,S,M,I	
52	REVOLVING FUND UNENCUMBERED DISBURSEMENTS	A,S,M,I	
53	PAYABLES DISBURSEMENTS	A,S,M,I	
54	REVOLVING FUND PAYABLES DISBURSEMENTS	A,S,M,I	
57	OVERPAYMENTS	S,I	
58	DISBURSEMENTS CORRECTION	A,S,M,I	
59	REVOLVING FUND DISBURSEMENTS CORRECTION	A,M	
70	ENCUMBERED DISBURSEMENTS	A,S,M,I	
71	REVOLVING FUND ENCUMBERED DISBURSEMENTS	A,S,M,I	
7S	REVOLVING FUND SUBSIDIARY LEDGER	M,I	
SEL			
A	MULTIPLE INPUT		
S	SINGLE INPUT WITH EXPANDED DATA DISPLAY		
M	MULTIPLE INQUIRY		
I	SINGLE INQUIRY WITH EXPANDED DATA DISPLAY		
		TYPE 51 SEL A	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
CONT		MAIN RFRSH	

3. Press **Enter**. FLAIR will display the TR51 Unencumbered Disbursements Multiple Input Screen One.

**TR51 - Unencumbered Disbursements - Multiple Input - Screen One** (with example data retrieved)

51A1		03/18/2013 13:59:30	
TR 51 - UNENCUMBERED DISBURSEMENTS - MULTIPLE INPUT			
L1	L2	L3	L4
....AMOUNT....	VENDOR-ID	TRN-DT	G VOUCH-NO
INVOICE	AB	..QUANTITY..	CK-NO
95	50	2013	V
95	50	2013	V
95	50	2013	V
		TYPE	SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
CONT		CAN	

## TR51 Unencumbered Disbursements Multiple Input Screen One fields:

Field	Description	Required/Optional/Special Instructions
<b>L1 L2 L3 L4 L5</b>	Organization Code	Required. <b>L1</b> is protected. Defaults to zeros if left blank. (9N)
<b>EO</b>	Expansion Option	Required. Defaults to zeros if left blank. (2A/N)
<b>VR</b>	Version	Optional. (2N)
<b>OBJECT</b>	Object Code	Required. Must be a valid expenditure object code beginning with <b>1-8</b> . (6N)
<b>CF</b>	Certified Forward Indicator	Optional. Valid input: <b>C</b> . Used only between July 1 and September 30 unless <b>BI = N</b> or <b>X</b> . Not allowed where <b>SF = 8</b> . (1A)
<b>YR</b>	Appropriation Year	Required. If blank, defaults to <b>00</b> . (2N)
<b>PPI</b>	Prior Period Indicator	Optional. Available indicators: <b>M</b> : Prior Month <b>Y</b> : Prior Year (1A)
<b>DESCRIPTION</b>	Description	Required. If <b>CF = C</b> and the transaction is input between July 1 and September 30.  Optional. (16A/N)
<b>SUB-VENDOR-ID</b>	Sub-vendor Identification Number	Optional. If input, first digit must be <b>E, F, S</b> , or <b>N</b> . (14A/N)
<b>AMOUNT</b>	Amount	Required. Cannot equal <b>\$0.00</b> . (10.2N)
<b>VENDOR-ID</b>	Vendor Identification Number	Required. If using vendor number with prefix of <b>F, S, N</b> , or <b>E</b> . If establishing as an inter-agency JT. Must input 21-digit account code ( <b>OLO-GF-SF-FID-BE-IBI</b> ).  Optional. If establishing as an intra-agency JT or correction. (21A/N)
<b>TRN-DT</b>	Transaction Date	Required. Valid input: <b>00000000</b> , or current date, or date prior to current date. (8N)
<b>G</b>	Grouping Character	Optional. Used to group transactions together on a voucher. (1A/N)
<b>VOUCH-NO</b>	Voucher Number	Required. If <b>BI = X</b> .  Optional. If blank, FLAIR will automatically assign voucher numbers during overnight processing. If the voucher number is assigned by the agency, the first digit must be alphabetic. (6A/N)
<b>LINE</b>	Line Number	Optional. Only used if <b>VOUCH-NO</b> field is input. (4N)
<b>BI</b>	Bookkeeping Indicator	Optional. Available for input:

Field	Description	Required/Optional/Special Instructions
		<p><b>A</b> – Used in disbursement transactions to bypass the automated posting.</p> <p><b>C</b> – Used in disbursement correction transactions to cancel a check that has been written.</p> <p><b>E</b> – Used in disbursement correction transactions to erase a check that has not yet been written.</p> <p><b>N</b> – Used in disbursement transactions to produce a non-CFO voucher and bypass online voucher audit for cash receipt corrections. <b>N</b> will prevent the transactions from being included in treasury receipts processing.</p> <p><b>X</b> – Used in disbursement transactions to bypass voucher processing, producing no voucher, and bypassing the online voucher audit.</p> <p><b>#</b> – Used in disbursement and revenue/refund transactions to indicate that a check is to be printed.</p> <p><b>\$</b> – Used in disbursement and revenue/refund transactions to indicate that a check will be manually produced. (1A)</p>
<b>OTHER-DOC</b>	Other Document Number	Optional. For agency use to create an audit trail. (11A/N)
<b>B</b>	Batch Character	Optional. To group transactions together for reconciling. (1A/N)
<b>INVOICE</b>	Invoice Number	Required. Must not equal zero. (9A/N)
<b>AB</b>	Available Balance	<p>Required. Valid input: <b>X</b>. If IAB error message displays. User must have override capability on the access control record to input.</p> <p>Optional. If no IAB error message, leave <b>blank</b>. (1A)</p>
<b>QUANTITY</b>	Quantity	Optional. The number or measurement of items purchased, encumbered, received, taxed, etc., by an organization. (8.2N)
<b>CK-NO</b>	Check Number	<p>Required. If <b>BI</b> = \$ or <b>C</b>.</p> <p>Optional. If <b>BI</b> = <b>X</b>, <b>N</b>, <b>A</b>, or <b>blank</b>. Can be used to record a local fund or a revolving fund check number.</p> <p>Cannot be input if <b>BI</b> = <b>#</b> or <b>E</b>. (6N)</p>
<b>CK-DT</b>	Check Date	Optional. Only input if <b>CK-NO</b> field is used. Must be in MMDDYYYY format. (8N)

Field	Description	Required/Optional/Special Instructions
<b>PID</b>	Product Identifier	Optional. (3A/N)
<b>BF-ORG</b>	Benefitting Organization	Required. If <b>VENDOR-ID</b> field is <b>blank</b> .  Optional. If FLAIR account code is input in the <b>VENDOR-ID</b> field. If <b>BF-ORG</b> is used, the vendor ID ≠ <b>F, S, N,</b> or <b>E</b> . (11N)
<b>BF-EO</b>	Benefitting Expansion Option	Required. If <b>BF-ORG</b> field is populated. (2A/N)
<b>BF-OB</b>	Benefitting Object Code	Required. If <b>BF-ORG</b> , <b>BF-EO</b> , and <b>VENDOR ID = 0-9</b> is used. <b>BF-OB</b> must start with <b>0</b> if <b>BF-CAT</b> starts with <b>00</b> . (6N)
<b>BF-CF</b>	Benefitting Certified Forward	Optional. Used only when a correction involving carry forward funds is made between state funds. (1A)
<b>BF-CAT</b>	Benefitting Appropriation Category	Required. If <b>VENDOR ID = 0-9</b> .  Optional. If <b>BF-ORG</b> and <b>BF-EO</b> is used and <b>VENDOR ID</b> is <b>blank</b> . Must start with <b>00</b> if <b>BF-OB</b> starts with <b>0</b> and if <b>VENDOR ID (0-9) ≠ BF-ORG</b> . (6N)
<b>BF-YR</b>	Benefitting Year	Optional. (2N)

4. Input the necessary required and optional data for up to three lines as needed to complete the transaction.

Once the user has completed input of all necessary fields on line 0001, they may use the asterisk (\*) in most fields to duplicate the same information from line 0001. The asterisk (\*) cannot be used in the **L1**, **QUANTITY**, or **AMOUNT** fields. In the example below, the asterisk (\*) is used to duplicate the **VENDOR-ID** and **OTHER-DOC** fields.

**TR51 – Unencumbered Disbursements – Multiple Input - Screen One** (with example data input)

```

51A1                                03/18/2013  13:59:30
      TR 51 - UNENCUMBERED DISBURSEMENTS - MULTIPLE INPUT

  L1 L2 L3 L4 L5  EO VR OBJECT CF YR PPI 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

  95 50 00 00 000 BB   261000      M  CORRECT EO/FUND  E111111111
25.00      951010000019510000000 03112013 & V      V0076820013
0217-0219      95500000000 DD 261000      040000

  95 50 00 00 000 BB   261300      M  CORRECT EO/FUND  E111111111
62.00      *          03112013 & V      *
0217-0219      95500000000 DD 261300      040000

  95 50 00 00 000 BB   261400      M  CORRECT EO/FUND  E111111111
48.00      *          03112013 & V      *
0217-0219      95500000000 DD 261400      040000

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

```

- Press **Enter**. FLAIR will record the transactions on the Daily Input File and the Available Balance File will be updated. *See section 212.20.1 TR51 FLAIR Accounting Entries for details.* A new screen will display with the last line input on Screen One displayed as the first line of the new screen. The user has the option to either press **F12** to exit this screen or continue to input additional transactions by typing over or adding to the existing data on the first line.

**TR51 – Unencumbered Disbursements – Multiple Input – Screen One** (with example data retrieved)

51A1															03/18/2013 14:07:23		
TR 51 - UNENCUMBERED DISBURSEMENTS - MULTIPLE INPUT																	
L1	L2	L3	L4	L5	EO	VR	OBJECT	CF	YR	PPI	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							
95	50	00	00	000	BB		261400		M		CORRECT EO/FUND	E111111111					
2013 & V												V0076820013					
0217-0219												95500000000 DD 261400					
95	50										2013	V					
95	50										2013	V					
												TYPE	SEL				
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---																	
CONT MINI MAIN RFRSH CAN																	

First line of  
second page

If the FLAIR account code is used in the **VENDOR-ID** field along with benefitting information, a TR58 must be processed to record the correction to the benefitting fund. If the **BF-ORG**, **BF-EO**, and **BF-OB** are used in the transaction, then an automated TR99 will be generated and no further transactions are necessary. *See sections 212.6 TR58 Unencumbered Disbursements Corrections and 212.11 TR99 Automated Journal Transfer Corrections for additional information.*

## 212.4 TR51 Inquiry

Users can inquire into single unencumbered disbursements using a TR51I or multiple line unencumbered disbursements using TR51M. These functions are only available the same day the transaction is input prior to nightly processing. Only transactions within the user's organization level and site will be displayed.

### 212.4.1 TR51 Single Inquiry

Single inquiry allows the user to view all data codes associated with the transaction. This includes codes that are retrieved from the Expansion Files.

To access the TR51 Unencumbered Disbursements Single Inquiry Request option from the Disbursements Mini Menu or any FLAIR input screen:

- In the **TYPE** field, input **51**.
- In the **SEL** field, input **I**.



**Disbursements Mini Menu** (with example data input)

```

DBMU                                06/13/2013 10:19:53
                                DISBURSEMENTS MINI MENU

TYPE                                SEL OPTIONS
51  UNENCUMBERED DISBURSEMENTS      A,S,M,I
52  REVOLVING FUND UNENCUMBERED DISBURSEMENTS  A,S,M,I
53  PAYABLES DISBURSEMENTS          A,S,M,I
54  REVOLVING FUND PAYABLES DISBURSEMENTS  A,S,M,I
57  OVERPAYMENTS                    S,I
58  DISBURSEMENTS CORRECTION        A,S,M,I
59  REVOLVING FUND DISBURSEMENTS CORRECTION  A,M
70  ENCUMBERED DISBURSEMENTS        A,S,M,I
71  REVOLVING FUND ENCUMBERED DISBURSEMENTS  A,S,M,I
7S  REVOLVING FUND SUBSIDIARY LEDGER  M,I

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

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

```

3. Press **Enter**. FLAIR will display the TR51 Unencumbered Disbursements Single Inquiry Request Screen One.

**TR51 – Unencumbered Disbursements – Single Inquiry By Site - Request - Screen One**

(with example data retrieved)

```

51I1                                03/18/2013 15:06:05
TR 51 - UNENCUMBERED DISBURSEMENTS - SINGLE INQUIRY BY SITE - REQUEST

L1 L2 L3 L4 L5  USER ID  GF SF FID  BE  IBI  VENDOR-ID
95 50

BF-ORG      BF-EO  VOUCH-NO LINE  OTHER-DOC
V

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

```

TR51 Unencumbered Disbursements Single Inquiry by Site Request Screen One fields:

Field	Description	Required/Optional/Special Instructions
L1 L2 L3 L4 L5	Organization Code	Optional. <b>L1</b> is protected. User may input one or more levels to narrow search criteria. If spaces are left in a level, search results will be returned based on a match to the highest level input before the space. (9N)

Field	Description	Required/Optional/Special Instructions
<b>USER ID</b>	User Identification Number	Optional. Returns only transactions input by that user ID. (6N)
<b>GF/SF/FID/BE/IBI</b>	19 Digits of the FLAIR Account Code	Optional. Must be input left to right without missing any fields except <b>IBI</b> , which defaults to <b>00</b> if blank. The following codes are available for input: <b>GF</b> – GAAFR Fund (2N) <b>SF</b> – State Fund (1N) <b>FID</b> – Fund Identifier (6N) <b>BE</b> – Budget Entity (8N) <b>IBI</b> – Internal Budget Indicator (2N)
<b>VENDOR-ID</b>	Vendor Identification Number	Optional. Vendor number must start with <b>0-9</b> . (21N)
<b>BF-ORG</b>	Benefitting Organization Code	Required. If <b>VENDOR-ID</b> field is <b>blank</b> . Optional. If FLAIR account code is input in the <b>VENDOR-ID</b> field. If <b>BF-ORG</b> is used, the vendor ID ≠ <b>F, S, N</b> , or <b>E</b> . (11N)
<b>BF-EO</b>	Benefitting Expansion Option	Required. If <b>BF-ORG</b> field is populated. (2A/N)
<b>VOUCH-NO</b>	Voucher Number	Optional. If used, voucher number must be an exact match to voucher assigned when TR51 was input. (7A/N)
<b>LINE</b>	Voucher Line Number	Optional. If used, <b>VOUCH-NO</b> field must be used and FLAIR will return the line number input. If blank, FLAIR will return all available line numbers beginning with the first available line. (4N)
<b>OTHER-DOC</b>	Other Document Number	Optional. If used, must be an exact match to data input in the <b>OTHER-DOC</b> field when TR51 was input. (11A/N)

4. a. Input one or a combination of the fields to narrow the search criteria; **OR**  
b. Leave all fields blank.
5. Press **Enter**.
  - a. FLAIR will display the first record matching the search criteria. If no records match the search criteria, the message **"058 – NO RECORD FOUND"** will display.  
Transactions that have been deleted using the update screen will not display; **OR**
  - b. If all fields are left blank on Screen One, FLAIR will return the first outstanding record established during the current business day, in organization code order.

**Note:** All data is protected and cannot be changed. To view additional records matching the search criteria, press **F8**. When all records have been viewed, FLAIR will display the message **"017 – END OF SEARCH."**

**TR51 – Unencumbered Disbursements – Single Inquiry By Site – Screen Two**

(with example search results)

```

51I2      TR 51 - UNENC DISB - SINGLE INQUIRY BY SITE      03/18/2013  16:46:47
L1 L2 L3 L4 L5  EO VR OBJECT  CF  PPI  DESCRIPTION      SUB-VENDOR-ID
95 50 01 01 211 01 04 261000      M      CORRECT ORG/FUND  E111111111

....AMOUNT.... VENDOR-ID          MC TRN-DT   G VOUCH-NO LINE BI OTHER-DOC  B
      25.00 951010000019510000000  00000000

INVOICE  AB ..QUANTITY.. CK-NO  CK-DT   PID BF-ORG   BF-EO BF-OB/CF BF-CAT/YR
0204-0205 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 95100000 00      1112110000 000000

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

NEXT:
L1 L2 L3 L4 L5  GF SF FID      BE      IBI VOUCH-NO LINE VENDOR-ID      TYPE      SEL
95 50
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT      MINI  MAIN  RFRSH TOP      FWD

```



## TR51 Unencumbered Disbursements Multiple Inquiry by Site Request Screen One fields:

Field	Description	Required/Optional/Special Instructions
<b>L1 L2 L3 L4 L5</b>	Organization Code	Optional. <b>L1</b> is protected. User may input one or more levels to narrow search criteria. If spaces are left in a level, search results will be returned based on a match to the highest level input before the space. (9N)
<b>USER ID</b>	User Identification Number	Optional. Returns only transactions input by that user ID. (6N)
<b>GF/SF/FID/BE/IBI</b>	19 Digits of the FLAIR Account Code	Optional. Must be input left to right without missing any fields except <b>IBI</b> , which defaults to <b>00</b> if blank. The following codes are available for input: <b>GF</b> – GAAFR Fund (2N) <b>SF</b> – State Fund (1N) <b>FID</b> – Fund Identifier (6N) <b>BE</b> – Budget Entity (8N) <b>IBI</b> – Internal Budget Indicator (2N)
<b>VENDOR-ID</b>	Vendor Identification Number	Optional. Vendor number must start with <b>0-9</b> . (21N)
<b>BF-ORG</b>	Benefitting Organization Code	Required. If <b>VENDOR-ID</b> field is <b>blank</b> .  Optional. If FLAIR account code is input in the <b>VENDOR-ID</b> field. If <b>BF-ORG</b> is used, the vendor ID ≠ <b>F, S, N</b> , or <b>E</b> . (11N)
<b>BF-EO</b>	Benefitting Expansion Option	Required. If <b>BF-ORG</b> field is populated. (2A/N)
<b>VOUCH-NO</b>	Voucher Number	Optional. If used, voucher number must be an exact match to voucher assigned when TR51 was input. (7A/N)
<b>LINE</b>	Voucher Line Number	Optional. If used, <b>VOUCH-NO</b> field must be used. FLAIR will return the line number input. If blank, FLAIR will return all available line numbers beginning with the first available line. (4N)

4. a. Input one or a combination of the fields above to narrow the search criteria; **OR**  
b. Leave all fields blank.
5. Press **Enter**.
  - a. FLAIR will display the first three records matching the search criteria on the TR51 Unencumbered Disbursements Multiple by Site Screen Two. If no records match the search criteria, FLAIR will display the message **"058 – NO RECORD FOUND."** Transactions that have been deleted using the update screen will not display; **OR**
  - b. If all fields are left blank on Screen One, FLAIR will return the first three outstanding records established during the current business day, in organization code order.

**Note:** All data is protected and cannot be changed. To view additional records matching the search criteria, press **F8**. When all records have been viewed, FLAIR will display the message **"017 – END OF SEARCH."**



**TR51 – Unencumbered Disbursements – Multiple Inquiry By Site – Screen Two**

(with example data retrieved)

51M2	TR 51 - UNENC DISB - MULTIPLE INQUIRY BY SITE										03/18/2013	16:44:03	
X	L1	L2	L3	L4	L5	EO	VR	OBJECT	CF	YR	PPI	DESCRIPTION	SUB-VENDOR-ID
....	AMOUNT	....	VENDOR-ID			MC	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		
95	50	00	00	000	BB	01	261000	00	M	CORRECT	EO/FUND	E111111111	
				25.00	9510100000	195200000000	03112013	&				V0076820013	
0217-0219	X							955000000000	DD	261000		040000	00
95	50	00	00	000	BB	01	261300	00	M	CORRECT	EO/FUND	E111111111	
				62.00	9510100000	195200000000	03112013	&				V0076820013	
0217-0219	X							955000000000	DD	261300		040000	00
95	50	00	00	000	BB	01	261400	00	M	CORRECT	EO/FUND	E111111111	
				48.00	9510100000	195200000000	03112013	&				V0076820013	
0217-0219	X							955000000000	DD	261400		040000	00
NEXT:												TYPE	SEL
L1	L2	L3	L4	L5	GF	SF	FID	BE	IBI	VOUCH-NO	LINE	VENDOR-ID	
95	50								V				
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---													
CONT                  MINI  MAIN  RFRSH TOP                  FWD													

## 212.5 TR51 Update

The TR51 Update can only be used to make changes or corrections to transactions input into the system using a TR51S or TR51A during the current business day. Since these transactions have not yet updated the Detail or Master Files, the original entry is retrieved from the Daily Input File and the correct data is input. This updates the Daily Input File and the correct information will be recorded to the Detail and Master Files during nightly processing.

Before making an update to a record, the user must first perform an inquiry. From the inquiry screen, the user may access the update screen. Users can inquire using either a single or multiple input screen.

### 212.5.1 TR51 Single Update

A user may need to update one or more fields on a TR51 that is on the Daily Input File. This can be done by first retrieving the record from the Daily Input File through an inquiry transaction.

To update a TR51 on the Daily Input File, from the Disbursements Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **51**.
2. In the **SEL** field, input **I**.

**Disbursements Mini Menu** (with example data input)

DBMU		06/13/2013 10:19:53	
DISBURSEMENTS MINI MENU			
TYPE		SEL OPTIONS	
51	UNENCUMBERED DISBURSEMENTS	A,S,M,I	
52	REVOLVING FUND UNENCUMBERED DISBURSEMENTS	A,S,M,I	
53	PAYABLES DISBURSEMENTS	A,S,M,I	
54	REVOLVING FUND PAYABLES DISBURSEMENTS	A,S,M,I	
57	OVERPAYMENTS	S,I	
58	DISBURSEMENTS CORRECTION	A,S,M,I	
59	REVOLVING FUND DISBURSEMENTS CORRECTION	A,M	
70	ENCUMBERED DISBURSEMENTS	A,S,M,I	
71	REVOLVING FUND ENCUMBERED DISBURSEMENTS	A,S,M,I	
7S	REVOLVING FUND SUBSIDIARY LEDGER	M,I	
SEL			
A	MULTIPLE INPUT		
S	SINGLE INPUT WITH EXPANDED DATA DISPLAY		
M	MULTIPLE INQUIRY		
I	SINGLE INQUIRY WITH EXPANDED DATA DISPLAY		
		TYPE 51 SEL I	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
CONT		MAIN RFRSH	

3. Press **Enter**. FLAIR will display the TR51 Unencumbered Disbursements Single Inquiry by Site Request Screen One.

**TR51 – Unencumbered Disbursements – Single Inquiry By Site – Request - Screen One**  
(with example data retrieved)

51I1		03/19/2013 11:53:41	
TR 51 - UNENCUMBERED DISBURSEMENTS - SINGLE INQUIRY BY SITE - REQUEST			
L1	L2	L3	L4
95	50		
BF-ORG	BF-EO	VOUCH-NO	LINE
			OTHER-DOC
			V
		TYPE SEL	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
CONT		MINI MAIN RFRSH	

4. a. Input data in one or a combination of fields to narrow the search criteria; **OR**  
b. Leave all fields blank.
5. Press **Enter**.  
a. FLAIR will display the first record matching the search criteria; **OR**  
b. If all fields are left blank on Screen One, FLAIR will return the first outstanding record established during the current business day, in organization code order. **See section 212.4.1 TR51 Single Inquiry for additional information.** Press **F8** to scroll through the records until the correct record is located.
6. In **SEL** field of the record to be updated, input **U**.

**TR51 – Unencumbered Disbursements – Single Inquiry By Site - Screen Two** (with example data input)

```

51I2      TR 51 - UNENC DISB - SINGLE INQUIRY BY SITE      03/19/2013  12:06:34
L1 L2 L3 L4 L5 EO VR OBJECT CF PPI DESCRIPTION          SUB-VENDOR-ID
95 50 01 01 000 6A 01 380000      M      CORRECT ORG/FUND  F666666666999

....AMOUNT.... VENDOR-ID          MC TRN-DT    G VOUCH-NO LINE BI OTHER-DOC B
      78.93 952020100019510000000  00000000          V0028170004

INVOICE     AB ..QUANTITY.. CK-NO  CK-DT    PID BF-ORG    BF-EO BF-OB/CF BF-CAT/YR
YBA6926     X                                     380000    040000 00

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
50 2  050001 95200000 00          1112110000 000000

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

NEXT:
L1 L2 L3 L4 L5 GF SF FID    BE          IBI VOUCH-NO LINE VENDOR-ID
95 50          V
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT          MINI  MAIN  RFRSH TOP          FWD

```

7. Press **Enter**. FLAIR will display the TR51 Unencumbered Disbursement Single Update by Site Screen One.

**TR51 – Unencumbered Disbursements – Single Update By Site - Screen One**

(with example data retrieved and available for update)

```

51U1      TR 51 - UNENC DISB - SINGLE UPDATE BY SITE      03/19/2013  12:08:29

DEL  L1 L2 L3 L4 L5 EO VR OBJECT CF PPI DESCRIPTION          SUB-VENDOR ID
95 50 01 01 000 6A 01 380000      M      CORRECT ORG/FUND  F666666666999

....AMOUNT.... VENDOR-ID          TRN-DT    G VOUCH-NO LINE BI OTHER-DOC B
78.93          95202010001951000000  00000000      V          V0028170004

INVOICE     AB ..QUANTITY.. CK-NO  CK-DT    PID BF-ORG    BF-EO BF-OB/CF BF-CAT/YR
YBA6926     X                                     380000    040000 00

CAT      YR  GL    EGL EOB  ECAT    EP  GRANT          GY  CNTRT CY    OCA  AU
040000  00  71100          38284

GF SF FID    BE          IBI  EF    STATE PROGRAM          PROJECT ID
50 2  050001 95200000 00          1112110000 000000

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

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

```

TR51 Unencumbered Disbursements Single Update by Site Screen One fields:

Field	Description	Required/Optional/Special Instructions
<b>L1 L2 L3 L4 L5</b>	Organization Code	Protected. (11N)
<b>EO</b>	Expansion Option	Protected. (2A/N)
<b>VR</b>	Version	Protected. (2N)
<b>OBJECT</b>	Object Code	Protected. (6N)

Field	Description	Required/Optional/Special Instructions
<b>CF</b>	Certified Forward Indicator	Optional. Valid input: <b>C</b> . Used only between July 1 and September 30 unless <b>BI = N</b> or <b>X</b> . Not allowed with funds where <b>SF = 8</b> . (1A)
<b>PPI</b>	Prior Period Indicator	Optional. Available indicators: <b>M</b> : Prior Month <b>Y</b> : Prior Year (1A)
<b>DESCRIPTION</b>	Description	Required. If the <b>CF = C</b> and transaction is input between July 1 and September 30.  Optional. (16A/N)
<b>SUB-VENDOR-ID</b>	Sub-vendor Identification Number	Optional. If input, first digit must be <b>E, F, S</b> , or <b>N</b> . (14A/N)
<b>AMOUNT</b>	Amount	Required. Cannot equal <b>\$0.00</b> . (10.2N)
<b>VENDOR-ID</b>	Vendor Identification Number	Required. If using vendor number has a prefix of <b>F, S, N</b> , or <b>E</b> . <i><b>See section 111 Vendor Files.</b></i> If establishing as an inter-agency JT. Must input 21-digit account code ( <b>OLO-GF-SF-FID-BE-IBI</b> ).  Optional. If establishing as an intra-agency JT or correction. (21A/N)
<b>TRN-DT</b>	Transaction Date	Required. Valid input: <b>00000000</b> , or current date, or date prior to current date. (8N)
<b>G</b>	Grouping Character	Optional. Used to group transactions together on a voucher. (1A/N)
<b>VOUCH-NO</b>	Voucher Number	Required. If <b>BI = X</b> .  Optional. If blank, FLAIR will automatically assign voucher numbers during overnight processing. If a voucher number is assigned by the agency, the first digit must be alphabetic. (6A/N)
<b>LINE</b>	Line Number	Optional. Only used if <b>VOUCH-NO</b> field is input. (4N)
<b>BI</b>	Bookkeeping Indicator	Optional. Available for input: <b>A</b> – Used in disbursement transactions to bypass the automated posting. <b>C</b> – Used in disbursement correction transactions to cancel a check that has been written. <b>E</b> – Used in disbursement correction transactions to erase a check that has not yet been written. <b>N</b> – Used in disbursement transactions to produce a non-CFO voucher and bypass online voucher audit for cash receipt

Field	Description	Required/Optional/Special Instructions
		<p>corrections. <b>N</b> will prevent the transactions from being included in treasury receipt processing.</p> <p><b>X</b> – Used in disbursement transactions to bypass voucher processing, producing no voucher, and bypassing online voucher audit.</p> <p><b>#</b> – Used in disbursement and revenue/refund transactions to indicate that a check is to be printed.</p> <p><b>\$</b> – Used in disbursement and revenue/refund transactions to indicate that a check will be manually produced. (1A)</p>
<b>OTHER-DOC</b>	Other Document Number	Optional. For agency use to create an audit trail. (11A/N)
<b>B</b>	Batch Character	Optional. To group transactions together for reconciling. (1A/N)
<b>INVOICE</b>	Invoice Number	Required. Must not equal zero. (9A/N)
<b>AB</b>	Available Balance	<p>Required. Valid input: <b>X</b>. If IAB error message displays. User must have override capability on the access control record to input.</p> <p>Optional. If no IAB error message, leave <b>blank</b>. (1A)</p>
<b>QUANTITY</b>	Quantity	Optional. The number or measurement of items purchased, encumbered, received, taxed, etc., by an organization. (8.2N)
<b>CK-NO</b>	Check Number	<p>Required. If <b>BI</b> = <b>\$</b> or <b>C</b>.</p> <p>Optional. If <b>BI</b> = <b>X</b>, <b>N</b>, <b>A</b>, or <b>blank</b>. Can be used to record a local fund or a revolving fund check number.</p> <p>Cannot be input if <b>BI</b> = <b>#</b> or <b>E</b>. (6N)</p>
<b>CK-DT</b>	Check Date	Optional. Only input if <b>CK-NO</b> field is used. Must be in MMDDYYYY format. (8N)
<b>PID</b>	Product Identifier	Optional. (3A/N)
<b>BF-ORG</b>	Benefitting Organization	<p>Required. If <b>VENDOR-ID</b> field is <b>blank</b>.</p> <p>Optional. If FLAIR account code is input in the <b>VENDOR-ID</b> field.</p> <p>If <b>BF-ORG</b> is used, the vendor ID ≠ <b>F</b>, <b>S</b>, <b>N</b>, or <b>E</b>. (11N)</p>
<b>BF-EO</b>	Benefitting Expansion Option	Required. If <b>BF-ORG</b> field is populated. (2A/N)



Field	Description	Required/Optional/Special Instructions
<b>BF-OB</b>	Benefitting Object Code	Required. If <b>BF-ORG</b> , <b>BF-EO</b> , and <b>VENDOR ID = 0-9</b> is used. <b>BF-OB</b> must start with <b>0</b> if <b>BF-CAT</b> starts with <b>00</b> . (6N)
<b>BF-CF</b>	Benefitting Certified Forward	Optional. Used only when a correction involving carry forward funds is made between state funds. (1A)
<b>BF-CAT</b>	Benefitting Appropriation Category	Required. If <b>VENDOR ID = 0-9</b> .  Optional. If <b>BF-ORG</b> and <b>BF-EO</b> is used and <b>VENDOR ID</b> is <b>blank</b> . Must start with <b>00</b> if <b>BF-OB</b> starts with <b>0</b> and if <b>VENDOR ID (0-9) ≠ BF-ORG</b> . (6N)
<b>BF-YR</b>	Benefitting Year	Optional. (2N)
The codes in the following fields are retrieved from the Expansion Files and can be overridden (except <b>GF</b> , <b>SF</b> , <b>FID</b> , and <b>EF</b> ). See section 112 <i>Expansion Files for more information.</i>		
<b>CAT</b>	Appropriation Category	Required. (6N)
<b>YR</b>	Appropriation Year	Required. If blank, defaults to <b>00</b> . (2N)
<b>GL</b>	General Ledger Code	Required. Must be established in the Title File prior to use in a transaction. (5N)
<b>EGL</b>	External General Ledger Code	Optional. Must be established in the Title File prior to using in a transaction. (3A/N)
<b>EOB</b>	External Object Code	Optional. Must be established in the Title File prior to use in a transaction. (3A/N)
<b>ECAT</b>	External Category	Optional. Must be established in the Title File prior to use in a transaction. (3A/N)
<b>EP</b>	External Program	Optional. Must be established in the Title File prior to use in a transaction. (2N)
<b>GRANT</b>	Grant Number	Optional. Must be established in the Grants Information (GI) File and carried over to the Title File prior to use in a transaction. If object code = <b>75XXXX</b> , a grant and/or contract number is required. (5A/N)
<b>GY</b>	Grant Year	Optional. If used, <b>GRANT</b> must be input. (2N)
<b>CNTRT</b>	Contract Number	Optional. Must be established in FACTS and carried over to the Title File prior to use in a FLAIR transaction. If object code = <b>75XXXX</b> , a grant and/or contract number is required. (5A/N)
<b>CY</b>	Contract Year	Optional. A contract number must be present before contract year is input. (2N)
<b>OCA</b>	Other Cost Accumulator	Optional. Must be established in the Title File prior to use in a transaction. (5A/N)
<b>AU</b>	Agency Unique Code	Optional. Must be established in the Title File prior to use in a transaction. (2A/N)
<b>GF</b>	Fund (GAAFR Fund/State Fund/Fund Identifier)	Protected. (9N)

Field	Description	Required/Optional/Special Instructions
<b>BE</b>	Budget Entity	Required. Must be established in the Title File prior to use in a transaction. (8N)
<b>IBI</b>	Internal Budget Indicator	Required. Must be established in the Title File prior to use in a transaction. (8N)
<b>EF</b>	External Fund Type	Protected. Must be established in the Title File prior to use in a transaction. (1N)
<b>STATE-PROGRAM</b>	State Program Number	Required. Must be established in the Title File prior to use in a transaction. (16N)
<b>PROJECT ID</b>	Project Identifier	Optional. Must be established in the Project Information File and carried over to the Title File prior to use in a transaction. (11A/N)
<b>BPIN</b>	Beginning Property Item Number	Optional. Last six digits must be numeric. (8A/N)
<b>COUNT</b>	Property Item Counter	Optional. If used, <b>BPIN</b> field must be input. (4N)
<b>UNITS</b>	Units	Optional. (11N)
<b>TIME</b>	Time	Optional. (9N)

To update the transaction:

8. a. Input missing data into a blank field and/or type over existing data; **OR**  
b. In the **DEL** field, input **D** to delete the entire transaction.

**TR51 – Unencumbered Disbursements – Single Update By Site - Screen One** (with example data input)

```

51U1                                03/19/2013  12:08:29
      TR 51 - UNENC DISB - SINGLE UPDATE BY SITE

DEL D L1 L2 L3 L4 L5 EO VR OBJECT  CF  PPI  DESCRIPTION      SUB-VENDOR ID
      95 50 01 01 000 6A 01 380000      M  CORRECT ORG/FUND  F66666666999

...AMOUNT.... VENDOR-ID          TRN-DT      G VOUCH-NO LINE BI OTHER-DOC  B
78.93          952020100019510000000  00000000  V                                V0028170004

INVOICE  AB ..QUANTITY.. CK-NO  CK-DT      PID BF-ORG      BF-EO BF-OB/CF BF-CAT/YR
YBA6926                                     380000  040000 00

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
50 2  050001  95200000 00      1112110000 000000

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

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

```

9. Press **Enter**.  
a. If the record has been updated, FLAIR will display the TR51 Unencumbered Disbursements Single Inquiry by Site Screen One with updated information; **OR**  
b. If the entry is deleted, FLAIR will display the message **"END OF SEARCH."**

If additional records are to be updated, the user must first perform an inquiry, and then repeat the steps above.

### 212.5.2 TR51 Multiple Update

Users can update a transaction by first performing a multiple inquiry, then selecting a line to update. More than one line may be updated, but each update must be processed individually.

To update an unencumbered disbursement transaction using the multiple inquiry option, from the Disbursements Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **51**.
2. In the **SEL** field, input **M**.

**Disbursements Mini Menu** (with example data input)

DBMU		06/13/2013 10:19:53
DISBURSEMENTS MINI MENU		
TYPE		SEL OPTIONS
51	UNENCUMBERED DISBURSEMENTS	A,S,M,I
52	REVOLVING FUND UNENCUMBERED DISBURSEMENTS	A,S,M,I
53	PAYABLES DISBURSEMENTS	A,S,M,I
54	REVOLVING FUND PAYABLES DISBURSEMENTS	A,S,M,I
57	OVERPAYMENTS	S,I
58	DISBURSEMENTS CORRECTION	A,S,M,I
59	REVOLVING FUND DISBURSEMENTS CORRECTION	A,M
70	ENCUMBERED DISBURSEMENTS	A,S,M,I
71	REVOLVING FUND ENCUMBERED DISBURSEMENTS	A,S,M,I
7S	REVOLVING FUND SUBSIDIARY LEDGER	M,I
SEL		
A	MULTIPLE INPUT	
S	SINGLE INPUT WITH EXPANDED DATA DISPLAY	
M	MULTIPLE INQUIRY	
I	SINGLE INQUIRY WITH EXPANDED DATA DISPLAY	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		TYPE 51 SEL M
CONT MAIN RFRSH		

3. Press **Enter**. FLAIR will display the TR51 Unencumbered Disbursements Multiple Inquiry by Site Request Screen One.

**TR51 – Unencumbered Disbursements – Multiple Inquiry By Site – Request - Screen One**  
(with example data retrieved)

```

51M1                                03/19/2013  12:30:49
TR 51 - UNENCUMBERED DISBURSEMENTS - MULTIPLE INQUIRY BY SITE - REQUEST

L1 L2 L3 L4 L5      USER ID  GF SF FID      BE      IBI  VENDOR-ID
95 50
BF-ORG          BF-EO  VOUCH-NO LINE
V

                                           TYPE      SEL

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

```

4. a. Input one or a combination of fields to narrow the search criteria; **OR**  
b. Leave all fields blank.
5. Press **Enter**.  
a. FLAIR will display the first three records matching the search criteria; **OR**  
b. If all fields are left blank on screen one, FLAIR will return the first three transactions input during the current business day, in organization code order. **See section 212.4.2 TR51 Multiple Inquiry for additional information.** Press **F8** to view additional records.

**TR51 – Unencumbered Disbursements – Multiple Inquiry By Site - Screen Two**  
(with example data retrieved)

```

51M2      TR 51 - UNENC DISB - MULTIPLE INQUIRY BY SITE  03/19/2013  12:36:36

X L1 L2 L3 L4 L5  EO VR OBJECT CF  YR PPI DESCRIPTION      SUB-VENDOR-ID
...AMOUNT... VENDOR-ID      MC 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
95 50 01 01 000 6A 01 380000      00 M    CORRECT ORG/FUND F666666666999
78.93 9520201000195100000000  00000000      V0028170004
YBA6926  X                                380000  040000 00

95 50 01 01 211 01 04 341000      00 M    CORRECT EO      F222222222999
74.23 9510100000195100000000  00000000      V0076920004
KC763    X                                95500101211 02 341000  040000 00

95 50 01 01 211 01 04 419000      00 M    CORRECT EO      F222222222999
84.19 9510100000195100000000  00000000      V0076920005
KC763    X                                95500101211 02 419000  040000 00

NEXT:                                           TYPE      SEL
L1 L2 L3 L4 L5  GF SF FID      BE      IBI VOUCH-NO LINE VENDOR-ID
95 50
V

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

```

6. In the **X** field next to the line to be updated, input **U**.



**TR51 – Unencumbered Disbursements – Multiple Inquiry By Site - Screen Two**

(with example data input)

```

51M2      TR 51 - UNENC DISB - MULTIPLE INQUIRY BY SITE    03/19/2013  12:36:36
X L1 L2 L3 L4 L5  EO VR OBJECT CF  YR PPI DESCRIPTION      SUB-VENDOR-ID
....AMOUNT....  VENDOR-ID          MC 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
U 95 50 01 01 000 6A 01 380000    00 M    CORRECT ORG/FUND F666666666999
78.93 952020100019510000000    00000000          V0028170004
YBA6926   X                                     380000    040000 00

95 50 01 01 211 01 04 341000    00 M    CORRECT EO      F222222222999
74.23 951010000019510000000    00000000          V0076920004
KC763     X                                     95500101211 02 341000    040000 00

95 50 01 01 211 01 04 419000    00 M    CORRECT EO      F222222222999
84.19 951010000019510000000    00000000          V0076920005
KC763     X                                     95500101211 02 419000    040000 00

NEXT:
L1 L2 L3 L4 L5  GF SF FID  BE      IBI VOUCH-NO LINE VENDOR-ID      TYPE      SEL
95 50                                     V

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

```

7. Press **Enter**. FLAIR will display the TR51 Unencumbered Disbursement Single Update by Site Screen. *See section 212.5.1 TR51 Single Update for a list of fields that may not be changed or deleted.*

**TR51 – Unencumbered Disbursements – Single Update By Site – Screen One**

(with example data retrieved)

```

51U1      TR 51 - UNENC DISB - SINGLE UPDATE BY SITE      03/19/2013  12:08:29
DEL  L1 L2 L3 L4 L5  EO VR OBJECT CF  PPI DESCRIPTION      SUB-VENDOR ID
95 50 01 01 000 6A 01 380000    M    CORRECT ORG/FUND F666666666999

....AMOUNT....  VENDOR-ID          TRN-DT   G VOUCH-NO  LINE BI OTHER-DOC  B
78.93          952020100019510000000 00000000    V          V0028170004

INVOICE  AB ..QUANTITY.. CK-NO  CK-DT   PID BF-ORG  BF-EO BF-OB/CF BF-CAT/YR
YBA6926                                     380000    040000 00

CAT      YR  GL      EGL EOB  ECAT   EP  GRANT          GY  CNTRT CY  OCA  AU
040000  00  71100                                     38284

GF SF FID  BE      IBI  EF      STATE PROGRAM      PROJECT ID
50 2  050001 95200000 00      1112110000 000000

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

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

```

To update the transaction:

8. a. Input missing data into blank fields and/or edit existing data; **OR**
- b. In the **DEL** field, input **D** to delete the entire transaction.



**TR51 – Unencumbered Disbursements – Single Update By Site – Screen One** (with example data input)

51U1															03/19/2013 12:08:29										
TR 51 - UNENC DISB - SINGLE UPDATE BY SITE																									
DEL		L1	L2	L3	L4	L5	EO	VR	OBJECT	CF	PPI	DESCRIPTION					SUB-VENDOR ID								
D		95	50	01	01	000	6A	01	380000		M	CORRECT ORG/FUND					F66666666999								
...AMOUNT...					VENDOR-ID					TRN-DT					G VOUCH-NO					LINE BI OTHER-DOC					
78.93					952020100019510000000					00000000					V					V0028170004					
INVOICE		AB		..QUANTITY..		CK-NO		CK-DT		PID		BF-ORG		BF-EO		BF-OB/CF		BF-CAT/YR							
YBA6926														380000		040000		00							
CAT		YR		GL		EGL		EOB		ECAT		EP		GRANT		GY		CNTRT		CY		OCA		AU	
040000		00		71100												38284									
GF		SF		FID		BE		IBI		EF		STATE PROGRAM					PROJECT ID								
50		2		050001		95200000		00				1112110000 000000													
BPIN		COUNT		...UNITS....					...TIME...																
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---																									
CONT MINI MAIN RFRSH CAN																									

9. Press **Enter**.
  - a. FLAIR will display the TR51 Unencumbered Disbursements Multiple Inquiry by Site Screen with updated information; **OR**
  - b. If the entry is deleted, FLAIR will display the next three available transactions.

If additional records are to be updated, the user must first perform an inquiry, and then repeat the steps above.

## 212.6 TR58 Unencumbered Disbursements Corrections

The TR58 is used to make corrections to most disbursement transactions, except revolving fund disbursements, that were input prior to the current business day. When an agency needs to make corrections to the Departmental FLAIR records, but monies will not be changing funds, a TR58 can be used.

A TR58 does not generate, and cannot be included on, a voucher. If a TR58 is used to reverse a transaction that needs to be re-input and re-vouchered, a TR51 must be used to generate the voucher. **See sections 204.2 TR51 Input or 212.2 TR51 Journal Transfer Corrections for additional information.** If a TR58 is used to reverse a transaction that needs to be re-input, but not re-vouchered, a TR58 may be used to re-input the transaction. If the FLAIR Account code or vendor information must be corrected on the transaction, a TR58 should NOT be used to input the correction; the TR51 should be used in those instances. In addition, if a payment has been issued with incorrect vendor information, the agency must take action to stop the payment. **See sections 211.3 Warrant Cancellation for additional information.**

The user will want to consider where the disbursement is currently recorded and where it needs to be recorded to determine exactly which transactions are needed to process the correction.

**Example 1**

A voucher is deleted by the DFS Bureau of Auditing before posting due to an incorrect vendor ID used in the transaction. A TR58 must be processed to reverse the original entry from the agency records. (In some cases, an automated TR58 will post. **See section 212.10 TR58 Automated Disbursements Corrections for details.**) The transaction must be re-processed using a TR51 with the correct vendor number to generate a voucher and, upon posting, payment to the correct vendor.

TR58 to reverse the incorrect entry:

L1 L2 L3 L4 L5	EO	OBJECT	DESCRIPTION	AMOUNT	VENDOR-ID	INVOICE
95 50 04 00 000	AA	341000	SUPPLIES	-175.26	F111111111999	892378601

TR51 to re-input correct transaction:

L1 L2 L3 L4 L5	EO	OBJECT	DESCRIPTION	AMOUNT	VENDOR-ID	INVOICE
95 50 04 00 000	AA	341000	SUPPLIES	175.26	F222222222999	892378601

**Example 2**

An agency makes a payment to an employee for mission critical travel. When the transaction was processed, the wrong organization code was used. The error resulted in a reduction of organization cash and allotments, and an overstatement of expenditures for the incorrect program area. However, both the incorrect and the correct program areas are funded from the same FLAIR account code. To correct the transaction, a TR58 may be used to reverse the transaction from the wrong organization code and transfer the disbursement to the correct organization code. The user has the option of processing the correction using one or two TR58s.

TR58 to reverse the incorrect entry:

L1 L2 L3 L4 L5	EO	OBJECT	DESCRIPTION	AMOUNT	VENDOR-ID	INVOICE
95 50 01 01 211	01	261000	TRAVEL	-42.31	E111111111	0211-0213

TR58 to re-input correct transaction:

L1 L2 L3 L4 L5	EO	OBJECT	DESCRIPTION	AMOUNT	VENDOR-ID	INVOICE
95 50 01 01 214	01	261000	TRAVEL	42.31	E111111111	0211-0213

**Note:** To reverse a disbursement, the transaction should be input as a negative amount. To input a correct transaction, the amount should be input as a positive amount.

When using the TR58 for a correction, the benefitting information can be used to record both the debit and the credit. Alternatively, the user may input a positive TR58 to record the debit and a negative TR58 to record the credit. When reversing an entry, take care to input ALL data codes that were input with the original entry.

The TR58 does not affect any of the subsidiary files. Any corrections to the subsidiary files must be made using the appropriate procedure for that file. **See sections 202.5 Encumbrance Updates or 205.11 Revolving Fund File (7S) for additional information.**

## 212.7 TR58 Input

Users can input a single transaction using a TR58S or multiple lines of a transaction with the same voucher number using a TR58A. Single input allows the user to view all data codes associated with the transaction. Multiple line transactions have limited viewable data, but the user can input up to three lines per page.

To input a TR58, the user must have **U** (Update) security access to the DB function (Disbursements). Users can access this function from any FLAIR input screen or from the Disbursements Mini Menu using the **TYPE** field.

To access the Disbursements Mini Menu from the Main Accounting Menu or any FLAIR input screen:

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

**Main Accounting Menu** (with example data input)

MNMU			MENU			03/13/2013 16:08:12		
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
I	VS	VENDOR-STATEWIDE						

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---  
 CONT DAC TYPE: DB SEL:

2. Press **Enter**. FLAIR will display the Disbursements Mini Menu.

**Disbursements Mini Menu**

DBMU		DISBURSEMENTS MINI MENU		06/13/2013 11:14:28	
TYPE				SEL	OPTIONS
51	UNENCUMBERED DISBURSEMENTS			A,S,M,I	
52	REVOLVING FUND UNENCUMBERED DISBURSEMENTS			A,S,M,I	
53	PAYABLES DISBURSEMENTS			A,S,M,I	
54	REVOLVING FUND PAYABLES DISBURSEMENTS			A,S,M,I	
57	OVERPAYMENTS			S,I	
58	DISBURSEMENTS CORRECTION			A,S,M,I	
59	REVOLVING FUND DISBURSEMENTS CORRECTION			A,M	
70	ENCUMBERED DISBURSEMENTS			A,S,M,I	
71	REVOLVING FUND ENCUMBERED DISBURSEMENTS			A,S,M,I	
7S	REVOLVING FUND SUBSIDIARY LEDGER			M,I	
SEL					
A	MULTIPLE INPUT				
S	SINGLE INPUT WITH EXPANDED DATA DISPLAY				
M	MULTIPLE INQUIRY				
I	SINGLE INQUIRY WITH EXPANDED DATA DISPLAY				
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---				TYPE	SEL
CONT				MAIN	RFRSH

To access a TR58 input screen from the Disbursements Mini Menu or from any FLAIR input screen:

3. In the **TYPE** field, input **58**.
4. In the **SEL** field, input **A** for multiple input or **S** for single input.

**Disbursements Mini Menu (with example data input)**

DBMU		DISBURSEMENTS MINI MENU		03/20/2013 16:59:49	
TYPE				SEL	OPTIONS
51	UNENCUMBERED DISBURSEMENTS			A,S,M,I	
52	REVOLVING FUND UNENCUMBERED DISBURSEMENTS			A,S,M,I	
53	PAYABLES DISBURSEMENTS			A,S,M,I	
54	REVOLVING FUND PAYABLES DISBURSEMENTS			A,S,M,I	
57	OVERPAYMENTS			S,I	
58	DISBURSEMENTS CORRECTION			A,S,M,I	
59	REVOLVING FUND DISBURSEMENTS CORRECTION			A,M	
70	ENCUMBERED DISBURSEMENTS			A,S,M,I	
71	REVOLVING FUND ENCUMBERED DISBURSEMENTS			A,S,M,I	
7S	REVOLVING FUND SUBSIDIARY LEDGER			M,I	
SEL					
A	MULTIPLE INPUT				
S	SINGLE INPUT WITH EXPANDED DATA DISPLAY				
M	MULTIPLE INQUIRY				
I	SINGLE INQUIRY WITH EXPANDED DATA DISPLAY				
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---				TYPE	58 SEL
CONT				MAIN	RFRSH

5. Press **Enter**. FLAIR will display the requested TR58 screen.

**212.7.1 TR58 Single Input**

The TR58 Disbursements Correction Single Input Request allows users to input or view all data codes associated with a transaction and consists of two screens. Some of these codes are retrieved from the Expansion Files, but can be updated prior to the end of the same business day they were input, if necessary.



To access the TR58 Disbursements Correction Single Input Request screen from any FLAIR input screen:

1. In the **TYPE** field, input **58**.
2. In the **SEL** field, input **S**.

### ***Disbursements Mini Menu*** (with example data input)

```

DBMU                                06/13/2013 11:14:28
                                DISBURSEMENTS MINI MENU

TYPE                                SEL OPTIONS
51  UNENCUMBERED DISBURSEMENTS    A,S,M,I
52  REVOLVING FUND UNENCUMBERED DISBURSEMENTS A,S,M,I
53  PAYABLES DISBURSEMENTS        A,S,M,I
54  REVOLVING FUND PAYABLES DISBURSEMENTS A,S,M,I
57  OVERPAYMENTS                  S,I
58  DISBURSEMENTS CORRECTION      A,S,M,I
59  REVOLVING FUND DISBURSEMENTS CORRECTION A,M
70  ENCUMBERED DISBURSEMENTS      A,S,M,I
71  REVOLVING FUND ENCUMBERED DISBURSEMENTS A,S,M,I
7S  REVOLVING FUND SUBSIDIARY LEDGER M,I

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

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

```

3. Press **Enter**. FLAIR will display the TR58 Disbursements Correction Single Input Request Screen One.

**TR58 - Disbursements Correction - Single Input - Request - Screen One** (with example data retrieved)

```

58S1                                03/19/2013  15:54:29
      TR 58 - DISBURSEMENTS CORRECTION - SINGLE INPUT - REQUEST

L1 L2 L3 L4 L5  EO VR OBJECT PPI
95 50

                                     TYPE      SEL

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

```



TR58 Disbursements Correction Single Input Request Screen One fields:

Field	Description	Required/Optional/Special Instructions
<b>L1 L2 L3 L4 L5</b>	Organization Code	Required. <b>L1</b> is protected. Defaults to zeros if left blank. (9N)
<b>EO</b>	Expansion Option	Required. Defaults to zeros if left blank. (2A/N)
<b>VR</b>	Version	Optional. (2N)
<b>OBJECT</b>	Object Code	Required. (6N)
<b>PPI</b>	Prior Period Indicator	Optional. Available indicators: <b>M</b> : Prior Month <b>Y</b> : Prior Year (1A)

4. Input the required and optional fields (if any), as appropriate.

**TR58 - Disbursements Correction - Single Input - Request - Screen One** (with example data input)

```

58S1                                03/19/2013  15:54:29
      TR 58 - DISBURSEMENTS CORRECTION - SINGLE INPUT - REQUEST

L1 L2 L3 L4 L5  EO VR OBJECT PPI
95 50 02 00 000 EE  230000 M

                                     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 TR58 Disbursements Correction Single Input Screen Two.

**TR58 – Disbursements Correction – Single Input - Screen Two** (with example data retrieved)

```

58S2      TR 58 - DISBURSEMENTS CORRECTION - SINGLE INPUT    03/20/2013   11:38:18
VOUCH-NO LINE L1 L2 L3 L4 L5  EO VR OBJECT PPI DESCRIPTION      STATE-DOC
V          95 50 02 00 000  EE 02 230000 M

....AMOUNT.... VENDOR-ID                CF TRN-DT    SUB-VENDOR-ID  BI OTHER-DOC    B

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  VOT
10 1  000001  95100000  00      1112110000 000000

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

NEXT: L1-L5  95 50 02 00 000  EO EE  VR      OBJECT 230000  PPI M TYPE      SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT      MINI  MAIN  RFRSH      CAN

```

TR58 Disbursements Correction Single Input Screen Two fields:

Field	Description	Required/Optional/Special Instructions
<b>VOUCH-NO</b>	Voucher Number	Required. Original voucher number assigned to transaction. (6A/N)
<b>LINE</b>	Voucher Line Number	Optional. (4N)
<b>L1 L2 L3 L4 L5</b>	Organization Code	Protected. (11N)
<b>EO</b>	Expansion Option	Protected. (2N)
<b>VR</b>	Expansion Option Version	Protected. (2N)
<b>OBJECT</b>	Object Code	Protected. (6N)
<b>PPI</b>	Prior Period Indicator	Optional. Available indicators: <b>M:</b> Prior Month <b>Y:</b> Prior Year (1A)
<b>DESCRIPTION</b>	Description	Optional. (16A/N)
<b>STATE-DOC</b>	Statewide Document Number	Optional. CFO's voucher or receipt number assigned by the system. Unique to each document. (11A/N)
<b>AMOUNT</b>	Amount	Required. May be positive or negative. Cannot equal <b>\$0.00</b> . (10.2N)
<b>VENDOR ID</b>	Vendor Identification Number	Required. If using vendor number with prefix of <b>F, S, N</b> , or <b>E</b> . <b>See section 111 Vendor Files</b> . If establishing as an inter-agency JT. Must input 21-digit account code ( <b>OLO-GF-SF-FID-BE-IBI</b> ).  Optional. If establishing as an intra-agency JT or correction. (21A/N)
<b>CF</b>	Certified Forward Indicator	Optional. Valid input: <b>C</b> . Not allowed with funds where <b>SF = 8</b> . (1A)

Field	Description	Required/Optional/Special Instructions
<b>TRN-DT</b>	Transaction Date	Required. Valid input is current date, or date prior to current date. Must be in MMDDYYYY format. (8N)
<b>SUB-VENDOR-ID</b>	Sub-vendor Identification Number	Optional. If input, first digit must be <b>E</b> , <b>F</b> , <b>S</b> , or <b>N</b> . (14A/N)
<b>BI</b>	Bookkeeping Indicator	Optional. Available for input: <b>C</b> – Used in a correction to cancel a check that has already been written from a local or revolving fund. If input, a check number must be input into the <b>CK-NO</b> field. <b>E</b> – Used in a correction to erase a check that has not yet been written from a local or revolving fund. If input, no check number may be input into the <b>CK-NO</b> field. <b>#</b> – Used in disbursement and revenue/refund transactions to indicate that a check is to be printed. <b>\$</b> – Used in disbursement and revenue/refund transactions to indicate that a check will be manually produced. (1A)
<b>OTHER-DOC</b>	Other Document Number	Optional. For agency use to create an audit trail. (11A/N)
<b>B</b>	Batch Character	Optional. To group transactions together for reconciling. (1A/N)
<b>INVOICE</b>	Invoice Number	Required. Must not equal zero. (9A/N)
<b>AB</b>	Available Balance	Required. Valid input: <b>X</b> . If IAB error message displays. User must have override capability on the access control record to input.  Optional. If no IAB error message, leave <b>blank</b> . (1A)
<b>QUANTITY</b>	Quantity	Optional. The number or measurement of items purchased, encumbered, received, taxed, etc., by an organization. (8.2N)
<b>CK-NO</b>	Check Number	Required. If <b>BI</b> = <b>\$</b> or <b>C</b> .  Optional. If <b>BI</b> = <b>blank</b> . Can be used to record a local fund or a revolving fund check number.  Cannot be input if <b>BI</b> = <b>#</b> or <b>E</b> . (6N)
<b>CK-DT</b>	Check Date	Optional. Only input if <b>CK-NO</b> is used. Must be in MMDDYYYY format. (8N)
<b>PID</b>	Product Identifier	Optional. (3A/N)

Field	Description	Required/Optional/Special Instructions
<b>BF-ORG</b>	Benefitting Organization	Required. If <b>VENDOR-ID</b> field is <b>blank</b> .  Optional. If FLAIR account code is input in the <b>VENDOR-ID</b> field. If <b>BF-ORG</b> is used, the vendor ID ≠ <b>F, S, N</b> , or <b>E</b> . (11N)
<b>BF-EO</b>	Benefitting Expansion Option	Required. If <b>BF-ORG</b> field is populated. (2A/N)
<b>BF-OB</b>	Benefitting Object Code	Required. If <b>BF-ORG</b> , <b>BF-EO</b> , and <b>VENDOR ID = 0-9</b> is used. <b>BF-OB</b> must start with <b>0</b> if <b>BF-CAT</b> starts with <b>00</b> . (6N)
<b>BF-CF</b>	Benefitting Certified Forward	Optional. Used only when correction involving carry forward funds is made with state funds. (1A)
<b>BF-CAT</b>	Benefitting Appropriation Category	Required. If <b>BF-OB</b> field is input.  Optional. May be used when correction is made with state funds. (6N)
<b>BF-YR</b>	Benefitting Year	Optional. May be used when correction is made with state funds. If no year is input, defaults to <b>00</b> . (2N)
The codes in the following fields are retrieved from the Expansion Files and can be overridden (except <b>GF</b> , <b>SF</b> , and <b>FID</b> ). See section 112 Expansion Files for more information.		
<b>CAT</b>	Appropriation Category	Required. (6N)
<b>YR</b>	Appropriation Year	Required. If blank, defaults to <b>00</b> . (2N)
<b>GL</b>	General Ledger Code	Required. Must be established in the Title File prior to use in a transaction. (5N)
<b>EGL</b>	External General Ledger Code	Optional. Must be established in the Title File prior to use in a transaction. (3A/N)
<b>EOB</b>	External Object Code	Optional. Must be established in the Title File prior to use in a transaction. (3A/N)
<b>ECAT</b>	External Category	Optional. Must be established in the Title File prior to use in a transaction. (3A/N)
<b>EP</b>	External Program	Optional. Must be established in the Title File prior to use in a transaction. (2N)
<b>GRANT</b>	Grant Number	Optional. Must be established in the Grants Information (GI) File and carried over to the Title File prior to use in a transaction. If object code = <b>75XXXX</b> , a grant and/or contract number is required. (5A/N)
<b>GY</b>	Grant Year	Optional. If used, a grant number must be input. (2N)
<b>CNTRT</b>	Contract Number	Optional. Must be established in FACTS and carried over to the Title File prior to use in a FLAIR transaction. If object code = <b>75XXXX</b> , a grant and/or contract number is required. (5A/N)

Field	Description	Required/Optional/Special Instructions
<b>CY</b>	Contract Year	Optional. A contract number must be present before contract year is input. (2N)
<b>OCA</b>	Other Cost Accumulator	Optional. Must be established in the Title File prior to use in a transaction. (5A/N)
<b>AU</b>	Agency Unique Code	Optional. Must be established in the Title File prior to use in a transaction. (2A/N)
<b>GF</b>	Fund (GAAFR Fund/State Fund/Fund Identifier)	Protected. (9N)
<b>BE</b>	Budget Entity	Required. Must be established in the Title File prior to use in a transaction. (8N)
<b>IBI</b>	Internal Budget Indicator	Required. Must be established in the Title File prior to use in a transaction. (8N)
<b>EF</b>	External Fund Type	Optional. Must be established in the Title File prior to use in a transaction. (1N)
<b>STATE-PROGRAM</b>	State Program Number	Required. Must be established in the Title File prior to use in a transaction. (16N)
<b>PROJECT ID</b>	Project Identifier	Optional. Must be established in the Project Information File and carried over to the Title File prior to use in a transaction. (11A/N)
<b>VOT</b>	Voucher Type	Optional. For agency use. (2A/N)
<b>BPIN</b>	Beginning Property Item Number	Optional. Last six digits must be numeric. (8A/N)
<b>COUNT</b>	Property Item Counter	Optional. If used, <b>BPIN</b> must be input. (4N)
<b>UNITS</b>	Units	Optional. (11N)
<b>TIME</b>	Time	Optional. (9N)

6. Input any required and optional fields (if any) necessary to complete the transaction.

**Note:** For purposes of an audit trail, the **STATE-DOC** and **OTHER-DOC** fields should be used when possible.



**TR58 – Disbursements Correction – Single Input - Screen Two**

(with example data input to reverse a disbursement)

58S2	TR 58 - DISBURSEMENTS CORRECTION - SINGLE INPUT										03/20/2013	16:06:09
VOUCH-NO	LINE	L1	L2	L3	L4	L5	EO	VR	OBJECT	PPI	DESCRIPTION	STATE-DOC
V 009248	0014	95	50	02	00	000	EE	02	230000	M	CORRECT OCA	D3001023651
....AMOUNT....		VENDOR-ID					CF	TRN-DT	SUB-VENDOR-ID		BI	OTHER-DOC
-23.42		F111111111999						03022013				E202136
INVOICE	AB..	QUANTITY..	CK-NO	CK-DT	PID	BF-ORG	BF-EO	BF-OB/CF	BF-CAT/YR			
KZ1422												
CAT	YR	GL	EGL	EOB	ECAT	EP	GRANT	GY	CNTRT	CY	OCA	AU
040000	00	71100									0001A	
GF	SF	FID	BE	IBI	EF	STATE-PROGRAM		PROJECT		ID	VOT	
10	1	000001	95100000	00		1112110000 000000						
BPIN	COUNT		...UNITS....		...TIME...							
NEXT: L1-L5 95 50 02 00 000 EO EE VR OBJECT 230000 PPI M TYPE SEL												
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---												
CONT MINI MAIN RFRSH CAN												

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 program function (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.*

- Press **Enter**. FLAIR will record the TR58 on the Daily Input File and update the Available Balance File. *See section 212.20.2 TR58 FLAIR Accounting Entries for details.* FLAIR will return the user to the TR58 Disbursements Corrections Single Input Screen Two. Any data that is included on the **NEXT** line will be retrieved and the **CF**, **AMOUNT**, **VENDOR**, **TRN-DT**, **AB**, **QUANTITY**, **CK-NO**, **BF-CAT/YR**, **BPIN**, **UNITS**, and **TIME** fields will be blank.

**TR58 – Disbursements Correction – Single Input - Screen Two** (with example with input)  
 (The **NEXT** line used in this example displays the same **OBJECT** and **PPI**, but a different **L2 L3 L4 L5** and **EO**.)

```

58S2      TR 58 - DISBURSEMENTS CORRECTION - SINGLE INPUT    03/20/2013  16:12:50
VOUCH-NO LINE L1 L2 L3 L4 L5 EO VR OBJECT PPI DESCRIPTION      STATE-DOC
V 009248 0015 95 50 02 00 000 EE 02 230000 M CORRECT OCA      D3001023651
...AMOUNT.... VENDOR-ID          CF TRN-DT  SUB-VENDOR-ID  BI OTHER-DOC  B
-17.22      F111111111999
INVOICE      AB..QUANTITY.. CK-NO  CK-DT      PID BF-ORG      BF-EO BF-OB/CF BF-CAT/YR
KZ1422
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  VOT
10 1  000001 95100000 00      1112110000 000000
BPIN      COUNT      ...UNITS.... ...TIME...

NEXT: L1-L5 95 50 01 01 211 EO 01 VR      OBJECT 230000 PPI M TYPE SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT      MINI  MAIN  RFRSH      CAN
  
```

**TR58 – Disbursements Correction – Single Input - Screen Two** (with example data retrieved)  
 (After **Enter** is pressed, FLAIR will display **L1 L2 L3 L4 L5**, **EO**, **VR**, **OBJECT**, and **PPI** from the **NEXT** line on the previous screen.)

```

58S2      TR 58 - DISBURSEMENTS CORRECTION - SINGLE INPUT    03/20/2013  16:15:20
VOUCH-NO LINE L1 L2 L3 L4 L5 EO VR OBJECT PPI DESCRIPTION      STATE-DOC
V 009248 0015 95 50 01 01 211 01 04 230000 M CORRECT OCA      D3001023651
...AMOUNT.... VENDOR-ID          CF TRN-DT  SUB-VENDOR-ID  BI OTHER-DOC  B
F111111111999
INVOICE      AB..QUANTITY.. CK-NO  CK-DT      PID BF-ORG      BF-EO BF-OB/CF BF-CAT/YR
KZ1422
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  VOT
20 2  010001 95100000 00      1112110000 000000
BPIN      COUNT      ...UNITS.... ...TIME...

NEXT: L1-L5 95 50 01 01 211 EO 01 VR      OBJECT 230000 PPI M TYPE SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT      MINI  MAIN  RFRSH      CAN
  
```

If a vendor number from the Vendor Statewide File or Vendor Employee File is used, the user must determine if any other correcting entries are necessary. If the transaction needs to be re-input with correct information, a TR58 or TR51 should be used. **See section 212.6 TR58 Unencumbered Disbursements Corrections for additional information.**

If a FLAIR account code is used in the **VENDOR-ID** field along with benefitting information, a TR58 must be processed to record the correction to the benefitting fund. If the **BF-ORG**, **BF-EO**, and **BF-OB** fields are used in the transaction, then an automated TR99 will be generated and no further transactions are necessary. **See sections 212.6 TR58 Unencumbered Disbursements Corrections and 212.11 TR99 Automated Journal Transfer Corrections for additional information.**

## 212.7.2 TR58 Multiple Input

Users can process multiple correction transactions using the multiple input option. The multiple input option has a simplified view. Information from the Expansion Files is retrieved and recorded with the transaction, but does not display and cannot be changed using the multiple input option. The user can input up to three lines per page.

To access the TR58 Disbursements Correction Multiple Input Screen from the Disbursements Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **58**.
2. In the **SEL** field, input **A**.

**Disbursements Mini Menu** (with example data input)

DBMU		06/13/2013 11:31:38	
DISBURSEMENTS MINI MENU			
TYPE		SEL OPTIONS	
51	UNENCUMBERED DISBURSEMENTS	A,S,M,I	
52	REVOLVING FUND UNENCUMBERED DISBURSEMENTS	A,S,M,I	
53	PAYABLES DISBURSEMENTS	A,S,M,I	
54	REVOLVING FUND PAYABLES DISBURSEMENTS	A,S,M,I	
57	OVERPAYMENTS	S,I	
58	DISBURSEMENTS CORRECTION	A,S,M,I	
59	REVOLVING FUND DISBURSEMENTS CORRECTION	A,M	
70	ENCUMBERED DISBURSEMENTS	A,S,M,I	
71	REVOLVING FUND ENCUMBERED DISBURSEMENTS	A,S,M,I	
7S	REVOLVING FUND SUBSIDIARY LEDGER	M,I	
SEL			
A	MULTIPLE INPUT		
S	SINGLE INPUT WITH EXPANDED DATA DISPLAY		
M	MULTIPLE INQUIRY		
I	SINGLE INQUIRY WITH EXPANDED DATA DISPLAY		
		TYPE 58 SEL A	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
CONT		MAIN RFRSH	

3. Press **Enter**. FLAIR will display the TR58 Disbursements Correction Multiple Input Screen One.

**TR58 - Disbursements Correction - Multiple Input - Screen One** (with example data retrieved)

58A1		03/20/2013 17:12:40	
TR 58 - DISBURSEMENTS CORRECTION - MULTIPLE INPUT			
VOUCH-NO	LINE	L1 L2 L3 L4 L5	EO VR OBJECT PPI DESCRIPTION STATE-DOC VOT
....AMOUNT....	VENDOR-ID	CF TRN-DT	SUB-VENDOR-ID BI OTHER-DOC B
INVOICE	AB ..QUANTITY..	CK-NO CK-DT	PID BF-ORG BF-EO BF-OB/CF BF-CAT/YR
V	95	50	
V	95	50	
V	95	50	
		TYPE SEL	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
CONT		MINI MAIN RFRSH CAN	

## TR58 Disbursements Correction Multiple Input Screen One fields:

Field	Description	Required/Optional/Special Instructions
<b>VOUCH-NO</b>	Voucher Number	Required. Original voucher number assigned to transaction. (6A/N)
<b>LINE</b>	Voucher Line Number	Optional. (4N)
<b>L1 L2 L3 L4 L5</b>	Organization Code	Required. <b>L1</b> is protected. Defaults to zeros if left blank. (9N)
<b>EO</b>	Expansion Option	Required. Defaults to zeros if left blank. (2A/N)
<b>VR</b>	Version	Optional. (2N)
<b>OBJECT</b>	Object Code	Required. (6N)
<b>PPI</b>	Prior Period Indicator	Optional. Valid input: <b>M</b> : Prior Month <b>Y</b> : Prior Year (1A)
<b>DESCRIPTION</b>	Description	Optional. (16A/N)
<b>STATE-DOC</b>	Statewide Document Number	Optional. CFO's voucher or receipt number assigned by the system. Unique to each document. (11A/N)
<b>VOT</b>	Voucher Type	Optional. For agency use. (2A/N)
<b>AMOUNT</b>	Amount	Required. May be positive or negative. Cannot equal <b>\$0.00</b> . (10.2N)
<b>VENDOR ID</b>	Vendor Identification Number	Required. If using vendor number with prefix of <b>F, S, N</b> , or <b>E</b> . <i><b>See section 111 Vendor Files.</b></i> If establishing as an inter-agency JT. Must input 21-digit account code ( <b>OLO-GF-SF-FID-BE-IBI</b> ). <i><b>See special notes below for additional information.</b></i>  Optional. If establishing as an intra-agency JT or correction. <i><b>See special notes below for additional information.</b></i> (21A/N)
<b>CF</b>	Certified Forward Indicator	Optional. Valid input: <b>C</b> . Not allowed where <b>SF = 8</b> . (1A)
<b>TRN-DT</b>	Transaction Date	Required. Valid input is current date, or date prior to current date. Must be in MMDDYYYY format. (8N)
<b>SUB-VENDOR-ID</b>	Sub-vendor Identification Number	Optional. If input, first character must be <b>E, F, S</b> , or <b>N</b> . (14A/N)
<b>BI</b>	Bookkeeping Indicator	Optional. Available for input: <b>C</b> – Used in disbursement correction transactions to cancel a check that has been written. <b>E</b> – Used in disbursement correction transactions to erase a check that has not yet been written.

Field	Description	Required/Optional/Special Instructions
		# – Used in disbursement and revenue/refund transactions to indicate that a check is to be printed. \$ – Used in disbursement and revenue/refund transactions to indicate that a check will be manually produced. (1A)
<b>OTHER-DOC</b>	Other Document Number	Optional. For agency use to create an audit trail. (11A/N)
<b>B</b>	Batch Character	Optional. To group transactions together for reconciling. (1A/N)
<b>INVOICE</b>	Invoice Number	Required. Must not equal zero. (9A/N)
<b>AB</b>	Available Balance	Required. Valid input: <b>X</b> . If IAB error message displays. User must have override capability on the access control record to input.  Optional. If no IAB error message, leave <b>blank</b> . (1A)
<b>QUANTITY</b>	Quantity	Optional. The number or measurement of items purchased, encumbered, received, taxed, etc., by an organization. (8.2N)
<b>CK-NO</b>	Check Number	Required. If <b>BI</b> = \$ or C.  Optional. If <b>BI</b> = <b>blank</b> . Can be used to record a local fund or a revolving fund check number.  Cannot be input if <b>BI</b> = # or E. (6N)
<b>CK-DT</b>	Check Date	Optional. Only input if <b>CK-NO</b> field is used. Must be in MMDDYYYY format. (8N)
<b>PID</b>	Product Identifier	Optional. (3A/N)
<b>BF-ORG</b>	Benefitting Organization	Required. If <b>BF-EO</b> and <b>BF-OB</b> fields are input.  Optional. May be used when correction is made with state funds. (11N)
<b>BF-EO</b>	Benefitting Expansion Option	Required. If <b>BF-ORG</b> and <b>BF-OB</b> fields are input.  Optional. May be used when correction is made with state funds. (2A/N)
<b>BF-OB</b>	Benefitting Object Code	Required. If <b>BF-CAT</b> field is input.  Optional. May be used when correction is made with state funds. (6N)



Field	Description	Required/Optional/Special Instructions
<b>BF-CF</b>	Benefitting Certified Forward	Optional. Used only when correction involving carry forward funds is made with state funds. (1A)
<b>BF-CAT</b>	Benefitting Appropriation Category	Required. If <b>BF-OB</b> field is input. Optional. May be used when correction is made with state funds. (6N)
<b>BF-YR</b>	Benefitting Year	Optional. May be used when correction is made with state funds. If no year is input, defaults to <b>00</b> . (2N)

4. Input the necessary required and optional data for up to three lines.

Once the user has completed input of all necessary fields on the first line, he/she may use the asterisk (\*) in most fields to duplicate the same information from line 0001. The asterisk (\*) cannot be used in the **L1**, **QUANTITY**, or **AMOUNT** fields. In the example below, the asterisk (\*) is used to duplicate information from line 0001 to line 0002.

**TR58 – Disbursements Correction – Multiple Input – Screen One** (with example data input)

```

58A1                                03/21/2013  09:59:25
      TR 58 - DISBURSEMENTS CORRECTION - MULTIPLE INPUT

VOUCH-NO LINE L1 L2 L3 L4 L5  EO VR OBJECT PPI DESCRIPTION      STATE-DOC  VOT
....AMOUNT.... VENDOR-ID      CF TRN-DT  SUB-VENDOR-ID  BI OTHER-DOC  B
INVOICE  AB ..QUANTITY.. CK-NO  CK-DT    PID BF-ORG   BF-EO BF-OB/CF BF-CAT/YR

V 002674 0022 95 50 00 00 000 DD    261000 M    CORRECT OBJ      D3001369210 L1
26.72      E333333333          02042013
0201-0202

V *      *    95 * * * * *      261300 M    *      *      *
-26.72      *          *
*

V 003216      95 50 01 01 211 02    261000 M    *      D3001427631 L1
17.91      E222222222          02182013
0211-0214

Last Line

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

```

5. Press **Enter**. The transactions will be recorded on the Daily Input File and the Available Balance File will be updated. **See section 212.20.2 TR58 FLAIR Accounting Entries for details.** FLAIR will display a new screen with the last line input on Screen One displayed as the first line of the new screen. The user can either press **F12** to exit this screen, or continue to input additional transactions by typing over or adding to the existing data on the first line.

**TR58 – Disbursements Correction – Multiple Input – Screen One** (with example data retrieved)

58A1		03/21/2013 10:06:37			
TR 58 - DISBURSEMENTS CORRECTION - MULTIPLE INPUT					
VOUCH-NO	LINE	L1 L2 L3 L4 L5	EO VR OBJECT PPI DESCRIPTION	STATE-DOC	VOT
....AMOUNT....	VENDOR-ID	CF TRN-DT	SUB-VENDOR-ID	BI OTHER-DOC	B
INVOICE	AB ..QUANTITY..	CK-NO	CK-DT	PID BF-ORG	BF-EO BF-OB/CF BF-CAT/YR
V 003216	95 50 01 01 211 02	261000 M	CORRECT OBJ	D3001427631	L1
0211-0214	E222222222				
V	95 50				
V	95 50				
				TYPE	SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---					
CONT MINI MAIN RFRSH CAN					

First Line of  
New Screen

In this example, lines 0001 and 0003 are used to record the corrected transactions, while lines 0002 and 0004 are used to record the reversal of the original transactions. Benefitting information is not needed in this example.

**TR58 – Disbursements Correction – Multiple Input – Screen One** (with example data input on line 0004)

58A1		03/21/2013 10:06:37			
TR 58 - DISBURSEMENTS CORRECTION - MULTIPLE INPUT					
VOUCH-NO	LINE	L1 L2 L3 L4 L5	EO VR OBJECT PPI DESCRIPTION	STATE-DOC	VOT
....AMOUNT....	VENDOR-ID	CF TRN-DT	SUB-VENDOR-ID	BI OTHER-DOC	B
INVOICE	AB ..QUANTITY..	CK-NO	CK-DT	PID BF-ORG	BF-EO BF-OB/CF BF-CAT/YR
V 003216	95 50 01 01 211 02	261300 M	CORRECT OBJ	D3001427631	L1
-17.91	E222222222	02182013			
0211-0214					
V	95 50				
V	95 50				
				TYPE	SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---					
CONT MINI MAIN RFRSH CAN					

## 212.8 TR58 Inquiry

Users can inquire into single disbursement corrections using a TR58I, or multiple line disbursement corrections using TR58M. These functions are only available the same day the transaction is input prior to nightly processing. Only transactions within the user's organization level and site will be displayed.



## TR58 Disbursements Correction Single Inquiry by Site Request Screen One fields:

Field	Description	Required/Optional/Special Instructions
<b>L1 L2 L3 L4 L5</b>	Organization Code	Optional. <b>L1</b> is protected. User may input one or more levels to narrow search criteria. If spaces are left in a level, search results will be returned based on a match to the highest level input before the space. (9N)
<b>USER ID</b>	User Identification Number	Optional. Returns only transactions input by that user ID. (6N)
<b>GF/SF/FID/BE/IBI</b>	19 Digits of the FLAIR Account Code	Optional. Must be input left to right without missing any fields except <b>IBI</b> , which defaults to <b>00</b> if blank. The following codes are available for input: <b>GF</b> – GAAFR Fund (2N) <b>SF</b> – State Fund (1N) <b>FID</b> – Fund Identifier (6N) <b>BE</b> – Budget Entity (8N) <b>IBI</b> – Internal Budget Indicator (2N)
<b>VENDOR-ID</b>	Vendor Identification Number	Optional. Vendor number must start with <b>E, F, S, N</b> , or <b>0-9</b> . Sequence required if vendor number begins with <b>F, S</b> , or <b>N</b> . (21A/N)
<b>BF-ORG</b>	Benefitting Organization Code	Optional. If used, <b>VENDOR-ID</b> field must be <b>blank</b> . (11N)
<b>BF-EO</b>	Benefitting Expansion Option	Optional. If used, <b>BF-ORG</b> field must be used. (2A/N)
<b>VOUCH-NO</b>	Voucher Number	Optional. (7A/N)
<b>LINE</b>	Voucher Line Number	Optional. If used, <b>VOUCH-NO</b> field must be used and FLAIR will return the line number input. If blank, FLAIR will return all available line numbers beginning with the first available line. (4N)

4. a. Input one or a combination of the fields to narrow the search criteria; **OR**  
b. Leave all fields blank.
5. Press **Enter**.
  - a. FLAIR will display the first record matching the search criteria; **OR**
  - b. If all fields are left blank on Screen One, FLAIR will return the first outstanding record established during the current business day, in organization code order. If no records match the search criteria, FLAIR will display the message, ***"058 - NO RECORD FOUND."***

**Note:** Transactions that have been deleted using the update screen will not display.



**TR58 – Disbursements Correction – Single Inquiry By Site – Screen Two** (with example data retrieved)

```

58I2      TR 58 - DISB CORRECTION - SINGLE INQUIRY BY SITE    03/21/2013  14:18:49

VOUCH-NO LINE  L1 L2 L3 L4 L5  EO VR OBJECT PPI DESCRIPTION      STATE-DOC
V 002564 0022  95 50 01 01 211 01 04 261000 M  CORRECT ORG L5    D30 0136 9210

....AMOUNT.... VENDOR-ID                      CF TRN-DT  SUB-VENDOR-ID  BI OTHER-DOC  B
          26.72 951010000019510000000  02042013  E111111111

INVOICE  AB ..QUANTITY.. CK-NO  CK-DT    PID BF-ORG  BF-EO BF-OB/CF BF-CAT/YR
0201-0202 X                               95500101214 00 261000  040000 00

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  VOT
20 2  010001 95100000 00          1112110000 000000          L1

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

L1 L2 L3 L4 L5  GF SF FID      BE          IBI VENDOR-ID      TYPE      SEL
95 50
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT      MINI  MAIN  RFRSH TOP      FWD

```

All data is protected and cannot be changed. To view additional records matching the search criteria, press **F8**. When all records have been viewed, FLAIR will display the message **"017 – END OF SEARCH."**

### 212.8.2 TR58 Multiple Inquiry

Multiple inquiry allows users to view three transactions per screen with a simplified view. This option does not display data retrieved from the Expansion Files.

To access the TR58 Disbursements Correction Multiple Inquiry by Site Request screen from the Disbursements Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **58**.
2. In the **SEL** field, input **M**.

**Disbursements Mini Menu** (with example data input)

```

DBMU                                06/13/2013  11:31:38

                                DISBURSEMENTS MINI MENU

TYPE                                SEL OPTIONS
51  UNENCUMBERED DISBURSEMENTS      A,S,M,I
52  REVOLVING FUND UNENCUMBERED DISBURSEMENTS  A,S,M,I
53  PAYABLES DISBURSEMENTS          A,S,M,I
54  REVOLVING FUND PAYABLES DISBURSEMENTS  A,S,M,I
57  OVERPAYMENTS                    S,I
58  DISBURSEMENTS CORRECTION        A,S,M,I
59  REVOLVING FUND DISBURSEMENTS CORRECTION  A,M
70  ENCUMBERED DISBURSEMENTS        A,S,M,I
71  REVOLVING FUND ENCUMBERED DISBURSEMENTS  A,S,M,I
7S  REVOLVING FUND SUBSIDIARY LEDGER  M,I

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

                                TYPE 58 SEL M
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT      MAIN  RFRSH

```



3. Press **Enter**. FLAIR will display the TR58 Disbursements Correction Multiple Inquiry by Site Request Screen One.

**TR58 – Disbursements Correction – Multiple Inquiry By Site – Request – Screen One**  
(with example data retrieved)

58M1										03/21/2013 16:49:33									
TR 58 - DISBURSEMENTS CORRECTION - MULTIPLE INQUIRY BY SITE - REQUEST																			
L1	L2	L3	L4	L5	USER	ID	GF	SF	FID	BE	IBI	VENDOR-ID							
95	50																		
BF-ORG					BF-EO					VOUCH-NO					LINE				
										V									
										TYPE					SEL				
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---																			
CONT MINI MAIN RFRSH																			

4. a. Input one or a combination of the fields above to narrow the search criteria; **OR**  
b. Leave all fields blank.
5. Press **Enter**.
  - a. FLAIR will display the first three records matching the search criteria. If no records match the search criteria, FLAIR will display the message **"058 - NO RECORD FOUND."**; **OR**
  - b. If all fields are left blank on Screen One, FLAIR will return the first three outstanding records established during the current business day, in organization code order.

**Note:** Transactions that have been deleted using the update screen will not display.

**TR58 – Disbursements Correction – Multiple Inquiry By Site – Screen Two**

(with example search results)

58M2	03/21/2013 15:43:37														
TR 58 - DISBURSEMENTS CORRECTION - MULTIPLE INQUIRY BY SITE															
X	VOUCH-NO	LINE	L1	L2	L3	L4	L5	EO	VR	OBJECT	PPI	DESCRIPTION	STATE-DOC	VOT	
....	AMOUNT....		VENDOR-ID		CF		TRN-DT			SUB-VENDOR-ID	BI	OTHER-DOC	B		
INVOICE	AB	..	QUANTITY..	CK-NO	CK-DT	PID	BF-ORG	BF-EO	BF-OB/CF	BF-CAT/YR					
V	002674	0022	95	50	00	00	000	DD	01	261000	M	CORRECT OBJ	D3001369210	L1	
	26.72		E333333333							02042013					
0201-0202	X														
V	002674	0022	95	50	00	00	000	DD	01	261300	M	CORRECT OBJ	D3001369210	L1	
	-26.72		E333333333							02042013					
0201-0202	X														
V	003106	0001	95	50	00	00	000	BB	01	380000		INVOICE REDUCED	D3001738642		
	-90.00		F666666666999							03202013					
TK6411															
L1	L2	L3	L4	L5	GF	SF	FID	BE	IBI	VENDOR-ID		TYPE	SEL		
95	50	00	00	000								V			
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---															
CONT					MINI		MAIN		RFRSH		TOP		FWD		

All data is protected and cannot be changed. To view additional records matching the search criteria, press **F8**. When all records have been viewed, FLAIR will display the message **"017 - END OF SEARCH."**

## 212.9 TR58 Update

TR58 updates are used to make changes or corrections to transactions input into the system using a TR58S or TR58A. This updates the Daily Input File and the correct information will be recorded to the Detail and Master Files during nightly processing.

Before making an update to a record, the user must first perform an inquiry. From the inquiry screen, the user may access the update screen. Users can inquire using either a single or multiple inquiry.

### 212.9.1 TR58 Single Inquiry Update

A user may need to update one or more fields on a TR58 that was input on the current day. This can be done by first retrieving the record from the Daily Input File through an inquiry transaction.

To update a TR58 transaction using the single inquiry option, from the Disbursements Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **58**.
2. In the **SEL** field, input **I**.

**Disbursements Mini Menu** (with example data input)

DBMU		06/13/2013 11:31:38	
DISBURSEMENTS MINI MENU			
TYPE		SEL OPTIONS	
51	UNENCUMBERED DISBURSEMENTS	A,S,M,I	
52	REVOLVING FUND UNENCUMBERED DISBURSEMENTS	A,S,M,I	
53	PAYABLES DISBURSEMENTS	A,S,M,I	
54	REVOLVING FUND PAYABLES DISBURSEMENTS	A,S,M,I	
57	OVERPAYMENTS	S,I	
58	DISBURSEMENTS CORRECTION	A,S,M,I	
59	REVOLVING FUND DISBURSEMENTS CORRECTION	A,M	
70	ENCUMBERED DISBURSEMENTS	A,S,M,I	
71	REVOLVING FUND ENCUMBERED DISBURSEMENTS	A,S,M,I	
7S	REVOLVING FUND SUBSIDIARY LEDGER	M,I	
SEL			
A	MULTIPLE INPUT		
S	SINGLE INPUT WITH EXPANDED DATA DISPLAY		
M	MULTIPLE INQUIRY		
I	SINGLE INQUIRY WITH EXPANDED DATA DISPLAY		
		TYPE 58 SEL I	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
CONT		MAIN RFRSH	

3. Press **Enter**. FLAIR will display the TR58 Disbursements Correction Single Inquiry by Site Request Screen One.

**TR58 – Disbursements Correction – Single Inquiry By Site – Request – Screen One**

(with example data retrieved)

58I1		03/21/2013 16:12:58	
TR 58 - DISBURSEMENTS CORRECTION - SINGLE INQUIRY BY SITE - REQUEST			
L1	L2	L3	L4 L5
95	50		
BF-ORG	BF-EO	VOUCH-NO	LINE
		V	
		TYPE	SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
CONT		MINI MAIN RFRSH	

4. a. Input one or a combination of the fields to narrow the search criteria; **OR**  
b. Leave all fields blank.
5. Press **Enter**.  
a. FLAIR will display the first record matching the search criteria; **OR**  
b. If all fields are left blank on Screen One, FLAIR will return the first outstanding record established during the current business day, in organization code order. *See section 212.8.1 TR58 Single Inquiry for additional information.*

**TR58 – Disbursements Correction – Single Inquiry By Site – Screen Two** (with example data retrieved)

```

58I2      TR 58 - DISB CORRECTION - SINGLE INQUIRY BY SITE    03/21/2013  16:21:14
VOUCH-NO LINE  L1 L2 L3 L4 L5  EO VR OBJECT PPI DESCRIPTION      STATE-DOC
V 003106 0001  95 50 00 00 000 BB 01 380000      INVOICE REDUCED    D30 0173 8642
....AMOUNT.... VENDOR-ID              CF TRN-DT  SUB-VENDOR-ID  BI OTHER-DOC  B
          -90.00 F6666666666999          03202013
INVOICE      AB ..QUANTITY.. CK-NO  CK-DT      PID BF-ORG      BF-EO BF-OB/CF BF-CAT/YR
TK6411
CAT      YR  GL      EGL EOB  ECAT      EP  GRANT              GY CNTRT CY  OCA  AU
040000  00  77300
GF SF FID      BE      IBI  EF      STATE-PROGRAM      PROJECT ID  VOT
50 2  050001 95200000 00      1112110000 000000
BPIN      COUNT      ...UNITS.... ...TIME...
L1 L2 L3 L4 L5  GF SF FID      BE      IBI VENDOR-ID      TYPE      SEL
95 50
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT      MINI  MAIN  RFRSH TOP      FWD

```

6. In **SEL** field on the record to be updated, input **U**.

**TR58 – Disbursements Correction – Single Inquiry By Site – Screen Two** (with example data input)

```

58I2      TR 58 - DISB CORRECTION - SINGLE INQUIRY BY SITE    03/21/2013  16:21:14
VOUCH-NO LINE  L1 L2 L3 L4 L5  EO VR OBJECT PPI DESCRIPTION      STATE-DOC
V 003106 0001  95 50 00 00 000 BB 01 380000      INVOICE REDUCED    D30 0173 8642
....AMOUNT.... VENDOR-ID              CF TRN-DT  SUB-VENDOR-ID  BI OTHER-DOC  B
          -90.00 F6666666666999          03202013
INVOICE      AB ..QUANTITY.. CK-NO  CK-DT      PID BF-ORG      BF-EO BF-OB/CF BF-CAT/YR
TK6411
CAT      YR  GL      EGL EOB  ECAT      EP  GRANT              GY CNTRT CY  OCA  AU
040000  00  77300
GF SF FID      BE      IBI  EF      STATE-PROGRAM      PROJECT ID  VOT
50 2  050001 95200000 00      1112110000 000000
BPIN      COUNT      ...UNITS.... ...TIME...
L1 L2 L3 L4 L5  GF SF FID      BE      IBI VENDOR-ID      TYPE      SEL
95 50
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT      MINI  MAIN  RFRSH TOP      FWD

```

7. Press **Enter**. FLAIR will display the TR58 Disbursements Correction Single Update by Site Screen One with fields unprotected and available for update.

**TR58 – Disbursements Correction – Single Update By Site – Screen One** (with example data retrieved)

```

58U1                                03/21/2013  16:22:46
      TR 58 - DISBURSEMENTS CORRECTION - SINGLE UPDATE BY SITE
DELETE:
VOUCH-NO LINE  L1 L2 L3 L4 L5  EO VR OBJECT PPI DESCRIPTION      STATE-DOC
V 003106 0001  95 50 00 00 000 BB 01 380000      INVOICE REDUCED  D3001738642

....AMOUNT.... VENDOR-ID              CF TRN-DT  SUB-VENDOR-ID  BI OTHER-DOC  B
-90.00          F666666666999          03202013

INVOICE  AB..QUANTITY.. CK-NO  CK-DT    PID BF-ORG    BF-EO BF-OB/CF BF-CAT/YR
TK6411

CAT      YR  GL      EGL EOB  ECAT      EP  GRANT              GY CNTRT CY  OCA  AU
040000  00  77300

GF SF FID  BE      IBI  EF      STATE-PROGRAM      PROJECT ID  VOT
50 2  050001 95200000 00      1112110000 000000

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

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

```

TR58 Disbursements Correction Single Update by Site Screen One fields:

Field	Description	Required/Optional/Special Instructions
<b>DELETE</b>	Delete	Optional. Valid input: <b>D</b> . Used to delete the transaction from the Daily Input File. If used, no other fields can be updated. (1A)
<b>VOUCH-NO</b>	Voucher Number	Required. (6A/N)
<b>LINE</b>	Line Number	Optional. (4N)
<b>L1 L2 L3 L4 L5</b>	Organization Code	Protected. (11N)
<b>EO</b>	Expansion Option	Protected. (2A/N)
<b>VR</b>	Expansion Option Version	Protected. (2A/N)
<b>OBJECT</b>	Object Code	Protected. (6N)
<b>PPI</b>	Prior Period Indicator	Optional. Available indicators: <b>M</b> : Prior Month <b>Y</b> : Prior Year (1A)
<b>STATE-DOC</b>	Statewide Document Number	Optional. (11A/N)
<b>AMOUNT</b>	Amount	Required. Can be changed, but not deleted. (10.2N)
<b>VENDOR-ID</b>	Vendor Identification Number	Required. (21A/N)
<b>CF</b>	Certified Forward Indicator	Optional. (1A)
<b>TRN-DT</b>	Transaction Date	Optional. (8N)
<b>SUB-VENDOR-ID</b>	Sub-vendor Identification Number	Optional. If used, must be valid number from Vendor Statewide or Vendor Employee Files. (14A/N)
<b>BI</b>	Bookkeeping Indicator	Optional. (1A)



Field	Description	Required/Optional/Special Instructions
<b>OTHER-DOC</b>	Other Document Number	Optional. (11A/N)
<b>B</b>	Batch Character	Optional. (1A/N)
<b>INVOICE</b>	Invoice Number	Optional. (9A/N)
<b>AB</b>	Available Balance Override Indicator	Optional. If user has override capability, valid input: <b>X</b> . (1A)
<b>QUANTITY</b>	Quantity	Optional. (8.2N)
<b>CK-NO</b>	Check Number	Optional. (6A/N)
<b>CK-DT</b>	Check Date	Optional. (8N)
<b>PID</b>	Product Identifier	Optional. (3A/N)
<b>BF-ORG</b>	Benefitting Organization Code	Required. If <b>VENDOR-ID</b> field is <b>blank</b> .  Optional. If FLAIR account code is input in the <b>VENDOR-ID</b> field. If <b>BF-ORG</b> is used, the vendor ID ≠ <b>F, S, N</b> , or <b>E</b> . (11N)
<b>BF-EO</b>	Benefitting Expansion Option	Required. If <b>BF-ORG</b> field is populated. (2A/N)
<b>BF-OB</b>	Benefitting Object Code	Required. If <b>BF-ORG</b> , <b>BF-EO</b> , and <b>VENDOR ID = 0-9</b> is used. <b>BF-OB</b> must start with <b>0</b> if <b>BF-CAT</b> starts with <b>00</b> . (6N)
<b>BF-CF</b>	Benefitting Certified Forward	Optional. (1A)
<b>BF-CAT/YR</b>	Benefitting Category/Year	Protected. (8N)
<b>CAT</b>	Appropriation Category	Required. Can be changed, but not deleted. (6N)
<b>YR</b>	Year	Optional. If blank, will default to <b>00</b> . (2N)
<b>GL</b>	General Ledger Code	Required. Can be changed, but not deleted. (5N)
<b>EGL</b>	External General Ledger Code	Optional. Must be established in the Title File prior to using in a transaction. (3A/N)
<b>EOB</b>	External Object Code	Optional. Must be established in the Title File prior to using in a transaction (3A/N)
<b>ECAT</b>	External Category	Optional. Must be established in the Title File prior to use in a transaction. (6A/N)
<b>EP</b>	External Program	Optional. Must be established in the Title File prior to use in a transaction. (2N)
<b>GRANT</b>	Grant Number	Optional. Must be established in the Grants Information File (GI) and carried over to the Title File to be used in a transaction. If object code = <b>75XXXX</b> , a grant and/or contract number is required. (5A/N)
<b>GY</b>	Grant Year	Optional. Only used if <b>GRANT</b> field is populated. (2N)

Field	Description	Required/Optional/Special Instructions
<b>CNTRT</b>	Contract Number	Optional. Must be established in FACTS and carried over to the Title File to be used in a transaction. If object code = <b>75XXXX</b> , a grant and/or contract number is required. (5A/N)
<b>CY</b>	Contract Year	Optional. A contract number must be present before contract year is input. (2N)
<b>OCA</b>	Other Cost Accumulator	Optional. Must be established in the Title File prior to use in a transaction. (5A/N)
<b>AU</b>	Agency Unique Code	Optional. Must be established in the Title File prior to use in a transaction. (2A/N)
<b>GF/SF/FID</b>	Fund (GAAFR Fund/State Fund/Fund ID)	Protected. (9N)
<b>BE</b>	Budget Entity	Required. Can be changed, but not deleted. Must be established in the Title File prior to use in a transaction. (8N)
<b>IBI</b>	Internal Budget Indicator	Required. Must be established in the Title File prior to use in a transaction. Can be changed, but not deleted. (2N)
<b>EF</b>	External Fund Type	Protected. (1N)
<b>STATE PROGRAM</b>	State Program Number	Required. Must be established in the Title File prior to use in a transaction. Can be changed, but not deleted. (16N)
<b>PROJECT ID</b>	Project Identifier	Optional. Must be established in the Project Information File (PI) and carried over into the Title File prior to using in a transaction. (11A/N)
<b>VOT</b>	Voucher Type	Optional. (2A/N)
<b>BPIN</b>	Beginning Property Item Number	Optional. If used, last six digits must be numeric. (8A/N)
<b>COUNT</b>	Property Item Counter	Optional. Only used if <b>BPIN</b> field is populated. (4N)
<b>UNITS</b>	Units	Optional. (9.2N)
<b>TIME</b>	Time	Optional. (9N)

To update the transaction:

8. a. Input missing data into the blank fields or type over existing data; **OR**  
b. In the **DEL** field, input **D** to delete the entire transaction.

**TR58 – Disbursements Correction – Single Update By Site – Screen One**

(with example data input to request deletion from the Daily Input File)

```

58U1                                03/21/2013  16:22:46
TR 58 - DISBURSEMENTS CORRECTION - SINGLE UPDATE BY SITE
DELETE: D
VOUCH-NO LINE  L1 L2 L3 L4 L5  EO VR OBJECT PPI DESCRIPTION      STATE-DOC
V 003106 0001  95 50 00 00 000 BB 01 380000      INVOICE REDUCED  D3001738642
....AMOUNT.... VENDOR-ID                CF TRN-DT    SUB-VENDOR-ID  BI OTHER-DOC  B
-90.00          F6666666666999          03202013
INVOICE  AB..QUANTITY.. CK-NO  CK-DT    PID BF-ORG    BF-EO BF-OB/CF BF-CAT/YR
TK6411
CAT      YR  GL    EGL EOB  ECAT    EP  GRANT                GY CNTRT CY  OCA  AU
040000  00  77300
GF SF FID    BE      IBI  EF      STATE-PROGRAM        PROJECT ID  VOT
50 2  050001  95200000 00      1112110000 000000
BPIN      COUNT      ...UNITS.... ...TIME...
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT      MINI  MAIN  RFRSH                                TYPE  SEL
CAN

```

9. Press **Enter**. If the entry is deleted, FLAIR will display either the next record meeting the inquiry search criteria or the message **"END OF SEARCH."**

If additional records are to be updated, the user must first perform an inquiry, and then follow the steps above.

**212.9.2 TR58 Multiple Inquiry Update**

Users can update a transaction by first performing a multiple inquiry, then selecting a line to update. More than one line may be updated, but each update must be processed individually.

To update a TR58 transaction using the multiple inquiry option, from the Disbursements Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **58**.
2. In the **SEL** field, input **M**.

**Disbursements Mini Menu** (with example data input)

DBMU		06/13/2013 11:31:38	
DISBURSEMENTS MINI MENU			
TYPE		SEL OPTIONS	
51	UNENCUMBERED DISBURSEMENTS	A,S,M,I	
52	REVOLVING FUND UNENCUMBERED DISBURSEMENTS	A,S,M,I	
53	PAYABLES DISBURSEMENTS	A,S,M,I	
54	REVOLVING FUND PAYABLES DISBURSEMENTS	A,S,M,I	
57	OVERPAYMENTS	S,I	
58	DISBURSEMENTS CORRECTION	A,S,M,I	
59	REVOLVING FUND DISBURSEMENTS CORRECTION	A,M	
70	ENCUMBERED DISBURSEMENTS	A,S,M,I	
71	REVOLVING FUND ENCUMBERED DISBURSEMENTS	A,S,M,I	
7S	REVOLVING FUND SUBSIDIARY LEDGER	M,I	
SEL			
A	MULTIPLE INPUT		
S	SINGLE INPUT WITH EXPANDED DATA DISPLAY		
M	MULTIPLE INQUIRY		
I	SINGLE INQUIRY WITH EXPANDED DATA DISPLAY		
		TYPE 58 SEL M	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
CONT		MAIN RFRSH	

3. Press **Enter**. FLAIR will display the TR58 Disbursements Correction Multiple Inquiry by Site Request Screen One.

**TR58 – Disbursements Correction – Multiple Inquiry By Site – Request – Screen One**

(with example data retrieved)

58M1		03/21/2013 16:49:33	
TR 58 - DISBURSEMENTS CORRECTION - MULTIPLE INQUIRY BY SITE - REQUEST			
L1	L2	L3	L4
95	50		
BF-ORG	BF-EO	VOUCH-NO	LINE
		V	
		TYPE	SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
CONT		MINI MAIN RFRSH	

4. a. Input one or a combination of the fields to narrow the search criteria; **OR**  
b. Leave all fields blank.
5. Press **Enter**.  
a. FLAIR will display the first three records matching the search criteria; **OR**  
b. If all fields are left blank on Screen One, FLAIR will return the first three outstanding records established during the current business day, in organization code order. *See section 212.8.2 TR58 Multiple Inquiry for additional information.*



**TR58 – Disbursements Correction – Multiple Inquiry By Site – Screen Two** (with example data retrieved)

```

58M2                                03/21/2013  16:51:32
      TR 58 - DISBURSEMENTS CORRECTION - MULTIPLE INQUIRY BY SITE

X VOUCH-NO LINE L1 L2 L3 L4 L5  EO VR OBJECT PPI DESCRIPTION      STATE-DOC  VOT
....AMOUNT.... VENDOR-ID          CF TRN-DT  SUB-VENDOR-ID BI OTHER-DOC  B
INVOICE  AB ..QUANTITY.. CK-NO  CK-DT    PID BF-ORG   BF-EO BF-OB/CF BF-CAT/YR

  V 002674 0022 95 50 00 00 000 DD 01 261300 M  CORRECT OBJ      D3001369210 L1
    -26.72 E333333333              02042013
0201-0202 X

  V 002674 0022 95 50 00 00 000 DD 01 261000 M  CORRECT OBJ      D3001369210
    26.72 E333333333              02042013
0201-0202 X

  V 003216 0004 95 50 01 01 211 01 04 261000 M  CORRECT ORG L5    D3002001698 L1
    45.86 951010000019510000000  02272013 E111111111
0220-0221 X                      95500101214 00 261000  040000 00

L1 L2 L3 L4 L5  GF SF FID   BE      IBI  VENDOR-ID          TYPE      SEL
95 50                                         VOUCH-NO LINE
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT          MINI  MAIN  RFRSH TOP          FWD

```

6. In the X field next to the line to be updated, input U.

**TR58 – Disbursements Correction – Multiple Inquiry By Site** (with example data input)

```

58M2                                03/21/2013  16:51:32
      TR 58 - DISBURSEMENTS CORRECTION - MULTIPLE INQUIRY BY SITE

X VOUCH-NO LINE L1 L2 L3 L4 L5  EO VR OBJECT PPI DESCRIPTION      STATE-DOC  VOT
....AMOUNT.... VENDOR-ID          CF TRN-DT  SUB-VENDOR-ID BI OTHER-DOC  B
INVOICE  AB ..QUANTITY.. CK-NO  CK-DT    PID BF-ORG   BF-EO BF-OB/CF BF-CAT/YR

  V 002674 0022 95 50 00 00 000 DD 01 261300 M  CORRECT OBJ      D3001369210 L1
    -26.72 E333333333              02042013
0201-0202 X

  V 002674 0022 95 50 00 00 000 DD 01 261000 M  CORRECT OBJ      D3001369210
    26.72 E333333333              02042013
0201-0202 X

U V 003216 0004 95 50 01 01 211 01 04 261000 M  CORRECT ORG L5    D3002001698 L1
    45.86 951010000019510000000  02272013 E111111111
0220-0221 X                      95500101214 00 261000  040000 00

L1 L2 L3 L4 L5  GF SF FID   BE      IBI  VENDOR-ID          TYPE      SEL
95 50                                         VOUCH-NO LINE
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT          MINI  MAIN  RFRSH TOP          FWD

```

7. Press **Enter**. FLAIR will display the TR58 Disbursements Correction Single Update by Site Screen One. *See section 212.9.1 TR58 Single Inquiry Update for a list of fields that may not be changed or deleted.*



**TR58 – Disbursements Correction – Single Update By Site – Screen One**

(with example data retrieved and available for update)

```

58U1                                     03/21/2013  16:55:32
      TR 58 - DISBURSEMENTS CORRECTION - SINGLE UPDATE BY SITE
DELETE:
VOUCH-NO LINE  L1 L2 L3 L4 L5  EO VR OBJECT PPI DESCRIPTION      STATE-DOC
V 003216 0004  95 50 01 01 211 01 04 261000 M  CORRECT ORG L5  D3002001698

....AMOUNT.... VENDOR-ID                CF TRN-DT   SUB-VENDOR-ID  BI OTHER-DOC  B
45.86          951010000019510000000    02272013 E111111111

INVOICE  AB..QUANTITY.. CK-NO  CK-DT    PID BF-ORG   BF-EO BF-OB/CF BF-CAT/YR
0220-0221          95500101214 00 261000  040000 00

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  VOT
20 2  010001 95100000 00      1112110000 000000          L1

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

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

```

To update the transaction:

8. a. Input missing data into a blank field, or type over existing data; **OR**
- b. In the **DEL** field, input **D** to delete the entire transaction.

**TR58 – Disbursements Correction – Single Update By Site – Screen One** (with example data input)

```

51U1                                     03/19/2013  12:08:29
      TR 51 - UNENC DISB - SINGLE UPDATE BY SITE
DEL D L1 L2 L3 L4 L5  EO VR OBJECT  CF  PPI DESCRIPTION      SUB-VENDOR ID
      95 50 01 01 000 6A 01 380000    M  CORRECT ORG/FUND  F66666666999

....AMOUNT.... VENDOR-ID                TRN-DT   G VOUCH-NO LINE BI OTHER-DOC  B
78.93          952020100019510000000    00000000    V          V0028170004

INVOICE  AB ..QUANTITY.. CK-NO  CK-DT    PID BF-ORG   BF-EO BF-OB/CF BF-CAT/YR
YBA6926          380000  040000 00

CAT      YR  GL    EGL EOB  ECAT    EP  GRANT                GY CNTRT CY  OCA  AU
040000  00  71100          38284

GF SF FID    BE        IBI  EF      STATE PROGRAM          PROJECT ID
50 2  050001 95200000 00      1112110000 000000

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

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

```

9. Press **Enter**.
  - a. FLAIR will display the TR58 Disbursements Corrections Multiple Inquiry by Site Screen One with the updated information; **OR**
  - b. If the entry is deleted, the next three available transactions will display.

If additional records are to be updated, the user must first perform an inquiry, and then follow the steps above.

## 212.10 TR58 Automated Disbursements Corrections

If a disbursement transaction is rejected by Central Accounting, a TR58 is needed to correct the agency's accounting records. An Automated TR58 is initiated by Central Accounting. The automated TR58 is a two-night process that creates a file of those vouchers to be corrected (reversed). The actual reversal, an automated TR58 batch file, is run on the second night and reverses the voucher line(s), line by line. The vouchers successfully reversed will appear in the agency's Daily Detail Report. The terminal ID listed on reports for the automated TR58 will be **AUTO** for regular disbursements and **PCRD** for PCard disbursements.

An automated TR58 may be generated when one or more lines of a voucher have been deleted. The automated TR58 will also reverse rejected JTs and TR99s (automated JT receipts) if applicable. The most common reason for voucher rejection from Central Accounting is due to negative cash balances for five days. *See section 208.8 Voucher Status for a listing of all status codes.*

If a disbursement transaction was originally rejected because of a voucher print error (duplicate voucher number, line number, invalid object total, invoice total, etc.) it will print out with the regular vouchers the next morning as a Voucher Error Report. The automated TR58 to reverse the error will not show up in the History File until the following night. *See section 208.7 Voucher Error Report for additional information.*

Some vouchers may not be successfully matched to agency records, so the automated TR58 cannot be created, and a manual TR58 must be input by the agency for that transaction. These transactions appear on the Batch TR58 Error Report the second morning with the following message: **"226F - CANNOT CREATE AUTO TR58, NO MATCH ON HISTORY FILE COULD BE FOUND."**

Additional examples:

- If a line of a voucher is reduced, but not deleted, the agency will need to process a TR58.
- Expansion Option information does not match the original transaction.
- Expansion Option or Version deleted.

## 212.11 TR99 Automated Journal Transfer Corrections

The TR99 records the receipt of funds transferred from another fund within the same OLO. The TR99 is generated when a JT is made using a disbursement transaction, usually a TR51, and data is input in the **BF-ORG**, **BF-EO**, and **BF-OBJ** fields while the **VENDOR-ID** field is left blank.. Because the receipt can be posted to the detail contained within the Expansion Files for that benefitting ORG, EO, and object code combination, it is not necessary to process a TR96 JT Receipt transaction. The TR99 is posted to the agency records during nightly processing.

Not all codes input with a JT disbursement will post with the resulting TR99. These include the Project ID, and any codes not included in the Expansion Files for the benefitting ORG and EO combination (Contract Number, Grant Number, OCA). If these codes must be recorded with the receipt transaction, the JT disbursement may be processed with the FLAIR Account Code in the **VENDOR-ID** field. The TR99 will not generate, and a TR96 may be used to post the receipt with all necessary codes.

## 212.12 TR59 Unencumbered Revolving Fund Corrections

When a revolving fund disbursement is made using a TR52, TR54, or TR71, a record is created on the Revolving Fund File (7S). This auxiliary file contains a record for each unreimbursed revolving fund disbursement or credit. Each record remains on the file until a reimbursement from an operating fund is recorded using a TR32 Revolving Fund Reimbursement, or a TR59 Unencumbered Revolving Fund Correction is used to delete the record.

When a TR59 is used to delete an entry from the 7S, the record will appear on the 7S with a revolving fund indicator (**RVI**) of **D**, to indicate the record is marked for deletion. During nightly processing, the record will be removed from the 7S and the accounting entries will be posted. *See section 212.20.4 TR59 FLAIR Accounting Entries for details.*

When a disbursement is reversed using a TR59 and needs to be re-input correctly, a TR52, TR54, or TR71 should be used to process the transaction. *See section 205 Revolving Fund Disbursements for addition information.*

## 212.13 TR59 Input

Users can input multiple transactions using a TR59A. The information input with the TR59 is limited, as most of the data recorded is retrieved from the 7S record. To use the TR59 to correct a revolving fund disbursement, the record must be on the 7S with the revolving fund indicator (**RVI**) blank. If an indicator of **L** (reimbursed), **D** (marked for deletion), or **R** (reimbursed for a prior period) appears in the **RVI** field, the TR59A is not allowed.

To input a TR59, the user must have **U** (Update) security access to the function code **DB** (Disbursements). Users can access this function from any FLAIR input screen or the Disbursements Mini Menu using the **TYPE** field.

To access a TR59 screen from any FLAIR input screen:

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

**Main Accounting Menu** (with example data input)

MNMU			MENU			03/13/2013 16:08:12		
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
I	VS	VENDOR-STATEWIDE						

TYPE: DB SEL:

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

CONT DAC

- Press **Enter**. FLAIR will display the Disbursements Mini Menu.

**Disbursements Mini Menu**

DBMU		DISBURSEMENTS MINI MENU		06/13/2013 11:14:28	
TYPE				SEL	OPTIONS
51	UNENCUMBERED DISBURSEMENTS			A,S,M,I	
52	REVOLVING FUND UNENCUMBERED DISBURSEMENTS			A,S,M,I	
53	PAYABLES DISBURSEMENTS			A,S,M,I	
54	REVOLVING FUND PAYABLES DISBURSEMENTS			A,S,M,I	
57	OVERPAYMENTS			S,I	
58	DISBURSEMENTS CORRECTION			A,S,M,I	
59	REVOLVING FUND DISBURSEMENTS CORRECTION			A,M	
70	ENCUMBERED DISBURSEMENTS			A,S,M,I	
71	REVOLVING FUND ENCUMBERED DISBURSEMENTS			A,S,M,I	
7S	REVOLVING FUND SUBSIDIARY LEDGER			M,I	
SEL					
A	MULTIPLE INPUT				
S	SINGLE INPUT WITH EXPANDED DATA DISPLAY				
M	MULTIPLE INQUIRY				
I	SINGLE INQUIRY WITH EXPANDED DATA DISPLAY				

TYPE SEL

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

CONT MAIN RFRSH

- In the **TYPE** field, input **59**.
- In the **SEL** field, input **A** for multiple input.



**Disbursements Mini Menu** (with example data input)

DBMU		03/25/2013 16:53:11
DISBURSEMENTS MINI MENU		
TYPE		SEL OPTIONS
51	UNENCUMBERED DISBURSEMENTS	A,S,M,I
52	REVOLVING FUND UNENCUMBERED DISBURSEMENTS	A,S,M,I
53	PAYABLES DISBURSEMENTS	A,S,M,I
54	REVOLVING FUND PAYABLES DISBURSEMENTS	A,S,M,I
57	OVERPAYMENTS	S,I
58	DISBURSEMENTS CORRECTION	A,S,M,I
59	REVOLVING FUND DISBURSEMENTS CORRECTION	A,M
70	ENCUMBERED DISBURSEMENTS	A,S,M,I
71	REVOLVING FUND ENCUMBERED DISBURSEMENTS	A,S,M,I
75	REVOLVING FUND SUBSIDIARY LEDGER	M,I
SEL		
A	MULTIPLE INPUT	
S	SINGLE INPUT WITH EXPANDED DATA DISPLAY	
M	MULTIPLE INQUIRY	
I	SINGLE INQUIRY WITH EXPANDED DATA DISPLAY	
		TYPE 59 SEL A
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
CONT MAIN RFRSH		

There are two selection (**SEL**) options available for a TR59:

- **A:** Multiple Input. Processes up to seven lines at a time with limited data codes viewable.
- **M:** Multiple Inquiry. The user can view up to seven lines at a time with limited data codes viewable.

5. Press **Enter**. FLAIR will display the TR59 Revolving Fund Disbursements Correction Multiple Input Screen One.

**TR59 - Revolving Fund Disbursements Correction - Multiple Input - Screen One**

59A1		06/13/2013 13:43:50
TR 59 - REVOLVING FUND DISBURSEMENTS CORRECTION - MULTIPLE INPUT		
ORIG-VOUCHER	....AMOUNT....	TRN-DT PPI OTHER-DOC B
V _		
V		
V		
V		
V		
V		
V		
TYPE SEL		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
CONT MINI MAIN RFRSH CAN		



### 212.13.1 TR59 Multiple Input

Users can process multiple revolving fund correction transactions using the multiple input option. The multiple input option has a simplified view, requiring little input. Information from the Revolving Fund File is retrieved and recorded with the transaction, but does not display and cannot be changed within the transaction. The user can input up to seven transactions per page.

To access the TR59 Revolving Fund Disbursements Correction Multiple Input Screen One from the Disbursements Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **59**.
2. In the **SEL** field, input **A**.

**Disbursements Mini Menu** (with example data input)

DBMU		DISBURSEMENTS MINI MENU		06/13/2013 13:42:07	
TYPE				SEL	OPTIONS
51	UNENCUMBERED DISBURSEMENTS			A,S,M,I	
52	REVOLVING FUND UNENCUMBERED DISBURSEMENTS			A,S,M,I	
53	PAYABLES DISBURSEMENTS			A,S,M,I	
54	REVOLVING FUND PAYABLES DISBURSEMENTS			A,S,M,I	
57	OVERPAYMENTS			S,I	
58	DISBURSEMENTS CORRECTION			A,S,M,I	
59	REVOLVING FUND DISBURSEMENTS CORRECTION			A,M	
70	ENCUMBERED DISBURSEMENTS			A,S,M,I	
71	REVOLVING FUND ENCUMBERED DISBURSEMENTS			A,S,M,I	
7S	REVOLVING FUND SUBSIDIARY LEDGER			M,I	
SEL					
A	MULTIPLE INPUT				
S	SINGLE INPUT WITH EXPANDED DATA DISPLAY				
M	MULTIPLE INQUIRY				
I	SINGLE INQUIRY WITH EXPANDED DATA DISPLAY				
				TYPE 59 SEL A	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---					
CONT		MAIN RFRSH			

3. Press **Enter**. FLAIR will display the TR59 Revolving Fund Disbursements Correction Multiple Input Screen One.

**TR59 – Revolving Fund Disbursements Correction – Multiple Input – Screen One**

59A1	TR 59 - REVOLVING FUND DISBURSEMENTS CORRECTION - MULTIPLE INPUT						03/26/2013 09:35:51
ORIG-VOUCHER	....AMOUNT....	TRN-DT	PPI	OTHER-DOC	B		
V _							
V							
V							
V							
V							
V							
V							
V							
							TYPE SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---							
CONT							CAN

TR59 Revolving Fund Disbursements Correction Multiple Input Screen One fields:

Field	Description	Required/Optional/Special Instructions
<b>ORIG-VOUCH</b>	Original Voucher and Line Number	Required. Original voucher number and line number assigned to transaction. Line number cannot be <b>0000</b> . <b>Voucher number</b> (6A/N) <b>Line number</b> (4N)
<b>AMOUNT</b>	Amount	Required. May be positive or negative. Cannot equal <b>\$0.00</b> . Must equal the amount on the 7S for the voucher and line number combination. (10.2N)
<b>TRN-DT</b>	Transaction Date	Required. Valid input is current date, or date prior to current date. If blank, defaults to current date. (MMDDYYYY) (8N)
<b>PPI</b>	Prior Period Indicator	Optional. Available indicators: <b>M:</b> Prior Month <b>Y:</b> Prior Year (1A)
<b>OTHER-DOC</b>	Other Document Number	Optional. For agency use to create audit trail. (11A/N)
<b>B</b>	Batch Character	Optional. To group transactions together for reconciling. (1A/N)

- Input the necessary required and optional data to complete the transaction.

Once the user has completed input of all necessary fields on the line 0001, he/she may use the asterisk (\*) in most fields to duplicate the same information from line 0001. The asterisk (\*) cannot be used in the **AMOUNT** field.

**TR59 - Revolving Fund Disbursements Correction - Multiple Input - Screen One**

(with example data input)

TR59A 11147C-AMOUNT DOES NOT EQUAL BALANCE ON REVOLVING FUND FILE									
59A1 03/26/2013 10:24:00									
TR 59 - REVOLVING FUND DISBURSEMENTS CORRECTION - MULTIPLE INPUT									
ORIG-VOUCHER	....AMOUNT....	TRN-DT	PPI	OTHER-DOC	B				
V A00002 0001	9.00	02122013	M	CK 1256					
V A00002 0002	58.00	02122013	M	CK 1257					
V A00002 0003	6.00	02122013	M	CK 1258					
V A00003 0001	62.50	03082013		CK 1259					
V A00003 0002	62.50	03082013		CK 1260					
V A00005 0001	90.60	03152013		CK 1263					
V A00005 0002	-12.00	03152013		CREDIT0056					

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

CONT
MINI
MAIN
RFRSH
CAN

TYPE
SEL

5. Press **Enter**. The transactions will be recorded on the Daily Input File and the Available Balance File will be updated for both the operating fund and the revolving fund. ***See section 212.20.4 TR59 FLAIR Accounting Entries for details.*** FLAIR will display a new screen with the last line input on Screen One displayed as the first line of the new screen. The user has the option to either press **F12** to exit this screen or continue to input additional transactions by typing over or adding to the existing data on the first line of the new screen (***see the following example***).

**TR59 – Revolving Fund Disbursements Correction – Multiple Input – Screen One**

TR59A 11147C-AMOUNT DOES NOT EQUAL BALANCE ON REVOLVING FUND FILE 03/26/2013 10:24:00  
59A1

TR 59 - REVOLVING FUND DISBURSEMENTS CORRECTION - MULTIPLE INPUT

ORIG-VOUCHER	....AMOUNT....	TRN-DT	PPI	OTHER-DOC	B
V A00002 0001	9.00	02122013	M	CK 1256	
V A00002 0002	58.00	02122013	M	CK 1257	
V A00002 0003	6.00	02122013	M	CK 1258	
V A00003 0001	62.50	03082013		CK 1259	
V A00003 0002	62.50	03082013		CK 1260	
V A00005 0001	90.60	03152013		CK 1263	
V A00005 0002	-12.00	03152013		CREDIT0056	

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

**Last Line**

**TR59 – Revolving Fund Disbursements Correction – Multiple Input – Screen One**

59A1 03/26/2013 10:33:35

TR 59 - REVOLVING FUND DISBURSEMENTS CORRECTION - MULTIPLE INPUT

ORIG-VOUCHER	....AMOUNT....	TRN-DT	PPI	OTHER-DOC	B
V _		03152013		CREDIT0056	
V					
V					
V					
V					
V					
V					

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

**First Line**

If a transaction is marked for deletion, the 7S File will be marked with a **D** in the **RVI** field to indicate the transaction is marked for deletion. The record will be removed from the 7S during the nightly processing. *See section 205 Revolving Funds for additional information.*

**TR7S – Revolving Fund Subsidiary Ledger – Multiple Inquiry By Site – Screen Two**  
(with lines marked for deletion)

7SM2												05/21/2015 10:22:1			
7S - REVOLVING FUND SUBSIDIARY LEDGER - MULTIPLE INQUIRY - BY SITE															
ORIG-VO V A00002 VO TOTAL												73.00 RVL 010001 PPI ST-DOC			
X	LINE	L1	L2	L3	L4	L5	EO	VR	OBJECT	CFI	INVOICE	OTHER-DOC	DB-DT	AC-DT	RVI
	....AMOUNT....	VENDOR-ID				DESCRIPTION				SUB-VENDOR-ID CK-NO CK-DT					
-	0001	90	20	03	03	000	00	01	261000		070383		09302014	05212015	D
						9.00	E111111111				TRAVEL				
	0002	90	20	03	03	000	00	01	261000		070383		09302014	05212015	D
						58.00	E111111111				TRAVEL				
	0003	90	20	03	03	000	00	01	261000		070383		09302014	05212015	D
						6.00	E111111111				TRAVEL				
L1	L2	L3	L4	L5	GF	SF	FID	BE	IBI	VENDOR-ID			TYPE	SEL	PPI
90													V		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---															
CONT				MINI		MAIN		RFRSH		TOP				FWD	

## 212.14 TR59 Inquiry

Users can inquire into multiple line disbursement corrections using a TR59M. This function is only available the same business day the transaction is input prior to nightly processing. Only transactions within the user's organization level and site will be displayed.

### 212.14.1 TR59 Multiple Inquiry

A TR59 multiple inquiry allows the user to view up to seven transactions per screen with a simplified view. This option does not display data retrieved from the 7S File, only the data input with the TR59A.

To access the TR59 Revolving Fund Disbursements Correction Multiple Inquiry by Site Screen from the Disbursement Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **59**.
2. In the **SEL** field, input **M**.



**Disbursements Mini Menu** (with example data input)

```

DBMU                                06/13/2013 13:42:07
                                DISBURSEMENTS MINI MENU

TYPE                                SEL OPTIONS
51  UNENCUMBERED DISBURSEMENTS      A,S,M,I
52  REVOLVING FUND UNENCUMBERED DISBURSEMENTS  A,S,M,I
53  PAYABLES DISBURSEMENTS          A,S,M,I
54  REVOLVING FUND PAYABLES DISBURSEMENTS  A,S,M,I
57  OVERPAYMENTS                    S,I
58  DISBURSEMENTS CORRECTION        A,S,M,I
59  REVOLVING FUND DISBURSEMENTS CORRECTION  A,M
70  ENCUMBERED DISBURSEMENTS        A,S,M,I
71  REVOLVING FUND ENCUMBERED DISBURSEMENTS  A,S,M,I
7S  REVOLVING FUND SUBSIDIARY LEDGER  M,I

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

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

```

3. Press **Enter**. FLAIR will display the TR59 Revolving Fund Disbursements Correction Multiple Inquiry by Site Screen One.

**TR59 – Revolving Fund Disbursements Correction – Multiple Inquiry By Site – Request – Screen One**

```

59M1                                03/26/2013 11:15:40
                                TR 59 - REVOLVING FUND DISBURSEMENTS CORRECTION
                                MULTIPLE INQUIRY BY SITE - REQUEST

USER-ID    ORIG-VOUCHER
-           V

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

```

TR59 Revolving Fund Disbursements Correction Multiple Inquiry by Site Screen One fields:

Field	Description	Required/Optional/Special Instructions
<b>USER ID</b>	User Identification Number	Optional. Returns only transactions input by that user ID. (6N)
<b>ORIG-VOUCH</b>	Original Voucher and Line Numbers	Optional. Original voucher number and line number assigned to transaction. Voucher number may be input without the line number. Line number cannot be <b>0000</b> . <b>Voucher number</b> (6A/N) <b>Line number</b> (4N)

4. a. Input one or both of the fields to narrow the search criteria; **OR**

- b. Leave both fields blank.

**TR59 – Revolving Fund Disbursements Correction – Multiple Inquiry By Site – Request – Screen One** (with example data input)

59M1	TR 59 - REVOLVING FUND DISBURSEMENTS CORRECTION MULTIPLE INQUIRY BY SITE - REQUEST		03/26/2013 11:47:47
USER-ID 000534	ORIG-VOUCHER V _		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		TYPE	SEL
CONT	MINI MAIN RFRSH		

5. Press **Enter**.
  - a. FLAIR will display the first seven records matching the search criteria. If no records match the search criteria, FLAIR will display the message **"058 - NO RECORD FOUND."**; OR
  - b. If all fields are left blank on Screen One, FLAIR will return up to seven outstanding records established during the current business day, in organization code order.

**Note:** Transactions that have been deleted using the update screen will not display.

**TR59 – Revolving Fund Disbursements Correction – Multiple Inquiry By Site – Screen Two** (with example data retrieved) **\*\* All data on this screen is protected and cannot be changed.**

59M2	TR 59 - REVOLVING FUND DISBURSEMENTS CORRECTION - MULTIPLE INQUIRY BY SITE		03/26/2013 11:48:02
X	ORIG-VOUCHER	....AMOUNT....	TRN-DT PPI OTHER-DOC B
—	V A00002 0001	9.00	02/12/2013 M CK 1256
	V A00002 0002	58.00	02/12/2013 M CK 1257
	V A00002 0003	6.00	02/12/2013 M CK 1258
	V A00003 0001	62.50	03/08/2013 CK 1259
	V A00003 0002	62.50	03/08/2013 CK 1260
	V A00005 0001	90.60	03/15/2013 CK 1263
	V A00005 0002	-12.00	03/15/2013 CREDIT0056
USER ID	ORIG-VOUCHER	TYPE SEL	
V			
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
CONT	MINI MAIN RFRSH TOP FWD		

6. To view additional records matching the search criteria, press **F8**. When all records have been viewed, FLAIR will display the message **"017-END OF SEARCH."**

## 212.15 TR59 Update

The TR59 Update should be used to make changes or corrections to transactions input into the system using a TR59A during the current business day. Because these transactions have not yet updated the Detail or Master Files, the original entry is retrieved from the Daily Input File and the correct data is input. This updates the Daily Input File and the correct information will be recorded to the Detail and Master Files during nightly processing. If the TR59 is deleted, or the PPI is changed, the Available Balance and 7S Files are updated immediately.

Before making an update to a record, the user must first perform an inquiry. From the inquiry screen, the user may access the update screen

### 212.15.1 TR59 Multiple Inquiry Update

Users can update a transaction by first performing a multiple inquiry, then selecting a line to update. More than one line may be updated, but each update must be processed individually.

To update a TR59 using the multiple inquiry option, from the Disbursements Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **59**.
2. In the **SEL** field, input **M**.

**Disbursements Mini Menu** (with example data input)

DBMU		03/26/2013 14:56:58
DISBURSEMENTS MINI MENU		
TYPE		SEL OPTIONS
51	UNENCUMBERED DISBURSEMENTS	A,S,M,I
52	REVOLVING FUND UNENCUMBERED DISBURSEMENTS	A,S,M,I
53	PAYABLES DISBURSEMENTS	A,S,M,I
54	REVOLVING FUND PAYABLES DISBURSEMENTS	A,S,M,I
57	OVERPAYMENTS	S,I
58	DISBURSEMENTS CORRECTION	A,S,M,I
59	REVOLVING FUND DISBURSEMENTS CORRECTION	A,M
70	ENCUMBERED DISBURSEMENTS	A,S,M,I
71	REVOLVING FUND ENCUMBERED DISBURSEMENTS	A,S,M,I
7S	REVOLVING FUND SUBSIDIARY LEDGER	M,I
SEL		
A	MULTIPLE INPUT	
S	SINGLE INPUT WITH EXPANDED DATA DISPLAY	
M	MULTIPLE INQUIRY	
I	SINGLE INQUIRY WITH EXPANDED DATA DISPLAY	
		TYPE 59 SEL M
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
CONT MAIN RFRSH		

3. Press **Enter**. FLAIR will display the TR59 Revolving Fund Disbursements Correction Multiple Inquiry by Site Request Screen One.

**TR59 – Revolving Fund Disbursements Correction – Multiple Inquiry By Site – Request - Screen One**

```

59M1                                03/26/2013  11:15:40
      TR 59 - REVOLVING FUND DISBURSEMENTS CORRECTION
      MULTIPLE INQUIRY BY SITE - REQUEST

      USER-ID      ORIG-VOUCHER
      -            V

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

```

4. a. Input one or a combination of the fields to narrow the search criteria; **OR**  
b. Leave all fields blank.
5. Press **Enter**.  
a. FLAIR will display the first seven records matching the search criteria; **OR**  
b. If all fields are left blank on screen one, FLAIR will return the first seven outstanding records established during the current business day, in organization code order. *See section 212.14.1 TR59 Multiple Inquiry for additional information.*

**TR59 – Revolving Fund Disbursements Correction – Multiple Inquiry By Site – Screen Two**  
(with example data retrieved)

```

59M2                                03/26/2013  15:02:07
      TR 59 - REVOLVING FUND DISBURSEMENTS CORRECTION - MULTIPLE INQUIRY BY SITE

      X  ORIG-VOUCHER      ...AMOUNT...  TRN-DT      PPI  OTHER-DOC      B
      V A00002 0001                9.00    02/12/2013      CK  1256
      V A00002 0002               58.00    02/12/2013      CK  1257
      V A00002 0003                6.00    02/12/2013      CK  1258
      V A00003 0001               62.50    03/08/2013      CK  1259
      V A00003 0002               62.50    03/08/2013      CK  1260
      V A00005 0001               90.60    03/15/2013      CK  1263
      V A00005 0002              -12.00    03/15/2013    CREDIT0056

      USER ID  ORIG-VOUCHER                                TYPE      SEL
      V

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

```

6. In the **X** field next to the line to be updated, input **U**.

**TR59 – Revolving Fund Disbursements Correction – Multiple Inquiry By Site – Screen Two**  
(with example data input)

```

59M2                                03/26/2013  15:02:07
TR 59 - REVOLVING FUND DISBURSEMENTS CORRECTION - MULTIPLE INQUIRY BY SITE

  X  ORIG-VOUCHER      ....AMOUNT....   TRN-DT      PPI  OTHER-DOC      B
  V A00002 0001                9.00    02/12/2013      CK  1256
  V A00002 0002               58.00    02/12/2013      CK  1257
  V A00002 0003                6.00    02/12/2013      CK  1258
  U  V A00003 0001               62.50    03/08/2013      CK  1259
  -  V A00003 0002               62.50    03/08/2013      CK  1260
    V A00005 0001               90.60    03/15/2013      CK  1263
    V A00005 0002              -12.00    03/15/2013    CREDIT0056

USER ID  ORIG-VOUCHER                                TYPE  SEL
V
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT          MINI  MAIN  RFRSH  TOP          FWD
  
```

7. Press **Enter**. FLAIR will display the TR59 Revolving Fund Disbursements Correction Single Update by Site Screen One. The **ORIG-VOUCHER** (including the line number) and **AMOUNT** fields are protected and cannot be changed using the update function.

**TR59 – Revolving Fund Disbursements Correction – Single Update By Site – Screen One**  
(with example data retrieved)

```

59U1                                03/26/2013  15:06:27
TR 59 - REVOLVING FUND DISBURSEMENTS CORRECTION - SINGLE UPDATE BY SITE

DELETE: _

ORIG-VOUCHER      ....AMOUNT....   TRN-DT      PPI  OTHER-DOC      B
V A00003 0001                62.50    03082013      CK  1259

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

To update the transaction:

8. a. Input missing data into blank fields, or type over existing data; **OR**
- b. In the **DEL** field, input **D** to delete the entire transaction.



**TR59 – Revolving Fund Disbursements Correction – Single Update By Site – Screen One**  
(with example data input)

59U1	03/26/2013 15:06:27				
TR 59 - REVOLVING FUND DISBURSEMENTS CORRECTION - SINGLE UPDATE BY SITE					
<b>DELETE: D</b>					
ORIG-VOUCHER	....AMOUNT....	TRN-DT	PPI	OTHER-DOC	B
V A00003 0001	62.50	03082013		CK 1259	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---					TYPE SEL
CONT MINI MAIN RFRSH					CAN

9. Press **Enter**.
  - a. FLAIR will display the TR59 Revolving Fund Disbursements Corrections Multiple Inquiry by Site Screen Two with the updated information; **OR**
  - b. If the entry is deleted, the next seven available transactions will display.

If additional records are to be updated, the user must first perform an inquiry, and then follow the steps above.

## 212.16 TR57 Overpayments

If an agency receives funds in error or an overpayment, the agency will issued a refund. Refund transactions are not expenditures. Rather, they are disbursements of revenue received and deposited in error.

When the monies received benefit the general revenue fund, the refund is made through a specific FLAIR account code assigned to DFS. Because the general revenue fund is maintained by DFS, the non-operating budget authority for refunds is appropriated to DFS. The TR57 allows agencies to request a refund from the general revenue fund maintained by DFS. The TR57 is for the refund of funds deposited in the current year only. For refunds of funds deposited in a prior year, contact DFS Bureau of Financial Reporting for assistance.

## 212.17 TR57 Input

Users can input a single transaction using a TR57S. There is only one screen for input with the TR57S, and all codes necessary to complete the transaction.

To input a TR57, the user must have **U** (Update) security access to the function code **DB** (Disbursements). Users can access this function from any FLAIR input screen or the Disbursements Mini Menu using the **TYPE** field.

To access the TR57 from the Disbursements Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **57**.
2. In the **SEL** field, input **S** for single input.

**Disbursements Mini Menu** (with example data input)

DBMU		03/27/2013 09:43:15	
DISBURSEMENTS MINI MENU			
TYPE		SEL OPTIONS	
51	UNENCUMBERED DISBURSEMENTS	A,S,M,I	
52	REVOLVING FUND UNENCUMBERED DISBURSEMENTS	A,S,M,I	
53	PAYABLES DISBURSEMENTS	A,S,M,I	
54	REVOLVING FUND PAYABLES DISBURSEMENTS	A,S,M,I	
57	OVERPAYMENTS	S,I	
58	DISBURSEMENTS CORRECTION	A,S,M,I	
59	REVOLVING FUND DISBURSEMENTS CORRECTION	A,M	
70	ENCUMBERED DISBURSEMENTS	A,S,M,I	
71	REVOLVING FUND ENCUMBERED DISBURSEMENTS	A,S,M,I	
7S	REVOLVING FUND SUBSIDIARY LEDGER	M,I	
SEL			
A	MULTIPLE INPUT		
S	SINGLE INPUT WITH EXPANDED DATA DISPLAY		
M	MULTIPLE INQUIRY		
I	SINGLE INQUIRY WITH EXPANDED DATA DISPLAY		
		TYPE 57 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 TR57 Overpayments Single Input Request Screen.

**TR57 - Overpayments - Single Input - Request - Screen One** (with example data retrieved)

57S1		06/13/2013 14:33:06	
TR 57 - OVERPAYMENTS - SINGLE INPUT - REQUEST			
L1	L2	L3	L4
85	—		
OBJECT		DESCRIPTION	
860000		85	
AMOUNT		VENDOR-ID	
		TRN-DT	
		2013	
		G	
		VOUCHER-NO	
		V	
		LINE	
GL		BF-ORG	
71100		EO	
		BF-OB	
		BF-CAT/YR	
		CNTRT	
		OTHER-DOC	
OLO	GF	SF	FID
430000	10	1	000902
			BE
			43200100
			IBI
			CAT
			YR
			00
		TYPE	
		SEL	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
CONT		CAN	

### 212.17.1 TR57 Single Input

The TR57 consists of one screen and allows the user to input or view all data codes necessary to complete the transaction.

To access the TR57 Overpayments Single Input Request screen from the Disbursements Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **57**.
2. In the **SEL** field, input **S**.

**Disbursements Mini Menu** (with example data input)

DBMU		03/27/2013 09:43:15	
DISBURSEMENTS MINI MENU			
TYPE		SEL	OPTIONS
51	UNENCUMBERED DISBURSEMENTS	A,S,M,I	
52	REVOLVING FUND UNENCUMBERED DISBURSEMENTS	A,S,M,I	
53	PAYABLES DISBURSEMENTS	A,S,M,I	
54	REVOLVING FUND PAYABLES DISBURSEMENTS	A,S,M,I	
57	OVERPAYMENTS	S,I	
58	DISBURSEMENTS CORRECTION	A,S,M,I	
59	REVOLVING FUND DISBURSEMENTS CORRECTION	A,M	
70	ENCUMBERED DISBURSEMENTS	A,S,M,I	
71	REVOLVING FUND ENCUMBERED DISBURSEMENTS	A,S,M,I	
7S	REVOLVING FUND SUBSIDIARY LEDGER	M,I	
SEL			
A	MULTIPLE INPUT		
S	SINGLE INPUT WITH EXPANDED DATA DISPLAY		
M	MULTIPLE INQUIRY		
I	SINGLE INQUIRY WITH EXPANDED DATA DISPLAY		
		TYPE 57 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 TR57 Overpayments Single Input Request Screen One.

**TR57 - Overpayments - Single Input - Request - Screen One** (with example data retrieved)

57S1		03/27/2013 09:50:09							
TR 57 - OVERPAYMENTS - SINGLE INPUT - REQUEST									
L1	L2	L3	L4	L5	OBJECT	DESCRIPTION	ORIGINAL	DEPOSIT	ACCOUNT CODE
90	50				860000		90		
AMOUNT		VENDOR-ID			TRN-DT		G	VOUCHER-NO	LINE
					2013			V	
GL	BF-ORG		EO	BF-OB	BF-CAT/YR		CNTRT	OTHER-DOC	
71100									
OLO	GF	SF	FID	BE	IBI	CAT	YR		
430000	10	1	000902	43200100	00	2200	00		
								TYPE	SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---									
CONT		MINI		MAIN		RFRSH		CAN	

## TR57 Overpayments Single Input Request Screen One fields:

Field	Description	Required/Optional/Special Instructions
<b>L1 L2 L3 L4 L5</b>	Organization Code	Required. <b>L1</b> is protected. Defaults to zeros if left blank. (9N)
<b>OBJECT</b>	Object Code	Protected. Object code <b>860000</b> will display. (6N)
<b>DESCRIPTION</b>	Description	Optional. (16A/N)
<b>ORIGINAL DEPOSIT ACCOUNT CODE</b>	Original Deposit Account Code	Required. First two digits are protected. Must be a valid account on the Account Description File. (29N)
<b>AMOUNT</b>	Amount	Required. Must be a positive amount. Cannot equal <b>\$0.00</b> . (10.2N)
<b>VENDOR-ID</b>	Vendor Identification Number	Required. If using vendor number with prefix of <b>F, S, N</b> , or <b>E</b> . <i><b>See section 111 Vendor Files.</b></i> If establishing as an inter-agency JT. Must input 21-digit account code ( <b>OLO-GF-SF-FID-BE-IBI</b> ).  Optional. If using <b>BF-ORG</b> , <b>BF-EO</b> , and <b>BF-OB</b> fields. (21A/N)
<b>TRN-DT</b>	Transaction Date	Required. Valid input: <b>00000000</b> , current date, or date prior to current date. If date is input, must be in MMDDYYYY format. (8N)
<b>G</b>	Grouping Character	Optional. Used to group transactions together on a voucher. (1A/N)
<b>VOUCHER-NO</b>	Voucher Number	Optional. If blank, FLAIR will automatically assign voucher numbers during overnight processing. If a voucher number is assigned by the agency, first character must be alphabetic. (6A/N)
<b>LINE</b>	Line Number	Optional. Only used if <b>VOUCH-NO</b> field is input. (4N)
<b>GL</b>	General Ledger Code	Protected. Defaults to <b>71100</b> . (5N)
<b>BF-ORG</b>	Benefitting Organization	Required. If <b>BF-EO</b> and <b>BF-OB</b> fields are input.  Optional. May be used when refund is processed to a FLAIR account. (11N)
<b>EO</b>	Benefitting Expansion Option	Required. If <b>BF-ORG</b> and <b>BF-OB</b> fields are input.  Optional. May be used when refund is processed to a FLAIR account. (2A/N)
<b>BF-OB</b>	Benefitting Object Code	Required. If <b>BF-CAT</b> field is input.  Optional. May be used when refund is processed to a FLAIR account. (6N)

Field	Description	Required/Optional/Special Instructions
<b>BF-CAT</b>	Benefitting Appropriation Category	Required. If <b>BF-OB</b> field is input.  Optional. May be used when refund is processed to a FLAIR account. (6N)
<b>BF-YR</b>	Benefitting Year	Optional. May be used when refund is processed to a FLAIR account. If no year is input, defaults to <b>00</b> . (2N)
<b>CNTRT</b>	Contract Number	Optional. Must be established in FACTS and carried over to the Title File before it can be used in a FLAIR transaction. If object code = <b>75XXXX</b> , a grant and/or contract number is required. (5A/N)
<b>OTHER-DOC</b>	Other Document Number	Optional. For agency use to create an audit trail. (9A/N)
<b>OLO</b>	Operating Level Organization	Protected. These fields together make up the DFS FLAIR account code from which the refund will be issued. (31N)  Required. The last two digits of the appropriations category must be input by the user. Valid input: <b>20</b> – Refund of State Revenues <b>30</b> – Refund of Non-State Revenues (2N)
<b>GF</b>	GAAFR Fund	
<b>SF</b>	State Fund	
<b>FID</b>	Fund Identifier	
<b>BE</b>	Budget Entity	
<b>IBI</b>	Internal Budget Indicator	
<b>CAT</b>	Appropriations Category	
<b>YR</b>	Year	

4. In the **L2 L3 L4 L5** fields, input the Organization Code.
5. In the **ORIGINAL DEPOSIT ACCOUNT CODE** field, input the FLAIR account code to which the funds were originally posted.
6. In the **AMOUNT** field, input the amount of the refund.
7. In the **VENDOR-ID** field, input the vendor number, or use the benefitting fields if applicable.
8. In the **TRN-DT** field, input the transaction date.
9. In the **CAT** field, input **20** or **30** as the last two digits of the category.
10. Input any other optional information to complete the transaction.



**TR57 – Overpayments – Single Input – Request – Screen One** (with example data input)

57S1										04/01/2013 14:56:32																																		
TR 57 - OVERPAYMENTS - SINGLE INPUT - REQUEST																																												
L1	L2	L3	L4	L5	OBJECT	DESCRIPTION				ORIGINAL DEPOSIT				ACCOUNT CODE																														
90	50	00	00	000	860000	REFUND SALES TAX				90 1010000019020000000000				10000																														
AMOUNT					VENDOR-ID					TRN-DT					G					VOUCHER-NO					LINE																			
212.00					F11111111999					03112013										V																								
GL					BF-ORG					EO					BF-OB					BF-CAT/YR					CNTRT					OTHER-DOC														
71100																									V009876																			
OLO					GF					SF					FID					BE					IBI					CAT					YR									
430000					10					1					000902					43200100					00					2200					20					00				
																				TYPE					SEL																			
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---																																												
CONT MINI MAIN RFRSH CAN																																												

The **TYPE** and **SEL** fields are available to request a different function. *See section 105.6.4 TYPE and SEL fields for details.* The program function (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.*

11. Press **Enter**. The TR57 will be recorded on the Daily Input File. *See section 212.20.5 TR57 FLAIR Accounting Entries for details.* FLAIR will return the user to the TR57 Overpayments Single Input Request Screen One. The **AMOUNT**, **VENDOR**, **TRN-DT**, **BF-OB**, and **BF-CAT/YR** fields will be blank.

## 212.18 TR57 Inquiry

Users can inquire into single overpayment refund transactions using a TR57I. This function is only available the same day the transaction is input, prior to nightly processing. Only transactions within the user's organization level and site will be displayed.

### 212.18.1 TR57 Single Inquiry

Single inquiry allows the user to view the transaction on the Daily Input File. All fields are protected and may not be updated while in inquiry view.

To access the TR57 Overpayments Single Inquiry Request screen from the Disbursements Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **57**.
2. In the **SEL** field, input **I**.

**Disbursements Mini Menu** (with example data input)

```

DBMU                                06/13/2013 14:49:12
                                DISBURSEMENTS MINI MENU

TYPE                                SEL OPTIONS
51  UNENCUMBERED DISBURSEMENTS      A,S,M,I
52  REVOLVING FUND UNENCUMBERED DISBURSEMENTS  A,S,M,I
53  PAYABLES DISBURSEMENTS          A,S,M,I
54  REVOLVING FUND PAYABLES DISBURSEMENTS  A,S,M,I
57  OVERPAYMENTS                    S,I
58  DISBURSEMENTS CORRECTION        A,S,M,I
59  REVOLVING FUND DISBURSEMENTS CORRECTION  A,M
70  ENCUMBERED DISBURSEMENTS        A,S,M,I
71  REVOLVING FUND ENCUMBERED DISBURSEMENTS  A,S,M,I
7S  REVOLVING FUND SUBSIDIARY LEDGER  M,I

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

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                                MAIN  RFRSH
                                TYPE 57 SEL I

```

3. Press **Enter**. FLAIR will display the TR57 Overpayments Single Inquiry Request Screen One.

**TR57 - Overpayments - Single Inquiry - Request - Screen One** (with example data retrieved)

```

57I1                                04/01/2013 15:59:03
                                TR 57 - OVERPAYMENTS - SINGLE INQUIRY - REQUEST

L1 L2 L3 L4 L5    ORIGINAL DEPOSIT ACCOUNT CODE    VENDOR-ID
90 50            90

BF-ORG          BF-EO          VOUCH-NO LINE
V

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

```

TR57 Overpayments Single Inquiry Request Screen One fields:

Field	Description	Required/Optional/Special Instructions
L1 L2 L3 L4 L5	Organization Code	Optional. <b>L1</b> is protected. User may input one or more levels to narrow search criteria. If spaces are left in a level, search results will be returned based on a match to the highest level input before the space. (9N)

Field	Description	Required/Optional/Special Instructions
<b>ORIGINAL DEPOSIT ACCOUNT CODE</b>	Original Deposit Account Code	Optional. First two digits are protected. Must be input left to right with at least <b>GF</b> , <b>SF</b> , <b>FID</b> , and <b>BE</b> fields input. If used and <b>IBI</b> field is blank, <b>IBI</b> will default to <b>00</b> . Only transactions matching the search criteria will be retrieved. (29N)
<b>VENDOR-ID</b>	Vendor Identification Number	Optional. Vendor number must start with <b>E, F, S, N</b> or <b>0-9</b> . Sequence required if vendor number begins with <b>F, S</b> , or <b>N</b> . (21A/N)
<b>BF-ORG</b>	Benefitting Organization Code	Optional. If used, <b>VENDOR-ID</b> field must be <b>blank</b> . (11N)
<b>BF-EO</b>	Benefitting Expansion Option	Optional. If used, <b>BF-ORG</b> field must be used. (2A/N)
<b>VOUCH-NO</b>	Voucher Number	Optional. (7A/N)
<b>LINE</b>	Voucher Line Number	Optional. If used, <b>VOUCH-NO</b> field must be used. FLAIR will return the line number input. If blank, FLAIR will return all available line numbers beginning with the first available line. (4N)

4. a. Input one or a combination of the fields to narrow the search criteria; **OR**  
b. Leave all fields blank.

**TR57 – Overpayments – Single Inquiry – Request – Screen One** (with **L2-L5** input as search criteria)

```

57I1                                04/01/2013  16:41:32
      TR 57 - OVERPAYMENTS - SINGLE INQUIRY - REQUEST

L1 L2 L3 L4 L5      ORIGINAL DEPOSIT ACCOUNT CODE      VENDOR-ID
90 50 00 00 000    90 _

      BF-ORG          BF-EO          VOUCH-NO LINE
                          V

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

```

5. Press **Enter**.  
a. FLAIR will display the first record matching the search criteria; **OR**  
b. If all fields are left blank on Screen One, FLAIR will return the first outstanding record established during the current business day in organization code order.

**TR57 – Overpayments – Single Inquiry - Screen Two** (with example data retrieved)

57I2										04/01/2013 16:41:49																													
TR 57 - OVERPAYMENTS - SINGLE INQUIRY																																							
L1	L2	L3	L4	L5	OBJECT	DESCRIPTION				ORIGINAL DEPOSIT ACCOUNT CODE																													
90	50	00	00	000	860000	REFUND SALES TAX				90101000001901000000000010000																													
AMOUNT					VENDOR-ID					TRN-DT					G					VOUCHER-NO					LINE														
212.00					F111111111999					03/11/2013																													
GL					BF-ORG					BF-EO					BF-OB					BF-CAT/YR					CNTRT					OTHER-DOC									
71100																									V009876														
OLO					GF					SF					FID					BE					IBI					CAT					YR				
430000					10					1					000902					43200100					00					220020					00				
NEXT:																																							
L1	L2	L3	L4	L5	ORIGINAL DEPOSIT ACCOUNT CODE										TYPE					SEL																			
90	50	00	00	000	90																																		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---																																							
CONT MINI MAIN RFRSH TOP FWD																																							

\*\*\*All data on this screen is protected and cannot be changed.

To view additional records matching the search criteria, press **F8**. When all records have been viewed, FLAIR will display the message **"017 – END OF SEARCH."**

If no records match the search criteria, FLAIR will display the message **"058 – NO RECORD FOUND."** Transactions that have been deleted using the update screen will not display.

## 212.19 TR57 Update

The TR57 update transaction should be used to make changes or corrections to transactions input into the system using a TR57S during the current business day. The original entry is retrieved from the Daily Input File and the correct data is input. This updates the Daily Input File and the correct information will be recorded during nightly processing.

Before making an update to a record, the user must first perform an inquiry. From the inquiry screen, the user may access the update screen.

### 212.19.1 TR57 Single Inquiry Update

Users may need to update one or more fields on a TR57. This can be done by first retrieving the record from the Daily Input File through an inquiry transaction.

To update a TR57 using the single inquiry option, from the Disbursements Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **57**.
2. In the **SEL** field, input **I**.

**Disbursements Mini Menu** (with example data input)

DBMU		05/15/2013 09:38:41	
DISBURSEMENTS MINI MENU			
TYPE		SEL OPTIONS	
51	UNENCUMBERED DISBURSEMENTS	A,S,M,I	
52	REVOLVING FUND UNENCUMBERED DISBURSEMENTS	A,S,M,I	
53	PAYABLES DISBURSEMENTS	A,S,M,I	
54	REVOLVING FUND PAYABLES DISBURSEMENTS	A,S,M,I	
57	OVERPAYMENTS	S,I	
58	DISBURSEMENTS CORRECTION	A,S,M,I	
59	REVOLVING FUND DISBURSEMENTS CORRECTION	A,M	
70	ENCUMBERED DISBURSEMENTS	A,S,M,I	
71	REVOLVING FUND ENCUMBERED DISBURSEMENTS	A,S,M,I	
7S	REVOLVING FUND SUBSIDIARY LEDGER	M,I	
SEL			
A	MULTIPLE INPUT		
S	SINGLE INPUT WITH EXPANDED DATA DISPLAY		
M	MULTIPLE INQUIRY		
I	SINGLE INQUIRY WITH EXPANDED DATA DISPLAY		
		TYPE 57 SEL I	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
CONT		MAIN RFRSH	

3. Press **Enter**. FLAIR will display the TR57 Overpayments Single Inquiry Request Screen One.

**TR57 - Overpayments - Single Inquiry - Request - Screen One** (with example data retrieved)

57I1		04/01/2013 15:59:03	
TR 57 - OVERPAYMENTS - SINGLE INQUIRY - REQUEST			
L1	L2	L3	L4
90	50		
ORIGINAL DEPOSIT ACCOUNT CODE		VENDOR-ID	
90			
BF-ORG	BF-EO	VOUCH-NO LINE	
		V	
TYPE SEL			
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
CONT		MINI MAIN RFRSH	

4. a. Input one or a combination of the fields to narrow the search criteria; **OR**  
b. Leave all fields blank.



**TR57 – Overpayments – Single Inquiry – Request – Screen One** (with L2-L5 input as search criteria)

57I1										04/08/2013 13:38:45									
TR 57 - OVERPAYMENTS - SINGLE INQUIRY - REQUEST																			
L1	L2	L3	L4	L5	ORIGINAL DEPOSIT ACCOUNT CODE										VENDOR-ID				
90	50	00	00	000	90														
BF-ORG					BF-EO					VOUCH-NO LINE									
										V									
										TYPE SEL									
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---																			
CONT MINI MAIN RFRSH																			

5. Press **Enter**.
  - a. FLAIR will display the first record matching the search criteria; **OR**
  - b. If all fields are left blank on Screen One, FLAIR will return the first outstanding record established during the current business day, in organization code order. **See section 212.18.1 TR57 Single Inquiry for additional information.**

**TR57 – Overpayments – Single Inquiry – Screen Two** (with example data retrieved)

57I2										04/01/2013 16:41:49										
TR 57 - OVERPAYMENTS - SINGLE INQUIRY																				
L1	L2	L3	L4	L5	OBJECT	DESCRIPTION					ORIGINAL DEPOSIT ACCOUNT CODE									
90	50	00	00	000	860000	REFUND SALES TAX					90101000001901000000000010000									
AMOUNT					VENDOR-ID					TRN-DT					G					
212.00					F111111111999					03/11/2013										
GL					BF-ORG					BF-EO					BF-OB					
71100															BF-CAT/YR					
															CNTRT					
															OTHER-DOC					
															V009876					
OLO					GF					SF					FID					
430000					10					1					000902					
															BE					
															43200100					
															IBI					
															00					
															CAT					
															220020					
															YR					
															00					
NEXT:										TYPE SEL										
L1	L2	L3	L4	L5	ORIGINAL DEPOSIT ACCOUNT CODE										VENDOR-ID					
90	50	00	00	000	90															
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---																				
CONT MINI MAIN RFRSH TOP FWD																				

6. In **SEL** field of the record to be updated, input **U**.

**TR57 – Overpayments – Single Inquiry – Screen Two** (with example data input)

```

57I2                                     04/08/2013  13:39:42

      TR 57 - OVERPAYMENTS - SINGLE INQUIRY

L1 L2 L3 L4 L5  OBJECT      DESCRIPTION      ORIGINAL DEPOSIT ACCOUNT CODE
90 50 00 00 000 860000      SALES TAX REFUND  9010100000019010000000000010000

AMOUNT      4268.00  VENDOR-ID      TRN-DT      G      VOUCHER-NO  LINE
                        F111111111999      04/03/2013

GL          BF-ORG      BF-EO      BF-OB      BF-CAT/YR  CNTRT      OTHER-DOC
71100

OLO         GF  SF  FID  BE      IBI  CAT      YR
430000      10  1  000902  43200100  00  220020  00

NEXT:
L1 L2 L3 L4 L5      ORIGINAL DEPOSIT ACCOUNT CODE      VENDOR-ID      TYPE      SEL U
90 50 00 00 000      90
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT          MINI  MAIN  RFRSH  TOP          FWD

```

7. Press **Enter**. FLAIR will display the TR57 Overpayments Single Update Request Screen One. The user may now make changes to the unprotected fields.

**TR57 – Overpayments – Single Update – Request – Screen One** (with example data retrieved)

```

57U1                                     04/08/2013  13:40:33

      TR 57 - OVERPAYMENTS - SINGLE UPDATE - REQUEST

DEL  L1 L2 L3 L4 L5  OBJECT      DESCRIPTION      ORIGINAL DEPOSIT ACCOUNT CODE
90 50 00 00 000 860000      SALES TAX REFUND  90 10100000019010000000000010000

AMOUNT      4268.00  VENDOR-ID      TRN-DT      G      VOUCHER-NO  LINE
                        F111111111999      04032013      V  AST681  0001

GL          BF-ORG      EO BF-OB      BF-CAT/YR  CNTRT      OTHER-DOC
71100

OLO         GF  SF  FID  BE      IBI  CAT      YR
430000      10  1  000902  43200100  00  2200  20  00

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

```

TR57 Overpayments Single Update Request Screen One fields:

Field	Description	Required/Optional/Special Instructions
<b>DEL</b>	Delete	Optional. (1A)
<b>L1 L2 L3 L4 L5</b>	Organization Code	Optional. <b>L1</b> is protected. (11N)
<b>OBJECT</b>	Object Code	Protected. (6N)
<b>DESCRIPTION</b>	Description	Optional. (16A/N)

Field	Description	Required/Optional/Special Instructions
<b>ORIGINAL DEPOSIT ACCOUNT CODE</b>	Original Deposit Account Code	Optional. First two digits are protected. (27N)
<b>AMOUNT</b>	Encumbrance Line Amount	Optional. (10.2N)
<b>VENDOR-ID</b>	Vendor Identification Number	Optional. (21A/N)
<b>TRN-DT</b>	Transaction Date	Optional. (8N)
<b>G</b>	Grouping Character	Optional. (1A/N)
<b>VOUCHER-NO</b>	Voucher Number	Optional. (6A/N)
<b>LINE</b>	Line Number	Optional. (4N)
<b>GL</b>	General Ledger Code	Protected. (5N)
<b>BF-ORG</b>	Benefitting Organization Code	Required. If <b>VENDOR-ID</b> field is <b>blank</b> . Optional. If FLAIR account code is input in the <b>VENDOR-ID</b> field. If <b>BF-ORG</b> is used, the vendor ID ≠ <b>F, S, N,</b> or <b>E.</b> (11N)
<b>EO</b>	Expansion Option	Optional. (2A/N)
<b>BF-OB</b>	Benefitting Object Code	Optional. (6N)
<b>BF-CAT/YR</b>	Benefitting Appropriation Category /Year	Protected. (8N)
<b>CNTRT</b>	Contract Number	Optional. Must be established in FACTS and carried over to the Title File before it can be used in a FLAIR transaction. If object code = <b>75XXXX</b> , a grant and/or contract number is required. (5A/N)
<b>OTHER-DOC</b>	Other Document Number	Optional. (11A/N)
<b>OLO</b>	Operating Level Organization	Required. (6N)
<b>GF</b>	GAAFR Fund	Protected. (2N)
<b>SF</b>	State Fund	Protected. (1N)
<b>FID</b>	Fund Identifier	Protected. (6N)
<b>BE</b>	Budget Entity	Optional. (8N)
<b>IBI</b>	Internal Budget Indicator	Optional. (2N)
<b>CAT</b>	Category	Optional. First four digits protected. (6N)
<b>YR</b>	Year	Protected. (2N)

To update the transaction:

8. a. Input missing data into blank fields, or type over existing data; **OR**  
b. In the **DEL** field, input **D** to delete the entire transaction.

**TR57 – Overpayments – Single Update – Request – Screen One** (with example data input)

57U1										04/08/2013 13:40:33											
TR 57 - OVERPAYMENTS - SINGLE UPDATE - REQUEST																					
<b>DEL</b>		L1	L2	L3	L4	L5	OBJECT	DESCRIPTION				ORIGINAL DEPOSIT				ACCOUNT CODE					
<b>D</b>		90	50	00	00	000	860000	SALES TAX REFUND				90 10100000190100000000000010000									
AMOUNT				VENDOR-ID				TRN-DT				G	VOUCHER-NO				LINE				
4268.00				F111111111999				04032013					V AST681				0001				
GL		BF-ORG		EO		BF-OB		BF-CAT/YR				CNTRT	OTHER-DOC								
71100													C101302								
OLO		GF	SF	FID	BE			IBI	CAT	YR											
430000		10	1	000902	43200100			00	2200	20	00										
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---										TYPE		SEL									
CONT										MINI		MAIN		RFRSH		CAN					

9. Press **Enter**. If the entry is deleted, FLAIR will display the next record meeting the inquiry search criteria. If no further records are found, FLAIR will display the message **"END OF SEARCH."** **Note:** If additional records are to be updated, the user must first perform an inquiry, and then follow the steps above.

## 212.20 Accounting Transactions Related to Expenditure Corrections

Most transactions in FLAIR result in the recording of one or more accounting entries for the agency in both Departmental FLAIR and Central FLAIR. Central FLAIR balances are maintained by DFS. The agency must reconcile Departmental FLAIR balances and ensure the accuracy of these entries for financial reporting.

The accounting entries for Departmental FLAIR for each expenditure correction type transaction are included in this section.

### 212.20.1 TR51 FLAIR Accounting Entries

TR51s are used to transfer funds or the record of a cash disbursement from one FLAIR account code to another via JT. The entries for the TR51 JT are recorded as debits to an expenditure account and credits to a cash account.

Disbursement:

SF	GL Code	Description	DR	CR	I/A
	7****	Expenditures	X		I
1	13100	Unexpended GR Release <b>or</b>		X	A
2, 3	12200	Released Cash in State Treasury <b>or</b>		X	A
8	11200	Cash in Bank		X	A

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

If a correction is made using a negative amount (credit), the accounting entry would be recorded as a credit memo. This would increase the expenditure budget and cash, which may be used for other agency spending needs.

Credit memo:

SF	GL Code	Description	DR	CR	I/A
<b>1</b>	<b>13100</b>	Unexpended GR Release <b>or</b>	X		A
<b>2, 3</b>	<b>12200</b>	Released Cash in State Treasury <b>or</b>	X		A
<b>8</b>	<b>11200</b>	Cash in Bank	X		A
	<b>7****</b>	Expenditures		X	I

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

The GL code for expenditures (7\*\*\*\*) may be input by the user or retrieved from the Expansion Set File. To record an increase in expenditures, the user should input a positive amount which will be input as a debit to the 7\*\*\*\* account. To record a credit memo, the user should input a negative amount which will be input as a credit to the 7\*\*\*\* account.

When unencumbered disbursements are recorded, the Available Balance File is updated as follows:

Indicators	State Fund = 1	State Fund = 2, 3	State Fund = 8
<b>Fund Cash</b>	N/A	+/-amount	+/-amount
<b>Fund Release</b>	+/-amount	+/-amount	N/A
<b>Organization Cash</b>	N/A	+/-amount	+/-amount
<b>Organization Allotment</b>	+/-amount	+/-amount	+/-amount

+/- = Increase/Decrease; N/A = Not applicable.

**Note:** Grant fund cash, contract fund cash, project fund cash, grant allotment, contract allotment, and/or project allotment available balance records will also be updated (same as fund cash and organization allotment above). This update will take place only if the grant, contract, and/or project fields are input.



## 212.20.2 TR58 FLAIR Accounting Entries

This transaction is used to reverse disbursement transactions and re-input correct disbursement transactions that do not need to generate a voucher. The TR58 may also be used to restore funds in an account when the warrant is cancelled or a voucher is deleted. To reverse a disbursement:

SF	GL Code	Description	DR	CR	I/A
<b>1</b>	<b>13100</b>	Unexpended GR Release <b>or</b>	X		A
<b>2, 3</b>	<b>12200</b>	Released Cash in State Treasury <b>or</b>	X		A
<b>8</b>	<b>11200</b>	Cash in Bank	X		A
	<b>7****</b>	Expenditures		X	I

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

To record a correct disbursement:

SF	GL Code	Description	DR	CR	I/A
	<b>7****</b>	Expenditures	X		I
<b>1</b>	<b>13100</b>	Unexpended GR Release <b>or</b>		X	A
<b>2, 3</b>	<b>12200</b>	Released Cash in State Treasury <b>or</b>		X	A
<b>8</b>	<b>11200</b>	Cash in Bank		X	A

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

The GL code for expenditures (7\*\*\*\*) may be input by the user or retrieved from the Expansion Set File. To record a decrease in expenditures (reverse a disbursement), the user should input a negative amount that will be input as a credit to the 7\*\*\*\* account. To record an increase in expenditures (record the correct disbursement), the user should input a positive amount which will be input as a debit to the 7\*\*\*\* account.

When disbursement corrections are recorded, the Available Balance File is updated as follows:

Indicators	State Fund = 1	State Fund = 2, 3	State Fund = 8
<b>Fund Cash</b>	N/A	+/-amount	+/-amount
<b>Fund Release</b>	+/-amount	+/-amount	N/A
<b>Organization Cash</b>	N/A	+/-amount	+/-amount
<b>Organization Allotment</b>	+/-amount	+/-amount	+/-amount

+/- = Increase/Decrease; N/A = Not applicable.

**Note:** Grant fund cash, contract fund cash, project fund cash, grant allotment, contract allotment, and/or project allotment available balance records will also be updated (same as fund cash and organization allotment above). This update will take place only if the grant, contract, and/or project fields are input.

### 212.20.3 TR99 FLAIR Accounting Entries

TR99s are automated and record the offsetting side of the receipt of funds from other funds for a transaction. This may be for receipt of revenue or receipt of expense refunds. The state fund and benefitting object code used in the transaction determine the accounting entries that are recorded.

Revenue receipt (**BF-OBJ** = revenue object code):

SF	GL Code	Description	DR	CR	I/A
<b>1</b>	<b>54600</b>	Collections – State GR <b>or</b>	X		A
<b>2, 3</b>	<b>12100</b>	Unreleased Cash in State Treasury <b>or</b>	X		A
<b>8</b>	<b>11200</b>	Cash in Bank	X		A
	<b>6****</b>	Revenue/Receipts		X	A

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

Expense refund receipt (**BF-OBJ** = expenditure object code):

SF	GL Code	Description	DR	CR	I/A
<b>1</b>	<b>13100</b>	Unexpended GR Release <b>or</b>	X		A
<b>2, 3</b>	<b>12200</b>	Released Cash in State Treasury <b>or</b>	X		A
<b>8</b>	<b>11200</b>	Cash in Bank	X		A
	<b>7****</b>	Expenditures		X	A

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

When automated JT receipts are recorded, the Available Balance File is updated as follows:

Indicators	State Fund = 1	State Fund = 2, 3	State Fund = 8
<b>Fund Cash</b>	N/A	+/-amount	+/-amount
<b>Fund Release*</b>	+/-amount	+/-amount	N/A
<b>Organization Cash</b>	N/A	+/-amount	+/-amount
<b>Organization Allotment*</b>	+/-amount	+/-amount	+/-amount

+/- = Increase/Decrease; N/A = Not applicable.

\* These balances are affected when expenditure object code is used in BF-OBJ only. Revenue object codes do not affect balances.

**Note:** Grant fund cash, contract fund cash, project fund cash, grant allotment, contract allotment, and/or project allotment available balance records will also be updated (same as fund cash and organization allotment above). This update will take place only if the grant, contract, and/or project fields are input.

### 212.20.4 TR59 FLAIR Accounting Entries

The TR59 is used to delete revolving fund disbursements and credits from the Revolving Fund File (7S) and the GL accounts. To delete a disbursement, a positive amount is input with the transaction. To delete a credit, a negative amount is input with the transaction. During nightly processing, accounting entries will be recorded for the operating fund and the revolving fund. Operating fund entries when a disbursement is deleted using a positive amount:

SF	GL Code	Description	DR	CR	I/A
<b>1</b>	<b>13100</b>	Unexpended GR Release <b>or</b>	X		A
<b>2, 3</b>	<b>12200</b>	Released Cash in State Treasury <b>or</b>	X		A
<b>8</b>	<b>11200</b>	Cash in Bank	X		A
	<b>7****</b>	Expenditures		X	A

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

Revolving fund entries when a disbursement is deleted using a positive amount:

SF	GL Code	Description	DR	CR	I/A
<b>8</b>	<b>11200</b>	Cash in Bank	X		A
<b>8</b>	<b>16800</b>	Due from SF – Revolving Fund		X	A

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

Operating fund entries when a credit is deleted using a negative amount:

SF	GL Code	Description	DR	CR	I/A
	<b>7****</b>	Expenditures	X		A
<b>1</b>	<b>13100</b>	Unexpended GR Release <b>or</b>		X	A
<b>2, 3</b>	<b>12200</b>	Released Cash in State Treasury <b>or</b>		X	A
<b>8</b>	<b>11200</b>	Cash in Bank		X	A

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

Revolving fund entries when a credit is deleted using a negative amount:

SF	GL Code	Description	DR	CR	I/A
<b>8</b>	<b>16800</b>	Due from SF – Revolving Fund	X		A
<b>8</b>	<b>11200</b>	Cash in Bank		X	A

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

When revolving fund disbursement corrections are recorded, the Available Balance File is updated for the operating fund as follows:

Indicators	State Fund = 1	State Fund = 2, 3	State Fund = 8
<b>Fund Cash</b>	N/A*	+/-amount	+/-amount
<b>Fund Release</b>	+/-amount	+/-amount	N/A*
<b>Organization Cash</b>	N/A*	+/-amount	+/-amount
<b>Organization Allotment</b>	+/-amount	+/-amount	+/-amount

+/- = Increase/Decrease; N/A = Not applicable.

**Note:** Grant fund cash, contract fund cash, project fund cash, grant allotment, contract allotment, and/or project allotment available balance records will also be updated (same as fund cash and organization allotment above). This update will take place only if the grant, contract, and/or project fields were input with the original revolving fund disbursement transaction.

When revolving fund disbursement corrections are recorded, the Available Balance File is updated for the revolving fund as follows:

Indicators	State Fund = 8
<b>Fund Cash</b>	+/-amount
<b>Organization Cash</b>	+/-amount

+/- = Increase/Decrease.

### 212.20.5 TR57 FLAIR Accounting Entries

The TR57 does not generate any accounting entries in departmental FLAIR, unless an agency processes the TR57 with a benefitting JT using the **BF-ORG**, **BF-EO**, and **BF-OBJ** fields, and leaving the **VENDOR-ID** field blank. If this type of transfer is made, then a TR99 (Automated JT Receipt) will automatically be generated. The TR57 does not appear on an agency's Detail File or Master File, but does reduce the revenues recorded in the agency's Trial Balance Report. Only the revenue GL where the revenue was originally recorded will be affected.

The TR57 has no effect on the available balance file, unless an automated JT Receipt (TR99) is generated. *See section 212.20.3 TR99 FLAIR Accounting Entries for accounting and balance information if a benefitting JT is included with the TR57.*