



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

**Revenue
Chapter 600**

Revised July 2021

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600 Revenue

As part of the State of Florida's accounting cycle, revenue supports the appropriations and expenditures necessary for the continued operation of state programs and projects.

Revenue is an increase to governmental assets as a result of the claim to receive fees and taxes, providing services, or the decreasing of a liability. Revenue does not increase liabilities or represent the recovery of expenditures. Revenue occurs when an agency has "earned" an amount that is measurable and available to spend within an accounting period.

In governmental accounting, two types of revenues are recognized:

- **Exchange transaction revenues** – When goods, services, or cash are exchanged for goods, services, or cash of equal value.
- **Non-exchange transaction revenues** – An exchange in which equal value is not received or given. There are four categories of non-exchange transactions:
 - **Derived revenues** – Taxes that are self assessed on transactions. For example, sales tax and income tax are derived revenues.
 - **Imposed transactions** – Taxes that are not based on a transaction. Examples include property taxes, fines, or assessments.
 - **Government mandated transactions** – Transactions in which one level of government gives funds to another level of government to use for a specified purpose. These are recorded as revenue only when all requirements to be eligible for the funds are met.
 - **Voluntary transactions** – Transactions in which parties willingly provide money to a government agency. Examples include donations or unrestricted grants. These are considered revenues when the eligibility requirements are met.

The Office of Economic and Demographic Research (EDR) is the research arm of the Legislature. The EDR is responsible for:

- Forecasting economic and social trends that affect policy making, revenue, and appropriations;
- Publishing forecasts and making them available to the Legislature, state agencies, research organizations, universities, and the general public; and
- Estimating revenues for General Revenue and several large trust funds.
 - *For additional information, visit the EDR website at <http://edr.state.fl.us/Content>*

These estimates are used by the Legislature to develop the annual General Appropriations Act (GAA). *See section 107.1 State Budget Process for additional information.*

Agencies must estimate revenues for most trust funds and input the estimates into FLAIR. Estimates are:

- Input by category;
- Input using a TR21; and
- Used as a budgeting and monitoring tool, as actual revenue received can be compared with estimated revenue for each category.

While revenue represents monies earned, **receipts** are monies collected. Receipts come in various forms, such as cash, checks, or electronic payments. Funds are usually deposited to the State Treasury Concentration Account, a consolidated account serving all state agencies, or to a local fund, any account other than the State Treasury Concentration Account. Accounts receivable

represent amounts owed due to goods or services having been provided, or for taxes or fees assessed. Both receipts and receivables are recorded as revenue.

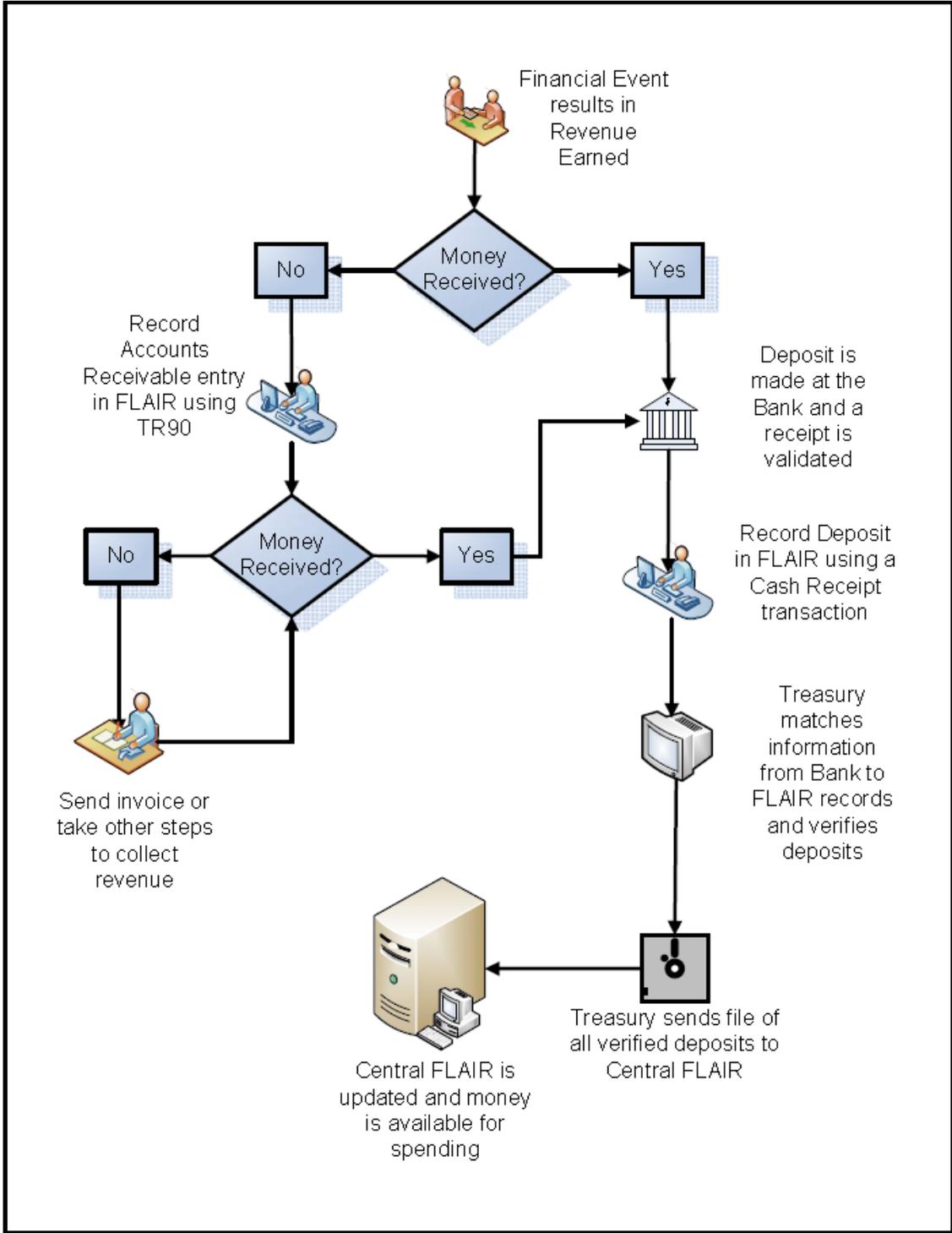
This chapter provides agency users with information to perform the following functions:

- Record receipts;
- Record accounts receivable;
- Transfer funds between revenue accounts;
- Record revenue corrections; and
- Understand Treasury processing.

In order to record revenue transactions in FLAIR properly, agencies must:

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

600.1 Revenue Flow Chart



601 CFO and Agency Requirements

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

The Department of Financial Services (DFS) is the agency through which the CFO carries out his/her duties, as established in section [20.121](#), F.S. Per this statute, the CFO is also known as the Treasurer for the State of Florida.

The Division of Accounting and Auditing and the Division of Treasury work with state agencies to ensure that revenue is recorded and processed properly.

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

- Record revenues and deposits accurately and in a timely manner;
- Manage and invest cash effectively;
- Comply with the Cash Management Improvement Act (CMIA); and
- Establish effective internal controls (*see section 103 Internal Controls for additional information*).

601.1 Authority

The *Florida Statutes* authorize and govern the use of FLAIR. Prior to accepting and processing receipts or recording revenue, the CFO and state agencies must follow statutory guidelines approved by the Florida Legislature and signed into law by the Governor. The following list includes Florida Statutes related to revenue transactions (the list does not include all statutes that contain agency-specific authority):

- Section [17.001](#), F.S., establishes the CFO as the chief fiscal officer of the State who is responsible for settling and approving accounts against the State and keeping all state funds and securities.
- Section [17.57](#), F.S., provides permission for the deposit and investment of state money in qualified public depositories or other qualified investment vehicles.
- Section [17.58](#), F.S., authorizes deposit of public money outside the State Treasury in a qualified public depository for clearing and revolving funds.
- Section [20.121](#), F.S., establishes DFS and its divisions, including the Division of Accounting and Auditing and the Division of Treasury.
- Section [116.01](#), F.S., requires agencies to deposit public funds into the Treasury in a timely manner.
- Section [215.26](#), F.S., allows for the refund of funds paid into the State Treasury as an over payment or in error.
- Section [215.31](#), F.S., requires all revenue be promptly deposited in the State Treasury and credited to the appropriate fund.
- Section [215.32](#), F.S., designates that all moneys be deposited in the State Treasury and accounted for by the CFO as one of the following funds: general revenue, trust, or budget stabilization.
- Section [215.322](#), F.S., encourages state agencies to accept funds through the use of credit cards, debit cards, or electronic transfers.

- Section [215.86](#), F.S., directs agencies and the Judicial Branch to establish and maintain management systems and controls that promote compliance; economic, efficient, and effective operations; reliability of records and reports; and safeguarding of assets.
- Section [216.271](#), F.S., authorizes the CFO to approve and oversee revolving funds.
- Section [216.275](#), F.S., authorizes the CFO to approve and oversee clearing accounts.
- Chapter [280](#), F.S., establishes the security rules for public deposits and gives the CFO rulemaking authority for public deposits.
- Section [381.0021](#), F.S., allows the Department of Health to establish client welfare accounts.
- Section [402.18](#), F.S., allows the Department of Children and Family Services to establish welfare trust funds, and dictates how those funds are to be administered.
- Section [985.692](#), F.S., requires the Department of Juvenile Justice to establish a juvenile welfare trust fund.

601.2 Revenue Related Functions

Multiple transactions in FLAIR record revenue and cash receipts. Several factors are used to determine when each transaction is appropriate, including if the agency is:

- Recording revenue earned, receipt of revenue, or both;
- Recording a receipt where an accounts receivable has already been established;
- Recording funds deposited to the State Treasury Concentration Account or a local fund; and/or
- Recording funds received via journal transfer (JT).

In order to access revenue or receipt transactions in FLAIR, users must have:

- I (Inquiry) security access to view transactions or data related to revenue transactions; and/or
- U (Update) security access to process transactions.

The following list of revenue-related FLAIR functions can be accessed from the Main Accounting Menu, specific mini menus, or any FLAIR input screen.

Revenue-related Functions on the FLAIR Main Accounting Menu

MNMU			MENU			05/07/2013 12:00:56		
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

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

Revenue-related functions on the FLAIR Main Accounting Menu:

Function Code	Description	Additional Information
AR	Available Receivable	Accounts receivable transactions (<i>see section 606 Accounts Receivable</i>): TR90 – Accounts Receivable TR91 – Memo Accounts Receivable TR9S – Accounts Receivable Subsidiary Ledger
CP	Cash Receipts Utility	Cash receipts processing and reporting (<i>see section 607 Cash Receipts Utility Function</i>): Treasury Receipt Processing Treasury Receipt Detail Inquiry Clear the Clearing Fund Processing Receipts Reporting
CR	Cash Receipts	Cash receipts transactions (<i>see section 603 Cash Receipts and Receipts Processing</i>): TR30 – Direct Deposit Receipts TR31 – Clearing Fund Receipts TR32 – Revolving Fund Reimbursements TR33 – Direct Deposit Receivables Receipts TR34 – Clearing Fund Receivables Receipts TR96 – JT Receipts TR97 – JT Receivables Receipts TR3S – Cash Receipts & Clearing Fund File
RC	Accounts Receivable Customer File	<i>See section 111.3 Accounts Receivable Customer File for additional information.</i>
TF	Revenue to Revenue Transfers	Revenue to revenue transfers (<i>see section 609 Revenue Transfers Function</i>): RV – Add Revenue Correction/Reallocation RS – Browse Revenue Correction Reallocation (sending) RQ – Revenue Correction/Reallocation Report Request RR – Browse Revenue Correction/Reallocation (receiving) RC – Receipts Report Request

Although the table above lists functions that are related to revenue transactions, each agency has specific policies determining who has access to what function based on specific job duties. Not all positions will have access to all functions. Please see the Access Control Custodian for additional information related to specific FLAIR functions not displayed on the Main Accounting Menu.

602 Revenue Processing

Agencies currently use various methods for processing revenue and receipt transactions. This section provides, in detail, methods of revenue collection and how revenue should be processed pursuant to state laws, rules, and memorandums.

The following items will be discussed in detail in this section:

- Definitions of revenue and receipts
- Deposit types
- The State Treasury Concentration Account
- Collection and deposit authority

602.1 Revenue and Receipts

It is important to understand the difference between revenue and receipts in order to account for each properly. **Revenue** is money that is legally due. **Receipts** are monies that have been collected. In governmental accounting, the majority of receipts are accounted for as revenues.

As stated previously, revenue is derived from various sources in governmental accounting:

- Taxes
- Fees
- Licenses
- Grants
- Donations

These funds must be recorded upon receipt and verified by the Treasury within FLAIR, the State's accounting system. Per section [116.01](#), F.S., funds collected must be deposited no later than seven working days from the end of the week in which the funds were received. Section [215.31](#), F.S. further states that the revenue should be credited promptly to the appropriate fund.

602.2 Authority

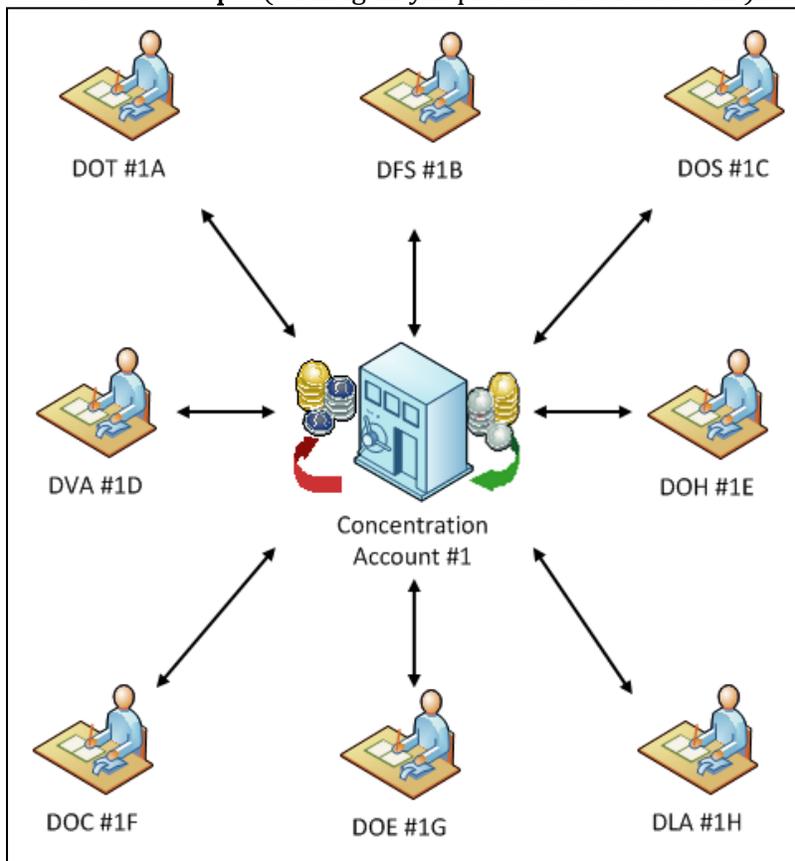
Florida Security for Public Deposits Act

The Florida Security for Public Deposits Act ensures that any bank that holds public deposits must be financially sound and have collateral with the CFO of the State of Florida. *See Rule Chapter [69C-2](#), F.A.C. regarding procedures for administering the Florida Security for Public Deposits Act.*

Where Do We Make Deposits?

Receipts must be deposited in the State Treasury Concentration Account or into a local bank account.

The **State Treasury Concentration Account** (also referred to as the State Concentration Account or Concentration Account) is the designated commercial bank account at the financial institution (bank) for the State of Florida. All state agencies deposit money to the same financial institution, pooling the State's money for greater efficiency and cost savings. Concentrating the funds of all agencies allows the CFO to invest excess cash for a higher rate of return. Each agency is assigned a sub-account within the concentration account so that its money can be tracked separately from that of other agencies.

State Concentration Account Example (each agency represents a sub-account):

DFS = Department of Financial Services; DLA = Department of Legal Affairs;
 DOC = Department of Corrections; DOE = Department of Education;
 DOH = Department of Health; DOS = Department of State;
 DOT = Department of Transportation; DVA = Department of Veterans' Affairs.

Local bank accounts are accounts at other financial institutions in the state also known as **clearing funds, revolving funds, or local funds**. These accounts are managed by agencies and reported using a **state fund type of 8 (SF = 8)**.

- Section [216.271](#), F.S., authorizes the CFO to approve and oversee revolving funds.
- Section [216.275](#), F.S., authorizes the CFO to approve and oversee clearing accounts.

602.3 The Deposit Process

Deposits have specific processing flows based on the type of receipt. The types of receipts and their processing flows are determined by Florida Statutes, Florida Administrative Codes, Treasury procedures, and agency procedures. Although each agency has its own specific procedures for handling receipts, these procedures should be strictly followed to ensure internal controls are in place and effective.

602.3.1 Types of Receipts

Agencies receive revenue in the form of deposits. Depending on what is received, deposits may be classified as over-the-counter, electronic, or other. Each of these methods must follow specific procedures pursuant to Florida Statutes/Administrative Codes, Federal Laws/Regulations, and CFO/AA Memorandums.

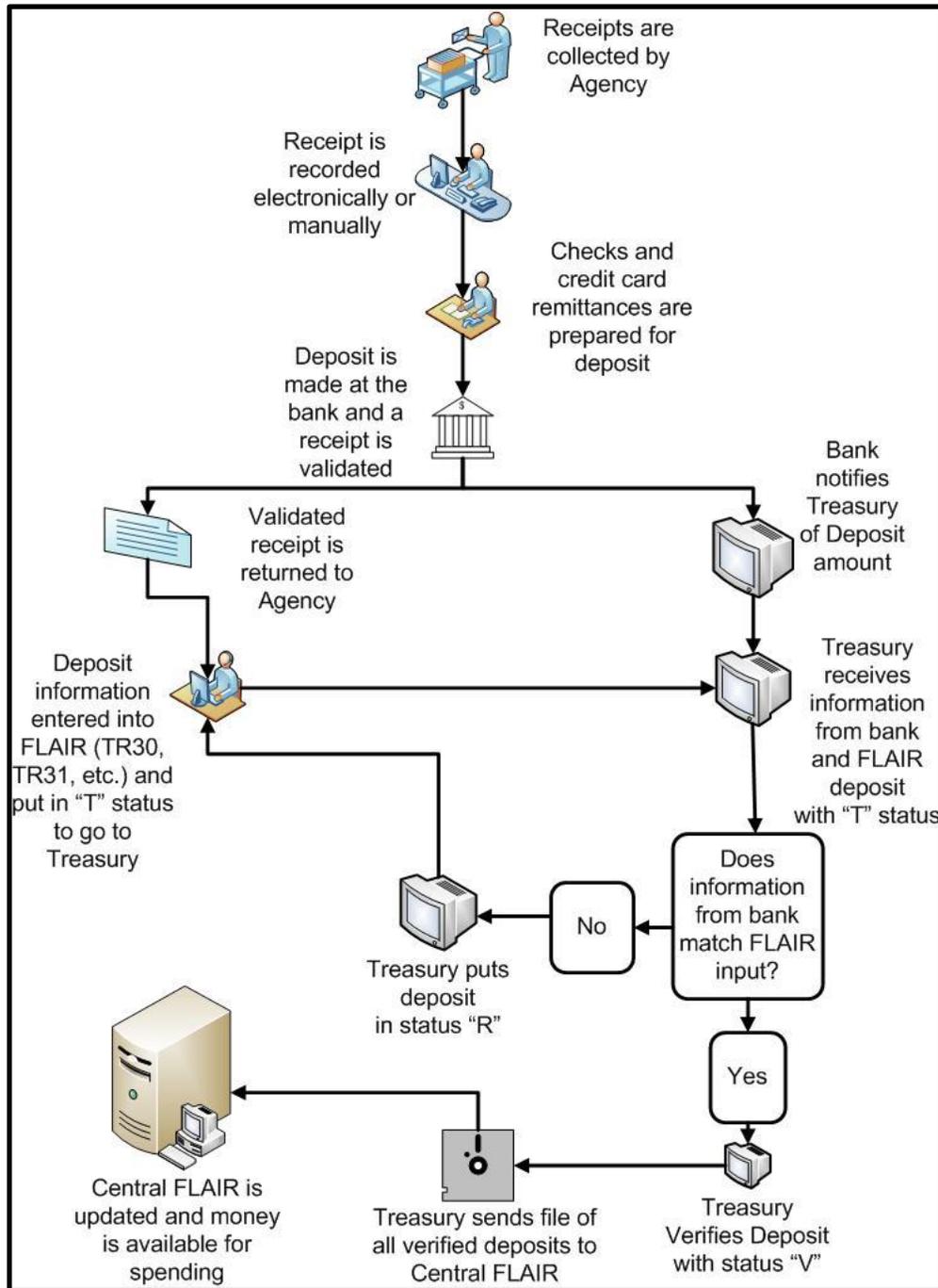
Types of deposits:

Over-the-Counter	Electronic	Other
Cash	Automated Clearinghouse Transfers (ACH)	Lockbox
Checks	FED wires/Wire Transfers	Remote Deposits
Cashier's Checks	Electronic Funds Transfer (EFT)	Clearing Accounts/Funds
Traveler's Checks	Debit/Credit Cards (internet and phone)	Journal Transfers (JTs)
Money Orders		
Credit Cards (Point-of-Sale)		

602.3.2 Over-the-Counter Deposits

Payment is received by mail or in-person, at a physical location where business transactions are conducted. These may be **direct deposits**, where revenue is recorded when funds are received, or **receivable receipts**, where revenue was previously recorded and payment is applied to, or adjusts, a receivable balance. The deposits are made either through pre-printed agency deposit slips or bank counter deposit slips.

The following flowchart depicts over-the-counter deposit processing:



Over-the-counter deposit processing steps:

1. Receive monies.
 - a. Check cash for counterfeits.
 - b. Attach any documentation received to assist in identification of receipt.
2. Record receipt either manual or electronically.
 - a. Restrictive endorse checks at time of receipt.
 - b. Maintain a receipt log identifying source (cash, check, credit card).
 - c. Maintain a record of transferring the receipts from one person to another.
3. Prepare deposits and take them to the bank.
 - a. Prepare a tape of receipts (adding machine or computer).
 - b. Validate totals with receipt log.
 - c. Maintain deposits under lock and key until deposited.
 - d. Prepare all deposit items to be submitted to bank.
4. Deposit receipts.
 - a. Use a locking/sealed bank bag for deposits and related items.
 - b. Courier/staff should return validated deposit slips for documentation.
5. Enter deposit data in FLAIR using the appropriate FLAIR transaction as listed in the Cash Receipts Mini Menu; mark it with a **T** (transferred) status on the Cash Receipts Utility (**CP**) function.
6. The Treasury will reconcile the deposit recorded by the agency to the deposit recorded by the bank and mark it with a **V** (verified) status.
7. After 4:00 p.m. each day, the Treasury sends an electronic file of all verified deposits to DFS for posting to Central FLAIR.
8. Once the Verified Deposits File posts to Central FLAIR, the deposits are available for use by an agency. Prior to reconciliation by the Treasury and the recording of the accounting entries for the deposit, the deposit will not be available for use by an agency.

602.3.3 Electronic Deposits

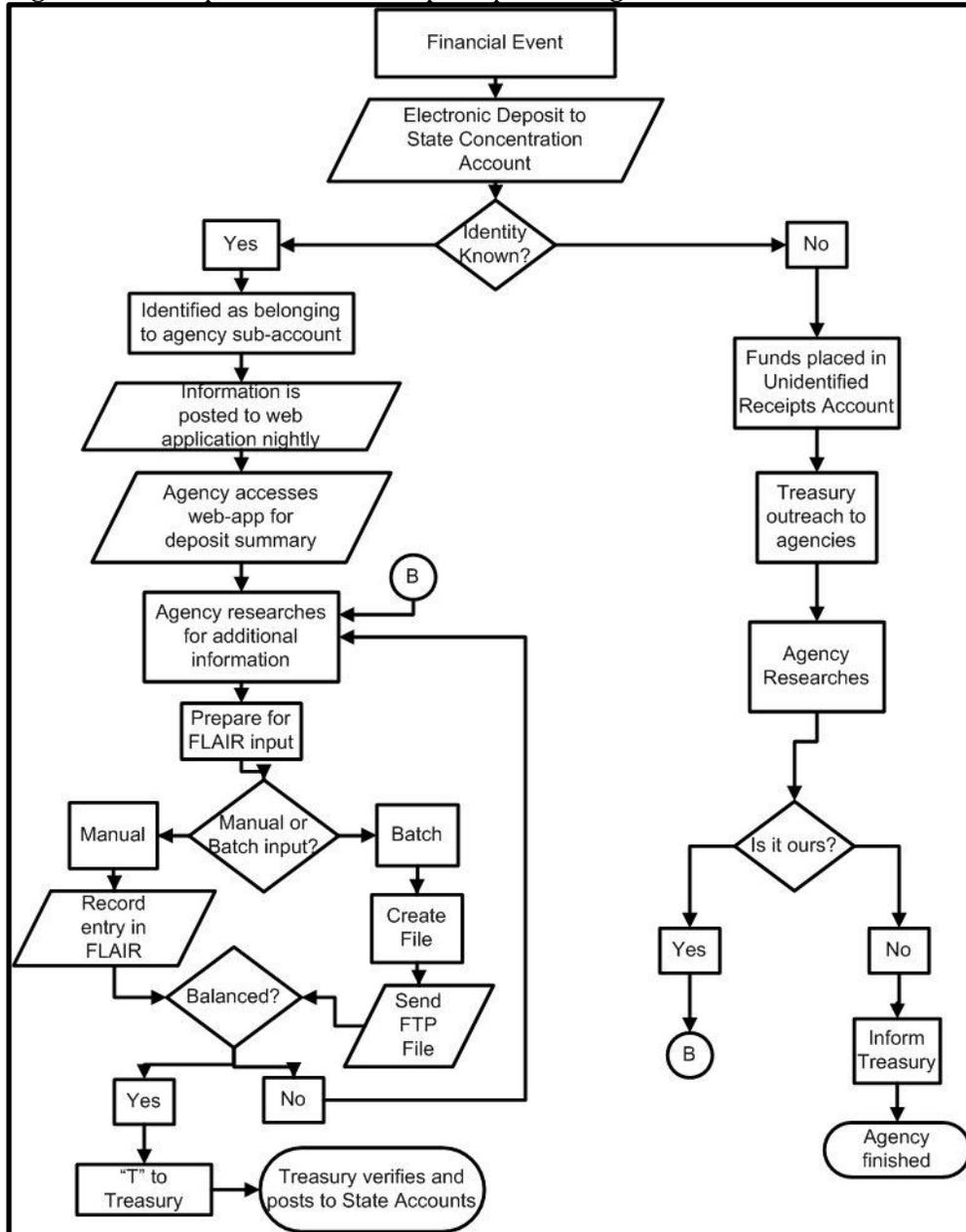
Electronic deposits are transfers of funds between accounts by electronic means rather than paper-based payment methods, as defined by the Code of Federal Regulations, [title 12, section 205.3\(b\)](#). An agency receives notice of an electronic transaction after it has been credited to the bank account. The agency must then record the deposit in FLAIR.

The Treasury has a statewide ePayments contract that agencies can utilize to collect funds either by credit card or ACH (eCheck). State entities that collect money by electronic processes are required to file an annual report of payment activity and costs with the CFO providing information required by section [215.322](#), F.S., and Rule Chapter [69C-4](#), F.A.C.

- **Credit Card/Debit Card** – These can be point-of-sale, where a card is physically swiped or an engraving machine is used, over the phone, by mail remittance, or online web payments. These can be over-the-counter or deposits that are transmitted via bankcard (Merchant Services) and hit the Treasury's account via ACH.
- **ACH** – A nationwide electronic funds transfer (EFT) network that enables participating financial institutions to distribute electronic credit and debit entries to bank accounts and to settle such entries. These are preauthorized transfers that are not in real time. They are credited to the Treasury's account within a few days after the initiated transfer. It is less expensive to send ACH funds via transfer than through the Federal Reserve Wire Network (Fedwire).

- **Fedwire/Wire Transfer** – An electronic movement/transfer of funds through the Federal Reserve Wire Network or the Interbank Payments System. These are credited to the Treasury’s account in real time and are referred to as wire transfers or wires.
- **Electronic Funds Transfer (EFT)** – A transfer of funds between accounts by electronic means rather than paper-based payment methods (e.g., electronic terminal, telephone, computer, automated teller machine [ATM], or magnetic tape).
- **Electronic Check Conversions (eChecks)** – Electronic payments where the payment is authorized to be automatically debited from a checking account.

The following flowchart depicts electronic deposit processing:



Electronic deposit processing steps:

1. Electronic receipts are deposited into the State Treasury Concentration Account (Concentration Account).
2. The agency is notified that an electronic receipt has been deposited into the Concentration Account.
3. Agencies enter the deposit and the related accounting entries in FLAIR and change the status from **P** (pending) to **T** (transferred).
4. The Treasury will reconcile the deposit recorded by the agency to the deposit per the bank and change the status to **V** (verified).
5. After 4:00 p.m. each day, the Treasury sends an electronic file of all verified deposits to DFS for posting to Central FLAIR.
6. Once the verified deposits file posts to Central FLAIR, the deposited funds are available for use by the agency. Prior to the reconciliation by the Treasury and the recording of the accounting entries for the deposit, the deposit will not be available for use by the agency.

602.3.4 Other Deposits

Some deposits are not over-the-counter or electronic. These are considered other deposit types.

- **Lockbox** – A service offered to companies that have deposits mailed to a post office box. The financial institution picks up the receipts daily and is responsible for sorting, totaling, recording, and depositing the receipts to the company's account.
- **Remote Deposits** – Deposits that are transmitted electronically to the bank. The check is scanned and the digital image is presented to the bank electronically. This gives the agency the ability to deposit checks without having to deliver actual checks to the bank. A permanent record of checks received and deposited is maintained. Deposits can be made up until 10:00 p.m. This reduces trips to the bank, although cash and checks that cannot be read by the scanner will have to be taken to the bank to be deposited.
- **Clearing Account/Funds** – Funds deposited to a local bank and which must be transferred to the State Treasury Concentration Account per rule [69C-1.005](#), F.A.C.
- **Journal Transfers (JTs)** – Transfers that happen within the State Treasury Concentration Account.

603 Cash Receipts and Receipt Processing

State agencies collect money for many reasons, such as taxes and fees collected, grant awards, and refunds. Monies received are required to be deposited into an account at an approved financial institution within seven working days from the end of the week in which the funds were received, according to section [116.01](#), F.S. In addition, the transaction must be recorded in FLAIR in a timely manner, per section [215.31](#), F.S.

Most of the monies collected by state agencies are classified as revenues. Funds may also be collected for expenditure refunds, deferred revenues, or other non-revenue type transactions.

603.1 Receipt Transactions Overview

To record cash receipt transactions in FLAIR, users must have **U** (Update) security clearance to access the appropriate transaction types. When processing cash receipts, there are several transaction types available through the Cash Receipt Mini Menu (**CR**). The user should be familiar with the transactions on this mini menu.

To access the Cash Receipts Mini Menu from any FLAIR input screen:

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

FLAIR Main Accounting Menu (with example data input)

MNMU			MENU			05/28/2014 09:28:33		
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: CR SEL:

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

2. Press **Enter**. FLAIR will display the Cash Receipts Mini Menu.

Cash Receipts Mini Menu

```

CRMU                                05/28/14  10:04:56
                                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      SEL
    
```

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

Transaction Type	Description	Available SEL (Selection) Options
30	Direct Deposit Receipts	A – Multiple Input S – Single Input M – Multiple Inquiry I – Single Inquiry
31	Clearing Fund Receipts	A, S, M, I
32	Revolving Fund Reimbursements	A, M
33	Direct Deposit Receivable Receipts	A, S, M, I
34	Clearing Fund Receivable Receipts	A, S, M, I
96	Journal Transfer Receipts	A, S, M, I
97	Journal Transfer Receivables Receipts	A, S, M, I
3S	Cash Receipts & Clearing Fund File	M, I

Cash receipt transactions have up to four selection options available for use:

Selection Type	Description
A	Multiple Input. Processes up to four lines of a transaction using the same document number with limited data codes displayed.
S	Single Input with Expanded Data Display. Processes one line of a transaction at a time. The user can view all codes retrieved from the expansion files and all available optional fields.
M	Multiple Inquiry. The user can view up to four lines of a transaction using the same document number.
I	Single Inquiry with Expanded Data Display. The users can view all available data codes.

Each transaction listed on the Cash Receipts Mini Menu serves a different purpose in FLAIR. It is important to understand how each transaction affects the accounting records in order to determine which transaction to use. Each transaction will be described in detail in chapter 600. This section, 603 Cash Receipts and Receipts Processing, will discuss TR30, TR96, TR99 (not on the mini menu), and TR3S in detail.

603.2 TR30 Direct Deposit Receipts

The TR30 Direct Deposit Receipts transaction is used to record deposits made into the State Treasury Concentration Account, or to local bank accounts. When funds are deposited into the State Treasury Concentration Account and an accounts receivable has not been established, the TR30 records a credit in a revenue general ledger (GL) and a debit in a cash GL within an operating fund.

The TR30 records the receipt of cash (debit) and revenue (credit) to the GLs within a local fund (SF = 8) when the funds are deposited into a local account. *See section 206.1.2 TR30 Direct Deposit Receipt (Local Fund Processing) for additional information on use with local accounts.* It may also be used to make corrections or record expenditure refunds. *See section 610 Adjustments & Corrections for additional details regarding corrections and expenditure refunds.* The TR30 is the most commonly used receipt transaction.

When a TR30 is input, a record of the transaction is added to the Cash Receipts & Clearing Fund File (3S). When a TR30 is recorded to a local fund (SF = 8) or has a bookkeeping indicator (BI) of N, the transaction will only update the agency's accounting records. All other TR30 transactions will update the agency's accounting records and be added to the Treasury Receipt System for further processing. The deposit must be transferred to the Treasury for verification and posting. The deposit number used in the transaction should be taken from the Magnetic Ink Character Recognition (MICR) line of the deposit slip to accommodate the verification process. *See sections 607 Cash Receipt Utility Function and 608 Treasury for more details on Treasury Receipt Processing.*

603.3 TR30 Input

Users can input a single direct deposit receipts transaction using a TR30S, or multiple direct deposit receipts transactions using a TR30A. Single input allows the user to view all data codes associated with the transaction (e.g., grant number, other cost accumulator, and external codes). Multiple transactions display limited data, but the user can input up to four lines per page. When recording a transaction with a TR30, the total amount of all lines cannot equal \$1 billion or more, or negative \$1 billion or less. Receipts should be recorded to the organizational level at which allotments are recorded.

To access the 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 either **A** (for multiple input) or **S** (for single input).

Cash Receipts Mini Menu (with example data input)

```

CRMU                                05/28/14  10:04:56
                                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
    
```

SEL Options:
A or S

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

603.3.1 TR30 Single Input

The TR30 Direct Deposit Receipts Single Input Request allows users to input or view all data codes associated with a transaction and consists of two screens. Some codes are retrieved from the Expansion Files, but can be updated at the time of input or prior to the end of the same business day they were input, if necessary.

To access the TR30 Direct Deposit Receipts Single Input Request Screen 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                                05/28/14  10:04:56
                                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

- 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                                05/28/2014  10:53:10
      TR 30 - DIRECT DEPOSIT RECEIPTS - 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  HELP          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. Agency unique. L1 is protected. Must be input left to right without missing any spaces. If not input, defaults to all zeros in L2 through L5. (11N)
EO	Expansion Option	Required. If blank, defaults to 00. <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 <900000. (6N)
PPI	Prior Period Indicator	Optional. Valid input: Blank – Transaction will update current period accounting records. M – Prior Month Indicator. Transaction will update prior month accounting records when an agency has not closed the books for the previous month. Y – Prior Year Indicator. Transaction will update prior year accounting records when an agency has not closed the books for the previous year. (1A)

- In the appropriate fields, input the data necessary to proceed to Screen Two.

TR30 – Direct Deposit Receipts – Single Input – Request - Screen One (with example data input)

```

30S1                                05/28/2014  12:10:45
      TR 30 - DIRECT DEPOSIT RECEIPTS - SINGLE INPUT - REQUEST
L1 L2 L3 L4 L5  EO VR OBJECT PPI
85 10 01 01 211 01   001000

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

5. 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  05/28/2014  12:13:51
DEP-NO   LINE      L1 L2 L3 L4 L5  EO VR OBJECT  CF  TRN-DT  PPI
C                85 10 01 01 211 01 04 001000
...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
000100 00 61300
GF SF FID  BE  IBI  EF  STATE-PROGRAM  PROJECT ID
20 2  010001 85100000 00  1112110000 000000
BPIN          ...UNITS....  ...TIME...  *LETTER OF CREDIT
NEXT:
L1-L5 85 10 01 01 211 EO 01 VR  OBJECT 001000 PPI
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  HELP           MINI  MAIN  RFRSH                                CAN
    
```

TR30 Direct Deposit Receipts Single Input Screen Two fields:

Field	Description	Required/Optional/Special Instructions
DEP-NO	Deposit Number	Required. C is protected. May be taken from the MICR line of the deposit slip. (7A/N)
LINE	Document Line Number	Optional. If line number is not input by user, no line number is assigned. The user may assign the same line number to multiple lines within the deposit number. (4N)

Field	Description	Required/Optional/Special Instructions
L1 L2 L3 L4 L5	Organization Code	Protected. (11N)
EO	Expansion Option	Protected. (2A/N)
VR	Expansion Option Version	Protected. (2N)
OBJECT	Object Code	Protected. (6N)
CF	Certified Forward Indicator	Optional. Valid input: C. Prohibited. If SF = 8 or if revenue source category is used. (1A)
TRN-DT	Transaction Date	Optional. If blank, defaults to current date. (8N)
PPI	Prior Period Indicator	Protected. Retrieved from Screen One, if input. (1A)
AMOUNT	Transaction Amount	Required. Amount may be negative or positive, but not zero. Total of all lines cannot be \$1 billion or greater, or less than -\$1 billion. (10.2N)
BI	Bookkeeping Indicator	Optional. Valid input: N. Prevents the transaction from being included in Treasury receipts processing. (1A)
VENDOR-ID	Vendor Identification Number	Optional. If used, must be valid number from Vendor Statewide (VS), Vendor Employee (VE), AR Customer (RC), or Account Description (AD) Files. (21A/N)
SUB-VENDOR-ID	Sub-vendor Identification Number	Optional. If used, must be a valid number from the VS, VE, or RC Files. (14A/N)
QUANTITY	Quantity	Optional. Input of negative or positive numbers and numbers starting with 0 are allowed. (8.2N)
INVOICE	Invoice Number	Optional. (9A/N)
DESCRIPTION	Description	Optional. (16A/N)
ORIG-RCPT	Original Receipt	Optional. Used to record an original deposit number or the date the deposit was received by the agency. (11A/N)
OTHER-DOC	Other Document Number	Optional. May be used to record the voucher number assigned when the transfer was initiated, or any other reference to documentation. (11A/N)
B	Batch Indicator	Optional. For the accumulation of transactions for reconciling. (1A/N)
PID	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 and can be overridden (except GF, SF, and FID). See section 112 Expansion Files for more information.		
CAT	Revenue Source Code or Appropriations Category	Required. If a revenue object code is input, CAT must be ≤009999. If an expenditure object code is input, CAT must be ≥010000. (6N)

Field	Description	Required/Optional/Special Instructions
YR	Year	Required. If an appropriation category is used. If blank, defaults to 00. Optional. If revenue source category is used. (2N)
GL	General Ledger Code	Required. Must be established in the Title File prior to use in a transaction. (5N)
EGL	External General Ledger Code	Optional. Must be established in the Title File prior to use in a transaction. (3A/N)
EOB	External Object Code	Optional. Must be established in the Title File prior to use in a transaction. (3A/N)
ECAT	External Category	Optional. Must be established in the Title File prior to use in a transaction. (6A/N)
EP	External Program	Optional. Must be established in the Title File prior to use in a transaction. (2N)
GRANT	Grant Number	Optional. Must be established in FACTS or the Grants Information (GI) File and carried over to the Title File to be used in a FLAIR transaction. (5A/N)
GY	Grant Year	Optional. Only used if GRANT field is populated. (2N)
CNTRT	Contract Number	Optional. Must be established in FACTS and carried over to the Title File to be used in a FLAIR transaction. Edited against FACTS. (5A/N)
CY	Contract Year	Optional. Only used if CNTRT field is populated. (2N)
OCA	Other Cost Accumulator	Optional. Must be established in the Title File prior to use in a transaction. (5A/N)
AU	Agency Unique Code	Optional. Must be established in the Title File prior to use in a transaction. (2A/N)
GF	GAAFR Fund	Protected. (2N)
SF	State Fund	Protected. (1N)
FID	Fund Identifier	Protected. (6N)
BE	Budget Entity	Required. Must be established in the Title File prior to use in a transaction. (8N)
IBI	Internal Budget Indicator	Required. Must be established in the Title File prior to use in a transaction. (2N)
EF	External Fund	Protected. Must be established in the Title File prior to use in a transaction. (1N)
STATE-PROGRAM	State Program Number	Required. Must be established in the Title File prior to use in a transaction. (16N)
PROJECT ID	Project Identifier	Optional. Must be established in the Project Information (PI) File and carried over to the Title File prior to use in a transaction. (11A/N)
BPIN	Beginning Property Identification Number	Optional. If used, last six digits must be numeric or ZZZZZZ. (8A/N)

Field	Description	Required/Optional/Special Instructions
UNITS	Units	Optional. (11N)
TIME	Time	Optional. (9N)
*LETTER OF CREDIT	Letter of Credit Number	Optional. Letter of credit number associated with grant processing. Only used if GRANT field is populated. If F1 is used, all Letter of Credit numbers associated with the GRANT will be available for selection. (15A/N)

6. In the **DEP-NO** field, input the deposit number from the deposit slip.
7. In the **AMOUNT** field, input the deposit amount.
8. Input any other data necessary to complete the transaction.

The ***LETTER OF CREDIT** field is marked with an asterisk indicating the availability of a Help Screen. The Help Screen displays input options for that field.

To use the Help Screen:

1. Navigate the cursor to the ***LETTER OF CREDIT** field using **Tab** or the arrow keys.
2. With the cursor placed in the ***LETTER OF CREDIT** field, press **F1** to view the available options for that field. FLAIR will display a Help Screen.
3. In front of the option to be selected on the Help Screen, input **S**.

TR30 - Direct Deposit Receipts - Single Input - Screen Two

(with Help Screen for **LOC#** field and example input)

```

30S2      TR 30 - DIRECT DEPOSIT RECEIPTS - SINGLE INPUT  05/28/2014  16:21:04
-----
DGIHSLOC  ***** LETTER OF CREDIT *****
MAY 28,14                                4:23 PM
-----
ACT  LETTER OF CREDIT FOR GRANT G1234
---  -----
   _  LOC002
   _  FLE01493
   _  FLE01494
  S  FLE01495
-----
-NT  PPI
42014
..QUANTITY..
-DOC  B  PID
TRT CY  OCA  AU
OBJECT ID
-----
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8--
          RETRN          TOP          FRWRD
-----
NEXT:
L1-L5 85 10 01 01 211 EO 01 VR  OBJECT 001000 PPI
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT  HELP          MINI  MAIN  RFRSH          CAN
    
```

4. Press **Enter**. FLAIR will check for category and GL edits at the time of input.

TR30 – Direct Deposit Receipts – Single Input - Screen Two (with example data input)

```

30S2      TR 30 - DIRECT DEPOSIT RECEIPTS - SINGLE INPUT  05/28/2014  16:28:43
DEP-NO    LINE      L1 L2 L3 L4 L5  EO VR OBJECT  CF   TRN-DT   PPI
C 526831 0001      85 10 01 01 211 01 04 001000  05142014
...AMOUNT..... BI   VENDOR-ID          SUB-VENDOR-ID   ..QUANTITY..
462.31          C444444444

INVOICE          DESCRIPTION          ORIG-RCPT          OTHER-DOC   B   PID
                TRAINING FEES

CAT   YR  GL   EGL EOB  ECAT   EP  GRANT          GY CNTRT CY  OCA  AU
000100 00  61300          00  G1234

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

BPIN          ...UNITS....  ...TIME...  *LETTER OF CREDIT
                FLE01495

NEXT:
L1-L5 85 10 01 01 211 EO 01 VR   OBJECT 001000 PPI
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  HELP          MINI  MAIN  RFRSH          CAN
    
```

Once the user presses **Enter**, the TR30 will be recorded on the Cash Receipts & Clearing Fund File (3S) and the Daily Input File, and the Available Balance File will be updated. **See section 603.12.1 TR30 FLAIR Accounting Entries for details.** FLAIR will return the user to the TR30 Direct Deposit Receipts Single Input Screen Two. FLAIR will retrieve any data that is included on the **NEXT** line and the **CF, AMOUNT, QUANTITY, PROJECT ID, UNITS, TIME,** and ***LETTER OF CREDIT** fields will be blank (*see the following example*).

TR30 – Direct Deposit Receipts – Single Input - Screen Two
(ready for next line of input for the same deposit number)

```

30S2      TR 30 - DIRECT DEPOSIT RECEIPTS - SINGLE INPUT  05/28/2014  16:30:10
DEP-NO    LINE      L1 L2 L3 L4 L5  EO VR OBJECT  CF   TRN-DT   PPI
C 526831 0001      85 10 01 01 211 01 04 001000  05142014
...AMOUNT..... BI   VENDOR-ID          SUB-VENDOR-ID   ..QUANTITY..
                C444444444

INVOICE          DESCRIPTION          ORIG-RCPT          OTHER-DOC   B   PID
                TRAINING FEES

CAT   YR  GL   EGL EOB  ECAT   EP  GRANT          GY CNTRT CY  OCA  AU
000100 00  61300          00

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

BPIN          ...UNITS....  ...TIME...  *LETTER OF CREDIT

NEXT:
L1-L5 85 10 01 01 211 EO 01 VR   OBJECT 001000 PPI
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  HELP          MINI  MAIN  RFRSH          CAN
    
```


Cash Receipts Mini Menu (with example data input)

```

CRMU                                06/07/14  13:45:02
                                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 A
    
```

3. Press **Enter**. FLAIR will display the TR30 Direct Deposit Receipts Multiple Input Screen One.

TR30 – Direct Deposit Receipts – Multiple Input – Screen One

```

30A1                                06/07/2014  13:46:53
                                TR 30 - DIRECT DEPOSIT RECEIPTS - MULTIPLE INPUT
DEP-NO C _          TRN-DT          PPI
LINE L1 L2 L3 L4 L5  EO VR OBJECT CF VENDOR-ID          INVOICE  PID B BI
....AMOUNT....  ORIG-RCPT  OTHER-DOC  DESCRIPTION          ..QUANTITY..  LOC
85
85
85
85
                                TYPE          SEL
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                                MINI  MAIN  RFRSH                                CAN
    
```

TR30 Direct Deposit Receipts Multiple Input Screen One fields (available for input on each line):

Field	Description	Required/Optional/Special Instructions
DEP-NO	Deposit Number	Required. C is protected. May be taken from the MICR line of the deposit slip. Will apply to all lines input on the screen. (7A/N)
TRN-DT	Transaction Date	Optional. If blank, defaults to current date. (8N)
PPI	Prior Period Indicator	Optional. Valid input:

Field	Description	Required/Optional/Special Instructions
		<p>Blank – Transaction will update current period accounting records.</p> <p>M – Prior Month Indicator. Transaction will update prior month accounting records when an agency has not closed the books for the previous month.</p> <p>Y – Prior Year Indicator. Transaction will update prior year accounting records when an agency has not closed the books for the previous year. (1A)</p>
LINE	Document Line Number	Optional. If line number is not input by user, no line number is assigned. The user may assign the same line number to multiple lines within the deposit number. (4N)
L1 L2 L3 L4 L5	Organization Code	Required. Agency unique. L1 is protected. Must be input left to right without missing any spaces. If not input, L2 through L5 will default to all zeros. (11N)
EO	Expansion Option	Required. If blank, defaults to 00 . (2A/N)
VR	Expansion Option Version	Optional. (2N)
OBJECT	Object Code	Required. Must be <900000. (6N)
CF	Certified Forward Indicator	Optional. Valid input: C . Not allowed if SF = 8 or if revenue source category is used. (1A)
VENDOR-ID	Vendor Identification Number	Optional. If used, must be valid number from VS, VE, RC, or AD Files. (21A/N)
INVOICE	Invoice Number	Optional. (9A/N)
PID	Product Identifier	Optional. Must be established in the Title File prior to use in a transaction. (3A/N)
B	Batch Character	Optional. For the accumulation of transactions for reconciling. (1A/N)
BI	Bookkeeping Indicator	Optional. Valid input: N . Prevents the transaction from being included in Treasury Receipts Processing. (1A)
AMOUNT	Amount	Required. Amount may be negative or positive, but not zero. Total of all lines cannot be \$1 billion or greater, or less than or equal to -\$1 billion. (10.2N)
ORIG-RCPT	Original Receipt Number	Optional. (11A/N)
OTHER-DOC	Other Document Number	Optional. May be used to record the voucher number assigned when the transfer was initiated, or any other reference to documentation. (11A/N)
DESCRIPTION	Description	Optional. (16A/N)

Field	Description	Required/Optional/Special Instructions
QUANTITY	Quantity	Optional. Input of negative or positive numbers and numbers starting with 0 are allowed. (8.2N)
LOC	Letter of Credit Indicator	Optional. Valid input: X. If input, valid grant number must be retrieved from Expansion File. (1A)

- Input the necessary information to complete the transaction on each line. The user may input up to four lines.
- Press **Enter**. The transaction(s) will be recorded in the Daily Input File and the Cash Receipts & Clearing Fund File, and the Available Balance File will be updated. *See section 603.12.1 TR30 FLAIR Accounting Entries for details.*

FLAIR will display the TR30 Direct Deposit Receipts Multiple Input Screen One. Lines 0002, 0003, and 0004 will be cleared. The first line on the new screen will retain the data input on the last completed line on the previous screen before the user pressed **Enter**. However, the **AMOUNT**, **QUANTITY**, **CF**, and **LOC** fields will be blank. *See the following example.*

TR30 – Direct Deposit Receipts – Multiple Input – Screen One (with example data input)

```

30A1                                06/07/2014 13:46:53
      TR 30 - DIRECT DEPOSIT RECEIPTS - MULTIPLE INPUT
DEP-NO C 411362   TRN-DT 06062014   PPI
LINE L1 L2 L3 L4 L5  EO VR OBJECT CF VENDOR-ID      INVOICE  PID B BI
   ..AMOUNT...  ORIG-RCPT  OTHER-DOC  DESCRIPTION  ..QUANTITY.. LOC
0001 85 10 01 01 211 01   001000   C444444444      INV000125
      3025.00
0002 85 20 04 00 000 BB   001000   C444444444      INV000125
      15.00
0003 85 10 01 01 211 01   001000   E111111111      INV003291
      3025.00
0004 85 20 04 00 000 BB   001000   E111111111      INV003291
      15.00
                                     TYPE      SEL
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT          MINI  MAIN  RFRSH          CAN
    
```

Press ENTER

```

30A1                                06/07/2014 13:52:27
      TR 30 - DIRECT DEPOSIT RECEIPTS - MULTIPLE INPUT
DEP-NO C 411362   TRN-DT 06062014   PPI
LINE L1 L2 L3 L4 L5  EO VR OBJECT CF VENDOR-ID      INVOICE  PID B BI
   ..AMOUNT...  ORIG-RCPT  OTHER-DOC  DESCRIPTION  ..QUANTITY.. LOC
0004 85 20 04 00 000 BB   001000   E111111111      INV003291
      ADMIN FEE
85
85
85
                                     TYPE      SEL
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT          MINI  MAIN  RFRSH          CAN
    
```

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 first line. 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 the second line. The asterisk (*) can be used in the fields that contain the same information as the first line. **Note:** A line number does not have to be assigned to use the duplicate feature.

TR30 – Direct Deposit Receipts – Multiple Input – Screen One

(example using the asterisk (*) to duplicate information on the next line)

```

30A1                                06/07/2014  13:52:27
          TR 30 - DIRECT DEPOSIT RECEIPTS - MULTIPLE INPUT
DEP-NO C 279822      TRN-DT 06062014  PPI
LINE L1 L2 L3 L4 L5  EO VR OBJECT CF VENDOR-ID      INVOICE  PID B BI
   ...AMOUNT...  ORIG-RCPT  OTHER-DOC  DESCRIPTION  ..QUANTITY..  LOC
0001 85 10 01 01 211 01  001000  C444444444
      -27.82          C279804  E0000367421 CORRECTION
0002 85 *  *  *  *  *  002000  *
      27.82          *          *          *
      85
      85
                                     TYPE      SEL
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT          MINI  MAIN  RFRSH                                     CAN
    
```

603.4 TR30 Inquiry

Transactions added to the Daily Input File using a TR30 can be inquired upon on the day of input using the TR30 inquiry. For transactions input on a prior date, inquiry may be made using the TR3S. *See section 603.6.1 TR3S Single Inquiry for details.* Regardless of how the transaction was added to the Daily Input File (single or multiple line input) the user may use either the single or multiple line inquiry to view the transaction.

To access the TR30 Inquiry Screens from the Cash Receipts Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **30**.
2. In the **SEL** field, input **I** (for single inquiry) or **M** (for multiple inquiry).

Cash Receipts Mini Menu (with example data input)

```

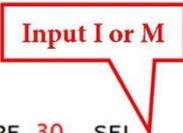
CRMU                                06/07/2014 14:39:08
                                CASH RECEIPTS MINI MENU

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
    
```



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

603.4.1 TR30 Single Inquiry

The TR30 Direct Deposit Receipts Single Inquiry By Site Request allows the user to view all data codes associated with this transaction within the operating level organization (OLO) and/or site's Daily Input File. This includes codes that are retrieved from the Expansion Files. These codes may be changed if necessary.

To access the TR30 Single Inquiry Request from the Cash Receipts Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **30**.
2. In the **SEL** field, input **I**.

Cash Receipts Mini Menu (with example data input)

```

CRMU                                06/07/14 14:11:01
                                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 I
    
```



3. Press **Enter**. FLAIR will display the TR30 Direct Deposit Receipts Single Inquiry By Site Request Screen One.

TR30 – Direct Deposit Receipts – Single Inquiry By Site – Request – Screen One

```

30I1                                06/07/2014  14:13:08
      TR 30 - DIRECT DEPOSIT RECEIPTS - SINGLE INQUIRY BY SITE - REQUEST

L1 L2 L3 L4 L5  USER ID  VENDOR-ID          DEP-NO  LINE
85
LETTER OF CREDIT

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

TR30 Direct Deposit Receipts Single Inquiry by Site Request Screen One fields:

Field	Description	Required/Optional/Special Instructions
L1 L2 L3 L4 L5	Organization Code	Optional. L1 is protected. FLAIR will return transactions based on organization level selected. (11N)
USER ID	FLAIR User Identification Code	Optional. If input, FLAIR will return transactions input with this user ID. (6N)
VENDOR-ID	Vendor Identification Number	Optional. Vendor number must start with C, E, F, S, N, or 0-9. Sequence required if vendor number begins with F, S, or N. (21A/N)
DEP-NO	Deposit Number	Optional. C is protected. If input, FLAIR will retrieve only transactions containing this deposit number. (7A/N)
LINE	Deposit Line Number	Optional. If used, DEP-NO must be input and FLAIR will return the line number input. If blank, FLAIR will return all available line numbers beginning with the first available number. (4N)
LETTER OF CREDIT	Letter of Credit Number	Optional. FLAIR will return transactions containing the letter of credit number selected. (15A/N)

4. a. Input the desired search criteria for the inquiry; **OR**
 b. Leave all fields blank.

TR30 – Direct Deposit Receipts – Single Inquiry By Site – Request – Screen One

(with example data input)

```

30I1                                     06/07/2014 14:15:04
      TR 30 - DIRECT DEPOSIT RECEIPTS - SINGLE INQUIRY BY SITE - REQUEST

L1 L2 L3 L4 L5  USER ID  VENDOR-ID          DEP-NO  LINE
85                                     C 654987

LETTER OF CREDIT

                                     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 return the first record that meets the search criteria; **OR**
 - b. If all fields are left blank, FLAIR will return the first record in organizational code order within the user’s security level.

TR30 – Direct Deposit Receipts – Single Inquiry By Site – Screen Two (with example data retrieved)

```

30I2                                     06/07/2014 14:16:55
      TR 30 - DIRECT DEPOSIT RECEIPTS - SINGLE INQUIRY BY SITE

DEP-NO  LINE  L1 L2 L3 L4 L5  EO VR OBJECT  CF  TRN-DT      PPI  OTHER-DOC
C 654987 0001  85 10 01 01 000  B5 01 001000  CF  06/06/2014

...AMOUNT..... BI  VENDOR-ID          SUB-VENDOR-ID  ..QUANTITY..
      23.00

INVOICE  DESCRIPTION          ORIG-RCPT  B  PID  STATE PROGRAM          OCA  AU
      FEE COLLECTION

CAT  YR  GL      EGL  EOB  ECAT      EP  GRANT          GY CNTRT CY PROJECT
000100 00  61300

GF SF FID  BE          IBI EF BPIN      ...UNITS.... ...TIME... LETTER OF CREDIT
50 2  050001 85200000 00

NEXT:
L1 L2 L3 L4 L5  USER-ID  VENDOR-ID          DEP-NO  LINE  TYPE      SEL
85                                     C          LETTER OF CREDIT
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 lines meeting the search criteria. Repeat as necessary until each line has been viewed.

603.4.2 TR30 Multiple Inquiry

The TR30 Direct Deposit Receipts Multiple Inquiry By Site Request allows the user to view up to four lines with the same deposit number at a time. Each line will have limited data available for viewing.

To access the TR30 Multiple Inquiry Request from the Cash Receipts Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **30**.
2. In the **SEL** field, input **M**.

Cash Receipts Mini Menu (with example data input)

```

CRMU                                06/07/14  14:20:40
                                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
                                TYPE 30  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 TR30 Direct Deposit Receipts Multiple Inquiry by Site Request Screen One.

TR30 – Direct Deposit Receipts – Multiple Inquiry By Site – Request – Screen One

```

30M1                                06/07/2014  14:21:58
TR 30 - DIRECT DEPOSIT RECEIPTS - MULTIPLE INQUIRY BY SITE - REQUEST
L1 L2 L3 L4 L5  USER ID  VENDOR-ID  DEP-NO  LINE
85                                     C
                                           TYPE  SEL
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT                                MINI  MAIN  RFRSH
    
```

TR30 Direct Deposit Receipts Multiple Inquiry by Site Request Screen One fields:

Field	Description	Required/Optional/Special Instructions
L1 L2 L3 L4 L5	Organization Code	Optional. L1 is protected. FLAIR will return transactions matching the organizational level input. (11N)
USER ID	FLAIR User Identification Code	Optional. If input, FLAIR will return transactions input with this user ID. (6N)
VENDOR-ID	Vendor Identification Number	Optional. Vendor number must start with C, E, F, S, N, or 0-9. Sequence required if vendor number begins with F, S, or N. (21A/N)
DEP-NO	Deposit Number	Optional. C is protected. If input, FLAIR will retrieve only transactions containing this deposit number. (7A/N)
LINE	Deposit Line Number	Optional. If used, DEP-NO must be input and FLAIR will return the line number input. If blank, FLAIR will return all available line numbers beginning with the first available number. (4N)

4. a. Input the desired search criteria for the inquiry; **OR**
- b. Leave all fields blank.

TR30 – Direct Deposit Receipts – Multiple Inquiry By Site – Request – Screen One

(with example data input)

```

30M1                                06/07/2014 14:21:58
TR 30 - DIRECT DEPOSIT RECEIPTS - MULTIPLE INQUIRY BY SITE - REQUEST
L1 L2 L3 L4 L5  USER ID  VENDOR-ID          DEP-NO  LINE
85                                     C 654987

                                     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 return up to four records that meets the search criteria; **OR**
 - b. If all fields are left blank, FLAIR will return the first four records in organizational code order.

TR30 – Direct Deposit Receipts – Multiple Inquiry By Site – Screen Two (with sample search results)

```

30M2                                     06/07/2014  14:27:13
      TR 30 - DIRECT DEPOSIT RECEIPTS - MULTIPLE INQUIRY BY SITE
DEP-NO C 654987   TRN-DT 06/06/2014   PPI
X LINE L1 L2 L3 L4 L5  EO VR OBJECT  CF  VENDOR-ID      INVOICE  PID
...AMOUNT... BI ORIG-RCPT  OTHER-DOC  DESCRIPTION  ..QUANTITY.. B
0001 85 10 01 01 000 B5 01 001000      FEE COLLECTION
      23.00
0002 85 10 01 01 211 01 04 001000      FEE COLLECTION
      88.00
0003 85 20 04 00 000 AA 02 001000      FEE COLLECTION
      62.00
0004 85 20 04 00 000 BB 05 001000      MEDICAL FEES
      79.34
L1 L2 L3 L4 L5  USER ID VENDOR-ID      DEP-NO  LINE  TYPE  SEL
85
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT          MINI  MAIN  RFRSH TOP          FWD
    
```

To view one of the lines in the single inquiry view with all data codes displayed:

- In the **X** field, input **I**.

TR30 – Direct Deposit Receipts – Multiple Inquiry By Site – Screen Two (with example data input)

```

30M2                                     06/07/2014  14:27:13
      TR 30 - DIRECT DEPOSIT RECEIPTS - MULTIPLE INQUIRY BY SITE
DEP-NO C 654987   TRN-DT 06/06/2014   PPI
X LINE L1 L2 L3 L4 L5  EO VR OBJECT  CF  VENDOR-ID      INVOICE  PID
...AMOUNT... BI ORIG-RCPT  OTHER-DOC  DESCRIPTION  ..QUANTITY.. B
I 0001 85 10 01 01 000 B5 01 001000      FEE COLLECTION
      23.00
0002 85 10 01 01 211 01 04 001000      FEE COLLECTION
      88.00
0003 85 20 04 00 000 AA 02 001000      FEE COLLECTION
      62.00
0004 85 20 04 00 000 BB 05 001000      MEDICAL FEES
      79.34
L1 L2 L3 L4 L5  USER ID VENDOR-ID      DEP-NO  LINE  TYPE  SEL
85
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT          MINI  MAIN  RFRSH TOP          FWD
    
```

- Press **Enter**. FLAIR will display the TR30 Direct Deposit Receipts Single Inquiry by Site Screen Two.

TR30 – Direct Deposit Receipts – Single Inquiry By Site – Screen Two (with example data retrieved)

```

30I2                                06/07/2014  14:29:14
      TR 30 - DIRECT DEPOSIT RECEIPTS - SINGLE INQUIRY BY SITE
DEP-NO  LINE  L1 L2 L3 L4 L5  EO VR OBJECT  CF  TRN-DT      PPI  OTHER-DOC
C 654987 0001  85 10 01 01 000 B5 01 001000    06/06/2014
...AMOUNT..... BI  VENDOR-ID                SUB-VENDOR-ID  ..QUANTITY..
      23.00
INVOICE  DESCRIPTION                ORIG-RCPT  B  PID  STATE PROGRAM      OCA  AU
      FEE COLLECTION
CAT  YR  GL      EGL  EOB  ECAT  EP  GRANT                GY CNTRT CY PROJECT
000100 00  61300
GF SF FID  BE      IBI EF BPIN  ...UNITS.... ...TIME... LETTER OF CREDIT
50 2  050001 85200000 00
NEXT:
L1 L2 L3 L4 L5  USER-ID  VENDOR-ID                DEP-NO  LINE  TYPE  SEL
85                                           C
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT           MINI  MAIN  RFRSH TOP           FWD
    
```

The user may place an I next to more than one line of the inquiry before pressing **Enter**. The first line will display in single inquiry view (*see the following example*). Press **F8** to view the next selected line in single inquiry view. Repeat as necessary until each line has been viewed.

TR30 - Direct Deposit Receipts - Multiple Inquiry By Site - Screen Two

(with multiple lines selected for single inquiry view)

30M2											06/07/2014	14:34:22	
TR 30 - DIRECT DEPOSIT RECEIPTS - MULTIPLE INQUIRY BY SITE													
DEP-NO C 654987 TRN-DT 06/06/2014 PPI													
X	LINE	L1	L2	L3	L4	L5	EO	VR	OBJECT	CF	VENDOR-ID	INVOICE	PID
	...	AMOUNT...	BI	ORIG-RCPT	OTHER-DOC	DESCRIPTION	..		QUANTITY..	B			
I	0001	85	10	01	01	000	B5	01	001000				
		23.00											
		FEE COLLECTION											
I	0002	85	10	01	01	211	01	04	001000				
		88.00											
		FEE COLLECTION											
I	0003	85	20	04	00	000	AA	02	001000				
		62.00											
		FEE COLLECTION											
	0004	85	20	04	00	000	BB	05	001000				
		79.34											
		MEDICAL FEES											
L1	L2	L3	L4	L5	USER	ID	VENDOR-ID	DEP-NO	LINE	TYPE	SEL		
85												C	
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---													
CONT MINI MAIN RFRSH TOP FWD													

TR30 - Direct Deposit Receipts - Single Inquiry By Site - Screen Two

(with the first line available in single inquiry view)

30I2											06/07/2014	14:35:10	
TR 30 - DIRECT DEPOSIT RECEIPTS - SINGLE INQUIRY BY SITE													
DEP-NO C 654987 TRN-DT 06/06/2014 PPI													
	LINE	L1	L2	L3	L4	L5	EO	VR	OBJECT	CF	TRN-DT	PPI	OTHER-DOC
C	0001	85	10	01	01	000	B5	01	001000		06/06/2014		
	...	AMOUNT...	BI	VENDOR-ID	SUB-VENDOR-ID		..						QUANTITY..
		23.00											
INVOICE	DESCRIPTION	ORIG-RCPT	B	PID	STATE	PROGRAM	OCA	AU					
	FEE COLLECTION				1112110000	000000							
CAT	YR	GL	EGL	EOB	ECAT	EP	GRANT	GY	CNTRT	CY	PROJECT		
000100	00	61300											
GF	SF	FID	BE	IBI	EF	BPIN	...	UNITS....	...	TIME...	LETTER	CREDIT	
50	2	050001	85200000	00									
NEXT:	L1	L2	L3	L4	L5	USER-ID	VENDOR-ID	DEP-NO	LINE	TYPE	SEL		
	85												C
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---													
CONT MINI MAIN RFRSH TOP FWD													

603.5 TR30 Update

The TR30 update is used to update or delete direct deposit records input using the TR30S or TR30A 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 Cash Receipts & Clearing Fund File.

A TR30 can only be updated on the day of input. If a correction needs to be made at a later date, correcting entries would need to be made to reverse the original entry and input a corrected entry. **See section 610 Adjustments & Corrections for additional information.**

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 TR30 Inquiry Screens from the Cash Receipts Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **30**.
2. In the **SEL** field, input **I** or **M**.

Cash Receipts Mini Menu (with example data input)

CRMU		CASH RECEIPTS MINI MENU		06/07/2014 14:39:08	
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					
				TYPE	30 SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11--PF12-					
CONT		MAIN RFRSH			

Input I or M

3. Press **Enter**. FLAIR will display the requested screen and the user can proceed to the update screen to make changes. **See section 603.5.1 TR30 Update from Single Inquiry and section 603.5.2 TR30 Update from Multiple Inquiry for additional details.**

603.5.1 TR30 Update from Single Inquiry

To make corrections or changes to a TR30 input during the current business day, the user will first inquire on the record to be changed, then access the update screen.

To access the TR30 Direct Deposit Receipts Single Inquiry by Site Request Screen from the Cash Receipts Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **30**.
2. In the **SEL** field, input **I**.

Cash Receipts Mini Menu (with example data input)

```

CRMU                                06/09/14  10:06:06
                                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 I
    
```

3. Press **Enter**. FLAIR will display the TR30 Direct Deposit Receipts Single Inquiry by Site Request Screen One.

TR30 - Direct Deposit Receipts - Single Inquiry By Site - Screen One

```

30I1                                06/09/2014  10:07:31
TR 30 - DIRECT DEPOSIT RECEIPTS - SINGLE INQUIRY BY SITE - REQUEST

L1 L2 L3 L4 L5  USER ID  VENDOR-ID  DEP-NO  LINE
85                                     C

LETTER OF CREDIT

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

4. Input the search criteria to display the correct record.
5. Press **Enter**. FLAIR will display the requested record.

TR30 - Direct Deposit Receipts - Single Inquiry By Site - Screen Two (with example inquiry retrieved)

```

30I2                                06/09/2014  10:11:05
      TR 30 - DIRECT DEPOSIT RECEIPTS - SINGLE INQUIRY BY SITE
DEP-NO  LINE  L1 L2 L3 L4 L5  EO VR OBJECT  CF  TRN-DT    PPI  OTHER-DOC
C 654987 0001  85 10 01 01 000 B5 01 001000  CF  06/06/2014
...AMOUNT..... BI  VENDOR-ID                SUB-VENDOR-ID  ..QUANTITY..
      23.00
INVOICE  DESCRIPTION                ORIG-RCPT  B  PID  STATE PROGRAM    OCA  AU
      FEE COLLECTION                1112110000 000000
CAT  YR  GL    EGL  EOB  ECAT    EP  GRANT                GY CNTRT CY PROJECT
000100 00  61300
GF SF FID    BE          IBI EF BPIN    ...UNITS.... ...TIME... LETTER OF CREDIT
50 2  050001 85200000 00
NEXT:
L1 L2 L3 L4 L5  USER-ID  VENDOR-ID                DEP-NO  LINE  TYPE  SEL
85                                C                                LETTER OF CREDIT
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                MINI  MAIN  RFRSH TOP                FWD
    
```

6. In the **SEL** field of the record to be updated, input **U**.

TR30 - Direct Deposit Receipts - Single Inquiry By Site - Screen Two (with example data input)

```

30I2                                06/09/2014  10:11:05
      TR 30 - DIRECT DEPOSIT RECEIPTS - SINGLE INQUIRY BY SITE
DEP-NO  LINE  L1 L2 L3 L4 L5  EO VR OBJECT  CF  TRN-DT    PPI  OTHER-DOC
C 654987 0001  85 10 01 01 000 B5 01 001000  CF  06/06/2014
...AMOUNT..... BI  VENDOR-ID                SUB-VENDOR-ID  ..QUANTITY..
      23.00
INVOICE  DESCRIPTION                ORIG-RCPT  B  PID  STATE PROGRAM    OCA  AU
      FEE COLLECTION                1112110000 000000
CAT  YR  GL    EGL  EOB  ECAT    EP  GRANT                GY CNTRT CY PROJECT
000100 00  61300
GF SF FID    BE          IBI EF BPIN    ...UNITS.... ...TIME... LETTER OF CREDIT
50 2  050001 85200000 00
NEXT:
L1 L2 L3 L4 L5  USER-ID  VENDOR-ID                DEP-NO  LINE  TYPE  SEL
85                                C                                LETTER OF CREDIT
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 TR30 Direct Deposit Receipts Single Update by Site Screen One.

TR30 – Direct Deposit Receipts – Single Update By Site – Screen One (with example data retrieved)

```

30U1                                     06/09/2014  10:13:42
      TR 30 - DIRECT DEPOSIT RECEIPTS - SINGLE UPDATE BY SITE
DELETE:  DEP-NO  LINE    L1 L2 L3 L4 L5  EO VR OBJECT  CF  TRN-DT    PPI
         C 654987 0001    85 10 01 01 000 B5 01 001000  06062014
...AMOUNT..... BI  VENDOR-ID          SUB-VENDOR-ID  ..QUANTITY..
         23.00
INVOICE  ORIG-RCPT  DESCRIPTION          OTHER-DOC    B  PID
         FEE COLLECTION
CAT   YR  GL   EGL EOB  ECAT   EP  GRANT          GY CNTRT CY  OCA   AU
000100 00 61300
GF SF FID   BE      IBI    EF   STATE-PROGRAM  PROJECT-ID
50 2  050001 85200000 00      1112110000 000000
BPIN      ...UNITS....  ...TIME... *LETTER OF CREDIT
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT  HELP          MINI  MAIN  RFRSH
                                     TYPE  SEL
                                     CAN
    
```

TR30 Direct Deposit Receipts Single Update by Site Screen One fields:

Field	Description	Required/Optional/Special Instructions
DELETE	Delete Request	Optional. Valid input: D . Used to delete the transaction from the Daily Input File. If used, no other fields can be updated. Deleted transactions cannot be retrieved. (1A)
DEP-NO	Deposit Number	Protected. (7A/N)
LINE	Deposit Line Number	Optional. If line number is not input by user, no line number is assigned. The user may assign the same line number to multiple lines within the deposit number. (4N)
L1 L2 L3 L4 L5	Organization Code	Protected. (11N)
EO	Expansion Option	Protected. (2A/N)
VR	Expansion Option Version	Protected. (2N)
OBJECT	Object Code	Protected. (6N)
CF	Certified Forward Indicator	Optional. Valid input: C . Not allowed if SF = 8 or if revenue source category is used. (1A)
TRN-DT	Transaction Date	Optional. If blank, defaults to current date. (8N)
PPI	Prior Period Indicator	Optional. Valid input: Blank – Transaction will update current period accounting records. M – Prior Month Indicator. Transaction will update prior month accounting records when an agency has not closed the books for the previous month.

Field	Description	Required/Optional/Special Instructions
		Y – Prior Year Indicator. Transaction will update prior year accounting records when an agency has not closed the books for the previous year. (1A)
AMOUNT	Amount	Required. Can be changed, but not deleted. Can be a positive or negative amount. (10.2N)
BI	Bookkeeping Indicator	Optional. Valid input: N . Prevents the transaction from being included in Treasury receipts processing. (1A)
VENDOR-ID	Vendor Identification Number	Optional. If used, must be a valid number from the VS, VE, RC, or AD Files. (21A/N)
SUB-VENDOR-ID	Sub-vendor Identification Number	Optional. If used, must be a valid number from the VS, VE, or RC Files. (14A/N)
QUANTITY	Quantity	Optional. Input of negative or positive numbers and numbers starting with 0 are allowed. (8.2N)
INVOICE	Invoice Number	Optional. (9A/N)
ORIG-RCPT	Original Receipt Number	Optional. (11A/N)
DESCRIPTION	Description	Optional. (16A/N)
OTHER-DOC	Other Document Number	Optional. May be used to record the voucher number assigned when the transfer was initiated, or any other reference to documentation. (11A/N)
B	Batch Character	Optional. For the accumulation of transactions for reconciling. (1A/N)
PID	Product Identifier	Optional. Must be established in the Title File prior to use in a transaction. (3A/N)
CAT	Revenue Source Code or Appropriations Category	Required. If revenue object code is input, category must be ≤009999. If expenditure object code is input, category must be ≥010000. (6N)
YR	Year	Required. If appropriation category is used. If blank, defaults to 00 . Optional. If revenue source category is used. (2N)
GL	General Ledger Code	Required. Can be changed, but not deleted. (5N)
EGL	External General Ledger Code	Optional. Must be established in the Title File prior to use in a transaction. (3A/N)
EOB	External Object Code	Optional. Must be established in the Title File prior to use in a transaction. (3A/N)
ECAT	External Category	Optional. Must be established in the Title File prior to use in a transaction. (6A/N)
EP	External Program	Optional. Must be established in the Title File prior to use in a transaction. (2N)

Field	Description	Required/Optional/Special Instructions
GRANT	Grant Number	Optional. Must be established in FACTS or the Grants Information (GI) File and carried over to the Title File to be used in a FLAIR transaction. (5A/N)
GY	Grant Year	Optional. Only used if GRANT field is populated. (2N)
CNTRT	Contract Number	Optional. Must be established in FACTS and carried over to the Title File to be used in a transaction. (5A/N)
CY	Contract Year	Optional. Only used if CNTRT field is populated. (2N)
OCA	Other Cost Accumulator	Optional. Must be established in the Title File prior to use in a transaction. (5A/N)
AU	Agency Unique Code	Optional. Must be established in the Title File prior to use in a transaction. (2A/N)
GF	GAAFR Fund	Protected. (2N)
SF	State Fund	Protected. (1N)
FID	Fund Identifier	Protected. (6N)
BE	Budget Entity	Required. Can be changed, but not deleted. (8N)
IBI	Internal Budget Indicator	Required. Can be changed, but not deleted. (2N)
EF	External Fund	Protected. Must be established in the Title File prior to use in a transaction. (1N)
STATE-PROGRAM	State Program	Required. Can be changed, but not deleted. (16N)
PROJECT ID	Project Identification Number	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)
BPIN	Beginning Property Item Number	Optional. If used, last six digits must be numeric or ZZZZZZ . Cannot be used if a LOC# is used. (8A/N)
UNITS	Units	Optional. (11N)
TIME	Time	Optional. (9N)
*LETTER OF CREDIT	Letter of Credit Number	Optional. Letter of credit number associated with grant processing. Only used if GRANT field is populated. If F1 is used, all letter of credit numbers associated with the GRANT will be available for selection. (15A/N)

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.

8. a. Input the data necessary to update the transaction; **OR**
b. In the **DELETE** field, input **D** to delete the transaction.
9. Press **Enter**.

603.5.2 TR30 Update from Multiple Inquiry

To make corrections or changes to a TR30 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 One

To access the update screen from the Cash Receipts Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **30**.
2. In the **SEL** field, input **M**.

Cash Receipts Mini Menu (with example data input)

```

CRMU                                06/09/14  10:28:06
                                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 M
    
```

3. Press **Enter**. FLAIR will display the TR30 Direct Deposit Receipts Multiple Inquiry by Site Request Screen One.

TR30 - Direct Deposit Receipts - Multiple Inquiry By Site - Request Screen One

```

30M1                                06/09/2014  10:29:24
TR 30 - DIRECT DEPOSIT RECEIPTS - MULTIPLE INQUIRY BY SITE - REQUEST
L1 L2 L3 L4 L5  USER ID  VENDOR-ID  DEP-NO  LINE
85                                     C
                                           TYPE  SEL
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                                MINI MAIN  RFRSH
    
```

4. Input the search criteria necessary to display the correct record. *See section 603.4.2 TR30 Multiple Inquiry for additional details regarding the inquiry.*
5. Press **Enter**. FLAIR will display the TR30 Direct Deposit Receipts Multiple Inquiry by Site Screen Two.

TR30 – Direct Deposit Receipts – Multiple Inquiry By Site – Screen Two (with example data retrieved)

```

30M2                                     06/09/2014  10:54:17
      TR 30 - DIRECT DEPOSIT RECEIPTS - MULTIPLE INQUIRY BY SITE

DEP-NO C 411362   TRN-DT 06/09/2014   PPI

X LINE L1 L2 L3 L4 L5  EO VR OBJECT  CF  VENDOR-ID          INVOICE  PID
...AMOUNT... BI ORIG-RCPT  OTHER-DOC  DESCRIPTION  ..QUANTITY.. B
0003 85 10 01 01 211 01 04 001000    E111111111        3025.00        USAGE FEE

0005 85 10 01 01 211 01 04 001000    F111111111999    1750.00        USAGE FEE

0004 85 10 02 02 213 AA 02 001000    E111111111        15.00         ADMIN FEE

0001 85 20 00 00 000 BB 01 001000    C444444444        3025.00        USAGE FEE

L1 L2 L3 L4 L5  USER ID VENDOR-ID          DEP-NO  LINE   TYPE   SEL
85                                     C
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 record to be updated, input **U**.

TR30 – Direct Deposit Receipts – Multiple Inquiry By Site – Screen Two (with example data input)

```

30M2                                     06/09/2014  10:54:17
      TR 30 - DIRECT DEPOSIT RECEIPTS - MULTIPLE INQUIRY BY SITE

DEP-NO C 411362   TRN-DT 06/09/2014   PPI

X LINE L1 L2 L3 L4 L5  EO VR OBJECT  CF  VENDOR-ID          INVOICE  PID
...AMOUNT... BI ORIG-RCPT  OTHER-DOC  DESCRIPTION  ..QUANTITY.. B
0003 85 10 01 01 211 01 04 001000    E111111111        3025.00        USAGE FEE

[U] 0005 85 10 01 01 211 01 04 001000    F111111111999    1750.00        USAGE FEE

0004 85 10 02 02 213 AA 02 001000    E111111111        15.00         ADMIN FEE

0001 85 20 00 00 000 BB 01 001000    C444444444        3025.00        USAGE FEE

L1 L2 L3 L4 L5  USER ID VENDOR-ID          DEP-NO  LINE   TYPE   SEL
85                                     C
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 TR30 Direct Deposit Receipts Single Update by Site Screen One.

TR30 – Direct Deposit Receipts – Single Update By Site - Screen One (with example data retrieved)

```

30U1                                     06/09/2014  10:54:56
          TR 30 - DIRECT DEPOSIT RECEIPTS - SINGLE UPDATE BY SITE
DELETE:  DEP-NO   LINE    L1 L2 L3 L4 L5  EO VR OBJECT  CF  TRN-DT      PPI
          C 411362 0005      85 10 01 01 211 01 04 001000      06092014
...AMOUNT..... BI  VENDOR-ID                SUB-VENDOR-ID  ..QUANTITY..
          1750.00      F111111111999
INVOICE   ORIG-RCPT   DESCRIPTION                OTHER-DOC    B  PID
          000100 00  61300      USAGE FEE
CAT       YR  GL    EGL EOB  ECAT   EP  GRANT                GY CNTRT CY  OCA    AU
          000100 00  61300
GF SF FID   BE      IBI    EF   STATE-PROGRAM      PROJECT-ID
          20 2  010001 85100000 00      1112110000 000000
BPIN      ...UNITS....  ...TIME... *LETTER OF CREDIT
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT  HELP      MINI  MAIN  RFRSH                                     TYPE  SEL
                                     CAN
    
```

The user may update any of the unprotected fields. *See section 603.5.1 TR30 Update from Single Inquiry for a table of fields that may be updated.* Changes to the TR30 are recorded on the Daily Input File and the Cash Receipts & Clearing Fund File. Any changes to the amount also updates the Available Balance File. *See section 603.12.1 TR30 FLAIR Accounting Entries for details.*

Method Two

To access the update screen from the Cash Receipts Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **30**.
2. In the **SEL** field, input **M**.

Cash Receipts Mini Menu (with example data input)

```

CRMU                                     06/09/14  10:28:06
          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
                                     TYPE 30  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 TR30 Direct Deposit Receipts Multiple Inquiry by Site Request Screen One.

TR30 – Direct Deposit Receipts – Multiple Inquiry By Site – Request Screen One

30M1											06/09/2014	10:29:24		
TR 30 - DIRECT DEPOSIT RECEIPTS - MULTIPLE INQUIRY BY SITE - REQUEST														
L1	L2	L3	L4	L5	USER ID	VENDOR-ID			DEP-NO	LINE				
85										C				
											TYPE	SEL		
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---														
CONT												MINI	MAIN	RFRSH

4. Input the search criteria to display the correct record. *See section 603.4.2 TR30 Multiple Inquiry for additional details regarding the inquiry.*
5. Press **Enter**. FLAIR will display the TR30 Direct Deposit Receipts Multiple Inquiry by Site Screen Two.

TR30 – Direct Deposit Receipts – Multiple Inquiry By Site – Screen Two (with example data retrieved)

30M2											06/09/2014	10:54:17				
TR 30 - DIRECT DEPOSIT RECEIPTS - MULTIPLE INQUIRY BY SITE																
DEP-NO C 411362 TRN-DT 06/09/2014 PPI																
X	LINE	L1	L2	L3	L4	L5	EO	VR	OBJECT	CF	VENDOR-ID	INVOICE	PID			
	...	AMOUNT...	BI	ORIG-RCPT	OTHER-DOC	DESCRIPTION	..		QUANTITY..	B						
	0003	85	10	01	01	211	01	04	001000		E111111111					
		3025.00		USAGE FEE												
	0005	85	10	01	01	211	01	04	001000		F111111111999					
		1750.00		USAGE FEE												
	0004	85	10	02	02	213	AA	02	001000		E111111111					
		15.00		ADMIN FEE												
	0001	85	20	00	00	000	BB	01	001000		C444444444					
		3025.00		USAGE FEE												
L1	L2	L3	L4	L5	USER ID	VENDOR-ID			DEP-NO	LINE			TYPE	SEL		
85										C						
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 record to be updated, input **X**.
7. In the **SEL** field, input **U**.

TR30 – Direct Deposit Receipts – Multiple Inquiry By Site – Screen Two (with example data input)

```

30M2                                     06/09/2014  11:00:32
      TR 30 - DIRECT DEPOSIT RECEIPTS - MULTIPLE INQUIRY BY SITE

DEP-NO C 411362   TRN-DT 06/09/2014   PPI

X LINE L1 L2 L3 L4 L5  EO VR OBJECT  CF  VENDOR-ID          INVOICE  PID
...AMOUNT... BI ORIG-RCPT  OTHER-DOC  DESCRIPTION  ..QUANTITY.. B
0003 85 10 01 01 211 01 04 001000    E111111111          3025.00
      USAGE FEE

[X] 0005 85 10 01 01 211 01 04 001000    F111111111999          1750.00
      USAGE FEE

0004 85 10 02 02 213 AA 02 001000    E111111111          15.00
      ADMIN FEE

0001 85 20 00 00 000 BB 01 001000    C444444444          3025.00
      USAGE FEE

L1 L2 L3 L4 L5  USER ID VENDOR-ID          DEP-NO  LINE  TYPE  SEL U
85                                     C
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 TR30 Direct Deposit Receipts Single Update by Site Screen One.

TR30 – Direct Deposit Receipts – Single Update By Site – Screen One (with example data retrieved)

```

30U1                                     06/09/2014  11:01:43
      TR 30 - DIRECT DEPOSIT RECEIPTS - SINGLE UPDATE BY SITE

DELETE:  DEP-NO  LINE      L1 L2 L3 L4 L5  EO VR OBJECT  CF  TRN-DT      PPI
         C 411362  0005      85 10 01 01 211 01 04 001000    06092014

...AMOUNT... BI  VENDOR-ID          SUB-VENDOR-ID  ..QUANTITY..
      1750.00      F111111111999

INVOICE  ORIG-RCPT  DESCRIPTION          OTHER-DOC  B  PID
          USAGE FEE

CAT  YR  GL  EGL EOB  ECAT  EP  GRANT          GY CNTRT CY  OCA  AU
000100 00  61300

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

BPIN      ...UNITS...  ...TIME...  *LETTER OF CREDIT

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

The user may update any of the unprotected fields. *See section 603.5.1 TR30 Update from Single Inquiry for a table of fields that may be updated.* Changes to the TR30 are recorded on the Daily Input File and the Cash Receipts & Clearing Fund File. Any changes to the amount also updates the Available Balance File. *See section 603.12.1 TR30 FLAIR Accounting Entries for details.*

603.6 TR3S Cash Receipts & Clearing Fund File

The Cash Receipts & Clearing Fund File (3S) is an auxiliary file that maintains a record for each cash receipt transaction, except JT receipts and revolving fund reimbursements, until cleared from the file. The TR3S is available for inquiry purposes only.

A record is created on the Cash Receipts & Clearing Fund File when a cash receipt or cash receipt correction is recorded using one of the following cash receipt transactions:

- **TR30** - Direct Deposit Receipts
- **TR31** - Clearing Fund Receipts
- **TR33** - Direct Deposit Receivables Receipts
- **TR34** - Clearing Fund Receivables Receipts

Cash receipts remain on the Cash Receipts & Clearing Fund File (3S) until the agency requests either Clear the Clearing Fund Processing or the Detail of Direct Deposit Receipts Report. Both requests are made through the Cash Receipts Utility (CP) function. **See section 607 Cash Receipts Utility Function for additional information.** If an agency does not initiate Clear the Clearing Fund Processing or request a Detail of Direct Deposit Receipts Report for a period of 45 days, FLAIR will purge the cash receipt records from the file.

When using the TR3S to inquire on cash receipt transactions, the user may view non-clearing fund records (input with a TR30 or TR33), or clearing fund records (input with a TR31 or TR34), but not both record types at the same time. Users have two options available for inquiry:

- 3S Single Inquiry
- 3S Multiple Inquiry

To access the TR3S Inquiry from any FLAIR input screen:

1. In the **TYPE** field, input **3S**.
2. In the **SEL** field, input **I** or **M**.

Cash Receipts Mini Menu (with example data input)

```

CRMU                                06/09/14  11:28:14
                                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
    
```

Input I or M

TYPE 3S SEL

Available selection types for TR3S:

Selection Type	Description
M	Multiple Inquiry. The user can view limited data for up to four lines with the same document (deposit) number.
I	Single Inquiry with Expanded Data Display. Users will be able to view all available data codes.

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

603.6.1 TR3S Single Inquiry

The TR3S Cash Receipts & Clearing Fund File Single Inquiry function allows users to view all available data codes for a transaction. The function only allows the user to view records that have not yet been verified by the Treasury, cleared through Clear the Clearing Fund Processing, or removed with a Detail of Direct Deposit Receipts Report request.

To inquire into a TR3S Single Inquiry from the Cash Receipts Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **3S**.
2. In the **SEL** field, input **I**.

Cash Receipts Mini Menu (with example data input)

```

CRMU                                06/09/14  11:28:14
                                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 3S  SEL I
    
```

3. Press **Enter**. FLAIR will display the TR3S Cash Receipts & Clearing Fund File Single Inquiry Request Screen One.

TR3S – Cash Receipts & Clearing Fund File – Single Inquiry – Request Screen One

```

3SI1                                06/09/2014 11:32:41
      3S - CASH RECEIPTS & CLEARING FUND FILE - SINGLE INQUIRY - REQUEST
L1 L2 L3 L4 L5      GF SF FID      BE      IBI CAT      VENDOR-ID
85
DOC-NO      LINE      CLR
C

NOTE:  CLEARING FUND MUST BE ENTERED TO INQUIRE ON CLEARING FUND TRANSACTIONS

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

TR3S Cash Receipts & Clearing Fund File Single Inquiry Request Screen One fields:

Field	Description	Required/Optional/Special Instructions
L1 L2 L3 L4 L5	Organization Code	Optional. L1 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. (11N)
GF/SF/FID/BE/IBI	Account Code	Optional. Must be input left to right without missing any fields (with exception of IBI). The following fields are available for input: GF – GAAFR Fund (2N) SF – State Fund (1N) FID – Fund Identifier (6N) BE – Budget Entity (8N) IBI – Internal Budget Indicator (2N)
CAT	Revenue Source Code or Appropriations Category	Optional. (6N)
VENDOR ID	Vendor Identification Number	Optional. Vendor number must start with C, E, F, S, N , or 0 - 9 . Sequence required if vendor number begins with F, S , or N . (21A/N)
DOC-NO	Document Number	Optional. C is protected. If used, document or deposit number must be an exact match established using a TR30, TR31, TR33, or TR34. (7A/N)
LINE	Document Line Number	Optional. If used, DOC-NO 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)

Field	Description	Required/Optional/Special Instructions
CLR	Clearing Fund Identifier	Prohibited. If searching for non-clearing fund cash receipt records. Required. If searching for clearing fund records. If input, only records including the matching identifier will be retrieved. (6N)

4. a. Input search criteria for the inquiry; **OR**
b. Leave all fields blank.
5. Press **Enter**.
a. FLAIR will return the first record that meets the search criteria; **OR**
b. If all fields are left blank, FLAIR will display the first record in organization code order within the user's security level.

TR3S – Cash Receipts & Clearing Fund File – Single Inquiry – Screen Two (with example data retrieved)

```

3SI2                                06/09/2014  11:48:48
      3S - CASH RECEIPTS & CLEARING FUND FILE - SINGLE INQUIRY
DOC-NO  LINE      L1 L2 L3 L4 L5  EO VR OBJECT  CF  CR-DT      TR-TP
C 654987 0003      85 20 04 00 000 AA 02 001000  06/06/2014  30
....AMOUNT.... BI VENDOR-ID          SUB-VENDOR-ID    ..QUANTITY..
      62.00
INVOICE      DESCRIPTION          OTHER-DOC      SECOND-DOC      PID  PROJECT ID
      FEE COLLECTION
CAT  YR GL  EGL EOB ECAT  STATE-PROGRAM  EP GRANT GY CNTRT CY OCA  AU
000100 00 61300  1112110000 000000  G1234
GF SF FID  BE  IBI  EF  CLR
50 2  050001 85200000 00
NEXT:
L1 L2 L3 L4 L5  VENDOR-ID          DOC-NO  LINE  CLR          TYPE  SEL
85  C
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT          MINI  MAIN  RFRSH TOP          FWD
    
```

FLAIR will display the first record matching the search criteria. If all fields on Screen One are left blank, FLAIR will return the first cash receipt record, 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.”***

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.

All fields on the TR3S Cash Receipts & Clearing Fund File Single Inquiry Screen Two are protected and cannot be changed.

Three fields appear on this screen that do not appear on other FLAIR screens:

Field	Description	Required/Optional/Special Instructions
CR-DT	Cash Receipt Date	Protected. This is the transaction date input with the transaction. (8N)

Field	Description	Required/Optional/Special Instructions
TR-TP	Transaction Type	Protected. This will display the transaction type used to add the record to FLAIR. (2N)
SECOND-DOC	Secondary Document Number	Protected. For TR30 or TR31, any data input in the ORIG-RCPT field will be retrieved. For TR33 or TR34, the AR-NO and AR LINE will be retrieved. (11A/N)

603.6.2 TR3S Multiple Inquiry

The TR3S Clearing Fund Receipts Multiple Inquiry function allows users to view up to four lines with the same deposit number. Each line will display only limited data.

To access the TR3S Multiple Inquiry Request Screen from the Cash Receipts Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **3S**.
2. In the **SEL** field, input **M**.

Cash Receipt Mini Menu (with example data input)

```

CRMU                                05/16/13  09:46:38
                                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
                                TYPE 3S  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 TR3S Cash Receipts & Clearing Fund File Multiple Inquiry Request Screen One.

TR3S – Cash Receipts & Clearing Fund File – Multiple Inquiry – Request Screen One

```

3SM1                                05/16/2013 09:46:51
  3S - CASH RECEIPTS & CLEARING FUND FILE - MULTIPLE INQUIRY - REQUEST

L1 L2 L3 L4 L5      GF SF FID   BE     IBI  CAT     VENDOR-ID
90 50

DOC-NO   LINE   CLR
C

NOTE:  CLEARING FUND MUST BE ENTERED TO INQUIRE ON CLEARING FUND TRANSACTIONS

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

TR3S Cash Receipts & Clearing Fund File Multiple Inquiry Request Screen One fields:

Field	Description	Required/Optional/Special Instructions
L1 L2 L3 L4 L5	Organization Code	Optional. L1 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. (11N)
GF/SF/FID/BE/IBI	Account Code	Optional. Must be input left to right without missing any fields (with exception of IBI). The following fields are available for input: GF – GAAFR Fund (2N) SF – State Fund (1N) FID – Fund Identifier (6N) BE – Budget Entity (8N) IBI – Internal Budget Indicator (2N)
CAT	Revenue Source Code or Appropriations Category	Optional. (6N)
VENDOR ID	Vendor Identification Number	Optional. Vendor number must start with C, E, F, S, N, or 0 - 9. Sequence required if vendor number begins with F, S, or N. (21A/N)
DOC-NO	Document Number	Optional. C is protected. If used, document or deposit number must be an exact match established using a TR30, TR31, TR33, or TR34. (7A/N)
LINE	Document Line Number	Optional. If used, DOC-NO 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)

Field	Description	Required/Optional/Special Instructions
CLR	Clearing Fund Identifier	Prohibited. If searching for non-clearing fund cash receipt records. Required. If searching for clearing fund records. If input, only records including the matching identifier will be retrieved. (6N)

4. a. Input search criteria for the inquiry; **OR**
b. Leave all fields blank.
5. Press **Enter**.
a. FLAIR will return up to four lines of the same deposit number that meets the search criteria; **OR**
b. If all fields are left blank, FLAIR will return search results in organization code order.

TR3S – Cash Receipts & Clearing Fund File – Multiple Inquiry – Screen Two
(with example data retrieved)

```

3SM2  3S - CASH RECEIPT & CLR FUND FILE-MULTIPLE INQUIRY  05/16/2013  09:47:04
DOC-NO C 411362      CR-DT 05/14/2013      CLR
X LINE L1 L2 L3 L4 L5  EO VR OBJECT CF VENDOR-ID      INVOICE  PID
...AMOUNT... BI SECOND-DOC  OTHER-DOC  DESCRIPTION  ..QUANTITY.. TRTP
0001 90 50 00 00 000 BB 01 001000      C444444444      USAGE FEE      30
          3025.00
0002 90 50 01 01 000 B5 01 001000      ADMIN FEE      30
          15.00
0003 90 50 01 01 211 01 04 001000      C444444444      USAGE FEE      30
          3025.00
0004 90 50 02 02 213 AA 02 001000      ADMIN FEE      30
          92.46
NEXT:
L1 L2 L3 L4 L5  VENDOR-ID      DOC-NO  LINE  CLR      TYPE  SEL
90 50
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT          MINI  MAIN  RFRSH TOP          FWD
    
```

To view one of the lines in single inquiry view with all data codes displayed:

6. In the X (selection) field, input I.

TR3S – Cash Receipts & Clearing Fund File – Multiple Inquiry – Screen Two (with example data input)

```

3SM2  3S - CASH RECEIPT & CLR FUND FILE-MULTIPLE INQUIRY  05/16/2013  09:47:04
      DOC-NO C 411362      CR-DT 05/14/2013      CLR
X LINE L1 L2 L3 L4 L5  EO VR OBJECT CF VENDOR-ID      INVOICE  PID
....AMOUNT.... BI SECOND-DOC  OTHER-DOC  DESCRIPTION  ..QUANTITY.. TRTP
0001  90 50 00 00 000 BB 01 001000      C444444444      USAGE FEE      30
      3025.00
0002  90 50 01 01 000 B5 01 001000      ADMIN FEE      30
      15.00
I 0003  90 50 01 01 211 01 04 001000      C444444444      USAGE FEE      30
      3025.00
0004  90 50 02 02 213 AA 02 001000      ADMIN FEE      30
      92.46
NEXT:
L1 L2 L3 L4 L5  VENDOR-ID      DOC-NO  LINE  CLR      TYPE      SEL
90 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 TR3S Cash Receipts & Clearing Fund File Single Inquiry Screen Two.

TR3S – Cash Receipts & Clearing Fund File – Single Inquiry – Screen Two (with example data retrieved)

```

3SI2                                05/16/2013  09:47:36
      3S - CASH RECEIPTS & CLEARING FUND FILE - SINGLE INQUIRY
DOC-NO  LINE      L1 L2 L3 L4 L5  EO VR OBJECT CF CR-DT      TR-TP
C 411362 0003      90 50 01 01 211 01 04 001000      05/14/2013      30
....AMOUNT.... BI VENDOR-ID      SUB-VENDOR-ID      ..QUANTITY..
      3025.00      C444444444
INVOICE      DESCRIPTION      OTHER-DOC      SECOND-DOC      PID  PROJECT ID
      USAGE FEE
CAT  YR GL  EGL EOB ECAT      STATE-PROGRAM      EP GRANT GY CNTRT CY OCA  AU
000100 00 61300      1112110000 000000
GF SF FID  BE      IBI  EF  CLR
20 2  010001 90100000 00
NEXT:
L1 L2 L3 L4 L5  VENDOR-ID      DOC-NO  LINE  CLR      TYPE      SEL
90 50
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 lines matching the search criteria. When all records have been viewed, FLAIR will display the message, **"END OF SEARCH."**

603.7 TR96 Journal Transfer Receipt Transactions

The TR96 Journal Transfer Receipts transaction is used to record the receipt of funds transferred from one FLAIR account code to another within the State Concentration Account. The transfer of funds can take place between funds within an agency, or between funds of different agencies. The TR96 records the receipt in the agency's records in Departmental FLAIR after the JT has taken place in Central FLAIR. This transaction does not create an entry on any subsidiary or auxiliary file, nor does it affect Central FLAIR. Because this is a departmental transaction, there is no Treasury Receipt Processing with the TR96.

Agencies may monitor JT activity via the Report Distribution System (RDS) report CNPPPJT4, by running the Report of JT Receipts from the Immediate Reports (RP) function in FLAIR, or by viewing activity within the State Accounts (SA) function in FLAIR.

603.8 TR96 Input

Users can input a single JT receipt using a TR96S, or multiple JT receipts using a TR96A. Single input allows the user to view all data codes associated with a transaction. Multiple input allows input of limited data, but the user can input up to four lines per page.

To access the TR96 from the Cash Receipts Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **96**.
2. In the **SEL** field, input either **A** (for multiple input) or **S** (for single input).

Cash Receipts Mini Menu

CRMU		CASH RECEIPTS MINI MENU		06/18/13 13:17:04	
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---		TYPE 96		SEL	
CONT		MAIN		RFRSH	

A or S

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

603.8.1 TR96 Single Input

The TR96 JT Receipts 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.

To access the TR96 Single Input Request Screen from the Cash Receipts Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **96**.
2. In the **SEL** field, input **S**.

Cash Receipts Mini Menu (with example data input)

```

CRMU                                06/18/13  13:17:04
                                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
                                TYPE 96  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 TR96 JT Receipts Single Input Request Screen One.

TR96 - JT Receipts - Single Input - Request Screen One

```

96S1                                06/18/2013  13:17:28
                                TR 96 - JT RECEIPTS - 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
    
```

TR96 JT 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, or if not input, will default to all zeros in L2 through L5. (11N)

Field	Description	Required/Optional/Special Instructions
EO	Expansion Option	Required. If blank, defaults to 00. (2A/N)
VR	Expansion Option Version	Optional. (2N)
OBJECT	Object Code	Required. Must be <900000. (6N)
PPI	Prior Period Indicator	Optional. Valid input: Blank - Transaction will update current period accounting records. M - Prior Month Indicator. Transaction will update prior month accounting records when an agency has not closed the books for the previous month. Y - Prior Year Indicator. Transaction will update prior year accounting records when an agency has not closed the books for the previous year. (1A)

4. Input the data necessary to complete the transaction.

TR96 - JT Receipts - Single Input - Request Screen One (with example data input)

```

96S1                                06/18/2013  13:17:28
          TR 96 - JT RECEIPTS - SINGLE INPUT - REQUEST
L1 L2 L3 L4 L5  EO VR OBJECT PPI
85 10 01 01 211 01  001000 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 TR96 JT Receipts Single Input Screen Two.

TR96 – JT Receipts – Single Input - Screen Two (with example data retrieved)

```

96S2                                     06/18/2013  13:17:57
          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 01 211 01 04 001000          M
....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
000100 00 61300

GF SF FID  BE          IBI EF STATE-PROGRAM          ...UNITS....  ...TIME...
20 2  010001 85100000 00          1112110000 000000

NEXT:  L1 L2 L3 L4 L5  EO VR OBJECT PPI          TYPE  SEL
        85 10 01 01 211 01  001000 M
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
DOC-NO	Document Number	Required. C is protected. (7A/N)
LINE	Document Line Number	Optional. (4N)
L1 L2 L3 L4 L5	Organization Code	Protected. (11N)
EO	Expansion Option	Protected. (2A/N)
VR	Expansion Option Version	Protected. (2N)
OBJECT	Object Code	Protected. (6N)
CF	Certified Forward Indicator	Optional. Valid input: C. Not allowed if SF = 8 or if revenue source category is used. (1A)
TRN-DT	Transaction Date	Optional. If blank, defaults to current date. (8N)
PPI	Prior Period Indicator	Protected. (1A)
STATE-DOC	Statewide Document Number	Prohibited. If SF = 8. Optional. May be used to record the SWDN assigned when the transfer was initiated. (11A/N)
AMOUNT	Transaction Amount	Required. Amount may be negative or positive, but not zero. Total of all lines cannot be \$1 billion or greater, or less than or equal to -\$1 billion. (10.2N)
VENDOR ID	Vendor Identification Number	Optional. If used, must be a FLAIR account code on the Account Description File. (21A/N)
SUB-VENDOR-ID	Sub-vendor Identification Number	Optional. If used, must be a valid number from the VS, VE, or RC Files. (14A/N)

Field	Description	Required/Optional/Special Instructions
QUANTITY	Quantity	Optional. Input of negative or positive numbers and numbers starting with 0 are allowed. (8.2N)
INVOICE	Invoice Number	Optional. (9A/N)
DESCRIPTION	Description	Optional. (16A/N)
OTHER-DOC	Other Document Number	Optional. May be used to record the voucher number of assigned when the transfer was initiated, or any other reference to documentation. (11A/N)
B	Batch Indicator	Optional. For the accumulation of transactions for reconciling. (1A/N)
PID	Product Identifier	Optional. Must be established in the Title File prior to use in a transaction. (3A/N)
BPIN	Beginning Property Identification Number	Optional. Last six digits must be numeric or ZZZZZZ . (8A/N)
The data codes in the following fields are retrieved from the Expansion Files and can be overridden (except GF , SF , and FID). See section 112 Expansion Files for more information.		
PROJECT ID	Project Identifier	Optional. Must be established in the Project Information (PI) File and carried over to the Title File prior to use in a transaction. (11A/N)
CAT	Revenue Source Code or Appropriations Category	Required. If revenue object code is input, category must be ≤ 009999 . If expenditure object code is input, category must be ≥ 010000 . (6N)
YR	Year	Required. If appropriation category is used. If blank, defaults to 00 . Optional. If revenue source category is used. (2N)
GL	General Ledger Code	Required. Must be established in the Title File prior to use in a transaction. (5N)
EGL	External General Ledger Code	Optional. Must be established in the Title File prior to use in a transaction. (3A/N)
EOB	External Object Code	Optional. Must be established in the Title File prior to use in a transaction. (3A/N)
ECAT	External Category	Optional. Must be established in the Title File prior to use in a transaction. (6A/N)
EP	External Program	Optional. Must be established in the Title File prior to use in a transaction. (2N)
GRANT	Grant Number	Optional. Must be established in FACTS or the Grants Information (GI) File and carried over to the Title File to be used in a transaction. (5A/N)
GY	Grant Year	Optional. Only used if GRANT field is populated. (2N)
CNTRT	Contract Number	Optional. Must be established in FACTS and carried over to the Title File to be used in a FLAIR transaction. (5A/N)

Field	Description	Required/Optional/Special Instructions
CY	Contract Year	Optional. Only used if CNTRT field is populated. (2N)
OCA	Other Cost Accumulator	Optional. Must be established in the Title File prior to use in a transaction. (5A/N)
AU	Agency Unique Code	Optional. Must be established in the Title File prior to use in a transaction. (2A/N)
GF	GAAFR Fund	Protected. (2N)
SF	State Fund	Protected. (1N)
FID	Fund Identifier	Protected. (6N)
BE	Budget Entity	Required. Must be established in the Title File prior to use in a transaction. (8N)
IBI	Internal Budget Indicator	Required. Must be established in the Title File prior to use in a transaction. (2N)
EF	External Fund	Protected. Must be established in the Title File prior to use in a transaction. (1N)
STATE PROGRAM	State Program Number	Required. Must be established in the Title File prior to use in a transaction. (16N)
UNITS	Units	Optional. (11N)
TIME	Time	Optional. (9N)

6. In the appropriate fields, input the data necessary to complete the transaction.

TR96 – JT Receipts – Single Input - Screen Two (with example data input)

```

96S2                                06/18/2013  13:17:57
          TR 96 - JT RECEIPTS - SINGLE INPUT
DOC-NO  LINE  L1 L2 L3 L4 L5  EO VR OBJECT  CF  TRN-DT  PPI  STATE-DOC
C 12ABCD 0001  85 10 01 01 211 01 04 001000  06142013 M  D3001234567
....AMOUNT....  VENDOR-ID          SUB-VENDOR-ID  ..QUANTITY..
623.00          95101000001951000000
INVOICE      DESCRIPTION          OTHER-DOC      B  PID  BPIN      PROJECT ID
JUNE2013     DATA FEE          V0012340001
CAT   YR  GL  EGL EOB  ECAT   EP  GRANT          GY CNTRT CY  OCA  AU
000100 00  61300
GF SF FID   BE      IBI EF STATE-PROGRAM          ...UNITS....  ...TIME...
20 2  010001 85100000 00      1112110000 000000
NEXT:  L1 L2 L3 L4 L5  EO VR OBJECT PPI          TYPE      SEL
      85 10 01 01 211 01  001000 M
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT          MINI  MAIN  RFRSH          CAN
    
```

7. Press **Enter**.

Once the user presses **Enter**, the TR96 will be recorded on Daily Input File, and the Available Balance File will be updated. *See section 603.12.2 TR96 FLAIR Accounting Entries for details.* FLAIR will return the user to the TR96 JT Receipts Single Input Screen Two. FLAIR will retrieve any data that is included on the **NEXT** line and the **CF**, **TRN-DT**, **AMOUNT**, **QUANTITY**, **PROJECT ID**, **UNITS**, and **TIME** fields will be blank (*see the following example*).

TR96 - JT Receipts - Single Input - Screen Two (ready for next line of input for the same deposit number)

```

96S2                                TR 96 - JT RECEIPTS - SINGLE INPUT                                06/18/2013  13:20:00
DOC-NO C 12ABCD  LINE 0001  L1 L2 L3 L4 L5  EO VR OBJECT  CF  TRN-DT  PPI  STATE-DOC
85 10 01 01 211 01 04 001000  M  D3001234567
....AMOUNT....  VENDOR-ID          SUB-VENDOR-ID  ..QUANTITY..
          951010000019510000000

INVOICE  DESCRIPTION          OTHER-DOC  B  PID  BPIN  PROJECT ID
JUNE2013  DATA FEE          V0012340001

CAT  YR  GL  EGL  EOB  ECAT  EP  GRANT  GY  CNTRT  CY  OCA  AU
000100 00 61300

GF SF FID  BE  IBI  EF  STATE-PROGRAM  ...UNITS...  ...TIME...
20 2  010001 85100000 00  1112110000 000000

NEXT:  L1 L2 L3 L4 L5  EO VR OBJECT  PPI  TYPE  SEL
      85 10 01 01 211 01  001000  M
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT          MINI  MAIN  RFRSH          CAN
    
```

- Note:** Please use caution in assigning lines numbers. The user should be aware of the following:
- If the user does not input a line number in the **LINE** field, no line number is assigned by FLAIR.
 - If the user inputs a line number and completes the transaction by pressing **Enter**, the **LINE** field will retain the line number from the previous transaction. If the user does not change the line number, more than one line of the receipt may be recorded to the same line number, resulting in confusion (*see example below*).

TR96 - JT Receipts - Multiple Inquiry By Site - Screen Two
(inquiry showing multiple lines recorded with the same line number)

```

96M2                                TR 96 - JT RECEIPTS - MULTIPLE INQUIRY BY SITE                                06/18/2013  13:32:38
DOC-NO C 12ABCD  TRN-DT 06/14/2013  PPI M  STATE-DOC D30 0987 6543
X LINE L1 L2 L3 L4 L5  EO VR OBJECT  CF  VENDOR-ID          INVOICE  PID
0001 85 10 01 01 000  B5 01 001000  952020100019510000000  MAY2013  B
          ....AMOUNT....  OTHER-DOC          DESCRIPTION  ..QUANTITY..
          35.00  V0012340003  TELECOM FEE
0001 85 10 01 01 000  R1 01 001000  951010000019510000000  MAY2013
          26.00  V0012340004  TELECOM FEE
0001 85 10 01 01 211 01 04 001000  951010000019510000000  JUNE2013
          623.00  V0012340001  DATA FEE
0001 85 20 04 00 000  AA 02 001000  952020100019510000000  MAY2013
          241.00  V0012340002  DATA FEE

NEXT:  L1 L2 L3 L4 L5  USER ID  VENDOR-ID          DOC-NO  LINE  TYPE  SEL
      85  C
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT          MINI  MAIN  RFRSH  TOP          FWD
    
```

603.8.2 TR96 Multiple Input

Users can process multiple transactions within the same document number using a TR96A. Multiple transactions display limited data. The user can input up to four lines per page with no Expansion File data displayed.

To access the TR96 Multiple Input Request from the Cash Receipts Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **96**.
2. In the **SEL** field, input **A**.

Cash Receipts Mini Menu (with example data input)

```

CRMU                                06/19/13  09:17:01
                                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 96  SEL A
    
```

3. Press **Enter**. FLAIR will display the TR96 JT Receipt Multiple Input Screen One.

TR96 - JT Receipts - Multiple Input - Screen One

```

96A1                                06/19/2013  09:17:13
                                TR 96 - JT RECEIPTS - MULTIPLE INPUT
DOC-NO C                            TRN-DT          PPI          STATE-DOC
LINE  L1 L2 L3 L4 L5  EO VR OBJECT  CF VENDOR-ID      INVOICE      PID
      ....AMOUNT....  OTHER-DOC      DESCRIPTION    ..QUANTITY..  B
      85
      85
      85
      85

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

TR96 JT Receipt Multiple Input Screen One fields:

Field	Description	Required/Optional/Special Instructions
DOC-NO	Document Number	Required. C is protected. Applies to all lines input on the screen. (7A/N)
TRN-DT	Transaction Date	Optional. If blank, defaults to current date. (8N)
PPI	Prior Period Indicator	Optional. Valid input: Blank – Transaction will update current period accounting records. M – Prior Month Indicator. Transaction will update prior month accounting records when an agency has not closed the books for the previous month. Y – Prior Year Indicator. Transaction will update prior year accounting records when an agency has not closed the books for the previous year. (1A)
STATE-DOC	Statewide Document Number	Prohibited. If SF = 8 . Optional. May be used to record the SWDN assigned when the transfer was initiated. (11A/N)
LINE	Document Line Number	Optional. If line number is not input by user, no line number is assigned. The user may assign the same line number to multiple lines within the document number. (4N)
L1 L2 L3 L4 L5	Organization Code	Required. Agency unique. L1 is protected. Must be input left to right without missing any spaces, or if not input, will default to all zeros in L2 through L5 . (11N)
EO	Expansion Option	Required. If blank, defaults to 00 . (2A/N)
VR	Expansion Option Version	Optional. (2N)
OBJECT	Object Code	Required. Must be <900000. (6N)
CF	Certified Forward Indicator	Optional. Valid input: C . Not allowed if SF = 8 or if revenue source category is used. (1A)
VENDOR-ID	Vendor Identification Number	Optional. If used, must be a FLAIR account code on the Account Description File. (21A/N)
INVOICE	Invoice Number	Optional. (9A/N)
PID	Product Identifier	Optional. Must be established in the Title File prior to use in a transaction. (3A/N)
AMOUNT	Amount	Required. Amount may be negative or positive, but not zero. Total of all lines cannot be \$1 billion or greater, or less than or equal to -\$1 billion. (10.2N)
OTHER-DOC	Other Document Number	Optional. May be used to record the voucher number assigned when the

Field	Description	Required/Optional/Special Instructions
		transfer was initiated, or any other reference to documentation. (11A/N)
DESCRIPTION	Description	Optional. (16A/N)
QUANTITY	Quantity	Optional. Input of negative or positive numbers and numbers starting with 0 are allowed. (8.2N)
B	Batch Character	Optional. For the accumulation of transactions for reconciling. (1A/N)

4. Input the necessary information to complete the transaction on each line. The user may input up to four lines.
5. Press **Enter**. The TR96 lines will be recorded in the Daily Input File and the Available Balance File will be updated. *See section 603.12.2 TR96 FLAIR Accounting Entries for details.*

FLAIR will return user to the TR96 JT Receipts Multiple Input Screen One. Lines two, three, and four will be cleared, and the first line will contain all information from the last completed line, except **AMOUNT**, **QUANTITY**, and **CF**, which will be blank. The **STATE-DOC** field in the header section will also be blank, and will not be retrieved for any additional lines.

TR96 – JT Receipts – Multiple Input – Screen One (with example data input)

96A1	TR 96 - JT RECEIPTS - MULTIPLE INPUT										06/19/2013	10:04:11
DOC-NO C	728811		TRN-DT	06142013		PPI M	STATE-DOC	D0312345678				
LINE	L1	L2	L3	L4	L5	EO VR	OBJECT	CF	VENDOR-ID	INVOICE	PID	
	...AMOUNT....					OTHER-DOC		DESCRIPTION	..QUANTITY..		B	
0001	85	20	02	02	214	C3	001000		925020500019220000000	JK-13458		
	52.38					V987654		JUNE DATA COLL				
0002	85	10	01	01	000	B5	001000		925020500019220000000	JK-13458		
	41.17					V987654		JUNE DATA COLL				
0003	85	10	01	01	211	01	001000		925020500019220000000	JK-13458		
	61.00					V987654		JUNE DATA COLL				
0004	85	20	04	00	000	AA	001000		925020500019220000000	JK-13458		
	17.22					V987654						
										TYPE	SEL	
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---												
CONT										MINI	CAN	

96A1	TR 96 - JT RECEIPTS - MULTIPLE INPUT										06/19/2013	10:11:07
DOC-NO C	728811		TRN-DT	06142013		PPI M	STATE-DOC					
LINE	L1	L2	L3	L4	L5	EO VR	OBJECT	CF	VENDOR-ID	INVOICE	PID	
	...AMOUNT....					OTHER-DOC		DESCRIPTION	..QUANTITY..		B	
0004	85	20	04	00	000	AA	001000		925020500019220000000	JK-13458		
						V987654						
	85											
	85											
	85											
										TYPE	SEL	
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---												
CONT										MINI	CAN	

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 first line. The asterisk (*) cannot be used in the **L1**, **QUANTITY**, or **AMOUNT** fields. For example, in the following example, only the object code and amount are different on the second line. The asterisk (*) can be used in the fields that contain the same information as the first line. Notice that a **LINE** number does not have to be assigned to use the duplicate feature.

TR96 – JT Receipts – Multiple Input – Screen One

(with example input using the asterisk [*] to duplicate information from one line to the next)

```

96A1                                06/19/2013  10:14:57
                                TR 96 - JT RECEIPTS - MULTIPLE INPUT
DOC-NO C 565656    TRN-DT 06112013  PPI    STATE-DOC D0345612382
LINE  L1 L2 L3 L4 L5  EO VR OBJECT  CF VENDOR-ID      INVOICE  PID
      ....AMOUNT....  OTHER-DOC  DESCRIPTION  ..QUANTITY..  B
      85 10 01 01 211 01   001000   851010000018510000000 TRANSFER
      75.00          V258369   TRANSFER FROM GR
      85 *  *  *  *  *   002000   *
      75.00          *
      85
      85
                                TYPE      SEL
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT          MINI  MAIN  RFRSH                                CAN
    
```

603.9 TR96 Inquiry

Transactions added to the Daily Input File using the TR96 can be inquired upon on the day of input using the TR96 inquiry. No FLAIR inquiry is available for transaction input on a prior date.

To view TR96 transactions input on the current date, the user may use the TR96I, single line inquiry, or the TR96M, multiple line inquiry, to view the transactions.

To access the TR96 inquiry screen from the Cash Receipts Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **96**.
2. In the **SEL** field, input **I** or **M**.

Cash Receipts Mini Menu (with example data input)

```

CRMU                                06/19/13  10:24:35
                                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
                                TYPE 96  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.

603.9.1 TR96 Single Inquiry

The TR96 JT Receipts 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. These codes may be changed if necessary.

To access the TR96 Single Inquiry Request from the Cash Receipts Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **96**.
2. In the **SEL** field, input **I**.

Cash Receipts Mini Menu (with example data input)

```

CRMU                                06/19/13  10:24:35
                                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
                                TYPE 96 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 TR96 JT Receipts Single Inquiry By Site Request Screen One.

TR96 - JT Receipts - Single Inquiry By Site - Request Screen One

```

96I1                                06/19/2013  10:26:59
                                TR 96 - JT RECEIPTS - SINGLE INQUIRY BY SITE - REQUEST

L1 L2 L3 L4 L5  USER ID  VENDOR-ID  DOC-NO  LINE
85                                     C

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

TR96 JT Receipts Single Inquiry By Site Request Screen One fields:

Field	Description	Required/Optional/Special Instructions
L1 L2 L3 L4 L5	Organization Code	Optional. L1 is protected. FLAIR will return transactions matching the organization level input. (11N)
USER ID	FLAIR User Identification Code	Optional. If input, FLAIR will return transactions input with this user ID. (6N)
VENDOR-ID	Vendor Identification Number	Optional. Vendor number must start with 0-9. (21A/N)
DOC-NO	Document Number	Optional. C is protected. If input, FLAIR will retrieve only transactions containing this document number. (7A/N)
LINE	Document Line Number	Optional. If used, DOC-NO must be input and FLAIR will return the line number input. If blank, FLAIR will return all available line numbers beginning with the first available number. (4N)

4. a. Input search criteria for the inquiry; **OR**
b. Leave all fields blank.
5. Press **Enter**.
a. FLAIR will return the first record that meets the search criteria; **OR**
b. If all fields are left blank, FLAIR will return the first record within the user's security level in organization code order.

TR96 - JT Receipts - Single Inquiry By Site - Screen Two (with example data retrieved)

```

96I2                                     06/19/2013  11:25:35
          TR 96 - JT RECEIPTS - SINGLE INQUIRY BY SITE
DOC-NO  LINE  L1 L2 L3 L4 L5  EO VR OBJECT  CF  TRN-DT    PPI  STATE-DOC
C 728811 0002  85 10 01 01 000  B5 01 001000    06/14/2013  M   D03 1234 5678
....AMOUNT....  VENDOR-ID          SUB-VENDOR-ID  ..QUANTITY..
          41.17      925020500019220000000
INVOICE  DESCRIPTION          OTHER-DOC    B  PID  BPIN          PROJECT ID
JK-13458  JUNE DATA COLL          V987654
CAT  YR  GL          EGL  EOB  ECAT          EP GRANT          GY CNTRT CY OCA  AU
000100 00  61300
GF SF FID  BE          IBI  EF  STATE-PROGRAM          ...UNITS.... ...TIME...
50 2  050001 85200000 00          1112110000 000000
NEXT:
L1 L2 L3 L4 L5  USER ID  VENDOR-ID          DOC-NO  LINE  TYPE  SEL
85          C
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT          MINI  MAIN  RFRSH TOP          FWD
    
```

603.9.2 TR96 Multiple Inquiry

The TR96 JT Receipts Multiple Inquiry By Site Request allows the user to view up to four lines within the same deposit number at a time. Each line will have limited data available for viewing.

To access the TR96 Multiple Inquiry Request from the Cash Receipts Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **96**.
2. In the **SEL** field, input **M**.

Cash Receipts Mini Menu (with example data input)

```

CRMU                                06/19/13  11:29:56
                                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
35 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 M
                                MAIN  RFRSH
    
```

3. Press **Enter**. FLAIR will display the TR96 JT Receipts Multiple Inquiry by Site Request Screen One.

TR96 - JT Receipts - Multiple Inquiry By Site - Request Screen One

```

96M1                                06/19/2013  11:30:08
                                TR 96 - JT RECEIPTS - MULTIPLE INQUIRY BY SITE - REQUEST

L1 L2 L3 L4 L5  USER ID  VENDOR-ID  DOC-NO  LINE
85                                     C

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

TR96 JT Receipts Multiple Inquiry by Site Request Screen One fields:

Field	Description	Required/Optional/Special Instructions
L1 L2 L3 L4 L5	Organization Code	Optional. FLAIR will return transactions contacting the organization level input. (11N)

Field	Description	Required/Optional/Special Instructions
USER ID	FLAIR User Identification Code	Optional. If input, FLAIR will return transactions input with this user ID. (6N)
VENDOR ID	Vendor Identification Number	Optional. Vendor number must start with 0-9. (21A/N)
DOC-NO	Document Number	Optional. C is protected. If input, FLAIR will retrieve only transactions containing this deposit number. (7A/N)
LINE	Document Line Number	Optional. If used, DOC-NO must be input and FLAIR will return the line number input. If blank, FLAIR will return all available line numbers beginning with the first available number. (4N)

4. a. Input search criteria for the inquiry; **OR**
b. Leave all fields blank.
5. Press **Enter**.
a. FLAIR will return up to four records that meet the search criteria; **OR**
b. If all fields are left blank, FLAIR will display the first four records with the same deposit number in organization code order.

TR96 – JT Receipts – Multiple Inquiry By Site – Screen Two (with sample search results)

```

96M2      TR 96 - JT RECEIPTS - MULTIPLE INQUIRY BY SITE      06/19/2013  11:30:37
DOC-NO C 728811      TRN-DT 06/14/2013  PPI M      STATE-DOC D03 1234 5678
X LINE L1 L2 L3 L4 L5  EO VR OBJECT CF  VENDOR-ID          INVOICE  PID
   ....AMOUNT....  OTHER-DOC          DESCRIPTION        ..QUANTITY..  B
0002 85 10 01 01 000 B5 01 001000    92502050001922000000  JK-13458
           41.17      V987654          JUNE DATA COLL
0003 85 10 01 01 211 01 04 001000    92502050001922000000  JK-13458
           61.00      V987654          JUNE DATA COLL
0001 85 20 02 02 214 C3 01 001000    92502050001922000000  JK-13458
           52.38      V987654          JUNE DATA COLL
0004 85 20 04 00 000 AA 02 001000    92502050001922000000  JK-13458
           17.22      V987654

NEXT:
L1 L2 L3 L4 L5  USER ID  VENDOR-ID          DOC-NO  LINE  TYPE  SEL
85
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT          MINI  MAIN  RFRSH TOP          FWD
    
```

- To view one of the lines in single inquiry view with all data codes displayed:
6. In the **X** (selection) field next to the transaction to be expanded, input **I**.

TR96 – JT Receipts – Multiple Inquiry By Site – Screen Two (with example data input)

```

96M2      TR 96 - JT RECEIPTS - MULTIPLE INQUIRY BY SITE      06/19/2013  11:30:37
          DOC-NO C 728811      TRN-DT 06/14/2013  PPI M      STATE-DOC D03 1234 5678
X LINE L1 L2 L3 L4 L5  EO VR OBJECT CF  VENDOR-ID          INVOICE  PID
          ....AMOUNT....  OTHER-DOC          DESCRIPTION  ..QUANTITY.. B
0002 85 10 01 01 000  B5 01 001000  925020500019220000000  JK-13458
          41.17      V987654          JUNE DATA COLL
I 0003 85 10 01 01 211 01 04 001000  925020500019220000000  JK-13458
          61.00      V987654          JUNE DATA COLL
0001 85 20 02 02 214  C3 01 001000  925020500019220000000  JK-13458
          52.38      V987654          JUNE DATA COLL
0004 85 20 04 00 000  AA 02 001000  925020500019220000000  JK-13458
          17.22      V987654

NEXT:
L1 L2 L3 L4 L5  USER ID  VENDOR-ID          DOC-NO  LINE  TYPE  SEL
85
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 record selected on the TR96 JT Receipts Single Inquiry by Site Screen Two.

TR96 – JT Receipts – Single Inquiry By Site – Screen Two (with example data retrieved)

```

96I2      TR 96 - JT RECEIPTS - SINGLE INQUIRY BY SITE      06/19/2013  11:39:22
          DOC-NO  LINE  L1 L2 L3 L4 L5  EO VR OBJECT CF  TRN-DT      PPI  STATE-DOC
          C 728811 0003  85 10 01 01 211 01 04 001000  06/14/2013  M   D03 1234 5678
          ....AMOUNT....  VENDOR-ID          SUB-VENDOR-ID  ..QUANTITY..
          61.00      925020500019220000000
INVOICE  DESCRIPTION  OTHER-DOC  B  PID  BPIN  PROJECT ID
JK-13458  JUNE DATA COLL  V987654
CAT  YR  GL  EGL  EOB  ECAT  EP GRANT  GY CNTRT CY OCA  AU
000100 00 61300
GF SF FID  BE  IBI  EF  STATE-PROGRAM  ...UNITS.... ...TIME...
20 2  010001 85100000 00  1112110000 000000
NEXT:
L1 L2 L3 L4 L5  USER ID  VENDOR-ID          DOC-NO  LINE  TYPE  SEL
85
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT          MINI  MAIN  RFRSH TOP          FWD
    
```

To request multiple lines in single inquiry view with all data codes displayed:

8. In the **X** (selection) field next to the transactions to be expanded, input **I**.

TR96 – JT Receipts – Multiple Inquiry By Site - Screen Two

(with multiple lines selected for single inquiry view)

```

96M2      TR 96 - JT RECEIPTS - MULTIPLE INQUIRY BY SITE      06/19/2013  11:42:07
          DOC-NO C 565656      TRN-DT 06/11/2013  PPI      STATE-DOC D03 4561 2382
X LINE  L1 L2 L3 L4 L5  EO VR OBJECT CF  VENDOR-ID      INVOICE  PID
          ....AMOUNT....      OTHER-DOC      DESCRIPTION      ..QUANTITY..  B
I      85 10 01 01 211  01 04 001000  851010000018510000000  TRANSFER
          75.00      V258369      TRANSFER FROM GR
I      85 10 01 01 211  01 04 002000  851010000018510000000  TRANSFER
          75.00      V258369      TRANSFER FROM GR

NEXT:
L1 L2 L3 L4 L5  USER ID  VENDOR-ID      DOC-NO  LINE  TYPE  SEL
85
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT      MINI  MAIN  RFRSH TOP      FWD
    
```

9. Press **Enter**. FLAIR will display the first record from the request on the TR96 JT Receipts Single Inquiry by Site Screen Two.

TR96 – JT Receipts – Single Inquiry By Site - Screen Two

(with the first line available in single inquiry view)

```

96I2      TR 96 - JT RECEIPTS - SINGLE INQUIRY BY SITE      06/19/2013  11:44:17
          DOC-NO  LINE  L1 L2 L3 L4 L5  EO VR OBJECT CF  TRN-DT  PPI  STATE-DOC
          C 565656      85 10 01 01 211  01 04 001000  06/11/2013  D03 4561 2382
          ....AMOUNT....      VENDOR-ID      SUB-VENDOR-ID      ..QUANTITY..
          75.00      851010000018510000000
INVOICE  DESCRIPTION      OTHER-DOC  B  PID  BPIN      PROJECT ID
TRANSFER  TRANSFER FROM GR  V258369
CAT  YR  GL      EGL  EOB  ECAT      EP GRANT      GY CNTRT CY OCA  AU
000100 00 61300
GF SF FID  BE      IBI  EF  STATE-PROGRAM      ...UNITS.... ...TIME...
20 2  010001 85100000 00      1112110000 000000

NEXT:
L1 L2 L3 L4 L5  USER ID  VENDOR-ID      DOC-NO  LINE  TYPE  SEL
85
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT      MINI  MAIN  RFRSH TOP      FWD
    
```

10. Press **F8** to view the next selected line in single inquiry view. Repeat as necessary until each line has been viewed.

603.10 TR96 Update

The TR96 update is used to update or delete JT receipts input using the TR96S or TR96A 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, updating the Daily Input File and the Available Balance File.

A TR96 can only be updated on the day of input. If a correction needs to be made at a later date, correcting entries would need to be made to reverse the original entry and input a corrected entry. *See section 610 Adjustments & Corrections for additional information.*

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 TR96 Request Screen from the Cash Receipts Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **96**.
2. In the **SEL** field, input **I** or **M**.

Cash Receipts Mini Menu (with example data input)

CRMU		CASH RECEIPTS MINI MENU		06/18/13 13:17:04	
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					
				TYPE 96	SEL
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---					
CONT		MAIN RFRSH			

3. Press **Enter**. FLAIR will display the TR96 JT Receipts Single Inquiry by Site Request Screen. *See sections 603.10.1 TR96 Update from Single Inquiry and 603.10.2 TR96 Update from Multiple Inquiry for additional details on the update procedure.*

603.10.1 TR96 Update from Single Inquiry

To make corrections or changes to a TR96 input during the current business day, the user will first inquire on the record to be changed, then access the update screen.

To access the TR96 Single Update by Site Screen from the Cash Receipts Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **96**.
2. In the **SEL** field, input **I**.

Cash Receipts Mini Menu (with example data input)

```

CRMU                                06/19/13  13:41:08
                                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
                                TYPE 96 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 TR96 JT Receipts Single Inquiry by Site Request Screen One.

TR96 - JT Receipts - Single Inquiry By Site - Request - Screen One

```

96I1                                06/19/2013  13:41:20
                                TR 96 - JT RECEIPTS - SINGLE INQUIRY BY SITE - REQUEST

L1 L2 L3 L4 L5  USER ID  VENDOR-ID  DOC-NO  LINE
85                                     C

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

4. Input the search criteria to display the correct record. *See section 603.9 TR96 Inquiry for additional details.*
5. Press **Enter**. FLAIR will display the requested record based on the search criteria input.

TR96 – JT Receipts – Single Inquiry By Site – Screen Two (with example data retrieved)

```

96I2                                     06/19/2013 13:41:49
          TR 96 - JT RECEIPTS - SINGLE INQUIRY BY SITE
DOC-NO  LINE  L1 L2 L3 L4 L5  EO VR OBJECT  CF  TRN-DT  PPI  STATE-DOC
C 728811 0003 85 10 01 01 211 01 04 001000  06/14/2013  M  D03 1234 5678
....AMOUNT....  VENDOR-ID          SUB-VENDOR-ID  ..QUANTITY..
          61.00      925020500019220000000
INVOICE  DESCRIPTION          OTHER-DOC  B  PID  BPIN          PROJECT ID
JK-13458  JUNE DATA COLL      V987654
CAT  YR  GL  EGL  EOB  ECAT  EP GRANT          GY CNTRT CY OCA  AU
000100 00 61300
GF SF FID  BE  IBI  EF  STATE-PROGRAM  ...UNITS.... ...TIME...
20 2  010001 85100000 00  1112110000 000000
NEXT:
L1 L2 L3 L4 L5  USER ID  VENDOR-ID          DOC-NO  LINE  TYPE  SEL
85 10 01 01 211  C
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT          MINI  MAIN  RFRSH TOP          FWD
    
```

6. In the **SEL** field of the record to be updated, input **U**.

TR96 – JT Receipts – Single Inquiry By Site – Screen Two (with example data input)

```

96I2                                     06/19/2013 13:41:49
          TR 96 - JT RECEIPTS - SINGLE INQUIRY BY SITE
DOC-NO  LINE  L1 L2 L3 L4 L5  EO VR OBJECT  CF  TRN-DT  PPI  STATE-DOC
C 728811 0003 85 10 01 01 211 01 04 001000  06/14/2013  M  D03 1234 5678
....AMOUNT....  VENDOR-ID          SUB-VENDOR-ID  ..QUANTITY..
          61.00      925020500019220000000
INVOICE  DESCRIPTION          OTHER-DOC  B  PID  BPIN          PROJECT ID
JK-13458  JUNE DATA COLL      V987654
CAT  YR  GL  EGL  EOB  ECAT  EP GRANT          GY CNTRT CY OCA  AU
000100 00 61300
GF SF FID  BE  IBI  EF  STATE-PROGRAM  ...UNITS.... ...TIME...
20 2  010001 85100000 00  1112110000 000000
NEXT:
L1 L2 L3 L4 L5  USER ID  VENDOR-ID          DOC-NO  LINE  TYPE  SEL
85 10 01 01 211  C
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 TR96 JT Receipts Single Update by Site Screen One.

TR96 – JT Receipts – Single Update By Site - Screen One (with example data retrieved)

```

96U1                                     06/19/2013  13:42:02
      TR 96 - JT RECEIPTS - SINGLE UPDATE BY SITE
DELETE:
DOC-NO  LINE  L1 L2 L3 L4 L5  EO VR OBJECT  CF  TRN-DT  PPI  STATE-DOC
C 728811 0003  85 10 01 01 211 01 04 001000  06142013  M  D0312345678
....AMOUNT....  VENDOR-ID                SUB-VENDOR-ID  ..QUANTITY..
61.00           925020500019220000000
INVOICE  DESCRIPTION  OTHER-DOC  B  PID  BPIN  PROJECT ID
JK-13458  JUNE DATA COLL  V987654
CAT  YR GL  EGL  EOB  ECAT  EP GRANT  GY CNTRT CY OCA  AU
000100 00 61300
GF  SF  FID  BE  IBI  EF STATE-PROGRAM  ...UNITS.... ...TIME...
20  2  010001 85100000 00 1112110000 000000
                                           TYPE  SEL
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT           MINI  MAIN  RFRSH           CAN
    
```

TR96 JT Receipts Single Update by Site Screen One fields:

Field	Description	Required/Optional/Special Instructions
DELETE	Delete Request	Optional. Valid input: D . Used to delete the transaction from the Daily Input File. If used, no other fields can be updated. Deleted transactions cannot be retrieved. (1A)
DOC-NO	Document Number	Required. C is protected. Can be changed, but not deleted. (7A/N)
LINE	Deposit Line	Optional. If line number is not input by user, no line number is assigned. The user may assign the same line number to multiple lines within the deposit number. (4N)
L1 L2 L3 L4 L5	Organization Code	Protected. (11N)
EO	Expansion Option	Protected. (2A/N)
VR	Expansion Option Version	Protected. (2N)
OBJECT	Object Code	Protected. (6N)
CF	Certified Forward Indicator	Optional. Valid input: C . Not allowed if SF = 8 or if revenue source category is used. (1A)
TRN-DT	Transaction Date	Optional. If blank, defaults to current date. (8N)
PPI	Prior Period Indicator	Optional. Valid input: Blank – Transaction will update current period accounting records. M – Prior Month Indicator. Transaction will update prior month accounting records when an agency has not closed the books for the previous month.

Field	Description	Required/Optional/Special Instructions
		Y – Prior Year Indicator. Transaction will update prior year accounting records when an agency has not closed the books for the previous year. (1A)
STATE-DOC	Statewide Document Number	Prohibited. If SF = 8 . Optional. May be used to record the SWDN assigned when the transfer was initiated. (11A/N)
AMOUNT	Amount	Required. Can be changed, but not deleted. May be a positive or negative amount. (10.2N)
VENDOR-ID	Vendor Identification Number	Optional. If used, must be a FLAIR account code on the Account Description File. (21A/N)
SUB-VENDOR-ID	Sub-vendor Identification Number	Optional. If used, must be a valid number from the VS, VE, or RC Files. (14A/N)
QUANTITY	Quantity	Optional. Input of negative or positive numbers and numbers starting with 0 are allowed. (8.2N)
INVOICE	Invoice Number	Optional. (9A/N)
DESCRIPTION	Description	Optional. (16A/N)
OTHER-DOC	Other Document Number	Optional. May be used to record the voucher number assigned when the transfer was initiated, or any other reference to documentation. (11A/N)
B	Batch Character	Optional. For the accumulation of transactions for reconciling. (1A/N)
PID	Product Identifier	Optional. Must be established in the Title File prior to use in a transaction. (3A/N)
BPIN	Beginning Property Item Number	Optional. If used, last six digits must be numeric or ZZZZZZ . (8A/N)
PROJECT ID	Project Identification Number	Optional. Must be established in the Project Information (PI) File and carried over to the Title File prior to use in a transaction. (11A/N)
CAT	Revenue Source Code or Appropriations Category	Required. Can be changed, but not deleted. If revenue object code is input, category must be ≤ 009999 . If expenditure object code is input, category must be ≥ 010000 . (6N)
YR	Year	Required. If appropriation category is used. If blank, defaults to 00 . Optional. If revenue source category is used. (2N)
GL	General Ledger Code	Required. Can be changed, but not deleted. (5N)
EGL	External General Ledger Code	Optional. Must be established in the Title File prior to use in a transaction. (3A/N)

Field	Description	Required/Optional/Special Instructions
EOB	External Object Code	Optional. Must be established in the Title File prior to use in a transaction. (3A/N)
ECAT	External Category	Optional. Must be established in the Title File prior to use in a transaction. (6A/N)
EP	External Program	Optional. Must be established in the Title File prior to use in a transaction. (2N)
GRANT	Grant Number	Optional. Must be established in FACTS or the Grants Information File (GI) and carried over to the Title File to be used in a transaction. (5A/N)
GY	Grant Year	Optional. Only used if GRANT field is populated. (2N)
CNTRT	Contract Number	Optional. Must be established in FACTS and carried over to the Title File to be used in a transaction. (5A/N)
CY	Contract Year	Optional. Only used if CNTRT field is populated. (2N)
OCA	Other Cost Accumulator	Optional. Must be established in the Title File prior to use in a transaction. (5A/N)
AU	Agency Unique Code	Optional. Must be established in the Title File prior to use in a transaction. (2A/N)
GF	GAAFR Fund	Protected. (2N)
SF	State Fund	Protected. (1N)
FID	Fund Identifier	Protected. (6N)
BE	Budget Entity	Required. Can be changed, but not deleted. (8N)
IBI	Internal Budget Indicator	Required. Can be changed, but not deleted. (2N)
EF	External Fund	Protected. Must be established in the Title File prior to use in a transaction. (1N)
STATE-PROGRAM	State Program	Required. Can be changed, but not deleted. (16N)
UNITS	Units	Optional. (11N)
TIME	Time	Optional. (9N)

If information in any of the protected fields is incorrect, the user must delete the transaction from the Daily Input File and input a transaction with the correct information.

8. a. Input the data necessary to update; **OR**
- b. In the **DELETE** field, input **D** to delete the transaction.

TR96 – JT Receipts – Single Update By Site – Screen One (with example data input)

```

96U1                                     06/19/2013 13:42:02
          TR 96 - JT RECEIPTS - SINGLE UPDATE BY SITE
DELETE:
DOC-NO  LINE  L1 L2 L3 L4 L5  EO VR OBJECT  CF  TRN-DT  PPI  STATE-DOC
C 728811 0003  85 10 01 01 211 01 04 001000  06142013  M  D0312345678
....AMOUNT....  VENDOR-ID  SUB-VENDOR-ID  ..QUANTITY..
61.00          92101000001921000000
INVOICE  DESCRIPTION  OTHER-DOC  B  PID  BPIN  PROJECT ID
JK-13458  JUNE DATA COLL  V987654
CAT  YR  GL  EGL  EOB  ECAT  EP GRANT  GY CNTRT CY OCA  AU
000100 00 61300
GF  SF  FID  BE  IBI  EF  STATE-PROGRAM  ...UNITS.... ...TIME...
20  2  010001 85100000 00 1112110000 000000
                                         TYPE  SEL
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 transaction with the updates displayed, or the next transaction matching the inquiry search criteria, if applicable; **OR**
 - b. If the transaction is deleted, and no other records match the search criteria, FLAIR will display the message, **"END OF SEARCH."**

TR96 – JT Receipts – Single Inquiry By Site – Screen Two (with example data updates retrieved)

```

96I2                                     06/19/2013 14:10:38
          TR 96 - JT RECEIPTS - SINGLE INQUIRY BY SITE
DOC-NO  LINE  L1 L2 L3 L4 L5  EO VR OBJECT  CF  TRN-DT  PPI  STATE-DOC
C 728811 0003  85 10 01 01 211 01 04 001000  06/14/2013  M  D03 1234 5678
....AMOUNT....  VENDOR-ID  SUB-VENDOR-ID  ..QUANTITY..
61.00          92101000001921000000
INVOICE  DESCRIPTION  OTHER-DOC  B  PID  BPIN  PROJECT ID
JK-13458  JUNE DATA COLL  V987654
CAT  YR  GL  EGL  EOB  ECAT  EP GRANT  GY CNTRT CY OCA  AU
000100 00 61300
GF  SF  FID  BE  IBI  EF  STATE-PROGRAM  ...UNITS.... ...TIME...
20  2  010001 85100000 00 1112110000 000000
NEXT:
L1 L2 L3 L4 L5  USER ID  VENDOR-ID  DOC-NO  LINE  TYPE  SEL
85  C
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT          MINI  MAIN  RFRSH  TOP          FWD
    
```

603.10.2 TR96 Update from Multiple Inquiry

To make corrections or changes to a TR96 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 One

To access the update screen from the Cash Receipts Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **96**.
2. In the **SEL** field, input **M**.

Cash Receipts Mini Menu (with example data input)

```

CRMU                                06/19/13  11:29:56
                                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
35 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
    
```

3. Press **Enter**. FLAIR will display the TR96 JT Receipts Multiple Inquiry by Site Request Screen One.

TR96 - JT Receipts - Multiple Inquiry By Site - Request - Screen One

```

96M1                                06/19/2013  11:30:08
                                TR 96 - JT RECEIPTS - MULTIPLE INQUIRY BY SITE - REQUEST

L1 L2 L3 L4 L5  USER ID  VENDOR-ID  DOC-NO  LINE
85                                     C

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

4. Input search criteria necessary to display the correct record(s). *See section 603.9.2 TR96 Multiple Inquiry for additional details regarding the inquiry.*
5. Press **Enter**. FLAIR will display the TR96 JT Receipts Multiple Inquiry by Site Screen Two with results based on the search criteria input.

TR96 – JT Receipts – Multiple Inquiry By Site – Screen Two (with example data retrieved)

```

96M2      TR 96 - JT RECEIPTS - MULTIPLE INQUIRY BY SITE      06/19/2013  14:18:26
      DOC-NO C 728811      TRN-DT 06/14/2013  PPI M      STATE-DOC D03 1234 5678
X LINE L1 L2 L3 L4 L5  EO VR OBJECT CF  VENDOR-ID      INVOICE  PID
      ....AMOUNT....  OTHER-DOC      DESCRIPTION      ..QUANTITY.. B
0002 85 10 01 01 000  B5 01 001000  925020500019220000000 JK-13458
      41.17      V987654      JUNE DATA COLL
0003 85 10 01 01 211 01 04 001000  921010000019210000000 JK-13458
      61.00      V987654      JUNE DATA COLL
0001 85 20 02 02 214  C3 01 001000  925020500019220000000 JK-13458
      52.38      V987654      JUNE DATA COLL
0004 85 20 04 00 000  AA 02 001000  925020500019220000000 JK-13458
      17.22      V987654

NEXT:
L1 L2 L3 L4 L5  USER ID  VENDOR-ID      DOC-NO  LINE      TYPE      SEL
85
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 record to be updated, input U.

TR96 – JT Receipts – Multiple Inquiry By Site – Screen Two (with example data input)

```

96M2      TR 96 - JT RECEIPTS - MULTIPLE INQUIRY BY SITE      06/19/2013  14:18:26
      DOC-NO C 728811      TRN-DT 06/14/2013  PPI M      STATE-DOC D03 1234 5678
X LINE L1 L2 L3 L4 L5  EO VR OBJECT CF  VENDOR-ID      INVOICE  PID
      ....AMOUNT....  OTHER-DOC      DESCRIPTION      ..QUANTITY.. B
0002 85 10 01 01 000  B5 01 001000  925020500019220000000 JK-13458
      41.17      V987654      JUNE DATA COLL
0003 85 10 01 01 211 01 04 001000  921010000019210000000 JK-13458
      61.00      V987654      JUNE DATA COLL
U 0001 85 20 02 02 214  C3 01 001000  925020500019220000000 JK-13458
      52.38      V987654      JUNE DATA COLL
0004 85 20 04 00 000  AA 02 001000  925020500019220000000 JK-13458
      17.22      V987654

NEXT:
L1 L2 L3 L4 L5  USER ID  VENDOR-ID      DOC-NO  LINE      TYPE      SEL
85
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 on the TR96 JT Receipts Single Update by Site Screen One.

TR96 – JT Receipts – Single Update By Site – Screen One (with example data retrieved)

```

96U1                                     06/19/2013  14:18:58
          TR 96 - JT RECEIPTS - SINGLE UPDATE BY SITE
DELETE:
DOC-NO  LINE  L1 L2 L3 L4 L5  EO VR OBJECT  CF  TRN-DT  PPI  STATE-DOC
C 728811 0001  85 20 02 02 214 C3 01 001000  06142013  M  D0312345678
....AMOUNT....  VENDOR-ID              SUB-VENDOR-ID  ..QUANTITY..
52.38           925020500019220000000
INVOICE  DESCRIPTION  OTHER-DOC  B  PID  BPIN  PROJECT ID
JK-13458  JUNE DATA COLL  V987654
CAT  YR  GL  EGL  EOB  ECAT  EP GRANT  GY CNTRT CY OCA  AU
000100 00 61300
GF  SF  FID  BE  IBI  EF STATE-PROGRAM  ...UNITS.... ...TIME...
50  2  050001 85200000 00 1112110000 000000
                                         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. *For more information on the TR96 JT Receipts Single Update by Site Screen One and the fields available for update, see section 603.10.1 TR96 Update from Single Inquiry.* Changes to the TR96 are recorded on the Daily Input File. Any changes to the amount also updates the Available Balance File. *See section 603.12.2 TR96 FLAIR Accounting Entries for details.*

Method Two

To access the update screen from the Cash Receipts Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **96**.
2. In the **SEL** field, input **M**.

Cash Receipts Mini Menu (with example data input)

```

CRMU                                     06/19/13  11:29:56
          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
                                         TYPE 96  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 TR96 JT Receipts Multiple Inquiry by Site Request Screen One.

TR96 – JT Receipts – Multiple Inquiry By Site – Request – Screen One

```

96M1                                06/19/2013  11:30:08
      TR 96 - JT RECEIPTS - MULTIPLE INQUIRY BY SITE - REQUEST

L1 L2 L3 L4 L5  USER ID  VENDOR-ID          DOC-NO  LINE
85                                     C

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

4. Input search criteria necessary to display the correct record(s). *See section 603.9.2 TR96 Multiple Inquiry for additional details regarding the inquiry.*
5. Press **Enter**. FLAIR will display the TR96 JT Receipts Multiple Inquiry by Site Screen Two with results based on the search criteria input.

TR96 – JT Receipts – Multiple Inquiry By Site – Screen Two (with example data retrieved)

```

96M2      TR 96 - JT RECEIPTS - MULTIPLE INQUIRY BY SITE    06/19/2013  14:18:26
      DOC-NO C 728811      TRN-DT 06/14/2013  PPI M      STATE-DOC D03 1234 5678
X LINE L1 L2 L3 L4 L5  EO VR OBJECT CF  VENDOR-ID          INVOICE  PID
      ....AMOUNT....  OTHER-DOC  DESCRIPTION  ..QUANTITY..  B
0002 85 10 01 01 000  B5 01 001000  925020500019220000000  JK-13458
           41.17      V987654          JUNE DATA COLL
0003 85 10 01 01 211 01 04 001000  921010000019210000000  JK-13458
           61.00      V987654          JUNE DATA COLL
0001 85 20 02 02 214 C3 01 001000  925020500019220000000  JK-13458
           52.38      V987654          JUNE DATA COLL
0004 85 20 04 00 000  AA 02 001000  925020500019220000000  JK-13458
           17.22      V987654

NEXT:
L1 L2 L3 L4 L5  USER ID  VENDOR-ID          DOC-NO  LINE  TYPE  SEL
85                                     C
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 record to be updated, input **X**.
7. In the **SEL** field, input **U**.

TR96 – JT Receipts – Multiple Inquiry By Site – Screen Two (with example data input)

```

96M2      TR 96 - JT RECEIPTS - MULTIPLE INQUIRY BY SITE      06/19/2013  14:25:58
      DOC-NO C 728811      TRN-DT 06/14/2013  PPI M      STATE-DOC D03 1234 5678
X LINE L1 L2 L3 L4 L5  EO VR OBJECT CF  VENDOR-ID      INVOICE  PID
      ....AMOUNT....  OTHER-DOC      DESCRIPTION      ..QUANTITY..  B
[X] 0002 85 10 01 01 000 B5 01 001000  925020500019220000000 JK-13458
      41.17      V987654      JUNE DATA COLL
      0003 85 10 01 01 211 01 04 001000  921010000019210000000 JK-13458
      61.00      V987654      JUNE DATA COLL
      0001 85 20 02 02 214 C3 01 001000  925020500019220000000 JK-13458
      52.38      V987654      JUNE DATA COLL
      0004 85 20 04 00 000 AA 02 001000  925020500019220000000 JK-13458
      17.22      V987654

NEXT:
L1 L2 L3 L4 L5  USER ID  VENDOR-ID      DOC-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
    
```

8. Press **Enter**. FLAIR will display the TR96 JT Receipts Single Update by Site Screen One.

TR96 – JT Receipts – Single Update By Site – Screen One (with fields available for update)

```

96U1      TR 96 - JT RECEIPTS - SINGLE UPDATE BY SITE      06/19/2013  14:26:33
DELETE:
DOC-NO  LINE  L1 L2 L3 L4 L5  EO VR OBJECT  CF  TRN-DT  PPI  STATE-DOC
C 728811 0002  85 10 01 01 000 B5 01 001000  06142013  M  D0312345678
....AMOUNT....  VENDOR-ID      SUB-VENDOR-ID      ..QUANTITY..
41.17      925020500019220000000
INVOICE  DESCRIPTION      OTHER-DOC  B  PID  BPIN      PROJECT ID
JK-13458  JUNE DATA COLL  V987654
CAT  YR  GL  EGL  EOB  ECAT  EP  GRANT      GY  CNTRT  CY  OCA  AU
000100 00 61300      AD161
GF  SF  FID  BE  IBI  EF  STATE-PROGRAM      ...UNITS....  ...TIME...
50  2  050001 85200000 00 1112110000 000000
      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. *For more information on the TR96 JT Receipts Single Update by Site Screen One and the fields available for update, see section 603.10.1 TR96 Update from Single Inquiry.* Changes to the TR96 are recorded on the Daily Input File. Any changes to the amount also updates the Available Balance File. *See section 603.12.2 TR96 FLAIR Accounting Entries for details.*

603.11 TR99 Automated Journal Transfer Receipt Transactions

The TR99 Automated Journal Transfer Receipt records the receipt of funds transferred from one fund to another 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 organization code, expansion option, 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. *See section 603.12.3 TR99 FLAIR Accounting Entries for additional details.*

Not all codes input with a JT disbursement will post with the TR99. These include the project ID, and any codes not included in the Expansion Files for the benefitting organization code and expansion option combination. 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 instead. The TR99 will not generate, and a TR96 may be used to post the receipt with all necessary codes.

603.12 Receipt Transaction FLAIR Accounting Entries

Most transactions in FLAIR result in the recording of one or more accounting entries for the agency in both Departmental and Central FLAIR. Some transactions record only Departmental entries. 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 Departmental FLAIR accounting entries related to the following transactions are discussed in detail in this section:

- Direct Deposit Receipts (TR30)
- JT Receipts (TR96)
- Automated JT Receipts (TR99)

603.12.1 TR30 FLAIR Accounting Entries

The TR30 records the receipt of funds. 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. *For additional information regarding expenditure refunds, see section 610.7 Expenditure Refunds.*

To record a direct deposit receipt of revenue:

SF	GL Code	Description	DR	CR	I/A
1	54600	Collections – State GR or	X		A
2, 3	12100	Unreleased Cash in State Treasury or	X		A
8	11200	Cash in Bank	X		A
	6****	Revenue/Receipts		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 direct deposit receipt of expense refund:

SF	GL Code	Description	DR	CR	I/A
1	13100	Unexpended GR Release or	X		A
2, 3	12200	Released Cash in State Treasury or	X		A
8	11200	Cash in Bank	X		A
	7****	Expenditures		X	I

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

When direct deposit receipts are recorded as revenue, the Available Balance File is updated as follows:

Indicators	State Fund = 1	State Fund = 2, 3	State Fund = 8
Fund Cash	N/A	+/-amount	+/-amount
Fund Release	N/A	N/A	N/A
Organization Cash	N/A	+/-amount	+/-amount
Organization Allotment	N/A	N/A	N/A

+/- = Increase/Decrease; N/A = Not applicable.

When direct deposit receipts are recorded as expense refunds, the Available Balance File is updated as follows:

Indicators	State Fund = 1	State Fund = 2, 3	State Fund = 8
Fund Cash	N/A	+/-amount	+/-amount
Fund Release	+/-amount	+/-amount	N/A
Organization Cash	N/A	+/-amount	+/-amount
Organization Allotment	+/-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 numbers are input with the transaction.

603.12.2 TR96 FLAIR Accounting Entries

The TR96 records the receipt of funds from other funds within an OLO, or from another fund with the State Treasury Concentration Account. This may be for receipt of revenue or receipt of expense refunds. The SF and benefitting object code used in the transaction determine the accounting entries that are recorded.

To record a JT receipt of revenue (**BF-OBJ** = revenue object code):

SF	GL Code	Description	DR	CR	I/A
1	54600	Collections – State GR or	X		A
2, 3	12100	Unreleased Cash in State Treasury or	X		A
8	11200	Cash in Bank	X		A
	6****	Revenue/Receipts		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 JT receipt of expense refund(**BF-OBJ** = expenditure object code):

SF	GL Code	Description	DR	CR	I/A
1	13100	Unexpended GR Release or	X		A
2, 3	12200	Released Cash in State Treasury or	X		A
8	11200	Cash in Bank	X		A
	7****	Expenditures		X	I

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

When JT receipts are recorded as revenue, the Available Balance File is updated as follows:

Indicators	State Fund = 1	State Fund = 2, 3	State Fund = 8
Fund Cash	N/A	+/-amount	+/-amount
Fund Release	N/A	N/A	N/A
Organization Cash	N/A	+/-amount	+/-amount
Organization Allotment	N/A	N/A	N/A

+/- = Increase/Decrease; N/A = Not applicable.

When JT receipts are recorded as expense refunds, the Available Balance File is updated as follows:

Indicators	State Fund = 1	State Fund = 2, 3	State Fund = 8
Fund Cash	N/A	+/-amount	+/-amount
Fund Release	+/-amount	+/-amount	N/A
Organization Cash	N/A	+/-amount	+/-amount
Organization Allotment	+/-amount	+/-amount	+/-amount

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 numbers are input with the transaction.

603.12.3 TR99 FLAIR Accounting Entries

TR99s are automated and record the receipt of funds from other funds within an OLO. This may be for receipt of revenue or receipt of expense refunds. The SF and benefitting object code used in the transaction determine the accounting entries that are recorded.

An automated JT receipt to record a revenue (**BF-OBJ** = revenue object code):

SF	GL Code	Description	DR	CR	I/A
1	54600	Collections – State GR or	X		A
2, 3	12100	Unreleased Cash in State Treasury or	X		A
8	11200	Cash in Bank	X		A
	6****	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.

An automated JT receipt to record an expense refund (**BF-OBJ** = expenditure object code):

SF	GL Code	Description	DR	CR	I/A
1	13100	Unexpended GR Release or	X		A
2, 3	12200	Released Cash in State Treasury or	X		A
8	11200	Cash in Bank	X		A
	7****	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
Fund Cash	N/A	+/-amount	+/-amount
Fund Release*	+/-amount	+/-amount	N/A
Organization Cash	N/A	+/-amount	+/-amount
Organization Allotment*	+/-amount	+/-amount	+/-amount

+/- = Increase/Decrease; N/A = Not applicable.

* These balances are affected when expenditure object code is used in **BF-OBJ** field 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 numbers are input with the transaction.

604 Clearing Funds

A **clearing account**, or **clearing fund**, is a demand deposit account outside of the State Treasury, controlled by a state agency as a means of forwarding funds to the Treasury. This type of account is used by offices not near a State Treasury Concentration Account financial institution that need to be able to deposit funds to a local bank (*see section 602.2 Authority for more information*).

Clearing funds must be established and approved by the CFO according to sections [17.58](#) and [216.275](#), F.S., and Rule Chapter [69C-1](#), F.A.C. The following is information required to obtain a clearing fund:

- A brief descriptive name and purpose for the proposed account.
- An estimate of the total dollar amount and total number of items cleared through the account annually.
- The name and physical location of the qualified public depository recommended for the proposed account.
- A statement of assurance that the recommended qualified public depository has agreed to the collateral and funds-forwarding requirements of the CFO.
- A determination that security and/or convenience would be enhanced by establishing the account.

Agencies can request new accounts using the form at the following link:

<https://www.myfloridacfo.com/Division/Treasury/BankAccounts/default.htm>.

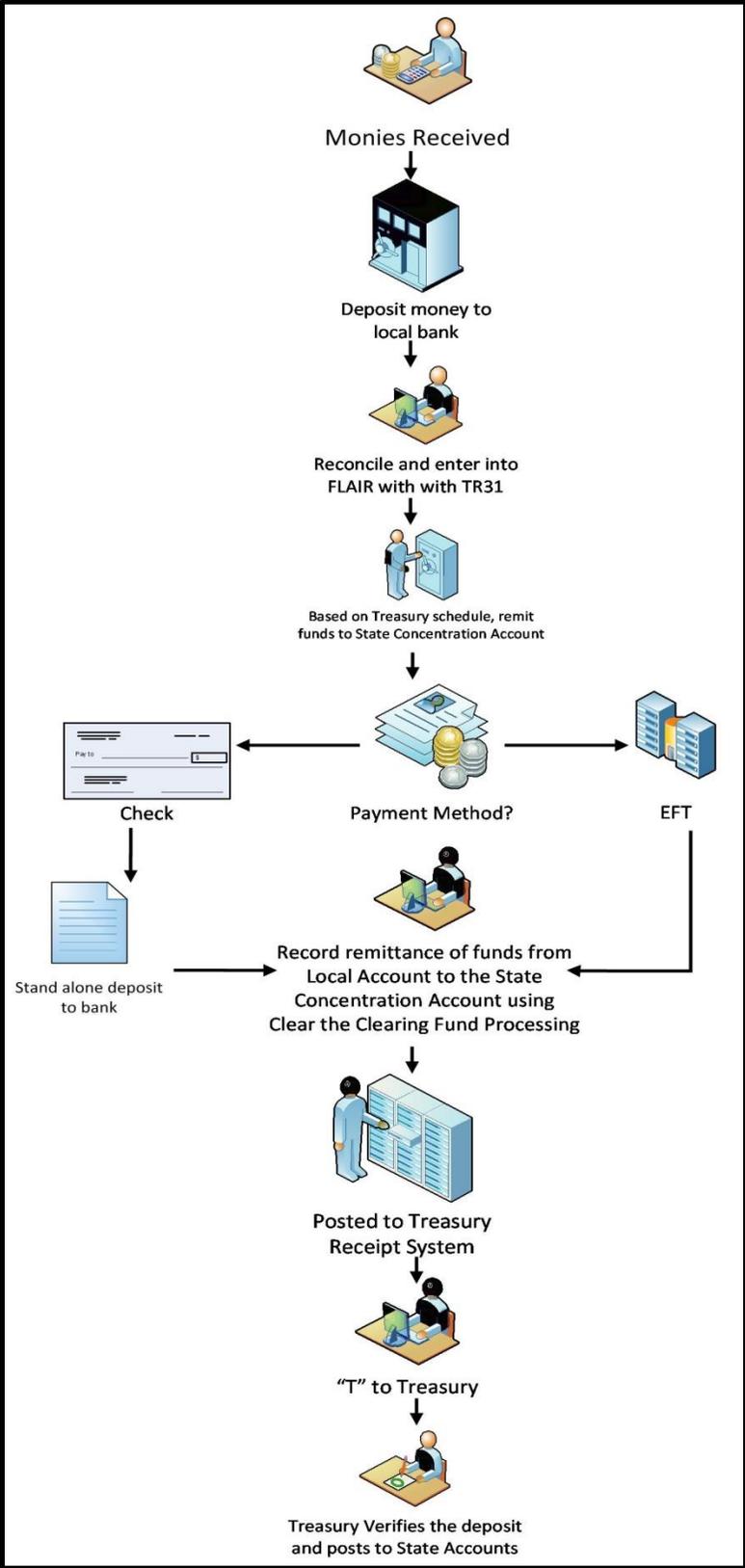
Deposits may be recorded to a clearing fund with a TR31 (Clearing Fund Receipts) or a TR34 (Clearing Fund Receivables Receipts). This section covers only receipts recorded with a TR31. *For more information regarding TR34s, see section 606.15 TR34 Clearing Fund Receivables Receipts.*

604.1 Clearing Fund Overview

A **clearing fund** is considered a local bank account and must be approved by the DFS Division of Treasury. After receiving approval, the clearing fund will be designated in FLAIR by the user agency with a state fund of 8 (SF = 8) within the FLAIR account code.

A Clearing Fund Account Report must be submitted quarterly to the Division of Treasury pursuant section [17.58\(4\)](#), F.S. For more information, see: http://www.fltreasury.org/treasury/fs_05.html.

Clearing Fund Flowchart



604.1.1 How Clearing Fund Work

1. A work unit takes in receipts, but does not have a bank housing the State Treasury Concentration Account within a convenient distance for making daily deposits.
2. The deposit is prepared and taken to a clearing fund at a local bank for deposit.
3. The deposit is recorded in FLAIR using a TR31 or a TR34.
4. Using the schedule and method set out in rule [69C-1.005](#), F.A.C., the agency transfers the money to the State Treasury Concentration Account. Refer to the chart below:

Annual Deposits	Forwarding Frequency	Forwarding Method
0 – 62,000	Every Other Tuesday	Check
62,000 – 248,000	Every Tuesday	Check
248,000 – 1,460,000	Every Tuesday & Friday	Wire Transfer
Over 1,460,000	Daily	Wire Transfer

5. Using the Clear the Clearing Fund Processing option on the Cash Receipts Utility function, the agency records the remittance of the funds to the operating account.
6. Using the Treasury Receipt Processing option on the Cash Receipts Utility function, the agency transfers (T) the deposit to the Treasury to be verified.
7. The Treasury verifies the deposit against data input in FLAIR, and if these match, the Treasury changes the status to verified (V).
8. Central FLAIR receives an electronic file and posts cash into the agency's operating fund.

Other requirements include, but are not limited to:

- Wire transfers should be made prior to 11:00 am, if possible, and initiated with the FLAIR deposit number embodied in the Fedwire text section.
- The CFO must be notified promptly each time a transfer of \$1 million or more is made.
- Accounts should be cleared to a zero balance.

604.2 TR31 Clearing Fund Receipts Input

The TR31 Clearing Fund Receipts function is used to record the deposit of funds to a local bank account, known as a clearing fund, where no receivable is established within FLAIR. The TR31 records the deposit into the clearing fund and creates a record in FLAIR showing that these funds are due to be transferred to an operating account within the State Treasury Concentration Account. The clearing fund is tied to a particular operating account (SF = 1, 2, 3, or 4) on the Expansion Files and the local fund is established with an SF = 8.

To access a TR31, users must have U (Update) or I (Inquiry) security access to the Cash Receipts (CR) function. With access, users have the capability to input a single clearing fund receipts transaction using a TR31S or multiple clearing fund receipts transactions using a TR31A. Users can inquire using a TR31I to view one line of a deposit, or using a TR31M to view up to four lines with the same document number.

Note: Once a TR31 has been input, the transaction is then recorded in the Cash Receipts & Clearing Fund File (3S). The funds must be transferred to the State Treasury Concentration Account from the local account. The transfer must be recorded in FLAIR using the Cash Receipts Utility (CP) function. *See section 607 Cash Receipts Utility Function for additional information.*

To access a TR31 from the Cash Receipts Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **31**.
2. In the **SEL** field, input **A, S, M, or I**.

Cash Receipts Mini Menu (with example data input)

```

CRMU                                06/11/13  11:18:34
                                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
    
```



Available selection types for TR31:

Selection Type	Description
A	Multiple Input. Processes up to four lines of receipts with one document (deposit) number.
S	Single Input with Expanded Data Display. Processes one receipt and the user can view all codes retrieved from the Expansion Files.
M	Multiple Inquiry. The user can view limited data for up to four lines with the same document (deposit) number.
I	Single Inquiry with Expanded Data Display. Users will be able to view all available data codes.

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

604.2.1 TR31 Single Input

The TR31 Clearing Fund Receipt Single Input Request consists of two screens which allow the user to input all data codes associated with a transaction. Some of these codes are retrieved, but can be updated at the time of input or anytime on the same day of input before nightly processing.

To access the TR31 Clearing Fund Receipts Single Input Request Screen from the Cash Receipts Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **31**.
2. In the **SEL** field, input **S**.

Cash Receipts Mini Menu (with example data input)

```

CRMU                                06/09/14  12:17:25
                                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
                                TYPE 31  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 TR31 Clearing Fund Receipts Single Input Request Screen.

TR31 - Clearing Fund Receipts - Single Input Request- Screen One

```

31S1                                06/09/2014  12:29:48
                                TR 31 - CLEARING FUND RECEIPTS - 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  HELP                                MINI  MAIN  RFRSH
    
```

TR31 Clearing Fund Receipts Single Input Request Screen One fields:

Field	Description	Required/Optional/Special Instructions
L1 L2 L3 L4 L5	Organization Code	Required. L1 is protected. (11N)
EO	Expansion Option	Required. If blank, defaults to 00. (2A/N)
VR	Expansion Option Version	Optional. (2N)
OBJECT	Object Code	Required. Object code must be ≤900000. (6N)
PPI	Prior Period Indicator	Optional. Valid input: Blank – Transaction will update current period accounting records. M – Prior Month Indicator. Transaction will update prior month accounting records when an agency has not closed the books for the previous month. Y – Prior Year Indicator. Transaction will update prior year accounting records when an agency has not closed the books for the previous year. (1A)

4. Input the necessary required and optional fields.

TR31 - Clearing Fund Receipts - Single Input Request - Screen One (with example data input)

```

31S1                                06/09/2014 12:29:48
      TR 31 - CLEARING FUND RECEIPTS - SINGLE INPUT - REQUEST
L1 L2 L3 L4 L5  EO VR OBJECT PPI
85 20 04 00 000 BB   001000 M
                                     TYPE   SEL
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  HELP           MINI  MAIN  RFRSH
    
```

5. Press **Enter**. FLAIR will display TR31 Clearing Fund Single Input Request Screen Two.

TR31 Clearing Fund Receipts Single Input Request Screen Two (with example data retrieved)

```

31S2      TR 31 - CLEARING FUND RECEIPTS - SINGLE INPUT    06/09/2014 12:33:00
DOC-NO   LINE      L1 L2 L3 L4 L5  EO VR OBJECT   CF   TRN-DT   PPI
C                85 20 04 00 000 BB 05 001000
...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
000100 00  61300                00

GF SF FID   BE           IBI  EF   CLR   STATE-PROGRAM   PROJECT ID
50 2  050001 85200000 00           020001 1112110000 000000

BPIN      ...UNITS....   ...TIME... *LETTER OF CREDIT

NEXT:  L1-L5 85 20 04 00 000 EO BB VR   OBJECT 001000 PPI M   TYPE   SEL
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT  HELP           MINI  MAIN  RFRSH                CAN
    
```

TR31 Clearing Fund Single Input Request Screen Two fields:

Field	Description	Required/Optional/Special Instructions
DOC-NO	Document Number	Required. C is protected. Also referred to as the Deposit or Document Reference Number. (7A/N)
LINE	Document Number Line Number	Optional. If line number is not input by user, no line number is assigned. The user may assign the same line number to multiple lines within the deposit number. (4N)
L1 L2 L3 L4 L5	Organization Code	Protected. (11N)
EO	Expansion Option	Protected. (2A/N)
VR	Expansion Option Version	Protected. (2N)
OBJECT	Object Code	Protected. (6N)
CF	Certified Forward Indicator	Optional. Valid input: C. Not allowed if SF = 8 or if revenue source category is used. (1A)
TRN-DT	Transaction Date	Required. If blank, defaults to current date. Best practice is to use the date funds received at the agency. (8N)
PPI	Prior Period Indicator	Protected. (1A)
AMOUNT	Transaction Amount	Required. Positive and negative amounts are accepted. (10.2N)
BI	Bookkeeping Indicator	Optional. Valid input: N. Prevents the transaction from being included in Treasury receipts processing. (1A)
VENDOR-ID	Vendor Identification Number	Optional. Vendor number must start with C, E, F, S, N, or 0-9. Sequence required if vendor number begins with F, S, or N. (21A/N)

Field	Description	Required/Optional/Special Instructions
SUB-VENDOR-ID	Sub-vendor Identification Number	Optional. If used, must be a valid number from the VS, VE, or RC Files. (14A/N)
QUANTITY	Quantity	Optional. May be used to denote the quantity related to the transaction or deposit (i.e., number of licenses paid for with one deposit). (8.2N)
INVOICE	Invoice Number	Optional. Used to apply payment to an invoice or further identify transaction. (9A/N)
DESCRIPTION	Description	Optional. Used to further identify transaction. (16A/N)
ORIG-RCPT	Original Receipt	Optional. Used to record an original receipt number if applicable. (11A/N)
OTHER DOC	Other Document Number	Optional. May be used to further identify the transaction to create an audit trail. (11A/N)
B	Batch Character	Optional. Used to accumulate transactions for reconciling input totals to output totals. (1A/N)
PID	Product Identifier	Optional. Can only be used if a valid product identifier is set up on the Title Files. (3A/N)
CAT	Revenue Source Code or Appropriations Category	Required. If revenue object code is input, category must be ≤009999. If expenditure object code is input, category must be ≥010000. (6N)
YR	Year	Required. If appropriation category is used. If blank, defaults to 00 . Optional. If revenue source category is used. (2N)
GL	General Ledger Code	Required. Must be established in the Title File prior to use in a transaction. (5N)
EGL	External General Ledger Code	Optional. Must be established in the Title File prior to use in a transaction. (3A/N)
EOB	External Object Code	Optional. Must be established in the Title File prior to use in a transaction. (3A/N)
ECAT	External Category	Optional. Must be established in the Title File prior to use in a transaction. (6A/N)
EP	External Program	Optional. Must be established in the Title File prior to use in a transaction. (2N)
GRANT	Grant Number	Optional. Must be established in FACTS or the Grants Information File (GI) and carried over into the Title File to be used in a transaction. (5A/N)
GY	Grant Year	Optional. Only used if GRANT field is populated. (2N)
CNTRT	Contract Number	Optional. Must be established in FACTS and carried over into the Title File to be used in a transaction. (5A/N)

Field	Description	Required/Optional/Special Instructions
CY	Contract Year	Optional. Only used if CNTRT field is populated. (2N)
OCA	Other Cost Accumulator	Optional. Accumulates costs which are unique to an organization and must be established in the Title File prior to use in a transaction. (5A/N)
AU	Agency Unique Code	Optional. Can be used to further sub-classify an organization code and must be established in the Title File prior to use in a transaction. (2A/N)
GF	GAFFR Fund	Protected. (2N)
SF	State Fund	Protected. (1N)
FID	Fund Identifier	Protected. (6N)
BE	Budget Entity	Required. Must be established in the Title File prior to use in a transaction. (8N)
IBI	Internal Budget Indicator	Required. Must be established in the Title File prior to using in a transaction. (2N)
EF	External Fund	Protected. Must be established in the Title File prior to use in a transaction. (1N)
CLR	Clearing Fund Identifier	Protected. Must be established in the Expansion Option File prior to using in a transaction. (6N)
STATE-PROGRAM	State Program	Required. Must be established in the Title File prior to use in a transaction. (16N)
PROJECT ID	Project Identification Number	Optional. Must be established in the Project Information File (PI) and carried over into the Title File prior to use in a transaction. (11A/N)
BPIN	Beginning Property Item Number	Optional. If used, last six digits must be numeric or ZZZZZZ . (8A/N)
UNITS	Units	Optional. (11N)
TIME	Time	Optional. (9N)
*LETTER OF CREDIT	Letter of Credit Number	Optional. Letter of credit number associated with grant processing. Only used if GRANT field is populated. If F1 is used, all letter of credit numbers associated with the GRANT will be available for selection. (15A/N)

6. In the appropriate fields, input the data necessary to complete the transaction.

TR31 - Clearing Fund Receipts - Single Input - Screen Two (with example data input)

```

31S2      TR 31 - CLEARING FUND RECEIPTS - SINGLE INPUT    06/09/2014 12:33:00
DOC-NO   LINE      L1 L2 L3 L4 L5  EO VR OBJECT   CF   TRN-DT   PPI
C 501306 0001      85 20 04 00 000 BB 05 001000      05312014 M
...AMOUNT..... BI   VENDOR-ID              SUB-VENDOR-ID   ..QUANTITY..
23111.00          C444444444
INVOICE   DESCRIPTION              ORIG-RCPT          OTHER-DOC   B   PID
987654321 FEE COLLECTION                MAY FEES
CAT   YR  GL   EGL EOB  ECAT   EP  GRANT          GY CNTRT CY  OCA  AU
000100 00  61300
GF SF FID   BE      IBI  EF  CLR  STATE-PROGRAM  PROJECT ID
50 2  050001 85200000 00  020001 1112110000 000000
BPIN      ...UNITS....  ...TIME... *LETTER OF CREDIT
NEXT:  L1-L5 85 20 04 00 000 EO BB VR  OBJECT 001000 PPI M  TYPE  SEL
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT HELP          MINI MAIN  RFRSH          CAN
    
```

The Clearing Fund Identifier is retrieved from the Expansion Option File

7. Press **Enter**. FLAIR will display the TR31 Clearing Fund Receipts Single Input Screen Two. FLAIR will retrieve any data included on the **NEXT** line, and the **AMOUNT**, **QUANTITY**, **AB**, **CF**, and **YR** fields will be blank.

Once the user presses **Enter**, the TR31 will be recorded on the Cash Receipts & Clearing Fund File (3S) and the Daily Input File, and the Available Balance File will be updated. *See section 604.5.1 TR31 FLAIR Accounting Entries for details.*

604.2.2 TR31 Multiple Input

The TR31 Clearing Fund Receipt Multiple Input Request allows the user to input up to four transactions on one screen using limited data. Although some of the data is hidden from view, it is still recorded with the transaction and can be updated prior to the end of the current business day if necessary. *See section 604.3 TR31 Clearing Fund Receipts Inquiry for more information.*

To access the TR31 Clearing Fund Receipts Multiple Input Request Screen from the Cash Receipts Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **31**.
2. In the **SEL** field, input **A**.

Cash Receipts Mini Menu (with example data input)

```

CRMU                                06/09/14  14:03:41
                                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
                                TYPE 31 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 TR31 Clearing Fund Receipts Multiple Input Screen One.

TR31 - Clearing Fund Receipts - Multiple Input - Screen One

```

31A1                                06/09/2014  14:04:01
                                TR 31 - CLEARING FUND RECEIPTS - MULTIPLE INPUT
DOC-NO C          TRN-DT          PPI
LINE L1 L2 L3 L4 L5  EO VR OBJECT  CF  VENDOR-ID          INVOICE  PID LOC
....AMOUNT.... BI ORIG-RCPT  OTHER-DOC  DESCRIPTION          ..QUANTITY.. B
85
85
85
85
                                TYPE  SEL
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                                MINI  MAIN  RFRSH                                CAN
    
```

TR31 Clearing Fund Receipts Multiple Input Screen One fields:

Field	Description	Required/Optional/Special Instructions
DOC-NO	Document Number	Required. C is protected. Also referred to as the deposit or document reference number. (7A/N)
TRN-DT	Transaction Date	Required. If blank, defaults to current date. Best practice is to use the date funds were received at the agency. (8N)
PPI	Prior Period Indicator	Optional. Valid input: Blank – Transaction will update current period accounting records.

Field	Description	Required/Optional/Special Instructions
		<p>M – Prior Month Indicator. Transaction will update prior month accounting records when an agency has not closed the books for the previous month.</p> <p>Y – Prior Year Indicator. Transaction will update prior year accounting records when an agency has not closed the books for the previous year. (1A)</p>
LINE	Document Number/ Line Number	Optional. May be assigned by the user. Best practice is to assign line numbers if the document number has more than one. (4N)
L1 L2 L3 L4 L5	Organization Code	Required. (11N)
EO	Expansion Option	Required. If blank, defaults to 00 . (2A/N)
VR	Expansion Option Version	Optional. (2N)
OBJECT	Object Code	Required. (6N)
CF	Certified Forward Indicator	Optional. Valid input: C . Not allowed if SF = 8 or if revenue source category is used. (1A)
VENDOR-ID	Vendor Identification Number	Optional. Vendor number must start with C, E, F, S, N or 0-9 . Sequence required if vendor number begins with F, S, or N . (21A/N)
INVOICE	Invoice Number	Optional. Used to apply payment to an invoice or further identify transaction. (9A/N)
PID	Product Identifier	Optional. Can only be used if a valid product identifier is set up on the Title Files. (3A/N)
LOC	Letter of Credit Indicator	Optional. Valid input: X . If input, valid grant number must be retrieved from Expansion File. (1A)
AMOUNT	Transaction Amount	Required. Positive and negative amounts are accepted. (10.2N)
BI	Bookkeeping Indicator	Optional. Valid input: N . Prevents the transaction from being included in Treasury receipts processing. (1A)
ORIG-RCPT	Original Receipt Date	Optional. Used to record an original receipt number, if applicable. (11A/N)
OTHER DOC	Other Document Number	Optional. May be used to further identify transaction. (11A/N)
DESCRIPTION	Description	Optional. Used to further identify the transaction. (16A/N)
QUANTITY	Quantity	Optional. May be used to denote the quantity related to the transaction or deposit (i.e., number of licenses paid for with one deposit). (8.2N)

Field	Description	Required/Optional/Special Instructions
B	Batch Character	Optional. Used to accumulate transactions for reconciling input totals to output totals. (1A/N)

- Input the required and/or optional fields. Once the user has completed input of all necessary fields on the first line, the **asterisk (*) (Shift + 8)** may be used in all fields except **L1, QUANTITY,** and **AMOUNT** to duplicate any information from the previous line.

TR31 - Clearing Fund Receipts - Multiple Input - Screen One (with example data input)

```

31A1                                06/09/2014  14:24:16
      TR 31 - CLEARING FUND RECEIPTS - MULTIPLE INPUT
      DOC-NO C 501305   TRN-DT 06022014   PPI
LINE L1 L2 L3 L4 L5 EO VR OBJECT CF  VENDOR-ID      INVOICE  PID LOC
....AMOUNT.... BI ORIG-RCPT  OTHER-DOC  DESCRIPTION  ..QUANTITY.. B
0001 85 20 00 00 000 FC   007000                789789789      X
35000.00                GRANT AWARD
0002 85 20 04 00 000 FC   007000                456456456      X
65000.00                GRANT AWARD
      85
      85
                                     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 the TR31 Multiple Input Screen One displaying data from the last line (before **Enter** was pressed) as the first line. The **CF, AMOUNT,** and **QUANTITY** fields will be blank.

TR31 - Clearing Fund Receipts - Multiple Input - Screen One (with example data retrieved)

```

31A1                                06/09/2014  14:26:04
      TR 31 - CLEARING FUND RECEIPTS - MULTIPLE INPUT
      DOC-NO C 501305   TRN-DT 06022014   PPI
LINE L1 L2 L3 L4 L5 EO VR OBJECT CF  VENDOR-ID      INVOICE  PID LOC
....AMOUNT.... BI ORIG-RCPT  OTHER-DOC  DESCRIPTION  ..QUANTITY.. B
0002 85 20 04 00 000 FC   007000                456456456      X
                                     GRANT AWARD
      85
      85
      85
                                     TYPE      SEL
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT                MINI  MAIN  RFRSH                CAN
    
```

Once the user presses **Enter**, the TR31 will be recorded on the Cash Receipts & Clearing Fund File (3S) and the Daily Input File, and the Available Balance File will be updated. *See section 604.5.1 TR31 FLAIR Accounting Entries for details.*

604.3 TR31 Clearing Fund Receipts Inquiry

Transactions added to the Daily Input File using a TR31 can be inquired upon on the day of input using the TR31 inquiry. Either the single line (TR31I) or multiple line (TR31M) inquiry may be used to view the transaction.

For transactions input on a prior date, inquiries may be made using the TR3S. *See section 603.6.1 TR3S Single Inquiry for details.* Users can inquire on any pending TR31 using the TR3S function until the deposit is cleared using the Clear the Clearing Fund Processing option via the Cash Receipts Utility (CP) function. *See section 607.1.3 Clear the Clearing Fund Processing.*

604.3.1 TR31 Single Inquiry

The TR31 Clearing Fund Receipts Single Inquiry function allows users to view all data codes associated with a transaction. This inquiry is only available to users during the day of input prior to overnight processing.

To inquire into a single TR31 from the Cash Receipts Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **31**.
2. In the **SEL** field, input **I**.

Cash Receipts Mini Menu (with example data input)

```

CRMU                                06/09/14  14:45:58
                                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 31  SEL I
    
```

3. Press **Enter**. FLAIR will display the TR31 Clearing Fund Receipts Single Inquiry by Site Request Screen One.

TR31 - Clearing Fund Receipts - Single Inquiry By Site - Request - Screen One

```

31I1                                06/09/2014  14:47:20
TR31 - CLEARING FUND RECEIPTS - SINGLE INQUIRY BY SITE - REQUEST

L1 L2 L3 L4 L5  USER ID  VENDOR-ID          DOC-NO  LINE
85                                     C

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

TR31 Clearing Fund Receipts Single Inquiry by Site Request Screen One fields:

Field	Description	Required/Optional/Special Instructions
L1 L2 L3 L4 L5	Organization Code	Optional. L1 is protected. FLAIR will return transactions matching organization level input. (11N)
USER ID	FLAIR User Identification Code	Optional. If input, FLAIR will return transactions input with this user ID. (6N)
VENDOR-ID	Vendor Identification Number	Optional. Vendor number must start with C, E, F, S, N, or 0-9. Sequence required if vendor number begins with F, S, or N. (21A/N)
DOC-NO	Document Number	Optional. C is protected. If input, FLAIR will retrieve only transactions containing this document number. (7A/N)
LINE	Document Line Number	Optional. If used, DEP-NO must be input and FLAIR will return the line number input. If blank, FLAIR will return all available line numbers beginning with the first available number. (4N)

- Input one or more fields to use as search criteria. If all fields are left blank, FLAIR will display all TR31s (one line per screen) in organizational code order.

TR31 - Clearing Fund Receipts - Single Inquiry By Site - Request - Screen One (with example data input)

```

31I1                                     06/09/2014  14:47:20
      TR31 - CLEARING FUND RECEIPTS - SINGLE INQUIRY BY SITE - REQUEST

L1 L2 L3 L4 L5   USER ID   VENDOR-ID           DOC-NO   LINE
85                                     C 501305

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

5. Press **Enter**. FLAIR will display results based on the search criteria input.

TR31 - Clearing Fund Receipts - Single Inquiry By Site - Screen Two (with example data retrieved)

```

31I2                                     06/09/2014  14:49:57
      TR 31 - CLEARING FUND RECEIPTS - SINGLE INQUIRY BY SITE

DOC-NO   LINE   L1 L2 L3 L4 L5   EO VR OBJECT   CF   TRN-DT   PPI   OTHER-DOC
C 501305 0001  85 20 00 00 000 FC 01 007000   06/02/2014

....AMOUNT....   BI   VENDOR-ID           SUB-VENDOR-ID   ..QUANTITY..
      35000.00

INVOICE   DESCRIPTION           ORIG-RCPT   B   PID   STATE PROGRAM           OCA   AU
789789789 GRANT AWARD                B   PID   1602000000 000000 0001A

CAT   YR   GL   EGL   EOB   ECAT   EP   GRANT   GY   CNTRT CY   PROJECT           CLR
000100 00  61100                EP   G1234                060001

GF SF FID   BE           IBI EF BPIN   ...UNITS.... ...TIME... LETTER OF CREDIT
20 2  010001 85100000 00                LOC002

NEXT:
L1 L2 L3 L4 L5   USER-ID VENDOR-ID           DOC-NO   LINE   TYPE   SEL
85                                     C
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 lines until FLAIR displays the message, **"END OF SEARCH"**

604.3.2 TR31 Multiple Inquiry

The TR31 Clearing Fund Receipts Multiple Inquiry function allows users to view up to four transactions per screen. This inquiry is only available to users during the day of input prior to overnight processing.

To access the TR31 Multiple Inquiry Request from the Cash Receipts Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **31**.
2. In the **SEL** field, input **M**.

Cash Receipts Mini Menu (with example data input)

```

CRMU                                06/09/14  14:51:59
                                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 31  SEL M
                                MAIN  RFRSH
    
```

3. Press **Enter**. FLAIR will display the TR31 Clearing Fund Receipts Multiple Inquiry by Site Request Screen One.

TR31 - Clearing Fund Receipts - Multiple Inquiry By Site - Request - Screen One

```

31M1                                06/09/2014  14:52:54
TR 31 - CLEARING FUND RECEIPTS - MULTIPLE INQUIRY BY SITE - REQUEST
L1 L2 L3 L4 L5  USER ID  VENDOR-ID  DOC-NO  LINE
85                                     C
                                           TYPE  SEL
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                                MINI MAIN RFRSH
    
```

TR31 Clearing Fund Receipts Multiple Inquiry by Site Request Screen One fields:

Field	Description	Required/Optional/Special Instructions
L1 L2 L3 L4 L5	Organization Code	Optional. L1 is protected. L2, L3, L4, and L5 are optional. FLAIR will return

Field	Description	Required/Optional/Special Instructions
		transactions matching the organizational level input. (11N)
USER ID	FLAIR User Identification Code	Optional. If input, FLAIR will return transactions input with this user ID. (6N)
VENDOR-ID	Vendor Identification Number	Optional. Vendor number must start with C, E, F, S, N, or 0-9. Sequence required if vendor number begins with F, S, or N. (21A/N)
DOC-NO	Document Number	Optional. C is protected. If input, FLAIR will retrieve only transactions containing this document number. (7A/N)
LINE	Document Line Number	If used, DEP-NO must be input and FLAIR will return the line number input. If blank, FLAIR will return all available line numbers beginning with the first available number. (4N)

- Input one or more fields as search criteria. If all fields are left blank, FLAIR will display all TR31s (up to four transactions per screen) in organizational code order.

TR31 - Clearing Fund Receipts - Multiple Inquiry By Site - Request - Screen One

(with example data input)

```

31M1                                06/09/2014  14:52:54
  TR 31 - CLEARING FUND RECEIPTS - MULTIPLE INQUIRY BY SITE - REQUEST
L1 L2 L3 L4 L5  USER ID  VENDOR-ID  DOC-NO  LINE
85                                     C 501305

```

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 requested screen based on the search criteria input.

TR31 - Clearing Fund Receipts - Multiple Inquiry By Site - Screen Two (with example data retrieved)

```

31M2                                06/09/2014  14:53:32
      TR 31 - CLEARING FUND RECEIPTS - MULTIPLE INQUIRY BY SITE

DOC-NO C 501305   TRN-DT 06/02/2014   PPI

X LINE L1 L2 L3 L4 L5  EO VR OBJECT  CF  VENDOR-ID          INVOICE  PID
...AMOUNT... BI ORIG-RCPT  OTHER-DOC  DESCRIPTION  ..QUANTITY.. B
0001 85 20 00 00 000 FC 01 007000          GRANT AWARD          789789789
      35000.00

0002 85 20 04 00 000 FC 01 007000          GRANT AWARD          456456456

L1 L2 L3 L4 L5  USER ID VENDOR-ID          DOC-NO  LINE  TYPE  SEL
85
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT          MINI  MAIN  RFRSH TOP          FWD
    
```

To expand an individual line so that all data codes associated with the transaction are displayed:

- In **X** (selection) field next to the line to be expanded, input **I**.

TR31 - Clearing Fund Receipts - Multiple Inquiry By Site - Screen Two (with example data input)

```

31M2                                06/09/2014  14:53:32
      TR 31 - CLEARING FUND RECEIPTS - MULTIPLE INQUIRY BY SITE

DOC-NO C 501305   TRN-DT 06/02/2014   PPI

X LINE L1 L2 L3 L4 L5  EO VR OBJECT  CF  VENDOR-ID          INVOICE  PID
...AMOUNT... BI ORIG-RCPT  OTHER-DOC  DESCRIPTION  ..QUANTITY.. B
I 0001 85 20 00 00 000 FC 01 007000          GRANT AWARD          789789789
      35000.00

I 0002 85 20 04 00 000 FC 01 007000          GRANT AWARD          456456456

Input I to view individual lines

L1 L2 L3 L4 L5  USER ID VENDOR-ID          DOC-NO  LINE  TYPE  SEL
85
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT          MINI  MAIN  RFRSH TOP          FWD
    
```

- Press **Enter**. FLAIR will display the first requested line on the TR31 Clearing Fund Receipts Single Inquiry by Site Screen Two.

TR31 - Clearing Fund Receipts - Single Inquiry By Site - Screen Two (with example data input)

```

31I2                                     06/09/2014  14:54:10
      TR 31 - CLEARING FUND RECEIPTS - SINGLE INQUIRY BY SITE

DOC-NO  LINE  L1 L2 L3 L4 L5  EO VR OBJECT  CF  TRN-DT      PPI  OTHER-DOC
C 501305 0001  85 20 00 00 000 FC 01 007000    06/02/2014

....AMOUNT....  BI  VENDOR-ID                SUB-VENDOR-ID  ..QUANTITY..
      35000.00

INVOICE  DESCRIPTION                ORIG-RCPT  B  PID  STATE PROGRAM      OCA  AU
789789789 GRANT AWARD

CAT  YR  GL  EGL  EOB  ECAT  EP  GRANT  GY  CNTRT CY  PROJECT      CLR
000100 00  61100

GF SF FID  BE  IBI EF BPIN  ...UNITS.... ...TIME... LETTER OF CREDIT
20 2  010001 85100000 00 060001 1602000000 000000 LOC002

NEXT:
L1 L2 L3 L4 L5  USER-ID VENDOR-ID                DOC-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 TR31 Clearing Fund Receipts Single Update by Site Screen One.

TR31 - Clearing Fund Receipts - Single Update By Site - Screen One (with example data retrieved)

```

31U1                                     06/09/2014  15:06:12
      TR 31 - CLEARING FUND RECEIPTS - SINGLE UPDATE BY SITE

DELETE:  DOC-NO  LINE  L1 L2 L3 L4 L5  EO VR OBJECT  CF  TRN-DT      PPI
        C 501305 0001  85 20 00 00 000 FC 01 007000    06022014

...AMOUNT....  BI  VENDOR-ID                SUB-VENDOR-ID  ..QUANTITY..
      35000.00

INVOICE  DESCRIPTION                ORIG-RCPT  OTHER-DOC      B  PID
789789789 GRANT AWARD

CAT  YR  GL  EGL  EOB  ECAT  EP  GRANT  GY  CNTRT CY  OCA  AU
000100 00  61100

GF SF FID  BE  IBI EF CLR  STATE-PROGRAM  PROJECT-ID
20 2  010001 85100000 00 060001 1602000000 000000

BPIN  ...UNITS.... ...TIME... *LETTER OF CREDIT
                                LOC002

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

TR31 Clearing Fund Receipts Single Update by Site Screen One fields:

Field	Description	Required/Optional/Special Instructions
DELETE	Delete Request	Optional. Valid input: D . Used to delete the transaction from the Daily Input File. If used, no other fields can be updated. Deleted transactions can not be retrieved. (1A)
DOC-NO	Document Number	Optional. C is protected. Also referred to as the deposit or document reference number. Can be changed but not deleted. (7A/N)

Field	Description	Required/Optional/Special Instructions
LINE	Document Number/ Line Number	Optional. If line number is not input by user, no line number is assigned. The user may assign the same line number to multiple lines within the deposit number. (4N)
L1 L2 L3 L4 L5	Organization Code	Protected. (11N)
EO	Expansion Option	Protected. (2A/N)
VR	Expansion Option Version	Protected. (2N)
OBJECT	Object Code	Protected. (6N)
CF	Certified Forward Indicator	Optional. Valid input: C . Not allowed if SF = 8 or if revenue source category is used. (1A)
TRN-DT	Transaction Date	Optional. If blank, defaults to current date. Best practice is to use the date funds were received at the agency. (8N)
PPI	Prior Period Indicator	Protected. (1A)
AMOUNT	Transaction Amount	Required. Positive and negative amounts are accepted. (10.2N)
BI	Bookkeeping Indicator	Optional. Valid input: N . Prevents the transaction from being included in Treasury receipts processing. (1A)
VENDOR-ID	Vendor Identification Number	Optional. Vendor number must start with C, E, F, S, N or 0-9 . Sequence required if vendor number begins with F, S, or N . (21A/N)
SUB-VENDOR-ID	Sub-vendor Identification Number	Optional. If used, must be valid number from RC, VS, or VE Files. (14A/N)
QUANTITY	Quantity	Optional. May be used to denote the quantity related to the transaction or deposit. (8.2N)
INVOICE	Invoice Number	Optional. Used to apply payment to an invoice or further identify transaction. (9A/N)
DESCRIPTION	Description	Optional. Used to further identify transaction. (16A/N)
ORIG-RCPT	Original Receipt	Optional. Used to record an original receipt number if applicable. (11A/N)
OTHER DOC	Other Document Number	Optional. Used to further identify the transaction. (11A/N)
B	Batch Character	Optional. Used to accumulate transactions for reconciling input totals to output totals. (1A/N)
PID	Product Identifier	Optional. Can only be used if a valid Product Identifier is set up on the Title Files. (3A/N)
CAT	Revenue Source Code or Appropriation Category	Required. Can be changed but not deleted. If revenue object code is input, category must be ≤ 009999 . If expenditure object

Field	Description	Required/Optional/Special Instructions
		code is input, category must be ≥ 010000 . (6N)
YR	Year	Required. If appropriation category is used. If blank, defaults to 00 . Optional. If revenue source category is used. (2N)
GL	General Ledger Code	Required. Must be established in the Title File prior to use in a transaction. Can be changed but not deleted. (5N)
EGL	External General Ledger Code	Optional. Must be established in the Title File prior to use in a transaction. (3A/N)
EOB	External Object Code	Optional. Must be established in the Title File prior to use in a transaction. (3A/N)
ECAT	External Category	Optional. Must be established in the Title File prior to use in a transaction. (6A/N)
EP	External Program	Optional. Must be established in the Title File prior to use in a transaction. (2N)
GRANT	Grant Number	Optional. Must be established in FACTS or the Grants Information File (GI) and carried over into the Title File to be used in a transaction. (5A/N)
GY	Grant Year	Optional. Only used if GRANT field is populated. (2N)
CNTRT	Contract Number	Optional. Must be established in FACTS and carried over into the Title File to be used in a transaction. (5A/N)
CY	Contract Year	Optional. Only used if CNTRT field is populated. (2N)
OCA	Other Cost Accumulator	Optional. Accumulates costs which are unique to an organization and must be established in the Title File prior to use in a transaction. (5A/N)
AU	Agency Unique Code	Optional. Can be used to further sub-classify an organization code and must be established in the Title File prior to use in a transaction. (2A/N)
GF	GAAFR Fund	Protected. (2N)
SF	State Fund	Protected. (1N)
FID	Fund Identifier	Protected. (6N)
BE	Budget Entity	Required. Can be changed but not deleted. (8N)
IBI	Internal Budget Indicator	Required. Can be changed but not deleted. (2N)
EF	External Fund	Protected. Must be established in the Title File prior to use in a transaction. (1N)
CLR	Clearing Fund Identifier	Protected. (6N)

Field	Description	Required/Optional/Special Instructions
STATE-PROGRAM	State Program	Required. Can be changed but not deleted. (16N)
PROJECT ID	Project Identification Number	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)
BPIN	Beginning Property Item Number	Optional. If used, last six digits must be numeric or ZZZZZZ . (8A/N)
UNITS	Units	Optional. (11N)
TIME	Time	Optional. (9N)
*LETTER OF CREDIT	Letter of Credit Number	Optional. Letter of credit number associated with grant processing. Only used if GRANT field is populated. If F1 is used, all letter of credit numbers associated with the GRANT will be available for selection. (15A/N)

Note: If the information in any of the protected fields is not correct, the transaction must be deleted.

3. a. In the available fields, update data as necessary; **OR**
b. To delete the transaction, in the **DELETE** field, input **D**.
4. Press **Enter**.
a. FLAIR will display the TR31 Clearing Fund Receipts Single Inquiry by Site Screen One with updated information; **OR**
b. FLAIR will retrieve the next available line meeting the inquiry search criteria.
5. Press **F8** to view any additional line(s) until FLAIR displays the message, "**END OF SEARCH**."

604.4.2 TR31 Update from Multiple Inquiry

The TR31 Clearing Fund Receipts Multiple Update function is used to correct or delete receipts input directly in FLAIR during the same day of input. This function allows users to view up to four lines prior to updating a specific transaction. Updating information using this transaction automatically updates the information in the Daily Input File prior to overnight processing. *See section 604.3.2 TR31 Multiple Inquiry for more detail.*

To update a clearing fund receipt from the TR31 Multiple Inquiry by Site Screen Two:

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

TR31 - Clearing Fund Receipts - Multiple Inquiry By Site- Screen Two (with example data input)

```

31M2                                     06/09/2014  15:19:27
      TR 31 - CLEARING FUND RECEIPTS - MULTIPLE INQUIRY BY SITE
DOC-NO C 159159   TRN-DT 06/03/2014   PPI
X LINE L1 L2 L3 L4 L5  EO VR OBJECT  CF  VENDOR-ID          INVOICE  PID
...AMOUNT... BI ORIG-RCPT  OTHER-DOC  DESCRIPTION  ..QUANTITY.. B
U 0001 85 20 00 00 000 BB 01 001000    C444444444      654654654
    95.87
    Input U to update individual lines
0002 85 20 00 00 000 BB 01 001000    L111111111      123123123
    85.34
    FEE SE WTR MGMT
0003 85 20 00 00 000 BB 01 001000    F111111111999   471471471
    116.23
    FEE DISTRICT 10
0004 85 20 00 00 000 BB 01 001000    C222222222      131313131
    76.11
    FEE DISTRICT 4

L1 L2 L3 L4 L5  USER ID VENDOR-ID          DOC-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 TR31 Clearing Fund Receipts Single Update by Site Screen One.

TR31 - Clearing Fund Receipts - Single Update By Site - Screen One (with example data retrieved)

```

31U1                                     06/09/2014  15:19:48
      TR 31 - CLEARING FUND RECEIPTS - SINGLE UPDATE BY SITE
DELETE:  DOC-NO  LINE      L1 L2 L3 L4 L5  EO VR OBJECT  CF  TRN-DT  PPI
        C 159159 0001      85 20 00 00 000 BB 01 001000    06032014
...AMOUNT... BI  VENDOR-ID          SUB-VENDOR-ID  ..QUANTITY..
    95.87      C444444444
INVOICE  DESCRIPTION          ORIG-RCPT          OTHER-DOC          B  PID
654654654 FEE NW WTR MGMT
CAT  YR  GL  EGL EOB  ECAT  EP  GRANT          GY CNTRT CY  OCA  AU
000100 00  61300
GF SF FID  BE  IBI  EF  CLR  STATE-PROGRAM  PROJECT-ID
50 2  050001 85200000 00  020001 1112110000 000000
BPIN      ...UNITS...  ...TIME... *LETTER OF CREDIT
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  HELP          MINI  MAIN  RFRSH          TYPE  SEL
                                CAN
    
```

Note: If the information in any of the protected fields is not correct, the transaction must be deleted. For more information on the fields on this screen, *see section 604.4.1 TR31 Update from Single Inquiry*.

3. a. In the available fields, update data as necessary; **OR**
- b. To delete the transaction, in the **DELETE** field, input **D**.
4. Press **Enter**.
 - a. FLAIR will display the TR31 Clearing Fund Receipts Multiple Inquiry by Site Screen with updated information; **OR**
 - b. If the transaction was deleted, FLAIR will return either the next available record in inquiry status or the message, **"END OF SEARCH"**

5. Press **F8** to view any additional line(s) until FLAIR displays the message, "**END OF SEARCH**."

604.5 Clearing Fund Transaction FLAIR Accounting Entries

When funds are deposited to a clearing fund, they are held there temporarily before being moved to the State Treasury Concentration Account. The deposit of funds are recorded to a clearing fund using the TR31. Once the funds have been transferred to the State Treasury Concentration Account, the agency must process the Clear the Clearing Fund request using the Cash Receipt Utility (CP) function in FLAIR.

This procedure automatically generates an automated TR98 during overnight processing, recording the movement of funds. FLAIR generates all of the GL code entries associated with the transfer and will update the Available Balance File. *See section 607.1.3 Clear the Clearing Fund Processing for additional information.*

The following sections explain the accounting entries related to TR31s and TR98s, assuming that all monies received and deposited in the clearing fund are sent to the Treasury according to the schedule set out in rule [69C-1.005](#), F.A.C.

604.5.1 TR31 FLAIR Accounting Entries

The TR31 records the receipt of funds that are temporarily deposited in a local fund but will be moved to the State Treasury Concentration Account and recorded in an operating fund at a later time. The accounting entries that are generated record the cash in the clearing fund (SF = 8) along with a payable to the operating fund (SF = 1 or 2). The revenue is recorded in the operating fund, along with a receivable for the cash due from the clearing fund.

Operating fund entries:

SF	GL Code	Description	DR	CR	I/A
1, 2	16900	Due From Clearing Fund or	X		A
1, 2	6XXXX	Revenue/Receipts		X	I

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

Clearing fund entries:

SF	GL Code	Description	DR	CR	I/A
8	11200	Cash in Bank	X		A
8	35900	Due to State Funds- Clearing Fund		X	A

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

When clearing fund receipts are recorded as revenue, the Available Balance File is updated as follows:

Indicators	State Fund = 1	State Fund = 2, 3	State Fund = 8
Fund Cash	N/A	N/A	+/-amount
Fund Release	N/A	N/A	N/A
Organization Cash	N/A	N/A	+/-amount
Organization Allotment	N/A	N/A	N/A

+/- = Increase/Decrease; N/A = Not applicable.

604.5.2 TR98 FLAIR Accounting Entries

A TR98 is automatically generated during overnight processing when the clearing fund has been cleared. FLAIR will generate the appropriate accounting entries to record the movement of cash from the local bank to the concentration account operating fund, and to relieve the payable and receivable that were generated with the input of the TR31.

Operating fund entries:

SF	GL Code	Description	DR	CR	I/A
1	54600	Collections - GR Fund or	X		A
2	12100	Unreleased Cash in the State Treasury	X		A
1, 2	16900	Due From Clearing Fund		X	A

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

Clearing fund entries:

SF	GL Code	Description	DR	CR	I/A
8	35900	Due to State Funds- Clearing Fund	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.

When Clear the Clearing Fund Processing records the transfer of cash to the concentration account, the Available Balance File is updated as follows:

Indicators	State Fund = 1	State Fund = 2, 3	State Fund = 8
Fund Cash	N/A	+/-amount	+/-amount
Fund Release	N/A	N/A	N/A
Organization Cash	N/A	+/-amount	+/-amount
Organization Allotment	N/A	N/A	N/A

+/- = Increase/Decrease; N/A = Not applicable.

605 Revolving Fund Reimbursement

A **revolving fund** is a local account used to pay for expenses that will be reimbursed by an operating fund at a later time. These funds are generally used for operating disbursements that are needed in a timely fashion. *See section 206 Local Funds for additional information on local funds.*

Some common uses include:

- Travel advances
- Witness fees
- Emergency services
- Other incidental expenditures

Agencies use revolving funds because they allow an agency to make payments very quickly, outside of the normal disbursement process.

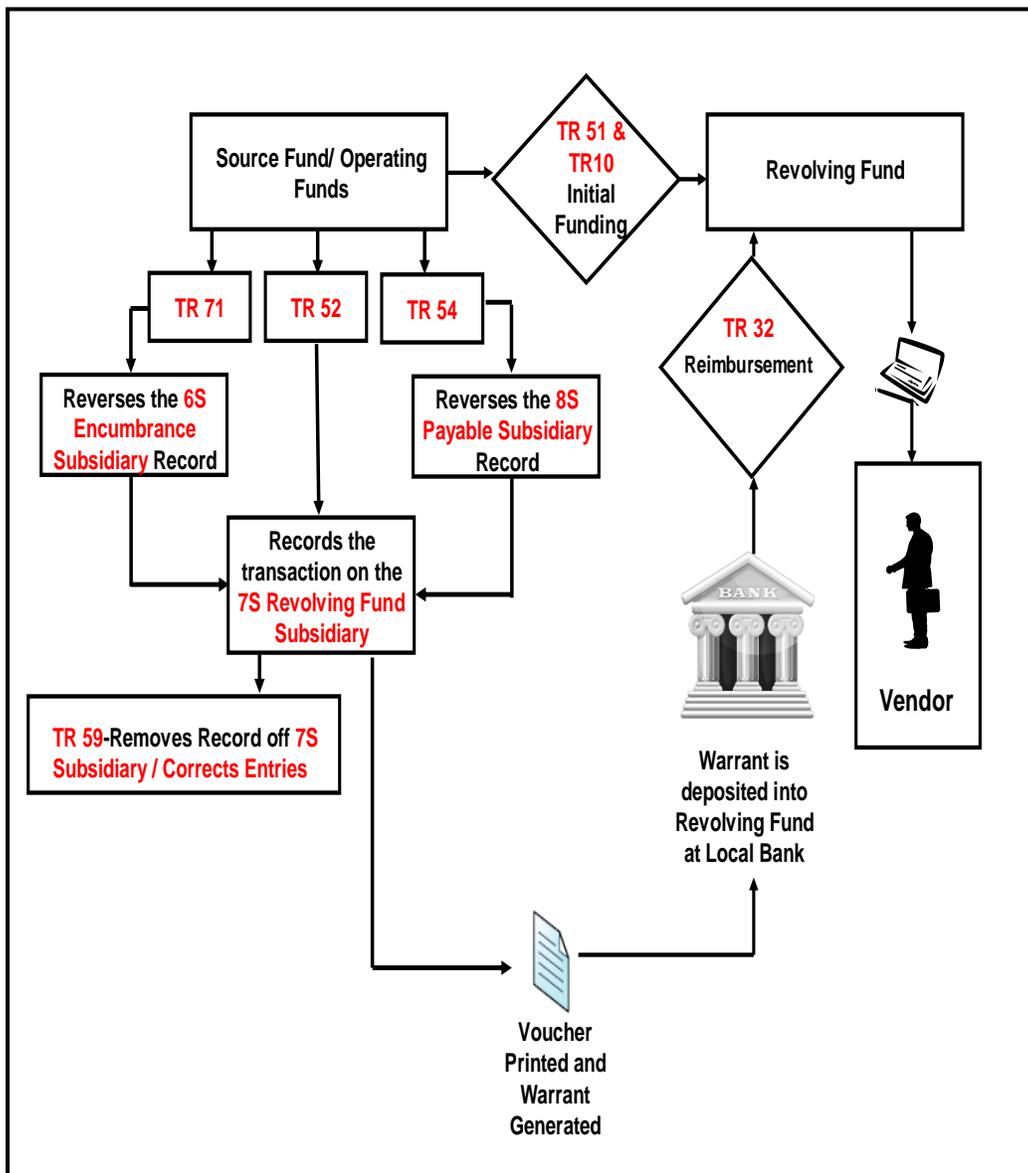
605.1 Establishment and Reporting

The Florida Statutes and Administrative Code contain the legal authority for establishing, maintaining and reporting on revolving funds. These include, but are not limited to:

- Section [216.271](#), F.S., states the CFO has the authority to establish and approve changes to a Revolving Fund. This section also covers reimbursement of the revolving fund.
- Section [17.58](#), F.S., allows for monies to be deposited outside the State Treasury for revolving and other funds, and requires quarterly reporting of cash balances in revolving funds and clearing funds.
- Rule [69I-23.001](#), F.A.C., establishes applicability and government of revolving funds used by any agency.
- Rule [69I-23.002](#), F.A.C., includes definitions pertaining to revolving funds.
- 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 Reporting.
- Rule [69I-23.004](#), F.A.C., establishes the requirement for agencies to maintain internal controls for a revolving fund.
- Rule [69I-23.005](#), F.A.C., establishes rules for reimbursement of revolving funds.
- Rule [69C-1.005\(2\)](#), F.A.C., establishes reporting requirements for the revolving funds and clearing funds.

Note: This does not include agency-specific statutes or rules concerning revolving funds.

605.2 Revolving Fund Flow



605.2.1 How Revolving Funds Work

1. The revolving fund is approved and opened at an approved institution.
2. A disbursement is made from an agency operating fund to fund the revolving fund.
3. The agency records TR10s to establish the initial trail balance for the revolving fund. TR10s are also used if a revolving fund approved amount is increased or decreased by DFS, or closed.
4. Disbursements are made from the revolving fund for approved expenditures.
5. An expenditure transaction TR52 (Unencumbered Revolving Fund), TR54 (Payables Revolving Fund), or TR71 (Encumbered Revolving Fund) is used to request reimbursement from an operating fund.

6. This generates a voucher. Documentation of the revolving fund expenditure is attached to the voucher and sent to the CFO. A warrant is generated and sent back to the agency or department.
7. Once the expenditure transaction has been completed, it automatically creates a record on the 7S Ledger. **See section 605.5 Revolving Fund Subsidiary Ledger for additional information on the 7S Ledger.**
8. The warrant generated is made payable to the revolving fund and used to reimburse the revolving fund back to the approved balance.
9. The warrant is deposited to the local bank account.
10. A TR32 is used to record the reimbursement and remove the record from the 7S Ledger.
11. A TR59 may be used for correcting entries related to the revolving fund when necessary. **See section 610 Adjustments & Corrections for additional information on corrections.**

605.3 Revolving Fund Transaction Overview

FLAIR provides several transaction types to assist in recording appropriate accounting entries for revolving fund activity. The following transaction types are discussed in detail:

- Revolving Fund Reimbursement (TR32)
- Revolving Fund Subsidiary Ledger (7S)

The Revolving Fund Reimbursement (TR32) function is located on the Cash Receipts Mini Menu.

Cash Receipts Mini Menu

```

CRMU                                06/19/13  09:49:56
                                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 32 SEL
    
```



Available Selection Options:

SEL	Description
A	Multiple Input
M	Multiple Inquiry

The Revolving Fund Subsidiary Ledger (7S) can be found on the Disbursements Mini Menu.

Disbursement Mini Menu

```

DBMU                                06/19/2013 09:58:47
                                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
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT                                MAIN  RFRSH
    
```



Available Selection Options:

SEL	Description
M	Multiple Inquiry
I	Single Inquiry with Expanded Data Display

605.4 TR32 Revolving Fund Reimbursement

The TR32 Revolving Fund Reimbursement function is used to record the reimbursement of funds from an operating fund back to the revolving fund. This transaction only affects the revolving fund balance. All operating fund accounting entries are recorded at the time of disbursement. *See section 205 Revolving Funds for additional information.*

605.4.1 TR32 Multiple Input

The only available input selection option for TR32 is multiple input. The multiple input option allows users to record up to seven lines of data at a time. The multiple input screen does not display all of the data codes associated with a transaction, but allows for quick entry of transactions.

To record a TR32 from the Cash Receipt Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **32**.
2. In the **SEL** field, input **A**.

Cash Receipts Mini Menu (with example data input)

```

CRMU                                06/19/13  10:35:21
                                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 32  SEL A
    
```

3. Press **Enter**. FLAIR will display the TR32 Revolving Fund Reimbursements Multiple Input Screen One.

TR32 - Revolving Fund Reimbursements - Multiple Input - Screen One

```

32A1                                10/29/2013  15:54:33
                                TR32 - REVOLVING FUND REIMBURSEMENTS - MULTIPLE INPUT
DOC-NO  LINE  TRN-DT    PPI  ...AMOUNT...  ORIG-VOUCHER  OTHER-DOC  B
C                                V
C                                V
C                                V
C                                V
C                                V
C                                V
C                                V
C                                V

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

TR32 Revolving Fund Reimbursements Multiple Input Screen One fields:

Field	Description	Required/Optional/Special Instructions
DOC-NO	Document Number	Required. C is protected. Also referred to as the deposit or document reference number. (7A/N)
LINE	Document Line Number	Optional. (4N)
TRN-DT	Transaction Date	Required. If blank, defaults to the current date. Input in MMDDYYYY format. (8N)
PPI	Prior Period Indicator	Optional. Valid input: Blank - Transaction will update current period accounting records.

Field	Description	Required/Optional/Special Instructions
		M – Prior Month Indicator. Transaction will update prior month accounting records when an agency has not closed the books for the previous month. Y – Prior Year Indicator. Transaction will update prior year accounting records when an agency has not closed the books for the previous year. (1A)
AMOUNT	Transaction Amount	Required. Must equal amount of original voucher. Positive and negative amounts are acceptable. (10.2N)
ORIG-VOUCHER	Original Voucher Number	Required. V is protected. Voucher line number is not labeled on screen but follows voucher number. If a voucher line number is input, FLAIR will edit as a partial reimbursement. If blank, FLAIR will edit as a total reimbursement of the original voucher. (7A/N) and (4N)
OTHER-DOC	Other Document Number	Optional. (11A/N)
B	Batch Character	Optional. (1A/N)

4. Input data into the required and optional fields as needed to complete the transaction.

TR32 – Revolving Fund Reimbursements – Multiple Input (with example data input)

```

32A1                                06/19/2013  10:58:07
      TR32 - REVOLVING FUND REIMBURSEMENTS - MULTIPLE INPUT
DOC-NO  LINE  TRN-DT  PPI  ... AMOUNT ...  ORIG-VOUCHER  OTHER-DOC  B
C C00001  06192013  9.00  V A00002 0001
C 000001  06192013  58.00  V A00002 0002
C 000001  06192013  6.00  V A00002 0003  -
C
C
C
C
                                     TYPE      SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT          MINI  MAIN  RFRSH          CAN
    
```

FLAIR uses the original voucher number to retrieve additional information from the 7S Ledger for recording the revolving fund reimbursement. If the original voucher number includes a line number, FLAIR edits the transaction as a partial reimbursement and the line amount must match the record on the 7S Ledger. If a line number is not indicated, FLAIR will edit the transaction as a total reimbursement of the original voucher and the amount must equal the total amount of all lines outstanding on the 7S Ledger.

5. Press **Enter**. FLAIR will locate the record on the 7S File based on the amount, voucher number, and voucher line number if input. If found, the revolving fund indicator (RVI) field on the record will be marked. *See section 605.5 Revolving Fund Subsidiary Ledger for additional information.* If a matching record is not found, FLAIR will display and error message.
6. Press **F12** to exit the screen or continue to input additional transactions by typing over the existing data on the first line.

TR32 – Revolving Fund Reimbursements – Multiple Input Screen One (with example of error message)

```

TR32A 16147C-AMOUNT DOES NOT EQUAL BALANCE ON REVOLVING FUND FILE
32A1                                     06/19/2013  10:54:16
      TR32 - REVOLVING FUND REIMBURSEMENTS - MULTIPLE INPUT

   DOC-NO  LINE  TRN-DT   PPI  ...AMOUNT...  ORIG-VOUCHER  OTHER-DOC  B
   C C00001    06192013    9.00          V A00001 0001
   C C00001    06192013   58.00          V A00001 0002
   C
   C
   C
   C
   C
   C

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

605.4.2 TR32 Multiple Inquiry

The TR32 multiple inquiry is the only inquiry option available for TR32. Multiple inquiry allows users to view transactions input the same day prior to nightly processing. Only transactions within the user’s organizational level and site will display.

To inquire on a TR32 from the Cash Receipt Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **32**.
2. In the **SEL** field, input **M**.

Cash Receipts Mini Menu (with example data input)

```

CRMU                                06/19/13  14:47:57
                                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 32  SEL M
    
```

3. Press **Enter**. FLAIR will display the TR32 Revolving Fund Reimbursements Multiple Inquiry by Site Screen One.

TR32 – Revolving Fund Reimbursements – Multiple Inquiry By Site – Screen One

```

32M1                                06/19/2013  14:51:27
TR 32 - REVOLVING FUND REIMBURSEMENTS - MULTIPLE INQUIRY BY SITE

USER ID  DOC-NO  LINE  ORIG-VOUCHER
-         C         V

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

TR32 Revolving Fund Reimbursements Multiple Inquiry by Site Screen One fields:

Field	Description	Required/Optional/Special Instructions
USER ID	FLAIR User Identification Number	Optional. If input, FLAIR will return transactions input with this user ID. (6N)
DOC-NO	Document Number	Optional. C is protected. (7A/N)
LINE	Document Line Number	Optional. (4N)
ORIG-VOUCHER	Original Voucher Number and Voucher Line Number	Optional. V is protected. Voucher line number is not labeled on the screen but follows voucher number. (7A/N) and (4N)

4. a. Input one or more of the fields to define search criteria; **OR**
 b. Leave all fields blank.
5. Press **Enter**.
 a. FLAIR will retrieve records based on the search criteria input; **OR**
 b. If all fields are left blank, all TR32 transactions within the user’s site will be displayed in **L2 - L5** order.

TR32 – Revolving Fund Reimbursements – Multiple Inquiry By Site – Screen Two
 (with example data retrieved)

32M2		06/19/2013		15:17:50			
TR 32 - REVOLVING FUND REIMBURSEMENTS - MULTIPLE INQUIRY BY SITE							
X	DOC-NO	LINE	TRN-DT	PPIAMOUNT...	ORIG-VOUCHER	OTHER-DOC	B
_	C C00001		06/19/2013	9.00	V A00002 0001		
	C 000001		06/19/2013	58.00	V A00002 0002		
	C 000001		06/19/2013	6.00	V A00002 0003		
USER ID	DOC-NO	LINE	ORIG-VOUCHER	TYPE		SEL	
	C	V					
Enter-PF1---	PF2---	PF3---	PF4---	PF5---	PF6---	PF7---	PF8---
CONT		MINI	MAIN	RFRSH	TOP		FWD

6. To view additional transactions, press **F8** until FLAIR displays the message, **“END OF SEARCH.”**

605.4.3 TR32 Multiple Update

Agency users have an option to update or delete revolving fund reimbursements during the current day, prior to overnight processing. To complete an update, users must first inquire using a TR32M (Multiple Inquiry) prior to updating the transaction. *See section 605.4.2 TR32 Multiple Inquiry for more information.*

To update a single line TR32 Revolving Fund Reimbursement from the TR32 Revolving Fund Reimbursement Multiple Inquiry by Site Screen Two:

1. In the **X** field, input **U** next to the appropriate revolving fund reimbursement line number.

TR32 Revolving Fund Reimbursements – Multiple Inquiry By Site Screen Two (with example data input)

```

32M2                                     06/19/2013  15:20:01
TR 32 - REVOLVING FUND REIMBURSEMENTS - MULTIPLE INQUIRY BY SITE

X DOC-NO   LINE  TRN-DT      PPI  ...AMOUNT...  ORIG-VOUCHER  OTHER-DOC  B
U C C00001      06/19/2013                9.00  V A00002 0001
  C 000001      06/19/2013               58.00  V A00002 0002
  C 000001      06/19/2013                6.00  V A00002 0003

USER ID  DOC-NO   LINE  ORIG-VOUCHER          TYPE      SEL
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 requested line.

TR32 – Revolving Fund Reimbursements – Single Update By Site Screen One (with example data retrieved)

```

32U1                                     06/19/2013  15:47:10
TR 32 - REVOLVING FUND REIMBURSEMENTS - SINGLE UPDATE BY SITE

DELETE:

DOC-NO   LINE  TRN-DT      PPI  ...AMOUNT...  ORIG-VOUCHER  OTHER-DOC  B
C C00001      06192013                9.00  V A00002 0001

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

TR32 Revolving Fund Reimbursements Single Update by Site Screen One fields:

Field	Description	Required/Optional/Special Instructions
DELETE	Delete Request	Optional. Valid input: D. To delete the entire line. (1A)
DOC-NO	Document Number	Required. Original input retrieved. C is protected. Available for update but cannot be deleted. (7A/N)
LINE	Document Line Number	Optional. Original input retrieved. Available for update. (4N)

Field	Description	Required/Optional/Special Instructions
TRN-DATE	Transaction Date	Required. Available for update but cannot be deleted. Input in MMDDYYYY format. (8N)
PPI	Prior Period Indicator	Protected. (1A)
AMOUNT	Transaction Amount	Protected. (10.2N)
ORIG-VOUCHER	Original Voucher Number and Voucher Line Number	Protected. (7A/N) and (4N)
OTHER-DOC	Other Document Number	Optional. Original input retrieved. (11A/N)
B	Batch Character	Optional. Original input retrieved. (1A/N)

3. a. Input corrected data in the necessary field(s) ; **OR**
b. In the **DELETE** field, input **D**.
4. Press **Enter**.
 - a. FLAIR will record the changes on the Daily Input File and the 7S Ledger, if necessary, and the TR32 Revolving Fund Reimbursements Multiple Inquiry by Site screen will display; **OR**
 - b. If the TR32 is deleted, the **RVI** field on the 7S Ledger will no longer be marked as reimbursed.

605.5 Revolving Fund Subsidiary Ledger

The Revolving Fund Subsidiary Ledger is a subsidiary file that maintains a record of every non-reimbursed revolving fund disbursement. The data in this file cannot be updated. A record is added to the 7S Ledger each time a revolving fund voucher is created due to the input of a TR52, TR54, or TR71. A records is removed from the 7S Ledger when a TR32 (Revolving Fund Reimbursement) or TR59 (Revolving Fund Correction) is processed. Records are added during overnight processing, once the voucher number is available. Records are immediately marked for reimbursement or deletion when a TR32 or TR59 is input, but the removal takes place during overnight processing.

605.5.1 TR7S Single Inquiry

The 7S Ledger single inquiry function allows users to view all available data codes for a record.

To inquire into the 7S Ledger from the Disbursement 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                                06/19/2013 16:23:09
                                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 I
    
```

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                                06/19/2013 16:25:58
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

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

TR7S Revolving Fund Subsidiary Ledger Single Inquiry by Site Request Screen One fields:

Field	Description	Required/Optional/Special Instructions
L1 L2 L3 L4 L5	Organization Code	Optional. L1 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. (11N)
GF/SF/FID/BE/IBI	Account Code	Optional. Must be input left to right without missing any fields (with exception

Field	Description	Required/Optional/Special Instructions
		of IBI). The following fields are available for input: GF – GAAFR Fund (2N) SF – State Fund (1N) FID – Fund Identifier (6N) BE – Budget Entity (8N) IBI – Internal Budget Indicator (2N)
VENDOR-ID	Vendor Identification Number	Optional. Vendor number must start with C, E, F, S, N , or 0 - 9 . Sequence required if vendor number begins with F, S , or N . (21A/N)
ORIG-VOUCHER	Original Voucher Number and Voucher Line Number	Optional. V is protected. Voucher line number is not labeled on the screen but follows voucher number. (7A/N) and (4N)
RVL	Revolving Fund Identifier	Optional. (6N)
PPI	Prior Period Indicator	Optional. (1A)

4. a. Input search criteria for the inquiry; **OR**
 b. Leave all fields blank.
5. Press **Enter**.
 a. FLAIR will return the first record that meets the search criteria; **OR**
 b. If all fields are left blank, FLAIR will return the first record in organization code order within the user’s security level.

TR7S – Revolving Fund Subsidiary Ledger – Single Inquiry By Site – Screen Two
 (with example data retrieved)

```

7SI2                                06/19/2013 16:36:36
      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
E111111111    1  LUCILLE JONES                TRAVEL
....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                10 1  000001 85200000 00      010001 1112110000 000000
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT                MINI  MAIN  RFRSH TOP                FWD
    
```

All fields on the TR7S Revolving Fund Subsidiary Ledger Single Inquiry Screen Two are protected and cannot be changed.

The revolving fund indicator (**RVI**) denotes what action has been taken relative to a specific line item.

The indicators are:

Indicator	Description
L	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.
R	Voucher has been reimbursed during the current business day using a TR32 but 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.
D	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.
BLANK	No action taken on current day. The disbursement has not been deleted or reimbursed and will remain on the file until a deletion or reimbursement is recorded.

To view additional records matching the search criteria, press **F8**. When all records have been viewed, FLAIR will display the message, **"END OF SEARCH."**

If no records match the search criteria, FLAIR will display the message, **"058 - NO RECORDS FOUND."**

605.5.2 TR7S Multiple Inquiry

Users can inquire into the 7S Ledger using a TR7SM. The multiple inquiry option displays up to four records per page with the same voucher number. Each line will display only limited data.

To access the 7S Ledger from the Disbursement Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **7S**.
2. In the **SEL** field, input **M**.

Disbursement Mini Menu (with example data input)

```

DBMU                                06/21/2013 15:53:45
                                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

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT                                MAIN RFRSH
                                TYPE 7s SEL M
    
```

3. 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                                06/21/2013  15:56:5
7S - REVOLVING FUND SUBSIDIARY LEDGER - MULTIPLE INQUIRY BY SITE - REQUEST

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
    
```

TR7S Revolving Fund Subsidiary Ledger Multiple Inquiry by Site Request Screen One fields:

Field	Description	Required/Optional/Special Instructions
L1 L2 L3 L4 L5	Organization Code	Optional. L1 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. (11N)
GF/SF/FID/BE/IBI	Account Code	Optional. Must be input left to right without missing any fields (with exception of IBI). The following fields are available for input: GF – GAAFR Fund (2N) SF – State Fund (1N) FID – Fund Identifier (6N) BE – Budget Entity (8N) IBI – Internal Budget Indicator (2N)
VENDOR-ID	Vendor Identification Number	Optional. Vendor number must start with C, E, F, S, N, or 0 - 9 . Sequence required if vendor number begins with F, S, or N . (21A/N)
ORIG-VOUCHER	Original Voucher Number and Voucher Line Number	Optional. V is protected. Voucher line number is not labeled on the screen but follows voucher number. (7A/N) and (4N)
RVL	Revolving Fund Identifier	Optional. (6N)
PPI	Prior Period Indicator	Optional. (1A)

4. a. Input search criteria for the inquiry; **OR**
 b. Leave all fields blank.
5. Press **Enter**.

- a. FLAIR will return up to four lines with the same voucher number that meet the search criteria; **OR**
- b. If all fields are left blank, FLAIR will return up to four lines of the first outstanding voucher.

TR7S - Revolving Fund Subsidiary Ledger - Multiple Inquiry - By Site - Screen Two

(with example data retrieved)

```

7SM2                                06/19/2013  16:36:1
  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 85 20 03 03 000 00 01 261000  070383          09302012 06192013 L
      9.00 E111111111  TRAVEL
- 0002 85 20 03 03 000 00 01 261000  070383          09302012 06192013 L
      58.00 E111111111  TRAVEL
0003 85 20 03 03 000 00 01 261000  070383          09302012 06192013 L
      6.00 E111111111  TRAVEL

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
    
```

To view one or more of the lines in an expanded view with all available data codes displayed:

- 6. In the **X** (selection) field next to the record(s) to be expanded, input **I**.

TR7S - Revolving Fund Subsidiary Ledger - Multiple Inquiry - By Site - Screen Two

(with example data input)

```

7SM2                                06/19/2013  16:36:1
  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
I 0001 85 20 03 03 000 00 01 261000  070383          09302012 06192013 L
      9.00 E111111111  TRAVEL
- 0002 85 20 03 03 000 00 01 261000  070383          09302012 06192013 L
      58.00 E111111111  TRAVEL
0003 85 20 03 03 000 00 01 261000  070383          09302012 06192013 L
      6.00 E111111111  TRAVEL

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
    
```

- 7. Press **Enter**. FLAIR will display the requested record(s) on the TR7S Revolving Fund Subsidiary Ledger Single Inquiry by Site Screen Two.

TR7S – Revolving Fund Subsidiary Ledger – Single Inquiry By Site – Screen Two
(with example data retrieved)

```

7SI2                                06/19/2013  16:36:36
      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
E111111111    1  LUCILLE JONES          TRAVEL

....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      ORIG-VOUCHER  TYPE  SEL
85          10 1  000001 85200000 00      010001 1112110000 000000
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT      MINI  MAIN  RFRSH TOP      FWD
    
```

- To view additional lines in expanded view, press **F8**. When all records have been viewed, FLAIR will display the message, **"END OF SEARCH."**

605.6 TR32 FLAIR Accounting Entries

The TR32 Revolving Fund Reimbursement is used to record the reimbursement of funds from an operating fund back to the revolving fund. When the user inputs this transaction, the record is marked on the 7S Ledger and will be removed during overnight processing.

To record the reimbursement of funds:

SF	GL Code	Description	DR	CR	I/A
8	11200	Cash in Bank	X		A
8	16800	Due from State Funds-Revolving Fund		X	A

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

To record a credit memo processed with disbursements:

SF	GL Code	Description	DR	CR	I/A
8	16800	Due from State Funds-Revolving Fund	X		A
8	11200	Cash in Bank		X	A

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

When revolving fund reimbursements are recorded, the Available Balance File is updated as follows:

Indicators	State Fund = 1	State Fund = 2, 3	State Fund = 8
Fund Cash	N/A	N/A	+/-amount
Fund Release	N/A	N/A	N/A
Organization Cash	N/A	N/A	+/-amount
Organization Allotment	N/A	N/A	N/A

+/- = Increase/Decrease; N/A = Not applicable.

606 Accounts Receivable

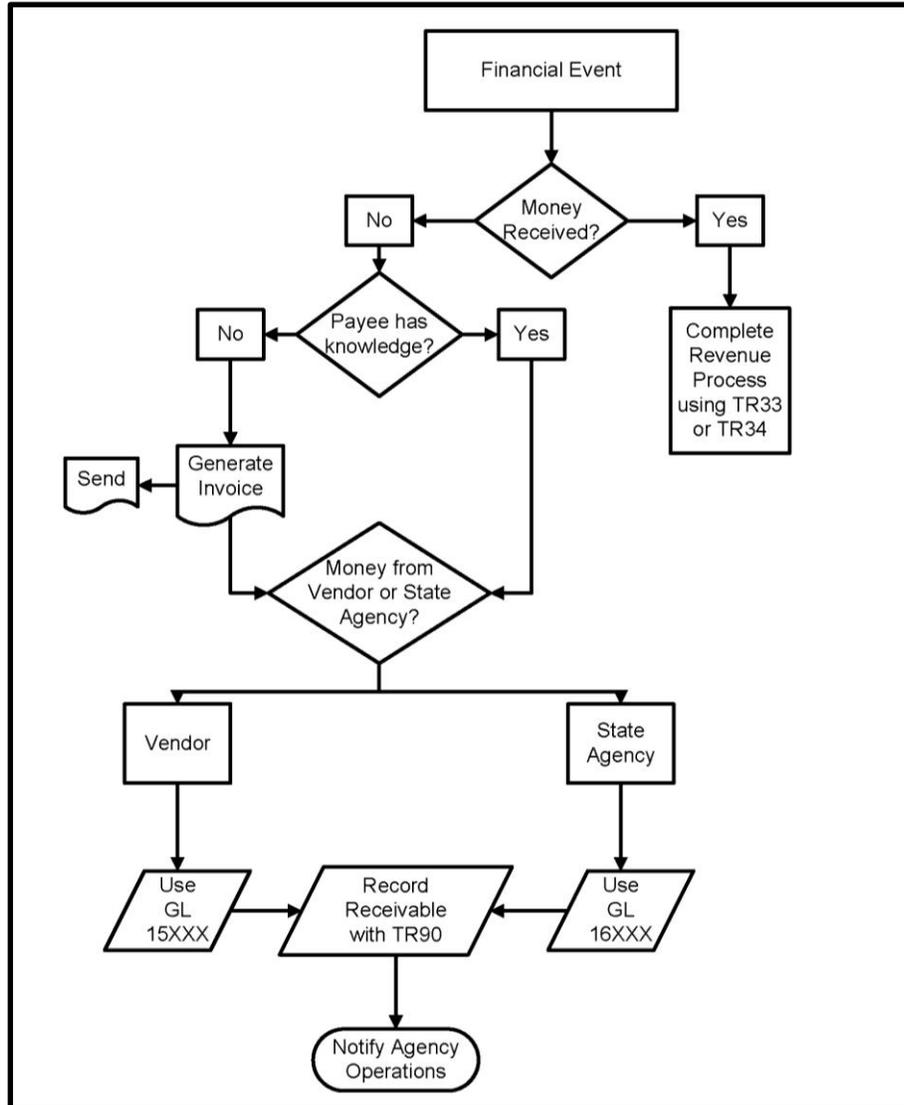
Accounts receivable are amounts due from private persons or organizations for goods, and/or services furnished by the state. Accounts receivable are used to record revenues earned when an agency provides services or goods, assesses taxes, or issues fines. The funds are legally owed to an agency or department, but not yet collected. In FLAIR, accounts receivable transactions are also used to record funds due from other funds, agencies, or other governments.

Accounts receivable transactions in FLAIR are recorded as:

- TR90 - Accounts Receivable
- TR91 - Memo Accounts Receivable
- TR9S - Accounts Receivable Subsidiary Ledger

When a receivable is input into FLAIR, it is simultaneously recorded on the Accounts Receivable Subsidiary Ledger (9S). Once a receivable is established, the user can inquire into and update a particular receivable record using the 9S Ledger.

Accounts receivable transaction process flow:



606.1 Accounts Receivable Transactions Overview

When accounts receivable 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 Files, Master Files, and the Accounts Receivable Subsidiary Ledger (9S). TR90 and TR91 will add an entry to the 9S Ledger, while TR33, TR97, and TR34 will reduce or remove the receivable from the 9S Ledger.

To record accounts receivable transactions in FLAIR, users must have **U** (Update) security clearance to access the appropriate transaction types. When processing accounts receivables, there are two mini menus in FLAIR the user should be familiar with, the Accounts Receivable Mini Menu and the Cash Receipts Mini Menu.

To access either the Accounts Receivable or Cash Receipt Mini Menu from the Main Accounting Menu or any FLAIR input screen:

1. In the **TYPE** field, input **AR** (Accounts Receivable) or **CR** (Cash Receipts Mini Menu).

Main Accounting Menu

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: AR or CR SEL:

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

2. Press **Enter**. FLAIR will display the requested mini menu.

Selection options available with accounts receivable and cash receipt transactions:

Transaction Type	Description
A	Multiple Input. Processes up to four lines at a time using the same accounts receivable or documents number with limited data fields available.
S	Single Input with Expanded Data Display. Processes one receivable or document number line at a time with all data fields available.
M	Multiple Inquiry. Displays up to four lines with the same accounts receivable or document number.
I	Single Inquiry with Expanded Data Display. Displays all available data codes for one receivable or document number line at a time.

Transaction Type	Description
U	Update with Expanded Data Display. Update one account receivable or document number line at a time with all available data fields/codes displayed.

Note: Accounts receivable and cash receipt transactions can be accessed from any FLAIR input screen by inputting the appropriate transaction type in the **TYPE** field and selection option in the **SEL** field.

Accounts Receivable Mini Menu

```

ARMU                                05/14/13  15:50:36
                                ACCOUNTS RECEIVABLE MINI MENU

TYPE                                SEL OPTIONS
90  ACCOUNTS RECEIVABLE            A,S,M,I
91  MEMO ACCOUNTS RECEIVABLE       A,S,M,I
9S  ACCOUNTS RECEIVABLE 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 (9S ONLY)

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

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

The following transactions are accessible via the Accounts Receivable Mini Menu:

Transaction Type	Description	SEL (selection) Options
90	Accounts Receivable	A, S, M, I
91	Memo Accounts Receivable	A, S, M, I
9S	Accounts Receivable Subsidiary Ledger	M, I, U

Cash Receipts Mini Menu

```

CRMU                                05/14/13  16:00:50
                                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
35 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

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

The following Accounts Receivable-related transactions are accessible via the Cash Receipts Mini Menu:

Transaction Type	Description	SEL (selection) Options
33	Direct Deposit Receivables Receipts	A, S, M, I
34	Clearing Fund Receivables Receipts	A, S, M, I
97	JT Receivables Receipts	A, S, M, I

Note: Only the TR33, TR34, and TR97 from the Cash Receipts Mini Menu are discussed in this section. *See sections 603 Cash Receipts and Receipt Processing, 604 Clearing Funds, and 605 Revolving Fund Reimbursement for discussion of the other transactions available on this mini menu.*

606.2 TR90 Accounts Receivable

The TR90 Accounts Receivable transaction is used to record revenue earned but not collected, or to record a current year expenditure refund due but not yet received. This transaction updates the accounts receivable GL accounts and the Accounts Receivable Subsidiary Ledger (9S). Agencies may use this transaction to record the anticipated receipt of money.

When establishing an accounts receivable records, an accounts receivable GL (**AR-GL**) code must be assigned. Valid selections for the **AR-GL** include:

- 15XXX – Receivables, Non-Governmental
- 16XXX – Due from Governmental Units
- 24XXX – Investments
- 25300 – Loans/Notes Received from Other Governments
- 25400 – Other Loans and Notes Receivable
- 25500 – Advances to Other Governments/Entities
- 25800 – Advances to Component Units

The accounts receivable record will remain on the 9S Ledger until the receipts of funds is input into FLAIR with a TR33, TR34, or TR97, or until the record is adjusted to a zero balance by updating the 9S Ledger or GL balance. When a record had been reduced to zero, it will be removed from the 9S Ledger during overnight processing on the date the agency processes the monthly closing of accounting records.

606.3 TR90 Input

The TR90 creates a record of the anticipated receipt of money legally due to an agency. This may be earned revenue for goods or services that have been delivered or used, or for mandated or imposed non-exchange activities (taxes or fines) for which the agency has not been paid.

Users can input a single transaction using a TR90S or multiple transactions using a TR90A. Single input allows the user to view all data codes associated with the transaction. Multiple input displays limited data, but the user can input up to four lines per page using the same accounts receivable number.

To access a TR90 from the Accounts Receivable Mini Menu or from any FLAIR input screen:

1. In the **TYPE** field, input **90**.
2. In the **SEL** field, input **A** or **S**.

Accounts Receivable Mini Menu (with example data input)

ARMU	ACCOUNTS RECEIVABLE MINI MENU	05/15/13 09:21:55
TYPE		SEL OPTIONS
90 ACCOUNTS RECEIVABLE		A,S,M,I
91 MEMO ACCOUNTS RECEIVABLE		A,S,M,I
9S ACCOUNTS RECEIVABLE 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 (9S ONLY)		
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---		TYPE 90 SEL
CONT	MAIN RFRSH	

3. Press **Enter**. FLAIR will display the requested screen. *See sections 606.3.1 TR90 Single Input and 606.3.2 TR90 Multiple Input for additional details.*

606.3.1 TR90 Single Input

Users can input a single accounts receivable transaction using a TR90S. TR90S can also be used to record an accounts receivable with multiple lines, but each line is input separately. Single input allows the user to view all data codes associated with the transaction.

To access the Accounts Receivable Single Input Request from the Accounts Receivable Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **90**.
2. In the **SEL** field, input **S**.

Accounts Receivable Mini Menu (with example data input)

```

ARMU                                06/09/14  15:37:07
                                ACCOUNTS RECEIVABLE MINI MENU

TYPE                                SEL OPTIONS
90 ACCOUNTS RECEIVABLE             A,S,M,I
91 MEMO ACCOUNTS RECEIVABLE        A,S,M,I
9S ACCOUNTS RECEIVABLE 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 (9S ONLY)

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

                                TYPE 90  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 TR90 Accounts Receivable Single Input Request Screen One.

TR90 - Accounts Receivable - Single Input - Request - Screen One

```

90S1                                06/09/2014  15:37:21
                                TR 90 - ACCOUNTS RECEIVABLE - SINGLE INPUT - REQUEST

AR-NO  L1 L2 L3 L4 L5  EO VR OBJECT  PPI
R      85

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

TR90 Accounts Receivable Single Input Request Screen One fields:

Field	Description	Required/Optional/Special Instructions
AR-NO	Accounts Receivable Number	Required. A is protected. Each agency or department will have a unique naming convention for the assignment of accounts receivable numbers. (7A/N)

Field	Description	Required/Optional/Special Instructions
L1 L2 L3 L4 L5	Organization Code	Required. L1 is protected. (11N)
EO	Expansion Option	Required. If blank, defaults to 00. (2A/N)
VR	Expansion Option Version	Optional. (2N)
OBJECT	Object Code	Required. Object code must be <900000. (6N)
PPI	Prior Period Indicator	Optional. Valid input: B lank – Transaction will update current period accounting records. M – Prior Month Indicator. Transaction will update prior month accounting records when an agency has not closed the books for the previous month. Y – Prior Year Indicator. Transaction will update prior year accounting records when an agency has not closed the books for the previous year. (1A)

4. Input the required and optional fields necessary to proceed to Screen Two.

TR90 – Accounts Receivable – Single Input – Request – Screen One (with example data input)

```

90S1                                06/09/2014  15:37:21
      TR 90 - ACCOUNTS RECEIVABLE - SINGLE INPUT - REQUEST
AR-NO  L1 L2 L3 L4 L5  EO VR OBJECT  PPI
R A23456 85 10 01 01 211 01   003000

                                     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 TR90 Accounts Receivable Single Input Screen Two.

TR90 – Accounts Receivable – Single Input - Screen Two (with example data retrieved)

```

90S2          TR 90 - ACCOUNTS RECEIVABLE - SINGLE INPUT    06/09/2014  15:38:10
AR-NO        L1 L2 L3 L4 L5  EO VR OBJECT   CF   TRN-DT      PPI
R A23456     85 10 01 01 211  01 04 003000
....AMOUNT....  VENDOR-ID                RAI  SUB-VENDOR-ID  ..QUANTITY..

AR-GL   AR-EGL   INVOICE      DESCRIPTION                OTHER-DOC      B      PID
CAT    YR   GL      EGL EOB  ECAT    EP  GRANT                GY CNTRT CY   OCA  AU
000300 00   61100

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

BPIN          ...UNITS....    ...TIME... *LETTER OF CREDIT

NEXT: AR-NO R A23456 L1-L5 85 10 01 01 211 EO 01 VR OBJECT 003000 PPI
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT HELP          MINI MAIN RFRSH                                CAN
    
```

TR90 Accounts Receivable Single Input Screen Two fields:

Field	Description	Required/Optional/Special Instructions
AR-NO	Accounts Receivable Number	Protected. (7A/N)
L1 L2 L3 L4 L5	Organization Code	Protected. (11N)
EO	Expansion Option	Protected. (2A/N)
VR	Expansion Option Version	Protected. (2N)
OBJECT	Object Code	Protected. (6N)
CF	Certified Forward Indicator	Optional. Valid input: C . Not allowed if SF = 8 or if revenue source category is used. (1A)
TRN-DT	Transaction Date	Required. If blank, defaults to current date. (8N)
PPI	Prior Period Indicator	Protected. (1A)
AMOUNT	Transaction Amount	Required. Positive and negative amounts are accepted. (10.2N)
VENDOR-ID	Vendor Identification Number	Required. Must be valid number from Vendor Statewide (VS), Vendor Employee (VE), AR Customer (RC), or Account Description (AD) Files. (21A/N)
RAI	Revolving Account Indicator	Optional. Valid input: R . Used to keep an item on the 9S Ledger even when the balance has been reduced to zero. If the RAI field is blank and the receivable is reduced to zero, the record will be removed from the 9S Ledger during monthly closing. (1A)
SUB-VENDOR-ID	Sub-vendor Identification Number	Optional. If used, must be a valid number from the VS , VE , or RC Files. (14A/N)
QUANTITY	Quantity	Optional. (8.2N)

Field	Description	Required/Optional/Special Instructions
AR-GL	Accounts Receivable General Ledger Code	Required. Must be 15XXX, 16XXX, 24XXX, 25300, 25400, 25500, or 25800. (5N)
AR-EGL	Accounts Receivable External General Ledger Code	Optional. Must be established in the Title File prior to using in a transaction. (3A/N)
INVOICE	Invoice Number	Optional. (9A/N)
DESCRIPTION	Description	Optional. (16A/N)
OTHER-DOC	Other Document Number	Optional. (11A/N)
B	Batch Character	Optional. (1A/N)
PID	Product Identifier	Optional. (3A/N)
CAT	Revenue Source Code or Appropriation Category	Required. If revenue object code is input, category must be ≤ 009999. If expenditure object code is input, category must be ≥ 010000. (6N)
YR	Year	Required. If an appropriation category is used. If blank, defaults to 00. Optional. If revenue source category is used. (2N)
GL	General Ledger Code	Required. Must be established in the Title File prior to use in a transaction. (5N)
EGL	External General Ledger Code	Optional. Must be established in the Title File prior to use in a transaction. (3A/N)
EOB	External Object Code	Optional. Must be established in the Title File prior to use in a transaction. (3A/N)
ECAT	External Category	Optional. Must be established in the Title File prior to use in a transaction. (6A/N)
EP	External Program	Optional. Must be established in the Title File prior to use in a transaction. (2N)
GRANT	Grant Number	Optional. Must be established in FACTS or the Grants Information (GI) File and carried over into the Title File to be used in a transaction. (5A/N)
GY	Grant Year	Optional. Only used if GRANT field is populated. (2N)
CNTRT	Contract Number	Optional. Must be established in FACTS and carried over into the Title File to be used in a transaction. (5A/N)
CY	Contract Year	Optional. Only used if CNTRT field is populated. (2N)
OCA	Other Cost Accumulator	Optional. Must be established in the Title File prior to use in a transaction. (5A/N)
AU	Agency Unique Code	Optional. Must be established in the Title File prior to use in a transaction. (2A/N)
GF	GAFFR Fund	Protected. (2N)
SF	State Fund	Protected. (1N)

Field	Description	Required/Optional/Special Instructions
FID	Fund Identifier	Protected. (6N)
BE	Budget Entity	Required. Must be established in the Title File prior to use in a transaction. (8N)
IBI	Internal Budget Indicator	Required. Must be established in the Title File prior to use in a transaction. (2N)
EF	External Fund	Protected. Must be established in the Title File prior to use in a transaction. (1N)
CLR	Clearing Fund Identifier	Protected. Must be established in the Expansion Option File prior to use it in a transaction. (6N)
RCV-DT	Received Date	Optional. Must be in MMDDYYYY format. This field allows the use of future dates. (8N)
STATE-PROGRAM	State Program	Required. Must be established in the Title File prior to use in a transaction. (16N)
PROJECT ID	Project Identification Number	Optional. Must be established in the Project Information File (PI) and carried over into the Title File prior to use in a transaction. (11A/N)
BPIN	Beginning Property Item Number	Optional. If used, last six digits must be numeric or ZZZZZZ . (8A/N)
UNITS	Units	Optional. (11N)
TIME	Time	Optional. (9N)
*LETTER OF CREDIT	Letter of Credit Number	Optional. Letter of credit number associated with grant processing. Only used if GRANT field is populated. If F1 is used, all letter of credit numbers associated with the GRANT will be available for selection. (15A/N)

6. In the appropriate fields, input the data necessary to complete the transaction.

TR90 – Accounts Receivable – Single Input - Screen Two (with example data input)

```

90S2          TR 90 - ACCOUNTS RECEIVABLE - SINGLE INPUT      06/09/2014  15:38:10
AR-NO        L1 L2 L3 L4 L5  EO VR OBJECT   CF   TRN-DT      PPI
R A23456     85 10 01 01 211 01 04 003000
....AMOUNT....  VENDOR-ID          RAI  SUB-VENDOR-ID  ..QUANTITY..
500.00      C22222222          R
AR-GL        AR-EGL      INVOICE      DESCRIPTION      OTHER-DOC      B      PID
15100      852852-34      SALES TAX      APRIL SALES
CAT         YR  GL      EGL EOB  ECAT      EP  GRANT          GY CNTRT CY  OCA  AU
000300  00  61100
GF SF FID      BE          IBI  EF CLR      RCV-DT      STATE-PROGRAM      PROJECT ID
20 2  010001  85100000  00          RCV-DT      1112110000 000000
BPIN          ...UNITS....  ...TIME... *LETTER OF CREDIT
NEXT: AR-NO R  A23456  L1-L5 85 10 01 01 211  EO 01  VR      TYPE  SEL
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT  HELP          MINI  MAIN  RFRSH          CAN
    
```

7. Press **Enter**. The TR90 will be recorded on the Daily Input File and the 9S Ledger, and the Available Balance File will not be updated. *See section 606.23.1 TR90 FLAIR Accounting Entries for details.*

606.3.2 TR90 Multiple Input

Users can input multiple lines of an accounts receivable transaction using the TR90A. TR90A records up to four lines using the same accounts receivable number. The multiple input screen does not display all of the data codes associated with the transaction, but allows for quick transaction entry.

Although not all codes are displayed on the screen with the TR90A, all titled codes that are associated with the transaction will be edited against the Title Files and recorded with the transaction.

To access the Accounts Receivable Multiple Input Request from the Accounts Receivable Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **90**.
2. In the **SEL** field, input **A**.

Accounts Receivable Mini Menu (with example data input)

```

ARMU                                06/09/14  15:48:32
                                ACCOUNTS RECEIVABLE MINI MENU

TYPE                                SEL OPTIONS
90 ACCOUNTS RECEIVABLE             A,S,M,I
91 MEMO ACCOUNTS RECEIVABLE        A,S,M,I
9S ACCOUNTS RECEIVABLE 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 (9S ONLY)

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

                                TYPE 90  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 TR90 Accounts Receivable Multiple Input Request Screen One. There is only one field on this screen - **AR-NO**.

TR90 – Accounts Receivable – Multiple Input – Request – Screen One

```

90A1                                06/09/2014  15:49:43
                                TR 90 - ACCOUNTS RECEIVABLE - MULTIPLE INPUT - REQUEST
AR-NO
R

                                TYPE      SEL

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

4. In the **AR-NO** field, input the assigned accounts receivable number.

TR90 – Accounts Receivable – Multiple Input – Request - Screen One (with example data input)

```

90A1                                06/09/2014  15:49:43
TR 90 - ACCOUNTS RECEIVABLE - MULTIPLE INPUT - REQUEST
AR-NO
R A45678

                                     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 TR90 Accounts Receivable Multiple Input Screen Two.

TR90 – Accounts Receivable – Multiple Input - Screen Two

```

90A2                                06/09/2014  15:52:04
AR-NO      VENDOR-ID      TRN-DT      PPI
R A45678

L1 L2 L3 L4 L5  EO VR OBJECT YR CF AR-GL/EGL INVOICE  OTHER-DOC  RCV-DT  LOC
....AMOUNT....  RAI SUB-VENDOR-ID  DESCRIPTION  ..QUANTITY.. PID B

85

85

85

85

NEXT: AR-NO  R A45678                                TYPE      SEL
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT          MINI  MAIN  RFRSH                                CAN
    
```

TR90 Accounts Receivable Multiple Input Screen Two fields:

Field	Description	Required/Optional/Special Instructions
AR-NO	Accounts Receivable Number	Protected. (7A/N)
VENDOR-ID	Vendor Identification Number	Required. Must be valid number from Vendor Statewide (VS), Vendor Employee (VE), AR Customer (RC), or Account Description (AD) Files. (21A/N)
TRN-DT	Transaction Date	Required. If blank, defaults to current date. (8N)

Field	Description	Required/Optional/Special Instructions
PPI	Prior Period Indicator	Optional. Valid input: Blank – Transaction will update current period accounting records. M – Prior Month Indicator. Transaction will update prior month accounting records when an agency has not closed the books for the previous month. Y – Prior Year Indicator. Transaction will update prior year accounting records when an agency has not closed the books for the previous year. (1A)
L1 L2 L3 L4 L5	Organization Code	Required. L1 is protected. Must be input left to right without missing any spaces. If not input, L2 through L5 will default to all zeros. (11N)
EO	Expansion Option	Required. If blank, defaults to 00 . (2A/N)
VR	Expansion Option Version	Optional. (2N)
OBJECT	Object Code	Required. Object code must be <900000. (6N)
YR	Year	Required. If blank, defaults to year on Expansion Set File. (2N)
CF	Certified Forward Indicator	Optional. Valid input: C . Not allowed if SF = 8 or if revenue source category is used. Can only be used during the Carry Forward Processing period. Note: Please seek guidance from agency management as to CF 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)
AR-GL	Accounts Receivable General Ledger Code	Required. Must be 15XXX, 16XXX, 24XXX, 25300, 25400, 25500, or 25800. (5N)
AR-EGL	Accounts Receivable External General Ledger Code	Optional. Must be established in the Title File prior to use in a transaction. (3A/N)
INVOICE	Invoice Number	Optional. (9A/N)
OTHER-DOC	Other Document Number	Optional. (11A/N)
RCV-DT	Received Date	Optional. Must be in MMDDYYYY format. Allows the use of future dates. (8N)
LOC	Letter of Credit Indicator	Optional. Valid input: X . If input, valid grant number must be retrieved from Expansion File. (1A)
AMOUNT	Transaction Amount	Required. Positive and negative amounts are accepted. (10.2N)
RAI	Revolving Account Indicator	Optional. Valid input: R . Used to keep an item on the 9S Ledger even when the balance has been reduced to zero. If the RAI field is blank and the receivable is

Field	Description	Required/Optional/Special Instructions
		reduced to zero, the record will be removed from the 9S Ledger during monthly closing. (1A)
SUB-VENDOR-ID	Sub-vendor Identification Number	Optional. If used, must be a valid number from the VS , VE , or RC Files. (14A/N)
DESCRIPTION	Description	Optional. (16A/N)
QUANTITY	Quantity	Optional. (8.2N)
PID	Product Identifier	Optional. (3A/N)
B	Batch Character	Optional. (1A/N)

- Input the necessary information to complete the transaction on each line. The user may input up to four lines.

TR90 – Accounts Receivable – Multiple Input - Screen Two (with example data input)

```

90A2          TR 90 - ACCOUNTS RECEIVABLE - MULTIPLE INPUT  06/09/2014  15:52:04
      AR-NO      VENDOR-ID          TRN-DT      PPI
      R A45678    F111111111999          06042014
L1 L2 L3 L4 L5  EO VR OBJECT YR CF AR-GL/EGL INVOICE  OTHER-DOC  RCV-DT  LOC
...AMOUNT...  RAI SUB-VENDOR-ID  DESCRIPTION  ..QUANTITY.. PID B
85 20 00 00 000 BB   001000          15100          05282014
1952.00          ADMIN FEES
85 10 01 01 211 01   003000          15100          05282014
20000.00         TAX ASSESSMENT
85 10 01 01 000 B5   001000          15100          05282014
1438.00          LEGAL FEE
85 10 01 01 000 B5   004000          15100          05282014
62.00           MISC. COLLECTION
NEXT: AR-NO  R A45678          TYPE      SEL
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT          MINI  MAIN  RFRSH          CAN
    
```

- Press **Enter**. The TR90 will be recorded on the Daily Input File and the 9S Ledger. The Available Balance File is not updated by this transaction. *See section 606.23.1 TR90 FLAIR Accounting Entries for details.*

FLAIR will display the TR90 Accounts Receivable Multiple Input Screen One. Lines 0002, 0003, and 0004 will be cleared. The first line on the new screen will retain the data input on the last completed line on the previous screen before the user pressed **Enter**, however **AMOUNT**, **QUANTITY**, and **CF** fields will be blank.

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 first line. The asterisk (*) cannot be used in the **L1**, **QUANTITY**, or **AMOUNT** fields. *See section 603.3.2 TR30 Multiple Input for more information regarding the use of the asterisk.*

606.4 TR90 Inquiry

Transactions added to the 9S Ledger using the TR90S or TR90A can be inquired upon, or even updated, on the day of input using the TR90 inquiry. For transactions input on a prior date, an inquiry may be made using the TR9S. *See section 606.10.1 TR9S Single Inquiry for details.* Regardless of how the transaction was added to the Daily Input File, single or multiple line input, the user may use the single line inquiry or the multiple line inquiry to view the transaction.

To access the TR90 Single Inquiry Request from the Accounts Receivable Mini Menu or from any FLAIR input screen:

1. In the **TYPE** field, input **90**.
2. In the **SEL** field, input **I** or **M**.

Accounts Receivable Mini Menu (with example data input)

ARMU		05/16/13	11:13:57
ACCOUNTS RECEIVABLE MINI MENU			
TYPE		SEL OPTIONS	
90	ACCOUNTS RECEIVABLE	A,S,M,I	
91	MEMO ACCOUNTS RECEIVABLE	A,S,M,I	
9S	ACCOUNTS RECEIVABLE 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 (9S ONLY)		
NOTE: SINGLE UPDATE (U) WITH EXPANDED DATA DISPLAY - ACCESSIBLE ONLY FROM 'M' AND 'I' SEL OPTIONS			
		<div style="border: 1px solid red; padding: 2px; display: inline-block;">I or M</div>	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		TYPE 90	SEL
CONT	MAIN	RFRSH	

3. Press Enter. FLAIR will display the requested screen. *See sections 606.4.1 TR90 Single Inquiry and 606.4.2 TR90 Multiple Inquiry for additional details.*

606.4.1 TR90 Single Inquiry

Users can request a single inquiry with the TR90I. A single inquiry displays one line of a receivable with all associated data codes.

To process a TR90 single inquiry request from the Accounts Receivable Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **90**.
2. In the **SEL** field, input **I**.

Accounts Receivable Mini Menu (with example data input)

```

ARMU                                06/09/14  16:08:46
                                ACCOUNTS RECEIVABLE MINI MENU

TYPE                                SEL OPTIONS
90 ACCOUNTS RECEIVABLE             A,S,M,I
91 MEMO ACCOUNTS RECEIVABLE        A,S,M,I
9S ACCOUNTS RECEIVABLE 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 (9S ONLY)

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

                                TYPE 90  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 TR90 Accounts Receivable Single Inquiry by Site Request Screen One.

TR90 - Accounts Receivable - Single Inquiry By Site - Request - Screen One

```

90I1                                06/09/2014  16:10:05
TR 90 - ACCOUNTS RECEIVABLE - SINGLE INQUIRY BY SITE - REQUEST

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

AR-NO    LINE
R

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

TR90 Accounts Receivable Single Inquiry by Site Request Screen One fields:

Field	Description	Required/Optional/Special Instructions
L1 L2 L3 L4 L5	Organization Code	Optional. L1 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. (11N)
USER ID	FLAIR User Identification Number	Optional. If input, FLAIR will return transactions input with this user ID. (6N)
GF/SF/FID/BE/IBI	Account Code	Optional. Must be input left to right without missing any fields except IBI, which defaults to 00 if blank. The following codes are available for input: GF - GAAFR Fund (2N) SF - State Fund (1N) FID - Fund Identifier (6N) BE - Budget Entity (8N) IBI - Internal Budget Indicator (2N)
VENDOR-ID	Vendor Identification Number	Optional. Vendor number must start with C, E, F, S, N, or 0-9. Sequence required if vendor number begins with F, S, or N. (21A/N)
AR-NO	Accounts Receivable Number	Optional. If used, must be an exact match to an accounts receivable number established using a TR90. (7A/N)
LINE	Accounts Receivable Line Number	Optional. If used, AR-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.
5. Press **Enter**.
 - a. FLAIR will display the first record matching the search criteria on the TR90 Accounts Receivable Single Inquiry by Site Screen Two. If no records match the search criteria, FLAIR will display the message, **"058 - NO RECORDS FOUND"**; **OR**
 - b. If all fields are left blank on Screen One, FLAIR will return the first available receivable established during the current business day, in organization code order.

TR90 - Accounts Receivable - Single Inquiry By Site - Screen Two (with example data retrieved)

```

90I2      TR 90 - ACCTS REC - SINGLE INQUIRY BY SITE      06/09/2014  16:11:13
AR-NO R A45678 0003 L1-L5 85 10 01 01 000 EO B5 VR 01 OBJECT 001000 PPI
....AMOUNT.... VENDOR-ID          SUB-VENDOR-ID ..QUANTITY.. TRN-DT
      1438.00 F111111111999
AR-GL      AR-EGL  INVOICE      DESCRIPTION          OTHER-DOC        B  PID  RAI
15100
CAT        YR CF  GL      EGL EOB  ECAT      EP  GRANT          GY CNTRT CY OCA  AU
000100 00      61300
GF SF FID      BE          IBI      EF CLR      STATE-PROGRAM    PROJECT ID
50 2  050001 85200000 00      EF CLR      1112110000 000000
BPIN          ...UNITS....    ...TIME...    LETTER OF CREDIT
L1 L2 L3 L4 L5  GF SF FID      BE          IBI VENDOR-ID          TYPE      SEL
85                                     AR-NO      LINE
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT          MINI  MAIN  RFRSH TOP          FWD
    
```

- To view additional records matching the search criteria, press **F8**. When all records have been viewed, FLAIR will display the message, **"END OF SEARCH."**

606.4.2 TR90 Multiple Inquiry

Users can request a multiple line inquiry with the TR90M. A multiple inquiry will display up to four lines of a receivable with limited data codes. Additional lines may be viewed by pressing **F8**.

To process a TR90 Multiple Inquiry Request from the Accounts Receivable Mini Menu or any FLAIR input screen:

- In the **TYPE** field, input **90**.
- In the **SEL** field, input **M**.

Accounts Receivable Mini Menu (with example data input)

```

ARMU                                     06/09/14  16:12:43
                                ACCOUNTS RECEIVABLE MINI MENU
TYPE                                SEL OPTIONS
90  ACCOUNTS RECEIVABLE            A,S,M,I
91  MEMO ACCOUNTS RECEIVABLE       A,S,M,I
9S  ACCOUNTS RECEIVABLE 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 (9S ONLY)
NOTE:  SINGLE UPDATE (U) WITH EXPANDED DATA DISPLAY -
       ACCESSIBLE ONLY FROM 'M' AND 'I' SEL OPTIONS
                                TYPE 90  SEL M
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT          MAIN  RFRSH
    
```

- Press **Enter**. FLAIR will display the TR90 Accounts Receivable Multiple Inquiry by Site Request Screen One.

TR90 - Accounts Receivable - Multiple Inquiry By Site - Request - Screen One

```

90M1                                06/09/2014  16:15:22
      TR 90 - ACCOUNTS RECEIVABLE - MULTIPLE INQUIRY BY SITE - REQUEST

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

AR-NO    LINE
R

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

TR90 Accounts Receivable Multiple Inquiry by Site Request Screen One fields:

Field	Description	Required/Optional/Special Instructions
L1 L2 L3 L4 L5	Organization Code	Optional. L1 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. (11N)
USER-ID	FLAIR User Identification Number	Optional. If input, FLAIR will return transactions input with this user ID. (6N)
GF/SF/FID/BE/IBI	Account Code	Optional. Must be input left to right without missing any fields except IBI, which defaults to 00 if blank. The following codes are available for input: GF - GAAFR Fund (2N) SF - State Fund (1N) FID - Fund Identifier (6N) BE - Budget Entity (8N) IBI - Internal Budget Indicator (2N)
VENDOR-ID	Vendor Identification Number	Optional. Vendor number must start with C, E, F, S, N, or 0-9. Sequence required if vendor number begins with F, S, or N. (21A/N)
AR-NO	Accounts Receivable Number	Optional. R is protected. If used, must be an exact match to an accounts receivable number established using a TR90. (7A/N)
LINE	Accounts Receivable Line Number	Optional. If used, AR-NO must be used and FLAIR will return the line number input. If blank, FLAIR will return all available line

Field	Description	Required/Optional/Special Instructions
		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.
5. Press **Enter**.
 a. FLAIR will display the first record matching the search criteria on the TR90 Accounts Receivable Multiple Inquiry by Site Screen Two. If no records match the search criteria, the message **"058 - NO RECORDS FOUND"** will display; **OR**
 b. If all fields are left blank on Screen One, FLAIR will return the first available receivable established during the current business day, in organization code order.

TR90 - Accounts Receivable - Multiple Inquiry By Site - Screen Two (with example data retrieved)

90M2											06/09/2014	16:17:02	
	TR 90 - ACCOUNTS RECEIVABLE - MULTIPLE INQUIRY BY SITE												
AR-NO	VENDOR-ID		TRN-DT		PPI								
R A45678	F111111111999		06/04/2014										
X LINE	L1	L2	L3	L4	L5	EO	VR	OBJECT	YR	AR-GL	AR-EGL	INVOICE	OTHER-DOC
CFAMOUNT....		RAI		SUB-VENDOR-ID		DESCRIPTION		..QUANTITY..		PID B		
0003	85	10	01	01	000	B5	01	001000	00	15100	LEGAL FEE		
					1438.00								
0004	85	10	01	01	000	B5	01	001000	00	15100	MISC. COLLECTION		
					62.00								
NEXT:											TYPE	SEL	
L1 L2 L3 L4 L5	GF	SF	FID	BE	IBI	VENDOR-ID		AR-NO	LINE				
85											R		
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."**

Once the user has viewed the multiple inquiry screen he/she has the ability to view the single transaction with expanded display and/or update the transaction. To view the transaction on the single inquiry screen, the user has two options. Each is illustrated below.

Option One

To view the a transaction on the single inquiry screen with all data codes visible:

1. In the **X** (selection) field next to the transaction(s) to be expanded, input **I**.

TR90 - Accounts Receivable - Multiple Inquiry By Site - Screen Two (with example data input)

```

90M2                                06/09/2014  16:17:02
      TR 90 - ACCOUNTS RECEIVABLE - MULTIPLE INQUIRY BY SITE
AR-NO  VENDOR-ID      TRN-DT      PPI
R A45678  F11111111999      06/04/2014
X LINE  L1 L2 L3 L4 L5  EO VR OBJECT  YR  AR-GL AR-EGL INVOICE  OTHER-DOC
CF      ....AMOUNT.... RAI SUB-VENDOR-ID  DESCRIPTION  ..QUANTITY.. PID B
I 0003  85 10 01 01 000 B5 01 001000  00  15100
      1438.00                LEGAL FEE
0004  85 10 01 01 000 B5 01 001000  00  15100
      62.00                 MISC. COLLECTION

NEXT:
L1 L2 L3 L4 L5  GF SF FID  BE  IBI VENDOR-ID      TYPE  SEL
85                                     AR-NO  LINE
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 first transaction on the TR90 Accounts Receivable Single Inquiry by Site Screen Two.

TR90 - Accounts Receivable - Single Inquiry By Site - Screen Two (with example data displayed)

```

90I2      TR 90 - ACCTS REC - SINGLE INQUIRY BY SITE      06/09/2014  16:18:56
AR-NO R A45678 0003  L1-L5 85 10 01 01 000 EO B5 VR 01 OBJECT 001000  PPI
....AMOUNT.... VENDOR-ID      SUB-VENDOR-ID  ..QUANTITY..  TRN-DT
      1438.00 F11111111999                06/04/2014
AR-GL  AR-EGL  INVOICE  DESCRIPTION  OTHER-DOC  B  PID  RAI
15100
CAT  YR CF GL  EGL EOB  ECAT  EP  GRANT  GY CNTRT CY OCA  AU
000100 00 61300
GF SF FID  BE  IBI  EF CLR  STATE-PROGRAM  PROJECT ID
50 2 050001 85200000 00 1112110000 000000
BPIN      ...UNITS....  ...TIME...  LETTER OF CREDIT

L1 L2 L3 L4 L5  GF SF FID  BE  IBI VENDOR-ID      TYPE  SEL
85                                     AR-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 with the same receivable number, press **F8** until all lines have been displayed, even if only one record 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 a transaction on the TR90 Accounts Receivable Single Inquiry by Site Screen Two with all data codes visible:

1. In the **SEL** field, input **I**.
2. In the **X** (selection) field next to the transaction(s) to expand, input **X**.

TR90 - Accounts Receivable - Multiple Inquiry By Site - Screen Two (with example data input)

```

90M2                                06/09/2014  16:19:48
      TR 90 - ACCOUNTS RECEIVABLE - MULTIPLE INQUIRY BY SITE
AR-NO  VENDOR-ID      TRN-DT    PPI
R A45678 F111111111999  06/04/2014
X LINE  L1 L2 L3 L4 L5  EO VR OBJECT  YR  AR-GL AR-EGL INVOICE  OTHER-DOC
CF      ....AMOUNT.... RAI SUB-VENDOR-ID  DESCRIPTION  ..QUANTITY.. PID B
X 0003  85 10 01 01 000 B5 01 001000  00  15100
      1438.00                LEGAL FEE
X 0004  85 10 01 01 000 B5 01 001000  00  15100
      62.00                 MISC. COLLECTION

NEXT:
L1 L2 L3 L4 L5  GF SF FID  BE      IBI VENDOR-ID      TYPE  SEL I
85                                     AR-NO  LINE
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 first transaction on the TR90 Accounts Receivable Single Inquiry by Site Screen Two.

TR90 - Accounts Receivable - Single Inquiry By Site - Screen Two (with example data retrieved)

```

90I2      TR 90 - ACCTS REC - SINGLE INQUIRY BY SITE      06/09/2014  16:21:16
AR-NO R A45678 0003  L1-L5 85 10 01 01 000 EO B5 VR 01 OBJECT 001000  PPI
....AMOUNT.... VENDOR-ID      SUB-VENDOR-ID  ..QUANTITY..  TRN-DT
      1438.00 F111111111999                06/04/2014
AR-GL  AR-EGL  INVOICE  DESCRIPTION  OTHER-DOC  B  PID  RAI
15100
CAT  YR CF GL  EGL EOB  ECAT  EP  GRANT  GY CNTRT CY OCA  AU
000100 00  61300
GF SF FID  BE      IBI  EF CLR  STATE-PROGRAM  PROJECT ID
50 2 050001 85200000 00  1112110000 000000
BPIN      ...UNITS....  ...TIME...  LETTER OF CREDIT

L1 L2 L3 L4 L5  GF SF FID  BE      IBI VENDOR-ID      TYPE  SEL
85                                     AR-NO  LINE
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 accounts receivable number, press **F8** until all lines have been displayed, even if only one record 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.

606.5 TR90 Update

The TR90 update function is used to update or delete receivable records input using a TR90S or TR90A during the current 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 simultaneously corrects the 9S 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 a TR90 inquiry screen from the Accounts Receivable Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **90**.
2. In the **SEL** field, input **I** or **M**.

Accounts Receivable Mini Menu (with example data input)

ARMU	ACCOUNTS RECEIVABLE MINI MENU	05/29/13 09:41:15
TYPE		SEL OPTIONS
90 ACCOUNTS RECEIVABLE		A,S,M,I
91 MEMO ACCOUNTS RECEIVABLE		A,S,M,I
9S ACCOUNTS RECEIVABLE 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 (9S ONLY)		
NOTE: SINGLE UPDATE (U) WITH EXPANDED DATA DISPLAY - ACCESSIBLE ONLY FROM 'M' AND 'I' SEL OPTIONS		
		I or M
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		TYPE 90 SEL
CONT	MAIN RFRSH	

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

606.5.1 TR90 Update from Single Inquiry

To correct or delete a TR90 input on the current day, the user must first inquire on the record, then access the update screen.

To access the TR90 Single Update by Site function from the Accounts Receivable Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **90**.
2. In the **SEL** field, input **I**.

Accounts Receivable Mini Menu (with example data input)

```

ARMU                                06/09/14  16:08:46
                                ACCOUNTS RECEIVABLE MINI MENU

TYPE                                SEL OPTIONS
90 ACCOUNTS RECEIVABLE             A,S,M,I
91 MEMO ACCOUNTS RECEIVABLE        A,S,M,I
9S ACCOUNTS RECEIVABLE 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 (9S ONLY)

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

                                TYPE 90  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 TR90 Accounts Receivable Single Inquiry by Site Request Screen One.

TR90 - Accounts Receivable - Single Inquiry By Site - Request - Screen One

```

90I1                                06/09/2014  16:10:05
TR 90 - ACCOUNTS RECEIVABLE - SINGLE INQUIRY BY SITE - REQUEST

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

AR-NO      LINE
R

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

4. Input search criteria to display the correct accounts receivable record. *See section 606.4.1 TR90 Single Inquiry for details regarding available search criteria.*
5. Press **Enter**. FLAIR will display the TR90 Accounts Receivable Single Inquiry by Site Screen Two.

TR90 - Accounts Receivable - Single Inquiry By Site - Screen Two (with example data retrieved)

```

90I2      TR 90 - ACCTS REC - SINGLE INQUIRY BY SITE      06/09/2014  16:23:30
AR-NO R A23456 0001  L1-L5 85 10 01 01 211 EO 01 VR 04 OBJECT 003000  PPI
....AMOUNT.... VENDOR-ID          SUB-VENDOR-ID  ..QUANTITY..  TRN-DT
      500.00 C222222222
AR-GL  AR-EGL  INVOICE  DESCRIPTION  OTHER-DOC  B  PID  RAI
15100  AR-EGL  852852-34  SALES TAX  APRIL SALES
CAT  YR CF GL  EGL EOB  ECAT  EP  GRANT  GY CNTRT CY OCA  AU
000300 00  61100
GF SF FID  BE  IBI  EF CLR  STATE-PROGRAM  PROJECT ID
20 2  010001 85100000 00  1112110000 000000
BPIN  ...UNITS....  ...TIME...  LETTER OF CREDIT

L1 L2 L3 L4 L5  GF SF FID  BE  IBI VENDOR-ID  TYPE  SEL
85  AR-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 of the record to be updated, input **U**.

TR90 - Accounts Receivable - Single Inquiry By Site - Screen Two (with example data input)

```

90I2      TR 90 - ACCTS REC - SINGLE INQUIRY BY SITE      06/09/2014  16:23:30
AR-NO R A23456 0001  L1-L5 85 10 01 01 211 EO 01 VR 04 OBJECT 003000  PPI
....AMOUNT.... VENDOR-ID          SUB-VENDOR-ID  ..QUANTITY..  TRN-DT
      500.00 C222222222
AR-GL  AR-EGL  INVOICE  DESCRIPTION  OTHER-DOC  B  PID  RAI
15100  AR-EGL  852852-34  SALES TAX  APRIL SALES
CAT  YR CF GL  EGL EOB  ECAT  EP  GRANT  GY CNTRT CY OCA  AU
000300 00  61100
GF SF FID  BE  IBI  EF CLR  STATE-PROGRAM  PROJECT ID
20 2  010001 85100000 00  1112110000 000000
BPIN  ...UNITS....  ...TIME...  LETTER OF CREDIT

L1 L2 L3 L4 L5  GF SF FID  BE  IBI VENDOR-ID  TYPE  SEL
85  AR-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 TR90 Accounts Receivable Single Update by Site Screen One.

TR90 - Accounts Receivable - Single Update By Site - Screen One (with example data retrieved)

```

90U1                                06/09/2014  16:25:10
      TR 90 - ACCOUNTS RECEIVABLE - SINGLE UPDATE BY SITE
DEL      AR-NO   LINE    L1 L2 L3 L4 L5  EO VR OBJECT   TRN-DT   PPI
      R A23456 0001    85 10 01 01 211 01 04 003000   06092014
....AMOUNT....  VENDOR-ID          RAI  SUB-VENDOR-ID  ..QUANTITY..
500.00          C22222222          R
AR-GL  AR-EGL  INVOICE  DESCRIPTION  OTHER-DOC  B  PID
15100  AR-EGL  852852-34  SALES TAX    APRIL SALES
CAT  YR GL  EGL  EOB  ECAT  EP GRANT  GY CNTRT CY OCA  AU
000300 00 61100
GF SF FID  BE  IBI  EF  CLR  STATE PROGRAM  PROJECT ID
20 2  010001 85100000 00          1112110000 000000
BPIN          ...UNITS....  ...TIME... *LETTER OF CREDIT
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT  HELP          MINI  MAIN  RFRSH          CAN
    
```

TR90 Accounts Receivable Single Update by Site Screen One fields:

Field	Description	Required/Optional/Special Instructions
DEL	Delete Request	Optional. Valid input: D . Used to delete the transaction from the Daily Input File. If used, no other fields can be updated. Deleted transactions cannot be retrieved. (1A)
AR-NO	Accounts Receivable Number	Protected. (7A/N)
LINE	Accounts Receivable Line Number	Protected. (4N)
L1 L2 L3 L4 L5	Organization Code	Protected. (11N)
EO	Expansion Option	Protected. (2A/N)
VR	Expansion Option Version	Protected. (2N)
OBJECT	Object Code	Protected. (6N)
TRN-DT	Transaction Date	Optional. If blank, defaults to current date. (8N)
PPI	Prior Period Indicator	Optional. Valid input: Blank - Transaction will update current period accounting records. M - Prior Month Indicator. Transaction will update prior month accounting records when an agency has not closed the books for the previous month. Y - Prior Year Indicator. Transaction will update prior year accounting records when an agency has not closed the books for the previous year. (1A)
AMOUNT	Transaction Amount	Required. Can be changed, but not deleted. (10.2N)

Field	Description	Required/Optional/Special Instructions
VENDOR-ID	Vendor Identification Number	Optional. Vendor number must start with C, E, F, S, N , or 0-9 . Sequence required if vendor number begins with F, S , or N . (21A/N)
RAI	Revolving Account Indicator	Optional. Valid input: R . Used to keep an item on the 9S Ledger even when the balance has been reduced to zero. If the RAI field is blank and the receivable is reduced to zero, the record will be removed from the 9S Ledger during monthly closing. (1A)
SUB-VENDOR-ID	Sub-vendor Identification Number	Optional. If used, must be a valid number from the VS, VE , or RC Files. (14A/N)
QUANTITY	Quantity	Optional. (8.2N)
AR-GL	Accounts Receivable General Ledger Code	Required. Must be 15XXX, 16XXX, 24XXX, 25300, 25400, 25500, or 25800. (5N)
AR-EGL	Accounts Receivable External General Ledger Code	Optional. Must be established in the Title File prior to use in a transaction. (3A/N)
INVOICE	Invoice Number	Optional. (9A/N)
DESCRIPTION	Description	Optional. (16A/N)
OTHER-DOC	Other Document Number	Optional. (11A/N)
B	Batch Character	Optional. (1A/N)
PID	Product Identifier	Optional. (3A/N)
CAT	Revenue Source Code or Appropriation Category	Required. Can be changed, but not deleted. (6N)
YR	Year	Required. If appropriation category is used. If blank, defaults to 00 . Optional. If revenue source category is used. (2N)
GL	General Ledger Code	Required. Can be changed, but not deleted. (5N)
EGL	External General Ledger Code	Optional. Must be established in the Title File prior to use in a transaction. (3A/N)
EOB	External Object Code	Optional. Must be established in the Title File prior to use in a transaction. (3A/N)
ECAT	External Category	Optional. Must be established in the Title File prior to use in a transaction. (6A/N)
EP	External Program	Optional. Must be established in the Title File prior to use in a transaction. (2N)
GRANT	Grant Number	Optional. Must be established in FACTS or the Grants Information File (GI) and carried over into the Title File to be used in a transaction. (5A/N)
GY	Grant Year	Optional. Only used if GRANT field is populated. (2N)

Field	Description	Required/Optional/Special Instructions
CNTRT	Contract Number	Optional. Must be established in FACTS and carried over into the Title File to be used in a transaction. (5A/N)
CY	Contract Year	Optional. Only used if CNTRT field is populated. (2N)
OCA	Other Cost Accumulator	Optional. Must be established in the Title File prior to use in a transaction. (5A/N)
AU	Agency Unique Code	Optional. Must be established in the Title File prior to use in a transaction. (2A/N)
GF	GAAFR Fund	Protected. (2N)
SF	State Fund	Protected. (1N)
FID	Fund Identifier	Protected. (6N)
BE	Budget Entity	Required. Can be changed, but not deleted. (8N)
IBI	Internal Budget Indicator	Required. Can be changed, but not deleted. (2N)
EF	External Fund	Protected. Must be established in the Title File prior to use in a transaction. (1N)
CLR	Clearing Fund Identifier	Protected. Must be established in the Expansion Option File prior to using in a transaction. (6N)
STATE PROGRAM	State Program	Required. Can be changed, but not deleted. (16N)
PROJECT ID	Project Identification Number	Optional. Must be established in the Project Information File (PI) and carried over into the Title File prior to use in a transaction. (11A/N)
BPIN	Beginning Property Item Number	Optional. If used, last six digits must be numeric or ZZZZZZ . (8A/N)
UNITS	Units	Optional. (11N)
TIME	Time	Optional. (9N)
*LETTER OF CREDIT	Letter of Credit Number	Optional. Letter of credit number associated with grant processing. Only used if GRANT field is populated. If F1 is used, all letter of credit numbers associated with the GRANT will be available for selection. (15A/N)

If the data in any of the protected fields is incorrect, the user must delete the transaction from the Daily Input File and input the transaction with the correct information.

8. a. Update any incorrect information ; **OR**
b. In the **DEL** field, input **D** to delete the transaction.
9. Press **Enter**.
a. If the transaction is updated, the TR90 will be updated on the Daily Input File and the 9S Ledger. FLAIR will display the TR90 Accounts Receivable Single Inquiry by Site Screen Two with updated information ; **OR**

- b. If transaction is deleted, the TR90 will be removed from the Daily Input File and the 9S Ledger and FLAIR will retrieve the next available line meeting the inquiry search criteria.

606.5.2 TR90 Update from Multiple Inquiry

To correct or delete a TR90 input on the current day, the user must first inquire on the record, then access the update screen. This can be done using two different methods. Regardless of which method the user chooses to access the update screen, only one line can be selected to update at a time.

Method One

To access the TR90 update function from the Accounts Receivable Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **90**.
2. In the **SEL** field, input **M**.

Accounts Receivable Mini Menu (with example data input)

ARMU	ACCOUNTS RECEIVABLE MINI MENU	06/09/14 16:12:43
TYPE		SEL OPTIONS
90	ACCOUNTS RECEIVABLE	A,S,M,I
91	MEMO ACCOUNTS RECEIVABLE	A,S,M,I
9S	ACCOUNTS RECEIVABLE 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 (9S ONLY)	
NOTE: SINGLE UPDATE (U) WITH EXPANDED DATA DISPLAY - ACCESSIBLE ONLY FROM 'M' AND 'I' SEL OPTIONS		
		TYPE 90 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 TR90 Accounts Receivable Multiple Inquiry by Site Request Screen One.

TR90 - Accounts Receivable - Multiple Inquiry By Site - Request - Screen One

```

90M1                                06/09/2014 16:15:22
      TR 90 - ACCOUNTS RECEIVABLE - MULTIPLE INQUIRY BY SITE - REQUEST

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

AR-NO      LINE
R

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

4. Input the search criteria to display the correct record. *See section 606.5.1 TR90 Update from Single Inquiry for information regarding available fields.*
5. Press **Enter**. FLAIR will display the TR90 Accounts Receivable Multiple Inquiry by Site Screen Two.

TR90 - Accounts Receivable - Multiple Inquiry By Site - Screen Two (with example data retrieved)

```

90M2                                06/09/2014 16:34:27
      TR 90 - ACCOUNTS RECEIVABLE - MULTIPLE INQUIRY BY SITE

AR-NO      VENDOR-ID      TRN-DT      PPI
R A45678   F111111111999      06/04/2014

X LINE  L1 L2 L3 L4 L5  EO VR OBJECT  YR  AR-GL AR-EGL INVOICE  OTHER-DOC
CF      ....AMOUNT.... RAI SUB-VENDOR-ID  DESCRIPTION  ..QUANTITY.. PID B

0003  85 10 01 01 000 B5 01 001000 00 15100
          1438.00          LEGAL FEE

0004  85 10 01 01 000 B5 01 001000 00 15100
          62.00           MISC. COLLECTION

0002  85 10 01 01 211 01 04 003000 00 15100
          20000.00        TAX ASSESSMENT

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

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 of the record to be updated, input **U**.

Method Two

To access the TR90 update function from the Accounts Receivable Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **90**.
2. In the **SEL** field, input **M**.

Accounts Receivable Mini Menu (with example data input)

```

ARMU                                06/09/14  16:12:43
                                ACCOUNTS RECEIVABLE MINI MENU

TYPE                                SEL OPTIONS
90 ACCOUNTS RECEIVABLE             A,S,M,I
91 MEMO ACCOUNTS RECEIVABLE        A,S,M,I
9S ACCOUNTS RECEIVABLE 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 (9S ONLY)

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

                                TYPE 90  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 TR90 Accounts Receivable Multiple Inquiry by Site Request Screen One.

TR90 - Accounts Receivable - Multiple Inquiry By Site - Request - Screen One

```

90M1                                06/09/2014  16:15:22
                                TR 90 - ACCOUNTS RECEIVABLE - MULTIPLE INQUIRY BY SITE - REQUEST

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

AR-NO    LINE
R

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

4. Input the search criteria to display the correct record. *See section 606.5.1 TR90 Update from Single Inquiry for information regarding available fields.*
5. Press **Enter**. FLAIR will display the TR90 Accounts Receivable Multiple Inquiry by Site Screen Two.

TR90 - Accounts Receivable - Multiple Inquiry By Site - Screen Two (with example data retrieved)

```

90M2                                     06/09/2014  16:34:27
      TR 90 - ACCOUNTS RECEIVABLE - MULTIPLE INQUIRY BY SITE

AR-NO      VENDOR-ID      TRN-DT      PPI
R A45678    F111111111999        06/04/2014

X LINE  L1 L2 L3 L4 L5  EO VR OBJECT  YR  AR-GL AR-EGL INVOICE  OTHER-DOC
CF      ....AMOUNT.... RAI SUB-VENDOR-ID  DESCRIPTION  ..QUANTITY.. PID B

0003  85 10 01 01 000 B5 01 001000  00  15100
      1438.00                LEGAL FEE

0004  85 10 01 01 000 B5 01 001000  00  15100
      62.00                 MISC. COLLECTION

0002  85 10 01 01 211 01 04 003000  00  15100
      20000.00             TAX ASSESSMENT

NEXT:
L1 L2 L3 L4 L5  GF SF FID  BE  IBI VENDOR-ID      TYPE  SEL
85                                     AR-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 record to be updated, input **X**.
7. In the **SEL** field, input **U**.

TR90 - Accounts Receivable - Multiple Inquiry By Site - Screen Two (with example data input)

```

90M2                                     06/09/2014  16:40:06
      TR 90 - ACCOUNTS RECEIVABLE - MULTIPLE INQUIRY BY SITE

AR-NO      VENDOR-ID      TRN-DT      PPI
R A45678    F111111111999        06/04/2014

X LINE  L1 L2 L3 L4 L5  EO VR OBJECT  YR  AR-GL AR-EGL INVOICE  OTHER-DOC
CF      ....AMOUNT.... RAI SUB-VENDOR-ID  DESCRIPTION  ..QUANTITY.. PID B

0004  85 10 01 01 000 B5 01 001000  00  15100
      62.00                MISC. COLLECTION

0003  85 10 01 01 000 B5 01 001000  00  15100
      1438.00             LEGAL FEE

[X] 0002  85 10 01 01 211 01 04 003000  00  15100
      20000.00             TAX ASSESSMENT

NEXT:
L1 L2 L3 L4 L5  GF SF FID  BE  IBI VENDOR-ID      TYPE  SEL
85                                     AR-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 TR90 Accounts Receivable Single Update by Site Screen One.

TR90 – Accounts Receivable – Single Update By Site – Screen One (with example data retrieved)

90U1	TR 90 - ACCOUNTS RECEIVABLE - SINGLE UPDATE BY SITE											06/09/2014	16:41:25		
DEL	AR-NO	LINE	L1	L2	L3	L4	L5	EO	VR	OBJECT	TRN-DT	PPI			
	R A45678	0002	85	10	01	01	211	01	04	003000	06042014				
....AMOUNT....		VENDOR-ID		RAI		SUB-VENDOR-ID		..QUANTITY..							
20000.00		F111111111999													
AR-GL	AR-EGL	INVOICE	DESCRIPTION				OTHER-DOC		B	PID					
15100			TAX ASSESSMENT												
CAT	YR	GL	EGL	EOB	ECAT	EP	GRANT	GY		CNTRT	CY	OCA	AU		
000300	00	61100													
GF	SF	FID	BE	IBI	EF	CLR	STATE PROGRAM		PROJECT ID						
20	2	010001	85100000	00			1112110000 000000								
BPIN	...UNITS....			...TIME...			*LETTER OF CREDIT								
											TYPE	SEL			
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---															
CONT HELP											MINI	MAIN	RFRSH		
												CAN			

9. a. Update any incorrect information ; **OR**
 - b. In the **DEL** field, input **D** to delete the transaction. *See section 606.5.1 TR90 Update from Single Inquiry for information regarding available fields.*
10. Press **Enter**.
 - a. If the transaction is updated, the TR90 will be updated on the Daily Input File and the 9S Ledger. FLAIR will display the TR90 Accounts Receivable Single Inquiry by Site Screen Two with updated information ; **OR**
 - b. If transaction is deleted, the TR90 will be removed from the Daily Input File and the 9S Ledger and FLAIR will retrieve the next available line meeting the inquiry search criteria.

606.6 TR91 Memo Accounts Receivable

A **memo accounts receivable** is used to establish a subsidiary record to track the sale of goods and services on credit, or to record an expenditure refund that is expected to be received but is not yet due.

Examples of why an agency might set up a memo accounts receivable:

- The Department of Legal Affairs may set up a memo accounts receivable for legal services provided to another state agency, although payment is not due until the end of the quarter.
- An agency may set up a memo accounts receivable when they request a refund for broken office chairs, although the refund is not due until the chairs have been returned to the vendor.

When the user inputs a TR91, an entry is automatically recorded in the 9S Ledger. Memo accounts receivable transactions do not affect the GL or Trial Balance Report, and they do not update any available balances. A memo accounts receivable record can be updated to an accounts receivable record when the revenue becomes due. This is done by adding the accounts receivable GL code to the record on the 9S Ledger. There are no accounting entries recorded until the record has an **AR-GL** assigned. The record will remain on the 9S Ledger until the receipt of the cash or JT is input into FLAIR or until the record is deleted.

606.7 TR91 Input

Users can input a single memo accounts receivable transaction using a TR91S or multiple line transactions using a TR91A. Single input allows the user to view all data codes associated with the transaction. Multiple transactions display only limited data, but the user can input up to four lines per page with the same accounts receivable number.

To access the TR91 Memo Accounts Receivable from the Accounts Receivable Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **91**.
2. In the **SEL** field, input **A** or **S**.

Accounts Receivable Mini Menu

```

ARMU                                05/29/13  10:27:33
                                ACCOUNTS RECEIVABLE MINI MENU

TYPE                                SEL OPTIONS
90  ACCOUNTS RECEIVABLE            A,S,M,I
91  MEMO ACCOUNTS RECEIVABLE       A,S,M,I
9S  ACCOUNTS RECEIVABLE 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 (9S ONLY)

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
    
```

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

606.7.1 TR91 Single Input

Users can input a single memo accounts receivable transaction using a TR91S. The TR91S can also be used to record a memo accounts receivable with multiple lines, but each line is input separately. Single input allows the user to view all data codes associated with the transaction.

To access the TR91 Single Input function from the Accounts Receivable Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **91**.
2. In the **SEL** field, input **S**.

Accounts Receivable Mini Menu (with example data input)

```

ARMU                                05/29/13  10:27:33
                                ACCOUNTS RECEIVABLE MINI MENU

TYPE                                SEL OPTIONS
90 ACCOUNTS RECEIVABLE             A,S,M,I
91 MEMO ACCOUNTS RECEIVABLE        A,S,M,I
9S ACCOUNTS RECEIVABLE 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 (9S ONLY)

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

                                TYPE 91  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 TR91 Memo Accounts Receivable Single Input Request Screen One.

TR91 - Memo Accounts Receivable - Single Input - Request - Screen One

```

91S1                                05/29/2013  10:43:09
TR 91 - MEMO ACCOUNTS RECEIVABLE - SINGLE INPUT - REQUEST

AR-NO  L1 L2 L3 L4 L5  EO VR OBJECT  PPI
R      85

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

TR91 Memo Accounts Receivable Single Input Request Screen One fields:

Field	Description	Required/Optional/Special Instructions
AR-NO	Accounts Receivable Document Number	Required. A is protected. Each agency or department will have a unique naming convention for the assignment of accounts receivable numbers. (7A/N)
L1 L2 L3 L4 L5	Organization Code	Required. L1 is protected. (11N)
EO	Expansion Option	Required. If blank, defaults to 00. (2A/N)
VR	Expansion Option Version	Optional. (2N)

Field	Description	Required/Optional/Special Instructions
OBJECT	Object Code	Required. Object code must be <900000. (6N)
PPI	Prior Period Indicator	Optional. Valid input: Blank - Transaction will update current period accounting records. M - Prior Month Indicator. Transaction will update prior month accounting records when an agency has not closed the books for the previous month. Y - Prior Year Indicator. Transaction will update prior year accounting records when an agency has not closed the books for the previous year. (1A)

4. Input the required and optional data necessary to proceed to Screen Two.
5. Press **Enter**. FLAIR will display the TR91 Memo Accounts Receivable Single Input Screen Two.

TR91 – Memo Accounts Receivable – Single Input - Screen Two (with example data retrieved)

```

91S2                                05/29/2013  10:46:17
          TR 91 - MEMO ACCOUNTS RECEIVABLE - SINGLE INPUT
AR-NO      L1 L2 L3 L4 L5  EO VR OBJECT   TRN-DT   PPI
R 900200    85 10 02 02 000 AA 02 012000
....AMOUNT....  VENDOR-ID                RAI  SUB-VENDOR-ID  ..QUANTITY..

INVOICE      DESCRIPTION                OTHER-DOC   B   PID   PROJECT ID

CAT   YR    GL     EGL EOB  ECAT   EP  GRANT                GY CNTRT CY  OCA   AU
001200 00    61600

GF SF FID   BE          IBI  EF CLR   RCV-DT   STATE-PROGRAM
20 2  010001 85100000 00          RCV-DT   1112110000 000000

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

NEXT: AR-NO R 900200 L1-L5 85 10 02 02 000 EO AA VR   OBJECT 012000 PPI
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT          MINI  MAIN  RFRSH                                CAN
    
```

TR91 Memo Accounts Receivable Single Input Screen Two fields:

Field	Description	Required/Optional/Special Instructions
AR-NO	Accounts Receivable Number	Protected. (7A/N)
L1 L2 L3 L4 L5	Organization Code	Protected. (11N)
EO	Expansion Option	Protected. (2A/N)
VR	Expansion Option Version	Protected. (2N)
OBJECT	Object Code	Protected. (6N)
TRN-DT	Transaction Date	Required. If blank, defaults to current date. (8N)

Field	Description	Required/Optional/Special Instructions
PPI	Prior Period Indicator	Protected. (1A)
AMOUNT	Transaction Amount	Required. Positive and negative amounts are accepted. (10.2N)
VENDOR-ID	Vendor Identification Number	Required. Must be a valid number from the Vendor Statewide (VS), Vendor Employee (VE), AR Customer (RC), or Account Description (AD) Files. (21A/N)
RAI	Revolving Account Indicator	Optional. Valid input: R Used to keep an item on the 9S Ledger even when the balance has been reduced to zero. (1A)
SUB-VENDOR-ID	Sub-vendor Identification Number	Optional. If used, must be a valid number from the VS, VE, or RC Files. (14A/N)
QUANTITY	Quantity	Optional. (8.2N)
INVOICE	Invoice Number	Optional. (9A/N)
DESCRIPTION	Description	Optional. (16A/N)
OTHER-DOC	Other Document Number	Optional. (11A/N)
B	Batch Character	Optional. (1A/N)
PID	Product Identifier	Optional. (3A/N)
PROJECT ID	Project Identification Number	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)
CAT	Revenue Source Code or Appropriation Category	Required. If revenue object code is input, category must be ≤ 009999. If expenditure object code is input, category must be ≥ 010000. (6N)
YR	Year	Required. If an appropriation category is used. If blank, defaults to 00. Optional. If revenue source category is used. (2N)
GL	General Ledger Code	Required. Must be established in the Title File prior to use in a transaction. (5N)
EGL	External General Ledger Code	Optional. Must be established in the Title File prior to use in a transaction. (3A/N)
EOB	External Object Code	Optional. Must be established in the Title File prior to use in a transaction. (3A/N)
ECAT	External Category	Optional. Must be established in the Title File prior to use in a transaction. (6A/N)
EP	External Program	Optional. Must be established in the Title File prior to use in a transaction. (2N)
GRANT	Grant Number	Optional. Must be established in FACTS or the Grants Information (GI) File and carried over to the Title File to be used in a transaction. (5A/N)
GY	Grant Year	Optional. Only used if GRANT field is populated. (2N)

Field	Description	Required/Optional/Special Instructions
CNTRT	Contract Number	Optional. Must be established in FACTS and carried over into the Title File to be used in a transaction. (5A/N)
CY	Contract Year	Optional. Only used if CNTRT field is populated. (2N)
OCA	Other Cost Accumulator	Optional. Must be established in the Title File prior to use in a transaction. (5A/N)
AU	Agency Unique Code	Optional. Must be established in the Title File prior to use in a transaction. (2A/N)
GF	GAFFR Fund	Protected. (2N)
SF	State Fund	Protected. (1A)
FID	Fund Identifier	Protected. (6N)
BE	Budget Entity	Required. Must be established in the Title File prior to use in a transaction. (8N)
IBI	Internal Budget Indicator	Required. Must be established in the Title File prior to use in a transaction. (2N)
EF	External Fund	Protected. Must be established in the Title File prior to using in a transaction. (1N)
CLR	Clearing Fund Identifier	Protected. Must be established in the Expansion Option File prior to use in a transaction. (6N)
RCV-DT	Received Date	Optional. Must be in MMDDYYYY format. This field allows the use of future dates. (8N)
STATE-PROGRAM	State Program	Required. Must be established in the Title File prior to use in a transaction. (16N)
BPIN	Beginning Property Item Number	Optional. If used, last six digits must be numeric or ZZZZZZ. (8A/N)
UNITS	Units	Optional. (11N)
TIME	Time	Optional. (9N)

- In the appropriate fields, input the data necessary to complete the transaction.
- Press **Enter**. The TR91 will be recorded on the Daily Input File and the 9S Ledger. The Available Balance File is not updated by this transaction. *See section 606.23.2 TR91 FLAIR Accounting Entries for details.*

606.7.2 TR91 Multiple Input

Users can input multiple lines of a memo accounts receivable transaction using a TR91A. TR91A records up to four lines within the same accounts receivable number. The multiple input screen does not display all of the data codes associated with the transaction, but allows for quick data entry. Although not all codes are displayed on the screen with the TR90A, all titled codes that are associated with the transaction will be edited against the Title Files.

To access the TR91 Memo Accounts Receivable Multiple Input Request from the Accounts Receivable Mini Menu or any FLAIR input screen:

- In the **TYPE** field, input **91**.

- In the **SEL** field, input **A**.

Accounts Receivable Mini Menu (with example data input)

```

ARMU                                05/29/13  11:07:13
                                ACCOUNTS RECEIVABLE MINI MENU

TYPE                                SEL OPTIONS
90 ACCOUNTS RECEIVABLE             A,S,M,I
91 MEMO ACCOUNTS RECEIVABLE        A,S,M,I
9S ACCOUNTS RECEIVABLE 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 (9S ONLY)

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 91  SEL A
    
```

- Press Enter. FLAIR will display the TR91 Memo Accounts Receivable Multiple Input Request Screen One. Only the **AR-NO** field is available for input on Screen One.

TR91 - Memo Accounts Receivable - Multiple Input - Request - Screen One

```

91A1                                05/29/2013  11:09:11
TR 91 - MEMO ACCOUNTS RECEIVABLE - MULTIPLE INPUT - REQUEST

AR-NO
R

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

- In the **AR-NO** field, input the assigned accounts receivable number.
- Press **Enter**. FLAIR will display the TR91 Memo Accounts Receivable Multiple Input Screen Two.

TR91 – Memo Accounts Receivable – Multiple Input - Screen Two

```

91A2                                05/29/2013  11:12:46
      TR 91 - MEMO ACCOUNTS RECEIVABLE - MULTIPLE INPUT
AR-NO R 900201 VENDOR-ID           TRN-DT           PPI
L1 L2 L3 L4 L5  EO VR  OBJECT YR      INVOICE      OTHER-DOC      RCV-DT
...AMOUNT...  RAI SUB-VENDOR-ID  DESCRIPTION    ..QUANTITY..  PID B
85
85
85
85

NEXT: AR-NO R 900201
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT          MINI  MAIN  RFRSH                                TYPE      SEL
                                                    CAN
    
```

TR91 Memo Accounts Receivable Multiple Input Screen Two fields:

Field	Description	Required/Optional/Special Instructions
AR-NO	Accounts Receivable Number	Protected. (7A/N)
VENDOR-ID	Vendor Identification Number	Required. Must be a valid number from the Vendor Statewide (VS), Vendor Employee (VE), AR Customer (RC), or Account Description (AD) Files. (21A/N)
TRN-DT	Transaction Date	Required. If blank, defaults to current date. (8N)
PPI	Prior Period Indicator	Optional. Valid input: Blank – Transaction will update current period accounting records. M – Prior Month Indicator. Transaction will update prior month accounting records when an agency has not closed the books for the previous month. Y – Prior Year Indicator. Transaction will update prior year accounting records when an agency has not closed the books for the previous year. (1A)
L1 L2 L3 L4 L5	Organization Code	Required. L1 is protected. Must be input left to right without missing any spaces. If not input, L2 through L5 will default to all zeros. (11N)
EO	Expansion Option	Required. If blank, defaults to 00. (2A/N)
VR	Expansion Option Version	Optional. (2N)
OBJECT	Object Code	Required. Object code must be <900000. (6N)
YR	Year	Optional. If blank, defaults to year on Expansion Set File. (2N)

Field	Description	Required/Optional/Special Instructions
INVOICE	Invoice Number	Optional. (9A/N)
OTHER-DOC	Other Document Number	Optional. (11A/N)
RCV-DT	Received Date	Optional. Must be in MMDDYYYY format. Allows the use of future dates. (8N)
AMOUNT	Transaction Amount	Required. Positive and negative amounts accepted. (10.2N)
RAI	Revolving Account Indicator	Optional. Valid input: R. Used to keep an item on the subsidiary even when balance has been reduced to zero. (1A)
SUB-VENDOR-ID	Sub-vendor Identification Number	Optional. If used, must be a valid number from the VS, VE, or RC Files. (14A/N)
DESCRIPTION	Description	Optional. (16A/N)
QUANTITY	Quantity	Optional. (8.2N)
PID	Product Identifier	Optional. (3A/N)
B	Batch Character	Optional. (1A/N)

- Input the necessary information to complete the transaction on each line. The user may input up to four lines.
- Press **Enter**. The TR91 will be recorded on the Daily Input File and the 9S Ledger. The Available Balance File is not updated by this transaction. *See section 606.23.2 TR91 FLAIR Accounting Entries for details.*

FLAIR will display the TR91 Accounts Receivable Multiple Input Screen One. Lines 0002, 0003, and 0004 will be cleared. The first line on the new screen will retain the data input on the last completed line on the previous screen before the user pressed **Enter**, however the **AMOUNT** and **QUANTITY** fields will be blank.

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 first line. The asterisk (*) cannot be used in the **QUANTITY** or **AMOUNT** fields. *See section 603.3.2 TR30 Multiple Input for more information regarding the use of the asterisk.*

606.8 TR91 Inquiry

Transactions added to the 9S Ledger using a TR91S or TR91A can be inquired upon, or even updated, on the day of input using the TR91 inquiry. For transactions input on a prior date, inquiries may be made using the TR9S. *See section 606.10.1 TR9S Single Inquiry for details.* Regardless of how the transaction was added to the Daily Input File, single or multiple line input, the user may use the single line inquiry, or the multiple line inquiry to view the transaction.

To process a TR91 inquiry request from the Accounts Receivable Mini Menu or any FLAIR input screen:

- In the **TYPE** field, input **91**.
- In the **SEL** field, input **I** or **M**.

Accounts Receivable Mini Menu (with example data input)

```

ARMU                                05/29/13  12:35:18
                                ACCOUNTS RECEIVABLE MINI MENU

TYPE                                SEL OPTIONS
90  ACCOUNTS RECEIVABLE            A,S,M,I
91  MEMO ACCOUNTS RECEIVABLE       A,S,M,I
9S  ACCOUNTS RECEIVABLE 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 (9S ONLY)

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
    
```

I or M

TYPE 91 SEL

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

606.8.1 TR91 Single Inquiry

Users can request a single inquiry with a TR91I. A single inquiry displays one line of a receivable with all associated data codes.

To process a TR91 single inquiry from the Accounts Receivable Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **91**.
2. In the **SEL** field, input **I**.

Accounts Receivable Mini Menu (with example data input)

```

ARMU                                05/29/13  12:35:18
                                ACCOUNTS RECEIVABLE MINI MENU

TYPE                                SEL OPTIONS
90  ACCOUNTS RECEIVABLE            A,S,M,I
91  MEMO ACCOUNTS RECEIVABLE       A,S,M,I
9S  ACCOUNTS RECEIVABLE 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 (9S ONLY)

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 91 SEL I

- Press **Enter**. FLAIR will display the TR91 Memo Accounts Receivable Single Inquiry by Site Request Screen One.

TR91 – Memo Accounts Receivable – Single Inquiry By Site –Request - Screen One

```

91I1                                05/29/2013  12:49:02
TR 91 - MEMO ACCOUNTS RECEIVABLE - SINGLE INQUIRY BY SITE - REQUEST

L1 L2 L3 L4 L5   USER ID  GF SF FID   BE       IBI   VENDOR-ID
85  _
AR-NO    LINE
R

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

TR91 Memo Accounts Receivable Single Inquiry by Site Request Screen One fields:

Field	Description	Required/Optional/Special Instructions
L1 L2 L3 L4 L5	Organization Code	Optional. L1 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. (11N)
USER ID	FLAIR User Identification Number	Optional. If input, FLAIR will return transactions input with this user ID. (6N)
GF/SF/FID/BE/IBI	Account Code	Optional. Input left to right without missing any fields except IBI, which defaults to 00 if blank. The following codes are available for input: GF - GAAFR Fund (2N) SF - State Fund (1N) FID - Fund Identifier (6N) BE - Budget Entity (8N) IBI - Internal Budget Indicator (2N)
VENDOR-ID	Vendor Identification Number	Optional. Vendor number must start with C, E, F, S, N, or 0-9. Sequence required if vendor number begins with F, S, or N. (21A/N)
AR-NO	Accounts Receivable Number	Optional. Must be an exact match to an accounts receivable number established using a TR91. (6A/N)
LINE	Accounts Receivable Line Number	Optional. If used, AR-NO must be used and FLAIR will return the line number input. If blank, FLAIR will return all available line

Field	Description	Required/Optional/Special Instructions
		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.
5. Press **Enter**.
 - a. FLAIR will display the first record matching the search criteria on the TR91 Memo Accounts Receivable Single Inquiry by Site Screen Two. If no records match the search criteria, the message **"058 - NO RECORDS FOUND"** will display ; **OR**
 - b. If all fields are left blank on Screen One, FLAIR will return the first available memo accounts receivable established during the current business day, in organization code order.

Note: Transactions that have been deleted using the update screen will not display.

TR91 - Memo Accounts Receivable - Single Inquiry By Site - Screen Two (with example data retrieved)

```

91I2                                     05/29/2013 13:02:13
      TR 91 - MEMO ACCOUNTS RECEIVABLE - SINGLE INQUIRY BY SITE
AR-NO  LINE  L1 L2 L3 L4 L5  EO VR OBJECT  TRN-DT  PPI  PROJECT ID
R 900200 0001  85 10 02 02 000  AA 02 012000  05/29/2013
....AMOUNT.... VENDOR-ID                RAI  SUB-VENDOR-ID  ..QUANTITY..
      90700.00 F666666666999

INVOICE      DESCRIPTION                OTHER-DOC      B  PID  STATE-PROGRAM
SEPT2008     DCF VS SMITH

CAT  YR GL  EGL EOB  ECAT      EP  GRANT                GY CNTRT CY OCA  AU
001200 00 61600

GF SF FID  BE      IBI      EF CLR  BPIN      ...UNITS....  ...TIME...
20 2  010001 85100000 00

NEXT:
L1 L2 L3 L4 L5  GF SF FID  BE      IBI VENDOR-ID                TYPE  SEL
85                                     AR-NO  LINE
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, **"END OF SEARCH."**

606.8.2 TR91 Multiple Inquiry

Users can request a multiple line inquiry with a TR91M. A multiple inquiry will display up to four lines of a receivable with limited data codes displayed. Additional lines may be viewed by pressing **F8**.

To process a TR91 multiple inquiry request from the Accounts Receivable Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **91**.
2. In the **SEL** field, input **M**.

Accounts Receivable Mini Menu (with example data input)

```

ARMU                                05/29/13  13:07:03
                                ACCOUNTS RECEIVABLE MINI MENU

TYPE                                SEL OPTIONS
90 ACCOUNTS RECEIVABLE             A,S,M,I
91 MEMO ACCOUNTS RECEIVABLE         A,S,M,I
9S ACCOUNTS RECEIVABLE 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 (9S ONLY)

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 91  SEL M
    
```

3. Press **Enter**. FLAIR will display the TR91 Memo Accounts Receivable Multiple inquiry by Site Request Screen One.

TR91 - Memo Accounts Receivable - Multiple Inquiry By Site - Request - Screen One

```

91M1                                05/29/2013  13:09:23
TR 91 - MEMO ACCOUNTS RECEIVABLE - MULTIPLE INQUIRY BY SITE - REQUEST

L1 L2 L3 L4 L5  USER-ID  GF SF FID  BE  IBI  VENDOR-ID
85 _
AR-NO  LINE
R

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

TR91 Memo Accounts Receivable Multiple inquiry by Site Request Screen One fields:

Field	Description	Required/Optional/Special Instructions
L1 L2 L3 L4 L5	Organization Code	Optional. L1 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. (11N)
USER-ID	FLAIR User Identification Number	Optional. If input, FLAIR will return transactions input with this user ID. (6N)

Field	Description	Required/Optional/Special Instructions
GF/SF/FID/BE/IBI	Account Code	Optional. Must be input left to right without missing any fields except IBI , which defaults to 00 if blank. The following codes are available for input: GF - GAAFR Fund (2N) SF - State Fund (1N) FID - Fund Identifier (6N) BE - Budget Entity (8N) IBI - Internal Budget Indicator (2N)
VENDOR-ID	Vendor Identification Number	Optional. Vendor number must start with C, E, F, S, N , or 0-9 . Sequence required if vendor number begins with F, S , or N . (21A/N)
AR-NO	Accounts Receivable Number	Optional. Must be an exact match to an accounts receivable number established using a TR91. (6A/N)
LINE	Accounts Receivable Line Number	Optional. If used, AR-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.
5. Press **Enter**.
 a. FLAIR will display the first record matching the search criteria on the TR91 Memo Accounts Receivable Multiple Inquiry by Site Screen Two. If no records match the search criteria, the message **"058 - NO RECORDS FOUND"** will display ; **OR**
 b. If all fields are left blank on Screen One, FLAIR will return the first available memo accounts receivable established during the current business day, in organization code order.

TR91 - Memo Accounts Receivable - Multiple Inquiry By Site (with example data retrieved)

```

91M2                                05/29/2013  13:59:31
      TR 91 - MEMO ACCOUNTS RECEIVABLE - MULTIPLE INQUIRY BY SITE
AR-NO   VENDOR-ID      TRN-DT      PPI
R 900201  F6666666666999      05/29/2013
X LINE L1 L2 L3 L4 L5   EO VR OBJECT  YR  INVOICE      OTHER-DOC
   ....AMOUNT....  RAI SUB-VENDOR-ID  DESCRIPTION    ..QUANTITY..  PID B
_ 0003 85 10 02 02 000  AA 02 010300  00
      100.00
   0001 85 10 02 02 213  AA 02 010300  00
      200.00
   0002 85 20 04 00 000  BB 05 012000  00
      25000.00

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

- 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."**

606.9 TR91 Update

TR91 update is used to update or delete receivable records input using the TR91S or TR91A on the same 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 simultaneously corrects the 9S Ledger.

To retrieve the record from the Daily Input File for update, the user will first inquire on the record. The user may use either the single or multiple line inquiry to first view, then update the transaction.

To access a TR91 inquiry screen from the Accounts Receivable Mini Menu or any FLAIR input screen:

- In the **TYPE** field, input **91**.
- In the **SEL** field, input **I** or **M**.

Accounts Receivable Mini Menu

ARMU	ACCOUNTS RECEIVABLE MINI MENU	05/29/13	12:35:18
TYPE		SEL	OPTIONS
90	ACCOUNTS RECEIVABLE	A,S,M,I	
91	MEMO ACCOUNTS RECEIVABLE	A,S,M,I	
9S	ACCOUNTS RECEIVABLE 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 (9S ONLY)		
NOTE: SINGLE UPDATE (U) WITH EXPANDED DATA DISPLAY - ACCESSIBLE ONLY FROM 'M' AND 'I' SEL OPTIONS			
		TYPE 91	SEL I or M
Enter-PF1---	PF2---	PF3---	PF4---
CONT	MAIN	RFRSH	

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

606.9.1 TR91 Update from Single Inquiry

To correct or delete a TR91 on the current day, the user must first inquire on the record, then access the update screen. This can be done from the TR91 Memo Accounts Receivable Single Inquiry by Site Screen Two. *See section 606.8.1 TR91 Single Inquiry for detailed instructions on accessing the single inquiry screen.*

From the TR91 Memo Accounts Receivable Single Inquiry by Site Screen Two:

- In the **SEL** field of the record to be updated, input **U**.

TR91 - Memo Accounts Receivable - Single Inquiry By Site - Screen Two (with example data input)

```

91I2                                     05/29/2013  14:15:20
      TR 91 - MEMO ACCOUNTS RECEIVABLE - SINGLE INQUIRY BY SITE
AR-NO   LINE   L1 L2 L3 L4 L5   EO VR OBJECT  TRN-DT   PPI  PROJECT ID
R 900200 0001   85 10 02 02 000  AA 02 012000  05/29/2013
....AMOUNT.... VENDOR-ID                RAI  SUB-VENDOR-ID  ..QUANTITY..
      90700.00 F666666666999

INVOICE   DESCRIPTION           OTHER-DOC      B  PID  STATE-PROGRAM
SEPT2008  DCF VS SMITH

CAT   YR GL   EGL EOB  ECAT      EP  GRANT                GY CNTRT CY OCA  AU
001200 00 61600

GF SF FID   BE           IBI   EF CLR   BPIN      ...UNITS....  ...TIME...
20 2  010001 85100000 00

NEXT:
L1 L2 L3 L4 L5  GF SF FID   BE           IBI VENDOR-ID      TYPE  SEL U
85                                     R              AR-NO  LINE
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 TR91 Memo Accounts Receivable Single Update by Site Screen One.

TR91 - Memo Accounts Receivable - Single Update By Site - Screen One (with example data retrieved)

```

91U1                                     05/29/2013  14:18:01
      TR 91 - MEMO ACCOUNTS RECEIVABLE - SINGLE UPDATE BY SITE
DELETE:  _
AR-NO   LINE   L1 L2 L3 L4 L5   EO VR OBJECT  TRN-DT   PPI  PROJECT ID
R 900200 0001   85 10 02 02 000  AA 02 012000  05292013
....AMOUNT.... VENDOR-ID                RAI  SUB-VENDOR-ID  ..QUANTITY..
      90700.00 F666666666999

INVOICE   DESCRIPTION           OTHER-DOC      B  PID  STATE-PROGRAM
SEPT2008  DCF VS SMITH                1112110000 000000

CAT   YR GL   EGL EOB  ECAT      EP  GRANT                GY CNTRT CY OCA  AU
001200 00 61600

GF SF FID   BE           IBI   EF CLR   BPIN      ...UNITS....  ...TIME...
20 2  010001 85100000 00

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

FLAIR will display the TR91 Memo Accounts Receivable Single Update by Site Screen One fields:

Field	Description	Required/Optional/Special Instructions
DELETE	Delete Request	Optional. Valid input: D Used to delete the transaction from the Daily Input File. If used, no other fields can be updated. Deleted transactions cannot be retrieved. (1A)
AR-NO	Accounts Receivable Number	Protected. (7A/N)

Field	Description	Required/Optional/Special Instructions
LINE	Accounts Receivable Line Number	Protected. (4N)
L1 L2 L3 L4 L5	Organization Number	Protected. (11N)
EO	Expansion Option	Protected. (2A/N)
VR	Expansion Option Version	Protected. (2N)
OBJECT	Object Code	Protected. (6N)
TRN-DT	Transaction Date	Optional. If blank, defaults to current date. (8N)
PPI	Prior Period Indicator	Optional. Valid input: Blank - Transaction will update current period accounting records. M - Prior Month Indicator. Transaction will update prior month accounting records when an agency has not closed the books for the previous month. Y - Prior Year Indicator. Transaction will update prior year accounting records when an agency has not closed the books for the previous year. (1A)
PROJECT ID	Project Identification Number	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)
AMOUNT	Transaction Amount	Required. Can be changed, but not deleted. (10.2N)
VENDOR-ID	Vendor Identification Number	Optional. Vendor number must start with C, E, F, S, N , or 0-9 . Sequence required if vendor number begins with F, S , or N . (21A/N)
RAI	Revolving Account Indicator	Optional. Valid input: R Used to keep an item on the subsidiary even when balance has been reduced to zero. (1A)
SUB-VENDOR-ID	Sub-vendor Identification Number	Optional. If used, must be a valid number from the VS, VE , or RC Files. (14A/N)
QUANTITY	Quantity	Optional. (8.2N)
INVOICE	Invoice Number	Optional. (9A/N)
DESCRIPTION	Description	Optional. (16A/N)
OTHER-DOC	Other Document Number	Optional. (11A/N)
B	Batch Character	Optional. (1A/N)
PID	Product Identifier	Optional. (3A/N)
STATE-PROGRAM	State Program	Required. Can be changed, but not deleted. (16N)
CAT	Revenue Source Code or Appropriations Category	Required. Can be changed, but not deleted. (6N)
YR	Year	Required. If blank, defaults to 00 . (2N)

Field	Description	Required/Optional/Special Instructions
GL	General Ledger Code	Required. Can be changed, but not deleted. (5N)
EGL	External General Ledger Code	Optional. Must be established in the Title File prior to use in a transaction. (3A/N)
EOB	External Object Code	Optional. Must be established in the Title File prior to use in a transaction. (3A/N)
ECAT	External Category	Optional. Must be established in the Title File prior to use in a transaction. (6A/N)
EP	External Program	Optional. Must be established in the Title File prior to use in a transaction. (2N)
GRANT	Grant Number	Optional. Must be established in FACTS or the Grants Information File (GI) and carried over into the Title File to be used in a transaction. (5A/N)
GY	Grant Year	Optional. Use only if GRANT field is populated. (2N)
CNTRT	Contract Number	Optional. Must be established in FACTS and carried over into the Title File to be used in a transaction. (5A/N)
CY	Contract Year	Optional. Use only if CNTRT field is populated. (2N)
OCA	Other Cost Accumulator	Optional. Must be established in the Title File prior to use in a transaction. (5A/N)
AU	Agency Unique Code	Optional. Must be established in the Title File prior to use in a transaction. (2A/N)
GF	GAFFR Fund	Protected. (2N)
SF	State Fund	Protected. (1N)
FID	Fund Identifier	Protected. (6N)
BE	Budget Entity	Required. Can be changed, but not deleted. (8N)
IBI	Internal Budget Indicator	Required. Can be changed, but not deleted. (2N)
EF	External Fund	Protected. Must be established in the Title File prior to use in a transaction. (1N)
CLR	Clearing Fund Identifier	Protected. Must be established in the Expansion Option File prior to use it in a transaction. (6N)
BPIN	Beginning Property Item Number	Optional. If used, last six digits must be numeric or ZZZZZZ . (8A/N)
UNITS	Units	Optional. (11N)
TIME	Time	Optional. (9N)

If data in any of the protected fields is incorrect, the user must delete the transaction from the Daily Input File and input the transaction with the correct information.

3. a. Update any incorrect information; **OR**
b. In the **DELETE** field, input **D** to delete.
4. Press **Enter**.

- a. FLAIR will update the TR91 on the Daily Input File and the 9S Ledger.
- b. FLAIR will remove the TR91 from the Daily Input File and the 9S Ledger.

606.9.2 TR91 Update from Multiple Inquiry

To make corrections or changes to a TR91 on the current day, the user must first inquire on the record, then access the update screen. This can be done from the TR91 Multiple Inquiry by Site Screen Two. *See section 606.8.2 TR91 Multiple Inquiry for detailed instructions on accessing the multiple inquiry screen.*

From the TR91 Memo Accounts Receivable Multiple Inquiry by Site Screen Two:

- 1. In the X (selection) field of the record to be updated, input U.

TR91 - Memo Accounts Receivable - Multiple Inquiry By Site - Screen Two (with example data input)

91M2											05/29/2013	16:12:11
TR 91 - MEMO ACCOUNTS RECEIVABLE - MULTIPLE INQUIRY BY SITE												
AR-NO	VENDOR-ID				TRN-DT		PPI					
R 900201	F6666666666999				05/29/2013							
X LINE	L1	L2	L3	L4	L5	EO	VR	OBJECT	YR	INVOICE	OTHER-DOC	
AMOUNT....					RAI	SUB-VENDOR-ID	DESCRIPTION		..QUANTITY..		PID B
0003	85	10	02	02	000	AA	02	010300	00			
	100.00											
U	0001	85	10	02	02	213	AA	02	010300	00		
	200.00											
_	0002	85	20	04	00	000	BB	05	012000	00		
	25000.00											
NEXT:												
L1	L2	L3	L4	L5	GF	SF	FID	BE	IBI	VENDOR-ID	TYPE	SEL
85											AR-NO	LINE
											R	
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 record to be updated on the TR91 Memo Accounts Receivable Single Update by Site Screen One.

TR91 - Memo Accounts Receivable - Single Update By Site - Screen One (with example data retrieved)

```

91U1                                     05/29/2013  15:59:35
TR 91 - MEMO ACCOUNTS RECEIVABLE - SINGLE UPDATE BY SITE
DELETE:  _
AR-NO   LINE   L1 L2 L3 L4 L5  EO VR OBJECT  TRN-DT  PPI  PROJECT ID
R 900201 0001   85 10 02 02 213 AA 02 010300  05292013
....AMOUNT....  VENDOR-ID                RAI  SUB-VENDOR-ID  ..QUANTITY..
200.00          F666666666999
INVOICE      DESCRIPTION                OTHER-DOC      B      PID  STATE-PROGRAM
                                1112110000 000000
CAT  YR GL  EGL  EOB  ECAT      EP GRANT                GY CNTRT CY OCA  AU
001903 00 67100
GF SF FID  BE      IBI  EF  CLR  BPIN      ...UNITS....  ...TIME...
20 2  010001 85100000 00
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT          MINI  MAIN  RFRSH                TYPE  SEL
                                CAN
    
```

See section 606.9.1 TR91 Update from Single Inquiry for information on the fields on this screen.

3. a. Update any incorrect information; **OR**
 b. In the **DELETE** field, input **D** to delete.
4. Press **Enter**.
 a. FLAIR will update the TR91 on the Daily Input File and the 9S Ledger; **OR**
 b. FLAIR will remove the TR91 from the Daily Input File and the 9S Ledger.

606.10 TR9S Accounts Receivable Subsidiary Ledger

The Accounts Receivable Subsidiary Ledger (9S) is an online auxiliary ledger that maintains a record of each accounts receivable input into FLAIR using a TR90 or TR91. The 9S Ledger is updated immediately when updates are made using TR90, TR91, TR9SU, or when the money is received and recorded using a TR33, TR34, or TR97.

TR9S is the only transaction type that can be used to inquire on, or update, accounts receivables established prior to the current business day. Users can inquire on one or multiple lines of an accounts receivable record.

The TR9SU (update) is used to correct receivables that have already updated the Detail and Master Files. Since these transactions are not on the Daily Input File, they are retrieved from the 9S Ledger. Corrections to most fields are input by typing the correct data over existing data or into a blank field.

However, corrections to **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 receivable record and an entry to record the corrected receivable. These generated entries can be viewed using a TR90 or TR91 inquiry. The net effect of the change(s) to the subsidiary record is recorded on the 9S Ledger and can be inquired into using the TR9S inquiry.

When recording a receivable receipt using TR33, TR34, or TR97, the user is required to input the receivable document and line numbers. This identifies the specific line item within the receivable that will be reduced or removed by the receipt.

606.10.1 TR9S Single Inquiry

Users can request a single inquiry with a TR9SI. A single inquiry will display one line of a receivable with all associated data codes.

To inquire on a single line of a receivable on the 9S Ledger from the Accounts Receivable Mini Menu or from any FLAIR input screen:

1. In the **TYPE** field, input **9S**.
2. In the **SEL** field, input **I**.

Accounts Receivable Mini Menu (with example data input)

ARMU	ACCOUNTS RECEIVABLE MINI MENU	05/30/13 09:01:27
TYPE		SEL OPTIONS
90 ACCOUNTS RECEIVABLE		A,S,M,I
91 MEMO ACCOUNTS RECEIVABLE		A,S,M,I
9S ACCOUNTS RECEIVABLE 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 (9S ONLY)		
NOTE: SINGLE UPDATE (U) WITH EXPANDED DATA DISPLAY - ACCESSIBLE ONLY FROM 'M' AND 'I' SEL OPTIONS		
		TYPE 9S 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 TR9S Accounts Receivable Subsidiary Ledger Single Inquiry Request Screen One.

TR9S - Accounts Receivable Subsidiary Ledger Single Inquiry - Request - Screen One

```

9SI1                                     05/30/2013  09:05:45
      9S - ACCOUNTS RECEIVABLE SUBSIDIARY LEDGER - SINGLE INQUIRY - REQUEST
L1 L2 L3 L4 L5  AR-NO   LINE   PPI CAT   VENDOR-ID
85  _          R
                                           TYPE   SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT          MINI  MAIN  RFRSH
    
```

TR9S Accounts Receivable Subsidiary Ledger Single Inquiry Request Screen One fields:

Field	Description	Required/Optional/Special Instructions
L1 L2 L3 L4 L5	Organization Code	Optional. L1 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. (11N)
AR-NO	Accounts Receivable Number	Optional. (7A/N)
LINE	Accounts Receivable Line Number	Optional. If used, AR-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)
PPI	Prior Period Indicator	Optional. Valid input: Blank - Current period accounting records will display. M - Prior Month Indicator. Prior month accounting records will display when an agency has not closed the books for the previous month. Y - Prior Year Indicator. Prior year accounting records will display when an agency has not closed the books for the previous year. (1A)
CAT	Revenue Source Code or Appropriation Category	Optional. (6N)
VENDOR-ID	Vendor Identification Number	Optional. Vendor number must start with C, E, F, S, N, or 0-9. Sequence required if vendor number begins with F, S, or N. (21A/N)

4. a. Input data in one or more of the available fields as criteria to define the search; **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, FLAIR will display the message, **"058 - NO RECORDS FOUND"**; **OR**
 - b. If all fields are left blank on Screen One, FLAIR will return the first receivable on the 9S Ledger, in receivable number order (alpha first, then numeric).

Note: Transactions that have been deleted using the update screen will not display.

TR9S - Accounts Receivable Subsidiary Ledger - Single Inquiry - Screen Two
 (with example data retrieved)

```

9SI2                                05/30/2013  09:14:05
      9S - ACCOUNTS RECEIVABLE SUBSIDIARY LEDGER - SINGLE INQUIRY
AR-NO  LINE  D  L1 L2 L3 L4 L5  EO VR OBJECT  CF  NCF  PPI  INVOICE  RAI
R 900200 0001      85 10 02 02 000 AA 02 012000      SEPT2008

.LINE AMOUNT..  VENDOR-ID                MC  VENDOR-NAME        DESCRIPTION
 90700.00  F666666666999          A  FLAIRCORP          DCF VS SMITH

AR-GL  AR-EGL  SUB-VENDOR-ID  PID STATE-PROGRAM  AR-DT  RCV-DT  AC-DT
      1112110000 000000 05292013      05292013

CAT  YR  GL      EGL  EOB  ECAT  EP GRANT  GY  CNTRT  CY  OCA  AU
001200 00 61600

GF  SF  FID  BE      IBI  EF  CLR  PROJECT ID  BPIN  ..QUANTITY..
20  2  010001 85100000 00

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

TR9S Accounts Receivable Subsidiary Ledger Single Inquiry Screen Two fields:

Field	Description	Required/Optional/Special Instructions
AR-NO	Accounts Receivable Number	Protected. (7A/N)
LINE	Accounts Receivable Line Number	Protected. (4N)
D	Delete Request	Protected. D will display if the accounts receivable transaction has been marked for deletion. (1A)
L1 L2 L3 L4 L5	Organization Code	Protected. (11N)
EO	Expansion Option	Protected. (2A/N)
VR	Expansion Option Version	Protected. (2N)
OBJECT	Object Code	Protected. (6N)
CF	Certified Forward Indicator	Protected. (1A)
NCF	New Certified Forward Indicator	Protected. If original transaction included the C in the CF field: <ul style="list-style-type: none"> On or before June 30 and PPI is blank, then both CF and NCF fields will be marked with a C.

Field	Description	Required/Optional/Special Instructions
		<ul style="list-style-type: none"> On or after July 1 and PPI is blank ,the NCF field will be marked with a C. On or after July 1 and PPI is marked with a M or Y, only the CF field will be marked with a C. (1A)
PPI	Prior Period Indicator	Protected. (1A)
INVOICE	Invoice Number	Protected. (9A/N)
RAI	Revolving Account Indicator	Protected. (1A)
LINE AMOUNT	Amount of Transaction	Protected. (10.2N)
VENDOR-ID	Vendor Identification Number	Protected. (21A/N)
MC	Minority Code	Protected. (1A)
VENDOR-NAME	Vendor Name	Protected. (16A/N)
DESCRIPTION	Description	Protected. (16A/N)
AR-GL	Accounts Receivable General Ledger Code	Protected. If field is blank, indicates a memo accounts receivable transaction. (5N)
AR-EGL	Accounts Receivable External General Ledger Code	Protected. (3A/N)
SUB-VENDOR-ID	Sub-vendor Identification Number	Protected. (14A/N)
PID	Product Identifier	Protected. (3A/N)
STATE-PROGRAM	State Program	Protected. (16N)
AR-DT	Accounts Receivable Date	Protected. Date the receivable was originally established. (8N)
RCV-DT	Received Date	Protected. The date goods or services were received. (8N)
ACT-DT	Activity Date	Protected. Last date subsidiary record was affected by a transaction. (8N)
CAT	Revenue Source Code or Appropriations Category	Protected. Can be changed, but not deleted. (6N)
YR	Year	Required. If blank, defaults to 00. (2N)
GL	General Ledger Code	Protected. (5N)
EGL	External General Ledger Code	Protected. (3A/N)
EOB	External Object Code	Protected. (3A/N)
ECAT	External Category	Protected. (6A/N)
EP	External Program	Protected. (2N)
GRANT	Grant Number	Protected. (5A/N)
GY	Grant Year	Protected. (2N)
CNTRT	Contract Number	Protected. (5A/N)

Field	Description	Required/Optional/Special Instructions
CY	Contract Year	Protected. (2N)
OCA	Other Cost Accumulator	Protected. (5A/N)
AU	Agency Unique Code	Protected. (2A/N)
GF	GAFFR Fund	Protected. (2N)
SF	State Fund	Protected. (1N)
FID	Fund Identifier	Protected. (6N)
BE	Budget Entity	Protected. (8N)
IBI	Internal Budget Indicator	Protected. (2N)
EF	External Fund	Protected. (1N)
CLR	Clearing Fund Identifier	Protected. (6N)
PROJECT ID	Project Identification Number	Protected. (11A/N)
BPIN	Beginning Property Identification Number	Protected. (8A/N)
QUANTITY	Quantity	Protected. (8.2N)

6. To view additional records matching the search criteria, press **F8**. When all records have been viewed, FLAIR will display the message, *"END OF SEARCH."*

606.10.2 TR9S Multiple Inquiry

Users can request a multiple line inquiry with the TR9SM. A multiple inquiry will display up to four lines with the same receivable number with limited data codes. Additional lines may be viewed by pressing **F8**.

To process a TR9S Multiple Inquiry Request from the Accounts Receivable Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **9S**.
2. In the **SEL** field, input **M**.

Accounts Receivable Mini Menu (with example data input)

```

ARMU                                05/30/13  13:32:57
                                ACCOUNTS RECEIVABLE MINI MENU

TYPE                                SEL OPTIONS
90  ACCOUNTS RECEIVABLE           A,S,M,I
91  MEMO ACCOUNTS RECEIVABLE      A,S,M,I
9S  ACCOUNTS RECEIVABLE 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 (9S ONLY)

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 9S  SEL M
    
```

3. Press **Enter**. FLAIR will display the TR9S Accounts Receivable Subsidiary Ledger Multiple Inquiry Request Screen One.

TR9S - Accounts Receivable Subsidiary Ledger - Multiple Inquiry - Request - Screen One

```

9SM1                                05/30/2013  13:37:23
9S - ACCOUNTS RECEIVABLE SUBSIDIARY LEDGER - MULTIPLE INQUIRY- REQUEST

L1 L2 L3 L4 L5  AR-NO  LINE PPI CAT  VENDOR-ID
85  _          R

                                TYPE  SEL

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

TR9S Accounts Receivable Subsidiary Ledger Multiple Inquiry Request Screen One fields:

Field	Description	Required/Optional/Special Instructions
L1 L2 L3 L4 L5	Organization Code	Optional. L1 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. (11N)
AR-NO	Accounts Receivable Number	Optional. (7A/N)

Field	Description	Required/Optional/Special Instructions
LINE	Accounts Receivable Line Number	Optional. If used, AR-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)
PPI	Prior Period Indicator	Optional. Valid input: Blank – Current period accounting records will display. M – Prior Month Indicator. Prior month accounting records will display when an agency has not closed the books for the previous month. Y – Prior Year Indicator. Prior year accounting records will display when an agency has not closed the books for the previous year. (1A)
CAT	Revenue Source Code or Appropriations Category	Optional. (6N)
VENDOR-ID	Vendor Identification Number	Optional. Vendor number must start with C, E, F, S, N, or 0-9 . Sequence required if vendor number begins with F, S, or N . (21A/N)

4. a. Input one or more of the available fields as criteria to define the search; **OR**
b. Leave all fields blank.
5. Press **Enter**.
 - a. FLAIR will display up to four 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”***; **OR**
 - b. If all fields are left blank on Screen One, FLAIR will return the first receivable, in receivable number order (alpha first, then numeric).

Note: Transactions that have been deleted using the update screen will not display.

TR9S – Accounts Receivable Subsidiary – Multiple Inquiry – Screen Two (with example data retrieved)

9SM2	ACCTS RECEIVABLE SUBSIDIARY - MULTIPLE INQUIRY										05/30/2013	13:46:23					
AR-NO	R	ABC123	BALANCE	600.00	PPI												
X	LINE	D	L1	L2	L3	L4	L5	EO	VR	OBJECT	YR	CF	NCF	INVOICE	DESCRIPTION	RAI	
.	..	LINE	AMOUNT.	VENDOR-ID								AR-GL/EGL	PID	AR-DT	RCV-DT	AC-DT	
-	0001		85	10	02	02	000	AA	02	012000	00			05282013		05282013	
			100.00	F666666666999								15100					
	0002		85	10	02	02	000	AA	02	012000	00			05282013		05282013	
			200.00	F666666666999								15100					
	0003		85	10	02	02	000	AA	02	012000	00			05282013		05282013	
			300.00	F666666666999								15100					
NEXT:																	
L1	L2	L3	L4	L5	AR-NO		LINE	PPI	CAT	VENDOR-ID			TYPE	SEL			
85					R												
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---																	
CONT MINI MAIN RFRSH TOP FWD																	

- 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."**

The user can choose to view an individual receivable in an expanded view with all data codes displayed using one of two methods.

Method One

To view the single inquiry screen with all data codes displayed:

- In the **X** (selection) field next to the transaction(s) to expand, input **I**.

TR9S – Accounts Receivable Subsidiary – Multiple Inquiry – Screen Two (with example data input)

9SM2	ACCTS RECEIVABLE SUBSIDIARY - MULTIPLE INQUIRY										05/30/2013	13:46:23					
AR-NO	R	ABC123	BALANCE	600.00	PPI												
X	LINE	D	L1	L2	L3	L4	L5	EO	VR	OBJECT	YR	CF	NCF	INVOICE	DESCRIPTION	RAI	
.	..	LINE	AMOUNT.	VENDOR-ID								AR-GL/EGL	PID	AR-DT	RCV-DT	AC-DT	
I	0001		85	10	02	02	000	AA	02	012000	00			05282013		05282013	
			100.00	F666666666999								15100					
-	0002		85	10	02	02	000	AA	02	012000	00			05282013		05282013	
			200.00	F666666666999								15100					
	0003		85	10	02	02	000	AA	02	012000	00			05282013		05282013	
			300.00	F666666666999								15100					
NEXT:																	
L1	L2	L3	L4	L5	AR-NO		LINE	PPI	CAT	VENDOR-ID			TYPE	SEL			
85					R												
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---																	
CONT MINI MAIN RFRSH TOP FWD																	

- Press **Enter**. FLAIR will display the TR9S Accounts Receivable Subsidiary Ledger Single Inquiry Screen Two with the requested receivable line in an expanded view.

TR9S - Accounts Receivable Subsidiary Ledger - Single Inquiry - Screen Two
(with example data retrieved)

```

9SI2                                05/30/2013  13:50:34
      9S - ACCOUNTS RECEIVABLE SUBSIDIARY LEDGER - SINGLE INQUIRY

AR-NO  LINE  D  L1 L2 L3 L4 L5  EO VR OBJECT  CF  NCF  PPI  INVOICE  RAI
R ABC123 0001      85 10 02 02 000 AA 02 012000

.LINE AMOUNT..  VENDOR-ID              MC  VENDOR-NAME      DESCRIPTION
      100.00  F6666666666999          A  FLAIRCORP

AR-GL AR-EGL SUB-VENDOR-ID  PID STATE-PROGRAM  AR-DT  RCV-DT  AC-DT
15100      1112110000 000000 05282013 05282013

CAT  YR  GL  EGL  EOB  ECAT  EP GRANT  GY  CNTRT  CY  OCA  AU
001200 00 61600

GF  SF  FID  BE  IBI  EF  CLR  PROJECT ID  BPIN  ..QUANTITY..
20  2  010001 85100000 00

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

- To view additional lines of the same receivable number, press **F8** until all lines have been displayed.

Method Two

To view the single inquiry screen with all data codes displayed:

- In the **SEL** field, input **I**.
- In the **X** (selection) field next to the transaction(s) to view, input **X**.

TR9S - Accounts Receivable Subsidiary - Multiple Inquiry - Screen Two (with example data input)

```

9SM2      ACCTS RECEIVABLE SUBSIDIARY - MULTIPLE INQUIRY  05/30/2013  13:58:49
      AR-NO R ABC123  BALANCE          600.00  PPI

X LINE D L1 L2 L3 L4 L5  EO VR OBJECT  YR CF NCF INVOICE  DESCRIPTION  RAI
..LINE AMOUNT. VENDOR-ID              AR-GL/EGL PID AR-DT  RCV-DT  AC-DT
[X] 0001  85 10 02 02 000 AA 02 012000 00
      100.00  F6666666666999          15100      05282013      05282013

      0002  85 10 02 02 000 AA 02 012000 00
      200.00  F6666666666999          15100      05282013      05282013

      0003  85 10 02 02 000 AA 02 012000 00
      300.00  F6666666666999          15100      05282013      05282013

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

- Press **Enter**. FLAIR will display the TR9S Accounts Receivable Subsidiary Ledger Single Inquiry Screen Two with the requested receivable line in an expanded view.

TR9S - Accounts Receivable Subsidiary Ledger - Single Inquiry - Screen Two

(with example data retrieved)

9SI2														05/30/2013	13:50:34
9S - ACCOUNTS RECEIVABLE SUBSIDIARY LEDGER - SINGLE INQUIRY															
AR-NO	LINE	D	L1	L2	L3	L4	L5	EO	VR	OBJECT	CF	NCF	PPI	INVOICE	RAI
R ABC123	0001		85	10	02	02	000	AA	02	012000					
.LINE	AMOUNT..	VENDOR-ID		MC		VENDOR-NAME		DESCRIPTION							
	100.00	F666666666999		A		FLAIRCORP									
AR-GL	AR-EGL	SUB-VENDOR-ID		PID		STATE-PROGRAM		AR-DT	RCV-DT	AC-DT					
15100						1112110000		000000	05282013	05282013					
CAT	YR	GL	EGL	EOB	ECAT	EP GRANT		GY	CNTRT	CY	OCA	AU			
001200	00	61600													
GF	SF	FID	BE	IBI	EF	CLR	PROJECT ID	BPIN	..QUANTITY..						
20	2	010001	85100000	00											
NEXT:															
L1	L2	L3	L4	L5	AR-NO	LINE	PPI	CAT	VENDOR-ID		TYPE _ SEL				
85					R										
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---															
CONT MINI MAIN RFRSH TOP FWD															

- To view additional lines of the same receivable number, press **F8** until all lines have been displayed.

606.10.3 TR9S Update

TR9SU allows the user to update certain allowable fields. TR9S update should only be used to update transactions that have already updated the Detail and Master Files (this happens through nightly processing). If the transaction was entered on the current day, the update should be done by using the TR90 or TR91 update screens. Updates to amount or quantity should be made as a net change.

To update a receivable line from the Accounts Receivable Mini Menu or any FLAIR input screen:

- In the **TYPE** field, input **9S**.
- In the **SEL** field, input **U**.

Accounts Receivable Mini Menu (with example data input)

```

ARMU                                05/30/13  14:20:48
                                ACCOUNTS RECEIVABLE MINI MENU

TYPE                                SEL OPTIONS
90 ACCOUNTS RECEIVABLE             A,S,M,I
91 MEMO ACCOUNTS RECEIVABLE        A,S,M,I
9S ACCOUNTS RECEIVABLE 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 (9S ONLY)

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

                                TYPE 9S 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 TR9S Accounts Receivable Subsidiary Ledger Single Update Request Screen One.

TR9S - Accounts Receivable Subsidiary Ledger - Single Update - Request - Screen One

```

9SU1                                05/30/2013  14:30:53
9S - ACCOUNTS RECEIVABLE SUBSIDIARY LEDGER - SINGLE UPDATE - REQUEST

AR-NO  LINE  PPI
R

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

TR9S Accounts Receivable Subsidiary Ledger Single Update Request Screen One fields:

Field	Description	Required/Optional/Special Instructions
AR-NO	Accounts Receivable Number	Required. Must be an exact match to an accounts receivable number established using a TR90 or TR91. (7A/N)
LINE	Accounts Receivable Line Number	Required. To change vendor information on the receivable header, input 0000 . For all other changes, input the receivable line number. (4N)
PPI	Prior Period Indicator	Optional. Valid input:

Field	Description	Required/Optional/Special Instructions
		Blank – Transaction will update current period accounting records. M – Prior Month Indicator. Transaction will update prior month accounting records when an agency has not closed the books for the previous month. Y – Prior Year Indicator. Transaction will update prior year accounting records when an agency has not closed the books for the previous year. (1A)

4. Input the required and optional fields necessary to retrieve the receivable to be updated.
5. Press **Enter**. FLAIR will display the TR9S Accounts Receivable Subsidiary Ledger Single Update Screen Two.

TR9S – Accounts Receivable Subsidiary Ledger – Single Update – Screen Two

```

9SU2                                05/30/2013  14:39:22
      9S - ACCOUNTS RECEIVABLE SUBSIDIARY LEDGER - SINGLE UPDATE

DELETE:      PPI:

AR-NO   LINE  L1 L2 L3 L4 L5  EO VR OBJECT
R 900200 0001  85 10 02 02 000 AA 02 012000

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

VENDOR-ID      VENDOR-NAME      DESCRIPTION
F666666666999  FLAIRCORP                      DCF VS SMITH

GF SF FID      BE          IBI      EF  CLR      AR-DT      AC-DT
20 2  010001  85100000  00          EF  CLR      05/29/2013  05/29/2013

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

TR9S Accounts Receivable Single Update by Site Screen Two fields:

Field	Description	Required/Optional/Special Instructions
DELETE	Delete Request	Optional. Valid input: D Used to delete the transaction from the 9S Ledger. If used, no other fields can be updated. Deleted transactions cannot be retrieved. (1A)
PPI	Prior Period Indicator	Optional. Valid input: Blank – Transaction will update current period accounting records. M – Prior Month Indicator. Transaction will update prior month accounting records when an agency has not closed the books for the previous month. Y – Prior Year Indicator. Transaction will update prior year accounting records

Field		Description	Required/Optional/Special Instructions
			when an agency has not closed the books for the previous year. (1A)
AR-NO		Accounts Receivable Number	Protected. (7A/N)
LINE		Accounts Receivable Line Number	Protected. (4N)
L1 L2 L3 L4 L5		Organization Code	Protected. Organization code currently contained on the 9S record. (11N)
EO		Expansion Option	Protected. EO currently contained on the 9S record. (2A/N)
VR		Expansion Option Version	Protected. EO version currently contained on the 9S record. (2N)
OBJECT		Object Code	Protected. Object code currently contained on the 9S record. (6N)
CHANGE...IF DESIRED	L1 L2 L3 L4 L5	Organization Code	Optional. L1 is protected. If input, the 9S record will be updated to contain this organization code. (11N)
	EO	Expansion Option	Optional. If input, the 9S record will be updated to contain this EO. (2A/N)
	VR	Expansion Option Version	Optional. If input, the 9S record will be updated to contain this EO version. (2N)
	OBJECT	Object Code	Optional. If input, the 9S record will be updated to contain this object code. (6N)
VENDOR-ID		Vendor Identification Number	Optional. Vendor number must start with C, E, F, S, N, or 0-9. Sequence required if vendor number begins with F, S, or N. If input, 9S record will contain this vendor ID. (21A/N)
VENDOR-NAME		Vendor Name	Protected. (16A/N)
DESCRIPTION		Accounts Receivable Description	Protected. (16A/N)
GF/SF/FID/BE/IBI		FLAIR Account Code	Protected. (19N)
EF		External Fund Type	Protected. (1N)
CLR		Clearing Fund Identifier	Protected. (6N)
AR-DT		Accounts Receivable Date	Protected. (8N)
AC- DT		Last Activity Date	Protected. (8N)

6. a. Input/update the appropriate fields as needed; **OR**
 b. In the **DELETE** field, input **D** to delete the 9S record.
7. Press **Enter**.
 a. FLAIR will display the TR9S Accounts Receivable Subsidiary Ledger Screen Three ; **OR**
 b. If the record is deleted, FLAIR will display the TR9S Accounts Receivable Subsidiary Multiple Inquiry Screen Two.

Note: It is best practice to adjust the line with an amount that will net to zero instead of deleting an active record. Use **DESCRIPTION** and **OTHER-DOC** fields to add information regarding the reason for removing the record.

TR9S – Accounts Receivable Subsidiary Ledger – Single Update Screen Three

9SU3	9S - ACCT REC SUBSIDIARY LEDGER - SINGLE UPDATE	05/31/2013	09:31:05									
AR-NO	LINE	L1 L2 L3 L4 L5	EO VR OBJECT	TRN-DT	PPI	INVOICE						
R 900200	0001	85 10 02 02 000	AA 02 012000	-		SEPT2008						
..LINE	AMOUNT.	..AMT.CHANGE..	VENDOR-ID	MC	VENDOR-NAME	RAI						
	90700.00		F666666666999	A	FLAIRCORP							
AR-GL	AR-EGL	DESCRIPTION	SUB-VENDOR-ID	..QUANTITY..	.QTY.CHANGE.	PID						
		DCF VS SMITH										
CAT	YR	CF GL	EGL EOB	XCAT	EP	GRANT GY	CNTRT CY	OCA	AU	CLR		
001200	00		61600									
GF	SF	FID	BE	IBI	EF	AR-DT	RCV-DT	AC-DT	STATE-PROGRAM			
20	2	010001	85100000	00		05292013		05292013	1112110000 000000			
BPIN	PROJECT ID											
NEXT:	R	LINE	PPI	TYPE	SEL							
Enter	PF1	PF2	PF3	PF4	PF5	PF6	PF7	PF8	PF9	PF10	PF11	PF12
CONT		MINI	MAIN	RFRSH								CAN

TR9S Accounts Receivable Subsidiary Ledger Single Update Screen Three fields:

Field	Description	Required/Optional/Special Instructions
AR-NO	Accounts Receivable Number	Protected. (7A/N)
LINE	Accounts Receivable Line Number	Protected. (4N)
L1 L2 L3 L4 L5	Organization Code	Protected. (11N)
EO	Expansion Option	Protected. (2A/N)
VR	Expansion Option Version	Protected. (2N)
OBJECT	Object Code	Protected. (6N)
TRN-DT	Transaction Date	Optional. If blank, defaults to current date. (8N)
PPI	Prior Period Indicator	Optional. Valid input: Blank – Transaction will update current period accounting records. M – Prior Month Indicator. Transaction will update prior month accounting records when an agency has not closed the books for the previous month.

Field	Description	Required/Optional/Special Instructions
		Y – Prior Year Indicator. Transaction will update prior year accounting records when an agency has not closed the books for the previous year. (1A)
INVOICE	Invoice Number	Optional. (9A/N)
LINE AMOUNT	Line Amount	Protected. Existing balance on the accounts receivable line. (10.2N)
AMT.CHANGE	Amount Change	Optional. If used, input the net amount of the change. Positive amount add to the balance, negative amounts reduce the balance. (10.2N)
VENDOR-ID	Vendor Identification Number	Protected. (21A/N)
MC	Minority Vendor Code	Protected. (1A)
VENDOR-NAME	Vendor Name	Protected. (16A/N)
RAI	Revolving Account Indicator	Optional. Valid input: R . Used to keep an item on the 9S Ledger even when the balance has been reduced to zero. If the RAI field is blank and the receivable is reduced to zero, the record will be removed from the 9S Ledger during monthly closing. (1A)
AR-GL	Accounts Receivable General Ledger Code	Required. Must be 15XXX, 16XXX, 24XXX, 25300, 25400, 25500, or 25800. Can be changed, but not deleted. (5N)
AR-EGL	Accounts Receivable External General Ledger Code	Optional. Must be established in the Title File prior to use in a transaction. (3A/N)
DESCRIPTION	Description	Optional. (16A/N)
SUB-VENDOR-ID	Sub-vendor Identification Number	Optional. If used, must be a valid number from the VS, VE, or RC Files. (14A/N)
QUANTITY	Quantity	Protected. (8.2N)
QTY.CHANGE	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)
PID	Product Identifier	Optional. (3A/N)
CAT	Revenue Source Code or Appropriations Category	Required. Can be changed, but not deleted. (6N)
YR	Year	Required. If blank, defaults to 00 . (2N)
CF	Certified Forward Indicator	Optional. Valid input: C . Not allowed if SF = 8 or if revenue source category is used. (1A)
GL	General Ledger Code	Required. Can be changed, but not deleted. (5N)
EGL	External General Ledger Code	Optional. Must be established in the Title File prior to use in a transaction. (3A/N)

Field	Description	Required/Optional/Special Instructions
EOB	External Object Code	Optional. Must be established in the Title File prior to use in a transaction. (3A/N)
XCAT	External Category	Optional. Must be established in the Title File prior to use in a transaction. (6A/N)
EP	External Program	Optional. Must be established in the Title File prior to use in a transaction. (2N)
GRANT	Grant Number	Optional. Must be established in FACTS or the Grants Information File (GI) and carried over into the Title File to be used in a transaction. (5A/N)
GY	Grant Year	Optional. Only used if GRANT field is populated. (2N)
CNTRT	Contract Number	Optional. Must be established in FACTS and carried over into the Title File to be used in a transaction. (5A/N)
CY	Contract Year	Optional. Only used if CNTRT field is populated. (2N)
OCA	Other Cost Accumulator	Optional. Must be established in the Title File prior to use in a transaction. (5A/N)
AU	Agency Unique Code	Optional. Must be established in the Title File prior to use in a transaction. (2A/N)
CLR	Clearing Fund Identifier	Protected. (6N)
GF	GAAFR Fund	Protected. (2N)
SF	State Fund	Protected. (1N)
FID	Fund Identifier	Protected. (6N)
BE	Budget Entity	Required. Can be changed, but not deleted. (8N)
IBI	Internal Budget Indicator	Required. Can be changed, but not deleted. (2N)
EF	External Fund Identifier	Protected. (1N)
AR-DT	Accounts Receivable Date	Optional. If blank, defaults to current date. (8N)
RCV-DT	Received Date	Optional. The date goods or services were received. (8N)
AC- DT	Last Activity Date	Protected. Last date subsidiary record was affected by a transaction. (8N)
STATE-PROGRAM	State Program	Required. Can be changed, but not deleted. (16N)
BPIN	Beginning Property Item Number	Optional. If used, last six digits must be numeric or ZZZZZZ. (8A/N)
PROJECT ID	Project Identification Number	Optional. Must be established in the Project Information File (PI) and carried over into the Title File prior to use in a transaction. (11A/N)

8. Update any incorrect information.

TR9S – Accounts Receivable Subsidiary Ledger – Single Update - Screen Three
 (with example data reducing amount to \$89,700.00)

```

9SU3  9S - ACCT REC SUBSIDIARY LEDGER - SINGLE UPDATE    06/03/2013  08:37:14
AR-NO  LINE  L1 L2 L3 L4 L5  EO VR OBJECT  TRN-DT  PPI  INVOICE
R 900200 0001  85 10 02 02 000  AA 02 012000

..LINE AMOUNT.  ..AMT.CHANGE..  VENDOR-ID          MC VENDOR-NAME      RAI
   90700.00  -1000.00  F666666666999    A  FLAIRCORP

AR-GL  AR-EGL  DESCRIPTION          SUB-VENDOR-ID  ..QUANTITY..  .QTY.CHANGE.  PID
          DCF VS SMITH

CAT  YR  CF  GL  EGL  EOB  XCAT  EP  GRANT  GY  CNTRT  CY  OCA  AU  CLR
001200 00          61600

GF  SF  FID  BE  IBI  EF  AR-DT  RCV-DT  AC-DT  STATE-PROGRAM
20  2  010001  85100000  00  06032013  06032013  1112110000  000000

BPIN          PROJECT ID

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

9. Press **Enter**. The 9S Ledger record will be updated. Any change to the amount will also update the Available Balance File. *See section 606.23.3 TR9S FLAIR Accounting Entries for more information.*

TR9S- Accounts Receivable Subsidiary Ledger – Multiple Inquiry - Screen Two
 (with example data showing record with updated amount)

```

9SM2  ACCTS RECEIVABLE SUBSIDIARY - MULTIPLE INQUIRY    06/03/2013  08:39:39
AR-NO R 900200  BALANCE          89700.00  PPI

X LINE D L1 L2 L3 L4 L5  EO VR OBJECT  YR CF NCF INVOICE  DESCRIPTION          RAI
..LINE AMOUNT.  VENDOR-ID          AR-GL/EGL  PID AR-DT  RCV-DT  AC-DT
0001  85 10 02 02 000  AA 02 012000  00          DCF VS SMITH
      89700.00  F666666666999          06032013          06032013

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

The receivable changes are recorded on the Daily Input File as TR90s or TR91s. These can be viewed using a TR90I and TR91I or TR90M and TR91M. However, additional updates cannot be made using the TR90 or TR91 update screen. Any additional updates need to be made using the TR9S Accounts Receivable Subsidiary Ledger Update screens.

TR91- Memo Accounts Receivable Multiple Inquiry By Site Screen Two

(with example data showing amount change using a TR9SU and viewed using a TR91M)

```

91M2                                06/03/2013  09:33:19
      TR 91 - MEMO ACCOUNTS RECEIVABLE - MULTIPLE INQUIRY BY SITE

AR-NO   VENDOR-ID           TRN-DT   PPI
R 900200 F6666666666999      06/03/2013

X LINE L1 L2 L3 L4 L5   EO VR OBJECT YR  INVOICE   OTHER-DOC
      ....AMOUNT....  RAI SUB-VENDOR-ID  DESCRIPTION ..QUANTITY.. PID B

0001 85 10 02 02 000  AA 02 012000  00  DCF VS SMITH
      90700.00
0001 85 10 02 02 000  AA 02 012000  00  DCF VS SMITH
      -90700.00
0001 85 10 02 02 000  AA 02 012000  00  DCF VS SMITH
      89700.00

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

To update a TR91 Memo Accounts Receivable to a TR90 Accounts Receivable:

1. In the **TYPE** field, input **9S**.
2. In the **SEL** field, input **U**.

Accounts Receivable Mini Menu (with example data input)

```

ARMU                                06/03/13  09:47:46
      ACCOUNTS RECEIVABLE MINI MENU

TYPE
90 ACCOUNTS RECEIVABLE              SEL OPTIONS
91 MEMO ACCOUNTS RECEIVABLE         A,S,M,I
9S ACCOUNTS RECEIVABLE 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 (9S ONLY)

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 9S  SEL U
    
```

3. Press **Enter**. FLAIR will display the TR9S Accounts Receivable Subsidiary Ledger Single Update Request Screen One.

TR9S – Accounts Receivable Subsidiary Ledger – Single Update – Request - Screen One
(with example data input)

```

9SU1                                06/03/2013  09:49:23
  9S - ACCOUNTS RECEIVABLE SUBSIDIARY LEDGER - SINGLE UPDATE - REQUEST

AR-NO   LINE   PPI
R 900200 0001  -

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

4. Input the **AR – NO** and **LINE** number as criteria to define the search.
5. Press **Enter**. FLAIR will display the TR9S Accounts Receivable Subsidiary Ledger Single Update Screen Two.

TR9SU – Accounts Receivable Subsidiary Ledger – Single Update - Screen Two
(with example data retrieved)

```

9SU2                                06/03/2013  09:53:14
  9S - ACCOUNTS RECEIVABLE SUBSIDIARY LEDGER - SINGLE UPDATE

DELETE: _      PPI:

AR-NO   LINE   L1 L2 L3 L4 L5  EO VR OBJECT
R 900200 0001  85 10 02 02 000 AA 02 012000

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

VENDOR-ID          VENDOR-NAME      DESCRIPTION
F666666666999     FLAIRCORP          DCF VS SMITH

GF SF FID   BE      IBI    EF  CLR      AR-DT      AC-DT
20 2  010001 85100000 00          EF  CLR      06/03/2013  06/03/2013

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

The user has the option to update the **L2-L5, EO, VR, OBJECT** and **VENDOR ID** fields on this screen.

6. Input/update the appropriate fields.
7. Press **Enter**. FLAIR will display the TR9S Accounts Receivable Subsidiary Ledger Screen Three.
8. Input a valid **AR-GL** code.

TR9S - Accounts Receivable Subsidiary Ledger - Single Update Screen Three

```

9SU3   9S - ACCT REC SUBSIDIARY LEDGER - SINGLE UPDATE   06/03/2013  09:53:50
AR-NO   LINE   L1 L2 L3 L4 L5  EO VR OBJECT   TRN-DT   PPI   INVOICE
R 900200 0001   85 10 02 02 000 AA 02 012000

..LINE AMOUNT.. ..AMT.CHANGE..  VENDOR-ID          MC VENDOR-NAME      RAI
      89700.00                F6666666666999    A  FLAIRCORP

AR-GL  AR-EGL  DESCRIPTION          SUB-VENDOR-ID    ..QUANTITY..  .QTY.CHANGE.  PID
15100  -        DCF VS SMITH
CAT    YR  CF  GL    EGL EOB  XCAT   EP  GRANT GY  CNTRT CY  OCA  AU  CLR
001200 00      61600

GF  SF  FID    BE    IBI EF  AR-DT    RCV-DT    AC-DT    STATE-PROGRAM
20  2   010001  85100000 00  06032013  06032013  1112110000 000000

BPIN          PROJECT ID

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

9. Press **Enter**. This will automatically update the 9S Ledger and change a TR91 to a TR90.
See section 606.23.3 TR9S FLAIR Accounting Entries for more information.

TR9S - Accounts Receivable Subsidiary Ledger - Single Inquiry Screen Two

(example of a retrieved inquiry after the user updates the AR-GL code)

```

9SI2                                     06/03/2013  10:51:32
9S - ACCOUNTS RECEIVABLE SUBSIDIARY LEDGER - SINGLE INQUIRY
AR-NO   LINE   D  L1 L2 L3 L4 L5  EO VR OBJECT   CF  NCF  PPI  INVOICE   RAI
R 900200 0001   85 10 02 02 000 AA 02 012000

.LINE AMOUNT..  VENDOR-ID          MC VENDOR-NAME      DESCRIPTION
      89700.00    F6666666666999    A  FLAIRCORP      DCF VS SMITH

AR-GL  AR-EGL  SUB-VENDOR-ID  PID  STATE-PROGRAM    AR-DT    RCV-DT    AC-DT
15100  -        -              -    1112110000 000000 06032013  06032013

CAT    YR  GL    EGL EOB  ECAT   EP  GRANT          GY  CNTRT CY  OCA  AU
001200 00  61600

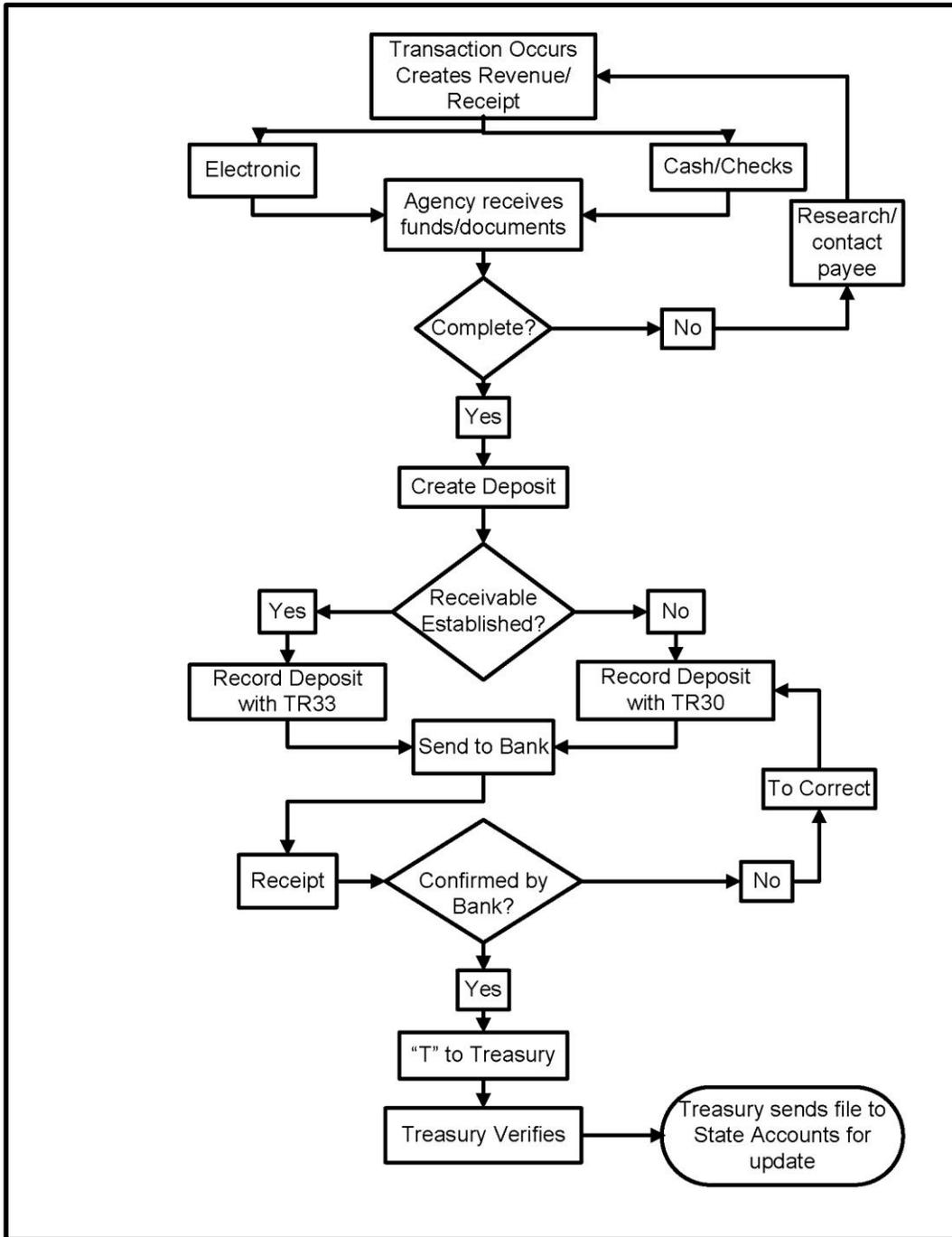
GF  SF  FID    BE    IBI EF  CLR    PROJECT ID  BPIN    ..QUANTITY..
20  2   010001  85100000 00

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

606.11 TR33 Direct Deposit Receivables Receipts

The TR33 Direct Deposit Receivables transaction is used to record the collection and deposit of monies to an operating fund where an accounts receivable or memo accounts receivable has been established in the subsidiary. The TR33 is located on the Cash Receipts Mini Menu and is used to record cash or check deposits, while reducing or liquidating the receivable.

606.11.1 TR33 Process Flow



606.12 TR33 Input

Users can input a single direct deposit receivables receipts transaction using a TR33S, or multiple direct deposit receivables receipts transactions using a TR33A. Single input allows the user to view all data codes associated with the transaction (e.g., grant number, other cost accumulator, and external codes). Multiple transactions display limited data, but the user can input up to four lines per page.

Prior to processing a TR33, the user must verify the accounts receivable has not been expended using a TR9SI or TR9SM Inquiry. *See sections 606.10.1 TR9S Single Inquiry and 606.10.2 TR9S Multiple Inquiry for more information.*

A TR33 requires minimal input, since all data codes are established with a TR90 or TR91 with the exception of the amount and transaction date.

To access a TR33 from the Cash Receipts Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **33**.
2. In **SEL** field, input **S** (single input) or **A** (multiple input).

Cash Receipts Mini Menu

```

CRMU                                11/01/13  11:06:26
                                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
    
```

There are four selection (**SEL**) options available for a TR33:

Selection Type	Description
A	Multiple Input. Processes up to four lines using the same receivable number with limited data codes.
S	Single Input with Expanded Data Display. Processes one receipt and the user can view all codes retrieved from Expansion Files.
M	Multiple Inquiry. The user can view up to four lines within the same receivable number.
I	Single Inquiry with Expanded Data Display. Users will be able to see all available data codes.

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

606.12.1 TR33 Single Input

The TR33 Direct Deposit Receivables Receipt Single Input Request 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 TR90 or TR91, but can be updated on the day of input prior to overnight processing if necessary.

To access a TR33 from the Cash Receipts Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **33**.
2. In **SEL** field, input **S**.

Cash Receipts Mini Menu (with example data input)

```

CRMU                                06/10/14  09:47:34
                                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 33  SEL S
                                MAIN  RFRSH
    
```

3. Press **Enter**. FLAIR will display the TR33 Direct Deposit Receivables Receipts Single Input Request Screen One.

TR33 - Direct Deposit Receivables Receipts - Single Input - Request - Screen One

```

33S1                                06/10/2014  09:48:58
TR 33 - DIRECT DEPOSIT RECEIVABLES RECEIPTS - SINGLE INPUT - REQUEST
AR-NO    LINE  L1 L2 L3 L4 L5  EO  VR  OBJECT  PPI
R
                                           TYPE      SEL
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                                MINI  MAIN  RFRSH
    
```

TR33 Direct Deposit Receivables Receipts Single Input Request Screen One fields:

Field	Description	Required/Optional/Special Instructions
AR-NO	Accounts Receivable Number	Required. R is protected. Verify receivable numbers with TR9S. (7A/N)
LINE	Account Receivable Line Number	Required. Verify line numbers with TR9S. (4N)
L1 L2 L3 L4 L5	Organization Code	Optional. If input, the transaction will contain this org code, not the org code established with receivable. The transaction will be re-expanded and accounting codes will be updated. (11N)
EO	Expansion Option	Optional. If input, the transaction will contain this EO, not the EO established with receivable. The transaction will be re-expanded and accounting codes will be updated. (2A/N)
VR	Expansion Option Version	Optional. If input, the transaction will contain this EO version, not the version established with receivable. The transaction will be re-expanded and accounting codes will be updated. (2N)
OBJECT	Object Code	Optional. If input, the transaction will contain this object code, not the object code established with receivable. The transaction will be re-expanded and accounting codes will be updated. (6N)
PPI	Prior Period Indicator	Optional. Valid input: Blank – Transaction will update current period accounting records. M – Prior Month Indicator. Transaction will update prior month accounting records when an agency has not closed the books for the previous month. Y – Prior Year Indicator. Transaction will update prior year accounting records when an agency has not closed the books for the previous year. (1A)

4. In the appropriate fields, input the data necessary to proceed to Screen Two.

TR33 - Direct Deposit Receivables Receipts - Single Input - Request - Screen One

(with example data input)

```

33S1                                     06/10/2014 09:48:58
  TR 33 - DIRECT DEPOSIT RECEIVABLES RECEIPTS - SINGLE INPUT - REQUEST

AR-NO   LINE  L1 L2 L3 L4 L5  EO  VR  OBJECT  PPI
R A23456 0001

                                     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 TR33 Direct Deposit Receivables Receipts Single Input Screen Two.

TR33 - Direct Deposit Receivables Receipts - Single Input - Screen Two (with example data retrieved)

```

33S2                                     06/10/2014 09:54:40
  TR 33 - DIRECT DEPOSIT RECEIVABLES RECEIPTS - SINGLE INPUT

VENDOR-ID          AR-NO   LINE   L1 L2 L3 L4 L5  EO  VR  OBJECT  CF  PPI
C222222222        R A23456 0001   85 10 01 01 211 01 04 003000

....AMOUNT....   DEP-NO   LINE  BI   TRN-DT   SUB-VENDOR-ID   ..QUANTITY..
C

INVOICE          DESCRIPTION          OTHER-DOC   AR-GL   AR-EGL   B   PID
852852-34        SALES TAX

CAT   YR  GL   EGL  EOB  ECAT   EP  GRANT          GY  CNTRT  CY  OCA   AU
000300 00  61100

GF SF FID   BE          IBI  EF  STATE PROGRAM   PROJECT ID  *LETTER OF CREDIT
20 2  010001 85100000 00   1112110000 000000

BPIN          UNITS          TIME

NEXT: AR-NO R A23456 0001 L1-L5          EO  VR  OBJECT  TYPE      SEL
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT  HELP      MINI  MAIN  RFRSH          CAN
    
```

TR33 Direct Deposit Receivables Receipts Single Input Screen Two fields:

Field	Description	Required/Optional/Special Instructions
VENDOR-ID	Vendor Identification Number	Required. Retrieved from 9S Ledger. Can be overridden. Must be valid number from the Vendor Statewide (VS), Vendor Employee (VE), AR Customer (RC), or Account Description (AD) Files. (21A/N)
AR-NO	Accounts Receivable Number	Protected. (7A/N)

Field	Description	Required/Optional/Special Instructions
LINE	Accounts Receivable Line Number	Protected. (4N)
L1 L2 L3 L4 L5	Organization Code	Protected. (11N)
EO	Expansion Option	Protected. (2A/N)
VR	Expansion Option Version	Protected. (2N)
OBJECT	Object Code	Protected. (6N)
CF	Certified Forward Indicator	Optional. Valid input: C . Not allowed if SF = 8 or if revenue source category is used. (1A)
PPI	Prior Period Indicator	Protected. (1A)
AMOUNT	Transaction Amount	Required. Cannot equal 0 . Positive and negative numbers allowed. (10.2N)
DEP-NO	Deposit Number	Required. C is protected. May be taken from the MICR line of the deposit slip. (7A/N)
LINE	Deposit Line Number	Optional. If line number is not input by user, no line number is assigned. The user may assign the same line number to multiple lines within the deposit number. (4N)
BI	Bookkeeping Indicator	Optional. Available input is N . Prevents the transaction from being included in treasury receipts processing. (1A)
TRN-DT	Transaction Date	Required. If blank, defaults to current date. (8N)
SUB-VENDOR-ID	Sub-vendor Identification Number	Optional. If used, must be a valid number from the VS , VE , or RC Files. (14A/N)
QUANTITY	Quantity	Optional. Input of negative or positive numbers and numbers starting with 0 are allowed. (8.2N)
INVOICE	Invoice	Optional. (9A/N)
DESCRIPTION	Description	Optional. (16A/N)
OTHER-DOC	Other Document Number	Optional. (11A/N)
AR-GL	Accounts Receivable General Ledger	Protected. (5N)
AR-EGL	Accounts Receivable External General Ledger	Protected. (3A/N)
B	Batch Input	Optional. For the accumulation of transactions for reconciling. (1A/N)
PID	Product Identifier	Optional. Must be established in the Title File prior to use in a transaction. (3A/N)
CAT	Revenue Source Code or Appropriations Category	Required. If revenue object code is input, category must be ≤ 009999 . If expenditure object code is input, category must be ≥ 010000 . (6N)

Field	Description	Required/Optional/Special Instructions
YR	Year	Required. If an appropriation category is used. If blank, defaults to 00. Optional. If revenue source category is used. (2N)
GL	General Ledger Code	Required. Must be established in the Title File prior to use in a transaction. (5N)
EGL	External General Ledger Code	Optional. Must be established in the Title File prior to use in a transaction. (3A/N)
EOB	External Object Code	Optional. Must be established in the Title File prior to use in a transaction. (3A/N)
ECAT	External Category	Optional. Must be established in the Title File prior to use in a transaction. (6A/N)
EP	External Program	Optional. Must be established in the Title File prior to use in a transaction. (2N)
GRANT	Grant Number	Optional. Must be established in FACTS or the Grants Information (GI) File and carried over into the Title File to be used in a transaction. (5A/N)
GY	Grant Year	Optional. Only used if GRANT field is populated. (2N)
CNTRT	Contract Number	Optional. Must be established in FACTS and carried over to the Title File to be used in a FLAIR transaction. Edited against FACTS. (5A/N)
CY	Contract Year	Optional. Only used if CNTRT field is populated. (2N)
OCA	Other Cost Accumulator	Optional. Must be established in the Title File prior to use in a transaction. (5A/N)
AU	Agency Unique Code	Optional. Must be established in the Title File prior to use in a transaction. (2A/N)
GF	GAAFR Fund	Protected. (2N)
SF	State Fund	Protected. (1N)
FID	Fund Identifier	Protected. (6N)
BE	Budget Entity	Required. Must be established in the Title File prior to use in a transaction. (8N)
IBI	Internal Budget Indicator	Required. Must be established in Title File prior to use in a transaction. (2N)
EF	External Fund	Protected. Must be established in the Title File prior to use in a transaction. (1N)
STATE PROGRAM	State Program Number	Required. Must be established in the Title File prior to use in a transaction. (16N)
PROJECT ID	Project Identifier	Optional. Must be established in the Project Information (PI) File and carried over into the Title File prior to use in a transaction. (11A/N)
*LETTER OF CREDIT	Letter of Credit Number	Optional. Letter of credit number associated with grant processing. Only

Field	Description	Required/Optional/Special Instructions
		used if GRANT field is populated. If F1 is used, all letter of credit numbers associated with the GRANT will be available for selection. (15A/N)
BPIN	Beginning Property Identification Number	Optional. If used, last six digits must be numeric or ZZZZZZ . (8A/N)
UNITS	Units	Optional. (11N)
TIME	Time	Optional. (9N)

- In the **AMOUNT** field, input the deposit amount.
- In the **DEP-NO** field, input the deposit number from the deposit slip.
- Input any other data necessary to complete the transaction.

TR33 – Direct Deposit Receivables Receipt – Single Input – Screen Two (with example data input)

```

33S2                                06/10/2014  10:02:16
TR 33 - DIRECT DEPOSIT RECEIVABLES RECEIPTS - SINGLE INPUT
VENDOR-ID          AR-NO  LINE  L1 L2 L3 L4 L5  EO VR OBJECT  CF  PPI
C222222222        R A23456 0001  85 10 01 01 211 01 04 003000
...AMOUNT...     DEP-NO  LINE  BI  TRN-DT  SUB-VENDOR-ID  ..QUANTITY..
500.00           C 683291 0001  06092014
INVOICE          DESCRIPTION          OTHER-DOC      AR-GL      AR-EGL  B  PID
852852-34       SALES TAX
CAT  YR  GL  EGL EOB  ECAT      EP  GRANT      GY CNTRT  CY  OCA  AU
000300 00  61100
GF SF FID  BE  IBI EF STATE PROGRAM  PROJECT ID  *LETTER OF CREDIT
20 2  010001 85100000 00  1112110000 000000  FLE01493
BPIN          UNITS          TIME
NEXT: AR-NO R A23456 0001 L1-L5          EO  VR  OBJECT  TYPE  SEL
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT  HELP          MINI  MAIN  RFRSH          CAN
    
```

- Press **Enter**. FLAIR will return the user to the TR33 Direct Deposit Receivables Receipts Single Input Screen Two.

Behind the scenes, once the user presses **Enter**, the TR33 will be recorded on the Cash Receipts & Clearing Fund File (3S) and the Daily Input File, and the Available Balance File and 9S Ledger will be updated. *See section 606.23.4 TR33 FLAIR Accounting Entries for details.* FLAIR will retrieve any data that is included on the **NEXT** line and the **CF**, **AMOUNT**, **SUB-VENDOR-ID**, **QUANTITY**, **PROJECT ID**, **UNITS**, and **TIME** fields will be blank.

Note: Please use caution when assigning lines numbers. The user should be aware of the following:

- If the user does not input a line number in the **LINE** field, no line number is assigned by FLAIR.
- If the user inputs a line number and completes the transaction by pressing **Enter**, the **LINE** field will retain the line number from the previous transaction. If the user does not change the line number, more than one line of the deposit may be recorded to the same line number, resulting in confusion. *See section 603.2 TR30 Direct Deposit Receipts for illustration.*

TR33 Direct Deposit Receivables Receipts Multiple Input Screen One fields:

Field	Description	Required/Optional/Special Instructions
DEP-NO	Deposit Number	Required. C is protected. May be taken from the MICR line of the deposit slip. Will apply to all lines input on the screen. (7A/N)
TRN-DT	Transaction Date	Optional. If blank, defaults to current date. (8N)
LINE	Deposit Line Number	Optional. If line number is not input by user, no line number is assigned. The user may assign the same line number to multiple lines within the deposit number. (4N)
VENDOR-ID	Vendor Identification Number	Required. If used, must be valid number from VS, VE, RC, or AD Files. (21A/N)
AR-NO	Accounts Receivable Number	Optional. R is protected. If blank, FLAIR will apply to the first receivable found on the 9S Ledger containing this vendor ID. (7A/N)
LINE	Accounts Receivable Line Number	Optional. If input, AR-NO must be populated. (4N)
L1 L2 L3 L4 L5	Organization Code	Optional. If input, FLAIR will apply to the first receivable found on the 9S Ledger containing this vendor ID and org code. (11N)
OBJECT	Object Code	Optional. If input, then either AR-NO or L1 is required. (6N)
PPI	Prior Period Indicator	Optional. Valid input: Blank – Transaction will update current period accounting records. M – Prior Month Indicator. Transaction will update prior month accounting records when an agency has not closed the books for the previous month. Y – Prior Year Indicator. Transaction will update prior year accounting records when an agency has not closed the books for the previous year. (1A)
AMOUNT	Transaction Amount	Required. Cannot equal 0 . Must be positive number if AR-NO and LINE are blank. (10.2N)
BI	Bookkeeping Indicator	Optional. Available input is N . Prevents the transaction from being included in treasury receipts processing. (1A)
OTHER-DOC	Other Document Number	Optional. (11A/N)
DESCRIPTION	Description	Optional. (16A/N)
QUANTITY	Quantity	Optional. (8.2N)
B	Batch Input	Optional. For the accumulation of transactions for reconciling. (1A/N)

Field	Description	Required/Optional/Special Instructions
LOC	Letter of Credit Indicator	Optional. Valid input: X. If input, valid grant number must be retrieved from Expansion File. (1A)

Note: A vendor ID is always required. However, input in the **AR-NO**, **LINE**, **L1-L5**, and **OBJECT** fields is optional. If the **AR-NO** and **LINE** fields are input, the specific receivable and line number will be reduced. To remove the oldest receivable for a vendor, leave the **AR-NO**, **LINE**, **L1-L5**, and **OBJECT** fields blank. This will allow FLAIR to exhaust the receivable using the first-in-first-out method.

- Input the necessary information to complete the transaction on each line. The user may input up to four lines.

TR33 – Direct Deposit Receivables Receipts – Multiple Input – Screen One (with example data input)

```

33A1                                06/10/2014  10:13:17
      TR 33 - DIRECT DEPOSIT RECEIVABLES RECEIPTS - MULTIPLE INPUT
DEP-NO C 328976   TRN-DT 06102014
LINE  VENDOR-ID      AR-NO   LINE   L1 L2 L3 L4 L5  OBJECT PPI
      ....AMOUNT.... BI OTHER-DOC  DESCRIPTION  ..QUANTITY.. B  LOC
0001  F111111111999      R  A45678 0001
      1952.00              MAY ADMIN FEE
0002  *                  R  A45678 0002
      20000.00             MAY TAX COLLECTN
0003  *                  R  A45678 0003
      1438.00              LEGAL FEE REIMB
0004  *                  R  A45678 0004
      62.00                MISC.

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

- Press **Enter**. The transaction lines will be recorded on the Cash Receipts & Clearing Fund File (3S) and the Daily Input File, and the Available Balance File and 9S Ledger will be updated. *See section 606.23.4 TR33 FLAIR Accounting Entries for details.*

FLAIR will return user to the TR33 Direct Deposit Receipts Multiple Input Screen One. Lines 0002, 0003, and 0004 will be cleared. The first line on the new screen will retain the data input on the last completed line on the previous screen before the user pressed **Enter**. However, the **AMOUNT** and **QUANTITY** fields will be blank.

606.13 TR33 Inquiry

Transactions added to the Daily Input File using a TR33 can be inquired upon on the day of input using the TR33 inquiry. For transactions input on a prior date, inquiry may be made using the TR3S. *See section 603.6.1 TR3S Single Inquiry for details.* Regardless of how the transaction was added to the Daily Input File (single or multiple line input) the user may use either the single or multiple line inquiry to view the transaction.

606.13.1 TR33 Single Inquiry

TR33 Receivables Receipt Single Inquiry By Site Request allows the user to view all data codes associated with a transaction within the OLO and/or Site's Daily Input File. This includes codes which are retrieved from the Expansion Files. Many of these codes may be changed if necessary.

To access the TR33 Single Inquiry Request from the Cash Receipts Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **33**.
2. In **SEL** field, input **I**.

Cash Receipts Mini Menu (with example data input)

```

CRMU                                06/10/14  10:20:47
                                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
                                TYPE 33  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 TR33 Direct Deposit Receivables Receipts Single Inquiry by Site Request Screen One.

TR33 - Direct Deposit Receivables Receipts - Single Inquiry By Site - Request - Screen One

```

33I1                                06/10/2014  10:24:17
TR 33 - DIRECT DEPOSIT RECEIVABLES RECEIPTS - SINGLE INQUIRY BY SITE - REQUEST
L1 L2 L3 L4 L5  USER ID  VENDOR-ID          DEP-NO  LINE  AR-NO  LINE
85                                     C          R

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

TR33 Direct Deposit Receivables Receipts Single Inquiry by Site Request Screen One fields:

Field	Description	Required/Optional/Special Instructions
L1 L2 L3 L4 L5	Organization Code	Optional. L1 is protected. FLAIR will return transactions based on the Organization Level input. (11N)
USER ID	FLAIR User Identification Code	Optional. If input, FLAIR will return transactions input with this user ID. (6N)
VENDOR-ID	Vendor Identification Number	Optional. Vendor number must start with C, E, F, S, N, or 0-9. Sequence required if vendor number begins with F, S, or N. (21A/N)
DEP-NO	Deposit Number	Optional. C is protected. If input, FLAIR will retrieve only transactions containing this deposit number. (7A/N)
LINE	Deposit Line Number	Optional. If used, FLAIR will return only the line number input. If blank, FLAIR will return all available line numbers beginning with the first available line. (4N)
AR-NO	Accounts Receivable Number	Optional. R is protected. If input, FLAIR will retrieve only transactions containing this accounts receivable number. (7A/N)
LINE	Accounts Receivable 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)

4. Input any one or a combination of the fields above as search criteria.

TR33 – Direct Deposit Receivables Receipts – Single Inquiry By Site – Request - Screen One
(with example data input)

```

33I1                                     06/10/2014  10:24:17
TR 33 - DIRECT DEPOSIT RECEIVABLES RECEIPTS - SINGLE INQUIRY BY SITE - REQUEST
L1 L2 L3 L4 L5  USER ID  VENDOR-ID          DEP-NO  LINE  AR-NO  LINE
85 10 01 01 211                C              R
                                     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 transactions meeting the search criteria. If no search criteria is input, FLAIR will display all transactions within the user’s OLO and site.

TR33 – Direct Deposit Receivables Receipts – Single Inquiry By Site – Request - Screen Two
(with example data retrieved)

33I2												06/10/2014	10:27:20
TR 33 - DIRECT DEPOSIT RECEIVABLES RECEIPTS - SINGLE INQUIRY BY SITE													
VENDOR-ID	AR-NO	LINE	L1	L2	L3	L4	L5	EO	VR	OBJECT	CF	PPI	
C22222222	R A23456	0001	85	10	01	01	211	01	04	003000			
...AMOUNT.....	DEP-NO	LINE	BI	TRN-DT	SUB-VENDOR-ID			..QUANTITY..					
500.00	C 683291	0001		06/09/2014									
INVOICE	DESCRIPTION	OTHER DOC			AR-GL	AR-EGL	B	PID					
852852-34	SALES TAX				15100								
CAT	YR	GL	EGL	EOB	ECAT	EP	GRANT	GY	CNTRT	CY	OCA	AU	
000300	00	61100					G1234						
GF	SF	FID	BE	IBI	EF	STATE	PROGRAM	PROJECT	ID	LETTER OF CREDIT			
20	2	010001	85100000	00		1112110000	000000			FLE01493			
BPIN	DEP-NO C		UNITS	LINE	AR-NO	R	TIME	LINE	TYPE		SEL		
NEXT:	85	10	01	01	211								
L1-L5	85	10	01	01	211								
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.”** For more information regarding the fields on this screen, see the table in section 606.12.1 TR33 Single Input.

606.13.2 TR33 Multiple Inquiry

The TR33 Direct Deposit Receivables Receipts Multiple Inquiry By Site Request allows the user to view up to four lines with the same deposit number at a time. Each line will have limited data available for viewing.

To access the TR33 Multiple Inquiry Request from the Cash Receipts Mini Menu or any FLAIR input screen:

- In the **TYPE** field, input **33**.
- In **SEL** field, input **M**.

Cash Receipts Mini Menu (with example data input)

```

CRMU                                06/10/14  10:28:22
                                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
                                TYPE 33  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 TR33 Direct Deposit Receivables Receipts Multiple Inquiry by Site Request Screen One.

TR33 – Direct Deposit Receivables Receipts – Multiple Inquiry By Site – Request - Screen One

```

33M1                                06/10/2014  10:30:31
TR 33 - DIRECT DEPOSIT RECEIVABLES RECEIPTS- MULTIPLE INQUIRY BY SITE- REQUEST
L1 L2 L3 L4 L5  USER ID  VENDOR-ID          DEP-NO  LINE  AR-NO  LINE
85                                     C          R

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

TR33 Direct Deposit Receivables Receipts Multiple Inquiry by Site Request Screen One fields:

Field	Description	Required/Optional/Special Instructions
L1 L2 L3 L4 L5	Organization Code	Optional. L1 is protected. FLAIR will return transactions matching the organizational level input. (11N)
USER ID	FLAIR User Identification Code	Optional. If input, FLAIR will return transactions input with this user ID. (6N)
VENDOR-ID	Vendor Identification Number	Optional. Vendor number must start with C, E, F, S, N, or 0-9. Sequence required if vendor number begins with F, S, or N. (21A/N)

Field	Description	Required/Optional/Special Instructions
DEP-NO	Deposit Number	Optional. C is protected. Must be exact. (7A/N)
LINE	Deposit Line Number	Optional. If used, DEP-NO must be input and FLAIR will return the line number input. If blank, FLAIR will return all available line numbers beginning with the first available number. (4N)
AR-NO	Accounts Receivable Number	Optional. R is protected. Must be an exact match. (7A/N)
LINE	Accounts Receivable Line Number	Optional. If used, AR-NO must be input and FLAIR will return the line number input. If blank, FLAIR will return all available line numbers beginning with the first available number. (4N)

4. a. Input the desired search criteria for the inquiry; **OR**
 b. Leave all fields blank.
5. Press **Enter**.
 a. FLAIR will return up to four records that meets the search criteria; **OR**
 b. If all fields are left blank, FLAIR will return the first four records in organizational code order.

TR33 – Direct Deposit Receivables Receipts – Multiple Inquiry By Site - Screen Two

(with example data retrieved)

```

33M2                                06/10/2014  10:31:34
TR 33 - DIRECT DEPOSIT RECEIVABLES RECEIPTS - MULTIPLE INQUIRY BY SITE
DEP-NO C 328976  TRN-DT 06/10/2014
X LINE VENDOR-ID          AR-NO  LINE L1 L2 L3 L4 L5  EO VR OBJECT CF PPI
   . . . . .AMOUNT . . . . . BI  OTHER-DOC  DESCRIPTION  . . . . .QUANTITY . . . . . B  PID
0003 F11111111999        R A45678 0003 85 10 01 01 000 B5 01 001000
      1438.00                LEGAL FEE REIMB
0004 F11111111999        R A45678 0004 85 10 01 01 000 B5 01 001000
      62.00                  MISC.
0002 F11111111999        R A45678 0002 85 10 01 01 211 01 04 003000
      20000.00               MAY TAX COLLECTN
0001 F11111111999        R A45678 0001 85 20 00 00 000 BB 01 001000
      1952.00                MAY ADMIN FEE

DEP-NO C          LINE          AR-NO R          LINE          TYPE          SEL
L1-L5 85          VENDOR          USER ID
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT             MINI  MAIN  RFRSH TOP             FWD
    
```

To view one of more of the transactions in an expanded view with all available data codes displayed:

6. In the **X** (selection) field of the line(s) to expand, input **I**.

TR33 – Direct Deposit Receivables Receipts – Multiple Inquiry By Site - Screen Two

(with example data input)

```

33M2                                     06/10/2014 10:31:34
TR 33 - DIRECT DEPOSIT RECEIVABLES RECEIPTS - MULTIPLE INQUIRY BY SITE

DEP-NO C 328976   TRN-DT 06/10/2014

X LINE VENDOR-ID          AR-NO   LINE L1 L2 L3 L4 L5  EO VR OBJECT  CF PPI
  ...AMOUNT...    BI  OTHER-DOC  DESCRIPTION  ..QUANTITY..  B  PID
I 0003 F11111111999      R A45678 0003 85 10 01 01 000 B5 01 001000
    1438.00                LEGAL FEE REIMB

0004 F11111111999      R A45678 0004 85 10 01 01 000 B5 01 001000
    62.00                  MISC.

0002 F11111111999      R A45678 0002 85 10 01 01 211 01 04 003000
    20000.00              MAY TAX COLLECTN

0001 F11111111999      R A45678 0001 85 20 00 00 000 BB 01 001000
    1952.00              MAY ADMIN FEE

DEP-NO C          LINE          AR-NO R          LINE          TYPE          SEL
L1-L5 85          VENDOR          USER ID
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 requested line(s) in an expanded view on the TR33 Direct Deposit Receivables Receipts Single Inquiry by Site Screen Two.

TR33 - Direct Deposit Receivables Receipts - Single Inquiry By Site - Screen Two

(with example data retrieved)

```

33I2                                     06/10/2014 10:33:38
TR 33 - DIRECT DEPOSIT RECEIVABLES RECEIPTS - SINGLE INQUIRY BY SITE

VENDOR-ID          AR-NO   LINE  L1 L2 L3 L4 L5  EO VR OBJECT  CF PPI
F11111111999      R A45678 0003  85 10 01 01 000 B5 01 001000

...AMOUNT...    DEP-NO  LINE  BI  TRN-DT  SUB-VENDOR-ID  ..QUANTITY..
    1438.00    C 328976 0003    06/10/2014

INVOICE      DESCRIPTION          OTHER DOC          AR-GL  AR-EGL  B  PID
            LEGAL FEE REIMB                15100

CAT  YR  GL  EGL EOB  ECAT  EP  GRANT  GY CNTRT CY  OCA  AU
000100 00  61300

GF SF FID  BE  IBI EF STATE PROGRAM  PROJECT ID  LETTER OF CREDIT
50 2  050001 85200000 00  1112110000 000000

BPIN
NEXT: DEP-NO C          UNITS          TIME          LINE          TYPE          SEL
L1-L5 85          USER ID          VENDOR-ID
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 lines until FLAIR displays the message, **"END OF SEARCH."**

606.14 TR33 Update

Agency users have an option to update or delete TR33 during the current day prior to overnight processing. 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. *See sections 606.13.1 TR33 Single Inquiry and 606.13.2 TR33 Multiple Inquiry for more information.*

606.14.1 TR33 Update from Single Inquiry

The TR33 Receivable Receipts Single Update By Site is used for correcting or deleting TR33s input directly in FLAIR during the current business day. This function allows users to view all data codes prior to updating a specific transaction. Updating information using this transaction automatically updates the information in the Daily Input File prior to overnight processing. Any change in transaction amount will also update the 9S Ledger.

To update a single line TR33 from the TR33 Direct Deposit Receivables Receipts Single Inquiry by Site Screen Two:

1. In the **SEL** field, input **U**.

TR33 – Direct Deposit Receivables Receipts – Single Inquiry By Site – Screen Two

(with example data input)

```

33I2                                     06/10/2014 10:35:14
TR 33 - DIRECT DEPOSIT RECEIVABLES RECEIPTS - SINGLE INQUIRY BY SITE

VENDOR-ID          AR-NO   LINE   L1 L2 L3 L4 L5  EO VR OBJECT  CF PPI
F111111111999      R A45678 0003   85 10 01 01 000 B5 01 001000

...AMOUNT.....  DEP-NO  LINE  BI TRN-DT      SUB-VENDOR-ID      ..QUANTITY..
1438.00          C 328976 0003      06/10/2014

INVOICE      DESCRIPTION          OTHER DOC          AR-GL  AR-EGL  B  PID
              LEGAL FEE REIMB                15100

CAT  YR  GL  EGL EOB  ECAT      EP  GRANT                GY CNTRT CY  OCA  AU
000100 00 61300

GF SF FID  BE  IBI EF STATE PROGRAM      PROJECT ID  LETTER OF CREDIT
50 2  050001 85200000 00      1112110000 000000

BPIN
NEXT: DEP-NO C          UNITS          TIME
L1-L5 85              LINE          AR-NO R          LINE          TYPE          SEL U
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 record on the TR33 Direct Deposit Receivables Receipts Single Update By Site Screen One.

TR33 – Direct Deposit Receivables Receipts – Single Update By Site – Screen One

(with example data retrieved)

```

33U1                                     06/10/2014  10:36:19
TR 33 - DIRECT DEPOSIT RECEIVABLES RECEIPTS - SINGLE UPDATE BY SITE

DEL  VENDOR-ID          AR-NO   LINE L1 L2 L3 L4 L5  EO VR OBJECT  CF PPI
     F111111111999      R A45678 0003 85 10 01 01 000 B5 01 001000

....AMOUNT....  DEP-NO  LINE  BI  TRN-DT      SUB-VENDOR-ID  ..QUANTITY..
     1438.00    C 328976 0003  06102014

INVOICE      DESCRIPTION          OTHER-DOC      AR-GL  AR-EGL  B  PID
              LEGAL FEE REIMB                15100

CAT   YR  GL   EGL EOB  ECAT   EP  GRANT          GY CNTRT CY  OCA   AU
000100 00  61300

GF SF FID   BE      IBI EF STATE PROGRAM      PROJECT ID  *LETTER OF CREDIT
50 2  050001 85200000 00      1112110000 000000

BPIN          UNITS          TIME

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

TR33 Direct Deposit Receivables Receipts Single Update By Site Screen One fields:

Field	Description	Required/Optional/Special Instructions
DEL	Delete Request	Optional. Valid input: D . Used to delete the transaction from the Daily Input File. If used, no other fields can be updated. Deleted transactions can not be retrieved. (1A)
VENDOR-ID	Vendor Identification Number	Required. Must be valid number from Vendor Statewide (VS), Vendor Employee (VE), AR Customer (RC), or Account Description (AD) Files. (21A/N)
AR-NO	Accounts Receivable Number	Protected. (7A/N)
LINE	Accounts Receivable Line Number	Protected. (4N)
L1 L2 L3 L4 L5	Organization Code	Protected. (11N)
EO	Expansion Option	Protected. (2A/N)
VR	Expansion Option Version	Protected. (2N)
OBJECT	Object Code	Protected. (6N)
CF	Certified Forward Indicator	Protected. (1A)
PPI	Prior Period Indicator	Protected. (1A)
AMOUNT	Amount	Required. May be updated, but cannot equal 0 . (10.2N)
DEP-NO	Deposit Number	Protected. (7A/N)
LINE	Deposit Line Number	Optional. (4N)
BI	Bookkeeping Indicator	Optional. Valid input: N . Prevents the transaction from being included in Treasury receipts processing. (1A)

Field	Description	Required/Optional/Special Instructions
TRN-DT	Transaction Date	Optional. If blank, defaults to current date. (8N)
SUB-VENDOR ID	Sub-vendor Identification Number	Optional. If used, must be a valid number from the VS , VE , or RC Files. (14A/N)
QUANTITY	Quantity	Optional. (8.2N)
INVOICE	Invoice	Optional. (9A/N)
DESCRIPTION	Description	Optional. (16A/N)
OTHER-DOC	Other Document Number	Optional. (11A/N)
AR-GL	Accounts Receivable General Ledger	Protected. (5N)
AR-EGL	Accounts Receivable External General Ledger	Protected. (3A/N)
B	Batch Character	Optional. (1A/N)
PID	Product Identifier	Optional. (3A/N)
CAT	Revenue Source Code or Appropriations Category	Required. Can be changed but not deleted. (6N)
YR	Year	Required. If appropriation category is used. If blank, defaults to 00 . Optional. If revenue source category is used. (2N)
GL	General Ledger Code	Required. Can be changed, but not deleted. (5N)
EGL	External General Ledger Code	Optional. (3A/N)
EOB	External Object Code	Optional. (3A/N)
ECAT	External Category	Optional. (6A/N)
EP	External Program	Optional. (2N)
GRANT	Grant Number	Optional. Must be established in FACTS or the Grants Information (GI) File and carried over to the Title File to be used in a FLAIR transaction. (5A/N)
GY	Grant Year	Optional. Only used if GRANT field is populated. (2N)
CNTRT	Contract Number	Optional. Must be established in FACTS and carried over to the Title File to be used in a transaction. (5A/N)
CY	Contract Year	Optional. Only used if CNTRT field is populated. (2N)
OCA	Other Cost Accumulator	Optional. (5A/N)
AU	Agency Unique Code	Optional. (2A/N)
GF	GAAFR Fund	Protected. (2N)
SF	State Fund	Protected. (1N)
FID	Fund Identifier	Protected. (6N)

Field	Description	Required/Optional/Special Instructions
BE	Budget Entity	Required. Can be changed, but not deleted. (8N)
IBI	Internal Budget Indicator	Required. Can be changed, but not deleted. (2N)
EF	External Fund	Protected. (1N)
STATE PROGRAM	State Program Number	Required. Must equal State Program established on TR90 or TR91. (16N)
PROJECT ID	Project Identification Number	Optional. (11A/N)
*LETTER OF CREDIT	Letter of Credit Number	Optional. Letter of Credit number associated with grant processing. Only used if GRANT field is populated. If F1 is used, all Letter of Credit numbers associated with the GRANT will be available for selection. (15A/N)
BPIN	Beginning Property Identification Number	Optional. If used, last six digits must be numeric or ZZZZZZ . Cannot be used if a letter of credit number is used. (8A/N)
UNITS	Units	Optional. (11N)
TIME	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.

3. a. Input the data necessary to update the transaction; **OR**
b. In the **DEL** field, input **D** to delete the transaction.
4. Press **Enter**.
a. FLAIR will display the transaction with the updates displayed; **OR**
b. If the transaction is deleted, FLAIR will display the the next transaction matching the inquiry search criteria, if applicable.

606.14.2 TR33 Update from Multiple Inquiry

TR33 Accounts Receivable Receipt Multiple Update By Site is used for correcting or deleting TR33s on the same day as the original input in FLAIR. This function allows users to view up to four lines of a deposit prior to viewing a single transaction with all data codes displayed on the update screen. This transaction updates information in the Daily Input File prior to overnight processing.

To update a single TR33 from the TR33 Multiple Inquiry by Site Screen Two:

1. In the **X** field for the appropriate receivable receipt line number, input **U**. *See section 606.13.2 for information on completing the multiple inquiry.*

TR33 – Direct Deposit Receivables Receipts – Multiple Inquiry By Site - Screen Two

(with example data input)

```

33M2                                     06/10/2014  10:42:22
TR 33 - DIRECT DEPOSIT RECEIVABLES RECEIPTS - MULTIPLE INQUIRY BY SITE

DEP-NO C 328976  TRN-DT 06/10/2014

X LINE VENDOR-ID          AR-NO  LINE L1 L2 L3 L4 L5  EO VR OBJECT  CF PPI
  ....AMOUNT..... BI  OTHER-DOC  DESCRIPTION  ..QUANTITY.. B  PID
[ ] 0002 F111111111999    R A45678 0002 85 10 01 01 211 01 04 003000
      20000.00                                MAY TAX COLLECTN

      0001 F111111111999    R A45678 0001 85 20 00 00 000 01 04 001000
      1952.00                                MAY ADMIN FEE

DEP-NO C          LINE          AR-NO R          LINE          TYPE          SEL
L1-L5 85          VENDOR          USER ID
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 requested line on the TR33 Direct Deposit Receivables Receipts Single Update by Site Screen One.

TR33 Direct Deposit Receivables Receipts – Single Update By Site - Screen One

(with example data retrieved)

```

33U1                                     06/10/2014  10:43:13
TR 33 - DIRECT DEPOSIT RECEIVABLES RECEIPTS - SINGLE UPDATE BY SITE

DEL VENDOR-ID          AR-NO  LINE L1 L2 L3 L4 L5  EO VR OBJECT  CF PPI
   F111111111999    R A45678 0002 85 10 01 01 211 01 04 003000

  ....AMOUNT..... DEP-NO  LINE  BI  TRN-DT      SUB-VENDOR-ID  ..QUANTITY..
   20000.00      C 328976 0002  06102014

INVOICE      DESCRIPTION          OTHER-DOC          AR-GL  AR-EGL  B  PID
              MAY TAX COLLECTN          15100

CAT  YR  GL  EGL EOB  ECAT      EP  GRANT          GY CNTRT CY  OCA  AU
000300 00  61100

GF SF FID  BE          IBI EF STATE PROGRAM      PROJECT ID  *LETTER OF CREDIT
20 2  010001 85100000 00  1112110000 000000

BPIN          UNITS          TIME

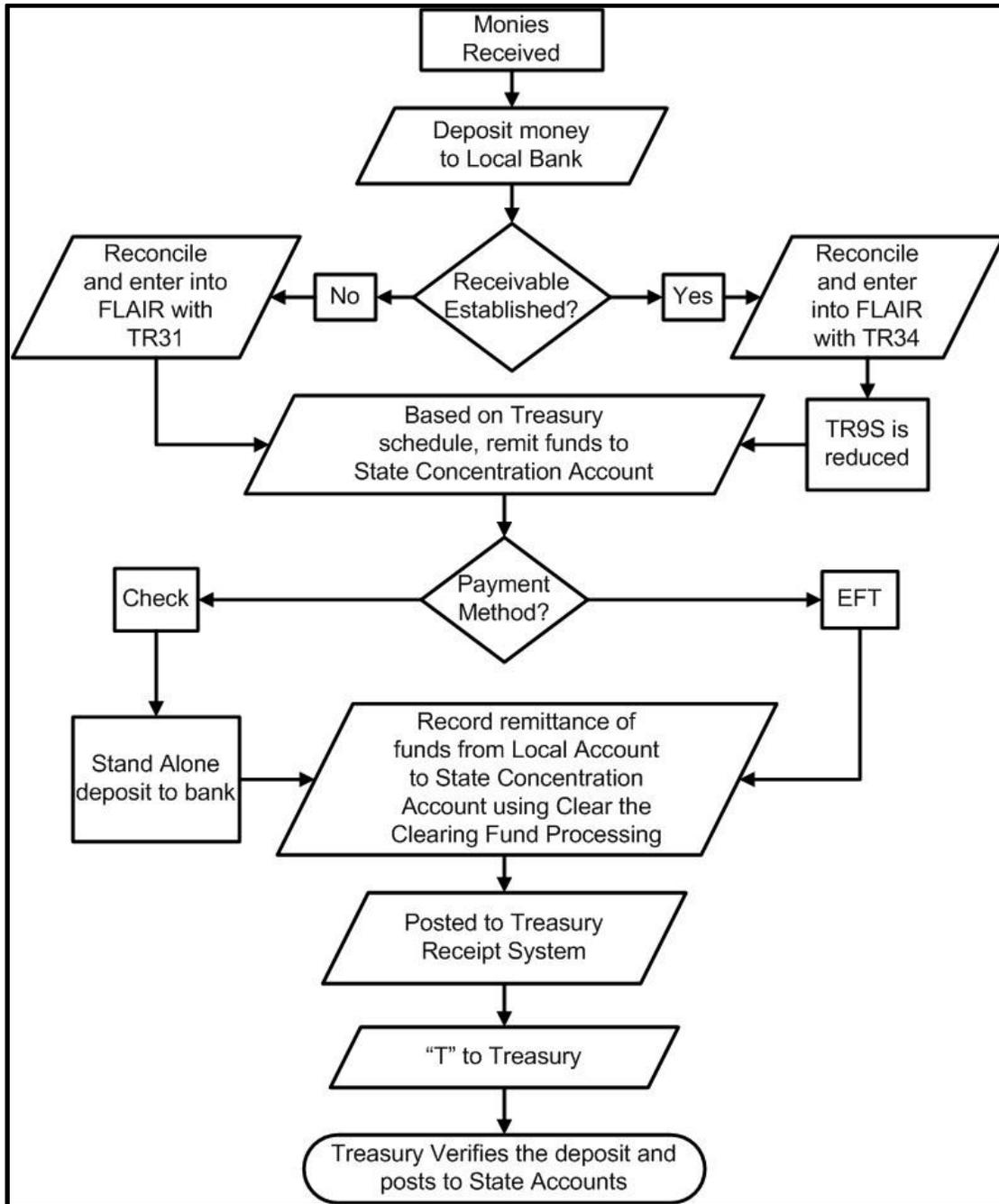
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT  HELP             MINI  MAIN  RFRSH             TYPE          SEL
                                CAN
    
```

3. a. Input the data necessary to update the transaction; **OR**
 b. In the **DEL** field, input **D** to delete the transaction.
4. Press **Enter**.
 a. FLAIR will display the transaction with the updates displayed; **OR**
 b. If the transaction is deleted, FLAIR will display the next transaction matching the inquiry search criteria, if applicable. *See section 606.14.1 TR33 Update from Single Inquiry for more information on individual fields.*

606.15 TR34 Clearing Fund Receivables Receipts

The TR34 is used to record the collection and deposit of monies for which an accounts receivable or memo accounts receivable has been established in the subsidiary, and that are first deposited to a clearing fund and later transferred to the operating fund. When a TR34 is input, it liquidates or reduces the record on the 9S Ledger and generates a new entry on the Cash Receipts & Clearing Fund File (3S). *See section 604 Clearing Funds for more information.*

606.15.1 TR34 Clearing Fund Receivables Receipts Transaction Flow



606.16 TR34 Input

Users can input a single clearing fund receivables receipts transaction using a TR34S, or multiple clearing fund receivables receipts transactions using a TR34A. Single input allows the user to view all data codes associated with the transaction (e.g., grant number, other cost accumulator, and external codes). Multiple transactions display limited data, but the user can input up to four lines per page.

To use a TR34, the clearing fund identifier (CLR) must be on the 9S Ledger record, or be established in the Expansion Option File for the org code and EO input at the time the transaction is processed. Additionally, before processing a TR34, the user must verify the receivable has not been expended using a TR9SI or TR9SM inquiry. *See section 606.10 TR9S Accounts Receivable Subsidiary Ledger for more information.*

To access a TR34 from the Cash Receipts Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **34**.
2. In **SEL** field, input **S** (single input) or **A** (multiple input).

Cash Receipts Mini Menu (with example data input)

```

CRMU                                     11/04/13  10:53:05
                                     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 34  SEL  _
    
```



Available selection options for TR34:

Selection Type	Description
A	Multiple Input. Processes up to four lines using the same receivable number with limited data codes.
S	Single Input with Expanded Data Display. Processes one receipt and the user can view all codes retrieved from the Expansion Files.
M	Multiple Inquiry. The user can view up to four lines within the same receivable number.
I	Single Inquiry with Expanded Data Display. Users will be able to see all available data codes.

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

606.16.1 TR34 Single Input

The TR34 Clearing Fund Receivables Receipt Single Input Request allows the user to input all data codes associated with a transaction and consists of two screens. Most of these codes are retrieved from the 9S Ledger record, but many of these codes can be updated prior to the end of the day of input if necessary.

To access a TR34 from the Cash Receipts Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **34**.
2. In **SEL** field, input **S**.

Cash Receipts Mini Menu (with example data input)

```

CRMU                                06/10/14  10:44:52
                                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
                                TYPE 34  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 TR34 Clearing Fund Receivables Receipts Single Input Request Screen One.

TR34 - Clearing Fund Receivables Receipts -Single Input - Request - Screen One

```

34S1                                06/10/2014  10:45:52
TR 34 - CLEARING FUND RECEIVABLES RECEIPTS - SINGLE INPUT - REQUEST
AR-NO    LINE  L1 L2 L3 L4 L5  EO  VR  OBJECT  PPI
R
                                           TYPE    SEL
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT                                MINI  MAIN  RFRSH
    
```

TR34 Clearing Fund Receivables Receipts Single Input Request Screen One fields:

Field	Description	Required/Optional/Special Instructions
AR-NO	Accounts Receivable Number	Required. R is protected. Verify receivable numbers with TR9S. (7A/N)
LINE	Account Receivable Line Number	Required. Verify line numbers with TR9S. (4N)
L1 L2 L3 L4 L5	Organization Code	Optional. If input, the transaction will contain this org code, not the org code established with receivable. The transaction will be re-expanded and accounting codes will be updated. (11N)
EO	Expansion Option	Optional. If input, the transaction will contain this EO, not the EO established with receivable. The transaction will be re-expanded and accounting codes will be updated. (2A/N)
VR	Expansion Option Version	Optional. If input, the transaction will contain this EO version, not the version established with receivable. The transaction will be re-expanded and accounting codes will be updated. (2N)
OBJECT	Object Code	Optional. If input, the transaction will contain this object code, not the object code established with receivable. The transaction will be re-expanded and accounting codes will be updated. (6N)
PPI	Prior Period Indicator	Optional. Valid input: Blank – Transaction will update current period accounting records. M – Prior Month Indicator. Transaction will update prior month accounting records when an agency has not closed the books for the previous month. Y – Prior Year Indicator. Transaction will update prior year accounting records when an agency has not closed the books for the previous year. (1A)

4. Input the required and any optional data necessary to proceed to Screen Two.

TR34 – Clearing Fund Receivables Receipts – Single Input – Request - Screen One

(with example data input)

```

34S1                                     06/10/2014  10:45:52
  TR 34 - CLEARING FUND RECEIVABLES RECEIPTS - SINGLE INPUT - REQUEST

AR-NO   LINE  L1 L2 L3 L4 L5  EO  VR  OBJECT  PPI
R 11111  0001

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

5. Press **Enter**. FLAIR will display the TR34 Clearing Fund Receivables Receipts Single Input Screen Two.

TR34 – Clearing Fund Receivables Receipts – Single Input - Screen Two

(with example data retrieved)

```

34S2                                     06/10/2014  10:51:55
  TR 34 - CLEARING FUND RECEIVABLES RECEIPTS - SINGLE INPUT

VENDOR-ID          AR-NO   LINE   L1 L2 L3 L4 L5  EO  VR  OBJECT  CF PPI
F666666666999     R 11111  0001  85 20 00 00 000  BB 01 230000

....AMOUNT....  BI  DOC-NO  LINE   TRN-DT      SUB-VENDOR-ID  ..QUANTITY..
C

INVOICE          DESCRIPTION          OTHER-DOC      AR-GL  AR-EGL  B  PID      CLR
040000 00 77200                                15100                                020001

CAT   YR  GL   EGL  EOB  ECAT      EP  GRANT  GY  CNTRT  CY  OCA      AU
040000 00 77200

GF SF FID   BE          IBI EF STATE PROGRAM      PROJECT ID  *LETTER OF CREDIT
50 2  050001 85200000 00      1112110000 000000

BPIN          UNITS          TIME

NEXT: AR-NO R 11111 0001 L1-L5          EO  VR  OBJECT  TYPE  SEL
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT  HELP      MINI  MAIN  RFRSH                                CAN
    
```

TR34 Clearing Fund Receivables Receipts Single Input Screen Two fields:

Field	Description	Required/Optional/Special Instructions
VENDOR-ID	Vendor Identification Number	Required. Retrieved from 9S Ledger. Can be overridden. Must be valid number from the Vendor Statewide (VS), Vendor Employee (VE), AR Customer (RC), or Account Description (AD) Files. (21A/N)
AR-NO	Accounts Receivable Number	Protected. (7A/N)

Field	Description	Required/Optional/Special Instructions
LINE	Accounts Receivable Line Number	Protected. (4N)
L1 L2 L3 L4 L5	Organization Code	Protected. (11N)
EO	Expansion Option	Protected. (2A/N)
VR	Expansion Option Version	Protected. (2N)
OBJECT	Object Code	Protected. (6N)
CF	Certified Forward Indicator	Optional. Valid indicator: C . Must be retrieved from an established receivable. If CF is blank, do not input. Receivable record must be corrected to reflect carry forward funds. Not allowed if SF = 8 or if revenue source category is used. (1A)
PPI	Prior Period Indicator	Protected. (1A)
AMOUNT	Transaction Amount	Required. Cannot equal 0 . (10.2N)
BI	Bookkeeping Indicator	Optional. Valid input: N . Prevents the transaction from being included in Treasury receipts processing. (1A)
DOC-NO	Document Number	Required. C is protected. Also referred to as the Deposit or Document Reference Number. (7A/N)
LINE	Document Line Number	Optional. If line number is not input by user, no line number is assigned. The user may assign the same line number to multiple lines within the deposit number. (4N)
TRN-DT	Transaction Date	Required. If blank, defaults to current date. (8N)
SUB-VENDOR-ID	Sub-vendor Identification Number	Optional. If used, must be a valid number from the VS , VE , or RC Files. (14A/N)
QUANTITY	Quantity	Optional. Input of negative or positive numbers and numbers starting with 0 are allowed. (8.2N)
INVOICE	Invoice	Optional. (9A/N)
DESCRIPTION	Description	Optional. (16A/N)
OTHER-DOC	Other Document Number	Optional. (11A/N)
AR-GL	Accounts Receivable General Ledger	Protected. Retrieved from 9S Ledger. (5N)
AR-EGL	Accounts Receivable External General Ledger	Protected. (3A/N)
B	Batch Character	Optional. For the accumulation of transactions for reconciling. (1A/N)
PID	Product Identifier	Optional. Must be established in the Title File prior to use in a transaction. (3A/N)
CLR	Clearing Fund Identifier	Protected. Must be established in the Expansion Option File prior to using in a transaction. (6N)

Field	Description	Required/Optional/Special Instructions
CAT	Revenue Source Code or Appropriations Category	Required. If revenue object code is input, category must be ≤009999. If expenditure object code is input, category must be ≥010000. (6N)
YR	Year	Required. If an appropriation category is used. If blank, defaults to 00. Optional. If revenue source category is used. (2N)
GL	General Ledger	Required. Must be established in the Title File prior to use in a transaction. (5N)
EGL	External General Ledger	Optional. Must be established in Title File prior to use in a transaction. (3A/N)
EOB	External Object Code	Optional. Must be established in the Title File prior to use in a transaction. (3A/N)
ECAT	External Category	Optional. Must be established in the Title File prior to use in a transaction. (6A/N)
EP	External Program	Optional. Must be established in the Title File prior to using in a transaction. (2N)
GRANT	Grant Number	Optional. Must be established in FACTS or the Grants Information (GI) File and carried over into the Title File to be used in a transaction. (5A/N)
GY	Grant Year	Optional. Only used if GRANT field is populated. (2N)
CNTRT	Contract Number	Optional. Must be established in FACTS and carried over to the Title File to be used in a FLAIR transaction. Edited against FACTS. (5A/N)
CY	Contract Year	Optional. Only used if CNTRT field is populated. (2N)
OCA	Other Cost Accumulator	Optional. Must be established in the Title File prior to use in a transaction. (5A/N)
AU	Agency Unique Code	Optional. Must be established in the Title File prior to use in a transaction. (2A/N)
GF	GAAFR Fund	Protected. (2N)
SF	State Fund	Protected. (1N)
FID	Fund Identifier	Protected. (6N)
BE	Budget Entity	Required. Must be established in the Title File prior to use in a transaction. (8N)
IBI	Internal Budget Indicator	Required. Must be established in Title File prior to use in a transaction. (2N)
EF	External Fund	Protected. Must be established in the Title File prior to use in a transaction. (1N)
STATE PROGRAM	State Program Number	Required. Must be established in the Title File prior to use in a transaction. (16N)
PROJECT ID	Agency Project Number	Optional. Must be established in the Project Information (PI) File and carried

Field	Description	Required/Optional/Special Instructions
		over into the Title File prior to use in a transaction. (11A/N)
*LETTER OF CREDIT	Letter of Credit Number	Optional. Letter of credit number associated with grant processing. Only used if GRANT field is populated. If F1 is used, all letter of credit numbers associated with the GRANT will be available for selection. (15A/N)
BPIN	Beginning Property Item Number	Optional. If used, last six digits must be numeric or ZZZZZ . (8A/N)
UNITS	Units	Optional. (11N)
TIME	Time	Optional. (9N)

6. In the **AMOUNT** field, input the deposit amount.
7. In the **DOC-NO** field, input the deposit number from the deposit slip.
8. Input any other data necessary to complete the transaction.

TR34 – Clearing Fund Receivables Receipts – Single Input - Screen Two (with example data input)

```

34S2                                06/10/2014  10:51:55
      TR 34 - CLEARING FUND RECEIVABLES RECEIPTS - SINGLE INPUT
VENDOR-ID          AR-NO   LINE   L1 L2 L3 L4 L5  EO VR OBJECT  CF PPI
F666666666999     R 11111  0001  85 20 00 00 000 BB 01 230000
....AMOUNT....   BI  DOC-NO  LINE   TRN-DT   SUB-VENDOR-ID  ..QUANTITY..
12.00            C AC1234  0001   06092014
INVOICE          DESCRIPTION  OTHER-DOC  AR-GL  AR-EGL  B  PID  CLR
821124          APRIL REFUND  V1234560017 15100  AR-EGL  B  PID  CLR
020001
CAT   YR  GL  EGL EOB  ECAT   EP  GRANT  GY  CNTRT  CY  OCA  AU
040000 00  77200
GF SF FID  BE  IBI EF STATE PROGRAM  PROJECT ID  *LETTER OF CREDIT
50 2  050001 85200000 00  1112110000 000000
BPIN          UNITS          TIME
NEXT: AR-NO R 11111 0001 L1-L5          EO  VR  OBJECT  TYPE  SEL
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT  HELP          MINI  MAIN  RFRSH          CAN
    
```

9. Press **Enter**.

Once the user presses **Enter**, the TR34 will be recorded on the Cash Receipts & Clearing Fund File (3S) and the Daily Input File, and the Available Balance File and 9S Ledger will be updated. *See section 606.23.5 TR34 FLAIR Accounting Entries for details.* FLAIR will return the user to the TR34 Clearing Fund Receivables Receipts Single Input Screen Two. FLAIR will retrieve any data that is included on the **NEXT** line and the **CF**, **AMOUNT**, **SUB-VENDOR-ID**, **QUANTITY**, **PROJECT ID**, **UNITS**, and **TIME** fields will be blank.

Note: Please use caution when assigning lines numbers. The user should be aware of the following:

1. If the user does not input a line number in the **LINE** field, no line number is assigned by FLAIR.

- If the user inputs a line number and completes the transaction by pressing **Enter**, the **LINE** field will retain the line number from the previous transaction. If the user does not change the line number, more than one line of the deposit may be recorded to the same line number, resulting in confusion. *See section 603.3.1 TR30 Direct Deposit Receipts for illustration.*

606.16.2 TR34 Multiple Input

The TR34 Clearing Fund Receivables Receipt Multiple Input Request allows the user to input up to four lines with the same deposit number on the same screen. Multiple transactions display limited data, although most of these codes are retrieved from a previously established TR90 or TR91, and can be updated on the day of input prior to overnight processing.

To access a TR34 from the Cash Receipts Mini Menu or any FLAIR input screen:

- In the **TYPE** field, input **34**.
- In **SEL** field, input **A**.

Cash Receipts Mini Menu (with example data input)

CRMU		06/10/14 10:58:16
	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	
		TYPE 34 SEL A
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
CONT	MAIN RFRSH	

- Press **Enter**. FLAIR will display the TR34 Clearing Fund Receivables Receipts Multiple Input Screen One.

Field	Description	Required/Optional/Special Instructions
		records when an agency has not closed the books for the previous month. Y - Prior Year Indicator. Transaction will update prior year accounting records when an agency has not closed the books for the previous year. (1A)
LOC	Letter of Credit Indicator	Optional. Valid input: X . If input, valid grant number must be retrieved from Expansion File. (1A)
AMOUNT	Transaction Amount	Required. Cannot equal 0 . Must be positive number if AR-NO and LINE are blank. (10.2N)
BI	Bookkeeping Indicator	Optional. Available input is N . Prevents the transaction from being included in treasury receipts processing. (1A)
OTHER-DOC	Other Document Number	Optional. (11A/N)
DESCRIPTION	Description	Optional. (16A/N)
QUANTITY	Quantity	Optional. Cannot equal 0 . Must be positive number if AR-NO and LINE are blank. (8.2N)
B	Batch Input	Optional. For the accumulation of transactions for reconciling. (1A/N)

Note: A vendor ID is always required. However, input in the **AR-NO**, **LINE**, **L1-L5**, and **OBJECT** fields is optional. If the **AR-NO** and **LINE** fields are input, the specific receivable and line number will be reduced. To remove the oldest receivable for a vendor, leave the **AR-NO**, **LINE**, **L1-L5**, and **OBJECT** fields blank. This will allow FLAIR to exhaust the receivable using the first-in-first-out method.

4. Input the necessary information to complete the transaction on each line. The user may input up to four lines.

TR34 – Clearing Fund Receivables Receipts – Multiple Input – Screen One (with example data input)

```

34A1                                06/10/2014  10:59:12
      TR 34 - CLEARING FUND RECEIVABLES RECEIPTS - MULTIPLE INPUT
      DOC-NO C 125678      TRN-DT 06062014
      LINE  VENDOR-ID      AR-NO  LINE  L1 L2 L3 L4 L5  OBJECT PPI  LOC
      ....AMOUNT.... BI  OTHER-DOC  DESCRIPTION  ..QUANTITY..  B
0001  E111111111      R 333444 0001      X
      75000.00      G1234      DRAW 11
0002  C222222222      R 852852 0001
      200.00      654654123  DIST 4 LATE FEE
0003  F6666666666999  R 8769  0001
      19900.00      TRACTOR
      R
      TYPE      SEL
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT      MINI  MAIN  RFRSH      CAN
    
```

5. Press **Enter**. The transaction lines will be recorded on the Cash Receipts & Clearing Fund File (3S) and the Daily Input File, and the Available Balance File and 9S Ledger will be updated. *See section 606.23.5 TR34 FLAIR Accounting Entries for details.*

FLAIR will return user to the TR34 Clearing Fund Receivables Receipts Multiple Input Screen One. Lines 0002, 0003, and 0004 will be cleared. The first line on the new screen will retain the data input on the last completed line on the previous screen before the user pressed **Enter**. However, the **AMOUNT** and **QUANTITY** fields will be blank.

Note: If the vendor information has changed and requires update, FLAIR will not allow the vendor to be updated using the multiple input selection option. Attempts to do so will result in an error message. *See example below.* Update the receivable record using the TR9SU or input the transaction using TR34S Clearing Fund Receivables Receipts Single Input selection option.

TR34 – Clearing Fund Receivables Receipts – Multiple Input Screen One (with example error message)

```

TR34A20169D-VENDOR ID DOES NOT MATCH VENDOR ID ON RECEIVABLE RECORD
34A1                                     06/10/2014 11:06:40
      TR 34 - CLEARING FUND RECEIVABLES RECEIPTS - MULTIPLE INPUT
      DOC-NO C 301298      TRN-DT 06062014
LINE  VENDOR-ID      AR-NO  LINE  L1 L2 L3 L4 L5  OBJECT PPI  LOC
....AMOUNT.... BI  OTHER-DOC  DESCRIPTION  ..QUANTITY..  B
0001  F11111111999      R BC3691 0001
      1328.00              MAY FEES
0002  F11111111999      R BC3691 0002
      1608.00              APRIL FEES
0003  F11111111999      R BC3691 0003
      1178.00              MARCH FEES
0004  F11111111999      R BC3691 0004
      1097.00              FEB FEES
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT          MINI  MAIN  RFRSH                                TYPE      SEL
                                                    CAN
    
```

606.17 TR34 Inquiry

Transactions added to the Daily Input File using a TR34 can be inquired upon on the day of input using the TR34 inquiry. Either the single line (TR34I) or multiple line (TR34M) inquiry may be used to view the transaction.

For transactions input on a prior date, inquiry may be made using the TR3S. *See section 603.6.1 TR3S Single Inquiry for details.* Users can inquire on any pending TR34 using the TR3S function until the deposit is cleared using Clear the Clearing Fund Processing via the Cash Receipts Utility (CP) function. *See section 607.1.3 Clear the Clearing Fund Processing.*

606.17.1 TR34 Single Inquiry

TR34 Clearing Fund Receivables Receipt Single Inquiry By Site Request allows the user to view all data codes associated with a transaction. This inquiry is only available to users during the day of input prior to overnight processing.

To inquire into a single TR34 from the Cash Receipts Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **34**.
2. In **SEL** field, input **I**.

Cash Receipts Mini Menu (with example data input)

```

CRMU                                06/10/14  12:36:23
                                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 34  SEL I
                                MAIN  RFRSH
    
```

3. Press **Enter**. FLAIR will display the TR34 Clearing Fund Receivables Receipts Single Inquiry by Site Request Screen One.

TR34 - Clearing Fund Receivables Receipts - Single Inquiry By Site - Request - Screen One

```

34I1                                06/10/2014  12:40:30
TR 34 - CLEARING FUND RECEIVABLES RECEIPTS - SINGLE INQUIRY BY SITE - REQUEST

L1 L2 L3 L4 L5  USER ID  VENDOR-ID          DOC-NO  LINE  AR-NO  LINE
85                                     C              R

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

TR34 Clearing Fund Receivables Receipts Single Inquiry by Site Request Screen One fields:

Field	Description	Required/Optional/Special Instructions
L1 L2 L3 L4 L5	Organization Code	Optional. L1 is protected. FLAIR will return transactions based on the organization level input. (11N)
USER ID	FLAIR User Identification Code	Optional. If input, FLAIR will return transactions input with this user ID. (6N)
VENDOR-ID	Vendor Identification Number	Optional. Vendor number must start with C, E, F, S, N, or 0-9. Sequence required if vendor number begins with F, S, or N. (21A/N)

Field	Description	Required/Optional/Special Instructions
DOC-NO	Document Number	Optional. C is protected. If input, FLAIR will retrieve only transactions containing this document number. (7A/N)
LINE	Document Line Number	Optional. If used, FLAIR will return only the line number input. If blank, FLAIR will return all available line numbers beginning with the first available line. (4N)
AR-NO	Accounts Receivable Number	Optional. R is protected. If input, FLAIR will retrieve only transactions containing this accounts receivable number. (7A/N)
LINE	Accounts Receivable 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)

4. a. Input the desired search criteria for the inquiry; **OR**
- b. Leave all fields blank.

TR34 - Clearing Fund Receivables Receipts - Single Inquiry By Site - Screen One
(with example data input)

```

34I1                                06/10/2014  12:44:38
TR 34 - CLEARING FUND RECEIVABLES RECEIPTS - SINGLE INQUIRY BY SITE - REQUEST

L1 L2 L3 L4 L5  USER ID  VENDOR-ID          DOC-NO  LINE  AR-NO  LINE
85                                     C      R 333444

                                     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 transactions meeting the search criteria; **OR**
 - b. If no search criteria is input, FLAIR will display the first transactions within the user's organizational code level and site in organization code order.

TR34 – Clearing Fund Receivables Receipts - Single Inquiry By Site – Screen Two
(with example data retrieved)

```

34I2          TR 34 - CLEARING FUND RECEIVABLES RECEIPTS      06/10/2014  12:46:26
                SINGLE INQUIRY BY SITE
VENDOR-ID      AR-NO  LINE  L1 L2 L3 L4 L5  EO VR OBJECT  CF PPI
E111111111    R 333444 0001  85 20 00 00 000  FC 01 007000

....AMOUNT.... BI  DOC-NO  LINE  TRN-DT          SUB-VENDOR-ID    ..QUANTITY..
      75000.00   C 125678 0001  06/06/2014

INVOICE      DESCRIPTION          OTHER DOC      AR-GL  AR-EGL  B  PID
              DRAW 11              G1234          16300

CAT  YR  GL  EGL  EOB  ECAT  EP  GRANT GY  CNTRT CY  OCA  AU  CLR
000100 00  61100

GF SF FID  BE  IBI  EF  STATE PROGRAM  PROJECT ID  BPIN
20 2 010001 85100000 00  1602000000 000000

UNITS          TIME          LETTER OF CREDIT  LOC002
L1-L5 85          DOC-NO C          LINE          TYPE  SEL
USER ID          VENDOR-ID          AR-NO R          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 lines until FLAIR displays the message, **"END OF SEARCH"**

606.17.2 TR34 Multiple Inquiry

The TR34 Clearing Fund Receivable Receipts Multiple Inquiry By Site Request allows the user to view up to four transactions per screen. This inquiry is only available to users during the day of input prior to overnight processing.

To access the TR34 Multiple Inquiry Request from the Cash Receipts Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **34**.
2. In **SEL** field, input **M**.

Cash Receipts Mini Menu (with example data input)

```

CRMU          CASH RECEIPTS MINI MENU          06/10/14  12:47:39

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 34  SEL M
    
```

- Press **Enter**. FLAIR will display the TR34 Clearing Fund Receivables Receipts Multiple Inquiry by Site Request Screen One.

TR34 – Clearing Fund Receivables Receipts – Multiple Inquiry By Site – Request - Screen One

```

34M1                                06/10/2014  12:49:40
TR 34 - CLEARING FUND RECEIVABLES RECEIPTS- MULTIPLE INQUIRY BY SITE- REQUEST

L1 L2 L3 L4 L5  USER ID  VENDOR-ID          DOC-NO  LINE  AR-NO  LINE
85                                     C              R

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

TR34 Clearing Fund Receivables Receipts Multiple Inquiry by Site Request Screen One fields:

Field	Description	Required/Optional/Special Instructions
L1 L2 L3 L4 L5	Organization Code	Optional. L1 is protected. FLAIR will return transactions based on the organization level input. (11N)
USER ID	FLAIR User Identification Code	Optional. If input, FLAIR will return transactions input with this user ID. (6N)
VENDOR-ID	Vendor Identification Number	Optional. Vendor number must start with C, E, F, S, N, or 0-9. Sequence required if vendor number begins with F, S, or N. (21A/N)
DOC-NO	Document Number	Optional. C is protected. If input, FLAIR will retrieve only transactions containing this document number. (7A/N)
LINE	Document Line Number	Optional. If used, FLAIR will return only the line number input. If blank, FLAIR will return all available line numbers beginning with the first available line. (4N)
AR-NO	Accounts Receivable Number	Optional. R is protected. If input, FLAIR will retrieve only transactions containing this accounts receivable number. (7A/N)
LINE	Accounts Receivable 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)

- Input one or more fields as search criteria. If all fields are left blank, FLAIR will display all TR34s (up to four transactions per screen) in organizational code order.
- Press **Enter**. FLAIR will display the requested screen based on the search criteria input.

TR34 – Clearing Fund Receivables Receipts – Multiple Inquiry By Site – Screen Two
(with example data retrieved)

```

34M2  TR 34 - CLRNG FD REC RCPTS - MULT. INQUIRY BY SITE 06/10/2014 12:51:36
DOC-NO C 125678  TRN-DT 06/06/2014
X LINE VENDOR-ID          AR-NO  LINE L1 L2 L3 L4 L5  EO VR OBJECT CF PPI
   . . . . .AMOUNT . . . . . BI OTHER-DOC DESCRIPTION  . . QUANTITY . . B  PID
0001 E111111111          R 333444 0001 85 20 00 00 000 FC 01  7000
      75000.00           G1234    DRAW 11
0002 C222222222          R 852852 0001 85 20 04 00 000 FC 01  1000
      200.00           654654123 DIST 4 LATE FEE
0003 F666666666999      R 8769  0001 85 20 04 00 000 BB 03  4000
      19900.00                TRACTOR

NEXT:
L1 L2 L3 L4 L5  USER ID  VENDOR-ID          DOC-NO  LINE  TYPE  SEL
85  C  R  C  R  AR-NO  LINE
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT          MINI  MAIN  RFRSH TOP          FWD
    
```

To view an individual line in an expanded view with all available data codes displayed:

- In the **X** (selection) field next to the record(s) to be expanded, input **I**.

TR34 – Clearing Fund Receivables Receipts – Multiple Inquiry By Site – Screen Two
(with example data input)

```

34M2  TR 34 - CLRNG FD REC RCPTS - MULT. INQUIRY BY SITE 06/10/2014 12:51:36
DOC-NO C 125678  TRN-DT 06/06/2014
X LINE VENDOR-ID          AR-NO  LINE L1 L2 L3 L4 L5  EO VR OBJECT CF PPI
   . . . . .AMOUNT . . . . . BI OTHER-DOC DESCRIPTION  . . QUANTITY . . B  PID
0001 E111111111          R 333444 0001 85 20 00 00 000 FC 01  7000
      75000.00           G1234    DRAW 11
0002 C222222222          R 852852 0001 85 20 04 00 000 FC 01  1000
      200.00           654654123 DIST 4 LATE FEE
I 0003 F666666666999      R 8769  0001 85 20 04 00 000 BB 03  4000
      19900.00                TRACTOR

NEXT:
L1 L2 L3 L4 L5  USER ID  VENDOR-ID          DOC-NO  LINE  TYPE  SEL
85  C  R  C  R  AR-NO  LINE
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT          MINI  MAIN  RFRSH TOP          FWD
    
```

- Press **Enter**. FLAIR will display the requested line(s) in an expanded view on the TR34 Clearing Fund Receivables Receipts Single Inquiry by Site Screen Two.

TR34 – Clearing Fund Receivables Receipts - Single Inquiry By Site – Screen Two
(with example data retrieved)

34I2	TR 34 - CLEARING FUND RECEIVABLES RECEIPTS										06/10/2014	12:54:30			
SINGLE INQUIRY BY SITE															
VENDOR-ID		AR-NO		LINE		L1	L2	L3	L4	L5	EO	VR	OBJECT	CF	PPI
F666666666999		R 8769		0001		85	20	04	00	000	BB	03	004000		
....AMOUNT....		BI	DOC-NO	LINE	TRN-DT	SUB-VENDOR-ID			..QUANTITY..						
19900.00			C 125678	0003	06/06/2014										
INVOICE		DESCRIPTION			OTHER DOC			AR-GL	AR-EGL	B	PID				
		TRACTOR						15100							
CAT	YR	GL	EGL	EOB	ECAT	EP	GRANT	GY	CNTRT	CY	OCA	AU	CLR		
000400	00	78100											060001		
GF	SF	FID	BE	IBI	EF	STATE PROGRAM		PROJECT ID		BPIN					
50	2	050001	85200000	00		1112110000 000000				EE888888					
UNITS		TIME			LETTER OF CREDIT										
L1-L5	85	DOC-NO C			LINE			AR-NO R		TYPE SEL					
USER ID		VENDOR-ID								LINE					
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---															
CONT MINI MAIN RFRSH TOP FWD															

8. To view additional lines, press **F8** until FLAIR displays the message, **“END OF SEARCH.”**

606.18 TR34 Update

Agency users have an option to update or delete TR34s during the current day prior to overnight processing. 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. *See sections 606.17.1 TR34 Single Inquiry and 606.17.2 TR34 Multiple Inquiry for more information.*

606.18.1 TR34 Update from Single Inquiry

TR34 Clearing Fund Receivable Receipts Single Update By Site function is used to correct or delete receivable receipts input directly in FLAIR during the current business day. This function allows users to view all data codes prior to updating a specific transaction. Updating information using this transaction automatically updates the information in the Daily Input File prior to overnight processing.

To update a line from the TR34 Clearing Fund Receivables Receipts Single Inquiry by Site Screen Two:

1. In the **SEL** field of the record to be updated, input **U**. *See section 606.17.1 TR34 Single Inquiry for information regarding performing the inquiry.*

TR34 Clearing Fund Receivables Receipts Single Inquiry By Site (with example data input)

```

34I2          TR 34 - CLEARING FUND RECEIVABLES RECEIPTS      06/10/2014  12:54:30
                SINGLE INQUIRY BY SITE
VENDOR-ID          AR-NO   LINE  L1 L2 L3 L4 L5  EO VR OBJECT  CF PPI
F666666666999      R 8769   0001  85 20 04 00 000  BB 03 004000

....AMOUNT....  BI  DOC-NO  LINE  TRN-DT      SUB-VENDOR-ID  ..QUANTITY..
    19900.00      C 125678 0003  06/06/2014

INVOICE          DESCRIPTION          OTHER DOC          AR-GL  AR-EGL  B  PID
                TRACTOR                15100

CAT   YR  GL   EGL  EOB  ECAT   EP  GRANT  GY  CNTRT  CY  OCA   AU  CLR
000400 00  78100

GF  SF  FID   BE          IBI  EF  STATE PROGRAM      PROJECT ID  BPIN
50  2  050001  85200000  00      1112110000 000000      EE888888

UNITS          TIME          LETTER OF CREDIT

L1-L5 85          DOC-NO C          LINE          TYPE          SEL U
USER ID          VENDOR-ID          AR-NO R          LINE
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 requested screen.

TR34 - Clearing Fund Receivables Receipts - Single Update By Site - Screen One
(with example data retrieved)

```

34U1          TR 34 - CLEARING FUND RECEIVABLES RECEIPTS      06/10/2014  12:56:26
                SINGLE UPDATE BY SITE
DELETE:
VENDOR-ID          AR-NO   LINE  L1 L2 L3 L4 L5  EO VR OBJECT  CF PPI
F666666666999      R 8769   0001  85 20 04 00 000  BB 03 004000

....AMOUNT....  BI  DOC-NO  LINE  TRN-DT      SUB-VENDOR-ID  ..QUANTITY..
    19900.00      C 125678 0003  06062014

INVOICE          DESCRIPTION          OTHER-DOC          AR-GL  AR-EGL  B  PID  CLR
                TRACTOR                15100                060001

CAT   YR  GL   EGL  EOB  ECAT   EP  GRANT  GY  CNTRT  CY  OCA   AU
000400 00  78100

GF  SF  FID   BE          IBI  EF  STATE PROGRAM      PROJECT ID  *LETTER OF CREDIT
50  2  050001  85200000  00      1112110000 000000

BPIN EE888888  UNITS          TIME          TYPE          SEL
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT  HELP           MINI  MAIN  RFRSH                CAN
    
```

TR34 Clearing Fund Receivables Receipts Single Update by Site Screen One fields:

Field	Description	Required/Optional/Special Instructions
DELETE	Delete Request	Optional. Valid input: D . Used to delete the transaction from the Daily Input File. If used, no other fields can be updated. Deleted transactions can not be retrieved. (1A)
VENDOR-ID	Vendor Identification	Required. Must be valid number from Vendor Statewide (VS), Vendor Employee (VE), AR Customer (RC), or Account Description (AD) Files. (21A/N)

Field	Description	Required/Optional/Special Instructions
AR-NO	Accounts Receivable Number	Protected. (7A/N)
LINE	Accounts Receivable Line Number	Protected. (4N)
L1 L2 L3 L4 L5	Organization Code	Protected. (11N)
EO	Expansion Option	Protected. (2A/N)
VR	Expansion Option Version	Protected. (2N)
OBJECT	Object Code	Protected. (6N)
CF	Certified Forward Indicator	Protected. (1A)
PPI	Prior Period Indicator	Protected. (1A)
AMOUNT	Amount	Required. May be updated, but cannot equal 0. (10.2N)
BI	Bookkeeping Indicator	Optional. Valid input: N. Prevents the transaction from being included in Treasury receipts processing. (1A)
DOC-NO	Document Number	Protected. (7A/N)
LINE	Deposit Line Number	Optional. (4N)
TRN-DT	Transaction Date	Required. If blank, defaults to current date. (8N)
SUB-VENDOR-ID	Sub-vendor Identification Number	Optional. If used, must be a valid number from the VS, VE, or RC Files. (14A/N)
QUANTITY	Quantity	Optional. (8.2N)
INVOICE	Invoice	Optional. (9A/N)
DESCRIPTION	Description	Optional. (16A/N)
OTHER-DOC	Other Document Number	Optional. (11A/N)
AR-GL	Accounts Receivable General Ledger Code	Protected. (5N)
AR-EGL	Accounts Receivable External General Ledger Code	Protected. (3A/N)
B	Batch Input	Optional. (1A/N)
PID	Product Identifier	Optional. (3A/N)
CLR	Clearing Fund Identifier	Protected. (6N)
CAT	Revenue Source Code or Appropriations Category	Required. If revenue object code is input, category must be ≤009999. If expenditure object code is input, category must be ≥010000. (6N)

Field	Description	Required/Optional/Special Instructions
YR	Year	Required. If appropriation category is used. Optional. If revenue source category is used. If blank, defaults to 00 . (2N)
GL	General Ledger Code	Required. Can be changed, but not deleted. (5N)
EGL	External General Ledger Code	Optional. (3A/N)
EOB	External Object Code	Optional. (3A/N)
ECAT	External Category	Optional. (6A/N)
EP	External Program	Optional. (2N)
GRANT	Grant Number	Optional. Must be established in FACTS or the Grants Information (GI) File and carried over to the Title File to be used in a FLAIR transaction. (5A/N)
GY	Grant Year	Optional. Only used if GRANT field is populated. (2N)
CNTRT	Contract Number	Optional. Must be established in FACTS and carried over to the Title File to be used in a transaction. (5A/N)
CY	Contract Year	Optional. Only used if CNTRT field is populated. (2N)
OCA	Other Cost Accumulator	Optional. (5A/N)
AU	Agency Unique Code	Optional. (2A/N)
GF	GAAFR Fund	Protected. (2N)
SF	State Fund	Protected. (1N)
FID	Fund Identifier	Protected. (6N)
BE	Budget Entity	Required. Can be changed, but not deleted. (8N)
IBI	Internal Budget Indicator	Required. Can be changed, but not deleted. (2N)
EF	External Fund	Protected. (1N)
STATE PROGRAM	State Program Number	Optional. Must equal State Program established on TR90 or TR91. (16N)
PROJECT ID	Project Identifier	Optional. (11A/N)
*LETTER OF CREDIT	Letter of Credit Number	Optional. Letter of credit number associated with grant processing. Only used if GRANT field is populated. If F1 is used, all letter of credit numbers associated with the GRANT will be available for selection. (15A/N)
BPIN	Beginning Property Identification Number	Optional. If used, last six digits must be numeric or ZZZZZZ . (8A/N)

Field	Description	Required/Optional/Special Instructions
UNITS	Units	Optional. (11N)
TIME	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.

3. a. Input the data necessary to update the transaction; **OR**
 b. In the **DELETE** field, input **D** to delete the transaction.
4. Press **Enter**.
 a. FLAIR will display the transaction with the updates displayed; **OR**
 b. If the transaction is deleted, FLAIR will display the next transaction matching the inquiry search criteria, if applicable.

606.18.2 TR34 Update from Multiple Inquiry

TR34 clearing Fund Receivable Receipts Multiple Update By Site is used for correcting or deleting TR34s on the same day as the original input in FLAIR. This function allows users to view up to four lines of a deposit prior to viewing a single transaction with all data codes displayed on the update screen. This transaction updates information in the Daily Input File prior to overnight processing.

To update a single line from the TR34 Clearing Fund Receivables Receipts Multiple Inquiry by Site Screen Two:

1. In the **X** field of the appropriate receivable receipt line number, input **U**. *See section 606.13.2 for information on completing the multiple inquiry.*

TR34 - Clearing Fund Receivables Receipts - Multiple Inquiry By Site Screen - Screen Two (with example data input)

```

34M2  TR 34 - CLRNG FD REC RCPTS - MULT. INQUIRY BY SITE 06/10/2014 13:06:41
DOC-NO C 301298  TRN-DT 06/06/2014
X LINE VENDOR-ID          AR-NO  LINE L1 L2 L3 L4 L5  EO VR OBJECT CF PPI
  . . . . AMOUNT . . . . BI  OTHER-DOC DESCRIPTION ..QUANTITY.. B  PID
[U] 0001 E111111111          R BC3691 0001 85 20 04 00 000 BB 05 1000
      1328.00              MAY FEES
0002 E111111111          R BC3691 0002 85 20 04 00 000 BB 05 1000
      1608.00              APRIL FEES
0003 E111111111          R BC3691 0003 85 20 04 00 000 BB 05 1000
      1178.00              MARCH FEES
0004 E111111111          R BC3691 0004 85 20 04 00 000 BB 05 1000
      1097.00              FEB FEES

NEXT:
L1 L2 L3 L4 L5  USER ID  VENDOR-ID          DOC-NO  LINE  TYPE  SEL
85                                     C        R        LINE
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 TR34 Clearing Fund Receivables Receipts Single Update by Site Screen One.

TR34 – Clearing Fund Receivables Receipts - Single Updated By Site – Screen One
 (with example data retrieved)

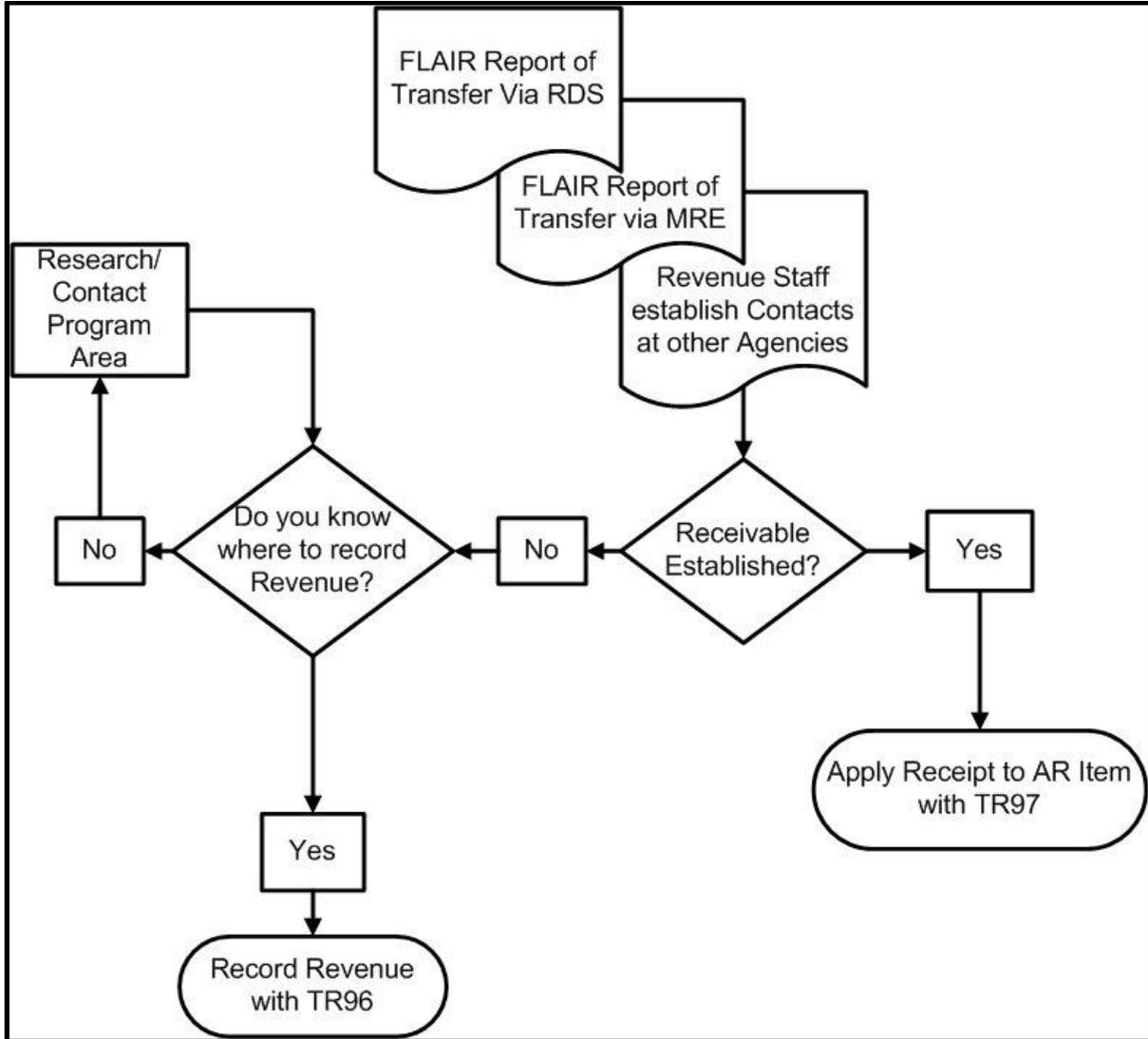
34U1	TR 34 - CLEARING FUND RECEIVABLES RECEIPTS										06/10/2014	13:08:19											
SINGLE UPDATE BY SITE																							
DELETE:																							
VENDOR-ID		AR-NO		LINE	L1	L2	L3	L4	L5	EO	VR	OBJECT	CF	PPI									
E111111111		R BC3691		0001	85	20	04	00	000	BB	05	001000											
....AMOUNT....		BI	DOC-NO	LINE	TRN-DT		SUB-VENDOR-ID			..QUANTITY..													
1328.00		C	301298	0001	06062014																		
INVOICE		DESCRIPTION			OTHER-DOC		AR-GL	AR-EGL	B	PID	CLR												
1622-ACP1		MAY FEES					15100				020001												
CAT	YR	GL	EGL	EOB	ECAT	EP	GRANT	GY	CNTRT	CY	OCA	AU											
000100	00	61300																					
GF	SF	FID	BE	IBI	EF	STATE	PROGRAM	PROJECT ID		*LETTER OF CREDIT													
50	2	050001	85200000	00		1112110000	000000																
BPIN		UNITS			TIME			TYPE		SEL													
ENTER-PF1---		PF2---		PF3---		PF4---		PF5---		PF6---		PF7---		PF8---		PF9---		PF10---		PF11---		PF12---	
CONT		HELP		MINI		MAIN		RFRSH														CAN	

3. a. Input the data necessary to update the transaction; **OR**
 b. In the **DELETE** field, input **D** to delete the transaction.
4. Press **Enter**.
 a. FLAIR will display the transaction with the updates displayed; **OR**
 b. If the transaction is deleted, FLAIR will display the next transaction matching the inquiry search criteria, if applicable. *See section 606.18.1 TR34 Update from Single Inquiry for more information on individual fields.*

606.19 TR97 Journal Transfer Receivables Receipts

The TR97 is used to record the receipt of funds transferred from one FLAIR account code to another within the State Concentration Account where an accounts receivable or memo accounts receivable has been established in the subsidiary. When a TR97 is input, it removes or reduces the Accounts Receivable Subsidiary Ledger (9S) and generates a new entry on the Daily Input File. This transaction does not create an entry on the Cash Receipts & Clearing Fund File (3S).

606.19.1 TR97/TR96 Transaction Flow



606.20 TR97 Input

Users can input a single JT receivables receipts transaction using a TR97S, or multiple JT receivables receipts transactions using a TR97A. Single input allows the user to view all data codes associated with the transaction (e.g., grant number, other cost accumulator, and external codes). Multiple transactions display limited data, but the user can input up to four lines per page.

Prior to processing a TR97, the user must verify the accounts receivable has not been expended using a TR9SI or TR9SM inquiry. *See sections 606.10.1 TR9S Single Inquiry and 606.10.2 TR9S Multiple Inquiry for more information.*

A TR97 requires minimal input, since all data codes are established with a TR90 or TR91 with the exception of the amount and transaction date.

To access a TR97 from the Cash Receipts Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **97**.
2. In **SEL** field, input **S** (single input) or **A** (multiple input).

Cash Receipts Mini Menu (with example data input)

```

CRMU                                06/10/13  11:05:42
                                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
    
```

S or A

TYPE 97

SEL

Available selection options:

Selection Type	Description
A	Multiple Input. Processes up to four lines using the same receivable number with limited data codes displayed.
S	Single Input with Expanded Data Display. Processes one receipt with all available codes retrieved from the Expansion Files displayed.
M	Multiple Inquiry. Displays up to four lines within the same receivable number.
I	Single Inquiry with Expanded Data Display. All available data codes displayed.

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

606.20.1 TR97 Single Input

The TR97 Journal Transfer Receivables Receipts Single Input allows the user to input all data codes associated with the transaction and consists of two screens. Most of these codes are retrieved from a TR90 or TR91 previously established, but can be updated prior to the end of the current business day if necessary.

To access a TR97 from the Cash Receipts Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **97**.
2. In **SEL** field, input **S**.

Cash Receipts Mini Menu (with example data input)

```

CRMU                                     11/06/13  11:45:14
                                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 97  SEL S
                                MAIN  RFRSH
    
```

3. Press **Enter**. FLAIR will display the TR97 JT Receivables Receipts Single Input Request Screen One.

TR97 - JT Receivables Receipts - Single Input - Request - Screen One

```

97S1                                     11/06/2013  13:19:22
                                TR 97 - JT RECEIVABLES RECEIPTS - SINGLE INPUT - REQUEST
                                L1 L2 L3 L4 L5  EO VR  OBJECT  PPI
                                AR-NO  LINE
                                R  _
                                Required
                                Fields

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

TR97 JT Receivables Receipts Single Input Request Screen One fields:

Field	Description	Required/Optional/Special Instructions
AR-NO	Accounts Receivable Number	Required. R is protected. Verify receivable numbers with TR9S. (7A/N)
LINE	Account Receivable Line Number	Required. Verify line numbers with TR9S. (4N)
L1 L2 L3 L4 L5	Organization Code	Optional. If input, the transaction will contain this org code, not the org code established with receivable. The transaction will be re-expanded and accounting codes will be updated. (11N)
EO	Expansion Option	Optional. If input, the transaction will contain this EO, not the EO established with receivable. The transaction will be re-expanded and accounting codes will be updated. (2A/N)
VR	Expansion Option Version	Optional. If input, the transaction will contain this EO version, not the version established with receivable. The transaction will be re-expanded and accounting codes will be updated. (2N)
OBJECT	Object Code	Optional. If input, the transaction will contain this object code, not the object code established with receivable. The transaction will be re-expanded and accounting codes will be updated. (6N)
PPI	Prior Period Indicator	Optional. Valid input: Blank – Transaction will update current period accounting records. M – Prior Month Indicator. Transaction will update prior month accounting records when an agency has not closed the books for the previous month. Y – Prior Year Indicator. Transaction will update prior year accounting records when an agency has not closed the books for the previous year. (1A)

Note: The vendor ID established on the 9S Ledger must be a valid FLAIR account code to complete the transaction or FLAIR will display the error message, ***“INVALID RECEIVABLE VENDOR-ID FOR THIS TRANSACTION TYPE.”*** See ***example below***. If this message is received, the user must ensure the correct **AR-NO** is used, or update the receivable record on the 9S Ledger before proceeding.

TR97 – JT Receivables Receipts – Single Input – Request Screen One (with example of error message)

```

TR97S 19161A-INVALID RECEIVABLE VENDOR-ID FOR THIS TRANSACTION TYPE
97S1                                     06/10/2013 12:42:19
      TR 97 - JT RECEIVABLES RECEIPTS - SINGLE INPUT - REQUEST

AR-NO   LINE   L1 L2 L3 L4 L5   EO VR OBJECT PPI
R 111    0001

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

4. In the appropriate fields, input the data necessary to proceed to Screen Two.

TR97 – JT Receivables Receipts – Single Input – Request - Screen One (with example data input)

```

97S1                                     11/06/2013 13:19:22
      TR 97 - JT RECEIVABLES RECEIPTS - SINGLE INPUT - REQUEST

AR-NO   LINE   L1 L2 L3 L4 L5   EO VR OBJECT PPI
R 900200 0001

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

5. Press **Enter**. FLAIR will display the TR97 JT Receivables Receipts Single Input Screen Two.

TR97 – JT Receivables Receipts – Single Input - Screen Two (with example data retrieved)

```

97S2      TR 97 - JT RECEIVABLES RECEIPTS - SINGLE INPUT      06/10/2013  11:13:57
VENDOR-ID      AR-NO      LINE  L1 L2 L3 L4 L5  EO VR OBJECT  CF  PPI
86101000001862000000  R 900202 0001  85 10 02 02 213 AA 02 010300
....AMOUNT.... DOC-NO      LINE  STATE-DOC  TRN-DT  SUB-VENDOR-ID  ..QUANTITY..
C
INVOICE      DESCRIPTION      OTHER-DOC      AR-GL      AR-EGL      B      PID
16100
CAT  YR  GL  EGL  EOB  ECAT  EP  GRANT      GY  CNTRT  CY  OCA  AU
001903 00 67100
GF SF FID  BE  IBI  EF  STATE PROGRAM      PROJECT ID
20 2  010001 85100000  1112110000 000000
BPIN      ...UNITS....  ...TIME...      TYPE      SEL
NEXT:
AR-NO: R 900202  LINE 0001 L1-L5      EO  VR  OBJ  PPI
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT      MINI  MAIN  RFRSH      CAN
    
```

TR97 JT Receivables Receipts Single Input Request Screen Two fields:

Field	Description	Required/Optional/Special Instructions
VENDOR-ID	Vendor Identification Number	Required. Retrieved from 9S record, but may be changed. Must be a valid FLAIR account code to complete the transaction or user will receive error message, "INVALID RECEIVABLE VENDOR-ID FOR THIS TRANSACTION TYPE." (21A/N)
AR-NO	Accounts Receivable Number	Protected. (7A/N)
LINE	Accounts Receivable Line Number	Protected. (4N)
L1 L2 L3 L4 L5	Organization Code	Protected. (11N)
EO	Expansion Option	Protected. (2A/N)
VR	Expansion Option Version	Protected. (2N)
OBJECT	Object Code	Protected. (6N)
CF	Certified Forward Indicator	Optional. Valid input: C . Not allowed if SF = 8 or if revenue source category is used. (1A)
PPI	Prior Period Indicator	Protected. Retrieved from Screen One, if input. (1A)
AMOUNT	Transaction Amount	Required. Cannot equal 0 . Positive and negative numbers allowed. (10.2N)
DOC-NO	Document Number	Required. C is protected. (7A/N)
LINE	Document Line Number	Optional. (4N)

Field	Description	Required/Optional/Special Instructions
STATE-DOC	Statewide Document Number	Prohibited. If SF = 8. Optional. May be used to record the SWDN assigned when the transfer was initiated. (11A/N)
TRN-DT	Transaction Date	Required. If blank, defaults to current date. (8N)
SUB-VENDOR-ID	Sub-vendor Identification Number	Optional. If used, must be a valid number from the VS, VE, or RC Files. (14A/N)
QUANTITY	Quantity	Optional. Input of negative or positive numbers and numbers starting with 0 are allowed. (8.2N)
INVOICE	Invoice	Optional. (9A/N)
DESCRIPTION	Description	Optional. (16A/N)
OTHER-DOC	Other Document Number	Optional. (11A/N)
AR-GL	Accounts Receivable General Ledger Code	Protected. (5N)
AR-EGL	Accounts Receivable External General Ledger Code	Protected. (3A/N)
B	Batch Input	Optional. For the accumulation of transactions for reconciling. (1A/N)
PID	Product identifier	Optional. Must be established in the Title File prior to use in a transaction. (3A/N)
CAT	Revenue Source Code or Appropriations Category	Required. If revenue object code is input, category must be ≤009999. If expenditure object code is input, category must be ≥010000. (6N)
YR	Year	Required. If an appropriation category is used. If blank, defaults to 00. Optional. If revenue source category is used. (2N)
GL	General Ledger Code	Optional. Must be established in the Title File prior to use in a transaction. (5N)
EGL	External General Ledger Code	Optional. Must be established in the Title File prior to use in a transaction. (3A/N)
EOB	External Object Code	Optional. Must be established in the Title File prior to use in a transaction. (3A/N)
ECAT	External Category	Optional. Must be established in the Title File prior to use in a transaction. (6A/N)
EP	External Program	Optional. Must be established in the Title File prior to use in a transaction. (2N)
GRANT	Grant Number	Optional. Must be established in FACTS or the Grants Information (GI) File and carried over into the Title File to be used in a transaction. (5A/N)

Field	Description	Required/Optional/Special Instructions
GY	Grant Year	Optional. Only used if GRANT field is populated. (2N)
CNTRT	Contract Number	Optional. Must be established in FACTS and carried over to the Title File to be used in a FLAIR transaction. Edited against FACTS . (5A/N)
CY	Contract Year	Optional. Only used if CNTRT field is populated. (2N)
OCA	Other Cost Accumulator	Optional. Must be established in the Title File prior to use in a transaction. (5A/N)
AU	Agency Unique Code	Optional. Must be established in the Title File prior to use in a transaction. (2A/N)
GF	GAAFR Fund	Protected. (2N)
SF	State Fund	Protected. (1N)
FID	Fund Identifier	Protected. (6N)
BE	Budget Entity	Required. Must be established in the Title File prior to use in a transaction. (8N)
IBI	Internal Budget Indicator	Required. Must be established in the Title File prior to use in a transaction. (2N)
EF	External Fund	Protected. Must be established in the Title File prior to use in a transaction. (1N)
STATE PROGRAM	State Program Number	Required. Must be established in the Title File prior to use in a transaction. (16N)
PROJECT ID	Project Identifier	Optional. Must be established in the Project Information (PI) File and carried over into the Title File prior to use in a transaction. (11A/N)
BPIN	Beginning Property Identification Number	Optional. If used, last six digits must be numeric or ZZZZZZ . (8A/N)
UNITS	Units	Optional. (11N)
TIME	Time	Optional. (9N)

6. In the **AMOUNT** field, input the transaction amount.
7. In the **DOC-NO** field, input the document number.
8. Input any other data necessary to complete the transaction.

TR97 – JT Receivables Receipt – Single Input – Screen Two (with example data input)

```

97S2      TR 97 - JT RECEIVABLES RECEIPTS - SINGLE INPUT      06/10/2013  11:13:57
VENDOR-ID      AR-NO  LINE  L1 L2 L3 L4 L5  EO VR OBJECT  CF  PPI
86101000001862000000  R 900202 0001 85 10 02 02 213 AA 02 010300
....AMOUNT.... DOC-NO  LINE  STATE-DOC  TRN-DT  SUB-VENDOR-ID  ..QUANTITY..
200.00          C 125678
INVOICE  DESCRIPTION          OTHER-DOC          AR-GL  AR-EGL  B  PID
16100
CAT  YR  GL  EGL EOB  ECAT  EP  GRANT          GY CNTRT CY  OCA  AU
001903 00 67100
GF SF FID  BE  IBI  EF  STATE PROGRAM          PROJECT ID
20 2  010001 85100000  1112110000 000000
BPIN          ...UNITS....  ...TIME...          TYPE  SEL
NEXT:
AR-NO: R 900202  LINE 0001 L1-L5          EO  VR  OBJ  PPI
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT          MINI  MAIN  RFRSH          CAN
    
```

9. Press **Enter**. The TR97 will be recorded on the Daily Input File, and the Available Balance File and 9S Ledger will be updated. **See section 606.23.6 TR97 FLAIR Accounting Entries for details.** FLAIR will return the user to the TR97 JT Receivables Receipts Single Input Screen Two. FLAIR will retrieve any data that is included on the **NEXT** line and the **CF**, **AMOUNT**, **SUB-VENDOR-ID**, **QUANTITY**, **PROJECT ID**, **UNITS**, and **TIME** fields will be blank.

606.20.2 TR97 Multiple Input

The TR97 Journal Transfer Receivables Receipts Multiple Input allows the user to input four lines of data on the same screen with limited data input fields. Most of these codes are retrieved from a previously established TR90 or TR91, but can be updated prior to the end of the same business day as original input if necessary.

To access a TR97 from the Cash Receipts Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **97**.
2. In **SEL** field, input **A**.

Field	Description	Required/Optional/Special Instructions
VENDOR-ID	Vendor Identification Number	Required. Must be a valid FLAIR account code. (21A/N)
AR-NO	Accounts Receivable Number	Optional. R is protected. If blank, FLAIR will apply to the first receivable found on the 9S Ledger containing this vendor ID. (7A/N)
LINE	Accounts Receivable Line Number	Optional. If input, AR-NO must be populated. (4N)
L1 L2 L3 L4 L5	Organization Code	Optional. If input, FLAIR will apply to the first receivable found on the 9S Ledger containing this vendor ID and org code. (11N)
OBJECT	Object Code	Optional. If input, then either AR-NO or L1 is required. (6N)
PPI	Prior Period Indicator	Optional. Valid input: Blank – Transaction will update current period accounting records. M – Prior Month Indicator. Transaction will update prior month accounting records when an agency has not closed the books for the previous month. Y – Prior Year Indicator. Transaction will update prior year accounting records when an agency has not closed the books for the previous year. (1A)
AMOUNT	Transaction Amount	Required. Cannot equal 0 . Must be positive number if AR-NO and LINE are blank. (10.2N)
STATE-DOC	Statewide Document Number	Prohibited. If SF = 8 . Optional. May be used to record the SWDN assigned when the transfer was initiated. (11A/N)
OTHER-DOC	Other Document Number	Optional. (11A/N)
DESCRIPTION	Description	Optional. (16A/N)
QUANTITY	Quantity	Optional. Input of negative or positive numbers and numbers starting with 0 are allowed. (8.2N)
B	Batch Input	Optional. For the accumulation of transactions for reconciling. (1A/N)

Note: A vendor ID is always required. However, the **AR-NO**, **LINE**, **L1-L5**, and **OBJECT** fields are optional. If the **AR-NO** and **LINE** fields are input, the specific receivable and line number will be reduced. To remove the oldest receivable for a vendor, leave the **AR-NO**, **LINE**, **L1-L5**, and **OBJECT** fields blank. This will allow FLAIR to exhaust the receivable using the first-in-first-out method.

- Input the necessary information to complete the transaction on each line. The user may input up to four lines.

606.21 TR97 Inquiry

Transactions added to the Daily Input File using a TR97 can be inquired upon on the day of input using the TR97 inquiry. Regardless of how the transaction was added to the Daily Input File (single or multiple line input) the user may use either the single or multiple line inquiry to view the transaction.

606.21.1 TR97 Single Inquiry

The TR97 Journal Transfer Receivables Receipts 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. This includes codes which are retrieved from the Expansion Files. They may be changed if necessary.

To access the TR97 Single Inquiry Request from the Cash Receipts Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **97**.
2. In **SEL** field, input **I**.

Cash Receipts Mini Menu (with example data input)

```

CRMU                                     11/06/13  14:43:14
                                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 97  SEL I
    
```

3. Press **Enter**. FLAIR will display the TR97 JT Receivables Receipts Single Inquiry by Site Request Screen One.

TR97 – JT Receivables Receipts – Single Inquiry By Site – Request - Screen One

```

97I1                                06/10/2013 13:21:54
TR 97 - JT RECEIVABLES RECEIPTS - SINGLE INQUIRY BY SITE - REQUEST
L1 L2 L3 L4 L5  USER ID  VENDOR-ID          DOC-NO   LINE  AR-NO   LINE
85                                     C           R

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

TR97 JT Receivables Receipts Single Inquiry by site Request Screen One fields:

Field	Description	Required/Optional/Special Instructions
L1 L2 L3 L4 L5	Organization Code	Optional. L1 is protected. FLAIR will return transactions based on the organization level input. (11N)
USER ID	FLAIR User Identification Code	Optional. If input, FLAIR will return transactions input with this user ID. (6N)
VENDOR-ID	Vendor Identification Number	Optional. If used, must be a valid FLAIR account code. (21A/N)
DOC-NO	Document Number	Optional. C is protected. If input, FLAIR will retrieve only transactions containing this document number. (7A/N)
LINE	Document Line Number	Optional. If used, FLAIR will return only the line number input. If blank, FLAIR will return all available line numbers beginning with the first available line. (4N)
AR-NO	Accounts Receivable Number	Optional. R is protected. If input, FLAIR will retrieve only transactions containing this accounts receivable number. (7A/N)
LINE	Accounts Receivable 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)

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 transactions meeting the search criteria; **OR**
 - b. If no search criteria is input, FLAIR will display all transactions within the user's organizational code level and site.

TR97 – JT Receivables Receipts – Single Inquiry By Site - Screen Two (with example data retrieved)

97I2 TR 97 - JT RECEIV. RECEIPTS-SINGLE INQUIRY BY SITE 06/10/2013 13:25:26														
VENDOR-ID		AR-NO		LINE	L1	L2	L3	L4	L5	EO	VR	OBJECT	CF	PPI
86101000001862000000		R 900202		0001	85	10	02	02	213	AA	02	010300		
...AMOUNT...		DOC-NO		LINE	STATE-DOC		TRN-DT		SUB-VENDOR-ID		..QUANTITY..			
2.00		C 123456		0001			06102013							
INVOICE		DESCRIPTION			OTHER-DOC			AR-GL		AR-EGL		B	PID	
								16100						
CAT	YR	GL	EGL	EOB	ECAT	EP	GRANT		GY		CNTRT	CY	OCA	AU
001903	00	67100												
GF	SF	FID	BE	IBI	EF	STATE-PROGRAM			PROJECT ID					
20	2	010001	85100000	00		1112110000 000000								
BPIN		...UNITS....			...TIME...									
L1	L2	L3	L4	L5	USER ID	VENDOR-ID		DOC-NO	LINE	TYPE	AR-NO	SEL		
85								C		R		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 additional transactions until FLAIR displays the message, **"END OF SEARCH."**

606.21.2 TR97 Multiple Inquiry

The TR97 Journal Transfer Receivable Receipts Multiple Inquiry By Site Request allows the user to view up to four lines with the same document number at a time. Each line will have limited data available for viewing.

To access the TR97 Multiple Inquiry Request from the Cash Receipts Mini Menu or any FLAIR input screen:

1. In the **TYPE** field, input **97**.
2. In **SEL** field, input **M**.

Cash Receipts Mini Menu (with example data input)

```

CRMU                                     11/06/13  14:57:26
                                     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 97  SEL M
    
```

3. Press **Enter**. FLAIR will display the TR97 JT Receivables Receipts Multiple Inquiry by Site Request Screen One.

TR97 - JT Receivables Receipts - Multiple Inquiry By Site - Request - Screen One

```

97M1                                     06/10/2013  13:33:09
TR 97 - JT RECEIVABLES RECEIPTS - MULTIPLE INQUIRY BY SITE - REQUEST
L1 L2 L3 L4 L5  USER ID  VENDOR-ID          DOC-NO  LINE  AR-NO  LINE
85                                     C          R
                                     -
                                     TYPE      SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                                     MINI  MAIN  RFRSH
    
```

TR97 JT Receivables Receipts Multiple Inquiry by Site Request Screen One fields:

Field	Description	Required/Optional/Special Instructions
L1 L2 L3 L4 L5	Organization Code	Optional. L1 is protected. FLAIR will return transactions based on the organization level input. (11N)
USER ID	FLAIR User Identification Code	Optional. If input, FLAIR will return transactions input with this user ID. (6N)
VENDOR-ID	Vendor Identification Number	Optional. If used, must be a valid FLAIR account code. (21A/N)

Field	Description	Required/Optional/Special Instructions
DOC-NO	Document Number	Optional. C is protected. If input, FLAIR will retrieve only transactions containing this document number. (7A/N)
LINE	Document Line Number	Optional. If used, FLAIR will return only the line number input. If blank, FLAIR will return all available line numbers beginning with the first available line. (4N)
AR-NO	Accounts Receivable Number	Optional. R is protected. If input, FLAIR will retrieve only transactions containing this accounts receivable number. (7A/N)
LINE	Accounts Receivable 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)

4. Input the desired search criteria for the inquiry; **OR**
 - b. Leave all fields blank.
5. Press **Enter**.
 - a. FLAIR will return up to four records that meets the search criteria; **OR**
 - b. If all fields are left blank, FLAIR will return the first four records in organizational code order.

TR97 – JT Receivables Receipts – Multiple Inquiry By Site - Screen Two (with example data retrieved)

```

97M2                                06/10/2013  13:36:26
      TR 97 - JT RECEIVABLES RECEIPTS - MULTIPLE INQUIRY BY SITE
DOC-NO C 123456      TRN-DT 06/10/2013      STATE-DOC
X LINE VENDOR-ID          AR-NO  LINE L1 L2 L3 L4 L5  EO VR OBJECT CF
...AMOUNT...  OTHER DOC  DESCRIPTION  ..QUANTITY.. B  PID  PPI
0001 86101000001862000000 R 900202 0001 85 10 02 02 213 AA 02 010300
      2.00

0002 86101000001862000000 R 900202 0001 85 10 02 02 213 AA 02 010300
      6.00

0003 86101000001862000000 R 900202 0001 85 10 02 02 213 AA 02 010300
      1.00

0004 86101000001862000000R 900202 0001 85 10 02 02 213 AA 02 010300
      3.00

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

To view a single line expanded with all available data codes displayed:

6. In the **X** (selection) field next to the line(s) to expand, input **I**.

TR97 – JT Receivables Receipts – Multiple Inquiry By Site - Screen Two (with example data retrieved)

```

97M2                                06/10/2013  13:36:26
      TR 97 - JT RECEIVABLES RECEIPTS - MULTIPLE INQUIRY BY SITE
DOC-NO C 123456      TRN-DT 06/10/2013      STATE-DOC
X LINE VENDOR-ID      AR-NO  LINE L1 L2 L3 L4 L5  EO VR OBJECT CF
....AMOUNT.... OTHER DOC  DESCRIPTION  ..QUANTITY.. B  PID  PPI
I 0001 86101000001862000000 R 900202 0001 85 10 02 02 213 AA 02 010300
      2.00

      0002 86101000001862000000 R 900202 0001 85 10 02 02 213 AA 02 010300
      6.00

      0003 86101000001862000000 R 900202 0001 85 10 02 02 213 AA 02 010300
      1.00

      0004 86101000001862000000 R 900202 0001 85 10 02 02 213 AA 02 010300
      3.00

L1 L2 L3 L4 L5  USER ID  VENDOR-ID      DOC-NO  LINE  TYPE  SEL
85                                     C      R      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 selected line in an expanded view on the TR97 JT Receivables Receipts Single Inquiry by Site Screen Two.

TR97 – JT Receivables Receipts – Single Inquiry By Site - Screen Two (with example data retrieved)

```

97I2 TR 97 - JT RECEIV. RECEIPTS-SINGLE INQUIRY BY SITE 06/10/2013 13:45:05
VENDOR-ID      AR-NO  LINE  L1 L2 L3 L4 L5  EO VR OBJECT CF  PPI
86101000001862000000 R 900202 0001 85 10 02 02 213 AA 02 010300
....AMOUNT.... DOC-NO  LINE STATE-DOC  TRN-DT      SUB-VENDOR-ID  ..QUANTITY..
      2.00 C 123456 0001          06102013
INVOICE      DESCRIPTION      OTHER-DOC      AR-GL      AR-EGL      B      PID
      16100
CAT  YR  GL  EGL EOB  ECAT  EP  GRANT      GY CNTRT CY OCA  AU
001903 00 67100
GF SF FID  BE  IBI  EF  STATE-PROGRAM      PROJECT ID
20 2  010001 85100000 00  1112110000 000000
BPIN      ...UNITS.... ...TIME...
L1 L2 L3 L4 L5  USER ID  VENDOR-ID      DOC-NO  LINE  TYPE  SEL
85                                     C      R      LINE
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 lines until FLAIR displays the message, **"END OF SEARCH."**

606.22 TR97 Update

Agency users have an option to update or delete JT Receivable Receipts during the current day prior to overnight processing. To complete an update, users must first inquire using a TR97I (single inquiry) or TR97M (multiple inquiry) prior to updating the receivable receipt. *See sections 606.21.1 TR97 Single Inquiry and 606.21.2 TR97 Multiple Inquiry for more information.*

606.22.1 TR97 Update from Single Inquiry

The TR97 Journal Transfer Receivable Receipts Single Update By Site function is used for correcting or deleting TR97s input directly in FLAIR during the current business day. This function allows users to view all data codes prior to updating a specific transaction. Updating information using this transaction automatically updates the information in the Daily Input File prior to overnight processing.

To update a single line TR97 from the TR97 JT Receivables Receipts Single Inquiry by Site Screen Two:

1. In the **SEL** field of the record to be updated, input **U**. *See section 606.21.1 TR97 Single Inquiry.*

TR97 – JT Receivables Receipts – Single Inquiry By Site – Screen Two (with example data input)

```

97I2  TR 97 - JT  RECEIV. RECEIPTS-SINGLE INQUIRY BY SITE  06/10/2013  13:45:05
VENDOR-ID          AR-NO    LINE  L1 L2 L3 L4 L5  EO VR OBJECT  CF  PPI
86101000001862000000  R 900202 0001  85 10 02 02 213 AA 02 010300
...AMOUNT...  DOC-NO  LINE STATE-DOC  TRN-DT  SUB-VENDOR-ID  ..QUANTITY..
          2.00 C 123456 0001          06102013
INVOICE  DESCRIPTION          OTHER-DOC          AR-GL  AR-EGL  B  PID
          16100
CAT  YR  GL  EGL EOB  ECAT  EP  GRANT          GY CNTRT CY OCA  AU
001903 00 67100
GF SF FID  BE  IBI  EF  STATE-PROGRAM          PROJECT ID
20 2  010001 85100000 00  1112110000 000000
BPIN          ...UNITS...  ...TIME...
L1 L2 L3 L4 L5  USER ID  VENDOR-ID          DOC-NO  LINE  TYPE  SEL U
85          C          R          LINE
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 TR97 JT Receivables Receipts Single Update by Site Screen One.

TR97 – JT Receivables Receipts – Single Update By Site – Screen One (with example data retrieved)

```

97U1                                06/10/2013  14:00:44
      TR 97 - JT RECEIVABLES RECEIPTS - SINGLE UPDATE BY SITE
DEL  VENDOR-ID          AR-NO   LINE  L1 L2 L3 L4 L5  EO VR OBJECT PPI
   _  86101000001862000000  R 900202 0001  85 10 02 02 213 AA 02 010300
....AMOUNT.... DOC-NO   LINE STATE-DOC   TRN-DT   SUB-VENDOR-ID  ..QUANTITY..
2.00          C 123456 0001          06102013
INVOICE      DESCRIPTION          OTHER-DOC          AR-GL      AR-EGL  B  CF  PID
                    16100
CAT   YR GL   EGL  EOB  ECAT   EP GRANT          GY CNTRT CY OCA   AU
001903 00 67100
GF SF FID   BE      IBI   EF   STATE-PROGRAM          PROJECT ID
20 2  010001 85100000 00          1112110000 000000
BPIN          ...UNITS....   ...TIME...
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT          MINI  MAIN  RFRSH          TYPE      SEL
          CAN
    
```

TR97 JT Receivables Receipts Single Update by Site Screen One fields:

Field	Description	Required/Optional/Special Instructions
DEL	Delete Request	Optional. Valid input: D . Used to delete the transaction from the Daily Input File. If used, no other fields can be updated. Deleted transactions can not be retrieved. (1A)
VENDOR-ID	Vendor Identification	Required. Retrieved from 9S record, but available for update. (21A/N)
AR-NO	Accounts Receivable Number	Protected. (7A/N)
LINE	Accounts Receivable Line Number	Protected. (4N)
L1 L2 L3 L4 L5	Organization Code	Protected. (11N)
EO	Expansion Option	Protected. (2A/N)
VR	Expansion Option Version	Protected. (2N)
OBJECT	Object Code	Protected. (6N)
PPI	Prior Period Indicator	Protected. (1A)
AMOUNT	Amount	Required. May be updated, but cannot equal 0 . (10.2N)
DOC-NO	Document Number	Protected. (7A/N)
LINE	Document Line Number	Optional. (4N)
STATE-DOC	Statewide Document Number	Prohibited. If SF = 8 . Optional. May be used to record the SWDN assigned when the transfer was initiated. (11A/N)
TRN-DT	Transaction Date	Optional. If blank, defaults to current date. (8N)

Field	Description	Required/Optional/Special Instructions
SUB-VENDOR-ID	Sub-vendor Identification Number	Optional. (14A/N)
QUANTITY	Quantity	Optional. (8.2N)
INVOICE	Invoice	Optional. (9A/N)
DESCRIPTION	Description	Optional. (16A/N)
OTHER-DOC	Other Document Number	Optional. (11A/N)
AR-GL	Accounts Receivable General Ledger Code	Protected. (5N)
AR-EGL	Accounts Receivable External General Ledger Code	Protected. (3A/N)
B	Batch Input	Optional. (1A/N)
CF	Certified Forward Indicator	Protected. (1A)
PID	Product Identifier	Optional. (3A/N)
CAT	Revenue Source Code or Appropriations Category	Required. Can be changed but not deleted. If revenue object code is input, category must be ≤009999. If expenditure object code is input, category must be ≥010000. (6N)
YR	Year	Required. If appropriation category is used. If blank, defaults to 00 . Optional. If revenue source category is used. (2N)
GL	General Ledger Code	Required. Can be changed, but not deleted. (5N)
EGL	External General Ledger Code	Optional. (3A/N)
EOB	External Object Code	Optional. (3A/N)
ECAT	External Category	Optional. (6A/N)
EP	External Program	Optional. (2N)
GRANT	Grant Number	Optional. Must be established in FACTS or the Grants Information (GI) File and carried over to the Title File to be used in a FLAIR transaction. (5A/N)
GY	Grant Year	Optional. Only used if GRANT field is populated. (2N)
CNTRT	Contract Number	Optional. Must be established in FACTS and carried over to the Title File to be used in a transaction. (5A/N)
CY	Contract Year	Optional. Only used if CNTRT field is populated. (2N)
OCA	Other Cost Accumulator	Optional. (5A/N)
AU	Agency Unique Code	Optional. (2A/N)

Field	Description	Required/Optional/Special Instructions
GF	GAAFR Fund	Protected. (2N)
SF	State Fund	Protected. (1N)
FID	Fund Identifier	Protected. (6N)
BE	Budget Entity	Required. Can be changed, but not deleted. (8N)
IBI	Internal Budget Indicator	Required. Can be changed, but not deleted. (2N)
EF	External Fund	Protected. (1N)
STATE PROGRAM	State Program Number	Required. Must equal State Program established on TR90 or TR91. (16N)
PROJECT ID	Project Identification Number	Optional. (11A/N)
BPIN	Beginning Property Identification Number	Optional. (8A/N)
UNITS	Units	Optional. (11N)
TIME	Time	Optional. (6N)

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.

3. a. Input the data necessary to update the transaction; **OR**
b. In the **DELETE** field, input **D** to delete the transaction.
4. Press **Enter**.
a. FLAIR will display the transaction with the updates displayed; **OR**
b. If the transaction is deleted, FLAIR will display the next transaction matching the inquiry search criteria, if applicable.

606.22.2 TR97 Update from Multiple Inquiry

The TR97 Journal Transfer Accounts Receivable Receipt Multiple Update By Site is used for correcting or deleting TR97s input directly in FLAIR during the current business day. This function allows users to view four lines of transactions prior to viewing individual expanded transactions. This transaction updates information in the Daily Input File prior to overnight processing.

To update a single line TR97 from the 97 JT Receivables Receipts Multiple Inquiry by Site Screen Two:

1. In the **X** field of the receivable receipt line number(s) to be updated, input **U**. *See section 606.21.2 Accounts Receivable Multiple Inquiry.*

TR97 JT Receivables Receipts – Multiple Inquiry By Site – Screen Two (with example data input)

```

97M2                                06/10/2013  16:41:31
      TR 97 - JT RECEIVABLES RECEIPTS - MULTIPLE INQUIRY BY SITE
DOC-NO C 123456      TRN-DT 06/10/2013      STATE-DOC
X LINE VENDOR-ID          AR-NO   LINE L1 L2 L3 L4 L5  EO VR OBJECT CF
....AMOUNT....  OTHER DOC   DESCRIPTION  ..QUANTITY..  B  PID  PPI
U 0001 86101000001862000000 R 900202 0001 85 10 02 02 213 AA 02 010300
      2.00
_ 0002 86101000001862000000 R 900202 0001 85 10 02 02 213 AA 02 010300
      6.00
0003 86101000001862000000 R 900202 0001 85 10 02 02 213 AA 02 010300
      1.00
0004 86101000001862000000 R 900202 0001 85 10 02 02 213 AA 02 010300
      3.00

L1 L2 L3 L4 L5  USER ID  VENDOR-ID          DOC-NO   TYPE   SEL
85                                     C                                     R
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 TR97 JT Receivables Receipts Single Update by Site Screen One.

TR97 – JT Receivables Receipts – Single Update By Site – Screen One (with example data retrieved)

```

97U1                                06/10/2013  16:43:16
      TR 97 - JT RECEIVABLES RECEIPTS - SINGLE UPDATE BY SITE
DEL  VENDOR-ID          AR-NO   LINE  L1 L2 L3 L4 L5  EO VR OBJECT PPI
      86101000001862000000 R 900202 0001 85 10 02 02 213 AA 02 010300
....AMOUNT....  DOC-NO   LINE STATE-DOC   TRN-DT   SUB-VENDOR-ID  ..QUANTITY..
2.00             C 123456 0001             06102013
INVOICE          DESCRIPTION          OTHER-DOC          AR-GL          AR-EGL  B  CF  PID
                  16100
CAT   YR GL   EGL  EOB  ECAT   EP GRANT          GY CNTRT CY OCA   AU
001903 00 67100
GF SF FID   BE      IBI   EF   STATE-PROGRAM          PROJECT ID
20 2  010001 85100000 00      1112110000 000000
BPIN          ...UNITS....    ...TIME...

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

See section 606.21.1 TR97 Update from Single Inquiry for more information on individual fields.

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.

3. a. Input the data necessary to update the transaction; **OR**
 b. In the **DELETE** field, input **D** to delete the transaction.
4. Press **Enter**.
 a. FLAIR will display the transaction with the updates displayed; **OR**
 b. If the transaction is deleted, FLAIR will display the next transaction matching the inquiry search criteria, if applicable.

5. To view additional line items, press **F8** until FLAIR displays the message, “**END OF SEARCH.**”

606.23 Accounts Receivable FLAIR Accounting Entries

When receivables are established, either as Accounts Receivables (TR90), or as Memo Accounts Receivables (TR91) an anticipated receipt of monies is recorded in the accounting records. When changes are made to an established receivable using the TR9SU, the appropriate accounting entries are updated in the accounting records.

When the monies are collected, partially or fully, using a TR33, TR34, or TR97, the receivable is released and the deposit is recorded in the accounting records.

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

- Accounts Receivable (TR90)
- Memo Accounts Receivable (TR91)
- Accounts Receivable Subsidiary Ledger Updates (TR9S)
- Direct Deposit Receivable Receipt (TR33)
- Clearing Fund Receivable Receipt (TR34)
- Journal Transfer Receivable Receipt (TR97)

606.23.1 TR90 FLAIR Accounting Entries

This transaction is used to record the sale of goods and services on credit or record a current year expenditure refund due but not yet received. This transaction updates the accounts receivable GL account and the Accounts Receivable Subsidiary. This transaction also records an entry on the Daily Input File. During nightly update the entries generated from the Daily input File are used to update the agency's Detail and Master Files.

To record an accounts receivable if the object code is equal to a **revenue** object code.

GL Code	Description	DR	CR	I/A
15***	Accounts Receivable or	X		I
16***	Due from Governmental Units	X		I
6****	Revenue/Receipts		X	I

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

To record an accounts receivable if the object code is equal to an **expenditure** object code.

GL Code	Description	DR	CR	I/A
15***	Accounts Receivable or	X		I
16***	Due from Governmental Units	X		I
7****	Revenue/Receipts		X	I

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

The user inputs the GL code for receivables on the input screen. The GL code for expenditures or revenue may be retrieved from the expansion set record or input by the user. To record a positive

receivable line item, the user should input a positive amount that will be recorded as a debit to the receivable account. To record a negative receivable line item, the user should input a negative amount that will be recorded as a credit to the receivable account.

Note: There is no available balance update that occurs at this time. All available balance updates are postponed until a TR33, TR34, or TR97 is recorded. These transactions will remove the receivable from the 9S Ledger and update the Available Balance File.

606.23.2 TR91 FLAIR Accounting Entries

TR91s are used to record the sale of goods and services on credit or to record an expenditure refund to be received but not yet due. A TR91 sets up the accounts receivable record on the Accounts Receivable Subsidiary but does not affect the GL. When a memo receivable is recorded for the sale of goods or services, the user should input a positive amount to a revenue GL code (6****). When a memo receivable is recorded for an expenditure refund the user should input a positive amount to an expenditure GL code (7****). This transaction does not show up on the agency's Trail Balance Report.

Note: There is no available balance update that occurs at this time. All available balance updates are postponed until a TR33, TR34, or TR97 is recorded. These transactions will remove the receivable from the 9S Ledger and update the Available Balance File.

606.23.3 TR9S FLAIR Accounting Entries

The TR9S records changes to the established receivable in the GL account. The 9S Ledger is updated when a TR90U, TR91U, or TR9SU occurs or a receivable receipt is input through a TR33, TR34, or TR97.

TR90 and TR91 update screens are used to update or delete accounts receivable records input during the current business day. When these transactions occur, the Detail and Master Files have not been updated. The original entry is retrieved from the Daily Input File and the correcting data is input or typed over the existing data. This updates the Daily Input File and simultaneously creates a correcting entry to the 9S Ledger. If the correction was to a quantitative (**AMOUNT** or **QUANTITY**) field, only the net change would display on the 9S inquiry screen.

The TR9SU (update) option should be used to correct transactions that have already updated the Detail and Master Files. These transactions are no longer on the Daily Input File, so they are retrieved directly from the Accounts Receivable Subsidiary. This creates a reversing entry to back out the existing receivable record, an entry to record the corrected receivable, and if there is a change in a quantitative field, an entry to record the net change.

When updates are made using the TR9SU, a reversing entry to back out the existing record and an entry to record the correct receivable is recorded.

Backout entries recorded when the user inputs “-100.00” into the **AMT CHANGE** field in a TR9SU:

GL Code	Description	DR	CR	I/A
6****	Revenue.Receipts	800		A
15***	Accounts Receivable or		800	A
16***	Due from Governmental Units		800	A

Re-input entries recorded when the user inputs “-100.00” into the **AMT CHANGE** field in a TR9SU:

GL Code	Description	DR	CR	I/A
15***	Accounts Receivable or	700		A
16***	Due from Governmental Units	700		A
6****	Revenue/Receipts		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 (depending on what GL code is used), while the next two entries record the transaction with the correct dollar amount.

606.23.4 TR33 FLAIR Accounting Entries

The TR33 Direct Deposit Receivable Receipt is used to record the collection of accounts receivable and memo accounts receivable where a subsidiary is maintained and monies are deposited directly into an operating fund.

Collection of revenue receivable/memo receivable receipts:
(object code = revenue and category = revenue source)

SF	GL Code	Description	DR	CR	I/A
1	54600	Collections – State General Revenue or	X		I
2	12100	Unreleased Cash in the State Treasury or	X		I
8	11200	Cash in Bank	X		I
	6****	Revenue/Receipts		X	A

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

Collection of revenue receivable/memo receivable receipts:
(object code = expenditure)

SF	GL Code	Description	DR	CR	I/A
1	54600	Collections – State General Revenue or	X		I
2	12100	Unreleased Cash in the State Treasury or	X		I
8	11200	Cash in Bank	X		I
	7****	Expenditures		X	A

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

Note: The refund category of 001800 will post in agency accounting records until the TR79 (Automated Expenditure Refund) is automated by the system reversing the category from 001800 to reflect the original appropriation category input.

FLAIR will automate the TR90 entries to remove or reduce the receivable from the 9S Ledger and GL. TR91 Memo Accounts Receivable will only remove or reduce the receivable from the 9S Ledger but will not affect the GL.

TR90 receivable release:

GL Code	Description	DR	CR	I/A
6****	Revenue/Receipts or	X		A
7****	Expenditures	X		A
15***	Receivables - Non-governmental		X	A

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

When direct deposit receivable receipts are recorded, the Available Balance File is updated a follows:

Account	State Fund = 1	State Fund = 2, 3	State Fund = 8
Fund Cash	N/A*	+/-amount	+/-amount
Fund Release: Revenue Object Code Expenditure Object Code	N/A* +/-amount	N/A* +/-amount	N/A* N/A*
Organization Cash	N/A*	+/-amount	+/-amount
Organization Allotment: Revenue Object Code Expenditure Object Code	N/A* +/-amount	N/A* +/-amount	N/A* +/-amount

*N/A = Not Applicable; +/- = Increase/Decrease.

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.

A TR33 entry will generate a record on the Cash Receipts & Clearing Fund File (3S). These entries will update the agency's records and be moved to the Treasurer's Receipt System for further processing. *See section 608 Treasury for more information on Treasury Receipt Processing.*

606.23.5 TR34 FLAIR Accounting Entries

The TR34 Clearing Fund Receivable Receipt function is used to record the collection of accounts receivable monies that are first deposited into a clearing fund account and later transferred to the operating account.

OPERATING FUND (STATE FUND = 1 or 2):

Collection of revenue receivable/memo receivable receipts:
(object code = revenue object code)

GL Code	Description	DR	CR	I/A
16900	Due from Clearing Fund	X		A
6****	Revenue/Receipts		X	I

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

Collection of expense refund receivable/memo receivable receipts:
(object code = expenditure object code)

GL Code	Description	DR	CR	I/A
16900	Due from Clearing Fund	X		A
7****	Expenditures		X	I

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

FLAIR will automate the TR90 entries to remove or reduce the receivable from the 9S Ledger and GL. A TR91 Memo Accounts Receivable will only remove or reduce the receivable from the Accounts Receivable Subsidiary but will not affect the GL.

TR90 receivable release:

GL Code	Description	DR	CR	I/A
6****	Revenue/Receipts or	X		A
7****	Expenditures	X		A
15***	Receivables - Non-governmental or		X	A
16***	Due from Governmental Unit		X	A

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

CLEARING FUND (STATE FUND = 8):

GL Code	Description	DR	CR	I/A
11200	Cash in Bank	X		A
35900	Due to State Funds, Clearing Fund		X	A

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

When clearing fund receivable receipts are recorded, the Available Balance File is updated only for the clearing fund cash. Available Balance File update for the operating fund occurs when Clear the Clearing Fund Processing is complete.

606.23.6 TR97 FLAIR Accounting Entries

The TR97 JT Receivable Receipts function is used to record the collection of accounts receivable and memo accounts receivable from another state fund where an accounts receivable subsidiary is maintained and monies are deposited to an operating fund.

Collection of revenue receivable/memo receivable receipts:
(object code = revenue and category = revenue source)

SF	GL Code	Description	DR	CR	I/A
1	54600	Collections – State General Revenue or	X		I
2	12100	Unreleased Cash in the State Treasury or	X		I
8	11200	Cash in Bank	X		I
	6****	Revenue/Receipts		X	A

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

Collection of expense refund receivables/memo receivable receipts:
(object code = expenditure object code and category = original appropriation category)

SF	GL Code	Description	DR	CR	I/A
1	13100	Collections – State General Revenue or	X		I
2	12200	Unreleased Cash in the State Treasury or	X		I
8	11200	Cash in Bank	X		I
	7****	Expenditures		X	A

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

FLAIR will automate the TR90 entries to remove or reduce the receivable from the 9S Ledger and GL. The TR91 Memo Accounts Receivable function will only remove or reduce the receivable from the accounts receivable subsidiary but will not affect the GL.

When JT receivables receipts are recorded, the Available Balance File is updated a follows:

Account	State Fund = 1	State Fund = 2, 3	State Fund = 8
Fund Cash	N/A*	+/-amount	+/-amount
Fund Release: Revenue Object Code Expenditure Object Code	N/A* +/-amount	N/A* +/-amount	N/A* N/A*
Organization Cash	N/A*	+/-amount	+/-amount
Organization Allotment: Revenue Object Code Expenditure Object Code	N/A* +/-amount	N/A* +/-amount	N/A* +/-amount

*N/A = Not Applicable; +/- = Increase/Decrease.

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.

607 Cash Receipts Utility Function

The **Cash Receipts Utility (CP)** function is used for a variety of tasks:

- Process and inquire upon Treasury receipts
- Record the transfer of cash receipts from the Cash Receipts & Clearing Fund File (3S)
- Produce detail of direct deposits and detail of cleared clearing fund receipts
- Generate the necessary accounting entries to clear the clearing fund

To access the Cash Receipts Utility (CP) Mini Menu from the Main Accounting Menu or any FLAIR input screen:

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

Main Accounting Menu (with example data input)

MNMU			MENU			06/24/2013 10:29:29		
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: CP SEL: _

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

2. Press **Enter**. FLAIR will display the Cash Receipts Utility Mini Menu.

Cash Receipts Utility Mini Menu

CPMU		CASH RECEIPTS UTILITY MINI MENU		07/03/2013 11:08:12	
_ TREASURY RECEIPT PROCESSING - ENTER DEPOSIT: C _ TREASURY RECEIPT DETAIL INQUIRY - ENTER DEPOSIT: C CLEAR THE CLEARING FUND PROCESSING - ENTER CLR FUND:					
RECEIPTS REPORTING: RDS FORM PRINTER DESTINATION					
IMMEDIATE DETAIL OF DIRECT DEPOSITS					
REPRINT OF IMMEDIATE DETAIL OF DIRECT DEPOSITS					
(OPTIONAL) STARTING DEP NO.: C ENDING DEP NO.: C					
OVERNIGHT DETAIL OF DIRECT DEPOSITS					
IMMEDIATE DETAIL OF CLEARING FUND DEPOSITS -					
ENTER CLR FUND: DATE (OPTIONAL):					
REPRINT OF CLEAR THE CLEARING FUND - ENTER CLR FUND:					
PRINT VERIFIED TREASURY RECEIPTS - DATE(REQUIRED):					
TYPE SEL					
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---					
CONT MAIN RFRSH					

607.1 Overview of Cash Receipts Utility function

The first option on the Cash Receipts Utility Mini Menu, Treasury Receipt Processing, allows the user to process treasury receipts. When a TR30 or TR33 is input, FLAIR automatically generates a record on the Cash Receipts & Clearing Fund File (3S). These cash receipts must be transferred to the Treasury for processing.

The second option, Treasury Receipt Detail Inquiry, allows the user to view detailed information related to cash receipts input.

The third option, Clear the Clearing Fund Processing, allows users to clear the clearing fund. Clearing fund transactions will not be included in Treasury Receipt Processing until the Clear the Clearing Fund Processing has taken place. *See section 607.1.3 Clear the Clearing Fund Processing for additional information.*

The bottom half of the menu is designated for reporting only. The user must be an RDS user and have a valid RDS form name to run these reports. If the RDS form name is input, the printer destination field must be blank.

Cash Receipts Utility Mini Menu

```

CPMU                CASH RECEIPTS UTILITY MINI MENU                07/03/2013  11:08:12
- TREASURY RECEIPT PROCESSING - ENTER DEPOSIT:  C
  TREASURY RECEIPT DETAIL INQUIRY - ENTER DEPOSIT:  C
  CLEAR THE CLEARING FUND PROCESSING - ENTER CLR FUND:

RECEIPTS REPORTING:      RDS FORM          PRINTER DESTINATION
IMMEDIATE DETAIL OF DIRECT DEPOSITS

REPRINT OF IMMEDIATE DETAIL OF DIRECT DEPOSITS
(OPTIONAL) STARTING DEP NO.: C          ENDING DEP NO.: C

OVERNIGHT DETAIL OF DIRECT DEPOSITS

IMMEDIATE DETAIL OF CLEARING FUND DEPOSITS -
ENTER CLR FUND:          DATE (OPTIONAL):

REPRINT OF CLEAR THE CLEARING FUND - ENTER CLR FUND:

PRINT VERIFIED TREASURY RECEIPTS - DATE(REQUIRED):
                                     TYPE    SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT          MATN  RFRSH
    
```

Cash Receipts Utility Mini Menu fields:

Field	Required/Optional/Special Instructions
TREASURY RECEIPT PROCESSING	Optional. Valid input: X. Deposit number is optional. (1A) and (7A/N)
TREASURY RECEIPT DETAIL INQUIRY	Optional. Valid input: X. Requires a deposit number. (1A) and (7A/N)
CLEAR THE CLEARING FUND PROCESSING	Optional. Valid input: X. Requires a clearing fund identifier. (1A) and (6N)
RDS FORM	Optional. Must be an RDS user. Must be a valid RDS form name. First digits must not equal C, D, or P. If user inputs an RDS FORM the PRINTER DESTINATION field must be blank. (4A/N)

Field	Required/Optional/Special Instructions
PRINTER DESTINATION	Optional. Must be a valid FLAIR printer ID. If the user inputs a PRINTER DESTINATION the RDS FORM field must be blank. (8A/N)
IMMEDIATE DETAIL OF DIRECT DEPOSITS	Optional. Valid input: X . This report provides a listing of all direct deposits less than 45 days old, that have not been included on a Detail of Direct Deposits Report from a previous day, and have not been processed for Treasury receipt production. (1A)
REPRINT OF IMMEDIATE DETAIL OF DIRECT DEPOSITS	Optional. Valid input: X . This report provides a listing of all direct deposits printed on any earlier reports during the same business day. STARTING DEP NO. and ENDING DEP NO. fields may be used to limit deposits included on the report. If used, both must be input. (1A) and (7A/N) and (7A/N)
OVERNIGHT DETAIL OF DIRECT DEPOSITS	Optional. Valid input: X . This report may be generated during nightly processing. (1A)
IMMEDIATE DETAIL OF CLEARING FUND DEPOSITS	Optional. Valid input: X . This report provides a listing of all clearing fund deposits for the current day. If selected, the clearing fund identifier is required input for the ENTER CLR FUND field. The DATE (OPTIONAL) field may be used to limit results to one date of input. (1A) and (6N) and (8N)
REPRINT OF THE CLEAR THE CLEARING FUND	Optional. Valid input: X . This report may be generated after nightly processing. If selected, the clearing fund identifier is required input for the ENTER CLR FUND field. (1A) and (6N)
PRINT VERIFIED TREASURY RECEIPTS	Optional. Valid input: X . This report provides a listing of all verified treasury receipts. Treasury receipts are available for printing for five days. If selected, input is required for the DATE (REQUIRED) field. (1A) AND (8N)

607.1.1 Treasury Receipt Processing

Treasury Receipt Processing is located on the Cash Receipts Utility (CP) Mini Menu. Direct Deposit Receipts (TR30) and Accounts Receivable Direct Deposit Receipts (TR33) display on the Treasury Receipt Processing Screen and may be transferred to the Treasury or deleted immediately after being input into FLAIR. Treasury Receipt Processing causes the record to drop from the Cash Receipts & Clearing Fund File (3S) during overnight processing. Transactions remain on the Treasury Receipt Processing Screen until deleted by either the agency or the Treasury or until a deposit is verified by the Treasury and posted to State Accounts (SA).

Note: If the deposit is made to a local fund (**SF = 8**), or a bookkeeping indicator of **N** is used, this entry will only update the agency's records. If the deposit is made to a fund with any other SF, and the **BI** field is blank, the agency's records are updated and the item is moved to the Treasury Receipt Processing System (on the Cash Receipts Utility Mini Menu) for further processing.

To access the Treasury Receipt Processing function from the Cash Receipts Utility Mini Menu:

1. In the **SEL** field, input **X**.
2. In the **ENTER DEPOSIT** field, input the deposit number.

Cash Receipts Utility Mini Menu (with example data input)

```

CPMU                                CASH RECEIPTS UTILITY MINI MENU          07/03/2013  11:08:12
X TREASURY RECEIPT PROCESSING - ENTER DEPOSIT: C 100200
TREASURY RECEIPT DETAIL INQUIRY - ENTER DEPOSIT: C
CLEAR THE CLEARING FUND PROCESSING - ENTER CLR FUND:

RECEIPTS REPORTING:      RDS FORM          PRINTER DESTINATION
IMMEDIATE DETAIL OF DIRECT DEPOSITS

REPRINT OF IMMEDIATE DETAIL OF DIRECT DEPOSITS
(OPTIONAL) STARTING DEP NO.: C          ENDING DEP NO.: C

OVERNIGHT DETAIL OF DIRECT DEPOSITS

IMMEDIATE DETAIL OF CLEARING FUND DEPOSITS -
ENTER CLR FUND:          DATE (OPTIONAL):

REPRINT OF CLEAR THE CLEARING FUND - ENTER CLR FUND:

PRINT VERIFIED TREASURY RECEIPTS - DATE(REQUIRED):

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

3. Press **Enter**. FLAIR will display the Treasury Receipt Processing Screen. This screen displays summary data from the Cash Receipts & Clearing Fund File (3S).

Treasury Receipt Processing Screen (with example data retrieved)

```

CPRP                                TREASURY RECEIPT PROCESSING          07/10/2013  14:29:18

DEPOSIT NUMBER  STATUS  ....AMOUNT....  ACTION  DEPOSIT DATE  COUNT  CLR FUND
C 000001        T          200.00          07092013    2
C 000002        T        10019.00          07092013    1
C 101300        P          3400.00
C 111111        T          1700.00          07092013    2
C 111300        P          200.90
                                0.00
                                0.00
                                0

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

Treasure Receipt Processing Screen fields:

Field	Description	Required/Optional/Special Instructions
DEPOSIT NUMBER	Cash Receipt Number	Protected. Agency assigned. Retrieved from 3S File. (6N)
STATUS	Receipt Status	Protected. Indicates status of the treasury receipt in the processing cycle. Valid input: C - Clear the Clearing Fund Request Entered P - Pending Transfer to Treasury

Field	Description	Required/Optional/Special Instructions
		R – Rejected by Treasury T – Transmit to Treasury D – Delete V – Verified by Treasury X – Pending Deletion by Treasury Y – Verified by Treasury; Transferred to State Accounts H – Treasury Receipts Header with no Detail (1A)
AMOUNT	Treasury Receipt Amount	Protected. Total treasury receipt amount for the deposit number. Retrieved from 3S File. (10.2N)
ACTION	Action Code	Required. Used to initiate transfer. Valid input: T – Transmit to Treasury D – Delete (1A)
DEPOSIT DATE	Date of Deposit	Required. Assigned by agency for the treasury receipt. Must be in MMDDYYYY format. Cannot be greater than current date. (8N)
COUNT	Line Item Count	Protected. Number of line items that make up a specific deposit. Retrieved from 3S File. (4N)
CLR FUND	Clearing Fund Identifier	Protected. Clearing fund identifier cleared to generate deposit transaction. If not a clearing fund transaction, the field is blank. (6N)

To transfer one or more deposits to the Treasury for verification:

1. In the **ACTION** field for the deposit(s) to be transferred, input **T**.
2. In the **DEPOSIT DATE** field, input the date the deposit was made at the bank.

Note: Once the deposit has been transmitted to the Treasury, no updates are allowed (call Treasury).

Treasury Receipt Processing (with example data input)

CPRP		TREASURY RECEIPT PROCESSING					07/10/2013	14:29:18
DEPOSIT NUMBER	STATUSAMOUNT....	ACTION	DEPOSIT DATE	COUNT	CLR	FUND	
C 000001	T	200.00		07092013	2			
C 000002	T	10019.00		07092013	1			
C 101300	P	3400.00	T	07102013	1			
C 111111	T	1700.00		07092013	2			
C 111300	P	200.90	T	07092013	1			
		0.00	-		0			
		0.00			0			

TYPE SEL

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

3. Press **Enter**. FLAIR will process the request and display the message **"017-END OF SEARCH"**
4. Press **F3** to return to the Cash Receipts Utility Mini Menu, or **F4** to return to the Main Accounting Menu.

To delete a deposit:

1. In the **ACTION** field of the deposit(s) to be deleted, input **D**.

Treasury Receipt Processing (with example data input)

CPRP		TREASURY RECEIPT PROCESSING					07/12/2013	10:01:59
DEPOSIT NUMBER	STATUSAMOUNT....	ACTION	DEPOSIT DATE	COUNT	CLR	FUND	
C 000001	T	200.00		07092013	2			
C 000002	T	10019.00		07092013	1			
C 101300	P	3400.00	D	07122013	1			
C 111111	T	1700.00	-	07092013	2			
C 111300	P	200.90			1			
		0.00			0			
		0.00			0			

TYPE SEL

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

2. Press **Enter**. FLAIR will process the request and display the message **"017-END OF SEARCH"**
3. Press **F3** to return to the Cash Receipts Utility Mini Menu, or **F4** to return to the Main Accounting Menu.

Note: Placing a deposit in **D** status prevents the deposit from transmitting to the Treasury for verification, but it does not reverse the accounting entries created by the original cash receipt transaction. Therefore, deposits in **D** status should not be updated, but may need to be backed out.

607.1.2 Treasury Receipt Detail Inquiry

The Treasury Receipt Detail Inquiry option allows agencies to inquire on their treasury receipts by accessing the Cash Receipts Utility Mini Menu. This inquiry screen will display the detail line information included on that transaction.

To process an inquiry request from the Cash Receipt Utility Mini Menu:

1. In the selection field to the left of **TREASURY RECEIPT DETAIL INQUIRY**, input **X**.
2. In the **ENTER DEPOSIT** field, input the deposit number.

Cash Receipts Utility Mini Menu (with example data input)

```

CPMU                CASH RECEIPTS UTILITY MINI MENU          07/12/2013  10:58:13
TREASURY RECEIPT PROCESSING - ENTER DEPOSIT:  C
X TREASURY RECEIPT DETAIL INQUIRY - ENTER DEPOSIT:  C 101300
_ CLEAR THE CLEARING FUND PROCESSING - ENTER CLR FUND:
RECEIPTS REPORTING:  RDS FORM          PRINTER DESTINATION
IMMEDIATE DETAIL OF DIRECT DEPOSITS
REPRINT OF IMMEDIATE DETAIL OF DIRECT DEPOSITS
(OPTIONAL) STARTING DEP NO.: C          ENDING DEP NO.: C
OVERNIGHT DETAIL OF DIRECT DEPOSITS
IMMEDIATE DETAIL OF CLEARING FUND DEPOSITS -
ENTER CLR FUND:          DATE (OPTIONAL):
REPRINT OF CLEAR THE CLEARING FUND - ENTER CLR FUND:
PRINT VERIFIED TREASURY RECEIPTS - DATE(REQUIRED):
                                     TYPE      SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                MAIN  RFRSH
    
```

3. Press **Enter**. FLAIR will display the Treasury Receipt Detail Inquiry Screen for the requested deposit. This screen is inquiry only. All fields are retrieved from the Cash Receipts & Clearing Fund File (3S) and protected.

Treasury Receipt Detail Inquiry (with example data retrieved)

```

_CPDI                TREASURY RECEIPT DETAIL INQUIRY          07/12/2013  11:03:04
DEP-NO C 101300     PRIMARY-DOC C101300
VENDOR-ID          INVOICE    SECOND-DOC  DESCRIPTION    CLR    TRN-DT
...AMOUNT...      ACCOUNT CODE          CF L1 L2 L3 L4 L5  EO VR OBJECT
TR
                SALTWATER          JULY LICENCES          07/10/2013
30      3400.00  852020100018510000000 00020000  85 10 02 02 000 AA 02 002000
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                MINI  MAIN  RFRSH TOP          FWD
    
```

Treasury Receipt Detail Inquiry Screen fields:

Field	Description	Required/Optional/Special Instructions
DEP-NO	Deposit Number	Protected. (7A/N)
PRIMARY-DOC	Primary Document Number	Protected. (7A/N)
VENDOR-ID	Vendor Identification	Protected. (21A/N)
INVOICE	Invoice Number	Protected. (9A/N)
SECOND-DOC	Accounts Receivable Number	Protected. (11A/N)
DESCRIPTION	Transaction Description	Protected. (16A/N)
CLR	Clearing Fund	Protected. If not a clearing fund transaction, the field is blank. (6N)
TRN-DT	Transaction Date	Protected. (8N)
AMOUNT	Receipt Amount	Protected. (10.2N)
ACCOUNT CODE	FLAIR Account Code	Protected. (29N)
CF	Certified Forward Indicator	Protected. (1A)
L1 L2 L3 L4 L5	Organization Code	Protected. (11N)
EO	Expansion Option	Protected. (2A/N)
VR	Version	Protected. (2N)
OBJECT	Object Code	Protected. (6N)
TR	Transaction Type	Protected. (2N)

607.1.3 Clear the Clearing Fund Processing

Recording a deposit with a TR31 or TR34 generates a record on the Cash Receipts & Clearing Fund File (3S); this record shows the deposit to the local account. The money must then be transferred from the local account to the concentration account. Clear the Clearing Fund Processing records the transfer of money from the local account to the concentration account.

Once the Clear the Clearing Fund Processing has been performed, the transaction is moved to the Treasury Receipt Processing System (on the Cash Receipts Utility Mini Menu) for further processing.

To process a clearing fund transaction from the Cash Receipts Utility Mini Menu:

1. In the selection field to the left of **CLEAR THE CLEARING FUND PROCESSING**, input **X**.
2. In the **ENTER CLR FUND** field, input the clearing fund identifier.

Cash Receipts Utility Mini Menu (with example data input)

```

CPMU                                CASH RECEIPTS UTILITY MINI MENU          07/15/2013  08:35:31
TREASURY RECEIPT PROCESSING - ENTER DEPOSIT:  C
TREASURY RECEIPT DETAIL INQUIRY - ENTER DEPOSIT:  C
X CLEAR THE CLEARING FUND PROCESSING - ENTER CLR FUND: 002001
RECEIPTS REPORTING:      RDS FORM          PRINTER DESTINATION
IMMEDIATE DETAIL OF DIRECT DEPOSITS
REPRINT OF IMMEDIATE DETAIL OF DIRECT DEPOSITS
(OPTIONAL) STARTING DEP NO.: C          ENDING DEP NO.: C
OVERNIGHT DETAIL OF DIRECT DEPOSITS
IMMEDIATE DETAIL OF CLEARING FUND DEPOSITS -
ENTER CLR FUND:          DATE (OPTIONAL):
REPRINT OF CLEAR THE CLEARING FUND - ENTER CLR FUND:
PRINT VERIFIED TREASURY RECEIPTS - DATE(REQUIRED):
                                     TYPE      SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                                MAIN  RFRSH
    
```

3. Press **Enter**. FLAIR will display the Clear the Clearing Fund Processing Request Add Screen.

Clear the Clearing Fund Processing Request – Add Screen (with example data retrieved)

```

CPCA                                07/15/2013  08:39:36
      CLEAR THE CLEARING FUND PROCESSING REQUEST-ADD

CLEARING FUND: 002001

TO ADD REQUEST - ENTER CLEAR-THROUGH-DATE:
                        AND DEPOSIT NUMBER:  C

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

Data in the **CLEARING FUND** field is retrieved and protected.

4. In the **TO ADD REQUEST - ENTER CLEAR THROUGH DATE** field, input the date of the last deposit.
5. In the **DEPOSIT NUMBER** field, input the document number used to process the transaction.

Clear the Clearing Fund Processing Request – Add Screen (with example data input)

```

CPCA                                07/15/2013  08:39:36
      CLEAR THE CLEARING FUND PROCESSING REQUEST-ADD

CLEARING FUND: 002001

TO ADD REQUEST - ENTER CLEAR-THROUGH-DATE: 07152013
                        AND DEPOSIT NUMBER:  C 501306

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

6. Press **Enter**. If this is the first request entered for the day, FLAIR will display the message, **"CLEAR THE CLEARING FUND HAS BEEN REQUESTED."**
7. Press **Enter**. FLAIR will display the Cash Receipts Utility Mini Menu.

Note: If a request to clear this clearing fund has already been entered on the current business day, FLAIR will display the message, **"REQUEST ALREADY ON FILE."** Additionally, a list will display with the clear through dates and deposit numbers. These fields can be edited if needed. Input any

changes and press **ENTER**. FLAIR will process the update and display the message, "**CLEAR THE CLEARING FUND REQUEST HAS BEEN UPDATED.**"

607.1.4 Updating a Clear The Clearing Fund Processing Request

Users can delete or update any Clear The Clearing Fund Processing request during the day of original input prior to overnight processing.

To delete an add request, from the Cash Receipts Utility Mini Menu:

1. In the **X** (selection) field next to **CLEAR THE CLEARING FUND PROCESSING**, input **X**.
2. In the **ENTER CLR FUND** field, input the clearing fund identifier originally used to process the add request.

Cash Receipts Utility Mini Menu (with example input)

```

CPMU                                CASH RECEIPTS UTILITY MINI MENU                06/14/2013  15:40:19

      TREASURY RECEIPT PROCESSING - ENTER DEPOSIT:  C
      TREASURY RECEIPT DETAIL INQUIRY - ENTER DEPOSIT:  C
      X CLEAR THE CLEARING FUND PROCESSING - ENTER CLR FUND: 020001

RECEIPTS REPORTING:      RDS FORM          PRINTER DESTINATION
      IMMEDIATE DETAIL OF DIRECT DEPOSITS

      REPRINT OF IMMEDIATE DETAIL OF DIRECT DEPOSITS
      (OPTIONAL) STARTING DEP NO.: C          ENDING DEP NO.: C

      OVERNIGHT DETAIL OF DIRECT DEPOSITS

      IMMEDIATE DETAIL OF CLEARING FUND DEPOSITS -
      ENTER CLR FUND:          DATE (OPTIONAL):

      REPRINT OF CLEAR THE CLEARING FUND - ENTER CLR FUND:

      PRINT VERIFIED TREASURY RECEIPTS - DATE(REQUIRED):

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

```

3. Press **Enter**. FLAIR will display the Clear the Clearing Fund Processing Request Update Screen.

Clear the Clearing Fund Processing Request - Update Screen

```

CPCU                                06/14/2013  16:26:48
CLEAR THE CLEARING FUND PROCESSING REQUEST - UPDATE

CLEARING FUND:  020001

REQUEST ALREADY ON FILE - CLEAR-THROUGH-DATE:  06/14/2013
DEPOSIT NUMBER:  C 501306

TO CHANGE REQUEST - ENTER CLEAR-THROUGH-DATE:
DEPOSIT NUMBER:  C
OR DELETE:

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

To edit the request:

1. a. In the **TO CHANGE REQUEST - ENTER CLEAR THROUGH DATE** field, input a new clear through date; **AND/OR**
- b. In the **TO CHANGE REQUEST - DEPOSIT NUMBER** field, input a new deposit number.
2. Press **Enter**. FLAIR will display the message, **"CLEAR THE CLEARING FUND REQUEST HAS BEEN UPDATED."**
3. Press **Enter**. FLAIR will display the Cash Receipts Utility Menu.

To delete the request:

1. In the **DELETE** field, input **D**.
2. Press **Enter**. FLAIR will display the message, **"CLEAR THE CLEARING FUND REQUEST HAS BEEN DELETED."**
3. Press **Enter**. FLAIR will display the Cash Receipts Utility Menu.

Clear the Clearing Fund Processing Request - Update Screen (with example input)

```

CPCU                                06/14/2013  16:26:48
CLEAR THE CLEARING FUND PROCESSING REQUEST - UPDATE

CLEARING FUND:  020001

REQUEST ALREADY ON FILE - CLEAR-THROUGH-DATE:  06/14/2013
DEPOSIT NUMBER:  C 501306

TO CHANGE REQUEST - ENTER CLEAR-THROUGH-DATE:  06122013
DEPOSIT NUMBER:  C 501305
OR DELETE:

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

When the clearing fund is cleared, the deposit will appear on the Treasury's Receipts Processing Screen and can be transferred (T) to the Treasury for verification. Ultimately, the deposit will post to state accounts like direct deposit receipt transactions. *See section 607.1.1 Treasury Receipt Processing for more information.*

607.2 Receipts Reporting

The bottom half of the Cash Receipts Utility Mini Menu is designed strictly for reporting purposes and will not initiate Treasury Receipt Processing. The available reporting options are:

- Immediate Detail of Direct Deposits
- Reprint of Immediate Detail of Direct Deposits
- Overnight Detail of Direct Deposits
- Immediate Detail of Clearing Fund Deposits
- Reprint of Clear the Clearing Fund Deposits
- Print Verified Treasury Receipts

When requesting a report, the user must notify FLAIR of a printer destination or an RDS form ID, but not both. The **PRINTER DESTINATION** field is used to route a report to a specific printer. The RDS form name is used to send the report to the indicated RDS form. RDS form IDs are assigned by the agency RDS Administrator.

Note: Only one reporting selection is allowed at one time.

Cash Receipts Utility Mini Menu

```

CPMU                CASH RECEIPTS UTILITY MINI MENU                07/15/2013  09:38:14

TREASURY RECEIPT PROCESSING - ENTER DEPOSIT:  C
TREASURY RECEIPT DETAIL INQUIRY - ENTER DEPOSIT:  C
CLEAR THE CLEARING FUND PROCESSING - ENTER CLR FUND:

RECEIPTS REPORTING:  RDS FORM          PRINTER DESTINATION
IMMEDIATE DETAIL OF DIRECT DEPOSITS

REPRINT OF IMMEDIATE DETAIL OF DIRECT DEPOSITS
(OPTIONAL) STARTING DEP NO.:  C          ENDING DEP NO.:  C

OVERNIGHT DETAIL OF DIRECT DEPOSITS

IMMEDIATE DETAIL OF CLEARING FUND DEPOSITS -
ENTER CLR FUND:          DATE (OPTIONAL):

REPRINT OF CLEAR THE CLEARING FUND - ENTER CLR FUND:

PRINT VERIFIED TREASURY RECEIPTS - DATE(REQUIRED):

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

```

If the user does not include a RDS Form ID or a printer destination, FLAIR will display the error message, ***"RDS FORM OR PRINTER DESTINATION IS REQUIRED."***

Each of the reporting options on the Cash Receipts Utility Mini Menu is discussed in the sections following.

607.2.1 Immediate Detail of Direct Deposits

The Immediate Detail of Direct Deposits Report may be generated immediately as a reprint of an earlier report produced on the same day or produced overnight as part of an agency's nightly processing. A listing of all direct deposits input meeting the following criteria will be generated upon initiation of this request:

- Not over 45 days in age;
- Has not been included on a Detail of Direct Deposits Report from a previous day; and
- Has not been processed from treasury receipt production.

To initiate an Immediate Detail of Direct Deposits Report from the Cash Receipts Utility Mini Menu:

1. In the selection field to the left of **IMMEDIATE DETAIL OF DIRECT DEPOSITS**, input X.

Cash Receipts Utility Mini Menu (with example data input)

```

CPMU                CASH RECEIPTS UTILITY MINI MENU                07/15/2013  12:32:42

TREASURY RECEIPT PROCESSING - ENTER DEPOSIT:  C
TREASURY RECEIPT DETAIL INQUIRY - ENTER DEPOSIT:  C
CLEAR THE CLEARING FUND PROCESSING - ENTER CLR FUND:

RECEIPTS REPORTING:      RDS FORM                PRINTER DESTINATION  XXXXXXXX
  X IMMEDIATE DETAIL OF DIRECT DEPOSITS

REPRINT OF IMMEDIATE DETAIL OF DIRECT DEPOSITS
(OPTIONAL) STARTING DEP NO.: C                ENDING DEP NO.: C

OVERNIGHT DETAIL OF DIRECT DEPOSITS

IMMEDIATE DETAIL OF CLEARING FUND DEPOSITS -
ENTER CLR FUND:                DATE (OPTIONAL):

REPRINT OF CLEAR THE CLEARING FUND - ENTER CLR FUND:

PRINT VERIFIED TREASURY RECEIPTS - DATE(REQUIRED):

                                     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 confirmation message, ***"IMMEDIATE DETAIL DIRECT DEPOSIT RECEIPTS HAS BEEN REQUESTED."***
3. Press **Enter**. FLAIR will display the Cash Receipts Utility Mini Menu.

607.2.2 Reprint of Immediate Detail of Direct Deposits

The Reprint of Immediate Detail of Direct Deposits Report will contain a listing of all direct deposits printed on any earlier reports of the same day. This report may be requested as many times as needed. **Note:** This report function cannot be used to request a copy of a Detail of Direct Deposits Report from a previous day.

To initiate a Reprint of Immediate Detail of Direct Deposits Report from the Cash Receipts Utility Mini Menu:

1. In the selection field to the left of the line **REPRINT OF IMMEDIATE DETAIL OF DIRECT DEPOSITS**, input X.
2. The user has the option to limit the report by indicating starting and ending deposit numbers in the **STARTING DEP NO** and **ENDING DEP NO** fields as appropriate.

Cash Receipts Utility Mini Menu (with example data input)

```

CPMU                                CASH RECEIPTS UTILITY MINI MENU          07/15/2013  12:41:00

TREASURY RECEIPT PROCESSING - ENTER DEPOSIT:  C
TREASURY RECEIPT DETAIL INQUIRY - ENTER DEPOSIT:  C
CLEAR THE CLEARING FUND PROCESSING - ENTER CLR FUND:

RECEIPTS REPORTING:      RDS FORM          PRINTER DESTINATION  XXXXXXXXX
_ IMMEDIATE DETAIL OF DIRECT DEPOSITS

X REPRINT OF IMMEDIATE DETAIL OF DIRECT DEPOSITS
(OPTIONAL) STARTING DEP NO.: C          ENDING DEP NO.: C

OVERNIGHT DETAIL OF DIRECT DEPOSITS

IMMEDIATE DETAIL OF CLEARING FUND DEPOSITS -
ENTER CLR FUND:          DATE (OPTIONAL):

REPRINT OF CLEAR THE CLEARING FUND - ENTER CLR FUND:

PRINT VERIFIED TREASURY RECEIPTS - DATE(REQUIRED):

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

```

3. Press **Enter**. FLAIR will display the confirmation message, ***"REPRINT OF DETAIL DIRECT DEPOSIT RECEIPTS HAS BEEN REQUESTED."***
4. Press **Enter**. FLAIR will display the Cash Receipts Utility Mini Menu.

607.2.3 Overnight Detail of Direct Deposits

The Overnight Detail of Direct Deposits Report may be generated during nightly processing by initiating a request from the Cash Receipts Utility Mini Menu.

To initiate the Overnight Detail of Direct Deposits Report from the Cash Receipts Utility Mini Menu:

1. In the selection field to the left of the line **OVERNIGHT DETAIL OF DIRECT DEPOSITS**, input **X**.

Cash Receipts Utility Mini Menu (with example data input)

```

CPMU                                CASH RECEIPTS UTILITY MINI MENU          07/15/2013  13:41:06

TREASURY RECEIPT PROCESSING - ENTER DEPOSIT:  C
TREASURY RECEIPT DETAIL INQUIRY - ENTER DEPOSIT:  C
CLEAR THE CLEARING FUND PROCESSING - ENTER CLR FUND:

RECEIPTS REPORTING:      RDS FORM          PRINTER DESTINATION  XXXXXXXXX
_ IMMEDIATE DETAIL OF DIRECT DEPOSITS

REPRINT OF IMMEDIATE DETAIL OF DIRECT DEPOSITS
(OPTIONAL) STARTING DEP NO.: C          ENDING DEP NO.: C

X OVERNIGHT DETAIL OF DIRECT DEPOSITS

IMMEDIATE DETAIL OF CLEARING FUND DEPOSITS -
ENTER CLR FUND:          DATE (OPTIONAL):

REPRINT OF CLEAR THE CLEARING FUND - ENTER CLR FUND:

PRINT VERIFIED TREASURY RECEIPTS - DATE(REQUIRED):

                                     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 confirmation message, ***"OVERNIGHT DETAIL DIRECT DEPOSIT RECEIPTS HAS BEEN REQUESTED."***
3. Press **Enter**. FLAIR will display the Cash Receipts Utility Mini Menu.

If the user attempts to run the Overnight Detail of Direct Deposits Report and the Immediate Detail of Direct Deposits Report on the same day, FLAIR will display the message, ***"IMMEDIATE REVENUE ANALYSIS PENDING."*** Only once selection made be made at a time.

607.2.4 Immediate Detail of Clearing Fund Deposits

The Immediate Detail of Clearing Fund Deposits Report provides a listing of all clearing fund deposits that have been cleared through the Cash Receipts Utility function.

To initiate the Immediate Detail of Clearing Fund Deposits Report from the Cash Receipts Utility Mini Menu:

1. In the selection field to the left of the line **IMMEDIATE DETAIL OF CLEARING FUND DEPOSITS**, input **X**.
2. In the **ENTER CLR FUND** field, input the assigned clearing fund identifier.
3. In the **DATE** field, the user may choose to input a date. If input, FLAIR will display only deposits containing the selected date on the record.

Cash Receipts Utility Mini Menu (with example data input)

```

CPMU                CASH RECEIPTS UTILITY MINI MENU                07/16/2013  11:14:27

TREASURY RECEIPT PROCESSING - ENTER DEPOSIT:  C
TREASURY RECEIPT DETAIL INQUIRY - ENTER DEPOSIT:  C
CLEAR THE CLEARING FUND PROCESSING - ENTER CLR FUND:

RECEIPTS REPORTING:    RDS FORM                PRINTER DESTINATION  XXXXXXXXX
_ IMMEDIATE DETAIL OF DIRECT DEPOSITS

REPRINT OF IMMEDIATE DETAIL OF DIRECT DEPOSITS
(OPTIONAL) STARTING DEP NO.:  C                ENDING DEP NO.:  C

OVERNIGHT DETAIL OF DIRECT DEPOSITS

X IMMEDIATE DETAIL OF CLEARING FUND DEPOSITS -
ENTER CLR FUND: 002001    DATE (OPTIONAL):

REPRINT OF CLEAR THE CLEARING FUND - ENTER CLR FUND:

PRINT VERIFIED TREASURY RECEIPTS - DATE(REQUIRED):

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

```

4. Press **Enter**. FLAIR will display the confirmation message, ***"IMMEDIATE DETAIL OF CLEARING FD RCPTS HAS BEEN REQUESTED."***
5. Press **Enter**. FLAIR will display the Cash Receipts Utility Mini Menu.

607.2.5 Reprint of Clear the Clearing Fund

The Reprint of Clear the Clearing Fund Report can only be generated on the day after nightly production of the Clear the Clearing Fund Report via the Cash Receipts Utility Mini Menu. This reprint is only valid when the specified clearing fund was cleared on the previous night.

To initiate the Reprint of Clear the Clearing Fund Report from the Cash Receipts Utility Mini Menu:

1. In the selection field to the left of **REPRINT OF CLEAR THE CLEARING FUND**, input **X**.
2. In the **ENTER CLR FUND** field, input the assigned clearing fund identifier.

Cash Receipts Utility Mini Menu (with example data input)

```

CPMU                                CASH RECEIPTS UTILITY MINI MENU                07/16/2013  11:24:21

TREASURY RECEIPT PROCESSING - ENTER DEPOSIT:  C
TREASURY RECEIPT DETAIL INQUIRY - ENTER DEPOSIT:  C
CLEAR THE CLEARING FUND PROCESSING - ENTER CLR FUND:

RECEIPTS REPORTING:      RDS FORM                PRINTER DESTINATION  XXXXXXXX
_ IMMEDIATE DETAIL OF DIRECT DEPOSITS

REPRINT OF IMMEDIATE DETAIL OF DIRECT DEPOSITS
(OPTIONAL) STARTING DEP NO.: C                ENDING DEP NO.: C

OVERNIGHT DETAIL OF DIRECT DEPOSITS

IMMEDIATE DETAIL OF CLEARING FUND DEPOSITS -
ENTER CLR FUND:                DATE (OPTIONAL):

X REPRINT OF CLEAR THE CLEARING FUND - ENTER CLR FUND: 002001

PRINT VERIFIED TREASURY RECEIPTS - DATE(REQUIRED):

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

3. Press **Enter**. FLAIR will display the confirmation message, ***"REPRINT OF CLEAR THE CLEARING FUND HAS BEEN REQUESTED."***
4. Press **Enter**. FLAIR will display the Cash Receipts Utility Mini Menu.

607.2.6 Print Verified Treasury Receipts

The Verified Treasury Receipts Report is a listing of receipts that have been verified by the treasury from the previous day. Agencies usually print this report in the morning to ensure the Treasury verified all of the deposits. The Verified Treasury Receipts Report is only available for printing for five days.

To initiate the Verified Treasury Receipt Report from the Cash Receipts Mini Menu:

1. In the selection field to the left of **PRINT VERIFIED TREASURY RECEIPTS**, input **X**.
2. In the **DATE** field, input the date of the deposit.

Cash Receipts Utility Mini Menu (with example data input)

```

CPMU                                CASH RECEIPTS UTILITY MINI MENU          07/16/2013  14:50:54

TREASURY RECEIPT PROCESSING - ENTER DEPOSIT:  C
TREASURY RECEIPT DETAIL INQUIRY - ENTER DEPOSIT:  C
CLEAR THE CLEARING FUND PROCESSING - ENTER CLR FUND:

RECEIPTS REPORTING:    RDS FORM                PRINTER DESTINATION XXXXXXXXX
- IMMEDIATE DETAIL OF DIRECT DEPOSITS

REPRINT OF IMMEDIATE DETAIL OF DIRECT DEPOSITS
(OPTIONAL) STARTING DEP NO.: C                ENDING DEP NO.: C

OVERNIGHT DETAIL OF DIRECT DEPOSITS

IMMEDIATE DETAIL OF CLEARING FUND DEPOSITS -
ENTER CLR FUND:                DATE (OPTIONAL):

REPRINT OF CLEAR THE CLEARING FUND - ENTER CLR FUND:

X PRINT VERIFIED TREASURY RECEIPTS - DATE(REQUIRED): 07162013
                                                    TYPE      SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT                                MAIN  RFRSH

```

3. Press **Enter**. FLAIR will display the confirmation message, ***"PRINTING OF VERIFIED TREASURY RECEIPTS HAS BEEN REQUESTED."***
4. Press **Enter**. FLAIR will display the Cash Receipts Utility Mini Menu.

608 Treasury

The CFO is the Cash Manager for the State of Florida. The Division of Treasury, acting on behalf of the CFO, operates a statewide cash concentration account and a consolidated revolving account in this capacity. The Treasury supervises cash management procedures and banking relationships, including the acceptance of credit cards, and provides cash management consultation services to state government. The Treasury also administers federal Cash Management Improvement Act compliance.

The Division of Treasury is responsible for ensuring that all state monies are accurately accounted for, effectively invested, and competently protected. Therefore, all monies received by state agencies are reported to the Treasury. Most state monies are deposited to the State Treasury Concentration Account, either directly or by means of a clearing fund. The Treasury verifies these funds before the depositing agency's balances are updated in central FLAIR. Funds deposited to clearing funds, revolving funds, or other local funds are reported to the Treasury and balances are maintained at the agency.

608.1 Deposit Verification Process

The concentration account is held at a financial institution, or bank, that has been contracted for that purpose. The bank sends a file of all deposits received into the concentration account on a daily basis. The Division of Treasury uses the bank file to match the deposits that are put into the concentration account with the transactions recorded in FLAIR. All deposits processed using the Cash Receipts Utility (CP) function in FLAIR are verified by the Treasury. *See section 607 Cash Receipts Utility Function for more information.*

Each day at 3:00 p.m., the Treasury receipts desk turns off the CP function in FLAIR to retrieve the information needed for the verification process. During this time, the bank file is matched with the items in FLAIR that are in **T** status. Items that match are automatically verified and the status code changed from **T** to **V**. All matched items are then added to an electronic file, which is submitted to Central FLAIR during overnight processing. The verification process is usually completed by 4:30 p.m. At that time, the CP function is restored. All deposits that have been verified will have a status of **V**. Any deposits that had not been previously transferred to the Treasury can be updated. Any deposits transferred or verified after this time will be processed and added to the electronic file the next business day.

Automatic verification takes place when information from the bank file matches the information recorded in FLAIR for a deposit. Most deposits are automatically verified.

Bank deposits are deposits that are taken to the bank with a pre-encoded deposit slip. These are also referred to as over-the-counter deposits. Bank deposits are verified by matching the following:

- Agency OLO
- Deposit number
- Amount
- Site (for some agencies)

Each Magnetic Ink Character Recognition (MICR) encoded deposit slip contains a six-digit deposit number. That deposit number should be assigned in the **DEP-NO** or **DOC-NO** field when the

transaction is input into FLAIR. The deposit is verified with the bank file based on matching the last three digits.

Credit card and automated clearing house (ACH) deposits are received into the bank electronically and assigned a deposit number in the Florida Planning And Ledger Management (PALM) Solution. These deposit numbers contain six characters. All six characters must be used as the **DEP-NO** or **DOC-NO** when the transaction is input in FLAIR. These deposits are verified by matching the following:

- Agency OLO
- Deposit number
- Amount

For wire transfers and lockbox deposits, the agency should assign the deposit number and notify the treasury of the deposit number and amount using Florida PALM. The Treasury will then use that information to identify and verify the deposit.

A deposit adjustment occurs when the bank notifies the Treasury that a correction must be made to the deposit after it has already been input and verified. For example, a deposit was input for \$200.00 and verified. A few days later the bank notifies the Treasury that a check was missing from the deposit and \$50.00 will be deducted from the concentration account. The agency must input a transaction with the same deposit number for a negative \$50.00 amount and notify the Treasury of the adjustment in Florida PALM. The Treasury will then verify that with the information from the bank. Agencies must monitor all returned items and adjustments in a timely manner.

608.1.1 Verification Delays

Delays may occur when the Agency's FLAIR transaction does not agree with the information received in the bank file. This may be due to one of the following:

- Deposit number not matched
- Deposit amount not matched
- Counter deposit slip used does not contain MICR encoding
- Writing on the MICR line causes error
- Scanning technology fails or misreads MICR line
- Electronic transfer is sent to a concentration account without information specifying an agency sub-account

These errors can result in:

- Unidentified deposits
- Reconciling items between Central and Departmental FLAIR records

It is the agency's responsibility to correct any errors and notify the Treasury so that verification can take place.

609 Revenue Transfers Function

The **Revenue Transfer (TF)** function is used to transfer revenue from one FLAIR account code to another. This function is available for use when funds that are posted to a revenue FLAIR account code must be reallocated or moved to another revenue FLAIR account code. Each transfer consists of two sides, a sending side and a receiving side, with each side recorded as a TR94. Each side has unique screens used to process transfers.

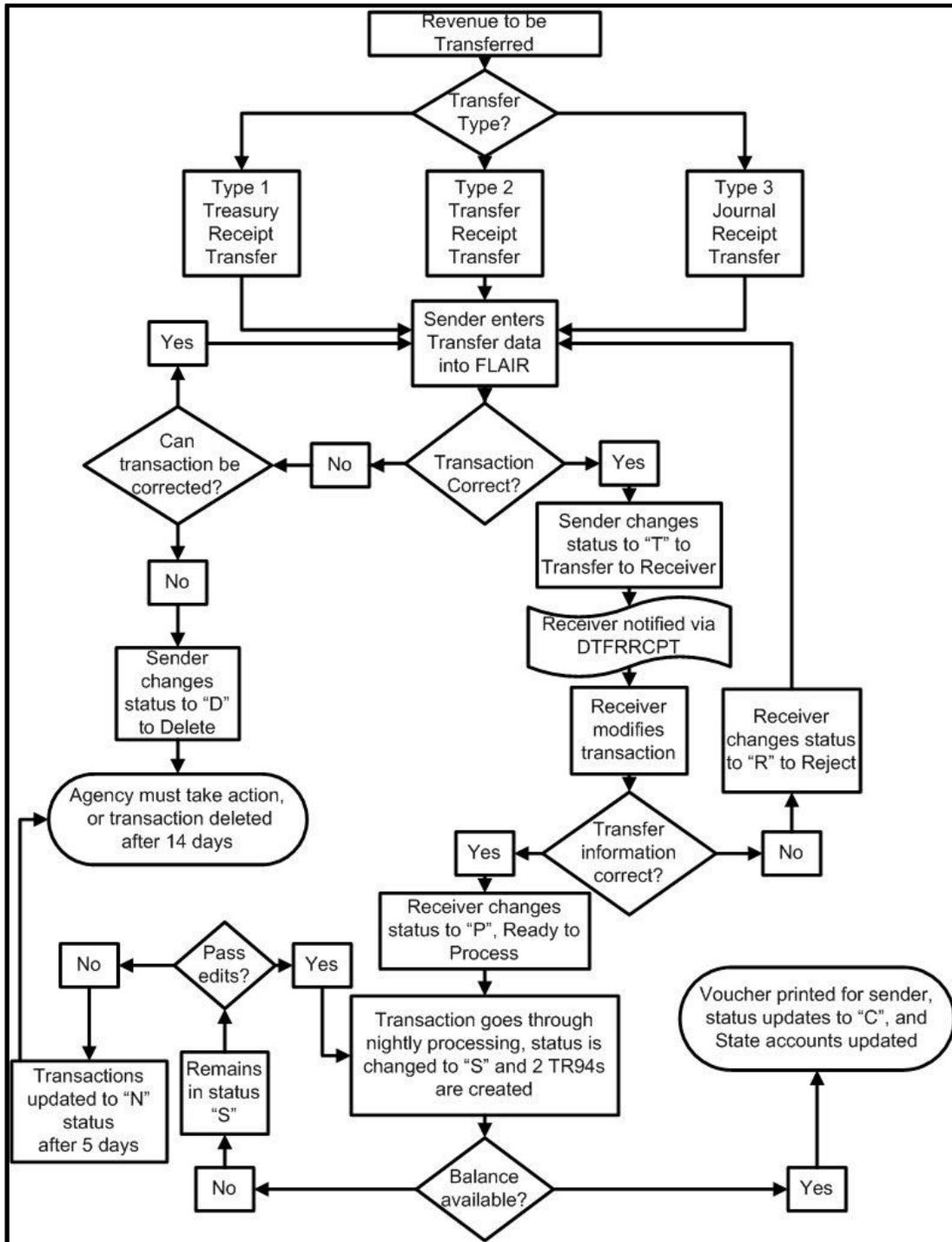
A transfer will be taken from one account code, but may be transferred to up to 20 lines of different coding within the same OLO. This may include up to 20 different FLAIR account codes. Transfers may also take place within the same account code, when other coding must be corrected or changed. Many corrections may be completed using the TR94.

When initiating a transfer, it is important to remember that general revenue funds (SF=1) can be transferred within an agency only, unless the transfer is from the Department of Revenue (OLO 730000).

This function uses one mini menu. From here, the user may initiate or accept transfers. This mini menu is also used for inquiries and to request reports related to revenue transfers. When the TF function is used to transfer funds, two or more TR94s are generated: one for the sending FLAIR account code and one or more for the receiving FLAIR account code(s).

609.1 Revenue Transfers Overview

When sending or receiving a revenue transfer, it is helpful to understand how the transaction works and some of the codes and edits associated with the transaction.



609.1.1 How the Revenue Transfer Works

1. The sender initiates the transaction, FLAIR assigns status **A**, and the statewide document number (SWDN) beginning with **R** is created.
2. Once all information is input correctly, the sender changes the status to **T** to transfer the transaction to the receiver.
3. The receiver inputs and verifies all information and changes the status to either **R** (to reject) or **P** (to process) the transfer.
4. If the status is **R**, the sender can make changes and transfer again. The sender can also delete the transfer by changing the status to **D** if necessary.
5. If the status is **P**, the transaction goes to nightly processing. A voucher is generated for the sender and the status will be changed first to an **S** (sent to nightly processing) and then to a **C** (complete).
6. During nightly processing, two **TR94s** are created: one for the sending side and one for the receiving side.
7. If the transactions do not pass all edits during nightly processing, they will remain in **S** status, and can remain in that status for up to 5 days. After 5 days, they will be updated to **N** status. The transactions can remain in **N** status for 14 days before being deleted.
8. Once the transactions are in **C** status, the:
 - Transfer is posted to the accounting records of both the sender and receiver,
 - Available Balance File for each side is updated, and
 - Detail and Master Files are updated.

Status Codes

The TR94 is status code driven. Any transaction that remains in status **A**, **T**, **D**, **R**, or **N** for 14 days will be purged from the system. A transfer that remains in status **S** for 5 days will be updated to status **N**.

Status codes used during the processing of a TR94:

Code	Function	Description
A	Awaiting Transfer	Status assigned by FLAIR when the sender initiates the transaction. In A status, the receiver can view but cannot modify the transaction.
D	Deleted	Available to the sender.
T	Transferred	Available to the sender.
P	Ready for Processing	Available to the receiver. Once the status is changed to P , the transaction will be processed during nightly processing.
R	Rejected	Available to the receiver. Once rejected, the sender can change/update and transfer again or delete.
S	Sent to Nightly Processing	This code only appears during nightly processing, and is unseen to users unless the transaction does not pass edits. If the transaction does not pass edits, the status will remain S for up to five days.
C	Completed	After the transaction passes all edits during nightly processing, the status is changed to C .
N	Central Posting Reject	If the status remains S for five days, Central FLAIR will reject the transfer and change the status to N .

Transfer Types

When a transfer is initiated, a transfer type must be assigned. Transfer type is related to the cash balances maintained by the State Accounts (SA) function in FLAIR. The agency should determine which Central FLAIR transaction was used to post the receipt when the revenue was originally received by the agency, and use that to determine transfer type.

There are three types of transfers:

Transfer Type	Description	Allowable Categories	Example
1	Treasury Receipt Transfer (*original TR40) Transfer of cash that has been previously deposited into the State Treasury	000099 – 001599	Correction of deposit made to incorrect revenue account code.
2	Transfer Receipt Transfer (*original TR49) Transfer of non-operating receipt of cash	000099 – 001899	Grant receipt where funds are to be shared with another agency.
3	Journal Receipt Transfer (*original TR45) Transfer of operating receipt of cash	000099 – 001899 Excluding 001600 If sending OLO is different from receiving OLO, first four digits of CAT must be the same.	Revenue from rent being split among funds.

*Central FLAIR transaction used to post the original receipt of revenue.

FLAIR Edits

In order to ensure the revenue transfer is used properly, edits are set up in FLAIR to ensure the correct accounting codes are used. The TR94 must pass all edits before the transaction can be posted. Below are edits of which the user should be aware.

Category Edits

- If the transfer type = **1** (Treasury Receipt Transfer), the category must be larger than **000099** and less than **001600**.
- If the transfer type = **2** (Transfer Receipt Transfer), the category must be larger than **000099** and less than **001900**.
- If the transfer type = **3** (Journal Receipts Transfer), the category must be larger than **000099** and less than **001900** but cannot equal **0016XX**. If the sending OLO is different from the receiving OLO, the first four digits of the category must be the same.

General Ledger Code Edits

The GL code must equal one of the following:

- 15XXX – Receivables Non-Governmental
- 16XXX – Due from Governmental Units
- 331XX – Deposits Payable
- 388XX – Unearned Revenue
- 389XX – Deferred Revenue
- 488XX – Unearned Revenue – Long Term
- 6XXXX – Revenues & Receipts

If the category equals 003XX, the GL code must equal one of the following:

- 611XX – Taxes
- 667XX – Fees

Object Code Edits

- Object codes must be greater than 000999 and less than 059100.

Other Edits

If SF = 1, transfers must be within the same agency, with the exception of DOR (OLO 730000). DOR may transfer SF = 1 revenues to other agencies.

609.2 Revenue Transfers Mini Menu

The Revenue Transfers Mini Menu contains all of the options available for TR94 processing. This screen is used by the sender to initiate a transfer and by the receiver to receive a transfer. It can also be used to view transfers still in the system and to obtain reports.

To access the Revenue Transfers Mini Menu from the Main Accounting Menu or any FLAIR input screen:

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

Main Accounting Menu (with example data input)

MNMU		MENU						08/26/2013	11:24:35
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: TF SEL:

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

2. Press **Enter**. FLAIR will display the Revenue Transfers Mini Menu. From this mini menu, a transfer can be initiated or received, and reports displaying transfers-in-progress can

be requested. This mini menu is also used to view pending, deleted, or completed items in either the sending or receiving queue.

Revenue Transfers Mini Menu

```

DTFQMN          ***** REVENUE TRANSFERS MINI MENU *****          DTFMMN
AUG 26,13                                           11:29 AM

CODE  FUNCTION
-----
SENDING:
RV    ADD REVENUE CORR/REALLOC          *L1-L5      *EO  VR  *OBJECT
RS    BROWSE REVENUE CORR/REALLOC      85*****  -   -   -
RQ    REVENUE CORR/REALLOC REPORT REQUEST

RECEIVING:
RR    BROWSE REVENUE CORR/REALLOC
RC    RECEIPTS REPORT REQUEST

CODE:  _

                                           TYPE:  _

ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
HELP  QUIT  RETRN MAIN  FLIP
    
```

Codes on the Revenue Transfers Mini Menu available for the sender:

Code	Function	Description
RV	Add Revenue Correction/Reallocation	Used to add a revenue transfer.
RS	Browse Revenue Corrections/Reallocations	Used to view the sending side of initiated transfers and modify those in A or R status.
RQ	Revenue Correction/Reallocation Report Request	Used to print a report of revenue corrections/reallocations that will be processed during nightly processing, or to print a report of revenue corrections/reallocations within a range of SWDNs.

Codes on the Revenue Transfers Mini Menu available for the receiver:

Code	Function	Description
RR	Browse Revenue Corrections/Reallocations	Used to view the receiving side of initiated transfers and modify those in P or T status.
RC	Receipts Report Request	Used to print a report of revenue corrections/reallocation receipts that will be processed during nightly processing, or to print a report of revenue corrections/reallocation receipts within a range of SWDNs.

Revenue Transfers Mini Menu fields:

Field	Description	Required/Optional/Special Instructions
CODE	Function Code	Required. Input one of the sending or receiving codes listed on the mini menu. (2A)

Field	Description	Required/Optional/Special Instructions
TYPE	Function Type	Optional. Input one of the function codes from the FLAIR Main Accounting Menu to move to another function within FLAIR. If a valid function code is input, this will override any input in the code field. (2A)
L1-L5	Organization Code	Required. To initiate a transfer. L1 must be input and equal to the first two digits of the sender's OLO. L2 through L5 default to all zeros if left blank. If the Help Screen (F1) is used, all organization codes from the Title Files are available for selection. (11N)
EO	Expansion Option	Required. To initiate a transfer. If blank, defaults to 00. If the Help Screen (F1) is used, only expansion options that are set up with the chosen organization code on the Expansion Files are available for selection. (2A/N)
VR	Expansion Option Version	Optional. If blank, version will be retrieved but not displayed on this screen. If the Help Screen (F1) is used, the version is retrieved and displayed on screen. (2N)
OBJECT	Object Code	Required. To initiate a transfer. Must be <059100. If the Help Screen (F1) is used, all object codes on the Title Files are available for selection. (6N)

Fields marked with an asterisk indicate the availability of a Help Screen. The Help Screen for each available field displays input options for that field.

To use Help Screens within the Revenue Transfer function:

1. Navigate the cursor to one of the asterisked fields using **Tab** or the arrow keys.
2. With the cursor placed in the appropriate asterisked field, press **F1** to view the available options for that field. FLAIR will display a Help Screen.
3. In front of the option to be selected on the Help Screen, input **S**.

Revenue Transfers Mini Menu – Title Org Code Help Screen

(with example data input for selecting the appropriate L1-L5 option)

```

DTLHSORG          ***** TITLE ORG CODE HELP *****          11:31 AM
AUG 26,13

ACT  ORG L1-L5  TITLE
-----
  -- 85000000000 FLAIR EDUCATION
  -- 85100000000 DIVISION 10
  -- 85100100000 BUREAU 01
  -- 85100101000 SECTION 01
  S 85100101214 SUBSECTION 11214
DATA CODE: 85*****
SELECT          (PF5=FLIP)

CODE: RV

TYPE:  _

ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      HELP  QUIT  RETRN MAIN  FLIP
    
```

4. Press **Enter**. FLAIR will use the selected code to populate the field.

Revenue Transfers Mini Menu

(with the L1-L5 field automatically populated using the code selected from the Help Screen)

```

DTFQMN          ***** REVENUE TRANSFERS MINI MENU *****          DTFMMN
AUG 26,13                                             11:32 AM

CODE  FUNCTION
-----
SENDING:
RV    ADD REVENUE CORR/REALLOC          *L1-L5 *EO VR *OBJECT
RS    BROWSE REVENUE CORR/REALLOC      85100101214  _  _  _
RQ    REVENUE CORR/REALLOC REPORT REQUEST

RECEIVING:
RR    BROWSE REVENUE CORR/REALLOC
RC    RECEIPTS REPORT REQUEST

CODE: RV

TYPE:  _

ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      HELP  QUIT  RETRN MAIN  FLIP
    
```

609.3 Adding a Revenue Correction/Reallocation

To initiate a transfer, from the Main Accounting Menu:

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

Main Accounting Menu (with example data input)

```

MNMU                                08/26/2013  11:24:35
                                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: TF  SEL:
    
```

2. Press **Enter**. FLAIR will display the Revenue Transfers Mini Menu.

Revenue Transfers Mini Menu

```

DTFQMN          ***** REVENUE TRANSFERS MINI MENU *****          DTFMMN
AUG 26,13                                             11:29 AM

CODE  FUNCTION
-----
SENDING:
RV    ADD REVENUE CORR/REALLOC          *L1-L5          *EO  VR  *OBJECT
RS    BROWSE REVENUE CORR/REALLOC      85*****      -   -   -
RQ    REVENUE CORR/REALLOC REPORT REQUEST

RECEIVING:
RR    BROWSE REVENUE CORR/REALLOC
RC    RECEIPTS REPORT REQUEST

CODE:  _

                                TYPE:  _

ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
HELP  QUIT  RETRN  MAIN  FLIP
    
```

Revenue Transfers Mini Menu fields:

Field	Description	Required/Optional/Special Instructions
CODE	Function Code	Required. Valid input: RV . To initiate a transfer. (2A)
L1-L5	Organization Code	Required. If RV is input in the CODE field. L1 must be input and equal to the first two digits of the sender's OLO. L2 through L5 will default to all zeros if left blank. If the Help Screen (F1) is used, all organization codes from the Title Files will be available for selection. (11N)
EO	Expansion Option	Required. If RV is input in the CODE field. If blank, defaults to 00 . If the Help Screen (F1) is used, only expansion options that are set up with the chosen organization code on the Expansion Files are available for selection. (2A/N)
VR	Expansion Option Version	Optional. If blank, version will be retrieved but not displayed on this screen. If the Help Screen (F1) is used to select the expansion option, the version is retrieved and displayed on the screen. (2N)
OBJECT	Object Code	Required. If RV is input in the CODE field. Must be <059100 . If the Help Screen (F1) is used, all object codes on the Title Files are available for selection. (6N)

3. In the **CODE** field, input **RV**.

Revenue Transfers Mini Menu (with example data input)

```

DTFQMN          ***** REVENUE TRANSFERS MINI MENU *****          DTFMMN
AUG 26,13                                           11:34 AM

CODE  FUNCTION
-----
SENDING:
RV    ADD REVENUE CORR/REALLOC          *L1-L5          *EO  VR  *OBJECT
RS    BROWSE REVENUE CORR/REALLOC      85*****      -   -   -
RQ    REVENUE CORR/REALLOC REPORT REQUEST

RECEIVING:
RR    BROWSE REVENUE CORR/REALLOC
RC    RECEIPTS REPORT REQUEST

CODE: RV                                           TYPE:  _

ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
HELP  QUIT  RETRN MAIN  FLIP
    
```

4. Press **Tab** once to move the cursor from the **TYPE** field to the **L1- L5** field.
5. In the **L1-L5** field, input the organization code, or press **F1** for the Help Screen.
6. If the Help Screen is used, input **S** next to the desired organization code.

Revenue Transfers Mini Menu (with Help Screen for **L1-L5** field and example data input)

```

DTLHSORG          ***** TITLE ORG CODE HELP *****          11:31 AM
AUG 26,13

ACT  ORG L1-L5  TITLE
---
_    85000000000 FLAIR EDUCATION
_    85100000000 DIVISION 10
_    85100100000 BUREAU 01
[S]  85100101000 SECTION 01
      85100101214 SUBSECTION 11214
DATA CODE: 85*****
SELECT      (PF5=FLIP)

CODE: RV                                           TYPE:  _

ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
HELP  QUIT  RETRN MAIN  FLIP
    
```

7. Press **Enter**. FLAIR will populate the **L1-L5** field with the selected organization code.

Revenue Transfers Mini Menu (with L1-L5 field populated with code selected from the Help Screen)

```

DTFQMN          ***** REVENUE TRANSFERS MINI MENU *****          DTFMMN
AUG 26,13                                           11:32 AM

CODE  FUNCTION
-----
SENDING:
RV    ADD REVENUE CORR/REALLOC          *L1-L5  *EO  VR  *OBJECT
RS    BROWSE REVENUE CORR/REALLOC      85100101214  -  -  -
RQ    REVENUE CORR/REALLOC REPORT REQUEST

RECEIVING:
RR    BROWSE REVENUE CORR/REALLOC
RC    RECEIPTS REPORT REQUEST

CODE:  RV                                           TYPE:  -

ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
HELP  QUIT  RETRN MAIN  FLIP
    
```

8. In the **EO** field, input the expansion option, or press **F1** for the Help Screen.
9. In the **OBJECT** field, input the object code, or press **F1** for the Help Screen.

Revenue Transfers Mini Menu (with example data input)

```

DTFQMN          ***** REVENUE TRANSFERS MINI MENU *****          DTFMMN
AUG 26,13                                           11:37 AM

CODE  FUNCTION
-----
SENDING:
RV    ADD REVENUE CORR/REALLOC          *L1-L5  *EO  VR  *OBJECT
RS    BROWSE REVENUE CORR/REALLOC      85100101214  00  -  001000
RQ    REVENUE CORR/REALLOC REPORT REQUEST

RECEIVING:
RR    BROWSE REVENUE CORR/REALLOC
RC    RECEIPTS REPORT REQUEST

CODE:  RV                                           TYPE:  -

ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
HELP  QUIT  RETRN MAIN  FLIP
    
```

10. Press **Enter**. FLAIR will display the Revenue Correction/Reallocation Maintenance Sending Screen.

Revenue Correction/Reallocation Maintenance – Sending Screen (with example data retrieved)

```

DTFQMRVA          ***** REVENUE CORR/REALLOC MAINT - SENDING *****          DTFMMRV1
AUG 26,13                                     11:38 AM
*ACTION (A)      A          ORIGINAL STATEWIDE DOC
*TRANS TYPE      CONTACT NAME          PHONE          *TRANS OLO *SC L1 L2 L3 L4 L5
                                     A 85 10 01 01 214

EO VR OBJECT *TRN-DT      ...AMOUNT....  VOUCH-NO LINE GF SF FID      BE          IBI
00 01 001000          ..          V          10 1 000001 85100000 00

*CAT   YR *GL   INVOICE      B OTHER-DOC   BKI DESCRIPTION          *PROJECT ID
000100 00 61300

*GRANT GY *CNTRT CY *PID *EGL *SUB-VENDOR-ID *EOB *ECAT *EP EF *OCA *AU

*STATE PROGRAM      ..QUANTITY.  ...UNITS...  ...TIME..  STATUTE
1112110000 000000

REC CONTACT NAME REC PHONE REC-ORG REC-EO REC-VR REC-OBJ

ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
HELP QUIT RETRN MAIN FLIP CNFM
    
```

Revenue Correction/Reallocation Maintenance Sending Screen fields (while in **A** [add] mode):

Field	Description	Required/Optional/Special Instructions
ACTION	Action Type	Protected. Defaults to A (add) when transfer is initiated. (1A)
ORIGINAL STATEWIDE DOC	Original Statewide Document Number	Optional. Used to record the SWDN assigned to the original receipt of revenue for audit trail purposes. (11A/N)
TRANS TYPE	Transfer Type	Required. How original receipt of revenue is recorded in state accounts. Valid input: 1 – Treasury Receipt Transfer. Transfer of cash that has been previously deposited into the State Treasury. 2 – Transfer Receipt Transfer. Transfer of non-operating receipt of cash. 3 – Journal Receipt Transfer. Transfer of operating receipt of cash. (1N)
CONTACT NAME	Contact Name	Required. Contact person at sending agency. (17A/N)
PHONE	Contact Phone Number	Required. Phone number for contact person at sending agency. (10N)
TRANS OLO	Transfer OLO	Required. OLO of the receiving agency. (6N)
SC	Status Code	Required. Valid input: A – Awaiting Transfer. Assigned by FLAIR when the sender initiates transaction. Will remain in status for 14 days or until user assigns a different status. D – Deleted T – Transferred (1A)
L1 L2 L3 L4 L5	Organization Code	Protected. (11N)
EO	Expansion Option	Protected. (2A/N)

Field	Description	Required/Optional/Special Instructions
VR	Expansion Option Version	Protected. (2N)
OBJECT	Object Code	Protected. (6N)
TRN-DT	Transaction Date	Required. Must be current or past date. If blank, defaults to current date. (8N)
AMOUNT	Transaction Amount	Required. Amount must be positive. (10.2N)
VOUCH-NO	Voucher Number	Optional. FLAIR will automatically assign voucher numbers during overnight processing, or user can manually assign if necessary. If assigned by user, first character must be alphabetic. (6A/N)
LINE	Voucher Line Number	Required. If VOUCH-NO is input, must be 0001 or greater. Prohibited. If VOUCH-NO is blank. (4N)
GF	GAAFR Fund	Protected. (2N)
SF	State Fund	Protected. Cannot equal 1 if transferring to another OLO <u>unless</u> OLO 730000 initiates the transfer. (1N)
FID	Fund Identifier	Protected. (6N)
BE	Budget Entity	Required. Must be established in the Title File prior to use in a transaction. (8N)
IBI	Internal Budget Indicator	Required. Must be established in the Title File prior to use in a transaction. (8N)
CAT	Revenue Source Category	Required. Must be within edits for TRANS TYPE assigned to transfer. (6N)
YR	Year	Required. Must equal 00 . If blank, defaults to 00 . (2N)
GL	General Ledger Code	Required. Must be established in the Title File prior to use in a transaction. Must equal 15XXX, 16XXX, 33100, 388XX, 389XX, 488XX, or 6XXXX . (5N)
INVOICE	Invoice Number	Required. (9A/N)
B	Batch Indicator	Optional. For the accumulation of transactions for reconciling. (1A/N)
OTHER-DOC	Other Document Number	Optional. May be used to record any reference to documentation. (11A/N)
BKI	Bookkeeping Indicator	Required. If sending FLAIR account code equals receiving FLAIR account code. Valid input: N . Marks transaction as Departmental only when funds are not moved between FLAIR account codes in Central FLAIR. Prohibited. If transferring to another OLO or FLAIR account code. (1A/N)
DESCRIPTION	Description	Optional. (16A/N)

Field	Description	Required/Optional/Special Instructions
PROJECT ID	Project Identifier	Optional. Must be established in the Project Information (PI) File and carried over to the Title File prior to use in a transaction. (11A/N)
GRANT	Grant Number	Optional. Must be established in FACTS or the Grants Information (GI) File and carried over to the Title File prior to use in a transaction. (5A/N)
GY	Grant Year	Optional. Only used if GRANT field is populated. (2N)
CNTRT	Contract Number	Optional. Must be established in FACTS and carried over to the Title File prior to use in a FLAIR transaction. (5A/N)
CY	Contract Year	Optional. Only used if CNTRT field is populated. (2N)
PID	Product Identifier	Optional. Must be established in the Title File prior to use in a transaction. (3A/N)
EGL	External General Ledger Code	Optional. Must be established in the Title File prior to use in a transaction. (3A/N)
SUB-VENDOR-ID	Sub-vendor Identification Number	Optional. If used, must be valid number from VS, VE, or RC Files. (14A/N)
EOB	External Object Code	Optional. Must be established in the Title File prior to use in a transaction. (3A/N)
ECAT	External Category	Optional. Must be established in the Title File prior to use in a transaction. (6A/N)
EP	External Program	Optional. Must be established in the Title File prior to use in a transaction. (2N)
EF	External Fund	Protected. Must be established in the Title File prior to use in a transaction. (1N)
OCA	Other Cost Accumulator	Optional. Must be established in the Title File prior to use in a transaction. (5A/N)
AU	Agency Unique Code	Optional. Must be established in the Title File prior to use in a transaction. (2A/N)
STATE PROGRAM	State Program Number	Required. Must be established in the Title File prior to use in a transaction. (16N)
QUANTITY	Quantity	Optional. Input of negative or positive numbers and numbers starting with 0 are allowed. (8.2N)
UNITS	Units	Optional. (11N)
TIME	Time	Optional. (6N)
STATUTE	Statute	Optional. May be used to reference a statute that applies to that transfer. (20A/N)
REC CONTACT NAME	Receiver Contact Name	Optional. May be used to record the name of a contact person for the receiving agency, if known. (17A/N)
REC PHONE	Receiver Contact Phone Number	Optional. Phone number of contact person for receiving agency. (10N)

Field	Description	Required/Optional/Special Instructions
REC-ORG	Receiving Organization Code	Required. If REC-OBJ field is populated. Optional. Used to record the organization code where funds are to be received. If input, validated with the receiver's Expansion Files. (11N)
REC-EO	Receiving Expansion Option	Optional. Used to record the expansion option where funds are to be received. Defaults to 00 if REC-ORG field is populated and REC-EO is blank. Validated with the receiver's Expansion Files. (2A/N)
REC-VR	Receiving Expansion Option Version	Optional. Used to record the expansion option version where funds are to be received. If blank, latest version is retrieved. (2N)
REC-OBJ	Receiving Object Code	Required. If REC-ORG field is populated. Must be revenue object code <059100. Optional. Used to record the object code where funds are to be received. If input, validated with the receiver's Expansion Files. (6N)

11. Input the required and optional fields necessary to complete the transaction.

Revenue Correction/Reallocation Maintenance – Sending Screen (with example data input)

```

DTFQMRVA          ***** REVENUE CORR/REALLOC MAINT - SENDING *****          DTFMMRV1
AUG 26,13                                     11:38 AM
*ACTION (A)      A          ORIGINAL STATEWIDE DOC  E4000001892
*TRANS TYPE      1          CONTACT NAME           PHONE           *TRANS OLO *SC L1 L2 L3 L4 L5
                   JANE DOE                999 656 1212      850000      A 85 10 01 01 214

EO VR OBJECT *TRN-DT  ...AMOUNT...  VOUCH-NO LINE GF SF FID      BE      IBI
00 01 001000 08252013 7892.34      V              10 1 000001 85100000 00

*CAT   YR *GL   INVOICE   B OTHER-DOC   BKI DESCRIPTION      *PROJECT ID
000100 00 61300 JULY2013   C543931          CORRECT ORG/EO

*GRANT GY *CNTRT CY *PID *EGL *SUB-VENDOR-ID *EOB *ECAT *EP EF *OCA *AU

*STATE PROGRAM ..QUANTITY. ...UNITS... ...TIME.. STATUTE
1112110000 000000

REC CONTACT NAME REC PHONE REC-ORG REC-EO REC-VR REC-OBJ
JOHN SMITH       999 656 3434 85100101000 C8 001000

ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
HELP QUIT RETRN MAIN FLIP CNFM
    
```

12. Press **Enter**. FLAIR will display a system message at the top of the screen, and the **ORIGINAL STATEWIDE DOC, CONTACT NAME, PHONE, SC** fields, as well as fields retrieved from the Expansion Files, will be populated. All other fields will be blank, ready for the next transaction. If the transaction passes all edits, the message will read, **"SENDER/RECEIVER RECS ADDED SUCCESSFULLY."** If the transaction does not pass all

edits, an error message will display to notify the user that input information must be changed. Error messages may vary.

Revenue Correction/Reallocation Maintenance – Sending Screen (with system message displayed)

```

SENDER/RECEIVER RECS ADDED SUCCESSFULLY
DTFQMRVA ***** REVENUE CORR/REALLOC MAINT - SENDING ***** DTFMMRV1
AUG 26,13 11:45 AM
*ACTION (A) A ORIGINAL STATEWIDE DOC E4000001892
*TRANS TYPE CONTACT NAME PHONE *TRANS OLO *SC L1 L2 L3 L4 L5
JANE DOE 999 656 1212 A 85 10 01 01 214

EO VR OBJECT *TRN-DT ...AMOUNT... VOUCH-NO LINE GF SF FID BE IBI
00 01 001000 V 10 1 000001 85100000 00

*CAT YR *GL INVOICE B OTHER-DOC BKI DESCRIPTION *PROJECT ID
000100 00 61300

*GRANT GY *CNTRT CY *PID *EGL *SUB-VENDOR-ID *EOB *ECAT *EP EF *OCA *AU

*STATE PROGRAM ..QUANTITY. ...UNITS... ...TIME.. STATUTE
1112110000 000000

REC CONTACT NAME REC PHONE REC-ORG REC-EO REC-VR REC-OBJ

ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
HELP QUIT RETRN MAIN FLIP CNFM
    
```

Once the transaction is accepted by FLAIR, the transfer is added to the system for both the sender and the receiver, and a SWDN beginning with **R** is assigned. If the status code remains **A**, the receiver can view the transfer, including the SWDN, but cannot accept or modify the transfer. If the status code has been changed to **T**, the receiver can process the transfer.

13. Press **F3** to return to the Revenue Transfers Mini Menu.
14. Press **F3** again to exit the **TF** function and return to the Main Accounting Menu.

609.4 Browsing Sent Transfers

Transfers that have been initiated within a user’s security access level can be viewed using the Browse Revenue Corrections/Reallocations (RS) function. All transfers in any status code, including those that were completed within the last 14 days are displayed.

To view transfers that are in the sending agency’s queue from the Revenue Transfers Mini Menu:

1. In the **CODE** field, input **RS**.

Revenue Transfers Mini Menu (with example data input)

```

DTFQMN          ***** REVENUE TRANSFERS MINI MENU *****          DTFMMN
AUG 26,13                                           02:33 PM

CODE  FUNCTION
-----
SENDING:
RV    ADD REVENUE CORR/REALLOC          *L1-L5          *EO VR *OBJECT
RS    BROWSE REVENUE CORR/REALLOC      8550*****    -  -  -
RQ    REVENUE CORR/REALLOC REPORT REQUEST

RECEIVING:
RR    BROWSE REVENUE CORR/REALLOC
RC    RECEIPTS REPORT REQUEST

CODE: RS                                           TYPE:  _

ENTER--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
HELP  QUIT  RETRN MAIN  FLIP
    
```

2. Press **Enter**. FLAIR will display the Revenue Correction/Reallocation Browse Send Agency Screen with all transfers listed. The transfers are listed in status code order and within each status code, in OLO, FLAIR account code, and then SWDN order.

Revenue Correction/Reallocation Browse – Send Agency Screen (with example data retrieved)

```

DTFQSRs ***** REV CORRECTION/REALLOCATION BROWSE - SEND AGENCY ***** DTFMSRS1
AUG 26,13                                           3:01 PM

ACT  S REC   ACCOUNT CODE          STATEWIDE          AMOUNT          INVOICE          TRANS
   C OLO   (GF SF FID BE IBI)         DOC-NUMBER
-----
- A 855000 2020100018510000000         X4000000070      1675.00          CORR             08262013
- A 860000 5020500018520000000         X4000000069      8522.00          FEE DUE          08262013
- A 870000 5020500018520000000         X4000000067       500.00          FEES             08262013
- A 870000 5020500018520000000         X4000000068      1963.55          NCB FEE          08262013
- T 855000 1010000018510000000         X4000000071      1720.00          FB FEE           08262013
- T 855000 5020500018520000000         X4000000064       92.53          JULY2013         08262013
- T 860000 5020500018520000000         X4000000065       795.21          INTEREST1        08262013
- T 860000 5020500018520000000         X4000000072       15.32          TRANSFER3        08262013
- T 880000 5020500018520000000         X4000000066       23.45          TEST             08262013
                                     *** END OF DATA ***

SC _ REC OLO _____ GF _ SF _ FID _____ BE _____ IBI _ SWDN _____

DISPLAY      MODIFY      (PF5=FLIP)
    
```

For each transfer on the Revenue Correction/Reallocation Browse Send Agency Screen, the following information will display:

- Action code
- Status code
- Account code
- SWDN
- Amount
- Invoice
- Transaction date

The fields at the bottom of the screen may be used to browse transfers within a status code. The other fields may be used, along with status code, to limit the transfers displayed. If used, these fields must be used in order from left to right. For example, a user may input **A** in the **SC** field, **880000** in the **OLO** field, and **R000000019** in the **SWDN** field. The browse screen will return all transfers in the **A** status beginning with **OLO 880000**. The SWDN will have no impact on the results, because fields were skipped on the search line.

Fields available as search criteria:

Field	Description	Required/Optional/Special Instructions
SC	Status Code	Optional. (1A)
REC OLO	Receiving OLO	Optional. (6N)
GF	GAFFR Fund	Optional. (2N)
SF	State Fund	Optional. (1N)
FID	Fund Identifier	Optional. (6N)
BE	Budget Entity	Optional. (8N)
IBI	Internal Budget Indicator	Optional. (2N)
SWDN	Statewide Document Number	Optional. (11A/N)

To limit the transfer list by status code and OLO:

1. In the **SC** field, input the desired status code.
2. In the **REC OLO** field, input the OLO of the receiving agency.

Revenue Correction/Reallocation Browse – Send Agency Screen (with example data input)

```

DTFQSRS ***** REV CORRECTION/REALLOCATION BROWSE - SEND AGENCY ***** DTFMSRS1
AUG 26,13                                                                                               3:01 PM

  S REC   ACCOUNT CODE      STATEWIDE      AMOUNT      INVOICE      TRANS
ACT C OLO  (GF SF FID BE IBI)   DOC-NUMBER
---
- A 855000 2020100018510000000  X4000000070  1675.00  CORR          08262013
- A 860000 5020500018520000000  X4000000069  8522.00  FEE DUE       08262013
- A 870000 5020500018520000000  X4000000067   500.00  FEES          08262013
- A 870000 5020500018520000000  X4000000068  1963.55  NCB FEE       08262013
- T 855000 1010000018510000000  X4000000071  1720.00  FB FEE        08262013
- T 855000 5020500018520000000  X4000000064   92.53  JULY2013     08262013
- T 860000 5020500018520000000  X4000000065   795.21  INTEREST1    08262013
- T 860000 5020500018520000000  X4000000072   15.32  TRANSFER3    08262013
- T 880000 5020500018520000000  X4000000066   23.45  TEST         08262013
*** END OF DATA ***

SC T REC OLO 860000 GF _ SF _ FID _ BE _ IBI _ SWDN _
DISPLAY   MODIFY   (PF5=FLIP)
    
```

3. Press **Enter**. FLAIR will display the transfers meeting the criteria input. For **REC OLO**, the search will begin with the OLO selected and display all transactions with that OLO (or greater) in numerical order.

Revenue Correction/Reallocation Browse – Send Agency Screen (with example data retrieved)

```

DTFQSRS ***** REV CORRECTION/REALLOCATION BROWSE - SEND AGENCY ***** DTFMSRS1
AUG 26,13                                                                                                     3:16 PM

  S REC      ACCOUNT CODE      STATEWIDE      TRANS
ACT C OLO      (GF SF FID BE IBI)    DOC-NUMBER    AMOUNT        INVOICE      DATE
-----
  T 860000 5020500018520000000    X4000000065      795.21 INTEREST1 08262013
  T 860000 5020500018520000000    X4000000072      15.32 TRANSFER3 08262013
  T 880000 5020500018520000000    X4000000066      23.45 TEST      08262013
                                     *** END OF DATA ***

SC T REC OLO 860000 GF _ SF _ FID _ BE _ IBI _ SWDN _
DISPLAY      MODIFY      (PF5=FLIP)
    
```

From the list of transfers, the user may choose to display a transfer in inquiry view or modify a transfer in update view. This is done using an action code.

Sender action codes:

Code	Function	Description
D	Display	Displays a transaction in inquiry view. Updates not available in this view.
M	Modify	Displays a transaction and makes it available for update.

To display a transfer:

1. Press **Tab** to place the cursor in the **ACT** (action) column in front of the record to be displayed.
2. In the **ACT** column, input **D** to display the record.

Revenue Correction/Reallocation Browse – Send Agency screen (with example data input)

```

DTFQSRS ***** REV CORRECTION/REALLOCATION BROWSE - SEND AGENCY ***** DTFMSRS1
AUG 26,13                                                                                                     3:20 PM

  S REC      ACCOUNT CODE      STATEWIDE      TRANS
ACT C OLO      (GF SF FID BE IBI)    DOC-NUMBER    AMOUNT        INVOICE      DATE
-----
  D_ A 855000 2020100018510000000    X4000000070      1675.00 CORR      08262013
  A 860000 5020500018520000000    X4000000069      8522.00 FEE DUE   08262013
  A 870000 5020500018520000000    X4000000067      500.00 FEES     08262013
  A 870000 5020500018520000000    X4000000068      1963.55 NCB FEE   08262013
  T 855000 1010000018510000000    X4000000071      1720.00 FB FEE    08262013
  T 855000 5020500018520000000    X4000000064      92.53 JULY2013 08262013
  T 860000 5020500018520000000    X4000000065      795.21 INTEREST1 08262013
  T 860000 5020500018520000000    X4000000072      15.32 TRANSFER3 08262013
  T 880000 5020500018520000000    X4000000066      23.45 TEST      08262013
                                     *** END OF DATA ***

SC _ REC OLO _ GF _ SF _ FID _ BE _ IBI _ SWDN _
DISPLAY      MODIFY      (PF5=FLIP)
    
```

- Press **Enter**. FLAIR will display the requested record in inquiry view.

Revenue Correction/Reallocation Maintenance – Sending Screen (with example data retrieved)

```

SENDER/RECEIVER RECS DISPLAYED SUCCESSFULLY
DTFQMRVM          ***** REVENUE CORR/REALLOC MAINT - SENDING *****          DTFMMRV1
AUG 26,13                                     3:20 PM
*ACTION (D,M)          ORIGINAL STATEWIDE DOC          E4000000098
*TRANS TYPE           CONTACT NAME           PHONE           *TRANS OLO *SC L1 L2 L3 L4 L5
3                   JANE DOLLAR           850 555 1313           855000          A 85 50 03 04 321

EO VR OBJECT *TRN-DT      ...AMOUNT...   VOUCH-NO LINE GF SF FID      BE      IBI
X7 01 001000 08262013    1675.00       V           20 2   010001 85100000 00

*CAT   YR *GL   INVOICE   B OTHER-DOC   BKI DESCRIPTION           *PROJECT ID
000100 00 61300 CORR           C212135           CORRECT OCA

*GRANT GY *CNTRT CY *PID *EGL *SUB-VENDOR-ID *EOB *ECAT *EP EF *OCA *AU
                                0001A

*STATE PROGRAM      ..QUANTITY.   ...UNITS...   ...TIME..  STATUTE
1112110000 000000

SWDN          REC CONTACT NAME   REC PHONE
X4000000070

ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
HELP QUIT RETRN MAIN FLIP CNFM

```

- Press **F3** to return to the Revenue Correction/Reallocation Browse Send Agency Screen.
- Press **F3** again to return to the Revenue Transfers Mini Menu.

609.4.1 Modifying a Transfer as the Sender

Once a transfer has been added to FLAIR, it will remain in the sender's browse queue for up to 14 days in the current status. Each time the status code changes, the transaction has 14 days before being purged. Transfers that are in **A** or **R** status may be updated/modified by the sending agency.

To modify a transfer from the Revenue Transfers Mini Menu:

- In the **CODE** field, input **RS**.

Revenue Transfers Mini Menu (with example data input)

```

DTFQMN          ***** REVENUE TRANSFERS MINI MENU *****          DTFMMN
AUG 26,13                                           02:33 PM

CODE  FUNCTION
-----
SENDING:
RV    ADD REVENUE CORR/REALLOC          *L1-L5          *EO  VR  *OBJECT
RS    BROWSE REVENUE CORR/REALLOC      8550*****      -   -   -
RQ    REVENUE CORR/REALLOC REPORT REQUEST

RECEIVING:
RR    BROWSE REVENUE CORR/REALLOC
RC    RECEIPTS REPORT REQUEST

CODE: RS                                           TYPE:  _

ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
HELP  QUIT  RETR  MAIN  FLIP
    
```

2. Press **Enter**. FLAIR will display a list of transfers initiated by the sending agency. The transfers are listed in status code order and within status code are listed by receiving OLO, FLAIR account code, and then SWDN.

Revenue Correction/Reallocation Browse – Send Agency Screen (with example data retrieved)

```

DTFQSRS ***** REV CORRECTION/REALLOCATION BROWSE - SEND AGENCY ***** DTFMSRS1
AUG 26,13                                           3:01 PM

ACT  S REC  ACCOUNT CODE  STATEWIDE  AMOUNT  INVOICE  TRANS
   C  OLO  (GF SF FID BE IBI)  DOC-NUMBER
-----
  A  855000  2020100018510000000  X4000000070  1675.00  CORR  08262013
  A  860000  5020500018520000000  X4000000069  8522.00  FEE DUE  08262013
  A  870000  5020500018520000000  X4000000067  500.00  FEES  08262013
  A  870000  5020500018520000000  X4000000068  1963.55  NCB FEE  08262013
  T  855000  1010000018510000000  X4000000071  1720.00  FB FEE  08262013
  T  855000  5020500018520000000  X4000000064  92.53  JULY2013  08262013
  T  860000  5020500018520000000  X4000000065  795.21  INTEREST1  08262013
  T  860000  5020500018520000000  X4000000072  15.32  TRANSFER3  08262013
  T  880000  5020500018520000000  X4000000066  23.45  TEST  08262013

*** END OF DATA ***

SC  _ REC OLO  _____ GF  _ SF  _ FID  _____ BE  _____ IBI  _ SWDN  _____

DISPLAY  MODIFY  (PF5=FLIP)
    
```

3. Press **Tab** to place the cursor in the **ACT** column in front of the transfer to be modified.
4. In the **ACT** column, input **M**.

Revenue Correction/Reallocation Browse - Send Agency Screen (with example data input)

```

DTFQSR5 ***** REV CORRECTION/REALLOCATION BROWSE - SEND AGENCY ***** DTFMSRS1
AUG 26,13                                                                                                     3:26 PM

  S REC      ACCOUNT CODE      STATEWIDE      TRANS
ACT C OLO    (GF SF FID BE IBI)  DOC-NUMBER    AMOUNT        INVOICE      DATE
-----
M A 855000 2020100018510000000    X4000000070      1675.00    CORR          08262013
  A 860000 5020500018520000000    X4000000069      8522.00    FEE DUE       08262013
  A 870000 5020500018520000000    X4000000067       500.00    FEES          08262013
  A 870000 5020500018520000000    X4000000068      1963.55    NCB FEE       08262013
  T 855000 1010000018510000000    X4000000071      1720.00    FB FEE        08262013
  T 855000 5020500018520000000    X4000000064       92.53    JULY2013     08262013
  T 860000 5020500018520000000    X4000000065      795.21    INTEREST1    08262013
  T 860000 5020500018520000000    X4000000072       15.32    TRANSFER3    08262013
  T 880000 5020500018520000000    X4000000066       23.45    TEST         08262013
                                     *** END OF DATA ***

SC _ REC OLO _____ GF _ SF _ FID _____ BE _____ IBI _ SWDN _____

DISPLAY      MODIFY      (PF5=FLIP)
    
```

- Press **Enter**. FLAIR will display the Revenue Correction/Reallocation Maintenance Sending Screen.

Revenue Correction/Reallocation Maintenance - Sending Screen (with example data retrieved)

```

ENTER CHANGES
DTFQMRVM ***** REVENUE CORR/REALLOC MAINT - SENDING ***** DTFMRRV1
AUG 26,13                                                                                                     3:27 PM
*ACTION (D,M)      M          ORIGINAL STATEWIDE DOC      E4000000098
*TRANS TYPE        3          CONTACT NAME      PHONE      *TRANS OLO *SC L1 L2 L3 L4 L5
                   JANE DOLLAR      850 555 1313      855000      A 85 50 03 04 321

EO VR OBJECT *TRN-DT    ...AMOUNT...  VOUCH-NO LINE GF SF FID      BE      IBI
X7 01 001000 08262013 1675.00      V          20 2  010001 85100000 00

*CAT   YR *GL   INVOICE      B OTHER-DOC   BKI DESCRIPTION      *PROJECT ID
000100 00 61300 CORR          C212135      CORRECT OCA

*GRANT GY *CNTRT CY *PID *EGL *SUB-VENDOR-ID *EOB *ECAT *EP EF *OCA *AU
                                0001A

*STATE PROGRAM ..QUANTITY. ...UNITS... ...TIME.. STATUTE
1112110000 000000

SWDN      REC CONTACT NAME  REC PHONE
X4000000070

ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
HELP QUIT RETRN MAIN FLIP CNFM
    
```

Fields displayed: (while in M [modify] mode):

Field	Description	Required/Optional/Special Instructions
ACTION	Action Type	Required. Defaults to M (modify) but may be changed to D (display) to change to inquiry view. (1A)
ORIGINAL STATEWIDE DOC	Original Statewide Document Number	Optional. SWDN assigned to the original receipt of revenue for audit trail purposes. (11A/N)
TRANS TYPE	Transfer Type	Protected. (1N)

Field	Description	Required/Optional/Special Instructions
CONTACT NAME	Contact Name	Required. Name of contact person at the sending agency. (17A/N)
PHONE	Contact Phone Number	Required. Phone number for contact person at the sending agency. (10N)
TRANS OLO	Transfer Operating Level Organization	Protected. Receiving agency OLO. (6N)
SC	Status Code	Required. Valid input: D – Deleted T – Transferred (1A)
L1 L2 L3 L4 L5	Organization Code	Protected. (11N)
EO	Expansion Option	Protected. (2A/N)
VR	Expansion Option Version	Protected. (2N)
OBJECT	Object Code	Protected. (6N)
TRN-DT	Transaction Date	Required. Must be current or past date. If blank, defaults to current date. (8N)
AMOUNT	Transaction Amount	Required. Amount must be positive. (10.2N)
VOUCH-NO	Voucher Number	Optional. FLAIR will automatically assign voucher numbers during overnight processing, or user can manually assign if necessary. If assigned by user, first character must be alphabetic. (6A/N)
LINE	Voucher Line Number	Prohibited. If VOUCH-NO is blank. Required. If VOUCH-NO is input, must be 0001 or greater. (4N)
GF	GAAFR Fund	Protected. (2N)
SF	State Fund	Protected. (1N)
FID	Fund Identifier	Protected. (6N)
BE	Budget Entity	Required. Cannot be updated if receiving OLO is different from sending OLO. (8N)
IBI	Internal Budget Indicator	Required. Cannot be updated if receiving OLO is different from sending OLO. (8N)
CAT	Revenue Source Category	Required. Must be within edits for the transaction type assigned to transfer. (6N)
YR	Year	Required. Must equal 00 . If blank, defaults to 00 . (2N)
GL	General Ledger Code	Required. Must be established in the Title File prior to use in a transaction. Must equal 15XXX, 16XXX, 33100, 388XX, 389XX, 488XX, or 6XXXX . (5N)
INVOICE	Invoice Number	Required. (9A/N)
B	Batch Indicator	Optional. For the accumulation of transactions for reconciling. (1A/N)
OTHER-DOC	Other Document Number	Optional. May be used to record any reference to documentation. (11A/N)

Field	Description	Required/Optional/Special Instructions
BKI	Bookkeeping Indicator	Prohibited. If transferring to another OLO or FLAIR account code. Required. If sending FLAIR account code equals receiving FLAIR account code. Valid input of N marks transaction as departmental only when funds are not moved between FLAIR account codes in Central FLAIR. (1A/N)
DESCRIPTION	Description	Optional. (16A/N)
PROJECT ID	Project Identifier	Optional. Must be established in the Project Information (PI) File and carried over to the Title File prior to use in a transaction. (11A/N)
GRANT	Grant Number	Optional. Must be established in FACTS or the Grants Information (GI) File and carried over to the Title File prior to use in a transaction. (5A/N)
GY	Grant Year	Optional. Only used if GRANT field is populated. (2N)
CNTRT	Contract Number	Optional. Must be established in FACTS and carried over to the Title File prior to use in a FLAIR transaction. (5A/N)
CY	Contract Year	Optional. Only used if CNTRT field is populated. (2N)
PID	Product Identifier	Optional. Must be established in the Title File prior to use in a transaction. (3A/N)
EGL	External General Ledger Code	Optional. Must be established in the Title File prior to use in a transaction. (3A/N)
SUB-VENDOR-ID	Sub-vendor Identification Number	Optional. If used, must be valid number from VS, VE, or RC Files. (14A/N)
EOB	External Object Code	Optional. Must be established in the Title File prior to use in a transaction. (3A/N)
ECAT	External Category	Optional. Must be established in the Title File prior to use in a transaction. (6A/N)
EP	External Program	Optional. Must be established in the Title File prior to use in a transaction. (2N)
EF	External Fund	Protected. (1N)
OCA	Other Cost Accumulator	Optional. Must be established in the Title File prior to use in a transaction. (5A/N)
AU	Agency Unique Code	Optional. Must be established in the Title File prior to use in a transaction. (2A/N)
STATE PROGRAM	State Program Number	Required. Must be established in the Title File prior to use in a transaction. (16N)
QUANTITY	Quantity	Optional. Input of negative or positive numbers and numbers starting with 0 are allowed. (8.2N)
UNITS	Units	Optional. (11N)

Field	Description	Required/Optional/Special Instructions
TIME	Time	Optional. (6N)
STATUTE	Statute	Optional. May be used to reference a statute that applies to that transfer. (20A/N)
SWDN	Statewide Document Number	Protected. (11A/N)
REC CONTACT NAME	Receiver Contact Name	Protected. (17A/N)
REC PHONE	Receiver Contact Phone Number	Protected. (10N)

Some fields available on the original Sending Screen are not shown when the transaction is in **M** (modify) mode (**REC-ORG**, **REC-EO**, **REC-VR**, and **REC-OBJ**).

Note: If the data in any of the protected fields is incorrect, the transaction should be deleted and a new transfer initiated with the correct information.

- Input or update information in the available fields to complete the transaction.

Revenue Correction/Reallocation Maintenance – Sending Screen (with example data input)

```

ENTER CHANGES
DTFQMRVM          ***** REVENUE CORR/REALLOC MAINT - SENDING *****          DTFMMRV1
AUG 26,13
*ACTION (D,M)     M          ORIGINAL STATEWIDE DOC      E4000000098
*TRANS TYPE      3          CONTACT NAME          PHONE          *TRANS OLO      *SC L1 L2 L3 L4 L5
                   JANE DOLLAR          850 555 1313      855000          T 85 50 03 04 321

EO VR OBJECT *TRN-DT    ...AMOUNT...   VOUCH-NO LINE GF SF FID      BE      IBI
X7 01 001000 08262013 1675.00        V          20 2  010001 85100000 00

*CAT   YR *GL   INVOICE   B OTHER-DOC   BKI DESCRIPTION      *PROJECT ID
000100 00 61300 CORR      C212135          CORRECT OCA

*GRANT GY *CNTRT CY *PID *EGL *SUB-VENDOR-ID *EOB *ECAT *EP EF *OCA *AU
                   0001A

*STATE PROGRAM ..QUANTITY. ...UNITS... ...TIME.. STATUTE
1112110000 000000

SWDN          REC CONTACT NAME REC PHONE
X4000000070

ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
HELP QUIT RETRN MAIN FLIP CNFM
    
```

- Press **Enter**. FLAIR will display the updated transaction and a system message at the top of the screen. If the transaction passes all edits, the message will read, ***"SENDER/RECEIVER RECS MODIFIED SUCCESSFULLY."*** If the transaction does not pass all edits, an error message will display to notify the user that input information must be changed. These error messages may vary.

Revenue Correction/Reallocation Maintenance – Sending Screen (with updated transaction displayed)

```

SENDER/RECEIVER RECS MODIFIED SUCCESSFULLY
DTFQMRVM ***** REVENUE CORR/REALLOC MAINT - SENDING ***** DTFMMRV1
AUG 26,13 3:31 PM
*ACTION (D,M) ORIGINAL STATEWIDE DOC E400000098
*TRANS TYPE CONTACT NAME PHONE *TRANS OLO *SC L1 L2 L3 L4 L5
3 JANE DOLLAR 850 555 1313 855000 T 85 50 03 04 321

EO VR OBJECT *TRN-DT ...AMOUNT... VOUCH-NO LINE GF SF FID BE IBI
X7 01 001000 08262013 1675.00 V 000012 0001 20 2 010001 85100000 00

*CAT YR *GL INVOICE B OTHER-DOC BKI DESCRIPTION *PROJECT ID
000100 00 61300 CORR C212135 CORRECT OCA

*GRANT GY *CNTRT CY *PID *EGL *SUB-VENDOR-ID *EOB *ECAT *EP EF *OCA *AU
0001A

*STATE PROGRAM ..QUANTITY. ...UNITS... ...TIME.. STATUTE
1112110000 000000

SWDN REC CONTACT NAME REC PHONE
X4000000070

ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
HELP QUIT RETRN MAIN FLIP CNFM
    
```

8. Press **F3** to return to the list of initiated transfers for the sender.
9. Press **F3** as many times as necessary to exit the **TF** function and return to the Main Accounting Menu.

609.5 Requesting a Revenue Correction/Reallocation Report

The Revenue Correction/Reallocation Report is a listing of all transfers initiated by the sending OLO that have a status code of **P** and will be processed during the upcoming nightly processing. This report can be accessed as many times as necessary.

To request the Revenue Correction/Reallocation Report from the Revenue Transfers Mini Menu:

1. In the **CODE** field, input **RQ**.

Revenue Transfers Mini Menu (with example data input)

```

DTFQMN ***** REVENUE TRANSFERS MINI MENU ***** DTFMMN
JUL 19,13 11:34 AM

CODE FUNCTION
-----
SENDING: *L1-L5 *EO VR *OBJECT
RV ADD REVENUE CORR/REALLOC 8550***** - - -
RS BROWSE REVENUE CORR/REALLOC
RQ REVENUE CORR/REALLOC REPORT REQUEST

RECEIVING:
RR BROWSE REVENUE CORR/REALLOC
RC RECEIPTS REPORT REQUEST

CODE: RQ TYPE: _

ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
HELP QUIT RETRN MAIN FLIP
    
```

2. Press **Enter**. FLAIR will display the Revenue Correction/Reallocation Report Request Screen.

Revenue Correction/Reallocation Report Request Screen

```

DTFQMRQ ***** REVENUE CORRECTION/REALLOCATION REPORT REQUEST ***** DTFMMRQ1
JUL 19,13                                                                                               11:34 AM

REVENUE CORR/REALLOC REPORT REQUEST:                       PRINTER DESTINATION:
STARTING STATEWIDE DOC-NUMBER:                             RDS FORM ID:
ENDING STATEWIDE DOC-NUMBER:

      FUND/ACCT CODE:   L1 GF SF FID   BE       IBI CAT   YR

1. TO REQUEST A REPORT OF THE REVENUE CORRECTIONS/REALLOCATIONS TO BE
   PROCESSED TONIGHT, ENTER AN 'X' IN REPORT REQUEST.

2. IF STARTING AND ENDING STATEWIDE DOC-NUMBERS ARE LEFT BLANK, ALL
   CORRECTION/REALLOCATION TRANSACTIONS WILL BE LISTED.

3. THE TRANSACTIONS PRINTED ARE ONLY FOR THE SITE ASSOCIATED WITH
   YOUR SIGN-ON.

ENTER--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
HELP  QUIT  RETRN MAIN  FLIP
    
```

Revenue Correction/Reallocation Report Request Screen fields:

Field	Description	Required/Optional/Special Instructions
REVENUE CORR/REALLOC REPORT REQUEST	Revenue Correction/Reallocation Report Request	Required. Valid input: X. (1A)
STARTING STATEWIDE DOC-NUMBER	Starting Statewide Document Number	Optional. Limits the inquiry to transactions assigned with a SWDN within the specified range. May not be used if the FUND/ACCT CODE field is used. (11A/N)
ENDING STATEWIDE DOC-NUMBER	Ending Statewide Document Number	Optional. Limits the inquiry to transactions assigned with a SWDN within the specified range. May not be used if the FUND/ACCT CODE field is used. (11A/N)
PRINTER DESTINATION	Printer Destination	Optional. Used to send the report to a FLAIR printer. Must be a valid FLAIR printer ID. May not be used if RDS FORM ID field is used. (8A/N)
RDS FORM ID	RDS Form Identifier	Optional. Used to send the report to users in RDS. Must be a valid form ID. May not be used if PRINTER DESTINATION field is used. (4A/N)
FUND/ACCT CODE	Fund/Account Code	Optional. The first two digits are retrieved and protected. 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 STARTING STATEWIDE DOC-NUMBER or ENDING

Field	Description	Required/Optional/Special Instructions
		STATEWIDE DOC-NUMBER fields are input. (29N)

3. In the **REVENUE CORR/REALLOC REPORT REQUEST** field, input **X**.
4. Input either the **PRINTER DESTINATION** or **RDS FORM ID** in the appropriate field.
5. Input **STATEWIDE DOC-NUMBER** range or **FLAIR ACCOUNT CODE** in the appropriate fields if needed.

Revenue Correction/Reallocation Report Request Screen (with example data input)

```

DTFQMRQ ***** REVENUE CORRECTION/REALLOCATION REPORT REQUEST ***** DTFMMRQ1
JUL 19,13                                                    11:36 AM

REVENUE CORR/REALLOC REPORT REQUEST: X          PRINTER DESTINATION: FLAIRID
STARTING STATEWIDE DOC-NUMBER: X4000000022     RDS FORM ID:
ENDING STATEWIDE DOC-NUMBER: X4000000024

      L1 GF SF FID BE IBI CAT YR
FUND/ACCT CODE: 85

1. TO REQUEST A REPORT OF THE REVENUE CORRECTIONS/REALLOCATIONS TO BE
   PROCESSED TONIGHT, ENTER AN 'X' IN REPORT REQUEST.

2. IF STARTING AND ENDING STATEWIDE DOC-NUMBERS ARE LEFT BLANK, ALL
   CORRECTION/REALLOCATION TRANSACTIONS WILL BE LISTED.

3. THE TRANSACTIONS PRINTED ARE ONLY FOR THE SITE ASSOCIATED WITH
   YOUR SIGN-ON.

ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
HELP QUIT RETRN MAIN FLIP
    
```

6. Press **Enter**. FLAIR will display a confirmation message in a pop-up window to confirm that the request was submitted.

Revenue Correction/Reallocation Report Request Screen (with request confirmation message displayed)

```

PRESS ENTER TO CONTINUE
DTFQMRQ ***** REVENUE CORRECTION/REALLOCATION REPORT REQUEST ***** DTFMMRQ1
JUL 19,13                                                    11:36 AM

REVENUE CORR/REALLOC REPORT REQUEST: X          PRINTER DESTINATION: FLAIRID
STARTING STATEWIDE DOC-NUMBER: X4000000022     RDS FORM ID:
ENDING STATEWIDE DOC-NUMBER: X4000000024

      L1 GF SF FID BE IBI CAT YR
FUND/ACCT C
NAC5920 WAS SUBMITTED.

1. TO REQUEST A
   PROCESSED TO
CATIONS TO BE

2. IF STARTING AND ENDING STATEWIDE DOC-NUMBERS ARE LEFT BLANK, ALL
   CORRECTION/REALLOCATION TRANSACTIONS WILL BE LISTED.

3. THE TRANSACTIONS PRINTED ARE ONLY FOR THE SITE ASSOCIATED WITH
   YOUR SIGN-ON.

ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
HELP QUIT RETRN MAIN FLIP
    
```

7. Press **Enter** or **F3** to close the pop-up window.
8. Press **F3** again to return to the Revenue Transfers Mini Menu.

The report will print to the FLAIR printer indicated, or display with the appropriate form within RDS.

609.6 Browsing Received Transfers

The receiving agency user can view transfers using the Browse Revenue Correction/Reallocation function. This function shows transfers that have been initiated with the receiving agency's OLO input by the sender, and are currently in any status. Transfers that are within the user's organization, or those without an assigned receiving organization code can be viewed. Only those with a status code of **P** or **T** can be modified.

To view transfers that are in the receiving agency's queue from the Revenue Transfers Mini Menu:

1. In the **CODE** field, input **RR**.

Revenue Transfers Mini Menu (with example data input)

DTFQMN SEP 06, 13	***** REVENUE TRANSFERS MINI MENU *****	DTFMN 12:05 PM
CODE	FUNCTION	

SENDING:		*L1-L5 *EO VR *OBJECT
RV	ADD REVENUE CORR/REALLOC	8550*****
RS	BROWSE REVENUE CORR/REALLOC	---
RQ	REVENUE CORR/REALLOC REPORT REQUEST	---
RECEIVING:		
RR	BROWSE REVENUE CORR/REALLOC	
RC	RECEIPTS REPORT REQUEST	
CODE: RR		TYPE: ---
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
HELP QUIT RETRN MAIN FLIP		

2. Press **Enter**. FLAIR will display the Revenue Reallocation/Correction Browse Receiving Agency Screen with transfers listed in status code order. Within each status code, the transfers are in order by sending OLO and vendor number.

Revenue Reallocation/Correction Browse – Receiving Agency Screen (with example data retrieved)

DTFQSR		***** REVENUE REALLOCATION/CORRECTION BROWSE *****				DTFMSRR1	
SEP 6,13		- RECEIVING AGENCY -				12:07 PM	
ACT	S C	SENDING OLO	VENDOR NUMBER	STATEWIDE DOC-NUMBER	AMOUNT	DESCRIPTION	
—	A	850000	855020500018520000000	X4000000076	243.97	FEES	
—	R	930000	935020500019320000000	X4000000074	463.21	LEGAL FEES	
—	T	850000	855020500018520000000	X4000000077	1728.43	ADMIN FEES	
—	T	855000	855020500018520000000	X4000000073	71.53	CORRECT EO	
—	T	950000	952020100019510000000	X4000000075	5000.00	TRANSFER	
*** END OF DATA ***							
SC — SENDING OLO _____ SWDN _____							
DISPLAY MODIFY (PF5=FLIP)							

For each transfer on the Revenue Reallocation/Correction Browse Receiving Agency Screen, the following information is displayed:

- Action status
- Status code
- FLAIR account code of sending agency (in the **VENDOR NUMBER** field)
- SWDN
- Total amount of all lines (in the **AMOUNT** field)
- Description of the transfer as input by the sender

The fields at the bottom of the screen may be used to browse transfers within a status code. The other fields may be used, along with status code, to limit the transfers displayed. If used, these fields must be used from left to right.

The fields available as search criteria include:

Field	Description	Required/Optional/Special Instructions
SC	Status Code	Optional. (1A)
SENDING OLO	Sending Operating Level Organization	Optional. (6N)
SWDN	Statewide Document Number	Optional. (11A/N)

From the list of transfers, the user may choose to display a transfer in inquiry view, or to modify a transfer in update view. This is done using an action code.

Receiver action codes:

Code	Function	Description
D	Display	Displays a transaction in inquiry view. No update available in this view.
M	Modify	Displays a transaction and makes it available for update.

609.7 Receiving a Transfer

Only transfers in **T** status may be received by the receiving agency.

To receive a transfer from the Revenue Transfers Mini Menu:

1. In the **CODE** field, input **RR**.

Revenue Transfers Mini Menu (with example data input)

```

DTFQMN          ***** REVENUE TRANSFERS MINI MENU *****          DTFMMN
SEP 06,13                                             12:05 PM

CODE  FUNCTION
-----
SENDING:
RV    ADD REVENUE CORR/REALLOC          *L1-L5      *EO  VR  *OBJECT
RS    BROWSE REVENUE CORR/REALLOC      8550*****  -   -   -
RQ    REVENUE CORR/REALLOC REPORT REQUEST

RECEIVING:
RR    BROWSE REVENUE CORR/REALLOC
RC    RECEIPTS REPORT REQUEST

CODE: RR

TYPE:  _

ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
HELP  QUIT  RETRN MAIN  FLIP
    
```

2. Press **Enter**. FLAIR will display the Revenue Reallocation/Correction Browse Receiving Agency Screen with transfers listed in status code order. Only transfers with a status code of **T** can be processed by the receiving agency.

Revenue Reallocation/Correction Browse – Receiving Agency Screen (with example data retrieved)

```

DTFQSRR          ***** REVENUE REALLOCATION/CORRECTION BROWSE *****          DTFMSRR1
SEP 6,13          - RECEIVING AGENCY -                                             12:16 PM

S  SENDING
ACT C OLO  VENDOR NUMBER  STATEWIDE  AMOUNT  DESCRIPTION
-----
A 850000  855020500018520000000  X4000000076  243.97  FEES
D 855000  855020500018520000000  X4000000078  63.98  CORRECT EO
R 930000  935020500019320000000  X4000000074  463.21  LEGAL FEES
T 850000  855020500018520000000  X4000000077  1728.43  ADMIN FEES
T 855000  855020500018520000000  X4000000073  71.53  CORRECT EO
T 855000  855020500018520000000  X4000000079  79.52  EO/OA TRSF
T 950000  952020100019510000000  X4000000075  5000.00  TRANSFER

*** END OF DATA ***

SC  _  SENDING OLO  _____  SWDN  _____

DISPLAY  MODIFY  (PF5=FLIP)
    
```

3. Press **Tab** to place the cursor in the **ACT** (action) column in front of the record to be modified.

- In the ACT column, input **M**.

Revenue Reallocation/Correction Browse – Receiving Agency Screen (with transfer selected to modify)

DTFQSR		***** REVENUE REALLOCATION/CORRECTION BROWSE *****				DTFMSRR1	
SEP 6,13		- RECEIVING AGENCY -				12:16 PM	
ACT	S	SENDING OLO	VENDOR NUMBER	STATEWIDE DOC-NUMBER	AMOUNT	DESCRIPTION	
—	A	850000	855020500018520000000	X4000000076	243.97	FEES	
—	D	855000	855020500018520000000	X4000000078	63.98	CORRECT EO	
—	R	930000	935020500019320000000	X4000000074	463.21	LEGAL FEES	
—	T	850000	855020500018520000000	X4000000077	1728.43	ADMIN FEES	
M	T	855000	855020500018520000000	X4000000073	71.53	CORRECT EO	
—	T	855000	855020500018520000000	X4000000079	79.52	EO/OA TRSF	
—	T	950000	952020100019510000000	X4000000075	5000.00	TRANSFER	
*** END OF DATA ***							
SC	—	SENDING OLO	—	SWDN	—		
DISPLAY		MODIFY		(PF5=FLIP)			

- Press **Enter**. FLAIR will display the Revenue Correction/Reallocation Maintenance Receiving Screen One.

To receive or modify a transfer, the user has four screens to view. Each screen has a four-line header. The header information is the same on each screen, but the fields available for input or verification differ on each screen. The first screen header has a fifth line for input of the receiver’s contact name and phone number. Screens two through four do not contain that line.

To move between screens, press **F11** to move to the right (from Screen One to Screen Two) or press **F10** to move left (from Screen One to Screen Four). Each transfer can be split up to 20 lines, so each screen has 20 lines available for input. The first ten lines display. To input data on lines 11 through 20, press **F8** to scroll forward and press **F7** to scroll back to the top.

Field	Description	Required/Optional/Special Instructions
		the sending agency. For audit trail purposes. (5N)
REC CONTACT NAME	Receiving Agency Contact Name	Required. Appears on Screen One only. Auto-populated if input by sender. Can be modified if needed. (17A/N)
REC PHONE	Receiving Agency Phone Number	Required. Appears on first screen only. Auto-populated if sender input. Can be modified if needed. (10N)
SC	Status Code	Required. Valid input: P – Ready for Processing R – Rejected Appears on Screen One only. Only transfers with a status code of T or P may be modified. (1A)

All information in the header area (first five lines) is retrieved based on the sender's input and cannot be changed by the receiver.

6. In the **REC CONTACT NAME** field, input the user's name.
7. In the **REC PHONE** field, input the user's phone number.
8. In the **SC** field, input **P** to process the transfer, **R** to reject, or leave in status **T**.
9. Press **Tab** to move the cursor to the first line of input for the receiving agency.

The fields available for input or verification differ on each screen.

Note: Some fields, marked with an asterisk, have a Help Screen available.

To use the Help Screen for any field with an asterisk:

1. Press **F1**. The input options for that field will display in a pop-up window.
2. Press **Tab** to move the cursor in front of the selected option.
3. Input **S** in front of the correct selection.
4. Press **Enter**. The selected data will populate the field.

Revenue Correction/Reallocation Maintenance Receiving Screen One fields:

Field	Description	Required/Optional/Special Instructions
LN	Distribution Line Number	Protected. System generated. Assigned to each line (1-20) after coding is validated on the Title and Account Description Files. (2N)
AC	Action	Optional. Valid input: E – Expand Line (expand data on that line) P – Purge Line (purge data on that line) R – Refresh Line (refresh data to last saved data) To process an action using these codes, input the code and press F12 . (1A)
AMOUNT	Line Amount	Required. Must be positive. Total of all lines must equal total transfer amount. (10.2N)
ORG (L1-L5)	Organization Code	Required. Auto-populated if sender input a receiving organization code. Can be modified if needed. (11N)
EO	Expansion Option	Required. If blank, defaults to 00 . Auto-populated if sender input a receiving expansion option. Can be modified if needed. (2A/N)
VR	Expansion Option Version	Optional. If blank, latest version of EO is used. Auto-populated if sender input a receiving organization code and a receiving object code, or a receiving expansion option version. Can be modified if needed. (2N)
OBJECT	Object Code	Required. Must be revenue object code > 000999 and < 059100 . Auto-populated if sender input a receiving object code. Can be modified if needed. (6N)
GF	GAFFR Fund	Protected. Retrieved from Expansion Files. (2N)
SF	State Fund	Protected. Retrieved from Expansion Files. (1N)
FID	Fund Identifier	Protected. Retrieved from Expansion Files. (6N)
BE	Budget Entity	Required. If blank, defaults to 00000000 . Auto-populated if sender input a receiving organization code and a receiving object code. Can be modified if needed. (8N)
IBI	Internal Budget Indicator	Required. If blank, defaults to 00 . Auto-populated if sender input a receiving organization code and a receiving object code. Can be modified if needed. (2N)
CAT	Revenue Source Category	Required. Must be revenue category > 000099 and < 001900 . Allowable CAT depends on TRANS TYPE . <i>See section 609.1 Revenue Transfers Overview for</i>

Note: As FLAIR expands each line, the system scrolls forward on the page so that the expanded line is at the top. This may result in some lines disappearing from view. To see all lines of the transfer, press **F7**.

Revenue Correction/Reallocation Maintenance - Receiving Screen One

(with line one expanded successfully)

4032 RECORD HAS BEEN EXPANDED SUCCESSFULLY												
DTFQMRR ***** REVENUE CORR/REALLOC MAINT - RECEIVING *****										DTFMRR1		
SEP 6,13										3 MORE >		
*ACTION (D,M) M_ AMOUNT 71.53 TRANSFERRING OLO 855000												
TRANSFER CONTACT NAME CHARLIE BROWN PHONE 888 555-1212												
DESCRIPTION CORRECT EO VENDOR ID 855020500018520000000 CAT 000100												
STATUTE STATEWIDE DOC X4000000073												
ORIGINAL STATEWIDE DOC E4000001876 SENDING GENERAL LEDGER 61300												
REC CONTACT NAME LINUS REC PHONE 888 555 3434 *SC P												
LN	*AC	AMOUNT	*ORG(L1-L5)	*EO	VR	*OBJECT	GF	SF	FID	BE	IBI	*CAT
---	-	21.53	85500101214	00	01	001000	10	1	000001	85100000	00	000100
---	-	50.00	85500101214	00	00	002000	---	---	---	---	---	---
---	-	---	---	---	---	---	---	---	---	---	---	---
---	-	---	---	---	---	---	---	---	---	---	---	---
---	-	---	---	---	---	---	---	---	---	---	---	---
---	-	---	---	---	---	---	---	---	---	---	---	---
---	-	---	---	---	---	---	---	---	---	---	---	---
---	-	---	---	---	---	---	---	---	---	---	---	---
---	-	---	---	---	---	---	---	---	---	---	---	---
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---												
HELP QUIT RETRNR MAIN FLIP CNFM BKWRD FRWRD X-ALL LEFT RIGHT PRCSS												

Revenue Correction/Reallocation Maintenance - Receiving Screen One

(with line two expanded successfully)

4032 RECORD HAS BEEN EXPANDED SUCCESSFULLY												
DTFQMRR ***** REVENUE CORR/REALLOC MAINT - RECEIVING *****										DTFMRR1		
SEP 6,13										3 MORE >		
*ACTION (D,M) M_ AMOUNT 71.53 TRANSFERRING OLO 855000												
TRANSFER CONTACT NAME CHARLIE BROWN PHONE 888 555-1212												
DESCRIPTION CORRECT EO VENDOR ID 855020500018520000000 CAT 000100												
STATUTE STATEWIDE DOC X4000000073												
ORIGINAL STATEWIDE DOC E4000001876 SENDING GENERAL LEDGER 61300												
REC CONTACT NAME LINUS REC PHONE 888 555 3434 *SC P												
LN	*AC	AMOUNT	*ORG(L1-L5)	*EO	VR	*OBJECT	GF	SF	FID	BE	IBI	*CAT
---	-	50.00	85500101214	00	01	002000	10	1	000001	85100000	00	000200
---	-	---	---	---	---	---	---	---	---	---	---	---
---	-	---	---	---	---	---	---	---	---	---	---	---
---	-	---	---	---	---	---	---	---	---	---	---	---
---	-	---	---	---	---	---	---	---	---	---	---	---
---	-	---	---	---	---	---	---	---	---	---	---	---
---	-	---	---	---	---	---	---	---	---	---	---	---
---	-	---	---	---	---	---	---	---	---	---	---	---
---	-	---	---	---	---	---	---	---	---	---	---	---
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---												
HELP QUIT RETRNR MAIN FLIP CNFM BKWRD FRWRD X-ALL LEFT RIGHT PRCSS												

On the Screen Two, the five-line headers are protected. The **YR** and **GL** fields should be populated with data retrieved from the Expansion Files.

Revenue Correction/Reallocation Maintenance – Receiving Screen Two (with example data retrieved)

```

SCROLLING PERFORMED.
DTFMRR ***** REVENUE CORR/REALLOC MAINT - RECEIVING ***** DTFMRR2
< 1 MORE 2 MORE >

*ACTION (D,M) M_ AMOUNT 71.53 TRANSFERRING OLO 855000
TRANSFER CONTACT NAME CHARLIE BROWN PHONE 888 555-1212
DESCRIPTION CORRECT EO VENDOR ID 855020500018520000000 CAT 000100
STATUTE STATEWIDE STATEWIDE DOC X400000073
ORIGINAL STATEWIDE DOC E4000001876 SENDING GENERAL LEDGER 61300

LN YR *GL *TRN-DT RECEIPT-NO LINE INVOICE B OTHER-DOC DESCRIPTION
-- 00 61300 _____ R _____ _____ _____ _____
-- 00 61200 _____ R _____ _____ _____ _____
-- _____ R _____ _____ _____ _____

ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
HELP QUIT RETRN MAIN FLIP CNFM BKWRD FRWRD X-ALL LEFT RIGHT PRCSS
    
```

Revenue Correction/Reallocation Maintenance Receiving Screen Two fields:

Field	Description	Required/Optional/Special Instructions
LN	Distribution Line Number	Protected. System generated. Assigned to each line (1-20) after coding is validated on the Title and Account Description Files. (2N)
YR	Year	Required. Must equal 00. If blank, defaults to 00. (2N)
GL	General Ledger Code	Required. Must be established in the Title File prior to use in a transaction. Must equal 15XXX, 16XXX, 33100, 388XX, 389XX, 488XX, or 6XXXX. (5N)
TRN-DT	Transaction Date	Required. Must be current or past date. If blank, defaults to current date. (8N)
RECEIPT-NO	Receipt Number	Required. R is protected. (7A/N)
LINE	Receipt Number Line	Optional. (4N)
INVOICE	Invoice	Optional. (9A/N)
B	Batch Character	Optional. (1A/N)
OTHER-DOC	Other Document Number	Optional. May be used to record any reference to documentation. (11A/N)
DESCRIPTION	Description	Optional. (16A/N)

- 13. In the **RECEIPT-NO** field, input a receipt number for each line of the transfer.
- 14. Input any other information necessary to complete the transaction.

Revenue Correction/Reallocation Maintenance - Receiving Screen Two (with example data input)

```

SCROLLING PERFORMED.
DTFQMR      ***** REVENUE CORR/REALLOC MAINT - RECEIVING *****      DTFMMRR2
< 1 MORE                                         2 MORE >

*ACTION (D,M) M_ AMOUNT 71.53          TRANSFERRING OLO 855000
TRANSFER CONTACT NAME CHARLIE BROWN    PHONE 888 555-1212
DESCRIPTION CORRECT EO                  VENDOR ID 855020500018520000000    CAT 000100
STATUTE                                STATEWIDE DOC X4000000073
ORIGINAL STATEWIDE DOC E4000001876     SENDING GENERAL LEDGER          61300

LN  YR  *GL  *TRN-DT  RECEIPT-NO  LINE  INVOICE  B  OTHER-DOC  DESCRIPTION
--  --  ---  ---      R 363102    0001  -----  -  -----  CORRECT ORG/EO_
--  --  ---  ---      R 363102    0002  -----  -  -----  CORRECT ORG/OBJ_
--  --  ---  ---      R -----  -----  -----  -  -----  -----
--  --  ---  ---      R -----  -----  -----  -  -----  -----
--  --  ---  ---      R -----  -----  -----  -  -----  -----
--  --  ---  ---      R -----  -----  -----  -  -----  -----
--  --  ---  ---      R -----  -----  -----  -  -----  -----
--  --  ---  ---      R -----  -----  -----  -  -----  -----
--  --  ---  ---      R -----  -----  -----  -  -----  -----
--  --  ---  ---      R -----  -----  -----  -  -----  -----

ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      HELP  QUIT  RETRN MAIN  FLIP  CNFM  BKWRD FRWRD X-ALL LEFT  RIGHT PRCSS
    
```

15. Press **F11** to move to Screen Three.

Revenue Correction/Reallocation Maintenance - Receiving Screen Three

```

SCROLLING PERFORMED.
DTFQMR      ***** REVENUE CORR/REALLOC MAINT - RECEIVING *****      DTFMMRR3
< 2 MORE                                         1 MORE >

*ACTION (D,M) M_ AMOUNT 71.53          TRANSFERRING OLO 855000
TRANSFER CONTACT NAME CHARLIE BROWN    PHONE 888 555-1212
DESCRIPTION CORRECT EO                  VENDOR ID 855020500018520000000    CAT 000100
STATUTE                                STATEWIDE DOC X4000000073
ORIGINAL STATEWIDE DOC E4000001876     SENDING GENERAL LEDGER          61300

LN  *PROJECT-ID  *GRANT  GY  *CNTRT  CY  *PID  *EGL  *SUB-VENDOR-ID  *EOB  *ECAT  *EP
--  ---  ---  ---  ---  ---  ---  ---  ---  ---  ---  ---
--  ---  ---  ---  ---  ---  ---  ---  ---  ---  ---  ---
--  ---  ---  ---  ---  ---  ---  ---  ---  ---  ---  ---
--  ---  ---  ---  ---  ---  ---  ---  ---  ---  ---  ---
--  ---  ---  ---  ---  ---  ---  ---  ---  ---  ---  ---
--  ---  ---  ---  ---  ---  ---  ---  ---  ---  ---  ---
--  ---  ---  ---  ---  ---  ---  ---  ---  ---  ---  ---
--  ---  ---  ---  ---  ---  ---  ---  ---  ---  ---  ---
--  ---  ---  ---  ---  ---  ---  ---  ---  ---  ---  ---
--  ---  ---  ---  ---  ---  ---  ---  ---  ---  ---  ---
--  ---  ---  ---  ---  ---  ---  ---  ---  ---  ---  ---

ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      HELP  QUIT  RETRN MAIN  FLIP  CNFM  BKWRD FRWRD X-ALL LEFT  RIGHT PRCSS
    
```

Revenue Correction/Reallocation Maintenance Receiving Screen Three fields:

Field	Description	Required/Optional/Special Instructions
LN	Distribution Line Number	Protected. System generated. Assigned to each line (1-20) after coding is validated on the Title and Account Description Files. (2N)
PROJECT-ID	Project Identifier Number	Optional. Must be established in the Project Information (PI) File and carried over to the Title File prior to use in a transaction. (11A/N)

Field	Description	Required/Optional/Special Instructions
GRANT	Grant Number	Optional. Must be established in FACTS or the Grants Information (GI) File and carried over to the Title File prior to use in a transaction. (5A/N)
GY	Grant Year	Optional. Only used if GRANT field is populated. (2N)
CNTRT	Contract Number	Optional. Must be established in FACTS and carried over to the Title File prior to use in a FLAIR transaction. (5A/N)
CY	Contract Year	Optional. Only used if CNTRT field is populated. (2N)
PID	Product Identifier	Optional. Must be established in the Title File prior to use in a transaction. (3A/N)
EGL	External General Ledger Code	Optional. Must be established in the Title File prior to use in a transaction. (3A/N)
SUB-VENDOR-ID	Sub-vendor Identification Number	Optional. If used, must be valid number from VS, VE, or RC Files. (14A/N)
EOB	External Object Code	Optional. Must be established in the Title File prior to use in a transaction. (3A/N)
ECAT	External Category	Optional. Must be established in the Title File prior to use in a transaction. (6A/N)
EP	External Program	Optional. Must be established in the Title File prior to use in a transaction. (2N)

16. Input any optional information necessary on Screen Three to complete the transaction.

Revenue Correction/Reallocation Maintenance – Receiving Screen Three (with example data input)

```

SCROLLING PERFORMED.
DTFQMRR ***** REVENUE CORR/REALLOC MAINT - RECEIVING ***** DTFMMRR3
< 2 MORE 1 MORE >

*ACTION (D,M) M_ AMOUNT 71.53 TRANSFERRING OLO 855000
TRANSFER CONTACT NAME CHARLIE BROWN PHONE 888 555-1212
DESCRIPTION CORRECT EO VENDOR ID 855020500018520000000 CAT 000100
STATUTE STATEWIDE DOC X4000000073
ORIGINAL STATEWIDE DOC E4000001876 SENDING GENERAL LEDGER 61300

LN *PROJECT-ID *GRANT GY *CNTRT CY *PID *EGL *SUB-VENDOR-ID *EOB *ECAT *EP
-- 999999999999  G1234  --  --  --  --  --  C123456789  --  --  --
--  --  --  --  --  --  --  --  --  --  --
--  --  --  --  --  --  --  --  --  --  --
--  --  --  --  --  --  --  --  --  --  --
--  --  --  --  --  --  --  --  --  --  --
--  --  --  --  --  --  --  --  --  --  --
--  --  --  --  --  --  --  --  --  --  --
--  --  --  --  --  --  --  --  --  --  --
--  --  --  --  --  --  --  --  --  --  --
--  --  --  --  --  --  --  --  --  --  --

ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
HELP QUIT RETRN MAIN FLIP CNFM BKWRD FRWRD X-ALL LEFT RIGHT PRCSS
    
```

17. Press **F11** to move to Screen Found.

Revenue Correction/Reallocation Maintenance – Receiving Screen Four (with example data input)

```

SCROLLING PERFORMED.
DTFQMRR ***** REVENUE CORR/REALLOC MAINT - RECEIVING ***** DTFMMRR4
< 3 MORE 12:30 PM

*ACTION (D,M) M_ AMOUNT 71.53 TRANSFERRING OLO 855000
TRANSFER CONTACT NAME CHARLIE BROWN PHONE 888 555-1212
DESCRIPTION CORRECT EO VENDOR ID 855020500018520000000 CAT 000100
STATUTE STATEWIDE DOC X4000000073
ORIGINAL STATEWIDE DOC E4000001876 SENDING GENERAL LEDGER 61300

LN EF *OCA *AU *STATE PROGRAM ..QUANTITY. ...UNITS... ...TIME..
-- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- --
-- -- 0001A -- 1112110000 000000 -- -- -- -- -- -- -- -- -- --
-- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- --
-- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- --
-- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- --
-- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- --
-- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- --
-- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- --
-- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- --
-- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- --
-- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- --

ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
HELP QUIT RETRN MAIN FLIP CNFM BKWRD FRWRD X-ALL LEFT RIGHT PRCSS
    
```

19. Press **Enter**. FLAIR will display the system message, ***“TF-RECEIVING MODIFIED SUCCESSFULLY.”***

Revenue Correction/Reallocation Maintenance – Receiving Screen Four (with FLAIR message displayed)

```

TF-RECEIVING MODIFIED SUCCESSFULLY
DTFQMRR ***** REVENUE CORR/REALLOC MAINT - RECEIVING ***** DTFMMRR4
< 3 MORE 12:31 PM

*ACTION (D,M) _ AMOUNT 71.53 TRANSFERRING OLO 855000
TRANSFER CONTACT NAME CHARLIE BROWN PHONE 888 555-1212
DESCRIPTION CORRECT EO VENDOR ID 855020500018520000000 CAT 000100
STATUTE STATEWIDE DOC X4000000073
ORIGINAL STATEWIDE DOC E4000001876 SENDING GENERAL LEDGER 61300

LN EF *OCA *AU *STATE PROGRAM ..QUANTITY. ...UNITS... ...TIME..
1_ _ 1112110000 000000 -- -- -- -- -- -- -- -- -- --
2_ _ 0001A 1112110000 000000 -- -- -- -- -- -- -- -- -- --
-- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- --
-- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- --
-- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- --
-- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- --
-- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- --
-- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- --
-- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- --
-- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- --

ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
HELP QUIT RETRN MAIN FLIP CNFM BKWRD FRWRD X-ALL LEFT RIGHT PRCSS
    
```

20. Press **F3** to return to the Revenue Reallocation/Correction Browse Receiving Agency Screen.

Revenue Reallocation/Correction Browse - Receiving Agency Screen (with updated transfer data)

DTFQSR		***** REVENUE REALLOCATION/CORRECTION BROWSE *****				DTFMSRR1	
SEP 6,13		- RECEIVING AGENCY -				12:33 PM	
ACT	S C	SENDING OLO	VENDOR NUMBER	STATEWIDE DOC-NUMBER	AMOUNT	DESCRIPTION	
---	A	850000	855020500018520000000	X4000000076	243.97	FEES	
---	D	855000	855020500018520000000	X4000000078	63.98	CORRECT EO	
---	P	855000	855020500018520000000	X4000000073	71.53	CORRECT EO	
---	R	930000	935020500019320000000	X4000000074	463.21	LEGAL FEES	
---	T	850000	855020500018520000000	X4000000077	1728.43	ADMIN FEES	
---	T	855000	855020500018520000000	X4000000079	79.52	EO/OA TRSF	
---	T	950000	952020100019510000000	X4000000075	5000.00	TRANSFER	
*** END OF DATA ***							
SC <u> </u> SENDING OLO <u> </u> SWDN <u> </u>							
DISPLAY MODIFY (PF5=FLIP)							

The receiving transfer is updated, and if the status code was changed, the sending transfer is updated. If the status code is updated to **R**, the sender may modify the transfer. If the status code is updated to **P** or remains **T**, the receiver may modify the transfer.

If the status code is **P**, the transfer will be processed during the next nightly processing. A TR94 is recorded for both the sender and receiver, the Available Balance File is updated for both the sender and receiver, and a voucher is created on the Voucher Print File for the sender. During this process, the status will be systematically updated to **S** and if all edits pass, then to **C**. After the transfer is complete and is in **C** status, it will remain available for viewing on the Browse Revenue Correction/Reallocation Screens for both sender and receiver for 14 days.

609.7.1 Modifying a Transfer as the Receiver

A transfer with a status of **T** or **P** may be modified by the receiving agency.

To modify a transfer from the Revenue Transfers Mini Menu:

1. In the **CODE** field, input **RR**.

Revenue Transfers Mini Menu (with example data input)

```

DTFQMN          ***** REVENUE TRANSFERS MINI MENU *****          DTFMMN
SEP 06,13                                             12:05 PM

CODE  FUNCTION
-----
SENDING:
RV   ADD REVENUE CORR/REALLOC          *L1-L5          *EO  VR  *OBJECT
RS   BROWSE REVENUE CORR/REALLOC      8550*****    -   -   -
RQ   REVENUE CORR/REALLOC REPORT REQUEST

RECEIVING:
RR   BROWSE REVENUE CORR/REALLOC
RC   RECEIPTS REPORT REQUEST

CODE: RR

TYPE:  -

ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
HELP  QUIT  RETRN MAIN  FLIP
    
```

2. Press **Enter**. FLAIR will display the Revenue Reallocation/Correction Browse Receiving Agency Screen. All transfers in any status will display.

Revenue Reallocation/Correction Browse - Receiving Agency Screen (with example data retrieved)

```

DTFQSRR          ***** REVENUE REALLOCATION/CORRECTION BROWSE *****          DTFMSRR1
SEP  6,13                - RECEIVING AGENCY -                               5:07 PM

S  SENDING
ACT C OLO  VENDOR NUMBER          STATEWIDE          AMOUNT          DESCRIPTION
-----
-  A 850000 855020500018520000000  X4000000076      243.97  FEES
-  D 855000 855020500018520000000  X4000000078       63.98  CORRECT EO
-  P 855000 855020500018520000000  X4000000073       71.53  CORRECT EO
-  P 855000 851010000018510000000  X4000000080       92.43  CORRECT FUND/EO
-  R 930000 935020500019320000000  X4000000074      463.21  LEGAL FEES
-  T 850000 855020500018520000000  X4000000077     1728.43  ADMIN FEES
-  T 855000 855020500018520000000  X4000000079       79.52  EO/OA TRSF
-  T 950000 952020100019510000000  X4000000075     5000.00  TRANSFER
                                     *** END OF DATA ***

SC  -   SENDING OLO  _____   SWDN  _____

DISPLAY  MODIFY  (PF5=FLIP)
    
```

3. Press **Tab** to place the cursor in the **ACT** column in front of the transfer to be modified.
4. In the **ACT** column, input **M**.

Revenue Reallocation/Correction Browse - Receiving Agency Screen (with example transfers listed)

DTFQSR		***** REVENUE REALLOCATION/CORRECTION BROWSE *****				DTFMSRR1	
SEP 6,13		- RECEIVING AGENCY -				5:11 PM	
ACT	S	SENDING OLO	VENDOR NUMBER	STATEWIDE DOC-NUMBER	AMOUNT	DESCRIPTION	
---	---	---	---	---	---	-----	
---	A	855000	85502050001852000000	X4000000076	243.97	FEES	
---	D	855000	85502050001852000000	X4000000078	63.98	CORRECT EO	
---	P	855000	85502050001852000000	X4000000073	71.53	CORRECT EO	
---	P	855000	85101000001851000000	X4000000080	92.43	CORRECT FUND/EO	
---	R	930000	93502050001932000000	X4000000074	463.21	LEGAL FEES	
---	T	850000	85502050001852000000	X4000000077	1728.43	ADMIN FEES	
---	T	855000	85502050001852000000	X4000000079	79.52	EO/OA TRSF	
---	T	950000	95202010001951000000	X4000000075	5000.00	TRANSFER	
*** END OF DATA ***							
SC	---	SENDING OLO	_____	SWDN	_____		
DISPLAY		MODIFY		(PF5=FLIP)			

10. Press **F3** to return to the Revenue Transfers Mini Menu or **F4** to return to the FLAIR Main Accounting Menu.

609.8 Requesting a Receipts Report

The **Receipts Report Request (RC)** function is used to access a listing of all transfers that have a status code of **P**, and will be processed during the upcoming nightly processing where the receiving OLO is input as the transfer OLO by the sender. This report can be accessed as many times as necessary.

To request a report using the Receipts Report Request function from the Revenue Transfers Mini Menu:

1. In the **CODE** field, input **RC**.

Revenue Transfers Mini Menu (with example data input)

```

DTFQMN          ***** REVENUE TRANSFERS MINI MENU *****          DTFMMN
JUL 19,13                                           12:19 PM

CODE  FUNCTION
-----
SENDING:
RV   ADD REVENUE CORR/REALLOC          *L1-L5          *EO  VR  *OBJECT
RS   BROWSE REVENUE CORR/REALLOC      850*****      -   -   -
RQ   REVENUE CORR/REALLOC REPORT REQUEST

RECEIVING:
RR   BROWSE REVENUE CORR/REALLOC
RC   RECEIPTS REPORT REQUEST

CODE: RC                                           TYPE:  _

ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
HELP  QUIT  RETRN MAIN  FLIP
    
```

2. Press **Enter**. FLAIR will display the Receipts Report Request Screen.

Revenue Receipts Report Request Screen

```

DTFQMRC          ***** REVENUE RECEIPTS REPORT REQUEST *****          DTFMMRC1
JUL 19,13                                           12:19 PM

REVENUE RECEIPTS REPORT REQUEST:          PRINTER DESTINATION:
STARTING STATEWIDE DOC-NUMBER:          RDS FORM ID:
ENDING STATEWIDE DOC-NUMBER:

          L1  GF  SF  FID      BE          IBI  CAT      YR
FUND/ACCT CODE:  85

1. TO REQUEST A REPORT OF THE RECEIPTS TO BE PROCESSED TONIGHT, ENTER
AN 'X' IN THE REPORT REQUEST.

2. IF STARTING AND ENDING STATEWIDE DOC-NUMBERS ARE LEFT BLANK, ALL
RECEIPTS WILL BE LISTED,

3. THE TRANSACTIONS PRINTED ARE ONLY FOR THE SITE ASSOCIATED WITH
YOUR SIGN-ON.

ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
HELP  QUIT  RETRN MAIN  FLIP
    
```

Receipts Report Request Screen fields:

Field	Description	Required/Optional/Special Instructions
REVENUE RECEIPTS REPORT REQUEST	Revenue Receipts Report Request	Required. Valid input: X. (1A)
STARTING STATEWIDE DOC-NUMBER	Starting Statewide Document Number	Optional. Limits the inquiry to transactions assigned with the SWDNs within the specified range. May not be used if the FUND/ACCT CODE field is used. (11A/N)
ENDING STATEWIDE DOC-NUMBER	Ending Statewide Document Number	Optional. Limits the inquiry to transactions assigned with the SWDNs within the

Field	Description	Required/Optional/Special Instructions
		specified range. May not be used if the FUND/ACCT CODE field is used. (11A/N)
PRINTER DESTINATION	Printer Destination	Optional. Used to send the report to a FLAIR printer. Must be a valid FLAIR printer ID. May not be used if RDS FORM ID field is used. (8A/N)
RDS FORM ID	RDS Form Identifier	Optional. Used to send the report to users in RDS. Must be a valid form ID. May not be used if PRINTER DESTINATION field is used. (4A/N)
FUND/ACCT CODE	Fund/Account Code	Optional. The first two digits are retrieved and protected. Limits the inquiry to transactions containing the requested FLAIR account code. The user may input the first 21 digits or all 29 digits of the account code. May not be used if the STARTING STATEWIDE DOC-NUMBER or ENDING STATEWIDE DOC-NUMBER fields are used. (27N)

3. In the **REVENUE RECEIPTS REPORT REQUEST** field, input **X**.
4. In either the **PRINTER DESTINATION** or **RDS FORM ID** field, input the appropriate data.
5. Input either a SWDN range, or a FLAIR account code in the appropriate field as needed.

Revenue Receipts Report Request Screen (with example data input)

```

DTFQMRC          ***** REVENUE RECEIPTS REPORT REQUEST *****          DTFMMRC1
JUL 19,13
REVENUE RECEIPTS REPORT REQUEST: X          PRINTER DESTINATION: FLAIRID
STARTING STATEWIDE DOC-NUMBER:              RDS FORM ID:
ENDING STATEWIDE DOC-NUMBER:
FUND/ACCT CODE:  L1 GF SF FID  BE          IBI  CAT   YR
                  85 50 2 050001 85200000 00   000100 00
    
```

1. TO REQUEST A REPORT OF THE RECEIPTS TO BE PROCESSED TONIGHT, ENTER AN 'X' IN THE REPORT REQUEST.
2. IF STARTING AND ENDING STATEWIDE DOC-NUMBERS ARE LEFT BLANK, ALL RECEIPTS WILL BE LISTED,
3. THE TRANSACTIONS PRINTED ARE ONLY FOR THE SITE ASSOCIATED WITH YOUR SIGN-ON.

ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
HELP QUIT RETRN MAIN FLIP

6. Press **Enter**. FLAIR will display a confirmation message in a pop-up window to confirm that the request was submitted.

Revenue Receipts Report Request Screen (with request confirmation message)

```

PRESS ENTER TO CONTINUE
DTFQMRC          ***** REVENUE RECEIPTS REPORT REQUEST *****          DTFMMRC1
JUL 19,13                                             12:19 PM

REVENUE RECEIPTS REPORT REQUEST:  X          PRINTER DESTINATION: FLAIRID
STARTING STATEWIDE DOC-NUMBER:          RDS FORM ID:
ENDING STATEWIDE DOC-NUMBER:

      FUND/ACCT C      L1 GF SF FID      BE      IBI CAT      YR
                        00100      00

1. TO REQUEST A      NAC9953 WAS SUBMITTED.      ONIGHT, ENTER
   AN 'X' IN TH

2. IF STARTING AND ENDING STATEWIDE DOC-NUMBERS ARE LEFT BLANK, ALL
   RECEIPTS WILL BE LISTED,

3. THE TRANSACTIONS PRINTED ARE ONLY FOR THE SITE ASSOCIATED WITH
   YOUR SIGN-ON.

ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
HELP  QUIT  RETRN MAIN  FLIP
    
```

7. Press **Enter** or **F3** to close the pop-up window.
8. Press **F3** again to return to the Revenue Transfers Mini Menu.

The report will print to the FLAIR printer indicated, or display on the appropriate form within RDS.

609.9 TR94 FLAIR Accounting Entries

TR94 records the transfer of funds from one FLAIR account code to up to 20 other account codes. One TR94 is recorded in the sending fund, and one or more TR94 are recorded for the receiving fund(s).

To record the transfer of revenue out of an account (sending side):

SF	GL Code	Description	DR	CR	I/A
	15XXX	Receivables Non Governmental or	X		I
	16XXX	Due From Governmental Units or	X		I
	33100	Deposits Payable or	X		I
	388XX	Unearned Revenue Current or	X		I
	389XX	Deferred Revenues or	X		I
	488XX	Unearned Revenue - Long Term or	X		I
	6XXXX	Revenue	X		I
1	54600	Collections - State GR or		X	A
2, 3	12100	Unreleased Cash in State Treasury or		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.

When the transfer of revenue out of an account (sending side) is recorded, the Available Balance File is updated as follows:

Indicators	State Fund = 1 (within OLO only)	State Fund = 2, 3	State Fund = 8
Fund Cash	-amount	-amount	-amount
Fund Release	N/A	N/A	N/A
Organization Cash	-amount	-amount	-amount
Organization Allotment	N/A	N/A	N/A

+/- = Increase/Decrease; N/A = Not applicable.

Note: Grant fund cash, contract fund cash, and/or project fund cash available balance records will also be updated (same as fund cash, above). This update will take place only if the grant, contract, and/or project numbers are input in the transaction.

To record the transfer of revenue into an account (receiving side):

SF	GL Code	Description	DR	CR	I/A
1	54600	Collections – State GR or	X		A
2, 3	12100	Unreleased Cash in State Treasury or	X		A
8	11200	Cash in Bank	X		A
	15XXX	Receivables Non Governmental or		X	I
	16XXX	Due From Governmental Units or		X	I
	33100	Deposits Payable or		X	I
	388XX	Unearned Revenue Current or		X	I
	389XX	Deferred Revenues or		X	I
	488XX	Unearned Revenue – Long Term or		X	I
	6XXXX	Revenue		X	I

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

When the transfer of revenue into an account (receiving side) is recorded, the Available Balance File is updated as follows:

Indicators	State Fund = 1 (within OLO only)	State Fund = 2, 3	State Fund = 8
Fund Cash	+amount	+amount	+amount
Fund Release	N/A	N/A	N/A
Organization Cash	+amount	+amount	+amount
Organization Allotment	N/A	N/A	N/A

+/- = Increase/Decrease; N/A = Not applicable.

Note: Grant fund cash, contract fund cash, and/or project fund cash available balance records will also be updated (same as fund cash, above). This update will take place only if the grant, contract, and/or project numbers are input in the transaction.

610 Adjustments & Corrections

Revenue corrections are used to correct accounting records. Correcting entries can:

- Transfer or distribute revenue from one FLAIR account code to another,
- Record the receipt of cash and revenue with the correct master data codes, or
- Accomplish other various accounting purposes.

610.1 Corrections Overview

Adjustments or corrections may be necessary at any time after the initial transaction has been input. If the correction is necessary on the date of original input, update the transaction on the Daily Input File. If the correction is necessary after the date of original input, one or more entries will be necessary in FLAIR to record the correction.

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.

Another important consideration is the FLAIR account code(s) involved. If the correcting entry will cause a transfer from one FLAIR account code to another, cash receipt transactions should be used and transferred to the Treasury for verification. If the correction involves changing data codes but not FLAIR account codes, the TR96, or TR30 using a bookkeeping indicator of N, may be used.

Other considerations include the fund type and the purpose of the correction. For most corrections involving the Revolving Fund Subsidiary Ledger (7S), or revolving fund transactions, a TR59 should be used. Many corrections may be made with a TR94, but certain category edits apply.

Agencies must process corrections properly to avoid negative balances, incorrect financial reporting, and additional resources needed to research issues that may arise. Due to time constraints, agencies must process corrections or adjustments immediately after an error has been detected. This can be accomplished if agencies adhere to Treasury policies, agency specific guidelines, and internal controls. When processing corrections, please check with agency management to ensure accuracy in the agency's accounting records.

610.2 Corrections Process

When an agency determines that a correction or redistribution is necessary, correcting entries must be input into FLAIR, and documentation maintained. Adjustments or corrections to cash receipts may be processed using the original transaction type, or may be input using a different transaction type. Many corrections can be made with a TR94 transfer. Each correction requires at least two entries, one to remove the incorrect entry and one or more to enter the correct information.

Agencies have the authority to utilize the following transactions for adjustments and corrections:

- TR30 Direct Deposit Receipts
- TR31 Clearing Fund Receipts
- TR33 Direct Deposit Receivables Receipts
- TR34 Clearing Fund Receivables Receipts
- TR96 JT Receipts

- TR97 JT Receivables Receipts
- TR94 Revenue to Revenue Transfer

To ensure the correction is processed accurately, agencies must:

1. First, determine which transaction type and data codes were originally entered into FLAIR.
2. Determine if the deposit is verified or unverified.
3. Determine if there will be a change to the 29-digit FLAIR account code.
4. Determine which transaction type to use to reverse and then re-input the data.
5. Submit required information to the Treasury if necessary, or retain documentation at the agency.

Note: If the FLAIR account code does not change, transaction types other than TR96 or TR97 require the bookkeeping indicator to equal N (BI = N).

610.3 Cash Receipt Corrections

When a discrepancy exists or redistribution is necessary, the agency should determine which transaction type is appropriate to process the correcting entries, although the TR30 is the most commonly used (*see section 610.2 Corrections Process*). It is critical that agencies process these corrections as soon as possible.

The following is an example of an agency correction using two TR30s. For this example, the organization code and expansion option of the original deposit require edits. Because the incorrect organization code and expansion option were used, the funds have been credited to the incorrect FLAIR account code. The correcting entries input by the agency will total \$0.00, creating a Zero Treasury Receipt. The Treasury must verify the deposit to move the funds from one FLAIR account code to another. *See section 610.6.2 Zero Treasury Receipts for additional information.*

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	CASH RECEIPTS MINI MENU	06/10/14 13:47:11
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		
		TYPE 30 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 TR30 Direct Deposit Receipts Single Input Screen One.

TR30 – Direct Deposit Receipts – Single Input – Screen One

```

30S1                                06/10/2014  13:47:55
      TR 30 - DIRECT DEPOSIT RECEIPTS - 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  HELP          MINI  MAIN  RFRSH
    
```

4. Input the organization code (**L2- L5**), expansion option (**EO**), and object code (**OBJECT**), and any other information used in the original transaction (*see section 603.3.1 TR30 Single Input for more information*).
5. 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  06/10/2014  13:49:22
DEP-NO   LINE      L1 L2 L3 L4 L5  EO VR OBJECT  CF  TRN-DT  PPI
C
...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
000500 00  68600
GF SF FID  BE      IBI      EF  STATE-PROGRAM  PROJECT ID
50 2  050001 85200000 00      1112110000 000000
BPIN      ...UNITS....  ...TIME...  *LETTER OF CREDIT
NEXT:
L1-L5 85 20 00 00 000 EO BB VR  OBJECT 005000 PPI
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT  HELP          MINI  MAIN  RFRSH          CAN
    
```

6. In the **AMOUNT** field, input the amount from the original transaction as a negative amount to reverse, or back out, this transaction.
7. Input ALL other information used in the original transaction.

8. Tab to the **NEXT** line and input the correct organization code (**L2- L5**), expansion option (**EO**), and object code (**OBJECT**).

TR30 – Direct Deposit Receipts – Single Input – Screen Two (with example data input)

```

30S2      TR 30 - DIRECT DEPOSIT RECEIPTS - SINGLE INPUT  06/10/2014  13:49:22
DEP-NO   LINE      L1 L2 L3 L4 L5  EO VR OBJECT  CF  TRN-DT  PPI
C 000001 0001      85 20 00 00 000 BB 01 005000      05082014

...AMOUNT..... BI  VENDOR-ID              SUB-VENDOR-ID  ..QUANTITY..
-100.00

INVOICE      DESCRIPTION              ORIG-RCPT      OTHER-DOC  B  PID
ABC123456    APRIL RECEIPTS          E4000012345    CORR ORG/EO

CAT  YR  GL  EGL EOB  ECAT  EP  GRANT  GY CNTRT CY  OCA  AU
000500 00  68600                00

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

BPIN      ...UNITS....  ...TIME...  *LETTER OF CREDIT

NEXT:
L1-L5 85 10 01 01 211 EO 01 VR  OBJECT 005000 PPI
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT HELP      MINI  MAIN  RFRSH      CAN
    
```

9. Press **Enter**. FLAIR will display TR30 Direct Deposit Receipts Single Input Screen Two with the correct coding.

TR30 – Direct Deposit Receipts – Single Input – Screen Two

```

30S2      TR 30 - DIRECT DEPOSIT RECEIPTS - SINGLE INPUT  06/10/2014  13:52:34
DEP-NO   LINE      L1 L2 L3 L4 L5  EO VR OBJECT  CF  TRN-DT  PPI
C 000001 0001      85 10 01 01 211 01 04 005000      05082014

...AMOUNT..... BI  VENDOR-ID              SUB-VENDOR-ID  ..QUANTITY..

INVOICE      DESCRIPTION              ORIG-RCPT      OTHER-DOC  B  PID
ABC123456    APRIL RECEIPTS          E4000012345    CORR ORG/EO

CAT  YR  GL  EGL EOB  ECAT  EP  GRANT  GY CNTRT CY  OCA  AU
000500 00  68600                00

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

BPIN      ...UNITS....  ...TIME...  *LETTER OF CREDIT

NEXT:
L1-L5 85 10 01 01 211 EO 01 VR  OBJECT 005000 PPI
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT HELP      MINI  MAIN  RFRSH      CAN
    
```

10. In the **AMOUNT** field, input the amount from the original transaction as a positive amount to record the correct transaction.
11. If necessary, type over any incorrect data to update.

TR30 – Direct Deposit Receipts – Single Input – Screen Two (with correct data input)

```

30S2      TR 30 - DIRECT DEPOSIT RECEIPTS - SINGLE INPUT  06/10/2014  13:52:34
DEP-NO   LINE      L1 L2 L3 L4 L5  EO VR OBJECT  CF   TRN-DT   PPI
C 000001 0001      85 10 01 01 211 01 04 005000      05082014
...AMOUNT..... BI   VENDOR-ID          SUB-VENDOR-ID   ..QUANTITY..
100.00

INVOICE   DESCRIPTION          ORIG-RCPT          OTHER-DOC   B   PID
ABC123456 APRIL RECEIPTS          E4000012345      CORR ORG/EO

CAT   YR  GL   EGL EOB  ECAT   EP  GRANT          GY CNTRT CY  OCA  AU
000500 00 68600

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

BPIN      ...UNITS....   ...TIME...   *LETTER OF CREDIT

NEXT:
L1-L5 85 10 01 01 211 EO 01 VR   OBJECT 005000 PPI
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT  HELP          MINI  MAIN  RFRSH          CAN
    
```

- Press **Enter**. FLAIR will display the TR30 Direct Deposit Receipts Single Input Screen Two with the **AMOUNT** field blank.

Because the FLAIR account code recorded on the correct transaction has changed, the user must transmit the information to the Treasury for verification.

- In **TYPE** field, input **CP**.
- Press **Enter**. FLAIR will display the Cash Receipts Utility Mini Menu.

Cash Receipts Utility Mini Menu

```

CPMU          CASH RECEIPTS UTILITY MINI MENU          12/26/2013  13:26:35

TREASURY RECEIPT PROCESSING - ENTER DEPOSIT:  C
TREASURY RECEIPT DETAIL INQUIRY - ENTER DEPOSIT:  C
CLEAR THE CLEARING FUND PROCESSING - ENTER CLR FUND:

RECEIPTS REPORTING:      RDS FORM          PRINTER DESTINATION
IMMEDIATE DETAIL OF DIRECT DEPOSITS

REPRINT OF IMMEDIATE DETAIL OF DIRECT DEPOSITS
(OPTIONAL) STARTING DEP NO.:  C          ENDING DEP NO.:  C

OVERNIGHT DETAIL OF DIRECT DEPOSITS

IMMEDIATE DETAIL OF CLEARING FUND DEPOSITS -
ENTER CLR FUND:          DATE (OPTIONAL):

REPRINT OF CLEAR THE CLEARING FUND - ENTER CLR FUND:

PRINT VERIFIED TREASURY RECEIPTS - DATE(REQUIRED):

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

- To the left of the **TREASURY RECEIPT PROCESSING** field, input **X**.
- To the right of the **ENTER DEPOSIT: C** field, input the deposit number.

Cash Receipts Utility Mini Menu (with example data input)

```

CPMU                CASH RECEIPTS UTILITY MINI MENU                12/26/2013  13:26:35
X TREASURY RECEIPT PROCESSING - ENTER DEPOSIT:  C 000001
  TREASURY RECEIPT DETAIL INQUIRY - ENTER DEPOSIT:  C
  CLEAR THE CLEARING FUND PROCESSING - ENTER CLR FUND:

RECEIPTS REPORTING:      RDS FORM                PRINTER DESTINATION
  IMMEDIATE DETAIL OF DIRECT DEPOSITS

REPRINT OF IMMEDIATE DETAIL OF DIRECT DEPOSITS
(OPTIONAL) STARTING DEP NO.: C                ENDING DEP NO.: C

OVERNIGHT DETAIL OF DIRECT DEPOSITS

IMMEDIATE DETAIL OF CLEARING FUND DEPOSITS -
ENTER CLR FUND:                DATE (OPTIONAL):

REPRINT OF CLEAR THE CLEARING FUND - ENTER CLR FUND:

PRINT VERIFIED TREASURY RECEIPTS - DATE(REQUIRED):

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

17. Press **Enter**. FLAIR will display the Treasury Receipt Processing Screen.

Treasury Receipt Processing Screen (with example deposits retrieved)

```

CPRP                TREASURY RECEIPT PROCESSING                07/15/2013  14:23:13
DEPOSIT NUMBER  STATUS  ....AMOUNT....  ACTION  DEPOSIT DATE  COUNT  CLR FUND
C 000001        P          0.00                2
C 101300        P          3.00                1
C 111111        C          0.00                0  020001
C 501306        C          0.00                0  002001
                0.00                0
                0.00                0
                0.00                0
                                     TYPE      SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT                                MTNT  MATN  RFRSH TOP      FWD                CAN
    
```

FLAIR should display the following information for the Zero Treasury Receipt:

- **DEPOSIT NUMBER** of corrections
- **STATUS** equals P
- **AMOUNT** equals 0.00
- **COUNT** equals 2

18. To process the receipt, in the **ACTION** column, input **T** to transmit the information to the Treasury for processing.

19. In the **DEPOSIT DATE** column, input the deposit date.

20. Press **Enter**. FLAIR sends the deposit detail information to Florida PALM for verification.
See section 610.6.2 Zero Treasury Receipts for additional information.

610.4 Journal Transfer Receipt Corrections

When a discrepancy exists or redistribution is necessary with a JT Receipt, the agency should determine which transaction type is appropriate to process the correcting entries, although the TR96 is the most commonly used (*see section 610.2 Corrections Process*). It is critical that agencies process these corrections as soon as possible.

The following is an example of an agency JT correction using two TR96s. For this example the organization code and expansion option of the original receipt require edits, but the FLAIR account code will not change.

From the Cash Receipts Mini Menu or any FLAIR input screen:

1. In **TYPE** field, input **96**.
2. In **SEL** field, input **S**.

Cash Receipts Mini Menu (with example data input)

CRMU		12/26/13 15:11:29
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		
		TYPE 96 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 TR96 JT Receipts Single Input Request Screen One.

TR96 – JT Receipts – Single Input – Request Screen One

```

96S1                                     12/26/2013  15:15:14
          TR 96 - JT RECEIPTS - 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
    
```

4. Input the organization code (**L2- L5**), expansion option (**EO**), and object code (**OBJECT**), and any other information used in the original transaction. *See section 603.7 TR96 JT Receipt Transactions for more information.*

TR96 – JT Receipts – Single Input – Request Screen One (with example data input)

```

96S1                                     12/26/2013  15:15:14
          TR 96 - JT RECEIPTS - SINGLE INPUT - REQUEST
L1 L2 L3 L4 L5  EO VR OBJECT PPI
85 10 01 01 211 01  002000
                                           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                                     12/26/2013  15:15:46
                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 01 211 01 04 002000
....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
000200 00 61200

GF SF FID  BE  IBI EF STATE-PROGRAM                ...UNITS....  ...TIME...
20 2  010001 85100000 00 1112110000 000000

NEXT:  L1 L2 L3 L4 L5  EO VR OBJECT PPI                TYPE  SEL
      85 10 01 01 211 01 002000
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT          MINI  MAIN  RFRSH                                CAN
    
```

6. In the **AMOUNT** field, input the amount from the original transaction as a negative amount to reverse, or back out, this transaction.
7. Input ALL other information used in the original transaction.
8. **Tab** to the **NEXT** line and input the correct organization code (**L2- L5**), expansion option (**EO**), and object code (**OBJECT**).

TR96 – JT Receipts – Single Input – Screen Two (with example data input)

```

96S2                                     12/26/2013  15:15:46
                TR 96 - JT RECEIPTS - SINGLE INPUT
DOC-NO  LINE  L1 L2 L3 L4 L5  EO VR OBJECT  CF  TRN-DT  PPI  STATE-DOC
C 000003 85 10 01 01 211 01 04 002000 12022013 W4000123456
....AMOUNT....  VENDOR-ID                SUB-VENDOR-ID  ..QUANTITY..
-100.00        921010000019210000000

INVOICE      DESCRIPTION                OTHER-DOC  B  PID  BPIN      PROJECT ID
FWC12345     CORR ORG/EO                SWREGIONOFC

CAT  YR  GL  EGL EOB  ECAT  EP  GRANT                GY CNTRT CY  OCA  AU
000200 00 61200

GF SF FID  BE  IBI EF STATE-PROGRAM                ...UNITS....  ...TIME...
20 2  010001 85100000 00 1112110000 000000

NEXT:  L1 L2 L3 L4 L5  EO VR OBJECT PPI                TYPE  SEL
      85 10 03 00 000 CC 002000
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 TR96 JT Receipts Single Input Screen Two with correct coding.

TR96 – JT Receipts – Single Input – Screen Two (with example data retrieved)

```

96S2                                     12/26/2013  15:19:56
                TR 96 - JT RECEIPTS - SINGLE INPUT
DOC-NO  LINE  L1 L2 L3 L4 L5 EO VR OBJECT  CF  TRN-DT  PPI  STATE-DOC
C 000003      85 10 03 00 000 CC 01 002000          12022013  W4000123456
....AMOUNT....  VENDOR-ID                SUB-VENDOR-ID  ..QUANTITY..
                921010000019210000000
INVOICE  DESCRIPTION  OTHER-DOC  B  PID  BPIN  PROJECT ID
FWC12345  CORR ORG/EO  SWREGIONOFC
CAT  YR  GL  EGL EOB  ECAT  EP  GRANT  GY CNTRT CY  OCA  AU
000200 00 61200
GF SF FID  BE  IBI EF STATE-PROGRAM  ...UNITS....  ...TIME...
20 2  010001 85100000 00 1112110000 000000
NEXT:  L1 L2 L3 L4 L5 EO VR OBJECT PPI                TYPE  SEL
        85 10 03 00 000 CC 002000
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT          MINI  MAIN  RFRSH                          CAN
    
```

10. In the **AMOUNT** field, input the amount from the original transaction as a positive amount to record the correct transaction.
11. If necessary, type over any incorrect data to update.

TR96 – JT Receipts – Single Input – Screen Two (with correct data input)

```

96S2                                     12/26/2013  15:19:56
                TR 96 - JT RECEIPTS - SINGLE INPUT
DOC-NO  LINE  L1 L2 L3 L4 L5 EO VR OBJECT  CF  TRN-DT  PPI  STATE-DOC
C 000003      85 10 03 00 000 CC 01 002000          12022013  W4000123456
....AMOUNT....  VENDOR-ID                SUB-VENDOR-ID  ..QUANTITY..
100.00          921010000019210000000
INVOICE  DESCRIPTION  OTHER-DOC  B  PID  BPIN  PROJECT ID
FWC12345  CORR ORG/EO  SWREGIONOFC
CAT  YR  GL  EGL EOB  ECAT  EP  GRANT  GY CNTRT CY  OCA  AU
000200 00 61200
GF SF FID  BE  IBI EF STATE-PROGRAM  ...UNITS....  ...TIME...
20 2  010001 85100000 00 1112110000 000000
NEXT:  L1 L2 L3 L4 L5 EO VR OBJECT PPI                TYPE  SEL
        85 10 03 00 000 CC 002000
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT          MINI  MAIN  RFRSH                          CAN
    
```

12. Press **Enter**. FLAIR will record both transactions on the Daily Input File and display the TR96 JT Receipts Single Input Screen Two with the **AMOUNT** field blank.

610.5 Revolving Fund Corrections

When a revolving fund is used for disbursements, a reimbursement is requested from an operating fund using a disbursement transaction TR52, TR54, or TR71. These transactions create a record on

the Revolving Fund Subsidiary Ledger (7S) and result in a warrant made out to the agency revolving fund. This warrant must be deposited in the revolving fund account at the financial institution. A TR32 is input to record the deposit of the reimbursement in FLAIR and remove the record from the 7S.

Revolving fund corrections may be necessary if the:

- Reimbursement voucher was deleted.
- Reimbursement warrant was cancelled.
- Reimbursement was recorded with a transaction type other than a TR32.

Any of these situations may result in an unnecessary record on the 7S Ledger.

Before processing a revolving fund correction, the user must verify that the transaction is recorded on the 7S and the revolving fund indicator (RVI) is blank. An item can be removed from the 7S using a TR32 Revolving Fund Reimbursement or TR59 Revolving Fund Disbursement Correction. *See sections 212.12 TR59 Unencumbered Revolving Fund Corrections or 605.4 TR32 Revolving Fund Reimbursement for additional information on processing these transactions.*

610.5.1 TR32 Revolving Fund Reimbursement Correction

Prior to overnight processing, a TR32 can be corrected by updating the TR32 on the Daily Input File (*see section 605.4.3 TR32 Multiple Update*). However, after overnight processing, any edits must be made using one or more TR30 (*see section 610.3 TR30 Cash Receipt Corrections*).

If the edits to the transaction do not change the FLAIR account code, input an **N** in the bookkeeping indicator (**BI**) field. This will allow the transaction to bypass Treasury processing. If an edit does change the FLAIR account code, leave the TR30 **BI** field **blank**.

Note: If changes to coding are necessary, there is a strong possibility the disbursement transaction (TR52, TR54, or TR71) was input with incorrect data. An expenditure correction may also be necessary. *See section 212 Expenditure Corrections for additional information.*

610.6 Treasury Adjustments

An agency may receive notice from the Treasury of deposit adjustments due to returned items or deposit discrepancies. A discrepancy may occur if an item (cash or check) is included in the deposit that was not included in the total, or if an item is missing from a deposit that is included in the total. These adjustments will require agencies to input FLAIR transactions to correct the agency's accounting records.

Agencies must monitor all returned items and deposit adjustments in a timely manner. Therefore, it is important for agencies to monitor any Treasury notifications and status changes. In addition, agencies must notify the Treasury immediately of any suspicious or inappropriate items identified.

610.6.1 Treasury Debit Memorandums

When a previously deposited item is returned unpaid by the payer's bank, the funds must be deducted from the State Concentration Account. Each agency has at least one designated revenue

FLAIR account code that the Treasury will debit in this instance. The Treasury will charge back, to the appropriate agency-designated account, all checks and EFT transactions that have been returned unpaid. These returned items are listed on a debit memorandum, which reduces the balance in the designated FLAIR account. State agencies can access their returned items via Florida PALM.

When an item is returned:

1. The Treasury debits the designated revenue account with a debit memorandum in the amount of the returned item(s).
2. The Treasury sends a copy of the debit memorandum to the agency, along with documentation, which serves to notify the agency of the unpaid item.
3. The agency must determine the actual revenue account to correct, as this may not be the same account the debit memo adjusted.
4. If necessary, the agency must make a correction to credit the adjusted account and debit the appropriate account. *See section 610.3 Cash Receipt Corrections for correction processing and refer to the chart in section 610.2 Corrections Process.*

The agency should attempt to recover the returned funds, along with any fees, from the payee.

610.6.2 Zero Treasury Receipts

A **Zero Treasury Receipt** is created when a deposit is input with a positive amount (ex., \$5.00) and a FLAIR account code, and an offsetting negative amount (ex., -\$5.00) with a different FLAIR account code. This entry creates a net total of \$0 for the deposit.

If both lines of the Zero Treasury Receipt carry the same deposit or document number, then the deposit is transmitted to, and verified by, the Treasury using the normal business process. When the lines carry different deposit or document numbers, the Treasury must be notified so that they can verify the two deposits manually. State agencies can notify the Treasury via Florida PALM.

Agencies should monitor Zero Treasury Receipts to ensure Treasury verification is completed timely.

If funds need to be moved from one revenue account to another revenue account, the TR94 Revenue to Revenue Transfer should be used if possible, and a Zero Treasury Receipt is not necessary.

610.7 Expenditure Refunds

Expenditure refunds are monies returned from a vendor or individual after payment for goods or services. Expenditure refunds can be recorded with any revenue transaction type. An accounts receivable or memo accounts receivable may be established for an expected or due expenditure refund. An agency can request a refund if:

- A payment is duplicated to a vendor,
- Goods are returned to the vendor, or
- An interest penalty is returned by the vendor.

There are two types of expenditure refunds:

- Current Year
- Prior Year

Current year refunds are received in the same fiscal year that the payment was issued. In this instance, the funds may be restored back to the budget for re-expenditure. Prior year refunds are received in a different fiscal year than the payment was issued. They are deposited and recorded to a refund account for re-appropriation during a future budget cycle.

Note: Reimbursements should not be recorded as refunds.

610.7.1 Current Year Expenditure Refunds

Current year refunds are processed when the refund is received and deposited during the same fiscal year that the warrant, or payment, was issued. If the original disbursement was made with a 1099 reportable object code, the DFS Bureau of Vendor Relations, Vendor Management Section must be notified.

When a deposit for a current year expenditure refund is input, the original expenditure object code and category should be input with the cash receipt transaction. The funds are recorded to the refund category of 001800. During overnight processing a JT-2 voucher schedule is generated.

The agency must complete a form DFS-A2-1896 (Expenditure Refund) that should include the following information:

- 29-digit FLAIR account code where the original disbursement occurred,
- Original warrant number and date,
- Original object code, and
- Signatures of the preparer and the authorized personnel.

Form DFS-A2-1896 can be obtained from the following link:

<http://www.myfloridacfo.com/Division/AA/Forms/DFS-A2-1896ExpenditureRefund.docx>

A Letter of Authorization approved by the Bureau of Auditing may be substituted for form DFS-A2-1896 for refunds when obtaining the original warrant number and date is not feasible. *See the [Reference Guide for State Expenditures](#) for additional information.*

The voucher schedule should be sent to DFS Bureau of Auditing, along with the form DFS-A2-1896 and any other relevant documentation. Once the JT-2 voucher is approved and posted, the funds are transferred from the revenue account to the disbursement account. This is recorded in agency accounting records as an automated TR79.

Some common errors seen when processing current year refunds:

- Recording a refund to an account with no expenditures.
- Recording a refund greater than the original expenditure.
- Processing a refund without adequate documentation.
- Failure to print the refund voucher and forward it to the Bureau of Auditing for audit and posting.

610.7.2 Processing a Current Year Expenditure Refund

When a refund is received by the agency, it should be deposited and recorded in FLAIR in a timely manner. Good business practice includes depositing current year expenditure refunds separately

from other receipts. Current year expenditure refunds can be recorded in FLAIR using any of the cash receipt transactions, however, the TR30 is most commonly used.

To process a current year refund in FLAIR:

1. Input the transaction into FLAIR using the identical coding information input with the original disbursement, including the expenditure object code and category. **See section 603.3 TR30 Input for instructions regarding the input of data codes related to the deposit.**

TR30 - Direct Deposit Receipts - Single Input - Screen Two
(with current year expenditure refund example data input)

30S2	TR 30 - DIRECT DEPOSIT RECEIPTS - SINGLE INPUT										06/10/2014	13:57:32		
DEP-NO	LINE	L1	L2	L3	L4	L5	EO	VR	OBJECT	CF	TRN-DT	PPI		
C	777777	0001	85	10	01	01	211	01	04	261000	04302014			
...AMOUNT.....		BI	VENDOR-ID					SUB-VENDOR-ID		..QUANTITY..				
150.00			E111111111											
INVOICE	DESCRIPTION				ORIG-RCPT			OTHER-DOC		B	PID			
04/17-19	OVERPAYMENT				DEP#111111			V00167921						
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					
20	2	010001	85100000	00		1112110000 000000								
BPIN	...UNITS....		...TIME...		*LETTER OF CREDIT									
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	HELP	MINI	MAIN	RFRSH							CAN		

2. If the original disbursement was input with a 1099 reportable object code, notify the DFS Bureau of Vendor Relations, Vendor Management Section.

FLAIR will automate the following:

3. The transaction posts to Departmental FLAIR with the expenditure coding. The automated side of the entry records a debit to category 001800 and the appropriate GL (54600 or 12100).
4. An entry is recorded on the Cash Receipts & Clearing Fund File (3S).
5. The deposit is added to the Cash Receipts Utility (CP) function in FLAIR.

The agency user must:

6. Mark the deposit with a **T** to transmit the information to the Treasury, using the CP function. **See section 607.1.1 Treasury Receipt Processing for additional information.**

Once the deposit is transmitted to the Treasury, the following steps take place:

7. The Treasury verifies the deposit, placing it in **V** status. The Treasury does not have authority to restore the expenditure, so the funds post to category 001800 in Central FLAIR.
8. After the deposit is verified, during nightly processing, a TR79 is created which reverses the entry to category 001800 and moves it to the category of original entry (e.g., 040000).
9. A JT-2 is generated and placed in the agency's Voucher Print File, available to print the next morning. The JT-2 reduces the cash in the agency's refund account and increases the cash in the expenditure operating account.

The agency must:

10. Print and submit the JT-2, along with a form DFS-A2-1896 or a letter of authorization, to DFS Bureau of Auditing for review and processing.

After the JT-2 is submitted:

11. DFS Bureau of Auditing posts the entries to Central FLAIR and the funds are now available for expenditure.

Current year expenditure refunds can take several days to complete the process. Agencies should ensure that all expenditure refund JTs are posted in a timely manner.

If the Treasury has verified a deposit containing a current year expenditure refund, but the voucher is deleted by DFS Bureau of Auditing, then the process cannot complete and Departmental FLAIR records will not reconcile with Central FLAIR records. In this case, the agency should verify that Treasury posted the receipt. If so, then the refund is now in category 001800 in Central FLAIR, as verified through State Accounts (SA) function.

To bring Departmental FLAIR records into agreement with Central FLAIR records, two TR96s must be input into FLAIR:

1. Input the first TR96 with a negative amount and all other data fields matching the coding of the original deposit (**SWDN, DOC-NO, OBJECT, CAT**, etc...). To provide a clean audit trail, input the deleted voucher number in the **OTHER DOC** field. This will reverse the Departmental accounting entry to the expenditure category.

TR96 - JT Receipts - Single Input - Screen Two (with example of negative amount/original coding)

```

96S2                                     12/30/2013  10:13:46
                TR 96 - JT RECEIPTS - SINGLE INPUT
DOC-NO  LINE  L1 L2 L3 L4 L5  EO VR OBJECT  CF  TRN-DT  PPI  STATE-DOC
C 777777      85 10 01 01 211 01 04 261000  07122013  D4000123456
....AMOUNT....  VENDOR-ID  SUB-VENDOR-ID  ..QUANTITY..
-150.00          E111111111
INVOICE  DESCRIPTION  OTHER-DOC  B  PID  BPIN  PROJECT ID
10811    OVERPAYMENT  V123456
CAT  YR  GL  EGL  EOB  ECAT  EP  GRANT  GY  CNTRT  CY  OCA  AU
040000 00 71100
GF SF FID  BE  IBI  EF  STATE-PROGRAM  ...UNITS....  ...TIME...
20 2  010001 85100000 00  1112110000 000000
NEXT:  L1 L2 L3 L4 L5  EO VR OBJECT  PPI  TYPE  SEL
      85 10 01 01 211 01  018000
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT          MINI  MAIN  RFRSH          CAN
    
```

input)

2. Input the second TR96 with a positive amount, object code **018000**, category **001800**, and all other data fields matching the original deposit. This will record the Departmental accounting entry to the refund category, matching where the funds are recorded in Central FLAIR.

TR96 - JT Receipts - Single Input - Screen Two (with example of positive amount/refund coding input)

```

96S2                                     12/30/2013  10:15:41
                TR 96 - JT RECEIPTS - SINGLE INPUT
DOC-NO  LINE  L1 L2 L3 L4 L5  EO VR OBJECT  CF  TRN-DT  PPI  STATE-DOC
C 777777      85 10 01 01 211 01 04 018000  07122013  D4000123456
.....AMOUNT.....  VENDOR-ID                SUB-VENDOR-ID  ..QUANTITY..
150.00                E111111111
INVOICE  DESCRIPTION  OTHER-DOC  B  PID  BPIN  PROJECT ID
10811    OVERPAYMENT  V123456
CAT  YR  GL  EGL  EOB  ECAT  EP  GRANT  GY  CNTRT  CY  OCA  AU
001800 00 61800
GF SF FID  BE  IBI  EF  STATE-PROGRAM  ...UNITS....  ...TIME...
20 2  010001 85100000 00  1112110000 000000
NEXT:  L1 L2 L3 L4 L5  EO VR OBJECT PPI                TYPE  SEL
      85 10 01 01 211 01  018000
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT      MINI  MAIN  RFRSH                                CAN
    
```

The two TR96s will reconcile Departmental records to match Central records.

The agency will need to determine if the funds should remain in the refund category or if the current year budget still needs to be restored. If the funds are to remain in the refund category, no further action is necessary.

If the funds still need to be restored to an expenditure category, two TR30s must be input into FLAIR:

- Input the first TR30 with a negative amount, object code **018000**, category **001800**, and all other data fields matching the original deposit. This will remove the funds from the refund category.

TR30 - Direct Deposit Receipts - Single Input - Screen Two

(with example of negative amount/refund coding input)

```

30S2      TR 30 - DIRECT DEPOSIT RECEIPTS - SINGLE INPUT  06/10/2014  14:00:10
DEP-NO   LINE      L1 L2 L3 L4 L5  EO VR OBJECT  CF  TRN-DT  PPI
C 777777 0001      85 10 01 01 211 01 04 018000  04302014
...AMOUNT..... BI  VENDOR-ID          SUB-VENDOR-ID  ..QUANTITY..
-150.00      E111111111
INVOICE   DESCRIPTION          ORIG-RCPT          OTHER-DOC  B  PID
04/17-19  OVERPAYMENT              DEP#111111        V00167921
CAT  YR  GL  EGL EOB  ECAT  EP  GRANT          GY CNTRT CY  OCA  AU
001800 00 61800
GF SF FID  BE      IBI  EF  STATE-PROGRAM  PROJECT ID
20 2  010001 85100000 00      1112110000 000000
BPIN      ...UNITS....  ...TIME...  *LETTER OF CREDIT
NEXT:
L1-L5 85 10 01 01 211 EO 01 VR  OBJECT 018000 PPI
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT HELP      MINI MAIN  RFRSH                                CAN
    
```

- Input the second TR30 with a positive amount and all other data fields matching the coding of the original deposit. This will reprocess the original current year refund transaction.

TR30 - Direct Deposit Receipts - Single Input - Screen Two

(with example of positive amount/expenditure coding input)

```

30S2      TR 30 - DIRECT DEPOSIT RECEIPTS - SINGLE INPUT  06/10/2014  14:01:43
DEP-NO   LINE      L1 L2 L3 L4 L5  EO VR OBJECT  CF  TRN-DT  PPI
C 777777 0002      85 10 01 01 211 01 04 261000  04302014
...AMOUNT..... BI  VENDOR-ID          SUB-VENDOR-ID  ..QUANTITY..
150.00      E111111111
INVOICE   DESCRIPTION          ORIG-RCPT          OTHER-DOC  B  PID
04/17-19  OVERPAYMENT              DEP#111111        V00167921
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      ...UNITS....  ...TIME...  *LETTER OF CREDIT
NEXT:
L1-L5 85 10 01 01 211 EO 01 VR  OBJECT 261000 PPI
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT HELP      MINI MAIN  RFRSH                                CAN
    
```

Using the same deposit number (**DEP-NO**) on both TR30s will create a Zero Treasury Receipt on the CP Screen in FLAIR, which the Treasury will verify. Once verified, a new voucher will print the

following day. This voucher must be submitted to DFS Bureau of Auditing along with supporting documentation for audit and posting.

610.7.3 Prior Year Expenditure Refunds

Agencies cannot restore current year budget when recording a refund for an expenditure/expense made in a prior year. Expenditure refunds received in another fiscal year become prior year revenues and remain in Category 001800.

When recording the deposit of a prior year refund in FLAIR, the following codes are input:

- Object Code – 0180XX
- Category – 001800

These receipts are input into FLAIR and transmitted to the Treasury for verification.

610.8 Refund Requests

After a deposit has been processed at the agency and verified by the Treasury, a person or entity may determine that a refund is necessary. The deposit must meet the criteria pursuant to section [215.26](#), F.S. and rule [69I-44.020](#), F.A.C. Examples of why an agency may need to submit a request include, but are not limited to:

- Money transferred to the agency in error
- Overpayment by vendor, individual, or corporation
- The service or item that the payment was requested for was cancelled

An Application for Refund form (DFS-AA-4) must be completed. The form, with instructions, can be located at the following link on DFS' website in the Auditing drop-down list:

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

Additional items to remember:

- Refunds can be issued up to three years after original deposit was processed to Treasury.
- Refunds are disbursement transactions, usually approved by the agency's revenue section.
- The revenue section should verify the deposit number, amount, any other original information provided as documentation, and that the refund is actually due.

611 Cash Receipts Year End Closing

Each year DFS notifies agencies via an AA Memo of the end of year procedures for handling cash receipts. Agencies can locate past AA Memos on the DFS website.

Agencies must adhere to specific deadlines for the following activities:

- Depositing funds to the State Treasury Concentration Account
- Submitting validated receipts to the Treasury
- Transmitting cash receipt transactions to the Treasury for verification
- Processing debit memorandums
- Processing current year expenditure refund receipts
- Transferring clearing fund balances to the Treasury via Clear the Clearing Fund Processing

Any unverified deposits will be purged during the last nightly processing of the fiscal year. A report of purged records is provided to each agency that had records purged. Agencies must input correcting entries for all purged records in Departmental FLAIR. ***See the [CFO Memo website](#) and section 610 Adjustments & Corrections for additional information.***