



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

Appendix

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I. FLAIR NAVIGATION CODES

A. ACCESS CONTROL CODES

Code	Long Title
P	Prohibited
I	Inquiry Only
U	Add, Inquiry, Update
A	Add, Inquiry Only
V	Update, Inquiry Only
E	Add, Inquiry, Update, and Process Execution (Statewide Only)
B	Bureau of Auditing and State Standard Codes
L	Limited State Standard Codes

B. FUNCTION KEY CODES

Code	Long Title
PF1	Help. When a help menu is available (and asterisk is next to the field name) pressing F1 will open the Help Screen.
PF2	Quit. The operator must press PF2 to exit the Purchasing Card function.
PF3	Return. It is used to close a help window or to return to a previous application.
PF4	Main. This will return the user to the FLAIR main accounting menu.
PF5	Flip. Used to change the “look” of the PF keys - how they are displayed on the screen.
PF6	Preferences. The user has the flexibility to program how the screen will behave after a successful screen modification.
PF7	Backward. Used to page backward.
PF8	Forward. Used to page forward.
PF9	Expand All. Used when the <u>entire</u> distribution must be re-expanded because sensitive data was changed on the distribution.
PF10	Left. Move left one panel.
PF11	Right. Move right one panel.

PF12	Process. Used when a value is placed in the action field for one line of the distribution.
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*Function (PF) keys are available for operation when they appears on screen.

C. FLAIR SCREEN SELECT CODES

Code	Long Title
S	Single Add Screens
I	Single Inquiry Screens
U	Single Update Screens
A	Multiple Add Screens
M	Multiple Inquiry Screens
X	Multiple Update Screens

II. FLAIR STATE STANDARD ACCOUNT CODES

The state standard codes for each of the FLAIR record types listed below are now available as queries through the FLAIR Information Warehouse. **Note:** Access the queries through the **Public/Lookups** tab.

FLAIR Information Warehouse: <https://flair.dbf.state.fl.us/iwpapps/iwhome.shtml>

- **OLO CODES** (Record Type - **AA**)
- **BUDGET ENTITY & IBI CODES** (Record Type - **AB**)
- **GAAFR FUND CODES** (Record Type - **AC**)
- **STATE FUND CODES** (Record Type - **AD**)
- **CATEGORY CODES** (Record Type - **AE**)
- **STATE ABBREVIATIONS** (Record Type - **AF**)
- **COUNTY CODES** (Record Type - **AG**)
- **RECIPIENT TYPE CODES** (Record Type - **AJ**)
- **FUND IDENTIFIER CODES** (Record Type - **CC**)
- **STATE PROGRAM CODES** (Record Type - **CD**)
- **OBJECT CODES** (Record Type - **CF**)
- **GENERAL LEDGER CODES** (Record Type - **CG**)

III. FLAIR ASSET CODES

A. ASSET CLASS CODES (Record Type - IE)

<http://www.myfloridacfo.com/Division/AA/Links/PropertyClassCodes.pdf>

B. ASSET ACQUISITION METHOD CODES

Code	Long Title
1	Purchased
2	Donated
3	Government Surplus
4	Lease Purchase
5	Other
6	Consolidated Equipment Financing Program
7	Intra-fund Transfer

C. ASSETS – LEASE PURCHASE SUBSET CODES

Code	Long Title
13X	Total Principal
13X	Total Interest
13X	Months in Contract
13X	Year-to-Date Principal
13X	Year-to-Date Interest
13X	Life-to-Date Interest
13X	Life-to-Date Principal

D. ASSET VALUATION METHOD CODES

Code	Long Title
1	Cost
2	Appraised Historical Value
3	Appraised Fair Market Value
4	Assigned Value
5	Book Value
9	Other

E. ASSET CONDITION CODES

Code	Long Title
1	New
2	Good
3	Fair
4	Poor

F. ASSET DISPOSITION STATUS CODES

Code	Long Title
BLANK	Active
2	Traded
3	Junked
4	Lost or Stolen
5	Deleted
7	Casualty Loss
8	Lost or Stolen Pending DFS Approval

IV. FLAIR PURCHASING CARD SUBSYSTEM CODES

The state standard codes for each of the FLAIR Purchasing Card record types below are available as queries through the FLAIR Information Warehouse.

FLAIR Information Warehouse/PCard: <https://flair.dbf.state.fl.us/iwpapps/pchome.shtml>

- **PURCHASING CARD STATUS** (Record Type - **MB**)
- **PURCHASING CARD APPROVER CODES** (Record Type - **MC**)
- **PURCHASING CARD SIC CODES** (Record Type - **ME**)

V. FLAIR EXPANSION FILES

A. EXPANSION SET FILE CODES

Code	Long Title
OBJ	Object Code *
SI	Set Indicator*
CAT	Category/Revenue Source *
GL	General Ledger Code*
YR	Year (will default to 00 if left blank)*
ALI	Allotment Level Indicator
GTALI	Grant Allotment Level Indicator
CTALI	Contract Allotment Level Indicator
PJALI	Project Allotment Level Indicator
EGL	External General Ledger
ECAT	External Category
EOB	External Object Code
SC	Status Code (System generated when added. May be changed on the update screen.)*

* Bolded to emphasize codes required for adding a set record.

B. EXPANSION OPTION CODES

Code	Long Title
ORG	Organization (L1-L5)*
EO	Expansion Option*
GF	Governmental Accounting, Auditing, and Financial Reporting (GAAFR) Fund Type *
SF	State Fund Type *
FID	Fund Identifier*
SP	State Program* (Single Input Override Capability)
ALD	Allotment Level Default*
VR	Version
SC	Status Code (System generated when added. May be updated to inactive/deleted.)*
AU	Agency Unique (Single Input Override Capability)

Code	Long Title
OCA	Other Cost Accumulator (Single Input Override Capability)
EP	External Program (Single Input Override Capability)
G	Grant (Single Input Override Capability)
GY	Grant Year (Single Input Override Capability)
CNT	Contract (Single Input Override Capability)
CY	Contract Year (Single Input Override Capability)
PRJ	Project (Single Input Override Capability)
SI	Set Indicator
BE	Budget Entity
IBI	Internal Budget Indicator
RVL	Revolving Fund
CLR	Clearing Fund
EF	External Fund
OFS	Original Fund Source
BEG DT	Beginning Date for Option
END DT	Ending Date for Option
DM	Director/Manager
GTALD	Grant Allotment Level Default
CTALD	Contract Allotment Level Default
PJALD	Project Allotment Level Default
REG ABI	Available Balance Indicators (Regular ABI)* <ul style="list-style-type: none"> • Encumbrances/Enc. Changes/Payables (EC) • Encumbered Disbursements/Payable Disbursements (ED) • Unencumbered Disbursements (UD)
GRANT ABI	Grant Available Balance Indicator (Grant ABI) <ul style="list-style-type: none"> • Encumbrances/Encumbrance Changes/Payables (GTEC) • Encumbered Disbursements/Payable Disbursements (GTED) • Unencumbered Disbursements (GTUD)
CNT ABI	Contract Available Balance Indicator (Contract ABI) <ul style="list-style-type: none"> • Encumbrances/Encumbrance Changes/Payables (CTEC) • Encumbered Disbursements/Payable

Code	Long Title
	Disbursements (CTED) <ul style="list-style-type: none"> • Unencumbered Disbursements (CTUD)
PRJ ABI	<ul style="list-style-type: none"> • Project Available Balance Indicator (PROJECT ABI) • Encumbrances/Encumbrance Changes/Payables (PJEC) • Encumbered Disbursements/Payable Disbursements (PJED) • Unencumbered Disbursements (PJUD)

* Bolded to emphasize codes required for adding an expansion option record.

C. ALLOTMENT LEVEL DEFAULT (ALD)

Valid input for Allotment Level Default (ALD):

Code	Long Title
A or 1	Organization Level 1
B or 2	Organization Level 2
C or 3	Organization Level 3
D or 4	Organization Level 4
E or 5	Organization Level 5

Valid input for Grant Allotment Level Default (GTALD), Contract Allotment Level Default (CALD), and/or Project Allotment Level Default (PJALD):

Code	Long Title
A	Organization Level 1
B	Organization Level 2
C	Organization Level 3
D	Organization Level 4
E	Organization Level 5

D. AVAILABLE BALANCE INDICATOR (ABI)

Regular ABIs (Required. Defaults to 0 if left blank.):

Code	Long Title
0	Spending Authority Only
1	Spending Authority and Allotments
2	Spending Authority and Organization Cash
3	Spending Authority, Allotments, and Organization Cash
4	Allotments Only
9	No Available Balance Checking

Grant ABIs (required if agency is a FACTS and Grant Subsystem user and a grant code is input):

Code	Long Title
0	Grant Fund Cash
1	Grant Fund Cash and Grant Allotments
2	Grant Allotments
9	No Available Balance Checking

Contact ABIs (required if contract is input):

Code	Long Title
0	Contract Fund Cash
1	Contract Fund Cash and Contract Allotments
2	Contract Allotments
9	No Available Balance Checking

Project ABIs (required if a project is input):

Code	Long Title
0	Project Fund Cash
1	Project Fund Cash and Project Allotments
2	Project Allotments
9	No Available Balance Checking

VI. FLAIR EXPENDITURE CODES AND DATA

A. MINORITY VENDOR CODES

The minority vendor codes used in expenditure payments are available on the Department of Management Services' website. **Note:** The list is a PDF document titled, *Minority Business Enterprise Code List*.

Department of Management Services/Documents and Templates:

http://www.dms.myflorida.com/agency_administration/office_of_supplier_diversity_osd/agency_resources/documents_and_templates

B. VOUCHER TYPE CODES

Code	Long Title
A1	Regular Disbursement Voucher
A2	Regular Disbursement Contractual Services Voucher Governmental Agencies
G1	Revolving Fund Reimbursement
G2	Revolving Fund Reimbursement Contractual Services
L1	Regular Voucher <\$10,000, Not Audited
L2	Load/Post Contract Voucher
L3	Revolving Fund Reimbursement <\$10,000, Not Audited
L4	Load/Post Revolving Fund Contract Voucher
R1	Refund of Overpayments
R2	Refund of Overpayments, Contractual Services
S1	Regular Voucher <\$10,000, Statistically Sampled To Be Audited
S2	Sampled Contract Voucher
S3	Revolving Fund Reimbursement <\$10,000, Statistically Sampled To Be Audited
S4	Sampled Revolving Fund Voucher
K1	Purchasing Card Reimbursement
IE	MFMP Flagged
PE	MFMP
P1	Load/Post Auto Pay Voucher
P2	Load/Post Auto Pay Contract Voucher
P3	Load/Post Revolving Fund Voucher
P4	Load/Post Auto Pay Revolving Fund Contract Voucher

Journal Transfer Vouchers:

Code	Long Title
B1	JT-1 - Journal Redistribution
B4	JT-1 - Journal Redistribution (Automated Journal Transfer System)
C1	JT-2 - Non-Operating Transfer
C2	JT-2 - Journal Advice
C4	JT-2 - Expenditure Refund Journal Advice
P5	JT-2 - Auto-Pay JT2 Non-Operating
P6	JT-2 - Auto -Pay JT2 Operating
P7	JT-2 - Auto-Pay Expenditure Refund Journal Advice
P8	JT-1 - Load/Post Intra Agency JT1
P9	JT-1 - Load/Post Intra-Agency JT1 from Batch 55
Q2	JT-2 - Refund Of Overpayments
T1	Revenue to Revenue Treasury Receipt Transfer, Intradepartmental
U1	Revenue to Revenue Treasury Receipt Transfer, Interdepartmental
W1	Revenue to Revenue Treasury Receipt Transfer, Intradepartmental, Flagged
X1	Revenue to Revenue Treasury Receipt Transfer, Interdepartmental, Flagged
T2	Revenue to Revenue Transfer Receipts Transfer, Intradepartmental
U2	Revenue to Revenue Transfer Receipts Transfer, Interdepartmental
W2	Revenue to Revenue Transfer Receipts Transfer, Intradepartmental, Flagged
X2	Revenue to Revenue Transfer Receipts Transfer, Interdepartmental, Flagged
T3	Revenue to Revenue Transfer Journal Receipts Transfer, Intradepartmental
U3	Revenue to Revenue Transfer Journal Receipts Transfer, Interdepartmental
W3	Revenue to Revenue Transfer Journal Receipts Transfer, Intradepartmental, Flagged
X3	Revenue to Revenue Transfer Journal Receipts Transfer, Interdepartmental, Flagged

Non- Chief Financial Officer Vouchers:

Code	Long Title
D1	Regular Disbursement Voucher
E1	JT-1 - Journal Redistribution
F1	JT-2 - Non-Operating Transfer
F2	JT-2 - Journal Advice
H1	Revolving Fund Reimbursement (Revolving Fund)

C. WARRANT TYPE CODES

Code	Long Title
1	Public Assistance
2	Unemployment Compensation
3	Salary & Class "C" Travel
4	Expense
5	Retirement
8	Electronic Fund Transfer
9	Unemployment Compensation

D. TRACKING STATUS CODES PROMPT PAYMENT (Interest Penalty)

Code	Long Title
01	Unpaid Interest Penalty Due
02	Paid
03	Unpaid Waiver in Part
04	Paid Waiver in Part
05	Deleted
06	Appealed
07	Appeal Denied
08	Waiver in Whole
09	Vendor Declines Payment

E. TITLE FILE DATA STATUS CODES

Code	Long Title
A	Added/Active
U	Used
I	Inactive
D	Delete
C	Closed (Contract and Grant Titles Only)

F. BOOKKEEPING INDICATOR CODES

Code	Long Title
A	Used in disbursement transactions to bypass the automated posting. Flags the voucher to be audited.
C	Used in disbursement correction transactions to cancel a check that has already been written (if coded, a check number must be coded into the local fund check number field).
E	Used in disbursement correction transactions to erase a check that has not actually been written (if coded, no check number may be coded into the local fund check number field).
N	Used in disbursement transactions to produce a non-CFO voucher and bypass the on-line voucher audit. For cash receipt corrections, N will prevent the transactions from being included in treasury receipts processing.
X	Used in disbursement transactions to bypass voucher processing, producing no voucher, and bypassing on-line voucher audit.
Z	Bypass Central Accounting Contract Tracking System.
#	Used in disbursement and revenue/refund transactions to indicate that a check is to be printed (if coded, a check number must <u>not</u> be coded into the local fund check number field).
\$	Used in disbursement and revenue/refund transactions to indicate that a check will be manually produced (if coded, a check number must be coded into the local fund check number field).

VII. FLAIR REVENUE CODES

A. REVENUE TO REVENUE STATUS CODES

Code	Long Title
A	Awaiting Transfer
P	Ready for Processing
R	Rejected
D	Deleted
S	Sent to Nightly Processing
N	Central Posting Reject
C	Completed Transaction

VIII. RDS INFORMATION

A. RDS AGENCY AND FORM IDS

<https://www.myfloridacfo.com/Division/OIT/FLAIR/RDS/index.html>

B. DEPARTMENTAL/AGENCY ACCOUNTING STANDARD RDS REPORTS

<https://www.myfloridacfo.com/Division/OIT/FLAIR/RDS/reports/departmental.html>

C. CENTRAL ACCOUNTING STANDARD REPORTS

<https://www.myfloridacfo.com/Division/OIT/FLAIR/RDS/reports/central.html>

IX. ACRONYMS

Acronym/ Abbreviation	Long Title
A	Automated
AB	Available Balance Function (via TYPE field)
AB	Available Balance Override Indicator
ABI	Available Balance Indicator
AC-DT	Activity Date
ACCT CODE	Account Code
ACCUM DEPREC	Accumulated Depreciation
ACCUM-DPR-AMT	Accumulated Depreciation Amount
ACD-DT	Accumulated Depreciation Computation Date
ACQ COST	Acquisition Cost
ACQ-DT	Acquisition Date
ACT	Action
AD	Account Description
ADO	Account Description Override Indicator
ADJ-DT	Date of Last Record Adjustment
AGENCY DOC / AGN DOC	Agency Document Number (Voucher Number)
AGCY-SC	Agency Status
AI	Accrual Indicator
AICPA	American Institute of Certified Public Accountants
ALD	Allotment Level Default
AL-EGL	Allotment External General Ledger Code
AL-EGL	Allotment General Ledger Code
ALI	Allotment Level Indicator
AMT / AMOUNT	Amount (dollar value)
AMT-CHANGE	Amount change
APPR / APPROP	Appropriations
AMT TO BE DEPR	Amount to be Depreciated
APRV	Approve a Warrant Cancellation or Stop Payment Request for Warrant and Cancellations
APRVD BUDGET	Approved Budget
AP-DT	Accounts Payable Date

Acronym/ Abbreviation	Long Title
AP-EGL	Accounts Payable External General Ledger Code
AP-GL	Accounts Payable General Ledger Code
AP-NO	Accounts Payable Document Number
AP-NO & LINE	Accounts Payable Document and Line Number
AR	Accounts Receivable
AR-DT	Accounts Receivable Date
AQM	Acquisition Method
AR-EGL	Accounts Receivable External General Ledger Code
AR-GL	Accounts Receivable General Ledger Code
AR-NO	Accounts Receivable Document Number
AR-NO & LINE	Accounts Receivable Document and Line Number
AU	Agency Unique
AUDIT DATE	Contract Voucher Audit Date
B	Batch Character
BC	Budget Control
BE	Budget Entity
BEG DATE / BEG-DT	Beginning Date
BF-CAT	Benefiting Fund Appropriation Category
BF-CAT/YR	Benefiting Fund Appropriation Category and Year
BF-CF	Benefiting Fund Certified Forward Indicator
BF-EO	Benefiting Fund Expansion Option
BF-OB / BF-OBJ	Benefiting Fund Object Code
BF-ORG	Benefiting Fund Organization Number
BF-YR	Benefiting Fund Appropriation Year
BI/BKI	Bookkeeping Indicator
BLDG ADDRESS	Physical Address of Building
BPIN	Beginning Property Item Number
CAFR	Comprehensive Annual Financial Report
CALC-IND	Calculation Indicator
CANX	Cancelled Indicator
CAT / CATEGORY	Appropriation Category or Revenue Source
CERT F DIS / CF DISB	Certified Forward Disbursements

Acronym/ Abbreviation	Long Title
CERT F DIS / C	Certified Forward Indicator
CF CANC APR	Certified Forward Cancellation Appropriations
CG-GL	Contracts and Grants General Ledger
CH-ITEM / CH-ITEM NUM	Chained Item Number
CID	Custodian Identifier
CK-DT	Revolving Fund Check Date
CK-NO	Revolving Fund Check Number
CLR	Clearing Fund Identifier
CMPT-SC	Chief Financial Officer Status Code
CNTRT / CONTRACT NO	Contract Number
CFO	Chief Financial Officer
CFO REC	Chief Financial Officer Receipt Date
COND	Property Condition
CONTRACT ABI	Contract Available Balance Indicator
COST FOR DPR	Cost for Depreciation
COUNT	Count of Sequencing
CP	Cash Receipts Utility (via TYPE field)
CR	Credit
CR-DT	Cash Receipts Date
CS	Cash Sale Indicator
CT	Contract Payments (via TYPE field)
CTALD	Contract Allotment Level Default
CTALI	Contract Allotment Level Indicator
C-USAGE	Current Usage
CU FUND	Current Use Fund
CY	Contract Year
D	Marked for Deletion (Status Code)
DA	Disposition Authority
DB	Debit
DB-DT	Disbursement Date
DC	Delegate Code
DEP-NO	Deposit Number

Acronym/ Abbreviation	Long Title
DFS	Department of Financial Services
DISB	Disbursement
DISP PROCEEDS	Proceeds from Disposition
DISPDT	Disposition Date
DISP-RDOC	Disposition Reference Document
DISP-VENDOR	Disposition Vendor
DOC-LINE	Document Line Number
DOC-NO	Document Number
DOC-TYPE	Document Type
DPM	Depreciation Method
DPMDC	Depreciation, Monthly Depreciation Calculated
DSDT-2K	Date of Next to Last Data Update
DT-REC / RCV-DT / DT-RECVD	Date Received
DUPLICATE IND	Duplicate Indicator
EC	Encumbrance/Payable
EC-DT	Estimated Completion Date
EC / ER-CD	Error Code
ECAT / XCAT	External Category
ED	Encumbered Disbursement
EDI	Electronic Data Interchange
EF	External Fund Type
EFT	Electronic Fund Transfer
EGL	External General Ledger Code
ELU	Expected Life Units
ENC-AMT	Encumbrance Amount
END DATE / END-DT	Ending Date
EN-DT	Encumbrance Date
EN-EGL	Encumbrance External General Ledger Code
EN-GL	Encumbrance General Ledger Code
EN-NO	Encumbrance Document Number
EN-NO & LINE	Encumbrance Document and Line Number
EO	Expansion Option Indicator

Acronym/ Abbreviation	Long Title
EOB	External Object Code
EOG	Executive Office of the Governor
EOG-OPB	Executive Office of the Governor – Office of Planning & Budget
EP	External Program
EST REVENUE	Estimated Revenue
EST SALVAGE	Estimated Salvage Value
ET	Electronic Fund Transfer (via TYPE field)
ETME	Time of Input (Machine Generated)
EXDT	Maintenance/Warranty Expiration Date
F (FEID)	Federal Employer Identification Number
F / FPI	Final Payment Indicator
F.S.	Florida Statutes
FED PART	Federal Participation
FID	Fund Identifier
FLAIR	Florida Accounting and Information Resource
FLRS	Number of Floors in a Building
FMMIS	Florida Financial Management Information System
FT	Flow Through Indicator
G	Grouping Character
GAA	General Appropriations Act
GAAP	Generally Accepted Accounting Principles
GAAFR	Governmental Accounting, Auditing, and Financial Reporting
GASB	Governmental Accounting Standards Board
GF	Governmental Accounting, Auditing, and Financial Reporting Fund Type
GL	General Ledger Code
GRANT	Grant Number
GRANT ABI	Grant Available Balance Indicator
GTALD	Grant Allotment Level Default
GTALI	Grant Allotment Level Indicator
GY	Grant Year
I/A	I = Operator Input. A = System Automated Entry.
IBI	Internal Budget Indicator
IC / IDLE	Idle Code

Acronym/ Abbreviation	Long Title
IND	Fund Transfer Indicator
INQ	Inquire
INS CODE	Insurance Code
INVEN-DT	Inventory Date
INT ASSESSED	Interest Assessed
INVOICE	Vendor Invoice Number
ISSUE YEAR	Year Warrant Issued
ITEM NUM	Item Number
JT	Journal Transfer
L1 L2 L3 / OLO	Operating Level Organization
L1 L2 L3 L4 L5/ L1-L5 / ORG	Organization Code
LAS/PBS CODE	Legislative Appropriations System/Planning Budgeting System
LINE	Document Line Number
LOC	Physical Location of Property
LTD	Life-to-Date
LTD INTEREST	Lease Purchase Life-to-Date Interest Paid
LTD PRINCIPAL	Lease Purchase Life-to-Date Principal Paid
LU	Life Units
L-UPDT / LU DT-2K	Last Update of Data
M-AMOUNT	Monthly Depreciation Amount
M-PCT	Monthly Depreciation Percentage
MAND	Mandatory
MBI	Memo Blanket Indicator
MC	Minority Vendor Classification
MDC	Monthly Depreciation Calculated
MFMP	MyFloridaMarketPlace
MGDT	Machine Generated Date of Input
MI	Middle Initial
MIC	Months in Contract
MO	Month
MWI	Maintenance Warranty Indicator
MWIC	Maintenance Warranty Interval Code

Acronym/ Abbreviation	Long Title
N	Other Assigned Number
NA	New Account Code Requests (via TYPE field)
NBI	New Balance Indicator
NCF	New Certified Forward Indicator
NSC	New Status Code
OBJECT	Object Code
OCA	Other Cost Accumulator
OFS	Original Fund Source
OFFSET GL	Offsetting General Ledger
OFUND	Ownership Fund
OLO	Operating Level Organization
ORIG-DT	Original Date
ORIG-RCPT	Original Receipt
ORIG-VOUCHER	Original Voucher
OMB	Office of Management and Budget
OTHER-DOC	Other Document Number
OTHER-ID	Other Identification Number
PAID DATE	Date Warrant Cleared the Treasury
PAY	Payment Indicator
PAYMENT-AMT	Payment Amount
PDN / PRIME-DOC	Primary Document Number
P E DATE / P E DATE	Period End Date
PEN-DT	Date Added to Property Pending
PF	Program Function Key
PI	Period Indicator
PID	Product Identifier
PJALD	Project Allotment Level Default
PJALI	Project Allotment Level Indicator
PMNT-CYCLE	Payment Cycle
PMNT-TYPE	Payment Type
PPI	Prior Period Indicator
PROJECT ABI	Project Available Balance Indicator

Acronym/ Abbreviation	Long Title
PROJECT ID	Project Identifier
PROP-DOC / PROPERTY-DOC	Property History Tracking Number
PURCH ADDR	Purchasing Address
PU	Property Unique
PURGE	Purge Code
PW	Paid Warrant Index (via TYPE field)
PYMT-SC	Payment Status Code
PYRL IND	Payroll Indicator
QTY-CHANGE	Quantity Change
RC	Customer File - Receipts Report Request used by Receiver to Browse Transfers for Transfer Function
RCD ST	Record Status
RE-NO	Recurring Payment Identification Number
REC OLO	Receiving Agency Operating Level Organization
RECEIVING	Revenue Account Receiver
REC-DT	Received Date
REC-TYPE / RT	Record Type
REGULAR ABI	Regular Available Balance Indicator
REJECT CD	Central Accounting Rejection Code
REMIT-ADDR	Remittance Address
REV	Revenue Categories
RLU	Remaining Life Units
ROT	Refund of Overpayment of Taxes Account
RP	Report Processing
RQ	Revenue Correction/Reallocation Report Request
RR / RS	Browse Revenue Correction/Reallocation
RSN CODE	Reason Code
RT / RTYP / RTYPE	Record Type
RV	Add Revenue Correction/Reallocation
RVI	Revolving Fund Indicator/Identifier
S (SSN)	Social Security Number
SA	State Accounts (via TYPE field)
SC	State Chief Financial Officer Accounts Mini Menu (via TYPE field)

Acronym/ Abbreviation	Long Title
SC / ST / STAT / STATUS	Status Code
SCHD-DT	Payment Scheduled Date
SDN / SEC-DOC / SECOND DOC	Secondary Document Number
SEC	Security Access Level
SEL	Selection Code
SENDING	Revenue Sender for Transfer Function
SEQ	Vendor Sequence Number
SF	State Fund Type
SGL	Secondary (offsetting) General Ledger
SHORT DESC	Short Description
SI	Set Indicator
SITE	Input Terminal Site
SQFT	Square Footage of Building
STATE-DOC / STATEWIDE DOC / SWDN	Statewide Document Number
STATE PART	State Participation
STATUS DATE	Date of Status Code Change
STOP-DT	Date to which Depreciation is Calculated
STPGM	State Program
SUB VEN / SUB-VENDOR-ID	Sub-vendor Identification Number
TC / TR / TR-CD	Transaction Code
TF	Transfer Function (via TYPE field)
TFO	Title File Override Indicator
TID	Terminal/Gateway of Input
TIME	Duration of Project
TIN	Tax Identification Number
TR ST / TRACK STS	Tracking Status Code
TRDT / TRN-DT	Transaction Date
TR-TP / TR-TYPE	Transaction Type
U A	Use Allowance
UD	Unencumbered Disbursement

Acronym/ Abbreviation	Long Title
UNITS	Units (Breakdown Components) of Project
UPD	Update Field
USER-ID	User Identification Number
VA	Voucher Audit (via TYPE field)
VE	Employee Vendor File
VEN ID / VENDOR-ID	Vendor Identification Number
VH	Vendor History Inquiry (via TYPE field)
VM	Valuation Method
VOUCH-NO	Voucher Number
VR	Expansion Option Version
VS	Statewide Vendor File
V-LINE	Voucher Line Number
WA	Warrant Cancellation Function (via TYPE field)
WARRANT AVAIL DT	Warrant Available Date
WARRANT DATE / WT DATE	Warrant Issue Date
WARRANT NO / WT NO	Warrant Number
WARRANT PAID DATE	Date Warrant Cleared the Treasury
WARRANT STATUS	Warrant Status Code
WARRANT TYPE	Warrant Type
WR	Warrant Reconciliation
WRT-CAN-DT	Warrant Cancelled Date
WRT-ISSUE-DT	Warrant Issued Date
WRT-NO	Warrant Number
WRT-SC	Warrant Status Code
WRT-TYPE	Warrant Type
XCAT	External Category
YR	Appropriation Year

X. DATA CODES

		FLAIR Modules					Florida Accountability Contract Tracking System (FACTS)	
Name	Length	Expenditures	Revenue	Purchasing Card	Property	Projects	Grants	Contracts
Agency Unique (AU)	2A/N	X	X	X	X			
Appropriation Category (CAT)	6N	X	X	X	X	X		X
Budget Entity (BE)	8N	X	X	X	X	X		X
Class Code	10A/N				X			
Contract (CNTRT)	5A/N	X	X	X	X	X	X	X
County Code	2N				X	X		
Disposition Authority	2A/N				X			
Expansion Option (EO)	2A/N	X	X	X				
Expansion Option Version (VR)	2A/N	X	X	X				
External Category (ECAT)	6N	X	X	X	X			
External Fund Type (EF)	1N	X	X	X	X			
External General Ledger (EGL)	1N	X	X	X	X			
External Object (EOB)	3A	X	X	X	X			

		FLAIR Modules					Florida Accountability Contract Tracking System (FACTS)	
Name	Length	Expenditures	Revenue	Purchasing Card	Property	Projects	Grants	Contracts
External Program (EP)	2N	X	X	X	X			
Fund Identifier (FID)	6N	X	X	X	X	X		X
GAAFR Fund Type (GF)	2N	X	X	X	X	X		X
General Ledger (GL)	5N	X	X	X	X			
Grant	5A/N	X	X	X	X		X	
Inactivation Reason	1A	X	X	X	X			X
Insurance	7A/N				X			
Internal Budget Indicator (IBI)	2N	X	X	X	X	X		X
Location	16A/N				X			
Object Code (OBJ)	6N	X	X	X	X			
Operating Level Organization (OLO)	6N	X	X	X	X	X	X	X
Organization Levels 1 - 5	11N	X	X	X	X	X		X
Original Fund Source (OFS)	1A/N	X	X	X	X	X		
Other Cost Accumulator (OCA)	5A/N	X	X	X	X			X
Product Identifier (PID)	3A/N	X	X	X	X			X

		FLAIR Modules					Florida Accountability Contract Tracking System (FACTS)	
Name	Length	Expenditures	Revenue	Purchasing Card	Property	Projects	Grants	Contracts
Prior Period Indicator (I)	1A/N	X	X	X				
Project Identifier	11A/N	X	X	X	X	X		X
Project Status	2A/N					X		
Project Type	2A/N					X		
Recipient Type	1 A					X	X	
Service Types	6A/N					X	X	X
Site	2A/N	X	X	X	X			X
State Abbreviation	2A	X	X	X	X			X
State Fund Types (SF)	1N	X	X	X	X	X		X
State Program	16N	X	X	X	X			X
Year (YR)	2N	X	X	X	X	X		X

XI. OTHER INFORMATION

A. TRANSACTIONS IMPACTING AVAILABLE BALANCE (AB) FILE

TR	Fund Type	Fund Cash	ORG Cash	Fund Release	Allotment	Description
20					+/-	Records allotments
21						Records appropriation, approved budget, and estimated revenue
22				+/-		Records releases
30		+/-	+/-	+/-	+/-	Records cash receipts (allotment and release balances are updated only with expenditure object codes)
31	CLR	+/-				Records cash receipts in a clearing fund
32	RVL	+/-				Records cash receipts in a revolving fund and clears record from 7S Subsidiary File
33		+/-	+/-	+/-	+/-	Records accounts receivable cash receipts (allotment and release balances are updated only with expenditure object codes)
34	CLR	+/-				Records cash receipts in a clearing fund
51		+/-	+/-	+/-	+/-	Records unencumbered disbursements
52	OPR	+/-	+/-	+/-	+/-	Records revolving fund unencumbered disbursements
	RVL	+/-				
53		-	-	-	D	Records payable disbursements
54	OPR	-	-	-	D	Records revolving fund payable disbursements
	RVL	-				
58		+/-	+/-	+/-	+/-	Records disbursement corrections
59	OPR	+/-	+/-	+/-	+/-	Records revolving fund disbursement corrections
	RVL	+/-				
60					-	Records encumbrances and updates Encumbrance Subsidiary
6S					+/-	Records updates to Encumbrance Subsidiary
70		-	-	-	-	Records encumbered disbursements
71	OPR	-	-	-	D	Records revolving fund encumbered disbursements
	REV	-				

TR	Fund Type	Fund Cash	ORG Cash	Fund Release	Allotment	Description
79						Automated current year expense refunds (no impact on available balances)
80					-	Records unencumbered payables and updates the subsidiary
81					D	Records encumbered payables and updates the subsidiary
8S					+/-	Records updates to Accounts Payable Subsidiary
96		+/-	+/-	+/-	+/-	Records journal transfer receipts and corrections (allotment updated only with expenditure object codes)
97		+/-	+/-	+/-	+/-	Records journal transfer accounts receivable receipts and corrections (allotment updated only with expenditure object codes)
98	OPR	+/-	+/-	+/-	+/-	Automated: Clears the clearing fund and records revenue in the operating fund (allotment updated only with expenditure object codes)
	CLR	+/-				
99		+/-	+/-	+/-	+/-	Automated journal transfer receipts occurs within an agency only (does not carry project ID number or update project cash or project allotment balances)
CLR = Clearing Fund				+ = increase		D = Difference between encumbrance/payable amount and disbursement amount
RVL = Revolving Fund				- = decrease		
OPR or blank = Operating Fund				+/- = increase/decrease		

B. AVAILABLE BALANCES MAINTAINED BY STATE FUND TYPE

Type of Balance	State Fund Type(s)	Balance Maintained
Fund Cash Balances	2, 3, 8 only	Operating Level Organization (OLO) Fund (Governmental Accounting, Auditing, and Financial Reporting Fund [GF], State Fund [SF], Fund Identifier [FID])
Fund Release Balances	1, 2, 3 only	OLO Fund (GF, SF, FID) Budget Entity (BE) Internal Budget Indicator (IBI) Category Appropriation Year Certified Forward Indicator (CFI)
Organization Cash Balances	2, 3, 8 only	OLO Organization Levels L1-L5 Agency Unique (AU) Fund (GF, SF, FID)
Allotment Balances	1, 2, 3, 8	OLO Allotment Level Organization
Grant Fund Cash Balances	2, 3, 8 only	OLO Fund (GF, SF, FID) Grant
Contract Fund Cash Balances	2, 3, 8 only	OLO Fund (GF, SF, FID) Contract
Grant Allotment Balances	1, 2, 3, 8	OLO Allotment Level Organization Fund (GF, SF, FID) BE and IBI Category Appropriation Year Grant
Contract Allotment Balances	1, 2, 3, 8	OLO Allotment Level Organization Fund (GF, SF, FID) BE and IBI Category Appropriation Year Grant

Type of Balance	State Fund Type(s)	Balance Maintained
Project Fund Cash Balances	2, 3, 8 only	OLO Fund (GF, SF, FID) Project
Project Allotment Balances	1, 2, 3, 8	OLO Allotment Level Organization Fund (GF, SF, FID) BE and IBI Category Appropriation Year Project