



Revolving Fund Records



Revolving Fund Subsidiary File (7s)

The Revolving Fund File (7S) is an inquiry only online auxiliary file that maintains a record for each **non-reimbursed** revolving fund disbursement. Each TR52 (Revolving Fund Unencumbered Disbursement), TR54 (Revolving Fund Payables Disbursement), or TR71 (Revolving Fund Encumbered Disbursement) processed in FLAIR creates a record on the 7S File. Records on this file can be removed if a TR32 (Revolving Fund Reimbursement) or TR59 (Revolving Fund Correction) is processed.

To maintain revolving funds, agencies must establish policies and procedures. This includes monitoring the 7S File and appropriately recording transactions so that 7S records are cleared from the file in a timely manner.

Things to Consider

- Payments must be made according to the established rules of the revolving fund.
- Revolving fund reimbursements should be recorded with a TR32. If a TR30 was used, the revolving fund will be in balance, but the 7S record will not be cleared.
- To delete a record from the 7S File, use a TR 59. The TR59 will delete the record from the 7S and create accounting entries that reverse the original expenditure. This may require additional correcting entries which should be processed using the TR58.

TOOLS

[FLAIR Reports](#)
DRVL01

[IW Reports](#)
RVLFFUND Table

Monitoring Records on the Revolving Fund Subsidiary File (7S)

1. Using a report listed in the Tools box, identify existing 7S records.
2. Use the following questions to determine if action is needed:



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Is the record valid?

- Is the record less than 90 days old?
- Was the reimbursement processed with a TR30 instead of TR32?

Is the record complete?

- Are all the fields on the record complete, such as Contract and Other Cost Accumulator?
- Is the description clearly recorded?

Is the record accurate?

- Is the transaction recorded to the correct Revolving Fund?
- Is the transaction recorded to the correct Operating fund?

3. If you answered no to any of the questions above, action needs to be taken. You may need to:
 - a. **Delete a record** – Invalid records, such as when a voucher was deleted or the reimbursement was processed with a TR30, should be deleted from the 7S File using a TR59. This will create accounting entries which may require further correction. For more information, see Section 205 and 212.6 of the FLAIR Procedures Manual.
 - b. **Process a record** – For valid records where a warrant has been received and reimbursement needs to be processed, a TR32 should be recorded. This will mark the record as reimbursed and complete the revolving fund process. For more information, please see Section 605 of the FLAIR Procedures Manual.

For more information on how to manage Agency data, please see the Data Management Project website at <https://www.myfloridacfo.com/division/aa/state-agencies/data-management-project>