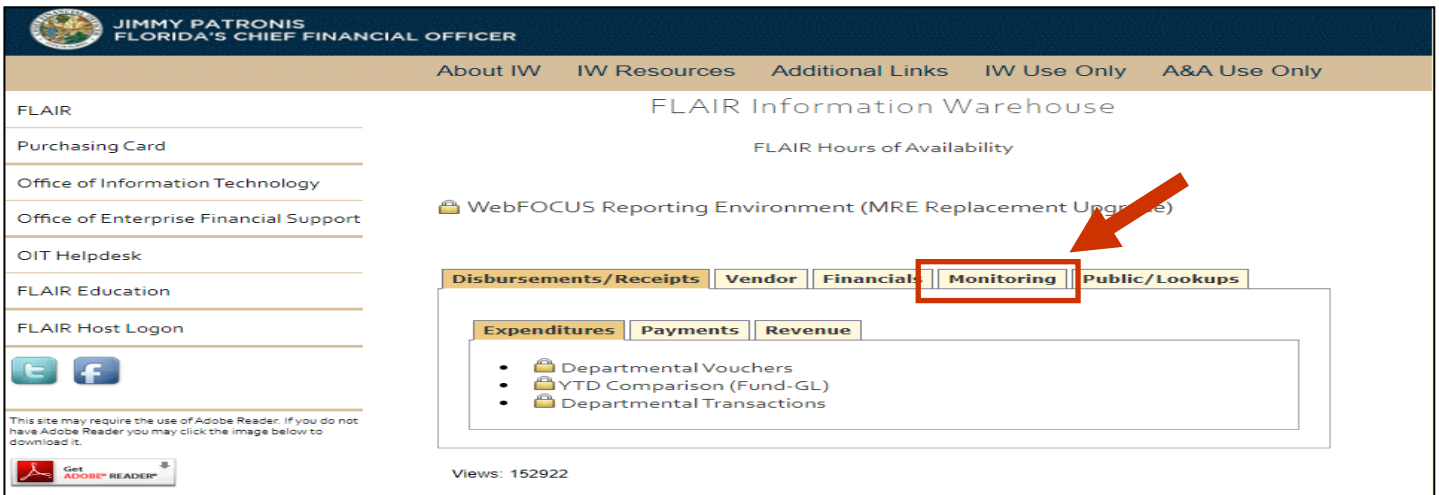


Year-End Carry Forward Monitoring Report

During the Carry Forward period, Agencies have the ability to manually mark or unmark items as incurred obligations to be paid from prior year funds. The **Carry Forward Monitoring Report** provides up-to-date information to help agencies determine certified balances by account code, including any that are over stated.

Agencies should verify the amount of the unexpended release balance as of June 30th in State Accounts, which will be the amount that agencies have available to carry forward. Agency's incurred obligations must not exceed the available *unexpended release* for each FLAIR Account Code as shown on State Accounts. Agencies are encouraged to use this available report from [FLAIR Information Warehouse](#) to track these amounts. Below are the steps needed to access the Carry Forward Monitoring Report.



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FLAIR Host Logon

FLAIR Information Warehouse

FLAIR Hours of Availability

WebFOCUS Reporting Environment (MRE Replacement Upgrade)

Disbursements/Receipts Vendor Financials **Monitoring** Public/Lookups

Expenditures Payments Revenue

- Departmental Vouchers
- YTD Comparison (Fund-GL)
- Departmental Transactions

Views: 152922

From the main page, locate the *Monitoring* tab and click the CF Monitoring Report .



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Disbursements/Receipts Vendor Financials **Monitoring** Public/Lookups

- Warrant Number Lookup
- FLAIR Transaction Reconciliation
- FLAIR Budget Reconciliation
- Departmental Transaction Code Activity
- Accounts Payable
- Accounts Receivable
- Year-End Account Balances
- Account Code Statistics
- CF Monitoring**
- Unencumbered Cash w/ Investments
- Property Activity Log
- Property Information

Views: 152876

Year-End Carry Forward Monitoring Report

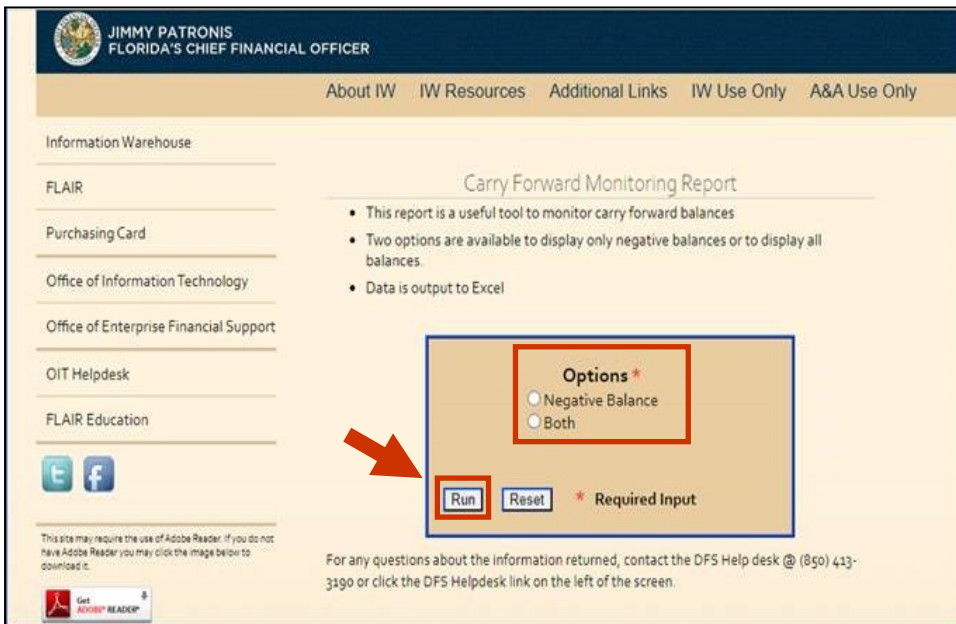
Once the user clicks on the *CF Monitoring Report*, the user must input his or her Information Warehouse login credentials and click **Sign In**.



Sign in
https://flair.dbf.state.fl.us

Username

Password



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Carry Forward Monitoring Report

- This report is a useful tool to monitor carry forward balances
- Two options are available to display only negative balances or to display all balances.
- Data is output to Excel

Options *

Negative Balance

Both

* Required Input

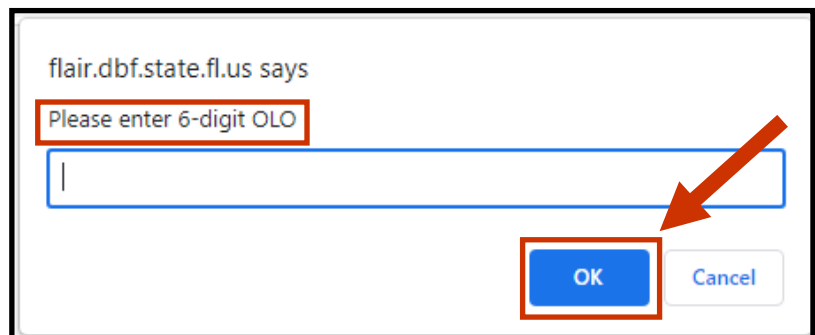
For any questions about the information returned, contact the DFS Help desk @ (850) 413-3190 or click the DFS Helpdesk link on the left of the screen.

From the *Carry Forward Monitoring Report*, select **Negative Balances** to show all FLAIR Account Codes that currently have a negative amount, or **Both** to see all FLAIR Account Codes that match the users Operating Level of Organization (OLO).

Click **Run**.

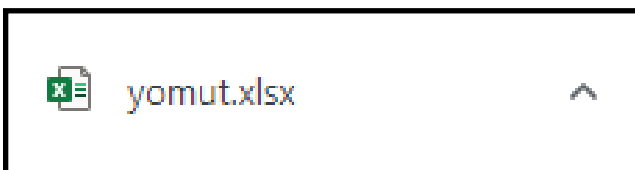
Once selected, the user will be prompted to input his or her agency's OLO.

Click **OK**.



flair.dbf.state.fl.us says

Please enter 6-digit OLO



Once the report has generated, an Excel file will download for the user to open.