

Viewing Account Balances On-Line in FLAIR (CFO/Comptroller's Balance Information)

```

MNMU                                07/05/2018  14:24:30
                                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  EN  ENCB & ENCB CHG      U  EX  EXPANSION
I  FA  FA - ACCOUNTING          I  FC  FA - CUSTODIAL        U  GA  GEN ACCOUNTING
U  GI  GRANT INFO               U  PE  PERIOD END           U  RP  IMMEDIATE REPORTS
U  RP  RECURRING REPORTS       U  SC  STATE CFO FILES      U  TC  TITLE - CONTRACTS
I  TF  TRANSFERS                U  TI  TITLE - GENERAL      U  VE  VENDOR-EMPLOYEE
U  VP  VOUCHER PRINT            A  VS  VENDOR-STATEWIDE

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

After successfully signing on to FLAIR, the Main Accounting Menu will display. From the main accounting menu type SA in the TYPE field and press enter to access the Account Balance screen.

Viewing Account Balances On-Line in FLAIR (CFO/Comptroller's Balance Information)

```
SAMU                                ACCOUNT BALANCE REQUEST          07/05/2018  14:28:10

ACCOUNT CODE
L1 GF SF FID      BE      IBI  CAT      YR
21 10 1  000XXX  21XXXX00  00  10322X  00

  X BALANCE FILE
  MONTH 06
  CASH

DOCUMENT SUMMARY FILE
  MONTH      DAY
  CASH
  STATEWIDE DOC-NO

REFUND OF OVERPAYMENT OF TAXES ACCOUNT
  MONTH

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

To determine the ending June balance place 06 in the appropriate field.

Type the full account code for the fund you wish to inquire on, tab down to the balance section, type an X in front of BALANCE FILE and type in the two-digit month you wish to inquire about and press enter.

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SAID		BALANCE FILE - BUDGETARY				06/30/2018 14:34:53			
L1	GF	SF	FID	BE	IBI	CAT	YR	MO	RT
21	20	2	97X0XX	21XXXX00	00	010000	00	06	2
					PRIOR			CURRENT	
					MONTH BALANCES	MONTH ACTIVITY		CURRENT MONTH BALANCE	
WARRANT DISB					.00	.00		.00	
JOURNAL DISB					352,857.00	44,230.00		397,087.00	
TRANSFER DISB					.00	.00		.00	
*CURR YR DISB					352,857.00	44,230.00		397,087.00	
*CERT FWD DISB					.00	.00		.00	
*CURR YR UNEXP REL					.00	.00		.00	
*CERT FWD UNEXP REL					.00	.00		.00	
CASH 21 20 2 97X0XX					191,718.74	NAME OF TRUST FUND WILL DISPLAY			
SAMPLE FIGURES - NOT ACTUAL									
CONTINUING...									
								TYPE	SEL
Enter-PF1---	PF2---	PF3---	PF4---	PF5---	PF6---	PF7---	PF8---	PF9---	PF10--PF11--PF12---
CONT	EXIT	MAIN	TOP	FWD					

For trust funds, the cash balance in a particular fund will also be indicated on page 2, see the example above. Press F3 to return to the Account Request screen.