



“Cracking the Codes” – FLAIR Codes Overview

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Cracking the Codes - Objectives

- Describe the importance of understanding the codes used in FLAIR, People First, and other state systems
- Provide an overview of the FLAIR account code structure including code definitions and purpose
- Explain how FLAIR codes “tell the story” of the transaction
- Review FLAIR codes as seen on FLAIR reports





Cracking the Codes - Objectives

- Demonstrate FLAIR Vendor History
 - Warrant status inquiry
- Look up account balances in FLAIR
 - General revenue and trust funds



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Cracking the Codes - Overview

- One of the secrets to success when dealing with FLAIR is understanding the codes
- When the Legislature appropriates budgets, they are “translated” into numeric codes in the Legislative Appropriation System (LAS/PBS) and FLAIR
- Each office within Justice Administration is a separate "program" in legislative terms and has its own unique account codes

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Codes Transmit Information - Communicate

- Communications between FLAIR, LAS/PBS, & People First use many common codes
- Codes are defined/titled by DFS, JAC, or other systems
- Codes translate the General Appropriations Act (GAA) from words into numbers & letters (e.g. Program in the GAA = Budget Entity)

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FLAIR Codes are a Language

- The language of FLAIR includes:
 - Operating Level Organization (OLO) defines an agency in FLAIR (Justice Admin. = 210000)
 - Fund – established to control, monitor, and report on specific resources that are budgeted for a specific purpose
 - Budget entity – defines a program within Justice Administration (e.g. 21300800 = JAC)
 - Category – defines an appropriation or type of revenue

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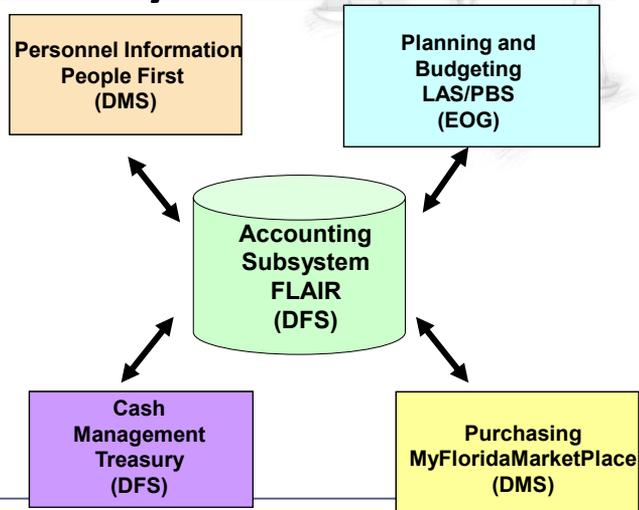
FLAIR Codes are a Language

- The language of FLAIR also includes:
 - Object codes – identify the type of service, material, or other charge received or rendered
 - Organization codes (Org) – define the organizational structure within an agency
 - General ledger codes – the framework for building the agency chart of accounts
- Combining fund, budget entity, category, & more creates the 29 –digit account code



Florida Financial Management Information Systems - FFMIS

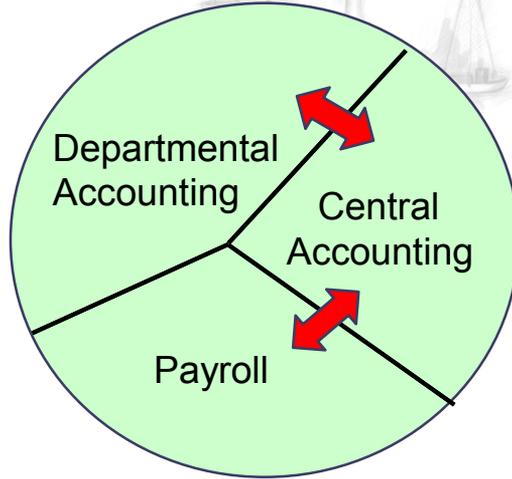
- The FFMIS systems manage the state's business
- Codes are transmitted between FLAIR and these systems daily





FLAIR System – Three Components

- FLAIR is made up of three distinct components
- Codes used in one component may not be used in another
- Challenge to keep the three in sync



FLAIR Report Distribution System - RDS

```

PF 1/13 HELP-COMMAND ==> - RDSP70 D.SYP.RSD_PROD.RINDX.UD001
-REPORT INDEX ==> RINDX - USER-> JACVWV TR-> 9876 TP-> 1721837 TL-> 67064K
-REPORT DIRECTORY-
A-C-A-REPORT NAME-----TR-FORM-C-DATE-----TIME--Y/E-DATE---PAGES---LINES-NE-NO-REPORT DESCRIPTION-----NO
CNPPP3T2 2105 04/01/2016 21.49 05/01/16 7 132 0 0 POSTED JTS BY SWDN BY INITIATING
CNPPP3T4 2106 04/01/2016 21.50 05/01/16 5 89 1 0 POSTED JTS BY BENEFITTING
8 DAY AGING REPO ARPC 04/01/2016 21.53 05/01/16 17 246 0 0 PCARD 8 DAY AGING REPORT
PCABPRT8 Q21Y 04/04/2016 19.05 05/04/16 2 90 0 0 SALARY REFUND POSTING REPORT
CNPPXRR 21HW 04/04/2016 19.48 05/04/16 1 42 0 0 EFT VENDORS NO REMITTANCE ADVICE
CNPPXP5 214W 04/04/2016 19.48 05/04/16 34 1546 0 0 EXPENSE WARRANT REGISTER
CEPPBRV7 212Y 04/04/2016 19.50 05/04/16 1 15 0 0 JTS TO REVERSE ACH TRANSACTIONS
CNPPWC4 215W 04/04/2016 19.51 05/04/16 1 12 0 0 WARRANT CANCEL REPORT
CNPRNEG 218A 04/04/2016 19.52 05/04/16 1 7 0 0 ACCNTS W/NEG BAL AFTER PR POSTS
CPPPINT2 211Y 04/04/2016 19.53 05/04/16 1 13 0 0 INTEREST PENALTY INVOICE REPORT
PODIRSN Q21H 04/04/2016 19.56 05/04/16 1 10 0 0 ON DEMAND REASON CODE REPORT
PPRRREGI R21Y 04/04/2016 19.57 05/04/16 6 214 0 0 PR REGISTER
PR3260-PYRL TAB Q213 04/04/2016 19.57 05/04/16 6 120 0 0 PR TAB BY ACCOUNT
PMIRSUTL-MISC DE P211 04/04/2016 19.57 05/04/16 3 89 0 0 MISC DEDUCT CODE UTILIZATION JAC
PR3262 Q218 04/04/2016 19.58 05/04/16 1 27 0 0 PR TAB BY VCHR #
PPRRWRE R212 04/04/2016 19.59 05/04/16 4 70 0 0 PR WARRANT REGISTER
PMIRSUTL-MISC DE P211 04/04/2016 19.59 05/04/16 3 66 0 0 MISC DEDUCT CODE UTILIZATION JAC

```

- RDS - houses reports from all three FLAIR components
- Codes are used to report information on all reports
- RDS will be discussed in another session



FLAIR 29-Digit Account Codes

- The **Fund** is embedded in the codes that make up the 29-digit account code
- **21-10-1-000069-21300800-00-100777-00**
 - General Revenue – Contracted Services (JAC)
- **21-10-1-000067-21310000-00-105281-00**
 - General Revenue-Lease/Purchase of Equipment (GAL)
- **21-20-2-339040-21300800-00-010000-00**
 - Grants & Donations Trust Fund – Salaries (JAC)

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Understanding the Codes – Appropriation Categories

- The Legislature appropriates budgets using a combination of fund, budget entity, and category
- For example, JAC is appropriated specific budgets in general revenue and in trust funds

JUSTICE ADMINISTRATION				
PROGRAM: JUSTICE ADMINISTRATIVE COMMISSION			OLO=210000	
EXECUTIVE DIRECTION AND SUPPORT SERVICES			BE=21300800	
	APPROVED SALARY RATE	4,049,048		
765	SALARIES AND BENEFITS POSITIONS	85.00	Category=010000	
	FROM GENERAL REVENUE FUND	5,456,148	GR Fund =10 1 000069	
766	OTHER PERSONAL SERVICES		Category=030000	
	FROM GENERAL REVENUE FUND	29,572	GR Fund =10 1 000069	
767	EXPENSES		Category=040000	
	FROM GENERAL REVENUE FUND	512,197	GR Fund =10 1 000069	
	FROM GRANTS AND DONATIONS TRUST FUND		TF Fund =20 2 339040	
768	OPERATING CAPITAL OUTLAY		Category=060000	
	FROM GENERAL REVENUE FUND	20,000	GR Fund =10 1 000069	



Understanding the Codes – Appropriation Categories

- The appropriations are translated in LAS/PBS and FLAIR by using category codes

Appropriation Category	Numeric Code
Salaries and Benefits	010000
Other Personal Services	030000
Expenses	040000
Contracted Services	100777
Legal Representation for Dependent Children with Special Needs	103220
Child Dependency and Civil Conflict Case Costs	103229
Payments for Qualified Transportation Benefits Program	103224

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Understanding the Codes – Organization Codes

- Organization Codes (Org) are used by state agencies to break down the agency into separate “units”
- Org codes help track expenditures and revenues to a specific unit
- Org codes are an essential part of recording revenues and expenditures in FLAIR
- The Org code when paired with an expansion option code (EO) identifies ½ of the accounting data
- Org and EO combinations are the heart of JAC accounting

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Understanding the Codes – Org and EO

The Org & EO create a unique record in FLAIR, facilitating the accounting event.

Office 21		Account Codes by Circuit													PROGRAM						
As of: 7/1/2016		Fiscal Year 2016-17													1203000000						
ORG CODE							FLAIR ACCOUNT CODE														
L1	L2	L3	L4	L5	EO	FUND TITLE	PREFIX	L1	GF	SF	FID	BE	IB	REV. CAT.	YR	REV. OBJ	GL CODE				
21	90	21	00	000	Z1	Office 21 General Revenue	ZA	21	10	1	000089	21902100	00	NA	00	NA	Many				
			00	000	B9	Office 21 Revenue Trust Fund - Fines	ZA2	21	20	2	052021	21902100	00	001225	00	012100	61600				
			00	099	G9	County Agreement - I.T. Support (F.S. 29.008 (f) (2)- Reimbursement	ZAI	21	20	2	339099	21902100	00	001801	00	018002	61800				
G9876			00	100	10	Federal Grant via Non-Profit Organization (Indirect Federal)	ZAF	21	20	2	339099	21902100	00	000799	00	007099	61400				
G5432			00	202	20	Federal Grant via Another State Agency - Transfer of Federal Funds	ZAS	21	20	2	339099	21902100	00	001500	00	015100	65600				
			00	355	F1	Prosecution / Defense of Local Ordinances - Fees Collected from County or City	ZAK	21	20	2	339099	21902100	00	000100	00	001591	61300				



FLAIR Object Codes

- The object code is a key element in FLAIR accounting
- Expenditure or revenue
- Defines the accounting event at a detailed level
 - Office supplies (e.g. 341000)
 - Salaries (e.g. 110000)
 - Court reporting services (e.g. 131400)
 - Collection of revenue; fees and fines (e.g. 012100)
- Taxable income; 1099 forms produced based on object code





FLAIR Object Codes

- Accurate financial reporting depends on correct object codes
- Proper analysis of expenditures requires correct object codes
- In FLAIR the object code is tied to the appropriation category
- New state standard object codes, implemented by DFS, provide less detail in financial reporting

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Codes Define Accounting Events

- General ledger codes identify whether the entry is an expense, revenue, liability, budget, or other
- FLAIR transaction codes tell the system which accounts to debit and credit
- Object codes are correlated to appropriation categories and general ledger codes to complete the accounting transaction

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Understanding the Codes – Accounting Prescription

- Org + EO + Object – required for most FLAIR transactions
- When entering these codes, FLAIR pulls from the “behind the scenes” files the appropriate fund

```
51S1          TR 51 - UNENCUMBERED DISBURSEMENTS - SINGLE INPUT
L1 L2 L3 L4 L5  EO VR OBJECT  PPI
21 30 00 00 000 b2   261000
```



Understanding the Codes – Accounting Prescription

- Based on the Org, EO, and Object entered, the correct fund, budget entity, category, and GL codes are pulled into the transaction

```
51S2  TR 51 - UNENCUMBERED DISBURSEMENTS - SINGLE INPUT 03/29/2016 13:35:14
L1 L2 L3 L4 L5  EO VR OBJECT  CF  PPI  DESCRIPTION          SUB-VENDOR-ID
21 30 00 00 000 B2 05 261000
...AMOUNT...  VENDOR-ID          TRN-DT      G VOUCH-NO LINE BI OTHER-DOC  B
                               2016      V
INVOICE  AB  ..QUANTITY..  CK-NO  CK-DT  PID BF-ORG  BF-EO BF-OB/CF BF-CAT/YR
CAT  YR  GL  ESL EOB  ECAT  EP  GRANT          GY CNTRT CY  OCA  AU
040000 00 71100
GF SF FID  BE  IBI  EF  STATE-PROGRAM  PROJECT ID
10 1 000069 21300800 00 1602000000 000000
BPIN  COUNT  ...UNITS...  ...TIME...
```





Understanding the Codes – FLAIR Transaction Codes

- FLAIR is a very old system, however, very sophisticated in the accounting and budgeting it performs
- Transaction codes tell FLAIR what accounts to debit and credit and define the accounting events (departmental FLAIR)
 - Expense, revenue, or budget
 - Correction, adjustment
 - Encumbrance, payable

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Understanding the Codes – FLAIR Transaction Codes (Departmental)

- TR51 – Unencumbered Disbursements
 - Records and expenditure to an outside vendor or another state entity (Journal Transfer)
 - Debits (increases) expenditures and credits (decreases) release and cash balance (Trust Funds)
 - Creates a voucher overnight
 - Creates a warrant or posted journal transfer
 - Creates accounting entries on FLAIR reports
- All of the above happens automatically in FLAIR when entering a TR51

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FLAIR Disbursement Transaction Codes (Departmental)

DISBURSEMENTS MINI MENU

TYPE	
51	UNENCUMBERED DISBURSEMENTS
52	REVOLVING FUND UNENCUMBERED DISBURSEMENTS
53	PAYABLES DISBURSEMENTS
54	REVOLVING FUND PAYABLES DISBURSEMENTS
57	OVERPAYMENTS
58	DISBURSEMENTS CORRECTION
59	REVOLVING FUND DISBURSEMENTS CORRECTION
70	ENCUMBERED DISBURSEMENTS
71	REVOLVING FUND ENCUMBERED DISBURSEMENTS
7S	REVOLVING FUND SUBSIDIARY LEDGER

- FLAIR accounting entries may be slightly different for each of the above disbursement transactions



Transaction Codes Create Debits and Credits (Departmental)

- FLAIR is a double-entry accounting system (departmental FLAIR)
- All FLAIR transactions (with one exception) create automated accounting entries
- Transactions have an input entry; in overnight processing the automated offsetting entry occurs
- Transactions have a debit entry and a credit entry
- Depending on the transaction two or more general ledger codes will be debited and credited
- Merged detail reports shows all entries



Two Sides of the Same Transaction - Expenditure

DTHR04-19 AS OF 03/28/17 21000000000 DATE RUN 03/28/17
 MERGED DETAIL JOURNAL BY FUND PAGE 2
 MARCH 28, 2017

210000 JUSTICE ADMINISTRATION
 2130 JUSTICE ADMINISTRATIVE COMMISSION
 10 1 000069 GENERAL REVENUE
 21300800 00 EXECUTIVE DIR/SUPPORT SVCS

TRDT	FT	AI	BFIM	TR	L3L5	EO	GL	CAT	CF	YR	AMOUNT	OBJ	FDN	INVOICE	VENDOR NO	OCA	PFI	RTP	
TRDT	FT	AI	BFIM	TR	L3L5	EO	GL	CAT	CF	YR	SDN	ODN	DESCRIPTION	SUB VENDOR NO	GRANT OY				
03/03/2017	51	0000000	B2	13100	040000	00					5.35-	000000	V026789	0001				A	
03/03/2017	51	0000000	B2	13100	040000	00					59.85-	000000	V026789	0002				A	
03/03/2017	51	0000000	B3	13100	040000	00					12.49-	000000	V026789	0003				A	
03/03/2017	51	0000000	B3	13100	040000	00					129.98-	000000	V026789	0004				A	
* FDN V026789 TOTAL											207.67-								

DTHR04-19 AS OF 03/28/17 21000000000 DATE RUN 03/28/17
 MERGED DETAIL JOURNAL BY FUND PAGE 8
 MARCH 28, 2017

210000 JUSTICE ADMINISTRATION
 2130 JUSTICE ADMINISTRATIVE COMMISSION
 10 1 000069 GENERAL REVENUE
 21300800 00 EXECUTIVE DIR/SUPPORT SVCS

TRDT	FT	AI	BFIM	TR	L3L5	EO	GL	CAT	CF	YR	AMOUNT	OBJ	FDN	INVOICE	VENDOR NO	OCA	PFI	RTP	
TRDT	FT	AI	BFIM	TR	L3L5	EO	GL	CAT	CF	YR	SDN	ODN	DESCRIPTION	SUB VENDOR NO	GRANT OY				
03/03/2017	51	0000000	B2	71100	040000	00					5.35	210001	V026789	0001	013143502	F592449379001		I	
03/03/2017	51	0000000	B2	71100	040000	00					59.85	341021	V026789	0002	013143501	F592449379001		I	
03/03/2017	51	0000000	B3	71100	040000	00					12.49	210001	V026789	0003	3 2017 SUNSHINE			I	
03/03/2017	51	0000000	B3	71100	040000	00					129.98	341018	V026789	0004	013138902	F611749704002		I	
* FDN V026789 TOTAL											207.67								



FLAIR Revenue Transaction Codes (Departmental)

CASH RECEIPTS MINI MENU

TYPE	DESCRIPTION
30	DIRECT DEPOSIT RECEIPTS
31	CLEARING FUND RECEIPTS
32	REVOLVING FUND REIMBURSEMENTS
33	DIRECT DEPOSIT RECEIVABLES RECEIPTS
34	CLEARING FUND RECEIVABLES RECEIPTS
96	JT RECEIPTS
97	JT RECEIVABLES RECEIPTS
3S	CASH RECEIPTS & CLEARING FUND FILE

- Revenue (receipts) have a separate set of transaction codes
- These codes will record a debit to: collections in GR or cash and a credit to a revenue account



Two Sides of the Same Transaction - Revenue

DTHR04-19 AS OF 03/28/17										21000000000			DATE RUN 03/28/17		
210000 JUSTICE ADMINISTRATION										MERGED DETAIL JOURNAL BY FUND			PAGE 27		
2130 JUSTICE ADMINISTRATIVE COMMISSION										MARCH 28, 2017					
20 2 059030 PD/V/REV															
21300800 00 EXECUTIVE DIR/SUPPORT SVCS															
TRDT	TR	L3L5	EO	GL	CAT	CF	YR	AMOUNT	OBJ	FDN	INVOICE	VENDOR NO	OCA	PPI	RTP
FF	AI	BFPM	FID	QTY	CKNO	CKDT		SDN	ODN		DESCRIPTION	SUB VENDOR NO	GRANT	GY	A
CMT1 CY PROJECT ID															
03/10/2017	30	0000000	P5	12100	001225	00		132,639.47	000000	CMX0170					
0															

DTHR04-19 AS OF 03/28/17										21000000000			DATE RUN 03/28/17		
210000 JUSTICE ADMINISTRATION										MERGED DETAIL JOURNAL BY FUND			PAGE 31		
2130 JUSTICE ADMINISTRATIVE COMMISSION										MARCH 28, 2017					
20 2 059030 PD/V/REV															
21300800 00 EXECUTIVE DIR/SUPPORT SVCS															
TRDT	TR	L3L5	EO	GL	CAT	CF	YR	AMOUNT	OBJ	FDN	INVOICE	VENDOR NO	OCA	PPI	RTP
FF	AI	BFPM	FID	QTY	CKNO	CKDT		SDN	ODN		DESCRIPTION	SUB VENDOR NO	GRANT	GY	I
CMT1 CY PROJECT ID															
03/10/2017	30	0000000	P5	61600	001225	00		132,639.47-	012100	CMX0170	031061				
0															
											20170228				



Central Accounting –Less Detailed Accounting

- FLAIR is three components: departmental, central, and payroll
- DFS/CFO central accounting system records less detailed records
- Central accounting has no debits and credits
- Central account uses different transaction codes





Central Accounting Transaction Codes

- From SA, when choosing Document Summary File you can view central transaction codes

SASD 09/02/2007 12:10:23
DOCUMENT SUMMARY FILE - BUDGETARY ACCOUNT PAGE 1

LI	GF	SF	FID	BE	IBI	CAT	YR	RT	STWD	DOC-NO	MO	DAY
44	10	1	000128	44150000	00	040000	00	2			08	
				APPROPRIATIONS APPROVED BUDGET				RESERVE		RELEASES		
				BALANCES				BALANCES		YTD BALANCES		
080107				.00			.00			.00		.00
083007			303367.87				303367.87			.00		303367.87
AUDIT	STATEWIDE	AGENCY	TR	CF	TRANSACTION			UNEXPENDED				
DATE	DOC NO	DOC NO	CD	I	AMOUNT			RELEASE	BALANCE			
08/01/02												
080107	C3000000736	CFAPPR	90			303,367.87						
080107	C3000000795	CFRLS	91			303,367.87		303,367.87				
080207	W3000001842	V000102	10	C		178.95		303,188.92				
080607	W3000002164	V000654	12	C		118.90		303,070.02				
080907	W3000000736	V000900	10			1,808.13		301,261.89				
081207	W3000001386	V001009	12			2,315.32		298,946.57				

Central Accounting Transaction Codes

- Commonly seen central accounting transaction codes:
 - TR 10 - Warrant Disbursements
 - TR 11 - Revenue Refunds
 - TR 12 - EFT Expense Payment
 - TR 13 - Current Warrant Cancellation
 - TR 40 - Treasury Receipt
 - TR 50 - General Appropriations Act
 - TR 59 - Release
 - TR 90 - Certification Forward Appropriation
 - TR 91 - Certification Forward Release





FLAIR Inquiry Screens

- FLAIR provides the ability to look up:
 - Vendors (addresses, vendor IDs, etc. - VS)
 - Payments to vendors (Vendor History – VH)
 - Warrant status (paid or not paid)
 - Account/fund balances (Account Balance – SA)



FLAIR Vendor Files – Inquiry

- To inquire by name type in the information as shown below on the VS Mini Menu Screen and press enter

```

VSMU                                04/25/2017 12:25:34
                                STATEWIDE VENDOR MINI MENU

SELECT      IND  NUMBER  SEQ  ZIP      PAYEE  LEVY
  |          |    |      |    |    |      |
VENDOR ID:  |    |      |    |    |      |

VENDOR NAME: social security
PAYEES ONLY:  VENDORS ONLY:

w9 NAME:

SELECT
I:  INQUIRY (BY NUMBER, VENDOR NAME OR w9 NAME)
A:  ADD NEW VENDOR (BY NUMBER ONLY)
U:  UPDATE (BY NUMBER ONLY)
    
```




FLAIR Vendor Files – Inquiry

- The full vendor record will display as shown below. Press F8 to page forward and view more addresses (sequences)

```

VSII STATEWIDE VENDOR INQUIRY BY NUMBER 04/25/2017 13:57:54
VENDOR ID: F 526004813 W9 NAME: SOCIAL SECURITY ADMINISTRATION W9: Y
PURCHASING ADDRESS W9 UPDATE: 11/28/2016
-----
SEQ VENDOR NAME SHORT NAME PIN
PURCHASING ADDRESS REMITTANCE ADDRESS
-----
001 SOCIAL SECURITY ADMINISTRATION SOCIAL SECURITY 0001
4990 S CLYDE MORRIS BLVD 4990 S CLYDE MORRIS BLVD
PORT ORANGE FL 32127-0000 PORT ORANGE FL 32127-0000

PHONE: (386) 123-4567 LAST UPDATED: 11/28/2016
REQ OLO: 210000 LAST USED: 04/11/2017
VEI: F CONFIDENTIAL: N
FOREIGN: N PAYEE: N
LEVY: A STATUS: A
MC: A INACT CODE:
EFT: N REVENUE TYPE: J
SEL VENDOR ID: ZIP: PAYEE: TYPE SEL
NAME: PAYEES ONLY: VENDORS ONLY:
    
```



FLAIR Vendor History - VH

```

VHIR VENDOR PAYMENT INQUIRY 04/04/2016 16:57:59
VH - VENDOR HISTORY UV - UNPAID VOUCHERS WR - WARRANT
04/04/11 THROUGH 04/05/16 AS OF PREVIOUS WORK DAY RECONCILIATION
-----
VH UV WR SELECTION CRITERIA
X - - VENDOR NUMBER: 526004813
X - - MONTH: 03 YEAR: 16
- - - VENDOR NAME:
- - - MONTH: YEAR:
- - - SUMMARY TOTALS OF REQUESTED VH RECORDS
- - - SEARCH THRU MONTH: YEAR:
- - - WARRANT NUMBER WARRANT DATE
- - - WARRANT TYPE: WARRANT NUMBER:
WARRANT DATE: WARRANT DATE: (OPTIONAL)
    
```

- Look up vendor payments – five years of history

FLAIR Vendor History - VH

VH11 04/04/2016 17:00:43

VENDOR PAYMENT HISTORY - INQUIRY BY VENDOR NUMBER

SEL	ACCOUNT CODE VENDOR NO	SWDN	CFI OBJ	CNTR	AMOUNT PYMT: TP	VCHR NO NO	CFO REC DATE	PAY CANX
	21-101-000069-21300800-00-103228-00				109.00	V026884	03/08/16	
	F526004813013	D6000442926	4610		4	0838045	03/08/16	
	VEN NAME: SOCIAL SECURITY ADMINISTRATION							
	21-101-000069-21300800-00-103228-00				44.00	V026891	03/08/16	
	F526004813012	D6000442933	4610		4	0838059	03/08/16	
	VEN NAME: SOCIAL SECURITY ADMINISTRATION							

SEL LEGEND: I = INVOICE INQUIRY W = WARRANT RECONCILIATION INQUIRY
T = TRANSACTION INQUIRY

CONTINUING...

- Vendor history inquiry results display as shown
- Press F8 to page forward to see more records



Vendor History – Warrant Status Inquiry

VH11 04/04/2016 17:03:19

VENDOR PAYMENT HISTORY - INQUIRY BY VENDOR NUMBER

SEL	ACCOUNT CODE VENDOR NO	SWDN	CFI OBJ	CNTR	AMOUNT PYMT: TP	VCHR NO NO	CFO REC DATE	PAY CANX
	21-101-000069-21300800-00-103228-00				44.00	V026891	03/08/16	
	F526004813012	D6000442933	4610		4	0838059	03/08/16	
	VEN NAME: SOCIAL SECURITY ADMINISTRATION							
W	21-101-000069-21300800-00-103228-00				44.00	V027661	03/15/16	
	F526004813007	D6000456057	4610		4	0866567	03/15/16	
	VEN NAME: SOCIAL SECURITY ADMINISTRATION							

SEL LEGEND: I = INVOICE INQUIRY W = WARRANT RECONCILIATION INQUIRY
T = TRANSACTION INQUIRY

- Type W next to the payment record and press enter to view the warrant status



Vendor History – Warrant Inquiry

```
VHI9                                WARRANT RECONCILIATION INQUIRY    04/04/2016  17:07:07
WARRANT TYPE: 4  WARRANT NO: 0866567  WARRANT DATE: 03/15/16  WARRANT STATUS: 1
VENDOR NAME: SOCIAL SECURITY ADMINISTRATION  WARRANT AMOUNT: 44.00
VENDOR ID: F526004813007  SWDN: D6000456057  DUPLICATE IND:
ACCOUNT CODE: L1 GF SF FID  BE  IBI CAT  YR  WARRANT PAID DATE:
                21 10  1 000069 21300800 00 103228 00
```

WARRANT STATUS LEGEND

```
1 - OUTSTANDING          5 - STOP PAYMENT
2 - PAID                 8 - MARKED FOR DUPLICATION
3 - CANCELLED           9 - MARK FOR CANCELLATION
4 - MARKED FOR MANUAL PAID  C - MARKED FOR MANUAL CANCELLATION
                          R - MARKED FOR MANUAL REVERSAL OF CANCELLATION
```

- The Warrant Reconciliation Inquiry display is only available for viewing for about 90 days



FLAIR Vendor History – VH – PCard Payments

```
VHI1                                04/04/2016  17:14:42
VENDOR PAYMENT HISTORY - INQUIRY BY VENDOR NUMBER

SEL  ACCOUNT CODE      CFI      AMOUNT  VCHR NO  CFO REC  PAY
     VENDOR NO        OBJ  CNTR  PYMT: TP-NO-----DATE  CA
-----
21-101-000067-21310000-00-040000-00    2,089.98  V026652 03/07/16  PUR
F592663954026  D6000440490  3410      8  0491814 03/09/16
VEN NAME: OFFICE DEPOT
```

- Purchasing Card (PCard) payments may also be viewed from VH
- They are assigned a warrant number like any other payment in FLAIR
- **Any warrant** displaying the payment type 8 means this warrant was paid via EFT (direct deposit)



FLAIR Account Balance - SA

JAC ACCOUNT CODES

FY 2015-16

As of: **8/7/2015**

29 DIGIT FLAIR ACCOUNT CODE															
ORG CODE	EO	FUND TITLE		PRE FIX	L1	GF	SF	FID	BE	IBI	REV. CAT.	YR	REV. OBJ.	PROGRAM COMPONENT	GLC
21 30 00 00 000	B2	General Revenue		JAC	21	10	1	000069	21300800	00	NA	00	NA	160200000	Many
	705	A9	Grants & Donations Trust Fund - Pre Tax Parking		JLC	21	20	2	339040	21300800	00	001800	00	160200000	61800

SAMU

ACCOUNT BALANCE REQUEST

ACCOUNT CODE
 L1 GF SF FID BE IBI CAT YR
 21 10 1 000069 21300800 00 010000 00

X BALANCE FILE
 MONTH
 CASH

DOCUMENT SUMMARY FILE
 MONTH DAY
 CASH
 STATEWIDE DOC-NO

- Enter the appropriate 29-digit account code
- This example is General Revenue



FLAIR Account Balance - SA - Page 1

SAID BALANCE FILE - BUDGETARY 04/05/2016 09:05:12

L1	GF	SF	FID	BE	IBI	CAT	YR	MO	RT
21	10	1	000069	21300800	00	010000	00	04	2
				PRIOR			CURRENT		
				MONTH BALANCES			MONTH ACTIVITY		
				MONTH BALANCE			MONTH BALANCE		
APPROPRIATIONS ACT				5,458,454.00			.00		
SUPPLEMENTAL APPROP				.00			.00		
ADDITIONAL APPROP				.00			.00		
CERT FWD APPROP				23,075.31			.00		
CANC & REST				.00			.00		
TRANSFER APPR				2,306.00-			.00		
AGENCY TRANSFERS				.00			.00		
RESERVES				.00			.00		
*TOTAL APPR				5,479,223.31			.00		
*APPROVED BUDGET				5,479,223.31			.00		
*CURR YR RELEASE				5,456,148.00			.00		
*CERT FWD REL				23,075.31			.00		

- Page 1 of 2 shows appropriations and releases
- Press F8 to move to the 2nd page



FLAIR Account Balance – SA – Page 2

SAID												BALANCE FILE - BUDGETARY				04/05/2016 09:07:22	
L1	GF	SF	FID	BE	IBI	CAT	YR	MO	RT								
21	10	1	000069	21300800	00	010000	00	04	2								
						PRIOR			CURRENT								
						MONTH BALANCES			MONTH ACTIVITY								
						MONTH BALANCE			MONTH BALANCE								
WARRANT DISB						17,886.64			.00								
JOURNAL DISB						4,060,558.54			.00								
TRANSFER DISB						.00			.00								
*CURR YR DISB						4,055,369.87			.00								
*CERT FWD DISB						23,075.31			.00								
*CURR YR UNEXP REL						1,400,778.13			.00								
*CERT FWD UNEXP REL						.00			.00								

JUSTICE ADMINISTRATIVE COMMISS

- The current month balance column displays the release balance as of the previous night's postings at DFS



FLAIR Account Balance – SA – Document Summary File

JAC ACCOUNT CODES																				
FY 2015-16																				
As of: 8/7/2015																				
29 DIGIT FLAIR ACCOUNT CODE																				
ORG.CODE	EO	FUND TITLE				PRE FIX	L1	GF	SF	FID	BE	IBI	REV. CAT.	YR	REV. OBJ	PROGRAM COMPONENT	GLC			
21	30	00	00	000	B2	General Revenue				JAC	21	10	1	000069	21300800	00	NA	00	160200000	Many
				705	A9	Grants & Donations Trust Fund - Pre Tax Parking				JLC	21	20	2	339040	21300800	00	001800	00	160200000	61800

ACCOUNT CODE							
L1	GF	SF	FID	BE	IBI	CAT	YR
21	10	1	000069	21300800	00	100777	00
BALANCE FILE							
MONTH CASH							
x DOCUMENT SUMMARY FILE							
MONTH DAY CASH							
STATEWIDE DOC-NO							

- To view transactions posted to a particular account code, choose Document Summary File



FLAIR Account Balance – SA – Document Summary File

SASD 04/05/2016 09:55:37
 DOCUMENT SUMMARY FILE - BUDGETARY ACCOUNT PAGE 1

L1	GF	SF	FID	BE	IBI	CAT	YR	RT	STWD	DOC-NO	MO	DAY
21	10	1	000069	21300800	00	100777	00	2			04	
APPROPRIATIONS				APPROVED BUDGET				RESERVE		RELEASES		
BALANCES				BALANCES				BALANCES		YTD BALANCES		
040116			959709.97			959709.97			.00			768552.49
040516			959709.97			959709.97			.00			768552.49
AUDIT DATE	STATEWIDE DOC NO	AGENCY DOC NO	TR CD	CF I	TRANSACTION AMOUNT		UNEXPENDED RELEASE BALANCE					
04/01/16								418,487.84				
040416	D6000491770	V029816	12		316.81		418,171.03					
040416	D6000491770	V029816	10		232.63		417,938.40					
040416	D6000491770	V029816	12		24.47		417,913.93					

- This is JAC's general revenue contracted services account
- Budget, revenue, and expenditure items will display here
- Transaction Code (TR) definitions are available on JAC's website



FLAIR Account Balance – SA – Example (Trust Fund)

JAC ACCOUNT CODES
 FY 2015-16
 As of: 8/7/2015

29 DIGIT FLAIR ACCOUNT CODE																		
ORG.CODE	EO	FUND TITLE			PRE FIX	L1	GF	SF	FID	BE	IBI	REV. CAT.	YR	REV. OBJ	PROGRAM COMPONENT	GLC		
21	30	00	00	000	B2	General Revenue	JAC	21	10	1	000069	21300800	00	NA	00	NA	160200000	Many
					A9	Grants & Donations Trust Fund - Pre Tax Parking	JLC	21	20	2	339040	21300800	00	001800	00	018000	160200000	61800

ACCOUNT CODE
 L1 GF SF FID BE IBI CAT YR
 21 20 2 339040 21300800 00 103224 00

x BALANCE FILE
 MONTH
 CASH

DOCUMENT SUMMARY FILE
 MONTH DAY
 CASH
 STATEWIDE DOC-NO

- This inquiry is for JAC's Grants and Donations Trust Fund



FLAIR Account Balance – SA – Example (Trust Fund)

SAID										BALANCE FILE - BUDGETARY				04/05/2016 10:18:29	
L1	GF	SF	FID	BE	IBI	CAT	YR	MO	RT						
21	20	2	339040	21300800	00	103224	00	04	2						
					PRIOR			CURRENT			CURRENT				
					MONTH BALANCES			MONTH ACTIVITY			MONTH BALANCE				
WARRANT DISB					581,826.42						581,826.42				
JOURNAL DISB					.00						.00				
TRANSFER DISB					.00						.00				
*CURR YR DISB					581,826.42						581,826.42				
*CERT FWD DISB					.00						.00				
*CURR YR UNEXP REL					168,173.58						168,173.58				
*CERT FWD UNEXP REL					.00						.00				
CASH 21 20 2 339040					200,794.55			G & D TF JUSTICE ADMIN COMM							

- This is page two of the Balance File Inquiry
- For trust funds, the cash balance in the fund is displayed



FLAIR Account Balance – SA – (Trust Fund Cash Control)

ACCOUNT CODE								
L1	GF	SF	FID	BE	IBI	CAT	YR	
21	20	2	339040	21300800	00	103224	00	
X BALANCE FILE MONTH CASH X								
DOCUMENT SUMMARY FILE MONTH DAY CASH STATEWIDE DOC-NO								

- For trust funds, an additional inquiry for cash items is provided



FLAIR Account Balance – SA – (Trust Fund Cash Control)

SAIC										BALANCE FILE - CASH CONTROL			04/05/2016 10:28:33	
L1	GF	SF	FID	BE	IBI	CAT	YR	MO	RT	PRIOR		CURRENT		
21	20	2	339040	00000000	00	000000	00	03	1	MONTH BALANCES		MONTH BALANCE		
										108,252.55		108,252.55		
** CASH FWD 07/01										588,615.59		652,580.80		
JOURNAL RECEIPTS										.00		.00		
TRANSFER RECEIPTS										.00		.00		
TREASURY RECEIPTS										318,014.88		318,114.88		
PRIOR CASH RECPTS										202.40		202.40		
*TOTAL CASH RECPTS										906,832.87		970,898.08		
JOURNAL DISB										94,645.41		94,777.90		
WARRANT DISB										679,018.65		783,578.18		
TRANSFER DISB										.00		.00		
*TOTAL CASH DISB										773,664.06		878,356.08		
** CASH BALANCES										241,421.36		200,794.55		

DESCRIPTION: GRANTS & DONATIONS TF

- This is a view of cash receipts and disbursements posted to a trust fund
- Note: these balances are not at the Org Code level



FLAIR Warrant Information – TR Screen

- From Transaction Inquiry (TR) – Warrant information may be viewed

TRIR		DETAIL TRANSACTION INQUIRY REQUEST		04/25/2017 11:46:51	
SEL	SEARCH CRITERIA				
	STATEWIDE DOC. NO:				
x	WARRANT TYPE: 4	WARRANT NUMBER:	0987062		



FLAIR Warrant Information – TR Screen

- This screen does not display warrant status (paid or unpaid)
- The address on the warrant and other details are provided

DETAIL TRANSACTION INQUIRY												04/25/17	11:43:47	
STWD DOC-NO	AGENCY NO	VO DTE	CFO DTE	AUDIT DTE	VO STAT	VO REASON	CD							
D7000499837-0001	V030640	04/10/17	04/11/17	04/11/17	P									
VOUCHER	AMOUNT	OLO	SITE	L1	GF	SF	FID	BE	IBI	CAT	YR	CF		
	43.00	210000	00	21	10	1	000069	21300800	00	103228	00			
OBJ	RECD	STAT	REASON	CD	CONT	NO	WR	TYPE	WR	NO	WR	DATE	TRANSACTION	AMOUNT
4610	P						4		0987062			04/11/17		43.00
VENDOR ID: F526004813023				SUBVENDOR ID:										
VE NAME: SOCIAL SECURITY ADMINISTRATION				NAME:										
VE NAME: 16900 NW 12 AVE														
VE ADDR:				OTHER SUBVENDOR ID:										
VE ADDR:				NAME:										
VE ADDR: MIAMI				FL 33169 *										
CONTINUING,												VIEW INVOICES:		
NEXT: STWD DOC-NO:				WR TYPE:				WR NUMBER:				TYPE SEL		



Questions and Discussion

