



JUSTICE ADMINISTRATIVE
COMMISSION



FLAIR Accounting Reports 101 – Reading & Understanding Reports

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May 17, 2017

JUSTICE ADMINISTRATIVE COMMISSION

Objectives

- Discuss RDS
 - Report availability
 - Navigation
- Decipher report information
 - FLAIR Reference Guide
 - Review reports
- Web-based RDS (EOS)



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Overview

- RDS stores FLAIR reports electronically



Report Availability

- When are reports are created?
 - scheduled in FLAIR to be sent to RDS
 - created after a specified event occurs
- Frequency
- Availability





Viewing & Printing RDS Reports

- Handout 1
 - Access, viewing, and printing
 - Navigation keys
 -  screen forward or back 
 - TOP or BOT command
 - Some commands only work in reports
 -  page up or down 

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Viewing & Printing RDS Reports

- Available reports shown in the handout
- Includes:
 - description of what the report contains
 - accounting reports
 - payroll reports

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Deciphering RDS Reports

- Critical information is provided when you can “crack the code”.



- Handout 2



Deciphering RDS Reports

How can you easily distinguish revenue category from an expense category?

Categories

000100
001500
001800
010000
103224
107040



Deciphering RDS Reports

- Revenue Categories begin with at least 2 zeroes

Categories

000100
 001500
 001800
 010000
 103224
 107040



Trial Balance

- Frequently used General Ledger groups:

General Ledger Code	Group or GL title	GL Balance? credit (negative) or debit (positive)
1XXXX	Current Assets	debit (positive) amount
13100	GR Released Appropriation	debit (positive) amount
12100	TF Revenue	debit (positive) amount
12100	TF Appropriation Release	credit (negative) amount
12200	TF Appropriation Remaining Release	debit (positive) amount
6XXXX	Revenue	credit (negative) amount
7XXXX	Expenditures	debit (positive) amount



Trial Balance

- Financial snap shot of the agency's books at a point in time



- Handout 3

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Trial Balance

How do I get a trust fund's cash balance?

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Trial Balance

The 12xxx GL represents **available CASH**

- GL 12100 contains revenues received & funds released
- GL 12200 is **unexpended release**

GL CAT	CF YR	GL ACCOUNT NAME DESCRIPTION	YEAR-TO-DATE
12100		UNRELEASED CASH IN STATE TREASURY	
000000		CATEGORY NOT ON TITLE FILE	0.00
001500		TRANSFERS	26,216.25
107040		TR/DMS/HR SVCS/STW CONTRACT	34,955.00-
** GL 12100 TOTAL			8,738.75-
12200		RELEASED CASH IN STATE TREASURY	
107040		TR/DMS/HR SVCS/STW CONTRACT	8,738.75
Cash ** GL 12XXX TOTAL			0.00



Trial Balance

Remember

– FLAIR is a double entry accounting system.

GL CAT	CF YR	GL ACCOUNT NAME DESCRIPTION	YEAR-TO-DATE
12100		UNRELEASED CASH IN STATE TREASURY	
001500		← TRANSFERS	A 55,873.50 debit
107040		TR/DMS/HR SVCS/STW CONTRACT	74,498.00-
** GL 12100 TOTAL			18,624.50-
65700		TRANSFERS IN FROM WITHIN THE AGENCY	
001500		← TRANSFERS	A 55,873.50 credit



Trial Balance by ORG

- Same information just summarized differently



- Handout 4



Schedule of Allotment Balance

- Report summarizes expenditures by ORG Fund, Category, and Object code.
 - It can be summarized at different ORG levels
 - Level 3 ORG (i.e 21-30-00)
 - Level 4 ORG (i.e. 21-31-00-00)
 - Level 5 ORG (i.e. 21-31-00-00-001)

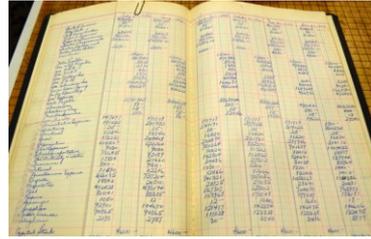
- Handout 5





Merged Detail Journal

- Report contains all FLAIR transactions
 - Both input and automated offset entries
- These entries are summarized & create the Trial Balance
- Handout 6



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Expenditure Detail by Vendor

- Contains **all** expenditures posted to 7**** GL
- Alphabetic listing of vendor payments
- Contains address shown on the check
- Includes JTs
- Handout 7

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Web Based RDS

Web-based software available for RDS reports

- Called EOS Thin Client software
- Provided by DFS
- NASSAM user ID used
- Handout 8

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Need Assistance?

- Need some one-on-one assistance to better understand your reports or understand a report not discussed today?
- Need additional reports?
- Need an accounting report during the month?

JAC can assist, [help is available.](#)

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Need Assistance?



FLAIR and RDS Contacts

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Questions?



FLAIR Report Distribution System (RDS)

Contacts for assistance accessing FLAIR and RDS usage:

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Updated April 2017

The Report Distribution System (RDS) is a subsystem of the Florida Accounting and Information Resource (FLAIR) system where reports are stored and managed electronically.

RDS users have the capability to:

- View reports online.
- Perform searches within a report.
- Print a report.

Most reports are active for 30 days before being archived. RDS reports are accessible by the user for up to three years. Users can view and access reports for 18 months. The DFS Help Desk can restore reports between 18 to 36 months old.

ACCESSING RDS

The RDS Administrator assigns each user a NASSAM User name up to 6 digits long. The first three digits are the prefix assigned to the agency (JAC) and the last 3 are assigned (example JACABC).

SIGNING-ON (ACCESSING RDS)

Accessing the Department of Financial Services Network confirms security clearance for the user (SCREEN A). Access the Network using:

- Your office's data center menu **or**
- Type "**NASSAM**" on a blank log on screen and press **Enter**.

Typically, offices use VPN access to remotely connect to the My Florida Network. Contact your IT staff for assistance since each office's connection to FLAIR can vary.

To log onto the network:

- In the User field, type the assigned User name.
- In the Password field, type the initial default password provided by the RDS Administrator.
- Press **Enter**.

Updated April 2017

SCREEN A

```
EMSP00                HELP DESK: 850-413-3190      Terminal: SAME7201
                        Date . . . : 04/04/16      Time . . . : 17:10:23

State of Florida, Department of Financial Services

Effective 6/8/2009 - Standards for RACF passwords will be changed as follows:
Length - Exactly 8 characters are required.
Contents - Uppercase, lowercase, and number are required (all three elements).

Enter Logon Information:
User . . . . . (User ID/LOGOFF)
Password . . . . . New Password . .
Application . .
Group . . . . .
Location . . . .
```

PASSWORDS

Creating Passwords:

- The default password is provided by the RDS Administrator.
- The default password is required when accessing the system for the first time, or when the password is reset by the RDS Administrator.
- When the default password is used, the user will need to enter a personal password in the New Password field. The system will prompt the user to reenter the new password for verification.
- All users with expired or reset passwords will see the system display the following messages:
 - “The password has expired; enter a new password.” Type a new password in the New Password field and press **Enter**.
 - The “Reenter the new password for verification” message will display at the bottom of the screen. Type the new password again in the New Password field and press **Enter** to access the network.
- Passwords must be 8 characters exactly and contain at least one upper-case letter, one lower-case letter and at least one number.
- Passwords will expire every **30 days** and cannot be re-used for 15 cycles. If passwords are revoked, contact the RDS Administrators.
- Creating a calendar reminder every 30 days as a reminder to change passwords may be helpful for users not accessing the system regularly.

With successful access, the Application Selection Menu is displayed (see SCREEN B). To access RDS, type “5” or “RDS” on the command line at the bottom of the screen and press **Enter**.

Updated April 2017

SCREEN B

```
EMSP01                      Application Selection                      Term:      SAME7201
                               Help Desk: 850-413-3190 Time:      17:18:08
                               Date: 04/04/16 Group:      NA
                               Broadcast:      User: JACNKM Printer:
Select application or enter command. LOGOFF command terminates all sessions.
Escape key ATTN  Command key ENTR and Prefix ¢      Print key PA2

ID  Name                      Jump Key Application Description
 1  PROD                      PA1    FLAIR Production System (DACA)
 2  NAT                      PA1    FLAIR Natural Reporting (DACN)
 3  IW                      PA1    FLAIR Information Warehouse
 4  NATTEST                  PA1    FLAIR Natural Warehouse (NT)
 5  RDS                      PA1    FLAIR Report Distribution
 6  DSS                      PA1    RESERVED (use IW instead)
 7  SPURS                   PA1    State Purchasing System(SPURS)
 8  PYRL                    PA1    State Payroll System (PYRL)
 9  HOT                     PA1    Get Lean Hotline System
10  SECURITY                 PA1    SECURITY ADMINISTRATION

COMMAND ==> 5
PF 1=Help 2=Languade 3=Disc 4=Kevs 7=Backw 8=Forward
```

USING THE REPORT DIRECTORY

After selecting RDS, the Report Directory, also known as the RDS Library, is displayed. It contains all reports available to a user. The Report Directory also contains information about the listed reports (for example see SCREEN C).

SCREEN C

```
PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX      RDSP70 D.SYP.RSD.PROD.RINDX.UD001
-REPORT DIRECTORY- USER-> JACNKM TR-> 621 TP-> 101560 TL-> 4204924
A-C-A-REPORT NAME-----T-FORM-C. DATE---TIME-V/E. DATE---PAGES-----LINES-REPORT DESCRIPTION-----NE-ND-X-N-JOBNAME-
***** TOP OF DIRECTORY *****
R PR3260-PYRL TAB      Q213 03/01/16 2025 03/31/16      2      42 PR TAB BY ACCOUNT      2 0      PRJS06
A PPRRWTR E          R21Z 03/01/16 2026 03/31/16      1      20 PR WARRANT REGISTER    0 0      PPRJREGI
A PR3263             Q21A 03/01/16 2026 03/31/16      1      27 PR TAB BY ORG          0 0      PRJS41
A PR REGISTER        U214 03/01/16 2027 03/31/16      1      18 PAYROLL REG            1 0      PPRJREGI
DMAR052-DAILY       ARA2 03/01/16 2046 03/31/16     13     529 SAB L2 DAILY        0 0      NRPT2100
DMAR053-DAILY       AR03 03/01/16 2046 03/31/16     78    2454 DMAR053 GAL DAILY SAB L3 0 0      NRPT2100
```

Users will have many reports in their directory. To view all directory information it may be necessary to navigate around the screen or later navigate around a report. Attachment A contains RDS navigation keys and commands for use with the Report Directory and reports. Examples of when the navigation keys are helpful:

- A user is not able to see all columns on the Report Directory or
- A user is not able to see the most recent reports at the bottom of the list.

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Report Directory columns and valid input options for accessing reports:

Column	Description	Special Instructions
A	Action Column	Required input to access a report. Input options: S – Selects the report for viewing. E – Extracts all or a portion of the report for printing. P – Prints the report to a local printer. R – Restores an archived report.
C	n/a	Not used at this time.
A.	Archive Status	Indicates the viewing availability of the report. Valid statuses: Blank – The report is available for viewing. R – Report has been restored and available for viewing. A – The report has been archived. To view the report, it must be restored.
REPORT NAME	Report Name	Name assigned to the Report.
TR	n/a	Not used at this time.
FORM	Form Id	Reference Code assigned by the RDS Administrator.
C.DATE	Creation Date	Date Report sent to RDS.
TIME	Time	Time Report sent to RDS.
V/E Date	Version #/Expiration Date	Date report will go into archived status.
PAGES	Pages in Report	
Lines	Lines in Report	
REPORT DESCRIPTION	Report Description	Description created when the Form ID is established.

A list of frequently used reports available to users is provided in Attachment B.

Determine which report is needed then:

- Press the **Tab** key (repeat as needed) to move the cursor down the Action column until it's next to the report needed (for example see SCREEN D).
- Type the desired action code (see the above table): Select (**S**), Extract (**E**), Print (**P**) or Restore* (**R**) (for example see SCREEN D).
- Press **Enter**.

*The restore request should occur within a few minutes. Larger reports take longer. Be patient.

SCREEN D

```
PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX   RDSP70 D.SYP.RSD.PROD.RINDX.UD001
-REPORT DIRECTORY-  USER-> JACNKM   TR-> 621   TP-> 101560   TL-> 4204924
A-C-A-REPORT NAME-----TR-FORM-C.DATE-----TIME--V/E.DATE---PAGES-----LINES-NE-ND-REPORT DESCRIPTION-----NO
S PCABPRTB                Q21Y 03/04/2016 19.04 04/03/16      2      84 0 0 SALARY REFUND POSTING REPORT
PCARD DUPLICATES        ARPX 03/04/2016 19.09 04/03/16      1      14 0 0 PCARD POSSIBLE DUPLICATES
CNPPEXRR                21HM 03/04/2016 20.14 04/03/16      2      63 0 0 EFT VENDORS NO REMITTANCE ADVICE
```

Updated April 2017

The first two (2) of pages of a report may contain asterisks. To move past the asterisks, press the **F12** key twice to move forward to the top of the report (for example see SCREEN E).

SCREEN E

```

PF 1/13 HELP-COMMAND ==> -
REPORT NAME-> DMAR054      FORM-> ARBM   LINES-> 8459   PAGES-> 265
S.F. 23      S.P. 01      S -> 001   E -> 132   L 0000000119 P 000000003
-----
DMAR054-19 AS OF 03/04/16          21000000000          DATE RUN 03/04/16
                                   SCHEDULE OF ALLOTMENT BALANCES BY FUND          PAGE 1
                                   LEVEL 4 SUMMARY
                                   MARCH 04, 2016

21 JUSTICE ADMINISTRATION
2130 JUSTICE ADMINISTRATIVE COMMISSION
10 1 000069 GENERAL REVENUE
21300800 00 EXECUTIVE DIR/SUPPORT SVCS
2130 00 00 JUSTICE ADMINISTRATIVE COMMISSION
OBJECT DESCRIPTION          ALLOTMENTS  EXPENDITURES-MTD  EXPENDITURES-YTD  ENCUMBRANCES  ALLOTMENT BALANCES  RATE
000000                    5,456,148.00      0.00              0.00              0.00          5,456,148.00      0.00
110000 SAL-GEN              0.00             0.00             2,597,189.98      0.00          2,597,189.98-   0.00
151000 FICA-GEN             0.00             0.00             193,804.56        0.00          193,804.56-    0.00
152000 DET-DR-C            0.00             0.00             170,456.11        0.00          170,456.11-    0.00

```

To return to a prior screen from anywhere in RDS, press **F3** key repeatedly until the needed screen is displayed.

PRINTING RDS REPORTS

Print the Entire Report

To extract an entire report for printing:

- Press the **tab** key (repeat as needed) to move the cursor down the Action column until it's next to the report needed (for example see SCREEN F).
- Type "**E**" for Extract in the Action column to the left of the report to be printed
- Press **Enter**.

SCREEN F

```

PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX      RDSP70 D.SYP.RSD.PROD.RINDX.UD001
-REPORT DIRECTORY-  USER-> JACNKM  TR-> 621   TP-> 101560  TL-> 4204924
A C-A-REPORT NAME-----TR-FORM-C.DATE-----TIME--V/E.DATE---PAGES----LINES-NE-ND-REPORT DESCRIPTION-----
CWPPEXP5              214W 04/01/2016 20.30 05/01/16      30   1368 0 0 EXPENSE WARRANT REGISTER
E DNPP24              ZYD1 04/01/2016 20.32 05/01/16       4    128 0 0 ERROR REPORT

```

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The Single Extract Menu (1) screen will display (for example see SCREEN G). There are 2 Extract Menu screens, this is the first screen required to complete the extract. In the Technique field, type “P” for print and press **Enter**.

SCREEN G

```

PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX      RDSP70 D.SYP.RSD.PROD.RINDX.UD001
-SINGLE EXTRACT MENU (1) USER-> JACNKM
REPORT NAME -> DNPPZ4          TOTAL PAGES-> 4          TOTAL LINES-> 128
TECHNIQUE ==> P <------ P(SYSTEM)/Q(D. QUEUING)/T(TRANSFER)

                                PAGE FORMAT ==> -
                                OUTPUT LIMIT ==> -
- FOR SYSTEM PRINT ONLY-
JCL MODEL USED ==> WERDJC00 DATA SET OUTPUT ==> N <- Y/N/F

- FOR PARTIAL EXTRACT REQUEST ONLY-
FROM/TO LINE(S) ==>
FROM/TO LINE(S) ==>

```

The Single Extract Menu (2) screen will display (for example see SCREEN H). Confirm the destination printer ID shown to the right of the “DEST” field is the FLAIR printer ID assigned to your office or group and update if necessary. Types “Y” on the command line to confirm the print request or “C” on the command line to cancel the print request then press **Enter**.

SCREEN H

```

PF 1/13 HELP-COMMAND ==> Y
-REPORT INDEX --> RINDX      RDSP70 D.SYP.RSD.PROD.RINDX.UD001
-SINGLE EXTRACT MENU (2) USER-> JACNKM
REPORT NAME -> DNPPZ4          TOTAL PAGES-> 4          TOTAL LINES-> 128
----- EXTRACTION REQUESTED FOR SYSTEM PRINTER (VIA BATCH JOB) -----
Y/YES ON THE COMMAND LINE TO CONFIRM END OF INPUT, C/CAN/CANCEL TO ABORT.
JOBNAME ==> D210000          CLASS ==> Q          MSGCLASS ==> D
NOTIFY ==>                   ROOM ==>
ACCOUNTING ==> (B0100,134)
PGMR NAME ==> JUSTICE, COMM' CLASS FOR LOG ==> *
DEST ==> PJACVWN          FORM ==> STD          OUTPUT CLASS ==> A FCB ==>
WRITER NAME ==>          COPIES ==>          UCS ==>
OUTPUT REFERENCES ==> / / /
PRINT FORMAT (REP/SEP) ==> / /
HEADER LINES
1 ==> **** DEPT 2100 ***** SEPARATOR NUMBER
2 ==> NONA MCCALL          USER (TOP/BOT) ==> 1 / 0
3 ==>                   REPORT (TOP/BOT) ==> 0 / 0
4 ==> JAC 2100          WITH PACKET INDEX ==> Y
5 ==> *****          DELETE AFTER EXTRACT ==> N
LASER PRINTER -----> NONE

```

The Print/Extract Result screen will appear stating the print request was completed (for example see SCREEN I). If the report was cancelled the message would state “EXTRACT CANCELLED”. Press **Enter** to return to the Report Directory screen.

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SCREEN I

```
PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX   - RDSP70 D.SYP.RSD.PROD.RINDX.UD001
-PRINT/EXTRACT RESULT-   USER-> JACNKM

      **** EXTRACTION REQUEST (VIA BATCH JOB) ****
      JOB NAME      ---> D210000   JOBID   ---> JOB01783
      SUBMITTED AT : 13.03.33  04/04/16 (16095)   TO SERVICE EXTRACT REQUEST.
```

The report should begin printing on the selected printer within a few minutes. Larger reports take longer. Be patient.

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ATTACHMENT A

RDS navigation keys and commands

Navigation Key/Command	Corresponding Keyboard key(s)	Description
PF1	F1	Help key – will show most of the commands below.
PF3	F3	Press F3 to return to the prior screen and to exit, which returns the user to the application screen.
PF5	F5	Repeats previous command.
PF6	F6	Moves to the top of the PRIOR PAGE in Displayed Report View only .
PF7	F7	Moves one screen backward in the directory or in Displayed Report View.
PF8	F8	Moves one page forward in the directory or in Displayed Report View.
PF10	F10	Moves the screen to the left. The user is returned to the default view of the Report Directory Screen and the furthest left columns display once again.
PF11	F11	Moves the screen to the right. The columns located furthest to the right come into view and the columns furthest left disappear.
PF12	F12	Moves to the top of the NEXT PAGE in Displayed Report View only .
BOT	n/a	Moves to the bottom of the directory or report.
TOP	n/a	Moves to the top of the directory or report.
F	n/a	In the COMMAND field in Displayed Report View “F” and a space then info then press Enter to find item. Example - type F “Grant Total” with quotes and RDS will find the exact matching occurrences in the report.

Updated April 2017

ATTACHMENT B

The commonly used FLAIR Accounting Reports available in the RDS are shown below. If there is a report you need that isn't shown below, please contact the RDS Administrator who can search other for other available reports.

Frequency of reports: Most reports are created monthly but they can be set up for daily if needed by your office.

Report (Program) Name	Report Title	Description
DMAR01	Trial Balance	Financial "picture" of the agency books at a point in time. May have two reports: operations and due process.
DMAR01L	Trial Balance by Organization and Fund	Financial "picture" of the agency books at a point in time, at the level five of the organization. If there is a unique ORG that tracks a project, this report will show the project's cash on hand, expenditures and revenue if all entries recorded to the ORG.
DMAR053	Schedule of Allotment Balances - Level 3	Includes allotments minus expenditures and remaining balances by category at the level 3.
DMAR054	Schedule of Allotment Balances Level 4	Includes allotments minus expenditures and remaining balances by category at the level 4- Due Process Expenditures.
DMAR055	Schedule of Allotment Balances Level 5	Includes allotments minus expenditures and remaining balances by category at the level 5. If there is a unique ORG that tracks a project, this report will show the project's year to expenditures.
DTHR04	Merged Detail Journal by Fund	Details of every transaction, including both the input entry and the automated offset entry. May have two reports: operations and due process.
DTHR02	Expenditure Detail by Vendor	Alphabetic listing of vendor payments
DcdrPAGE-RECON	Purchasing Card Paid Aging Report	Items paid via the Purchasing Card , used for reconciling.

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ATTACHMENT B continued

FLAIR Payroll Reports available in the RDS are shown below.

FLAIR/RDS Report Name	Report Full Name	FLAIR RDS Form	FLAIR RDS Description	Frequency of Report
PR3236	Miscellaneous Deduction Register	Q214	Misc. Ded. Regis	Runs every time a payroll runs
PR3260-PYRL TAB	Payroll Tabulation by Account Code	Q213	PR Tab by Account	Runs every time a payroll runs
PR REGISTER	Payroll Register: On Demand/Supplemental/Monthly/Other	U214	PR Register (Without Details)	Runs every time a payroll runs
PPRRWTRE	Payroll Warrant Register: On Demand/ Supplemental / Monthly / Other	R21Z	PR Warrant Register	Runs every time a payroll runs
PJAJSDID-L3 BRK	State Health, Life and Disability Deductions	U21Q	Health, Life and Disability Deductions per employee	Runs every time a payroll runs
PSARSDID-L3 BRK	State Supplemental and Insurance Deductions	U21R	Supplemental and Insurance Deductions per employee	Runs every time a payroll runs
PCABPRTB	General Revenue Current Salary Refunds - Employee Detail Register	Q21Y	Salary Refund Posting Report	Runs irregularly, only when a refund is posted
PCABPRTA	General Revenue Current Salary Cancellations - Employee Detail Register	Q21K	Current Salary Cancellations	Runs irregularly, only when a cancellation occurs
PCABPRTD	General Revenue Current EFT Cancellations - Employee Detail Register	Q21Z	EFT Cancel Posting Report	Runs irregularly, only when a cancellation occurs

Updated April 2017

FLAIR Quick Reference Guide

Contacts for assistance accessing FLAIR and RDS usage:

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Updated April 2017

A. ORGANIZATION CODE (ORG)

The ORG is made up of five levels and contains eleven (11) digits which indicate the department, program, bureau, section and subsection. The organization levels are:

Level	Organizational Area	# of digits
Level 1	Department/Agency	2 Digits
Level 2	Program	2 Digits
Level 3	Circuit/District	2 Digits
Level 4	Section	2 Digits
Level 5	Subsection	3 Digits

- Level 1 (L1)** represents the department code. Statewide Justice Administration is shown as 21.
- Level 2 (L2)** represents the program identifier and corresponds to the Budget Entity or where the funding resides. L2 codes are:
 - 30 – Justice Administrative Commission (JAC);
 - Call JAC if you need your L2
- Level 3 (L3)** represents the circuit, district or region identifier.
- Level 4 (L4)** codes are unique within each program and may be used to identify the county offices within the circuit or circuit represented within each district.
- Level 5 (L5)** codes are unique within each program. L5 is used to identify the county code for certain types of payments or revenue, examples include:
 - due process payments, and
 - revenue for certain trust funds.

ORG Structure	Dept. (Agency)	Division within the Agency	Bureau within the Agency	Section within the Agency	Subsection within the Agency
Level	L1	L2	L3	L4	L5
# of digits	2N	2N	2N	2N	3N
Example 1	21	30	00	00	008
Example 2	21	30	31	00	950

Updated April 2017

B. ACCOUNT CODE INFORMATION

There are 7 components explained below create the 29-digit account codes used by agencies. Below shows 2 examples:

OLO	GF	SF	FID	BE	IBI	CAT	YR
21	10	1	000069	21300800	00	040000	00
21	20	2	339040	21300800	00	001800	00

1. **GAAFR Fund (GF)** - FLAIR incorporates the Governmental Accounting, Auditing, and Financial Reporting (GAAFR) fund types and account groups into its fund structure so that the user agencies may prepare governmental Generally Accepted Accounting Principles (GAAP) financial statements. GAAFR fund types enable governmental entities to prepare comparable data.

GAAFR Fund (GF)	FLAIR Title	Also Known As
10	General Fund	General Revenue Fund
20	Special Revenue Funds	Trust Funds
74	Agency Fund	Revolving Funds
80	General Fixed Asset Account Group	Fixed Asset Account
90	General Long-Term Debt Account Group	Long-Term Debt Account

2. **State Fund (SF)** - State fund types consist of one numeric character and are used to record all financial transactions by an organization. SF types are shown below:

State Fund	Title
1	General Revenue Fund
2	Trust Funds
8	Local Fund (used with Revolving funds)
9	Account groups

3. **Fund Identifier (FID)** - This element is used to differentiate between several funds / accounts which often identify the funding stream.

- General Revenue (GR) funds are solely provided by the State Legislature. These funds are generated from sales tax and other taxes we pay. They are used for agency operations and ALWAYS begin with at least 3 zeros. An example of an agency GR fund is shown below:

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Fund ID	Fund Description
000069	General Revenue for JAC

- Trust Funds (TF) require some type of cash (i.e. revenue) generating source. Trust funds usually have some type of limitations or restrictions. **If no revenue is collected in a trust fund, then no cash will be available which prevents payments from being expended from the trust fund (this is like a bank account and requires the deposits in order to make payments).**

Examples of revenue sources and limitations:

- ✓ Trust Funds normally have some type of revenue source, such as fees assessed like court fees, fines, forfeitures, restitution.
- ✓ Grants and Donations Trust Funds receive and expend state grants, federal grant agreements and or other reimbursements.

The agency's Trust funds are:

Fund ID*	Fund Description
058XXX	State Attorney Revenue Trust Fund (SARTF)
059XXX	Public Defender Revenue Trust Fund (PDRTF)
073XXX	Capital Collateral Regional Counsel Trust Fund (CCRCTF)
084XXX	Child Support Trust Fund
095XXX	Civil RICO Trust Fund (RICO)
316XXX	Forfeiture and Equity Support Trust Fund (FEST)
339XXX	Grants and Donations Trust Fund (G&DTF)
974XXX	Indigent Criminal Defense Sharing Trust Fund (ICDTF)

*XXX represents the unique digits assigned to the Fund ID for each office.

- Budget Entity (BE)** - Budget Entity identifies a specific type of program activity funded by the Legislature. The agency's Budget Entities are:

Budget Entity	Budget Entity Description
21300800	Executive Director/Support Services

Each of the 49 offices administratively served by JAC has a unique budget entity.

- Internal Budget Identifier (IBI)** - The IBI is always 00.

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6. **Category (CAT)** - A category code **broadly** defines the type of expenditure or revenue sources. Categories link similar entries together in a much broader manner than Object codes (i.e. travel and office supplies are separate object codes but are broadly tied to the Expense category). A few examples are shown below and a list of common categories is shown at the end of the document.

Revenue Categories used by the agency:

Category	Category Title	Category	Category Title
000100	Fees	001225	Article V Fines, Forfeitures & Judgements
000500	Interest	001500	Transfers
000700	U.S. Grants	001510	Transfer of Federal Funds
000799	U.S. Grants - Indirect	001800	Refunds
000800	City or County Grants	001801	Reimbursements

How can you easily distinguish a revenue category from an expense category?
Revenue Categories begin with at least 2 zeroes.

Expenditure Category codes used the agency:

Category	Category Title
010000	Salaries and benefits
030000	Other personal services (OPS)
040000	Expenses
1032XX	Operations Costs**
103XXX	Due Process Costs**
220020	Refund state revenues
220030	Refund non-state revenues
310322	Service charge to general revenue

*XX above represent the unique digits assigned each Program.

7. **Year Identifier (YR)** - The YR is always 00.

C. OBJECT CODES (OBJ)

Object codes are a six digit code that provides the ability to classify types of revenue and expenditures. They classify entries at a level that similar items are grouped together (i.e. travel is separated from office supplies). All state agencies use the same standard set of object codes.

- Revenue Object Codes - Revenue is classified by source and type which allows the user to identify the specific types of revenue being received. Examples of

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objects used by the agency are below and a complete list is at the end of the document:

Revenue Object	Object Titles
001000	State Fees
0010XX	State Fees by County
001500	County & City Fees
0015XX	County & City Fees - Ordinances by County
0016XX	County & City Fees- Local Ordinance Violations by City
018000	Refunds
047000	Repayment of Revolving Funds

*XX above represents the unique digits assigned to the county or city.

How can you easily distinguish a revenue object code from an expense object code? Revenue object codes begin with a zero.

- Expenditure Object Codes - Expenditure object codes are used to identify the type of services, materials, or other charges for which moneys are expended. Expenditure object codes allow the user to identify specific types of expenditures. A complete list can be found on the [JAC website](#). See the example:

Object Code - First 4 Digits	Object Code	Long Title
13**	13****	Contracted Services
1314	131400	COURT REPORTING/TRANSCRIPTION - GENERAL
1314	131412	COURT REPORTING/TRANSCRIPTION - TRANSLATION
1314	131414	COURT REPORTING/TRANSCRIPTION - APPEARANCE
1314	131415	COURT REPORTING/TRANSCRIPTION - ATTENDANCE
1314	131417	COURT REPORTING/TRANSCRIPTION - DEPO TRANSCRIPT
1314	131448	COURT REPORTING/TRANSCRIPTION - VIDEO DEPOSITION
34**	34****	Supplies
3410	341018	SUPPLIES - OFFICE - CONSUMABLE
3410	341021	SUPPLIES - OFFICE - NON-CONSUMABLE

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D. GENERAL LEDGER CODE (GL)

A general ledger code is a 5 digit code used to group types of entries into major accounting groups such as Cash, Accounts Receivable, Accounts Payable, Revenue, and Expenditures. These accounting groups are used to prepare agency financial statements.

A complete list can be found at the end of the document. The most common general ledgers are below:

General Ledger Group	General Ledger Classification	General Ledger Description
6XXXX	Revenues	Include fees, grants, interest, fines, forfeitures, restitutions, refunds, released appropriations, and operating transfers in.
7XXXX	Expenditures	Expenditures are costs of goods delivered or services rendered. These include current, capital outlay and transfers out.

E. EXPANSION OPTION (EO)

An Expansion Option is a 2 digit code used to tie critical accounting fields together in FLAIR. An EO code may be alpha, numeric or alphanumeric. An Org and EO combination will tie FID, BE, Grant, OCA, etc. It also ties a set indicator to every transaction.

F. PRIMARY DOCUMENT NUMBER (PDN)

Primary Document Numbers are assigned to track entries in FLAIR. The PDN field is 11 digits long.

- The 1st digit is a unique digit which identifies the type of entry.
- The 2nd through 7th digits are unique to a specific document.
- The 9th through 11th digits are a system assigned line number. Line numbers are only added to certain types of transactions. The line number enhances the ability to distinguish between entries and assist with record keeping.

PDNs are assigned as follow:

- Vendor payment and internal journal transfer entries always start with a "V". The next 6 digits are numeric and system assigned by FLAIR (numbering restarts each fiscal year). Payments will always have line numbers assigned to them.
- Payroll entries always start with a "V" and 6 digits that correspond to the Bureau of State Payroll's voucher number assigned to the payment.
- Revenue entries will always start with a "C". The next 2 to 4 digits identify the type of deposit and then a numeric sequence for uniqueness.
- Accounts Payable always start with a "P". The remaining digits vary based on type of Accounts Payable being created.
- Accounts Receivable always start with an "R". The remaining digits vary based on type of Accounts Receivable being created.

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G. TRANSACTION TYPE (TR)

Transaction Type identifies what entry was keyed. The type of transaction determines the accounting entries created by FLAIR. Transaction Types most commonly used are:

- TR 51 is an unencumbered disbursement. It's a payment made using accounting information provided on the batch sheet. This is the most common disbursement transaction.
- TR 53 is an accounts payable disbursement. A payment is made using accounting information keys for an Accounts Payable entries (TR 80 or TR 81). TR53 will have 2 entries:
 - ✓ A reversal of the accounts payable entry, there will not be a PDN associated with the reversal entry
 - ✓ Payment entry with a voucher number associated with it (like TR 51 or TR 70 entry).
- TR 58 is a correcting entry used to modify a past disbursement entry. It's used to correct information such as Grant ID, Invoice number, General Ledger, ORG code related to a TR51, TR 70, etc. This entry cannot be used to make corrections that cause the Fund Identifier (FID), Budget Entity (BE), or Category (CAT) to change.
- TR 80 is an accounts payable entry used to record amount owed to a vendor. This entry will be reversed when the vendor is paid (see TR 53).
- TR 90 is an accounts receivable entry used to record the amount due to the agency.
- TR 30 is a deposit transaction used to record cash, checks or electronic fund transfers.
- TR 96 is a deposit transaction used to record receipts from other state agencies
- TR 10 is a specialized entry only used by Finance and Accounting Staff typically for year-end closing entries.

H. VENDOR IDENTIFIER

Vendor identifiers are used for 1099 reporting, mailing of payment warrants, and identify specifically who is paid.

- Vendors starting with an "F" are using a 9 digit registered Federal Employer Identifier Number (FEIN). A 3 digit vendor sequence is created and identifies the specific remittance address printed on the check.
- Vendors starting with an "S" are using their social security number. A 3 digit vendor sequence is also created when using a social security number.
- Employees start with an "E" are using their social security number.
- State agencies will use the first 21 digits of their account. Example for Payment to DMS account code:

OLO	GF	SF	FID	BE	IBI
72	60	2	696001	72400100	00

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I. VENDOR INVOICE (INV)

Invoice field represents different data based on type of expenditure being recorded and is limited to 9 digits. This field is the only one printed on a payment warrant (check). It is used by the vendor to assist in posting the payment within the vendor's accounting system.

Vendor invoices

- Invoice number supplied on the batch is used and must be 9 digits or less.

Purchasing Card

- Invoice number assigned by the bank when transaction is added to FLAIR. Does not tie to any vendor document.

J. DESCRIPTION (DESC)

Description represents different data based on type of expenditure being recorded and is limited to 16 digits.

Vendor invoices

- The batch number is entered in the field

Purchasing Card

- Entered by Pcard User or FLAIR member that clears cardholder's transactions. Pcard clearing screens contain the description field panel 1 – This field is loaded as part of FLAIR payment transaction data.

K. OTHER DOCUMENT NUMBER (ODN)

Other Document Number represents different data based on type of expenditure being recorded and is limited to 11 digits.

Vendor invoices

- Contains the Mail Tracker number assigned when the batch is received.

Purchasing Card

- Entered by Pcard User or FLAIR member that clears cardholder's transactions. This field is loaded as part of FLAIR payment transaction data.

L. BENEFITTING ORG, BENEFITTING EO, BENEFITTING OBJECT, AND BENEFITTING CATEGORY (BF ORG, BF EO, BF OBJ, BF CAT)

Reflects where, within the accounting records, the other side of a transaction is posted on internal movements within the State of Florida. The benefitting (receiving) entries can only be created for transfers within our agency.

Internal Journal Transfers

- Should contain a BF ORG, BF EO, BF Object and BF Category which will automatically create benefitting accounting records. The benefitting transactions with have a TR 99.

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M. SUBVENDOR

The subvendor is used to identify the employee for which goods, services or travel was purchased on behalf of. For example, when the purchasing card was used to pay for a hotel bill with Holiday Inn, the charge would be tied to the employee traveling. This allows all travel related to the employee to be easily identified.

N. CHECK NUMBER

This field is used when keying entries to reimburse the Information and Evidence revolving fund, the Travel revolving fund or various other revolving funds used by offices. The offices write checks as appropriate from their funds and then request the bank account to be reimbursed from state funds. Separate entries are keyed into FLAIR for each check written.

O. CONTRACT IDENTIFIER

This field contains a 5 digit identifier created when a contract is executed and entered in Florida Accountability Contract Tracking System (FACTS) system. Florida Statute 215.985(16) requires the contract to be added to FACTS and defines a contract as “Any written agreement between two or more parties, with a financial consideration” which includes revenue and expense related contracts. Only case-related, confidential, or sensitive contracts may be excluded from FACTS. FACTS link is below:

<https://facts.fldfs.com/Search/ContractSearch.aspx>

P. GRANT IDENTIFIER

A grant is a 5 digit identifier assigned for tracking purposes to grants or projects awarded to the agency. Grant identifiers allow a life-to-date balance for projects that cross multiple state fiscal years.

Q. OTHER COST ACCUMULATOR (OCA)

Not used. OCA is a 5 digit identifier that captures costs and is limited to 5 digits. OCA's only retain OCA balances for a state fiscal year. Balances reset to zero each fiscal year.

R. SECONDARY DOCUMENT NUMBER (SDN)

This field is used to track related entries and is an automatically created in FLAIR.

Examples:

- A unique PDN is created when an accounts payable entry is entered (TR 80). When the payment associated with the accounts payable is entered (TR53), a voucher created and the accounts payable number is entered in the SDN field.

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Revenue Category Lists

Category	Category Title
000100	Fees
000500	Interest
000700	U.S. Grants
000799	U.S. Grants - Indirect
000800	City or County Grants
000810	City or County Grants - No Service Charge
001100	Other Grants
001110	Other Grants - No Service Charge
001200	Fines, Forfeitures, Judgements, and Penalties
001204	Restitution
001205	Cost of Prosecution
001225	Article V Fines, Forfeitures & Judgements
001270	Fines/Forfeitures from Federal Programs
001308	Service Charge to General Revenue of 8%
001500	Transfers
001510	Transfer of Federal Funds
001800	Refunds
001801	Reimbursements
001870	Refunds/Reimbursements of Federal Funded Expenditures
001903	Sales of Goods/Services to State Agencies
002900	Sale of Surplus Property
004700	Repayment of Revolving Funds

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Expenditure Category Lists

Category	Category Title
010000	Salaries and benefits
030000	Other personal services (OPS)
040000	Expenses
060000	Operating capital outlay (OCO)
100021	Acquisition/Motor Vehicles
100534	Civil Commitment Costs
100648	Case Related Costs
100777	Contracted Services
100778	G/A-Contracted Services
101889	Jury Expenditures
103220	Dependent Children/Special Needs
103224	Payment Qualified Transportation Benefits Program
1032XX	Operations Costs**
103XXX	Due Process Costs**
103229	Child Dependency/Civil Conflict
103290	Salary Incentive Payments
103538	Capital Collateral Case-Regular Attorneys
103539	Attorney Payment/Over Flat Fee
103540	Criminal Conflict Case Costs
103543	Conflict/Dependency Liability
103605	State Attorney & Public Defender Training
105281	Lease/Purchase/Equipment
107040	Transfer to DMS/ HR Services
180600	Transfer/Workers' Compensation Admin TF
181100	Transfer to Indigent Criminal Defense TF
210001	State Data Center - AST
210014	Other Data Processing Services
210023	Northwest Regional Data Center
220020	Refund state revenues
220030	Refund non-state revenues
310322	Service charge to general revenue

*XX above represent the unique digits assigned each Program.

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Revenue Object Codes Lists

Revenue Object	Object Titles
001000	State Fees
0010XX	State Fees by County
001500	County & City Fees
0015XX	County & City Fees - Ordinances by County
0016XX	County & City Fees- Local Ordinance Violations by City
005000	Interest
007000	Grants & Donations U.S.
007099	U.S. Grants - Indirect
008000	Grants & Donations, City & County
008100	Grants & Donations, City & County-continued
010300	Sale of Goods & Services to State Agencies
010301	Sale of Goods & Services to State Agencies, State Funds Transferred in
010303	Sale of Goods & Services to State Agencies, not Federal, not Transferred in
011000	Grants & Donations , other
011011	Other Grants & Donations - no service charge
012000	Fines/Forfeitures/Judgements/Assessments
0120XX	Fines/Forfeitures/Judgements/Assessments - By County
012077	Fines/Forfeitures/Judgements/Assessments - Federal
012099	Fines/Forfeitures/Judgements/Assessments - general
0121XX	Fines & Fees Collected - by County
013000	Service Charge to General Revenue (sec 215.22)
015000	Transfers
015001	Transfers w/in Agency
015100	Transfers-continued
018000	Refunds
018002	Reimbursements
018003	Non-Grant Federal Reimbursements to Trust Fund
018077	Refund/Reimburse Federal Revenues - Non-Grant
018099	Regional Counsels County Support Reimbursements
019030	Sale/Goods/Services to State Agencies
029000	Sale of Surplus Property
047000	Repayment of Revolving Funds

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Common General Ledger Codes

Items shown in red italics with 4 digit GL are headers and are not to be used for coding.

1000 Current Assets	Released Appropriations
Cash Outside State Treasury	63100 Released General Revenue Appropriation
11100 Cash on Hand	63500 Reversion of Appropriation, 6/30
11200 Cash in Bank	63600 Reversion of Appropriation, 12/31
Cash In State Treasury	Operating Transfers In
12100 Unreleased Cash in State Treasury	65100 Transfers in From Component Units/Primary
12200 Released Cash in State Treasury	65200 Property Transfer In
Unexpended Releases	65500 Federal Funds Transfers within Agency
13100 Unexpended General Revenue Releases	63100 Released General Revenue Appropriation
Receivables	65700 Transfers in from within The Agency
15100 Accounts Receivable	65800 General Revenue Transfers In
Due From Governmental Units	65900 Transfer In from Other Agency
16100 Due from Other Fund, within Division	Operating Revenues (Proprietary Funds)
16200 Due from Other Fund, within Agency	66700 Fees
16300 Due from Other Agency	Operating Revenues (Proprietary Funds)
16400 Due from Federal Government	67100 Sales of Goods and Services - State
16500 Due from Other Governments	67200 Sales of Goods & Services - Non-State
65600 Federal Funds Transfer In from Other Agency	67300 Fines, Forfeits, Judgments and Settlements
16900 Due From Clearing Fund	7000 Expenditures
Payables	Expenditure (Governmental Funds)
31100 Accounts Payable	71100 Expenditures, Current
Governmental Payables	Expenditures, Capital Outlay
35100 Due To Other Fund, within Division	72100 Expend.- Operating Capital Outlay
35200 Due To Other Fund, within Agency	Operating Transfers Out
35300 Due To Other Agency	75500 Federal Funds Transfer Out within the Agency
35400 Due To Federal Government	75600 Federal Funds Transfer Out to Other Agency
35500 Due To Other Governments	75700 Transfers Out within the Agency
35600 Due To General Revenue	75800 General Revenue Transfers Out
5000 Equity	75900 Transfers Out to Other Agency
Fund Balance (Governmental Funds)	9000 Budgetary Controls
54600 Collections, General Revenue	91100 Appropriations
54900 Committed Fund Balance	91200 Appropriations, Allocated
57200 Restricted by Federal Government	91200 Appropriations, Allocated
57300 Restricted by Grantors and Contributors (Non-Federal)	92200 Approved Budget, Allotted
57400 Restricted by Enabling Legislation	93100 Allotments
6000 Revenues and Receipts	
61100 Taxes	
61300 Fees, Charges, Commissions and Sales	
61400 Grants and Donations - Non Capital	
61500 Interest and Dividends	
61600 Fines, Forfeits, Judgments and Settlements	
61800 Refunds	

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

GL CAT	CF YR	GL ACCOUNT NAME	MONTH-TO-DATE	QUARTER-TO-DATE	YEAR-TO-DATE
13100		UNEXPENDED GENERAL REVENUE RELEASES			
000000		CATEGORY NOT ON TITLE FILE	0.00	0.00	4,107,221.22
010000		SALARIES AND BENEFITS	913,613.62	4,704.61-	1,401,938.11
*CF 010000	C	SALARIES AND BENEFITS	0.00	0.00	0.00
030000		OTHER PERSONAL SERVICES	9,574.74	2,523.11	10,611.23
*CF 030000	C	OTHER PERSONAL SERVICES	0.00	0.00	0.00
040000		EXPENSES	83,180.44	5,347.85-	150,274.66
*CF 040000	C	EXPENSES	0.00	0.00	0.00
060000		OPERATING CAPITAL OUTLAY	0.00	0.00	14,289.75
*CF 060000	C	OPERATING CAPITAL OUTLAY	0.00	0.00	0.00
102055		G/A-FOSTER CARE REV PANEL	28,513.34	0.01	114,053.36
*CF 102055	C	G/A-FOSTER CARE REV PANEL	0.00	0.00	0.00
100534		CIVIL COMMITMENT COSTS	911,901.00	736,901.00	2,947,591.00
*CF 100534	C	CIVIL COMMITMENT COSTS	0.00	0.00	108.75
100777		CONTRACTED SERVICES	28,547.59	15,085.62	86,870.84
*CF 100777	C	CONTRACTED SERVICES	0.00	0.00	0.00
103241		RISK MANAGEMENT INSURANCE	0.00	0.00	0.00
103605		STATE ATTY & PD TRAINING	0.00	0.00	0.00
105281		LEASE/PURCHASE/EQUIPMENT	0.00	150.01-	299.98
*CF 105281	C	LEASE/PURCHASE/EQUIPMENT	0.00	0.00	0.00
107040		TR/DMS/HR SVCS/STW CONTRACT	0.00	548,800.75-	548,800.75
210001		STATE DATA CENTER - AST	1,022.37-	4,169.50-	1,834.55
*CF 210001	C	STATE DATA CENTER - AST	0.00	0.00	0.00
		** GL 13100 TOTAL	1,974,308.36	191,337.02	9,383,894.20
38600		CURRENT COMPENSATED ABSENCES LIABILITY			
010000		SALARIES AND BENEFITS	0.00	0.00	37,061.25-
54600		COLLECTIONS, GENERAL REVENUE			
001308		SERVICE CHARGE TO GENERAL REVENUE OF 8%	0.00	8.00	24,016.00
001800		REFUNDS	0.00	156.99	170.04
		** GL 54600 TOTAL	0.00	164.99	24,186.04
54900		COMMITTED FUND BALANCE			
000000		CATEGORY NOT ON TITLE FILE	0.00	0.00	4,091,599.62-
61800		REFUNDS			
001800		REFUNDS	0.00	156.99-	170.04-
63100		RELEASED GENERAL REVENUE APPROPRIATION			
010000		SALARIES AND BENEFITS	1,372,956.00-	1,372,956.00-	5,491,799.00-
030000		OTHER PERSONAL SERVICES	12,393.00-	12,393.00-	49,572.00-
040000		EXPENSES	128,050.00-	128,050.00-	512,197.00-
060000		OPERATING CAPITAL OUTLAY	0.00	0.00	20,000.00-

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

GL CAT	CF YR	GL ACCOUNT NAME	MONTH-TO-DATE	QUARTER-TO-DATE	YEAR-TO-DATE
		100255 G/A-FOSTER CARE REV PANEL	85,540.00-	85,540.00-	342,160.00-
		100534 CIVIL COMMITMENT COSTS	736,901.00-	736,901.00-	2,947,591.00-
		100777 CONTRACTED SERVICES	35,750.00-	35,750.00-	143,000.00-
		103241 RISK MANAGEMENT INSURANCE	0.00	0.00	19,084.00-
		103605 STATE ATTY & PD TRAINING	0.00	0.00	33,529.00-
		105281 LEASE/PURCHASE/EQUIPMENT	0.00	0.00	600.00-
		107040 TR/DMS/HR SVCS/STW CONTRACT	0.00	0.00	2,195,203.00-
		210001 STATE DATA CENTER - AST	0.00	0.00	10,311.00-
		** GL 63100 TOTAL	2,371,590.00-	2,371,590.00-	11,765,046.00-

63600 REVERSION OF APPROPRIATION, 9/30

		030000 OTHER PERSONAL SERVICES	0.00	0.00	304.65
		040000 EXPENSES	0.00	0.00	1,850.40
		100534 CIVIL COMMITMENT COSTS	0.00	0.00	517.55
		100777 CONTRACTED SERVICES	0.00	0.00	3,703.07
		210001 STATE DATA CENTER - AST	0.00	0.00	328.09
		** GL 63600 TOTAL	0.00	0.00	6,703.76

65800 GEN REVENUE TRANSFERS IN
001308 SERVICE CHARGE TO GENERAL REVENUE OF 8%

			0.00	8.00-	24,016.00-
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71100 EXPENDITURES, CURRENT

		010000 SALARIES AND BENEFITS	459,342.38	1,377,660.61	4,089,860.89
		030000 OTHER PERSONAL SERVICES	2,818.26	9,869.89	38,960.77
*CF	030000 C	OTHER PERSONAL SERVICES	0.00	0.00	304.65-
		040000 EXPENSES	44,869.56	133,397.85	361,922.34
*CF	040000 C	EXPENSES	0.00	0.00	7,120.59
		100255 G/A-FOSTER CARE REV PANEL	57,026.66	85,539.99	228,106.64
*CF	100534 C	CIVIL COMMITMENT COSTS	0.00	0.00	626.30-
		100777 CONTRACTED SERVICES	7,202.41	20,664.38	56,129.16
*CF	100777 C	CONTRACTED SERVICES	0.00	0.00	2,886.72
		103241 RISK MANAGEMENT INSURANCE	0.00	0.00	19,084.00
		103605 STATE ATTY & PD TRAINING	0.00	0.00	33,529.00
		105281 LEASE/PURCHASE/EQUIPMENT	0.00	150.01	300.02
*CF	105281 C	LEASE/PURCHASE/EQUIPMENT	0.00	0.00	149.97
		210001 STATE DATA CENTER - AST	1,022.37	4,169.50	8,476.45
*CF	210001 C	STATE DATA CENTER - AST	0.00	0.00	328.09-
		** GL 71100 TOTAL	397,281.64	1,631,452.23	4,845,267.51

72100 EXPEND.-OPERATING CAPITAL OUTLAY

		060000 OPERATING CAPITAL OUTLAY	0.00	0.00	5,710.25
*CF	060000 C	OPERATING CAPITAL OUTLAY	0.00	0.00	5,728.90
		** GL 72100 TOTAL	0.00	0.00	11,439.15

75900 TRANSFERS OUT TO OTHER AGENCIES
107040 TR/DMS/HR SVCS/STW CONTRACT

			0.00	548,800.75	1,646,402.25
		** FUND TOTAL	0.00	0.00	0.00

TRIAL BALANCE BY ORGANIZATION AND FUND
MARCH 31, 2017

G-L	G-L ACCOUNT NAME	MONTH-TO-DATE	QUARTER-TO-DATE	YEAR-TO-DATE
21	JUSTICE ADMINISTRATION			
21 30 00 00 705	JAC QUALIFIED TRANSPORTATION BENEFIT PROGRAM			
20 2 339040	GRANTS & DONATIONS TF			
	ADMIN COMM (2002)			
21300800 00				
G-L	G-L ACCOUNT NAME			
	CAT			
12100	UNRELEASED CASH IN STATE TREASURY			
000000	CATEGORY NAME NOT ON TITLE FILE	.00	.00	2,711.13
001800	REFUNDS	62,921.46	188,323.93	571,140.24
220030	REFUND NONSTATE REVENUES	.00	.00	1,000.00-
	** GL 12100 TOTAL	62,921.46	188,323.93	572,851.37
12200	RELEASED CASH IN STATE TREASURY			
103224	PYMT/QTB PROGRAM	62,737.44-	188,012.27-	570,513.80-
220030	REFUND NONSTATE REVENUES	.00	259.32-	461.61
	** GL 12200 TOTAL	62,737.44-	188,271.59-	570,052.19-
	** GL 12XXX TOTAL	184.02	52.34	2,799.18
31100	ACCOUNTS PAYABLE			
040000	EXPENSES	.00	.00	.00
	** GL 31100 TOTAL	.00	.00	.00
54900	COMMITTED FUND BALANCE			
000000	CATEGORY NAME NOT ON TITLE FILE	.00	.00	2,711.13-
	** GL 54900 TOTAL	.00	.00	2,711.13-
61800	REFUNDS			
001800	REFUNDS	62,921.46-	188,323.93-	571,140.24-
	** GL 61800 TOTAL	62,921.46-	188,323.93-	571,140.24-
71100	EXPENDITURES, CURRENT			
103224	PYMT/QTB PROGRAM	62,737.44	188,012.27	570,513.80
220030	REFUND NONSTATE REVENUES	.00	259.32	538.39
	** GL 71100 TOTAL	62,737.44	188,271.59	571,052.19
91100	APPROPRIATIONS			
220030	REFUND NONSTATE REVENUES	.00	.00	1,000.00-
	** GL 91100 TOTAL	.00	.00	1,000.00-

21 JUSTICE ADMINISTRATION
 2130 JUSTICE ADMINISTRATIVE COMMISSION
 20 2 339040 GRANTS & DONATIO
 21300800 00 EXECUTIVE DIR/SUPPORT SVCS
 2130 00 00 705 JAC QUALIFIED TRANSPORTATION BENEFIT PROGRAM

OBJECT DESCRIPTION	ALLOTMENTS	EXPENDITURES-MTD	EXPENDITURES-YTD	ENCUMBRANCES	ALLOTMENT BALANCES	RATE
461000 FEE-GEN	0.00	62,737.44	570,513.80	0.00	570,513.80-	0.00
** APPRO 103224 TOTAL	0.00	62,737.44	570,513.80	0.00	570,513.80-	0.00
000000	1,000.00	0.00	0.00	0.00	1,000.00	0.00
860053 REF-EMPLE	0.00	0.00	538.39	0.00	538.39-	0.00
** APPRO 220030 TOTAL	1,000.00	0.00	538.39	0.00	461.61	0.72
*** ORG LEVEL TOTAL	1,000.00	62,737.44	571,052.19	0.00	570,052.19-	61.43

210000 JUSTICE ADMINISTRATION
2130 JUSTICE ADMINISTRATIVE COMMISSION
20 2 339040 GRANTS & DONATIO
21300800 00 EXECUTIVE DIR/SUPPORT SVCS

TRDT	TR L3L5	EO GL	CAT	CF YR	AMOUNT	OBJ	PDN	INVOICE	VENDOR NO	OCA	PPI RTP
FT AI BFIN	FID QTY	CKNO	CKDT	SDN	ODN	DESCRIPTION	SUB	VENDOR NO	GRANT GY		
CNTRT CY	PROJECT ID										
03/27/2017	96 0000705 A2	12100	001800	00	62,921.46	000000	C003079				A
0											
6	** CAT	001800	TOTAL		62,921.46						
	*** GL	12100	TOTAL		62,921.46						
0	51 0000705 A2	12200	103224	00	15,118.10-	000000	V029234 0001				A
0						L00291931					
0	51 0000705 A2	12200	103224	00	12,370.46-	000000	V029235 0001				A
0						L00291932					
	** CAT	103224	TOTAL		27,488.56-						
	*** GL	12200	TOTAL		35,432.90-						
03/27/2017	96 0000705 A2	61800	001800	00	62,921.46-	018000	C003079	0003079			I
0								PARKING REVENUE			
	** CAT	001800	TOTAL		62,921.46-						
	*** GL	61800	TOTAL		62,921.46-						
0	51 0000705 A2	71100	103224	00	15,118.10	461000	V029234 0001	SALL1T0417 F5960000573032			I
0						L00291931	17-0345				
0	51 0000705 A2	71100	103224	00	12,370.46	461000	V029235 0001	SALL1P0417 F5960000573016			I
0						L00291932	17-0346				
	** CAT	103224	TOTAL		35,432.90						
	*** GL	71100	TOTAL		35,432.90						

21 JUSTICE ADMINISTRATION
2130 JUSTICE ADMINISTRATIVE COMMISSION

VENDOR NAME	TRDT	TR L3L5	GL	CAT	CF YR	VENDOR NO	AMOUNT	OBJ	ADDRESS	STATE PROGRAM	INVOICE	FUND	FT
AI PROJECT ID	OCA	PID	ANN	QTY	SDN	ODN	DESCRIPTION	INVOICE	SUB VENDOR NO	GRANT	GY	CNTRT	CY
ANDY	51	0000705	71100	103224	00	E267099999	68.90	461000	V026759 0001 1203000000 L00288754 17-0327		AA-F0317	2023390402130080000	0

***** VENDOR TOTAL 68.90

BOARD OF COUNTY COMMISSIONERS L
51 0000705 71100 103224 00 F596000708002

	51	0000705	71100	103224	00		1,470.00	461000	V029387 0006 1203000000 L00291938 17-0352	TALLAHASSEE	FL 32301		
--	----	---------	-------	--------	----	--	----------	--------	--	-------------	----------	--	--

***** VENDOR TOTAL 2,070.00

BROWARD COUNTY BOCC
51 0000705 71100 103224 00 F596000531013

	51	0000705	71100	103224	00		380.00	461000	V029386 0004 1203000000 L00291933 17-0347	ATTN: TERRY WILBAR - 3RD FLOOR PLANTATION	FL 33324		
--	----	---------	-------	--------	----	--	--------	--------	--	---	----------	--	--

***** VENDOR TOTAL 380.00

FIRST BAPTIST CHURCH OF JAX
51 0000705 71100 103224 00 F590823939001

	51	0000705	71100	103224	00		74.90	461000	V029388 0001 1203000000 L00291961 17-0360	124 W. ASHLEY STREET JACKSONVILLE	FL 32202		
--	----	---------	-------	--------	----	--	-------	--------	--	-----------------------------------	----------	--	--

***** VENDOR TOTAL 795.65

HILLSBOROUGH CO BOCC
51 0000705 71100 103224 00 F596000661013

	51	0000705	71100	103224	00		76.00	461000	V029386 0005 1203000000 L00291935 17-0349	FACILITIES MGMT. 23RD FLOOR TAMPA	FL 33601		
--	----	---------	-------	--------	----	--	-------	--------	--	-----------------------------------	----------	--	--

***** VENDOR TOTAL 5,866.00

03/24/2017 30 0000705 71100 103224 00

	51	0000705	71100	103224	00		27.00	461000	V029386 0007 1203000000 L00291935 17-0349	PRE-TAX PARKING			
--	----	---------	-------	--------	----	--	-------	--------	--	-----------------	--	--	--

***** VENDOR TOTAL 255.60

KLM PROPERTIES
51 0000705 71100 103224 00 F592691082001

	51	0000705	71100	103224	00		255.60	461000	V029386 0001 1203000000 L00291936 17-0350	101 SE 2ND PLACE #202 GAINESVILLE	FL 32601		
--	----	---------	-------	--------	----	--	--------	--------	--	-----------------------------------	----------	--	--

***** VENDOR TOTAL 255.60

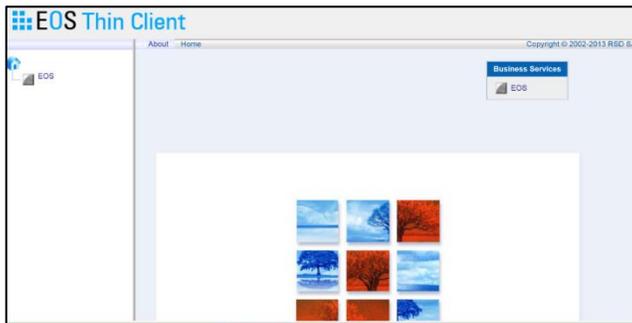
EOS Thin Client

Web application for accessing and printing RDS reports – Quick Reference Guide

This application provides uses a different way to access RDS reports. It offers a web application with filtering functionality, the ability to print without using a FLAIR Printer Session, and other functionality such as exporting report data (not covered by this document).

Access RDS reports via the EOS (Enterprise Output Solution) Thin Client via the <https://rds.fldfs.com/eos/> web application.

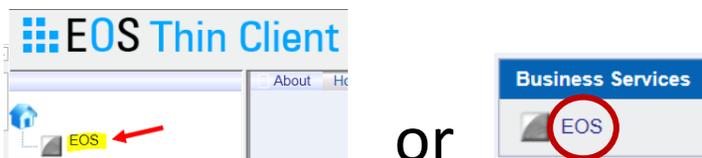
No download or software installation is required to use this application. The initial screen is shown below:



Review the FAQ's at the end of this document for additional information about the Thin Client application and computer settings if you experience issues accessing the application.

Accessing the application:

- A. Select the EOS link under the Home Icon or the link under 'Business Services'.



- B. Enter your NASSAM user name and password in the Logon Dialog box shown below. Leave the server designation as Production. Press **LOGIN**.

Logon dialog	
User name	<input type="text"/>
Password	<input type="password"/>
Servers	Production <input type="button" value="v"/>
<input type="button" value="Login"/> <input type="button" value="Reset"/>	
Advanced	

EOS Thin Client

Web application for accessing and printing RDS reports – Quick Reference Guide

Use the same user name and password entered on the NASSAM screen below.

```

EMSP00          HELP DESK: 850-413-3190          Terminal: SAME2983
                Date . . . : 05/20/16           Time . . . : 15:50:51

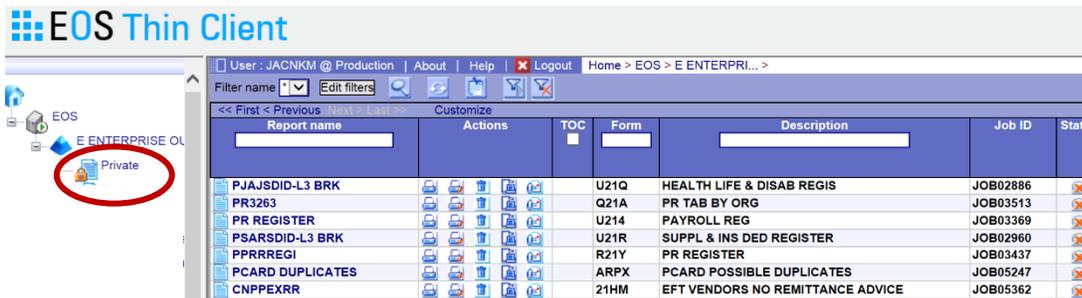
State of Florida, Department of Financial Services
Effective 6/8/2009 - Standards for RACF passwords will be changed as follows:
Length - Exactly 8 characters are required.
Contents - Uppercase, lowercase, and number are required (all three elements).

Enter Logon Information:
User . . . . . (User ID/LOGOFF)
Password . . . . . New Password . . .
Application . . .
Group . . . . .
Location . . . .

PF 1=Help 2=Language
    
```

The Report Directory shown below lists RDS reports provided to the user. The “Private” folder only contains the user’s reports. Users may also have access to other folders.

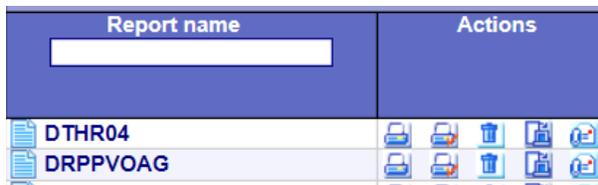
You can view, export, and print to PDF format, or to a printer. **There is no need to connect a FLAIR printer session to print these reports.**



Understanding Actions icons shown on the Report Directory

The Actions buttons next to each report provides different functions depending on the archival status of the report. The application contains the following Actions:

Actions for active (current) reports:



Actions for archived (older) reports:



- Print to PC** sends the report directly to your default FLAIR printer. The PC Print is **NOT recommended** for use since no confirmation of the font settings or printer selection is provided.
- Print Set Up** allow the user to change printer settings if needed (font, margin, and orientation) and the ability to select the printer location. This feature provides the ability to pick the printer or print to PDF option. See the Print Setup steps below for more information.

EOS Thin Client

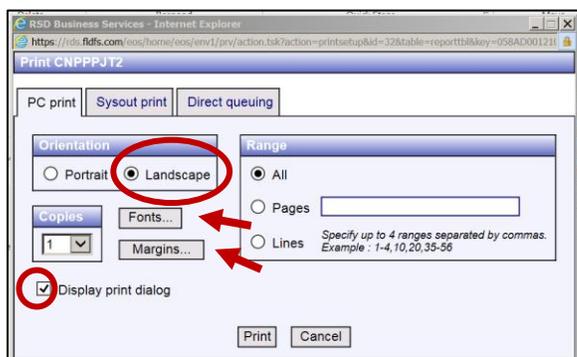
Web application for accessing and printing RDS reports – Quick Reference Guide

- C. **Delete**  a report should **NOT** be used. Please DO NOT DELETE a report. It deletes the report from RDS as well as EOS. These reports are very important. DFS stores these reports for three years at **no cost to the agency**, the report can be restored and viewed at any time in that three-year period.
- D. **Export**  is quick method for viewing and exporting a report which can later be printed from notepad format. This option provides ability to cut and paste information into other documents if needed. Print to PDF is a better printing option, if reports needs to be printed.
- E. **Email Report**  enables user to attach a report to an email. The application will require entry of the complete email and allows a subject and body to be entered. The .TXT file will be attached to the email. This is probably not going to be very useful to staff in a .TXT format. The email will be received from the NASSAM user id entered during login. Example - email received from JACABC (EOS Thin Client).
- F. **Restore**  enables the report to be restored from archives. This is the same function used in RDS. When the restore menu is displayed, leave default settings and press **OK**.

Print Setup

A few items in the print setup need to be changed to ensure reports print correctly and legibly. EOS “remembers” the setup for future print requests.

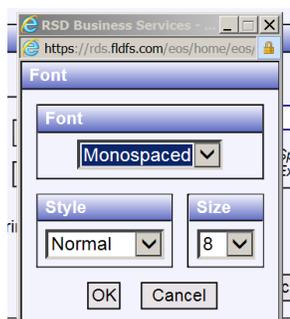
- A. Select **Print Setup**  to set the print options. The PC Print tab will be displayed:



1. Change the Orientation to Landscape.
2. **Check**  **the Display print dialog box.** This selection will enable the user, in future steps, to pick the printer or PDF option. **This is very important.**
3. Select **Fonts** and complete the Font menu as outlined below:

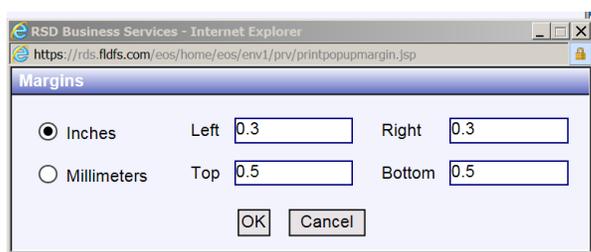
EOS Thin Client

Web application for accessing and printing RDS reports – Quick Reference Guide



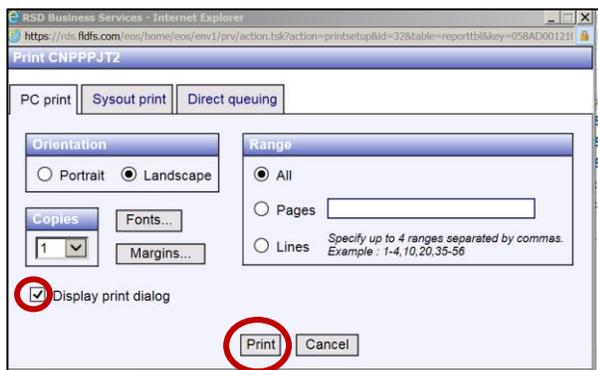
- Change the Font to Monospaced using the dropdown. (It may take a minute for the dropdown to populate, be patient.)
- Change Style to Normal using the dropdown.
- Change Size to 8 using the dropdown.
- Select **OK**.

4. Select **Margins** and completed the Margins menu as outlined below:



- Set the Left and Right margins to 0.3
- Set the Top and Bottom margins to 0.5
- These settings cover the reports that have more than 160 characters per line, but will work with other reports having fewer characters also.
- Press **OK**.

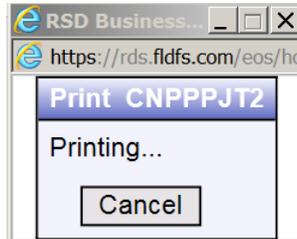
5. When the settings are completed, verify the print dialog box is checked , and select **Print** to submit the print request.



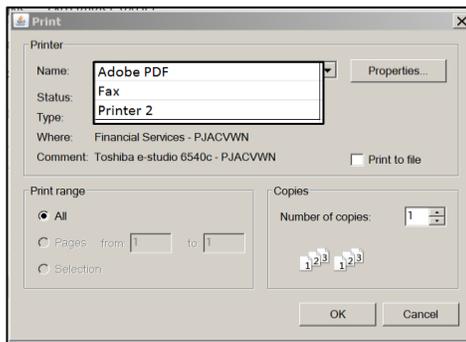
EOS Thin Client

Web application for accessing and printing RDS reports – Quick Reference Guide

- B. The print box will appear. Press **CANCEL** to cancel the print request if necessary.



- C. If the “Display Print Dialog” was checked, a printer dialog box similar to the one below will appear. From this screen, select any printer from the dropdown menu including (for most users) printing to PDF. Press **OK** and the report will print like any other print request.



Based on the capabilities of your printer, this method allows the user to set printer properties such as 2-sided printing, staple reports and hole punch.

To print from RDS after initial printer setup:

- A. Use the Print Setup icon  (2nd icon to the right of the report name).



- B. When the settings are completed, verify the print dialog box is checked , and select **PRINT** to submit the print request.
- C. The print box showing the status of the print job will appear. The report can be cancelled on this screen.
- D. A printer dialog box will appear. From this screen, select any printer from the dropdown menu including (for most users) printing to PDF. Press OK and the report will print like any other print request.

EOS Thin Client

Web application for accessing and printing RDS reports – Quick Reference Guide

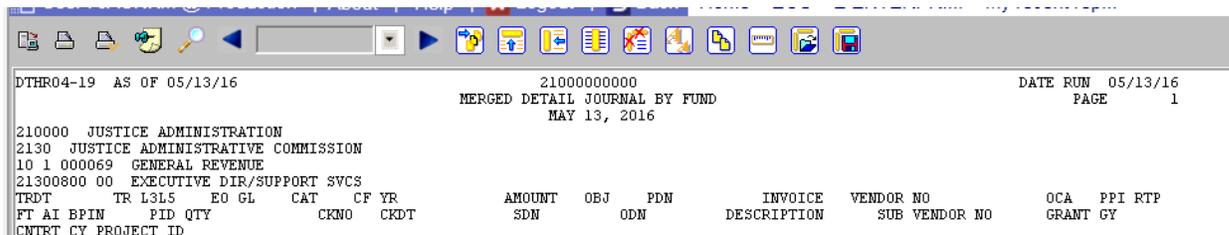
Based on the capabilities of your printer, this method allows the user to use 2-sided printing, staple reports and hole punch as needed.

To view a report:

- A. Select the Report Name link to view the report.

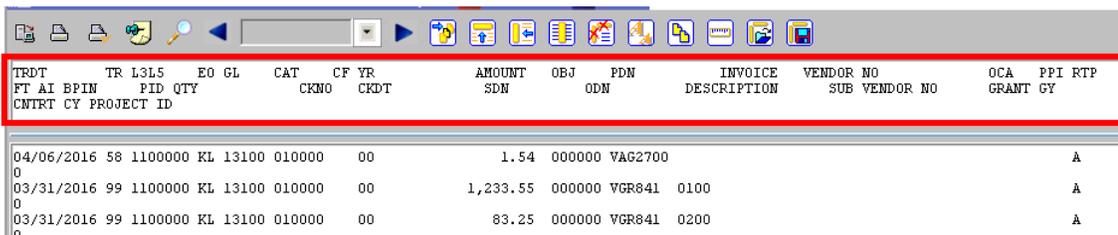


- B. The report will load then be displayed. The report can be viewed and the user can determine if a partial report needs to be printed.



- C. Functions are provided across the top of the screen, hover over the icon to display the function such as:

1. Printer icons  discussed in prior sections.
2. Find icon  opens a dialog where you can specify the data you want to find.
3. The Text search' tools  highlights all occurrences of specified text. The arrows find the prior or next occurrences.
4. Go to page/line icon  will let you move to any page or line desired. Once the icon is pressed, a screen will open for entry of the page or line number.
5. Hold Lines icon  which act similar to the Microsoft freeze pane function. Highlight the data to be shown at the top, such as the column headers, and then select the Hold Lines icon.
6. The example below shows the selected data below the row of icons and above the report.

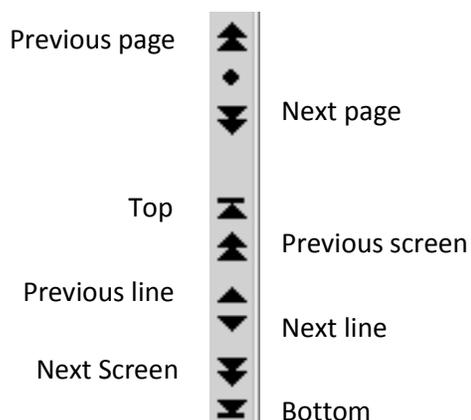


EOS Thin Client

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7. Reset formatting icon  will remove the Hold Lines
8. The copy icon  enables selected lines to be copied from the report to the Clipboard. Then the user can paste the copied data as needed.
9. Any icons not discussed are still being learned.

D. Navigation arrows are displayed on the right side of the screen and are shown below. A description is shown next to each button.



Using the Report Distribution filters to search or narrow the report listing

Input filter fields (dynamic filters) appear directly under the column headers. To filter on one or more of these fields:

- A. enter the criteria as described below
- B. press **ENTER** to search for criteria while the cursor is in one of the fields or use the buttons on the toolbar.

Apply dynamic  filter to apply the filtering criteria.

Reset dynamic  filter to reset filter.

Web application for accessing and printing RDS reports – Quick Reference Guide

C. Rules for entering filter criteria:

1. For text fields:

- enter the full name or
- the beginning of the name and an asterisk (*).

2. For date fields:

- Use the first date field to filter reports starting from the date entered. For example, if the second date field is left empty, the list will show reports from the first date field to the present date.
- Use the second date field to filter reports up to the date entered.
- The filter can be an actual date or a relative date.
 - ✓ To enter an actual date, use the Calendar tool or type the date.
 - ✓ To enter a relative date, type a number. For example, if the number is 10 or -10, then the list is filtered to show reports from 10 days ago to the present.

Customize the Report Distribution display

There are many columns on the report that offer little useful information. The columns displayed can be adjusted as follows:

- Columns can be removed from the display.
- Columns can be moved (display order changed).
- Columns width can be changed.

The columns containing the most referenced information are the following:

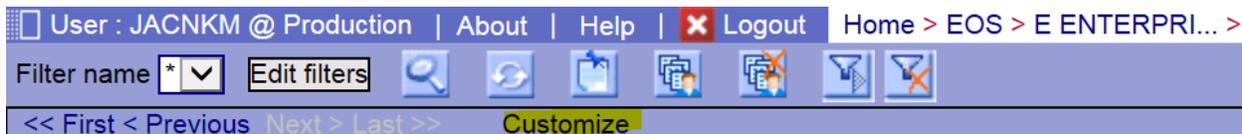
- Report Name - provided when the report is scheduled to run in FLAIR.
- Actions (buttons) – functions.
- Form – 4 digit ID used in RDS.
- Description – provided when the report is scheduled to run in FLAIR.
- Creation date – date report was created.
- Expiration – date report will archive.
- Pages – length of the report.
- Lines – number of lines on the report.

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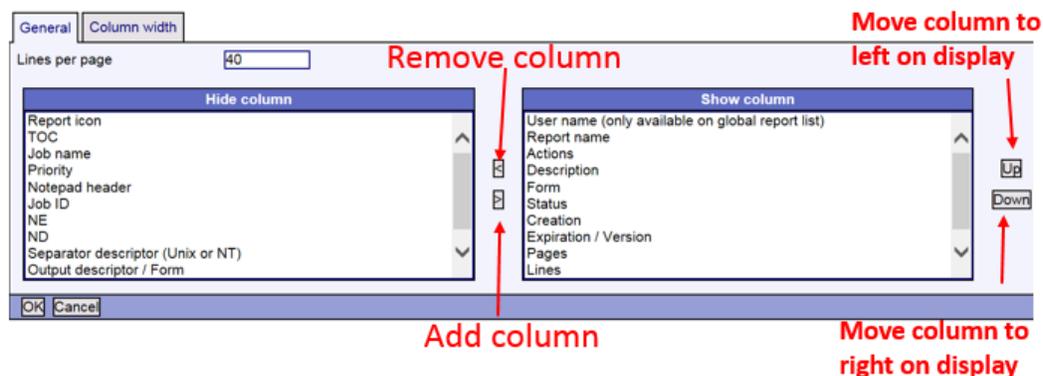
Steps to customize the display

A. Select the Customize option on the Report Distribution display.



- B. The screen below enables you to remove columns or change the order they display on the screen.
- To remove columns **from** the report display screen, select from the “Show column” box the column to be removed. Select the **left arrow** .
 - To add columns **to** the report display screen, select from the “Hide column” box the column to be added. Select the **right arrow** .
 - When the report display is populated, the columns will be in the same order as the columns are shown in the “Show column” list.
 - To move a report to the right on the report display, select the column name and select **Up** , repeat pressing **Up** , until the column moves to the desired place on the list.
 - To move a report to the left on the report display, select the column name and select **Down** , repeat pressing **Down** , until the column moves to the desired place on the list.
 - Press **OK** to save changes and return to the prior screen.

Report list



EOS Thin Client

Web application for accessing and printing RDS reports – Quick Reference Guide

Frequently Asked Questions/Computer Settings & Software

A. What is EOS Thin Client?

EOS Thin Client is a web application used to download Report Distribution System Reports (RDS) into EXCEL Spreadsheets, Word Documents, PDF Files or transmit reports as email attachments, allowing data to be shared.

EOS Thin Client can also be used to “View” reports as currently done on the Bluezone 3270 screen.

A. Can I perform my RDS Administrative functions using Thin Client?

No. Only the RDS End User functions can be performed on Thin Client.
The RDS Administrative function must access the Bluezone TN3270 emulation.

B. Do I need to load any software to my desktop?

No. EOS Thin Client is a web application. Software is no longer required on your desktop.

C. How do I get access to the new Thin Client Application?

Go to the EOS Thin Client application link: <https://rds.fldfs.com/eos/> and the screen will be displayed to logon.

D. Which browser software does Thin Client support?

The minimum requirements for Thin Client support are:

- **Java version 6 or higher, 32 byte** ** experienced issues with print setup until JAVA was updated.
- Internet Explorer 7 or higher
- Firefox

E. Are there other setting that need to be done to access the Thin Client?

Yes. Set Internet browser to ‘Allow’ Pop-Up Blockers and add Thin Client web site <https://rds.fldfs.com/eos/> to JAVA Security Exception Site List.

F. What does it mean when a security/certification error occurs?

JAVA settings must be modified to operate Thin Client properly. Contact your Agency Desktop Support Service for assistance.

G. From my Home Page, what should I do now?

Select the EOS link under the Home Icon or the link under ‘Business Services’.

H. What user name and password do I use for the Logon Dialog box?

Enter your NASSAM user id and password used for logon to RDS.

EOS Thin Client

Web application for accessing and printing RDS reports – Quick Reference Guide

I. Can I use Thin Client to view and print reports from my reports list or do I need to use Bluezone TN3270?

Thin Client performs all RDS End-User functions like view, print and restore as they are currently performed on the Bluezone TN3270 emulation.

J. Will access to my reports from Bluezone TN3270 stop working?

No. You can view and print your reports from Thin Client or Bluezone TN3270.