

Introduction to

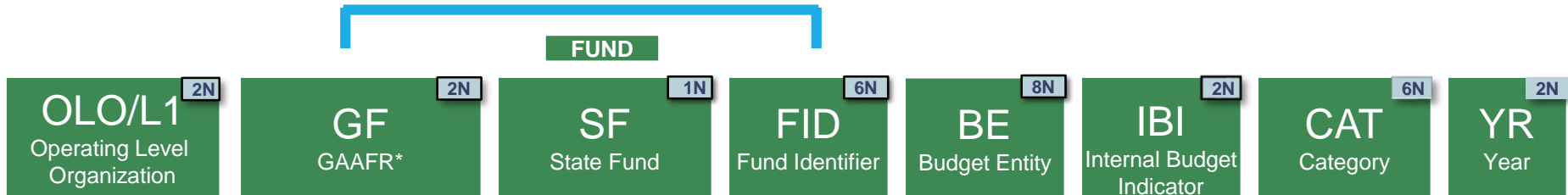
29 DIGIT FLAIR ACCOUNT CODE



What is the 29-digit FLAIR Account Code and why is it important?

The 29-digit FLAIR account code used by FLAIR to maintain records of transactions.

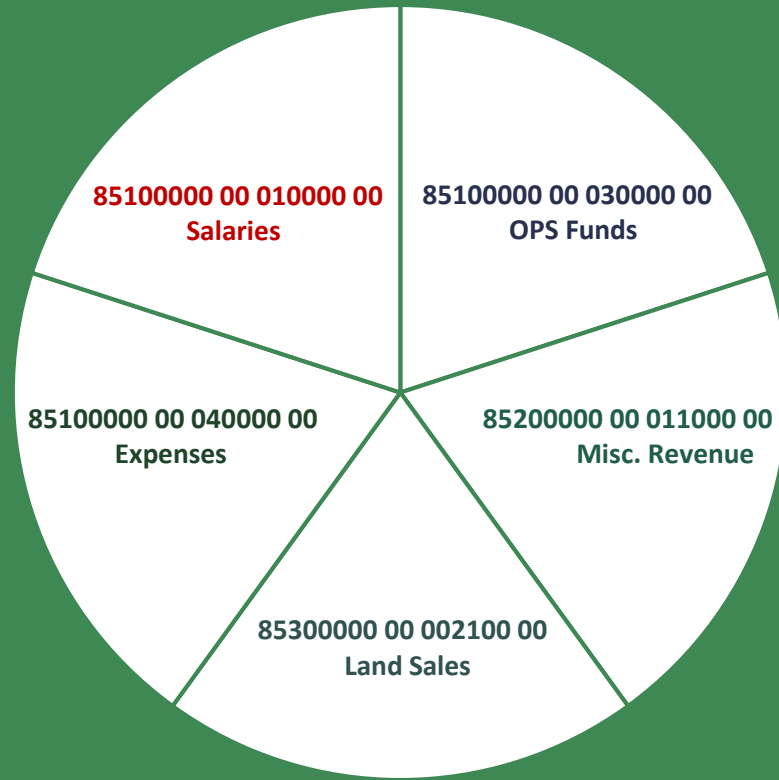
FLAIR Account Code Components



GENERAL REVENUE FUND- 85 10 1 000001

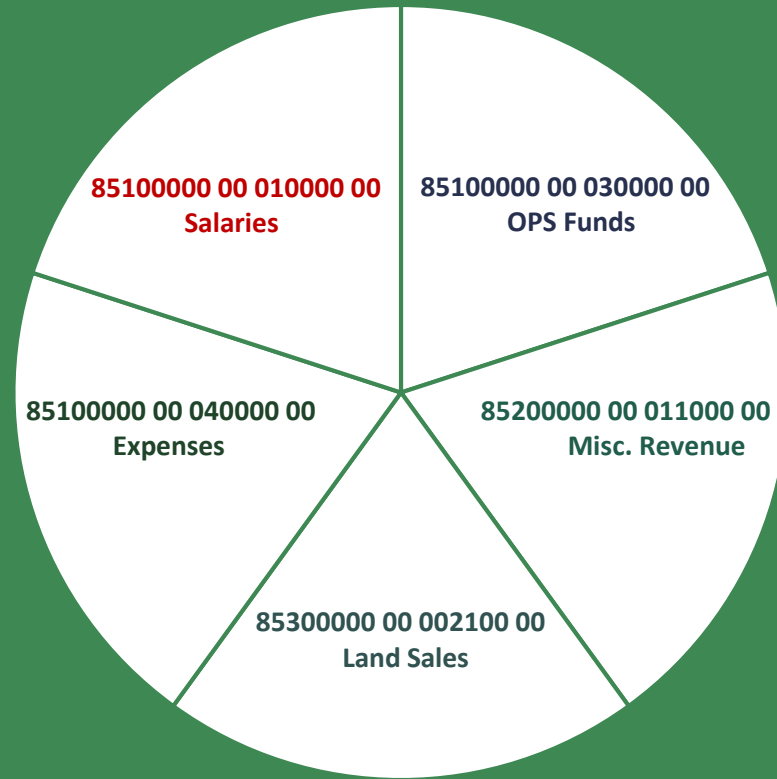
**GENERAL REVENUE (G/R)
FUND**

GENERAL REVENUE FUND- 85 10 1 000001



<u>L1</u>	<u>GF</u>	<u>SF</u>	<u>FID</u>	<u>BE</u>	<u>IBI</u>	<u>CAT</u>	<u>YR</u>	<u>Description of Fund</u>
85	10	1	000001	85100000	00	010000	00	Division of Adm. - G/R – Salaries
85	10	1	000001	85100000	00	030000	00	Division of Adm. –G/R – OPS
85	10	1	000001	85100000	00	040000	00	Division of Adm. –G/R – Expenses
85	10	1	000001	85200000	00	011000	00	Division of Adm. –G/R – Misc. Revenue
85	10	1	000001	85300000	00	002100	00	Division of Adm. –G/R – Land Sale

GENERAL REVENUE FUND- 85 10 1 000001



<u>L1</u>	<u>GF</u>	<u>SF</u>	<u>FID</u>	<u>BE</u>	<u>IBI</u>	<u>CAT</u>	<u>YR</u>	<u>Description of Fund</u>
85	10	1	000001	85100000	00	010000	00	Division of Adm. - G/R – Salaries
85	10	1	000001	85100000	00	030000	00	Division of Adm. –G/R – OPS
85	10	1	000001	85100000	00	040000	00	Division of Adm. –G/R – Expenses
85	10	1	000001	85200000	00	011000	00	Division of Adm. –G/R – Misc. Revenue
85	10	1	000001	85300000	00	002100	00	Division of Adm. –G/R – Land Sale

Where can the 29-digit Account Code located?

Accounts Description File (AD)

Central file of all valid FLAIR Account Codes (29 digit) and their titles

L1 99	GF 99	SF 9	FID 999999	BE 99000000	IBI 00	CAT 000000	YR 00
1-2	3-4	5	6-11	12-19	20-21	22-27	28-29

AD File Function

MNMU 08/22/2013 12:59:51

MENU

SEC	FC	DESCRIPTION	SEC	FC	DESCRIPTION	SEC	FC	DESCRIPTION
I	AB	AVAILABLE BAL.	U	AD	ACCOUNT DESC	U	AP	ACCTS PAYABLE
U	AR	ACCTS RECEIVABLE	U	BC	BUDGET CONTROL	U	CD	PURCHASING CARD
U	CF	REQ FOR CERT	U	CP	CASH RCPTS UTIL	U	CR	CASH RECEIPTS
U	DB	DISBURSEMENTS	U	DM	DIR/MANAGER FILE	U	EN	ENCB & ENCB CHG
U	EX	EXPANSION	U	FA	FA - ACCOUNTING	U	FC	FA - CUSTODIAL
U	GA	GEN ACCOUNTING	U	GI	GRANT INFO	U	PE	PERIOD END
U	PJ	PROJECT INFO	U	RC	AR CUSTOMER	U	RP	IMMEDIATE REPORTS
U	RP	RECURRING REPORTS	U	SC	STATE CFO FILES	U	TF	TRANSFERS
U	TG	TITLE - GRANTS	U	TI	TITLE - GENERAL	U	TJ	TITLE - PROJECTS
U	TP	TITLE - PROPERTY	U	VE	VENDOR-EMPLOYEE	U	VP	VOUCHER PRINT
A	VS	VENDOR-STATEWIDE						

TYPE: AD SEL:

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT DAC



Accessing an AD Account

ADMU

08/22/13 13:02:27

ACCOUNT DESCRIPTION FILE MINI MENU

ACCOUNT CODE									
SEL	L1	GF	SF	FID	BE	IBI	CAT	YR	
I	85	10	1	000001	85100000	00	040000	00	

Input 'I'
Account

Enter L1 for global search to
begin with first account code

Additional codes
search

SELECTIONS

- A - ADD
- I - INQUIRY
- U - UPDATE

TYPE _ SEL

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

Accessing an AD Account

ADI1 08/22/13 13:18:05

ACCOUNT DESCRIPTION FILE INQUIRY BY ACCOUNT CODE

X	L1	GF	SF	FID	BE	IBI	CAT	YR	SC	SHORT DESC
										DESCRIPTION LINE 1 DESCRIPTION LINE 2
	85	10	1	000001	85100000	00	040000	00	U	FLAIR CLASS ONLY
										DIV. OF ADM. - G/R - EXPENSES
	85	10	1	000001	85100000	00	060000	00		FLAIR CLASS ONLY
										DIV. OF ADM. - G/R - OCC
	85	10	1	000001	85100000	00	080000	00	U	F
										DIV. OF ADM. - G/R - FCO

ACCOUNT CODE: FLAIR will display Account Codes in order based on search criteria 10--PF11--PF12---

Enter-PF1---PF2---

Account Code

Status Code

Short Description

Account Code Description

Available Balance Inquiry

ABMU

AVAILABLE BALANCE INQUIRY

06/21/16 15:23:50

L1	L2	L3	L4	L5	EO	VR	OBJECT	GRANT	CONTRACT	PROJECT	
85	10	01	01	211	01						
GAAFR FUND					20	STATE FUND			2	FUND IDENTIFIER	010001
BUDGET ENTITY					85100000	IBI			00	APPROP CATEGORY	040000
APPROP YEAR					00	AU				CFI	

CURRENT YEAR

PRIOR YEAR

- X 1 FUND CASH
- X 2 FUND RELEASE
- 3 ORGANIZATION CASH
- X 4 ALLOTMENT
- 5 GRANT FUND CASH
- 6 CONTRACT FUND CASH
- 7 GRANT ALLOTMENT
- 8 CONTRACT ALLOTMENT
- 9 PROJECT CASH
- 10 PROJECT ALLOTMENT

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

TR51 Example

51S2 TR 51 - UNENCUMBERED DISBURSEMENTS - SINGLE INPUT 06/21/2016 14:48:22

L1	L2	L3	L4	L5	EO	VR	OBJECT	CF	PPI	DESCRIPTION	SUB-VENDOR-ID
85	10	01	01	211	01	04	341000			Supplies	

....AMOUNT....	VENDOR-ID	TRN-DT	G	VOUCH-NO	LINE	BI	OTHER-DOC	B
100.00	F11111111999	06212016	V	D52215	0001			

INVOICE	AB	..QUANTITY..	CK-NO	CK-DT	PID	BF-ORG	BF-EO	BF-OB/CF	BF-CAT/YR
524909385									

CAT	YR	GL	EGL	EOB	ECAT	EP	GRANT	GY	CNTRT	CY	OCA	AU
040000	00	71100										

GF	SF	FID	BE	IBI	EF	STATE-PROGRAM	PROJECT ID
20	2	010001	85100000	00		1112110000 000000	

BPIN COUNT ...UNITS.... ...TIME...

NEXT: L1-L5 85 10 01 01 211 EO 01 VR OBJECT 341000 PPI TYPE SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT MINI MAIN RFRSH CAN

Daily Input Example

DTRR01-16 AS OF 07/11/16

DATE RUN 07/11/16

DAILY INPUT BY SITE

PAGE 1

OPERATING ORGANIZATION 85

SITE 01

TR	TRDT	L2L5	EO	VER	GL	CAT	CFY	YR	AMOUNT	OBJECT	PDN	INVOICE	VENDOR ID	ETME									
VENDOR LONG NAME	DESCRIPTION	SUB VENDOR NO	SWDN	FTI	BI	STPGM	GRT	GY	CNTRT	CY	BFORG	BFOPT	BFOBJ	BFCAT	BFYR								
BFCFI	CKNO	CKDT	GRP	BAT	AB	FPI	AI	XFD	SGL	XGL	XOB	PID	EP	OFS	AU	MBI	CNT	UNIT	TME	SXGL	PROJECT ID	XCAT	
51	06212016	100101211	01	04	71100	040000		00	100.00	341000	VD522150001	524909385	F111111111999	154825									
A & D OFFICE SUPPLY									000485	20	2	010001	85100000	00	0.00								
SUPPLIES									0	1112110000000000			0000000000	000000	000000								
	00000000		3		0	00000			00		0300	000000000000	00000000										
TOTAL OF PDN VD52215									100.00														
TOTAL OF TR 51									100.00														

Voucher Schedule Example

STATE OF FLORIDA		VOUCHER SCHEDULE		DATE 07/02/2016		PAGE NO 1	
OLO 850000		NON-AUDITED RETAIN ALL DOCUMENTATION				SWDN Agency Voucher	
DEPARTMENT FLAIR EDUCATION						No.	
SITE FLAIR HEADQUARTERS						W30-0000-2555 001107	
VENDOR ID NUMBER OR SSN NUMBER	PAYEE	OBJECT CODE	TRANS CODE	TRANS			
			OBJECT AMOUNT	WARRANT AMOUNT			
F111111111999	A & D OFFICE SUPPLY	3410		100.00	100.00		
ACCOUNT NAME: DIV. OF ADM. – G/R - EXPENSES FLAIR CLASS ONLY ACCOUNT CODE: 85101000001-851000000-04000000					TOTAL 100.00		
I hereby certify that the above transactions are in accordance with the Florida Statutes and all applicable laws and rules of the State of Florida.			For State Comptroller's Use Only				
APPROVED: TITLE <i>Flair Trainer</i>		Time In		Audited By			

Trial Balance Report Example

DMAR01-12 AS OF 07/12/16

85000000000
 TRIAL BALANCE BY FUND
 JULY 12, 2016

DATE RUN 07/12/16
 PAGE 4

85 FLAIR EDUCATION

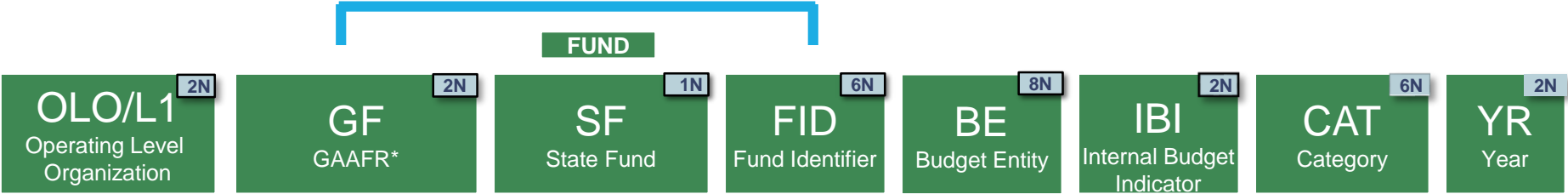
8510 DIVISION 10

10 1 000001 FLAIR GENERAL REVENUE

85100000 00 OFFICE OF THE COMMISSIONER

GL	GL ACCOUNT NAME	MONTH-TO-DATE	QUARTER-TO-DATE	YEAR-TO-DATE
CAT	CF YR CAT DESCRIPTION			
13100	UNEXPENDED GENERAL REVENUE RELEASES			
010000	SALARIES AND BENEFITS	0.00	64,942,500.00	259,770,000.00
030000	OTHER PERSONAL SERVICES	0.00	65,117,500.00	260,470,000.00
040000	EXPENSES	174,498.51-	111,455,501.49	446,345,501.49
060000	OPERATING CAPITAL OUTLAY	0.00	65,117,500.00	260,470,000.00
	** GL 13100 TOTAL	174,498.51-	306,633,001.49	1,227,055,501.49
54600	COLLECTIONS, GENERAL REVENUE			
000100	FEEs	625.00	625.00	625.00
000200	LICENSES	10,200.00	10,200.00	10,200.00
001100	OTHER GRANTS	249,700.00	249,700.00	249,700.00
001800	REFUNDS	2,478.00	2,478.00	2,478.00
	** GL 54600 TOTAL	263,003.00	263,003.00	263,003.00

FLAIR Account Code Components



References

FLAIR Fundamentals Procedure Manual:

www.myfloridacfo.com/Division/AA/Manuals/100FLAIRFundamentals.pdf

Office of Florida Financial Education:

DFSFinancialEd@myfloridacfo.com

Training Opportunities:

www.myfloridacfo.com/Division/AA/Training/FinancialEd.htm