



**Florida Department of Financial Services  
FLAIR Procedures Manual**

**Appendix**

**Revised January 2018**



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## I. FLAIR NAVIGATION CODES

### A. ACCESS CONTROL CODES

Code	Long Title
P	Prohibited
I	Inquiry Only
U	Add, Inquiry, Update
A	Add, Inquiry Only
V	Update, Inquiry Only
E	Add, Inquiry, Update, and Process Execution (Statewide Only)
B	Bureau of Auditing and State Standard Codes
L	Limited State Standard Codes

### B. FUNCTION KEY CODES

Code	Long Title
PF1	<b>Help.</b> When a help menu is available (and asterisk is next to the field name) pressing <b>F1</b> will open the Help Screen.
PF2	<b>Quit.</b> The operator must press PF2 to exit the Purchasing Card function.
PF3	<b>Return.</b> It is used to close a help window or to return to a previous application.
PF4	<b>Main.</b> This will return the user to the FLAIR main accounting menu.
PF5	<b>Flip.</b> Used to change the “look” of the PF keys - how they are displayed on the screen.
PF6	<b>Preferences.</b> The user has the flexibility to program how the screen will behave after a successful screen modification.
PF7	<b>Backward.</b> Used to page backward.
PF8	<b>Forward.</b> Used to page forward.
PF9	<b>Expand All.</b> Used when the <u>entire</u> distribution must be re-expanded because sensitive data was changed on the distribution.
PF10	<b>Left.</b> Move left one panel.
PF11	<b>Right.</b> Move right one panel.

<b>PF12</b>	<b>Process.</b> Used when a value is placed in the action field for one line of the distribution.
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\*Function (PF) keys are available for operation when they appears on screen.

**C. FLAIR SCREEN SELECT CODES**

Code	Long Title
S	Single Add Screens
I	Single Inquiry Screens
U	Single Update Screens
A	Multiple Add Screens
M	Multiple Inquiry Screens
X	Multiple Update Screens

## II. FLAIR STATE STANDARD ACCOUNT CODES

The state standard codes for each of the FLAIR record types listed below are now available as queries through the FLAIR Information Warehouse. **Note:** Access the queries through the **Public/Lookups** tab.

FLAIR Information Warehouse: <https://flair.dbf.state.fl.us/iwpapps/iwhome.shtml>

- **OLO CODES** (Record Type - **AA**)
- **BUDGET ENTITY & IBI CODES** (Record Type - **AB**)
- **GAAFR FUND CODES** (Record Type - **AC**)
- **STATE FUND CODES** (Record Type - **AD**)
- **CATEGORY CODES** (Record Type - **AE**)
- **STATE ABBREVIATIONS** (Record Type - **AF**)
- **COUNTY CODES** (Record Type - **AG**)
- **RECIPIENT TYPE CODES** (Record Type - **AJ**)
- **FUND IDENTIFIER CODES** (Record Type - **CC**)
- **STATE PROGRAM CODES** (Record Type - **CD**)
- **OBJECT CODES** (Record Type - **CF**)
- **GENERAL LEDGER CODES** (Record Type - **CG**)



### III. FLAIR ASSET CODES

#### A. ASSET CLASS CODES (Record Type - IE)

<http://www.myfloridacfo.com/Division/AA/Links/PropertyClassCodes.pdf>

#### B. ASSET ACQUISITION METHOD CODES

Code	Long Title
1	Purchased
2	Donated
3	Government Surplus
4	Lease Purchase
5	Other
6	Consolidated Equipment Financing Program
7	Intra-fund Transfer

#### C. ASSETS – LEASE PURCHASE SUBSET CODES

Code	Long Title
13X	Total Principal
13X	Total Interest
13X	Months in Contract
13X	Year-to-Date Principal
13X	Year-to-Date Interest
13X	Life-to-Date Interest
13X	Life-to-Date Principal

**D. ASSET VALUATION METHOD CODES**

Code	Long Title
1	Cost
2	Appraised Historical Value
3	Appraised Fair Market Value
4	Assigned Value
5	Book Value
9	Other

**E. ASSET CONDITION CODES**

Code	Long Title
1	New
2	Good
3	Fair
4	Poor

**F. ASSET DISPOSITION STATUS CODES**

Code	Long Title
<b>BLANK</b>	Active
2	Traded
3	Junked
4	Lost or Stolen
5	Deleted
7	Casualty Loss
8	Lost or Stolen Pending DFS Approval

## IV. FLAIR PURCHASING CARD SUBSYSTEM CODES

The state standard codes for each of the FLAIR Purchasing Card record types below are available as queries through the FLAIR Information Warehouse.

FLAIR Information Warehouse/PCard: <https://flair.dbf.state.fl.us/iwpapps/pchome.shtml>

- **PURCHASING CARD STATUS** (Record Type - **MB**)
- **PURCHASING CARD APPROVER CODES** (Record Type - **MC**)
- **PURCHASING CARD SIC CODES** (Record Type - **ME**)

## V. FLAIR EXPANSION FILES

### A. EXPANSION SET FILE CODES

Code	Long Title
<b>OBJ</b>	<b>Object Code *</b>
<b>SI</b>	<b>Set Indicator*</b>
<b>CAT</b>	<b>Category/Revenue Source *</b>
<b>GL</b>	<b>General Ledger Code*</b>
<b>YR</b>	<b>Year</b> (will default to <b>00</b> if left blank)*
<b>ALI</b>	Allotment Level Indicator
<b>GTALI</b>	Grant Allotment Level Indicator
<b>CTALI</b>	Contract Allotment Level Indicator
<b>PJALI</b>	Project Allotment Level Indicator
<b>EGL</b>	External General Ledger
<b>ECAT</b>	External Category
<b>EOB</b>	External Object Code
<b>SC</b>	<b>Status Code</b> (System generated when added. May be changed on the update screen.)*

\* Bolded to emphasize codes required for adding a set record.

### B. EXPANSION OPTION CODES

Code	Long Title
<b>ORG</b>	<b>Organization (L1-L5)*</b>
<b>EO</b>	<b>Expansion Option*</b>
<b>GF</b>	Governmental Accounting, Auditing, and Financial Reporting ( <b>GAAFR</b> ) <b>Fund Type *</b>
<b>SF</b>	<b>State Fund Type *</b>
<b>FID</b>	<b>Fund Identifier*</b>
<b>SP</b>	<b>State Program*</b> (Single Input Override Capability)
<b>ALD</b>	<b>Allotment Level Default*</b>
<b>VR</b>	Version
<b>SC</b>	Status Code (System generated when added. May be updated to inactive/deleted.)*
<b>AU</b>	Agency Unique (Single Input Override Capability)

Code	Long Title
OCA	Other Cost Accumulator (Single Input Override Capability)
EP	External Program (Single Input Override Capability)
G	Grant (Single Input Override Capability)
GY	Grant Year (Single Input Override Capability)
CNT	Contract (Single Input Override Capability)
CY	Contract Year (Single Input Override Capability)
PRJ	Project (Single Input Override Capability)
SI	Set Indicator
BE	Budget Entity
IBI	Internal Budget Indicator
RVL	Revolving Fund
CLR	Clearing Fund
EF	External Fund
OFS	Original Fund Source
BEG DT	Beginning Date for Option
END DT	Ending Date for Option
DM	Director/Manager
GTALD	Grant Allotment Level Default
CTALD	Contract Allotment Level Default
PJALD	Project Allotment Level Default
REG ABI	Available Balance Indicators (Regular ABI)* <ul style="list-style-type: none"> <li>• Encumbrances/Enc. Changes/Payables (EC)</li> <li>• Encumbered Disbursements/Payable Disbursements (ED)</li> <li>• Unencumbered Disbursements (UD)</li> </ul>
GRANT ABI	Grant Available Balance Indicator (Grant ABI) <ul style="list-style-type: none"> <li>• Encumbrances/Encumbrance Changes/Payables (GTEC)</li> <li>• Encumbered Disbursements/Payable Disbursements (GTED)</li> <li>• Unencumbered Disbursements (GTUD)</li> </ul>
CNT ABI	Contract Available Balance Indicator (Contract ABI) <ul style="list-style-type: none"> <li>• Encumbrances/Encumbrance Changes/Payables (CTEC)</li> <li>• Encumbered Disbursements/Payable</li> </ul>

Code	Long Title
	Disbursements (CTED) <ul style="list-style-type: none"> <li>• Unencumbered Disbursements (CTUD)</li> </ul>
<b>PRJ ABI</b>	<ul style="list-style-type: none"> <li>• Project Available Balance Indicator (PROJECT ABI)</li> <li>• Encumbrances/Encumbrance Changes/Payables (PJEC)</li> <li>• Encumbered Disbursements/Payable Disbursements (PJED)</li> <li>• Unencumbered Disbursements (PJUD)</li> </ul>

\* Bolded to emphasize codes required for adding an expansion option record.

**C. ALLOTMENT LEVEL DEFAULT (ALD)**

Valid input for Allotment Level Default (ALD):

Code	Long Title
A or 1	Organization Level 1
B or 2	Organization Level 2
C or 3	Organization Level 3
D or 4	Organization Level 4
E or 5	Organization Level 5

Valid input for Grant Allotment Level Default (GTALD), Contract Allotment Level Default (CALD), and/or Project Allotment Level Default (PJALD):

Code	Long Title
A	Organization Level 1
B	Organization Level 2
C	Organization Level 3
D	Organization Level 4
E	Organization Level 5

**D. AVAILABLE BALANCE INDICATOR (ABI)**

Regular ABIs (Required. Defaults to 0 if left blank.):

Code	Long Title
0	Spending Authority Only
1	Spending Authority and Allotments
2	Spending Authority and Organization Cash
3	Spending Authority, Allotments, and Organization Cash
4	Allotments Only
9	No Available Balance Checking

Grant ABIs (required if agency is a FACTS and Grant Subsystem user and a grant code is input):

Code	Long Title
0	Grant Fund Cash
1	Grant Fund Cash and Grant Allotments
2	Grant Allotments
9	No Available Balance Checking

Contact ABIs (required if contract is input):

Code	Long Title
0	Contract Fund Cash
1	Contract Fund Cash and Contract Allotments
2	Contract Allotments
9	No Available Balance Checking

Project ABIs (required if a project is input):

Code	Long Title
0	Project Fund Cash
1	Project Fund Cash and Project Allotments
2	Project Allotments
9	No Available Balance Checking



## VI. FLAIR EXPENDITURE CODES AND DATA

### A. MINORITY VENDOR CODES

The minority vendor codes used in expenditure payments are available on the Department of Management Services' website. **Note:** The list is a PDF document titled, *Minority Business Enterprise Code List*.

Department of Management Services/Documents and Templates:

[http://www.dms.myflorida.com/agency\\_administration/office\\_of\\_supplier\\_diversity\\_osd/agency\\_resources/documents\\_and\\_templates](http://www.dms.myflorida.com/agency_administration/office_of_supplier_diversity_osd/agency_resources/documents_and_templates)

### B. VOUCHER TYPE CODES

Code	Long Title
A1	Regular Disbursement Voucher
A2	Regular Disbursement Contractual Services Voucher Governmental Agencies
G1	Revolving Fund Reimbursement
G2	Revolving Fund Reimbursement Contractual Services
L1	Regular Voucher <\$10,000, Not Audited
L2	Load/Post Contract Voucher
L3	Revolving Fund Reimbursement <\$10,000, Not Audited
L4	Load/Post Revolving Fund Contract Voucher
R1	Refund of Overpayments
R2	Refund of Overpayments, Contractual Services
S1	Regular Voucher <\$10,000, Statistically Sampled To Be Audited
S2	Sampled Contract Voucher
S3	Revolving Fund Reimbursement <\$10,000, Statistically Sampled To Be Audited
S4	Sampled Revolving Fund Voucher
K1	Purchasing Card Reimbursement
IE	MFMP Flagged
PE	MFMP
P1	Load/Post Auto Pay Voucher
P2	Load/Post Auto Pay Contract Voucher
P3	Load/Post Revolving Fund Voucher
P4	Load/Post Auto Pay Revolving Fund Contract Voucher

## Journal Transfer Vouchers:

Code	Long Title
<b>B1</b>	JT-1 - Journal Redistribution
<b>B4</b>	JT-1 - Journal Redistribution (Automated Journal Transfer System)
<b>C1</b>	JT-2 - Non-Operating Transfer
<b>C2</b>	JT-2 - Journal Advice
<b>C4</b>	JT-2 - Expenditure Refund Journal Advice
<b>P5</b>	JT-2 - Auto-Pay JT2 Non-Operating
<b>P6</b>	JT-2 - Auto -Pay JT2 Operating
<b>P7</b>	JT-2 - Auto-Pay Expenditure Refund Journal Advice
<b>P8</b>	JT-1 - Load/Post Intra Agency JT1
<b>P9</b>	JT-1 - Load/Post Intra-Agency JT1 from Batch 55
<b>Q2</b>	JT-2 - Refund Of Overpayments
<b>T1</b>	Revenue to Revenue Treasury Receipt Transfer, Intradepartmental
<b>U1</b>	Revenue to Revenue Treasury Receipt Transfer, Interdepartmental
<b>W1</b>	Revenue to Revenue Treasury Receipt Transfer, Intradepartmental, Flagged
<b>X1</b>	Revenue to Revenue Treasury Receipt Transfer, Interdepartmental, Flagged
<b>T2</b>	Revenue to Revenue Transfer Receipts Transfer, Intradepartmental
<b>U2</b>	Revenue to Revenue Transfer Receipts Transfer, Interdepartmental
<b>W2</b>	Revenue to Revenue Transfer Receipts Transfer, Intradepartmental, Flagged
<b>X2</b>	Revenue to Revenue Transfer Receipts Transfer, Interdepartmental, Flagged
<b>T3</b>	Revenue to Revenue Transfer Journal Receipts Transfer, Intradepartmental
<b>U3</b>	Revenue to Revenue Transfer Journal Receipts Transfer, Interdepartmental
<b>W3</b>	Revenue to Revenue Transfer Journal Receipts Transfer, Intradepartmental, Flagged
<b>X3</b>	Revenue to Revenue Transfer Journal Receipts Transfer, Interdepartmental, Flagged

## Non- Chief Financial Officer Vouchers:

Code	Long Title
<b>D1</b>	Regular Disbursement Voucher
<b>E1</b>	JT-1 - Journal Redistribution
<b>F1</b>	JT-2 - Non-Operating Transfer
<b>F2</b>	JT-2 - Journal Advice
<b>H1</b>	Revolving Fund Reimbursement (Revolving Fund)

**C. WARRANT TYPE CODES**

Code	Long Title
1	Public Assistance
2	Unemployment Compensation
3	Salary & Class "C" Travel
4	Expense
5	Retirement
8	Electronic Fund Transfer
9	Unemployment Compensation

**D. TRACKING STATUS CODES PROMPT PAYMENT (Interest Penalty)**

Code	Long Title
01	Unpaid Interest Penalty Due
02	Paid
03	Unpaid Waiver in Part
04	Paid Waiver in Part
05	Deleted
06	Appealed
07	Appeal Denied
08	Waiver in Whole
09	Vendor Declines Payment

**E. TITLE FILE DATA STATUS CODES**

Code	Long Title
A	Added/Active
U	Used
I	Inactive
D	Delete
C	Closed (Contract and Grant Titles Only)

**F. BOOKKEEPING INDICATOR CODES**

Code	Long Title
<b>A</b>	Used in disbursement transactions to bypass the automated posting. Flags the voucher to be audited.
<b>C</b>	Used in disbursement correction transactions to cancel a check that has already been written (if coded, a check number must be coded into the local fund check number field).
<b>E</b>	Used in disbursement correction transactions to erase a check that has not actually been written (if coded, no check number may be coded into the local fund check number field).
<b>N</b>	Used in disbursement transactions to produce a non-CFO voucher and bypass the on-line voucher audit. For cash receipt corrections, <b>N</b> will prevent the transactions from being included in treasury receipts processing.
<b>X</b>	Used in disbursement transactions to bypass voucher processing, producing no voucher, and bypassing on-line voucher audit.
<b>Z</b>	Bypass Central Accounting Contract Tracking System.
<b>#</b>	Used in disbursement and revenue/refund transactions to indicate that a check is to be printed (if coded, a check number must <u>not</u> be coded into the local fund check number field).
<b>\$</b>	Used in disbursement and revenue/refund transactions to indicate that a check will be manually produced (if coded, a check number must be coded into the local fund check number field).

## VII. FLAIR REVENUE CODES

### A. REVENUE TO REVENUE STATUS CODES

Code	Long Title
A	Awaiting Transfer
P	Ready for Processing
R	Rejected
D	Deleted
S	Sent to Nightly Processing
N	Central Posting Reject
C	Completed Transaction

## **VIII. RDS INFORMATION**

### **A. RDS AGENCY AND FORM IDS**

<https://www.myfloridacfo.com/Division/OIT/FLAIR/RDS/index.html>

### **B. DEPARTMENTAL/AGENCY ACCOUNTING STANDARD RDS REPORTS**

<https://www.myfloridacfo.com/Division/OIT/FLAIR/RDS/reports/departmental.html>

### **C. CENTRAL ACCOUNTING STANDARD REPORTS**

<https://www.myfloridacfo.com/Division/OIT/FLAIR/RDS/reports/central.html>

## IX. ACRONYMS

Acronym/ Abbreviation	Long Title
A	Automated
AB	Available Balance Function (via <b>TYPE</b> field)
AB	Available Balance Override Indicator
ABI	Available Balance Indicator
AC-DT	Activity Date
ACCT CODE	Account Code
ACCUM DEPREC	Accumulated Depreciation
ACCUM-DPR-AMT	Accumulated Depreciation Amount
ACD-DT	Accumulated Depreciation Computation Date
ACQ COST	Acquisition Cost
ACQ-DT	Acquisition Date
ACT	Action
AD	Account Description
ADO	Account Description Override Indicator
ADJ-DT	Date of Last Record Adjustment
AGENCY DOC / AGN DOC	Agency Document Number (Voucher Number)
AGCY-SC	Agency Status
AI	Accrual Indicator
AICPA	American Institute of Certified Public Accountants
ALD	Allotment Level Default
AL-EGL	Allotment External General Ledger Code
AL-EGL	Allotment General Ledger Code
ALI	Allotment Level Indicator
AMT / AMOUNT	Amount (dollar value)
AMT-CHANGE	Amount change
APPR / APPROP	Appropriations
AMT TO BE DEPR	Amount to be Depreciated
APRV	Approve a Warrant Cancellation or Stop Payment Request for Warrant and Cancellations
APRVD BUDGET	Approved Budget
AP-DT	Accounts Payable Date

Acronym/ Abbreviation	Long Title
<b>AP-EGL</b>	Accounts Payable External General Ledger Code
<b>AP-GL</b>	Accounts Payable General Ledger Code
<b>AP-NO</b>	Accounts Payable Document Number
<b>AP-NO &amp; LINE</b>	Accounts Payable Document and Line Number
<b>AR</b>	Accounts Receivable
<b>AR-DT</b>	Accounts Receivable Date
<b>AQM</b>	Acquisition Method
<b>AR-EGL</b>	Accounts Receivable External General Ledger Code
<b>AR-GL</b>	Accounts Receivable General Ledger Code
<b>AR-NO</b>	Accounts Receivable Document Number
<b>AR-NO &amp; LINE</b>	Accounts Receivable Document and Line Number
<b>AU</b>	Agency Unique
<b>AUDIT DATE</b>	Contract Voucher Audit Date
<b>B</b>	Batch Character
<b>BC</b>	Budget Control
<b>BE</b>	Budget Entity
<b>BEG DATE / BEG-DT</b>	Beginning Date
<b>BF-CAT</b>	Benefiting Fund Appropriation Category
<b>BF-CAT/YR</b>	Benefiting Fund Appropriation Category and Year
<b>BF-CF</b>	Benefiting Fund Certified Forward Indicator
<b>BF-EO</b>	Benefiting Fund Expansion Option
<b>BF-OB / BF-OBJ</b>	Benefiting Fund Object Code
<b>BF-ORG</b>	Benefiting Fund Organization Number
<b>BF-YR</b>	Benefiting Fund Appropriation Year
<b>BI/BKI</b>	Bookkeeping Indicator
<b>BLDG ADDRESS</b>	Physical Address of Building
<b>BPIN</b>	Beginning Property Item Number
<b>CAFR</b>	Comprehensive Annual Financial Report
<b>CALC-IND</b>	Calculation Indicator
<b>CANX</b>	Cancelled Indicator
<b>CAT / CATEGORY</b>	Appropriation Category or Revenue Source
<b>CERT F DIS / CF DISB</b>	Certified Forward Disbursements



Acronym/ Abbreviation	Long Title
<b>CERT F DIS / C</b>	Certified Forward Indicator
<b>CF CANC APR</b>	Certified Forward Cancellation Appropriations
<b>CG-GL</b>	Contracts and Grants General Ledger
<b>CH-ITEM / CH-ITEM NUM</b>	Chained Item Number
<b>CID</b>	Custodian Identifier
<b>CK-DT</b>	Revolving Fund Check Date
<b>CK-NO</b>	Revolving Fund Check Number
<b>CLR</b>	Clearing Fund Identifier
<b>CMPT-SC</b>	Chief Financial Officer Status Code
<b>CNTRT / CONTRACT NO</b>	Contract Number
<b>CFO</b>	Chief Financial Officer
<b>CFO REC</b>	Chief Financial Officer Receipt Date
<b>COND</b>	Property Condition
<b>CONTRACT ABI</b>	Contract Available Balance Indicator
<b>COST FOR DPR</b>	Cost for Depreciation
<b>COUNT</b>	Count of Sequencing
<b>CP</b>	Cash Receipts Utility (via <b>TYPE</b> field)
<b>CR</b>	Credit
<b>CR-DT</b>	Cash Receipts Date
<b>CS</b>	Cash Sale Indicator
<b>CT</b>	Contract Payments (via <b>TYPE</b> field)
<b>CTALD</b>	Contract Allotment Level Default
<b>CTALI</b>	Contract Allotment Level Indicator
<b>C-USAGE</b>	Current Usage
<b>CU FUND</b>	Current Use Fund
<b>CY</b>	Contract Year
<b>D</b>	Marked for Deletion (Status Code)
<b>DA</b>	Disposition Authority
<b>DB</b>	Debit
<b>DB-DT</b>	Disbursement Date
<b>DC</b>	Delegate Code
<b>DEP-NO</b>	Deposit Number

Acronym/ Abbreviation	Long Title
<b>DFS</b>	Department of Financial Services
<b>DISB</b>	Disbursement
<b>DISP PROCEEDS</b>	Proceeds from Disposition
<b>DISPDT</b>	Disposition Date
<b>DISP-RDOC</b>	Disposition Reference Document
<b>DISP-VENDOR</b>	Disposition Vendor
<b>DOC-LINE</b>	Document Line Number
<b>DOC-NO</b>	Document Number
<b>DOC-TYPE</b>	Document Type
<b>DPM</b>	Depreciation Method
<b>DPMDC</b>	Depreciation, Monthly Depreciation Calculated
<b>DSDT-2K</b>	Date of Next to Last Data Update
<b>DT-REC / RCV-DT / DT-RECVD</b>	Date Received
<b>DUPLICATE IND</b>	Duplicate Indicator
<b>EC</b>	Encumbrance/Payable
<b>EC-DT</b>	Estimated Completion Date
<b>EC / ER-CD</b>	Error Code
<b>ECAT / XCAT</b>	External Category
<b>ED</b>	Encumbered Disbursement
<b>EDI</b>	Electronic Data Interchange
<b>EF</b>	External Fund Type
<b>EFT</b>	Electronic Fund Transfer
<b>EGL</b>	External General Ledger Code
<b>ELU</b>	Expected Life Units
<b>ENC-AMT</b>	Encumbrance Amount
<b>END DATE / END-DT</b>	Ending Date
<b>EN-DT</b>	Encumbrance Date
<b>EN-EGL</b>	Encumbrance External General Ledger Code
<b>EN-GL</b>	Encumbrance General Ledger Code
<b>EN-NO</b>	Encumbrance Document Number
<b>EN-NO &amp; LINE</b>	Encumbrance Document and Line Number
<b>EO</b>	Expansion Option Indicator

Acronym/ Abbreviation	Long Title
<b>EOB</b>	External Object Code
<b>EOG</b>	Executive Office of the Governor
<b>EOG-OPB</b>	Executive Office of the Governor – Office of Planning & Budget
<b>EP</b>	External Program
<b>EST REVENUE</b>	Estimated Revenue
<b>EST SALVAGE</b>	Estimated Salvage Value
<b>ET</b>	Electronic Fund Transfer (via <b>TYPE</b> field)
<b>ETME</b>	Time of Input (Machine Generated)
<b>EXDT</b>	Maintenance/Warranty Expiration Date
<b>F (FEID)</b>	Federal Employer Identification Number
<b>F / FPI</b>	Final Payment Indicator
<b>F.S.</b>	Florida Statutes
<b>FED PART</b>	Federal Participation
<b>FID</b>	Fund Identifier
<b>FLAIR</b>	Florida Accounting and Information Resource
<b>FLRS</b>	Number of Floors in a Building
<b>FMMIS</b>	Florida Financial Management Information System
<b>FT</b>	Flow Through Indicator
<b>G</b>	Grouping Character
<b>GAA</b>	General Appropriations Act
<b>GAAP</b>	Generally Accepted Accounting Principles
<b>GAAFR</b>	Governmental Accounting, Auditing, and Financial Reporting
<b>GASB</b>	Governmental Accounting Standards Board
<b>GF</b>	Governmental Accounting, Auditing, and Financial Reporting Fund Type
<b>GL</b>	General Ledger Code
<b>GRANT</b>	Grant Number
<b>GRANT ABI</b>	Grant Available Balance Indicator
<b>GTALD</b>	Grant Allotment Level Default
<b>GTALI</b>	Grant Allotment Level Indicator
<b>GY</b>	Grant Year
<b>I/A</b>	I = Operator Input. A = System Automated Entry.
<b>IBI</b>	Internal Budget Indicator
<b>IC / IDLE</b>	Idle Code

Acronym/ Abbreviation	Long Title
<b>IND</b>	Fund Transfer Indicator
<b>INQ</b>	Inquire
<b>INS CODE</b>	Insurance Code
<b>INVEN-DT</b>	Inventory Date
<b>INT ASSESSED</b>	Interest Assessed
<b>INVOICE</b>	Vendor Invoice Number
<b>ISSUE YEAR</b>	Year Warrant Issued
<b>ITEM NUM</b>	Item Number
<b>JT</b>	Journal Transfer
<b>L1 L2 L3 / OLO</b>	Operating Level Organization
<b>L1 L2 L3 L4 L5/ L1-L5 / ORG</b>	Organization Code
<b>LAS/PBS CODE</b>	Legislative Appropriations System/Planning Budgeting System
<b>LINE</b>	Document Line Number
<b>LOC</b>	Physical Location of Property
<b>LTD</b>	Life-to-Date
<b>LTD INTEREST</b>	Lease Purchase Life-to-Date Interest Paid
<b>LTD PRINCIPAL</b>	Lease Purchase Life-to-Date Principal Paid
<b>LU</b>	Life Units
<b>L-UPDT / LU DT-2K</b>	Last Update of Data
<b>M-AMOUNT</b>	Monthly Depreciation Amount
<b>M-PCT</b>	Monthly Depreciation Percentage
<b>MAND</b>	Mandatory
<b>MBI</b>	Memo Blanket Indicator
<b>MC</b>	Minority Vendor Classification
<b>MDC</b>	Monthly Depreciation Calculated
<b>MFMP</b>	MyFloridaMarketPlace
<b>MGDT</b>	Machine Generated Date of Input
<b>MI</b>	Middle Initial
<b>MIC</b>	Months in Contract
<b>MO</b>	Month
<b>MWI</b>	Maintenance Warranty Indicator
<b>MWIC</b>	Maintenance Warranty Interval Code

Acronym/ Abbreviation	Long Title
<b>N</b>	Other Assigned Number
<b>NA</b>	New Account Code Requests (via <b>TYPE</b> field)
<b>NBI</b>	New Balance Indicator
<b>NCF</b>	New Certified Forward Indicator
<b>NSC</b>	New Status Code
<b>OBJECT</b>	Object Code
<b>OCA</b>	Other Cost Accumulator
<b>OFS</b>	Original Fund Source
<b>OFFSET GL</b>	Offsetting General Ledger
<b>OFUND</b>	Ownership Fund
<b>OLO</b>	Operating Level Organization
<b>ORIG-DT</b>	Original Date
<b>ORIG-RCPT</b>	Original Receipt
<b>ORIG-VOUCHER</b>	Original Voucher
<b>OMB</b>	Office of Management and Budget
<b>OTHER-DOC</b>	Other Document Number
<b>OTHER-ID</b>	Other Identification Number
<b>PAID DATE</b>	Date Warrant Cleared the Treasury
<b>PAY</b>	Payment Indicator
<b>PAYMENT-AMT</b>	Payment Amount
<b>PDN / PRIME-DOC</b>	Primary Document Number
<b>P E DATE / P E DATE</b>	Period End Date
<b>PEN-DT</b>	Date Added to Property Pending
<b>PF</b>	Program Function Key
<b>PI</b>	Period Indicator
<b>PID</b>	Product Identifier
<b>PJALD</b>	Project Allotment Level Default
<b>PJALI</b>	Project Allotment Level Indicator
<b>PMNT-CYCLE</b>	Payment Cycle
<b>PMNT-TYPE</b>	Payment Type
<b>PPI</b>	Prior Period Indicator
<b>PROJECT ABI</b>	Project Available Balance Indicator

Acronym/ Abbreviation	Long Title
<b>PROJECT ID</b>	Project Identifier
<b>PROP-DOC / PROPERTY-DOC</b>	Property History Tracking Number
<b>PURCH ADDR</b>	Purchasing Address
<b>PU</b>	Property Unique
<b>PURGE</b>	Purge Code
<b>PW</b>	Paid Warrant Index (via <b>TYPE</b> field)
<b>PYMT-SC</b>	Payment Status Code
<b>PYRL IND</b>	Payroll Indicator
<b>QTY-CHANGE</b>	Quantity Change
<b>RC</b>	Customer File - Receipts Report Request used by Receiver to Browse Transfers for Transfer Function
<b>RCD ST</b>	Record Status
<b>RE-NO</b>	Recurring Payment Identification Number
<b>REC OLO</b>	Receiving Agency Operating Level Organization
<b>RECEIVING</b>	Revenue Account Receiver
<b>REC-DT</b>	Received Date
<b>REC-TYPE / RT</b>	Record Type
<b>REGULAR ABI</b>	Regular Available Balance Indicator
<b>REJECT CD</b>	Central Accounting Rejection Code
<b>REMIT-ADDR</b>	Remittance Address
<b>REV</b>	Revenue Categories
<b>RLU</b>	Remaining Life Units
<b>ROT</b>	Refund of Overpayment of Taxes Account
<b>RP</b>	Report Processing
<b>RQ</b>	Revenue Correction/Reallocation Report Request
<b>RR / RS</b>	Browse Revenue Correction/Reallocation
<b>RSN CODE</b>	Reason Code
<b>RT / RTYP / RTYPE</b>	Record Type
<b>RV</b>	Add Revenue Correction/Reallocation
<b>RVI</b>	Revolving Fund Indicator/Identifier
<b>S (SSN)</b>	Social Security Number
<b>SA</b>	State Accounts (via <b>TYPE</b> field)
<b>SC</b>	State Chief Financial Officer Accounts Mini Menu (via <b>TYPE</b> field)

Acronym/ Abbreviation	Long Title
<b>SC / ST / STAT / STATUS</b>	Status Code
<b>SCHD-DT</b>	Payment Scheduled Date
<b>SDN / SEC-DOC / SECOND DOC</b>	Secondary Document Number
<b>SEC</b>	Security Access Level
<b>SEL</b>	Selection Code
<b>SENDING</b>	Revenue Sender for Transfer Function
<b>SEQ</b>	Vendor Sequence Number
<b>SF</b>	State Fund Type
<b>SGL</b>	Secondary (offsetting) General Ledger
<b>SHORT DESC</b>	Short Description
<b>SI</b>	Set Indicator
<b>SITE</b>	Input Terminal Site
<b>SQFT</b>	Square Footage of Building
<b>STATE-DOC / STATEWIDE DOC / SWDN</b>	Statewide Document Number
<b>STATE PART</b>	State Participation
<b>STATUS DATE</b>	Date of Status Code Change
<b>STOP-DT</b>	Date to which Depreciation is Calculated
<b>STPGM</b>	State Program
<b>SUB VEN / SUB-VENDOR-ID</b>	Sub-vendor Identification Number
<b>TC / TR / TR-CD</b>	Transaction Code
<b>TF</b>	Transfer Function (via <b>TYPE</b> field)
<b>TFO</b>	Title File Override Indicator
<b>TID</b>	Terminal/Gateway of Input
<b>TIME</b>	Duration of Project
<b>TIN</b>	Tax Identification Number
<b>TR ST / TRACK STS</b>	Tracking Status Code
<b>TRDT / TRN-DT</b>	Transaction Date
<b>TR-TP / TR-TYPE</b>	Transaction Type
<b>U A</b>	Use Allowance
<b>UD</b>	Unencumbered Disbursement

Acronym/ Abbreviation	Long Title
<b>UNITS</b>	Units (Breakdown Components) of Project
<b>UPD</b>	Update Field
<b>USER-ID</b>	User Identification Number
<b>VA</b>	Voucher Audit (via <b>TYPE</b> field)
<b>VE</b>	Employee Vendor File
<b>VEN ID / VENDOR-ID</b>	Vendor Identification Number
<b>VH</b>	Vendor History Inquiry (via <b>TYPE</b> field)
<b>VM</b>	Valuation Method
<b>VOUCH-NO</b>	Voucher Number
<b>VR</b>	Expansion Option Version
<b>VS</b>	Statewide Vendor File
<b>V-LINE</b>	Voucher Line Number
<b>WA</b>	Warrant Cancellation Function (via <b>TYPE</b> field)
<b>WARRANT AVAIL DT</b>	Warrant Available Date
<b>WARRANT DATE / WT DATE</b>	Warrant Issue Date
<b>WARRANT NO / WT NO</b>	Warrant Number
<b>WARRANT PAID DATE</b>	Date Warrant Cleared the Treasury
<b>WARRANT STATUS</b>	Warrant Status Code
<b>WARRANT TYPE</b>	Warrant Type
<b>WR</b>	Warrant Reconciliation
<b>WRT-CAN-DT</b>	Warrant Cancelled Date
<b>WRT-ISSUE-DT</b>	Warrant Issued Date
<b>WRT-NO</b>	Warrant Number
<b>WRT-SC</b>	Warrant Status Code
<b>WRT-TYPE</b>	Warrant Type
<b>XCAT</b>	External Category
<b>YR</b>	Appropriation Year



## X. DATA CODES

		FLAIR Modules					Florida Accountability Contract Tracking System (FACTS)	
Name	Length	Expenditures	Revenue	Purchasing Card	Property	Projects	Grants	Contracts
<b>Agency Unique (AU)</b>	2A/N	X	X	X	X			
<b>Appropriation Category (CAT)</b>	6N	X	X	X	X	X		X
<b>Budget Entity (BE)</b>	8N	X	X	X	X	X		X
<b>Class Code</b>	10A/N				X			
<b>Contract (CNTRT)</b>	5A/N	X	X	X	X	X	X	X
<b>County Code</b>	2N				X	X		
<b>Disposition Authority</b>	2A/N				X			
<b>Expansion Option (EO)</b>	2A/N	X	X	X				
<b>Expansion Option Version (VR)</b>	2A/N	X	X	X				
<b>External Category (ECAT)</b>	6N	X	X	X	X			
<b>External Fund Type (EF)</b>	1N	X	X	X	X			
<b>External General Ledger (EGL)</b>	1N	X	X	X	X			
<b>External Object (EOB)</b>	3A	X	X	X	X			

		FLAIR Modules					Florida Accountability Contract Tracking System (FACTS)	
Name	Length	Expenditures	Revenue	Purchasing Card	Property	Projects	Grants	Contracts
<b>External Program (EP)</b>	2N	X	X	X	X			
<b>Fund Identifier (FID)</b>	6N	X	X	X	X	X		X
<b>GAAFR Fund Type (GF)</b>	2N	X	X	X	X	X		X
<b>General Ledger (GL)</b>	5N	X	X	X	X			
<b>Grant</b>	5A/N	X	X	X	X		X	
<b>Inactivation Reason</b>	1A	X	X	X	X			X
<b>Insurance</b>	7A/N				X			
<b>Internal Budget Indicator (IBI)</b>	2N	X	X	X	X	X		X
<b>Location</b>	16A/N				X			
<b>Object Code (OBJ)</b>	6N	X	X	X	X			
<b>Operating Level Organization (OLO)</b>	6N	X	X	X	X	X	X	X
<b>Organization Levels 1 - 5</b>	11N	X	X	X	X	X		X
<b>Original Fund Source (OFS)</b>	1A/N	X	X	X	X	X		
<b>Other Cost Accumulator (OCA)</b>	5A/N	X	X	X	X			X
<b>Product Identifier (PID)</b>	3A/N	X	X	X	X			X

		FLAIR Modules					Florida Accountability Contract Tracking System (FACTS)	
Name	Length	Expenditures	Revenue	Purchasing Card	Property	Projects	Grants	Contracts
<b>Prior Period Indicator (I)</b>	1A/N	X	X	X				
<b>Project Identifier</b>	11A/N	X	X	X	X	X		X
<b>Project Status</b>	2A/N					X		
<b>Project Type</b>	2A/N					X		
<b>Recipient Type</b>	1 A					X	X	
<b>Service Types</b>	6A/N					X	X	X
<b>Site</b>	2A/N	X	X	X	X			X
<b>State Abbreviation</b>	2A	X	X	X	X			X
<b>State Fund Types (SF)</b>	1N	X	X	X	X	X		X
<b>State Program</b>	16N	X	X	X	X			X
<b>Year (YR)</b>	2N	X	X	X	X	X		X

## XI. OTHER INFORMATION

### A. TRANSACTIONS IMPACTING AVAILABLE BALANCE (AB) FILE

TR	Fund Type	Fund Cash	ORG Cash	Fund Release	Allotment	Description
20					+/-	Records allotments
21						Records appropriation, approved budget, and estimated revenue
22				+/-		Records releases
30		+/-	+/-	+/-	+/-	Records cash receipts (allotment and release balances are updated only with expenditure object codes)
31	CLR	+/-				Records cash receipts in a clearing fund
32	RVL	+/-				Records cash receipts in a revolving fund and clears record from 7S Subsidiary File
33		+/-	+/-	+/-	+/-	Records accounts receivable cash receipts (allotment and release balances are updated only with expenditure object codes)
34	CLR	+/-				Records cash receipts in a clearing fund
51		+/-	+/-	+/-	+/-	Records unencumbered disbursements
52	OPR	+/-	+/-	+/-	+/-	Records revolving fund unencumbered disbursements
	RVL	+/-				
53		-	-	-	D	Records payable disbursements
54	OPR	-	-	-	D	Records revolving fund payable disbursements
	RVL	-				
58		+/-	+/-	+/-	+/-	Records disbursement corrections
59	OPR	+/-	+/-	+/-	+/-	Records revolving fund disbursement corrections
	RVL	+/-				
60					-	Records encumbrances and updates Encumbrance Subsidiary
6S					+/-	Records updates to Encumbrance Subsidiary
70		-	-	-	-	Records encumbered disbursements
71	OPR	-	-	-	D	Records revolving fund encumbered disbursements
	REV	-				

TR	Fund Type	Fund Cash	ORG Cash	Fund Release	Allotment	Description
79						Automated current year expense refunds (no impact on available balances)
80					-	Records unencumbered payables and updates the subsidiary
81					D	Records encumbered payables and updates the subsidiary
8S					+/-	Records updates to Accounts Payable Subsidiary
96		+/-	+/-	+/-	+/-	Records journal transfer receipts and corrections (allotment updated only with expenditure object codes)
97		+/-	+/-	+/-	+/-	Records journal transfer accounts receivable receipts and corrections (allotment updated only with expenditure object codes)
98	OPR	+/-	+/-	+/-	+/-	Automated: Clears the clearing fund and records revenue in the operating fund (allotment updated only with expenditure object codes)
	CLR	+/-				
99		+/-	+/-	+/-	+/-	Automated journal transfer receipts occurs within an agency only (does not carry project ID number or update project cash or project allotment balances)
CLR = Clearing Fund				+ = increase		D = Difference between encumbrance/payable amount and disbursement amount
RVL = Revolving Fund				- = decrease		
OPR or blank = Operating Fund				+/- = increase/decrease		

**B. AVAILABLE BALANCES MAINTAINED BY STATE FUND TYPE**

Type of Balance	State Fund Type(s)	Balance Maintained
<b>Fund Cash Balances</b>	2, 3, 8 only	Operating Level Organization (OLO) Fund (Governmental Accounting, Auditing, and Financial Reporting Fund [GF], State Fund [SF], Fund Identifier [FID])
<b>Fund Release Balances</b>	1, 2, 3 only	OLO Fund (GF, SF, FID) Budget Entity (BE) Internal Budget Indicator (IBI) Category Appropriation Year Certified Forward Indicator (CFI)
<b>Organization Cash Balances</b>	2, 3, 8 only	OLO Organization Levels L1-L5 Agency Unique (AU) Fund (GF, SF, FID)
<b>Allotment Balances</b>	1, 2, 3, 8	OLO Allotment Level Organization
<b>Grant Fund Cash Balances</b>	2, 3, 8 only	OLO Fund (GF, SF, FID) Grant
<b>Contract Fund Cash Balances</b>	2, 3, 8 only	OLO Fund (GF, SF, FID) Contract
<b>Grant Allotment Balances</b>	1, 2, 3, 8	OLO Allotment Level Organization Fund (GF, SF, FID) BE and IBI Category Appropriation Year Grant
<b>Contract Allotment Balances</b>	1, 2, 3, 8	OLO Allotment Level Organization Fund (GF, SF, FID) BE and IBI Category Appropriation Year Grant

Type of Balance	State Fund Type(s)	Balance Maintained
<b>Project Fund Cash Balances</b>	2, 3, 8 only	OLO Fund (GF, SF, FID) Project
<b>Project Allotment Balances</b>	1, 2, 3, 8	OLO Allotment Level Organization Fund (GF, SF, FID) BE and IBI Category Appropriation Year Project